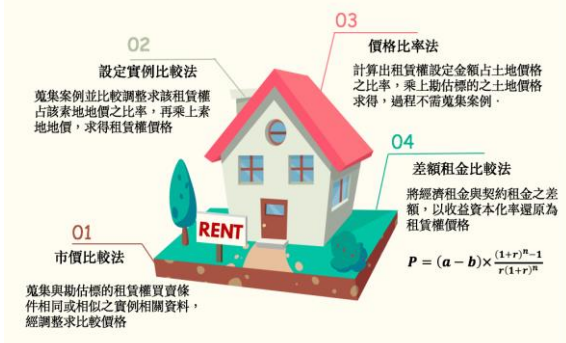


# Industry Sharing



## 租賃權估價



## Eastop ERP - Property Leasing Management System

### Industry: Property Management

Option (1) provides services for the group's own property management, supporting multi-company and multi-property management under a single database.

Option (2) offers one-stop management services for clients, including rent collection management, issuing rent invoices and receipts, lease renewals, and maintenance management.

### Benefits after adoption:

- Automatically generate rental income and miscellaneous fees for property owners with a single click.
- Instantly query relevant information and income/expense accounts for each property.
- Independent profit and loss statements help owners better understand property returns.
- Maintenance and preventive management aid in the upkeep of buildings and facilities.
- Integration with the Eastop mobile meter reading app facilitates sublease management.

## 1. Industry Requirements

### Industry Characteristics

- Various types and purposes of properties, including shops, commercial/industrial/residential properties, etc.
- Management of lease contracts, requiring periodic issuance of invoices for rent collection.
- Management of miscellaneous fees, requiring periodic payment of related fees on behalf of owners (Option 2).

- Different properties belong to different owners, necessitating independent profit and loss statements to analyze each owner's financial performance.

### **Business Operations**

#### **a. Register property/tenant/owner information**

#### **b. Owner agreements**

- Sign property agency agreements with owners (including property leasing, rent collection management, and rent collection on behalf of owners).

#### **c. Lease contracts:**

- Prepare lease contracts for tenants to sign.
- Contracts include tenant details, owner details, property details, rent, lease term, and various clauses.
- Arrangements for rent-free periods.

#### **d. Lease invoices:**

- After signing a lease contract, monthly rental invoices must be issued to collect rent.
- In addition to rent, fees such as utilities, management fees, and government rent/rates must also be collected.

#### **e. Payment of fees (Option 2):**

- After signing a lease contract, monthly payments must be made for utilities, management fees, government rent/rates, etc.
- Monthly service fees are also collected from owners.

#### **f. Meter reading:**

- Monthly visits to sublet units to record water and electricity meter readings.
- Calculate utility fees for tenants by comparing current and previous readings.

#### **g. Service work orders:**

- Record repair projects/engineering tasks requested by tenants/owners/suppliers.

## **2. Common Industry Challengers/ Difficulties**

- Large volumes of property/owner/tenant/lease data make it difficult to query relevant information instantly.
- Manual compilation and issuance of invoices each month is a cumbersome

process.

- Difficulty in instantly checking each tenant's rent payment status.
- Frequent delays in rent payments by tenants, with no timely reminders sent.
- Need to manage property income and expenses and report to owners.
- Regular inspections of leased properties, including photos for owners, and handling minor maintenance projects.

### 3. Solutions Provided by Eastop

#### Addressing Industry Characteristics

- **Detailed property information:** The Eastop ERP system provides multiple fields to record property details, including property ID, type, purpose, address, area, age, building details, and property condition.
- **Property lease item management:** Users can set up automatic generation of rental invoices, with different fees configured in separate lines. The system can generate a single invoice for multiple fees. Once the current month's invoice is generated, the system automatically updates the next invoice date to the following month.
- **Owner data management system:** Owner details are entered in property records, lease contracts, and invoices. Reports are available to view each owner's income and expenses and communicate with owners.
- **Use of departmental functions to distinguish between different owners (Option 1):** Owner details are entered in property records, lease contracts, and invoices. Reports are available to view each owner's profit and loss statements and balance sheets.

#### Addressing Business Operations

##### a. Register property/ tenant/ owner information

- The Eastop ERP system includes property registration forms, tenant data management, and owner data management systems. Multiple fields are available to record various details, and users can customize field names. Clients can instantly browse and retrieve relevant data, effectively managing property, tenant, and owner information.

