

Pay Company for Management Fees

Property Management Solutions for Over 30 Years

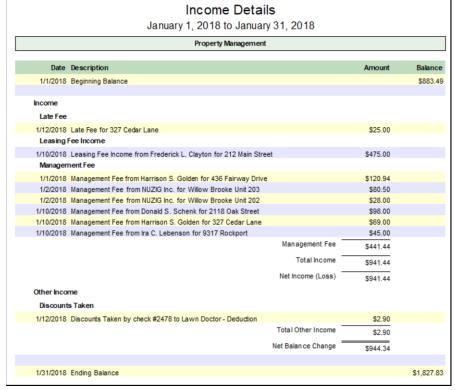
Overview

How to determine the amount to pay the company and generate the check.

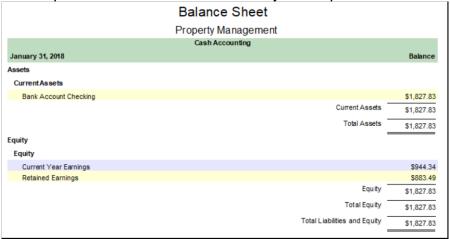
This assumes you have created the expense account code for Pay Company and the bill code that points to it. We recommend using the Pay Company code instead of Management Fee Expense because often the check to the company represents more than just management fees. It may also have late fees, leasing fees, NSF fees, bank charges or interest payments.

Determine the amount of the check

- 1. Go to <<Reports, Management Reports>>
- 2. Choose the Income Details or Income Summary report from the drop-down list. This report will show you the amounts collected for all types of income (management fees, NSF fees, late fees, etc).
- 3. Enter the date range you wish to consider.
- 4. Click < Compile>.
- 5. You can view the report on screen or send it directly to the printer.

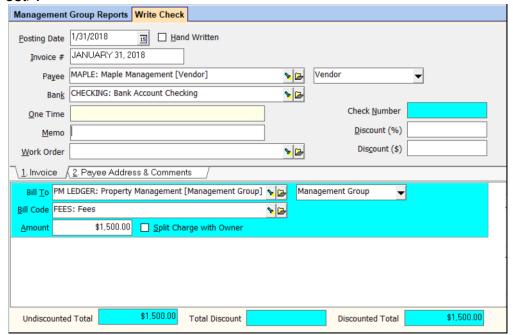


- 6. Choose the Balance Sheet report from the drop-down list. This report will show you what bank account(s) your money is in.
- 7. The date should be today's date. Click < Compile>.
- 8. You can view the report on screen or send it directly to the printer.



Post and Print Check

- 1. Go to <<AP, Single Check>>
- Choose as the [Payee] the Management Group or the Vendor Profile you have created for the Company
- 3. Choose as the [Bill To] the Management Group.
- 4. Choose as the [Bill Code] the one you have created above.
- 5. Enter the [Amount] of the check.
- 6. Click <Post>.



- 7. Choosing to print will bring up the Ready to Print Checks screen.
- 8. Verify the information on the screen and change as appropriate.
- 9. Click <Print> to print the check to the specified printer.

