



## REAL/Easy Version 14.2 Upgrade Training

This reference provides training and information on using the changes and enhancements that are included in the upgrade release of REAL/Easy Version 14.2. These should be reviewed by key system users.

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## **REAL/Easy Version 14.2 Upgrade Training**

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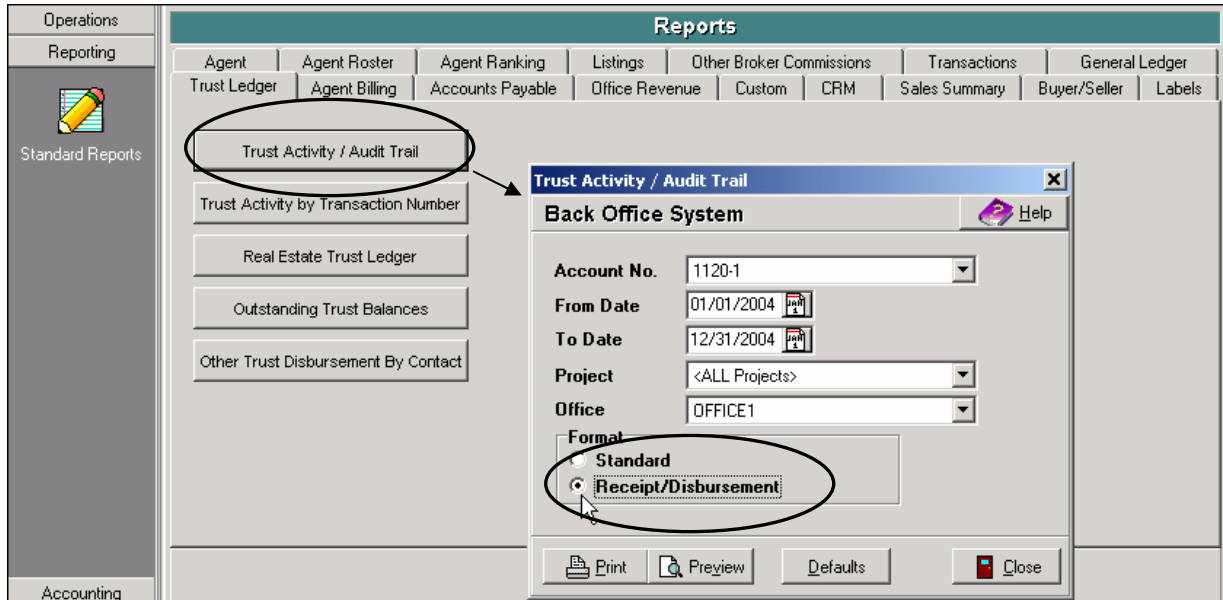
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## New Escrow/Trust Activity/Audit Report



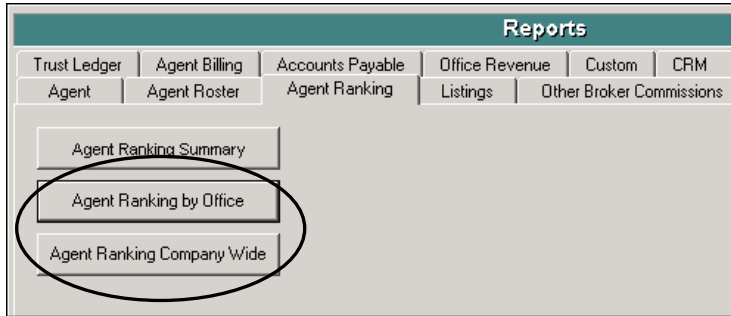
In the Trust Ledger report “Trust Activity / Audit Train” an option has been added to print the report by account and with receipts and disbursements separated and subtotaled to aid in daily pr weekly deposit verifications. The original report is accessible using the “Standard” format and the new by selecting the “Receipt/Disbursement” format.

