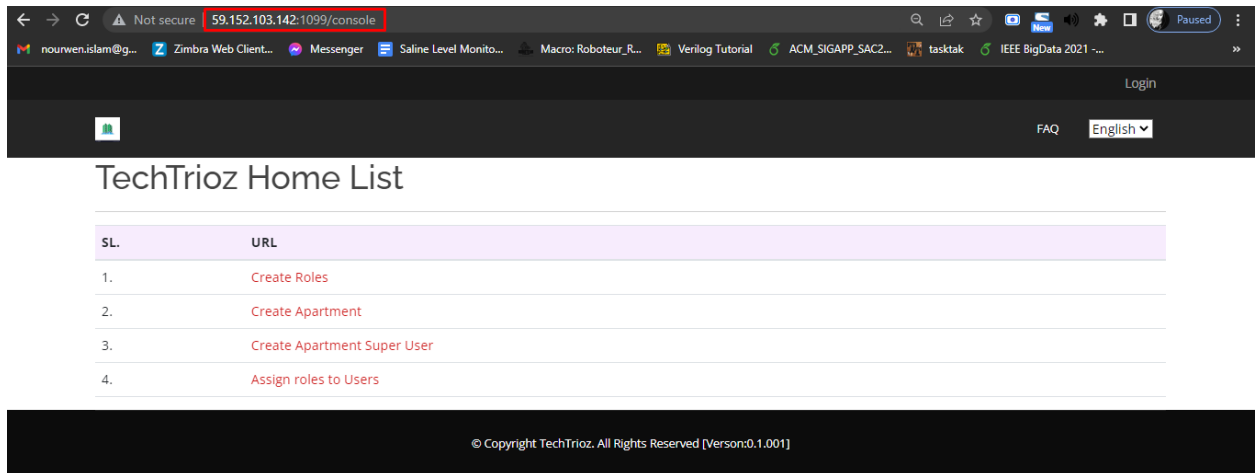


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## CREATING APARTMENT AND ADMIN USER : SET UP PAGE

Go to <http://59.152.103.142:1099/console>



### CREATE APARTMENT

While creating Apartment do not forget to check the following marked box to activate the apartment.

## Create Apartment

Company Name

TechTrioZ



Choose File

techtrioz.jpg

Code

abc123

Mobile

01632010966

Email

noureen.islam@techtrioz.com

Address

baridhara, road 9

License

1234

Active: ☒

Submit

Back to List

To go back to the Set up page, click on the following marked box.

System Admin

## Apartment List

Show 10 entries

Search:

SL.	Company Name	Code	Logo	Email	
1	TTZ	abc123	no_image_apartment.png	noureen.islam@techtrioz.com	
2	Bashundhara LTD	123	no_image_apartment.png	noureen.islam@techtrioz.com	
3	JBuilders Ltd	J321	220156867_Coins.PNG	j@gmail.com	
4	SIBL	abc123	220706248_banner_left.gif	noureen.islam@techtrioz.com	

Showing 1 to 4 of 4 entries

Previous

1

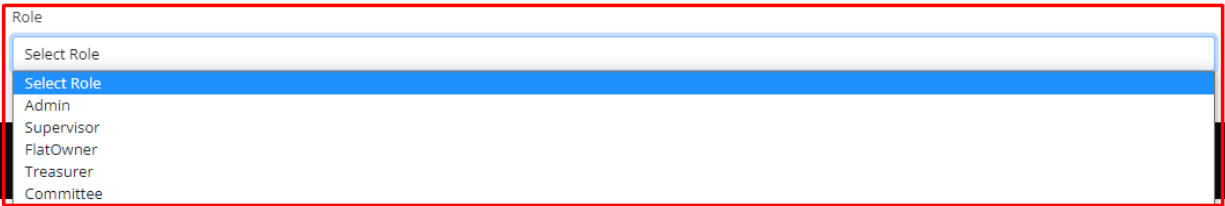
Next

## CREATE ROLES

This will create a new role to the system, e.g. Admin, Treasurer, Committee, Flat Owner, Tenant. **Each user must be assigned with only one role** and **the super user should be assigned as admin user**. Each role can be created only once. Create role by selecting from the dropdown.

System Admin

## Add Role



Role

Select Role

Select Role

Admin

Supervisor

FlatOwner

Treasurer

Committee

To go back to the Set up page, click on the following “System Admin” box.

---

## CREATE APARTMENT SUPER USER

After creating the super user, the system will directly log into the super user’s account. User has to change the web url from <http://59.152.103.142:1099/home/index> to <http://59.152.103.142:1099/console> to redirect to the setup page for further settings.

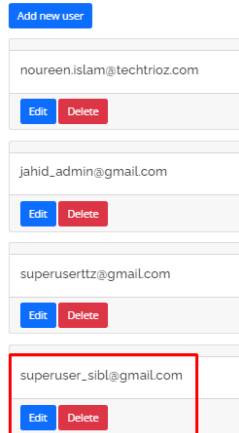
---

## ASSIGN ROLES TO USER

User has to assign role to the superuser to admin.

1. Find the created super user from the list and click on the “Edit” button. User can “Delete” any superuser according to their choice.

### All Users



Add new user

noureen.islam@techtrioz.com

Edit Delete

jahid\_admin@gmail.com

Edit Delete

superuserttz@gmail.com

Edit Delete

superuser\_sibl@gmail.com

Edit Delete

2. After selecting the “Edit” button, user will be redirected to the following page and assign the role by clicking on the “Manage Role” button.

## Edit User

Id	c6b8f121-b095-4196-92b9-13c16c7d7eae
First Name	Superuser
Last Name	SIBL
Email	superuser_sibl@gmail.com
UserName	superuser_sibl@gmail.com
Mobile	01632010966
DOB	04-24-2022
NID	1234567843235
E-TIN	qwerty123
Passport	123abc
Per-Address	Test Pre-Address
Pre-Address	Baridhara, Block-j
Flat No	.
Flat Owner:	
Yes	

[Update](#) [UserList/Cancel](#)

### User Roles

None at the moment

[Manage Roles](#)

3. Select the "Update" button after choosing the role.

### Manage User Roles

- ☐ Treasurer
- ☐ Flat Owner/Tenant
- ☐ Supervisor
- ☐ Committee
- ☒ Admin

[Update](#) [Cancel](#)

4. The following page will appear after selecting the "Update" button on the Manage User Roles page. Select the "Update" button again to confirm that the user has been assigned with a role successfully.

## Edit User

Id	c6b8f121-b095-4196-92b9-13c16c7d7eae
First Name	Superuser
Last Name	SIBL
Email	superuser_sibl@gmail.com
UserName	superuser_sibl@gmail.com
Mobile	01632010966
DOB	04-24-2022
NID	1234567843235
E-TIN	qwerty123
Passport	123abc
Per-Address	Test Pre-Address
Pre-Address	Baridhara, Block-J
Flat No	
Flat Owner:	
Yes	

[Update](#) [UserList/Cancel](#)

User Roles
Admin
<a href="#">Manage Roles</a>

**Log into the admin account to create other users.**

---

## SETTINGS

### Flat

User must create flat after logging in.

