

# Prospero

## *Diary & Documents*



*Dates for the diary; generating reminders; progressing calls; staying in touch; raising and recording documents ...*

pegasus  
**OPERA II**

*Client  
Systems*

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Our Prospero property management software addresses the maintenance of property, lease and charges maintenance, generation of rent and service invoices and the recharge of services.

What makes the software particularly effective is the fact that it has been built using the Pegasus Opera II Toolkit. This means that it inherits the "look & feel" of Opera II, operates in the same way and above all is fully integrated with the accounting facilities of Opera II, with its menu options included in the Opera II menu and access security structure. The integration is explained in our Operability flyer.

Opera II has a full range of accounting modules, the most relevant ones of which for property management are the sales (tenant), purchase and nominal ledgers, cash book and payroll. Costing can be useful for developers. Pegasus also supply XRL, a Microsoft Excel based analysis package which can dynamically reflect changes in the accounting figures, useful for management and project accounting.

The facilities described here are part of the overall Prospero system and provide individual diaries of actions to be taken and facilities for raising documents in Microsoft Word and recording these and other documents in a register for viewing.

In addition to standard dates such as rent reviews, lease expiries and insurance renewals, user defined diary date names can be set up for properties and leases, for example for painting schedules and gas or electricity appliance testing.

These dates are the basis for the diary date management feature, allowing a report of upcoming actions to be reported and memos to be generated into the diary for the individual responsible.

To these memos can be added separate items to represent other actions such as maintenance requests or breakdowns.

Accessing the memos via the diary allows them to be progressed – multiple actions per memo are possible to reflect the various events that may take place in completing the task.

This is a powerful administrative facility, which is additional to the notes facility on tenant accounts, provided in Opera II.

Document management facilities provide for letter and document generation in Word – typical examples might be rent review correspondence or draft rental agreements – these being recorded in a register.

Other externally generated documents such as signed rent agreements and floor plans can also be registered.

All of these documents can be viewed within Prospero.

Prospero and Pegasus Opera II provide a single, flexible and powerful business-wide system, which can be tailored to suit.

***Working by design ...***