

## CASE STUDY

## Real Estate Offshoring:

**SYSTEMATISE &  
AUTOMATE YOUR  
BUSINESS****OVERVIEW**

Building an entire system and work process for a new office can be stressful and time-consuming. Getting an offshore partner to do everything for you is not only convenient but also efficient. This is what we did for one of our clients.

**THE CHALLENGE**

Our client recently opened an office at a brand new location. They had systems set for Property Management and Sales but didn't have any for Finance. They wanted a systemised and automated finance system built from scratch without having to hire in-house people to do it.

**UPS OFFSHORE SOLUTION**

To resolve our client's problem, we built their entire system from scratch including setting up necessary software and on-boarding two existing positions in our finance and data migration department whose tasks and workflows were tailored to meet the needs of our client.

**Property Management Trust**

- » Handles balancing accounts
- » Follows up with tenants in arrears
- » Calculates monthly rental statements
- » Maintains clear and transparent account record for all parties
- » Handles daily banking process and payment of trade invoices, water and strata

**Sales Trust**

(Added to the team after 2 months)

- » Handles recording and processing of sales commissions, advertising cost and sales trusts
- » Responsible for the management of Accounts Receivables and Accounts Payable invoices
- » Adjusts accounts and reconciles invoices

**RESULTS****35 hrs**

SAVED ON  
PROPERTY  
MANAGERS  
TRUST

**30 hrs**

SAVED ON  
SALES TRUST

**60%**

REDUCTION IN  
THE COST TO  
COMPLETE THE  
TASKS

**\$80,000**

TOTAL SAVED  
ANNUALLY  
FOR 2 FULL TIME  
POSITIONS