

# product.specification.sheet

## CML Agency Accounting

### Intended Use

Fully integrated computerised client accounting and residential lettings administration system for the residential letting agent. The structured database accommodates multiple clients with each client having a hierarchical structure of multiple blocks and properties.

### Key functionality:

#### Accounting

<b>Compliance</b>	RICS and ARLA clients monies rules compliant. Commonhold and Leasehold Reform Act 2002 service charge accounting compliant.
<b>Nominal ledger</b>	Full double entry accounting integrated across the hierarchical structure of the property database. Extensive nominal coding structure accommodated through seven digit nominal ledger account codes. Preset and manual journal routines.
<b>Rental charge creation</b>	Fully automated raising of periodic charges in accordance with the terms of the tenancy agreement. Additional specific charges raised manually.
<b>Sales ledger</b>	Full tenant debtor ledger functionality using batch processes. Ledger reporting. Credit control administration routines with correspondence processing. Direct debiting routines.
<b>Purchase ledger</b>	Full supplier creditor ledger functionality using batch processing. Ledger reporting. Electronic payment processes.
<b>Service charge accounting</b>	Multi-schedule Service charge accounting functionality allows efficient administration of complex service charge arrangements. Annual budgets produce interim charges. Annual statement with balancing charges.
<b>Banking systems</b>	Part automated bank reconciliation on multiple bank accounts. Links to electronic banking systems for up and downloading data.
<b>Client statements</b>	User defined client statement format. Automated or manual statement routines with electronic remittance of funds to client.
<b>Tax administration</b>	Automated routines for deducting Withholding Tax as required for overseas clients. Retention of FICO registration numbers and tax reporting as required.
<b>Integration to CML Agency Lettings</b>	Automatic initial data setup and transactions creation consequent of negotiator take-on of a new client through CML Agency Lettings.

#### Property management

<b>Key date management</b>	System task manager controls key dates and assigns task to system users.
<b>Standard data capture fields</b>	Extensive standing data capture facility for property and lease standard information.
<b>User defined data capture fields</b>	Unique data capture fields as required by the user to facilitate non standard data capture and analysis.
<b>Terrier reporting</b>	Extensive data reporting using SQL database allows the selection and sorting of complex data queries to produce detailed property reports.

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### Administration

<b>Property database</b>	Database records portfolio information. The hierarchical structure holds data at appropriate "levels" (Landlord, Block, Property, Tenancy, Tenant). Unlimited data storage.
<b>Database searching</b>	Extensive data searching enables fast information find with dynamic links to associated information.
<b>Correspondence handling</b>	Direct email and mailmerge. All correspondence attached within the database structure and available to all users.
<b>Task management</b>	Assign tasks to users, automated diary reminders for system events. Manager overview of task progress.
<b>File notes</b>	Draft and attach file notes at the appropriate point in the database structure. Forward notes to system users as a task.
<b>Document management</b>	Attach any type of file (images, video, pdf, MSOffice documents etcetera.) directly to the database structure for ease of document management.
<b>Contact management</b>	Unlimited contact information appended alongside the portfolio structure with dynamic relationship administration.

### Environment

<b>Deployment</b>	Multi user and multi site.
<b>Platform</b>	Borland Delphi. Client applications run on MS Windows NT/2000/XP/Terminal services 2000 or 2003/Citrix Metaframe.
<b>Security</b>	Security access controlled by assigned user type access.