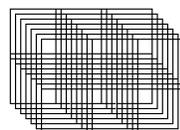




Real-estate Receivables

Commercial Real Estate

Automated Accounts Receivable Tracker



Raffel Systems
System Design & Consulting Company

Phil Raffel
(602) 954-9099
praffel@raffelsystems.com
www.raffelsystems.com

Real-estate Receivables
Commercial Real Estate
Automated Accounts Receivable Tracker





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 perform 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.

File Edit Input Screens Records Help

Receipts & Payments Brokers Adjustments Deal Terms Deal Status ADA Project Location

Transaction Number: 0313960003
Transaction Date: 3/13/99 Mar - '99

Deal Comments

Add

Seller/Lessor Company: ACME 1 Address: 3939 N. 26th Place Phoenix, AZ 85016 Attention: Bob Brown		Billing Information Company Name: ACME 3 Address: 1919 N. 29th Way Phoenix, AZ 85020 Attention: Jeff Johnson	
Buyer/Lessee Company: ACME 2 Address: 2929 N. 27th Way Phoenix, AZ 85020 Attention: Jon Doe		Co. Listing <input checked="" type="radio"/> Yes <input type="radio"/> No	Transaction Type <input type="radio"/> Lease <input checked="" type="radio"/> Sale <input type="radio"/> Consulting
Division Industrial Investment Land Office		Client Source Cold Call Existing Client Friend Listing	

Transaction #	Seller/Lessor	Buyer/Lessee	Date Billed	Total Billed	Total Consid	Balance Due
0313960003	ACME 1	ACME 2	3/13/99	\$50,000.00	\$1,000,000.00	\$5,000.00

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".

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Payments & Receipts

Payments & Receipts																							
Total Consideration	Total Billing	\$50,000.00	AT \$45,000.00																				
\$1,000,000.00	Am't Owed In		\$5,000.00																				
Date Billed	Am't Owed Out		AT \$35,000.00																				
3/13/99	Net to Company		\$5,000.00																				
Billing Comments (On Billing)	Billing was revised due to further negotiation																						
<table border="1"> <thead> <tr> <th colspan="2">Payments to Broker(s)</th> </tr> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>5/26/99</td> <td>\$5,000.00</td> </tr> <tr> <td>5/26/99</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total \$5,000.00</td> </tr> </tbody> </table>		Payments to Broker(s)		Date	Amount	5/26/99	\$5,000.00	5/26/99	\$0.00	Total \$5,000.00		<table border="1"> <thead> <tr> <th colspan="2">Payments to Outside</th> </tr> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>5/26/99</td> <td>\$35,000.00</td> </tr> <tr> <td>5/26/99</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total \$35,000.00</td> </tr> </tbody> </table>		Payments to Outside		Date	Amount	5/26/99	\$35,000.00	5/26/99	\$0.00	Total \$35,000.00	
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Receipts																							
Date	Amount																						
5/26/99	\$45,000.00																						
5/26/99	\$0.00																						
Total \$45,000.00																							
Payments to House																							
Date	Amount																						
5/26/99	\$5,000.00																						
5/26/99	0																						
Total \$5,000.00																							
Close																							

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

Payments to Broker(s)			
Payment Header		Payments to Broker(s)	
Transaction #:	0313960003	Broker	Amount Date
Paid:	\$4,000.00	▶ Adams, Mark B.	\$1,000.00 9/25/99
Date:	9/25/99	Amous, Steve H.	\$3,000.00 9/25/99
		* [Empty]	\$0.00 9/25/99
		\$4,000.00	
Close			

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Brokers

Broker Information			
House Broker(s)	House Broker	Amount Earned	Percentage
	▶ Jones, Mark B.	\$2,500.00	50.000%
	▶ Alfer, Bob C.	\$2,500.00	50.000%
	▶		
\$5,000.00			
Outside Broker(s) <small>Press Shift+TAB to move back to prior record.</small>	Company Name	Person Name	Commission
	Address	Phone Number	
	▶ Jones Real Estate	Jim Jones	
	2234 E. Sherman Dr. Phoenix, AZ 85016	212-3232	\$40,000.00
Referral(s) <small>Press Shift+TAB to move back to prior record.</small>	Company Name	Person Name	Commission
	Address	Phone Number	
	▶		
			\$0.00
Close			