03/07/2005		<b>Trust Activity / Audit Trail</b>						
		<b>Best Realty Company</b>						
From Date: 03/08/2005		To Date: 03/08/2005		Account No.: <ALL Accounts>		Office: OFFICE1	Project: <ALL Projects>	
Trust No.	BOS ID	Date	Description	Amount Inl	D/C	Check#Ref	Explanation	User
1120	Trust Account		Balance Forward	500.00				
23	9800014	02/04/2005	Deposit 13303 Robley CL-FS, Hales Corners	1,000.00	CD	D cash	Held for purchaser -- fn8 ln8 B:fn8 ln8	Admin
22	9800007	02/07/2005	Deposit 2210 North Grant Street FL-FS, Milwaukee	2,500.00	CD	D 4889	Held for purchaser -- Ms. Romado S:Tibbit, John E. B:Romado, Frieda	Admin
			<b>Net Receipts</b>	<b>3,500.00</b>				
18	9800006	02/03/2005	Buyer Balance 576 Sunny Dale Rd., Wauwatosa	-500.00	BB	C 3344	Return Deposit to Mr. Bebe - Seller Would Not accept offer. S:Bonanza, Betty & Ben B:Furth, Bebe	Admin
24	9800007	02/04/2005	Trust Transfer 2210 North Grant Street FL-FS, Milwaukee	-2,500.00	TT	C 1	Trust Transfer to Commission Trust S:Tibbit, John E. B:Romado, Frieda	Admin
19	9800002	02/08/2005	Buyer Balance 1669 Fairfax Ave., West Allis	-1,000.00	BB	C 4444	Return Deposit to Ms. Taper S:Case, Justin B:Taper, Petronella	Admin
20	9800002	02/08/2005	R - Buyer Balance 1669 Fairfax Ave., West Allis	1,000.00	BB	D 4444	Reverse -- S:Case, Justin B:Taper, Petronella	Admin
21	9800002	02/08/2005	Buyer Balance 1669 Fairfax Ave., West Allis	-1,000.00	BB	C 4445	Return Deposit to Ms. Taper S:Case, Justin B:Taper, Petronella	Admin
			<b>Net Disbursements</b>	<b>-4,000.00</b>				
			<b>Net Change</b>	<b>-500.00</b>				
1120	Trust Account		Ending Balance	0.00			03/08/2005	

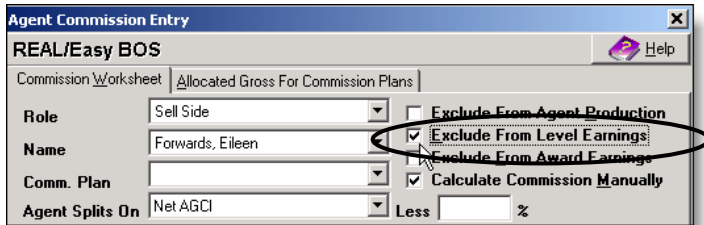
The new format is illustrated above where the receipts are detailed and totaled followed by detail and total for disbursements.

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## Selection of Count toward plan only for ranking reports

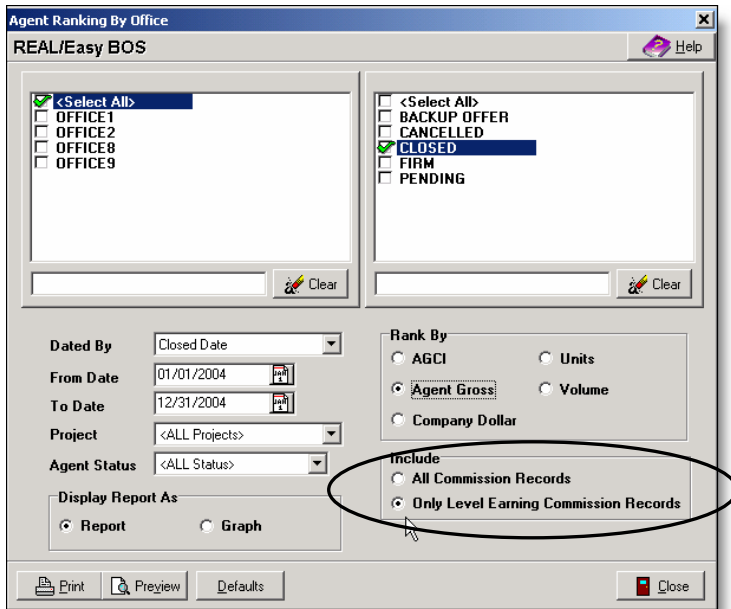


Within the Agent Ranking report section, the Agent Ranking by Office and CompanyWide are popular reports for comparing agent production. Up until now, these reports would rank all production whether or not it was marked to count toward plan.



As shown above, commissions can be excluded from counting toward level earnings by placing a check in the “Exclude From Level Earnings” box during agent commission entry.

For companies who pay commissions for certain transactions or fees that are not to count toward commission plan earnings, the reports can now tabulate only those with the addition of a new option:



Added is an “Include” section where “All” records or “Only Level Earning Commission Records” can be selected.

