Condo Manager Detailed Functions List

	BASIC	EXUCUTIVE	PRO
General			
Accounting System with integrated functions for the management of Condominiums or Home Owner Associations (Corporations) • True Accrual Accounting System including the General Ledger, Receivables and Payables (with 'Open Items') and all functions required to do your bookkeeping easily. • Multi-users mode • Simple, easy use • Simple and easy to install • Runs on Windows			●
Management of Associations (Corporations)			
Manage an unlimited number of associations (limited to the number of licenses bought) • Manage an unlimited number of associations and units with the PRO version • Import or Export data between associations and produce inter-association reports (PRO**)**			●
Consolidation of several associations (multi-phases) • Create a group of associations (Phase I, II, III...) and produce financial statements for each of them separately or for all of them together.		●	●
Manage the Reserve Funds within a Distinct Accounting Entity (if wanted) • Manage each **Reserve Fund** individually (if desired) • **Consolidate them** with the **Operation Fund** to present global financial statements		●	●

Accessing the Previous Years • Automatic access to all **previous years** - view and print all documents desired for any date and for any period.		●	●
Save Time with Condo Manager Specialized Functions			
Benefit from Automated Transactions 90% of the times, as : • **Maintenance Fee Assessments (Billing),** with automatic calculations of the common charges based on the rate of ownership (fractions) for the period, or based on amounts you can easily enter into the system • **Special Assessments** with calculations based upon the owners' fractions and on the global amount to be shared among them - or with based on amounts you establish • **Automated Invoicing** for sales of services or products, (like ownership acts; garage remote control devices, magnetic cards, etc. • You can collect your payments by **check, cash, LockBox or Electronic Pre-Authorized Payments** (**PAP**) • **Checks -** printed on plain paper or pre-printed checks • Manage your **NSF checks** easily through automated function • Produce and print your **deposit slips** already populated with all checks and money collected • Record **bank fees** and **interest** through automated function • Automated calculations of interests on late payments, on receivables with grace delay, and several other options to suit your needs • Easy bank transfers • Credit Notes for Receivables and Payables • Automated **End of the Year** function • **Undo the last transaction, automatic reversal** • **Almost all corrections can be done with an automatic correcting function** • Benefit from a **Wizard for automatic posting** of transactions – no need to worry concerning 'debit' or 'credit' - the system will post it in the right column for you		●	●
Management of Payable Invoices • Record easily all **invoices from your suppliers and vendors,** including the **credit notes** • Have any **discount calculated automatically** by the system based on the information given within the payable account • All invoices not paid the same day are **automatically post-dated and put into the 'To Do List'** and then automatically removed from this list when they are paid • Condo Manager will advise you when invoices are due • Pay your payable invoices by checks or via electronic direct payments • Easy and powerful follow-up on all outstanding invoices, like **Aging Reports 30, 60, 90 days**, Detailed Reports and several others • Select the invoices you want to pay (complete or partial amounts) and **print all related checks within one operation** - only the selected invoices		●	●

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- will be summed and recorded on the check with all invoice details
- Manage the **insurance contracts, bonds**, etc. You will be warned if you use a supplier with a non-renewed insurance contract

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Management of the Receivables

- Bill your owners, and tenants if needed, individually or in one operation via an **invoicing group** – you can re-use at will
- Use **personalized invoices** with your logo and colors
- Display or Print an **aging report - 30, 60, 90 days** summary or detailed for receivables - you benefit from several kinds of reports giving you the information the way you prefer to retain and use it
- Collect payments rapidly and easily from receivables, by checks, cash or via pre-authorized payments (don't have to manipulate checks if all your owners are paying this way)
- If you still use checks, **read them with a magnetic MICR reader** instead of selecting the account, typing the amount and check number for each one - the system will credit the owner involved automatically and populate all information on the deposit slip
- Calculate and charge interests and/or penalties on late payments automatically
- Benefit from several options to establish how late fees will be applied, e.g. rate, grace delay, minimum fees, minimum balance for charging interests, % of the monthly charges, etc.
- Use the automatic management of **Security Deposits** for rental of equipment, rooms and sales of any other services
- Use the integrated **follow-up on 'bad payers'** (Collection Follow-up Module) - Document all information and produce automatic specialized letters or reports based on the procedure you have established for late payments, including charges for work to be done, items to be added to the To Do List, accounts sent to the attorney for lawsuits, etc.
- Define your own plan for collecting unpaid receivables and select the accounts that must be controlled by the integrated procedure
- Prohibit collecting something from accounts already sent to the attorney.

