

CMS PROPERTY

“After 15 years with CMS we upgraded to the latest generation of CMS Property-
both the new software and support are excellent.”

Gerald Rawson, Burgess Rawson

Property Management solution from

MANHATTAN

CMS Property Product Overview

CMS Property is a Windows based software system that enables the proactive management of Property Portfolios.

It has the versatility and scalability required for large corporations, trusts, retail chains and agency franchises, as well as for single property owners and boutique agencies.

- **Commercial, Industrial Core Module:** This provides core property management, including maintenance and reporting on properties and leases. Functions include Tenancy Schedules, Diaries, Vacancy Schedules and related reports. Full accounts payable, accounts receivable and bank reconciliation facilities allow financial transactions to be processed and financial management information to be available. The accounting function extends to include full trust accounting where this is required. Budget and forecast preparation and reporting facilities are part of the Core Module.
- **Security by Portfolio Management:** Security by Portfolio provides secured access to specified data for end users, remote branches and clients. Reporting facilities are available over the net to an approved range of printers. This is ideal to provide access to remote users who require restricted access to only 'their' information.
- **Retail Module:** The retail module is designed to support shopping centres that are using percentage rents. The sales figures (actual and budget) for each tenant are captured and this information is used to calculate the percentage rent. Facilities include provision for product categories, door counts, MAT calculations, and Break Even Rents
- **Accruals Module:** This facility allows Accrual journals to be entered. Where transactions extend over multiple accounting periods, accruals are automatically generated. Comprehensive Accruals based Owners Reporting is provided.
- **Utilities Module:** The utilities module enables electricity and other utility invoices to be entered, including the meter readings from master meter. These costs can then optionally be recharged to tenants based on the tenant's meter readings.
- **General Ledger:** Integrated full-function General Ledger with inter-company and multi-company accounting, consolidation and flexible analysis. Financial Report Generator provides for reporting flexibility. Full multi-currency option.
- **Financial System Interface Module:** This allows data to be interfaced from CMS Property into a user's corporate financial system eg MYOB, SAP, Oracle etc. This removes the need for re-keying of data, and provides an accurate and timely link between systems.
- **Web Browser access:** Available through internet/ Intranet/ Extranet. Access to Property Management functions can be achieved using a browser. Options for managing communications include CITRIX, MS Remote Desktop and JTI from Compuware.
- **E-mailing of Invoices and Remittance Advices:** Tax Invoice/statements, Purchase Orders, Remittance Advices and reports such as Tenancy Schedules and Owners Statements can be automatically despatched to the recipient's preferred location.
- **FM Help Desk:** The Facilities Management Help Desk provides the ability to log Help Desk calls, and facilitates the management and control of work requests to ensure that they are serviced and completed with a minimum of paperwork.

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CMS Property is designed to provide all the tools a top performing Property Manager requires.

Portfolio Summary

From the Portfolio Summary the Property Manager can drill down to show more details, such as tenants who haven't paid their accounts. Details of key performance indicators for each transaction are shown, including the space occupied, the lease and what the transaction is for. Further information on the lease and tenant is available by drilling down into the lease. Property Managers can see their Diary events, both the overdue items and the upcoming events, so that no key dates get overlooked. Diary events monitor rent reviews, lease expiries, inspections, insurance policy expiries, maintenance and other user defined action.

Automatic Letter Generation

Standard letters are easily produced from CMS Property to follow up on rent reviews, lease expiries and other key dates. In addition arrears letters can automatically be sent to tenants who are behind with their payments.

Management Reports

A range of standard reports is available as well as the ability for users to write their own reports and enquiries. Key reports include:

- Managers' Diaries – select events by date, type of event, manager name, property or any combination of these for the period ahead. Review completed tasks (and who completed these) as well as outstanding tasks.
- Tenancy Schedules - listing all the occupants of the property by floor showing tenant details, key dates, rent reviews, areas, charges and outgoings.
- Vacancy listings – showing space available and expanded rents.

Centralised Electronic Filing System

CMS Property provides a centralised filing system for all property related information. This can include floor plans, lease documents, photos of buildings, spreadsheets and much more. The information is available to all users without the need to search through files and individual computers.

Integrated System for the Accountant

CMS Property is designed as a property accounting system, Information is entered once and is then used by the system to drive the accounting. This means, for example, that when the terms of the leases state that there is a fixed increase in the rent after one year, the charging process will know to charge this automatically from the information recorded on the lease. Similarly, the charges will stop automatically according to the lease details. This ensures that the correct rent is always charged.

Ease of Use

Efficiency and ease-of-use are critical to keeping administration costs to a minimum whilst providing the flexibility to accommodate the full range of transactions that arise in the property management environment. Other features that assist the user are:

- Full open item accounting
- Invoice and/or statement printing and reprinting at any time
- Financial transactions held in full indefinitely
- Detailed audit trails showing charges, receipts and how transactions have been allocated
- Date flexibility to accommodate rent holidays, special lease clauses, early departure by the tenant, different accounting close-off dates
- Reports can be reprinted at any time, even months later

Company Summary

The **CMS Property** product and the **Manhattan Advanced Property Management** product are both solutions from Manhattan Asia Pacific. Manhattan Asia Pacific is a subsidiary of the Raindrop group, based in the UK. Formed in 1986, the Raindrop

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Group is dedicated to the global development, implementation and support of a fully integrated and fully web-enabled property asset and facilities management systems. The company has a worldwide network of offices, with local experts to provide project management, systems implementation, business management and training.

The Company's substantial user base of over 200 organisations, many with multiple locations, includes blue-chip clients as diverse as retail, agency, energy, telecommunications, automotive, investment, transport, banking, finance, utilities and various tiers of government.

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