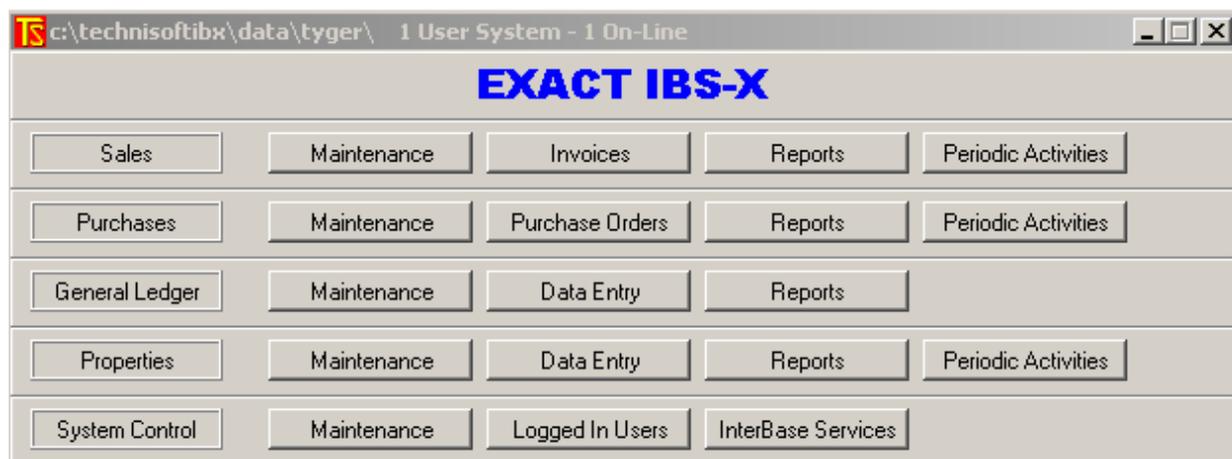


# Exact Property Rental Management Routine

1. Enter Costs to Properties - Creditors Invoices or Cash Book Payments. Creditors Reports
2. Enter Cost to Tenants - Raise Tenants Invoices
3. Enter Cash Book Payments – Owners – Creditors.
4. Transfer amounts due to Business Account.
5. Reconcile Cash Book.
6. Print Reports Tenants Renewals and end of lease. Adjust Tenants.
7. Month end Close for Properties Tenants and Creditors
8. Raise Rental for following month or Mid month for new tenant
9. Enter Cash Book Receipts – From tenants, owners.
10. Process Regular Property disbursements
11. Print Owners Statements
12. Pay Owners, Creditors and Tenants Expenses. See 4.
13. Repay Tenants Deposits who have left.
14. Enter new Properties.
15. Enter new Tenants
16. Correct commission
17. Summary.



# 1. Entering Costs to Properties.

Anything paid on behalf of owner except regular payments.

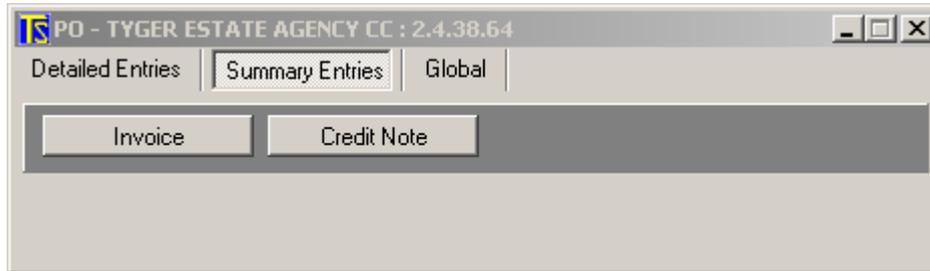
For example - Special levies, Revenue Stamps, Lease Fees, Repairs etc.

## 1.1 Via Purchases Module

Enter Creditors Invoices to Property if to owners account.

