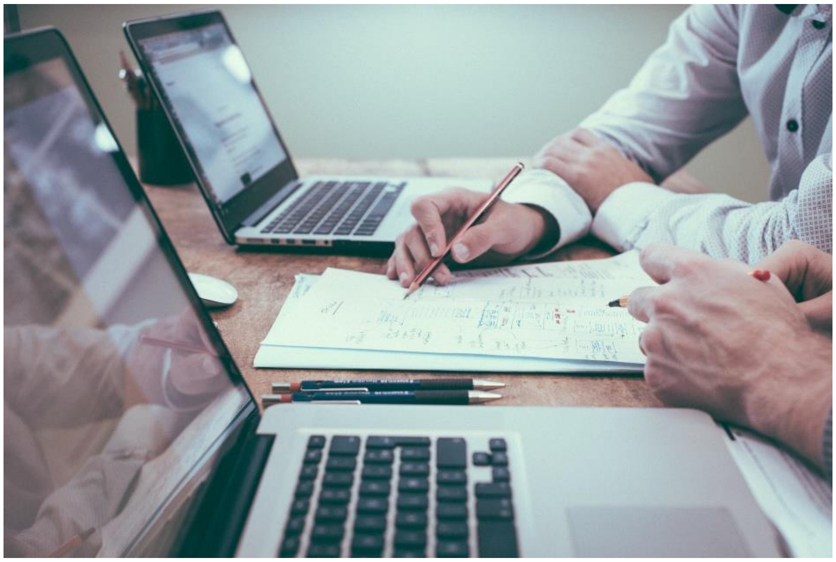

PMWeb Leasing

PORTFOLIO, PROGRAM & PROJECT MANAGEMENT

- Project Management
- Document Management
- Visual Workflow
- Planning/Estimating
- Scheduling
- Asset/Facility Management
- Business Intelligence

Introduction

PMWeb allows you to define and manage an unlimited number of leases, both cost and revenue, with its trademark ease and efficiency. Leases can be simple agreements or complex contracts with sophisticated charge calculations.

Lease abstract details can be tracked and monitored and lease data can be automatically merged into the lease forms you currently use.

One of the many unique features of PMWeb Leasing is that you can, if you wish, link together multiple assets as defined "Suites". Assets that can be linked to Suites include Locations, Buildings, Floors, Spaces and Equipment.

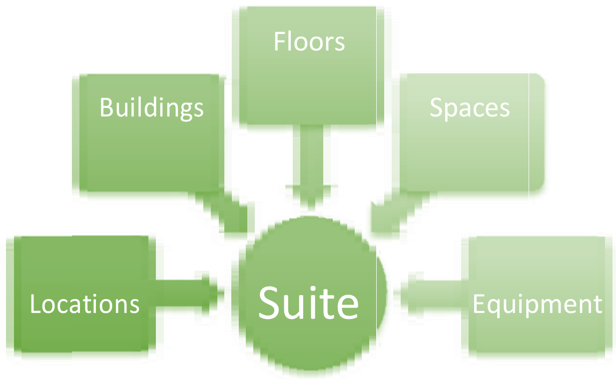

***Figure 1** – Assets (Locations, Buildings, Floors, Spaces and Equipment) Can Be Linked to a Suite*

When you create Leases you can, if you wish, link them to both assets and Suites.

***Figure 2** - Assets and Suites Can Be Linked to a Lease*

This document outlines general Leasing procedures. For more detailed information, and for product training, please contact your PMWeb reseller.

Suites

Suites are convenient and powerful

Suites allow you to not only track all your assets in detail but also combine them in the way that you normally lease them. Not only is this convenient – you can, for instance, simply drag & drop a Suite into a Lease – it also allows you to develop a leasing history of the Suite. Leasing history can include data such as occupancy rates, market versus actual lease income, income per area and much more.

Note that defining Suites is an optional step. Suites are not required to create Leases.

Snapshot

The Snapshot section in the header of the Suite record contains these fields:

Field	Comments
Rent / Month	Market is editable and can appear in listings and reports. Current is read-only.
Rent / Year	The values in Rent/Month x 12.
Gross Area	Type in the field or use the Visual Calculator. UOM is from the Location.
Rentable	Type in the field or use the Visual Calculator. UOM is from the Location.
Usable	Type in the field or use the Visual Calculator. UOM is from the Location.
Rent / Area / Month	Rent / Month / Gross Area.
Rent / Area / Year	Rent / Year / Gross Area.

