



THE
INVENTORY
CONTROL
PANEL



THE INVENTORY (UNIT) CONTROL PANEL

This Panel is the Engine that drives the reservation board & other operations



1. View & Edit Suite information
 - a. Set up Inventory for reservations
 - b. Statistical information on Suites
2. List/Download Expenses –
 - a. XML – CSV file downloads
 - b. Quick Books
3. Add a new Suite for inventory not already entered
4. Add or List Groups
 - a. A category for custom uses
 - b. Group units for special reasons
5. Add or List Regions - Larger than Cities or states
6. Add or List Cost Codes
 - a. Important for financial records
 - b. Organize all expense & Payment transactions
7. List Business Vendors

- a. Set up for Payables
- b. All expenses updated
- c. Lease matrix or rent rolls here



SUITE SELECTION PAGE

Selection criteria to view Inventory

Suite selection page

Selection criteria	
<input type="text"/>	Suite Code (empty, partial or full Suite code)
<input type="text"/>	Address (empty, partial or full street address)
<input type="text"/>	Number of bedrooms
<input type="text"/>	Number of bathrooms
ALL PROPERTIES <input type="button" value="v"/>	Property
ALL GROUPS <input type="button" value="v"/>	Select Suite group from the list
ALL REGIONS <input type="button" value="v"/>	Select Region from the list
ALL CATEGORIES <input type="button" value="v"/>	Select Category from the list
<input type="text"/>	City (empty, partial or full city name)
<input type="text"/>	State (two-letter state code)
<input type="text"/>	Zip code (empty, partial or full zip code)
<input type="text"/>	Country (empty, partial or full country name)
<input type="checkbox"/>	Check for showing also non-active Suite
<input checked="" type="radio"/> Furnished <input type="radio"/> Unfurnished	Suite type
<input checked="" type="radio"/> Suite list <input type="radio"/> Suite balances <input type="radio"/> Suite Expenses <input type="radio"/> Occupancy rates	Statement types
<input type="button" value="Proceed"/>	
Show more options <input checked="" type="checkbox"/>	

1. Sort by single or multiple criteria
2. Display furnished or unfurnished Inventory
3. View Suite financial statements
4. Show all expenses for each Suite

5. View Occupancy rates for any time period



SUITE QUERY RESULTS

Order View of Inventory detail

Suite query results:

Order by: Suite code Address Neighborhood City [Move suites to another group,region,category](#)

Current Suites							
Suite code	Pictures	Address	Crosstreets	Neighborhood	City	Bed Bath	Action
EDMC-117	Yes	1406 Hodgson Way		White Mud Ridge	Edmonton 2	2	Edit Del
EDMC-229	Yes	1406 Hodgson Way		White Mud Ridge	Edmonton 1	1	Edit Del
EDMCT	Yes	9721 – 101 A Street		Downtown	Edmonton 2	2	Edit Del
EDMGG-306	Yes	10411 - 122 Street		Downtown	Edmonton 2	2	Edit Del
EDMGG-431	Yes	10147 110 Street		Downtown	Edmonton 2	2	Edit Del
EDMGL-412	Yes	10717 - 83 Ave		Famous Whyte Ave	Edmonton 2	2	Edit Del
EDMGO12-210	Yes	10147 112th Street		Downtown	Edmonton 1	1	Edit Del
EDMGO12-214	No	10147 112th Street		Downtown	Edmonton 1	1	Edit Del
EDMGO12-323	No	10147 112th Street		Downtown	Edmonton 2	2	Edit Del
EDMGO12-401	No	10147 112th Street		Downtown	Edmonton 2	2	Edit Del
EDMGO12-512	No	10147 112th Street		Downtown	Edmonton 1	1	Edit Del
EDMM-202	Yes	9919 105 Street		Downtown	Edmonton 1	1	Edit Del
EDMM-203	Yes	9919 105 Street		Downtown	Edmonton 1	1	Edit Del
EDMM-207	Yes	9919 105 Street		Downtown	Edmonton 1	1	Edit Del
EDMM-303	Yes	9919 105 Street		Downtown	Edmonton 1	1	Edit Del
EDMM-501	Yes	9919 105 Street		Downtown	Edmonton 1	1	Edit Del
EDMMM-211	Yes	10403 98 Avenue		Downtown	Edmonton 2	2	Edit Del
EDMNCG101	Yes	11446-40 Avenue		Southgate Center	Edmonton 2	2	Edit Del
EDMO-306	Yes	10165-113 Street		Downtown	Edmonton 1	1	Edit Del
EDMPP-1002	Yes	9707 - 105 Street		Downtown	Edmonton 2	2	Edit Del
EDMSW-28	Yes	3040 Spence Wynd		Lake Summer side	Edmonton 2	2	Edit Del
EDMSW-34	Yes	3040 Spence Wynd		Lake Summer side	Edmonton 2	2	Edit Del
EDMSW-98	Yes	3040 Spence Wynd		Lake Summer side	Edmonton 2	2	Edit Del
EDMTG-1704	Yes	1704, 10011 – 123 Street		Downtown	Edmonton 1	1	Edit Del
EDMTM-304	Yes	11415 100 Avenue		Downtown	Edmonton 2	2	Edit Del
EDMTT-203	Yes	10179 – 105 Street		Downtown	Edmonton 2	2	Edit Del

