



# Manage Contracts User Guide

Real Estate Manager

Version 26.2.1



# Document Information

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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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# Attach Files to a Deal

Real Estate Manager enables users to sync supporting documentation with the Lease Accounting Management (LAM) system. This feature provides independent document synchronization without affecting the main lease data, enabling greater flexibility and streamlined document management workflows for accounting teams.

## Key Features

- **Selective File Management:** The modal displays all documents linked to the contract and asset, allowing users to select or deselect individual files for synchronization with full control over which documents are sent.
- **Independent Document Sync Modal:** Users can access the **Attach files to Deal** option from the contract drop-down menu when a lease is synced with Core but not yet booked or approved in LAM.
- **File Annotation Support:** Users can add custom notes for each selected file, providing context and additional information that will be transmitted to LAM alongside the documents.
- **File Size Validation:** The system automatically blocks files exceeding 20 MB and displays appropriate warnings to prevent technical issues during synchronization.

## Supported File Types

The following file formats are supported for LAM synchronization: XLSX, ZIP, PDF, DOCX, CSV, DOC, TXT, XLS, XML, JPG, MSG, PNG, PPT, PPTX, RTF, TIF.

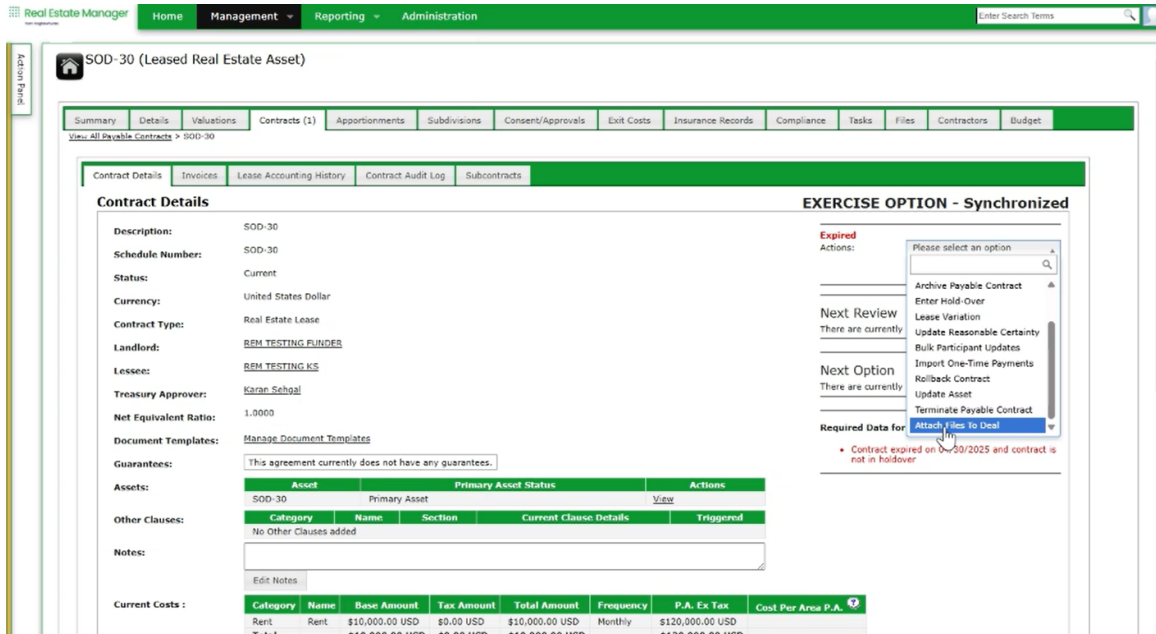
## Prerequisites

- Lease must be synchronized with Core.
- Lease does not need to be booked or approved in LAM.
- Contract and asset must have linked documents.

## User Workflow

### Access Document Sync Feature

1. Navigate to a contract that has been synced with LAM.
2. Click on the **Action** drop-down and select **Attach files to Deal**.



3. Click **Perform Action** to attach files to the deal.
4. The Independent Document Sync Modal will open.

## Review and Select Documents

1. Modal displays all documents linked to the contract and asset.
2. Check boxes next to files you want to send to LAM.
3. Uncheck boxes for files you don't want to include.
4. System automatically blocks files exceeding 20 MB with warning messages.

## Add File Context

1. Enter **Comments** for each selected file. Use comments to explain document purpose or highlight important information.
2. All notes are automatically prefixed with "Real Estate Manager" in LAM for clear source

identification.

✕
**Select Files to Attach to Deal**

Contract Files

☐	File Name	Comments
<input type="checkbox"/>	Lease Normalization 20250624221418.pdf	

Page 1/1 (1/1 rows) Go to:

Asset Files

SOD-30

☐	File Name	Comments
<input checked="" type="checkbox"/>	real_estate_contract.pdf	This is the final copy of the contract.

Page 1/1 (1/1 rows) Go to:

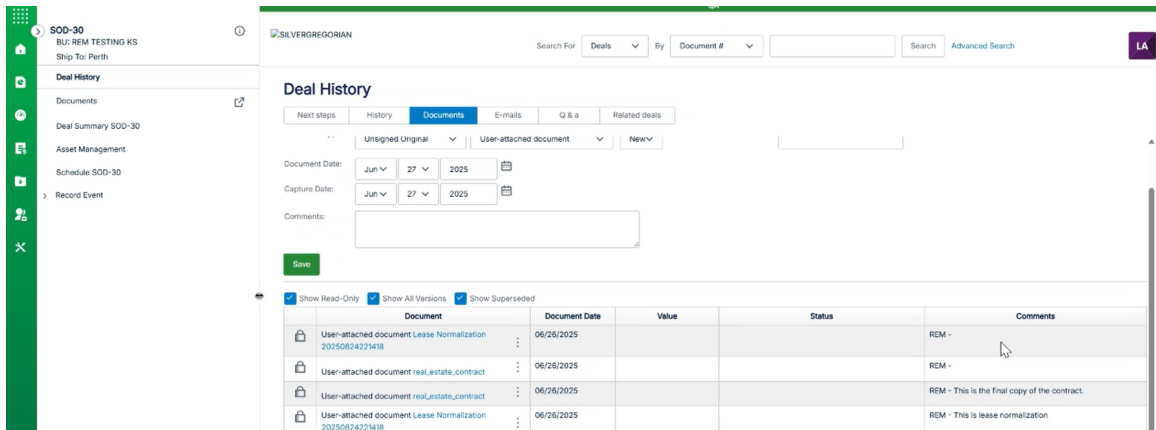
## Execute Document Sync

1. Click **Upload** to initiate synchronization with LAM.
2. Click **Cancel** to close modal without sending files.
3. System requires at least one file to be selected before proceeding.

