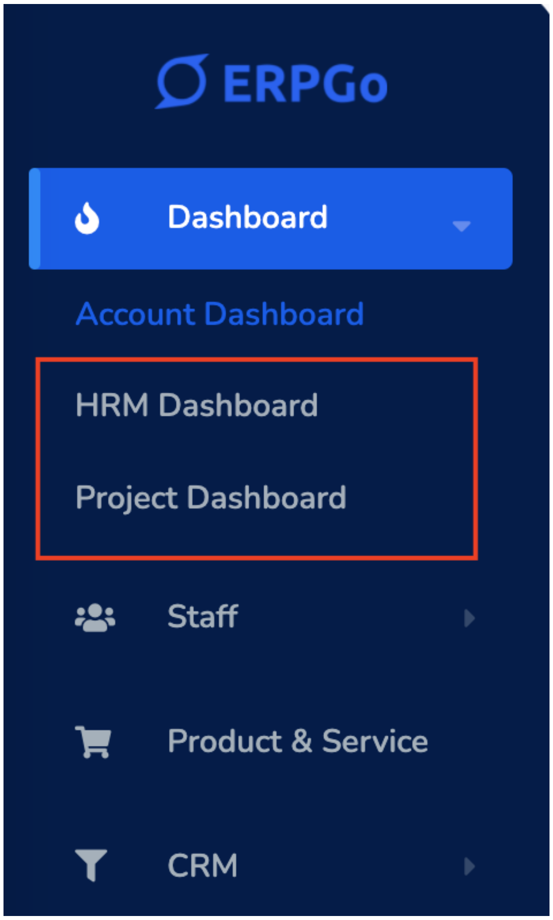
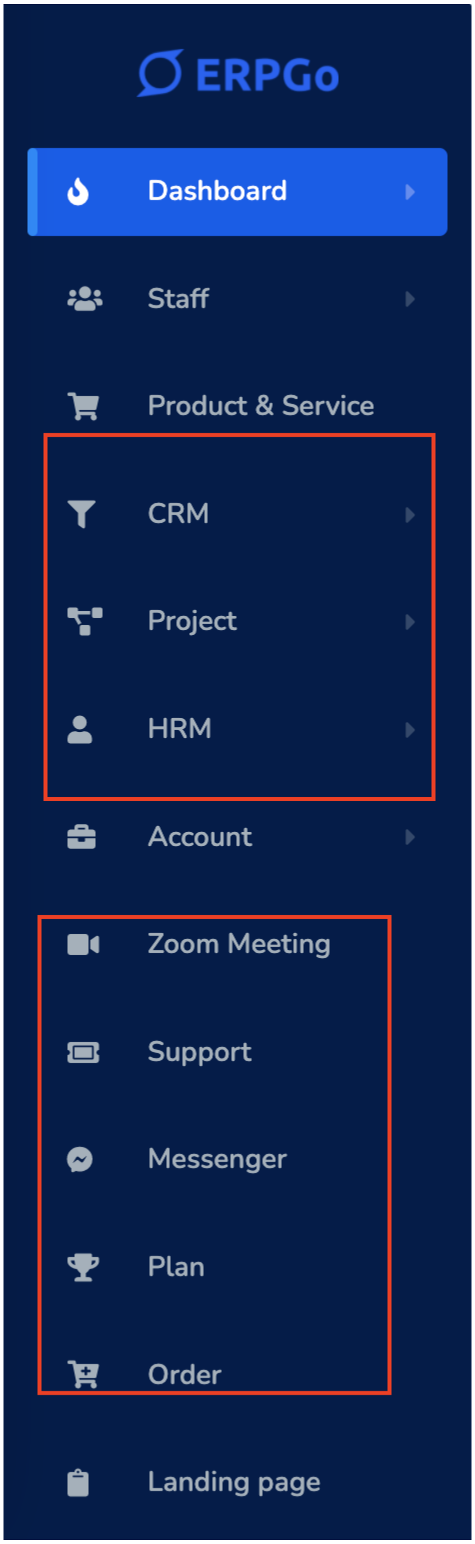
AccountGo Changes

