



IDEAS Property Clerk Enterprise Property Management Accounting Software

IDEAS Software 1-866-346-6700 www.ideascomputer.com

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IDEAS Property Clerk Enterprise Product Overview

IDEAS Property Clerk Enterprise software is an integrated property management and accounting solution that provides your organization with the tools needed to effectively manage your properties. IDEAS Property Clerk Enterprise can be used to manage a few properties or thousands of properties. This document includes product information to help you make an informed decision when purchasing property management software.

If at any time you have questions or if you need more information, please call our office 1-866-346-6700.

Software for Residential Property Management:

IDEAS Property Clerk Enterprise is designed primarily for residential property management; however, commercial properties can also be managed using IDEAS Property Clerk Enterprise. IDEAS Property Clerk Enterprise is ideal for:

- > Condominium Associations and Condominium Management
- > Apartments
- Multi-family housing
- Public Housing
- Non-Profit Housing
- Mobile Homes
- Houses
- > Any other residential property
- > Commercial properties can also be managed with IDEAS Property Clerk.





Key Benefits of IDEAS Property Clerk Enterprise

We know purchasing a property management accounting software solution can be a difficult decision and there are many products to choose from. We also understand you're probably looking for ways to improve the day-to-day operations of managing your properties. IDEAS Property Clerk software has helped many other property managers and landlords like you automate many of their day-to-day tasks. Here are the benefits of choosing IDEAS Property Clerk Enterprise property management accounting software:

1. Very easy to use:

One of the primary design goals of IDEAS Property Clerk Enterprise was to ensure the software was very intuitive for the users. Minimal training requirements and ease of use were critical in the designing of the software. Easy navigation and shortcut icons provide one click access to all major modules within the software. Easy setup of Properties, Units, Clients and all other information is critical as we all know time is money.

2. Can grow with your business using a Powerful SQL Database:

IDEAS Property Clerk Enterprise accounting software can be used for managing a few units or thousands of units. The database is designed to handle the workload of any property management company.

3. Integrated Accounting Features:

All accounting features are integrated into the property management software. You do not require a separate accounting program. All information entered in each module is automatically stored in the General Ledger.

4. Save time with the easily navigated system:

Easy navigation and shortcut icons provide one click access to all major modules within the software. Powerful, yet easy to use, search options are available for all modules. Quickly find the information you need to answer telephone inquires, or management inquires.

5. All system modules are included:

IDEAS Property Clerk Enterprise includes all features and modules you need to manage your properties without adding expensive add-on products. No need to purchase individual modules or features.



demonstration or download a free trial version from our

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6. Features to provide the benefits you need:

All features included in IDEAS Property Enterprise are based upon years of Property Management customer feedback. Property Managers just like you have provided their input into the features required in a professional property management accounting solution.

7. Security options:

Each user can be granted or denied access to all tasks and features within the system. Using a SQL Database also provides your organization with another level of security to ensure your data is protected.

8. Customizable features:

Each user has the option of customizing many of the screens within IDEAS Property Clerk Enterprise to display and sort the information as they require. These user defined preferences will improve the work flow for each user and in turn will save time.

9. Training included with purchase:

The purchase of IDEAS Property Clerk Enterprise includes our free "Getting Started Training Package". This ensures your company is up an running as quickly and easily as possible. On-site training packages or customized training packages are also available.

10. Built in Word Processor:

IDEAS Property Clerk Enterprise property management accounting software includes a built-in word processor for every licensed user. The word processor is used to produce client and vendor letters and any other document. The built in word processor can read and save Microsoft Word documents.

11. Technical Support Included with purchase.

The purchase of IDEAS Property Clerk Enterprise includes one year of unlimited technical support for each licensed user



All Modules are Included with the Software

IDEAS Property Clerk Enterprise property management accounting software is an integrated solution providing your organization with all of the necessary modules required to effectively manage your properties. No need to purchase add-on products or additional modules since they are already included.

The following modules and capabilities are included with IDEAS Property Clerk Enterprise:

- Property/Unit Management
- General Ledger
- Accounts Receivables
- Accounts Payable
- Budgeting
- Client/Tenant Management
- Management Fees
- Bank Deposits
- Bank Reconciliation

- > Work Orders
- > Job Cost
- Purchase Orders
- > Inventory
- Late Fee processing
- Past Due Letters
- Built in Word Processor
- User Defined Fields
- Calendar / Reminders

- Owner Payments
- > Special Assessments
- E-mail capabilities
- Rent Geared to Income
- Vendors
- Export Data
- Security Management
- Custom Reports

All key modules are easily accessed from the menu or toolbar.

🚏 IDEAS Property Clerk Enterprise - Manag	e Property	
File Reports		
🛯 😖 • 😻 • 🕮 😹 😹 🖧 🖏 🕶 👪 💈	🏴 😂 🗞 诸 🤯 Purchases 🐉 Bills 🛠 Pay Bills 🧊 Check History 🍰 Vendors 🍰 Jobs 🐞 Work Orders 🌌 🗒	🖁 🐉 Financial
🚯 Expense Log 🕥 🧶 队		
E 🤴 Properties	🍰 Property Details 🔝 Vendors	
Condo Corporation - XYZ Home Owners Association - ABC	📔 📓 Save 🔍 Find Property 🍰 New Move In 🤏 Open 🚲 Payment 🔏 Charge 📓 🦼 🚄 🤹 📿 🏭 🌛 E-1	Mail 🏡 Maint.



Highlights for Property Managers, Accounting and Maintenance Staff

This section includes a summary of a few features included in IDEAS Property Clerk Enterprise software that are necessary for all property managers, accounting staff and maintenance staff. These features will save you time, increase your customer satisfaction, and streamline your business. *Please read the Module by Module pages in this document for full details about every module and all of the features included in the software.*

Manage Multiple Property Types

Managing multiple property types is very easy with IDEAS Property Clerk Enterprise. Define your own property types and groups such as Apartments, Condominiums, Public Housing, etc., and then use the flexible view options to view the properties in the order you prefer.

Here are two views of the same information; 1) Display by Property Name 2) Display by Property Group.







Seasy and Quick Setup of your Properties

Entering new properties couldn't be quicker than using the Quick Copy options. The Quick Copy option allows you to enter one unit and then copy the same information as many times as necessary. Whether you are entering 5 units or 5000 units, this will save you time and reduce data entry errors.

Select the property type you need to create and then use the Quick Copy options to easy create as many new units as required for this property.

🐻 New Multi Unit Property	
New Single Unit Property	
Add Unit to Selected Property	ti Unit Property
👸 Delete Property	ie 🖉 Zarea
🔏 Delete Unit	Hfo Contact Info Financial Setup Services Mgnt Info Owner Info y Information
	Property Group Apatments Vacant Units Property Type Apatments Vacant Units Property Name IDEAS Apatment Complex Address 4500 Main Street Contact Name City Dalas State Copy Unit Options inactive.
1.5	Increment Unit/Apt Number of Units Needed Increment Unit/Apt Number by Increment Unit/Apt Number by
	UnitNum UnitType UnitSize UnitSqFt MarketRent Bathrooms UnitAccount E 0 Apartment 0



Easy Access to Vital Client Information

Have instant access to all vital client information. Client financial transactions, balances and the ability to enter a payment or issue a charge are all available from the client information screen. Use the Notes/Task feature to store notes, reminders, tenant communications and even attach digital pictures or scanned documents. Using the built-in word processor, you can easily access any e-mail or letter produced for the client. The client information screen also provides a history of the maintenance requests (Work Orders) for this client.

