

ApartmentManager XP

eXcellent Performance

Manual

Last Updated 11/20/14



Created By A Property Manager For Property Managers

**NOTE: All names and addresses are fictitious and used to illustrate report formats only.
The names and addresses Do Not represent real people or places.**

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January 1, 2014

Welcome,

A new **2014 (AMXP) Edition** of our apartment management program is now available.

Significant changes include the following:

1. **Two Quick Start Guides** for Installation cover both "First Time Users Only" & "Upgrade for Existing Users" reference page 4
2. AMXP **automatically backs-up the data file** before exit named *AptMgrData .acdcb backup*.
3. **All pop-up reminder dates are your choice:** they have changed from fixed to variable. Pop-up reminders are two (2) days before and two (2) days after the date chosen.
4. A new report details **Maintenance performance** by percent of work orders completed along with a breakdown of individual trades, ie: plumbing, electrical, etc.
5. Added a new feature **End of the Year Set up for New Year** reference page 9
6. Late rent notices conform to the new **Superior Court ruling of dual notification** as separate Certificate of Mailing for both tenant and co-tenant (Pre-printed with USPO list).
7. The tenant database now includes **email addresses** which allows management to send reminders of past due rent to delinquent accounts.
8. The late rent notice now **eliminates postage** for a letter when a tenant is already in the court system and an e-filing has occurred.
9. A more complete list of **navigation symbols** and a completely new **manual**.
10. Lastly, there's some bug clean-ups and more importantly, **Security improvements**.

Please call us with your comments. We can help users with installation and database population.

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Microsoft Access version 2010 is now Required for the AMXP program to run.

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NOTE

For changes to AMXP look up the manual on the website for color changes in the Table of Contents

Rev 1 Red
 2. Green
 3. Purple
 4. Blue
 5. Orange

Section 2 – Installation

Quick Start Guide – First Time Users Only

System Requirements: Operating System Microsoft 7 or later version PLUS Microsoft Access Version 2010

Acronym:

FVA = Full Version of Access
AMXP = Apartment Manager XP
TV = Trial Version of AMXP

The CD Contains:

AptMgrProgram.accde
AptMgrData.accdb
AMXP Manual.pdf
QuickStart.pdf

The DVD Contains:

Overview
Required Modules
Daily Used Modules
Support Modules

The Program.accde and Data.accdb files are both required to run the program

- Step 1: Go to: “My Computer” Click (Local Disk) “C”
- Step 2: Create “New Folder”. Name Folder: “Apts-FVA-TV-2014”
- Step 3: Load CD into drive: Highlight 4 files on CD & copy to “Apt-FVA-TV-2014”
- Step 4: Highlight & Print the Quick Start.pdf
- Step 5: Double click the program “AptMgrProgram.accde” Then enter the password “Trial”.

The Program is now loaded and ready for data entry

- Step 6: Complete the Company Profile
Legal verbiage is determined by the Landlord Tenant Code for the property jurisdiction.
 - Step 7: Complete the Property Module
Each unit is a separate entry an active unit is “C” (current).
 - Step 8: Complete the Tenant Module
All units must have a tenant. If a unit is vacant, a substitute tenant must be entered.
The substitute tenant will be OPEN### (ie: Unit 7 is vacant: Tenant name “OPEN007”
Unit 27 is vacant: Tenant name “OPEN027”, Unit 120 is vacant: Tenant Name “OPEN120”)
- ** Check the manual for instructions on adding or removing a tenant ** Reference pages 15 +
Print the manual and begin viewing all the features and reports

Quick Start Guide – Upgrade for Existing Users

CAUTION: BACKUP YOUR PROGRAM AND DATA FILE BEFORE STARTING UPGRADE ref pg 7

- Step 1: Go to: “My Computer” Click (Local Disk) “C”
- Step 2: Go to existing folder Apts-FVA-TV-2014
- Step 3: Load CD into drive Highlight only the AptMgrProgram.accde ONLY!!!!

CAUTION: DO NOT COPY THE EMPTY DATA FILE THIS WILL ERASE YOUR EXISTING DATA

- Step 4: Copy AptMgrProgram.accde into the existing folder in step 2 Apts-FVA-TV-2014
- Step 5: Double click the program “AptMgrProgram.accde” Then enter your existing password

Your program is now upgraded to the most current version

Print the manual and review the changes in detail

OPERATING SYSTEM +

ACCESS + &

AMXP COMBINATIONS

Windows 7.0	+	Access 2007	+	AMXP 2014
Windows 7.0	+	Office Pro 2007	+	AMXP 2014
Windows 8.0	+	Access 2007	+	AMXP 2014
Windows 8.1	+	Access 2007	+	AMXP 2014

These combinations will not work

Windows 7.0	+	Access 2010	+	AMXP 2014
Windows 7.0 Pro	+	Office Pro 2010	+	AMXP 2014
Windows 8.0	+	Access 2010	+	AMXP 2014
Windows 8.1	+	Access 2010	+	AMXP 2014

These combinations will work

ApartmentManagerXP

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For the Professional Real Estate Property Manager

FEATURES

Easy to understand, minimal need for technical support & detailed illustrated manual

All rents are entered into the General Ledger with one click
All payments are easily entered by choosing either unit or tenant name
Real time accounting of Percent of Month to Date collections with each payment
Court documentation for all late rents are done with one click
Summary of all balances due with one click
Summary of individual statements with two clicks

Financial statistics – Vacancy, Revenue, Expenses, Maintenance by unit or building
Tracks maintenance Requests, Completions, and Charges with minimal input
Easy access to memo pad for office action items
Tracks judgments for pre-program, new and past tenants both open and closed
Prints court paper work to satisfy a judgment

Management of multiple owner properties with individual commission statements
Managing and tracking tenants who have vacated with judgments pending

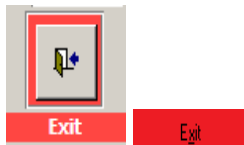
Differentiate between taxable and non taxable income and expenses
Differentiates between Section 8 tenant's portion and total rent amount
Tracks previous tenants garnishment payments and court satisfaction
Saves paper - Reports are screen printed for viewing prior to hard copy

No labels needed: All tenant notices easily fit a #10 window envelope

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Section 3 - Introduction

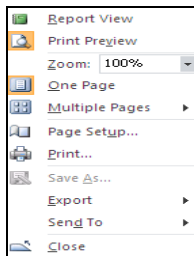
Navigation Symbols



The 2 red Exit's shown will authorize return to the previous module or home page or exit the program



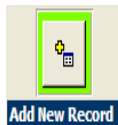
The top right corner X's "are not used" to exit a module or program These X's are for Program lock up which should not occur. Always use the red EXIT labels shown above



A right click gives the option to print or close a report



Provides real time hints for the input required



Add a New Record items control starts a new record All items highlighted in green require input before using the save button



Change Existing Record control allows editing of a existing record All items highlighted in yellow can be changed before using the save button The Change button has limited authority the dark grey items cannot be changed in the record



The Save Record control writes the record to the database file It is the last step after new or change action

Note: Other navigation symbols on page 73

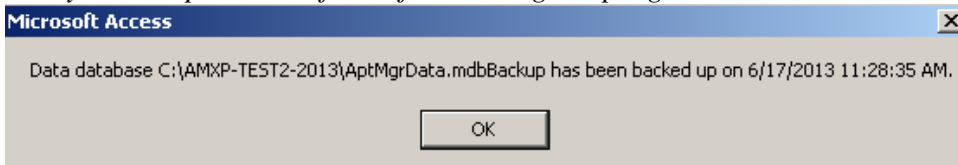
Section 3 - Introduction

Main Menu Form – Home Page






AMXP gives real time collection info It also gives the date and time, will update every 5 minutes or can be manually updated

AMXP automatically backs up the data file before exiting the program 




The files below will now be shown once the program exits to the root directory folder

	AptMgrData.accdb	8/18/2014 9:35 AM	ACCDB File	4,004 KB
	AptMgrData.accdbBackup	8/18/2014 9:35 AM	ACCDBBACKUP File	4,004 KB
	AptMgrProgram.accdb	8/18/2014 9:38 AM	ACCDB File	22,656 KB

AMXP will automatically backup your data files: AptMgrData.accdbBackup

How to Backup your Data

 Reminder: Backup data (AptMgrData.accdb) after exiting the program.

