**MELSOFT REAL ESTATE**

**BACKGROUND**

Melsoft Real Estate is a web-based software developed solely for property management. The proposed system shall be used by both Property Owners to manage their properties and by Estate Agencies. The system shall be flexible to be used by any type of business from house owner to large Estate Agencies, that is, universal. The proposed system shall have (2) main accounts namely; Business and Trust Account.

**Trust Account**

shall be used to manage properties on behalf of property owners, and this account is a liability to the estate agency.

**Business account**

This account is used by both property owners managing their own properties, estate agencies managing properties on behalf of property owners, and the account is an asset to both property owners and estate agency.

However, the proposed system shall be divided into (2) main categories, namely:

1. Property Owners
2. Estate Agencies

**OBJECTIVES**

**PROPERTY OWNERS**

**Business Account**

1. To manage the operations of each building by analysing
2. Total revenue (rent) received from each building per each period
3. Total (Other Income) generated during each period
4. Total (building Expenses) incurred during each period
5. Total (Other Expenses) incurred during each period
6. Fixed Assets per each building
7. Inventory control
8. Total Tax due per each quarter
9. Show currency conversion and reports in each currency used during processing
10. Total number of Tenants occupy each building
11. Total number of tenants occupy each floor
12. Show available space in each floor when tenants vacate the building
13. Total space in (sqm) per each building
14. Total space in (sqm) per each room/office
15. Total space in (sqm) occupied by each tenant per each building
16. To produce Tenants reports
17. Tenant Statements
18. Tenant transaction listing
19. Tenant Listing
20. Customer Reports
21. Customer statements
22. Customer Listing
23. Customer Transaction

d). To produce Supplier reports

1. Supplier Statements

2. Supplier listing

3. Supplier transaction listing

e). To produce Tax report for ZIMRA

1. Tax report per each period and date from:
2. Tax report per each period and date to:

f). Inventory report

1. Inventory levels

2. Inventory Listing

g). Fixed Asset report

1). Asset Listing

2). Asset depreciation

3). Asset movement

h). To produce accurate Financial Reports

1. Comprehensive Income Statement
2. Account Balances
3. Account Transaction
4. Cashbook
5. Bank Reconciliation
6. Trial Balance
7. Balance Sheet

**ESTATE AGENCIES**

**Trust Account**

To manage the operations of each building by analysing

1. Total rent received from each building per each period
2. Total (building Expenses) incurred during each period
3. Commission charged per each period
4. Commission charged per tenant on rent received
5. Total Tax due per each quarter
6. Total number of Tenants occupy each building
7. Total number of tenants occupy each floor
8. Show available space in each floor when tenants vacate the building
9. Total space in (sqm) per each building
10. Total space in (sqm) per each room/office
11. Total space in (sqm) occupied by each tenant per each building
12. To produce Tenants reports
13. Tenant Statements in each currency
14. Tenant transaction listing
15. Tenant Listing

b) To produce Supplier reports

1. Supplier Statements

2. Supplier listing

3. Supplier transaction listing

c). Property owner report

1. Commission paid
2. Property owner statement

d). To produce Tax report for ZIMRA

1. Tax report per each period and date from:
2. Tax report per each period and date to:

e). Inventory report

1. Inventory levels

2. Inventory Listing

g). Fixed Asset report

1). Asset Listing

2). Asset depreciation

3). Asset movement

h). To produce Financial Reports

1. Comprehensive Income Statement
2. Account Transaction
3. Account Balances
4. Cashbook
5. Bank Reconciliation
6. Trial Balance
7. Balance Sheet

**ESTATE AGENCIES**

**Business Account**

a). To manage the operations of the business

1. Total (commission received) as revenue from each building per each period
2. Total revenue received during business operation
3. Total Expenses incurred during each period
4. To produce financial reports for operation of the business

b). Customer Reports

1. Customer statements

2. Customer transaction listing

3. Customer listing

c). To produce Supplier reports

1. Supplier Statements

2. Supplier listing

3. Supplier transaction listing

d). To produce Tax report for ZIMRA

1. Tax report per each period and date from:
2. Tax report per each period and date to:

e). Inventory report

1. Inventory levels

2. Inventory Listing

f). Fixed Asset report

1. Asset Listing

2. Asset depreciation

3. Asset movement

g). To produce accurate Financial Reports

1. Comprehensive Income Statement
2. Account Transaction
3. Account Balances
4. Cashbook
5. Bank Reconciliation
6. Trial Balance
7. Balance Sheet

