

**2013**

Clyde  
Systems Ltd

Andrew Kibe

# **[E-KODI PROPERTY MANAGER: USER MANUAL]**

[This document details all the features in the e-Kodi Property Manager system, where they are located and how to use them]

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## Executive Summary

### ***Created By Property Managers for Property Managers***

e-Kodi Property Manager™ was launched in 2012 by Clyde Systems Ltd because there was a lack of affordable property management software available for those with less than 500 units. As beginning rental property owners, investors, and managers ourselves, we wanted a way to manage our properties that would not be cost-prohibitive and cumbersome to use.

We wanted to develop software that:

- Was web-based so we could login from anywhere
- Was easy to use, colorful, and simple
- Required no additional fees for upgrades
- Required no previous experience to use
- Required no long term contract
- Required no startup fees
- Was powerful enough to grow with our business

As property managers and owners, our software needs are as unique as the properties themselves, and when you are just starting out, or growing as you go, the heavy complexity of some software applications can be overwhelming.

We try to keep it simple. Simple reports, simple input of data, simple Rent Roll format, and over time we just keep getting simply better!

The online payment system accepts various forms of cash payment gateways:

- Mobile Money: M-PESA, Airtel Money, yuCash
- Debit Cards: Kenswitch branded cards
- Debit/ Credit Cards: VISA, Master Card

## **e-Kodi Property Manager**

There are two aspects to the system:

- 1) Admin Portal: This is where the management of the properties is done. More details about the portal explained below.
- 2) User Portal: This is where the tenants make payments of what is owed.

### **Admin Portal**

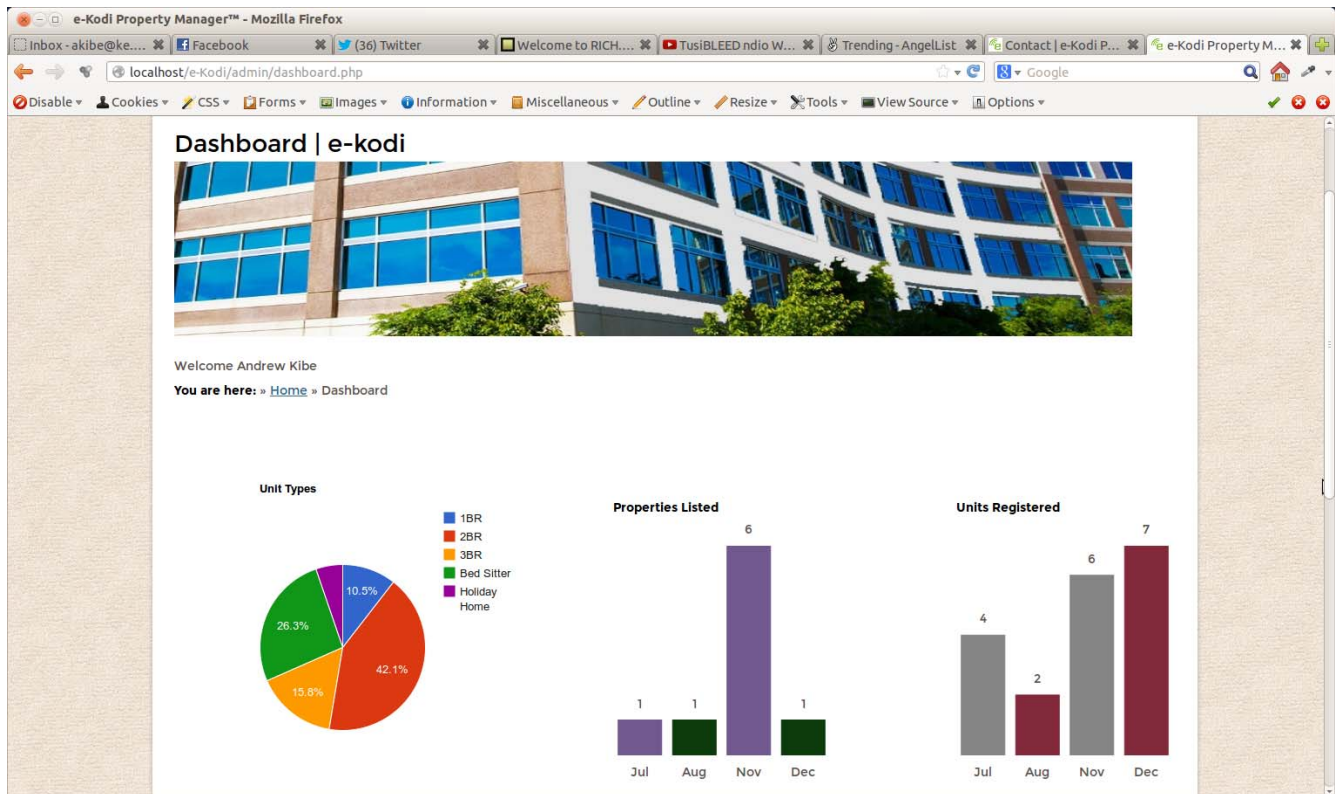
There are various views/ modules e-Kodi System; Property Management System. They are:

- a) Dashboard
- b) Properties
- c) Tenants
- d) Rent
- e) Expenses
- f) Repairs
- g) Reports
- h) Admin
- i) Log Out

### **Dashboard**

This page shows a snapshot of the figured in the system. The graphs showed are:

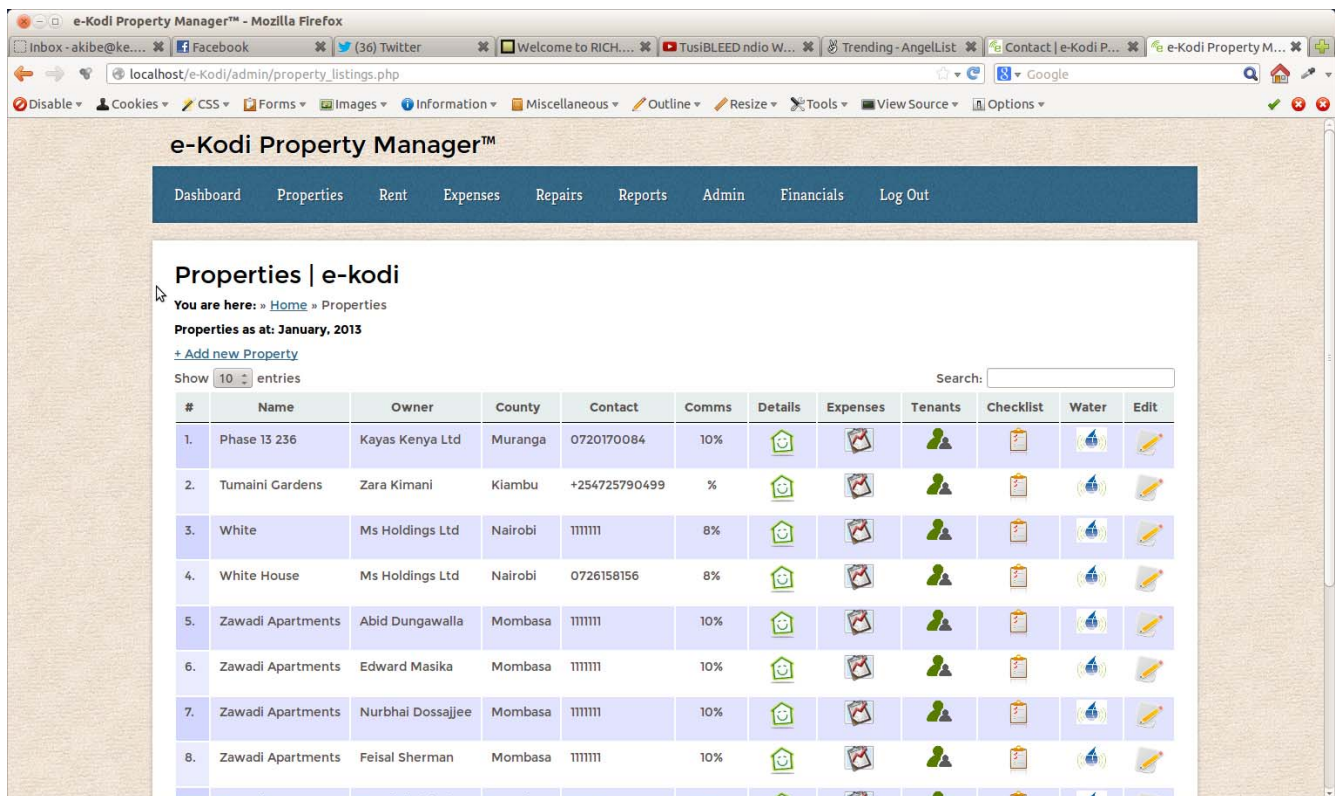
- Total amounts collected
- Total commissions earned
- Expenses paid for the month
- Properties listed
- Property units registered in the system



