INTEGRITY SOFTWARE SYSTEMS

INTEGRITY SOFTWARE SYSTEMS, INC.

Mini Storage Personal Accountant

User Manual

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Intro

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Chapter 1

Overview

This system has been designed by experienced data processing professionals and certified public accountants who manage a large mini-storage warehouse. It is designed to run on PC based microcomputer running Windows 98 or later and greatly simplifies many of the day-to-day operational tasks. Although the system is simple to operate, it maintains very tight financial control over the operations of mini-storage warehouses that are operated by non-owner management. Some of the features of the system include:

- Unit inquiry capability by tenant name, unit number, unit type, as well as vacancies or delinquencies allow for quick access to facility and/or account information.
- Rent proration is automatic when renting a unit. A complete lease agreement can be automatically printed. Each unit can be flagged for automatic invoice generation on a monthly, quarterly, or annual basis.
- Rent proration is also automatic when vacating a unit. A statement summarizing past payment history and final balance due or refund due is printed at vacancy.
- Tenants can be transferred from one unit to another with all of their payment history intact. No need to delete and reenter all the data.
- Daily transaction posting includes debit memos, credit memos, cash on account, and miscellaneous sales with balancing procedures to insure the correct bank deposit. Bank deposit slips can be automatically printed.
- Invoicing is run monthly and automatically updates tenants accounts and optionally prints an invoice.
- Up to three late charge processing cycles will automatically charge the tenants account a late charge fee based on a percentage or fixed amount. A late notice letter can be automatically produced for accounts with a late charge.
- Ability to store and display JPG pictures from many digital cameras for identifying tenants or tenant property.
- An interface to many gate control systems provides access security for tenants with delinquent accounts.
- Tenant information may also be automatically merged with Microsoft Word templates for customized letter or document printing.
- Many reports can be run upon request and include:
  - Activity Summary showing all new rentals and terminations.
  - Vacancy Report by unit number or unit type.
  - Transaction Report showing all transactions by day.
  - Transaction Analysis showing all transactions by type.
  - Trial Balance showing all balances outstanding.
  - Account Analysis showing all transactions by unit.

System Requirements

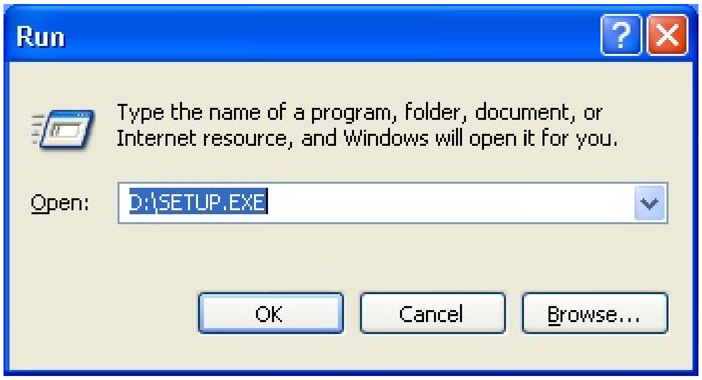
The system is a true Windows 32 bit application which means that your computer must have Windows 98, 2000, ME, NT, XP, or Vista (32 bit Not 64-bit) installed. In addition, you must have the following equipment:

- Adequate hard disk space to store historical transactions. This amount depends on the number of units in the facility and the amount of history you will be retaining.
- Super VGA monitor capable of 800 X 600 resolution in 256 colors. This resolution is recommended when storing and displaying JPG graphic images.
- An inkjet or laser printer.

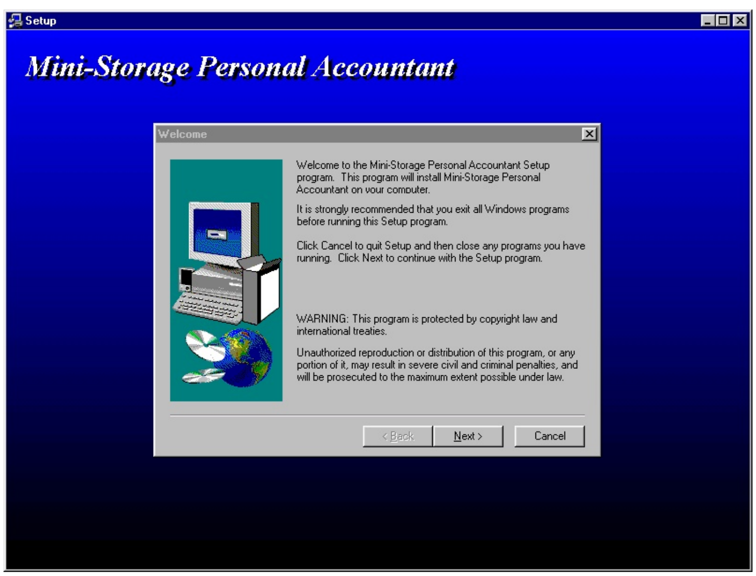
The system may or may not operate properly on all equipment. Every effort has been made to insure that the system will operate on every PC compatible computer, however we cannot guarantee that the system will operate on all systems.

Installation

Insert the MSPA CD into the CD-ROM drive. (If the CD does not start automatically, double-click SETUP.EXE on the CD) or on the Start Menu choose Run, enter D:\Setup.exe and click OK. If your CD Rom is a drive letter other than D replace D with your CD Rom drive letter.



The installation program will guide you through the installation process. It is recommended that you accept the default installation options. The Installation Screen should look as follows:

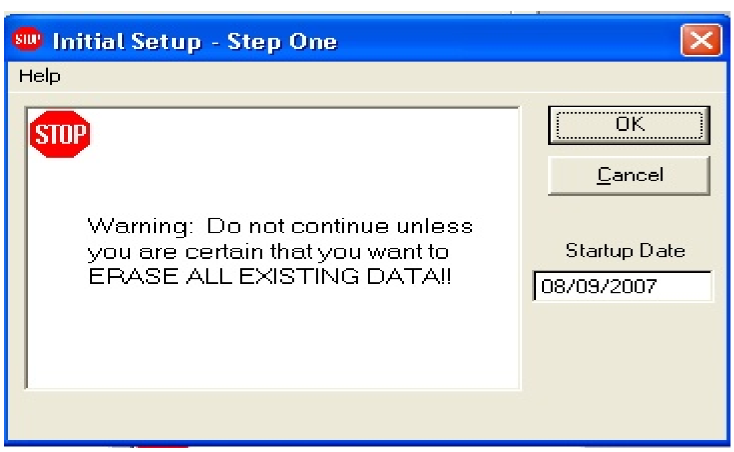


Facility Configuration

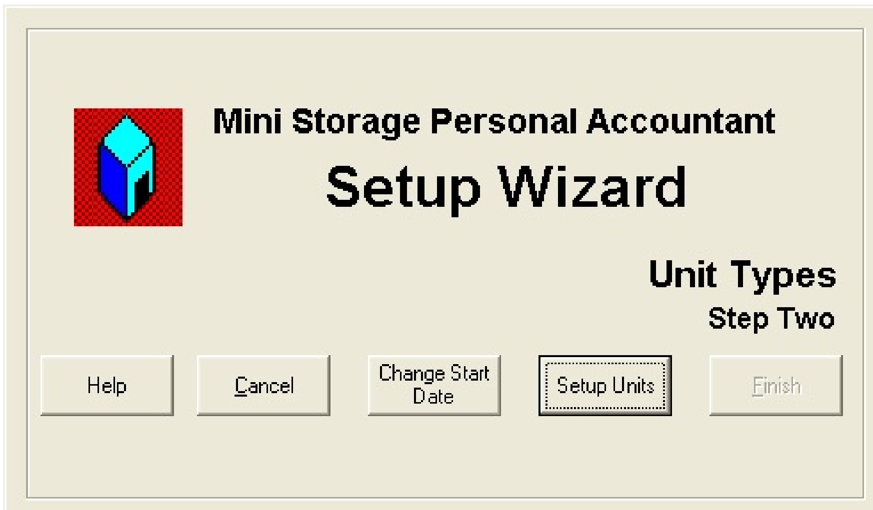
If you are not familiar with the software, it is recommended that you become familiar with the basic features by using the 30 unit demo facility which is initially installed. Once you have become familiar with the operation of the system, you can then run the **Setup Wizard** and configure your own facility. To access the **Setup Wizard**, select the **Utilities** option on the Main Window.

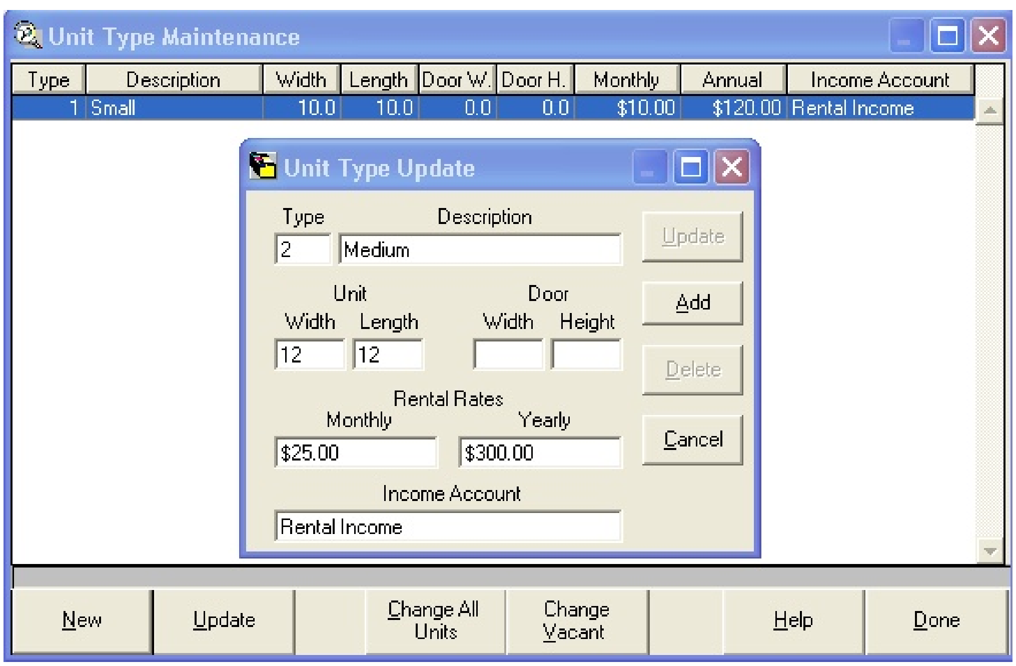
The Setup Wizard will guide you through the steps required to remove the demo data and set up your own facility. The first step is to initialize the files and remove the demo data. Click **Next** to continue the setup.

When you initialize the files, you must enter a startup date. This date is the effective date for entering current tenant balances. Remember, it assumes that you have already charged that months rent for balances you will be entering.

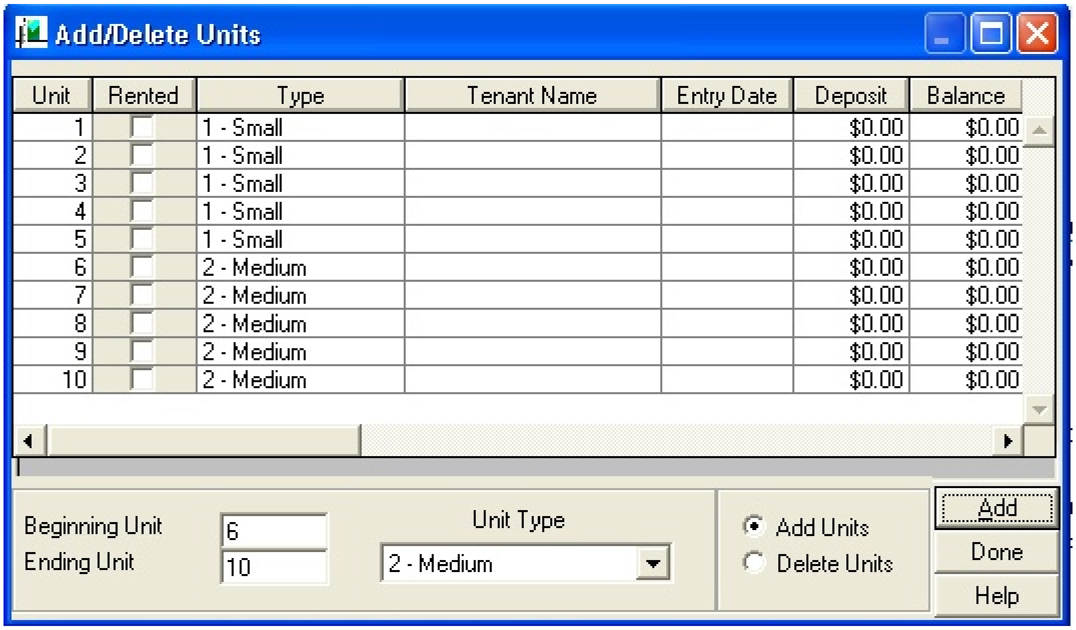


After initializing the files, the next step is to Setup the **Unit Type** information. This information includes unit size, door size, monthly rent, annual rent, etc. Click on NEW and enter Unit information. Type codes should be assigned for each size and/or priced unit or parking space in your facility. This will allow you to generate rental statistics, change prices on all units of a specific type, and identify appropriate vacant unit types.

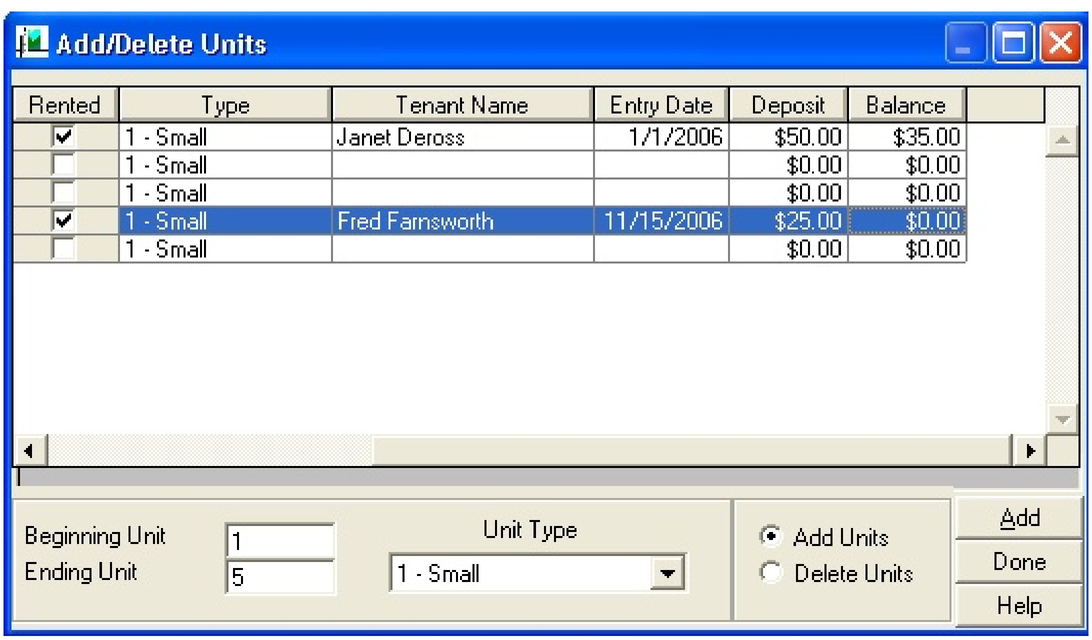




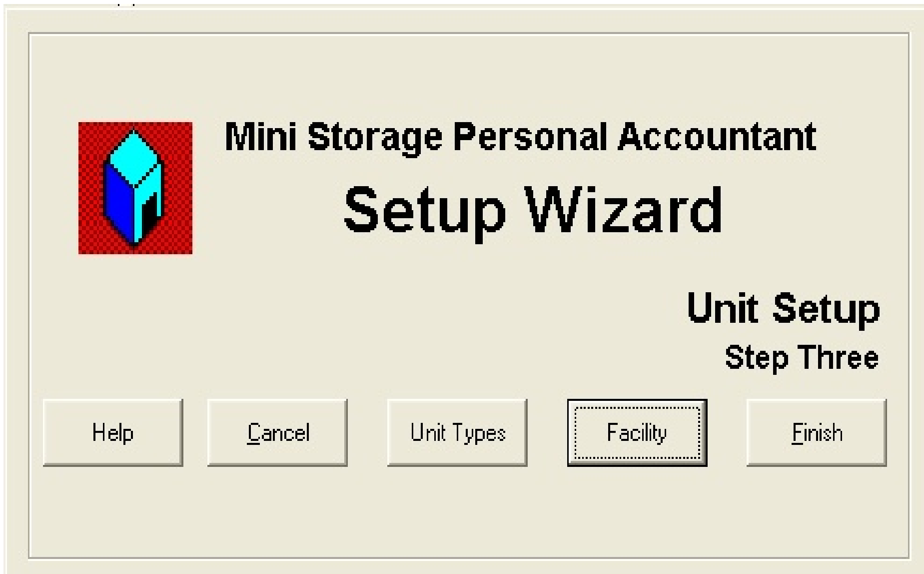
The next step is to add the UNIT NUMBERS in your facility. This can be done by a range of numbers if all units within the range are of the same **Unit Type**. Information regarding unit size, description, and rates are automatically updated.



On the same screen, the beginning balances for all rented units are also entered. First you must check the rented box, if it is not checked all information is cleared when moving to the next row. Enter the **Tenant Name**, **Entry Date**, **Deposit Amoun**t, and **Balance** for each unit using the scroll bar on the right, your arrow keys, or mouse pointer to move to the next row. The **Balance** is entered as a positive number for tenants who owe rent and as a negative number for tenants that are prepaid.



After all balances are correct, simply click the **Finish** button. Please note that you cannot return to this option once you have finished the **Setup Wizard**. You must either restart the entire setup process or use the **Rental** and **Vacate** features and/or use either **Debit Memos** or **Credit Memos** to adjust tenant balances



You are now ready to use the system. All other tenant information is entered in the Unit Details screen.

Before using the system you should go into Configuration located on the Utilites Menu and choose the Program Options tab and change the settings to reflect your business procedures. For instance this is where you define Deposits, set up Late Notices, Termination charges, set Invoice Defaults (to Print or not, Print xMonths Detail, or Postcard size Invoices).

The QuickBooks tab is also located in Configuration if you plan on importing to QuickBooks. Tax options are located here as well.

This is where you will go to Backup and Restore data.

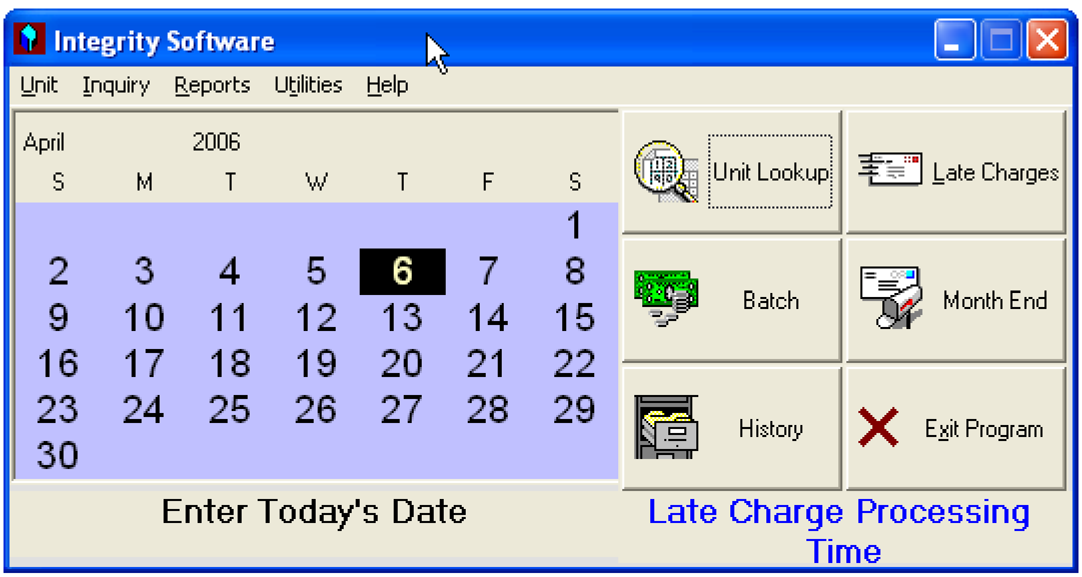
There is a lot of information located in this section so please be sure to access this area and understand how it will impact your program.

If you have any questions do not hesitate to call.

Chapter 2

Main Menu

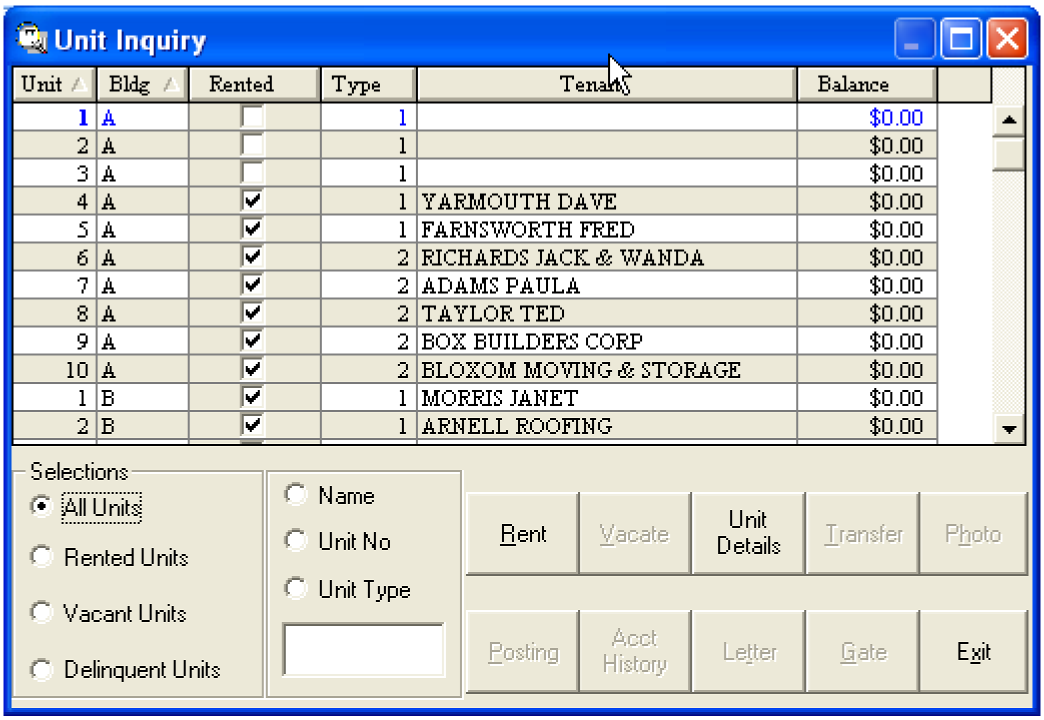
Once the system is started the **Main Menu** screen will be displayed. Most of the daily functions can be activated from the buttons on the **Main Menu**. Other functions can be activated from the drop down menus by either clicking on the item or by using the shortcut key. The shortcut key is always the underlined letter in the title. All the buttons in the system also have shortcut keys. To use the shortcut, simply press the **ALT** key along with the shortcut key. The **Main Menu** looks as follows:



The calendar on the **Main Menu** controls the default date for the rest of the system. Simply click on the proper day. The system will only allow the selection of a day within the current month. In order to advance to the next month, the **Month End** option must be run. This will automatically advance the date to the next month. Once you run invoices for the month you are locked out of the current month and cannot return to make any changes.

