

P M X

**PROPERTY MANAGEMENT
SYSTEM**

**LETTING AND MANAGEMENT
OF
RESIDENTIAL PROPERTIES**

SUMMARY OF FEATURES

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1.0 INTRODUCTION

1.1 Overview

This booklet provides a summary of features of the computer software *PMX* developed to assist Agents with the Letting and Management of Residential Properties.

The system is comprised of four principal sections:

Letting		This section takes you from the initial viewing and instruction through to finding and installing the tenant. You may record full details of Properties and Landlords and Applicants and Viewings. You can produce all necessary correspondence and documentation including the tenancy agreements, available property lists and check lists.
Management		This section leads you through the Rent Collection, Regular Checks, Inspections and Diary Items. The system holds data on Properties including details of Landlord, Tenants, Contacts and Banking Data. Full details of tenancy terms are also included. Financial details include rents, deposits, fees and other charges associated with each property.
Accounting	Standard	This section allows daily entry of Receipts and Payments and regular Accounting to your Landlords, Analysis of Fee Income and Reconciliation of Balances and Client Accounts. The system will record all transactions through the Clients' Account. All payments and receipts relating to each property can be recorded, including rent payments, deposits, expenditure on repairs <i>etc.</i> Landlord Accounts and Invoices are generated at the end of each period and statements for each property record any outstanding balances.
	Advanced	For the more demanding subscriber, this section includes Cheque Printing, Multiple Client Accounts, a Contractor Ledger and much more.
Repairs		This section assists with the management of maintenance and repair work on the Properties. It holds details on each Job and produces various check lists to monitor progress. It accesses the list of Contractors and assists with the production of the Job Sheet.

Output is provided in various forms throughout the system. Most output may be directed to the printer or can be viewed on screen. Some output is available in the form of merge data files which will link with your word processor. This feature allows you to continue to use your own format for items such as letters chasing overdue rent, forms serving notice and forms of agreement. The *PMX* system will integrate with most proprietary word processing programs.

The system is "menu driven" and requires no specialised computer knowledge. It can be operated with a mouse and keyboard or a keyboard alone.

2.0 LETTING ADMINISTRATION

2.1 Overview

The Letting Administration is designed to help with the process of letting a property from the instruction stage through to installation of the new tenant.

There are three types of information held on the system:

Property Information	Used by the system to define the attributes of each property including any stipulations of the Landlord.
Applicant Information	Used by the system to define the requirements of each applicant.
Diary of Viewings	Details of Property Viewings both past and future.

The search for Applicants and Properties may be carried out in four different ways:

- From an Applicant Details Screen you may find suitable Properties
- From a Properties Details Screen you may find suitable Applicants
- You may search generally for Properties fitting certain criteria
- You may search generally for Applicants fitting certain criteria

The results of each of these searches may be printed in summarised or detailed form.

There are four types of output available from the system:

Property Lists	General Property Lists Available Property List Lists personalised to a selected applicant Lists tailored to certain requirements Properties by Promotional Source
Applicant Lists	General Applicant Lists Lists tailored to a selected property Lists tailored to certain requirements Applicants by Promotional Source
Diary of Viewings	Lists Viewings by date and negotiator
Correspondence/ Documents	Confirmation of Instruction, Terms <i>etc.</i> Applicant Reference Letters Confirmation of Letting Utilities Change of Name Tenancy Agreement and Notices

The Letting Administration is specifically designed to be used on a day to day basis giving you the flexibility to deal with any property, landlord or applicant quickly and efficiently.

2.2 Applicant Details

Applicant Details			
Code	FR001	Source	TH Thompsons
Negotiator	JMD Davies	Status	Active
First Name	Mary	Initials	M
Last Name	Franks	Title	Ms
Tel (Day)	0171-345 6789		
Tel (Eve)	0181-428 5438		
Max Rent	500 Pcm	No. Bedrooms	3 Min
Property Types	D, S	Garden	Yes
Locations	HA1, HA2	Garage	No
Furnished	?	Term Required	12 Mths
		By	26/08/1998
Date Entered	07/07/1998	Last Matched	09/08/1998
		Last Viewing	01/08/1998

The Applicants Details Screen is divided into four main sections:

Agent Details

- Negotiator assigned
- Status of Applicant (Active/Inactive)
- From what source the applicant heard of the agent

Applicant Contact Details

- Applicant name
- Business and home telephone numbers

Applicant Requirements for Matching

These are the requirements used for automatic matching. They include:

- Rent payable
- Property type location and number of rooms
- Furnishing, Garden and Garage requirements
- When property is required

Date information

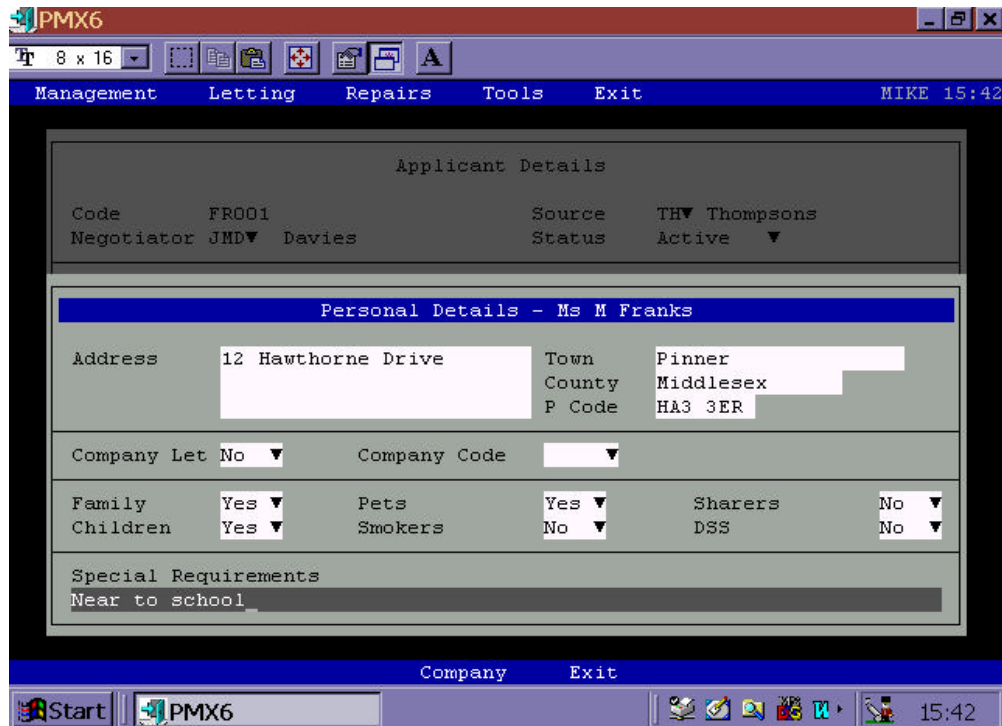
- When the applicant was entered on the system
- When matching to find an appropriate property was last undertaken
- When the applicant last viewed a property

Personal Details are held on the Applicant and are divided into four main sections:

- Applicant Address
- Whether it is a Company Let
- Personal information: family situation, do they smoke, will they share
- Special Requirements

The following additional information may be entered:

- Referee Details; Employer, Bank, Character and Other
- General Notes



2.3 Property Details

The screenshot shows the 'Available Property - W11' screen in the PMX Version 6 application. The interface includes a menu bar with 'Management', 'Letting', 'Repairs', 'Tools', and 'Exit'. The user's name 'MIKE' and the time '13:23' are displayed in the top right corner. The main content area is divided into several sections:

- General Information:** Type: Management And Letting; Landlord: Tovey, A; Status: Available.
- Address Details:** Title: Waverley Road; Address: 11 Waverley Road; Town: Rayners Lane; County: Middlesex; P Code: [redacted]; Phone: 0181 683 3421.
- Property Details:** Sort On: Waverley Road; Rent (Pcm): 625.00; Deposit: 625.00; Property Type: F Flat; No. Bedrooms: 3; Location: WD1 Watford; Garden: Communal; Furnished: Yes; Garage: Yes.
- Date Information:** Date Entered: 01/07/1998; Date Available: 23/07/1998; Viewing: Contact current tenants on above phone number.

