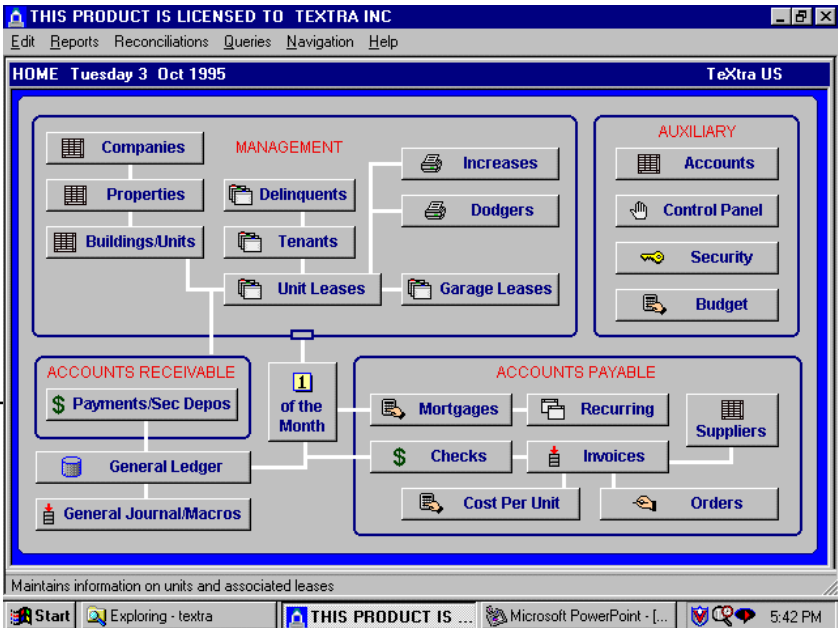




TeXtra Residential is an integrated property management and accounting software designed for property managers who manage predominantly residential properties with a small commercial component (say 20% commercial).

Management of leases is supported by a variety of queries and drill-down capabilities to allow you keeping track of tenants moving in, moving out, lease expirations and renewals, rent increases, tenant history etc.



Mr. Henry Adams
 103 5th Avenue Apt 107
 New York, Ny 10035

Dear Resident:

Your current lease is expiring on April, 30 1996.

We would like to inform you that your monthly rent will be \$675.00.

Should we not receive a written notice from you within one month after receiving this letter, your lease will be automatically renewed at the above-mentioned rate for a period of twelve (12) month commencing May, 1 1996.

Please contact us now if you require further information of clarification your lease renewal.

TEXTRA INC

 Resident's Signature(s)

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

Accounts Receivable and Payable offer management of postdated checks, security deposits, check printing (including MICR) and a variety of reports to facilitate rent collection.

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.

INCOME STATEMENT FOR THE PERIOD: FROM 1 Dec 1999 TO 31 Dec 1999

Printed on 30th January 2000 at 11:37

PROPERTY: ECLIPSE Page 1

ACCOUNT	ACTUAL	YEAR TO DATE	BUDGET	VARIANCE
REVENUE				
Revenue				
4020-01 Residential Rental Income	43,006.00	510,330.70	512,112	(1,781.30)
4020-02 Commercial Rental Income	3,475.00	41,700.00	41,700	0.00
4020-31 Vacancies	(378.50)	(20,878.07)	(33,229)	12,350.93
4020-32 Commercial Vacant Income	(1,075.00)	(12,900.00)	0	(12,900.00)
4020-41 Free Rents/Discounts	(729.00)	(6,100.63)	(8,307)	2,126.37
4020-64 Laundry Income	611.55	6,303.45	6,300	83.45
4020-71 Other Income	25.00	1,535.35	600	935.35
4020-61 Bad Debt	(300.00)	(1,377.30)	(1,800)	422.62
Total Revenue	44,635.05	518,613.42	517,376	1,237.42
TOTAL REVENUE	44,635.05	518,613.42	517,376	1,237.42
Non-Recurring Expenses				
7500-01 Appliances Inventory	0.00	6,803.12	5,004	1,799.12
7500-02 Suspense	0.00	1,217.16	0	1,217.16
Total Non-Recurring Expenses	0.00	8,020.28	5,004	3,016.28
TOTAL NON-OPERATING EXPENSES	21,127.38	262,410.35	263,293	(882.65)
TOTAL EXPENSES	29,339.47	430,547.69	461,671	(31,123.31)
TOTAL INCOME	44,635.05	518,613.42	517,376.00	
(-) TOTAL EXPENSES	29,339.47	430,547.69	461,671.00	
PROFIT/LOSS	15,295.58	88,065.73	55,705.00	32,360.73