## Confirm Transfer Results

1. **Success confirmation:** System displays success message when files are sent successfully.
2. **Error handling:** Error messages appear if synchronization fails.

3. **LAM verification:** Documents appear in LAM's **Documents** section for the corresponding lease.



## Good to Know

- Multiple file syncs can be performed for the same contract, supporting ongoing document updates and changes.
- Documents can be synced even when Day 2 changes have been made in Real Estate Manager but are pending approval or booking in LAM.
- The same file can be sent multiple times without causing duplicate file issues in LAM.
- Transferred files cannot be edited in LAM.
- Each file synchronization automatically logs the contract ID, username performing the sync, file names sent to LAM, timestamp of transfer and custom notes or comments entered for each file.

## Why It Matters

This feature streamlines document management workflows by decoupling document synchronization from lease data synchronization, enabling faster response times for accounting teams and reducing dependencies in lease processing workflows.

# Contracts

The Contracts page in Real Estate Manager provides a centralized view of all contracts within the system. This page is designed to streamline contract management by offering comprehensive filtering, customizable views, data export capabilities, and AI-powered insights.

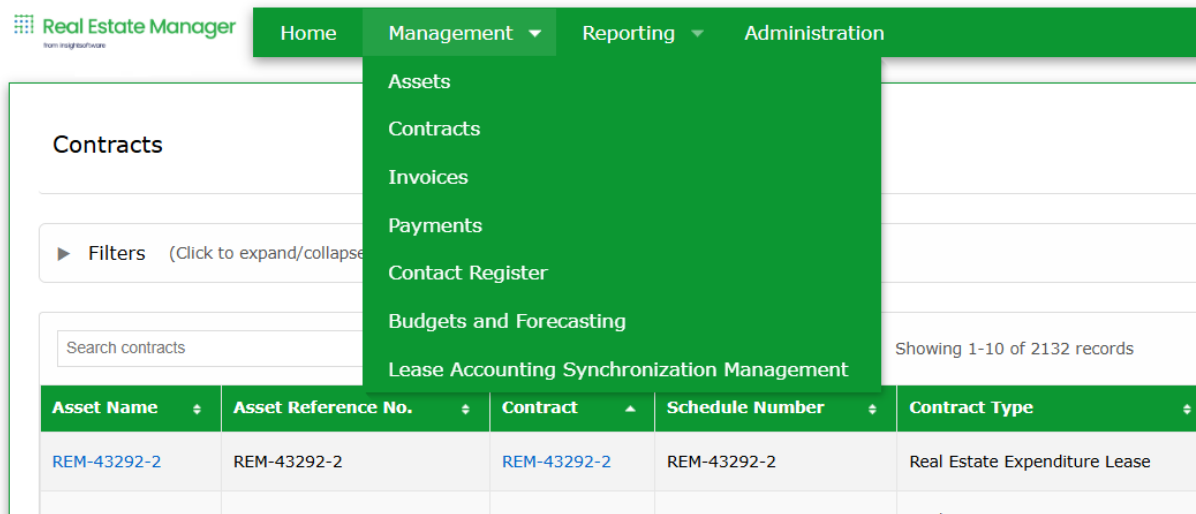
Users can efficiently navigate large contract datasets, personalize their workspace, and gain actionable insights to support portfolio decision-making and compliance management.

The Contracts page includes:

- **Advanced filtering** - Filter contracts using multiple criteria including direction, termination status, expiry, location, and more.
- **Customizable table layout** - Show, hide, and reorder columns to match the user's workflow preferences.
- **Data export** - Download contract data to CSV for external analysis and reporting.
- **AI-powered insights** - Analyze contract data using the AI Assistant for trends, risks, and recommendations.
- **Efficient navigation** - Sort and paginate through large contract datasets with ease.

## Accessing the Contracts Page

Navigate to **Management** → **Contracts** to access the Contracts page.



Asset Name	Asset Reference No.	Contract	Schedule Number	Contract Type	Lease Sync Status	Start	Expiry	Current Cost
REM-1748-43803	REM-1748-43803	REM-1748-43803 Receivable Contract	REM-1748-43803 Receivable Contract	REM 1748 Receivable Contract	Not Lease Accounting Significant	01/01/2024	31/12/2024	\$1,476.00 AUD
REM-43292-2	REM-43292-2	REM-43292-2	REM-43292-2	Real Estate Expenditure Lease	Not Lease Accounting Significant	01/01/2024	31/12/2024	\$11,000.00 AUD
04-28-21-01	04-28-21-01	04-28-21-01	04-28-21-01	Real Estate Lease	No Lease Accounting Readiness Reviews	01/01/2021	31/12/2022	\$387,864.00 AUD
04-29-21-01	04-29-21-01	04-29-21-01	04-29-21-01	Real Estate Lease	No Lease Accounting Readiness Reviews	01/01/2021	31/12/2021	\$387,864.00 AUD
1191_qa_5	1191_qa_5	1191_qa_5	1191_qa_5	Real Estate Lease	No Lease Accounting Readiness Reviews	01/01/2022	31/12/2024	\$12,000.00 AUD
1386_qa_5	1386_qa_5	1386_qa_5	1386_qa_5	Real Estate Lease	No Lease Accounting Readiness Reviews	01/01/2022	31/12/2024	\$12,000.00 AUD

## Using Filters

The collapsible filter panel allows the user to narrow down contracts based on specific criteria.

