Table of Contents

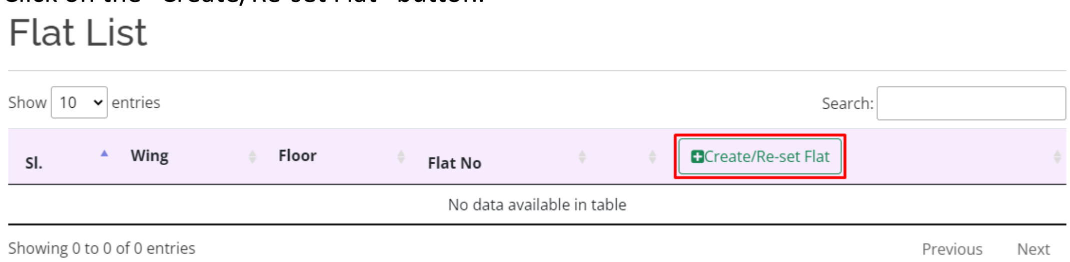
ADMIN

SETTINGS

Flat

User must create flat after logging in.

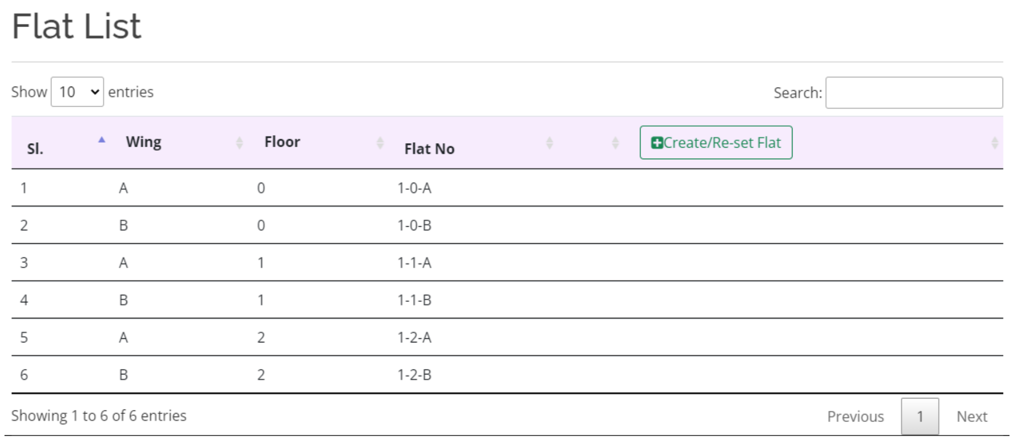
1. Go to Settings > Flat Configuration to create flat.
2. Click on the “Create/Re-set Flat” button.



3. Fill up the following information to create flat.

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	Create/Re-set Flat
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

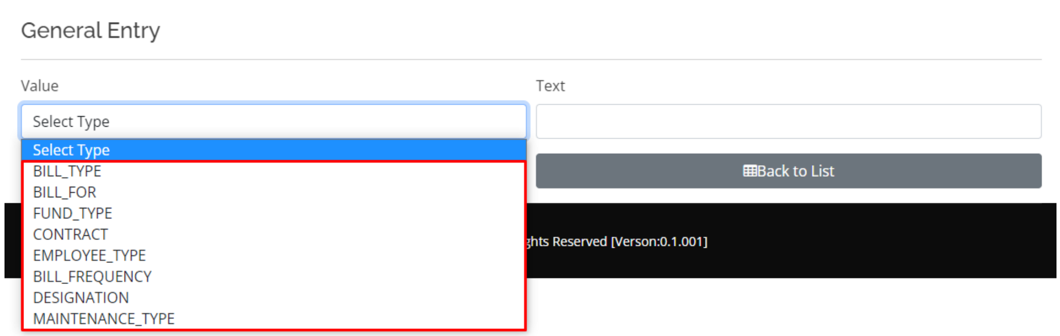
Users

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.



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 Supplier 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	Supplier
1	Test Supplier 1	32000	supplier1@gmail.com	21345432	
2	Test Supplier 2	200000	supplier2@gmail.com	1232	

Showing 1 to 2 of 2 entries Previous 1 Next

Service

1. Go to Settings > Service to create services.
2. Click on the Service 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	Service
1	TService 1	23777	test bill type 2	Open	|
2	TestService 2	300000	test bill type 2	Hold	|
3	TS 3	45000	test bill type 1	Completed	|
4	gardening	90000	test bill type 2	Completed	|

Showing 1 to 4 of 4 entries Previous 1 Next

Contracts

1. Go to Settings > Contracts to create contracts.
2. Click on the Contract 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

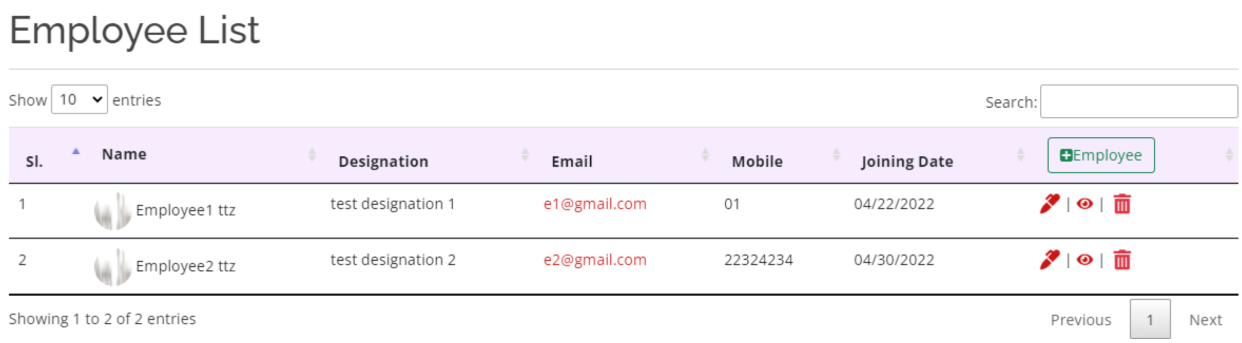
Show 10 entries Search:

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

Showing 1 to 4 of 4 entries Previous 1 Next

Employee

1. Go to Settings > Employee to create employees.
2. Click on the Employee 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

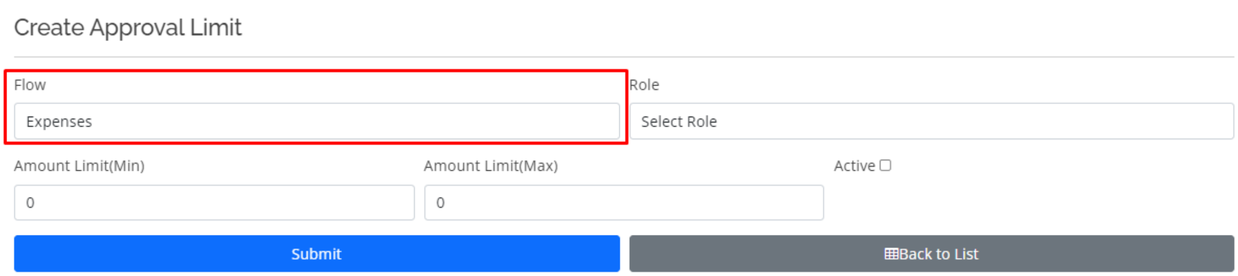
Show 10 entries Search:

