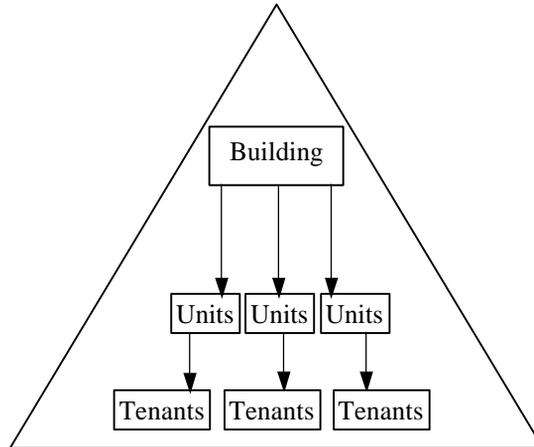# Property Management

Overview

The Property Management (P/M) module gives you all the tools to keep excellent track of your properties – the building, the units within the buildings, and the individual tenants.

You have the ability to maintain and adjust rent fees, track rent payment information, track maintenance performed and resultant costs incurred, and many other functions. You also can print a variety of reports to help you easily access all the information.

The next few pages will explain to you how to enter in a building, unit, and a tenant. These pages will give you a description of each field that you will be entering data into, as well as what the individual screens are used for.

The Property Management Flowchart

Here is a simple way of understanding the property management system. Think of the property management system to be organized like a pyramid as shown below:

```
                    /\
                   /  \
                  /    \
                 / ┌──────────┐ \
                /  │ Building │  \
               /   └──────────┘   \
              /      │  │  │       \
             /       ▼  ▼  ▼        \
            / ┌─────┐┌─────┐┌─────┐  \
           /  │Units││Units││Units│   \
          /   └─────┘└─────┘└─────┘    \
         /       │      │      │        \
        /        ▼      ▼      ▼         \
       / ┌───────┐┌───────┐┌───────┐     \
      /  │Tenants││Tenants││Tenants│      \
     /   └───────┘└───────┘└───────┘       \
    /_____\
```
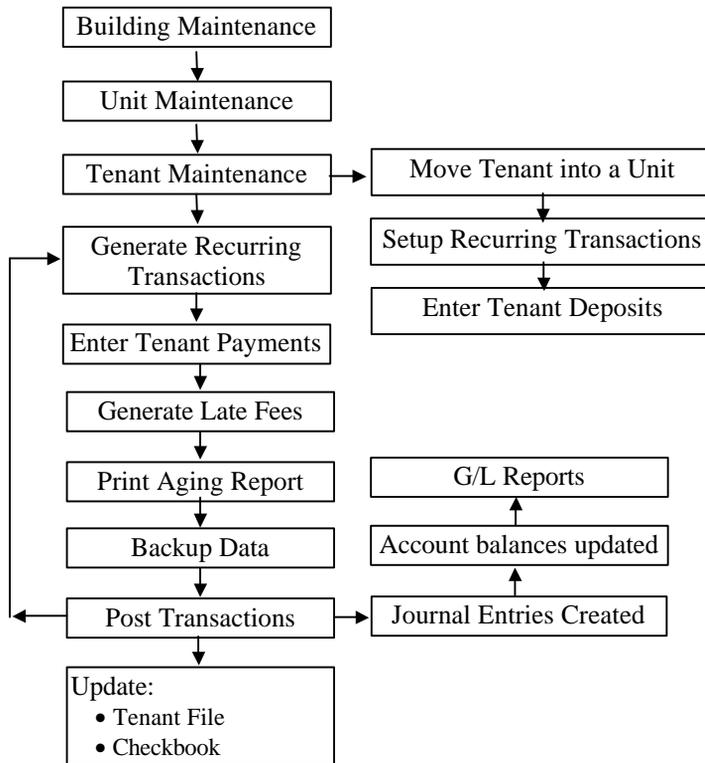
At the top of the pyramid, we have the building. Each building can have multiple units under it. A tenant can occupy each unit in the building. You can create an unlimited number of buildings, units and tenants.

The first step is to setup the **Buildings**, **Units,** and **Tenants**. After you set up you tenants, you can **move the tenant** into a unit.

The next step is to create **Recurring Charges** for the tenants. A recurring charge is an amount that you bill your tenant on a regular (weekly, monthly etc.) basis. A common example of a recurring charge would be rent charges. You can set up an unlimited number of recurring charges for each of your tenants.

The **Generate Recurring Charges** option will actually bill the tenant for the charges. You can use the **Tenant Transactions** option to enter the **Tenant Payments**.

The **Late Fees** option is used to bill the tenant with overdue payments. You can print the **Aging Report** to verify if the tenant transactions are correct. Use the **Backup** option in the **File** menu to backup your data. You can then use the **Post Transactions** option to update the **General Ledger** program. Next you can print all your P/M reports and G/L reports.

```
┌─────────────────────────┐
│   Building Maintenance   │
└─────────────────────────┘
             │
┌─────────────────────────┐
│     Unit Maintenance     │
└─────────────────────────┘
             │
┌─────────────────────────┐      ┌──────────────────────────┐
│    Tenant Maintenance    │ ───▶ │   Move Tenant into a Unit │
└─────────────────────────┘      └──────────────────────────┘
             │                                │
┌─────────────────────────┐      ┌──────────────────────────┐
│   Generate Recurring     │      │ Setup Recurring Transactions│
│     Transactions         │      └──────────────────────────┘
└─────────────────────────┘                   │
             │                   ┌──────────────────────────┐
┌─────────────────────────┐      │   Enter Tenant Deposits   │
│  Enter Tenant Payments   │      └──────────────────────────┘
└─────────────────────────┘
             │
┌─────────────────────────┐
│   Generate Late Fees     │
└─────────────────────────┘
             │
┌─────────────────────────┐      ┌──────────────────────────┐
│   Print Aging Report     │      │        G/L Reports        │
└─────────────────────────┘      └──────────────────────────┘
             │                                ▲
┌─────────────────────────┐      ┌──────────────────────────┐
│      Backup Data         │      │ Account balances updated  │
└─────────────────────────┘      └──────────────────────────┘
             │                                ▲
┌─────────────────────────┐      ┌──────────────────────────┐
│    Post Transactions     │ ───▶ │  Journal Entries Created  │
└─────────────────────────┘      └──────────────────────────┘
             │
┌─────────────────────────┐
│ Update:                  │
│   • Tenant File          │
│   • Checkbook            │
└─────────────────────────┘
```

Quick Start for Property Management

Please refer to the **Quick Start Guide** chapter for the quick steps to create Buildings, Units, and Tenants. You will also be shown how to quickly enter the monthly rents and the previous balances for your tenants.

Printing Income Statements By Building

This section applies to you if you want to:

1. Print a separate income statement for each building.
      OR
2. Consolidate multiple buildings into a single income statement.

In the general ledger module, you can create a separate income statement for each department. **You need to consider each building as a department** in general ledger.

When you create a new building, you must also create a separate Department ID that matches the Building ID. In addition, when you create a tenant, you must assign then to the correct Department ID. The steps for this process are listed below.

Step 1: From the **G/L** menu select the **Setup** menu and then select the **G/L Setup** menu option.

Step 2: Check the box that says **Track Departmental Accounting** and click on the **OK** button.

Step 3: Next let us say you have created the following Building IDs:

Building ID	Building Name
PARKER	Parker Apartments
WOOD	Woodcreek Apartments
SPRING	Spring St Apartments

Step 4: Now we have to create Department **IDs** in G/L that match the Building **IDs** shown in the table above. From the **G/L** menu, select the **Setup** menu option. Next, select the **Department Maintenance** option.

Step 5: For the **Department ID,** type the word **PARKER**. For the **Description,** type **Parker Apartments**. Click on the **OK** button to save. **Repeat the process for the other buildings as listed below.**

Department ID	Description
PARKER	Parker Apartments
WOOD	Woodcreek Apartments
SPRING	Spring St Apartments

Step 6: In the **Tenant Maintenance** option there is a field called **Department.** Make sure that each tenant has the appropriate department ID. For example, say you have a tenant called Joe Smith that stays in the Parker Apartments. When you bring up the record for Joe Smith in Tenant Maintenance, make sure that you type the word **PARKER** in the **Department** field. **Repeat this process for all the tenants.**

Step 7: Any transactions you post to G/L will be posted to the correct Department/Building in G/L. When you print an Income Statement in G/L, you can click on the Department button and select a specific building or buildings to include in the Income statement.

How Do I Setup Homes Instead of Apartments?

In property management, a home or a condominium is a Unit. In order to create a Unit, you must first create a Building, even though a home is not located a building. In order to accomplish this, create a "dummy building" with the Building ID as the number 1. You can then create all your homes and condominiums and associate them with Building ID as the number 1.

Building Maintenance

This menu option is used to maintain information on properties. These properties are in turn associated with units and tenants.

Track unlimited buildings

Creating a New Building

Step 1: Select the **Building Maintenance** option from the **P/M** menu. Place the cursor on the **Building ID** field.

Step 2: Type in the new ID to be added in the **Building ID** field and press **Enter**.

Step 3: Complete all the fields for the **Building**. A detailed description of all the fields is on

Step 4: Click on the **Save-F4** button to save the **Building**.

Editing a Building

Step 1: Make sure that the cursor is on the **Building ID** field. Type in the Building ID you wish to Edit. If you do not know the Building ID, click on the **Browse-F3** button to list the Building IDs on the screen. Select a Building ID from the browse list. Press **Enter** on the Building ID field.

Step 2: All the fields for the **Building** display on the screen. You can change all the editable fields. You can only change the ID of an existing Building from the **Change Building ID** menu option.

Step 3: Click on the **Save-F4** button to save the **Building**.

Deleting a Building

Step 1: Make sure that the cursor is on the **Building ID** field. Type in the Building ID you wish to delete. If you do not know the Building ID, click on the **Browse-F3** button to list the Building IDs on the screen. Select a Building ID from the browse list. Press **Enter** on the Building ID field.

Step 2:   All the fields for the **Building** display on the screen.

Step 3:   Click on the **Delete-F8** button to delete the **Building**.

Building Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

Building ID: This ID is used to differentiate between your multiple buildings or properties. This field can contain numbers and characters and can be up to fifteen characters long.

Building Name: This field allows you to put the building's name, such as **The Terrace Apartments**. This field allows you to enter up to thirty characters.

You will see that the window has multiple tabs to allow you to enter additional information.

Building Information

On the first tab labeled Building information, you would enter in the vital information about the building, such as:

- Address
- City
- State
- Zip Code
- Country
- Phone Number
- Fax Number

Default Accounts (for interfacing with general ledger): The program will automatically come up with a sample chart of accounts when you first start it. When you create new buildings, the program will get the default account information from the company set up screen. You can access this information from the File menu.