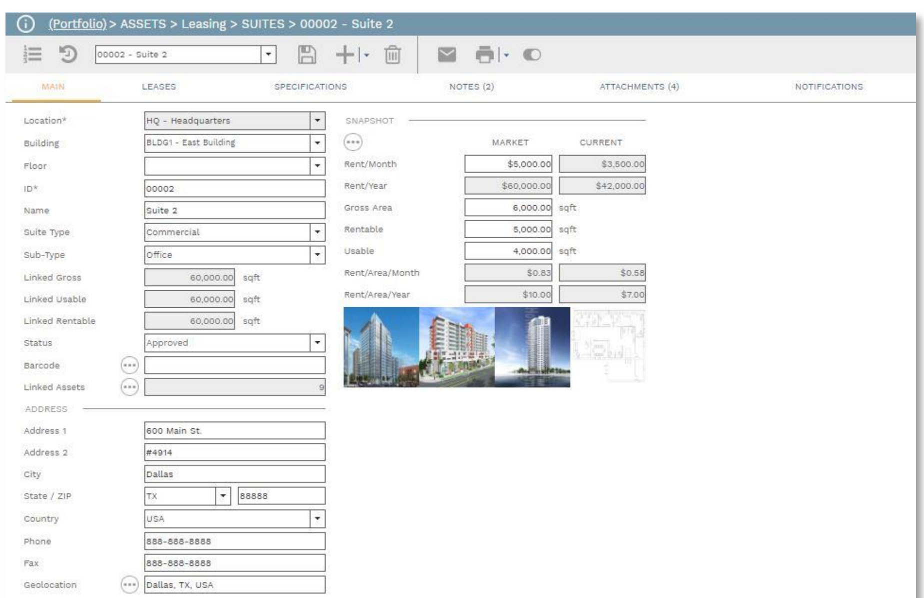

***Figure 3** - The Suites Record*

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Drag & drop measurements to perform calculations

Visual Calculator

The Visual Calculator uses drawings to make determining Gross, Rentable and Usable Areas quick and easy. Simply drag & drop measurements from the drawing into calculation boxes in the dialog. The boxes are: Gross, Shafts & Glazing and Common Areas. As you drop them the calculator sums them and performs other mathematical operations as well. You can use the exact measurements that are extracted from the drawing or manually adjust them if you wish by typing over the calculated values in the sum boxes.

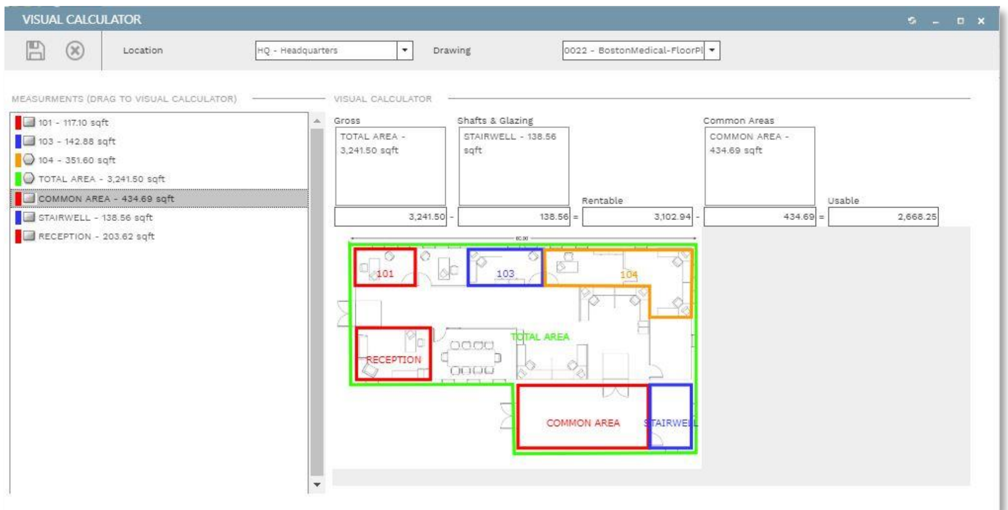

***Figure 4** - The Visual Calculator Dialog*

To remove a measurement from one of the calculation boxes drag it out of the box and drop it.