1. Insert the flash drive into the USB port
2. Go to: "My Computer" Click (Local Disk) "C"
3. Go to existing folder Apts-FVA-TV-2014
4. Highlight AptMgrData.accdb and AptMgrProgram.acdde
5. Click Edit Click "Copy to Folder" Look for flash drive (D: removable drive)
6. Click "Copy"
7. Check the flash drive for the program and data using the details icon

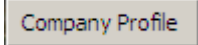
Weekly flash drive backups can minimize recovery efforts after fatal computers crashes

Section 4 - Company

It is extremely important that before proceeding to any of the ten (10) modules, the Company Profile module must be completed in its entirety in order for the other modules to function without errors

4A – Completing Company Module

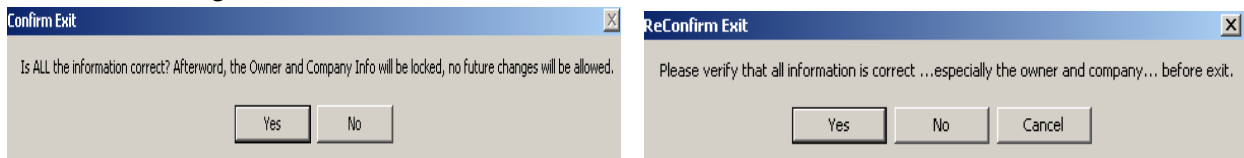
1. From the AMXP home page click on “Company Profile”



2. Fill in the Owner Name, Address and phone #
3. Fill in Company Name, Address, City, State, Zip, Phone# and Email Address
4. Fill in charges based on the applicable state and local laws governing landlord/tenant codes
5. Fill in legal verbiage based on the state and local laws governing landlord/tenant codes
6. Fill in the court name and address to where you would normally file landlord cases
7. Click on the Red “Exit”



9. Read the 2 message boxes and click YES



Enter Your Company's Profile Note: Do Not complete unless you have read manual. DATE: 12/10/2013 TIME: 14:16:08

MANAGEMENT CO. PROFILE DATABASE Change Reminder Dates

Trial Version Expiration Date 1/30/2015 Exit

Software Owner-User's Info	Company Info
Name: John Smith	SerialNo: 1234
Date software is initialized: 04/29/2013	Company Name: ABC Apartments
Address: 123 Yellow Road	Address: 456 Yellow Road
Wilmington, DE 19802	Wilmington, DE 19803
Phone #: (302) 987-6543	Phone #: (302) 123-4567 # of units: 100
	E Mail: apartments.com
File Path: C:\AAMXP-TEST-12.04-2013	Program Name: \AptMgrProgram.mde
Record Year: 2013	Data Name: \AptMgrData.mdb
Password Setup Change Main Program Password	Legal verbiage for court filing: (Late Rent Notice)
Main Program Password (pep): [redacted]	Page 1
Password to "add only": [redacted]	
Password to change: [redacted]	Legal verbiage for rent receipt (Tenant in Court)
CSM Password: [redacted]	Page 2
Legal percentage for late fee: [redacted] %	
Legal amount for returned check service fee: \$25	LegalVerbiageRentRenewal:
Maintenance Hourly Rate: \$30	Page 3
Minimum Maintenance Service Charge: \$50	
Percentage rate for commissions: 10 %	
Late rent variable amount limit: \$100	
G./L #6 Option 3 Collection Goal: 70 %	
Court Cost: \$42 only for past due rent	Court Name: Court 1
Constable Cost: \$35	Court Address: 789 Court Lane

Change Reminder Dates before exiting form if needed

To complete the legal verbiage check STATE "Landlord-Tenant Code"

Section 4 - Company

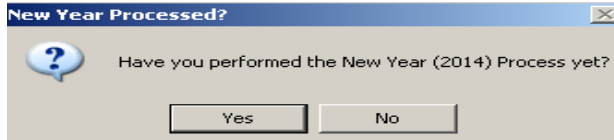
New Year set up must be performed after 1st year of use on December 31st. All the information, in all the modules, will continue except in the General Ledger which will start with the 1st entry of the new year.

4B – End of the Year Set Up for New Year

This feature is only visible in the Company Profile on 12-31-XX

1. This step has to be performed at the end of December
2. From the AMXP home page click on “Company Profile”
3. A message box will appear, click no

Begin by entering tenant balances carried forward from the previous year before entering January rents.

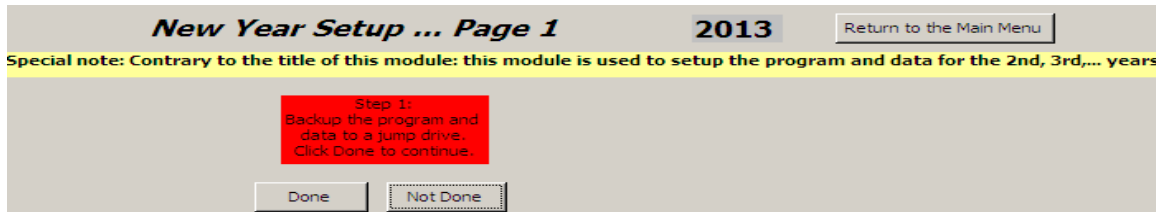


This feature is ONLY AVAILABLE (for existing users) and should be completed on December 31st for the New Year.

4. Click on the Red New Year Setup label on the top left side of monitor

New Year Setup for 2014

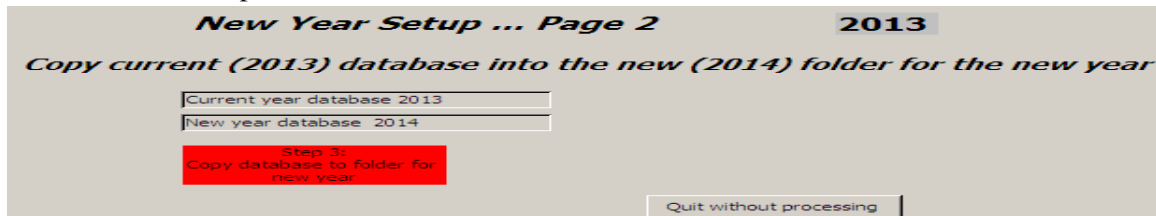
5. Click Done



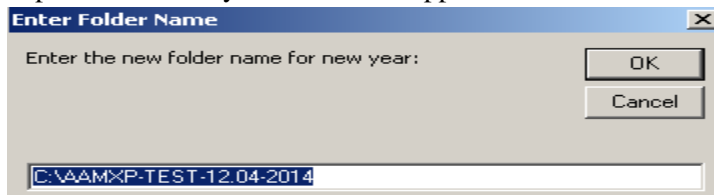
6. Step 2 appears click on the red step 2