1. Go to Settings > Flat Configuration to create flat.
2. Click on the “Create/Re-set Flat” button.

## Flat List

Show  entries Search:

sl.	Wing	Floor	Flat No	<a href="#">+ Create/Re-set Flat</a>
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

### 3. Fill up the following information to create flat.

#### Create Flat

Wing ☒ <sup>1</sup>

Total Floor  Wing Per Floor  <sup>2</sup>

Flat Per Wing  Wing Style

Start From  Ground Floor Start

Flat Style  Sequence

Delimiter  <sup>3</sup> 1-0-A

<sup>4</sup>

1. Select the wing checker box to create wing.
2. Fill up all the flat details.
3. Select the flat name format.
4. The “Submit” button will create a flat list, the “Back To List” button will not create flat and return to the Flat List page. The “Reset” button will reset the flat details on the page.

### 4. Flat list is created.

#### Flat List

Show

10

entries

Search:

Sl.	Wing	Floor	Flat No	
1	A	0	1-0-A	
2	B	0	1-0-B	
3	A	1	1-1-A	
4	B	1	1-1-B	
5	A	2	1-2-A	
6	B	2	1-2-B	

Showing 1 to 6 of 6 entries

Previous

1

Next

## Users

After creating the flat list, it is necessary to create users and assign the users different roles.

1. Go to Settings > Users to create users.
2. Click on the “Add New User” button.
3. Fill out all the user information. While creating users, please keep in mind to select the flat no. from the dropdown. Each flat must be assigned to only one user (except “Tenant” and “Flat

Owner” role). Which means, each user will be assigned to only one role (except “Tenant” and “Flat Owner” role). As default, since there are 5 roles, e.g. Admin, Committee, Treasurer, Flat Owner, Tenant ; **there must be atleast 5 users assigned to 5 roles at minimum.**

4. Users can “Edit” or “Delete” the credentials.

## General Entry

1. Go to Settings > General Entry to create general entries.
2. Click on the “Create New” button.
3. Create general entry by selecting the options from the dropdown and write down the details under the “Text” box.

### General Entry

Value

Select Type

Select Type

BILL\_TYPE

BILL\_FOR

FUND\_TYPE

CONTRACT

EMPLOYEE\_TYPE

BILL\_FREQUENCY

DESIGNATION

MAINTENANCE\_TYPE

Text

Back to List

ights Reserved [Version:0.1.001]

4. The general Entry list will look like this. Users can “Edit” or “Delete” any entry.

### General Entry

Show 10 entries Search:

Sl.	Text	Type	Create New
2	test bill for 1	BILL_FOR	
6	test bill for 2	BILL_FOR	
11	Hourly	BILL_FREQUENCY	
12	Monthly	BILL_FREQUENCY	
13	Yearly	BILL_FREQUENCY	
1	test bill type 2	BILL_TYPE	
3	test bill type 1	BILL_TYPE	
7	test contract 1	CONTRACT	
8	test contract 2	CONTRACT	
14	test designation 1	DESIGNATION	

Showing 1 to 10 of 17 entries Previous 1 2 Next

## Supplier

1. Go to Settings > Supplier to create suppliers.
2. Click on the button.
3. Create supplier by filling out the credentials.
4. The supplier list will look like this. Users can “Edit” or “Delete” any supplier from the list.



## Supplier List

Show

10

entries

Search:

Sl.	Type	Amount	Email	Mobile	<div><div>+</div>Supplier</div>
1	Test Supplier 1	32000	supplier1@gmail.com	21345432	<div><div></div><div></div></div>
2	Test Supplier 2	200000	supplier2@gmail.com	1232	<div><div></div><div></div></div>


Showing 1 to 2 of 2 entries

Previous

1

Next

## Service

1. Go to Settings > Service to create services.
2. Click on the  button.
3. Create service by filling out the credentials.
4. The service list will look like this. Users can “Edit” or “Delete” any service from the list.

## Service List

Show 

10

 entries

Search:

Sl.	Type	Amount	Bill Type	Status	<div><div>Service</div></div>
1	TService 1	23777	test bill type 2	Open	<div><div></div>   <div></div></div>
2	TestService 2	300000	test bill type 2	Hold	<div><div></div>   <div></div></div>
3	TS 3	45000	test bill type 1	Completed	<div><div></div>   <div></div></div>
4	gardening	90000	test bill type 2	Completed	<div><div></div>   <div></div></div>


Showing 1 to 4 of 4 entries

Previous

1

Next

## Contracts

1. Go to Settings > Contracts to create contracts.
2. Click on the  button.
3. Create contract by filling out the credentials.
4. The contract list will look like this. Users can “Edit” or “Delete” any contract from the list.

## Contract List

Show

10

entries

Search:

Contract Type	Contract Name	Contact Person	Bill Type	Start Date	End Date	<div> <div>Contract</div> </div>
Ad-Hoc	Contract	Test Person 2	test bill type 2	21/04/2022	23/04/2022	<div> <div></div> <div></div> </div>
Schedule	Test Contract 1	Test Person 1	test bill type 1	22/04/2022	29/04/2022	<div> <div></div> <div></div> </div>
Schedule	Test Contract 1	Test Person 1		08/04/2022	30/04/2022	<div> <div></div> <div></div> </div>
Schedule	Test Contract 2	Test Person 2	test bill type 2	21/04/2022	21/04/2022	<div> <div></div> <div></div> </div>


Showing 1 to 4 of 4 entries

Previous

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Next

## Employee

1. Go to Settings > Employee to create employees.
2. Click on the  button.
3. Create employees by filling out the credentials.
4. The employee list will look like this. Users can “Edit”, “View” or “Delete” any employee from the list.


## Employee List

Show  entries Search:

Sl.	Name	Designation	Email	Mobile	Joining Date	
1	 Employee1 ttz	test designation 1	e1@gmail.com	01	04/22/2022	      
2	 Employee2 ttz	test designation 2	e2@gmail.com	22324234	04/30/2022	      

Showing 1 to 2 of 2 entries Previous  Next

## Approval Config Master

1. Go to Settings > Approval Config Master to create approval limit.
2. Click on the  button. The following UI is shown. Admin has to select the flow, which is **Advance, Expense, Claim, Receive**. The **Role, Amount Limit(Min)** and **Amount Limit(Max)** is different for each kind of flow, which is described below. **Do not forget to click on the active checker box to activate the limit.**

### Create Approval Limit

Flow  
Expenses

Role  
Select Role

Amount Limit(Min)

Amount Limit(Max)

Active ☐






Submit

Back to List

3. The approval limit master table will look like this. Admin can “Edit” or “Delete” any approval limit from the list.

## Approval Limit Master Table

Show  entries Search:

Sl.	Flow	Role	Amount Limit(Min)	Amount Limit(Max)	
1	Expenses	Treasurer	0	1000	   
2	Expenses	Committee	1001	10000	   

Showing 1 to 2 of 2 entries Previous  Next

There are four types of approval limit flows : advance, expense, claim and receive – which are explained below.

