



WIZARD SOFTWARETM
SOLUTIONS

Reference Guide

REportfolioTM v9

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REportfolio™ Overview

REportfolio™ is a Real Estate portfolio administration software solution. It is a complete solution for managing multiple leased and owned properties. REportfolio™ forecasts occupancy costs, tracks and reports about payments and receivables, and sends out automatic reminders about key dates at user-definable intervals.

Glossary of Terms

FileMaker The database platform used to create REportfolio™

Solution Admin The Solution Admin is a user who oversees the System Administration modules and is the initial point of contact for REportfolio™ users.

Database A database aggregates information. REportfolio™ is a real estate database that stores and manages site, lease and agreement data.

Field/Column A field displays one piece of information about an item; like a cell in a spreadsheet for example. In list view, each column is one field. Fields can be designated for a specific type of data... i.e. dates, dollars, text, a value from a list or values based on the aggregate of data having been already entered in a designated field.

Data is stored in columns. Fields can also contain and display summary data, images or documents.

Record/Row A record is one horizontal line in a list view. For example, each agreement is its own record in the Lease table. Agreement records can be arranged in rows or spread out on screen to display details about one agreement at a time.

Table A table displays columns of fields arranged in rows of records. The initial appearance is similar to a spreadsheet. Data for sites, leases, agreements, and payments is stored in tables.

List view List view displays a high-level overview of the items in that module.

Detail view Detail view displays the first screen of information about an item. In some cases, there is information arranged and organized on several screens; accessible via a series of tabs each displaying additional data.

Finding Searching for a specific record or a set of records. Synonym: Query.

Found Set *The records on display at any time is referred as the found set.* The found set is always the result of a find operation. The find operation can be run either manually by a user or automatically via FileMaker script. When a found set is sorted and printed; the result is often referred to as a report.

Find Filters Find Filters automate find operations and automatically display a specific group of records. Find Filters are located at the bottom of list view. Every REportfolio™ module displays a default found set in list view.

Value list Throughout REportfolio, users can enter data by using a value list that drops down or pops-up. There are different kinds of value lists and the items comprising a value list can be aggregated in several different ways.

Portal REportfolio™ records, stores and displays data. All of this data is stored in separate tables that are related to each other. Thus, FileMaker is a *relational* database; information from one table can interact with data from another table. How it works; a portal is placed on a layout to display items from another table. For example: payments are stored in the Payments table. However, data from the Payments table can be entered, edited and displayed on the agreement detail view which is in a different module. It is not necessary to understand anything about portals. However, in this guide the term *portal* will refer to a special area on screen where the data displayed is from another module. A portal is visually identifiable by the alternating light and dark rows.

Under the Hood is a term used to describe development, programming or customization that adds, modifies or customizes features and or functions in REportfolio. Depending on the situation, work *under the hood* will require a proposal for professional services.

Entity – REportfolio™ employs the term entity, property, campus, division, branch or department to designate corporate units that are physically, geographically or financially separate from each other. Entity records from all REportfolio™ modules are kept separate from each other. However, an ALL entity can be created to aggregate and report about all records. The ALL entity should not be used to enter or edit data.

The General

Data is saved automatically as soon as the cursor is placed somewhere else on screen; another field for example. The Control + S keyboard shortcut does not save anything. The Control + S keyboard shortcut opens the Sort dialog box.

Video tutorials are available at <http://www.wizardsoftware.net/>

At the top of each screen there is a group of feature, function and navigation buttons.

1. Home Button: Navigate back to the home screen.
2. Agreement List: Navigate to Agreement List.
3. Map Sites: Navigate to the map view of all listed sites.
4. Reports: Navigate to the Reports menu.
5. Back Arrow: Go back one screen. The Home Screen is the terminal; like the end of the line on the airport tram.
6. New Site: Navigates to the Site Detail view where data can be entered.
7. Print List: Prints a report based on the found set is sorted. Print List is ad hoc reporting. The report is based on the sorted found set – so each **PRINT LIST** report suits a different, specific purpose.

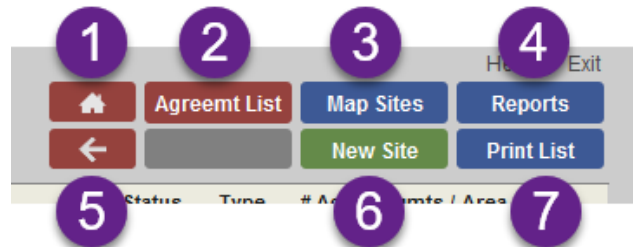


Figure 1 List View Buttons

The logo in the upper left-hand corner of every screen is also a back button.

The Control + 1 keyboard shortcut navigates to the list view for that module.

Entering Dates. There is no need to enter year for current year. 1/11 will be entered as 1/11/<current year>

Type-Ahead in Value Lists – When Type-Ahead is active, REportfolio™ automatically navigates through the value list as letters or numbers are typed

Value lists can be configured to restrict the choice to the list or to allow the user to enter a unique value. Reconfiguration of value lists requires project engineering time and a proposal for professional services.

The List View Screen

List view provides a high level, one-line overview of records. The button to the left of each row drills down to detail. To accommodate screen size and personal taste, the Zoom buttons on the bottom left of every screen allow users to make the solution bigger or smaller within the FileMaker application window. Starting in 2018, the zoom options will be available in the FileMaker menu and separate zoom buttons on screen.

Finding Records

The group of records on display is called the Found Set. The Found Set may be all the records in the module or a smaller collection of them. The Found Set may be sorted or unsorted.

Users can navigate to Find mode from any RReportfolio screen. Often, users try to find an item by scrolling through list view. This is the least efficient way to find an item. Control + F is the fastest way to find items. Pre-configured *Find Filters* can also be found at the bottom of list view. Preconfigured Find Filters are also discussed on page 8 and page 11.

Advanced find operations can be accomplished in Find mode. Multiple criteria searches allow users to find one agent's agreements in a particular region. Multiple request searches allow users to find the agreements for two particular agents. The omit checkbox in a multiple request search is used to find an agent's agreements but exclude those from a particular region. Three dots in a row are used to find a Range of data. The three dots appear between the first value and the second value and the result is that RReportfolio displays all the records between the two values.

Use the Operators drop-down value list in Figure 2 to view additional symbols that can be used to find records.

Best practice for executing the find: click the PERFORM FIND button on the toolbar at the top of Find mode.

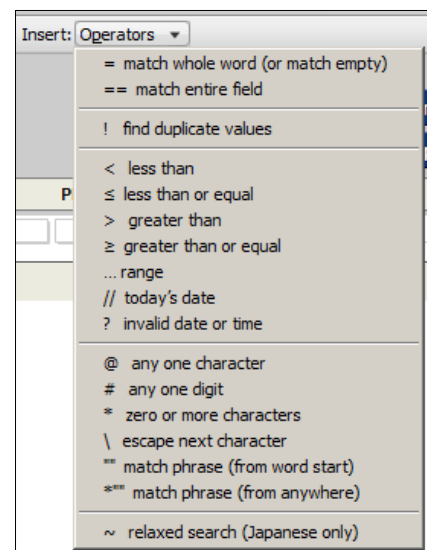


Figure 2 Find Operators

Finding Data & Getting Around

There are Find Filters at the bottom of each list screen. Find Filters are used to create a found set of records instantaneously. Use one or more of the Find Filters to create a found set of records to examine, investigate and manage. The RESET button on the right displays the default found set for that list view. Finding the exact, right records, not only helps manage work but also is critical in preparing reports. There is a whole category of reports that tabulates, arranges and displays the found set of data – see

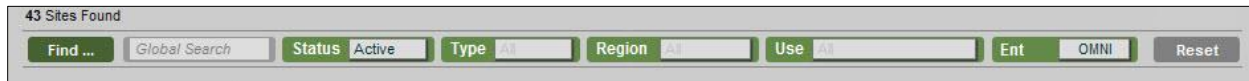


Figure 3 Find Filters at the bottom of list view

Menu of Reports on page 77.

The Home Screen

The REportfolio™ home screen displays the Main Menu on the left and user-definable widgets on the right. Each button on the Main Menu navigates to a module list view. Each widget displays a different key performance index. There are three tabs of widgets. The widgets on each tab are a different size and shape to accommodate user preferences and widget data. Reportfolio remembers user choices the next time the solution is opened.

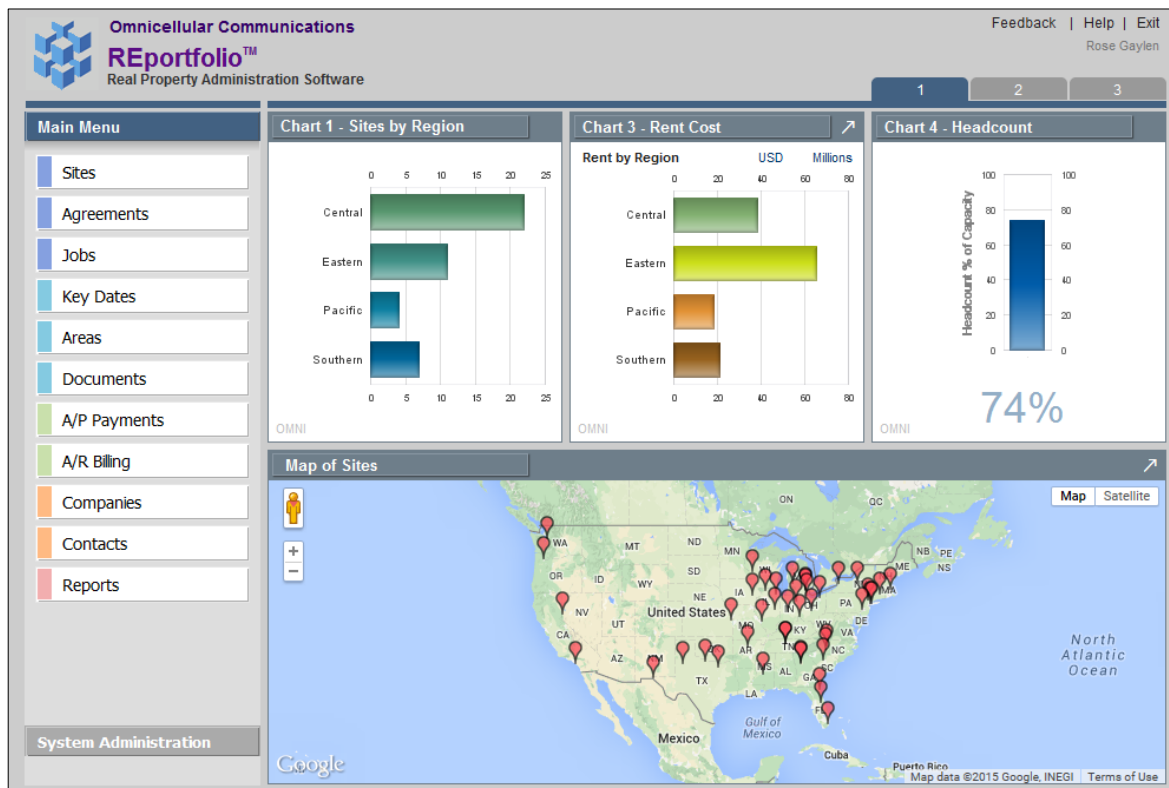


Figure 4 The Home Screen

The Status Widget

The Status widget displays the currently selected property or entity. The status value list displays the list of properties or entities where groups of sites and agreements are stored. The selected property determines which items are displayed when users navigate to the different modules from the Main Menu. The

Entity find filter at the bottom of every list view in each module displays the same Entities value list. Even if a selection is made on the Home Screen using the Status Widget, users can change entities by using the Entity find filter. Best Practice is to choose a Status widget for the Home Screen. Users should always be aware of which entity is being displayed.

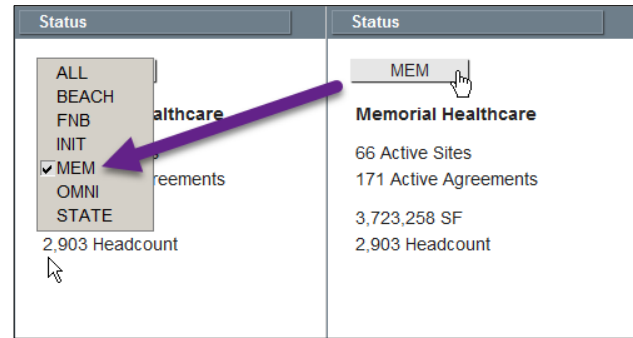


Figure 5 The Status Widget of the Home Screen

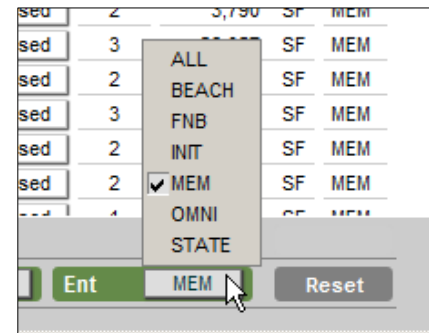


Figure 6 Entity Find Filter

Main Menu

Each button, navigates to the overview for that module.

- Sites navigates to the site list. Create, edit and manage sites here.
- Agreements navigates to the list of agreements. Create, edit and manage agreements.
- Jobs navigates to the list of tasks related to agreements and sites.
- Key Dates displays an overview of key dates for agreements.
- Areas is a listing of all the square footage, mileage and/or acreage of the agreements.
- Documents lists all documents associated with sites, agreements, jobs et. al.
- A/P Payments is where all outgoing payments are organized.
- A/R Billing is where all incoming bills are organized.
- Companies is a listing of all companies, vendors, contractors and staff.
- Contacts is the staff and personnel directory.
- Reports navigates to the Menu of Reports.
- Issues Log navigates to the list view of system issues.
- System Administration is displayed to system administrators only and is where preferences and system user accounts are managed.

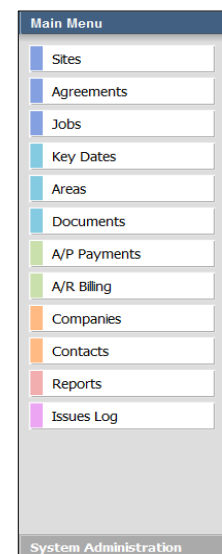


Figure 7 Menu

Sites

REPortfolio uses a table of Sites to aggregate data about agreements. In some cases, there will be a one to one relationship between the site and the agreement... one site and one agreement listed under that site. For example, a site could be a corporate unit such as a car rental agency, convenience store, gas station or any unit in a strip mall such as a credit union or Pat's Screen Print. In these cases, there will be one agreement per site. Most corporations are not going to locate two of the same credit union in the same strip mall. On the other hand, a site could be hospital, college or government agency where there are dozens and dozens and dozens of agreements contained within one building, campus or the strip mall itself. Regardless of whether there is one agreement per site or many, the Sites table stores all the details; including agreements, payments, dates, contacts and all other relevant data pertaining to the site.







Omnice Cellular Communications											
SITE LIST											
Feedback Help Exit											
 Agreemt List  Map Sites  Reports											
  New Site  Print List											
Site	Div	Name	City	State	Country	Region	Use	Status	Type	# Active Agmts / Area	
1001	OMNI	Dart Corporate Office DEMO	New York	NY	USA	Eastern	Office	Active	Leased	6	177,178 SF
1002	OMNI	John Hancock Tower	Boston	MA	USA	Eastern	Office	Active	Owned	1	0 SF
1003	OMNI	Matt Plaza	Urbana	IL	USA	Central	Tower	Active	Leased	0	0 SF
1004	OMNI	Dart Newport Beach DEMO	Newport	CA	USA	Pacific	Mixed	Active	Owned	2	7,543 SF
1007	OMNI	Karch Plaza	Ann Arbor	MI	USA	Central	Switching	Active	Leased	1	0 SF
1009	OMNI	Health and Fitness Court	Portland	OR	USA	Pacific	Testing Lab	Active	Leased	1	66,704 SF
1018	OMNI	La Vergne	La Vergne	TN	USA	Central	Office	Active	Leased	0	0 SF
1020	OMNI	Northfield Green Estates	Ann Arbor	MI	USA	Central	Office	Active	Owned	1	123,730 SF
1024	OMNI	Brandon	Brandon	MS	USA	Southern	Office	Active	Leased	1	16,098 SF
1032	OMNI	Columbus	Columbus	OH	USA	Central	Office	Active	Leased	1	7,425 SF
1034	OMNI	Overland Park	Overland Park	KS	USA	Central	Office	Active	Leased	1	4,134 SF
1038	OMNI	Little Rock North Tower	Little Rock	AR	USA	Southern	Office	Active	Leased	1	45,973 SF
1041	OMNI	Coralville	Coralville	IA	USA	Central	Tower	Active	Leased	1	23,375 SF
1042	OMNI	King of Prussia	King of Prussia	PA	USA	Southern	Office	Active	Leased	1	39,661 SF
1043	OMNI	Toledo North Manor	Toledo	OH	USA	Central	Office	Active	Owned	1	47,550 SF
1044	OMNI	Oklahoma City	Oklahoma City	OK	USA	Central	Office	Active	Leased	1	126,000 SF
1045	OMNI	Milford	Milford	OH	USA	Central	Office	Active	Leased	0	0 SF
1046	OMNI	Independence	Independence	OH	USA	Central	Office	Active	Leased	1	93,823 SF
1047	OMNI	Syracuse	Syracuse	NY	USA	Eastern	Testing Lab	Active	Leased	1	65,981 SF
1049	OMNI	Pinehurst	Pinehurst	NC	USA	Eastern	Warehouse	Active	Leased	1	86,123 SF
1050	OMNI	Charlotte	Charlotte	NC	USA	Eastern	Garage	Active	Leased	1	15,644 SF
1052	OMNI	Atlanta	Atlanta	GA	USA	Southern	Garage	Active	Leased	1	0 SF
1053	OMNI	College Park	College Park	GA	USA	Eastern	Office	Active	Leased	1	83,703 SF
1054	OMNI	Cheektowaga	Cheektowaga	NY	USA	Eastern	Tower	Active	Leased	1	97,898 SF
1057	OMNI	Reno	Reno	NV	USA	Pacific	Retail	Active	Owned	1	65,000 SF
1058	OMNI	Secaucus	Secaucus	NJ	USA	Eastern	Testing Lab	Active	Leased	2	66,366 SF
1059	OMNI	Hartford	Hartford	CT	USA	Eastern	Garage	Active	Leased	1	23,127 SF

Figure 8 Site List

Site List

The REportfolio site list (Figure 8) displays sites for the current entity. Use the Division find filter at the bottom of list view to display sites from a different entity. Note that Divisions could also be called *properties* or *campuses*...

The buttons in the upper right-hand corner of list view allow users to navigate to related modules and perform basic functions such as navigation back to the home screen and printing reports.

Click the blue button on the left of each row to view detail about that item. The Site Overview displays a map. Use the gray, UPDATE button if location or address details about the site change. Latitude and longitude are displayed based on the address provided on the left-hand side of the Site Overview. The orange buttons along the bottom of the Site overview screen navigate to related modules.

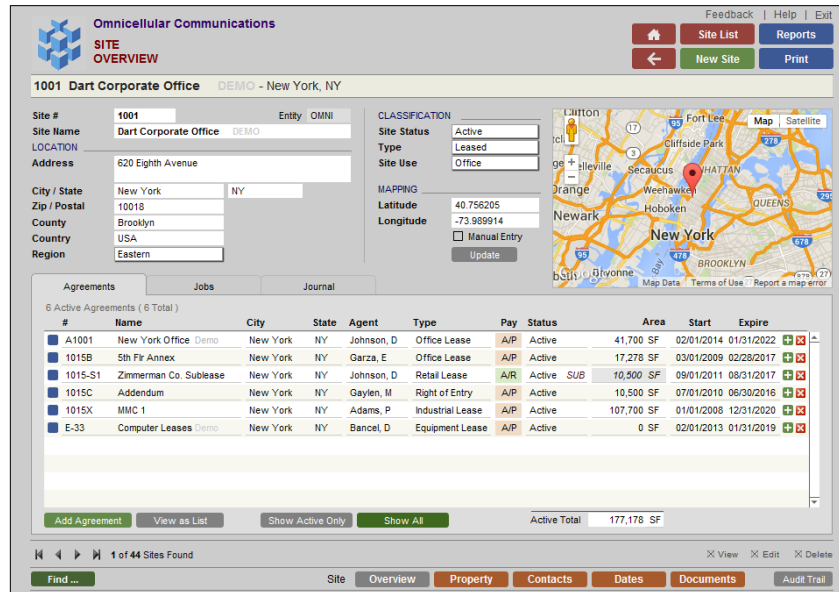


Figure 9 Site Overview

Agreements

The Agreements tab (Figure 10) displays leases and agreements related to the site. Click the VIEW AS LIST button to display the list of agreements in the Agreements module.

REportfolio automatically navigates to the Agreements module and displays a found set of only the agreements displayed on the agreements tab.

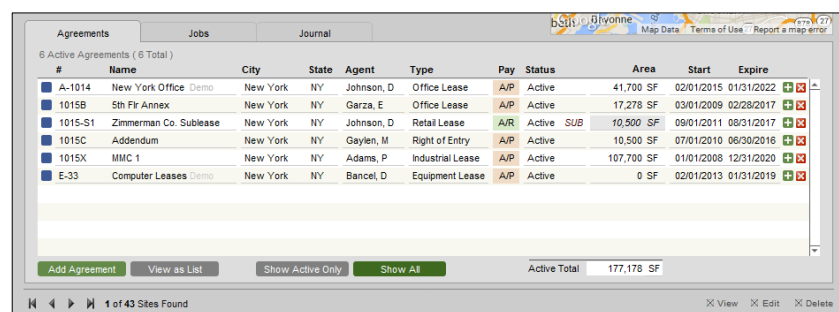


Figure 10 Agreements

Create New Agreement

Single-click the green **ADD AGREEMENT** button, and fill in the pop-up window that appears.

Jobs

The jobs tab displays all the to-do items associated with that site. For example; site inspections or weed abatement.

Journal

The journal tab displays entries that detail meeting minutes, notes, and all specifics that need to be recorded in association with the site.

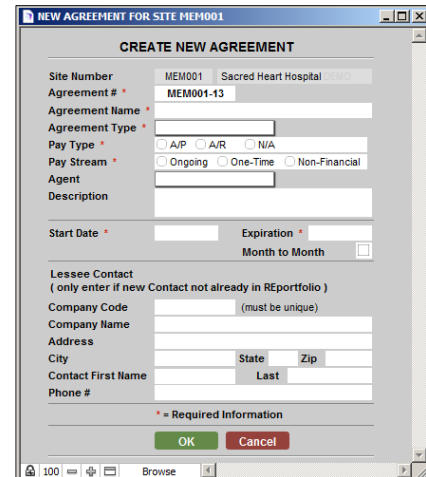
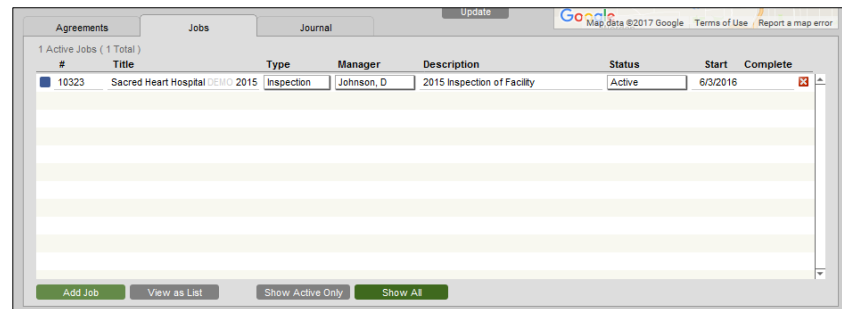
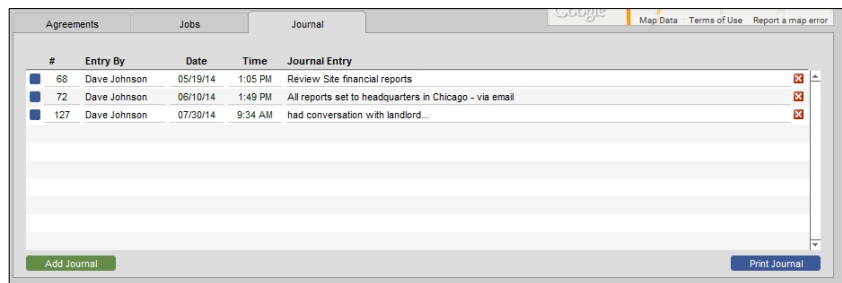


Figure 11 Create New Agreement



#	Title	Type	Manager	Description	Status	Start	Complete
10323	Sacred Heart Hospital DEMO 2015	Inspection	Johnson, D	2015 Inspection of Facility	Active	6/3/2016	<input checked="" type="checkbox"/>

Figure 12 Site Overview: Jobs Tab



#	Entry By	Date	Time	Journal Entry
68	Dave Johnson	05/19/14	1:05 PM	Review Site financial reports
72	Dave Johnson	06/10/14	1:49 PM	All reports set to headquarters in Chicago - via email
127	Dave Johnson	07/30/14	9:34 AM	had conversation with landlord...

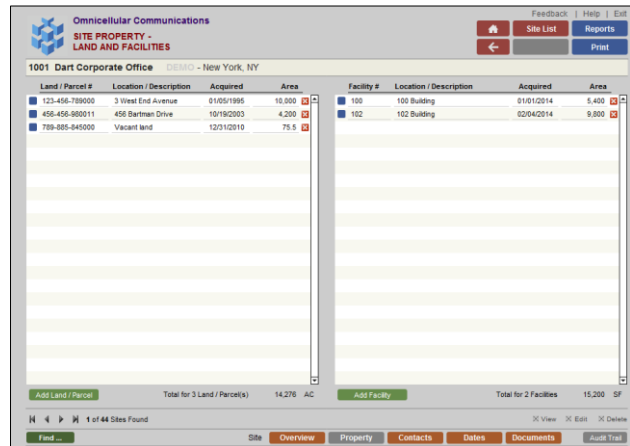
Figure 13 Site Overview: Journal Tab

Site Property – Land And Facilities

At the bottom of the Site Info detail view; the PROPERTY button navigates to the Site Property screen. The Site Property detail view displays every property whether it is land or a facility. These parcels and facilities are components of the core site.

Site Contacts

The Site Contacts screen displays team members (contractors, landlords, managers). There are two tabs on the Site Contacts screen. Site Contacts, and Responsibilities. Each displays a list view of items.

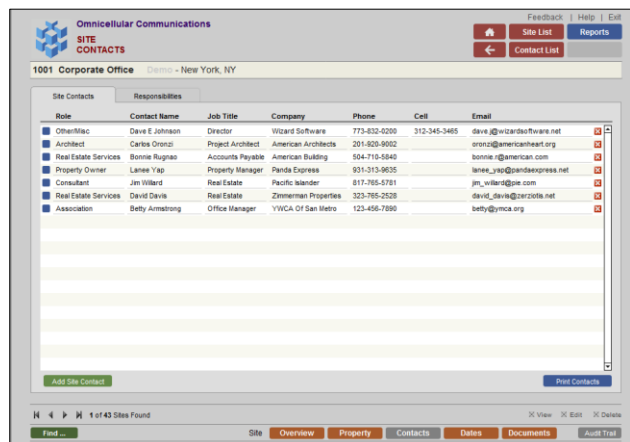


Land / Parcel #	Location / Description	Acquired	Area
123-456-789000	3 West End Avenue	01/05/1985	10,000
456-789-012345	450 Southern Drive	10/15/2003	4,200
789-012-345678	Vacant land	12/31/2010	75.5

Facility #	Location / Description	Acquired	Area
100	100 Building	01/01/2014	5,400
102	102 Building	02/04/2014	9,800

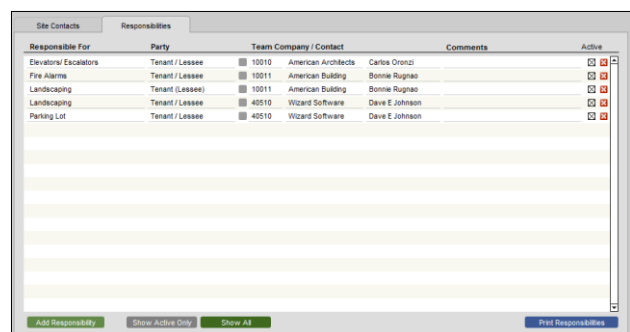
Total for 3 Land / Parcel(s): 14,276 AC
Total for 2 Facilities: 15,200 SF

Figure 14 Site Property - Land And Parcels



Role	Contact Name	Job Title	Company	Phone	Cell	Email
Other/Misc	Dave E Johnson	Director	Wizard Software	773-832-0200	312-345-3465	dave@wizardsoftware.net
Architect	Carlos Ornela	Project Architect	American Architects	201-520-8002		cornela@americanarch.org
Real Estate Services	Bonnie Rugnas	Accounts Payable	American Building	504-710-5840		bonnie@american.com
Property Owner	Lanee Yap	Property Manager	Panda Express	931-313-9635		lanee_yap@pandexpress.net
Consultant	Jim Willard	Real Estate	Pacific Islander	817-765-5781		jm_willard@pizone.com
Real Estate Services	David Davis	Real Estate	Zimmerman Properties	323-765-2520		david_davis@zpczeta.net
Association	Betty Armstrong	Office Manager	YWCA Of San Diego	123-456-7890		betty@ywca.org

Figure 15 Site Contacts



Responsible For	Party	Team Company / Contact	Comments	Active
Elevators / Escalators	Tenant / Lessee	10010 American Architects Carlos Ornela		<input checked="" type="checkbox"/>
Fire Alarms	Tenant / Lessee	10011 American Building Bonnie Rugnas		<input checked="" type="checkbox"/>
Landscaping	Tenant / Lessee	40510 Wizard Software Dave E Johnson		<input checked="" type="checkbox"/>
Parking Lot	Tenant / Lessee	40510 Wizard Software Dave E Johnson		<input checked="" type="checkbox"/>

Figure 16 Site Contacts - Responsibility Tab

Site Key Dates

Site Key Dates displays a list view of key dates including all reminders related to the site and not specifically tied to any individual agreement. Note that key dates can also be accessed from the Main Menu of the Home screen. Click the KEY DATES button on the Main Menu of the Home screen to view the key dates for all sites and agreements in whatever is the current entity.

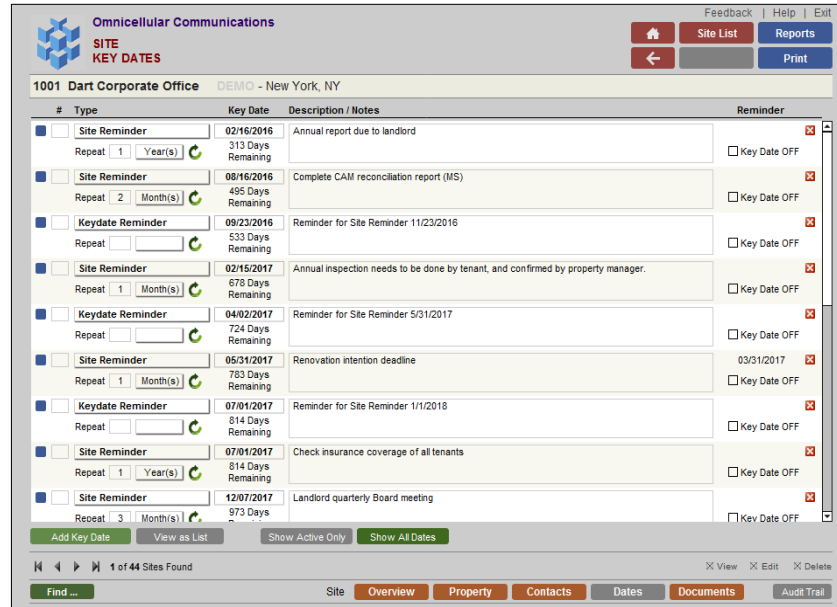


Figure 17 Site Key Dates

Site Documents

The DOCUMENTS button at the bottom of the site detail view screen navigates to the Documents portal. Site, Agreement and Job documents are displayed in the portal. Within the portal there are buttons for Upload, Open, Download and Delete. The white [x] in the red square is the DELETE button. Use caution when deleting documents because there is no undo feature. Use the green Add Document to open the Insert File dialog box. The first step is to navigate to the document directory. Click OK to proceed. REportfolio automatically uploads a copy of the item to the shared documents directory on the server. Changes made to the original do not affect the uploaded document. REportfolio automatically adds a document identification number, as well as the document Type, the Title and the date. Users must choose a document category and status.

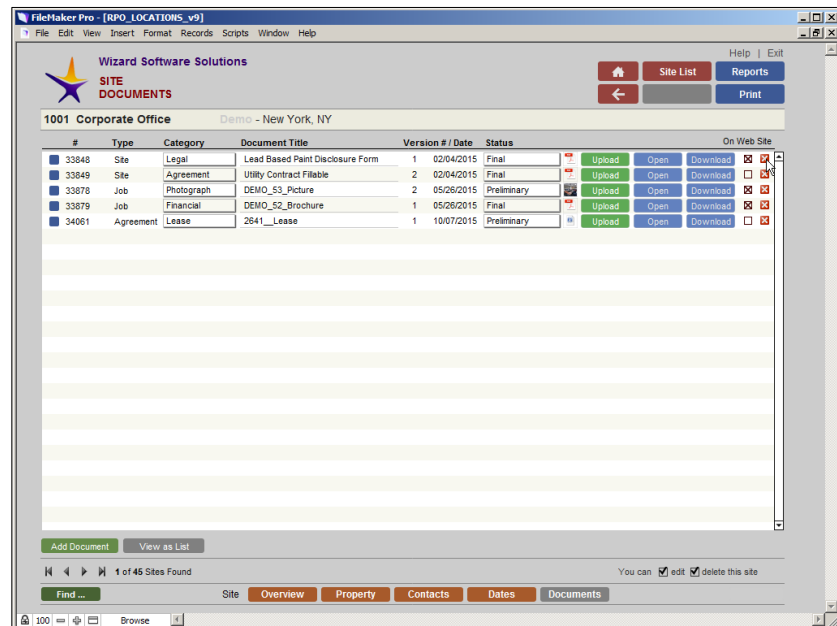


Figure 18 Site Documents

Document Detail View

In the Document portal of the Site Documents detail view, click the button to the left of each row (Figure 18). to view details about that document. All document details may be edited and a document description can be added. The screen includes a document preview field with a scroll bar for documents that are longer than one page.

Depending on the document type, the document container is interactive. Document options include uploading a new document, opening the existing document using the application that created it, downloading the document as well as sending the document to recipients via email message.

Additional options on the Document Detail view are navigation to the Home Screen, to the previous screen and to the Documents module. The DELETE button is in the lower right-hand corner.

The Prepare Email message dialog box allows users to send the document to recipients via electronic mail. Subject and body text are user-definable. Click the green OKAY - SEND EMAIL button to proceed. Click the red CANCEL - CLOSE WINDOW button to cancel and return to the Document Detail view.

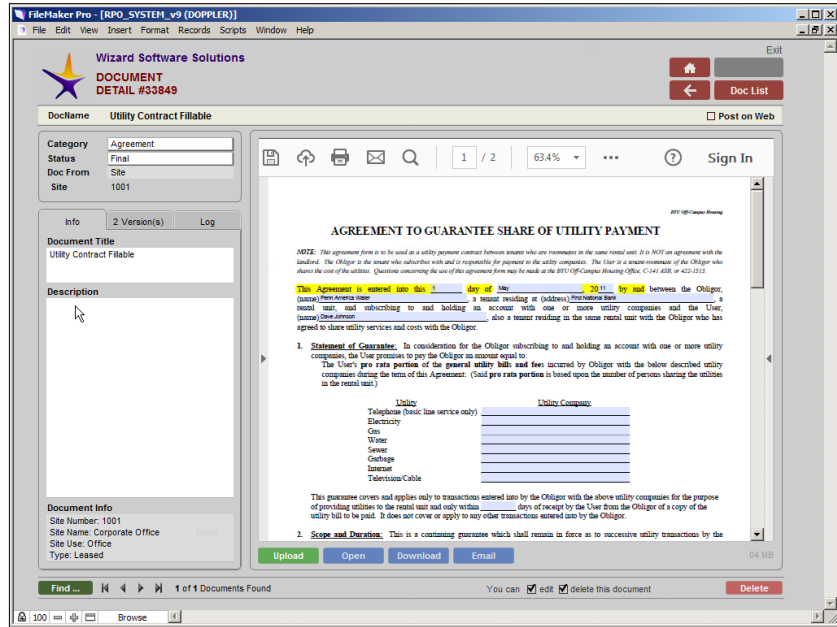


Figure 19 Document Detail View

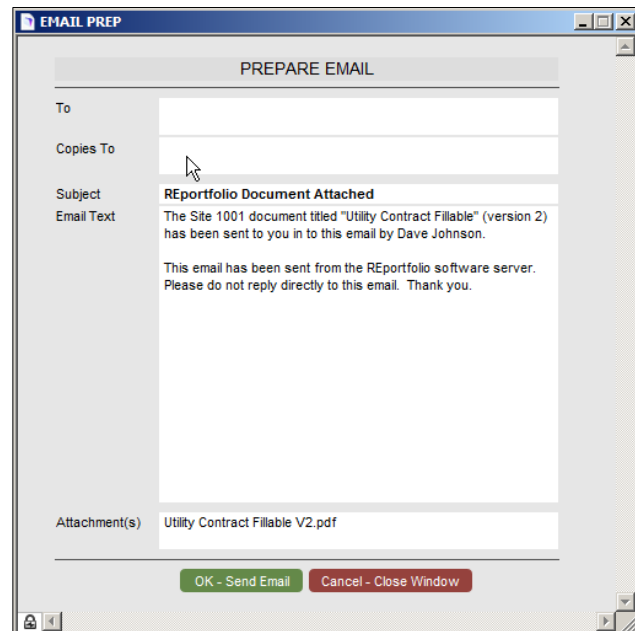


Figure 20 Prepare Email Message

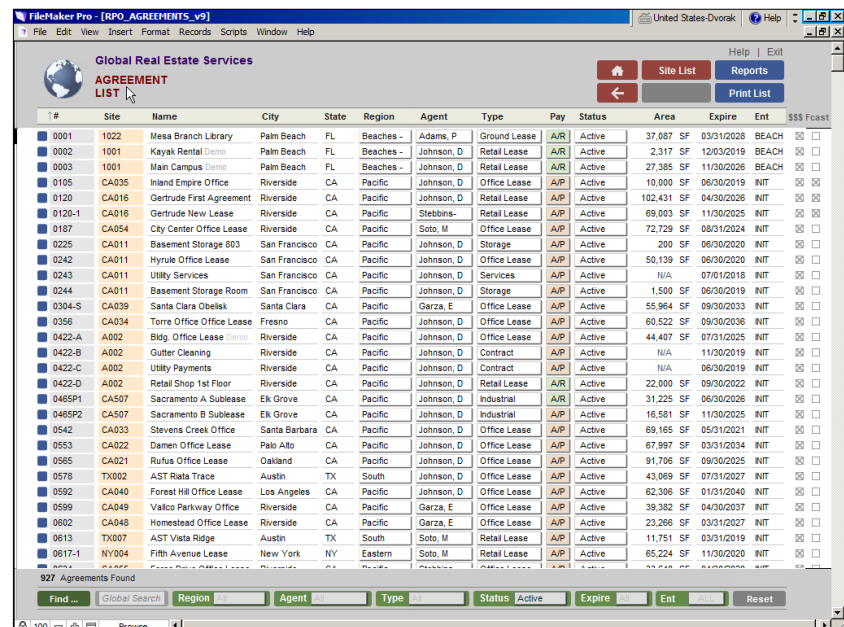
Agreements Module

An agreement can be a contract, permit, lease or any other kind of license or certificate that needs to be tracked, managed and reported about. Examples of agreements that REportfolio can accommodate are: corporate, industrial, retail, residential, ground or equipment leases; beach or street vendor permits, cell phone tower agreements, railroad rights of way, easements, concessions, ATMs; and equipment, or insurance certificates. Agreements can be short term, long term or month to month. REportfolio also tracks subleases. Finally, REportfolio can also track agreements that the corporation pays for as well as agreements for which the lessee makes payments to the corporation.

There are two detail screens for general overview material as well as separate detail screens for payments in or out, key dates, key terms, contacts, and documents. The Agreements module is oriented to track, manage and report about the two things that are most important; time and money.

Agreements List View

Click the AGREEMENT button on the Main Menu of the Home Screen to view the List. The default found set is active agreements in the selected entity. Click the button on the left side of any row to view the details about that agreement. Use the Division find filter at the bottom of list view or the Status widget on the Home Screen to view the agreements in other entities.



#	Site	Name	City	State	Region	Agent	Type	Pay	Status	Area	Expire	Ent	\$\$\$ Feas
0001	1022	Mesa Branch Library	Palm Beach	FL	Beaches -	Adams, P	Ground Lease	AR	Active	37,087 SF	03/01/2028	BEACH	
0002	1001	Kayak Rental Demo	Palm Beach	FL	Beaches -	Johnson, D	Retail Lease	AR	Active	2,317 SF	12/03/2019	BEACH	
0003	1001	Main Campus Demo	Palm Beach	FL	Beaches -	Johnson, D	Retail Lease	AR	Active	27,385 SF	11/03/2026	BEACH	
0105	CA035	Inland Empire Office	Riverside	CA	Pacific	Johnson, D	Office Lease	AP	Active	10,000 SF	06/03/2019	NIT	
0120	CA016	Gertrude First Agreement	Riverside	CA	Pacific	Johnson, D	Retail Lease	AP	Active	102,431 SF	04/03/2026	NIT	
0120-1	CA016	Gertrude New Lease	Riverside	CA	Pacific	Stebbins-	Retail Lease	AP	Active	69,003 SF	11/03/2025	NIT	
0187	CA054	City Center Office Lease	Riverside	CA	Pacific	Soto, M	Office Lease	AP	Active	72,729 SF	08/01/2024	NIT	
0225	CA011	Basement Storage 803	San Francisco	CA	Pacific	Johnson, D	Storage	AP	Active	200 SF	06/03/2020	NIT	
0242	CA011	Hyrule Office Lease	San Francisco	CA	Pacific	Johnson, D	Office Lease	AP	Active	50,139 SF	06/03/2020	NIT	
0243	CA011	Utility Services	San Francisco	CA	Pacific	Johnson, D	Services	AP	Active	N/A	07/01/2018	NIT	
0244	CA011	Basement Storage Room	San Francisco	CA	Pacific	Johnson, D	Storage	AP	Active	1,500 SF	06/03/2019	NIT	
0304-S	CA039	Santa Clara Obelisk	Santa Clara	CA	Pacific	Garza, E	Office Lease	AP	Active	55,964 SF	09/03/2033	NIT	
0356	CA034	Torre Office Office Lease	Fresno	CA	Pacific	Johnson, D	Office Lease	AP	Active	60,522 SF	09/03/2036	NIT	
0422-A	A002	Bldg. Office Lease Demo	Riverside	CA	Pacific	Johnson, D	Office Lease	AP	Active	44,407 SF	07/01/2025	NIT	
0422-B	A002	Gutter Cleaning	Riverside	CA	Pacific	Johnson, D	Contract	AP	Active	N/A	11/03/2019	NIT	
0422-C	A002	Utility Payments	Riverside	CA	Pacific	Johnson, D	Contract	AP	Active	N/A	06/03/2019	NIT	
0422-D	A002	Retail Shop 1st Floor	Riverside	CA	Pacific	Johnson, D	Retail Lease	AP	Active	22,000 SF	09/03/2022	NIT	
0485P1	CA507	Sacramento A Sublease	Elk Grove	CA	Pacific	Johnson, D	Industrial	AR	Active	31,225 SF	06/03/2026	NIT	
0485P2	CA507	Sacramento B Sublease	Elk Grove	CA	Pacific	Johnson, D	Industrial	AR	Active	16,581 SF	11/03/2025	NIT	
0542	CA033	Stevens Creek Office	Santa Barbara	CA	Pacific	Johnson, D	Office Lease	AP	Active	69,165 SF	05/01/2021	NIT	
0553	CA022	Damen Office Lease	Palo Alto	CA	Pacific	Johnson, D	Office Lease	AP	Active	67,997 SF	03/01/2034	NIT	
0565	CA021	Rufus Office Lease	Oakland	CA	Pacific	Johnson, D	Office Lease	AP	Active	91,706 SF	09/03/2025	NIT	
0578	TX002	AST Riata Trace	Austin	TX	South	Johnson, D	Office Lease	AP	Active	43,069 SF	07/01/2027	NIT	
0592	CA040	Forest Hill Office Lease	Los Angeles	CA	Pacific	Johnson, D	Office Lease	AP	Active	62,306 SF	01/01/2040	NIT	
0599	CA040	Valico Parkway Office	Riverside	CA	Pacific	Garza, E	Office Lease	AP	Active	39,302 SF	04/03/2037	NIT	
0602	CA040	Homestead Office Lease	Riverside	CA	Pacific	Garza, E	Office Lease	AP	Active	23,266 SF	03/01/2027	NIT	
0613	TX007	AST Vista Ridge	Austin	TX	South	Soto, M	Retail Lease	AP	Active	11,751 SF	03/01/2019	NIT	
0617-1	NY004	Fifth Avenue Lease	New York	NY	Eastern	Soto, M	Retail Lease	AP	Active	85,224 SF	11/03/2020	NIT	
927		Agreements Found											

Figure 21 Agreement List

FileMaker Pro - [RPO_AGREEMENTS_v9] United States-Dvorak Help

File Edit View Insert Format Records Scripts Window Help

State University
AGREEMENT OVERVIEW

SAC00011 | Anthony Storage DEMO | East Lansing, MI Storage | A/R | 4,269 Square Feet | Starts 7/1/2013 | Expires 6/30/2020

Agreement # SAC00011
Name Anthony Storage DEMO
Site SAC0001 Anthony Hall DEMO

LOCATION
Address 474 S Shaw Ln
City / State East Lansing MI
Zip / Postal 48824
Country USA
Region Main Campus

CLASSIFICATION
Agreement Type Storage ☐ Sublease
Pay Type ☐ A/P ☒ A/R ☐ N/A
Pay Stream ☒ Ongoing ☐ One-Time ☐ Non-Financial
Agent Johnson, D
Cost Center

Agreement Description

AGREEMENT STATUS / TERM
Status Active
Agreement Executed Jul 01, 2013
Original Start Jul 01, 2013
Commencement Jul 01, 2013
Scheduled Expiration Jun 30, 2020 ☐ Month-to-Month / Open-Ended
Actual Termination

Agreement Term
Years 7.0
Months 84.0

Start 7/1/2013 3.3 Years Remaining Expires 6/30/2020

AREA / SPACE ALLOCATION
Measurement Unit SF Square Feet
Dept / Use Type Bus Unit SF Pct Current Capacity
Storage 1056 4,269 100% 0 0

Add Area Total Square Feet 4,269 0 0
View as List SF / HC 0.0 0.0

1 of 81 Agreements Found You can ☒ edit ☒ delete this agreement

Find ... Agreement Overview Info 2 \$\$\$ Dates Terms Contacts Docs

Figure 22 Agreement Overview

Agreement Overview

The Agreement Overview includes basic information about the site including; location, classification, status, as well as area and space allocations. Agreement ID numbers are user-definable – meaning the company, corporation or institution has complete control over agreement numbering and numbering structure.

The buttons at the bottom of the screen are for navigating to additional Agreement screens. Additionally, in the upper right-hand corner; there are buttons related to printing, abstracting and navigation.

Middle-right: the green and white status bar visually illustrates duration relative to the start and end dates. REportfolio™ allows for an original start date, a commencement date, a scheduled expiration date as well as an actual termination to accommodate diverse real estate situations.

Agreement Classification

The Classification area on the left side of the Agreement Overview is used to designate basic details. The Agreement Type value list is definable by the Solution Admin and varies depending on how the institution, organization or corporation categorizes agreements. Pay Type can be accounts payable, which refers to an outgoing revenue stream; accounts receivable which refers to an incoming revenue stream; or not applicable which could refer to a situation where there is no revenue stream such as an easement or right-of-way. There are radio buttons for Pay Stream that include; ongoing, one-time and non-financial. Users can also select an agreement agent and cost center if necessary.

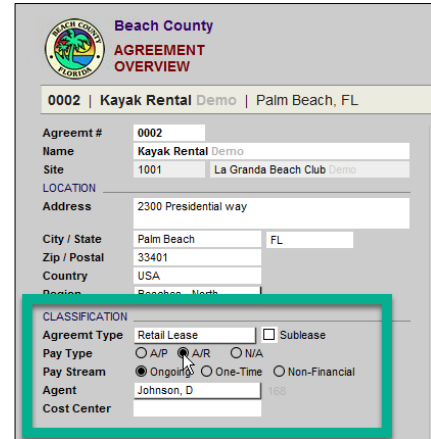
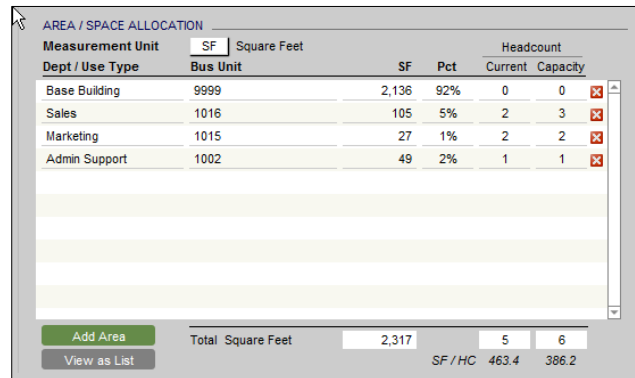


Figure 23 Agreement Classification

Area / Space Allocation

The Area portal is for recording area usage data in situations where the space covered under the agreement is used for one or more departments or offices. The portal handles as many entries as necessary. Click the green ADD AREA button to add another line to the portal and then begin entering data starting with Department/Use Type.



