

Overview

This document explains several different ways to record a leasing fee.

When you post using either method below, the owner ledger balance will be decreased immediately with a transaction dated with the selected posting date. If you use the recommended method you will be warned if the owner balance is being drawn below \$0.

Recommended Method

Prorated Rent			-	\times
Profile Search	<u>U</u> nit	MAIN212: 212 Main Street		
DashDoard Internet Publishing All Tasks Charge Tenant	Posting <u>D</u> ate Due <u>By</u> <u>S</u> tart Date <u>E</u> nd Date Days Rented	ID/2/2018 Image: Second Factorial Conditions ID/2/2018 Image: Second Factorial Conditions ID/2/2018 Image: Second Factorial Conditions ID/31/2018 Image: Second Factorial Conditions	\$950.00 \$83.13 \$475.00	
C,	Days in Rental <u>P</u> eriod <u>R</u> ent First Month's Rent Management <u>F</u> ee Leasing Fee <u>M</u> emo Comme <u>n</u> t	Replaces Management Fee Prorated Rent and Fees Rent Management Fee \$475.00		

- 1. Go to <<AR, Prorated Rent>>
 - a. The fields on the right are for information only. The fields on the left govern what will be posted.
- 2. Select the tenant or unit
- 3. Set the [Posting Date] to the day the leasing fee should show in the owner's ledger.
- 4. Clear the [Days in Rental Period] field using <Shift><Backspace> or enter 0.
- 5. Enter the amount in the [Leasing Fee] field.
 - a. The [Rent] and [Management Fees] should be blank prior to posting.
 - b. Type in a memo if appropriate.
- 6. Click <Post>.

Alternate Method

u d												
Journal Trans	sfer											
Date 10 <u>R</u> eference Jo <u>B</u> ank Cl	0/2/201 Iournal CHECKII	18 Transfer NG: Bank	Account	Checki	ing		%	2			XX	<u>C</u> ash <u>A</u> ccrual Modified Cas <u>h</u>
Memo										Credits		\$475.00
Comment								^		Debits		\$475.00
								~		In Balance		
Account and Le	edger					Debit or Cre	edit		Amount			
LEASE FEE: L	Leasing	Fee								Debit		\$475.00
MAIN212: 212	.2 Main	Street										
LEASE: Leasir	ing Fee	Income				> 🕞				Credit		\$475.00
PM LEDGER: F	Proper	ty Manag	ement [I	Manage	ement G	roup] 💊 📴	Manag	eme	nt Group	-		

- 1. Go to <GL, Journal Transfer>.
 - a. Set the [Date] to the day the leasing fee should show in the owner's ledger.
 - b. Select the [Bank].
- 2. First Line Item
 - a. Select the [Account] for Lease Fee.
 - b. Select the [Ledger] (unit, owner or partnership)
 - c. Enter the [Amount].
- 3. Click in the open area below the line item to create a second line item of information.
- 4. Second Line Item
 - a. Select the [Account] for Lease Fee Income.
 - b. Select (change) the [Ledger] to the management group.
 - c. The [Amount] should automatically be filled in. Enter the amount if it is not filled in.
- 5. Click <Post>.