

BATCH PROCESSING

(cross-corporation processing)

ACCOUNTS RECEIVABLE

- Charge monthly fees
- Cash monthly payments
- Charge late payment penalties
- Charge late interest penalties
- Print statement of accounts
- Print receivable reports
- Print bank deposit slips
- Forward & close monthly accounts
- Print post-dates and PAPs on file
- Write off small balances at month end
- Export PAP data in bank-compliant format
 - > TD Canada Trust
 - > CIBC
 - > Bank of Montreal
 - > Royal Bank
 - > Scotia Bank
 - > National Bank of Canada
 - > HSBC

ACCOUNTS PAYABLE

- Print cash disbursement reports
- Print bank balances
- Purchase order management reports
- Reconcile vendors
- Search for vendors and invoices
- Find and print vendor activity
- Re-generate master invoice control which detects duplicate invoices

GENERAL LEDGER

- Forward and close monthly GL accounts
- Post automatic transactions
- Print investment reports
- Print GL versus AR balances
- Print GL cumulative reports
- Print GL and AR transactions

UNIT MANAGEMENT

- Search for a name
- Print LMR reconciliation reports
- Print rent anniversary reports
- Print unit address reports

CORPORATE

- Print corporate (client) bank information
- Print bank balances
- Produce mailing labels for directors