	555 Memoria	d Drive					3
🖬 Save 🍰 Add Client 🍰 Delete Cli	ert 📝 E-Mail	🜙 Letters 📓	Save and Close 🔕 Close				
Client List	State Doe	alia Jack Do	•				
Jane Doe S Jack Doe		Details 8 Se	nt Items 🥪 Mailing Info 🐔 Financia	i Setup 📑 Notes/Tasks 🐉 Od	her Info 🎒 Main	tenance 🔓	Custom Forms
		Title: Jane Name: Jane Name: Doe	D.O.B Client Type Social Securi		E-Mail:	ent Accepts E-I	• 4al
General Notes	2	Move Out:	1/ 1/2007 • Lease Start	3 / 5/2007	ut Reason:	9/ 5/2007	
				ts Receivable: Opening Balance= \$0		.,	
	Ref #	Date	Description	Account	Debits	Credits	Balance 📉
	1	01/01/2007	Monthly Condo Fee	1200 Accounts Receivable	250.00	0.00	222 44
	20	01/01/2007	6 · · ·				250.00
		VIVUEDUV	Payment	1200 Accounts Receivable	0.00	250.00	0.00
	68	02/01/2007	Payment Monthly Condo Fee	1200 Accounts Receivable 1200 Accounts Receivable	0.00		
×						250.00	0.00
See Mary	68	02/01/2007	Monthly Condo Fee	1200 Accounts Receivable	250.00	250.00 0.00	0.00 250.00
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Client Notes	68 106 177 228 268	02/01/2007 02/02/2007 03/01/2007 03/05/2007 04/01/2007	Monthly Condo Fee Payment Monthly Condo Fee Payment Monthly Condo Fee	1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable	250.00 0.00 250.00 0.00 250.00	250.00 0.00 250.00 0.00 250.00 0.00	0.00 250.00 0.00 250.00 0.00 250.00 250.00
Client Notes	68 106 1777 228 268 317	02/01/2007 02/02/2007 03/01/2007 03/05/2007 04/01/2007 04/02/2007	Monthly Condo Fee Payment Monthly Condo Fee Payment Monthly Condo Fee Payment	1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable	250.00 0.00 250.00 0.00 250.00 0.00	250.00 0.00 250.00 0.00 250.00 0.00 250.00	0.00 250.00 250.00 250.00 250.00 250.00
Client Notes	68 106 177 228 268 317 344	02/01/2007 02/02/2007 03/01/2007 03/05/2007 04/01/2007 04/02/2007 05/01/2007	Monthly Condo Fee Payment Monthly Condo Fee Payment Monthly Condo Fee Payment Monthly Condo Fee	1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable 1200 Accounts Receivable	250.00 0.00 250.00 0.00 250.00 0.00 250.00	250.00 0.00 250.00 0.00 250.00 0.00 250.00 0.00	0.00 250.00 250.00 0.00 250.00 0.00 250.00



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Managing Vacant Units



Vacant units are costly. Effective management and filling of vacant units is necessary for you to maximize profits for the property. The Unit Availability search tool will help you quickly find vacant units and increase your revenue by filling the vacant units with prospective tenants. Search by property, unit type, unit size and other important criteria.

ect Prope	orties			Unit Types		Unit Bedrooms	
Include	all properties in search			Includ	e all unit types in search	Include all bedrooms in search	
select	PropertyName	Address1		Select	Description	Select Description	
¥	Condo Corporation - XYZ	555 Memorial Dr.	Bosto		Apartment	Bachelor	
	Home Owners Association	777 Hill Road	Austi	Image: A start of the start	Condo	✓ 1 Bedroom	
	Jones House	654 Desert Drive	Palm		House	2 Bedroom	
	Smiths House -001	450 General Blvd	Mino		Mobile Home	3 Bedroom	
	Smiths House -002	460 General Dri	Minn		Other	4 Bedroom 5 Bedroom	
	Smiths House -003	1200 Hollywood.	Holly			5 Bedroom	
¥	Tech Way Apartments	1100 Main Street	Dalla				
						3 4 5 NA	
				Market Ren	t.		
				F	rom \$:	To \$:	
				- Only o	display upcoming vacant un	its without pending tenants for unit	

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Seasy and quick access to financial information

Having easy access to critical financial data and reports is essential for the success of any property management organization. As transactions are processed, IDEAS Property Clerk automatically updates the general ledger and necessary financial modules which mean you have instant access to financial data. Drill-down capabilities allow you to guickly find the necessary financial information to make key business decisions.

		by that column.		
Account Group	Account	Description	Balance	
A	-	A	•	
Assets	1000	Cash - Bank Checking	69,830.24	
Assets	1001	Reserve	0	
Assets	1200	Accounts Receivable	19,939.76	
Liabilities	2050	Deposits	7,825.00	
Liabilities	2200	Accounts Payable	733.25	
Liabilities	2201	Payroll Liabilities	0	
Liabilities	2215	Pre-Paid Fees	1,175.00	
Liabilities	2300	Tax Paid On Bills	0	
Equity	3000	Retained Earnings	0	
Equity	3001	Owner Equity	0	
Income	4200	Regular Assessments	15.000.00	
Income	4201	Special Assessments	10.823.80	
Income	4202	Parking Income	750.00	
Income	4203	Late Fees	275.00	
Income	4204	Laundry Income	0	
Income	4205	Cleaning Income	75.00	
Income	4207	Rental Income	77,625.00	
Income	4209	Other Income	57.50	
Income	4210	Subsidy Rent	0	
Expenses	5001	Management Fee	6,352.50	
Expenses	5003	Bank Service Charges	486.50	
Expenses	5005	Insurance	0	
Expenses	5006	Office Supplies	11.50	-
Expenses	5008	Accounting Fees	0	1000
Expenses	5011	Miscellaneous	0	
Expenses	5102	Supplies	0	





Maintenance Management

Create work orders for tenants/clients, units or properties. Use the work order module to keep track of scheduled maintenance, completed work and pending work. Respond quicker to client maintenance requests and keep track of all costs and supplier information associated with the maintenance item. Use the Job Cost module for larger maintenance items such as construction or renovations. The work orders can be printed or e-mailed to your maintenance staff.

🗯 Work Order Info	rmation						
🖬 Save 💩 Print	📝 E-mail 🍰 Manage Jobs	Close					
Work Order Requer Viork Order # Date Entered: Date Reported: Entered By: Requested By: Scheduled:	st Details 3 1/30/2007 <u>v</u> 1/30/2007 <u>v</u> demo	Job Name: Job Type: Priority: Status: Start Time:	Repairs Low Renned C2 00 P14		Client Name: Jane Doe 200 555 Memorial Drive Boaton, MA 02345 Bisthroom and Kächen	Phone:	
Vendor Assigned	Client Charge Back		Permission To Enter Unit	Call Received By: Issued To: NIA.	,	Phone: d By: Mike Green	K K
1. Change the show 2. Change the batte	er head in the bathroom. res in the smoke alarm in the ki	ichen.	 N 	called Mike Green In	was assigned the repar. John did not hav on Greens Pluring. at the client had broken the shower head a		
Details ub A Ball To: Control Jane Doe Unit 200 555 Memorial De Boston, MA 02245		vchase Ordens	Li Notes 🕹 Bing Mo 🔒	Hadback Info			

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IDEAS Property Clerk Enterprise includes all of the standard reports you need to manage your properties. Produce Tenant/Client Lists, Rent Roll, Arrears lists, General Ledger, Balance Sheet, Profit & Loss Statements, and much more.

All reports can be exported into popular formats such as PDF, HTML, Excel, Word and others.