### Purchase orders

#### Summary Entries – Invoice



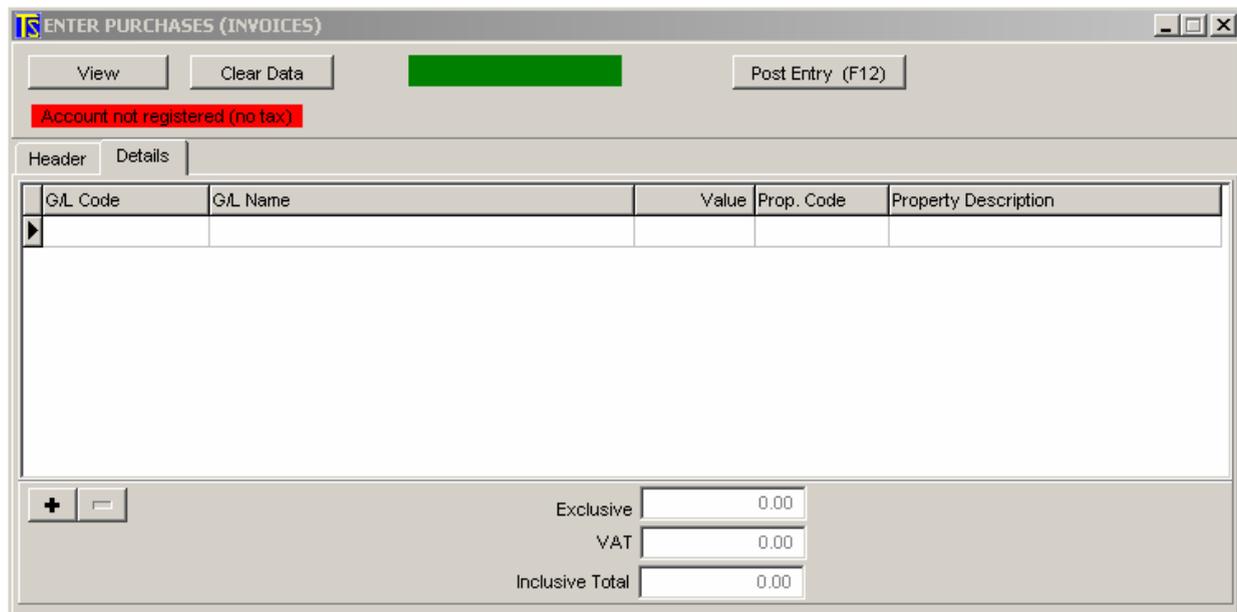
**Account** <To whom payment is being made>

**Transaction Date**

**Document Number**

**Notes** – <What the invoice is for>This will print on the Property Statements

**Details** - <Ctrl + TaB>



**G/L Code** ALWAYS **RENTALS APPLIED** if for property

**Value** <AMOUNT>

**Prop Code** <Property Code > E.g. C79

<F12> to POST

### To reverse or cancel an invoice

#### Purchase orders

#### Summary Entries – Credit Note

**Account** <To whom Invoice is being reversed>

**Transaction Date**

**Document Number**

**Notes** – <What the invoice was for>This will print on Statement

**DETAILS** [Ctrl +TAB]

**G/L Code** ALWAYS **RENTALS APPLIED** if for property

**Value** <AMOUNT>

**Prop Code** <Property Code> E.g. C79

<F12> to POST

## 1.2 Via Cash Book

Cash or cheque payments made on behalf of the Property/Owner.