- New owners can be added via the owner data management system. New properties requiring agency services can be registered in the property registration form. New tenants can be added to the tenant data management system when signing lease contracts.

**Property Maintenance**

Price Table Cost Table Import

Key Part No: KINGM-10F1 Dept: SCA Close Date: Inventory Item

Landlord: GHIH Givzg sftv rnevghmvng slowmth or Picture

Purchase Year: Property Type: RESI

Purchase Price: Property Subtype: APART

Common Area: Estate:

English Chinese Language1 Language2 Meter

Desc: Full Address: Flat 1, 10/F, King's Mansion, 3 Observatory Court, Tsim Sha Tsui, Kowloon, Hong Kong

Remark 1: Remark 2:

Price and Cost Information

Basic unit: 個月 Unit: Rental Amt: 0 HKD

Tenancy Agreement Maintenance Orders Receipts

Tenant Info.

Tenant: Wslov hfnsrmv rn

TA No: TA22-00026

Rent: 21000

From Date: 2022/11/01 To Date: 2023/03/31

Tenant Use:

Dimension and Weight

SFA: 0 GFA: 0 Age: 0

Other Information

Street: 天文臺園 St. No: 3

Bldg: 天文台道金環樓

Floor: 10

Unit: 1號

A.Code: HK D.Code: KLN

D.Code: TST

Unit Type: 獨立

Status: RENTED C

OP Date:

Stamp Fee: Mgt. Fee: Elect Fee: Water Fee:

Service Fee: Project: Conversation:

Sales A/C: Cost A/C: Purchase: Stock A/C:

**Tenant Maintenance**

Def.Other Customer Product Price Table

Tenant Code: KC0001 Dept: Close Date: Is a Tenant/Customer

Analysis Code: Related Company: Is a Landlord/Supplier

English Chinese

Name: Kam Chun

Address: Flat A 8/F Tiger Building, 30 Kwun Tong Rd, HK

Area: City: State: Ctry: Zip#

Contact: Kam Chun Phone No: Pay.Terms:

Title: ID/BR No: Salesman:

Ref: email: Bank:

Currency: HKD Price Level: A

A.Code1: A.Code2: A.Code3: A.Code4: A.Code5:

**Landlord Maintenance**

Def.Other Supplier Product Cost Table

Landlord Code: ABC Dept: Close Date: Is a Tenant/Customer

Analysis Code: Related Company: Is a Landlord/Supplier

English Chinese

Name: ABC Company

Address: Unit 2001, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong

Area: City: State: Ctry: Zip#

Contact: Phone No: 23579088 Pay.Terms:

Title: B.R. No: ShipTerms:

Ref: email: Salesman:

Currency: HKD Settle %: 0 Misc.%1: 0 Bank:

Cr. Limit: 0 HKD Disc%: 0 Freight %: 0 Misc.%2: 0 Creditor A/C:

#### a. Owners personal accounts

- Create and manage personal accounts to record each owner's cash balance. These accounts track all income (from tenants or owner deposits) and expenses (utilities, repairs, service fees, etc.) for each owner's properties.

| A/C Code | A/C Name                 | Chinese A/C Name | Company | Company Name | A/C Type | Normal Balance | General A/C |
|----------|--------------------------|------------------|---------|--------------|----------|----------------|-------------|
| 2111     | Account payables         | 應付貨款             |         |              | L        | C              | 21          |
| 2111-01  | Account payables - C0001 | 應付貨款             |         |              | L        | C              | 2111        |
| 2111-02  | Account payables - C0002 | 應付貨款             | WING    | Wing Leung   | L        | C              | 2111        |
| 2111-03  | Account payables - C0003 | 應付貨款 - C0003     |         |              | L        | C              | 2111        |
| 2111-04  | Account payables - C0008 | 應付貨款             |         |              | L        | C              | 2111        |

**Chart of Accounts Maintenance** Create New Period for Budgeting

Account No. 2111-02 Account Balance General Ledger

Control Account 2111 Multi-Currency Account Dept. WING

Account Title Account payables - C0002

Chinese Title 應付貨款

Currency HKD Choose Debit Side or Credit Side  
☐ Debit ☒ Credit

Close Date   /  /  

Account Type Choose one of the following Account Types  
☐ Asset ☐ Equity ☐ Expense ☐ 2 other credit  
☐ Liability ☐ Revenue ☐ 1 other debit