TeXtra®



Property Management Software

Management of Leases

Comprehensive Tenant History

TeXtra keeps track of present, past, and future tenants, and with one click of the mouse gives you tenant's history at the requested level of detail. Such information also includes status of security deposits and postdated checks if applicable.

Queries

A number of Queries allows you to identify all these tenants, who in a given month, are moving in, moving out, have leases up for renewal, have pending rent increases, or to whom you have given free month rent.

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

TENANT SUB-LEDGER

	SEC DEPOS	BALANCE	Postdated	Note
	530.00	1674.00		
CHARGE	PAYMENT	BALANCE		
1 OCT 95 RENT FOR OCTOBER	\$547.00	\$547.00		
1 SEP 95 NSF CHECK	\$580.00	\$580.00		
1 SEP 95 RENT FOR SEPTEMBER	\$547.00	\$547.00		
1 AUG 95 RENT FOR AUGUST	\$530.00	\$530.00		
31 AUG 95 Payment	\$530.00	\$0.00	\$530.00	
1 JUL 95 RENT FOR JULY	\$530.00	\$530.00		
31 JUL 95 Payment	\$530.00	\$0.00	\$530.00	

TRANSACTIONS

CHARGES, PAYMENTS & REIMB. OF RENT DEPOSITS RECEIPT						RETRO
1 OCT 95	1st M	UNIT RENT			\$464.00	
1 OCT 95	1st M	GARAGE ECLIPSE G2		\$26.00		
1 OCT 95	1st M	GARAGE ECLIPSE G1		\$26.00		
1 OCT 95	1st M	TV ANTENNA		\$31.00		
1 SEP 95	1st M	UNIT RENT		\$464.00		
1 SEP 95	1st M	GARAGE ECLIPSE G2		\$26.00		
1 SEP 95	1st M	GARAGE ECLIPSE G1		\$26.00		
1 SEP 95	1st M	TV ANTENNA		\$31.00		
1 SEP 95	Gen J	NSF CHEQUE		\$580.00		
31 AUG 95	Pay	PAYMENT No. 1		(\$530.00)		
1 AUG 95	1st M	UNIT RENT		\$450.00		

Automatic Move-In, Move-out

TeXtra renews leases automatically unless there is a moving out date entered for a tenant, in which case such tenant is moved out automatically at the due date. Future tenants are being moved-in automatically at the due date triggering commencement of automatic billing.

If you increase rent in a given building using the same rate of increase for all tenants, TeXtra will calculate such rent increases for individual tenants.

Whether rent increases are calculated globally, or entered individually for specific tenants, notifications of such increases will be generated according to your pre-specified format.

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

Clicking on the Transactions push-button in the Tenant Sub-Ledger window displays detailed breakdown of charges and payments.

Notes and Agenda

TeXtra allows you to attach an unlimited number of free format notes to every tenant. Every note is related to a user pre-specified category (Ex. collection problem, noise problem etc.). A global query displays a list of all tenants with notes of a given category. Clicking on a tenant in the list displays content of that note.