Measurement Unit	Dept / Use Type	Bus Unit	SF	Pct	Headcount Current	Capacity
Base Building	9999		2,136	92%	0	0
Sales	1016		105	5%	2	3
Marketing	1015		27	1%	2	2
Admin Support	1002		49	2%	1	1
Total Square Feet			2,317		5	6
SF / HC			463.4		386.2	

Figure 24 Area / Space Allocation

Not every agreement requires the use of the Area portal. The Solution Admin controls the Department/Use Type value list. The area portal allows tracking of use type, square feet, percentage and head count.

Agreement Info Part 2

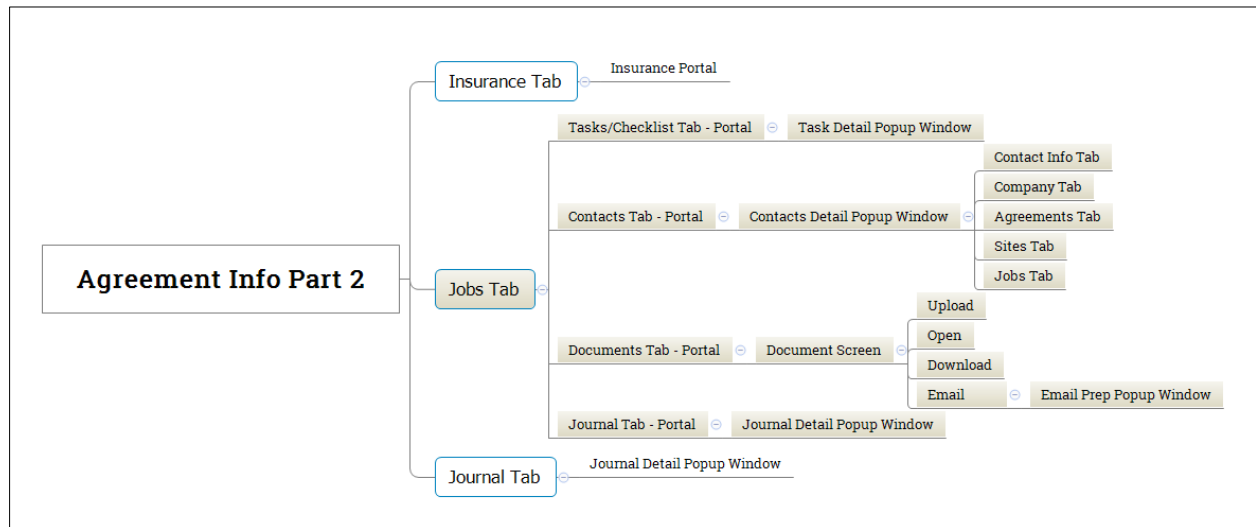


Figure 25 Agreement Info Part 2 Diagram

Info 2: Insurance

The INFO 2 button navigates to a screen that displays the Insurance, Jobs and Journal tabs.

The Insurance portal displays one line for each insurance policy. Overview information in the portal includes ID number, coverage type as well as Company, city, state, policy number, expiration, required and carried amounts. Click the green ADD POLICY button to add a record to the Insurance Portal. Click the blue button to the left of the row to view the details of that record. Click the white [x] in the red box to remove a policy permanently.

The Insurance Policy Details pop-up window allows users to enter and edit data. Click the CLOSE button to return to the Agreement Info Part 2 screen. Details are automatically saved.

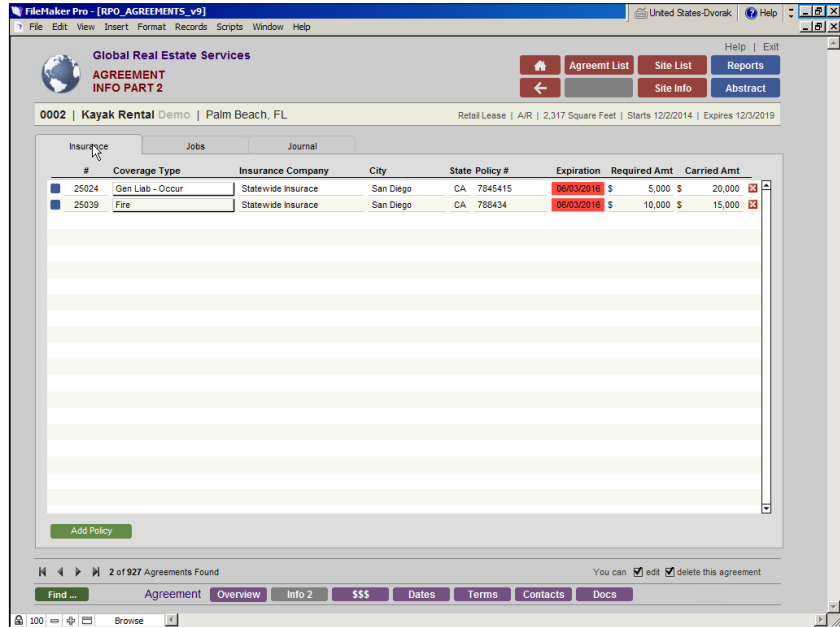


Figure 26 Agreement Info Part 2

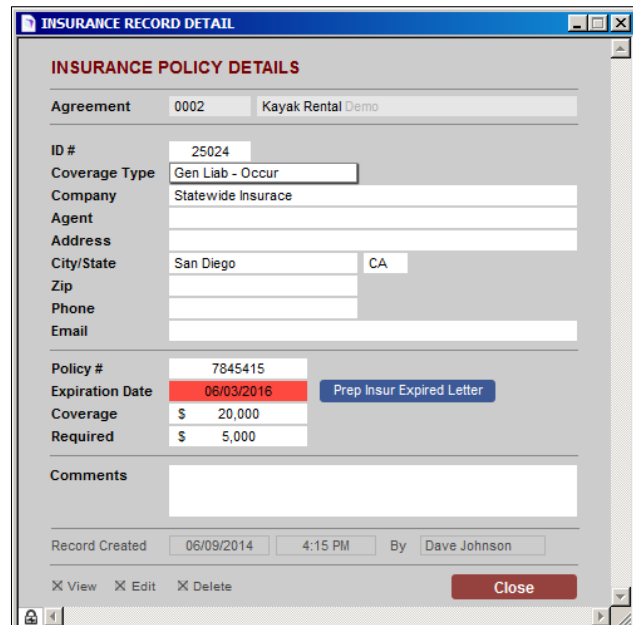


Figure 27 Agreement Insurance Policy Details

Info 2: Jobs Tab

Jobs are tasks, errands, to-do items that somebody is required to complete and document so that the agreement is properly executed and maintained. In certain situations, it will be necessary to track and manage various details to complete agreement-related tasks. Note that Jobs is its own module; accessible from the Main Menu on the Home screen.

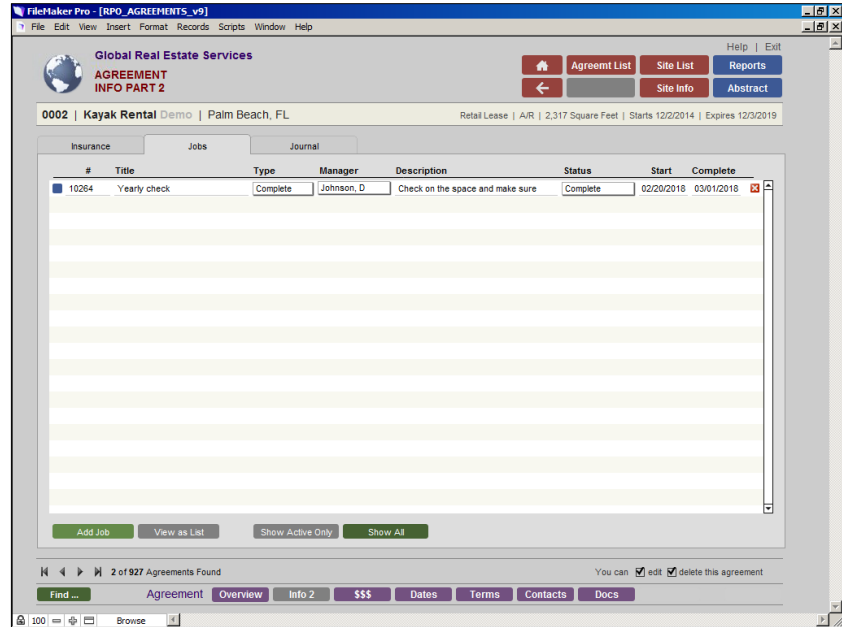


Figure 28 Agreement Info Part 2 Jobs Tab

On the Agreement Info Part 2 screen, click the green ADD JOB button to create a record in the portal. Click the blue button to the left of the record navigate to the Job Tracking Details screen where specifics can be viewed, entered and edited. The Job Tracking Details screen has tabs to enter Tasks or a Checklist, Contacts, Documents, and a Journal to track additional details or to gather comments for an ongoing status update. On the Job Tracking Details screen, click the green ADD TASK button to create a record in the portal. Click the blue button to the left of the record to view the Task Detail pop-up window. The Description text field on the Task Detail pop-up window provides a space to view, enter or edit details. REportfolio workgroups can enter and edit as much detail as necessary to make sure agreements are maintained efficiently.

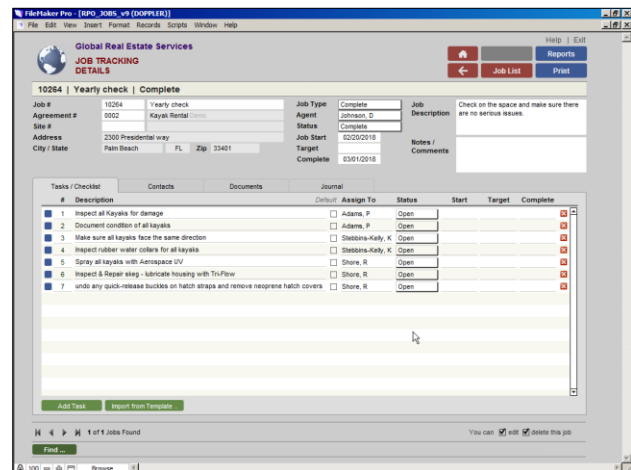


Figure 29 Agreement Job Tracking Details

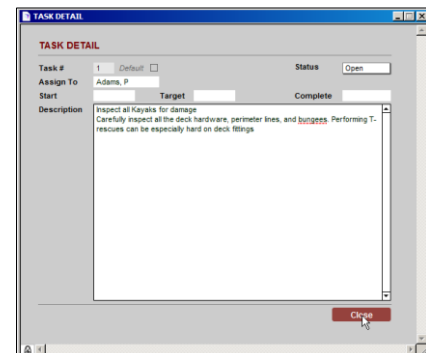


Figure 30 Task Detail Pop-up Window

Job Tracking Details: Contacts

The Job Tracking Details Contacts tab displays a list of agreement-specific contacts. These people are significant in some way. Click the ADD JOB CONTACT button to open the New Job Team Member pop up window. In the New Job Team Member pop up window click 'Here' to select a company or use the 'New Contact' tab to enter a new company and a new contact. Clicking the CLICK HERE button displays a value list and type-ahead is active, so RReportfolio automatically navigates through the list as a value is entered. When a company is selected, the cursor automatically jumps to the list of contacts for that company. Again type-ahead is active so users can begin typing to automatically navigate to the correct name. When a name is selected, users will then use the mouse to select a Team Role. Next, click the checkbox if the person needs to be designated as a payee or billing contact. Click the OKAY button to continue.

From the Contacts tab on the Job Tracking Details screen, click the blue button on the left of the contact to view and edit details.

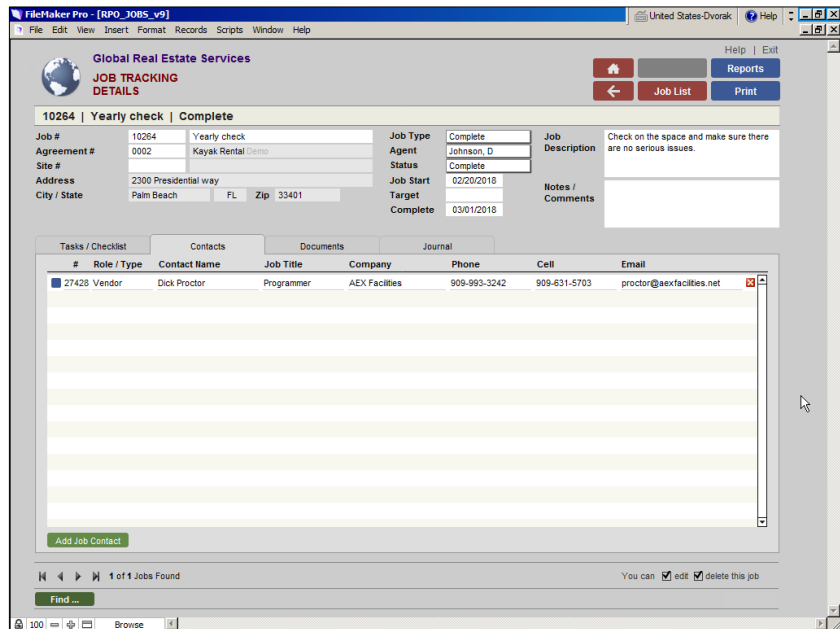


Figure 31 Job Tracking Details

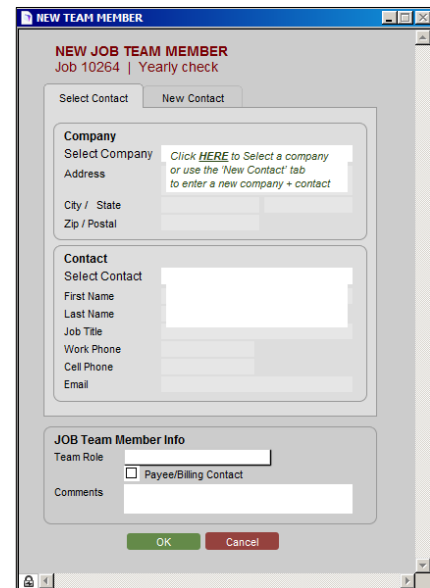


Figure 32 New Job Team Member

Team Contact Detail

Click the blue button to the left of any row on the Contacts portal of the Job Tracking Details screen to view, edit and manage the job contact. The Team Contact Detail view is broken down into five tabs: Contact Information, Company, Agreements, Sites, and Jobs. Data on the Contact info tab can be edited by users.

A contact's data can be viewed from any module.

The Agreements, Sites and Jobs tabs are view-only.

Click the CLOSE button to return to the Job Tracking Details screen.

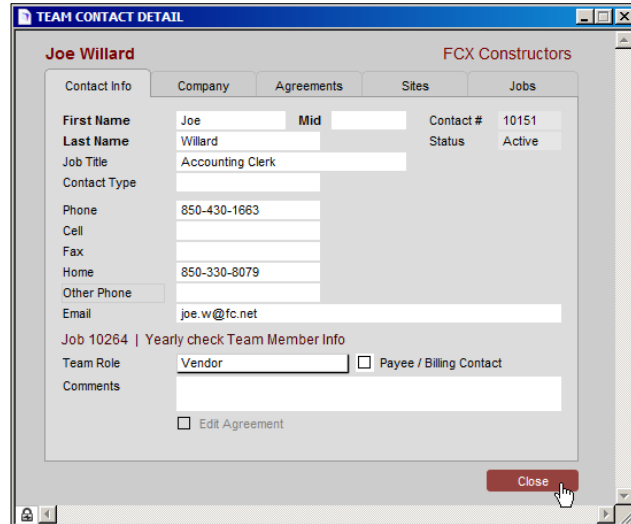


Figure 33 Team Contact Detail View

Job Tracking Details: Documents Tab

The Job Tracking Details Documents tab displays a list of documents related the job. Click the blue button to the left of any record in the portal to view details. Refer to Figure 19 for the complete description of how to work with documents – the only difference here being that these documents are attached to Agreement-related jobs rather than sites.

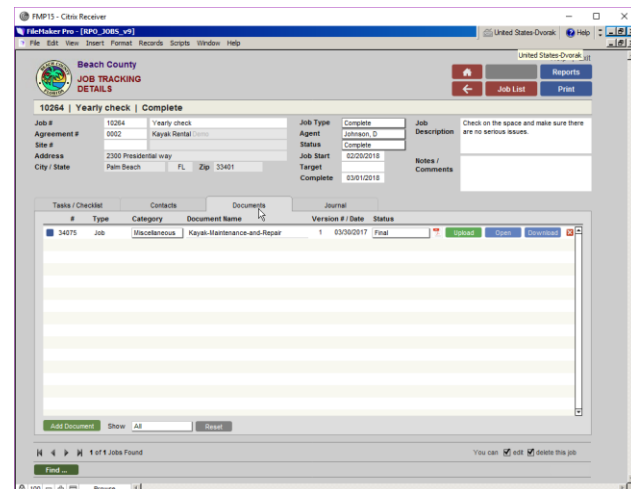
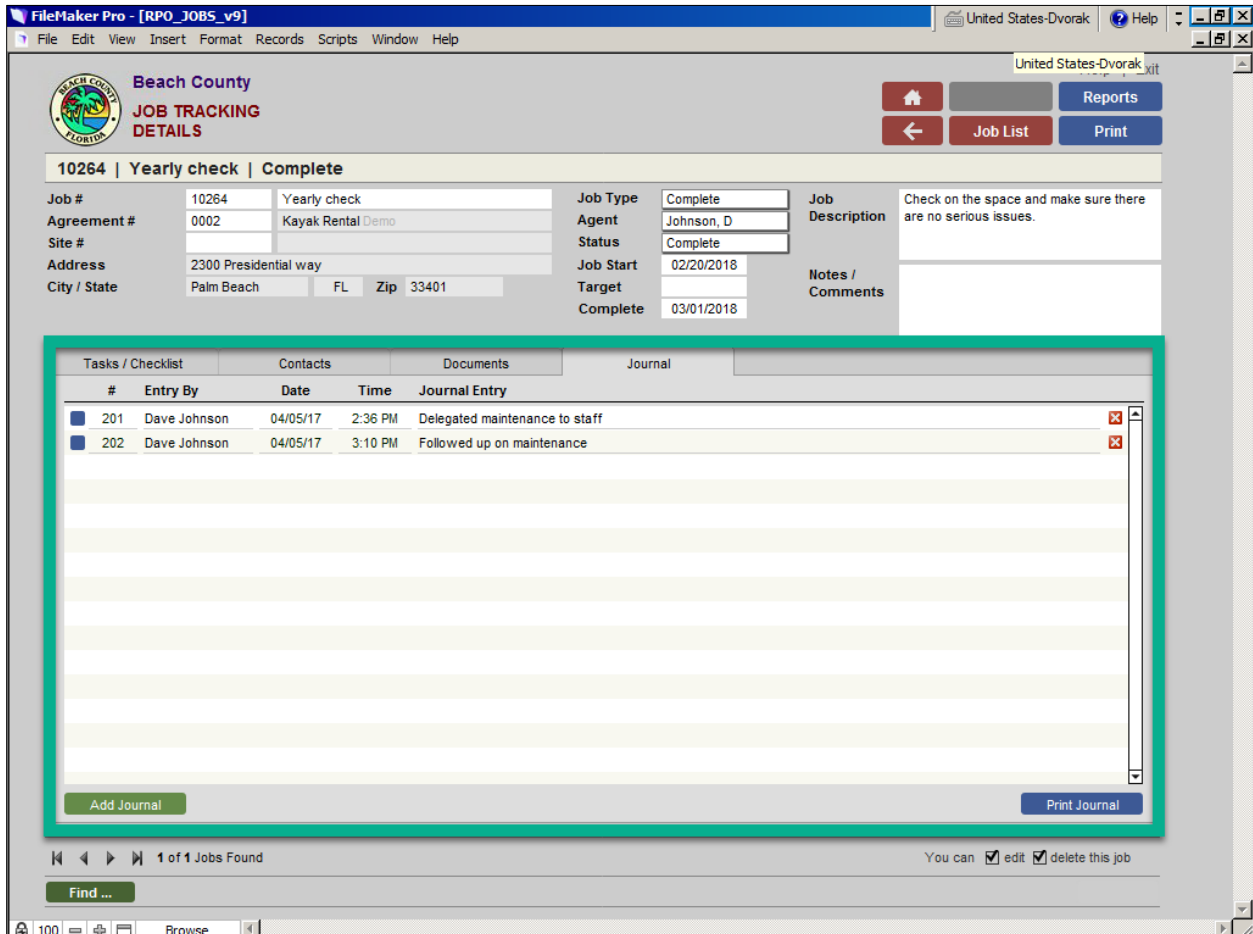


Figure 34 Job Tracking: Documents Portal

Please note that Documents is a module that is accessible from the Main Menu on the Home screen. Click the DOCUMENTS button on the Main Menu to navigate to the list view for all documents related to the entity. The Documents module stores all the documents for that entity... the All entity can be configured to aggregate the list of all documents for all the entities.

Job Tracking Details: Journal

Refer to Figure 13 for additional details about Journal entries. The journal tab displays entries that detail meeting minutes, notes, and any details that need to be recorded in association with the job. Can be left blank if there are not any job-related details.



Beach County
JOB TRACKING DETAILS

10264 | Yearly check | Complete

Job # 10264 Yearly check
 Agreement # 0002 Kayak Rental Demo
 Site #
 Address 2300 Presidential way
 City / State Palm Beach FL Zip 33401

Job Type Complete
 Agent Johnson, D
 Status Complete
 Job Start 02/20/2018
 Target
 Complete 03/01/2018

Job Description Check on the space and make sure there are no serious issues.

Notes / Comments

#	Entry By	Date	Time	Journal Entry
201	Dave Johnson	04/05/17	2:36 PM	Delegated maintenance to staff
202	Dave Johnson	04/05/17	3:10 PM	Followed up on maintenance

Add Journal Print Journal

1 of 1 Jobs Found

You can ☒ edit ☒ delete this job

Find ...

Figure 35 Job Tracking Details Journal

Agreement Financials

The \$\$\$ button navigates to the Agreement Financials screen. This screen has four tabs: Payment Setup, Forecast, Payments Ledger and A/R Ledger. The Payment Setup tab displays the schedule of payment setups. Note that the tab is called Payment Setup even though the revenue stream could be outgoing or incoming. Please keep this in mind when the term payment is used in REportfolio... the revenue stream could be outgoing or incoming depending on the agreement. Refer to Figure 23 Agreement Classification for a complete discussion about designating an agreement as A/P or A/R. Note that when a choice turns red in the Account column, that means that the revenue stream for that account does not match the revenue stream of the agreement.



Figure 36 The \$\$\$ or Cashflow Button

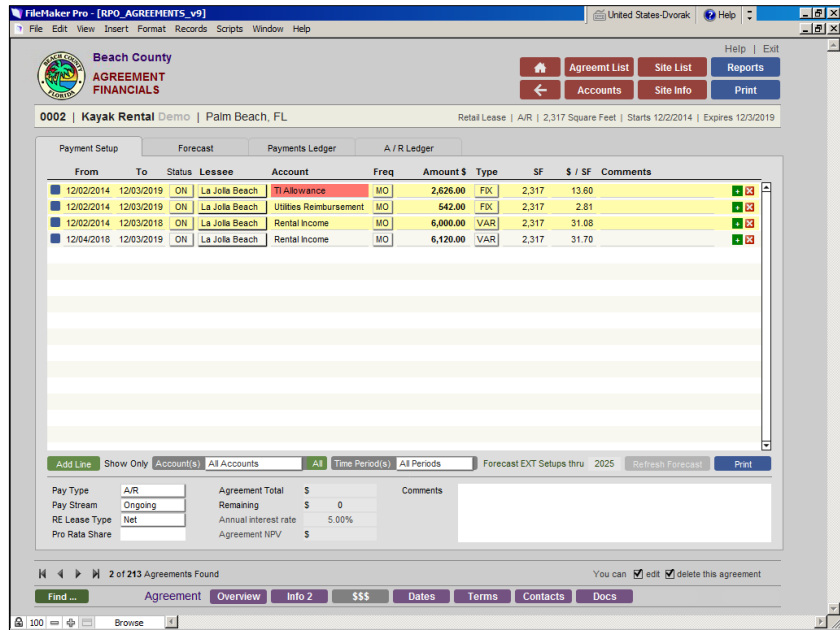


Figure 38 Agreement Financials

Accounts

Click the ACCOUNTS button in the upper right-hand area of the screen to navigate to the Chart of Accounts list view. Please note the Menu(s) column designates each account as either A/P or A/R. Account Type choices are Expense, Income, Asset or Liability.

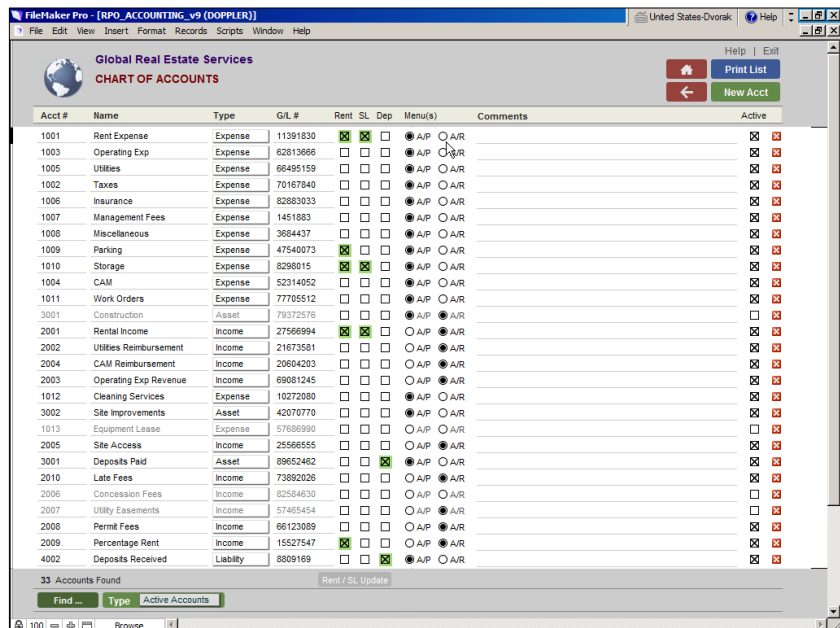


Figure 37 Chart of Accounts -> Solution Admin only

Payment Setups

Each payment-setup line starts with a From date and a To date. Within this specified date range, REportfolio creates payment records when users run the A/P Payments or A/R Billing Report in the Reports module. The payment records themselves can be viewed in the ledgers in each agreement, or they can be viewed in the A/P Payments or A/R Billing modules. The ledgers displayed on the agreement screens are portals to records stored in the Payments and Billing modules.

The Account(s) and Time Period(s) Find Filters at the bottom of the Agreement Financials screen can be used to view only the payment setups that match the value chosen – Current, Rental Income for example.

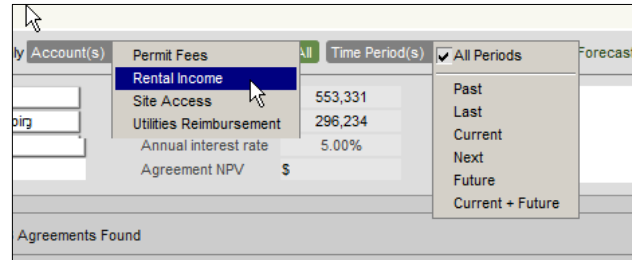


Figure 39 Agreement Financial Payment Setup Find Filters

Please note that A/P Payments and A/R Billing modules are also accessible from the Main Menu on the Home Screen.

Click the ADD LINE button (Figure 38) and then, when the Payment Setup dialog box opens; click the OK button to schedule a payment/billing for the duration of the agreement. Click the NO button to manually enter the date range. REportfolio automatically enters a blank line to the Payment Setup portal. Click the blue button to the left of the Payment Setup record to view and edit details (Figure 38 Agreement Financials).

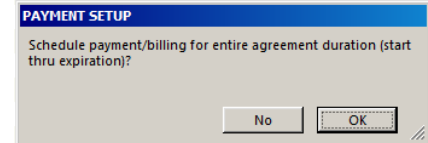


Figure 40 Payment Setup dialog box

Figure 41 Payment Setup Detail pop up window: Enter dates in the Period-From-and-To date fields. Status options include On, Extended, and Off. Use the mouse to select an account. Use the mouse to select the lessee. The value list automatically displays the lessees related to the agreement. Frequency options include monthly, quarterly, semi-monthly, annually, and 1x. Note that one time Payment Setups

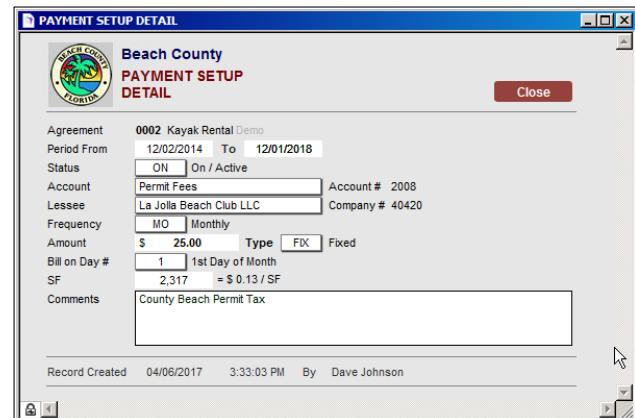


Figure 41 Payment Setup Detail pop up window

will create one record in the Payments or Billing modules when the Payment or Billing report is run. The 1x payment setup can be used to schedule a single payment in situations where a future payment cannot be forgotten. Single, one-time payments can also be added at any time directly in the A/P Payments and A/R Billing modules.

Enter the amount. The field does not automatically put the last two digits behind the decimal; but the amount is displayed with two decimals. For example. Type “612” for six hundred, twelve dollars and type, “6.12” for six dollars and twelve cents. It is never necessary to type the dollar sign since that is added to the field automatically. The payment amount Type value list includes options for fixed, variable and [based on] CPI. The Solution Admin controls the CPI percentage. Billing can be set to the first or whatever day of the month the payment setup starts. So, for example, if the payment setup starts on the *fourth*, then the options for Bill-on-Day-# will be the first of the month and the *fourth* of the month.

Finally, enter a number for square feet and tab to the next field to enter any comments relevant to the payment setup. Click the CLOSE button to continue.

Agreement Financials – Details & Navigation

At the bottom of the Agreement Financials screen, users can view and edit Pay Type, Pay Stream, and Real Estate Lease Type. Real Estate Lease Type options include Net, triple-net, Full Service, Gross, and Other... When Other... is selected, then users will manually enter a value in the pop-up dialog box.

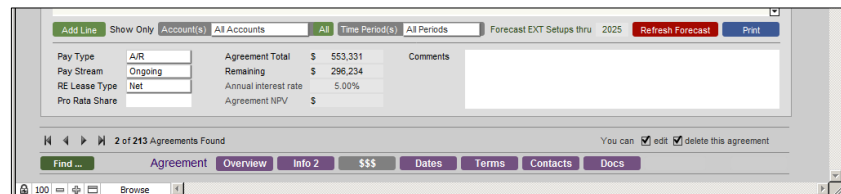


Figure 42 Agreement Financials - Particulars & Navigation

The agreement total is automatically calculated as well as the remaining dollar amount.

The green ADD LINE button (Figure 42 Agreement Financials - Particulars & Navigation) is used to add a payment setup. The white [x] in the red box on the right-hand side of each row can be used to delete a payment setup. A dialog box will appear requiring confirmation. Upon confirmation, the payment setup is permanently deleted. However, no payments, having been previously setup by that payment setup schedule will be affected by deleting a

payment setup line item. Payment records, having been created can only be deleted from the A/P Payments or A/R Billing modules.

The Agreement Total and the Remaining amount fields in the middle of the bottom of Figure 42 are calculated automatically based on Payment Setups having been already entered. The Annual Interest rate field is determined by the Solution Admin and obtains for all agreements in all entities. The Agreement Net Present Value field is user definable for each agreement. Finally, the comments field can be used to make note of anything significant or important about the agreement financials.

Agreement Financials: Forecast Tab

The Forecast Tab displays a view only list of all payments or invoices to be created by the payment setups. The Find Filter at the bottom of the list can be used to narrow down the displayed items. The Find Filter value list options include a value for each account for which there is a payment setup record on the Agreement Financials Payment Setup tab.

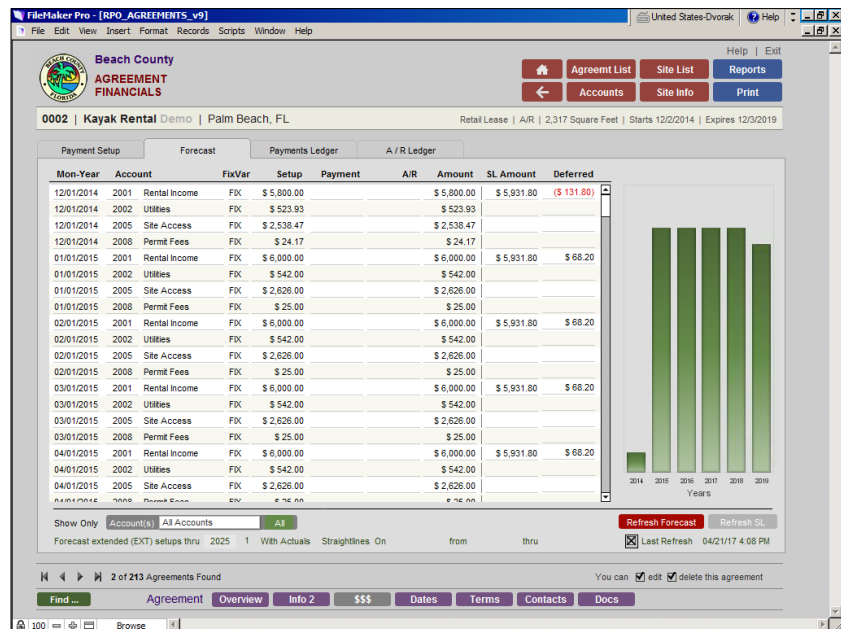


Figure 43 Agreement Financials: Forecast Tab

The REFRESH FORECAST button appears on the Agreement Financials Payment Setup tab (Figure 42) as well as below the Forecast chart on the Agreement Financials Forecast tab.



If the REFRESH FORECAST button is red, that means at least one payment setup has been changed. In this instance, click the REFRESH FORECAST button to update the chart. Click the REFRESH SL button to update the Straight-Line Report.

Agreement Financials: Payments Ledger

The Payments Ledger tracks invoices. These are the invoices having been created by the AP Payments report as well as one-time entries made though this portal or directly through the Accounts Payable / Payments module.

Click the green **NEW PAYMENT** button below the payments chart to add a new item to the Payments Ledger portal.

The status for payments in the list can be Paid, Pending, or Void. A chart on the right side of the tab displays payment invoice amounts by month. If a payment is added or edited, then the chart can be manually refreshed so it displays current data. The button on the left of each row Figure 44 displays a pop-up window within the payment detail Figure 45.

The Payment Record Detail pop up window allows users to edit payment details. This will be useful in cases where a pending payment needs to be updated with the paid amount and check number – or if there are comments about the payment status. “1/11/2017. Dave said the check is in the mail.”

The Show Only find filter at the bottom of the Payments Portal Figure 45 displays the payments of one account type at a time. Choose All to view the complete list of payment items. The **VIEW AS LIST** button underneath the chart navigates to the Accounts Payable/Payments module and displays the found set of Payments for the agreement. Use the back button to return to the Agreement Financials Payment Ledger tab.

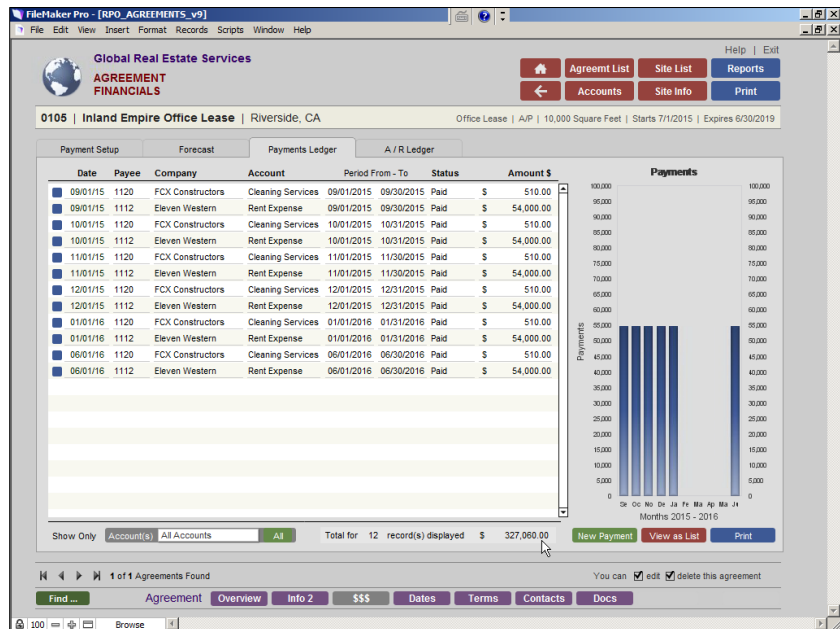


Figure 44 Agreement Financials: Payments Ledger

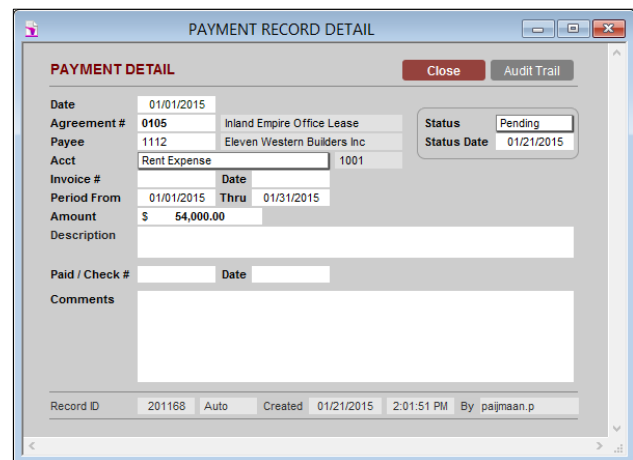


Figure 45 Payment Record Detail Pop-Up Window

Agreement Financials: A/R Ledger

The A/R Ledger deals with money that the agreement stakeholders pay to the company, corporation or institution. An agreement stakeholder is the same thing as a lessee, but also takes into account cases where the agreement is not a lease; but rather is a certificate, permit or any other type of instrument that is not a lease. However, for simplicity's sake, this document will use the term *agreement stakeholder* and *lessee* interchangeably. Please bear in mind that all agreements are not leases even though agreement stakeholders will often be referred to as lessees.

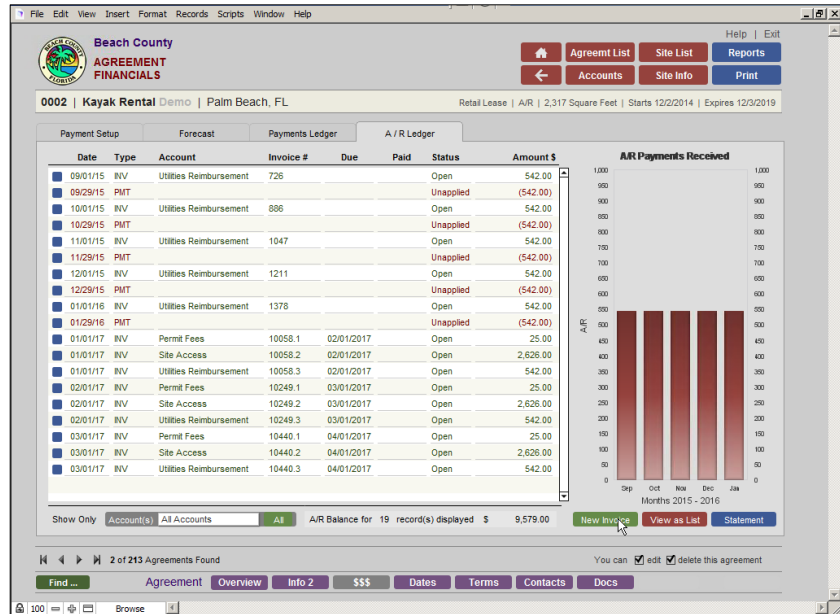


Figure 46 Agreement Financials: A/R Ledger

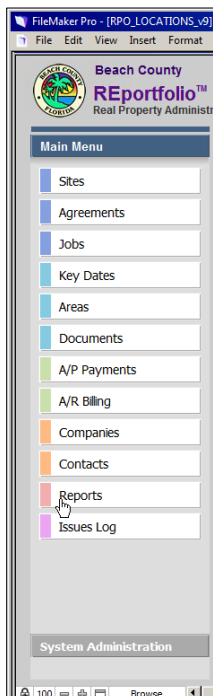


Figure 47 Reports Button

There are two major pieces to accounts receivable and several processes to understand.

Number One: After payment setups have been created, the next step is to navigate to the Menu of Reports. Click the **REPORTS** button on the Main Menu to navigate to the Menu of Reports screen. The **REPORTS** button in the upper right-hand corner of every Agreements module screen also navigates to the Menu of Reports.

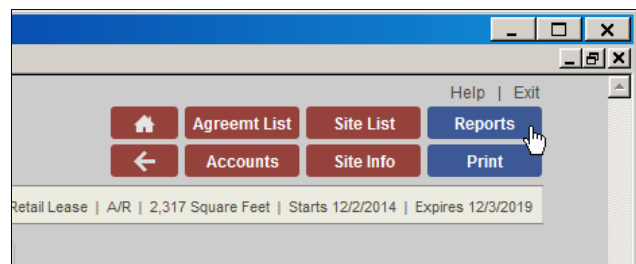


Figure 48 Reports Button

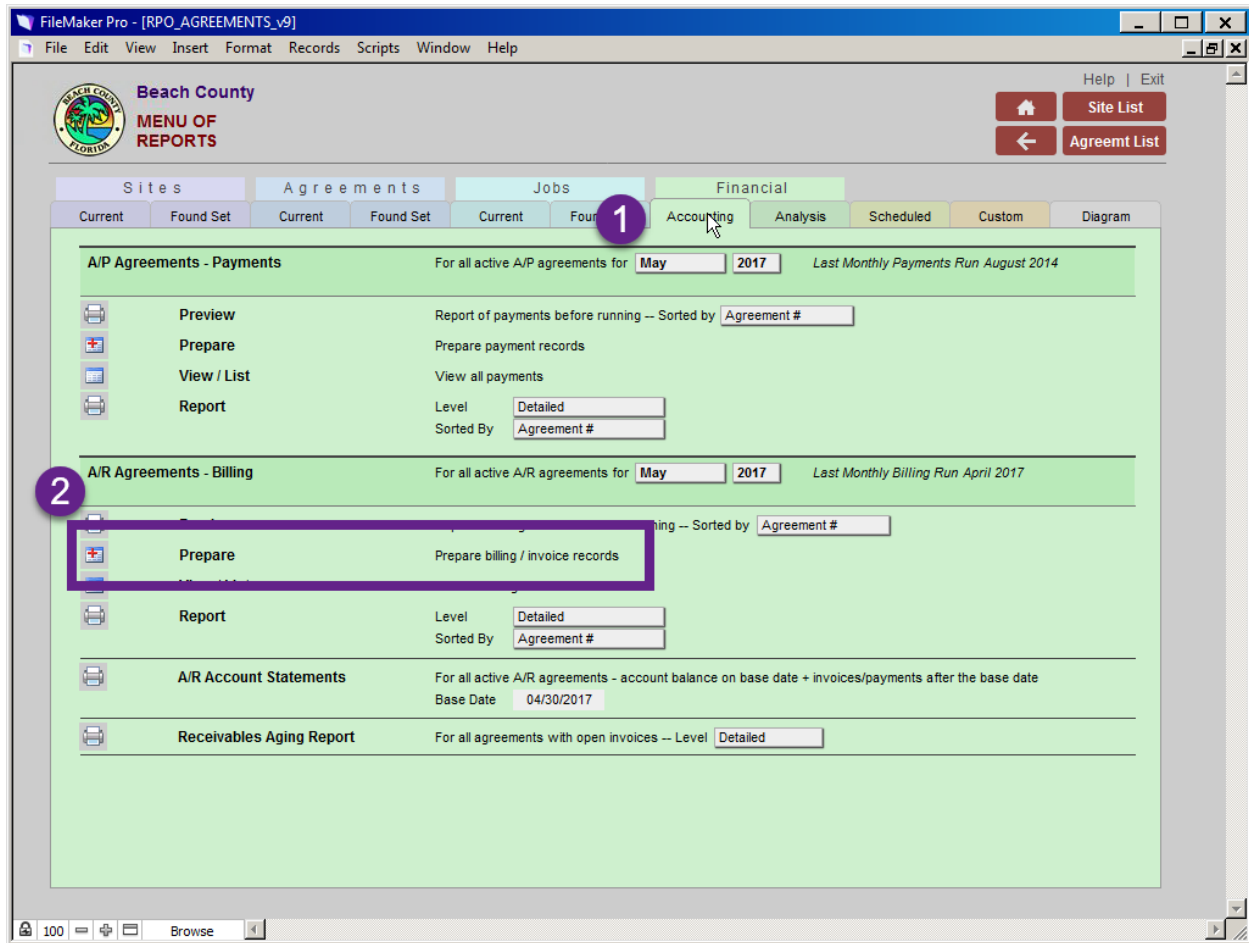


Figure 49 Menu of Reports

On the Menu of Reports; click the Accounting tab under the Financial heading.

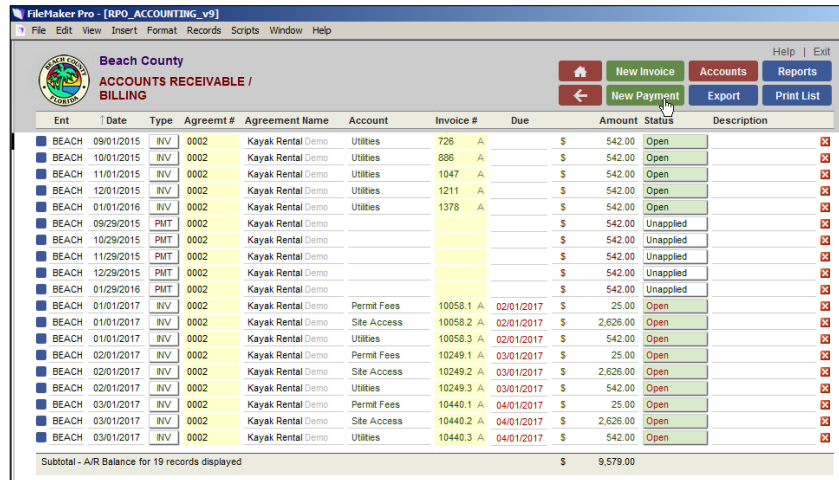
Under A/R Agreements-Billing click the PREPARE button. The Prepare-Billing/Invoice-Records report creates a billing record for every payment having been set up as an Accounts Receivable item. That new record is displayed in the A/R Billing module and the A/R Ledger portal of the Agreement Financials screen.

Payment Received

Number Two: At some point, payments are received from lessees. The process of applying money received from agreement stakeholders can be handled from the A/R Billing module or the A/R Ledger tab of the Agreement Financials screen if the payment records have been created in the Accounts Receivables/Billing module.

