



## Recording Payment for Application Fees

Property Management Solutions for Over 30 Years

### Overview

This document explains how to enter application fees from prospective tenants who are not in the program.

Since application fees are received from prospects who may not become tenants, these fees are entered as ledger receipts.

### Enter Application Fees

**First Time** - Set up an account code for application fees

1. Go to <<Setup, Account Codes>>
2. Click on <New>
3. Type in an ID of App Fee
4. Type in a long description of Application Fee
5. Type in a [Ledger code], e.g.9999
6. Select an [Account Type] of Income
7. Click <Save>

### Each Time

1. Go to <<AR, Ledger Receipt>>
2. Select the Management Group as the [Ledger] - leave the [Unit] field blank
3. Select the [Bank] account
4. In the memo field, type in the Applicant's name and any other pertinent information
5. Select App Fee for [Account]
6. Type in the [Amount]
7. Click on <Post>