Step 2:
Copy database to folder
for new year

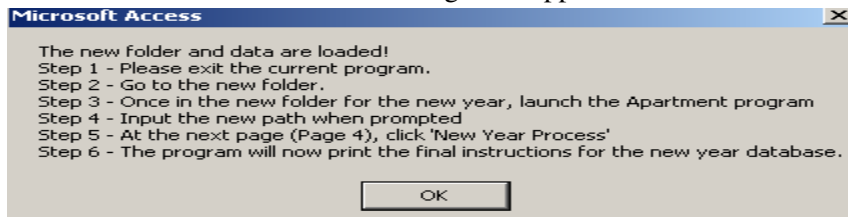
7. Click on the red Step 3



8. A path to the new year folder will appear click OK



9. Click ok when the instructions message box appear and the instructions will also be printing automatically



10. Follow the steps that were printed to complete the new year set up

Section 5 - Property

5A – Adding New Properties (Single Family Units)

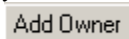
1. From the AMXP home page click “Property” Module



2. Click “Add a New Record”



3. Click “Add Owner” (the owner must be added to the Owner Section first, if the owner is not added the program will produce error messages and you will not be able to continue any further If it is your own property your information will also have to be added into the “Add Owner” Section)



4. Fill in address, City, State, Zip Code, Unit description, Target Rent,
5. Click on “Current” for Type



6. Click “Save Record”



PROPERTY MODULE DATABASE Record Year: **2013** version **9.26.13**
2013 Edition

Add New Record
Change Existing Record
Save Record
Print Reports
Exit
Help

Select a unit:

Unit# **The Unit # indexes with each new unit**

Address

Floor

Apartment#

Unit ID **The Unit ID is a combination of the Unit # and address**

Unit Description:

Target Rent

Owner Name

Owner Address

Owner Work Phone#

Owner Cell Phone#

Owner Home Phone#

Type

Comment:

Appliances Warranty Information

	Purchase Date	Model #	Serial #
Hot Water Heater	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heater	<input type="text"/>	<input type="text"/>	<input type="text"/>
Air Conditioner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dish Washer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stove	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microwave	<input type="text"/>	<input type="text"/>	<input type="text"/>
Refrigerator	<input type="text"/>	<input type="text"/>	<input type="text"/>
Washer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dryer	<input type="text"/>	<input type="text"/>	<input type="text"/>

Water Conservation & Maintenance

Ballcock Water In Change Date	Flush valve Water Out Change Date	TubFaucet:	KitFaucet:	BathFaucet:	Battery:	HeaterFilter:	Tech
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5 - Property

5A – Adding New Properties (Multiunit Buildings)

1. From the AMXP home page click “Property” Module

Property Profile

Unit & Address

2. Click “Add a New Record” to Add the 1st Unit



Add New Record

3. Fill in Address, City, State, Zip Code, Floor, Apartment #, Unit description, Target Rent,
4. Choose the Owner
5. Click on “Current” for Type

Type
Rent:

Select a unit:

Unit#

Address

Floor

Apartment#

Unit ID

Unit Description:

Each Unit in a Multiunit building must have a separate unit ID
ie: Unit #18 = 21 Rodney Street Apt A

6. Click “Save Record”



Save Record

7. Follow the above instructions for the 2nd Unit in the same building

Select a unit:

Unit#

Address

Floor

Apartment#

Unit ID

Unit Description:

Each Unit in a Multiunit building must have a separate unit ID
ie: Unit #19 = 21 Rodney Street Apt B

8. If there are more units in this building keep repeating steps 1 thru 6

5B – Updating Existing Property Information

1. Identify the property needing update by using the down arrow next to “select a unit”



2. Click “Change Existing Record”



3. Make the necessary changes (only yellow fields may be changed)
4. Click “Save Record”



PROPERTY MODULE DATABASE Record Year: **2013** version 9.26.13
2013 Edition

Add New Record
Change Existing Record
Save Record
Print Reports
Exit
Help

Select a unit:

Unit#

Address

Floor

Apartment#

Unit ID

Unit Description:

Target Rent

Owner Name

Owner Address

Owner Work Phone#

Owner Cell Phone#

Owner Home Phone#

Type

Comment:

Water Conservation & Maintenance			
Ballcock	Flush valve	TubFaucet:	KitFaucet:
Water In	Water Out	BathFaucet:	Battery:
Change Date	Change Date		HeaterFilter:
<input type="text" value="04/01/2010"/>	<input type="text" value="04/01/2010"/>	<input type="text"/>	<input type="text"/>
			<input type="text" value="5/1/2011"/>
			<input type="text" value="9/1/2012"/>
			<input type="text" value="Mike"/>

5C – Removing an Existing Property (no longer managed)

1. Identify the property by using the down arrow next to “select a unit”



2. Click “Change Existing Record”



3. Click on the down arrow next to “type” and Select “Past”



4. Click “Save Record”



Section 5 - Property

5D – Property Reports

PR Choice 1 - PROPERTY PROFILE DATABASE

Exit

Select an owner: ▼

or

PP #1 - All Property Profile Report

PP #2 - All Property Water Conservation & Maintenance Report

PP#1 – All Property Report

<i>Property Profile Report - All</i>							2013
							<i>Type=Current</i>
<i>Unit#</i>	<i>Address</i>	<i>Floor</i>	<i>Apt</i>	<i>Unit ID</i>	<i>Target Rent</i>	<i>Owner Name</i>	<i>Description</i>
001	1 Street	1	1	001-1 Street-1-1	\$700	XYZ Mgmt	3BR 1BA
002	1 Street	2	2	002-1 Street-2-2	\$800	XYZ Mgmt	2 BR 1 BA
003	1 Street	3	3	003-1 Street-3-3	\$500	XYZ Mgmt	1BR 1BA
004	2 Lane Ave	1	1	004-2 Lane Ave-1-1	\$700	XYZ Mgmt	2 BR 1BA GAS HEAT
					\$2,500		

PP#2 – All Property Water Conservation & Maintenance Report

<i>PP #2 - Water Conservation Maintenance Report</i>									2013
<i>Unit ID</i>	<i>B/C H2O In</i>	<i>FV H2O Out</i>	<i>Tub</i>	<i>Kitchen</i>	<i>Bath</i>	<i>SD/CO</i>	<i>Heater</i>	<i>Tech</i>	
	<i>Change Date</i>	<i>Change Date</i>	<i>Faucet</i>	<i>Faucet</i>	<i>Faucet</i>	<i>Battery</i>	<i>Filter</i>		
001-1 Street-1-1									
002-1 Street-2-2	03/20/2010	03/20/2010				10/1/2012	10/1/2012	Mike	
004-2 Lane Ave-1-1	04/01/2010	04/01/2010				5/1/2011	9/1/2012	Mike	
003-1 Street-3-3	05/25/2012	05/25/2012		4/10/2012		9/13/2012	9/13/2012	John	

Section 6 – Pre Program Tenant

6A – Adding A New Entry

1. From the AMXP home page click on “Pre Program Tenant Profile”



2. Click “Add a New Record”



Add New Record

3. Type in the Tenant (TID) number which is the same number in the TID box
4. Type in tenant first, middle initial, and last name
5. Fill in Unit ID*
6. Fill in \$ past due, \$ damages less security deposit and indicate by Y or N if the past due rent or damages have been paid

ie: Y-Y = past due rent and damaged were paid off
 Y-N = past due rent was paid, damages were not paid
 N-Y = past due rent was not paid, no damages were charged
 N-N = past due rent and damages were not paid off

