Occupants

This is to checkin occupants and perform other related activities

Billings

This is to charge occupants other than the automated periodic charges

Payments

This is to record payments by occupants

Visitors

This is to manage visitors

Requests

This is to track service requests and contact us messages

Expenses

This is to post expenses incurred in running the property

Expense Dashboard

Expenses

Month	Expenses
March	1,074,246.37
April	2,297,972.95
May	1,890,767.17
June	1,407,387.67
July	1,177,000.71
August	931,939
September	1,343,303.99
October	1,698,825.98
November	2,142,209.73
December	1,717,146.96
January	1,911,121.84
February	1,561,64

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ProSoft Management Software

...the software of choice for property managers

Outline

- History
- Mission and Objectives
- Target
- Benefits
- Capabilities
- How ProSoft is different
- Features
- Specification
- Overview
- Controls
- Cost Savings
- Pricing
- Conclusion

History

- The main developer of ProSoft developed an application called HICA(Hotel Integrated Computer Application) in 2006. A few hotels acquired it with great success.

- The success of this application was short-lived, however, due to the following reasons:

  - **Power**: A lot of the hotels that acquired HICA were small hotels. Generating bills on checkout was impossible most times due inability to run power issues.

  - **Irregularities**: Staff soon became uncomfortable with the openness and transparency that the HICA provided and started circumventing it as most of the owners of the hotels were retirees with no strong energies to supervise operations.

  - **Infastructure**: HICA server required some minimum configuration and specific environment. The local network system in some of the hotels were not functional.

  - **Maintenance**: Some of our clients were far away and we had to travel to attend to minor issues arising from operating HICA

- The above challenges with HICA and common challenges with maintaining accounts and quickly generating management reports motivated the developer to think of developing **ProSoft(Property Management Software)** built for property managers.

Mission and Objectives

Our mission for developing this software is " *to reduce the pains and headaches of property managers by creating a simple, yet robust, web solution".*

This mission is in tune with the vision of System Consult, the developer of ProSoft, which is *"..using technology to solve business challenges"*.

Towards this end we have these objectives for developing this software:

- Make management focus on what is more important, strategy.
- Provide a simple, yet robust, web solution
- Flexibility and ease of use
- Improve guests/occupants engagements
- Achieve better management control
- Simplify operations and minimize processing errors
- Provide a single source of truth
- Reduce clerical work and cost of operations
- Reduce risk of data exposure to unauthorized persons
- Provide a platform for accounting transactions devoid of accounting jargons

Target

Our aim is for those in the following groups to use ProSoft:

- Property owners and managers

- Facility management companies

- Real estate firms and associations

Benefits

With experience from developing and installing HICA, the Excel systems and running a chain of properties for several years, ProSoft was designed to alleviate all the above challenges as indicated below:

- **Real-time access to information**: You can work from anywhere at any time since Data is updated automatically and stored online.

- **Improved communication**: Tenants/Occupants can communicate securely with the management of the property on various issues and get responses. This allows raising of maintenance requests any time of the day and track every update.

- **Reduced administration work**: Data is automatically updated. Paper works are reduced and you can generate comprehensive reports on demand and maintain control of both your finances and your entire property.

- **Reduced physical engagements:** Especially during this covid-19 where physical contacts are reduced to the barest minimum, ProSoft allows you to send bills, receipts, statements etc electronically to occupants without need for physical contacts.

- **Online payments**: Rather than requiring occupants to pay at the administrative offices/reception or bring evidence of payments, occupants/tenants could just send evidence of payment through the Contact Us Form.

- **Securing sensitive data**: There is no need to worry as all of the personal data is securely stored online and access is on need to know basis.

Benefits-II

- **Easy generation of financial reports**. Daily journals, statements, profit and loss, trial balance etc

- **Easy tracking of exceptions**: Overdue bills, adverse trends and other anomalies are easily spot lighted and reported.

- **Intuitive**: Though ProSoft provides support through well documented User Manual and other contacts, using ProSoft is rather intuitive and easy to use.

