

## **Summary of E8 Property Management System**

The E8 Property Management System (E8 PMS) will provide a complete and total integrated solution for the property owners or estate and property management companies to manage the operation of their properties in terms of sales, rental, facility utilization and maintenance. The system will provide:

- Timely and accurate information of the estate operations and the management decisions
- Best practices and good operations work flow to facilitate effective communication and work efficiency
- System alert features via SMS or emails to monitor or follow-up on jobs assigned to ensure that excellent services are rendered
- Web enabled features to allow all relevant parties to access the system to meet their respective needs with convenience

Thus, E8 PMS will meet your needs by significantly reducing operation costs and overhead, enhancing customers' satisfaction and improving your company's overall profitability.

The E8 PMS System consists of the following Modules:

System Data Management Module, Fees Collection Management Module, Rental Management Module, Property Maintenance and Facility Management Module, Property Operation Management Module and Property Self-Service Module.

The E8 PMS System has inherited the following modules from E8 BRM to provide a comprehensive and holistic system:

Stock Control Module, Financial Management System, Human Resource Management System and Payroll Module.

The E8 PMS System can also integrate with and compliment the existing systems of the users to provide a complete working environment and continuation for users' ease.

### **System Data Management Module**

Setup and maintain the data based on the characteristic and requirements of the estate and property management industry. Proper grouping of the data allows users to operate the system easily and effectively. It also provides a basis for system reporting, statistical analysis and data enquiry. Thus, this allows the respective users to be well informed on the subject of their interest.

### **Fees Collection Management Module**

This module allows users to set up the respective charge items with the billing cycles. This significantly improves the flexibility of the system to meet your needs for the fees collection. The charges will be automatically computed and included in the monthly payment notification to the tenants or the owners. It can also be integrated with the receipt and the General Ledger System. A complete collection report highlighting outstanding status can be available for the management.

### **Rental Management Module**

Proper maintenance and recording of the rental contracts which includes the historical tenancy contracts allows you to have complete information about the tenancy status. The monthly rental collection is generated from the rental contract entries. Thus, this improves the ease of rental collection and also operation efficiency. It also offers you with a full rental collection report, aging report and tenancy status.

### **Property Maintenance and Facility Management Module**

This module aids the maintenance of the detailed information about the facilities and equipments installed to enable you to schedule for predictive maintenance and plan for preventive maintenance. It also maintains the information about the sub-contractors, warranty contracts, maintenance contracts and other necessary data for the maintenance operations. This module also manages all jobs in progress and generates the daily job sheet for services requested by the tenants. The module can also generate purchase requisition and purchase orders for the job requests or maintenance works.

The module is also provides a business center service which allows tenants to book and use the common facilities. For example, conference rooms, multiple purpose hall, copier machines, fax machines etc. It also integrates with the Fees Collection Management Module to provide a unified and automatic billing process.

### **Property Operation Management Module**

This module helps you to effectively manage all the job sheets for the facilities, equipments, jobs in progress and service requests. This includes system alerts via email and SMS for exceptional situations. It is integrated with the other modules to consolidate information on warranty and maintenance contracts for the facilities and equipments; workers and sub-contractors.

### **Property Self-Service Module**

The module is web enabled and allows tenants or residents to have ready access to the services provided by you. For example:

- feedback and communication with you on matters of their interest
- enquiry on their account status as well as historical records
- request for services, enquiry on services request status and feedback
- request for service from the business center, eg. booking of conference room

This module will greatly enhance the level of service provided and enhance the tenants'/residents' satisfaction.

### **Stock Control Module**

This module is adopted from the E8 Stock Control System. It gives you immediate access to the information of your stock, where it is, how much it costs and stock availability etc. The stock accuracy maintained by the system enables you to analyze your stock requirements accurately, thereby reducing stock obsolescence and the issue of holding excess stock. Hence, stock is maintained at its optimal level for quality service and low inventory cost.

### **Financial Management System**

There are three modules within the Financial Management System: General Ledger, Accounts payable and Fixed Assets Management.

The General Ledger will be at its fullest capacity with a well structured chart of accounts. It gives you a realistic, timely picture of your business' account activities with a variety of comprehensive reports. A budget control report is also available.

The Accounts Payable gives you a well administered bill-paying process that enables you to avoid late payment charges, secure supplier discounts and improve supplies relationships. It produces reports for cash flow control, matching of cash requirements to cash resources so that you can maintain good credit with your most important vendors by prioritizing payments and maintain the preferential states.

The Fixed Assets Management uses the straight-line method of depreciation. It handles depreciation of assets, disposal of assets and other adjustments. It provides reports for assets acquisition planning and effective assets management. It is also integrated with the Property Maintenance and Facility Management Module.

### **Human Resource Management System**

These are modules from the E8 BRM System to make the E8 PMS System a complete solution for you.

Human Resource Management Module will assist you and your HR Manager in managing the most vital resource of your company – HUMAN RESOURCE. The system maintains a comprehensive database to assist in manpower planning, performance appraisal, promotion, salary administration, selecting staff for training and specific tasks and many more.

The Leave Management Module will replace the manual work in recording leave and the tedious processes in leave entitlement calculation. It also incorporates the E8 Human resource Management System, E8 Payroll System and E8 Time Management System for processing. Furthermore, it improves the accuracy for leave recording as well as providing the management with timely reports on leave record status.

The Time Management Module ensures full flexibility in processing time clock data. It uses parameter driven variables for the calculation of the daily working hours' information for payroll computation, which encompasses the capability to consolidate the daily working hours' data which will eliminate the month-end rush for payroll processing. Hence it will replace the manual work of time card preparation and the tedious calculation processes. It provides the Management with timely reports on attendance, absenteeism and overtime statistics.

The Employee Self Services Portal Module adds new features to allow employees to interact with the company through the Internet. This module will improve the productivity and efficiency of the HR Department. It also improves the transparency of the human resource management policies. Therefore, job satisfaction will be improved and staff loyalty to the company will be greatly enhanced.

### **Payroll Module**

This module will assist the payroll operation by managing payroll with timely and accurate reports for Statutory and management requirements. It uses parameter driven variables where user defines the various formula options, rate tables and Allowance & Deduction codes to ensure full flexibility in the payroll computation process.