

## The Property Manager

MICROSOFT® BUSINESS SOLUTIONS – NAVISION

### The Property Manager from GDS

*Gives you the freedom to focus on your business.*

#### Key Features:

- Set up, maintain and report on your properties.
- Invoices the owners for Common Element Assessments or Rentals.
- Create multiple building complexes with one or more corporations.
- Record building information, unit characteristics, CEA criteria, and issue credits when necessary, manage a chart of accounts, and produce financial reports and much more.
- Establish building budget for your CEA calculations and reporting.
- Identify your facilities and create unit data structures to house owner information.
- Send e-mail to an owner or renter.
- Store information about keys; pass codes, mortgages and insurances.
- Create monthly charges for recurring invoices that are automatically generated.

As you would expect from a “top of the line” Property Management Software system, The Property Manager enhances your personnel’s ability to perform all of their duties in efficiently managing your organization’s properties.

#### Streamline Your Processes

With The Property Manager, we provide you the ability to record your first property sale then streamline your downstream management processes. You even have the ability to create budgets and financial statements. There is no end to the information you can record, maintain, view and report.

#### Utilize Your Key Information

As a user, you provide information and maintain it. The Property Manager uses your information and gives you the tools to efficiently run your entire operation; whether it encompasses one or multiple building condominium complexes with one or more corporations. The Property Manager accommodates variable CEA charges and flat rate CEA charges. It also provides over 20 mandated reports and a “template” for setting up new corporations, as they become your customers.

In short, The Property Manager and Microsoft® Business Solutions Navision let you record building information, unit characteristics, CEA criteria, produce invoices, issue credits when necessary, manage a chart of accounts, produce financial reports and much more! The Property Manager integrates seamlessly with Microsoft® Business Solutions Navision. Because of this, your training and implementation times are reduced.

#### Rapid Setup and Implementation

Setting up The Property Manager is a snap! You select the building budget for your CEA calculations and reporting purposes. You also designate whether or not

it is a condominium or a rental building. Utilizing Navision's resource capabilities, The Property Manager allows you to automate the monthly billing of the CEA and ensure that all revenues for the CEA go to the proper account. You can even establish data portals for the inclusion of your Schedule 'D' CEA.

The Property Manager allows you to identify facilities and create unit data structures to house owner information using descriptive information about your buildings. It includes contact information and the ability to e-mail an owner. There is even a place to store information about keys, pass codes, mortgages and insurances. We give you the ability to identify pets, parking spaces, lockers and anything else that is required.

Once you have entered this information, The Property Manager tracks, updates and reports on those elements of your business that you deem appropriate. Functionality is provided to generate monthly or annual budgets. The Property Manager assists you in creating invoices on a periodic basis for the owner's Common Element Assessments and/or Rentals.

#### **Optimize Your Time**

Your time is at a premium; The Property Manager provides you methodologies to leverage your time. We allow you to set up monthly charges in recurring invoices that are automatically created and ready for posting to your customer's accounts. We even help you reduce the effort necessary to prepare your bank deposits. Those can be "set up" as a recurring bank entry. So, whether you have 1 or 2000 customers, The Property Manager will bring measurable efficiencies and cost savings to your organization!

#### **Integration with Maintenance Scheduling**

The Property Manager integrates with our CMMS application. This provides you the ability to create, maintain, and schedule maintenance activities associated with your properties. You can even respond to unscheduled maintenance events. Visit [GDS-America.com](http://GDS-America.com) to learn more about CMMS or [click here](#).

#### **About Global Distribution Systems**

GDS is a domestic and international market-leading provider of innovative high-value technology products that include software and services for businesses in the manufacturing, maintenance, service, repair, construction, distribution, property management or

related industries. The integrated solutions we provide, allow users to capitalize on the use of technology in managing the supply chain with Financials, ERP, DRP, MRP, CMMS, EAMS, dispatching, warehouse management and eCommerce.