When you click the Save button the dialog closes and Gross, Rentable and Usable are copied into the record.

Unlimited assets – Buildings, Floors, Spaces & Equipment – can be linked to a Suite

Linked Assets

An unlimited number of assets can be linked to each Suite using the Linked Assets feature on the Details tab.

When you click the Link Asset(s) button the Select Assets dialog opens.

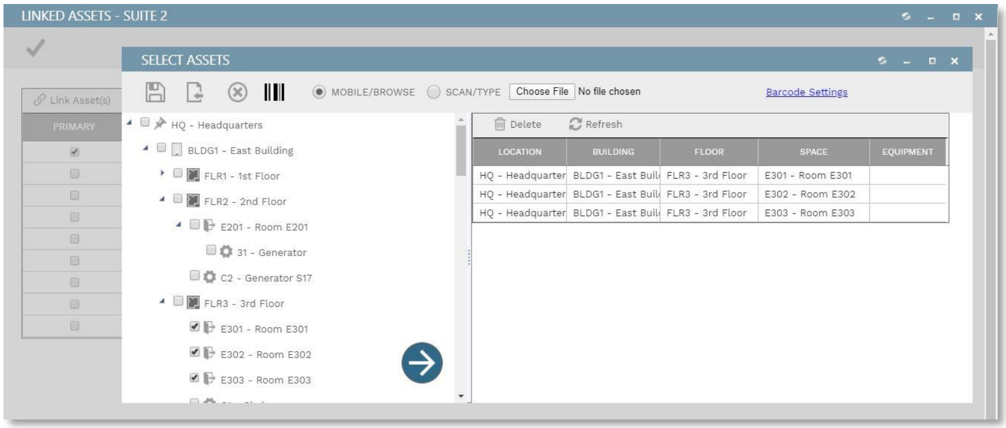

***Figure 5** - The Select Assets Dialog*

Drag assets from the tree on the left to the grid on the right. When you click Save the dialog closes and the assets you selected appear in the Linked Assets spreadsheet in the Suite. In the Linked Assets spreadsheet you can select one or more assets and then click the Unlink Asset button to remove them from the Suite.

Note that you can add an asset only once to the grid in the dialog as well as in the Suite record itself.

As you link or unlink assets the Linked Gross, Linked Usable and Linked Rentable fields in the header of the Suite record are updated. This represents the sum of Actual Gross, Actual Usable and Actual Rentable fields for all linked real estate assets – Location, Buildings, Floors and Spaces.

Tag records with geo-location data

Tags

The Tags section of the Suite record gives you a place to store geo-location data: Latitude, Longitude, Elevation and map Address. The data can be typed directly in these fields or you can use the Google Map Address Selector dialog to extract the data for you.

Google Map Address Selector Dialog

The Google Map Address Selector lets you interactively extract geo-location information from live Google maps.

To open the Selector, click any of the labels for the Latitude, Longitude, Elevation or Google Address fields.