Unit Lookup

The **Unit Lookup** is used as a main access to the units. From this screen you can identify rented units, vacant units, or past due units. The table can be sorted by any column either ascending or descending simply by selecting the appropriate column and using the right mouse button, double right click the column. You can select a unit simply by clicking on the appropriate line in the table. Option buttons in the lower right corner of the window allow you to select the different functions based upon your Selections in the lower left corner. The **Unit Inquiry** looks as follows:

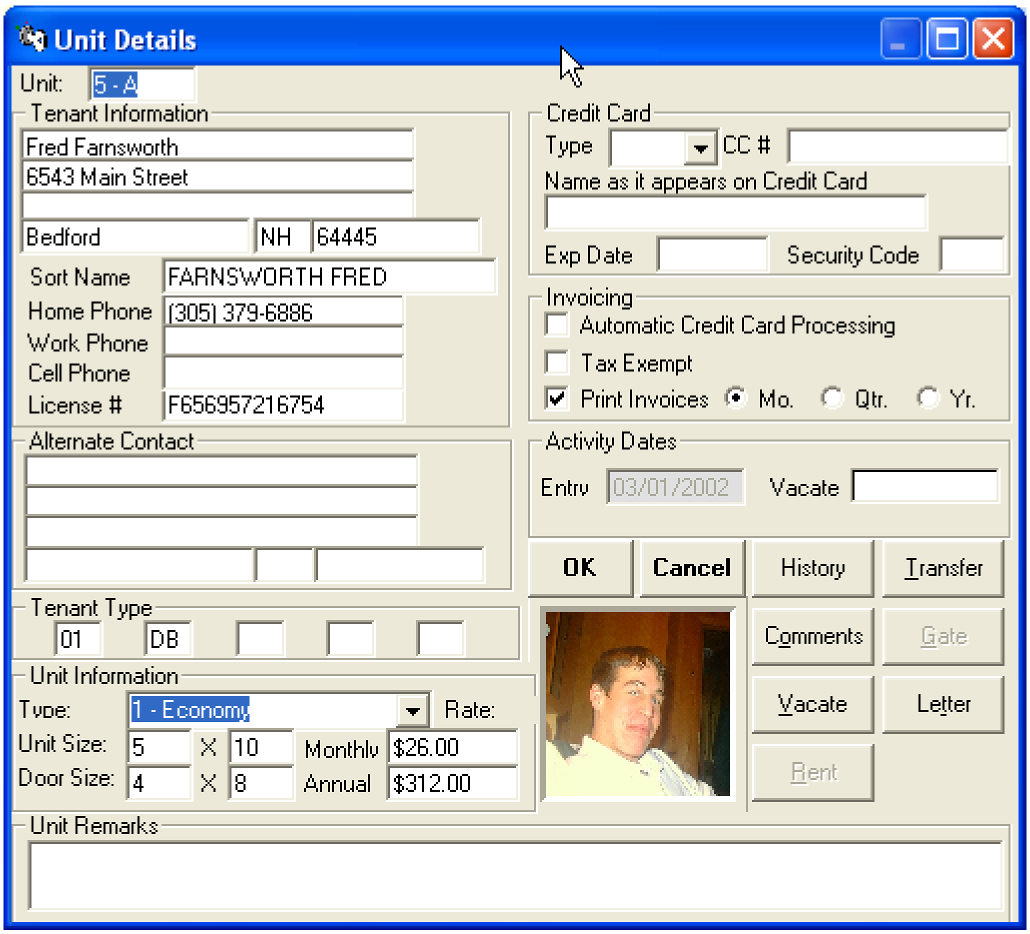


- Select the **Unit Details** button to edit tenant and unit information.
- Select the **Rent** button to rent a vacant unit.
- Select the **Vacate** button to vacate a rented unit.
- Select **Acct History** to view the **Account Inquiry** for the rented unit.
- Select **Transfer** to move a tenant from one unit to another.
- Select **Posting** to enter a transaction for selected tenant.
- Select **Photo** to view the photo image stored for the tenant.[1]
- Select **Letter** to merge the tenant information with a Microsoft Word document.
- Select **Gate** to load gate information.
- Select **Exit** to exit Unit Inquiry.

[1]**Photos** should be stored as **JPG** files in the proper directory (see **Configuration**). The photo for unit #4 should be **4.jpg** etc. If using Building letters it would be 4-b.jpg.

Unit Details

This screen is used to make changes to the unit demographic information. Changes include unit type as well as tenant information. Several fields on the **UNIT Details** screen are for display only and cannot be changed. This maintains the accounting control of the system. The status of a unit cannot be changed on this screen for the same reason. The screen looks as follows:

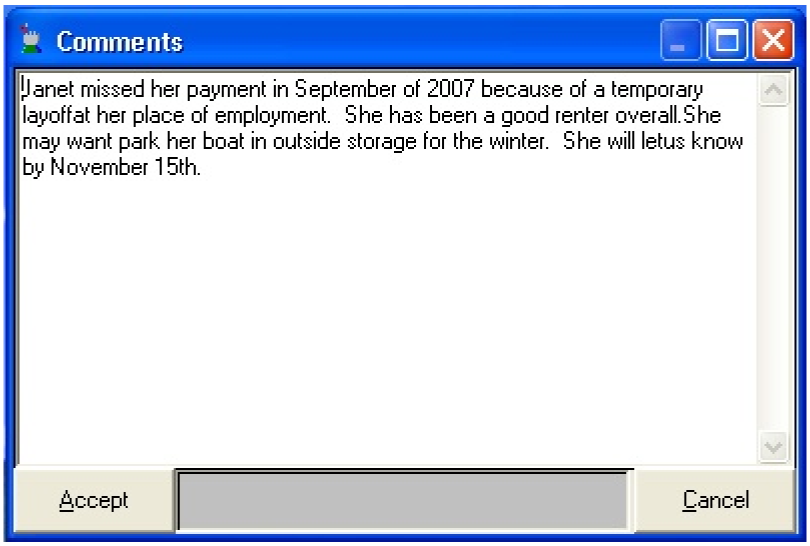


Options exist for the following:

- **Rent** – Rent vacant unit
- **Vacate** – Vacate rented unit
- **Transfer** – Transfer to new unit
- **Comments** – Tenant comments
- **History** – Account Inquiry
- **Letter** – Word interface
- **Gate** – Load gate

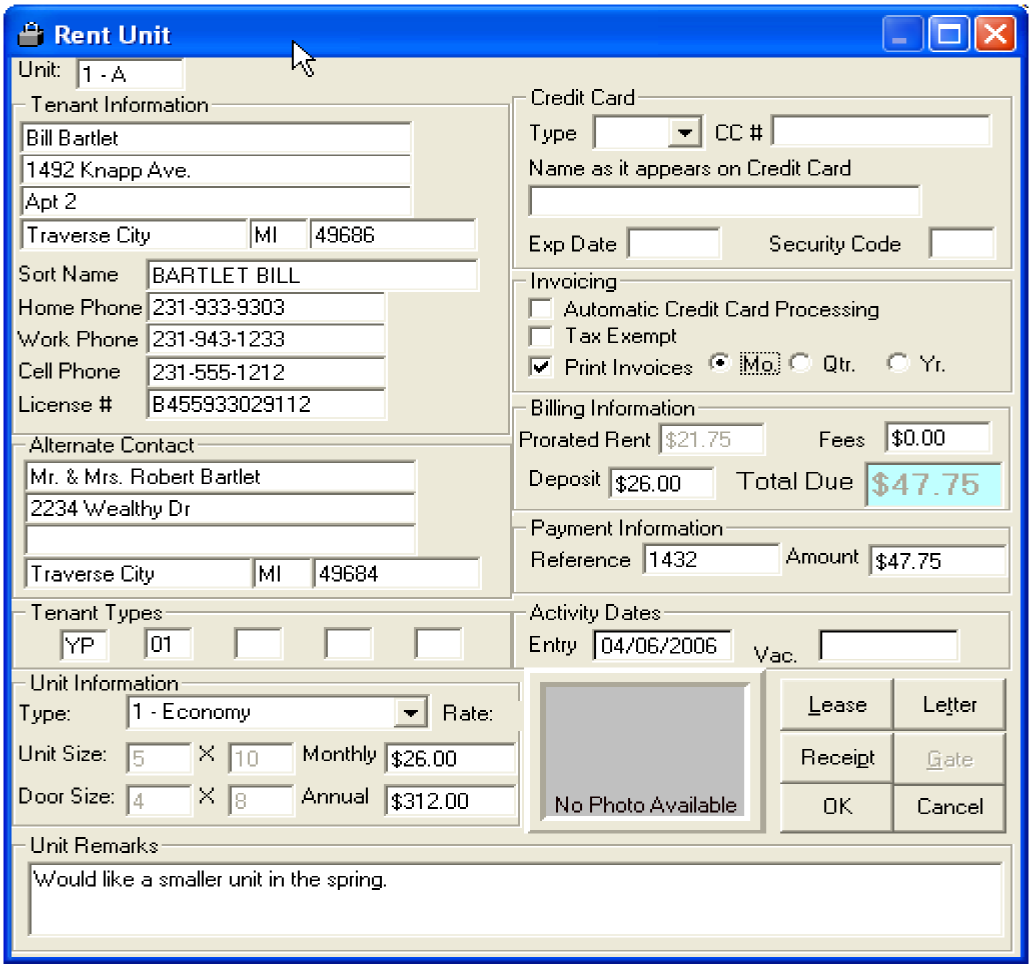
Comments

This screen is available for entering any information you might need regarding the tenant. This information is transferred to new units when the tenant moves to a new unit. This is different than the **Unit Remarks** field, which is a remark regarding the unit itself and does not transfer when a tenant transfers to a new unit



Rent Unit

This screen is used to rent a vacant unit. After entering all pertinent information, options exist for printing the **Lease**, printing a **Receipt**, printing a **Letter**, or loading the **Gate**. These options should be selected before pressing the **OK** button and finishing the rental. The Sort Name must be filled out in order for this information to appear on reports.

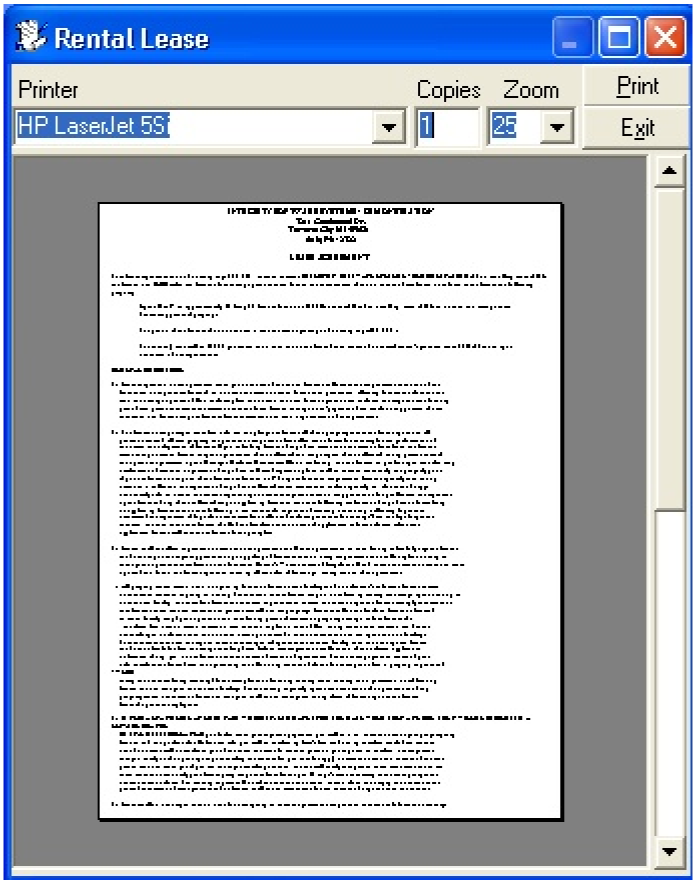


Options exist for the following:

- **Lease** – Print Lease
- **Receipt** – Print Receipt
- **Letter** – Word interface
- **Gate** – Load gate

Lease

This screen displays the merged information for the **Lease**. The printer and number of copies can be selected before printing. The **Lease** can also be zoomed into for review.

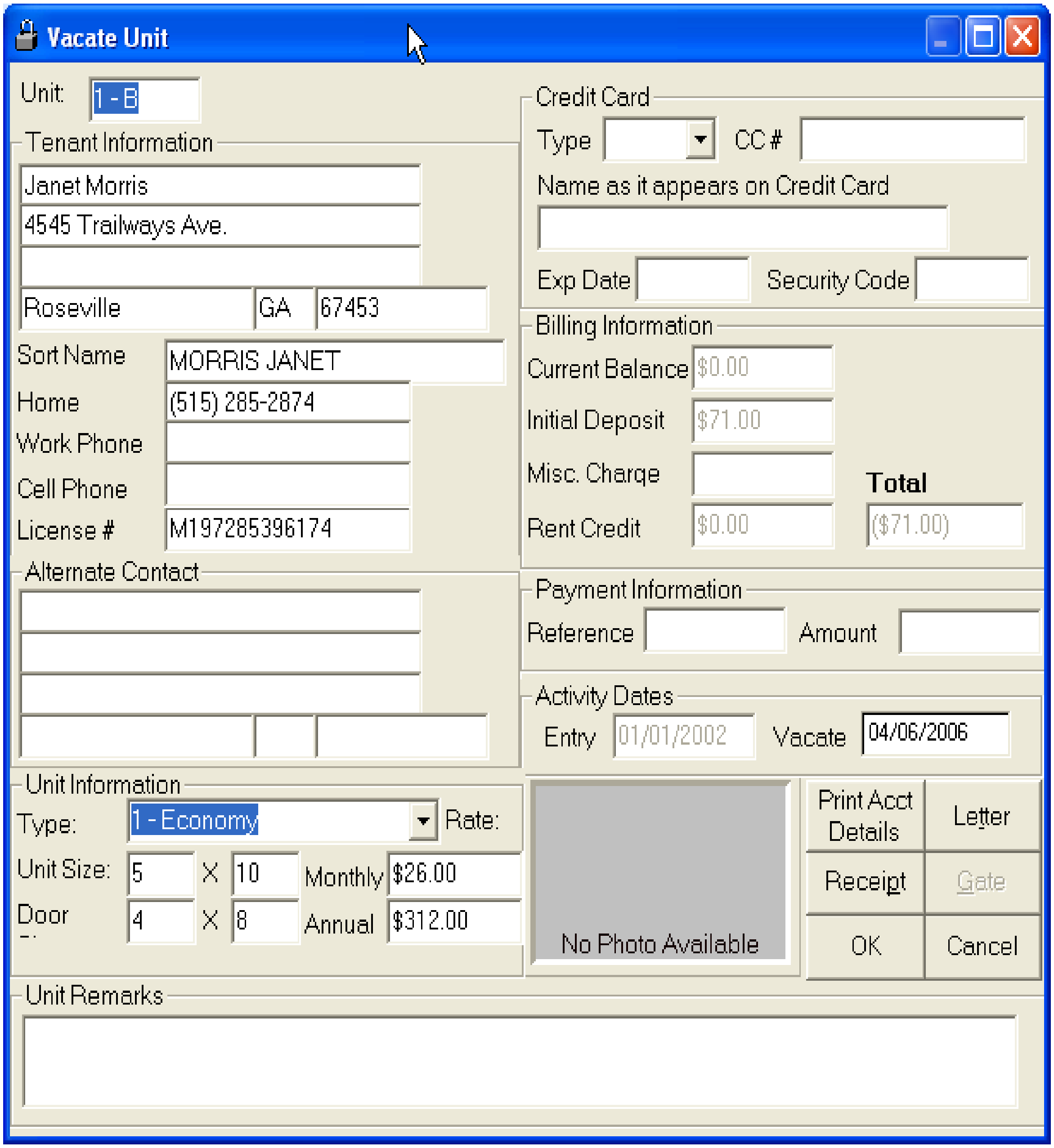


The wording on the **Lease** can be modified from the **Edit Text Files** option under the **Utilities Menu** in the **Main Window**. It is also possible to created a completely custom **Lease** using **Microsoft Word** and using the **Letter** option.

See the Reports Chapter for a sample of the Lease.

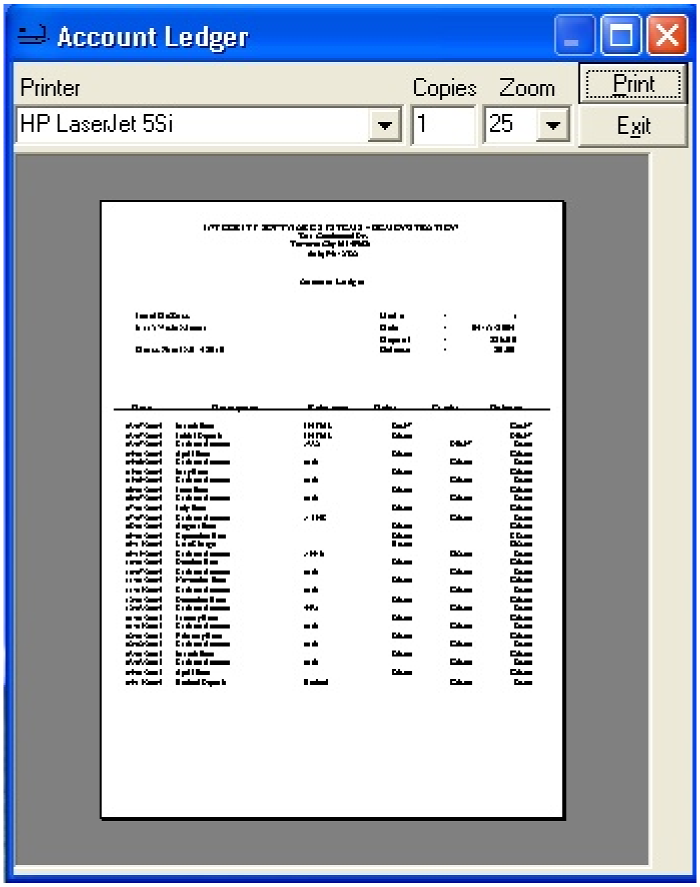
Vacate Unit

This screen is used to vacate a rented unit. You can get to this screen from the Unit Inquiry screen. Options exist for printing the **Account Details**, a **Receipt**, a **Letter**, or loading updated information to the **Gate**. These options should be selected before pressing the **OK** button and finishing the vacancy.



Account Ledger

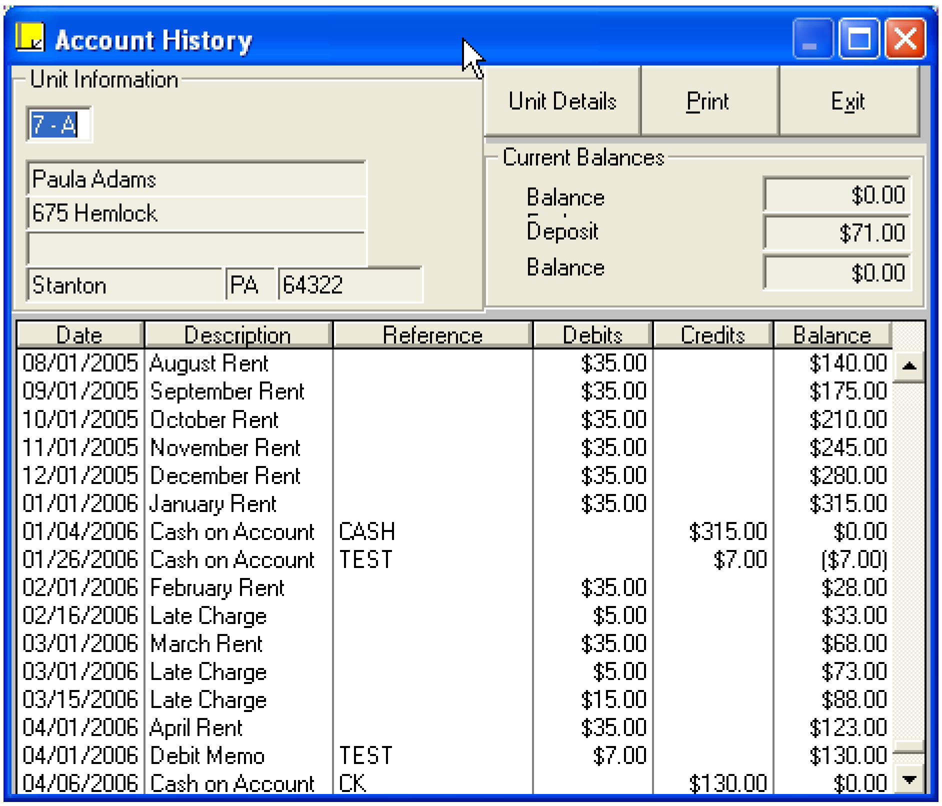
The **Print** button on the Vacate screen will display the merged information for the **Account Ledger**. The printer and number of copies can be selected before printing. The **Account Ledger** can also be zoomed into for review by double clicking on the report or using the zoom menu.



See the **Reports Chapter** for a sample of the **Account Ledger**.

Account Inquiry

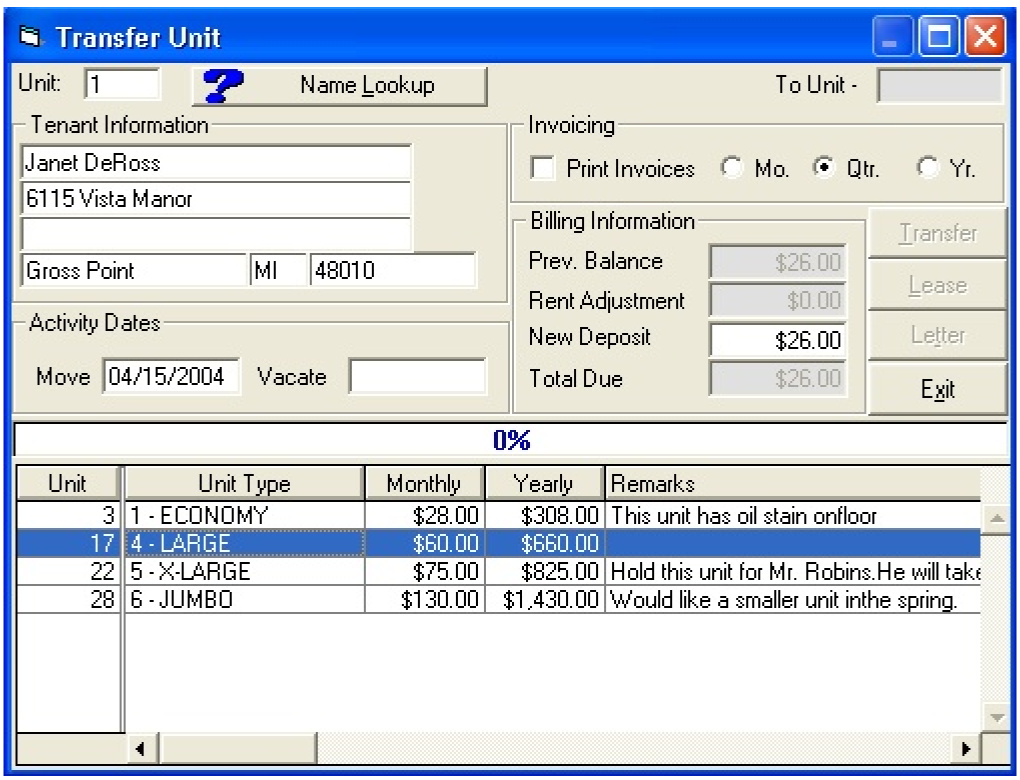
To view the detail transactions for a rented unit you may choose the **Unit Lookup** button from the Main Menu then select the unit and choose the Acct History button. Options are available for the **Unit Details** where you may update Unit information or to print the **Account Ledger**.



See the **Reports Chapter** for a sample of the **Account Ledger**.

Transfer

This screen is used to move a tenant from one unit to any other vacant unit. During the transfer, all transaction history and comments are also transferred to the new unit. From the **Unit Inquiry** menu, select the unit and click the **Transfer** button. Next select a vacant unit from the table of vacant units in the bottom portion of the screen by double clicking with the left mouse button. The "To Unit" box in the upper right hand corner of the screen will identify the unit that has been selected. Enter the amount of the deposit that should be held for the new unit. Adjustments will be automatically made to the tenants account for any prorated rent charges or credits. Click the **Transfer** button to finish the transaction.



Options exist for printing a **Lease** or **Letter**. These options should be selected before pressing the Transfer button and finishing the transfer.

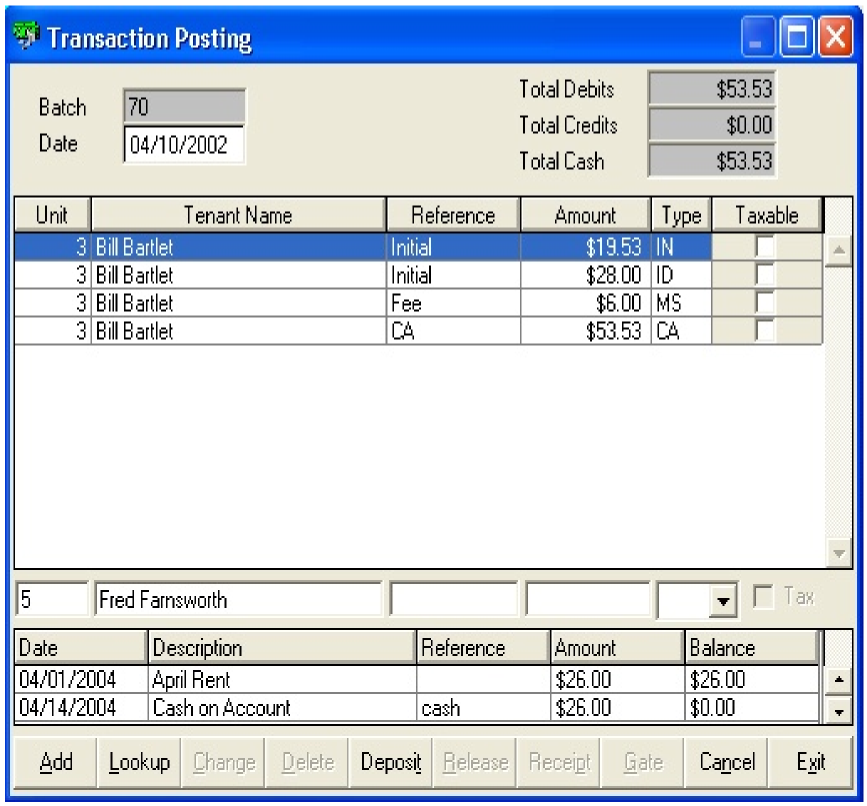
Posting

This screen is used to post all transaction to tenant accounts. Some transactions are automatically posted to tenant accounts. **Invoices**, **Late Charges**, and **Deposits** are automatic transactions and cannot be entered in the **Posting** screen. Transactions that can be posted are **Cash on Account**, **Miscellaneous Sales**, **Debit Memos**, **Credit Memos**, and **Inactive Accounts**. All transactions are posted to a **Batch**. A **Batch** can be any number of transactions and represent a bank deposit. When a **Batch** is **Released**, the transactions can no longer be modified and a **Deposit Ticket** is generated to simplify the bank deposit and to insure financial integrity.

