**ERP - REAL ESTATE SOFTWARE APPLICATION**

**SCOPE OF WORK**

It is specifically designed to meet all organization needs and requirements. It streamlines and integrates all operational activities and departments of the organization.

1. **PROPERTY MODULE (HOUSING & HIGH RISE COMMERCIAL) :**

SG Real Estate System must give the provision to add one or many projects under Sultan Group. Therefore, define its type and selection of property Residential / Commercial, & Create project details, Location of plot, Phase of project under the head PROJECT SULTAN GROUP.

1. **INVENTORY MANAGEMENT (PLOT / FILES ) MODULE:**

A complete inventory management (Total Units fields , Street field , Sector field , Block field , Plots and all inventory details) for all projects of Sultan Group . Similarly For High Rise; Defining Blocks and Project inventories based on lay out plan of the project. Inventory management also includes status of plots as Developed , Semi Developed & Undeveloped plots and for Commercial building plots status fields should be Plaza, Grey structure, Under-construction plaza building.

1. **BALLOTING SYSTEM :**

Balloting System should get incorporated within the system.

1. **MEMBERSHIP MANAGEMENT MODULE:**

A complete management of client's databank involved in all projects , with the provision of create new clients , assigning the Registered Key ID , updating all the prerequisites CNIC , Postal mailing address , permanent address, Cell no, Emails, Next of kin details for each project under Sultan Group of companies. Each Registered ID key belongs to one customer will have a unique data that also comprises the allotted inventory and related fields.

1. **SMS**

SMS services to intimate clients for recovery of payments, project development status or events or upcoming launches of new projects Under SULTAN GROUP.

1. **BROADCASTING:**

Interactivity with your clients, Newsletters & Intimation through letters

1. **INSTALLMENT PLAN CUSTOMIZER / SAM MODULE:**

It includes Generic and customized installment plans for clients, Creating Schedule of charges for each project , Payments schedule for each Account head , Receipts / Vouchers details , Date of transactions , Description of Transactions , Bank details , Journal voucher details, receivable & payables outstanding along with due amount recoveries. Moreover add feature of SURCHARGE ACTIVATION \* on late payments. *\*Surcharge activation rights would be assigned to Sultan Group as per policy matters regarding each project respectively.*

1. **RECOVERY MANAGEMENT MODULE:**

This Modules help to translate its recovery policy in the Real time efficiently and give a broader dashboard spectrum of Recoveries.

1. **REPORTING SYSTEM MODULE:**

SG Real Estate System assign the rights to SULTAN GROUP for report generation as various smart reports with real time data needs to be created at the click of a button with different search criteria and parameters. Each report must have a feature to export to excel to have a customized view.

1. **TRANSFER MODULES:**

SG Real Estate System should provide the complete solution for execution of Transfer with all related fields of buyer and sellers details, embedded with linkup detail of schedules of payments, Income tax & stamp duty. Process flow for different types of transfer , initiation of transfer, Status of transfer, attachment of all related affidavits belong to seller & purchaser and undertaking / Sale deeds must be intact with each transaction of file in the system till the completion of transfer and intimation of transfer through SMS.

*\*Security features can be added BIO MATRICS for Seller & Purchaser in Module.*

1. **FILE TRACKING SYSTEM MODULE OR FILE LIBRARY SYSTEM MODULE:**

SG Real Estate System will provide the complete file tracking system as check in and check out file system, with complete login details and duration of time of all file in and file out with issuing authority.

1. **SURCHARGE WAIVER MODULES:**

SG Real Estate System waiver module will be providing compensation for penalties that will be levied over the period of time on customers as per policy. This module will be based on policies of SULTAN GROUP that will be change time to time. This module does affect the accounting treatment in Payment schedule.

1. **CANCELLATION MODULE:**

SG Real Estate System as per provided policy by SULTAN GROUP regarding CANCELLATION OF PLOTS, will cancel the list of plots and all those inventories will be CAPTIONED as BLOCKED FOR CANCELLATION or CANCELLED PLOT. Option will be available either charge:

1. Restoration of cancelled plot
2. Refund
3. **REFUND MODULES:**

SG Real Estate System refund modules contains all the work flow: initiation of refund request, verification of file and payments, checking of document attachment with unique registered ID of Client, preparation & entry of Cheque with chq bearing number, dispatched Cheque details and debited Cheque Realization makes the completion of refund process and file termed and closed as REFUNDED BLOCK file.

1. **FINANCE & ACCOUNTING MODULES:**

Bases on International Financial Standards, is a compact solution for all financial activities.

1. **HR MODULES:**

Manages Employees pay role, Attendance, Leave Management and Medical enrollment process for employees & Assets Tagging with Employees.

1. **USER MANAGEMENT:**

SG Real Estate System must provide an extensive hierarchy management of company where every user has their own roles & access as per their user rights. E-mail assigning Emails ID to all employees for coordination and integration on local network.

1. **DEALER / REALTOR MANAGEMENT:**

SG Real Estate System must provide a complete record and ledgers of dealers smartly along with quota of inventory, payable and receivable against provided quota, duration of deal, and closure date along with the adjustments if any.

1. **RELOCATION/ MERGING:**

SG Real Estate System provides this Features allows SULTAN GROUP to relocate the inventory/unit/plot of a customer within a project and project to different project.

1. **POSSESSION MODULE:**

SG Real Estate System this Features allows SULTAN GROUP to issue possession documents including all the site coordinate details, along with the survey remarks Linking up membership management module with inventory management modules.

1. **ALLOTMENT MODULE:**

SG Real Estate System this Features allows SULTAN GROUP to issue Provisional allotment letter & Final Allotment letter with possession. Similarly Unit allotment letter in case of commercial Projects / Apartment Towers Buildings.

1. **NDC MODULE**

SG Real Estate System this Features allows SULTAN GROUP to make NDC (No Demand Certificate) including all non-scheduled payment and any other charges that are related with property or Payments

1. **PUBLIC BUILDING / RESERVE STATUS / BLOCK STATUS REPORTS :**

SG Real Estate System this Features allows SULTAN GROUP to make consolidated reports for Reserve status plots, Block status Plots and Public Buildings.

1. **SALES CRM**

SG Real Estate System this Features allows SULTAN GROUP to work on Sales Lead and end user data. Recording all the data, assigning of all leads, calling description details, Follow up calls, Cold Leads- Hot leads, Reporting status of each stage & last Closure deal.

1. **Building Control Department System**
2. **Maintenance & Services Billing System**
3. **E – Challan Vouchers**