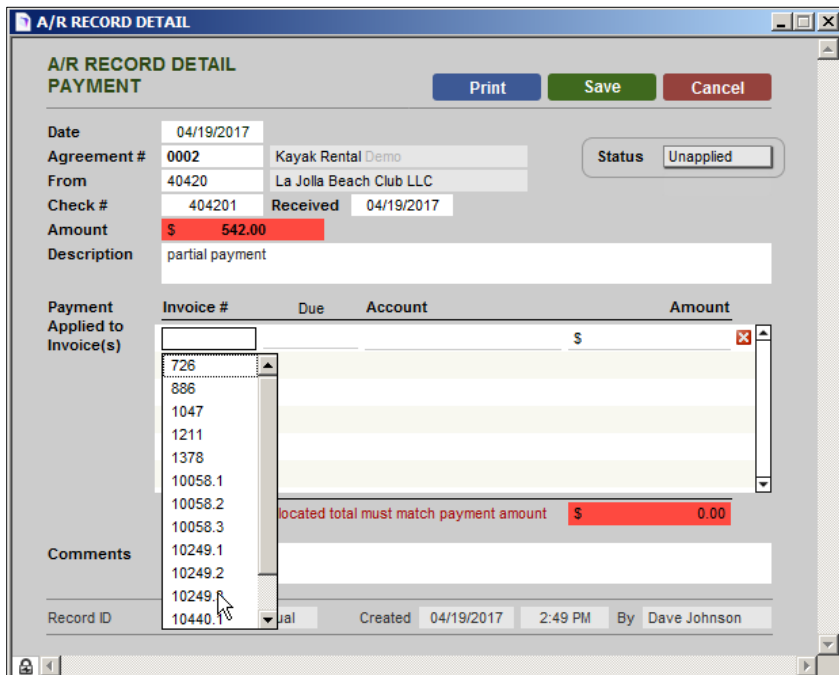
When money is received from a lessee, then REportfolio accounting personnel will be required to navigate to the Accounts Receivable/Billing module and click the green **NEW PAYMENT** button. Immediately, the A/R Record Detail Payment window opens and users can enter payment details.

The top half of the A/R Record Detail Payment pop up window requires users to choose a value corresponding to the lessee who made the payment as well as the check number, the received date, the amount, and any description that may be necessary or helpful. The amount of the check will match a previously sent invoice or not. In either case, when the amount is entered, the Amount field turns red because the payment has not been applied to an invoice.



Ent	Date	Type	Agreement #	Agreement Name	Account	Invoice #	Due	Amount	Status	Description
BEACH	09/01/2015	INV	0002	Kayak Rental Demo	Utilities	726	A	\$ 542.00	Open	
BEACH	10/01/2015	INV	0002	Kayak Rental Demo	Utilities	886	A	\$ 542.00	Open	
BEACH	11/01/2015	INV	0002	Kayak Rental Demo	Utilities	1047	A	\$ 542.00	Open	
BEACH	12/01/2015	INV	0002	Kayak Rental Demo	Utilities	1211	A	\$ 542.00	Open	
BEACH	01/01/2016	INV	0002	Kayak Rental Demo	Utilities	1378	A	\$ 542.00	Open	
BEACH	08/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied	
BEACH	10/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied	
BEACH	11/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied	
BEACH	12/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied	
BEACH	01/29/2016	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied	
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10058.1	A	02/01/2017	\$ 25.00	Open
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Site Access	10058.2	A	02/01/2017	\$ 2,626.00	Open
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Utilities	10058.3	A	02/01/2017	\$ 542.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10249.1	A	03/01/2017	\$ 25.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Site Access	10249.2	A	03/01/2017	\$ 2,626.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Utilities	10249.3	A	03/01/2017	\$ 542.00	Open
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10440.1	A	04/01/2017	\$ 25.00	Open
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Site Access	10440.2	A	04/01/2017	\$ 2,626.00	Open
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Utilities	10440.3	A	04/01/2017	\$ 542.00	Open
Subtotal - A/R Balance for 19 records displayed								\$ 9,579.00		

Figure 50 Accounts Receivable / Billing



A/R RECORD DETAIL PAYMENT

Date: 04/19/2017 Agreement #: 0002 Kayak Rental Demo Status: Unapplied

From: 40420 La Jolla Beach Club LLC

Check #: 404201 Received: 04/19/2017

Amount: \$ 542.00

Description: partial payment

Payment Applied to Invoice(s)	Invoice #	Due	Account	Amount
726				\$
886				
1047				
1211				
1378				
10058.1				
10058.2				
10058.3				
10249.1				
10249.2				
10249.3				

located total must match payment amount \$ 0.00

Comments:

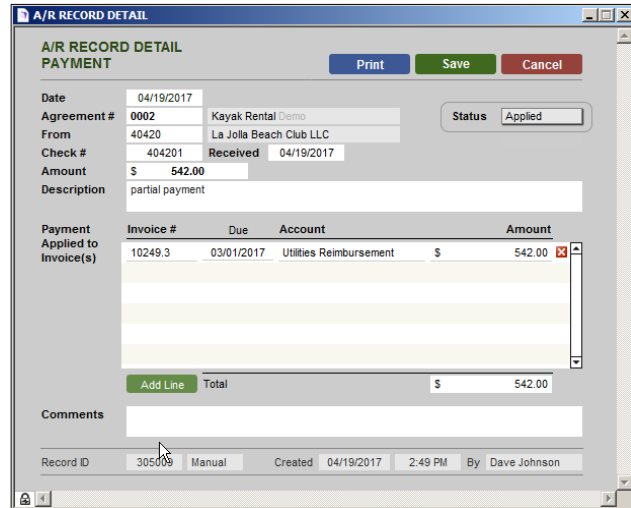
Record ID: 10440.1 Created: 04/19/2017 2:49 PM By: Dave Johnson

Figure 51 A/R Record Detail View - before payment applied

Processing Payments Received

The next step is to click the green **ADD LINE** button to add a record to the Payments-Applied-to-Invoices portal. Click the invoice column to view a list of invoices to which the payments can be applied. When an invoice is selected, the payment is applied to that invoice.

When the payment amount matches the invoice amount, then the amount fields turn white. The status of the payment automatically changes to **Applied**. Click the **SAVE** button to continue.



A/R RECORD DETAIL

PAYMENT [Print] [Save] [Cancel]

Date: 04/19/2017
 Agreement #: 0002 Kayak Rental Demo
 From: 40420 La Jolla Beach Club LLC
 Check #: 404201 Received 04/19/2017
 Amount: \$ 542.00
 Description: partial payment

Status: Applied

Payment Applied to Invoice(s)	Invoice #	Due	Account	Amount
	10249.3	03/01/2017	Utilities Reimbursement	\$ 542.00

[Add Line] Total \$ 542.00

Comments:

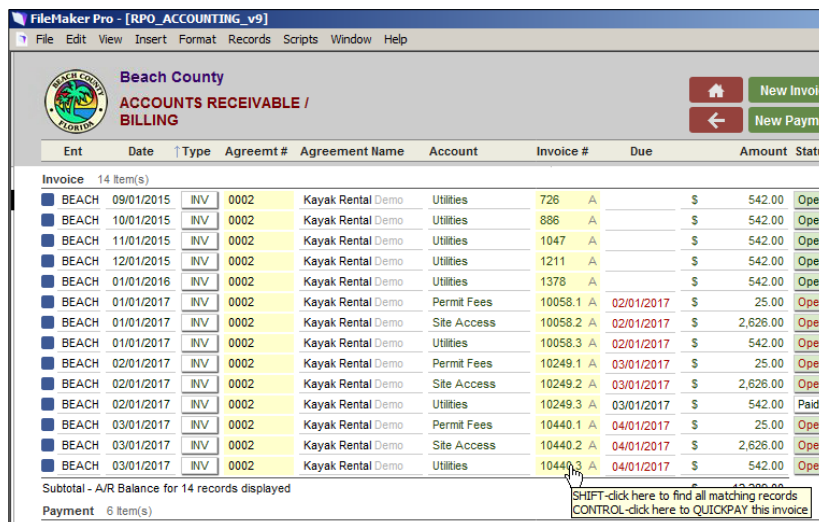
Record ID: 305009 Manual Created: 04/19/2017 2:49 PM By: Dave Johnson

Figure 52 A/R Record Detail - after payment applied

QuickPay

QuickPay creates a payment record automatically without having to click the **NEW PAYMENT** button and automatically matches it to the correct invoice. To use QuickPay; navigate to the Accounts Receivable / Billing screen and **Control + Click** the invoice number to display the QuickPay dialog box (Figure 54). The open balance is automatically entered in the Paid Amount field. Enter the payment date, the check number and click **OK**.

REportfolio displays the A/R Record detail payment dialog box (Figure 52). Click the **CLOSE** button after confirming all the information is correct.



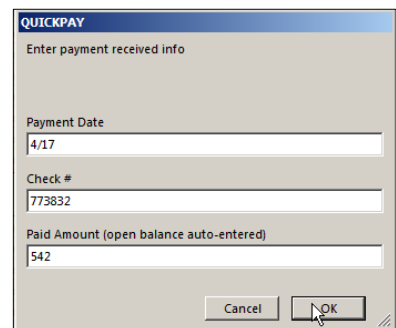
Beach County
ACCOUNTS RECEIVABLE / BILLING

[New Invoice] [New Payment]

Ent	Date	Type	Agreement #	Agreement Name	Account	Invoice #	Due	Amount	Status
Invoice	14 Item(s)								
BEACH	09/01/2015	INV	0002	Kayak Rental Demo	Utilities	726	A	\$ 542.00	Open
BEACH	10/01/2015	INV	0002	Kayak Rental Demo	Utilities	886	A	\$ 542.00	Open
BEACH	11/01/2015	INV	0002	Kayak Rental Demo	Utilities	1047	A	\$ 542.00	Open
BEACH	12/01/2015	INV	0002	Kayak Rental Demo	Utilities	1211	A	\$ 542.00	Open
BEACH	01/01/2016	INV	0002	Kayak Rental Demo	Utilities	1378	A	\$ 542.00	Open
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10058.1	A	\$ 25.00	Open
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Site Access	10058.2	A	\$ 2,626.00	Open
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Utilities	10058.3	A	\$ 542.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10249.1	A	\$ 25.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Site Access	10249.2	A	\$ 2,626.00	Open
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Utilities	10249.3	A	\$ 542.00	Paid
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10440.1	A	\$ 25.00	Open
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Site Access	10440.2	A	\$ 2,626.00	Open
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Utilities	10440.3	A	\$ 542.00	Open
Subtotal - A/R Balance for 14 records displayed									
Payment	6 Item(s)								

SHIFT-click here to find all matching records
 CONTROL-click here to QUICKPAY this invoice

Figure 53 SHORTCUT Control-Click Invoice # to QuickPay



QUICKPAY

Enter payment received info

Payment Date: 4/17

Check #: 773832

Paid Amount (open balance auto-entered): 542

[Cancel] [OK]

Figure 54 QuickPay

Billing Invoices

As has been previously discussed, invoices are created from the Menu of Reports>Accounting tab by clicking the PREPARE button under the section heading for A/R Agreements-Billing. When the PREPARE button is clicked, the Prepare Payments/Billing dialog box opens.

To proceed, click the YES button, to create billing/invoices for the month specified. REportfolio automatically creates invoices for that month.

The Monthly-Invoices/Billing-Processed dialog box appears and indicates the number of records that were created. Click the OK button and REportfolio automatically navigates to the Accounts Receivable/Billing module and displays the list view of the found set of invoices having been created.

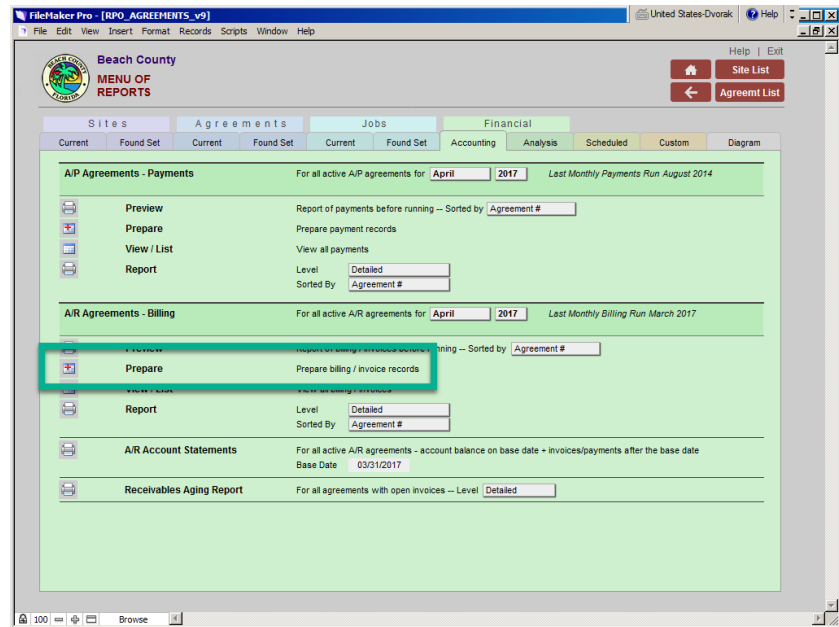


Figure 56 Prepare Invoices button

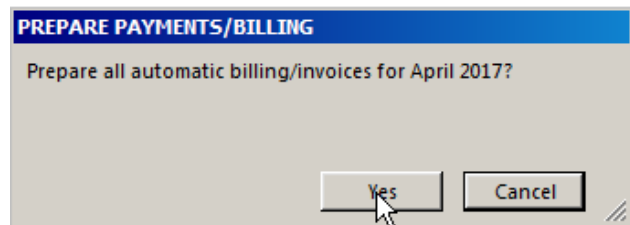


Figure 57 Prepare Payments / Billing dialog box

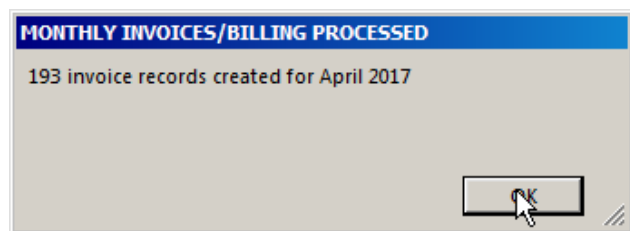
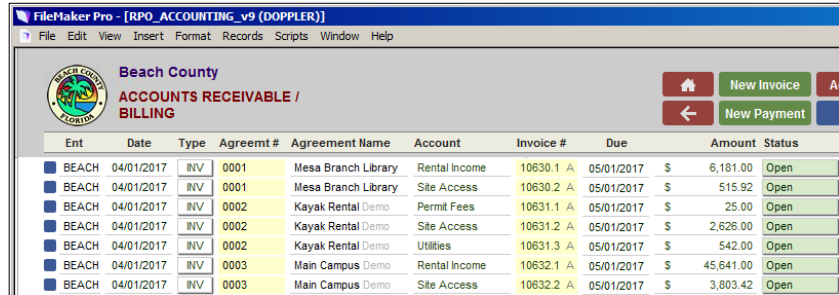


Figure 55 Monthly invoices/Billing Processed

QuickPay for multi-line invoices

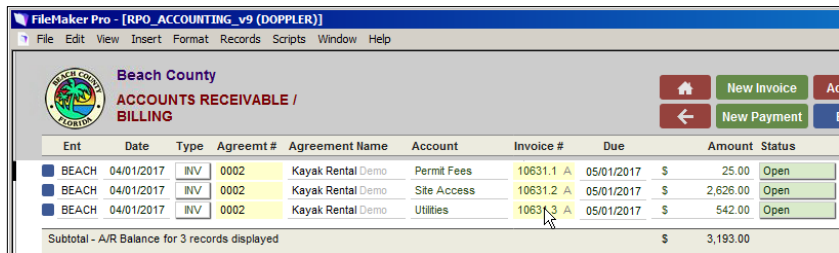
Figure 58 shows a portion of the accounts receivable billing list view. Please notice that the invoices are numbered x.1, x.2, x.3, etc.

What this means is that each of the items is part of a single invoice. However, they are numbered with the decimal point to enable QuickPay – (Page #37). Shift-click on any of the invoice numbers to display the line items comprising that invoice (Figure 59).



Ent	Date	Type	Agreement #	Agreement Name	Account	Invoice #	Due	Amount	Status
BEACH	04/01/2017	INV	0001	Mesa Branch Library	Rental Income	10630.1 A	05/01/2017	\$ 6,181.00	Open
BEACH	04/01/2017	INV	0001	Mesa Branch Library	Site Access	10630.2 A	05/01/2017	\$ 515.92	Open
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10631.1 A	05/01/2017	\$ 25.00	Open
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Site Access	10631.2 A	05/01/2017	\$ 2,626.00	Open
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Utilities	10631.3 A	05/01/2017	\$ 542.00	Open
BEACH	04/01/2017	INV	0003	Main Campus Demo	Rental Income	10632.1 A	05/01/2017	\$ 45,641.00	Open
BEACH	04/01/2017	INV	0003	Main Campus Demo	Site Access	10632.2 A	05/01/2017	\$ 3,803.42	Open

Figure 58 Invoices having been created



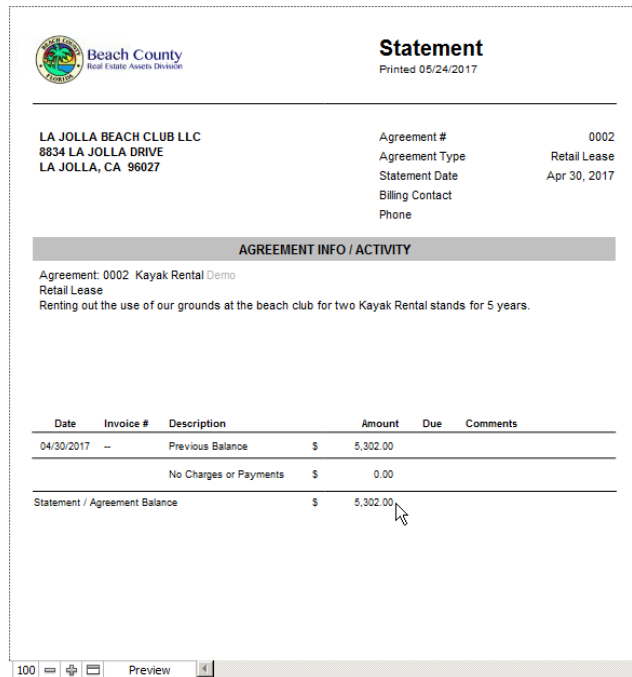
Ent	Date	Type	Agreement #	Agreement Name	Account	Invoice #	Due	Amount	Status
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10631.1 A	05/01/2017	\$ 25.00	Open
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Site Access	10631.2 A	05/01/2017	\$ 2,626.00	Open
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Utilities	10631.3 A	05/01/2017	\$ 542.00	Open
Subtotal - AJR Balance for 3 records displayed								\$ 3,193.00	

Figure 59 Shift-Click on the Invoice # to view line items – invoice #10631

Statements

Control + Click the Agreement number to create a statement. Enter the base date for the statement and click OK to proceed.

REportfolio automatically displays the Statement Preview. Options for the statement include saving as Excel, PDF or printing to a physical printer (Figure 66). Statements are not normally saved to Excel, because the formatting is not exported with the data. Click the forward and back buttons on the upper left-hand side of the screen to view previous and succeeding pages in situations where there are multiple pages in the statement. Click the EXIT PREVIEW button to return to the Accounts Receivable / Billing screen.



Date	Invoice #	Description	Amount	Due	Comments
04/30/2017	--	Previous Balance	\$ 5,302.00		
		No Charges or Payments	\$ 0.00		
		Statement / Agreement Balance	\$ 5,302.00		

Figure 60 Statement

A/R Ledger *continued*

In some cases, there will be Unapplied payments in the A/R ledger of the Agreement Financials screen. Figure 61 shows a list of Open and Unapplied *payment* items on the A/R ledger. The same list is accessible on the Accounts Receivable/Billing screen.

Users have the option of applying payments directly from the A/R Ledger on the Agreement Financials screen or from the Accounts Receivable/Billing module.

Figure 51 on page #36 describes how to apply payments using the A/R Record Detail Payment pop-up window.

Payment Setup		Forecast		Payments Ledger		A / R Ledger	
Date	Type	Account	Invoice #	Due	Paid	Status	Amount \$
09/01/15	INV	Utilities Reimbursement	726			Open	542.00
09/29/15	PMT					Unapplied	(542.00)
10/01/15	INV	Utilities Reimbursement	886			Open	542.00
10/29/15	PMT					Unapplied	(542.00)
11/01/15	INV	Utilities Reimbursement	1047			Open	542.00
11/29/15	PMT					Unapplied	(542.00)
12/01/15	INV	Utilities Reimbursement	1211			Open	542.00
12/29/15	PMT					Unapplied	(542.00)
01/01/16	INV	Utilities Reimbursement	1378			Open	542.00
01/29/16	PMT					Unapplied	(542.00)
01/01/17	INV	Permit Fees	10058.1	02/01/2017		Open	25.00
01/01/17	INV	Site Access	10058.2	02/01/2017		Open	2,626.00
01/01/17	INV	Utilities Reimbursement	10058.3	02/01/2017		Open	542.00
02/01/17	INV	Permit Fees	10249.1	03/01/2017		Open	25.00
02/01/17	INV	Site Access	10249.2	03/01/2017		Open	2,626.00
02/01/17	INV	Utilities Reimbursement	10249.3	03/01/2017		Paid	542.00
03/01/17	INV	Permit Fees	10440.1	04/01/2017		Open	25.00
03/01/17	INV	Site Access	10440.2	04/01/2017		Open	2,626.00
03/01/17	INV	Utilities Reimbursement	10440.3	04/01/2017		Paid	542.00
04/01/17	INV	Permit Fees	10631.1	05/01/2017		Open	25.00
04/01/17	INV	Site Access	10631.2	05/01/2017		Open	2,626.00
04/01/17	INV	Utilities Reimbursement	10631.3	05/01/2017		Open	542.00

Show Only: Account(s) All Accounts All A/R Balance for 24 record(s) displayed \$ 11,688.00

Figure 61 unapplied payments on the AR ledger

File Explorer Pro [RPO-ACCOUNTING-v9 (DOPLER)]

File Edit View Insert Format Records Reports Scripts Window Help

Beach County
ACCOUNTS RECEIVABLE /
BILLING

Help | Exit

New Invoice Accounts Reports
← New Payment Export Print List

Ent	Date	Type	Agreement #	Agreement Name	Account	Invoice #	Due	Amount	Status	Description	
BEACH	10/01/2015	INV	0004	Kayak Rental Demo	Utilities	800	A	\$ 542.00	Open		
BEACH	11/01/2015	INV	0002	Kayak Rental Demo	Utilities	1047	A	\$ 542.00	Open		
BEACH	12/01/2015	INV	0002	Kayak Rental Demo	Utilities	1211	A	\$ 542.00	Open		
BEACH	01/01/2016	INV	0002	Kayak Rental Demo	Utilities	1378	A	\$ 542.00	Open		
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10058.1	02/01/2017	\$ 25.00	Open		
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Site Access	10058.2	02/01/2017	\$ 2,626.00	Open		
BEACH	01/01/2017	INV	0002	Kayak Rental Demo	Utilities	10058.3	02/01/2017	\$ 542.00	Open		
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10249.1	03/01/2017	\$ 25.00	Open		
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Site Access	10249.2	03/01/2017	\$ 2,626.00	Open		
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10440.1	04/01/2017	\$ 25.00	Open		
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Site Access	10440.2	04/01/2017	\$ 2,626.00	Open		
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Permit Fees	10631.1	05/01/2017	\$ 25.00	Open		
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Site Access	10631.2	05/01/2017	\$ 2,626.00	Open		
BEACH	04/01/2017	INV	0002	Kayak Rental Demo	Utilities	10631.3	05/01/2017	\$ 542.00	Open		
Subtotal - A/R Balance for 15 records displayed								\$ 14,398.00			
Paid 2 item(s)											
BEACH	02/01/2017	INV	0002	Kayak Rental Demo	Utilities	10249.3	03/01/2017	\$ 542.00	Paid		
BEACH	03/01/2017	INV	0002	Kayak Rental Demo	Utilities	10440.3	04/01/2017	\$ 542.00	Paid		
Subtotal - A/R Balance for 2 records displayed								\$ 1,084.00			
Unapplied 5 item(s)											
BEACH	09/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied		
BEACH	10/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied		
BEACH	11/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied		
BEACH	12/29/2015	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied		
BEACH	01/29/2016	PMT	0002	Kayak Rental Demo				\$ 542.00	Unapplied		
Subtotal - A/R Balance for 5 records displayed								\$ (2,710.00)			
Subtotal - A/R Balance for 24 records displayed								\$ 11,688.00			

24 Records Found * multiple values

Find ... Ent OMNI Global Search Year: 2015 < Month: January > Account Type Reset

Figure 62 Accounts Receivable / Billing list view

Statements

Click the blue **STATEMENT** button at the bottom of the A/R Payments Received chart. Figure 63.

REportfolio displays the Statement Base Date dialog box. Enter the starting date for the statement and click OK to proceed. Figure 64.

REportfolio automatically displays the Statement including payments and invoices from that date forward. Figure 65.

Statement Options

Options for the statement include saving as Excel, PDF or printing to a physical printer (Figure 66). Statements are not normally saved to Excel, because the formatting is not exported with the data. Click the forward and back buttons on the upper left-hand side of the screen to view previous and succeeding pages in situations where there are multiple pages in the statement. Click the **EXIT PREVIEW** button to return to the A/R Ledger.

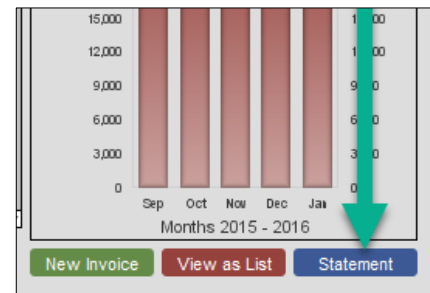


Figure 63 Print Statement button

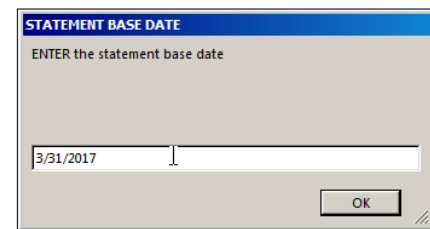
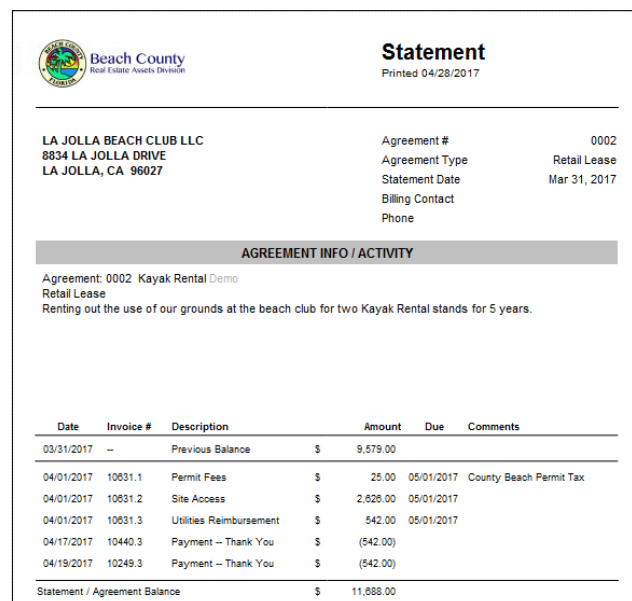


Figure 64 Statement Base Date dialog box



Date	Invoice #	Description	Amount	Due	Comments
03/31/2017	--	Previous Balance	\$ 9,579.00		
04/01/2017	10631.1	Permit Fees	\$ 25.00	05/01/2017	County Beach Permit Tax
04/01/2017	10631.2	Site Access	\$ 2,626.00	05/01/2017	
04/01/2017	10631.3	Utilities Reimbursement	\$ 542.00	05/01/2017	
04/17/2017	10440.3	Payment -- Thank You	\$ (542.00)		
04/19/2017	10249.3	Payment -- Thank You	\$ (542.00)		
Statement / Agreement Balance			\$ 11,688.00		

Figure 65 Statement

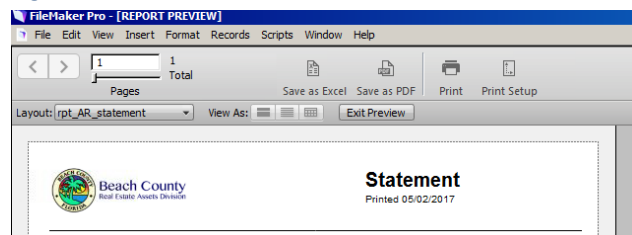


Figure 66 Options for Printing Statements

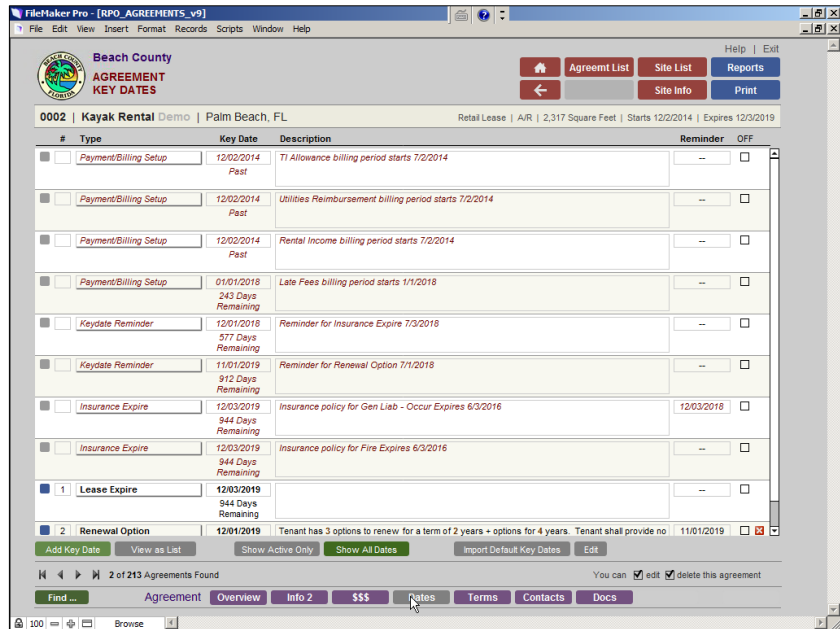
Agreement Key Dates

The Agreement Key Dates portal displays key dates. Key dates are created automatically by Payment Setups or manually on this screen or manually from the Key Dates module. The Key Dates portal on the Agreement Key Dates screen Figure 68 displays data from the Key Dates module. The Key Dates module is accessible from the Main Menu on the Home Screen.

Click the VIEW AS LIST button to view the Agreement Key Dates as a found set in the Key Dates module. Click the BACK button to return to the Agreement Key Dates screen.

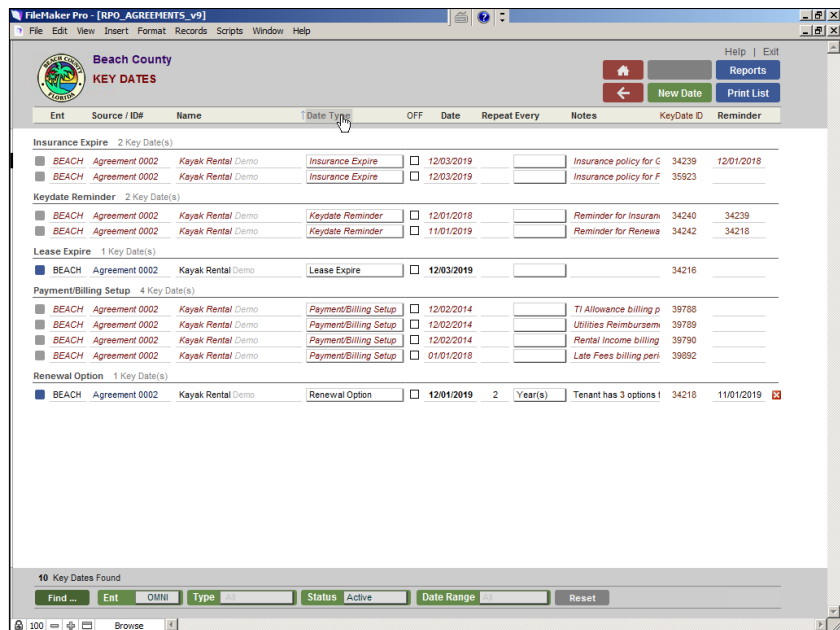
The portal displays the list of key dates including columns for number, Type, Key Date, Description, Reminder, and there is a checkbox to deactivate the key date.

Reminder: Payment setups on the Agreement Financials screen create Key dates automatically. Automatically created key dates appear red italics in the Key Dates portal and the Key Dates list view. Key dates can also be entered manually.



#	Type	Key Date	Description	Reminder	OFF
	Payment/Billing Setup	12/02/2014 <i>Past</i>	TI Allowance billing period starts 7/2/2014	--	<input type="checkbox"/>
	Payment/Billing Setup	12/02/2014 <i>Past</i>	Utilities Reimbursement billing period starts 7/2/2014	--	<input type="checkbox"/>
	Payment/Billing Setup	12/02/2014 <i>Past</i>	Rental Income billing period starts 7/2/2014	--	<input type="checkbox"/>
	Payment/Billing Setup	01/01/2018 243 Days Remaining	Late Fees billing period starts 1/1/2018	--	<input type="checkbox"/>
	Keydate Reminder	12/01/2018 577 Days Remaining	Reminder for Insurance Expire 7/3/2018	--	<input type="checkbox"/>
	Keydate Reminder	11/01/2019 912 Days Remaining	Reminder for Renewal Option 7/1/2018	--	<input type="checkbox"/>
	Insurance Expire	12/03/2019 944 Days Remaining	Insurance policy for Gen Lib - Occur Expires 6/3/2016	12/03/2018	<input type="checkbox"/>
	Insurance Expire	12/03/2019 944 Days Remaining	Insurance policy for Fire Expires 6/3/2016	--	<input type="checkbox"/>
1	Lease Expire	12/03/2019 944 Days Remaining		--	<input type="checkbox"/>
2	Renewal Option	12/01/2019	Tenant has 3 options to renew for a term of 2 years + options for 4 years. Tenant shall provide no	11/01/2019	<input checked="" type="checkbox"/>

Figure 68 Agreement Key Dates



Ent	Source / ID#	Name	Date Type	OFF	Date	Repeat Every	Notes	KeyDate ID	Reminder
	BEACH Agreement 0002	Kayak Rental Demo	Insurance Expire	<input type="checkbox"/>	12/03/2019		Insurance policy for G	34239	12/01/2018
	BEACH Agreement 0002	Kayak Rental Demo	Insurance Expire	<input type="checkbox"/>	12/03/2019		Insurance policy for F	35923	
	BEACH Agreement 0002	Kayak Rental Demo	Keydate Reminder	<input type="checkbox"/>	12/01/2018		Reminder for Insuranc	34240	34239
	BEACH Agreement 0002	Kayak Rental Demo	Keydate Reminder	<input type="checkbox"/>	11/01/2019		Reminder for Renewa	34242	34218
	BEACH Agreement 0002	Kayak Rental Demo	Lease Expire	<input type="checkbox"/>	12/03/2019				34216
	BEACH Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		TI Allowance billing p	39788	
	BEACH Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Utilities Reimburse	39789	
	BEACH Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Rental Income billi	39790	
	BEACH Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	01/01/2018		Late Fees billing peri	39892	
	BEACH Agreement 0002	Kayak Rental Demo	Renewal Option	<input type="checkbox"/>	12/01/2019	2 Year(s)	Tenant has 3 options i	34218	11/01/2019

Figure 67 Key Dates Module list view sorted by Date Type

Key Date Types

Key date types are user definable. Key date types appear in a pop-up value list in the Type column in the Agreement Key Dates portal.

1. Click the **Type** field to view value list options.
2. Click the **EDIT** button to view, edit and manage key date Type options for the value list.

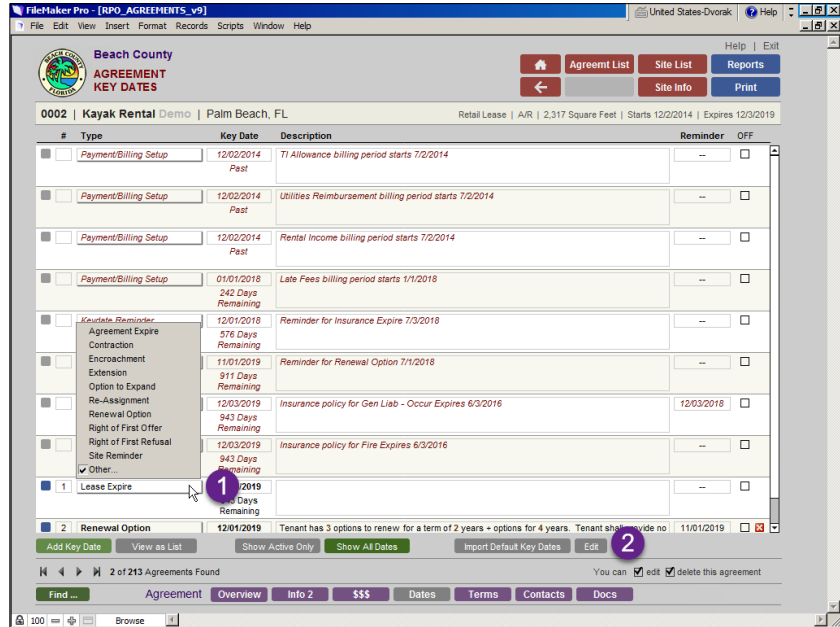


Figure 69 Agreement Key Dates - editing the Type value list

To view, edit and manage the list of key date types which appear in the pop-up value list, click the **EDIT** button at the bottom-right of the portal. Confirm navigation by clicking the **YES** button in the Edit Key Date Types dialog box.

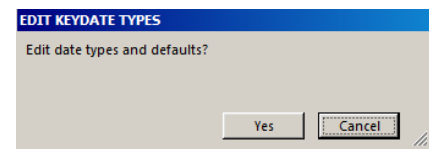


Figure 70 Edit Key Types

The Default Terms / Key Dates / Responsibilities list view is a portal of standard key dates, terms and responsibilities. This screen is where Key Date types are entered, edited and managed. Click the White [x] in the red box on the right side of the row to delete a key date type. Editing a Key Date type does not change any key dates that have already been created.

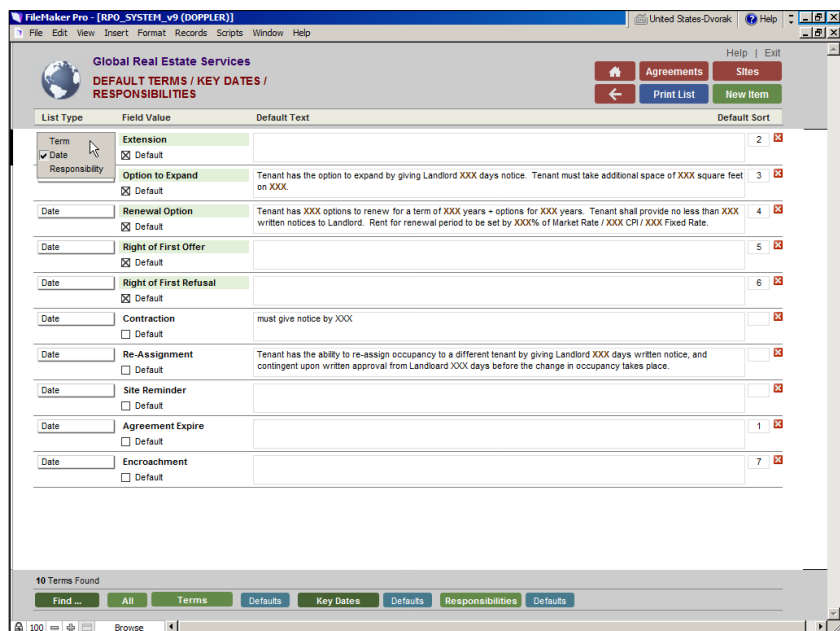


Figure 71 Default Terms / Key Dates / Responsibilities

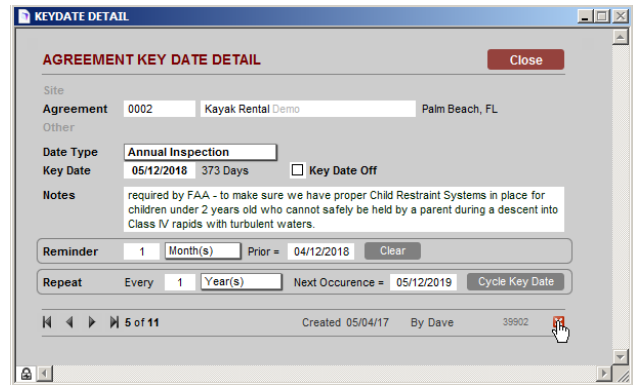
Creating a New Key Date

On the Key Dates portal, there is a button to the left of each row (Figure 72). The gray buttons allow users to view key date detail. The blue buttons allow users to view and edit key date detail.

#	Type	Key Date
		Remaining
	Insurance Expire	12/03/2019 942 Days Remaining
	Insurance Expire	12/03/2019 942 Days Remaining
	1 Lease Expire	12/03/2019 942 Days Remaining
	2 Payment/Billing Setup	12/02/2014

Figure 72 The Key Dates Portal

The Agreement Key Date Detail dialog box allows users to view and edit the Date Type, The Key Date and the Notes related to the key date. Check the KEY DATE OFF checkbox to turn off the Key Date and discontinue reminders. Verify or confirm that the checkbox is not checked to enable or re-enable reminders. Finally, a reminder or a periodic reminder can be set (Figure 73). Options include any number of days, weeks, months or years prior to any date entered.



KEYDATE DETAIL

AGREEMENT KEY DATE DETAIL [Close]

Site: Agreement 0002 Kayak Rental Demo Palm Beach, FL
Other:

Date Type: Annual Inspection
Key Date: 05/12/2018 373 Days ☐ Key Date Off

Notes: required by FAA - to make sure we have proper Child Restraint Systems in place for children under 2 years old who cannot safely be held by a parent during a descent into Class IV rapids with turbulent waters.

Reminder: 1 Month(s) Prior = 04/12/2018 [Clear]

Repeat: Every 1 Year(s) Next Occurrence = 05/12/2019 [Cycle Key Date]

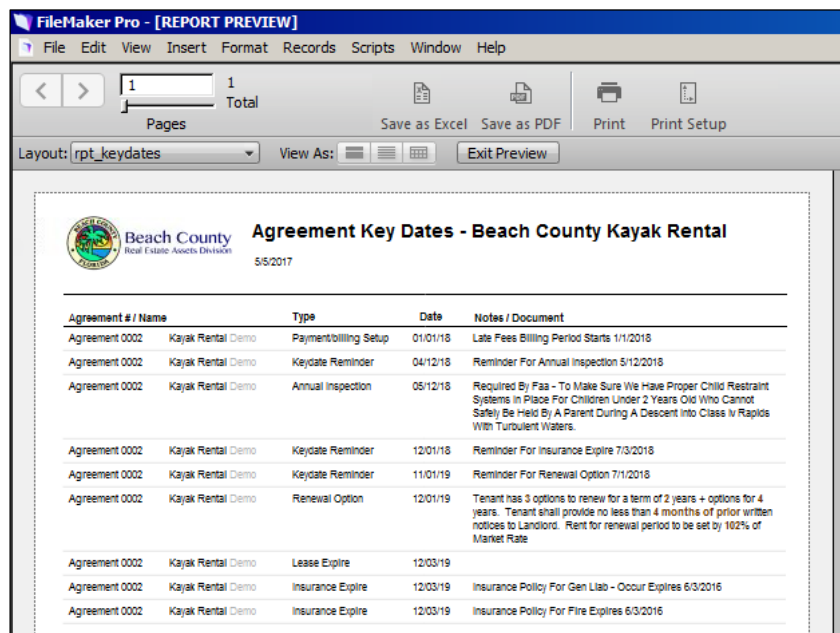
5 of 11 Created: 05/04/17 By: Dave 39902

Figure 73 Agreement Key Date Detail

To view a key date report, click the blue PRINT button on the Agreement Key Dates screen (Figure 68).

The Agreement Key Dates report displays a list of key dates for the agreement. Options include saving as PDF or printing to a physical printer. Use the forward and back buttons on the upper left-hand side of the screen to view previous and succeeding pages. Click the

EXIT PREVIEW button to return to the Agreement Key Dates screen. scheduled reports on Page 118 discusses how to schedule the Key Dates Report to be automatically sent to recipients via email message.



FileMaker Pro - [REPORT PREVIEW]

File Edit View Insert Format Records Scripts Window Help

Pages: 1 Total [Save as Excel] [Save as PDF] [Print] [Print Setup]

Layout: rpt_keydates View As: [Table] [Form] [Grid] [Exit Preview]

Agreement # / Name	Type	Date	Notes / Document
Agreement 0002 Kayak Rental Demo	Payment/billing Setup	01/01/18	Late Fees Billing Period Starts 1/1/2018
Agreement 0002 Kayak Rental Demo	Keydate Reminder	04/12/18	Reminder For Annual Inspection 5/12/2018
Agreement 0002 Kayak Rental Demo	Annual Inspection	05/12/18	Required By Faa - To Make Sure We Have Proper Child Restraint Systems in Place For Children Under 2 Years Old Who Cannot Safely Be Held By A Parent During A Descent into Class IV Rapids With Turbulent Waters.
Agreement 0002 Kayak Rental Demo	Keydate Reminder	12/01/18	Reminder For Insurance Expire 7/3/2018
Agreement 0002 Kayak Rental Demo	Keydate Reminder	11/01/19	Reminder For Renewal Option 7/1/2018
Agreement 0002 Kayak Rental Demo	Renewal Option	12/01/19	Tenant has 3 options to renew for a term of 2 years + options for 4 years. Tenant shall provide no less than 4 months of prior written notices to Landlord. Rent for renewal period to be set by 102% of Market Rate
Agreement 0002 Kayak Rental Demo	Lease Expire	12/03/19	
Agreement 0002 Kayak Rental Demo	Insurance Expire	12/03/19	Insurance Policy For Gen Liao - Occur Expires 6/3/2016
Agreement 0002 Kayak Rental Demo	Insurance Expire	12/03/19	Insurance Policy For Fire Expires 6/3/2016

Figure 74 Agreement Key Dates List Report

Agreement Terms & Conditions

The Agreement Terms & Conditions portal displays the list of terms from the agreement or lease. Terms can be entered manually, by typing or pasting from an electronic document, or click the **IMPORT DEFAULT TERMS** button to automatically import all the standard terms. Click the **EDIT** button to navigate to the Default Terms / Key Dates / Responsibilities screen.

Figure 75: All the items designated as Terms in column #1, List Type appear in the Term value list; column #2 on the Agreement Terms & Conditions screen. Click the **BACK** button to return to the Agreement Terms & Conditions screen.

Best Practice: if there is an electronic copy of the agreement, then it is relatively easy to copy data from the agreement and paste it directly into the term's Description field.

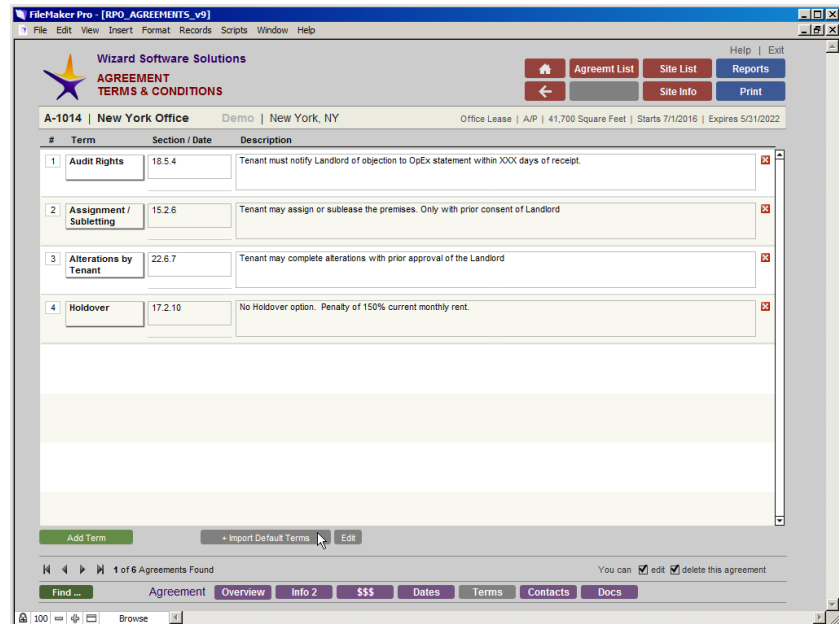


Figure 76 Agreement Terms & Conditions

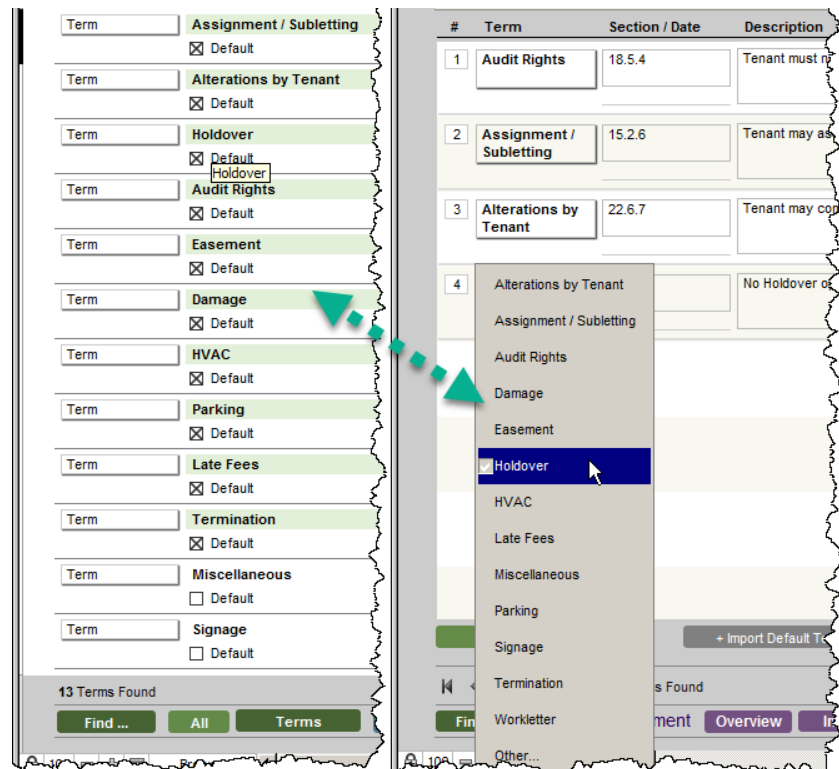


Figure 75 Default Terms in the Terms Value List

Figure 76 Agreement Terms & Conditions. To create a new term for an agreement on the Agreement Terms & Conditions screen, click the green ADD TERM button. REportfolio adds a line to the portal. The portal is sorted by the # column, so entering a term number allows users to determine the order in which the terms appear in the portal. Un-numbered terms are sorted in creation order. Use the mouse to select the Term type by choosing a value from the drop-down value list. If necessary, manually enter a Section number in the Section / Date column.

