Real-estate Receivables

Commercial Real Estate
Automated Accounts Receivable Tracker

Raffel Systems
System Design & Consulting Company

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The solution for the complexities of real-estate sales receivables and payables.

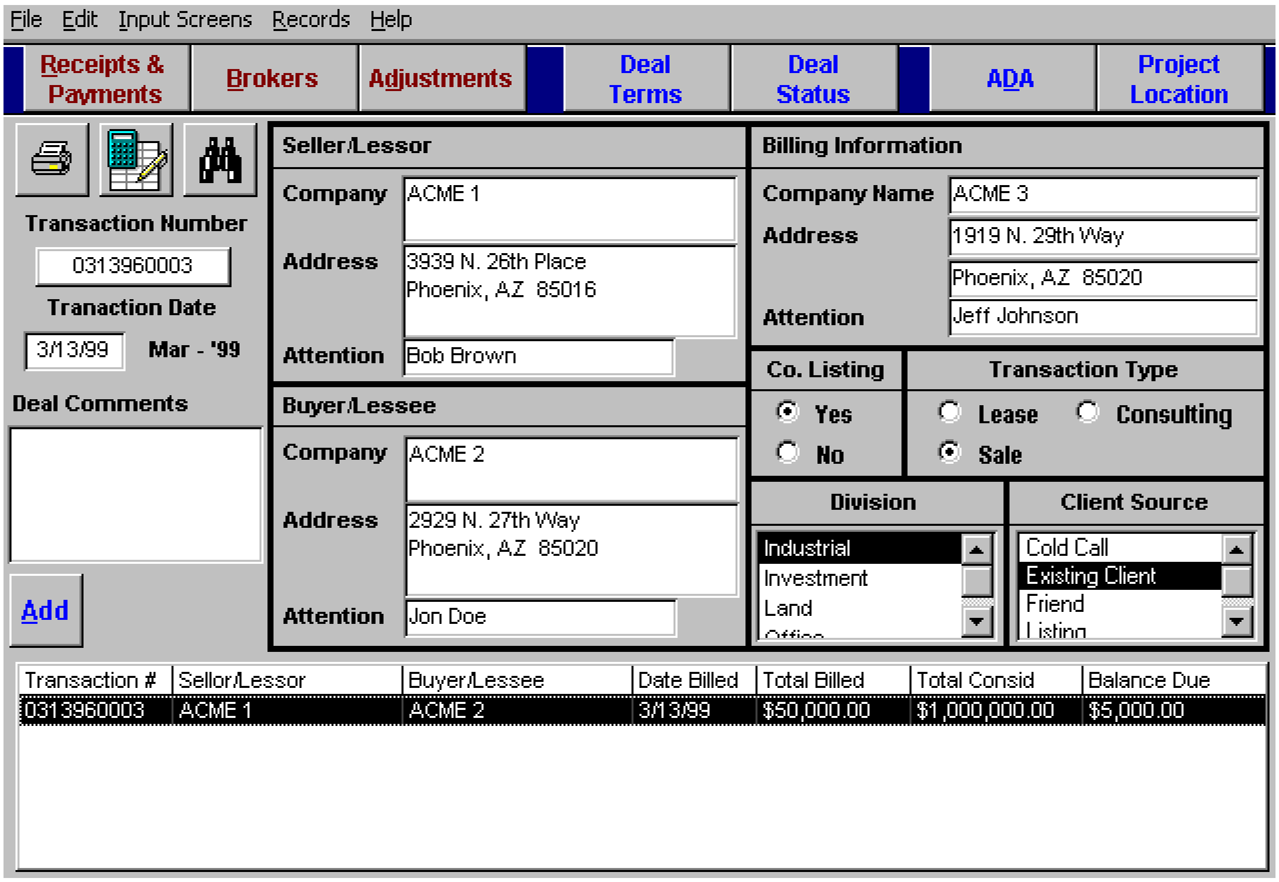
Turn nundane accounting into serious marketing metrics. Graphically show how each division compares against the other. Modivate your sales force simply by showing them at the end of the month how everyone stands, quickly and accurately.

The Real-estate Receivables program automates the entire closing/billing/payable process for commercial real estate transactions. Real-estate Receivables was created specifically to bridge the gap where standard accounting systems leave off. Every effort has been made to limit the amount of data entry required to perfom the complex task of keeping track of real estate sales and payments.