**MODULES**

**TRUST ACCOUNT**

1. General Ledger
2. Tenant
3. Cashbook
4. Journal
5. Bank Reconciliation
6. Inventory
7. Fixed Asset
8. Commission
9. Supplier
10. Multicurrency
11. Property
12. Property owner
13. Tax

**BUSINESS ACCOUNT**

1. General Ledger
2. Tenant
3. Cashbook
4. Journal
5. Bank Reconciliation
6. Inventory
7. Fixed Asset
8. Customer
9. Commission
10. Supplier
11. Multicurrency
12. Property
13. Property owner
14. Tax

**TRUST ACCOUNT**

**Maintenance Menu**

1. **GENERAL LEDGER**

The GL module is the Chart of Accounts with all the Nominal accounts used by the system.

**Main Account**

The GL shall consist of the Main Accounts which define each account with its code, description

**Sub-Account**

Sub-account is linked to its respective main account

**Account Type**

Account Type is where each GL account, that is, either **main account** or linked **sub-account** is linked for reporting purpose, the Account Type is the one that define each account to respective financial category.

Account Type

Main Account

Sub-Account

**N.B Main Account set as Primary Code**

Account Type

Main Account

Main Account Code: 1000

Sub-Account Code: 100

GL Account code:1000>100

1. **TENANT MODULE**

This module consists of tenant currency and tenant details linked with property details.

**Tenant Code set as Primary**

Currency

Date Reg

Email

Address

Contact #

Contact Person

TIN #

VAT #

Currency

Date Reg

Name

Code

**Property Details linked to Tenant module**

Floors

Type

Name

Code

Area

Group

Space Size (sqm)

Rooms Occupied

1. **PROPERTY MODULE**

Floors

Type

Code

Name

Area

Group

Rooms Occupied

Space Size (sqm)

1. **PROPERTY OWNER**

Contact Person

Contact #1

Code

Name

Address

Email2

Contact#2

Email1

**Property Details**

**\*\*\*\*Property details module linked to the property owner module\*\*\*\*\***

1. **SUPPLIER MODULE**

Currency

Contact#1

Contact#2

email

Address

Contact Person

Date Reg

Name

Code

1. **COMMISSION MODULE**

Code

Rate

Name

1. **TAX MODULE**

Rate

Name

Code

1. **CASHBOOK MODULE**

Currency

Code

Name

1. **JOURNAL MODULE**

Currency

Name

Code

1. **MULTICURRENCY MODULE**

Symbol

Name

Code

1. **BANK RECONCILIATION MODULE**

Account

Bank Reference

Find

Statement Balance

Find By

Period

1. **FIXED ASSETS MODULE**

Asset Code

Base Cost

Reason

Selling Date

Selling Price

Replacement Cost

Replacement Date

Insured Value

Revaluation

Purchase Date

Scrap value

Purchase Price

Designation

Employee

Department

Serial Number

No of units

Asset Type

Description

1. **INVENTORY MODULE**

Group

Warehouse

Description

Item Code

Tax

Selling Price

Cost Price

Serial No

**BUSINESS ACCOUNT**

**Maintenance Menu**

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Date Reg

Email

Address

Contact #

Contact Person

TIN #

VAT #

Currency

Date Reg

Name

Code

**Property Details linked to Tenant module**

Floors

Type

Name

Code

Area

Group

Space Size (sqm)

Rooms Occupied

1. **PROPERTY MODULE**

Floors

Type

Code

Name

Area

Group

Rooms Occupied

Space Size (sqm)

1. **PROPERTY OWNER**

Contact Person

Contact #1

Code

Name

Address

Email2

Contact#2

Email1

**Property Details**

**\*\*\*\*Property details module linked to the property owner module\*\*\*\*\***

1. **SUPPLIER MODULE**

Currency

Contact#1

Contact#2

email

Address

Contact Person

Date Reg

Name

Code

1. **CUSTOMER MODULE**

Currency

Contact#1

Contact#2

email

Address

Contact Person

Date Reg

Name

Code

1. **COMMISSION MODULE**

Code

Rate

Name

1. **TAX MODULE**

Rate

Name

Code

1. **CASHBOOK MODULE**

Currency

Code

Name

1. **JOURNAL MODULE**

Currency

Name

Code

1. **MULTICURRENCY MODULE**

Symbol

Name

Code

1. **BANK RECONCILIATION MODULE**

Account

Bank Reference

Find

Statement Balance

Find By

Period

1. **FIXED ASSETS MODULE**

Asset Code

Base Cost

Reason

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Group

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Description

Item Code

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Selling Price

Cost Price

Serial No