

PMAS

submission to:



JOURNAL OF

PROPERTY

MANAGEMENT'S

Survey of Property Management *and* Accounting

real estate information solutions @

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PMAS SOFTWARE FEATURES MATRIX

Yes No

1.0 Property Management: Property/Units				
1.01	Multiple buildings per property	X		
1.02	Multiple floors per building	X		
1.03	Multiple units per floor	X		
1.04	User-defined building type	X		
1.05	User-defined unit type	X		
1.06	Unit information including square footage and unit characteristics.	X		
1.07	Property information including square footage and property characteristics	X		
1.08	Track inventory of units	X		
1.09	Memo or text fields for property descriptions and features	X		
1.10	Track fluctuations in square footage including beginning and ending effective dates	X		
1.11	Supports unit splits and expansions with complete audit trail	X		
1.12	Track partner information	X		
1.13	Space planning and reconfiguration tools			X
2.0 Property Management: Tenant Information				
2.01	On-line tenant information	X		
2.02	Master tenant database	X		
2.03	Multiple tenant contacts	X		
2.04	Alternate tenant address	X		
2.05	Classify a tenant as inactive and prevent future activity	X		
2.06	Reference tenants to each other	X		
2.07	Tenant transaction history	X		
2.08	Tenant change audit trail	X		
2.09	Future tenant tracking	X		
2.10	Property tax data base and functionality	X		
2.11	Parent tenant capabilities	X		
2.12	DBA tenant reporting and tracking	X		

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Yes No

3.0 Property Management: Lease Tracking			
3.01	Generate confirmation of business terms	X	
3.02	Prospective tenant database including name, address, phone, & key contacts	X	
3.03	Track financial information related to the deal	X	
3.04	Automated lease approval process	X	
3.05	Generate lease documents	X	
3.06	Track all lease revisions	X	
3.07	Interface or integrated with "main" lease file	X	
4.0 Property Management: Lease Information			
4.01	Track multiple lease dates (Up to 4)	X	
4.02	User-defined lease types	X	
4.03	Lease-specific activity based on lease type	X	
4.04	12 month project vacancy listing	X	
4.05	Specific fields to track options, exclusions, restrictions, etc.	X	
4.06	Holdover/ Month to Month Tenants	X	
4.07	Occupancy cost inquiry	X	
4.08	Charge type inquiry by tenant	X	
4.09	Leasee capabilities	X	
4.10	Sublease functionality	X	
5.0 Property Management: Transaction Processing			
5.01	User defined billing frequencies	X	
5.02	User definable charge types	X	
5.03	Bill tenants on a recurring basis	X	
5.04	One-time tenant charges	X	
5.05	Mass rent change function	X	
5.06	Prorates rent for move-ins and move-outs	X	
5.07	Rent concessions	X	
5.08	Abated rent	X	

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		Yes	No
5.09	FASB 13	X	
5.10	Ability to suspend charges	X	
5.11	Escrow billings (CAM)	X	
5.12	Generate receivable or payable transactions	X	
6.0 Property Management: On-Site Systems			
6.01	Special on-site module	X	
6.02	On-site receipts function	X	
6.03	On-site payable function	X	
6.04	Automatically update on-site system with home office data	X	
6.05	Automatically transmit new transactions to home office	X	
6.06	Special proprietary communications / update system	X	
7.0 Property Management: Cash Receipts			
7.01	Open item accounting	X	
7.02	On-demand posting to G/L	X	
7.03	Unapplied cash function	X	
7.04	Automatic write off capabilities		X
7.05	Global write off capabilities		X
7.06	Reclassify tenant payments	X	
7.07	Bank deposit slip function	X	
7.08	Lockbox capabilities	X	
7.09	Specific credit and collections functionality		X
7.10	Tenant dispute tracking		X
7.11	Security deposits as liabilities	X	
7.12	Security deposit interest function	X	
7.13	Collection module - with comments, ranking, and classification codes	X	
7.14	Cash forecasting module	X	
7.15	Foreign currency		X
7.16	Automated clearing house (ACH -- electronic banking)	X	
7.17	Automated bank reconciliation	X	

