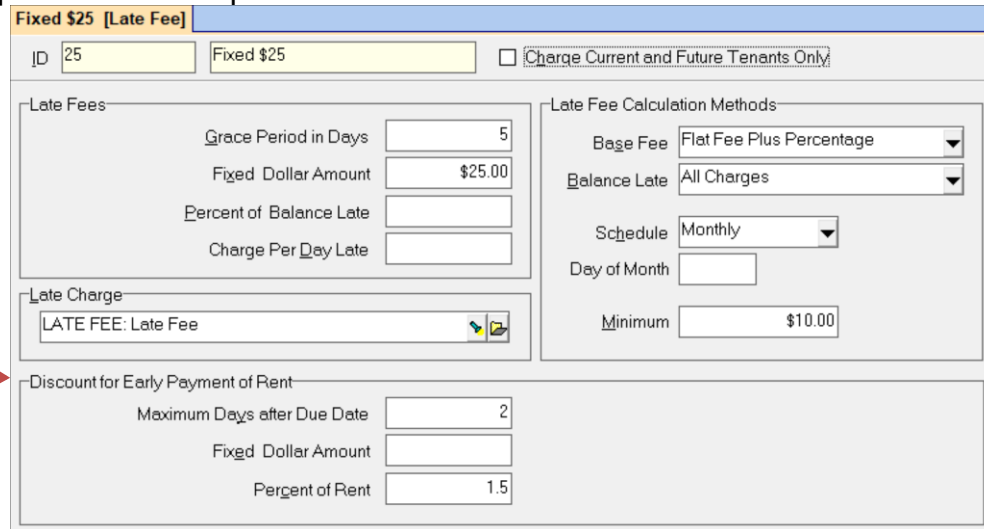


## Overview

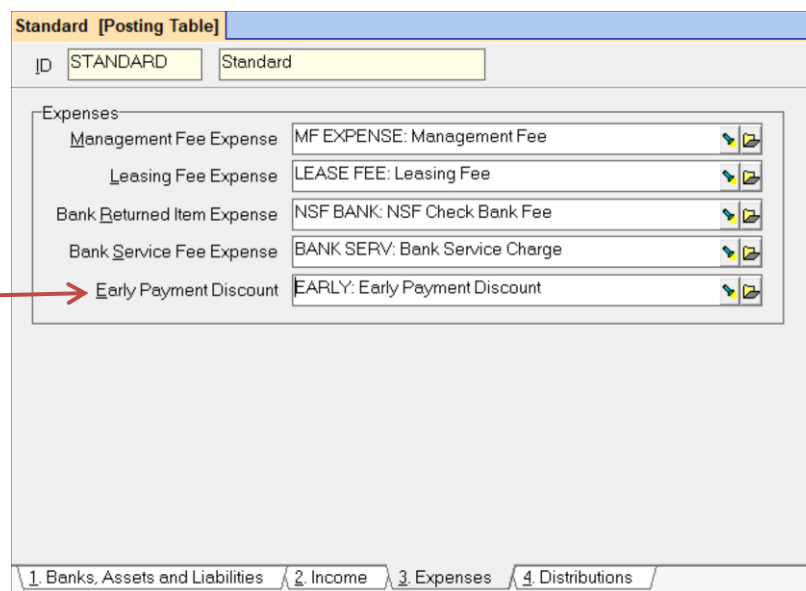
This document will explain how to establish discounts for tenants who pay their rent early or on time.

## Setup

The parameters of the discount amount and the time period for applying the discount are entered in the LATE FEE profile in <<Setup>>.



The [Account] to use when posting the discount is entered in <<Setup, Posting Table>>.



When the receipt is entered in <<AR, Tenant Receipt>>, the system will look first at the [Maximum Days after Due Date] field to see if a discount is applicable based on the [Posting Date] on the receipt screen. If it is beyond the time period, no discount will be calculated. The discount will be calculated only if the charge is paid within the Maximum Days of the posting date of the charge. The discount is calculated only on rent. You can change the amount of the discount on the receipt screen.