☐ Show All A/C

No. of Sub A/C 0 Level 3 Open Date 10/06/2023 By EOA12 Last Update 11/16/2023 4:07:01 PM

A/C Balance Table  
☒ All ☐ TCode2 ☐ TCode4 ☐ TCode6 ☐ TCode8  
☐ TCode1 ☐ TCode3 ☐ TCode5 ☐ TCode7 ☐ TCode9

| Period | Budget | Initial | Dr.Amount | Cr.Amount | Balance     |
|--------|--------|---------|-----------|-----------|-------------|
| 202310 | 0.00   | 0.00    | 0.00      | 70,000.00 | (70,000.00) |
| 202309 | 0.00   | 0.00    | 0.00      | 0.00      | 0.00        |

| Code    | Period | Initial | Rec.Date   | Voucher No. | Line# | Amount     | Explain                                 | Project No. | Exch.Rate | Org.Amount |
|---------|--------|---------|------------|-------------|-------|------------|---|-------------|-----------|------------|
| 2111-02 | 202309 | 0.00    |            |             |       |            |   |             |           |            |
| 2111-02 | 202310 | 0.00    | 10/06/2023 | PGDN230005  | 1     | -50,000.00 | GRN,[C0005],[DN230005]                  |             | 1         | -50,000.00 |
| 2111-02 | 202310 | 0.00    | 10/28/2023 | RII2300008  | 1     | -20,000.00 | Credit Note,[C0005],[I2300000] test0002 |             | 1         | -20,000.00 |

b. **Lease contracts:**

- The Eastop ERP system includes a lease contract management system. Users only need to fill in contract-related details, and the system will generate a complete contract for printing. Custom contract formats are available, including standard lease contracts, property borrowing agreements, and parking space leases.
- The lease contract management system includes fields for rent-free periods, which are displayed on printed contracts.
- Lease item management is automatically generated based on the lease contract with a single click.

Tenancy Agreement

Invoice#

TA No. TA25-00001

2025/02/28

Dept.

C

Status

E

Currency

HKD

1

Create Project?

Gen Landlord Record

Quotation#

Salesman

Anson Cheng

Our Ref.

Ref Date

Project#

TA25-00001

SHCP0001

Tenant Code

KC0001

Issued by

BENNY

Approved by

Y

2020/12/02

Free Period

Renewal?

Stamp By

2020/12/15

Issuing Bank

Property#

SHCP0001

cp#10, 1/F, Tiger Building, 30 Kwun Tong Rd, HK

Landlord#

CTM

GPO Box 123456 Central Hong Kong

Order Details

Deposit Amt

Deposit Paid

Kam Chun

Contact

Kam Chun

Phone

ID

Fiat A 8/F Tiger Building, 30 Kwun Tong Rd, HK

Rent

0.00

Pay. Terms

CASH

Lease Date

2020/12/15

End Date

Free From

Free To

Rental Information

Mgt. Fee

Electricity

Water Charge

Air Conditioning

Drainage

Rates

Gov. Rent

Stamp

chin/eng

Period/License/Key

Break Clause

Break Clause

Remarks/Terms and Conditions

Internal remarks

1) 租客不可明火煮食

| Property No. | #   | Cat. | Description                                     | Company | CH | Date       | To Date    | Qty | Unit | Price   | % | Amount |
|--------------|-----|------|---|---------|----|------------|------------|-----|------|---------|---|--------|
| SHCP0001     | 001 |      | cp#10, 1/F, Tiger Building, 30 Kwun Tong Rd, HK | CTM     |    | 2020/12/15 | 2021/01/14 | 1   | 個月   | 0.00    | 0 | 0.0    |
| SHCP0001     | 002 |      | cp#10, 1/F, Tiger Building, 30 Kwun Tong Rd, HK | CTM     |    | 2021/01/15 | 2021/12/15 | 1   | 個月   | 3000.00 | 0 | 3000.0 |

Item2

Dis.Rate

0

% Dis.Amt

0

Other

0

Total

3000

### Schedule I

附表一

The Premises 物業: A3 Tower, 57/F  
The Landlord 業主: A3 Ltd  
whose "address/registered office is situate at 寫字樓地址為 / 註冊地址  
香港海山街3號TML廣場5樓B8D室  
Tel 聯絡電話: 2402 8887

The Tenant 租客: A2  
whose "address/registered office is situate at 寫字樓地址為 / 註冊地址  
A2, World Trade Centre,  
280 Gloucester Road,  
Causeway Bay  
Tel 聯絡電話: A contact