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Easy Modifications and Reversals of Transactions
 	
• **Undo the last transaction** several at the same time as long as they are the last ones recorded
• **Reverse transactions automatically,** except for illogical situations like trying to reverse a deposit slip already processed and printed
• Modify transactions anywhere there numbers appear in blue link
    o The amounts, except for collected or deposited items and checks
    o The date of the transaction
    o The counterpart account
    o The description or the note attached to the transaction
    o Inverse debits and credits
 	
• **Close accounting periods** to avoid processing transactions inadvertently - you are not forced to close accounting periods, however, it prevents changing retroactively reports already given to other people.
		●	●

Re-usable Transaction Groups • Record the information once and save it as a group (model) which enables you to use it at will later - you can process all transactions contained in the group with a few clicks • **You are never required to create the same transaction twice!**		●	●
Invoicing Groups (for Owners, Tenants and other Receivables)) • Select the accounts, define the amounts and add descriptions to be used – e.g. TV cable; outdoor parking, etc. • Process the groups as often as desired or attach them to the Regular Assessment so that they are processed automatically each time you execute the Regular Assessment – when attached to the Regular Assessment, there is no need to launch it yourself – you don't even have to think about it..		●	●
Bank Reconciliation • Thanks to this powerful function; reconcile accounts for as many banks as desired at any time • View any Bank Reconciliations at any time and re-print it via the History • **Unlimited number of bank accounts**		●	●
Produce all Financial Statements Automatically			

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Balance Sheet

Produce the Balance Sheet on any date for any association (Corporation)
Personalize your financials the way you desire - (See below)
Change the format, choose the column titles, select 6 columns out the 10 available - Consolidate accounts and create group of accounts as you desire -name the consolidation groups and accounts as desired -this wording will be used only for financials and will not affect the names used in your bookkeeping
Print them in color or in black

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Net Income Statement (Revenue & Expense Statement)

Produce this financial statement for any period, even for the subsequent year if your current year is not yet closed
Personalize the format and consolidate the accounts as desired (See below)
Print it in color or in black
Produce Pie Chart for Expenses, and Revenues if needed

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Comparative Revenue & Expense Statement

Produce a report that compares the results with the budget (monthly and year to date) with variation in $ or in %.

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Budgets

Establish annual budget information using a grid, like Excel spreadsheet, for the following

Break down the annual amount over the 12 months automatically or distribute it yourself in the months you wish
All totals and differences, if any, will be calculated as soon as amounts are recorded
Export the grid as an Excel spreadsheet if you want to do cash flow simulations

Print the following reports:

Annual Budgets showing the total and all the 12 months
Annual Budgets compared with the previous annual budgets with the variation
Proposed Budgets for the next year compared with the current year results and budgets plus the variation and with previous year budgets as well
Real Results for the current 12 months - useful to build the budgets for the next year because you will see each month’s results on the same report
Produce Pie Chart Graphics for the board or to be presented to the owners at the annual meeting

Benefit from several printing options

With or without the account numbers

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- Using personalized arrangements of formats and account consolidations - Print in ‘Portrait’ or ‘Landscape’ format - Don’t show empty lines - Show only the levels you want to show - Insert page breaks anywhere you desire			
Printing Financial Statements altogether - Print all your financials **with one click of the mouse,** including - Financial Statements: Balance Sheet, Net Income Statement, Comparative Revenue and Expense Statement (compared with the budgets) - Budgets - List of all deposit slips - List of all checks with the option of including, **the invoices paid with the checks** and the expense **accounts used for these invoices** with or without a copy of the **scanned invoice!** - Bank reconciliations for all your bank accounts or for some of them only, including the scanned bank statement itself - List of all communications recorded - emails, letters and phone calls - History of summary of Work Orders - List of all the tasks done for the association - Automatically add a personalized cover page with your logo, etc. or build a binding or enclosure to produce a booklet for ALL your financials - Send by mail or email the booklet to your board members, or to anybody, with one mouse click -documents are produced and sent in PDF format		●	●

