



Tenant Does Work for Different Ledger

Property Management Solutions for Over 30 Years

Overview

This outlines the procedure to use if a tenant from a unit belonging to Owner 1 does work for a unit belonging to Owner 2.

Steps to Follow

1. GL>Journal Transfer
2. AR>Adjust Open Credits
3. AR>Tenant Receipt

1. GL>Journal Transfer

Go to GL>Journal Transfer to move the money from the unit where the work was done (Owner 1/Unit 1) to the Management Group ledger.

Journal Transfer

Date:

Reference:

Bank:

Memo:

Comment:

Cash

Accrual

Modified Cash

Credits: \$425.00

Debits: \$425.00

In Balance:

Account and Ledger	Debit or Credit	Amount
PAINT: Painting	Debit	\$425.00
CEDAR327: 327 Cedar Lane		
PAINT: Painting	Debit	(\$425.00)
PM LEDGER: Property Management [Management Groi	Management Group	

The money has now been taken from Owner 1/Unit 1 and put in the Management Group ledger.

2. Adjust Open Credits

Go to AR>Adjust Open Credits to move the money from the Management Group ledger to the tenant from Owner 2/Unit 2. Be sure to mark the checkbox *Transfer to or from Management Group*.

Adjust Open Credits

Date: 5/7/2025

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro

Increase Tenant Credits
 Decrease Tenant Credits

Amount: \$425.00 Transfer To or From Management Group

Account: PAINT: Painting

Memo: for work done on 327 Cedar

Comment:

	Starting Open Credits
	Amount Transferred \$425.00
	Final Open Credits \$425.00
	Unpaid Charges

The money is now in the open credits for the tenant belonging to Owner 2/Unit 2.

3. AR>Tenant Receipt

Now go to AR>Tenant Receipt and use the open credits to pay off whatever charge is appropriate.

Tenant History **Tenant Receipt**

Date: 5/7/2025 Receipt #: 350507KMTW Currency

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro

Bank: CHECKING: Bank Account Checking

Payment: Distribute Prorate
 Apply Open Credits

Memo:

Comment:

	Current Charges Owed \$425.00
	Starting Open Credits \$425.00
	Current Charges Paid \$425.00
	Discounts Given
	New Charges Paid
	Final Open Credits

Due Date	Charge	Owed	Apply to Charge
5/1/2025	Rent	\$425.00	Amount \$425.00 <input type="checkbox"/> Skip
Pay to Ledger CLAYTON: Frederick L. Clayton		Edit	<input type="checkbox"/> Disputed