Agent Checks: Expanded Agent Account Balance Display

The screenshot shows the 'Agent Commission Check' window. The main area contains input fields for agent information and financial data. On the right, a summary box displays the following values:

Agent Balance	
Balance Forward	\$439.00
Payments Received	-\$75.00
Check Deductions	-\$100.00
Pending Deductions	-\$50.00
Adj. Balance Fwd.	\$214.00
Current Charges	\$72.00
Current Balance	\$286.00

The new screen for agent check print appears above. The agent account balance information has been expanded to meet the needs of various company agent recovery procedures. Many companies will deduct from the account until the balance forward is drawn down to zero. Current charges are not reduced until invoiced. Other brokerages will deduct even current charges from commission checks.

The account items displayed include:

1. The **Balance Forward** for the agent – the amount owed by the agent after the last invoice post (to history).
2. The **Payments Received** from the agent that are within the current log. This is displayed as a negative value as it reduces the balance forward.
3. The **Check Deductions** (recoveries) already taken to reduce the agent account balance.
4. Pending Deductions is the total of agent recoveries for this agent that are in other checks in the pending batch.
5. **Adjusted Balance Forward** indicates how much of the balance forward remains after taking into account the three above recovery deductions and payments. This adjusted balance = the balance forward less the payments received, check deductions, and pending deductions. When the adjusted balance forward is zero, it means that the balance forward has been paid down from payments, check deductions and pending check deductions.
6. **Current Charges** are the sum of all new items entered in the current log.
7. The **Current Balance** is the Adjusted Balance Forward plus the Current Charges. If the current balance is zero it means all of the balance forward and current charges have been paid down. If the current balance is negative it means that the agent has a credit balance.

In the above example, the Adjusted Balance Forward is \$214.00. In the Agent Recovery item for this check, the operator had entered \$214. This will bring the adjusted balance down to zero when this check is issued.

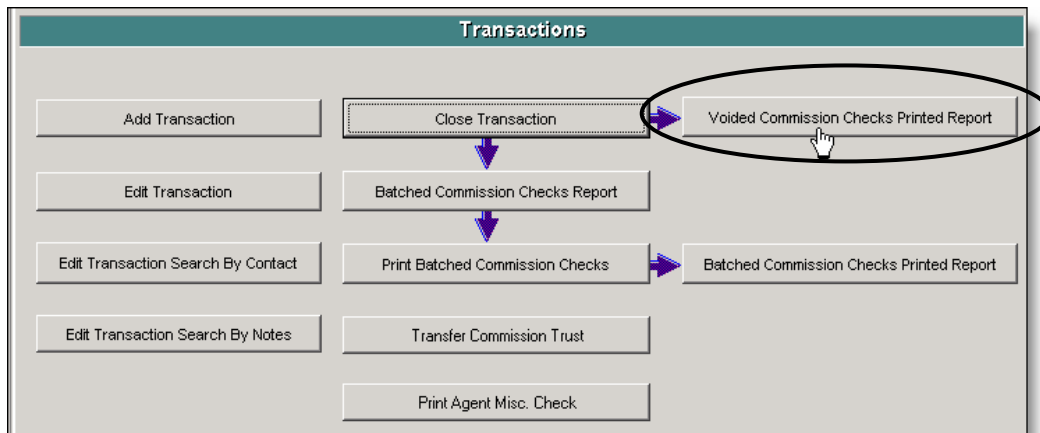
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## Voided Commission Checks Report

Name	Closing Date	List Side	Sell Side	Total	Posted	Batch
French Realty	10/08/2004	5460.00	0.00	5460.00	Yes	
Best Realty Marketing	10/08/2004	40.95	0.00	40.95	No	
Best Realty Marketing	10/08/2004	40.95	0.00	40.95	No	
Marshall Exp Dillon	10/08/2004	2027.03	0.00	2027.03	No	
Natalie Drest	10/08/2004	2027.03	0.00	2027.03	Yes	

Buttons: Prepare for Printing, Hold Item, Clear from Batch, Reverse, Close

Occasionally, commission checks are issued incorrectly and are reversed within the “Close Transaction” command using the “Pay Commissions” “Reverse” function. This process will effectively void the check and return any agent recoveries to the agent account. The reverse/void step is dated by the operator.



To obtain a list of checks voided in this manner a new report has been added to the Transactions module as shown above.

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**Voided Commission Checks Printed Report**

REAL/Easy BOS

<Select All>  
 OFFICE1  
 OFFICE2  
 OFFICE8  
 OFFICE9

Show REAL/Easy ID

From Date Voided: 02/01/2005  
 To Date Voided: 02/28/2005  
 Cash Account: 1110

Print Preview Close

For the report, the operator can select all branches or just one or more. The date voided range is entered as well as the cash account.

