Portfolio Center

STRATEGIC INSIGHT AND INFORMED DECISIONS
THE FASTEST WAY TO PURE LEASE ADMINISTRATION EFFICIENCY

With a large portfolio of owned properties and leases, it can be easy to lose sight of the important details. Portfolio Center helps lease administrators quickly manage every lease, whether their real estate holdings stretch around the corner or across the globe.
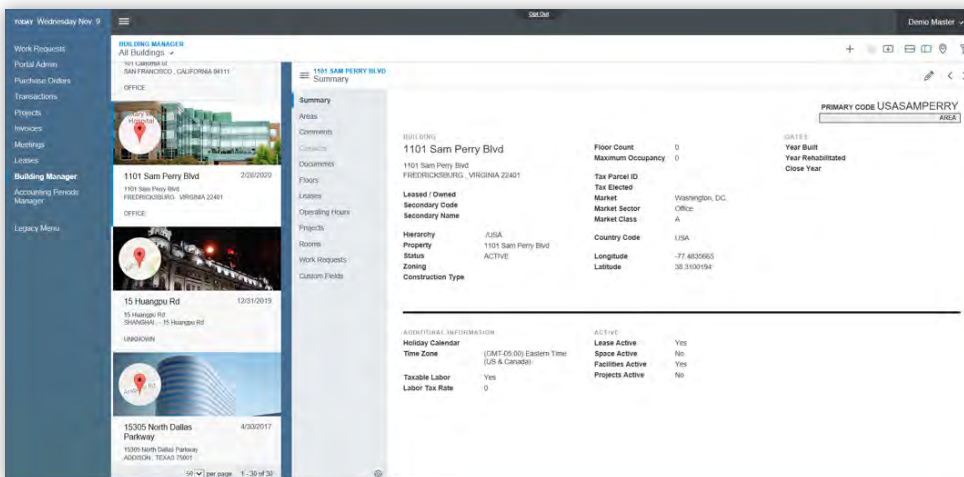
Portfolio Center proactively prompts for actions against key timelines and sends reminders to make sure you don't miss an opportunity. It makes controlling and evaluating agreements easy, regardless of location, cultural nuances, or terms.

With a few keystrokes lease administrators can drill into details to manage lease terms such as base rent, operating expenses, renewal options, clauses, responsibilities, and more.

Unlike other systems, Portfolio Center enables managers to dissect charges and fees on multiple levels, providing an in-depth look at critical data when required. It delivers organized information, easy accessibility, increased savings, and peace of mind across the entire property portfolio.

Work seamlessly across multiple leases, navigating quickly and easily from one building or property to another

ADAPTABILITY AND ENHANCED PRODUCTIVITY

- Manage associated documents, including leases, invoices, proof of insurance, landlord letters, and subleases

- Schedule expenses, manage invoices and escalations, and view payment approvals

- Add details to a clause in a lease, then link those details to the controlling legal language on scanned lease documents for one-click access (indexing)

- Flag exceptions when an agreement is missing details, such as an amendment

- View easements, rights of way, terms, and other key data for utilized properties

- A single database ensures rent obligations are clearly understood

- Efficient payment and receipt processing with seamless integration third-party financial systems

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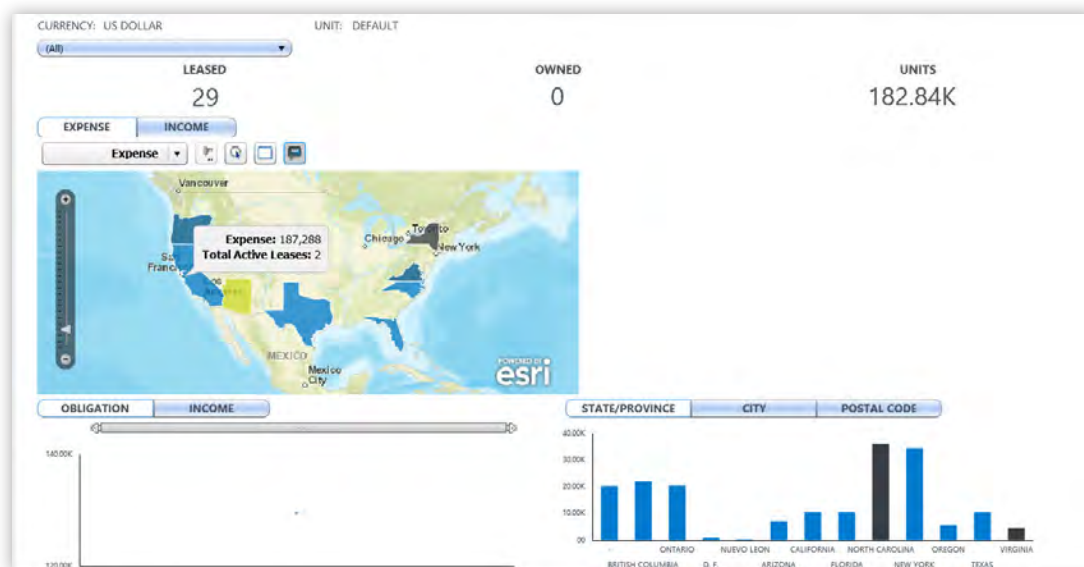## NEVER MISS A CRITICAL DATE OR CRUCIAL DETAIL

Missing a favorable renewal option, early termination option or other critical date can be incredibly costly. Portfolio Center ensures that the entire team has visibility into these events and highlights those with greatest potential impact.

Become empowered with Portfolio Center through scheduling awareness, critical dates, and increased savings situations, all providing information in an easy-to-access format, with intelligent links to documents to further delve into the data.

Portfolio Center eliminates the confusion of monitoring multiple agreements and helps lease administrators follow the terms of every lease to the letter.

An increased ability to optimize opportunities translates into streamlined lease management, higher savings, and ultimately, stronger negotiating positions to improve return on investment and the bottom line.

- **Make decisions for the right reasons.** Facilitate data-driven decisions based on intelligent, agile, and organized asset management by getting the right information to the right people.

- **Missing dates is a thing of the past.** It is difficult for companies to successfully maintain and grow a real estate portfolio when dates are constantly at risk. An essential piece of the Portfolio Center application is the ability to track expirations, renewals, rent payment changes, and insurance certificates.

- **Integration between active leases, open projects, building information, and occupancy data.** Portfolio Center is a fully-integrated product. Lease data can be pulled or populated into other products to provide a full-spectrum view of the portfolio, resulting in lower occupancy center costs, early renewals, and reduced risk.

- **Organized document management.** Embedded document management functionality allows managers organize, store, share, and search all lease documentation in a single database.

The Portfolio Summary Dashboard provides an overview of assets, their relative conditions and overall requirements.

EVERYDAY PROCESSES MADE EASIER

Organizations require lease, financial and facility information to comply with regulations, maintain control, and make more informed decisions. Managers can either use Portfolio Center to manage their company portfolio directly, or partner with the resident experts at Accruent to implement proven processes on an interim, supplemental, or fully serviced basis.

MIX, MATCH, GROUP, AND SUBGROUP

Portfolio Center enables managers to scrutinize lease details in multiple ways: It provides the ability to manipulate data, sort categories, create views, research invoices, study operating expenses, and determine upcoming lease renewals. Insightful dashboards and reports based on individual preference and authorization keeps stakeholders informed.

COMPLIANT LEASE ACCOUNTING

Updated reporting standards put compliance and financial regulations at top of mind for executives worldwide. Lease Accounting functionality in Portfolio Center is pre-loaded with FASB/IASB compliant rules, further simplifying the process.

Effective controls and processes support existing business processes for financial reporting that are in-line with the updated accounting standards.

LEASE ABSTRACTION

Portfolio Center lets managers go directly to the desired portion of the Lease Abstract. Each agreement is scanned into the application; a click of the mouse leads to the clause that contains the controlling legal language. Leases from across the globe can be accessed in one central location, for easier and faster research.

EASY AND EFFICIENT COST MANAGEMENT

If managers really want to know how much something costs, where do they go? Straight to the data source. There they can see charges and costs and instantly break them down to exact levels. They can track operating expenses throughout the year to ensure charges are on target. They can also view allocations and trace expenses back to the appropriate department or property.