Real-estate Receivables is network ready. The system can be used stand-alone for the use of one or a select group of accounting professionals -or- one system can be maintained from multiple offices.

Transaction Information Screen

This is the main screen for the system. This is the entry area for general “Deal” information. The selection criteria on this screen will affect the type of transaction reports printed for the specific “Deal”. This is the main switch board for all other function with-in the system.



The lower list box is used for selecting the current deal. To do a more intensive search use the search window.

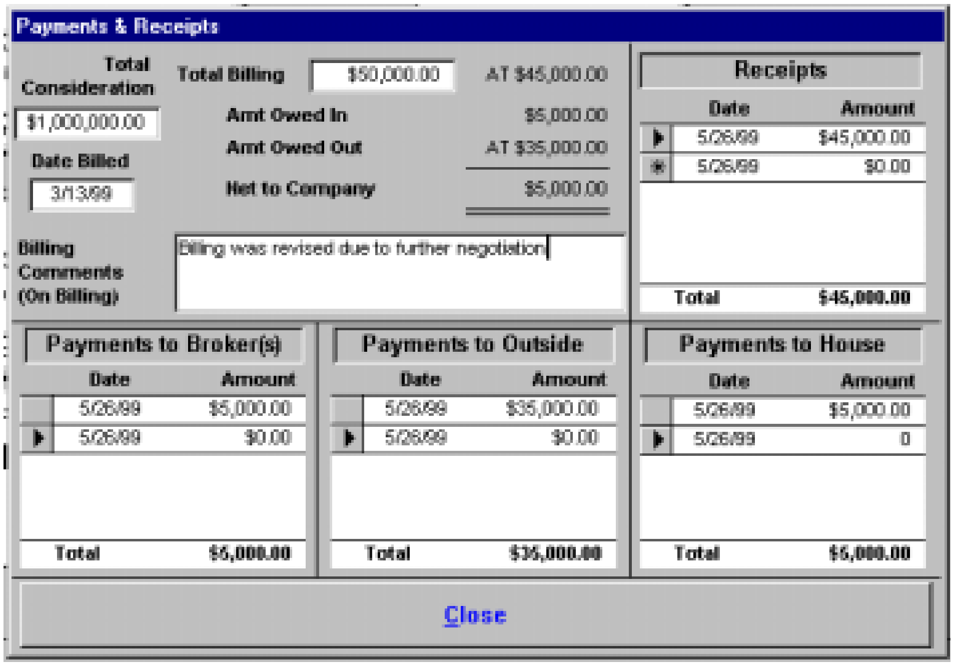
Steps to entering a deal.

Enter a valid transaction number & date. The first four (4) characters are a sequential numbering, the last six (6) are the date the transaction is booked

Enter all general information for the “Deal” on this screen; Seller/Lessor, Buyer/Lessee, Billing, Listing, Type, Division and Client information.

The deal comments box is for general comments about the “Deal”.

Payments & Receipts

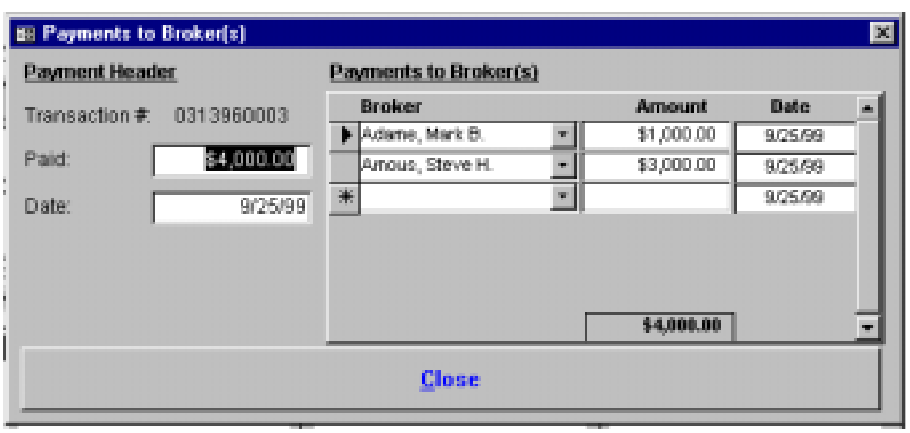


Total consideration, billing and date billed are logged on this screen. All payments & receipts are entered as the come in.

