

***Increase Productivity...***

***Increases Efficiencies...***

***Increase Profits...***

***Eliminate Expenses...***

***Control Costs...***



*Your Key to  
Building Profits*

SKYLINE is both a dynamic lease management and powerful accounting system. Capture a wealth of historic, present and future data for commercial, retail, residential and industrial properties. In addition to maintaining a wealth of valuable data about properties, units and tenants, SKYLINE also processes information for tracking such things as rental charges, payments, vacancies, receivables and deposits held.

Using SKYLINE, property owners and managers quickly and easily gain complete control over all property management, portfolio management, cash management and reporting functions. SKYLINE also supports a versatile database and reporting system that stores all critical information and provides concise financial, operational and custom reports to meet your specific needs.

**SKYLINE is designed around three basic principles:**

- Improving property performance
- Increasing returns to investors
- Exceeding tenant expectations

**Powerful Property Management Tool Helps Maximize:**

- Cash Management
- Cost Control
- Cash Flow Profitability

**Advanced Web-Based Reporting**

Powerful Web-Based SKYLINE Navigator System retrieves, organizes, displays and presents critical operating details in real-time for strategic decision making

- Survey & monitor operational property management data... provides "snapshot" of all levels of critical information
- Provides a graphical view of operations & cash flow reporting
- Converts operational and financial data into detailed reports & graphs
- Monitor financial & operational details any time and any where via the Internet

**Intuitive Storage and Tracking of Information by:**

- Property & Building-Maintain updated property statistics for vacancies
- Unit-Tailored to the type of leased space. Capture data on type of units to maintain information about square footage & space configurations
- Occupant-Manage lease & occupant information from a single screen tailored to tenant type
- Master Inquiry Transaction History -Detailed snapshot of unit & occupant history including detailed AR information

**Comprehensive Electronic Report Archiving**

- Electronically Save Reports with Detailed Notes
- Easy Indexing for Quick Retrieval of Historical Reports
- Report Formatting Includes Excel, MS Word, PDF, XML Formats

### Critical Task Reports for Comprehensive Analysis and Strategic Decision Making Include:

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

### SKYLINE GL & AP Financial System...Accurate and Dependable...puts SKYLINE a step above other property management systems

- From detailed lease analysis, dependable accounts payable & timely billing...to tighter control on cash management & advanced general ledger accounting...achieve superior results from powerful accounting functionality
- Easily handle multiple properties with complex ownership structures, eliminating the possibility of a single accounting error at a single property
- Automate payment of recurring invoices...draw from a single fund or property account
- Aging report indicates when payments are due...pre-check selection provides control over payments
- Automated MICR Check Printing streamlines payment process and eliminates significant expenses

### SKYLINE Job Ledger

- Track expenses for tenant improvements...rehab, build-outs...including detailed or summary budget comparisons
- Adjust order security to track change orders and control expenses.

### SKYLINE Billing- Accurate and Simple

- Control, manage, automate monthly billing
- Automatic calculation of late charges and printing late notices
- Systematically tighten and control revenue that might otherwise be lost
- Automatic Electronic Tenant Billing...reduce costs & increase cash receipts

### Maximize Cash Collections Through:

- Automated Cash Receipts
- Bank Lockbox
- Automated Clearing House (ACH)

### SKYLINE Alerts:

Automated electronic notification of events and time sensitive dates critical to managing your properties and running your business.

Proactively flags critical dates and time sensitive events that are otherwise difficult to track, such as:

#### Occupant Information

- Lease expiration dates
- Lease renewal effective dates
- Intended move-out

#### Occupant Lease Information

- Notice period begins and ends
- Option term effective and expiration

#### Property Information

- Management company contract expiration
- Leasing company contract expiration

#### Rent Ready Unit Information

#### AP Vendor Information

- Insurance policy and certificate expirations

#### Residential Prospect Information

- Unit required date
- Scheduled showings for unit

### SKYLINE Facilities Maintenance

Automate & Streamline processes while managing costs involved in maintaining properties.

- Automated Electronic Work Order Management
- Seamlessly Transfers Data to General Ledger/Accounts Payable/Accounts Receivables
- Powerful Facilities Reporting helps manage maintenance and repair costs
- Control Costs By Controlling Fixed Assets Management and Preventive Maintenance
- Inventory Management Controls Purchase Costs and Ensures Optimal Inventory Levels

Powerful Graphical Imaging...Easily archive, index & retrieve documents critical to the success of your operations

**SKYLINE is designed for ease of use, controlled security and streamlined processing.**

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