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CML Triangle for Estate Management

Intended Use

For the estate manager, a fully integrated property management, accounting and administration system for the large property portfolio with corporate style processes, procedures and reporting requirements. The structured database accommodates multiple legal entities with each entity having a hierarchical structure of multiple estates, blocks, properties and leases

Key functionality:

Block management

Client	The freeholder, landlord or management company data is held at highest level linked to multi estates and thence to multi blocks; enabling comprehensive and detailed reporting to Clients.
Compliance	RICS and ARLA member's account rules compliant.
Estates and blocks	Estate level above block level to handle multi occupied estates with common service charges.
Expenditure monitoring	On going monitoring of service charge expenditure against budget, with shortfall indicated.
Management fee routines	The system holds variable fee data for regular charging on a per unit basis. Data is held and updated centrally. Managing agents fees may also be charged as a percentage of outgoings.
Multi service charge schedules	Limitless service charge schedules, with differing apportionments between apartments, to cater for the most complex lease provisions.
Multiple years	Service charge years history held.
Project management	Projects monitored by stages, for example major and minor works or conveyancing enquiries.
Separate accounts	Separate "bank" accounts for each block.
Service Charge Budgeting	Line by line budgeting, grouped or detailed. Import from previous years actual or budget with optional percentage uplift to generate budget for new year.
Service charge in arrear	Ability to apportion costs in arrear and produce demands.
Works and planned maintenance	Jobs may be created and managed through the Works routine; recording details, contractors, quotes, inspections and progress.

Accounting

Nominal ledger	Full double entry accounting integrated across the hierarchical structure of the property database. Extensive nominal coding structure accommodated through seven digit nominal ledger account codes. Preset and manual journal routines.
Rental charge creation	Fully automated raising of periodic charges in accordance with the terms of the lease. Additional specific charges raised manually.
Sales ledger	Full tenant debtor ledger functionality using batch processes. Ledger reporting. Credit control administration routines with correspondence processing. Direct debiting routines.
Purchase ledger	Full supplier creditor ledger functionality using batch processing. Ledger reporting. Electronic payment processes.
Service charge accounting	Multi-schedule Service charge accounting functionality allows efficient administration of complex service charge arrangements. Annual budgets produce interim charges. Annual statement with balancing charges.
Banking systems	Part automated bank reconciliation on multiple bank accounts. Links to electronic banking systems for up and downloading data.
Budgeting	Capture and report portfolio budgets, compare with actuals and produce variance reporting.
Reporting	Flexible nominal ledger reporting for financial and management accounting reports. Budget variance and mechanical forecasting analysis and reporting.
Export to Excel	Instant export of accounting information to MS Excel for extended data analysis or reconciliation work.

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Property management

Key date management	System task manager controls key dates and assigns task to system users.
Standard data capture fields	Extensive standing data capture facility for property and lease standard information.
User defined data capture fields	Unique data capture fields as required by the user to facilitate non standard data capture and analysis.
Terrier reporting	Extensive data reporting using SQL database allows the selection and sorting of complex data queries to produce detailed property reports.
Excel links	Excel templates provide data link for other application integration such as valuation software.

Administration

Property database	Database records portfolio information. The hierarchical structure holds data at appropriate "levels" (Company, Estate, Block, Property, Tenancy, Tenant). Unlimited data storage.
Database searching	Extensive data searching enables fast information find with dynamic links to associated information.
Correspondence handling	Email and mailmerge directly from Triangle. All correspondence attached within the portfolio structure and available to all users.
Task management	Assign tasks to users, automated diary reminders for system events. Manager overview of task progress.
File notes	Draft and attach file notes at the appropriate point in the database structure. Forward notes to system users as a task.
Document management	Attach any type of file (images, video, pdf, MSOffice documents etcetera.) directly to the database structure for ease of document management.
Contact management	Unlimited contact information appended alongside the portfolio structure with dynamic relationship administration.