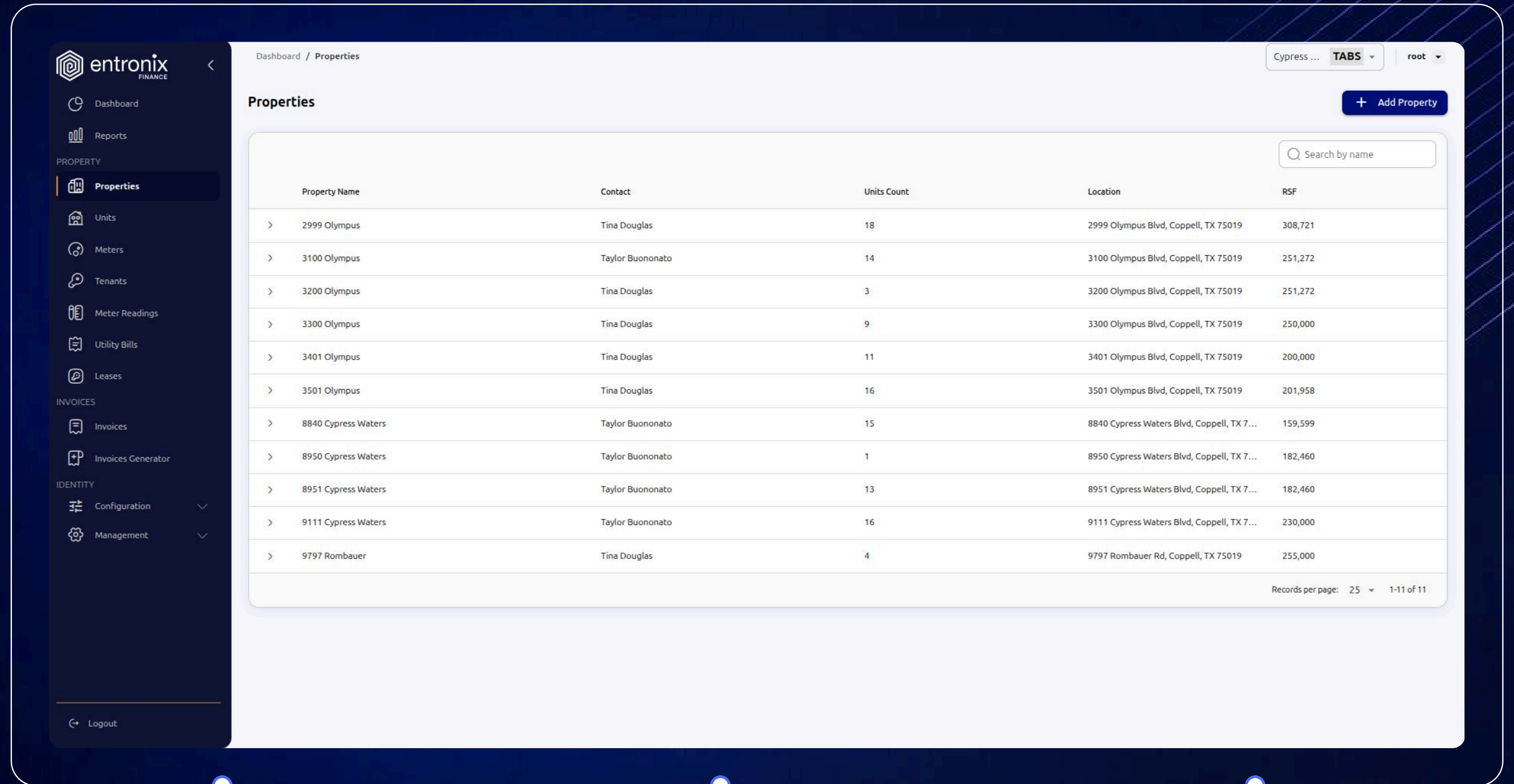


Properties

The Properties tab is where users view, organize, and add property records. Each property can include identifying details, RSF, contacts, remittance information, and notes so it is ready for budgeting and financial reporting.