What makes IDEAS software unique is the ability to easily add new reports to the software or to modify the existing reports. All reports are stored in a Report Library which can easily be updated. If you need a specific report, it can be created and easily added to the software. This feature is extremely valuable since you will always have the reporting capabilities needed for now and the future.



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6	DEAS					
6	Software & Training Inc.					
		<u></u>				
			lger Summar			
		January 1,	2007 to September 6,3	2007		
			Opening Amount	Debits	Credita	Balance
Conde	Corporation - XYZ					
1000	Cash - Bank Checking	8	0.00	21,571.79	14,473.30	7.098.49
1200	Accounts Receivable		0.00	26,973.80	21,259.04	5.714.76
2200	Accounts Payable		0.00	14,675.05	14,955.80	(280.75)
2215	Pre-PaidFees		0.00	250.00	500.00	(250.00)
4200	Regular Assessments		0.00	0.00	15,000.00	(15.000.00)
4201	Special Assessments		0.00	0.00	10,823.80	(10,823.80)
4203	Late Fees		0.00	0.00	150.00	(150.00)
4207	Rental Income		0.00	0.00	1,000.00	(1,000.00)
5001	Management Fee		0.00	1,650.00	275.00	1,375.00
5003	Bank Service Charges		0.00	138.25	0.00	138.25
5006	Office Supplies		0.00	11.50	0.00	11.50
5213	Snow Removal		0.00	352.75	65.00	287.75
5219	Security		0.00	170.00	0.00	170.00
5300	General Repairs		0.00	10,823.80	0.00	10,823.80
5954	Interior Renovations		0.00	1,885.00	0.00	1,885.00
				78,501.94	78,501.94	

IDEAS Property Clerk Enterprise can be modified to include ANY report you need.

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Training, Support and Other Services

Training and Support



Every purchase of IDEAS Property Clerk Enterprise includes our Free Getting Started training package. This training package will get you up and running with the software, however, detailed training packages are also available to train all users of the software. On-site training, telephone training, and internet based training options are available.

Our approach is simple: We invest our time with you up front to ensure you are maximizing the benefits of the software. We don't expect you to read through large user manuals to learn how to use the software. Of course, the user manual is available if you prefer. On-line training documents and videos are also available to assist with the learning experience.

As part of every purchase, we include the first year of unlimited technical support. Each purchase would require an annual support package following the first year; software upgrades are included with every support package.

Services Available

- Implementation Services: Our technical staff will work with your technical and/or accounting staff as required ensuring a smooth implementation of IDEAS Property Clerk Enterprise.
- On-site Implementation and Training Services: IDEAS Software & Training Inc. can provide on-site training and implementation services if requested.
- Custom Programming Services: Our software developers are available to provide your company with a customized solution if required. If you need IDEAS Property Clerk Enterprise to integrate with other software used in your organization or if you need custom reports or features, we will work with you to provide a tailored solution.



Pricing

IDEAS Property Clerk Enterprise is affordably priced based upon the number of units managed and the number of staff who require access to the software. This flexible pricing structure ensures you are receiving top value for your purchase. Customized on-site training and implementation services would also be determined in the overall pricing of the software if these services are requested.

From time to time, we also offer special pricing from our website. However, please call our office to receive the best pricing for your solution as we will do our best to work with you.

Please call our office at 1-866-346-6700 to discuss your requirements and we would be pleased to provide a quotation for the purchase of IDEAS Property Clerk Enterprise.

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Technology Platform and System Requirements

Technology Platform

IDEAS Property Clerk Enterprise uses Microsoft SQL Database technology in a client/server environment. The database is designed to work with Microsoft SQL 2000, MSDE, Microsoft SQL 2005 and Microsoft SQL 2005 Express editions.

The software application is developed using Microsoft.NET technology and all reports have been created using Crystal Reports.

Internet Enabled – Thin Client and Remote Access

IDEAS Property Clerk Enterprise can be configured to be used by remote locations using the internet. This provides the ability for on-site managers, remote offices and home users to access the software. A number of solutions exist for the configuration and we would be pleased to work with your technical staff to determine the most effective method of remote access to the software. Options are determined based upon your existing network setup.

System Requirements:

Note: These are recommendations only. Please call our office to discuss any necessary technical requirements.

Database Server Recommendations:

- Microsoft Windows 2003 Server recommended or Microsoft Windows 2003 Server Small Business Edition
- > 2 GB RAM

Desktop Recommendations:

- Microsoft Windows XP Professional or Vista
- ➢ 512 MB RAM or higher



Module by Module Information

All of the necessary modules required to effectively manage your properties are included with the software.

The following pages provide you with more details about the key modules and capabilities listed below.

- Property and Unit Management
- Accounts Receivables
- Client Management
- General Ledger
- Accounts Payable
- Budgeting
- Management Fee
- Bank Deposits
- Bank Reconciliation

- > Work Orders
- > Job Cost
- Purchase Orders
- > Inventory
- Late Fee processing
- Past Due Letters
- Built in Word Processor
- User Defined Fields
- > Calendar / Reminders

- Owner Payments
- > Special Assessments
- E-mail capabilities
- Rent Geared to Income
- Vendors
- Export Data
- Security Management
- Custom Reports



Property and Unit Management

Manage any type of property with IDEAS Property Clerk Enterprise. Whether you are managing condominium associations, apartments, houses, mobile homes or any other property, IDEAS Property Clerk Enterprise will work for you.

Keep track of Owner Information, market rents, square footage, amenities, notes, maintenance, management information and any other information you need. Attach photos or documents to each property or unit to ensure all valuable information is at your fingertips at all times.



You may also create User Defined Fields for properties and units which mean you can track any piece of information you need.



IDEAS Property Clerk Enterprise is ideal for managing any number of properties and the flexibility allows you to manage any property type. Easily find property information and the features available in the software allow you to effectively manage your occupancy and vacancy information.

Key Features

- Track property and unit information
- Powerful search capabilities
- Attach notes and files to any property, ≻ including pictures and information sheets
- \triangleright Group and sort properties by user defined categories
- Easily Manage occupancy and vacancies
- Calendar/reminder features for each property



Accounts Receivable - Client/Tenant Management



The Client (Tenants) Management module is designed to manage all of your client information in a productive manner. All vital client information is quickly available within a few mouse clicks. Track pending, current and former clients. The key features of this module are listed below. Easily find a clients balance, process charges and payments, keep track of reminders and communications with your clients. All of these features are easy to use and readily available from one screen.

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		Title. Name Jane Name Doe		Taxa and	E-Mail	n Aconpta E-M	•
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	Ref	Date	Vewing Client Account Description	ts Receivable: Opening Balance+ \$2 Account	and the second state of th	Credits	Balance
	T TOTAL	01010007	Multily Candy Fee	1200 Accounts Pacevialite	250.00	0.00	250.0
	20	01012007	Payment	1200 Accounts Receivable	0.00	250.00	0.00
	68	1201-2007	Monthly Condo Fee	1200 Accounts Receivable	250.00	0.00	250.0
	25 106	62/02/2007	Payment	1200 Accounts Receivable	0.00	250.00	0.0
-	172	03012007	Monthly Condo Fee	1200 Accounts Receivable	250.00	0.00	250.0
e Notes	228	6505/2007	Payment	1200 Accounts Receivable	0.00	250.00	0.0
	211	04/01/2007	Monthly Condo Fee	1200 Accounts Receivable	250.00	0.00	250.0
	257	64/02/2007	Payment	1200 Accounts Receivable	0.00	250.00	0.0
	344	05/01/2007	Monthly Condo Fee	1200 Accounts Receivable	256.00	0.00	250.0
	389	05/01/2007	Special Assessment - Roof Repairs	1200 Accounts Receivable	1.062.58	0.00	
	288	04/01/2007 04/02/2007	Monthly Condo Fee Payment	1200 Accounts Receivable 1200 Accounts Receivable	250.00 0:00	0.00 250.00	

