

For Rental Management Database - Overview

The *For Rental Management* database assists organisations, groups and individuals manage their client and property rental details..

Components of the *For Rental Management* database include:

- Clients - general details, commitments, payments and case notes.
- Properties - general details, reflection of rental detail, maintenance.
- Commitment Preparation - specialised screen for quick preparation of recurring commitments.
- Banking - specialised screen for the preparation and closure of daily/periodic banking.
- Associates - associated contacts and their relevant details.
- Reporting - clients, properties, contacts, rentals (commitments, payments, etc) and banking.

The screenshot displays the 'For Business Management' software interface. On the left is a navigation menu with options: Clients, Properties, Rental Payments, Rental Commitments, Associates, Reminders, Login, Defaults, Data File Management, Introducing, and Exit. The main area shows a 'Clients List' table with columns: Client, Phone, Mobile, Status, Notification, Suburb, and Not. The table contains two entries: '_NEW: , Sample' and '_OLD: , Sample'. Below the table is a 'Client Search' section with fields for 'Acc. Status' (set to 'All'), 'Suburb' (set to 'All'), and 'Notes'. A 'Client Details' window is open, showing fields for Title, First Name, Last Name, Salutation, Status, Current Property, Contact Preference, Phone, Mobile, Fax, Email, Membership No., Membership, Date Joined, Physical Address, and Postal Address. The Physical Address section includes Office/Apartment, Street, Suburb, State, Post/Zip Code, and Country (Australia). The Postal Address section includes Postal 1, Postal 2, Suburb, State, Post/Zip Code, and Country (Australia). At the bottom of the Client Details window, there are buttons for 'Establish Follow-on Record', 'Lists', 'New', 'Help', and 'Close'. The status bar at the bottom indicates 'Record: 1 of 2' and 'Unfiltered Search'.

Payment Management

Rental Payments List

Payment Date	Client	Property	Payment Type	Payment Amount	Banked Date	Commitment	Select
30/10/2012			Not Defined	\$0.00			<input type="checkbox"/>

Search String:

Between: 30/09/2012 and: 30/11/2012

Client: 0

Property:

Banking:

1. Display All Un-banked Payments:
2. Select All Un-banked Payments:
3. De-select those not required, then PRINT:
4. Update selected Payments with the Date: 30/10/2012

Client Statement

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Statement Period:

From: Monday, 1 October 2012
To: Wednesday, 31 October 2012

Statement For:

N/A Sample

Statement From:

The Primary User
Street Address, Suburb State Postcode
Phone: Ph Number, Fax: Fax Number
Email: Your email Account

Balance Prior to this period: \$500.00

Statement Details:

Date	Item	\$Commitment	\$Paid	Receipt #
30/09/2012	Totals Prior to Statement	\$500.00		
30/10/2012	Payment: Bank Deposit - Thank You.		\$150.00	1034
30/10/2012	Rent Due	\$250.00		
This Month's Totals:		\$250.00	\$150.00	\$100.00
Balance Owing:				\$600.00
End of Period Totals:		\$750.00	\$150.00	

Benefits of the *For Rental Management* Database:

The *For Rental Management* database:

- Enhances compliance and risk management.
- Reduces stress on management and administration.
- Saves time by keeping information in one central location.

System Requirements

- Pentium PC or better (with mouse)
- 256mb RAM or better (depending on your version of Microsoft® Access)
- Super VGA Monitor running at 800x600 resolution and 16 colours or more
- 20mb or more free hard drive space (not including the space required for Microsoft® Office or Microsoft® Access)
- Microsoft® Windows 98 or later
- Microsoft® Access 2000 or later