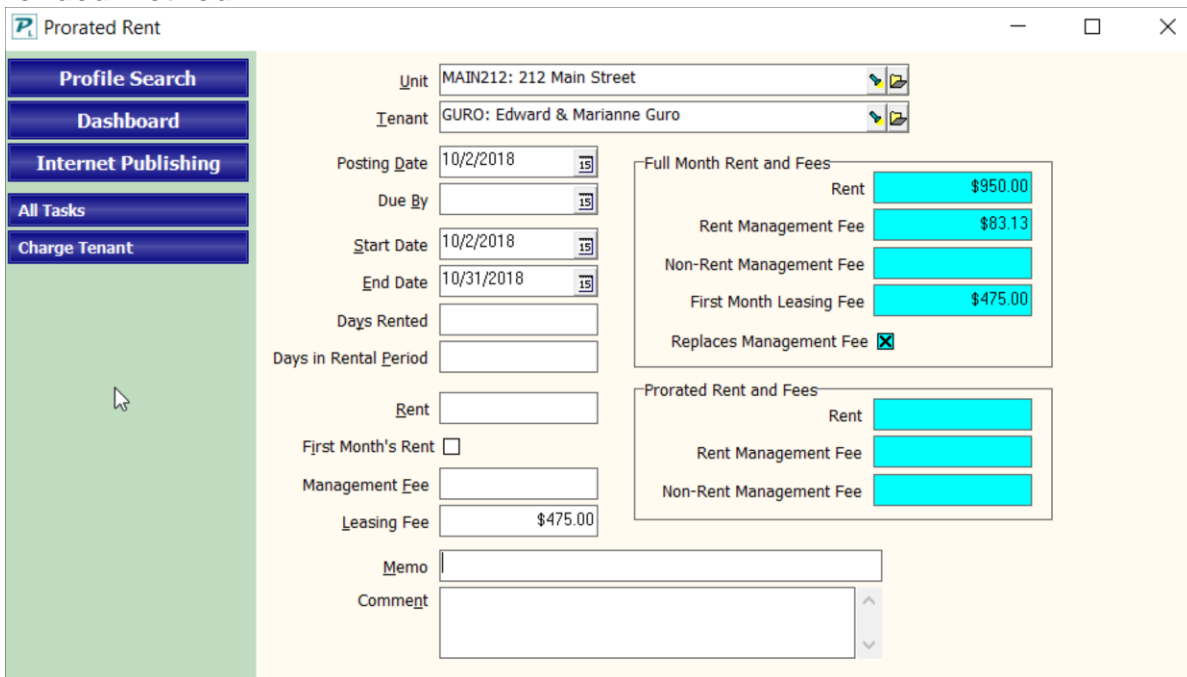


Overview

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



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

Journal Transfer		
Date	10/2/2018	<input checked="" type="checkbox"/> Cash
Reference	Journal Transfer	<input checked="" type="checkbox"/> Accrual
Bank	CHECKING: Bank Account Checking	<input checked="" type="checkbox"/> Modified Cash
Memo		Credits \$475.00
Comment		Debits \$475.00
		In Balance
Account and Ledger	Debit or Credit	Amount
LEASE FEE: Leasing Fee	Debit	\$475.00
MAIN212: 212 Main Street		
LEASE: Leasing Fee Income	Credit	\$475.00
PM LEDGER: Property Management [Management Group]	Management 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>.