Main Menu

1. Hide the following sub menu items in dashboard: HRM Dashboard and Project Dashboard



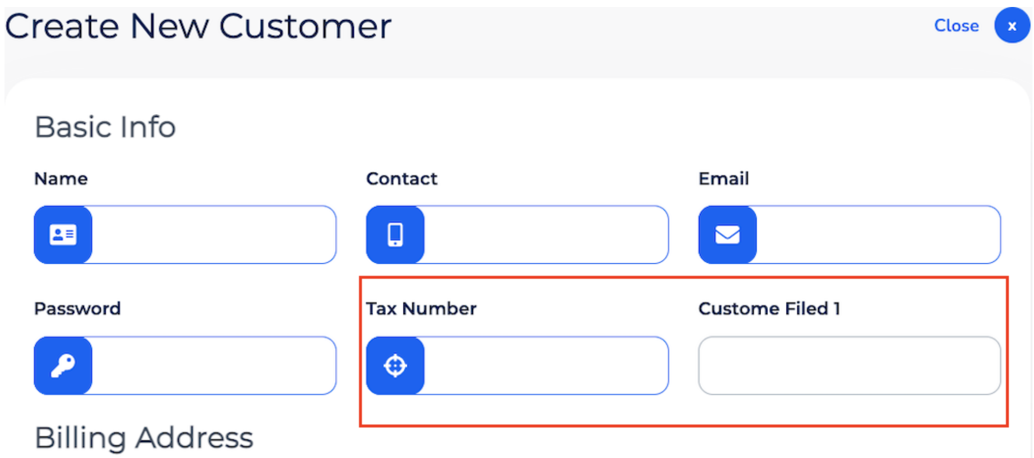
2. Hide these items in the main menu: CRM, Project, HRM, Zoom Meeting, Support, Messenger, Plan, Order.



Tenants Module

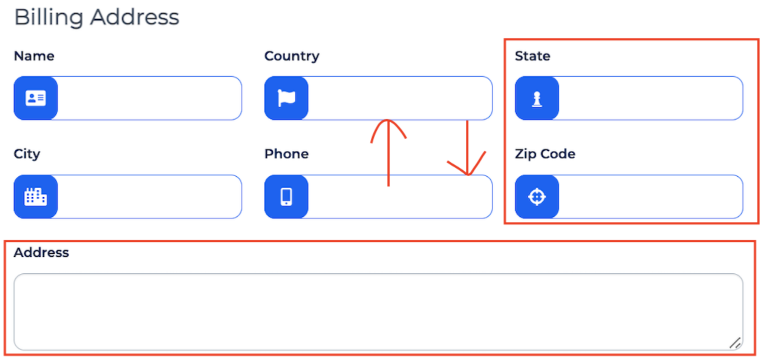
Basic Info section

1. Rename “Customer” to “Tenants”
2. Remove “Tax number” and any other custom fields
3. Add “ID/Passport Number” text field to the right of the “Password” field
4. Add “Occupation” text field after the “ID/Passport Number” field
5. Add “House name” dropdown field below “Password” field
6. Add “House number” dropdown field below “Password” field



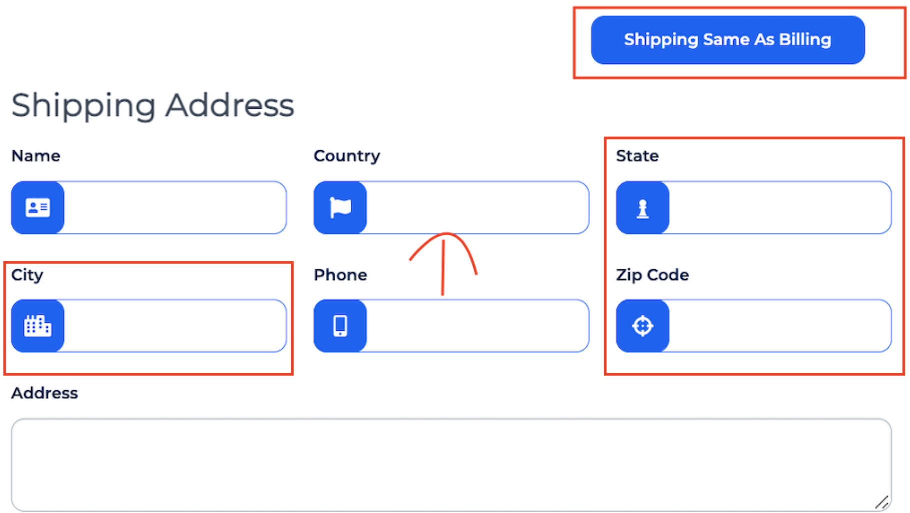
Billing address section

1. Remove “State”, Zip Code” and “Address” fields
2. Move the “Phone” field up and the “Country” field down (switch positions)
4. Make City a drodpown field and **add these values**
5. Pre-fill the “Name” field with the name in the basic info section
6. Pre-fill the “Phone” field with the contact in the basic info section
7. Pre-fill the “House name” and “House number” fields with the house name and house number in the basic info section
8. Ensure all these billing details reflect in the customer invoice



