Property s Room Rental ERP – Business Flow (Simple s Practical)

1. Properties, Flats, and Rooms

You'll be able to enter all properties you manage in Dubai. Inside each property:

- Add **Flats**
- Inside each flat, add **Rooms** (or partitions)

Each Room will have:

- Property + Flat + Room number + **Room type**
- Room type (Master Room, Partition, **Sharing Room, Maid Room, Separate Room** etc.)
- Rent amount
- Deposit (if collected)
- Parking (Yes/No – If yes: parking number)
- Gas (Yes/No)
- Other included items (open field)
- Room status: **Vacant / Occupied / Booked (Optional)**

This gives you a clear map of what's available, booked, or occupied.

2. Tenant Assignment

When a tenant moves in:

- Assign to a Room
- Enter Name, Mobile, ID/Passport, **Email ID, Nationality, emergency Cont**. etc.
- Rent amount, Deposit Amount, Extra Charges, Start Date

- Token money or Deposit
- Payment method (Cash / Bank / Cheques/ **Credit Card**)
- Upload documents (if needed)

When a tenant leaves:

- Mark as exited
- Data moves to **archive**, fully accessible later

3. Daily Rent Collections

Your ground team can record collections every day:

- Date
- Room number (auto-fills tenant)
- Amount collected
- Payment method: Cash / Bank / Cheque/Credit Card
- Notes or Upload receipt

All entries are **room-wise and tenant-wise**, giving you full control.

4. Today's Due Tracker (Also , weekly , monthly & **Daily** etc,)

See exactly what's due **today**:

- Room number, Tenant name
- Rent due
- Paid / Not Paid
- Collected method
- Action: Mark as paid

You can follow up instantly on anything pending.

5. Bank Transfer Crosscheck (Daily)

Daily, you can upload or enter **bank credits**.

The system will match these against staff entries marked as “received in bank.”

- If matched: OK
- If **not matched**: added to **“Bank Pending Confirmation” list**

You can ask staff to follow up with the tenant or check with the bank.

6. Expenses – Flat-wise s Room-wise

You can enter expenses like DEWA, maintenance, staff payments, etc., daily or monthly.

Each entry will include:

Exp. Type- **Plumbing Items, Electrical Items, Paint, A.C, Labor,**

- Date
- Expense type (select or add custom)
- Amount
- Paid by: Cash / Bank
- Property > Flat > Room (if applicable)
- Notes
- Upload bill (optional)

You’ll know **which room or property is consuming how much**.

7. Invoice Generation

Invoices will be created automatically per tenant/rent cycle.

- Auto-linked to payments
- Can be downloaded, printed, or emailed

- Shows status: Paid / Unpaid

Great for recordkeeping or sharing with banks/landlords.

8. Deposit s Token Tracking

- Track **token** during advance booking
- Record **security deposits** at move-in
- Mark deposit as **adjusted / refunded / held** on exit

Linked to room and tenant at all times.

6. Landlord Payments

You can also track what **you owe to landlords**:

- Landlord name
- Property assigned
- Rent amount and frequency
- Due and paid status

Gives a clear view of both **inflow and outflow**.

10. Salaries s Commissions

Record:

- Fixed salaries of your team
- Commissions on rent collection or booking

Helps manage payroll along with cash flow.

11. Dashboard – All Key Info at a Glance

Your dashboard will show:

- Cash collected today
- Bank transfers received
- Cheques collected
- Rent due today
- Expenses today
- Profit = Rent – Expenses **– (DEWA Bills- Internet Bills-)** Landlord rent
- Room status (Occupied / Vacant / Booked)
- Pending bank confirmations
- Staff earnings

You can take decisions **daily** — no need to wait for monthly summaries.

12. Mistake Handling

If a wrong room is entered (e.g. 301 instead of 302), the system

- Accepts the entry (But shouldn't be reflect in customer Account. Shown as an Extra Entry)
- Adds it to a **"Review Needed"** list

Admins can correct it later — **no loss of data**.

Final Notes

This structure is based on our discussions so far and reflects your current operations. During the discovery phase, we can fine-tune it — for example:

- Add more **types of expenses**
- Add/remove fields as per **room, tenant, or property needs**
- Adjust flow if certain collections or steps change

This ERP is designed to **work like your team does** — no overcomplication, just real-time visibility of **collections, expenses, and profits.**