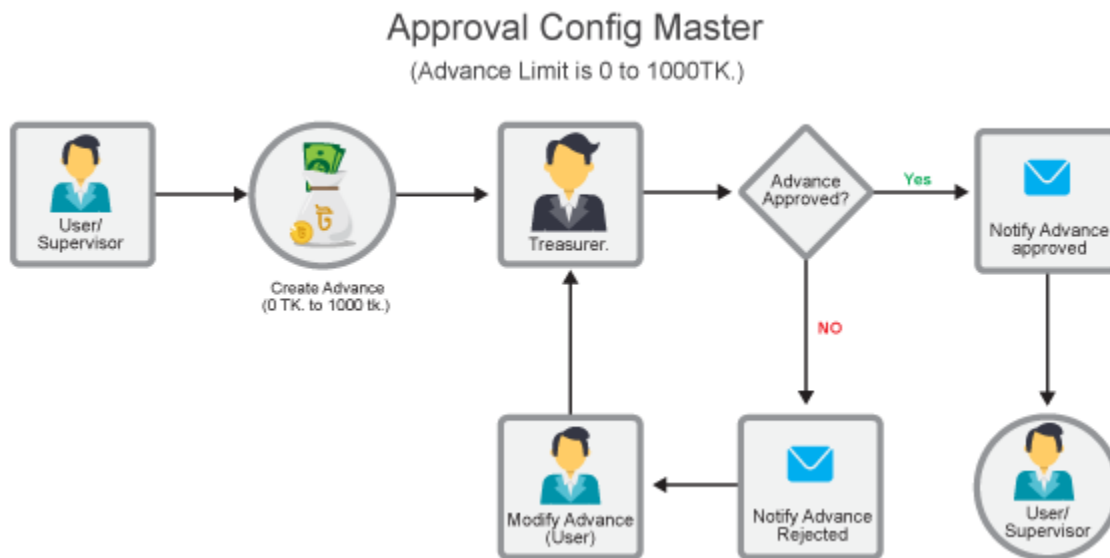
#### Advance

Two types of advance approval limits are there :

- 0tk to 1000tk

For 0tk to 1000tk, the **Amount Limit(Min)** is 0tk and **Amount Limit(Max)** is 1000tk. The **Role** for **Amount Limit** 0tk to 1000tk is **treasurer** since it is approved by the treasurer.

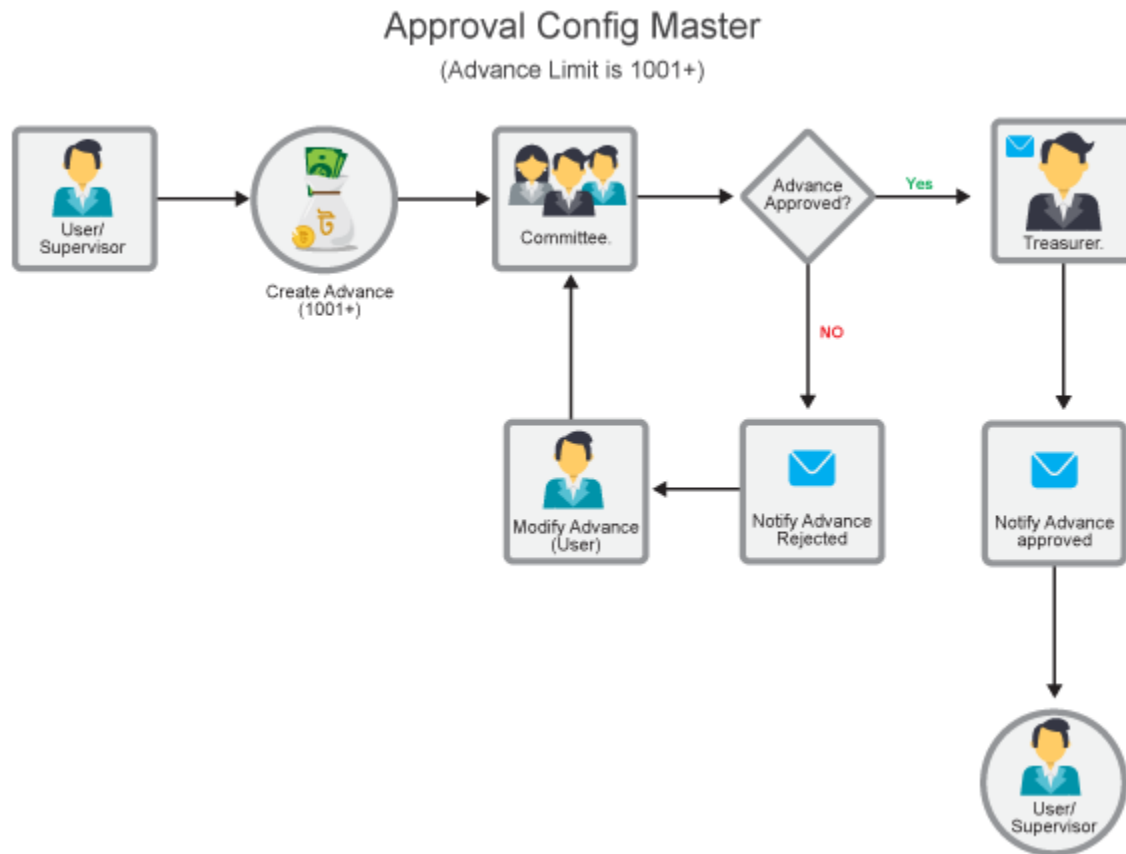
The process for the advance flow from amount limit of 0tk to 1000tk is shown below. The user/supervisor creates advance and it goes to the treasurer for approval. If the advance is approved, it is notified to the user/supervisor and if not, the treasurer notifies the user/supervisor that the advance is rejected. The user/supervisor to modifies the advance and sends to the treasurer for approval again.



- 1001tk to 10000tk.

For 1001tk to 10000tk, the **Amount Limit(Min)** is 1001tk and **Amount Limit(Max)** is 10000tk. The **Role** for **Amount Limit** 1001tk to 10000tk is **committee**, since it is approved by the committee.