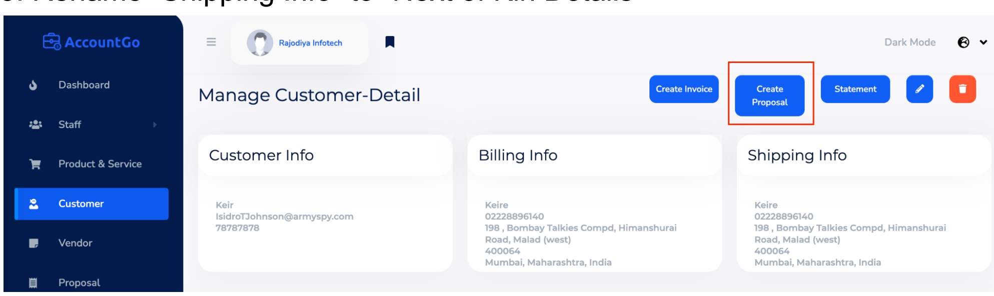
Shipping address section

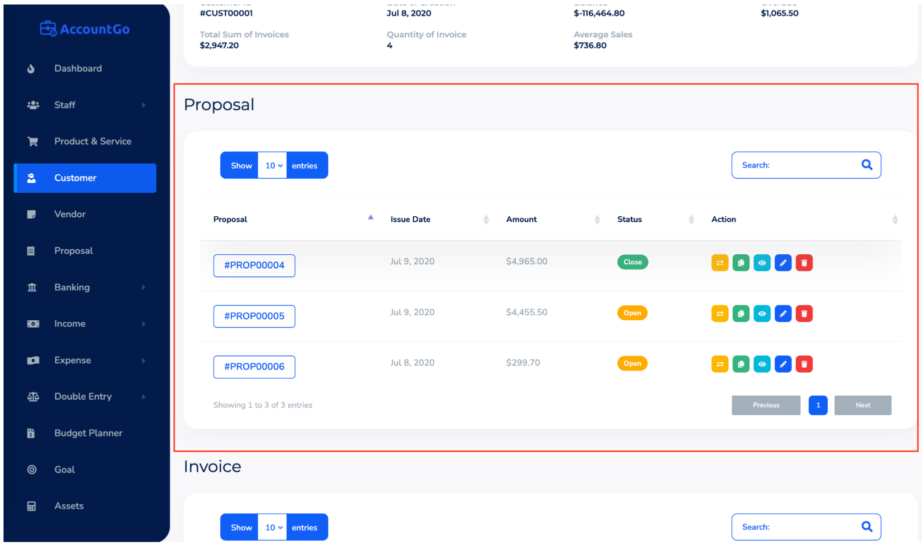
1. Rename section to “Next of Kin Details”
2. Remove “Shipping same as billing” button
3. Remove “State”, “Zip Code” and “City” fields
4. Move the “Phone” field up to where “Country” is and move “Country” field below (switch positions). Make “Country” a dropdown field and default it to “Kenya” as a country.
5. Rename “Phone” to “Contact”



View customer

1. Remove the “Proposals” section
2. Remove the “Create Proposal” button
3. Rename “Shipping Info” to “Next of Kin Details”





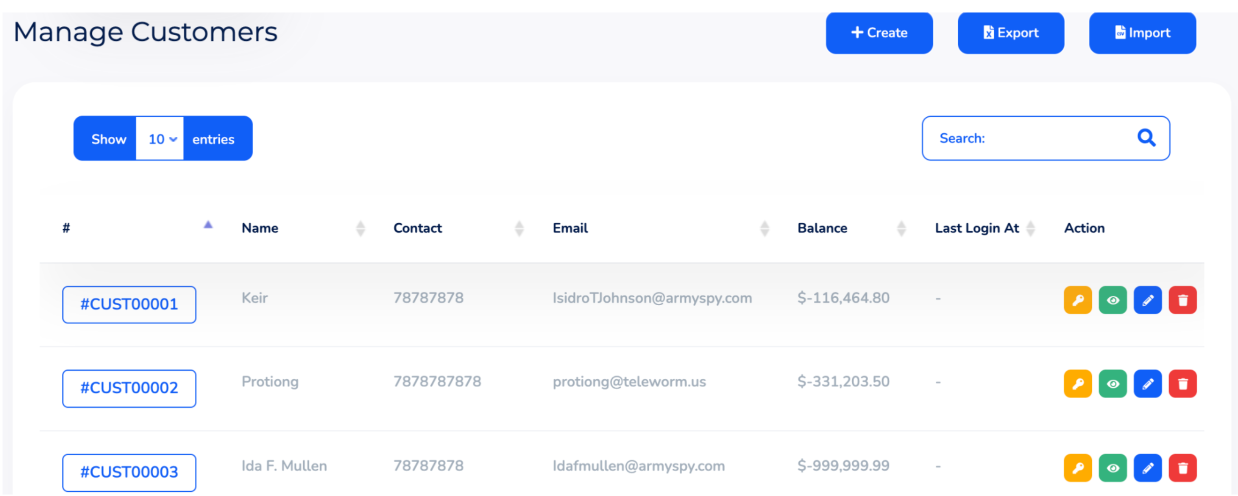
Import/export customer

1. Ensure the import sample csv has the new fields for tenants module
2. Ensure it can be imported successfully
3. Ensure the export can export all details of the tenant successfully

Landlords Module

Add landlords module

1. Add the “Landlords” module in the main menu section below the “Tenants” module
2. Add “Manage Landlords” page similar to the “Manage Customers” page. This is the page that will be loaded when the user selects “Landlords” from the main menu.



Create landlords page

1. This should be similar to the tenants one that you created above.
2. Title of the page should be “Create new Landlord”

Basic Info section

1. Remove “Tax number” and any other custom fields
2. Add “ID/Passport Number” text field to the right of the “Password” field
3. Add “Occupation” text field after the “ID/Passport Number” field
4. Add “House name” text field below “Password” field
5. Add “House number” text field below “Password” field

Shipping address section

1. Rename section to “Beneficiary Details”
2. Remove “Shipping same as billing” button
3. Remove “State”, “Zip Code” and “City” fields
4. Move the “Phone” field up to where “Country” is and move “Country” field below (switch positions). Make “Country” a dropdown field and default it to “Kenya” as a country.
5. Rename “Phone” to “Contact”

Bank account information section

1. Title of section to be “Bank Account Details”. It should be below “Beneficiary Details” section
2. Add “Bank Name” field
3. Add “Bank Branch” field
4. Add “Bank Account Name” field
5. Add “Account Number” field
6. Add “Swift Code” field

Manage landlords page

1. This page will be similar to the manage customers page. It will have the following columns (in order from left to right): “Name”, “Contact”, “Email”, “House name”, “House number”. It will not have the balance column.

View landlord

1. Remove the “Proposals” section
2. Remove the “Create Proposal” button

3. Rename “Shipping Info” to “Beneficiary Details”
4. Add “Bank Account Details” section
5. Invoice section should have the invoices for their properties only
6. The statement should show only invoices for their properties only

Import/export landlord

1. Ensure the import sample csv is similar to that of the customer/tenant and it has the new fields for landlords module
2. Ensure it can be imported successfully
3. Ensure the export can export all details of the landlord successfully

Staff Module

Add staff module

1. Add the “Staff” module in the main menu section as a submenu of “Staff” below the “Role” submenu item. Should be similar to “Role”
2. Add the “Manage Staff” page similar to the “Manage Roles” page. This is the page that will be loaded when the user selects “Staff” from the submenu detailed in point 1 above.

Create staff page

1. When a user selects the “Create” button, a page similar to creating a tenant/landlord page should be displayed.
2. It should have the fields: “Name”, “ID/Passport Number”, “Contact”, “Address”, “NHIF/NSSF Number”, “Role”
3. The “Role” field above should be dropdown field populated with the roles added in the system from the “Role” submenu under “Staff” module.

Manage staff page

1. This should be a table similar to that of the tenants/landlord listing “Name”, “Contact”, “Role”, “Last Login At”, “Action”.

View staff

1. Have the “Staff Info” section that will have all the details of the staff member
2. There will be no “Billing Info” or “Shipping Info”
2. Remove the “Create Proposal” button
3. List a table of the properties assigned to this staff member (if any are assigned). This table should have a list of each property and its details.

Properties Module

Add properties module

1. Rename “Product & Service” menu item to “Properties”

Create property page

1. When the user selects the “Create” button then the page is opened.
2. Should be titled “Create New Property”
3. Remove “SKU”, “Tax”, “Unit”, “Quantity” and “Type” fields
4. Add “Lease Number” field
5. Rename “Purchase Price” to “Rent Amount”
6. Add “Security Deposit” field
7. Add “Late Payment Interest Fee%” field.
8. Add “Water Bill Amount” field
9. Add “Electricity Bill Amount” field
10. Add “House number” field next to “Property Name”
11. Rename “Name” to “Property Name”
12. Add “Floor Number” field
13. Add “Agent” dropdown field. This should be populated with staff whose role is agent
14. Add “Landlord Name” dropdown field. This should be populated with the names of the landlords added
15. Add “Tenant” dropdown field. This should be populated with the names of the tenants added
16. Add “City” dropdown field with the pre-set information

