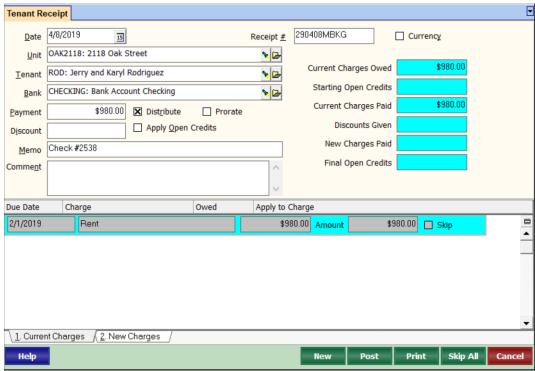## Overview

This document explains various options for posting payments from tenants.

If the tenant pays using more than one payment each should be recorded separately. That is, two checks = two payments in PROMAS. One check, one money order and cash = 3 payments in PROMAS.

Post the Payment

1. Select <<AR, Tenant Receipt>>.
2. Select the [Tenant] from the drop-down list. Selecting the tenant will fill in the [Unit], the [Bank] from the Posting Table, a unique receipt number, information from the [Tenant-Payment Note] field, the list of unpaid charges, and defaults to the amount owed in the [Payment] field and puts the amount owed in the [Apply to Charge/Amount] field.
3. The [Memo] field can be used to record the check number or other information pertaining to the payment.
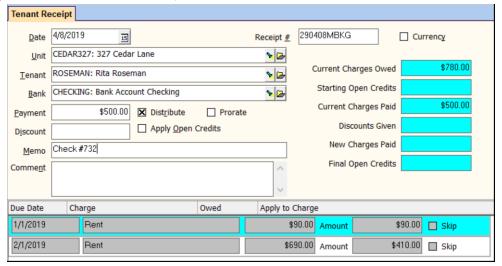

There are a variety of words you can insert into the memo field of the tenant receipt by double clicking on labels or fields.

➢ Double click in the memo field to insert the text "check #".
➢ Double click on the word "Memo" to enter the name of the related tenant if there is a Responsible Tenant relationship.

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- ➢ Double click on the Payment label to insert the text "MO #".
- ➢ Double click on the Comment label to insert the month and year of the oldest charge.
- ➢ Double click in the Comment field to insert the Unit long description.

4. Compare the amount received to the amount in the payment field and make adjustments if necessary — see examples below.
5. Clicking the <Print> button will produce a receipt that can be given to the tenant.
6. Clicking the <New> button will record the payment and present you with a blank screen to enter another receipt. Clicking the <Post> button will record the payment and take you out of <<Tenant Receipts>>.
7. Clicking the <Deposit Receipts> button when you are finished with all payments going on a deposit slip will take you to <<GL, Deposit Receipts>> to record the deposit.

Payment is less than the amount owed

1. Enter the amount received in the [Payment] field. Press the <Tab> key.
2. The payment amount will be distributed against the unpaid charges per their payoff priority.
3. Should you want to distribute differently or pay off charges not yet recorded, see below
4. If the payoff distribution is correct, click <Post> or <New>.

Tenant Receipt		
Date 4/8/2019	Receipt # 290408MBKG	☐ Currency
Unit CEDAR327: 327 Cedar Lane	Current Charges Owed	$780.00
Tenant ROSEMAN: Rita Roseman	Starting Open Credits	
Bank CHECKING: Bank Account Checking	Current Charges Paid	$500.00
Payment $500.00 ☒ Distribute ☐ Prorate	Discounts Given	
Discount ☐ Apply Open Credits	New Charges Paid	
Memo Check #732	Final Open Credits	
Comment		

Due Date	Charge	Owed	Apply to Charge		
1/1/2019	Rent	$90.00	Amount	$90.00	☐ Skip
2/1/2019	Rent	$690.00	Amount	$410.00	☐ Skip

Distribute differently

1. Click the [Distribute] checkbox so it is blank. This clears the amount fields in the charge line items.
2. Enter the amounts against each charge until you use up the payment amount.

Hints for entering amounts in the charge line items

- Double click in the amount field in the total amount of the charge
- Marking line items as skipped and then clicking distribution will reallocate against any unskipped line items
- When the allocation of the payment amount is as you want it - Click <Post>

Payment received for charges not yet recorded (other than Rent or Recurring Charges)
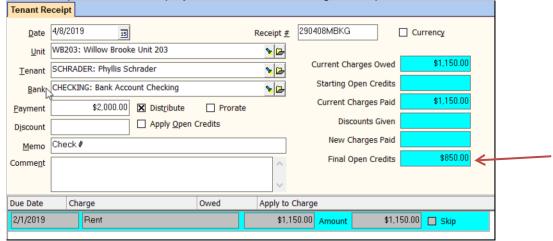1. Click the Charge Tenant button.
2. Enter the Charge Code and Amount and <Post>.
3. Go to <<AR, Tenant Receipt>>
4. Enter the amount received in the [Payment] field and process the payment.

OR
1. Go to <<AR, Tenant Receipt>>.
2. Enter the amount received in the [Payment] field.
3. Go to the New Charges tab
4. Select the [Charge] code in the from the drop down list
5. Enter the [Amount] of the charge
a. Another charge can be entered by clicking in the open area below the charge line
6. Click on <Post> or <New> when the allocation of the payment amount is as you want it

Payment is more than unpaid charges
1. Enter the amount received in the [Payment] field. Press the <Tab> key
2. Follow the procedure above for new charges if appropriate
3. The undistributed portion of the payment received will go to Open Credits.

Print Receipt
A receipt can be printed prior to posting by clicking the Print button. It will print two copies on a standard 8½ by 11 page. One copy is marked "Payer Copy" and the other is marked "File Copy". Receipts will now print only to the default Windows printer so that there is no need for a dialog box before printing. There is a <Print Receipt> button that will print a receipt.

To reprint a receipt, go to AR, Tenant History. On the Receipts tab, highlight the receipt and click <Edit>. There is Print Receipt button there. The receipt printed will be identified as a reprint and will not show balance information.