



Tenant Receipt – Distribute Funds

Property Management Solutions for Over 30 Years

Overview

This explains how to receive money from the tenant and distribute it to the charges the tenant owes.

To enter a receipt from a tenant, start in the <<AR, Tenant Receipt>> function.

Due Date	Charge	Owed	Apply to Charge
5/1/2018	Rent	\$1,140.00	Amount \$1,140.00 <input type="checkbox"/> Skip

1. Select the [Tenant] from the Find List. Selecting the tenant will fill in
 - a. the [Unit]
 - b. the [Bank] from the Posting Table
 - c. a unique receipt number
 - d. information from the [Tenant-Payment Note] field
 - e. the list of unpaid charges
 - f. The amount defaults to the amount owed in the [Payment] field and the amount owed is put in the [Apply to Charge/Amount] field.
2. The [Memo] field can be used to record the check number or other information pertaining to the payment.
 - a. Double clicking in the memo field will insert the text "check #" so you can add the actual number on the check.
 - b. Double clicking on the word "Memo" will enter the tenant name in the memo field. See Tenant Receipt Memo for more options.
3. Compare the amount received to the amount in the payment field and make adjustments if necessary -- see below.
4. Clicking the <Print> button will produce a receipt that can be given to the tenant.
5. Clicking the <New> button will record the payment and present you with a blank screen to enter another receipt. Clicking the <Post> button will record the payment and take you out of <<Tenant Receipts>>.
6. Clicking the <Deposit Receipts> speed button when you are finished with all payments going on a deposit slip will take you to <<GL, Deposit Receipts>> to enter the deposit amount.

Payment is less than the amount owed

1. Enter the amount received in the [Payment] field. Press the <Tab> key.
2. The payment amount will be distributed against the unpaid charges per their payoff priority.
3. Should you want to distribute differently or pay off charges not yet recorded, see below
4. If the payoff distribution is correct, click <Post>

Due Date	Charge	Owed	Apply to Charge
4/1/2018	Rent	\$690.00	Amount \$690.00 <input type="checkbox"/> Skip
4/7/2018	Late Fee	\$25.00	Amount <input type="checkbox"/> Skip
5/1/2018	Rent	\$690.00	Amount \$260.00 <input type="checkbox"/> Skip

Distribute differently

1. Click the [Distribute] checkbox so it is blank. This clears the amount fields in the charge line items.
2. Enter the amounts against each charge until you use up the amount of the payment.

Hints for entering amounts in the charge line items

- Double click in the amount field in the total amount of the charge
- Marking line items as skipped and then clicking distribution on will reallocate against any unskipped line items
- When the allocation of the payment amount is as you want it - Click <Post>

Payment received for charges not yet recorded

Tenant Receipt

Date: 9/13/2018 Receipt #: 281001QKKK Currency

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$1,165.00 Distribute Prorate
 Apply Open Credits

Memo: Check #6789

Comment:

Current Charges Owed	\$1,140.00
Starting Open Credits	
Current Charges Paid	\$1,140.00
Discounts Given	
New Charges Paid	\$25.00
Final Open Credits	

Charge: KEYS: Keys Amount: \$25.00
 Deposit Taxable Pay Management Group Advance Payment

1. Current Charges 2. New Charges

1. Go to the New Charges tab
2. Select the [Charge] code in the from the drop down list
3. Enter the [Amount] of the charge

Another charge can be entered by clicking in the open area below the charge line

1. Click on <Post> when the allocation of the payment amount is as you want it

Tenant Receipt

Date: 9/13/2018 Receipt #: 281001QKKK Currency

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$1,215.00 Distribute Prorate
 Apply Open Credits

Memo: Check #6789

Comment:

Current Charges Owed	\$1,140.00
Starting Open Credits	
Current Charges Paid	\$1,140.00
Discounts Given	
New Charges Paid	\$75.00
Final Open Credits	

Charge: KEYS: Keys Amount: \$25.00
 Deposit Taxable Pay Management Group Advance Payment

Charge: CLEAN: Cleaning Amount: \$50.00
 Deposit Taxable Pay Management Group Advance Payment

1. Current Charges 2. New Charges

Payment is more than unpaid charges

Field	Value
Date	9/13/2018
Receipt #	281001QKKK
Unit	FAIR436: 436 Fairway Drive
Tenant	BRUNO: Joseph P. Bruno
Bank	CHECKING: Bank Account Checking
Payment	\$1,200.00
Memo	Check #6789

Current Charges Owed	\$1,140.00
Starting Open Credits	
Current Charges Paid	\$1,140.00
Discounts Given	
New Charges Paid	\$25.00
Final Open Credits	\$35.00

Charge	Amount
KEYS: Keys	\$25.00

1. Enter the amount received in the [Payment] field. Press the <Tab> key
2. Follow the procedure above for new charges if appropriate
3. The undistributed portion of the payment received will go to Open credits.

Distribution Options

If the amount received is different from the Current Charges Owed, enter that amount in the Payment field.

Note: to clear the payment field either double click it or do <Shift><Backspace>.

If the Distribute box is checked, the amount received will be distributed by priority and date. If this is the way you want to distribute the payment you can proceed.

If the Distribute box is not checked, the amount received will not be distributed, the Apply to Charge amount fields will be cleared and the Payment amount will be added to the Final Open Credits. You can then enter the amount to apply against each charge. The Final Open Credits will track how you stand versus the payment.