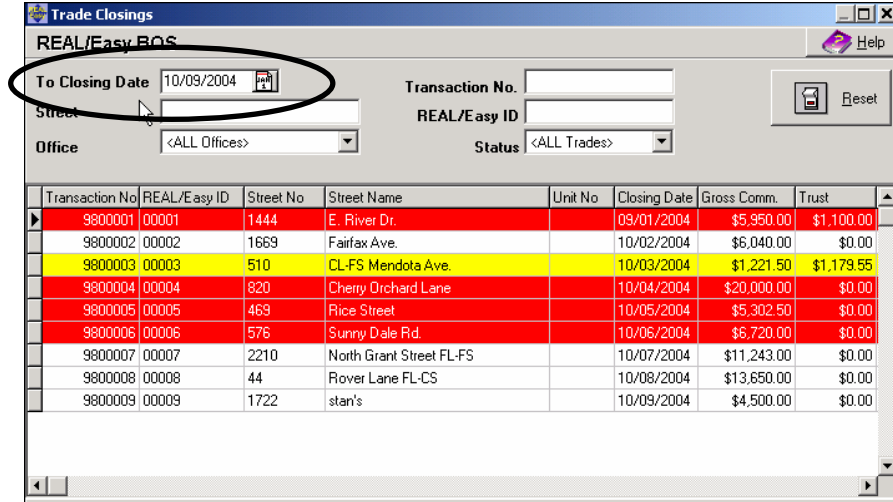
<b>Voided Commission Checks Report</b>					
<b>Best Realty Company</b>					
Void Date Range From: 02/01/2005 thru 02/28/2005					
Account: 1110			Office OFFICE1		
Check#	Date Voided	Payee	Check Net Amount	TransID	
21	02/04/2005	23 Betya Bootz	1,311.19	9800007	2210 North Grant Street FL-FS
22	02/04/2005	2 Edward Brandy	2,918.54	9800007	2210 North Grant Street FL-FS
23	02/04/2005	2 Edward Brandy	2,918.54	9800007	2210 North Grant Street FL-FS
25	02/04/2005	23 Betya Bootz	1,311.19	9800007	2210 North Grant Street FL-FS
26	02/04/2005	2 Edward Brandy	2,918.54	9800007	2210 North Grant Street FL-FS
28	02/04/2005	23 Betya Bootz	1,311.19	9800007	2210 North Grant Street FL-FS
29	02/04/2005	2 Edward Brandy	2,918.54	9800007	2210 North Grant Street FL-FS
31	02/04/2005	23 Betya Bootz	1,311.19	9800007	2210 North Grant Street FL-FS
32	02/04/2005	24 C. D. Haus	1,853.95	9800008	44 Rover Lane FL-CS
33	02/04/2005	5 Mark N. Tyme	1,047.76	9800012	10 South Emery St.
45	02/08/2005	21 R. YOU. Bine	420.00	9800004	820 Cherry Orchard Lane
51	02/04/2005	23 Betya Bootz	979.19	9800007	2210 North Grant Street FL-FS

The voided commission checks report will include the check number and date voided (reversed). Other information included the payee ID (Agent ID or Outside Company ID) and name followed by the check net amount and the transaction involved.

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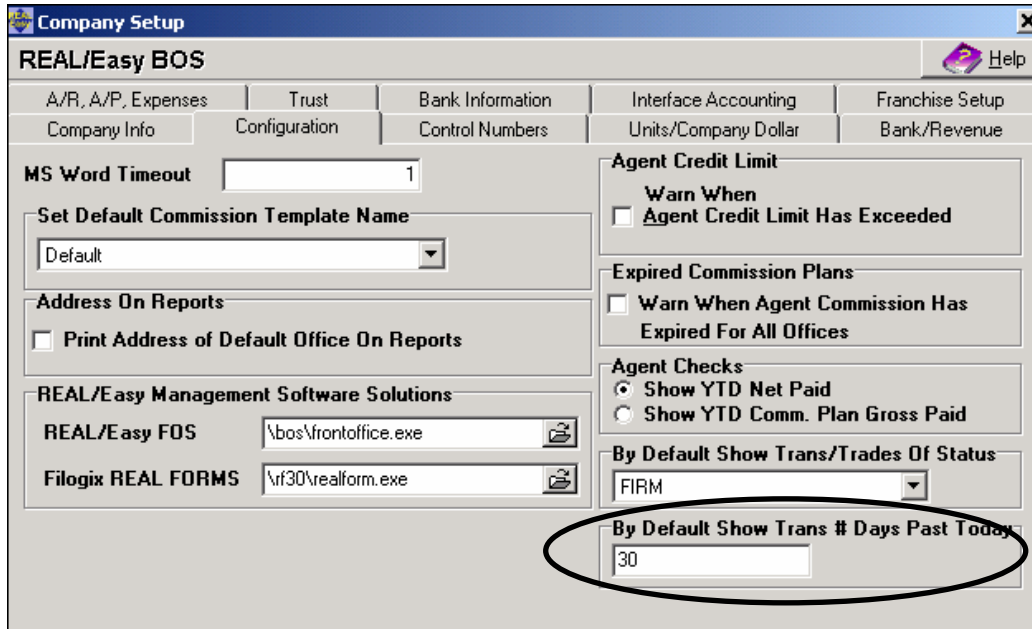
## To Closing Date display default.