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			Yes	No
	7.18	Track temporary/ "one-time" income with no associate lease	X	
8.0 Property Management: Late Charges and NSF				
	8.01	On-demand / automatic late charge calculation	X	
	8.02	Ability to waive late charges	X	
	8.03	Automatically generate an invoice with late charges	X	
	8.04	Non-sufficient fund functionality	X	
	8.05	Non-sufficient fund fees	X	
	8.06	Delinquency and aging indicators and reports	X	
	8.07	Customizable late notice and late fee functionality	X	
9.0 Commercial Property: CPI Escalation				
	9.01	Calculate CPI rent increase	X	
	9.02	Minimums and maximums on CPI increase	X	
	9.03	Maintains multiple CPI tables	X	
	9.04	Ability to waive CPI increase	X	
	9.05	Handle retroactive CPI adjustments	X	
	9.06	Specify base year	X	
10.0 Commercial Property: Percentage Rent				
	10.01	Calculate monthly, quarterly, semiannual, and annual	X	
	10.02	Supports multiple breakpoints	X	
	10.03	Handles multiple product lines per tenant	X	
	10.04	Track SIC code information	X	
	10.05	Delinquent sales report list	X	
	10.06	Track ICSC sales information	X	
	10.07	General receivable or payable transactions	X	
11.0 Commercial Property: Sales Information				
	11.01	Forecast sales	X	
	11.02	Multiple sales report types	X	

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		Yes	No
11.03	Variable reporting periods by lease	X	
11.04	Report on comparable and non-comparable sales	X	
11.05	User defined comparable sales classifications	X	
11.06	Inquiry on sales by parent, DBA, and tenant	X	
11.07	Track sales not utilized for billing purposes	X	
12.0 Commercial Property: Pass-thru Billings			
12.01	Automatic generation of invoice and letter	X	
12.02	Retrieves detailed expense data invoiced and/or received	X	
12.03	Supports multiple square footages in calculation	X	
12.04	Handle retroactive pass-thru billings	X	
12.05	Year-end reconciliation between actual and estimated expenses	X	
12.06	Multiple CAM "pools" in same properties	X	
12.07	Lease can reference specific CAM pools	X	
12.08	CAM recoveries estimate program, for use in monthly accruals & budgeting	X	
12.09	Override square footage information	X	
12.10	User defined calculation based upon unit type and lease	X	
12.11	Generate receivable or payable transactions	X	
12.12	CAM audit capabilities for leasee	X	
13.0 Residential Specific			
13.01	Automated two-way interface between remote site and home office	X	
13.02	Waiting list management	X	
13.03	Vehicle database	X	
13.04	Rental application/ agreement printing	X	
13.05	Rent-control functionality		X
13.06	Associate management functionality	X	
13.07	Co-op functionality	X	
13.08	On-line critical date tracking	X	
13.09	Rent increase by unit type	X	

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		Yes	No
	13.10 Remote entry of payables with centralized approval capabilities	X	
14.0 HUD Functions			
	14.01 Interface to third-party HUD program		X
	14.02 Add-on HUD module	X	
	14.03 Income limits tables	X	
	14.04 Re-certification notice	X	
	14.05 HUD 50059 form	X	
	14.06 HUD 52670 forms	X	
	14.07 HUD-compliant tenant tracking and reporting	X	
	14.08 Income tax credit functionality	X	
15.0 Work Order			
	15.01 Interface to third-party module		X
	15.02 Interface to an inventory module	X	
	15.03 Generate a pass-through expense to property management for reimbursable items	X	
	15.04 Generate recurring work orders for routine maintenance	X	
	15.05 Designate a work order as recoverable or non-recoverable	X	
	15.06 User defined work order status	X	
	15.07 User defined work order types	X	
	15.08 User defined priority codes	X	
	15.09 Establish 'model' work orders with budgets	X	
	15.10 Track work order activity for a specific unit / tenant	X	
	15.11 Track accounts payables activities associated with a work order	X	
16.0 General Ledger: Overall			
	16.01 Interface to third-party general ledger program		X
	16.02 Supports multiple entities	X	
	16.03 Track cash and accrual transactions for a given property	X	
	16.04 Retain unlimited historical information	X	