Building Statistics

- **Net Square Footage**: This field allows you to enter in the net combined square footage of usage space for all the units within this building.
- **Total Square Footage**: This field allows you to enter in the total combined square footage, including non-usage space for this property.
- **Total Number Of Units**: The program will automatically calculate and display the **Units Occupied**, **Units Vacant**, and the **Total Number of Units** in the building.

Custom Fields

Click here to change the name of the field

On the second tab labeled **Custom Fields**, you have ten fields that allow you to enter additional information for this building or property. In other words, you can use these fields to specify whether a building has a common area, recreational area, or a pool area.

The field labels are customizable, by simply clicking on the labels themselves. Once you have done this, you can enter in a new label definition. When you press Enter or Tab or click elsewhere with the mouse, the system will then replace the previous label with what you have just entered. When you save the building, the system will then ask you if you want to save the custom labels.

Building Notes

On this tab page, you have the option of entering any notes you may have or need for this building. These notes are specific to each building so that any notes you have on one building will not show up in the notes tab for another building.

Units

This tab lists all the units associated with this building. You can double-click on a Unit ID to view the unit details. In addition, when you are in the Unit Maintenance, you can double-click on a **Tenant ID** to view the tenant details.

Unit Maintenance

This menu option is used to maintain information on units in a building. These units are in turn associated with tenants.

Click here to type notes for each unit

Track maintenance history for units

Creating a New Unit

Step 1: Select the **Unit Maintenance** option from the **P/M** menu. Place the cursor on the **Unit ID** field.

Step 2: Type in the new ID to be added in the **Unit ID** field and press **Enter**.

Step 3: Complete all the fields for the **Unit**. A detailed description of all the fields is on .

Step 4: Click on the **Save-F4** button to save the **Unit**.

Editing a Unit

Step 1: Make sure that the cursor is on the **Unit ID** field. Type in the Unit ID you wish to Edit. If you do not know the Unit ID, click on the **Browse-F3** button to list the Unit IDs on the screen. Select a Unit ID from the browse list. Press **Enter** on the Unit ID field.

Step 2: All the fields for the **Unit** display on the screen. You can change all the editable fields. You can only change the ID of an existing Unit from the **Change Unit ID** menu option.

Step 3: Click on the **Save-F4** button to save the **Unit**.

Deleting a Unit

Step 1: Make sure that the cursor is on the **Unit ID** field. Type in the Unit ID you wish to delete. If you do not know the Unit ID, click on the **Browse-F3** button to list the Unit IDs on the screen. Select a Unit ID from the browse list. Press **Enter** on the Unit ID field.

Step 2: All the fields for the **Unit** display on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Unit**.

Unit Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen:

Building ID: This is the ID for the building of which this unit will be a part. If you have not entered in any buildings in the **Building Maintenance** screen, you can put in the ID of the building you want, and the system will then prompt you to add this building. If you select **Yes**, then the system will display the **Building**

Maintenance screen. You can then enter in the building information.

Unit ID: This is the field where you will enter in the unit's ID. You will need to use different IDs for each unit in the building.

You will see that the window has multiple tabs to allow you to enter additional information.

Unit Information

This is the tab where you will enter in the information about the unit. Also,on this tab, you have the option of entering in the maintenance history of this particular unit. The fields are as follows:

Rent: This field allows you to enter the unit's rent. You can change this when you move the tenant in, or at any other time.

Period: This field allows you to enter the period for which you want to charge rent. The options are:

- **Daily**
- **Weekly**
- **Biweekly**
- **Semi-Monthly**
- **Monthly**
- **Quarterly**
- **Semi-Annually**
- **Annually**

This field can also be changed when move a tenant into this unit.

Classification: The classification field is the field you would use to describe the type of unit it is. For example, **2-br Apartment** is a classification that you can use for a two-bedroom apartment or **15x20 Space** for storage space in your complex. This field allows you the flexibility of customizing the system to suit your needs. This field is also used when you wish to raise or lower the rents of your units. You are able, from the **Raise/Lower Rents** menu option in the **P/M** drop-down menu, to specify a classification of units or

which to modify rents. Therefore, if you just want to raise rents on 2-bedroom units, and you have set the classification to **2BR**, you will then specify this in the **Raise/Lower Rents** window to affect only those units.

Important Note: For the **Raise/Lower** rents option to work properly, all units should be classified consistently. For example, if you are using **2BR** then you cannot classify some units as **2 BR** and others as **2-BR**. All units with two bedrooms must have the same exact classification.

Square Feet: Enter the size of the unit. The size of the unit is measured in square feet.

Telephone: If you have a phone installed in the unit, enter the unit's phone number in this field.

Tenant List: One or more tenants can occupy each unit. In order to have a tenant occupy a unit, you can simply move a tenant into the same unit. For more information on moving a tenant into a unit, refer to
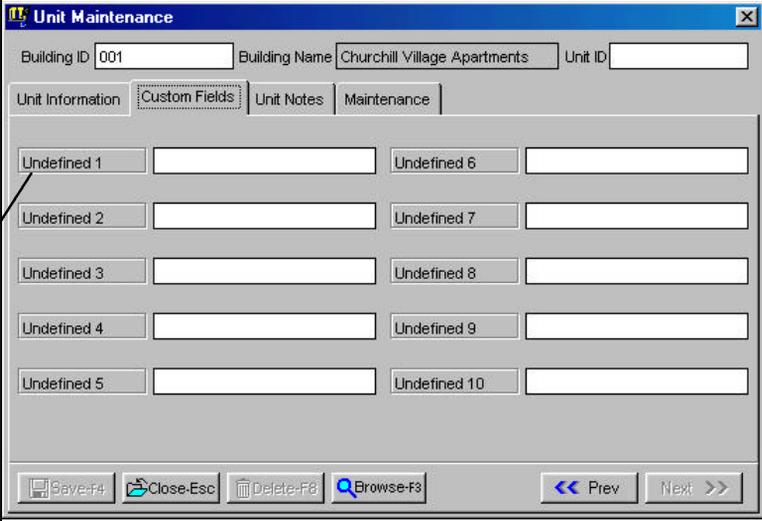
A complete list of all the tenants occupying the current unit displays in this area of the screen. The Tenant ID, name, balance, and their lease expiration date is displayed.

TIP! For detailed information on a tenant, you can double click on the **Tenant ID**. The program will then display the **Tenant Maintenance** screen with detailed Tenant information.

Custom Fields

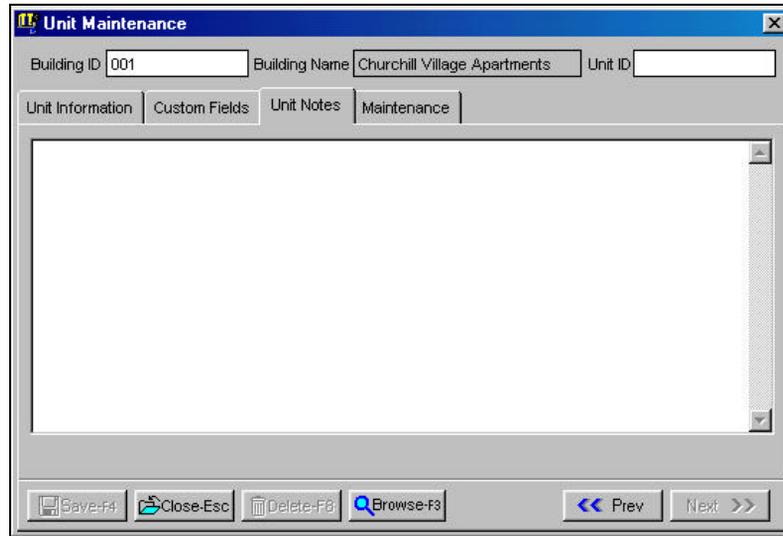Click here to change the name of the field

On the second tab labeled **Custom Fields**, you have ten fields that allow you to enter additional information for this unit. In other words, you can specify whether a unit has a fireplace, a patio, or pool access.

TIP! The field labels are customizable, by simply clicking on the labels. Once you have done this, you can enter in a new label definition. When you press Enter, or Tab, or click elsewhere with the mouse, the system will then replace the previous label with what you have just entered. When you Save the unit, the program will then ask you if you want to save the custom labels.

Unit Notes

On this tab page, you have the option of entering any notes you may have or need for this unit. These notes are specific to each unit so that any notes you have on one unit will not show up in the **Notes** tab for another unit.

Maintenance Information

This list allows you to put in any maintenance history for a unit that needs to be tracked, i.e. painting or floor cleaning. This grid allows for ease of tracking a particular unit's maintenance history. You can put in the date of the maintenance work done, the description of the maintenance work, as well as the amount that was charged for the maintenance. If you need added notes, for each maintenance line there is a button in the last column labeled **Notes,** which allows you to put in any extra notes needed for the maintenance work that has been done.

Tenant Maintenance

Put the building ID here so that you can run income statement by each building.

Tenant Maintenance window

Tenant ID | 05 | Tenant Name: Anne Miller

Tabs: Tenant Information | Custom Fields | Tenant Notes | Transactions

| Home Phone | Extn | Work Phone | Extn |
| 805-532-9171 | | 1-800-456-4123 | |

Late Fee | Department | Lease Expire Date
1 | 001 | 08/17/2000

| Fax | E-Mail Address |
| 805-532-9174 | |

Balance | Last Chrge | Last Pymnt
100.00 | 08/17/1999 | / /

☑ Use Alternate Address:
Address 3656 Village Ave. #9

Deposits | Moved In | Moved Out
0.00 | 01/01/1998 | / /

City Moorpark   State CA
Zip 93021   Country

Comments
Pays with check from city

Building Id 001   Unit Id 3656-09
Building Name Churchill Village Apartments

Save-F4 | Close-Esc | Delete-F8 | Browse-F3 | ‹‹ Prev | Next ››

Creating a New Tenant

Step 1:   Select the **Tenant Maintenance** option from the **P/M** menu. Place the cursor on the **Tenant ID** field.

Step 2:   Type in the new ID to add in the **Tenant ID** field and press **Enter**.

Step 3:   Complete all the fields for the **Tenant**. A detailed description of all the fields is on .

Step 4:   Click on the **Save-F4** button to save the **Tenant ID**.

Editing a Tenant

Step 1:   Make sure that the cursor is on the Tenant ID field. Type in the **Tenant ID** you wish to edit. If you do not know the Tenant ID, click on the **Browse-F3** button to list the Tenant IDs on the screen. Select a Tenant ID from the browse list. Press **Enter** on the Tenant ID field.

Step 2:   All the fields for the **Tenant** display on the screen. You can change all the editable fields. You can only change the ID of an existing Tenant from the **Change Tenant ID** menu option.

Step 3:   Click on the **Save-F4** button to save the **Tenant**.