Solutions provided by GDS are targeted at improving the customers' operating efficiency by giving them total control over their key business processes. In every case, GDS stands behind the products it provides with outstanding service, implementation and support.

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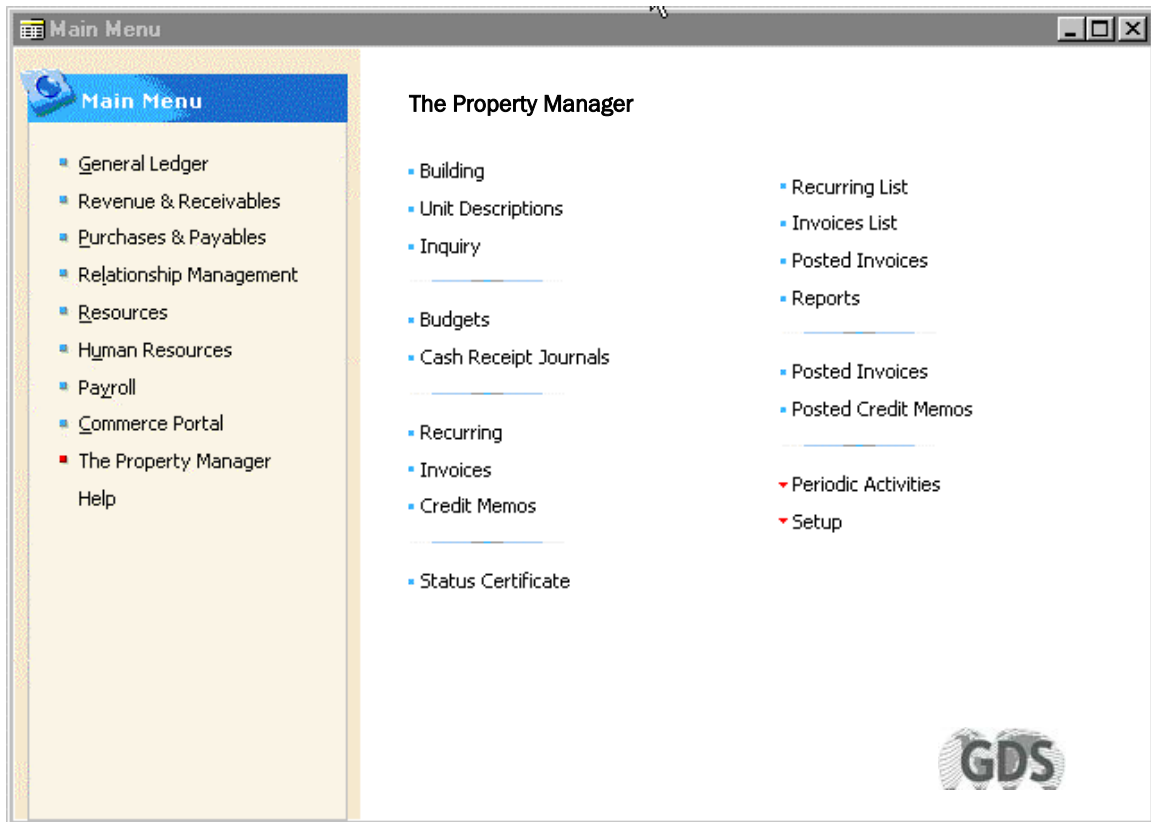
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#### **About Microsoft Business Solutions**

Microsoft Business Solutions, a business group of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimize strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, e-commerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success.





Microsoft® Business Solutions Navision is a complete application that assists you in making your business life and decision processes simpler and easier:

- ✓ General Ledger which includes multiple Budgets, Financial Reports, Dimensions (Department, Project or Location Reporting), Recurring Journals, Bank Reconciliation, Bank Account Transfers.
- ✓ Revenue and Receivables for recording Revenues and maintaining your receivables information.
- ✓ Purchases and Payables for maintaining your Purchase Quotes, Vendor Information, Purchase Orders.
- ✓ Resources, which will allow you to bill for all services you, provide without searching through your GL account list.
- ✓ HR/Payroll allows you to manage your costs by Dimension.