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Personalized Arrangements (Formats) for your Financials

- Build your own arrangements:
  - **Choose the columns you want -** 6 columns allowed out of 10
  - **Regroup the accounts the way you want with** Automatic consolidations
  - **Build sub-groups** at will, with titles you choose
  - Position the accounts and/or the groups in the order your prefer
  - Change the report title, add sub-title or page footer as needed
  - Modify the account names to be used only in the financials - this will not change their real names in your bookkeeping
  - You can choose to round the amounts or not round them
  - You can show the account numbers or not show them
- **Unlimited number of arrangements** (Build one for the general meeting, one for your accountant, one for the board members, if you need different formats)
- Available for:
  - **Balance Sheet**
  - **Revenue & Expense Statement (Net Income Statement)**
  - **Comparative Revenue & Expense Statement (compared with budgets)**
  - **Budgets**
- When printing, insert page breaks as needed
- Choose the detail level with summary categories only or detailed listing

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Journal (including all transactions of the bookkeeping)

- It includes all subsidiary journals historically used in accounting
- Sophisticated filters, allowing you to extract only the transactions you want by date, amounts, descriptions, check numbers, invoice numbers and deposit numbers
- **Attach a text note and even real files to any transaction.** A small icon will be displayed indicating that a file or a note is attached to the transaction**.** Don't forget that you can always scan a paper and attach the scanned image to the transaction.
- All entries for the same transaction alternate between blue and white colors, making it easy to identify the number of lines per transaction.

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Trial Balance

- This is a list of all balances for all the accounts in your bookkeeping with the total of debits equal to the total of credits
- Print this report at any date and as often as needed

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Aging Report for Receivables (30, 60, 90 days)

- Available as a summary or detailed with all outstanding invoices

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<td>Aging Report for Payables (30, 60, 90 days)

Available as a summary or detailed with all outstanding invoices

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<td>Display or Print any of the 225 high quality reports</td>
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<td>Account Statement

See the statement for any account, some of them or all of them, for any period, even after the end of the year - not only for Receivables but for any kind of accounts
Print or send by email the account statements to your Receivables – for one of them or for all of them at the same time
The account statements for Receivables are produced using the language given within their file (French or English) – Canadian Versions only)
Allows to produce the account statements using several criteria:

Choose where the stub will be placed or no stub at all
Exclude owners paying by pre-authorized electronic payments or choose not to include them
Exclude owners with a zero balance
Owners could have indicated that they prefer receiving their statement by mail or email
Remove owners paying via pre-authorized payments or do not remove them
Specify a minimum balance if needed
Exclude the ones sent to attorney
Print or do not print the return address - you can type the address you want via Info>Association

Allows for producing a PDF file grouping of all statements within the same file while each of them is independent from the others (if you want your statements to be printed by an other company)
Allows for personalized format with your logo and colors - this kind of statements is produced by Condo Manager after we have built your template.

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<td>Legal Registers

Owners Register
Tenants Register
Units Register (Condominiums)
Board Member Register
Association (Corporation) Register
Can be printed for one, some, or all of them at the same time

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Accounting Reports

- Display or print any of the numerous accounting reports as:
  - Lists of accounts (Assets, Liabilities; Capital; Revenues; Expenses) with or without transactions, including or not the zero balances, using different options to restrict the size of the report. You can also print ‘’Confidential’’ on all reports for Receivables
  - List of payable accounts with or without transactions
  - List of payable accounts with all details and outstanding invoice
  - Aging report for payable accounts (30, 60,90 days)
  - Several kind of reports for Receivables with or without transactions, with outstanding invoices or without them
  - Aging report for receivable accounts (summary or detailed with outstanding invoices or not) (30, 60, 90 days)
  - List of all outstanding payable invoices sorted by due date
  - Expense distribution with or without Pie Chart Graphic

- Display or print these reports for any or all your associations – (Corporations) (PRO)

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Managing Reports

- Display or Print any of the numerous reports useful for effective management
  - Owner telephone lists
  - Supplier telephone Lists
  - Supplier listing with address and telephone numbers
  - Receivable listing with address and telephone numbers
  - Condominiums, parking lots and lockers listing
  - Maintenance fee listings
  - Maintenance fees, phone numbers, parking lots and lockers
  - Owners address listing
  - Tenant address listing
  - Director telephone listing
  - Tenant telephone listing
  - Resident telephone listing
  - Listing of owners using direct payments
  - Meeting attendance list
  - Condos to sell/rent with the price and owner to contact
  - List of entrance codes for residents
  - List of parking lots
  - List of occupants with handicaps
  - List of animals in the building
  - Investor/Owners ratio report with Pie Chart Graphic
  - Payment authorization Report containing selected invoices submitted for approval by the board members (PRO)
  - List of all the associations (Corporations) you manage (PRO)

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Create your Own Reports • Using a wizard, you can create personalized reports with a few mouse clicks • Modify the column headers • Move the columns easily with the mouse • Use the automatic filters to reduce the length of the report by displaying only the lines you really want • See a preview before printing • Print reports in 'Portrait' or in 'Landscape' mode • Save your report		●	●
Payment Coupons • Print payment coupons that can be sent back to you by your owners with their checks • Option to print late payment fees on the payment • Option to print OCR line on the coupons • Export data to coupons printers (South Data, Bank-A-Count, Best Bill...) or banks (Colonial Bank, First Bank, Florida Shores Bank...)		●	●

Label Stickers
 	
• Print label stickers for
    • Owners and tenants
    • Payable accounts
    • Directors
• Print all stickers at the same time or one at a time as needed, using different sizes and formats - available on the market (Avery)
• Print stickers for several associations at the same time
• Supports the most popular size and formats of sticker sheets
• Supports P-Touch labels printer
• Create and save personalized sheets for future use.
	●	●	●

Custom Reports • Need a specific report not available within the existing reports, no problem - we can build it for you and integrate it within the menus.	●	●	●
Condo Manager is More Than an Accounting Program. Benefit from its numerous managing tools:			

Managing the owners and tenants files			
- You can print and save a lot of data - Name, address, several telephone numbers, email addresses; and language codes for Canadian versions - Alternative address to be used automatically during a specified period of the year - All occupants with or without handicap - needed for firemen and civil protection - The amount of maintenance fees and other periodical charges - Details of the mortgage - Information on two persons for emergency purposes - Details of the information required for Pre-Authorized Payments - Whether the account holder wants his correspondence by mail or email - The entrance code - The list of pets by breed, name, licence and its due date, color, weight, etc. - Plus 10 personalized fields that you can name at your discretion – creating one field in an owner file, will automatically generate the same field for all owners for this association and for all owners for all associations - Free text zone where you can type or paste any text you wish - Manage all parking lots, indoor or outdoor, and even the cars that are authorized to be parked there - Prohibit payments in accounts already sent to the attorney or for lawsuit - Create a master account grouping all units still owned by the developer (Promoter) to be able to send only one statement for all his units - Attach any kind of files (Word, Excel, Image, Contract, PDF files) or scan the paper you want to attach and it will be always available with a mouse click - Access the account statement directly without exiting the screen - Instantly access the communication history where all account statements, letters, emails and even text of phone calls are stored - Access all service requests and work orders for the selected account - You can have more than one owner per unit - History of previous owners is accessible.	●	●	●

