

Condo MasterTM

Online Property Management System

www.condo-master.com

Condo MasterTM

From our humble beginnings in 2014, Condo Master is now the property management system of choice by more than 300 residential and commercial strata buildings and communities...

...from Penang to Klang Valley to Johor Bahru and to Kuching.

Find out how our system enables you to make a difference today!

Introduction

Condo Master is a web-based property management system designed to serve the needs of

- Management Committees
- Property Managers
- Residents

It is suitable for

- Condominiums
- Apartments
- Office Buildings
- Small /Medium Complexes
- Gated Communities
- Resident Associations

Welcome, **demo**
[Admin Panel](#) | [Logout](#)

Blue Sky Tower

Select Site ▾
Executive Dashboard
Reports
Strata Roll ▾
Settings ▾
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Site

Home

Data

Units

Residents

Tenants

Vehicles

Acc Parcels

Sub Units

Committee

Operations

Documents

Notices

Issues

Meter Reading

Equipment

Maintenance

Renovations

PO

Financial

Expenses

Payments

Managed By

United Property Consultants Sdn Bhd

Op Manager

Oprah Lim (012-4013664) ✉

Building Supervisor

Sarah Fong (016-4580210) ✉

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Notices

Dec 12, 2018 - Merry Christmas to Everyone ([View](#))

Nov 6, 2018 - Management Office Closed for Deepavali ([View](#))

Mar 26, 2018 - Swimming Pool Closure ([View](#))

Tasks

Due	Description	Status
Nov 30, 2018	Lift License 2018/19 (2018/19)	OVERDUE View
Feb 15, 2019	Fire Insurance Renewal 18/19 (2018/2019)	View

Key Benefits



Improve Service Quality

Condo Master helps you to enforce day-to-day operational tasks such as issue tracking, equipment maintenance, unit renovations, and meter reading.

Monitor Money Collection

With Condo Master you can have real-time information on your daily collections and keep your accounting up-to-date.

Less Paperwork

Having trouble to prepare reports? With Condo Master, you can generate daily collection reports easily. And prepare for monthly operations report from all our available Excel reports.

Simplify Accounting

Accounting is the most complicated part of property management. And Condo Master is the most user-friendly accounting system in the industry. It has a built-in, real-time, web-based, complete accounting system.

Greater Convenience

With our built-in e-solutions: *e-billing, e-payment, r-receipts, e-reminders, e-notices*, you can provide an unprecedented level of convenience to the residents. Owners can also log in to the system to view their own bills, receipts and accounts, and other information.

Greater Transparency

Property owners and committees today are very concerned about their property investments. They demand transparency and with Condo Master, you can meet their expectations with ease.



Product Features

Condo Master is a feature-packed, end-to-end property management system, with its own built-in accounting system designed for property management.

From managing data to managing operations, to managing billing and accounts, our solution simplifies the job for you.

Manage Data

- ✓ Unit
- ✓ Owner contacts
- ✓ Tenants
- ✓ Car Parks
- ✓ Vehicles

Manage Issues & Tasks

- ✓ Issues Log
- ✓ Maintenance Tasks
- ✓ Meter Reading
- ✓ Renovations
- ✓ Operation Reports

Notices & Documents

- ✓ Post e-notices and publish via email
- ✓ Upload minutes, reports, forms, and various other documents

e-Payment

- ✓ Owners can pay their bills online
- ✓ Official Receipts will be auto issued
- ✓ Owner accounts will be updated in real-time

Manage Asset

- ✓ Asset List
- ✓ Repair Cost History
- ✓ Depreciation

Manage Expenses

- ✓ Purchase Order
- ✓ Expense tracking
- ✓ Payment Vouchers
- ✓ Print Cheques

Billing & Receipts

- ✓ Billing: paper, e-Billing
- ✓ Receipts: paper, e-Receipt
- ✓ Deposits
- ✓ Debtors
- ✓ Reminder Letter & Email
- ✓ Form 11 & 20

Accounting

- ✓ General Ledger
- ✓ Journal
- ✓ Bank Reconciliation
- ✓ R&P Statement
- ✓ Trial Balance, P&L, Balance Sheet



System Features

Users



Customizable Staff accounts

- You can set different access privileges for different levels of staff. You can customize how much they can see and do in the system.

Unlimited User accounts

- Every resident and every staff can have a free account.

Security



Secure Connection

- The whole system is protected by SSL encryption (https)

Strong Password Encryption

- Passwords and security answers are encrypted in the database using the latest cryptography techniques.

