



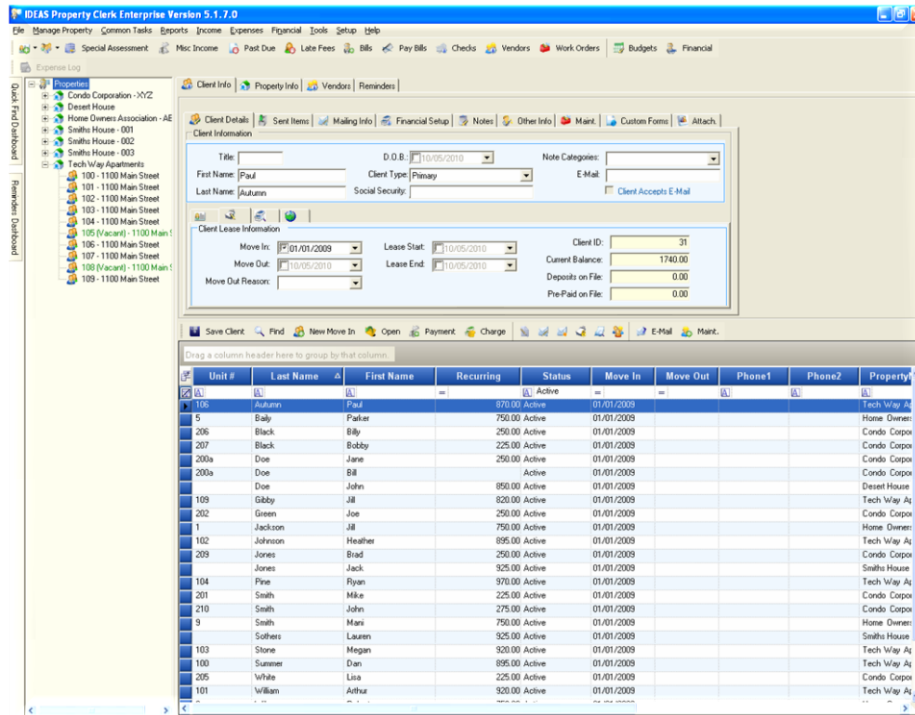
## IDEAS Property Clerk Overview



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## IDEAS Property Clerk Overview



IDEAS Property Clerk software is an integrated property management and accounting solution that provides your organization with the tools needed to effectively manage your properties. IDEAS Property Clerk can be used to manage a few properties or thousands of properties which makes it the ideal solution for small, medium and large companies. IDEAS Property Clerk is a proven product that delivers results. Ideal for managing Apartments, Condominium Associations, Multi-family housing, Single-family housing, Non-Profit Housing, Commercial Properties and any other type of rental property. IDEAS Property Clerk is designed to deliver value for all areas of your business.

IDEAS Property Clerk has been designed based upon years of Property Management customer feedback. Since 1996, Property Managers just like you have provided their input into the system design and features resulting in a professional property management accounting solution.

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

IDEAS Property Clerk software is designed to provide benefits for all key areas of property management;

- ✓ Prospects , Applicants and Tenant Selection
- ✓ Property Management and Tenant Management
- ✓ Accounting
- ✓ Maintenance
- ✓ Owners and Investors
- ✓ Reporting
- ✓ Specialized Government Programs

This document will highlight the features and benefits for each of the key areas mentioned above to help you make an informed decision when purchasing property management software.

## Benefits of selecting IDEAS Property Clerk as your solution

As you read this document, please consider the follow benefits of working with IDEAS Software:

- ✓ The software can be customized to add any report required in the system
- ✓ Live telephone support along with other support options are available
- ✓ If required, features can be programmed into the software for your unique business requirements
- ✓ We are here to work with you and value your input into the software

## Free Demonstration

- Call our office toll-free 1-866-346-6700 to ask any questions about the software
- Download a free trial version of the software
- Schedule a free on-line demonstration to save you time and have your questions answered
- Involve different people in the decision. Accountants, property managers, maintenance staff, etc.