Sl.	Name	Designation	Email	Mobile	Joining Date	Employee
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	| |

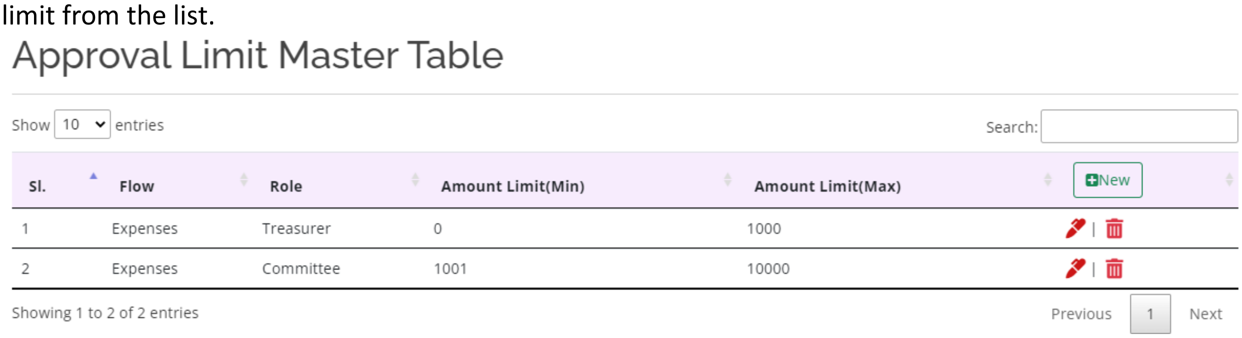
Showing 1 to 2 of 2 entries Previous 1 Next

Approval Config Master

1. Go to Settings > Approval Config Master to create approval limit.
2. Click on the New 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.



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 10 entries Search:

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

Showing 1 to 2 of 2 entries Previous 1 Next

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

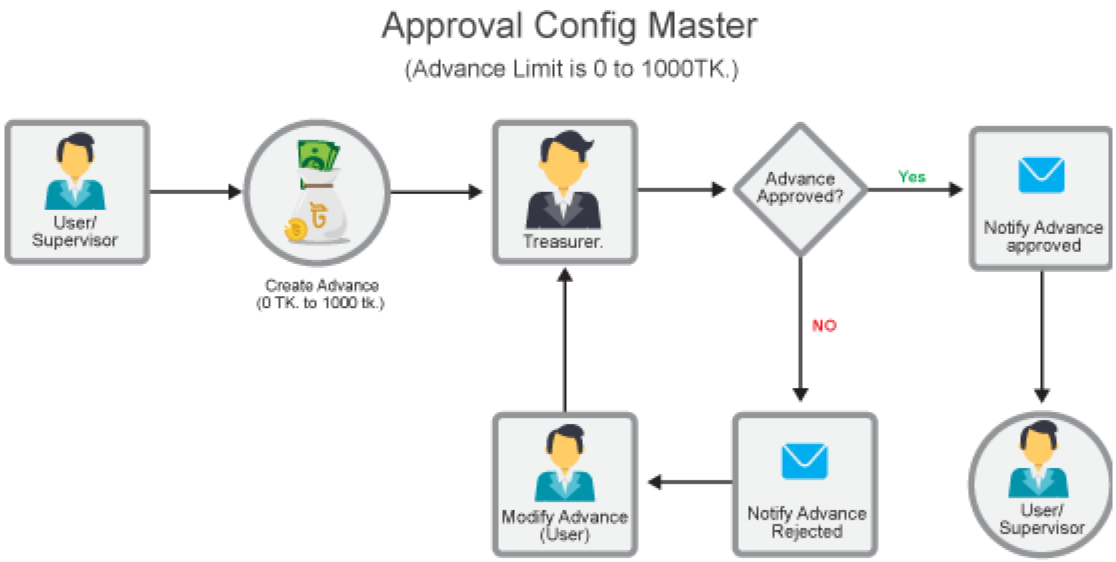
Advance

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.

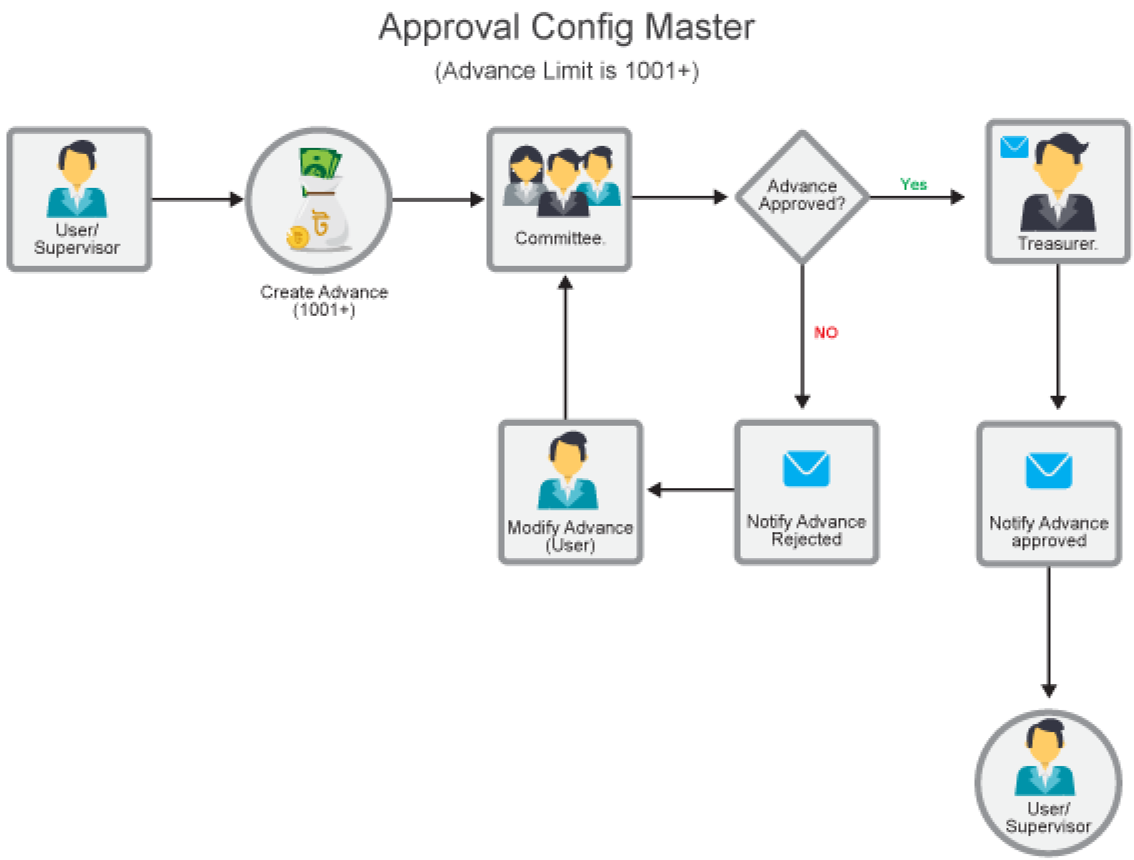
The process for the advance flow from amount limit of 0tk to 1000tk is shown below. The user/supervisor creates advance and it goes to the treasurer for approval. If the advance is approved, it is notified to the user/supervisor and if not, the treasurer notifies the user/supervisor that the advance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