The process for the advance flow from amount limit of 1001tk to 10000tk is shown below. The user/supervisor creates advance and it goes to the committee for approval. If the advance is approved, it is notified to the treasurer who later notifies to the user/supervisor. If the advance is declined by the committee, it is notified to the user/supervisor for modifying the advance amount. The user/supervisor modifies the advance and sends to the treasurer for approval again.



#### Expense

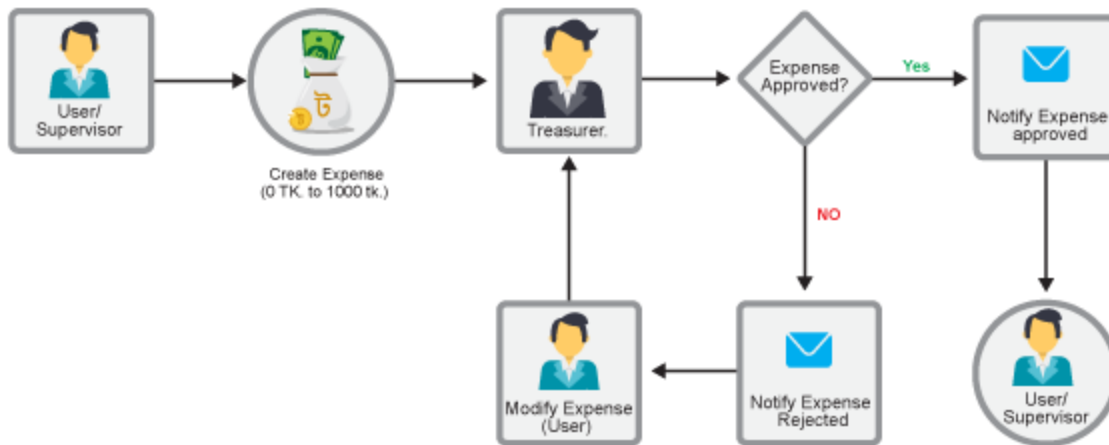
Two types of expense approval limits are there :

- **0tk to 1000tk**

The process for the expense approval limit under expenses from 0tk to 1000tk is shown below. The user/supervisor creates an expense and it goes to the treasurer for approval. If the expense is approved, it is notified to the user/supervisor and if not, the treasurer notifies the user that the expense is rejected and asks the user/supervisor to modify the amount.

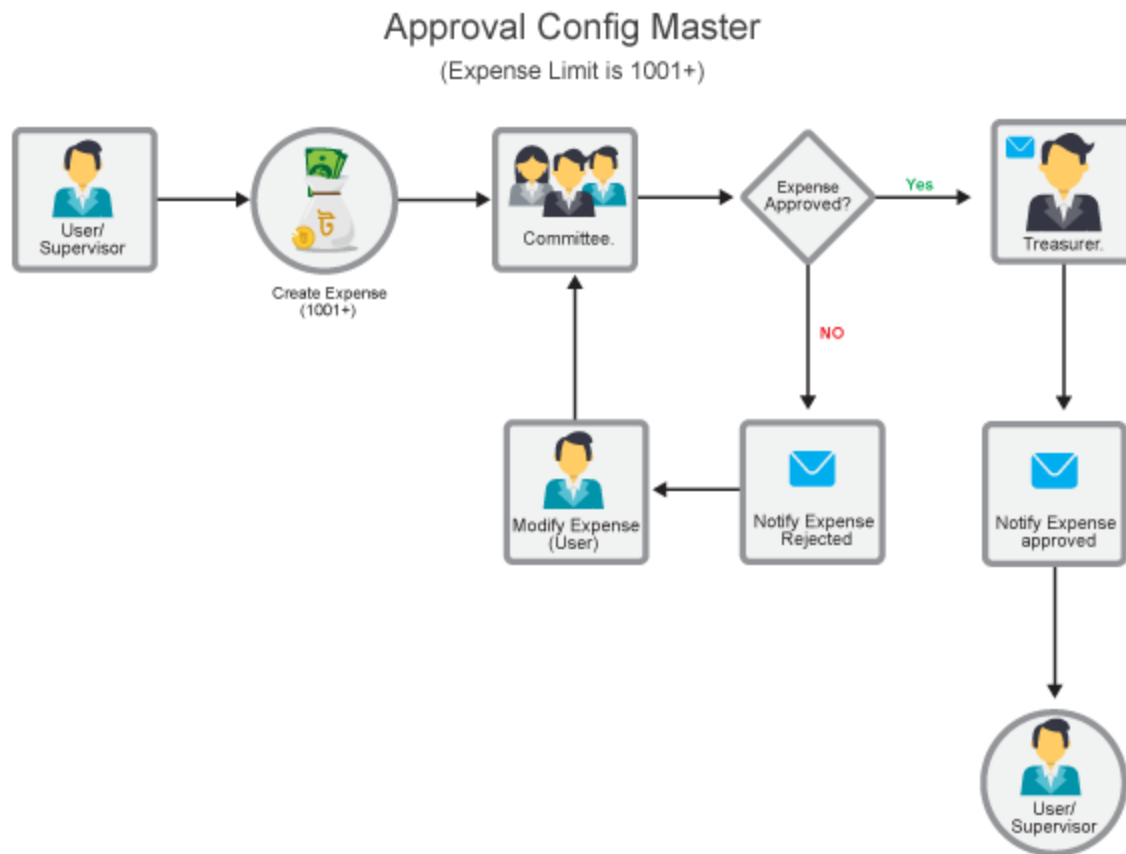
## Approval Config Master

(Expense Limit is 0 to 1000TK.)



- **1001tk to 10000tk**

However, the process for the expense approval limit under expenses from 1001tk to 10000tk is shown below. The user does expense and it goes to the committee for approval. If the expense is approved, it goes to the treasurer who notifies the user about the successful expense approval. If the expense is rejected, the system notifies the committee and asks to modify the expense.