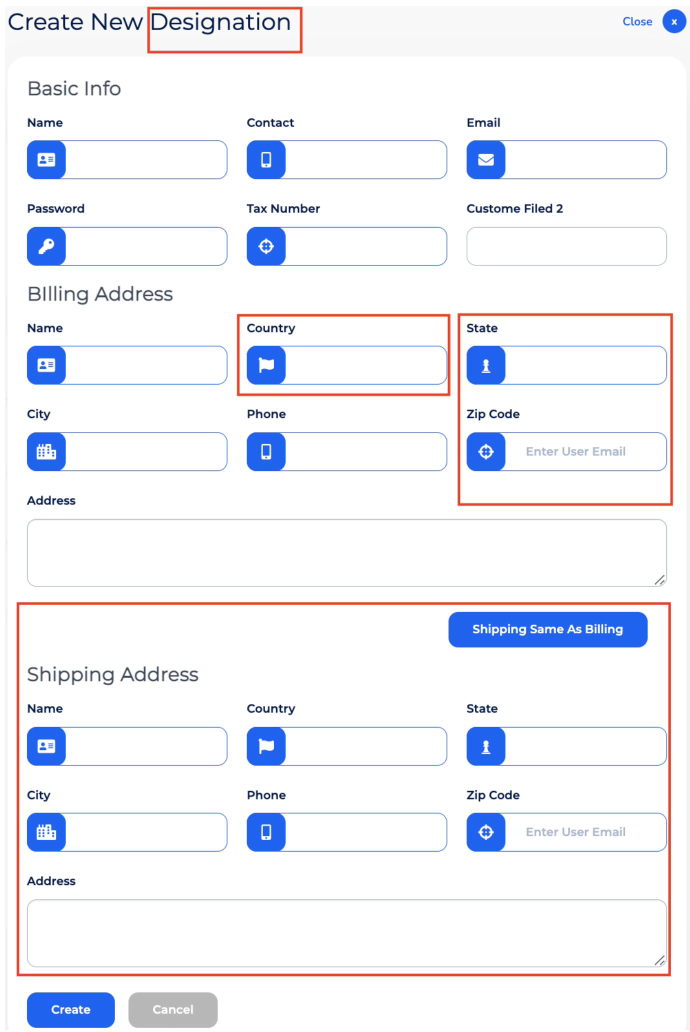
Import/export properties

1. Ensure the import sample csv is similar to that of the customer/tenant and it has the new fields for properties module
2. Ensure it can be imported successfully
3. Ensure the export can export all details of the property successfully

Vendors Module

Create vendor

1. Rename “Create New Designation” menu item to “Create New Vendor”
2. Remove shipping address section, remove shipping same as billing button, remove country, state, and zip code fields



Company information section

1. Replace “Billing Address” section with “Company Information” section. It should be below “Basic Info” section
2. Rename “Name” to “Company Name”
3. Rename “City” to “Company Location”
4. Add “Company Store Name” field

Bank account information section

1. Title of section to be “Bank Account Details”. It should be below “Billing Address” or “Company Information” section
2. Add “Bank Name” field
3. Add “Bank Branch” field
4. Add “Bank Account Name” field
5. Add “Account Number” field
6. Add “Swift Code” field

View Vendor

1. Replace the title and content of the “Billing Info” section with “Company Info” section
2. Replace the title and content of the “Shipping Info” section with “Bank Info” section
3. Ensure the statement reflects the company information in place of the shipping details and it does not have billing details

Import/export vendors

1. Ensure the import sample csv is similar to that of the customer/tenant and it has the new fields for vendors module
2. Ensure it can be imported successfully
3. Ensure the export can export all details of the vendors successfully

Critical Dates Module

Add critical dates module & submodules

1. Add “Critical Dates” menu item between “Vendor” and “Banking” modules
2. Add the following sub menu items:

Tenants
Landlords
Inspection
Court
Auction
Licenses
Tax
NHIF/NSSF
Termination

Tenants SubModule

Manage Tenants Leases Page

1. Add “Manage Tenants Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Create Lease”
3. List all leases and all their details in these columns: “Lease Number”, “Issue Date”, “Expiry Date”, “Renewal Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: active, expired.
6. When editing, the status can be changed to active or expired. Have a status dropdown field that has active, expired

Create lease page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Lease number” dropdown field
3. Add “Issue Date” date field
4. Add “Expiry Date” date field
5. Add “Renewal Date” date field
6. Add “Create” button

Landlords SubModule

Manage Landlords Contracts Page

1. Add “Manage Landlords Contracts Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Create Contract”
3. List all contracts and all their details in these columns: “Landlord Contract Number”, “Start Date”, “Renewal Date”, “Status”, “Action”
4. The actions would be: view, edit and delete.
5. Status would be: active, expired
6. The view action has a file icon where the user can download and view the contract
7. When editing, the status can be changed to active or expired. Have a status dropdown field that has active, expired

Create lease page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Landlord” dropdown field
3. Add “Upload contract” file upload field
4. Add “Start Date” date field
5. Add “Renewal Date” date field
6. Add “Create” button

Inspection SubModule

Manage Inspections Dates Page

1. Add “Manage Inspections Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add Inspection”
3. List all inspections and all their details in these columns: “Property Name”, “House Number”, “Inspection Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: inspected, not inspected
6. When editing, the status can be changed to inspected or not inspected. Have a status dropdown field that has inspected, not inspected

