

## Property Management



Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Property Management is the source for lease management and accounts receivable processing.

The application features a unique data structure that puts the lease document at the heart of the software, making it flexible enough to accommodate virtually any lease agreement, including multiple leases per tenant, multiple units per lease, and multiple tenants per lease.

Property Management easily adapts to unique lease clauses and calculations. What's more, it contains a broad range of standard inquiries and reports that provide you with instant online access to stored lease and property information. Property Management transforms your lease agreements from static legal documents to dynamic information generators.

Following is a detailed list of the features Property Management offers to help you stay on top of all the details your contractual agreements produce:

### Lease management

- Set up multiple leases per tenant, multiple units per lease, and multiple tenants per lease.
- Enter and edit future lease information as you receive it, then activate lease at a later date.
- Enter each lease with its own provisions.
- Track pending move ins and move outs and simplify lease start and termination with user-defined checklists.
- Automatically prorate all charges upon move in and move out.
- Reconcile final charges, credits, and deposits, then send tenant refund information (if applicable) to Sage 300 Accounts Payable upon lease termination.
- Calculate interest on deposits and issue tenant 1099-INT.
- Track a nearly limitless number of tenant address types, such as mailing, billing, corporate, attorney, forwarding, or any other type you choose.
- Track any type of square footage, lease insurance, deposits, property addresses, property types, or unit classes.
- Stay on top of lease options with virtually unlimited lease option tracking.
- Track retail sales and calculate overage rents (Sage 300 Advanced Retail offers additional retail functionality).

### Benefits

- **Multiple** lease options
- **Easy access** to important lease and property information
- **Robust** billing and fee collection processes
- **Multiple** predesigned Property Management reports at any time

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## Accounting

- Amortize rent concessions and increases in accordance with FASB 13 using straight line function.
- Track gross potential rent and vacancy loss.
- Post Property Management activity to the Sage 300 General Ledger or Accounts Payable automatically or whenever you choose.
- Easily retrieve expenses and budget information from General Ledger for recoverable expense processing.

## Billing and fee collection

- Track and administer an unlimited number of recurring charges.
- Set each recurring charge to be billed weekly, biweekly, monthly, quarterly, semiannually, or annually.
- Track and charge sales tax on rent or other charges.
- Bill miscellaneous, nonrecurring charges at any time.
- Use the Balance Forward Statement, Open Item Statement, or Tenant Invoice or create your own customized billing format with Sage 300 Report Designer.
- Customize recoverable expenses and escalations based on last year's actuals or next year's budget and then automatically apply stops, caps, and base year amounts.
- Review and adjust amounts transferred from General Ledger to Property Management prior to processing recoveries.
- Retroactively bill unpaid charges resulting from recoverable expense reconciliation.
- Base index escalations on formula-driven CPI or Porter's Wage calculations.
- Automate cash receipt posting with user defined default payment priorities.
- Post receipts to existing charges, new charges, prepayments, open credits, and deposits.
- Apply open credits to outstanding charges or automatically create an invoice in Accounts Payable to cut a check.
- Base late charges on a percent, flat amount, formula, or a combination of all three types.
- Automatically assess NSF charges, reinstate original charges, and institute late fees.
- Set a tenant to a cash only basis.
- Import charges from utility billing software.
- Import tenant lockbox payments.

## Inquiry

- Drill down on summary information to view supporting detail (for example, review a list of delinquent tenants and balance amounts, then drill down to see the individual open items, amounts, and charge dates).
- Apply conditions to block information that you don't want to see.
- View and insert electronic notes and file attachments.
- Insert additional columns of information on the fly for quick access to the data you need most.
- Modify any of the more than 100 inquiries or create new inquiries using Sage 300 Inquiry Designer.

## Reporting

- Choose from nearly 80 predesigned Property Management reports to calculate and print information at any time.
- Apply conditions and ranges so that only the specific information you want to report prints.
- Modify nearly all of the more than 500 reports or create new reports using Report Designer.

## Additional features

- Generate charges by each property independently.
- Track weighted occupancy for multiple square footage types by calendar or fiscal year.
- Retain occupancy history indefinitely.
- Track miscellaneous income for each property.
- Run management fees on a predetermined schedule or anytime during fiscal period through an "on demand" calculation feature.
- Automatically send management fee invoices to Sage 300 Accounts Payable.
- Allow an entity to pay an invoice or receive payment belonging to another entity (intercompany accounting).
- Add up to 250 custom fields to more than 20 records within Property Management.
- Track property taxes paid, property valuations, and tax exemptions.
- Track pertinent insurance information on a property (insurance effective date, expiration date, value, deductibility, agent's name).
- Attach time stamped online notes to documents throughout the software.
- Customize toolbar for push button access to reports, inquiries, and tasks.

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- Change on-screen descriptions to match your company's terminology (for example, "tenant" can become "resident" or "unit" can be "suite").
- Define security rights by user or group.

For more information, contact your Sage business partner or customer account manager at 800-858-7095.

## About The Sage Group, plc

We provide small and medium-sized organizations with a range of easy-to-use, secure, and efficient business management software and services—from accounting and payroll to enterprise resource planning, customer relationship management, and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For more information about Sage in North America, please visit the company website at [Sage.com](http://Sage.com). Follow Sage North America on Facebook, [Facebook.com/Sage](https://www.facebook.com/Sage), and Twitter, [Twitter.com/SageNAmerica](https://twitter.com/SageNAmerica).

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