**Training Syllabus**

**Alto Property Management and Accounts**

 **(*This is a guide only to what will be covered, content may vary dependant on your needs)***

**Introduction and Home Screen**

Knowledge Centre
PM Dashboard

**Properties**
Add commission and charges
Recording safety certificate and other dates
Upload documents
Preferred suppliers
Creating and managing work orders
 **Contacts**

Adding clients, applicants and third parties
Overseas landlords’ tax
Setting up payment methods

**Offers**Making and accepting offer
Overview of tenancy
Creating tenancy documents

**Tenancy**

Creating AST and other documents
Recording property visits and other dates
Adding metre readings
Recording deposit information
Financial transaction history

**Letting Progression**

Progression tasks
Update tenancy details
Add initial invoice for rent and deposit
Finalising tenancy

**Payments**

Paying landlord
Paying suppliers
Paying agency
Bacs payments

**Accounts**

Bank reconciliation refunds
Pay NRL tax
Receipt tenancy monies
Receipt reversals
Statement reversals
Deposit refunds
Annual statements
Supplier invoices

**Event Dates**

Manage safety certificates, property inspections
Renew, periodic and vacate tenancy

**Opening Balances**

Tenancy
Landlord
Suppliers
Arrears
Deposits

**Reports**

PM financial reports
Client bank balances
Property management reports
 **Tools**System administration
Company and branch settings
Standard paragraphs