**Tenant Receipt**

Date: 12/30/2018      Receipt #: 281214LULB       Currency

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$1,122.90     Distribute     Prorate

Discount: \$17.10     Apply Open Credits

Memo: \_\_\_\_\_

Comment: \_\_\_\_\_

Current Charges Owed	\$1,140.00
Starting Open Credits	
Current Charges Paid	\$1,140.00
Discounts Given	\$17.10
New Charges Paid	
Final Open Credits	\$0.00

Due Date	Charge	Owed	Apply to Charge
1/1/2019	Rent	\$1,140.00	Amount \$1,140.00 <input type="checkbox"/> Skip

Once posted, the full rent amount will be credited to the owner's ledger, then the discount subtracted, using the account established in <<Setup, Posting Table>>. The management fee will be taken on the full rent amount. If you wish only the discounted amount to be considered when 1099's are run, make the discount account Rent or some other account with an account type of Taxable Income.

If you never use rent discounts, processing of receipts can be made faster by disabling the rent discount checking in <<Setup, Processing Defaults>>.

**Processing Defaults**

Profile Processing

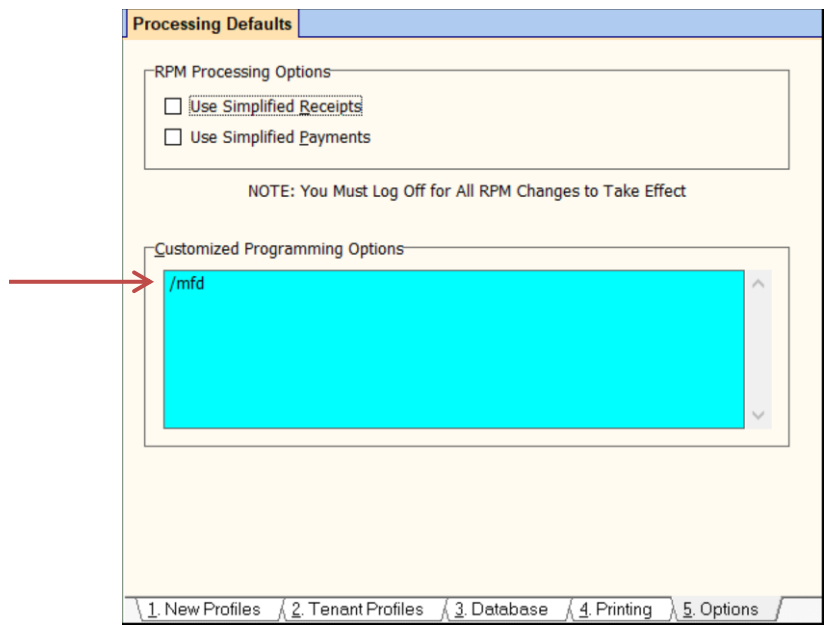
Minimum Base Reserve: \_\_\_\_\_

Data Processing

- Save Records During Processor Idle Time
- Disable General Ledger Posting Optimization
- Post only Cash Transactions to the General Ledger
- Disable Automatic Payoff of Open Credits in Accounts Receivable
- Disable Rent Discount Processing**
- Post Offsetting Owner Transactions for Tenant Charges Paid to Management
- Generate a Destroyed Check When a Check Is Voided. Use Today's Date.
- Generate a Destroyed Check When a Check Is Voided. Use Posting Date.
- Warn of Insufficient Funds When Posting an Invoice

1. New Profiles / 2. Tenant Profiles / 3. Database / 4. Printing / 5. Options

Note: If you want to take a management fee on the discounted rent amount, rather than the full rent amount, go to Setup, Processing Defaults. Click on the RPM tab. In the Customized Programming Options box, type "/mfd" without the quotation marks. Exit the program and log back in to make it effective.



### Late Fee Profile

- Go to <<Setup, Late Fees>> and edit the Late Fee.
- Enter the [Maximum Days after the Due Date] that the discount is applicable.
- Enter the fixed amount or percentage of the discount.

### Posting Table

- Go to <<Setup, Posting Table>>, the Expenses tab.
- Choose the Account to use when posting the discount in the [Early Payment Discount] field.  
This will show in the owner's ledger with the discount amount.

The account should have an [Account Type] of Expense unless you want to subtract this discount amount from the owner's 1099 income. In that case the account should have an [Account Type] of Taxable Income.