## Software for residential and commercial properties

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

- Condominium Associations and Condominium Management
- Apartments
- Multi-family housing
- Public Housing and Non-Profit Housing
- Single Family Homes
- Mobile Home Parks
- Commercial Properties

## Key Modules and Features

IDEAS Property Clerk is a comprehensive, yet easy to use system that includes all of the features needed to run your business. The following list provides you with an overview of the key modules and features included in the software. This list does not include every feature; therefore, if you have question about any feature, please call our office because the feature probably already exists in the software.

- Property and Tenant Management
- Accounts Receivable
- Accounts Payable
- General Ledger
- Work Orders and Maintenance
- Budgets
- Prospect Tracking & Waitlist
- Calendar
- Reminders
- Check Printing
- Check Scanning
- Bank Deposits
- Bank Reconciliation
- Purchase Orders
- Job Cost
- Inventory
- Late Fees
- CAM Fees & CAM Reconciliation
- Delinquency Notices
- Management Fees
- E-Mail
- Web-Portal
- Word Processing
- Attachments
- ACH & EFT Direct Payments
- Rent Geared to Income
- Rent Supplement
- Flexible Reporting
- User Defined Fields
- User Defined Forms
- Owner Payments
- Special Assessments
- Security
- Drill-Down capabilities

## Features List

### Property Management

- Maintain any number of properties
- Maintain any number of units
- Track Occupancy and Vacancies
- Track available amenities
- Produce all reports by property, owner or consolidated
- Create user defined fields to track any piece of information for the property or unit

### Tenant (Client) Management

- Track Pending Tenants & Deposits
- Track Current and Former Tenants
- Recurring Journal Entries
- Track Lease Expirations
- Send Lease Expiration Notices
- Lease Escalations
- Issue Tenant Refunds
- User defined reports
- ACH & EFT Payment Options
- Automatic Tenant Payments, such as direct payment or post dated checks
- Produce Delinquent notices and reports
- Produce any letter or notice
- E-mail capabilities
- Track all notes and reminders for each tenant
- Create user defined fields and forms
- Reminders and communication tracking

### Web Portal Add-On Option

- Allow tenants and owners to view account information on-line
- Allow tenants to submit work order requests
- Allow Trustees and Investors to view financial information on-line
- Access to board reports and other documents

### Owner Management

- Easily produce Owner Statements
- Provide Profit & Loss Reports
- Produce Owner Checks
- Produce Invoices

### Waiting List and Prospect Tracking Features

- Track potential clients
- Traffic and Marketing Reporting
- Rent Geared to Income
- User Defined fields and forms
- Produce Waitlist reports
- Match vacancies with prospects

### Maintenance Features

- Easily enter work order requests
- Track the status of the work order
- Print and/or E-mail the work order
- Customize work order fields
- Track material and labor costs
- Track warranty information
- Track work order for property, unit, or tenant
- Track estimated replacement date
- Create various work order reports
- Tenant charge back features

### Reminders

- Easily view key information
- Add items to calendar
- Never miss important items

### Financial Management

- General Ledger
- Accounts Receivable
- Accounts Payable
- Many new financial reports
- Cash Basis and Accrual Accounting
- Calculate Management Fees
- Calculate Late Fees
- Print Management Checks
- Print Owner Checks
- Use multiple bank accounts
- Create Bank Deposit Slips

### ACH/EFT and MICR Checks

- Batch Check Printing
- EFT for Canadian Clients
- ACH for USA Clients
- MICR Check Printing
- Use your existing checks.
- Automatically number your checks

### Customization

- Customize many options
- Add your own reports
- Create your own data fields
- Create your own data entry forms

### Reporting Capabilities

- **Note:** Too many reports to list them all!
- Waitlist reports
- Traffic and marketing reports
- Tenant/Client Delinquent Listing
- General Ledger
- Profit & Loss
- Tenant Statements
- Owner Statements
- Occupancy and Vacancy reports
- Check listing reports
- Rent Roll Reports
- Management Fee reports
- Add your own reports to the software
- Export report data to Excel, PDF, and Others
- Maintenance reports
- Batch Reporting Capabilities

