

# Portfolio Management in the Web-browser

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White Paper Year 2021

**metamagiX.ICRS**  
Die Software für intelligentes Immobilienmanagement

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# 1. Introduction

Real estate portfolio management is increasingly moving into the perspective of real estate managers. **Entire portfolios** of non-property companies, public companies and institutional investors are sold, analyzed, valued and recombined.

It is not only large institutional investors and stockholders who have identified **concentration risks** that need to be managed in the context of active portfolio management. A **computer-based real estate portfolio management system** is required for decision support.

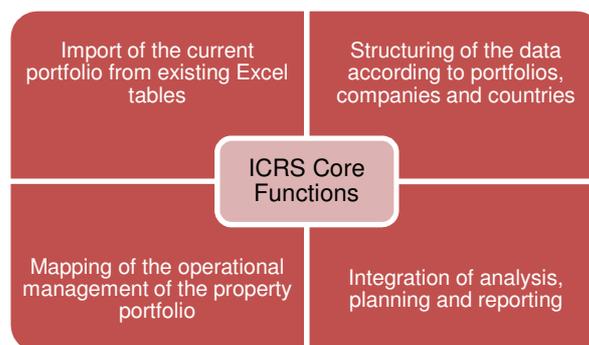
## Scenario

To illustrate an initial situation that portfolio managers are currently and frequently confronted with, this white paper uses a fictitious sample company:

ABC Ltd. is a real estate Company with a rapidly growing, extensive, active portfolio. The company has focused on the purchase, management and sale of properties and apartments in the DACH Region.

Against this background, a new, future-proof software is to be set up as a central platform for daily work with the company's portfolio, which brings together the data of all property managers and the information generated and managed in-house in one central location and supports and simplifies the operational processes in asset management in addition to reporting. This new platform should be ready for use quickly and can be expanded at any time with modules, e.g., in the direction of purchase management.

Based on metamagix.ICRS ABC Ltd. introduces a centralized system that **merges** existing data sources and **maps** the **life cycle** of the objects. Standard modules can be used to cover all required functional areas in order to fully meet the requirements of ABC Ltd.



With the implementation of ICRS, ABC Ltd. receives a complete and adaptable data model for the portfolio **mapping** of the property, tenant and unit up to the owner companies. The portfolio figure includes:

- + Financing at property and unit level
- + Insurance at the property level
- + Investments at the object level
- + Documentation of offered projects

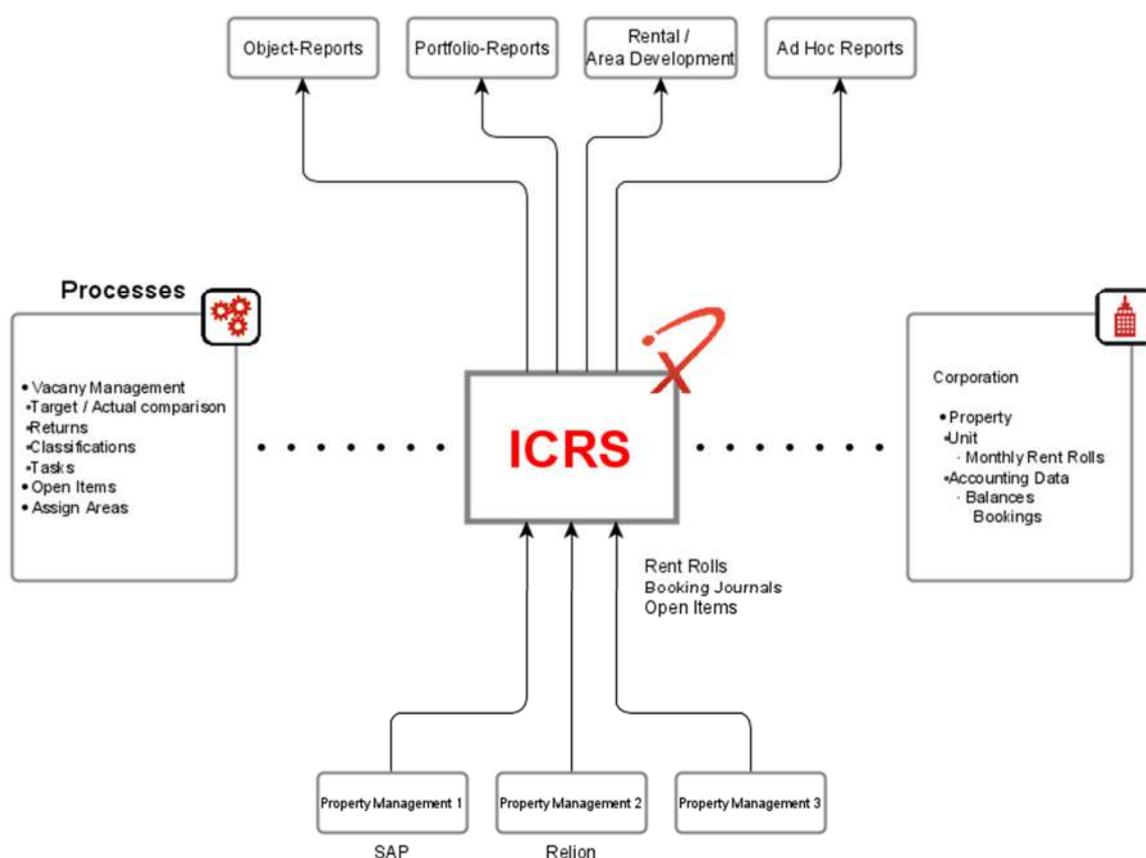
Transaction management is also supported by **analysis** of the property and rental data, and the compilation of marketing **data**.