Create inspection dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Property Name” dropdown field
3. Add “House Number” dropdown field
4. Add “Inspection Date” date field
5. Add “Create” button

Court SubModule

Court Dates Page

1. Add “Court Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add Court Date”
3. List all court dates and all their details in these columns: “Property Name”, “House Number”, “Court Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Resolved, Ongoing, Not Attended
6. When editing, the status can be changed to resolved, ongoing, or not attended. Have a status dropdown field that has resolved, ongoing, or not attended

Create court dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Property Name” dropdown field
3. Add “House Number” dropdown field
4. Add “Court Date” date field
5. Add “Create” button

Auction SubModule

Auction Dates Page

1. Add “Auction Dates” page similar to “Manage Invoices” page.

2. Rename “Create” to “Add Auction Date”
3. List all court dates and all their details in these columns: “Property Name”, “House Number”, “Auction Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Auctioned, Ongoing, Not Auctioned
6. When editing, the status can be changed to auctioned, ongoing, or not auctioned. Have a status dropdown field that has auctioned, ongoing, or not auctioned.

Create auction dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Property Name” dropdown field
3. Add “House Number” dropdown field
4. Add “Auction Date” date field
5. Add “Create” button

Licenses SubModule

Licenses Dates Page

1. Add “License Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add License Date”
3. List all court dates and all their details in these columns: “License Name”, “License Number”, “License Issue Date”, “License Renewal Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Active, Expired
6. When editing, the status can be changed to active or expired. Have a status dropdown field that has active or expired.

Create license dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “License Name” dropdown field
3. Add “License Number” dropdown field
4. Add “License Issue Date” date field
5. Add “License Renewal Date” date field
6. Add “Create” button

Tax SubModule

Tax Submission Dates Page

1. Add “Tax Submission Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add Tax Date”

3. List all court dates and all their details in these columns: “Tax Name”, “Tax Number”, “Tax Due Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Due, Not due
6. When editing, the status can be changed to due or not due. Have a status dropdown field that is due or not due.

Create tax submission dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Tax Name” dropdown field
3. Add “Tax Number” dropdown field
5. Add “Tax Due Date” date field
6. Add “Create” button

NHIF/NSSF SubModule

NHIF/NSSF Submission Dates Page

1. Add “NHIF/NSSF Submission Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add NHIF/NSSF Date”
3. List all court dates and all their details in these columns: “Staff Name”, “Type, “Due Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Due, Not due
6. When editing, the status can be changed to due or not due. Have a status dropdown field that is due or not due.

Create tax submission dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Staff Name” dropdown field
3. Add “Type” radio buttons “NHIF” “NSSF”
5. Add “Due Date” date field
6. Add “Create” button

Termination SubModule

Lease Termination Dates Page

1. Add “Lease Termination Dates” page similar to “Manage Invoices” page.
2. Rename “Create” to “Add Termination Date”
3. List all court dates and all their details in these columns: “Lease Name”, “Lease Termination Date”, “Status”, “Action”
4. The actions would be: duplicate, edit and delete.
5. Status would be: Due, Not due

6. When editing, the status can be changed to due or not due. Have a status dropdown field that is due or not due.

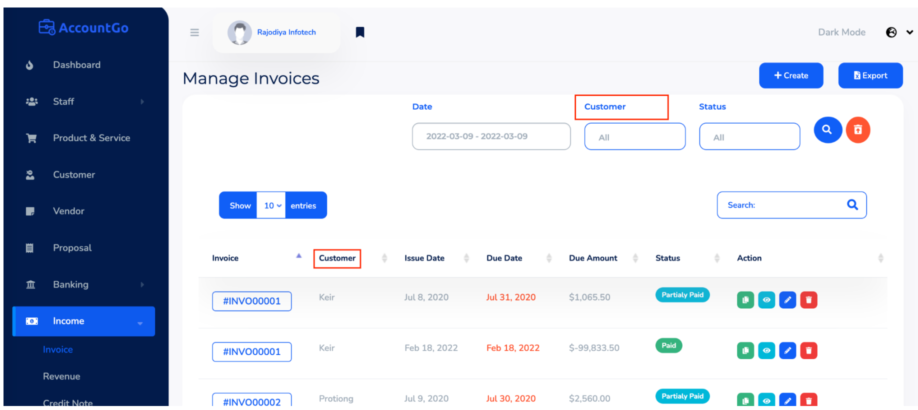
Create lease termination dates page

1. Should be similar to invoice create page without the “Products & Services” section
2. Add “Lease Name” dropdown field
3. Add “Lease Termination Date” date field
4. Add “Create” button

