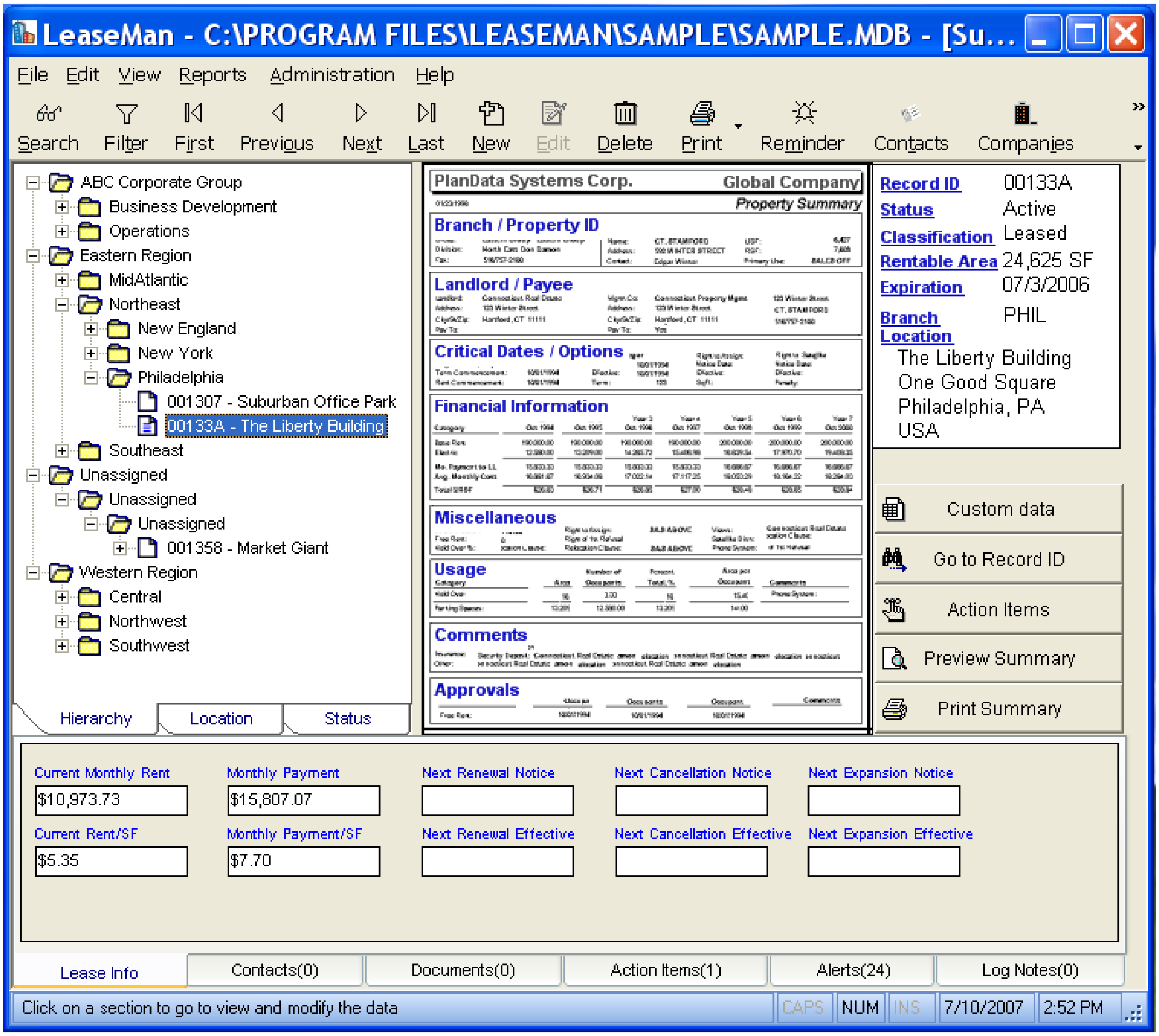
LeaseMan for Windows



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About LeaseMan

LeaseMan is designed for those who manage portfolios of properties and need the added support of an automated record tracking system, although it is possible to track many other aspects of a property (including financials, contacts, and user-defined data, among others). This program concentrates on the most volatile data associated with real estate data - Critical Dates. LeaseMan is built "on top of" a relational database, which gives the user maximum flexibility while maintaining the structure required in program applications. LeaseMan also has the ability to track owned properties.

If getting a quick start is important to you, determine which information is most critical to track (i.e. critical dates) and start there. As transactions occur, the information for each record will accumulate, and you will get a more complete picture of each lease.

The system has been designed to allow for orderly and systematic input. this allows the user to be able to enter in all financials at a given time is the user decides to do so.

About this Documentation:

As in most Windows applications, there is more than one method that can be used to accomplish the same goal. This real estate documentation is written to show you the most efficient method.

Using System Dates

Users should ensure that their system clock is properly set and operating correctly. LeaseMan is designed to depend upon the system clock and prepares reports based on the system date. To verify your system time settings are correct, follow these steps:

1. Click the **Start** button in Windows
2. Select **Settings > Control Panel**.
3. Double-click the **Date/Time** icon.
4. Verify date and time settings.

LeaseMan software is a Year 2000 compliant product. The following criteria were used to meet Year 2000 compliance (in accordance with Microsoft Corp. recommendations) which can be found at Microsoft's Web site.

- LeaseMan stores and calculate dates with a 4-digit format throughout its operational range.
- LeaseMan will recognize year 2000 as a leap year and will execute leap year calculations correctly.
- LeaseMan does not use special values for dates within their operational range of data.
- LeaseMan will function into the 21st century through the end of year 2035.

To avoid confusion and ambiguity LeaseMan forces users to enter a 4-digit year for all dates. If a client wants to populate LeaseMan's database with existing non-Year 2000 compliant systems data, PlanData Systems can create data transfer utilities to facilitate proper data conversions.

All dates in the system are displayed and printed in 4-digit year format. The only exception is ad-hoc reports, which are fully user definable, including date formatting.

Transferring Existing Data

Some organizations already have computerized data (on spreadsheets, relational databases or larger systems) and may be interested in having that information transferred to PlanData's LeaseMan software. The advantages of doing this are that you will avoid making any input mistakes since accuracy is critical. To explore the possibility of transferring existing data into LeaseMan, contact PlanData at 1- 800-757-BLDG.

Licensing

When you buy a copy of LeaseMan from PlanData Systems, you are issued a license ID and a serial number. Every time LeaseMan is opened the License ID and Serial number are checked. If they are not valid, the program will open in demonstration mode only. Grant of this license and all accompanying documentation (written or otherwise) is granted to the user only and permits that it be in use on one computer at a time.

Installation

System Requirements:

- Windows 2000 (with proper permissions), Windows XP

- Pentium IV Processor

- 512 MB RAM (1 GB recommended) (In general, the more power and RAM your computer has, the better the program's performance will be).

- 200 MB Free Disk Space (excludes the space required for .Net Framework 2.0).

- Graphics card supporting a minimum resolution of 800 x 600. (1024 x 768 recommended).

- MS Office 2000, with MS Excel, MS Outlook or higher.

To **install** LeaseMan on your computer, follow these instructions:

1. Place the PlanData CD in your CD-ROM drive. Select "**Install LeaseMan**."

2. Follow the prompts of the Installation program.

3. To view & print documentation simply click on **LeaseMan Documentation** at the main install screen.

4. You may be asked to reboot the computer before installation can be completed.

5. Double-click the LeaseMan icon located on your desktop to run LeaseMan in the future.

Note: If you are running 640 x 480 resolution on your computer, the taskbar must be set to auto-hide.

To do this go to **Settings > Taskbar & Start Menu in Windows.**

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Logging on to LeaseMan

Data entered to the LeaseMan program is content sensitive, therefore users must enter a user-name and password. Your system administrator will setup your LeaseMan user id and password an d define which function(s) users may access.

To logon, please have your user id available (if you are using the demonstration version of LeaseMan, your user ID is "DEMO" and there is no password

Enter your user-name and password in the text boxes available.

Click the Logon command button.

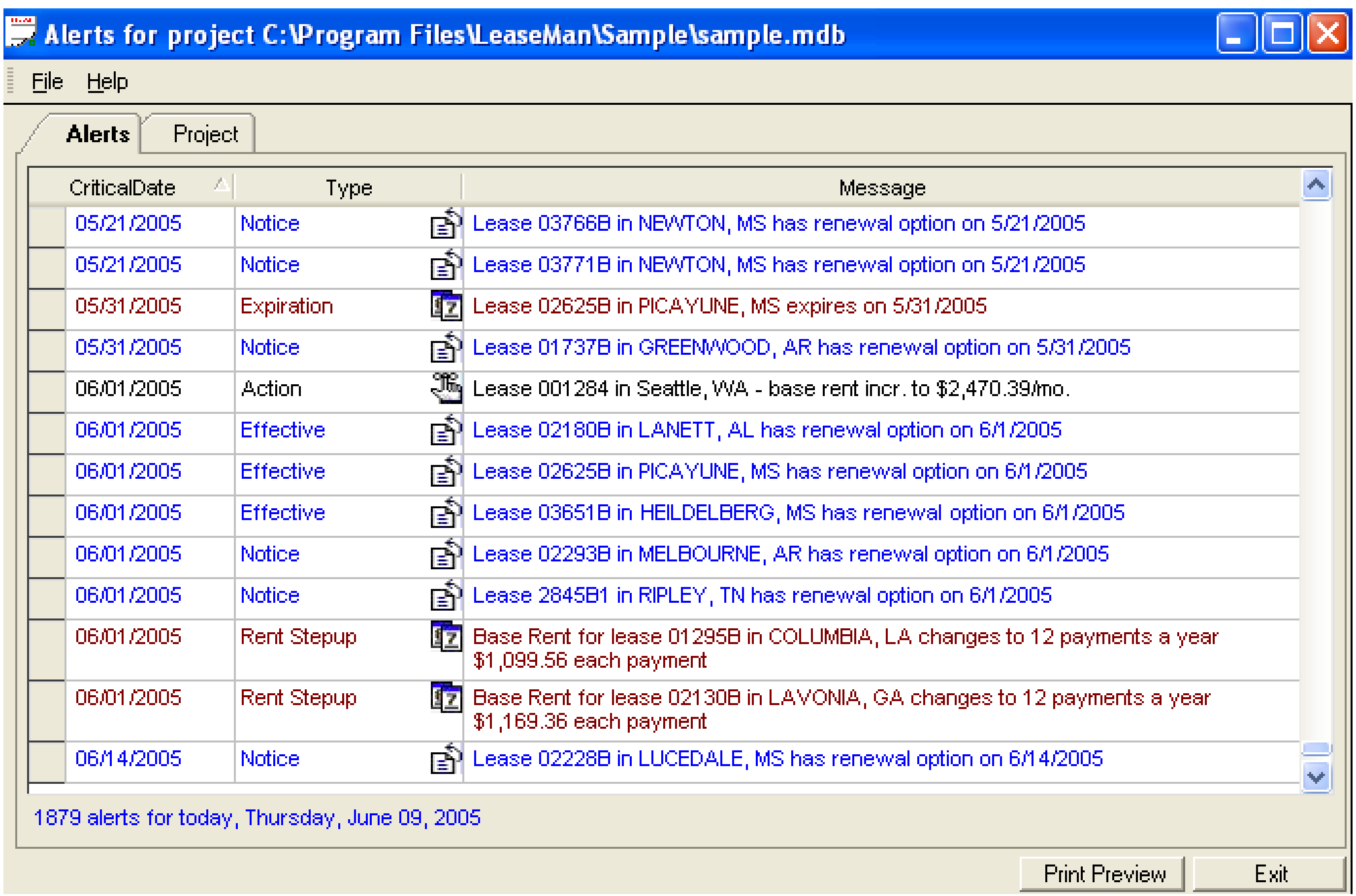
In order to user LeaseMan, you must have a valid serial number as issued by PlanData. Our demonstration version allows the user to "test" the system. For obvious reasons, we've limited the number or records in the demonstration version to 25, and installed 23 leases which cannot be deleted. To modify your serial number and License ID please go to the **File > Setup** screen.

Updates

For the most up to date information on LeaseMan, Please visit our web site at http://www.PlanData.com

Alerts Screen

The first screen that appears after logging on to LeaseMan is the Alerts Screen:



The Alerts that appear can be either legally defined lease dates, lease related action items, or reminders.

They are color-coded according to what they refer to, such as an option or a critical date. In this interface, you have the ability to Add Reminders, Delete Reminders, Snooze an alert, Clear an alert or send the alert to another user through email. You can also go to the lease that called the alert by slecting Go to Alert. All these function are possible by right clicking on any alert.

You can print the alerts by clicking on the **Print Preview** button.

For more information see Alerts, Setting up Alerts, and Adding Reminders.

The Tool Bar

The top bar under the standard Windows drop down menu bar is referred to as the Tool Bar. The tool bar allows you to move easily while performing certain functions. Depending on the operation that you are doing, certain tools might be "dithered" (or made inactive) because they are not applicable with that particular function.

The following icons appear on LeaseMan's tool bar:

The **Search** tool

Helps a user to locate desired records depending on what section user work.

The **Navigation** tools

These tools help you move through database records based on their order in the database. Click the **Next** button to move forward or the **Previous** button to move back through the database records one record at a time, while the **First** and **Last** buttons jump to first and last record in the database.

Record Tools

The **New** button

Allows you to enter a property record.

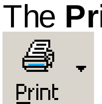
The **Edit** button

Allows you to edit data.

The **Delete** button

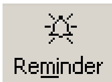
Click this button to delete a current record.

The **Print** button



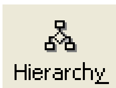
Opens a menu of available reports.

The **Reminder** button



Opens the Add Reminder Screen

The **Hierarchy** button



Allows you to view your folders by geographic location.

The **Save** button

Allows you to save your work and appears when you are adding or editing.

The **Cancel** button

Appears when you are in edit or add mode and allows you to cancel any changes you have made.

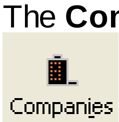
The **Return** button

Allows you to move back to the previous page.

The **Contacts** button

Allows you to view all listed contacts.

The **Companies** button



Allows you to view all listed companies.

Finding Records

When the **Search** button on the toolbar is active, it can be used to locate a record. Click on the **Search** button and the **Select a Record** window with all available records will pop-up. Scroll through the list of records to select the one you want to view. To display your selection in the Lease Summary window, double-click on the record, or click the **Select Record** button located at the button of the window. Press **Escape** or just close the form if do not want to select a record. To help you find a record on the grid, click on a column header to sort records by ascending or descending order.

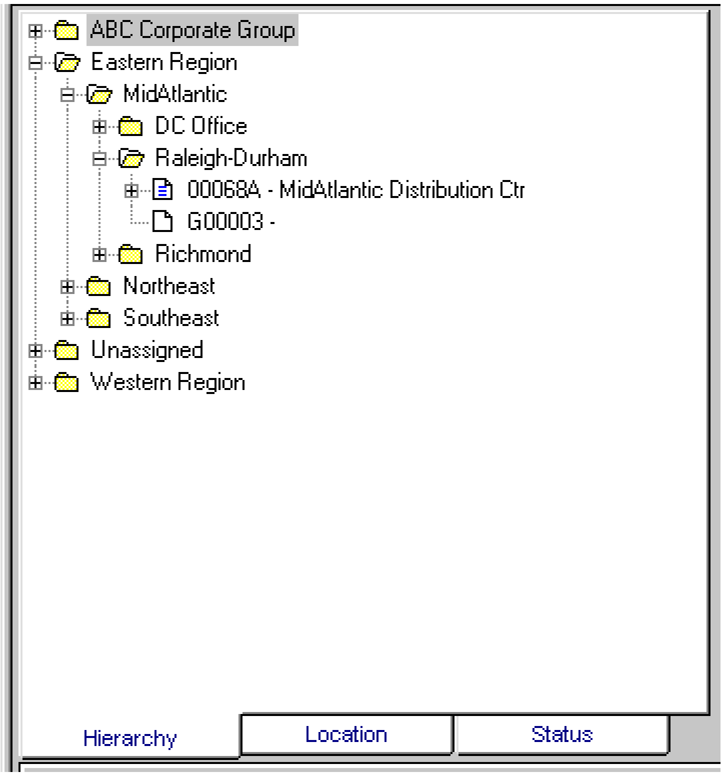
The Tree View Screen

The Tree View is a navigation tool based on Company Hierarchy. It is designed to allow you to easily navigate through your property records, along with any documents or contact records that you might have "attached" to a property record. Using the tabs at the bottom of the tree view, you can navigate through your property records in one of three ways - by hierarchical organization that you set up, by location, or by the status of the record.

By default, LeaseMan creates three levels: Level 1 represents the Group, Level 2 represents the Division, and Level 3 represents the Branch. The names of the levels may be changed according to your existing company hierarchy. To change level names, go to **File > Setup** and select the Company tab.

The hierarchy you setup will affect the way LeaseMan generates a number of reports. Reports can be generated for each division or for the group as a whole. For example, record administrators for the Southeast division (level 2) can run reports specifically for their area of responsibility, which might be Nashville. However, reports can be run to include all of the Southeast as well.

The graphic below shows the Tree View diagram of company hierarchy as seen on the main screen:



See:
Editing the Hierarchy Entries
Modifying Company Structure
Filtering out Records in the Tree View

Tree View Icons

Property leases are represented differently in the tree view. Depending on the lease status, LeaseMan will use a different icon for easy identification.

 Active lease

 Archived lease

 Canceled lease

 Preliminary lease

Each lease can have an unlimited number of contacts and documents assigned to it. Each contact and document is represented with its own type of icon:

 Assigned contact - You can assign unlimited contacts to records

 Attached document - You can attach an unlimited number of documents by Windows - registered applications on your system. Examples include word processing documents and spreadsheets.

Lease Summary Menu

The LeaseMan Summary menu is designed as a graphical user interface (GUI) that will enable you to open property records and specific sections of property data with the click of the mouse. Divided into three sections that are linked together, you can easily access all your property data.

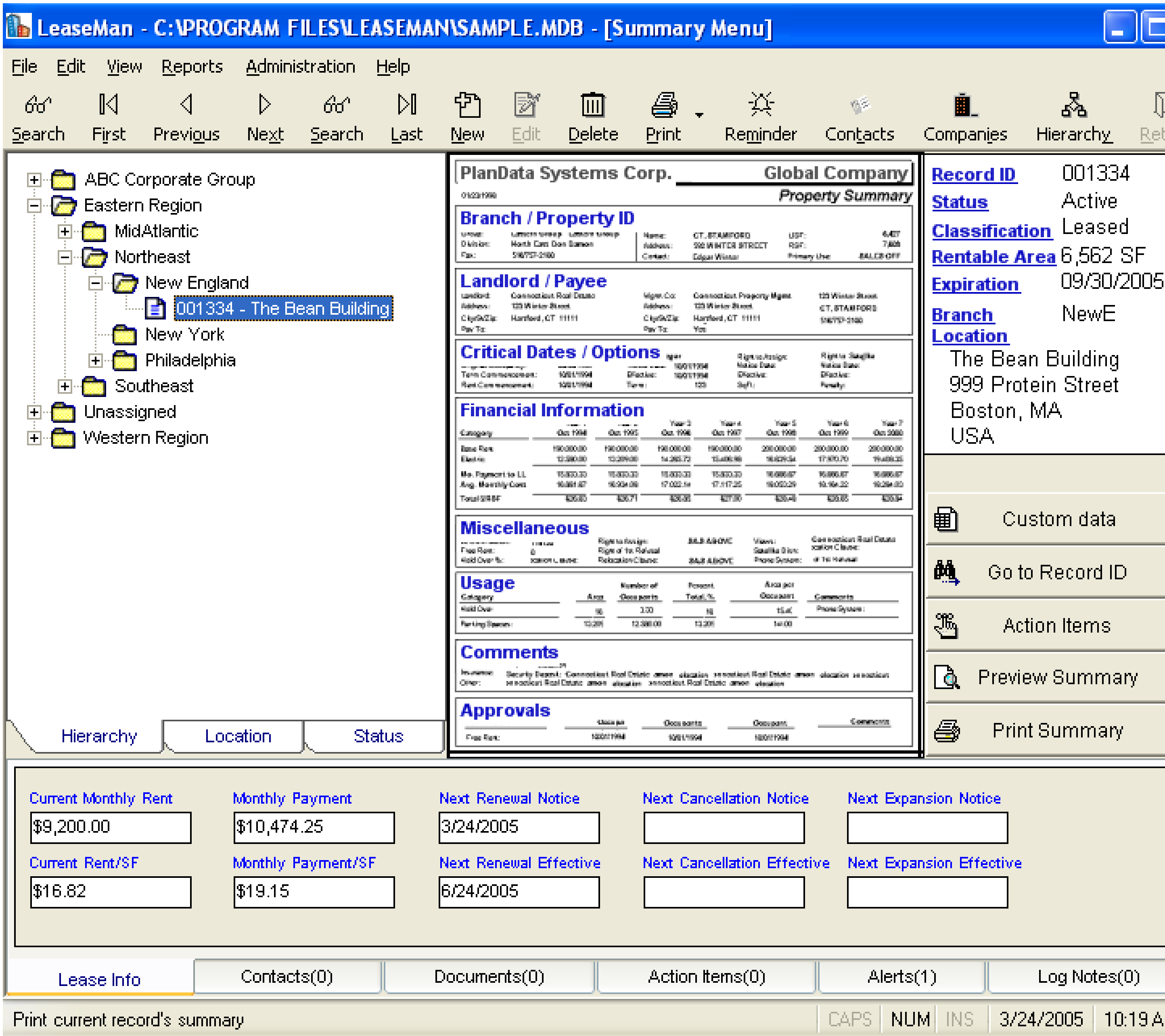
The "Tree View" directory displays your corporate hierarchy structure as folders and files sorted by either hierarchy, location, and status. This diagram is designed to allow you to easily navigate through your property records, along with any documents or contact records that you might have "attached" to a property record. To select a property, double click on a folder to expand the tree to the next level.

The center screen menu is designed to look like a printed property summary report. To open a specific piece of data for a selected record, choose the folder and file from the tree view directory, and then click on your selection on the middle of the screen. Alternatively, you can open any section of the Property summary by selecting **View** located on the menu bar.

The upper right corner of the screen displays the active report and the important information of property identification. It reflects the property that is currently selected on the "Tree View."

The Status Bar, at the bottom of the screen, displays the current date and time, **Caps, NumLock**, and **Insert**. If active they will appear bold, if in-active they will appear dithered. The left-hand side is used for messages, describing the current program activity. Position the cursor on the Status bar for a display and description.

The reference tabs, at the bottom, display critical information regarding leases based on data already entered into the system.



Branch / Property ID

This basic property record data consists of an identification, the record type (preliminary, active, or inactive), and its connection to a branch. You can also enter other basic information about the record such as the location or the size of the space. To edit any information in these fields click on the **Edit** button on the toolbar.

The Lease Status field, on the right side of the window, gives you four ways to classify the status of a lease: **Active**, **Archived**, **Cancel**, and **Prelim**. Note that by default, records classified other then Active are not included in reports.

Branch: Either enter a branch code that you wish to associate with this record or select one using the list box by clicking on the arrow next to the field. Note that the branch information "fills in" the appropriate fields.

Building Name, Address, City/State/Zip, Phone: Enter this information in the spaces given.

Contact: Enter the name of the contact for this property record. Another way to connect contacts to a property is to use the Contacts Table. A line is provided for the Contact's position as well.

Classification: Select from a list of valid classifications. Initially this record is "seeded" with information you entered when adding new record.

Legal Entity: Enter any description of a legal entity that might be useful as reference information

USF: Enter the usable square footage for the space in this record.

RSF: Enter the rentable square footage for this record. This is a very important element of your property record since it is used as the denominator in every "RSF" calculation.

RSF Button: Click on this button to enter additional RSFs.

Storage: Enter the square footage of storage space associated with this record (if applicable).

Add / Loss Factor: Based on the RSF and USF of a given floor or building - the program will calculate this automatically once the USF and RSF have been filled in. It is important to note that LeaseMan allows you to override the values that you input.

Building RSF: The total rentable square footage for the building can be used to help when allocating operating expenses, etc. Enter the total rentable square footage for the building (for use in allocating operating expenses, etc.).

Pro Rata Share: Enter the pro rata share that this property record occupies in the total building. This field is automatically calculated when you change property RSF and building RSF; however, you can overwrite the calculated value but the same warning applies here as it did in **add/loss factor**.

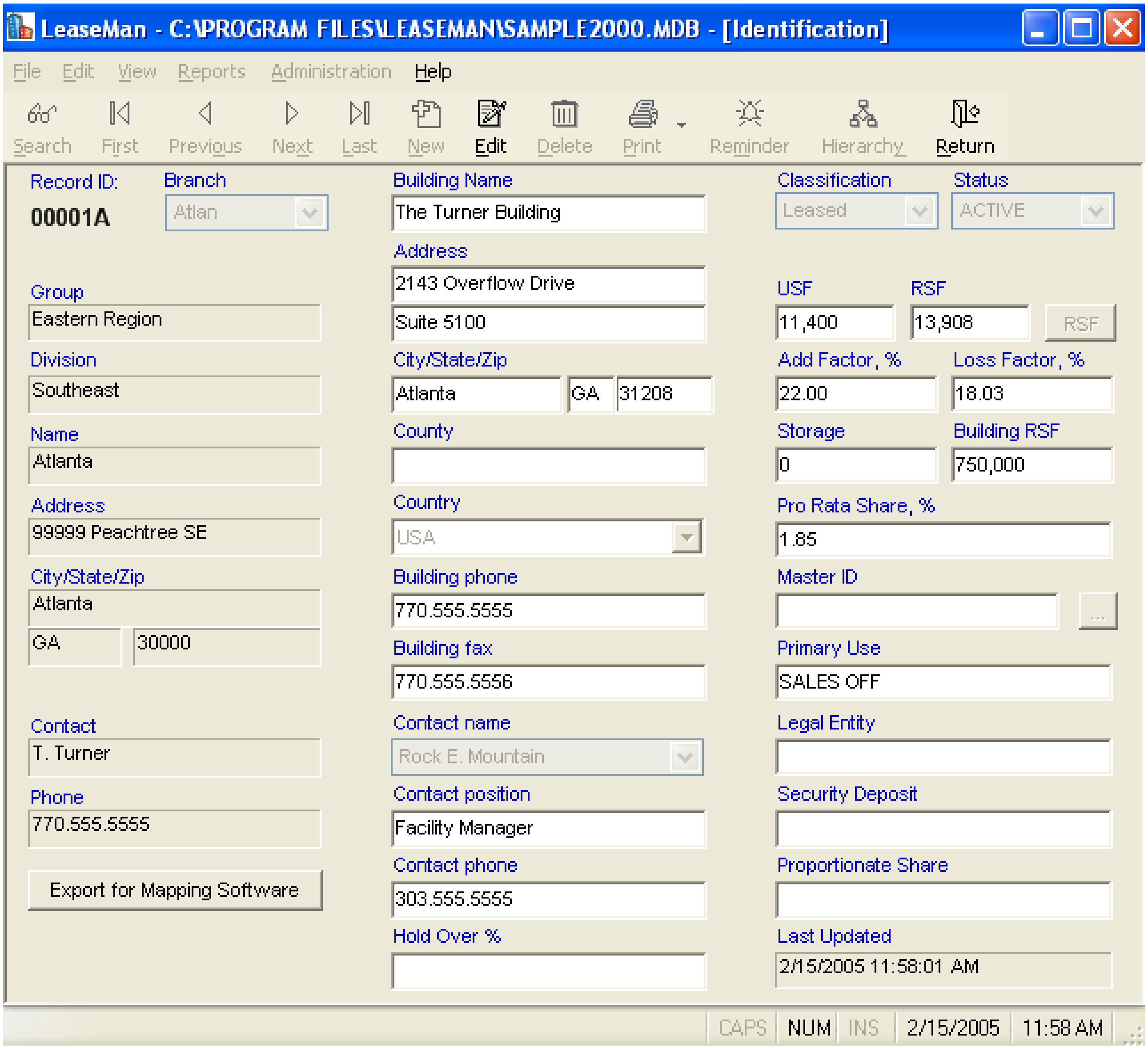
Please note: if you decide to overwrite any of the values for RSF, USF, Loss Factor, or Pro Rata Share each field will be affected.

Master ID: This field is used to tie a lease to a master lease ID for subleased properties.

Primary Use: Enter the Primary use for this property record (i.e. Sales Office, Warehouse, etc.).

With all of this information filled in, it is easy to keep track of all the basic data pertaining to a record, especially since you can see it all at once.

Export for Mapping Software: You can export the details of the current property in comma separated values (.csv) file format. This csv file can be input to a mapping software which can then locate the property on a map.



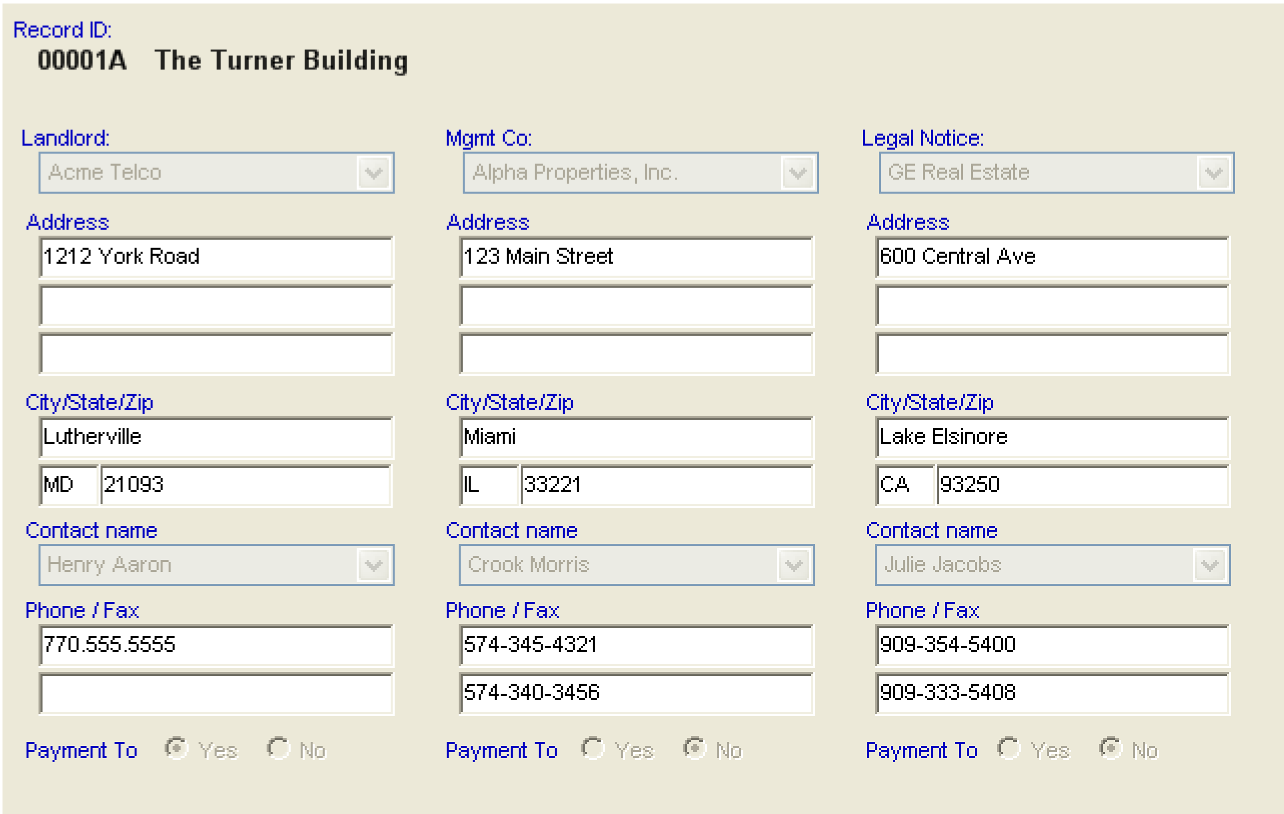
Landlord/Payee or Payment Information

Leased properties display on the Property Summary window **Landlord/Payee**, while owned properties display **Payment Information.** To work with this data, make the selection on the Property Summary menu and select **Edit** to make any changes.

