

Increase Productivity...

Increase Efficiencies...

Increase Profits...

Eliminate Expenses...

Control Costs...

SKYLINE is both a dynamic lease management system and powerful accounting tool for commercial, retail, residential, and industrial properties.

With SKYLINE, property owners and managers can quickly and easily gain complete control over all aspects of property and portfolio management, cash management and financial and operational reporting functions.



**Your Key to  
Building Profits**

#### SKYLINE is Designed Around Four Basic Principles

- Improving property performance
- Increasing returns to investors
- Exceeding tenant expectations
- Maximizing efficiency and improving work flow

#### SKYLINE is a Powerful Property Management Tool that Helps Maximize

- Cash management
- Cost control
- Cash flow profitability

#### Advanced Web-Based Reporting

A powerful web-based dashboard that retrieves, organizes, graphically displays, and presents critical real-time operating details and financial reports.

#### Automated Lease Abstracting

- Systematic and efficient process for abstracting leases provides detailed analysis and documentation of key clauses in leases, renewals and amendments across all leases at both property and portfolio levels.
- Includes custom lease clause indexing.

#### SKYLINE Facilities Maintenance

- Automated electronic work order management seamlessly transfers and posts details to General Ledger/Accounts Payable/Accounts Receivable.
- Comprehensive facilities reporting.
- Control fixed asset costs and preventive maintenance.

#### Automated Electronic Accounts Payable System

- Fully automated SAS 70 Certified work flow solution for Accounts Payable and electronic invoice processing eliminates paper invoices and streamlines Accounts Payable processing.
- Handle multiple properties with complex ownership structures.
- Automated MICR check printing streamlines payment process and eliminates expenses.

#### Expense Job Ledger

Detailed tracking of expenses for tenant improvements (rehab, build-outs) including detailed or summary budget comparisons.

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### On-line Resident Payment Portal

- Tenants pay rent on-line using credit or debit cards.
- Automatically imports cash receipts into SKYLINE Accounts Receivable and updates individual tenant Accounts Receivable records.
- Provides messaging service between tenants and property managers.

### Automated Accounts Receivable/Billing - Accurate and Simple

- Control, manage, and automate monthly billing including calculation of late charges and printing late notices.
- Automatic electronic tenant billing - reduce costs and increase cash receipts.

### Maximize Cash Collections

- Automation of cash receipts and collection of rent payments through Automated Clearing House (ACH).
- Provides instant electronic funds transfer system so that banks can transmit and receive ACH funds.
- Automate cash collections through use of automated Bank Lockbox.
- Includes universal import of cash receipts from any file format (including check scanners and web portals) directly into SKYLINE.

### Intuitive Storage and Tracking of Information

Master inquiry screen provides detailed snapshot of unit and occupant history including detailed Accounts Receivable information at portfolio, property, building, unit, and occupant levels.

### Comprehensive Electronic Report Archiving

Electronically save reports with detailed notes for quick retrieval of historical reports in Excel, Word, PDF, and XML plus additional formats.

### Comprehensive Report Drill Down

Efficient drill down into reports provides General Ledger Account, Journal Batch and Voucher details.

### Critical Reports for Comprehensive Analysis

- Vacancy Reports
- Multiple Rent Rolls
- Scheduled Maintenance
- Lease Expirations
- Insurance Expirations
- Cash and Adjustments
- Sales Productivity
- Property Summary and Detail
- Unit Detail
- Occupant Ledger
- Credit Balances
- Activity Reconciliation
- Delinquency/Aging Reporting
- Gross Potential Rent

### SKYLINE Alerts

- Automated electronic notification of events and time sensitive dates critical to managing your properties and running your business.
- Flag critical dates and time sensitive events that are otherwise difficult to track.

### Graphical Document Imaging and Management

Easily archive, index, and retrieve critical documents throughout SKYLINE.

**SKYLINE is designed to be easy to use. It provides complete control over your entire business in a comprehensive and secure environment. SKYLINE will assist you in maximizing the efficiencies of your business.**

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