- Navigate to **Management** → **Contracts**.
- Expand the **filter panel** if collapsed and select one or more criteria from the available filters (multi-select is supported). The criteria supported are **Direction**, **Termination Status**, **Expiry**, **Archive Status**, **Asset Location**, **Vendor**, **Asset Status**, **Contract Type**, **Business Units**, **Legal Entities**, and **Lease Sync Status**.
- Click **Apply Filters** to update the contracts table. The table will display only contracts matching the selected criteria.
- Click **Clear Filters** to remove all applied filters and return to the default view.
- Collapse or expand the filter panel to maximize viewing space for the contracts table.

Contracts

▼ Filters (Click to expand/collapse)

Direction (Payable / Receivable): <input type="text" value="All"/>	Is Terminated: <input type="text" value="All"/>	Is Expired: <input type="text" value="All"/>	Is Archived: <input type="text" value="No"/>
Asset Locations: <input type="text" value="All"/>	Vendor/ Contractor: <input type="text" value="All"/>	Asset Status: <input type="text" value="All"/>	Contract Type: <input type="text" value="All"/>
Business Units: <input type="text" value="All"/>	Legal Entities: <input type="text" value="All"/>	Lease Sync Status: <input type="text" value="All"/>	

## Customizing Columns

The column selector allows the user to personalize which columns appear in the contracts table and their order.

- Click **Select Columns** near the table header.
- Check or uncheck columns to show or hide them in the table. In addition to standard contract fields, the following columns are available:
  - Cost per Area P.A
  - Direction

- Holdover
- Month-to-Month
- Overdue Critical Dates
- Upcoming Critical Dates (≤180 days)
  
- Drag columns to reorder them, or use the reorder controls.
- Click **Apply** to update the table with the changes.
- After customizing columns, click **Save as Default** to keep the preferences for future sessions.
- Click **Reset** at any time to return to the original system layout.

**Select Columns** [Close]

Drag anywhere on a row to reorder. Toggle checkboxes to show or hide.

- Asset Name
- Asset Reference No.
- Contract
- Schedule Number
- Contract Type
- Lease Sync Status
- Start
- Expiry
- Current Cost
- Cost per Area P.A.
- Direction
- Holdover
- Month-to-Month

Save as Default    Apply    Reset    Cancel

Lease Sync Status	Start
Lease Accounting Significant	01/01/2024
Lease Accounting Significant	01/01/2024
Lease Accounting Readiness Reviews	01/01/2021
Lease Accounting Readiness Reviews	01/01/2021
Lease Accounting Readiness Reviews	01/01/2022
Lease Accounting Readiness Reviews	01/01/2022
Lease Accounting Readiness Reviews	01/01/2022
Lease Accounting Readiness Reviews	01/01/2022
Lease Accounting Readiness Reviews	01/01/2015
Lease Accounting Readiness Reviews	01/01/2015

First    Previous    1

## Sorting and Pagination

- Click any column header to sort contracts by that column. Click again to toggle between ascending and descending order.
- Use the pagination controls at the bottom of the table to navigate through large contract datasets.

## Downloading Contracts

Export contract data to CSV format for external analysis, reporting, or record-keeping.

- Apply filters to export a specific subset of contracts (optional).
- Click **Download**. A CSV file containing the current view (filtered or unfiltered) will be downloaded to the user's device.

**Note:** The download includes all contracts visible based on current filter settings.

## Using AI Insight

The AI Insight feature provides intelligent analysis of contract data using the AI Assistant.


**Note:** This feature is available if AI capabilities are enabled.

- Navigate to the **Contracts** page.
- Apply filters to focus on specific contracts (optional).
- Click the **AI Insight** button (marked with the Lineos logo).
- The AI Assistant will analyze the visible contract data.
- Insights will be displayed in the **Data Assist** tab.

# Lineos

AI powered by insightsoftware

Doc Assist **Data Assist**

Clear 

Find me the top 3 contract with the highest current cost?



## Top 3 Contracts by Highest Current Cost

### 1. 04-28-21-01

- Current Cost: \$387,864.00 AUD
- Expiry: 31/12/2,022. **04-29-21-01**
- Current Cost: \$387,864.00 AUD
- Expiry: 31/12/2,0213. **1,493\_qa\_8**
- Current Cost: \$144,000.00 USD
- Expiry: 31/12/2,024 These contracts represent the largest financial commitments, with two already expired and one ongoing

Ask Lineos ...

## Working with AI Insights

Once insights are generated:

- Review the AI Assistant's analysis, including trends, patterns, and recommendations.
- Ask follow-up questions in the **Data Assist** tab for deeper analysis.

- Request specific comparisons, risk assessments, or compliance checks.
- Export or save insights for documentation purposes.

## Examples of AI Insight queries

- Which contracts are expiring in the next 90 days?
- Show me contracts with upcoming critical dates.
- Identify contracts with the highest cost per area.
- What trends do you see in our lease portfolio?

## Best Practices

- **Save custom views** - Create and save column layouts that match with the common workflows.
- **Use filters strategically** - Combine multiple filters to quickly isolate specific contract groups.
- **Export regularly** - Download filtered contract lists for reporting and audit purposes.
- **Leverage AI insights** - Use AI analysis to identify portfolio risks and opportunities proactively.
- **Monitor critical dates** - Use the **Critical Dates** columns to stay ahead of important deadlines.



# Modify a Contract

Real Estate Manager provides lease administrators with the ability to manually trigger contract modifications, overriding automatic system rules when accounting policies or special circumstances require modification treatment. This enhancement addresses scenarios where finance and lease teams need to apply accounting judgment beyond standard system logic.

