



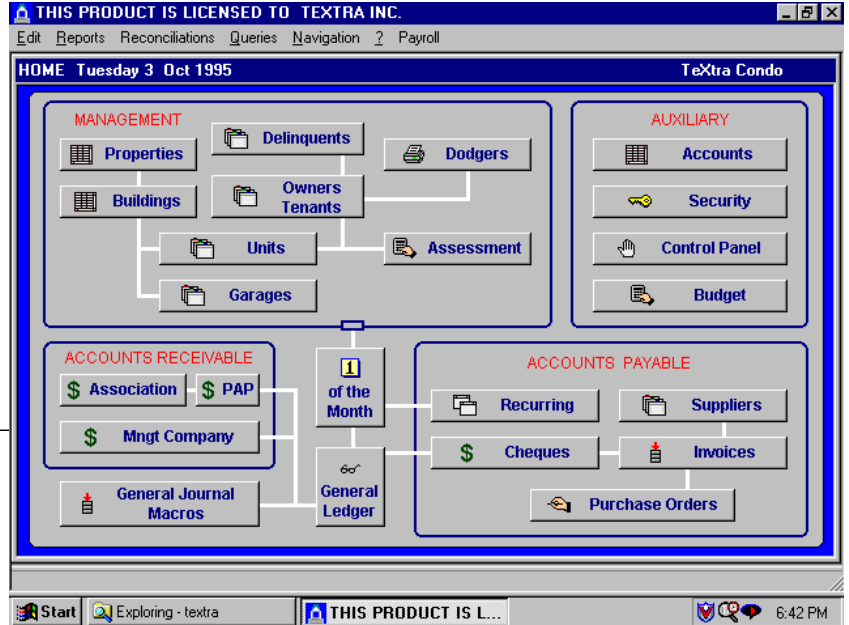
TeXtra®



Property Management Software

TeXtra Condominium is an integrated property management and accounting software designed for property managers who manage condominium properties on behalf of the Condominium Association.

Additionally TeXtra comes equipped with the functionality that allows property managers to manage units rented out to tenants by owners who do not live in their units. This duality of operation results in two sets of books being kept for the same property.



October, 22 1995

John Smith
20 York St. Apt 101
Toronto N6N 1H6

Dear Owner

We are writing on behalf of the Board of Directors.

During the regular Board meeting on 1 July 1995, the Board passed a motion to approve the attached budget for the coming year in the amount of \$112,626.

Based on the entitlement of 1.5880 for your unit effectively September 1, 1995 your common area fee will be \$125.22 and the reserve fund will be \$22.00 monthly contribution of \$149.04.

Payment may be made by post dated cheques or pre-authorized debits.

Administration

Accounting wise, TeXtra offers all the features to be found in a good accounting packages, including retroactive, postdated, and auto-reverse transactions, as well as customized financial statements.

TeXtra's powerful text editor allows you to pre design letter templates for Assessment Notifications, NSF notices, etc. TeXtra will then automatically paste variables into the templates and generate letters to individual owners with the proper amounts, dates, and addresses.

Accounts Receivable and Payable offer Personally Approved Payments functionality, management of postdated cheques, security deposits, cheque printing (including MICR) and a variety of reports to facilitate rent collection.

INCOME STATEMENT FOR THE PERIOD: FROM 1 Mar 2000 TO 31 Mar 2000

Printed on 22nd March 2000 at 14:44

PROPERTY: ECLIPSE Page 1

ACCOUNT	ACTUAL YEAR TO DATE	BUDGET	VARIANCE
Income To Association			
4000-01 Condo Fee	8,248.28	24,718.60	23,652
4000-02 Reserve Fund	1,475.56	4,452.92	4,500
4000-04 Parking Stall Rentals	250.00	725.00	0
4000-09 Rent Corporate	0.00		1,491
4000-10 Laundry Revenue	340.50	1,074.00	1,125
Total Income To Association	10,314.34	30,970.52	30,768
Admin Fee			
4200-01 Nsf Admin Fee	0.00	100.00	0
Total Admin Fee	0.00	100.00	0
TOTAL INCOME	10,314.34	31,070.52	30,768
Utilities			
6400-01 Gas	2,402.35	12,243.22	5,652
6400-02 Water	0.00	4,403.95	4,401
6400-03 Hydro	1,707.10	3,422.76	2,652
Total Utilities	4,109.45	20,069.93	12,705
TOTAL EXPENSES	7,695.07	29,550.78	25,685
TOTAL INCOME	10,314.34	31,070.52	30,768.00
(-) TOTAL EXPENSES	7,695.07	29,550.78	25,685.00
PROFIT/LOSS	2,619.27	1,519.74	5,083.00



TeXtra®



Property Management Software

Management of Condominiums

Comprehensive Owner History

With one click of a mouse, TeXtra will pop up on the screen a comprehensive owner's history and will produce a statement for him whenever necessary.

OWNER: JOHN SMITH
PROPERTY: 145
BILLED BY ASSOCIATION TO OWNER: CONDO FEE 125.22, RESERVE 23.82, BALANCE 149.03
BILLED BY MANAGEMENT COMPANY TO OWNER: CONDO FEE 149.04, MORTGAGE 800.00, RE TAXES 291.00, MNGT FEE, TAXES, TOTAL 1293.54

Clicking on the owner's balance opens a window with the summary of charges and payment.

Clicking on the Print push-button produces a statement for the Owner.

If an owner rents out his unit and he lets the Management Company manage his affairs, TeXtra will keep track of two different owner's histories and balances of payment: that towards the Condominium Association and another one towards the Management Company. Owner's balance stemming from the Management Company charges is automatically reduced by the amount of rent paid by the tenant. The difference is resolved by periodic payments from the Owner or the Management Company depending on who is owing money to who.