Key Features

- Track Accounts Receivable
- Charge Clients
- Client Invoices
- Record Client Payments
- Process Client Payment Batches
- Client Reminders and Notes
- Client Communications
- Client Statements
- E-Mail Clients
- Send Client Letters
- Produce Past Due Notices
- Process Late Fees
- Track Security Deposits
- Print Client Payment Receipts
- Track Move In and Move Details
- Track Lease Expiration dates
- Automatic Management Fees
- History of Emails and Letters Sent
- Unlimited User Defined Fields
- Edit Transactions (Security permitting)



General Ledger and Financial Management



Accurate, accessible and timely financial information is critical to the operation of your business. IDEAS Property Clerk Enterprise provides you with the necessary tools to access the financial information you need and when you need it. All financial information is automatically updated into the General Ledger. Drill-down data capabilities and many financial reports are quickly accessible from within the software. Produce financial statements, budget vs actuals and other critical financial reports.

Key Features

- Track and retrieve all financial information
- Integrated automatically with Accounts Receivables, Accounts Payable modules
- Apply Journal Entries directly into the General Ledger as needed
- Miscellaneous Income features are integrated with the General Ledger
- Financial Drill-Down capabilities to source documents
- > Chart of Accounts can be easily modified
- General Ledgers are accessible by Property or Consolidated
- Edit Journal Entries as needed (Security Required)
- Recurring Journal Entry features
- View Journal Entry History

IMPORTANT NOTE:

Any financial report can be created and added into the software. Call IDEAS Software to inquire about custom reporting options.



Budgets

Easily track your annual budgets for each property with the Budget module. Budget vs Actual reporting provides you with variance reporting capabilities.

Budget information can be viewed by Month, Quarter or Annual information. Budget information can be exported to Microsoft Excel for further analysis and review.

Budget Information for Co	ndo Corporation - X1	a							X	
5 Tools - 🛃 Save and Close	Save 🛐 View Mor	thly III View Quart	erly ID View Ar	nnually 🚯 Chart	5 Print C Clos	e				
Budget Details	-									
Budget Year: 2007				Notes:						
cuoget rear. [2007				recosts.						
Budget Start Date: 1/ 1/2	2007 💌 🗹 Cur	rent Budget (Use for)	Actual vs Budget I	Reporting)					<u></u>	
	9 Jan 2007 -0	Feb 2007 o	Mar 2007 🗠	Apr 2007 - 4	May 2007 o	Jun 2007 o	Jul 2007 🗢	Aug 2007 - 0	**	
INCOME									-	
NONE										
Cleaning Income	0	0	0	0	0	0	0	0		
Late Fees	50	50	50	50	50	50	50	50		
Laundry Income	0	0	0	0	0	0	0	0		
Other Income	0	0	345	456	677	0	0	0		
Parking Income	0	0	0	0	0	0	0	0		
Regular Assessments	2500	2500	2500	2500	2500	2500	2500	2500		
Rental Income	0	0	0	0	0	0	0	0		
Special Assessments	0	0	0	0	0	0	0	0		
Subsidy Rent	0	0	0	0	0	0	0	0		
Testing NEW	0	0	0	0	0	0	0	0		
Total NONE	2550	2550	2895	3006	3227	2550	2550	2550		
TOTAL INCOME	2550	2550	2895	3006	3227	2550	2550	2550		
EXPENSES										
NONE										
Accounting Fees	0	0	0	Kov F	eatures	•				
Bank Service Charges	25	25	2	кеут	eatures	•				
Chimney Cleaning	0	0	0							
Electricity	100	100	100							
Engineering Flood Restoration	0	0	-	\succ	Keep tr	ack of c	urrent a	nd past b	oudaets	
Gas	75	75							0	
General Repairs	2500	2500	2500	\succ	Income	e and Ex	penses	can be bi	roken down into su	b-
Heating		0								
insurance	30	30			groups					
Interior Renovations		0	2	~	• •		to opail	v optor v	aluce for an account	nt fo
Janitorial Services		0		\succ	Auto-III	rieature	to easi	y enter va	alues for an accour	1110
Landscaping	0	0			an enti	re vear				
Laundry	0	0								
Maintenance	0	0		\succ	Convo	ne or mo	ore bud	nets to th	e next budget year	
-	1 1						Jie buu		ie next budget year	
				\succ	Print bu	udaets				
						•				
				\succ	Budget	vs Actu	al Repo	rtina		



Accounts Payable

The accounts payable module includes all of the features you need to accurately track any expense for your properties. Included with the software is the ability to print Pre-Printed or MICR Checks. Easily track expenses for any category and quickly find vendor payables.

Bill Information		
Bill Information	Bil Date 6/ 1/2007 V Due	Date 6/15/2007 •
venuur	Bit Transaction Description More Margament Fee	
	Boston, MA 09627 Check Memo Reference Type @ General C Purchase Order	C Work Order C Job
	Reference Number	< Work Order C Job
Payable Account	2200 Accounts Payable Reference Information	
Notes	Holdback Method Not Applicable W Refer Holdback Amount 000 Invoice H	ese Date □ \$13,2007 ■ 64d8tack 0.00
Bill Details Delete Item		
	Property Unit (account) Description Amount Expe	Key Features
Condo Corporal Condo Corporal	6on - XYZ None Monthly Managment Fee 275.00 Management F	
		Track Accounts Payable
	\$280.75	➤ Track Vendor Information
		 Group vendors by user defined categories Setup vendors as needed
		 Keep track of all of your expenses
	H	\geq Quick and flexible lookup features to find any bill
		Easily locate bills for any vendor
		Assign vendors to specific properties
		Produce vendor lists based upon categories
		Easily produce MICR checks or pre-printed checks
		> Manual check options
		 Edit posted bills (security required) Void/Cancel or delete bills (security required)
		Keep track of Vendor account numbers
		> Enter check memo details
		Produce outstanding accounts payable reports
		Send Vendor Letters



Work Orders and Maintenance

Create work orders for tenants/clients, units or properties. Use the work order module to keep track of scheduled maintenance, completed work and pending work. Respond quicker to client maintenance requests and keep track of all costs and supplier information associated with the maintenance item. Use the Job Cost module for larger maintenance items such as construction or renovations. The work orders can be printed or e-mailed to your maintenance staff.

