

Software Evaluation Matrix:  
Comparison matrix for your convenient



	Property Boulevard	
	Comment	Why it matters

<b>Property</b>		
Full Dashboard with drill-down capability	<input checked="" type="checkbox"/>	Easy management and modifications if needed
Property type (Commercial, Residential, etc.)	<input checked="" type="checkbox"/>	Better order in a mixed portfolio
Restrictive costs per property	<input checked="" type="checkbox"/>	Allows to delegate responsibility and maintain control over expenses
Status change (sold, inactive)	<input checked="" type="checkbox"/>	We may sell or stop managing a building and keep data and control
Events log	<input checked="" type="checkbox"/>	Good record keeping allows continuity and better management
Pictures, documents, attachments	<input checked="" type="checkbox"/>	We can retrieve any document within a few mouse clicks.
Dynamic late-fee per property	<input checked="" type="checkbox"/>	Allows us the easily apply/change our policy regarding late-fee.
<b>Units</b>		
Full dashboard with drill-down capability	<input checked="" type="checkbox"/>	Easy management and access to pertaining records/transactions
User-defined unit type	<input checked="" type="checkbox"/>	Better visibility of our units and leases.
Unit size and market value	<input checked="" type="checkbox"/>	Better analysis on a Square Foot basis.
BdRm, BtRm, Key, Parking assignment	<input checked="" type="checkbox"/>	Better visibility and analysis of the rentable units.
User defined utilities	<input checked="" type="checkbox"/>	We decide what is important about our units and better manage them.
User Defined appliances	<input checked="" type="checkbox"/>	Keeps accurate inventory and helps accommodate new prospects.
User defined amenities	<input checked="" type="checkbox"/>	Improves marketing and reduced vacancies.
Events log	<input checked="" type="checkbox"/>	Good record keeping allows continuity and better management.
Pictures, documents, attachments	<input checked="" type="checkbox"/>	There is no need to search for a document at the bottom drawer.
Separate address for each unit	<input checked="" type="checkbox"/>	
<b>Tenants</b>		
Full dashboard with drill-down capability	<input checked="" type="checkbox"/>	Easy access to historical records.
Alternate tenant address	<input checked="" type="checkbox"/>	Useful in commercial property where the tenant has different address.
Property-sensitive pool	<input checked="" type="checkbox"/>	Improves productivity and reduces errors.
Multiple leases	<input checked="" type="checkbox"/>	Sometimes a tenant has more than one lease.
Custom anniversary date	<input checked="" type="checkbox"/>	Allows accommodating tenant's requirements.
Events log	<input checked="" type="checkbox"/>	Good record keeping allows continuity and better management
Pictures, documents, attachments	<input checked="" type="checkbox"/>	Every document is only a click away.
User-defined status	<input checked="" type="checkbox"/>	Important tool to manage tenants, receivables and notices.

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Restrictive charges, payments and legal notices	<input checked="" type="checkbox"/>		Important tool that helps us during evictions.
Multiple criterion for tenant search	<input checked="" type="checkbox"/>		Helps us finding the tenant we are looking for.
Move-out notice	<input checked="" type="checkbox"/>		Vacancy planning; Calculates projected (pro-rated) statement.
<b>Tenant-Unit Relations</b>			
Multiple tenants per unit	<input checked="" type="checkbox"/>		Sometimes we have more than one tenant in a unit.
Multiple units per tenant	<input checked="" type="checkbox"/>		Very useful in commercial buildings.
Multiple moves between units	<input checked="" type="checkbox"/>		Maintains full visibility of each tenant even after multiple moves.
Multiple leases per tenant	<input checked="" type="checkbox"/>		For options management and precise billings.
Multiple recurring charges for each Tenant-Unit	<input checked="" type="checkbox"/>		For precise and clear billings and collections.
Separate move-out from each unit	<input checked="" type="checkbox"/>		Allows us to move a tenant out of one suit and keep him in others.
<b>Receivable – Charges</b>			
Automated recurring charges	<input checked="" type="checkbox"/>		Allows us to put our billings on auto-pilot.
Multiple recurring charges	<input checked="" type="checkbox"/>		For precise billing, subsidies and better collections.
Time-sensitive recurring charges	<input checked="" type="checkbox"/>		Allows us to plan ahead the start/stop of the billing process.
Custom charges	<input checked="" type="checkbox"/>		To accommodate extraordinary situations.
Delete charges	<input checked="" type="checkbox"/>		Allows us to undo any mistake.
Projected statement (simulates the future)	<input checked="" type="checkbox"/>		Advanced statements and cash-flow management.
Automated distribution of CAM charges	<input checked="" type="checkbox"/>		Saves time. Accurately bills net-leases (NNN) tenants.
Reconciled CAM charges	<input checked="" type="checkbox"/>		Saves time. Accurately bills net-leases (NNN) tenants.
Subsidies (such as Section-8)	<input checked="" type="checkbox"/>		Saves time and improves collection.
Automated rent-increases	<input checked="" type="checkbox"/>		So we can plan ahead and let the software execute our plan.
Automated late-fee	<input checked="" type="checkbox"/>		Saves time and improves our income.
Multiple breakpoint retail leases	<input checked="" type="checkbox"/>		Automated percent of sales calculation and posting
<b>Receivable – Payment</b>			
Payment Portals fully integrated	<input checked="" type="checkbox"/>		Eliminate data-entry of payment made online
Cash receipts	<input checked="" type="checkbox"/>		Because sometimes the tenant pays in cash.
Automated collection from credit-card and ACH	<input checked="" type="checkbox"/>		Eliminate data entry of automated payments