#### Claim

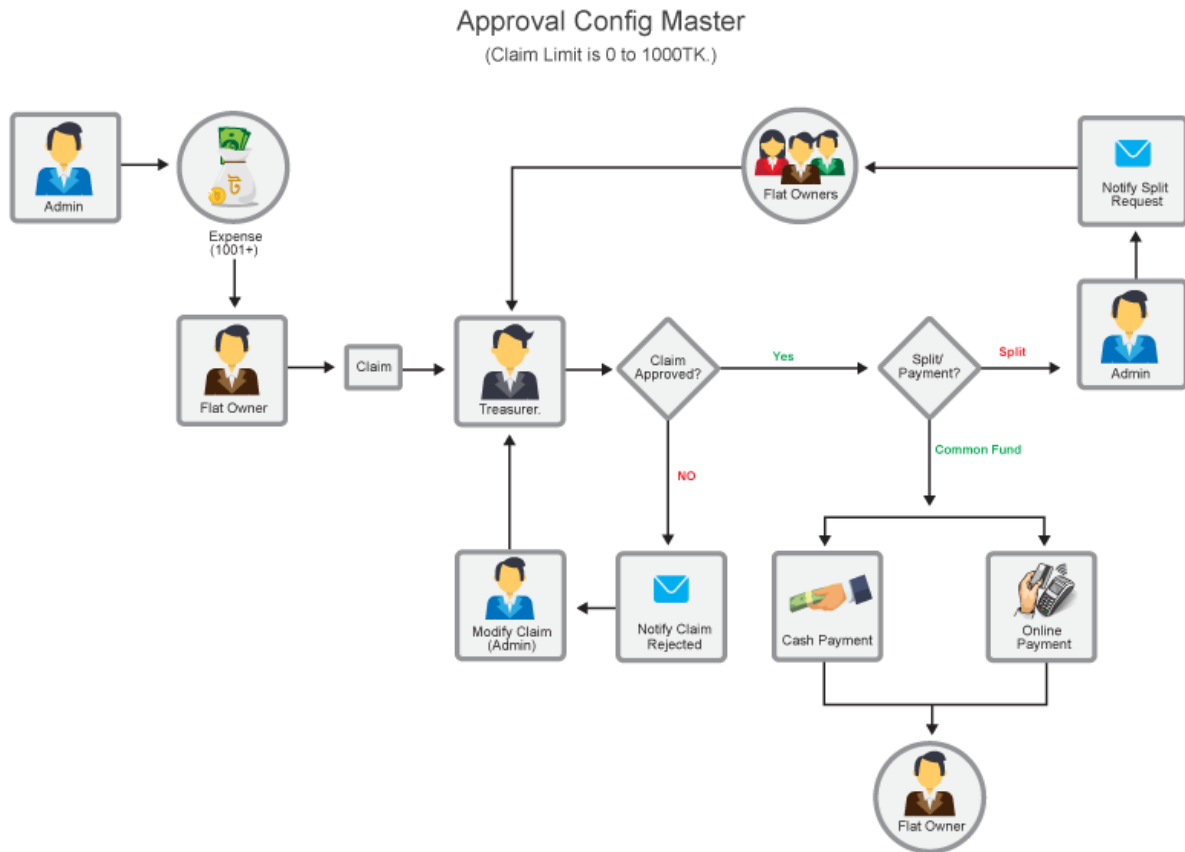
Two types of claim approval limits are there :

- **0tk to 1000tk**

The process for the claiming any amount under approval amount from 0tk to 1000tk is shown below. The admin creates an expense for the flat owner, who later claims to the treasurer. The treasurer has the authority to prove or reject the claimed amount.

If the claimed amount is approved, the claimed amount can be either be split among other flat owners or can be considered as a payment to any flat owner. If the claimed amount is **split**, the admin notifies the flat owners, who later claims the amount from the treasurer through the system. If the claimed amount is **payment**, it goes to the common fund, which the flat owner can collect through cash or online transaccational method.

If the claimed amount is rejected by the treasurer, the admin needs to modify the claimed amount and it goes to the treasurer again for approval.

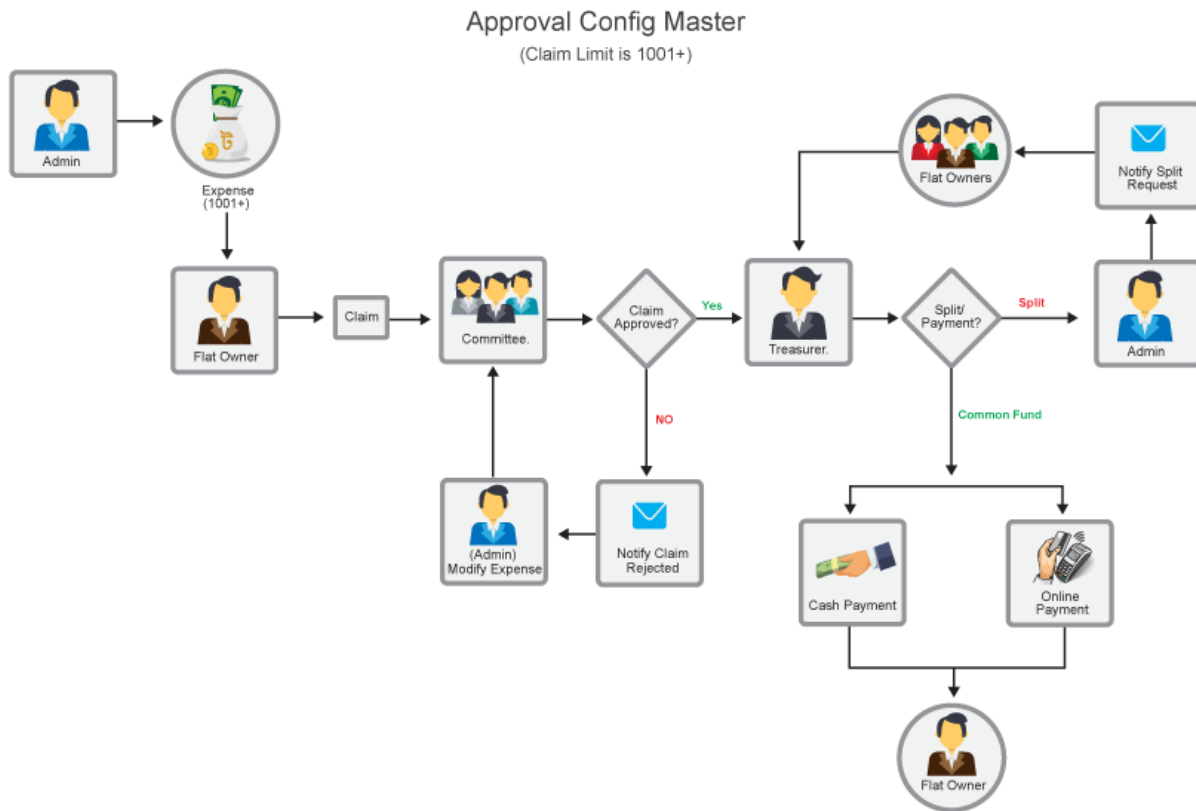


- **1001tk to 10000tk**

The process for the claiming any amount under approval amount from 1001tk to 10000tk is shown below. The admin creates an expense for the flat owner, who later claims to the committee. The committee has the authority to approve or reject the claimed amount.

If the claimed amount is approved, the treasurer either splits the amount among other flat owners or considers as a payment to any flat owner. If the claimed amount is **split**, the admin notifies the flat owners, who later claims the amount from the treasurer through the system. If the claimed amount is **payment**, it goes to the common fund, which the flat owner can collect through cash or online transactional method.

If the claimed amount is rejected by the committee, the admin needs to modify the claimed amount and it goes to the committee again for approval.



