

IBM TRIRIGA
Version 10 Release 5

*Real Estate Transaction Management
User Guide*



Note

Before using this information and the product it supports, read the information in "Notices" on page 11.

This edition applies to version 10, release 5, modification 0 of IBM TRIRIGA and to all subsequent releases and modifications until otherwise indicated in new editions.

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Chapter 1. Planning real estate transactions and projects

In the IBM® TRIRIGA® Real Estate Manager application, you can plan the real estate transactions and real estate projects for your company. You can organize portfolio plans, implementation plans, and transaction plans for your real estate portfolio. You can also request real estate actions to generate specific types of transaction plans. From each transaction plan, you can identify the transaction scenario and project transactions that represent the best real estate solution.

Chapter 2. Overview of real estate planning

With the IBM TRIRIGA Real Estate Manager application, you can configure the application process flow to fit your business process flow. You can also configure the application roles, form templates, plan types, project types, and action requests to fit your real estate planning needs.

Real estate process flows

Before you can decide to purchase or lease a property, you might consider how the real estate transaction fits into your real estate portfolio strategy. This consideration represents the real estate planning that occurs before the real estate contract management begins.

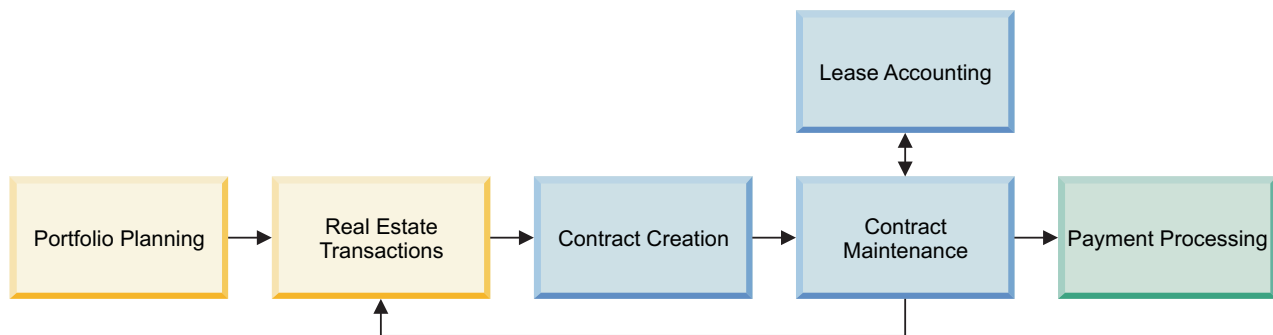


Figure 1. Business flow diagram for the phases of the real estate management process

The first phase in the real estate management process is planning the strategies and goals of the real estate portfolio. The second phase is identifying the transaction scenarios from the portfolio, planning the real estate transactions from the scenarios, and obtaining or releasing the properties. After planning, the third phase is documenting the clauses, options, and terms for the lease or purchase transactions by creating their records in the application. The fourth phase includes maintaining contracts by sending and receiving notifications about upcoming dates, and revising each contract through proposed changes and amendments. The final phase includes managing the scheduled payments, one-time payments, pass-through payments, payment adjustments, accounts payable, and accounts receivable. The first two phases cover real estate planning of transactions and projects, while the next three phases cover real estate contract management and lease accounting.