7. Click “Save Record”



Save Record

PRE PROGRAM TENANT PROFILE DATABASE Record Year: 2013 version 9.26.13
 2013 Edition

Add New Record Change Existing Record Save Record Print Reports Exit Help

NOTE: Pre Program Tenant #'s start at 10001

FOR USE WITH: Pre Program Tenants with Judgements Prior to purchasing this program

TID: 10001 Last number of TID is

Tenant=TID: 10001

First Name: John

Middle Initial:

Last Name: Spencer

UnitID: 012-17 Street-1- Unit ID Lookup*: 17 Street

Type: Past

Move Out Date: 08/20/2012 Eviction Date: \$ Past Due: \$550 \$ Damages - SD: Court PD - DA: Y-N

* if unit is not in look up table then it must be added into the property profile

*To fill in the UnitID you need to go to the Unit ID Lookup box and click on arrow All the unit information would have been entered in the” Property Profile” When you click on the arrow all entries will appear and you will click on the address for that particular tenant

NOTE: PRE PROGRAM TENANT TID # 's START WITH 10001/NEW TENANT TID #'s START WITH 0001

6B – Pre Program Tenant Reports

Pre Program Tenants Report						2013
Tenant	Last Name	First Name	Unit ID	Move Out Date	Past Due	
10140	Adams	Ira	00341 5 West St - 3-C			
10084	Adason	Audrey	00361 7 West 4th - 2-D			
10190	Allen	Christina	00411 25 Franklin -			
10087	Anderson	Alana	00441 5 North Westport - 2-			

Section 7 – Tenant

7A - Real and Substitute tenants

After purchasing AMXP and completing the Company and Property modules, if any units are vacant they must be filled with a “substitute tenant”

For each unit there must be a tenant

For each unit which is occupied a *real* tenant should be entered with a status of current

For each unit which is vacant a *substitute* tenant must be entered with a status of current

A substitute tenant has a standard format: First Name = OPEN### Last Name = OPEN###

OPEN indicates the substitute tenant occupies a vacant unit

indicates the substitute tenant occupies unit ID

The unit ID ### is a combination of unit ### plus the address

The purpose of entering a “substitute tenant” into a vacant unit is for the General Ledger reports

The substitute tenants identify which units are vacant & the lost rent due to vacancy

HOW TO ENTER A SUBSTITUTE TENANT

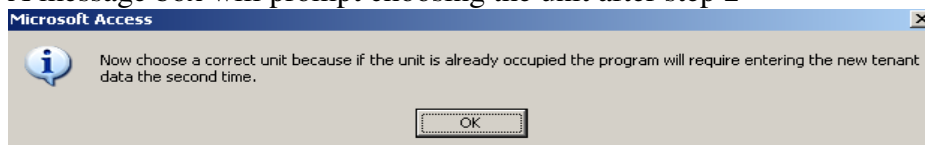
1. Identify the vacant unit ID# = ### – address – Apt – floor which is visible from the drop down box



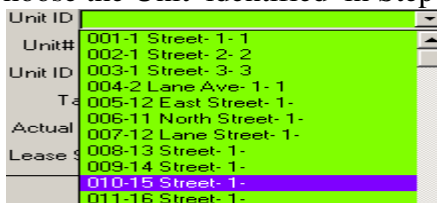
2. Type the First and Last Name with the unit ID #

Tenant# 0011
First Name OPEN010
Middle Initial
Last Name OPEN010

3. A message box will prompt choosing the unit after step 2



4. Choose the Unit identified in Step 1



5. Fill in the actual rent = \$0, Lease Start Date, Tenant Portion = \$0, Prospect = none)

Actual Unit Rent \$0 Lease Start Date 07/01/2013 Extra S.D. Disposition none Tenant Portion \$0

6. Click “Save the Record”



Lease Start Date is when the unit became vacant

Actual Unit Rent & Tenant Portion is \$0 because there is no tenant

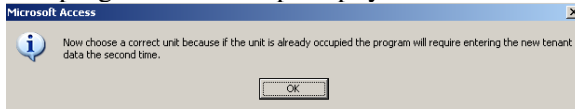
OPEN010 is the substitute tenant now occupying the vacant unit 010-15th Street (Single Family Unit)

Section 7 – Tenant

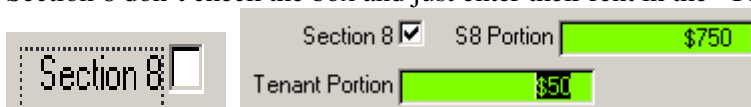
All new tenants must be entered first in this module before you can enter any information into the General Ledger

7B – Adding A New Tenant

1. Click “Add a New Record” Information to be filled in will be highlighted in green You will notice that the only boxes not highlighted are the Unit#, Unit ID, and Target Rent These boxes will be automatically filled in when you choose the unit in the right hand top box
2. Fill in first name, middle initial and last name
3. The program will now prompt you to choose the unit



4. Fill in work, cell and home number if any, employer, supervisor, SSN (for security purposes only put in the actual four digits), and email address
5. If there is a Co-Tenant fill in the requested information
6. Fill in Actual Unit Rent, Lease Start Date, #Adults, #Children, Security Deposit, Extra Security Deposit if any,
7. Check the Section 8 Box if the tenant is part of the Section 8 Program A second box will appear where you may fill in the Section 8 portion The program automatically fills in the tenant portion If the tenant is not on Section 8 don't check the box and just enter their rent in the “Tenant Portion”



8. Fill in any building locks, SDB (Single Dead Bolt), Passage, #'s
9. Please **DO NOT** fill in Security Deposit Letter Date this will be used later in the program
10. Double check all the information and click “Save Record”

TENANT PROFILE DATABASE version 5.19.13
2013 Edition

Record Year: 2013

Tenant's Name Search: []

Tenant# 0005
First Name John
Middle Initial
Last Name Smith
Date of Birth: 06/05/1988
Tenant Work Phone# (123) 456-7890
Tenant Cell Phone# (123) 987-6543
Tenant Home Phone# (123) 789-4561
Employer ABC
Supervisor Mary
SS# 000-00-0000
Tenant EMail: jsmith.com

Unit ID 004-2 Lane Ave- 1- 1
Unit# 004
Unit ID 004-2 Lane Ave- 1- 1
Target Rent \$700
Actual Unit Rent \$750
Lease Start Date 05/01/2013
Adults 1 # Children 0
Security Deposit \$750
Extra Security Deposit \$0
Prospect - Cell# - Deposit

Section 8
Tenant Portion \$750
Building Lock # 8
Front SDB/Passage 7 6
Rear SDB/Passage
Security deposit letter date
Tenant Type C C = Current P = Past Change Tenant type to Past

Print This Record
Help
Tenant Names
Open Unit Names
Move Out Tenant
Add New Tenant
Tenant mechanics

7C– Updating an Existing Tenant

1. From the AMXP home page click “Tenant” Module



2. Identify the tenant that needs to be updated by clicking on the down arrow next to “Tenant Name Search” or simply type their last name

Tenant's Name Search

3. Click “Change Existing Record”



4. Make the changes (only fields in yellow may be changed)

5. Click “Save Record”



TENANT PROFILE DATABASE version 5.19.13
2013 Edition

Add New Record
Change Existing Record
Save Record
Tenant Status
Print Reports
Exit

