

DATABASE ADMINISTRATION

SETUP

- Manage phone definitions
- Manage city names
- Manage country names
- Assign global management company preferences
- Manage property consolidation groups

USERS

- Manage user departments
- Manage user profiles and privileges
- Print user information reports
- Track user activity

BANKS

- Manage banking institutions
- Manage bank branches

CORPORATIONS

- Create new corporations
- Edit corporation specific preferences

VENDORS

- Create a new vendor
- Edit vendor information
- Manage vendor classifications
- Define vendor groups
- Manage documents associated to vendors

UTILITIES

- Manage master chart of accounts for each property type
- Manage maintenance categories
- Edit scheduling options
- Edit purchase order types
- Edit system merge documents