Term of Tenancy 租期: 由 From 2023/01/01 至 2023/12/31 (包括首尾兩天 both days inclusive)

Rent Detail 租金詳情:

Period 期間: 由 From 2023/02/01 至 2023/12/31

Rent 租金: HK\$ 8,000 (每月 per month)

Bank Account 銀行戶口: 上海商業銀行 123-45-67891-2 A2 Limited

### Schedule II

附表二

The Miscellaneous Payments 雜項費用  
The following payments shall be paid in respect of the said premises during the Term of Tenancy:  
在租期內負責下列費用:

- |                              |   |
|------------------------------|---|
| (1) Management Fee<br>管理費    | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (2) Government Rates<br>差餉   | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (3) Government Rent<br>地租    | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (4) Electricity Charge<br>電費 | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (5) Water Charge<br>水費       | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (6) Stamp Fee<br>印花稅         | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |
| (7) Drainage Service<br>通渠費  | To be borne by "the Tenant" / the Landlord.<br>由 "租客" / 業主支付。 |

\*delete where inapplicable  
刪去不適用者

#### Usage 用途

The property is for commercial use, the tenant for other purposes, all costs / responsibilities (such as tolerance fees, government administration fees, land premium fees) all by the charterer.  
該物業為 商業用途, 租客如作其他用途, 所有費用/責任(例如容忍費, 政府行政費, 補地價費) 全由租客負責。

c. Property lease item management

- The Eastop ERP system includes property lease item management. A new lease item must be created for each new agency property and lease contract.
- Property lease item management records periodic fee details related to owners.
- Lease contract lease item management records corresponding contract details and periodic fee information.
- Lease item management is automatically generated based on the lease contract with a single click.
- Once lease item details are entered, users can generate invoices automatically each month by clicking "Generate Invoice" in the lease item management system.
- Invoices can include rent, government rent/rates, management fees, electricity, water fees, etc.

**Project Record Maintenance**

Project# TA25-00001 Start Date 2020/12/15 Complete Date 2021/12/14

Cust. Code KC0001 Kam Chun

Property ID SHCP0001

Inv. Method Dept. ASIL

Receipt Issued by BENNY

Renewal Approved by

Remark1 Remark3

Remark2 Remark4

**Project Details**

| Line# | *Next Inv.Date | Years | *Mont | Days | *Amount (A) | *Part No | Inv.Prefix | *From Date | Add'l | Explan. | %    | Org . Amo | Org. SC No. | Last Invoice No. | Qty  | Remark | *End Date  | Property |
|-------|----------------|-------|-------|------|-------------|----------|------------|------------|-------|---------|------|-----------|-------------|------------------|------|--------|------------|----------|
| 1     | 2021/01/15     | 0     | 1     | 0    | 3,000.00    | SHCP0001 |            | 2021/01/15 |       |         | 0.00 | 0.00      |             | I2500004         | 1.00 |        | 2021/12/15 | SHCP0001 |




d. Lease invoices:

- Lease item management can generate a single invoice for multiple fees by setting the same "next invoice date" for all fees.
- Rent-free period invoices can be handled by splitting rent into two lines (pre- and post-rent-free periods). The system will skip invoice generation during the rent-free month.
- Batch emailing of invoices/statements to tenants/owners with a single click.