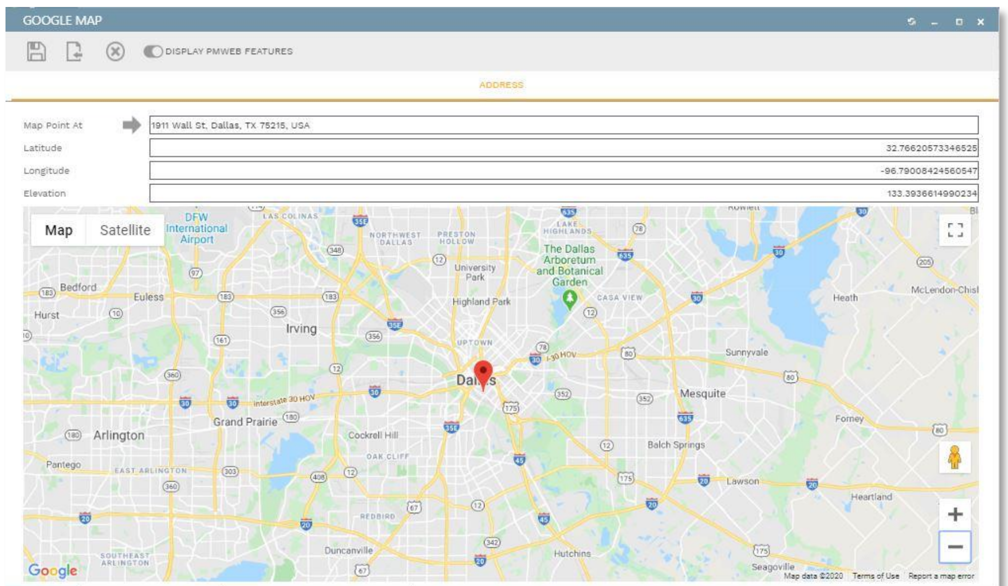

***Figure 6** - The Google Map Address Selector Dialog*

There are three techniques that you can use to extract data from the map:

- Type an address in the Map Center field and then click the arrow button
- Drag and drop the location icon to a map point
- Click the location icon and select an address from the list that appears

When you use any of these techniques the Latitude, Longitude and Elevation appear at the top of the dialog.

When you click the Save button the dialog closes and the data from the map is transferred into the Tags section of the record.

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Track both Revenue and Cost leases

Suites

PMWeb gives you an unequalled set of tools to manage an unlimited number of leases. Those leases can be ones you pay for, ones you collect for and ones you manage for a third party.

Header

There are several important fields in the header of Lease records, including:

Field	Comments
Parent Lease	Selecting a Lease in this field makes this a Sub-Lease
Post As	“Revenue” or “Cost”. This determines how transactions for the Lease are posted to the cost ledger and whether they use “A/R” (for Revenue) or “A/P” (for Cost) Payments.
Gross Area	Type in the field or use the Visual Calculator. UOM is from the Location.
Linked Usable and Linked Rentable	As you add or remove Linked Assets these fields are updated for you.

Snapshot

The Snapshot section of the header contains these fields:

Field	Comments
Rent/Month	This is a field you can edit directly to record the nominal monthly rent for the Lease. Note that it is NOT linked to the lines you create on the Charges Tab.
Rent/Year	Equals Rent/Month x 12
Rentable, Usable and Common Area %	These fields can be edited directly or calculated using the Visual Calculator.
Rent/Area/Month and Rent/Area/Year	Calculated for you.
Lease Start and Lease Finish	These fields define the total lifetime of the Lease.

Details Tab

Multiple tabs organize all your lease data

Tags

The Tags section of the Suite record gives you a place to store geo-location data: Latitude, Longitude, Elevation and map Address. The data can be typed directly in these fields or you can use the Google Map Address Selector Dialog to extract the data for you.

Linked Assets

See Linked Assets for more information. Note that Leases can be linked to Suites, as well as Locations, Buildings, Floors, Spaces and Equipment records.

Sub-Lease

If you select a Parent Lease in the header of a Lease, that creates a Parent – Sub-Lease relationship between them. The Sub-Lease section on the Details tab displays a read-only list of all Sub-Leases for the current Lease record. (In other words, the current Lease is the parent to all of the Leases in the Sub-Lease spreadsheet.) Each Sub-Lease line is a hyperlink to the other Lease.

Abstract Tab

The Abstract tab contains a number of industry-standard fields to store Lease data. These fields can be populated by forensically examining a pre-existing Lease document or the Abstract fields can be populated and then merged into a new Lease document using BI Reporting or PMWeb Word.

Note that the Specifications tab can be used to create unlimited additional abstract fields. These custom fields can also be merged into Lease documents.

Clauses Tab

The Clauses tab can be used to build Lease language, either by adding clauses on the fly or by simply dragging & dropping pre-defined clauses. Clauses, too, can be merged into Lease documents using BI Reporting and PMWeb Word.

Charges Tab

The Charges tab is where you create unlimited charges to be applied to the Lease over the course of its life. Charges can be basic or advanced and each can begin and end on dates you specify.

Basic Charges

All charges, whether basic or advanced, start as lines in the Charges tab. Charges can be created on the fly by clicking the Add button or pre-defined charges can be dragged & dropped to add them to the Lease.