Current Transactions

New entry

Tenant's last transactions



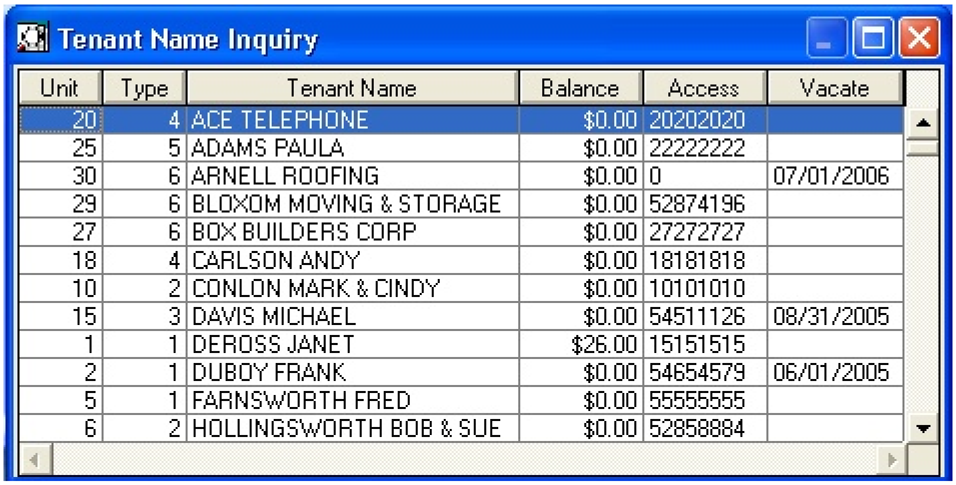
When the Posting screen is activated, the transactions that make up the current **Batch** are displayed in the table. The buttons on the bottom of the screen are the actions that can be taken. A new transaction is entered in the **New entry** area. After entering the unit number in the first box, tab over or with your mouse pointer click in the next entry area. The tenant name will be displayed and the last two transactions for that tenant will be displayed below. You may use the scroll bar to view previous transactions for this customer. The option buttons on the bottom of the window are explained below.

Add

Once completing the **New entry** area, press the **Add** button to add the transaction to the **Batch**

Lookup

To identify the proper **Unit** number for the transaction, press the **Lookup** button to activate the **Tenant Name Inquiry** window.



Unit	Type	Tenant Name	Balance	Access	Vacate
20	4	ACE TELEPHONE	$0.00	20202020	
25	5	ADAMS PAULA	$0.00	22222222	
30	6	ARNELL ROOFING	$0.00	0	07/01/2006
29	6	BLOXOM MOVING & STORAGE	$0.00	52874196	
27	6	BOX BUILDERS CORP	$0.00	27272727	
18	4	CARLSON ANDY	$0.00	18181818	
10	2	CONLON MARK & CINDY	$0.00	10101010	
15	3	DAVIS MICHAEL	$0.00	54511126	08/31/2005
1	1	DEROSS JANET	$26.00	15151515	
2	1	DUBOY FRANK	$0.00	54654579	06/01/2005
5	1	FARNSWORTH FRED	$0.00	55555555	
6	2	HOLLINGSWORTH BOB & SUE	$0.00	52858884	

Once the proper unit has been identified, double click on the proper line in the table and then tab over.

Change

To **Change** a transaction, simply double click in the **Current Transaction Area** to modify. Press the **Change** button once the transaction has been modified. System generated transactions cannot be modified. You must issue a **Debit** or **Credit** memo.

Delete

To **Delete** a transaction, simply double click in the Current Transaction area to modify. Press the **Delete** button once the transaction has been selected. System generated transactions cannot be deleted. You must issue a **Debit** or **Credit** memo.

Deposit

The Deposit button is used to print a **Preliminary Deposit Ticket**. This can be used to balance the batch with the cash before releasing the batch and printing the final **Deposit Ticket**.

Release

The **Release** button is used to finish the **Batch** and print the **Deposit Ticket**. This should be done when ready to deposit the money in your account. Once released, transactions can no longer be modified. See the **Reports Chapter** for a sample of the **Deposit Ticket**.

Receipt

The **Receipt** button is used to print a **Receipt** for the transaction. The **Receipt** should be printed before the transaction is **Added**. See the **Reports Chapter** for a sample of the **Receipt**.

Cancel

The **Cancel** Button is used to cancel the transaction. It will clear the transaction you are currently working on.

Exit

The **Exit** Button is used to Exit the Posting Window.

Valid transactions types are as follows:

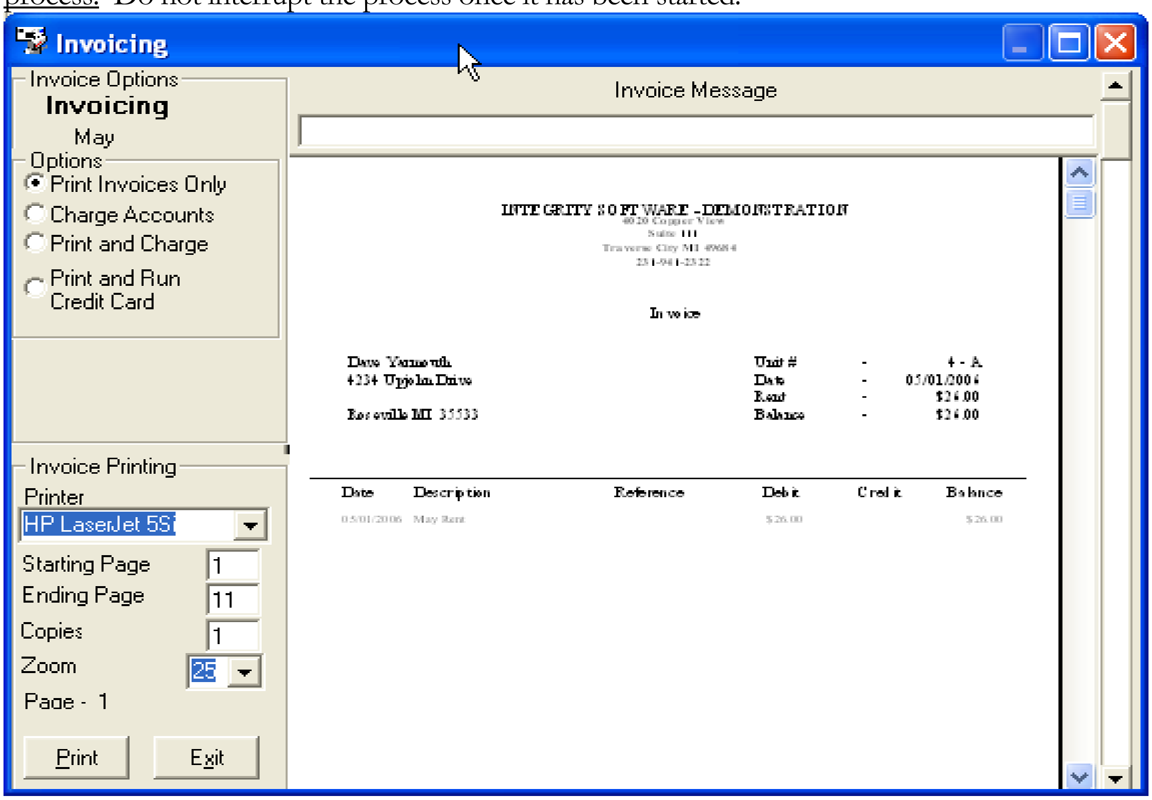
DEBITS		CREDITS	
IN	INVOICE	CA	CASH ON ACCOUNT
DM	DEBIT MEMO	CM	CREDIT MEMO
MS	MISC. SALE	IA	INACTIVE ACCOUNTS
LC	LATE CHARGE		
ID	INITIAL DEPOSIT		

Shaded transactions are system generated and may not be entered manually.

Month End Processing

This section is used to create the next months invoice transactions and hardcopy invoices and Run Credit Card charges that you process manually. There are three options available for invoicing accounts. The first option is **Print Invoices Only**. This option will create the hardcopy invoices **without charging** the accounts. This allows for creation of invoices prior to the actual month end processing or reprinting invoices for a range of units. The second option is **Charge Accounts Only**. This option will charge the accounts and advance the date to the next month but will not create hardcopy invoices. This option can be used if invoices have been printed earlier. The third option is **Print and Charge Accounts**. This option is a combination of the first two options.

For options that print **Invoices**, the **Invoices** are printed only for those units that have the Print Invoices option enabled. The frequency of printing invoices is controlled by the **Invoice Frequency** option. The frequency is **Monthly**, **Quarterly**, or **Yearly**. Regardless of this setting, the charges to the account are made each month. If a **Print** option was selected, the **Invoices** can be printed at the end of the process. The number of copies and the range of pages can be selected and printed or reprinted. One of three different Invoice formats can be selected. See the Reports chapter for samples of the formats and make the selection in the Configuration section. <u>It is important to have a backup of the data files prior to running the **Invoice** process.</u> Do not interrupt the process once it has been started.



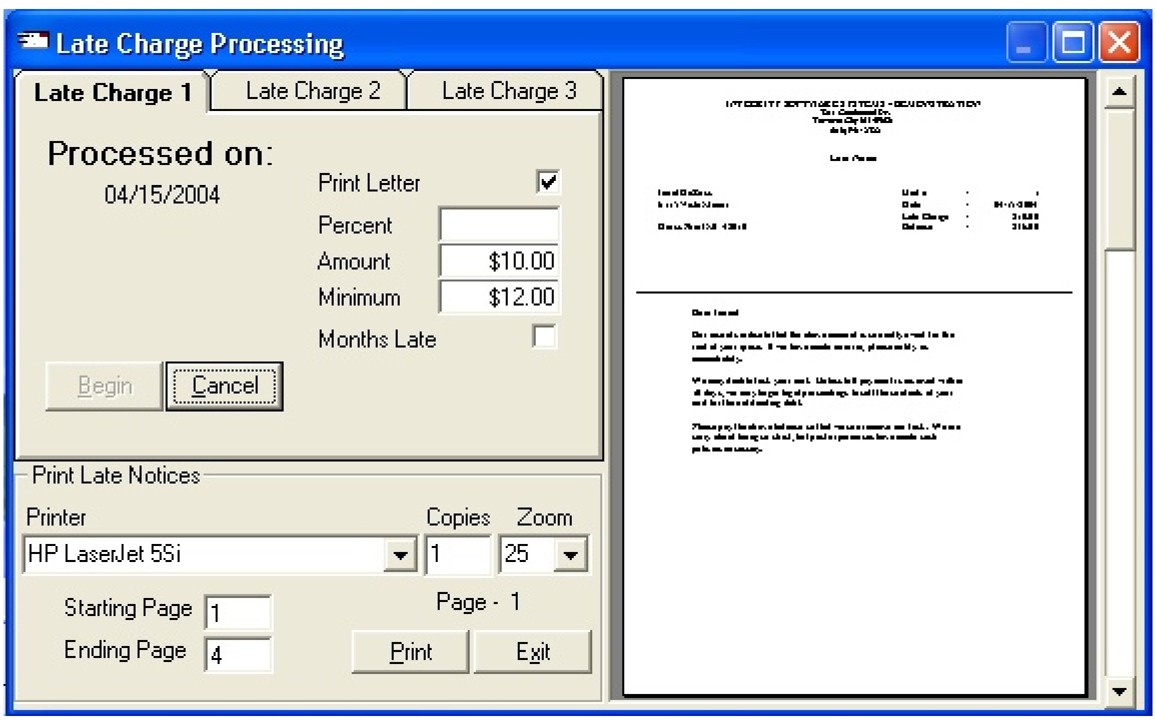
Print and Run Credit Card Charges will enter payments into the Mini Storage program NOT actually run them, if you have selected this option in either the Rent screen or Unit Details screen. It will also print a list of those that you have selected with payment information that you will need to process these transactions manually.

Late Charges

This section is used to create the **Late Charge** transaction and/or print the **Late Notice**. Up to three **Late Charge** processes can be run. **Late Charge** transactions are created for all rented units that have a **Balance Due** greater than the **Minimum** field. Those tenants whose balance is greater than the **Minimum** will also have a **Late Notice** printed if the **Print Letter** option is selected. Defaults for the **Print Letter** option, the **Percent** or **Amount**, and **Minimum** can be set in the **Configuration** section. If the **Print Letter** option was selected, the **Late Notice** can be printed at the end of the process. The number of copies and the range of pages can be selected and printed or reprinted.

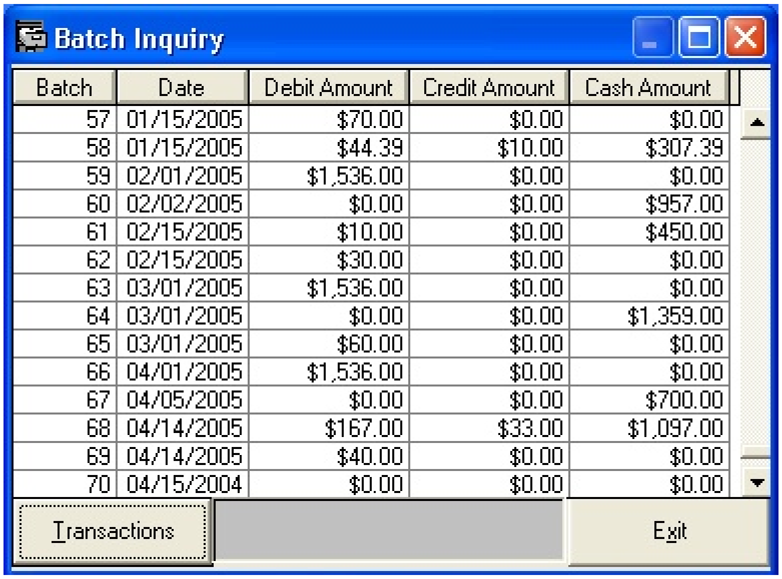
It is wise to have a backup of the data files prior to running the late charge process. Do not interrupt the process once it has been started.

The **Late Notice** has two parts. The first part is the standard name and address and balance data and the second part is the actual letter text. Each of the three late notice letters can be customized by using the **Edit Text Files** option under **Utilities**.



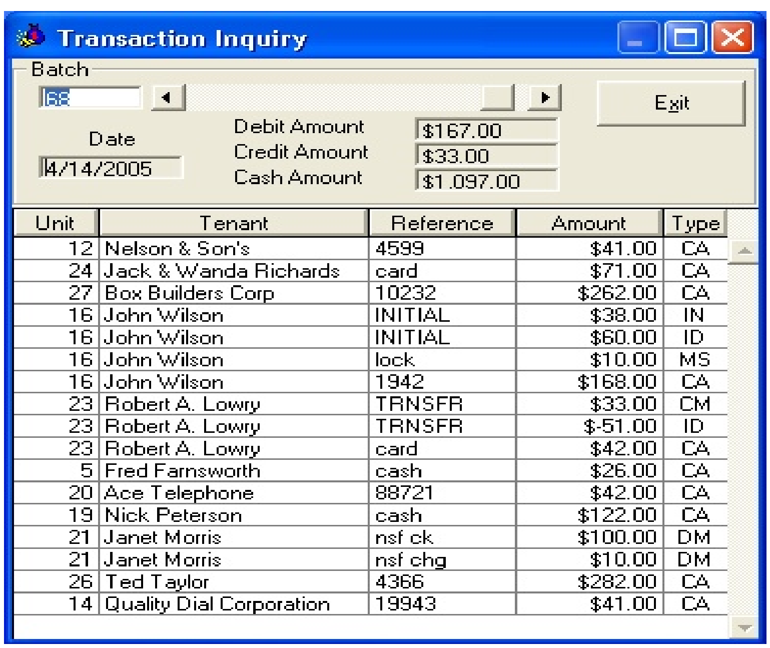
History

This screen is used to review historical transactions by **Batch**.



Batch	Date	Debit Amount	Credit Amount	Cash Amount
57	01/15/2005	$70.00	$0.00	$0.00
58	01/15/2005	$44.39	$10.00	$307.39
59	02/01/2005	$1,536.00	$0.00	$0.00
60	02/02/2005	$0.00	$0.00	$957.00
61	02/15/2005	$10.00	$0.00	$450.00
62	02/15/2005	$30.00	$0.00	$0.00
63	03/01/2005	$1,536.00	$0.00	$0.00
64	03/01/2005	$0.00	$0.00	$1,359.00
65	03/01/2005	$60.00	$0.00	$0.00
66	04/01/2005	$1,536.00	$0.00	$0.00
67	04/05/2005	$0.00	$0.00	$700.00
68	04/14/2005	$167.00	$33.00	$1,097.00
69	04/14/2005	$40.00	$0.00	$0.00
70	04/15/2004	$0.00	$0.00	$0.00

To display the transactions within the **Batch**, simply double click on the **Batch** row.



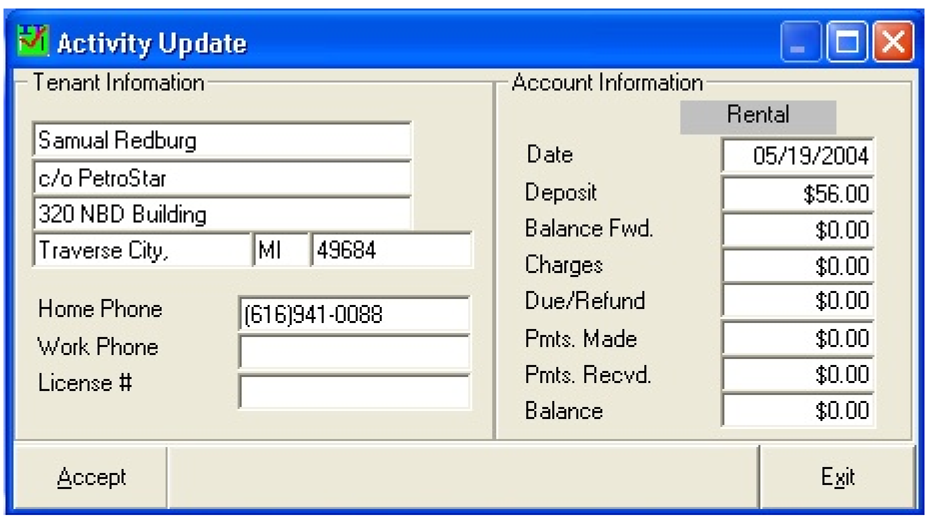
Unit	Tenant	Reference	Amount	Type
12	Nelson & Son's	4599	$41.00	CA
24	Jack & Wanda Richards	card	$71.00	CA
27	Box Builders Corp	10232	$262.00	CA
16	John Wilson	INITIAL	$38.00	IN
16	John Wilson	INITIAL	$60.00	ID
16	John Wilson	lock	$10.00	MS
16	John Wilson	1942	$168.00	CA
23	Robert A. Lowry	TRNSFR	$33.00	CM
23	Robert A. Lowry	TRNSFR	$-51.00	ID
23	Robert A. Lowry	card	$42.00	CA
5	Fred Farnsworth	cash	$26.00	CA
20	Ace Telephone	88721	$42.00	CA
19	Nick Peterson	cash	$122.00	CA
21	Janet Morris	nsf ck	$100.00	DM
21	Janet Morris	nsf chg	$10.00	DM
26	Ted Taylor	4366	$282.00	CA
14	Quality Dial Corporation	19943	$41.00	CA

Activity

This section is used to display the details on units that have been rented or vacated. It provides a chronological list of activity that should be reviewed periodically to maintain proper financial controls.

Unit	Date	Rental	Name	Due/Refunc	Paid	Collected	Balance
22	02/24/2004	☐	Wayne Gretsky	($26.00)	$0.00	$0.00	($26.00)
1	03/07/2004	☑	Janet DeRoss	$0.00	$0.00	$0.00	$0.00
9	04/19/2004	☑	George Kalachek	$0.00	$0.00	$0.00	$0.00
8	04/19/2004	☐	Harold Wallace	($64.00)	$0.00	$0.00	($64.00)
17	05/19/2004	☑	Samual Redburg	$0.00	$0.00	$0.00	$0.00
19	07/18/2004	☑	Nick Peterson	$0.00	$0.00	$0.00	$0.00
7	07/18/2004	☐	Peter Davis	($32.00)	$0.00	$0.00	($32.00)
16	11/01/2004	☐	Mark Ingraham	$30.00	$0.00	$0.00	$30.00
7	11/05/2004	☑	John Jameson	$0.00	$0.00	$0.00	$0.00
30	11/18/2004	☐	Fred Haas	($126.00)	$0.00	$0.00	($126.00)
30	11/21/2004	☑	Arnell Roofing	$0.00	$0.00	$0.00	$0.00
23	12/22/2004	☐	Kathy Hall	($71.00)	$0.00	$0.00	($71.00)
8	01/20/2005	☑	Bill Wright	$0.00	$0.00	$0.00	$0.00
16	04/12/2005	☑	John Wilson	$0.00	$0.00	$0.00	$0.00

To review the detail on the rental or the vacancies, simply double click the Activity row.

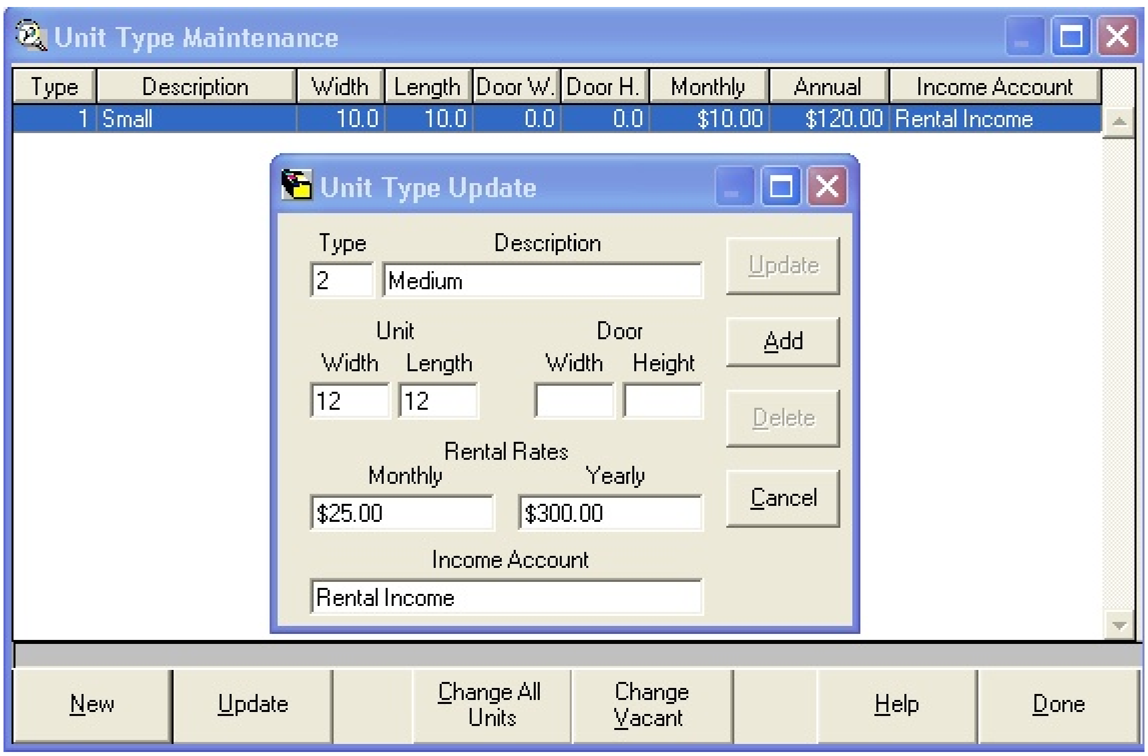


The **Payments** you **made** to customers and **Payments** you **received** from customers after the unit has been vacated can be updated to maintain accurate records.

