## PROPERTY MANAGEMENT – A SYSTEMS PERSPECTIVE

## **TABLE OF CONTENTS**

Automation and Property Management – Intro and Overview	Chapter 1
Marketing and Property Management Systems -	Chapter 2
The Monthly Cycle – Part I - Accounts Receivable -	Chapter 3
The Monthly Cycle – Part II - Accounts Payable -	Chapter 4
The Monthly Cycle – Part III - Reports Preparation & Distribution –	Chapter 5
Maintenance Management & Accounting -	Chapter 6
Accounting Basics For Property Management Systems -	Chapter 7
Intro To Niche Property Management – Residential/ Commercial/ Other -	Chapter 8
Property Management Systems & The Internet -	Chapter 9
Contracts & Records – Systems Support -	Chapter 10
Property Management Systems and their Security -	Chapter 11
Risk Management – A Systems Perspective -	Chapter 12
Property Management Systems and the California BRE/ DRE -	Chapter 13
Government Entities & Issues in Property Management Systems -	Chapter 14
Evaluation & Selection of Fee Management Software –	Chapter 15
Systems Management – Management Must Manage –	Chapter 16

## Addendums – Technology

Introduction
ACH / EFT Operations –
E-Mail Operations –
Scanning Operations –
On-Line Versus Standalone Systems
Portals
Remote Devices
Voice Recognition
The Future
Property Management Systems

**Property Management Systems – A To Z Glossary**