

Basic Training Seminar Topics

DAY ONE

Typical Month - quick run thru
Logon & Keyboard
Help – exercise
Setting up Tables – exercise
Profiles – exercise
Notes - exercise
Monthly Procedures – exercise
History

DAY TWO

AR Review
Security Deposits - exercise
AP - exercise
GL - Exercise
Advanced AR
Reports & Mailings
Advanced Exercises - History, GL
Maintenance

Advanced Training Seminar Topics

How to identify and fix incorrect transaction posting
Shortcuts when posting tenant payments
Creating the best statements for your owners
How to and How not to
Auditing before an audit
Tips on streamlining property management tasks
Using ACH

Exercises on:

Navigation

Owner Distribution checks
Tenant Statements/Late Fees
Rent Credit
Notes
System Security
Bank Reconciliation
audit
Security Deposits

Advanced Scheduling
Categories
Internet Publishing
Section 8
Notes - Active and Recurring
Documentation
Exporting to a PDA