For global companies with multiple sets of books, lease administrators can establish a single set of books to work off appropriate ledgers; different codes in different countries are no longer an issue. Line items are tracked to the proper ledger with the data rolled-up into a single unified location.

FULL SERVICE LEASE ADMINISTRATION

The Accruent Lease Administration Team uses proven technology and processes to deliver significant savings for customers worldwide. Additional add-on services for Lease Administration include abstractions, reconciliations, bill pay, and invoicing.

HIGHLIGHTS AND KEY CAPABILITIES

- **Effortless management** of lease and agreement details including critical dates, income and expenditures

- Invoicing activities, rent roll reports and **approval workflows**

- **Leasing allocations** across business groups and departments

- Multiple general ledger links for an organization with **diverse holdings**

- A **single database** for assurance of complete lease information and obligations

- Optimized workflow with **indexed document management**

- **Exception-flagging** for areas that need additional information

- An intuitive interface **empowers users** with real-time data to enable a stronger negotiation posture

- The **data exchange engine** feeds back into general ledger systems

SEE PORTFOLIO CENTER AT WORK

Learn how you can improve the management and execution of your real estate leases.

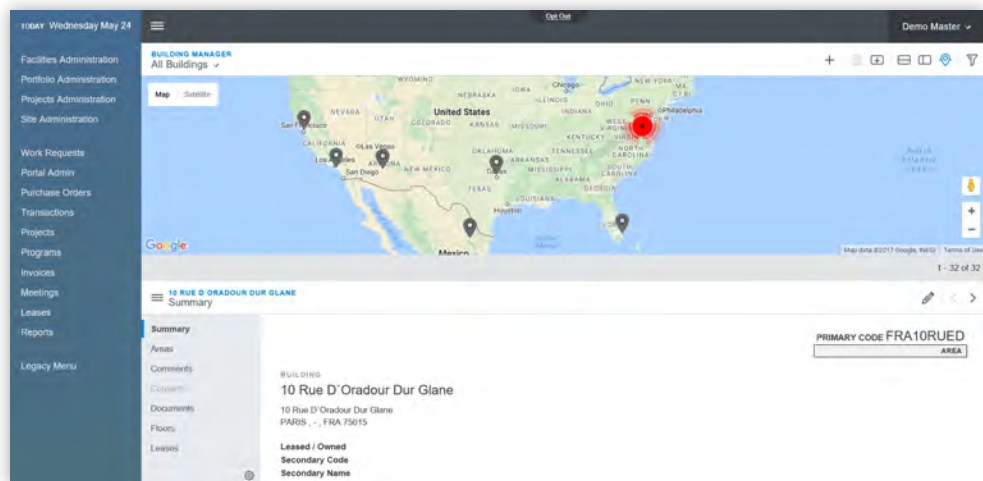Contact Accruent to request a customized demonstration.

VALUE ADD AND RESULTS

- Comprehensive reporting with extensive insight into all lease management data

- Reporting is enhanced even further with the no-cost Report Center module, where users can create and customize reports as needed

- Remain compliant with the FASB 842 and IASB 17 updated accounting standards

- Reduce compliance overhead with automatic journal entries for Lease Accounting

- Powerful allocation capabilities show expenses broken out by cost center or business unit

- Cloud-based delivery model eliminates requirements for capital investment and continuous maintenance

- Rapid conversion of international currencies, date formatting, languages and measurement standards greatly simplifies lease management for international portfolios

POWERFUL REPORTING AND DASHBOARDS

Report Center includes portfolio-specific reports at no additional cost, helping lease administrators get the quality reporting they need to make better decisions.

From reporting on lease details, lease expirations, and the lease accounting ledger, to monthly income and expense reports, Portfolio Center helps managers share the story of the entire business portfolio from individual leases all the way to an executive-level overview.

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About Portfolio Center
Portfolio Center supports global organizational requirements regarding financial and facility regulatory compliance, allowing users to maintain control and make informed decisions.