## GL Report

1. Go to Settings > Gen. Ledger Report.

Date From: 04/01/2022

Date To : 04/30/2022

Search

Print

Cancel

## Ledger Report

Sl.	Transaction Name	Transaction Date	DR	CR	Amount
1	CommonFund	04/21/2022	-	CR	≈2,000.00
2	CommonFund	04/21/2022	-	CR	≈2,300.00
3	CommonFund	04/21/2022	-	CR	≈2,345,324.00
4	CommonFund	04/21/2022	-	CR	≈2,000.00
5	CommonFund	04/21/2022	-	CR	≈2,490,000.00
6	Process	04/21/2022	DR	-	≈4,566.00
7	Processes	04/21/2022	DR	-	≈23,444.00



---

## MESSAGES

### SMS/Email

1. Write you message at the message box.
2. Select all or individual recipients.
3. Email/SMS the message to them.

#### Notification

Message

message

Message To

☒ Select All

Select	Name
1. <input checked="" type="checkbox"/>	Tenant Bashundhara (A-2-1)
2. <input checked="" type="checkbox"/>	Admin Barishara (-)
3. <input checked="" type="checkbox"/>	Supervisor Bashundhara (A-0-1)
4. <input checked="" type="checkbox"/>	Admin Bashundhara (A-0-2)
5. <input checked="" type="checkbox"/>	Committee Bashundhara (A-1-2)
6. <input checked="" type="checkbox"/>	Treasurer Bashundhara (A-1-1)
7. <input checked="" type="checkbox"/>	Flat Owner Bashundhara (A-2-2)

Email

SMS

Back to List

4. A reconfirmation message is shown to confirm the sender that the message has been sent.

59.152.103.142:1099 says




Message sent to:

Tenant Bashundhara (A-2-1) ,t\_b@gmail.com  
Admin Barishara (-) ,noureen.islam@techtrioz.com  
Supervisor Bashundhara (A-0-1) ,nourwen.islam@gmail.com  
Admin Bashundhara (A-0-2) ,1611077@iub.edu.bd  
Committee Bashundhara (A-1-2) ,c\_b@gmail.com  
Treasurer Bashundhara (A-1-1) ,i.noureenislam@gmail.com  
Flat Owner Bashundhara (A-2-2) ,flatowner\_b@gmail.com

OK


---

## MAINTENANCE

1. New maintenance can be created through the  button.
2. The  icon will help to send messages to one or multiple recipients regarding maintenance.
3. The  icon will help fix the pay type for the type of maintenance with the amount and time schedule.






## MEETING MANAGEMENT

### Agenda

1. Go to Meeting Management > Agenda
2. The  button will help to create meeting.
3. Admin can edit or delete any meeting from the agenda list.

### Agenda List


Show  entries Search:

Sl.	Name	Meeting Date	Location	
1	test meeting 1	04/02/2022	test location 2	   
2	test meeting 1	04/23/2022	Bashundhara R/A	   

Showing 1 to 2 of 2 entries Previous  Next








### Resolution/Status

In this segment, admin will be able to send SMS or email regarding the agenda they have created.


1. Go to Meeting Management > Resolution/Status
2. The  button will help to create a meeting regarding the agenda.
3. Admin can view, delete, or send message about any meeting from the resolution list.

### Resolution List



Show  entries Search:

Sl.	Agenda	Point No	Resolution Note	Status	
1	test meeting 1	Test123	test	InProgress	      
2	test meeting 1	we123	dest	InProgress	      

Showing 1 to 2 of 2 entries Previous  Next

4. Admin can send SMS/Email to one or multiple roles through the  button through the shown selected boxes.

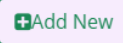
## Resolution/Status(SMS/Mail)

Agenda		Point No	
test meeting 1		Test123	
Start Date*	Start Time	Due Date*	End Time
21-04-2022	01:14	21-04-2022	08:51
Resolution Note	Responsibility(Flat Owner)	Responsibility(Employee)	Status
test	c_ttz@gmail.com	e1@gmail.com	InProgress
Attachment			
Choose File No file chosen			
Attachment			
			
Message type: <input type="checkbox"/> SMS <input type="checkbox"/> EMAIL <input type="checkbox"/> BOTH			
Message Send to: <input type="checkbox"/> Committee <input type="checkbox"/> Treasurer <input type="checkbox"/> Flat Owner <input type="checkbox"/> All			
Send Message		Print	
 Back to List			


## FUND MANAGEMENT

### Common Fund Management(Fund Collection)

Admin can create fund for any flat and collect fund from the flat owners and treasurers.

1. Go to Fund Management > Common Fund Management(Fund Collection)
2. The  button will help to create new fund for any flat.
3. Admin can view/delete any fund from the fund list.

### Expenses

1. Go to Fund Management > Expenses
2. The  button will help to create new expense for common fund or any flat owner. The type of expense needs to be selected accordingly.
3. Admin can view/delete any expense from the list. The paid and rejected expense will no longer be able to delete.

## Expense List

Show  entries Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	<a href="#">+New</a>
1.	Receive	23444.000	1-A-0	Flat Owner	Paid	04/21/2022	
2.	Receive	54444.000	1-A-0	Flat Owner	Rejected	04/21/2022	
3.	Expenses	7444.000	1-B-2	Flat Owner	Pending	04/06/2022	
4.	Expenses	8888.000	Common Fund		Initial	04/30/2022	
5.	Claim	4566.000	1-A-0	Treasurer	Initial	04/16/2022	
6.	Receive	6755.000	Common Fund		Initial	04/21/2022	
7.	Advance	5555.000	Common Fund		Initial	04/30/2022	
8.	Receive	4566.000	1-A-0	Flat Owner	Claimed	04/16/2022	

Showing 1 to 8 of 8 entries Previous  Next

### Advance/Receive

- Go to Fund Management > Advance/Recieve
- The [+New](#) button will help create advance or receive amount for employee or suppliers.

## Advanced Receive List

Show  entries Search:

SL.	Person Type	Payment Status	Amount	Month	Year	<a href="#">+Add New</a>
1	Supplier		≈2,000.00	February	2023	
2	Employee		≈2,000.00	February	2022	

Showing 1 to 2 of 2 entries Previous  Next

### Split Request

- Go to Fund Management > Split Request
- This segment is to split bill among the flat owners thorough common fund. It can be converted to bill as well.