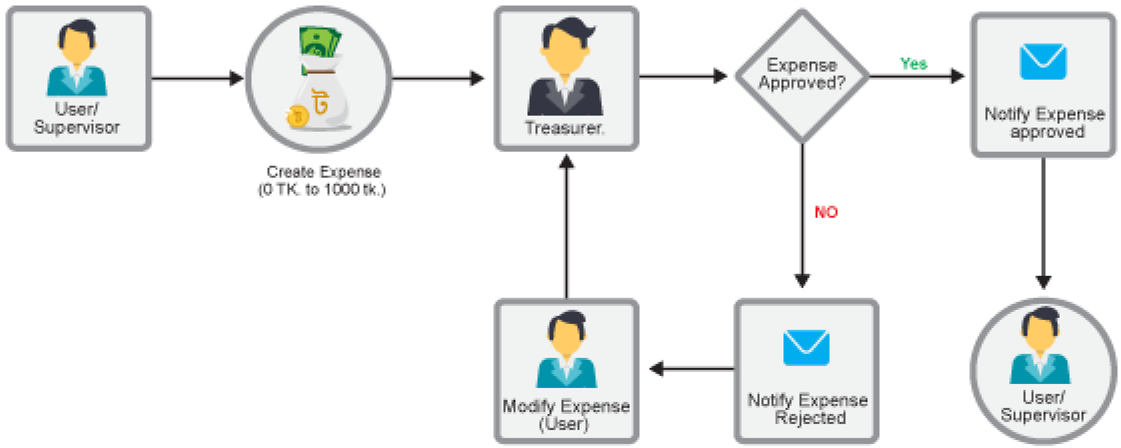
Two types of expense approval limits are there :

- **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.

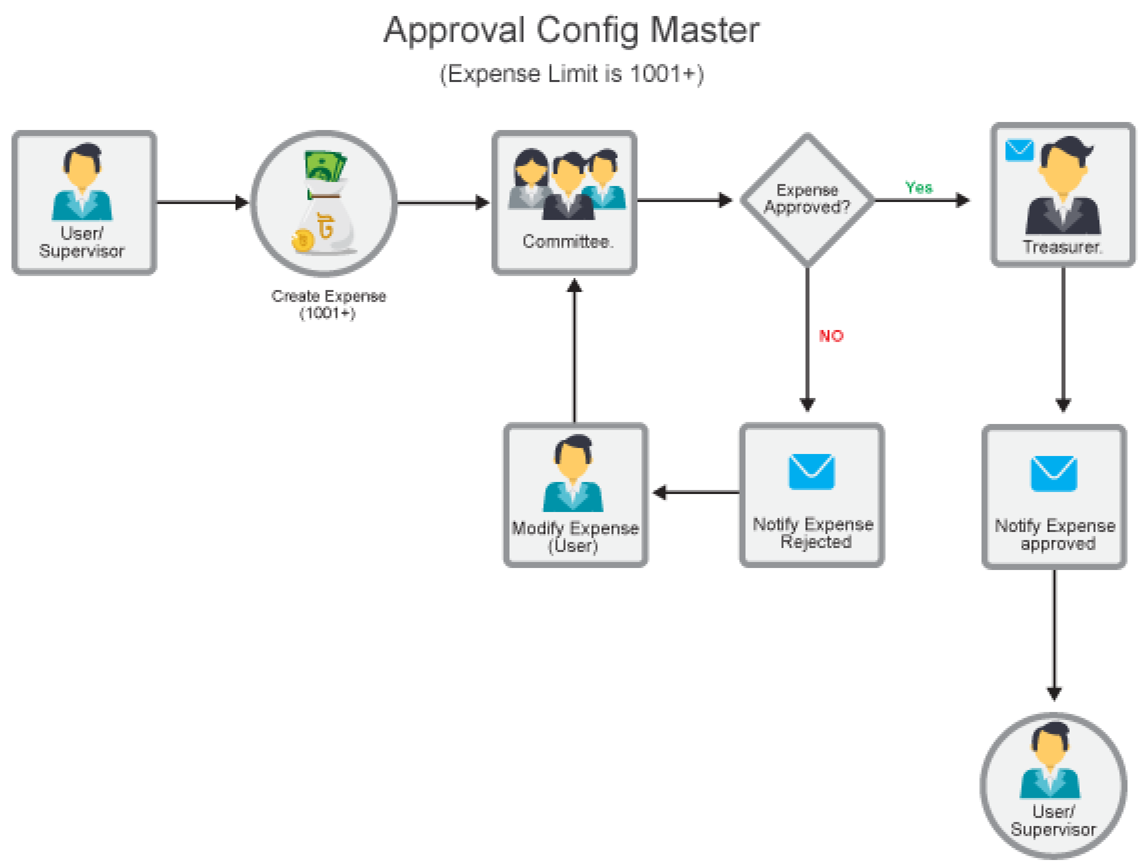
Approval Config Master

(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

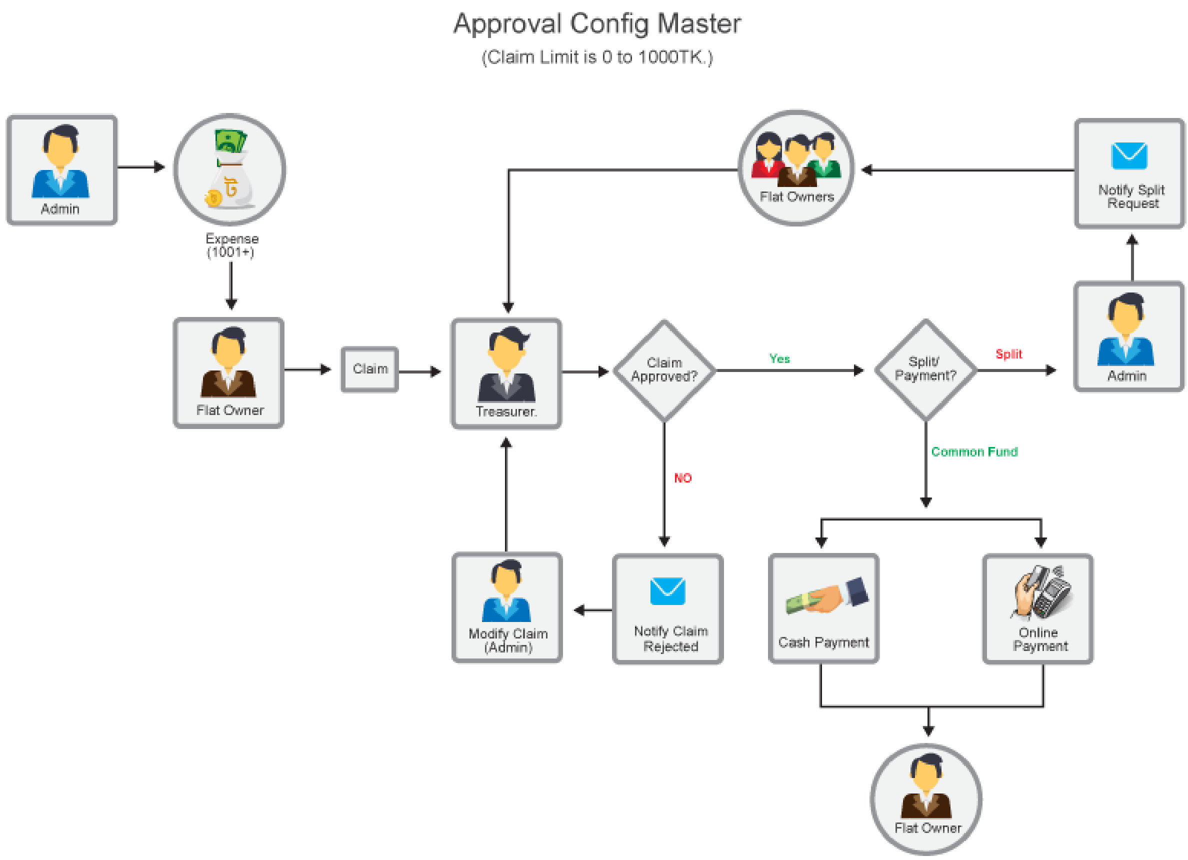
Two types of claim approval limits are there :