Deleting a Tenant

Step 1:   Make sure that the cursor is on the **Tenant ID** field. Type in the Tenant ID you wish to delete. If you do not know the Tenant ID, click on the **Browse-F3** button to list the Tenant IDs on the screen. Select a Tenant ID from the browse list. Press **Enter** on the Tenant ID field.

Step 2:   All the fields for the **Tenant** display on the screen.

Step 3:   Click on the **Delete-F8** button to delete the **Tenant ID**.

Tenant Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

On this screen, you will enter in the information for your tenants. The first fields are the **Tenant ID**, which the system will use to track your tenants, and the **Tenant Name**, which can be up to thirty-five characters long.

You will see that the window has multiple tabs to allow you to enter additional information.

Tenant Information

On this tab, you will enter in the vital information for your tenant. The following lists the information you are able to enter in on this screen.

Home Phone: This field allows you to enter in the home phone number for the tenant. This field also has an **Extn** number field that allows you to enter in an extension for this number.

Work Phone: This field allows you to enter in the work phone number for the tenant. This field also has an **Extn** number field that allows you to enter in an extension for this number.

Fax: This field allows you to enter in the Tenant's fax number (if available).

E-Mail Address: This field allows you to enter in the Tenants e-mail address (if available).

Alternate Address: This is a check box that allows you to specify if you want to enter in and use an alternate address, such as a mailing address, for this tenant. If you check this box, the following fields will be available:

- **Address**
- **City**
- **State**
- **Zip Code**
- **Country**

Unit Information: If the tenant occupies a unit, the **Building ID**, **Building Name**, and the **Unit ID** information will automatically display.

Late Fee: This option allows you to set a **Late Fee** code for your tenants. This code allows you to specify how much will be charged to your tenants when their payment is overdue.

⚠️ **Important Note**: Late Fee codes are set up under the option **Late Fees- Set up Late Fees** of the property management menu. For more information, refer to

Department: This field is used to post to the correct department in General Ledger. If you wish to print separate income statements for each building in G/L, you should enter the **Building ID** in this field.

⚠️ **Important Note:** If you wish to create a separate income statement for each building, you must type the **Building ID** (which this tenant will occupy) in the **Department** field. If prompted to add the Department, select **YES** and add the Department ID. For more details, refer to

Deposits: This field will display the total of all the Deposits Received less any Deposits Refunded back to the tenant.

Balance: This field will display the current balance of the tenant.

Last Charge: This field will display the date on which the last charge was applied to the tenant.

Last Payment: This field will display the date on which the last payment was applied to the tenant.

Expires (Lease Expiration Date): This field will display the lease expiration date of the tenant. You can change this if required. You can also change this field when you move a tenant into a unit.

Moved In: This field will display the date on which the tenant moved into the unit.

Moved Out: This field will display the date on which the tenant moved out of the unit.

Comments: There are three fields available for brief comments about a tenant. If you need to store more information, then you will need to use the **Tenant Notes** tab of this window.

Custom Fields

Click here to change the name of the field

On the second tab labeled Custom Fields, you have ten fields that allow you to enter additional information for this tenant. In other words, you can specify whether a tenant has children, or pets.

TIP! The field labels are customizable, by simply clicking on the labels themselves. Once you have done this, you can enter in a new label definition. When you press **Enter**, or **Tab**, or click elsewhere with the mouse, the system will then replace the previous label with what you have just entered. When you **Save** the tenant, the system will then ask you if you want to save the custom labels.

Tenant Notes

On this tab, you have the option of entering any notes you may have or need for this tenant. These notes are specific to each tenant so that any notes you have on one tenant will not show up in the notes tab for another tenant.

Transactions

This tab will list all the transactions for the tenant in date-descending order. The deposits list in a separate column from the regular tenant transactions. You can double click on a specific transaction to view that transaction's details.

Payment Method Maintenance

The **Payment Method Maintenance** screen will allow you create Payment Codes for your tenant payments. You can create payment methods to specify on the payment screen as to how the tenant paid for the transaction. Some examples are

- American Express
- Check
- Cash
- Cashiers Check
- Diners International
- Discover
- Master Card
- Money Order
- Other
- Visa
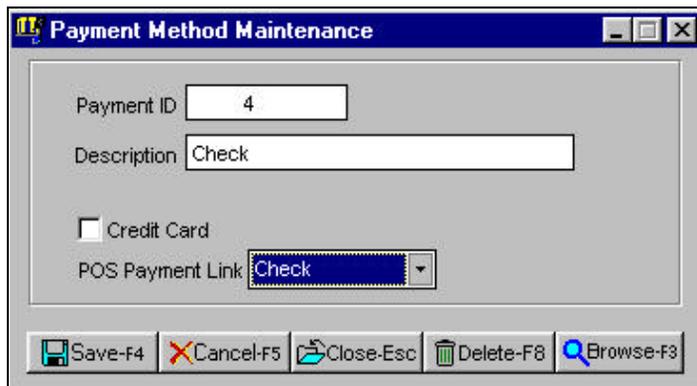
From the **P/M** menu, choose **Setup** and select **Payment Method Maintenance**. You can create your own new Payment codes or edit the existing ones.

The following fields are available on the Payment Method Maintenance screen:

Payment ID: This is the ID for the Payment Code. You select a code for the payment method on the Payment screen.

Description: This is the description for your internal use only.

Credit Card: Check this box if the payment method is credit card like Visa, MasterCard, etc.

Customize P/M Statements

This option allows you to customize your statements by:

- Enabling or disabling the printing of specific information.
- Changing the label caption.
- Changing font style or size.
- Moving the fields.

The following are items of information are customizable:

Form Title, Company Address, Bill To Address, Statement Date, Customer ID, Amount Enclosed, Payment Separator, Transaction Date, Description, Debits, Credits, Balance, Statement Text, Total Due.

There is also the option of printing a company logo on the statement. You can choose your own graphic. (Supported image types are: BMP, GIF, and JPG)

Preview Button: This will display a sample output of the statement to the screen.

Edit: This allows you to move the fields. See the **Customize Invoice Form** - **Level 3 Customization** in the **Order Entry** Chapter for more information.

Important Note: For the purposes of technical support, we only support the ability to move fields around. Other features, if available in this module, are not supported by technical support.

Reset: will return the statement to its original format before any customization.

OK: will apply any changes made.

Cancel: will abort any changes made.

Change Building ID

This option allows you to change a **Building ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

Important Note: This change is final and cannot be undone. We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities > Backup Data Files** and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that <u>no other workstation</u> is running the application

over the network and that <u>no other copy</u> of the application is running on the local machine.

Change Unit ID

This option allows you to change a **Unit ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

The screen is almost identical to the previous **Change Building ID** screen.

⚠ **Important Note: This change is final and cannot be undone.** We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities > Backup Data Files** and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that <u>no other workstation</u> is running the application over the network and that <u>no other copy</u> of the application is running on the local machine.

Change Tenant ID

This option allows you to change a **Tenant ID** and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

The screen is almost identical to the **Change Building ID** screen.

⚠ **Important Note: This change is final and cannot be undone.** We recommend that you reindex and backup the data before you proceed. These features are available under **File** > **Data Utilities >**

Backup Data Files and/or **Reindex Data Files.** Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that <u>no other workstation</u> is running the application over the network and that <u>no other copy</u> of the application is running on the local machine.

P/M Setup

This option is used to set up the default setup information for the Property Management module

P/M Settings

Period: This is the default billing period for the unit's recurring charges. The choices are:

- **Daily**
- **Weekly**
- **Biweekly**
- **Semi-Monthly**
- **Monthly**

- **Quarterly**
- **Semi-Annually**
- **Annually**

Late Fee Code: This is the default **Late Fee Code** that is designated when new tenants are created. The default ID is 0 – which means that no late fee will be charged. For more information on late fees, please refer to .

Description For the First Recurring Entry: When you create recurring entries, this will be the default description for the first recurring entry.

Account Defaults: These are the account defaults used to post journal entries to the General Ledger. These accounts are listed if you do have the G/L Module installed.

Account Name	Default Account Number	Account Type
Deposit Checkbook	11010	Cash
Rental Income	41010	Income
Undeposited Cash	11100	Cash
Unpaid Deposits	23050	Other Current Liability
Unpaid Credits	23060	Other Current Liability
Refundable Deposit	23010	Other Current Liability
Accounts Receivable	12010	Accounts Receivable
Late Fee Income	41030	Income
Bad Debt Account	52320	Operation Expenses

Next Transaction Number: Enter the next transaction number in this field. This number will be automatically assigned and incremented when you create a new transaction.

Text Messages

These fields define the text or message you want printed on the footer of the Statements. You can enter two text lines. Each line can be up to 30 characters long.

ID Sorting

You can determine how each of the following IDs are sorted on the **Browse** screens and reports:

- **Building IDs**
- **Unit IDs**
- **Tenant IDs**

You can select alphanumeric sorting (default) or numeric sorting. You should use numeric sorting if the **IDs** will have numbers only.

Move Tenant In

Move tenant into a unit and set lease expiration date.

Overview

The purpose of this option is to move any prospective tenant into a unit. When you move a tenant into a building, you will be able to create **Recurring Charges** for that tenant. A recurring charge is an amount that you bill your tenant on a regular (weekly, monthly etc.) basis. A common example of a recurring charge is rent charges. You can setup an unlimited number of recurring charges for the tenant you are moving in. In addition, you can receive a deposit from the tenant.

Steps to Move a Tenant In

Step 1:   Select the **Move Tenant In** option from the **P/M** menu.

Step 2:   Type in the **Tenant ID** for the tenant you wish to move in. If you do not know the Tenant ID, click on the **Browse** button and select a tenant from the list.

⚠ Important Note: If you have not yet set up any tenants, you can enter in a **Tenant ID** anyway, and then system will then prompt you with a dialog box asking if you want to **add this tenant**. If you specify **Yes**, the system will then bring up the **Tenant Maintenance** screen so that you can enter the tenant information into the system.

Step 3:   Next, type in the **Building ID** of the building into which you are moving this tenant. If the building exists in your database, the system will then display the building's name and address on the screen. If you do not know the Building ID, click on the **Browse** button and select a building from the list.

⚠️ Important Note: If you have not yet entered any buildings, you can enter in a **Building ID**, and the system will then prompt you with a dialog box asking if you want to add this building. If you specify yes, then the system will then bring up the **Building Maintenance** screen, allowing you to enter in the building information.

Step 4:   After entering the Building ID, you should enter the **Unit ID**. This is the unit occupied by the tenant. If you do not know the Unit ID, click on the **Browse-F3** button and select a unit from the list.

⚠️ **Important Note**: If you have not entered any units for this building, you can enter in a **Unit ID** and the system will prompt you with a dialog box asking if you want to add this unit. If you specify yes, then the system will then bring up the **Unit Maintenance** screen, allowing you to enter in the unit information. The system will not allow you to enter in a unit from another building until you change the ID entered into the Building field.