Tenant's Name Search Record Year:

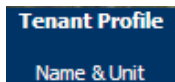
<p>Tenant# <input type="text" value="0006"/></p> <p>First Name <input type="text" value="Ray"/></p> <p>Middle Initial <input type="text" value=""/></p> <p>Last Name <input type="text" value="Jackson"/></p> <p>Date of Birth: <input type="text" value="06/01/1988"/></p> <p>Tenant Work Phone# <input type="text" value="(123) 456-7890"/></p> <p>Tenant Cell Phone# <input type="text" value="(123) 987-6543"/></p> <p>Tenant Home Phone# <input type="text" value="(123) 654-7891"/></p> <p>Employer <input type="text" value="AB"/></p> <p>Supervisor <input type="text" value="Mike"/></p> <p>SS# <input type="text" value="000-00-0000"/></p> <p>Tenant Email: <input type="text" value=""/></p> <p>Co-Tenant's First Name <input type="text" value=""/></p> <p>Co-Tenant's Middle Initial <input type="text" value=""/></p> <p>Co-Tenant's Last Name <input type="text" value=""/></p> <p>Co Tenant's Date of Birth: <input type="text" value=""/></p> <p>Co-Tenant's SS# <input type="text" value=""/></p> <p>CoTenantEMail: <input type="text" value=""/></p> <p>CoTenantWPhone: <input type="text" value=""/></p> <p>CoTenantCPhone: <input type="text" value=""/></p>	<p>Unit ID <input type="text" value="004-2 Lane Ave- 1- 1"/></p> <p>Unit# <input type="text" value="004"/></p> <p>Unit ID <input type="text" value="004-2 Lane Ave- 1- 1"/></p> <p>Target Rent <input type="text" value="\$700"/></p> <p>Actual Unit Rent <input type="text" value="\$750"/></p> <p>Lease Start Date <input type="text" value="06/01/2013"/></p> <p># Adults <input type="text" value="1"/> # Children <input type="text" value="0"/></p> <p>Security Deposit <input type="text" value="\$750"/></p> <p>Extra Security Deposit <input type="text" value="\$0"/></p> <p>Extra S.D. Disposition <input type="text" value=""/></p> <p>Section 8 <input type="checkbox"/></p> <p>Tenant Portion <input type="text" value="\$750"/></p> <p>Building Lock # <input type="text" value="8"/></p> <p>Front SDB/Passage <input type="text" value="8"/> <input type="text" value="8"/></p> <p>Rear SDB/Passage <input type="text" value=""/></p> <p>Security deposit letter date <input type="text" value=""/></p> <p>Tenant Type <input type="text" value="C"/> C = Current P = Past <input type="button" value="Change Tenant type to Past"/></p>
--	--

Help

- Tenant Names
- Open Unit Names
- Move Out Tenant
- Add New Tenant

7D – Changing a Current Tenant to Past

- From the AMXP home page click “Tenant” Module



- Identify the tenant that is moving out by clicking on the down arrow next to “Tenant Name Search” or simply type their last name

Tenant's Name Search

- Click “Change Existing Record”



- Complete the Security deposit letter and enter the date of mailing
- Click on “Change tenant type”

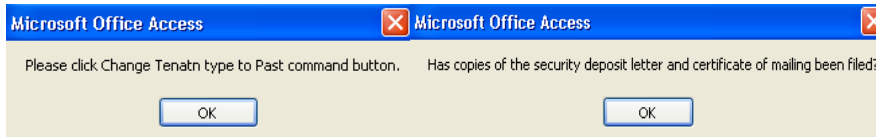
Security deposit letter date
 Tenant Type C C = Current P = Past

- READ THE 5 MESSAGE BOXES for information to be added
- Fill in Move Out/ Eviction date, Past due Rent, Damages, and if court filings have been made for past due rent or damages

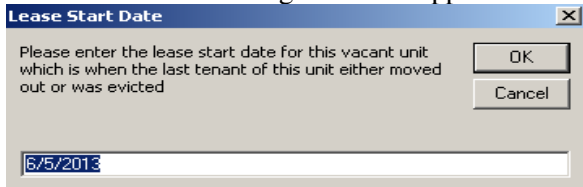
ie: Y-Y = court filed for past due rent & damages
N-N= no court filing for past due rent or damages
Y-N= Court filed for past due rent and no for damages
N-Y= No Court filed for past due rent but filed for damages

Move Out Date Eviction Date \$ Past Due \$ Damages - SD Court PD - DA

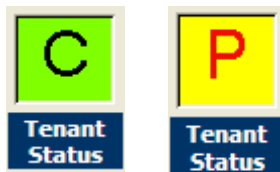
- Click again on the button “Change tenant type”
- READ THE 2 MESSAGE BOXES



- Lease Start Date message box will appear click ok for the start of the vacancy period



- The program will automatically close the tenant profile and create a new tenant with the name OPEN### (OPEN = Vacant ### = Unit ID)
- Check the tenant status box which changes from Green C to Red P



When a unit is vacant and has an OPEN### entry, make sure the box titled “Actual Unit Rent” is filled in with zero “0” (This will ensure that this unit appears as vacant in the G/L Choice #4 – Management Report – All Units) From Step 7 above the date the unit became available to rent is a help when trying to fill the unit

Section 7 – Tenant

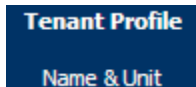
All units are automatically given a unit ID when entered in the Property Module When filing a vacant unit you must know this ID#

7E – Filling a Vacant Unit (OPEN###) with a New Tenant

Special Note:

- Before you can place a new tenant into a specific vacant unit (ie: OPEN012) the specific unit must be changed from current to past
- The purpose of a vacant unit filled with OPEN### is to identify which units are vacant in the management summary report and how long has the unit has been vacant along with the lost revenue which is calculated from the target rent in the Property Module
- The management summary in the General Ledger must show all units (filled and vacant)

1. From AMXP home page click “Tenant Profile”



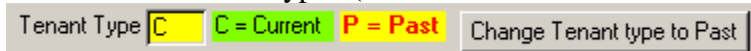
2. Identify the vacant unit by using the “Tenant Name Search” arrow ALL vacant units should be OPEN### (OPEN =vacant - ###= unit ID#)



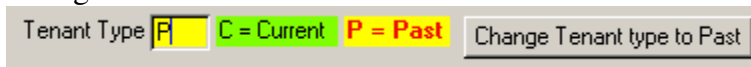
3. Click “Change Existing Record”



4. Look for the “tenant type” (which is located in the lower right side of your monitor)



5. Change the “C” to a “P”



6. Click “Save Record”



7. Follow steps 7A for adding a new tenant

7F – Tenant Reports

Tenant Database Print Menu

- TP Choice 1 - Current Tenant Report by Unit ID
- TP Choice 1A - Current Tenant Report by Tenany Last Name
- TP Choice 1B - Current Tenant Report by Lease Renewal
- TP Choice 1C - Current Tenant Report by Seniority
- TP Choice 1D - Tenant and Co-Tenant by E Mail
- TP Choice 1.1 - Current Tenant Birthday Report
- TP Choice 1.2 - Current CoTenant Birthday Report
- TP Choice 1.3 - All Current Tenant & CoTenant Birthday Report
- TP Choice 2A - Past Tenant Report by Name
- TP Choice 2B - Past Tenant Report by Unit
- TP Choice 2C - Past Tenant Report by Date
- TP Choice 3 - Move Out And Eviction Financials By Month By Year**
- TP Choice 3 - Print Query for all years

