



Kayapro360 — Quick Guide

What is Kayapro360?

Kayapro360 helps landlords and property managers run rentals smoothly: set up properties and units, onboard tenants, manage leases, send rent invoices, receive M?PESA payments, track maintenance, and download clear reports.

Top benefits

- Automated monthly invoices and friendly reminders
- M?PESA payments matched to the correct tenant
- Instant receipts and easy?to?read statements
- Simple maintenance tracking from report to resolution
- Clear reports for quick, confident decisions

Get started

1. Add your property and units
2. Add tenants and set lease terms
3. Send your first invoice and enable M?PESA payments

What you can do

- **Properties & Units:** Keep unit details and availability up to date.
- **Tenants & Leases:** Store tenant info and manage lease agreements (with e?sign).

- **Billing & Payments:** Send invoices, receive M?PESA/manual payments, issue receipts.
- **Maintenance:** Log requests, assign work, track progress and costs.
- **Reports:** See rent due/paid, arrears, income vs expense, and more.
- **Communications:** Send SMS and email updates to tenants.

Accounting & Finance (simple)

- Chart of Accounts to organize money (assets, income, expenses).
- Payment Accounts (Cash, Bank, M?PESA) for where money moves.
- Invoices and wallet adjustments create journal entries automatically.
- Record manual journal entries when needed (date, account, debit/credit, memo).
- Download ledger entries to Excel for your accountant.
- See Balance Sheet and Income vs Expense reports anytime.
- Track arrears and bulk?update when you import lists.

Reports you'll use

- Rent Roll — monthly rent view across active leases
- Aged Receivables — who owes how much, by age
- Income & Expense — period summary of inflows/outflows
- Balance Sheet — snapshot of balances
- Tenant Summary — opening balance, invoices, receipts
- Charges Breakdown — rent, water, electricity, service charges

Need help?

We're here to help you onboard and succeed. Contact your account manager or our support team from within the app.