Step 5:   Enter the **Move-In Date**. This is the date the tenant occupied the unit. You are able to change this date if you need.

Step 6:   Enter the **Period**. This field automatically comes up with the period that had been entered in the **Unit Maintenance** screen, but can be changed if needed. The choices for the period are Daily, Weekly, Biweekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually and Annually.

Step 7:   Enter the **Rent Amount**: This field will automatically come up with the rent that has been set up in the unit file, but you are able to override this figure with a different rent.

Step 8:   Enter the **Expiration Date** of the lease. The default date will be one year from the move-in date. You can change

this if required. In addition, if there is no expiration date, leave this field blank.

Step 9: Enter the **Next Payment Due Date**. This field will automatically come up with a date that is one month from the move-in date, but you can change this to suit your needs. The default **Next Payment Due Date** calculation is based on the **Period** you select and is calculated as follows:

⚠ **Important Note**: "Base Date" refers to the Move-In Date.

Weekly:	"Next Payment Due Date" date is 7 days from "base date"
Bi-Weekly:	"Next Payment Due Date" date is 14 days from "base date"
Semi-Monthly:	If "base date" is between the 1st and 14th of the month (inclusive), then the "Next Payment Due Date" date is the 15th of the current month. If "base date" is between the 15th and end of the month (inclusive), then the "Next Payment Due Date" date is the 1st of the following month.
Monthly:	"Next Payment Due Date" date is the beginning of the next calendar month.
Quarterly:	"Next Payment Due Date" date is the beginning of the next calendar quarter.
Semi-Annually:	If the "base date" is between January 1 and May 31 (inclusive), then the "Next Payment Due Date" date is June 1. If is between June 1 and December 31 (inclusive), then the "Next Payment Due Date" date is January 1 of the following year.
Annually:	"Next Payment Due Date" date is January 1 of the following year.

> ⚠️ **Important Note about Outstanding Balance**: This is a non-editable field that will show if the tenant has a balance pending, i.e. the tenant moves from one unit to another unit.

Step 10:   Click on **Save-F4** button to complete the **Move In** process.

The system will then bring up the **Enter/Edit Recurring Tenant Transactions** screen with the rent information. This allows you to set up the recurring transaction for **Rent**. This will also allow you to enter in any additional recurring transactions that the tenant may have. For more information, refer to

Move Tenant Out

Move tenant out at any time.

The **Move Tenant Out** screen is used to move a tenant out of a building and unit.

Why Do You Need to Use This Option?

The purpose of this option is to remove a tenant from a unit. When you move a tenant out, the recurring transactions for the tenant are deleted. When you generate recurring transactions, this tenant will not be included. In addition, you cannot enter any future transactions for this tenant.

Steps to Move a Tenant Out

Step 1: Select the **Move Tenant Out** option from the **P/M** menu.

Step 2: Enter the **Tenant ID** of the tenant who needs to be moved out. If you are not sure about the Tenant ID, click on the **Browse-F3** button to list the tenants and select the **Tenant ID**. At this point, Tenant's name, Building ID, Unit ID address, move in date, expiration date, rent amount, and outstanding balance display.

Step 3: Enter in the date on which the tenant moved out. The program will automatically come up with the current date. If the move out date is not the current date, you can change it.

Step 4: In addition to the move out date, you will be able to put in the move out reason. The move out reason information can be up to thirty characters long.

Step 5: Click on the **Save-F4** button to move the tenant out.

Raise or Lower Rents

Raise or Lower
rents at one time

You can use this option to raise or lower rents on a group of units. If you need to change the rent for a specific tenant, you should use the **Enter/Edit Tenant Transactions** option. **Raise or Lower Rents** is an option that you can use for **all** buildings or just a single building.

Steps to Raise or Lower Rents

Step 1: If you wish to change the rent for all buildings, then skip this step. Otherwise, to restrict the rent change to a specific building, check the **Single Building** box. You then enter the **Building ID**. Enter the Building ID of the building for which the rents are to be raised or lowered.

Step 2: Enter the **Rent Above/Rent Below** information. This allows you to enter in criteria for units for which you want to raise rents. For example, say you want to raise/lower rents on units that have a rent above $500.00, but less than $1000. To achieve this, you can then simply put 500 in the **Rent Above** field and 1000 in the **Rent Below** field. Then the system will only raise/lower

rents on units that have rents above $500.00 and below $1000.

Step 3: Enter the **Classification**. This field allows you to specify for which classification you want to raise/lower rents. For example, if you want to raise or lower rents on units with a classification of **2BR**, then you would specify this here and the program will then only raise or lower rents on units with a classification of **2BR**.

⚠ **Important Note**: If the **Single Building** check box is not checked, the program will raise/lower rents on **all** buildings and units that meet these criteria.

Step 4: Enter the **Raise/Lower by fixed amount**. This is the added amount that you want to raise/lower the rents. For example, in order to raise/lower rents by $100, you would enter in 100. You can also raise/lower rents by a percentage of the current rent. If you chose to do so, you must first select the button for this option. Next, enter the **Raise/Lower by percentage**. For example, in order to raise/lower rents by 5%, you would enter in number 5.

Step 5: After entering the criteria for raising/lowering rents, click on the **Raise** button to raise the rents. Inversely, in order to lower the rents, you will need to click on the **Lower** button.

⚠ **Important Note:** The system will only raise/lower the default rents on the units, but **will not** affect the tenant's recurring rent entries. If you need to change a tenant's rent, you will need to go into the **Enter/Edit Recurring Transactions** option and change the recurring entry.

Enter/Edit Tenant Transactions

Create tenant transactions like charges, payments, deposits etc.

Creating a New Tenant Transaction

You can create a new Tenant Transaction as follows:

Step 1: Do not enter a number in the **Transaction Number** field. The program will automatically determine the next Transaction number.

Step 2: The cursor will be at the Transaction Type field. You can now fill in the Tenant Transaction information. An explanation of the fields on the Tenant Transaction screen is available at page 722.

Editing a Tenant Transaction

You can edit a previously saved (but unposted) **Tenant Transaction** as follows:

Step 1: Place the cursor in the Transaction Number field.

Step 2: Type in the Transaction number to edit. If you do not know the Tenant Transaction number, you can click on the **Browse-F3** button to bring up a list of Tenant Transactions currently on file. You can select a Tenant Transaction from this list to view or to edit it.

Step 3: Press the **Enter** key.

Step 4: The **Tenant Transaction** display on the screen. You can now make changes to the tenant transaction as long as it has not been posted. Click on the **Save-F4** button to save the changes.

Deleting a Tenant Transaction

You can delete a previously saved (but unposted) **Tenant Transaction** as follows:

Step 1: Place the cursor in the Transaction Number field.

Step 2: Type in the Transaction number to delete. If you do not know the Tenant Transaction number, you can click on the **Browse-F3** button to bring up a list of Tenant Transactions currently on file. You can select a Tenant Transaction from this list to view or to edit it.

Step 3: Press the **Enter** key.

Step 4:   The **Tenant Transaction** displays on the screen. You can now delete the tenant transactions as long as it has not been posted. Click on the **Delete-F8** button to delete the transaction.

Tenant Transaction Fields

There are several types of transactions you can create on this screen. These different types of transactions share some common fields. They are listed below, followed by information specific to each transaction type.

Transaction Number: When entering a new transaction, you should leave this field blank. When you save the new transaction, the system will automatically assign the next available transaction number. The next transaction number that will be assigned can be changed on the P/M Setup screen.

To edit an existing transaction, enter the **Transaction ID** and click on **Enter**. If you want to browse the existing transactions, click on the **Browse-F3** button. Note that the cursor must be on the Transaction Number field for the browse to work.

Transaction Type: Select the type of transaction that you are entering. After you **Save** the transaction, you will not be able to edit the transaction type. To change the transaction type of an existing transaction, delete and re-enter the transaction.

Building ID/Unit ID: If you enter a **Building ID** and a **Unit ID**, the Tenant ID will automatically display.

Tenant ID: Enter the **Tenant ID** to which the transaction is associated. If you want to browse for a tenant, press **F3** or click on the **Browse** button. Note that the cursor must be on the Tenant ID field for the browser to work. When you select a **Tenant ID**, the Building ID and Unit ID automatically display. After you **Save** the transaction, you will not be able to edit the Tenant ID. To change the Tenant ID, delete and re-enter the transaction.

Tenant Name: Displays the name of the tenant that is associated with the Tenant ID.

Date: Enter the date of the transaction.

Description: The text for new transactions will be pre-filled based on the type of transaction selected. To change the text, type in a new description.

The following describes each of the transaction types, and the remaining data-entry fields available based on the transaction type selected. Note that the G/L accounts that are pre-filled in the data-entry fields are based on the G/L accounts that are located in the P/M Setup screen.

One-Time Charge

G/L Accounts: The program will ask you for the following type of G/L accounts: **Accounts Receivable** and **Income**.

The grid will show all transactions that have been entered for the Tenant excluding the transaction that is currently being entered/edited.

Amount: Enter the amount of the one-time charge. This will increase the balance owed by the tenant.

Payment

G/L Account: The program will ask you for a **G/L Cash (Checking)** account.

The grid will show all outstanding charges for a customer. The **Paid on Bal**. column is used to distribute the payment to the open charges.

Amount: Enter the amount of the payment. After entering an amount, the payment will automatically be disbursed to the open charges in the grid. If the payment amount exceeds the balance

outstanding for the customer the excess portion of the payment will be considered as an "unapplied credit" and will be available in the future for disbursement.

Payment Method: Enter whether the payment was cash, check, etc. The payment types are setup in the Payment Method Maintenance screen.

Card/Check #: Enter the credit card number or check #, if applicable.

Exp. Date: Enter the expiration date of the credit card, if applicable.

Available Credits: The total amount of unapplied credits that the tenant has available. To disburse the unapplied credits, you will need to check the box that is labeled **Apply Open Credits**. (Note that the check box **Apply Open Credits** is not visible when the available credits field lists **0**).

Unapplied Amount: The payment amount plus available credits that have not been disbursed.

Credit Adjustment or Concession

G/L Account: The program will ask you for a G/L **Expense** account.

The grid will show all outstanding charges for a customer. **The Paid on Bal**. column is used to distribute the credit adjustment or concession to the open charges.

Amount: Enter the amount of the credit adjustment or concession. After entering an amount, the credit will automatically be disbursed to the open charges in the grid. If the credit amount exceeds the balance outstanding for the customer the excess portion of the credit will be considered as an "unapplied credit" and will be available in the future for disbursement.

Available Credits: Normally when you enter a credit or a payment, you apply it against a charge. When a credit or a payment is not

applied against a charge, it becomes an unapplied credit. This field displays the total amount of unapplied credits that the tenant has available. To disburse the unapplied credits, you will need to check the box **Apply Open Credits**. (Note that the check box **Apply Open Credits** is not visible when the available credits field lists **0**).