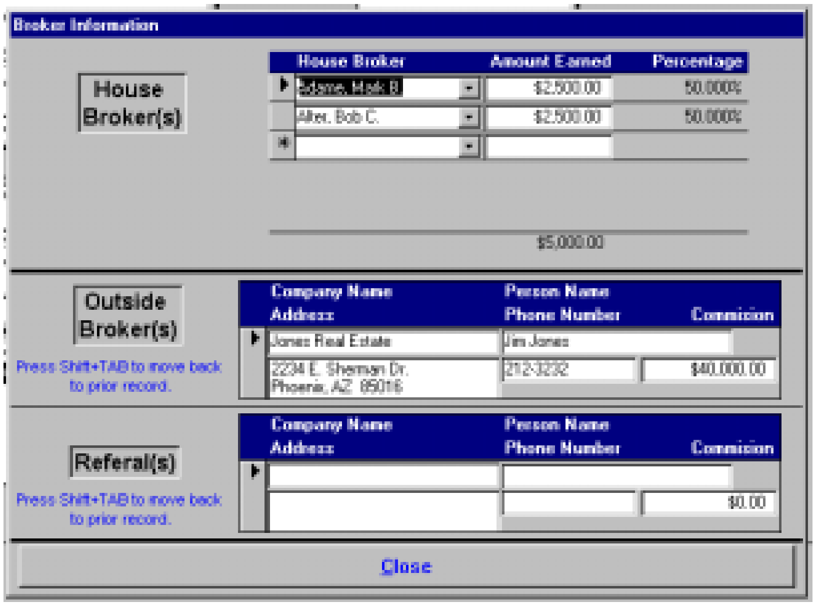
Amount Owed In/Out totals are transferred from the brokers screen (Next screen). If adjustments are made they will show in the totals.

Payments to Brokers

Payments to brokers are entered individually. Click on a new/existing payment entry to enter individual payment entries.



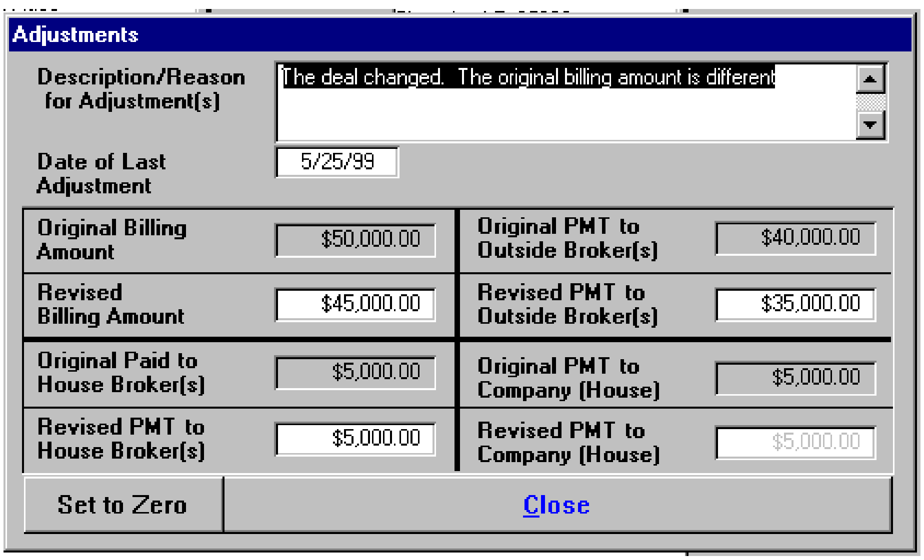
Brokers



Each Broker from the house is logged into the system with individual totals. Total payable and percentages are calculated by the system.

Outside/Referrals are entered with all company information.