In general, **Landlord/Payee** is where you input such information as the **Landlord, Management Co.,** and **Legal Notice** for a leased property. This section also allows you to enter which of the three receive payments for this record by selecting the "**Payment To**" option below each group.

Owned properties will have their own default fields for data established in the Data Model. To view the default values, click on the **Payment Information** section. The pre-determined fields, **Mortgage, RE Taxes,** and **Legal Notice** are set up when you selected the property status "**Owned**" while adding the record.

The default fields can be changed while setting up your data model and you can also change them on a lease-by-lease basis.



Critical Dates

This section is the most important of all since it is where the most crucial information regarding leases resides - critical dates. These dates are incorporated into the Critical Lease Date report. To enter or modify Critical / Option Dates, click on the **Critical / Option Dates** section of the Summary Menu.

Original Occupancy

Enter the original occupancy date for the current property. Enter any comments or descriptions in the adjacent text box.

Term Commencement

Enter the date that the term commences on the current property. Enter any comments or descriptions in the text box provided.

Rent Commencement

Enter the date that rent payments commence on the current property. Enter any descriptions or comments in the text box provided.

Term Expiration

Enter the expiration date for the current record.

Lease Date

If applicable, you can enter in the Lease Date for the current record.

Possession Date

If applicable, you can enter in the Possession Date for the current record.

Open Date

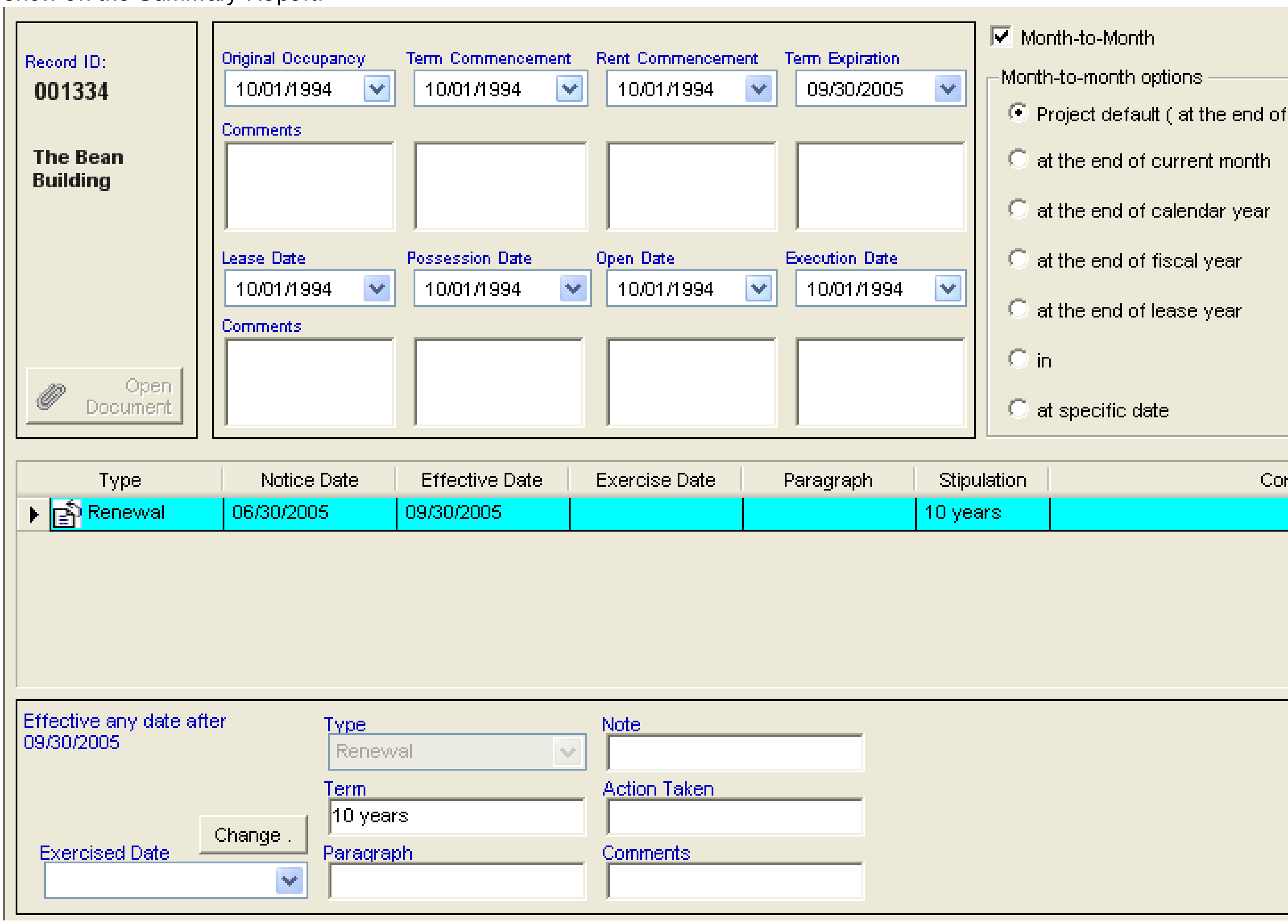
If applicable, you can enter in the Open Date for the current record.

Execution Date

If applicable, you can enter in the Execution Date for the current record.

Month to Month

Select **Month-To-Month** field, at the top right corner, if applicable. If a lease is month-to-month, it will show on the Summary Report.



Options

The following options are handled by LeaseMan - **Option to Renew, Option to Expand,** and **Option to Cancel Lease**. A lease can have any number of these options, and the software gives you a great flexibility scheduling options over the lifetime of a lease. Therefore, while some options can be "one-time" options, others can be recurring or available to a tenant at any time after a specified date.

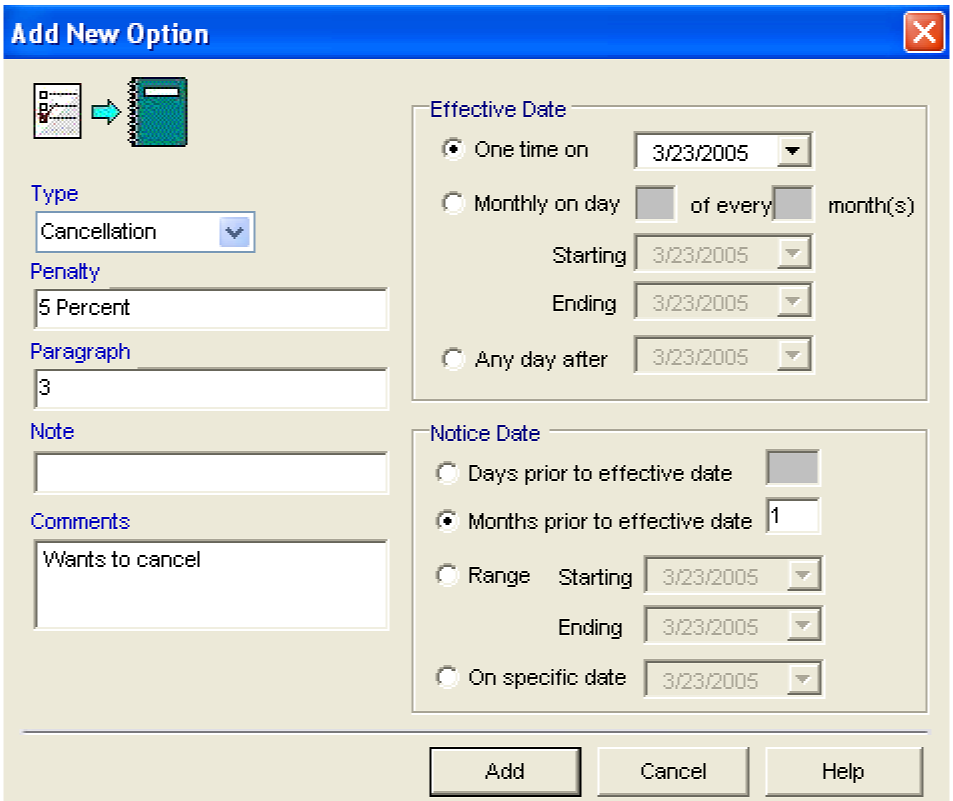
Each option has three dates associated with it - the **Notice Date**, when a tenant is required to provide legal notice of their intent to exercise an option; **Effective Date**, when the option takes effect; and the **Exercise Date**, the date that an option will be exercised.

To Add an Option to a Lease:

1. Click on the **Critical Dates/Options** section on the Property Summary window.

2. Click on the **New** button, located on the main toolbar. A form will pop up, allowing you to fill in necessary option information and specify option dates.

3. Select from the drop down list on the left the type of option that will be exercised.



Cancellation

Enter the **Effective** and **Notice Dates**, and type in the text box provided the **Penalty**, **Note**, and **Paragraph** for reference to record document and any comment.

Expansion

Enter the **Effective Date**, **Exercised Date**, **Square Footage, Note, Paragraph** reference to the record document, and Comment.

Renewal

Enter **Effective Date, Exercised Date, Term of Renewal, Note regarding Renewal, Reference to the paragraph in the record document, Comment,** and **Action Taken.**

4. Click on the **Add** button.

To delete one of the options, make it active by clicking on it and press the **Delete** button on the toolbar.

To edit a specified option, make it active. Click on the **Edit** button, located on the toolbar, modify the record, and click the **Save** button. To cancel your changes, select the **Cancel** button.

LeaseMan allows you to specify an option as either "one time" or recurring.

Financial Information

You can view financial information about annual rent, services costs, and escalations by clicking on the **Financial Information** section of the Property Summary menu.

Data is displayed in a grid for easy use and validity checks are incorporated to ensure consistency. You can initially input projected data for the record, and over time, enter the actual information, as well as revise previous estimates. This can be used as a very valuable budgeting tool.

The Financial Information screen that appears is in accordance with whatever record you are working with at the time. (The record ID appears in the upper left). The table shown is there to easily keep track of payments made. The **"Cost Code**" column lists the types of cost categories that you set up in Lookup Tables, such as Base Rent. The column "**Pay LL**" lists either a **Y** or **N** depending on whether the payment has been made and the following columns allow you to fill in information regarding to when payments were made and the types of costs.

LeaseMan gives you the ability to track financial information related to a property in an unlimited time scale. This means that you can track financial information on long-term leases and even the financial information on an owned property with no expiration. Because the size of a report must be limited, we have made it possible for you to choose a start date when running the report. The display will then make the start date you choose the first column and all applicable years the following columns for up to ten years. For records greater than ten years, the display is a 10 year window with data in Column 1 located on the left-hand side of that window.

The **Change Column Dates** button allows you to make the dates shown whatever you want the grid to show. It also shows you the date the term commences and the date it expires.

The **Payment Details** button gives you more information regarding the payments, such as what kind, the start date, the amount paid, and how frequently the bill is paid.

The Additional payments field allows you to enter information about any additional payments associated with a property.

See Also:

Adding or Modifying Payment Data

To change the Column dates

Adding or Modifying Payment Data

There is a start date for a payment in any given cost code and these payments will continue for the life of the lease or property.

If a payment on a cost code changes (i.e. a base rent increase, etc.) you can add an additional line for that cost code, enter the date this change will take effect, and then enter the new payment or a percentage increase (if applicable).

A user with 'admin' permissions is allowed to add a cost code on the fly in the corresponding dropdown in the grid. This means that you need not leave the Payment screen and open the lookup table in order to add a new cost code.

See Also:

To change the column dates

Changing Column Dates

To display financial data for a different time window, you must change the column dates To accomplish this task, follow these steps:

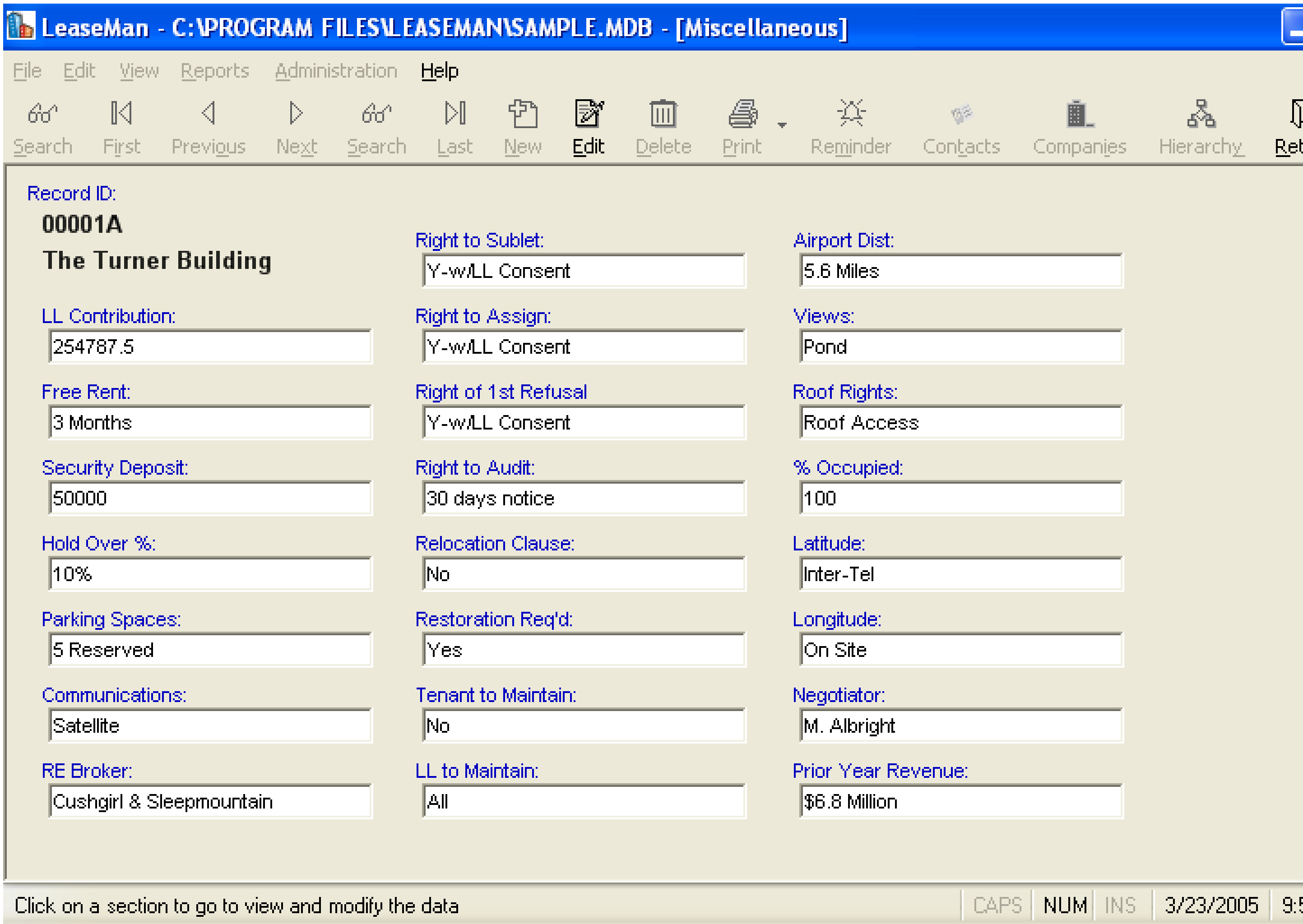
1. Click the 

button.
2. The **Change Start Date** dialogue box will appear. The **Term Commences** and **Term Expires** dates will be given by default and unchangeable.
3. Either enter the **Grid Start Date** or select a date from the calendar drop-down box. Press **OK**. The Property Summary report will print in this same format.

Miscellaneous Data

This is one of the most user-definable areas of LeaseMan. This section can be used as somewhat of a checklist when records are being negotiated and is useful in comparing leases. You can customize this information to satisfy your company needs while entering other aspects of a lease into the system. The names of the files in this section are fully user definable, and data fields can contain any text information up to 30 characters long.

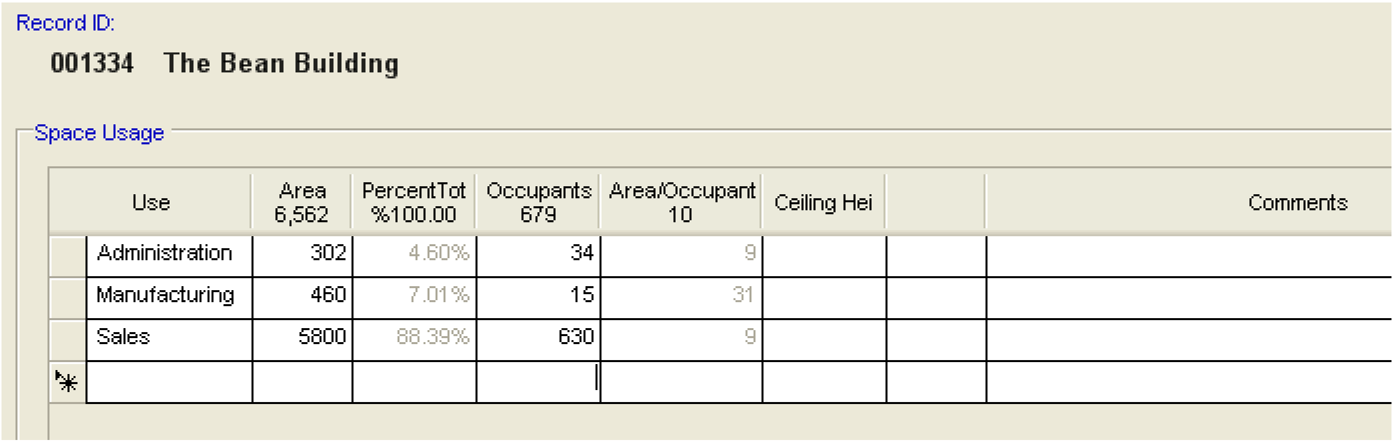
To accelerate and simplify entering miscellaneous information, LeaseMan provides default models for the **Miscellaneous** section of the Property Summary window. You can modify the fields according to your company needs and specify how the model will appear for leased, subleased, or owned properties. To modify the Lease Model lookup table, select **Administration** > **Lookup Tables** > **Data Model** after returning to the main screen. This screen will allow you to select either **Lease** or **Owned** or **Sub Lease** or allow you to create a new model, and make it easy to modify your data.



Usage

The **Usage** section allows you to identify how space within your building is allocated. To begin, after selecting this section of the Property Summary menu, click the **Edit** button. You must select from the drop-down list, under **"Use,"** the type of allocation the space is to have, such as Administration or Manufacturing. Click within other fields to enter the corresponding data.

The Usage for a record can be printed with the Property Summary report.

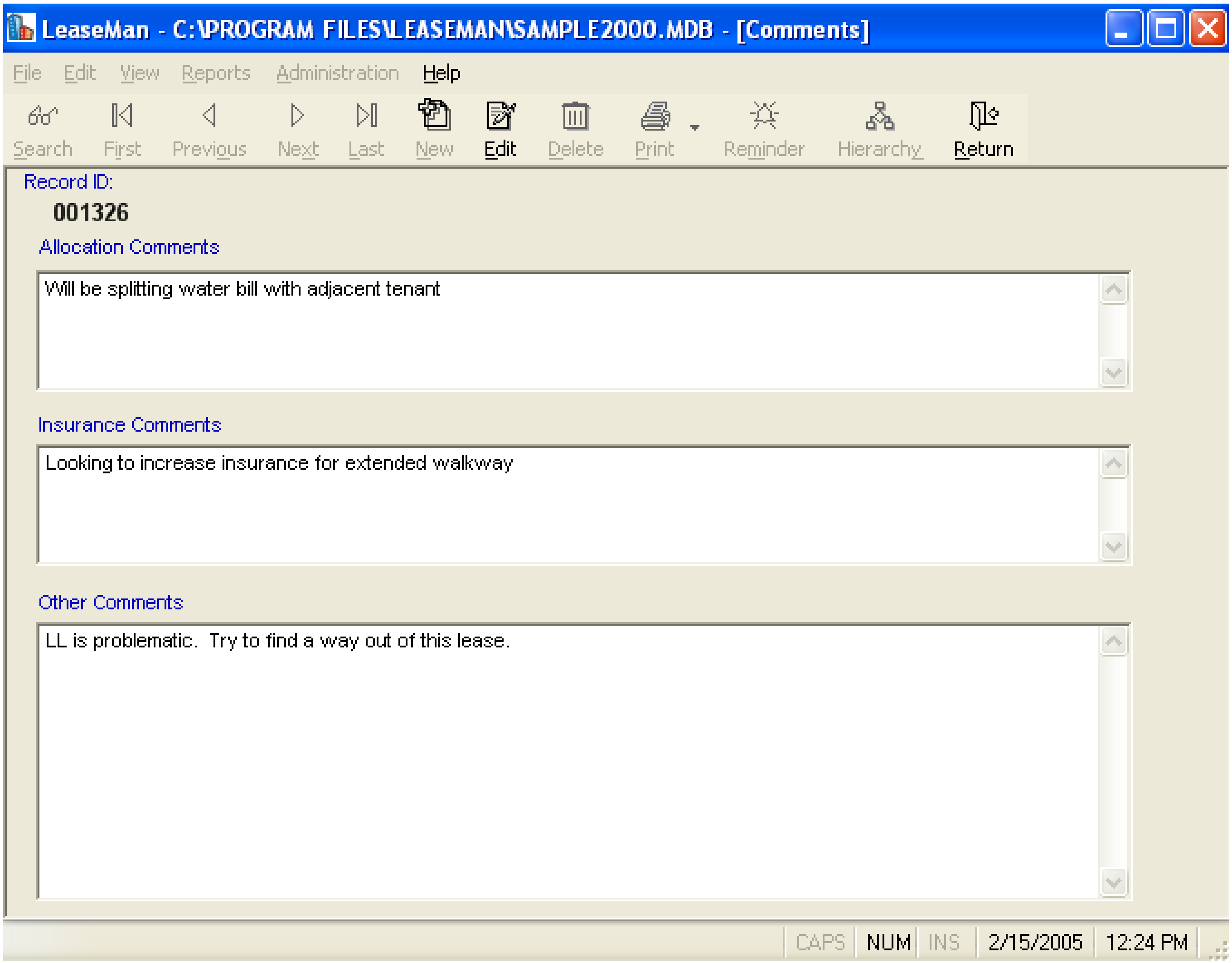


Comments

The **Comments** section allows you to enter miscellaneous information related to the record that you feel is important. To enter information to any of the fields, click the **Edit** icon, located on the toolbar. Click in a field and type in the information.

Not only can these fields store user information, but the field names are also user-definable. To modify field names click on the **Edit** icon and make your changes to the comment.

You might want the **Comments** section to print out with the rest of the Property Summary report. To do this, select **File > Setup** and choose the **Project** tab. Place a checkmark next to the statement, "**Print Comment section in reports**."



Approvals

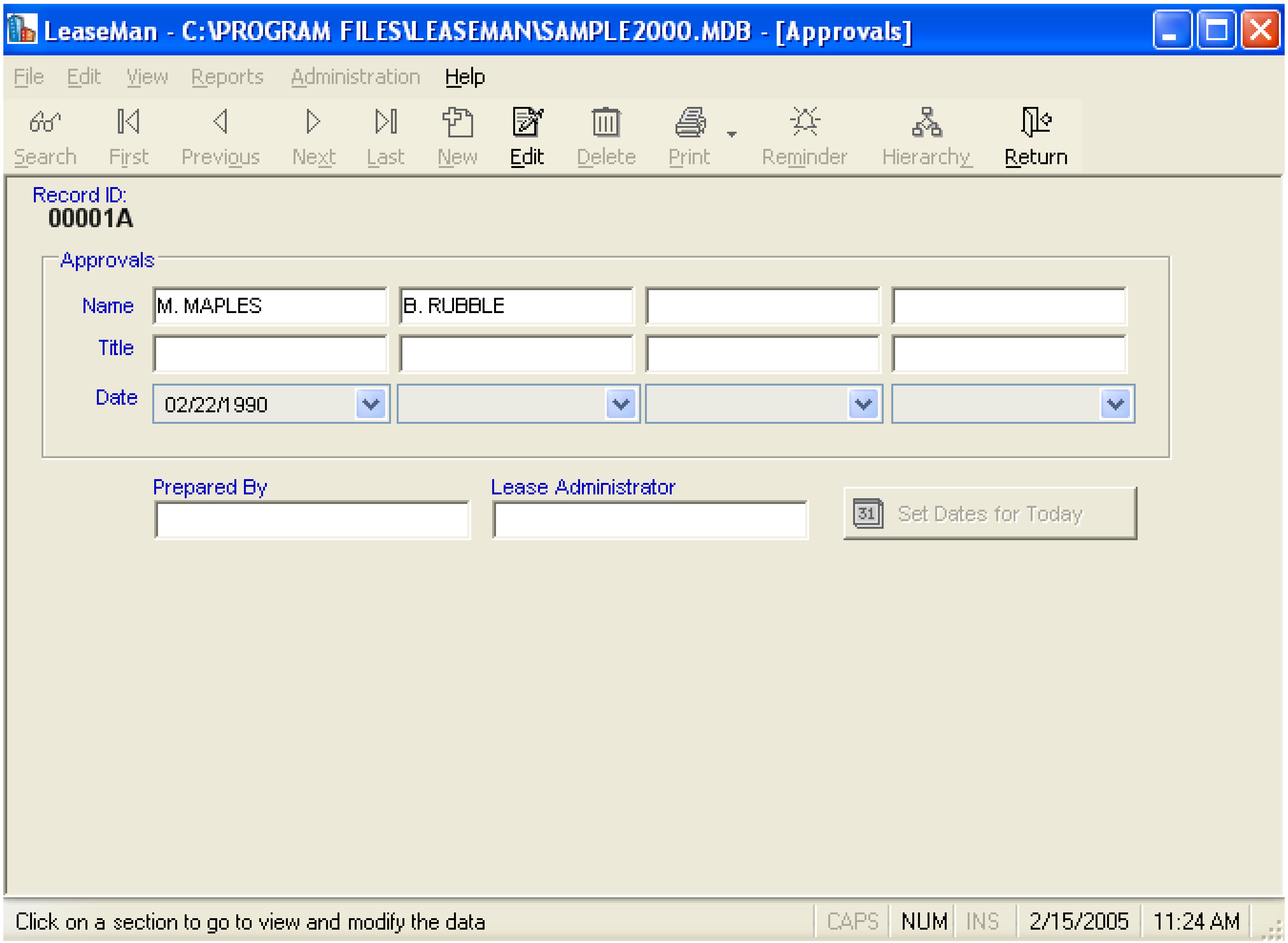
This section allows you to keep track of approvals for records. We suggest that if a record's status changes, the change be entered into the appropriate field along with the date and signature.

To change information in this field:

Click the **Edit** icon.

Click within a field to modify the information.

Click the **Set Dates for Today** button to enter the current date. The date fields have drop down menus that allow you to select a date from a calendar if you want to make the date something other than the current date:


LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE2000.MDB - [Approvals]
File Edit View Reports Administration Help
Search First Previous Next Last New Edit Delete Print Reminder Hierarchy Return
Record ID:
00001A
Approvals
Name
M. MAPLES
B. RUBBLE
Title
Date
02/22/1990
Prepared By
Lease Administrator
Set Dates for Today
Click on a section to go to view and modify the data
CAPS NUM INS 2/15/2005 11:24 AM

It is possible to print Approvals on reports. To do this, go to **File > Setup** and select the Project tab. There, place a checkmark next to "**Print Approvals section in reports**."

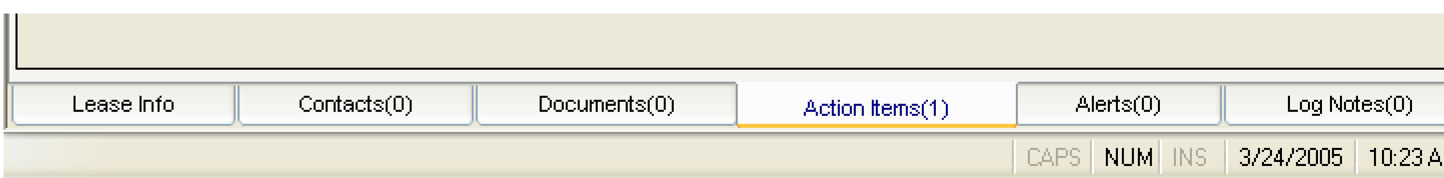
ID Box

The upper right-hand corner of the main screen displays the active property (as selected from the tree view) along with the important information regarding property identification.

Reference Tabs

The purpose of the Reference tabs is to bring key information regarding a lease to the main screen. Located at the bottom of the screen, there are six tabs, **Lease Info, Contacts, Documents, Action Items Alerts**, and **Log Notes** The information contained in these tabs is read-only, and reflects whichever lease you are currently looking at as shown on the **Record ID**. No changes can be made directly to the tabs - if there are updates made to the information it will show after you have left that lease and returned again.

The information displayed on the **Lease Info** tab can be customized to your individual needs by PlanData. To do this, please contact your PlanData representative at 1-800-757-BLDG.

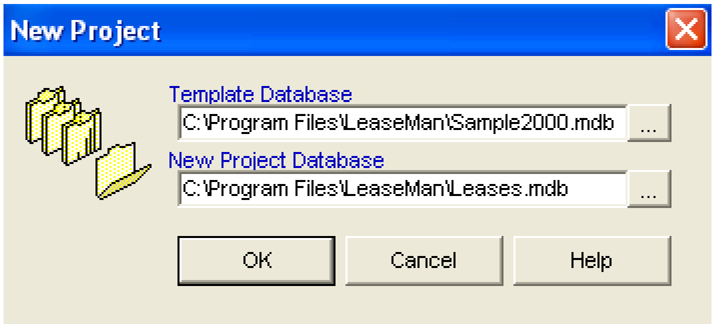


Creating a New Project

LeaseMan projects are Microsoft Access databases which should be thought of as your portfolio of leases. The database is capable of storing files that hold property records and their supporting data.