Unapplied Amount: The credit amount plus available credits that have not been disbursed.

Receive Deposit

G/L Accounts: The program will ask you for the following type of G/L accounts: **Cash** and **Refundable Deposit**.

The grid will show all transactions that have been entered for the Tenant excluding the transaction that is currently being entered/edited.

Amount: Enter the amount of the deposit.

Payment Method: Enter whether the deposit was cash, check, etc. The payment types are setup in the Payment Method Maintenance screen.

Card/Check #: Enter the credit card number or check #, if applicable.

Exp. Date: Enter the expiration date of the credit card, if applicable.

Return Deposit

G/L Account: The program will ask you for a G/L **Cash** account.

The grid will show all outstanding deposits for a tenant. The **Paid on Bal**. column is used to distribute the return deposit to the open deposits.

Amount: Enter the amount of the return deposit. After entering an amount, the return deposit will automatically be disbursed to the

open deposits in the grid. The amount of the return deposit cannot exceed the total amount of deposits received less any prior return deposits. The amount of deposits available to be returned is shown in the Available Deposits field.

Check Type: Select the type of check that is being used for the return deposit. If you select **Computer Check**, then you will be required to **Print** the check prior to posting the transaction to G/L. If you select **Manual Check**, then the only requirement is that you enter a **Check Number**.

Check Number: If the check type is **Computer**, then this field is disabled, and the check number will be assigned at the time the check is printed using the **Print Refund** option in the P/M menu. If the check type is **Manual** then just enter the **Check Number**.

Available Deposits: This will display the maximum amount for the return deposit transaction. It is calculated by taking the total amount of deposits received, less any return deposit transactions.

Apply Dep. to Charge

There are no G/L accounts required for this transaction type.

The grid will show all outstanding charges for a customer. The Paid on Bal. column is used to distribute the deposit(s) to the open charges.

Amount: Enter the amount of deposits to apply to the open charges. After entering an amount, the return deposit will automatically be disbursed to the open deposits in the grid. Note that you must completely apply the amount entered to all open charges. If there are not enough charges for the amount entered, you will need to decrease the amount entered.

Available Deposits: This will display the maximum amount for the return deposit transaction. It is calculated by taking the total amount of deposits received, less any return deposit transactions.

Issue Refund

There are no G/L accounts required for this transaction type.

The grid will not have any transactions listed.

Amount: Enter the amount of the refund. The amount of the refund cannot exceed the total amount of credits available to the tenant. The amount of credits available to be refunded is shown in the Available Credits field.

Check Type: Select the type of check that is being used for the refund. If you select **Computer Check**, then you will be required to **Print** the check prior to posting the transaction to G/L. If you select **Manual Check,** then the only requirement is that a **Check Number** be entered.

Check Number: If the check type is **Computer**, then this field is disabled, and the check number will be assigned at the time the check is printed using the **Print Refund** option in the P/M menu. If the check type is **Manual** then just enter the **Check Number**.

Available Credits: This will display the maximum amount available for the refund transaction. It is calculated by taking the portion of payments and credits that have not been disbursed to charges.

Enter/Edit Recurring Tenant Transactions

This option allows you to create **Recurring Charges** for a tenant. A recurring charge is an amount that you bill your tenant on a regular (weekly, monthly etc.) basis. A common example of a recurring charges is a rent charge. You can setup an unlimited number of recurring charges for a tenant. To set up a recurring Concession, just make the amount negative.

The **Generate Recurring Charges** option will actually bill the tenant for the recurring charges (e.g. Rent, Maintenanc, etc.) and increase the Tenant's balance.

This is Recurring Entry #1. There is one recurring entry for this tenant.

Enter/Edit Recurring Tenant Transactions

Tenant ID	05		Tenant Name	Anne Miller
Building ID	001		Building Name	Churchill Village Apartments
Unit ID	3656-09		Class	2 Bedroom

Description	Amount	Period	Next Due Date
Rent	650.00	Monthly	11/01/2000

Delete-F8   « Prev   Next »

A/R	Income
12010	41010

Save-F4   Close-Esc   Browse-F3

Recurring Entry 1 of 1

Creating a New Recurring Transaction

You can create a new Tenant Transaction as follows:

Step 1: Type in the **Tenant ID** for whom you wish to create the recurring transaction. If you do not know the Tenant ID, click on the **Browse-F3** button to display the Tenant List. Select a Tenant from the List. Press **Enter** on the Tenant ID field.

Step 2: The cursor will be at the **Description** field. You can now fill in the Recurring Transaction information. An explanation of the fields on the Recurring Transaction screen is available at

Editing a Recurring Transaction

You can edit a previously saved **Tenant Transaction** as follows:

Step 1: Place the cursor in the Tenant ID field. Type in the **Tenant ID** for which you wish to create the recurring transaction. If you do not know the Tenant ID, click on the **Browse-F3** button to display the Tenant List. Select a Tenant from the List. Press **Enter** on the Tenant ID field.

Step 2: The first recurring transaction displays. If there is more than one recurring transaction, you can click on the **Prev** and the **Next** buttons.

Step 3: When the **Recurring Transaction** you wish to edit is displayed, make the changes you require, and click on the **Save-F4** button**.**

Deleting a Recurring Transaction

You can delete a previously saved **Tenant Transaction** as follows:

Step 1: Place the cursor in the Tenant ID field. Type in the **Tenant ID** for which you wish to delete the recurring transaction. If you do not know the Tenant ID, click on the **Browse-F3** button to display the Tenant List. Select a Tenant from the List. Press **Enter** on the Tenant ID field.

Step 2: The first recurring transaction displays. If there is more than one recurring transaction, you can click on the **Prev** and the **Next** buttons.

Step 3: When the **Recurring Transaction** you wish to delete displays, click on the **Delete-F8** button.

Fields for Recurring Transactions

When you select a valid **Tenant ID**, the system will display the Tenant's name, Building ID, Unit ID, and Classification (e.g. 1BR, 2BR, etc.). The screen will also display the first recurring entry for the tenant, if any.

In order to add a new recurring entry, you will need to click on **Next** button until you get to a blank entry. Now, with a blank entry screen, you will then be able to enter a **Description** for the recurring entry you are adding, as well as the **Amount**, the **Period** you want the recurring charge to appear for, and the **Next Due Date**. The default **Next Due Date** calculation is based on the **Period** you select and is calculated as follows:

⚠️ **Important Note**: **Base Date** refers to today's date.

Weekly: **Next Due Date** is 7 days from "base date"

Bi-Weekly:	**Next Due Date** is 14 days from "base date"
Semi-Monthly:	If "base date" is between the 1st and 14th of the month (inclusive), then the **Next Due Date** is the 15th of the current month. If "base date" is between the 15th and end of the month (inclusive), then the **Next Due Date** is the 1st of the following month.
Monthly:	**Next Due Date** is the beginning of the next calendar month.
Quarterly:	**Next Due Date** is the beginning of the next calendar quarter.
Semi-Annually:	If the "base date" is between January 1 and May 31 (inclusive), then the **Next Due Date** is June 1. If the "base date" is between June 1 and December 31 (inclusive), then the **Next Due Date** is January 1 of the following year.
Annually:	**Next Due Date** is January 1 of the following year.

You will also be able to change the default Debit and Credit accounts. These are set up from the **Building Maintenance** option. The default **Debit** account is 12010 – **Accounts Receivable**, and the **Credit** account is 41010 – **Rental Income**.

Print Recurring Tenant Transactions

After having entered in any recurring entries, you can then print them using this option. Shown below is a sample of this report.

Property Management Recurring Transactions Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Transaction	Description	Period	Next Due	Amount
1	Neal Singleton			
	RENT	Monthly	09/02/98	1500.00
	Lawn Maintenance	Monthly	09/02/98	50.00
	TOTAL CHARGES: 1500.00			
2	Darren Kiley			
	RENT	Quarterly	09/10/98	3500.00
	Lawn Maintenance	Monthly	09/02/98	50.00
	TOTAL CHARGES: 3550.00			

TOTAL RECORDS: 4   TOTAL CHARGES: 5100.00

Generate Recurring Tenant Transactions
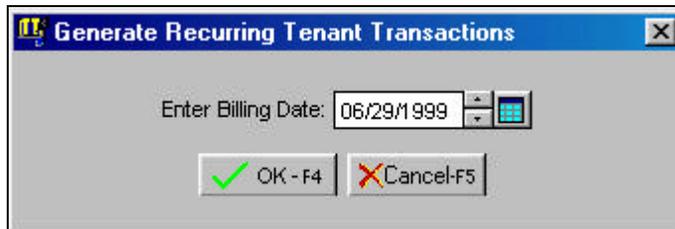
Using this option, the system will charge your tenants for the recurring entries that you have set up depending on the **Next Due** date of the recurring transaction. The system will create transactions in the active transaction file for your tenants and if you need, you can edit them from the **Enter/Edit Tenant Transactions** screen.

The program will ask you for the billing date, and if the **Next Due** date (on the recurring transaction) falls after the **Billing Date**, then the program will **not** generate that recurring transaction, but continue on checking for other transactions that do fall within the Billing Date.

Late Fees

The Late Fees option allows you to bill your customer for overdue payments. The **Setup Late Fees** option allows you to set up the Late Fee Codes. In the **Tenant Maintenance** screen, you can associate a tenant with a **Late Fee Code**. The **Generate Late Fees** option will then charge a late fee to your tenants that meet the criteria.

Setup Late Fees

Set up, charge, and track late fees

The **Setup Late Fees** screen allows you to select the late fee you want to charge.

Step 1: Select a **Late Fee Code**. There are nine pre-set Late Fee Codes (1 to 9). Each Late Fee Code has its own settings to determine how the tenant will be billed a late fee. You can change the settings for each of these nine codes.

Step 2: Select a period for the late for the late fee charge. Late fees can be charged on a **Daily** or a **Monthly** basis.

Step 3: Enter a **Charge** amount. This is the amount that the tenant will owe if they are late in making payments.

Step 4: Select the **Start Day**. This is the day of the month from which the program will start applying the late fee. When you run the **Generate Late** option, you will be asked for a **Post Late Fee Date**. This Late Fee Code will be applied only if the Start Day is equal to or less than the Post Late Fee Date.

For example, if the Start Day is 5 and the Post Late Fee Date is 10th of August, then the Late Fee Code **will be** applied. However if the if the Start Day is 5 and the Post Late Fee Date is 4th of August, then the Late Fee Code **will not be** applied.

Step 5: Enter the **Balance Amount Above** amount. This amount is the minimum balance before the late fee can be charged. For example, if you set this for 500, the system **will not** charge a tenant this late fee if the tenant has an outstanding balance of 450. However, if you have a tenant that has an outstanding balance of 550, then the system **will** charge the tenant this late fee.