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| Meter Record  |           |              |          |             |         | INPUT_DA  | Image List | [92] |
|---------------|-----------|--------------|----------|-------------|---------|---|------------|------|
| Record No.    | Item No.  | Charge No.   | Meter    | Invoice No. | Remark  | Image   |            |      |
| MR22005000017 | P-TEST    | W-P-TEST     | 0.00     |             | test in |  |            |      |
| MR22005000016 | KLS-GA    | W-HCY-KLS-GA | 50.00    | I2200349    |         |   |            |      |
| MR22005000015 | KLS-GA    | W-HCY-KLS-GA | 0.00     | I2200349    |         |   |            |      |
| MR22005000014 | KLS-GA    | E-HCY-KLS-GA | 50.00    | I2200331    |         |   |            |      |
| MR22005000013 | KLS-GA    | E-HCY-KLS-GA | 20.00    | I2200331    |         |   |            |      |
| MR22005000011 | WTC-96F   | Water        | 600.00   | I2200243    |         |   |            |      |
| MR22005000001 | WTC-96F   | Water        | 350.00   | I2200243    |         |   |            |      |
| MR22016000002 | KLS-GA    | WATER2       | 789.00   | I2200263    | 漏水      |   |            |      |
| TEST003       | WTC-96F   | Water        | 503.00   | I2200243    |         |   |            |      |
| TEST004       | WTC-96F   | Water        | 245.00   | I2200243    |         |   |            |      |
| MR22016000001 | KLS-1B    | ELECTRICITY2 | 155.00   |             |         |  |            |      |
| MR22005000010 | KLS-1B    | ELECTRICITY2 | 50.00    |             |         |   |            |      |
| MR22005000009 | KLS-1B    | WATER2       | 550.00   |             |         |   |            |      |
| MR22005000008 | KLS-GA    | WATER2       | 120.00   | I2200263    |         |   |            |      |
| WTEST2        | TEST1     | Water        | 250.00   | I2200273    |         |   |            |      |
| MR22005000007 | KLS-GA    | ELECTRICITY2 | 50.00    | I2300398    |         |   |            |      |
| MR22005000006 | KLS-GA    | WATER2       | 100.00   | I2200263    |         |   |            |      |
| MR22005000005 | KLS-GA    | ELECTRICITY2 | 50.00    | I2300398    | 343     |   |            |      |
| MR22005000004 | KLS-GA    | ELECTRICITY2 | 100.00   | I2300398    |         |   |            |      |
| MR22009000001 | KLS-GA    | WATER2       | 20.00    | I2200263    | test    |   |            |      |
| MR22005000003 | KLS-GA    | WATER2       | 10.00    | I2200263    |         |  |            |      |
| MR22005000002 | CLUNG-1A  | Electricity  | 80.00    |             |         |   |            |      |
| MR22007000001 | CLUNG-1A  | Electricity  | 334.00   |             |         |   |            |      |
| MR22004000001 | CLUNG-1A  | Water        | 1,234.00 |             | 11      |   |            |      |
| MR22001000004 | COSCT-35G | TML00-CP-P51 | 112.00   |             |         |   |            |      |
| WTEST1        | TEST1     | Water        | 200.00   | I2200273    |         |   |            |      |
| MR22001000003 | CLUNG-1A  | TML00-30C1   | 159.00   |             | fff     |   |            |      |
| MR22001000002 | CLUNG-1A  | TML00-30C1   | 456.00   |             |         |   |            |      |
| MR22001000001 | COSCT-35G | KINGM-CP-P2  | 321.00   |             |         |   |            |      |
| TEST1         | CLUNG-1A  | KINGM-10F1   | 123.00   |             | rmk1    |   |            |      |

f. Service work orders:

- The Eastop ERP system includes a work order management system, allowing users to record and view repair projects/engineering tasks requested by tenants/owners/suppliers. It also tracks the properties and costs involved.
- Integration with the Eastop Mobile ERP App enables on-site photos, service details, and repair status recording.
- Clients can register maintenance service requirements online and track progress in real-time.

## 維修服務申請

|               |               |
|---------------|---------------|
| 聯絡人姓名*        | 聯絡人電話*        |
| 聯絡人電郵*        |               |
| 服務範圍*         | 服務細節*         |
| -----請選擇----- | -----請選擇----- |
| 維修位置*         | 維修問題*         |
| -----請選擇----- | -----請選擇----- |
| 期望服務時間*       | 詳細服務日期*       |
| -----請選擇----- | 11/29/2023    |
| 詳細形容          |               |

### g. Dashboard Alert

- Upon logging into the Eastop ERP system, users see a Dashboard Alert reminding them of pending tasks, such as contract expirations, overdue invoices, and property meter reading reminders.
- Users only see Dashboard Alerts relevant to them.

| 工作單管理系統 |                         |            |          | 開發票 PO 數量 成本 已送量 |    |   |    | Import SC |   |  |  |
|---------|-------------------------|------------|----------|------------------|----|---|----|-----------|---|--|--|
| 工單編號    | SJ2300011               | 2023/04/03 | 部門       | C                | 狀態 | E | 貨幣 | HKD       | 1 |  |  |
| 發票編號    |                         | 技術員        | BILLKWOK | 工單號碼             |    |   |    |           |   |  |  |
| 報價單編號   |                         | 輸入者        |          | 客戶參考             |    |   |    |           |   |  |  |
| 供應商編號   | M0001                   | 批核者        |          | 分組               |    |   |    |           |   |  |  |
| 設備系統號   |                         |            |          |                  |    |   |    |           |   |  |  |
| 工單資料    | 費用                      | 配件資料       |          |                  |    |   |    |           |   |  |  |
| 雜費編號    | 摘要                      | 金額         |          |                  |    |   |    |           |   |  |  |
| EM      | Electricity Maintenance | 10000.0    |          |                  |    |   |    |           |   |  |  |
|         |                         |            |          |                  |    |   |    |           |   |  |  |
|         |                         |            |          |                  |    |   |    |           |   |  |  |
|         |                         |            |          |                  |    |   |    |           |   |  |  |
|         |                         |            |          |                  |    |   |    |           |   |  |  |