Chapter 3

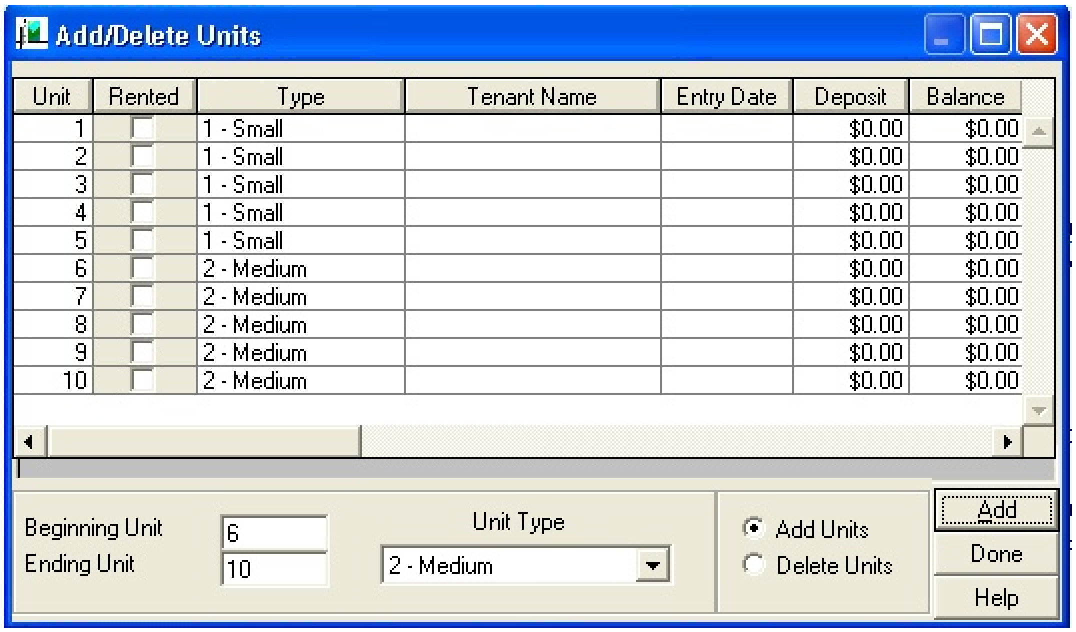
Unit Type Maintenance

This section is used to add, change or delete Unit Types. It is also used to change standard rates for existing Unit Types. After standard rates are changed, options exist for updating all or vacant units with the new standard rates. When a unit is vacated, it will always update with the standard rates from this table. You should never delete a Unit Type without using the **UNIT UPDATE** to modify the individual unit's type information first. Units that do not have a valid Unit Type in this table may not appear on some reports. This option can be found under the **UNIT** drop-down box on the **MAIN WINDOW**. To update a Unit Type, simply double click on the appropriate row in the table.



Add/Delete Units

This section is used to add or delete units from the system. Units must be vacant before they can be deleted. To add units, simply enter the range of units to be added in the Beginning Unit and Ending Unit fields, select the appropriate Unit Type in the drop-down box and select the Add or Delete button. Then simply press the Add or Delete button. This option can be found under the **UNIT** drop-down box on the **MAIN WINDOW**.

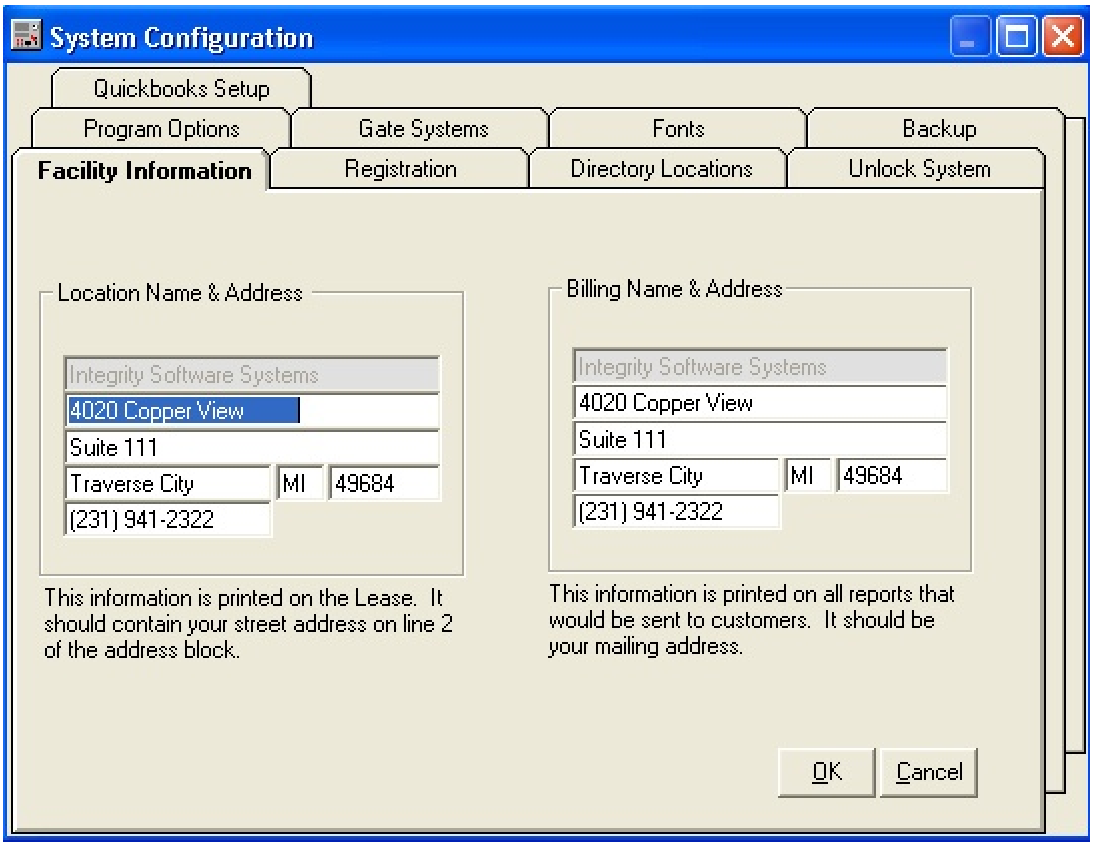


Configuration

This section is used to customize the many options available within the system. These options include the format for some of the printouts as well as defaults for deposits, defaults for proration calculations as well as other features. This section can be found under the **UTILITIES** drop-down box on the **MAIN WINDOW**.

Facility Information

This information is used to create the Lease. This address should be the physical facility address, not necessarily the mailing address. The Facility Name cannot be changed. If your facility name changes, please contact Integrity Software Systems for an update.

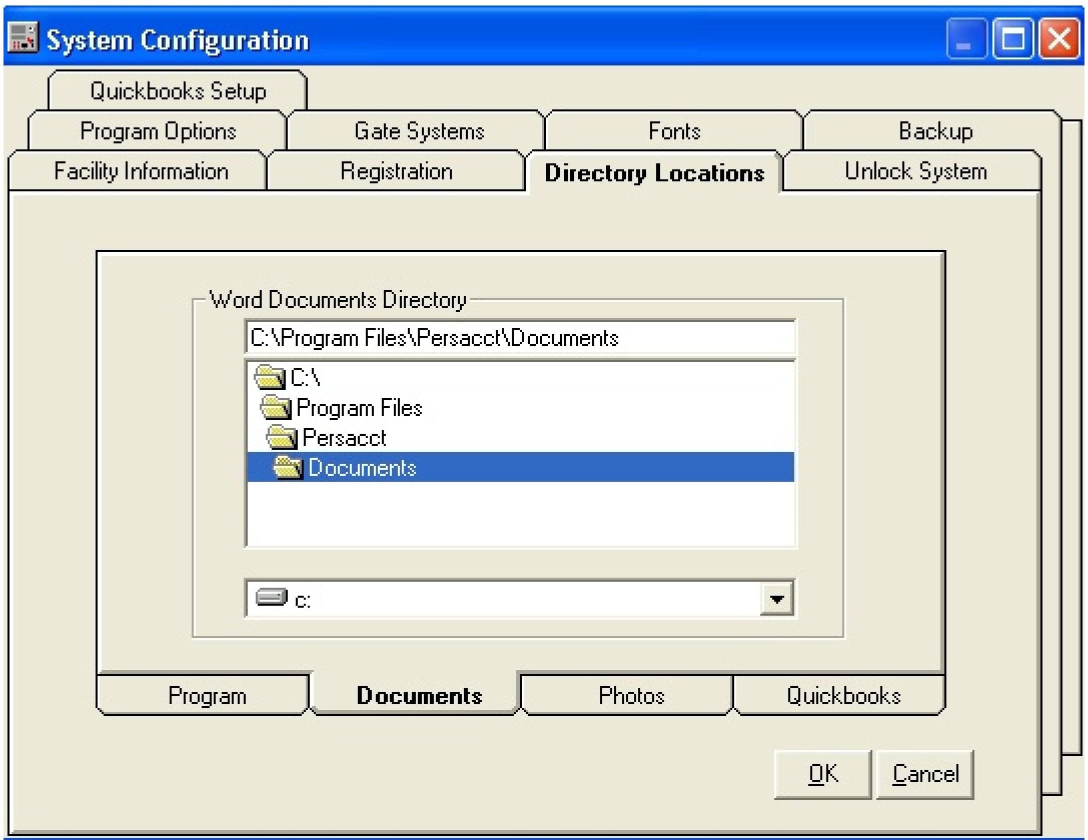


Billing Information

This information is used in the header of the reports that would be mailed to customers. It should be the actual mailing address of the facility. This address may be different than the actual location address of the facility.

Directory Locations

This information is used to identify where digital images and Microsoft Word templates are stored. To change directories, simply select the appropriate drive letter from the drop-down box. Then navigate using the directory box by double clicking on the appropriate directory. You can also type the directory location in the first line of the directory box. Refer to the **Advanced Features** section for information regarding storing digital images and using the Microsoft Word integration.

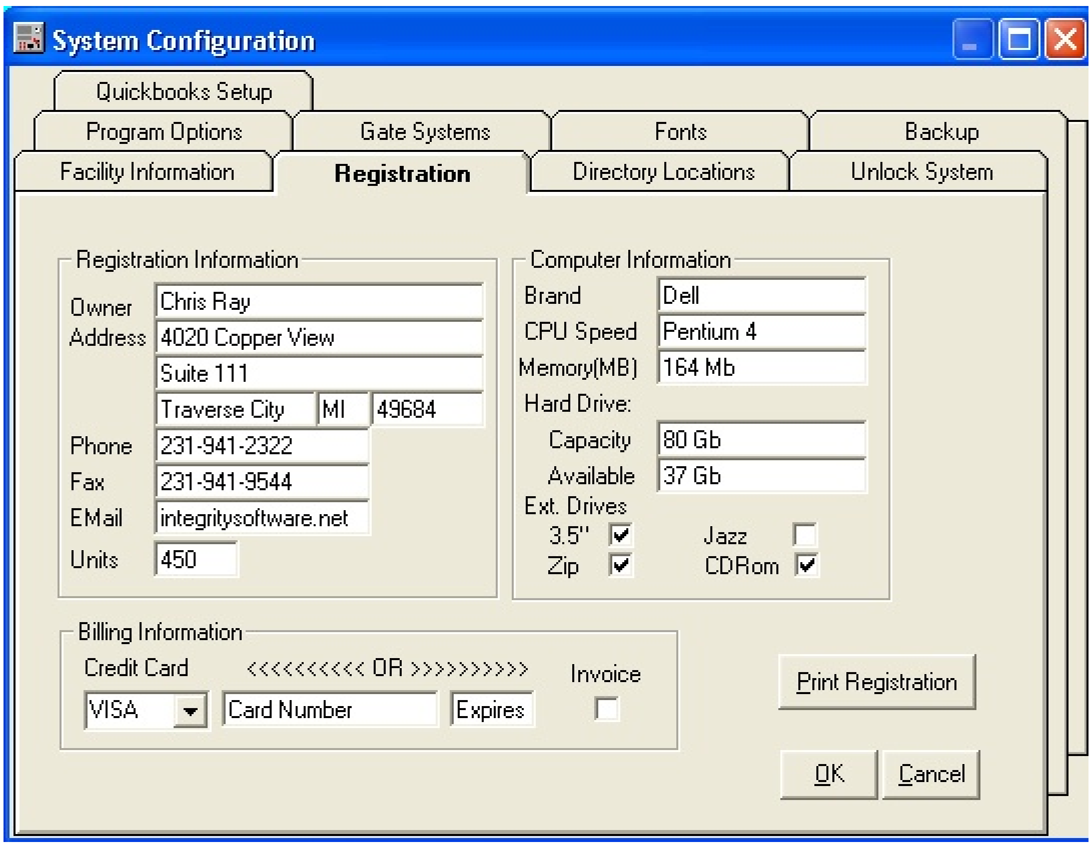


A digital image can be stored and displayed for each unit.

Digital images would normally come from a digital camera used by the facility to photograph the tenant or the unit contents for security or liability purposes. The digital images would be stored in the directory identified under Photo Directory and should be stored in a **JPG** format. To store the image for unit number 1 for instance, the file should be saved in the directory as **1.JPG** or **1-A.JPG**. The image for unit 2 would be stored as **2.JPG,** etc. Please refer to the documentation regarding the scanner or camera software for information regarding how to store images as **JPG** format files.

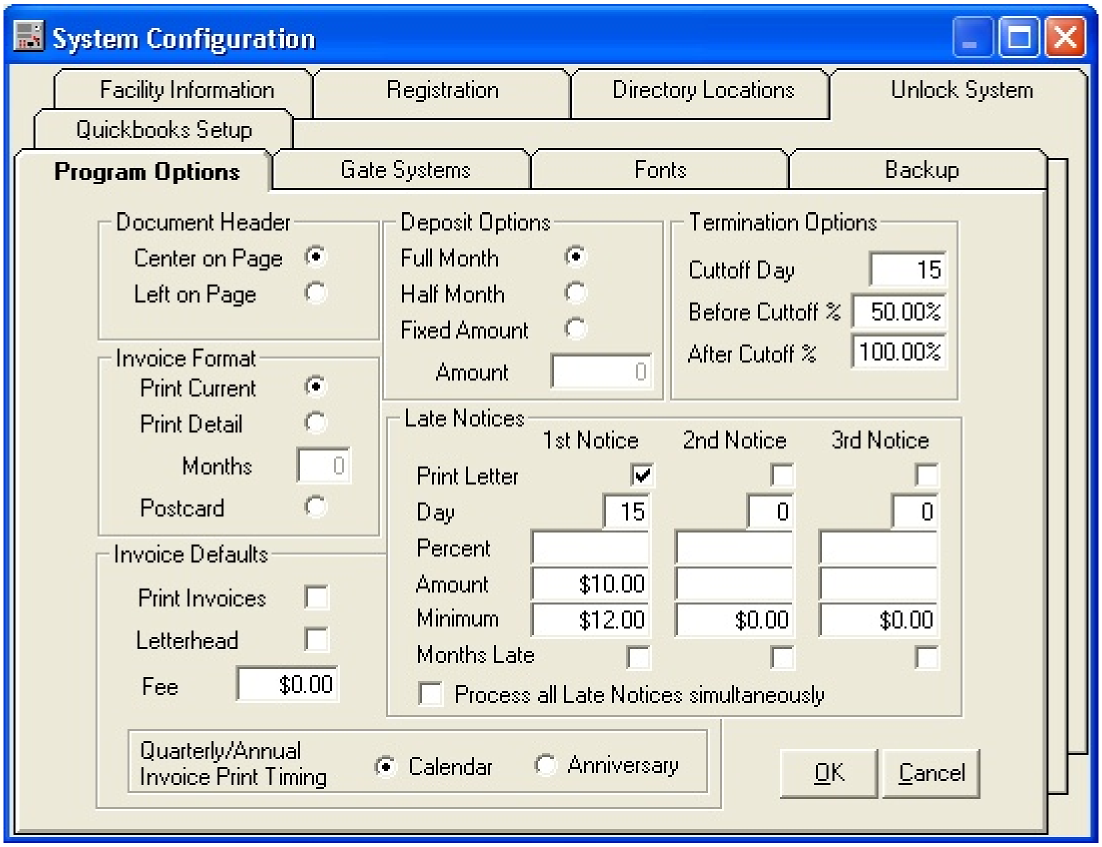
Registration Information

This information is used to register your system with Integrity Software Systems. If you have been using the demo version of the software, you must register the system. Once registering the system and paying the license fee, you will be issued a registration password, which will be used to unlock the system. Once filling in all the appropriate information, print the registration form and fax to Integrity Software Systems at 231-941-9544. You will be contacted regarding your payment options and arrangements will be made to unlock your system.



Program Options

This section is used to set the various options within the system. Each option affects the operation of the system, and the options used should be chosen carefully.



Document Header:

This option is used to determine where the Return Address will print on the documents which would potentially be mailed to the customer. It can be printed in the center of the document header or left justified for use with double windowed envelopes.

Invoice Format:

These options are used to determine the format of the Invoice. With **Print Current** selected, only the current billing transaction will be printed on the invoice. The Invoice format will be the full-page format. With the **Print Detail** option selected, the **Months** field will determine the number of months detail that will print on the invoice. The Invoice format will be the full-page format. With the **Postcard** option selected, only the current billing transaction will be printed and the format will be the 1/3 page format.

Invoice Defaults:

These options are used to set several Invoice option defaults. The **Print Invoices** checkbox is used to set the default option for the new **Rentals**. When checked, the option for printing invoices will be checked under the **Rental** option. When unchecked, the option for printing invoices will be unchecked under the **Rental** option. This can always be overridden during the **Rental** process however. The **Letterhead** checkbox is used to disable printing of the header on all invoices. This option assumes that you are printing the invoices on preprinted letterhead and do not want the return address to print at all. The **Fee** field is used to determine the default fee amount under the **Rental** option. This can always be overridden during the **Rental** process however.

Deposit Options:

This option is used to determine the default deposit under the **Rental** option. With the **Full Month** option selected, the default deposit for the **Rental** process will be one months rent. With the **Half Month** option selected, the default deposit for the **Rental** process will be one half months rent. With the **Fixed Amount** option selected, the default deposit for the **Rental** process will be the **Amount** fields value. The deposit amount can always be overridden during the **Rental** process however.

Termination Options:

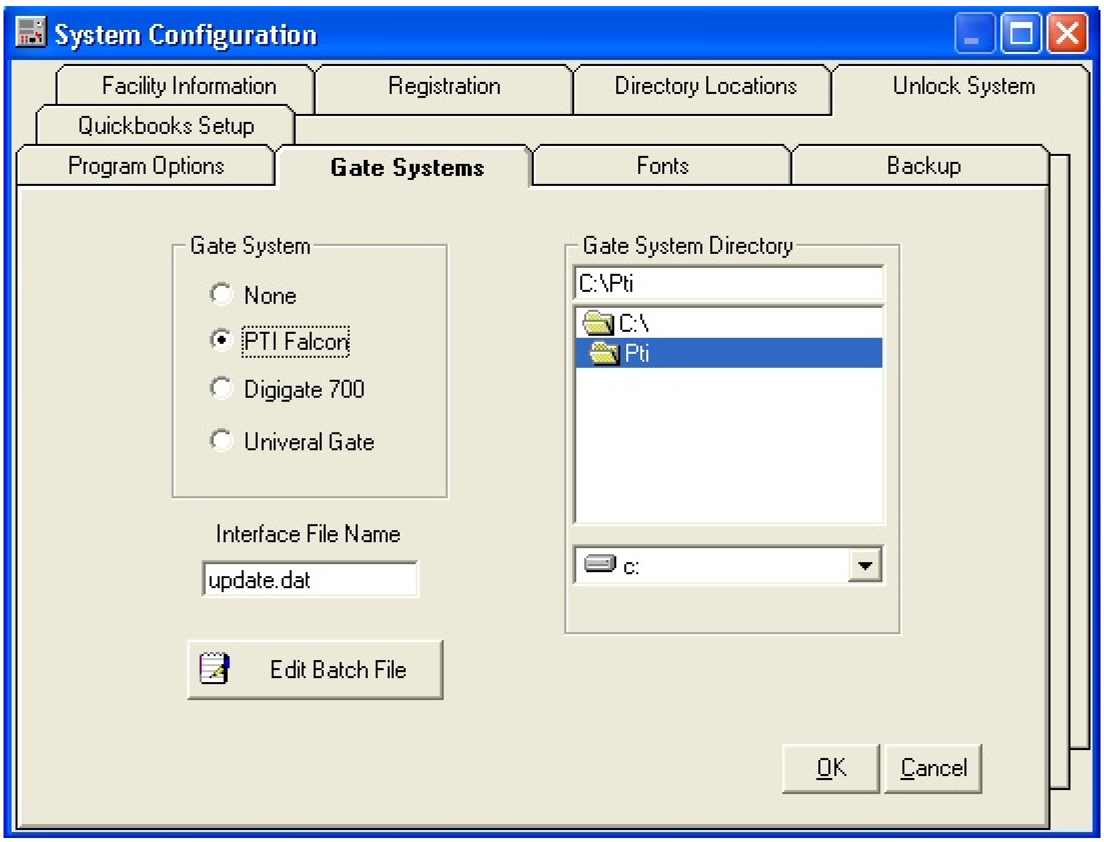
This option is used to determine the proration used during the **Vacate** process. With the **Cutoff Day** set to zero, the **Vacate** process will use a daily proration. With a value selected in the **Cutoff Day**, the **Vacate** process will use the **Before Cutoff** percentage to give a refund to vacates that happen before the **Cutoff Day** and the **After Cutoff** percentage for vacates that happen on or after the **Cutoff Day**. You need to decide how much if any you will refund if they vacate early.

Late Notices:

These options are used to control the number and type of Late Charge processing. **Late Charge** processing is **not** automatic. You must run the **Late Charge** process from the **Main Window**. Late charges will then be based on the tenant balances at that time. Up to **Late Charge** processes that can be performed each month. Each process can be customized as needed. With the **Print Letter** option selected, the **Late Notice** will be printed for units whose balance is greater than or equal to the value in the **Minimum** field. The **Day** field is used to notify when **Late Charge** processing should be run. A message will appear on the **Main Window** when the day reaches the value in the **Day** field. The **Percent** field is used for charging a percent of the balance for the **Late Charge** fee. The **Amount** field is used for charging a fixed amount for the **Late Charge** fee. The **Amount** field is the value of the fixed amount **Late Charge** fee. If both the **Amount** and the **Percent** fields are both entered, the system will charge the larger of the two amounts. The **Minimum** field is the minimum value the tenant balance must be before charging the **Late Charge** fee.

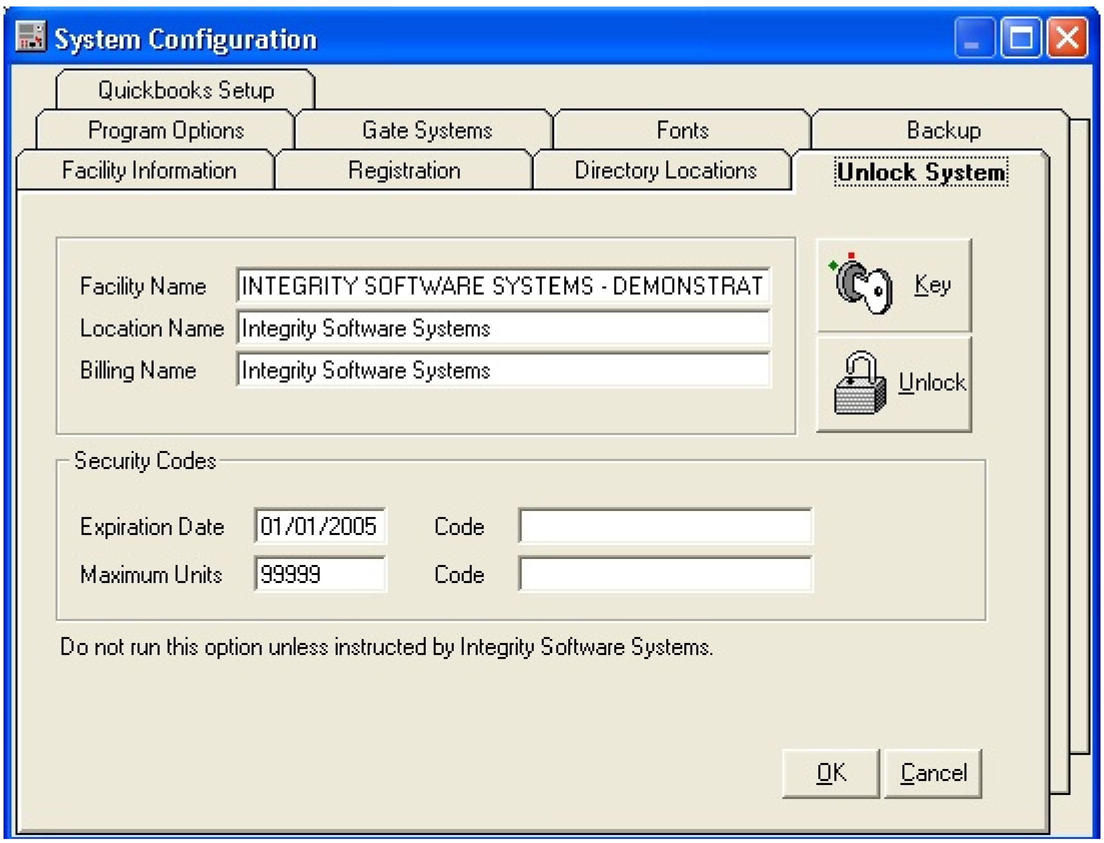
Gate System

These options are used to configure the links to the gate systems supported by the system. The gate system interface will create a data file to pass the information to the gate system software. Demographic information as well as lockout status information is passes to the gate system. The defaults should be set as required by the gate system software. To activate a gate system, simply select the appropriate option and identify the proper gate system. Then identify the file name and directory where the interface file should be created. To change directories, simply select the appropriate drive letter from the drop-down box. Then navigate using the directory box by double clicking on the appropriate directory. You can also type the directory location in the first line of the directory box. Refer to the **Advanced Features** section for information regarding the gate system interfaces.



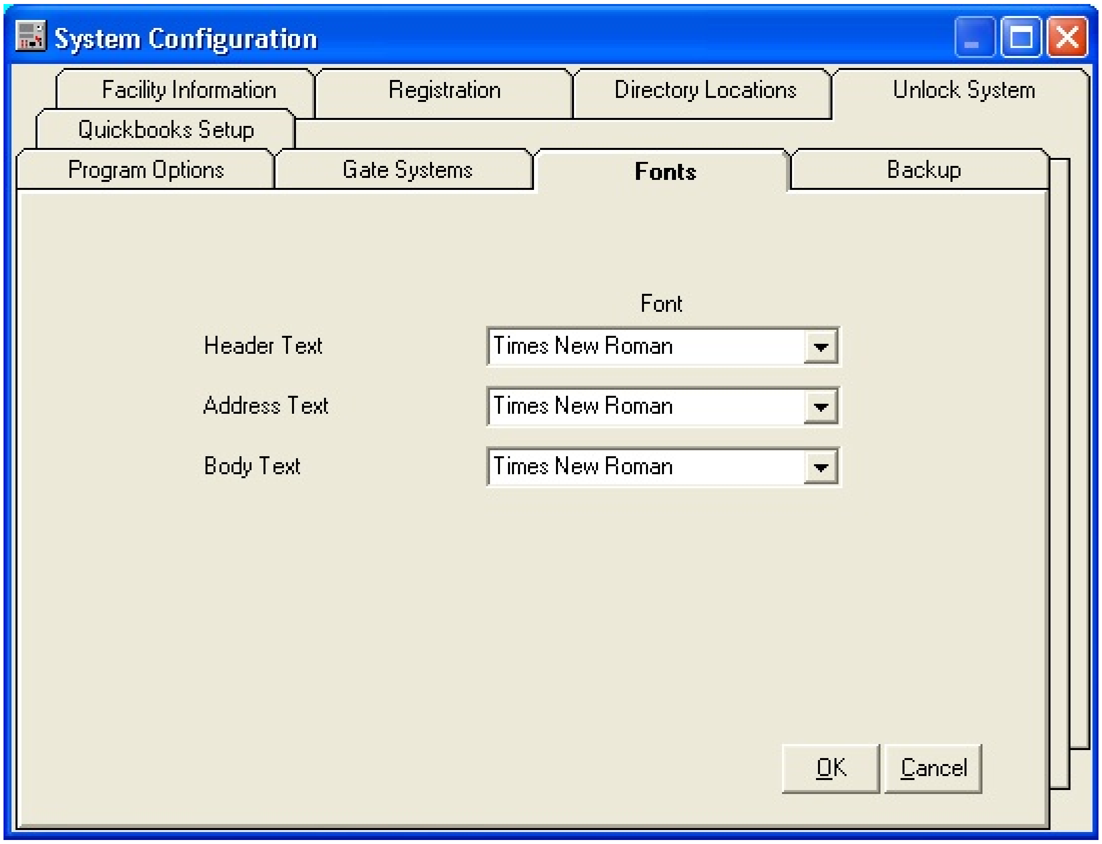
Unlock System

This option is used to unlock the system. **This option should only be used under direction of someone from Integrity Software Systems. Attempting to modify this information may result in your system no longer functioning!** Please call 231-941-2322 for information about unlocking your system.



Fonts

This option is used to change the fonts in the reports. Care should be taken when modifying these fonts. Information may not print properly when using some fonts. The default font is **Times New Roman** and should be available on most system. To change the font for the different sections of the reports, simply select the font from the list available on your system in each drop-down box.

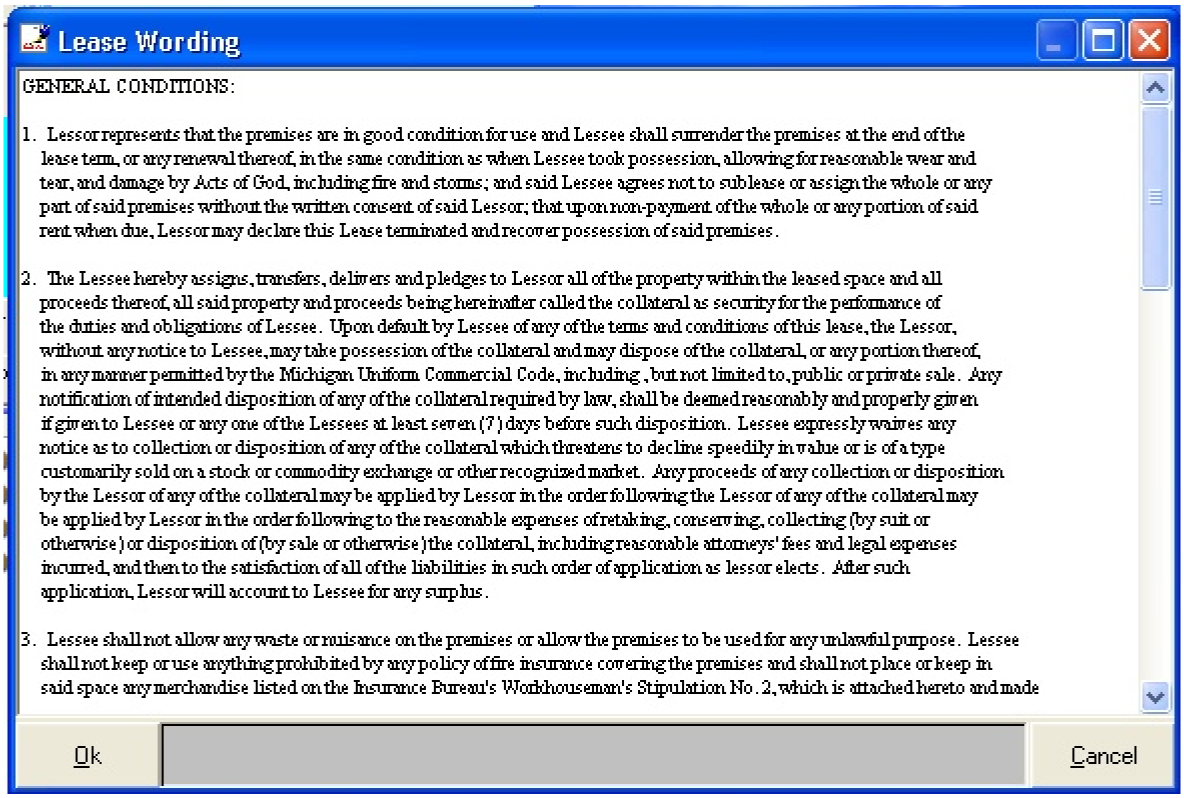


Configuration

This section is used to customize the wording of the **Lease** and **Late Notice**. The wording can be modified any time. This section can be found under the **UTILITIES** drop-down box on the **MAIN WINDOW**.

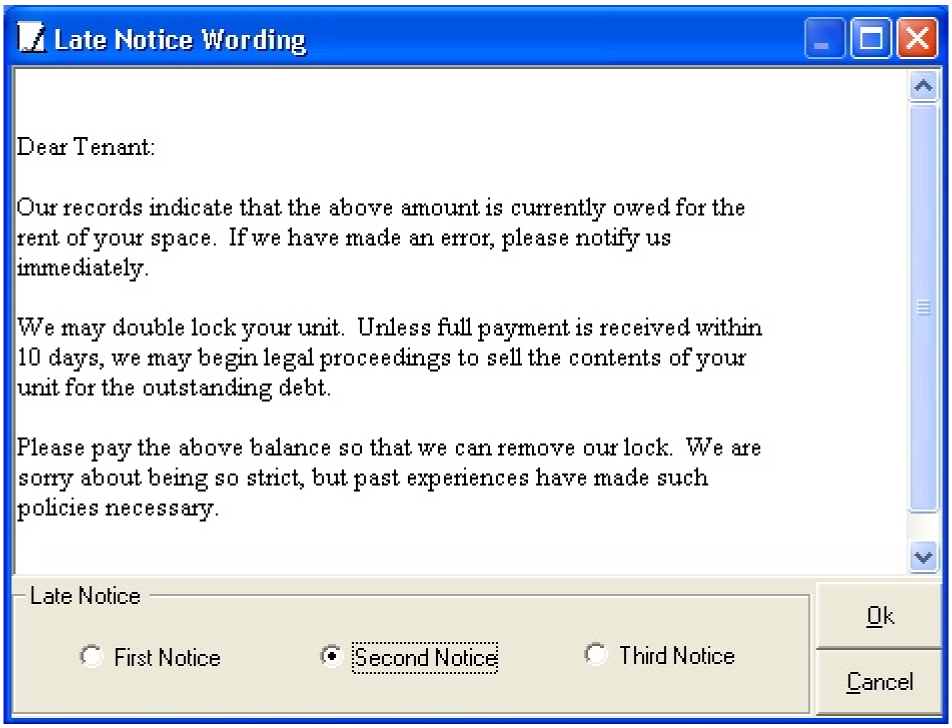
Lease Wording

This wording is printed between the header and footer of the standard **Lease**. The information is presented in a text box and can be edited similar to a word processor. Standard text inserting and deleting as well as pagination is provided. Once changes have been made, simply press **OK** to save the data.



Late Notice Wording

This wording is printed below the header **Late Notice**. First select the appropriate Notice by clicking on the Notice button. The information is presented in a text box and can be edited similar to a word processor. Standard text inserting and deleting as well as pagination is provided. Once changes have been made, simply press **OK** to save the data.



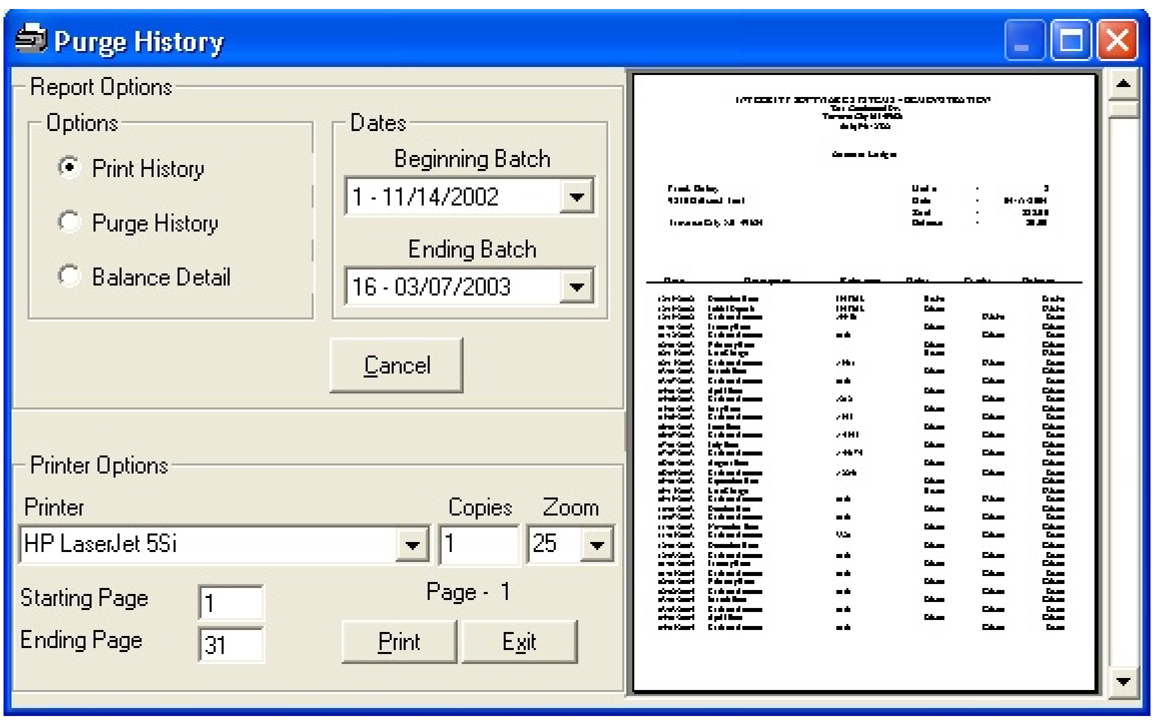
Purge History

The system will continue to collect transaction detail for all accounts, both active and terminated until this option is run. The system's capability to store transaction is limited only by your disk capacity. Even with this capability, it is unpractical and unnecessary to store this volume of information. As more transactions are entered, the time required to backup the system greatly increases and overall performance of the system will deteriorate. For instance, continually having to review over two years worth of history on an **Account Ledger** becomes bothersome.

It is recommended that once per year the old detail be purged from the system. This does not mean that the balance for existing tenants is lost, only that the individual transactions will no longer be shown.

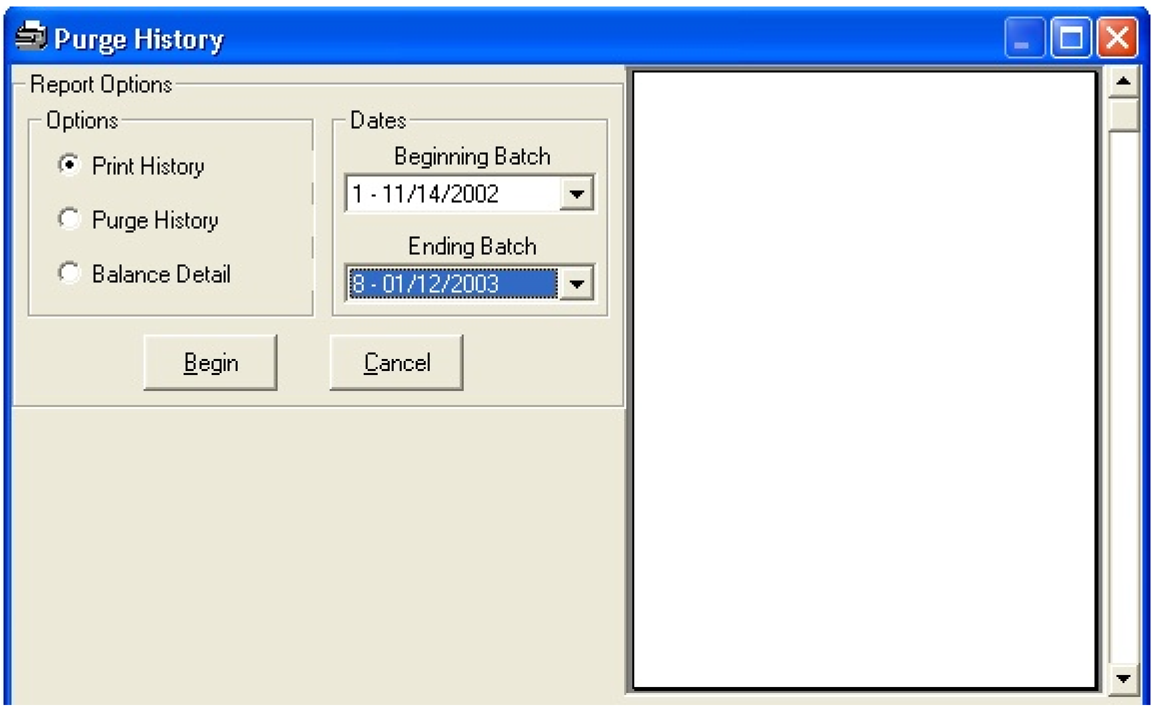
Before purging old detail, you may wish to run the **Print History** option prior to the purge for your permanent records. This option will print an **Account Ledger** for those units which will have historical transactions purged for the **Batches** that have been selected.

The **Print History** option can be run prior to actually purging the transaction by selecting the same **Batch** range that will be purged. To select the range of **Batches** to be printed, simply select the **Beginning Batch** and **Ending Batch** from the drop-down boxes. Then select the **Print History** option and press the **Begin** button.



After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Account Ledger** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.

It is not necessary to purge all of the detail, only that which is perhaps one or two years old. To select the range of **Batches** to be printed or purged, simply select the **Beginning Batch** and **Ending Batch** from the drop-down boxes. Then select the **Purge History** and press the **Begin** button

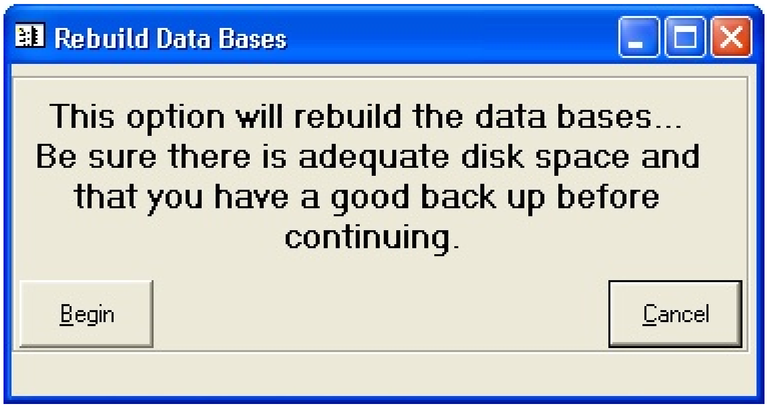


After running the **Purge History** option, the **Rebuild Database** option should also be run. This will compress the database and reduce the size of the files that need to be backed up.

Rebuild Database

This section should not be required except after running the **Purge History** option. **BEFORE THIS OPTION IS RUN, <u>BE SURE YOU HAVE A GOOD BACKUP</u> AND AMPLE SPACE ON YOUR HARD DRIVE!** This option requires as that as the computer have enough free disk space to make a copy of all data files (.DAT). This option will eliminate free space contained in the data files due to the purging of transactions. If the **Purge History** has not been run, this option will completely re-index all data files but there will not be any noticeable decrease in space required for the data files. This option may also resolve some corrupt database situations.

To run this option from the Utilities drop down menu, select Rebuild Database press the **Begin** button.



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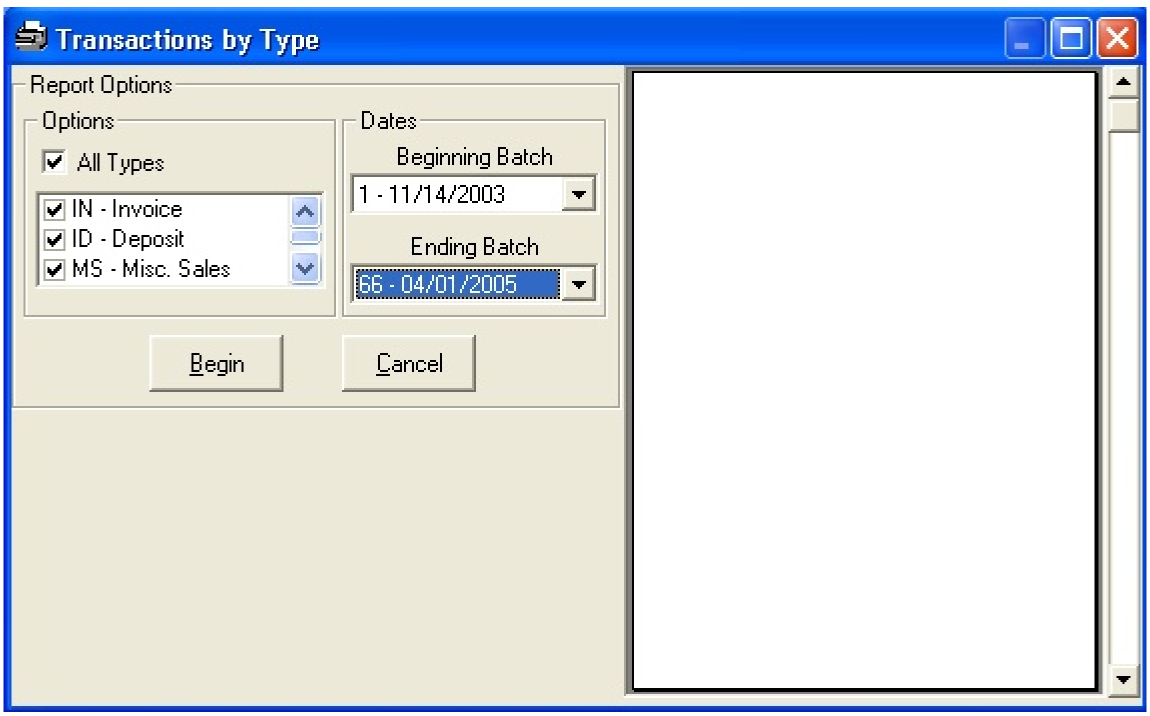
Chapter 4

Reports

This section is used to run the reporting options within the system Many of the reports are created as a part of the other processes and are listed here for reference. Several of the reports can be run any time. Those reports are listed under the **Reports** drop-down box on the **Main Window.**

Transaction Report

This report is used to print from history all transactions within a given range by **Batch** number.



Options for the report are

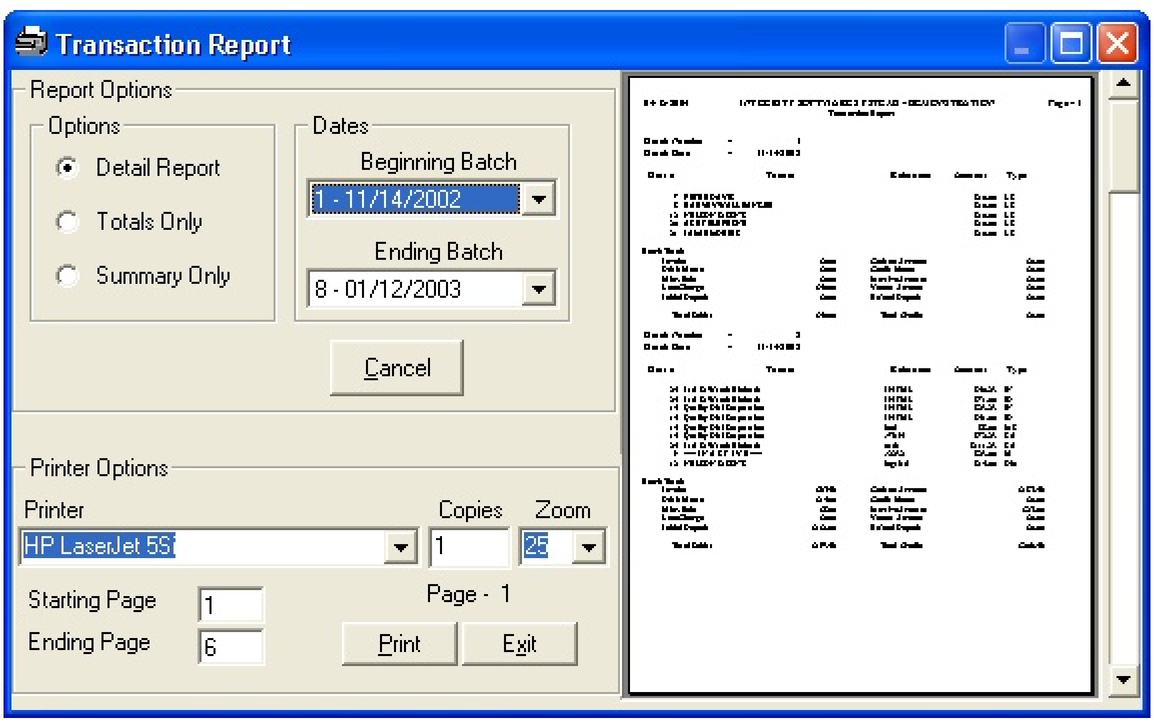
- Detail – Prints all transactions that make up the **Batches** selected. It also prints a summary by **Batch** of the Transaction Types within that **Batch**. It will also print a summary of the Transaction Types for all the **Batches**.

- Summary – Prints only the summary by **Batch** of the Transaction Types and the summary of the Transaction Types for all the **Batches**.

- Total – Prints only the summary of the Transaction Types for all the **Batches**.