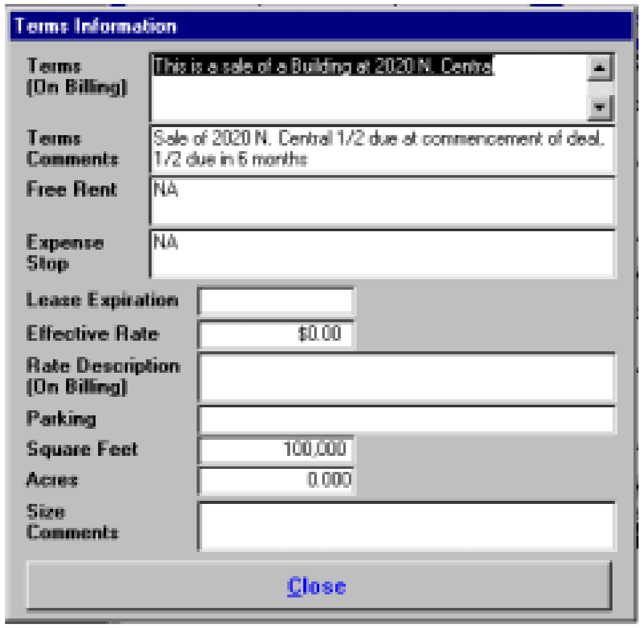
Adjustments



Anytime changes are made to totals that are not in the current month an adjustment must be made. Adjustments **must only** be made in this screen.

Describe the reason for the adjustment, date of the last adjustment and put in the revised totals. The original totals are populated by the system. Anytime an adjustment is made each item must show a value. For example: In the above screen the house broker and payable to house amounts are not adjusted. However, they must be noted in the revised amount with the same total.

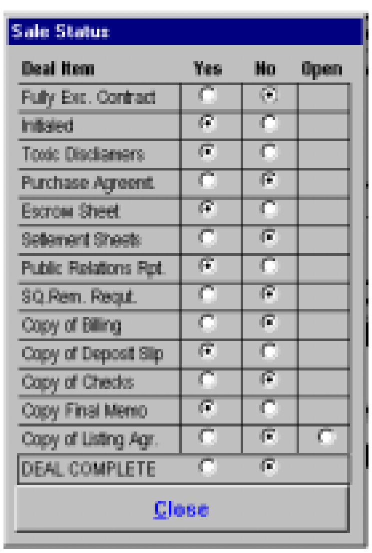
Terms

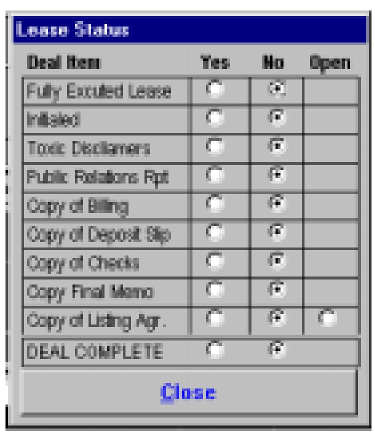


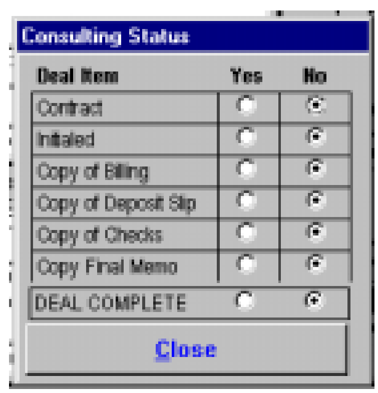
The Terms information screen tracks the general rate information about the deal.

Lease expiration is used to trigger the Lease Expense 6-month report. As the lease gets close to expiring, house brokers can be notified.

Deal Status



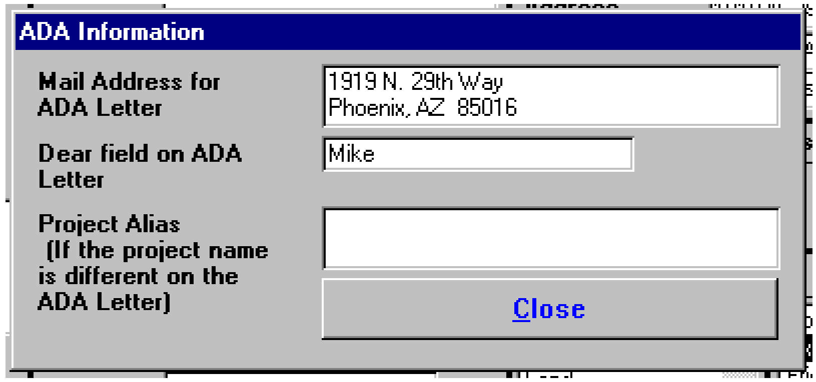




A different status box will be displayed depending on the type of "Deal". Information for these screens will be displayed on the Deal Memorandum. Any "Deal" that is not marked 'DEAL COMPLETED' will show on the Open Deal monthly report.