1. Click on the Suite Code or Edit to view detail
2. Click on YES to view Pictures
3. Delete or deactivate units no longer in Inventory

4. Can recall the same unit code later
5. Will NOT delete any client or reservation information



INVENTORY BALANCES

Total of Expenses & Payments on Inventory To Date

Suite Balances:

Current Suites							
Suite code	Address	City	State	Zip	Expenses	Payments	Balance
EDMC-117	1406 Hodgson Way	Edmonton	AB	T6V1C6	0.00	0.00	0.00
EDMC-229	1406 Hodgson Way	Edmonton	AB	T6R 3K1	0.00	195.11	195.11
EDMCT	9721 – 101 A Street	Edmonton	AB	T5K 2R5	0.00	0.00	0.00
EDMGG-306	10411 - 122 Street	Edmonton		T5N 4C2	0.00	10485.00	10485.00
EDMGG-431	10147 110 Street	Edmonton		T5K 1M1	0.00	0.00	0.00
EDMGL-412	10717 - 83 Ave	Edmonton	AB	T5E2E5	0.00	0.00	0.00
EDMGO12-210	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-214	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-323	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-401	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMGO12-512	10147 112th Street	Edmonton	AB	T5K 1M1	0.00	0.00	0.00
EDMM-202	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-203	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-207	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-303	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMM-501	9919 105 Street	Edmonton	AB	T5K1B1	0.00	0.00	0.00
EDMMM-211	10403 98 Avenue	Edmonton	AB	T5K 2Y5	0.00	0.00	0.00
EDMNCG101	11446-40 Avenue	Edmonton	AB	T6J 0R5	0.00	0.00	0.00
EDMO-306	10165-113 Street	Edmonton	AB		0.00	0.00	0.00
EDMPP-1002	9707 - 105 Street	Edmonton	AB	T5K 2Y4	0.00	0.00	0.00
EDMSV-28	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMSV-34	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMSV-98	3040 Spence Wynd	Edmonton	AB	T6X 1N7	0.00	0.00	0.00
EDMTG-1704	1704, 10011 – 123 Street	Edmonton	AB	TN1M9	0.00	0.00	0.00
EDMTM-304	11415 100 Avenue	Edmonton	AB	T5K 0J5	0.00	0.00	0.00
EDMTT-203	10179 – 105 Street	Edmonton	AB	T5J 3N1	0.00	0.00	0.00

1. Accumulated payments & expenses balanced per line
2. Selections totaled

3. A look at a glance at a Profit and loss



INVENTORY EXPENSE DETAIL

All Recurrent & Manual Expenses

Suite Listing			
Suite	Description	Cost C	DEBIT CREDIT
EDMC-117	(1406 Hodgson Way,Edmonton,AB T6V1C6)		
Last expense date:	Expenses entered by 2008-01-31	0.00	
	Client payments entered by 2008-01-31		0.00
No new expenses	Total New Expenses:	0.00	
	Current Balance:		0.00
EDMC-229	(1406 Hodgson Way,Edmonton,AB T6R 3K1)		
Last expense date:	Expenses entered by 2008-01-31	0.00	
	Client payments entered by 2008-01-31		195.11
No new expenses	Total New Expenses:	0.00	
	Current Balance:		195.11
EDMCT	(9721 – 101 A Street,Edmonton,AB T5K 2R5)		
Last expense date:	Expenses entered by 2008-01-31	0.00	
	Client payments entered by 2008-01-31		0.00
No new expenses	Total New Expenses:	0.00	
	Current Balance:		0.00
Grand totals: Debit: 0.00 Credit: 195.11 Balance: 195.11			
No New Expenses			