The Property Manager is part of Microsoft® Business Solutions Navision. It is not an integrated solution. As Navision Microsoft® Business Solutions Navision grows and changes The Property Manager grows with the solution. You have Master files, your journals and your functions all on the left and your reports, registers, set up and periodic activities on the right side of the page.



For ease of use, the periodic activities such as budgets, monthly cash receipts, and monthly Invoicing and Status Certificate creation to were moved to The Property Manager main Menu.

## Setup

Condo Setup Card - General tab

Billing Key . . . . . CEA

Shared Budget . . . . .

Cash Receipts journal . . . . . CASH RECEI

EFT Payment . . . . . EFT

Post Dated Cheques Payment . . . . . POST

Buttons: Set Up, Help

Condo Setup Card - General tab

Default Budget . . . . . NEW

GL Distribution Account . . . . . 41100

Budget Amount . . . . . 86,000.00

Billing Key . . . . . CEA

Shared Budget . . . . .

Cash Receipts journal . . . . . CASH RECEI

EFT Payment . . . . . EFT

Post Dated Cheques Payment . . . . . POST

Buttons: Set Up, Help

The setup is where you will find the Building Budget for CEA Calculations and Reporting purposes. The billing key allows you to automate the monthly billing of the CEA and ensure that all revenues for the CEA go to the same account. Both Screens above are the same one and where we enable you to share a budget across buildings when your Condominium or Community association encompasses more than one building.

Condo Setup Card - Info tab

Build Nos. . . . . BUILD

Unit Nos. . . . . UNIT

Rec Nos. . . . . RECUR

Buttons: Set Up, Help

Condo Setup Card - Info tab

Budgeted Surplus . . . . .

Amount Budgeted Surplus . . . . . 0.00

Budgeted Assessments . . . . .

Amount Budgeted Assessments . . . . . 0.00

Reserve Fund Current . . . . .

Amount Reserve Fund Current . . . . . 0.00

Reserve Fund Beginning . . . . .

Amount Reserve Fund Beginning . . . . . 0.00

Budgeted Reserve Fund Contribution . . . . .

Amount Budgeted Reserve Fund Co. . . . . 0.00

Budgeted Reserve Fund Expenditures . . . . .

Budgeted Reserve Fund Expenditures . . . . . 0.00

Buttons: Set Up, Help

You will also set up your numbering schemes for buildings, units and recurring invoices. The info tab is where you would locate all of the pointers to the information required for insertion to your status certificate. The Status Certificate functionality will launch an editable filled in word document that is ready to save and submit to Lawyers or Real Estate Agents.

Dataports

- Import CEA
- Import Customers
- Import CEA+Customers
- Import G/L Account
- Export G/L Account
- Rental
- OwnersAssignment
- Rent Assignment



## Periodic Activities

Included in the set up are your data import functions for the inclusion of your Schedule 'D' CEA, your own GL accounts if you do not want to use ours and the Customer and Vendor import functions. We have also included the ability to import customers, units, parking and lockers already pre-assigned. We have also included the master recurring invoicing and the edit ability for your CEA and unit assignments.

## Building Description

MTCC981 - Building Descriptions

General | Communications | Info

Building Name . . . MTCC981

Building Description . . . MTCC981

Address1 . . . . .

Address for Service . . . . .

City . . . . .

Province/State . . . . . Postal/Zip Code . . . . .

Country . . . . . Date of Registration . . . . . 05/27/04

Rental  FlatRate  CEA

Building Help

MTCC981 - Building Descriptions

General | Communications | Info

Manager . . . . .

Address . . . . .

City . . . . .

Province/State . . . . . Postal/Zip Code . . . . .

Phone . . . . .

Fax . . . . .

Manager E-mail . . . . .