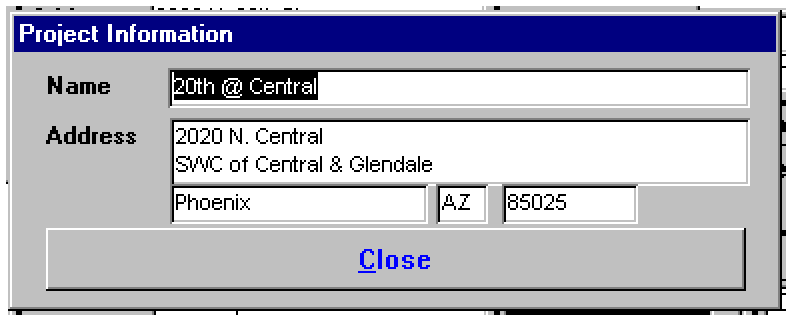
ADA Information
(American Disablities Act)

Information for American Disabilities Act (ADA) disclaimer letter.



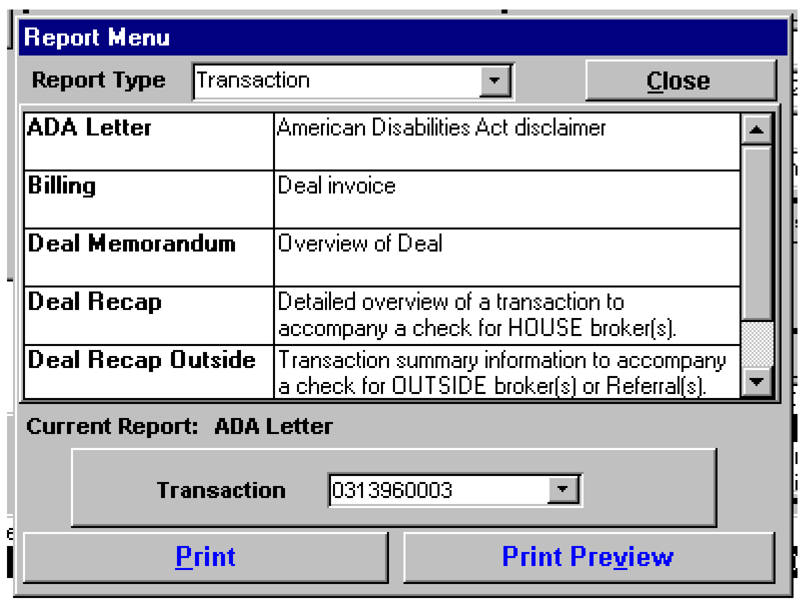
Project Information

General information for the project.

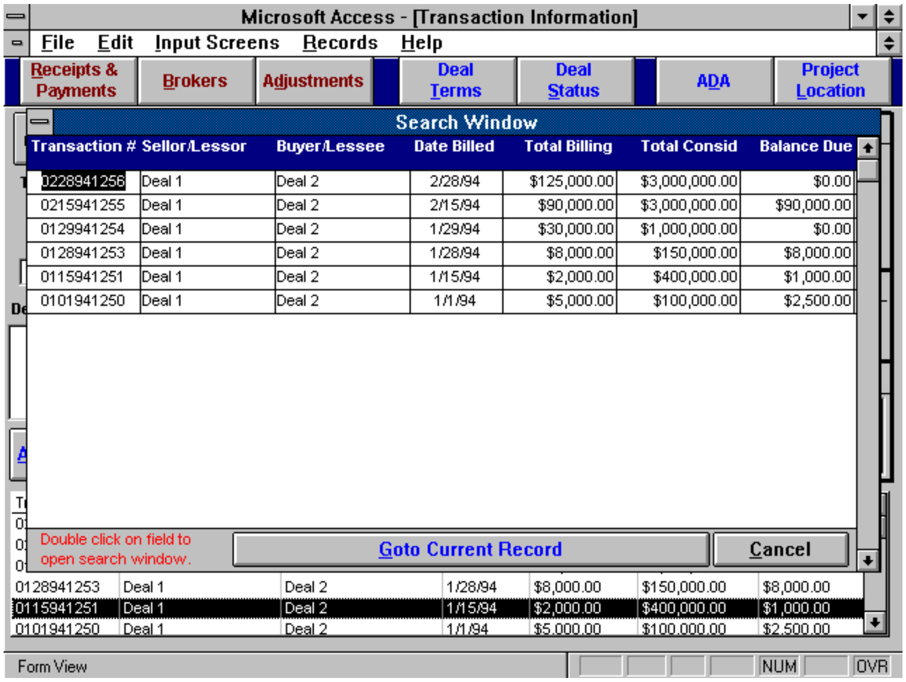


Reports

To open the report window: press the printer button or select print from the file menu. Use the drop down selection to select the type of report at the top of the Reports Menu.