## Properties

This page is used to display all the properties listed in the system. This is also the page where you can:

- Add new property to the system
- Add units to the already added property in the system
- View the unit details per property
- Create expenses for the property
- View & add tenants to the property
- Create checklists for specific property
- Enter water payments for tenants in the property
- Edit details of the property



The screenshot shows the e-Kodi Property Manager interface in a Mozilla Firefox browser. The page title is "e-Kodi Property Manager™". The navigation menu includes: Dashboard, Properties, Rent, Expenses, Repairs, Reports, Admin, Financials, and Log Out. The main content area is titled "Properties | e-kodi" and shows a list of properties as of January 2013. A search bar is available on the right. The table below represents the data shown in the screenshot.

#	Name	Owner	County	Contact	Comms	Details	Expenses	Tenants	Checklist	Water	Edit
1.	Phase 13 236	Kayas Kenya Ltd	Muranga	0720170084	10%						
2.	Tumaini Gardens	Zara Kimani	Kiambu	+254725790499	%						
3.	White	Ms Holdings Ltd	Nairobi	111111	8%						
4.	White House	Ms Holdings Ltd	Nairobi	0726158156	8%						
5.	Zawadi Apartments	Abid Dungawalla	Mombasa	111111	10%						
6.	Zawadi Apartments	Edward Masika	Mombasa	111111	10%						
7.	Zawadi Apartments	Nurbhai Dossajee	Mombasa	111111	10%						
8.	Zawadi Apartments	Feisal Sherman	Mombasa	111111	10%						

From this view, you can view several aspects of the property listed in the system. The list shows ten (10) properties at a time, but one can select more views with the show entries button. The search aspect can also be used to quickly view a particular property; it can be used for any of the elements in the list.

### ***Properties: Add New Property***

This page is used to enter details about the property to the system. The details are:

- ✖ Property Name: The name of the property
- ✖ Physical Address: The physical address of the property, plus postal address if any
- ✖ Property Location: County or location of the property
- ✖ Property Owner: Name of the property owner
- ✖ Phone Number
- ✖ Email Address: This will be used by the system to sent notifications and email statements on the status of the property owned.
- ✖ Deposit Months: How many months in deposit does the land lord require?
- ✖ Commission (%): The percentage of the rent that will be taken by the e-Kodi system
- ✖ Penalties cut-off day: Last day to expect payments
- ✖ Penalties: The percentage the will be increased if late payment is done, its a percentage of the rent
- ✖ Water cost: The cost of water, per cubic meter
- ✖ Banking Details: This will be used to EFT funds collected to the landlords account.
  - Bank Name
  - Bank Branch
  - Account Name

- Account Number

### ***Properties: Add Units***

This page is used to create property units to the property already created. In the case of an apartment, there will be more than one property unit.

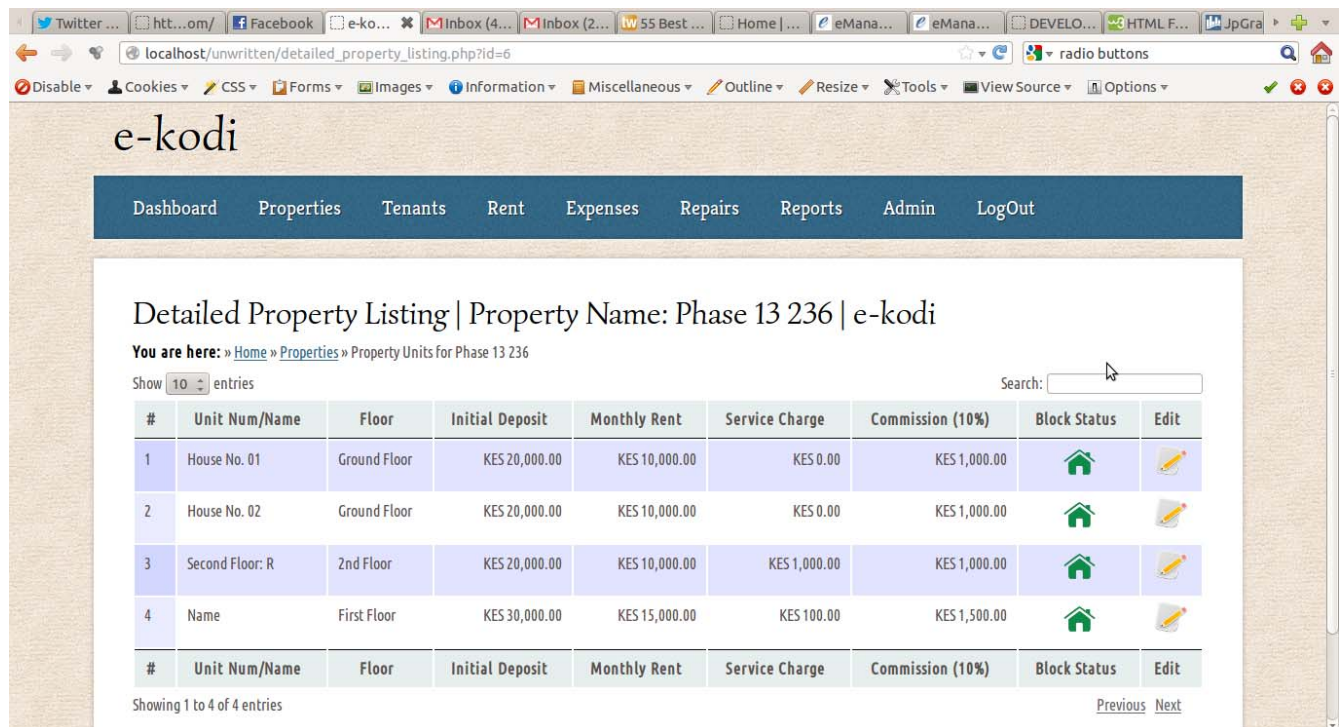
- ✖ Unit Num/ Name: The unique name used to identify the unit in the system
- ✖ Floor: The location of the unit in respect to the property
- ✖ Rent: The amount to be paid in terms of rent for the unit
- ✖ Service Charge: The amount to be paid in terms of service charge
- ✖ Property Type
- ✖ List on e-Kodi.com: This feature, if enabled ensures that if a rental unit falls vacant, it can be displayed on the e-kodi main site so that it can be filled faster

### ***Properties: Unit Details***

This view is used to display the units in the property. The details displayed are:

- Unit Num/ Name
- Floor
- Initial Deposit
- Monthly Rent
- Service Charge
- Commission (%)
- Block Status
  - Green House Icon: This means the unit is occupied, click on the icon to view the tenant details
  - Black House Icon: This means the unit is vacant, click on the icon to register a tenant for the unit
- Edit: Click on the icon to edit the unit(s) details





Detailed Property Listing | Property Name: Phase 13 236 | e-kodi

You are here: » [Home](#) » [Properties](#) » Property Units for Phase 13 236

Show  entries

Search:

#	Unit Num/Name	Floor	Initial Deposit	Monthly Rent	Service Charge	Commission (10%)	Block Status	Edit
1	House No. 01	Ground Floor	KES 20,000.00	KES 10,000.00	KES 0.00	KES 1,000.00		
2	House No. 02	Ground Floor	KES 20,000.00	KES 10,000.00	KES 0.00	KES 1,000.00		
3	Second Floor: R	2nd Floor	KES 20,000.00	KES 10,000.00	KES 1,000.00	KES 1,000.00		
4	Name	First Floor	KES 30,000.00	KES 15,000.00	KES 100.00	KES 1,500.00		

Showing 1 to 4 of 4 entries

[Previous](#) [Next](#)

### *Properties: Add Tenants*

This module is used to register a tenant to a unit in the system. Details of the tenant are entered and also login information for the tenant is also entered in this module. The details required are:

- ✖ Tenant Name
- ✖ Mailing Address
- ✖ Phone Number
- ✖ Email Address
- ✖ Tenant Status
- ✖ Next of Kin
- ✖ Next of Kin Contact (Phone Number)
- ✖ Tenant System Status (Default: User)
- ✖ Username
- ✖ User Password
- ✖ Initial Payment Details
  - Deposit
  - Rent
  - Payment Type

From this view, you can view several aspects of the property units listed in the system. The list shows ten (10) units at a time, but one can select more views with the show entries button.

