

## Overview

This document will explain how to set up and charge a tenant a recurring charge or a recurring credit.

[Setup a Recurring Charge](#)

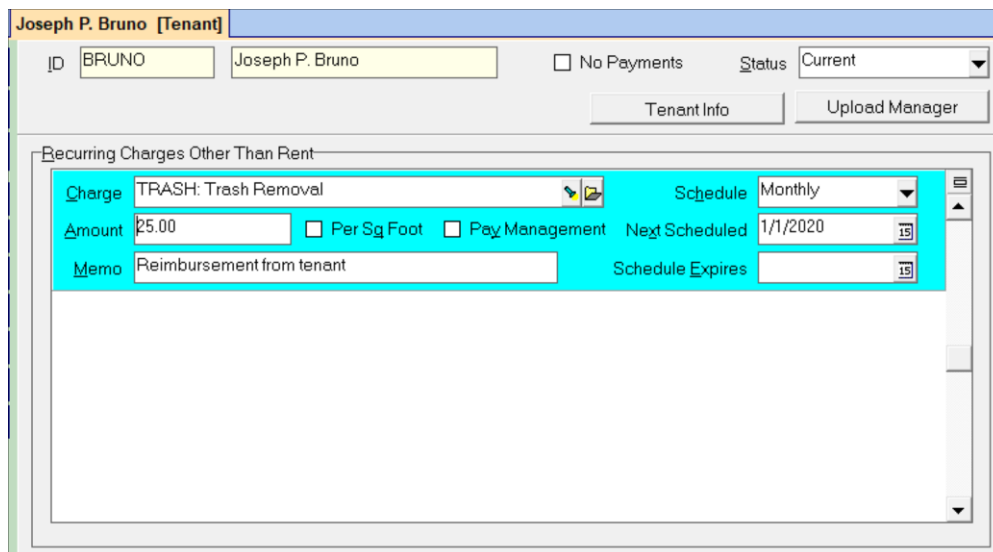
[Setup a Recurring Credit](#)

[Compile and Post recurring charges/credits](#)

## Setup Recurring Charge

Any charge or credit can be scheduled for automatic posting when the Recurring Charge function is run. An example is trash collection charges paid quarterly. This is not for rent. Rent is handled separately thru the information on the Lease tab. It can be used for a Rent Credit or concession.

To delete a recurring charge line item click into the line item and press <Ctrl><Delete>.



Joseph P. Bruno [Tenant]	
ID	BRUNO
Name	Joseph P. Bruno
No Payments	<input type="checkbox"/>
Status	Current
Tenant Info	
Upload Manager	
Recurring Charges Other Than Rent	
Charge	TRASH: Trash Removal
Schedule	Monthly
Amount	25.00
Per Sq Foot	<input type="checkbox"/>
Pay Management	<input type="checkbox"/>
Next Scheduled	1/1/2020
Memo	Reimbursement from tenant
Schedule Expires	

**Charge** - type in the Charge ID code or select it from the Find List. Charge ID's are created in Setup, Charges.

**Amount** - This is a numeric field. Enter either the amount of the charge or the amount and square footage. Enter a negative amount if this is a recurring credit.

**Per Square Foot** - Put an X in this check box if the charge amount is to be calculated based on the square footage as defined in the unit profile.

**Memo** - Enter any memo you wish posted with the charge. The memo appears on the owner and tenant statements.

**Schedule** - Select the schedule from the Find List. This will determine the recurring charge frequency.

**Next Scheduled** - Use this date field to enter the date of the next scheduled charge. If a date in the future is chosen, no charge will be posted until that date is within the Scheduled Through date when the charges are compiled. When a charge is posted, the date will be changed to the next scheduled charge date based on the schedule.

**Example:** If the Next Scheduled date is March 15 before the charges are posted, and the Frequency is monthly, then the Next Scheduled date after posting will be April 15.

**Schedule Expires** - Use this date field to enter the date the recurring charge should expire. Recurring charges will not be posted after this date. When the Schedule Expires date falls within the Scheduled Through date, the Next Scheduled date is updated per the Schedule and the Schedule is changed to Expired.

### Setup a Negative Recurring Charge (Credit)

A recurring charge will accept a negative amount. When Recurring charges are processed, an Adjust Open Credits transaction will be posted. The owner or management group will be debited for the Account Code the charge points to and the tenant will receive open credits in that amount.

This feature can be used to credit the tenant on a recurring schedule and to record transactions such as rent concessions.

The screenshot shows a software interface for setting up a recurring charge for a tenant named Edward, Marianne Guro. The interface includes a header with the tenant's name and ID (GURO). Below the header, there are fields for ID (GURO), Name (Edward & Marianne Guro), a checkbox for "No Payments", and a "Status" dropdown menu set to "Current". There are also buttons for "Tenant Info" and "Upload Manager". The main section is titled "Recurring Charges Other Than Rent" and contains a table with the following fields:

Charge	CLEAN: Cleaning	Schedule	Monthly
Amount	(\$15.80)	Next Scheduled	12/1/2019
Memo		Schedule Expires	

There are also checkboxes for "Per Sq Foot" and "Pay Management" next to the Amount field.

## Post Recurring Charges/Credits

- Go to AR, Scheduled Receivables.
- Mark the Radio Button for Recurring Charges
- Use the fields on the screen to limit the candidates that will compiled.
- Click Compile.

When the list appears you can review and then either accept, edit using the folder button or mark a line item as Skip. Everything but the Skip checkbox is a protected field. If the charge should be for a different amount or if it should no longer be charged, go to the Tenant Profile using the folder button to make changes. Changing the tenant profile will update the item in the list.

Date	Tenant	Schedule	Amount	Skip
12/1/2019	BRUNO: Joseph P. Bruno	Monthly Trash Removal	\$25.00	<input type="checkbox"/>
Unit FAIR436: 436 Fairway Drive				
12/1/2019	GURO: Edward & Marianne Guro	Monthly Cleaning	(\$15.80)	<input type="checkbox"/>
Unit MAIN212: 212 Main Street				

The list can be sorted by Tenant or by Unit. Several folders are available at the bottom of the screen to view subsets of the candidates.

- All Charges
- All candidates.
- Selected Charges
- Those candidates not marked Skip.
- Skipped Charges
- Those candidates marked Skip.

When you are satisfied with the information on the screen, click the Post button to post the charges to the tenant ledger.