The feature gives users the flexibility to force contract modifications even for events that would normally not trigger them under standard system rules, such as end-of-term events including renewals, payment adjustments, and fixed-term renewals where accounting teams require modification treatment for policy compliance.

Contract modifications may be required in case of the following scenarios:

- Formal lease renegotiations requiring modification treatment.
- Scenarios where accounting policy mandates modification despite minimal changes.
- IBR override situations where system logic needs manual intervention.
- Payment term changes that require modification treatment per accounting standards.

## Pre-requisites

The following are the pre-requisites to trigger contract modification:

- Deal must be set up in Real Estate Manager and synced with Lease Accounting Manager (LAM).
- User must have appropriate permissions to modify deals.
- Understanding of when accounting policy requires modification treatment.

## Trigger Contract Modification

The following is the step-by-step procedure to modify an existing contract:

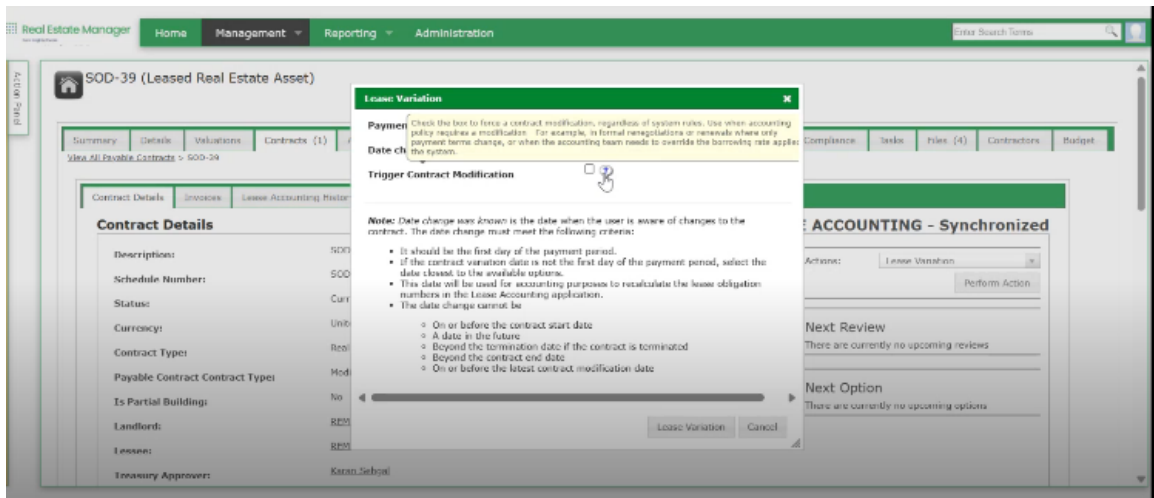
### Access the Deal

1. Navigate to the deal that requires modification in Real Estate Manager.
2. Ensure the deal is already set up and synced with Lease Accounting Manager.

### Select the Action to be Performed

1. Select the **Action** to be performed for the contract, for example, **Lease Variation**, from the list of options.

2. Click **Perform Action**. The **Lease Variation** pop-up appears.



## Enable Trigger Contract Modification Option

1. Determine if the variation requires modification treatment based on:
  - Accounting policy requirements
  - IBR override scenarios
  - Special circumstances where only payment terms change
  - Formal renegotiations
2. Hover over the checkbox to view the comprehensive tooltip explanation on when and why to use this feature: "Check this box to force a contract modification, regardless of system rules. Use when accounting policy requires a modification—for example, in formal renegotiations or renewals where only payment terms change, or when the accounting team needs to override the IBR applied by the system."
3. Check the **Trigger Contract Modification** checkbox on the **Lease Variation** screen. This enables the user to manually force a contract modification regardless of whether the system's automatic rules would typically trigger one.
4. When the checkbox is selected, the system treats the variation as a contract modification and follows the complete modification workflow, even if the changes would not normally qualify for modification treatment under standard rules.

## Proceed with Lease Variation

1. Click on **Lease Variation** to continue with your intended action.
2. Modify the required details (For example, payment adjustment, fixed amount review and renewal terms).
3. Complete the modification, add **Comments** and click **Save** to save the changes to the deal.
4. Sync the changes in Real Estate Manager to LAM.

## System Processing

1. The system will treat the variation as a contract modification.
2. Complete modification workflow will be followed regardless of standard system rules.
3. Processing will occur according to the organization's established workflow.

## Validation and Controls

**Edge Case Protection:** The system includes validation to prevent inappropriate use, specifically blocking lease variations where the **Trigger Contract Modification** checkbox is selected alongside:

- Non-Reasonably Certain renewal options
- Exercised Month-to-Month options



# Rollback of Contract Modification

The Rollback of Lease Variation feature in Real Estate Manager empowers users to independently correct errors made during lease modifications without requiring support tickets or back-end interventions. This self-service capability allows users to quickly reverse their most recent lease contract modifications and restore accurate data synchronization with the Lease Accounting Manager (LAM) application.

The following are the capabilities supported:

- **Self-Service Rollback:** Users can now access **Rollback Lease Variation** directly from the contract drop-down menu when a modification has been completed, allowing immediate correction of errors without external assistance.
- **Confirmation Workflow:** The system prompts users to confirm rollback actions before execution, preventing accidental reversions and ensuring intentional corrections.
- **Seamless Re-synchronization:** After rollback completion, users can re-enter correct data and synchronize updates with the Lease Accounting Manager application, maintaining data integrity across systems.
- **Immediate Error Correction:** Quick resolution without external assistance.

The **Rollback Lease Variation** option appears in the contract drop-down menu only when:

- A lease contract has been modified (adding/editing/deleting renewal options, updating contract terms, or adding/deleting assets).
- The modification has been completed and synchronized with LAM.
- No subsequent synchronization actions have been performed after the modification.

