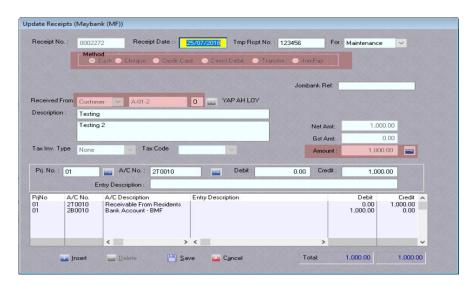| Our Ref	:	L003/KLY/18
Date	:	25th July 2018

Without Prejudice

TO : ALL ADVELSOFT'S PMS CLIENTS

Dear sir,

NOTICE: ADVELSOFT PROPERTY MANAGEMENT SYSTEM – CASH BOOK MODULE

Please be informed that with immediate effect, we have amended the Cash Book module of Advelsoft Property Management System to restrict the changes of the following fields as per screenshot captured below on:
1.)   Pay Method
2.)   Unit Number
3.)   Amount

Although our current system allows the authorized Supervisor to assign access rights to a designated user to control change option on values of the three mentioned fields, unfortunately due to missed handling of supervisor's password and abuse of privilege, we have observed numerous cases of fraud and pilferage by the staff of management offices by gaining access to the supervisor password.

After our careful evaluation, we decided to restrict change option of Official Receipt issued in the Cash Book module of Advelsoft Property Management System to prevent further abuses by the users. Any mistake made of three mentioned fields on official receipt issued must be void and re-issue to keep a proper audit trail in the system.

Thank you.

Yours faithfully,

CHRISTIE K.L.YAP
Executive Director