# PRA MASTER SYSTEM / INDIVIDUAL PROPERTY WORK AREA NAVIGATION CHART

**Manager**
- Work Area
- Definition
- Archive
- Master System

**PRA-Mobile.com**
- PRA-Mobile Update

**Work Area**
- New Reserve Item
- Reserve Item Update
- Global Parameters
- Cash Management
- Image Manager

**Help**

**Archive**
- Date - Time
- Loca User
- Size

**Definition** (step 1)
- Property Information
- Property Criteria
- Phases Units
- Phases Units Models
- Model Allocation
- Financial Parameters

**System**
- Licensee Information
- License Information
  - Manual Update
  - Change License
- System Merge Fields
- Terms of Use
- Privacy Statement

**Reports**
- Report Preview
- Report-Chart Settings
- Close

**Reporting**
- Reports
- Report Writer
- Report Builder
- Chart Manager

**Master**
- New Reserve Item-ML
- Import Reserve Items
- New Site
- New Property

**Reports**
- Master Item List
- Quantity Purchasing
- Properties

**View**
- Reserve Items
- Sites
- Properties

**New Reserve Item** (step 2)
- Common Area
- Unit
  - Logistical
  - Cycle
  - One Time
- Import from Excel
- Master List Selection

**Reserve Item Update**
- Item Basis Cost
- Common Area-Logist
- Unit-Logist
- Expanded

**Global Parameters** (step 3)
- Financial Parameters
- Property Criteria
- Annual Contribution
- Loan/Special Assess
- Deferred Expenditure
- Adjusted Contribution
- Custom Merge Fields
- Taxes
- Property General
- Reserve Item Options

**Cash Management**
- Instruments
- Secondary Interest
- Import from Excel

**View Menu**
- Reserve Items
- Expenditures
- Cash Flow
- Percent Funded
- Cash Availability
- Warnings

**Update**
- Apply (archive)
- Save (archive/close)
- Close

**Reports** (step 4)
- Report Preview
- Report-Chart Settings
- Close
- Items
  - Parameters
  - Expenditures
- Financial
  - Cash Flow
  - Analysis Summary
- Cash Management
  - Account Data
  - Availability
  - Interest Earned/Accrued
  - Average Interest Rate
- Property
  - Phases Units Model
  - Unit Address
  - Model Allocation
  - Definition
- Supplemental
  - Percent Funded-Annual
  - Percent Funded-Portfolio
  - Allocation Reports

**Warnings**
- Reserve Items
- Cash Management

**Chart Manager** (step 5)
- Report Preview
- Report-Chart Settings
- Cash Flow
- Percent Funded
- Chart Preview

**Image Manager**
- Image List
- Edit
- Import New

**Report Builder**
- Report Builder
- Report Builder-Editor
- Builder Preview

**Report Writer** (step 6)
- Report Writer
- Report Writer-Editor
- Writer Preview