Nightly Database Backup

- The system is backed up every night

Key Feature ► Issue Tracking

Managing any property means dealing with endless streams of issues. Use Condo Master to ensure that all issues are logged and followed up to a satisfactory closure. Condo Master will also automatically send email to all stakeholders for each reported issue.

Issues Log New Issue

Issue No

Title

Find

Status

Priority

Scope

Clear

Assigned to

Year

Submitted by

Age

Days

Category

Subcategory

Sensitivity

Defects

ID	Title	Priority	Status	Category	Age	Due	
077	corridor need repair	Unassigned	Closed	Building Structure		31-Jan-19	<input type="button" value="Update"/> <input type="button" value="Delete"/>
076	Guard sleeping	Medium	Closed	Security		18-Jan-19	<input type="button" value="Update"/> <input type="button" value="Delete"/>
075	wall crack	Medium	Closed	Landscaping	0 day		<input type="button" value="Update"/> <input type="button" value="Delete"/>
074	Lift Breakdown	Medium	Closed	Mech Systems	0 day	9-Jan-19	<input type="button" value="Update"/> <input type="button" value="Delete"/>
073	Lift Breakdown	Medium	Closed	Mech Systems		8-Jan-19	<input type="button" value="Update"/> <input type="button" value="Delete"/>
072	Master Bedroom Toilet Leakage	Medium	Closed	Building Structure		31-Dec-18	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Issues New View Delete Issues Log

(*) indicates required fields.

Issue No. 034

Title (*)

Status (*)

Assigned To (*)

Priority (*)

Category (*)

Scope (*)

Description (*)

Update Notes

Closing Notes

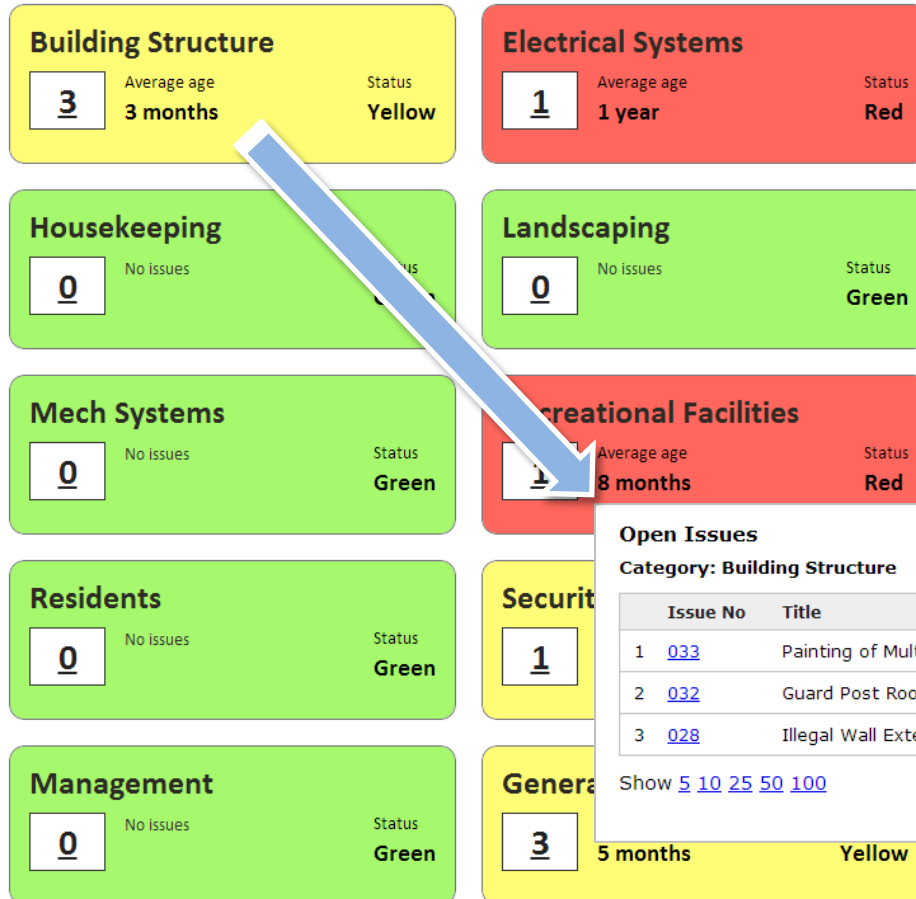
Photos No file chosen

No file chosen

Closed on 2014-04-16 (demo user)
Updated on 2014-04-16 (demo user)
Submitted on 2014-04-16 (demo user)

Key Feature ► Issues Scoreboard

The number in boxes represents the total no. of open issues. Click on the number to view the issues.
Average Age is the average length of time that the issues have been opened.