As most closing department customers know, the Close Transaction browse window will show transactions up to a specified closing date.



The default “To Closing Date” is today’s date. A number of customers have stated that they almost always have to move this date forward in order to locate the particular properties to process.

To help, a new setup has been added to the Company Configuration setup.



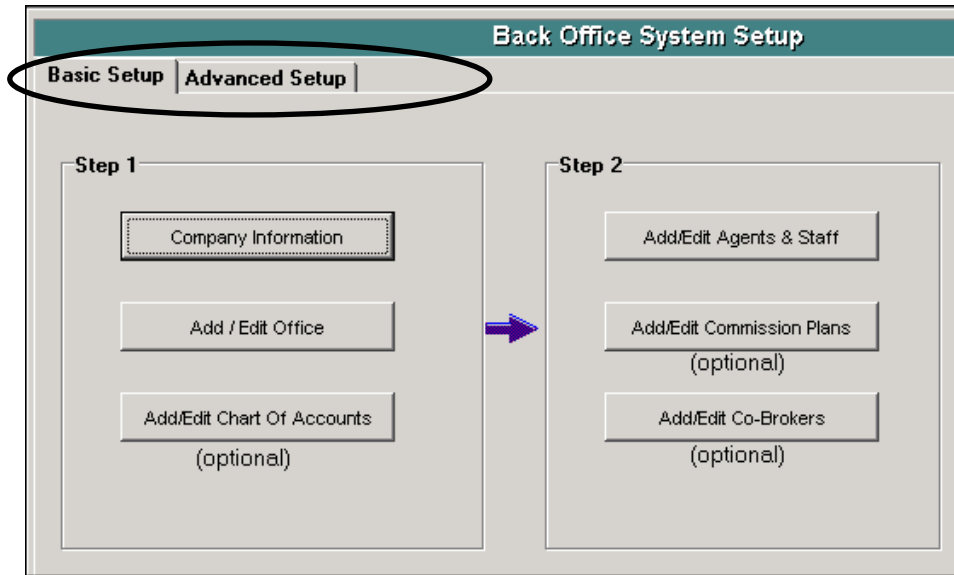
This setup is illustrated above where the default to closing date is set to 30 days past today. This means that the “To Closing Date” will be set to display all properties with estimated closing dates up to 30 days from today. Any number of days can be entered.

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### BOS Setups Reorganized to Improve Learning and Access



For the past 8 years as BOS has expanded, new setups have been added on the main setup screen and to other screens. For many users, and new users, these appear not to be organized in any manner. And, not all are understood. To help, the setups have been grouped and reorganized.