## 2. Project Concept

The following section takes a closer look at the capabilities of ICRS. First, it explains how to incorporate the current data from property managers and internal account frames into ICRS. The individual system components are then described. The following are recommendations for additional modules that facilitate the tasks of portfolio managers. The adaptability of the system is also discussed. Finally, the timing of the implementation of ICRS is explained.

### 2.1. Data Delivery to Property Management

It is common for different property managers to use different property management systems. For management, controlling and accounting, comparing these different systems can be a challenge. One of the most important features of ICRS is therefore the function of collecting data from different home management systems in a single database in a uniform format.



For this, ICRS does not have to interfere with the existing system landscape (accounting and property management systems) of the property managers. This makes the program the ideal solution for the scenario of ABC Ltd., which aims for the rapid implementation of a large portfolio with many property managers.

The program can easily detect, format and incorporate information from property management systems (for prescriptive and accounting data) and Excel files (for financial measures). From there, they can be converted to various file formats and transferred to programs for re-use.

In addition to the data of the property administrations, information about processes and the leading company in ICRS can also be entered. In total, various reports can be created automatically from this data and information base. This also facilitates the control of external property managers through evaluations, indexation checks and change reports.

### Importing internal account frames

The optional ICRS Planning and Controlling Module expands the possibilities for importing and evaluating posting journals and balance lists from several accounting systems of ABC Ltd.

When it is transferred to ICRS, advanced mapping of accounting accounts is possible if different chart of accounts is used in the source systems; this means that multiple accounting systems can be automatically merged into a single model. In addition, this module can also be used to take over and evaluate open items to tenants in ICRS.

## 2.2. Components

The real estate management system metamagix.ICRS performs a variety of tasks, which must be fulfilled in everyday portfolio management. The following section discusses the basic features of ICRS. The document management system of the program and the accessibility via smartphones are highlighted.



The Home Page of metamagix.ICRS

Already on the home page, users get an overview of the portfolio, based on graphics and key figures. Users can choose which dashboards exactly to display in three clicks.

### ICRS Document Management

Clarity, customizability and uncomplicated application are the core ideas of ICRS. These also prevail in the integrated document management system.

