

rj Management for Tally.ERP9

Business Requirement

- ❖ Management companies need to maintain Owner/tenant information of condominiums, apartments, office blocks, shops and outlets.
- ❖ Generate periodic (monthly, quarterly, yearly) bills for maintenance and utilities
- ❖ Track expenses of common facilities like eateries, swimming pools, gym
- ❖ Maintain complete set of accounts for statutory requirements

With rj Management for Tally.ERP9 you can...

Specify the billing details (types of charges, periodicity, rates)

| Charges Template | | | | | | | | As |
|----------------------------------|--------------|-------------------|---------------------------|-------------|--|---------|------------|------------|
| Ledger | Invoice Type | Invoice Sub-title | Invoice Description | Periodicity | Billing Month | Rate | As | As |
| Maintenance-Developer | Owner | Developer's Due | Maintenance | Monthly | <div style="border: 1px solid black; padding: 2px;"> Period 2 Monthly Half Yearly Monthly Quarterly Yearly </div> | 0.1500 | Per Sq.Ft. | As Amount |
| Sinking Fund-Developer | Owner | Developer's Due | Sinking Fund | Monthly | | 0.0200 | Per Sq.Ft. | Percent |
| Interest-Developer | Owner | Developer's Due | Interest | Monthly | | 10.0000 | Percent | Per Sq.Ft. |
| Maintenance | Owner | Management Due | Maintenance | Monthly | | 0.1500 | Per Sq.Ft. | |
| Sinking Fund | Owner | Management Due | Sinking Fund | Monthly | | 0.0200 | Per Sq.Ft. | |
| Water Charges | Either | Management Due | Water Charges | 2 Monthly | | 1.3800 | Per CCM | |
| Bldg. Fire Insurance | Owner | Management Due | Bldg. Fire Insurance | Yearly | May | 0.0745 | Per Sq.Ft. | |
| Misc. Fines, Bank Charges | Owner | Management Due | Misc. Fines, Bank Charges | Monthly | | | | |
| Lease: Car Park, Store | Either | Management Due | Lease: Car Park, Store | Quarterly | | 60.0000 | As Amount | |
| Interest | Owner | Management Due | Interest | Monthly | | 10.0000 | Percent | |
| Quit Rent | Owner | Due (See Note 2) | Quit Rent | Yearly | Jan | 0.0224 | Per Sq.Ft. | |
| Misc. Fines, Bank Charges-Tenant | Tenant | Management Due | Misc. Fines, Bank Charges | Monthly | | | | |
| Interest-Tenant | Tenant | Management Due | Interest-Tenant | Monthly | | 10.0000 | Percent | |

Maintain Owner/tenant details

| | |
|-------------------------------------|----------------|
| Name : A-1-1 (alias) : | |
| Under : Block A (Debtors) | |
| WATER METER DETAILS | |
| Alter Water Meter readings | ? No |
| Meter 1 No. : 9856-293 | Installed On : |
| Meter 2 No. : 9856-294 | Installed On : |
| INVOICING DETAILS | |
| Occupant | : Tenant |
| Alter invoicing details | ? No |
| Area (Sq.Ft) | : 4,004 |
| OTHER DETAILS | |
| Alter previous details | ? No |
| ID | : 1 |
| Lot | : A-1-1 |
| Car Bays | : 81 |

| OWNER DETAILS | |
|----------------|--------------------------------------|
| Name | : Owner Name1 |
| Name 2 | : Owner Name2 |
| Address | : Owner Address1 Owner Address2 |
| City | : Kuala Lumpur |
| State | : Wilayah Persekutuan |
| Country | : Malaysia |
| PIN Code | : 50100 |
| Telephone No. | : 12345678 |
| Fax | : 87654321 |
| E-Mail | : owner@mail.com |
| TENANT DETAILS | |
| Name | : Tenant Name-Abc |
| Address | : Tenant Address1 Tenant Address2 |
| City | : Petaling Jaya |
| State | : Selangor |
| Country | : Malaysia |
| PIN Code | : 51200 |
| Telephone No. | : 11111111 |
| Fax | : 22222222 |
| E-Mail | : tenant@mail.com |

If specific charges differ for specific units

| Particulars | Billed to | Amount |
|----------------------------------|-----------|-------------------|
| Maintenance | Owner | 0.15 Per Sq.Ft. |
| Sinking Fund | Owner | 0.02 Per Sq.Ft. |
| Water Charges | Tenant | 1.38 Per CCM |
| Bldg. Fire Insurance | Owner | 0.0745 Per Sq.Ft. |
| Misc. Fines, Bank Charges | Owner | |
| Lease: Car Park, Store | Tenant | 80.00 |
| Interest | Owner | 10 Percent |
| Quit Rent | Owner | 0.0224 Per Sq.Ft. |
| Misc. Fines, Bank Charges-Tenant | Tenant | |
| Interest-Tenant | Tenant | 10 Percent |