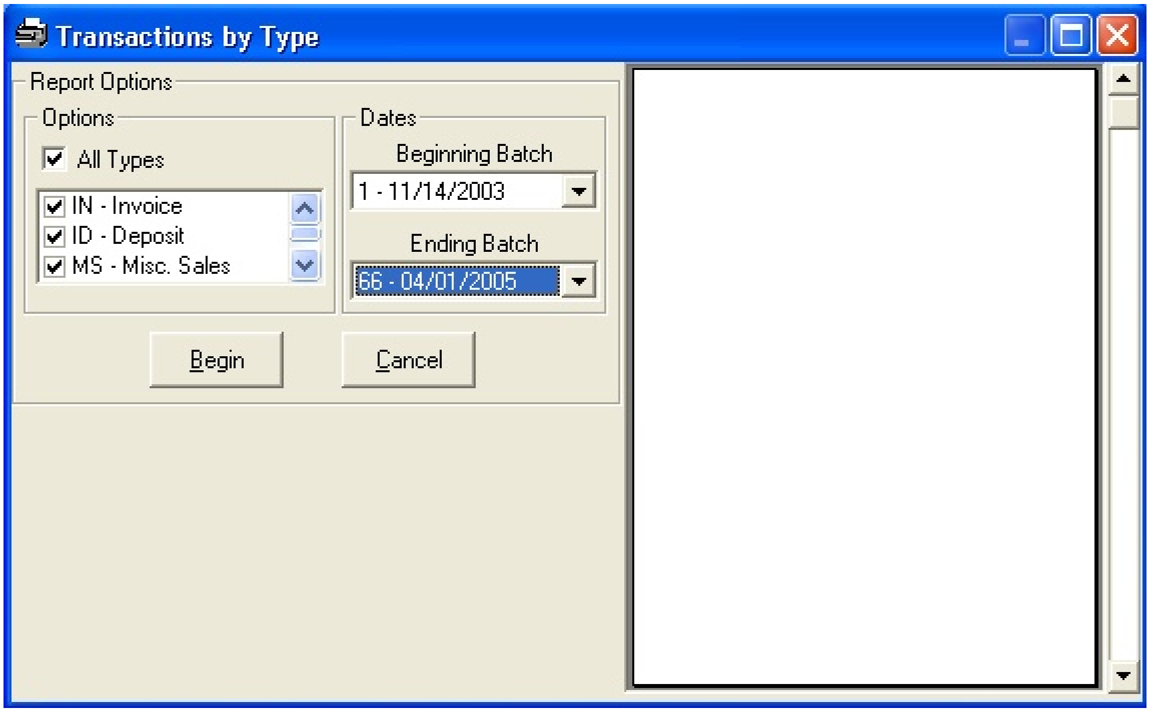
To select the range of **Batches** to be printed, simply select the **Beginning Batch** and **Ending Batch** from the drop-down boxes. Then select the type of report desired and press the **Begin** button.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Transaction Report** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also, selecting the slide bar on the right of the report can preview each page of a multiple page report. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.



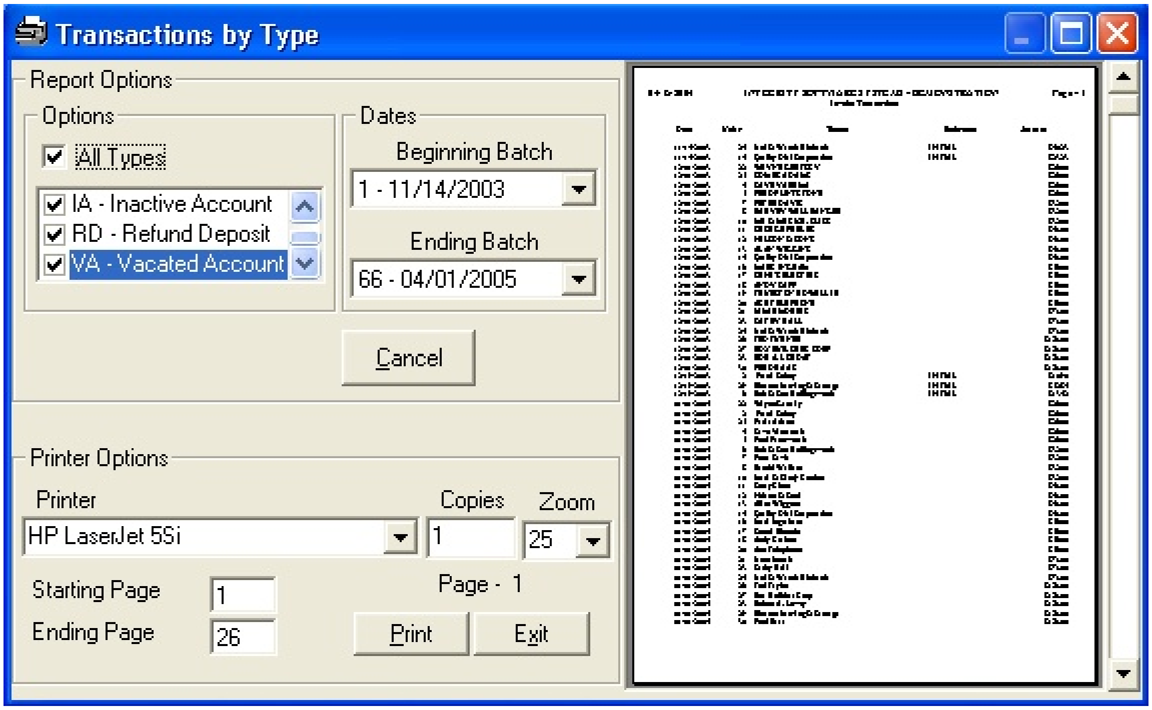
Transaction Analysis

This report is used to print from history all transactions within a given range by **Transaction Type**.



The report can be printed for **All** Transaction Types, or individual Transaction Types by making the selection in the **Transaction Type** table. To select the range of **Batches** to be printed, simply select the **Beginning Batch** and **Ending Batch** from the drop-down boxes. Then select the type of report desired and press the **Begin** button.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Transaction Report** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.

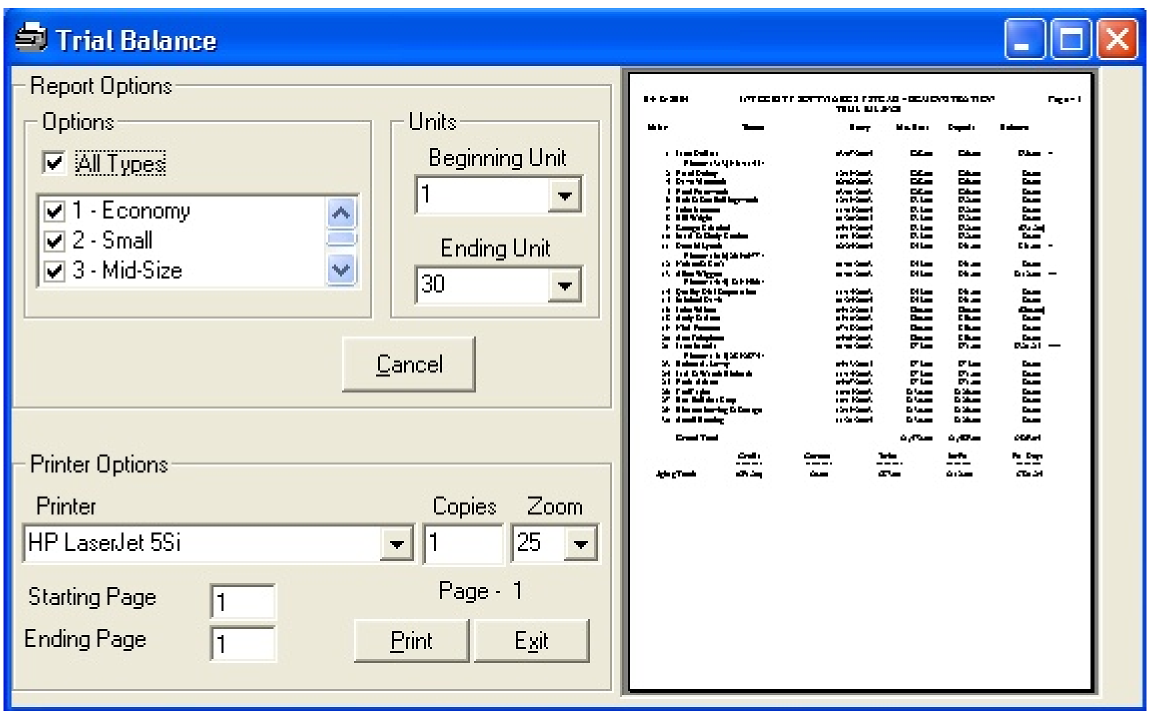


Trial Balance

This report will print a summary of the balance for the selected units. It is a very important report. It should be printed periodically as a hard copy record of the **Account Balances**. It would also be wise to keep a copy of this report at an off-site location. In case of major facility damage such as fire or flood, or in case of a major computer malfunction, this report can be used to rebuild your system

The report can be printed for **All** Unit Types or selected Unit Types by making the selections in the **Unit Type** table. To select the range of **Units** to be printed, simply select the **Beginning Unit** and **Ending Unit** from the drop-down boxes. Then press the **Begin** button.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Trial Balance** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.

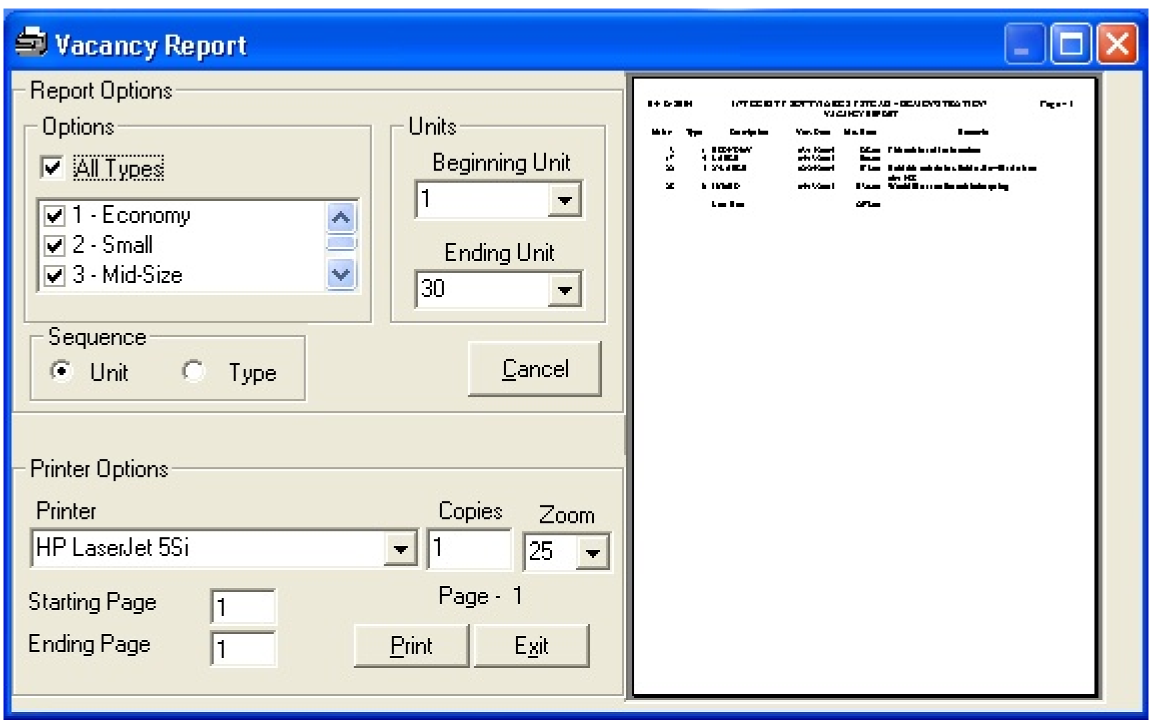


Vacancy Report

This report will print a list of the **Vacant** units. It can be used to conduct a facility review to verify accuracy and any repairs that may need to be performed prior to renting the units again.

The report can be printed for **All** Unit Types or selected Unit Types by making the selections in the **Unit Type** table. To select the range of **Units** to be printed, simply select the **Beginning Unit** and **Ending Unit** from the drop-down boxes. Then press the **Begin** button. Also the sequence of the report can either be by **Unit Number** or **Unit Type**.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Vacancy Report** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button



Sales Report

This report is used to print from history all **Sales** transactions within a given range.

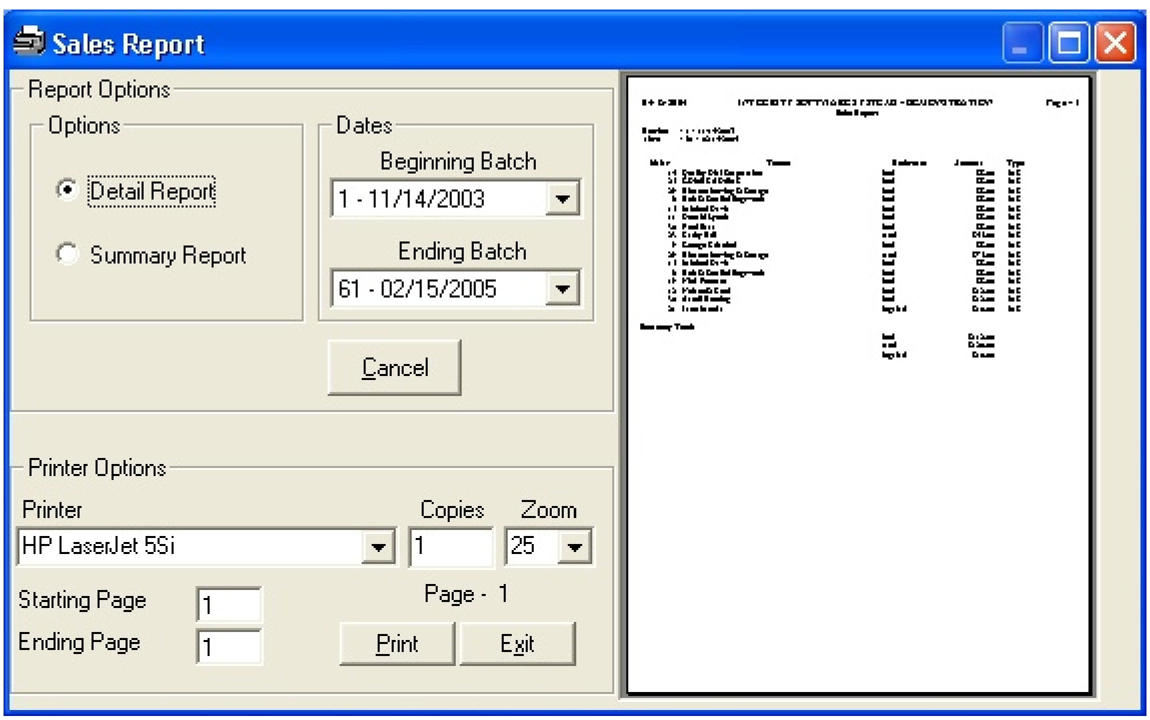
Options for the report are

- Detail – Prints all **Sales** transactions in the selected **Batches**. It also prints a summary by **Reference** of the **Sales** within the **Batches**.

- Summary – Prints only the summary of the **Sales** transactions for all the **Batches**.

To select the range of **Batches** to be printed, simply select the **Beginning Batch** and **Ending Batch** from the drop-down boxes. Also select the type of report desired, either **Detail** or **Summary.** Then select the type of report desired and press the **Begin** button.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Sales Report** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.



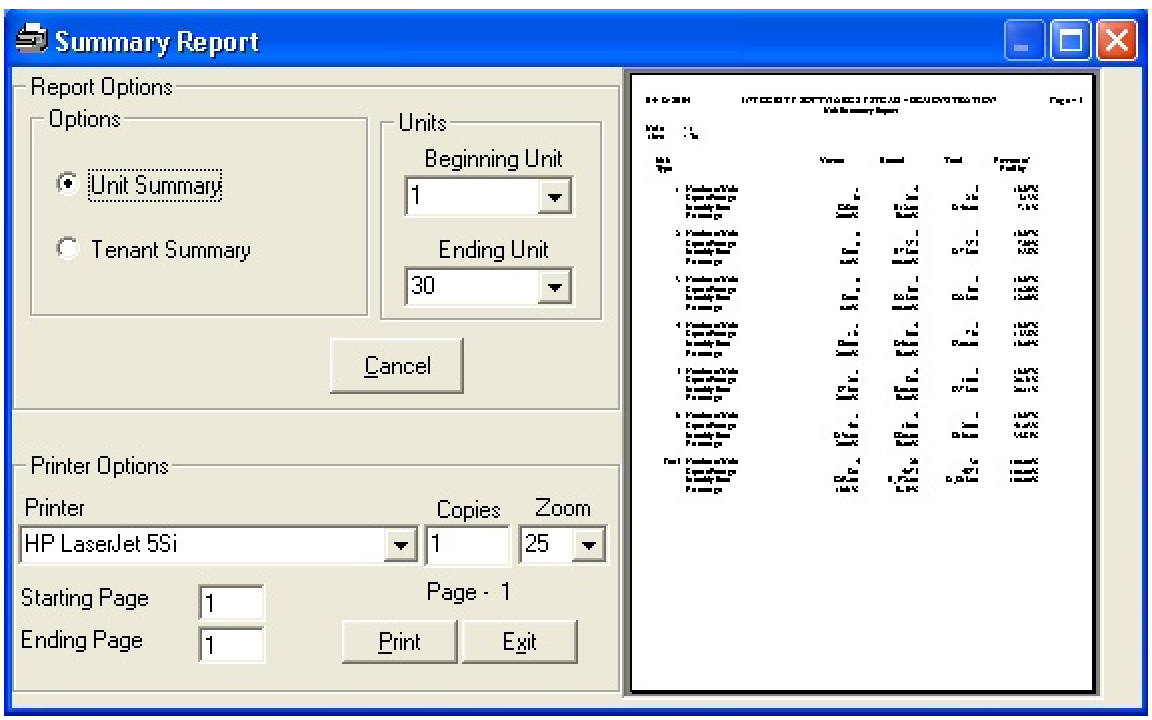
Summary Report

This report will provide two different reports. One is the **Unit Summary** report that will summarize the unit configuration of the facility. It will summarize by **Unit Type**, the **Vacant** and **Rented** units. It will summarize the number of units, the square footage, and the monthly rent.

The other report is the **Tenant Summary** that will summarize the **Tenants** by **Tenant Type**. It will count the number of **Tenants** of each **Tenant Type** and will total the number of **Tenants** and **Monthly Rent** for each of the **Tenant Types**.

The report can be printed for a range of **Units**. To select the range of **Units** to be printed, simply select the **Beginning Unit** and **Ending Unit** from the drop-down boxes. Then press the **Begin** button. Then select the type of report desired, either **Unit Summary** or **Tenant Summary**, and press the **Begin** button.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Summary Reports** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Also each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.

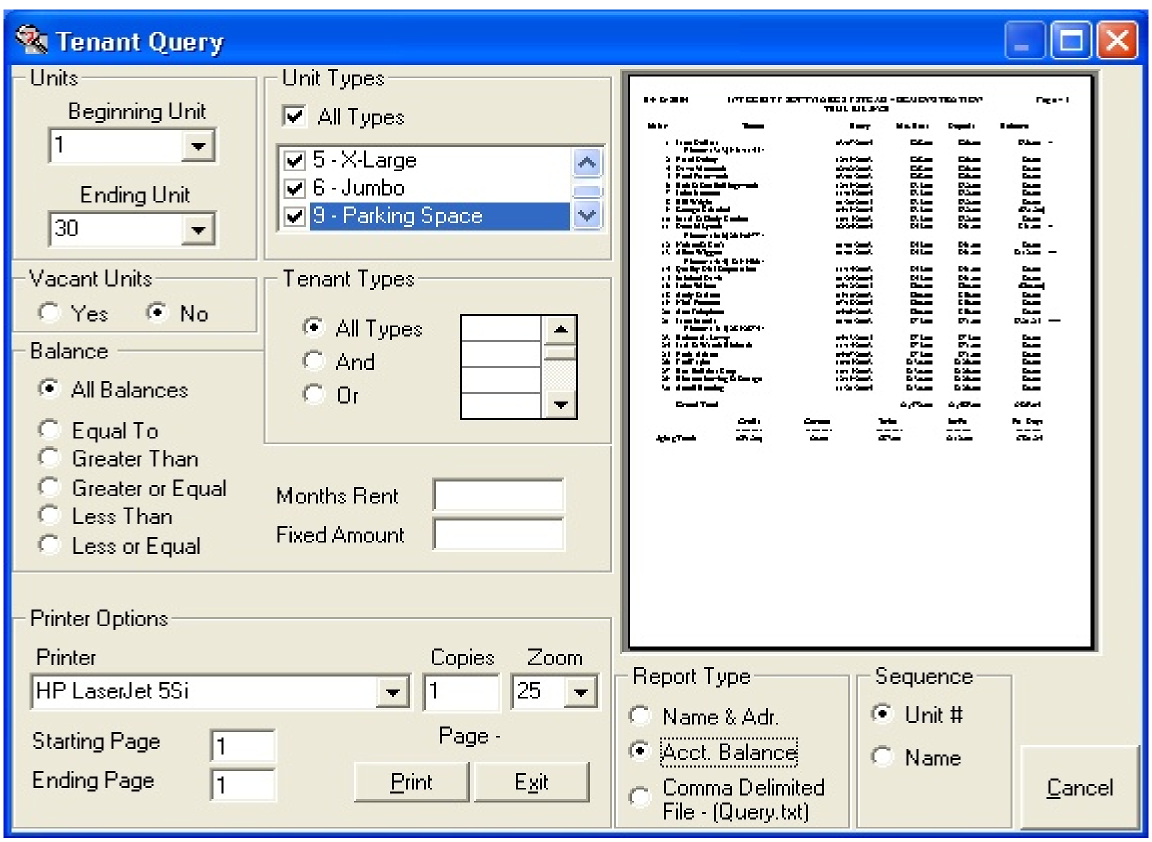


Tenant Query

This option is used to search the database with very specific criteria to identify selected **Tenants**. Two standard reports can be produced by **Unit** or **Name** sequence. A **Comma Delimited File** can also be created. This file format can be used by other programs such as **Microsoft Word**. With this file and **Microsoft Word**, custom letters or labels can be created for all tenants that meet the selection criteria. See the **Advanced Features** section for more information regarding this process.

The **Name & Address** report includes tenant demographic information while the **Account Balance** report includes tenant balance information. For instance, an **Account Balance** report can be generated for all tenants with a balance greater than two months rent. Or a **Name & Address** report can be generated for all tenants in a 5 X 10 unit. Criteria on **Unit Numbers, Unit Status**, **Unit Type, Tenant Type**, and **Account Balance** can be combined in a complex and/or logic to generate either of the reports.

After the report is processed, the report is previewed and ready to send to the printer. . The printer and number of copies can be selected before printing. The **Summary Reports** can also be zoomed into for review either by selecting the zoom percentage from the **Zoom** drop-down box, or by double clicking on the **Preview** area. Each page of a multiple page report can be previewed by selecting the slide bar on the right of reports that are more than one page. Select the **Starting Page** and **Ending Page** before clicking the **Print** button.



Chapter

5

Sample Reports

Account Ledger

INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684
(231) 941-2322

Account Ledger

Donald Lynch	Unit #	-	11
1102 East Shore Rd.	Date	-	04/15/2004
	Rent	-	$45.00
Beulah MI 49231	Balance	-	$51.00

Date	Description	Reference	Debit	Credit	Balance
	Balance Forward				$7.32
02/24/2004	Initial Deposit	INITIAL	$41.00		$48.32
02/19/2004	Misc. Sale	lock	$8.00		$56.32
02/19/2004	Cash on Account	#213		$56.32	$0.00
03/01/2004	March Rent		$41.00		$41.00
03/15/2004	Late Charge		$10.00		$51.00
04/01/2004	April Rent		$41.00		$92.00
04/06/2004	Cash on Account	cash		$41.00	$51.00
04/15/2004	Late Charge		$10.00		$61.00
05/01/2004	May Rent		$41.00		$102.00
05/09/2004	Cash on Account	# 54667		$61.00	$41.00
05/15/2004	Late Charge		$10.00		$51.00
06/01/2004	June Rent		$41.00		$92.00
06/07/2004	Cash on Account	# 5545		$92.00	$0.00
07/01/2004	July Rent		$41.00		$41.00
07/07/2004	Cash on Account	cash		$41.00	$0.00
08/01/2004	August Rent		$41.00		$41.00
09/01/2004	September Rent		$41.00		$82.00
09/15/2004	Late Charge		$10.00		$92.00
09/19/2004	Cash on Account	# 1231		$41.00	$51.00
10/01/2004	October Rent		$41.00		$92.00
10/13/2004	Cash on Account	cash		$92.00	$0.00
11/01/2004	November Rent		$41.00		$41.00
11/15/2004	Cash on Account	CARD		$41.00	$0.00
12/01/2004	December Rent		$41.00		$41.00
12/03/2004	Cash on Account	5543		$41.00	$0.00
01/01/2005	January Rent		$41.00		$41.00
01/05/2005	Cash on Account	card		$41.00	$0.00
02/01/2005	February Rent		$41.00		$41.00
02/02/2005	Cash on Account	cash		$41.00	$0.00
03/01/2005	March Rent		$41.00		$41.00
03/03/2005	Cash on Account	9912		$41.00	$0.00
04/01/2005	April Rent		$41.00		$41.00
04/15/2004	Late Charge		$10.00		$51.00

Invoice

INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684
(231) 941-2322

Invoice

Box Builders Corp
5512 Hill Rd.