Only users with administrative rights can create New Projects.

To Create a New Project:



1. From the menu bar, select **File > New Project.** A form will popup that will prompt you for the name of a Template Project, and then the name of the New Project. The structure of your new database will be created based on the model of a Template Project will include all assigned tables and fields for all the lookup tables in the template database that can be modified to fit all your company needs.

2. Select the file name of a Template Project to copy the structure and create a new database.

3. Type or select the path for the New Project.

4. Click on **OK** to create the project.

To open the New Project:

1. Click **File > Open Project** from the menu bar.

2. Select your new project name that you just created.

Setup Screens

The Program Setup screen consists of seven tabs:

Company

Project

Reports

Alerts

System

Notes

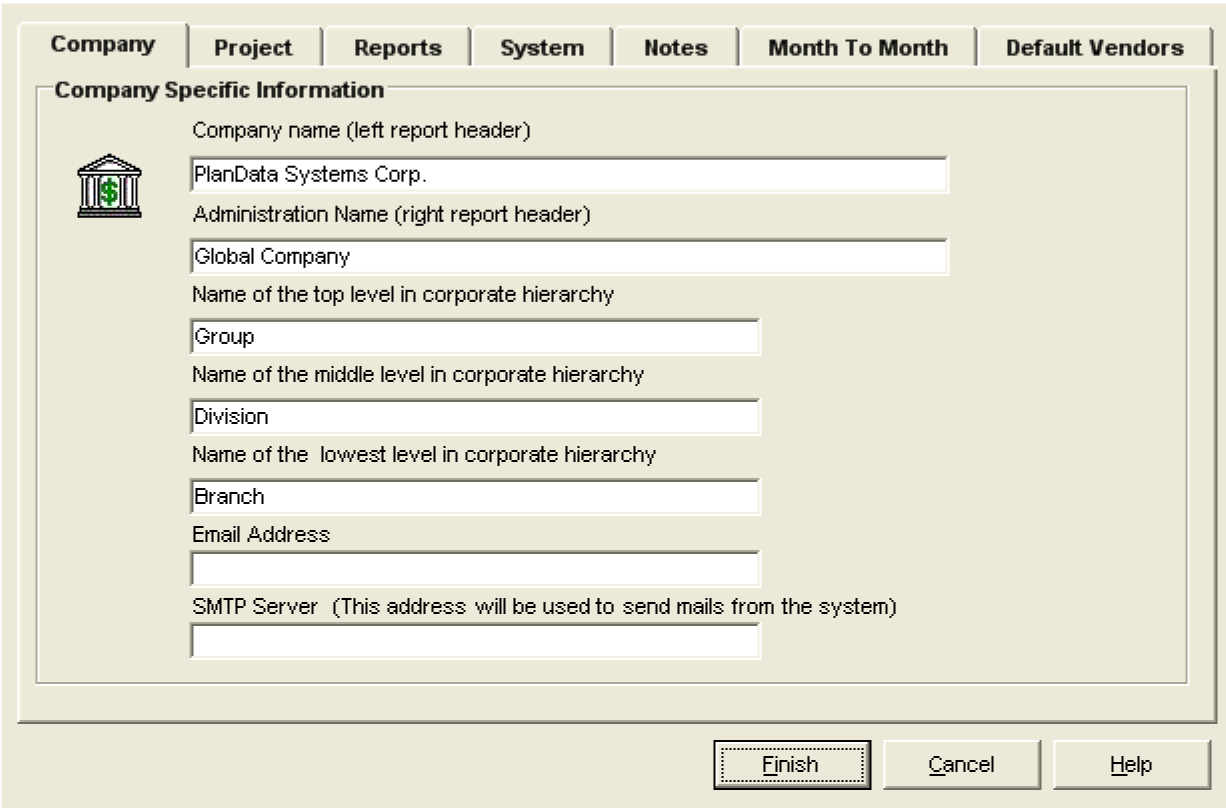
Month to Month

Default Vendors

To open the program setup form and access these tabs, select **File > Setup** from the menu.

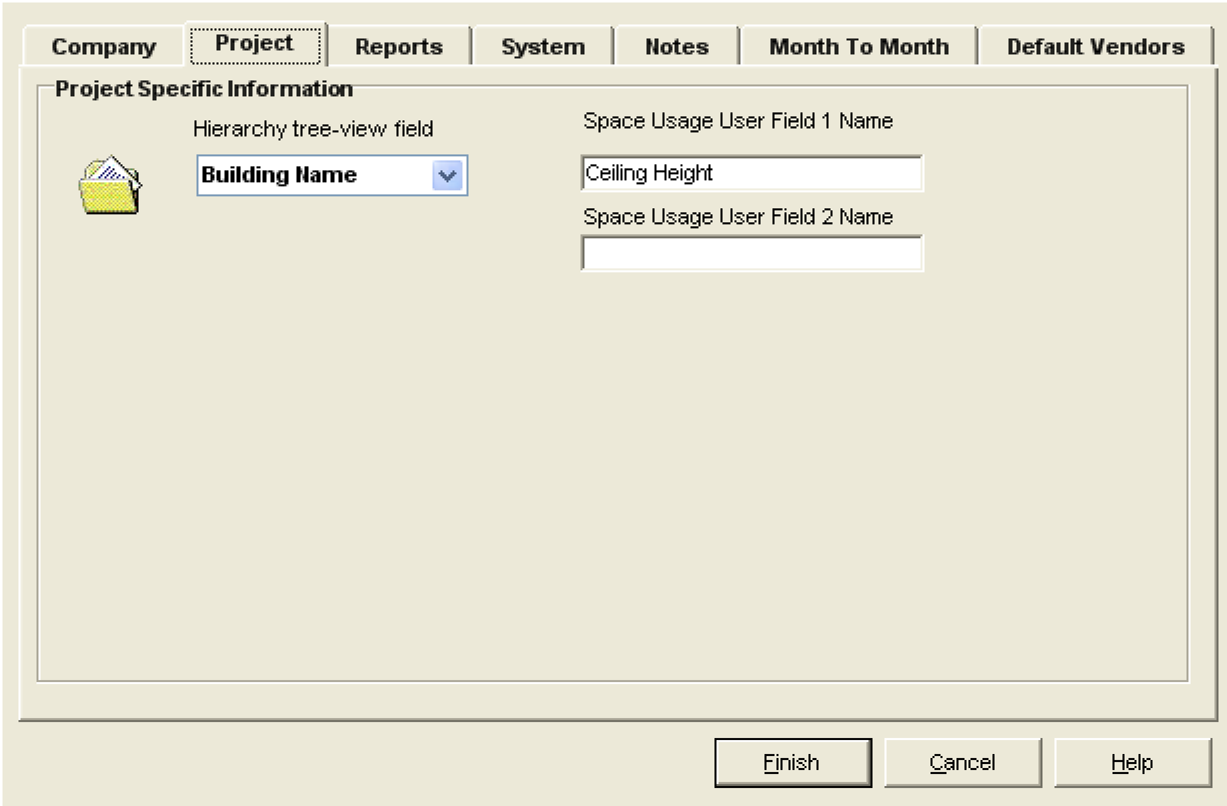
Company

This section provides fields for storing company-related information, such as names of hierarchy levels, number of months in reports, and the fiscal year start month. You can also specify the left and right heading for all reports generated by LeaseMan. The e-mail address field is useful while sending mails for technical support. The SMTP field has to be provided in case you are connected to the Internet using a firewall.



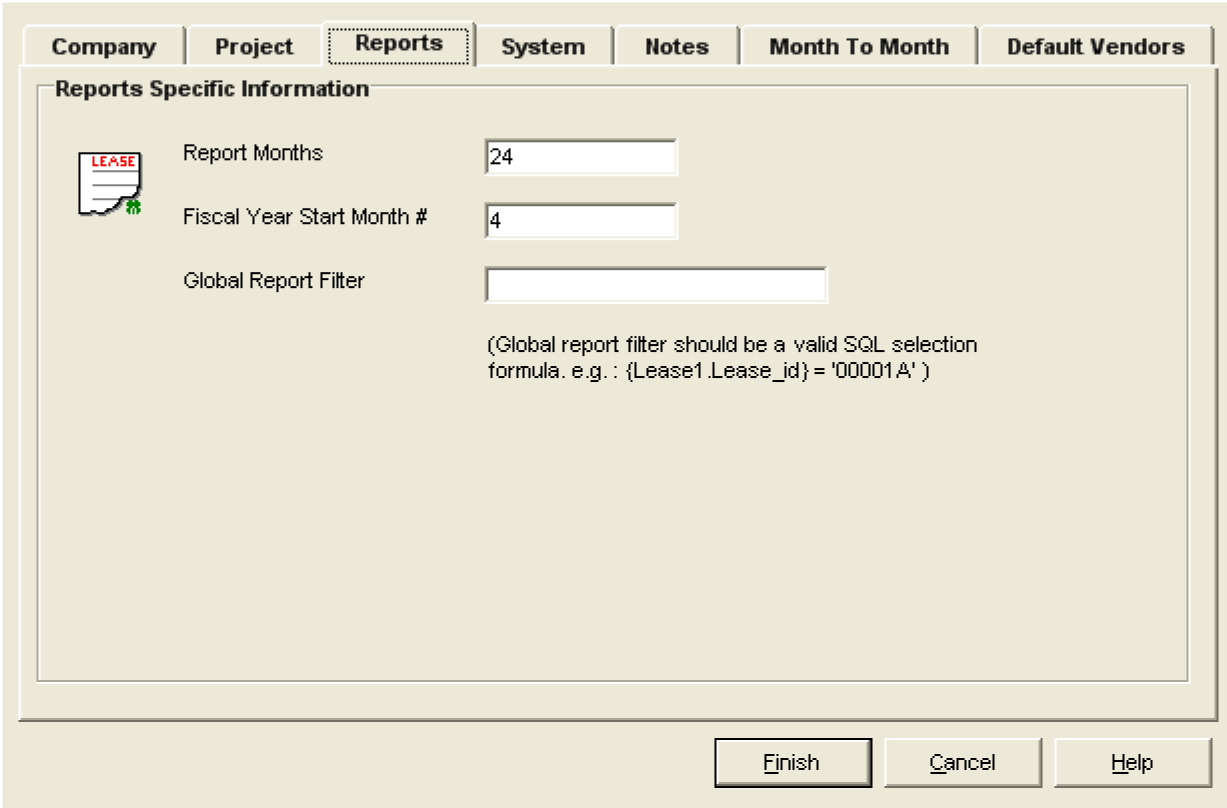
Project

This section allows you to specify project-related information. You can customize two user-defined fields in the **Usage** section and set the global report filter.



Reports

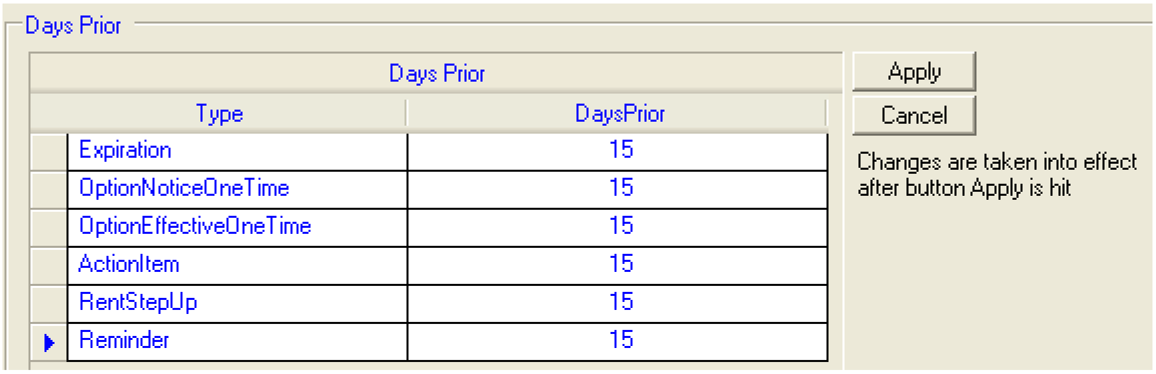
In LeaseMan, most of the data can be viewed by our reports. These reports which are fully customizable, (Please speak with a PlanData representative for full details) will show specific information about your properties. Among the most common are the Financial and Summary reports. All reports are listed under Reports - (Categorized Listing)



Alerts

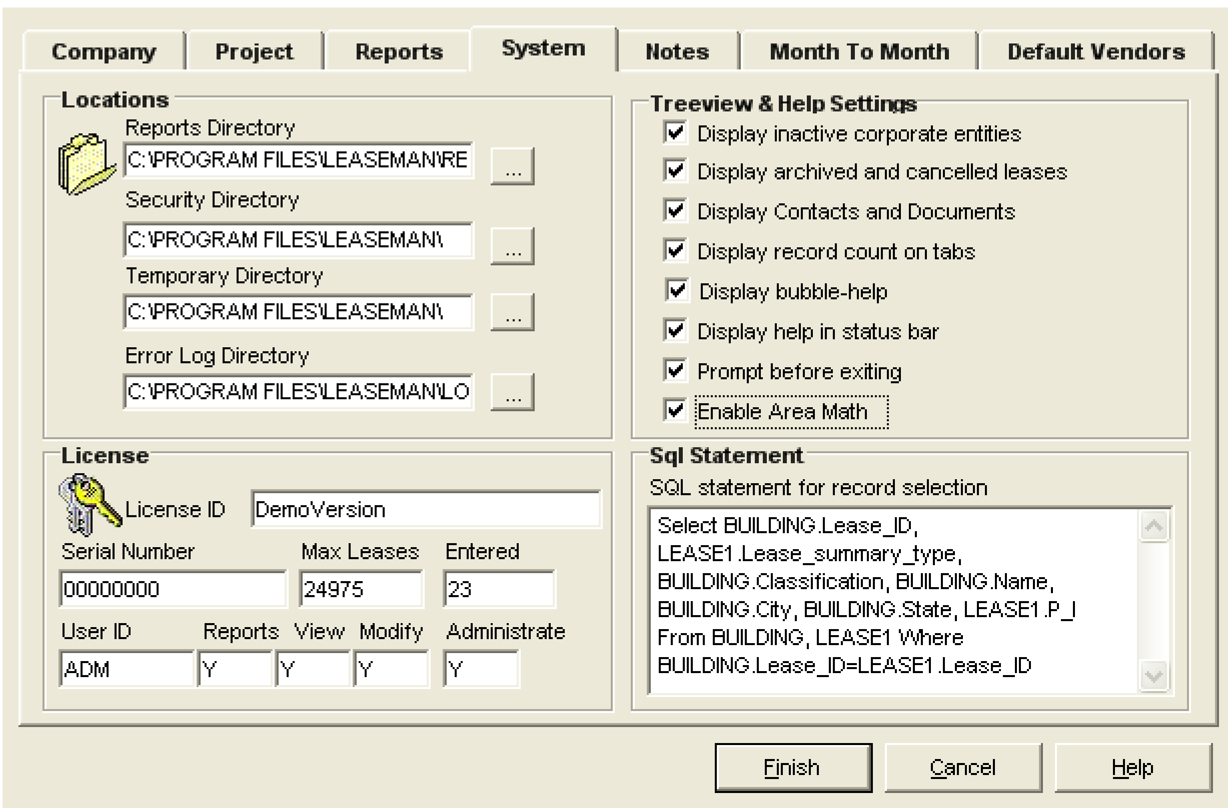
LeaseMan allows you to setup five kinds of alerts, which will appear on the screen every time you run the program

1. Expirations - Sets the days prior that expired leases will appear in Alerts.
2. OptionNotice - Sets the days prior that Option Notices will appear in Alerts.
3. OptionEffective - Sets the days prior that Option Effective will appear in Alerts.
4. ActionItem - Sets the days prior that Action Items will appear in Alerts.
5. RentStepUp - Sets the days prior that Rent Step Up's will appear in Alerts.
6. Reminders - Sets the days prior that Reminders will appear in Alerts.



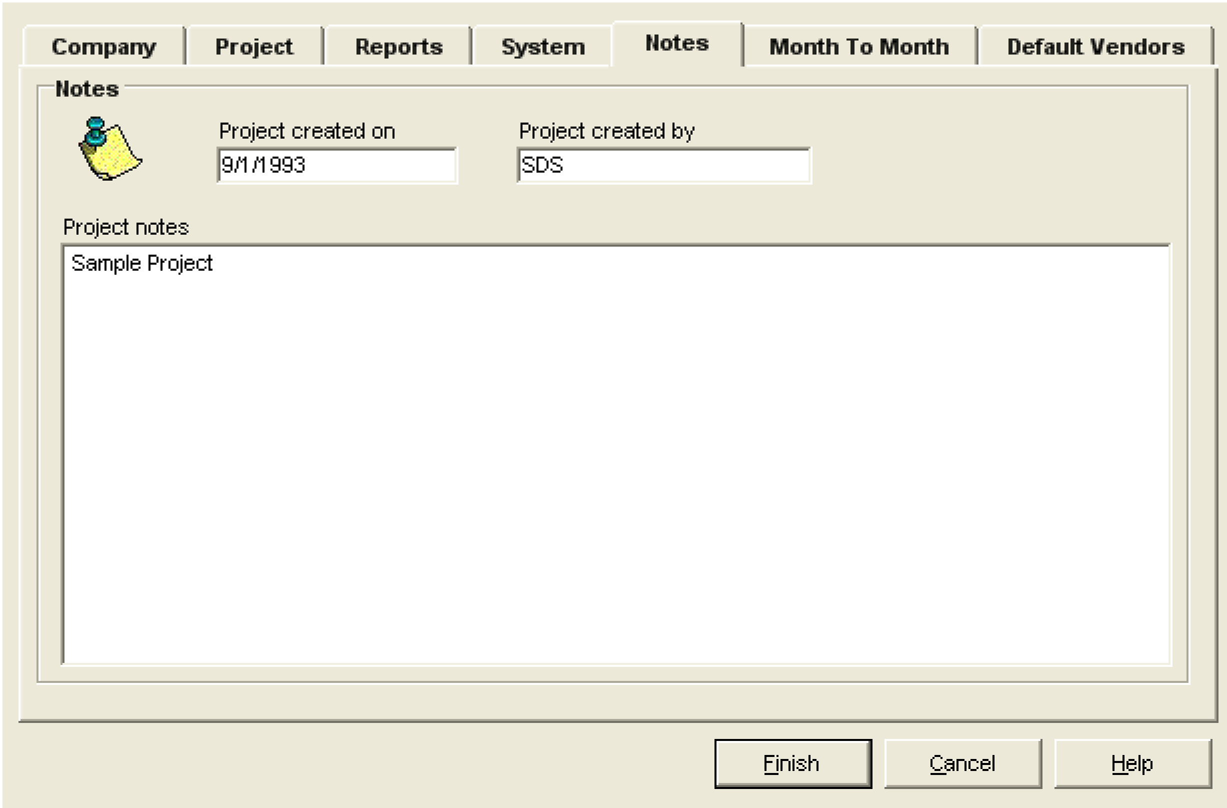
System

This section is intended for setting directory locations of LeaseMan files and entering license information. The Serial Number must be obtained from PlanData. It also allows you to specify how the treeview appears as well as how some items are handled, such as Area Math.

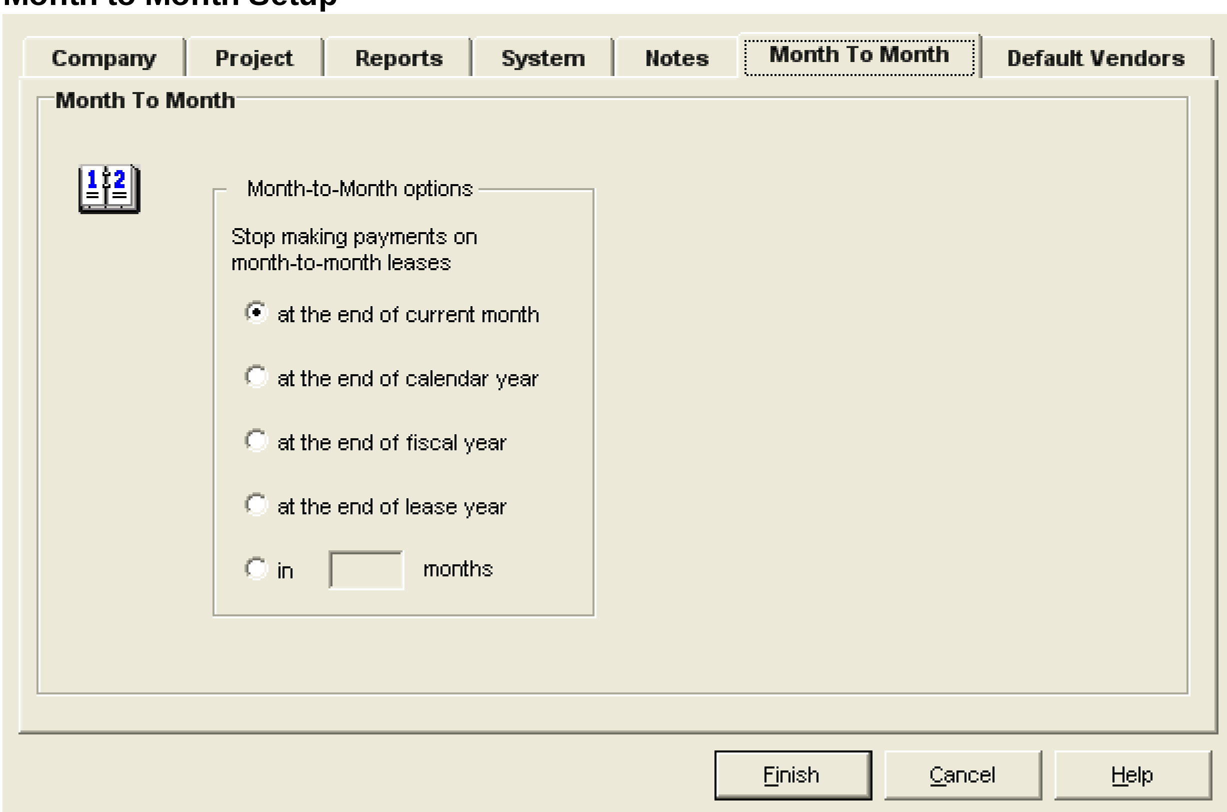


Notes

This information does not print out on reports. It allows you to record any information regarding the project that you determine is important.



Month to Month Setup



On a system wide basis, this sets the month to month options. Each individeal lease can override these settings as well.

At the end of current month: Based on the report start date selected: When you run the LeaseMan reports, this option will use the Report Date as the last date to be included in Financials. For example, in an Annual Cash Flow Report, if you run the report for 2/1/2006, the column for 2/1/2006 will be populated with the latest information from the Financial Section, and the remaining months will not be included. If the lease is set for At the end of current month, all months after the report month are disregarded.

At the end of calendar year: Based on the Lease Expiration Date: This will make the current lease's expiration date 12/31 with the year using the lease expiration's year. If a Lease has an expiration of 9/30/2005, and Month to Month has been selected with the option of At the end of calendar year, and Report Start date was 5/1/2005. LeaseMan will consider the expiration to now be 12/31/2005.

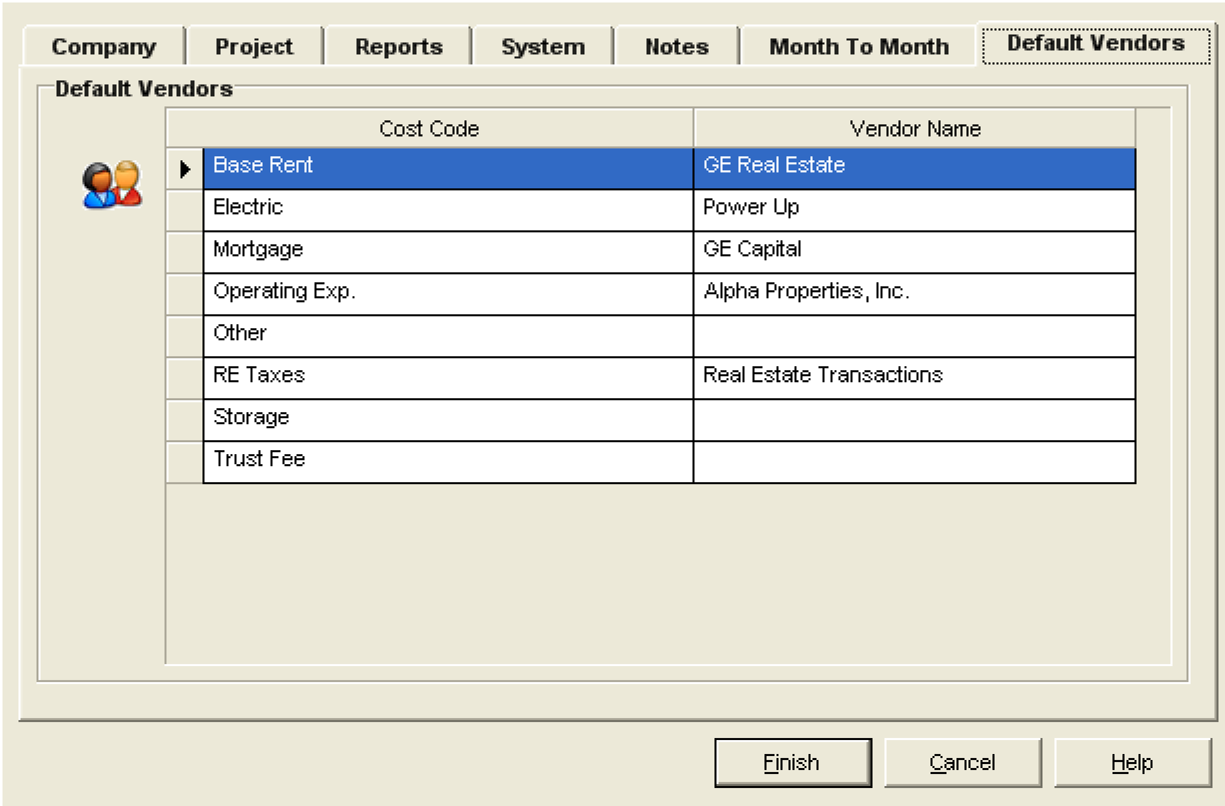
At the end of fiscal year: Based on the value set in File - Setup - Reports tab - Fiscal Year Start Month: If this option has been selected and the Fiscal Year Start Month has been set to 4(for example), the lease has an expiration of 9/30/2005, and Report Start date was 5/1/2005. LeaseMan will now consider the expiration 3/31/2006

At the end of lease year: Based on the Term Commencement: If this option has been selected and the Term Commencement is 7/1/2000, and the lease expiration was set for 9/30/2005, and Report Start date was 5/1/2005. LeaseMan will now consider the expiration 6/30/2006.

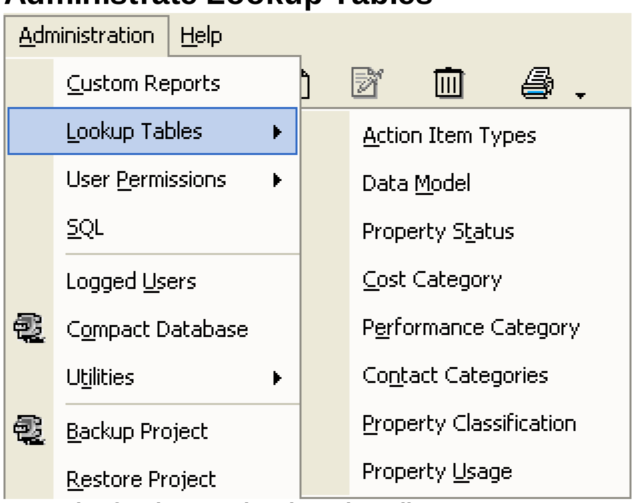
In: This option allows the user to set how many months after the report start date should the Lease's Month to Month value be. If you have set the In value to 5 Months, and the report start date is 10/1/2005 and the expiration date is 9/30/2005, you would get values until 2/1/2006, but if you ran the report for 7/1/2005, you report would only go up till 11/1/2005. **Note: This will not increase the Month to Month value to 5 months after expiration. It only allows for 5 months after Report Date.**

Default Vendors

LeaseMan allows the you to specify the default vendor for a cost code. This information will be used in the **Financial Details** screen and while adding a **New Lease**.



Administrate Lookup Tables



Example of main menu bar drop-down list.

Lookup Tables consist of valid choices, usually implemented to help with data integrity. The Administrator of the LeaseMan program has the right to edit all the Lookup Table fields. You may use the default values or customize the tables to your company needs. Lookup tables are predefined field titles where your users enter data for leases.

To access the Lookup Tables, go to **Administration > Lookup Tables,** located on the menu bar.

Action Item Types

This table defines the code and the name of each specific action item. Specific values are used to simplify and speed up data entry on the **Actions** screen.

To add a record to the list, click the **Edit** icon, then click in the text box and type in your entry. Click **Save** to save your changes.