Comprehensive Tenant History

If an owner rents his unit out and he lets the Management Company act on his behalf, TeXtra will keep a separate history and balance of payment for every such tenant.

A number of Queries will allow the Management Company to identify all these tenants, who in a given month, are moving in, moving out, have leases up for renewal, have pending rent increase etc.

Queries will also give you an outlook on vacancies and unit availability in the months to come.

TeXtra allows you to attach an unlimited number of free format notes to every tenant and then run a global query to find all notes that belong to the same user pre-specified category (Ex. Noise)

TRANSACTIONS

DATE	ORIGIN	TRANSACTION	RECEIPT	RETRO
1 APR 00	1st M	CONDO FEE		
1 APR 00	1st M	RESERVE FUND		
3 MAR 00	Pay	PAYMENT No.82		
1 MAR 00	1st M	CONDO FEE		
1 MAR 00	1st M	RESERVE FUND		
1 FEB 00	1st M	CONDO FEE		
1 FEB 00	1st M	RESERVE FUND		
1 FEB 00	Pay	PAYMENT No.82		
18 JAN 00	Pay	PAYMENT No.82		
18 JAN 00	Pay	PAYMENT No.82		
1 JAN 00	1st M	CONDO FEE		
1 JAN 00	1st M	RESERVE FUND		
1 DEC 99	1st M	CONDO FEE		
1 DEC 99	1st M	RESERVE FUND		
1 NOV 99	1st M	CONDO FEE		
1 NOV 99	1st M	RESERVE FUND		

STATEMENT FOR OWNER: JOHN SMITH
UNIT: 20 101
Printed on 27th April 2000 at 10:57
PAGE 1

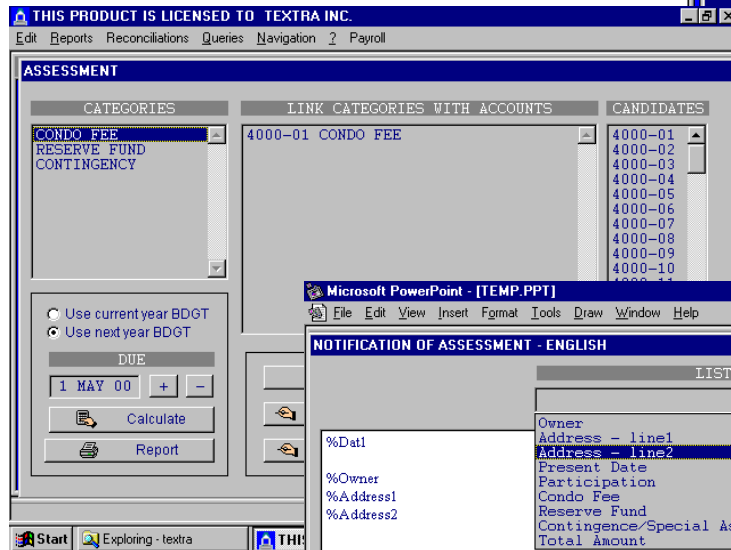
OPENING BALANCE:		0.00
1 NOV 99	CONDO FEE	129.76
1 NOV 99	RESERVE FUND	15.88
1 NOV 99	PAYMENT No.41	(145.64)
BALANCE:		0.00
1 DEC 99	CONDO FEE	129.76
1 DEC 99	RESERVE FUND	15.88
BALANCE:		145.64
1 JAN 00	CONDO FEE	125.22
1 JAN 00	RESERVE FUND	23.82
18 JAN 00	PAYMENT No.82	(145.64)
18 JAN 00	PAYMENT No.82	(145.64)
BALANCE:		3.40
1 FEB 00	CONDO FEE	125.22
1 FEB 00	RESERVE FUND	23.82
1 FEB 00	PAYMENT No.61	(152.44)
BALANCE:		0.00
1 MAR 00	CONDO FEE	125.22
1 MAR 00	RESERVE FUND	23.82
3 MAR 00	PAYMENT No.99	(149.05)
BALANCE:		(0.01)
1 APR 00	CONDO FEE	125.22
1 APR 00	RESERVE FUND	23.82
BALANCE:		149.03
CLOSING BALANCE:		149.03

Assessment

At the Assessment time, TeXtra will calculate every owner's share of the common area maintenance along with any other recurring charges that are applicable in a monthly cycle. This calculation is done using the budget (either for the present or next year fiscal year) and the percentage of the area individual owners occupy.

Free format Notification of Assessment are generated based on the user's pre-specified template. Templates consist of the free format wording with variables pasted into the body of the letter. When notifications are printed for individual owners, TeXtra substitutes variables with values pertinent to every owner.

In the case of one time expenditure (Ex. roof repair) to be paid by owners on a pro-rata basis, TeXtra will calculate everybody's share, and then invoice all owners accordingly.



Link every monthly charge with an account in your budget.

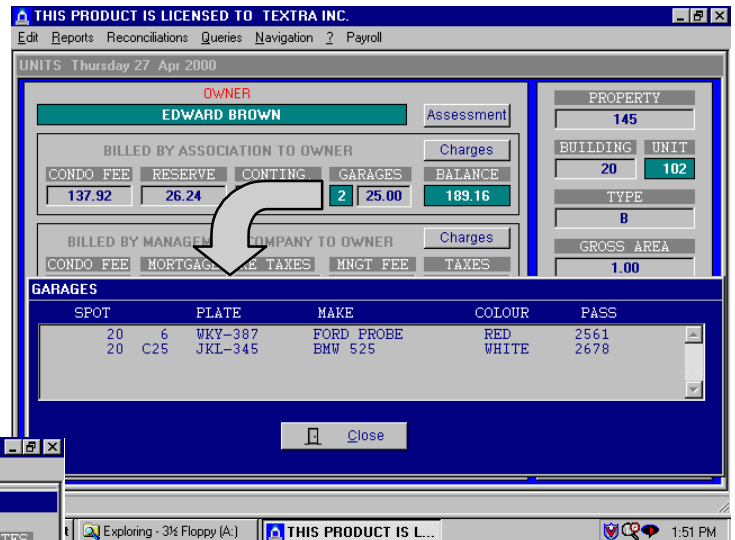
Run the calculation, print the report and review the new charges. New charges will be applied automatically at the due date.

Prepare letter templates by typing your own wording and picking up variables from the drop-down list.

Print letters.

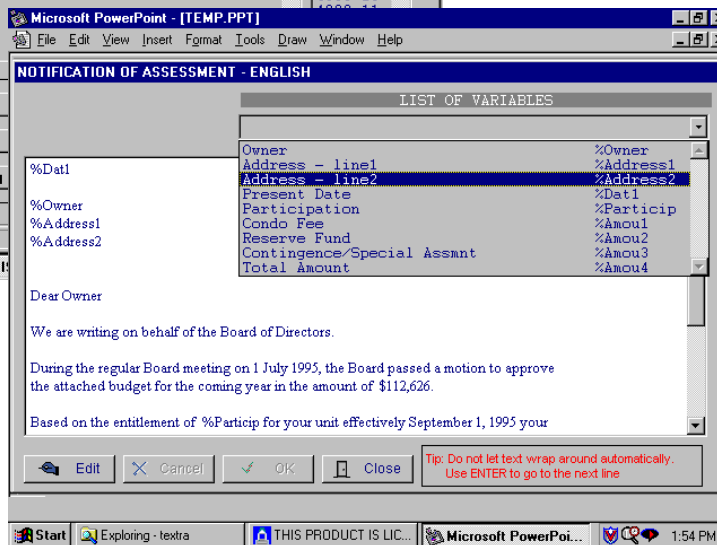
Management of Parking Spaces

TeXtra keeps track of all the garages in terms of which spot belongs to which owner, what is the make of the car, license plate number, colour of the car, and pass number.



To pop up a window with detailed information on parking spaces, click in the green field that shows the number of parking spaces.

It may happen that the Condominium Association owns a pool of garage and rents them out to those owners who own a second car, but only one parking space. TeXtra has a provision for garage charges and will bill those owners for such extra parking spaces along with other monthly charges.



Access to Information

TeXtra's navigation has been designed in an intuitive way, but also with the consideration of the best business practices. With the consecutive clicks of the mouse, you can display a series of screens pertaining to the same subject but with the increasing level of detail. You will never be overwhelmed with the cluttered screens

Reports

General

- Common Area Fees (Owners)
- Rent Roll (Tenants).
- List of Parking Spaces.
- List of Owners.
- List of Tenants .
- Log of automatic Lease Renewals, Move-Ins and Move-Out.
- List of Historic Leases.
- Assessment report.

Queries

- List of Owners with Pre-authorized Payments.
- List of Unit Leases Expiring in a given month.
- List of Tenants Moving-In in a given month.
- List of Tenants Moving-Out in a given month.
- List of Vacant Units in a given month or range of months to come.
- List of Available Units in a given month or range of months to come.
- Address Labels.

Notes

- List of notes for a specific category of notes.
- List and content of notes for a specific tenant.

Correspondence

- Notification of Assessment.
- Notification of NSF Cheque.
- Invoice for extra capital expenditure.



TeXtra®



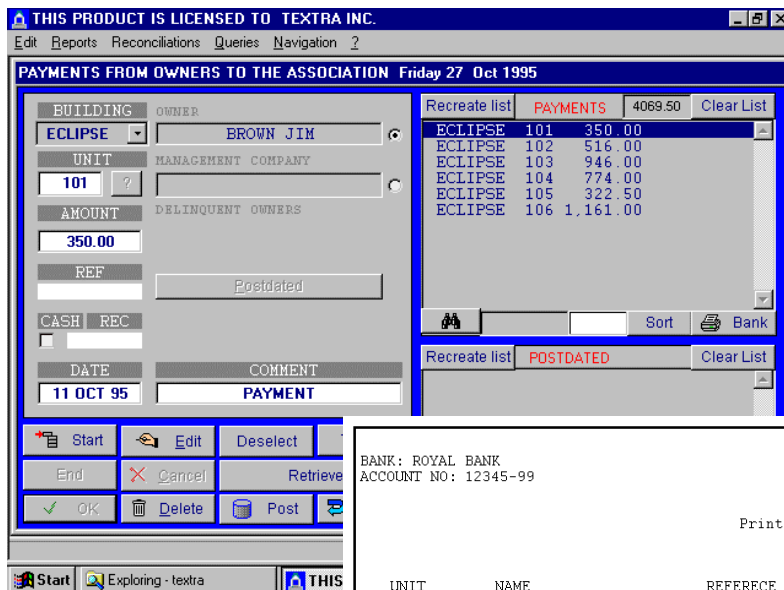
Property Management Software

Accounts Receivable and Payable

Payments from owners

Say good-bye to the hand written deposit slips; TeXtra will produce them for you with every batch of payments from owners.

The Journal of Payments groups payment transactions according to Batch Number allowing for quick cross-referencing. Bank Reconciliation module will show payments in a format mirroring the statement you receive from your bank.



Enter payment from an owner.

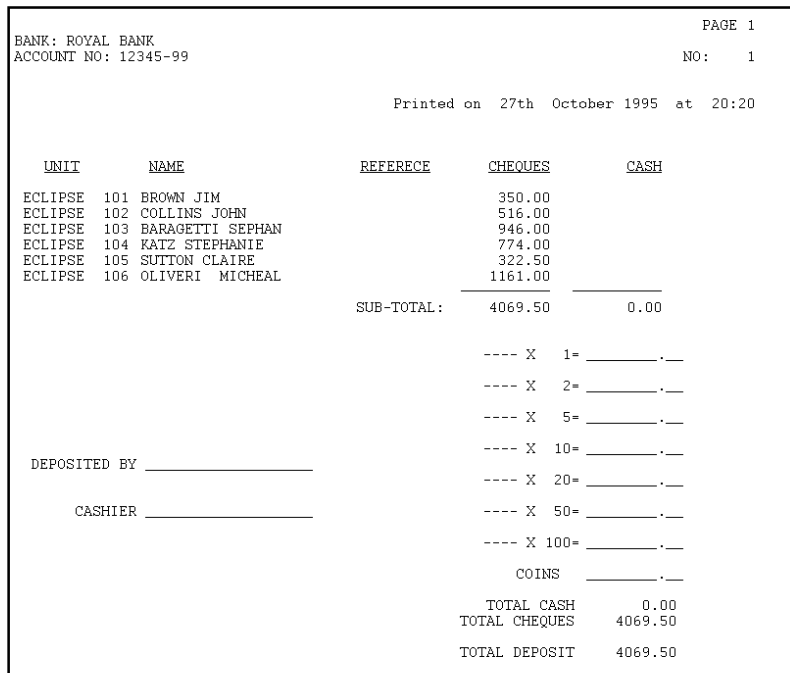
After all payments have been entered, print the deposit slip and take it to the bank.

After verification of all the entries, post transactions.

Postdated Cheques

TeXtra comes equipped with a comprehensive functionality to handle postdated cheques from owners. By entering a date of payment that is greater than the today's date, you automatically designate such payment as postdated.

You can also request that TeXtra generates a series of postdated cheques for a given owner (Ex. an owner gives you 12 postdated cheques to pay one year charges).



Postdated cheques mature automatically at the due date. Once matured, a cheque can be re-assigned as a post dated cheque again (Ex. owner calls you at the last minute and requests that his postdated cheque gets cashed a couple of days after the original date).

Postdated cheques will be flagged on various collection oriented reports which will allow you to better access the situation whenever an owner owes you rent

Personally Approved Payments

Personally Approved Payments allow owners to pay their charges by pre-authorized debit of their bank accounts. This is a great productivity tool for property managers as no individual payments from owners have to be entered into the system, as is the case of payments made by cheques.

Owner's pre-authorized payment information is sent electronically to the bank.

Payment transactions in TeXtra are generated automatically and can be reviewed by printing Journal of Payments where they are grouped in batches.

Fill out owners banking profile specifying bank information and the amount approved for automatic debit.

Before transfer of owner's pre-authorized information is sent to the bank, review it on the screen, or use a hard copy.

Generate a file with owners pre-authorized information and send it electronically to the bank

Click on the Post push-button to generate transactions.

PERSONALLY APPROVED PAYMENTS FOR 1 APR 00

UNIT	OWNER	OPTION	BALANCE	CURRENT	STRIP
20	102 JOHN SMITH	Current	189.16	189.16	189.16
20	103 JIM BROWN	Current	149.04	149.04	149.04
20	203 JOHN LIVINGSTON	Current	149.04	149.04	149.04
20	104 ROGER BERNARD	Current	164.16	164.16	164.16
20	202 MARIA HARVEY	Full	189.16	189.16	189.16
20	302 TOM MILFORD	Current	164.16	164.16	164.16
24	105 MARLENE CHRISTIE	Current	149.04	149.04	149.04
24	205 WAYNE COLLIN	Current	174.04	174.04	174.04
24	305 THOMAS BIRD	Current	149.04	149.04	149.04
24	307 JIMMY STEWARD	Current	149.04	149.04	149.04
24	106 CONRAD MILKEN	Current	164.16	164.16	164.16
24	108 NINA LANGLOIS	Current	214.16	214.16	214.16
24	306 JOHN CARLSON	Current	189.16	189.16	189.16
24	107 KENNETH BROWN	Current	149.04	149.04	149.04
28	312 RON MANSFIELD	Current	149.04	149.04	149.04
28	109 KENNETH DUNN	Current	149.04	149.04	149.04
28	209 ROGER HUBERT	Current	149.04	149.04	149.04
28	211 BILL SAMBORSKI	Current	164.16	164.16	164.16
28	311 BRENDA MAKAR	Current	164.16	164.16	164.16
32	115 DENNIS CRAV...	Current	164.16	164.16	164.16

PERSONALLY APPROVED PAYMENTS

Send to Floppy
Send to Hard Drive
Generate File
Production
Test

1 APR 00

1 MAR 00
Post

```

000001AHDR9605860000WMC 145 PARKDALE 00652000088CAD1
000002
000003D4509605860000 0020224500 00007951227100200099697 0000018916
0000042000092JOHN SMITH E PARKDALE CAD CAN N
000005D4509605860000 0010314500 000001058278025382 0000014904
0000062000092JIM BROWN E PARKDALE CAD CAN N
000007D4509605860000 0020314500 000001058273092711 0000014904
0000082000092JOHN LIVINGSTON E PARKDALE CAD CAN N
000009D4509605860000 0010414500 000010002070542830 0000016416
0000102000092ROGER BERNARD E PARKDALE CAD CAN N
000011D4509605860000 0020214500 0000100008070439266 0000018916
0000122000092MARIA HARVEY E PARKDALE CAD CAN N
000013D4509605860000 0030214500 000509130075014936 0000016416
0000142000092TOM MILFORD E PARKDALE CAD CAN N
000015D4509605860000 0010514500 000003085775059316 0000014904
0000162000092MARLENE CHRISTIE E PARKDALE CAD CAN N
000017D4509605860000 0020514500 000003018277408891 0000017404
0000182000092WAYNE COLLIN E PARKDALE CAD CAN N
000019D4509605860000 0030514500 000010040077527233 0000014904
0000202000092THOMAS BIRD E PARKDALE CAD CAN N
000021D4509605860000 0030714500 000010000072929538 0000014904
0000222000092JIMMY STEWARD E PARKDALE CAD CAN N
000023D4509605860000 0010614500 0000040597776977 3103284 0000016416
0000242000092CONRAD MILKEN E PARKDALE CAD CAN N
000025D4509605860000 0010814500 000001058273020670 0000021416
0000262000092NINA LANGLOIS E PARKDALE CAD CAN N
000027D4509605860000 0030614500 000004604707420302369 0000018916
0000282000092JOHN CARLSON E PARKDALE CAD CAN N
000029D4509605860000 0010714500 00007941467103916758 0000017404
0000302000092KENNETH BROWN E PARKDALE CAD CAN N
000031D4509605860000 0031214500 000001200028474575 0000014904
0000322000092RON MANSFIELD E PARKDALE CAD CAN N
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0000342000092KENNETH DUNN E PARKDALE CAD CAN N
    
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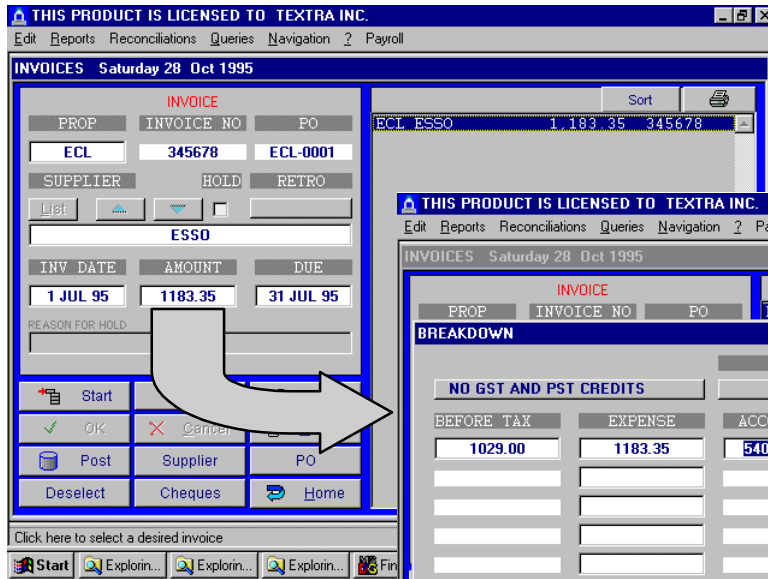
Invoices Payable

As invoices payable are entered to TeXtra, every invoice can be split between different expense accounts. Default expense accounts can be pre-specified in the supplier's profile so that as an invoice is being entered, the most common expense account is picked up automatically. You can override it by picking up an alternative account from the drop-down list.

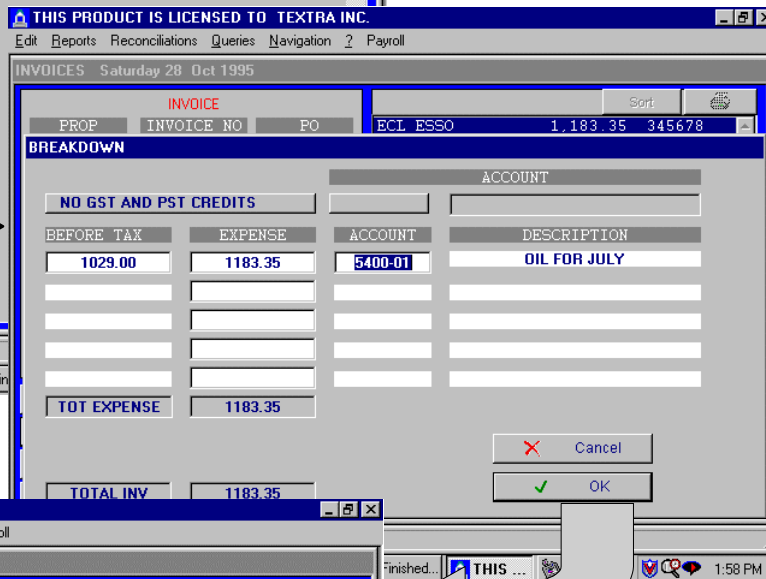
Names of suppliers can be selected from the pop-up list or you can enter first 4 characters of the suppliers name, press Tab, and TeXtra will retrieve him from the Suppliers File.

If a corresponding Purchase Order exist, you can link such order with the invoice and allocate portion, or the whole amount, to this order. This will allow you to trace the status and completion progress for every such Purchase Order.

Once entered, invoices will be awaiting your decision to pay them. Another module allows you to pick and choose all the invoices that you want to pay on a given day. You can select invoices for payment by applying criteria (Ex. overdue in 7 days, overdue in 14 days, already overdue...). This process is reversible should you change your mind and decide in the last minute that you do not want to pay one of the invoices already selected for payment.



