



Print Owner Distribution Check

Property Management Solutions for Over 30 Years

Overview

Paying owners via ACH is recommended (see the [Help Document on ACH](#)). Those that can't be paid by ACH can be paid by check using the steps below.

The owner distribution (proceeds) check is posted and printed by using the <<AP, Scheduled Payables, Distribution Check>> function. Always do the <<Scheduled Payables, ACH Distribution Batch>> function first as AP, Distribution Checks disregards the ACH setup.

Determine Distribution Amount / Compile, Post and Print Checks

To determine the amount of the check, PROMAS calculates the *Available Balance** and the *Equity Balance*** and takes the lesser of the two numbers. That amount is reduced by the owner's distribution reserve, unpaid payables (invoices) and work orders with line item amounts or cost estimate specified.

1. Go to <<AP, Scheduled Payables>>
2. Click on <Distribution Checks>
 - a. The [Scheduled Through] date has no bearing on the calculations. The owner's available balance is used as the base amount. This means that transactions posted with a future date will be considered when computing the balance amounts.
3. Click the <Compile> button. The distribution check candidates will display on the screen.
4. Print the report (optional).
5. Review the compiled amounts.
6. Click on a line item to see the details of how the amount was determined.
7. Change or Skip as appropriate.
8. Click the <Post> button to record the transactions.
9. The Ready to Post Checks will display.
10. Click the <Post> button to continue.
11. The Checks Posted screen will display. Click <Yes> to Print Checks now. Click <No> to print them later.
12. If you clicked <Yes> the Ready to Print Checks screen will display.
13. Make any changes necessary.
14. Click the <Print> button to continue.
15. The number of checks printed screen will display. Click <OK>.

*Available Balance - The cash in non-escrow bank accounts for the ledger minus Current Liabilities, minus Escrow Deficit (if positive). Escrow Deficit - tenant deposits minus escrow bank balance for the ledger.

**Equity Balance - The total of all transactions with income, expense and equity type account codes.

Troubleshooting

PROMAS won't let me distribute owner's money through AP, Scheduled Payables.

There are several possible reasons:

- There are payables or work orders holding back funds. You can see this by clicking on the owner or property name in AP, Scheduled Payables. You can increase the distribution check by that amount manually.

Date	Payer	Amount																	
9/14/2018	GOLDEN: Harrison S. Golden		<input checked="" type="checkbox"/> Skip																
<table border="1"> <tr> <td>Bank</td> <td>CHECKING: Bank Account Checking</td> <td>Schedule</td> <td></td> </tr> <tr> <td>Balance</td> <td>\$917.72</td> <td>Payables</td> <td>Minimum \$25.00</td> </tr> <tr> <td>Reserve</td> <td>\$900.00</td> <td>Work Orders</td> <td>Maximum \$1,500.00</td> </tr> <tr> <td>Available</td> <td>\$17.72</td> <td>Total Payable</td> <td>Surplus \$0.00</td> </tr> </table>				Bank	CHECKING: Bank Account Checking	Schedule		Balance	\$917.72	Payables	Minimum \$25.00	Reserve	\$900.00	Work Orders	Maximum \$1,500.00	Available	\$17.72	Total Payable	Surplus \$0.00
Bank	CHECKING: Bank Account Checking	Schedule																	
Balance	\$917.72	Payables	Minimum \$25.00																
Reserve	\$900.00	Work Orders	Maximum \$1,500.00																
Available	\$17.72	Total Payable	Surplus \$0.00																
9/14/2018	GRAY: Peyton T. Gray	\$400.00	<input type="checkbox"/> Skip																
9/14/2018	HARRIS: Charles W. Harris	\$250.00	<input type="checkbox"/> Skip																
9/14/2018	PORACH: James J. Porach	\$100.00	<input type="checkbox"/> Skip																

Print Checks by Payee
 Print Checks by Payer

[All Checks](#) / [Selected Checks](#) / [Selected Checks Below Available](#) / [Payables & Work Orders](#) / [Skipped Checks](#)

- You have yet to move owner money, earned by a tenant's forfeited security deposit, from the security deposit bank to the rent bank. Look at GL, GL History. The Escrow and Deposits boxes should match. In this example, the \$980 security deposit has to be moved from the Escrow bank to the Checking bank.

General Ledger History			
Ledger		SCHENK: Donald S. Schenk [Owner]	Edit by Control #
Unit			<input type="checkbox"/> Show Only Transactions for This Unit
Operating	\$600.00	Payables	
Cash	(\$380.00)	Receivables	
Escrow	\$980.00	Deposits	
		Assets	
		Liabilities	
		Reserve	
		<input checked="" type="radio"/> Cash <input type="radio"/> Accrual <input type="radio"/> Modified Cash	

- If there is a property involved, you may have marked the Transfer Property Surplus on Tab 2 of the property profile.

NUZIG Inc. [Property]

ID: NU | NUZIG Inc.

Accounting

Management Group: PM LEDGER: Property Management

Posting Table: STANDARD: Standard

Accounting Method: Cash

Start of Year: 1/1/2000

Distribution Rules

Transfer Surplus Funds to Individual Owners

Distribute Surplus Using Owner ACH

Collect Deficits from Individual Owners

Other

Manager: BULL: Emma Bull

In this case, before doing the distribution checks, use AP, Scheduled Payables, Transfer Property Surplus.

Scheduled Payables

Invoice Checks

Recurring Checks

Recurring Checks as Invoices

Transfer Property Surplus to and Recover Deficits from Owners

Distribution Checks

ACH Distribution Batch

- In the Owner profile, Advanced Scheduling function, you have set up scheduled distribution checks and the date is in the future. Set the date back or mark the Ignore Scheduling checkbox.

Harrison S. Golden [Owner] Advanced Scheduling

GOLDEN: Harrison S. Golden

Distribution Checks

Schedule: Monthly Ignore Scheduling

Next Scheduled: 10/5/2018

Schedule Expires:

ACH Distribution Checks

Distribute by ACH:

Bank Routing Number:

Account Number:

Savings Account:

Business Account: