

Tenant Allocations:

PM2000's fully integrated Allocation System makes reimbursement billing quick and reliable for Property Managers. Integrating from the Accounts Payable Modules, charges are automatically available for allocation.

In Lease Maintenance, managers can specify reimbursement options. The default proration is set to the percent square footage of the entire property. An override percentage can be entered if lease terms indicate another arrangement.

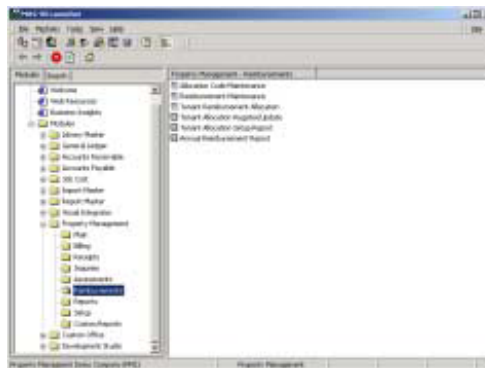
From the Lease Selection screen, managers can easily choose to include reimbursements in lease generation. Three options are

available. By selecting no, reimbursements will be completely left of any billing conducted. By selecting yes, reimbursements will be billed along with regular monthly charges. If managers wish to bill reimbursements independently, they can select reimbursements only.

The Pending Button, also available during lease selection billing, allows managers to view reimbursements

which have been allocated but not yet billed to tenants.

With its full integration and easy to use screens, PM2000's Allocation System takes the hassle and frustration out of Reimbursement Billing.



Quick Facts

- Fully integrated from Accounts Payable, the tenant allocation system eliminates double entry and improves reliability
- Two tiers of allocation calculation are available, by Property and by Project.
- Establish minimum and maximum billable limits by lease

Helpful Hints

It is possible to setup monthly "reimbursement" charges while tracking the actual calculated amount due.

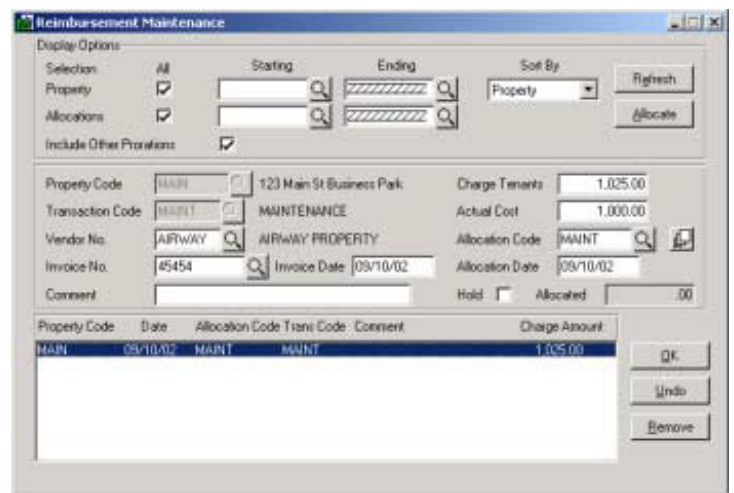
1. Setup a default charge on the charges screen of lease maintenance.
2. When setting up the allocation code, select a billing cycle of no allocation.

The calculated amount will be tracked and the default charge will be billed.

Reports with this data:

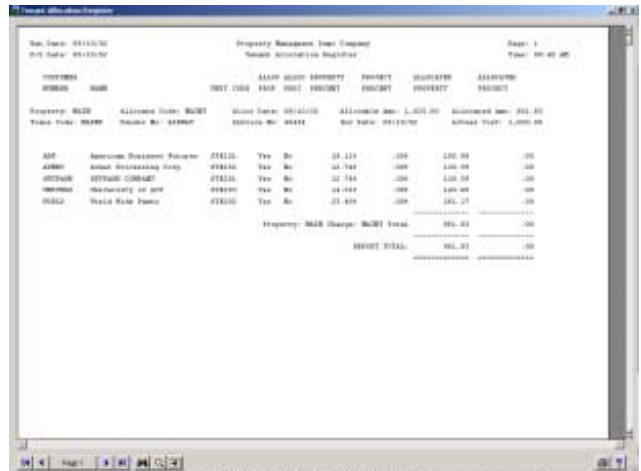
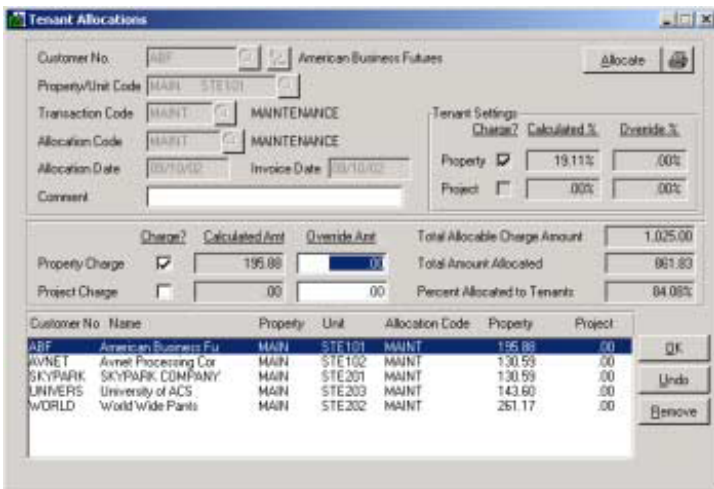
- *Tenant Allocation Setup Report*
- *Annual Reimbursement*

Allocating & Charging Reimbursements



Billing Reimbursable (CAM) expenses is simplified by using Accounts Payable when processing expenses. There is full user control over the date an expense is to be charged to Tenants and expenses can be marked-up for Tenant Allocation and Billing.

Reimbursable expenses can be maintained through the Reimbursement Maintenance Program before allocating.



After allocating based on Tenant lease setup, managers can view the default calculations edit changes.

Lease Billing provides easy billing of allocated charges. Choose to include reimbursements on periodic invoices or bill them independently.

The Tenant Allocation Register is run to complete the allocation process and update the PM2000 Tenant Files.

It displays the Tenants allocated to, along with the percentages setup in their leases. The Allocatable amount is broken down by Tenant to show the exact amount allocated for Property and Project.