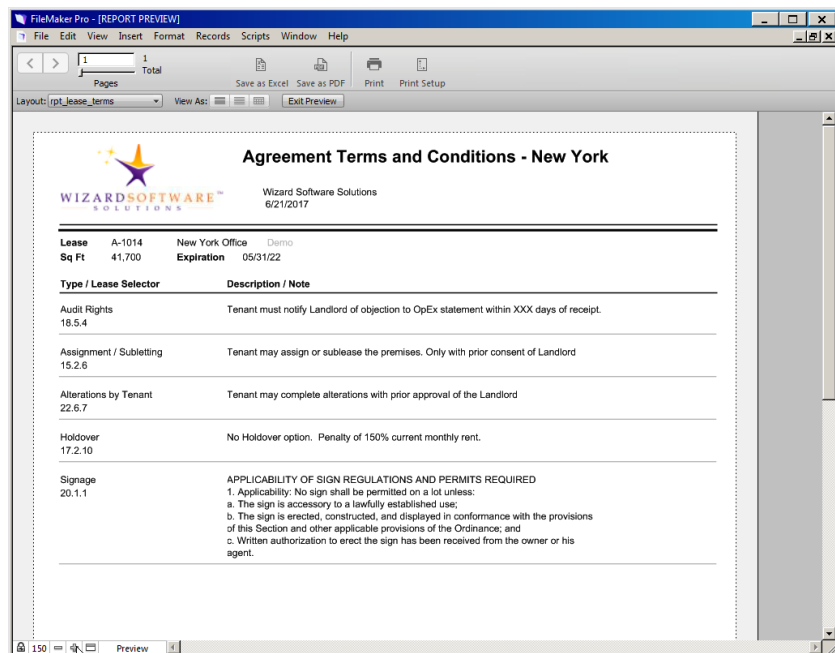
Note that the Section / Date column allows users to enter a date in the field below the section number. The Document Reference Date allows users to reference the document from which the term originated.

Manually enter or paste the text of the term in the Description column.

The white [x] in the red box is the DELETE button. Use caution when deleting terms because there is no undo.

Agreement Terms & Conditions Report

Once terms have been entered, click the PRINT button to preview the terms list report. Options for the Terms and Conditions report include saving as a PDF or printing to a physical printer. Use the buttons in the upper left-hand corner to navigate to previous and succeeding pages if the report is longer than one page.



Type / Lease Selector	Description / Note
Audit Rights 18.5.4	Tenant must notify Landlord of objection to OpEx statement within XXX days of receipt.
Assignment / Subletting 15.2.6	Tenant may assign or sublease the premises. Only with prior consent of Landlord
Alterations by Tenant 22.6.7	Tenant may complete alterations with prior approval of the Landlord
Holdover 17.2.10	No Holdover option. Penalty of 150% current monthly rent.
Signage 20.1.1	<p>APPLICABILITY OF SIGN REGULATIONS AND PERMITS REQUIRED</p> <p>1. Applicability: No sign shall be permitted on a lot unless:</p> <p>a. The sign is accessory to a lawfully established use;</p> <p>b. The sign is erected, constructed, and displayed in conformance with the provisions of this Section and other applicable provisions of the Ordinance; and</p> <p>c. Written authorization to erect the sign has been received from the owner or his agent.</p>

Figure 77 Agreement Terms & Conditions Report

Agreement Documents

See also: Figure 18 Site Documents & Figure 34 Job Tracking: Documents Portal.

The Documents portal on the Agreement Documents screen is where leases and other relevant forms are stored for future access and management.

On the screen, the upper right-hand side is used for navigation and printing.

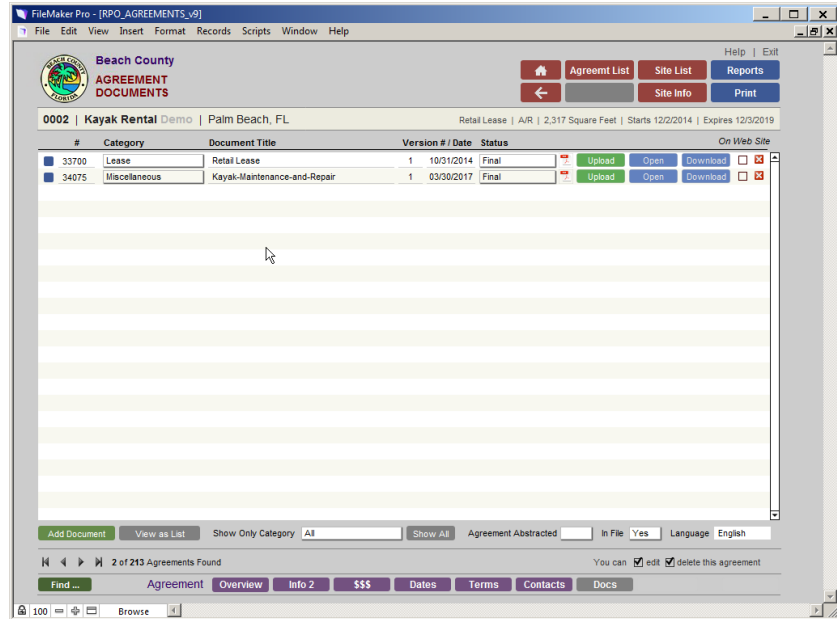


Figure 78 Agreement Documents

Click the HOME button to return to the Home Screen... click the BACK button to go back one screen. Click the AGREEMENT LIST button to navigate to the Agreement list view. Click the SITE LIST button to navigate to the Site list view. Click the SITE INFO button to navigate to the Site Info screen for the site containing the lease or agreement. Click the REPORTS button to navigate to the Menu of Reports and click PRINT to view a report about the documents attached to the agreement.

At the bottom of the screen, click the green ADD DOCUMENT button to open the Insert File dialog box. Navigate to the file location on the network and click OPEN to proceed. REPortfolio automatically adds the document to the portal.

The Find Filter at the bottom of the portal will display only the documents in the selected category. Agreement category options are managed by the Solution Admin.

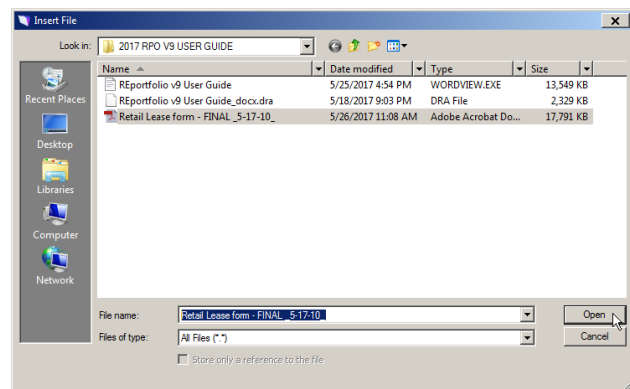


Figure 79 The Insert File Dialog Box to Upload A Document

Agreement Document Detail

On the Agreement

Document screen (Figure 78), click the blue button on the left side of the row to view details. The left side of detail view displays Category, Status and Doc From fields. Options for agreement category appear in Figure 81. Options for status are Preliminary, In Review, and Final.

Options in the portal

include, DELETE, UPLOAD, OPEN, DOWNLOAD, and a checkbox that determines if the document is to be accessible via the web interface.

The DELETE button appears in the lower right-hand corner. Use caution when using the DELETE button because there is no undo feature.

The buttons in the lower left-hand corner make it easy to view previous and succeeding document detail screens without having to navigate back to the document list view each time.

The upper right-hand corner includes navigation options for going back home, going back one screen, and going to the Documents module.



Figure 80 Document Detail

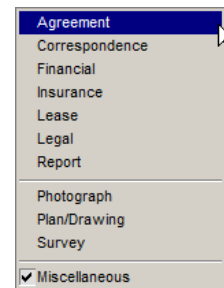


Figure 81 Categories

Jobs Module

See also, pages 16, 25, 27, 27, 28.

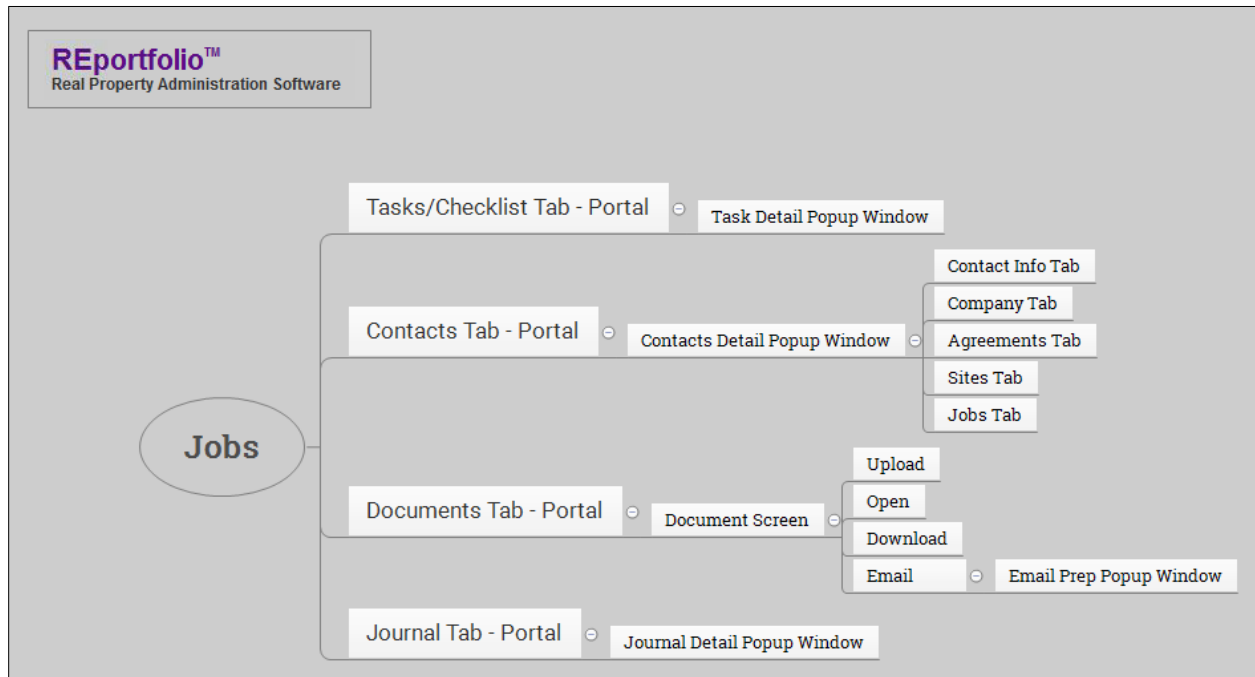
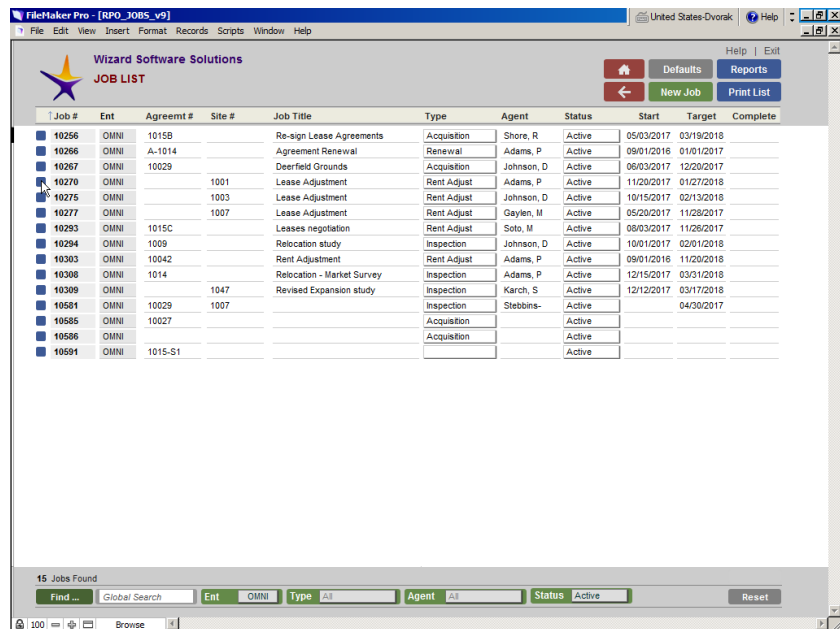


Figure 82 Jobs

The REportfolio Jobs module tracks, monitors, and reports about the status of the workgroup's real estate portfolio transactions. Jobs can be simple or comprehensive; comprising tasks, contacts, documents, and journal entries.

Jobs List View

From the Main Menu on the Home Screen, click the JOBS button to navigate to the Jobs list view. The Jobs list view displays one row for each job. The twelve columns include Job number, entity, Agreement number, Site number, Job Title, Type, Agent, Status, Start date, Target completion date and Complete date.



Job #	Ent	Agreement #	Site #	Job Title	Type	Agent	Status	Start	Target	Complete
10256	OMNI	1015B		Re-sign Lease Agreements	Acquisition	Shore, R	Active	05/03/2017	03/19/2018	
10266	OMNI	A-1014		Agreement Renewal	Renewal	Adams, P	Active	09/01/2016	01/01/2017	
10267	OMNI	10029		Deerfield Grounds	Acquisition	Johnson, D	Active	06/03/2017	12/20/2017	
10270	OMNI		1001	Lease Adjustment	Rent Adjust	Adams, P	Active	11/20/2017	01/27/2018	
10275	OMNI		1003	Lease Adjustment	Rent Adjust	Johnson, D	Active	11/15/2017	01/13/2018	
10277	OMNI		1007	Lease Adjustment	Rent Adjust	Gaylen, M	Active	05/20/2017	11/26/2017	
10293	OMNI	1015C		Leases negotiation	Rent Adjust	Soto, M	Active	08/03/2017	11/26/2017	
10294	OMNI	1009		Relocation study	Inspection	Johnson, D	Active	10/01/2017	02/01/2018	
10303	OMNI	10042		Rent Adjustment	Rent Adjust	Adams, P	Active	09/01/2016	11/20/2018	
10308	OMNI	1014		Relocation - Market Survey	Inspection	Adams, P	Active	12/15/2017	03/31/2018	
10309	OMNI		1047	Revised Expansion study	Inspection	Karch, S	Active	12/12/2017	03/17/2018	
10581	OMNI	10029	1007		Inspection	Stebbins-	Active		04/30/2017	
10585	OMNI	10027			Acquisition		Active			
10586	OMNI				Acquisition		Active			
10591	OMNI	1015-S1					Active			

Figure 83 Jobs List View

Columns for Agreement

number and Site number are displayed because jobs can be related to a site or an agreement. If the job relates to the agreement, then, the site number is not displayed even though the agreement is related to a site. This makes the Job list cleaner and easier to understand.

Options for the Type field are Acquisition, Amendment, Easement Grant, Inspection, Lease, Planner Request, Renewal, Rent Adjustment, Sale, Space Request, Sublease, Termination and Use Permit. The Solution Admin controls standard job types.

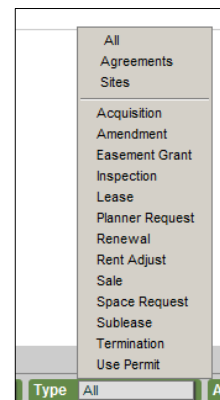


Figure 84 Job Types

Jobs List View continued

The initial state of list view displays all the active jobs.

The Find Filters at the bottom of List View can be used to narrow down the Jobs displayed to exactly and only the items that need to be investigated, managed and reported about. Click the grey button on each Find Filter to view the value list of filter choices. As soon as a value is selected,

REportfolio automatically displays the matching items.

Find Filters can be used in conjunction with each other to further refine the Found Set.

Click the RESET button to return to the initial found set of active jobs.

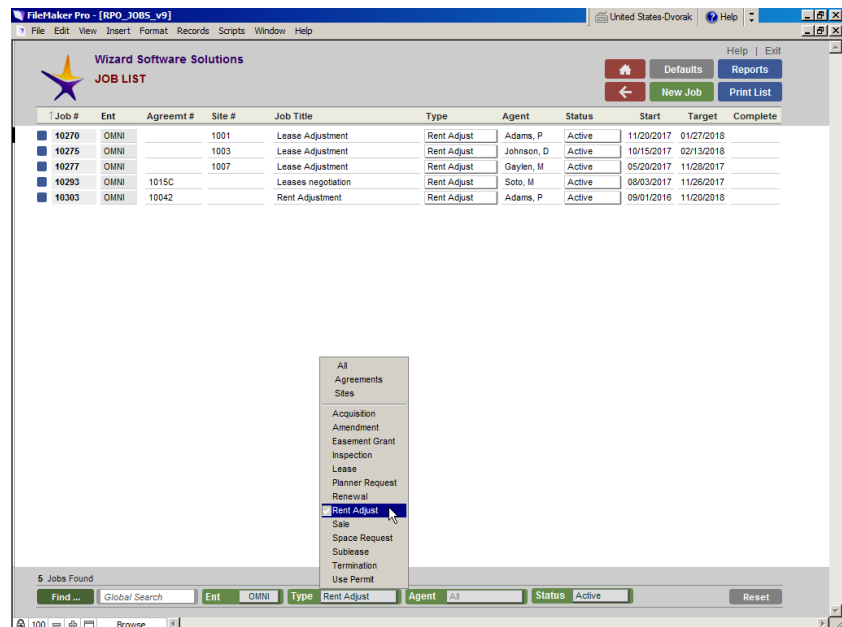
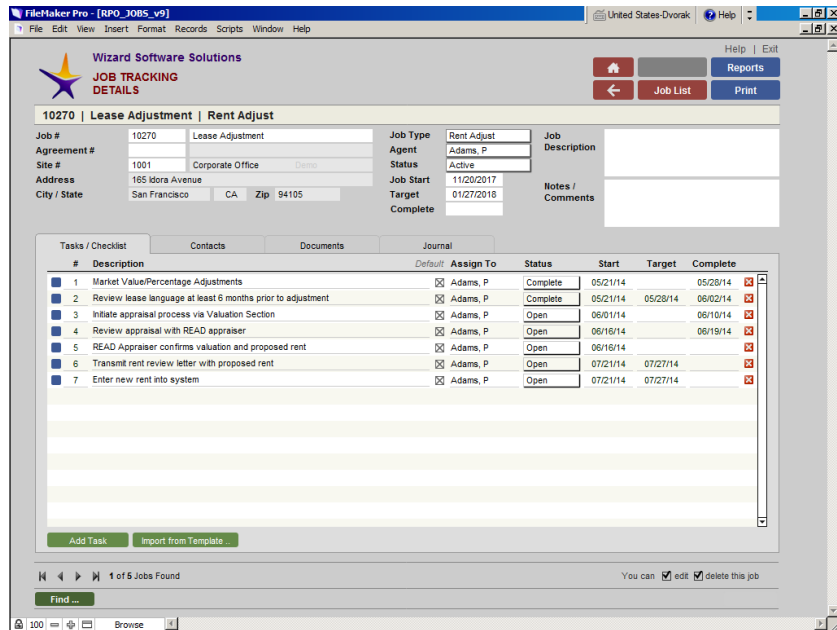


Figure 85 Find Filters

Click the blue button to the left of any Job to view the Job Tracking Details screen. The top of the Job Tracking Details screen includes basic information about the job, including all the details from list view plus the address of the Site and space for Job Description and Notes / Comments.



10270 | Lease Adjustment | Rent Adjust

Job # 10270 Lease Adjustment
 Agreement # 1001 Corporate Office
 Address 165 Idora Avenue
 City / State San Francisco CA Zip 94105

Job Type Rent Adjust
 Agent Adams, P
 Status Active
 Job Start 11/20/2017
 Target 01/27/2018
 Complete

Notes / Comments

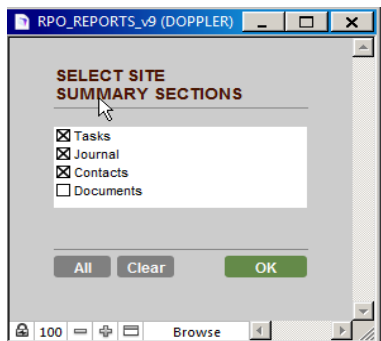
#	Description	Assign To	Status	Start	Target	Complete
1	Market Value/Percentage Adjustments	Adams, P	Complete	05/21/14		05/28/14
2	Review lease language at least 6 months prior to adjustment	Adams, P	Complete	05/21/14	05/28/14	06/02/14
3	Initiate appraisal process via Valuation Section	Adams, P	Open	06/01/14		06/10/14
4	Review appraisal with READ appraiser	Adams, P	Open	06/16/14		06/19/14
5	READ Appraiser confirms valuation and proposed rent	Adams, P	Open	06/16/14		
6	Transmit rent review letter with proposed rent	Adams, P	Open	07/21/14	07/27/14	
7	Enter new rent into system	Adams, P	Open	07/21/14	07/27/14	

Figure 86 Job Tracking Details

Click the white x in the red box to delete a portal entry. REportfolio requires confirmation via the dialog box. Click Ok to delete the portal entry. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Click the PRINT button in the upper right-hand corner to view a report of Job Tracking Details. REportfolio displays the Select Site Summary Sections dialog box. The checkboxes are used to include or exclude sections for Tasks, Journal,

Contacts and Documents.

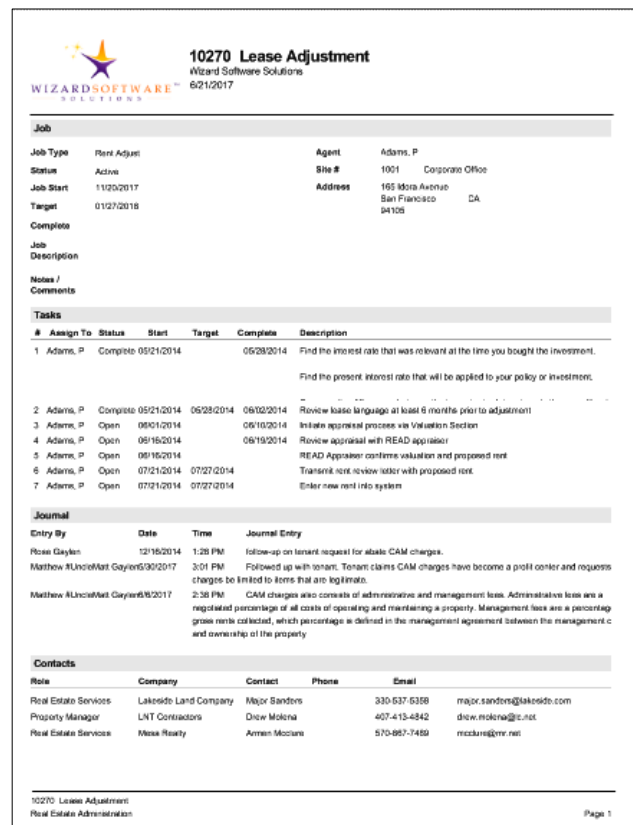


SELECT SITE SUMMARY SECTIONS

☒ Tasks
☒ Journal
☒ Contacts
☐ Documents

All Clear OK

Figure 88 Select Site Summary Sections



10270 Lease Adjustment
 Wizard Software Solutions
 6/21/2017

Job

Job Type Rent Adjust
 Status Active
 Job Start 11/20/2017
 Target 01/27/2018
 Complete

Agent Adams, P
 Site # 1001 Corporate Office
 Address 165 Idora Avenue
 San Francisco CA 94105

Notes / Comments

Tasks

#	Assign To	Status	Start	Target	Complete	Description
1	Adams, P	Complete	05/21/2014		05/28/2014	Find the interest rate that was relevant at the time you bought the investment. Find the present interest rate that will be applied to your policy or investment.
2	Adams, P	Complete	05/21/2014	06/02/2014	06/10/2014	Review lease language at least 6 months prior to adjustment
3	Adams, P	Open	06/01/2014		06/10/2014	Initiate appraisal process via Valuation Section
4	Adams, P	Open	06/16/2014		06/19/2014	Review appraisal with READ appraiser
5	Adams, P	Open	06/16/2014			READ Appraiser confirms valuation and proposed rent
6	Adams, P	Open	07/21/2014	07/27/2014		Transmit rent review letter with proposed rent
7	Adams, P	Open	07/21/2014	07/27/2014		Enter new rent into system

Journal

Entry By	Date	Time	Journal Entry
Rose Gaylen	12/19/2014	1:28 PM	Follow-up on tenant request for abate CAM charges.
Matthew Kuncel	01/30/2017	3:01 PM	Followed up with tenant. Tenant claims CAM charges have become a profit center and requests charges be limited to items that are legitimate.
Matthew Kuncel	01/30/2017	2:38 PM	CAM charges also consists of administrative and management fees. Administrative fees are a negotiated percentage of all costs of operating and maintaining a property. Management fees are a percentage gross rents collected, which percentage is defined in the management agreement between the management and ownership of the property.

Contacts

Role	Company	Contact	Phone	Email
Real Estate Services	Lakeside Land Company	Major Sanders	330-537-5358	major.sanders@lakeside.com
Property Manager	LNT Contractors	Drew Molina	407-413-4842	drew.molina@lnt.net
Real Estate Services	Nessa Realty	Armen Mccune	570-887-7459	mccune@nr.net

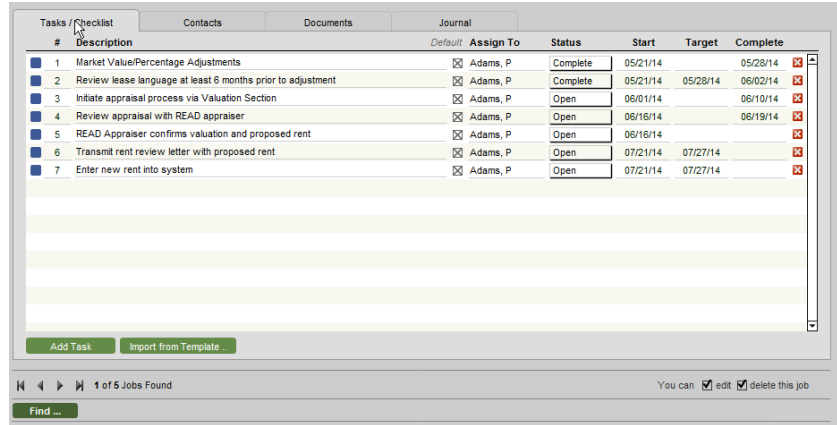
10270 Lease Adjustment
 Real Estate Administration

Page 1

Figure 87 Job Tracking Details Report

Tasks / Checklist Tab

The Tasks / Checklist tab displays a portal with rows for items that need to be addressed. Columns include Number, Description, a Default checkbox, Assign To, Status, Start, Target, and Complete dates.



#	Description	Default	Assign To	Status	Start	Target	Complete
1	Market Value/Percentage Adjustments	<input checked="" type="checkbox"/>	Adams, P	Complete	05/21/14		05/28/14
2	Review lease language at least 6 months prior to adjustment	<input checked="" type="checkbox"/>	Adams, P	Complete	05/21/14	05/28/14	06/02/14
3	Initiate appraisal process via Valuation Section	<input checked="" type="checkbox"/>	Adams, P	Open	06/01/14		06/10/14
4	Review appraisal with READ appraiser	<input checked="" type="checkbox"/>	Adams, P	Open	06/16/14		06/19/14
5	READ Appraiser confirms valuation and proposed rent	<input checked="" type="checkbox"/>	Adams, P	Open	06/16/14		
6	Transmit rent review letter with proposed rent	<input checked="" type="checkbox"/>	Adams, P	Open	07/21/14	07/27/14	
7	Enter new rent into system	<input checked="" type="checkbox"/>	Adams, P	Open	07/21/14	07/27/14	

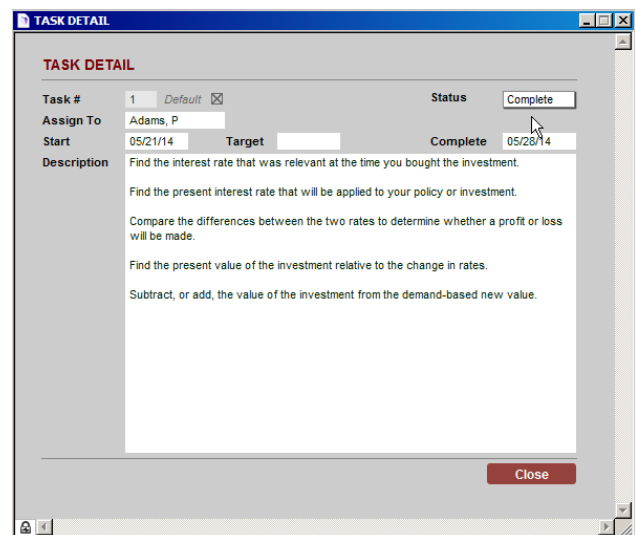
Figure 89 Tasks / Checklist tab of the Job Tracking Detail View

Use the DEFAULT checkbox to place a task or checklist in the task template. Click the IMPORT FROM TEMPLATE button to import the list of default items. When importing from the template, the options are REPLACING ALL EXISTING TASKS, OR ONLY THE DEFAULT TASKS.

Click the white x in the red box to delete a portal entry. REportfolio requires confirmation via the dialog box. Click Ok to delete the portal entry. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Click the green ADD TASK button to add a blank line to the portal. Then use a pointing device and the keyboard to enter details for the task or checklist.

The blue button on the left side of each row, navigates to the detail view. The Task Detail window includes a field for an expanded description of the item. Click the CLOSE button to return to the Job Tracking Details screen.



TASK DETAIL

Task # 1 Default ☒ Status Complete

Assign To Adams, P

Start 05/21/14 Target Complete 05/28/14

Description Find the interest rate that was relevant at the time you bought the investment.
Find the present interest rate that will be applied to your policy or investment.
Compare the differences between the two rates to determine whether a profit or loss will be made.
Find the present value of the investment relative to the change in rates.
Subtract, or add, the value of the investment from the demand-based new value.

Close

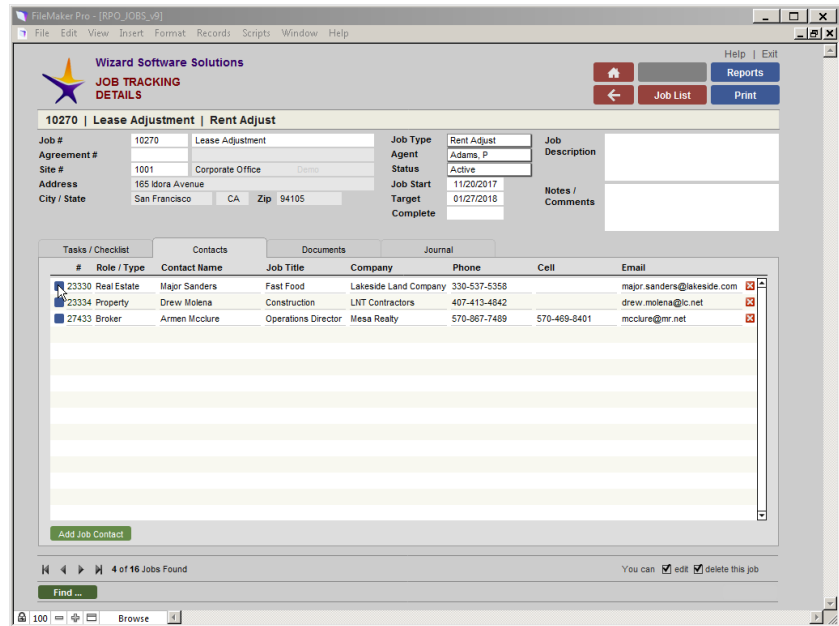
Figure 90 Task Detail

Contacts

See also (Job Tracking Details: Contacts page 26)

Contacts are people responsible for and involved with the job. The Contacts tab displays the contacts portal. Columns include; contact number, Role / Type, Contact Name, Job Title, Company, Phone, Cell, and Email address.

Click the green ADD JOB CONTACT button and REPortfolio automatically opens the New Job Team member window.



#	Role / Type	Contact Name	Job Title	Company	Phone	Cell	Email
23330	Real Estate	Major Sanders	Fast Food	Lakeside Land Company	330-537-5358		major.sanders@lakeside.com
23334	Property	Drew Molina	Construction	LNT Contractors	407-413-4842		drew.molina@lnt.net
27433	Broker	Armen Moclure	Operations Director	Mesa Realty	570-867-7489	570-469-8401	moclure@mr.net

Figure 91 Job Tracking Details: Contacts Tab

Click the white x in the red box to delete an entry. REPortfolio requires confirmation via the dialog box. Click Ok to delete the portal entry. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Add New Contact

In the New Job Team Member pop up window click 'Here' to select a company or use the 'New Contact' tab to enter a new company and a new contact. Clicking the CLICK HERE button displays a value list and type-ahead is active, so REPortfolio automatically navigates through the list as a value is entered. When a company is selected, the cursor automatically jumps to the list of contacts for that company. Again type-ahead is active so users can begin typing to automatically navigate to the correct name. When a name is selected, users will then use the mouse to select a Team Role. Next, click the checkbox if the person needs to be designated as a payee or billing contact. Click the OKAY button to continue.

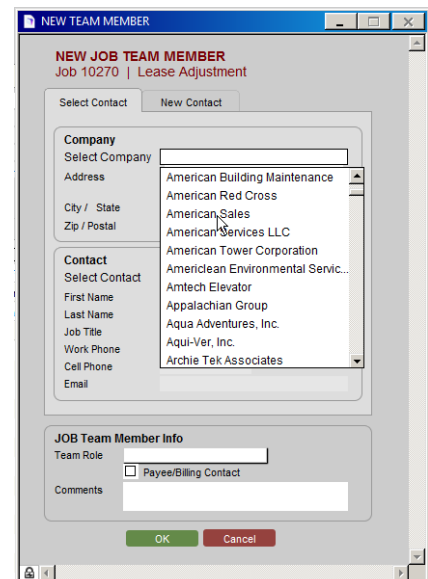
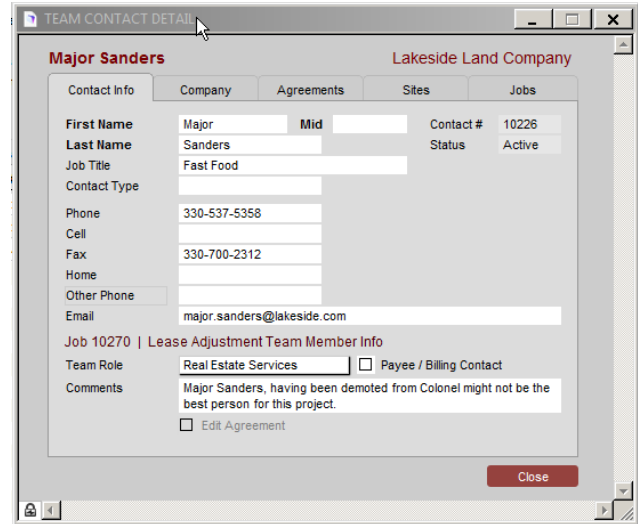


Figure 92 Add Contact Popup Window

Team Contact Detail

See Also: Team Contact Detail on page 27).

Click the blue button to the left of any row on the Contacts portal of the Job Tracking Details screen to view, edit and manage the job contact. The Team Contact Detail view is broken down into five tabs: Contact Information, Company, Agreements, Sites, and Jobs. Data on the Contact info tab can be edited by users.



TEAM CONTACT DETAIL

Major Sanders Lakeside Land Company

Contact Info Company Agreements Sites Jobs

First Name Major **Mid** **Contact #** 10226
Last Name Sanders **Status** Active
Job Title Fast Food
Contact Type
Phone 330-537-5358
Cell
Fax 330-700-2312
Home
Other Phone
Email major.sanders@lakeside.com

Job 10270 | Lease Adjustment Team Member Info

Team Role Real Estate Services ☐ Payee / Billing Contact
Comments Major Sanders, having been demoted from Colonel might not be the best person for this project.
☐ Edit Agreement

Close

The information entered for a contact can be viewed from any module.

The Agreements, Sites and Jobs tabs are view-only.

Click the CLOSE button to return to the Job Tracking Details screen.

Documents Tab

The Documents tab of the Job Tracking Details screen displays a list of documents related to the job.

Click the blue button to the left of any record in the portal to view details. Refer to Figure 19 for the complete description of how to work with documents.

The document itself appears in a fully interactive container field on the Document Detail screen.

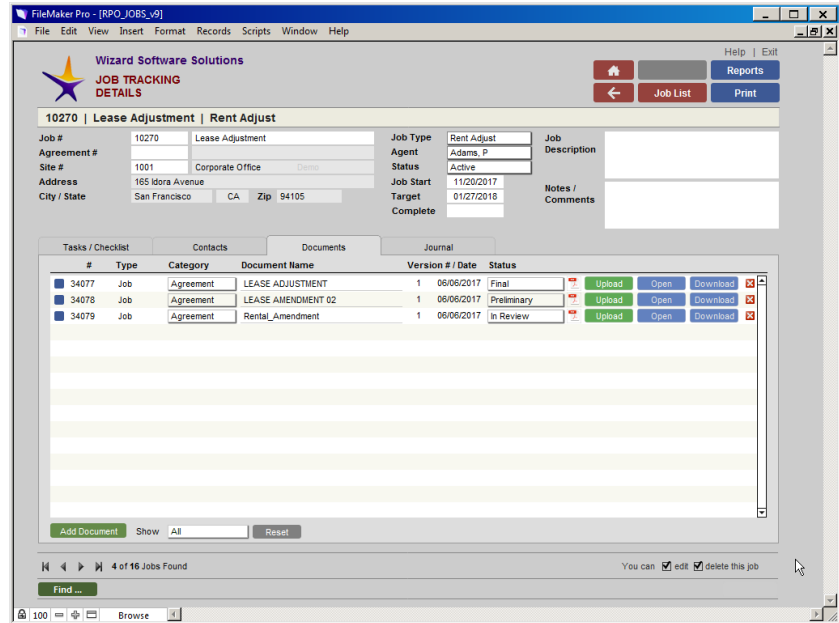


Figure 93 Job Tracking Details: Documents Tab

Click the white x in the red box to delete a portal entry. REportfolio requires confirmation via the dialog box. Click Ok to delete the portal entry. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Please note that Documents is a module that is accessible from the Main Menu on the Home screen.

Click the DOCUMENTS button on the Main Menu to navigate to the list view for all documents related to the entity.

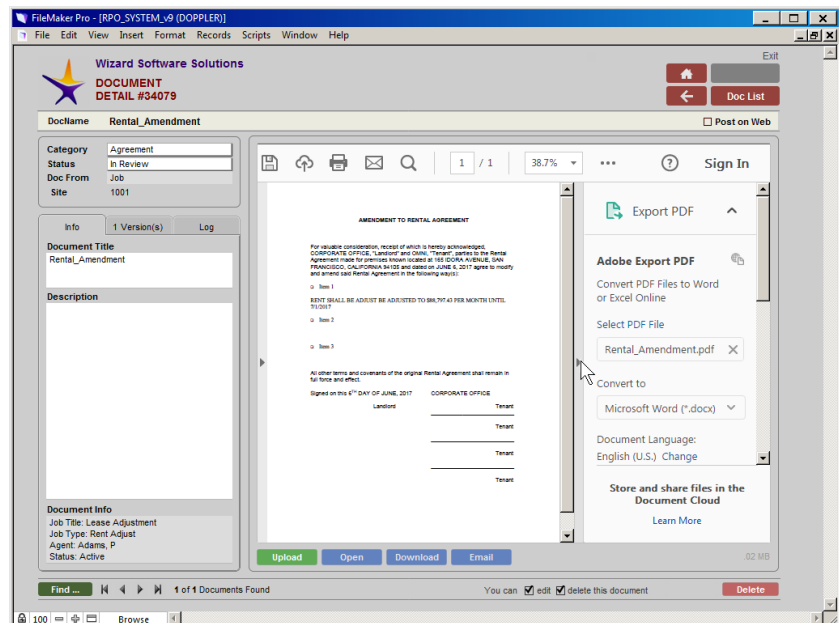


Figure 94 Document Detail

Journal

Refer to Figure 13 for additional discussion about Journal entries. The journal tab displays entries that detail meeting minutes, notes, and any details that need to be recorded in association with the job. Can be left blank if there are not any job-related details.

Click the white x in the red box to delete a portal entry.

REportfolio requires confirmation via the dialog box. Click Ok to delete the portal entry. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Click the blue button next to any Journal entry to view details. Click the CLOSE button to return to the portal list view.

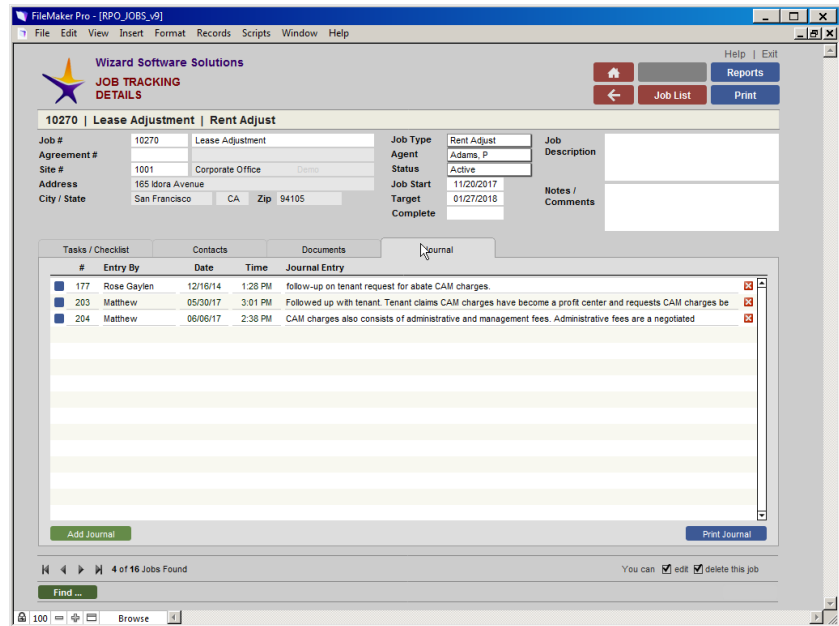


Figure 95 Job Tracking Details: The Journal Tab

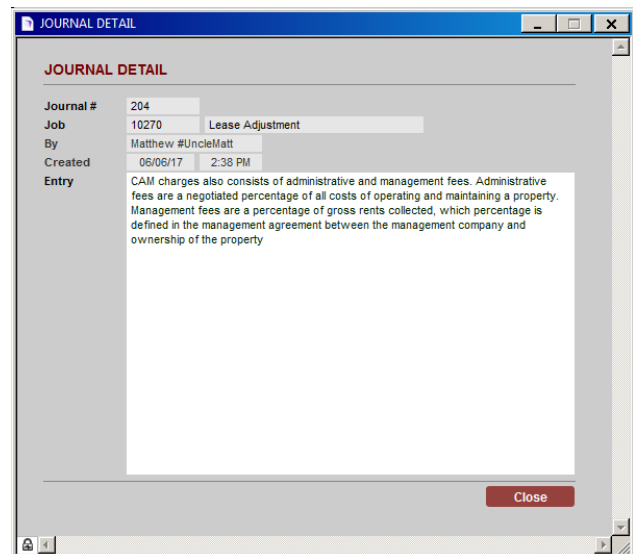
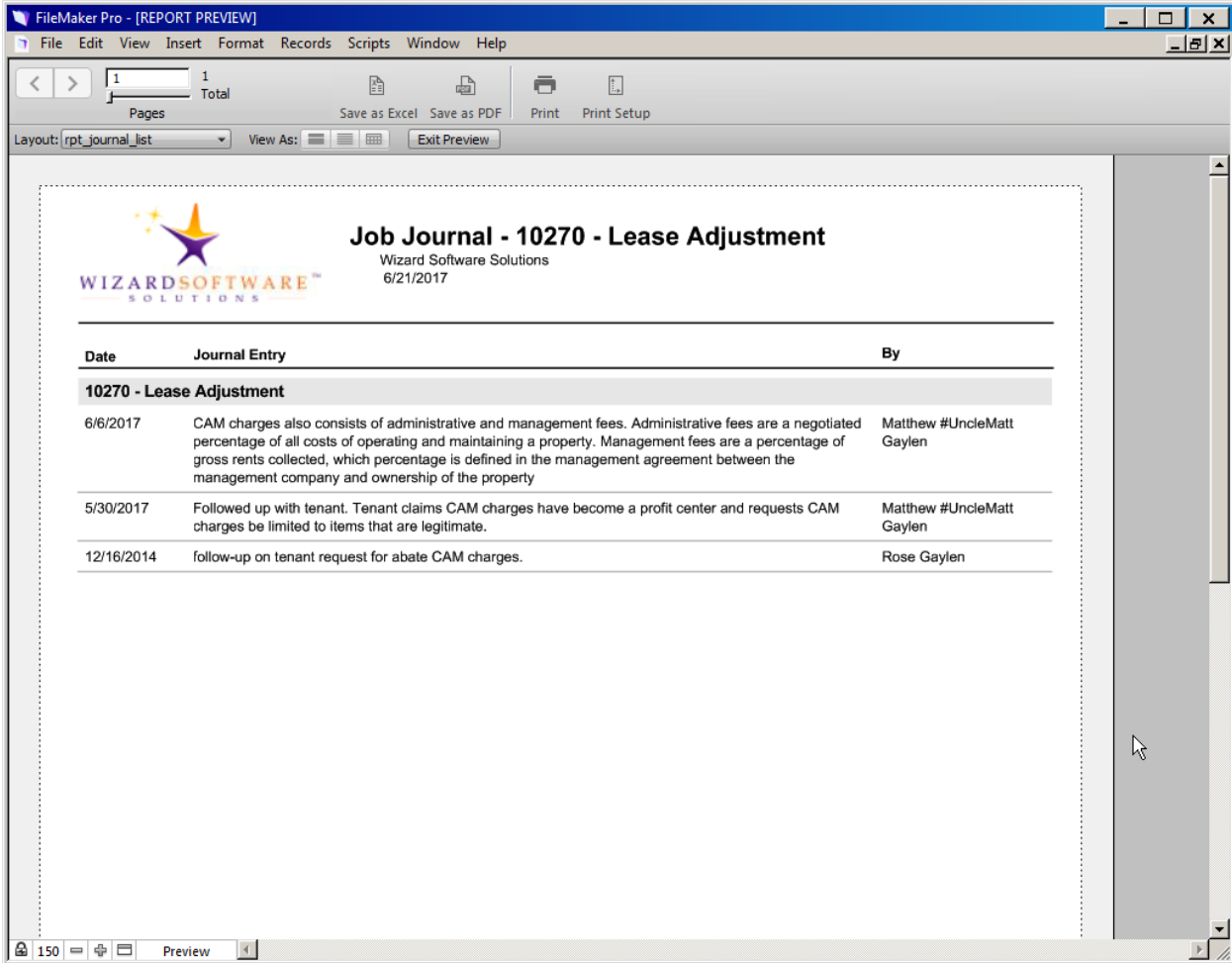


Figure 96 Journal Detail

The Journal Report

Click the blue Journal Report button on the lower right-hand side of the Journal portal to view a statement of all the journal entries formatted for PDF or printing to a physical printer. Click the Exit Preview button to return to the Journal tab.



The screenshot shows a FileMaker Pro window titled "FileMaker Pro - [REPORT PREVIEW]". The menu bar includes File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. The toolbar contains navigation and action buttons: a back arrow, a forward arrow, a page number field (1), a "Total" button, "Save as Excel", "Save as PDF", "Print", and "Print Setup". Below the toolbar, the "Layout" is set to "rpt_journal_list" and the "View As" option is set to "Table". An "Exit Preview" button is also present.

The report content is titled "Job Journal - 10270 - Lease Adjustment" and includes the Wizard Software Solutions logo and the date "6/21/2017". The report is structured as a table with three columns: "Date", "Journal Entry", and "By".