Managing a building is a complex task because there are many aspects to oversee and it is possible to miss a few important things. The Issue Scoreboard is designed to let you stay in charge and in control. It summarizes all issues into key categories and assigns a Red, Yellow or Green status to each category. You can now easily spot which areas require attention so that you can quickly assign appropriate resources to handle it.

Open Issues

Category: Building Structure

	Issue No	Title	Priority	Scope	Assigned	Date	Age
1	033	Painting of Multi-storey Car Park	Medium	Major	Sarah Fong	11-Mar-14	3 months
2	032	Guard Post Roof Damaged by the Delivery Lorry	Medium	Minor	Sarah Fong	7-Mar-14	3 months
3	028	Illegal Wall Extension by Neighbour	Medium	Minor	Sarah Fong	24-Jan-14	4 months

Show [5](#) [10](#) [25](#) [50](#) [100](#)

Key Feature ► Maintenance Tasks

Never miss out any important maintenance tasks anymore.

- Use the system to remind you about any scheduled maintenance activities, regulatory license renewals, contract renewals, or administrative tasks.
- You can also use it to keep track of any service providers attendance and upload their service reports to the system for future reference.

Tasks

Due	Description	Status
Nov 30, 2018	Lift License 2018/19 (2018/19)	OVERDUE View
Feb 15, 2019	Fire Insurance Renewal 18/19 (2018/2019)	View

New Task

[Back to List](#)

(*) indicates required fields.

E.g., Lift Maintenance, Fire Control System Service Contract, Building Insurance Policy

Description*

Category*

E.g., Jan 2016, 2016 Q1, or 2016

Period*

Vendor

Set a due date to enable the system to remind you

Due Date*

Reminder* ☐ 1 week ☒ 2 weeks ☐ 1 Month ☐ 2 Months ☐ 3 Months

OPTIONAL: Enter any additional remarks

Notes / Action Taken

Upload any associated report or contract documents

Document No file chosen

Key Feature ► Manage Equipment

Condo Master helps you to keep track of all your key assets and equipment.

You can track Cost of Ownership by linking expenses to any specific equipment. And with the repair cost history for each equipment readily available, you are now in a better position to make informed decisions.

You can also track depreciation for each capitalized asset over the years.

Asset / EquipmentNewUpdateDeleteDepreciationBack to List

Asset No. 009

Asset Name

Automatic Gate System

Status

PAID

Description

Automatic Gate System

Location

Main Entrance

Category

Machinery

Serial Number

Price (RM)


Purchase Date

2012-01-01

Book Value (RM)

Decommission Date

Photo



Cost of Ownership

Transaction Date	Description	Vendor	Amount (RM)
2013-11-27	Replace motor system	Max View	3,800.00
2013-11-27	REPLACE DAMAGED ENTRYPASS EP S3100 CONTROLLER SYSTEM	Max View	1,450.00
2013-08-02	Repair data communicator, testing and commissioning	Max View	180.00
Total:			5,430.00

Depreciation

Date	Description	Category	Depreciation (RM)
None			

Key Feature ► e-Notice

Keeping residents well-informed is crucial to earning their trust and confidence. With Condo Master, you can post notices on the web and send email to all residents at the same time. Whether it is to inform them about a water shortage, a scheduled maintenance shutdown, a community event, a recent incident, or a reminder about certain house rules, you can now keep your residents constantly informed.

Notices

Dec 12, 2018 - Merry Christmas to Everyone ([View](#))

Nov 6, 2018 - Management Office Closed for Deepavali ([View](#))

Mar 26, 2018 - Swimming Pool Closure ([View](#))

NOTICE

6 Nov 2018

Management Office Closed for Deepavali

Dear Resident

Happy Deepavali to you!

Please be informed that our management office will be closed for one day on 7 Nov 2018.

Thank you.

The Management



Published 2018-11-01 by EydaRahmat
Expire 2019-11-07

Publish

Key Feature ► Expense & Payments

Condo Master helps you to keep track of all the expenses and to record payments to vendors and other creditors.

You can generate payment vouchers and cheques from the system from the payment record. No need to do it manually.