- **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 transcational 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.

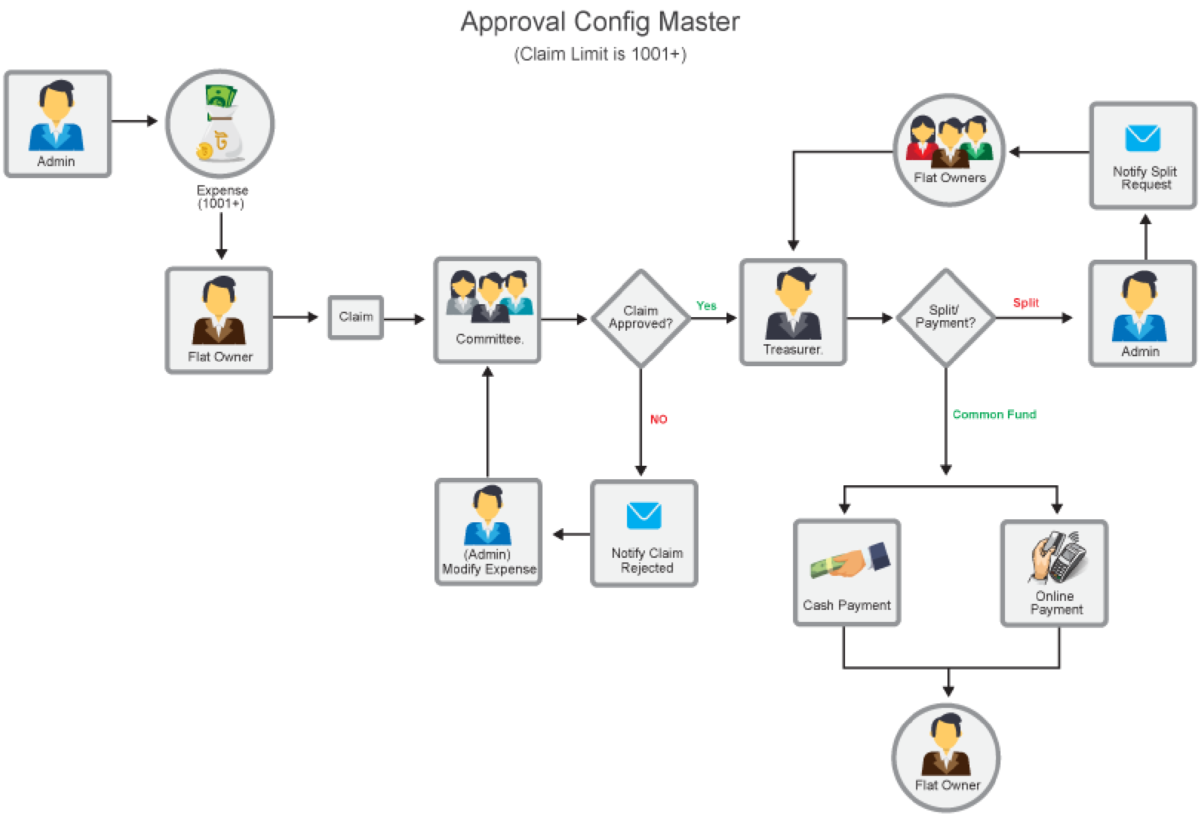


- **1001tk to 10000tk**

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.

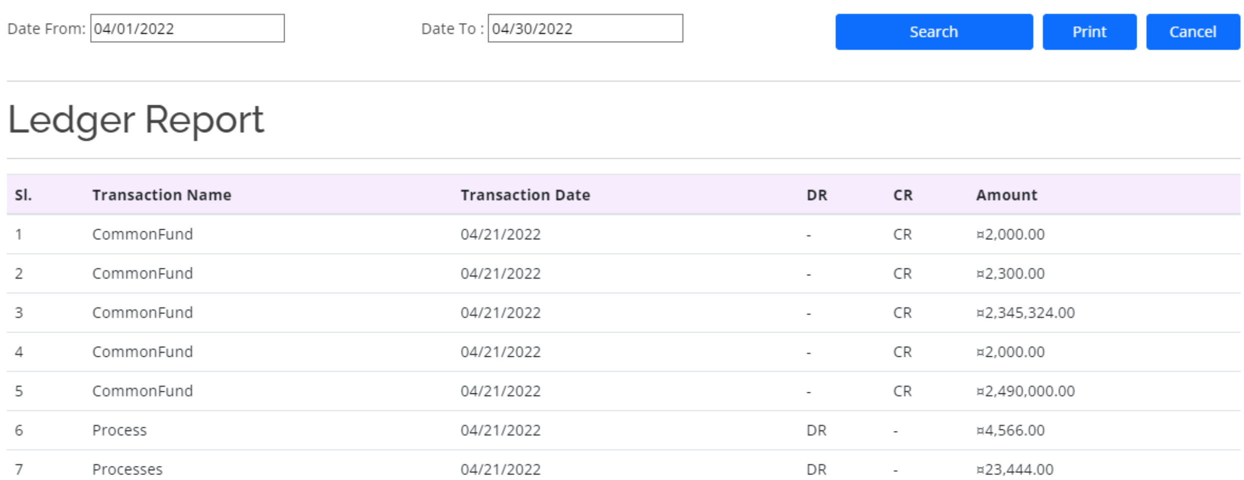
If the claimed amount is approved, the treasurer either splits the amount among other flat owners or considers as a payment to any flat owner. If the claimed amount is **split**, the admin notifies the flat owners, who later claims the amount from the treasurer through the system. If the claimed amount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