Date	Journal Entry	By
10270 - Lease Adjustment		
6/6/2017	CAM charges also consists of administrative and management fees. Administrative fees are a negotiated percentage of all costs of operating and maintaining a property. Management fees are a percentage of gross rents collected, which percentage is defined in the management agreement between the management company and ownership of the property	Matthew #UncleMatt Gaylen
5/30/2017	Followed up with tenant. Tenant claims CAM charges have become a profit center and requests CAM charges be limited to items that are legitimate.	Matthew #UncleMatt Gaylen
12/16/2014	follow-up on tenant request for abate CAM charges.	Rose Gaylen

The status bar at the bottom shows a lock icon, the number "150", a zoom icon, a "Preview" button, and a scroll bar.

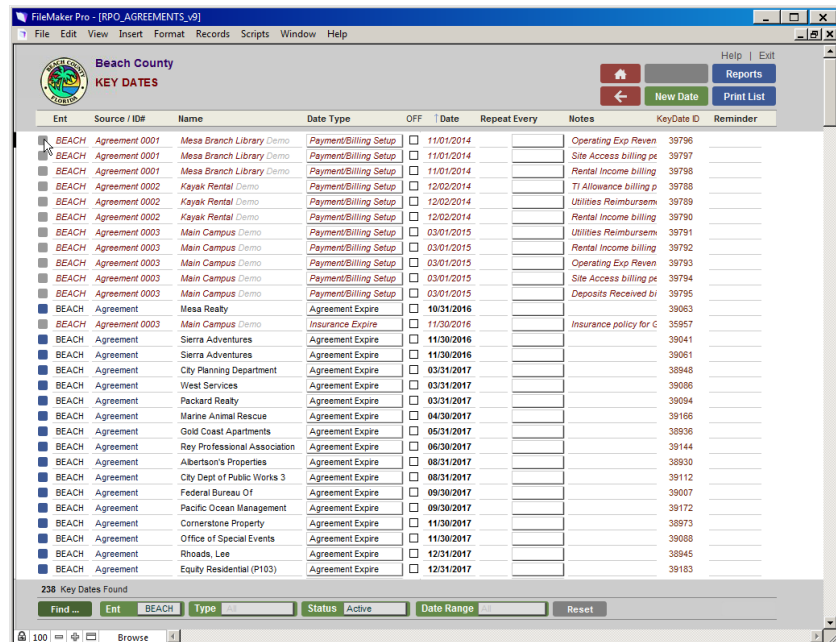
Figure 97 Job Journal Report

Key Dates

The Key Dates module displays all the key dates for the entity including site reminders, lease and agreement alerts and job notices.

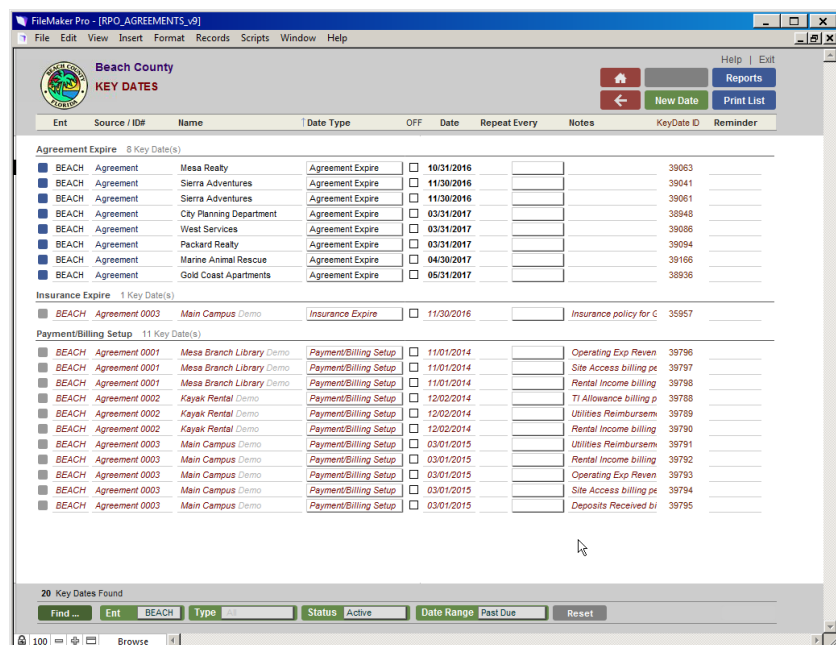
Key dates are discussed previously in this document on pages 18, 42, 43, and 44.

The Key Date list view can be sorted by any column heading. The Find Filters at the bottom of list view can be used to narrow down the found set to exactly and only the key dates that need to be managed and reported about.



Ent	Source / ID#	Name	Date Type	OFF	Date	Repeat Every	Notes	KeyDate ID	Reminder
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Operating Exp Reven	39796	
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Site Access billing pe	39797	
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Rental Income billing	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		TI Allowance billing p	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Utilities Reimburse	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Rental Income billing	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Utilities Reimburse	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Rental Income billing	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Operating Exp Reven	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Site Access billing pe	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Deposits Received bi	39799	
BEACH	Agreement	Mesa Realty	Agreement Expire	<input type="checkbox"/>	10/31/2016			39063	
BEACH	Agreement 0003	Main Campus Demo	Insurance Expire	<input type="checkbox"/>	11/30/2016		Insurance policy for C	35957	
BEACH	Agreement	Sierra Adventures	Agreement Expire	<input type="checkbox"/>	11/30/2016			39041	
BEACH	Agreement	Sierra Adventures	Agreement Expire	<input type="checkbox"/>	11/30/2016			39061	
BEACH	Agreement	City Planning Department	Agreement Expire	<input type="checkbox"/>	03/31/2017			38848	
BEACH	Agreement	West Services	Agreement Expire	<input type="checkbox"/>	03/31/2017			39086	
BEACH	Agreement	Packard Realty	Agreement Expire	<input type="checkbox"/>	03/31/2017			39094	
BEACH	Agreement	Marine Animal Rescue	Agreement Expire	<input type="checkbox"/>	04/30/2017			39166	
BEACH	Agreement	Gold Coast Apartments	Agreement Expire	<input type="checkbox"/>	05/31/2017			38836	
BEACH	Agreement	Rey Professional Association	Agreement Expire	<input type="checkbox"/>	06/30/2017			39144	
BEACH	Agreement	Albertson's Properties	Agreement Expire	<input type="checkbox"/>	08/31/2017			38830	
BEACH	Agreement	City Dept of Public Works 3	Agreement Expire	<input type="checkbox"/>	08/31/2017			39112	
BEACH	Agreement	Federal Bureau Of	Agreement Expire	<input type="checkbox"/>	09/30/2017			39007	
BEACH	Agreement	Pacific Ocean Management	Agreement Expire	<input type="checkbox"/>	09/30/2017			39172	
BEACH	Agreement	Cornerstone Property	Agreement Expire	<input type="checkbox"/>	11/30/2017			38873	
BEACH	Agreement	Office of Special Events	Agreement Expire	<input type="checkbox"/>	11/30/2017			39088	
BEACH	Agreement	Rhoads, Lee	Agreement Expire	<input type="checkbox"/>	12/31/2017			38845	
BEACH	Agreement	Equity Residential (P103)	Agreement Expire	<input type="checkbox"/>	12/31/2017			39183	

Figure 98 The Key Dates Module List View



Ent	Source / ID#	Name	Date Type	OFF	Date	Repeat Every	Notes	KeyDate ID	Reminder
BEACH	Agreement	Mesa Realty	Agreement Expire	<input type="checkbox"/>	10/31/2016			39063	
BEACH	Agreement	Sierra Adventures	Agreement Expire	<input type="checkbox"/>	11/30/2016			39041	
BEACH	Agreement	Sierra Adventures	Agreement Expire	<input type="checkbox"/>	11/30/2016			39061	
BEACH	Agreement	City Planning Department	Agreement Expire	<input type="checkbox"/>	03/31/2017			38848	
BEACH	Agreement	West Services	Agreement Expire	<input type="checkbox"/>	03/31/2017			39086	
BEACH	Agreement	Packard Realty	Agreement Expire	<input type="checkbox"/>	03/31/2017			39094	
BEACH	Agreement	Marine Animal Rescue	Agreement Expire	<input type="checkbox"/>	04/30/2017			39166	
BEACH	Agreement	Gold Coast Apartments	Agreement Expire	<input type="checkbox"/>	05/31/2017			38836	
BEACH	Agreement 0003	Main Campus Demo	Insurance Expire	<input type="checkbox"/>	11/30/2016		Insurance policy for C	35957	
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Operating Exp Reven	39796	
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Site Access billing pe	39797	
BEACH	Agreement 0001	Mesa Branch Library Demo	Payment/Billing Setup	<input type="checkbox"/>	11/01/2014		Rental Income billing	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		TI Allowance billing p	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Utilities Reimburse	39798	
BEACH	Agreement 0002	Kayak Rental Demo	Payment/Billing Setup	<input type="checkbox"/>	12/02/2014		Rental Income billing	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Utilities Reimburse	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Rental Income billing	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Operating Exp Reven	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Site Access billing pe	39799	
BEACH	Agreement 0003	Main Campus Demo	Payment/Billing Setup	<input type="checkbox"/>	03/01/2015		Deposits Received bi	39799	

Figure 99 Key Dates List View: Active, Past Due sorted by type

Key Dates Report

Click the blue PRINT LIST button to view the Key Date List report. The Key Date list report displays the found set of records as they were most sorted when the report is printed. The Print List report allows users to create a customized title each time the report is printed, providing users with the ability to add a different title for Key Date reports based on different found sets and different sort options.

There are a great number of combinations of ad hoc reports available using this method. Other types of reports will be discussed in the Reporting section of this Reference Guide.

Beach County
Real Estate Assets Division

Key Date List

6/7/2017

Agreement # / Name		Type	Date	Notes / Document
Agreement Expire				
Agreement Q319pm5	Mesa Realty	Agreement Expire	10/31/16	
Agreement Q308gm1	Sierra Adventures	Agreement Expire	11/30/16	
Agreement Q319pm3	Sierra Adventures	Agreement Expire	11/30/16	
Agreement K001wr3	City Planning Department	Agreement Expire	03/31/17	
Agreement Q532rs4	West Services	Agreement Expire	03/31/17	
Agreement Q528pm4	Packard Realty	Agreement Expire	03/31/17	
Agreement S504rd4	Marine Animal Rescue	Agreement Expire	04/30/17	
Agreement J202pt12	Gold Coast Apartments	Agreement Expire	05/31/17	
Insurance Expire				
Agreement 0003	Main Campus Demo	Insurance Expire	11/30/16	Insurance Policy For Gen Liab - Aggr Expires 5/31/2013
Payment/Billing Setup				
Agreement 0001	Mesa Branch Library Demo	Payment/billing Setup	11/01/14	Operating Exp Revenue Billing Period Starts 6/1/2014
Agreement 0001	Mesa Branch Library Demo	Payment/billing Setup	11/01/14	Site Access Billing Period Starts 6/1/2014
Agreement 0001	Mesa Branch Library Demo	Payment/billing Setup	11/01/14	Rental Income Billing Period Starts 6/1/2014
Agreement 0002	Kayak Rental Demo	Payment/billing Setup	12/02/14	Ti Allowance Billing Period Starts 7/2/2014
Agreement 0002	Kayak Rental Demo	Payment/billing Setup	12/02/14	Utilities Reimbursement Billing Period Starts 7/2/2014
Agreement 0002	Kayak Rental Demo	Payment/billing Setup	12/02/14	Rental Income Billing Period Starts 7/2/2014
Agreement 0003	Main Campus Demo	Payment/billing Setup	03/01/15	Utilities Reimbursement Billing Period Starts 10/1/2015
Agreement 0003	Main Campus Demo	Payment/billing Setup	03/01/15	Rental Income Billing Period Starts 10/1/2014
Agreement 0003	Main Campus Demo	Payment/billing Setup	03/01/15	Operating Exp Revenue Billing Period Starts 10/1/2014
Agreement 0003	Main Campus Demo	Payment/billing Setup	03/01/15	Site Access Billing Period Starts 10/1/2014
Agreement 0003	Main Campus Demo	Payment/billing Setup	03/01/15	Deposits Received Billing Period Starts 10/1/2014

Figure 100 Key Date List Report

Key Date Detail View

The Agreement Key Date Detail pop up window displays the agreement number, name, city, state and Date Type, as well as the Key date itself.

Additionally, there is space for notes and two sections for setting reminders.

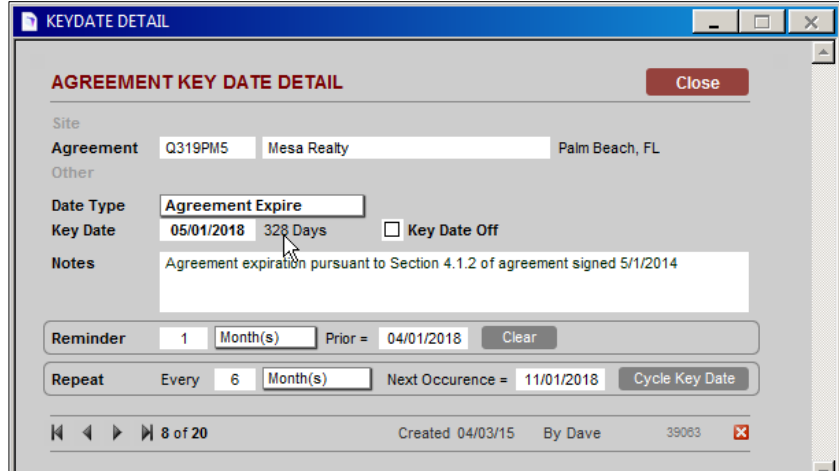


Figure 101 Agreement Key Date Detail View

The Reminder section is used to set a prompt any number of days, weeks, months or years prior to the key date – or any other manually entered date. The Repeat section is used to duplicate that notice any number of days, weeks, months or years prior to the date in the Reminder section. In this way, agreement administrators are in full control of when reminders are created and when they appear in the Key Dates list view.

Click the Close button to return to the Key Dates list view screen.

Click the white x in the red box in the lower right-hand corner of the pop-up window to delete a key date. Note that certain types of key dates cannot be deleted. For example, Termination and Expriation key dates cannot be deleted as well as Key Dates that are automatically created based on Payment Setups on the \$\$\$ Cash Flow screen (See Payment Setups on page 30). Otherwise, REportfolio requires confirmation via dialog box. Click OK to delete the key date. After that, there is no undo. Deleted records can be retrieved by Wizard Software project management or project engineering within 7 days of deletion... after that, a back-up copy must be retrieved by the IT department.

Agreement Areas / Spaces

The Agreement Areas / Spaces module displays a list view of all the areas and spaces in use in all the agreements in the entity. Areas and spaces subdivide agreements. For example, the Mesa Branch Library agreement is divided into four areas – Retail, Reception, Base Building and Admin Support – that are managed independently under one agreement.

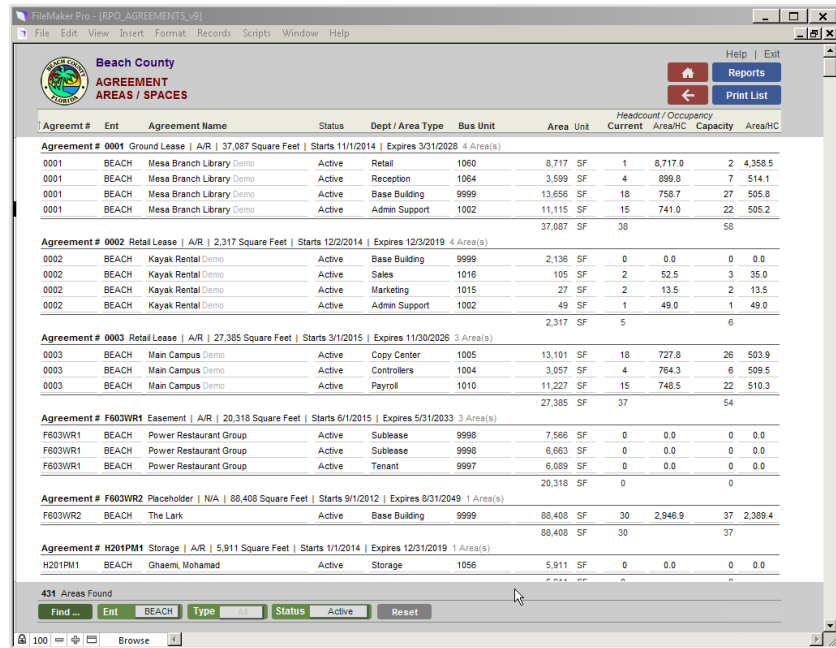


Figure 102 Agreement Areas / Spaces

Base Building will always be the first area in every agreement where there are spaces entered. Areas are entered on the Area / Space Allocation portal on the Agreement Info I screen (see Area / Space Allocation, page 22).

Best Practice: Select Base Building from the TYPE Find Filter at the bottom of list view. REPortfolio automatically displays all the base building records. Then, click the PRINT LIST Button. REPortfolio displays the Edit Report Title dialog box. Click ok to accept the default report title or enter a single-use, user defined report title first. REPortfolio automatically displays the Areas List Report based on the found set of base buildings. The report displays the total square footage of all the base buildings at the bottom. Note that this report can be generated with any found set of areas.

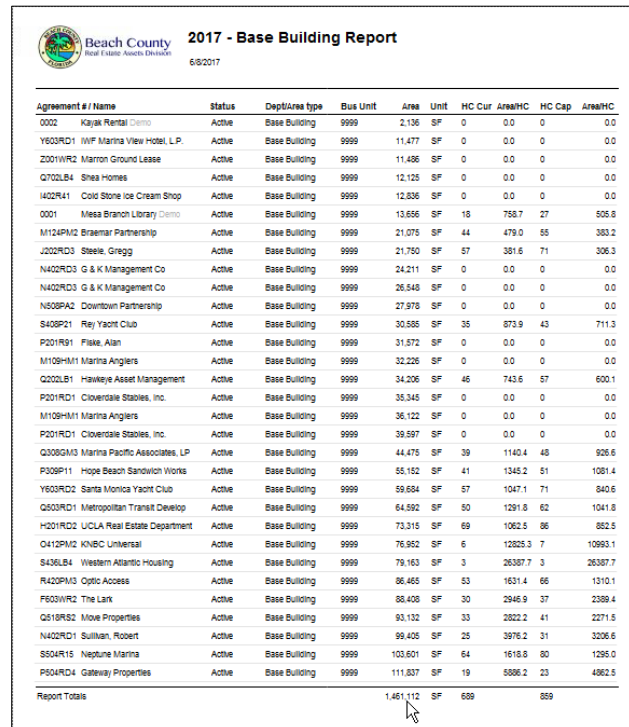
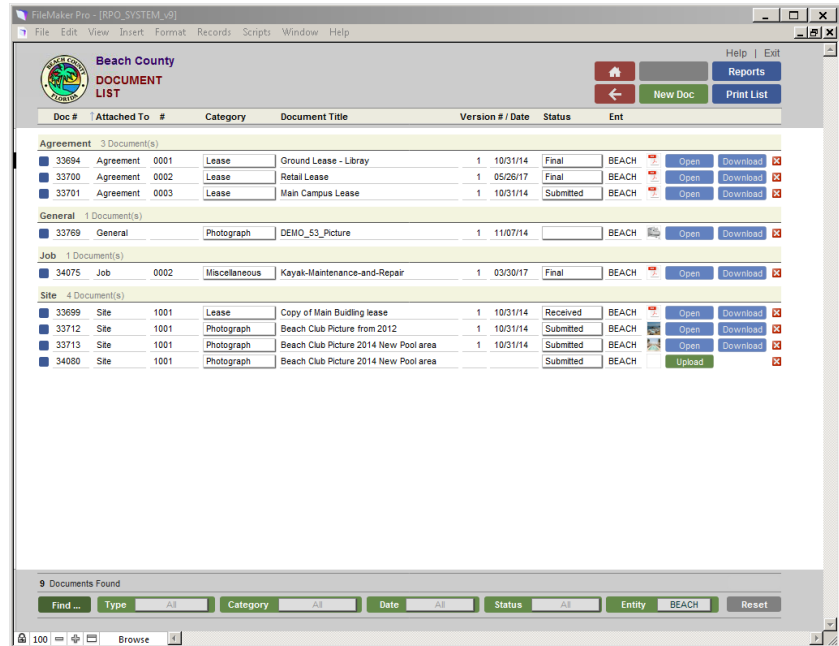


Figure 103 Areas List Report

Documents Module

The Documents module aggregates all the documents for sites, agreements and jobs within an entity.

Documents are discussed previously in this reference guide; see Site Documents, page 18, Document Detail View, page 19, Job Tracking Details: Documents Tab, page 27, Agreement Documents, page 47, Documents Tab, page 56.

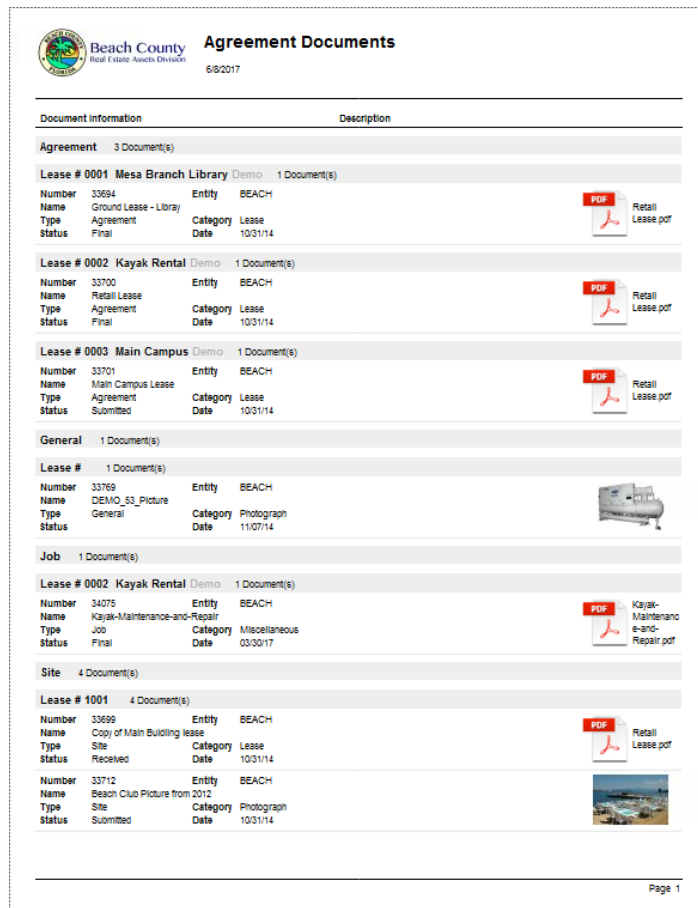


Doc #	Attached To #	Category	Document Title	Version # / Date	Status	Ent
33694	Agreement 0001	Lease	Ground Lease - Library	1 10/31/14	Final	BEACH
33700	Agreement 0002	Lease	Retail Lease	1 05/26/17	Final	BEACH
33701	Agreement 0003	Lease	Main Campus Lease	1 10/31/14	Submitted	BEACH

Figure 104 Documents List View

Documents Print List Report

Click the column heading to sort the list of documents as needed; then click the PRINT LIST button. REPortfolio displays the Edit Report Title dialog box. Click OK to accept the default report title or enter a single-use, user defined report title first. REPortfolio automatically displays the Agreement Documents report.



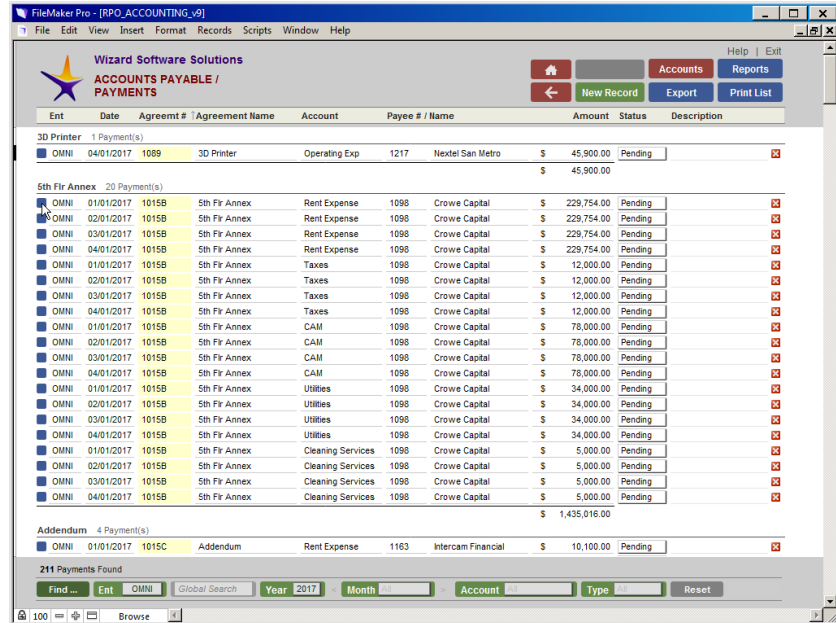
Document Information	Description
Agreement 3 Document(s)	
Lease # 0001 Mesa Branch Library Demo 1 Document(s)	
Number 33694	Entity BEACH
Name Ground Lease - Library	Category Lease
Type Agreement	Date 10/31/14
Status Final	
Lease # 0002 Kayak Rental Demo 1 Document(s)	
Number 33700	Entity BEACH
Name Retail Lease	Category Lease
Type Agreement	Date 10/31/14
Status Final	
Lease # 0003 Main Campus Demo 1 Document(s)	
Number 33701	Entity BEACH
Name Main Campus Lease	Category Lease
Type Agreement	Date 10/31/14
Status Submitted	
General 1 Document(s)	
Lease # 1 Document(s)	
Number 33769	Entity BEACH
Name DEMO_53_Picture	Category Photograph
Type General	Date 11/07/14
Status	
Job 1 Document(s)	
Lease # 0002 Kayak Rental Demo 1 Document(s)	
Number 34075	Entity BEACH
Name Kayak-Maintenance-and-Repair	Category Miscellaneous
Type Job	Date 03/30/17
Status Final	
Site 4 Document(s)	
Lease # 1001 4 Document(s)	
Number 33699	Entity BEACH
Name Copy of Main Building lease	Category Lease
Type Site	Date 10/31/14
Status Received	
Number 33712	Entity BEACH
Name Beach Club Picture from 2012	Category Photograph
Type Site	Date 10/31/14
Status Submitted	

Figure 105 Agreement Documents Preview

A/P Payments

The A/P Payments module aggregates all payments for the entity selected. The Accounts Payable / Payments screen is also discussed in the Agreement Financials: Payments Ledger section on page 33.

Columns include Entity, Date, Agreement number, Agreement Name, Account, Payee number, Payee Name, Amount, Status and Description. The delete button is the right-most column. Exercise caution when deleting payments because there is no undo function.

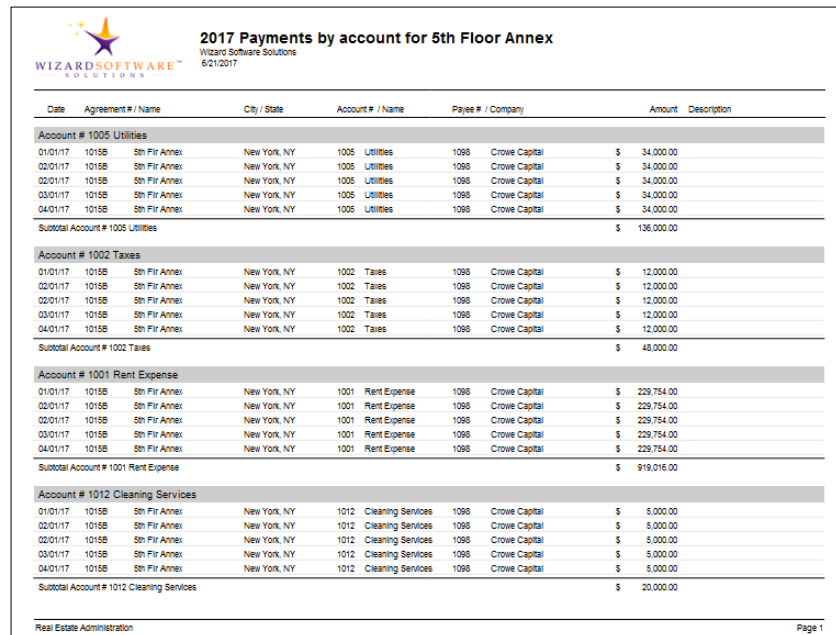


Ent	Date	Agreement #	Agreement Name	Account	Payee # / Name	Amount	Status	Description
3D Printer	04/01/2017	1089	3D Printer	Operating Exp	1217 Nextel San Metro	\$ 45,900.00	Pending	
						\$ 45,900.00		
5th Flr Annex 20 Payment(s)								
OMNI	01/01/2017	1015B	5th Flr Annex	Rent Expense	1098 Crowe Capital	\$ 229,754.00	Pending	
OMNI	02/01/2017	1015B	5th Flr Annex	Rent Expense	1098 Crowe Capital	\$ 229,754.00	Pending	
OMNI	03/01/2017	1015B	5th Flr Annex	Rent Expense	1098 Crowe Capital	\$ 229,754.00	Pending	
OMNI	04/01/2017	1015B	5th Flr Annex	Rent Expense	1098 Crowe Capital	\$ 229,754.00	Pending	
OMNI	01/01/2017	1015B	5th Flr Annex	Taxes	1098 Crowe Capital	\$ 12,000.00	Pending	
OMNI	02/01/2017	1015B	5th Flr Annex	Taxes	1098 Crowe Capital	\$ 12,000.00	Pending	
OMNI	03/01/2017	1015B	5th Flr Annex	Taxes	1098 Crowe Capital	\$ 12,000.00	Pending	
OMNI	04/01/2017	1015B	5th Flr Annex	Taxes	1098 Crowe Capital	\$ 12,000.00	Pending	
OMNI	01/01/2017	1015B	5th Flr Annex	CAM	1098 Crowe Capital	\$ 78,000.00	Pending	
OMNI	02/01/2017	1015B	5th Flr Annex	CAM	1098 Crowe Capital	\$ 78,000.00	Pending	
OMNI	03/01/2017	1015B	5th Flr Annex	CAM	1098 Crowe Capital	\$ 78,000.00	Pending	
OMNI	04/01/2017	1015B	5th Flr Annex	CAM	1098 Crowe Capital	\$ 78,000.00	Pending	
OMNI	01/01/2017	1015B	5th Flr Annex	Utilities	1098 Crowe Capital	\$ 34,000.00	Pending	
OMNI	02/01/2017	1015B	5th Flr Annex	Utilities	1098 Crowe Capital	\$ 34,000.00	Pending	
OMNI	03/01/2017	1015B	5th Flr Annex	Utilities	1098 Crowe Capital	\$ 34,000.00	Pending	
OMNI	04/01/2017	1015B	5th Flr Annex	Utilities	1098 Crowe Capital	\$ 34,000.00	Pending	
OMNI	01/01/2017	1015B	5th Flr Annex	Cleaning Services	1098 Crowe Capital	\$ 5,000.00	Pending	
OMNI	02/01/2017	1015B	5th Flr Annex	Cleaning Services	1098 Crowe Capital	\$ 5,000.00	Pending	
OMNI	03/01/2017	1015B	5th Flr Annex	Cleaning Services	1098 Crowe Capital	\$ 5,000.00	Pending	
OMNI	04/01/2017	1015B	5th Flr Annex	Cleaning Services	1098 Crowe Capital	\$ 5,000.00	Pending	
						\$ 1,435,016.00		
Addendum 4 Payment(s)								
OMNI	01/01/2017	1015C	Addendum	Rent Expense	1163 Intercom Financial	\$ 10,100.00	Pending	
211 Payments Found								
Find... Ent OMNI Global Search Year 2017 Month Account Type Reset								

Figure 106 Accounts Payable / Payments sorted by Agreement Number

A/P Payments Print List Report

Once a found set has been created, click the blue PRINT LIST button. REportfolio displays the Edit Report Title dialog box. Click ok to accept the default report title or enter a single-use, user-defined report title. REportfolio automatically displays the report with the title automatically added to the header.



Date	Agreement # / Name	City / State	Account # / Name	Payee # / Company	Amount	Description
Account # 1005 Utilities						
01/01/17	1015B 5th Flr Annex	New York, NY	1005 Utilities	1098 Crowe Capital	\$ 34,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1005 Utilities	1098 Crowe Capital	\$ 34,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1005 Utilities	1098 Crowe Capital	\$ 34,000.00	
03/01/17	1015B 5th Flr Annex	New York, NY	1005 Utilities	1098 Crowe Capital	\$ 34,000.00	
04/01/17	1015B 5th Flr Annex	New York, NY	1005 Utilities	1098 Crowe Capital	\$ 34,000.00	
Subtotal Account # 1005 Utilities					\$ 136,000.00	
Account # 1002 Taxes						
01/01/17	1015B 5th Flr Annex	New York, NY	1002 Taxes	1098 Crowe Capital	\$ 12,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1002 Taxes	1098 Crowe Capital	\$ 12,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1002 Taxes	1098 Crowe Capital	\$ 12,000.00	
03/01/17	1015B 5th Flr Annex	New York, NY	1002 Taxes	1098 Crowe Capital	\$ 12,000.00	
04/01/17	1015B 5th Flr Annex	New York, NY	1002 Taxes	1098 Crowe Capital	\$ 12,000.00	
Subtotal Account # 1002 Taxes					\$ 48,000.00	
Account # 1001 Rent Expense						
01/01/17	1015B 5th Flr Annex	New York, NY	1001 Rent Expense	1098 Crowe Capital	\$ 229,754.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1001 Rent Expense	1098 Crowe Capital	\$ 229,754.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1001 Rent Expense	1098 Crowe Capital	\$ 229,754.00	
03/01/17	1015B 5th Flr Annex	New York, NY	1001 Rent Expense	1098 Crowe Capital	\$ 229,754.00	
04/01/17	1015B 5th Flr Annex	New York, NY	1001 Rent Expense	1098 Crowe Capital	\$ 229,754.00	
Subtotal Account # 1001 Rent Expense					\$ 919,016.00	
Account # 1012 Cleaning Services						
01/01/17	1015B 5th Flr Annex	New York, NY	1012 Cleaning Services	1098 Crowe Capital	\$ 5,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1012 Cleaning Services	1098 Crowe Capital	\$ 5,000.00	
02/01/17	1015B 5th Flr Annex	New York, NY	1012 Cleaning Services	1098 Crowe Capital	\$ 5,000.00	
03/01/17	1015B 5th Flr Annex	New York, NY	1012 Cleaning Services	1098 Crowe Capital	\$ 5,000.00	
04/01/17	1015B 5th Flr Annex	New York, NY	1012 Cleaning Services	1098 Crowe Capital	\$ 5,000.00	
Subtotal Account # 1012 Cleaning Services					\$ 20,000.00	

Figure 107 A/P Payments Print List Report

Accounts Payable / Payments – Monthly Payments

The Month Find Filter at the bottom of the Accounts Payable / Payments list view can be used to create a found set of payments due by month. Options include All, This month, Last Month and any other month by name. The Find Filters can be used in conjunction with each other to find payments for any month of any year.

Step One: Click the Month find filter... Step two: choose a month... Step three: click the Agreement Number column heading to sort the list. REportfolio will display the payments for the month sorted by agreement number.

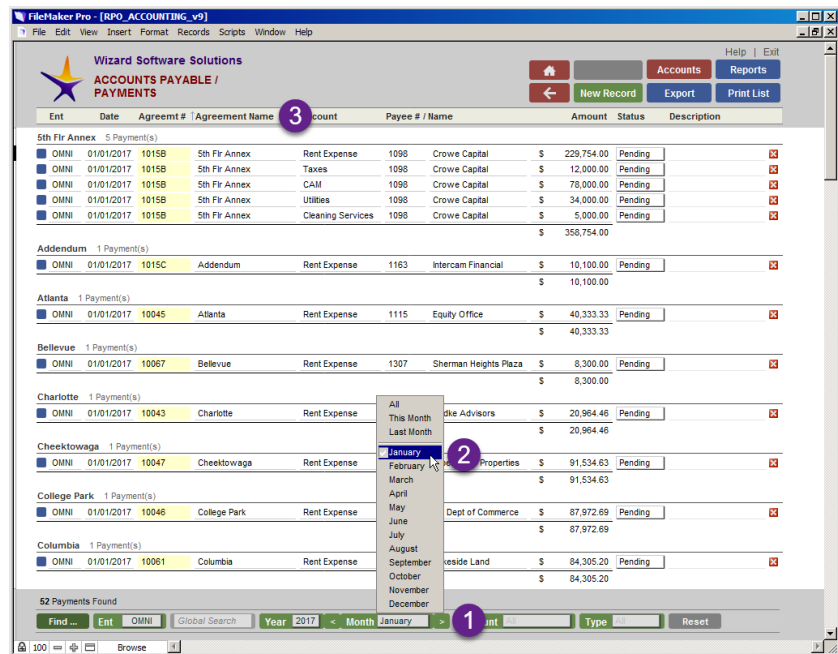


Figure 108 Found Set of Monthly Payments Sorted By Agreement

At this point the list can be printed for review. However, the list can also be exported to Microsoft Excel.

Click the blue EXPORT button to proceed. REportfolio displays the Modify Export Fields dialog box. Click the MODIFY button in the upper right-hand corner to add, remove, or re-order fields to be exported. Click the ok button to close the dialog box.

January 2017 Payments sorted by Agreement						
WIZARD SOFTWARE SOLUTIONS						
Date	Agreement # / Name	City / State	Account # / Name	Payee # / Company	Amount	Description
Agreement: E-33						
0 Expires						
01/01/17	E-33		1001 Rent Expense	1002 Cingular Wireless LLC	\$ 15,920.00	
Subtotal Agreement E-33					\$ 15,920.00	
Agreement 5th Flr Annex: 1015B New York, NY						
Office Lease A/P 17,276 Square Feet Starts 8/1/2010 Expires 7/31/2016						
01/01/11	1015B	5th Flr Annex	New York, NY	1001 Rent Expense	1008 Crowe Capital	\$ 226,151.00
01/01/16	1015B	5th Flr Annex	New York, NY	1001 Rent Expense	1008 Crowe Capital	\$ 228,000.00
01/01/17	1015B	5th Flr Annex	New York, NY	1001 Rent Expense	1008 Crowe Capital	\$ 229,754.00
01/01/11	1015B	5th Flr Annex	New York, NY	1002 Taxes	1008 Crowe Capital	\$ 12,000.00
01/01/16	1015B	5th Flr Annex	New York, NY	1002 Taxes	1008 Crowe Capital	\$ 12,000.00
01/01/17	1015B	5th Flr Annex	New York, NY	1002 Taxes	1008 Crowe Capital	\$ 12,000.00
01/01/11	1015B	5th Flr Annex	New York, NY	1004 CAM	1008 Crowe Capital	\$ 78,000.00
01/01/16	1015B	5th Flr Annex	New York, NY	1004 CAM	1008 Crowe Capital	\$ 78,000.00
01/01/17	1015B	5th Flr Annex	New York, NY	1004 CAM	1008 Crowe Capital	\$ 78,000.00
01/01/11	1015B	5th Flr Annex	New York, NY	1005 Utilities	1008 Crowe Capital	\$ 34,000.00
01/01/16	1015B	5th Flr Annex	New York, NY	1005 Utilities	1008 Crowe Capital	\$ 34,000.00
01/01/17	1015B	5th Flr Annex	New York, NY	1005 Utilities	1008 Crowe Capital	\$ 34,000.00
01/01/11	1015B	5th Flr Annex	New York, NY	1012 Cleaning Services	1008 Crowe Capital	\$ 5,000.00
01/01/16	1015B	5th Flr Annex	New York, NY	1012 Cleaning Services	1008 Crowe Capital	\$ 5,000.00
01/01/17	1015B	5th Flr Annex	New York, NY	1012 Cleaning Services	1008 Crowe Capital	\$ 5,000.00
Subtotal Agreement 5th Flr Annex: 1015B					\$ 1,070,908.00	
Agreement Addendum: 1015C New York, NY						
Right of Entry A/P 10,500 Square Feet Starts 12/1/2011 Expires 11/30/2017						
01/01/17	1015C	Addendum	New York, NY	1001 Rent Expense	1163 Intercom Financial Services	\$ 10,100.00
Subtotal Agreement Addendum: 1015C					\$ 10,100.00	

Figure 109 January 2017 Payments Sorted By Agreement

Modify the Data Export

Click the blue **EXPORT** button to proceed. REportfolio displays the Modify Export Fields dialog box, Click the **MODIFY** button in the upper right-hand corner to add, remove, or re-order fields to be exported. Click the **OK** button to close the dialog box.

The **MODIFY** button displays a dialog box requesting confirmation. Click the **YES** button to proceed.

In the Modify Table View dialog box, all the most common fields are checked to be included by default. Click to uncheck and exclude the data entered in that column. Click and drag using the **UP DOWN** arrows to change the order of the exported fields. Click the **OK** button to proceed.

When a field name is selected, the trash can icon becomes active and the field can be removed from the list. There is absolutely no reason to do this. For one, the default fields will automatically appear the next time the Modify Table View dialog box appears. And for two, undoing this action requires clicking the **PLUS** button. Clicking the **PLUS** button opens the Add Fields dialog box. Many of the fields displayed in the Add Fields dialog box are named in a way that only developers and programmers can understand. It is beyond the scope of this reference guide to elaborate further. Do not click the trash can icon, please.

When finished choosing and ordering fields, click the **OK** button to navigate back to the Data Export Payments table view. Table view displays data like an unformatted spreadsheet.

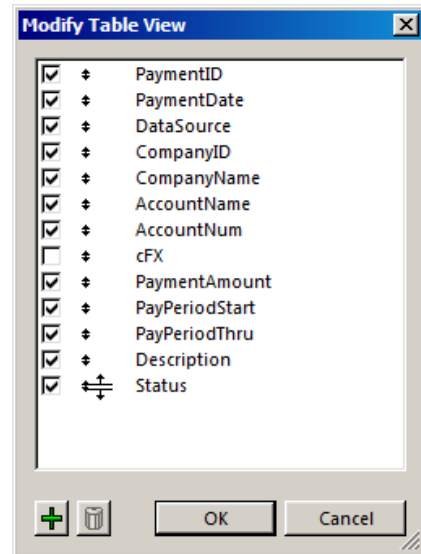


Figure 110 Modify Table View

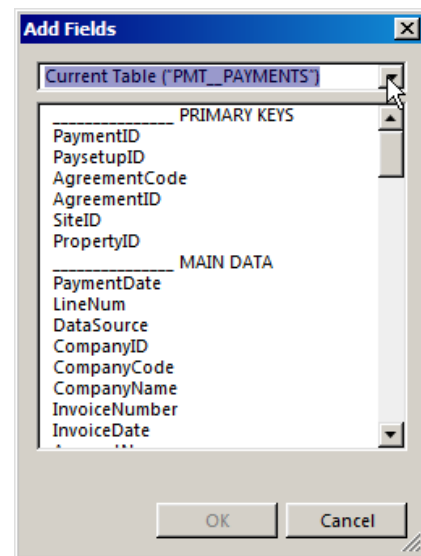


Figure 111 Add Fields

Data Export – Payments: Save As Excel

To continue with the data export, click the SAVE AS EXCEL button.

REportfolio automatically chooses the XLSX file type so the next step is to name the file. After that, users will have to navigate through the Save As dialog box to the directory where they want the file saved. Most users will understand this standard operating system dialog box. Only users hosted by Wizard Software will have a separate step to follow and that step is covered in the Hosted User Guide received during account setup. Click the SAVE button to continue.

The final step in the process is to open the file in Microsoft Excel. In some cases, the file will be used by an external process to automatically link the data to a financial application for automatic check processing.

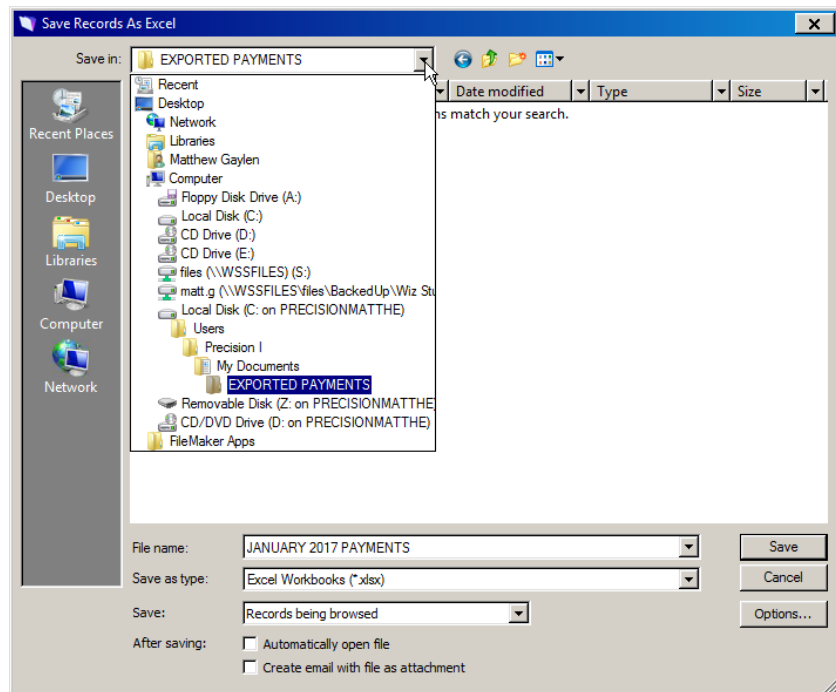
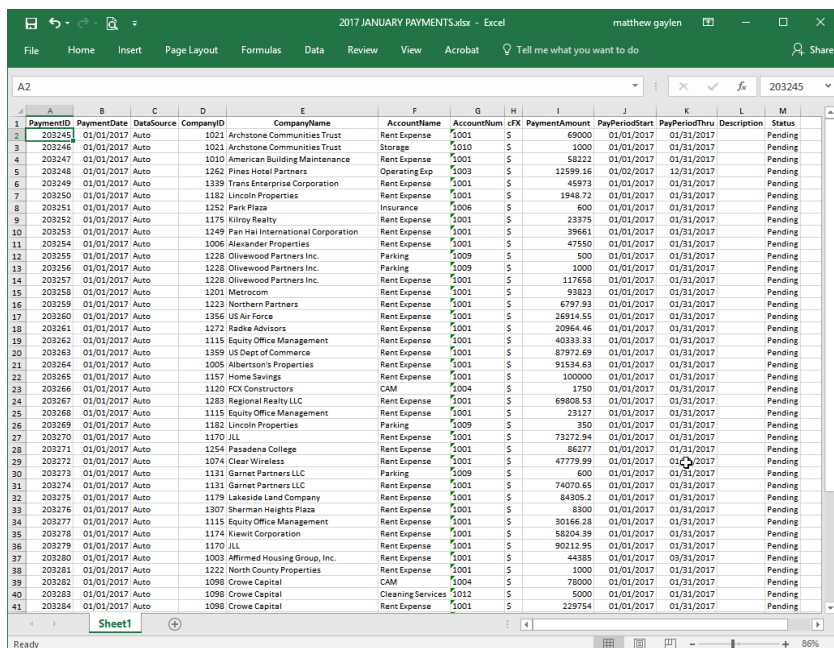


Figure 112 Navigating the Save As Dialog Box



PaymentID	PaymentDate	DataSource	CompanyID	CompanyName	AccountName	AccountNum	cFX	PaymentAmount	PayPeriodStart	PayPeriodThru	Description	Status
203245	01/01/2017	Auto	1021	Archstone Communities Trust	Rent Expense	5001	S	69000	01/01/2017	01/31/2017	Pending	
203246	01/01/2017	Auto	1021	Archstone Communities Trust	Storage	5010	S	1000	01/01/2017	01/31/2017	Pending	
203247	01/01/2017	Auto	1010	American Building Maintenance	Rent Expense	5001	S	58222	01/01/2017	01/31/2017	Pending	
203248	01/01/2017	Auto	1262	Pines Hotel Partners	Operating Exp	5003	S	12599.16	01/02/2017	12/31/2017	Pending	
203249	01/01/2017	Auto	1339	Trans Enterprise Corporation	Rent Expense	5001	S	45973	01/01/2017	01/31/2017	Pending	
203250	01/01/2017	Auto	1182	Lincoln Properties	Rent Expense	5001	S	1948.72	01/01/2017	01/31/2017	Pending	
203251	01/01/2017	Auto	1252	Park Place	Insurance	5006	S	600	01/01/2017	01/31/2017	Pending	
203252	01/01/2017	Auto	1175	Kilroy Realty	Rent Expense	5001	S	23375	01/01/2017	01/31/2017	Pending	
203253	01/01/2017	Auto	1249	Pan Hai International Corporation	Rent Expense	5001	S	39661	01/01/2017	01/31/2017	Pending	
203254	01/01/2017	Auto	1006	Alexander Properties	Rent Expense	5001	S	47550	01/01/2017	01/31/2017	Pending	
203255	01/01/2017	Auto	1228	Olivewood Partners Inc.	Parking	5009	S	500	01/01/2017	01/31/2017	Pending	
203256	01/01/2017	Auto	1228	Olivewood Partners Inc.	Parking	5009	S	1000	01/01/2017	01/31/2017	Pending	
203257	01/01/2017	Auto	1228	Olivewood Partners Inc.	Rent Expense	5001	S	117658	01/01/2017	01/31/2017	Pending	
203258	01/01/2017	Auto	1201	Metrocom	Rent Expense	5001	S	93823	01/01/2017	01/31/2017	Pending	
203259	01/01/2017	Auto	1223	Northern Partners	Rent Expense	5001	S	6797.93	01/01/2017	01/31/2017	Pending	
203260	01/01/2017	Auto	1356	US Air Force	Rent Expense	5001	S	26914.55	01/01/2017	01/31/2017	Pending	
203261	01/01/2017	Auto	1272	Radix Advisors	Rent Expense	5001	S	20964.46	01/01/2017	01/31/2017	Pending	
203262	01/01/2017	Auto	1115	Equity Office Management	Rent Expense	5001	S	40333.33	01/01/2017	01/31/2017	Pending	
203263	01/01/2017	Auto	1359	US Dept of Commerce	Rent Expense	5001	S	87972.69	01/01/2017	01/31/2017	Pending	
203264	01/01/2017	Auto	1095	Alberston's Properties	Rent Expense	5001	S	91534.63	01/01/2017	01/31/2017	Pending	
203265	01/01/2017	Auto	1157	Home Savings	Rent Expense	5001	S	100000	01/01/2017	01/31/2017	Pending	
203266	01/01/2017	Auto	1120	FCX Constructors	CAM	5004	S	1750	01/01/2017	01/31/2017	Pending	
203267	01/01/2017	Auto	1283	Regional Realty LLC	Rent Expense	5001	S	69808.53	01/01/2017	01/31/2017	Pending	
203268	01/01/2017	Auto	1115	Equity Office Management	Rent Expense	5001	S	23127	01/01/2017	01/31/2017	Pending	
203269	01/01/2017	Auto	1182	Lincoln Properties	Parking	5009	S	350	01/01/2017	01/31/2017	Pending	
203270	01/01/2017	Auto	1170	JLL	Rent Expense	5001	S	73272.94	01/01/2017	01/31/2017	Pending	
203271	01/01/2017	Auto	1254	Pasadena College	Rent Expense	5001	S	86277	01/01/2017	01/31/2017	Pending	
203272	01/01/2017	Auto	1074	Cable Wireless	Rent Expense	5001	S	47779.99	01/01/2017	01/31/2017	Pending	
203273	01/01/2017	Auto	1131	Garret Partners LLC	Parking	5009	S	600	01/01/2017	01/31/2017	Pending	
203274	01/01/2017	Auto	1131	Garret Partners LLC	Rent Expense	5001	S	74070.65	01/01/2017	01/31/2017	Pending	
203275	01/01/2017	Auto	1179	Lakeside Land Company	Rent Expense	5001	S	84905.2	01/01/2017	01/31/2017	Pending	
203276	01/01/2017	Auto	1307	Shearman Heights Plaza	Rent Expense	5001	S	6900	01/01/2017	01/31/2017	Pending	
203277	01/01/2017	Auto	1115	Equity Office Management	Rent Expense	5001	S	30166.28	01/01/2017	01/31/2017	Pending	
203278	01/01/2017	Auto	1174	Kiewit Corporation	Rent Expense	5001	S	58204.39	01/01/2017	01/31/2017	Pending	
203279	01/01/2017	Auto	1170	JLL	Rent Expense	5001	S	90212.95	01/01/2017	01/31/2017	Pending	
203280	01/01/2017	Auto	1093	Affirmed Housing Group, Inc.	Rent Expense	5001	S	14935	01/01/2017	03/31/2017	Pending	
203281	01/01/2017	Auto	1222	North County Properties	Rent Expense	5001	S	1000	01/01/2017	01/31/2017	Pending	
203282	01/01/2017	Auto	1098	Crowe Capital	CAM	5004	S	78000	01/01/2017	01/31/2017	Pending	
203283	01/01/2017	Auto	1098	Crowe Capital	Cleaning Services	5012	S	5000	01/01/2017	01/31/2017	Pending	
203284	01/01/2017	Auto	1098	Crowe Capital	Rent Expense	5001	S	229754	01/01/2017	01/31/2017	Pending	

Figure 113 Exported Data opened in Microsoft Excel

The process for exporting the data using the blue EXPORT button is exactly the same except that the TAB file extension is automatically selected for file type. CSV can also be selected. Click the BACK TO LIST button to return to the Accounts Payable / Payments list view.

