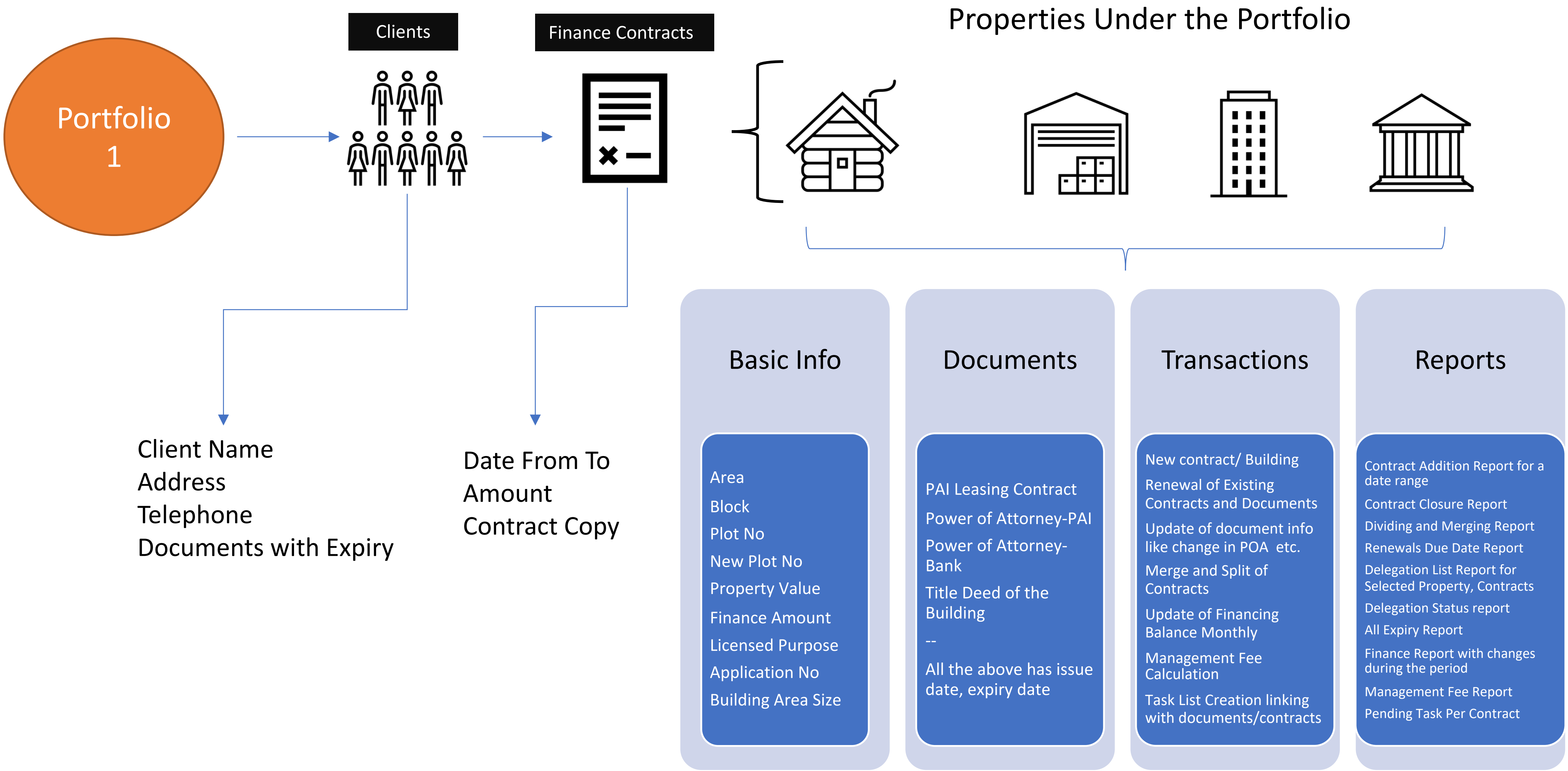
Properties Under the Portfolio
Portfolio
1
Clients
Finance Contracts
Client Name
Address
Telephone
Documents with Expiry
Date From To
Amount
Contract Copy
Basic Info
Area
Block
Plot No
New Plot No
Property Value
Finance Amount
Licensed Purpose
Application No
Building Area Size
Documents
PAI Leasing Contract
Power of Attorney-PAI
Power of Attorney-Bank
Title Deed of the Building
--
All the above has issue date, expiry date
Transactions
New contract/ Building
Renewal of Existing Contracts and Documents
Update of document info like change in POA etc.
Merge and Split of Contracts
Update of Financing Balance Monthly
Management Fee Calculation
Task List Creation linking with documents/contracts
Reports
Contract Addition Report for a date range
Contract Closure Report
Dividing and Merging Report
Renewals Due Date Report
Delegation List Report for Selected Property, Contracts
Delegation Status report
All Expiry Report
Finance Report with changes during the period
Management Fee Report
Pending Task Per Contract

Portfolio 1 | Portfolio 2

Pending Tasks

Task	Client Name	Due Date
1		
2 Overdue in red color		Edit Button
3		
4		

Upcoming Renewals

Client No	Contract No	Document Type	Due Date

Alerts

Plot No	Client Name	Alert for	Due Date

Transactions | Tasks | Calculate Fee | Reports | Clients | Setup

Portfolio Master Setup

Create New Portfolio | Update Portfolio | Close Portfolio

✕

New Portfolio

Portfolio Number – Auto Generate
Portfolio Name
Management Fee % -
Minimum Fees Per Quarter (every 3 months)
Fees Calculation Method – Flat or Proportionate
Contact Person
Contact Number
Contact Email
Portfolio Agreement Date
Portfolio Agreement Expiry
Copy of the Agreement attachment -Pdf