### General Ledger – Data Entry – Payments.



**Credit Account** - <Bank Account> if paid out of bank or Credit Card or Cash.

**G/L Code** < RENTALS APPLIED >

**Date** – Date of transaction

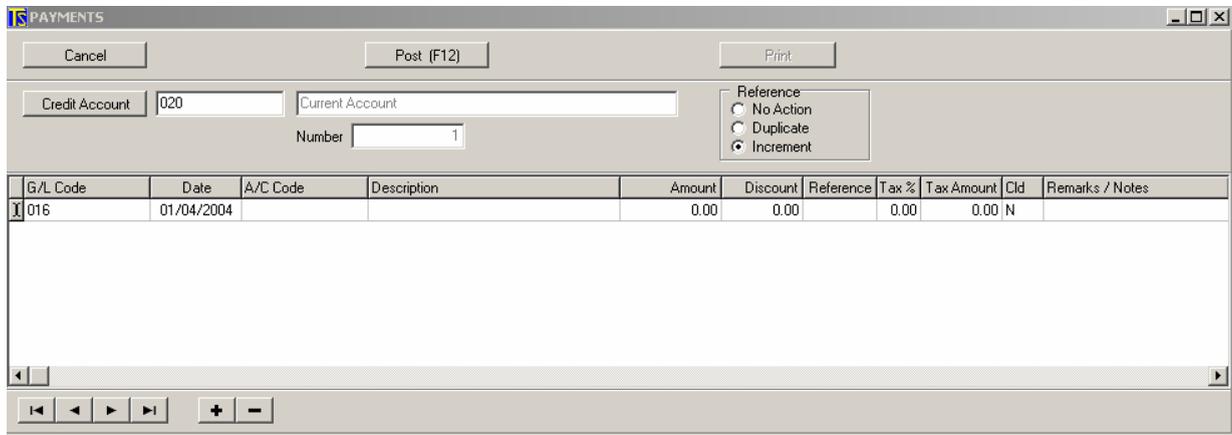
**A/C Code** - <Property Code>

**Amount** - <Value>

**Reference** – Cheque No. or EFT No. Etc.

**CLD** – <Y>es If Cleared/ Reconciled. <N>o If not

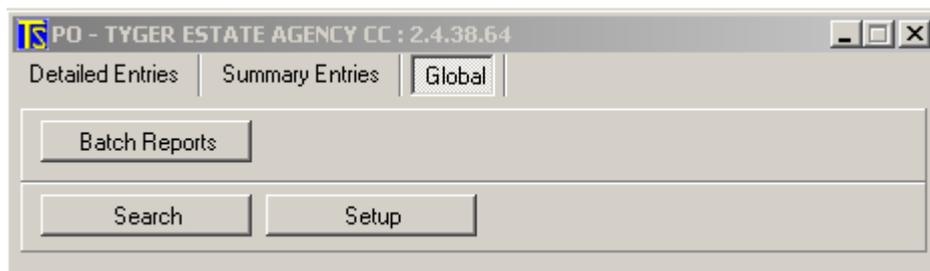
**Remarks/Notes** – <Who is being Paid and what for.>



## CREDITORS REPORTS

Batch Report

**Purchase orders – Global – Batch Report** – Select Current period



Print a Creditors Balance report at the end of the month.

### Purchases – Reports – Balances



## 2. Enter expense to be paid on behalf of tenants.

Statement for the Tenant can be printed if required to show all expenses.

For example Water, sewerage, lease costs, carpet cleaning, garden service etc.

### Sales – Invoices – Detailed Invoices

**Account** < Tenants Code >

**Invoice Date** <dd-MM-yyyy>

**Details** <Ctl+TAB>

**Notes** <What paying> e.g. Electricity, lease fees etc.

**Code** - F2 will display a list. Select one or Tab to Description field and enter your own description.

**Qty** <1> Price <00.00>**G/L Code** F2 will display list select suitable code.

<F12 > To Post

## 3. Payments - Cash Book

**General Ledger – Data Entry - Payments**

**Credit A/C** <020> Current Account or Credit Card or Petty Cash.

**G/L Code** F2 to Select Account code to Debit

**Date** <dd-MM-yyyy>

**Code** – If payment to Tenant, Property (see1) or Creditor (see 14), enter relevant code.

**Amount** <0.00>

**Reference** <Cheque No EFT No.>

**Cleared** <N>o until reconciled.

**Remarks Notes** <To whom the cheque is made out to>

## 4. Transfer monies due to Business Account.

All VAT is paid out of the Business account not the Trust account. Commission received, lease fees revenue stamps etc. are transferred to get amount needed print the following report.

**General Ledger - Reports – Summary Trial Balance.**

**Select Period** to report on.

Each set of Business income or expense accounts have a corresponding Income / Expense Transfer account. The commission is a VAT exclusive amount and Vat must be added to the transferred amount (The Input VAT will Correspond to the Output VAT)

## 5. Reconcile Bank Account

**General Ledger – Data Entry – Reconcile**

**Locate** Account F2 to select.

**Un-cleared only**

**Include Dependents** – If Selected will include Journal Entries.

**New Style** – Allows you to enter Target (value on bank statement) amount.

**Get Transactions**

**Enter amount of Bank statement in Target Amount.**

CTRL + Click to highlight cleared amounts then Click <SET AS CLEARED>

Once correct click <COMMIT>

**Report** – Un-cleared only - Print

## 6. Tenants Reports

### Sales – Reports - Balances

### Sales – Reports – Invoices - Sales Analysis

Select Period and Detailed to check all Tenants costs have been invoiced.

- ❖ Print the following reports before raising rentals and increase any Rentals due for increase. Adjust for any tenants vacating early.

### Properties - Reports – Leases

Earliest Date - Latest Date to report on **View**

Add New Properties/Tenants (see18/19) before step 8

## 7. Month End close Properties, Creditors, Tenants.

Once you have paid out all the properties print all reports you need, close off Creditors Debtors and Properties and start the cycle again.