## Split List

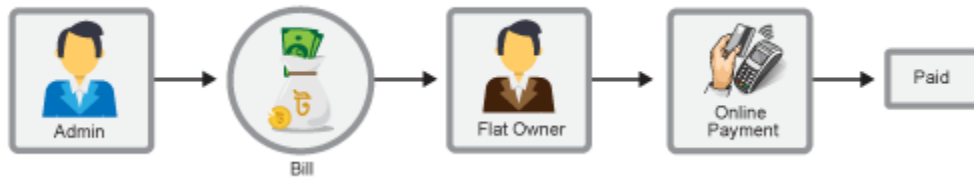
Show  entries Search:

Sl.	Type	Amount	CurrentDate	Flat	Payment	<a href="#">Details</a>
1	Claim	4566.000	04/21/2022	1-A-0	Request for split	

Showing 1 to 1 of 1 entries Previous  Next

## BILL

Admin can create a new bill for the flat owner, which will be later paid by online payment. If flat owner wants, flat owner can physically pay the bill to the admin.



The process is explained below.

1. Admin can create new bill through the button.
2. Single or multiple payments can be given.
3. Through the **\$ Cash Receive** button, admin will be able to send the bill payment through the system.
4. Admin can edit or delete any bill from the list.

## Bill List

Showing 1 to 6 of 6 entries

Status: All QSearch

Search:

Sl.	Bill ID	Type	Amount	Bill Status	Bill For	Flat No	<span>+Bill</span>	<span>+Multiple Payment</span>
1   <input type="checkbox"/>	20	test bill type 2	≈65,333.00	Initial	Common			<span>\$ Cash Receive</span>
2   <input type="checkbox"/>	14	test bill type 2	≈34,555.00	Initial	Others			<span>\$ Cash Receive</span>
3   <input type="checkbox"/>	12	test bill type 2	≈6,666.00	Initial	Owners	1-B-1		<span>\$ Cash Receive</span>
4   <input type="checkbox"/>	9	test bill type 1	≈9,000.00	Initial	Owners	1-A-0		<span>\$ Cash Receive</span>
5   <input type="checkbox"/>	8	test bill type 1	≈0.00	Initial	Owners	1-A-0		<span>\$ Cash Receive</span>
6   <input type="checkbox"/>	1	test bill type 1	≈0.00	Initial	Owners	1-A-1		<span>\$ Cash Receive</span>

Showing 1 to 6 of 6 entries

Previous 1 Next

## DASHBOARD

The dashboard will show all the summarized data.

1. Admin will be able to filter the data using the marked box.

Search

Last 3 Months

Search

Filtering -180 Days.

#### Bills

Pending Bills Amount  
Total: 74333



Details

#### Collection

Collected Amount  
Total:4



Details

#### Maintenance

Upcoming Maintenance  
Total:4



Details

#### Contract Renewal

Upcoming Renewal  
Total:4



Details

#### Meeting

Upcoming Meeting  
Total:2



Details

#### Pending Task

Total Pending Task  
Total:0



Details

- When the **Details** button is selected, the following UI appears. Admin can filter the date and click on the "Search" button for viewing their preferred data. All the segment's UI is the same.

Date From: 10/26/2021

Date To: 04/24/2022

Search

Print

Cancel

## Bill List

Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	₹0.00	Pending	1-A-1
2	test bill type 1	₹0.00	Pending	1-A-0
3	test bill type 1	₹9,000.00	Pending	1-A-0
4	test bill type 2	₹6,666.00	Pending	1-B-1
5	test bill type 2	₹65,333.00	Pending	

## TREASURER


### FUND MANAGEMENT

#### Common Fund Management(Fund Collection)

User can create fund for any flat and collect fund from the flat owners.















- Go to Fund Management > Common Fund Management(Fund Collection)
- The **+Add New** button will help to create new fund for any flat.
- User can view/delete any fund from the fund list.

## Expenses

1. Go to Fund Management > Expenses
2. The  button will help to create new expense for common fund or any flat owner. The type of expense needs to be selected accordingly.
3. Admin can view/delete any expense from the list. The paid and rejected expense will no longer be able to delete.


## Expense List

Show  entries Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	
1.	Receive	23444.000	1-A-0	Flat Owner	Paid	04/21/2022	
2.	Receive	54444.000	1-A-0	Flat Owner	Rejected	04/21/2022	
3.	Expenses	7444.000	1-B-2	Flat Owner	Pending	04/06/2022	   
4.	Expenses	8888.000	Common Fund		Initial	04/30/2022	   
5.	Claim	4566.000	1-A-0	Treasurer	Initial	04/16/2022	   
6.	Receive	6755.000	Common Fund		Initial	04/21/2022	   
7.	Advance	5555.000	Common Fund		Initial	04/30/2022	   
8.	Receive	4566.000	1-A-0	Flat Owner	Claimed	04/16/2022	   


Showing 1 to 8 of 8 entries Previous  Next

## Advance/Receive

1. Go to Fund Management > Advance/Receive
2. The  button will help create advance or receive amount for employee or suppliers.

## Advanced Receive List

Show  entries Search:

SL.	Person Type	Payment Status	Amount	Month	Year	
1	Supplier		≈2,000.00	February	2023	
2	Employee		≈2,000.00	February	2022	

Showing 1 to 2 of 2 entries Previous  Next

## BILL

1. User can create new bill through the button.
2. Single or multiple payments can be given.

- Through the **Cash Receive** button, user will be able to send the bill payment through the system.
- User can edit or delete any bill from the list.

## Bill List

Show 10 entries

Status All Search

Search:

Sl.	Bill ID	Type	Amount	Bill Status	Bill For	Flat No	<span>+ Bill</span>	<span>+ Multiple Payment</span>
1   <input type="checkbox"/>	20	test bill type 2	₹65,333.00	Initial	Common			<span>Cash Receive</span>
2   <input type="checkbox"/>	14	test bill type 2	₹34,555.00	Initial	Others			<span>Cash Receive</span>
3   <input type="checkbox"/>	12	test bill type 2	₹6,666.00	Initial	Owners	1-B-1		<span>Cash Receive</span>
4   <input type="checkbox"/>	9	test bill type 1	₹9,000.00	Initial	Owners	1-A-0		<span>Cash Receive</span>
5   <input type="checkbox"/>	8	test bill type 1	₹0.00	Initial	Owners	1-A-0		<span>Cash Receive</span>
6   <input type="checkbox"/>	1	test bill type 1	₹0.00	Initial	Owners	1-A-1		<span>Cash Receive</span>

Showing 1 to 6 of 6 entries

Previous
1
Next

## DASHBOARD

The dashboard will show all the summarized data.

- User will be able to filter the data using the marked box.

Search

Last 3 Months

Search

Filtering -180 Days.

Bills

Pending Bills Amount

Total: 74333

Details

Collection

Collected Amount

Total:4

Details

Maintenance

Upcoming Maintenance

Total:4

Details

Contract Renewal

Upcoming Renewal

Total:4

Details

Meeting

Upcoming Meeting

Total:2

Details

Pending Task

Total Pending Task

Total:0

Details

- When the **Details** button is selected, the following UI appears. User can filter the date and click on the “Search” button for viewing their preferred data. All the segment’s UI is the same.