The screenshot shows the TeXtra software interface. At the top, it says "THIS PRODUCT IS LICENSED TO TEXTRA INC" and "Edit Reports Reconciliations Queries Navigation ?". Below that, it says "UNITS Wednesday 4 Oct 1995". The main window is titled "PRESENT LEASE" and shows details for "SMITH JOHN". It includes fields for "BALANCE" (1674.00), "BEG LEASE" (1 SEP 95), "END LEASE" (31 AUG 96), "LETTER", "SUBLET", "MOVED IN", "MOVING OUT", "FREE", "GAR ASS/RES", "RENT" (464.00), "GARAG" (52.00), "UNIT" (ECLIPSE), "BUILDING" (A1), "TYPE" (1 BEDROOM), "RESPONSE", "NOTES" (YES), "Letter of Incr", "Lease", and "PROP" (ECL). A "LIST OF NOTES" window is open, showing a table with columns "CATEGORY", "ENTERED", "APPLIED", and "STATUS". The table contains two rows: "PET PROBLEM" (30 JUL 95, ACTIVE) and "CONDIT. FREE RENTS" (30 JUL 95, 1 DEC 95, ACTIVE). A "NOTES" window is also open, showing a table with columns "CATEGORIES", "ENTERED", "APPLICABLE", "ADVICE", and "ACTIVE". The table contains one row: "CONDIT. FREE RENTS" (30 JUL 95, 1 DEC 95, [checkbox]). Below the table is a "COMMENT" field with the text "FREE RENT IN DECEMBER AND JANUARY IS CONTINGENT ON SOLVING THE PET PROBLEM". At the bottom of the "NOTES" window are buttons for "Edit", "Create", "OK", "Cancel", "Delete", and "Close".

Clicking in the green field under the header **NOTES** displays a list of notes for a given tenant.

Clicking on a particular note in the list of notes, displays the content of the note.

Notes of a particular importance can be designated to appear on the Agenda giving you a countdown to an upcoming deadline.

Letters and Notifications

TeXtra's powerful editor allows you to send free format letters and notifications to your tenants. Simply paste variables (Ex. tenant's name, address, rent after increase, date of increase) from the drop down list while typing the content of the letter. TeXtra will substitute those variables with actual values pertinent to individual tenants giving your letters a personalized feel and look.

Management of Parking Space

TeXtra's approach to parking space mirrors that towards units. That is, parking space is a resource that has to be managed with the same consideration as units. To this end, TeXtra provides you with queries to tell you about the current and forecasted vacancies and availabilities for individual parking spaces.

Every parking space has its own lease that may, or may not, overlap with the lease of the associated unit. This will allow you to accommodate situations where a tenant rents a parking space for a limited time only (Ex. winter months).

You can also reserve a particular parking space for a specific tenant for some future date.

Finally you can arrange for an automatic swap of garages, if a tenant does not like his present space and wants to make a swap as soon as the space of his choice becomes available.

Instant Access to Information

Many times, you will be needing quick access to information as your tenant may be on the other end of the telephone line requesting information, perhaps about an outstanding balance. TeXtra's navigation has been designed in an intuitive way, but also with the consideration of best business practices. With the consecutive clicks of the mouse, you can display a series of screens pertaining to the same subject but at a different level of detail. Yet another click of the mouse will print a hard copy that you may want to fax to your tenant for detailed analysis.

Reports

General

- List of Properties.
- List of Units.
- List of Parking Spaces.
- Rent Roll.
- List of Tenants .
- List of Tenants with Special Charges.
- Log of automatic Lease Renewals, Move-Ins and Move-Outs.
- List of Historic Leases.
- List of Vacant Parking Spaces in a given month or range of months to come.
- Lis of Available Parking Spaces in a given month or range of months to come.
- List of Free Rents given in a specific moth or range of months.
- List of discounted rents given in a specific month or range of Months.

Queries

- 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.
- Lis of Available Units in a given month or range of months to come.
- List of Parking Spaces expiring in a given month.
- List of Parking Spaces to be taken in a given month.
- List of Parking Spaces to be released in a given month.

Correspondence

- Notification of Rent Increase
- Notification of NSF Check

Notes

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



TeXtra®



Property Management Software

Accounts Receivable and Payable

Payments from tenants

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

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.

