REportfolio™ v11

Real Estate Lease Administration Software

SIMPLE

Simplicity drives productivity. Our #1 advantage is that users feel comfortable with our software. The result is your team gets work done quickly.

POWERFUL

Our solutions are built for performance and scalability, with industry-standard technologies that reach out to your entire organization and work with your enterprise software systems.
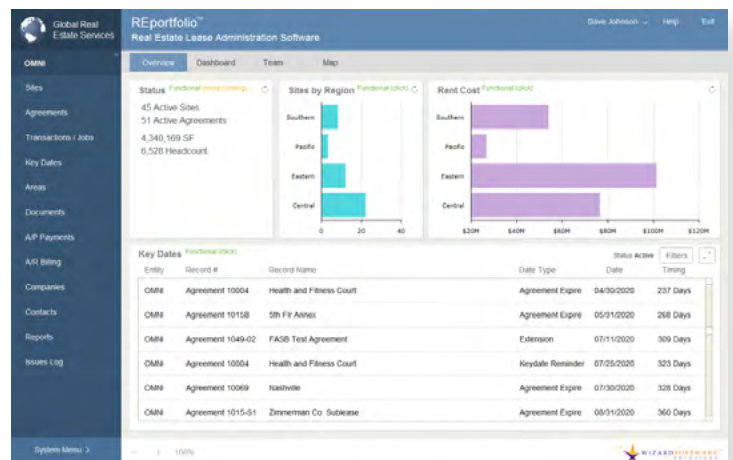
FLEXIBLE

We respect that every organization is unique. Our solutions can work off-the-shelf, or they can be easily tailored to your unique processes and workflows.

> REportfolio is an industry-unique complete software solution for the management and administration of diverse property and asset portfolios.
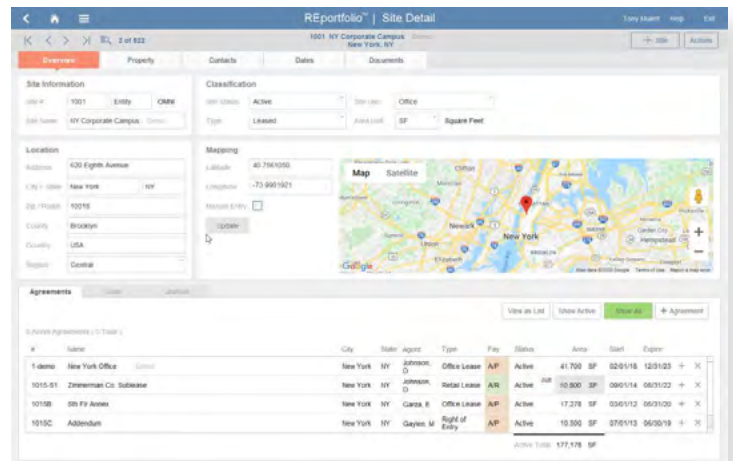
REportfolio lets your group track owned and leased site information, office and land leases, permits, easements, equipment leases, plus any number of agreement types.

REportfolio JOBS helps you track, monitor, and report on the status of all workgroup portfolio transactions.

REportfolio will forecast, track, and report portfolio costs (A/P) and revenues (A/R), plus remind your team of critical approaching portfolio dates.

Home Screen

Site Detail

FEATURES & FUNCTIONALITY

Real Property Administration

- A centralized database of all sites, properties, locations and related information—find, sort, and report a list of any property or agreement you want in only a few clicks.

- Manage multiple types of agreements at each location—leases, subleases, ground/land leases, permits, easements, rights-of-entry, equipment leases.

- Handle financial forecasting and reporting in US dollars or foreign currencies.

- Manage properties and agreements in square feet, square meters, or acres.

- Prepare monthly reports or ledgers of payments or tenant/lessee invoices.

- Allocate costs or revenues to your own accounting codes.

- Attach and manage an unlimited number of documents to agreement records.

- Be reminded of approaching critical portfolio dates—by on-screen alerts, automated scheduled emails, or on-demand reports.

- REportfolio JOBS helps you track, monitor, and report on the status of all workgroup portfolio transactions.

- Keep all tenants, landlords, contacts and contact info in a central location.

- Easily enter and track agreement information related to insurance policies, storage, parking, headcount/area allocation, and security deposits.

Integrates with Enterprise Data

- The Wizard Software Enterprise Simple Portal can streamline the process of reconciling REportfolio with enterprise ERP data from systems like Oracle, PeopleSoft, Lawson, and SAP.

Powerful Reporting

- Hundreds of off-the-shelf pre-formatted, consistent and professional reports.

- Reports are available for a single property or agreement, a set of records based on your own criteria, or executive-level summaries of data by any number of categories.

- Reports include cost and revenue forecasting, rent rolls, lease and agreement abstracts, straight-line accounting, tenant invoices, statements, and aging accounts receivable reports, just to name a few.

- Easily build and deploy new reports on your own.

- Reports can be sent to your printer, generated as PDF, or direct Excel output.

- Reports can be scheduled in advance to be automatically triggered or sent on a regular basis (weekly, monthly, etc.) to designated individuals or teams.

- Available Audit Trail module records a detailed granular history of all system data created, edited, and modified by all users.

Interfaces to Match Different User Types

- Allow or prevent data entry using configurable role-based security settings.

- Instantly publish portfolio information to a department web site for executives, owner-users and stakeholders.

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