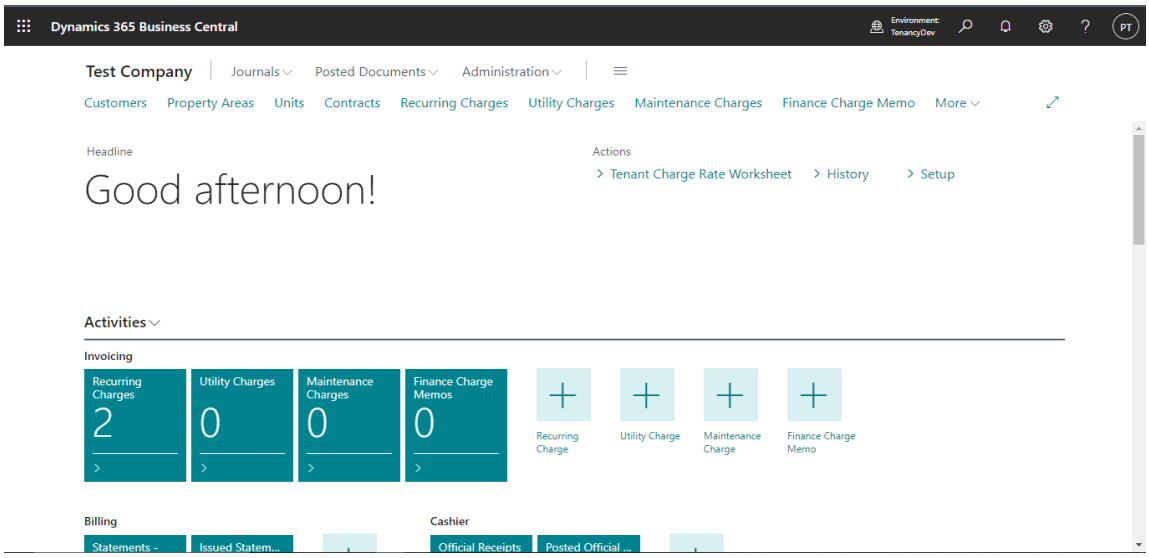
Tenant Management Set-up and User Manual

Prepared by:

PERFORMANCE ADVANTAGE
SYSTEMS INTERNATIONAL, INC.

Table of Contents

Tenant Management



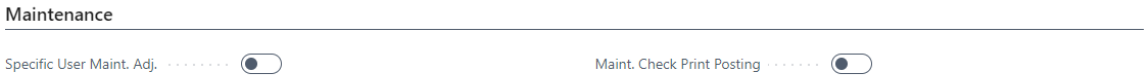
Before using the Tenant Management application area, you need to specify how you want the program to manage certain aspects of your Tenant Management System.

For example, you must define basic posting groups of the charges, as well as specify the number series that will be used for tenant management documents, and so on.

Tenant Management Set-up

In the App Bar, click **Search Icon – Search for Tenant Management Setup** and click the related link.

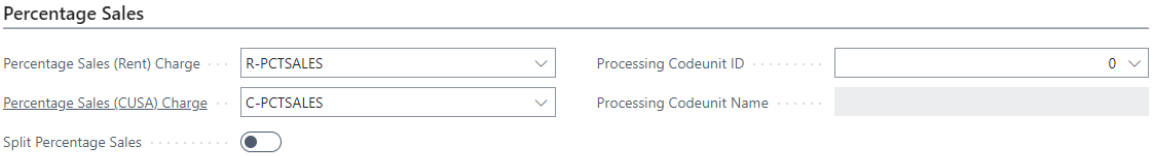
Maintenance Tab



Field	Description
Specific User Main. Adj.:	Place a check mark in this field if you want to allow only specific users to make maintenance adjustments.

Percentage Sales Journal

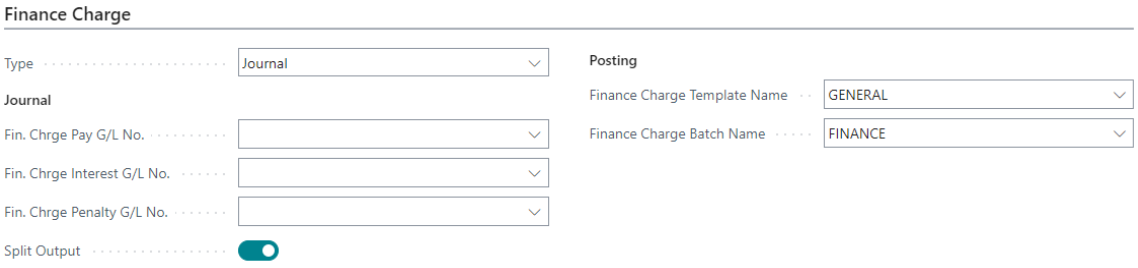
These fields are set-ups for recording the sales of the tenant.



Recurring Charge

Specify the template and batch name particularly for the Recurring Charges.

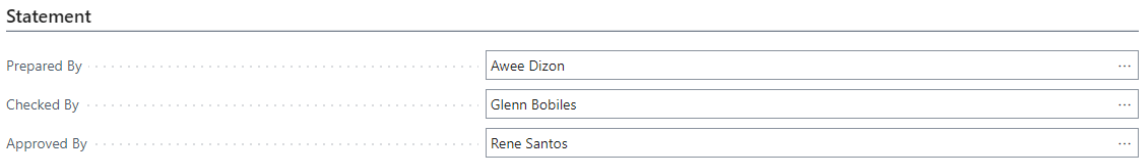
Finance Charge Memo



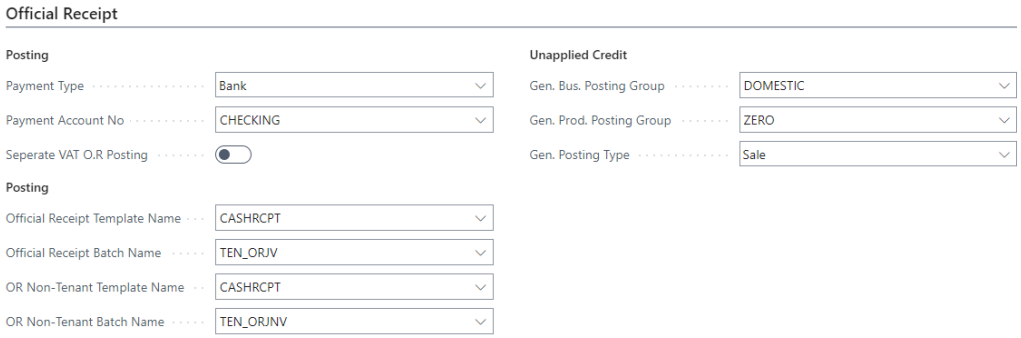
Field	Description
Type:	**There are two types of Finance Charge to be use:** **Memo:** The calculation of the penalties or interest will be based on the unapplied customer ledger entries or a G/L account. **Journal:** Finance Charge Journal has two types: Penalty and Interest, which can be an option to record finance charges to the tenants.
Fin. Chrge Pay G/L No:	This where the account pertaining to the Finance Charges be posted.
Fin. Chrge Interest G/L No:	The specific account to be use particularly for the interest.
Fin. Chrge Penalty G/L No:	The specific account to be use particularly for the penalties.
Finance Charge Template Name:	If you will use Finance Charge Journal in recording the penalties, put a Finance charge template.
Finance Charge Batch Name:	Put a specific Batch name for the Finance Charges.

Statement Tab:

The fields will be the basic information that will appear in the Statement of Account.



Official Receipt Tab



Field	Description
Payment Type:	**There are two options for the Payment in the Official Receipt:** **Bank:** All the payments to be posted in the Official Receipt will be debited to it. **G/L Account:** This will determine the account that shall be used in posting an official receipt.
Payment Account No:	Specify which Bank or G/L Account will be use.
Separate VAT O.R. Posting	Placing a check mark indicates that every posting of official receipts will have a separation between with VAT and Non-VAT.
Official Receipt Template Name:	Specify which Official Receipt template to be use.
Official Receipt Batch Name:	Specify which batch to be use particularly for the Official receipts.
OR Non-Tenant Template Name:	Specify which Official Receipt for Non-Tenants template to be use.
OR Non-Tenant Batch Name:	Specify which batch to be use particularly for the non-Tenants in the official receipt.
Gen. Bus. Posting Group:	Select the general business posting group for the Unapplied credit. Select from the list specified.
Gen. Prod. Posting Group:	Determines the posting according to how to categorize the sales in an unapplied credit.
Gen. Posting Type:	Specifies the general posting type to use when posting to this account. The code defines whether the account will be used only in connection with sales or purchase transactions or with both kinds of transactions.

Numbering Tab

Specify the no. series in each field.

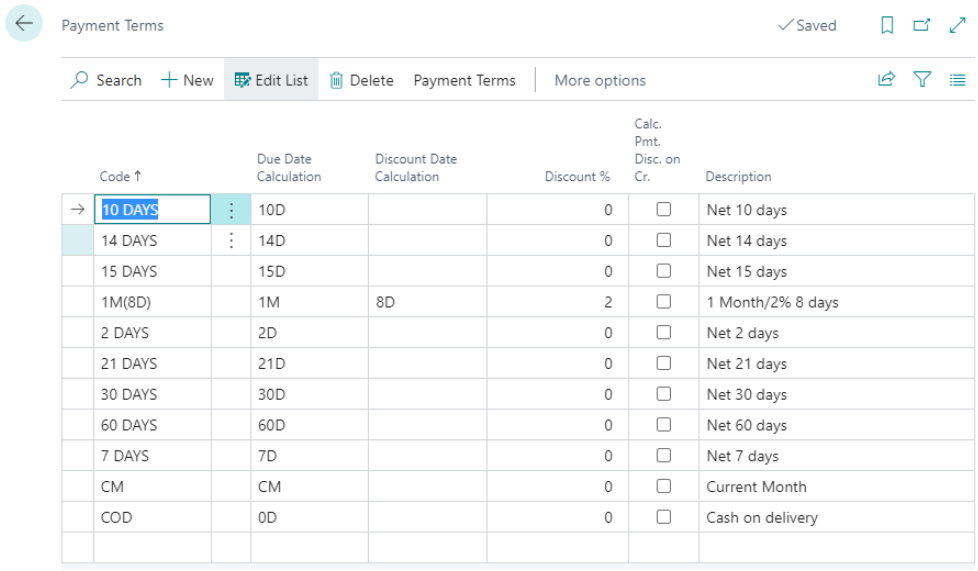
Payment Terms

A payment terms code stands for a formula that calculates the due date, payment due date, payment discount date and payment discount percentage.

You can assign payment terms to customers. Each customer can have one payment terms code.

How to Set-up Payment Terms:

1. In the App Bar, click **Search Icon – Search for Payment Terms – Click related link to setup Payment Terms**. The payment terms window appears.



Code	Due Date Calculation	Discount Date Calculation	Discount %	Calc. Pmt. Disc. on Cr.	Description
10 DAYS	10D		0	☐	Net 10 days
14 DAYS	14D		0	☐	Net 14 days
15 DAYS	15D		0	☐	Net 15 days
1M(8D)	1M	8D	2	☐	1 Month/2% 8 days
2 DAYS	2D		0	☐	Net 2 days
21 DAYS	21D		0	☐	Net 21 days
30 DAYS	30D		0	☐	Net 30 days
60 DAYS	60D		0	☐	Net 60 days
7 DAYS	7D		0	☐	Net 7 days
CM	CM		0	☐	Current Month
COD	0D		0	☐	Cash on delivery

2. Enter a **Code** for the payment terms.

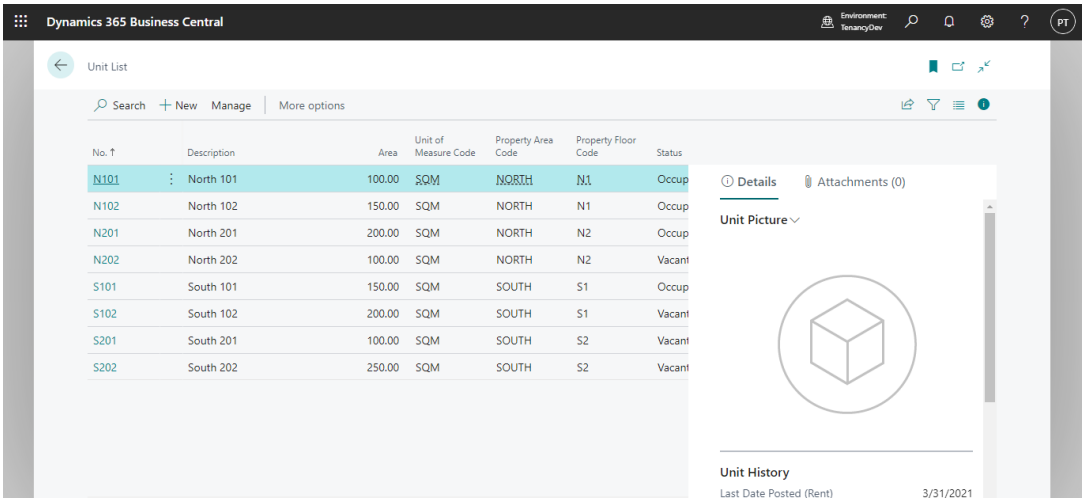
3. Enter the formula for **Due Date Calculation**. This will tell the program how to calculate the due date when you create an order or invoice.

4. Enter the **Description** for the payment terms.

Unit Card

The Unit card contains the basic information about the units for lease. This is where the area and tenant occupying the unit is entered.

1. In the App Bar, click **Search icon – Search Unit List – Click related link**. The unit list window shall appear.



2. Click **New** to add new unit. The unit card window shall open

3. You may enter the **No.** manually or select the AssistEdit button ... to select the no. series for the unit.

4. Enter the **Description** of the unit.

5. Enter the **Area** of the unit.

6. You may enter the required dimensions of the unit for analysis purposes. Click **Unit – Dimensions**.

Tenants

You use the **Customer Card** window to set up information on all your tenants and other customers.

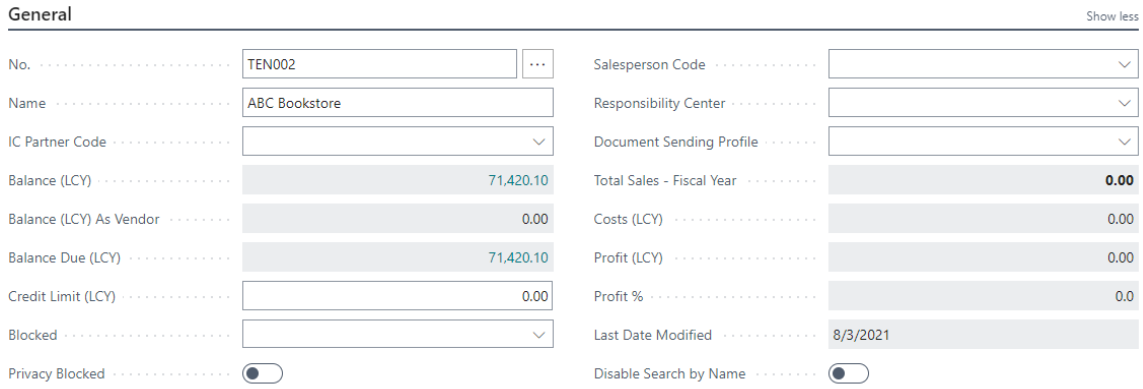
You must set up a card for each tenant or customer, on which you enter basic information such as name, address and the kinds of discounts that are available.

