



Tenant Pays Owner Directly

Property Management Solutions for Over 30 Years

Overview

Use this procedure if the tenant sends the rent money directly to the owner, but you want to show that he paid his rent.

The process involves increasing the tenant open credits by the amount he paid to the owner using <<AR, Adjust Open Credits>> and then doing a tenant receipt to use those open credits to pay off the charges.

STEP by STEP

Create the Credit

1. Go to <<AR, Adjust Open Credits>>
2. Select the [Tenant] or [Unit].
3. Select the [Account]. The account should be Cash Out since the owner already received the money.
4. Enter the [Amount] that the tenant paid the owner.
5. Enter a memo indicating that the tenant paid the owner.
6. Click <Post>

Posting the transaction will decrease the owner balance by increasing the liabilities and will increase the tenant's open credits. The decrease will be reflected as a cash distribution.

| Adjust Open Credits | |
|-----------------------|---|
| Date | 5/1/2018 |
| Unit | OAK2118: 2118 Oak Street |
| Tenant | ROD: Jerry and Karyl Rodriguez |
| | <input checked="" type="radio"/> Increase Tenant Credits <input type="radio"/> Decrease Tenant Credits |
| Amount | \$980.00 <input type="checkbox"/> Transfer To or From Management Group |
| Account | CASH OUT: Cash Distribution |
| Memo | tenant sent money to owner instead of mgmt |
| Comment | |
| Starting Open Credits | |
| Amount Transferred | \$980.00 |
| Final Open Credits | \$980.00 |
| Unpaid Charges | \$980.00 |