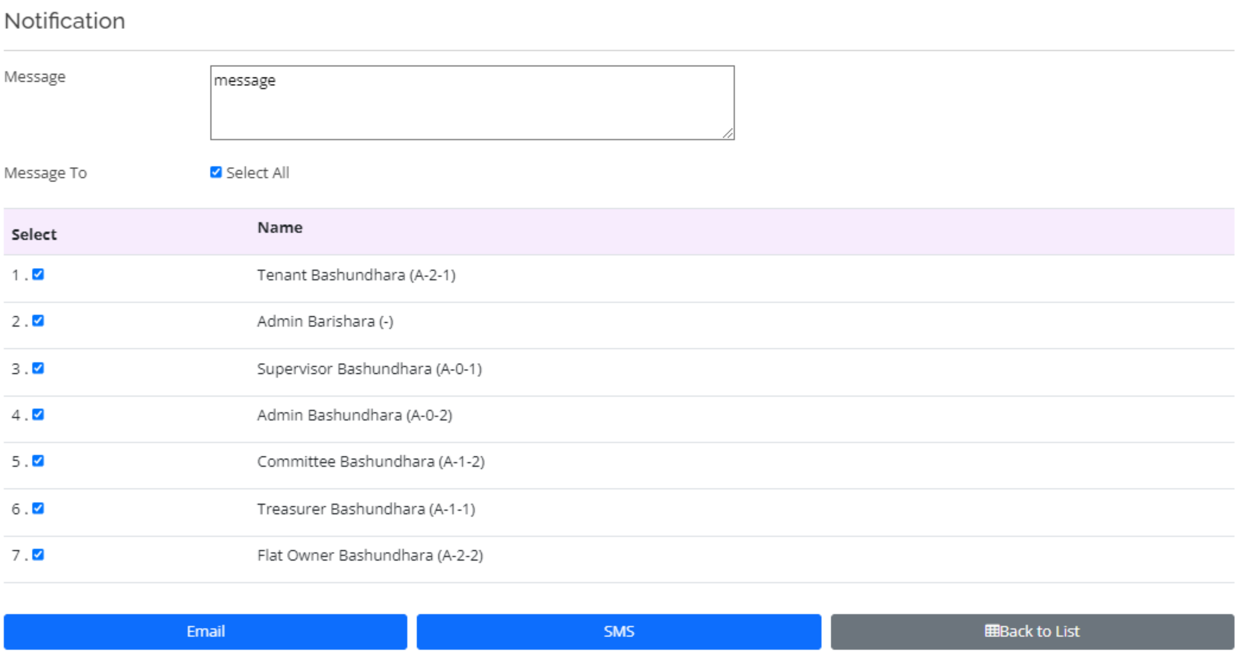
Ledger Report

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.



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

MAINTENANCE

1. New maintenance can be created through the Maintenance 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 Create Meeting button will help to create meeting.
3. Admin can edit or delete any meeting from the agenda list.

Agenda List

Show 10 entries Search:

Sl.	Name	Meeting Date	Location	Create Meeting
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 1 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 Create Resolution 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.

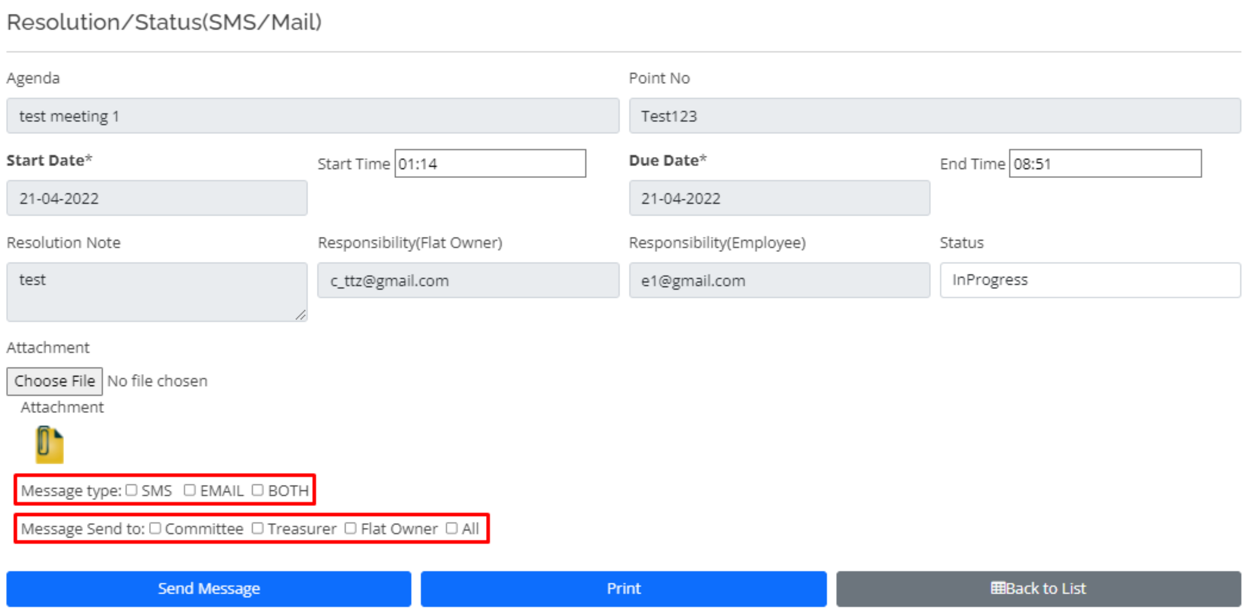
Resolution List

Show 10 entries Search:

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

Showing 1 to 2 of 2 entries Previous 1 Next

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



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 Add New 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 New 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 10 entries   Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	New
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 1 Next

Advance/Receive

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

Advanced Receive List

Show 10 entries   Search:

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

Showing 1 to 2 of 2 entries   Previous 1 Next

Split Request

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

Split List

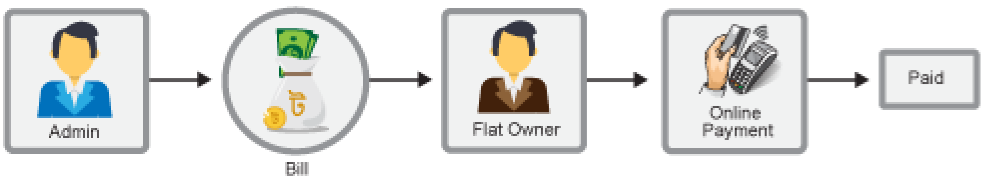
Show 10 entries   Search:

Sl.	Type	Amount	CurrentDate	Flat	Payment	
1	Claim	4566.000	04/21/2022	1-A-0	Request for split	Details