Step 6: Enter the G/L Posting Accounts. The default **Debit** account is 12010 – **Accounts Receivable**. The default **Credit** account is 41030 – **Income from Late Fees**.

Once you have setup the Late Fee Codes, you can now go to each Tenant's screen (Tenant Maintenance option) and associate each tenant with a Late Fee Code. If a tenant will not be charged a late fee, then set the Late Fee Code to 0. Use the **Generate Late Fees** option to charge the late fee to the tenant accounts.

⚠ Important Note: You can set up both a monthly and a daily late fee for the same Late Fee Code if required.

Generate Late Fees

When you select this option, the system will charge your tenants a late fee if the tenant falls with in the criteria specified in the **Setup Late Fees** screen. If the tenant does not fall within these criteria, then the tenant will not be charged a late fee.

Step 1: When you run the Generate Late option, the program will ask you for a **Post Late Fee Date**. This Late Fee Code will be applied only if the Start Day is equal to or less than the Post Late Fee Date.

For example, if the Start Day is 5 and the Post Late Fee Date is 10th of August, then the Late Fee Code **will be** applied. However if the if the Start Day is 5 and the Post Late Fee Date is 4th of August, then the Late Fee Code **will not be** applied.

Step 2: Click on **OK** to charge the late fee to the tenant accounts. In order to charge a tenant the late fee, the tenant must be associated with a late fee in the **Tenant Maintenance** option.

⚠ Important Note: If necessary, you can edit the late fee generated from the program using the Enter/Edit Tenant Transactions screen.

Print Refund Checks

This option is used to print Refund checks to be issue to your tenants. In order to issue a Refund Check to a tenant, the tenant must have either a Deposit Amount to be refunded or an unapplied credit balance on file. Here is how you can issue a Refund Check to a Tenant:
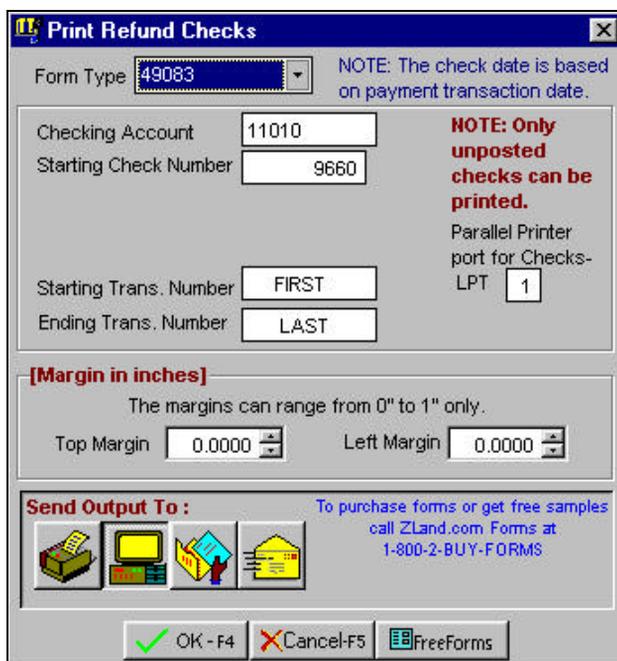
Step 1: From the **P/M** menu select the option **Enter/Edit Tenant Transactions**.

Step 2: If you are issuing a refund for a tenant deposit, then select the **Return Deposit** option. If you are issuing a refund for an unapplied credit that the tenant has on file, then select the **Issue Refund** option. The Maximum amount you can refund will be listed as **Available Deposit/Credits** under the Check Type field. You cannot issue a refund greater than this amount.

Step 3: Next type the **Tenant ID**, **Date**, **Description,** and the **Amount** of the refund. Press the **Save-F4** button to save the transaction.

Step 4: From the **P/M** menu select the option **Print Refund Checks**. Place the check forms in your printer. Set the output device to Printer. Press the **OK-F4** button to print the checks. These checks are automatically saved in the Bank Manager for bank reconciliation and checkbook balance tracking.

Form Styles

The form style determines how the check will look when it prints. You can choose from the following Check Styles:

Checks Available from ZLand Forms

Style#	Description
4600	Plain Paper MICR Check for optional MICR Module– Purchase blank Security Check style#49083 without any printing on it.
49083	Check (Laser) (8.5" x 11"). **Parts Available**: 1
86103	Check (Dot Matrix) (8.5" x 7" Detached). Top Stub. **Parts Available**: 1 or 2, carbonless
86913	Check (Dot Matrix) (8.5" x 7" Detached). Bottom Stub.
86933	Check (Dot Matrix) (8.5" x 7" Detached). Top Stub.
86953	Check (Dot Matrix) (8.5" x 7" Detached). Top Stub. **Parts Available**: 1,2 & 3, carbonless
772511	Double Window Envelope for checks with safety tint pattern

Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.

⚠ **Important Note:** This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

For information on ordering forms **or FREE SAMPLES,** please refer to the on-line Forms Brochure included with the program**.** You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at:

(800) 2-BUY FORMS

Post P/M Transactions

When Do I Select This Option?

You should select this option after you have entered all the transactions for the month.

What Should I Do Prior to Selecting This Option?

Prior to selecting this option, you must do the following:

1. Print the **Tenant Aging** report to ensure that all the data is correct.

---

2.   Backup all the data files from the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup using the **Restore** option in the **File** menu.

What Does This Option Do?

To **Post**, select the **Post Transactions** option from the **P/M** module.

When you select this option, the program will ask you to confirm that you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

The program will display the posting date, which will be the system date from your computer. All the transactions will be posted to the month in which this date falls. If you want to change the date, you may do so at this point.
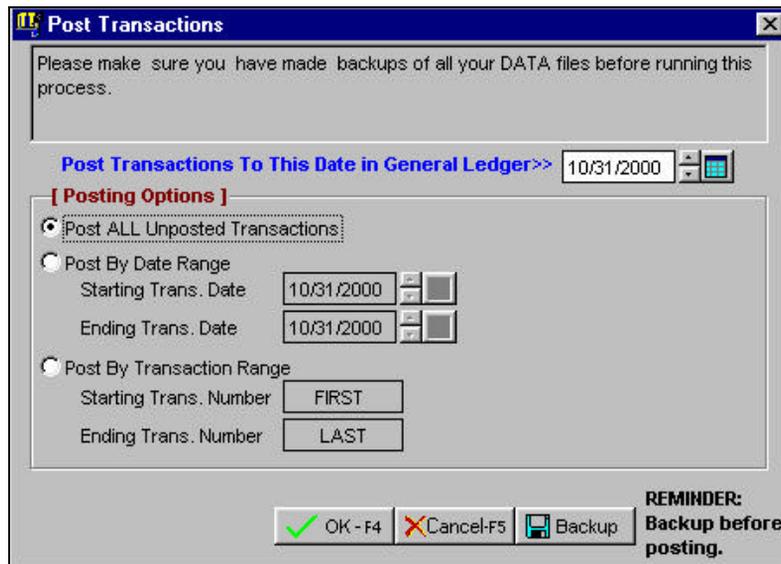
You can choose the following posting **options**:

Post All UnPosted Transactions: This option will post all transactions that have not been posted before. This option is the default choice.

Post By Date Range: You can choose to post transactions that have the transaction date in the date range you specify. Use this option to post a part of the unposted transactions. This option is useful if you have transactions for multiple periods and you wish to post transactions that fall in a specific period only.

Post By Transaction Range: You can choose to post transactions that have the transaction number in the range you specify. Use this option to post a part of the unposted transactions. This option is useful if you want to post a single transaction or a group of consecutive transactions.

⚠ Important Note: This process is irreversible and should only be done once you are sure the transactions are correct. If you have made a mistake after posting, you will then need to correct the tenant's information by creating an adjusting transaction in the **Enter/Edit Tenant Transactions** screen.

The following points describe the actual posting process in detail.

- Tenant Transactions of the type **Payments** and **Receive Deposits** are posted to the **Select Payments to Deposit** option. This is done so that you can consolidate all your deposits into a single deposit in the checkbook.
- Details of all the debits and credits are posted to the general ledger. This posting may be viewed from the **Enter/Edit G/L Transactions** option. The Journal Entries created have the Journal Source as **PM** to signify that this posting originated from the **Post Transactions** option in the Property Management Module.

- The Journal Entries created in G/L are as follows:

Type	Debit Account	Credit Account
Recurring Charges	Accounts Receivable –12010. Obtained from P/M Setup.	Rental Income – 41010. Obtained from Building Maintenance.
Late Fees	Accounts Receivable –12010. Obtained from P/M Setup.	Late Fee Income – 41030 of the account type Income. Obtained from P/M Setup.
One Time Charge	Accounts Receivable –12010. Obtained from P/M Setup.	Rental Income – 41010. Obtained from P/M Setup.
Payment	Checkbook account – 11010 of account type Cash. Obtained from P/M Setup.	Accounts Receivable –12010. Obtained from Company Setup.
Credit Adjustment	Account Entered on Transaction (e.g. Bad Debt) – 52320 of account type Operational Expense. Obtained from P/M Setup.	Accounts Receivable –12010. Obtained from Company Setup.
Receive Deposit	Checkbook account – 11010 of account type Cash. Obtained from P/M Setup.	Refundable Deposits – 23010 of the account type Other Current Liability. Obtained from P/M Setup.
Return Deposit	Refundable Deposits – 23010 of the account type Other Current Liability. Obtained from P/M Setup.	Checkbook account – 11010 of account type Cash. Obtained from P/M Setup.

Deposit Payments to Checkbook

This option is used to select individual payments made by your tenants and to consolidate them into a single deposit. Let us say you deposit your payments to the bank on a daily basis. You may receive several payments from your tenants during the course of the day. At the end of the day, you would normally make only one deposit to the bank.

The purpose of this option is:

1. Allow you to take all the payments for the day (or any other period of time) and create a single deposit into the checkbook reconciliation screen. When you reconcile at the end of the month, you would then have a single deposit to match up with the bank statement – instead of trying to match individual payments to deposits.

2. You can print a deposit transaction report. Many banks will accept the report along with the deposit. You may check with your bank if they will accept this report. This will save you time in manually completing a bank deposit slip.

Select Payments to Deposit

This option will list the individual payments you have received from your tenants. You can mark or tag these individual payments and consolidate them into one deposit in the checkbook.