1. In the search bar, search for **Customers,** and click the related link.

2. In the General tab, go to the **No.** field and click **F3** to create a new tenant. Enter the no. or code for the tenant or customer. Click the AssistEdit button ··· to select the no. series if you are using no. series for the customer.

General Tab

The basic information about the customer is entered here.



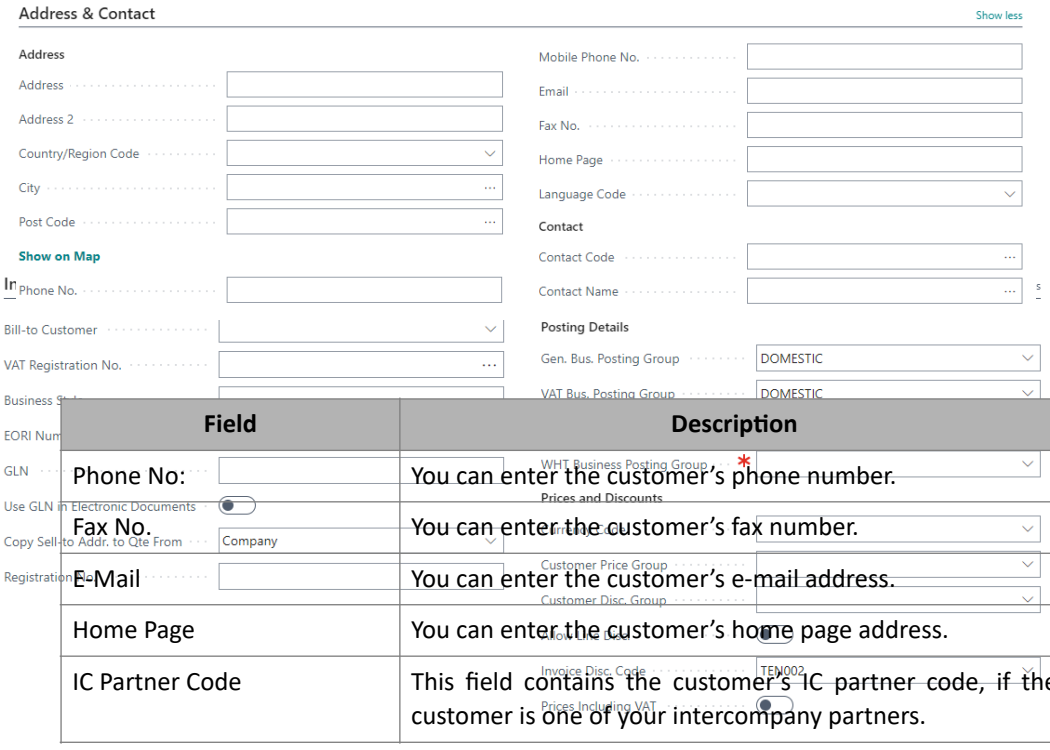
Field	Description
Name	Enter the customer's name. The contents of this field are used when printing sales documents.
Address	Enter the customer's address. The contents of this field are used when printing Sales documents.
Post Code/City	This field contains the customer's post code and city code.
Country/Country Code	This field contains the Customer's country and country code.
Phone No.	You can enter the customer's telephone no.
Primary Contact No.	You can enter the primary contact no. for the customer.

Contact	You can enter the name of the person you regularly contact when you do business with this customer.
Salesperson Code	You can setup and select the code to specify the salesperson who normally handles the customer's account.
Blocked	This field contains the blocking status for actions related to this customer. You have the following options: a. **Blank** – All actions are allowed. b. **Ship** – Only shipment is blocked. c. **Invoice** – Invoicing and shipment are blocked. d. **All** – All actions are blocked.

In the Communications tab, fill in the fields if desired.

Communications Tab

The customer's telephone, fax number, e-mail address and homepage are entered here.



Field	Description
Phone No:	You can enter the customer's phone number.
Fax No.	You can enter the customer's fax number.
E-Mail	You can enter the customer's e-mail address.
Home Page	You can enter the customer's home page address.
IC Partner Code	This field contains the customer's IC partner code, if the customer is one of your intercompany partners.

Invoicing Tab

This is where the fields relevant to posting and invoicing of sales transactions for a customer are defined.

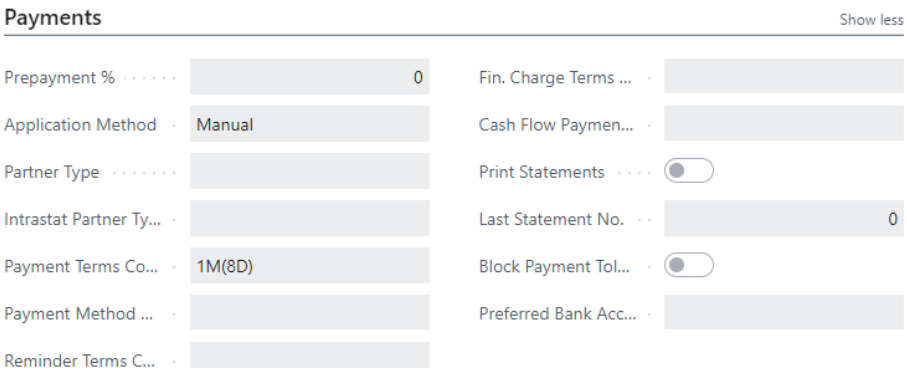
Field	Description
Bill-to Customer No.	Enter the no. of the customer who should be invoiced if it is different from the customer where you will ship the items. The program will enter this customer no. as a default on sales documents, but you will be able to change it there.

Invoice Disc. Code	This field displays the customer's invoice discount code. **You have 2 possibilities in this field:** a. If you want the customer to have an individual invoice discount, do not change the contents of this field, but set up terms for this invoice discount code in the Cust. Invoice Disc. window. b. If you want several customers to have the same invoice discount, you can replace the default code with another one. Then you must set up terms for the invoice discount for the new code in the Cust. Invoice Disc. window. After this, enter the new code in the Invoice Disc. Code field for each customer that you want to have the same invoice discount. To set up the Invoice Disc. Code, click the Sales button in the Customer Card, then select **Invoice Discount**. Enter the discount code and discount %.
Copy Sell-to Address From	This is an option field which contains the type of contact, either company or person.
Gen. Bus. Posting Group	Select the general business posting group this customer belongs. When you post transactions that involve this customer, the program uses this code in combination with a general product posting group code in the general posting setup table. The general posting setup specifies the accounts to which the program posts.
VAT Bus. Posting Group	Select the VAT business posting group this customer belongs. When you post transactions that involve this customer, the program uses this code in combination with a VAT product posting group code to find the VAT %, the VAT calculation type and the VAT accounts in the VAT posting setup.

WHT Business Posting Group	Select the WHT business posting group this customer belongs. After you have attached a WHT business posting group code a customer, this WHT business posting group code will automatically be inserted in a journal, sales, or sales line when you select the customer. The system uses this code together with the WHT Product Posting Group fields to determine WHT % and to find the G/L accounts to which the program posts WHT.
Customer Posting Group	Select a code for the customer posting group to which the customer will belong. The customer posting group specifies to which accounts in the general ledger the program will post for transactions involving this customer.
Customer Price Group	This field contains the customer price group code. In the Sales Prices window, you can enter unit prices for an item that are different for different price groups. If the customer belongs to a particular price group, the program will use the appropriate unit price on sales documents instead of the item's standard unit price.
Customer Disc. Group	This field contains the customer discount group code. The sales line discount depends on both the customer and the item. The size of the discount is determined by which customer discount group the customer belongs to and which item discount group the item belongs to.
Allow Line Discount	You can specify whether the program will calculate a line discount when the price is encoded in sales documents.
Prices Including VAT	You can specify whether you want the price in the Unit Price field on the sales lines and in sales reports to include VAT or not.

Payments Tab

You can specify the application method and payment terms code for a customer.

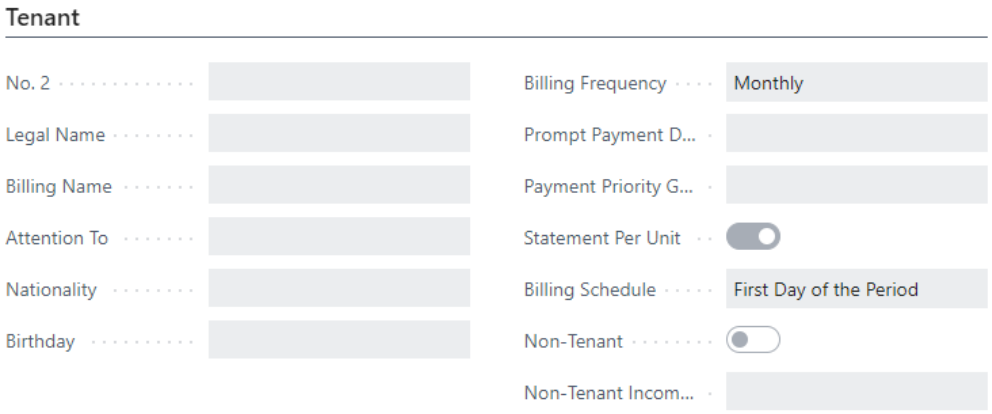


Field	Description
Application Method	You can choose how the system will apply entries for this customer. You have the following options: a. **Manual** – The program will apply payments only if you specify a document. b. **Apply to Oldest** – If you do not specify a document for the payment to be applied to, the program will apply the payment to the oldest of the customer's open entries.
Payment Terms Code	Select a code that indicates the payment terms that you usually grant to this Customer.
Payment Method Code	Select a code for the method that the customer usually uses to submit payment.

Reminder Terms Code	You can select a reminder terms code for the customer if it was set up. The reminder terms specify what information should be included on reminders and when the reminders should be created. Once you have assigned reminder terms to a customer, the program will automatically use this information when you use the Create Reminders batch job or the Suggest Reminder Lines batch job.
Fin. Charge Terms Code	You can select a code that specifies how the program will compute finance charges for the customer if it was set up. A finance charge terms code contains information about the interest calculation method, interest rate, and so on. Once you have entered the code on the customer card, the program will use the information to calculate the finance charges. The code also tells the program when to create finance charge memos and what to include on the memos.
Print Statements	You can specify whether to include this customer when you print statements.
Block Payment Tolerance	A check mark in this field indicates that a customer is not allowed payment tolerance.
Print Statements	You can specify whether to include this customer when you print statements.

Tenant's Tab

This is where the information of the tenant will indicate.



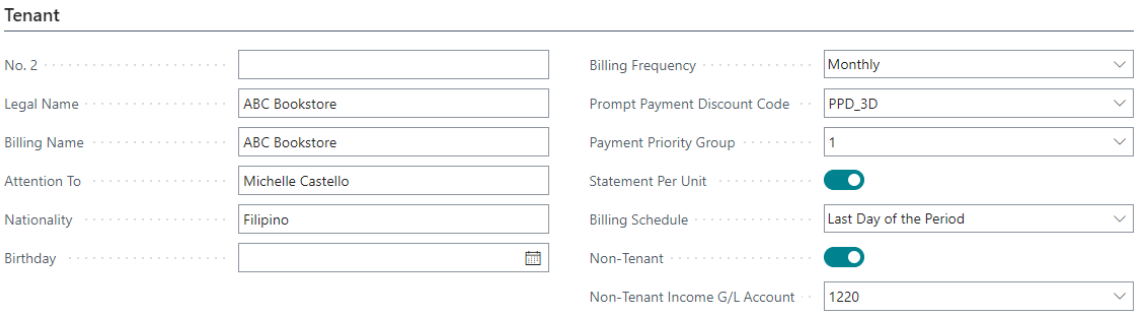
Field	Description
No. 2	This shall be used if you want to create another code for information purposes.
Legal Name	Enter the legal name of the tenant as it appears in the SEC Certificate.
Billing Name	Enter the name of the tenant that shall appear in the Statement of Account.
Attention To	Enter the name of person to whom the Statement of Account shall be addressed.
Lease Start Date	The date when the tenant starts its occupancy. This is only a reference guide only.
Lease End Date	The date will its occupancy ends. This is only a reference guide only.
Prompt Payment Discount	Click the lookup button and select the prompt payment discount code of this tenant.
Billing Frequency	This will be the basis of the calculation of charges for the Tenant.

Non-Tenant

The basic information of non-tenants or other customers is also maintained in the customer card.

The same process is applied in creating customer card of non-tenants. The differences would be the following:

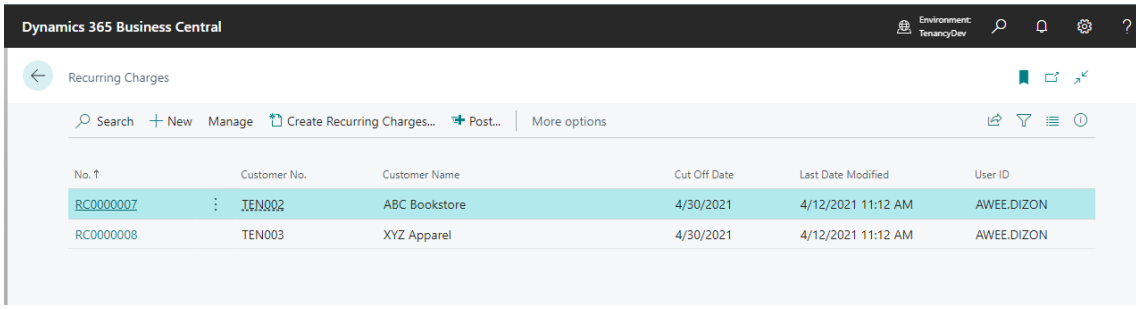
1. In the Invoicing tab, you must specify the **Non-Tenant Income G/L Account**. This will determine the G/L account that shall be used pertaining to the income earned from the non-tenant when posting the payment in the Official Receipt.



Recurring Charges

Rent rates per tenant are stored in the Recurring Charges table.