Accounts

See also page 29. Click the ACCOUNTS button in the upper right-hand area of the screen to navigate to the Chart of Accounts list view. Please note the Menu(s) column designates each account as either AP or AR. Account Type choices are Expense, Income, Asset or Liability.

When an account is designated as A/P it appears in the Account pop up menu on the \$\$\$ cash flow screen. A/P accounts can be selected from this pop up menu. On the Accounts screen, only one of the A/P A/R radio buttons can be selected at a time. When one is selected, the other one is de-selected. An account can be designated accounts payable or accounts receivable but never both at the same time.

The white x in the red box is the DELETE button. Deletion requires a separate confirmation because there is no undo function.

Acct #	Name	Type	G/L #	Rent	SL	Dep	Menu(s)	Comments
1001	Rent Expense	Expense	11391830	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1003	Operating Exp	Expense	62813666	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1005	Utilities	Expense	66495159	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1002	Taxes	Expense	70187840	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1006	Insurance	Expense	82883033	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1007	Management Fees	Expense	1451883	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1008	Miscellaneous	Expense	3684437	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1009	Parking	Expense	47540073	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1010	Storage	Expense	8288015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1004	CAM	Expense	52314052	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1011	Work Orders	Expense	77705512	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
3001	Construction	Asset	79372578	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2001	Rental Income	Income	27566994	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2002	Utilities Reimbursement	Income	21673581	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2004	CAM Reimbursement	Income	20904203	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2003	Operating Exp Revenue	Income	69081245	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
1012	Cleaning Services	Expense	10272080	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
3002	Site Improvements	Asset	42070770	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1013	Equipment Lease	Expense	57888990	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2005	Site Access	Income	25566555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
3001	Deposits Paid	Asset	89652462	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
2010	Late Fees	Income	73892026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2006	Concession Fees	Income	82584630	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2007	Utility Encumbrances	Income	57465454	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2008	Permit Fees	Income	86123089	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
2009	Percentage Rent	Income	15527547	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R	
4002	Deposits Received	Liability	8809169	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	
1020	Electricity	Expense	8809177	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R	

Figure 114 Chart of Accounts

Acct #	Name	Type	G/L #	Rent	SL	Dep	Menu(s)
1001	Rent Expense	Expense	11391830	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R
1003	Operating Exp	Expense	62813666	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R

From	To	Status	Free	Account	Fre
10/01/2013	09/30/2018	ON	Archstone	Management Fees	12
10/01/2013	09/30/2018	ON	Archstone	Rent Expense	MC
10/01/2013	09/30/2018	ON	Archstone	Miscellaneous	
10/01/2013	09/30/2018	ON	Archstone	Operating Exp	
				Parking	
				Pest Control	
				Rent Expense	
				Site Improvements	
				Storage	
				Taxes	
				TI Allowance	
				Utilities	
				Work Orders	

Figure 115 Chart of Accounts and \$\$\$ Accounts Pop Up Menu

The Rent / SL / Dep Checkboxes

Certain reports are calculated based on dollar amounts entered onto individual payment setups on the \$\$\$ cash flow screen. For example, some agreements include separate charges for percentage rent, taxes, parking or storage.

However, when calculating, 'rent,' for reporting purposes, these separate accounts must be aggregated to accurately tabulate total values associated with the agreement. Therefore, REPortfolio allows accounts to be designated as, *to-be-included* in rent reports, the straight-line report and, or the deposit-based reports. Checkboxes are toggles... click once to check, click again to deselect.



Acct #	Name	Type	G/L #	Rent	SL	Dep	Menu(s)
1001	Rent Expense	Expense	11391830	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R
1009	Parking	Expense	47540073	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R
1010	Storage	Expense	8298015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R
2001	Rental Income	Income	27566994	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R
2009	Percentage Rent	Income	15527547	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R
2020	Telecom Revenues	Income	64578935	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> A/P <input checked="" type="radio"/> A/R
1002	Taxes	Expense	70167840	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> A/P <input type="radio"/> A/R

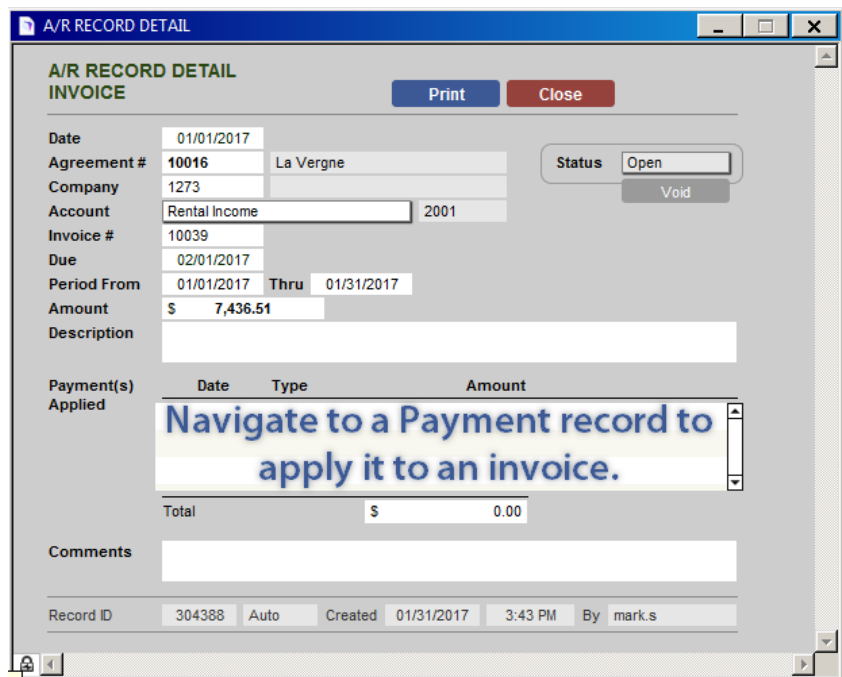
Figure 116 Cart of Accounts - Reports Checkboxes

Note that changes made to the Chart of Accounts affect every user who accesses that entity. Each entity can have a unique chart of accounts. Entities are defined and discussed on page 7, Glossary of Terms.

Payment Detail View

Click the blue button to the left of any row to view details about the payment. Payment Detail is described and discussed on page 33.

Navigate to a Payment record to apply it to an invoice. Figure 51 on page 36 describes how to apply payments using the A/R Record Detail Payment pop-up window.



A/R RECORD DETAIL INVOICE

Date: 01/01/2017

Agreement #: 10016 La Vergne

Company: 1273

Account: Rental Income 2001

Invoice #: 10039

Due: 02/01/2017

Period From: 01/01/2017 Thru: 01/31/2017

Amount: \$ 7,436.51

Description:

Payment(s) Applied:

Date	Type	Amount
Navigate to a Payment record to apply it to an invoice.		

Total: \$ 0.00

Comments:

Record ID: 304388 Auto Created: 01/31/2017 3:43 PM By: mark.s

Accounts Receivable / Billing

Accounts Receivable / Billing is described and discussed starting on page 34.

The Accounts Receivable list view aggregates all the payments made by lessees for that entity. The Find Filters at the bottom of list view can be used to change the entity, and display a different found set of payments, invoices and journal entries.

The Find Filters at the bottom of list view can also be used to adjust the found set based on year, month, account, type as well as any combination of those four fields. The RESET button displays active records for the currently selected entity.

Click the blue PRINT LIST button to display a report based on the current found set. The report will be sorted the way the records were displayed when the report was executed. The report can be printed to a physical printer, saved to PDF format or simply displayed on screen. Click the EXIT PREVIEW button to return to list view.

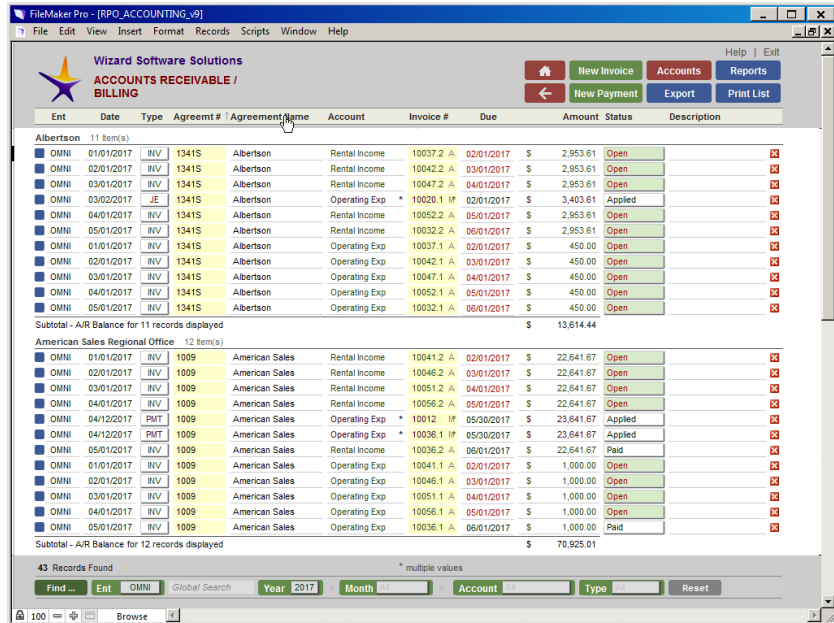


Figure 117 Accounts Receivable / Billing List View

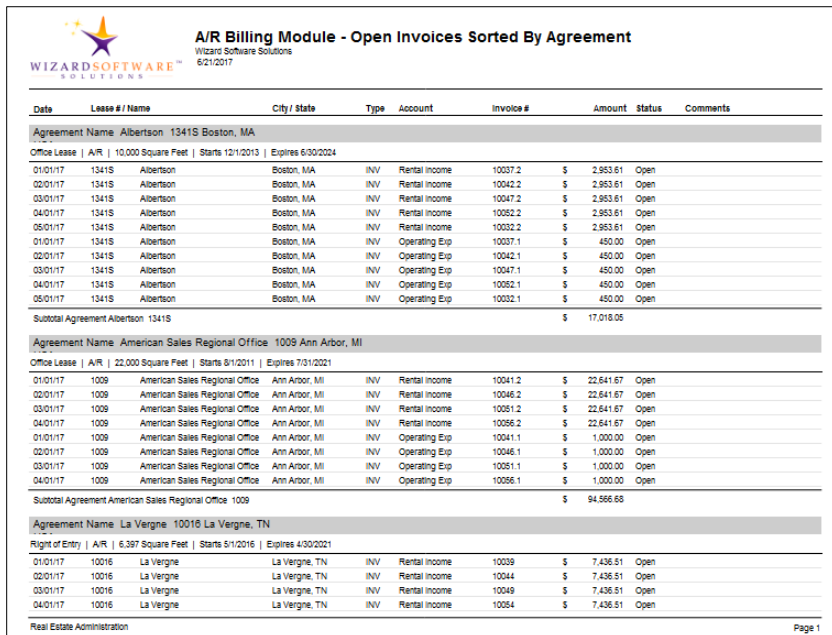
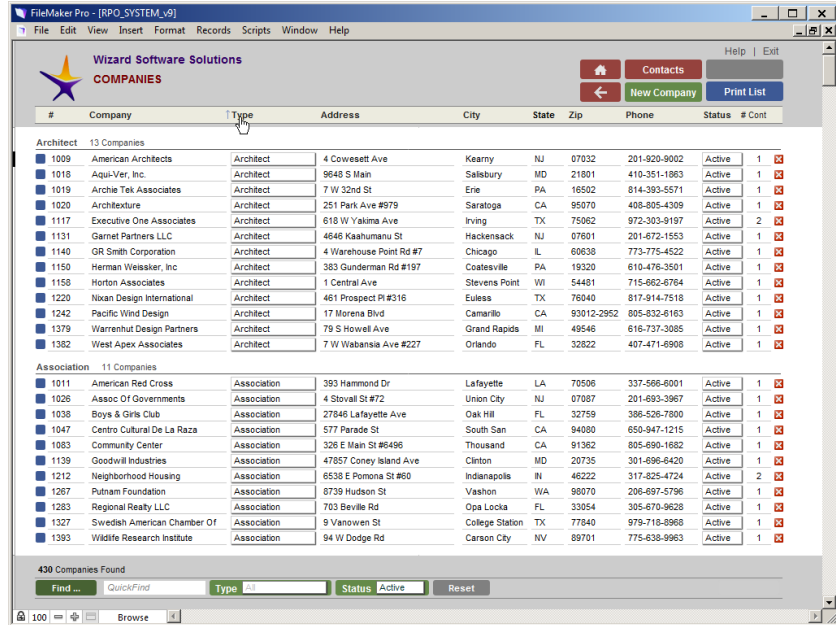


Figure 118 A/R Billing & Receipts by Agreement

Companies

The companies list view compiles, aggregates and displays all the organizations associated with Sites, Agreements and Jobs for all entities.

The upper right-hand corner of the screen contains navigation buttons for BACK, HOME and CONTACTS, as well as functional buttons for adding a new company and printing a list report.



#	Company	Type	Address	City	State	Zip	Phone	Status	# Cont
Architect 13 Companies									
1009	American Architects	Architect	4 Cowesett Ave	Kearny	NJ	07032	201-920-9002	Active	1
1018	Aqui-Ver, Inc.	Architect	9648 S Main	Salisbury	MD	21801	410-351-1863	Active	1
1019	Archie Tek Associates	Architect	7 W 32nd St	Erie	PA	16502	814-393-5571	Active	1
1020	Architexture	Architect	251 Park Ave #979	Saratoga	CA	95070	408-805-4309	Active	1
1117	Executive One Associates	Architect	618 W Yakima Ave	Irving	TX	75062	972-303-9197	Active	2
1131	Garnet Partners LLC	Architect	4646 Kaahumanu St	Hackensack	NJ	07601	201-672-1553	Active	1
1140	GR Smith Corporation	Architect	4 Warehouse Point Rd #7	Chicago	IL	60638	773-775-4522	Active	1
1150	Herman Weissler, Inc	Architect	383 Gundersen Rd #197	Coatesville	PA	19320	610-476-3501	Active	1
1158	Horton Associates	Architect	1 Central Ave	Stevens Point	WI	54481	715-662-6764	Active	1
1220	Nixan Design International	Architect	461 Prospect Pl #316	Eulless	TX	76040	817-914-7518	Active	1
1242	Pacific Wind Design	Architect	17 Morena Blvd	Camarillo	CA	93012-2952	805-832-6163	Active	1
1379	Warrenhut Design Partners	Architect	79 S Howell Ave	Grand Rapids	MI	49546	616-737-3085	Active	1
1382	West Apex Associates	Architect	7 W Wabansia Ave #227	Orlando	FL	32822	407-471-8906	Active	1
Association 11 Companies									
1011	American Red Cross	Association	393 Hammond Dr	Lafayette	LA	70506	337-566-6001	Active	1
1026	Assoc Of Governments	Association	4 Stovall St #72	Union City	NJ	07087	201-693-3967	Active	1
1038	Boys & Girls Club	Association	27646 Lafayette Ave	Oak Hill	FL	32759	386-526-7800	Active	1
1047	Centro Cultural De La Raza	Association	577 Parade St	South San	CA	94080	650-947-1215	Active	1
1083	Community Center	Association	326 E Main St #6496	Thousand	CA	91362	805-690-1882	Active	1
1139	Goodwill Industries	Association	47857 Coney Island Ave	Clinton	MD	20735	301-696-6420	Active	1
1212	Neighborhood Housing	Association	6538 E Pomona St #60	Indianapolis	IN	46222	317-825-4724	Active	2
1267	Putnam Foundation	Association	6739 Hudson St	Vashon	WA	98070	206-497-5796	Active	1
1283	Regional Realty LLC	Association	703 Beville Rd	Opa Locka	FL	33054	305-470-9628	Active	1
1327	Swedish American Chamber Of	Association	9 Vanowen St	College Station	TX	77840	979-718-8968	Active	1
1393	Wildlife Research Institute	Association	94 W Dodge Rd	Carson City	NV	89701	775-638-9963	Active	1

Figure 119 Companies for all entities

The white x in the red box in the left-most column of every row is the DELETE button. Click the DELETE button to view the Warning pop up dialog box.

“Permanently delete this Company record and all related contacts?” Click the ok button to delete the company and

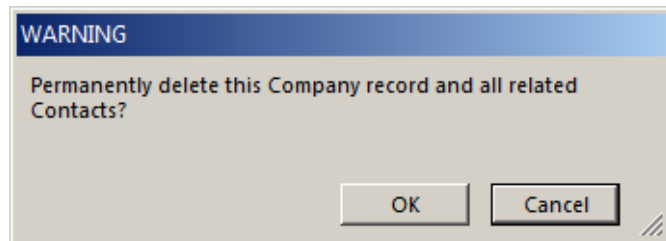


Figure 120 Delete Record Warning Popup Dialog Box

all of the contacts listed under that company. Click the CANCEL button to return to list view. There is no undo. Within seven days the Wizard Software Project Management team can obtain a backup from the server and restore records. Restoring records from the backup may require a proposal for professional services. Contact the solution admin if records have been deleted inadvertently or on accident. Note that deleting a company and its contacts does not remove that company or those contacts from previously created records in the Jobs, Sites, or Agreements modules.

The total number of companies having been previously entered is displayed on the lower left side of the list.

QuickFind

The FIND button and the Find Filters appear at the bottom of list view. The Companies table includes a QuickFind filter that displays all the records that match the value entered independent of what column the data is stored in. Enter a value in the QuickFind filter and use the return key to proceed. REportfolio displays all the matching records. Figure 121 shows that QuickFind displays records with *Association* in the Company name as well as with *Association* in the Type column. Additionally, please also note that even though the value in the Type column is chosen from a value list, QuickFind locates, matches and displays records.



Figure 122 CO Types

Additionally, the Type Find Filter can be used to narrow down the displayed list of companies. The Solution Admin can request a change to the selections available in the Type value list.

Finally, the Status Find Filter is used to display companies that are active or inactive.

Click the RESET button to view all the active companies in all the entities.

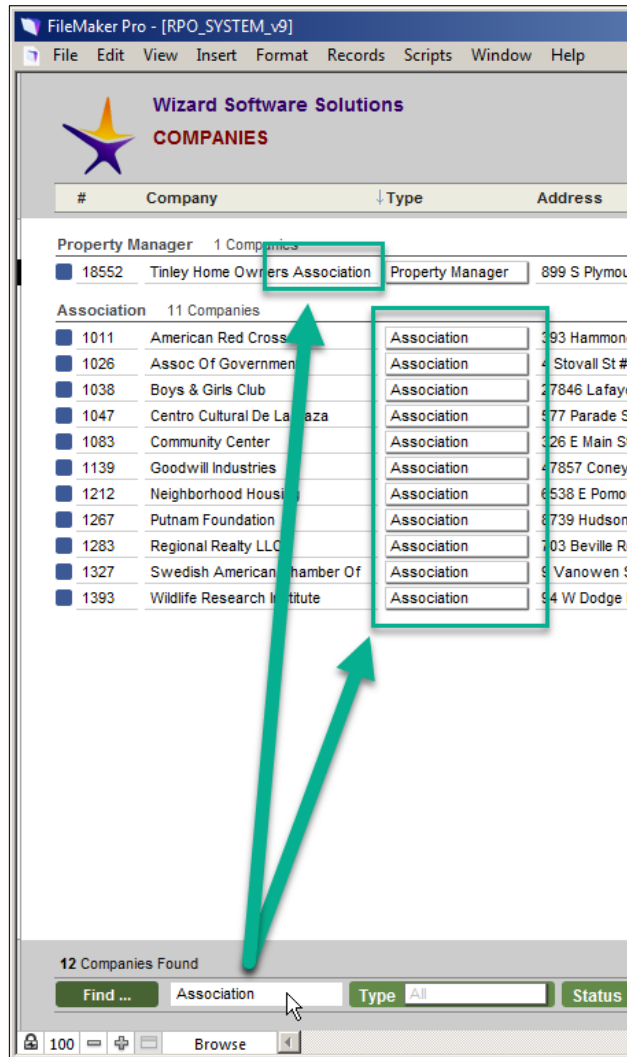
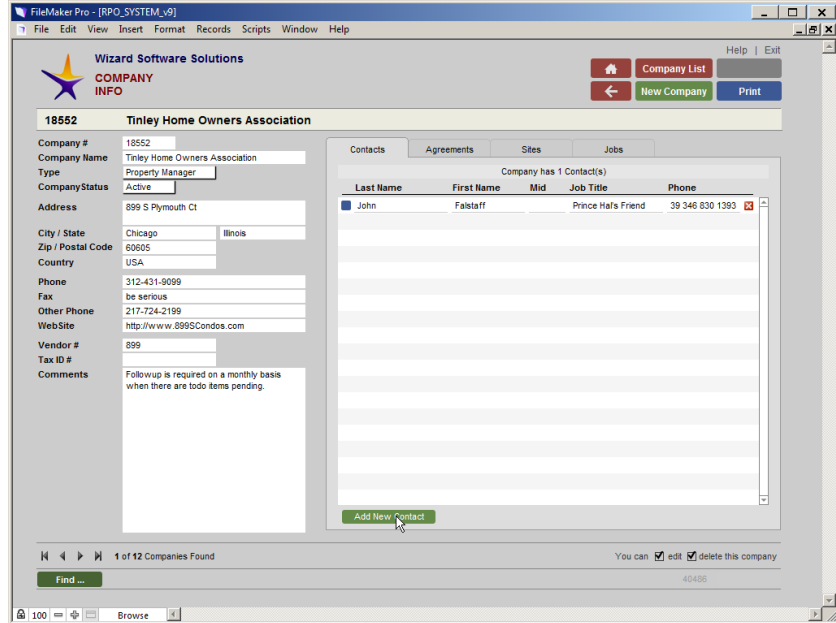


Figure 121 QuickFind

The NEW COMPANY Button

The NEW COMPANY button automatically opens the Company Info detail screen. All of the relevant information is entered, viewed and edited on the left side of the Company Info detail screen. The right side of detail view is divided into four tabs: Contacts, Agreements, Sites, and Jobs.



FileMaker Pro - [RPO_SYSTEM_v9]

File Edit View Insert Format Records Scripts Window Help

Wizard Software Solutions
COMPANY INFO

18552 Tinley Home Owners Association

Company # 18552
Company Name Tinley Home Owners Association
Type Property Manager
Company Status Active
Address 899 S Plymouth Ct
City / State Chicago Illinois
Zip / Postal Code 60605
Country USA
Phone 312-431-9099
Fax be serious
Other Phone 217-724-2199
WebSite http://www.899SCondos.com
Vendor # 899
Tax ID #
Comments Followup is required on a monthly basis when there are todo items pending.

Contacts Agreements Sites Jobs

Company has 1 Contact(s)

Last Name	First Name	Mid	Job Title	Phone
John	Falstaff		Prince Hal's Friend	39 346 830 1393

Add New Contact

1 of 12 Companies Found

You can ☒ edit ☒ delete this company

Find ...

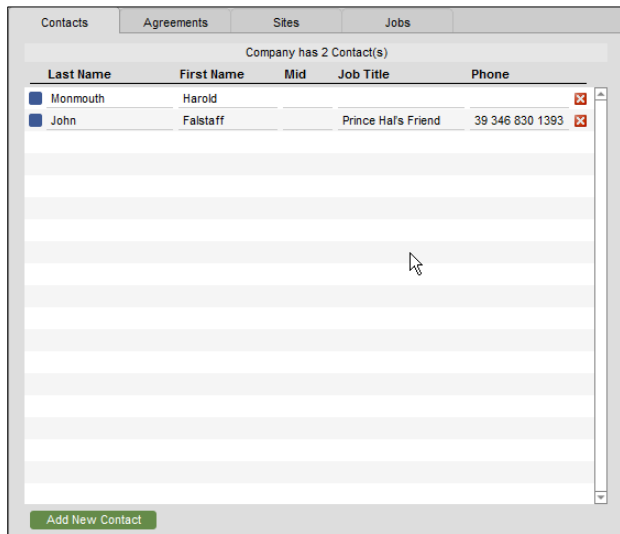
100 Browse

Figure 123 Company Info Detail View

ADD NEW CONTACT Button

Contacts can be added to Companies right from the Contacts tab of the Company Info detail view.

Click the green ADD NEW CONTACT button. REPortfolio adds a blank line to the top of the Contacts tab portal. Option one is to begin entering data about the contact directly in the portal. Option two is to click the blue button to the left of the row and add the contact data from the left side of the Contact Info detail view.



Contacts Agreements Sites Jobs

Company has 2 Contact(s)

Last Name	First Name	Mid	Job Title	Phone
Monmouth	Harold			
John	Falstaff		Prince Hal's Friend	39 346 830 1393

Add New Contact

Figure 124 Add New Contact To Contacts Portal

As shown above, contacts can be added to companies directly from the Company Info detail view. However, contacts can only be added to Agreements, Sites and Jobs directly from the Agreements, Sites and Jobs modules, or from the Contact Info detail view.

PRINT LIST Button

Use the PRINT LIST button to create a report about the found set of Companies. The Print List report can be saved to PDF, printed to any available physical printer connected to the network or simply viewed on screen.

Note one: before displaying the report, REPortfolio allows users to create a custom report title or accept the standard report title.

Note two: the report will be sorted and subsorted the same way the list was displayed immediately prior to clicking the PRINT LIST button.

Click the EXIT PREVIEW button to return to the Companies list view.

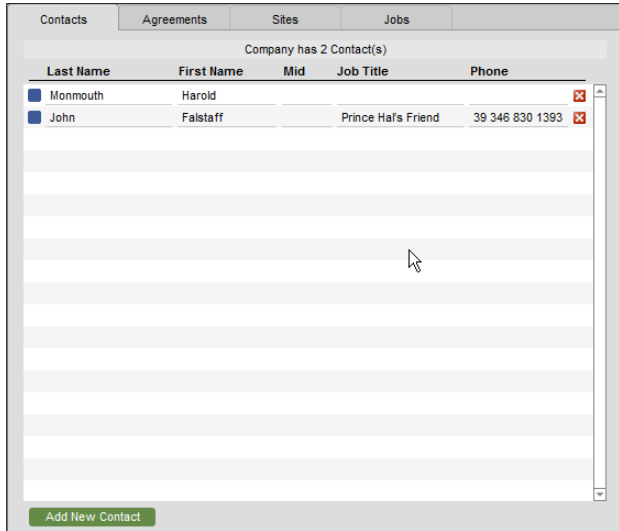
 Company List Sorted By Type Wizard Software Solutions 6/21/2017					
Company #	Type	Company	City	State	Phone
Architect					
1009	Architect	American Architects	Keamy	NJ	201-920-9002
1018	Architect	Aqua-Ver, Inc.	Salisbury	MD	410-351-1853
1019	Architect	Archio Tek Associates	Erie	PA	814-363-5571
1020	Architect	Architects	San Diego	CA	408-805-4309
1117	Architect	Executive One Associates	Irvine	TX	972-303-9197
1131	Architect	Daniel Partners LLC	Hackensack	NJ	201-672-1553
1140	Architect	BR Smith Corporation	Chicago	IL	773-775-4522
1150	Architect	Herman Weiskler, Inc.	Conoverville	PA	610-476-3501
1168	Architect	Horton Associates	Stevens Point	WI	715-662-6764
1220	Architect	Neen Design International	Eureka	TX	817-914-7518
1242	Architect	Pacific Wind Design	Campanile	CA	805-832-6163
1379	Architect	Wentworth Design Partners	Grand Rapids	MI	616-737-3085
1382	Architect	West Apex Associates	Orlando	FL	407-471-6808
Association					
1011	Association	American Red Cross	Lafayette	LA	337-595-5001
1026	Association	Assoc Of Governments	Union City	NJ	201-591-5957
1038	Association	Boys & Girls Club	Dek Hall	FL	386-526-7900
1047	Association	Centro Cultural De La Raza	South San Francisco	CA	650-947-1215
1063	Association	Community Center	Thousand Oaks	CA	805-890-1682
1139	Association	Goodwill Industries	Clinton	MD	301-695-6420
1212	Association	Neighborhood Housing Association	Indianapolis	IN	317-825-4724
1267	Association	Puget Sound Foundation	Vashon	WA	206-597-5796
1283	Association	Regional Realty LLC	Opa Locka	FL	305-670-9628
1327	Association	Swedish American Chamber Of Commerce	College Station	TX	979-718-8968
1363	Association	Wildlife Research Institute	Carson City	NV	775-638-6863
Broker					
1272	Broker	Radio Advisors	Pearl City	HI	808-315-3077
1277	Broker	Realty Advisors	Absecon	NJ	609-524-3585
1374	Broker	Vegas Residential	Milwaukee	WI	414-661-5698
Construction Mgr					
1040	Construction Mgr	Buckeye Gulf Coast Contractors	King of Prussia	PA	610-809-1818
1069	Construction Mgr	Construction & Land Enterprises	Madison	WI	608-987-7194
1100	Construction Mgr	Dakota Group	Portland	OR	503-599-3153
1104	Construction Mgr	Denrich Construction	Burnsville	MN	952-334-9406
1125	Construction Mgr	Focus Project Management	North Haven	CT	203-721-3388
1113	Construction Mgr	Immersion Construction	Anaheim	CA	714-523-6853
1174	Construction Mgr	Kiewit Corporation	Hamilton	OH	513-570-1893
1185	Construction Mgr	LNT Contractors	Orlando	FL	407-413-4642
1187	Construction Mgr	Logica Construction	Hays	KS	785-629-8542
1189	Construction Mgr	Lumen Construction	Philadelphia	PA	215-558-8159
Real Estate Administration					Page 1

Figure 125 Company List Report

Contacts

Contacts can be added to Companies from the Contacts tab of the Company Info detail view.

Click the green ADD NEW CONTACT button. REportfolio adds a blank link to the top of the Contacts tab portal. Option one is to begin entering data about the contact directly into the portal.



Option two is to click the blue button to the left of the row and add the contact data from the left side of the Contact Info detail view.

Figure 126 Add New Contact To Contacts Portal

To review: Contacts are added to *companies* directly from the Company Info detail view. Contacts are added to Agreements, Sites and Jobs directly from the Agreements, Sites and Jobs modules, or from the Contact Info detail view. On the Contact Info screen, click the Agreements tab. 1) On the Agreements tab click the ADD CONTACT TO AGREEMENT button. REportfolio will

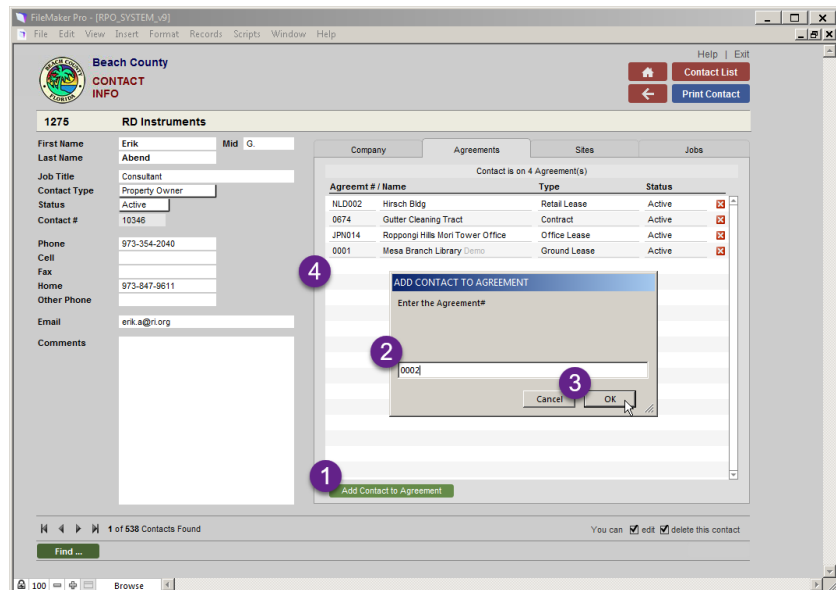


Figure 127 Contacts Detail View + Add Contact

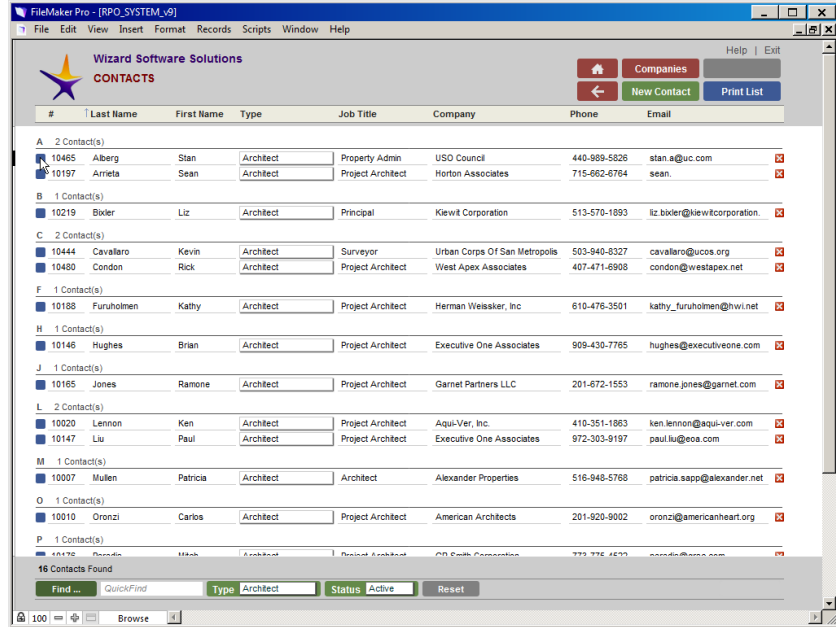
display the Add Contact to Agreement dialog box. 2) Enter the Agreement number to add the contact to that agreement. The agreement number must be known in advance of performing this operation. 3) Click the OK button to proceed. 4) REportfolio automatically displays the contact in the Agreements portal of the Contact Info detail screen.

Contacts List View

By default, the Contacts list view is automatically sorted ascending by last name. The list can be sorted by Type as well.

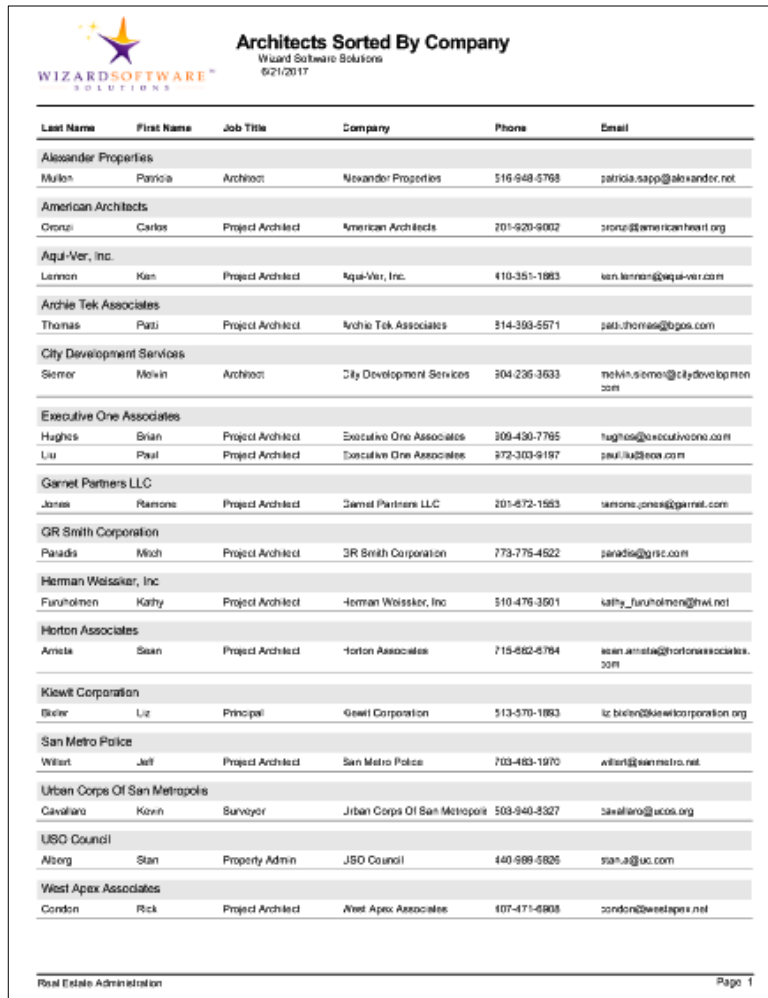
The Find Filters at the bottom of list view can be used to narrow down the list to only those matching one type at a time. The Status find filter can be used to find active or inactive contacts. The RESET button displays all of the active contacts.

Click the blue PRINT LIST button to view the Contacts report. REPortfolio displays a dialog box that allows users to accept the standard report title or enter a single use custom report title. The list is printed with that report title. The report will be sorted and subsorted the same way the list was displayed immediately prior to clicking the PRINT LIST button.. Click the EXIT PREVIEW button to return to list view.



#	Last Name	First Name	Type	Job Title	Company	Phone	Email
A 2 Contact(s)							
10465	Alberg	Stan	Architect	Property Admin	USO Council	440-889-5826	stan.a@uc.com
10197	Arrieta	Sean	Architect	Project Architect	Horton Associates	715-662-6764	sean.arrieta@hortonassociates.com
B 1 Contact(s)							
10219	Bider	Liz	Architect	Principal	Kiewit Corporation	513-570-1893	liz.bider@kiewitcorporation.org
C 2 Contact(s)							
10444	Cavallaro	Kevin	Architect	Surveyor	Urban Corps Of San Metropolis	503-940-8327	cavallaro@ucos.org
10480	Condon	Rick	Architect	Project Architect	West Apex Associates	407-471-6908	condon@westapex.net
F 1 Contact(s)							
10188	Furuholm	Kathy	Architect	Project Architect	Herman Weissker, Inc	610-476-3501	kathy_furuholm@hwi.net
H 1 Contact(s)							
10146	Hughes	Brian	Architect	Project Architect	Executive One Associates	909-430-7765	hughes@executiveone.com
J 1 Contact(s)							
10165	Jones	Ramone	Architect	Project Architect	Garnet Partners LLC	201-672-1553	ramone.jones@garnet.com
L 2 Contact(s)							
10020	Lennon	Ken	Architect	Project Architect	Aqui-Ver, Inc.	410-351-1863	ken.lennon@aqi-ver.com
10147	Liu	Paul	Architect	Project Architect	Executive One Associates	972-303-9197	paul.liu@eoac.com
M 1 Contact(s)							
10007	Mullen	Patricia	Architect	Architect	Alexander Properties	516-948-5768	patricia.sapp@alexander.net
O 1 Contact(s)							
10010	Oronzi	Carlos	Architect	Project Architect	American Architects	201-920-9002	oronzi@americanheart.org
P 1 Contact(s)							
10178	Paradis	Mich	Architect	Project Architect	GR Smith Corporation	773-775-4522	paradis@grsc.com
16 Contacts Found							

Figure 128 Contacts List View



Last Name	First Name	Job Title	Company	Phone	Email
Alexander Properties					
Mullen	Patricia	Architect	Alexander Properties	516-948-5768	patricia.sapp@alexander.net
American Architects					
Oronzi	Carlos	Project Architect	American Architects	201-920-9002	oronzi@americanheart.org
Aqui-Ver, Inc.					
Lennon	Ken	Project Architect	Aqui-Ver, Inc.	410-351-1863	ken.lennon@aqi-ver.com
Archie Tek Associates					
Thomas	Paul	Project Architect	Archie Tek Associates	514-393-5571	paul.thomas@atgus.com
City Development Services					
Siemer	Melvin	Architect	City Development Services	304-236-3633	melvin.siemer@citydevelopment.com
Executive One Associates					
Hughes	Brian	Project Architect	Executive One Associates	909-430-7765	hughes@executiveone.com
Liu	Paul	Project Architect	Executive One Associates	972-303-9197	paul.liu@eoac.com
Garnet Partners LLC					
Jones	Ramone	Project Architect	Garnet Partners LLC	201-672-1553	ramone.jones@garnet.com
GR Smith Corporation					
Paradis	Mich	Project Architect	GR Smith Corporation	773-775-4522	paradis@grsc.com
Herman Weissker, Inc					
Furuholm	Kathy	Project Architect	Herman Weissker, Inc	610-476-3501	kathy_furuholm@hwi.net
Horton Associates					
Arrieta	Sean	Project Architect	Horton Associates	715-662-6764	sean.arrieta@hortonassociates.com
Kiewit Corporation					
Bider	Liz	Principal	Kiewit Corporation	513-570-1893	liz.bider@kiewitcorporation.org
San Metro Police					
Willert	Jeff	Project Architect	San Metro Police	703-483-1970	willert@sanmetro.net
Urban Corps Of San Metropolis					
Cavallaro	Kevin	Surveyor	Urban Corps Of San Metropolis	503-940-8327	cavallaro@ucos.org
USO Council					
Alberg	Stan	Property Admin	USO Council	440-889-5826	stan.a@uc.com
West Apex Associates					
Condon	Rick	Project Architect	West Apex Associates	407-471-6908	condon@westapex.net

Figure 129 Contacts List Report

Menu of Reports

The Menu of Reports screen displays 11 tabs of report options under four headings

Sites Heading

Current Tab

SITE SUMMARY REPORT

A summary of information for the current site. The name and number of the current site is displayed above the list of reports.

Print to physical printer, PDF or view on screen.
Checkbox options to include or exclude Agreements, Jobs, Journal, Land, Facilities, Key Dates, Contacts, Responsibilities, and Documents.

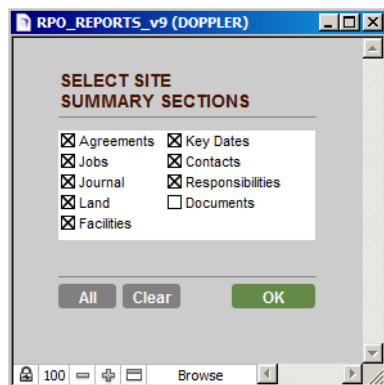


Figure 132 Site Summary Selections

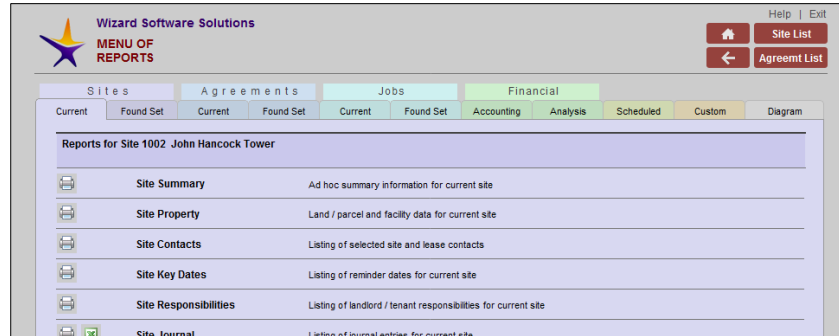


Figure 130 Menu of Reports: 11 Tabs

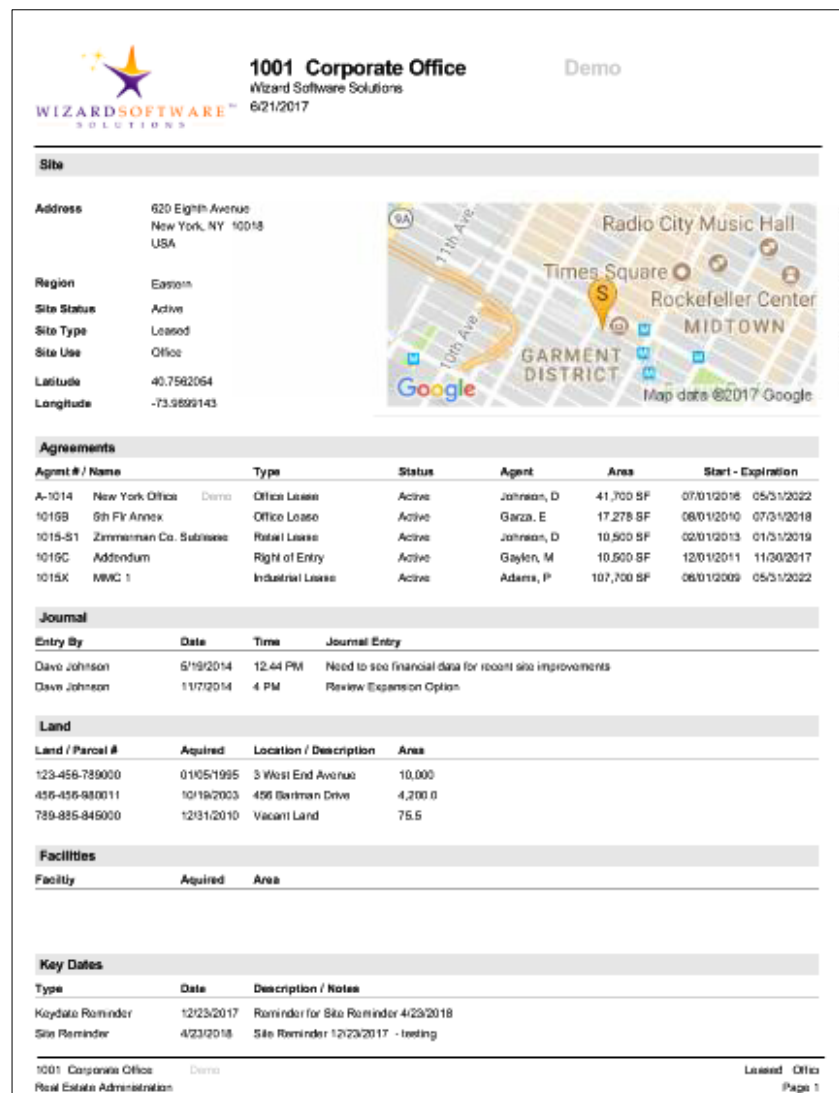



Figure 131 Site Summary Report

SITE PROPERTY REPORT

Land / Parcel and facility data for current site.



