



Lease2Cash

Property Management Add-On Solution powered by ARCHIBUS

By using Lease2Cash, an Add-On Solution powered by ARCHIBUS, you will standardize and automate the recurring lease administration activities - such as lease expiring notifications, billing, rent percentage definition, cost chargeback, reconciliation and you will be able to elevate occupancy, the tenant retention rate, reduce errors, avoid penalties and increase the revenues.

System Capabilities

- Lease Contracts & Addendums Management
- Suppliers Contract Management
- Billing system: income / expenses
- Service Charge Management
- Document Management for contracts
- Notifications
- Reporting

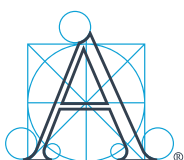
Benefits

- Build trust with your landlords and tenants by managing more transparently the office, retail or residential portfolio
- Automate your lease management processes to boost your operational efficiency
- Minimize costs and increase revenues from lease contracts
- Make decisions based on a more consistent perspective of your Property Management business



"We needed ARCHIBUS to automate the billing process, in line with the terms of each lease contract, to streamline the yearly reconciliation of operational expenses and provide all the information about the tenants in one single system. We needed a flexible tool for analytics. We needed transparency and accuracy."

Mihai Dumitru, IT Director Colliers International Romania



ARCHIBUS
Solution Center
ROMANIA

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9th Lt. Stefan Marinescu street, Bucharest, Romania, +40.21.311 88 39/40, www.asc-ro.com

Lease Contracts & Addendums Management

Lease Contracts definition and management for the entire lifecycle period was never as easy as in Lease2Cash solution.

You can register a lease contract in 10 easy steps:

1. Define general contract information
2. Assign spaces to Lease & Upload Documents (e.g. contract scan)
3. Define Indexation: custom & international indexes (e.g. MUICP)
4. Define recurrent incomes
5. Define discounts for recurrent costs
6. View scheduled incomes
7. Define guarantees
8. Define notification
9. Contacts & Company details
10. Define utility type for chargeback

Suppliers Contract Management

Easy track and retrieval of supplier contract

The system allows definition of supplier contracts with the relevant information.

Supplier contracts can mean: cleaning services contract, security contract, insurance contract, equipment maintenance contract, utilities etc. In order to have easy access to the supplier contracts, the system allows the user to set a filter in the supplier contracts view.

Expenses forecast

Recurrent expenses allow the user to define all the expenses that are paid with a well-defined periodicity and with a fixed value.

This functionality can be used in order to preview the expenses for a longer period of time in the future. The records are only informative and will be displayed in reports.

Cost Chargeback: input bills and generate invoices

The system allows the user to register in the system the supplier invoices, in order to charge them back to the tenant, or to compare them to budgeted values.

Document Management

The application allows the upload of any number of documents for a specific lease (scanned contract, addendum etc.).

Notifications

For each contract, the system allows the definition of e-mail notifications to the contract coordinator for specific critical dates of the contract.

Billing System

The system provides invoices management functionalities. The following operations are supported by the system:

Invoice management - invoices can be created and issued based on different criteria, even using bulk method. Invoice's line details or amounts paid are available to be consulted at a finger click.

Printing - After issuing, invoices can be saved on local disk as .pdf files or printed.

Applying payments - amounts collected from clients can be applied on issued invoices manually or by importing the bank statement in a specific format.

Reverse and Cancel - the solution allows invoice storno or cancellation, providing the needed traceability.

Penalty calculation - the solution supports the process of calculation, approval and applying of penalties based on contractual clauses.

Service Charge Management

Invoice cost chargeback - the supplier invoice chargeback can be done on prorata basis, or according to the lease chargeback agreement stipulations. To perform the chargeback, the supplier invoice and the metering values should be registered in the system. The system will generate the costs from the supplier bills according to the defined method.

Service charge reconciliation - the service charge reconciliation is the process to compare the invoiced service charge tax with the effective service expenses. The result of this process will be reflected in a reconciliation invoice (with positive or negative value). The values for reconciliation are calculated in EUR as well as local currency. The used exchange rate is the one available on the issue date of the invoice (for all invoices - supplier and tenants).

Reports & Analytics

Tenants Incomes

Operational Expenses

Outstanding Amounts

Tenants Penalties

Utility Invoices

Budgeted Service Charge and Actual Service Charge

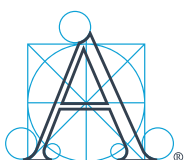
Annual Service Charge Reconciliation

Guarantees Status

Operating Budget

Vacant Spaces vs. Occupied Spaces

Custom Reports



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