1. In the App Bar, click **Search –** search for **Recurring Charges –** click **related link**. The Recurring Charges window will appear**.**



2. Enter a **Tenant Charge Code** for the Recurring Charge.

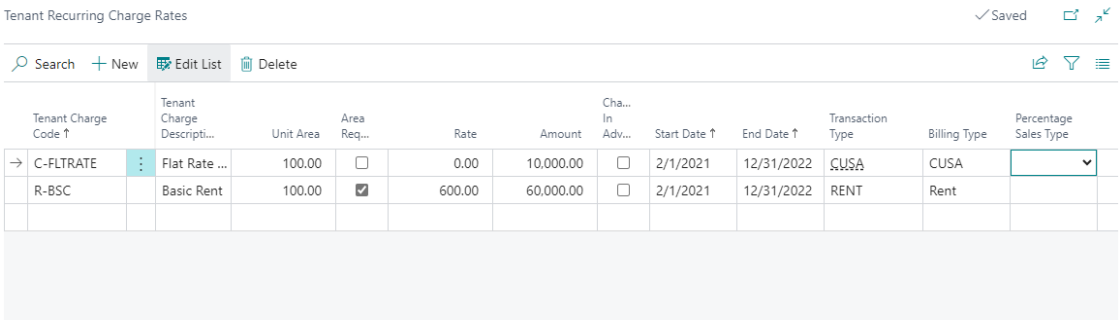
3. The **Area** is automatically populated based on the area of the stall currently occupied by the tenant.

4. Enter the **Rate** for the specific change. The rate specified should be inclusive of VAT.

5. The **Amount** is automatically calculated by multiplying the rate against the area.

6. If the **Billing Type** is a **Percentage Rent** or **Percentage CUSA**, you must specify the **Percentage Sales Type**.

a. **Fixed** – the rate is fixed regardless of sales amount
b. **Variable** – the rate is dependent on the sales amount



7. If the Percentage Type is **Fixed**, enter the rate in the **Percentage** field.

8. Enter the validity period of the charge in the **Start Date** and **End Date** fields.

9. Put a check mark in the **Charge in Advance** field if the specific charge is billed in advance.

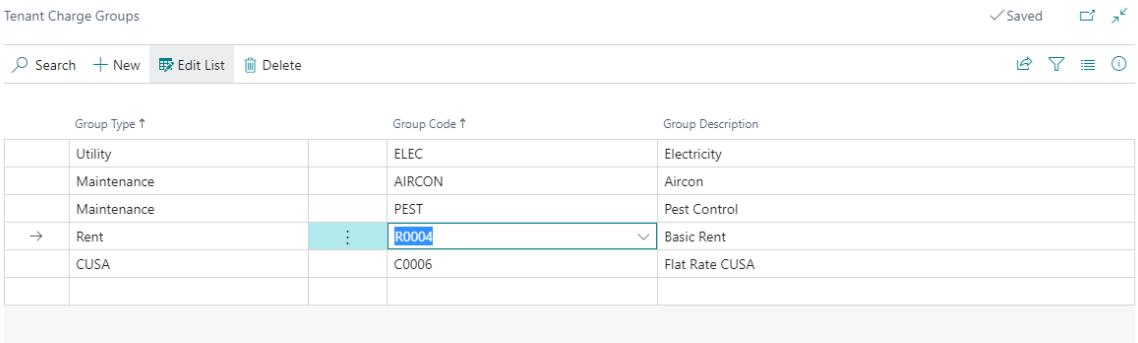
Tenant Rent Groups

The Rent Groups is used to define the basis of calculating rent for each tenant.

1. In the App Bar, click **Search –** search for **Unit List –** select **Unit Code**.

2. In the **Navigate** Tab, click the **Related – Tenant – Tenant Charge Groups.**

3. The Rent Groups window will appear.

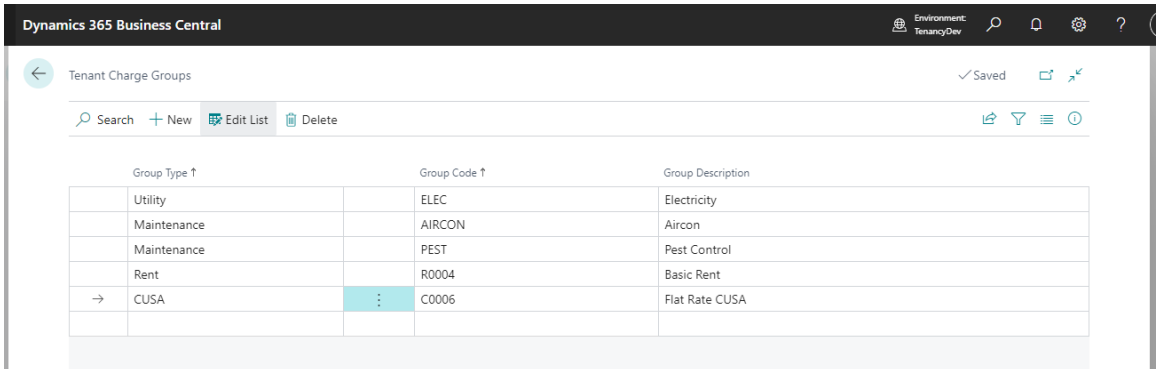


CUSA Groups

The CUSA Groups is used to define the basis of calculating CUSA for each tenant.

1. In the App Bar, click **Tell Me icon –** search for **Unit List – Click related link**. The Unit List window will appear

2. Click **More Options –** select **Related –** in the dropdown options select **Tenant –** then click **Tenant Charge Groups**. The Tenant Charge Groups window will appear.



Sales Breakpoint

The Sales Breakpoint is used to define the sales level and the corresponding percentage that shall be the basis of computing percentage rent or percentage CUSA adjustment.

1. In the App Bar, click **Search –** search for **Unit List – Click related link**. The Unit List window will appear.

2. Click **More Options –** select **Related –** in the dropdown options select **Tenant –** then click **Tenant Charge Groups**. The Tenant Charge Groups window will appear.

3. The sales breakpoint window will appear.

4. Enter the **Total Sales Amount** that will the basis of the breakpoint.

5. Enter the rate in the **Percentage** field that shall be used as basis in calculating rent if the sales amount reaches the breakpoint specified.

Unit Management

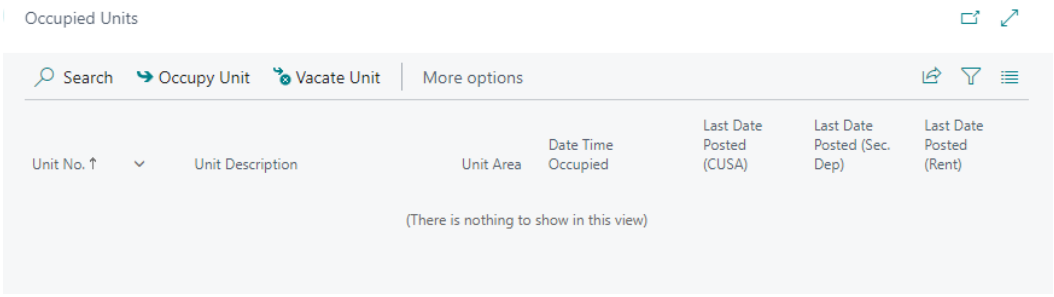
A function is available to vacate and occupy a unit for every tenant (customers).

How to Occupy a Unit

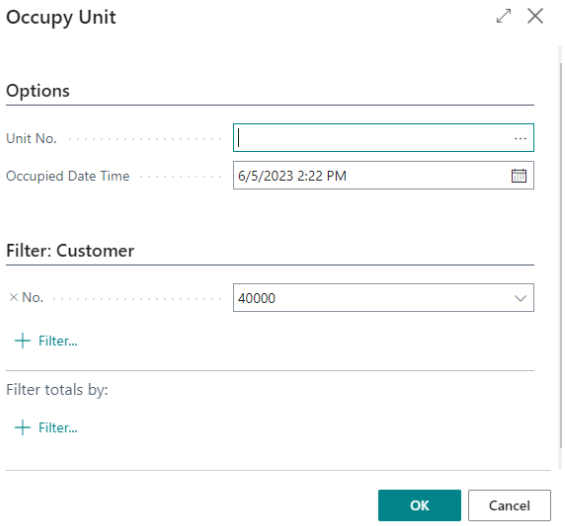
1. In the App Bar, click **Search** – search for **Customers** – click the related link **–** select **Customer Code**.

2. Click **Navigate** – **Occupied Units.**

3. The **Occupied Units** window will appear.



4. To occupy Units. Click **Occupy Unit.**



5. Select list of Units from the drop-down button. The list of all vacant unit shall appear. Select from the list that you want to occupy. Click **Ok**.

6. The status of the Unit shall be updated to **Occupied**.

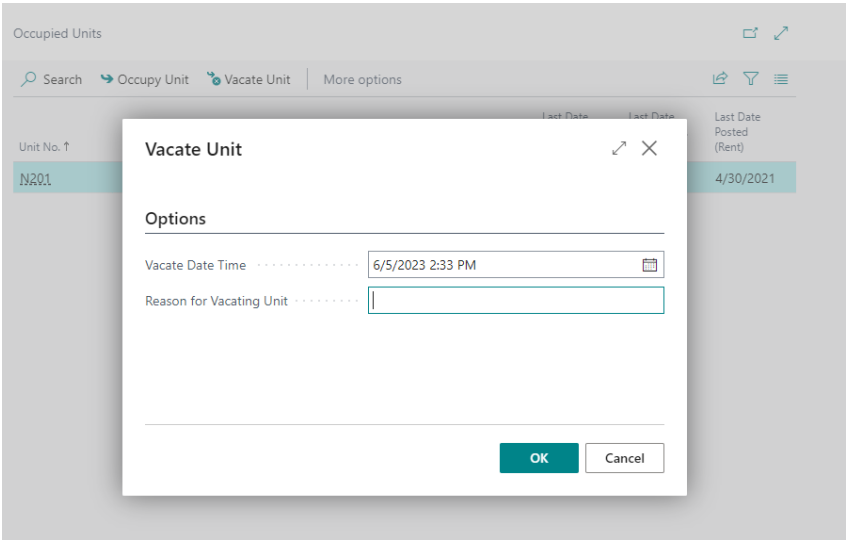
How to Vacate a Unit

1. In the App Bar, click **Search** – search for **Customers** – click the related link **–** select **Customer Code**.

2. Click **Navigate** – **Occupied Units.**

3. In the **Home** ribbon, click **Vacate Unit.**

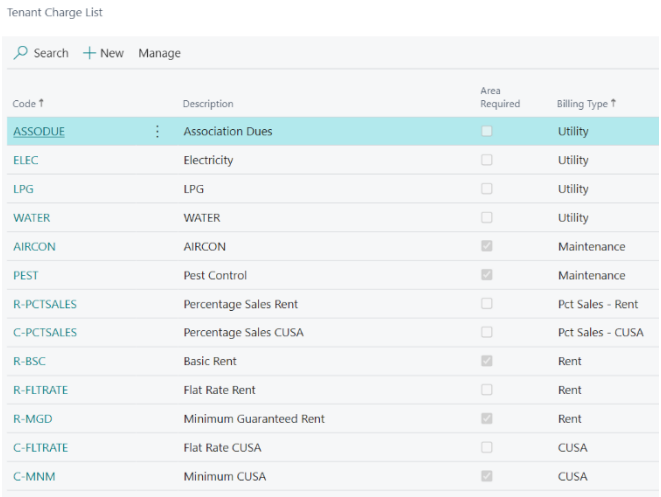
4. Put a **Reason for Vacating Unit.** Click **OK**, and the Unit is now Vacant.



How to View History of Occupied Units

1. In the App Bar, click **Search** – search **Unit List** – click related link **– Select Unit.** You can view the Unit History in the FactBox pane.

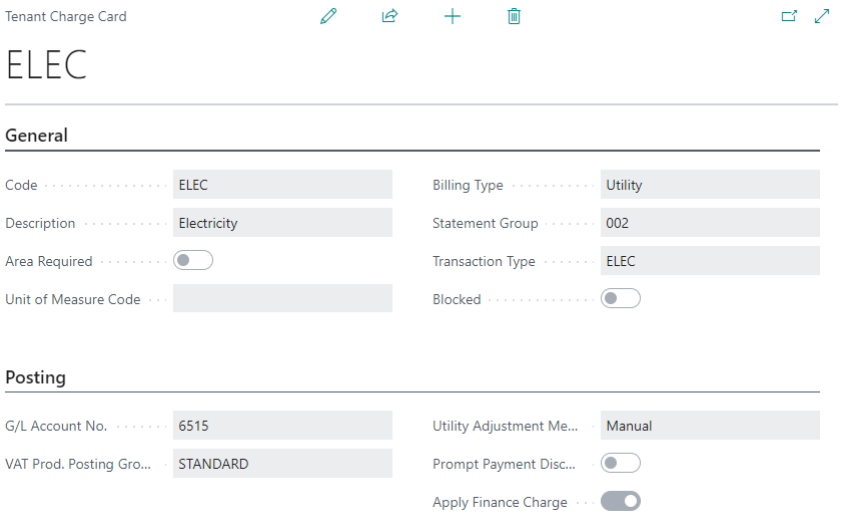
Tenant Charge Card



Tenant Charge Card is used to identify various charges billed to the tenant other than rent, CUSA or Security Deposit. These includes utilities and maintenance charges.

1. In the App Bar, click **Search** – search for **Tenant Charge List** – **click related link**. The Tenant Charge List window will appear.

2. Click the related charge/s. The Tenant Charge Card window will appear.



3. Click New to create a new charge.

4. Enter a code to identify the charge.

5. Enter a description for the charge.

6. Put a check mark in the **Area required** field if the Unit area is required in calculating the charge amount.

7. Select a Transaction Type specified for the Tenant Charge to be create.

8. Select a Billing Type to categorize the Tenant Charge.

Posting Tab

1. If the Tenant Charge is a Utility, select a Utility Adjustment Method for it.

2. Put a check in the Prompt Payment Discount it will have a discount if made a payment before the due.

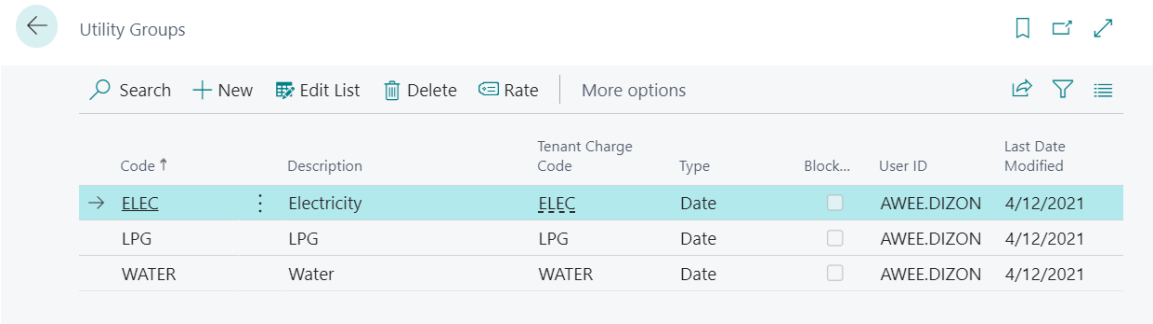
3. If the Tenant Charge will have penalty charges for late payment, put a check in the **Apply Finance Charge** field.