Emergency Phone . . . . .

Type . . . . . Condo

Building Help

MTCC981 - Building Descriptions

General | Communications | Info

Unassignment Units . . . 0

Unassignment Lockers . . . 0 Reserve Fund Study Date . . . . .

Unassignment Parking . . . 0 Building Type . . . . .

Total CEA Unassigned . . . 0.00

Unassigned Billing Cust... C000210

Unassigned Bil. Customer... Unassigned CEA

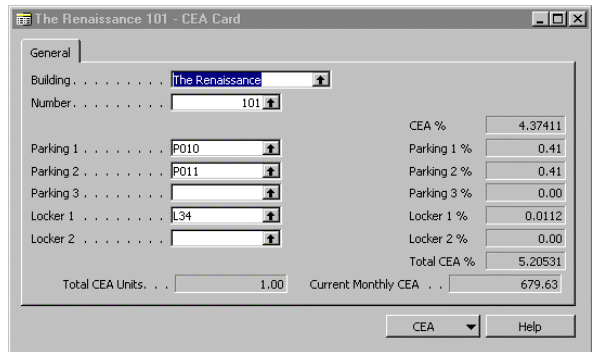
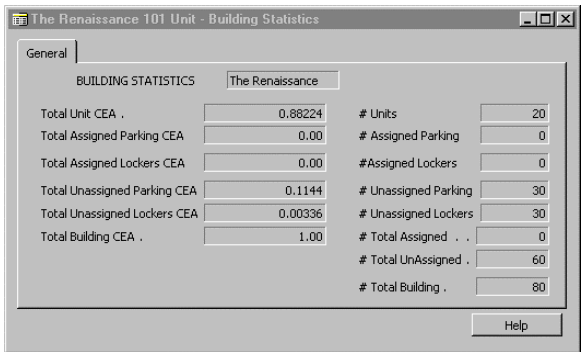
CEA Amount . . . . . 34.07

Building Help

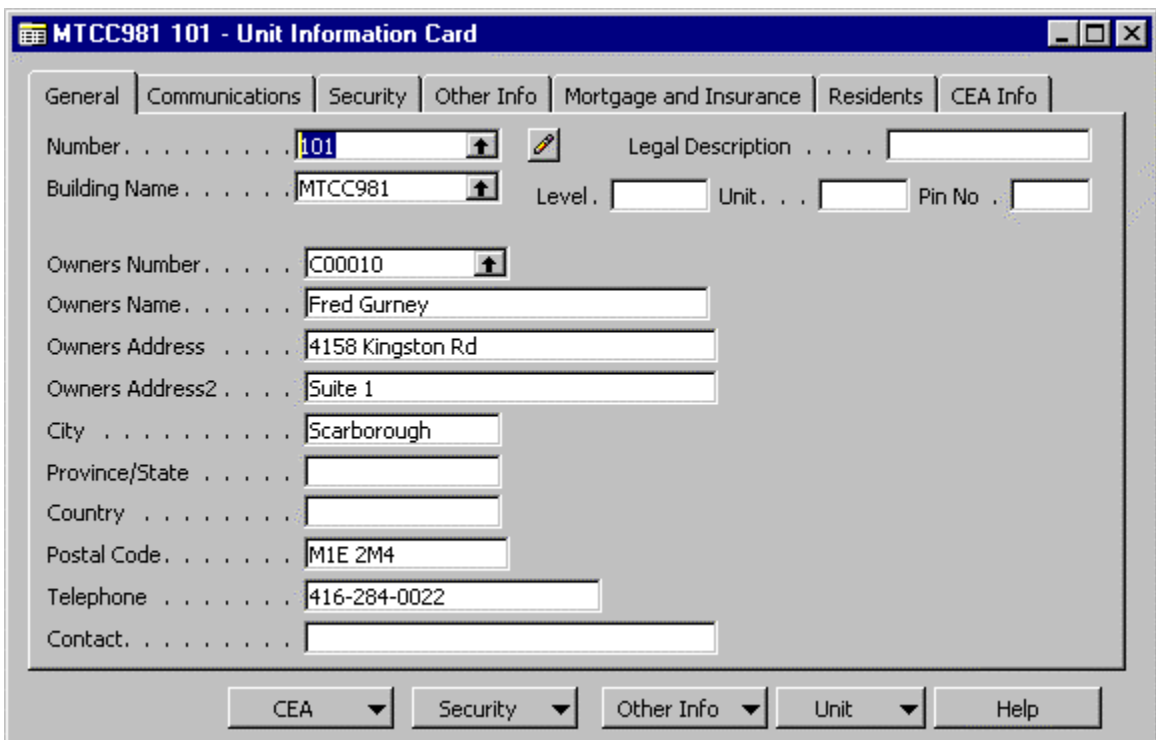
Here is where you describe your building and maintain your contact information. Is this a Rental Building, Flat Rate assessment or CEA assessment? Your communication Tab gives you all of the contacts with phone numbers, e-mail and names. The info tab gives you the basic information on your building including any unassigned common elements.