Save 🔬 Print							
	📝 E-mail 👙 Manage Jobs	Close					
Work Order Reques				Location and Contain	t Details Condo Corporation - XYZ		
Date Entered:	1/ 1/2007	Job Name:	Renovate Entryhall	COCODON.	555 Memorial Drive Boston, MA		
Date Reported:	₿/ 1/2007 ·	Job Type:	Part ·		02345		
Entered By:	demo	Priority:	Medum				
Requested By:	Staff	Status:	In-Progress				
Scheduled.	P 1/11/2007 ·	Start Time:	100:30 AM	Location Details:			
Completed:	P 1/11/2007 ×	End Time:	104.00 PM	Contact Name:		Phor	
	Client Charge Back		Permission To Enter Unit	Call Received By:		Phor	ж.
Vendor Assigned:	NA 💌	-		Issued To:	M	Completed By:	×
				NA			
Action Required				Action Taken			
							2
🕸 Detais 🔒 A	usigned Bills 🤖 Assigned Pu	vchase Ordens	📄 Notes 🤹 Billing Info 🖕				9
		vchase Ordens	Click the Edit Detail	Button for more informatio		Mandana	
🖉 Details	Туре		Click the Edit Detail Description	Button for more informatio Catego	ory	Vendor	Quantity Q
		2 cars of Painting	Click the Edit Detail Description	Button for more informatio		Vendor	Quantity Q 2.00 7.50
Details Edit Ortail	Type Materials	2 cans of	Click the Edit Detail Description	Button for more informatio Catop Not Applicable	Paint Infold	Vendor	2.00

- > Ability to prioritize maintenance requests
- Quickly view the status of the maintenance work
- > Easily record the maintenance problem and resolution steps taken
- Track labor and material costs
- Set up billing information
- Generate Work Order log and detailed log reports
- > Set up holdback information for the accounts payable department
- > Track Purchase Orders, Bills, and Job Costs
- Record maintenance notes



Bank Deposits

IDEAS Property Clerk Enterprise bank deposit features are designed to save you time. Easily setup new bank deposits for any number of bank accounts. As payments are received, they will automatically be added to the correct bank deposit sheet. Once you are ready to go to the bank to make the deposit, simply print the deposit sheet and you are ready to go!

100 mil 4								Contraction of the local division of the loc	
100 mg /	Add Payment 🥳	Remove Payment 🧔	Print Q Close						
Deposit 0						_			
		1000 Cash - Bank Cher	cking (Cando-XYZ)	Open Date:	6/13/2007 · Close	Date: 19/13/2000	-		
	Description: 0	urrent Condo Deposit		Status:	Open - Payments may be added to	fhis deposit	3		
	Notes:			Created By User:	demo				
					Share Deposit With All Users				
	I			26					
_								1	
Drag a	column header	here to group by that	column.				_		
Ref. #	Received	Descrip	don First	Name Last Name	Amount Check I	Type			
476	09/11/2007	Payment	Jane	Doe	\$275.00 3456	Check			
542	09/11/2007	Payment	Jane	Doe	\$125.00	Other			
552	09/13/2007	Payment	Jane	Doe	\$500.00 65432	Check			
<u> </u>					\$900.00				
			Key Fe	atures					
			Key Fe	atures					
			Key Fe		Deposit sheets	s for mult	iple ban	k accou	ints
			>	Create Bank		s for mult	iple ban	k accou	ints
				Create Bank Keep track o	f deposits				
			>	Create Bank Keep track o					
				Create Bank Keep track o	f deposits				
				Create Bank Keep track o	f deposits				
				Create Bank Keep track o	f deposits				



Bank Reconciliation

Reduce the time it takes to reconcile your bank account. Easily reconcile complete deposits and cleared items. Easily add or remove items as necessary. Use the Adjustments option to quickly enter journal entries for miscellaneous items such as bank charges and fees.

neconcili	ation Details						- Bank Reconciliation	Summary	
heck Stoc	* 1000 C	sh - Bank Checking (Tech/Vay)	~	Statement Date:	5/31/2007	*	Bank Stateme	ent Balance:	37147.50
Descriptio	m: May Tech	way Bank Reconciliation		Status:	In-Progress	~	Class	ared Debits:	5350.00
	had tee	ng our new one of			arr rogicos				
Note	15:		~	Created By User:	demo		Clear	red Credits:	655.00
				Updated By User:	demo		Uncleared Items	Remaining:	2290.00
			~				Adjusted Stateme	nt Balance:	39437.50
							Property Clerk Bar	nk Balance:	37147.50
a colum	_	e to group by that column.						Difference:	-2290.00
a colum Clear	n header he Date	e to group by that column.	Module	Detail Desc	ription	Deposit	Client	Ref #	
a colum Clear	n header he Date 05/01/2007	to group by that column. Description Payment	AR	Detail Descr	ription	\$825.00	Client Grove, Jesse	Ref # 422	
a colum Clear	Date Date 05/01/2007 05/01/2007	to group by that column. Description Payment Payment	AR AR	Detail Desca	ription	\$825.00 \$875.00	Client Grove, Jesse Johnson, Heather	Ref # 422 425	
a colum Clear	Date 05/01/2007 05/08/2007 05/08/2007	e to group by that column.	AR AR AR	Detail Desca	ription	\$825.00 \$875.00 \$850.00	Client Grove, Jesse Johnson, Heather Autumn, Paul	Ref # 422 425 427	
a colum Clear V	Date 0501/2007 05/01/2007 05/08/2007 05/08/2007	e to group by that column.	AR AR AR AR	Detail Desci	ription	\$825.00 \$875.00 \$850.00 \$925.00	Client Grove, Jesse Johnson, Heather Autumn, Paul Viind, Peter	Ref # 422 425 427 428	-2290.00
a colum Clear V V V	Date Date 05/01/2007 05/01/2007 05/08/2007 05/08/2007 05/10/2007	b group by that column. Description Payment Payment Payment Payment Payment Payment	AR AR AR AR AR	Detail Desca	ription	\$825.00 \$875.00 \$850.00 \$925.00 \$900.00	Client Grove, Jesse Johnson, Heather Auturn, Paul Wind, Peter William, Arthur	Ref # 422 425 427 428 424	
a colum Clear	Date Date 05/01/2007 05/01/2007 05/08/2007 05/09/2007 05/10/2007 05/11/2007	b group by that column. Description Payment Payment Payment Payment Payment Payment Payment Payment	AR AR AR AR AR AR AR	Detail Desc	ription	\$825.00 \$875.00 \$850.00 \$925.00 \$900.00 \$875.00	Client Grove, Jesse Johnson, Heather Auturn, Paul Wind, Peter William, Arbur Summer, Dan	Ref # 422 425 427 428 424 424 423	
a colum Clear V V V	Date Date 05/01/2007 05/01/2007 05/08/2007 05/08/2007 05/10/2007	b group by that column. Description Payment Payment Payment Payment Payment Payment Payment	AR AR AR AR AR	Detail Descr	ription	\$825.00 \$875.00 \$950.00 \$925.00 \$900.00 \$875.00 \$950.00	Client Grove, Jesse Johnson, Heather Auturn, Paul Wind, Peter William, Arthur	Ref # 422 425 427 428 424	

8	Clear	Date	4	Description	
	v	05/01/2007		Manual Check Entered	CH
		05/01/2007		Manual Check Entered	CH
	1	05/01/2007		Manual Check Entered	CH
	1	05/01/2007		Manual Check Entered	CH
	~	05/01/2007		Manual Check Entered	CH
		05/01/2007		Manual Check Entered	CH

Reconcile your bank accounts

> Easily clear entire deposits

- Print bank reconciliation reports
- > Add necessary adjustments directly from this module



Purchase Orders

The purchase order module is designed to provide you with enhanced purchasing tools. Print purchase orders to provide to vendors. Purchase orders are integrated with the accounts payable, job cost and work order modules. Instantly know what bills have been received towards this purchase order.