4. Click the drop-down button in the **G/L Account No.** to select the G/L Account where the specific charge shall be posted.

Tenant Charge Utility Groups

A Tenant Charge Utility Group shall be set-up to define the group of utility charges which shall belong to a group of tenants that have uniform rates. A Tenant utility group is defined for each tenant.

1. In the App Bar, click **Search –** search for **Utility Groups –** select **Utility Group.** The Tenant Utility Groups window shall appear.



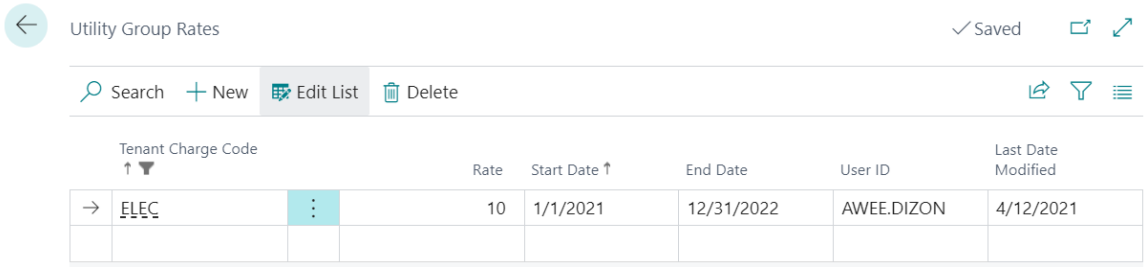
2. Enter a **Code** for the Tenant Utility Group.

3. Enter a **Description** for the Tenant Utility Group.

4. To specify the rates of the utility charges for each group, click **Rates**.

5. Enter the Rate of the charge. The rate should be VAT Inclusive.

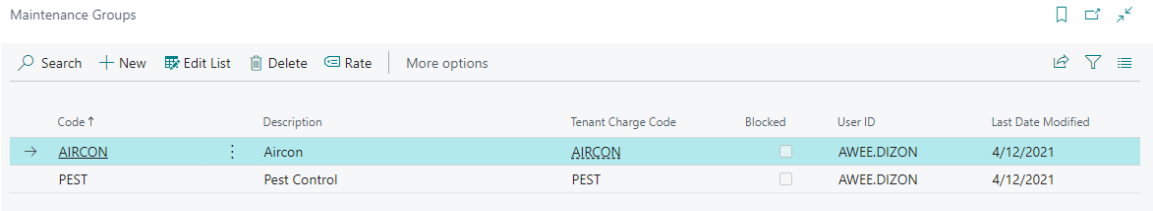
6. Enter the validity period of the rate in the **Start Date** and **End Date.**



Tenant Charge Maintenance Group

A Tenant Charge Maintenance Group shall be setup to define the group of maintenance charges which shall belong to a group of tenants that have uniform rates. A Tenant maintenance group is defined for each tenant.

1. In the App Bar, click **Search –** search **Maintenance Groups – click related link –Tenant Charge Maintenance Groups.** The Tenant maintenance group window shall appear.

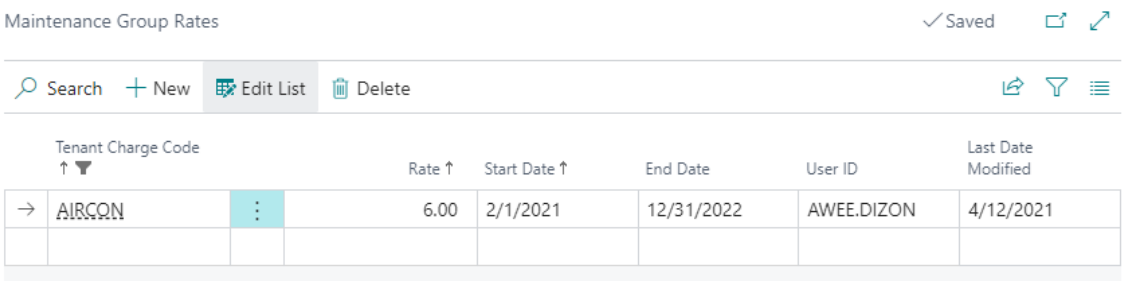


2. Enter a **Code** for the Tenant Maintenance Groups.

3. Enter a **Description** for the Tenant Maintenance Groups.

4. To specify the rates of the maintenance charges for each group, click **Rates**.

5. The Tenant Charge Maint. Rates window will appear.



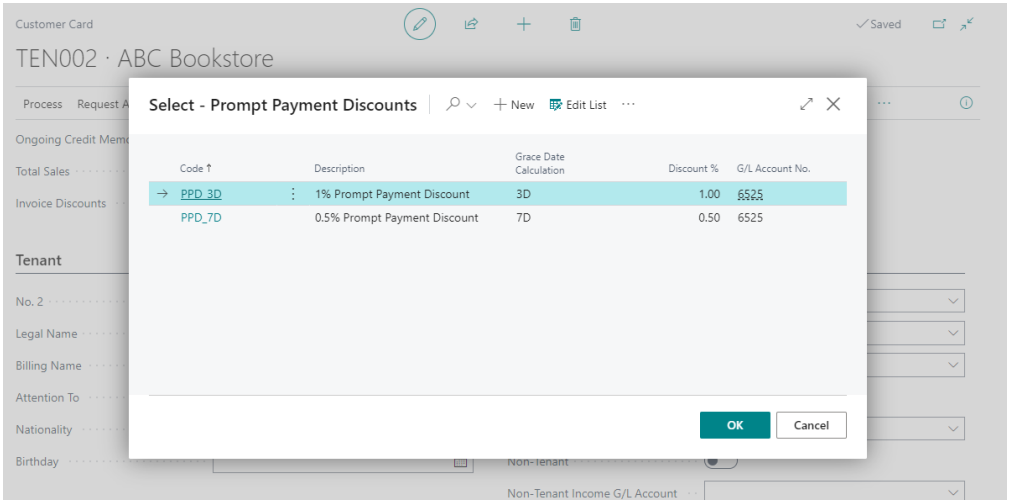
6. Enter the **Rate** of the charge. The rate should be VAT inclusive.

7. Enter the validity period of the rate in the **Start Date** and **End Date**.

Prompt Payment Discount

The Prompt Payment Discount Code shall be setup to be used as basis in calculating the prompt payment discount of each tenant. A prompt payment discount code shall be defined for each tenant.

1. In the App Bar, click **Search –** search for **Customers –** select **Customer Code –** in the **Tenant Tab** select in the dropdown list the **Prompt Payment Discount Code**. The Prompt Payment Discount window shall appear.



2. Enter a code for the Prompt Payment Discount.

3. Enter a Description for the Prompt Payment Discount.

4. Enter the no. of days from due date which the tenant is entitled to avail of a discount in the **Grace Date Calculation**.

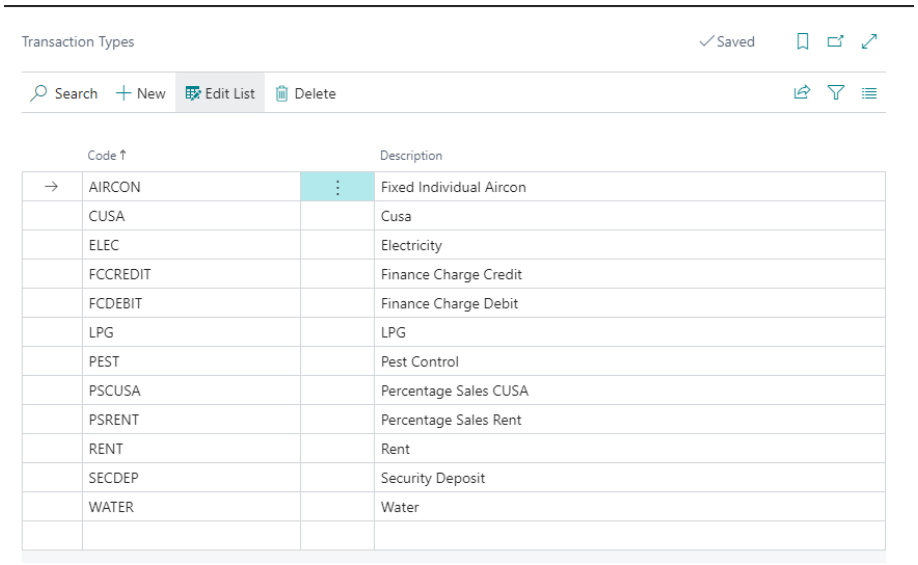
5. Enter the discount rate in the **Discount %** field.

6. Click the drop-down button in the **G/L Account No.** field to select the G/L account where the prompt payment discount shall be posted.

Transaction Type

You shall setup transaction types to identify each type of transaction posted.

1. In the App Bar, click **Search –** search for **Transaction Types – click related link.** The Transaction Type list window shall appear.



2. Enter a **Code** for the transaction type.

3. Enter the **Description** for the transaction type.

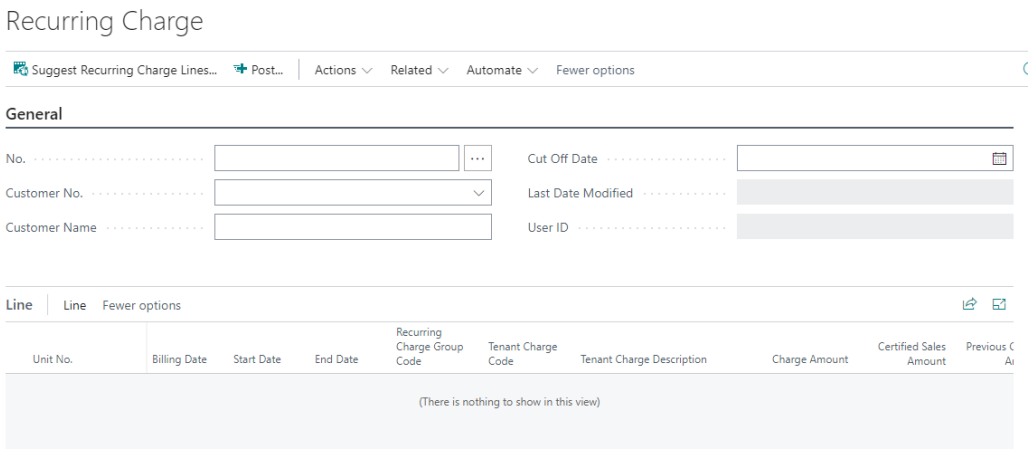
4. Click the option button and select the **Billing Type** for the particular transaction.

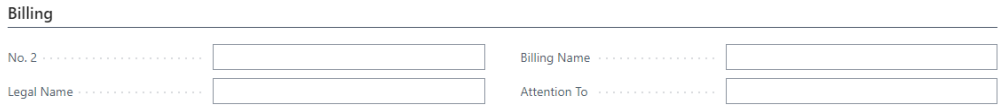
5. Choose a particular grouping of the transaction type in the **Statement Group**.

Recurring Charges

How to Record Recurring Charges

1. In the App Bar, click **Search** – search for **Recurring Charges** – **click related link** – click **New.** The Recurring Charge window will appear.



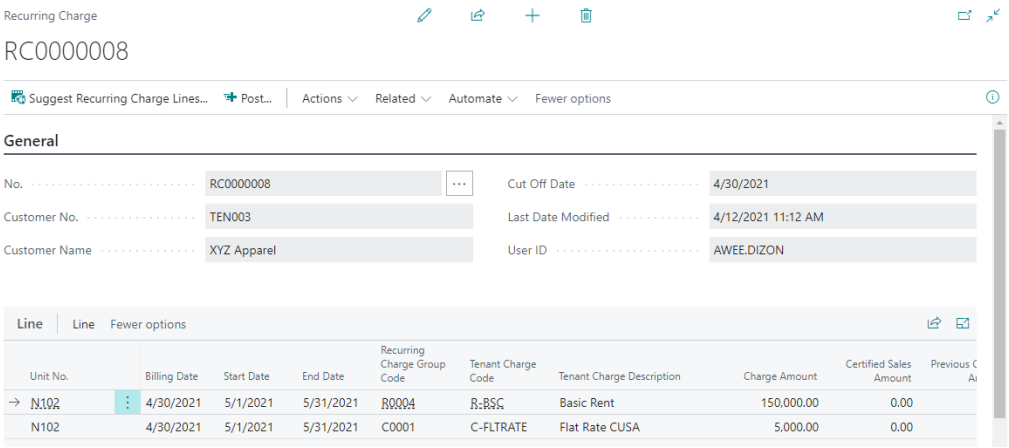


2. A blank Recurring Charges shall appear. Click the Assist edit button ... in the No. field and select the no. series code that shall be used for the Utility Charges. If you are not using no. series, simply type the Utility Charges no. in this field.

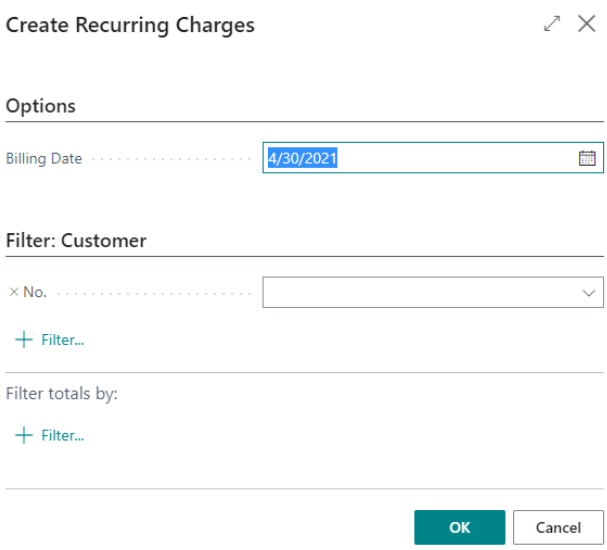
3. Click the drop-down button in the **Customer No.** field and select the customer. The **Customer Name** shall be automatically populated.

4. Enter the **Billing Date** of the Recurring charge.

5. In the Actions ribbon, click the **Suggest Recurring Charge Lines** to list down all recurring charges. Then, **Post**.



6. You may also create Recurring Charges per batch, just click **Create Recurring Charges**. And the Create Recurring Charges window will appear.