PAYMENTS Saturday 7 Oct 1995

Payment: 1160.00

Recreate list	7 OCT 95	7028.00	Clear List
MERIDIAN 101	1,160.00		
MERIDIAN 102	850.00		
MERIDIAN 103	1,402.00		
MERIDIAN 105	750.00		
MERIDIAN 106	1,556.00		
MERIDIAN 107	1,310.00		

TENANT SUB-LEDGER

	BALANCE	CHARGE	PAYMENT	BALANCE
1 OCT 95 RENT FOR OCTOBER		\$1160.00		\$1160.00
7 OCT 95 Payment			\$1160.00	\$0.00
SUB-TOTAL:	0.00			0.00

BANK OF HONG KONG
 ACCOUNT NO: 12345-99 NO TRANSIT: 02661-001
 COMPANY: TEXTRA INC
 Printed on 7th October 1995 at 20:57

** UNIT **	** TENANT'S NAME **	** REF **	** CHECKS **	** CASH **
MERIDIAN 101	GREGORY NORM		1160.00	
MERIDIAN 102	BARNEY SMITH-MARRY		850.00	
MERIDIAN 103	MORIN CLAUDE		1402.00	
MERIDIAN 105	O'BRIEN GARRY		750.00	
MERIDIAN 106	BLOW JOE		1556.00	
MERIDIAN 107	HENRY ADAMS		1310.00	

DEPOSITED BY _____
 CASHIER _____

TOTAL CASH 0.00
 TOTAL CHECKS 7028.00

Enter payment from a tenant.

Relate that payment to the one or more outstanding charges.

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 Checks

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

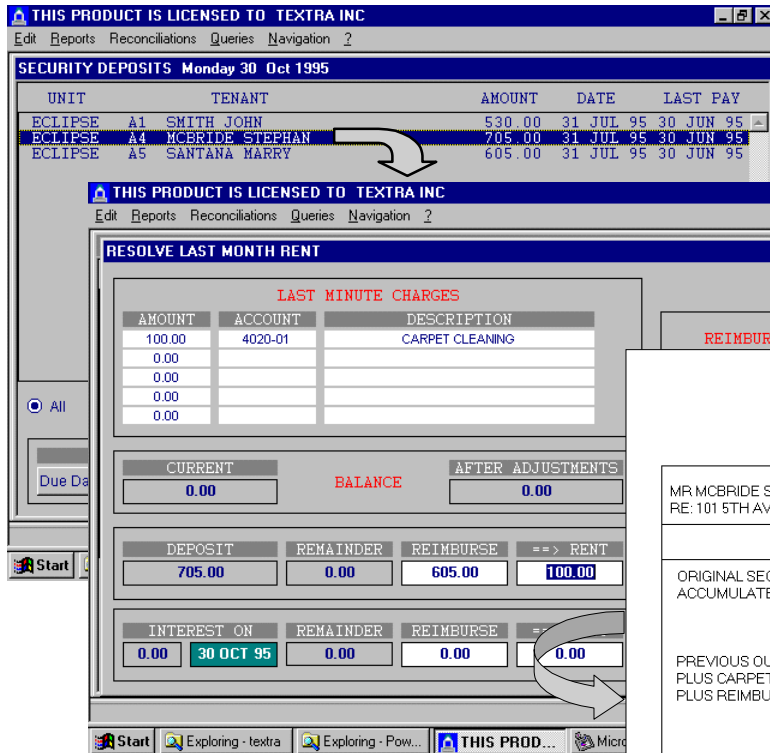
You can also request that TeXtra generates a series of postdated checks for a given tenant (Ex. a tenant gives you 12 postdated checks to pay one year rent).

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

Postdated checks will be flagged on various collection oriented reports which will allow you to better access the situation whenever a tenants owes you rent

Security Deposits

TeXtra comes equipped with a comprehensive security deposits functionality. If you are obliged to pay interest on security deposits, TeXtra will calculate the amounts of interest on a monthly basis and will keep track of accrued interest for every deposit in the system.



When it is time to reimburse the tenant, you have multiple choices on how to allocate amounts pertaining to the security deposit, interest, or portions thereof. In particular you can:

- Use the security deposit and accrued interest to pay an outstanding rent.
- Use the security deposit and accrued interest to pay the last minute charges including damages to the apartment.
- Reimburse security deposit and accrued interest by printing a check to the tenant's name.
- Split security deposit and/or accrued interest and apply portions thereof as in the above examples.

