

Properties:

Property Maintenance provides easy to use screens that allow managers to quickly setup each Property with as much information and detail as possible.

The Main Screen tracks static Property information such as Address, Owner information, and Site Manager Contact information.

Financial data including Period-to-Date, Year-to-Date, and

Previous Year revenue and expense information is displayed on screen. Managers can also view expected future totals with the click of a button. Tracking the transactions posted for each of the Property's Units is also available through the Units History

Button.

For Property specific information, 15 User Definable Fields (UDFs) have been provided for each Property. UDFs are defined during PM2000 setup for Properties in each

category. Once defined and populated, these fields act as any other field in the system. They can be used when generating custom reports through FRX, Crystal Reports, or Report Master.

The screenshot shows the 'Property Maintenance' software interface. It features a form with various input fields for property information, including address, phone numbers, and contact details. Below the form is a table with financial data. The table has columns for 'Period', 'Period to Date', 'Year to Date', and 'Last Year'. The rows include 'Accrued Income', 'Accrued Expenses', 'Cash Received', 'Cash Paid', and 'Receivable Expenses'. There are also buttons for 'Units Detail' and 'Units History'.

Period	Period to Date	Year to Date	Last Year
Accrued Income	66,898.28	66,898.28	111,362.28
Accrued Expenses	11,869.08	11,869.08	17,509.08
Cash Received	6,894.12	6,894.12	121,612.98
Cash Paid	.00	.00	5,646.08
Receivable Expenses	9,365.00	9,365.00	11,038.00

The Pictures Tab allows managers to store scanned or digital pictures of the Property with the rest of its information. These can be updated as frequently as is necessary. All of the floor plans available on the Property can also be stored for reference.

Quick Facts

- Managers can setup default General Ledger Accounts within the second or third segment to post revenue and expenses by Property.
- Occupancy and Vacancy statistics for the Units attached to the Property are displayed along with deposits held on the Property.

Frequently Asked Question

Where can I view information about the Units of a Property without generating a report or going into the individual Units?

Answer:

The Units Detail Button offers quick reference information about each of the Units setup for the current Property including:

- Current Tenant
- Lease Start & End Dates
- Current Rent
- Rent Per Square Foot
- Deposits Held

Setup, Maintenance, & Inquiries

Property Maintenance - Main Tab

Property: MAIN Name: 123 Main St Business Park Category: C

1 Main | 2 Additional | 3 User Fields | 4 Pictures | 5 Property Cash | 6 Mgmt Fees

Address: 123 S. Main St Comment: JOHN
 Site Manager: John Smith
 Zip: 92715 Project Code: OFFICES OFFICE COMPLEX
 City: Irvine State: CA Owner Code: PM1 PROPERTY MANAGEMENT
 Phone: (714) 555-1000 Extension: Square Footage: 7,850
 Fax: (714) 555-1010

Period 1 | Period to Date | Year to Date | Last Year

Accrued Income	66,099.29	66,099.29	111,392.29
Accrued Expenses	11,865.00	11,865.00	17,505.00
Cash Received	6,004.12	6,004.12	121,612.98
Cash Paid	.00	.00	5,640.00
Reimbursable Expenses	9,765.00	9,765.00	11,035.00

Vacancies: 2
 No of Units: 8
 Percent Occupied: 75.00%
 Deposits Held: 55,682.00

Buttons: Accept, Cancel, Delete, ?

Units Information

Unit Number	Tenant Number	Name/Status	Start Date	End Date	Rent Amount	Rent Per Sq Foot	Deposits Held
109	TEST	Not on File Current	08/28/02		.00	.00	.00
STE101	ABF	American Business Futures Current	08/31/96	12/31/02	2,599.99	1.80	1,855.00
STE102	AVNET	Avnet Processing Corp Current	08/31/96	08/30/01	800.00	.80	850.00
STE103	VISION	VISION OPTOMETRY Current	07/01/98	07/01/01	2,450.00	1.95	5,050.00
STE103	KILDARE	Robert Kildare, MD Future	08/01/01	08/01/04	2,700.00	2.16	.00

Buttons: OK

Property Maintenance - Units Detail

The Units Detail expounds Tenant Information for all Units attached to the Property currently being reviewed, including deposits and standard rent rates.

Property Maintenance - Main Tab

Managers can set up a default General Ledger Account within the second or third segment to post revenue and expenses by Property.

Quickly View statistics for Vacancy, Deposits held by Property, CAM and Reimbursement charges, income and expenses.

PM Tip

For quick reference, the Property Maintenance Screen displays Period-to-Date, Year-to-Date, and Last Year's Accrual information. Managers can also use the Future Button to view Next Period's expected financial information.

Property Maintenance - Additional

Property: MAIN Name: 123 Main St Business Park Category: C

1 Main | 2 Additional | 3 User Fields | 4 Pictures | 5 Property Cash | 6 Mgmt Fees

General Ledger Handling
 G/L Segment to Post Property Transactions: 2nd
 Property Sales/Costs G/L Sub Account: 001
 G/L Segment to Post Unit Transactions: None

Track Reimbursable Expenses:
 Prorate Move-In Charges To End Of Month:
 Prorate Move-Out Charges To End Of Lease:

Sales Tax
 Default Sales Tax Schedule For New Leases: []

Buttons: Accept, Cancel, Delete, ?

Property Maintenance - Additional

The additional tab provides several advanced options including the ability to pro-rate move-in and move-out charges, apply a default sales tax schedule to each unit on the property, and setup deposit interest rules.

Property Maintenance - Management Fees

Property: MAIN Name: 123 Main St Business Park Category: C

1 Main | 2 Additional | 3 User Fields | 4 Pictures | 5 Property Cash | 6 Mgmt Fees

Commission
 Percent Of Income: 5.000% Flat Fee: .000 Option: Continue

Billings Collections
 Perform Calculation On:
 Exclude Cam/Reimbursable Expenses:
 Functionality Option: Report Only
 Company Code: []
 Tenant Number: []
 Transaction Code: []

Buttons: Accept, Cancel, Delete, ?

Property Maintenance - Management Fees

Management Fees calculation rules are setup by property. Calculation can be on percent of income collected or a flat fee for all billings.