The building button on the bottom gives you access to the Building Statistics, Lists the CEA information and the directors table.



### Unit Information



In the Unit Information Card you input all of the information required for this unit. The owner's number refers to the accounts receivable information. On the Communications Tab you have all of the contact information including the ability to e-mail the owner. Security contains all of the keys, pass code and fob information in linked tables. Other info includes pets and anything else that is required. Mortgage and Insurance information and then the residents information is linked to the resident's table and CEA info gives you the current CEA numbers.



From this screen the function buttons at the bottom contains all of the links to attached tables, statistics and CEA information. The statistics are connected to your accounts receivable customer.

Unit List	F5
CEA	
Statistics	F9
Unit Statistics	
Rental Rate Card	
Rental Rate	
Post Dated CKS	
CEA Main Card	

### CEA Main Card

Building	T..	Number	CEA	Level	CEA %
MTCC981	U..	101	0.04374111		4.374111
MTCC981	E..	COM1	0.00000007		0.000007
MTCC981	L...	L34	0.001123		0.1123
MTCC981	P..	P010	0.00475357	A1	0.4753567
MTCC981	P..	P011	0.00475357		0.4753567
MTCC981	P..	P029	0.0047535		0.47535

As you can see here you have unlimited number of common elements that can be attached to each unit. Below is the customer Statistics.

C00010 Fred Gurney - Customer Statistics

General | Revenue

Balance (\$) . . . . .	679.63
Outstanding Orders (\$) .	0.00
Shipped Not Invd. (\$) . .	0.00
Total (\$) . . . . .	679.63
Credit Limit (\$) . . . . .	0.00
Overdue Amounts (\$) as of 03/05/04 . . . . .	679.63

Help

### Automated Entry

On a monthly basis you run your monthly invoices to each owner for your Common Element Assessments or Rents. You then post in a batch. You are done. The invoices do not need to be printed but can be at any time. Bank Deposits are done with a periodic function so that you can maintain both EFT and post dated checks so that monthly data entry is not required. As the Master Property Management Company we have added the same functionality to your monthly billing. You set up your monthly charge in a recurring invoice and post the invoices in a batch. Your Invoice will automatically be created in your customers Accounts Payable ready for posting. Batch posting and printing is available for all invoices. Whether you have 10 or 2,000,000 customers they will all be ready to be posted as an expense and you can provide invoices for all of your customers.

If your annual budgeting process has been getting you down then look into the Microsoft© Business Solutions Navision way of doing things. With Microsoft© Business Solutions Navision, you can export your current budget directly into an excel spreadsheet or recalculate the old budget into a new budget showing your best guess increase percent. Upon approval, you import the revised excel budget back into Microsoft© Business Solutions Navision and point your CEA calculations to your new budget. All of your budget history and manipulations are saved in the database.