Name	Kategorie	Erstellt am
Investment request #237	Investitionsanfrage	15.09.2014 13:47
Investment request #238	Investitionsanfrage	25.09.2017 15:29
Kaufvertrag	Kaufvertrag	02.07.2014 12:53
LOI/Mai	Letter of intent	12.06.2017 17:20
Pachtvertrag 2010	Pachtvertrag	17.02.2017 14:15
Rechnung 25682	Rechnung	30.05.2017 11:12

## 2.2.1. metamagix.ICRS Core System ME

The metamagix.ICRS ME package includes extensive functionalities in a compilation that is ideal for managing medium-sized real estate portfolios. Specifically, the metamagix.ICRS ME package offers the following services:

### Flexible Web-interface

- Customizable according to roles
- Configurable system dashboard (Cockpit)
- Complete & customizable data model for portfolio mapping including:
  - Mapping of financing at property and unit level
  - Representation of insurance on property level
  - Capture and track investments at property level
  - Recording of objects in development as well as documentation of offered projects

### Reporting

- Excel-based standard reports (including property topography, portfolio overview, vacancy list)
- Ad hoc Reporting for flexible Excel analysis
- Portfolio and property level dashboard

### Management

- CRM module for the administration of companies and contact persons (management of contacts, tasks and notes directly at the object and unit)
- Document management system for storing images, site plans and files for objects and units

The necessary data are uniformly combined with ICRS from all pre-systems in one solution. Our intelligent interface is independent and the data hub to pre-systems. (Excel, SAP, IGEL, Wodis, etc.)

The Startup System (ME) is suitable for portfolios with a range of up to:



20 Users



150 Objects and 6000 Units



8 Property Management Systems

### Upgrade to Enterprise License

When using ICRS for larger portfolio areas and more users than defined for the ME package, an upgrade of the metamagix.ICRS ME license to an enterprise license is necessary.

The enterprise version allows a higher number of users and an unlimited portfolio size; furthermore, some modules such as Advanced Access Control and Audit are only available in the Enterprise version.

In the case of an upgrade, all licensed modules must be upgraded to the new version. Existing Customizing can be applied without any adjustments.

## 2.2.2. ICRS Document Management

The ICRS Document Management Module allows all real estate-related documents to be stored directly in ICRS, fully integrated into the ICRS interface, including tagging and full-text search. Any number of documents (contracts, plans, etc.) can be stored directly with the company, object, unit, contract and all other information managed in ICRS.

The big advantage here, compared to folder-based filing or other document management systems, is: ICRS thinks in terms of real estate, so documents can be found where they are logically assigned.

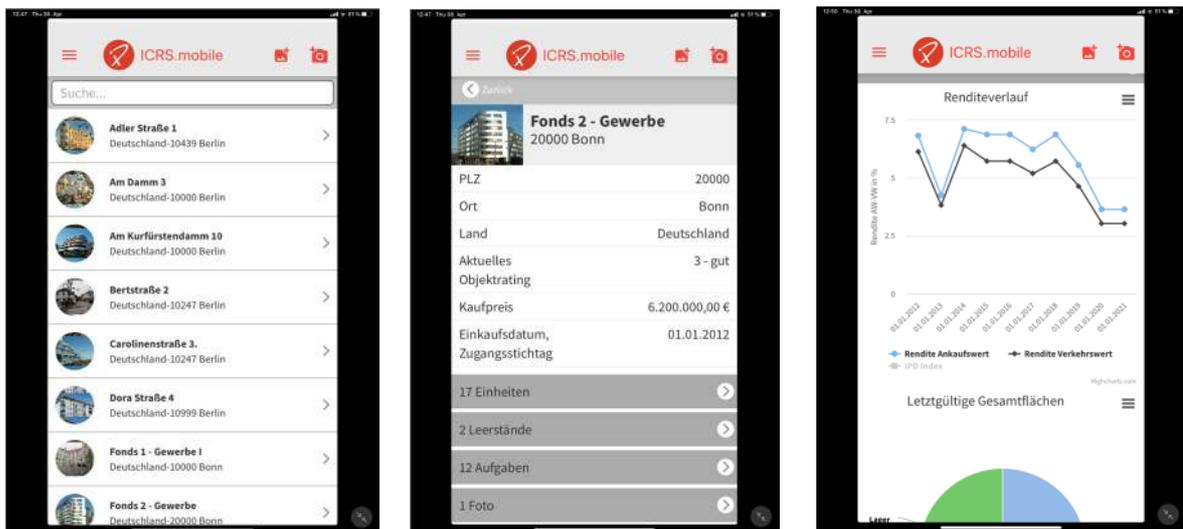
In addition to direct access to all documents in ICRS, this module also makes it easy to make search queries – from individual search terms to full-text searches – across all documents.