The bottom of the screen features a menu bar with 'Tools', 'Viewings', 'Acct', 'L'lord', 'Let', 'Other', 'Cont', 'Notes', and 'Exit'. The Windows taskbar at the bottom shows the Start button, 'Microsoft Word - PMX.DOC', and 'PMX Version 6' with the system clock at 13:23.

The Property Details Screen is divided into four main sections:

General Details	Type of agent service on the property Landlord name and status of property
Address Details	Full Address and telephone details
Property Details	These are the details used for automatic matching. They include: Rent required, Property type, Location and Number of Bedrooms, Furnishing, Garden and Garage, Date available
Date Information	When the property was entered on the system When the property is available

The following additional information may be entered:

Account Details which show the Rent and Deposit and Fees charged to the Landlord
Landlord and Contact Name, Address and Telephone
Let check-list of tasks to undertake before the applicant moves in

Other Property Details This screen is used to record other details regarding the property including rooms and facilities. It is displayed below:

The screenshot shows the PMX Version 6 software interface. The title bar reads 'PMX Version 6'. The menu bar includes 'Management', 'Letting', 'Repairs', 'Tools', and 'Exit'. The status bar shows 'MIKE 13:24'. The main window displays a form titled 'Other Details - 11 Waverley Road'. The form contains the following fields:

C. Heating	Gas	Entry Phone	No	Parking	Garage
D. Glazing	No	Hob Type	Gas		
Bathrooms	1	Oven Type	Electric	Bus	2 (mins)
Shower Rooms	0	Fridge	Yes	Underground	5 (mins)
WCs	1	Freezer	No	Brit. Rail	0 (mins)
Kitchen	Yes	W/Machine	Yes	Swim. Pool	No
Lounge	Yes	Dryer	No	Other Agents	No
Dining Room	Yes	Dish Washer	No		
Study	No	Microwave	No		

Below the main table, there are additional fields:

Source	YP	Yellow Pages	
Condition (1-5)	3		
TO-LET Board	Yes	Extra Refs	No
Bills	Inclusive		

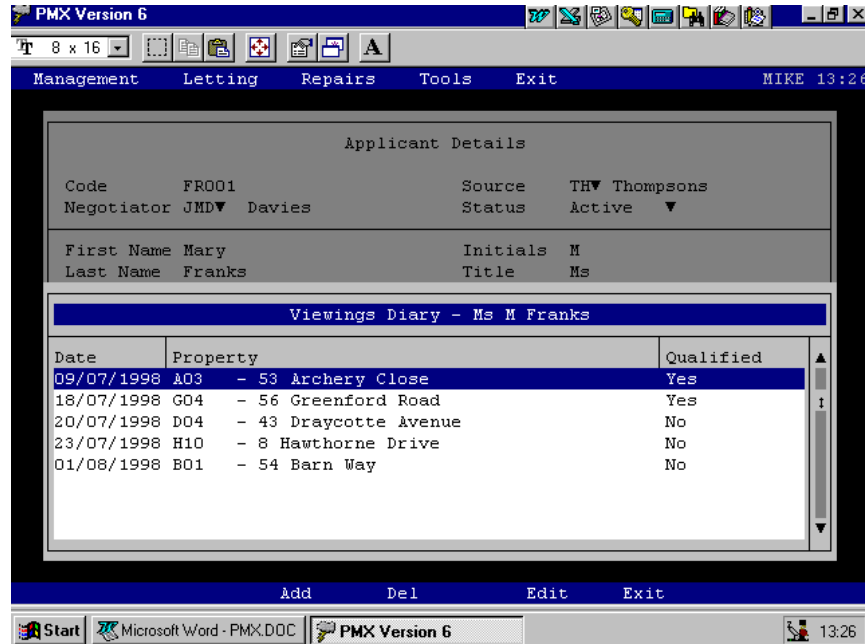
At the bottom of the form is a text box labeled 'Special Instructions'.

The taskbar at the bottom shows the Start button, 'Microsoft Word - PMX.DOC', and 'PMX Version 6'. The system clock shows '13:24'.

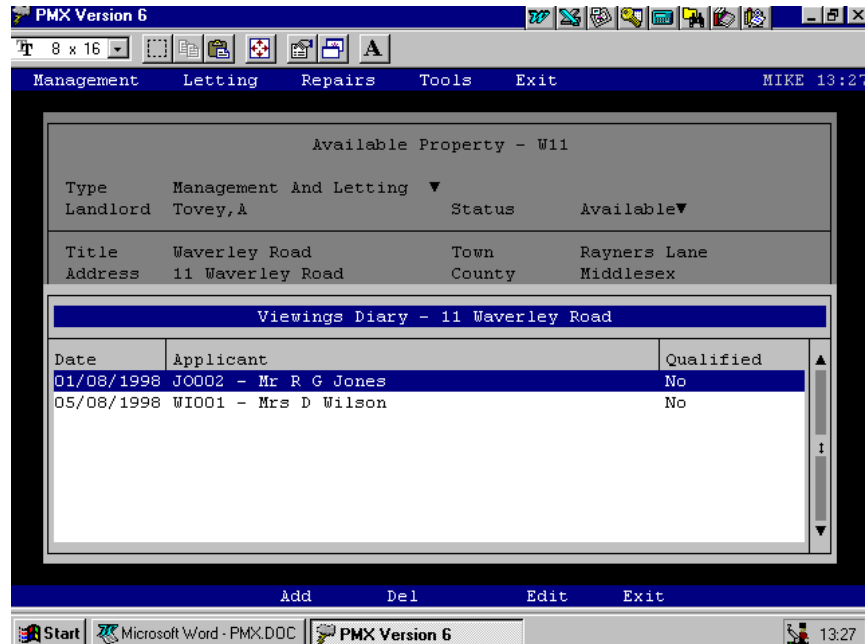
2.4 Viewings

The system allows you to maintain a Diary of Viewings past and future. You may access this Diary either from the Applicants Details Screen or from the Property Details Screen.

When you click on **Viewings** from the Applicant Details Screen you access a list of the Viewings assigned to that applicant.



When you click on **Viewings** from the Property Details Screen you access a list of the Viewings assigned to that property.



