

Arcori PM

Bringing Together People, Buildings and Technology

Additional Client Services

The Arcori team has a wide range of skills and experience in Property and Facility Management and can provide additional services to help your business. Arcori offers sustainable business solutions and management consulting services to help support the successful implementation and use of the software.

Some of the services we provide include:

- ✓ Organizational Reviews
- ✓ Software Analysis
- ✓ Governance
- ✓ Review of Business Processes
- ✓ Review of Policies and Procedures
- ✓ Additional Services (such as Reserve Fund Analysis)

For more information or to receive an online demonstration of Arcori PM:

Call Toll-Free: 1-866-346-6700

Visit: [www. Arcori.com](http://www.Arcori.com)



Property Management Software Created to Benefit You

Arcori PM is an integrated property management and accounting solution that provides your organization with the tools to effectively manage your properties and streamline your operations. Designed from years of Property Management customer feedback, Arcori PM continues to evolve to match our customers' needs. Arcori PM is a proven product that delivers results. Our solution will help you manage your properties and clients in the most efficient and profitable manner.

Accounting Management

Managing your properties Income and Expenses has never been easier. The general ledger, accounts receivable and accounts payable are fully integrated and automatically included. Use either Cash basis or Accrual basis accounting as needed. The flexible report options ensure you receive real-time access to all vital financial information when needed.

Property and Tenant Management

Maximizing unit occupancy is a requirement of effective property management. Investors expect profits to be maximized and reducing the number of vacancies is important to ensure positive results. Arcori PM provides various tools to effectively manage your leases and occupancy/vacancy information.

Maintenance Management

Arcori PM lets you accurately keep track of all maintenance activities through the Work Order features. Respond quicker to client requests and track all costs and supplier information associated with the work. Use the Job Cost module for larger maintenance, renovations and construction items.

Document and Record Management

Easily gather and organize all vital information within the user friendly software. Arcori PM can track any piece of information you need to better manage your properties.

Customize Arcori Property Manager

We know every business is unique and that is why Arcori PM includes built-in features to allow you to easily customize data entry screens and reports to reflect your business needs.

A Custom Made Implementation Plan

At Arcori we believe that the implementation of any software package needs careful thought and a well-executed plan. Our experienced team can work with you to craft a plan that will ensure the effective customization and roll out of the software.

Arcori PM Features

Property Management

- Maintain any number of properties
- Maintain any number of units
- Track Occupancy and Vacancies
- Track available amenities
- Produce all reports by property, owner or consolidated
- Create user defined fields to track any piece of information for the property or unit

Tenant (Client) Management

- Track Pending Tenants & Deposits
- Track Current and Former Tenants
- Recurring Journal Entries
- Track Lease Expirations
- Send Lease Expiration Notices
- Lease Escalations
- Issue Tenant Refunds
- User defined reports
- ACH & EFT Payment Options
- Automatic Tenant Payments, such as direct payment or post-dated checks
- Produce Delinquent notices and reports
- Produce any letter or notice
- E-mail capabilities
- Track all notes and reminders for each tenant
- Create user defined fields and forms
- Reminders and communication tracking

Web Portal Add-On Option

- Allow tenants and owners to view account information on-line
- Allow tenants to submit work order requests
- Allow Trustees and Investors to view financial information on-line
- Access to board reports and other documents

Owner Management

- Easily produce Owner Statements
- Provide Profit & Loss Reports
- Produce Owner Checks
- Produce Invoices

Wait List and Prospect Features

- Track potential clients
- Traffic and Marketing Reporting
- Rent Geared to Income
- User Defined fields and forms
- Produce Waitlist reports
- Match vacancies with prospects

Maintenance Features

- Easily enter work order requests
- Track the status of the work order
- Print and/or E-mail the work order
- Customize work order fields
- Track material and labor costs
- Track warranty information
- Track work order for property, unit, or tenant
- Track estimated replacement date
- Create various work order reports
- Tenant charge back features

Financial Management

- General Ledger
- Accounts Receivable
- Accounts Payable
- Many new financial reports
- Cash Basis and Accrual Accounting
- Calculate Management Fees
- Calculate Late Fees
- Print Management & Owner Checks
- Use multiple bank accounts
- Create Bank Deposit Slips

ACH/EFT and MICR Checks

- Batch Check Printing
- EFT for Canadian Clients
- ACH for USA Clients
- MICR Check Printing
- Use your existing checks
- Automatically number your checks

Reminders

- Easily view key information
- Add items to calendar
- Never miss important items

Customization

- Customize many options
- Add your own reports
- Create your own data fields
- Create your own data entry forms

Reporting Capabilities

- Too many reports to list them all!
- Waitlist reports
- Traffic and marketing reports
- Tenant/Client Delinquent Listing
- General Ledger
- Profit & Loss
- Tenant Statements
- Owner Statements
- Occupancy and Vacancy reports
- Check listing reports
- Rent Roll Reports
- Management Fee reports
- Add your own reports to the software
- Export report data
- Maintenance reports
- Batch Reporting Capabilities

Other Features Included

- Utility Billing Module
- Check Scanning
- Batch Check Printing
- Bank Reconciliation
- Budgeting Module
- Inventory Module
- Purchase Orders
- Rent Geared to Income
- Lockbox Features
- User Defined Fields
- User Defined Forms
- Built in word-processor
- Job Costing Module
- 100% .NET Platform
- SQL Database Technology
- Detailed security options

Contact Us Today: Email: info@arcori.com Toll Free: 1-866-346-6700

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