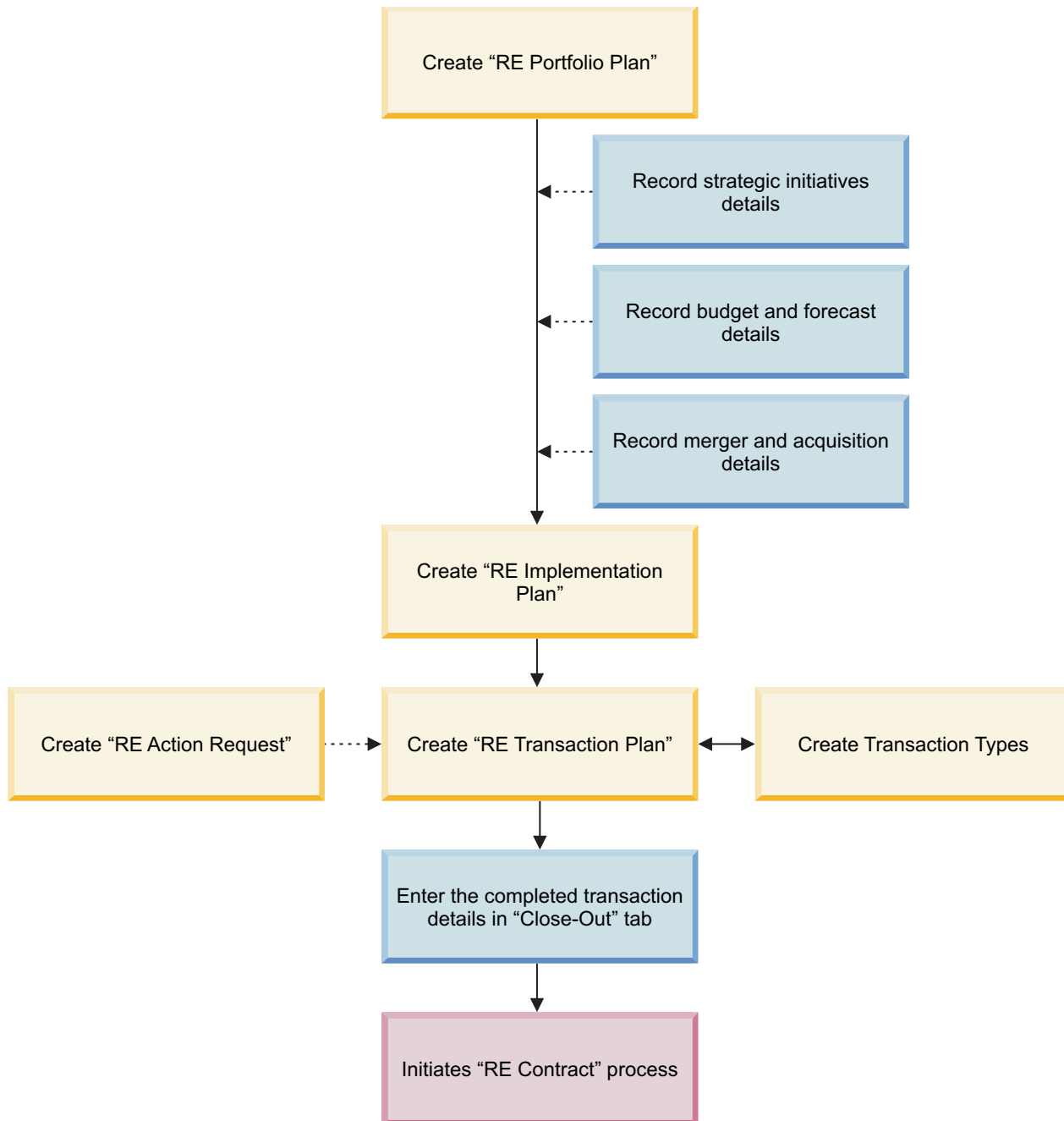


Figure 2. Application flow diagram for the actions of the real estate planning process

For example, you might plan whether to purchase or lease a new property by referring to its terms and conditions. Then, you might compare the terms and conditions to the overall strategies and goals of the real estate portfolio. For each portfolio plan, you can develop a set of targeted implementation plans. For each implementation plan, you can develop a set of detailed transaction plans. For each transaction plan, you can develop a set of scenarios or possible events. For each scenario, you can assemble one or more project transactions to represent a potential real estate solution. These transactions are determined by the transaction type of each property. You can select the transaction type that provides the best financial and non-financial benefits. The different transaction types include acquisition, disposition, expiration, termination, lease, and sublease.

The business process flow in your organization might not perfectly match the business process flow or application process flow that is delivered with the IBM TRIRIGA application. In the IBM TRIRIGA Application Platform building tools, you can modify the process flows to meet your company standards and policies.

Real estate planning roles

When you sign in to the application, you are taken to your home page. From your home page, you can review your home portal or use the menu system to open the process portals available to your role. Use your menu bar to open other available portals. Your role determines whether one or more portals are available in your application.

Application administrator

Sets up, configures, and manages the IBM TRIRIGA application for the company. This responsibility includes creating and managing licenses and security groups, setting up user access, and maintaining system-level and application-level standards, such as classification and list values. The Application Administrator portal is the home portal for this role.

Real estate transaction manager

Plans real estate transactions and real estate projects for the company. This responsibility includes developing strategic facility goals and plans, organizing transaction plans and projects, and initiating property agreements and deal terms. Other responsibilities include reviewing the critical dates, evaluating the contract options, and determining the strategic directions. The Real Estate Transaction Manager portal is the home portal for this role.

Request central role

Submits and monitors self-service requests in the IBM TRIRIGA application. This responsibility includes identifying the type of action for the real estate action requests, and monitoring the status of active requests. The Request Central portal is the home portal for this role.

Real estate planning templates

To prepare the application for real estate planning, you can use templates to quickly create records, avoid redundant data entry, and maintain consistency in records. These templates include critical to quality (CTQ) templates, transaction plan templates, and project transaction templates.