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

Adjustments			
Description/Reason for Adjustment(s)	The deal changed. The original billing amount is different		
Date of Last Adjustment	5/25/99		
Original Billing Amount	\$50,000.00	Original PMT to Outside Broker(s)	\$40,000.00
Revised Billing Amount	\$45,000.00	Revised PMT to Outside Broker(s)	\$35,000.00
Original Paid to House Broker(s)	\$5,000.00	Original PMT to Company (House)	\$5,000.00
Revised PMT to House Broker(s)	\$5,000.00	Revised PMT to Company (House)	\$5,000.00
Set to Zero	Close		

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.

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Terms

Terms Information	
Terms (On Billing)	This is a sale of a Building at 2020 N. Centre
Terms Comments	Sale of 2020 N. Central 1/2 due at commencement of deal, 1/2 due in 6 months
Free Rent	NA
Expense Stop	NA
Lease Expiration	
Effective Rate	\$0.00
Rate Description (On Billing)	
Parking	
Square Feet	100,000
Acres	0.000
Size Comments	
Close	

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

Sale Status			
Deal Item	Yes	No	Open
Fully Exec. Contract	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initialed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toxic Disclaimers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Escrow Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Settlement Sheets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Relations Rpt.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SQ Rem. Regul.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Billing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Deposit Slip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Checks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy Final Memo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Listing Agr.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEAL COMPLETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close			

Lease Status			
Deal Item	Yes	No	Open
Fully Executed Lease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initialed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toxic Disclaimers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Relations Rpt.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Billing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Copy Final Memo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Listing Agr.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEAL COMPLETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close			

Consulting Status		
Deal Item	Yes	No
Contract	<input type="radio"/>	<input type="radio"/>
Initialed	<input type="radio"/>	<input type="radio"/>
Copy of Billing	<input type="radio"/>	<input type="radio"/>
Copy of Deposit Slip	<input type="radio"/>	<input type="radio"/>
Copy of Checks	<input type="radio"/>	<input type="radio"/>
Copy Final Memo	<input type="radio"/>	<input type="radio"/>
DEAL COMPLETE	<input type="radio"/>	<input type="radio"/>
Close		

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 Disabilities Act)

Information for American Disabilities Act (ADA) disclaimer letter.

The screenshot shows a dialog box titled "ADA Information" with a blue header bar. It contains three text input fields: "Mail Address for ADA Letter" with the value "1919 N. 29th Way, Phoenix, AZ 85016"; "Dear field on ADA Letter" with the value "Mike"; and "Project Alias (If the project name is different on the ADA Letter)" which is currently empty. A "Close" button is located at the bottom right of the dialog.

Project Information

General information for the project.

The screenshot shows a dialog box titled "Project Information" with a blue header bar. It contains two text input fields: "Name" with the value "20th @ Central" and "Address" with the value "2020 N. Central, SWC of Central & Glendale, Phoenix, AZ 85025". A "Close" button is located at the bottom center of the dialog.

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.

The screenshot shows a dialog box titled "Report Menu" with a blue header bar. At the top, there is a "Report Type" dropdown menu set to "Transaction" and a "Close" button. Below this is a table with the following content:

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 for HOUSE broker(s).
Deal Recap Outside	Transaction summary information to accompany a check for OUTSIDE broker(s) or Referral(s).

Below the table, it says "Current Report: ADA Letter". There is a "Transaction" dropdown menu set to "0313960003". At the bottom, there are two buttons: "Print" and "Print Preview".