Managing the Supplier & Vendor Files • The information recorded for the suppliers or vendors is used in many automatic functions, as checks to generate the name and address and the account number the association has with the supplier • The **discount** rates and terms are used to calculate the discounts to be applied on the supplier's invoices and to generate the due date for the invoices to be automatically put in the To Do List • The expense account generally used for this supplier – this will be will be automatically generated when recording an invoice for this supplier or when cutting a check • This information is also used to generate several lists with address and phone numbers • You can also define a standard description for invoices to be recorded for this supplier, avoiding the requirement to type it each time you record a new invoice • Export the account with all information to any or all other associations if needed (PRO) • Control the insurance policy provided by the supplier (if any) which is automatically added to the To Do List • Attach any kind of files (Word, Excel, Image, Contract, PDF files) or scan the papers you want to attach and they will be always available with a mouse click • Access the account statement directly without exiting the screen • Instantly access the communication history which stores all account statements, letters, emails and even text of phone calls • Access all service requests and work orders for the selected account • Plus 10 personalized fields that you can name at your discretion - creating one field in a payable file, will automatically generate the same field for all payables for this association and for all payables for all associations • Free text zone where you can type or paste any text you wish.	●	●	●

Managing the Units (Condominiums)
 	
• You can print and save all your data as
    o Number of the **unit**
    o Civil lot numbers
    o **Parking lots** (8 with fractions if needed); you also have the option to add other outdoor or indoor parking
    o **Lockers** (4 lockers) with or without a fraction (rate of ownership)
    o Plus 5 personalized fields that you can name at your discretion - creating one field will automatically generate the same field for all units for this association and for all units for all associations
• Attach any kind of files (Word, Excel, Image, Contract, PDF files) or scan the paper you want to attach and they will be always available with a mouse click
• Free text zone where you can type or paste any text you wish
• Access all service requests and work orders for the selected unit
• Automatic function for unit sale.
	●	●	●

Managing the Files for Board Members (directors)
 	
• Define the administrators of the association (board members) and include a brief description of their responsibilities to direct the calls to the right person
• Print the list of directors with the useful information and the description of their respective responsibility and give it to your owners -they will know who they should call when a problem occurs
• Save all the data you need about board members:
  • Name and addresses
  • Phone numbers
  • Term
	●	●	●

Managing the File of the Association Itself (Corporation)
 	
• Type the information on the Association itself, with real and legal name, complete address and other information included
  o Starting and ending dates of the financial year
  o Frequency of the regular assessment - monthly, quarterly, semi-annually or annually
  o Select, if needed, the personalized format or the file to be used for the association's invoices
  o Manage the insurance contract with due date automatically put in the To Do List
  o Select the method you will use for calculating the maintenance fees
  o Select the option for rounding the amount if needed
  o Select the accounts to be used for several automatic functions to avoid having to choose them each time
  o Define all parameters for late payments (see above)
	●	●	●

Managing the Resource People of the Management Company	●	●	●
Managing the Annual Meeting • Print the meeting attendance list to have it signed by the attendees at the annual meeting • Print the ballot papers that will be given to owners when they enter the annual meeting room and sign the list • Use the automatic calculation tool to know if the quorum is reached • Record all votes and have the calculations of the results done automatically - Print and save the file of each proposal for archive purposes • Simple For/Against votes and "Election" votes are supported • Manage the minutes of all board meetings directly within the integrated word processor and securely keep all minutes history for easy future consultation • Add any Word document into the same folder to have them handy.	●	●	●

To Do List • Record tasks to be done at specific dates • Record recurrent tasks and be advised automatically when the due date has arrived • Identify tasks as 'Done' and keep them available for future use • Make searches through all tasks based on different criteria • Extract and print any list of tasks based of multiple criteria • All payable post-dated invoices recorded are automatically added to the To Do List and automatically removed when they are paid (optional)	●	●	●

Managing the Important Assets (in relation with the Building Maintenance Schedule)
 	
• Manage your assets in relation to the Reserve Fund and the building maintenance book
    o Establish a list of tasks to be done to ensure an adequate follow-up of the main structural elements of the building and land (Elevators, roof, windows, bricks, concrete slab, etc.)
    o Define who is responsible for each task
    o Report automatically all new tasks to the To Do List
    o Manage warranties, insurance contract and maintenance contract for all elements..
	●	●	●