### Close Tenants

**SELECT : Sales - Periodic activities – End of Month**

The screenshot shows a software window titled "DB PA - TYGER ESTATE AGENCY CC : 2.5.18.60". It contains several groups of buttons:

- Re-Allocate**: Operator Selected, Auto Selection
- Special**: Regular Transactions, Regular Invoices
- Month-End**: Interest, Statements, End Of Month
- Housekeeping**: Select And Do

The screenshot shows a software window titled "MONTH END PROCEDURE". It features a cyan warning banner at the top:

**The program assumes that a month-end close is the LAST action for the closing date specified, i.e. no more invoices and credit notes need to be processed with that date.**

Below the banner, there is a section for "Last Closing Date On Top" with a list of dates: 31/03/2004, 29/02/2004, and several empty rows.

At the bottom, there is a "Close With This Date" field containing "18/04/2004" and a "Close Now ..." button.

A "Quick Check" section shows two rows of data:

Total Debtors Balances	282,317.77	OK
G/L Control Account Balance	282,317.77	

The status bar at the bottom indicates "Ready".

Close with this Date - **DATE** - ALWAYS LAST DAY OF MONTH  
**OK** in Green will confirm Control Accounts in Balance.

## **To Close Creditors**

**SELECT : Purchases - Periodic activities – End of Month**

Close with this Date - **DATE** - Usually LAST DAY OF MONTH

**OK** in Green will confirm Control Accounts in Balance.

**Close Now**

## **To Close Property**

**SELECT : Properties - Periodic activities – End of Month**

Close with this Date - **DATE** – Usually LAST DAY OF MONTH

**OK** in Green will confirm Control Accounts in Balance.

**Close Now**

## 8. Apply Rentals for following month

**Sales – Periodic Activetes – Special - Regular Transactions.**

**Date** - <dd-MM-yyyy>

**Reference** <June Rent>

**Calculate**

**Report** Print to check

**Apply** once checked.

### Mid month Rentals

**Sales – Invoices – Detailed Invoices**

**Account** < Tenants Code >

**Invoice Date** < dd-MM-yyyy >

**Details** <Ctl+TAB>

**G/L Code** <RENTALS RECEIVABLE>

Reverse rental raised in error

**Sales – Invoices – Detailed Credit Notes**

**Account** < Tenants Code >

**Invoice Date** < dd-MM-yyyy >

**Details** <Ctl+TAB>

**G/L Code** <RENTALS RECEIVABLE>

## 9. Enter Cash book Receipts from Tenants for Rental and non rental or Owners who owe money.

### 9.1 Tenants Receipts

**General Ledger – Data Entry – Receipts**

**Date** – Date of transaction

**Debit Account** - <Bank Account> or Petty Cash.

**Reference** *Select*

No action - Each line Blank

Duplicate – Copies previous line

Increment – Increases previous line by one

**G/L Code** < Tenants>

**A/C Code** - <Tenant Code> Tenants screen will appear. **Display Transactions** button will display all **live** transactions. Select **All** to see all previous transactions.

**Amount** Received- Transfer Balance if full amount received or Tick relevant

If **non rental** amount is included (E.g. Electricity, Lease.)

Enter full amount paid in this transaction and **Not For Property** portion in field below.

<F12> to post

**T**ype – **Q** – Cheque **C** – Cash **R** – Remainder if mixed deposit **D** – Direct Deposit (Will not show in Bank Deposit Slip.)

**Reference** – Receipt No. Deposit No. Etc.

**Remarks** – How paid or by whom

**Ref.** <Receipt Number>

Enter all Receipts as per deposit.

Once at the end <F12> to update receipt batch.

## 9.2 Rental Deposit paid by tenant.

### General Ledger – Data Entry – Receipts

**Date** – Date of transaction

**Debit Account** - <Bank Account> or Petty Cash.

**Reference** Select

**G/L Code** - <Deposits>

**A/C Code** – Enter Tenants Code

**Amount** <Account of Deposit>

**Type** – **Q** – Cheque **C** – Cash **R** – Remainder if mixed deposit . **D** – Direct Deposit  
(Will not show in Bank Deposit Slip.)

**Reference** – Receipt No

This will not affect the tenant's balance but will be held in deposit control account and reflect on **Tenants** screen in **Deposit** field and in the **Property - Rental - Rental & Deposits** field

## 9.2 Receipts from Owners

### General Ledger – Data Entry – Receipts

**Date** – Date of transaction

**Debit Account** - <Bank Account> or Petty Cash.

**Reference** Select

**G/L Code** - <Property>

**A/C Code** – Enter Property Code

**Amount** <Amount>

**Type** – **Q** – Cheque **C** – Cash **R** – Remainder if mixed deposit . **D** – Direct Deposit  
(Will not show in Bank Deposit Slip.)