1. Recurrent Expenses Automatically generated 15 days in advance
2. All rent payments automatically generated from client form
3. Click through to Inventory Detail

4. Click through to Expense record on Unit Form
 - a. Can Edit or Delete
 - b. Add new expenses from this application
5. Click through to Client or Guest Payments
6. Totals for any selection at the bottom of the page



OCCUPANCY RATES

Occupancy rates for Any Selection Any Time Period

Suite occupancy rates							
01/01/2008		Begin date	01/31/2008		End date	Refresh	
SUITES		CLIENTS		BLOCKS			RATIO
Suite code	Address	Client graph	Clients	Landlords	Offline	Maintenance	Effective rate
EDMC-117	1406 Hodgson Way	<div style="width: 73%;"></div>	0.73	0.00	0.00	0.00	0.73
EDMC-229	1406 Hodgson Way	<div style="width: 3%;"></div>	0.03	0.00	0.00	0.00	0.03
EDMCT	9721 – 101 A Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGG-306	10411 - 122 Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGG-431	10147 110 Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGL-412	10717 - 83 Ave	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGO12-210	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMGO12-214	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMGO12-323	10147 112th Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGO12-401	10147 112th Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMGO12-512	10147 112th Street	*	0.00	0.00	0.00	0.00	0.00
EDMM-202	9919 105 Street	<div style="width: 57%;"></div>	0.57	0.00	0.00	0.00	0.57
EDMM-203	9919 105 Street	<div style="width: 80%;"></div>	0.80	0.00	0.00	0.00	0.80
EDMM-303	9919 105 Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMM-211	10403 98 Avenue	<div style="width: 27%;"></div>	0.27	0.00	0.00	0.00	0.27
EDMNCG101	11446-40 Avenue	<div style="width: 37%;"></div>	0.37	0.00	0.00	0.00	0.37
EDMPP-1002	9707 - 105 Street	*	0.00	0.00	0.00	0.00	0.00
EDMSW-28	3040 Spence Wynd	*	0.00	0.00	0.00	0.00	0.00
EDMSW-34	3040 Spence Wynd	*	0.00	0.00	0.00	0.00	0.00
EDMSW-98	3040 Spence Wynd	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
EDMTG-1704	1704, 10011 – 123 Street	*	0.00	0.00	0.00	0.00	0.00
EDMTM-304	11415 100 Avenue	*	0.00	0.00	0.00	0.00	0.00
EDMTT-203	10179 – 105 Street	<div style="width: 100%;"></div>	1.00	0.00	0.00	0.00	1.00
All units		<div style="width: 51%;"></div>	0.51	0.00	0.00	0.00	0.51

1. Choose Any Dates at the top & Refresh to view different Time Periods
2. Statistics for Guest Reservation Statistics

3. Guest, Owner or Non-paying stays
4. Statistics for Blocks
 - a. Maintenance
 - b. Off line
5. Click through to Suite Detail
6. Totals of Statistics at the bottom for any selection of Suites or Time Period



LIST/DOWNLOAD INVENTORY EXPENSES

Suite Expense selection Page

Suite expenses selection page

Selection criteria	
<input type="text" value="01/03/2008"/>	Begin date of listing
<input type="text" value="02/02/2008"/>	End date of listing
<input type="text"/>	Enter empty, partial or full Suite code.
<input type="text" value="ALL"/> ▼	Agent
<input type="text" value="ALL"/> ▼	Cost code
<input checked="" type="radio"/> List Expenses <input type="radio"/> Download to XML <input type="radio"/> Download to CSV <input type="radio"/> Download to QB	Listing types
<input type="button" value="Proceed"/>	

1. Aaxsys Downloads Payable transactions into 3 file formats
 - a. XML
 - b. CSV
 - c. Quick Books (programmed separately)
2. Chose from several Download options for consistency
 - a. By Date Range
 - b. Reservation agent
 - c. Cost Codes
 - d. Suite or Inventory codes
3. Remain consistent to avoid duplication

4. Download to files
 - a. Save the files for reference
 - b. Then import
5. Accounting packages warn of duplicate transaction Number downloads