Managing Service Requests and Work Orders (optional module) • Work orders and follow-up on service requests • Record your service requests from owners, tenants or others • Produce the quote requests and send them to one or several suppliers using already recorded information (no need to type it) • Benefit from a history listing all service requests, quote requests and work orders • Once the supplier is selected, print the work order and send it by mail or email • When the work is done, you can transform the work order into a payable invoice • You can also automatically bill an owner (or tenant) if you want to charge the cost back to this owner • It allows you to have a good follow-up of the work done for each project for which you can produce a list of all steps for a specific project or for all of them • Produce inter-association reports on any service request or work order • Extract or search the information based on several criteria • You can also attach any kind of files to any service request or work order (ex. Photographs before and after the work, text of the contracts, insurance policy, etc.).	●	●	●

Profitability Analysis (optional module) ***New!*** • This function allows you to calculate how much time is spent for all tasks in managing a specific association • All time spent is calculated, such as accounting, communications (letters, emails, phone calls) and all other management tasks (e.g. board meetings, going to the bank, etc.) • All standard time to be used for calculations can be modified by the user. Excellent tool to establish the profitability of all associations managed.	●	●	●
Covenants, Conditions, and Restrictions (CC&R) Violations Tracking ***New!*** • Track CC&R violation from within Condo Manager • Define CC&R rules and the action to be taken by the owner to resolve them • Include the CC&R article text in the CC&R rules • Design letter to be sent to the owner for the different steps of CC&R resolution and assign fees to charged to owner (if desired) • Print inspection reports & CC&R history reports • Attach files and photos to CC&R violation records	●	●	●
Collection Follow-up (optional module) ***New!*** • This function allows you to have a good follow-up on late payments • It allows establishing all steps of your own procedure to collect bad debts • Create letter templates and automatic sending of letters to the bad payers • Process automatically pre-defined fees at the same time as a step is performed • Get a history of all actions done up to now.		●	●
Word Processor with automatic merge of the database fields. • **Send personalized letters** to each owner or tenant, resident or supplier while merging names and addresses is automatic - no need to use Excel or Word to perform a mail merge or a personalized letter with integrated fields • Forget the label stickers - the address is printed to fit into a window envelope • **Insert database fields**, names of the administrators or management company resource people with a single click • Use inserted fields to make calculations (e.g. Balance + New Charge = Next Month Amount) • **Print letters or send them via Email -** the program will handle it if it has to be printed or sent by email based on the choice made by the owners (within their file).	●	●	●
Find Easily Any Information You Are Looking For			

Global Search

- Search for an information in all associations for any kind of information
- Search for a check received by number
- Specify to search for items in a certain period only.

Hypertext links

- Everywhere in the program, you benefit from hypertext links to get more detailed information
- Example
    - In the balance sheet, click on the net income amount
    - The net income statement is displayed
    - Click on any expense account, this account statement is displayed
    - Click on a transaction number, the transaction is displayed
    - Click on the invoice number, the invoice history is displayed
    - Click on the file icon and the real scanned invoice is displayed
    - Click, click, click, click on the exit button, you have returned to where you began

Consult any of the following histories :

- Check history with void or reversed checks, invoices paid and expense accounts used when recording the invoices
- Deposit slip history
- Pre-authorized payment history
- Bank reconciliation history for each of your bank accounts
- Collection history
- Association's invoice history
- Supplier's invoice history
- Security deposit history
- Work order history
- Communication history
    - Contains all emails and letters sent to owners, tenants, and suppliers within Condo Manager
    - You can easily find and extract the information based on several criteria
    - You can also add the telephone calls if desired

Share Your Data with Anyone You Want

Export any data in Excel

- You can export all data (field content) via the menu File > Export to Excel
- You can also export any report that can be displayed on screen
- Everything that can be seen on screen can be printed, sent via email, exported to Excel, or to Word or as a PDF formatted file, and also sent to your web site