**Reference** – Receipt No

## Deposits made directly into bank.

As Above.

## Reverse or correct a receipt.

As above but enter <Minus-Amount>

If non rental amount is included (E.g. Electricity, Lease.)

Minus amount paid in this transaction and minus non-rental portion below as well.

## 10. Regular Payments made on behalf of the property.

### Property –Periodic Activities – Automatic Debits

Enter Date – Calculate – Report

This will produce a report showing what is due to be deducted from Property account to be paid on behalf of the owner. Only once the Tenant has paid the Property will money be available to process disbursements for the Property. Funds will be paid out the order they appear only to the value of funds available.

Set fees, (instead of commission) are deducted first.

Once amounts have been checked - **Apply to Accounts**

This process must be run before Property statements are produced, and can be run any number of times. Debits will only be raised once per period.

The Property will be debited and the relevant Creditor credited.

## 11. Print owners Statements.

### Properties – Periodic Activities – Statements

Start At

End At

Leave blank if all to be printed. Select single or a range

Proceed <F12>

## 12. Repaying Tenants Deposits

### 12.1. Receipt money in Cash Book

When the money is withdrawn from 32-Day Notice Account the Current Account is debited via Cash Book Receipt <021> Day 32 Notice is credited with the Capital amount plus Interest Received on Deposits.

### 12.2. Transfer money to Tenants account

#### General Ledger – Data Entry – Journals

G/L Code	A/C Code	Description	Debit	Credit	Remark / Notes
012	B19.DOU1	G.K. DOUGHTY-B19	1,000.00	0.00	Deposit Repaid
022		Interest Received on Deposits	100.00	0.00	Int On Dep Doughty
004	B19.DOU1	G.K. DOUGHTY-B19	0.00	1,100.00	Deposu Repaid

Overall Notes: Deposit Repaid

Reverse on / or after: / /

Regular:

G/L Code <012> Deposit Control

A/C Code < Tenants Account>

Debit <Capital Amount> if interest has not been calculated monthly. If Calculated by the program enter Interest inclusive amount.

G/L Code <028> Interest Received on Deposit

Debit <Interest Amount>

G/L Code <004> A/C Code < Tenants Account>

In Credit Column <Capital + Interest>

This will put the Tenants account into Credit for the total amount.

### 13. Add New Property

Property- Maintenance – Structures Click on + to add a new one.

The screenshot shows a software window titled 'MAINTAIN STRUCTURES'. At the top left is a logo with the letters 'TS'. Below the title bar is a toolbar with a 'Locate' button, navigation arrows, and a '+' button. The main area contains two input fields: 'Property Code' with the value 'A03' and 'Description' with the value 'EUREKA NO.1'. Below these is a section titled 'Owner' containing several input fields: 'Name' (JD & FJ ALGERA-A734), 'Address' (KRUGERSTRAAT 166A, RUSTENBURG, 0299), 'e-mail', 'Phone(s)' (082 7424229), and 'Fax'. At the bottom of this section is a field for 'Annual interest charged on overdue accounts %' with the value '0.00'. At the very bottom of the window are four tabs: 'General', 'Rental', 'Vendors', and 'Notes / Footer', with 'General' being the active tab.

Property Code <A00 >

Description – <Address of Property>

Owners Details

If interest is charged enter %

# Rental Screen

MAINTAIN STRUCTURES

Locate [Navigation Icons]

Property Code: A03 Description: EUREKA NO.1

Commission %: 10.00 Fee: 0  
Amounts are VAT-exclusive - select rate

Method of payment: [Empty]

Tab: Rentals and Deposits | Lease and Inspection Dates | Transactions

Unit	Initial	Review	Expiry	Inspect	Name
MOL1	01/04/2003	01/02/2004			A & J MOLLER-A03

Tab: General | Rental | Vendors | Notes / Footer

**Enter Commission % or Fee and Method of Payment.**

**Tenants Details will only appear once Tenant has been created and linked to property.**

## Vendors

MAINTAIN STRUCTURES

Locate [Navigation Icons]

Property Code: A03 Description: EUREKA NO.1

ID	Amount	Reference	Vendor
----	--------	-----------	--------

Account Numbers:  
Tax: [Empty] Rates: [Empty]  
Electricity: [Empty] Water: [Empty]

Tab: General | Rental | Vendors | Notes / Footer

Enter relevant account numbers for your records.  
Once regular debits created, these will appear on this screen.