**Note:** The rollback option automatically disappears once you perform any other action requiring synchronization, maintaining workflow integrity. Only the most recent modification can be rolled back.

## Performing a Rollback

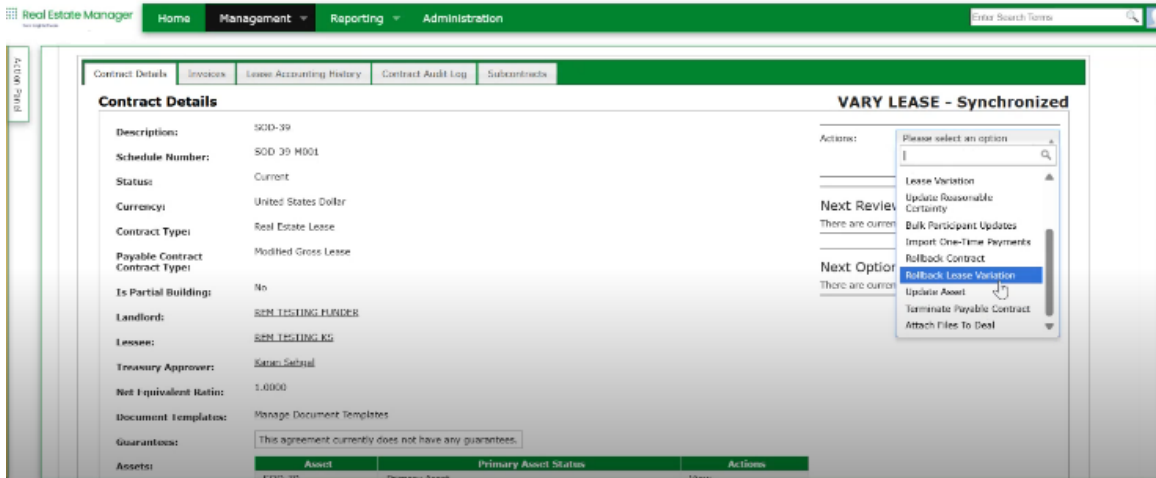
The following is the step-by-step procedure to rollback a lease variation/ contract modification:

### Identify the Error

1. Review your recent lease modification.
2. Confirm that changes were made incorrectly and need to be reversed.

## Access the Rollback Option

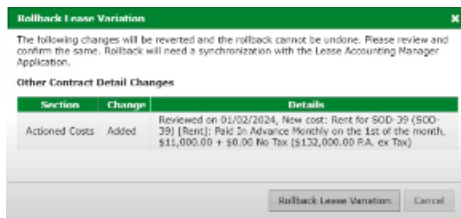
1. Navigate to the modified lease contract.
2. Click on the **Action** dropdown and select **Rollback Lease Variation**. This option appears only when rollback conditions are met.



3. Click **Perform Action** to perform the rollback of contract modification.

## Confirm the Rollback Action

1. The system will prompt you to confirm the rollback action.
2. Review the details of what will be rolled back and click **Rollback Lease Variation** to proceed with the rollback.



3. The lease variation is successfully rolled back.
4. Sync the changes in Real Estate Manager to LAM.

## Availability and Controls

- **Context-Sensitive Access:** The rollback option appears only when contracts have been modified and synced with LAM, ensuring appropriate usage.

- **Dynamic Visibility:** The rollback option automatically disappears once users perform subsequent actions requiring synchronization, maintaining workflow integrity.



# Lease Variation

The Lease Variation feature in Real Estate Manager records changes to a lease after the contract is created and synchronized with Lease Accounting Manager (LAM). These changes ensure accurate accounting.

When using both Real Estate Manager and Lease Accounting Manager with a contract type **Lease Accounting Significant**, any changes to the contract after initial setup must be made through Lease Variation and the synchronization process.

## When to Use

Use Lease Variation after the contract is created in Real Estate Manager and synchronized with LAM for the following updates:

- Rent schedule changes
- Editing the initial term of the contract
- Adding, editing, or removing renewal terms
- Linking additional assets to the contract

## How to Use

### Open Lease Variation

- Navigate to the **Lease Variation** drop-down.
- The first screen prompts for **Date Change Was Known**:
  - This is the date the user became aware of the change.
  - Only payment dates from the contract appear (future dates are blocked).
  - This date is critical for accounting accuracy.

### Trigger Contract Modification

- The screen displays a check-box: **Trigger Contract Modification**.
- When checked, any change creates a contract modification with accounting impact.
- Follow the accounting team's SOP before selecting this check-box.

**Lease Variation**
✕

**Payment Mode** In Advance

**Date change was known** 01/12/2025

**Trigger Contract Modification**  ?

---

**Note:** *Date change was known* is the date when the user is aware of changes to the contract. The date change must meet the following criteria:

- It should be the first day of the payment period.
- If the contract variation date is not the first day of the payment period, select the date closest to the available options.
- This date will be used for accounting purposes to recalculate the lease obligation numbers in the Lease Accounting application.
- The date change cannot be
  - On or before the contract start date
  - A date in the future
  - Beyond the termination date if the contract is terminated
  - Beyond the contract end date
  - On or before the latest contract modification date

Lease Variation Cancel

## Review Screen Layout

- **Top Section:** Displays contract details such as description, schedule number, landlord.
  - All fields are locked except **Assets**, where additional assets can be added.
  
- **Contract Terms and Options:**
  - Update existing terms or add renewal options by clicking **Add Option**.
  - Set the correct **Option Status**:
    - **Reasonably Certain:** Highly likely the lessee will stay.
    - **Not Reasonably Certain:** Highly unlikely the lessee will stay.
    - **Exercised:** Renewal confirmed with the landlord.
  - For **month-to-month options**, leave the end date blank.
  - For **renewal periods**, invoices are only created when the renewal option is **Exercised**.

