

# **Charge Rent Each Month**

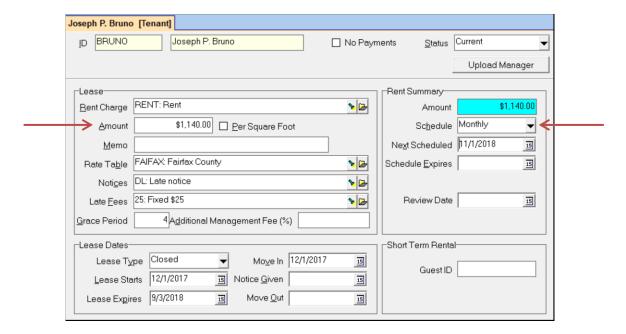
**Property Management Solutions for Over 30 Years** 

### Overview

This document will explain how to set the rent amount for each tenant and charge the rents and recurring charges each month.

#### **Establish Rent Amount for Each Tenant**

The rent amount is entered in the TENANT PROFILE on the Lease tab, in the [Amount] field. The schedule for charging rent is also set on that tab in the tenant profile under the Rent Summary information.

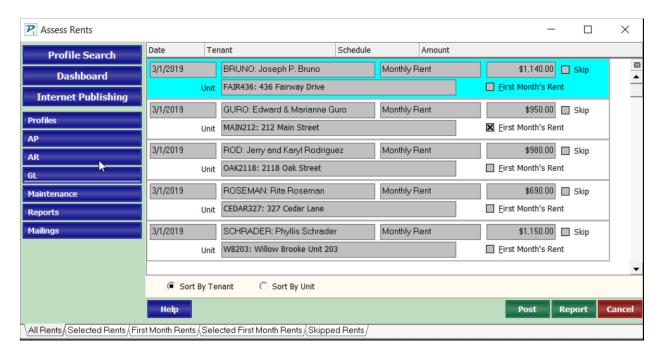


## **Charge Rents**

1. Select <<AR, Scheduled Receivables>>. The radio button for <Rent> should be selected.



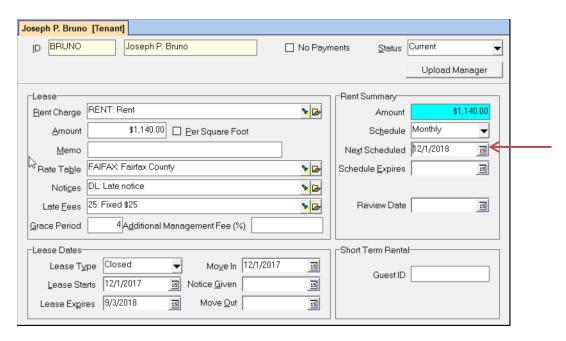
- 2. Change the [Scheduled Through] date if necessary. If you are posting the rent charges at the end of the month for next month change the date to next month
- 3. Click the <Compile> button. A list of tenants to be charged displays on the screen.



- 4. Review the candidates on the screen and make any changes necessary.
- 5. The list can be sorted by tenant or unit using the radio buttons at the bottom left.
- 6. Print a report if you wish by clicking the <Report> button. The report will print in the order selected for the screen display.
- 7. Click the <Post> button to record the charges.

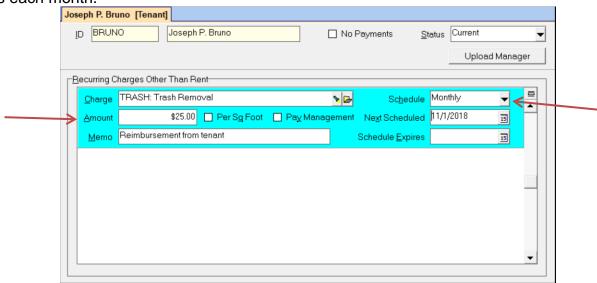
The tenant history for each tenant charged now reflects the amount they owe for rent. You can view or edit these in <AR, Tenant History>, Unpaid Charges tab.

As part of the posting process the TENANT PROFILE, Lease tab, [Next Scheduled] field is updated (incremented based on the schedule). If the new [Next Scheduled] date is after the [Schedule Expires] date the [Schedule] will be changed to Expired thus keeping the tenant from being charged automatically in the future.



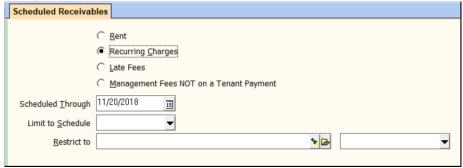
## **Establish Recurring Charges**

Recurring charge information is entered in the TENANT PROFILE, Recurring Charges tab. Both the amount and the schedule are entered there. These charges are normally posted after doing the rent charges each month.



# **Post Recurring Charges**

Select <<AR, Scheduled Receivables>>



- 2. Click the <Recurring Charges> radio button.
- 3. Click the <Compile> button.
- 4. Review the list and make any changes necessary.
- 5. Click the <Post> button to record the charges.