Enter basic invoice information, and when a new window pops up, split the invoice amount between different expense accounts if applicable.

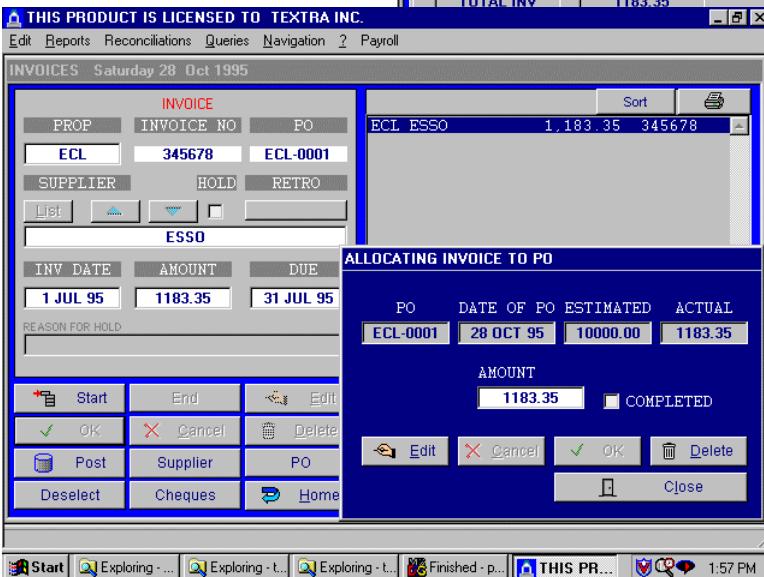


When a Purchase Order window pops up, allocate the amount pertaining to that Purchase Order.

Proceed to the next invoice until all invoices are entered.

Review all the entries and make corrections if necessary.

Post transactions.



All invoices payable can be viewed in the Journal of Invoices Payable or in the history of individual suppliers where dates of payment and cheque numbers are also provided.

Cheques Payable

If your preference is to write cheques by hand, you can do so, but you will be much better off using TeXtra's cheque printing module which allows you to print cheques on a pre-printed cheque format (Ex. pre-printed cheques from NEBS) or on a completely blank paper using MICR technology, in which case TeXtra will reproduce all elements of the cheque, including the bar code on which your bank branch and account number is indicated.

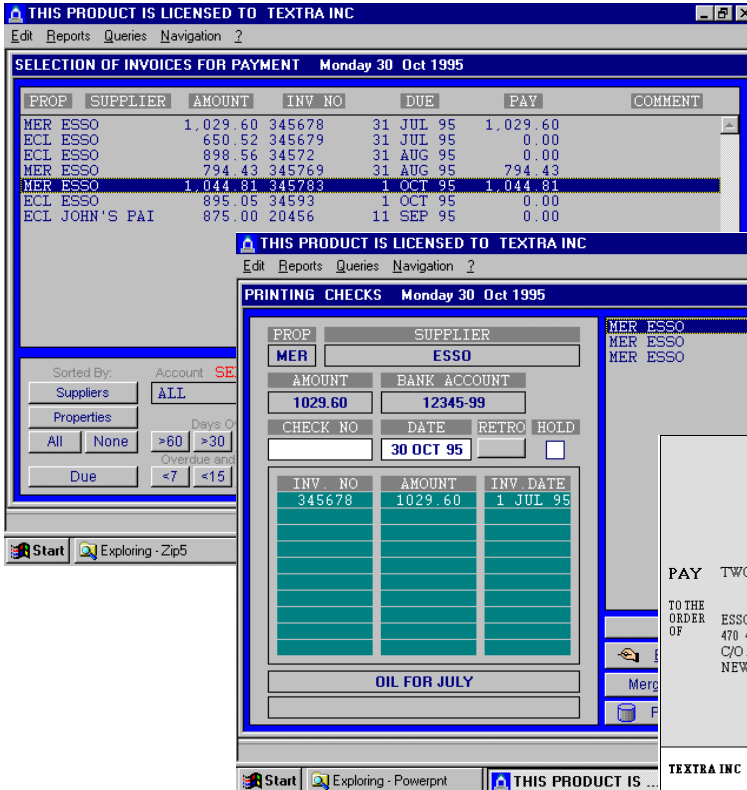
Quick Cheque

In instances where you want to bypass Accounts Payable and print a quick cheque, there is a function in TeXtra that allows you to do just that. This module allows you also to print a cheque for an occasional supplier whom you do not wish to keep in the file of your suppliers.

Recurring Charges

The Recurring Charges module automatically generates pre-specified transactions for the same amount every month. This function is ideal if you want to distribute a one time charge (Ex. Municipal Taxes) between 12 months. This technique prevents spikes in your Income Statement.

In the Selection for Payment window, click on those invoices that you are ready to pay (you may use a global function to pay all invoiced due in a number of days)



TEXTRA INC 1260 SIX AVENUE, 41ST FLOOR NEW YORK, NY 10020		BANK OF HONG KONG 55 5TH AVENUE SUITE 1213 NEW YORK, NY 10015		0001 CHECK NO.
		DATE 3 Oct 1995		\$ 2068.84
PAY TWO THOUSAND EIGHT HUNDRED SIXTY EIGHT AND 84/100 DOLLARS				
TO THE ORDER OF ESSO 470 47TH AVENUE, 4TH FLOOR C/O ACCOUNTS RECEIVABLE NEW YORK, NY 10001		TEXTRA INC Per _____ Per _____		
0000001 1:02661001: 12345199*				
TEXTRA INC		CHECK NO. 0001		
DATE	INVOICE NO.	DESCRIPTION	AMOUNT	
1 JUL 95	345678	OIL FOR JULY	1,029.60	
1 AUG 95	345769	OIL FOR AUGUST	794.43	
1 SEP 95	345783	OIL FOR SEPTEMBER	1,044.81	
DATE OF CHECK 3 OCT 95			TOTAL 2,868.84	

Invoices can be merged for consolidated cheques. You will be asked to specify in the System Preferences module whether you want to consolidate invoices for the same supplier even if such invoices are for different properties, or if only invoices for the same supplier and same property should be consolidated.

Invoices can be selected for payment individually, or globally with the selection of one of the available criteria (Ex. all invoiced due, due in a number of days, overdue by a certain threshold etc.)

After a new window pops up, click on the Merge push-button if you want to print consolidated cheques.

Click on the Print cheques push-button.