### Other Features Included

- Utility Billing Module
- Check Scanning
- Batch Check Printing
- Bank Reconciliation
- Budgeting Module
- Inventory Module
- Purchase Orders
- Rent Geared to Income
- Lockbox Features
- User Defined Fields
- User Defined Forms
- Built in word-processor
- Job Costing Module
- 100% .NET Platform
- SQL Database Technology
- Detailed Security options

## Property and Tenant Management

### Manage any type of Property in one system

IDEAS Property Clerk provides you with the ability to manage an unlimited number of properties, units and clients (tenants). Whether you are managing single family homes, apartments, condominiums, commercial properties or any other type of property, IDEAS Property Clerk will work for you.

### Maximizing Property Profits

As a Property Manager, your responsibility is to maximize the return on investment for the owners of the properties. This is only possible by filling the units with good paying tenants and effectively managing expenses. IDEAS Property Clerk assists you with all of the tasks required to manage your properties and tenants in an efficient and profitable manner.

The integration of all modules ensures that as revenue and expenses occur, the necessary financial information is updated automatically. Produce accurate Profit & Loss and other financial reports on demand. Producing timely Late Notices and having access to delinquency lists helps maximize income, while the Payable module provides the ability to pay bills in a timely manner.

Every property manager must ensure rent is collected and IDEAS Property Clerk provides many tools to ensure rent will be collected. Reducing the number of delinquent tenants can be achieved by automating your business with ACH, EFT, Check Scanning, and batch payments. IDEAS Property Clerk includes all of these options to work with your organization. If required, IDEAS Software can customize client payment options to further integrate with your online payment provider.

### Organization of Information

IDEAS Property Clerk provides you with the tools necessary to organize and access all vital information. You will have instant access to all tenant leases, financial history, payment history, delinquent tenants, notes, reminders and much more. Current, Future and Former tenant information can be maintained in the system for as long as you need the information. Never lease to a bad tenant again.

Information is easily organized by using features such as Notes, Reminders, Attachments, E-mails, Word-Processing and Work Orders. All information for every client is easily accessible in one module.

Specialized modules for managing Rent Geared to Income Housing (Public Housing) and Rent Supplement programs are also included with IDEAS Property Clerk. Please see the section Specialized Modules for more information.

## Reduce Vacancies

Vacant units are costly and reduce the profits of a property. Using the Unit Availability tools and built in marketing tools will help you quickly fill vacant units with prospective tenants. Use the web integration features to further market your properties to the world.

## Summary of features available for the property manager

### Property Management

- Maintain any number of properties
- Maintain any number of units
- Track Occupancy and Vacancies
- Track available amenities
- Produce all reports by property, owner or consolidated
- **Powerful!** Create user defined fields to track any piece of information for the property or unit
- **Powerful!** Create user defined forms
- Integrated with Maintenance and Accounting
- Integrated with the Prospect Tracking
- Process late fees
- User defined reports
- ACH & EFT Payment Options
- Automatic Tenant Payments, such as direct payment or post dated checks
- Produce Delinquent notices and reports
- Produce any letter or notice
- E-mail capabilities
- Track all notes and reminders for each tenant
- Create user defined fields and forms
- Reminders and communication tracking
- **Powerful Reports!** Produce any report needed

### Tenant (Client) Management

- Track Pending Tenants & Deposits
- Track Current and Former Tenants
- Recurring Journal Entries
- Track Lease Expirations
- Send Lease Expiration Notices
- Lease Escalations
- Issue Tenant Refunds

### Web Portal Add-On Option

- Allow tenants and owners to view account information on-line
- Allow tenants to submit work order requests
- Allow Trustees and Investors to view financial information on-line
- Access to board reports and other documents

## Accounting Modules and Capabilities

At the core of IDEAS Property Clerk is a powerful accounting engine that provides the features required by the most demanding accountants. Although the software is easy to use, the system provides the debits and credits required by all accountants to audit the financial information. IDEAS Property Clerk includes the following key accounting modules:

- Accounts Receivable
- Accounts Payable
- General Ledger
- Bank Reconciliation
- Bank Deposits
- Budgeting

All accounting features are integrated into the property management software. You do not require a separate accounting program. Having easy access to critical financial data and reports is essential for the success of any property management organization. As transactions are processed, IDEAS Property Clerk automatically updates the General Ledger and other financial modules which mean you have instant access to financial data. Drill-down capabilities allow you to quickly find the necessary financial information to make key business decisions.