TRANSACTION DOWNLOAD PAGE

Transaction Listing for selected Date Range

Transaction Listing							
Suite	Trans No	Amount	Vendor	Description	CostC Desc	Date	User
<div style="display: flex; justify-content: space-between; align-items: center;"> 01/01/2007 List transactions FROM 02/29/2008 List transactions UNTIL Refresh </div>							
AST-100 AST-100							
	376178	1400.00	The Astoria Apartments	LEASE		2007-08-01	pesjb
	376179	400.00	Furniture Rental	FURN		2007-08-01	pesjb
Totals:		1800.00					
AST-200 AST-200							
	376180	1800.00	The Astoria Apartments	LEASE		2007-08-01	pesjb
	376181	600.00	Furniture Rental	FURN		2007-08-01	pesjb
Totals:		2400.00					
MQOS-300 MQOS-300							
	376182	1400.00	Mary Queen of Scotts Apartments	LEASE		2007-08-01	pesjb
	376183	400.00	Furniture Rental	FURN		2007-08-01	pesjb
Totals:		1800.00					
Grand total amount: 6000.00							

1. Aaxsys displays a separate transaction number for every Payable
2. Expenses are totaled per unit
3. Totaled for ALL units at the bottom
4. Balance Point for
 - a. Your saved Download File
 - b. Your Accounting Software



DOWNLOAD CSV FILE OPTION INTO 'EXCEL' SPREAD SHEET

Save the transactions to a file then IMPORT

Suite expenses selection page

Selection criteria

<input type="text" value="1/1/2007"/>	Begin date of listing
<input type="text" value="2/29/2008"/>	End date of listing
<input type="text"/>	Enter empty, partial or full Suite code.
ALL <input type="button" value="v"/>	Agent
ALL <input type="button" value="v"/>	Cost code
<input type="radio"/> List Expenses	Listing types
<input type="radio"/> Download to XML	
<input checked="" type="radio"/> Download to CSV	
<input type="radio"/> Download to QB	

File Download - Security Warning

Do you want to open or save this file?

Name: SuiteExpenses.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: www.aaxsys.com

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

1. Open the file
2. Save to a Consistent file
3. Keep the files for back up
4. Import that file into your Accounting Package



ADD A NEW SUITE

Add a Unit/Suite Code:

Enter a new Suite code (max 12 chars - no spaces)

Please enter Suite code:

1. Add a Unique Code
2. Submit

Detailed information on SAMPLE

- [View This Suite](#)
- [Copy to a new suite](#)
- [Manage suite pictures](#)
- [Additional rate details](#)
- [Recurrent expenses](#)
- [Upload new picture](#)
- [Copy pictures from another suite](#)
- [Landlord list](#)
- [Client listing](#)
- [Expenses](#)
- [Financial statement \(balance\)](#)
- [Alerts](#)

Current Suite Features	
Basic	Kitchen & Electronics
Active YES <input checked="" type="radio"/> NO <input type="radio"/>	Washer/Dryer <input type="text"/>
Min/max stay (days) Min <input type="text"/> Max <input type="text"/>	Oven YES <input type="radio"/> NO <input type="radio"/>
Name <input type="text"/>	Microwave YES <input type="radio"/> NO <input type="radio"/>
Address <input type="text"/>	Dishwasher YES <input type="radio"/> NO <input type="radio"/>
Address2 <input type="text"/>	TV YES <input type="radio"/> NO <input type="radio"/>
Neighborhood <input type="text"/>	Cable YES <input type="radio"/> NO <input type="radio"/>
Cross streets <input type="text"/>	DVD YES <input type="radio"/> NO <input type="radio"/>
City <input type="text"/>	Fast internet YES <input type="radio"/> NO <input type="radio"/>
State <input type="text"/>	<input type="text"/> YES <input type="radio"/> NO <input type="radio"/>
Zip <input type="text"/>	<input type="text"/> YES <input type="radio"/> NO <input type="radio"/>
Country <input type="text"/>	<input type="text"/> YES <input type="radio"/> NO <input type="radio"/>
Phone <input type="text"/>	

1. Fill out each Suite Detail form completely
2. Important for your search availability on line
3. Review the Important Menu Box for Each Suite at the top



ADD A NEW PROPERTY (BUILDING/COMPLEX)