Showing 1 to 1 of 1 entries   Previous 1 Next

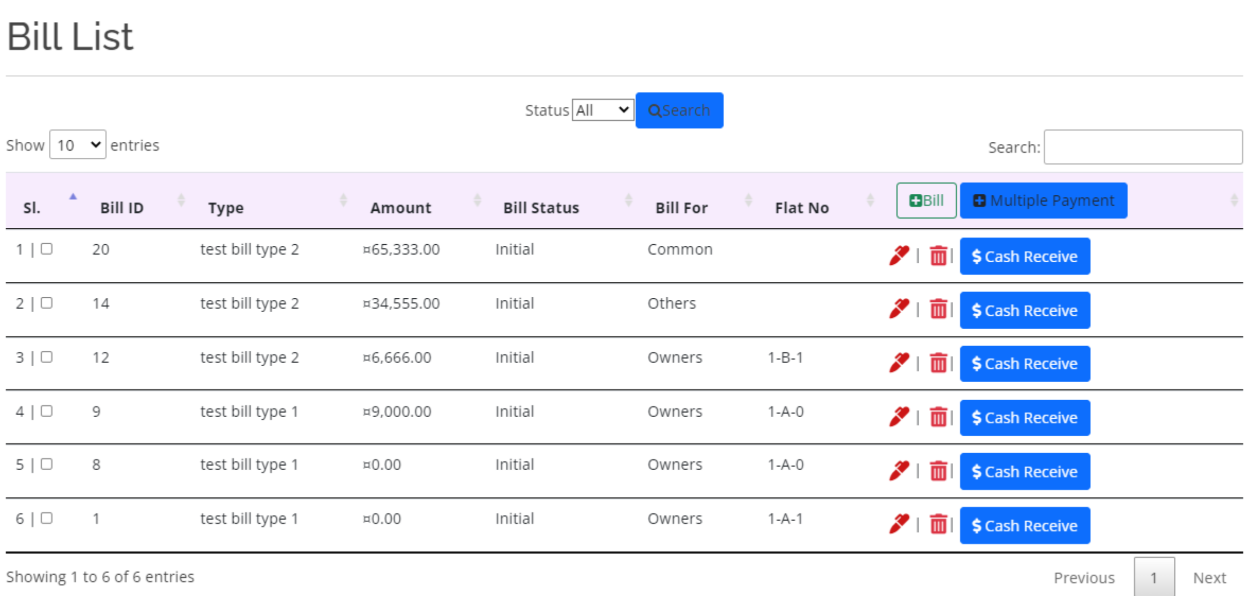
BILL

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

Status All Search

Show 10 entries

Search:

Sl.	Bill ID	Type	Amount	Bill Status	Bill For	Flat No	Bill / Multiple Payment
1 | ☐	20	test bill type 2	¤65,333.00	Initial	Common		| | $ Cash Receive
2 | ☐	14	test bill type 2	¤34,555.00	Initial	Others		| | $ Cash Receive
3 | ☐	12	test bill type 2	¤6,666.00	Initial	Owners	1-B-1	| | $ Cash Receive
4 | ☐	9	test bill type 1	¤9,000.00	Initial	Owners	1-A-0	| | $ Cash Receive
5 | ☐	8	test bill type 1	¤0.00	Initial	Owners	1-A-0	| | $ Cash Receive
6 | ☐	1	test bill type 1	¤0.00	Initial	Owners	1-A-1	| | $ Cash Receive

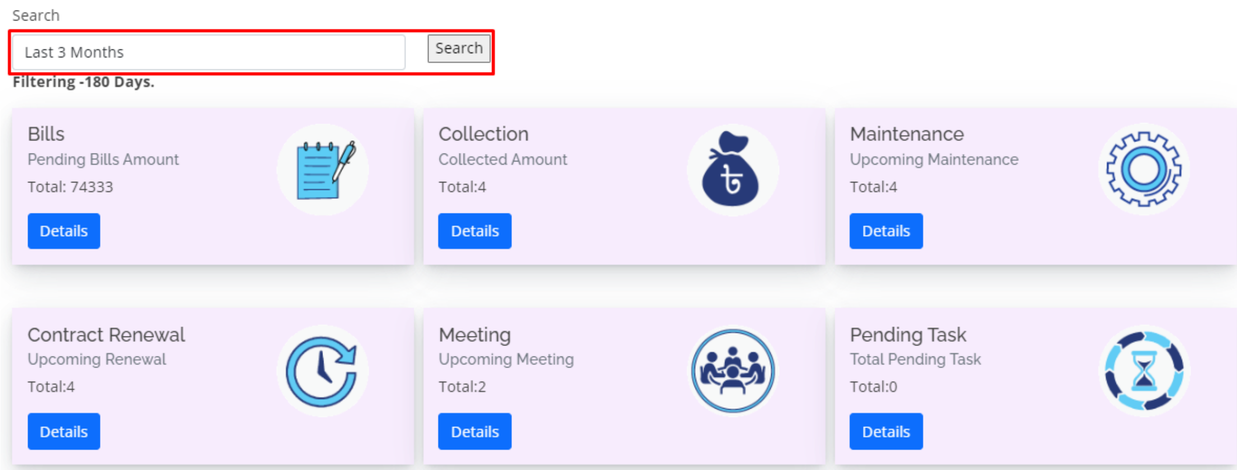
Showing 1 to 6 of 6 entries

Previous 1 Next

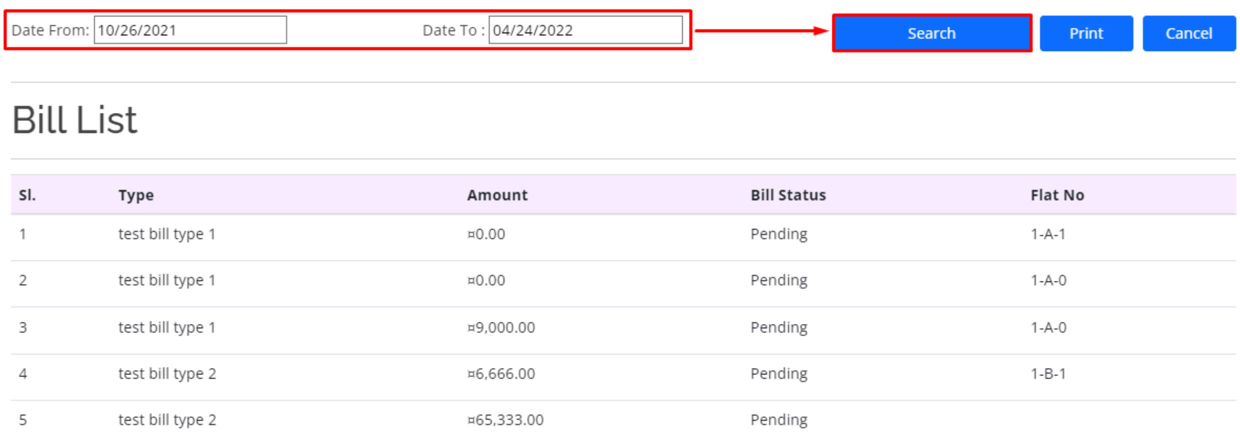
DASHBOARD

The dashboard will show all the summarized data.

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



2. 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.



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.