Select Payments To Deposit

| Edit Deposit Number | 51 | Date | 03/30/1998 | Checking Account | 11010 |

Select All

Customer ID	Company/Name	Payment Mode	Invoice #	Date	Deposit Amt.	Mark
1114	ALASKA ELECTRONICS SPL		980255	03/30/1998	158.10	☑
1163	ALLIED ELECTRONICS INC		980229	03/30/1998	1623.90	☑
1147	COLLMER SEMICONDUCTOR		980592	03/30/1998	2911.75	☑
1166	DEVRY INST OF TECH/TX		980724	03/30/1998	229.15	☑
1346	Electronic Mail		980966	03/30/1998	41.65	☑
2080	NATIONAL INST OF TECHNO		801328	03/30/1998	3825.05	☑
1088	PRESCOLITE OUTDOOR MFG		801278	03/30/1998	1787.60	☑

☑ Posted

Total | 10377.20

Save-F1 | Cancel-F5 | Close-Esc | Delete-F8 | Browse-F3

Consolidate payments from P/M, O/E, A/R, and POS and into one deposit

Here are the steps to follow:

Step 1: Leave the **Deposit Number** field blank. The program will automatically assign a deposit number. Press **Enter** on the **Date** field or enter in a different deposit **Date** per your requirements.

Step 2: Select the **Checking** account for which you want to display the payments. Press the **Enter** key.

Step 3: If you wish to make a single deposit for all the payments, click on the **Select All** button. Otherwise, checkmark the payments in the **Mark** column individually.

Step 4: Click on the **Save** button to save the transaction.

Step 5: Print the **Deposit transaction report** to list the deposit details.

Step 6: **Post the Deposits** to the checkbook. This step creates a deposit in the checkbook reconciliation screen.

Deposit Transaction Report

<table>
<tr><td colspan="6" align="center">Deposit Transaction Report
Joe Smith & Company
8876 Broadway Avenue
Moorpark, CA 93021</td></tr>
</table>

Acct: 11010 - Checking Account 1
Bank: First City Bank
From: 08/23/1999 to 08/23/1999

Customer ID	Company	Source Of Deposit	Source Trans	Source Date	Deposit
JS	John Smith	Property Management	54578	08/23/1999	190.00
NW	Nancy Walker	Property Management	55487	08/23/1999	9298.13
BR	Bill Rode	Property Management	56984	08/23/1999	47923.70
				Total For Deposit :	57411.83

Post Deposits to Checkbook

When you select this option, the program will create a deposit in the checkbook reconciliation screen.

The program will display the posting date, which will be the system date from your computer. All the transactions will be posted as a deposit for that particular date. If you want to change the date, you may do so at this point.

You will be asked to confirm if you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

Process NSF/Bounced Check

This option will create the appropriate transaction entries for non-sufficient funds (NSF) checks.

Step 1:   Enter the **NSF Transaction Date** for the check.

Step 2:   Enter the **Tenant ID** for the tenant for whom you would like to **List Payments**.

Step 3:   Enter the **G/L Income Account** number to record the revenue for the service fee.

Step 4:   Click on the **Select** box next to the payment that was returned for NSF.

Step 5:   The date of the payment transaction displays in the **Date** field of the grid.

Step 6:   Enter the **Description** for the transaction created to offset the NSF check.

Step 7: Enter a **Description for Service Fee**, if you are charging one.

The original **Amount** of the transaction and the G/L **Checkin**g **Account** number associated with the payment display in the next two fields.

Step 8: Click on **Ok** to process the NSF transaction or **Cancel** to abort it.

The following is a list of the transactions that will be created for NSF checks. These transactions will handle both accrual-basis and cash-basis accounting methods:

Transaction #1: A one-time charge is created for the amount of the NSF check. The default G/L accounts will be as follows:

G/L Acct	Debit	Credit
A/R (12010)	NSF Check Amt.	
Income (41010)		NSF Check Amt.

Transaction # 2: A service charge is created in Bank Manager for the amount of the NSF check. The default G/L accounts will be as follows:

G/L Acct	Debit	Credit
Income (41010)	NSF Check Amt.	
Cash (11010)		NSF Check Amt.

Transaction # 3: (If an amount was entered for the service fee). A one-time charge is created for the amount entered for the service fee. The default G/L accounts will be as follows:

G/L Acct	Debit	Credit
A/R (12010)	Service Fee Amt.	
Income (42030)		Service Fee Amt.

Property Management Reports

This option has a submenu, which lists all of the reports available to you for the Property Management system. Following is a list of reports with descriptions of the report as well as a sample of the report itself:

Building Listing

The **Building Listing** report will print the Building ID, address, number of units, vacancies, total square feet, and net square feet.

Building Listing Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Building ID	Address	Total	Units	Vacant	Net Sq Ft	Tot Sq Ft
1	Moorpark Estates 11988 Challenger Court Moorpark, CA 93021 **Phone:** (805) 532-9171 **Fax**: (805) 532-9174	154	150	4	200000	198000
2	Moorpark Apartments 387 Zachary Avenue Moorpark, CA 93021-2071 **Phone:** (805) 549-4189	50	50	0	50000	45000

Unit Listing

The **Unit Listing** report will list all of your units under the Building ID. The report will give you the Unit ID, classification, rent, telephone (in unit), and tenant name. If the unit is vacant, the system will specify this with **"*** VACANT ***"** instead of a tenant name.

```
                          Unit Listing Report
                          ZLand
                          11988 Challenger Court
                          Moorpark, CA 93021-2071

Unit ID  Building ID   Building Name  Classification    Rent   Telephone          Tenant

401      ME            Moorpark Est   Apt            1200.00   805-555-1234       Neal Smith
100      PK            Parker Apt     Apt            1500.00                      *** Vacant ***
101      PK            Parker Apt     Apt            1400.00   805-532-1111       Darren Kiley
```

Tenant Listing

The **Tenant Listing** report will give you a listing of your tenants,
their phone numbers, the date their lease expires, current balance,
and status. If the tenant is currently residing in a unit, the system
will also print the Building ID and Unit ID.

```
                          Tenant Listing
                          ZLand
                          11988 Challenger Court
                          Moorpark, CA 93021-2071

Unit ID         Tenant Id-Name        Telephone      Balance       Status    Lease Expires

Building ID: PARKER     Building Name: Parker Apartments

Neal Singleton  (805) 532-9171  805-555-1212        0.00      Current   09/02/2000
Darren Kiley    (805) 532-3333  805-555-3456     3500.00      Current   05/30/2000
```

Tenant Listing (Balances Due)

The **Balances Due** report will print you a listing of the tenants who
currently have a balance. The report will show you the tenants
name, phone number, lease expiration date, current balance, and
status. If the tenant is currently residing in a unit, the system will
then also print the Building ID and Unit ID.

```
                          Tenant Listing
                          ZLand
                          11988 Challenger Court
                          Moorpark, CA 93021-2071

Unit ID        Tenant Id-Name      Telephone     Balance        Status    Lease Expires

Building ID: PARKER    Building Name: Parker Apartments
Neal Singleton  (805) 532-9171  805-555-1212      467.00        Current   09/02/2000
Darren Kiley    (805) 532-3333  805-555-3456      600.00        Current   05/30/2000
```

Tenant Listing (Credit Balances)

The **Credit Balances** report will print you a listing of the tenants
who currently have a credit balance. The report will show you the
Tenants name, phone number, lease expiration date, current
balance, and status. If the tenant is currently moved in to a unit, the
system will then also print the Building ID and Unit ID.

```
                          Tenant Listing
                          ZLand
                          11988 Challenger Court
                          Moorpark, CA 93021-2071

Unit ID        TenantId-Name       Telephone     Balance        Status    Lease Expires

Building ID: PARKER    Building Name: Parker Apartments
Neal Singleton  (805) 532-9171  805-555-1212     -450.00        Current   09/02/2000
Darren Kiley    (805) 532-3333  805-555-3456     -500.00        Current   05/30/2000
```

Tenant Listing (Payment History)

This report lists the payments made by a tenant. You can print this
report for a range of buildings, for a range of tenants, and for a
range of transaction dates. You could also include moved-out
tenants in the report.

⚠ **Important Note:** The report only includes payment
transactions. It does not include deposits and/or credit adjustments.

Building Notes/Unit Notes/Tenant Notes

These reports print up the entered notes for Building, Unit, or Tenant, respectively.

Building Notes

Unit Notes

Tenant Notes

Unit Maintenance Report

This report is available from the Report submenu. This report will list the maintenance information for each unit. You can enter this information from the **Maintenance** tab on the **Unit Maintenance** screen. You can print this report for a range of units or buildings. This report will sort by Building + Unit. Each building will print on a new page.

Date: 10/31/2000
Time: 16:23:36
User: System Administrator

Unit Maintenance Report
Al & Ed Electronics
11988 Main St
Moorpark, CA 93021

Page: 1

Unit Id	Date	Description/Notes	Amount
Building Id: 001		Building Name: Churchill Village Apartments	
161 D-01	06/18/2000	Carpet replaced.	700.00
		10/31/2000 04:22:14 PM - Carpet replaced due to being 7 years old.	
161 D-01	02/05/2000	Unit door and windows replaced.	300.00
		10/31/2000 04:20:56 PM - Unit door and windows replaced due to weatherbeaten condition!	
		Total For Unit:	1000.00
		Total for Building:	1000.00

Mailing Labels

When this option is selected, the system will print the mailing labels for a selected range of buildings. The labels listing will print the tenant's name, address (from **Building Maintenance** or the alternate address from **Tenant Maintenance**).

Tenant Activity Report

The **Tenant Activity Report** will print a list of transactions sorted by tenant number. The report will show the transaction number, the description, the type of transaction, what accounts the transaction will debit and credit, as well as the date of the transaction.

```
                              Tenant Activity Report
                              ZLand
                              11988 Challenger Court
                              Moorpark, CA 93021-2071


                                                                    Deposit      Transaction
Trans #  Date          Type                  Description  Posted   Check#  Amounts       Amounts

Building ID: PARKER      Building Name: Parker Apartments


Unit ID:101                   Tenant ID: NS *  Neal Singleton
1        01/04/1999    Receive Deposit       Sec. Deposit    N       456    1500.00
2        01/07/1999    Charge/Bill           RENT            N                              1500.00
3        01/15/1999    Payment               Payment         N       457                   -1000.00
                                                       Tenant Totals:         1500.00        500.00

Unit ID:102                   Tenant ID: DK * Darren Kiley
5        01/07/1999    Charge/Bill           RENT            N       321                    1500.00
                                                       Tenant Totals:            0.00       1500.00

                                                       Building Totals:        1500.00       2000.00
```

Vacancy Listing

The **Vacancy Listing** report will print a list of the units that are
vacant. It will sort them by Building ID, displaying this on the
report. Listed will be the Unit ID, classification of the unit, current
rent, and the telephone number.

```
                              Vacancy Listing Report
                              ZLand
                              11988 Challenger Court
                              Moorpark, CA 93021-2071

Unit      Classification                        Rent              Telephone

Building ID: PARKER     Building Name: Parker Apartments


101       Condominium                          1500.00           (805) 532-1111
405       2BR Apt                               750.00           (805) 532-2222
                              Building Total:   2250.00
```

Move in Report

The **Move in Report** will print a list of tenants sorted by units, and sorted by buildings. It will display the Building ID and name, then the Unit ID and classification. After this, the program will then print the date the tenant moved in, the lease expiration date, rent, any deposits made, concessions, and the tenant's name. This report conveniently prints the totals at the bottom of the report.