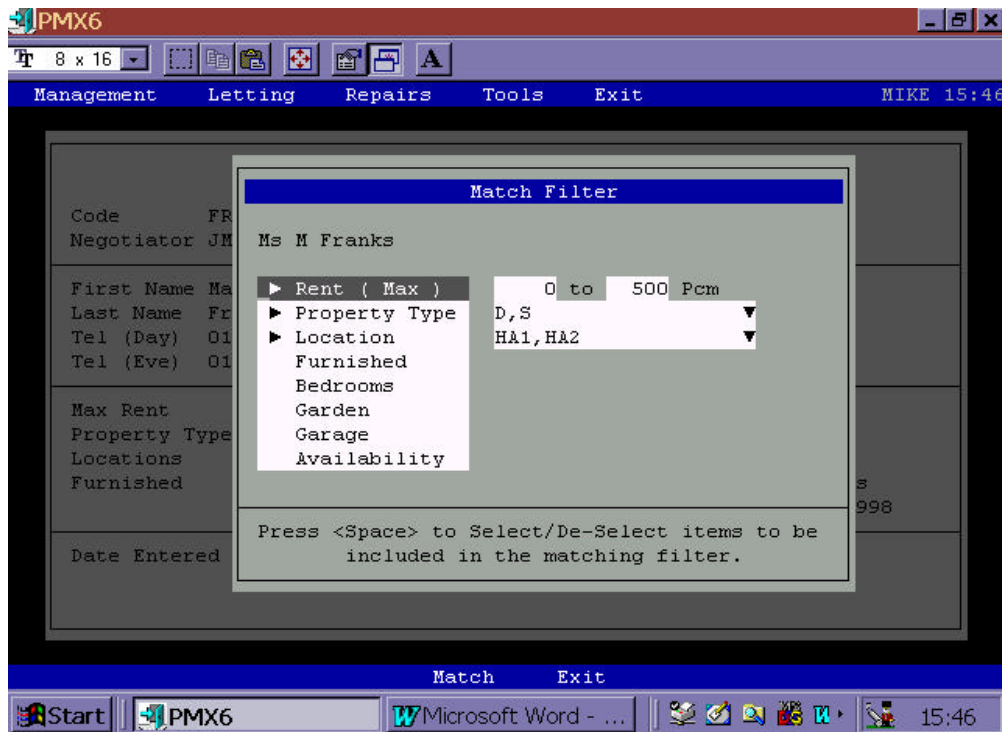
From either of these lists you may access full details for any of the Viewings.

2.5 Search and Matching

The search for Applicants and Properties may be carried out in four different ways:

- From an Applicant Details Screen you may find suitable Properties
- From a Property Details Screen you may find suitable Applicants
- From the Main Menu you may search for Properties fitting certain criteria
- From the Main Menu you may search for Applicants fitting certain criteria

Whichever one of these routes you choose you will be presented with the Match Filter Screen.



The fields on the Match Filter Screen match closely those in the Matching Details Section of the Applicant and Property Details Screens and, when called from one of those screens, pick up their initial values from the details entered on those screens.

Items may be Selected or De-selected to be included in a particular search.

Once the matching has been completed the system will display on the screen a list of the suitable Properties or Applicants found. You may view on screen the details of any record, you may also print summary lists of the Properties or Applicants.

If the initial list is too long or too short the match can be performed again after amending the criteria to be used.

2.6 Output

There are various Diary Lists and General Lists of Properties and Applicants available from the Letting System. Some examples are given below:

Available Property List

Properties available to let

LIST OF ALL AVAILABLE PROPERTIES
PRINTED ON 25/07/1998

PAGE 1

EASTCOTE LANE, NORTHOLT

£433.33 Pcm

2 Bed Unfurnished Semi-Detached Bungalow in cul-de-sac. Two car garage, 60 foot garden. Available for 2 years.

Ref: G01

AVAILABLE FROM 28 JUL 1998

WALTON DRIVE, HARROW ON THE HILL

£500 Pcm

3 Bed Part Furnished Semi-detached House with views over parkland. Recently redecorated throughout. Off-street parking. Available for one year.

Ref: W07

AVAILABLE NOW

HEADSTONE DRIVE, WEALDSTONE

£550 Pcm

4 Bed Unfurnished Semi-Detached House with 100 foot garden mainly lawn. Close to shops and school. Garage and off-street parking. Long let available.

Ref: H08

AVAILABLE FROM 9 AUG 1998

DORCHESTER WAY, KENTON

£625 Pcm

3 Bed Unfurnished Detached House close to centre of Kenton. Heating included in rent. Medium garden.

Available for one year.

Ref: D03

AVAILABLE FROM 15 AUG 1998

WAVERLEY ROAD

£625 Pcm

2 Bed Furnished First Floor Flat close to shops and underground. Garage and shared 60 ft garden. Available for 2 years.

Ref: W11

AVAILABLE NOW

Applicant List

Applicants requiring Properties

LIST OF ALL ACTIVE APPLICANTS PAGE 1
 PRINTED ON 25/07/1998

CODE	APPLICANT	RENT (Max)	BEDS	REQUIRED BY	ENTERED
US001	Mr M Usmonde	650	3	01/08/1998	04/07/1998
SM003	Mrs J Smedley	500	3	09/08/1998	21/07/1998
SM002	Miss M F Smart	550	3	15/08/1998	24/06/1998
JO002	Mr R G Jones	500	4	16/08/1998	23/07/1998
FR001	Ms M Franks	500	3	28/08/1998	07/07/1998
HO001	Mr J M Holmes	750	3	28/08/1998	17/07/1998
SM001	Ms M Smithson	400	2	09/09/1998	06/07/1998

List of Viewings

Property Viewings selected by Date or Negotiator

LIST OF PROPERTY VIEWINGS BY DATE PAGE 1
 PERIOD FROM 09/07/98 PRINTED ON 25/07/1998

PROPERTY	TIME OF VIEWING	LANDLORD PRESENT	ACCOMP-ANIED	APPLICANT
09/07/1998 A03 53 Archery Close	12:00	Y	N	Ms M Franks
18/07/1998 G04 56 Greenford Road	15:30	N	Y	Ms M Franks
20/07/1998 D04 43 Draycotte Avenue	12:00	N	Y	Ms M Franks
23/07/1998 H10 8 Hawthorne Drive	14:30	N	Y	Ms M Franks
01/08/1998 B01 54 Barn Way	12:00	Y	Y	Ms M Franks
W11 11 Waverley Road	12:00	N	Y	Mr R G Jones
B10 34 The Broadway	12:00	N	Y	Mr R G Jones
05/08/1998 W11 11 Waverley Road	11:30	N	Y	Mrs D Wilson

Correspondence and Documentation

PMX will produce data for various documents which are generated through the merge feature in your own word processor. This feature allows you to continue to use your own in house style and layout for documentation.

Confirmation Letters	Produce Confirmation of Instruction letters including all relevant terms and fee rates. As the letting proceeds produce further correspondence to both landlord and tenant.
Agreements and Notices	Produce standard forms of Tenancy Agreement and Notices. The system will provide all the necessary details for the property, landlord and tenant.
Reference Letters	Produce personalised letters which include the information on the referees entered against the applicants.
Applicants	Produce personalised letters either to all your applicants or to selected applicants.
Utilities	Produce letters to the public utility companies informing them of the change of name of the property's occupants.

3.0 MANAGEMENT

3.1 Property Data

The Managed Property Screen is divided into three main sections:

General Details Type of agent service on the property
Landlord name and Tenant name

Property Address and telephone number

Accounting Balances These balances are updated automatically when Cash Book entries are made.

3.2 Other Data

While the details for any property are displayed on the screen you may use the mouse or keyboard to view and amend further data:

Landlord Details

Name, Address, Home and Business Telephone numbers
Landlord Bank and Tax Details

Tenancy Details

The screenshot displays the PMX Version 6 software interface. The title bar reads "PMX Version 6". The menu bar includes "Management", "Letting", "Repairs", "Tools", and "Exit". The status bar shows "MIKE 13:29". The main window is titled "Tenancy (1/1) - 9 Chandos Road".

