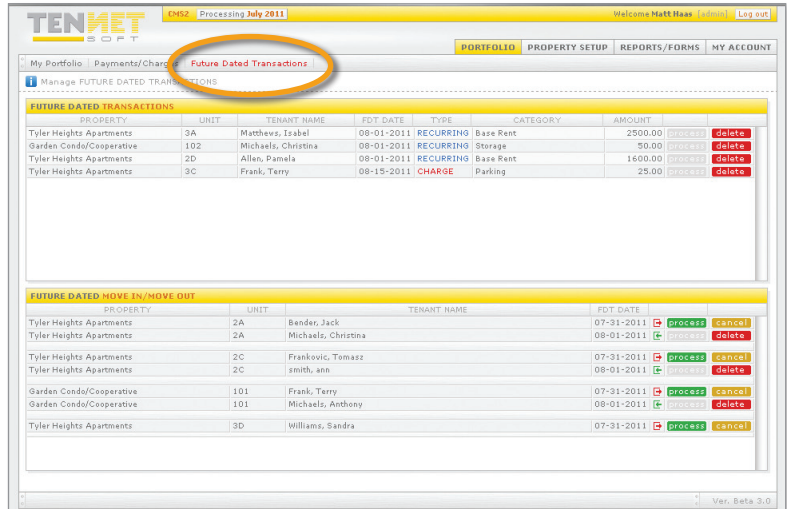


6.1 Process Future Dated Transactions

If there are any previously scheduled **FDT's** ready for update, you will receive a **Warning** message upon **Login** that there are pending **FDT's** ready to be updated. To see a display of all **FDT's** click on the **FUTURE DATED TRANSACTIONS** tab shown in **Red**. Only the **FDT's** that are ready to be updated will display the **Process** tab in **Green**, and all pending **FDT's** will have the option of the **Delete** tab in **Red** to remove them. The **Property, Unit/Tenant, Date, Type**, which shows what action is pending for each **FDT** displayed, **Category** description and **Amount**. To execute the **FDT** update simply click on the **PROCESS** tab to post the transaction or the **Delete** tab to remove the transaction. Once prompted, answer the verification message to complete the update. Any **FDT's** that are ready to be updated that have not been acted upon will be automatically updated during the **End of Month** procedure after one final **Warning** message that these actions will occur.



6.2 FDT Move In/Move Out

If there are any previously scheduled **FDT's** ready for update, you will receive a **Warning** message upon **Login** that there are pending **FDT's** ready to be updated. To see the display of all **FDT's** click on the **FUTURE DATED TRANSACTIONS** tab shown in **Red**. Only the **FDT's** that are ready to be updated will display the **Process** tab in **Green**, and all **FDT Move In's** will have a **Red** arrow to the right, with the option of the **Delete** tab in **Red**. The **Move Outs** will have a **Green arrow** to the left and the option of the **Cancel** tab in **Yellow**. If the **FDT Move Out** is canceled and there is a **FDT Move In** pending for the same unit, the **FDT Move In** must also be deleted. To execute the **FDT** update simply click on the **PROCESS** tab to update or **Delete/Cancel** tab to remove the update. Once prompted, answer the verification message to complete the update. Any **FDT Move In's** or **Move Outs** that are ready to be updated that have not been acted upon will be automatically selected during the **End of Month** procedure after one final **Warning** message that these actions will occur.