The search aspect can also be used to quickly view a particular unit, it can be used for any of the elements in the list.



## *Properties: Expenses*

This module is used to create specific expenses per property. The details required:

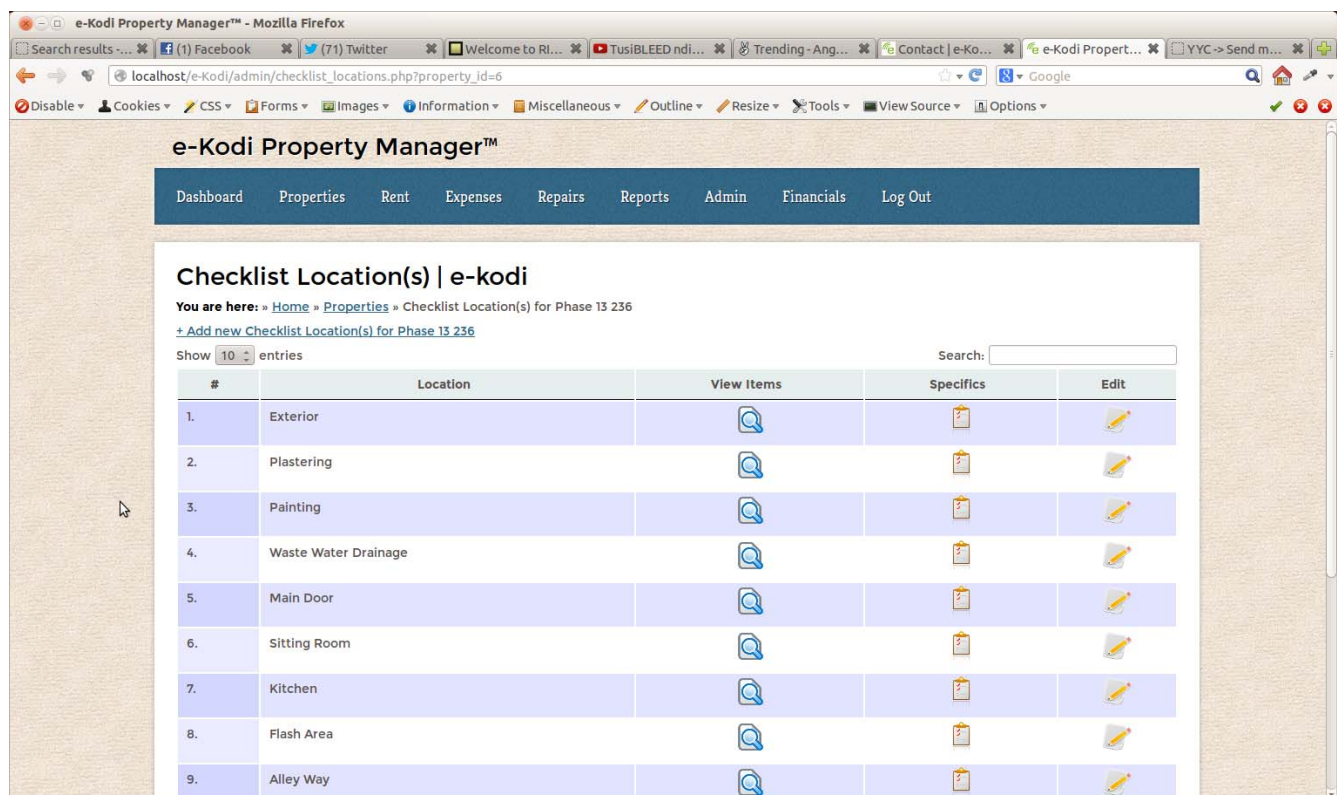
- Expense Name
- Expense Budget

## *Properties: Checklist*

This module is used by the property manager to create property checklists to be used when a tenant moves in and out of the property. Required information:

- Layout of the house, ie the rooms the house has
- Features in the room

Once this has been created, the system will display a checklist each time a tenant is signed in and when they move out.



**e-Kodi Property Manager™**

Dashboard Properties Rent Expenses Repairs Reports Admin Financials Log Out

**Checklist Location(s) | e-kodi**

You are here: » [Home](#) » [Properties](#) » Checklist Location(s) for Phase 13 236

[+ Add new Checklist Location\(s\) for Phase 13 236](#)

Show  entries

Search:

#	Location	View Items	Specifics	Edit
1.	Exterior			
2.	Plastering			
3.	Painting			
4.	Waste Water Drainage			
5.	Main Door			
6.	Sitting Room			
7.	Kitchen			
8.	Flash Area			
9.	Alley Way			

## *Properties: Tenants*

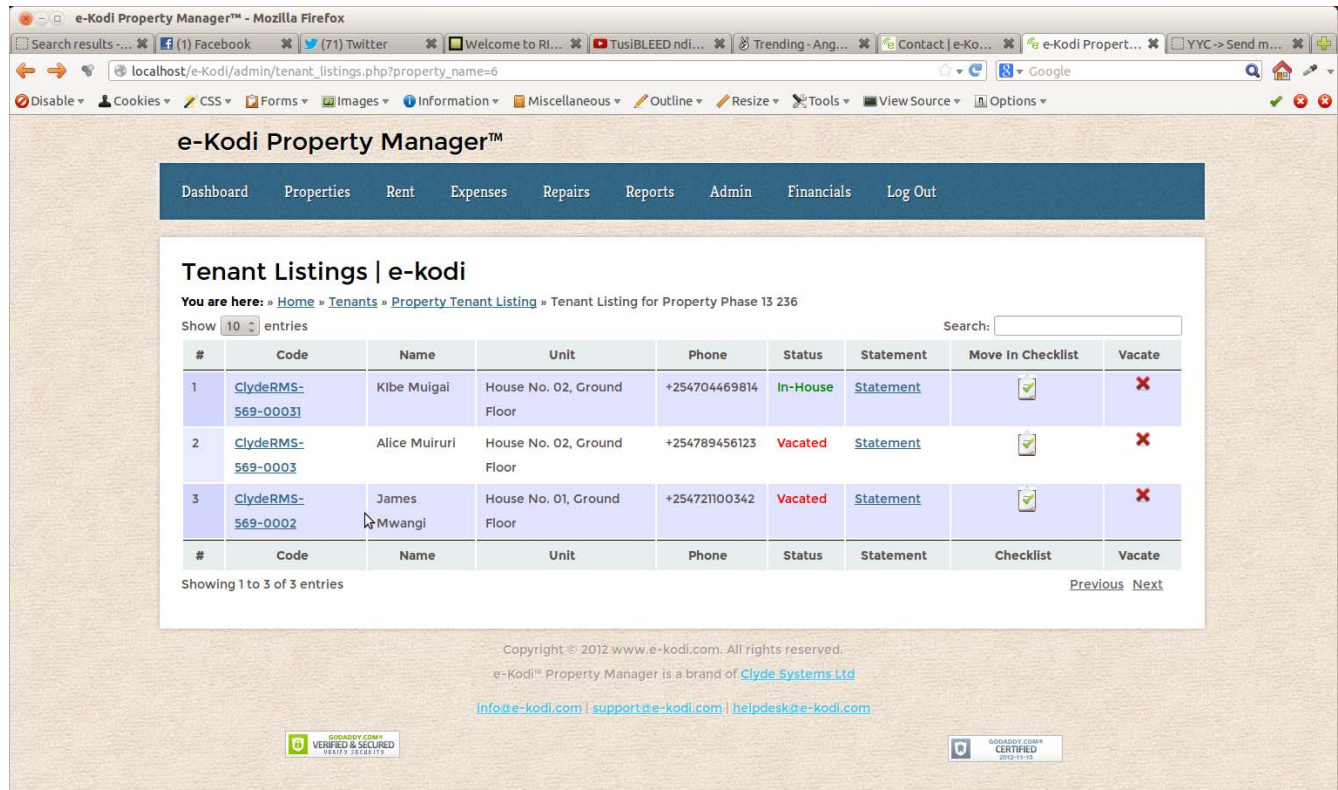
This module is used to view the tenants that are registered in any particular property. The view displays various details:

- ✕ Tenant Code
- ✕ Tenant Name
- ✕ Unit Occupied
- ✕ Phone Number

- ✕ Tenant Status
- ✕ Statement (This can be used by the system admin to view and print tenant statements for tenants)
- ✕ Date Registered

From this view, you can view several aspects of the property units listed in the system. The list shows ten (10) units at a time, but one can select more views with the show entries button.

The search aspect can also be used to quickly view a particular unit, it can be used for any of the elements in the list.



**e-Kodi Property Manager™**

Dashboard Properties Rent Expenses Repairs Reports Admin Financials Log Out

**Tenant Listings | e-kodi**



You are here: » [Home](#) » [Tenants](#) » [Property Tenant Listing](#) » Tenant Listing for Property Phase 13 236

Show **10** entries Search:

#	Code	Name	Unit	Phone	Status	Statement	Move In Checklist	Vacate
1	<a href="#">ClydeRMS-569-00031</a>	Kibe Mulgai	House No. 02, Ground Floor	+254704469814	In-House	<a href="#">Statement</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<a href="#">ClydeRMS-569-0003</a>	Alice Muiruri	House No. 02, Ground Floor	+254789456123	Vacated	<a href="#">Statement</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<a href="#">ClydeRMS-569-0002</a>	James Mwangi	House No. 01, Ground Floor	+254721100342	Vacated	<a href="#">Statement</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

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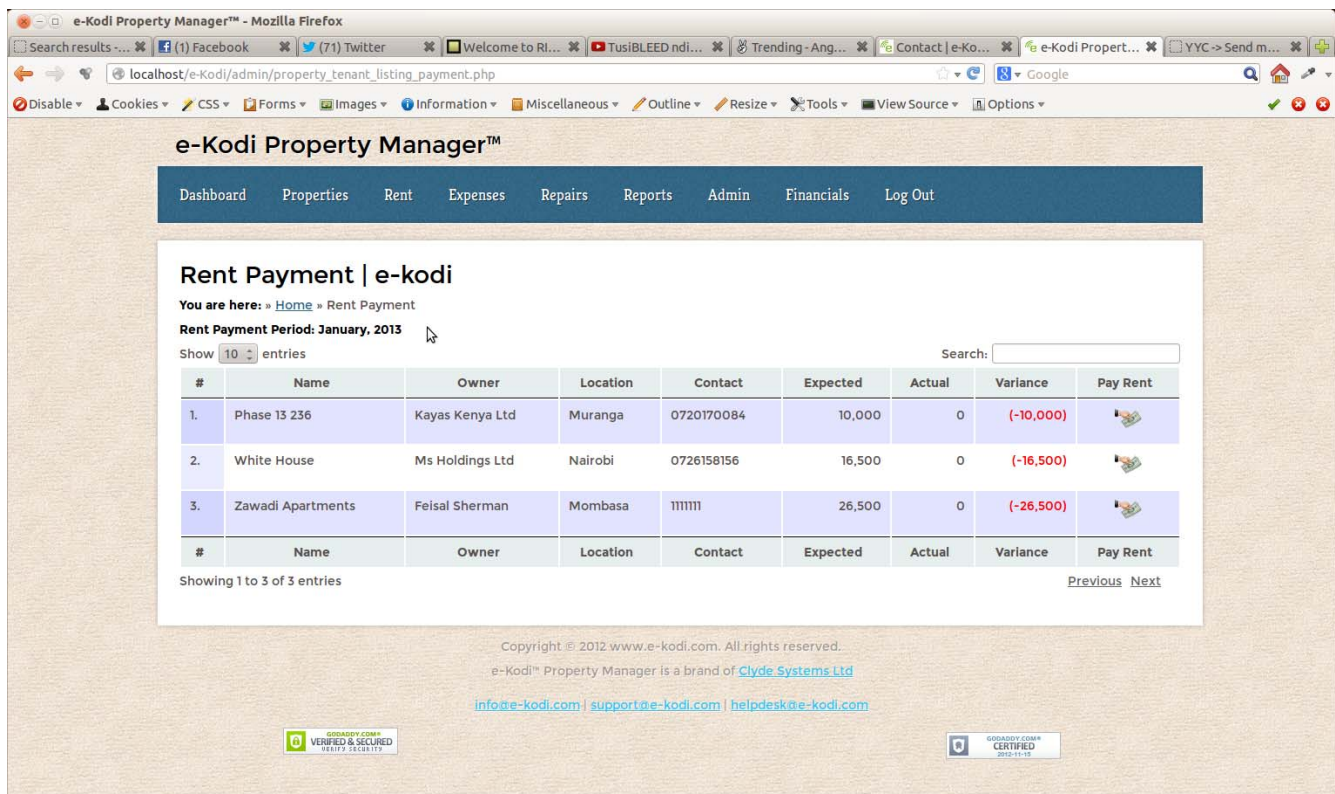
 

## Properties: Edit

This module is used to edit the unit details, ie increase rent or service charge.

## Rent

This module is used to view the tenants who have paid and those who haven't and follow-up calls can be made to the tenants. Tenants who would like to pay cash, the system admin can use this portal to make the relevant payments.



**e-Kodi Property Manager™**

Dashboard Properties Rent Expenses Repairs Reports Admin Financials Log Out




### Rent Payment | e-kodi

You are here: » [Home](#) » Rent Payment

Rent Payment Period: January, 2013

Show  entries



Search:

#	Name	Owner	Location	Contact	Expected	Actual	Variance	Pay Rent
1.	Phase 13 236	Kayas Kenya Ltd	Muranga	0720170084	10,000	0	(-10,000)	
2.	White House	Ms Holdings Ltd	Nairobi	0726158156	16,500	0	(-16,500)	
3.	Zawadi Apartments	Faisal Sherman	Mombasa	1111111	26,500	0	(-26,500)	