Tenants			
Mr H Odehnal (3)			
Tenancy Term	12 Months	Fixed	First Entered
Start Date	28/02/1998		Vacated
End Date	27/02/1999		Lease Type
Notice	2 Months		Extend ? Landlord
			Yes
			Tenant
			???
Rent Amount	650.00	Deposit	650.00
Rent Period	1 Month	Day 28	Agent Held
Grace Period	0 Days	Agreement Fee	50.00
Payment	Cheque/Cash	Receipt required	No
Reminder	When Overdue	Furnished	No
Next Rent Date	28/07/1998	Deposit Balance	650.00
Rent o/s	0.00	Tenant Reserve	0.00
Rent on a/c	0.00		

The bottom of the window features a menu bar with "Del", "Add", "Invoice", "Tenants", "Periods", "Split Comm", and "Exit". The Windows taskbar at the bottom shows the Start button, "Microsoft Word - PMX.DOC", and "PMX Version 6" with the system clock at 13:29.

Tenant Details (cont.)

Including Tenancy Term, start and end dates, Rent Amount and Deposit required, how the Tenant normally pays the rent, and the rent and deposit balances.

From the Tenancy screen you may access further Tenant Details:

- Name and Business Telephone numbers.
- Previous/Forwarding Address
- Company Name and Address

The system will retain details of previous tenancies. There is also no limit to the number of tenants who may be assigned to any one lease.

Contact Details

Name, Address, Home and Business Telephone numbers.

A contact is any person connected with the property. Contacts will include accountants, builders or any person to be contacted in the event of the Landlord being unobtainable.

Renewal Details

Details of all items which require regular attention. The Next Due/policy End date enables you to produce diary lists of items due at any time.

This feature can be used to hold details of any renewable contracts relating to the property. These might include boiler maintenance, gas appliance inspection as well as contents and building insurance.

Notes

Keep up to 30 A4 pages of notes on the property. Such notes might include details of conversations with the landlord, meter readings or any other relevant information.

3.3 Diary Lists

These reports are designed to be printed on a regular Monthly or Weekly basis and will list the tasks to be carried out during the period. When each report is selected you may enter a range of dates within which entries are to be included.

Rent Due Dates Rents which are due to be collected

LIST OF PROPERTIES BY RENT DAY					PAGE 1
PERIOD FROM 01/08/1998 TO 31/08/1998					
PRINTED ON 25/07/1998					
PROPERTY		END OF TERM	RENT	HOW PAY	TENANT/PROPERTY TELEPHONE
01/08/1998					
D04	43 Draycotte Avenue	28/05/1999	736.66 1M	C	909 3727(P)
L01	40 Ladycroft Walk	28/03/1999	600.00 1M	C	952 9012(P)
M09	68 Millers Court, Vicar	14/02/1999	520.00 4W *>	C	998 0386(P)
M16	21 Morfa Road	08/04/1999	350.00 4W	H	01492 342 764
N01	52 Napier Road	30/09/1998	650.00 1M	C	0171 893 5463
02/08/1998					
B05	23 Bennetts Avenue	01/10/1998	600.00 1M	C	575 3868(P)
03/08/1998					
S06	67 Shelley Court, Eton	02/12/1998	450.00 1M	C	
04/08/1998					
A01	75 Alexandra Avenue	01/11/1998	650.00 1M *>	C	422 3859(P)
F01	81 Field End Road	02/05/1999	476.66 1M	C	0171 567 4538
H07	4 Hereford Court, Danes	01/11/1998	520.00 1M	C	
M13	65 Makepeace Road	04/01/1999	541.66 1M	C	842 0815(P)
05/08/1998					
E05	334a Eastcote Lane	04/01/1999	433.33 1M	C	
H02	54 The Heights	16/12/1998	550.00 1W	C	388 4252
L09	54 Lynton Road	02/11/1998	500.00 1M	S	01753 877521
M76	73 Ladysmith Avenue	23/12/1998	360.00 1M	D	
T06	Lower Burtons, Nighting	02/01/1999	1500.00 1M *>	S	01494 113762(P)
06/08/1998					
L07	12 Lilliput Avenue	07/01/1999	500.00 1W	C	
07/08/1998					
B11	82a Bushey Mill Lane	07/09/1998	400.00 1M	C	
C05	5 Clare Parade, Clare R	07/01/1999	368.33 1M	C	
G01	8 Graham Court, Eastcot	06/01/1999	433.33 1M	S	864 3487(P)
H09	43 Hartford Avenue	06/01/1999	625.00 1M	C	
M05	56 Makepeace road	05/07/1999	541.66 1M	C	841 8756(P)
P06	44 Pinner Park Gardens	05/05/1999	541.66 1M	S	427 5528(P)
R05	4 Rosewood Avenue	07/09/1998	650.00 1M	C	
W09	56 Warwick Avenue	06/10/1998	575.00 1M	C	864 3029(P)
08/08/1998					
H06	345 Harrow Road	07/12/1998	500.00 1M	C	904 1085(P)
09/08/1998					
B08	7 Beechwood Gardens	06/11/1998	675.00 1M	C	422 1487
E09	46 Empire Court, North	08/04/1999	500.00 1M	C	
H01	42 Hamilton Road	06/11/1998	400.00 1M	C	427 2171(P)
S04	7 Spencer Road	08/09/1998	650.00 1M	S	897 3129
10/08/1998					
R02	86 Roxeth Grove	10/10/1998	675.00 1M	C	422 1328(P)
11/08/1998					
K01	43 Kingston Close	11/10/1998	600.00 1M	C	841 7292(P)
N03	90a Northolt Road	10/04/1999	346.66 1M	C	
P08	3 Parkfield Road	10/04/1999	450.00 1M	C	
W04	56 Wyvenhoe Road	10/12/1998	575.00 1M	C	0181 564 3451
12/08/1998					
H02	54 The Heights	16/12/1998	550.00 1W	C	388 4252

Rents Overdue

Properties where rent payments are overdue.

LIST OF PROPERTIES WITH RENT OVERDUE BY 7 TO 14 DAYS							PAGE 1
PRINTED ON 25/07/1998							
PROPERTY CODE	ADDRESS	HOW PAY	REMINDE	DUE DATE	PERIOD RENT	TOTAL O/S	
K01	43 Kingston Close - 1 Mr N Ryan and D Ryan	C	Y	11/07/1998	600.00 1M	600.00	
N03	90a Northolt Road - 1 Miss J Campana and Miss J Ryder	C	Y	11/07/1998	346.66 1M	346.66	
P08	3 Parkfield Road - 1 Mr H Rees and Mr S Harris	C	Y	11/07/1998	450.00 1M	450.00	
W04	56 Wyvenhoe Road - 1 Mr M Gregory, Mr B Shaw and Miss G Arthur	C	Y	11/07/1998	575.00 1M	575.00	
L02	417 Long Elms - 1 Mr J O'Flaherty	S	N	12/07/1998	563.33 1M	563.33	
M04	56 Mountbel Road - 1 Mr J Keane	C	Y	13/07/1998	550.00 1M	550.00	
T05	17 Twyford Road - 1 Miss R Kilburn, Miss J Whatford and Mr R Brettell	C	Y	13/07/1998	546.00 1M	546.00	
B10	34 The Broadway - 1 Mr R Jolley and Mrs V Jolley	C	Y	14/07/1998	400.00 1M	400.00	
B07	43 Byron Court, Byron - 1 Miss S Burke and Mr P St. John	C	Y	15/07/1998	455.00 1M	455.00	
M11	15 Makepeace Road - 1 Miss J Edwards and Miss L Edwards	C	Y	15/07/1998	563.33 1M	363.33	
A02	76 Archery Close - 1 Dr J C Greeve	C	Y	16/07/1998	400.00 1M	250.00	
A03	53 Archery Close - 1 Mr J Callaghan and Miss D Rahman	C	Y	16/07/1998	433.33 1M	433.33	
D02	57 Danes Court, North - 1 Interproducts SA	C	Y	16/07/1998	541.66 3M	541.66	
F04	34 Fontwell Close - 1 Mr N Martin	S	N	16/07/1998	476.66 1M	476.66	
H10	8 Hawthorne Drive - 1 Miss J Hooper, Mr M Laird and Mr J Collins	C	Y	16/07/1998	600.00 1M	600.00	

Tenancy Renewals

List of Properties which require Notice to be served or Properties which are due to reach their End of Term.