Property Entry Page

Property entry page

New Property Information

Property information

Property code	<input type="text"/>	(16 chars, no spaces/special chars)
Property Name/Description	<input type="text"/>	
Property is Active	<input checked="" type="radio"/> YES <input type="radio"/> NO	
Number of units	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
Property region	ALL REGIONS <input type="button" value="v"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Country	<input type="text"/>	

Contact information

Contact Name	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Country	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

1. Fill in ALL information for the Complex or Property
2. Make sure to ADD Property at the bottom
3. Complete this process before Adding Individual Suites or Units



VIEW & EDIT PROPERTY INFORMATION

Property Selection Page

Property selection page

Selection criteria	
<input type="text"/>	Property Code (empty, partial or full complex code)
<input type="text"/>	Property Name (empty, partial or full complex name)
<input type="text"/>	Address (empty, partial or full street address)
ALL REGIONS <input type="button" value="v"/>	Select Region from the list
<input type="checkbox"/>	Check for showing also non-active complexes
<input type="button" value="Proceed"/>	

1. View your Inventory by the above choices
2. All Inventory can either be:
 - a. Deleted or only
 - b. Marked Inactive
 - c. Check for showing non-active complexes
 - d. Recall at the click of a button
3. Click on Proceed to view List



PROPERTY QUERY RESULTS

List of Properties (Complexes/Buildings)

Property query results:

Current Properties							
Property code	Name	Address	City	Region	State	Zip	Action
EDMC	Chateaux	1406 Hodgson Way	Edmonton	Edmonton	AB	T6R 3K1	Edit Del
EDMCT	Condominium Townhouse	9721 101 A Street	Edmonton	Edmonton	AB	T5K 2R5	Edit Del
EDMG12	The Gates On 12th	10147 112th Street	Edmonton	Edmonton	AB	T5K 1M1	Edit Del
EDMGG	Glenora Gates	10411 - 122 St	Edmonton	Edmonton	AB	T5N 4C2	Edit Del
EDMGGAT	Grandin Gates	10147 110 Street	Edmonton	Edmonton	AB	T5K 1M1	Edit Del
EDMGL	Garneau Lofts	10717 - 83 Ave	Edmonton	Edmonton	AB	T5E2E5	Edit Del
EDMGTM	The Metropol	11415 - 100 Ave	Edmonton	Edmonton	AB	T5K 0J5	Edit Del
EDMM	Madisson	9919 105 Street	Edmonton	Edmonton	AB	T5K1B1	Edit Del
EDMMK	McKay Manor	10403 - 98 Ave	Edmonton	Edmonton	AB	T5K 2Y5	Edit Del
EDMNCG	Nova Cedarbrae Garden	11446 - 40 Ave	Edmonton	Edmonton	AB	T6J 0R5	Edit Del
EDMO	Oliver	10165-113 Street	Edmonton	Edmonton	AB		Edit Del
EDMPP	Peregrine Pointe	9707 - 105 Street	Edmonton	Edmonton	AB	T5K 2Y4	Edit Del
EDMSW	Spence Wynd	3040 - Spencer Wynd	Edmonton	Edmonton	AB	T6X1N7	Edit Del
EDMTG	The Gainsborough	10011 123 Street	Edmonton	Edmonton	AB	T5N1M9	Edit Del
EDMTI	The Ten	10179 - 105 Street	Edmonton	Edmonton	AB	T5J 3N1	Edit Del
SWPCP	Coverleaf Point	10 Cranberry Drive	Sherwood park	SherwoodPark	AB	T8H2A1	Edit Del
SWPCW	460 Cranbery Way	460 Cranberry Way	Sherwood park	SherwoodPark	AB	T2S 0J8	Edit Del

1. Edit or Delete Buildings/Properties from this screen
2. Important to Set Up First
3. Aaxsys keeps ALL separate apartments with the Property
4. Apartment managers can upload their own availability



PROPERTY INFORMATION SCREEN

Fill out all information

[List of Suites belonging to this Property](#)

[Copy this Property to a business vendor](#)

Property Information (EDMM)

Complex information		Contact information	
Active	YES <input checked="" type="radio"/> NO <input type="radio"/>	Contact	Midwest Property Mana
# Units	5	Address	3400-10205 Avenue
Name	Madisson	City	Edmonton
Address	9919 105 Street	State	AB
City	Edmonton	Zip code	
Region	Edmonton	Country	Canada
State	AB	Phone	420-4040
Zip code	T5K1B1	Fax	420-4011
Country	Canada	Email	

Comment

Notes

UPDATE

1. The View & Edit Screen has Extra information
 - a. Important information in Comment Line
 - b. Fill in property description
 - c. Length of stay allowed etc.
2. Property Rules & regulations and/or CC&R's
3. Click on 'List of Suites' belonging to this property to view ALL attached suites on line with this Property
4. Click on "Copy the Property to a Business Vendor"
 - a. Information is the same
 - b. Eliminates the need to enter Manually into separate databases!



