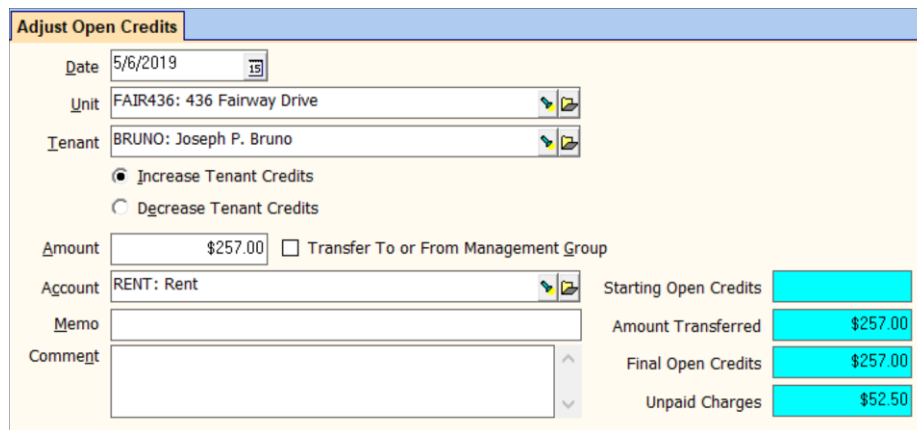


## Overview

If the tenant has paid too much rent, and the money has already gone to the owner's ledger, follow this procedure to refund the money to the tenant. This will ensure that the owner does not get credit for that rent money on his 1099, and give back the management fee that was taken on the rent.

### 1) To move the money from owner to tenant:

1. Go to <<AR, Adjust Open Credits>>.
2. Choose the Unit or Tenant.
3. Leave the Radio Button as Increase Tenant Balance.
4. Enter the amount of rent that is being refunded.
5. For Account choose Rent.
6. Enter a memo if appropriate.
7. <Post>.



Starting Open Credits	
Amount Transferred	\$257.00
Final Open Credits	\$257.00
Unpaid Charges	\$52.50

### 2) To adjust management fee taken by management group:

1. Go to <<AR, Prorated Rent>>.
2. Choose the Unit or Tenant.
3. Ignore the Start and End dates, the Days Rented and Days in Rental Period.
4. Clear the Rent field.
5. In the Management Fee field, enter a negative number of the amount of management fee on the above rent.
6. <Post>.

Unit	FAIR436: 436 Fairway Drive
Tenant	BRUNO: Joseph P. Bruno
Posting Date	5/6/2019
Due By	
Start Date	5/6/2019
End Date	5/31/2019
Days Rented	
Days in Rental Period	31
Rent	
First Month's Rent	<input type="checkbox"/>
Management Fee	(\$22.49)
Leasing Fee	
Memo	
Comment	

Full Month Rent and Fees	
Rent	\$1,140.00
Rent Management Fee	\$99.75
Non-Rent Management Fee	
First Month Leasing Fee	\$570.00
Replaces Management Fee	<input checked="" type="checkbox"/>

Prorated Rent and Fees	
Rent	
Rent Management Fee	
Non-Rent Management Fee	

### 3) To write check to tenant for rent amount

1. Go to <<AP, Refund Check>>.
2. Choose the Unit or Tenant.
3. Change the Bank if necessary.
4. Enter the amount of the rent.
5. Enter a memo if appropriate.
6. <Post>.

Tenant Refund Check	
Posting Date	5/6/2019 <input type="checkbox"/> Hand Written
Unit	FAIR436: 436 Fairway Drive
Tenant	BRUNO: Joseph P. Bruno
Bank	CHECKING: Bank Account Checking
Amount	\$257.00 <input type="checkbox"/> Withhold
Memo	
Comment	
Vendor	
Check Number	
Starting Open Credits	\$257.00
Check Amount	\$257.00
Final Open Credits	\$0.00
Payee Name and Address	
Joseph P. Bruno	
Vivian	
436 Fairway Drive	
Vienna, VA 22180	
22180	<input type="checkbox"/> Foreign