

RealProX

Sales and Rental Trust System

Environment

The Sales and Rental Trust System will operate on any Apple Macintosh OSX or Windows 98, 2000 or XP computer

The software is written using the Omnis Studio database. This enables the program to be used in a multi-user mode on either the Appleshare filesharing networks or Windows for Workgroups, Novell, Windows NT, with ethernet networking.

Functions

The programs main function is to maintain a trust account for both rents and sales. This includes balancing and reconciliation of the trust account. Only one actual bank account is used for both rents and sales, thus making receipting and disbursements more efficient while reducing stationery costs. Many other functions operate off the trust account to provide all the features required by the modern real estate office.

Features

- * Full GST compliance now and into the future..
- * Separate files for Landlords, Properties, Tenants, Creditors, Sales and Staff information.
- * Specifications, Charges and Narratives files for the tailoring of the system to an agents needs.
- * Account Codes for splitting transactions into types for trial balance and profit and loss reports.
- * Automatic charges include management fee, holiday management fee, disbursement commissions, stamps and stationery charge, letting fees and first weeks rent and Sales Commissions due. All charges are optional and may be overridden.
- * Entry of receipts with optional receipt printing for both sales and rent receipts. Automatic receipting and reconciliation function from EFT PAY file or Statement file from all major banks.
- * Entry of disbursements with optional cheque printing. Ability to enter multiple disbursements for the one cheque. Creditors file for invoice entry prior to disbursements.
- * Fully featured Property & Job Maintenance system to record all outstanding work orders and quotations with automatic invoicing from Jobs and complete history of all maintenance done on properties.
- * Full banking function that produces a bank deposit sheet, and allows for the entry and reconciliation of bank statements. Provision for temporary entries to cover bank errors. Single bank account for sales and rent trusts.
- * Full system balancing function that compares pass sheet balance with receipts and disbursements balance and ledger balances, with full audit details of all balances.
- * Full trial balance in summary or detailed form that totals transactions for each account type.
- * Landlords ledgers and statements produced at any time during month as well as month end.
- * Electronic banking of landlords and Creditors payments. (ABA standard format).
- * Separate ledgers for Agent and Bond accounts with automatic transfers into these ledgers.
- * Rental Reports include Landlord, Property and Tenant master and summary lists, Landlord Balances, Landlord Profit & Loss, Property Vacancy, Tenant Status and Arrears, Inspection and Lease Start & Expiry lists, Rent Review lists, receipts and disbursements lists, transaction audit list.
- * Sales Reports include Vendor, Purchaser and Sales master and summary lists, Sales Account Balance, Properties Listed, Sales pending, Sales exchanged, Sales settled with commissions due calculated, Salespersons commission statement and activity report.
- * Commercial management option that includes budgets for outgoings, automatic invoicing of base rent plus outgoings on a pro rata basis, entry of creditors invoices for actual versus budget comparison, reconciliation and appropriation of excess/deficit in actuals at end of year, debtors ledgers for each tenant for tracking of outstanding rents and outgoings, and a special commercial statement format for detailed reporting on commercial properties and tenants.
- * Holiday letting option includes holding and refunding tenants deposits, tenants booking sheets, arrival sheets and deposits due and deposits held lists, availability and cleaning reports.
- * Emailing of Landlord Statements, Tradesperson Job Orders and remittance advices, receipts and arrears notices as well as individual emails to any Landlord, Tenant or Creditor on file.
- * Mail merging of Word or Appleworks documents directly to master files.
- * Barcode scanning of Creditors invoices to save data entry time.
- * BPAY payments of creditors invoices.



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