**Lease Variation**

Details

Description:

Schedule Number Δ

Current Asset(s):

Primary Asset Status	Asset	
Primary Asset	RV_1	<a href="#">View</a>
<a href="#">Add Asset to Schedule</a>		

Landlord

Lessee Δ

Treasury Approver Δ

Lease Accounting Contract Type

Contract Term and Options: (sort)

Term	Term Range	Option Exercise Dates	Term/Option State	
Initial Term	01/01/2025 - 31/12/2025	n/a	Initial Term	<a href="#">Edit Notes</a> <a href="#">Add Option</a>

Reviews and Adjustments [View Cost as Table](#)

Note: Only the last actioned review and the unactioned reviews following it may be changed. Only reviews after the last actioned review may be actioned. To edit or action previous reviews you must revert all following actioned reviews to unlock the review.

Date	Type	Details	State	Actions
01/01/2025	Commencing	Rent [AA]: Paid In Advance Monthly on the 1st of the month, \$12,000.00 AUD + \$1,200.00 AUD GST (\$144,000.00 AUD P.A. ex Tax)	Commencing	<a href="#">Edit</a> <a href="#">Add Review</a>

Payable Contract Break Options:

Break Option Exercise Dates	Type	Amount	Comments
There are no break options on this contract. <a href="#">Click here</a> to add a break option			

Comments

[Save](#) [Cancel](#)

## Contract Cost Section

- Click **Add Review** and locate Contract Cost under **Reviews and Adjustment**.
- Users can edit existing costs or add new ones using these review types:
  - **Fixed Amount Review & Fixed Percentage Review**
    - Step payments known at contract commencement.
    - Results in no remeasurement of assets and liabilities in Lease Accounting Manager.
  - **Market Review**
    - Payment changes occur after the initial contract is signed, based on market conditions.
    - After synchronization, leads to remeasurement of assets and liabilities for both US GAAP and IFRS in Lease Accounting Manager.
  - **CPI Review**
    - Payment changes occur after the initial contract is signed, based on agreed index rates.
    - After synchronization, leads to remeasurement of assets and liabilities for the IFRS ledger only in Lease Accounting Manager.
  - **Cost Adjustment**
    - Used only in specific cases, such as when removing certain cost line items from the contract cost section.
    - Does not lead to any remeasurement of assets and liabilities when the updated information is synchronized with Lease Accounting Manager.

**Add Review**
✕

Cost adjustments allow you to manually and immediately adjust the current contract costs

**Please select the type of review you would like to add**

Market Review

Okay
Cancel

**Add Review**
✕

### Adding Market Review

**Date of Review**   Add Multiple Reviews?

**Review State**

Enter the date that the organization was aware of the business event which led to change in rent or payment schedule. This date is used by the LeaseAccelerator accounting application as the "remeasurement date," i.e. the day when the lease obligation calculation will occur. It does not affect anything in Real Estate Manager.

**Date change was known**

Costs to be Reviewed \_\_\_\_\_

For each asset and cost category combination specify the expended change by completing the collar (minimum) and cap (maximum) percentage changes, an estimated percentage change, and an optional flat plus percentage.

Asset	Category	Cap %	Collar %	Est %	Plus %
RV_1 (RV_1)	Rent (Rent)	0%	0%	0%	0%

Select Costs to Review

**Notes:**

Okay
Cancel

## Important

- Market Review- Remeasurement under all standards.
- CPI Review- Remeasurement only under IFRS.
- Fixed Amount / Percentage / Cost Adjustment- No remeasurement.
- If rents are agreed and communicated to the landlord and the contract is updated with the latest rents, action the review.

- If the rent amount has not been updated in the contract, keep the review as Pending.
- All invoices will be updated once the review has been actioned.

## Date Change Was Known Field

When entering a **Market Review** or **CPI Review** in the Lease Variation screen, a field called **Date Change Was Known** appears.

### Purpose

- This field captures the date when the lessee became aware of the rent change.
- It is primarily used for accounting purposes to ensure accurate reporting.

### Rules for Entering the Date

- If certain of the date, enter it.
- If uncertain, leave the field blank.
- The date cannot:
  - Be in the future.
  - Be before the contract start date.

## Impact of Lease Variation Changes

Action	Impact
Rent Change Only	Calls Payment Changes API. No contract modification in Lease Accounting Manager.

Exercising Renewal Option (Fixed Term or Month-to-Month)	Calls Renewal Event. No contract modification in Lease Accounting Manager.
Adding Renewal Term (Not Reasonably Certain)	No data send to the Lease Accounting Manager.
Updating the term of the Contract	Results in contract modification.
Adding Renewal Term is Reasonably Certain AND OR with Payment Change	Results in contract modification.
Changing Option Status (Reasonably Certain ↔ Not Certain)	Results in contract modification.
Changing End Date of Fixed Term Contract	Results in contract modification.

## Best Practices

- Always enter accurate dates as they drive accounting treatments.
- Use the correct review type for cost changes to ensure the contract synchronization generates the correct output from the Lease Accounting Manager platform.
- Document the reason for changes or updates for audit purposes.
- When in doubt, consult the accounting team.
- To check the history of all accounting changes, review the audit log or check the lease accounting history.

Refer to [Lease Variation Actions and Statuses](#) topic for better understanding of the actions and statuses in Real Estate Manager.

## Lease Variation Actions and Statuses

When managing leases in Real Estate Manager and Lease Accounting Manager (LAM), users encounter different actions and statuses that indicate the stage of a process and what needs to be done next.

Actions represent the types of changes or updates that can be made to a lease contract after initial setup. Each action triggers a specific workflow and has distinct accounting implications.

Statuses track the progress of these actions through the approval and synchronization process between Real Estate Manager and LAM. Understanding these statuses enables users to identify bottlenecks, take appropriate next steps, and ensure timely processing of lease changes.

This reference guide provides detailed explanations of all available actions and statuses to help users navigate the lease management workflow effectively.