The Start, End and Post Every fields are used in automatically posting charges over the lifetime of the Lease. See Lease Administrator for more information about automatic posting. Charges with a Cost Code will be posted to the Cost Ledger. Each charge can be linked to one or more of the Linked Assets and can be made Inactive when needed.

Advanced Charges can be Escalations, Recoveries or Overages

Advanced Charges

To make a charge an advanced one, click the button in the Amount field to open the Lease Charges Details dialog. Use the dialog to activate a charge's Escalations, Recoveries or Overages component by clicking the light bulb icons. Note that only one component can be active at any one time for each charge.

Escalations

Escalations are adjustments to charges – up or down – over the lifetime of a Lease. Escalations can occur once or reoccur periodically. They can escalate by fixed percentages and amounts to be tied to Consumer Price Indexes.

Recoveries

Recoveries charge back expenses to clients. Recoveries can be based on one of several calculation methods, including:

- A fixed percentage
- The number of current leases at the moment recovery occurs
- Number of units at the location
- The Common Area percentage defined in the header of the Lease
- The Rentable Area percentage defined in the header of the Lease
- The Usable Area percentage defined in the header of the Lease

Recoveries can be linked to one or many Cost Codes. As costs accrue to linked Cost Codes they become eligible to be charged back to tenants via the Recoveries process.

Overages

Overages are charges calculated as a percentage of a tenant's gross or net income. PMWeb can calculate Overage charges for you using custom matrices that feature up to 15 currency breakpoints and associated percentages.

Lease Analyzer

The Lease Analyzer is a dialog that can be opened by clicking the Lease Analyzer button in the toolbar of the Charges spreadsheet. The Lease Analyzer extends all the charges as shown in the Charges over the lifetime of the lease and breaks them down by year, average value per month and annual value per area.

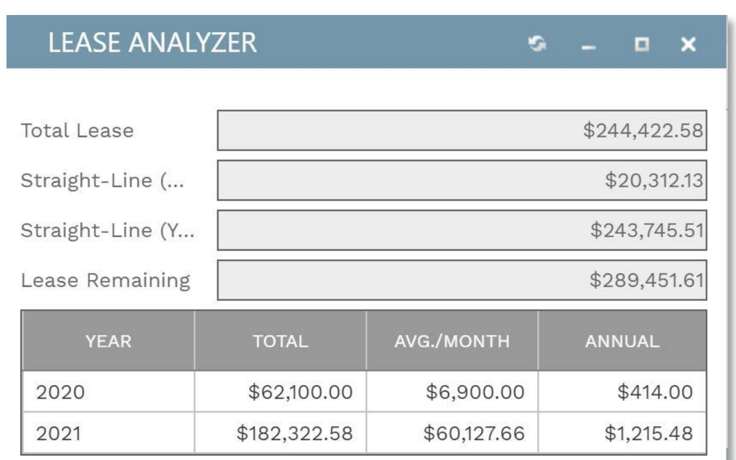

***Figure 7** - The Lease Analyzer Dialog*

Note that the Lease Analyzer is only an approximation. It does not include Escalations, Recoveries or Overages in its calculations.

The Ledger tab displays all financial transactions linked to the lease

Ledger Tab

All financial transactions generated by the Lease are displayed in the Ledger tab. Lines can be added to the Ledger tab spreadsheet by:

- Adding them directly to the spreadsheet using the Add button
- Creating a Tenant Invoice in the Tenant Invoices page
- Creating a Tenant Invoice using the Lease Administrator
- Creating a Payment using any one of several methods

Lease Administrator

The Lease Administrator automates the process of posting Lease transactions, including all four charge types:

- Basic Charge (Using the Scheduled Charges tab)
- Recoveries
- Overages
- Escalations

One of the advantages of using the Lease Administrator to post charges is that they can be created, edited and approved using PMWeb Workflow before actually posting any charges.