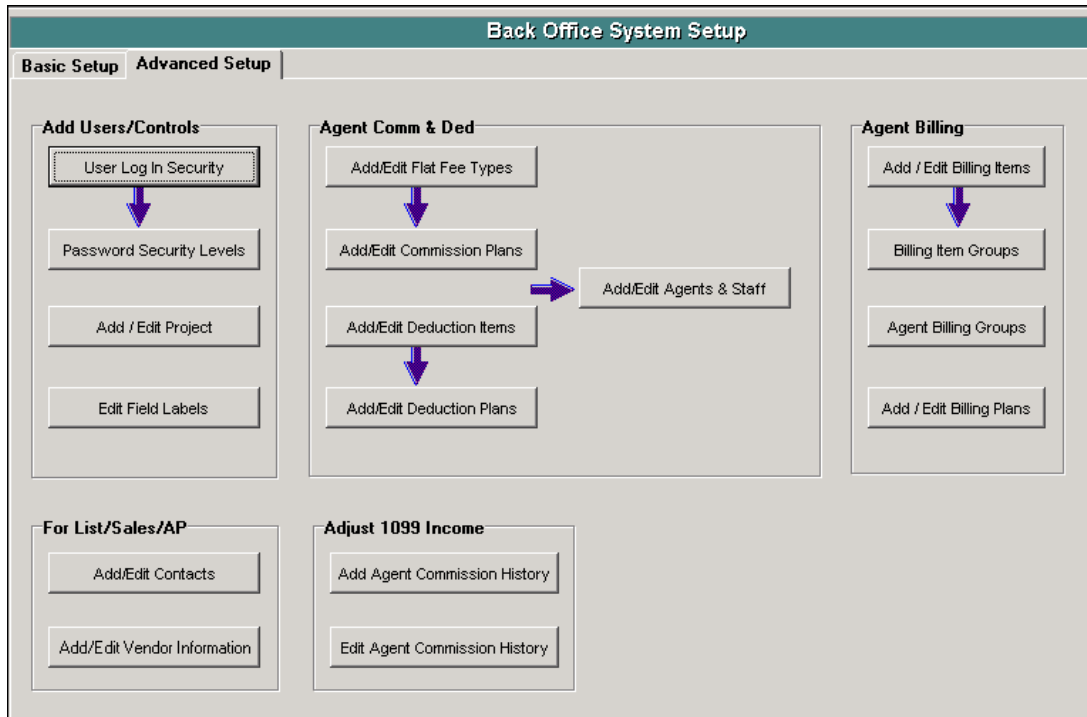
First, only key setups have been placed on a new “**Basic Setup**” tab as shown above. These are placed into two groups: Step 1 and Step 2. Further, some are labeled as optional meaning they are not required if the customer's goal is to track business production and even print commission checks and 1099's.

Included in Step 1 are setups that are required for operating BOS. This includes the Company Information command and the Add/Edit Office command. Optionally, the customer can build their own chart of accounts. If not, BOS comes pre-loaded with its own accounts.

In Step 2, other key setups include entry and maintenance of the agents and staff in the company. For users who wish to automate commission calculations, the commission plans can be entered and then assigned to the associates.

To improve sales entry efficiency and tracking, many users also enter the key co-broker, referral, and other fee payees (such as franchise) in the Co-Brokers table.

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The **Advanced Setup** organizes more sophisticated BOS capabilities that may not be necessary during the initial phases of system operation.

The Add Users/Controls group contains commands to setup multiple users and control which commands they can use (Password Security Levels). Projects can be setup to be tracked in the system. And, on many of the entry screens, the labels of the fields can be customized.

The “Agent Comm. & Ded” area is used to setup various agent commission deductions, plans, and check deductions. The Add/Edit Agents and Staff is repeated for convenience since deductions and commission plans defined in this area are then assigned to agents.

The “Agent Billing” area combines these setups that used to be in two different areas. Billing items must be defined to use the agent billing module. All other billing setups are optional, but, when used, can speed up entry of monthly billing information. (three of the billing setups have been moved here from the Billing tab).

The “For List/Sales/AP” group contains maintenance of a central master list of contacts. The Add/Edit vendor information is used if BOS’s Accounts Payable module is to be activated.

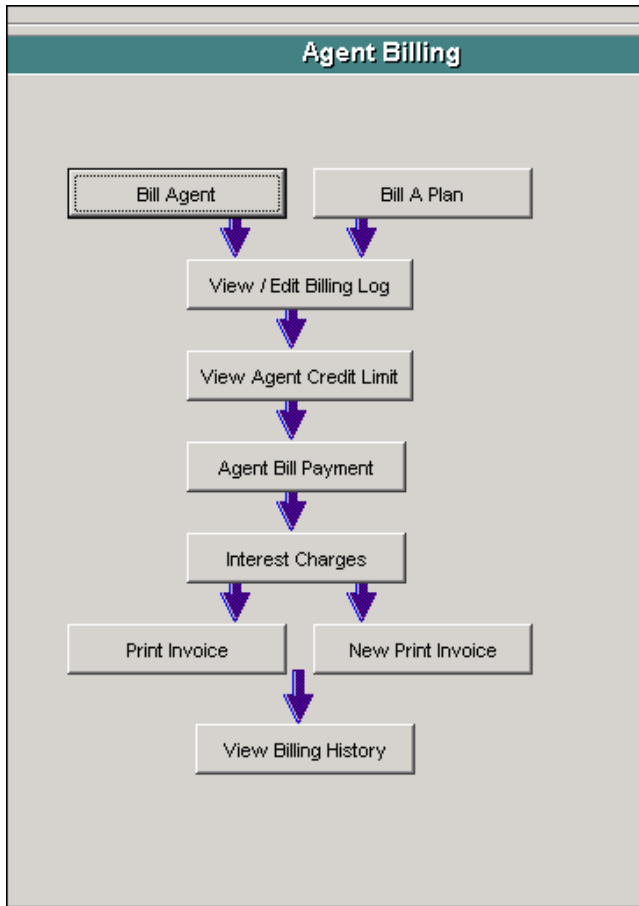
The “Adjust 1099 Income” option gives staff and management to adjust agent earnings for 1099 purposes.