Update water charges for each unit

| Water Meter Readings | | | |
|----------------------|---------|-------|---------|
| Month | Meter 1 | Usage | Meter 2 |
| 1-Dec-2009 | 110100 | | 120100 |
| 28-Feb-2010 | 110200 | 100 | 120100 |

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Update utility meter readings (water) periodically for all units.

| Under Group : Block A | | For : 28-Feb-2010 | | | | | |
|------------------------------|----------------|-------------------|---------|-------|----------|---------|-------|
| S.No. | Name of Ledger | Previous | Meter 1 | Usage | Previous | Meter 2 | Usage |
| 1. | A-1-1 | 110100 | 110200 | 100 | 120100 | 120100 | 0 |
| 2. | A-1-2 | 900100 | 900175 | 75 | 700200 | 700220 | 20 |

Maintain previous history of owners, tenants and bankers

| FROM TO | BANKER DETAILS | OWNER DETAILS | TENANT DETAILS |
|--------------------------|---|--|---|
| 1-Jan-2010 1-Dec-2010 | Name : Banker A Address : No.A, Banker Street, Banker City, 00000 State Phone : 12345678 Fax : 87654321 Email : Bankera@bank.Com | Owner A No. OA, Owner Street, Owner City 22345678 88765432 Ownera@owner.Com | Tenant A No. TA, Tenant Street, Tenant Town 33345678 77765432 Tenanta@tenanta.Com |
| 1-Jan-2010 | Name : [REDACTED] | | |

Accept payments and adjust against charges

| Receipt-Owner No. 1 | | 25-Feb-2010 Thursday |
|---|-------------|--------------------------------|
| Account : Cash Cur Bal: 1,500.00 Dr | | |
| Particulars | Amount | |
| A-1-1 | 1,500.00 | |
| Cur Bal: 2,282.13 Dr | | |
| Agst Ref Maintenance | 31-Dec-2009 | 1,000.00 Cr |
| Agst Ref Sinking Fund | 31-Dec-2009 | 300.00 Cr |
| Agst Ref Bldg. Fire Insurance | 31-Dec-2009 | 200.00 Cr |

Print official receipts

JAYA MANAGEMENT SDN BHD

The Management Office, Block A, 1, Penang Strret, 51000 Kaul Lumpur
Tel: 603-12345678, Email: Jaya@jaya.Com

OFFICIAL RECEIPT

Owner Name1
Owner Address1
Owner Address2
:

Date : 25-Feb-2010
Number : 1

| No. | Invoice | Date | Amount |
|--------------|----------------------|------------|--------------------|
| 1 | Maintenance | 31-12-2009 | 1,000.00 |
| 2 | Sinking Fund | 31-12-2009 | 300.00 |
| 3 | Bldg. Fire Insurance | 31-12-2009 | 200.00 |
| Total | | | RM 1,500.00 |

Received the sum of : **RM One Thousand Five Hundred Only**

Cheque No : _____ Authorised Signature _____

Generate periodic (monthly, 2 monthly, quarterly, half-yearly and yearly) bills automatically

| Prepare Invoices | | Jaya Management Sdn Bhd | Ctrl + M |
|---------------------------------------|--------------------------|--|----------|
| Group: Block A | Invoice Date: 1-Mar-2010 | Periodicity: Monthly, 2 Monthly | |
| Particulars | Amount | | |
| A-1-1 | 4,004 Sq.Ft. | 846.81 | |
| Owner | | 696.78 | |
| Maintenance | 0.15 Per Sq.Ft. | 600.60 | |
| Sinking Fund | 0.02 Per Sq.Ft. | 80.08 | |
| Misc. Fines, Bank Charges | | 16.10 | |
| Interest (On 1,931.96) | 10.00 Percent | 150.03 | |
| Tenant | | 148.00 | |
| Water Charges (Total :148.00 Units) | 1.38 Per CCM | 2.03 | |
| Meter 1: 110100 to 110200 = 100 Units | | | |
| Meter 2: 120100 to 120100 = 0 Units | | | |
| Misc. Fines, Bank Charges-Tenant | | | |
| Interest-Tenant (On 243.54) | 10.00 Percent | | |
| A-1-2 | 1,200 Sq.Ft. | 353.18 | |
| Owner | | 353.18 | |
| Maintenance | 0.15 Per Sq.Ft. | 180.00 | |
| Sinking Fund | 0.02 Per Sq.Ft. | 24.00 | |
| Water Charges (Total :138.00 Units) | 1.38 Per CCM | 138.00 | |
| Meter 1: 900100 to 900150 = 50 Units | | | |
| Meter 2: 700200 to 700250 = 50 Units | | | |
| Misc. Fines, Bank Charges | | | |
| Interest (On 1,342.00) | 10.00 Percent | 11.18 | |
| Misc. Fines, Bank Charges-Tenant | | | |