Property Name	Contact	Units Count	Location	RSF
> 2999 Olympus	Tina Douglas	18	2999 Olympus Blvd, Coppell, TX 75019	308,721
> 3100 Olympus	Taylor Buononato	14	3100 Olympus Blvd, Coppell, TX 75019	251,272
> 3200 Olympus	Tina Douglas	3	3200 Olympus Blvd, Coppell, TX 75019	251,272
> 3300 Olympus	Tina Douglas	9	3300 Olympus Blvd, Coppell, TX 75019	250,000
> 3401 Olympus	Tina Douglas	11	3401 Olympus Blvd, Coppell, TX 75019	200,000
> 3501 Olympus	Tina Douglas	16	3501 Olympus Blvd, Coppell, TX 75019	201,958
> 8840 Cypress Waters	Taylor Buononato	15	8840 Cypress Waters Blvd, Coppell, TX 7...	159,599
> 8950 Cypress Waters	Taylor Buononato	1	8950 Cypress Waters Blvd, Coppell, TX 7...	182,460
> 8951 Cypress Waters	Taylor Buononato	13	8951 Cypress Waters Blvd, Coppell, TX 7...	182,460
> 9111 Cypress Waters	Taylor Buononato	16	9111 Cypress Waters Blvd, Coppell, TX 7...	230,000
> 9797 Rombauer	Tina Douglas	4	9797 Rombauer Rd, Coppell, TX 75019	255,000



Add a Property

Create a new property from the Properties page.



Enter Property Details

Add reference ID, name, address, type, phone, and RSF.



Set Contact Information

Save remittance details, contacts and notes for follow-up.



SECTION 1

Adding a Property

To add a property in Finance, navigate to the Properties tab and click Add Property.
The button appears in a different location depending on whether properties already exist.

No Existing Properties
Added View

1

Open the **Properties** tab from the left navigation menu.

2

If no properties exist, click **Add Property** in the center of the screen.

Existing Properties View

1

Open the **Properties** tab from the left navigation menu.

2

If properties already exist, click **Add Property** in the top-right corner.

- 1 ADDING A PROPERTY
- 2 NEW PROPERTY FORM
- 3 PROPERTY OVERVIEW
- 4 PROPERTY EDITING
- 5 ACCESSING INTERNALS

SECTION 2

New Property Form

Fill in the required fields to add a new property to the system.

entronix
FINANCE

Dashboard

Reports

PROPERTY

Properties

Units

Meters

Tenants

Meter Readings

Utility Bills

Leases

Budgeting

Expenses

INVOICES

Invoices

Invoices Generator

IDENTITY

Configuration

Management

Logout

Dashboard / Properties / New Property

NEW colu... TABS root

New Property

Property Details

Reference ID

Property Name *

Physical Address *

Property Type *

Phone

RSF (Rentable Square Footage) *

Remittance Details

Remittance Contact *

Remittance Email *

Remittance Address

Remittance Phone

Additional Contact

Contact Name

Contact Email

Contact Address

Contact Phone

Notes

0 / 1000

Cancel

Submit

Internals

1

Enter the main property information, including **Reference ID**, **Property Name**, **Physical Address**, **Property Type**, **Phone** and **RSF**.

2

Select the **Parent Property** the unit belongs to.

3

Property Type can be selected as **Office** or **Mixed Use**.

3

Include an extra contact and notes for reference if needed.

4

Once the information is complete and reviewed, click **Submit**.

3

- 1
- 2
- 3
- 4
- 5
- ADDING A PROPERTY
- NEW PROPERTY FORM
- PROPERTY OVERVIEW
- PROPERTY EDITING
- ACCESSING INTERNALS

SECTION 3

Property Overview

View property records, expand unit details, open notes and sort columns from the properties page.

entronix
FINANCE

Dashboard

Reports

PROPERTY

Properties

Units

Meters

Budgeting

Expenses

INVOICES

Invoices

Invoices Generator

IDENTITY

Configuration

Management

Dashboard / Properties

Properties

Property Name

Contact

Units Count

Location

RSF

2999 Olympus

John Burns

19

7920 Belt Line Rd, Suite 215

308,721

Unit Name

Occupancy

RSF

te 1000

Verily

10,000

te 115

Vacant

10,000

te 125

Vacant

10,000

Suite 150

Vacant

10,000

Suite 165

Langan Engineering

10,000

Suite 200

Vacant

10,000

Suite 230

Vacant

10,000

Suite 240

Vacant

1

Suite 275

Vacant

10,000

Suite 300

UTSW

10,000

3100 Olympus

John Burns

14

3100 Olympus Blvd, Coppell, TX 75019

251,275

John Burns

4

3200 Olympus Blvd, Coppell, TX 75019

251,272

John Burns

7

3300 Olympus Blvd, Coppell, TX 75019

250,000

Search by name

+ Add Property

1

The main table displays **Property Name**, **Contact**, **Unit Count**, **Location**, and **RSF** for each property.