ADD VIEW & EDIT GROUPS

Group Entry Page

Group entry page

New Suite Group Information

Group code name (no spaces - max 8 chars)

Description (50 chars)

Available online and for external users YES NO

1. Groups are another way of Sorting Properties
2. They can be used for ANY custom purpose
3. A company Master leases 5 units – this can be a "Group"

Suite Group Listing for Premiere

Suite group listing for ABEDPES

Group Listing						
Name	Description	Public	Entered by	Date	Actions	
IBM	Master Leased Suites by IBM F		PESJB	2008-02-02 00:00:00	Edit	Del

1. Groups can be vied separately by Users
2. They can be accessed separately
3. Companies can manage their Own Group Set without working with other inventory
4. They can be created then deleted when no longer active



ADD & LIST REGIONS

Region Entry Page

Region entry page

New Region Information

<input type="text"/>	Region name (no spaces - max 12 chars))
<input type="text"/>	Description (50 chars)

1. Regions are typically larger than cities
2. They can be used for any way of grouping Suites
3. Set these up in advance also of inputting Suites
4. Do not have to be used if a local company

Region Listing for Member

Region listing for ABEDPES

Region Listing					
Name	Description	Entered by	Date	Actions	
StJohns		peffb	2007-08-01 00:00:00	Edit	Del
Halifax		peffb	2007-08-01 00:00:00	Edit	Del
Sydney		peffb	2007-08-01 00:00:00	Edit	Del
Moncton		peffb	2007-08-01 00:00:00	Edit	Del
Montreal		peffb	2007-08-01 00:00:00	Edit	Del
Ottawa		peffb	2007-08-01 00:00:00	Edit	Del
Toronto-DnTn		peffb	2007-08-01 00:00:00	Edit	Del
Toronto-MdTn		peffb	2007-08-01 00:00:00	Edit	Del

1. Set Regions up according to locations
2. Think about your expansion plans
3. Common Usage: "New England" "Eastern Sea Board"



ADD COST CODES

Cost Codes Drive Financial Reports

CostCode entry page

New CostCode Information	
Cost code (no spaces - max 8 chars)	<input type="text"/>
Description (30 chars)	<input type="text"/>
Transaction Type	INVOICE <input type="button" value="v"/>
<input type="button" value="Add costcode"/>	

System Generated Cost Codes make accounting happen automatically
Set up Custom Cost codes to keep accounting transactions organized
Decide how you want to group transactions for financial reporting
 Use separate cost codes for each necessary report
 Can Pick any date range for cost code reporting
 Print ANY report from the file menu on your browser
MAKE sure to use the Proper Transaction Type per cost code
 This tells Aaxsys where to 'put' the transaction
 Expense; Invoice (charge to guest)
 Payments etc.

VERY IMPORTANT TO DETERMINE IN ADVANCE TO REPORT CLEARLY & ACCURATELY



LIST COST CODES

Create Any Number of Cost Codes

CostCode listing for ABEDPES

CostCode Listing				
Code	Description	Active	Actions	
*STCHK	Rental Payments	T	SYS	SYS
INVOICE	Default Invoice Cost Code	T	Edit	Del
EXCLEAN	Cleaning Expense	T	Edit	Del
INCLEAN	Payment for Cleaning Charges	T	Edit	Del
*STINV	Rental Charges	T	SYS	SYS
*STPAY	Rental Payments	T	SYS	SYS
*STSEC	Rental Deposits	T	SYS	SYS
*STFIXED	One-time Rental Fees	T	SYS	SYS
*STTAX	Short-term Rental Tax	T	SYS	SYS
*STREF	Rental Refunds	T	SYS	SYS
AMEX	Americian Express payment	T	Edit	Del
MC	Master card payment	T	Edit	Del
Visa	Visa card payment	T	Edit	Del
REFERRAL	Refereal Fee	T	Edit	Del
GST	Government Service Tax	T	Edit	Del
TT	Provincial Tax	T	Edit	Del
FC	Fabric Care Cleaner	T	Edit	Del
RWP	Ridgewood Plumber	T	Edit	Del