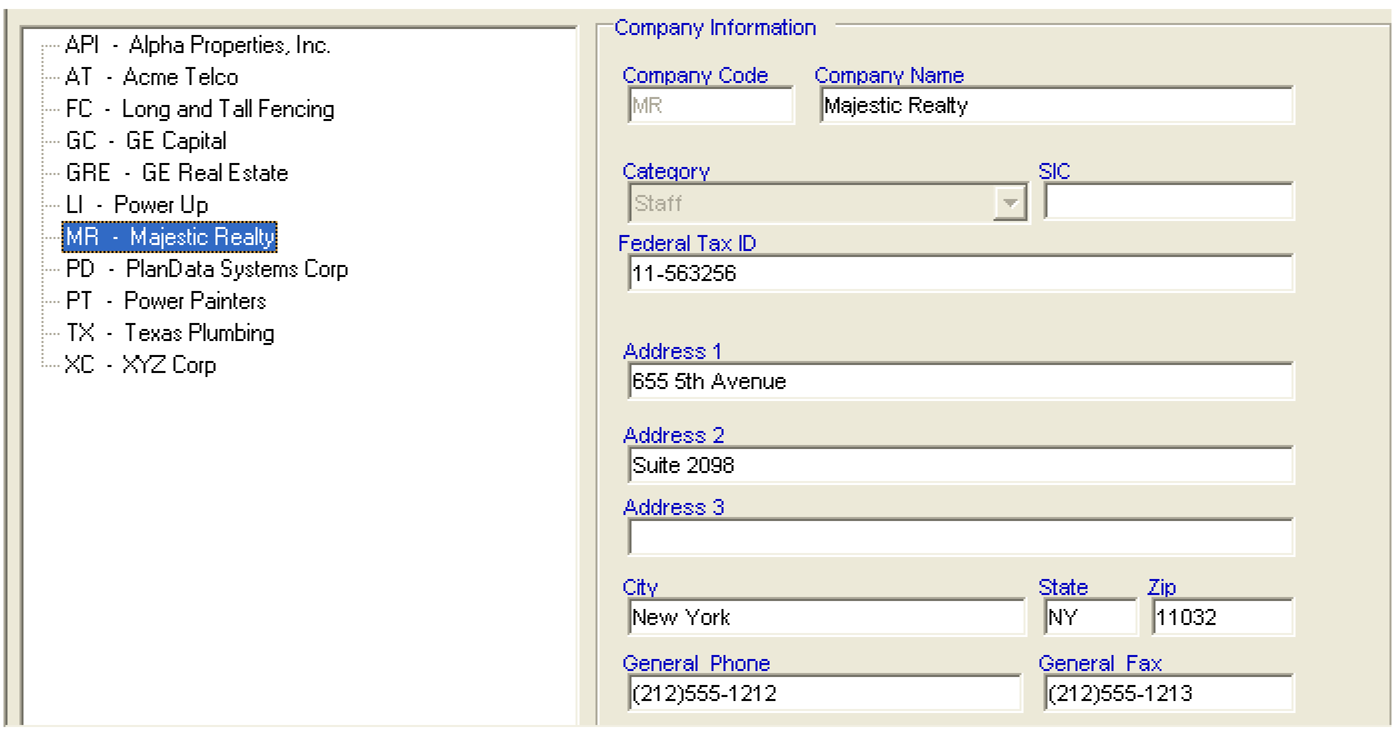
Contact Category

Allows you to define classifications of contacts tracked in the systems, so it will be easier to locate the required person (i.e. phones, plumbing, electrical, etc.).

Companies

Located in the **View - All** Companies dropdown, allows users to view all the companies listed in the LeaseMan database. It allows the user the ability to search for specific companies as well as use a point and click approach to get company information. Information is easily modifiable by selecting edit and just typing in the new information.

The category drop down allows users to categorize the Company into a category. For example, if you use a specific Plumbing Company, you can categorize the company as Plumbing. These categories can be modified or added to, under Administration - Lookup Tables - Contact Categories.



Cost Category

Under Financial Information, in Payment Details, there are specific costs associated with a lease. These being Base Rent, Electric, Taxes, etc.. These Costs are called Cost Codes. These cost codes are configurable under **Administration - Lookup Tables - Cost Categories.**

Cost categories lookup table

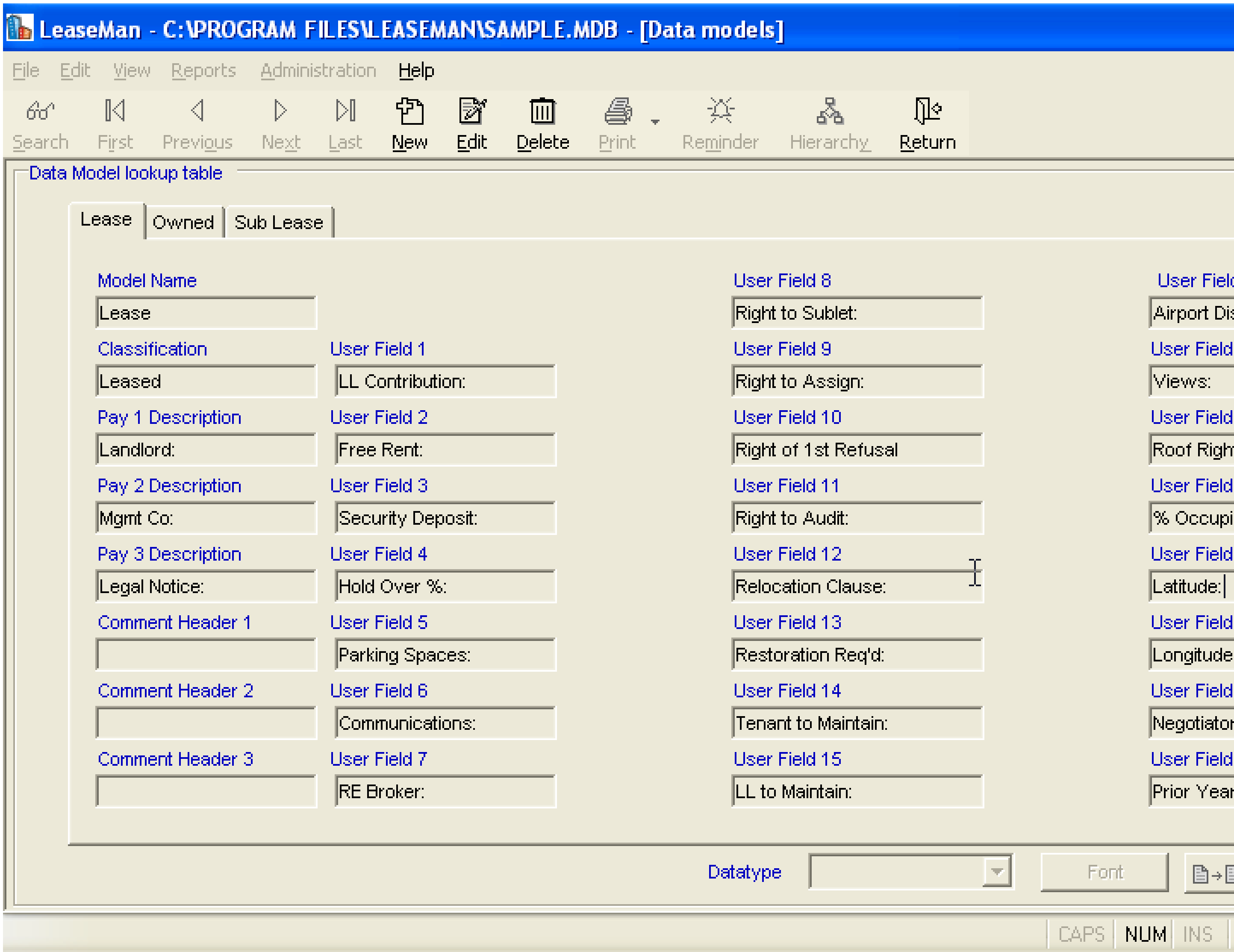
Name	SortOrder	Include in cost SF	General Ledger Number	Vendor	Include in Lease Commitment Sche
Base Rent	1	☑			☑
Electric	2	☑			☐
Mortgage	1	☑			☐
Operating Exp.	3	☑			☐
Other	5	☑			☐
RE Taxes	4	☑			☐
Storage	6	☐			☐
Trust Fee	12	☑			☐
		☐			■

In this table, you can assign a General Ledger Number , a Vendor and if a Cost Categorie should be included in the Lease Commitment Schedule and Annual GAAP report. If you would like to assign a Default Vendor to a Cost Category, you would just select the Vendor from the drop down box. This is the same functionailty as in File - Setup, and going to the Default Vendor tab.

In the past, some users have wanted the ability to select what is to be included in the Lease Commitment Schedule report. By selecting different Cost categories, you can limit or enhance what is included. Please note that Base Rent is selected by default, this can be modified by either unselecting Base Rent or selecting an additional Cost category to be included.

Data Model

This is essentially a code that is applied to a set of user-definable data so that it can be accessed for use in a number of different property records.

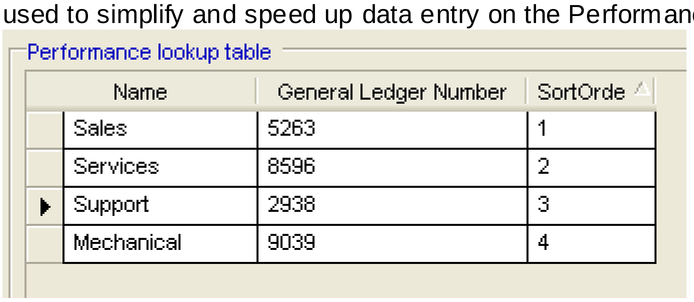


LeaseMan allows you to classify the type of a lease. These types are defined in the Data Models lookup.

LeaseMan also the user to modify the datatype for each field. These can be Integer, Text, etc...

Performance Category

This table defines the code and the name of each specific performance item. Specified values will be used to simplify and speed up data entry on the Performance screen.



Performance lookup table

Name	General Ledger Number	SortOrde
Sales	5263	1
Services	8596	2
Support	2938	3
Mechanical	9039	4

For Data entry, go to View - Performance

Performance Information

Description	StartDate	Frequency	Amount
Sales	03/23/2005	Monthly	2563.00

Sales
Services
Support
Mechanical

Property Classification

Allows you to define classifications of property records (i.e. owned, leased, or subleased).

Property classification lookup table

Code
Leased
Owned
Sub Lease

Property Status

This is where you can define codes for the status of property records (i.e. Active, Archive, Preliminary, Cancelled, etc.)

In Administration - LookUp Tables - Property Status

Property status lookup table

Code	Name
ACTIVE	Active
ARCHIVE	Archived
CANCEL	Cancelled
PRELIM	Preliminary

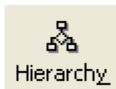
Property Usage

In this table you can specify the possible uses for tracked properties (i.e. Administration, R&D, Warehouse, etc.)

Property usage lookup table

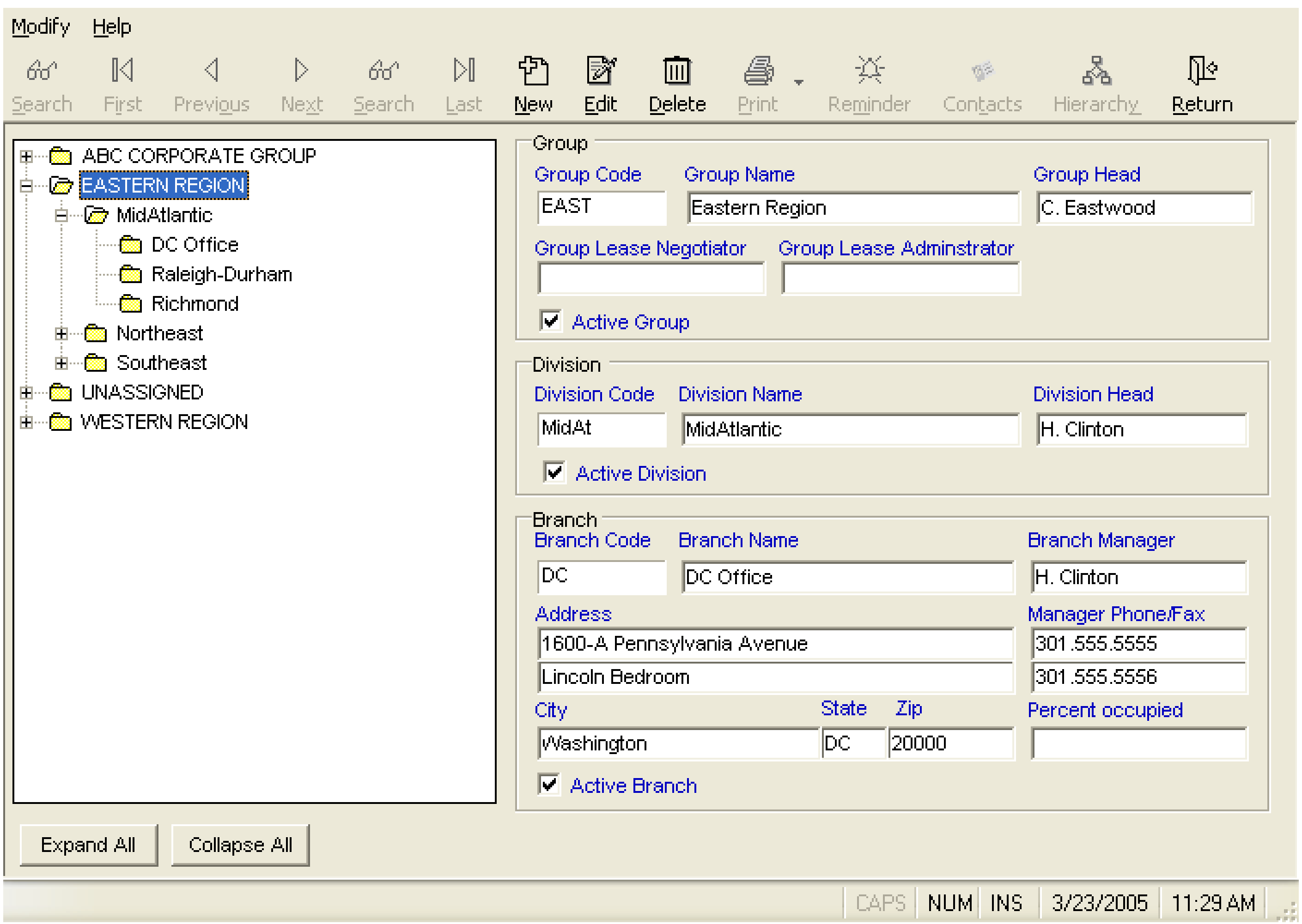
Use	SortOrder
Administration	1
Manufacturing	2
Other	7
R&D	3
Sales	4
Vacant	5
Warehouse	6

The Hierarchy Icon

By clicking on the 

icon, it is possible to create new additions to the Tree View.

Click on the region you would like to add to or create and fill in the corresponding information in the blanks.



See:
Creating Level 1

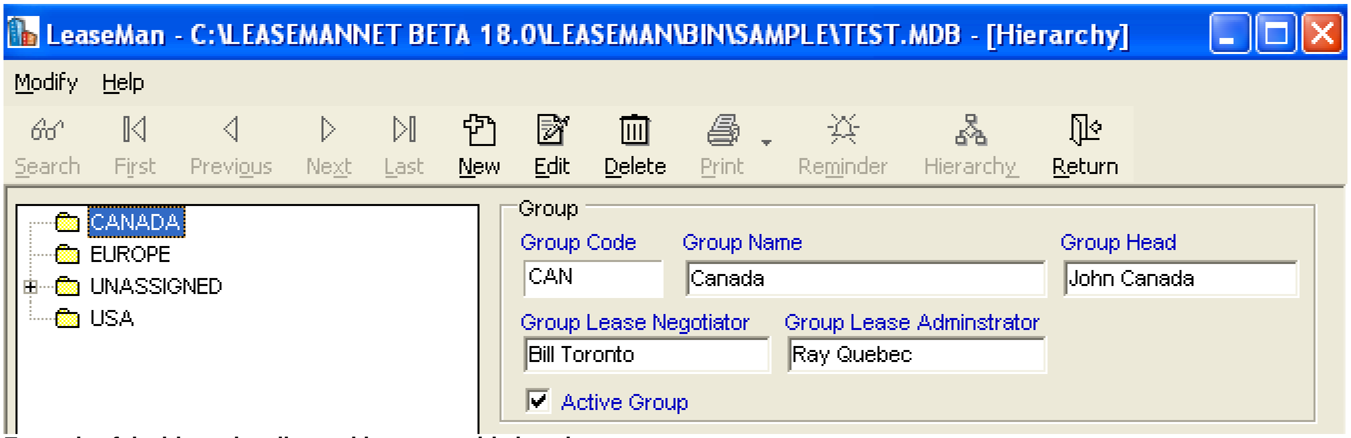
Creating Level 2
Creating Level 3
Editing the Hierarchy Entries

Creating Level 1

Select **File** > **Open Project** from the main menu bar.
Navigate to the LeaseMan folder and double-click to expand it.
Search for the file you just created and click on it.
Click on the **Open** button. The Summary Menu window will open indicating that you are ready to start creating the Hierarchy.
Click on the **Hierarchy** icon, located on the main menu bar. Your screen will change to the Hierarchy window.
Click on the **New** icon, located on the toolbar. By default the Group radio button will be on in the New hierarchy level window.
At this time you will have to establish the first level of the hierarchy. You will continue with this process until all the first level folders are set up. Each time you return to create a new Group folder, click on the radio button next to the **Group** (level 1), then click the **Continue** button.

Enter a unique code for this group, example xxx. The system will not except all numbers for group code. Use an alphabet system or any other code you might have established. If there is a duplicate coding in the system, you will receive an error message that will prompt you to select a new code. Click **Finish** to enter the code.

Enter the Group name in the text box provided, on the Edit corporate hierarchy dialogue box. Remember that this is the first level of the directory. You may want to establish this level by geographic location, corporate level, or product line, etc...
Click on the **Save** icon, located on the toolbar after each new addition.



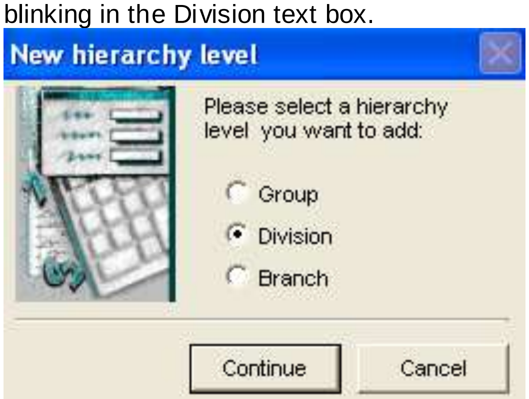
Example of the hierarchy allocated by geographic location.

Creating Level 2

Once you have successfully established the first level (Group) of the hierarchy you will move on to the second level (Division).

The procedures are the same except, when the hierarchy dialogue box appears you will select the **Division** radio button.

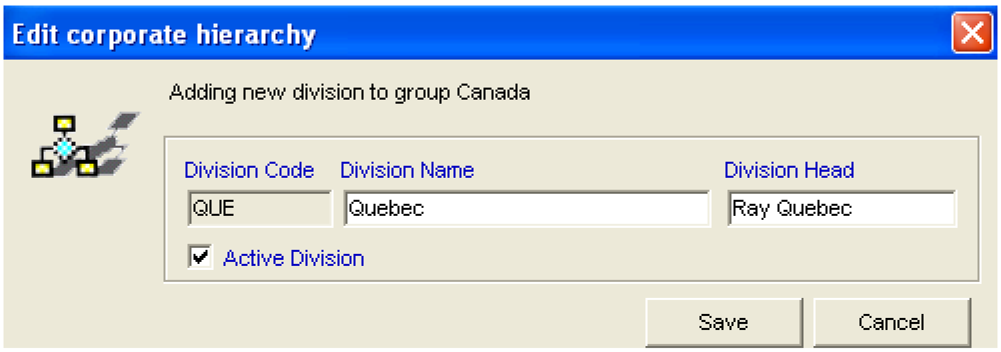
Continue through the dialogue boxes until you return to the hierarchy screen. Notice that the cursor is blinking in the Division text box.



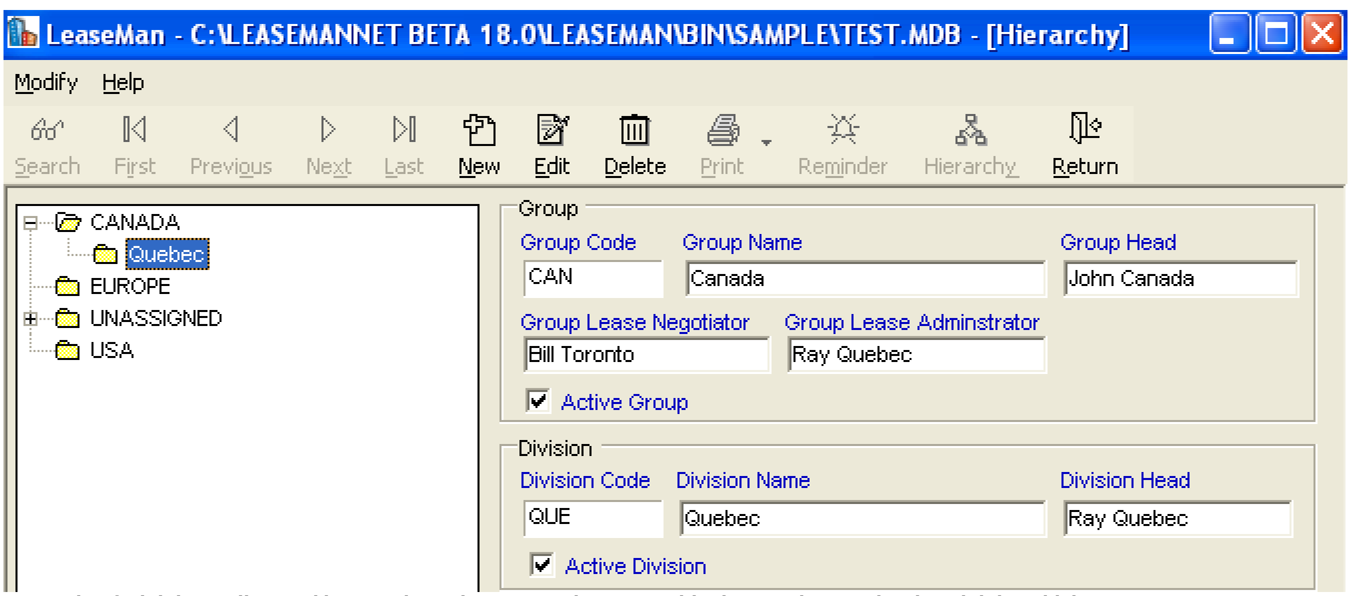
Select under what First Level Hierarchy Group should the division be located

Enter the Division Code in the text box provided.

Enter in the Division Name and Division Head



Select the **Save** button.



Example of Divisions allocated by Province. (Note, "Quebec" typed in the text box under the Division title).

Creating Level 3

At this time you have established both the Group (level 1) and the Division (level 2), while you have become familiar with the system of folder allocation, now complete the setup by assigning your Branch (level 3).

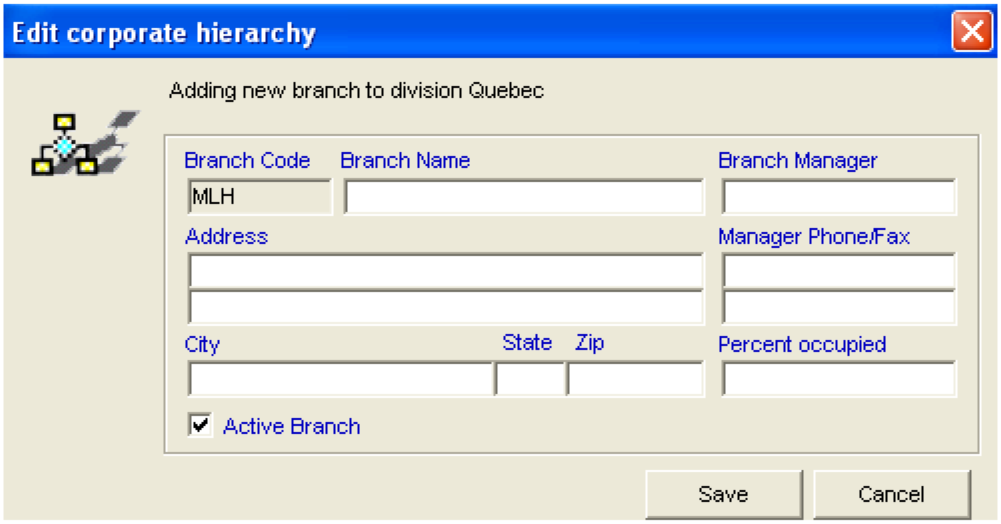
LeaseMan was designed with familiarity in mind. Setting up the **Branch** section follows the same procedure as **Group** and **Division**.
Highlight any of the Division folders and select the **New** icon, located on the tool bar.

Select New Branch

Select the Group and Division you wish the Branch to belong to

Enter in new Branch Code

Add in all related Branch Information



Click the **Save** Button to complete the addition.

Continue to work through all the Division folders until all the Branch information is complete.

Editing the Hierarchy Entries

Once you have established your directory of folders it may become necessary to edit the name of a folder.

To change an entry:

Click on the **Hierarchy** icon.

Highlight the folder you want to change.

Click on the **Edit** icon, located on the toolbar.

Depending on which folder - Group, Division, or Branch - a dialogue box will open that will allow you to make changes. The cursor will be blinking in the text box that you have selected.

Type in the changes.

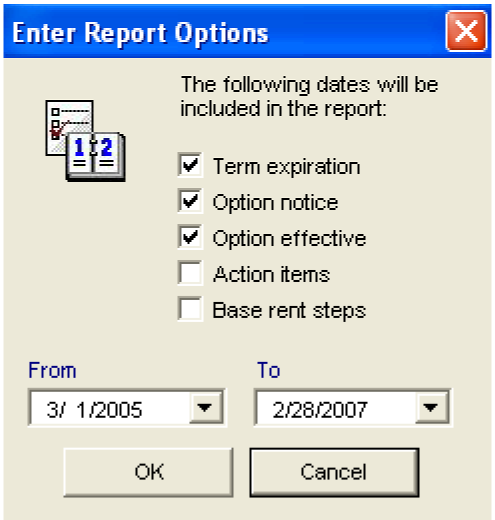
Click on the **Save** icon to save the change.

The **Hierarchy** window will reappear with changes complete.

The **Summary** window will appear blank until you add records to each of the branches.

At this time you have completed setup of the Hierarchy directory. It is now time to place Lease and Property records in the correct folders. Once you have assigned records to their appropriate folders the summary window will display your system in the hierarchy.

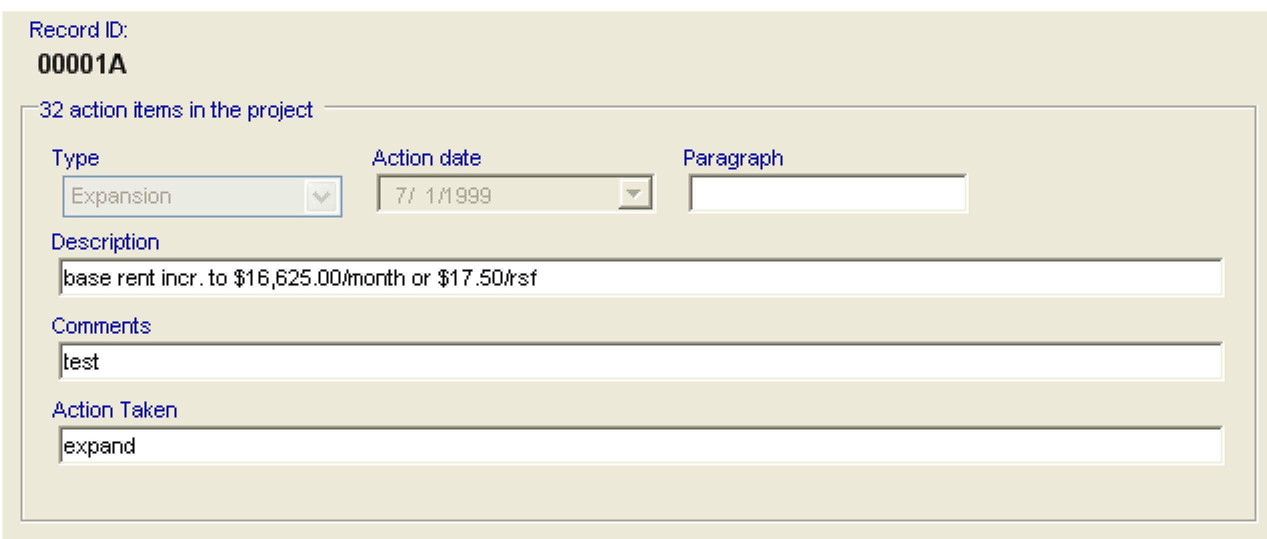
Critical Lease Dates



These are the most common Lease Date related Options that are in use today

Entering Action Items

Action items allow you to track other tasks related to records. Tasks could include reminders to contact a branch manager about an option date, drafting a letter to a landlord about exercising an option, or a reminder to investigate the current conditions in the marketplace. We have also allowed you to enter the paragraphs in the record document that are in reference to the record, and also to enter some comments about action taken. Any information you enter here will appear on the Action Item Report , however it will not appear on the Critical Lease Date Report unless you assign it a Type of Critical Lease Date (CLD). **Be careful to avoid duplicate information from appearing on your reports and don't type critical record date information in this section**.



To Enter an Action Item:

Go to **View > All Action Items**

Select **New**

Select **Lease_ID** and Press the Select **Record Bar**

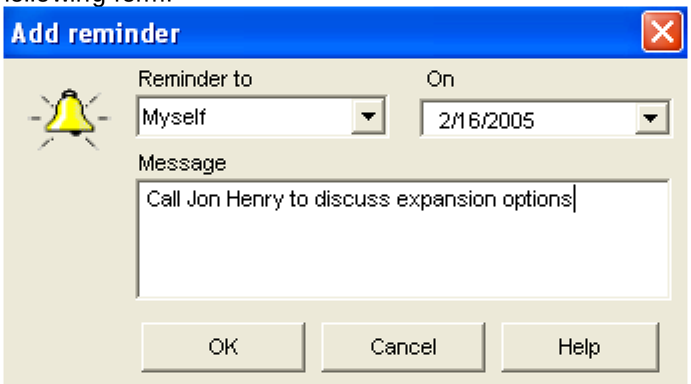
Fill in the appropriate text boxes

When Complete, click Save

Adding Reminders

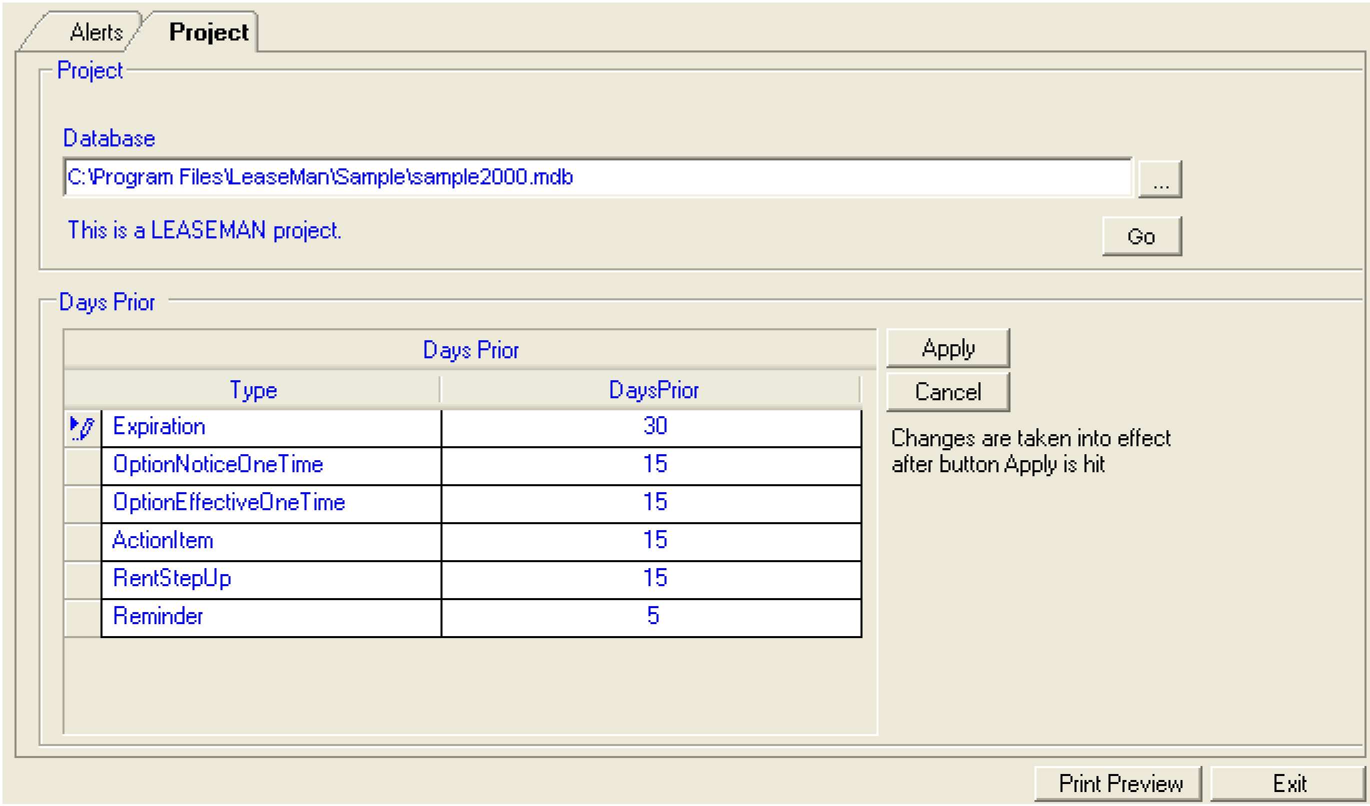
All users are able to create a reminder to all other system users, or simply to themselves. Reminders can be used to send messages to others, but should not be confused with Action Item reminders that are associated with Leases.