For example, you can quickly add data that is commonly reused in multiple records, such as property details and contact information. After you apply the template, the details that are entered in the template are replicated in the new record.

Critical to quality template

Replicates the common quality-related details, such as CTQ need, importance ranking, field type, and wanted value in each new CTQ item. Typically, the CTQ item is translated from a qualitative customer statement into a quantitative business specification. CTQ metrics are the key measurable characteristics that ensure that a plan meets customer requirements and performance standards.

Real estate transaction plan template

Replicates the common plan details, such as market data, contacts, project

tasks, and CTQ requirements, in each new transaction plan. The real estate transaction plan organizes your transaction scenarios and project transactions.

Real estate project transaction template

Replicates the common project details, such as contacts and tasks, in each new project transaction. Each transaction scenario consists of one or more real estate project transactions. After you select a transaction scenario as your real estate solution, you can create the required real estate projects.

You can access these templates by selecting **Contracts > Set Up > Templates**.

Real estate plan types

To organize your real estate strategies, budgets, forecasts, and scenarios, you can use several types of real estate plans. These plan types include portfolio plans, implementation plans, and transaction plans.

Portfolio plan

Organizes your high-level and long-term strategic savings, budget forecasts, mergers, and acquisitions. Within each portfolio plan, you can also create and organize a set of targeted implementation plans.

Implementation plan

Organizes your specific goals and financial targets. Within each implementation plan, you can also create and organize a set of detailed transaction plans.

Transaction plan

Organizes your market data, contacts, project tasks, and critical to quality (CTQ) requirements. Within each transaction plan, you can also create and organize a set of different transaction scenarios and real estate projects. For each scenario, you can assemble one or more project transactions to represent a potential real estate solution. After you evaluate the different transaction scenarios, you can identify the scenario that represents the best real estate solution.

You can access these real estate plans by selecting **Projects > Real Estate** and scrolling to the Related Links - Real Estate portal section. From here, you can expand the **Portfolio Plans** link or **Transaction Plans** link.

Real estate project types

To build the different transaction scenarios within each transaction plan, you can use many types of real estate projects. These project transaction types include acquisition, current terms, disposition, expiration, lease, sublease, and termination.

Acquisition

Defines the real estate details of a property that you are purchasing from another party.

Current Terms

Defines the current terms and conditions of a lease agreement that you have with another party.

Disposition

Defines the real estate details of a property that you are selling to another party.

Expiration

Defines the real estate details of a lease whose duration is elapsed.

Lease Defines the real estate details of a lease agreement that you have with another party. The lease agreement governs the terms and conditions, such as the lease duration and rental amount.

Sublease

Defines the real estate details of a sublease agreement that you have with the owner and another party. In this case, you are leasing the property from the owner, but you are also leasing it to another party.

Termination

Defines the real estate details of a lease that you are closing before its original end date.

You can access these real estate projects by selecting **Projects > Real Estate** and scrolling to the Related Links - Real Estate portal section. From here, you can expand the **RE Projects** link.

Real estate action requests

To generate your real estate projects, you can use several types of real estate action requests instead of real estate plans. These action request types include closure, expansion, lease expiration, new requirement, no change, and reduction.

You can submit a new request by selecting **Projects > Real Estate** and scrolling to the Related Links - Real Estate portal section. From here, you can expand the **Requests** link.

Meanwhile, self-service requesters can submit a new request by selecting **Requests > My Requests** and locating the Request Central portal section. From here, they can select **Contract > Real Estate Action Request**.

After the action request is approved, a new transaction plan is generated. Within the new transaction plan, you can create and organize the requested set of real estate projects.

Chapter 3. Organizing real estate plans

To track how well your real estate projects align with your long-term strategy, you can arrange your real estate plans from portfolio level to building level. You can organize your real estate plans into a hierarchy of portfolio plans, implementation plans, and transaction plans.

Before you begin

You must sign in as a Real Estate (RE) Transaction Manager.

Procedure

1. Select **Projects > Real Estate**.
2. In the Related Links - Real Estate portal section, expand the **Portfolio Plans** link.
3. Create or open a portfolio plan.
4. Specify and save the portfolio plan details.
5. In the **Implementation Plan** tab, create or open an implementation plan.
6. Specify and save the implementation plan details.
7. In the **Transaction Plan** tab, create or open a transaction plan.
8. Specify and save the transaction plan details.
9. In the **Planning** tab, create or open the proposed real estate projects. If necessary, create or open the proposed transaction scenarios.
10. For each project, specify and save the project details.
11. For each scenario, specify and save the scenario details.

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