Traverse City MI 49684

Unit #	-	27
Date	-	05/01/2004
Rent	-	$130.00
Balance	-	$130.00

Date	Description	Reference	Debit	Credit	Balance
05/01/2004	May Rent		$130.00		$130.00

Integrity Software Systems
4020 Copper View
Suite 111
Traverse City MI 49684

Invoice	-	**05/01/2004**
Page	-	**1**

Late Notice

INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684
(231) 941-2322

Late Notice

Janet DeRoss
6115 Vista Manor

Gross Point MI 48010

Unit #	-	1
Date	-	04/10/2002
Late Charge	-	$10.00
Balance	-	$36.00

Dear Tenant:

Our records indicate that the above amount is currently owed for the rent of your space. If we have made an error, please notify us immediately.

We may double lock your unit. Unless full payment is received within 10 days, we may begin legal proceedings to sell the contents of your unit for the outstanding debt.

Please pay the above balance so that we can remove our lock. We are sorry about being so strict, but past experiences have made such policies necessary.

Lease Agreement

INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684
(231) 941-2322

LEASE AGREEMENT

This Lease Agreement dated Friday, April 30, 2004 is made between INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION of Traverse City, state of MI., the Lessor, and Patricia Jenkins, the Lessee. It is hereby agreed that the Lessor, in consideration of the covenants of this Lease, does lease to the Lessee the following property:

Space No. 3 an approximately 5 ft. by 10 ft. unit, located at 4020 Copper View, Traverse City, state of MI., to be used as a storage room for storing personal property.

The period of the lease will be on a month to month basis beginning on Friday, April 30, 2004.

The monthly rent will be $28.00 per month in advance due on the first of each month. The initial month's prorated rent of $0.93 is due upon execution of this Agreement.

GENERAL CONDITIONS:

1. Lessor represents that the premises are in good condition for use and Lessee shall surrender the premises at the end of the lease term, or any renewal thereof, in the same condition as when Lessee took possession, allowing for reasonable wear and tear, and damage by Acts of God, including fire and storms; and said Lessee agrees not to sublease or assign the whole or any part of said premises without the written consent of said Lessor; that upon non-payment of the whole or any portion of said rent when due, Lessor may declare this Lease terminated and recover possession of said premises.

2. The Lessee hereby assigns, transfers, delivers and pledges to Lessor all of the property within the leased space and all proceeds thereof, all said property and proceeds being hereinafter called the collateral as security for the performance of the duties and obligations of Lessee. Upon default by Lessee of any of the terms and conditions of this lease, the Lessor, without any notice to Lessee, may take possession of the collateral and may dispose of the collateral, or any portion thereof, in any manner permitted by the Michigan Uniform Commercial Code, including , but not limited to, public or private sale. Any notification of intended disposition of any of the collateral required by law, shall be deemed reasonably and properly given if given to Lessee or any one of the Lessees at least seven (7) days before such disposition. Lessee expressly waives any notice as to collection or disposition of any of the collateral which threatens to decline speedily in value or is of a type customarily sold on a stock or commodity exchange or other recognized market. Any proceeds of any collection or disposition by the Lessor of any of the collateral may be applied by Lessor in the order following the Lessor of any of the collateral may be applied by Lessor in the order following to the reasonable expenses of retaking, conserving, collecting (by suit or otherwise) or disposition of (by sale or otherwise) the collateral, including reasonable attorneys' fees and legal expenses incurred, and then to the satisfaction of all of the liabilities in such order of application as lessor elects. After such application, Lessor will account to Lessee for any surplus.

3. Lessee shall not allow any waste or nuisance on the premises or allow the premises to be used for any unlawful purpose. Lessee shall not keep or use anything prohibited by any policy of fire insurance covering the premises and shall not place or keep in said space any merchandise listed on the Insurance Bureau's Workhouseman's Stipulation No. 2, which is attached hereto and made a part of this Lease, and Lessee agrees to abide by all the rules of Lessor governing the use of the premises.

4. All property stored within or on the space by Lessee or located at the facility shall be at Lessee's sole risk. Lessor carries no insurance which in any way covers any loss whatsoever that Lessee may have or claim by renting the storage space or being on or about the facility, and therefore Lessee must obtain any insurance desired at his own expense. Lessor strongly recommends that Lessee secure his own insurance to protect himself and his property. Lessor shall not be liable to Lessee or Lessee's invitees, family, employees, agents, or servants for any personal injuries or property damage, or loss from theft, vandalism, fire, smoke, water, hurricane, rain, tornado, explosion, Act of God, or any other cause whatsoever. Tenant acknowledges that lessor does not take care, custody or control over the contents in or on the space or at the facility. Tenant must take whatever steps he deems necessary to safeguard what is at the facility or in or on the space. Lessor shall not be liable for loss or damage resulting from failure, interruptions or malfunction of the utilities, appliances, or fixtures, if any, provided to Lessee under the terms of this rental agreement. Tenant hereby agrees to indemnify and hold harmless the lessor from and against any and all and any manner of claims for damages or loss to property or personal
***END
injury and costs including attorney's fees arising from or from any activity, work or thing done, permitted, or suffered by Lessee in or on the space or about the facility. Tenant hereby expressly agrees that the carrier of any insurance of any property stored or otherwise located in the space shall not be subrogated to any claim of Lessee against the Lessor, Lessor's agents or employees.

5. IF RENTAL PAYMENTS ARE NOT PAID WITHIN FIVE (5) DAYS FROM THE DATE WHEN THEY ARE DUE, THEY WILL BE SUBJECT TO A SERVICE CHARGE
OF FIVE ($5.00) DOLLARS. If you fail to make your required payments, you will have to vacate the unit or your property may later be sold at a public sale. Before the sale, you will be notified by first-class mail and by certified mail of the amount due. The notice will be mailed to your last known address. In order to preserve your right to be notified, it is important that you notify us of any change in your mailing address. Also, you should supply us with the name and address of another person who can reach you if you are not at your mailing address, and we will notify that person at the same time and in the same manner as we notify you. Either party may cancel this lease upon 30 days' notice in writing to the other party at the address shown below. The security deposit will be refunded when the unit is vacated, clean and empty, and subject to the general conditions of this agreement. The Lessee shall not be reimbursed for the number of days not used in a month.

6. Lessor will have the right, in the event of an emergency, to enter the premises using whatever reasonable force is necessary.

7. Any notice from the Lessor to the Lessee, if mailed shall be deemed given when mailed, postage paid, addressed to Lessee either at Lessee's principal place of business address as shown below, or at any other address of Lessee appearing on the records of the Lessor. No delay on the part of Lessor in the exercise of any right or remedy shall operate as a waiver thereof, and no single or partial exercise of Lessor of any right or remedy shall preclude other or further exercise thereof or the exercise of any other right or remedy. This Agreement has been delivered at Scottville, Michigan and shall be construed in accordance with the laws of the State of Michigan. Whenever possible each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

8. Lessee acknowledges awareness that Lessor is not responsible for the safety or condition of any property stored in the unit and further represents that he carries insurance upon such property against loss due to theft, fire, water and other standard risks ordinarily covered by a homeowner's comprehensive policy.

9. Lessee will provide his own padlock for the unit.

10. The covenants herein contained shall extend to and be binding upon the parties hereto, their heirs, executors, administrators, and assigns.

11. It is further agreed that the Lessor may purchase at any public sale.

PAYMENT DUE UPON SIGNING

Security Deposit	-	$28.00
1 days proration	-	$0.93
Fee	-	$0.00
Total	-	$28.93

Your next rental payent of $28.00
will be due Saturday, May 01, 2004

Lessee:
Patricia Jenkins

By:______________________________
(Signature)

4020 Copper View
Suite 111
Traverse City MI 49684
/

Lessor
INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION

By:______________________________
(Signature)

REMIT MONTHLY PAYMENT TO:
INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684

Receipt

INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION
4020 Copper View
Suite 111
Traverse City MI 49684
(231) 941-2322

Receipt

Patricia Jenkins
4020 Copper View
Suite 111
Traverse City MI 49684

Unit #	-	3
Date	-	04/30/2004
Payment	-	$28.93
Check #	-	1234
Balance	-	$0.00

Deposit Ticket

04/30/2004	**INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **4020 Copper View** **Suite 111** **Traverse City MI 49684** **(231) 941-2322**			**Page - 1**

Preliminary
Deposit Ticket
Batch - 71

Cash				
	Total Cash			**$0.00**
Checks				
	Patricia Jenkins	1234	$28.93	
	Total Checks			**$28.93**
	Total Cash & Checks			**$28.93**
Cards				
	Total Cards			**$0.00**
	Total Deposit			**$28.93**

Transaction Report

04/30/2004	INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION Transaction Report	Page - 1

Batch Number - 71
Batch Date - 04/30/2004

Unit #	Tenant	Reference	Amount	Type
3	Patricia Jenkins	Initial	$0.93	IN
3	Patricia Jenkins	Initial	$28.00	ID
3	Patricia Jenkins	1234	$28.93	CA

Batch Totals

Invoice	$0.93	Cash on Account	$28.93
Debit Memo	$0.00	Credit Memo	$0.00
Misc. Sale	$0.00	Inactive Account	$0.00
Late Charge	$0.00	Vacant Account	$0.00
Initial Deposit	$28.00	Refund Deposit	$0.00
Total Debits	$28.93	Total Credits	$28.93

Grand Totals

Invoice	$0.93	Cash on Account	$28.93
Debit Memo	$0.00	Credit Memo	$0.00
Misc. Sale	$0.00	Inactive Account	$0.00
Late Charge	$0.00	Vacant Account	$0.00
Initial Deposit	$28.00	Refund Deposit	$0.00
Total Debits	$28.93	Total Credits	$28.93

Transaction Analysis

04/10/2002 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

Cash on Account Transactions

Date	Unit #	Tenant	Reference	Amount
11/14/2002	14	Quality Dial Corporation	#7654	$72.23
11/14/2002	24	Jack & Wanda Richards	cash	$111.23
12/07/2002	22	WAYNE GRETSKY	55897	$26.00
12/07/2002	25	GOMEZ ADAMS	cash	$26.00
12/07/2002	4	DAVE YAREMA	684654	$26.00
12/07/2002	5	FRED FLINTSTONE	cash	$36.00
12/07/2002	7	PETER DAVIS	24667	$146.67
12/07/2002	8	HARVEY WALLBANGER	cash	$74.00
12/07/2002	10	MR & MRS U.R. SLICK	cash	$32.00
12/07/2002	11	GEORGE PERLES	7845	$41.00
12/07/2002	12	NELSON & SON'S	1897	$116.00
12/07/2002	13	ALAN WIGGINS	586	$41.00
12/07/2002	14	Quality Dial Corporation	#4343	$41.00
12/07/2002	16	MARK INGRAM	#5692	$46.00
12/07/2002	17	GENE'S ELECTRIC	#4998	$56.00
12/07/2002	18	ANDY CAPP	cash	$56.00
12/07/2002	19	THURSTON HOWELL III	#4343	$56.00
12/07/2002	20	ACE TELEPHONE	#2305	$76.00
12/07/2002	21	JAMIE MORRIS	#6721	$188.50
12/07/2002	24	Jack & Wanda Richards	78524	$71.00
12/07/2002	26	TED TURNER	1884	$123.74
12/07/2002	27	BOX BUILDERS CORP	19549	$126.00
12/07/2002	23	BOB A. LOBOAT	cash	$126.00
12/07/2002	30	FRED HAAS	cash	$126.00
12/19/2002	2	Frank Duboy	#9956	$36.90
12/19/2002	29	Bloxom Moving & Storage	#5489	$186.84
12/19/2002	6	Bob & Sue Hollingsworth	cash	$77.42
		Cash on Account Totals		**$2,141.53**

Trial Balance

04/30/2004 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

TRIAL BALANCE

Unit #	Tenant	Entry	Mo. Rent	Deposit	Balance	
1	Janet DeRoss Phone - (313) 951-1145 /	03/07/2004	$28.00	$26.00	$46.00	*
2	Frank Duboy	12/19/2003	$28.00	$26.00	$10.00	
3	Patricia Jenkins	04/30/2004	$28.00	$28.00	$0.00	
4	Dave Yarmouth	02/02/2003	$28.00	$26.00	$10.00	
5	Fred Farnsworth	03/01/2003	$28.00	$26.00	$10.00	
6	Bob & Sue Hollingsworth	12/19/2003	$35.00	$32.00	$10.00	
7	John Jameson	11/05/2004	$35.00	$32.00	$10.00	
8	Bill Wright	01/20/2005	$35.00	$32.00	$10.00	
9	George Kalachek	04/19/2004	$35.00	$32.00	($31.20)	
10	Mark & Cindy Conlon	10/15/2003	$35.00	$32.00	$10.00	
11	Donald Lynch Phone - (616) 265-0977 /	02/24/2004	$45.00	$41.00	$61.00	*
12	Nelson & Son's	01/01/2003	$45.00	$41.00	$10.00	
13	Allen Wiggens Phone - (414) 525-5466 /	01/01/2003	$45.00	$41.00	$122.00	**
14	Quality Dial Corporation	11/14/2003	$45.00	$41.00	$10.00	
15	Michael Davis	01/24/2004	$45.00	$41.00	$10.00	
16	John Wilson	04/12/2005	$60.00	$60.00	($60.00)	
18	Andy Carlson	05/10/2003	$60.00	$56.00	$10.00	
19	Nick Peterson	07/18/2004	$60.00	$56.00	$10.00	
20	Ace Telephone	04/09/2003	$60.00	$56.00	$10.00	
21	Janet Morris Phone - (515) 285-2874 /	01/01/2003	$75.00	$71.00	$331.25	***
23	Robert A. Lowry	04/13/2005	$75.00	$75.00	$10.00	
24	Jack & Wanda Richards	11/14/2003	$75.00	$71.00	$10.00	
25	Paula Adams	04/07/2003	$75.00	$71.00	$10.00	
26	Ted Taylor	10/05/2003	$130.00	$126.00	$10.00	
27	Box Builders Corp	10/15/2003	$130.00	$126.00	$10.00	
29	Bloxom Moving & Storage	12/19/2003	$130.00	$126.00	$10.00	
30	Arnell Roofing	11/21/2004	$130.00	$126.00	$10.00	
	Grand Total		**$1,600.00**	**$1,517.00**	**$669.05**	

	Credit	Current	30-60	60-90	90+ Days
	----------	----------	----------	----------	----------
Aging Totals	**($91.20)**	**$200.00**	**$107.00**	**$122.00**	**$331.25**

Vacancy Report

04/30/2004 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

VACANCY REPORT

Unit #	Type	Description	Vac. Date	Mo. Rent	Remarks
17	4	LARGE	04/13/2005	$60.00	
22	5	X-LARGE	02/24/2004	$75.00	Hold this unit for Mr. Robins.He will take it on 06/15/88
28	6	JUMBO	04/13/2005	$130.00	Would like a smaller unit inthe spring.
		Lost Rent		**$265.00**	

Sales Report

04/30/2004 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

Sales Report

Batches - 1 - 11/14/2003
thru - 71 - 04/30/2004

Unit #	Tenant	Reference	Amount	Type
14	Quality Dial Corporation	lock	$8.00	MS
25	GOMEZ ADAMS	lock	$8.00	MS
29	Bloxom Moving & Storage	lock	$8.00	MS
6	Bob & Sue Hollingsworth	lock	$8.00	MS
15	Michael Davis	lock	$8.00	MS
11	Donald Lynch	lock	$8.00	MS
30	Fred Haas	lock	$8.00	MS
23	Kathy Hall	truck	$45.00	MS
9	George Kalachek	lock	$8.00	MS
29	Bloxom Moving & Storage	truck	$75.00	MS
15	Michael Davis	lock	$8.00	MS
6	Bob & Sue Hollingsworth	lock	$8.00	MS
19	Nick Peterson	lock	$8.00	MS
12	Nelson & Son's	lock	$12.00	MS
30	Arnell Roofing	lock	$12.00	MS
21	Janet Morris	legalad	$10.00	MS
16	John Wilson	lock	$10.00	MS

Summary Totals

lock	$122.00
truck	$120.00
legalad	$10.00

Unit Summary Report

04/30/2004 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

Unit Summary Report

Units - 1
thru - 30

Unit Type		Vacant	Rented	Total	Percent of Facility
1	Number of Units	0	5	5	16.67%
	Square Footage	0	250	250	5.13%
	Monthly Rent	$0.00	$140.00	$140.00	7.51%
	Percentage	0.00%	100.00%		
2	Number of Units	0	5	5	16.67%
	Square Footage	0	375	375	7.69%
	Monthly Rent	$0.00	$175.00	$175.00	9.38%
	Percentage	0.00%	100.00%		
3	Number of Units	0	5	5	16.67%
	Square Footage	0	500	500	10.26%
	Monthly Rent	$0.00	$225.00	$225.00	12.06%
	Percentage	0.00%	100.00%		
4	Number of Units	1	4	5	16.67%
	Square Footage	150	600	750	15.38%
	Monthly Rent	$60.00	$240.00	$300.00	16.09%
	Percentage	20.00%	80.00%		
5	Number of Units	1	4	5	16.67%
	Square Footage	200	800	1000	20.51%
	Monthly Rent	$75.00	$300.00	$375.00	20.11%
	Percentage	20.00%	80.00%		
6	Number of Units	1	4	5	16.67%
	Square Footage	400	1600	2000	41.03%
	Monthly Rent	$130.00	$520.00	$650.00	34.85%
	Percentage	20.00%	80.00%		
Total	Number of Units	3	27	30	100.00%
	Square Footage	750	4125	4875	100.00%
	Monthly Rent	$265.00	$1,600.00	$1,865.00	100.00%
	Percentage	15.38%	84.62%		

Tenant Summary Report

04/30/2004 **INTEGRITY SOFTWARE SYSTEMS - DEMONSTRATION** **Page - 1**

Tenant Summary Report

Units - 1
thru - 30

Tenant Type	Number of Tenants	Percent of Total	Dollar Volume	Percent of Total
YP	15	55.56%	$801.00	50.06%
09	5	18.52%	$211.00	13.19%
RP	2	7.41%	$63.00	3.94%
01	8	29.63%	$486.00	30.38%
RV	1	3.70%	$28.00	1.75%
DB	1	3.70%	$28.00	1.75%
WI	3	11.11%	$225.00	14.06%
OS	1	3.70%	$35.00	2.19%
11	2	7.41%	$80.00	5.00%
02	1	3.70%	$45.00	2.81%
UK	1	3.70%	$45.00	2.81%
CO	1	3.70%	$45.00	2.81%
RE	1	3.70%	$75.00	4.69%
RF	1	3.70%	$75.00	4.69%
IN	1	3.70%	$130.00	8.13%
ID	1	3.70%	$130.00	8.13%
CM	2	7.41%	$260.00	16.25%

6

Advanced Options

This section will explain how to use the advanced features of the system. Advanced features include the interface to Microsoft Word, storing and viewing the digital images, and the gate system interfaces These features are accessed from different areas of the system and are integrated with other parts of the system. For instance, wherever the **Letters** button is displayed, the Word interface can be accessed. Likewise, wherever the **Gate** button is displayed, the gate system interface can be accessed. The digital image retrieval can be accessed wherever the **Photo** button is displayed or the photo itself appears. Storing of the digital image happens outside of the system. The image could originate from a scanner, a digital camera, or even a Photo CD.

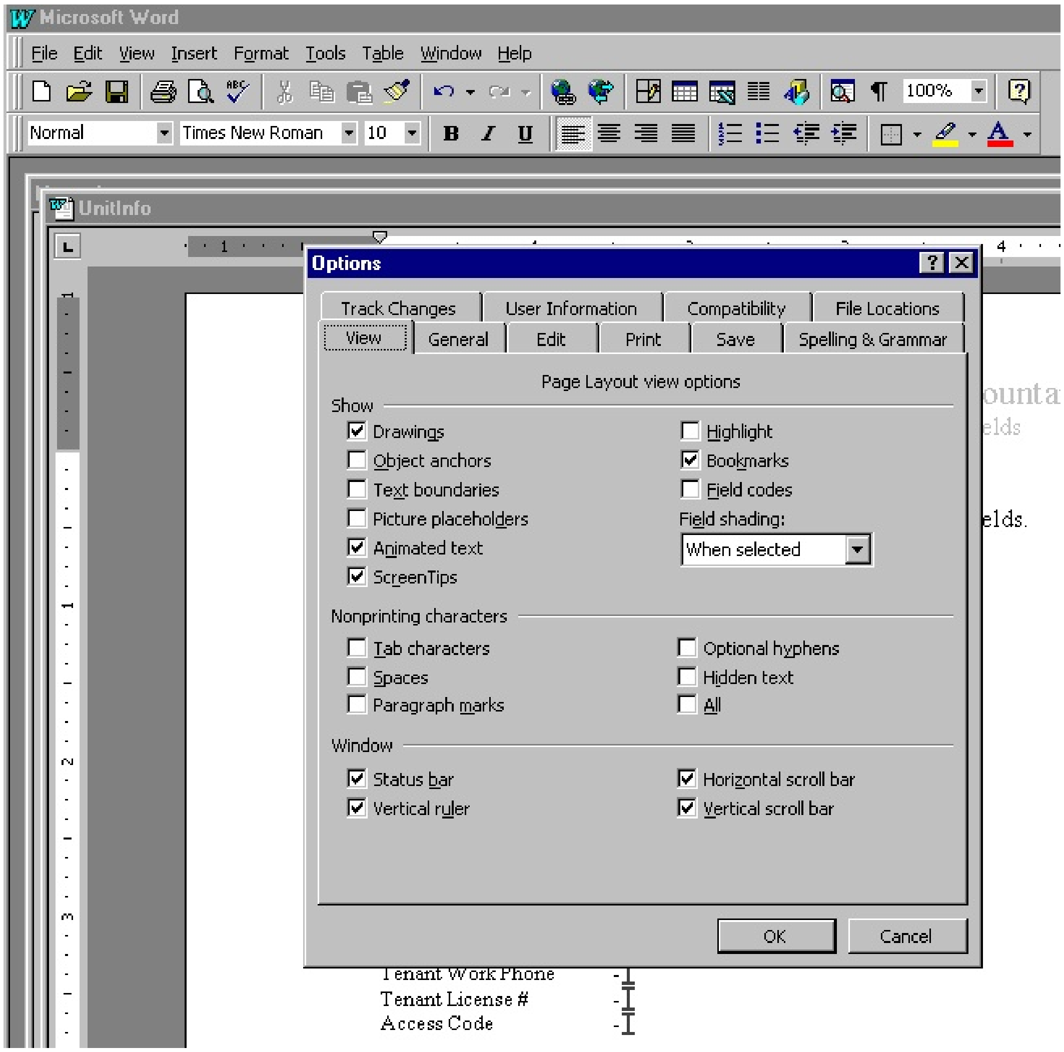
Microsoft Word Interface

This option is perhaps the most powerful features of the system. It allows for integration of most tenant data with a Word template. This could be used to generate special **Late Notice** or eviction notices, a completely custom **Lease**, or any other document that could be created with Microsoft Word. Some knowledge of Microsoft Word is required to successfully integrate the system with Word.

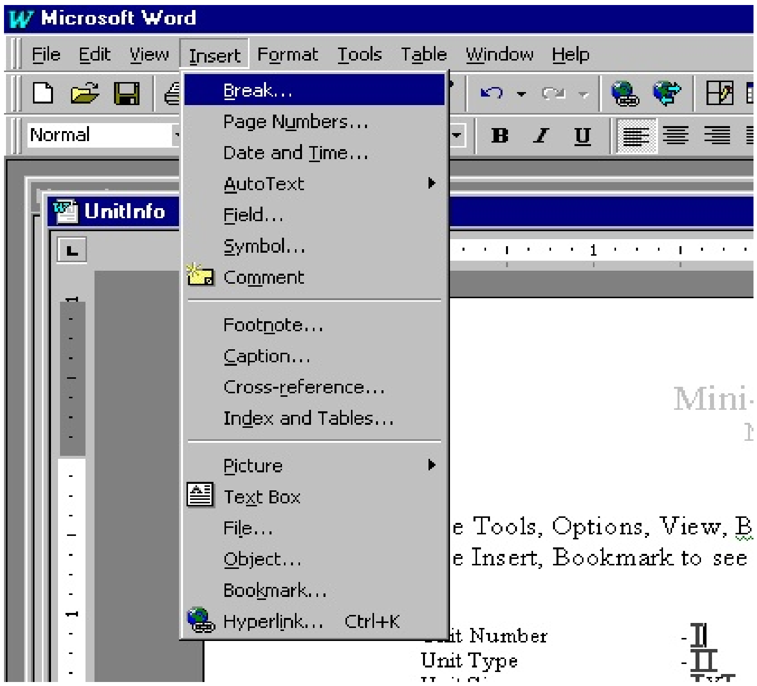
The integration is provided via the **Bookmark** feature of Microsoft Word. In general, the Word bookmarks are replaced with the data from the tenants record. Bookmarks are named in Word and the name of the bookmark is what determines which field is inserted in the document. For instance, a bookmark named **Tenant Name** would be replaced with the name of the tenant. Each bookmark must have a unique name, so if multiple instances of the tenant name are required, each bookmark must have a different name. To accommodate this, each bookmark must only contain the keyword that identifies the data field. Therefore, a bookmark named **Tenant Name1** and **First Tenant Name** would both be replaced with the name of the tenant.