1. Go to Fund Management > Common Fund Management(Fund Collection)
2. The **Add New** 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 **New** 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 10 entries

Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	New
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 1 Next

Advance/Receive

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

Advanced Receive List

Show 10 entries

Search:

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

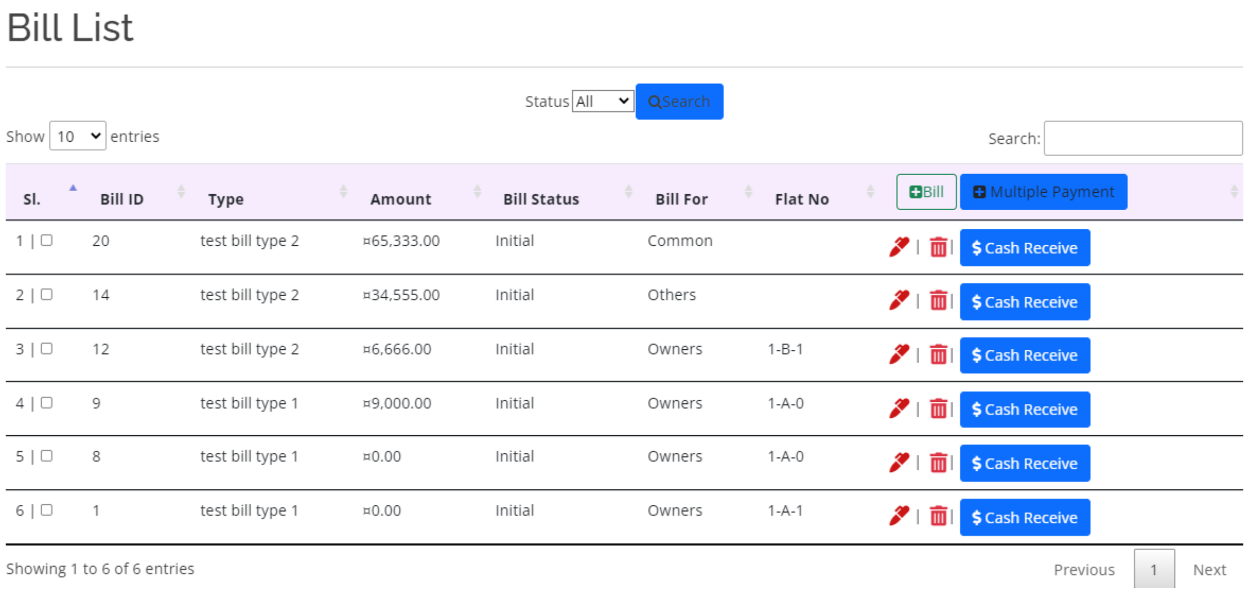
Showing 1 to 2 of 2 entries

Previous 1 Next

BILL

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

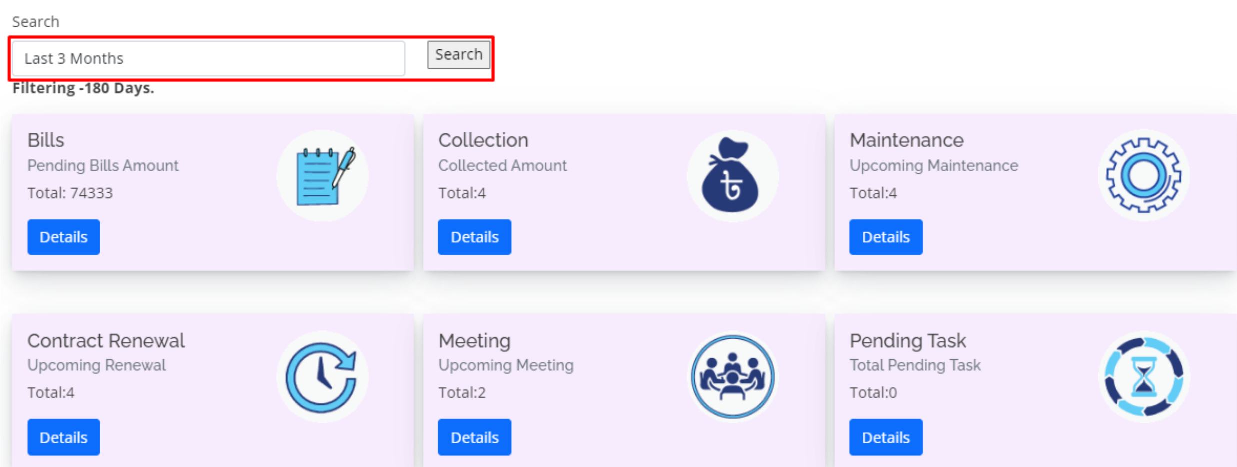
3. Through the $ Cash Receive button, user will be able to send the bill payment through the system.
4. User can edit or delete any bill from the list.



DASHBOARD

The dashboard will show all the summarized data.

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



2. 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.

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 Add New 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 New 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 10 entries Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	New
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 1 Next

Advance/Receive

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

Advanced Receive List

Show 10 entries Search:

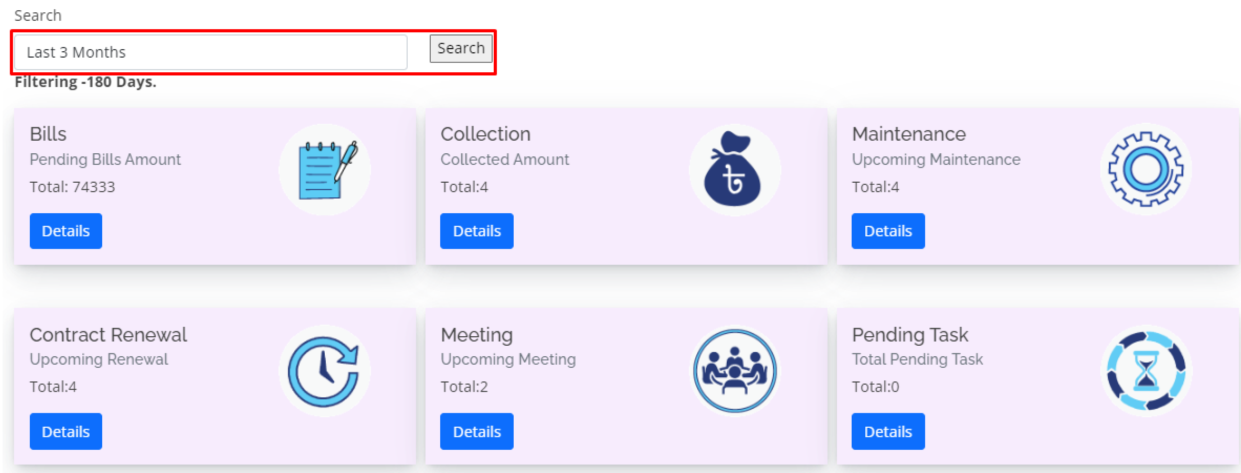
SL.	Person Type	Payment Status	Amount	Month	Year	Add New
1	Supplier		¤2,000.00	February	2023	
2	Employee		¤2,000.00	February	2022	

Showing 1 to 2 of 2 entries Previous 1 Next

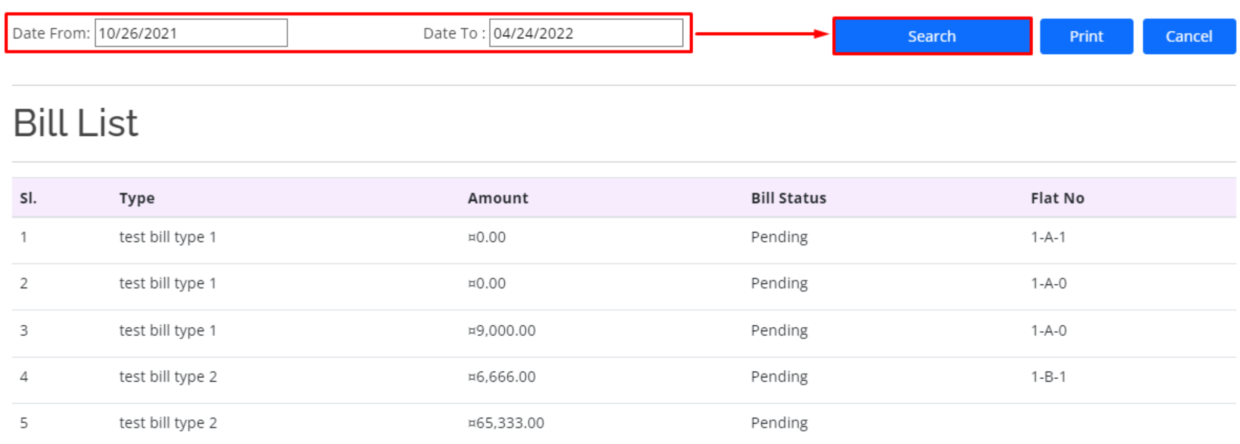
DASHBOARD

The dashboard will show all the summarized data.