Invoice Module

Manage Invoice Page

1. Rename “Customer” to “Tenant”



Create Invoice Page

1. Rename “Customer” to “Tenant”
2. Remove “Ref Number” and “SKU”
3. Rename “Products & Services” to “Properties”
4. Rename “Add Item” to “Add Property”
5. Align the “Products & Services” columns to those of “Properties” and ensure property details display here when added

Create Automatic Invoices

These invoices are generated every single month automatically on an automatic set date by the user. The total of this invoice will be a summation of the items in this invoice. The items in this invoice will be:

1. Rent Amount
2. Water Bill Amount
3. Electricity Bill Amount
4. Previous bill/invoice arrears
5. Any bills/expenses attached to the specific property/house

Manage and Create Revenue Pages

1. Rename “Customer” to “Tenant”

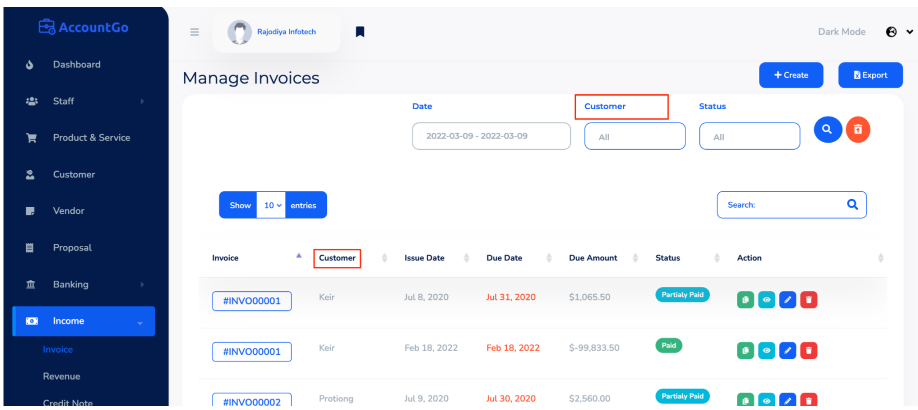
Manage and Create Credit Note Pages

1. Rename “Customer” to “Tenant”

Expense Module

Manage Bill Page

1. Rename “Vender” to “Name”



Create Bill Page

1. Add “Type” radio buttons for: “Vendor”, “Tenant” and “Landlord”. When the user selects “Vendor” then the names in the dropdown are for vendors. When the user selects “Tenant” then the names in the dropdown are for tenants. When the user selects “Landlord” then the names in the dropdown are for landlords.
2. Remove “SKU”
3. Rename “Products & Services” to “Properties”
4. Rename “Add Item” to “Add Property”
5. Align the “Products & Services” columns to those of “Properties” and ensure property details display here when added

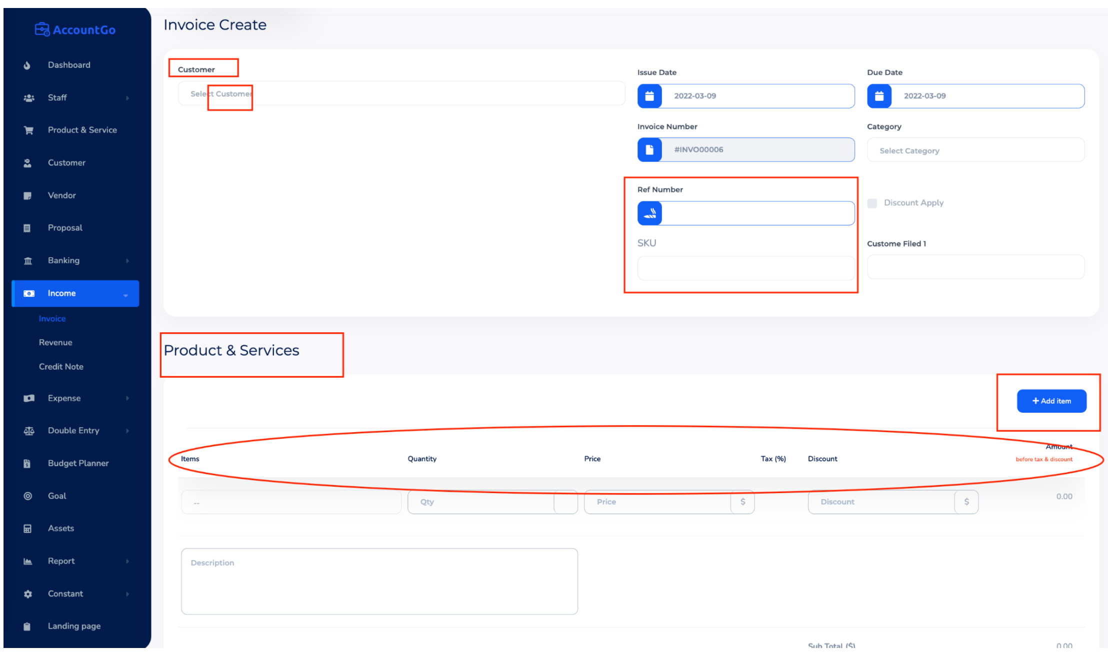
Manage and Create Payment Pages

1. Rename “Vendor” to “Name”
2. In the Create, add “Type” radio buttons for: “Vendor”, “Tenant”, “Agent” and “Landlord”. When the user selects “Vendor” then the names in the dropdown are for vendors. When the user selects “Tenant” then the names in the dropdown are for tenants. When the user selects “Agent”

then the names in the dropdown are for staff whose role are agents. When the user selects “Landlord” then the names in the dropdown are for landlords.