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Search Window

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Transaction Information]". The menu bar includes "File", "Edit", "Input Screens", "Records", and "Help". Below the menu bar are several tabs: "Receipts & Payments", "Brokers", "Adjustments", "Deal Terms", "Deal Status", "ADA", and "Project Location". The "Search Window" dialog box is open, displaying a table with the following columns: "Transaction #", "Seller/Lessor", "Buyer/Lessee", "Date Billed", "Total Billing", "Total Consid", and "Balance Due". The table contains several rows of data, with the row for transaction number 0115941251 highlighted. Below the table, there is a "Goto Current Record" button and a "Cancel" button. A red text instruction reads: "Double click on field to open search window." The status bar at the bottom shows "Form View" and "NUM" and "DVR" buttons.

Transaction #	Seller/Lessor	Buyer/Lessee	Date Billed	Total Billing	Total Consid	Balance Due
0228941256	Deal 1	Deal 2	2/28/94	\$125,000.00	\$3,000,000.00	\$0.00
0215941255	Deal 1	Deal 2	2/15/94	\$90,000.00	\$3,000,000.00	\$90,000.00
0129941254	Deal 1	Deal 2	1/29/94	\$30,000.00	\$1,000,000.00	\$0.00
0128941253	Deal 1	Deal 2	1/28/94	\$8,000.00	\$150,000.00	\$8,000.00
0115941251	Deal 1	Deal 2	1/15/94	\$2,000.00	\$400,000.00	\$1,000.00
0101941250	Deal 1	Deal 2	1/1/94	\$5,000.00	\$100,000.00	\$2,500.00

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

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Transaction Information]". The menu bar includes "File", "Edit", "Input Screens", "Records", and "Help". Below the menu bar are several tabs: "Receipts & Payments", "Brokers", "Adjustments", "Deal Terms", "Deal Status", "ADA", and "Project Location". The "New Transaction" dialog box is open, displaying a form with the following fields: "Transaction Number" (0115941251), "Transaction Date" (1/15/94), "Deal Comments", "Seller/Leasee Company", "Address", "Attention", "Buyer/Lessee Company", "Address", "Attention", "Office", "Transaction Type" (Lease, Consulting, Sale), and "Client Source" (Existing Client, Friend, Listing, New Client). The "Add" button is visible in the bottom left corner of the form. Below the form is a table with the same columns as the search window: "Transaction #", "Seller/Lessor", "Buyer/Lessee", "Date Billed", "Total Billed", "Total Consid", and "Balance Due". The row for transaction number 0115941251 is highlighted. The status bar at the bottom shows "Press the (ENTER) key to open the Add Screen" and "NUM" and "DVR" buttons.

Transaction #	Seller/Lessor	Buyer/Lessee	Date Billed	Total Billed	Total Consid	Balance Due
0228941256	Deal 1	Deal 2	2/28/94	\$125,000.00	\$3,000,000.00	\$0.00
0215941255	Deal 1	Deal 2	2/15/94	\$90,000.00	\$3,000,000.00	\$90,000.00
0129941254	Deal 1	Deal 2	1/29/94	\$30,000.00	\$1,000,000.00	\$0.00
0128941253	Deal 1	Deal 2	1/28/94	\$8,000.00	\$150,000.00	\$8,000.00
0115941251	Deal 1	Deal 2	1/15/94	\$2,000.00	\$400,000.00	\$1,000.00
0101941250	Deal 1	Deal 2	1/1/94	\$5,000.00	\$100,000.00	\$2,500.00

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

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Calculator

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Transaction Information]". The menu bar includes "File", "Edit", "Input Screens", "Records", and "Help". The main window is divided into several sections: "Receipts & Payments", "Brokers", "Adjustments", "Deal Terms", "Deal Status", "ADA", and "Project Location". The "Deal Status" section is currently active. A "Calculator" window is open in the foreground, displaying a numeric keypad with buttons for "C", "CE", "Back", "MC", "MR", "MS", "M+", "7", "8", "9", "4", "5", "6", "1", "2", "3", "0", "+/-", ".", "+", "=", and "sqrt". The calculator's display shows "0.". In the background, the "Transaction Information" form is visible, showing fields for "Transaction Number" (0115941251), "Transaction Date" (1/15/94), and a table of transactions. The table has columns for "Transaction #", "Seller/Lessor", "Buyer/Lessee", "Date Billed", "Total Billed", "Total Consid", and "Balance Due". The current transaction (0115941251) is highlighted in the table.

