

Overview

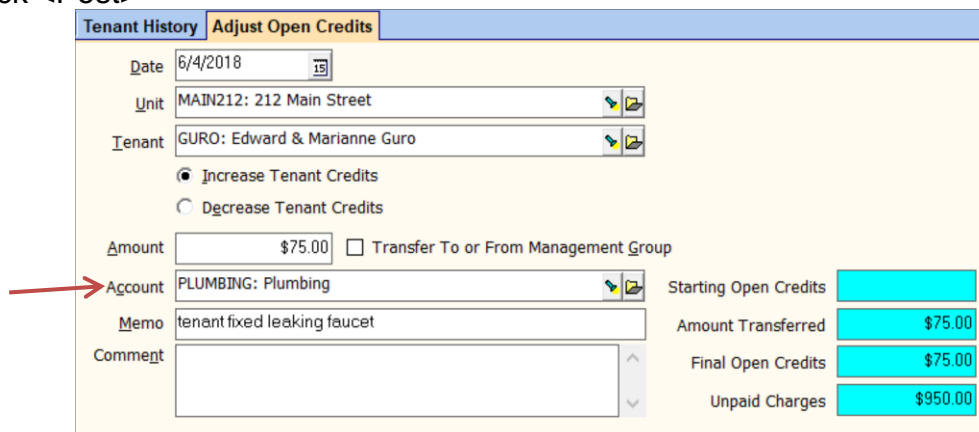
This is a procedure to handle the situation when a tenant pays less than the full rent because of work he did.

Tenant Pays Less Than Full Rent

When a tenant pays less than the full amount of rent because he paid for something the owner is to reimburse him for, you will need to record transactions prior to posting the rent payment so that the rent credited to the owner and management fees credited to the management group are in the proper amounts. The process involves increasing the tenant's open credits (balance) by the amount of the deduction.

Create the Credit

1. Go to <<AR, Adjust Open Credits>>
2. Select the [Tenant] or [Unit].
3. Select the [Account]. The account should be an expense code and correspond to the reason for the deduction. If it doesn't then a memo should reflect the circumstances.
4. Click <Post>



Tenant History		Adjust Open Credits	
Date	6/4/2018		
Unit	MAIN212: 212 Main Street		
Tenant	GURO: Edward & Marianne Guro		
	<input checked="" type="radio"/> Increase Tenant Credits		
	<input type="radio"/> Decrease Tenant Credits		
Amount	\$75.00	<input type="checkbox"/> Transfer To or From Management Group	
Account	PLUMBING: Plumbing	Starting Open Credits	
Memo	tenant fixed leaking faucet	Amount Transferred	\$75.00
Comment		Final Open Credits	\$75.00
		Unpaid Charges	\$950.00

Posting the transaction will decrease the owner balance by increasing the liabilities and will increase the tenant's open credits.