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Receipts from a third party (Section-8)	<input checked="" type="checkbox"/>		Saves time in processing payments from subsidy programs.
Receipt not from a tenant	<input checked="" type="checkbox"/>		Allows more options to receive payments and deposit them in the bank.
Dynamically apply/wave Late-fee	<input checked="" type="checkbox"/>		Allows us to change our policy at our whim.
Bad (NSF) check	<input checked="" type="checkbox"/>		A tool to address the inevitable.
Write-offs (against a specific charge)	<input checked="" type="checkbox"/>		Allows better management of receivables and collections.
Reverse (delete) payments	<input checked="" type="checkbox"/>		Allows us to undo any mistake.
MICR bank deposit slip	<input checked="" type="checkbox"/>		Save time and eliminate mistakes
<b>Payable – Charges</b>			
Recurring charges	<input checked="" type="checkbox"/>		Saves time of entering repeated information.
Automated recurring charges	<input checked="" type="checkbox"/>		So we don't miss important and/or repeated payments.
Automatic start-end recurring charges	<input checked="" type="checkbox"/>		Allows us to plan ahead and let the software take care of our plan
Delete charges	<input checked="" type="checkbox"/>		Allows to undo any mistake.
Vendor restriction	<input checked="" type="checkbox"/>		Better management of our expenses.
Separate check requirement	<input checked="" type="checkbox"/>		Sometimes we need a separate check to pay a specific invoice.
Cashier check requirement	<input checked="" type="checkbox"/>		In case we need a cashier check.
Account x-reference (property-vendor-G/L)	<input checked="" type="checkbox"/>		Helps our vendors to properly apply our payments.
Automated distribution of any invoice	<input checked="" type="checkbox"/>		
Automated intra-company settlements	<input checked="" type="checkbox"/>		
Automated Management fee	<input checked="" type="checkbox"/>		
Automated distribution to owners	<input checked="" type="checkbox"/>		
<b>Payable – Payment</b>			
MICR check	<input checked="" type="checkbox"/>		Save time and money.
User-defined check format	<input checked="" type="checkbox"/>		So our check format meets our requirements.
Cashier check	<input checked="" type="checkbox"/>		Saves time when we need it.
Digital (paperless) check	<input checked="" type="checkbox"/>		
Electronic Fund Transfer	<input checked="" type="checkbox"/>		
Credit-card payment and reconciliation	<input checked="" type="checkbox"/>		
NACHA processing	<input checked="" type="checkbox"/>		