WIZARD SOFTWARE™
SOLUTIONS

Site Property Overview - Corporate Office

Wizard Software Solutions
6/21/2017

West Bend Lot Demo

Site #	1002	Type	Owned
Address	123 Serra Vista San Jose CA 95006-1217 Pacific USA	Primary Use Status	Office Active

Land / Parcels

Land / Parcel #	Location / Description	Acquired	Area
123A	13 West Street	10/01/2009	8.5
101	1 WTC Plaza	01/01/2012	15
Total for 2 Land / Parcel(s)			23.5 HA

Facilities

Facility #	Location / Description	Acquired	Area
34-0091	West Bend Plaza Main Building	10/01/2009	55,000
34-0094	Secondary Building	10/01/2009	15,000
Total for 2 Facilities			70,000 SM

Figure 133 Site Property Overview - Current Property

SITE CONTACTS REPORT

The Site Contacts report offers an option to edit the report title.

		Site Contacts - Corporate Office Wizard Software Solutions 6/21/2017				
Last Name	First Name	Role	Job Title	Company	Phone	Email
1001 Corporate Office Demo						
Armstrong	Betty	Association	Office Manager	YWCA Of San Metro County	123-456-7890	betty@ymca.org
Davis	David	Real Estate Services	Real Estate Analyst	Zimmerman Properties	323-765-2528	david_davis@zeriotis.net
John	Falstaff	Property Manager	Prince Hal's Friend	Tinley Home Owners Association	39 346 830 1393	johnfalstaff1591@Windsor.con
Johnson	Dave	Other/Misc	Director	Wizard Software	773-832-0200	dave.j@wizardsoftware.net
Oronzi	Carlos	Architect	Project Architect	American Architects	201-920-9002	oronzi@americanheart.org
Rugnao	Bonnie	Real Estate Services	Accounts Payable Clerk	American Building Maintenance	504-710-5840	bonnie.r@american.com
Willard	Jim	Consultant	Real Estate Manager	Pacific Islander Engineering	817-765-5781	jim_willard@pie.com
Yap	Lanee	Property Owner	Property Manager	Panda Express	931-313-9635	lane_yap@pandaexpress.net

Figure 134 Site Contacts Report

SITE KEY DATES REPORT

The Site Key Dates report displays site-specific key dates.

SITE RESPONSIBILITIES REPORT


		Site Key Dates - Corporate Office Wizard Software Solutions 6/21/2017		
Agreement # / Name		Type	Date	Notes / Document
Site 1001	Corporate Office Demo	Keydate Reminder	12/23/17	Reminder For Site Reminder 4/23/2018
Site 1001	Corporate Office Demo	Site Reminder	04/23/18	Site Reminder 12/23/2017 - Testing
Site 1001	La Granda Beach Club Demo	Site Reminder	07/15/18	Site Reminder 3/15/2018

Figure 135 Site Key Dates

The Site Responsibilities report is a listing of landlord and tenant responsibilities for the current site. Option to edit the report title.


		Site Responsibilities - Corporate Office Wizard Software Solutions 6/21/2017		
Responsible For	Party	Team Company / Contact		Comments
Landscaping	Tenant (Lessee)	10011	American Building Maintenan	Bonnie Rugnao
Fire Alarms	Tenant / Lessee	10011	American Building Maintenan	Bonnie Rugnao
Landscaping	Tenant / Lessee	40510	Wizard Software	Dave E Johnson
Parking Lot	Tenant / Lessee	40510	Wizard Software	Dave E Johnson
Elevators/ Escalators	Tenant / Lessee	10010	American Architects	Carlos Oronzi

Figure 136 Site Responsibilities

SITE JOURNAL REPORT

The Site Journal report is a list of journal entries for the current site. Option to edit the report title. Can also be exported to Microsoft Excel format.


 Site Journal - Corporate Office Wizard Software Solutions 6/21/2017		
Date	Journal Entry	By
1001 Corporate Office		
	Demo	
11/7/2014	Review Expansion Option	Dave Johnson
5/19/2014	Need to see financial data for recent site improvements	Dave Johnson

Figure 137 Site Journal Report

Sites Heading

Found Set Tab

SITE LIST REPORT

Displays the found set sorted the way it was immediately prior to executing the report. Includes option for summary and detailed reports. Option to edit the report title prior to printing. Can be exported to Microsoft Excel. Can be scheduled to be sent to recipients automatically.



		Site List - Central Region Sorted By Use Wizard Software Solutions 6/21/2017						
#	Site Name	City	State	Region	Site Use	Status	Type	Area
Office								
1032	Columbus	Columbus	OH	Central	Office	Active	Leased	257,425 SF
1096	Fort Wayne	Fort Wayne	IN	Central	Office	Active	Leased	1,000 SF
1064	Grand Rapids	Grand Rapids	MI	Central	Office	Active	Leased	41,644 SF
1046	Independence	Independence	OH	Central	Office	Active	Leased	93,823 SF
123	Jackie	Foreston	IL	Central	Office	Active	Leased	0 SF
1018	La Vergne	La Vergne	TN	Central	Office	Active	Leased	6,397 SF
1083	Laredo	Laredo	TX	Central	Office	Active	Leased	57,398 SF
1075	Madison	Madison	WI	Central	Office	Active	Leased	4,000 SF
1045	Millford	Millford	OH	Central	Office	Active	Leased	50,000 SF
1020	Northfield Green Estates	Ann Arbor	MI	Central	Office	Active	Owned	123,730 SF
1087	Oak Brook	Oak Brook	IL	Central	Office	Active	Leased	85,659 SF
1044	Oklahoma City	Oklahoma City	OK	Central	Office	Active	Leased	126,000 SF
1034	Overland Park	Overland Park	KS	Central	Office	Active	Leased	4,134 SF
1088	St. Louis	St. Louis	MO	Central	Office	Active	Leased	44,385 SF
1089	St. Vincent Parkway	Indianapolis	IN	Central	Office	Active	Leased	0 SF
1043	Toledo North Manor	Toledo	OH	Central	Office	Active	Owned	82,550 SF
Subtotal for 16 Site(s)								978,145 SF
Switching								
1007	Karoh Plaza	Ann Arbor	MI	Central	Switching	Active	Leased	22,000 SF
1086	Lubbock	Lubbock	TX	Central	Switching	Active	Leased	0 SF
1080	Nashville	Nashville	TN	Central	Switching	Active	Leased	28,389 SF
Subtotal for 3 Site(s)								50,389 SF
Tower								
1041	Coralville	Coralville	IA	Central	Tower	Active	Leased	23,375 SF
1003	Matt Plaza	Urbana	IL	Central	Tower	Active	Leased	50,000 SF
Subtotal for 2 Site(s)								73,375 SF
Warehouse								
1084	El Paso	El Paso	TX	Central	Warehouse	Active	Leased	89,139 SF
Subtotal for 1 Site(s)								89,139 SF
Report Total for 22 Site(s)								1,191,048 SF

Figure 138 - Site List Report

BATCH OF SITE SUMMARIES

Checkbox options to include or exclude Agreements, Jobs, Journal, Land, Facilities, Key Dates, Contacts, Responsibilities, and Documents. One page for each site in the found set.



1007 Karch Plaza
 Wizard Software Solutions
 6/21/2017

Site

Address 3641 Larchmont Drive
Ann Arbor, MI 48105
USA

Region Central

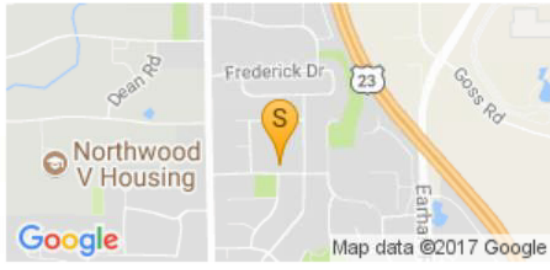
Site Status Active

Site Type Leased

Site Use Switching

Latitude 42.2935130

Longitude -83.6892580



Agreements

Agmt # / Name	Type	Status	Agent	Area	Start - Expiration
1009 American Sales Regional Office	Office Lease	Active	Sorich, M	22,000 SF	08/01/2011 07/31/2021

Land

Land / Parcel #	Aquired	Location / Description	Area
23499	01/01/2015	E. 4th Street Strip Mall	10000

Contacts

Role	Company	Contact	Phone	Email
Association	American Architects	Carlos Oronzi	201-920-9002	oronzi@americanheart.org
Construction Mgr	Crowe Capital	Bonnie Lang	248-913-4677	bonnie.lang@croweconstruction.
Real Estate Services	Pines Hotel Partners	Matthew P. Teti	919-225-9345	matthew.t@pineshotel.com
Construction Mgr	County Of San Metro FI	Lesli Adair	914-861-9748	lesli.a@county.com

Responsibilities

Responsibility	Company	Party	Contact
Electrical Systems	Crowe Capital	Tenant (Lessee)	Bonnie Lang

Jobs

Job Name	Manager	Status	Description
Lease Adjustment	Gaylen, M	Active	
Inspection	Stebbins-Kelly, K		Active

1007 Karch Plaza
 Real Estate Administration

Leased Switchin
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Figure 139 Batch of Site Summaries

SITE LOCATIONS REPORT

The Site Locations report lists site location data. Option to edit report title.



WIZARD SOFTWARE™
SOLUTIONS

Site Locations - Central Region

Wizard Software Solutions
6/21/2017

Site # / Name	Address	City	State	Zip	Region
1032 Columbus	4707 Hilton Corporate Drive	Columbus	OH		Central
1096 Fort Wayne	Fort Wayne 151	Fort Wayne	IN		Central
1064 Grand Rapids	1213 Fulton E	Grand Rapids	MI		Central
1046 Independence	7000 Rockside Rd	Independence	OH		Central
123 Jackie	13931 West Coffman Rd.	Forestton	IL	61030	Central
1018 La Vergne	1375 Heil Quaker Blvd.	La Vergne	TN	37086	Central
1083 Laredo		Laredo	TX		Central
1075 Madison	Madison 32	Madison	WI		Central
1045 Milford	Cincinnati 11	Milford	OH		Central
1020 Northfield Green Estates	3800 Packard Road Main Office, Suite 110	Ann Arbor	MI	48108	Central
1087 Oak Brook		Oak Brook	IL		Central
1044 Oklahoma City	567 Triangle Plaza, Suite 100	Oklahoma City	OK		Central
1034 Overland Park	7400 West 132nd Street, Suite 260	Overland Park	KS	66213	Central
1088 St. Louis	54 West Taylor Street	St. Louis	MO	63128	Central
1089 St. Vincent Parkway	1st street	Indianapolis	IN		Central
1043 Toledo North Manor	173 Selvin Way	Toledo	OH	43606	Central
1007 Karch Plaza	3641 Larchmont Drive	Ann Arbor	MI	48105	Central
1086 Lubbock		Lubbock	TX		Central
1080 Nashville	3189 Franklin - Limestone Road	Nashville	TN		Central
1041 Coralville	175 Trader Moe Road, Floor 10	Coralville	IA	52241	Central
1003 Matt Plaza	5500 Green Street	Urbana	IL	61801	Central
1084 El Paso		El Paso	TX	79925	Central

Real Estate Administration

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Figure 140 Site Locations

DIRECTORY OF CONTACTS

The Directory of Contacts report is a listing of all site contacts. Can be exported to Microsoft Excel.


		Site Contacts - Central Region Wizard Software Solutions 6/21/2017				
Last Name	First Name	Role	Job Title	Company	Phone	Email
1003 Matt Plaza						
Agate	Ray		Real Estate Manager	Assoc Of Governments	201-693-3967	ray.a@aog.com
Bardo	Tawny	Industrial	Operations Director	Allied Industries, Inc.	561-470-4574	tawny.bardo@aai.com
Kinney	Felix	Property Manager	Real Estate Broker	Park Plaza	936-336-3951	felix.kinney@parkplaza.net
Santoro	Mark	Vendor	Operations Director	Petro America Inc	337-740-9323	mark_santoro@petroamerica.com
1007 Karch Plaza						
Adair	Lesli	Subcontractor	Maintenance Manager	County Of San Metro Flood Control District	914-861-9748	lesli.a@county.com
Lang	Bonnie	Construction Mgr	VP Administration	Crowe Capital	248-913-4677	bonnie.lang@croweconstruction.com
Oronzi	Carlos	Architect	Project Architect	American Architects	201-920-9002	oronzi@americanheart.org
Teti	Matthew	Real Estate Services	Real Estate Analyst	Pines Hotel Partners	919-225-9345	matthew.t@pineshotel.com
1045 Milford						
Mullen	Patricia	Real Estate Services	Architect	Alexander Properties	516-948-5768	patricia.sapp@alexander.net

Figure 141 Directory of Contacts

SITE JOURNAL REPORT

The Site Journal report is a listing of journal entries between any two dates. Includes an option to export data to Microsoft Excel.


<div>  <div> Site Journal Wizard Software Solutions 6/27/2017 </div> </div>		
Date	Journal Entry	By
1001 Corporate Office Demo		
11/7/2014	Review Expansion Option	Dave Johnson
5/19/2014	Need to see financial data for recent site improvements	Dave Johnson
1003 Matt Plaza		
7/30/2014	had conversation with landlord...	Dave Johnson
6/10/2014	All reports set to headquarters in Chicago - via email	Dave Johnson
5/19/2014	Review Site financial reports	Dave Johnson
1009 Health and Fitness Court		
1/26/2015	Some silly formatting	Dave Johnson
1018 La Vergne		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
10/27/2014	Unit #1 lessee exercising option to expand at the end of the lease term	Dave Johnson
10/27/2014	Real estate firm in Unit #4 will manage Unit #2 for 10 percent management fee	Dave Johnson
10/27/2014	Doctors in Unit #2 are going to cause trouble	Dave Johnson
10/27/2014	Unit #5 lessee does not want to re-surface parking lot	Dave Johnson
10/27/2014	Quarterly stake holder meeting	Dave Johnson
1020 Northfield Green Estates		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
1032 Columbus		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
1034 Overland Park		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
1044 Oklahoma City		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
1045 Milford		
6/21/2017	Quarterly stake holder meeting	Matthew #UncleMatt Gaylen
1046 Independence		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
1064 Grand Rapids		
6/26/2017	Convene lessees for quarterly stake holder telecon	Matthew Gaylen
Real Estate Administration		Page 1


Figure 142 Site Journal Report

Agreements Heading

Current Agreement Tab

AGREEMENT ABSTRACT REPORT

The agreement abstract report displays selected abstract data for current agreement. Checkbox options to include or exclude Agreements, Jobs, Journal, Land, Facilities, Key Dates, Contacts, Responsibilities, and Documents.



10016 La Vergne
 Wizard Software Solutions
 6/21/2017

Agreement
Address 1375 Heil Quaker Blvd.
 La Vergne, TN 37086
 USA

Region Central
Agreement Type Right of Entry
We Are A/R
Pay Stream Ongoing
Agent Adams, P
Cost Center
Description

Agreement Status Active
Agreement Executer 05/01/2016
Original Start 05/01/2016
Commencement 05/01/2016
Sched Termination 04/30/2021
Actual Termination

☐ Month-to-Month / Open-Ended

Agreement Term
 5.0 Years
 60.0 Months

Today

Start 5/1/2016
3.9 Years Remaining
Expires 4/30/202

Areas / Spaces

Dept / Use Type	Buis Unit	Area	Pct	Comments
Tenant	9997	6,397 SF	100 %	
Total:		6,397 Sf		

Insurance Policies

Coverage Type	Expiration	Insurance Company	Policy #	Required Amt	Carried Amt

Payment Setups

From Date - To Date	Payment Type	Freq	Type	Amount	Comments
05/01/2016 - 04/30/2021	Rental Income	MO	FIX	\$ 7,436.51	
06/05/2016 - 04/30/2021	Construction	1X	FIX	\$ 1,000.00	

A/R Ledger

Date	Account	Acct Num	Type	Status	Amount
05/01/2016	Rental Income	2001	INV	Paid	\$ 7,436.51
05/18/2016	Rental Income	2001	PMT	Unapplied	\$ 7,436.51
05/28/2016	Rental Income	2001	PMT	Applied	\$ 7,436.51
05/29/2016	Late Fees	2010	INV	Paid	\$ 100.00
05/29/2016	Late Fees	2010	INV	Paid	\$ 250.00
05/29/2016	Late Fees	2010	PMT	Applied	\$ 350.00
06/01/2016	Rental Income	2001	INV	Void	\$ 7,436.51
08/01/2016	Rental Income	2001	INV	Paid	\$ 7,436.51

10016 La Vergne
Real Estate Administration
Right of Entry
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Figure 143 Agreement Abstract Report

BILLING / INVOICES – SETUPS

Displays financials for a single A/R agreement. Includes option to edit report title.

Beach County
Real Estate Assets Division

Payment Setups Report - Mesa Branch Library

6/21/2017

Agreement # 0001 Mesa Branch Library Demo

Agreement Type	Ground Lease	Area	37,087	Square Feet	Real Estate Lease Type
Status	Active	Start Date	11/01/2014		Pro Rata Share
Agreement Pay Type	A/R	Termination	03/31/2028	13.41 Years	
Payment Stream	Ongoing				

From	To	Status	Lessee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
11/01/2014	03/31/2028	ON	Bay Hotel	Operating Exp	AN	\$ 2,474.40	FIX	37,087	\$0.07	Annual Permits
11/01/2014	03/31/2022	ON	Bay Hotel	Rental Income	MO	\$ 6,181.00	FIX	37,087	\$2.00	
04/01/2022	03/31/2023	ON	Bay Hotel	Rental Income	MO	\$ 6,304.62	FIX	37,087	\$2.04	
04/01/2023	03/31/2024	ON	Bay Hotel	Rental Income	MO	\$ 6,430.71	FIX	37,087	\$2.08	
04/01/2024	03/31/2025	ON	Bay Hotel	Rental Income	MO	\$ 6,559.32	FIX	37,087	\$2.12	
04/01/2025	03/31/2026	ON	Bay Hotel	Rental Income	MO	\$ 6,690.51	FIX	37,087	\$2.17	
04/01/2026	03/31/2027	ON	Bay Hotel	Rental Income	MO	\$ 6,824.32	FIX	37,087	\$2.21	
04/01/2027	03/31/2028	ON	Bay Hotel	Rental Income	MO	\$ 6,960.81	FIX	37,087	\$2.25	
11/01/2014	03/31/2028	ON	Bay Hotel	Site Access	MO	\$ 515.92	FIX	37,087	\$0.17	

Notes

Figure 144 Payment Setups Report

PAYMENTS — SETUPS REPORT

Displays financials when the current agreement is an A/P type. Includes option to edit report title.

Beach County
Real Estate Assets Division

Payment Setups Report - Corporate Office

6/21/2017

Agreement # A-1014 New York Office

Demo

Agreement Type	Office Lease	Area	41,700	Square Feet	Real Estate Lease Type	NNN
Status	Active	Start Date	07/01/2016		Pro Rata Share	0.05246
Agreement Pay Type	A/P	Termination	05/31/2022	5.92 Years		
Payment Stream	Ongoing					

From	To	Status	Payee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
07/01/2016	06/30/2023	ON	New World	Cleaning Services	MO	\$ 1,200.00	FIX	41,700	\$0.35	
07/01/2016	06/30/2023	ON	Ace Parking	Parking	MO	\$ 3,500.00	FIX	41,700	\$1.01	
07/01/2016	06/30/2017	ON	Pacific Real Estate	Rent Expense	MO	\$ 88,697.43	FIX	41,700	\$25.52	
07/01/2017	06/30/2018	ON	Pacific Real Estate	Rent Expense	MO	\$ 91,801.84	FIX	41,700	\$26.42	
07/01/2018	06/30/2019	ON	Pacific Real Estate	Rent Expense	MO	\$ 95,014.90	FIX	41,700	\$27.34	
07/01/2019	06/30/2020	ON	Pacific Real Estate	Rent Expense	MO	\$ 98,340.42	FIX	41,700	\$28.30	
07/01/2020	06/30/2021	ON	Pacific Real Estate	Rent Expense	MO	\$ 101,782.33	FIX	41,700	\$29.29	
07/01/2021	06/30/2022	ON	Pacific Real Estate	Rent Expense	MO	\$ 105,344.71	FIX	41,700	\$30.32	
07/01/2022	06/30/2023	ON	Pacific Real Estate	Rent Expense	MO	\$ 109,031.77	FIX	41,700	\$31.38	
07/01/2016	06/30/2020	ON	New World	Taxes	QT	\$ 25,500.00	FIX	41,700	\$2.45	
07/01/2020	06/30/2023	ON	New World	Taxes	QT	\$ 31,500.00	FIX	41,700	\$3.02	
07/01/2016	06/30/2023	ON	Hill Country Gas	Utilities	MO	\$ 1,155.00	VAR	41,700	\$0.33	Estimated \$ to be


Notes

Need to focus on CAM Reconciliation for 2015

Figure 145 - Payment Setups Report (A/P)

PAYMENTS — ACTUALS

Actual payments for an accounts payable agreement or billing for an accounts receivable agreements for a single agreement. Includes options for summary, detailed or executive. Includes option to edit report title.



Beach County
Real Estate Assets Division

A-1014 New York Office - Payments Actuals

6/21/2017

Date	Agreement # / Name	City / State	Account # / Name	Payee # / Company	Amount	Description
Agreement # A-1014 New York Office Demo New York, NY						
Office Lease A/P 41,700 Square Feet Starts 7/1/2016 Expires 5/31/2022						
07/01/16	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
07/01/16	A-1014 New York Office	New York, NY	1002 Taxes	1215 New World Properties	\$ 25,500.00	
07/01/16	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
07/01/16	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
07/01/16	A-1014 New York Office	New York, NY	1002 Taxes	1215 New World Properties	\$ 25,500.00	
07/01/16	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
07/01/16	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
07/01/16	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
07/01/16	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
07/01/16	A-1014 New York Office	New York, NY	1002 Taxes	1215 New World Properties	\$ 25,500.00	
08/01/16	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
08/01/16	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
08/01/16	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
09/01/16	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
09/01/16	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
09/01/16	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
01/01/17	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
01/01/17	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
01/01/17	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
01/01/17	A-1014 New York Office	New York, NY	1002 Taxes	1215 New World Properties	\$ 25,500.00	
02/01/17	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
02/01/17	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
02/01/17	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
02/01/17	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
02/01/17	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
02/01/17	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
03/01/17	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
03/01/17	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	
03/01/17	A-1014 New York Office	New York, NY	1001 Rent Expense	1240 Pacific Real Estate Group	\$ 88,697.43	
04/01/17	A-1014 New York Office	New York, NY	1012 Cleaning Services	1215 New World Properties	\$ 1,200.00	
04/01/17	A-1014 New York Office	New York, NY	1009 Parking	1001 Ace Parking Management	\$ 3,500.00	

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Page 1

Figure 146 Actual Payments or Invoices

AGREEMENT FORECAST

Actual + Future payments for accounts payable agreements or billing invoices for accounts receivable agreements. Reports about the currently active agreement.


 Beach County Real Estate Assets Division		A-1014 New York Office - Forecast 6/21/2017			
Month-Yr	Account	Fix/Var	Setup	Payments	A/R
03/01/2023	1001 Rent Expense	FIX	\$ 109,032		
03/01/2023	1002 Taxes	FIX			
03/01/2023	1005 Utilities	VAR	\$ 1,155		
03/01/2023	1009 Parking	FIX	\$ 3,500		
03/01/2023	1012 Cleaning Services	FIX	\$ 1,200		
04/01/2023	1001 Rent Expense	FIX	\$ 109,032		
04/01/2023	1002 Taxes	FIX	\$ 31,500		
04/01/2023	1005 Utilities	VAR	\$ 1,155		
04/01/2023	1009 Parking	FIX	\$ 3,500		
04/01/2023	1012 Cleaning Services	FIX	\$ 1,200		
05/01/2023	1001 Rent Expense	FIX	\$ 109,032		
05/01/2023	1002 Taxes	FIX			
05/01/2023	1005 Utilities	VAR	\$ 1,155		
05/01/2023	1009 Parking	FIX	\$ 3,500		
05/01/2023	1012 Cleaning Services	FIX	\$ 1,200		
06/01/2023	1001 Rent Expense	FIX	\$ 109,032		
06/01/2023	1002 Taxes	FIX			
06/01/2023	1005 Utilities	VAR	\$ 1,155		
06/01/2023	1009 Parking	FIX	\$ 3,500		
06/01/2023	1012 Cleaning Services	FIX	\$ 1,200		
			\$ 9,557,981	\$ 730,282	

Figure 147 Agreement Forecast

STRAIGHT-LINE RENT ANALYSIS

The straight-line report is an analysis of straight-line accruals/deferrals for a single agreement. Aggregates and calculates based on accounts designated as SL – heretofore referred to as “rent.” The straight-line report calculates the monthly cost for “rent” by taking the total agreement rent commitment divided by the total number of months the lease covers. Then it calculates month by month the difference between the scheduled monthly payments from the lease terms and the straight line monthly value.

The difference between the two values is used to determine the “Deferred Rent”

The deferred rent will start out as a positive number and decrease over time to a negative number towards the end of the lease term.


 10004 Health and Fitness Court - Straightline Analysis Wizard Software Solutions 6/22/2017					
Date	Account Name	Actuals + Future	Straightline Amount	Deferred Amount	Cumulative Deferred
Agreement # 10004 Health and Fitness Court				Start 10/1/2015	Expire 9/30/2018
10/01/15	Rent Expense	69,000.00	70,500.00	(1,500)	(1,500.00)
11/01/15	Rent Expense	69,000.00	70,500.00	(1,500)	(3,000.00)
12/01/15	Rent Expense	69,000.00	70,500.00	(1,500)	(4,500.00)
01/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(6,000.00)
02/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(7,500.00)
03/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(9,000.00)
04/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(10,500.00)
05/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(12,000.00)
06/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(13,500.00)
07/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(15,000.00)
08/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(16,500.00)
09/01/16	Rent Expense	69,000.00	70,500.00	(1,500)	(18,000.00)
10/01/16	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
11/01/16	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
12/01/16	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
01/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
02/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
03/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
04/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
05/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
06/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
07/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
08/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
09/01/17	Rent Expense	70,500.00	70,500.00	0	(18,000.00)
10/01/17	Rent Expense	72,000.00	70,500.00	1,500	(16,500.00)
11/01/17	Rent Expense	72,000.00	70,500.00	1,500	(15,000.00)
12/01/17	Rent Expense	72,000.00	70,500.00	1,500	(13,500.00)
01/01/18	Rent Expense	72,000.00	70,500.00	1,500	(12,000.00)
02/01/18	Rent Expense	72,000.00	70,500.00	1,500	(10,500.00)
03/01/18	Rent Expense	72,000.00	70,500.00	1,500	(9,000.00)
04/01/18	Rent Expense	72,000.00	70,500.00	1,500	(7,500.00)
05/01/18	Rent Expense	72,000.00	70,500.00	1,500	(6,000.00)
06/01/18	Rent Expense	72,000.00	70,500.00	1,500	(4,500.00)
07/01/18	Rent Expense	72,000.00	70,500.00	1,500	(3,000.00)
08/01/18	Rent Expense	72,000.00	70,500.00	1,500	(1,500.00)
09/01/18	Rent Expense	72,000.00	70,500.00	1,500	0.00
Subtotal Agreement # 10004 Health and Fitness Court		\$ 2,538,000.00		\$ 0.00	\$ 0.00
Report Totals		\$ 2,538,000.00		\$ 0.00	\$ 0.00
Real Estate Administration					
Page 1					

Figure 148 Straight-Line Report

AGREEMENT CONTACTS

Contact list for a single agreement. Includes option to edit report title prior to printing.

		Agreement Contacts - New York Office Wizard Software Solutions 6/21/2017				
Last Name	First Name	Role	Job Title	Company	Phone	Email
A-1014 New York Office		Demo				
Busalacchi	Bill	Property Manager	Accounting Clerk	Pacific Real Estate Group	201-832-4168	bill.busalacchi@pacificreal.org
Call	Curt	Vendor	Account Representative	Hill Country Gas	265-062-2548	dhjpathgrid+ccall@gmail.com
Cruiser	Petey	Property Manager	Property Manager	Penn Properties	412-802-4612 x2345	dhjpathgrid+pcruiser@gmail.com
Cruz	Robert	Technology	Real Estate Agent	City Clerk's Office	856-312-2629	robert.cruz@cco.com
Kent	Gene	Real Estate Services	Accounting Clerk	New World Properties	508-942-4186	gene_kent@nwp.com
Oronzi	Carlos	Association	Project Architect	American Architects	201-920-9002	oronzi@americanheart.org
Test	Cielco	Association	Manager	Albertson's Properties	654-098-4756	ct.asqqsocoatoin.net
Walters	Pete	Property Owner	Project Manager	Ace Parking Management	513-977-7043	pete.w@apm.net

Figure 149 Agreement Contacts

AGREEMENT KEY DATES

The report displays key dates for the currently selected, active agreement. Includes the option to edit the report title.


		Agreement Key Dates - Beach County Kayak Rental 6/21/2017			
Agreement # / Name	Type	Date	Notes / Document		
Agreement 0002 Kayak Rental Demo	Payment/billing Setup	01/01/18	Late Fees Billing Period Starts 1/1/2018		
Agreement 0002 Kayak Rental Demo	Keydate Reminder	04/12/18	Reminder For Annual Inspection 5/12/2018		
Agreement 0002 Kayak Rental Demo	Annual Inspection	05/12/18	Required By Faa - To Make Sure We Have Proper Child Restraint Systems In Place For Children Under 2 Years Old Who Cannot Safely Be Held By A Parent During A Descent Into Class IV Rapids With Turbulent Waters.		
Agreement 0002 Kayak Rental Demo	Keydate Reminder	12/01/18	Reminder For Insurance Expire 7/3/2018		
Agreement 0002 Kayak Rental Demo	Keydate Reminder	11/01/19	Reminder For Renewal Option 7/1/2018		
Agreement 0002 Kayak Rental Demo	Renewal Option	12/01/19	Tenant has 3 options to renew for a term of 2 years + options for 4 years. Tenant shall provide no less than 4 months of prior written notices to Landlord. Rent for renewal period to be set by 102% of Market Rate		
Agreement 0002 Kayak Rental Demo	Lease Expire	12/03/19			
Agreement 0002 Kayak Rental Demo	Insurance Expire	12/03/19	Insurance Policy For Gen Liab - Occur Expires 6/3/2016		
Agreement 0002 Kayak Rental Demo	Insurance Expire	12/03/19	Insurance Policy For Fire Expires 6/3/2016		

Figure 150 Agreement Key Dates

AGREEMENT JOURNAL

The report displays the list of journal entries for the current, active agreement. Includes the option to edit the report title. Includes the option to export to Microsoft Excel.


 Beach County Real Estate Assets Division		
Agreement Journal - Beach County Kayak Rental 6/21/2017		
Date	Journal Entry	By
0002 Kayak Rental Demo		
9/26/2014	The current tenant is not interested in expanding but after discussing with the leasing agent he suggested that it would be smart to expand the building and increase rents for future tenants.	Dave Johnson
8/29/2014	Met with the leasing agent and discussed renewal/expansion options.	Dave Johnson
8/27/2014	Checked on the space, everything seems to be in good order.	Dave Johnson
8/24/2014	Tenants have put up new signs, doesn't seem to be an issue.	Dave Johnson
8/22/2014	Called tenants about coming in to look at the space in a few days.	Dave Johnson

Figure 151 Agreement Journal Report

AGREEMENT TERMS AND CONDITIONS

The report displays all terms for the current, active agreement. Includes the option to edit the report title.



 Beach County Real Estate Assets Division		
Agreement Terms and Conditions - Beach County 6/21/2017		
Lease	0002	Kayak Rental Demo
Sq Ft	2,317	Expiration 12/03/19
Type / Lease Selector	Description / Note	
Assignment / Subletting 7/1/2015	Cannot sublet at a price higher than agreed upon rent and sublets must fill out an application with Beach County.	
Alterations by Tenant Ongoing	All alterations by tenant need to be approved by the Beach County board.	

Figure 152 Agreement Terms and Conditions

AGREEMENT INSURANCE POLICIES

The report displays a list of all insurance requirements for the current agreement. Includes the option to export to Microsoft Excel. Includes the option to edit the report title.



Beach County
 Real Estate Assets Division


Agreement Insurance Policies - Beach County
 6/21/2017

Policy #	Coverage Type	Insurance Company	City	State	Expiration	Required Amt	Carried Amt	Comments
0002 Kayak Rental Demo								
7845415	Gen Liab - Occur	Statewide Insurance	San Diego	CA	06/03/16	\$ 5,000	\$ 20,000	
788434	Fire	Statewide Insurance	San Diego	CA	06/03/16	\$ 10,000	\$ 15,000	

Figure 153 Agreement Insurance Policies

INSURANCE EXCEPTIONS

Displays a list of insurance exceptions for current, active agreement. Includes an option for editing the report title.



Beach County

Real Estate Assets Division

Agreement Insurance Exceptions - Beach County

6/21/2017

Policy #	Coverage Type	Insurance Company	City	State	Expiration	Insurance Exceptions
0002 Kayak Rental Demo						
7845415	Gen Liab - Occur	Statewide Insurance	San Diego	CA	06/03/16	Gen Liab - Occur - Policy Expired 6/3/2016
788434	Fire	Statewide Insurance	San Diego	CA	06/03/16	Fire - Policy Expired 6/3/2016

Figure 154 Insurance Exceptions

INSURANCE EXPIRATION LETTER

The report displays insurance expiration letters for all expired policies for the current, active agreement.

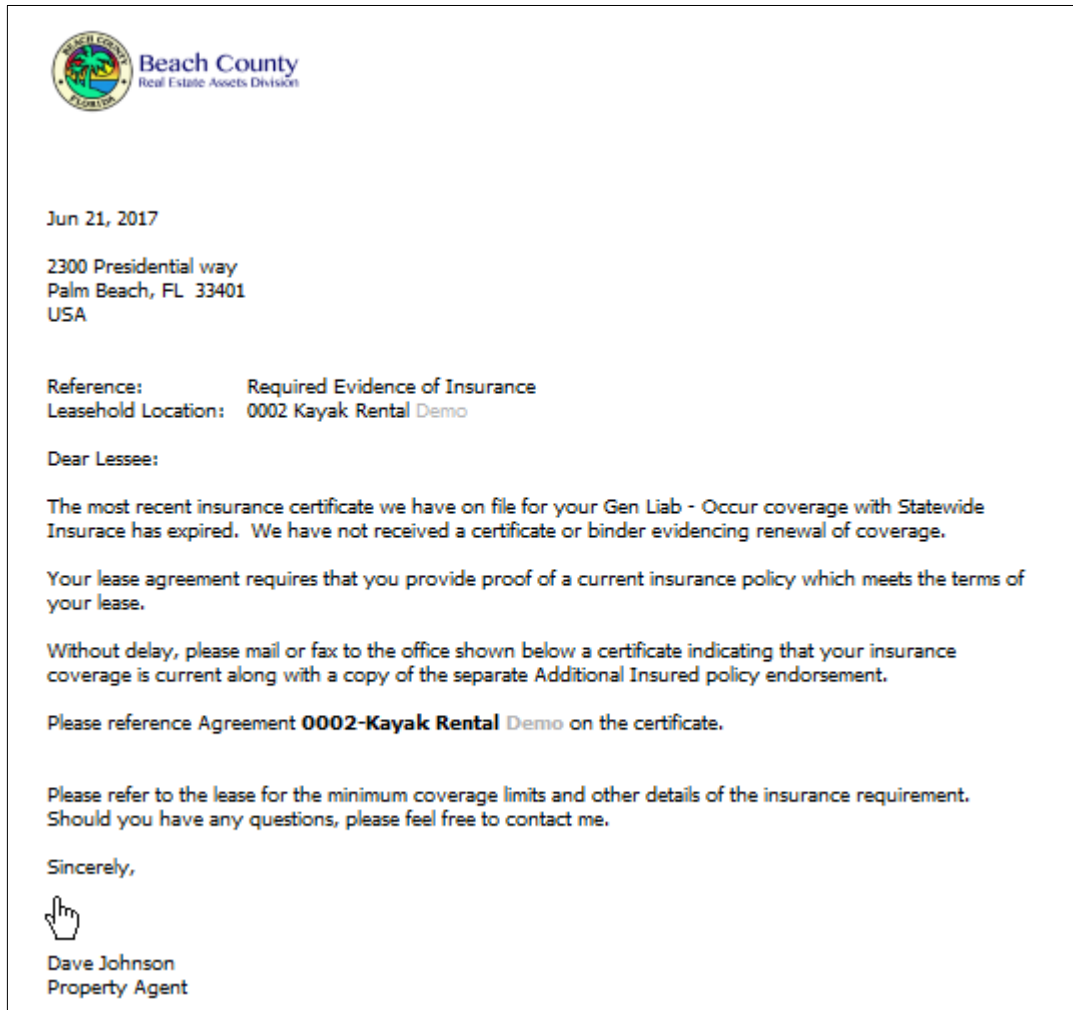



Figure 155 Insurance Expiration Letter

Found Set Tab

AGREEMENT LIST

The Agreement list report displays found set of agreements by current sort order. Includes the option to edit the report title. Includes options to export to Microsoft Excel. Also includes the option to schedule this report to be automatically created and sent to recipients via email message.


 Beach County Real Estate Assets Division		Agreement List - Marina Region Sorted By Type				6/22/2017				
Agreement # / Name	Site # / Name	City	State	Region	Agent	Agreement Type	Pay Type	Status	Area	Expire
Concession										
I615WR3 IWF MDR HOTEL	I615WR Jackson Rch N Res Site	Palm Beach	FL	Marina	Johnson, D	Concession	A/R	Active	SF	09/30/2018
Q308GM1 Sierra Adventures	Q308GM River Flood Channel	Palm Beach	FL	Marina	Johnson, D	Concession	A/R	Active	SF	11/30/2016
Contract										
F603WR3 Ace Parking Management	F603WR Penasquitos Reservoir	Palm Beach	FL	Marina	Johnson, D	Contract	A/R	Active	SF	08/31/2019
I701WR1 Albertson's Properties	I701WR Sites Galata Rch Res	Palm Beach	FL	Marina	Johnson, D	Contract	A/R	Active	SF	08/31/2017
L207RD3 Clearwire Property Services	L207RD Palm Bay Athletic Area	Palm Beach	FL	Marina	Johnson, D	Contract	A/R	Active	SF	02/28/2030
Easement										
F603WR1 Power Restaurant Group	F603WR Penasquitos Reservoir	Palm Beach	FL	Marina	Johnson, D	Easement	A/R	Active	20,318 SF	05/31/2033
H201RD3 Haynes, Dana	H201RD LJ Underwater Park	Palm Beach	FL	Marina	Johnson, D	Easement	A/R	Active	4,211 SF	08/31/2028
I615WR1 Jackson Surf and Kayak	I615WR Jackson Rch N Res Site	Palm Beach	FL	Marina	Johnson, D	Easement	A/R	Active	26,662 SF	11/30/2043
I629RS3 Loyola Marymount University	I629RS Jackson Ranch Park	Palm Beach	FL	Marina	Johnson, D	Easement	A/R	Active	5,043 SF	06/30/2027
L207RD4 Commercial Properties	L207RD Palm Bay Athletic Area	Palm Beach	FL	Marina	Johnson, D	Easement	A/R	Active	13,323 SF	06/30/2033
Ground Lease										
I402R41 Cold Stone Ice Cream Shop	I402R4 Camino Ruiz Park	Palm Beach	FL	Marina	Johnson, D	Ground Lease	A/R	Active	34,515 SF	04/30/2076
N402RD3 G & K Management Co	N402RD Lindbergh Park	Palm Beach	FL	Marina	Johnson, D	Ground Lease	A/R	Active	71,222 SF	07/31/2082
P201R91 Flske, Alan	P201R9 Mission Beach Park	Palm Beach	FL	Marina	Johnson, D	Ground Lease	A/R	Active	83,829 SF	04/30/2106
P201RD1 Cloverdale Stables, Inc.	P201RD Mission Jackson Park	Palm Beach	FL	Marina	Johnson, D	Ground Lease	A/R	Active	116,333 SF	02/28/2041
License										
I701WR2 Teaser's MDR	I701WR Sites Galata Rch Res	Palm Beach	FL	Marina	Johnson, D	License	A/R	Active	12,000 SF	10/31/2018
J202RD1 Area Economic Development	J202RD Vista Grove Park	Palm Beach	FL	Marina	Johnson, D	License	A/R	Active	10,920 SF	05/31/2022
M801WM King Management	M801WM River Flood Channel	Palm Beach	FL	Marina	Johnson, D	License	A/R	Active	6,116 SF	12/31/2026
Maintenance										
I629RS1 Affirmed Housing Group	I629RS Jackson Ranch Park	Palm Beach	FL	Marina	Johnson, D	Maintenance	A/R	Active	SF	04/30/2019
I701WR5 Archstone Communities	I701WR Sites Galata Rch Res	Palm Beach	FL	Marina	Johnson, D	Maintenance	A/R	Active	SF	02/28/2018
Office Lease										
H201RD1 Sea View Restaurants	H201RD LJ Underwater Park	Palm Beach	FL	Marina	Johnson, D	Office Lease	A/R	Active	3,883 SF	10/31/2018
I615WR5 E&S Ring Management	I615WR Jackson Rch N Res Site	Palm Beach	FL	Marina	Johnson, D	Office Lease	A/R	Active	8,251 SF	11/30/2023

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Figure 156 Agreement List Report

BATCH OF AGREEMENT ABSTRACTS

Creates and displays an abstract for each agreement in the found set. Note that large found sets will require more processing time. Checkbox options to include or exclude Agreements, Jobs, Journal, Land, Facilities, Key Dates, Contacts, Responsibilities, and Documents.


10004 Health and Fitness Court
 Wizard Software Solutions
 6/22/2017

Agreement
 Address: 2100 Burnside Street
 Portland, OR 97209
 USA

Agreement status Active
Agreement Executed
Original Start 10/01/2015
Commencement 10/01/2015
Sched Termination 08/30/2018
Actual Termination 36.0 Months

☐ Month-to-Month / Open-Ended

Region Pacific
Agreement Type Office Lease
Via Are AP
Pay Stream Ongoing
Agent Johnson, D
Cost Center
Description

Start 10/1/2015
465 Days Remaining
Expires 9/30/2018

Areas / Spaces

Dept / Use Type	Built Unit	Area	Pct	Comments
Corporate	1000	42,704 SF	64 %	
Accts Payable	1001	24,000 SF	36 %	
Total:		66,704 SF		

Insurance Policies

Coverage Type	Expiration	Insurance Company	Policy #	Required Amt	Carried Amt
Gen Liao - Aggr					
Auto Liability					
Fire					

Payment Setups

From Date - To Date	Payment Type	Freq	Type	Amount	Comments
10/01/2015 - 09/30/2018	Rent Expense	MO	FIX	\$ 69,000.00	
10/01/2015 - 09/30/2018	Management Fees	1X	FIX	\$ 1,555.00	
10/01/2015 - 09/30/2018	Storage	MO	FIX	\$ 1,000.00	
10/01/2015 - 09/30/2018	Utilities	MO	VAR	\$ 1,300.00	

Payments Ledger

From Date - To Date	Account	Acct Num	Payee	Amount
10/01/2013 - 09/30/2018	Rent Expense	1001	1021	\$ 69,483.33
10/01/2013 - 09/30/2018	Rent Expense	1001	1021	\$ 69,483.33
10/01/2013 - 09/30/2018	Storage	1010	1021	\$ 990.00

10004 Health and Fitness Court
 Real Estate Administration

07/01/2016 - 07/31/2016	Rent Expense	1001	1021	\$ 69,483.33
07/01/2016 - 09/30/2016	Storage	1010	1021	\$ 990.00
-	CAM	1004	1021	\$ 900.00
08/01/2016 - 09/31/2016	Rent Expense	1001	1021	\$ 69,000.00
09/01/2016 - 09/30/2016	Rent Expense	1001	1021	\$ 69,000.00
09/01/2016 - 09/30/2016	Storage	1010	1021	\$ 1,000.00
01/01/2017 - 01/31/2017	Rent Expense	1001	1021	\$ 69,000.00
01/01/2017 - 01/31/2017	Storage	1010	1021	\$ 1,000.00
02/01/2017 - 02/28/2017	Rent Expense	1001	1021	\$ 69,000.00
02/01/2017 - 02/28/2017	Storage	1010	1021	\$ 1,000.00
03/01/2017 - 03/31/2017	Rent Expense	1001	1021	\$ 69,000.00
03/01/2017 - 03/31/2017	Storage	1010	1021	\$ 1,000.00
04/01/2017 - 04/30/2017	Rent Expense	1001	1021	\$ 69,000.00
04/01/2017 - 04/30/2017	Storage	1010	1021	\$ 1,000.00
02/01/2017 - 02/28/2017	Rent Expense	1001	1021	\$ 69,000.00
02/01/2017 - 02/28/2017	Storage	1010	1021	\$ 1,000.00
Total:				\$ 280,329.99

Key Dates

Type	Date	Description / Notes
Keydate Reminder	12/25/2017	Reminder for Auto Renew Notice End 12/25/2016
Auto Renew Notice End	5/25/2018	Auto Renewal
Agreement Expire	9/30/2018	Standard Agreement Expiration

Contacts

Role	Company	Contact	Phone	Email
Subcontractor	Aronstone Communities	Carlos Cortez	919-533-3762	cortez@aronstone.com
Association	American Architects	Carlos Cronzi	201-820-9002	cronzi@americanheart.org
Property Manager	Timley Home Owners Ass	Palstaff John	39 346 830 1393	johnpalstaff159@windosr.com

Jobs


Job Name	Manager	Status	Description
Expansion Request	Johnson, D	Complete	

10004 Health and Fitness Court
 Real Estate Administration

Figure 157 2-page Agreement Abstract

PAYMENTS / BILLING - SETUPS REPORT

The Payments / Billing - Setups report displays the list of schedules used to create invoices and payment records. Includes the option to edit the report title. May print on multiple pages depending on the number of records in the found set.


WIZARD SOFTWARE
SOLUTIONS

Payment Setups Report - All Active Agreements

Wizard Software Solutions
6/22/2017

Agreement # 10004 Health and Fitness Court

Agreement Type	Office Lease	Area	66,704	Square Feet	Real Estate Lease Type	Gross
Status	Active	Start Date	10/01/2015		Pro Rata Share	
Agreement Pay Type	A/P	Termination	09/30/2018	3.00 Years		
Payment Stream	Ongoing					

From	To	Status	Payee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
10/01/2015	09/30/2018	ON	Archstone	Management Fees	1X	\$ 1,555.00	FIX	66,704	\$0.02	
10/01/2015	09/30/2018	ON	Archstone	Rent Expense	MO	\$ 69,000.00	FIX	66,704	\$12.41	
10/01/2015	09/30/2018	ON	Archstone	Storage	MO	\$ 1,000.00	FIX	66,704	\$0.18	
10/01/2015	09/30/2018	ON	Archstone	Utilities	MO	\$ 1,300.00	VAR	66,704	\$0.23	

Notes

Agreement # 10016 La Vergne

Agreement Type	Right of Entry	Area	6,397	Square Feet	Real Estate Lease Type	Net
Status	Active	Start Date	05/01/2016		Pro Rata Share	
Agreement Pay Type	A/R	Termination	04/30/2021	5.00 Years		
Payment Stream	Ongoing					

From	To	Status	Lessee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
06/05/2016	04/30/2021	ON	Ramona Water	Construction	1X	\$ 1,000.00	FIX	6,397	\$0.16	
05/01/2016	04/30/2021	ON	Ramona Water	Rental Income	MO	\$ 7,436.51	FIX	6,397	\$13.95	

Notes

Agreement # 10018 Ann Arbor

Agreement Type	Office Lease	Area	123,730	Square Feet	Real Estate Lease Type	Net
Status	Active	Start Date	03/01/2017		Pro Rata Share	
Agreement Pay Type	A/P	Termination	02/28/2022	5.00 Years		
Payment Stream	Ongoing					

From	To	Status	Payee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
03/01/2017	02/28/2022	ON	Omnipoint	Rent Expense	MO	\$ 5,000.00	FIX	123,730	\$0.49	

Notes

Agreement # 10022 Mutual Properties - Brandon

Agreement Type	Retail Lease	Area	16,098	Square Feet	Real Estate Lease Type	Pro Rata Share
Status	Active	Start Date	01/01/2016			
Agreement Pay Type	A/R	Termination	12/31/2020	5.00 Years		
Payment Stream	Ongoing					

From	To	Status	Lessee	Account	Freq	Amount	Type	SF	\$ / SF	Comments
01/01/2016	12/31/2017	ON	Mutual Properties	Rental Income	MO	\$ 22,200.00	FIX	16,098	\$16.55	1
01/01/2018	12/31/2020	ON	Mutual Properties	Rental Income	MO	\$ 25,000.00	FIX	16,098	\$18.64	1
01/01/2021	12/31/2023	ON	Mutual Properties	Rental Income	MO	\$ 26,500.00	FIX	16,098	\$19.75	

Notes

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Figure 158 Payments / Billing - Setups Report

PAYMENTS – ACTUALS

The Payments – Actuals report displays actual payments for A/P agreements in the found set. Reports can be Executive, Summary or Detailed. Sort options include, Agreement #, Agreement Name, Agreement Type, Payee Name, Account, Agent, Region, or State.