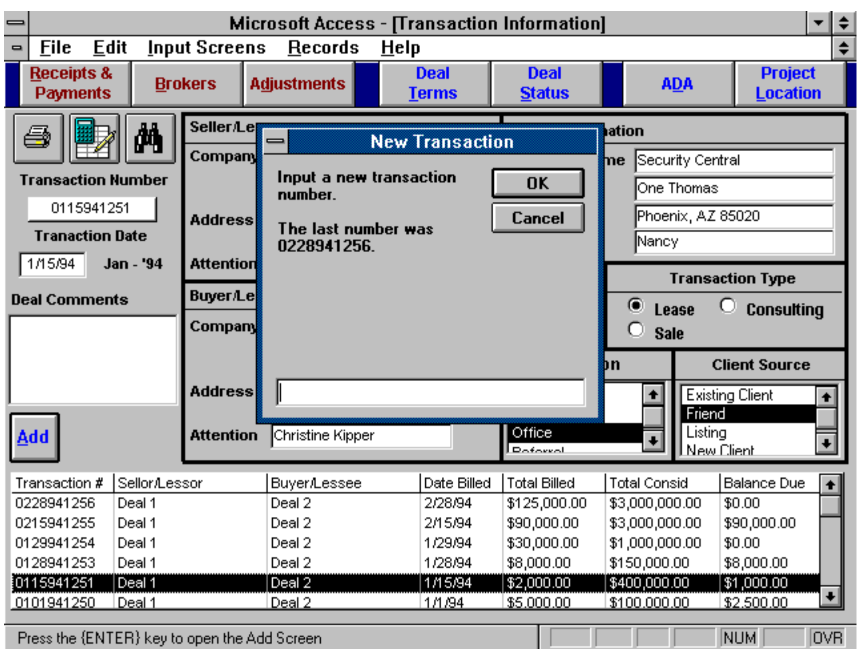


Search Window



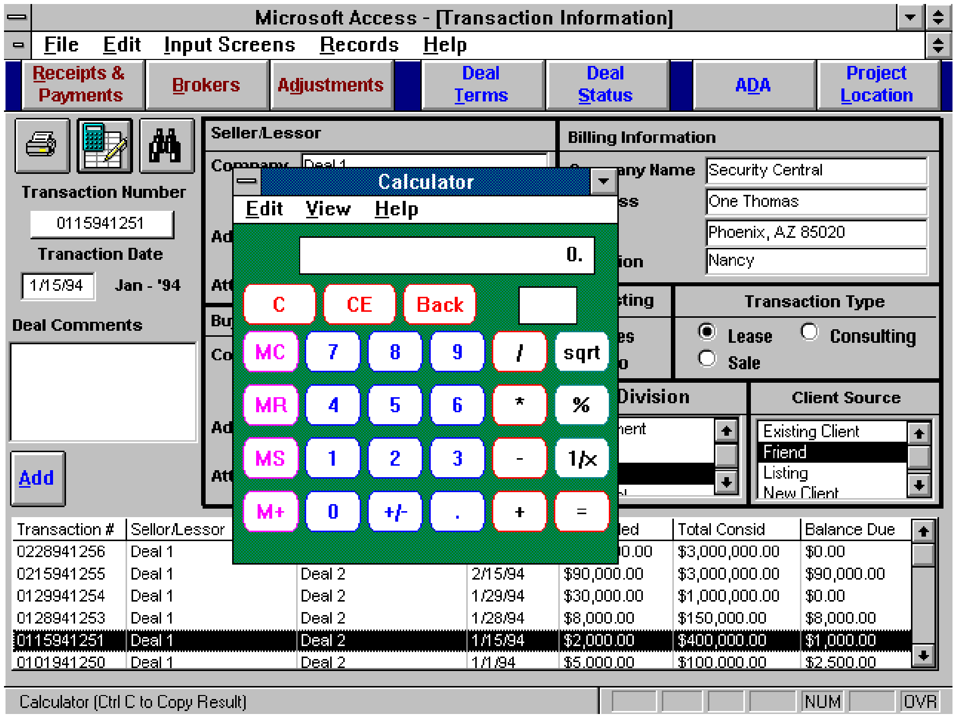
After adding several transactions it can become difficult to find individual transactions. Using the search window can make the task much easier. To search for a name within the search window double click on the field.