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



2. 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.



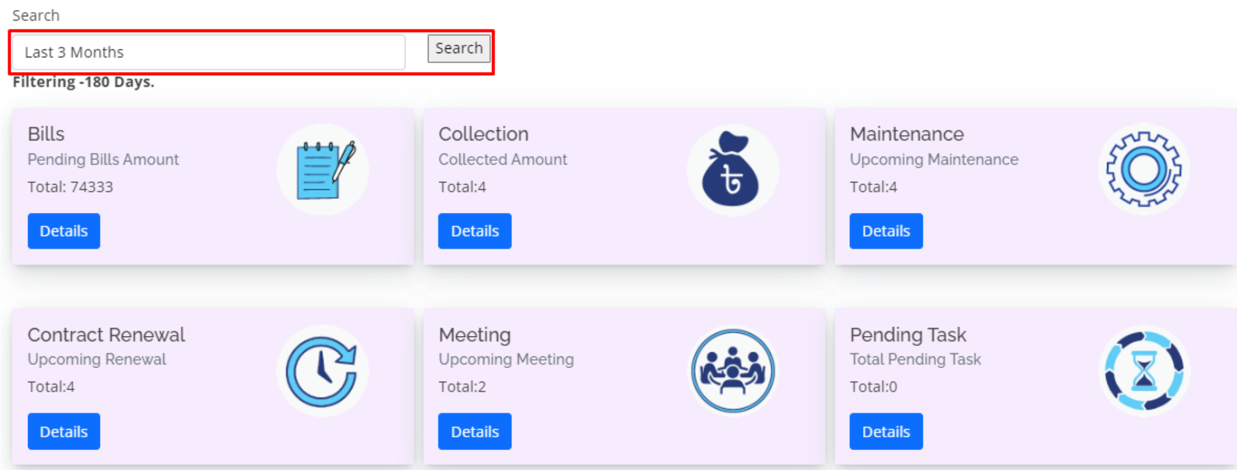
Sl.	Type	Amount	Bill Status	Flat No
1	test bill type 1	¤0.00	Pending	1-A-1
2	test bill type 1	¤0.00	Pending	1-A-0
3	test bill type 1	¤9,000.00	Pending	1-A-0
4	test bill type 2	¤6,666.00	Pending	1-B-1
5	test bill type 2	¤65,333.00	Pending	

FLAT OWNER

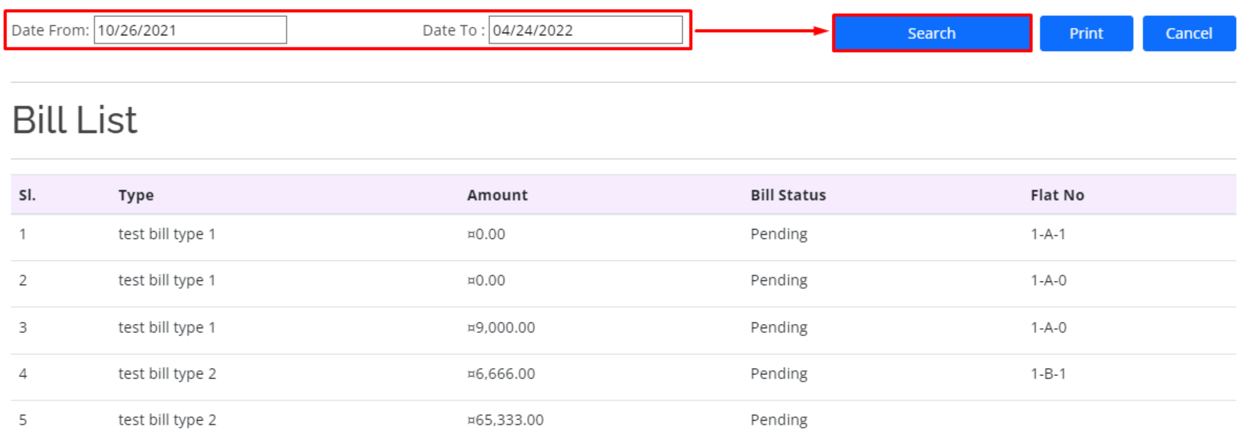
DASHBOARD

The dashboard will show all the summarized data.

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



2. 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.



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.

1. Go to Fund Management > Common Fund Management(Fund Collection)
2. The Add New 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 New 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 10 entries

Search:

Sl.	Type	Amount	Paid By	Response Person	Payment Status	Expense Date	New
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	|

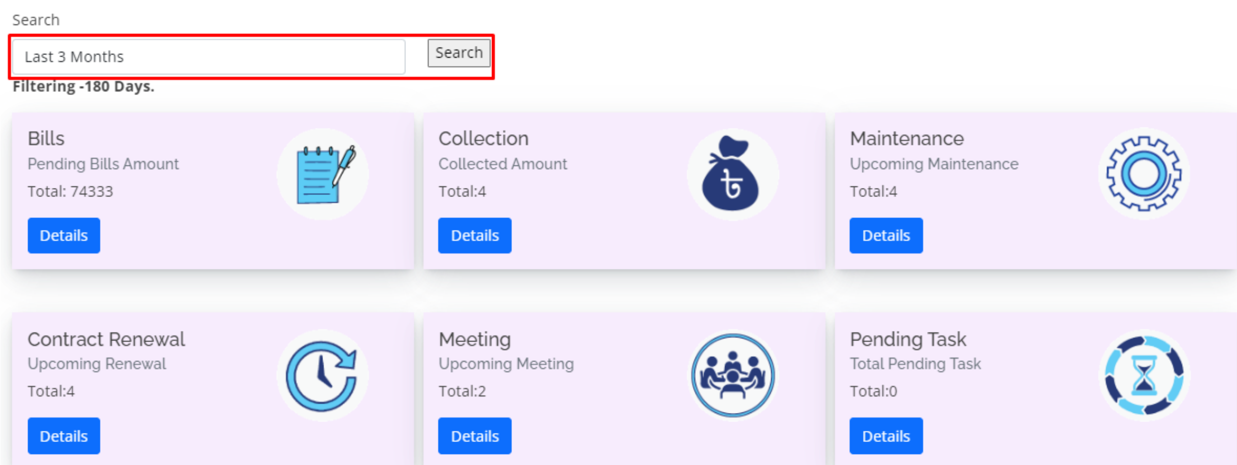
Showing 1 to 8 of 8 entries

Previous 1 Next

DASHBOARD

The dashboard will show all the summarized data.

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



2. 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	