The basic technique is the same for each tab:

- Make entries in the parameter fields
- Click the Filter button. Eligible charges appear in the spreadsheet.
- Put a check on each charge you wish to post

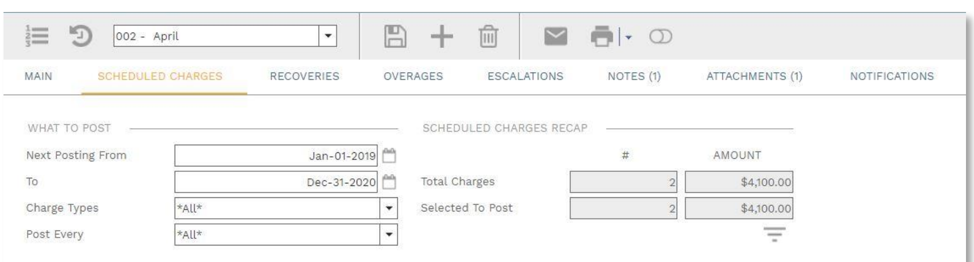

***Figure 8** - Parameters and the Filter Button on the Scheduled Charges Tab*

Scheduled Charges Tab

This tab shows all the active "Basic" charges as filtered by the parameters. (Basic charges are the lines that appear on the Charges tab of each lease.)

Note that you can also add one-time charges in the spreadsheet on this tab. These will be posted just like the other charges in the batch but they will not update the Charges tab of the lease.

The Lease Administrator automates the process of managing leases

Recoveries Tab

This tab displays all the approved Cost Ledger lines that have not already been flagged as recovered, as filtered by the parameters.

Each Cost Ledger line appears as a line in the spreadsheet on this tab. Each line contains one more sub-grid lines. Each sub-grid line signifies that the cost is eligible to be passed through to a tenant. Eligibility is based on the choices you made when defining lease Charges using the Escalations section of the Lease Charges Details dialog. The sub-grid lines will be posted to Tenant Invoices.

While the Filter button can automatically select charges and pass-throughs for you, these features make this tab even more powerful:

- You can select which costs to keep in the batch or not. (This flags them as having been recovered so they aren't included in future batches.)
- You can add cost lines to the spreadsheet yourself
- You can select which tenants will be charged for each cost
- You can accept the calculated recovery amounts or adjust them line by line

Recovery Details Dialog

If you click the Details button in the Recovery Amount field of the sub-grid the r Recovery Details Dialog opens.

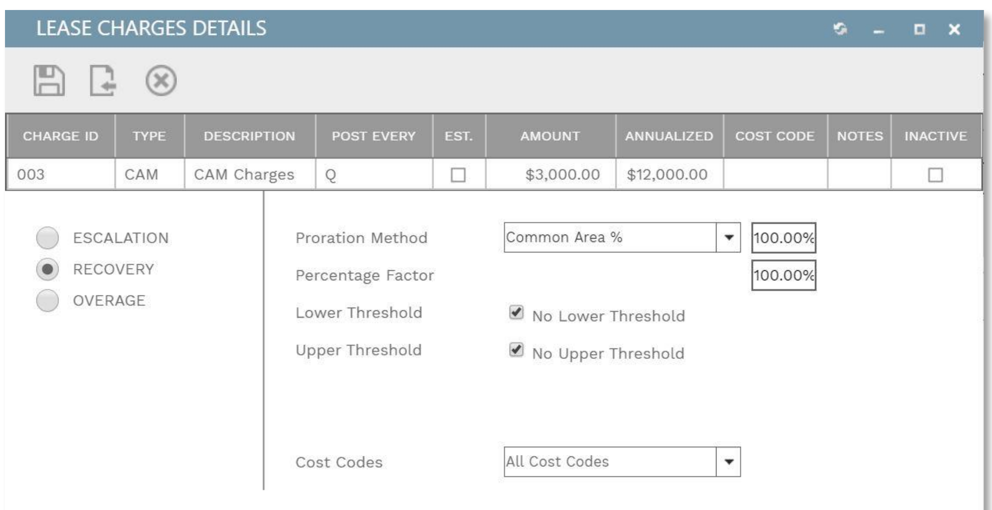

***Figure 9** - The Recovery Details Dialog*

This dialog shows the calculations for the recovery as defined in the Charges tab of the lease. You can edit the amounts in the dialog if you wish. When you click Save & Exit the Recovery Amount is copied into the sub-grid of the Recoveries tab line.

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The Ledger tab displays all financial transactions linked to the lease.

Overages Tab

This tab displays all of the active charges that have an Overage component, as defined in the Lease Charges Details dialog and filtered by the parameters.

In order for the overage charge to be calculated you must enter an Actual Amount for each line in the spreadsheet. This is done using the Overage Details dialog. In the Overage Amount field click the Details button . The Overage Details dialog opens.