LIST OF PROPERTIES BY NOTICE DUE FROM 01/08/1998 TO 31/08/1998							PAGE 1
PRINTED ON 25/07/1998							
PROPERTY CODE	ADDRESS	END OF TERM	NOTICE	LL EXT	TEN EXT	LEASE	
B05	23 Bennetts Avenue	01/10/1998	2M	Y	N	AST	
W09	56 Warwick Avenue	06/10/1998	2M	Y	Y	AST	
R02	86 Roxeth Grove	10/10/1998	2M	Y	?	ASS	
K01	43 Kingston Close	11/10/1998	2M	N	Y	AST	
H05	70a Headstone Drive	12/10/1998	2M	Y	Y	AST	
R04	13 Rayners Lane	22/10/1998	2M	Y	N	ASS	
N04	87a Northolt Road	23/10/1998	2M	N	N	AST	
F02	39 Felbridge Avenue	26/11/1998	3M	Y	Y	STAT	
B13	47 Bushey Hall Road	27/10/1998	2M	Y	?	AST	

Inspections

Properties which are due for inspection.

LIST OF PROPERTIES DUE FOR INSPECTION					PAGE 1
WHERE INSPECTION IS FROM 01/08/1998 TO 31/08/1998					
PRINTED ON 25/07/1998					
PROPERTY CODE	ADDRESS	POST CODE	LAST INSPECTION	TENANT/PROPERTY TELEPHONE	
M14	73 Masons Avenue		01/05/1998	221 1939	
B03	55 Bury Street		03/05/1998	017072 78618	
F01	81 Field End Road		04/05/1998	0171 567 4538	
H07	4 Hereford Court, Danesga		04/05/1998		
L09	54 Lynton Road		05/05/1998	01753 877521	
P06	44 Pinner Park Gardens		07/05/1998	427 5528(P)	
B08	7 Beechwood Gardens		09/05/1998	422 1487	
H01	42 Hamilton Road		09/05/1998	427 2171(P)	
T05	17 Twyford Road		13/05/1998	422 5484(P)	
W12	34 Welbeck Road		14/05/1998	864 0739(P)	
M09	68 Millers Court, Vicars		16/05/1998	998 0386(P)	
L03	35 Lankers Drive		17/05/1998	866 2715(P)	
A04	3 Audley Court, Rickmansw	HA4 3EFA	18/05/1998	863 3560	
P02	65 Poplar Grove		18/05/1998	908 1648(P)	
S01	3 St Pauls Close		18/05/1998	570 5347(P)	
R06	87 Roxborough Road		19/05/1998	863 2287(P)	
M07	80 Makepeace Road		20/05/1998	841 1931(P)	
W06	3 Watford Road		21/05/1998	904 8551(P)	

General Renewals

List of renewals, either general or by type, e.g. Gas Inspections due etc.

LIST OF PROPERTY RENEWALS				PAGE 1
WHERE RENEWAL IS FROM 01/08/1998 TO 31/08/1998				
PRINTED ON 25/07/1998				
Prop Code	Property Address	Description	Renewal Date	
B01	54 Barn Way	Let-Sure Winter Richmund 33344455	03/08/1998	
B05	23 Bennetts Avenue	Gas Safety Certificate A Webster & Co 0181-435 8103	10/08/1998	
C06	9 Chandos Road	Gas Safety Certificate Ford Plumbing Ltd 0181-435 8103	11/08/1998	
W07	26 Walton Drive	Let-Sure Winter Richmund 09876577	11/08/1998	
D04	43 Draycotte Avenue	Let-Sure Winter Richmund 45632188	13/08/1998	
H10	8 Hawthorne Drive	Burglar Alarm Maintenance Secure-it Ltd 1234321 01923 111999	15/08/1998	
B10	34 The Broadway	Let-Sure Winter Richmund 77766655	23/08/1998	

3.4 General Lists

These reports provide general information for the properties and will normally be distributed to all staff members at regular intervals. They can be printed whenever they are required.

Property List General list of let properties.

LIST OF ALL PROPERTIES						PAGE 1	
PRINTED ON 25/07/1998							
PROPERTY			FEE RATE	PERIOD	WEEKLY START OF	END OF	
				RENT	RENT TERM	TERM	
SPLIT COMMISSIONS							
B06	4 Badminton Close	EC2R 4TR	3.30%	520.00 1M	120.00	11/02/1998	10/08/1998
C07	6 Chartres Court		3.30%	500.00 1M	115.38	22/12/1997	21/12/1998
E04	10 Elvin Court, Church		7.50%	500.00 1M	115.38	28/06/1998	25/03/1999
RENT COLLECTION ONLY							
A01	75 Alexandra Avenue	HA2 3ED	12.50%	650.00 1M	150.00	04/05/1998	01/11/1998
B02	12 Beresford Road		7.50%	563.33 1M	130.00	28/01/1998	28/07/1998
B07	43 Byron Court, Byron		12.50%	455.00 1M	105.00	15/03/1998	15/09/1998
MANAGEMENT AND LETTING							
A02	76 Archery Close	HA1 1WE	12.50%	400.00 1M	92.31	16/01/1998	15/01/1999
A03	53 Archery Close		12.50%	433.33 1M	100.00	16/01/1998	15/01/1999
A04	3 Audley Court, Rickma	HA4 3EFA	12.50%	500.00 1M	115.38	18/05/1998	16/05/1999
B01	54 Barn Way		12.50%	650.00 1M	150.00	26/01/1998	26/07/1998
B03	55 Bury Street		12.50%	800.00 3M	61.54	02/02/1998	01/08/1998
B05	23 Bennetts Avenue		12.50%	600.00 1M	138.46	02/10/1997	01/10/1998
B08	7 Beechwood Gardens		10.00%	675.00 1M	155.77	09/05/1998	06/11/1998
B09	Flat 8 Blunham Court,		12.50%	550.00 1M	126.92	22/06/1997	20/06/1999
B10	34 The Broadway		8.00%	400.00 1M	92.31	14/01/1998	14/01/1999

Telephones Telephone numbers for all people associated with each property.