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		Yes	No
16.05	Automated interface to other subsystems	X	
16.06	Data transfer from subsystems in detail or summary	X	
16.07	On-line inquiry with drill down capability to a lease also to vendor data	X	
16.08	Maintain multiple chart of accounts	X	
16.09	User-defined coding structure	X	
16.10	Supports tracking of statistical information	X	
16.11	Mass account number maintenance capabilities	X	
16.12	Designate accounts as inactive or non-posting	X	
16.13	Transaction import and export capabilities	X	
16.14	Prevent transaction posting to future or prior periods	X	
16.15	Specific partnership reporting functionality	X	
17.0 General Ledger: Transaction Processing			
17.01	Uniquely identifies each transaction processed	X	
17.02	Automatic recurring journal entries	X	
17.03	Automatic reversing entries	X	
17.04	Automatic intercompany transactions	X	
17.05	Transaction entry in batch or real time mode	X	
17.06	Identifies source of intercompany transactions	X	
18.0 General Ledger: Budgeting			
18.01	Accommodates budget variance reporting	X	
18.02	Budgets by property or tenant	X	
18.03	Tracks multiple revisions to the budget	X	
18.04	Budget forecasting	X	
18.05	Budget by tenant	X	
18.06	Multiple budgets (for updates by quarter)	X	
18.07	Generate budgets/ forecasts based upon lease information	X	
18.08	Track budget information by unit	X	
18.09	Track budget information by lease	X	

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		Yes	No	
	18.10	Occupancy cost information based upon budgeted data	X	
19.0 General Ledger: Consolidations				
	19.01	Consolidate by region	X	
	19.02	Consolidate for a group of properties	X	
	19.03	Partnership reporting functionality	X	
	19.04	User definable financial statement report writer	X	
20.0 Accounts Payable: Invoice Processing				
	20.01	Invoice and vendor holds	X	
	20.02	Single invoice containing multiple companies and properties	X	
	20.03	Void by original invoice date or reversal period	X	
	20.04	Automatically computes discounts based on vendor terms	X	
	20.05	Recurring invoices	X	
	20.06	Enter invoice for future periods	X	
	20.07	Tracks invoice date and general ledger date	X	
	20.08	Invoice entry lookup capabilities	X	
	20.09	Override cash account during invoice entry	X	
	20.10	Unlimited number of distribution lines	X	
	20.11	Automatic intercompany journalizing	X	
21.0 Accounts Payable: Check Writing				
	21.01	Interface to third-party MICR program		X
	21.02	MICR check capabilities	X	
	21.03	Supports laser printer	X	
	21.04	User-controlled selection of open invoices for payment	X	
	21.05	Multi-property disbursements on one check	X	
	21.06	Ability to specify alternative payee	X	
	21.07	Partial payment capabilities	X	
	21.08	Print checks in alpha-sort order	X	
	21.09	Manual check function	X	

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		Yes	No
21.10	Automated bank reconciliation via bank tape	X	
22.0 Accounts Payable: Vendor Maintenance			
22.01	Single vendor master file	X	
22.02	Vendor sort by vendor name or vendor number	X	
22.03	Track vendors by business type	X	
22.04	Allow vendor holds	X	
22.05	Classify a vendor as inactive and prevent future activity	X	
22.06	One-time vendor transactions	X	
22.07	Selectively delete vendor history	X	
22.08	Print 1099s separately based upon vendor attributes	X	
22.09	Print 1099s separately based upon entity/ company	X	
22.10	1099 magnetic media filing	X	
22.11	Produces a pre-1099 report for editing before 1099s are produced	X	
23.0 Job Cost Module			
23.01	Allows reporting of jobs separately by project	X	
23.02	Ability to consolidate all projects within one property through reporting	X	
23.03	Ability to accumulate all development costs and analyze amounts billable	X	
23.04	Estimates projected final costs	X	
23.05	Full integration with general ledger	X	
23.06	Job budgeting: ability to create original budget and change orders	X	
23.07	Ability to examine detailed transactions representing total costs for each job phase	X	
23.08	Has pre-defined reports to enable quick determination of job status and profitability	X	
23.09	Interfaces with other subsystems (e.g. AP, fixed assets, payroll, contract mgmt., etc.)	X	
24.0 Asset Management			
24.01	Asset management capability integrated with property	X	

