



100 features of Society Keeper

Grouped into 10 sections for your committee meeting. Download the PDF and print it.

1. Billing & charges

In Society Keeper the monthly bills raise themselves.

1 Monthly auto billing

On a set day every house, flat or member is billed automatically.

3 Different rates

Set a different amount per house, flat or member.

5 One-time charges

Eid or event contributions for a chosen area in one go.

7 Approved waivers

No discount takes effect without a second person's approval.

9 Reverse a billing run

Undo a monthly run that went wrong, all at once.

2 Your own charge heads

Service charge, guards, waste, water: as many heads as you need.

4 No double billing

The same bill is never raised twice in a month.

6 Rule-based late fees

Late fees added by the rule you set.

8 Bill adjustments

Correct a wrong bill with a record of who and why.

10 Advance payments

Money paid ahead is held and applied to the next bills.

2. Collections

In the office or in the field, every taka lands in one place.

11 Six payment methods

Cash, bKash, Nagad, Rocket, bank and card.

13 Which bill got what

See exactly which bills each payment was applied to.

15 Collector role

Separate, limited access for field collectors.

17 Runs on a handheld POS

Society Keeper runs in the browser of an Android POS with a printer.

19 Void reasons kept

Reason, time and person stay on record even after a void.

12 Transaction references

Keep the bKash or bank transaction number with the payment.

14 One-page collection

Find the house or flat, see dues and record it right there.

16 Recorded by collector

Every entry shows who collected it.

18 Approved voids

Voiding a payment needs approval; collectors cannot void.

20 SMS on every payment

The resident gets an SMS the moment payment is saved.



3. Receipts & SMS

Proof for every taka: on paper, on the phone and online.

21 Automatic receipt numbers

Every receipt gets its own serial number.

23 Online verification

Anyone can scan the QR to check a receipt is genuine.

25 80 mm thermal receipts

Sized for POS and thermal printers.

27 Monthly reminder SMS

A monthly nudge to members with dues.

29 SMS log

A record of every SMS sent, to whom and when.

22 QR code on receipts

Each receipt carries a verification QR code.

24 A5 receipts

For the office printer.

26 Reprint

Reprint any receipt later; the number never changes.

28 SMS settings

The association decides which SMS go out and when.

30 Receipts in the member app

Members see all their receipts on their phone.

4. Dues & collection reports

Who has not paid and for how long: Society Keeper shows it in one click.

31 Dues list

What each house or flat owes.

33 Daily collection report

All of the day's collections in one list.

35 By road

How much came from each road or area.

37 Excel export

Download reports to Excel.

39 Collection charts

Month-by-month collections and method split.

32 Dues aging

Dues split into 0-30, 31-60, 61-90 and 90+ days.

34 By collector

How much each collector took today.

36 By method

Cash, bKash, bank: how much by each.

38 Dashboard

Collections, dues and collection rate on one screen.

40 Monthly expense analysis

How much went to each expense head each month.

5. Accounts & vouchers

Full double-entry accounts, ready for audit.

41 Double-entry accounts

Every transaction balances debit and credit.

43 Bills post to income

Monthly bills post to income and member receivables.

45 Payment vouchers

For expenses.

47 Contra vouchers

Cash to bank or bank to cash.

49 Maker-checker approval

One person writes a voucher, another approves it.

42 Collections post themselves

A payment posts to cash/bank and the member's account.

44 Receipt vouchers

For other income.

46 Journal vouchers

For adjustments and special entries.

48 Suppliers and their bills

Supplier list, bills and payments.

50 Voucher numbers & print

Automatic numbers and a print with signature lines.



6. Financial reports

Every report your AGM and auditors ask for.

51 Trial balance

Debits and credits of every head side by side.

53 Cash book

Cash in and out.

55 Day book

All transactions of a day.

57 Income & expenditure

Surplus or deficit for the year.

59 Member receivables

What members owe in total.

52 Ledger

Every transaction of any head by date.

54 Bank book

Bank account in and out.

56 Receipts & payments

Where money came from and where it went.

58 Balance sheet

Assets, liabilities and funds.

60 Supplier payables

What is still due to suppliers.

7. Register & set-up

Moving from the khata to Society Keeper is easy.

61 Areas & roads

Organised by road, block or zone.

63 Flats/units

Flats or shops inside each building.

65 Club memberships

Member lists for clubs and associations.

67 Excel import

Bring in houses, flats, owners and residents in one go.

69 Editable chart of accounts

Shape the account heads your way.

62 Houses

Details of every house.

64 Owners & residents

Profiles for owners, tenants and members.

66 Member categories

Group members by type.

68 Old dues import

Arrears from the old khata, from Excel.

70 Opening balances

Cash, bank and dues on day one.

8. Complaint management

From the lift to street lights, every complaint tracked.

71 Complaint categories

Water, power, security: your own groups.

73 Assign to staff

Hand a complaint to a specific staff member.

75 Photos

Attach photos of the problem.

77 Reopen

Residents can reopen a complaint that was not fixed.

79 Complain from the app

Raise complaints straight from the member app.

72 Resolution time limits

How fast each kind of complaint should be solved.

74 Internal notes

Notes residents do not see.

76 Conversation

Messages with the resident inside the complaint.

78 Resident rating

Rate the service once it is resolved.

80 Status tracking

Residents see where their complaint stands.



9. Member app & website

With Society Keeper every association gets its own app and website.

81 Mobile OTP login

No password to remember.

83 Payment history

All past payments in one place.

85 Several associations, one number

One mobile number for several associations.

87 Notice board

Notices with pictures on the website.

89 Gallery & documents

Photos and downloadable documents.

82 See own dues

Which months are due and how much.

84 Install on the phone

Keep it on the home screen like an app.

86 Own website

A separate website for every association.

88 Committee & services

Committee list and the association's services.

90 Emergency numbers & contact

Emergency numbers, a contact form and an office inbox.

10. Control & usability

You decide who sees what and who can do what.

91 Roles & permissions

A separate permission for every task.

93 Custom roles

Create new roles for your needs.

95 Bangla & English

Every Society Keeper screen in both languages.

97 My menu

Everyday tasks pinned to the top as favourites.

99 Works on mobile & tablet

Usable on any screen.

92 Ready-made roles

Admin, manager, accountant, collector, committee, auditor.

94 Separate data per association

No one else can see your association's data.

96 Bangla digits & taka

Amounts written the familiar way: ৳১,২৫,০০০.

98 Arrange the menu

Reorder menu groups and items your way.

100 Khata-style print

Reports printed like a ruled ledger or T-account.

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