Reports

Accounts Receivable

- Rents Due - Owners (Summary).
- Rents Due - Owners (Detailed).
- Rents Due - Tenants (Detailed).
- Rents Due - Next Month (Detailed).
- List of Moved-out Delinquents.
- Owner Statement.
- Tenant Statement.
- List of Postdated cheques.
- List of Security Deposits
- Deposit Slips.

Accounts Payable

- List of Suppliers
- List of Outstanding Invoices.
- List of Invoices entered in the current batch.
- List of invoices pre-selected for payment.
- List of Postdated cheques.
- List of Supplier Balances
- Supplier Aging Balances.
- List of Purchase Orders
- List of Recurring Charges.



TeXtra®



Property Management Software

Accounting

Flexible Structure

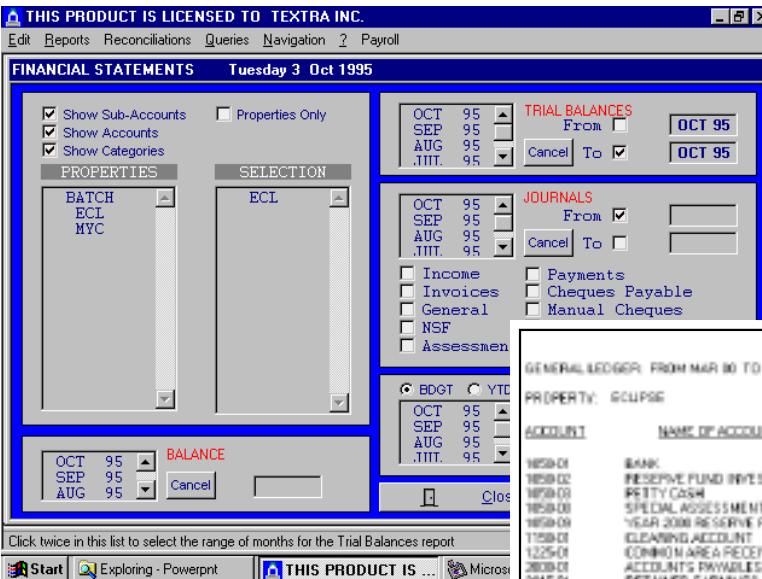
In TeXtra, all financial reports can be printed at a desired level of consolidation. The most detailed level will show all sub-accounts, while more consolidated levels will be narrowed down to groups of accounts and categories only.

As TeXtra has a data base structure, there is no deterioration of information as time progresses. Thus, financial statements can be obtained for the current period, past periods, or any range of dates.

Retroactive and Postdated Transactions.

TeXtra allows you to post transactions retroactively even to the previous fiscal year. Retained earnings are recalculated on-the-fly with every retroactive transaction. This structure gives you a great deal of flexibility. Entering year-end adjusting entries will never be easier.

On the other end of spectrum, transactions can be posted as postdated. Other than postdated cheques for your suppliers, you may utilize this function for year-end accruals.



Select properties for which you want to run financial reports.

Click in the appropriate check boxes to specify you preferences.

For every report, specify date range (Ex. from October 95 to December 95) and click on the Print push-button.

Two different formats of Income Statement and one Balance Sheet is available. Additionally a number of Journals and Trial Balances can be obtained.

All financial statements can be exported to Excel or Lotus and further customized.

Printed on 3rd March 2000 at 15:40

GENERAL LEDGER: FROM MAR 90 TO MAR 00

PROPERTY: SCULPSE

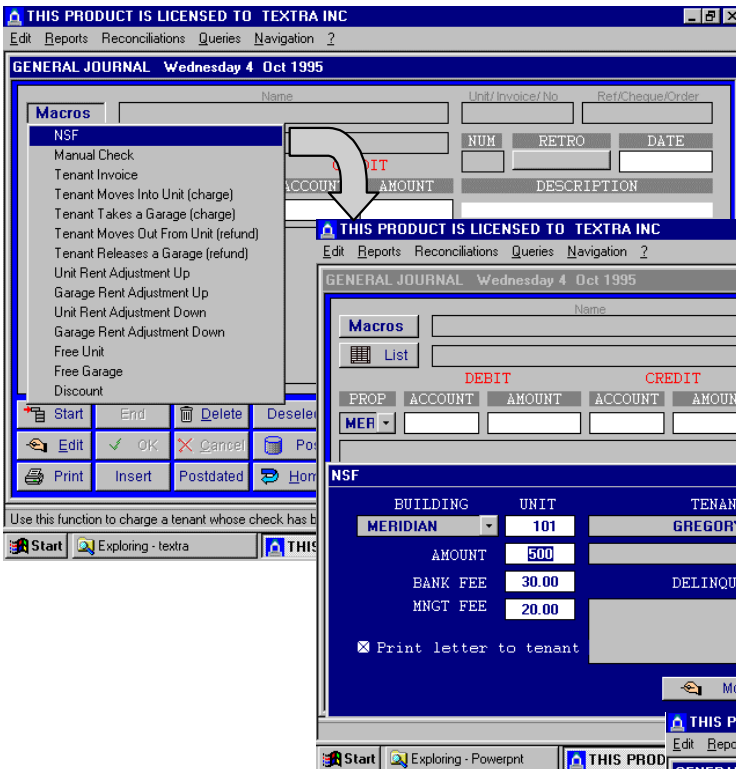
ACCOUNT	NAME OF ACCOUNT	BDG BALANCE	YTD BALANCE	END BALANCE
1050-01	BANK	7,200.00	(2,100.00)	5,212.44
1050-02	RESERVE FUND INVESTMENT	7,200.00	(700.00)	6,500.00
1050-03	PETTY CASH	0.00	90.00	90.00
1050-04	SPECIAL ASSESSMENT INVESTMENT	0.00	30,000.00	30,000.00
1050-05	YEAR 2000 RESERVE FUND	0.00	3,291.00	3,291.00
1150-01	CLEARING ACCOUNT	120.26	0.00	120.26
1225-01	COMMON AREA RECEIVABLES	65,725.23	(32,505.14)	32,894.45
1415-01	ACCOUNTS PAYABLE	3,900.00	0.00	3,900.00
1415-02	RETAINED EARNINGS	2,852.15	0.00	2,852.15
2015-00	UNEARNED REVENUE	900.00	0.00	900.00
2015-04	LOSS	(1,815.00)	0.00	(1,815.00)
4000-01	CONDO FEE	8,000.00	4,700.20	14,100.00
4000-02	RESERVE FUND	2,154.00	1,077.00	3,231.00
4000-04	PARKING STALL RENTALS	575.00	200.00	775.00
4000-05	LATE PAYMENT FINES	100.00	0.00	100.00
4000-15	SPECIAL MAINTENANCE INCOME	92,800.00	0.00	92,800.00
4000-16	EARLY PAYMENT DISCOUNT S.A.	(800.00)	(5,000.00)	(5,800.00)
4200-01	NSF ADMIN FEE	25.00	0.00	25.00