Move In Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Unit ID	Tenant ID-Name	Classification	Move In	Lease Expires	Rent	Deposits	Credits
Building ID: PARKER		Building Name: Parker Apartments					
101	Neal Singleton	Apt	09/02/1999	09/02/2000	1500.00	500.00	
101	Darren Kiley	Apt	09/02/1999	09/02/2000	1400.00	450.00	
				Building Totals:	2900.00	950.00	

Move out Report

The **Move out Report** will print a list of tenants, sorted by Building ID, then by Unit ID. The report will list the Building ID, the Unit ID, Classification, and tenant name. Once this has been printed, the system will then print the move out date of the tenant, the move in date, and the expiration date of the tenant's lease. If the lease was not fulfilled, the system will then display an "N" on the report, and it will display a "Y" if it had been fulfilled. Then the report will print the rent, deposit, current balance, and reason for the tenant moving out.

Move Out Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Unit ID	Tenant ID-Name	In Date	Out Date	Exp.On	Used	Move Out Reason	Rent	Deposit	Balance
Building ID: PARKER		**Building Name: Parker Apartments**							
101	JS-Jason Smith	01/01/1999	06/01/1999	12/31/1999	N	New Job	500.00	450.00	395.00
102	NM-Nancy Myer	01/05/1999	09/01/1999	12/31/1999	N	Relocation	500.00	450.00	0.00
				Total For Building PARKER:			1000.00	900.00	395.00

Tenant Aging Report

The **Tenant Aging Report** will print a list of transactions sorted by your Tenant IDs. This report will give you a list of transaction numbers, the description, and the balance in one of four columns:

- **Current**: This column will list all transactions that are due within the next thirty days of the report date.
- **Over 30**: This column will list all transactions that are due between 30-60 days of the report date.
- **Over 60**: This column will list all transactions that are due between 60-90 days of the report date.
- **Over 90**: This column will list all transactions that are due for more than 90 days of the report date.

Tenant Aging Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Trans. #	Date	Description	0-30	31-60	61-90	Over 90
Building ID: PARKER		**Building Name: Parker Apartments**				
Unit ID: 101		**Tenant**: NM – Nancy Mason	**Home Phone**: 805-555-1212			
Work Phone: 805-555-1212						
1	01/01/1999	Security Deposit	-150.00			
2	01/04/1999	RENT	150.00			
3	01/06/1999	Payment	-200.00			
		Totals For Tenant NM:	-200.00	0.00	0.00	0.00
		Totals For Building:	-200.00	0.00	0.00	0.00

Statements

This option is used to print statements for tenants. These statements show the tenant transactions and balance due. In addition, the top portion of the statement has the payment stub. The tenant can mail this stub to you with the payment. The following fields are available on the Report.

There are three types of PM Statements:

Form Type	Description
49693	Laser Statement - for Use with Laser and InkJet Printers (Pre-Printed Form)
86993	Dot Matrix Statement - for Use with Dot-Matrix Printers (Pre-Printed Form)
4189	Print on Laser or Dot Matrix printers on plain paper

⚠ **Important Note**: All statements are 8.5" x 11" in Size

Statement Date: This the date that will be printed on the statement

Tenants: Select the Range Of Tenants you want to include.

Transaction Dates: This is the range of dates for which transactions will be listed. All balances prior to the FROM date will be listed as "Balance Forward".

Include Tenants with Zero Balances: Print statements for tenants that have a Zero Balance on their account.

Print Payment Return Information On Statement: This is VALID for Plain Paper 4189 Statements Only. This will print the "Amount Enclosed" and the detach line on the top of the plain paper. On the pre-printed forms this information is already on it.

Rent Roll Reports

The following is an explanation of the **Rent Roll** reports.

⚠ **Important Note**: By default, the report will only print information for tenants that are currently residents. The **Include all Tenants** check box allows moved-out tenants to be included on the report. However, tenants that do not have any activity within the specified date range will not show up on the report.

What Are Concessions and How Do They Work?

Usually when you wish to credit a tenant (for a reason other than a payment received), you create a transaction of the type **Credit Adjustment**. This transaction is created using the **Enter/Edit Tenant Transactions**. Credit Adjustments appear in the **Credits** column on the **Rent Roll Reports**. However there is another type of a special credit called **Concessions**. Concessions are usually used in situations similar to the following scenario:

TIP! As an example, if you have a property manager who stays in an apartment, which has a Rent of $650 per month, in many cases, a part or all of this rent is waived. This waiver is called a **Concession.** In addition, you would most likely want to display the Rent and the Concession separately on the **Rent Roll Report**.

Concessions can be entered by the following two methods:

- You can enter two Recurring charges for the tenant - One for the **Rent** and the second for the **Concession** as a negative amount. When you generate recurring charges, the program will automatically create the Rent and the Concession for you.

- If need be you can enter a Concession manually using the Enter/Edit Tenant Transactions option. Let us say you want to enter a Concession for $250.00. To do this, go to the **Enter/Edit Tenant Transaction** option, create a transaction of the type **Concession** and enter the amount as a positive amount of $250.00.

Rent Roll Report (1)

The **Rent Roll Report (1)** will print a list of your buildings, units, and tenants. This report will print a list of all rents, charges, a total of the two, any concessions, payments, current balance, beginning balance, and ending balance. The system will also total up these columns at the bottom of the report for you. Listed below is a detailed explanation of each field on this report.

Building - Rent Roll Report is printed in Building and Unit order. This is the **Building ID** number.

Unit - Rent Roll Report is printed in Building and Unit order. This is the **Unit ID** number.

Rent – This will include any transactions from the **Edit Tenant Transactions** screen that:

- Are marked as a charge
- The left four characters of the description are "Rent"
- The amount is greater then 0
- Fit in the range of dates you selected for the report

Other Charges - Will include any transactions from the **Edit Tenant Transactions** screen that:

- Are marked as a charge.
- The left four characters of the description are <u>not</u> "Rent"
- The amount is greater then 0
- Fit in the range of dates you selected for the report

Total: Sum of the Rent and Other Charges

Concessions – This will include any transactions from **Enter/Edit Tenant Transaction** screen that were created as the type **Concession**.

Credits – This will include any transactions from the **Enter/Edit Tenant Transaction** screen that:

- Are marked as a credit adjustment
- Fit in the range of dates you selected for the report

Payments – This will include any transactions from the **Enter/Edit Tenant Transactio**n screen that:

- Are marked as a payment
- Fit in the range of dates you selected for the report

Current Balance = Rent + Other Charges – Credits - Payments

Beginning Balance: In the tenant file, there is a tenant balance field. The starting balance is the Tenant Balance - the Current Balance

---

⚠ **Important Note**: The Tenant Balance is the tenant balance as of the time you began to run the report. It is not the balance as of the range of dates for which the report is being run. If you were to run this report for a month last year, it will only show the Rent, Other Charges, Total, Credits, and Payments as of the dates you used for the report. However, the Starting Balance will reflect the actual data as it is now.

Ending Balance - In the tenant file, there is a tenant balance field. This field is the amount of the Tenant balance owed to you now.

Rent Roll Report (1)
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Unit/Tenant	Rent	Charges	Total	Concessions	Payments	Current	Beginning	Ending
Building ID: PARKER		**Building Name: Parker Apartments**						
101* NS* Nancy	1500.00	0.00	1500.00	0.00	1000.00	500.00	0.00	500.00
102*JS*John	500.00	0.00	500.00	0.00	500.00	0.00	0.00	0.00
	2000.00	0.00	2000.00	0.00	1500.00	500.00	0.00	500.00

Rent Roll Report (2)

The **Rent Roll Report (2)** will print a list of your tenants per building. This report will list all deposits that have been held, when the tenant moved in, the expiration date of the lease, total rent, any other charges, concessions, payments, security deposits as well as the current balance. This report will also total all of these at the bottom of the report for you. Listed below is a detailed explanation of each field on this report.

Unit – Rent Roll Report is printed in Building and Unit order. This is the unit number.

Tenant – This will print the tenant's last name.

Security Deposit Held – This will include any transactions that:

- Are marked as a deposit
- Include any date the deposit was received, regardless of the range of dates you selected for this report
- The Security Deposit Held will not be included in any of the payment or balance information from this column. It will only be included if it is in the Security Deposit column, and was received within the selected range of dates.

Move-In Date – Will print the date the tenant moved in

Lease Expires – Will print the date the lease expires

Rent Amount – This will include any transactions from the **Enter/Edit Tenant Transaction** screen that:

- Are marked as a charge
- The left four characters of the description are "Rent"
- The amount is greater then 0
- Fit in the range of dates you selected for the report

Other Charges – This will include any transactions from the **Enter/Edit Tenant Transactions** screen that:

- Are marked as a charge
- The left four characters of the description are <u>not</u> "Rent"
- The amount is greater then 0
- Fit in the range of dates you selected for the report

Concessions – Will include any transactions from **Enter/Edit Tenant Transaction** screen that were created as the type **Concession**.

Credits – Will include any transactions from the **Enter/Edit Tenant Transactions** screen that:

- Are marked as a credit adjustment
- Fit in the range of dates you selected for the report

Payment – Will include any transaction from the **Enter/Edit Tenant Transactions** screen that:

- Are marked as a payment
- Fit in the range of dates you selected for the report

Security Deposit – Will include any transactions that:

- Are marked as a deposit
- Fit in the range of dates you selected for the report

Balance - In the tenant file, there is a tenant balance field. This field is the amount of the Tenant balance owed to you now.

⚠️ **Important Note**: The Tenant Balance is the tenant balance as of the time you began to run the report. It is not the balance as of the range of dates for which the report is being run.

Rent Roll Report (2)
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Unit/Tenant	Move-In	Lease	Deposit	Rent	Charges	Concessions	Credits	Payments	Deposits Balance
Building ID: PARKER	**Building Name: Parker Apartments**								
101* NS* Nancy	09/02/1998	09/02/1999	0.00	500.00	0.00	0.00	450.00	0.00	50.00
102*JS*John	05/30/1998	05/30/1999	0.00	500.00	0.00	0.00	500.00	0.00	0.00
			0.00	500.00	0.00	0.00	500.00	0.00	0.00

User Defined Report

The **User Defined Report** allows you to print a report that lists any transactions you have in the system. For example, if you want a report for all rents currently charged you would select the **Rent** option.

User Defined Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

Building ID	Unit ID	Date	Tenant ID	Tenant Name	Transaction#	Amount
PARKER	101	01/01/1999	NM	Nancy Mason	111	1500.00
				Total For Tenant NW:		1500.00
PARKER	102	01/01/1999	JS	John Smith	112	1400.00
				Total For Tenant JS:		1400.00
				Total For All Tenants:		2900.00