To create a reminder click on the **Add Reminder** button on the main screen and fill in information on the following form.



The default date is always set as the following day but it can be changed to any date. Once the reminder message is entered - click **OK** to save. The reminder will appear on the Alerts screen as soon as the date arrives.

Setting up Alerts



Alerts on Action Items and Lease Dates are generated automatically by LeaseMan based on lease information entered. Using the above grid, it is possible to select when alerts should be viewed when you open up LeaseMan. By changing these days, you can minimize or maximize the amount of alerts shown.

The Alerts screen only appears at the start of the program. However, to view the alerts at another time while working with the system, select **View > Alerts** located on the main menu bar.

Leased Properties vs. Owned Properties

Leased property records and owned property records are different in many ways. Most of the differences between the data of each will be found in the first three sections of the Property Summary Report - Property ID, LandLord/Payee and Financial, as well as what information was defined while setting up data models.

Your Property Summary window will differ depending on whether your property is leased or owned.

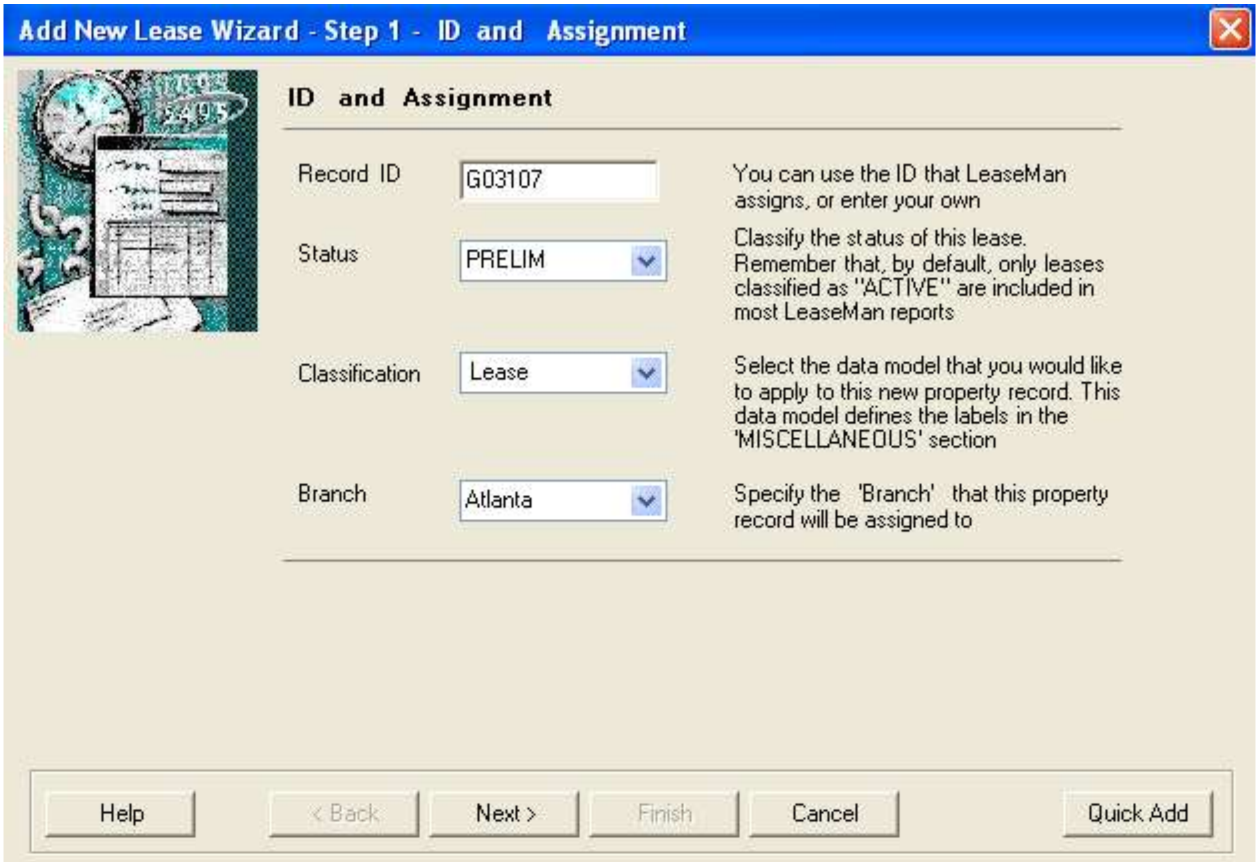
Owned properties will have sections on the Property Summary window titled **Payment Information** and **Site Information**.

Leased properties will have sections on the Property Summary window titled **Landlord/Payee** and **Critical Dates/Options**.

Adding a New Property Record

To create a new record from the Summary Menu, click on the **New** button located on the tool bar. If you have just created a New Project, verify that the corporate hierarchy is set up, otherwise you will not be able to add property records to the hierarchy and will need to reassign them later.

The **Add New Lease Wizard** screen will pop-up:



Fill in the initial property information in the following fields:

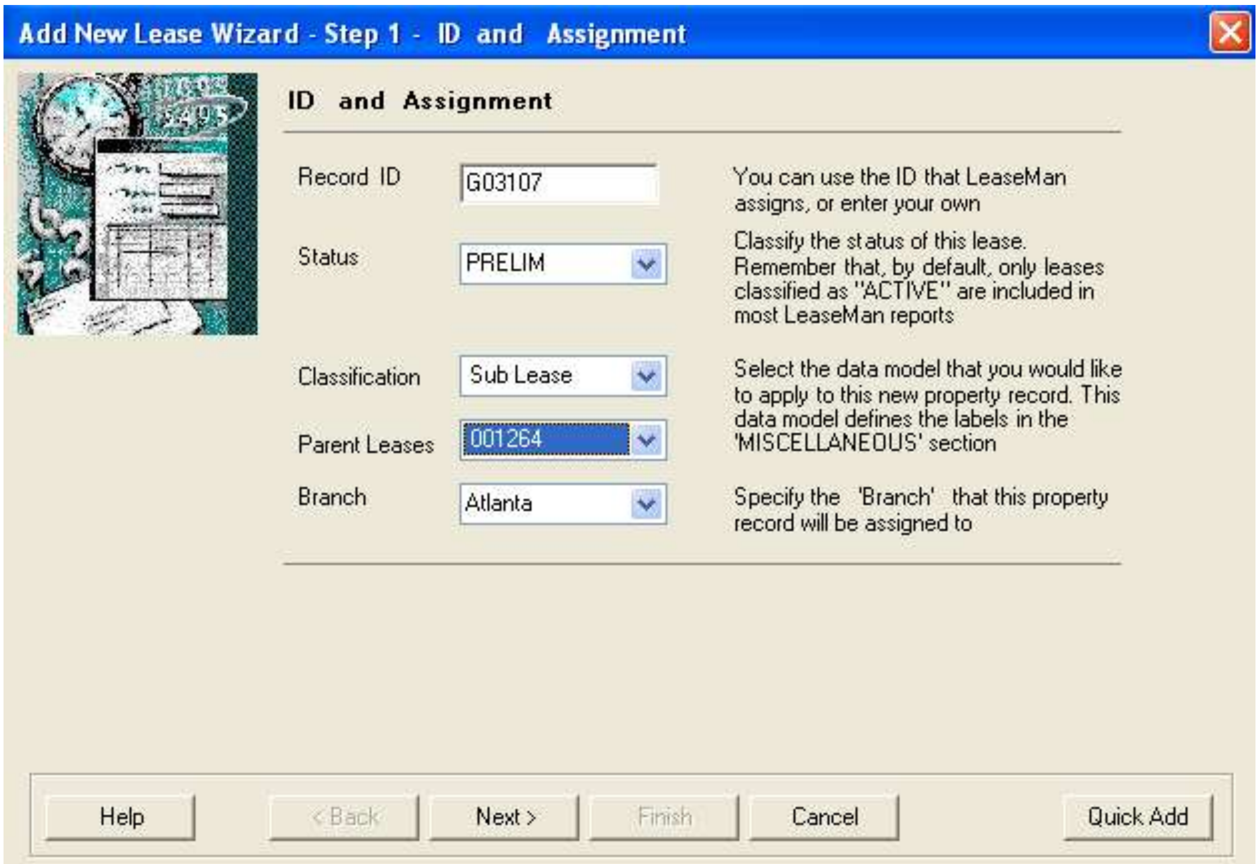
1. **Record ID** - must consist of exactly 6 characters and must be unique for the project. Seeded value for Record ID can be changed by you according to your preferences.

2. **Status** - describes the condition of -the new record and can be one of the following: **Preliminary** (leases
under negotiation), **Active** (leases that are "hitting the books"), **Canceled**, or **Archived** (inactive leases that you want to keep for historical records). When creating a record you should initially set it as **Preliminary**, then when the term starts, the status of the record can be easily changed to **Active**.

3. **Classification** - specifies the type of data model. LeaseMan gives you the ability to create your own type of models with the use of the feature **Lookup Tables**. By default the program has two

types, "lease" and "owned" models that can be modified. When you create a model you will define all the fields that are associated within that model. To change the fields in one of the two default models, select **Administration > Lookup Table > Data Model**.

You can create a new Data Model named 'Sub Lease' (or 'Sub Leases' or 'Sub Leased' or 'Sub Lease' or 'Subleases' or 'Subleased' or 'Sublease'). If this model is selected, you are allowed to select the Master Lease ID (Parent Lease ID) for which this is a sublease.



4. **Branch -** the name in the sample project, links property record to a hierarchical line defined by the user.

After filling in the initial information on the first screen, follow the prompts for each of the following screens.

At the second screen, you will be requested to fill in the **Building Name, Address and Contact Info**.

At screen three, you will have to fill in **Original Occupancy, Lease Term Commencement,** and **Expiration**.

At the fourth screen, you will be asked to fill in **Rent Commencement, Initial Base Rent amount,** and **Frequency of payment.**

At screen five, when you are satisfied that all information fields are properly filled in, click **Finish.**

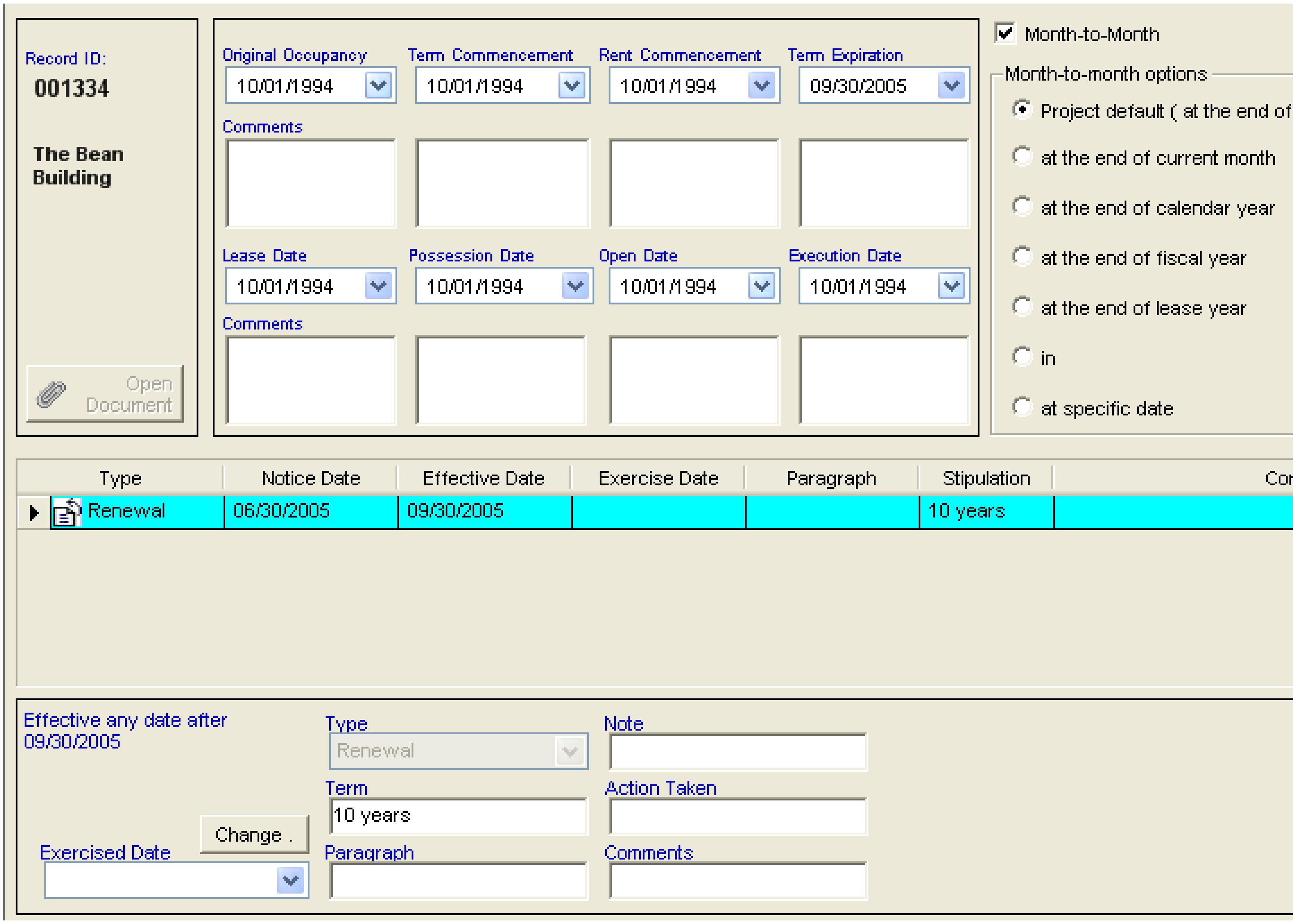
Subleases

When a company subleases a space, the payment to that space is usually paid to the Original Lessee. When you are paying to the original holder of the lease and not to a Landlord, the amounts paid to the original lessee are usually inputted as negative numbers.

For example, If you were entering in Base Rent, it would be entered in as -9,000 instead of 9,000. This makes it possible to actually calculate the proper Netout amounts for the original Lessee.

When you run the Netout Report, the Master Lease Holder would then see what they paid for their lease and what they have coming in from subleases. This would give them their Master Lease Net total.

Month to Month



Month to Month Options:

Project Default: This option will use the system setting that is stored in File - Setup - Month to Month tab.

At the end of current month: Based on the report start date selected: When you run the LeaseMan reports, this option will use the Report Date as the last date to be included in Financials. For example, in an Annual Cash Flow Report, if you run the report for 2/1/2006, the column for 2/1/2006 will be populated with the latest information from the Financial Section, and the remaining months will not be included. If the lease is set for At the end of current month, all months after the report month are disregarded.

At the end of calendar year: Based on the Lease Expiration Date: This will make the current lease's expiration date 12/31 with the year using the lease expiration's year. If a Lease has an expiration of 9/30/2005, and Month to Month has been selected with the option of At the end of calendar year, and Report Start date was 5/1/2005. LeaseMan will consider the expiration to now be 12/31/2005.

At the end of fiscal year: Based on the value set in File - Setup - Reports tab - Fiscal Year Start Month: If this option has been selected and the Fiscal Year Start Month has been set to 4(for example), the lease has an expiration of 9/30/2005, and Report Start date was 5/1/2005. LeaseMan will now consider the expiration 3/31/2006

At the end of lease year: Based on the Term Commencement: If this option has been selected and the Term Commencement is 7/1/2000, and the lease expiration was set for 9/30/2005, and Report Start date was 5/1/2005. LeaseMan will now consider the expiration 6/30/2006.

In: This option allows the user to set how many months after the report start date should the Lease's Month to Month value be. If you have set the In value to 5 Months, and the report start date is 10/1/2005 and the expiration date is 9/30/2005, you would get values until 2/1/2006, but if you ran the report for 7/1/2005, you report would only go up till 11/1/2005. **Note: This will not increase the Month to Month value to 5 months after expiration. It only allows for 5 months after Report Date.**

At specific date: This option allows the user to set a predefined date that the Month to Month lease should end on. This option has no relation to Report Date.

Please note that each financial report will handle month to month differently. If you would like more information on how each report handles month to month, then click here

Attaching Documents to a Record

Property records can have numerous files of different types connected to them. For example, it is possible to attach word processor files, a spreadsheet, or even a media file to a particular record. This feature makes LeaseMan a type of "binder" for all files related to a property record document in your system.

Please be advised that in order to view an attachment file you must have the application software program installed on your computer/network. For instance, if you have MS Word installed on your machine, LeaseMan will be able to properly handle Word documents. All the attached documents are displayed under property records in the hierarchy as document icons.

To attach a Document:

Right-click on the lease icon in the Tree View that you want to assign a file to.

Select **Attach new Document** from the pop-up list. The **Open** dialogue box will appear.

Navigate through your folders to find your file.

Select the file and click on **OK**.

To review the file information you attached, double-click the attachment icon, or right-click on it and select **Go to document** item.

LeaseMan will launch the appropriate software application (provided it is installed on your system) to view your attachment. Exit the program to return to LeaseMan.

LeaseMan allows you to add comments to your documents, that will appear along with the file information on the Hierarchy.

To add a comment to a document, right-click on the document and select **Edit comments**. Type your comment in the space provided.

Attaching a Lease Document

To attach a Lease Document:

Right-click on the lease icon in the Tree View that you want to assign a file to.

Select **Attach Lease Document** from the pop-up list. The **Open** dialogue box will appear.

Navigate through your folders to find your file.

Select the file and click on **OK**.

Note that you can only select one lease document per property. If you have other documents to add to a lease, please see Attaching Documents to a record.

To review the file information you attached, double-click the attachment icon , or right-click on it and select **Go to document** item. LeaseMan will launch the appropriate software application (provided it is installed on your system) to view your attachment. Exit the program to return to LeaseMan.

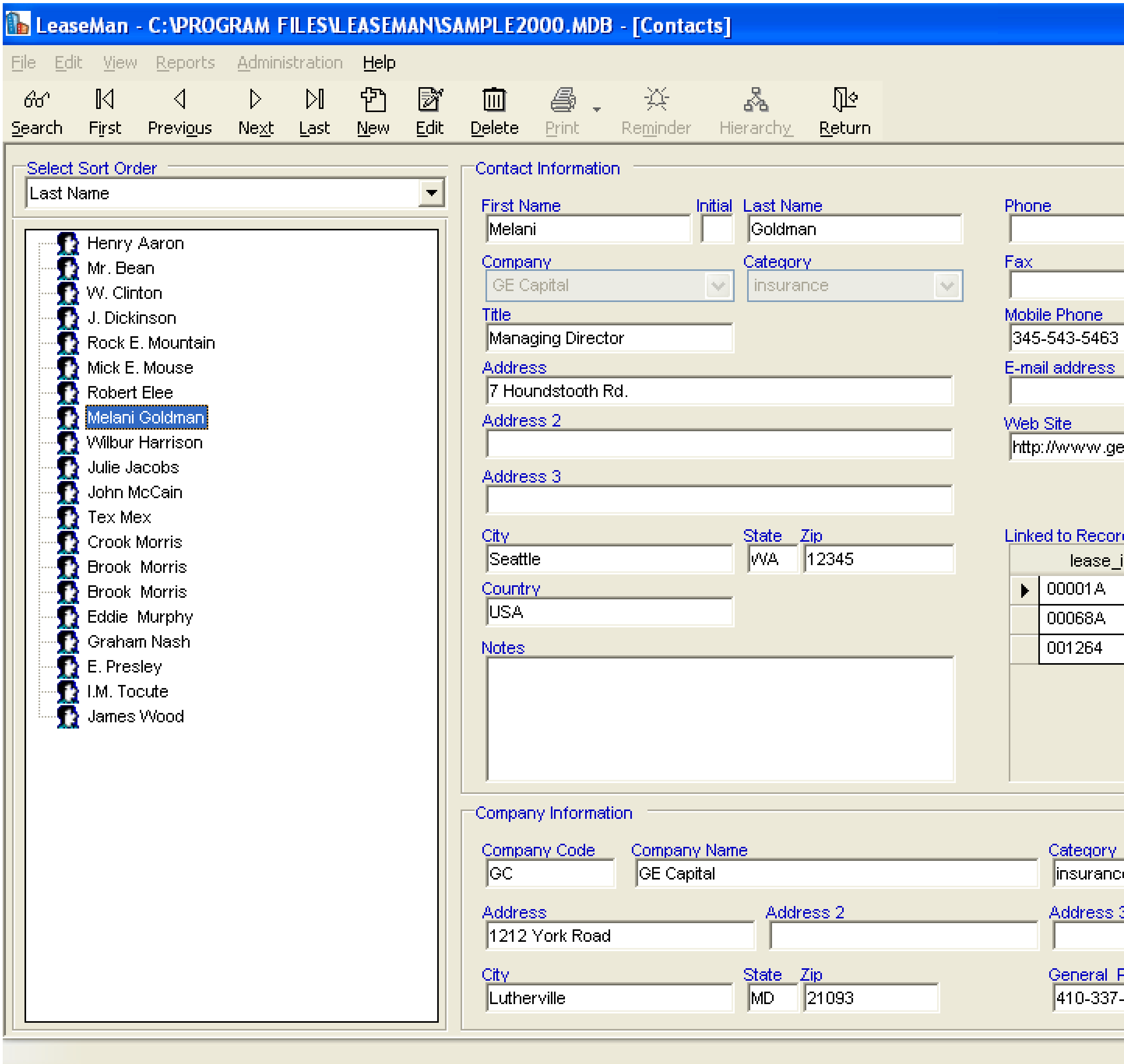
LeaseMan allows you to add comments to your documents, that will appear along with the file information on the Hierarchy.

To add a comment to a document, right-click on the document and select **Edit comments**. Type your comment in the space provided.

Contacts

You can view the contacts in the current project. The tree view on the left displays the list of the contacts. This tree view can be sorted in the following ways:
- By Last Name
- By Company, Last Name
- By Last Name, Company
- By CompanyCategory, Company, Last Name
- By SIC, Last Name

The right side of the form displays the details of the contacts, its company details and its linked leases.



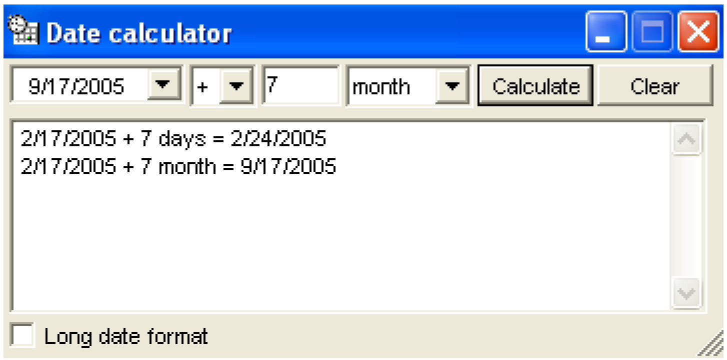
Data Entry Issues

One of LeaseMan's important features is the ability to print out as much pertinent information about a property record desired and place it all on one page. This makes it easy to compare records, and also to look at many key aspects of one record at a glance. In order to accomplish this, PlanData has spent much time on the design of the Property Summary Report, which will present as much information in an orderly fashion as possible. **PlanData strongly suggests that you do not enter data in all uppercase letters**. **Instead, use both upper and lowercase.** This is in order to save room on the printed Property Summary Report, and to make the report more readable.

Date Calculator

For your convenience, we have included a date calculator in LeaseMan. The Date Calculator allows you to add or subtract any number of days, weeks, months, or years from any given date.

To open the Date calculator click on date box 2/17/2005 located on the Status bar.



Assign a Contact to a Lease

Assigning a contact to a lease is necessary when you want to create a log notes for a lease or just want to document people that do business with the lease, such as Landlords, Electricians, etc..

Assigning a Contact to a Lease can be accomplished in two ways.

A.

1. Right Click on a Lease and Select Assign Contact
2. Select the contact to be assigned to the Lease
3. Press the Select button

B.

1. On the Toolbar, select View - All Contacts
2. On the Left Side, Select the Contact you would like to Assign to the Lease
3. Select on the Toolbar Edit
4. In the Linked to Records box, under Lease_ID, Click on the box to the right of the Lease ID Section
5. A list will come up with all the leases. Select the Lease that the Contact will be assigned to
6. Press the Select Record Button

In both these scenarios, a contact now will be assigned to a Lease ID.

Modifying Contacts Information

LeaseMan allows you to keep track of contacts and information regarding these contacts. Once a person is entered into the system, they can be linked to any number of property records. This will allow you to find the contact faster, as well as provide you with additional information on a property.

Remember that all contacts you may want to assign to a record must be entered into LeaseMan first.

To add, edit or delete contact information:

Click on the lease icon that you want to assign a contact to.

Select **View > All** contacts from the main menu.

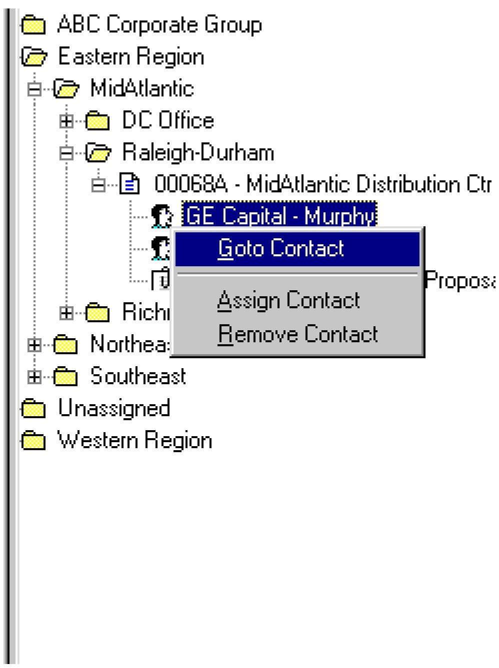
Click on the **New** icon to add a new contact, or the **Edit** icon to change existing contact information.

Modify or add the contact information in the dialogue box provided.

Click the **Save** icon to save your changes.

The Assign Contact icon will appear on the Hierarchy under the lease you assigned it to.

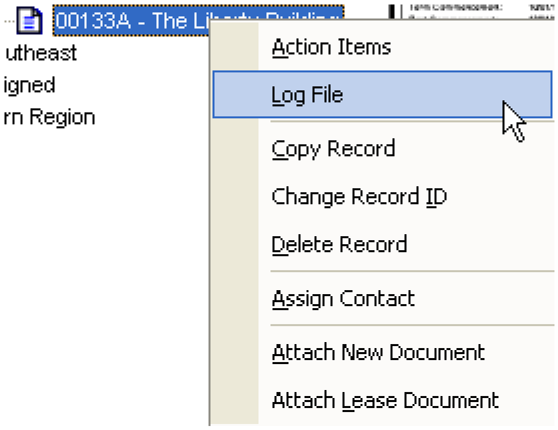
To review the contact information you created, double-click on the icon, or right-click and chose **Go To Contact.**



Modifying Property Record Log Notes

LeaseMan allows you to log information related to a particular lease, such as a history of negotiations, contacts, etc. To view a log history, Go to **View > Log file** and add, edit, delete records.

Also, you can access a log history by right-clicking on the lease icon on the **Tree View** and selecting **Log File** from the pop-up menu.



Please note that the contacts available to you in the Log File are ones that are assigned to the lease. To see how to assign a contact to a lease, please click here.

Modifying Company Structure

To modify the company's structure go to the hierarchy screen by clicking the **Hierarchy** button on the toolbar, or selecting **View > Hierarchy** from the menu bar.

To restructure the hierarchy, you can drag and drop branches on divisions, and divisions on groups.

For example, to move branch "MIAMI" from the Southeast Division to the Southwest Division:

1. Click on "MIAMI."
2. Drag and drop it into the Southwest Division folder.

Attempts to drop a branch on another branch or group, or rearranging divisions will fail.

When you move a division to a new group (level 2 item to a new level 1 item), all branches (level 3 items) and related property records that belong to that division will move along with it.

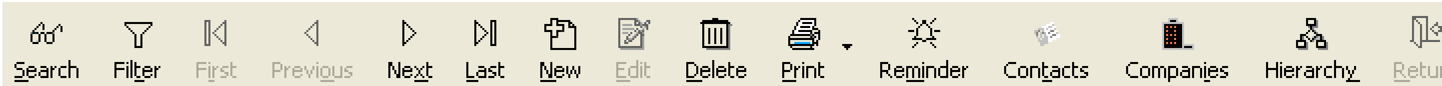
Property Performance Information

If you are interested in tracking down and reporting on property performance and cost/profit issues, (i.e. for retail properties) performance information can be entered in the Performance screen on a lease by lease basis.