Showing 1 to 3 of 3 entries

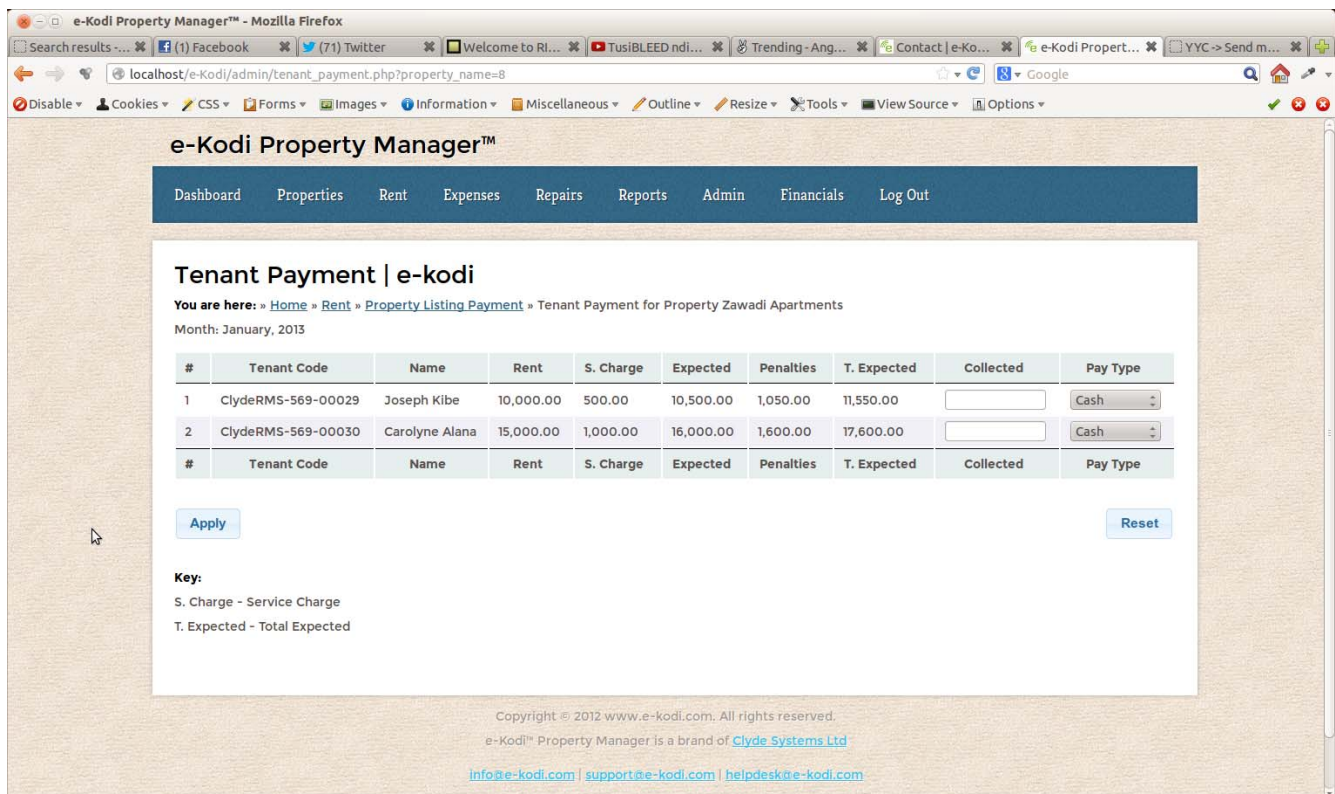
[Previous](#) [Next](#)

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On the rent section, there is a snapshot of the properties in the system, expected rental income and the much that has been paid during that period. To have a deeper dive into the property, click on the Pay Rent icon. The view shows:

- ✕ Tenant Code
- ✕ Tenant Name
- ✕ Monthly Rent
- ✕ Service Charge
- ✕ Rent Expected
- ✕ Penalties
- ✕ Total Expected
- ✕ Rent Collected (If payment hasnt been done, this will be a blank field)
- ✕ Payment Type: This shows the payment gateway used for the payment



**e-Kodi Property Manager™**

Dashboard Properties Rent Expenses Repairs Reports Admin Financials Log Out

**Tenant Payment | e-kodi**

You are here: » [Home](#) » [Rent](#) » [Property Listing Payment](#) » Tenant Payment for Property Zawadi Apartments

Month: January, 2013

#	Tenant Code	Name	Rent	S. Charge	Expected	Penalties	T. Expected	Collected	Pay Type
1	ClydeRMS-569-00029	Joseph Kibe	10,000.00	500.00	10,500.00	1,050.00	11,550.00	<input type="text"/>	Cash
2	ClydeRMS-569-00030	Carolyne Alana	15,000.00	1,000.00	16,000.00	1,600.00	17,600.00	<input type="text"/>	Cash

[Apply](#) [Reset](#)

**Key:**  
 S. Charge - Service Charge  
 T. Expected - Total Expected

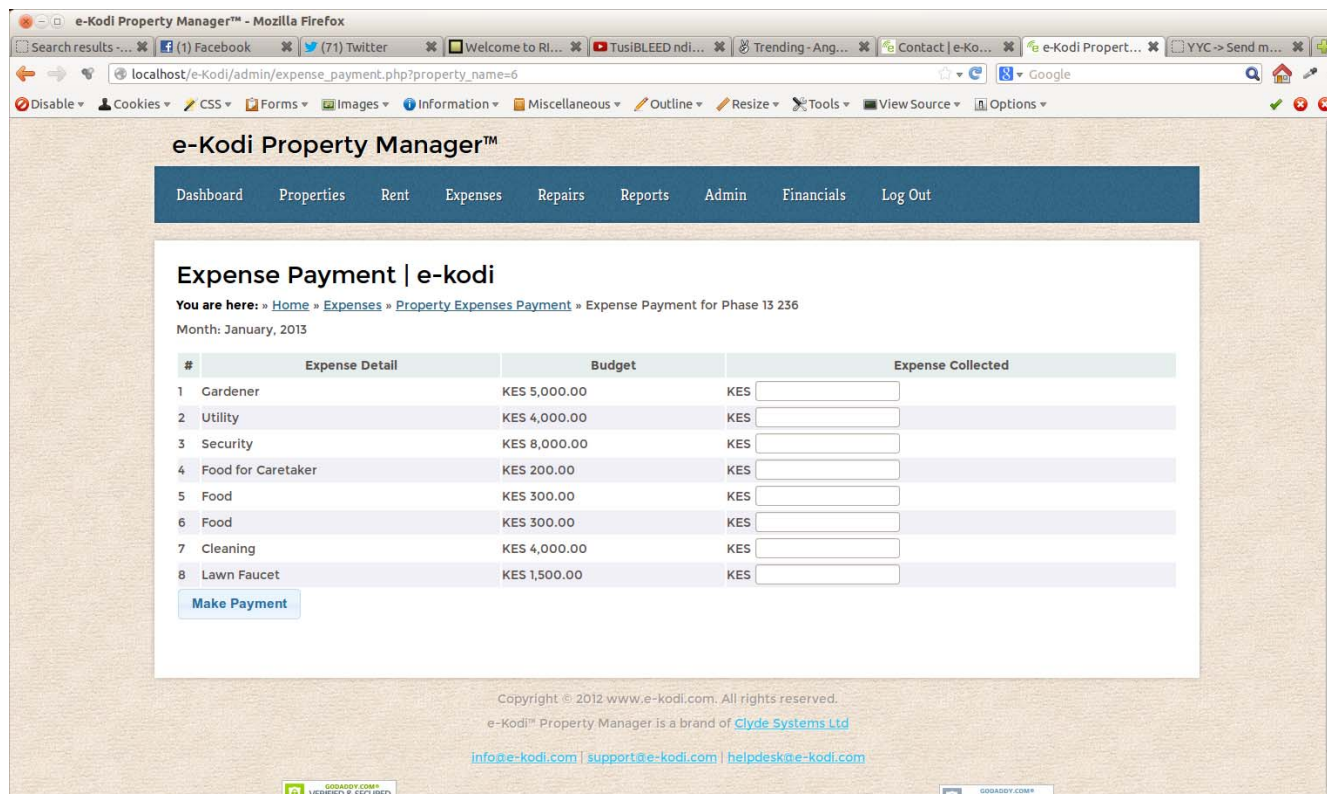
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## Expenses

This module is used to make payments for the specific expenses for the properties registered in the system. The expenses are gauged against the budget specified for all the expenses.

If the payment hasn't been made, there will be a blank input where the payment can be entered, if it's been paid, it will be shown in the system.