Notes/ Footer

Notes keep track of owners Bank Account numbers Etc.

Footer will appear on statement. Specific to the property.

## 14. Adding a new Regular Debit

Property - Maintenance- Regular Debits

Code	Description
A39	KAAPZICHT PARK NO25

VAT Rate	Percent
0	14.00
1	0.00

Code	Description
KAAP	KAAPZICHT PARK BODY CORPORATE

Click + add new one

Select Property

Enter amount – This can be modified when rate or amount changes.

Select VAT Rate

Priority – High will be deducted first

Balance will transfer balance in account to a Creditors Account.

Disabled select when no longer in use

Reference – Account /Invoice number

Vendor –Select who you are paying. (Must be set up in Creditors first.)

This will now appear in Property –Maintenance- Vendors Screen

# 15. New Tenant

## Sales-Maintenance- Accounts

Click on + to Add new one.

Account Code –< First 3 characters represent Property Code>. <First 3 letter of Tenants name and one number>

Address Details etc.

## Miscellaneous

The screenshot shows a software window titled 'ACCOUNT'. At the top, there is a 'Locate' button and navigation arrows. Below that, the 'A/C Code' is '3.BEY1' and the 'Name' is 'A. BEYER-H23'. There are 'Update' and 'Print' buttons. A tabbed interface shows 'Miscellaneous' is selected. Below the tabs, there is a 'Tax No' field. The 'electronic delivery' section has radio buttons for 'none', 'e-mail', and 'fax-mail', and checkboxes for 'OC, QU, PF', 'IN, CN', and 'Statement'. The 'e-mail address' and 'Fax' fields are empty. The 'Type' section has radio buttons for 'Bal Forward' and 'Open Item', and checkboxes for 'Do not print statement', 'Point Of Sale', 'Non-Taxable Account', 'Unpriced Delivery Notes', 'No Inv/Crm Footers', and 'Print Barcode Info On Invoice'. The 'Account Status' section has radio buttons for 'Normal', 'Invoicing Disabled', 'Activity Disabled', 'Not Active (Cold Call)', 'Obsolete', and 'Terminated'. The 'Lease Dates' section has date pickers for 'Initial' (01/01/1998), 'Review' (01/09/1998), 'Expiry' (31/10/1998), and 'Next Inspection' (//). At the bottom, there are 'Notes' and 'Footer' text areas.

Enter to Following

VAT or not

Lease Dates

Inspection Date

Notes

Enter Rental amount

First create a Regular Transaction.

Sales – Maintenance – Regular Transactions

REGULAR TRANSACTIONS

Locate [Navigation Buttons]

Code: A03MOL1    Description: Rental

Creates:  Regular Transaction     Order / Invoice

Rate / Amount: 0.00    Quantity: 0.000

VAT Rate	Percent
0	14
1	0

Amount is:  Exclusive VAT     Inclusive VAT

Post To G/L Acc: 015

Frequency:  Monthly     Quarterly     Annual

Print Dates:  None     Current     Next

Status:  Enabled     Disabled

General    Sectional Title    Orders / Invoices

Click on + to add new.

Code - <whole tenants code without . >

Regular Transaction

Amount - <Rental>

VAT -

Frequency

Date – Next

Disable when Tenant leaves

Adjust Amount when rental increases.

Click on tick to update

Then add to tenants account

# Sales- Maintenance- Accounts- Regular Transactions

**ACCOUNT** \_ □ ×

Locate ◀ ▶ ▶▶ + - ▲ ✓ ✕ ↺ Show Normal ▾

**A/C Code** Name

3.BEY1 A. BEYER-H23 Update Print

Address Balances Rep / Area Miscellaneous Sales Summary Item Summary Regular Transactions

**Assigned Debits**

Code	Anchor	Desc	Amount	VAT	Freq	G/L Code	Expires
▶							

↑ Add
Remove ↓

**Available Debits**

Code	Description	Amount	Vat	Freq	G/L Code	Method
▶ A03MOL1	Rental	0.000		M	015	
A39STE2	Rental	2,500.000		M	015	
A40PAC1	Rental	3,707.550		M	015	
B13NEL3	Rental	5,000.000		M	015	
B16OLI6	Rental	3,025.000		M	015	
B19DOU1	Rental	3,220.000		M	015	
B20RED2	Rental	2,500.000		M	015	

**Select and Add**