Expense Items

Description	<input type="text"/>	Vendor	<input type="text"/>	<input type="button" value="Find"/>
Date Range	2018-10-01 To 2018-10-31	Fin. Year	- All -	
Amount	<input type="text"/>	Inv #	<input type="text"/>	Status <input type="text"/>
Category	<input type="text"/>	Subcategory	<input type="text"/>	

No	Date	Description	Vendor	Category	Amount (RM)	Tax	Invoice #	Status
1	31-Oct-18	Air cond maintenance service - Oct 2018	FCL Air Cond	Fixed Services - Electrical Inspection	200.00	0.00	12345678	UNPAID
2	31-Oct-18	Lift Maintenance Oct 18	MS Elevators Sdn Bhd	Fixed Services - Lift Maintenance	3,000.00		215123	PAID
3	23-Oct-18	C/N for Lift Maintenance Sept 18	MS Elevators Sdn Bhd	Fixed Services - Lift Maintenance	-360.00		23568	PAID
4	23-Oct-18	Lift Maintenance Sept 18	MS Elevators Sdn Bhd	Fixed Services - Lift Maintenance	3,000.00		23568	PAID

New Payment

Select vendor

Invoice #

(For Refund to Owner/Tenant)

Unit No

Payee *

Reg No

Date *

Payment Mode * ☐ Cash ☒ Cheque ☐ Card ☐ Online

Pay From A/c *

Bank

Cheque/Ref #

Notes

Line Items

(All currencies are in MYR)

Description*	Total Due	Pay*
Invoice: inv (667788)	1000	1000
lift 1 - change button board		
Invoice: inv (667788)	1500	1500
lifts 2 - repair motor		
Total	2500.00	
Total Payment		2500.00

Key Feature ► Billing

Condo Master allows you to generate billing easily with just a few clicks of the button. You can also do e-Billing from the system to email the bill to each unit owner.

The system can:

- Calculate Late Payment Interest
- Add user-defined footnotes
- Generate e-Reminders
- Generate Form 11 or 20 (NOD)
- Generate debtor listing
- Waive Interest Charges/Issue Credit Notes
- Generate Statement of Accounts

Blue Sky Tower Management Corporation
Managed by Comet Catcher Sdn Bhd (1026543-P)
10 Seaside Avenue, 12800 Tanjung Bungah, Penang, Malaysia
Tel: 604-8669900 / 604-8669901 Fax: 604-8669911 Email: bluesky@condo-master.com

MAINTENANCE BILLING

Dr Yong Sum Wah
30, Lintang Delima 3
11700 Gelugor, Penang
Malaysia

Invoice No: **001121**
Date: **1 Oct 2018**
Account ID: **A-01-02**

Previous Statement Balance (RM)
LESS Payment Received
LESS Interests Waived / Credit Notes
Balance brought forward (RM)

730.13
0.00
5.30
724.83

Current Charges

No.	Description	Due	Amount (RM)
1	Late Payment Interest for o/s charges on 30/09/18	15-Oct-18	13.70
2	Maintenance Charges (Oct 2018)	15-Oct-18	220.00
3	Sinking Fund (Oct 2018)	15-Oct-18	22.00
4	Maintenance Charges (Nov 2018)	15-Nov-18	220.00
5	Sinking Fund (Nov 2018)	15-Nov-18	22.00
6	Maintenance Charges (Dec 2018)	15-Dec-18	220.00
7	Sinking Fund (Dec 2018)	15-Dec-18	22.00
Total Current Charges (RM)			739.70

E. & O.E.

Total Amount Due (RM)

1,464.53

Key Feature ► Receipts

Prepare and print receipts quickly and accurately.

- Receipts are recorded in real-time. Unit accounts are updated immediately.
- The system automatically matches each receipt to billing records to perform auto-knockoff.
- Advance payments will also be auto-knockoff by the system when the bills are generated in the future. This is a real time-saver for the accounting dept and also to keep the unit accounts accurate.
- QR Code security feature to prevent forgery or fraud.
- Daily Collection Report can be generated with the click of a button. No need to prepare manually anymore.

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10 Seaside Avenue
12800 Tanjung Bungah, Penang, Malaysia
Tel: 604-8669900 Fax: 604-8669911 Email: bluesky@condo-master.com

No. BS-00407

OFFICIAL RECEIPT


Unit NoA-02-02
Received fromPatrick Hugh Francis Cullen
[Show address](#)


Date7-Jan-2019

No	Description	Amount (RM)
1	Late Payment Interest for o/s charges on 28/02/17	3.95
2	Maintenance Charges (Mar 2017)	180.00
3	Sinking Fund (Mar 2017)	18.00
4	Maintenance Charges (Jun 2018)	0.98
5	Maintenance Charges (Nov 2018)	220.00
6	Sinking Fund (Nov 2018)	22.00
7	Maintenance Charges (Dec 2018)	220.00
8	Sinking Fund (Dec 2018)	22.00
Total		697.79

AMOUNT: Six Hundred Ninety Seven Ringgit and Seventy Nine Sen Only

Payment Mode: Cash
Bank: N/A
Issued By: DEMO USER



Authorized Signature & Company Chop


Key Feature ► Financial Reports

ALL Reports are downloadable as Excel file.