1. System Generated Cost Codes Manage automatic functions
2. Customize these Codes in Member Configuration

3. They can be added or Deleted at any time
4. Print reports from you browser from any date range necessary
5. Submit reports to government agencies
6. Track ALL transactions of any one type with Cost Codes



LIST BUSINESS VENDORS

Business Vendor Selection Page:

1. Click on List Business Vendors

Business Vendor selection page

Selection criteria	
<input type="checkbox"/>	Show only active business vendors
<input type="text"/>	Business Vendor (enter any initial part)
<input type="text"/>	Description (enter any part of the description)
<input type="text"/>	Company (enter any part of the company name)
<input type="text"/>	City
<input type="text"/>	State
<input checked="" type="radio"/> Business Vendor list	Listing type
<input type="radio"/> Business Vendor expenses (transactions)	
<input type="radio"/> Business Vendor recurrent expenses	
<input type="button" value="Proceed"/>	

2. The business Vendor Selection Page comes up

3. Sort by any of the above Criteria
4. Add all with Vendor codes
 - a. Can be the same as other codes
 - b. Copy from other applications
 - i. Complexes to pay Lease Fees
 - ii. Provider/Owners to pay rent



LIST BUSINESS VBENDORS

Business Vendor Listing

[Add a new business vendor](#)

Business Vendor Listing

Current business vendor						
Code	Description	Company	Address	City	State	Action
EDM-FC	Fabric Care Cleaners	Fabric Care Cleaners	17520 108th Avenue	Edmonton	AB	Edit Del
EDM-RWP	Ridgewood Plumber	Ridgewood Utilities Management Ltd	18125-107 Ave	Edmonton	AB	Edit Del
O-3437	Copied from Landlord record	Persaud / Fenton,Jai / Monica	6603 Sandin Cove	Edmonton	AB	Edit Del
O-3438	Copied from Landlord record	Solkowski ,Mark and Shannah	Box 3451	High Level	AB	Edit Del
O-3439	Copied from Landlord record	Luciani ,Dante / Katerin	#307-3651 Marda Link Sw	Edmonton	AB	Edit Del
O-3440	Copied from Landlord record	Ring/Wilde,Larry/Bruce	Suite 1, # 6 Courtoreille Street	Hay River	NT	Edit Del
O-3441	Copied from Landlord record	Boyce,Rita	10108 19 A Avenue	Edmonton	AB	Edit Del
O-3442	Copied from Landlord record	Berg,Rod and Chris	4517 50 Street	Wetaskiwin	AB	Edit Del
O-3443	Copied from Landlord record	Ericksen,Anita	455 Rooney Crescent	Edmonton	AB	Edit Del
O-3444	Copied from Landlord record	Piquete,Leo & Mary	Box 450	Edmonton	AB	Edit Del
O-3445	Copied from Landlord record	133770 Alberta Ltd	11445 Ellesthe Road Sw.	Edmonton	AB	Edit Del
O-3446	Copied from Landlord record	Mack,Murray	801 639 14 Ave SW	Calgary	AB	Edit Del
O-3447	Copied from Landlord record	Cole,Clint		Edmonton	AB	Edit Del
O-3448	Copied from Landlord record	Lamb,Jory and Vickie	PO Box 12657	Lloydminster	AB	Edit Del
O-3449	Copied from Landlord record	Wong & Lam,Lawrence & Catherine	9207 98 Avenue	Edmonton	AB	Edit Del
O-3450	Copied from Landlord record	Purves,Allen	1503 Breckenridge Close	Edmonton	AB	Edit Del

[Add a new business vendor](#)

1. Click on Add a new Business Vendor for more additions
2. Copy from Providers; Owners or Properties (Buildings) to automatically populate the Vendor Form;
3. Edit or delete vendors from this application
4. Make sure to enter the Tax Id if appropriate



ADD BUSINESS VENDOR

Business Vendor Entry Page;

Business Vendor entry page

Business Vendor Information

Business Vendor code	<input type="text"/>
This business vendor is active	<input checked="" type="checkbox"/>
Description	<input type="text"/>

Company & Address

Company	<input type="text"/>
Address (1)	<input type="text"/>
Address (2)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>