See the sample document **UnitInfo.dot** for a list of the available **Bookmark Names**. This file should be installed with the demo and should be available when using the **Letters** option. It is by default installed into the C:\Program Files\Persacct directory. It can be opened with Microsoft Word and printed or reviewed as a sample.

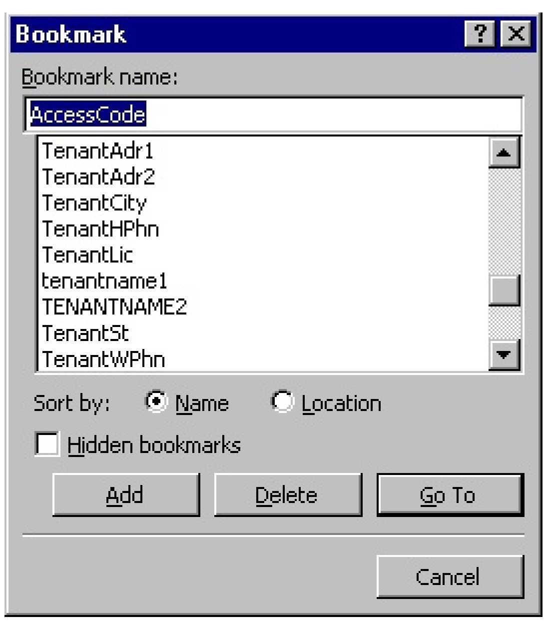
Before inserting the bookmarks, the option for **Viewing** bookmarks should be enabled. To view the bookmarks in the document, on the **Tools** menu, click **Options**, and then click the **View** tab. Select the Bookmarks check box. Bookmarks appear as a reverse brackets ( ][ ) on the screen.



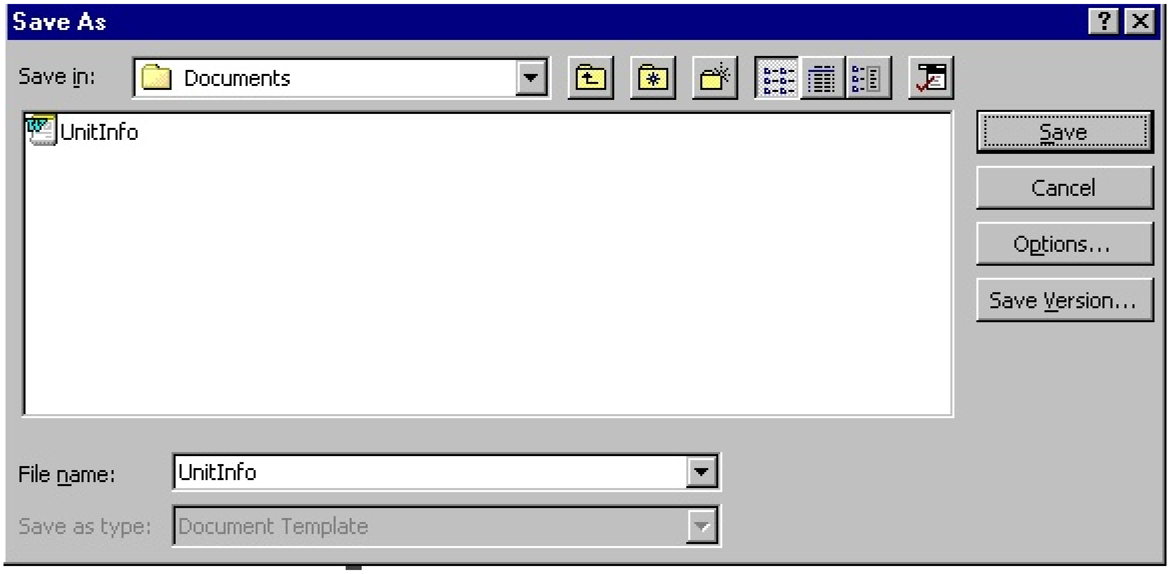
Once the **Template** is created, the bookmarks are inserted into the **Template** via the **Insert** command.



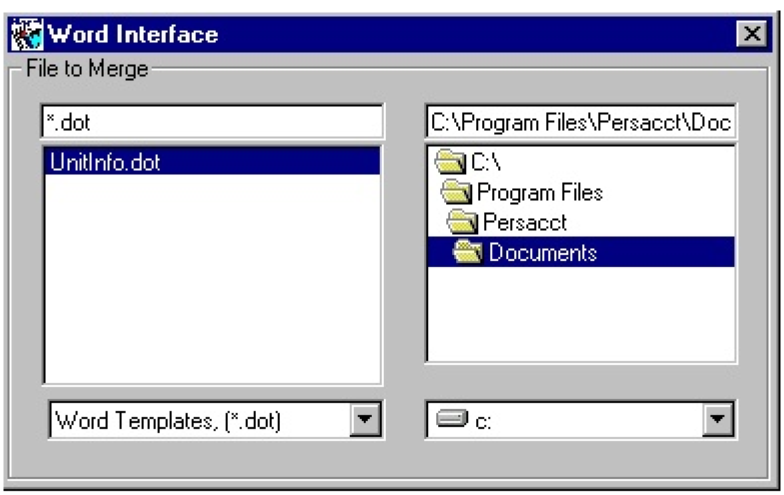
Name the Bookmark using the appropriate keyword.



The original documents that are created in Word must be saved as a **Word Template** in order to be merged. Use the **Save As** option under the **File** menu and save the document as a **Document Template** in the **Documents Directory.** The **Document Directory** is set in the **Directory Location** section of the **Configuration** option.

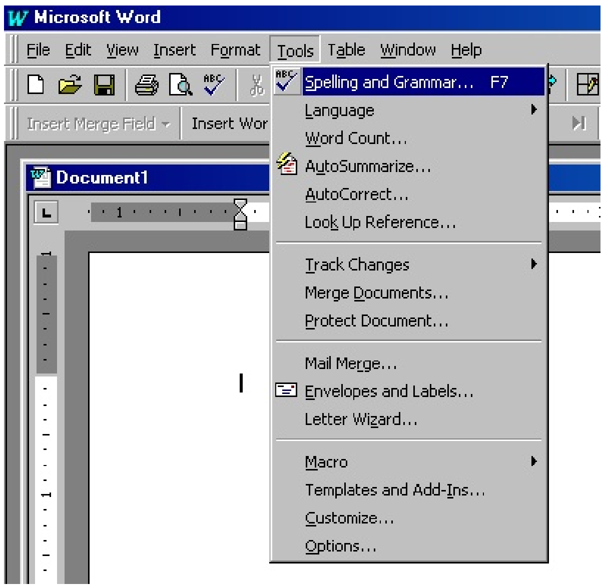


After the document is saved, it will be available in the **Letters** option. To select the document, simply double click on the document name. Microsoft Word will be started and the tenant information will be merged in place of the bookmarks in the **Template**.

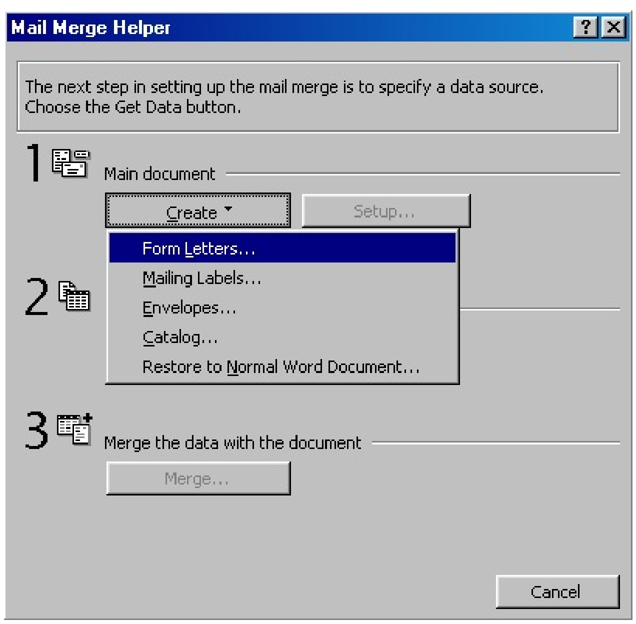


Microsoft Word Mail Merge

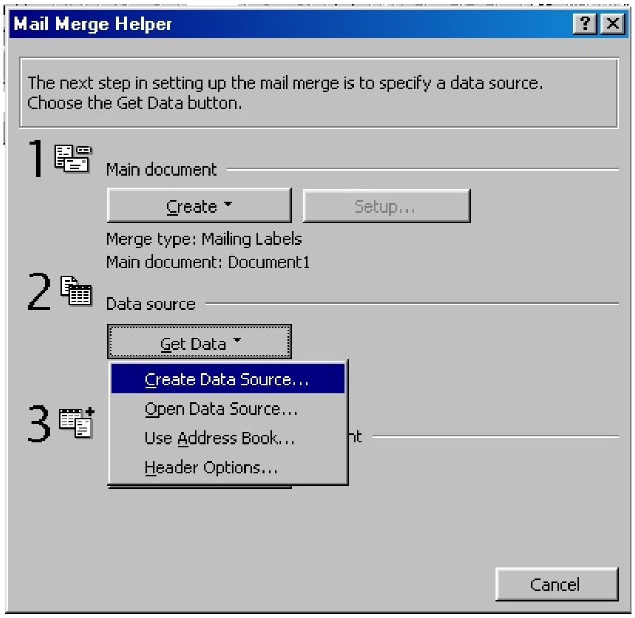
This option is used for creating custom letters and labels using **Microsoft Word** or other software. The steps outlined here are specific to **Microsoft Word**, but the same functionality is provided by many other commercial packages. Once the **Comma Delimited** file is created using the **Tenant Query**, you can select the **Mail Merge** option under the **Tools** item in **Microsoft Word**.



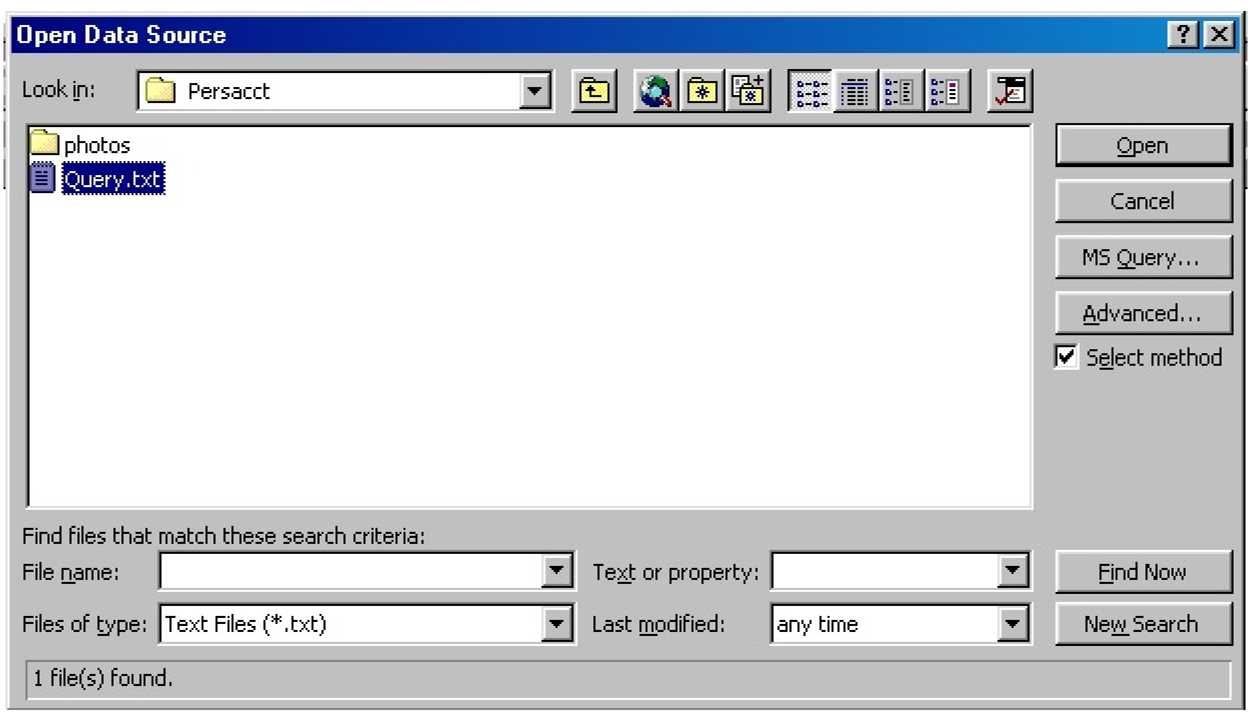
Once the **Mail Merge** tool is selected, create the **Main Document** from the **Mail Merge Helper**. Select the **Form Letter** or **Mailing Label** from the list of options.



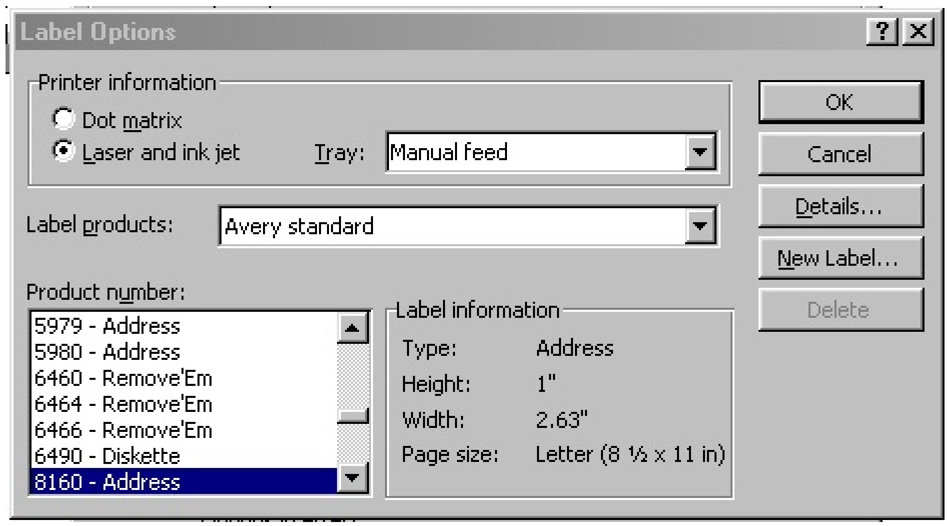
Next select the **Open Data Source** option under **Data Source.**



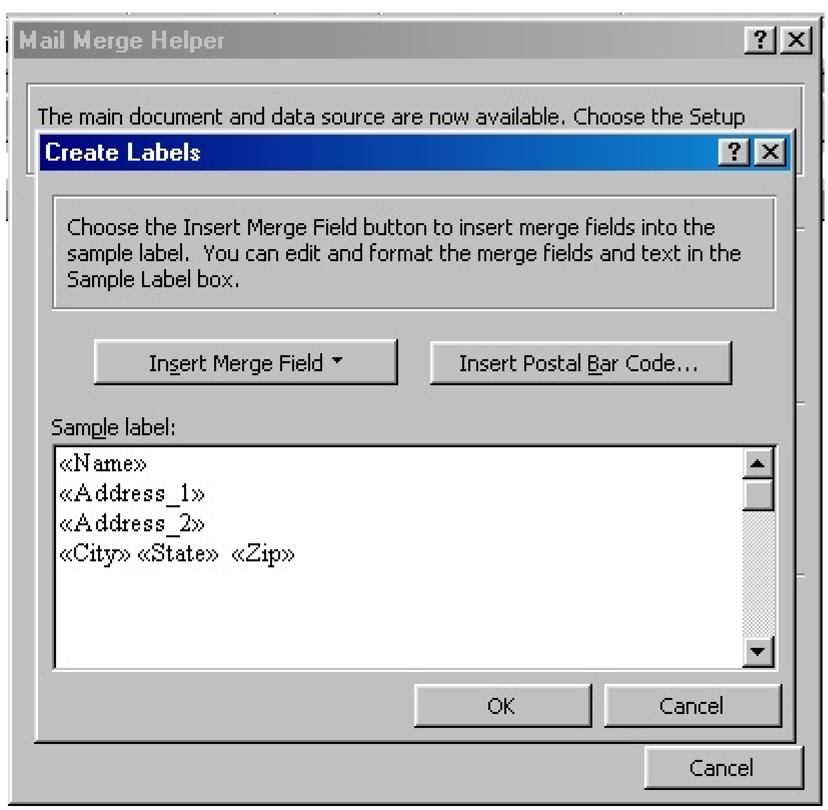
From this option , browse to the directory which contains the **Query.txt** file created by the **Tenant Query**. The directory the data will be stored in can be changed under the **Directory Locations** tab of the **Configuration** utility. Be sure to select **Text Files** under **Files of type:** . This will allow you to view & select the **Query.txt** file.



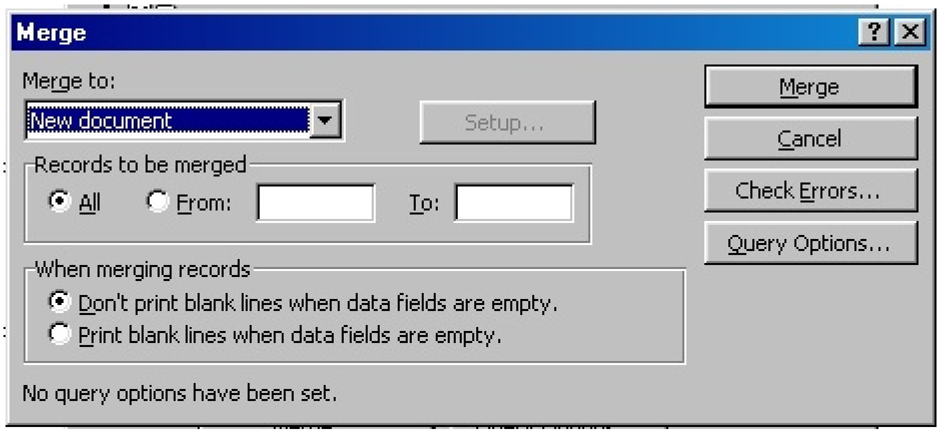
After selecting the **Query.txt** file, it is time to setup the **Main Document**.. If you have chosen a **Mailing Label** document, a list of standard label formats will be available. Choose the proper format and press **OK**.



At this point, you are ready to **Insert Merge Fields** into the **Sample Label**. A list of **Merge Fields** will be displayed. Simply select the field you wish to place in the appropriate area of the **Sample Label** and press **OK**.



Press the **Merge** button and the data will be merged with the template and a new label document will be created.

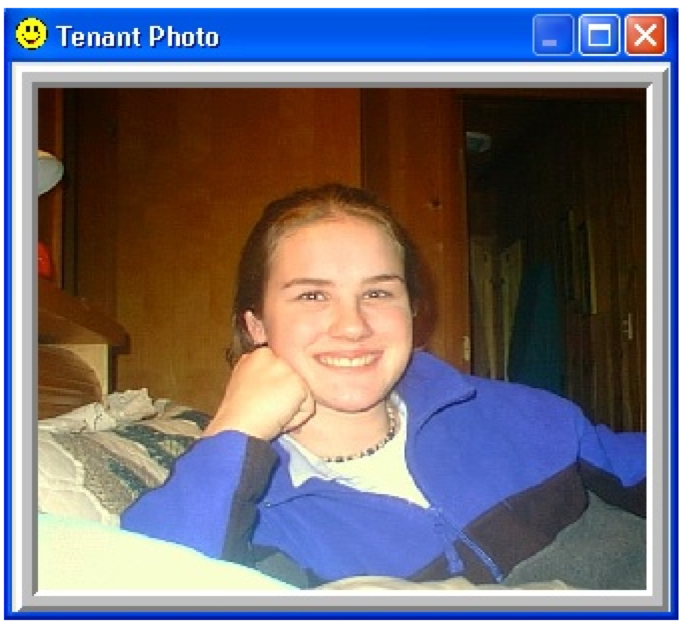


Once the **Merge** is complete, the document template will be created which can be used in subsequent processes and the new document will be created that contains the tenant information. The process is similar for creating a **Mail Merge Letter**. The new label document should look similar to the following:

Digital Images

This feature allows a digital image to be stored and displayed with each unit. It can be used to identify the tenant or contents of the unit. The images need to be stored in the **Photo Directory**. The **Photo Directory** is set in the **Directory Location** section of the **Configuration** option. The image files should be saved in a **JPG** format. The name of the file should be the same as the **Unit Number** it will be associated with. For instance, the image for unit number 1 would be **1.JPG** and the image for unit number 30 would be **30.JPG**. If using the Building fields you would need to add the building letter with a dash (1-A.jpg) The method of saving the file will depend on the source of the data. For instance, most digital cameras allow files to be stored via software distributed with the camera. Scanners also have custom software which allow for files to be scanned and stored in different formats.

Once the images are stored, they can be displayed via the **Photo** button in **Unit Inquiry** or by double clicking on the **Photo** thumbnail image in **Unit Update** and other windows. Clear image display requires high-resolution display modes in Windows.



Gate System Interface

Interfaces are provided for the two major manufacturers of **Gate Systems** for the Mini-Storage industry. These two are the **Preferred Technology PTI Falcon** and the **Doug West & Associates DigiGate 107**.

The interface is provided via a data file that is extracted from the system and stored in a format which is compatible with the gate system software. It is the responsibility of the gate system software written by the gate manufacturer to actually load the information to the gate system. This data file is created for all units in the system via the **Gate** option of **Utilities**. Each gate system has different features so the information collected varies. See the gate system documentation for a description of each field.

Once the appropriate **Gate System** is selected in the **Gate System** option of **Configuration**, the **Gate** button will be activated on several screens. From these screens the gate interface can be activated.

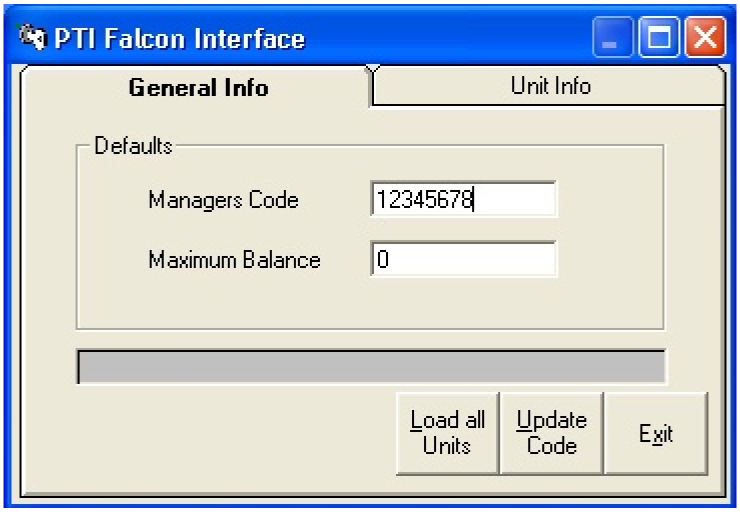
All information should be loaded from the system to the gate periodically. For instance, after processing **Late Charges** the entire system should be loaded to the gate. This will update the delinquency status of all units. Those unit with a balance greater than that allowed will be locked out. Likewise, after posting the daily receipts, the information should again be loaded. This will release any unit which no longer has a balance greater than the maximum allowed.

Specific unit information can also be loaded to the gate at the time of a new **Rental** or **Vacancy**. This will load the gate system with the access code of the new **Rental** or remove the access for a **Vacated** unit.

PTI Falcon

Each time the **Gate Interface** is activated, the interface file is deleted and new one is created. Once the **Gate Interface** is exited, the data should be loaded to the gate via the software provided by the gate manufacturer.

The Falcon interface has two options. The first tab allows a **Manager Code** to be entered. This code will allow access to the facility by the staff. The **Maximum Balance** field is the amount that the unit **Balance** must be greater than in order for the unit to be locked out. A **Maximum Balance** of zero assumes a**Maximum Balance** of **one months rent**. To modify the **Manager Code** or **Maximum Balance** simply change the field values and press **Update**. To load **ALL** units, simply press the **Load** button on the **General Info** tab.



The **Unit Info** tab will update or load information for an individual unit. This option can be used to load a single unit after posting a payment, renting a new unit, or vacating an existing unit. **Access Codes** and other gate system specific information can be updated for each unit.