



NEWS YOU CAN USE

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WELCOME!

Welcome to the latest issue of *News You Can Use*, your e-newsletter from **DIY Real Estate Solutions**.

Have we succeeded in providing informative and insightful articles on industry trends, our expanding offerings, and tips for optimizing your DIY property management software? [Click here](#) to share ideas for making this newsletter more valuable to you.

Future issues will also profile DIY users and integration partners so [click here](#) to be considered for this opportunity. Thanks again for your feedback!

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FEATURE FOCUS

Bank Reconciliation

DIY's "Reconcile" feature is a quick and easy way to reconcile and balance your bank and credit card accounts. DIY gives you all the necessary totals and detailed transactions to compare your DIY information with your bank information. All you have to do is enter the ending balance from your bank statement and any interest and/or service charges, mark the cleared checks with a single click, and that's it. DIY does all the calculations and will make adjustments if your DIY balances do not match your bank balances.

DO YOU KNOW...

Having an Internet presence is crucial to marketing your properties. Research conducted in 2005 revealed that 90% of people seeking rental housing used the Internet to quickly gather information, narrow down their choices and make inquiries before making a decision – a 5% increase from 2003.

Consider that one commercial site had more than 44 million visits conducting more than 157 million rental searches. And with searchers visiting 2-6 websites, that's a lot of clicks!

Here's some insight into why today's renters consider the Internet such an essential tool for finding rental apartments:

- Is the most useful source (78%)
- Is the easiest to use (77%)
- Offers information not available elsewhere (74%)
- Has the most up-to-date listings (63%)

Once prospects find a property they're interested in, 51% will e-mail the property and 29% will visit the property's website seeking availability information and arranging a visit.

[Contact us](#) to learn how DIY's Web Services options can establish your Internet marketing presence and attract more prospects to your property. You may also want to [view our Flash demo](#) to experience this powerful and exciting opportunity.

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QUICK TIPS

Recording Miscellaneous Income

The multi-purpose Deposits page is used to record tenant rent and security payments as well as miscellaneous receipts such as laundry income and vendor refunds. Here's a quick overview of how to enter miscellaneous income.

In the "Received From" column, click the arrow to display the drop-down list. There are two tabs at the top of the list... one for payments received from tenants and the other for receipts from vendors and owners. For miscellaneous income, click the "Vendors/Owners" tab.

Received From	Payment Type	Reference	Amount	Category	Description	Balance
Brook Lee	Check	1213	\$100.00	Rent		1,200.00
Long, Bob	Check	0601	\$700.00	Rent		1,400.00

Select the desired payer from the list. If one does not exist, just click the "Add Vendor" button to quickly add their information to the system. Then enter the rest of the receipt information. Using the dropdown list in the "Category" column gives you additional options that aren't available when recording tenant

payments. Note that you can select from all categories by clicking the “All Categories” checkbox.

The screenshot shows the 'Deposits' screen in a software application. The top navigation bar includes 'Home', 'Leasing', 'Property Management', 'Transactions', 'Reports', and 'Setup'. Below this, there are sub-menus: 'Deposits', 'EPay', 'Expenses', 'Print Checks', 'Adjustments', 'NSF', 'Journal', 'Registers', and 'Reconcile'. The main area displays a table of deposits with columns: Received From, Payment Type, Reference, Amount, Category, Description, and Balance. The table contains three rows of deposits and a total row. A dropdown menu is open over the 'Category' column, showing a list of categories: Owner Deposits / Reserves, Owner Deposit, Gross Potential Rent, Rent, Concessions, Bad Debt Write-Off, OfficeModel Rent, and Employee Allowance. At the bottom of the dropdown menu, there are buttons for 'Allocate', 'Add Category', and a checkbox for 'All Categories'. The 'All Categories' checkbox is circled in red.

	Received From	Payment Type	Reference	Amount	Category	Description	Balance
Delete	Brook, Lee	Check	1213	\$100.00	Rent		1,200.00
Delete	Long, Bob	Check	0601	\$700.00	Rent		1,400.00
Delete	Credit One	Check		\$50.00	Legal, Eviction Services		
			Total:	\$850.			

You can also click the “Allocate” button to load the allocation window. Here you can specify the unit or property associated with this income or split the receipt between multiple units/properties and/or multiple categories.

This screenshot is identical to the one above, showing the 'Deposits' screen with the same table and dropdown menu. In this version, the 'Allocate' button at the bottom of the dropdown menu is circled in red.

Have questions on using this convenient feature? [Contact our support team](#) for more assistance!

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DIY NEWS Direct Services

Designed to help you save money and increase your day-to-day productivity, DIY's Direct Services offers include a series of tightly integrated solutions provided by our respected industry partners. This approach eliminates redundant data entry and brings all critical business activities into the natural work flow of your DIY solution.

With just one system, you can better choose the best tenants for your properties and collect rents and bad debts faster than ever, freeing you to manage risk and spend more time focused on increasing

revenue. Consider adding these powerful Direct Services to your operation:

- **[TransUnion Credit Retriever](#) tenant screening...**
Helps you make fast, informed decisions by automatically transmitting prospect information from the DIY tenant application to TransUnion and then displaying the screening results in DIY.
- **[TRANSFIRST](#) online rent payment processing...**
Helps you collect rents faster and eliminate NSF checks by giving your tenants the option to pay their rent online using a credit card or ACH check processing – all at the touch of a button!
- **[NCC Business Services](#) debt collection services...**
Begins the collections process immediately and automatically by transferring all available collections data available to the agency.



[Contact us](#) today for more information on how DIY's Direct Services options can simplify your operation and add new levels of services for your tenants.

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NEW ON YOUR SCREEN

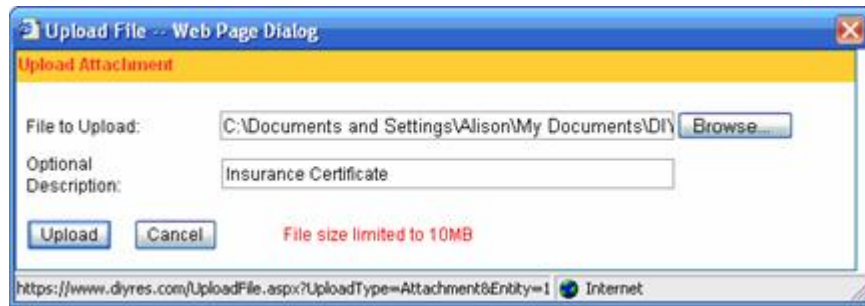
Attaching Documents

Have you noticed the new “Attachments” link on your Vendor, Owner and Resident pages? This handy new feature allows you to link and upload files to DIY for quick, easy access to important documents associated with a particular vendor, owner, or resident. Typical applications include leases, contracts and other documents you may want to reference while processing data in DIY.

When you click the link, the Attachments window will be displayed listing all documents currently associated with this vendor, owner or resident.



To add a new file, click the “Upload File” link. Select the file from your computer, specify an optional description, and click the Upload button. You can view or delete your documents from this page as well.



Have other ideas on how DIY can better meet your needs? [Contact us](#) and share your thoughts so our flexible and friendly property management solutions continue to add value to your business. We look forward to hearing from you!

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