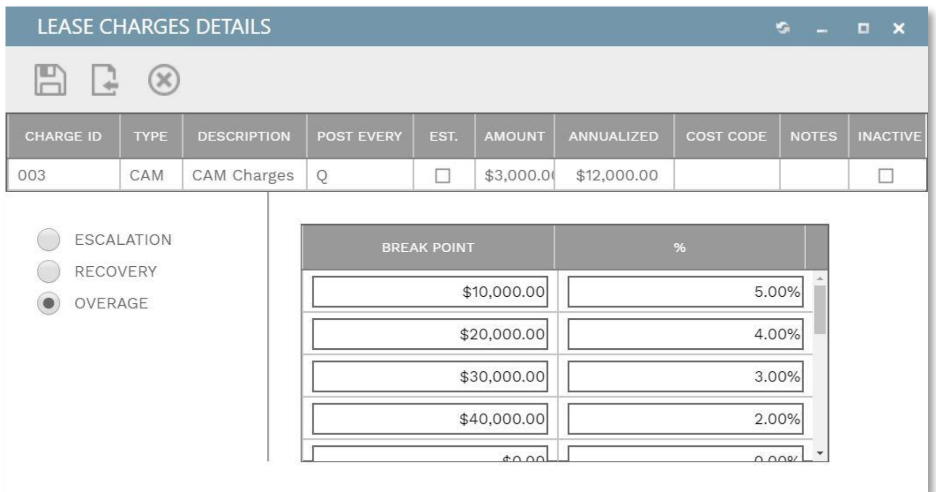

Figure 10 *- The Overage Details Dialog*

Enter an Actual Amount – typically the tenant's net or gross income – and click the Calculate button. Each break point amount is calculated for you and summed to determine the Overage Amount. Note that you can override the Overage Amount calculation if you wish by typing in the field. When you click Save & Exit the Overage Amount is copied into the sub-grid of the Overages tab line.

Escalations Tab

This tab displays all of the Escalations that are due to be posted, based on the Next Escalation date in the Lease Charges Details dialog and filtered by the parameters. Unlike the three other tabs in the Lease Administrator, posting Escalations doesn't affect Tenant Invoices. Instead, posting Escalations changes the Charges tab of the Lease itself.

Here are some important points about posting Escalations:

- Escalations either add a new line to the Charges tab in the Lease or change the Amount on the line they are linked to. Which occurs is determined by whether or not "New Line" is checked in the Lease Charges details dialog when the Escalation is defined.
- The Next Escalation date in the Lease Charges Details dialog determines whether or not it is eligible to be posted, as filtered by the parameters.
- The Escalate Every field in the Lease Charges Details dialog determines by how much the Next Escalation date is advanced when the Escalation is posted.

Posting Lease Administrator Batches

Posting Lease Administration Batches can achieve any or all of these results:

- Tenant Invoices will be created, including Scheduled Charges, Recoveries and Overages
- Costs displayed in the Recoveries tab will be flagged as having been recovered (whether they have been passed through to tenants or not)
- Next Posting dates for Scheduled Charges, Recoveries and Overages will be advanced by the Post Every increment
- Next Escalation dates will be advanced by the Escalate Every increment
- If the Deactivate Expiring Charges box is checked in the header of the Lease Administrator all charges that will expire are marked as Inactive. An expiring charge is one whose Next Posting date would, if incremented, exceed its End date.

To post the batch, click the Post button in the toolbar at the top of the page. Note that only Lease Administrator batches with a status of Approved can be posted.

Tenant Invoices

Tenant Invoices can be added manually or automatically by using the Lease Administrator. Tenant Invoices appear in the Ledger Tab in the Lease and Payments can be applied to them. Tenant Invoices require you to select a Location and a Lease. They feature a Due Date field (making aging reports possible) and a Cost Period field (for financial-type reports.)

Payments

Accounts Receivable and Accounts Payable Payments can be applied to Location Programs, Locations, Leases and Tenant Invoices. See the document PMWeb Payments for more information and ask your reseller for more information.

Conclusion

PMWeb Leasing is a robust lease management solution that combines ease of use, always -on access and direct integration with Planning, Project Management and Workflow.

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