ssue Date:	/ 2/2007	 P.C 	. Number:	1	Delivery Date:	1/15/2007	×	Status:	Issued		
escription: Car	rpet				Requested By:	Association		Approved By:	Project Manager		
						,			9/14/2007		
ndor/Supplier: Ca	arpet Master			× <u>*</u>	Billing Address	e -		Ship To:			
38	rpet Master Eagle Lane ston, MA 09334				IDEAS Property 1500 River Driv Boston, MA 098			Condo Corpora 555 Memorial (Boston, MA 02	Drive		
and a later second			-1 9. A.	under Litter Au	signed Jobs 🔒 🔒 Hol	a					š.
	ved 📸 Remove D		a 60 /4	signed bills 20 Add	igneo Joos 48, Hoi	aback into					
hase Order Detail	la			5							
Prop	ertv	Unit (a	ccount)		r details for the Purch cription	Qty	Cost	Total	Received	Status	
Condo Corporation		None		Carpet		1.00	975.00	975.00	1.00 Recei		
								\$975.00			
		F	(ey F	eatures	_			\$975.00		_	L
		•	Key F		rint and iss	sue P.O. to	o vendo				
		•		Easily p Track w	ho approv	ed the P.C). and w	rs hen			
		•	>	Easily p Track w Set up S	ho approv Shipping ai	ed the P.C nd Billing /). and w Address	rs hen	ion		
		ľ	> >	Easily p Track w Set up S Monitor	ho approv Shipping ai the expec	ed the P.C nd Billing / ted deliver). and w Address ry date	rs hen informat			
C Printed Notes:		F		Easily p Track w Set up S Monitor No limit	ho approve Shipping an the expector to the num	ed the P.C nd Billing / ted deliver nber P.O.). and w Address ry date	rs hen informat			
		P		Easily p Track w Set up S Monitor No limit Track th	ho approve Shipping and the expect to the num to the num to status of	ed the P.C nd Billing / ted deliver nber P.O. f the P.O.). and w Address ry date detail ite	rs hen informat ms ente	red		
				Easily p Track w Set up S Monitor No limit Track th Easily a	ho approve Shipping and the expect to the num he status of ssign all ite	ed the P.C nd Billing / ted deliver nber P.O. f the P.O. ems on a l	D. and w Address ry date detail ite P.O. as	rs hen informat ms enter received	red		
			AAAAAA	Easily p Track w Set up S Monitor No limit Track th Easily a	ho approve Shipping and the expect to the num to the num to status of	ed the P.C nd Billing / ted deliver nber P.O. f the P.O. ems on a l	D. and w Address ry date detail ite P.O. as	rs hen informat ms enter received	red		
			AAAAAAA	Easily p Track w Set up S Monitor No limit Track th Easily a Keep tra	ho approve Shipping and the expect to the num he status of ssign all ite	ed the P.C nd Billing / ted deliver nber P.O. f the P.O. ems on a l k Orders t	D. and w Address ry date detail ite P.O. as hat issue	rs hen informat ms enter received ed the P.	red .O.		
			AAAAAAAA	Easily p Track w Set up S Monitor No limit Track th Easily a Keep tra Referen	ho approve Shipping and the expection to the num le status of ssign all ite ack of Wor	ed the P.C nd Billing / ted deliver nber P.O. f the P.O. ems on a l k Orders t ick to the c	D. and w Address ry date detail ite P.O. as hat issue	rs hen informat ms enter received ed the P.	red .O.		
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Job Cost

The job cost module is designed to provide better tracking of larger maintenance jobs such as construction or renovations. Track job budgets, status and actual costs as the information is available. Multiple work orders can be assigned to a single job to allow even further tracking if necessary.

Information for Job ID: 1		
🞽 Save 💩 Print 🔕 Close		
Job Information Details		
Job Name Bathroom Renovations Project		Company Job Number SH-003-1
Date Approved V 2/ 1/2007 V Ap	proved By Property Manager	Budget Amount 10000.00
Estimated Start Date F 4/15/2007 V	Actual Start Date 9/14/2007	Current Status Planned
Estimated End Date 9/14/2007 -	Actual End Date 9/14/2007 -	% Completed 0
Awarded to Vendor None		Date Awarded 9/14/2007
11010		Contract Amount 0.00
Job Description Remodel entire bathroom. Rep	kace toilet, sink, shower, light fotures and tiles.	Actual to Date 0.00
1		
Other Job Information		
Properties 🔓 Assigned Purchase Orders 📄 N	iotes 🎒 Assigned Work Orders 🐉 Assigned B	Bils 🤬 Holdback Info
All Properties 😂 No Properties		
Assign Vendor and Default	Account/Memo to selected Properties	
Assign Prop	pertyName	
Condo Corporation - VVT		
Home Owners Assoc Key	Features	
Smiths House -001		
Smiths House -002		
Smiths House -003		
Tech Way Apartment		
↓ →		
>	,	vs. actuals financial information
	,	vs. actuals financial information Orders issued for the Job Cost
	Keep track of Purchase (
	Keep track of Purchase (Reference back to Work	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost
	Keep track of Purchase (Reference back to Work	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost n
	Keep track of Purchase C Reference back to Work Store contract information	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost n Costs
	Keep track of Purchase (Reference back to Work Store contract information Assign holdbacks to Job	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost n Costs
	Keep track of Purchase (Reference back to Work Store contract information Assign holdbacks to Job	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost n Costs
	Keep track of Purchase (Reference back to Work Store contract information Assign holdbacks to Job	Orders issued for the Job Cost Orders, and Bills issued for the Job Cost n Costs



Inventory

Easily keep track of your valuable assets for each property or unit. Common assets that are tracked include furniture, appliances, tools, equipment and even consumable products. Built in features let you know when inventory should be reordered. Produce master inventory lists for any property or unit.