**e-Kodi Property Manager™**

Dashboard Properties Rent Expenses Repairs Reports Admin Financials Log Out

### Expense Payment | e-kodi

You are here: » [Home](#) » [Expenses](#) » [Property Expenses Payment](#) » Expense Payment for Phase 13 236

Month: January, 2013

#	Expense Detail	Budget	Expense Collected
1	Gardener	KES 5,000.00	KES <input type="text"/>
2	Utility	KES 4,000.00	KES <input type="text"/>
3	Security	KES 8,000.00	KES <input type="text"/>
4	Food for Caretaker	KES 200.00	KES <input type="text"/>
5	Food	KES 300.00	KES <input type="text"/>
6	Food	KES 300.00	KES <input type="text"/>
7	Cleaning	KES 4,000.00	KES <input type="text"/>
8	Lawn Faucet	KES 1,500.00	KES <input type="text"/>

[Make Payment](#)

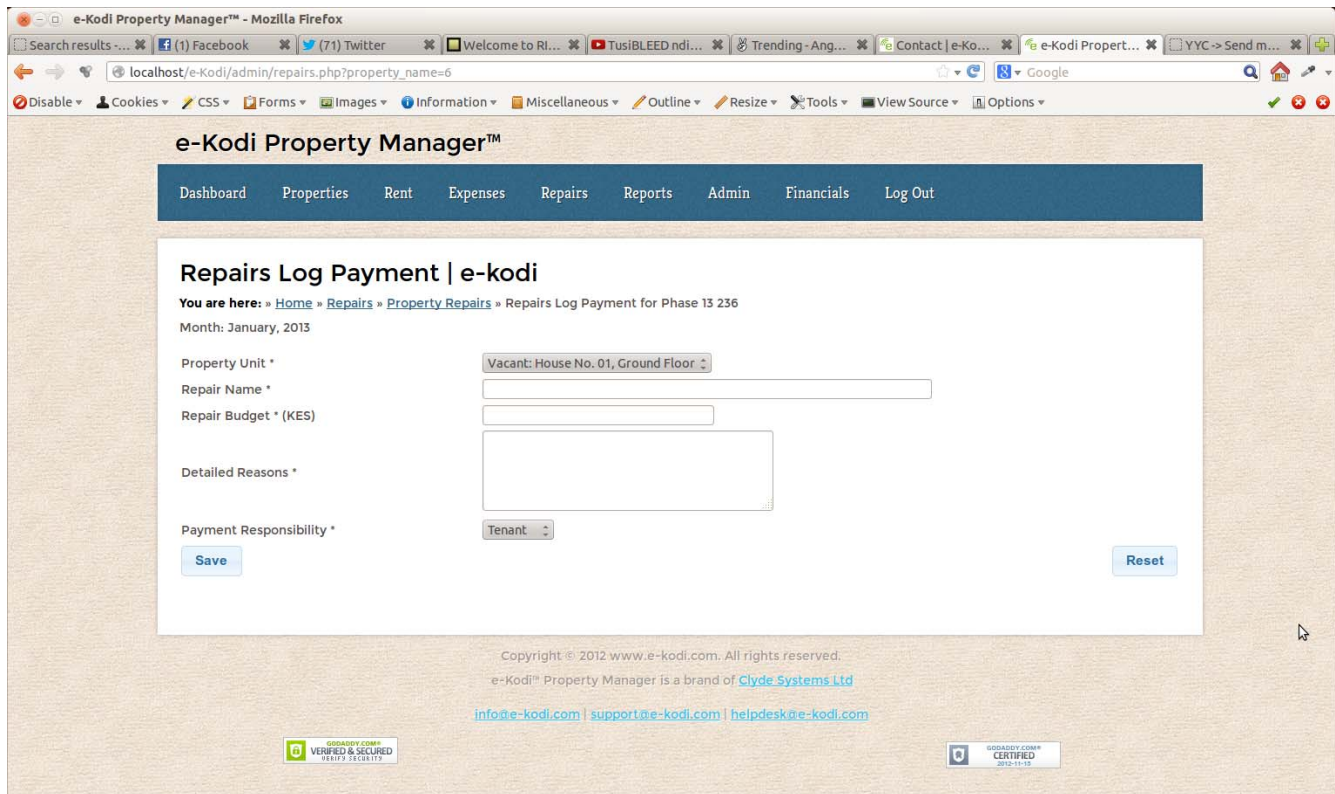
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## Repairs

This module is used to make payments for specific repairs that are required for the units. Depending on the type of repair, it will be determined who pays for it, be it the tenant in the case of recklessness or the landlord in the case new tenants.

The details required are:

- Property Unit
- Repair Name
- Repair Budget
- Detailed Justification for the repair



The screenshot shows the 'Repairs Log Payment' form in the e-Kodi Property Manager application. The form is titled 'Repairs Log Payment | e-kodi' and includes a breadcrumb trail: 'You are here: » Home » Repairs » Property Repairs » Repairs Log Payment for Phase 13 236'. The form is for the month of 'January, 2013'. It contains several input fields: 'Property Unit \*' (a dropdown menu showing 'Vacant: House No. 01, Ground Floor'), 'Repair Name \*' (a text input field), 'Repair Budget \* (KES)' (a text input field), 'Detailed Reasons \*' (a large text area), and 'Payment Responsibility \*' (a dropdown menu showing 'Tenant'). There are 'Save' and 'Reset' buttons at the bottom of the form. The footer of the page includes copyright information for 2012, contact details for Clyde Systems Ltd, and two security certificates from GlobalTrust.

## Reports

### i. Daily Payments Receipts

This report details all the daily payments, when received and who paid in.

### ii. Property Deposits Report

This report details all the deposits done per property.

### iii. Property Rent Report

This report details all the rent payments done per property, time paid in and tenant who paid in.

### iv. Security Deposit Report

This report lets you account for the security deposits

### v. Commissions Report

This report details the commissions earned per property.

### vi. Landlord Deposit/ Rent Statement Report

This report is a statement for the landlord. It is categorized into two parts, deposits and rent statement.

### vii. Monthly Landlord Statement

This report is a statement for the landlord, highlights the revenue, expenses and next revenue for the month.

### viii. Annual Landlord Statement

This report is a statement for the landlord, highlights the revenue, expenses and net revenue for the year.

### ix. Service Charge Reporting

This report is a statement to account for the usage of service charge across the year for a piece of property.

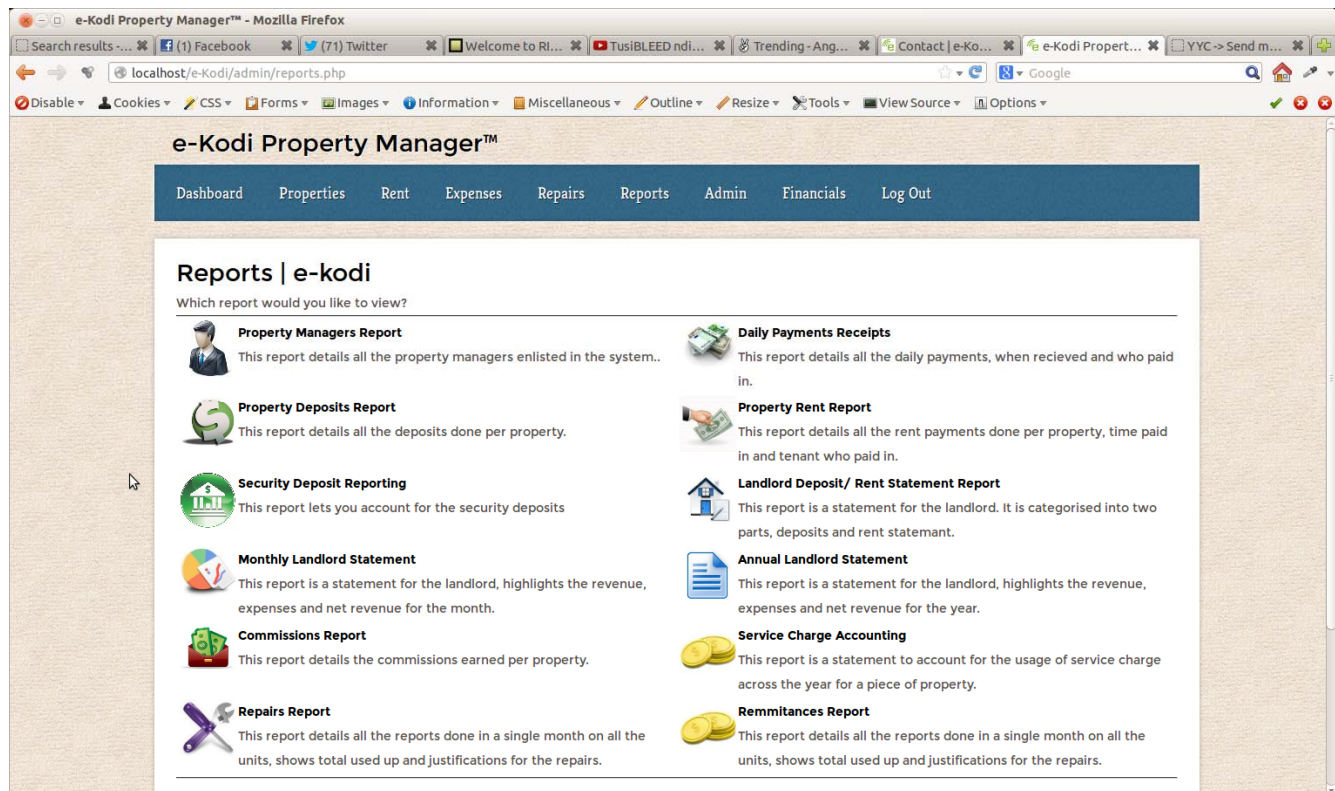
### x. Remittances Report

This report details all the reports done in a single month on all the units, shows total used up and

justifications for the repairs.

#### xi. Repairs Report

This report details all the reports done in a single month on all the units, shows total used up and justifications for the repairs.



## Admin

#### i. Optimize Database

This feature enables the system admin to optimize the database, this makes the database and in turn the system faster.

#### ii. Create User Profiles

This module is used to create users who can access the admin portal.

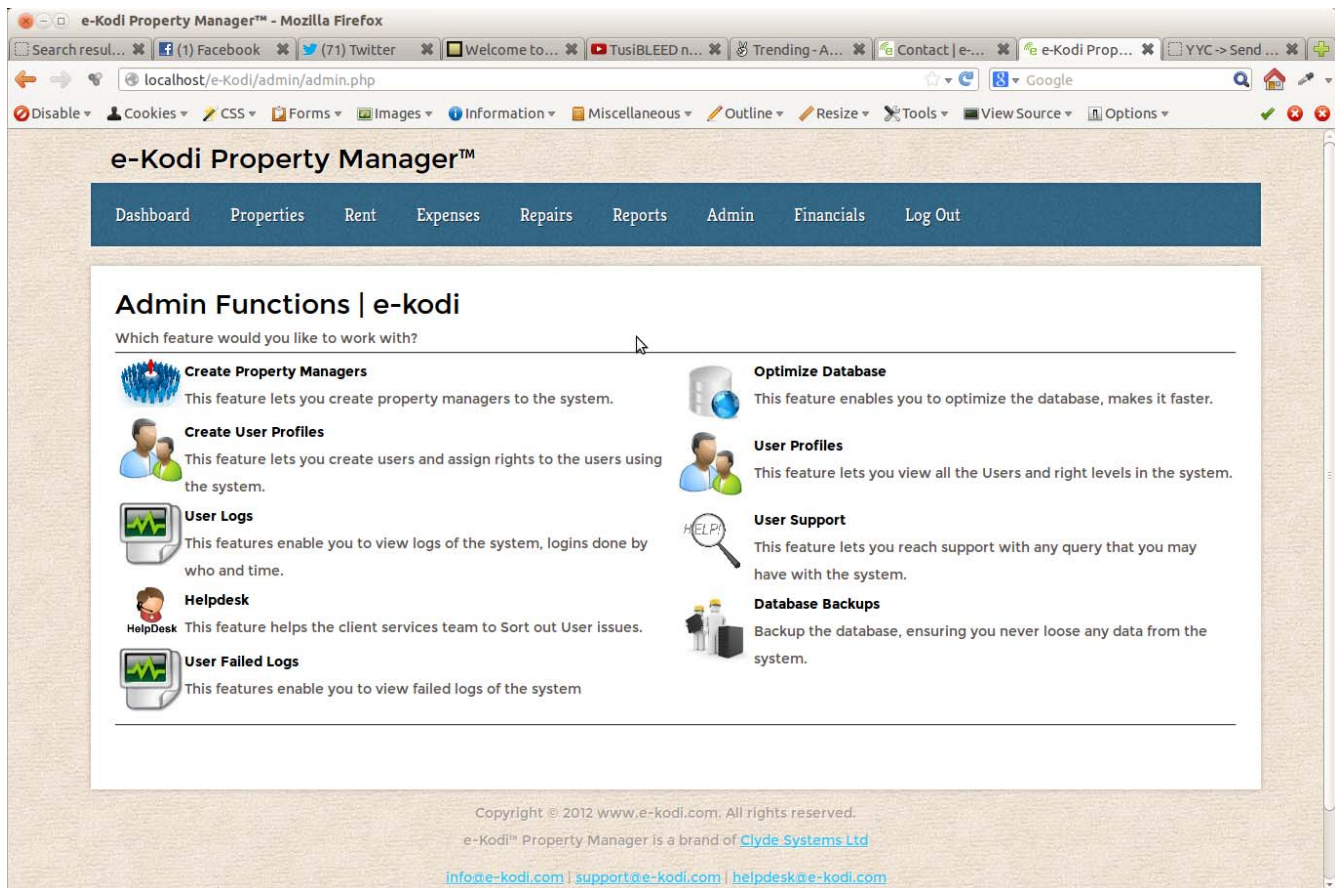
#### iii. Database Backups

This module is used to make backups of the database.

#### iv. User Logs

This features enable one to view logs, user logins into the system, logins done by who, the ip address used and the time done.





## Financials

- i. Create expenses
- ii. Create Asset Register
- iii. Make Petty Cash Payments
- iv. Make Cash Book Payments
- v. View Petty Cash Payments
- vi. View Cashbook Payments
- vii. Asset Register
- viii. Income Statement
- ix. Balance Sheet
- x. Statements of Cashflow

## User Portal

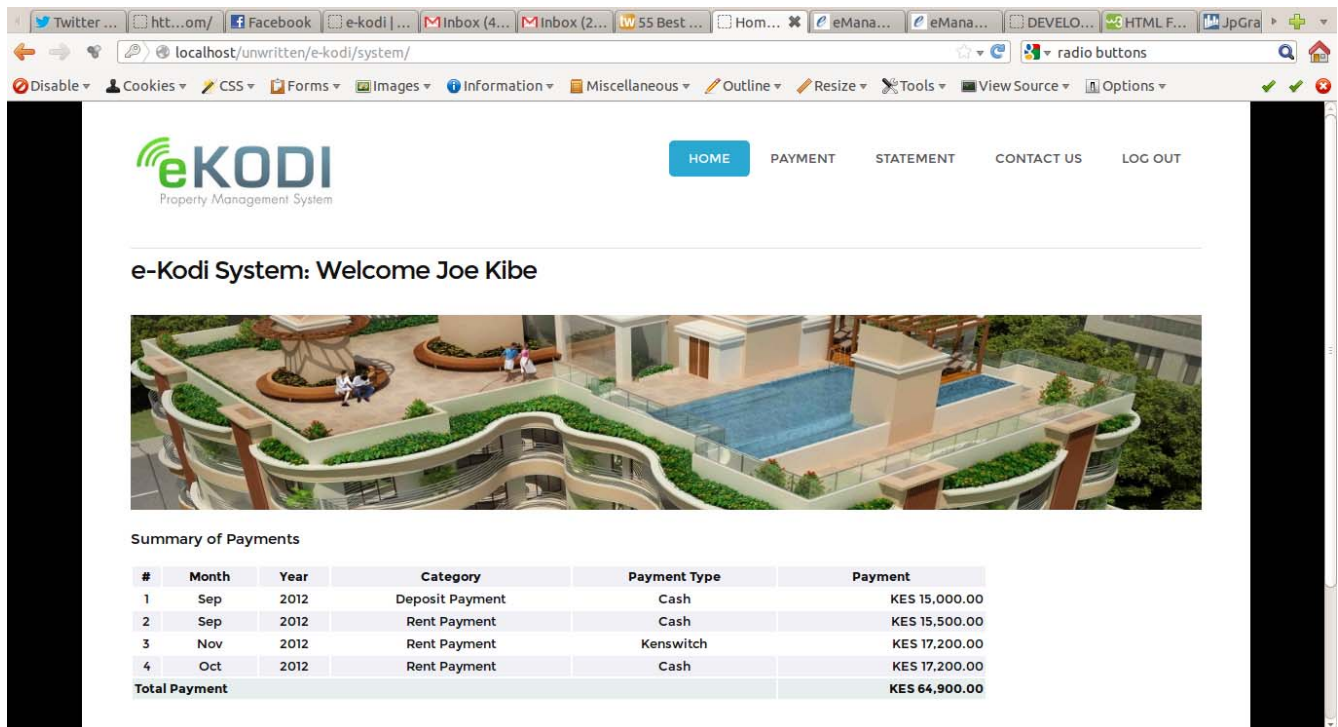
There are various views/ modules e-Kodi User System; Property Management System. They are:

- (a) Home Page
- (b) Payment
- (c) Statement
- (d) Contact Us
- (e) Log Out

## Home Page

Once the tenant logs in to the system, this page is used to show a summary of the payments made in the system. The snapshot of the details shown are:

- Month of Payment
- Year of Payment
- Category of Payment (Rent or Deposit)
- Payment Gateway used
- Payment



The screenshot shows the eKODI Home Page. At the top, there is a navigation bar with links: HOME, PAYMENT, STATEMENT, CONTACT US, and LOG OUT. Below the navigation bar, a welcome message reads "e-Kodi System: Welcome Joe Kibe". Underneath the message is a large image of a modern building with a swimming pool. Below the image, there is a section titled "Summary of Payments" which contains a table with the following data:

#	Month	Year	Category	Payment Type	Payment
1	Sep	2012	Deposit Payment	Cash	KES 15,000.00
2	Sep	2012	Rent Payment	Cash	KES 15,500.00
3	Nov	2012	Rent Payment	Kenswitch	KES 17,200.00
4	Oct	2012	Rent Payment	Cash	KES 17,200.00
<b>Total Payment</b>					<b>KES 64,900.00</b>

## Payments


This module shows the itemized detail of what the tenant owes. The invoice shows:

- Rent Owed
- Water Consumption owed
  - Previous Meter Reading
  - Current Meter Reading
  - Water Consumption
- Any penalties

Twitter ... htt...om/ Facebook e-kodi | ... Inbox (4... Inbox (2... 55 Best ... Mak... eMana... eMana... DEVELO... HTML F... JpGra ...

localhost/unwritten/e-kodi/system/payment.php radio buttons

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options



HOME **PAYMENTS** STATEMENT CONTACT US LOG OUT

---

### Make Payment(s): e-Kodi System » Period: Nov, 2012

**Property Details**  
**Landlord Name:** Abid Dungawalla  
**Property Name:** Zawadi Apartments: Unit: No 1, Floor: Ground Floor  
**Property Location:** No 1  
**Property Contact:** 1111111

**Tenant Details**  
**Tenant Name:** Joe Kibe  
**Tenant Code:** ClydeRMS-569-00012  
**Address:** None  
**Property Contact:** +254721100342

### Property Rent Payment

The payment for the period, Nov, 2012 has been cleared, click on statement to view.

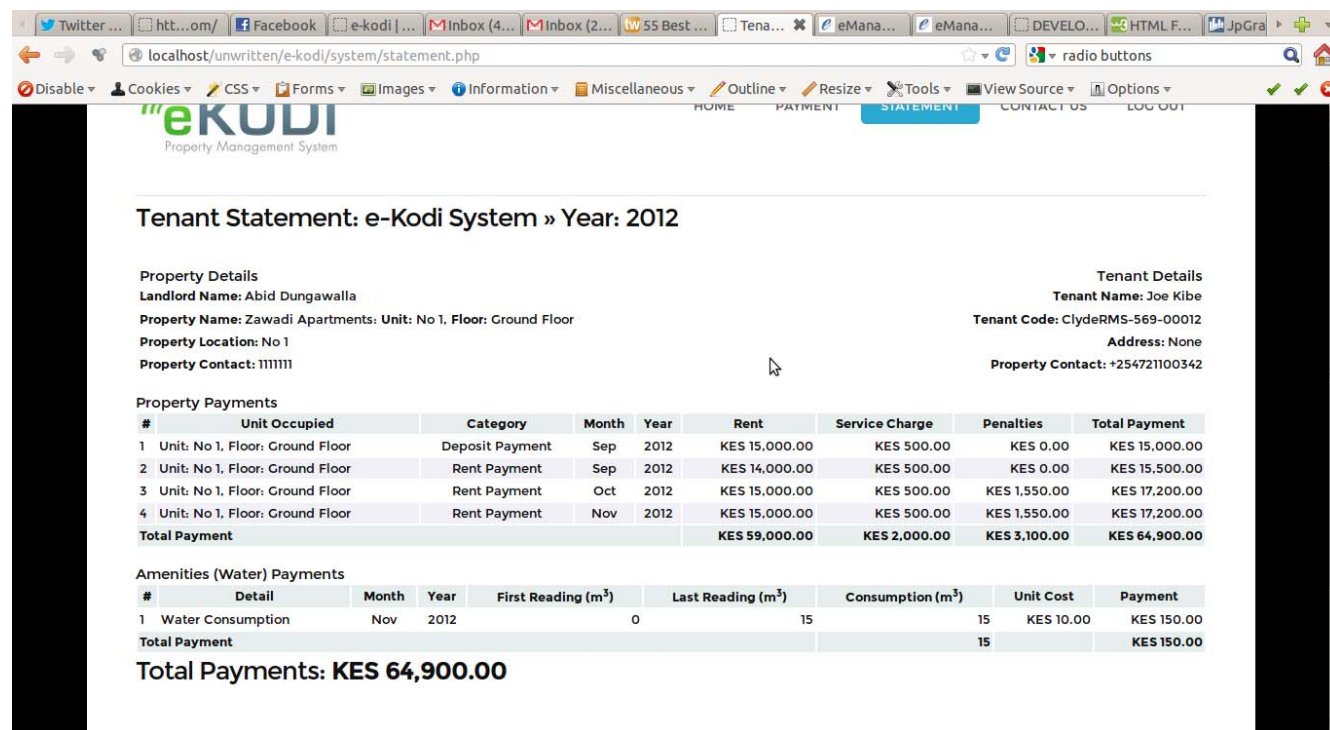
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localhost/unwritten/e-kodi/system/payment.php

## Statement

The module shows a statement of account for the tenant.



**Tenant Statement: e-Kodi System » Year: 2012**

**Property Details**  
 Landlord Name: Abid Dungawalla  
 Property Name: Zawadi Apartments: Unit: No 1, Floor: Ground Floor  
 Property Location: No 1  
 Property Contact: 1111111

**Tenant Details**  
 Tenant Name: Joe Kibe  
 Tenant Code: ClydeRMS-569-00012  
 Address: None  
 Property Contact: +254721100342

**Property Payments**

#	Unit Occupied	Category	Month	Year	Rent	Service Charge	Penalties	Total Payment
1	Unit: No 1, Floor: Ground Floor	Deposit Payment	Sep	2012	KES 15,000.00	KES 500.00	KES 0.00	KES 15,000.00
2	Unit: No 1, Floor: Ground Floor	Rent Payment	Sep	2012	KES 14,000.00	KES 500.00	KES 0.00	KES 15,500.00
3	Unit: No 1, Floor: Ground Floor	Rent Payment	Oct	2012	KES 15,000.00	KES 500.00	KES 1,550.00	KES 17,200.00
4	Unit: No 1, Floor: Ground Floor	Rent Payment	Nov	2012	KES 15,000.00	KES 500.00	KES 1,550.00	KES 17,200.00
<b>Total Payment</b>					<b>KES 59,000.00</b>	<b>KES 2,000.00</b>	<b>KES 3,100.00</b>	<b>KES 64,900.00</b>

**Amenities (Water) Payments**

#	Detail	Month	Year	First Reading (m <sup>3</sup> )	Last Reading (m <sup>3</sup> )	Consumption (m <sup>3</sup> )	Unit Cost	Payment
1	Water Consumption	Nov	2012	0	15	15	KES 10.00	KES 150.00
<b>Total Payment</b>						<b>15</b>		<b>KES 150.00</b>

**Total Payments: KES 64,900.00**