Exit

TP Choice 1 – Current Tenant Report by Unit ID

<i>TP Choice 1 - Current Tenant Report</i>											2008	
<i>Tenant</i>	<i>Name</i>	<i>Unit ID</i>	<i>Start Date</i>	<i># Mo</i>	<i>W Phone</i>	<i>C Phone</i>	<i>H Phone</i>	<i>Actual Rent</i>	<i>-- Locks --</i>	<i>Bldg</i>	<i>FSDB</i>	<i>FPAS</i>
0010	Wendy P Torres	002-1136 west 7th - 1- 1	04/01/2008	12	(302) 784-3287	(302) 898-5789		\$750	M8	015	C12	
0012	Princess P Powell	003-645 West 9th - 1- 1	09/01/2008	7	(302) 672-3909	(302) 557-2099		\$650	M6	088	C12	
0004	Lauren Carey	004-645 West 9th - 2- 2	02/01/2007	26	(302) 798-6576	(302) 342-5679		\$650	M9	018	C43	
0013	OPEN 03 OPEN 03	005-645 West 9th - 3- 3						\$0				
0006	Sonia Rodriguez	006-818 West 18 --	09/01/2006	31	(302) 998-1234	(302) 346-6723		\$800	M9	05	C15	
0007	Carrie Martin	007-525 North Jesse - 1- 1	10/01/2007	18	(302) 527-8943	(302) 786-5555		\$625	M2	034	C125	
0008	Tommie Flowers	010-525 North Jesse - 2- 2	08/01/2007	20	(302) 583-5621	(302) 787-7653		\$595	M1	055	C128	
				<i>Average tenancy</i>	<i>19 months</i>				<i>Total</i>	\$4,070		

The above report provides an up to date spreadsheet of tenant phone #'s and key information

7F – Tenant Reports

TP Choice 11 – Current Tenant Birthday Report

TP Choice 1.1 - Current Tenant Birthday Report										2010
Tenant	Name	DOB	Unit ID	Start Date	# Mo	W Phone	C Phone	H Phone	Actual Rent	
0018	OPEN1 OPEN1		015-115 Luna Street- 1-2	09/01/2009	7				\$0	
0014	Sara Brown	01/06	005-646 West 9th - 3- 3	08/01/2009	8	(302) 555-5555			\$500	
0006	Sonia Rodriguez	01/25	006-818 West 18 --	09/01/2006	43	(302) 998-1234	(302) 345-6723		\$800	
0007	Carrie Martin	03/27	007-525 North Jesse - 1- 1	10/01/2007	30	(302) 527-8943	(302) 786-5555		\$625	
0017	Brock Stevenson	04/20	013-487 March Road- 2- 2	10/01/2009	6	(245) 325-5820	(245) 252-5454		\$675	
0015	Linda Thompson	05/14	014-115 Luna Street- 1- 1	09/01/2009	7	(464) 154-8452	(464) 423-1546		\$725	
0012	Princess P Powell	05/19	003-646 West 9th - 1- 1	09/01/2008	19	(302) 672-3909	(302) 557-2099		\$650	
0016	Ricky Lock	08/25	012-487 March Road- 1- 1	09/01/2009	7	(123) 587-4441	(123) 897-4545		\$650	
0004	Lauren Carey	09/25	004-646 West 9th - 2- 2	02/01/2007	38	(302) 798-6576	(302) 342-5679		\$650	
0008	Tommie Flowers	10/11	010-525 North Jesse - 2- 2	08/01/2007	32	(302) 583-5621	(302) 787-7653		\$595	
0010	Wendy P Torres	11/14	002-1136 west 7th - 1- 1	04/01/2008	24	(302) 784-3287	(302) 898-5789		\$750	

The Birthday Report will remind user of the birthdays of the month The user can send a card letting the tenant know to have a great birthday

TP Choice 2A – Past Tenant Report by Name

TP Choice 2A - Past Tenant Profile Report by Name									2008
Tenant ID	Name	Unit ID	Start Date	M/O EV Date	# Month	\$ PD	\$ DA	Court PD-DA	
0003	Applegate, Ray	003-646 West 9th - 1- 1	07/31/2007	06/07/2008	12	\$2,089	\$500	Y-Y	
0002	Smith, Ben D	002-1136 west 7th - 1- 1	04/01/2003	02/22/2008	59	\$0	\$0	N-N	
0005	Thomas, Marie	005-646 West 9th - 3- 3	11/01/2007	12/17/2008	14	\$1,147		Y-Y	
						\$3,236	\$500		
		# of tenants	# of months	\$ PD	\$ DA				
		Average normal tenancy	1	59	\$0	\$0			
		Average total tenant cost for tenants evicted	2	13	\$1,618	\$250			
		Average per tenant cost of past due rent and damages	3	28	\$1,079	\$167			

\$ PD=\$ Past Due Rent
\$ DA=\$ Damages>Security Deposit

TP Choice 2B – Past Tenant Report by Unit

TP Choice 2B - Past Tenant Profile Report by Unit									2008
Tenant ID	Name	Unit ID	Start Date	M/O EV Date	# Month	\$ PD	\$ DA	Court PD-DA	
0002	Smith, Ben D	002-1136 west 7th - 1- 1	04/01/2003	02/22/2008	59	\$0	\$0	N-N	
0003	Applegate, Ray	003-646 West 9th - 1- 1	07/31/2007	06/07/2008	12	\$2,089	\$500	Y-Y	
0005	Thomas, Marie	005-646 West 9th - 3- 3	11/01/2007	12/17/2008	14	\$1,147		Y-Y	
						\$3,236	\$500		
		Average normal tenancy	1	59	\$0	\$0			
		Average total tenant cost for tenants evicted	2	13	\$1,618	\$250			
		Average per tenant cost of past due rent and damages	3	28	\$1,079	\$167			

Section 7 – Tenant

7F – Tenant Reports

TP – Choice 2C – Past Tenant Report by Date

TP Choice 2C - Past Tenant Profile Report by Date									2008	
			M/O=Move Out Date	EV=Eviction Date						
Tenant ID	Name	Unit ID	Start Date	M/O EV Date	# Month	\$ PD	\$ DA	Count PD-DA		
0002	Smith, Ben D	002-1138 west 7th - 1- 1	04/01/2003	02/22/2008	59	\$0	\$0	N-N		
0003	Applegate, Ray	003-645 West 9th - 1- 1	07/31/2007	06/07/2008	12	\$2,089	\$500	Y-Y		
0005	Thomas, Marie	005-645 West 9th - 3- 3	11/01/2007	12/17/2008	14	\$1,147		Y-Y		
						3	\$3,236	\$500		

Based on	1	past tenant the average normal tenancy	months	\$PDR	\$Damages
	1	past tenant the average normal tenancy	59	\$0	\$0
Based on	2	evicted tenants the average total tenant cost for tenants evicted	months	\$PDR	\$Damages
	2	evicted tenants the average total tenant cost for tenants evicted	13	\$1,618	\$250
Based on	3	past and evicted tenants the average per tenant cost of past due rent and damages	months	\$PDR	\$Damages
	3	past and evicted tenants the average per tenant cost of past due rent and damages	28	\$1,079	\$167

The above reports are all from TP choice 3. The first report you will see is the TP 3 – Move Out and Eviction Distribution. Choose the close button to view the next 2 reports.