- **Full-fledged accounting system**: ProSoft has facilities for Fixed Assets, Inventory, Expense pre-payments and accruals etc

- **Easy Maintenance**: Rather than visiting your office to carry out software maintenance, maintenance and upgrades are done online.

- **User self-service**: Users have the flexibility to reset/change their passwords and change their profile photo.

- **Easy production of management report**: Rather than expending enormous skills and time on production of management reports, all these are available in ProSoft, ready-made.

- **Easy Visitors Management**: With ProSoft, managing visitors is a breeze

- **Easy Service Request Management**: With ProSoft, managing service requests is second to none etc

Capabilities

The system was designed to handle these tasks

- Create users and assign responsibilities based on roles
- Capture of billings/charges to occupants and recording payments.
- Generate receipts/bill reports and statement of account.
- Setup the various properties being managed
- Track property supplies and repairs
- Capture property expenses, accruals and prepayments
- Manage Fixed Assets and Inventory
- Post all financial transactions
- Raise and track service requests electronically
- Manage visitors
- Have periodic backups
- Produce limitless reports, queries and charts etc

How ProSoft is different

ProSoft is different from other products in the following areas:

- Developers are property managers, seasoned accountants and entrepreneurs
- 24x7 Support available
- Variable rental pricing to take advantage of seasons and other periods of high demand
- Simple access matrix to protect data
- High return on investment
- It is not just a property management software, it is also an accounting software: All-in-one
- Email support to communicate with occupants securely
- Easy to setup: You do not need several hours and days to setup the system for use
- Easy to change password: You no not need any administrator to reset your password
- It is fully customizable, user-friendly an intuitive. Hence, very easy to learn
- Full support; having being developed locally(by System Consult) with international partners etc
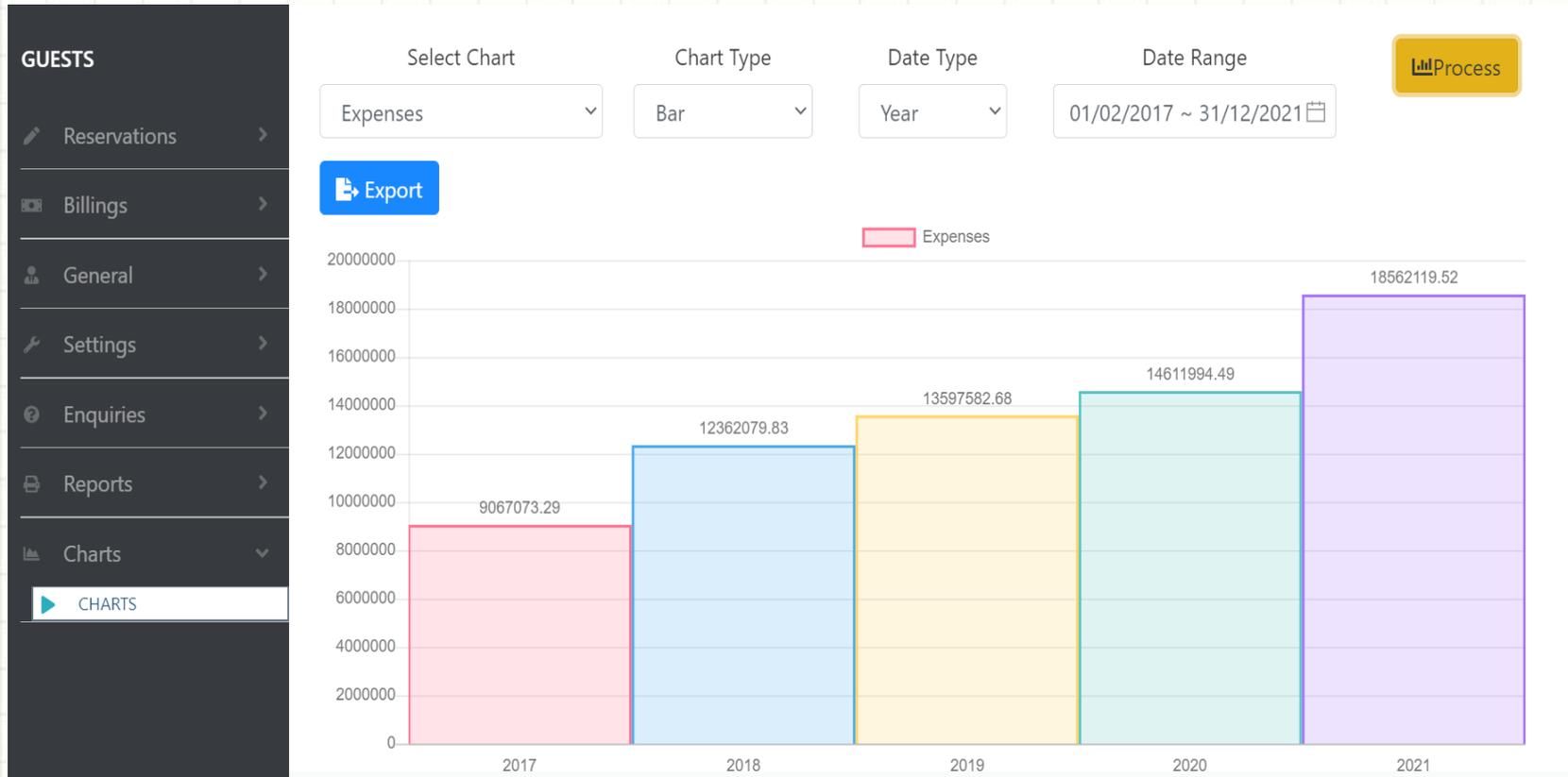
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Data Protection