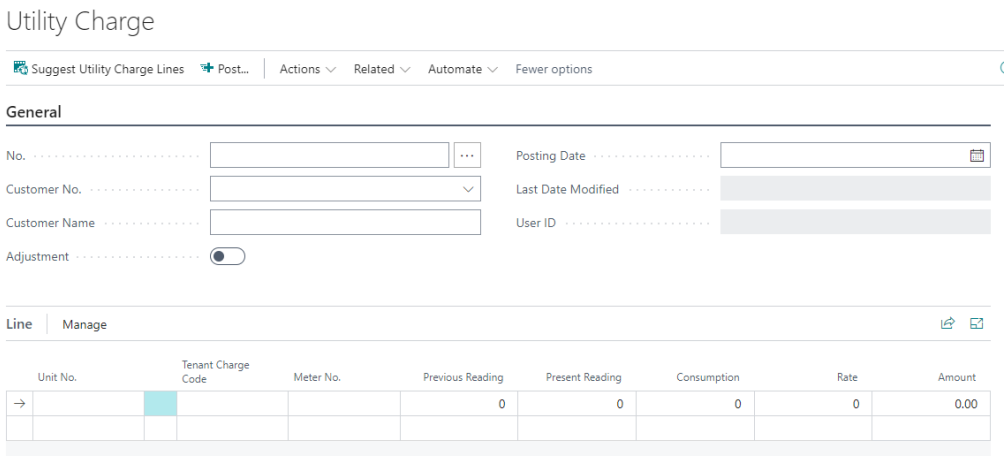
7. Click the **Billing Date**, and all the list of Recurring Charge for that month will suggest.

You may view the posted utility charges in the **Posted Recurring Charges.*

Utility Charges

How to Record Utility Charges

1. In the App Bar, click **Search –** search for **Utility Charges – click related link –** click **New**. The Utility Charge window shall appear.



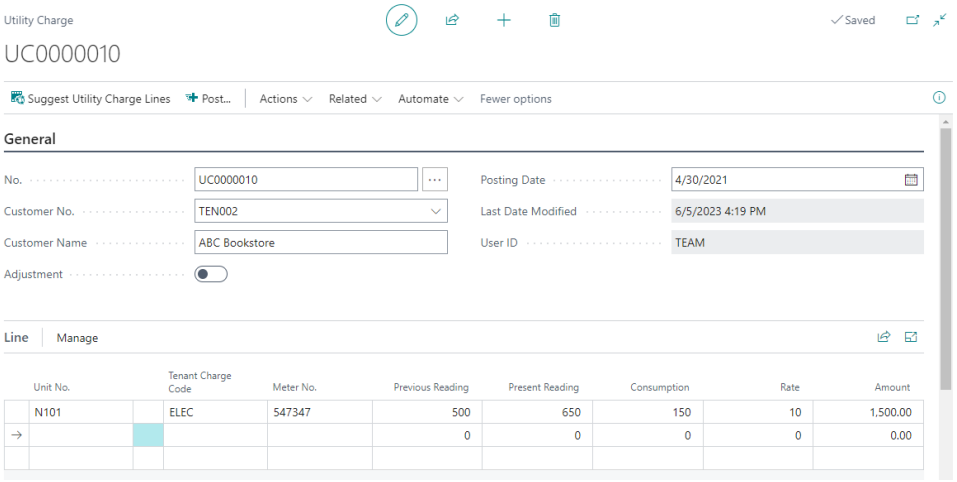
2. A blank Utility Charges shall appear. Click the Assist edit button ... in the No. field and select the no. series code that shall be used for the Utility Charges. If you are not using no. series, simply type the Utility Charges no. in this field.

3. Click the drop-down button in the **Customer No.** field and select the customer. The **Customer Name** shall be automatically populated.

4. Enter the **Posting Date** of the utility charge.

5. Click the **Adjustment** field if the transaction pertains to an adjustment.

6. Click **Home – Suggest Utility Charge Lines** to list down all utility charges, meter no. and previous reading of the tenant.



7. Put the **Present Reading**, and automatically computes the consumption.

8. The amount is based on the **Consumption x Rate**.

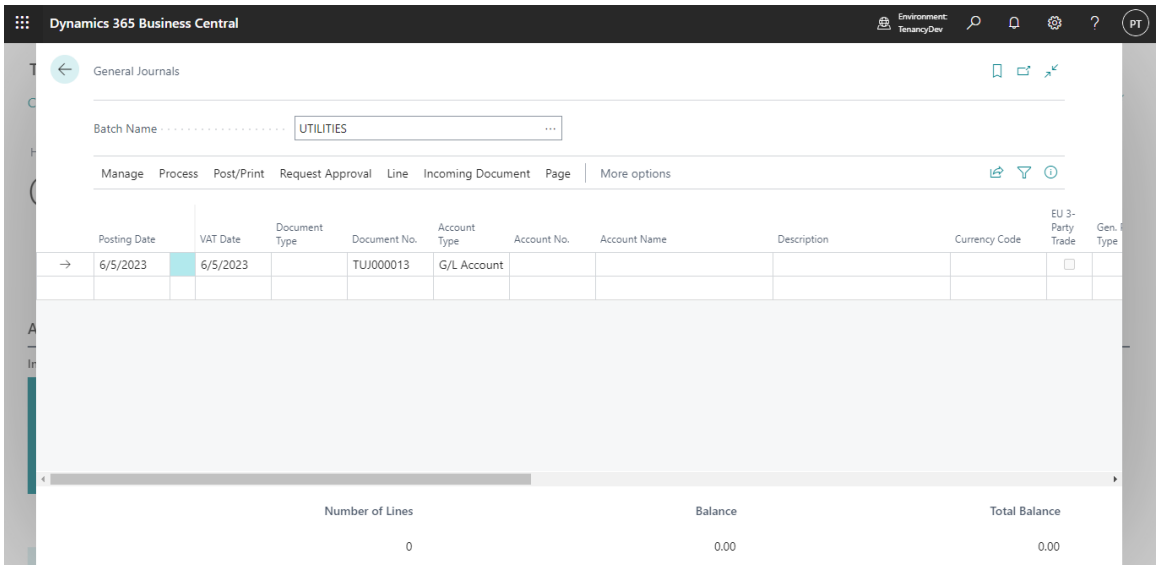
9. Click **Post** to register the utility charges. This will not yet update the general ledger. This will only store the charges in the utility ledger entries table.

You may view the posted utility charges in the **Posted Utility Charges.*

How to Post the Utility Charges in the Ledger

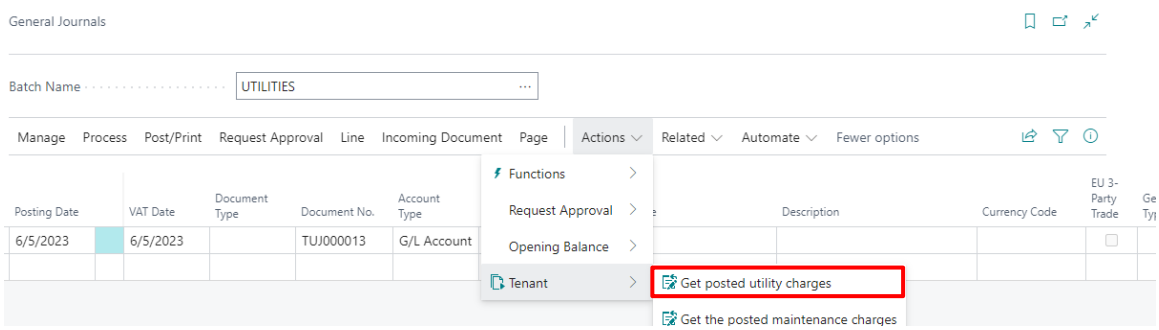
Posting the processed utility charges in the general journal shall automatically update the general ledger and customer ledger entries, which shall be the basis of the Statement of Account.

1. In the App Bar, go to **Search –** type **General Journal – click related link**. The General Journal window will appear.

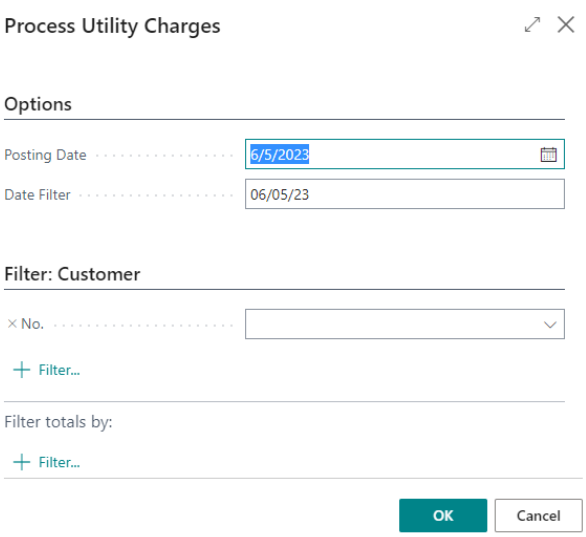


2. Click the drop-down button in the batch name field to select the batch where you want to generate the utility charges processed.

3. Click **Actions – Tenant - Get posted Utility Charges**.

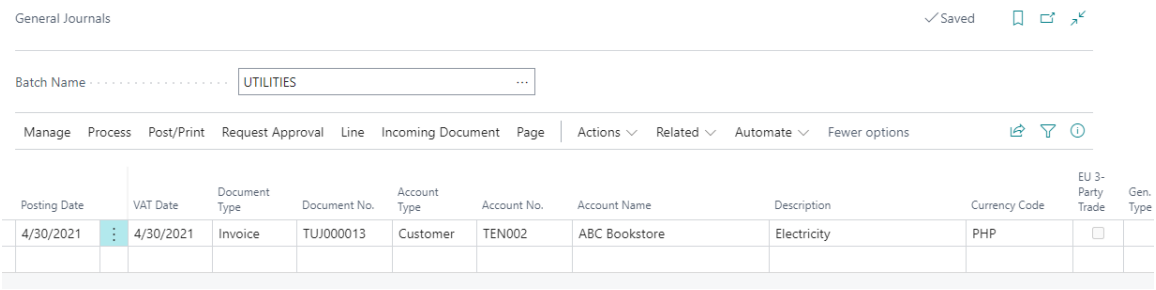


4. The **Process Utilities Charges** window will appear.



5. The **Date Filter** will be based on the **Billing Date** posted in the **Utility Charges**.

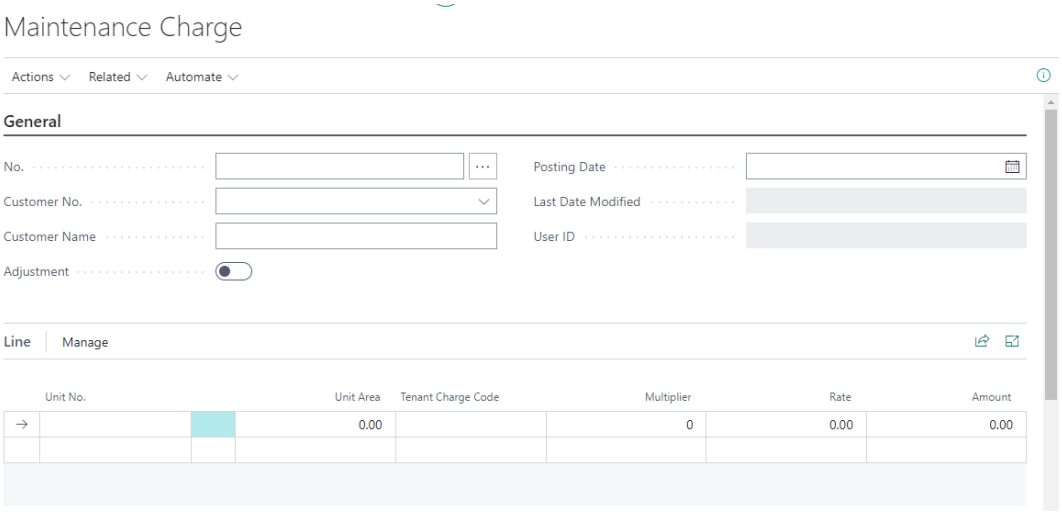
6. Click **OK**. And the general ledger entries pertaining to utilities per tenant and utility charge shall appear based on the filters set.



7. Click **Post** to register the utility entries in the general ledger.

Maintenance Charges

1. In the App Bar, click **Search –** search for **Maintenance Charges –** click **New**. The Maintenance Charges window shall appear.



2. A blank Maintenance Charges shall appear. Click the Assist edit button ... in the No. field and select the no. series code that shall be used for the Maintenance Charges. If you are not using no. series, simply type manually the Maintenance Charges no. in this field.

3. Click the drop-down button in the **Customer No.** field and select the customer. The **Customer Name** will be automatically populated.

4. Enter the **Posting Date** of the utility charge.

5. Click the **Unit** field and select the specific Unit connected to the Customer card.

6. The **Area** of the tenant is automatically populated if the maintenance charge has a check mark in the **Area required** field in the Tenant Charge Card.

7. Click the **Tenant Charge Code** field and select the maintenance code.

8. Enter the **Multiplier** of the maintenance charge.

9. The **Rate** is automatically populated by the system based on the Maintenance Charge Group and Setup the tenant belongs to.

10. The **Amount** is automatically calculated by the system by multiplying area, multiplier and rate.

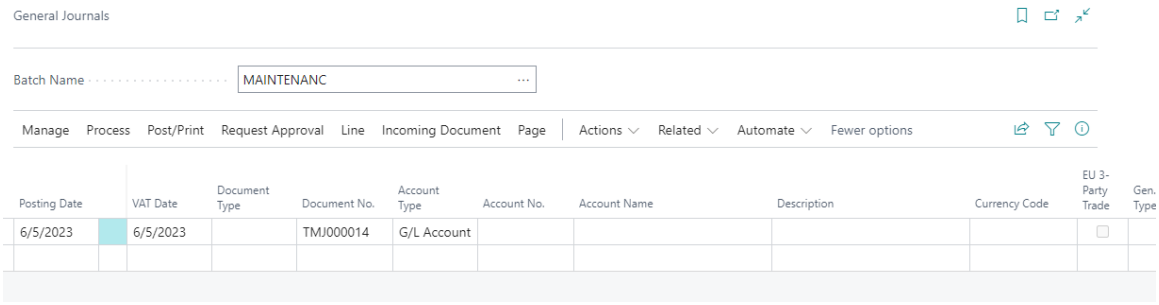
11. Click **Post** to register the maintenance charges. This will not yet update the general ledger. This will only store the charges in the utility ledger entries table.

You may view the posted utility charges in the **Posted Maintenance Charges.*

How to Post the Maintenance Charges in the Ledger

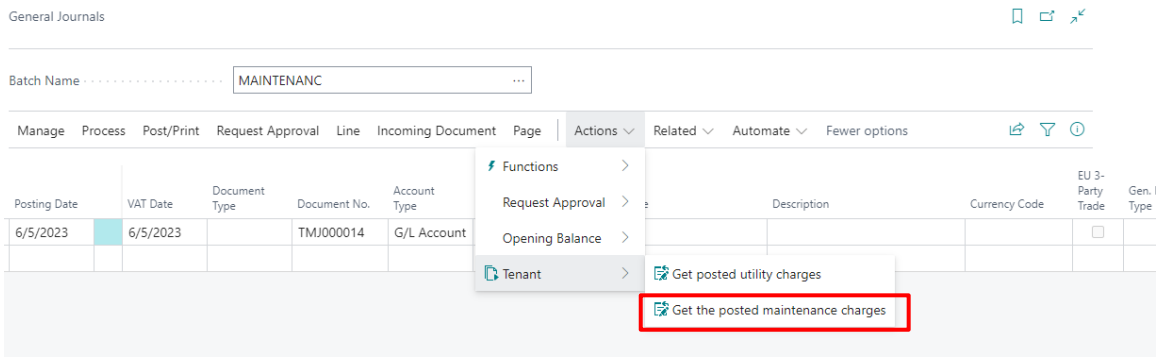
Posting the processed maintenance charges in the general journal shall automatically update the general ledger and customer ledger entries, which shall be the basis of the Statement of Account.

