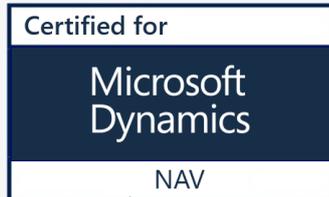


## Soft4RealEstate System

Built on Microsoft Dynamics NAV, available on 2013, R2, 2015, 2016



### STANDARD SOLUTION DESCRIPTION

#### Soft4RealEstate solution

The purpose of Soft4RealEstate is to supply commercial property managers with an integrated solution which covers all the major needs of the Real Estate industry, from financial accounting to property lease and management. Soft4RealEstate is built on Microsoft Dynamics NAV (general ERP system, including Financial Management, Supply Chain Management, HR and CRM functions) with a vertical focus on commercial property management companies who manage office buildings, shopping malls and other kinds of retail and commercial properties.

In this document an overview of the standard property management features is provided. Soft4RealEstate is a highly flexible solution which can be extended with additional features in order to cover all the needs of a complex property management company.

Soft4RealEstate can be deployed both on-premise and in the cloud, as well as being easily integrated with any external systems the property management company may use.

#### Property Data Management

##### Lease Unit

A certain property unit, such as a room, office space, parking place or any other area specified, is described as a Lease Unit in the system. There is the possibility to create a multiple level tree (e.g. a Building, a Floor, or a Lease Unit) – the user can specify the lease unit category, unique number, room number and other related information about the Lease Unit. If the Lease Unit is marked as a Group, there is a possibility to upload a plan of a lease unit group (e.g. a floor plan),

where the user can mark lease spaces available for rent. The Lease Unit Area is posted using a Lease Unit Journal, so you can always check the history of the changes made for a particular lease unit area.

### Service

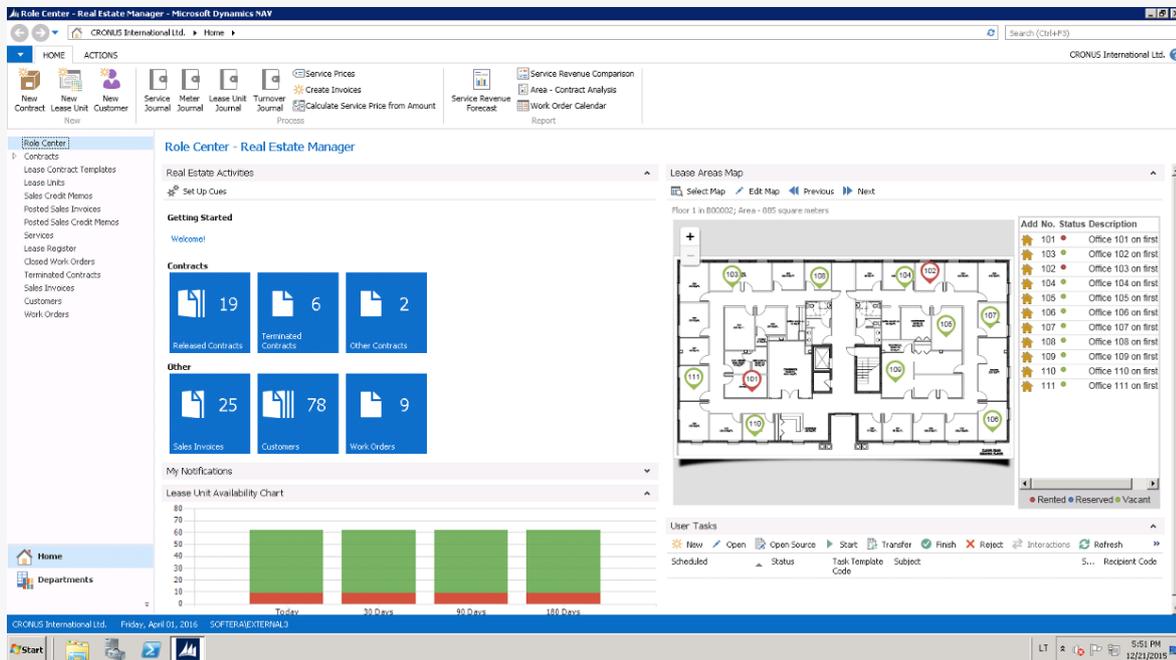
Certain service that the property management company sells to the customer. It might be a rent fee, common area maintenance fees or any other service fees.

### Meter

Soft4RealEstate enables you to set up meters, track meter readings and calculate the CAM fee based on the meter readings. Meters are assigned for lease units. There are two types of meters: inlet and a lease unit. The user can assign several lease units for one meter or several meters for one lease unit.

### Property Manager’s Role Center

The Property Manager’s Role Center is the starting page for the user. This is where you can find the lease unit map, interactive lease unit availability chart and other related information for the property manager. From this page the user can access all the information needed; the role center helps to complete daily routines faster and easier.



## **Lease Contract Management**

### **Tenant Information**

Soft4RealEstate allows the user to store data on a tenant, including their contact information, personal data, bank accounts etc. One can also track debts and payments directly in the Tenant Card using the fact-box.

### **Lease Contract**

The functionality of the lease contracts enables users to assign tenants to specific lease units. Multiple Products can be entered in the Lease Contract Lines and the user can also create Contracts in different currencies. With the contract status the user can determine whether the lease unit is vacant or rented. The contract data can be changed by creating new versions of the contract.