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<b>Accounting</b>			
	Both, accrual and cash at all times	<input checked="" type="checkbox"/>	So we can change our financial reporting as we wish.
	Automated reversal in next period	<input checked="" type="checkbox"/>	Saves time and eliminate errors.
	All financial statements and reports		
	Cross-reference to external chart.	<input checked="" type="checkbox"/>	Allows us to export our financial data to fit another chart.
	Recurring journal	<input checked="" type="checkbox"/>	Saves time and improve accuracy.
	Straight-line lease accounting	<input checked="" type="checkbox"/>	
	Budget buildup	<input checked="" type="checkbox"/>	Quick and easy budget settings.
	Fixed assets with automated depreciation	<input checked="" type="checkbox"/>	
	Consolidated financial statements	<input checked="" type="checkbox"/>	
<b>Work Orders</b>			
	Inventory list	<input checked="" type="checkbox"/>	Keeps track of material usage and improves inventory control.
	Vendors assignment	<input checked="" type="checkbox"/>	Better management of outsourcing our work-orders.
	Vendor schedule	<input checked="" type="checkbox"/>	So work is done on time.
	Vendor budget	<input checked="" type="checkbox"/>	So work is done under budget.
	Work force	<input checked="" type="checkbox"/>	Keeps track and budget work done by our personnel.
	Priority	<input checked="" type="checkbox"/>	Helps us schedule our recourses.
	Scheduled start-end	<input checked="" type="checkbox"/>	Helps managing our performance.
	Actual start-end	<input checked="" type="checkbox"/>	Helps analyzing our performance.
	Delineated costs	<input checked="" type="checkbox"/>	Helps analyzing our costs.
	Marked up costs	<input checked="" type="checkbox"/>	Allows us to bill accurately for the work.
	Charge tenant	<input checked="" type="checkbox"/>	Saves time if tenant is to be charged.
	Charge owner/vendor	<input checked="" type="checkbox"/>	Save time if owner or vendor is to be charged.
	Close work-order	<input checked="" type="checkbox"/>	Allows us to better control our work-orders.
<b>Legal Notices, letters and emails</b>			
	User-defined personalized notices	<input checked="" type="checkbox"/>	MS-Word templates We can effortlessly create any notice.
	Single tenant process	<input checked="" type="checkbox"/>	Saves time with instant notice.
	Multiple tenants process	<input checked="" type="checkbox"/>	Allows us to print multiple notices at once.

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	Selective recipients (scoping by criterion)	<input checked="" type="checkbox"/>		Allows refining the selection of recipients.
	Restrictions (in legal)	<input checked="" type="checkbox"/>		Prevent interference with legal processes and/or evictions.
<b>Security</b>				
	Separate login for each user	<input checked="" type="checkbox"/>		Allows customization for each user.
	Custom security per user	<input checked="" type="checkbox"/>		So we can safely delegate responsibilities to each user,
	Window/Feature-level security	<input checked="" type="checkbox"/>		...and refine each user's access privileges.
	Ability to turn on-off	<input checked="" type="checkbox"/>		If we don't need it.
	Graceful logout	<input checked="" type="checkbox"/>		Allows us to schedule maintenance and backups.
	Two dimensions security (Function - Building)	<input checked="" type="checkbox"/>		Allows us to restrict users to specific building(s) and function(s)
<b>Productivity</b>				
	Data import	<input checked="" type="checkbox"/>	From Excel	Saves time entering data.
	Custom tool-bar for each user	<input checked="" type="checkbox"/>		Improve productivity of each user.
	Security controlled visibility	<input checked="" type="checkbox"/>		So users do not see what they are not allowed to view.
	Help online	<input checked="" type="checkbox"/>		Assists each user individually.
	Context sensitive help	<input checked="" type="checkbox"/>		Specific assistance for each window.
	Help and function side by side windows	<input checked="" type="checkbox"/>		So we can keep working while reading the help.
	Searchable user-manual	<input checked="" type="checkbox"/>		So we can quickly find the relevant section in the manual.
	Import and export to/from Excel	<input checked="" type="checkbox"/>		
<b>Paperless Office</b>				
		<input checked="" type="checkbox"/>		Each document is instantly available.
<b>Calendar &amp; Tickler</b>				
	Personal calendar	<input checked="" type="checkbox"/>		So we can plan our activities.
	Events by category	<input checked="" type="checkbox"/>		Organizes our activities.
	Groups and peers	<input checked="" type="checkbox"/>		Allows us to share our calendar with others.
	Accessible via the Internet	<input checked="" type="checkbox"/>		So we can access it from anywhere in the world.
	Tickler via email	<input checked="" type="checkbox"/>		Reminds us of important things.
<b>Inventory</b>				
	Formatted part number	<input checked="" type="checkbox"/>		Allows us to format our catalog number.