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Yes No

	management		
24.02	Asset purchase / retention / disposition decision analysis	X	
24.03	Risk and return-on-investment analysis functionality	X	
24.04	Regional and local economic analysis features	X	
24.05	Portfolio and property-specific performance reporting	X	
24.06	Historical portfolio performance, trend analysis, and forecasting reports	X	
24.07	Industry-specific property analysis (I.e. industrial, office, retail, etc.)	X	
24.08	Asset distinction by geographic, property type, and life cycle parameters	X	
24.09	Lease structure diversification (i.e. credit, duration, value, etc.)	X	
24.10	Reports of property appreciation, capital costs, and finances	X	

25.0 Contract Management Module

25.01	Ability to view contract costs on a line item by line item basis or as a lump sum	X	
25.02	Ability to create different types contracts (e.g. development, project related, P.O.s)	X	
25.03	Flexibility in creating next numbering scheme	X	
25.04	Complete tracking of contract change orders	X	
25.05	Ability to track retaining withheld from billings	X	
25.06	Ability to create contracts that are valid for each project	X	
25.07	Ability to have date sensitive pricing on contracts		X
25.08	Ability to create have single or multiple jobs per contract	X	

26.0 Fixed Assets Module

26.01	Complete asset setup with descriptions and initial costs		X
26.02	Complete asset history with acquisition dates, additions, improvements, disposals		X
26.03	Calculates / tracks depreciation expense, dates, acc. depreciation, net asset value		X
26.04	Supports multiple depreciation methods		X
26.05	Supports depreciation on tax basis, book value, ACE, or other methods		X

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		Yes	No
26.06	Provides audit trail and user security for data entry		X
26.07	Reports on asset description, history, depreciation, value, remaining life, etc.		X
26.08	Supports inquiry functions for fundamental fixed asset data		X
26.09	Records and classifies gains and losses upon disposition		X
26.10	Automated interface to G/L for posting and reconciliation		X
26.11	Interface to third party fixed assets system	X	
27.0 Payroll Module			
27.01	Electronic time management system (versus paper timesheets and/or time clocks)	X	
27.02	Interfaces with external electronic payroll service bureaus	X	
27.03	Interfaces with automated payroll direct deposit systems	X	
27.04	Interfaces with accounts payable, job cost, and general ledger systems	X	
27.05	Reports labor statistics, attendance, benefits, salaries, wages, hours, turnover	X	
27.06	Labor costs distributed to individual jobs, projects, departments, or divisions	X	
27.07	Tax rates tables supported for federal, state, county, and city schedules	X	
27.08	Maintains employee identification, history, status, adjustments, benefits, codes	X	
27.09	Interface to third party payroll system		X
28.0 Purchase Order Module			
28.01	Record quantities, prices, terms, order and delivery dates, etc.	X	
28.02	Track ordering department, delivery status, and vendor/buyer communication	X	
28.03	Interfaces with approved vendor files	X	
28.04	Interfaces with contract management module	X	
28.05	Interfaces with accounts payable module	X	
28.06	Interfaces with inventory module	X	
28.07	Track P.O. commitments contracts	X	
28.08	Record authorized signatures for P.O. approval	X	

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		Yes	No
28.09	Invoice and P.O. matching	X	
28.10	Purchase order funds and/or new order summary reporting	X	
29.0 Contact Management Module			
29.01	Inquiry tracking	X	
29.02	Follow-up marketing material	X	
29.03	Appointment tracking	X	
29.04	Sales associate to inquiry assignment	X	
29.05	Referral tracking	X	
30.0 Letter and Mailing Module			
30.01	Automated letter module for customized vendor and tenant letters	X	
30.02	Mail merge capability of form letters to address database	X	
30.03	Prints to self-mailing billing envelopes with enclosed forms	X	
31.0 Leasing / Sales Office Management Module			
31.01	Customizable leasing commission schedule with threshold and YTD rates		X
31.02	Customizable leasing personnel resume database		X
31.03	Leasing history tracking for compensation and awards		X
31.04	Leasing agent activity reporting		X
32.0 Leasing Presentation and Market Analysis Module			
32.01	Customizable leasing presentation and marketing brochures	X	
32.02	Screen displays of property photos, floor plans, area maps, or leasing personnel	X	
32.03	Virtual property tours through screen property images	X	
32.04	Prospect, client, and target market demographics	X	
32.05	Databased marketing functionality	X	
32.06	Regional / local real estate market analysis	X	