Documents can also be easily integrated into workflows and with all other modules (e.g., investment applications or auditing). These can be released via ICRS - freely configurable and multi-level.

## 2.2.3. ICRS.mobile

With ICRS.mobile, the members of ABC Ltd. can put their portfolio in their pockets: All objects and their key figures are available on the go as well as a current vacancy list.

Of course, the data is also graphically processed on the mobile phone and simple search functions can quickly find the right object even with large portfolios. In addition to the object key figures, the map automatically adapts to the location and the employees can access the object images and upload new photos directly from the mobile phone to ICRS.



Tasks can also be processed on the go and ICRS.mobile can be quickly adapted to the personal wishes of ABC Ltd. ICRS.mobile is constantly developed by us and new functions are regularly added.

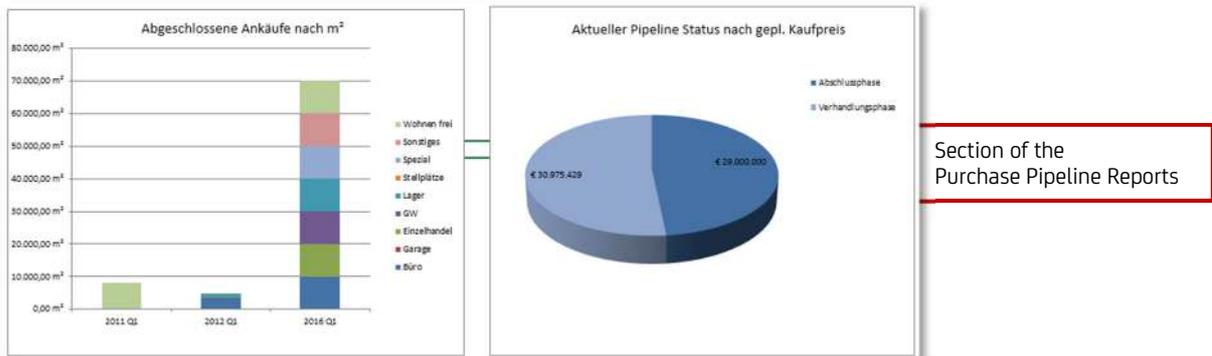
With the on-premise operation, access must be activated by the internal IT or VPN access must be made available.

## 2.3. Optional Modules

The metamagix.ICRS core system can be extended with various additional modules. Two modules, which are particularly suitable for AGs and REITs, are presented here – the ICRS Purchase Pipeline and the ICRS Sales Pipeline.

### 2.3.1. ICRS Purchase Pipeline

This module allows ABC Ltd to keep the purchase pipeline in ICRS and to plan, control and document purchase processes. The module is integrated directly into the ICRS system and enables detailed planning of purchases and the associated processes. In addition to the documentation of approvals and documents, milestones and payments can also be recorded directly, and the object can already be recorded in the development or transaction phase with the complete structure in metamagix.ICRS.



The operational planning of purchase objects in the transaction phase is carried out directly in the system with this module, just like with Standing Investments. This facilitates the transfer to pre-utilization and asset management and also allows to freeze the purchase calculation and profit assumptions and later simply compare it with the actual management results.