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User defined unit-of measurement	<input checked="" type="checkbox"/>		Allows us to customize our measurements and maintain uniformity.
Item cost and item price	<input checked="" type="checkbox"/>		Better management of each item
Item class	<input checked="" type="checkbox"/>		Management tool for a large inventory.
Man-hour per item	<input checked="" type="checkbox"/>		Retrieves cost and performance automatically.
Multiple vendors per item	<input checked="" type="checkbox"/>		Improves our purchasing and price comparison.
Cross-reference to vendor's catalogs	<input checked="" type="checkbox"/>		Betters communication with our suppliers.
Assembly and bill-of materials (BOM)	<input checked="" type="checkbox"/>		Saves time entering data and keeps standards throughout.
Multiple evaluation (Std, Avg, Last-Cost)	<input checked="" type="checkbox"/>		Better analysis of our inventory.
Price comparison	<input checked="" type="checkbox"/>		Helps shopping.
Substitution	<input checked="" type="checkbox"/>		Allows alternates of specific item.
Quantity adjustment	<input checked="" type="checkbox"/>		Allows keeping accurate inventory.
Order level	<input type="checkbox"/>		Helps ordering a part when needed.
Order Quantity	<input type="checkbox"/>		Optimizes the quantity we order.
Physical inventory process	<input checked="" type="checkbox"/>		Keeps track and audit-trail of inventory count.
Audited physical inventory	<input checked="" type="checkbox"/>		Facilitates Reviewed or Audited financial statements.
Spend analysis	<input checked="" type="checkbox"/>		Helps control our costs.
Consumption analysis	<input checked="" type="checkbox"/>		Helps maintaining critical items available.
<b>Tools and Equipment</b>			
Tool classification and grouping	<input checked="" type="checkbox"/>		
Item serial number	<input checked="" type="checkbox"/>		
Tool-equipment tracking	<input checked="" type="checkbox"/>		
Usage history	<input checked="" type="checkbox"/>		
<b>Purchase Order</b>			
Property level	<input checked="" type="checkbox"/>		
Unit level	<input checked="" type="checkbox"/>		
Ship Via	<input type="checkbox"/>		
Destination	<input checked="" type="checkbox"/>		
Multiple receipts	<input checked="" type="checkbox"/>		
Vendor's part number	<input checked="" type="checkbox"/>		

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<input type="checkbox"/>	Link to payable	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Controls payable	<input checked="" type="checkbox"/>		
<b>Payroll</b>				
<input type="checkbox"/>	HR profiling	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Departmental payroll	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Automated calculations of taxes and withholdings	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Payment via check	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Payment via direct deposit	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Payment via debit card	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Payment via ADP/Intuit	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Union payroll	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Certified payroll (Prevailing wages)	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Multi-states payroll	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Individual pay period	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Pension programs	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Loans and advances	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Benefits programs (401K, Cafeteria, healthcare)	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	W-2, W-3, Quarterly	<input checked="" type="checkbox"/>		
<b>Banking</b>				
<input type="checkbox"/>	e-Banking	<input type="checkbox"/>		
<input type="checkbox"/>	Bank reconciliation	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Account register	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	MICR Deposit slip	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Deposit slip per property	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Combined deposit slip per account	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Real-time secured check	<input checked="" type="checkbox"/>		
<input type="checkbox"/>				
<input type="checkbox"/>				

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**Special Modules:**

	<b>Property Boulevard</b>	<b>Others</b>
<b>Work Orders</b>	Full, built-in functionality	Some features available as a Separate Software package
<b>Purchase Orders</b>	Full, built-in functionality	Available only as a Separate Software package
<b>Inventory</b>	Full, built-in functionality	Minimal functionality available as Separate Software
<b>Payroll</b>	Full, built-in functionality	Not available
<b>Legal Notices, letters, emails</b>	Full, built-in functionality	Not available
<b>Tool and Equipment Tracking</b>	Full, built-in functionality	Not available
<b>Fixed Assets</b>	Full, built-in functionality	Not available
<b>Paperless Office</b>	Fully incorporated	Not available
<b>Personal Calendar</b>	Fully incorporated	Not available