



**RealOz Office**  
Core accounting platform

Providing the core features of the RealOz suite, RealOz Office is our flagship product offering everything from listings and sales to integrated general ledger and payroll. RealOz Office is all you need to support a successful sales force and also performs all of the back-office administration tasks required to keep your business running smoothly.

RealOz Office also feeds directly to the RealOz LIVE system, adding a wide range of online customer contact and salesperson database tools.

The RealOz Office sales module will handle Residential, Commercial, Business, Rural, Vacant Land and Project Sales. Built-in safe guards protect your office from potential fraudulent behaviour. RealOz even has the option of a fully integrated general ledger which automatically calculates your Profit & Loss and BAS Return for no extra cost.

Streamline your work day by automatically eliminating double entry of data and follow an easy workflow using the integrated administration functions.

The comprehensive reporting suite allows you to easily track and analyse the performance of your salespeople. Automatically feed your sales data to the RealOz LIVE system for detailed franchise-wide sales and agent

performance reporting without having to collate data from multiple offices.

An array of sales reports are available, including unsettled sales reports, salespeople's key performance indicators and earning breakdowns. The industry's most useful reports are built-in as standard under the categories of:

- managerial reports (unsettled sales, conditional sales, open contracts, and more)
- performance reports (monthly performance, weekly sales activity, and more)
- statement Summaries (franchise returns, sales staff statements, other agents, etc)
- trust reports (end of month, trust trial balance, trust ledger, trust reconciliation etc)
- franchise reporting - via RealOz LIVE

Complimenting the reports are the feature-rich sales tools. New listings are automatically matched to buyers, or vice versa. Window cards, flyers and advertisements are all produced, and placed, direct from the listing screen. Add to this the ability to merge directly to any forms, contracts, or directly load to any web-site. Vendor charges are tracked, with a reminder to collect money owed at time of settlement.

Deposits and advertising costs are traced from inception to conclusion. Salespeople's commissions are automatically calculated, as are any bonuses, tax or superannuation.

## Features

- listings & sales
- general ledger
- payroll
- advertising
- powerful reporting
- buyer matching
- web loading
- flyers & window cards
- mail merge
- listings - residential, vacant land, commercial, business & rural-country
- web loading to all major portals and any site you nominate
- sales & deal settlement including agent payouts
- general ledger
- payroll
- managerial reports
- performance reports
- statement summaries
- financial reports
- trust reports
- optional franchise reporting
- office letter merging
- integrated advertising module
- window cards and displays
- automcially generates BAS return
- sales advertising calculation's



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