Update Portfolio

Update Effective From – Date
New Management Fees %
New Minimum Fees Per Month
Contact Person
Contact Number
Contact Email
New Portfolio Agreement Date
New Portfolio Expiry Date
Copy of New Agreement -Pdf

Close Portfolio

Closing Date
Closing Reason – Dropdown
Closing Remarks
Management Fee Last Calculation Date

Save

Cancel

Document Master Setup

Create New Document Type

×

New Document Type

Document Name
Document Related to Options – Client, Building, Contract
Document Related to Departments > Choose from a list like Fire Department, Finance Co, Insurance, PAI , General etc

Save

Cancel

Clients

Create New Client Update Client Info

New Client

Client Number – Auto Generate
Address
Telephone
Email
ID Type
ID No
ID Expiry Date

Update Client Info

Client Number – Select
Update Date
Address
Telephone
Email
ID Type
ID No
ID Expiry Date

Save

Cancel

Transactions

×

New Deal Renewals Merge & Split Transfer

New Deal

Deal No
Portfolio No
Client No
Plot No
Date

Adding Plot

Area Name
Block
Property Value
Finance Amount
PAI Rent
Licensed Purpose
Application No
Plot Area Size

Button to Add documents to this building

Documents

PAI Leasing Contract Attachment
Issue
Expiry Date

Fire Insurance Copy Attchmt
Issue & Expiry Date

Fire License Copy Attchmt
Issue & Expiry Date

Power of Attorney – MOJ
Issue Date
Expiry Date
Issued To :

Power of Attorney-Warba
Issue Date
Expiry Date
Issued To :

Email Attachment for New Deal
Email Attachment for POA

Save Cancel

Transactions

New Contracts Renewals Merge & Split Transfer

×

Renewals

Portfolio No →
Client No
Plot Noi

When we select/enter the above information all the current documents will list on the right hand side with an option to update their expiry date and attach new copies.

The old copies and expiry dates should be available for reference and historical reporting purpose

Documents	**Update Date:**	
PAI Leasing Contract View Button	Expiry Date →	*Existing*
Attach New Copy	New Issue & Expiry Date	
Fire Insurance View Button	Expiry Date →	*Existing*
Attach New Copy	New Issue & Expiry Date	
Power of Attorney –MOJ View	Expiry Date →	*Existing*
New Copy Attach New Issue Date	New Issue & Expiry Date	
Power of Attorney –Warba View	Expiry Date →	*Existing*
New Copy Attach New Issue Date	New Issue & Expiry Date	
Fire License View Button	Expiry Date	
Attach New Copy	New Issue & Expiry Date	

Email Attachment for the update

Save

Cancel

Transactions

New Contracts Renewals Merge & Split Transfer

✕

Merge Contracts

Plot 1 Plot 2

Portfolio No
1.Deal No
2.Deal No

All the relevent details will list here like contract amount, buldings under each contracts etc

Merge

View Details

View /Edit New Plot Details

After selecting the contracts to merge and click view detials we must be able to see the basic information of both contraccts to verify before we merge.

Once we click Merge it should create a new contract for the cllient with all the building details under the new contract number. We must be able to see the merge history any time. This merge will follow the same concept of new contract creation which is shown before in that section.

Save

Cancel

Transactions

New Contracts Renewals Merge & Split Transfer

×

Date:

Split Contract

New Plot1 New Plot2

Portfolio No
1.Plot No

Under each of the above we will have fields to add all the relevant data as we added in the new deal. Once we enter all the relevant data click split and the plot is divided with the related information documents.

Split

View Details

View New Plot Details

Split happens when the existing pliot is divided into two/more new plots.

Save

Cancel

Transactions

New Contracts Renewals Merge & Split Transfer

×

Date:

Transfer

Old Client New Client

Portfolio No
1.Plot No

Choose clients and transfer. Upon transfering the plots there will be some changes in the information, documents and renewals which will be edited here before we transfer.

Transfer

View Details

Edit New Info

View New Contracts

Save

Cancel

Tasks

New Task Edit Task View Tasks

×

New Task

Task Description (Text Entry). Select Portfolio. Select Client Select Plot. Select Document Type. Due Date of Task

Edit Task

Select Portfolio. Select Client Select Open Task Select Building. Select Document Type. Due Date of Task Close Task Close Button

View Task

Open Task List for All
Open Task List for Selected Clients >> Select Client and View Tasks
Task getting due today
Task getting due tomorrow
Task overdue

Define Alert Setup> For each type of documents there must be some alert in the dashboad based on the alert setup.

Save Cancel

Management Fee Calculation

×

Fee Calculation

Select Portfolio Select Period Calculate

View Report

Save Cancel

Reports

All the below reports are for selected portfolio or for all portfolio as the user chooses

Plot Addition Report for a date range

Plot Closure Report for a date range

A report showing both the above reports with net effect

Dividing and Merging Report Renewals Due Date Report

Delegation List Report for Selected Property, Clients

Delegation Status report

All Expiry Report

Finance Report with changes during the period

Management Fee Report for a selected Period

Pending Task Per Client / Portfolio / Plot