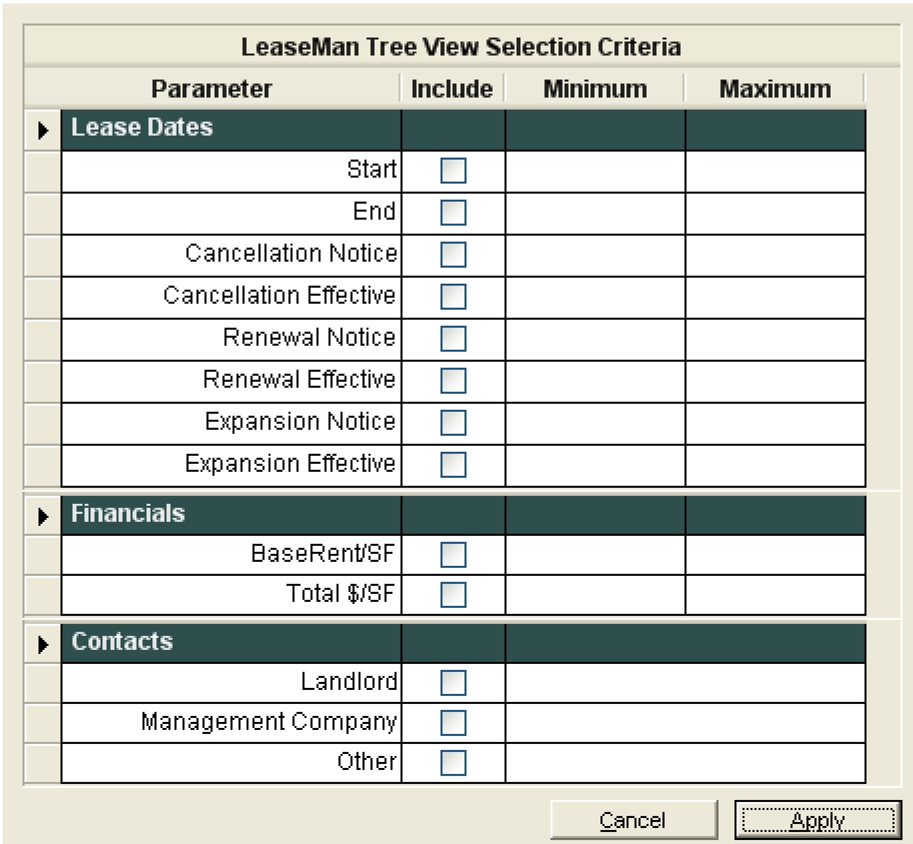
Locate the lease you want to work with and select **View > Performance** from the menu bar. The form will be presented and performance data can be entered in the grid. To edit any of the information, click on the **Edit** icon located on the tool bar. The second column specifies when money inflow starts, the third column specifies the frequency of payments, and the last one allows entering the amount of each payment.

The list of performance categories is maintained by the system administrator, and can be accessed through **Administration > Lookup Tables > Performance Lookup**. Each category can be assigned a general ledger number, tying performance information with other financial data and generating cost/profit reports.

Filter



Filter can be found on the ToolBar Selection. It is located to the right of Search. Filter allows the user to minimize the amount of Leases that are viewable in the Tree View.



LeaseMan Tree View Selection Criteria

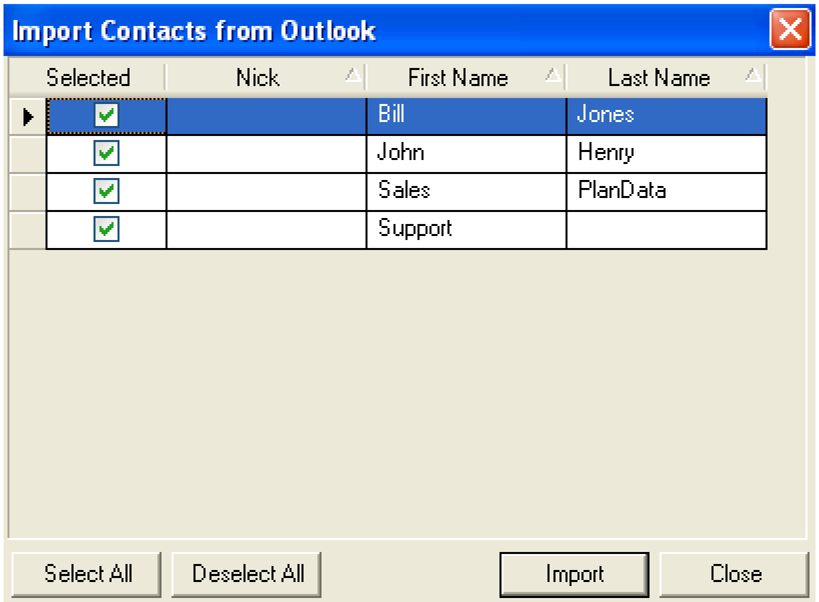
Parameter	Include	Minimum	Maximum
Lease Dates			
Start	☐		
End	☐		
Cancellation Notice	☐		
Cancellation Effective	☐		
Renewal Notice	☐		
Renewal Effective	☐		
Expansion Notice	☐		
Expansion Effective	☐		
Financials			
BaseRent/SF	☐		
Total $/SF	☐		
Contacts			
Landlord	☐		
Management Company	☐		
Other	☐		

Cancel Apply

Based on the criteria selected in the above table, the user has the ability to view only leases that fit into the abve criteria. You must select a Minimum and a Maximum date for the selection to be valid. When you selecty the Filter Icon, it will turn blue to show that it is active, 

. When not in use, it will go back to the standard Icon.

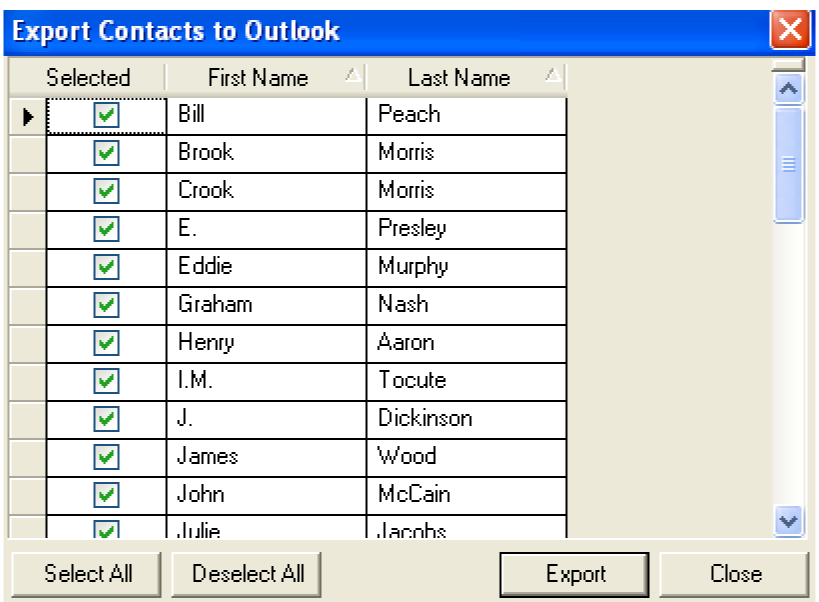
Import Contacts from Outlook



You can specify the contacts that you want to import from MS Outlook (2000 or higher) to the LeaseMan contacts list. The above grid shows the list of contacts from the **Contacts** folder of MS Outlook in the current profile of the machine.

You can select the contacts to be imported using the first column and click on **Import** to start importing them into the LeaseMan Contacts.

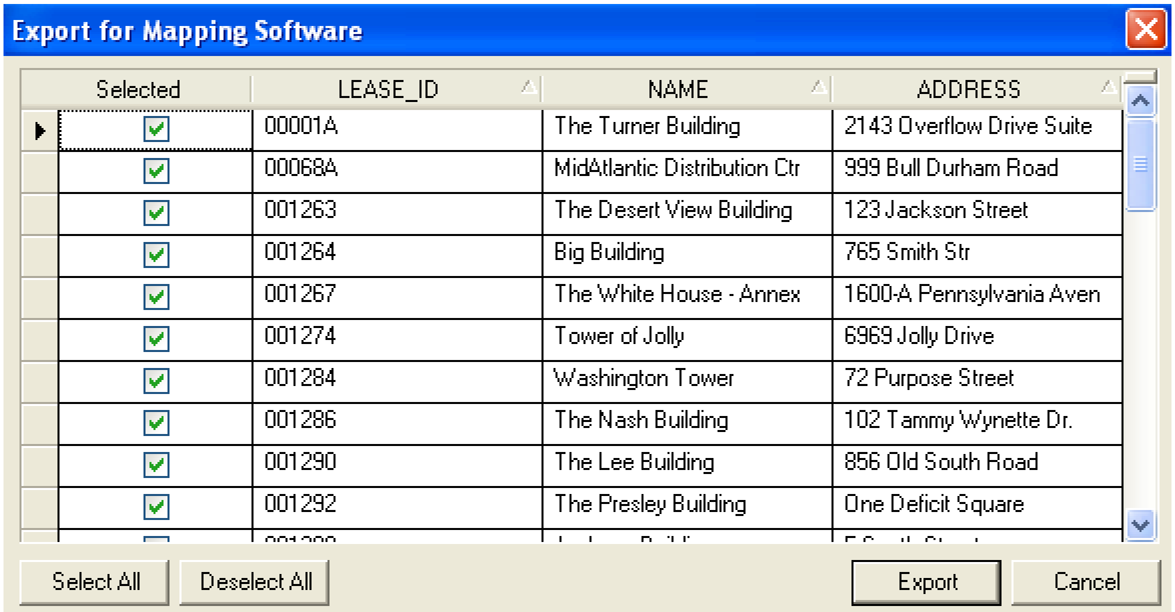
Export Contacts to Outlook



You can specific the contacts that you want to export into MS Outlook (2000 or higher) from the LeaseMan contacts list. The above grid shows the list of contacts from the Contacts list of the current project.

You can select the contacts to be exported using the first column and click on **Export** to start exporting them into the MS Outlook Contacts folder.

Export for Mapping Software

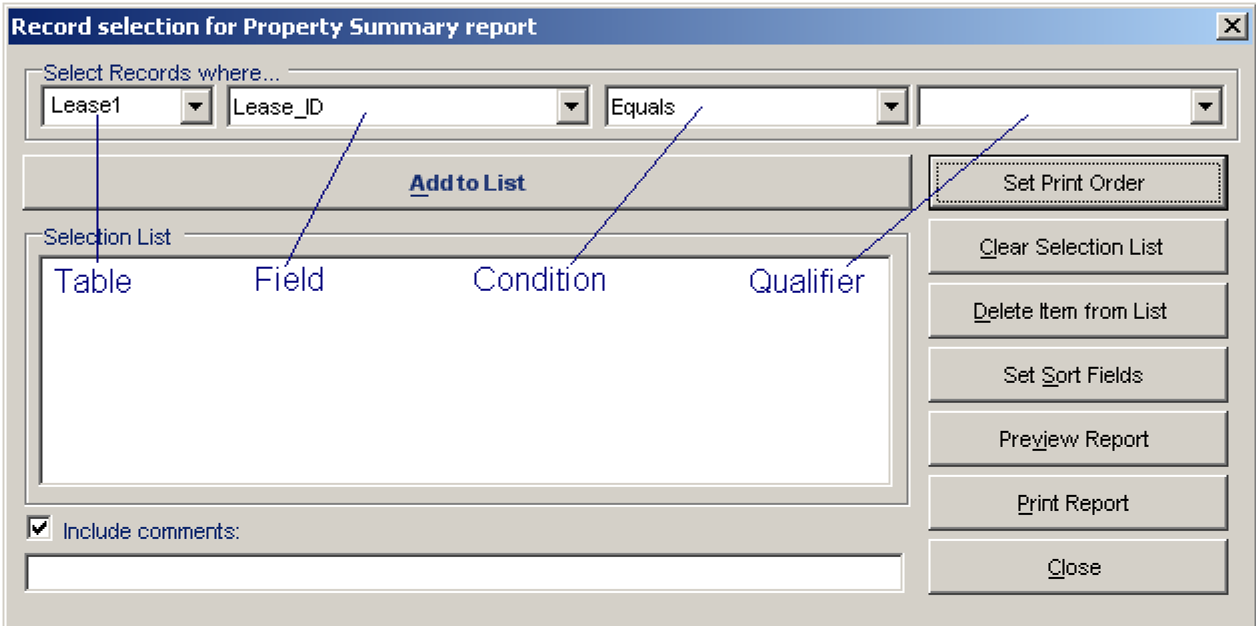


You can export address details of a property into comma separated format (.csv) file. You can specify the properties, the details of which you need to export, by selecting using the checkboxes in the first column. Once the leases are selected click on **Export** to create the csv at the specified location. The generated csv file can be input to a mapping software, which can then locate the property in a map.

Note: Multiple properties can be exported into a single .csv file.

Selecting Records for Reports

LeaseMan allows you to select records for any report you wish to run. The default parameters defined with the system should suit most users. In case you should choose to change the selection criteria for a report it is possible and easy to do so.



Select Records where…

Use the drop-down arrows to select fields from the corresponding tables and fill in the information requested. All defined data fields are stored in defined tables. You must select the table in order to be able to select the field. If you select Lease1 from the table dropdown, the selections that appear are all fields in that table. The user then selects a condition followed by the value they are searching for. Multiple conditions can be added, but keep in mind that all conditions must be true.

The following buttons found on this screen provide these functions:

Set Print Order

This is an option only for Summary Reports. It allows you to select multiple items and choose the order in which they print.

Clear Selection List

Clears the entire Selection list.

Delete Item from List

Will delete highlighted items from the selection list. Highlight these items by pointing to the appropriate line.

Preview Report

This tool allows the user to view the report before printing.

Print Report

Prints the report directly to the default printer.

Close

Allows you to leave the current screen.

Report Comments

The comment line is at the bottom of the screen, under the selection list. By default, the selection list is copied to the comment line when the Include Comments statement is checked. The user can over write the default comment with their own comment on the selection.

Property Summary Report

This Report is designed to print as a one or two page summary, but may be more depending upon the amount of information entered:

Please note that these reports are customized so that the user can select the fields necessary to them. This can be selected by going to Reports - Reports Setup

Property Summary - This report summarizes information on all aspects of a property including location, dates, and financial information. It is designed to fit on a single page so that you can view all important aspects of a property record at one glance. Depending upon the amount of data (i.e. comment fields), this summary report may be more than one page long. The summarization of the data is such that all financial information is calculated, only the next applicable critical dates are displayed, etc.

Monthly Cash flow with Summary
This report is the same as the Property Summary, except it includes the annual cash flow information as well.

Date Related Reports

These reports are designed to provide a concise listing of all critical leases dates which may require an action on your part.

The Critical Lease Date Report - includes only those dates that are specified in the **Critical Dates / Options** section of the Property Summary window. Action items with a type of CLD (critical lease date) are also included.

The Action Item Report - includes the same data from the **Critical Dates / Options** section of the Property Summary Report as well as action items.

Financial Reports

Lease Commitment - lists all non-owned properties, organized by the hierarchy, and includes the average monthly cost, annual cost, term cost and contingent liability. All financial data is as of the first day of the following month.
Month to month options are not calculated in this report. For a sample of this report and more detail about the report, click here

Lease Commitment Schedule - lists all non-owned properties, sub-totaling by the levels of the hierarchy, and includes the Base Rent due over the next eight years. The user is prompted to enter the start date of financial data to be included in the report. This report can also be thought of as a contingent liability report and is based on the assumption that all leases will run their term.
Month to month options are not calculated in this report. For a sample of this report and more detail about the report, click here

Annual Rent Obligation - lists all properties, organized by the hierarchy, and includes the average monthly cost and annual cost for each property. This report also included the next renewal and cancellation option for each property. The user is prompted to enter the start date of financial data to be included in the report.
Month to month options are not calculated in this report. For a sample of this report and more detail about the report, click here

Annual Cash Flow - lists current or all properties, organized by the hierarchy, and itemizes all costs on a month by month basis over 12 months. The user is prompted to enter the start month of financial data to be included in the report.
Month to Month leases are handled based on the settings configured in Critical Dates/Options. If Month to Month has been selected, this report will propagate those settings into the report. For example. If you have a lease that expires on 6/30/2005, you have the month to month option set as end of calendar year, and you run the report for 4/1/2005, you will notice that the data populated will go until 12/31/2005. January and February of 2006 will be blank. For a sample of this report and more detail about the report, click here

Annual GAAP - An annualized GAAP report. What the current and future payments should be.
Month to month options are not calculated in this report. For a sample of this report and more details about the report, click here

Netout - Based on Master ID, will list out all properties. Itemizes all costs on a month by month basis for 12 months. The user is prompted to enter the start month of financial data to be included in the report. Report will total the Lease total as well as the Master Lease Net.
Month to Month leases are handled based on the settings configured in Critical Dates/Options. If Month to Month has been selected, this report will propagate those settings into the report. For example. If you have a lease that expires on 6/30/2005, you have the month to month option set as end of fiscal year, the fiscal start month is 4 and you run the report for 5/1/2005, you will notice that the data populated will go until 3/31/2006. For a sample of this report and more detail about the report, click here

Accounts Payable - Lists out the Lease ID, Level 1,2,and 3 of the hierarchy, Pay Date, Cost Code, GL Number Amount, Company Code and Name. This report will only print out for the month supplied in the Report Start date.
Month to Month leases are handled based on the settings configured in Critical Dates/Options. If Month

to Month has been selected, this report will propagate those settings into the report. For example. If you have a lease that expires on 6/30/2005, you have the month to month option set as end of lease year, the lease start date was 2/1/2000 and you run the report for 5/1/2005, you will notice that the data populated will go until 1/31/2006. For a sample of this report and more detail about the report, click here

Note: All payments are considered on the first of the month. If there is a Payment Detail bump, such as Base Rent, in the middle of the month, it will not count towards that month. It will go into effect the following month. For example. if a Lease that has a Base Rent payment of $9200.00 on 1/1/2000 and a Base Rent bump of $10,000 on 4/15/2005, and you run a report for 1/1/2005, you would have 4 months of $9200.00 and 8 months of $10,000. LeaseMan does not prorate amount for split months.

Property Listings

These reports contain minimal but key information on all properties. You may sort the data based on either Expiration, State and City, or corporate hierarchy.

As well as the Security Deposit listing report

Miscellaneous Reports

These reports are broken into three sub-categories

Contact Reports - Lists all contact information for people you have entered into the system. Three kinds are available, by name, by company and by properties.

Log Notes - Provides a chronological listing of all notes logged to a particular property. These reports can be organized by either the property or by the person who logged it.

Hierarchy Reports - These are reports that list all the codes you have entered for the three levels of the Tree View (i.e. Groups, (Level 1) Divisions, (Level 2) Branch (Level 3) etc.) and are provided as background information. An organizational hierarchy report is also included.

Custom Reports

The Administrator has permission to add a custom report to LeaseMan. The specified report is added to the menu under **Reports > Custom Reports**.

One of the services PlanData offers is the creation of custom reports. If you do not own *Crystal Reports* or if the complexity of the task surpasses your skill level, contact your PlanData representative at 1-800 757-BLDG.

Ad-hoc Reports

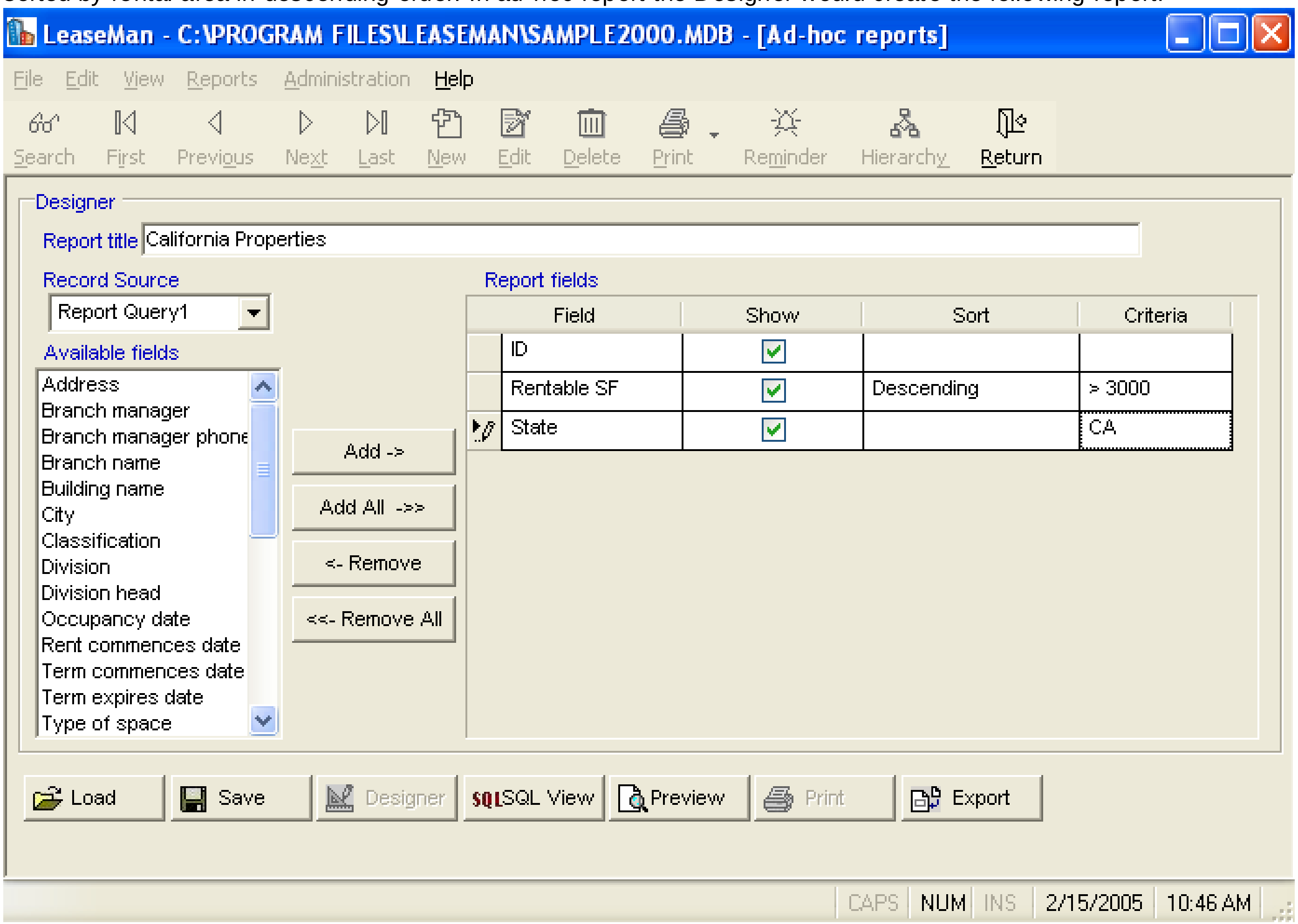
A number of standard reports are shipped with LeaseMan, included are two options for adding new reports to the systems.

1. If you own a copy of *Crystal Reports* you can write a report to add to the system. Once the report is written it should be copied in the report directory specified in the setup (all reports should be sitting in that directory). The system administrator should log on and go to the **Administration** menu, selecting the **Custom Reports** item. A pop-up screen will appear where the administrator can add the short file name

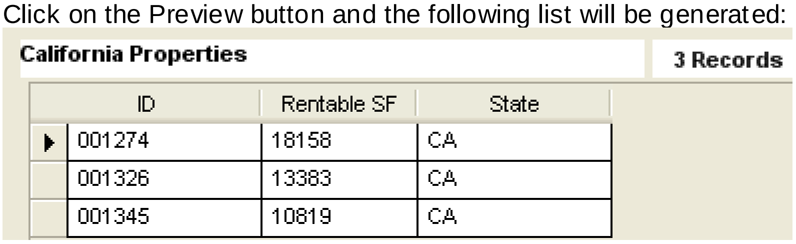
of the reports (e.g. "landlord.rpt") and a description of the report (e.g. "Landlords report") to the list of custom reports. Once the report is added to the system, it is available from **Reports > Custom Reports** menu.

2. If you don't have *Crystal Reports* or prefer not to create a custom report, you can run an ad-hoc report by selecting **Reports > Ad-hoc Reports**.

For example: You wish to receive a list of all properties in California with rental area greater than 3000 SF sorted by rental area in descending order. In ad-hoc report the Designer would create the following report:



Click on the Preview button and the following list will be generated:



California Properties — **3 Records**

ID	Rentable SF	State
001274	18158	CA
001326	13383	CA
001345	10819	CA

At this point you can either print out the report, export to comma-delimited or tab-delimited file (e.g. Excel easily reads comma-delimited files), or save this report for future use.

If you are experienced in SQL (Structured Query Language), you can build advanced queries that the Designer allows you in SQL view screen. Following is the SQL equivalent to the report previously built :

SELECT ID, [Rentable SF], State

FROM [Report Query1]

WHERE ([Rentable SF] > 3000) AND (State = "CA")

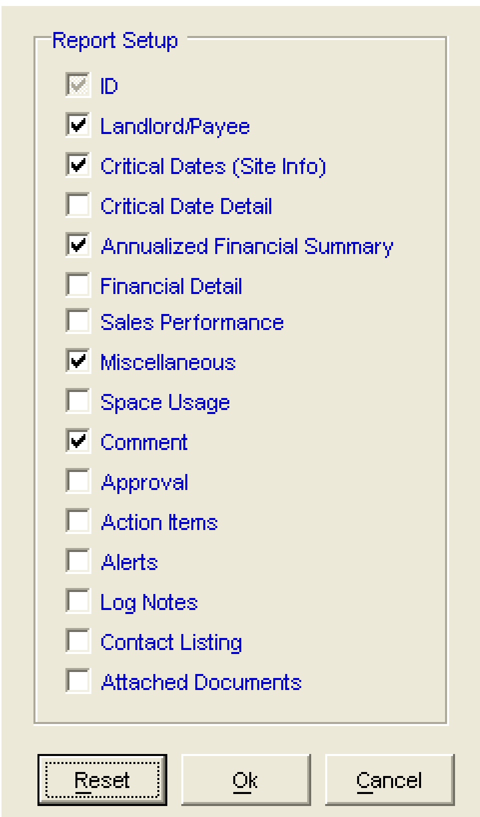
ORDER BY [Rentable SF] DESC

Having built a query in Designer you can transfer it into SQL statement by clicking the "SQL View" button. However, not all SQL statements can be graphically illustrated in Designer, so the opposite operation is not always possible.

Property Summary Report Setup

Allows you to specify the section that should be visible when a Property Summary report is executed. This allows the user to customize the data that a user can see in Property Summary report.

This can be found by selecting Reports - Property Summary Setup



Accounts Payable

PlanData Systems Corp.

7/7/2005 Page:1

Lease ID	Level 1	Level 2	Level 3	Pay Date	Cost Code	GL Number	Amount	Compa
00001A	EAST	S.E.	Atlan	7/1/2005	Base Rent	60000	$32,765.00	REIT
00001A	EAST	S.E.	Atlan	7/1/2005	Electric	61000	$1,100.75	LI
00001A	EAST	S.E.	Atlan	7/1/2005	Operating	63000	$750.00	API
001263	WEST	S.W.	PHOEN	7/1/2005	Base Rent	60000	$9,083.33	

This is a sections of the Accounts Payable report. This report lists out, for one month, the amount of money owed.

Lease ID: Lease ID that the report this is run for

Level 1: Level 1 Name of the Hierarchy. By default it is the Group Name. In this Example EAST and WEST

Level 2: Level 2 Name of the Hierarchy. By default it is the Division Name. In this Example S.E. and S.W.

Level 3: Level 3 Name of the Hierarchy. By default it is the Branch Name. In this Example Atlan and PHOEN

Pay Date: Report Date entered when initiating the report

Cost Code: Detail each type of payment to be paid for the Pay Date month

GL Number: If entered, the general ledger number for each cost code

Amount: Cost for the Pay Date month of each Cost Code

Company Code: If there is a Vendor associated with the Cost Code, the Company Code would be stored here

Company Name: If there is a Vendor associated with the Cost Code, the Company Name would be stored here

Month to Month leases are handled based on the settings configured in Critical Dates/Options.

Note: All payments are considered on the first of the month. If there is a Payment Detail bump, such as Base Rent, in the middle of the month, it will not count towards that month. It will go into effect the following month. For example. if a Lease that has a Base Rent payment of $9200.00 on 1/1/2000 and a Base Rent bump of $10,000 on 4/15/2005, and you run a report for 1/1/2005, you would have 4 months of $9200.00 and 8 months of $10,000. LeaseMan does not prorate amount for split months.

Annual Cash Flow

PlanData Systems Corp.

7/6/2005

Page:1

Group - Eastern Region

Division - Southeast

LeaseID	ST	City	Location	Expiration	Description	1 01/01/04	2 02/01/04	3 03/01/04	4 04/01/04	5 05/01/04	6 06/01/04	7 07/01/04	08/01
00001A	GA	Atlanta	The Turner Building	6/30/2005	Operating Exp.	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$750.00	$0.
					Electric	$1,048.33	$1,048.33	$1,048.33	$1,048.33	$1,048.33	$1,048.33	$1,100.75	$1,100
					Base Rent	$28,982.00	$28,982.00	$28,982.00	$28,982.00	$28,982.00	$28,982.00	$32,765.00	$32,765
Lease total						$30,630.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$34,615.75	$33,865
Branch - Atlanta total						$30,630.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$34,615.75	$33,865
Division - Southeast total						$30,630.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$30,030.33	$34,615.75	$33,865

In the example above, the following information is shown.

Today's Date: Located under the Company Name, in this example it is 7/6/2005

Report Date: This is when the report was run for, in this example it is 1/1/2004. It can be found as the first monthly colum header

Lease ID: Lease ID that the report this is run for

ST: State of Lease

City: City of Lease

Location: Building Name

Expiration: This is the lease expiration date

Description: A line item for each cost code associated with the lease

Monthly Line Items: For each Cost Code, in each month, it will detail the amount to be paid. For example in 1 - 1/1/04 - The operating Expense is $600.00, the Electric is $1048.33 and the Base Rent is $28,982.00. It is then summed underneath for a total of $30,630.33

Month to Month leases are handled based on the settings configured in Critical Dates/Options.

Note: All payments are considered on the first of the month. If there is a Payment Detail bump, such as Base Rent, in the middle of the month, it will not count towards that month. It will go into effect the following month. For example. if a Lease that has a Base Rent payment of $9200.00 on 1/1/2000 and a Base Rent bump of $10,000 on 4/15/2005, and you run a report for 1/1/2005, you would have 4 months of $9200.00 and 8 months of $10,000. LeaseMan does not prorate amount for split months.

PlanData Systems Corp.