This software is fully secure and the security features include:

- User access restriction
- Role Access restriction
- User name and photo display
- Record deletion restriction
- Encrypted password
- Server based system
- Last-sign on date and time display
- Periodic Backup
- User log of the system

Dashboard

There are various dashboards to enable you track exceptions

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Effective User Support

The edge we have over pirated and other software is strong User Support. This support comes in these forms:

- Developers are here in Abuja, Nigeria

- Comprehensive user manuals

- Telephone support

- Web based support

- Periodic updates etc

Controls

A system is not complete without adequate internal controls and the controls in EduSoft include:

- Input Controls

- Processing Controls

- Output Controls

- Other Controls

Input Controls

In order to ensure data integrity, EduSoft has these inbuilt controls:

- Completeness check on input: Validate inputs before processing

- Deletion control:
  - You cannot delete a record unless you posted it, except you are the system administrator
  - You cannot delete a record that is in use in other tables

- Posting control total: In some cases, there are totals against which entries will be checked. etc

Processing Controls

The system has these controls over transaction processing:

- Input mask: The system prevents entering character in a date/numeric fields

- Existence check of records: Check records to ensure there is no duplication

- Referential Integrity to prevent accidental deletion of records etc

Output Controls

Output controls in EduSoft include:

- Page numbering of reports

- Dating of reports

- Having the logo/letter head of the institution on reports

- Generating critical reports in PDF formats

- Facility to call-over processed transactions

Other Controls

- User access restriction

- Role Access restriction

- User name display

- Server based system

- Encrypted password

- Last-sign on display

- Periodic Backup

- User log of the system

Recommended Controls

We recommend the following other controls to ensure a hitch-free operation:

- Engage reliable and honest staff though there are in-built controls

- Change your password regularly

- Ensure that your password is only known to you

- Take periodic backups

- Limit access to a few staff

- Segregate staff duties

Pricing

- The last but not the least is the pricing structure

- Our utmost concern is for you to use the software to solve business challenges.

- ProSoft is provide as a "Software as a service". Hence, it is a hosted service.

- You pay for the initial setup and yearly maintenance for hosting.

- A comprehensive user manual is provided. However, you will pay for special training on using the software if this is required.

- If you are coming through a reseller, then support is solely provided by the reseller unless the reseller cannot provide the required support

Conclusion

After reviewing what ProSoft offers, you will definitely agree that it a simple, but yet, robust system.

Do not hesitate to contact us on 08053281398 or through prosoft@pubtechltd.com for immediate installation