# Actions in Real Estate Manager

The system provides several actions that allow users to update or manage lease information after the initial contract setup. Each action serves a specific purpose.

## Available Actions

- **Vary Lease**
  - Used when modifying an existing lease contract.
  - Includes changes to rent amounts, adjustments to the lease term, or other contractual updates.
  - Primary action for handling mid-term changes that affect accounting.
- **Exercise Option**
  - Confirms a renewal option, whether a fixed-term extension or a month-to-month arrangement.
  - Should only be taken when the renewal has been agreed upon with the landlord.
- **Action Review**
  - Designed for updating payment-related details, such as rent reviews or adjustments based on market conditions or CPI (Consumer Price Index).
  - Selecting the correct review type is critical to ensure accurate accounting results.
- **Update Participants**
  - Allows changes to participant details such as the landlord, lessee, or business unit associated with the contract.
  - Verify these details before synchronization to avoid errors.
- **Update Asset**
  - Updates asset-related information linked to the contract, such as the asset address or cost center.
  - Keeping asset details accurate is essential for reporting and depreciation calculations.
- **Record Termination**
  - Records an early termination of a lease.
  - Before approving this action, confirm that the termination terms are correct and agreed upon.
- **Rollback Termination**
  - Reverses a previously recorded termination.
  - Should only be used if the termination was entered by mistake.

- **Update RC (Reasonable Certainty)**
  - Changes the certainty status of renewal options.
  - Impacts accounting treatment; consult with the accounting team before making updates.
- **Rollback**
  - Archives or deactivates a contract.
  - Ensure that the contract is truly defunct before performing this action.
- **One-off Payment**
  - Adds a single payment linked to the contract.
  - Typically used for exceptional payments outside the regular rent schedule.

## Statuses in Real Estate Manager

Statuses indicate the progress of an action through the approval and synchronization process. Understanding these statuses helps users know what to do next.

### Status Definitions and Required Actions

- **No Lease Accounting Readiness Review**
  - **Meaning:** The contract has been set up in Real Estate Manager but is not yet marked as active, and the readiness review has not been completed.
  - **Next Step:** Mark the contract as active and perform the readiness review.
- **Unsynchronized**
  - **Meaning:** The contract is Lease Accounting Significant but has not yet been synchronized with LAM.
  - **Next Step:** Perform the readiness review and synchronize the contract.
- **Pending Real Estate Approval**
  - **Meaning:** Changes are waiting for approval within Real Estate Manager.
  - **Next Step:** Review and approve these changes promptly to avoid delays.
- **Approved by Real Estate**
  - **Meaning:** Changes have been approved in Real Estate Manager and are ready to be synchronized with LAM.
  - **Next Step:** Initiate synchronization.
- **Pending Account Approval**

- **Meaning:** Changes have been synchronized to LAM and are awaiting approval from the accounting team.
- **Next Step:** No action required from the Real Estate Manager user at this stage.
- **Synchronized**
  - **Meaning:** Changes have been fully synchronized and approved.
  - **Next Step:** No further action needed.
- **Rejected by Real Estate**
  - **Meaning:** Changes were rejected during the Real Estate Manager approval process.
  - **Next Step:** Review the data, correct any errors, and resubmit for approval.
- **Rejected by Accounting Approval**
  - **Meaning:** Changes were rejected by the accounting team in LAM.
  - **Next Step:** Check the error details, correct the information in Real Estate Manager, and synchronize again.

## Best Practices

- Always check the current status before taking any action.
- Use the correct action type for the change needed.
- Document the reason for every update for audit purposes.
- When in doubt, consult the accounting team to ensure compliance.
- To track the history of changes, review the audit log or lease accounting history in the system.

# Lease Rollback

A rollback is used when a lease needs to be completely reversed in Real Estate Manager and LAM. After rollback, the original contract and associated modifications are archived, and a new contract must be created if needed.

**Note:** Once a rollback is completed, it cannot be undone.

## Prerequisites

Before starting, ensure the following:

- Access to the Real Estate Manager system.
- Access to the **Lease Accounting Synchronization Management** workspace.
- The necessary approval permissions.

## How it Works

### Initiate Rollback in Real Estate Manager

- Navigate to the contract record in Real Estate Manager.
- From the **Perform Actions** dropdown, select **Rollback Contract**.
- Confirm the rollback by clicking **OK** when prompted.

**Note:** This action cannot be undone.

- The lease status will change to **Rollback -- Pending Real Estate Approval**.

Real Estate Manager Home Management Reporting Administration

PQA\_984\_3 (Leased Real Estate Asset)

Summary Details Valuations Contracts (1) Apportionments Subdivisions Consent/Approvals Exit Costs Insurance Records Compliance Tasks Files Contractors Budget

View All Payable Contracts > PQA\_984\_3

Contract Details Invoices Lease Accounting History Contract Audit Log Subcontracts

### Contract Details

**IMPORT FOR LEASE ACCOUNTING - Synchronized**

Description: PQA\_984\_3  
 Schedule Number: PQA\_984\_3  
 Status: Current  
 Currency: Australian Dollar  
 Contract Type: Expenditure Lease  
 Payable Contract Contract Type: Modified Gross Lease  
 Is Partial Building: No  
 Landlord: Tenant\_07-06-21  
 Lessee: Tenant\_07-06-21  
 Treasury Approver: Treasury Approver  
 Net Equivalent Ratio: 1.0000  
 Document Templates: Manage Document Templates  
 Guarantees: This agreement currently does not have any guarantees.

