



Release Notes

Real Estate Manager

Version 25.1



Document Information

Notices

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Disclaimer

This guide is designed to help you to use the Real Estate Manager applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.



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25.1 Release Notes

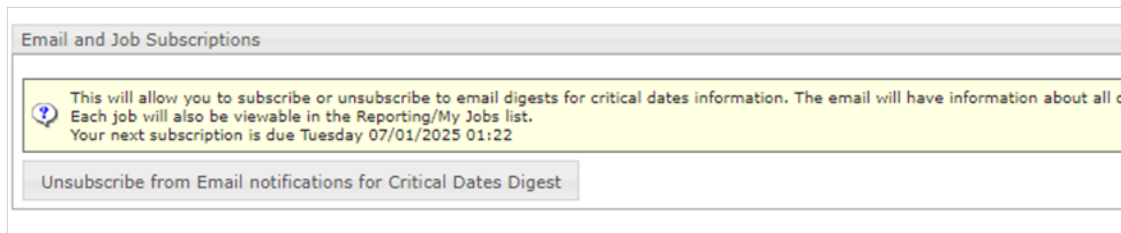
New Features

Subscribing to Email Digest for Critical Date Notification – Additional Date Types

In the previous release, Real Estate Manager has introduced a new feature for subscribing to email digests related to critical date notifications.

In the current release the email to the subscriber will have all the critical date types. When the user subscribes to the email, the user will receive an initial email followed by a weekly email for all the critical date types which are overdue or will be overdue in the next 3 months.

When the user subscribes to the email the user can also check the next due date of the email digest.






Bulk Download and Upload of Custom Fields for Invoices

Real Estate Manager now offers a convenient way to bulk download and bulk upload custom fields for invoices. Users can download and upload the following custom field types in bulk:

- Text
- Number
- Date
- Yes / No
- Lookup
- Decimal

Downloading Custom Fields:

- Navigate to **Administration > Bulk Custom Fields Download**.
- Filter the selection by choosing specific invoice types, custom fields, and invoice date range.
- Click on **Download**. The report will be available under **My Jobs**.



Download Bulk Custom Fields

[Administration](#) > Download Bulk Custom Fields

Record Type	Invoice Type Custom Fields ▼
Invoice Types	<div style="background-color: #f0f0f0; padding: 2px;">Basic Invoice</div> <div style="background-color: #f0f0f0; padding: 2px;">Detailed Invoice</div>
Choose Fields to Include	<div style="background-color: #f0f0f0; padding: 2px;">Floors in Building</div> <div style="background-color: #f0f0f0; padding: 2px;">Floors Occupied</div> <div style="background-color: #f0f0f0; padding: 2px;">RE Comments</div> <div style="background-color: #f0f0f0; padding: 2px;">Indexed Adjustment Comments</div> <div style="background-color: #f0f0f0; padding: 2px;">Return Date</div> <div style="background-color: #f0f0f0; padding: 2px;">Index Base Date</div> <div style="background-color: #f0f0f0; padding: 2px;">Tax Base Year</div> <div style="background-color: #f0f0f0; padding: 2px;">OPEX/CAMS Base Year</div> <div style="background-color: #f0f0f0; padding: 2px;">OPEX/CAMS comments</div> <div style="background-color: #f0f0f0; padding: 2px;">Indexed Adjustment Date</div>
Invoice Date range	<div style="display: flex; align-items: center; gap: 10px;"> <input style="width: 150px;" type="text" value="01/01/2025"/> - <input style="width: 150px;" type="text" value="01/31/2025"/> </div>

Download Bulk Custom Fields

[Administration](#) > Download Bulk Custom Fields

Record Type: Invoice Type Custom Fields

Invoice Types: Basic Invoice, Detailed Invoice

Choose Fields to Include: Floors in Building, Floors Occupied, RE Comments, Indexed Adjustment Comments, Return Date, Index Base Date, Tax Base Year, OPEX/CAMS Base Year, OPEX/CAMS comments, Indexed Adjustment Date

Invoice Date range: 01/01/2025 - 01/31/2025

LeaseAccelerator Version 25R1

Home Management Reporting Administration

Administration

- Cost Categories
- Asset Types
- Contract Types
- Invoice Types
- Divisions
- Contracting
- Tasks
- Download PIW
- Bulk Upload Files
- Bulk Import
- Bulk Update Geo Location
- System Configuration
- Tax Rates
- Bulk Custom Fields Download
- Bulk Custom Fields Upload

Reporting job submitted successfully!

You will be notified when your report is ready for download. You can also go to the 'My Jobs' page at any time to view the status (and download this report once ready). [Click Here](#) to go there now!

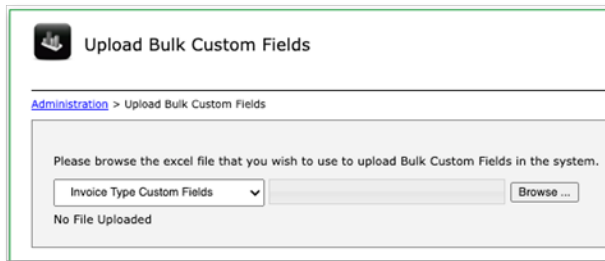
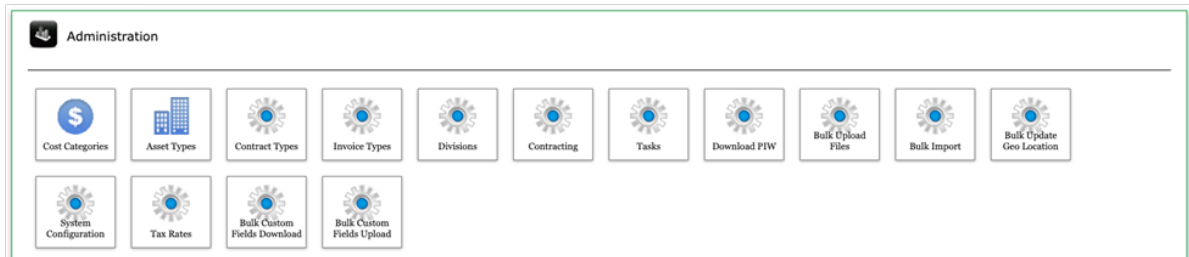
OK