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### Changes to Agent Billing Desktop



The agent billing desktop has been simplified and is shown below:



First, the option to “View Billing History” has been moved to a position following the Invoice commands. The menu now illustrates the fact that printing and posting invoices moves the current billing log to billing History.

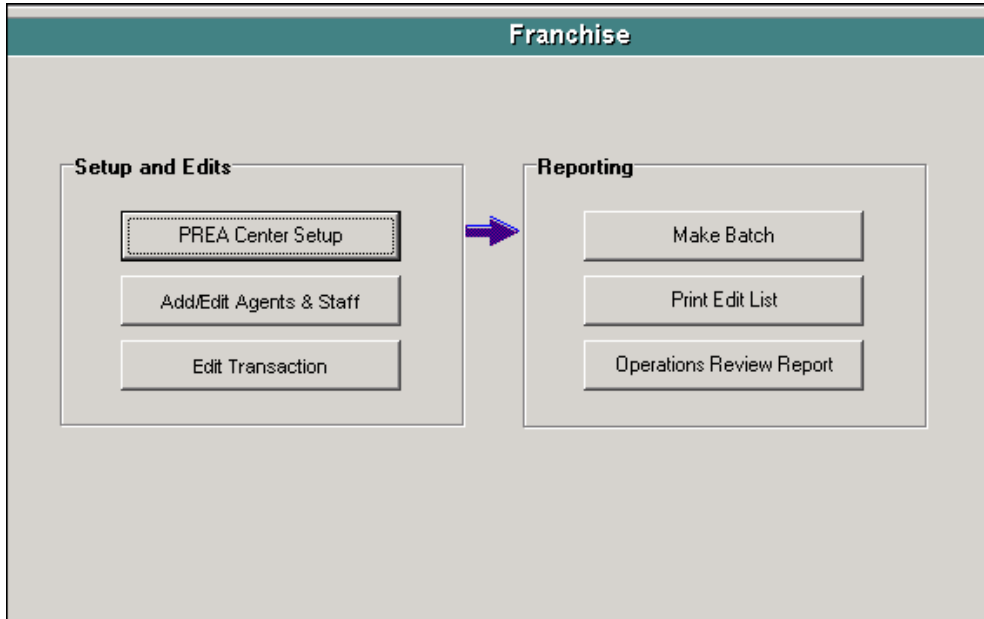
The three billing setup commands that were previously on the Billing desktop have been moved to the BOS Advanced setup.

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### Creation of the “Franchise” Module



The franchise reporting functions have been moved to a new Franchise module. Previously the Franchise was accessed from within the Reports module.