Investory Details Descriptor: Serial Number: Mair: Nationade Applances Model: Visited Rundo Property: Jones Mair: Nationade Applances Model: Visited Rundo Property: Jones Adverses Mair: Service: Vendor:	Inventory Information							
Description: Warker Servid Number: [#1:A Make: [Nationwide Applances: Make: [Natintenance: Make:	🖬 Save 🍶 Print 🔕 Close							
Serial Humber: 234528 Water Alternate Number: Make: Vectored Location Purchase Information Int: Location: Basement Laundy Room Address: Int: Purchase Information Int: Vectors: Int: Vectors: Int: Vectors: Int: Note: Int: Vectors: Int: Note: Int: Vectors: Int: Note: Int: Vectors: Int: Note: Int: Netternance: Int: Neternance:	Inventory Details							
Make: Nationwide Applances Model: WASHER Rule 2000 Property: Jones House If With None Versely: Jones If None Versely: Tracking Easily Track Asset Inventory Maternance and Wersely: Jones Easily Track Asset Inventory Maternance Date: Jones Yes Warranty Express Versely: Express Jones Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) Yes Warranty information Yes Warranty information Yes Warranty information Yes Warranty information	Description: Washer			Inventory N	mber: JH-1A	-		
Current Location Property: Jones House Unit: None Status: Active Location Address: Purchase Information Acquired: \$714/2007 Purchase Order: \$1000 Purchase Information Native Status: Active Maintenance and Werrenty Last Maintenance Date: \$14/2007 Purchase Inventory item's location at all times Easily Track Asset Inventory item's location at all times Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) Track quantity in stock and re-ordering information View warranty information View warranty information	Serial Number: 234526	Category	V: Washer	Alternate N	umber:	-		
Property: Jones House Location: Basement Laundy Room Address: Purchase Information Acquired: \$1/14.2007 Vendor: Nationwide Appliances Other Supplie: Vendor: Nationwide Appliances Key Features Preventory Tracking > Easily Track Asset Inventory Nationwide Appliances > Nation na inventory item's location at all times > > Nonitor an inventory item's location at all times > > Numeration (i.e. Quantity, Cost, Vendor etc.) > > Nois warranty information > View warranty information >	Make: Nationwid	de Appliances Mode	el: WASHER Plus 2000					
Property: Jones House Location: Basement Laundy Room Address: Purchase Information Acquired: \$1/1/2007 Vendor: Nationwide Appliances Other Supplie: Yesting: Nationwide Appliances Key Features Preventory Tracking > Easily Track Asset Inventory Nationwide Appliances > Nation on inventory item's location at all times > > Nonitor an inventory item's location at all times > > Notack quantity in stock and re-ordering information Noitew warranty information Noitew warranty information								
Location: Basement Laurdy Room Address: Purchase Information Acquired: Statement Laurdy Room Acquired: Purchase Order: Total: Statement Laurdy Room Acquired: Statement Laurdy Room Name Wentery: Total: Statement Regular price was \$350 Key Features Preventory Tracking Countity In Stock: Teack Paramety Expine: Nameterance and Warmety Last Maintenance Date: State State Parack Quantity in stock and re-ordering information Warmety Expine: Warmety Expine: State State State State State State Stat					Onton Lan			
Address: Perchase Information Acquired: \$116/2007 Perchase Information Clusterity: 1 Cost Total \$150.00 Vendor: Nationwide Appliances Other Supplier: • Easily Track Asset Inventory Custrity In Stock: • Easily Track Asset Inventory • Monitor an inventory item's location at all times • Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) • Track quantity in stock and re-ordering information • View warranty information			V Onc	None M	Status: Active	*		
Parchase Information Notes Acquired: 914/2007 Quartity: I Cost Total: 9750.00 Vendor: Nationwide Appliances Other Supplier: Key Features Maintenance and Warranty > Easily Track Asset Inventory Nationance Date: 914/2007 Ventor: 914/2007		t Laundry Noom						
Acquired: \$114,2007 Purchase Order: Guardiy: 1 Cost 750 Vendor: Nationwide Appliances Image: Statute and the statu								
Werder: 1 Cost 750 Total: \$150.00 Vendor: Nationwide Appliances 0 Other Supplier: 0 0 Inventory Tracking 0 0 Quantity In Stock: 1 Ref Easily Track Asset Inventory Maintenance and Warranty > Monitor an inventory item's location at all times > Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) > Track quantity in stock and re-ordering information > View warranty information	Purchase Information			Notes				
Vendor: Netionwide Appliances Other Supplier: Maintenance Guantity In Stock: Teasily Track Asset Inventory Maintenance and Warrary Monitor an inventory item's location at all times Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) Track quantity in stock and re-ordering information View warranty information	Acquired: S/14	V2007 • Purchase (Order:	This washer was on-sa	le. Regularprice was \$950	2		
Other Supplier: Key Features Inventory Tracking > Easily Track Asset Inventory Quantity In Stock: 1 Maintenance and Warranty > Monitor an inventory item's location at all times Maintenance Date: \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Quantity:	1 Cost 750	Total: \$750.00					
Other Supplier: Key Features Inventory Tracking > Easily Track Asset Inventory Quantity In Stock: 1 Maintenance and Warranty > Monitor an inventory item's location at all times Maintenance Date: \$ \$14,2007 Warranty Expires: \$ \$14,2007 View warranty information > View warranty information	Vendor National	ide Anellinesse						
Inventory Tracking > Easily Track Asset Inventory Quantity in Stock: Image: Stock and inventory item's location at all times Maintenance and Warrarty > Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) Last Maintenance Date: Systematic Systems Warrarty Expires: Systematic Systems View warranty information > View warranty information								
Quantity in Stock: 1 Ref Maintenance and Warranty > Monitor an inventory item's location at all times Maintenance and Warranty > Track Purchasing Information (i.e. Quantity, Cost, Vendor etc.) Varianty Expires: \$14,2007 > View warranty information >	Other Supplier:		Key Features	5				
Maintenance and Warranty Last Maintenance Date: Start Coordination Warranty Expires: Start Coordination View warranty information	Inventory Tracking							
Maintenance and Warranty Last Maintenance Date: Image: Stat/2007 Warranty Expires: Image: Stat/2007 View warranty information	Quantity In Stock:	1 Re-C						
Last Maintenance Date: 9/34/2007 Warrary Expires: 9/34/2007 View warranty information			Monito	r an inventory	item's location	n at all times	5	
Warrarty Expires: S14/2007 2 > View warranty information			Track F	Purchasing Inf	ormation (i.e.	Quantity, Co	ost, Vendor etc.)	
Warranty Expires: S114/2007 C View warranty information	Last Maintenance Date:	9/14/2007	Track of	quantity in sto	ck and re-orde	ring informa	ation	
	Warranty Expires:	9/14/2007				0		
						ice		
Print Inventory Summary details								
Report on inventory items low in stock						ock		
				on involtory		001		



Late Fees

Flexible late fee options are available for every client transaction detail line. This flexibility allows you to charge different late fees for different types of charges. Default settings can be used, or change them as needed.

Although the late fees are setup for each transaction, the system provides you with the final decision as to whether or not you want to apply the late fee charge to the client. Again, this flexibility means you have full discretion on who should be charged.

The system provides the ability to produce late fee letters for delinquent clients.

🗳 Late Fee and Management Fee Information	
Save Close Income Account Information Income Account to Credit 4207 Rental Income Batch Payment Category Regular	
Late Fee to be charged for this Detail Item Late Fee amount to be charged once 10 Plus 5 Flat Rate Amount • To be processed Daily • To a Maximum of 10 Number of occurrances •	 Key Features Automatically calculate late fees Late fees have many options: Fixed, percentage, maximum, combinations. Very powerful. Generate Late Fee invoices Produce late fee letters

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Management Fees

Flexible management fee options are available for every client transaction detail line. This flexibility allows you to charge different management fees for different types of charges. Default settings can be used, or change them as needed.

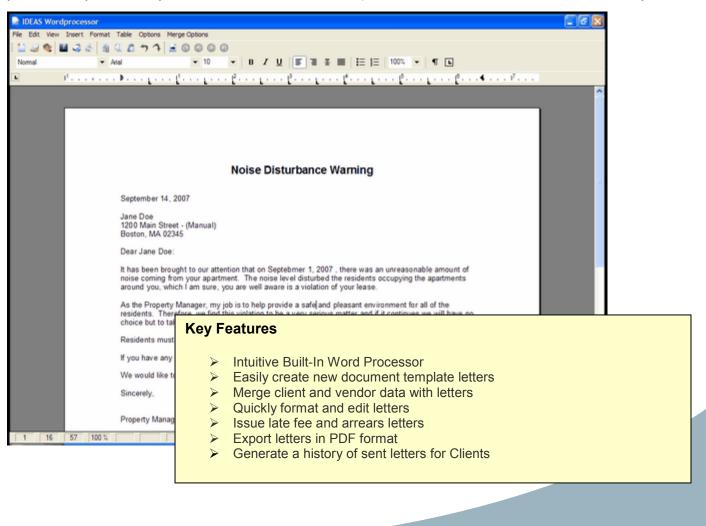
Management fees can be earned as a percentage or as a fixed amount. The system provides you with full control before charging the management fee to your client. If a management fee should not be charged to the client, the system provides you with the ability to remove the management fee before invoicing your client.