Upon completion of this process, you will print a statement for the tenant. This statement will give a detailed account on how the individual amounts have been applied.

Collections

With TeXtra, you will never fall short of information on who owes you rent. At your disposal, is a variety of reports with different amount of detail and layout. Review all the reports and choose the one that is most appropriate to your situation.

To reimburse a security deposit:

In the list of security deposit, click on the deposit to be reimbursed and click on the push-button Reimburse.

When a new window pops, enter first the last minute charges if applicable (Ex. charge for damages)

FINAL STATEMENT	
MR MCBRIDE STEPHAN RE: 101 5TH AVENUE, APT A4	30 OCT 95
DESCRIPTION	AMOUNT
ORIGINAL SECURITY DEPOSIT	\$705.00
ACCUMULATED INTEREST	\$0.00
TOTAL SECURITY DEPOSIT:	\$705.00
PREVIOUS OUTSTANDING BALANCE	\$0.00
PLUS CARPET CLEANING	\$100.00
PLUS REIMBURSEMENT	\$605.00
TOTAL DUE:	\$705.00
FINAL BALANCE:	\$0.00

MINUS BALANCES ARE DUE IMMEDIATELY
POSITIVE BALANCES WILL BE PAID TO YOU IMMEDIATELY

Enter the amounts of the security deposit and accrued interest that should pay the last minute charges and/or any outstanding balance.

Print a check to the tenant's name for the amounts that were not used to pay the last minute charges and the outstanding balance.

Print a statement for the tenant.

Post transactions.

Invoices Payable

Every invoice payable can be distributed between any number of properties. You have an option to make the split based on percentages (Ex. property A, 20%; Property, B 80%) or to enter amounts directly for every property.

Every invoice can also be distributed between different expense accounts. Default expense accounts can be pre-specified for every supplier in order to speed up invoice entry.

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

If you want to keep track of expenditures per individual apartments, you can do it on the fly as the invoice is being entered into the system.

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 given day.

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

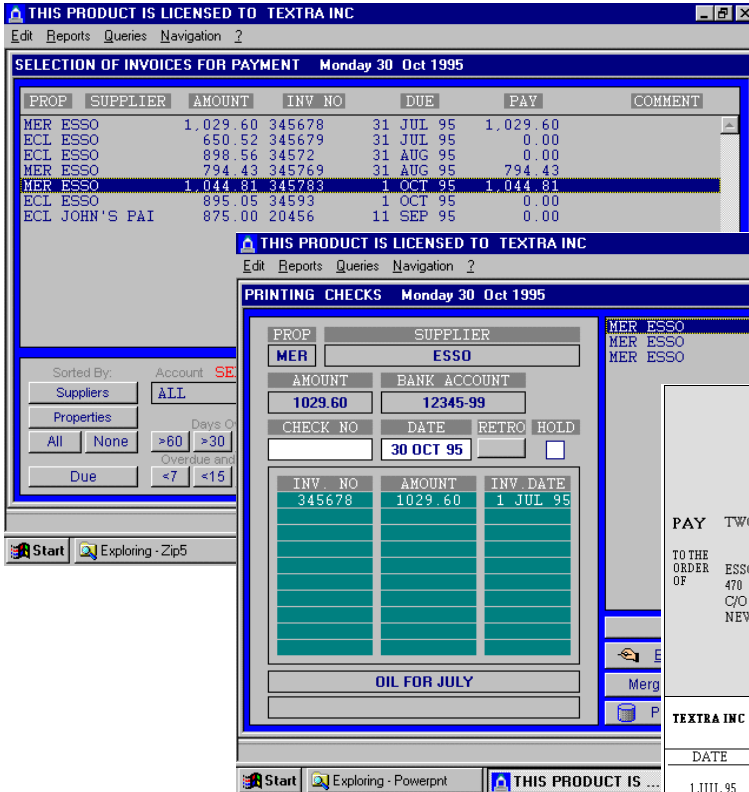
When a Purchase Order window pops up, allocate the amount pertaining to that Purchase Order.