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Print invoices which shows the charges and the payments received from owner

| JAYA MANAGEMENT SDN BHD | | | | |
|---|--|----------------------|-------------------------|-----------------|
| The Management Office, Block A, 1, Penang Street, 51000 Kuala Lumpur Tel: 603-12345678, Email: Jaya@jaya.Com | | | | |
| eMail: owner@mail.com | | | | ID : 1 |
| Owner Name1 & Owner Name2 | Invoice for : March, 2010 Billing Date : 1-Mar-2010 Lot : A-1-1 | | | |
| Owner Address1 | | | | |
| Owner Address2 | | | | |
| 50100, Kuala Lumpur, Wilayah Persekutuan, Malaysia | | | | |
| Payment Received (last month) | Balance (b/f) | Charges (this month) | Charges (Total payable) | |
| Developer's Due | | | | |
| Maintenance | | | | |
| Sinking Fund | | | | |
| Interest | | | | |
| Total | | | | |
| Management Due | | | | |
| Maintenance | 1,000.00 | 1,116.03 | 600.60 | 1,716.63 |
| Sinking Fund | 300.00 | 18.20 | 80.08 | 98.28 |
| Water Charges (Tenant Pays) | | | | |
| Bldg. Fire Insurance | 200.00 | 67.05 | | 67.05 |
| Misc. Fines, Bank Charges | | | 50.00 | 50.00 |
| Lease: Car Park, Store (Tenant Pays) | | | | |
| Interest | | 98.23 | 10.43 | 108.66 |
| Total | 1,500.00 | 1,299.51 | 741.11 | 2,040.62 |
| Due (See Note 2) | | | | |
| Quit Rent | | 38.70 | | 38.70 |
| Total | | 38.70 | | 38.70 |
| Notes E & O E | | | | |
| 1. Developer's Dues (if any) and Management Dues are to be totalled and paid as follows a. Crossed cheque payable to "JAYA MANAGEMENT SDN BHD" (without the inverted commas) b. Direct credit "JAYA MANAGEMENT SDN BHD", Account no: 1234567890 with CIMB Bank, Kuala Lumpur. Email us transfer details to acknowledge receipt. 2. Quite rent payments by crossed cheque payable to "JAYA HOLDINGS SDN BHD" 3. Simple interest of 10% p.a applies on all balances except interest balance after current month end. 4. The "Opening Balance b/f" does not include payments received on or after the 1st of the month 5. Owners are liable for unsettled tenant dues anytime tenant vacates 6. Kindly contact the office within 14 days of billing date in event of any invoice discrepancies. 7. Get invoice delivered fast via email. Request for this by writing in to jayamgmt@jaya.com 8 Your tenant dues (Total Payable) is RM 202.81 | | | | |

Developer or previous management's dues (if any)

Print invoices which shows the charges and the payments received from tenant

| JAYA MANAGEMENT SDN BHD | | | | |
|--|--|----------------------|-------------------------|---------------|
| The Management Office, Block A, 1, Penang Street, 51000 Kuala Lumpur Tel: 603-12345678, Email: Jaya@jaya.Com | | | | |
| eMail: owner@mail.com | | | | ID : 1 |
| Tenant Name-Abc | Invoice for : March, 2010 Billing Date : 1-Mar-2010 Lot : A-1-1 | | | |
| Tenant Address1 | | | | |
| Tenant Address2 | | | | |
| 51200, Petaling Jaya, Selangor, Malaysia | | | | |
| Payment Received (last month) | Balance (b/f) | Charges (this month) | Charges (Total payable) | |
| Management Due | | | | |
| Water Charges | | 95.54 | 148.00 | 243.54 |
| <i>Meter 1: 110100 to 110200 = 100 Units</i> | | | | |
| <i>Meter 2: 120100 to 120100 = 0 Units</i> | | | | |
| Lease: Car Park, Store | | | | |
| Misc. Fines, Bank Charges | | (-)50.00 | | (-)50.00 |
| Interest-Tenant | | 8.47 | 0.80 | 9.27 |
| Total | | 54.01 | 148.80 | 202.81 |
| Notes E & O E | | | | |
| 1. Developer's Dues (if any) and Management Dues are to be totalled and paid as follows a. Crossed cheque payable to "JAYA MANAGEMENT SDN BHD" (without the inverted commas) b. Crossed cheque may be dropped into the "JAYA MANAGEMENT SDN BHD" collection box at Block A and Block B c. Cash or crossed cheque may be paid directly to the management office during office hours. Please insist on receipt. 2. Simple interest of 10% p.a applies on all balances except interest balance after current month end. 3. The "Opening Balance b/f" does not include payments received on or after the 1st of the month 4. Kindly contact the office within 14 days of billing date in event of any invoice discrepancies. | | | | |