LIST OF PROPERTY TELEPHONE NUMBERS			PAGE 1
PRINTED ON 25/07/1998			
PROPERTY CODE	ADDRESS	TELEPHONES	
A01	75 Alexandra Avenue	Property Number : 422 3859 Landlord - Mr H Hughes : Home : 864 0154 Bus : 845 0077	
A02	76 Archery Close	Landlord - Mrs N Birdi : Home : 01222 551 997 Contact - John Williams and Sons : Home : 01923 493241 Bus : 0181-427 9112 Fax : 0181-427 5432	
A03	53 Archery Close	Property Number : 427 6348 Landlord - Mr T Singh : Home : 428 8506 Tenant - Mr J Callaghan : Bus : 954 8888 Tenant - Miss D Rahman : Bus : 954 2311	

Detail Sheet A "front sheet" for the property file.

DETAIL SHEET FOR PROPERTY : C06 : 9 Chandos Road
PRINTED ON 25/07/1998

PAGE : 1

9 Chandos Road
Harrow
Middlesex HA1 2WE

Telephone : 0181-864 5792

** LANDLORD **

Group Captain & Mrs G O Patel
151R via ALICANTE
La Jolla
CA 92037
U S A

Telephone - Home : 001 6195880898
Work : 001 6194524242

** CONTACT(S) **

Designation : Landlord's Accountant
Mr G M Thompson
Thompson and Thompson
13 High Road
Finchley

Telephone - Work : 0181-348 5439

** TENANTS **

Tenancy No. 1 :
Mr H Odehnal
Mr A Heinz
Hr J Schmidt

Entered : 28/02/1998 (Current Occupier)
Telephone - Work : 0181-432 4532
Telephone - Work : 0171-232 3785

** LANDLORD'S BANK **

National Westminster
17 Church Street
Oswestry
Salop SY11 2SX

Sort Code : 60-16-04

Account Name : G Parkinson-Morgan
Account No : 1073 2605

** TENANCY DETAILS **

Type : MANAGEMENT AND LETTING

Rent : £ 650.00 per Month

Fee Rate : 15%
Weekly Rent : £ 150.00

Tenant Pays by Cheque/Cash
Landlord paid direct into bank

Deposit : £ 650.00

To be held on deposit

Start Date : 28/02/1998
End Date : 27/02/1999
Lease Type : AST

3.5 Merge Files

For certain output Merge Data files can be produced to link with your word processor. This feature allows you to continue to use your own style and layout for items such as letters chasing overdue rent, forms serving notice and forms of tenancy agreement. The system will match most proprietary word processing programs.

Rents Overdue

Rent Reminders can be produced for a range of days for tenants who are late in paying their rents. When requesting this option, you may choose the number of days overdue which is to be applied. This feature allows you to have a series of graded letters according to the degree of lateness.

Tenancy Renewals

This routine includes all properties on the system which are due to reach their end of term. When you produce the output you may select whether you require to select by those properties where Notice is due or those for which the tenancy is actually ending. This option can be used to serve Notice to Tenants and/or write to Landlords with regard to reletting.

Inspections

Letters can be produced for all tenants in properties which are due for inspection.

The maximum allowed interval between inspections can be set on each property or is entered on the Tools menu for all properties. This routine uses this interval and the date of last inspection for each property to determine which properties to list.

Landlords

This routine produces a merge file listing All or Selected Landlords. It enables you to send general letters to your landlords.

Tenants

This routine produces a merge file listing All or Selected Tenants. It enables you to send general letters to your tenants.

4.0 STANDARD ACCOUNTING

4.1 Cash Book Entry

The Accounting system enables you to keep track of all transactions through the Client Accounts. Making entries in the Day Book is similar to entering transactions in a manual Day Book or Cash Book. After entries are made here they are transferred automatically to the Properties and Cash Book and all relevant balances are updated.

The following details may be entered for each transaction:

Date Banked	Date on which the transaction took place.
Account Code	The code identifying the type of transaction - see below.
Property Code	The Property Code for the Property to which the transaction relates.
Description	Text describing the item. It may be printed on the Property Statement or Landlord Account.
Cheque Number	You may enter six characters (letters or numbers).
Amount	Amount of transaction.
VAT	VAT on transaction (where relevant).

Account Codes

The following types of Accounting Entries may be made.

Cash Book Deposits	Rents, Deposits, Fees from Tenants or others Other credits, Tax rebates Transfers from other bank accounts
Cash Book Withdrawals	Remits to Landlords, Deposit Returned Expenditure against properties, Tax payments Fees withdrawn, other Transfers
Non Cash Book / Journal Entries	Rent from Deposit, Credits/Charges to Tenants Petty Cash, Float to be held Extra fees to be charged to a Landlord Adjust Deposits, Reserve or Tax Accounts

4.2 Standard Accounting Output

Landlord Accounts Landlord Accounts are accounts to the Landlord of all credits and debits against the property for the current period. It will also calculate any fees due to the agent and any money to be held for tax retention or as a float.

AXIA Management Services
31-33 College Road
Harrow, Middlesex, HA1 1BA
Tel: 0181-863 5995 Fax: 0181-863 9810

Group Captain & Mrs G O Patel
151R via ALICANTE
La Jolla
CA 92037
U S A

VAT Reg No : 790 3452 12
Account No : 541
Property : C06

Date : 18 June 1998

LETTING AND MANAGEMENT ACCOUNT

Re: 9 Chandos Road, Harrow, Middlesex, HA1 2WE

To: Rent received for One Month from 28/05/97	650.00
Insurance Claim - Storm Damage	120.00

	770.00

Less: Letting and Management Fee @ 15%	97.50
VAT 17.50%	17.06
Repair to bathroom wall	150.00
Postage	17.50

	282.06

Paid to Bank £ 487.94

£487.94 has been forwarded to:
National Westminster, Oswestry, 60-16-04
Account : 10732605, G Parkinson

List Fees

All items included on the Landlord Accounts which are due to the Agent. It also includes any Tenant Fees and Contractor Fees.

LIST OF FEES FOR JUNE 1998					PAGE 1
Printed on 25/07/1998					
ACC NO/ CODE	PROPERTY/DESCRIPTION	FEES	VAT	PETTY CASH	
Account Fees					
538	55 Bury Street,	93.75	16.41	0.00	
539	4 Coniston Lodge, Stratfo,	93.75	16.41	0.00	
540	6 College Road,	93.75	16.41	0.00	
541	9 Chandos Road, HA1 2WE	97.50	17.06	17.50	
542	76 Archery Close, HA1 1WE	50.00	8.75	0.00	
543	54 Barn Way,	81.25	14.22	35.00	
545	4 Coniston Lodge, Stratfo,	75.50	13.21	0.00	
546	47 Bushey Hall Road, WD2 2EE	93.75	16.41	0.00	
547	6 College Road,	9.50	1.66	0.00	
548	53 Archery Close,	160.00	28.00	0.00	
549	10 Elvin Court, Church La,	125.00	21.88	0.00	
550	43 Draycotte Avenue,	98.00	17.15	0.00	
551	45 Weston Drive,	87.50	15.31	0.00	
	TOTALS	1159.25	202.88	52.50	1414.63
Day Book Fees					
F	4 Hereford Court, Danesgate	80.00	14.00		
F	35a Kenton Lane	80.00	14.00		
	TOTALS	160.00	28.00		188.00
	GRAND TOTALS	1319.25	230.88	52.50	1602.63

Statements

Property Statements include all transactions for a property from any selected date.