Carry over amounts to individual apartments in order to keep track of expenditures per units (optional)

Checks Payable

TeXtra's Checks Payable module allows you to print checks on a pre-printed check format (Ex. pre-printed cheques from NEBS) or on a completely blank paper using MICR technology.

Invoices can be merged for consolidated checks. You have an option to consolidate invoices for the same supplier and one property, or same supplier and all properties.



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.).

Mortgages

TeXtra's Mortgage module generates an amortization table for every mortgage entered into the system. Then, every month, transactions (payment, interest, capital) will be generated automatically by the accounting module.

You will also be able to print a batch of post-date checks for your creditors if automatic bank withdrawal is not your choice.

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.

Another use for Recurring Charges is amortization of buildings and equipment that you might want to evenly distributed between all months of the year.

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)

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

Click on the Print Checks push-button.

TEXTRA INC 1260 SIX AVENUE, 41ST FLOOR NEW YORK, NY 10020		BANK OF HONG KONG 0001 55 5TH AVENUE SUITE 1213 NEW YORK, NY 10015	
		CHECK NO.	0001
		DATE	3 Oct 1995
			\$ 2868.84
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 _____	
@00000 @ 1:0 266 @100 @1: 1 2345 @99 @			
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

Cost per Unit

TeXtra allows you to keep track of expenditures per individual apartments. You can make this allocation on the fly as you enter invoices payable, or separately if this is your choice.

Reports

Accounts Receivable

- Rents Due - Current Month (Summary).
- Rents Due - Current Month (Detailed).
- Rents Due - Next Month (Summary).
- Rents Due - Next Month (Detailed).
- List of Tenant Balances.
- List of Moved-out Delinquents.
- Forecast of Revenue and Vacancies.
- Tenant Statement (Summary).
- Tenant Statement (Detailed).
- Tenant Aging Balances
- 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 Checks.
- List of Supplier Balances
- Supplier Aging Balances.
- List of Purchase Orders
- Expenditures per Units.
- List of Mortgages.
- Amortization Table for every Mortgage.
- List of Recurring Charges.



TeXtra®



Property Management Software

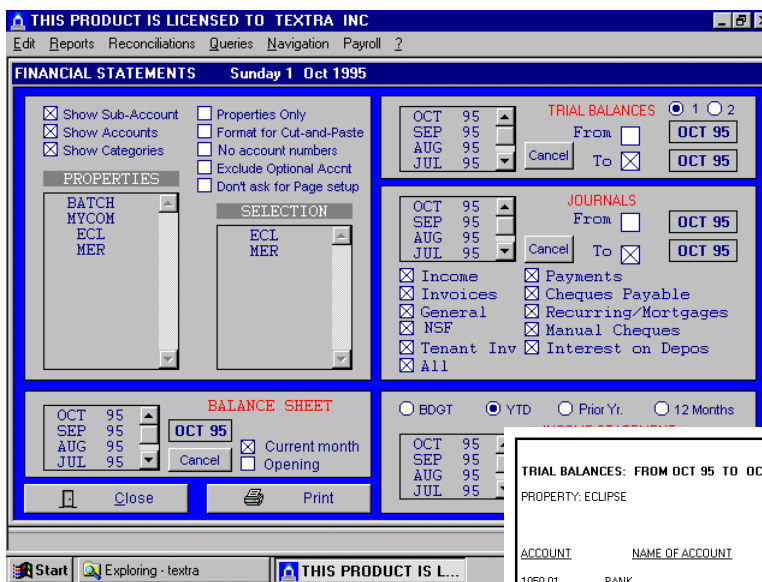
Accounting

Flexible Structure

In TeXtra, all financial reports can be printed at the desired level of consolidation (Ex. property, division, company). If you manage properties for a number of different property owners, you will be able to provide every owner with a set of financial reports with the requested level of consolidation. For example, you can produce a set of financial statements for every single property; two separate consolidated statements for all residential and commercial properties respectively; and a final, consolidated, statement for all properties combined.

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. Thus, there is no such thing as physical closing of the month or fiscal year. You can logically close a month by preventing retroactive transaction to a period that has been audited or should be considered as closed for whatever reason. 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 checks for your suppliers, you may utilize this function for year-end accruals.