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Analyse facilities (cost centres)

| Cost Centre: Swimming Pool | Total | 1-Jan-2009 to 31-Jan-2009 | 1-Feb-2009 to 28-Feb- 2009 |
|-------------------------------|-------------------|------------------------------|----------------------------------|
| Direct Expenses | 3150.00 Dr | 1950.00 Dr | 1200.00 Dr |
| Cleaning Expenses | 2400.00 Dr | 1200.00 Dr | 1200.00 Dr |
| Machinery (Pumps) | 500.00 Dr | 500.00 Dr | |
| Water Treatment | 250.00 Dr | 250.00 Dr | |
| Grand Total | 3150.00 Dr | 1950.00 Dr | 1200.00 Dr |

Track receivables by each unit/block

| RECEIVABLES AGEING REPORT | | | | | |
|---------------------------|-------------------|-------------------|-------------------|---------------|--------------|
| Particulars | Pending Bills | (< 30 days) | 30 to 60 days | 60 to 90 days | (> 90 days) |
| Block A | 5173.52 Dr | 3618.65 Dr | 1554.87 Dr | | |
| A-1-1 | 1793.52 Dr | 238.65 Dr | 1554.87 Dr | | |
| A-1-2 | 3380.00 Dr | 3380.00 Dr | | | |
| Grand Total | 5173.52 Dr | 3618.65 Dr | 1554.87 Dr | | |

Generate financial reports

| 1-Jan-2009 to 28-Feb-2009 | |
|----------------------------|------------------|
| Inflow of Cash : | |
| Current Assets | 2500.00 |
| Debtors | 2500.00 |
| Sales Accounts | 450000.00 |
| Bldg. Fire Insurance | 230000.00 |
| Maintenance | 90000.00 |
| Sinking Fund | 130000.00 |
| Total | 452500.00 |
| Outflow of Cash : | |
| Current Liabilities | 1200.00 |
| Creditors | 1200.00 |
| Direct Expenses | 750.00 |
| Machinery (Pumps) | 500.00 |
| Water Treatment | 250.00 |
| Indirect Expenses | 10000.00 |
| Salary-Staff | 10000.00 |
| Total | 11950.00 |
| Nett Inflow | 440550.00 |

| PROFIT & LOSS | |
|--------------------------|-----------------------|
| Particulars | 1-Jan-2009 to 28-Feb- |
| Sales Accounts | 454681.30 |
| Bldg. Fire Insurance | 230000.00 |
| Maintenance | 91477.30 |
| Sinking Fund | 130400.00 |
| Water Charges | 2804.00 |
| Cost of Sales : | 3150.00 |
| Direct Expenses | 3150.00 |
| Cleaning Expenses | 2400.00 |
| Machinery (Pumps) | 500.00 |
| Water Treatment | 250.00 |
| Gross Profit : | 451531.30 |
| Indirect Expenses | 10000.00 |
| Salary-Staff | 10000.00 |
| Nett Profit : | 441531.30 |

| BALANCE SHEET | |
|----------------------------|-------------------|
| Particulars | as at 28-Feb-2009 |
| Fixed Assets | 12000.00 |
| Office Furniture | 12000.00 |
| Current Assets | 445723.52 |
| Debtors | 5173.52 |
| Bank Accounts | 440550.00 |
| Current Liabilities | 5200.00 |
| Creditors | 5200.00 |
| Net Current Assets | 440523.52 |
| Total | 452523.52 |
| Financed by : | |
| Profit & Loss A/c | 452523.52 |
| Opening Balance | 10992.22 |
| Current Period | 441531.30 |
| Total | 452523.52 |