CURRENT BALANCE STATEMENT FOR C06 - 9 CHANDOS ROAD, HA1 2WE							PAGE 1
CLIENT Group Captain & Mrs G O Patel							ENTRIES TO 25/07/1998
DATE	ID CODE	DESCRIPTION	CREDIT	DEBIT	BALANCE		
RESERVE	RESERVE						
						b/£	0.00
28/02/1998	754	R Rent due 28/02/98	650.00		650.00		
15/03/1998		Fees (A/c No 343)		97.50			
		VAT		17.06	535.44		
15/03/1998	756	L Remit to Landlord		535.44	0.00		
28/03/1998	757	R Rent due 28/03/98	650.00		650.00		
03/04/1998	758	C Water Rates - 6 mths to Apr 95		76.00	574.00		
15/04/1998		Fees (A/c No 402)		97.50			
		VAT		17.06	459.44		
15/04/1998	759	L Remit to Landlord		459.44	0.00		
03/05/1998	760	R Rent due 28/04/98	650.00		650.00		
18/05/1998		Fees (A/c No 470)		97.50			
		VAT		17.06	535.44		
18/05/1998	761	L Remit to Landlord		535.44	0.00		
28/05/1998	776	CL Insurance Claim - Storm Damage	120.00		120.00		
28/05/1998	781	R Rent due 28/05/97	650.00		770.00		
28/05/1998	784	C Repair to bathroom wall		150.00	620.00		
		Current Balance			620.00		

Balances

List of all balances held for each property. This report is useful for reconciling the accounts at the end of each month.

PROPERTY		CURRENT BALANCE	DEPOSIT BALANCE	TAX BALANCE	P.RESRVE BALANCE	T.RESRVE BALANCE	TOTAL BALANCE
002	35a Kenton Lane	58.00	400.00	0.00	0.00	0.00	458.00
003	53 Welbeck Road	144.00	500.00	0.00	0.00	0.00	644.00
005	34 Jasmin Close, Pinner R	486.00	455.00	0.00	0.00	0.00	941.00
A01	75 Alexandra Avenue	0.00	650.00	0.00	0.00	0.00	650.00
A02	76 Archery Close	12.50	400.00	0.00	0.00	0.00	412.50
A03	53 Archery Close	200.00	433.33	0.00	0.00	0.00	633.33
A04	3 Audley Court, Rickmansw	0.07	500.00	0.00	0.00	0.00	500.07
B01	54 Barn Way	216.00	1650.00	0.00	0.00	0.00	1866.00
B02	12 Beresford Road	35.00	528.33	0.00	0.00	0.00	563.33
B03	55 Bury Street	49.00	800.00	0.00	0.00	0.00	849.00
B04	71 Beechwood Gardens	342.50	520.00	0.00	0.00	0.00	862.50
B05	23 Bennetts Avenue	114.00	600.00	0.00	0.00	0.00	714.00
B06	4 Badminton Close	72.00	520.00	0.00	0.00	0.00	592.00
B07	43 Byron Court, Byron Roa	771.00	45.00	0.00	0.00	0.00	816.00
B08	7 Beechwood Gardens	0.00	675.00	1181.25	0.00	0.00	1856.25
B09	Flat 8 Blunham Court, 73/	335.00	550.00	0.00	0.00	0.00	885.00
B10	34 The Broadway	555.00	400.00	0.00	0.00	0.00	955.00
B11	82a Bushey Mill Lane	359.00	400.00	0.00	0.00	0.00	759.00
B12	32 Beverley Gardens	328.00	455.00	796.25	0.00	0.00	1579.25
B13	47 Bushey Hall Road	787.00	950.00	298.44*	0.00	0.00	1737.00
C01	56 Cassio Road	0.00	0.00	0.00	400.00	0.00	400.00
C02	4 Coniston Lodge, Stratfo	204.00	1750.00	0.00	0.00	0.00	1954.00
C03	6 College Road	132.00	400.00	0.00	0.00	0.00	532.00
C04	9 Colton Road	257.00	411.66	0.00	0.00	0.00	668.66
C05	5 Clare Parade, Clare Roa	198.00	368.33	0.00	0.00	0.00	566.33
C06	9 Chandos Road	100.00	650.00*	0.00	0.00	0.00	100.00
C07	6 Chartres Court	192.00	500.00*	0.00	0.00	0.00	192.00
C08	34 Charlton Avenue East,	180.00	411.66	0.00	0.00	0.00	591.66
C09	11 Colton Road	450.00	450.00	0.00	0.00	0.00	900.00
D01	46 Dudley Avenue	840.00	600.00	0.00	0.00	0.00	1440.00
D02	57 Danes Court, North End	0.00	541.66	0.00	0.00	0.00	541.66
D03	67 Dorchester Way	228.00	520.00	0.00	0.00	0.00	748.00
D04	43 Draycotte Avenue	123.00	736.66	0.00	0.00	0.00	859.66
D05	7a District Road, Sudbury	222.00	500.00	0.00	0.00	0.00	722.00
D06	34 Devonshire Road	0.00	700.00	1225.00	0.00	0.00	1925.00

Tax Accounts

This option deals with money retained from Landlords for Tax purposes. The following options are included:

Retentions List tax retentions for specified periods and properties.

Income/Expend List of Income and Expenditure for a property between any specified dates. This report provides information for quarterly and annual return to the Inland Revenue.

Gross Rents This report is also for Inland Revenue purposes. It lists the gross rents paid to all landlords between any specified dates.

Selected Cash Book

This option allows you to print day book reports.

The Report can be printed for all or selected Properties. You may enter the Account Codes which you wish the Report to include, the date range to be covered by the Report and whether you wish output to be to screen or printer.

4.3 Cash Book Reports

The Cash Book Reports list all movements of money through the Clients' Account. There are two reports, the List of Deposits and the List of Withdrawals. They are designed to be used in parallel with the Bank Statements for reconciliation of period end figures.

LIST OF BANK DEPOSITS FOR JUNE 1998											PAGE 1
PRINTED ON 25/07/1998											
BANK DATE	CHEQ NO	ID	AMOUNT	DESCRIPTION	RENT RECEIVED	FEE'S IN	DEPOSITS RECEIVED	TRANSFER FROM D/A	OTHER CREDITS	VAT	
	b/f		0.00		0.00	0.00	0.00	0.00	0.00	0.00	
		763		81 Field End Road	476.66						
		764		81 Field End Road			476.66				
		765		4 Hereford Court,			520.00				
		766		4 Hereford Court,	520.00						
		767		4 Hereford Court,		80.00				14.00	
		768		4 Hereford Court,	100.00						
		769		86 Eastwick			650.00				
		770		86 Eastwick	650.00						
		771		87a Kenton Lane			500.00				
		772		87a Kenton Lane	450.00						
1st		773	4,487.32	87a Kenton Lane	50.00						
1st		762	650.00	75 Alexandra	650.00						
1st		774	500.00	54 Lynton Road	500.00						
		777		65 Makepeace Road	541.66						
		778		65 Makepeace Road	0.33						
		782		42 Hamilton Road	400.00						
		783		42 Hamilton Road			400.00				
3rd		785	1,841.99	6 College Road	500.00						
3rd		786	400.00	82a Bushey Mill	400.00						
3rd		779	575.00	56 Warwick Avenue	575.00						
3rd		780	625.00	43 Hartford Avenue	625.00						
		793		52 Napier Road	216.70						
		794		52 Napier Road	433.33						
		795		53 Welbeck Road			500.00				
		796		53 Welbeck Road	500.00						
		797		35a Kenton Lane			400.00				
		798		35a Kenton Lane	400.00						
		799		35a Kenton Lane		80.00				14.00	
6th		803	3,344.03	55 Bury Street	800.00						