Today's Date 7/6/2005

Report Start Date 01/01/2005

Branch	Lease ID	Start Date	End Date	Total Rent	Lease # of Months	Monthly S- L	Current year # of Months	Rent Paid	S-L Paid
ADMIN	001341	12/01/1992	11/30/2008	$875,000.16	192	$4,557.29	12	$65,000.04	$54,687.5
Atlan	00001A	01/01/2001	06/30/2005	$1,541,160.00	54	$28,540.00	6	$196,590.00	$171,240.0
DALLA	001357	10/01/1994	09/30/2008	$2,700,000.00	168	$16,071.43	12	$225,000.00	$192,857.1
DC	001267	01/15/2000	01/14/2008	$592,800.00	97	$6,111.34	12	$93,100.00	$73,336.0
DENV	001343	01/01/1990	12/31/2009	$451,000.00	240	$1,879.17	12	$45,000.00	$22,550.0
KC	001342	05/01/1995	04/30/2020	$840,000.00	300	$2,800.00	12	$36,000.00	$33,600.0
LA	001345	10/01/2004	09/30/2015	$1,430,000.00	132	$10,833.33	12	$120,000.00	$130,000.0
Miami	001298	07/01/1999	06/30/2012	$1,667,499.69	156	$10,689.10	12	$129,999.96	$128,269.2
Miami	001314	07/16/1989	06/15/2008	$2,170,000.00	228	$9,517.54	12	$120,000.00	$114,210.5
NASH	001286	10/01/1995	09/30/2007	$886,776.00	144	$6,158.17	12	$80,640.00	$73,898.0
NASH	001292	05/01/1995	09/30/2009	$3,168,000.12	173	$18,312.14	12	$240,000.00	$219,745.6
NewE	001334	10/01/1994	09/30/2005	$1,149,600.00	132	$8,709.09	9	$96,800.00	$78,381.8
NY	001359	06/13/2005	12/12/2014	$2,686,182.00	115	$23,358.10	6	$164,941.00	$140,148.6
PHIL	001307	07/01/2001	07/01/2011	$471,666.67	121	$3,898.07	12	$50,000.00	$46,776.8
PHIL	00133A	07/04/1976	07/03/2006	$1,122,436.80	361	$3,109.24	12	$131,684.80	$37,310.9
PHOEN	001263	11/01/1999	10/31/2019	$2,024,999.40	240	$8,437.50	12	$108,999.96	$101,249.9
PORTL	001264	07/01/2001	06/30/2011	$259,200.00	120	$2,160.00	12	$28,800.00	$25,920.0
RICH	001290	10/01/1994	09/30/2008	$961,000.00	168	$5,720.24	12	$72,750.00	$68,642.8
SD	001274	07/01/1996	06/30/2013	$7,900,000.00	204	$38,725.49	12	$600,000.00	$464,705.8
SEATT	001284	08/01/1997	07/31/2012	$460,666.67	180	$2,559.26	12	$32,000.00	$30,711.1
UA	001358	02/18/2005	12/31/2096	$29,070,668.00	1,103	$26,356.00	10	$289,916.00	$263,560.0

In the example above, the following information is shown.

Today's Date: Located under the Company Name, in this example it is 7/6/2005

Report Date: This is when the report was run for, in this example it is 1/1/2005

Branch: Branch of the lease

Lease ID: Lease ID of selected leases

Start Date: Term Commencement Date

End Date: Term Expiration Date

Total Rent: Total rent paid for the life of the lease

Lease # of Months: Total number of months in the life of the lease

Monthly S-L: Straight Line - Total Rent divided by Lease # of months

Current Year # of Months: # of months from Report Date to Lease Expiration Date, If more than 12 than 12

Rent Paid: Total rent paid in report year.

S-L Paid: Monthly S-L multiplied by Current Year # of Months = Total S-L paid in report year

Deferred Liability: Rent Paid minus S-L Paid (For Report Year)

Total Deferred Liability to Date: Total Rent Paid minus (Total Months multiplied by Monthly S-L)

Please note that the user can modify what cost categories are to be included in this report. By default this report is run for Base Rent, but it can be modified to be run for any or all Cost categories. For other cost categories to be included, the Cost Category table would have to be modified. Please click here for more information

Annual Rent Obligation

PlanData Systems Corp.

7/6/2005 Page:1 **Ar**

Group Eastern Region
Division Southeast
For Year Starting: 04/01/2004

Lease # Branch	Property	Lease Term Commence Expiration	Renewal Notice Date Term	Cancellation Notice Date Effective Date Penalty	RSF USF	Ave Monthly
00001A Atlan	Atlanta, GA 2143 Overflow Drive Suite 5100	01/01/2001 06/30/2005	05/01/2005 5 years		15,000 15,000	$33,03
				Southeast Total:	**15,000**	**$33,0**

In the example above, the following information is shown.

For Year Starting: 04/01/2004 - The date selected when the report should be run from

Lease #: 00001A - Lease ID

Branch: Atlan (Level 3 of Heirarchy)

Property: Atlanta, GA 2143 Overflow Drive Suite 5100

Lease Term:

Commence Date: 01/01/2001

Expiration Date: 06/30/2005

Month to Month Setting: If a lease is set for Month to Month, then its associated setting is listed here.

Renewal:

Notice Date: If there is a renewal option, this is the notice date of the option (This would be the next renewal date after the report date)

Term: Terms of the next renewal date after the report date. Such as 5 Years, etc..

Cancellation:

Notice Date: If there is a Cancellation option, this is the notice date of the option (This would be the next notice date after the report date)

Effective Date: When the next option becomes effective

Penalty: What charge will take place if this option is initiated. This will also be counted towards

Contingent Liability

RSF: Rentable Square Feet

USF: Usable Square Feet

Average Monthly Cost: For the year following the report date, the average monthly cost paid out. This includes all cost codes

Annual Cost: For the year following the report date, the total cost paid out. This includes all cost codes

$/RSF: For the year following the report date, the $/RSF. (Annual Cost / RSF) This includes all cost codes

Lease Commitment

PlanData Systems Corp.

7/12/2005 Page:1

Group Eastern Region
Division Southeast
As of: 01/01/2005

Lease # Branch	Property	Lease Term Commence Expiration	RSF USF	Average Monthly Cost	Annual Cost	$/RSF	Remaini Lease Te Total Co
00001A	Atlanta, GA	07/01/2000	15,000	$28,163.17	$337,957.98	$22.53	$0.0
Atlan	2143 Overflow Drive	06/30/2005	15,000				
	Suite 5100	*FISCAL*					
	Southeast Total:		**15,000**	**$28,163.17**	**$337,957.98**	**$22.53**	**$0.0**

In the example above, the following information is shown.

As of: 01/01/2005 - The date selected when the report should be run from

Lease #: 00001A - Lease ID

Branch: Atlan (Level 3 of the hierarchy)

Property: Atlanta, GA 2143 Overflow Drive Suite 5100

Lease Term:

Commence Date: 07/01/2000

Expiration Date: 06/30/2005

Month to Month Setting: If a lease is set for Month to Month, then its associated setting is listed here. Ex. Fiscal

RSF: 15,000

USF: 15,000

Average Monthly Cost: $28,163.17 (This is for All Cost Codes) Annualized number.

Annual Cost: $337,957.98 (All Costs multiplied by the total months left in lease if less than 12, in this case, it is for a full year and as such, 12 months are used) This number takes into account all payment bumps.

$/RSF: $22.53 (Annual cost divided by the RSF)

Remaining Lease Term Total Cost: The remaining cost of the Lease after one year from the Report Date. If this report is run on 7/1/2004, we are looking at the remaining cost of the lease after 6/30/05. If one year is past the expiration date, then we use the expiration date.

Cancellation:

Notice Date: Notice Date of a cancellation option (This is the next Notice Date after the Report Date)

Effective Date: The date that a cancellation option becomes valid

Penalty: If there is a penalty clause for a cancellation option, it would be stored here. This also will be added into the contingent liability if the option has been exercised.

Contingent Liability: The amount of monies owed from the Report Date on a Lease. This also takes into consideration if a cancellation option has been exercised. This is for all Cost Codes.

Lease Commitment Schedule

PlanData Systems Corp.

7/6/2005 Page:1 ***Lease***

LeaseID	ST	City	Location	From	To	Annual	Monthly	RSF	Per RSF	Commitment Total	1 1/1/2001	2 1/1/2002	3 1/1/2003
001298	FL	Miami	Jackson Building	07/01/99	09/30/04	$120,000	$10,000	11,837	$10	$450,000	$120,000	$120,000	$120,000
				10/01/04	06/30/12	$130,000	$10,833	11,837	$11	$1,007,500			
										$1,457,500	**$120,000**	**$120,000**	**$120,000**
Division - Southeast total										**$1,457,500**	**$120,000**	**$120,000**	**$120,000**
Group - Eastern Region total										**$1,457,500**	**$120,000**	**$120,000**	**$120,000**
Company total										**$1,457,500**	**$120,000**	**$120,000**	**$120,000**

In the example above, the following information is shown.

Today's Date: Located under the Company Name, in this example it is 7/6/2005

Report Date: This is when the report was run for, in this example it is 1/1/2001. This is identified as the first year column

Lease ID: Lease ID that the report this is run for

ST: State of Lease

City: City of Lease

Location: Building Name

From: Start date of Base Rent payments (Can have multiple payments listed)

To: End date of Base Rent Payments (Can have multiple payments listed)

Annual: The amount of money paid annually to base rent if paid for 12 months from the From Date to the To Date

Monthly: The amount of money paid monthly to base rent from the From Date to the To Date

RSF: Rentable Square Footage of Lease

Per RSF: Annual divided by the RSF (this is rounded to the nearest whole dollar)

Commitment Total: Total cost of Base Rent between the From and To dates

Yearly Totals: In this example 1/1/2001 - Cost of Base Rent for each year, and for each Base Rent amount. If, in one year, you have a base rent bump, this column will show two or more payment totals.

5 Year Total: Total cost of Base Rent for the 5 years displayed

Remaining Commitment: The amount remaining owed after deducting the 5 year total from the commitment total.

The user can modify what cost categories are to be included in this report. By default this report is run for Base Rent, but it can be modified to be run for any or all Cost categories. For other cost categories to be included, the Cost Category table would have to be modified. Please click here for more information

Please note that if there are mid month base rent jumps, LeaseMan will not prorate. This report is run Monthly. It will calculate based on months and not days. If there is a mid month jump, it will count toward that month. If for example we have a lease from 1/1/2007 till 12/31/2007, the base rent is $350 for 1/1/1007 till 9/15/2007, and we have a bump on 9/16/2007 for $450, you would have 8 months at $350 and 4 months at $450.

Netout

Master ID 001286													
001286	TN	Nashville	The Nash Building	9/30/2007	Base Rent	$7,100.00	$7,100.00	$7,100.00	$7,100.00	$7,100.00	$7,100.00	$7,100.00	$7,100
					RE Taxes	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000
					Lease Total :	**$9,100.00**	**$9,100.00**	**$9,100.00**	**$9,100.00**	**$9,100.00**	**$9,100.00**	**$9,100.00**	**$9,100**
001292	TN	Memphis	The Presley Building	9/30/2009	Base Rent	($6,500.00)	($6,500.00)	($6,500.00)	($6,500.00)	($6,500.00)	($6,500.00)	($6,500.00)	($6,500.
					Electric	($1,274.25)	($1,274.25)	($1,274.25)	($1,274.25)	($1,274.25)	($1,274.25)	($1,274.25)	($1,274.
					Lease Total :	**($7,774.25)**	**($7,774.25)**	**($7,774.25)**	**($7,774.25)**	**($7,774.25)**	**($7,774.25)**	**($7,774.25)**	**($7,774.**
					Master Lease Net :	**$1,325.75**	**$1,325.75**	**$1,325.75**	**$1,325.75**	**$1,325.75**	**$1,325.75**	**$1,325.75**	**$1,325**

The Netout report is the same as the Annual Cash Flow report except that it groups leases together by Master ID's. These Master ID's are configured in the Branch/Property ID section of LeaseMan for each Lease. In this example, please not that at the top of the section, there is a Master ID - 001286. All leases that have this Master ID will be grouped together. In this example 001286 and 001292. This report will Total out each lease individually this is shown as Lease Total as well as Total all leases that have the same Master ID together, this is shown as Master Lease Net.

Month to Month leases are handled based on the settings configured in Critical Dates/Options.

Note: All payments are considered on the first of the month. If there is a Payment Detail bump, such as Base Rent, in the middle of the month, it will not count towards that month. It will go into effect the following month. For example. if a Lease that has a Base Rent payment of $9200.00 on 1/1/2000 and a Base Rent bump of $10,000 on 4/15/2005, and you run a report for 1/1/2005, you would have 4 months of $9200.00 and 8 months of $10,000. LeaseMan does not prorate amount for split months.

User permissions

Because of the sensitive nature of the data being tracked in LeaseMan, PlanData has created a series of "permissions" for users. The Administrator assigns each person their User ID and password. Each LeaseMan user can be assigned the following rights:

- View Data - allows a user to see the data in the system without the ability to modify it.
- Run Reports - allows a user to print out the data in the system.
- Modify Data - gives a user the ability to view and modify the data in the project.
- Administrate - this right gives a user the ability to perform any administrative actions, such as database maintenance, creating new projects, modifying lookup tables, assigning rights to other users, etc. It is recommended that only few people in the organization should have this right.

To add a new user, delete an existing one, or modify user rights go to **Administration > User Permissions > Modify**.

To print out the list of users and their rights select **Print**.

SQL

Experienced SQL (Structured Query Language) users can execute direct SQL commands to the database right from the program. Go to **Administration > SQL**. A form will appear where you will be able to type in the SQL statement. Execute it by clicking the **Execute** button. You may save SQL statements in disk files for future use and then load them into the program

Please make sure that when you are entering in commands, a carriage return is not the same as a space.

Example

Select * from Building (Correct)

Select *
From Building (No Space Next to *)

(This would be considered Select *From Building) (Not Correct)

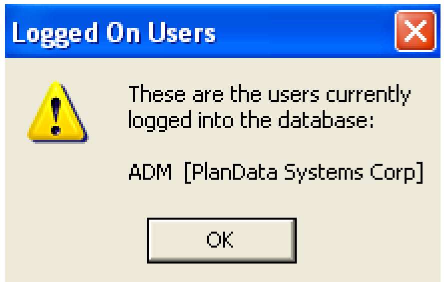
Select *

From Building (Space next to *)

(This would be consididiered Select * From Building) (Correct)

Logged Users

LeaseMan allows the Administrator to see which users are currently logged on to the system. Some administrative tasks require that the Administrator open projects exclusively. In order to open a project, determine that no other user has the database open. To do this, go to Administrate > Logged Users. You will see a small screen pop up, telling you who is currently logged on.



Compact Database

The Microsoft Access database grows in size when new records are added, but it does not automatically decrease in size when records are deleted. One of the database maintenance operations is running a compact utility from time to time. This utility is built into LeaseMan and accessible via **Administrate > Compact Database**. Again, you can not compact a database if other users have it open.

Recalculate Financials

Recalculate financials is used when you would like a change to go into effect immediately. After modifying payment details in the financials section, it sometimes is necessary to update the database with the latest changes without leaving the record. To accomplish this, you can recalculate financials. This is located both Under Administration - Utilities - Recalculate Financials as well as in the financials section.

When run Under Administration - Utilities, it will check every lease to make sure that the critical dates and financials are correct and logical. For example, it will warn you if a lease has an expiration that is before a start date.

Back Up Project

Making regular backup copies of your database is an important part of administering a database system. A backup copy is essential in the event something unexpected happens to the data or database structure. LeaseMan keeps all lease information in an Access database, so you can create a backup by simply creating a copy of the database file. However, as the database grows in size, this process becomes more difficult, especially if you keep backup files on floppy disks. LeaseMan allows you to create a zipped backup, which is significantly smaller in size than the original database. In a multi-user environment, confirm that all users have closed the database, otherwise you will not be able to back it up.

To ZIP a file go to **Administration > Backup Project** item and select a Backup file name.

Restore Project

To restore or un-zip a project from a backup, go to **Administration > Restore Project**, select backup file, and choose where you want to restore the file. When you are done, click **OK**. You cannot restore a database with the same name as the currently opened project, you must restore it using a different name, and then select this restored database in **File > Open**.

Caution: If the existing database file in the database directory and the backup copy have the same name, you may replace the existing file. If you want to save the existing file, rename it before you copy the backup file, or give a new distinct name to your backup.

Technical Support Request Form

For technical support please see the Technical Support Request Form. It is located in the **Help** menu under **Technical Support Request**. By using this form we at PlanData are able to process your request for help in a more efficient manner while providing you with the best solution to your problem. The Technical Request Form also allows you to provide PlanData with feedback for future product development. Simply e-mail your problems and comments to us, using this form, and we will respond as soon as possible. To make it even easier for us to identify and fix your problem, when the program asks you if you want to send your database, click **Yes**.

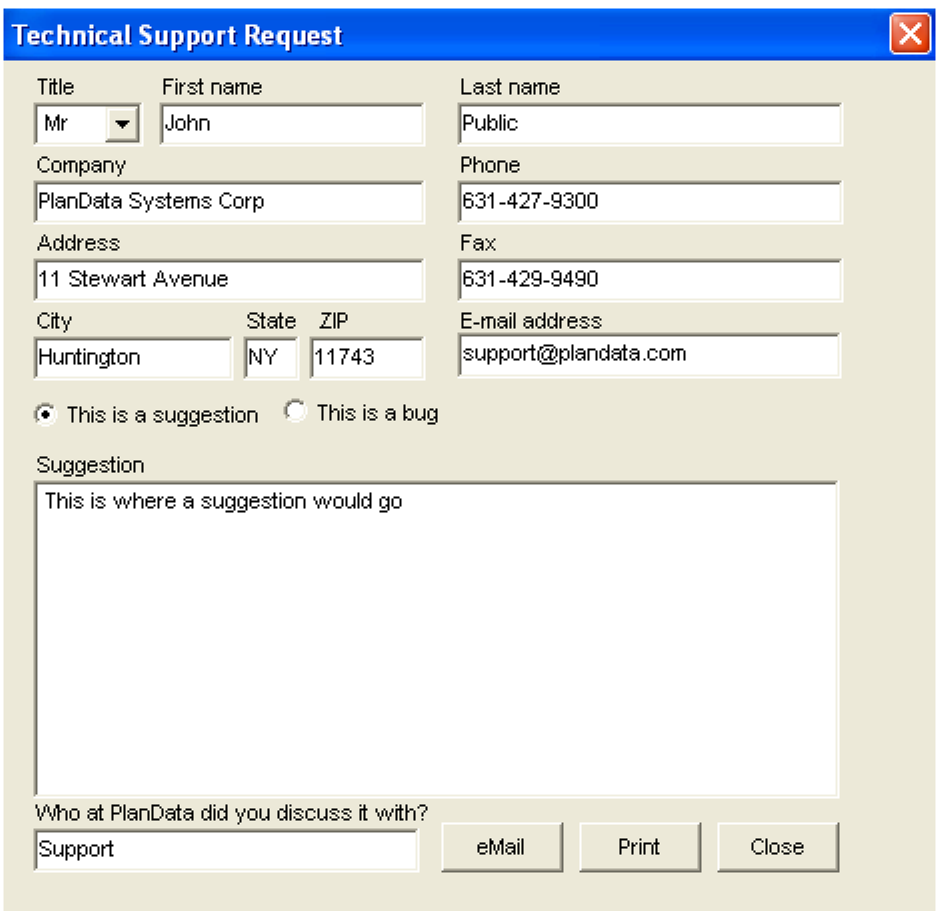
To fill out the Technical Support Request Form:

Go to **Help > Technical Support Request...**

Fill out the form as completely and accurately as possible.

Click **Yes** to send the database.

E-mail the form to PlanData at www.PlanData.com.



Bug Reports

When filling out bug reports, the more detailed and accurate the information the better. Following is a brief listing of the type of information that we need to help solve your problem:

Description - a brief description of the problem encountered.

Error Message - please provide an error message if applicable.

List of Steps Leading to Problem - please provide as comprehensive a list of steps as possible that were made prior to encountering the problem.

Can You Re-Create the Bug? - This is a very important piece of information for the following reasons:

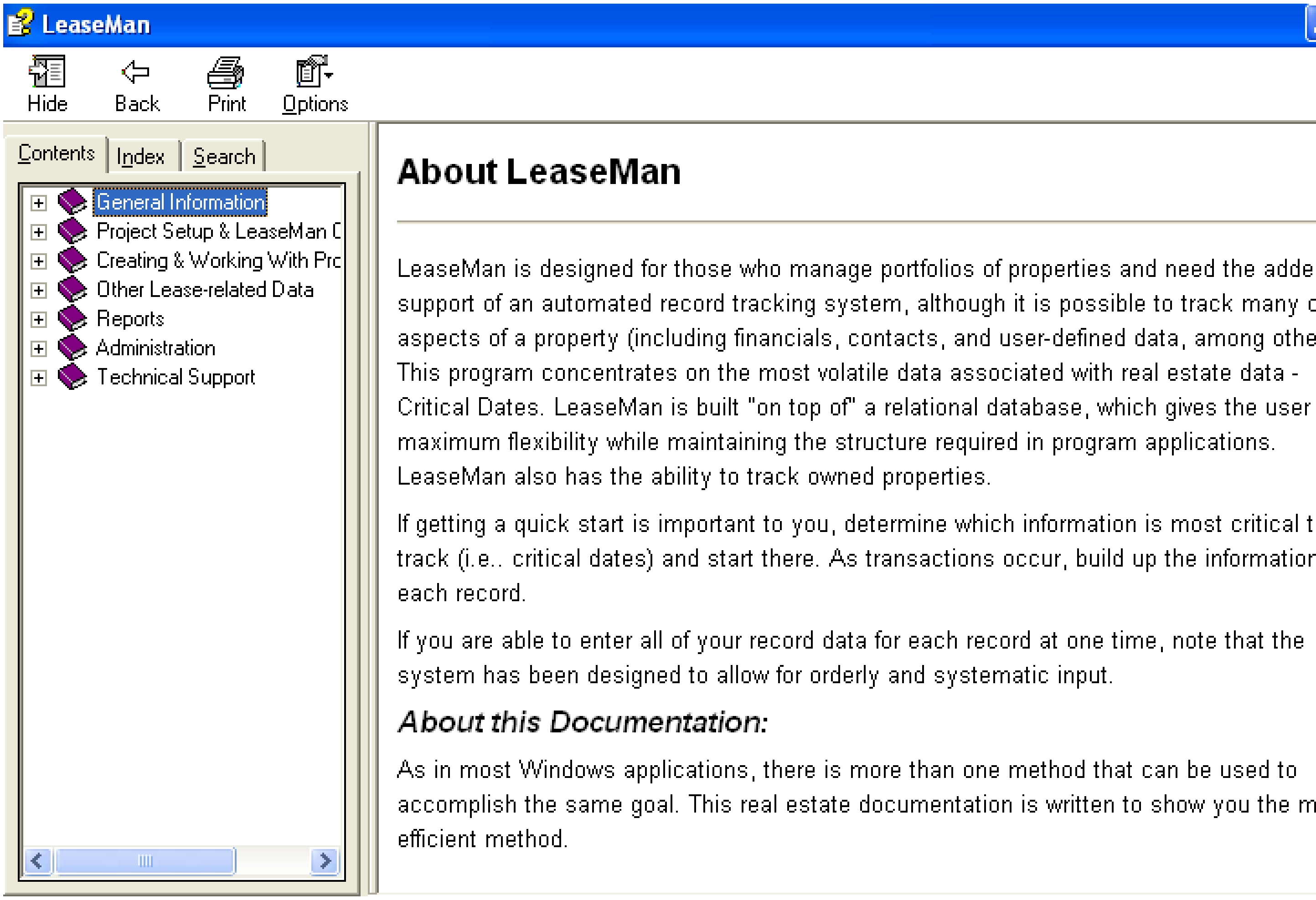
If you can re-create the bug and we can't, chances are there is a database problem and we'll ask you to ship us your database. We'll make the changes and ship it back.

If we both can re-create the problem, then we can pinpoint the problem and make the required adjustments.

It is helpful to list who at PlanData you might already have spoken to about this bug.

Online Help

Open LeaseMan's online help file from the menu bar. Click on Help/Contents menu. Context-Sensitive help is available by pressing the F1 key while working with an application or pressing the Help button where applicable.



Find out about the latest updates, or download latest features in the software by visiting our Website at http://www.PlanData.com.

Help Us Help You

If you need further assistance, please contact us at:

PlanData Systems Corporation
11 Stewart Avenue
Huntington, New York 11743

Phone: 631-427-9300

Fax: 631-427-9490

E-mail: support@PlanData

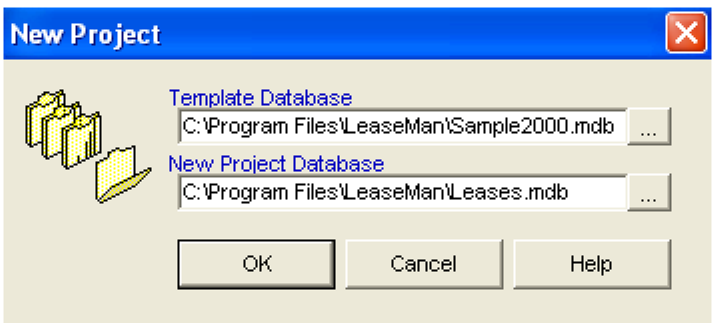
Web site: http://www.PlanData.com

Start a New Project

Once you have looked at the demo and have decided that you would like to create your own project, these steps will show you how to accomplish that task.

1. Open the sample database

2. Select File - New Project



3. In the New Project Database, please type in the path to the new Project database

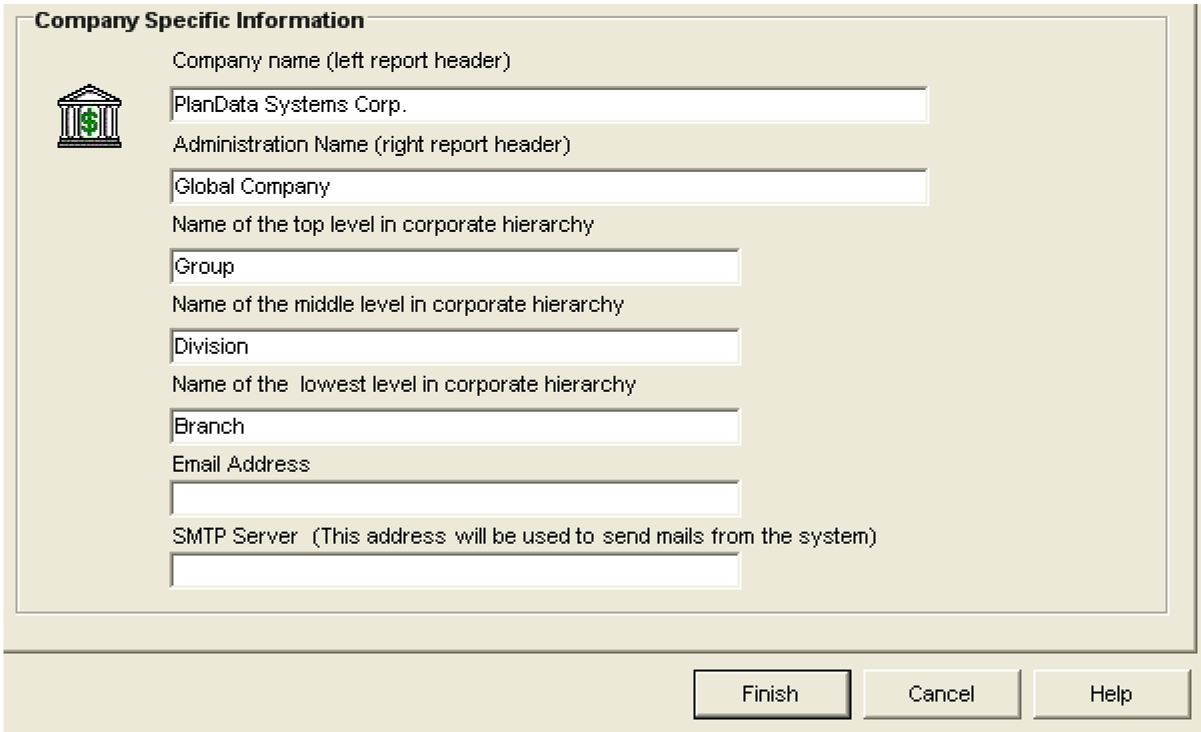
4. Select OK

You have now successfully created a new Project Database that is ready for the creation of its Hierarchy

Set up Project Info

After the database has been created, the first item needed to configure is what the levels of the hierarchy will be called. Go into File - Setup and select on the bottom of the screen if you would like to use the wizard or not. The only difference is that with the wizard, you continue to hit next and finish when complete instead of using the tabs. For this demo, we will be using the Setup Wizard

Company Tab



Company Name - What your company is called. This is used for the reports that you can print out later

Administration Name - Administrative group of the copy. This is also used for reports

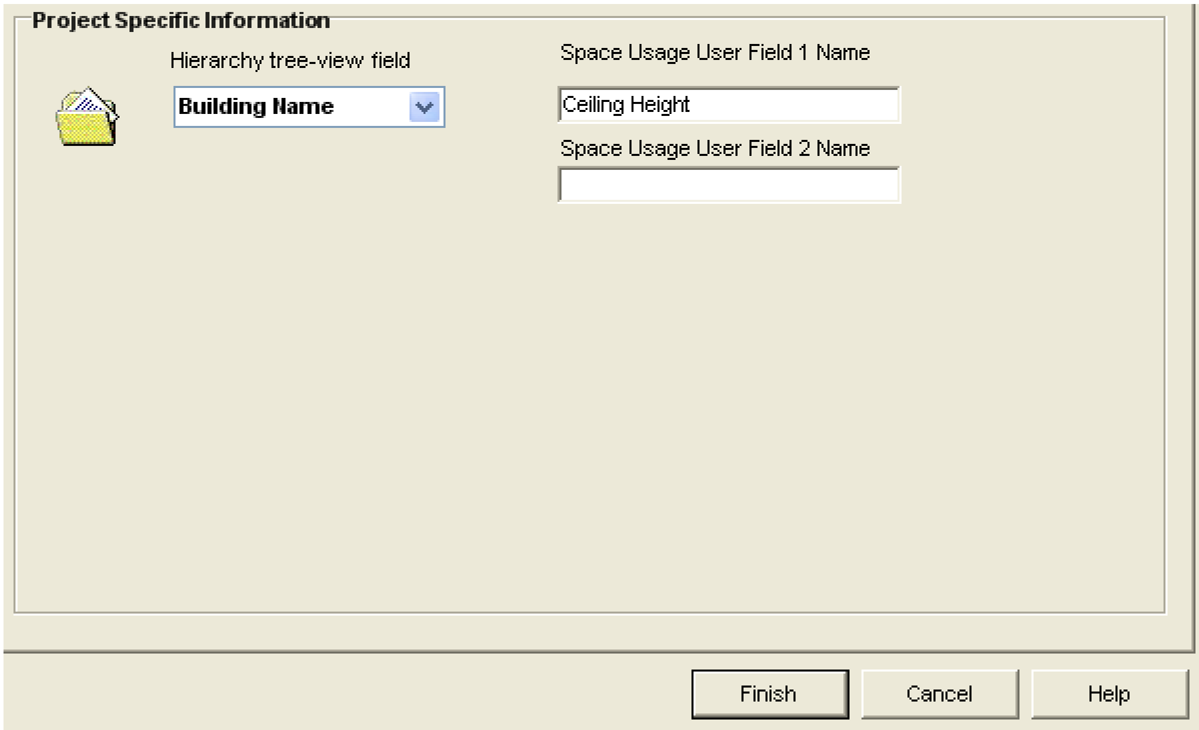
Top Level - Middle Level - Lowest Level -- This is how the levels of the hierarchy will be referred to. Please make sure that these are correct before starting to add leases. By default these are group, division, and branch, but you can use anything such as Country, State, City.