Adding Transactions



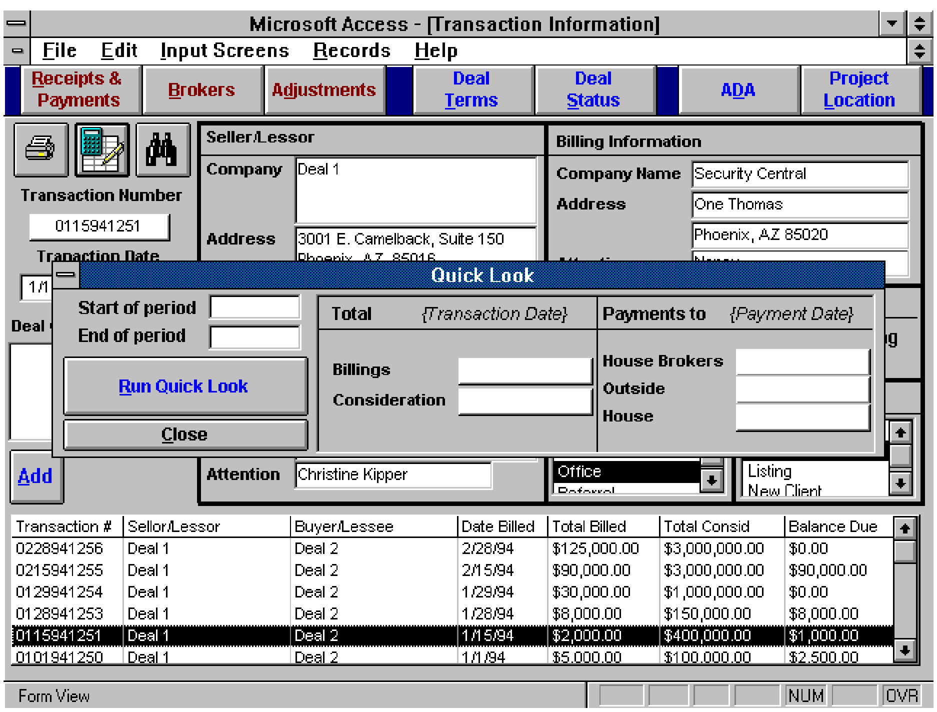
To add a transaction press the ADD button or select new from the records menu. Enter a 10 digit transaction number and press ‘OK’.

Calculator



Press the calculator button and you get a calculator. What a deal!

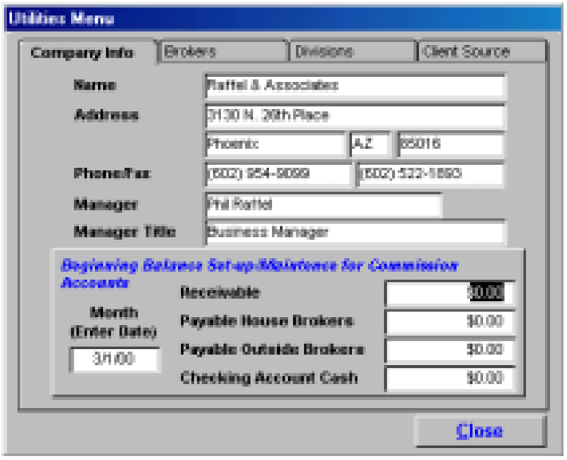
Quick Look



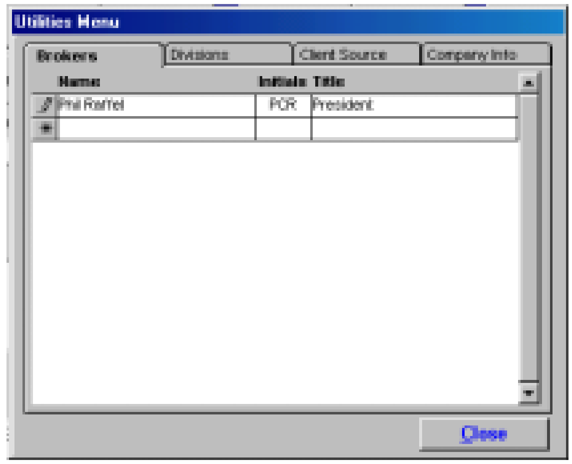
The Quick Look allows a for a quick summation of important totals in the system.