2

Use **Search by name** to quickly find a property record.

3

Open the **note icon** to review property notes when extra context is needed.

4

Open the **dropdown arrow** beside a property name to view the **units** connected to that property.

Tip:

Click a column header where the arrow appears to sort the column alphabetically or numerically.

- 1
- 2
- 3
- 4
- 5
- ADDING A PROPERTY
- NEW PROPERTY FORM
- PROPERTY OVERVIEW
- PROPERTY EDITING
- ACCESSING INTERNALS



SECTION 4

Property Editing

Select a property to review, edit, or remove its saved information.

1

Click a **property row** in the **Properties table** to open the property's saved details.

2

Select **Edit** to make changes to the property record.

3

Any information originally entered can be updated here, including property details, remittance details, additional contact information, and notes.

4

If the property is no longer needed, click **Delete** to remove it. Use **Submit** to save changes or **Cancel** to discard them.

entronix FINANCE

Dashboard / Properties

Properties

Property Name

Contact

Units Count

Location

RSF

>

2999 Olympus

John Burns

19

7920 Belt Line Rd, Suite 215

308,721

Search by name

+ Add Property

Property Details

Reference ID

Property Name *

Physical Address *

Property Type *

Phone

RSF (Rentable Square Footage) *

Remittance Details

Remittance Contact *

Remittance Email *

Remittance Address

Remittance Phone

Additional Contact

Contact Name

Contact Email

Contact Address

Contact Phone

Notes

Edit

Property Details

Reference ID

Property Name *

Physical Address *

Property Type *

Phone

RSF (Rentable Square Footage) *

Remittance Details

Remittance Contact *

Remittance Email *

Remittance Address

Remittance Phone

Additional Contact

Contact Name

Contact Email

Contact Address

Contact Phone

Notes

Delete

Cancel

Submit



SECTION 5

Accessing Internals

Open a property record and enable Internals to view backend field information.

The screenshot displays the Entronix Finance dashboard. On the left is a dark sidebar with navigation links: Dashboard, Reports, Properties (selected), Units, and Meters. The main content area shows the 'Properties' table with columns: Property Name, Contact, Units Count, Location, and RSF. Two rows are visible: '2999 Olympus' and '3100 Olympus'. A blue callout box with the number '1' points to the '3100 Olympus' row, stating: 'Click the property row in the **Properties** table to open that property's details.'

Below the table, the '3100 Olympus' property details page is shown. It includes sections for Property Details, Remittance Details, and Additional Contact. At the bottom left, there is an 'Internals' toggle switch. A blue callout box with the number '2' points to this toggle, stating: 'Scroll to the bottom of the property details page and turn on the **Internals** toggle.'

On the right side of the image, the 'Internals' panel is open, displaying a JSON object representing the property's backend data. A blue callout box with the number '3' points to the 'entity_id' field in the JSON, stating: 'Use internal values such as **entity_id** when needed for imports, troubleshooting, or matching records.'

Another blue callout box with the number '3' points to the 'Internals' panel header, stating: 'The **Internals** panel opens and displays the property's backend data.'

The JSON data shown in the Internals panel is as follows:

```

1  {
2    "id": 5,
3    "deleted": false,
4    "created": null,
5    "cid": 3,
6    "uid": 0,
7    "notes": "",
8    "entity_id": "PROP-00005",
9    "name": "3100 Olympus",
10   "area": 251275,
11   "address": "3100 Olympus Blvd, Coppell, TX 75019",
12   "lon": 0,
13   "lat": 0,
14   "email": "test@test.com",
15   "phone": "",
16   "remittance_name": "John Burns",
17   "remittance_email": "",
18   "remittance_phone": "",
19   "remittance_address": "",
20   "type": "office",
21   "updated": "2025-11-24T13:07:19.820000",
22   "updated_by": 1
23 }

```



Thank you

BUDGETING TRAINING COMPLETE

For additional support, please contact your
Entronix Finance administrator or support team.

✉ connect@entronix.io

Entronix Finance

Accurate data. Clear workflows. Better financial control.