Email Address - Useful when sending email to tech support. This is not required

SMTP Server - This is used only when the machine is behind a firewall and you need to enter in additional parameters .

Once the company has been setup, we next we go to Project:

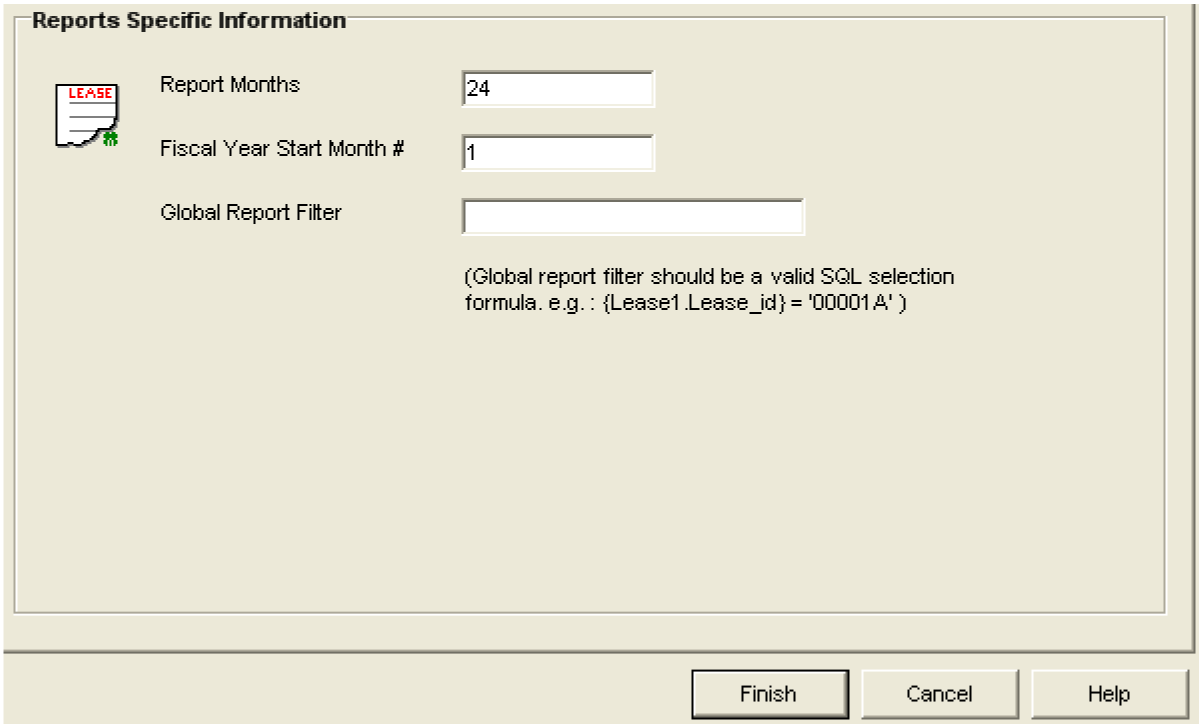
Project



Hierarchy tree-view field - This field determines what is seen in the tree view after the Lease ID. In this case, the building Name would be shown.

Space Usage User Fields - These fields are used in conjunction with the Usage Section, they are customizable to allow the user to add in additional fields in Usage. In this example, you have the ability to add in Ceiling Height and Wall Width.

Reports Setup

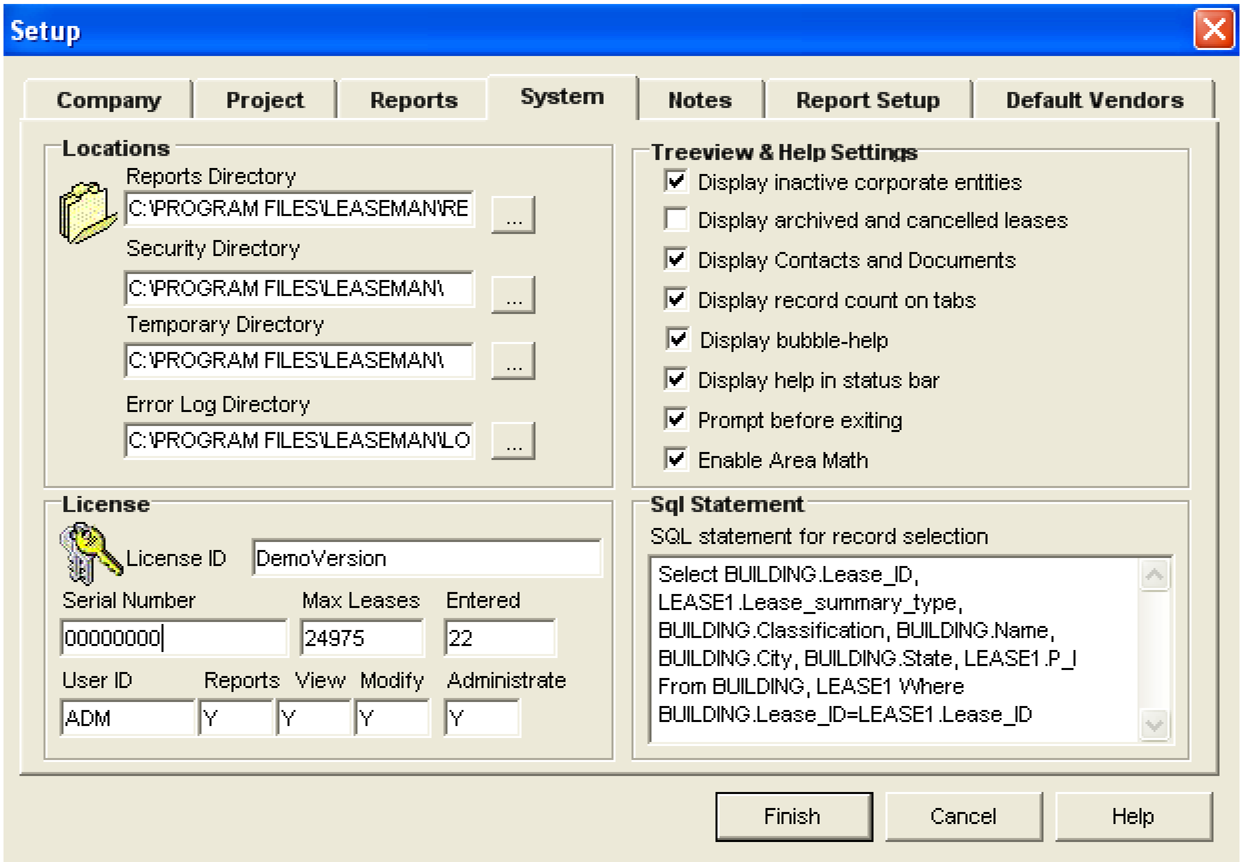


Report Months - When doing a date related report, this is the default amount of months used to calculate the Start Date and End Date. AS always, this can be changed when the report is run

Fiscal Year Start Month # - At what month does the fiscal Year Start

Global Report Filter - Used to minimize the results of the reports to specific selections

System - Locations



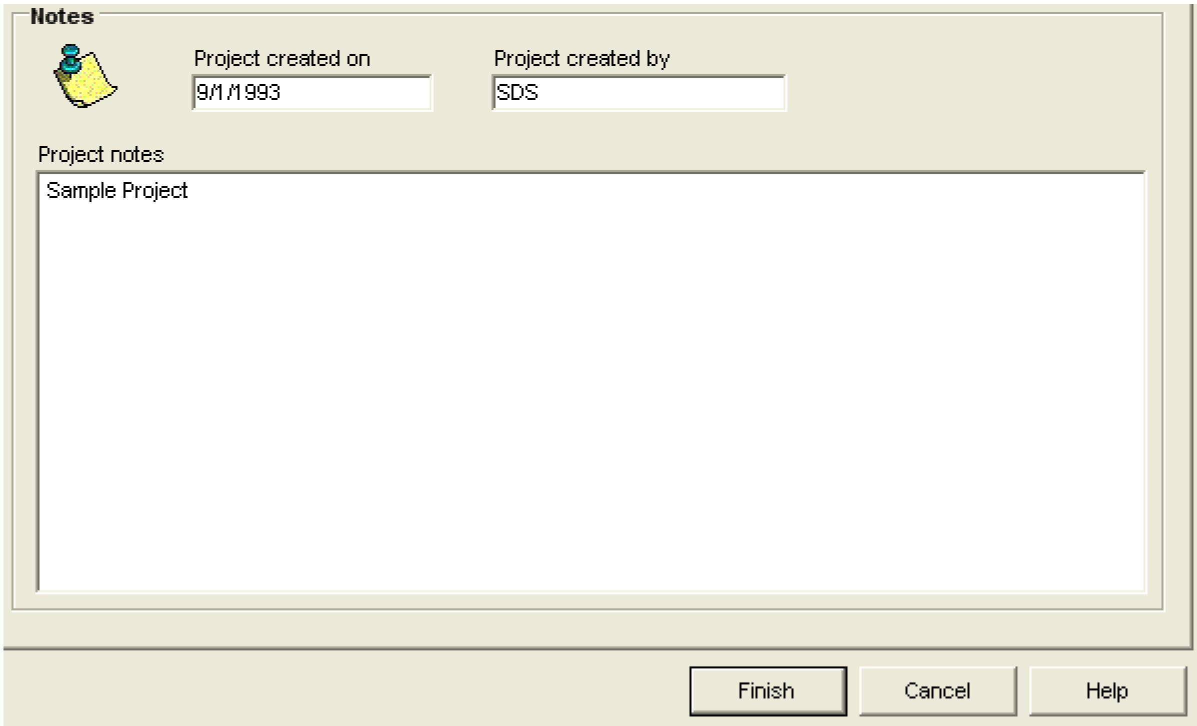
Locations - This allows you to modify the locations of the supporting files for LeaseMan. An example is if you are sharing LeaseMan with multiple users, it is easier to modify the reports directory to a location that all users have access to, so if there is an update or a new custom report, you would not have to modify everyone's machine only the selected Reports directory.

License - The License ID and Serial number assigned to each user allows the user to be able to input in Leases into the database. The User ID, assigned by your LeaseMan Administrator, gives the user specific rights in regard to the LeaseMan database, such as the ability to run reports, view data, modify data, and administer the database.

Treeview & Help Section - Allows the user to modify the treeview of LeaseMan. This allows a user to change what he or she will see on the screen in regards to their database.

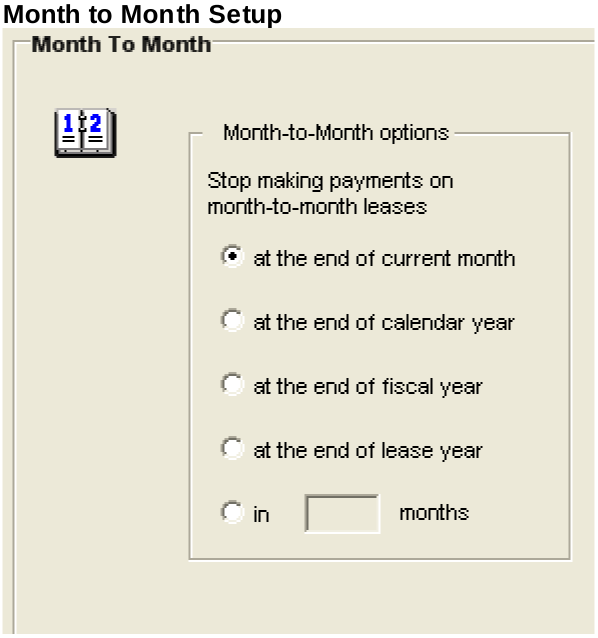
SQL Statement - By default, this will allow the user to see all Leases entered into the system, by changing this, you can minimize what Leases are shown.

Notes



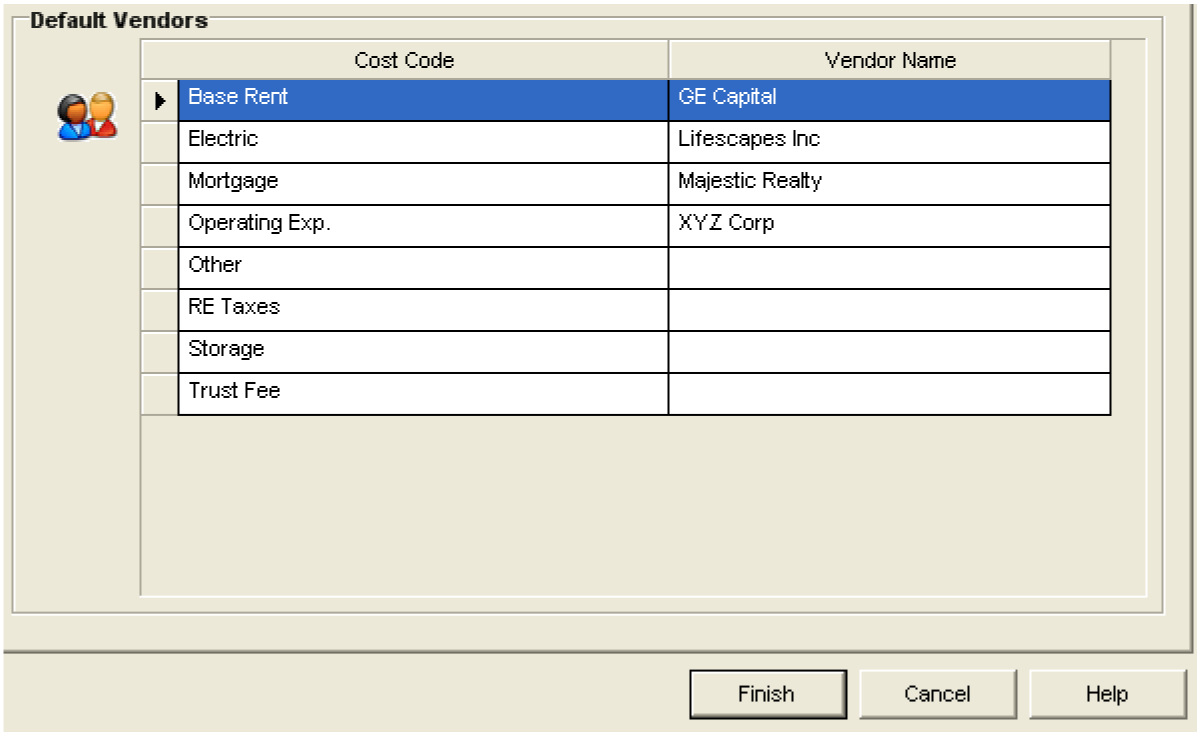
Notes - Ability to add in Notes about the Project. These no non printable through reports.

Month to Month Setup



Month to Month Setup - Allows you to define what the default Month to Month settings should be on a project basis. These can be overwritten based on what is selected in each individual lease.

Default Vendors

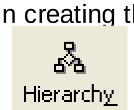


Default Vendors - When adding in Financial items, such a Electric or Base Rent, you might notice that you pay the same vendor. This section allows you to set up a default vendor for those cost codes.

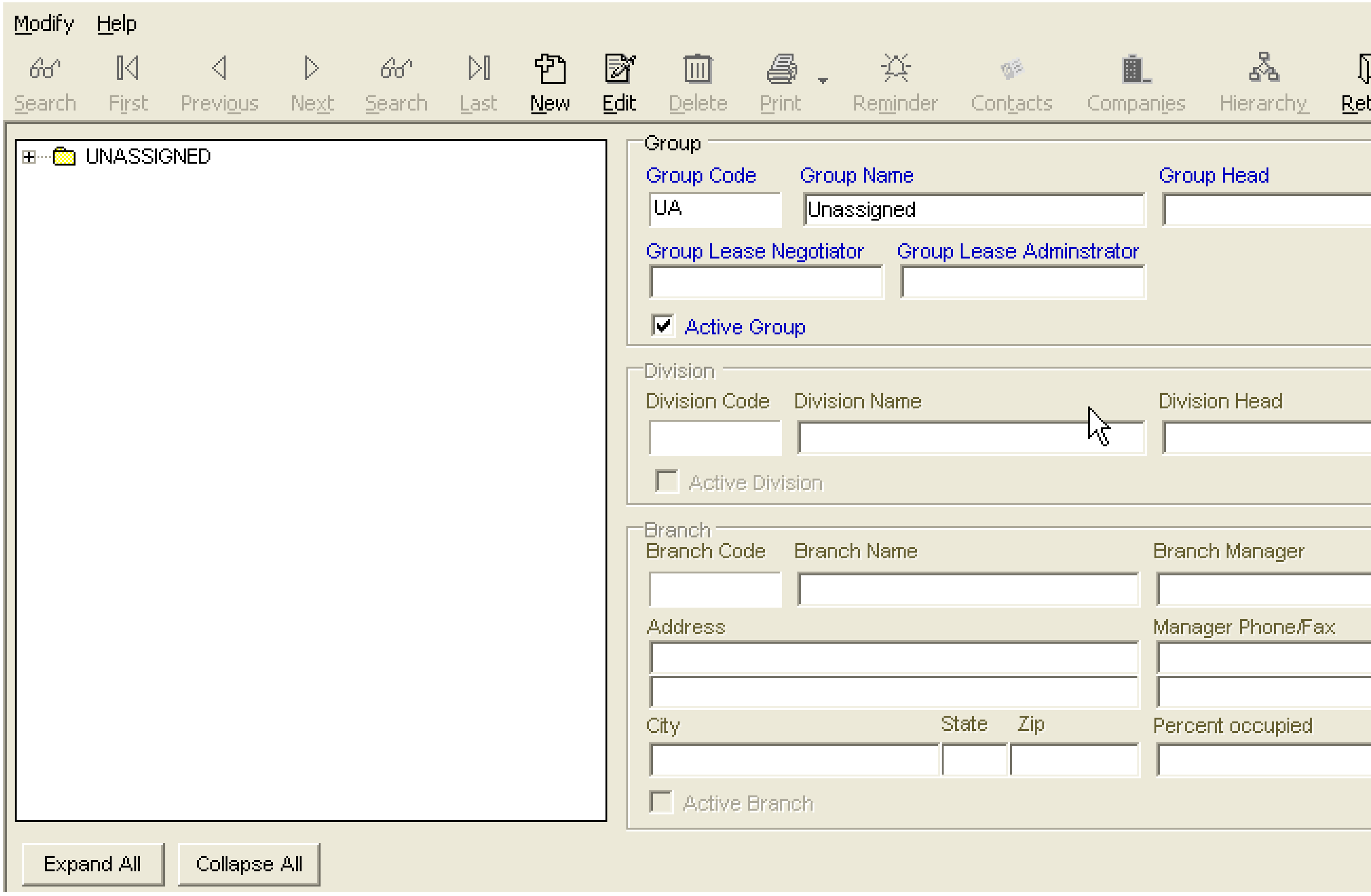
Once you have gone through all these steps, you are now able to create the Hierarchy.

Create the Hierarchy

Once you have gone through setup and set up your company info, the next step is creating the Hierarchy itself. Now there are three levels of the Hierarchy. These being a First, Second, and Third Level. IN Company Setup, you named these levels. For this demonstration ,we will be using Division, Division and Branch.

The first step in creating the hierarchy is to go to the Hierarchy Screen, please select the Hierarchy Icon on the toolbar. 

This will bring you to the Hierarchy Screen.



By Default, when there are no items created, this will be the first screen you will see. The first step is to create the first group.

Creating the Groups

1. Select New
2. Select Group - select continue
3. Select a Group code, it can be up to 5 characters, once complete select Finish
4. Now fill in the group information, once complete select Save
5. You will now have the first Group created. Continue to follow these steps until all Groups have been completed.

Creating the Divisions

1. Select New
2. Select Division - select continue
3. Select where the Division should be placed.(Under the correct Group), select continue
4. Select a Division code, it can be up to 5 characters, once complete select Continue
5. Now fill in the Division information, once complete select Save
6. You will now have the first Division created. Continue to follow these steps until all Divisions have been completed.

Creating the Branches

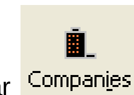
1. Select New
2. Select Branch - Select continue
3. Select where the Branch should be placed.(Under the correct Group and Division), select continue
4. Select a Branch code, it can be up to 5 characters, once complete select Continue
5. Now fill in the Branch information, once complete select Save
6. You will now have the Branch created. Continue to follow these steps until all Branches have been completed.

Once these steps have been completed, your Hierarchy will be complete. The next Step would be to add in Companies.

Set up Companies

Companies are used in LeaseMan in a variety of ways. They are used to associate Financial Cost Codes to a default vendor (company) and they allow to assign contacts to companies. In LeaseMan, there are many areas that ask for Companies, such as in the Landlord/Payee section. By grouping Contacts to a company, you have the ability to get a better handle on who is associated with assigned leases.

To set up Companies

1. Select View - All Companies or Select the Companies Icon on the toolbar 

2. Select New - Fill in as much information regarding the company as you need. You can also assign categories to the companies.
3. When complete Select Save.
4. Repeat Steps 2 and 3 until all your companies have been created.

Once all the companies have been created, you can now create and assign contacts to these companies

Set up Contacts

Contacts are used throughout the system. The clearly identify who a building owner is, who a landlord might be or who the payee is.

Creating Contacts

1. Select View - All Contacts or select the Contact icon on the toolbar 

2. Select New and type in all related information for the contact. If the contact is to be associated with a company, please make sure that the company has been selected with the drop down box.

Please note that when using contacts in Landlord/Payee screen, they have to be associated with a company.

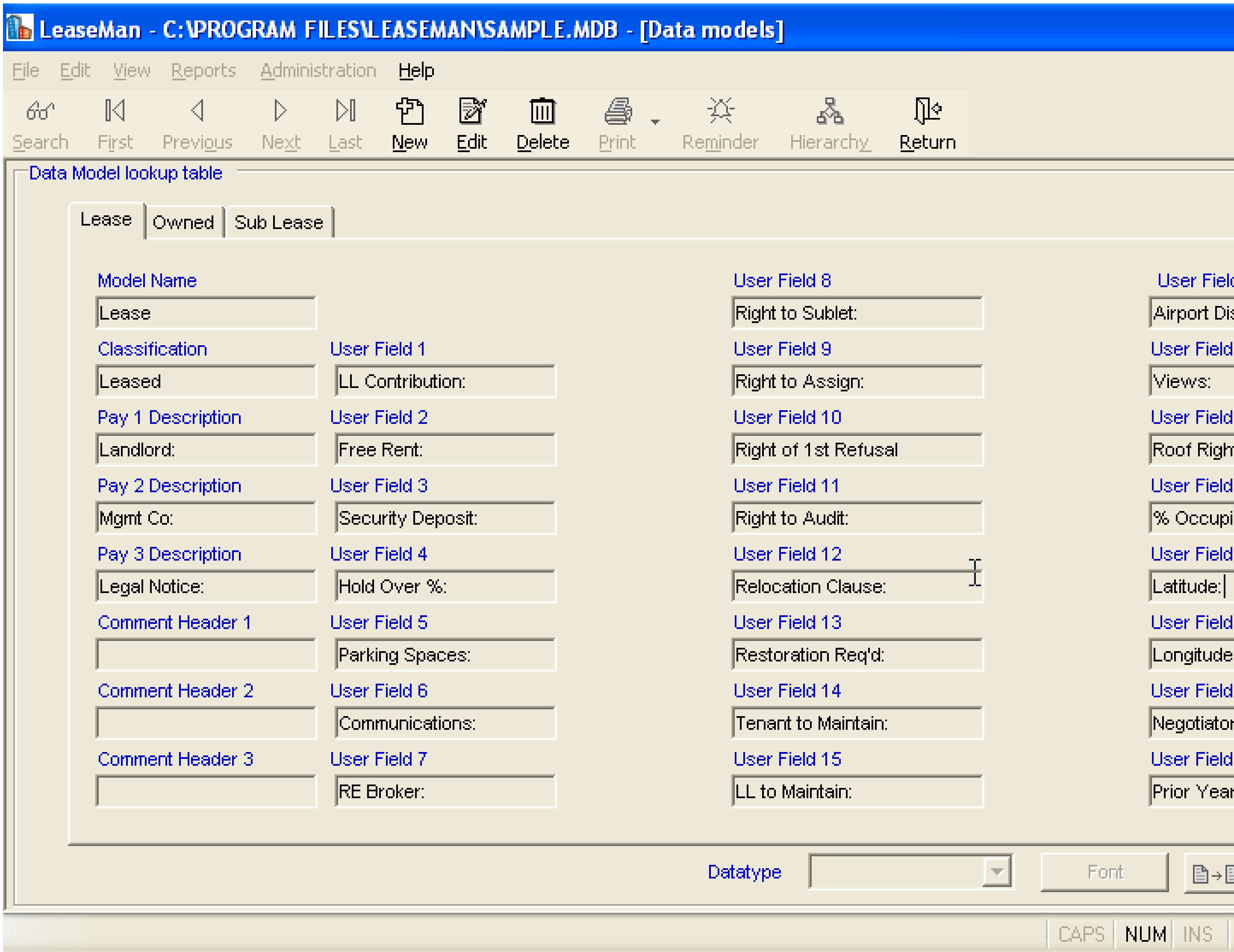
Once this is completed, you can now start adding leases into LeaseMan

Create a new Data Model

Create a new Data Model:

Select **Administration > Lookup Tables** > **Data Model** from the main menu. The Data model window will open.

Click on the **New** icon, located on the toolbar. A **New Model** tab will appear, and the Model Name will be highlighted. Begin typing the name of your new model. For this example use the default "**NEW MODEL**" title.



Example of Data Table with new tab, "New Model."

Now that you have created the New Model, it is time to start defining the User fields. LeaseMan allocates 23 fields for you to define. When you have completed defining several of the fields remember to click on the **Save** icon, located on the toolbar.

Click within the **User Field 1** text box. The cursor will blink in the field signaling that you are ready to define this field. You can customize the fields according to your company needs.

Click on the **Save** then **Return** icon, located on the toolbar.

Select **Edit** > **Add New Record** from the main menu. The **New Record** dialogue box will open.

Click on the drop-down arrow next to the **Model** text box, then select "**New Model."**

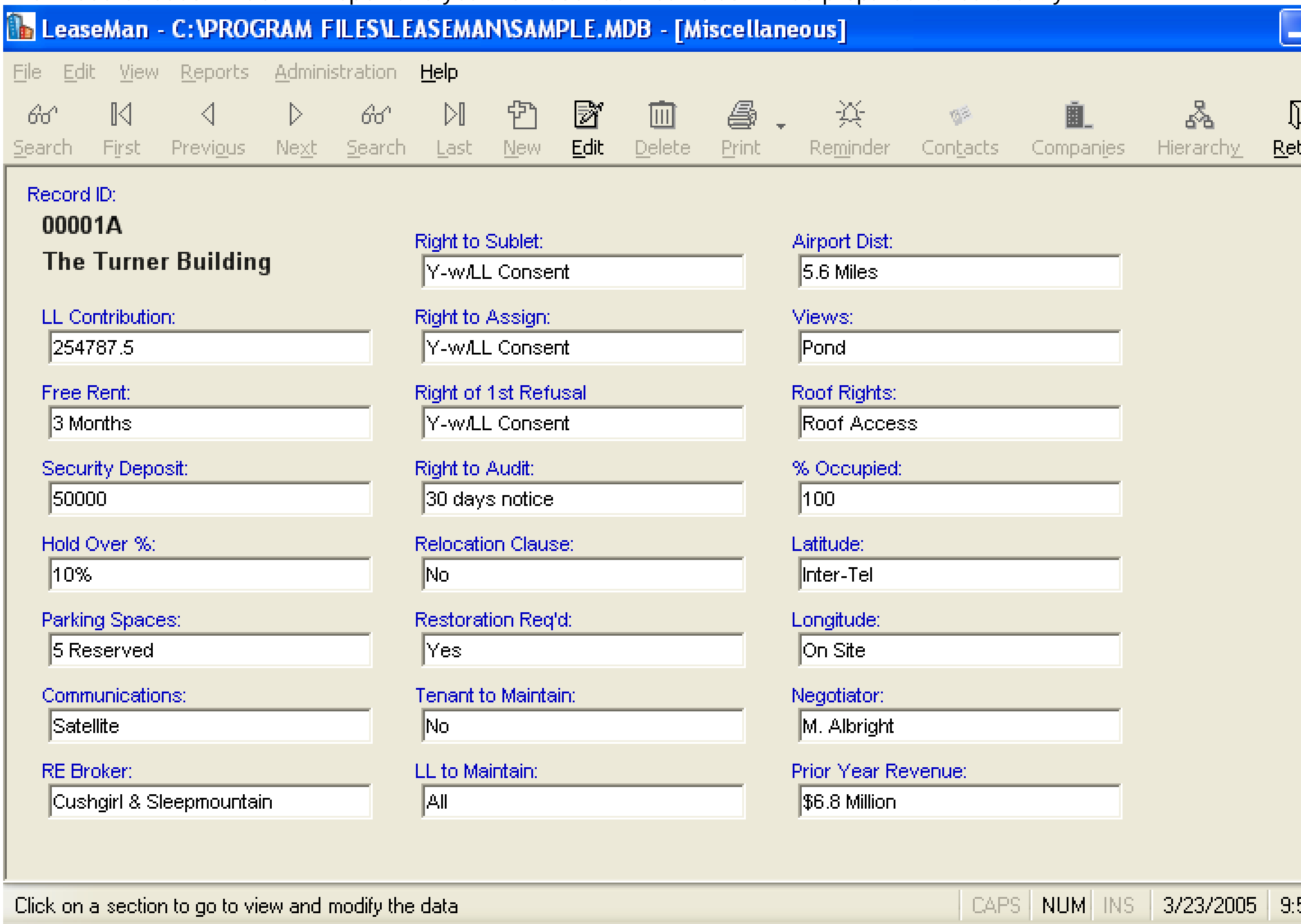
Click on the drop-down arrow next to the **Branch** text box and select the Branch that this record will be assigned to.

Select a Term commences and Status for this record.

Click on the **OK** button.

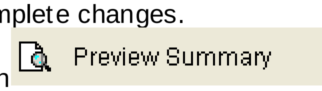
To view the New model, place the cursor over Miscellaneous on the Property Summary menu and click.

The Miscellaneous window will open and your new user defined fields will be prepared for data entry.



Example of Miscellaneous window with three new defined fields.

To type data into the newly created field, click on the **Edit** icon.
Type in the data and click the **Save** then **Return** icon to complete changes.

To view the New table, click on the Preview summary button 

, on the Summary menu. Scroll down the report to the Miscellaneous section; increase the magnification to 100% to view the report.