Utilities

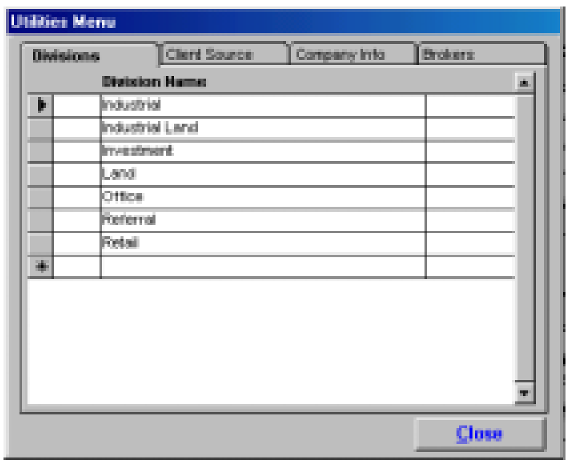
The utilities allow for the addition/editing of company information, brokers, divisions, and client source.



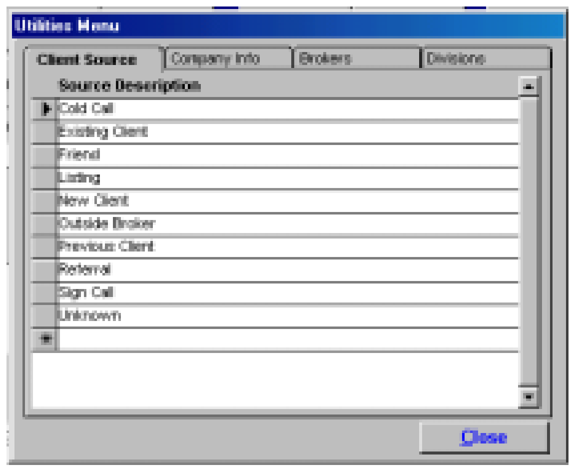
Company



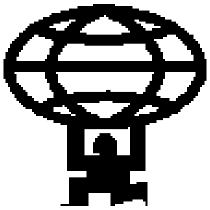
Brokers



Divisions



Client Source



Reporting Power

The real power of the system is at the end of the month. The Commission Receivable/Payable Summary report shows where you are at the end of every month. Everything that was earned, money received and paid. Each line of the summary report ties back to a detail report to back-up the numbers. Modivate your sales force simply by showing them at the end of the month how everyone stands, quickly and accurately.

Report	Description
02, 07, 12 - Adjustments	Adjustments made to deals during the specified time period
03 - Commission Receivable	Commission Receivable (Billed) during the specified time period
03, 08, 13 - Billings	Billing Detail - 3, 8, 13. Billings during the specified time period
03, 08, 13 - Billings w/o Detail	Billing Detail - 3, 8, 13. Billings during the specified time period
04 - Commission Received	Commissions Received during the specified time period
08 - Commission Payable House Brokers	New Payable Commission to House Brokers during the specified time period
09 - Payments	Commission Paid to house brokers during the specified time period
13 - Commission Payable Outside Brokers	Commission payable to outside brokers and referrals during the specified time period
14 - Payments	Commission Paid to house brokers and referals during the specified time period
20 - Payments to House	Payments to House
Billing Summary	One page summary of commission earned by division
Commission Receivable/Payable Summary	Commission Receivable and Payable Summary
Deal Worksheet	Worksheet used for finding balance errors in system
Lease Exp - 6 Month	Deals with Lease Expiration in the next 6 months.
Posting Summary	One page summary of commission billed by division
Receipts Summary	One page summary of commission received by division
ADA Letter	American Disabilities Act disclaimer
Billing	Deal invoice
Deal Memorandum	Overview of Deal
Deal Recap	Detailed overview of a transaction to accompany a check to a house broker
Deal Recap Outside	Transaction summary information to accompany a check to an outside briker
Broker Paid Report	Detailed summary of HOUSE broker deals
House Broker Report	Detailed summary of HOUSE broker deals
Open Deal Files	List of open transaction files
Comparables	Market Rate comparisons by division
Commission Payable House Brokers	Commission Payable House Brokers
Commission Payable Outside Brokers	Commission Payable Outside Brokers