Contact Information

Contact	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Tax Information

Issue 1099	<input type="checkbox"/>
Federal Tax Id	<input type="text"/>

Notes

Add Record

- 1. Fill in ALL information
- 2. Make sure to include Tax ID information



BUSINESS VENDOR EXPENSES

Business Expense Transactions

Business Vendor selection page

Selection criteria	
Business Vendor selection	
<input type="checkbox"/>	Show only active business vendors
<input type="text"/>	Business Vendor (enter any initial part)
<input type="text"/>	Description (enter any part of the description)
<input type="text"/>	Company (enter any part of the company name)
<input type="text"/>	City
<input type="text"/>	State
Transaction selection	
<input type="text"/>	Cost code
<input type="checkbox"/>	Show accrued totals (slow)
<input type="checkbox"/>	Show also business vendors without valid expenses
<input type="text" value="01/04/2008"/>	Select expenses FROM
<input type="text" value="02/03/2008"/>	Select expenses UNTIL
<input type="radio"/> Business Vendor list	Listing type
<input checked="" type="radio"/> Business Vendor expenses (transactions)	
<input type="radio"/> Business Vendor recurrent expenses	
<input type="button" value="Proceed"/>	

1. Click on Business Vendor Expenses (transaction)
2. View all expenses per Vendor listing



BUSINESS VENDOR EXPENSES

Recurrent and One Time Expenses

Business Vendor Expenses							
09/01/2007		List expenses FROM	03/03/2008		List expenses UNTIL	Refresh	
Expenses Listing							
ID	Trans No	Apartment	Description	Amount	CostC Desc	Due date	Handle
ATT	▶ A T & T 201 Harrison, San Francisco, CA						
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
	379136	SPSW-100	Telephone expense	100.00	Telephone	2007-12-30	<input type="checkbox"/>
Total Expenses from 2007-09-01 to 2008-03-03				100.00		2008-03-03	
PGE	▶ P G & E P.O. Box 245, San Francisco, CA						
	379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	<input type="checkbox"/>
	379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	<input type="checkbox"/>
	379137	SPSW-100	Gas & Electric Company	50.00	Gas and Electric	2007-12-30	<input type="checkbox"/>
Total Expenses from 2007-09-01 to 2008-03-03				50.00		2008-03-03	
WM	▶ Washington Mutual 2780 Van Ness Ave, San Francisco, CA						
	379138	SPSW-100	Bank for Mortgage Payments	1100.00	Washington Mutual Mortgage Payments	2007-12-30	<input type="checkbox"/>
Total Expenses from 2007-09-01 to 2008-03-03				1100.00		2008-03-03	
Grand total amount: 1250.00							

1. Transactions in Pink have Not been handled
2. Mark Handled following download into Accounting package
3. Recurrent Transactions automatically populate
4. Click through into expense detail to View or Edit
5. All expenses are totaled for your selection
6. Date range displayed on the bottom for transactions



BUSINESS VENDOR EXPENSES

Lease Matrix or Rent Roll Plus All recurrent Expense Line items

Business Vendor Expenses											
Recurrent Expenses Listing											
ID	Apartment	Description	Amount	Valid From	Valid To	CostC	DueDay	Client	Company	Begins	Ends
ATT	▶ A T & T P.O. Box 2345, San Francisco, CA										
SPSW-100		Telephone expense	100.00	2007-12-30		ATT	15	Sexton, Billy	LMRAMSKH	2007-12-10	2008-03-10
		Total Recurrent Expenses in this period	100.00								
PGE	▶ P G & E P.O. Box 146, San Francisco, CA										
SPSW-100		Gas & Electric Company	50.00	2007-12-30		ATT	7	Sexton, Billy	LMRAMSKH	2007-12-10	2008-03-10
		Total Recurrent Expenses in this period	50.00								
WM	▶ Washington Mutual 2780 Van Ness Ave, San Francisco, CA										
SPSW-100		Bank for Mortgage Payments	1100.00	2007-12-30		WM	1	Sexton, Billy	LMRAMSKH	2007-12-10	2008-03-10
		Total Recurrent Expenses in this period	1100.00								

Grand total amount: 1250.00

1. Line Items for all Vendors
2. Information listed by Vendor Code
3. Detail and Click through to:
 - a. The Client page for unit
 - b. The Unit Detail
 - c. The Expense Detail
 - d. The Vendor Detail
4. All links can be edited
5. Totals always calculated for any selection