Receipt & Payments

Preparing the monthly Receipt & Payment reports can be a real nightmare for your accounts dept.

With Condo Master, you can generate the R&P report easily

- Detail notes are included with each R&P report.
- Monthly report and 12-month column report

Balance Sheet

Income & Expenditure Statement

Trial Balance

Bank Reconciliation Report

Journal Voucher

Fixed Asset Listing

General Ledger, Debtor Ledger, Creditor Ledger

Debtor Aging

Transactions (Billing, Receipts, Expenses, Payments)

Receipts & Payments	
January 2019	
Bank - Current Account	
	MYR
Balance b/f	23,114.47
Receipts	
Maintenance Charges	18,090.00
Sinking Fund	1,890.00
Interest	18.45
Total Receipts	19,998.45
Payments	
Fixed Expenses	
Auto Gate Maintenance	600.00
Cleaning Services	550.00
Electrical Inspection	100.00
Fire Control System Maint	300.00
Lift Maintenance	350.00
Management Fee	1,060.00
Pool Maintenance	500.00
Security Services	1,683.60
Sub-total	5,143.60
Utilities	
Electricity	1,805.45
Water	515.56
Sub-total	2,321.01
Other Expenses	
Insurance Charges	4,415.50
Repairs & Maint - Electrical	71.00
Repairs & Maint - Pump Set	1,400.00
Service Tax	101.02
Sub-total	5,987.52
Total Payments	13,452.13
Surplus/(Deficit)	6,546.32
Balance c/f	29,660.79

Key Feature ► Owners Page

Each unit has a home page containing personalized data such as receipts, ownership, vehicles, etc.

Unit owners can log in to

- View account details
- Download bill statements
- View and download receipts
- Pay online (*)

They can also view various community information such as

- Notices
- Minutes
- Documents
- Issues
- Financial reports

** Online payment requires the E-Payment module*

Condo Master *Blue Sky Tower* Welcome, [akjilane](#) [Logout](#)

Select Site ▼ Back to Main Page

Unit A-08-01

UNIT INFO

Block	A
Unit Type	Standard
Size	816 sqft
Share Units	120.00
E-Billing	<input type="checkbox"/>
Maint Fees	RM 0.20
Sinking Fund	RM 0.02
Insurance	RM45.00
Quit Rent	RM15.00

Mailing Address:
A-8-1 Blue Sky Tower
10, Seaside Avenue
12800 Sunset Cove, Penang, Malaysia

PAYMENT

Amount Due RM 3,945.34 [Pay](#)

Payment History

Receipt No	Date	Amount	Status
BS-00395	3-Dec-18	1,000.00	OK
BS-00393	30-Nov-18	3,000.00	OK
BS-00338	20-Aug-18	217.05	OK
00149	4-Dec-13	603.90	OK
00109	4-Aug-13	598.95	OK
00069	4-May-13	594.00	OK
00029	4-Jan-13	594.00	OK

Bill Statements

No	Bill No	Date	Due Date	Overdue	Payment Status	
1	1245	1-Jan-2019	15-Jan-2019	OVERDUE	UNPAID	Download
2	1148	1-Oct-2018	15-Oct-2018	OVERDUE	UNPAID	Download
3	1044	1-Jul-2018	15-Jul-2018	OVERDUE	PARTIAL	Download
4	997	26-Jun-2018	10-Jul-2018	OVERDUE	UNPAID	Download
5	856	1-Apr-2018	15-Apr-2018	OVERDUE	UNPAID	Download

Key Feature ► E-Payment

MOLPay
Buy Everywhere, Pay Anywhere

OCBC Bank

FPX

The E-Payment module in Condo Master is fully integrated into our built-in accounting system.

This means that when an owner makes a payment via Condo Master, the system will transact the payment and then update the owner's account in the system immediately and issue an official receipt to the owner. No need for double job by the accounts dept to manually issue the official receipt to knock-off the bills.





Call us today for a quotation!

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