Select properties and/or companies 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).

Customized Financial Statements

In TeXtra, you can change the look and feel of your financial statements by checking a number of check boxes to reflect your preference. Moreover, there are 4 different formats of Income Statement to choose from. If this is not enough, you can always export an Income Statement or Balance Sheet to Excel and then modify it to your liking.

Printed on 1st October 1995 at 17:13

PAGE 1

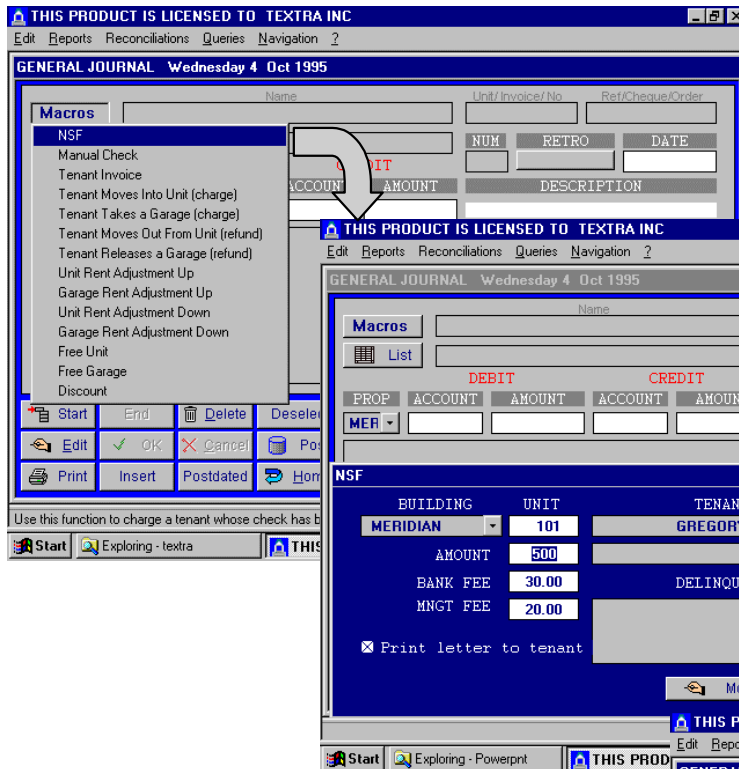
PROPERTY: ECLIPSE		BEG BALANCE		VARIANCE		END BALANCE	
ACCOUNT	NAME OF ACCOUNT	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
1050-01	BANK	192,997.24	0.00	0.00	15,780.56	177,216.68	0.00
1225-01	RENTS RECEIVABLES	40,846.87	0.00	75,563.61	0.00	116,410.48	0.00
1255-01	NON-RENT RECEIVABLES	1,000.85	0.00	0.00	0.00	1,000.85	0.00
1400-01	PREPAID M.T.	165,000.00	0.00	0.00	27,500.00	137,500.00	0.00
1550-01	BUILDINGS	2,500,000.00	0.00	0.00	0.00	2,500,000.00	0.00
1650-01	AMORTIZATION BUILDINGS	0.00	404,300.00	0.00	13,500.00	0.00	417,800.00
2000-01	ACCOUNTS PAYABLES	0.00	15,238.72	0.00	0.00	0.00	15,238.72
2060-01	LOAN	0.00	16,052.69	0.00	4,943.42	0.00	20,996.11
2100-01	RENT DEPOSITS	0.00	59,086.00	0.00	0.00	0.00	59,086.00
2900-01	MORTGAGE 1	0.00	1,967,866.12	895.91	0.00	0.00	1,966,970.21
3000-01	CAPITAL	0.00	150,234.00	0.00	0.00	0.00	150,234.00
3015-01	RETAINED EARNINGS	0.00	239,655.91	0.00	0.00	0.00	239,655.91
4020-01	RENT INCOME	0.00	163,045.07	0.00	54,691.41	0.00	217,736.48
4020-40	PERCENTAGE OF SALES	0.00	18,492.69	0.00	0.00	0.00	18,492.69
4030-01	C.A.M.	0.00	20,025.51	0.00	6,675.17	0.00	26,700.68
4030-02	PROPERTY TAXES	0.00	60,076.50	0.00	20,025.50	0.00	80,102.00
4050-01	VACANT INCOME	40,326.00	0.00	13,442.00	0.00	53,768.00	0.00
4200-01	NSF ADMIN FEE	0.00	20.00	0.00	0.00	0.00	20.00
4200-02	MAINTENANCE & ADMIN FEE	0.00	8,010.33	0.00	2,670.11	0.00	10,680.44
5000-03	OIL	2,801.00	0.00	0.00	0.00	2,801.00	0.00
5100-01	MATERIALS	945.00	0.00	0.00	0.00	945.00	0.00
5100-04	FIRE ALARM	455.00	0.00	0.00	0.00	455.00	0.00
5100-10	ELECTRICAL REPAIRS	345.00	0.00	0.00	0.00	345.00	0.00
5500-01	LAWYERS' FEES	1,184.87	0.00	0.00	0.00	1,184.87	0.00
5500-02	ACCOUNTANTS' FEES	2,365.00	0.00	0.00	0.00	2,365.00	0.00
5800-01	PAINTING	3,735.00	0.00	0.00	0.00	3,735.00	0.00
5800-02	FLOOR	2,457.00	0.00	0.00	0.00	2,457.00	0.00
6000-01	MUNICIPAL TAXES	82,500.00	0.00	27,500.00	0.00	110,000.00	0.00
7000-01	INTEREST MORTGAGE 1	44,694.11	0.00	14,884.65	0.00	59,578.76	0.00
8000-01	AMORTIZATION BUILDING	40,500.00	0.00	13,500.00	0.00	54,000.00	0.00
		3,122,162.94	3,122,162.94	145,786.17	145,786.17	3,223,772.64	3,223,772.64