Reviewing and Editing Custom Fields:

- **Review** the custom fields in the downloaded template.
- **Edit, update, or delete** the existing values of custom fields as needed.
- **Save** the file.

Uploading Custom Fields:

- Upload the edited file via **Administration > Bulk Custom Fields Upload**.
- Check the status of the upload under **My Jobs**.



Post-Upload Review:

- Download the file from **My Jobs** to review all custom fields in the updated file.
- If there were errors in updating the custom fields, the reasons for the errors will be available in the Results field. This helps users understand why the upload failed for certain custom fields so appropriate action may be taken. Below is a sample of the file post uploading.

Deal Summary

Participants Details Terms Expenses Notifications Related Deals Summary

Deal Id: 85350

Transaction #: LA-45388-1

Booking Ledger Date: January 2023

Commencement Date: 01/01/2023

Original Lease End Date: 12/31/2026

Effective Lease End Date: 12/31/2026

Status: Active

Deal Type:

IBR at Inception: 0

Accounting Classification: Capital (IFRS 16); Capitalized-Operating (ASC 842); Operating (ASC 840, IAS 17)

Reasonably Certain EOT Option: Return @ EOT; Lessee must provide notice of intent to exercise at least 90 days before EOT

Lease: Tenant_07-06-21

Funder: E001

Ship To: A0001 / Perth / Australia_WA / Australia / 6000

Ledger(s): IFRS 16 Ledger ASC 840 Ledger-opts ASC 842 Ledger-opts

Deal Functional Currency: AUD

Recalculate Accounting

3. User selects the updated Vendor in Deal Summary

Home Reporting Performance Mgmt Spend Performance Overview

LA-45388-1 BU: BU Ship To: Perth Deal History Documents Deal Summary LA-45388-1 Asset Management Schedule LA-45388-1 Record Event Enter Deals Lease vs. Buy Enter Schedule Bulk Import Accounting Administration

Deal Summary Participants Details Terms Expenses Notifications Related Deals Summary

Make Changes Effective: [Dropdown] [Dropdown] [Date]

⚠ Backdated changes to any Asset Level or Allocation Level attribute on this screen that pre-date a previously recorded change to the same Partic

Tenant: Tenant_07-06-21

Ship To: Perth [Address]

Lease: E001

Landlord: E001

Vendor: E001 Tenant_07-06-21

Geographic Area: Australia

BU: BU

Reporting Area:

*Required

Click in selector to see suggested options.

Adding Vendor Field for Recurring Invoices

Real Estate Manager has introduced a new feature where users can now specify a Vendor for each recurring invoice template, allowing for more precise payment processing.

Key Features:

- Vendor Field Addition:
 - A new Vendor field has been added to the recurring invoice template.
 - The default value of this field is set to the current Landlord of the contract.

LeaseAccelerator Home Management Reporting Administration

Configure Commencing Costs

Setup Recurring Invoices

Note: Invoices will be generated from the effective date of the review onward starting from the first invoice date.

Costs rows may be dragged to and from recurring invoices and to the Actioned Costs table by clicking and dragging on the icon. Removing a recurring invoice will transfer any costs with an assigned asset to the Other Actioned Costs table. Multiple costs assigned to the same asset and category must be given a unique description to distinguish each cost. This unique description is used when actioning reviews to ensure the correct change is applied to the correct cost. Tax and Per-Anom amounts are calculated using Payment Amount and Tax Rate for the First Payment Date. If First Payment Date is changed, click the calculate button beside Payment Amount to recalculate the Tax and Per-Anom amounts.

Recurring Invoice

Vendor: Tenant_07-06-21 Description: 3_LA_42937_1 Invoice First Invoice: 01/01/2022 Then Every: 1 Months

Invoice Type: Basic Invoice Invoice Group: Basic Invoice

Label	Asset	Archived	Category	Jurisdiction	Tax Rate	First Payment	Payment	Tax Amount	Total P.A. (Ex Tax)	Paid	Every
AA	3_LA_42937_1 (3_LA_42937_1)		Rent (Rent)	Australia	No Tax (0%)	01/01/2022	10000	0	120000	In Advance	1 Months

- Vendor Customization:
 - Users can update the Vendor field to reflect different Vendors for various payments (e.g., CAMS, insurance, electricity provider, and Landlord).
 - This allows users to create specific invoice templates for each Vendor and save them in the system.
- Multiple Vendor Payments:
 - Users can now manage payments to multiple Vendors for a single contract by creating separate invoice templates for each Vendor.
 - The system will save each invoice template with the corresponding Vendor value, ensuring accurate payment processing.

Note: Note: Please remember after updating the Landlord via Bulk Participant Update, the user will need to perform a lease variation and update the recurring reviews with the updated Vendor.