Although powerful enough for accountants, the system setup ensures the software can be used by non-accountants. IDEAS Property Clerk has the ability to setup “Transaction Templates”, which are pre-defined accounting Debit and Credit Transactions to perform a specific task. Ease of use, accuracy and productivity are some of the benefits of using templates. The most common example is a **Rent Charge**. The Rent Charge template could be setup by the user or by the accountant and will ensure the proper accounts are used for recording the Rental Income. Specifically, the Rental Income is a Credit and the Accounts Receivable will be the Debit. Templates ensure the property accounting codes are used correctly.

Security is built into every module of the system and is assigned to individual users. Therefore, access to the accounting information can be controlled by the system administrator. A variety of security options are available that control view, edit, and delete capabilities.

### Chart of Accounts

IDEAS Property Clerk includes a sample Chart of Accounts that can be completely modified for your business. You have the options to add, edit and delete Chart of Accounts as necessary. Again, security options ensure only authorized users have access to these options.

The chart of accounts can also be divided into sub-categories for reporting purposes. As an example, you may have five maintenance related expense accounts that you would like to see on the Profit & Loss report within a category called “Maintenance”. The software easily provides this capability.

## Accounting Automation

Automating many accounting tasks improves productivity. IDEAS Property Clerk provides the following features to help automate regular tasks:

- Process Recurring (usually monthly) Client Charges such as Monthly Rent Charges
- Process Recurring Payables
- Batch Payments to quickly process client payments
- ACH and EFT to allow automatic bank payments for rent etc.
- Batch reports to allow the producing of monthly reports
- Lockbox integrations
- Integration with online tenant payment systems
- Create batch arrears/delinquent letters to help collect outstanding receivables
- Automatically create bank deposit sheets
- Easy to use Bank Reconciliation

## Attachments

IDEAS Property Clerk provides the capability of attaching source documents to any transaction. This provides extremely powerful auditing and reconciliation options. Common uses of this feature would include attaching the accounts payable Bill (Invoice) to the entry in the system. The actual bill is attached and this information is always available at your fingertip.

## Financial Reports

IDEAS Property Clerk includes a variety of financial reports for Cash Basis and Accrual Basis accounting. The key benefit of IDEAS Property Clerk is the ability to add new reports into the system as needed to ensure you have the reporting capabilities needed for now and the future. All financial reports can be exported into popular formats such as PDF, Excel, Word and others if desired.

A few of the most common financial reports included (many others are also included) are:

- General Ledger Listing (Detailed and Summary reports)
- Client Invoices and Statements
- Client Delinquent/Arrears Report
- Aged Receivables
- Rent Roll (Various formats)
- Profit & Loss (Various formats)
- Bank Deposits
- Bank Reconciliation

## Summary of features available for Accounting

- General Ledger
- Accounts Receivable
- Accounts Payable
- Many new financial reports
- Cash Basis and Accrual Accounting
- Calculate Management Fees
- Calculate Late Fees
- Print Management Checks
- Print Owner Checks
- Use multiple bank accounts
- Create Bank Deposit Slips
- Bank Reconciliation
- Drill Down to Source Documents
- Attachments

### ACH/EFT and MICR Checks

- Batch Check Printing
- EFT for Canadian Clients
- **Flexible!** ACH for USA Clients
- **Flexible!** MICR Check Printing
- Use your existing checks.
- Automatically number your checks

*Please contact IDEAS Software if you require more details about the accounting capabilities.*

## Maintenance

Responding to maintenance requests and keeping the property in good condition will help increase the value of the property. Preventative maintenance and emergency maintenance tasks are inevitable in the property management industry.