 Payments - Johnson's Central Region Agreements Wizard Software Solutions 6/22/2017		
Account #	Account Name	Amount
Johnson, D		
Agreement # 10057 Grand Rapids Grand Rapids, MI		
1001	Rent Expense	\$ 944,790.44
Subtotal Agreement # 10057 Grand Rapids		\$ 944,790.44
Agreement # 10069 Nashville Nashville, TN		
1001	Rent Expense	\$ 653,846.12
Subtotal Agreement # 10069 Nashville		\$ 653,846.12
Agreement # 10075 Oak Brook Oak Brook, IL		
1001	Rent Expense	\$ 434,605.16
1002	Taxes	\$ 1,000.00
1004	CAM	\$ 10,000.00
Subtotal Agreement # 10075 Oak Brook		\$ 445,605.16
Agreement # 10076 St. Louis St. Louis, MO		
1001	Rent Expense	\$ 488,235.00
Subtotal Agreement # 10076 St. Louis		\$ 488,235.00
Agreement # 10083 Fort Wayne Fort Wayne, IN		
1001	Rent Expense	\$ 11,300.00
Subtotal Agreement # 10083 Fort Wayne		\$ 11,300.00
Subtotal Johnson, D		\$ 2,543,776.72
Report Total		\$ 2,543,776.72
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Figure 159 - Payment actuals

BILLING – INVOICES – ACTUALS

The report calculates and displays actual billing / invoices for A/R agreements. Reports can be Executive, Summary or Detailed. Sort options include, Agreement #, Agreement Name, Agreement Type, Payee Name, Account, Agent, Region, or State.

Beach County
Real Estate Assets Division

A/R Billing & Receipts / Summary for Adams, P

6/26/2017

Account #	Account Name	Amount
Adams, P		
Agreement # 0001 Mesa Branch Library Demo Palm Beach, FL		
		\$ (35,959.00)
2001	Rental Income	\$ 80,353.00
2003	Operating Exp Revenue	\$ 2,474.40
2005	Site Access	\$ 6,706.96
Subtotal Agreement # 0001 Mesa Branch Library Demo		\$ 53,575.36
Agreement # L201PM1 Pacifica Hotel Company Palm Beach, FL		
		\$ (5,805.00)
2001	Rental Income	\$ 10,449.00
Subtotal Agreement # L201PM1 Pacifica Hotel Company		\$ 4,644.00
Agreement # L201PM2 MDR Boat Central, L.P. Palm Beach, FL		
2001	Rental Income	\$ 12,000.00
Subtotal Agreement # L201PM2 MDR Boat Central, L.P.		\$ 12,000.00
Agreement # M124PM1 Arena Village Ltd. Palm Beach, FL		
		\$ (7,010.00)
2001	Rental Income	\$ 12,618.00
Subtotal Agreement # M124PM1 Arena Village Ltd.		\$ 5,608.00
Agreement # M220PM1 G & K Management Co Palm Beach, FL		
		\$ (3,110.00)
2001	Rental Income	\$ 5,598.00
Subtotal Agreement # M220PM1 G & K Management Co		\$ 2,488.00
Agreement # M220PM2 County Of San Metro Palm Beach, FL		
2001	Rental Income	\$ 25,544.00
Subtotal Agreement # M220PM2 County Of San Metro		\$ 25,544.00
Subtotal Adams, P		\$ 103,859.36
Report Totals		\$ 103,859.36

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Figure 160 A/R Billing & Receipts Report – Summary Option

BILLING – INVOICES – ACTUALS

The report calculates and displays actual billing / invoices for A/R agreements. Reports can be Executive, Summary or Detailed. Sort options include, Agreement #, Agreement Name, Agreement Type, Payee Name, Account, Agent, Region, or State.


		A/R Billing & Receipts / Executive - All Accounts Global Real Estate Services 6/26/2017
Agreement # / Name	City / State	Amount
		\$ (8,259,329.12)
2001	Rental Income	\$ 11,214,885.36
2002	Utilities Reimbursement	\$ 9,735.97
2003	Operating Exp Revenue	\$ 1,561,946.80
2005	Site Access	\$ 242,639.92
2008	Permit Fees	\$ 469,831.00
2010	Late Fees	\$ 500.00
2020	Telecom Revenues	\$ 4,902.00
9001	Entertainment	\$ 500.00
Report Totals		\$ 5,245,611.93
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Figure 161 A/R Billing & Receipts Report – Executive Option

SECURITY DEPOSITS

The report lists security deposits received and returned.

Deposits

Global Real Estate Services
6/23/2017

Date	Agreement # / Name	City / State	Account # / Name	Payee # / Company	Amount	Description
Agreement # 10010 Johnson Tower Myrtle Beach, SC						
Easement A/P 12,000 Square Feet Starts 10/1/2007 Month-to-Month						
05/12/16	10010 Johnson Tower	Myrtle Beach, SC	3001 Deposits Paid	1003 Affirmed Housing Group, Inc.	\$ 10,000.00	Security deposit
Subtotal Agreement # 10010 Johnson Tower					\$ 10,000.00	
Agreement # 1015B 5th Flr Annex New York, NY						
Office Lease A/P 17,278 Square Feet Starts 8/1/2010 Expires 10/31/2018						
03/01/16	1015B 5th Flr Annex	New York, NY	3001 Deposits Paid	1098 Crowe Capital	\$ 52,000.00	
Subtotal Agreement # 1015B 5th Flr Annex					\$ 52,000.00	
Report Total					\$ 62,000.00	

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Figure 162 Security Deposits Report

AREA HEADCOUNT REPORT

The Area / Headcount report displays an analysis of SF & Headcount sorted by type or agreement. Includes the option to edit the report title. Includes the option to export the data to Microsoft Excel.



		Area List - Johnson's Central Region by Type Wizard Software Solutions 6/23/2017							
Agreement # / Name	Status	Dept/Area type	Bus Unit	Area	Unit	HC Cur	Area/HC	HC Cap	Area/HC
Warehouse									
1032-03 Columbus Warehouse	Active	Warehouse	1058	200,000	SF	200	1000.0	300	666.7
Subtotal for Warehouse				200,000	SF	200		300	
Sales									
10057 Grand Rapids	Active	Sales	1016	41,644	SF	94	443.0	115	362.1
10069 Nashville	Active	Sales	1016	28,389	SF	93	305.3	86	330.1
10075 Oak Brook	Active	Sales	1016	85,659	SF	273	313.8	471	181.9
10076 St. Louis	Active	Sales	1016	44,385	SF	89	498.7	103	430.9
10083 Fort Wayne	Active	Sales	1016	1,000	SF	92	10.9	79	12.7
1032-04 Columbus Sales Office	Active	Sales	1016	20,000	SF	20	1000.0	30	666.7
Subtotal for Sales				221,077	SF	661		884	
IT / Telecom									
1003-01 Matt Plaza Office	Active	IT / Telecom	1013	50,000	SF	100	500.0	125	400.0
Subtotal for IT / Telecom				50,000	SF	100		125	
HR / Personnel									
1043-02 Toledo Office	Active	HR / Personnel	1011	10,000	SF	20	500.0	25	400.0
Subtotal for HR / Personnel				10,000	SF	20		25	
Finance									
1032-04 Columbus Sales Office	Active	Finance	1014	30,000	SF	30	1000.0	40	750.0
Subtotal for Finance				30,000	SF	30		40	
Employee Benefits									
1043-02 Toledo Office	Active	Employee Benefits	1006	20,000	SF	40	500.0	45	444.4
Subtotal for Employee Benefits				20,000	SF	40		45	
Billing Dept									
1043-02 Toledo Office	Active	Billing Dept	1003	5,000	SF	7	714.3	9	555.6
Subtotal for Billing Dept				5,000	SF	7		9	
Report Totals				536,077	SF	1,058		1,428	
Real Estate Administration									
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Figure 163 Area / Headcount Report

KEY DATE REPORT

The report summarizes key dates by month. Includes the option to include dates 90 days into the future, one year into the future, and all dates. Includes the option to export the data to Microsoft Excel. Includes the option to schedule the report for automatic processing and delivery via email message.



Agreement Key Dates - All Dates - Johnson Central

Wizard Software Solutions
6/23/2017

Agreement # / Name	Type	Date	Notes / Document
June 2018			
Agreement 10076 St. Louis	Agreement Expire	06/30/18	Standard Agreement Expiration
July 2018			
Agreement 10069 Nashville	Contraction	07/01/18	Contraction Option
August 2018			
Agreement 10075 Oak Brook	Agreement Expire	08/31/18	Standard Agreement Expiration
December 2018			
Agreement 10069 Nashville	Agreement Expire	12/30/18	Standard Agreement Expiration
May 2019			
Agreement 1003 -01 Matt Plaza Office	Contraction	05/01/19	Contraction Option
April 2020			
Agreement 1043 -02 Toledo Office	Agreement Expire	04/30/20	
February 2021			
Agreement 10083 Fort Wayne	Agreement Expire	02/28/21	Standard Agreement Expiration
April 2021			
Agreement 1003 -01 Matt Plaza Office	Agreement Expire	04/30/21	Standard Agreement Expiration
Agreement 1032 -03 Columbus Warehouse	Agreement Expire	04/30/21	
May 2023			
Agreement 10057 Grand Rapids	Agreement Expire	05/14/23	Standard Agreement Expiration
April 2030			
Agreement 1032 -04 Columbus Sales Office	Agreement Expire	04/30/30	

Real Estate Administration
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Figure 164 Key Dates Report

AGREEMENT JOURNAL

The Agreement Journal report displays a listing of entries. Features the option to enter a beginning and ending date for the entries included in the report. Includes the option to export the data to Microsoft Excel.



 Agreement Journal Global Real Estate Services 6/23/2017		
Date	Journal Entry	By
0002 Kayak Rental Demo		
9/26/2014	The current tenant is not interested in expanding but after discussing with the leasing agent he suggested that it would be smart to expand the building and increase rents for future tenants.	Dave Johnson
8/29/2014	Met with the leasing agent and discussed renewal/expansion options.	Dave Johnson
8/27/2014	Checked on the space, everything seems to be in good order.	Dave Johnson
8/24/2014	Tenants have put up new signs, doesn't seem to be an issue.	Dave Johnson
8/22/2014	Called tenants about coming in to look at the space in a few days.	Dave Johnson
100258 Merchandise Mart		
7/17/2014	Talked about how to increase profits by expanding CAM charges at our weekly meeting	Dave Johnson
7/17/2014	Met with the CEO and discussed customer satisfaction	Dave Johnson
10027 Columbus		
9/28/2016	Follow-up on request for parking lot resurfacing and drainage issue abatement	Dave Johnson
10040 Syracuse		
12/11/2014	Follow-up on request for roofing repairs	Dave Johnson
10047 Cheektowaga		
11/24/2014	Follow-up on water-damage issues reported by Suite 400 tenants.	Dave Johnson
10048 Southwest Operations		
8/12/2014	phone conversation with lessee... Robert noted that he wanted out of his lease asap. Was threatening a law suit.	Dave Johnson
1015B 5th Flr Annex		
6/10/2014	Requested permission for roof deck party	Dave Johnson
1015C Addendum		
6/10/2014	Nate asked for proposed signage request in writing.	Dave Johnson
1341S Albertson		
6/17/2014	Contract Review	Dave Johnson
A-1014 New York Office Demo		
9/22/2014	Follow up on request for revised lease expansion estimate	Dave Johnson
5/19/2014	Sent request to Brent N for revised lease expansion estimates	Dave Johnson
5/19/2014	Sent letter to San Francisco Zoning Commission	Dave Johnson
AA020-03 Bank & Trust Lease DEMO		
12/17/2014	Recent storm caused some water damage and we will need to talk to the landlord about getting it fixed.	Dave Johnson
12/17/2014	Met with the landlord to discuss the construction going on upstairs	Dave Johnson
Real Estate Administration		Page 1

Figure 165 Agreement Journal Report

INSURANCE POLICIES

The report lists insurance policies plus related info for found set of agreements. Includes the option to schedule the report for automatic processing and delivery via email message. Includes the option to export the data to Microsoft Excel. Includes the option to edit the report title.



Agreement Insurance Policies
 Global Real Estate Services
 6/23/2017

Policy #	Coverage Type	Insurance Company	City	State	Expiration	Required Amt	Carried Amt	Comments
0001 Mesa Branch Library Demo								
PHPK874 238	Gen Liab - Occur	PHILIDELPHIA INDEMNITY INS CO.	GLENDALE	CA	06/07/13	\$ 2,000,000	\$ 1,000,000	
PHPK874 238	Gen Liab - Aggr	PHILIDELPHIA INDEMNITY INS CO.	GLENDALE	CA	06/07/13	\$ 4,000,000	\$ 3,000,000	
PHUB388 922	Excess/Umb - Occur	PHILIDELPHIA INDEMNITY INS CO.	SAN DIEGO	CA	07/01/13	\$	\$ 5,000,000	
0002 Kayak Rental Demo								
7845415	Gen Liab - Occur	Statewide Insurance	San Diego	CA	06/03/16	\$ 5,000	\$ 20,000	
788434	Fire	Statewide Insurance	San Diego	CA	06/03/16	\$ 10,000	\$ 15,000	
0003 Main Campus Demo								
100786	Fire	Fire Surance LLC	Palm Beach	FL	05/31/23	\$ 750,000	\$ 800,000	
SF -568897	Business Property	State Farm	Palm Beach	FL	05/31/23	\$ 1,000,000	\$ 1,000,000	
SF-92635	Gen Liab - Aggr	State Farm	Palm Beach	FL	05/31/13	\$ 4,000,000	\$ 4,500,000	
0105 Inland Empire Office Lease								
78667DA	Gen Liab - Aggr	Progressive	Riverside	CA	12/31/16	\$ 2,500,000	\$ 2,500,000	
F873829	Fire	Farmers Fire Insurance	Riverside	CA	12/31/16	\$ 100,000	\$ 120,000	
0225 Basement Storage 803								
P-438789	Property Coverage	Progressive	San Francisco	CA	12/31/16	\$ 10,000	\$ 100,000	
0242 Hyrule Office Lease Demo								
23094832	Gen Liab - Aggr	Progressive	San Francisco	CA	08/31/15	\$ 1,500,000	\$ 1,500,000	
38027420 9	Excess/Umb - Aggr	Progressive	San Francisco	CA	08/31/15	\$ 1,800,000	\$ 1,800,000	
0244 Basement Storage Room 802								
P-89987	Property Coverage	Progressive Insurance	San Francisco	CA	12/31/14	\$ 100,000	\$ 500,000	
0422-A Bldg. Office Lease Demo								
3728732	Fire	State Farm Fire Insurance	Riverside	CA	12/31/16	\$ 150,000	\$ 150,000	
937279D/	Gen Liab - Aggr	Progressive Insurance	Riverside	CA	12/31/16	\$ 2,500,000	\$ 2,500,000	
0422-B Gutter Cleaning								
1681685	Gen Liab - Aggr	Progressive	Los Angeles	CA	05/31/15	\$ 500,000	\$ 500,000	
Z -9398209	Workers Comp	Zenith Insurance	Riverside	CA	05/31/15	\$	\$ 2,000,000	
0422-D Retail Shop 1st Floor Demo								
L -0382398	Gen Liab - Aggr	Progressive	Riverside	CA	12/31/16	\$ 2,500,000	\$ 2,500,000	

Real Estate Administration

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BATCH OF EXPIRATION LETTERS

The report prints one insurance expiration letter for all expired policies within the found set of agreements.

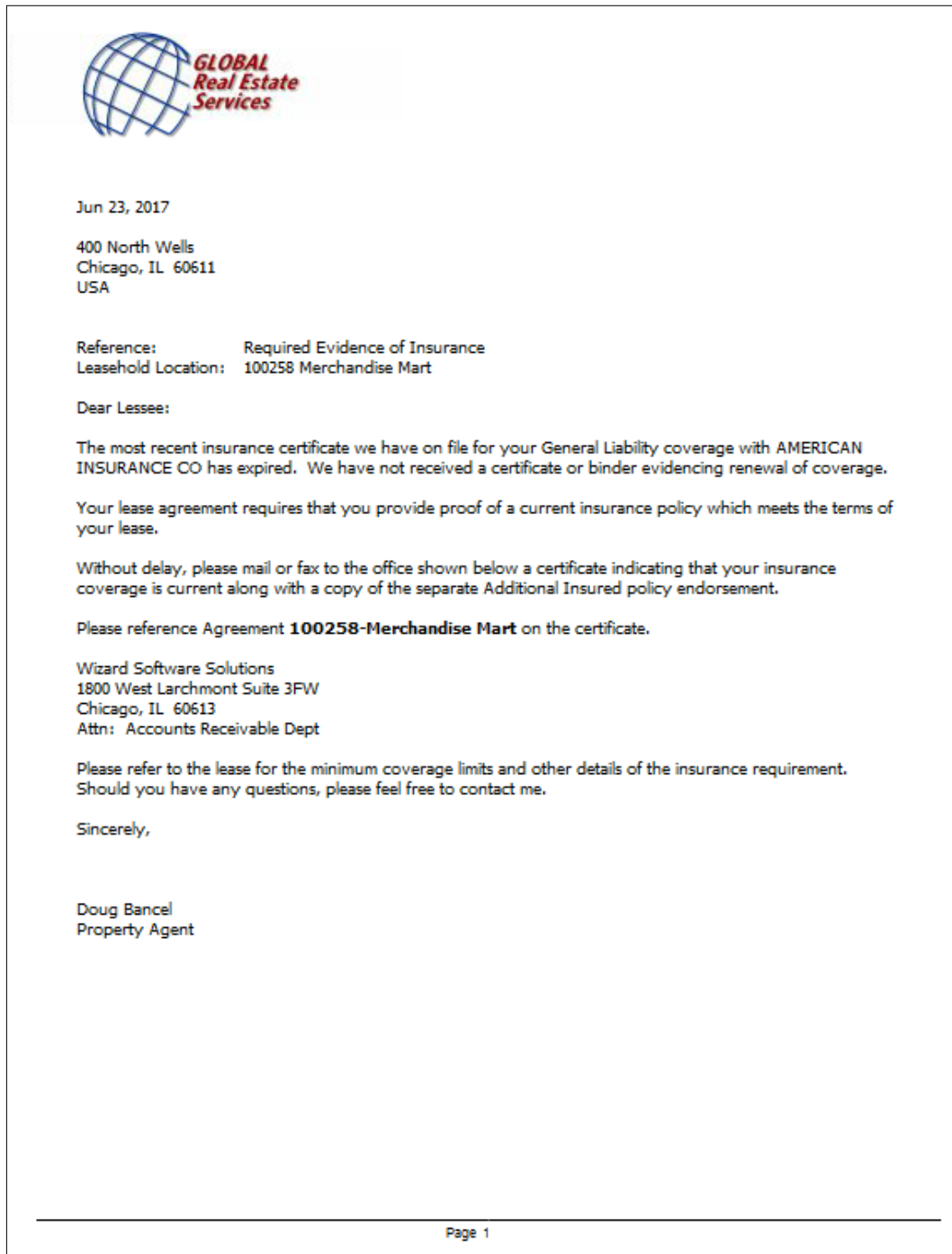


Figure 166 Batch of Insurance Expiration Letters

Jobs Heading

Current Tab

JOB SUMMARY REPORT

The report displays a summary of user-selected data for the current job. The report offers checkbox choices to include or exclude, Tasks, Journal entries, Contacts, and Documents.



10249 Trans Act 2 from Site
 Global Real Estate Services
 6/23/2017

Job

Job Type	Amendment	Agent	Bancel, D
Status	Active	Site #	1006 Johnson Tower
Job Start	10/01/2017	Address	1102 Hasper Drive Myrtle Beach SC
Target	03/12/2018		

Complete

Job Description

Notes / Comments

Tasks

#	Assign To	Status	Start	Target	Complete	Description
1	Bancel, D	Complete	04/01/2014	04/14/2014	04/16/2014	Collect Processing Fee
2	Bancel, D	Complete	04/17/2014	04/23/2014	05/01/2014	Draft amendment (double check amendment numbering)
3	Bancel, D	Complete	05/05/2014	06/01/2014	06/01/2014	Approval by Lessee and City Attorney's office (Environmental if necessary)
4	Bancel, D	Open	06/09/2014	07/01/2014		Draft and route 1634
5	Bancel, D					Signatures
6	Johnson, D					Enter into system

Journal

Entry By	Date	Time	Journal Entry
Dave Johnson	6/25/2014	2:30 PM	Requested terms documentation from landlord and owner

Contacts

Role	Company	Contact	Phone	Email
Consultant	Virginia Textron	Eduardo R. Kidrick	703-221-5602	eduardo_kidrick@vt.com
Property Owner	US Dept of Commerce	Brian Nort	312-303-5453	brian.nort@udoc.com
Property Owner	Pacific Beach Advisors	Jeff W. Carter	509-695-5199	carter@pacific.com

Documents

Type	Category	Status	Document Title
Job	Agreement	Sent to Legal	DEMO00_32820
Job	Lease	Draft	Proposed Office Lease

10249 Trans Act 2 from Site
 Real Estate Administration

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Figure 167 Job Summary Report

JOB TASKS

The report allows users to select all, open, or complete tasks sorted by job number, Job Type, Assign to, or Agent. Includes the option for editing the report title. Includes the option to export to Microsoft Excel.


		Job Tasks Sorted By Assignee Global Real Estate Services 6/23/2017				
Job #	Job Title	Task ID	Description	Start	Target	Finish
10277	Lease Adjustment	6	Transmit rent review letter with proposed rent	03/01/14	04/01/14	05/01/14
10266	Appraisal Deerfield Park	6	Transmit rent review letter with proposed rent			
10277	Lease Adjustment	7	Enter new rent into system	05/01/14		
10266	Appraisal Deerfield Park	7	Enter new rent into system			
10294	Relocation study	8	File			
10262	Building Inspection	8	File			
10256	Re-sign Lease Agreements	10	Draft lease language.	12/01/13		03/01/14
10295	Expansion Request	12	Construction Drawings	05/06/14	05/08/14	05/09/14
10295	Expansion Request	15	Notify Mover - Building Manager - SDDP	05/22/14		05/30/14
10256	Re-sign Lease Agreements	20	Prepare and organize lease file, ticklers, prepare Form 80 Memo to the City Council.			
10256	Re-sign Lease Agreements	21	For long term leases prepare Request for Council Action (Form 1562).			
10256	Re-sign Lease Agreements	22	Process 2472 through designated personnel			
Gaylen, M						
10277	Lease Adjustment	1	Market Value/Percentage Adjustments	11/20/13	12/01/13	12/01/13
10279	Lease Adjustment	1	Market Value/Percentage Adjustments	11/20/13		11/25/13
10279	Lease Adjustment	2	Review lease language at least 6 months prior to adjustment	11/20/13		11/28/13
10277	Lease Adjustment	3	Initiate appraisal process via Valuation Section	11/20/13	12/01/13	12/15/13
10279	Lease Adjustment	3	Initiate appraisal process via Valuation Section	11/29/13	12/11/13	12/12/13
10277	Lease Adjustment	4	Review appraisal with READ appraiser	01/13/14	01/15/14	02/01/14
10279	Lease Adjustment	4	Review appraisal with READ appraiser	12/12/13	01/27/14	01/31/14
10277	Lease Adjustment	5	READ Appraiser confirms valuation and proposed rent	01/13/14	12/15/13	02/01/14
10279	Lease Adjustment	5	READ Appraiser confirms valuation and proposed rent	01/31/14	02/10/14	02/10/14
10279	Lease Adjustment	6	Transmit rent review letter with proposed rent	03/10/14		04/01/14
10279	Lease Adjustment	7	Enter new rent into system	04/01/14	05/19/14	04/14/14
Gaylen, R						
10302	Sacred Heart Building General	8	File			
10323	Sacred Heart Hospital DEMO 2015	8	File			
Johnson, D						
10275	Lease Adjustment	1	Market Value/Percentage Adjustments	04/15/14		04/30/14
10294	Relocation study	1	Prior to inspection review Lessee obligations under the lease	04/01/14		04/03/14
Real Estate Administration				Page 11		

Figure 168 Job Tasks Report

JOB JOURNAL

The report aggregates the Job Journal entries into one report. Includes the option to export to Microsoft Excel. Includes the option to edit the report title.


 Job Journal Global Real Estate Services 6/26/2017		
Date	Journal Entry	By
10249 - Trans Act 2 from Site		
6/25/2014	Requested terms documentation from landlord and owner	Dave Johnson
10256 - Re-sign Lease Agreements		
10/23/2014	Site inspection complete. Let's renew.	Dave Johnson
7/22/2014	Site inspection incomplete.	Dave Johnson
10265 - Approve Use Permits.		
9/2/2014	The use permit form has been updated and put in the system. Make sure that all 2015 vendors have signed Dave Johnson and returned the form.	
10266 - Agreement Renewal		
10/23/2014	Review with upper management.	Dave Johnson
10270 - Lease Adjustment		
6/26/2017	CAM charges also consists of administrative and management fees. Administrative fees are a negotiated percentage of all costs of operating and maintaining a property. Management fees are a percentage of gross rents collected, which percentage is defined in the management agreement between the management company and ownership of the property	Matthew Gaylen
6/26/2017	Followed up with tenant. Tenant claims CAM charges have become a profit center and requests CAM charges be limited to items that are legitimate.	Matthew Gaylen
12/16/2014	follow-up on tenant request for abate CAM charges.	Rose Gaylen
10280 - Joe Schmoe		
12/3/2014	CAM charges also consists of administrative and management fees. Administrative fees are a negotiated percentage of all costs of operating and maintaining a property. Management fees are a percentage of gross rents collected, which percentage is defined in the management agreement between the management company and ownership of the property	Doug Johnson
10294 - Relocation study		
1/26/2015		Dave Johnson
10303 - Rent Adjustment		
1/30/2015	CAM charges also consists of administrative and management fees. Administrative fees are a negotiated percentage of all costs of operating and maintaining a property. Management fees are a percentage of gross rents collected, which percentage is defined in the management agreement between the management company and ownership of the property	Dave Johnson
10309 - Revised Expansion study		
12/15/2014	Uploaded document for PM review. Contract for construction manager.	Rose Gaylen
10323 - Sacred Heart Hospital DEMO 2015 Inspection		
2/11/2015	Working to meet with Lessee	Dave Johnson
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Figure 169 Job Journal

Financial Heading

Accounting Tab - A/P Agreements – Payments Subheading

PREVIEW REPORT

The report displays payments before *running* – See A/P Payments on page 64. The report is sorted by agreement number or name. The report may be multiple pages and displays a summary dollar amount of all payments to be made at the end of the list. The list can be used to examine payments and amounts prior to writing checks to landlords.


WIZARD SOFTWARE
 SOLUTIONS

Payments Preview for May 2017

Wizard Software Solutions
 6/26/2017

Agreement # / Name	Location	Payment Date	Payee #	Payee	Account	Freq	Amount	From	To
Subtotal Agreement # 1015X							\$ 11,020.00		
Agreement # 1058-02 Western Grounds									
1058-02	Western Grounds	Secaucus, NJ	05/01/2017	1046	Centre For Organization	Rent Expense	MO	\$ 17,000.00	05/01/2017 05/31/2017
Subtotal Agreement # 1058-02							\$ 17,000.00		
Agreement # A-1014 New York Office Demo									
A-1014	New York Office	Demo	New York, NY	05/01/2017	1215	New World Properties	Cleaning Services	MO	\$ 1,200.00 05/01/2017 05/31/2017
A-1014	New York Office	Demo	New York, NY	05/01/2017	1001	Ace Parking Management	Parking	MO	\$ 3,500.00 05/01/2017 05/31/2017
A-1014	New York Office	Demo	New York, NY	05/01/2017	1240	Pacific Real Estate Group	Rent Expense	MO	\$ 88,697.43 05/01/2017 05/31/2017
Subtotal Agreement # A-1014							\$ 93,397.43		
Agreement # FNT-A Fountainhead Office Suite A									
FNT-A	Fountainhead Office Suite A	New York, NY	05/01/2017	1118	Expo Real Estate Services	Rent Expense	MO	\$ 50,000.00	05/01/2017 05/31/2017
Subtotal Agreement # FNT-A							\$ 50,000.00		
Report Total							\$ 2,092,184.23		

Real Estate Administration


* Prorated / Partial Payme

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Figure 170 Payments Preview

PREPARE REPORT

The Prepare report creates payment records for all pay setups for all Accounts Payable accounts for the month and year selected in the subheading area. Click the **PREPARE** button to execute. Click the **YES** button to confirm and proceed. REportfolio automatically searches through all the pay setups on the \$\$\$ Cash Flow screen and creates payment records for each one. Then, REportfolio displays a dialog box that indicates the total number of records created. Click the **OK** button to proceed. REportfolio then automatically navigates to the Accounts Payable / Payments module list view and displays the payments that were created. At this point, the list can be printed using the **PRINT LIST** button, or it can be exported to Microsoft Excel using the **EXPORT** button.


WIZARD SOFTWARE
 SOLUTIONS

Payments for May 2017 - Sorted By Payee

Wizard Software Solutions
 6/27/2017

Date	Agreement # / Name	City / State	Account # / Name	Payee # / Company	Amount	Description
Company # 1001 Ace Parking Management						
05/01/17	A-1014	New York Office	New York, NY	1009 Parking	1001	Ace Parking Management \$ 3,500.00
Subtotal Company # 1001 Ace Parking Management					\$ 3,500.00	
Company # 1005 Albertson's Properties						
05/01/17	10047	Cheektowaga	Cheektowaga, NY	1001 Rent Expense	1005	Albertson's Properties \$ 91,534.63
Subtotal Company # 1005 Albertson's Properties					\$ 91,534.63	
Company # 1006 Alexander Properties						
05/01/17	10036	Toledo	Toledo, OH	1001 Rent Expense	1006	Alexander Properties \$ 47,550.00
Subtotal Company # 1006 Alexander Properties					\$ 47,550.00	
Company # 1010 American Building Maintenance						
05/01/17	10027	Columbus	Columbus, OH	1001 Rent Expense	1010	American Building \$ 58,222.00
Subtotal Company # 1010 American Building Maintenance					\$ 58,222.00	
Company # 1021 Archstone Communities Trust						
05/01/17	10004	Health and Fitness Court	Portland, OR	1001 Rent Expense	1021	Archstone Communities \$ 70,500.00
05/01/17	10004	Health and Fitness Court	Portland, OR	1010 Storage	1021	Archstone Communities \$ 1,000.00
Subtotal Company # 1021 Archstone Communities Trust					\$ 71,500.00	
Company # 1046 Centre For Organization Effectiveness						
05/01/17	1058-02	Western Grounds	Secaucus, NJ	1001 Rent Expense	1046	Centre For Organization \$ 17,000.00
Subtotal Company # 1046 Centre For Organization Effectiveness					\$ 17,000.00	
Company # 1074 Clear Wireless						
05/01/17	10057	Grand Rapids	Grand Rapids, MI	1001 Rent Expense	1074	Clear Wireless \$ 47,779.99
Subtotal Company # 1074 Clear Wireless					\$ 47,779.99	
Company # 1098 Crowe Capital						
05/01/17	1015B	5th Flr Annex	New York, NY	1004 CAM	1098	Crowe Capital \$ 78,000.00

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Figure 171 Print List from Accounts Payable screen

VIEW / LIST

The View / List button navigates back to the Accounts Payable / Payments list view in the Payments module and displays the found set of the most recently prepared payment records.

REPORT

The **REPORT** button displays the payment records most recently prepared. The report can be detailed or summary and sorted by agreement number, agreement name, account, region, state or agent. The report includes the option to edit the report header.

Account # Account Name		Amount
Central		
Agreement # 10018 Ann Arbor Ann Arbor, MI		
1001	Rent Expense	\$ 5,000.00
Subtotal Agreement # 10018 Ann Arbor		\$ 5,000.00
Agreement # 10027 Columbus Columbus, OH		
1001	Rent Expense	\$ 58,222.00
Subtotal Agreement # 10027 Columbus		\$ 58,222.00
Agreement # 10034 Coralville Coralville, IA		
1001	Rent Expense	\$ 23,375.00
1006	Insurance	\$ 600.00
Subtotal Agreement # 10034 Coralville		\$ 23,975.00
Agreement # 10036 Toledo Toledo, OH		
1001	Rent Expense	\$ 47,550.00
Subtotal Agreement # 10036 Toledo		\$ 47,550.00
Agreement # 10037 Oklahoma City Oklahoma City, OK		
1001	Rent Expense	\$ 117,658.00
1009	Parking	\$ 1,500.00
Subtotal Agreement # 10037 Oklahoma City		\$ 119,158.00
Agreement # 10039 Independence Independence, OH		
1001	Rent Expense	\$ 93,823.00
Subtotal Agreement # 10039 Independence		\$ 93,823.00
Agreement # 10057 Grand Rapids Grand Rapids, MI		
1001	Rent Expense	\$ 47,779.99
Subtotal Agreement # 10057 Grand Rapids		\$ 47,779.99
Agreement # 10069 Nashville Nashville, TN		
1001	Rent Expense	\$ 30,166.28
Subtotal Agreement # 10069 Nashville		\$ 30,166.28
Agreement # 10083 Fort Wayne Fort Wayne, IN		
1001	Rent Expense	\$ 1,000.00
Subtotal Agreement # 10083 Fort Wayne		\$ 1,000.00
Subtotal Central		\$ 426,674.27
Eastern		
Real Estate Administration		Page 1


Figure 172 Prepared Payments Report

Financial Heading

Analysis Tab

PORTFOLIO FINANCIALS — ACTUALS + FUTURES

The report displays actual plus forecasted payments plus A/R activity from selected parameters from the found set of agreements. Parameters include options for 12 months or 10 years. The report can aggregate data from A/P or A/R type agreements and can display data from all accounts or only rent accounts. The report will run starting from a user-definable month and year. The report can be sorted by agreement number, agreement name, agreement type, region, state, agent, or account. The report includes options for detailed or summary data. The report includes the option to edit the report header.



Regional Portfolio Accounting Report 12-Month - June 2017

Wizard Software Solutions
6/27/2017

Region	Currency	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	Total
Central	\$	545,939	464,923	470,923	515,609	473,578	473,578	646,592	474,053	379,292	423,689	379,544	380,453	5,628,172
Eastern	\$	750,185	753,348	743,248	745,079	745,148	745,148	745,148	724,183	724,264	725,471	698,287	698,287	8,797,795
Pacific	\$	171,500	171,500	171,500	171,500	173,000	173,000	173,000	173,000	173,000	173,000	173,000	173,000	2,070,000
Southern	\$	678,247	678,247	679,126	681,926	591,353	591,353	516,997	557,525	559,251	559,251	559,251	559,251	7,211,777
Report Totals	\$	2,145,871	2,068,018	2,064,797	2,114,115	1,983,078	1,983,078	2,081,737	1,928,761	1,835,806	1,881,410	1,810,082	1,810,991	23,707,744

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Figure 173 - Portfolio Accounting Report

PORTFOLIO ACCOUNT REPORT – 10 YEAR

Same as previous, selecting 10-year option.


<div>  <div> Portfolio Accounting Report 10-Year Wizard Software Solutions 6/27/2017 </div> </div>												
Agreement Name	Currency	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Little Rock	\$	1,147,810	1,195,475	1,246,953	0	0	0	0	0	0	0	3,590,238
Madison	\$	60,000	76,500	82,238	88,405	95,036	102,163	103,365	103,365	60,296	0	771,369
Matt Plaza Office	\$	480,180	480,324	480,469	280,336	0	0	0	0	0	0	1,721,309
Medley	\$	1,042,226	1,063,071	1,084,332	732,463	0	0	0	0	0	0	3,922,092
MMC 1	\$	121,283	122,253	123,231	124,217	83,252	0	0	0	0	0	574,235
Mutual Properties - Brandon	\$	291,600	300,000	300,000	313,500	318,000	318,000	79,500	0	0	0	1,920,600
Nashville	\$	364,710	91,404	0	0	0	0	0	0	0	0	456,114
New York Office Demo	\$	1,140,518	1,178,966	1,218,760	1,259,946	1,302,574	1,346,694	112,532	0	0	0	7,559,989
Office lease	\$	151,837	159,429	162,222	0	0	0	0	0	0	0	473,488
Office Sublease	\$	36,300	39,930	39,930	0	0	0	0	0	0	0	116,160
Oklahoma City	\$	1,448,721	1,477,336	2,255,680	1,004,877	0	0	0	0	0	0	6,186,614
Overland Park	\$	128,154	128,154	128,154	128,154	117,831	0	0	0	0	0	630,447
Pinehurst	\$	271,837	0	0	0	0	0	0	0	0	0	271,837
Reno	\$	1,200,000	1,200,000	1,200,000	2,329,767	2,465,722	2,495,366	2,525,371	216,768	0	0	13,632,994
Secaucus	\$	855,564	649,820	0	0	0	0	0	0	0	0	1,505,384
St. Louis	\$	177,540	177,540	177,540	177,540	177,540	177,540	177,540	177,540	104,058	0	1,524,378
Syracuse	\$	82,940	83,770	28,016	0	0	0	0	0	0	0	194,726
Toledo	\$	573,453	579,188	584,979	293,945	0	0	0	0	0	0	2,031,565
Western Grounds	\$	206,040	0	0	0	0	0	0	0	0	0	206,040
Winter Park	\$	958,424	958,424	399,343	0	0	0	0	0	0	0	2,316,191
Zimmerman Co. Sublease	\$	120,000	80,000	0	0	0	0	0	0	0	0	200,000
Report Totals	\$	23,707,744	18,062,997	16,004,655	11,871,707	7,647,052	6,898,020	4,754,300	1,327,037	825,721	55,204	91,154,437
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Figure 174 Portfolio Accounting Report - 10-Year

\$ COMMITMENT SUMMARY

The report totals dollar commitments plus dollars remaining. The report displays a trailing grand summary at the bottom of the last page.


 Agreement Commitments Summary Wizard Software Solutions 6/27/2017											
Agreement # / Name	City	State	Type	Status	Area	Start	Expire	Actuals To Date	Future Commitments	Agreement Totals	
23423 Knoxville Primary Lease	Knoxville	TN	Services	Terminated	SF	01/01/2010	11/13/2017	\$	\$	\$	
10065 Madison	Madison	WI	Office Lease	Active	4,000 SF	12/01/2017	11/30/2023	\$	\$ 789,369	\$ 789,369	
10067 Bellevue	Bellevue	WA	Retail Lease	Active	7,652 SF	08/01/2014	01/31/2018	\$	\$	\$ 294,014	
10069 Nashville	Nashville	TN	Office Lease	Active	28,389 SF	01/01/2011	12/30/2018	\$ 59,144	\$ 456,114	\$ 2,860,335	
10071 Plano	Plano	TX	Services	Terminated	SF	01/01/2011	10/29/2017	\$	\$	\$	
10072 Laredo	Laredo	TX	Office Lease	Active	57,398 SF	10/01/2013	09/30/2020	\$	\$ 2,124,630	\$ 4,894,432	
10073 El Paso	El Paso	TX	Office Lease	Active	89,139 SF	09/01/2009	01/31/2018	\$	\$ 362,295	\$ 9,045,997	
10075 Oak Brook	Oak Brook	IL	Office Lease	Active	85,659 SF	07/01/2011	08/31/2018	\$ 256,977	\$	\$ 337,727	
10076 St. Louis	St. Louis	MO	Office Lease	Active	44,385 SF	07/01/2010	06/30/2018	\$ 133,155	\$ 1,524,378	\$ 2,811,543	
10083 Fort Wayne	Fort Wayne	IN	Office Lease	Active	1,000 SF	03/01/2016	02/28/2021	\$ 3,300	\$ 41,434	\$ 60,434	
10103 Pleasanton	Pleasanton	CA	License	Terminated	33,539 SF	05/01/2008	04/30/2016	\$	\$	\$	
234566 Knoxville Insurance	Knoxville	TN	Office Lease	Terminated	12,500 SF	12/01/2009	04/30/2016	\$	\$	\$	
FNT-A Fountainhead Office Suite A	New York	NY	Office Lease	Active	12,000 SF	12/01/2015	06/30/2026	\$ 150,000	\$ 5,634,873	\$ 6,534,873	
1341S Albertson	Boston	MA	Office Lease	Active	10,000 SF	12/01/2013	06/30/2024	\$	\$ 575,914	\$ 819,536	
1058-02 Western Grounds	Secaucus	NJ	Right of Way	Active	40 AC	05/01/2016	05/31/2018	\$	\$ 206,040	\$ 410,040	
1003-01 Matt Plaza Office	Urbana	IL	Office Lease	Active	50,000 SF	07/01/2016	04/30/2021	\$	\$ 1,721,309	\$ 2,341,345	
1045-01 Office lease	Millford	OH	Office Lease	Active	50,000 SF	02/01/2016	04/30/2020	\$	\$ 473,488	\$ 546,361	
1045-02 Office Sublease	Millford	OH	Office Lease	Terminated	30,000 SF	05/01/2017	06/23/2017	\$	\$ 116,160	\$ 119,160	
1043-02 Toledo Office	Toledo	OH	Easement	Active	35,000 SF	05/01/2017	04/30/2020	\$	\$	\$	
1032-03 Columbus Warehouse	Columbus	OH	Industrial Lease	Active	200,000 SF	05/01/2017	04/30/2021	\$	\$	\$	
1032-04 Columbus Sales Office	Columbus	OH	Office Lease	Active	50,000 SF	05/01/2017	04/30/2030	\$	\$	\$	
Report Total 55 Agreement(s)					4,416,208 SF			\$ 257,865,433	\$ 247,483,108	\$ 257,865,433	
Real Estate Administration											Page 2

Figure 175 Agreement Commitments Summary

STRAIGHT-LINE RENT ANALYSIS

same as Figure 148 on page 91.

PAYMENTS VARIANCE REPORT

The report is a comparison of A/P payments for selected month to previous month for a found set of agreements. Report includes the option to edit the report title.


		PAYMENTS Variance Report - New York Global Real Estate Services 6/27/2017			
Agreement # / Name	Acct # / Name	May 2017	May 2017	Diff	
10040 Syracuse Syracuse, NY					
10040 Syracuse	1001 Rent Expense	\$ 6,865.91	\$	\$ -6,865.91	
Subtotal for Agmt # 10040		\$ 6,865.91	\$	\$ -6,865.91	
10047 Cheektowaga Cheektowaga, NY					
10047 Cheektowaga	1001 Rent Expense	\$ 91,534.63	\$	\$ -91,534.63	
Subtotal for Agmt # 10047		\$ 91,534.63	\$	\$ -91,534.63	
1015X MMC 1 New York, NY					
1015X MMC 1	1001 Rent Expense	\$ 10,000.00	\$	\$ -10,000.00	
1015X MMC 1	1005 Utilities	\$ 1,020.00	\$	\$ -1,020.00	
Subtotal for Agmt # 1015X		\$ 11,020.00	\$	\$ -11,020.00	
A-1014 New York Office Demo New York, NY					
A-1014 New York Office Demo	1001 Rent Expense	\$ 88,697.43	\$	\$ -88,697.43	
A-1014 New York Office Demo	1009 Parking	\$ 3,500.00	\$	\$ -3,500.00	
A-1014 New York Office Demo	1012 Cleaning Services	\$ 1,200.00	\$	\$ -1,200.00	
Subtotal for Agmt # A-1014		\$ 93,397.43	\$	\$ -93,397.43	
FNT-A Fountainhead Office Suite A New York, NY					
FNT-A Fountainhead Office Suite A	1001 Rent Expense	\$ 50,000.00	\$	\$ -50,000.00	
Subtotal for Agmt # FNT-A		\$ 50,000.00	\$	\$ -50,000.00	
Report Total :		\$ 252,817.97	\$	\$ -252,817.97	
Real Estate Administration					Page 1

Figure 176 Payments Variance Report

SCHEDULED REPORTS

Click the CLOCK AND CALENDAR icon next to a REPORT button to create a schedule for that report.

REportfolio displays the Scheduled Report Setup screen. Check the REPORT DATA radio button to save the selected agreements for each edition of the report. Click the SELECT SITES/LEASES USING FIND FILTERS radio button to use the saved find parameters to execute subsequent editions of the report.

Output can be specified as PDF or Microsoft Excel.

Frequency can be one-time, daily, weekly, or monthly.

Next Date is user definable but required. A Next Date must be entered. End Date is optional. If end date is not entered, then the report will run into perpetuity. Once the report schedule is implemented, then the Last Run field will display the date of the last edition of the report. Finally, there is a field for email addresses.

Enter the email address or addresses and click the OK button to schedule the report.

The report appears on the Menu of Reports under the Scheduled tab. Click the CLOCK AND CALENDAR icon to edit the report options. Click the white X in the red box to delete the schedule.

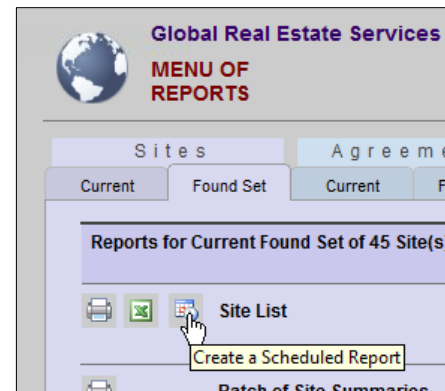


Figure 177 Schedule A Report

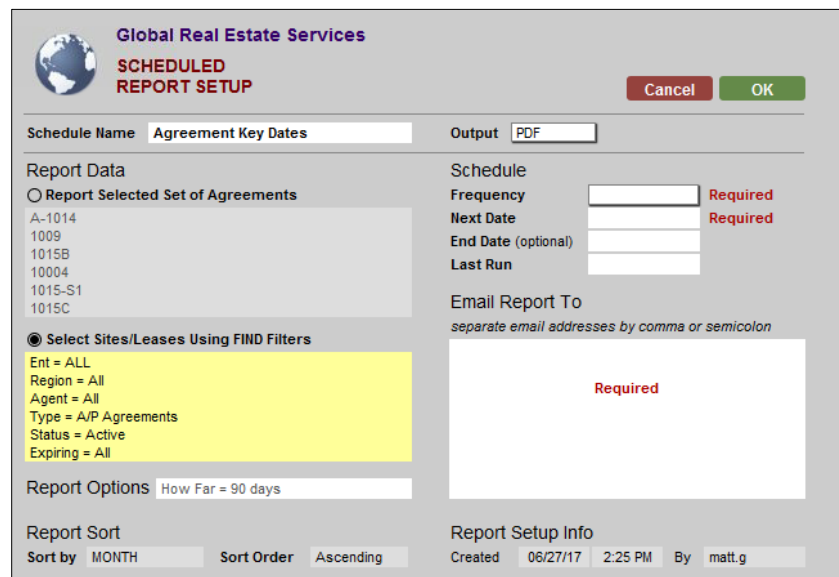
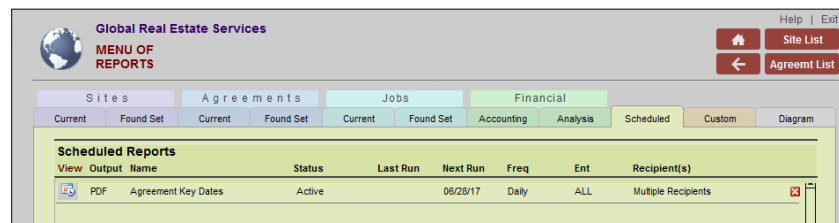


Figure 178 Scheduled Report Setup



View	Output	Name	Status	Last Run	Next Run	Freq	Ent	Recipient(s)
PDF	Agreement Key Dates	Active	06/28/17	Daily	ALL	Multiple Recipients		

Figure 179 Scheduled Reports Tab

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