1. In the App Bar, go to **Search –** type **General Journal – click related link**. The General Journal window will appear.

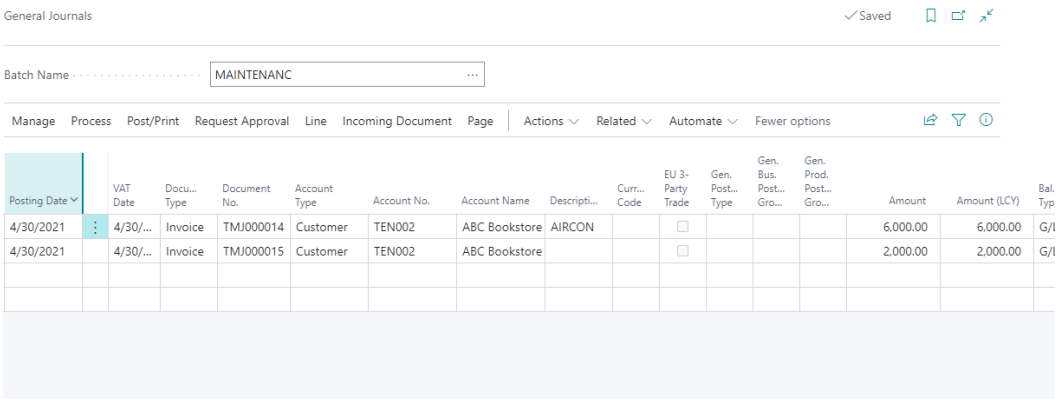


2. Click the drop-down button in the batch name field to select the batch where you want to generate the maintenance charges processed.

3. Click **Actions – Tenant - Get Posted Maintenance Charges**.



4. The General ledger entries pertaining to utilities per tenant and utility charge shall appear based on the filters set.

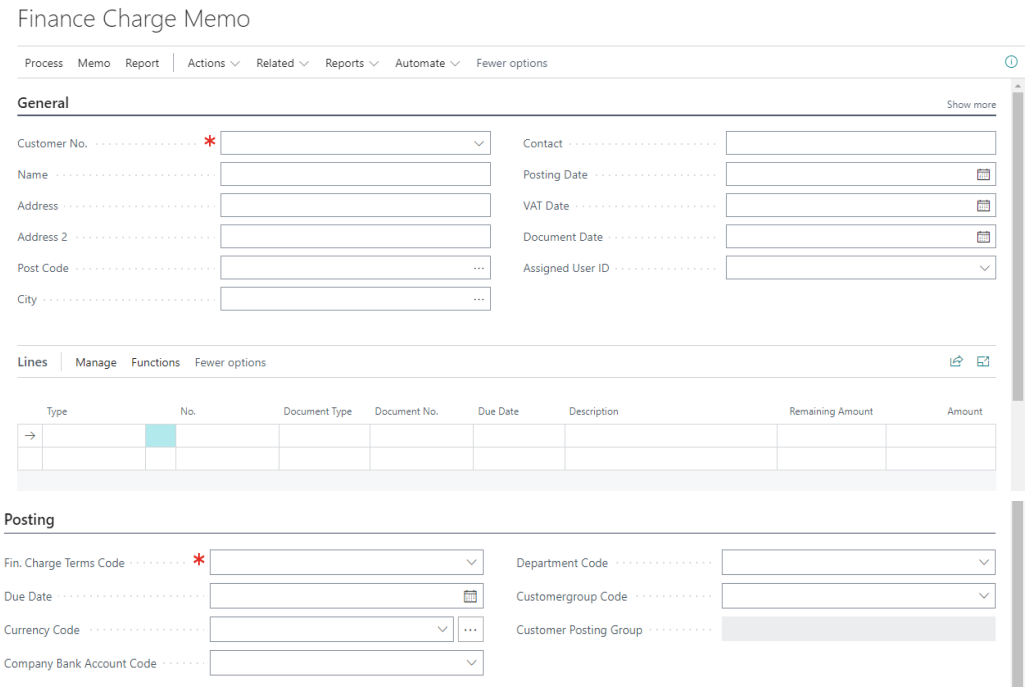


5. Click **Post** to register the maintenance entries in the general ledger. This will update the general ledger and the customer ledger.

Finance Charges

The Finance Charge Memo shall be used to record the interest and penalties on overdue and late payments made by the tenant.

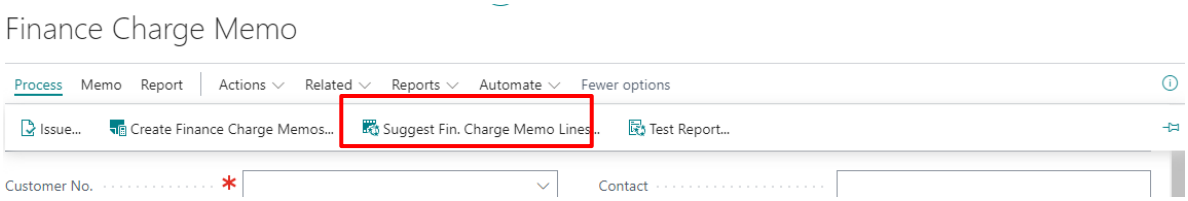
1. In the app bar, search for **Finance Charge Memos,** and click the related link. The Finance Charge Memos window will appear.



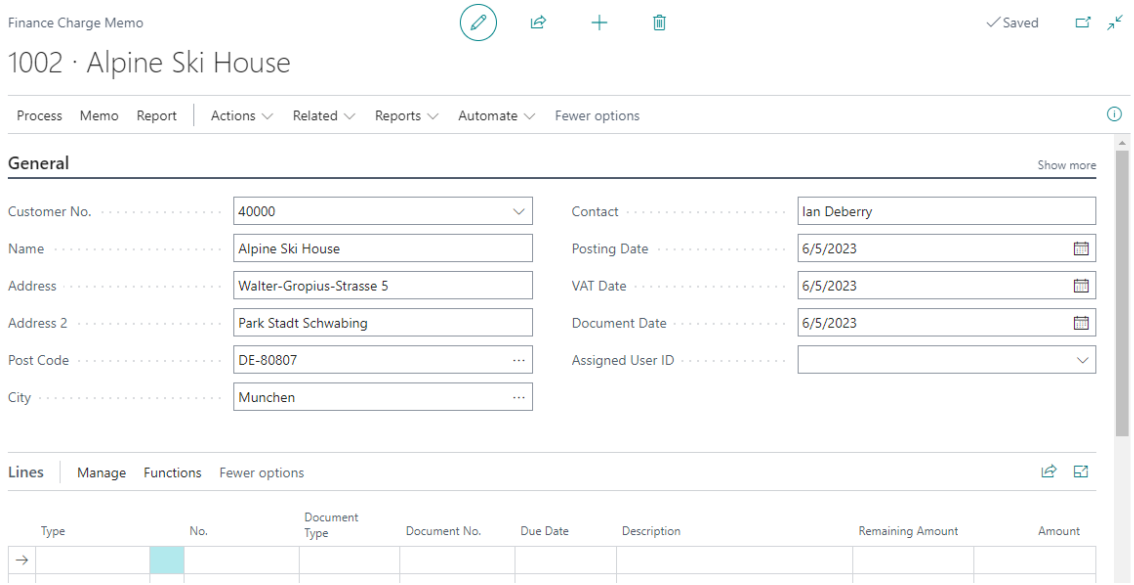
2. Specify the **Customer no.** and the **Name** will automatically be populated.

3. Specify the **Posting Date** and the **Document Date** in the general tab.

4. In the **Process** ribbon, click the **Suggest Fin. Charge Memo Lines.**



5. The Lines tab automatically shall have the details. It is based on the open entries in the customer ledger entry.

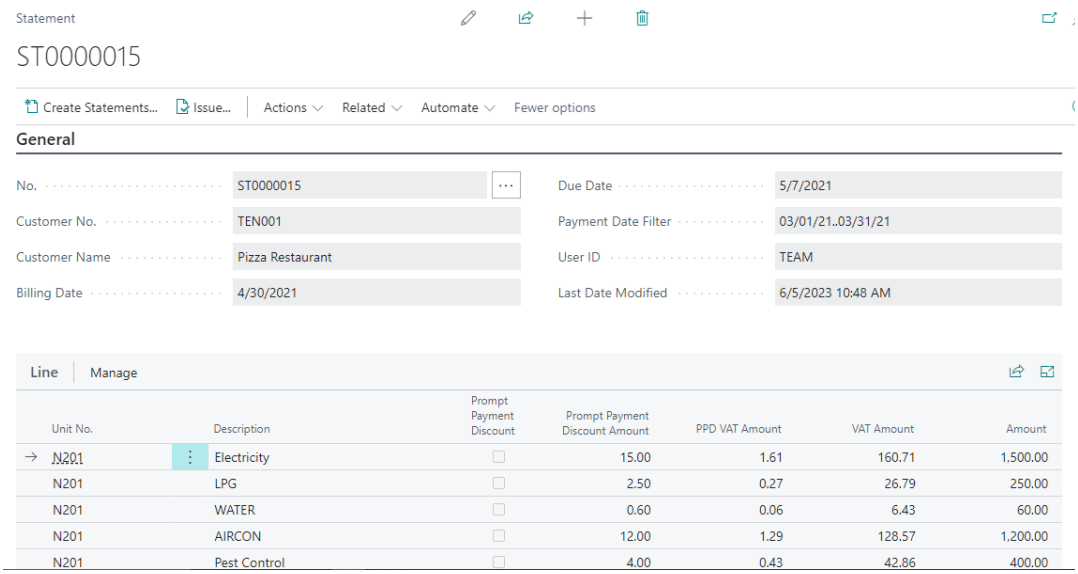


6. Click **Issue** to post the Finance Charge Memo, and it will update in the customer ledger entry of the customer.

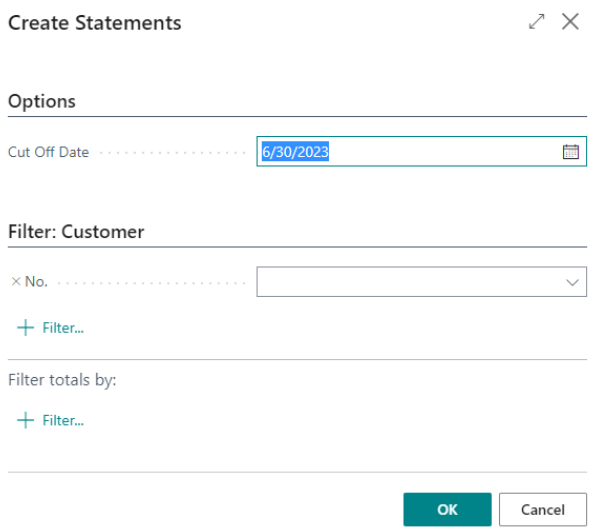
Statement of Account

How to Generate the Statement of Account

1. In the App Bar, click **Search icon –** search for **Statement List –** click **Create Statement of Accounts**. The Statements window shall appear.

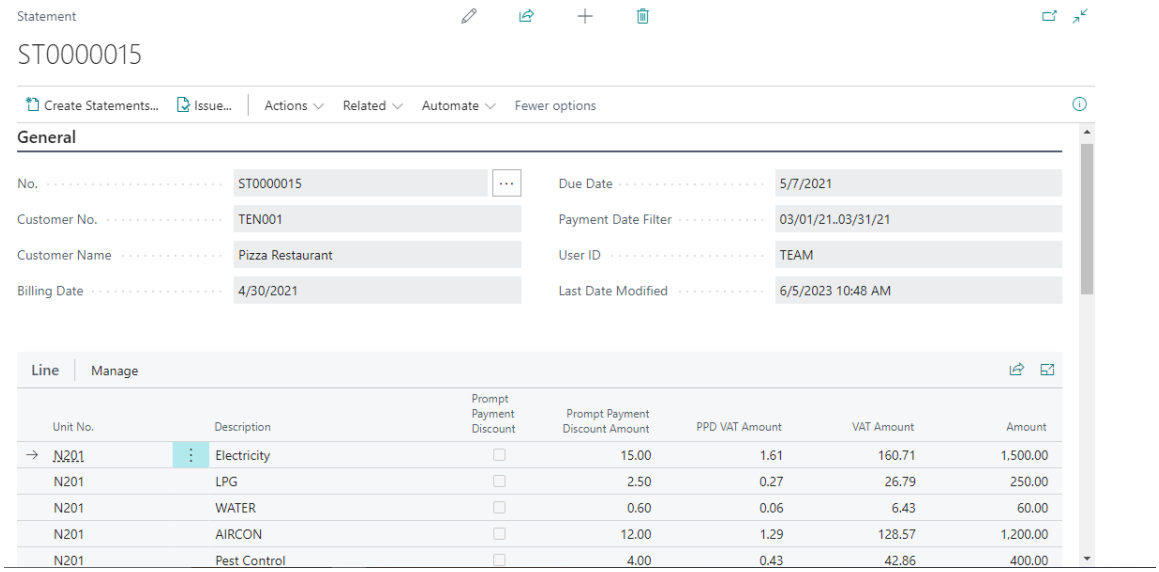


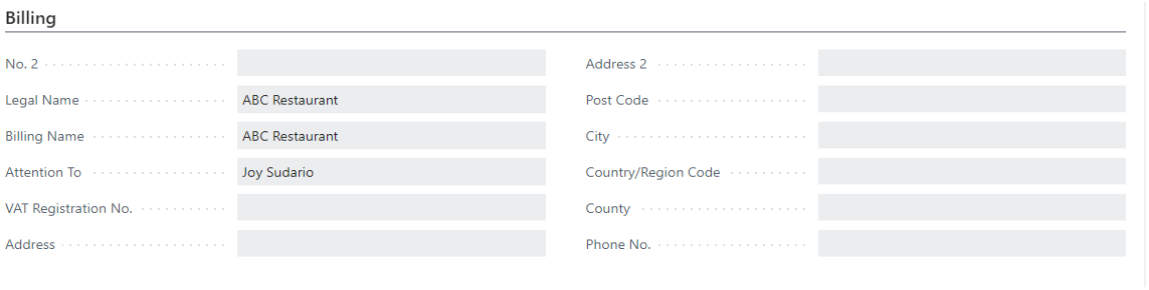
2. Click **Create Statement** to generate the Statement based on the filters set.