Assets:

Asset	Primary Asset Status	Actions
PQA_984_3	Primary Asset	<a href="#">View</a>

Other Clauses:

Category	Name	Section	Current Clause Details	Triggered
No Other Clauses added				

Notes:

Actions:   
 Enter Hold-Over  
 Lease Variation  
 Update Reasonable Certainty  
 Bulk Participant Updates  
 Import One-Time Payments  
**Rollback Contract**  
 Update Asset  
 Terminates Payable Contract  
 Attach Files To Deal

Next Review  
 CPI on 01/01/20  
 PQA\_984\_3  
 Mark as In Progress

Next Option  
 There are currently

PQA\_984\_3 (Leased Real Estate Asset)

Summary Details Valuations Contracts (1) Apportionments Subdivisions Consent/Approvals Exit Costs Insurance Records Compliance Tasks Files Contractors Budget

View All Payable Contracts > PQA\_984\_3

Contract Details Invoices Lease Accounting History Contract Audit Log Subcontracts

### Contract Details

**IMPORT FOR LEASE ACCOUNTING - Synchronized**

Description: PQA\_984\_3  
 Schedule Number: PQA\_984\_3  
 Status: Current  
 Currency: Australian Dollar  
 Contract Type: Expenditure Lease  
 Payable Contract Contract Type: Modified Gross Lease  
 Is Partial Building: No  
 Landlord: Tenant\_07-06-21  
 Lessee: Tenant\_07-06-21  
 Treasury Approver: Treasury Approver  
 Net Equivalent Ratio: 1.0000  
 Document Templates: Manage Document Templates  
 Guarantees: This agreement currently does not have any guarantees.

Rollback Contract

Rollback Contract  
 Rolling back a contract once synchronized cannot be undone. This action will result in unpaid invoices being deleted. Continue?

Okay Cancel

Actions:

Next Review  
 CPI on 01/01/2023 - Pending  
 PQA\_984\_3 - Rent  
 Mark as In Progress

Next Option  
 There are currently no upcoming options

PQA\_984\_3 (Leased Real Estate Asset)

Summary Details Valuations Contracts (1) Apportionments Subdivisions Consent/Approvals Exit Costs Insurance Records Compliance Tasks Files

Contractors Budget

View All Payable Contracts > PQA\_984\_3

Contract Details Invoices Lease Accounting History Contract Audit Log Subcontracts

### Contract Details

**ROLLBACK - Pending Real Estate Approval**

Description: PQA\_984\_3  
 Schedule Number: PQA\_984\_3-ROLLBACK  
 Status: Current  
 Currency: Australian Dollar  
 Contract Type: Expenditure Lease  
 Landlord: Tenant\_07-06-21

Archived

Actions:

Next Review  
 CPI on 01/01/2023 - Pending  
 PQA\_984\_3 - Rent

## Process Approval in Lease Accounting Synchronization

- Navigate to **Lease Accounting Synchronization Management** via the **Management** drop-down.
- Click **Next** twice to reach page 3 of 4 in the wizard.
- Locate the lease in the list of pending approvals:
  - Sort by **Submitted Date** for easier navigation.
- Click **Review and Approve**, then select **Approve**.
- Click **Next** to proceed to page 4 of 4.

Refer to the [Lease Synchronization](#) topic for more details.

## Complete Synchronization

- On the final page, check the box for the lease being rolled back.
- Uncheck any other leases not intended for synchronization.
- Click **Complete Synchronization Process**.
- The system will process the rollback API call to LAM (this may take a few moments).

## Verify and Clean Up

- Confirm completion:
  - Check the deal summary for the rollback event.
  - If the lease had modifications, both the original lease and its M001 version will be rolled back.
- Archive the asset:
  - The contract will archive automatically.
  - Manually archive the asset in Real Estate Manager under the **Asset - Details** tab.

## Important Notes

### Re-entering Leases After Rollback

- A completely new asset and contract must be created in Real Estate Manager.
- The original asset cannot be reused or modified.

### Schedule Numbering

- Both Real Estate Manager and LAM will add a "**-ROLLBACK**" suffix to the schedule name (LAM adds M001).
- The original schedule number cannot be reused.
- **Recommended naming:** Add "**-01**" to indicate the lease was rolled back and re-entered.
- This helps users and auditors identify corrected leases.



# Segregation of Duties in Lease Accounting Manager

Segregation of Duties (SoD) is a control feature in Lease Accounting Manager (LAM) designed to enhance accuracy and accountability in lease accounting processes. This feature establishes a clear separation between users who initiate lease changes in Real Estate Manager and users who validate and record those changes in LAM.

By implementing SoD, organizations can prevent a single user from having complete control over both the creation and approval of lease modifications. This separation reduces the risk of errors, unauthorized changes, and potential fraud. It also strengthens internal controls and supports compliance with accounting standards and audit requirements.

The SoD feature is particularly important when lease changes have significant accounting implications, such as contract modifications, payment adjustments, or renewal events that affect the measurement of lease assets and liabilities.

## How It Works

Segregation of Duties creates a checkpoint in the synchronization workflow between Real Estate Manager and LAM. When enabled, it requires a separate user in LAM to review and approve changes before they are recorded in the accounting system. This two-step approval process ensures that no single individual can both initiate and finalize changes without oversight.

The behavior of the system differs significantly depending on whether SoD is enabled or disabled:

### If SoD is Disabled:

- Any changes approved in Real Estate Manager and synchronized to LAM are automatically recorded without additional review.
- LAM users **cannot reject changes**, even if they identify errors or discrepancies.
- This automated approach increases processing speed but elevates the risk of incorrect data being posted to the accounting system.

### If SoD is Enabled:

- When changes (such as lease modifications, payment adjustments, or renewal events) are synchronized from Real Estate Manager to LAM:
  - The LAM user must **review and approve** the changes before they are booked.
  - If errors are found, the LAM user can **reject the changes**, returning the contract back to its previous state.
- This manual review step adds a layer of validation that improves data quality and control.

## Why Enable Segregation of Duties?

- Stops incorrect data from being posted to the accounting ledger.
- Creates a clear audit trail showing who initiated changes and who approved them.
- Empowers LAM users to reject and correct errors before they impact financial reporting.
- Strengthens internal controls and supports regulatory and audit requirements.
- Ensures lease accounting data undergoes independent verification before finalization.

