



## Residential Management

A complete property management software package, Residential Management for Sage Timberline Office is an integrated residential solution for tracking, managing and reporting daily site activities while eliminating repetitive and time-consuming tasks.

Integration between accounting applications streamlines and accelerates all of your property management data and helps accurate financial information flow quickly from your properties to your home office. You maintain maximum control over your financial operations. Your on-site managers have all of the tools they need to operate your properties profitably. And Sage Timberline Office frees up the time they need to focus on your priorities: extending top-notch service to residents and leasing vacant units.

Centrally managed at your head office for data integrity and security, you're able to individually grant access permission on a site-by-site basis. Only site-relevant information will be accessible by staff at any given property.

Full integration with Sage Timberline Office accounting software means that data entered into the system at a property generates general ledger transactions and accounts payable invoices from each property.

And, if you need a Tax Credit tracking system for affordable housing, we offer an interface to Classic software. Classic is designed to help you and your site managers monitor your properties for compliance under the requirements of the Tax Credit program. The interface between Residential Management and Classic software

reduces dual entry between two applications and allows the user to track and initiate annual re-certification's for all tenants to give you a streamlined solution for dealing with any affordable housing portfolio.

### Integration equals control

You maintain maximum control over all your financial operations through integration with our accounting software. For example, a cash distribution screen automatically appears if an amount received does not equal the amount due. Integration also gives you the ability to:

- Calculate pro-rates for move-ins, move-outs, and any recurring charges.
- Process resident cash receipts, perform adjustments, and create charges.
- Process special fees such as NSF, three-day notice, and others.
- Enter bulk cash receipts with MICR check scanning.
- Track resident histories from move-in to move-out and view resident ledger from anywhere in the application.
- Fully integrated, Tax Credit tracking system for affordable housing.

### Reporting

You can call up a wide variety of reports to fulfill your leasing, accounting, and auditing requirements. In addition to easily created custom reports, standard available reports include:

- Rent Roll
- Apartment Status
- Lease Expiration
- Aged Delinquency
- Box Score
- Marketing Source
- Move-in and Move-out
- Cash Receipts
- Traffic Summary
- Occupancy/Availability
- Days Vacant

### Easy navigation

Moving around in Residential Management is made simple thanks to graphical icons. To choose a specific screen, select from the following:

- Quick Ledger accesses a resident's ledger.
- Quick Cash Receipts lets you enter payments.
- Quick Calculator pro-rates rents and recurring charges.
- Quick Reports simplifies locating and printing reports.
- Quick Charge lets you enter one-time charges and credits.

## Scanning options

Two available options automate information-gathering and eliminates the possibility of manual keystroke errors.

The check scan option automatically applies resident payments. Using the MICR check reader, information is pulled directly from checks and automatically entered into the system.

A second scanning option lets you obtain personal information directly from a magnetically encoded driver's license or identification card. By swiping the card, the information you need is automatically entered into the system.

**Residential Management** is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.