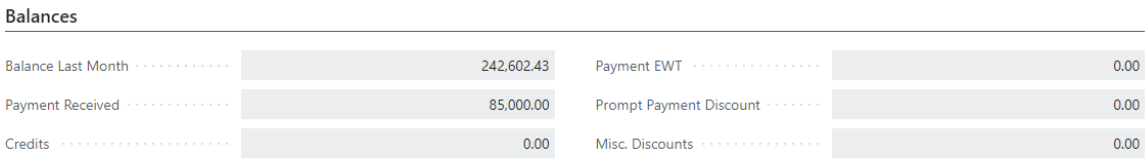
3. In the Options tab, you must specify the **Billing Date** or the cut-off date of the Statement of Account. This means that all charges unpaid as of this date shall be generated by the system.

4. Click **OK.** The Statement of Account shall be generated based on the criteria.



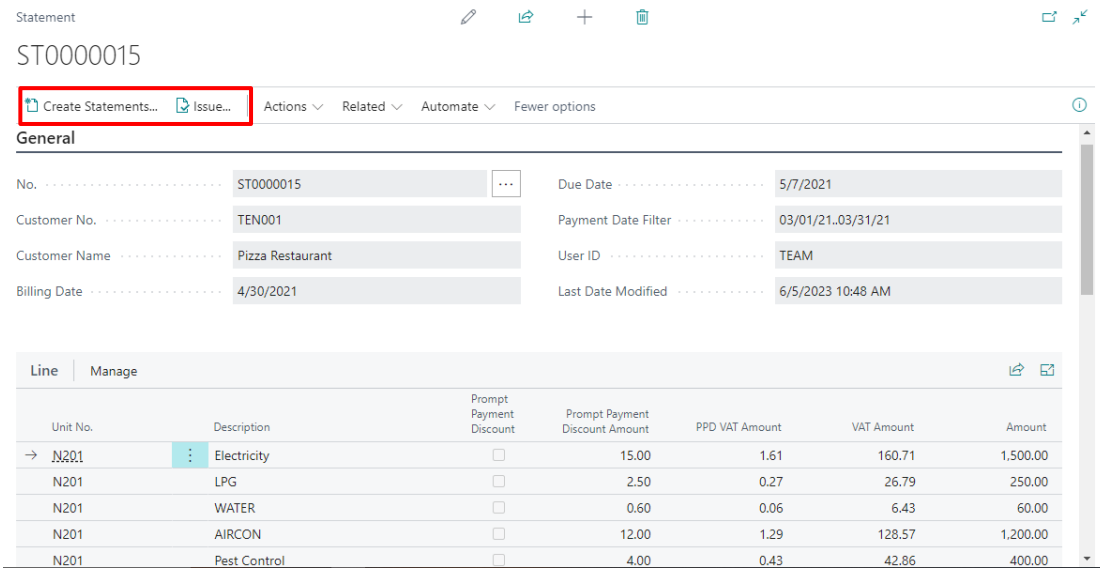


5. In the Statements, there is a tab where you can check if the tenant has an outstanding



balance to be paid.

6. Click **Issue** to issue the specific **Statement of Account or Posting – Batch Issue** to issue a range of Statement of Account.

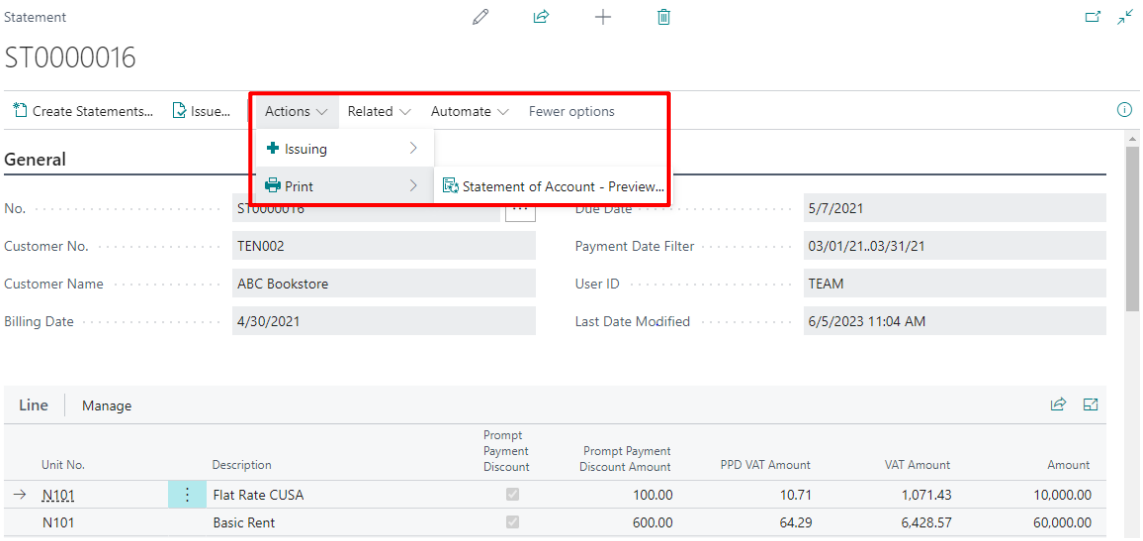


Once issued, the information is stored in the **Issued Statements and the Statement of Account is no longer editable. It shall also update the customer ledger entry table with the Statement No.*

How to Print the Statement of Account

1. In the app bar, search for click **Statements –** click the **Statements of Account**. And fill up the necessary details.

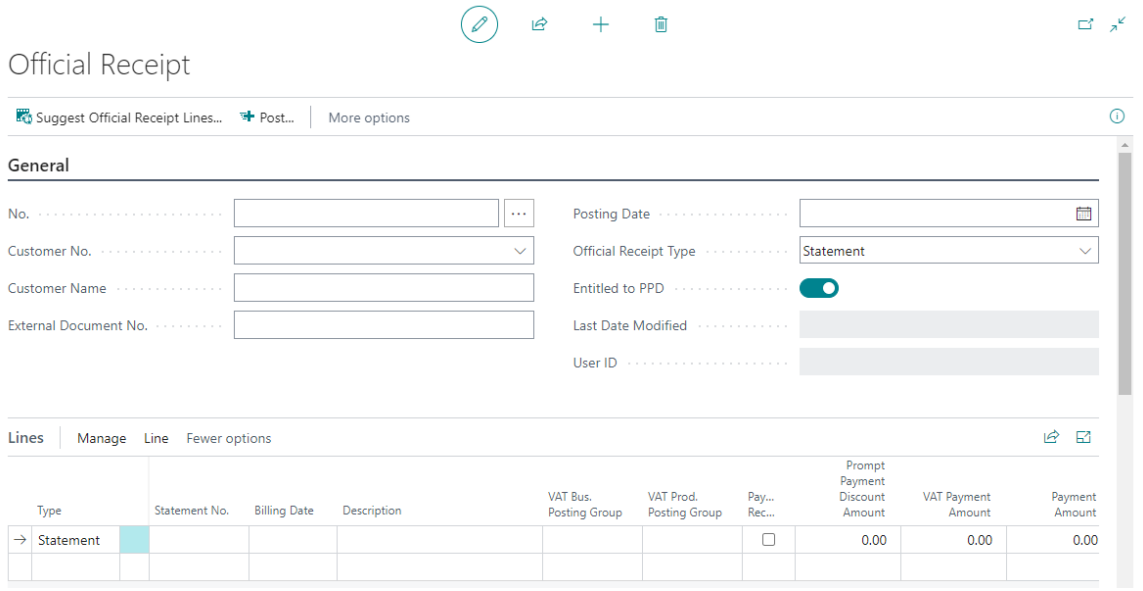
2. Click **Actions -** then **Print** button to print the Statements of Account.



Official Receipt

How to Record Collections with Statement of Account/Tenants

1. In the App Bar, click **Search –** search for **Official Receipt –** click **New**. The Official Receipt window shall appear.



2. In the General tab, click the AssistEdit button ... in the **No.** field to select the no. series that shall be used for the official receipt. If you are not using no. series, simply type manually the no. in this field.

3. Click the drop-down button in the **Customer No**. field to select the customer.

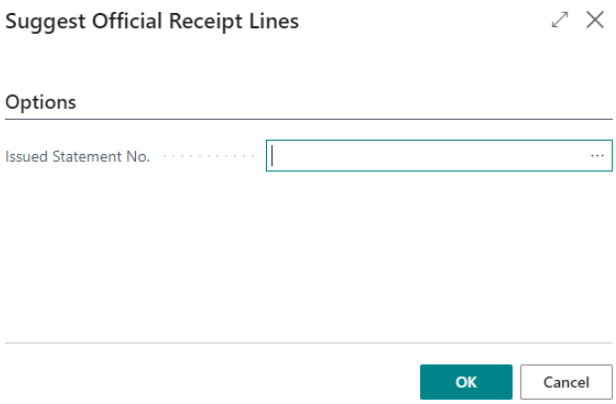
4. Enter the **Posting Date** of the Official Receipt.

5. Click the dropdown button in the Official Receipt Type to select **Statement**.

6. Put a check mark in the **Entitled to PPD** field if the customer is entitled to Prompt Payment Discount.

7. In the Payment tab, if the payment is made through check, specify the **Check No., Check Date, Check Bank,** and **Check Amount**. If the payment is made through cash, specify the **Cash Amount**.

8. Click **Suggest Official Receipt** Lines to get the outstanding invoices of customers with a Statement of Account.



9. The Suggest Official Receipt Lines shall appear. You may select an Issued Statement No. to generate all outstanding charges with statements of the customer.

10. You may use the Payment Application functionality. If you use the **Payment Application** field, the system will automatically apply the payment against the charges based on the **Application Type**:

    a. **Oldest Charge** – the payment shall be applied to the oldest charge onwards

    b. **Newest Charge** – the payment shall be applied to the newest charge onwards

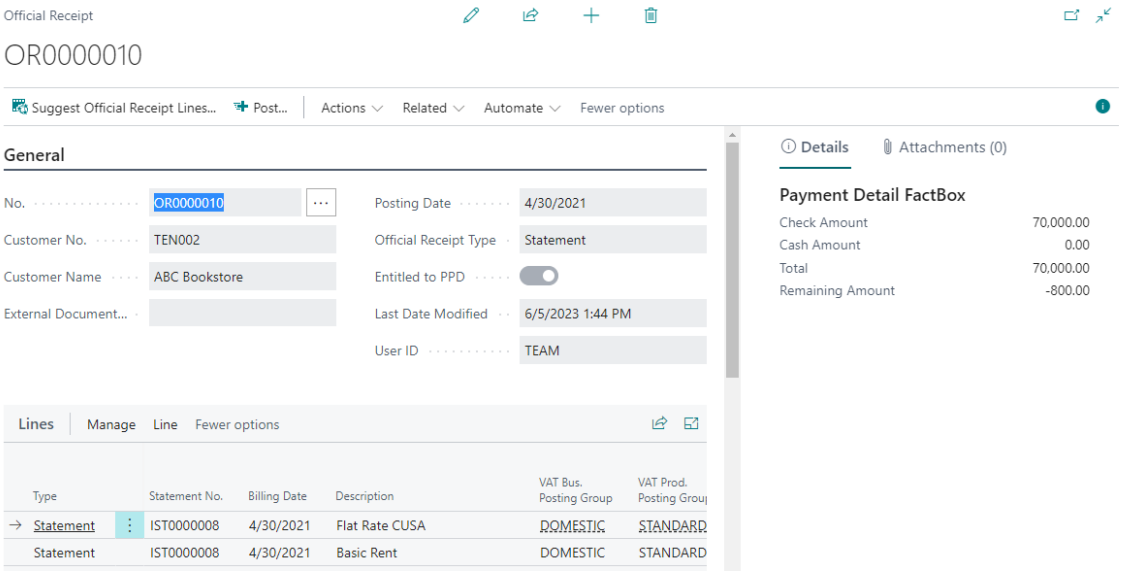
    c. **Highest Amount** – the payment shall be applied to the highest amount onwards

    d. **Lowest Amount** – the payment shall be applied to the lowest amount onwards

11. Put a check in the Payment received column for the charges that has been paid.

12. You may edit the **Payment Amount** and **WHT Payment Amount** fields based on actual payment made by the customer for the specific charge.

- The **Remaining Amount** shows the amount being paid which were not yet applied against the Statement of Account outstanding charges.



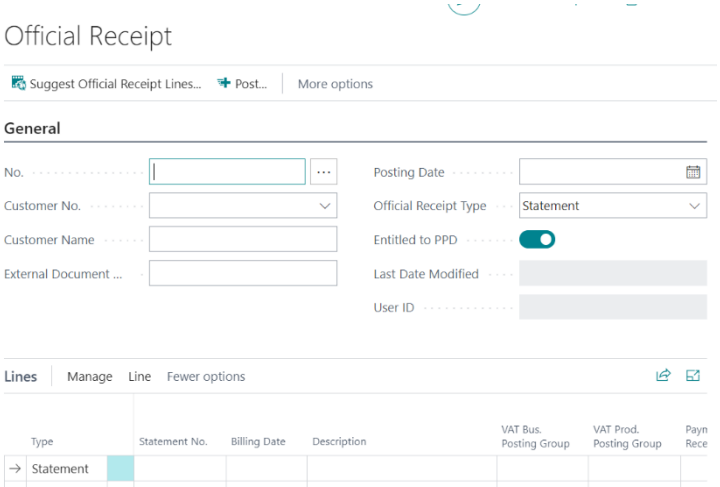
- In case there are Unapplied Credits, where the payment amount is greater than the outstanding charges, an additional line shall be recorded. In the Official Receipt lines, select **UA Credit** as Type. Enter a **Description** and **Payment Amount** and it will automatically put a check in the payment received field.

13. Click **Post** to register the official receipt. This shall update in the general ledger.

How to Record Collections without Statement of Accounts/Non-Tenants

1. In the App bar, click for search icon, and search the **Official Receipt**. The Official Receipt window shall appear.

2. In the General tab, click the AssistEdit button ... in the **No.** field select the no. series that shall be used for the Official receipt. If you are not using no. series, simply type the no. in this field.



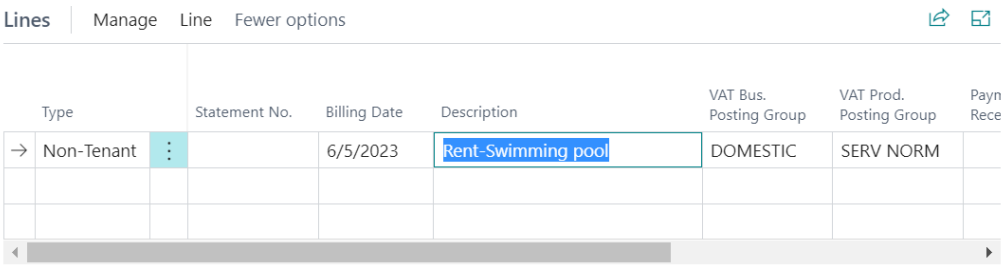
3. Click the drop-down button in the **Customer No**. field to select the customer.