Dashboard
[93]

#### SALES CONTRACT

| SC No.    | Date       | Status | Project No. | Customer Ref. | S |
|-----------|------------|--------|-------------|---------------|---|
| SC2200037 | 2022/08/01 | C      |             |               | 9 |
| SC2200055 | 2022/11/25 | E      |             |               | 9 |
| SC2200042 | 2022/11/01 | C      |             |               | 9 |
| TA2300072 | 2023/05/11 | E      |             |               | 2 |
| SC2200045 | 2022/11/17 | C      |             |               | 2 |
| SC2200047 | 2022/10/10 | C      |             |               | 2 |
| SC2200048 | 2022/08/01 | C      |             |               | 2 |
| SC2200052 | 2022/11/23 | C      |             |               | 2 |
| SC2200049 | 2022/07/01 | C      |             |               | 2 |
| SC2200050 | 2022/11/23 | C      |             |               | 2 |
| SC2200054 | 2022/09/01 | E      |             |               | 9 |
| SC2200056 | 2022/06/01 | C      |             |               | 2 |
| SC2200057 | 2022/11/30 | C      |             |               | 9 |

#### GC\_METER\_INVOICE

| Meter Record No. | Meter  | Property ID | Meter Code | Customer No. |
|------------------|--------|-------------|------------|--------------|
| MR23020000027    | 515.00 | KLS-GB      | E-KLS-GB.3 | T00042       |
| MR23020000028    | 578.00 | KLS-GB      | E-KLS-GB.4 | T00042       |
| MR23024000003    | 720.00 | KLS-GB      | E-KLS-GB.3 | T00042       |
| MR23024000004    | 800.00 | KLS-GB      | E-KLS-GB.4 | T00042       |
| MR23020000027    | 515.00 | KLS-GB      | E-KLS-GB.3 | T00042       |

#### GC\_MAINTENANCE

| Service Job No. | Service Description                      | SC No. |
|-----------------|--|--------|
| SJ2200001       | jdifkjaljfdaljf;dajdf;oa                 |        |
| SJ2200002       | Adjustment                               |        |
| SJ2200003       |  |        |
| SJ2200005       | Shop 1A, 1/F, Cheung Lung Industrial Bui |        |
| SJ2200006       | Room 3B4, Block B, 3/F, Chungking Mans   |        |

#### 工作單管理系統

開發票 PO ✓ 數量 成本 已送量
Import SC

工單編號: SJ2300011

發票編號: [ ]

報價單編號: [ ]

供應商編號: M0001

設備系統號: [ ]

工單資料 費用 配件資料

日期: 2023/04/03

技術員: BILLKWOK

輸入者: [ ]

批核者: [ ]

狀態: E

貨幣: HKD

工單號碼: [ ]

客戶參考: [ ]

分組: [ ]

| 物業編號       | 地址   |
|------------|--|
| CLUNG-1A   | 0 001 Shop 1A, 1/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong      |
| CLUNG-1B   | 0 002 Shop 1A, 1/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong      |
| CLUNG-3B-1 | 0 003 Shop 3B-1, G/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong    |
| CLUNG-1B-C | 0 004 Shop 1B & 1C, 1/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong |
| CLUNG-3B-2 | 0 005 Shop 3B-2, G/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong    |
| CLUNG-3B-3 | 0 006 Shop 3B-3, G/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong    |
| CLUNG-3B-4 | 0 007 Shop 3B-4, G/F, Cheung Lung Industrial Building, 10 Cheung Yee Street, Cheung Sha Wan, Kowloon, Hong Kong    |

## h. Universal; Query System

- Provides quick access to system data. Users can apply various filters for queries.
- Query options include lease invoice status, meter reading increases, meter reading records, tenant invoices, prepaid rent invoices, lease details, tenant settlement, and property information.