TP 3 - Move Out & Eviction Distribution						
Month	2003	2004	2005	2006	2007	2008
1			2	1	2	1
2			2	1	2	5
3			1	2	1	2
4				5	3	3
5			2	3		2
6				3	1	
7			6	1		1
8			3	3	4	2
9			1	1		1
10		2	1	2	4	3
11		3	3	1	4	2
12	1	3	2	4	3	2
Total by yr	1	8	23	27	24	24
Total \$ PD	\$0	\$ 228	\$19,867	\$21,339	\$22,193	\$27,647
Total \$ DA	\$0	\$2,213	\$10,010	\$26,187	\$12,949	\$10,485
Total	\$0	\$ 501	\$29,877	\$47,526	\$35,142	\$38,132

TP 3 - Move Out & Eviction \$ Damage Distribution						
Month	2003	2004	2005	2006	2007	2008
1			\$170.00	\$0.00	\$494.00	\$98.00
2			\$1,728.00	\$42.00	\$2,605.00	\$5,587.00
3			\$20.00	\$1,104.00	\$784.00	\$1,250.00
4				\$10,654.00		\$1,798.00
5			\$2,532.00	\$2,231.00		\$984.00
6				\$3,442.00	\$245.00	
7			\$3,028.00	\$0.00		
8			(\$457.00)	\$2,865.00	\$2,358.00	
9				\$625.00		\$0.00
10		\$217.00	(\$480.00)	\$970.00	\$1,595.00	\$978.00
11		\$821.00	\$2,506.00	\$2,253.00	\$4,388.00	
12	\$0.00	\$1,235.00	\$963.00	\$1,801.00	\$500.00	\$190.00
Total by yr	\$0	\$2,273	\$10,010	\$26,187	\$12,949	\$10,485

TP 3 - Move Out & Eviction \$ Past Due Distribution						
Month	2003	2004	2005	2006	2007	2008
1			\$2,976.00	\$0.00	\$9.00	\$709.00
2			\$1,448.00	\$0.00	\$1,392.00	\$4,588.00
3			\$1,840.00	\$3,481.00	\$708.00	\$1,572.00
4				\$6,936.00	\$123.00	\$7,907.00
5			\$2,907.00	\$0.00		\$2,827.00
6				\$2,800.00	\$0.00	
7			\$3,454.00	\$0.00		\$936.00
8			\$1,093.00	\$2,208.00	\$8,060.00	\$2,775.00
9			\$3,078.00	\$1,069.00		\$0.00
10		\$1,876.00	\$527.00	\$430.00	\$3,555.00	\$2,369.00
11		\$2,704.00	\$1,020.00	\$1,104.00	\$5,407.00	\$2,770.00
12	\$0.00	\$2,648.00	\$1,524.00	\$3,251.00	\$2,939.00	\$1,194.00
Total by yr	\$0	\$7,228	\$19,867	\$21,339	\$22,193	\$27,647

TP Choice 3 – Print Query for all years

MOEVDist_Qty												3/26/2013
Month	<>	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
1					2	1	2	1		2		4
2					2	1	2	5	1	2		
3					1	2	1	2	2	1		1
4						5	3	3	4	1		
5					2	3	2	2	2	3		3
6					3	3	1		1	3		4
7					3	1	1	1	1	2		1
8					3	3	4	2	2	5		3
9					1	1	1	1	1	3		1
10				2	1	2	4	3	2	3		2
11				3	3	1	4	2	3	5		2
12			1	3	2	4	3	2	1	2		1

Section 8 – General Ledger

The General Ledger allows the user to automatically enter new rents for the month for all tenants, enter payments or charges for one tenant, enter late fees for the current month, and print management reports

This module includes database statistics which allow the user to Print the Entire Database, Print a Selected Number of Entries, G/L Collection Statistics YTD by Unit, YTD Vacancy and Collection Statistics, taxable and non taxable, an Open Property Report YTD, and an On Time Payment Tenant Report

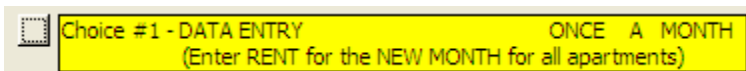
Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in can easily be handled:
Reference: **Section 18 – Deposits Before Move-in**

8A – Entering Rents for a New Month

1. From the AMXP home page click General Ledger



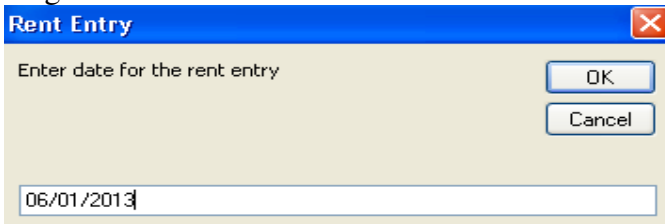
2. Click on Choice #1 – DATA ENTRY



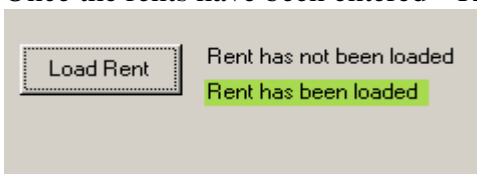
3. Click on Load Rent



4. Type in the date for which month the rent is being charged (ie: 06/01/2013) this will only work as long as the correct rent was entered in the Tenant Module in the “Actual Rent” box



5. Hit Enter on your keyboard
6. The list of all the tenants being charged will be available for printing
7. Once the rents have been entered “Rent has been loaded” will be highlighted in green



Section 8 – General Ledger

8B – Entering Late Fee for Current Month

1. From the AMXP home page click General Ledger

General Ledger

Charge & Payment

2. Click Choice # 3 DATA ENTRY

Choice #3 - DATA ENTRY ONCE A MONTH
(Enter LATE FEES for the current month)
Need to run choice #4 first

- 3.
4. To add a late fee the user will have two of the following options along with setting a limit:

Set past due rent limit for applying fee:

Review Balance Due for each tenant Before Applying Late Fee ←Option 1

No Review ←Option 2

5. Enter the Late Fee Date (ie: 06/06/2013)

Late Fee Entry

Enter date for the late fee entry after the 5th of the month

OK
Cancel

6. 1st Option - Go through each individual tenant and Click “Yes” or “No” for a Late Fee

Confirm to Add

Tenant: Marie Jackson Monthly Rent: 700 Tenant Portion: 700 Balance Due: 700 Late Fee: 35
Address: 1 Ave Street

Do you want to load the late fee into the General Ledger?

- 2nd Option – Click “Load Late Fee”

Late fees have not been loaded

Late fees have been loaded

7. Once all tenants have been checked a printable summary of all tenants who were charged a late fee will appear on the screen

G/L - Choice #3 - Late fees charged for the new month for all apartments 2013

xyz company Report Date: 06-10-2013 Report Time: 9:22 PM
Owner: xyz company

Entry	Date	Month	Tenant	Unit ID	Type	Amount	
00008	06/06	June	Jackson	001-1 Ave Street- 1- 1	C	\$35	Late fee for June
						Total	\$35

8. Once the late fees are entered the “late fees have been loaded” will be highlighted in green

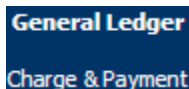
Late fees have not been loaded

Late fees have been loaded

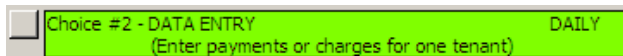
Section 8 – General Ledger

8C – Recording Payments Received

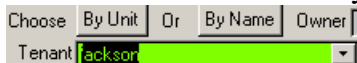
1. From the AMXP home page click General Ledger



2. Click Choice # 2 DATA ENTRY



3. Click "Add New Record" (only green fields may be filled)
4. Select a tenant by using the down arrow next to "Tenant" (search by unit or tenant last name)
You will notice as soon as you select a tenant the grey boxes will be automatically filled

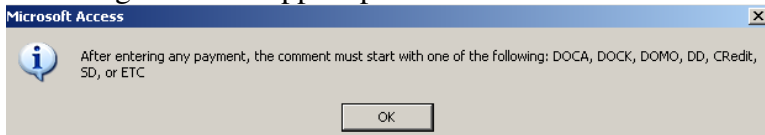


5. Next to "Type" Select "Payment" by using the arrow
You will notice an additional green box automatically appear



After a tenant is selected a yellow box will appear helping the user to identify if the property is a M.P. Rent or C.P. Rent.