IDEAS Property Clerk includes a complete work order module that provides maintenance management capabilities. The work order module allows you to schedule maintenance and respond to maintenance requests as necessary. Work orders are linked back to an individual tenant, unit, or property with drill down capabilities.

For larger maintenance items, IDEAS Property Clerk also includes a Job Module that allows you to track all tasks and costs associated to a Job. Items such as complete renovations could use the Job Cost Module.

### Summary of features available for Maintenance

- Create work orders for units, tenants and properties
- Track scheduling information
- Ability to prioritize maintenance requests
- Quickly view the status of the maintenance item
- Easily record the maintenance problem and resolution taken
- Track labor and material costs
- Set up billing information
- Track Purchase Orders, Bills and Job Costs
- Generate Work Order Logs and detailed reports
- Set up holdback information for the accounts payable department
- Record maintenance notes
- Capital Planning add-on module is available

## Investors, Property Owners and Stakeholders

Property Owners, Investors and Stakeholders expect a return on their investment. IDEAS Property Clerk provides your organization with the software solution to manage any number of properties for different owners. Depending upon your business, the owners may actually be a Board of Directors or Trustees. Either way, you have a reporting requirement to the stakeholders of the property and IDEAS Property Clerk can provide the necessary results.

One of the key advantages of using IDEAS Property Clerk is to provide customized and accurate financial reporting as required. Different owners may have different reporting requirements and IDEAS Property Clerk allows you to have customized reports available to match your clients' needs. The features included in the software provide you with instant access to any piece of information being requested from the owners.

The web-portal add-on module is valuable resource for the Property Stakeholders. The web-portal allows the stakeholders to view financial information, access reports and documents and communicate with you directly through your secure website. Reduce your administration costs by providing the information on-line and eliminate the need to respond to demanding stakeholders. The web-portal can be customized to meet all of your marketing and management needs.

## Specialized Government Programs

### Public Housing and Rent Geared to Income Programs

The Rent Geared to Income (RGI) Module is designed to capture all information required to calculate rent for tenants based upon a specified set of rules and regulations. RGI is usually a Government Subsidy program which means the rules and regulations will be different for different areas and/or government programs.

The following information is usually captured for all areas/programs:

- General RGI Information
- Verified Income
- Income based upon current assets
- Public Assistance / Social Assistance
- Adjustments to income
- Basic rent calculation
- Rent Adjustments
- Final Rent Calculation

The RGI Module keeps an accurate history of when any information affecting the rent calculation occurs. Usually, this is a change in income or family composition.

IDEAS Property Clerk has the ability to be customized to meet any Rent Geared to Income Program.

*Please consult with our office for more details on the Rent Supplement Module.*

### Rent Supplement Module

The Rent Supplement Module is designed to manage Rent Supplement Agreements and Subsidy Payments for Government Rent Supplement Programs.

An understanding of Rent Geared to Income (RGI) Housing is necessary to maximize the value of the Rent Supplement Module, since the tenant rent is based upon the RGI Rent Calculations.

Rent Supplement is a Government program that will provide a subsidy to help cover the costs between the Tenant Rent Amount (Based upon RGI) and the Market Rent of the unit. The payment will either go to the Landlord (Private Landlord) or to the Tenant. IDEAS Property Clerk has the ability to be customized to meet any Rent Supplement Program.

*Please consult with our office for more details on the Rent Supplement Module.*

## Available Services

The following professional services are available:

- ✓ Implementation Planning
- ✓ Data Conversions
- ✓ Customized programming
- ✓ Customized reports
- ✓ Training services
- ✓ Consulting services
- ✓ Integration services

If you require any special features in the software or if you need customized programming services, please contact our office toll-free 1-866-346-6700. One of our consultants will review your requests and help ensure you receive the solution to meet all of your needs.

IDEAS Software understands that not all property management organizations operate the same way. We have ability to work with you to maximize your software investment.

## Free Trial Version and Contact Information

Download a free trial version of IDEAS Property Clerk software from our website at [www.ideascomputer.com](http://www.ideascomputer.com)

Please call our office if you would like more information or would like to schedule a private webinar on using IDEAS Property Clerk Software in your business.

***For more information please contact:***

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