4200-02	MANAGEMENT FEE	1,100.20	500.64	1,771.55
4600-05	ACCOUNTING	195.50	0.00	195.50
4600-06	BANK CHARGES	20.43	0.00	20.43
4600-07	OFFICE SUPPLIES	42.20	0.00	42.20
4600-08	PHOTO COPIES	55.96	0.00	55.96
4600-11	RESIDENT MANAGER SALARY	150.00	200.00	350.00
4600-12	MISCELLANEOUS	0.00	294.50	294.50
4600-13	MISCELLANEOUS	0.00	98.88	98.88
4200-01	SNOW REMOVAL	96.21	808.92	1,775.13
4200-02	LANDSCAPING	222.43	0.00	222.43
4200-04	WASTE REMOVAL	149.80	77.98	227.78
4400-02	WATER	4,248.17	3,026.50	7,267.75
4400-03	HYDRO	902.44	381.99	1,284.43
TOTAL DT - TOTAL CT		0.00	0.00	0.00

Budget

The budget module in TeXtra, allows you to enter the current and next year budgets. TeXtra also retains the budget from the previous fiscal year. Budgets are used in the Income Statement reports to illustrate compliance of actual results versus those budgeted. Budget will also be used at the time of Assessment to calculate every owner's share of the common area fee.

Macro Instructions to handle the most common General Journal entries. As soon as a user chooses a Macro, TeXtra determines which accounts to debit and credit; only amount has to be entered by the user.

General Journal entries pertaining to Accounts Receivable or Payable will automatically update Owner's/Tenant's/Supplier's balance on-the-fly keeping your Accounts Receivable and Payable always balanced.



In the General Journal window, click on the Macros button and select a Macro you want to run.

Enter building, unit number, amounts, and click on OK.

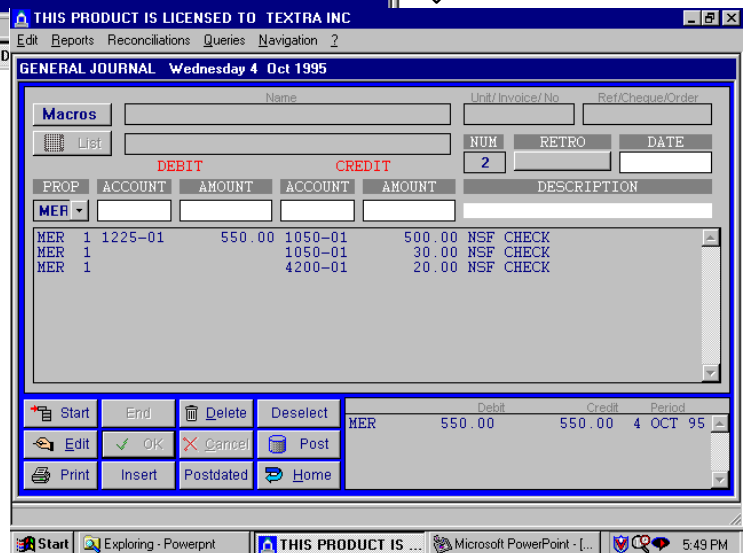
Click on the Post push-button to post transactions. Notice how TeXtra assigned proper debit and credit accounts to this procedure.

Audit Trail

TeXtra retains all transactions for a time span that is user configurable. Come audit time, you will have no problem reconciling your General Ledger with the corresponding transactions. Your Accounts Receivable and Payable will always balance and you will have reconciliation reports to document it.

General Journal and Macros

Making entries in the General Journal usually requires accounting knowledge. We have simplified this process by furnishing the General Journal module with a number of



Reports

Financial Statements

- Balance Sheet.
- Income Statement Format 1 - Actual and Budgeted values related to potential income by percentages.
- Income Statement Format 2 - Actual, Year-To-Date, Budget, and Variance from budget values.
- Trial Balances.
- Journal of Income.
- Journal of NSF cheques.
- Journal of Owner/Tenant Payments.
- Journal of Invoices Payable.
- Journal of cheques Payable.
- Journal of Manual cheques.
- Journal of Recurring Charges.

Reconciliations

- Reconciliation of Accounts Receivable.
- Reconciliation of Accounts Payable.
- Reconciliation of Interest on Security Deposits.
- Bank Reconciliation.
- Reconciliation of GL accounts.

Budget

- Current year budget by individual GL accounts.
- Next year budget by individual GL accounts.
- Previous year budget by individual GK accounts.

Miscellaneous

- Chart of accounts.
- List of all postdated transactions.
- List of all transactions per GL account.
- List of transactions entered in the General Journal (before posting)