Date From: 10/26/2021Date To: 04/24/2022

SearchPrintCancel

## Bill List


Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	≈0.00	Pending	1-A-1
2	test bill type 1	≈0.00	Pending	1-A-0
3	test bill type 1	≈9,000.00	Pending	1-A-0
4	test bill type 2	≈6,666.00	Pending	1-B-1
5	test bill type 2	≈65,333.00	Pending	

## COMMITTEE


## FUND MANAGEMENT

### Common Fund Management(Fund Collection)

User can create fund for any flat and collect fund from the flat owners.








1. Go to Fund Management > Common Fund Management(Fund Collection)
2. The  button will help to create new fund for any flat.
3. User can view/delete any fund from the fund list.

### Expenses

1. Go to Fund Management > Expenses
2. The  button will help to create new expense for common fund or any flat owner. The type of expense needs to be selected accordingly.
3. Admin can view/delete any expense from the list. The paid and rejected expense will no longer be able to delete.


## Expense List

Show  entries Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	
1.	Receive	23444.000	1-A-0	Flat Owner	Paid	04/21/2022	
2.	Receive	54444.000	1-A-0	Flat Owner	Rejected	04/21/2022	
3.	Expenses	7444.000	1-B-2	Flat Owner	Pending	04/06/2022	   
4.	Expenses	8888.000	Common Fund		Initial	04/30/2022	   
5.	Claim	4566.000	1-A-0	Treasurer	Initial	04/16/2022	   
6.	Receive	6755.000	Common Fund		Initial	04/21/2022	   
7.	Advance	5555.000	Common Fund		Initial	04/30/2022	   
8.	Receive	4566.000	1-A-0	Flat Owner	Claimed	04/16/2022	   


Showing 1 to 8 of 8 entries Previous  Next

### Advance/Receive

1. Go to Fund Management > Advance/Receive
2. The  button will help create advance or receive amount for employee or suppliers.

## Advanced Receive List

Show  entries Search:

SL.	Person Type	Payment Status	Amount	Month	Year	
1	Supplier		≈2,000.00	February	2023	
2	Employee		≈2,000.00	February	2022	

Showing 1 to 2 of 2 entries Previous  Next

## DASHBOARD

The dashboard will show all the summarized data.

1. User will be able to filter the data using the marked box.

Search

Last 3 Months

Search

Filtering -180 Days.

#### Bills

Pending Bills Amount  
Total: 74333



Details

#### Collection

Collected Amount  
Total:4



Details

#### Maintenance

Upcoming Maintenance  
Total:4



Details

#### Contract Renewal

Upcoming Renewal  
Total:4



Details

#### Meeting

Upcoming Meeting  
Total:2



Details

#### Pending Task

Total Pending Task  
Total:0



Details

- When the **Details** button is selected, the following UI appears. User can filter the date and click on the "Search" button for viewing their preferred data. All the segment's UI is the same.

Date From: 10/26/2021

Date To: 04/24/2022

Search

Print

Cancel

## Bill List

Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	≈0.00	Pending	1-A-1
2	test bill type 1	≈0.00	Pending	1-A-0
3	test bill type 1	≈9,000.00	Pending	1-A-0
4	test bill type 2	≈6,666.00	Pending	1-B-1
5	test bill type 2	≈65,333.00	Pending	

## FLAT OWNER

## DASHBOARD

The dashboard will show all the summarized data.

- User will be able to filter the data using the marked box.

Search

Last 3 Months

Search

Filtering -180 Days.

#### Bills

Pending Bills Amount  
Total: 74333



Details

#### Collection

Collected Amount  
Total:4



Details

#### Maintenance

Upcoming Maintenance  
Total:4



Details

#### Contract Renewal

Upcoming Renewal  
Total:4



Details

#### Meeting

Upcoming Meeting  
Total:2



Details

#### Pending Task

Total Pending Task  
Total:0



Details

- When the **Details** button is selected, the following UI appears. User can filter the date and click on the "Search" button for viewing their preferred data. All the segment's UI is the same.

Date From: 10/26/2021

Date To: 04/24/2022

Search

Print

Cancel

## Bill List

Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	≈0.00	Pending	1-A-1
2	test bill type 1	≈0.00	Pending	1-A-0
3	test bill type 1	≈9,000.00	Pending	1-A-0
4	test bill type 2	≈6,666.00	Pending	1-B-1
5	test bill type 2	≈65,333.00	Pending	

## TENANT

### FUND MANAGEMENT


#### Common Fund Management(Fund Collection)

User can create fund for any flat and collect fund from the flat owners.

- Go to Fund Management > Common Fund Management(Fund Collection)
- The **+Add New** button will help to create new fund for any flat.
- User can view/delete any fund from the fund list.














### Expenses

- Go to Fund Management > Expenses

- The  button will help to create new expense for common fund or any flat owner. The type of expense needs to be selected accordingly.
- Admin can view/delete any expense from the list. The paid and rejected expense will no longer be able to delete.

## Expense List

Show  entries Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	
1.	Receive	23444.000	1-A-0	Flat Owner	Paid	04/21/2022	
2.	Receive	54444.000	1-A-0	Flat Owner	Rejected	04/21/2022	
3.	Expenses	7444.000	1-B-2	Flat Owner	Pending	04/06/2022	   
4.	Expenses	8888.000	Common Fund		Initial	04/30/2022	   
5.	Claim	4566.000	1-A-0	Treasurer	Initial	04/16/2022	   
6.	Receive	6755.000	Common Fund		Initial	04/21/2022	   
7.	Advance	5555.000	Common Fund		Initial	04/30/2022	   
8.	Receive	4566.000	1-A-0	Flat Owner	Claimed	04/16/2022	   

Showing 1 to 8 of 8 entries Previous  Next

## DASHBOARD


The dashboard will show all the summarized data.

- User will be able to filter the data using the marked box.

Search


Filtering -180 Days.

**Bills**  
Pending Bills Amount  
Total: 74333




[Details](#)

**Collection**  
Collected Amount  
Total:4




[Details](#)

**Maintenance**  
Upcoming Maintenance  
Total:4




[Details](#)

**Contract Renewal**  
Upcoming Renewal  
Total:4




[Details](#)

**Meeting**  
Upcoming Meeting  
Total:2



[Details](#)

**Pending Task**  
Total Pending Task  
Total:0



[Details](#)

- When the [Details](#) button is selected, the following UI appears. User can filter the date and click on the "Search" button for viewing their preferred data. All the segment's UI is the same.

Date From:10/26/2021

Date To:04/24/2022

Search

Print

Cancel

## Bill List

Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	≈0.00	Pending	1-A-1
2	test bill type 1	≈0.00	Pending	1-A-0
3	test bill type 1	≈9,000.00	Pending	1-A-0
4	test bill type 2	≈6,666.00	Pending	1-B-1
5	test bill type 2	≈65,333.00	Pending	