

Sub.: Monthly maintenance charges – online database.

A database was created earlier for keeping track of arrears of monthly maintenance charges (MMC) from the residents in our projects. The database has the following features.

- a. The database has a three tier security for users namely administrator, accountant and data entry operator/user. Data entry operator shall have limited access of entering receipts and view option of reports. Accountants shall have access to the entire database including add, edit and delete options.
- b. Limited access shall be given to accountants and users project wise.
- c. Accountants shall initialize the database by entering names of owners, tenants and other relevant details. Most importantly accountants shall mark each flat/villa as active or inactive along with first month from which MMC is payable.
- d. MMC payable by each flat/villa shall be automatically calculated based on the pre-defined weightage and the rate payable for each month subject to increase from time to time.
- e. Further the current occupation status of each flat / villa should be regularly updated. Options are – occupied by owner, tenant, un-occupied, possession not given, unsold. Unsold may be marked as not active.
- f. In the receipt form the status of payment shall be incorporated which indicates cheque cleared or not cleared. By default it shall be marked as cheque cleared and shall be unchecked in case of dishonored cheques at the time of preparing BRS.
- g. Several kinds of reports are been generated by the database with options of details or summary for individuals, block wise or project wise.
- h. The database designer has been further advised to prepare a financial year wise summary of each flat/villa showing details of MMC charges payable and amounts paid so that it can be easily reconciled with the books of accounts.

The same database can be accessed from computers in remote locations. For that system administrator (Sunil Mobile. 9951237030, email sys_admin@modiproperties.com) needs to install software in the remote machines like MySQL, etc. Password shall be given to users to update and view the reports.

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