Advantos BackOffice Application(s)

A Sub-set of Features

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Revision Date:

30 September 2013

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Notes on This Document

Document Versions

This document is updated very frequently. If you are in possession of more than one version, you can tell which is the most recent version by comparing the revision date on the cover page and in the footer of each page. In order to determine if you have the *current* version, check with:

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The last section of this document titled *Revision History*, shows a list of release dates and a brief description of significant changes made at each release.

Document Changes

Changes to the content of this document will be noted using the standard document annotation conventions supported by Microsoft Word. Changes fall into one or more of the following four categories:

1. **Additions** will be underlined.
2. ~~**Deletions** will be lined out.~~
3. **Changes in font or paragraph format** will not be highlighted.
4. **Moved text** will also not be highlighted.

In the case of additions and deletions, a revision bar will appear in the document margin (as shown against items 1 and 2, above) to the left of the paragraph that contains the change. (The revision bar may print in the *right* margin rather than the left, depending on how certain options are configured at the time you print the document.)

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1. Open the **Tools** menu.
2. Select the **Revisions...** option.
3. In the Document Revisions group box, choose an appropriate option. **Accept All** will remove all the annotations and produce a clean copy of the document that can then be printed. You can also use the **Review** button to review individual changes without having to search them out.

Office 97 or later (Word 97, 2000, 2003, 2007, etc.):

1. Open the **Tools** menu.
2. Select the **Track Changes** flyout menu.
3. Select the **Accept or Reject Changes...** option.

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In either case, if you save the document after accepting the changes, you won't be able to produce an annotated version again.

These five environment variables are needed for the Advantos ERP BackOffice application. In addition, the following are the environment variables used by the Advantos ERP BackOffice application.

Overview

The Advantos Enterprise BackOffice (ABO) application provides a wide array of accounting and management tools to ensure accounting is secure and accurate and management decisions are based on the most up-to-date and accurate data possible

The Hometastic .NET ® Web Portal software, provided by Advantos Systems, Inc., is designed to run on the Windows IIS .NET web server. This application allows access to management and accounting information through web sites for their clients and access through the Web Portal by authorized persons.

Clients of Advantos ERP BackOffice ® are property management companies and departments whose clients are commercial and residential properties. These properties have tenants and owners as clients. Communication between these three entities are accomplished via the Hometastic ® web application.

Enterprise Edition Specification

Before you can begin to compare enterprise software solutions it is important to understand the features and functionality available to help you run your property management business.

One of the primary benefits of the Advantos Enterprise BackOffice ® application is it updates all accounting records with each process; e.g. you can prepare checks in a single batch for all properties in your portfolio.

Another advantage is all reporting is done by properties within your portfolio. For instance, you can get any report for any one more property in your portfolio in a single request.

Another advantage with our applications is the ability to get enhancements quickly when it is a feature that is popular with our client base.

Accounting and Financial Management Components

Owner Receivables/Collections
- Automated lockbox with bank of choice. ✓**yes.**
- Direct integration with banking system. ✓**yes.**
- Automatic cash receipts with wand or check scanning equipment. ✓**yes (using bank equipment).**
- Coupons, invoices, statements, late notices, email. ✓**yes.**
- Delinquency reporting with user-definable collection notes. ✓**yes.**
- Owner collections with tracking of notes/promises/reminders. ✓**yes.**
- Assessment and special assessment increases. ✓**yes.**
- Lien and foreclosure processing including payment plans. ✓**yes.**

Supporting Services
- Corporate accounts receivable ✓**yes.**
- Property management payroll ✓**yes.**
- Integration with service providers and banks ✓**yes.**
- Job cost tracking and billing ✓**yes.**
- Special data transfers are available for delinquencies and violations. ✓**yes.**

Accounting

General Ledger
- o Journal Entries ✓ *yes.*
- o Recurring Entries ✓ *yes.*
- o Budgets ✓ *yes.*
- o Automated mgmt & financial stmt production across portfolios ✓ *yes.*
- o Overheads ✓ *manual.*
- o Allocations ✓ *yes.*
- o Consolidations ✓ *yes.*

Accounts Payable
- o Invoices ✓*yes.*
- o Recurring Invoices ✓*yes.*

- o   Check security ✓*yes.*
- o   Check signature management ✓*yes.*
- o   Vendor History ✓*yes.*
- o   Integration with Purchase/Work Order module ✓*yes.*
- o   Image Integration ✓*yes.*

Accounts Receivable
- o   Generic receivables for corporate books ✓*yes.*
- o   Auto-billbacks for mgmt fees ✓*yes.*
- o   Automatic corporate reimbursements ✓*yes.*

Payroll
- o   Multiple federal tax ID numbers ✓*yes.*
- o   Multiple state tax calculations ✓*yes.*
- o   Multiple property expense distributions ✓*yes.*
- o   Integration to General Ledger ✓*yes.*
- o   Direct deposit ✓*yes.*

Purchase/Work Orders
- o   Integration with accounts payable ✓*yes.*
- o   Multiple approval levels ✓*yes.*
- o   Reporting by Property ✓*yes.*

Owner Distributions
- o   Processing property distributions by investor ✓*yes.*
- o   Track and report distributions and contributions ✓*yes.*
- o   Support for 1099s ✓*yes.*

Job Cost Tracking
- o   Integration from accounts payable and payroll ✓*yes.*
- o   Track revenue and costs by job ✓*via G/L.*
- o   Estimate tracking ✓*yes.*
- o   Integration to general ledger and accounts receivable ✓*only G/L.*

Miscellaneous Components

Management Reports
- Reports are available for electronic generation of Board reporting packages across all modules and all properties. ✓*yes.*
- Reports are selectable for any one or many properties. ✓*yes.*
- Reports have multiple versions to highlight various aspects of financial information. ✓*yes.*

MICR and OCR-A Fonts
- MICR check-writing is available for all checks. ✓*yes.*
- OCR-A fonts are used by bank scan lines on statements. ✓*yes.*

Data Transfer
- User-definable data transfers are available to Excel. ✓*yes.*
- Special data transfers are available for delinquencies and violations. ✓*yes.*

Budgeting
- Automatic updating of budgets to general ledger reporting. ✓*yes.*
- Multiple budgets accdross cost centers. ✓*yes.*
- Auto populate prior year analysis. ✓*yes.*
- Data transfer capabilities to Excel. ✓*yes.*
- Month-to-month income to expense analysis. ✓*yes.*

Job Cost Tracking
- Integration from accounts payable and payroll. ✓*yes.*
- Track revenue and costs by job. ✓*yes.*
- Estimate tracking. ✓*yes.*
- Integration to general ledger. ✓*yes.*

Delinquency Management
- Collection management and integration with Microsoft Office. ✓*yes.*
- Automated email statements. ✓*yes.*
- Estimate tracking. ✓*yes.*
- Integration to general ledger. ✓*yes.*