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Key Functions      Tracking of all offers

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Automatic creation of objects from the interest lists or debit entry lists

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Documentation and analysis of contact persons and offered objects

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Storage for all due diligence documents

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Recording of Sales KPIs

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Evaluation of completed processes as well as forecasts of overflowing and planned processes

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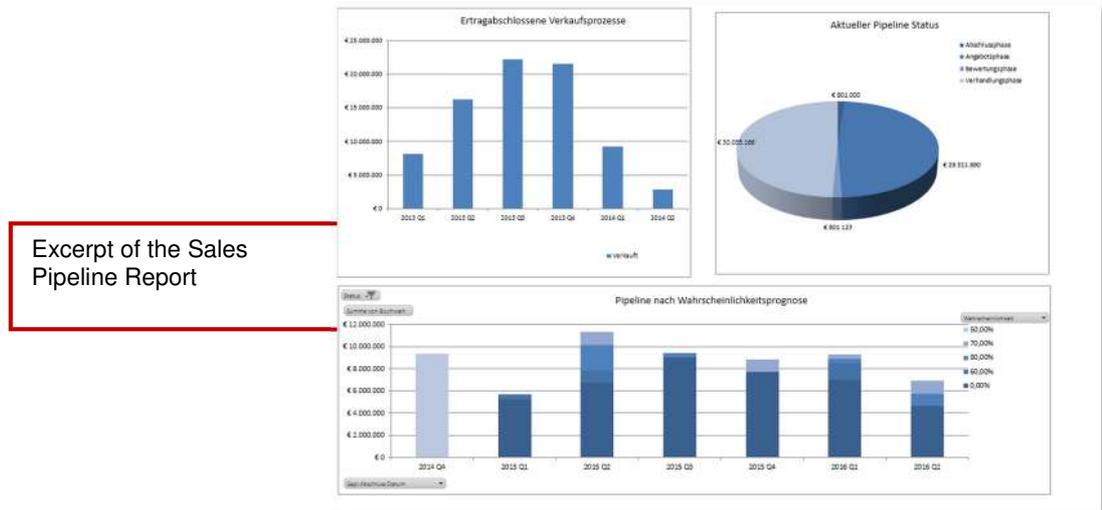
Integration with planning and simple comparison of purchase assumptions with actual performance

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## 2.3.2. ICRS Sales Pipeline

With the metamagix.ICRS Sales Pipeline, the employees of ABC Ltd. plan, control and document sales processes in the portfolio management system.

The module is integrated directly into ICRS and allows to start sales processes for entire objects or units with one click. The core data for the object or, if applicable, the unit is also filled automatically. Running and historical processes are then also visible directly in the object or the unit on a separate tab.



The processes themselves can be scheduled in time. In addition, the documentation of brokers, completion probabilities, approvals and offer phases is made possible. Milestones can be used to prepare and monitor important steps in detail and to plan cash flows. A detailed report allows analysis of the success of completed sales as well as a preview of the ongoing and planned processes.