4. Enter the **Posting Date** of the Official Receipt.

5. Click the dropdown button in the **Official Receipt Type** to select **non-Tenant**.

6. In the line tab, the **Billing Date** will automatically fill up based on the Posting Date indicated.

7. The description in the Lines tab must have a value to indicate what kind of payment recorded.



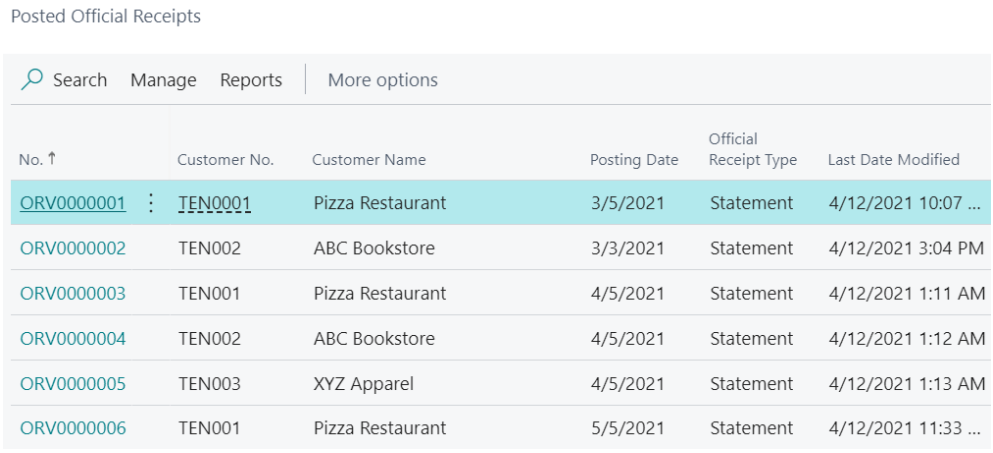
8. In the Payment tab, if the payment is made through check, specify the **Check No., Check Date, Check Bank,** and **Check Amount**. If the payment is made through cash, specify the **Cash Amount**.

9. Click **Post** to register the official receipt. This will update the general ledger.

How to Print the Official Receipt

When posting the Official Receipt, the system shall automatically segregate the VAT and Non-VAT transactions for printing purposes.

1. In the app bar, click for search, and search for – **Posted Official Receipts**. The Posted Official Receipts window shall appear.



2. Select the Official Receipt No. that you want to print. Click **Print**.

Application of Customer Ledger Entries

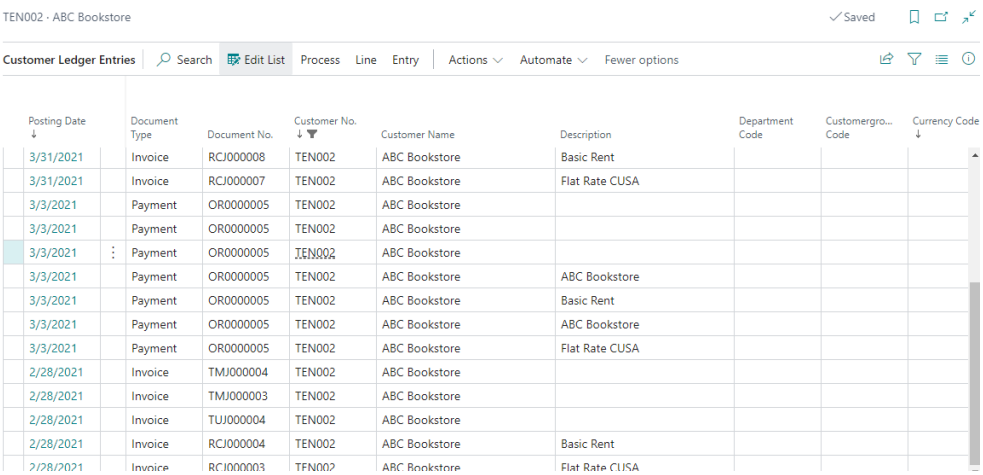
You can apply a payment or credit memo against an invoice after posting the official receipt or credit memo if no Applies-to Doc. No. specified in the document upon posting. This is also applicable if the type of official receipt is an **Unapplied Credit**.

How to Apply Payment/Credit Memo against an Invoice

1. In the App Bar, click for **Search –** search for **Customers –** select Customer from the list. The Customer Card window appears.

2. Click the customer button then select **Ledger Entries**.

3. Select the invoice that has not yet been applied. Click **Functions – Others – Apply Entries**. The Apply Customer Ledger Entries window appears.



Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Department Code	Customergro... Code	Currency Code
3/31/2021	Invoice	RCJ000008	TEN002	ABC Bookstore	Basic Rent			
3/31/2021	Invoice	RCJ000007	TEN002	ABC Bookstore	Flat Rate CUSA			
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore				
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore				
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore				
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore	ABC Bookstore			
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore	Basic Rent			
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore	ABC Bookstore			
3/3/2021	Payment	OR0000005	TEN002	ABC Bookstore	Flat Rate CUSA			
2/28/2021	Invoice	TMJ000004	TEN002	ABC Bookstore				
2/28/2021	Invoice	TMJ000003	TEN002	ABC Bookstore				
2/28/2021	Invoice	TUJ000004	TEN002	ABC Bookstore				
2/28/2021	Invoice	RCJ000004	TEN002	ABC Bookstore	Basic Rent			
2/28/2021	Invoice	RCJ000003	TEN002	ABC Bookstore	Flat Rate CUSA			

4. Select the invoice that has not yet been applied. Click **Apply Entries**. The Apply Customer Ledger Entries window appears.

5. Select the invoice entry that has not been applied. Click **Set Applies to ID.**

6. To post, click **Post Application**.

Unapplying Customer Ledger Entries

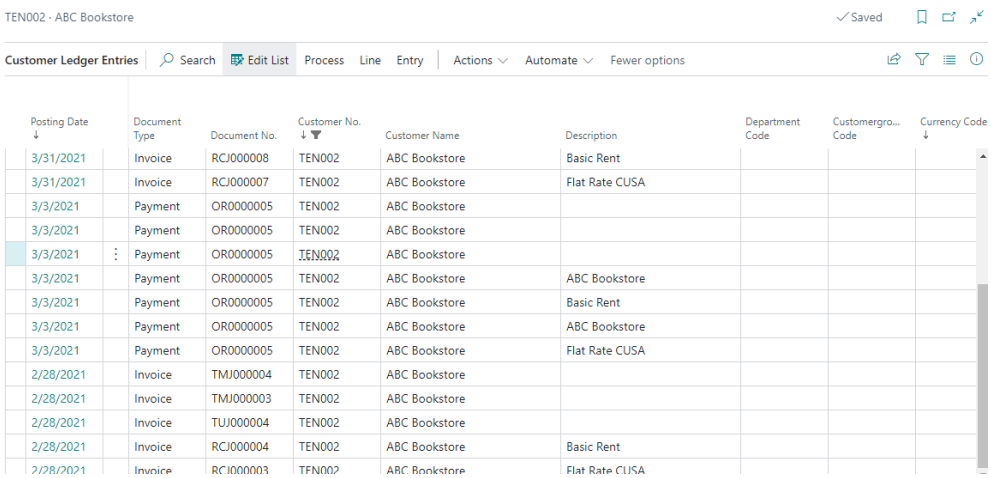
The unapply functionality allows users to reverse erroneous application entries so that the proper application can be processed.

When you unapply an erroneous application, the system creates and posts correcting entries to all entries including G/L posting entries derived from the application, such as payment discount and currency gains/losses. The correcting entries are identical to the original entries but with the opposite sign in the amount field. The system also reopens the entries that were closed by the application.

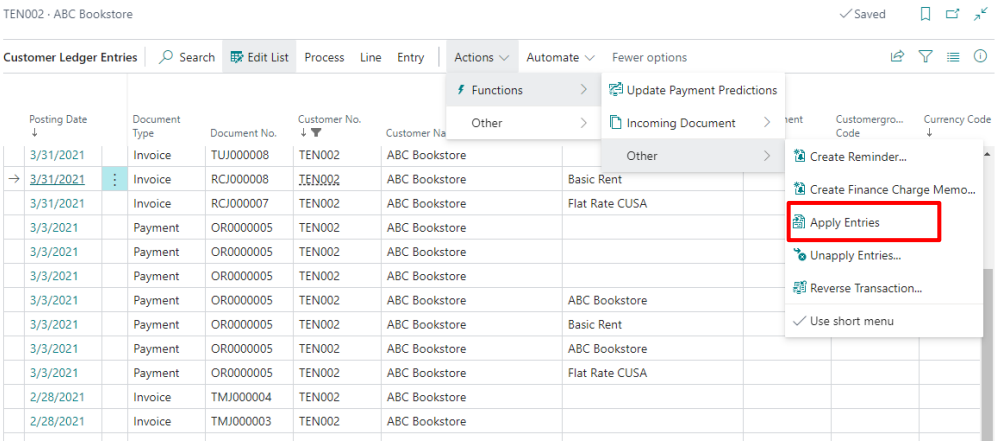
How to Unapply Customer Ledger Entries

1. In the App Bar, click **Search –** search for **Customers –** select Customer from the list. The Customer Card window appears.

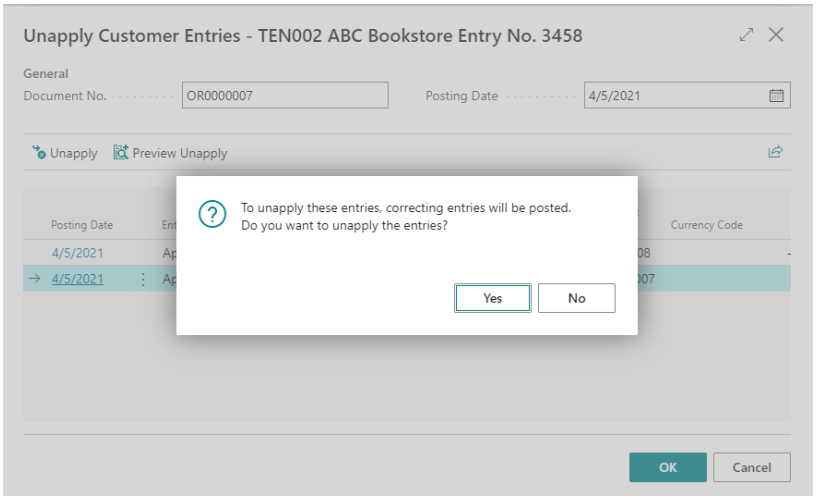
2. Click the customer button then select **Ledger Entries**.



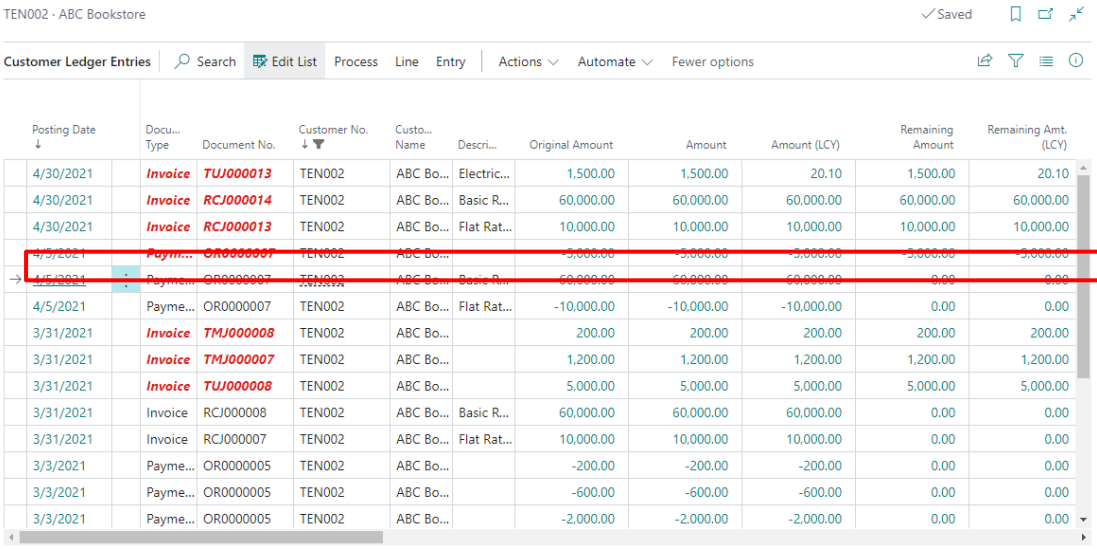
3. Select the corresponding entry to unapply. Click **Functions – Others – Apply Entries**.



4. Click **Unapply** Entries **–** click **Unapply - Yes**.



The system creates a new entry with the opposite sign in the amount field. To check if the entry has been unapplied correctly, look at the Customer ledger entries.



Posting Date	Docu... Type	Document No.	Customer No.	Custo... Name	Descri...	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)
4/30/2021	Invoice	TUJ000013	TEN002	ABC Bo...	Electric...	1,500.00	1,500.00	20.10	1,500.00	20.10
4/30/2021	Invoice	RCJ000014	TEN002	ABC Bo...	Basic R...	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
4/30/2021	Invoice	RCJ000013	TEN002	ABC Bo...	Flat Rat...	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
4/5/2021	Payme...	OR0000007	TEN002	ABC Bo...		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
4/5/2021	Payme...	OR0000007	TEN002	ABC Bo...	Basic R...	60,000.00	60,000.00	60,000.00	0.00	0.00
4/5/2021	Payme...	OR0000007	TEN002	ABC Bo...	Flat Rat...	-10,000.00	-10,000.00	-10,000.00	0.00	0.00
3/31/2021	Invoice	TMJ000008	TEN002	ABC Bo...		200.00	200.00	200.00	200.00	200.00
3/31/2021	Invoice	TMJ000007	TEN002	ABC Bo...		1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
3/31/2021	Invoice	TUJ000008	TEN002	ABC Bo...		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
3/31/2021	Invoice	RCJ000008	TEN002	ABC Bo...	Basic R...	60,000.00	60,000.00	60,000.00	0.00	0.00
3/31/2021	Invoice	RCJ000007	TEN002	ABC Bo...	Flat Rat...	10,000.00	10,000.00	10,000.00	0.00	0.00
3/3/2021	Payme...	OR0000005	TEN002	ABC Bo...		-200.00	-200.00	-200.00	0.00	0.00
3/3/2021	Payme...	OR0000005	TEN002	ABC Bo...		-600.00	-600.00	-600.00	0.00	0.00
3/3/2021	Payme...	OR0000005	TEN002	ABC Bo...		-2,000.00	-2,000.00	-2,000.00	0.00	0.00

- Note that there will be a value in the **Remaining Amount** field and that the Open field has a check mark indicating that it is an open entry.