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		Yes	No
32.07	Comparative market analysis module	X	
32.08	Searchable database of properties by price, location, type, amenities, etc.	X	
32.09	Lease activity charting and trend analysis	X	
32.10	Relocation service functionality		X
33.0 General System Functions			
33.01	On-line help	X	
33.02	Field sensitive help	X	
33.03	User definable help information	X	
33.04	Demo data provided with system	X	
33.05	User, date, and time record "stamps"	X	
33.06	Menu option level security	X	
33.07	Field level security	X	
33.08	Company / property security	X	
33.09	Import and export file utility programs	X	
33.10	Screen customization tools	X	
33.11	Training manuals	X	
33.12	User manuals	X	
33.13	On-site training services	X	
33.14	Custom application development services available	X	
33.15	Multiple-office system functionality	X	
33.16	Office-specific screen and data element configuration	X	
33.17	On-site system administration and support capability	X	
33.18	Database of company / office / department personnel and title	X	
33.19	Single-family residential property	X	
33.20	Multi-family residential property	X	
33.21	Funds for operations (FFO)	X	
33.22	GUI interface	X	
33.23	HTML capability	X	
33.24	Planned or existing web or Internet operating environment	X	

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		Yes	No
33.25	Differentiation among retail, industrial, office, and residential properties	X	
33.26	EDI capability		X
33.27	Property Management System Interface (PMSI) for the lodging industry		X
33.28	Audit trail by user, date, and time stamp	X	
33.29	Year 2000 date-change compliance in current versions	X	
33.30	Direct program interface or link with CAD (property / space / tenant / lease)	X	
33.40	Direct program interface with third party discounted cash flow tools	X	
34.0 Report Writer			
34.01	Report writer module	X	
34.02	Report queue	X	
34.03	Interface to spreadsheet package	X	
34.04	Print to file capabilities	X	
34.05	Display reports on screen	X	
34.06	Report management functionality	X	
34.07	Graphic functionality	X	
34.08	Laser printer support	X	
34.09	ODBC-compliant report writer / query tool to external databases	X	
34.10	Real-time, ad hoc queries to native database	X	
34.11	OLE- or DDE-compliance with external software	X	
35.0 EIS / DSS Module			
35.01	System Interfaces to external EIS/DSS systems	X	
35.02	Periodic data extracts may be scheduled to support external EIS/DSS systems	X	
35.03	System has its own EIS/DSS functionality	X	
35.04	OLAP / multidimensional data view tools included in module	X	
35.05	Ad hoc or drill-down data queries	X	

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Yes No

36.0 Database Management System			
36.01	Relational DBMS model	X	
36.02	ODBC-compliant DBMS accessible by third-party reporting tools	X	
36.03	Automated transaction backup and recovery systems	X	
36.04	Batch-scheduled data extract functionality	X	
37.0 System Architecture			
37.01	Client/server or host-based system	X	
37.02	Transaction processor module	X	
37.03	PC-based, mid-range, or mainframe platforms	X	
38.0 Internet & Wireless Architecture			
38.01	Universal real-time access to application	X	
38.02	Platform independence	X	
38.03	Open integration with third-party systems	X	
38.04	Integration with PDA devices		X
39.0 Strategic Partnerships			
39.01	Service Alliances (consulting, development, technology support)	X	
39.02	Technology Alliances (product enhancements)	X	
39.03	ASP Channel Alliances		X
39.04	Platform Alliances (Windows, Oracle, Unix, etc.)	X	
39.05	Product Enhancement Alliances		X