



 **basix** :housing manager™

Basix:Housing Manager is designed specifically for the not-for-profit housing industry as a fully integrated whole-of-business software solution.





The Not-for-Profit (NFP) Social and Affordable Housing industry is currently facing a number of challenges with potential growth, constant change and government pressure to deliver housing stocks while dealing with contracting government budgets. Today's housing organisations need a modern integrated whole-of-business solution that can solve various problems, provide better reporting and decrease workloads for staff to increase productivity of the business.

Basix:Housing Manager includes the following business modules:

- Finance and Accounting
- Asset Maintenance
- Payroll and Human Resources
- Project Management
- Property and Tenancy Management
- Contract Management
- Contact Call Logging
- Document & File Linking

The core modules featured in **Basix:Housing Manager** include:

Finance and Accounting

- Budgets – General Ledger account budgets and Asset budgets – actual to budgeted comparisons, budgets stored for previous financial years.
- BAS – automated generation of BAS Statement figures, available for multiple entities. Configurable settings allow finance personnel to nominate which ledger accounts and tax codes are used to generate BAS Statement figures.
- BPAY – electronic submission of BPAY creditor payments to banking institutions. Pay BPAY bills electronically and upload the file to your financial institution for processing i.e. Employee superannuation disbursements, salary sacrifice etc.
- Financial Delegations – very flexible financial delegation and approvals i.e. different authorisation amounts for purchase orders, supplier bill payments, bank transfers per organisational position, individual Windows user or group.
- Fully integrated with the Tenancy module and all related financial transactions. Automated payment processing i.e. Centrepay, drastically reduces data entry and reconciliation efforts necessary to allocate tenancy payments.

Payroll and Human Resources

- Process payroll for multiple entities.
- Variable payrun timelines allowing numerous, parallel pay runs to occur i.e. Fortnightly, monthly, special pay batches etc.
- Built in Organisational Positions – flexible Organisation hierarchy structure.
- Complete Employee Leave Management – configurable leave types and accruals. Email Employee leave approval requests to Manager according to Organisational hierarchy. Manager leave approval online, real time.
- Employees can view and print their own payslips and previous payrun details.

Property and Tenancy Management

- Caters for all functionality required for social and affordable housing.
- Fully automated Centrepay and PayWay payment processing and allocation.

Legal Name	Start Date	End Date	Rent Payable	Days in Arrears	Effective Paid To
1/12 Jump Street Black Stump QLD 2999	16/07/2010		\$135.00	-14	4/07/2012
10/12 Jump Street Black Stump QLD 2999	10/05/2012		\$135.00	-3	23/06/2012
2/12 Jump Street Black Stump QLD 2999	12/03/2012		\$135.00	3	17/06/2012
3/12 Jump Street Black Stump QLD 2999	30/04/2012		\$135.00	-11	1/07/2012
4/12 Jump Street Black Stump QLD 2999	7/06/2012		\$135.00	2	18/06/2012
5/12 Jump Street Black Stump QLD 2999	20/02/2012		\$135.00	-3	23/06/2012
6/12 Jump Street Black Stump QLD 2999	28/05/2012		\$135.00	-4	24/06/2012
7/12 Jump Street Black Stump QLD 2999	27/01/2012		\$135.00	-10	30/06/2012
8/12 Jump Street Black Stump QLD 2999	21/12/2005		\$135.00	-41	31/07/2012
9/12 Jump Street Black Stump QLD 2999	9/02/2012		\$135.00	-8	28/06/2012
			\$1,350.00		
			\$1,350.00		

Property Management

Agreement ID: 13252 | Status: Current | Agreement Type: Tenancy

Rented Premise: 3/12 Jump Street Black Stump QLD 2999

Building: 12 Jump Street - Black Stump (2)

Land: Land - Jump Street - Black Stump

Housing Program: Affordable | Housing Type: []

Asset Owner: KYZ Affordable Housing | Property Manager: P Manager

Maintenance Flag: [] | Furniture Package: [] | DoC Ref: 11223344

Transfer Flag: [] | No of Tenants: 1 | DoC Segments: []

Fortnightly Income: \$489.70 | Current Affordable Rent: \$133.16

Comments or Notes

LT 10/05/12 - Phoned tenant to discuss arrears and ensure payments are made immediately.

Primary Contact

Primary Name: Mr Andrew WHITE
 Primary Address: 3/12 Jump Street Black Stump
 Primary Home Ph: []
 Primary Mobile: 0450 123 456
 Gender: Male

Emergency Contact

Emergency Name: Mrs Lois WHITE
 Emergency Address: []
 Emergency Home Ph: 07 1234 5678
 Emergency Mobile: 0411 123 456

Agreement Dates

Effective Paid To: 1/07/2012

- Real time fully integrated with finance - on screen rent 'Days in Arrears' and 'Paid to Dates'.
- Tenant Ledger – available on demand, can also be emailed in PDF format. Compliant with regulatory requirements.
- Quick Rent Calculator – the Quick Rent Calculator provides a quick and easy to use tool that can calculate various ad hoc rent payment enquiries.
- Able to manage properties owned by our clients or agent managed properties owned by third parties.
- Flexible housing program configurations mean that **Basix:Housing Manager** can be used to manage different housing programs within the same database.
- Microsoft Office integration allowing Word and Excel templates to be created and then used for document and spreadsheet creation.
- ADLForms integration – ADLForms documents can be generated and saved against each tenancy. Bulk processing of form letters is also included, allowing a letter to be auto-generated for all tenancies and automatically attached to the tenancy records.
- Automated rent invoice creation.

Basix:Housing Manager is designed for small or large organisations that can be implemented in a relatively short timeframe. It can grow progressively with the business, providing a solution that allows your business to achieve greater flexibility and control over its commercial business operations and reporting. The integrated financial functions provide real-time reporting for individual entities or across all entities. Our clients have enjoyed significant efficiency improvements as reconciliations between separate finance and tenancy systems are no longer required.



If you would like to know more about **Basix:Housing Manager** then contact us via www.ems-solutions.com.au or sales@ems-solutions.com.au