S Late Fee and Management Fee Information		
🖥 Save 🔇 Close		
Income Account Information Income Account to Credit 4207 Rental Income Batch Payment Category Regular	Transaction Detail Description Monthly Rent Interpretation Detail Description Description Detail Description Des	m
Late Fee to be charged for this Detail Item Late Fee amount to be charged once 10 Plus 5 Flat Rate Amount To be processed Daily To a Maximum of 10 Number of occurrances	Management Fees collected from Detail Item Management Fees collected from Late Fees Mgmt Fee Type % of payments received Imagement Fee Type Management Fee Percent 10 Minimum Management Fee Amount Imagement	0
	Key Features	
	 Automatically calculate management fees Fixed amount fees Percent fees Automatically generate accounts payable invoices for management fees 	



Word Processing

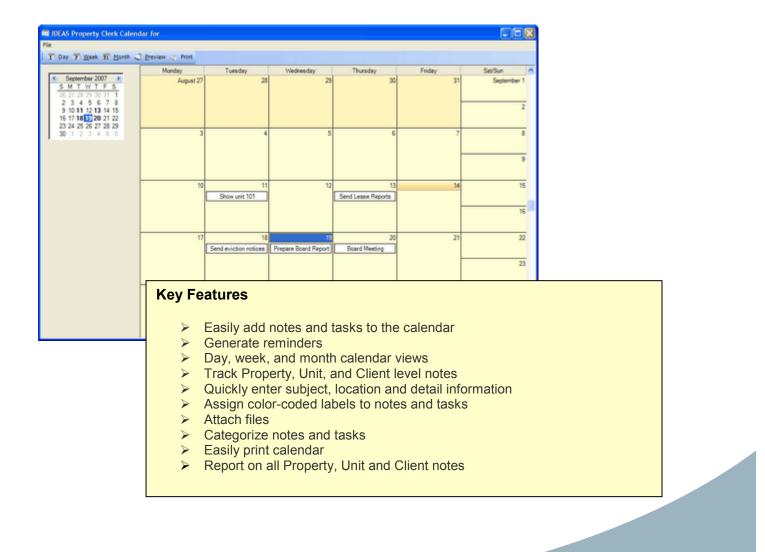
IDEAS Property Clerk Enterprise includes a built in word processor that is used to create client and vendor letters and documents. The build in word processor allows you to create an unlimited number of Mail Merge templates such as Arrears Letters, Eviction Notices, Leases and any other type of document you may require. If you are currently using another word processor, you can simply cut and paste the information into the IDEAS Property Clerk Enterprise word processor and save the information as a new template. The word processor provides you with the ability to print or e-mail letters to your clients. The word processor also can create a history on the clients file for any letter produced. This means you can easily retrieve any document ever sent to a client; open the client file and view the sent items history.





Calendar/Reminders

Easily keep track of reminders and scheduled appointments by using the built in calendar features. Any note or appointment assigned to a property, unit or client can be displayed on the calendar. You may also enter items directly on the calendar for other items. View and print your calendar by day, week or month.





Condominium Management

IDEAS Property Clerk Enterprise has been designed to include special features required to effectively management Condominium properties. Keep track of trustee information, ownership percent, special assessments and other vital information.

IDEAS Property Clerk can be further customized to meet your association specific requirement. Manage one or hundreds of associations in one software package with the ability to produce individual association reports.

Special Assessment for: Condo Corporat	en - XYZ	
🚓 PostAssessment 🥝 Select All 🙆 Clear Al	🥪 E-Mail Settings 🔕 Close	
Special Assessment Information Transaction Date 9/ 1/2007 Payment Due Date 9/ 3/2007	×	Phint Invoices
Transaction Description Special Assess Amount to Distribute 15500 Invoice Note 1	ent Parking Lot	Select the Phinter for Invoices PercoPDF Creater Print Log
Invoice Note 2 Income Account To Credit 4201 Special Debit Receivable Account 1200 Account	in the second case rise to charge	E-Mail Invoices to valid e-mail Clients Do not print invoices if Invoice is E-mailed. Notes
Select Invoice Format Standard	M	
Client Assessment Details	Auron.	
Unit # Address	Last Name First Name	
200 555 Memorial Drive 201 555 Memorial Drive 202 555 Memorial Drive 203 555 Memorial Drive 204 555 Memorial Drive 205 555 Memorial Drive 204 555 Memorial Drive 205 555 Memorial Drive 206 555 Memorial Drive 208 555 Memorial Drive 209 555 Memorial Drive	 Easily produce Invoices are based 	ces for Special Assessments e client invoices based upon shared expense based upon the (Client) ownership percentage s primarily used for Condominium Associations



Rent Geared to Income

IDEAS Property Clerk Enterprise includes a Rent Geared to Income module that is designed to track clients income information and determine their rent based upon their income amounts. This module has been customized to meet specific clients requests. If you need this module, please call our office to learn more.

Endividual Rent Geared to Income (RGI) Ren	nt Calculation for Jane Doe					
General Information Original RGI Date Sr15-2007 Last Updated Sr15-2007 Earned Income	ssistance 😧 Delete 🕥 Close	Social Assistance Scale Information Family Size 0 Income Deductions	Non-Benefit Threshold			
Description Part time job Chd part time job	Notes Amount 650 500 51.150.00	Description Single Parent	Notes	Amount 150 \$150.00		
Unsamed Income Description Asset	Value Rate % Monthly F	actor Notes	Armound 0 92.05			
Summary Information Notes Ford Geared to Income an	nourits are based upon the information sto	ed in the RSI Secondary Wage Earner	GROSS INCOME			
Setup information.		Caclulation Explanation	Basic Rent	300.00		
	Key Feature	S				
	TrackCalcul	RGI clients RGI Income sources ate Rent amount bas update amounts as	sed upon RGI			
	IDEAS Softwa requirements	nre can customize t	his module to	o meet you	ur own	



User Defined Fields

IDEAS Property Clerk Enterprise includes the ability for you to create an unlimited number of user defined fields. User defined fields are used to track specific data unique to your organization. User defined fields can be used for Properties, Units or Clients. Examples of user defined fields would include: Parking Lot Numbers, License Plate Number, Next of Kin addresses, Property ID numbers, or any other piece of data you need to track.

The user defined fields provide you with a system that can be customized to track any piece of data necessary for your organization.

Field Name	Data Type	Length	Allow Nulls	
VehicleLicense	Text	25	V	
IncomeAmount	Money		V	
NextOfKin	Text	45		
LockerNumber	Text	10		
	Key Features	5		



Other Module Features

IDEAS Property Clerk Enterprise is feature rich and the key features have been summarized in the previous pages of this document. The following list includes other features and modules that are also included in the software. If you need to know more about any feature or module, please call our office.

Additional Features and Modules Included with IDEAS Property Clerk Enterprise

- User friendly
- E-mail capabilities
- User customization
- Exporting data to excel
- Batch Payments
- > ACH and Direct Payments
- Custom Forms
- Report customizations
- Vacancy Loss tools
- Owner Statements
- Much more

If there is any feature you are looking for and have not found it in this guide, please call our office and we would be pleased to discuss the feature with you.



Ordering Information

IDEAS Software & Training Inc. would be pleased to provide you with a quotation to purchase IDEAS Property Clerk Enterprise property management software. Every package includes the following:

- 1. The software to manage your properties
- 2. Free getting started training package
- 3. One year of technical support and software upgrades

The pricing of the software solution is based upon a few factors that we need to know before we can provide you with an exact price. The factors are:

- 1. The number of units you will be managing with the software
- 2. The number of users that will be using the software
- 3. Any specialized training, such as on-site training
- 4. Any customized requests that you may have.

Therefore, we would like to discuss your exact needs before providing the quote. All of this information can be addressed with a single telephone call to our office.

IDEAS Property Clerk Enterprise is affordable software for any organization. We will work with you to provide the best solution possible for your organization.

Please call our office toll-free 1-866-346-6700 to learn more about IDEAS Property Clerk Enterprise Software.

Thank you for taking the time to learn about IDEAS Property Clerk Enterprise property management software.



DEAS Property Clerk Enterprise

> IDEAS Software 1-866-346-6700 www.ideascomputer.com

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