#### 通用查詢系統

查詢 04 TA LIST
租約詳情查詢

篩選條件

| 欄位名稱 | 運算符 | 值 | 關係 |
|------|-----|---|----|
| 合約編號 |     |   |    |
| 起租日  |     |   |    |
| 完租日  |     |   |    |
| 到期?  |     |   |    |

排序

| 欄位名稱 | 排序方向 |
|------|------|
| 合約編號 | ASC  |

頁記錄量 10

尋找

重置

篩選結果 找到: 269

| 合約編號       | 起租日        | 完租日        | 到期? | 公司   | 公司名稱                 | 物業         | 物業子類 | 街道   | 大廈名稱          | 每月租金  | 租客                     |
|------------|------------|------------|-----|------|----------------------|------------|------|------|---------------|-------|------------------------|
| TA21-00004 | 2020/09/01 | 2020/08/31 | YES | GCIL | Golyzo szsim mevhgr  | ELITE-G1A  | 商舖   | 長沙灣道 | Elite 億利      | 45000 | Praaz slnrvkgh Ltd     |
| TA21-00004 | 2018/09/01 | 2020/08/31 | YES | GCIL | Golyzo szsim mevhgr  | ELITE-G1A  | 商舖   | 長沙灣道 | Elite 億利      | 52250 | Praaz slnrvkgh Ltd     |
| TA21-00005 | 2021/06/22 | 2024/06/21 | NO  | FFPL | Ffoo uzrgs kllkvgrvh | ELITE-G2A  | 商舖   | 長沙灣道 | Elite 億利      | 85000 | Rwng szgrvNt Co. orMrg |
| TA21-00006 | 2021/10/06 | 2023/10/05 | NO  | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C1 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 4000  | 陳%1                    |
| TA21-00006 | 2019/10/06 | 2021/10/05 | YES | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C1 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 4000  | 陳%1                    |
| TA21-00006 | 2017/10/06 | 2019/10/05 | YES | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C1 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 4000  | 陳%1                    |
| TA21-00006 | 2015/10/06 | 2017/10/05 | YES | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C1 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 3750  | 陳%1                    |
| TA21-00006 | 2013/10/06 | 2015/10/05 | YES | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C1 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 3600  | 陳%1                    |
| TA21-00007 | 2021/08/20 | 2023/08/19 | NO  | FFPL | Ffoo uzrgs kllkvgrvh | KWAIC-13C2 | 住宅   | 樂芳路  | Kwai Chung 葵祥 | 4400  | 張%~                    |

- Data can be exported to Excel.
- The "Jump to Document" feature allows direct navigation to relevant modules for detailed information.

- Create and manage personal accounts to record each owner's cash balance. These accounts track all income (from tenants or owner deposits) and expenses (utilities, repairs, service fees, etc.) for each owner's properties.

| A/C Code | A/C Name                 | Chinese A/C Name | Company | Company Name | A/C Type | Normal Balance | General A/C | rr |
|----------|--------------------------|------------------|---------|--------------|----------|----------------|-------------|----|
| 2111     | Account payables         | 應付貨款             |         |              | L        | C              | 21          | +  |
| 2111-01  | Account payables - C0001 | 應付貨款             |         |              | L        | C              | 2111        | +  |
| 2111-02  | Account payables - C0002 | 應付貨款             | WING    | Wing Leung   | L        | C              | 2111        | +  |
| 2111-03  | Account payables - C0003 | 應付貨款 - C0003     |         |              | L        | C              | 2111        | +  |
| 2111-04  | Account payables - C0008 | 應付貨款             |         |              | L        | C              | 2111        | +  |

| Code    | Period | Initial | Rec.Date   | Voucher No. | Line# | Amount     | Explain                                 | Project No. | Exch.Rate | Org.Amount |
|---------|--------|---------|------------|-------------|-------|------------|---|-------------|-----------|------------|
| 2111-02 | 202309 | 0.00    |            |             |       |            |   |             |           |            |
| 2111-02 | 202310 | 0.00    | 10/06/2023 | PGDN230005  | 1     | -50,000.00 | GRN,[C0005],[DN230005]                  |             | 1         | -50,000.00 |
| 2111-02 | 202310 | 0.00    | 10/28/2023 | RII2300008  | 1     | -20,000.00 | Credit Note,[C0005],[I2300000] test0002 |             | 1         | -20,000.00 |