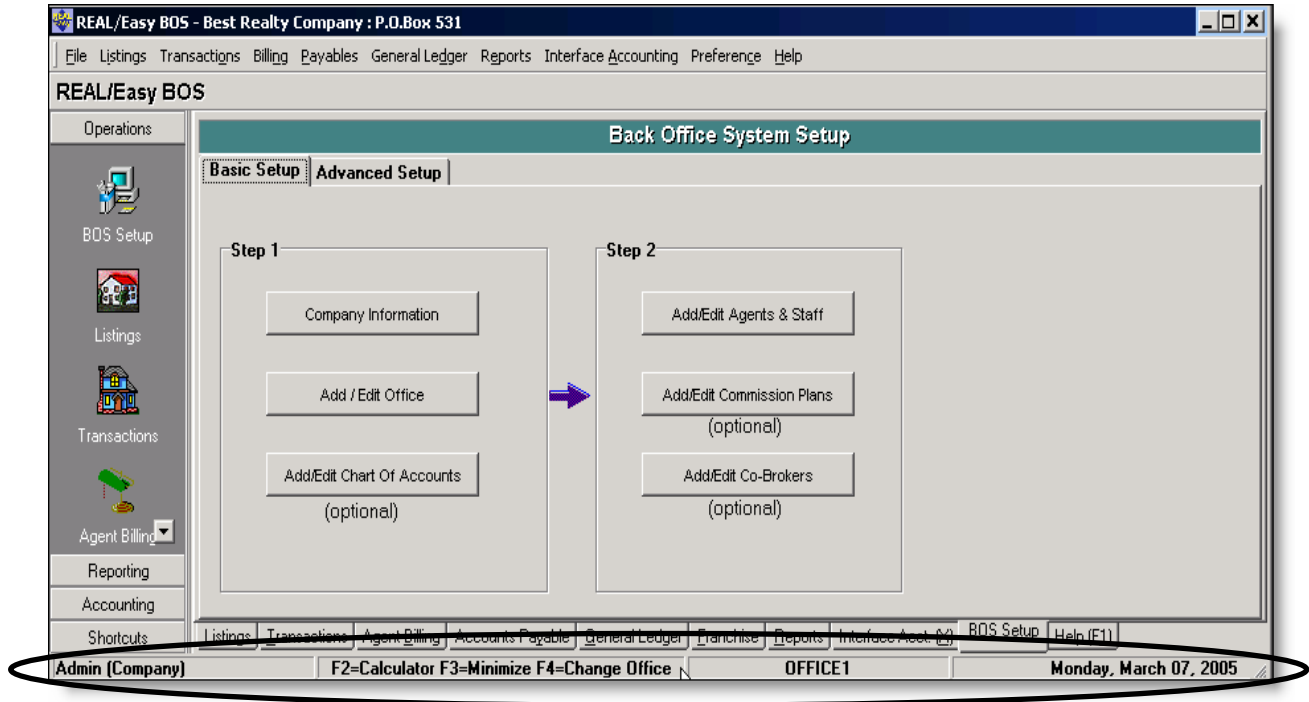


The new Franchise module desktop appears as above. Functions are organized into two groups – the first for setups and edits to correct date, and the second do the reporting.

Added for convenience are the Add/Edit Agents and Edit Transaction. This will be useful when agent and/or transaction records need to be completed or updated as directed by “Make Batch” processing.

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## Status Bar Enhancements Including Handy “Change Office”

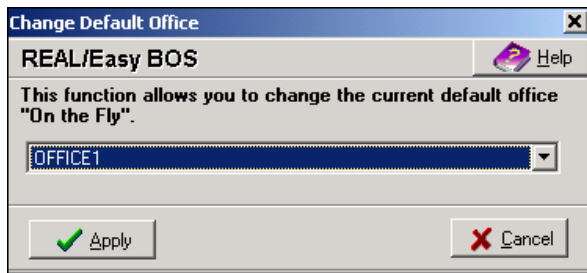


The “Status” bar is at the bottom of the BOS and FOS desktop screens. User information and handy commands are displayed.

In version 14.2, the user level has been added to the display of the user ID. As shown above for example, the user ID is “Admin” and the level is “Company”. Other levels include “Office” and “Agent”.

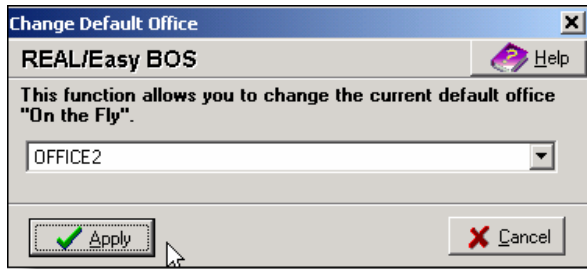
A new command, “F4 Change Office” has been added. This can be a convenient option and time saver for company level staff users who are entering information such as listings, pending sales, and especially agent bills for multiple offices. When logging in a companywide user selects a “default office”, e.g. “OFFICE1”. As data is entered for the offices, the default office ID is always placed on browse and filter screens.

Many companies enter data at a central location for all of the offices. To help, as they enter data from another office, they would log out of BOS and re-login but as a different default office. This then saves time when entering the office’s transactions and bills. With the new F4 command, this switch can be made instantly instead of having to log out and then back into BOS/FOS.

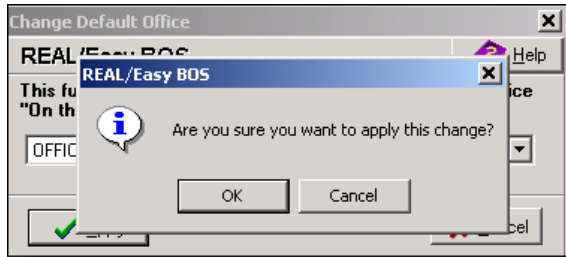


When you press the F4 key, the above dialog appears. Use the drop down to select the next office to be the default office.

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As shown above, the operator is to switch to “OFFICE2”. Click the “Apply” button to do the switch.



To complete the switch, click OK.



The Status bar will then show the new default office.