### Key Functions

Documentation and analysis of contact persons and submitted purchase offers

Tracking of the current status and planned timelines as well as payment flows

Evaluation of completed sales processes

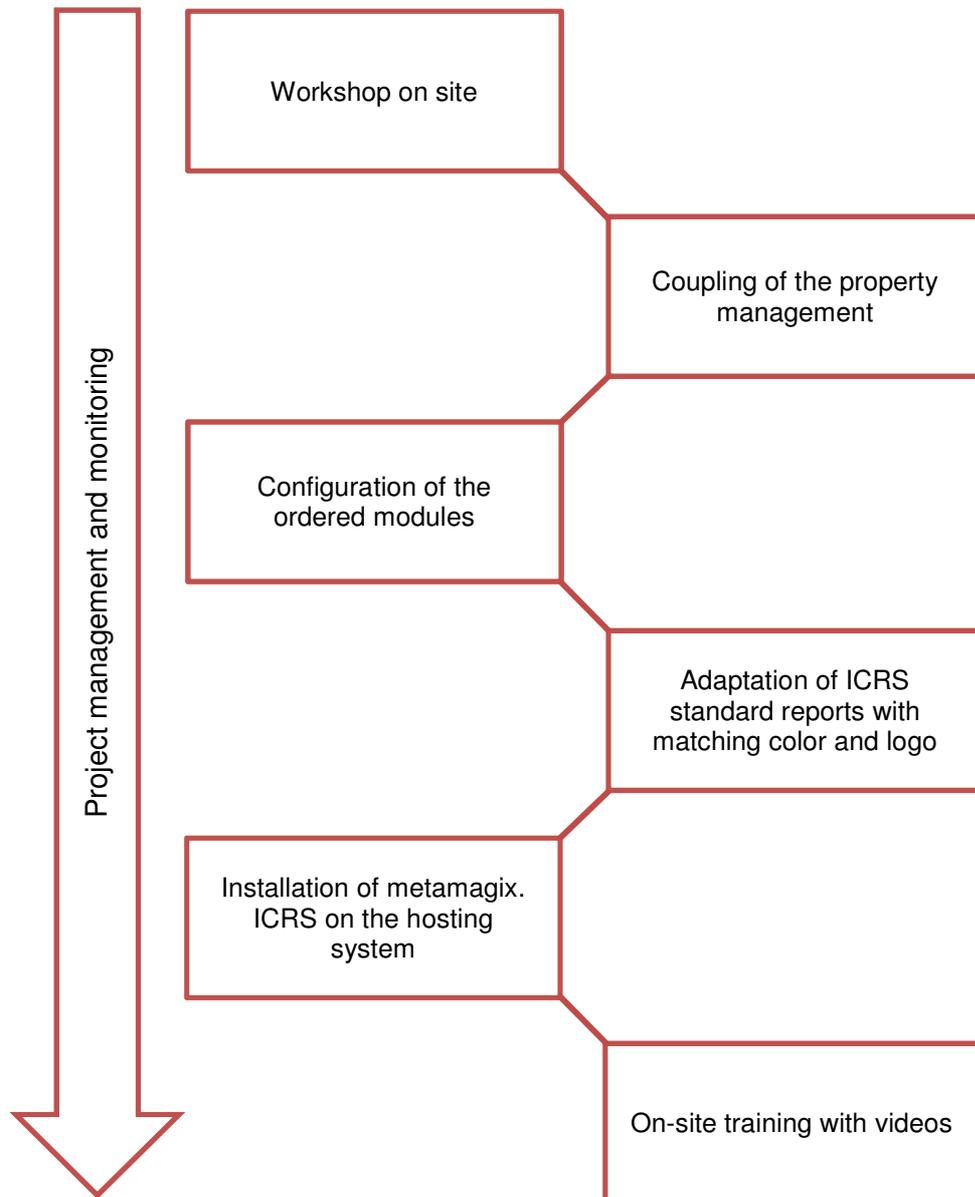
Forecasts on current and planned sales processes

Integration with planning

All functions on both object and unit level

### 3. Operating Concept & Conclusion

It takes about three months after the order is placed before the customized ICRS system is ready for use. The following services and adjustments will be carried out during the introduction of the system:



The property management is coupled with one of three methods, depending on the property management system and portfolio size:

- + An interface for property management is already available in ICRS (e.g., SAP RE or Relion)
- + ICRS standard lists are manually filled by the property managers and imported into ICRS
- + We support you with the initial data import – Operation of ICRS and import of standard Excel rent rolls - this method is suitable for property managers with only a few remaining objects and units

### 3.1. Server System & Client Requests

#### Technical Infrastructure:

The operation of ICRS is carried out for ABC Ltd. by metamagix as a hosting partner. The provision, installation and ongoing support (including backup, patches, etc.) of server hardware, power and Internet connection, operating system and database are carried out by metamagix.

The installation, configuration and maintenance of the ICRS system installed on the provided server system are also carried out by metamagix.

An ICRS system hosted by metamagix can be switched to in-house operation at any time (if the same database software is used).

#### Client Requirements:

The ICRS workstations must be equipped with Internet Explorer 11 (or later) or a current version of Mozilla Firefox or Google Chrome and MS Office 2013 (or later).

No further software packages or browser plugins are required.

### 3.2. Conclusion

As a strategic consulting partner, we create tailor-made solutions for companies with measurable benefits in efficiency and quality.

ICRS creates a transparent and complete presentation and history of the information in the portfolio. Change in the data is traceable for users and addressees on a role basis. This facilitates communication, increases security and professionalism and has a time-saving effect.

ABC Ltd. has all the necessary information at the respective management level for optimal decision-making.



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