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. Another use is to project the year-end results based on the actual result to-date supplemented with the budgeted numbers for the remaining months in the present fiscal year.

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 Tenant's/Supplier's balance on-the-fly keeping your Accounts Receivable and Payable always balanced.



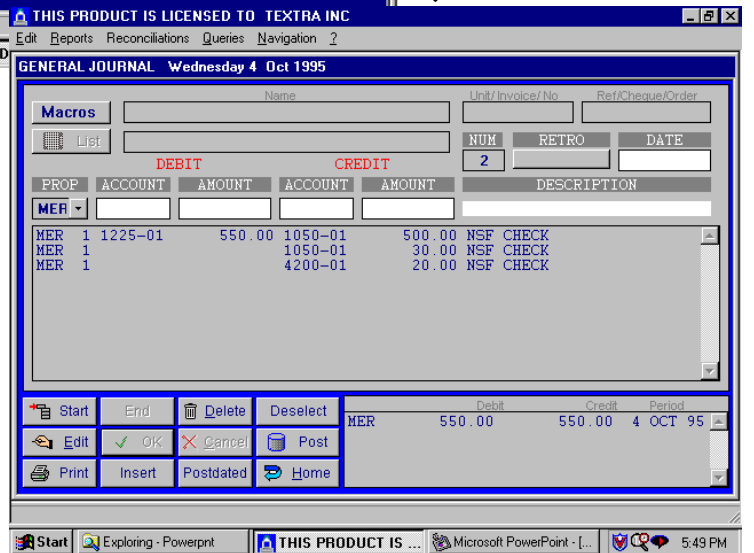
In the General Journal window, click on the Macros button and select a Macro you want to run.

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 you General Ledger with the corresponding transactions. You 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.
- Income Statement Format 3 - Actual, Budgeted, Variance, and the Last Year values for the current and Year-To-Date periods separately.
- Income Statement Format 4 - 12 months of Actual and Budgeted values with a projected Year-End results.
- Trial Balances.
- Journal of Income.
- Journal of NSF Checks.
- Journal of Tenant Invoices.
- Journal of Tenant Payments.
- Journal of Interest on Security Deposits.
- Journal of Invoices Payable.
- Journal of Checks Payable.
- Journal of Manual Checks.
- Journal of Recurring Charges and Mortgages.

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)