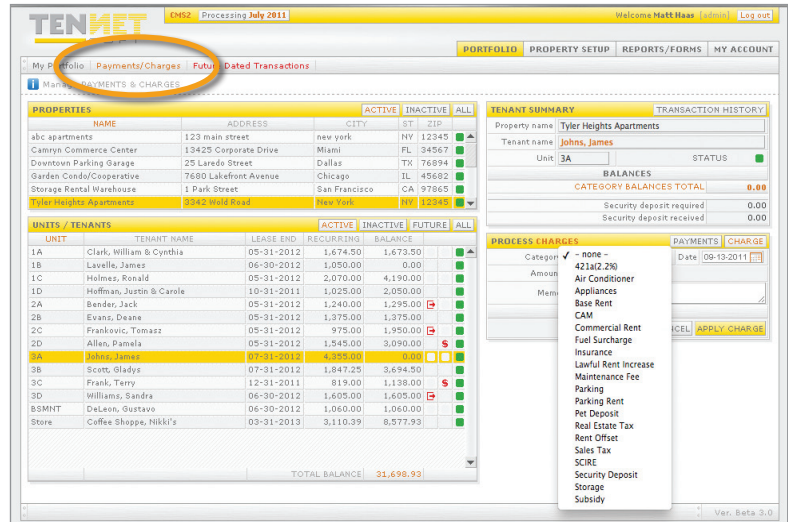


5.1 Generating Charges

Charges are posted to tenants in two primary ways; **RECURRING CHARGES** that are generated automatically for an upcoming processing month during the **End of Month procedure**. These are based on the information stored in the tenant record as monthly recurring charges, and **Miscellaneous Charges** that are manually posted as they become necessary.

Recurring Charge updates can be completed by going to the **PORTFOLIO** tab, choosing the desired property from the display and selecting the **Unit/Tenant** to be updated. As described earlier you are initially in **View Mode**, to make changes click the **EDIT MODE** tab. Click on the amount in the **Recurring Charge** section to change an existing charge, or add a new recurring charge by clicking the arrow on the next available **Category Code** field to choose the description to be used and enter the amount. When finished, click the **SAVE CHANGES** tab and answer the verification message to complete the update.

Miscellaneous Charges are posted by going to the **PORTFOLIO** tab and clicking on the **PAYMENTS/CHARGES** tab. Select the desired property from the display and select



the **Unit/Tenant** to be charged. Click the **CHARGE** tab under the **Tenant Summary** and choose the **Category Code** description to be assigned by clicking the down arrow and selecting the desired code. Choose the date for the charge to be posted, the amount (positive for charge, negative for credit) and the optional description to be associated with this charge. When finished, click the **APPLY CHARGE** tab and answer the verification message to complete the update.

5.2 Receiving Payments

Payments are posted based on the **Date Assigned** to them when they are input. Go to the **PORTFOLIO** tab, click the **PAYMENTS/CHARGES** tab, choose the desired property from the display and select the **Unit/Tenant** to have the posted payment. Click the **PAYMENTS** tab under the **Tenant Summary** and select the **Payment Date**, **Check Date** (if any), **Amount** and **Check Number** (if any). Record the optional **Memo** to be associated with the payment and adjust the automatic allocation of the payment amount against the current charges shown if necessary. When finished, click the **APPLY PAYMENT** tab and answer the verification message to complete the update.