Transaction #	Seller/Lessor	Buyer/Lessee	Date Billed	Total Billed	Total Consid	Balance Due
0228941256	Deal 1	Deal 2	2/15/94	\$90,000.00	\$3,000,000.00	\$90,000.00
0215941255	Deal 1	Deal 2	2/15/94	\$90,000.00	\$3,000,000.00	\$90,000.00
0129941254	Deal 1	Deal 2	1/29/94	\$30,000.00	\$1,000,000.00	\$0.00
0128941253	Deal 1	Deal 2	1/28/94	\$8,000.00	\$150,000.00	\$8,000.00
0115941251	Deal 1	Deal 2	1/15/94	\$2,000.00	\$400,000.00	\$1,000.00
0101941250	Deal 1	Deal 2	1/1/94	\$5,000.00	\$100,000.00	\$2,500.00

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

Quick Look

The screenshot shows the Microsoft Access application window titled "Microsoft Access - [Transaction Information]". The menu bar includes "File", "Edit", "Input Screens", "Records", and "Help". The main window is divided into several sections: "Receipts & Payments", "Brokers", "Adjustments", "Deal Terms", "Deal Status", "ADA", and "Project Location". The "Deal Status" section is currently active. A "Quick Look" dialog box is open in the foreground, displaying a summary of transaction data. The dialog box has fields for "Start of period", "End of period", "Total", "Payments to", "Billings", "Consideration", "House Brokers", "Outside", and "House". A "Run Quick Look" button and a "Close" button are also visible. In the background, the "Transaction Information" form is visible, showing fields for "Transaction Number" (0115941251), "Transaction Date" (1/15/94), and a table of transactions. The table has columns for "Transaction #", "Seller/Lessor", "Buyer/Lessee", "Date Billed", "Total Billed", "Total Consid", and "Balance Due". The current transaction (0115941251) is highlighted in the table.

Transaction #	Seller/Lessor	Buyer/Lessee	Date Billed	Total Billed	Total Consid	Balance Due
0228941256	Deal 1	Deal 2	2/28/94	\$125,000.00	\$3,000,000.00	\$0.00
0215941255	Deal 1	Deal 2	2/15/94	\$90,000.00	\$3,000,000.00	\$90,000.00
0129941254	Deal 1	Deal 2	1/29/94	\$30,000.00	\$1,000,000.00	\$0.00
0128941253	Deal 1	Deal 2	1/28/94	\$8,000.00	\$150,000.00	\$8,000.00
0115941251	Deal 1	Deal 2	1/15/94	\$2,000.00	\$400,000.00	\$1,000.00
0101941250	Deal 1	Deal 2	1/1/94	\$5,000.00	\$100,000.00	\$2,500.00

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

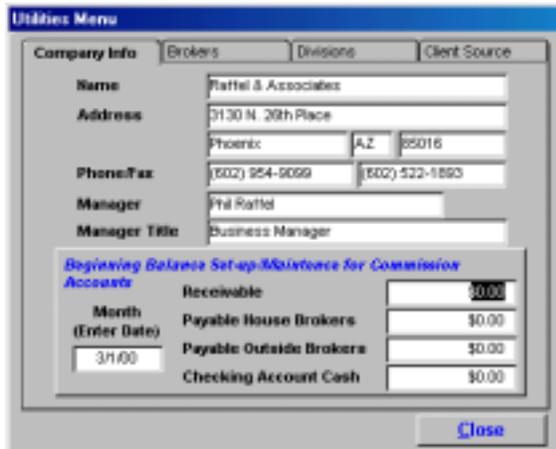
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Utilities

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



The 'Company Info' tab in the Utilities Menu contains the following fields:

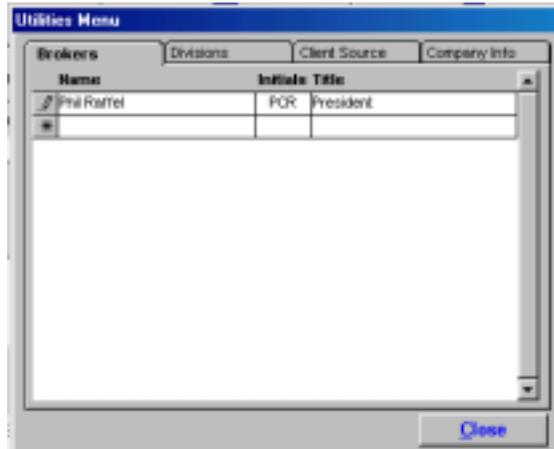
- Name: Raffel & Associates
- Address: 3130 N. 28th Place
- Phone/Fax: Phoenix, AZ 85016
- Phone/Fax: (602) 954-9099, (602) 522-1893
- Manager: Phil Raffel
- Manager Title: Business Manager

Below these fields is a section for 'Beginning Balance Set-up/Maintenance for Commission Accounts' with the following values:

Receivable	\$0.00
Month (Enter Date): 3/1/00	
Payable House Brokers	\$0.00
Payable Outside Brokers	\$0.00
Checking Account Cash	\$0.00

A 'Close' button is located at the bottom right.

Company

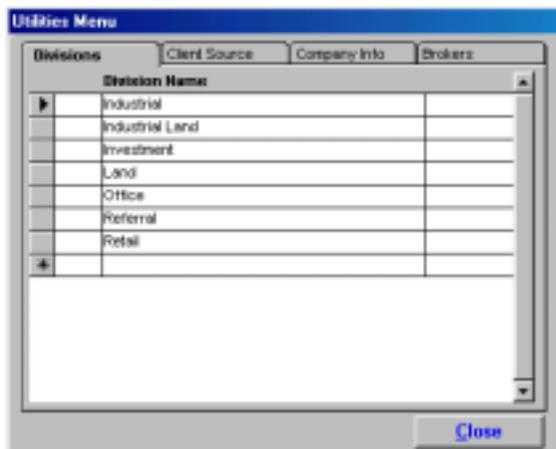


The 'Brokers' tab in the Utilities Menu displays a table with the following data:

Name	Initials	Title
Phil Raffel	PCR	President

A 'Close' button is located at the bottom right.

Brokers

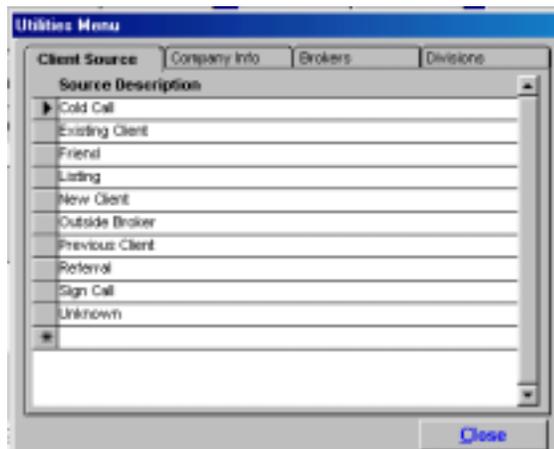


The 'Divisions' tab in the Utilities Menu displays a table with the following data:

Division Name		
Industrial		
Industrial Land		
Investment		
Land		
Office		
Referral		
Retail		

A 'Close' button is located at the bottom right.

Divisions



The 'Client Source' tab in the Utilities Menu displays a table with the following data:

Source Description		
Cold Call		
Existing Client		
Friend		
Listing		
New Client		
Outside Broker		
Previous Client		
Referral		
Sign Call		
Unknown		

A 'Close' button is located at the bottom right.

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. Motivate 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 referrals 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 broker
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

Real-estate Receivables

Commercial Real Estate
Automated Accounts Receivable Tracker