Export any report to Word or PDF document	●	●	●
Send automatically any report via Email • All reports can be sent via email to one or several people or to a defined group, each one receiving an original, which protects the confidentiality of the information that was provided to the association	●	●	●
Publish Your Data on Your Own Web Site For All Your Owners			
Web Site Service for your association or your management company • All owners can consult your web site including their file and their account statement • They can even change their information which will be automatically corrected in your database with a preview before processing so you can refuse changes if desired • Owners can also decide to share with other owners some of their own information • Board members, managers and owners, if needed, can see the financial statements and any other documents you could publish on your web site (like ownership act; forms; minutes of meetings, bylaws of the association, etc.) • All information accessible is divided in three levels: Managers, Board members, Owners • Professional managers can see all their account statements, owners, tenants and supplier files, which they can consult anywhere when connected to Internet.	●	●	●
Work Without Headache			
Save your data on our own web site • Save your association's data on our server - decide the frequency (e.g. weekly, each 3 days, daily, etc. • Data are encrypted and compressed at 128 bits so there is no risk loss of confidentiality • Yearly subscription required	●	●	●

Practice with your own data • Practice without any risk with your own data which is very useful when starting using the software		●	●
Decide Yourself Who Has Access to What			
Access with user ID and password • Manage your list of users and give them passwords to access the system • Users can have full access or restricted access (e.g. Able to see everything but not authorized to process any transaction) • You can restrict access to certain screens and functions or to some associations only - you decide who is going to see what and who is able to process transactions, produce financial statements or process transactions in the previous periods	●	●	●
Benefit From the Following Tools and Advantages			
Sending Emails • Send Emails with or without attached files • Build distribution list which can be re-used	●	●	●
Add Communication Screen • Quickly record incoming phone calls in the communication log • Create "To Do" or Work Order directly from this screen	●	●	●
Automatic Updater • Download and install Condo Manager updates for you automatically	●	●	●
Calculator with a ribbon • See what you have typed without any limit on the size of the ribbon. • Print the list of amounts and paste it anywhere in Windows (Word, Excel, etc.) • Copy the result and paste it in Condo Manager or anywhere in any Windows Application.	●	●	●

6 month calendar • Display one or six months at the same time	●	●	●
Other advantages available throughout the program • The width of any column is adjustable in all screens • The ‘full screen’ button allows hiding some controls to give more room to the data displayed on screen - useful when beginning use of the program • Sorting in the screens o The column headers act as sorting keys so you can sort your data the way you want • Adding a note to transactions • Highlight a range of numbers and see their sum at the bottom of the screen • You can add a note to any transaction when processing the transaction or afterward to provide more details	●	●	●
Get Help When You Need It			
Association creation wizard • Use the wizard to create your association and we will guide you step by step.	●	●	●
Contextual Help • Click on the keyboard F1 to see the very page where we explain the screen you are in	●	●	●
User Manual (PDF format) • Download the most recent version of the user manual (Adobe Acrobat Reader PDF) • You can also copy a part of the text and paste it into your ‘personal note’ available in the Help menu and you can describe and explain methods using your own words so as to best remember and process.	●	●	●
Glossary • It will help you to understand the specialized words we use – words related to the management of condominiums or related to accounting - so, if you are not familiar with the words we use, check in the glossary.	●	●	●

Frequently asked Questions • Consult the list of often asked questions, where you benefit from a search function to rapidly find the answer to your question.	●	●	●
Type your own explanations within Condo Manager • You benefit from a personal document where you can type your own notes and explanations.	●	●	●
Training • Initial training sessions are included when you buy the program • These training sessions are given via internet on your own computer using a phone call to provide detailed information • Later on, if you need more training, we will provide short sessions as often as needed, based on the support contract you purchased.		●	●
Technical Support • By Email • By telephone (toll free line) • By Internet (via a connection with your computer)	●	●	●
Transfer Easily Your Data Into Condo Manager			
Importing data into Condo Manager • If you already have your data within a computer file, we can import the information data into the system – we cannot import transactions however • Though this service is not free, it is well worth the cost since it saves you the time of typing in all that information data.	●	●	●
Data recording service • If you don't have time to type the information and want us to do it for you, we will record all information and guide you with the opening of the books • With our experienced people, it will be done correctly and rapidly - we will deliver a complete database ready to be used at a cost all associations can afford	●	●	●