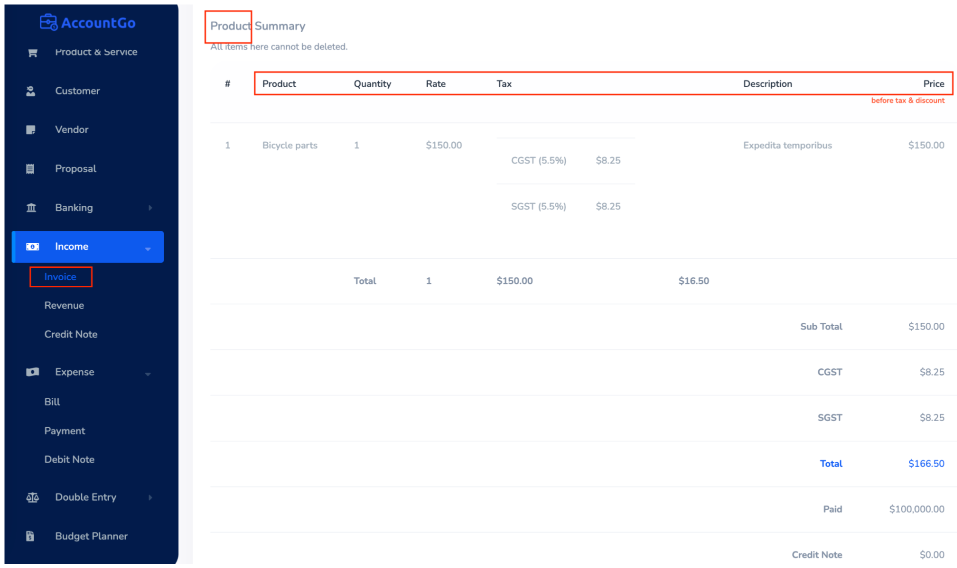
Manage and Create Debit Note Pages

1. Rename “Vendor” to “Name”
2. In the Create, add “Type” radio buttons for: “Vendor”, “Tenant” and “Landlord”. When the user selects “Vendor” then the names in the dropdown are for vendors. When the user selects “Tenant” then the names in the dropdown are for tenants. When the user selects “Landlord” then the names in the dropdown are for landlords.



View Invoice Page

1. Rename “Product Summary” to “Property Summary”
2. Align product summary columns to property details columns
3. Make recurring invoices per month



Reports Module

Reports module changes

1. Rename “Report” to “Reports”
2. In “Invoice Summary” change “Customer” to “Tenant”
3. In “Bill Summary” add filter for “Landlord”, “Tenant” and change “Vender” to “Vendor”. Also add the extra statuses that apply.
4. In “Bill Summary” add filter for “Type”

Landlord Summary Report

1. Add “Landlord Summary” to the reports module. It should be similar to the invoices summary report.
2. It should have a filter of the “Landlord” instead of the “Customer”
3. There should be a graph summary of income (invoices) and expenses (bills). It will be invoices and bills for all properties. When filtered they display for a specific landlord.
4. The 2nd tab “Invoices” should have a list of invoices
5. The 3rd tab “Bills” should have a list of bills
6. The 4th tab “Tenants” should be a list of tenants
7. The 5th tab “Properties” should be a list of properties showing a status of occupied (has tenant assigned) and vacant (has no tenant assigned).
8. The 6th tab “Receivables” should be receivables after deductions. So this would be all income from all properties through invoices and deduct any bills/expenses attached to each property. The results of this is the receivables.

Agent Summary Report

1. Add “Agent Summary” to the reports module. It should be similar to the invoices summary report.
2. It should have a filter of the “Agent” instead of the “Customer”. This should be any staff whose role is agent.
3. There should be a graph summary of income (invoices) and expenses (bills). It will be invoices for properties assigned to this agent and the bills assigned to a particular agent. When filtered they display for a specific agent. There should also be a graph summary of properties and when filtered based on date range or agent then the number of properties are under a specific agent for the selected duration.
4. The 2nd tab “Properties” should be a list of properties showing a status of occupied (has tenant assigned) and vacant (has no tenant assigned).