

TraccOnline: Interactive Online Forms

Data submission in **TraccOnline** is facilitated through interactive online forms that provide a single point of data entry, with real-time validation.

TraccOnline forms are intelligent and context based

- they are simple to use and only present relevant information to the user.

Example - on the rent review form, if you select a date for the charge to take effect before the current billing date, you are presented with options for calculated back-charges and generating an interim invoice.

	Annual Amount	Monthly Amount	Amount per m ²
Old Amount	\$5,000.00	\$416.67	\$5,000.00
New Amount	\$10,000.00	\$833.33	\$10,000.00
Increase	\$5,000.00	\$416.67	100% increase

Back Charge Details

The date from which you want the new charge to apply (01/08/2008) is prior to the next billing date (01/09/2008), which means a back charge will be created. If you want to generate an Interim Tax Invoice, select the option below - otherwise the back charge will appear on the next invoice.

Generate Interim Invoice

Backcharge Period: 01/08/2008 To 31/08/2008

Charge Frequency: Annually (Partial Rent - Y)

Back Charge Amount: \$ 416.67

Raise Rent Review Fee This adds a diary reminder into the system

TraccOnline forms are designed to create an efficient workflow. Where relevant, related tasks are highlighted and can be actioned immediately.

Example - an option to diarise a lease expiry date is presented next to the lease expiry when completing a new lease form. Rent review dates can be automatically diarised by clicking on a button.

You have added a future rent review

Select a Search Method: Property

Select a Property: AKUNABAY AKUNABAY - Akuna Bay

Select a Lease: TELSAB TELSAB - Telstra Corporation Limited

Select a lease charge: Base Rent

This lease charge has rent review dates stored against it. If you are submitting a new charge amount based on a completed rent review - select the appropriate rent review below.

01/07/2009 - C.P.I. Review [close]

Longer forms such as a new property or lease form

have a draft facility. This enables users to save available information on a partially completed form - then return to the form later and complete it for submission.

Forms summarises pending and processed online forms, as well as providing quick links to new forms.

Forms	View	Create	Draft	Unprocessed	Processed
Charge and Rent Reviews				0	0
Charges and Credits			1	6	0
Companies			1	0	1
Diary					
Leases			0	0	0
Payments					
Properties			0	0	0
Receipts					
Standing Charges			0	0	0

TraccOnline forms have real-time validation.

Data integrity is ensured by validating the information being submitted by the user, as well as quality control of the information by TRACC accountants. **TraccOnline** also calculates complex validation criteria such as available funds, management fees, and posting period limitations in real-time.

TraccOnline forms are designed with a focus on

usability. Drop downs are used whenever choosing from a list of items and radio groups are used when offering a simple choice. Date fields have intelligent shortcuts while a popup calendar is available for users who prefer to point and click.