### **Pricing**

You can specify prices for the products entered in the contract. The prices can be assigned at different levels: for all contracts, a particular building, a certain contract, or at the lease unit level. You can select from several price calculation methods: fixed, area, meter or turnover. In addition, you can specify effective dates and price period, so that the system will automatically start applying a new price when a new date arrives.

### **Price Indexing**

Integrated into the system is the possibility to specify price indexes. This creating of indexed price feature enables you to change the new prices automatically according to the indexing rule.

### **Document Storage**

The Document section in the Lease Contract allows you to upload PDF or Word files to the system and allows any user with the appropriate rights to retrieve them at any time.

### **Lease Contract Template**

A Lease Contract Template feature enables you to set up a batch of products that are the same for some contract types or lease units. Therefore, when the Property Manager enters a new contract in the system, Contract Lines are created automatically according to the template chosen.

### **Deposit**

You can specify the deposit that needs to be paid according to the contract terms. In addition, in the Contract Card you will see the actual deposit amount that has been paid.

### **Extension of the Contract**

The contract can be extended, adding relevant data rather than creating a new one.

## **Periodic activities**

### **Export and Import of Meter Readings**

The latest meter readings can be exported to an Excel file. After recording the new readings in the file, you can import it back to the Meter Journal and post the data to the system. The readings will be used to calculate product fees; providing the conditions for the product price to be calculated by meter readings.

### **Tenant Turnover**

If you administrate retail properties, you may need to track tenant turnovers/ sales. The Turnover Tracking feature enables you to set up the contract prices based on turnover.

### **Calculate Product Price from the Amount**

If you need to distribute the costs for a group of tenants, which cannot be described by the rules and are different for every period, there is the possibility to calculate Product Price from the Amount. In this case, the product price is created for certain tenants and the amount due is divided proportionally to every tenant's leased area.

### **Product Amount Calculation**

The Product Amount Calculation feature enables you to generate product journal lines based on the contract data. Charges for tenants are calculated depending on the fixed prices, meter readings or tenant turnovers. Before posting these charges, you might want to check if there are no illogical amount increases or decreases. In order to do that you can use the "Revenue Comparison" report. You can also manually add some charges in the Product Journal, if necessary.

### **Billing**

The Invoice Creation feature enables you to create invoices for tenants automatically. Invoices are created based on product journal entries. You can create invoices for all tenants, particular groups of tenants or you can run this function for specific properties.

## Other features

### Work Orders

Work Orders in Soft4RealEstate are used for registering tenants' requests for repair, renovation, maintenance and other tasks. The Work Orders Calendar View provides the work schedule for the assigned employee.

### Reporting

#### Revenue Forecast

The Revenue Forecast can be completed based on the data of existing contracts. Amounts are calculated for released contracts and those products which have a fixed price. You can filter data by a certain Building or a Product.

#### Area – Contract Analysis

This report allows you to track the lease unit, contract, product and price information in one window. In the report you can see contract expiration dates, price calculation types, changes etc.

#### Revenue Comparison

The user has the possibility to compare revenue for two different periods. You can track differences and see which data has changed and may have caused increase or decrease of revenue.

#### Lease Expiration

Report shows the list of Contracts which are going to expire during the specified period. Columns are: Lease Contract No, Lease Unit No., Lease From, Lease To, Area size, % of building area, Base Rent/month. There are also totals at the end of the report. **Allows planning the occupancies better.**

#### Tenant Mix

Report shows the list of the Tenants in a Building, grouped by the segment. Report Shows each groups area percentage of a Building, also there are a chart for graphical view of building tenants. **Allows planning the tenant mix better.**

#### Lease Deposit

Report shows the list of contracts, contract dates, tenant name, required deposit amount, paid deposit amount. (Deposit information is taken from Customer ledger entries, if it is accounted in the way that we have in Soft4RealEstate). **Allows managing Deposits with more accuracy.**

#### Commercial Rent Roll

Report shows a list of lease units, tenant name, area size, leased from, leased to, Term in months, Monthly rent amount, monthly rent/m2, Annual rent amount, annual rent/m2.

### **Analysis by Dimension**

Using the Standard Analysis by Dimensions tool you can analyze your expenses, revenue, and cash flows based on different criteria such as property, project, owner, and so on.

### **Tenant Portal**

Tenant portal is an online website which allows Property Manager's customers – tenants – to access their invoices, view contract details, registered work orders and other information online. The Property Manager can control all access details through Microsoft Dynamics NAV system.

## **Financial Management**

Microsoft Dynamics NAV provides accounting and finance solutions to help you track and analyze your business information. You can efficiently manage your general ledger, payables, receivables, inventory, analytical accounting, fixed assets, and cash flow, in addition to performing bank reconciliations and collections. You can even manage your financial processes across multiple currencies, locations, or companies. Soft4RealEstate extends the Microsoft Dynamics NAV financial management with functions that handle the needs of property management companies.

### **Dimensions**

By using the Property Dimension, you are able to analyze all transactions by the property you manage. This means that you can see profit/loss, revenue, and the expenses of each property in one General Ledger.

### **Consolidated Invoicing**

When a tenant has multiple contracts, it is possible to create consolidated invoices. Such invoice will consolidate the products from all contracts of a particular tenant.

### **Posting Groups**

Soft4RealEstate provides the possibility to set up different product posting groups for different products, so that revenue from such products will appear in different GL accounts.

### **VAT/Taxes**

The user is able to set up different VAT/Tax groups for the Products and Contracts in the system. These settings are automatically applied to the Invoices when they are created in the Soft4RealEstate system.