LIST OF BANK WITHDRAWALS FOR JUNE 1998											PAGE 1
PRINTED ON 25/07/1998											
BANK DATE	CHEQ NO	ID	AMOUNT	DESCRIPTION	DEPOSITS RETURNED	REMIT TO LANDLORD	OTHER DEBITS	CHARGE LANDLORD	TRANSFER OUT	FEE'S OUT	VAT
	b/f		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
1st	139	775	26.05	4 Hereford Court,				26.05			
		787		42 Hamilton Road		365.50					
		788		65 Makepeace Road		479.36					
3rd	141	789	1,444.23	8 Walton Drive		599.37					
3rd	140	790	450.00	6 College Road	450.00						
3rd	142	791	500.00	43 Hartford Avenue	500.00						
3rd	143	792	6,021.87	Commissions on						5125.00	896.87
		809		55 Bury Street		545.21					
		810		51 Elgin Avenue		428.12					
		811		52 Napier Road		537.87					
		812		44 Pinner Park		448.22					
		813		53 Welbeck Road		655.00					
		814		35a Kenton Lane		593.00					
		815		56 Warwick Avenue		492.34					
		816		82a Bushey Mill		354.00					
		817		43 Hartford Avenue		535.15					
8th	144	820	4,651.21	65 Makepeace Road		62.30					
		807		87a Kenton Lane		428.12					
8th	145	808	856.24	26 Walton Drive		428.12					
		818		8 Walton Drive		599.37					
		819		65 Makepeace Road		479.36					
8th	146	821	1,444.23	42 Hamilton Road		365.50					
		829		4 Badminton Close			13.34				
		830		4 Badminton Close			13.34				
		837		3 Parkfield Road			58.23				
10th	147	838	111.56	3 Parkfield Road			26.65				
		845		417 Long Elms		498.55					
		846		65 Whitton Avenue		442.50					
14th	148	860	1,612.71	7 Beechwood		671.66					
		847		34 Welbeck Road		690.30					
		848		17 Twyford Road		467.51					

5.0 ADVANCED ACCOUNTING

The Advanced Accounting section includes various features which provide even more control and automation.

Tenant Invoices

Invoices / Rent Demands for tenants can be produced each for rent period as it falls due. The system will include only tenants requiring an invoice as indicated on the Tenancy Details screen. Invoices may be addressed to the property, to the tenant's company or to a different address.

Landlord Payments

This option deals with payments to the Landlord and should be used after the printing of the Outstanding Landlord Accounts. It includes the following options:

Print List	Print a list of payments to be made. This list can be sent to your bank when using an "Autopay" system or BACS or equivalent.
Print Cheques	Print landlord cheques.
Print Giros	Print giro slips for landlord payment.
Export List	Allows transfer of data directly to Bank Software.

Contractors

This option allows entry of Contractor Invoices before they are paid. Settlement of selected invoices for any contractor may then be made by one payment at any suitable time. It is equivalent to a "purchase ledger".

Lists	A list of all contractors showing their current balance.
Statement	Print statements for contractors showing details of all transactions.

Multiple Client Accounts

This option is used when you are running the properties through more than one client "current" account. It enables you to set up multiple accounts and then each property will be assigned to an account. Properties may share accounts or a property may have an individual account.

Holding Accounts

This option enables you to set up designated bank accounts for the landlords' tax retentions and for the tenants' deposits. Accounts may be shared or individually assigned.

Clients with Multiple Properties

When a client has more than one property you may set up groups for that client and assign selected properties to each group. This feature enables you to consolidate a number of properties onto one regular account.

Trial Balance

The Trial Balance reconciles your liabilities to your assets. It shows the total property balances, the contractor balances and fee balances and compares them to the balances in all the client bank accounts. It may be produced to any date.

Bank Reconciliation

On-screen client account reconciliation routines are provided. All cashbook deposits and withdrawals which have cleared the bank may be marked as reconciled. The bank reconciliation report lists all uncleared items and calculates the bank balance from the cash book balance.

6.0 REPAIRS

The Repairs Diary may be viewed by Property or by Item:

To view by Property, a particular Property is selected then any maintenance items on that property are listed.

To view by Item, select the item from a list which is presented either in order of "next action" date or in order of the date the item was entered onto the system.

Having selected a maintenance Item, the Item screen is divided into four main sections:

Business and home/Property telephone numbers for the Landlord and Tenant.

Brief description of item, action taken and by whom, date entered and next review date.

The contractor assigned with business and home telephone numbers.

Key dates.

The screenshot displays the PMX Version 6 software interface. The window title is 'PMX Version 6'. The menu bar includes 'Management', 'Letting', 'Repairs', 'Tools', and 'Exit'. The user name 'MIKE' and time '13:31' are shown in the top right. The main content area is titled 'Works No. 6 - 9 Chandos Road' and contains the following information:

Landlord : Patel, G O	Tenant : Hellmut Odehnal (1/3)
Tel Busn : 001 6194524242	Tel Busn : 0181-432 4532
Tel Home : 001 6195880898	Tel Prop : 0181-864 5792

Entered on 01/07/1998 at 19:01 by MHT
Priority 2 - Priority Two Status 5 - In Progress
Next Review 24/07/1998
Description Central Heating not getting hot enough
Action Louis John to look at it and fix
Action by JMD Ms J M Davies

Contractor WID1	Name : Louie John Williams
	Tel Busn : 01324 325678
	Tel Home :

L/L Notified / /	Ordered 03/07/1998	Completed / /
L/L Approval / /	Commenced 10/07/1998	

The bottom of the screen features a menu bar with 'Comments', 'Job Desc', 'Access', 'Print', and 'Exit'. The Windows taskbar at the bottom shows 'Start', 'Microsoft Word - PMX.DOC', and 'PMX Version 6' with the time '13:30'.

From this screen, you may:

- Maintain detailed Comments on the progress of the Item
- Enter a detailed job description and access arrangements
- Produce a Job Sheet for the Contractor

Up to three diary screens may be opened simultaneously.

7.0 EQUIPMENT REQUIRMENTS

Work Station

The system will operate on most IBM Compatible micro-computers with the following minimum specification:

Running under Windows 95 :
Pentium P100 with 16 MB RAM

Running under Windows 3.11 :
486DX66 with 8 MB RAM

Running under DOS :
386/25 with 4 MB RAM

Hard Disc : Program file space 2MB
Data files approx. 1.5 MB per 100 properties per year of accounts.

Networking

The system allows simultaneous multi-user access on a Local Area Network. The program and data will both be mounted on the file server.

File server specification:

Novell Netware 2.1 or above or Windows 3.11, 85, NT or other compatible network.

Hard Disc : Program file space 2 MB
Data files approx. 1.5 MB per 100 properties per year of accounts.

Work Station Specification :

as Work Station above.

If required the system can be mounted on a network file server to allow single user access from different work stations. In this case only one user will be able to operate the system at any one time.

Printer

A range of different printers is supported.

All printed output is designed to fit A4 sheets. The printing of lists and accounts can be carried out on cut sheets or on continuous fan-fold paper. The total length of print on each page can be adjusted.

The printing of letters may be carried out on any printer which matches the Word Processing software - see below.

Word Processing Software

Data for personalised letters can be produced in files to suit most common word processing packages.

Programs currently supported include MS Word, MS Works, Word Perfect, Wordstar, Ami Pro, Multimate, Xywrite, DEC WPS. Data can also be output in comma delimited text files, fixed length records and in dBase .DBF data file format.