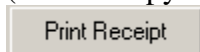
6. Fill in amount paid
7. Select one of the following "Payment Type"
 - *M.P. Rent* is used for rent paid on a managed property and it is automatically entered into the Commission module
 - *Other Payment* is used for any payment other than rent (ie: Security Deposit, Utilities)
 - *Not Applicable* may be used for any other type of payment
 - *C.P. Rent* is used for company owned properties
8. A message box will appear please read and click OK



9. Fill in comment box starting with one of the following
 - DOCA = Dropped off Cash
 - DOCK = Dropped of Check
 - DOMO = Dropped of Money Order
 - DD = Direct Deposit
 - Credit = Credit
 - SD = Security Deposit
 - ETC = Water, Maintenance, Court Cost
10. Click "Save Record"



11. A Receipt may be viewed and printed by clicking on "Print Receipt"
(View a copy of a receipt in section 8I General Ledger Reports)



Section 8 – General Ledger

8D – Entering New Charges

1. From the AMXP home page click General Ledger

General Ledger

Charge & Payment

2. Click Choice # 2 DATA ENTRY

Choice #2 - DATA ENTRY DAILY
(Enter payments or charges for one tenant)

3. Click “Add New Record” (only green fields may be filled)
4. Select a tenant by using the down arrow next to “Tenant” (search by unit or tenant last name)

You will notice as soon as you select a tenant the grey boxes will be automatically filled

Choose Or

Tenant

5. Next to “Type” select “Charge” by using the arrow

Type

Amount

6. Fill in the amount that is being charged
7. Fill in the comment section If in your state Court Fees are not to be part of rent, the comment section should begin with “other” (ie: other – Court Fee)
8. Click “Save Record”



version 5.19.13 **GENERAL LEDGER DATABASE** Record Year: 2013

2013 Edition Choice #2 - Enter payments or charges for one tenant

Entry# 00009 Record Date 06/11/2013

Entry Date 06/11/2013

Month June

Choose Or XYZ Mgmt

Tenant Jackson

Tenant Last Name Jackson

Unit# 004

Unit ID 004-2 Lane Ave-1-1

Type Charge

Amount \$200 Taxable = rent and late rent only

Comment: Other - Court Fee

Court cost and constable cost must begin with "Other - " to not be included in the late rent notice.

Charges

Section 8 – General Ledger

This module allows the user to be well prepared for court. The user will be able to obtain the amount that is due that day. It will also show the civil action #, time and date of the court.

8E – Printing a Summary for Court

1. From the AMXP home page Click on “General Ledger”

General Ledger

Charge & Payment

2. Click on “Choice # 501 – Tenant Payment History for Court

Choice #5.01 - TENANT PAYMENT HISTORY for Court
(Summary of all charges and payments for one tenant)

3. Fill in 3 message boxes

Three Microsoft Access dialog boxes are shown side-by-side. Each has a title bar with 'Microsoft Access' and a close button. The first dialog is titled 'Enter Civil Action Number' and has 'OK' and 'Cancel' buttons. The second is titled 'Enter Court Date' and has 'OK' and 'Cancel' buttons. The third is titled 'Enter Court Time' and has 'OK' and 'Cancel' buttons. Each dialog has a text input field at the bottom.

4. Select a tenant using the arrow next to “Select a Tenant”

Select a tenant

5. A summary is ready for viewing and printing

Worksheet for Court Hearing
Computation of TOTAL SUM DEMANDED

G/L - Choice #5.01 - Summary statement of all charges and payments for one tenant 2009

ARC Management Co. Report Date: 07-28-2009 Report Time: 12:58 PM

Thompson or Tenant, Fannie Flowers Unit ID: 010 Month: 2009
 Colvard Address: 525 North Jones - 2-2 Monthly Rent: \$295
 Lease Start: 8/1/2007 Wilmington, DE 19801- Per Diem: \$19.25

Entry	Month	Date	Type	Amount	Comment	Balance
66662	07/20/09	6/16/09	Charge	\$266	ENDING BALANCE 6/16/2009	\$266
66616	07/20/09	6/16/09	Charge	\$595	Rent for July 2009	\$196
66619	07/20/09	6/16/09	Payment	\$196	BOOKED - 10% RENT & BALANCE	\$0
66126	07/20/09	6/16/09	Charge	\$595	Rent for July 2009	\$595
66122	07/20/09	6/16/09	Payment	\$595	BOOKED	\$0
66127	08/20/09	6/16/09	Payment	\$595	6 Payment for Month Due - BOOKED at 7/16/09	(\$595)

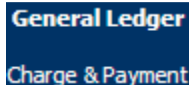
IPC Civil Action No. JP 13-09-9645
Court Date 7/28/2009
Court Time 8:30:00 AM
Days for This Month 28
Per Diem \$19.83
Rent Due for This Month to Date \$555.33
TOTAL SUM DEMANDED = (\$634.67)

Section 8 – General Ledger

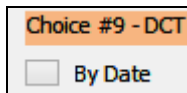
The DCT Choice allows you to balance check books deposits with daily collections There are 2 ways to run this report by date or by entry

8F – Using Choice # 9 DCT – Daily Collection Totals – by date

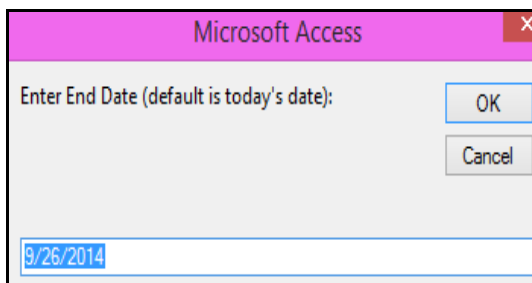
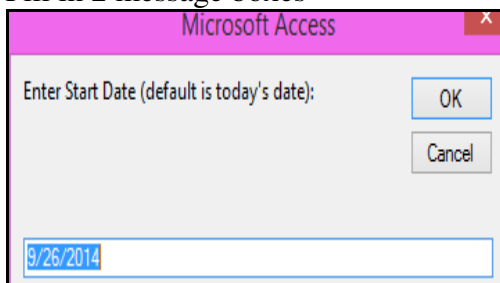
- From the AMXP home page click “General Ledger”



- Click Choice # 9 “By Date”



- Fill in 2 message boxes



- Report is ready for viewing and printing

G/L - #9 - DCT - Daily Collection Totals By Date for All Owners											Start Date: 9/26																																																																					
XYZ Management Company											2014																																																																					
Report Date: 09-26-2014 @ 4:29 PM											End Date: 9/26																																																																					
RDate	EDate	Entry#	Unit#	Tenant	UnitID	Owner	Month	Date	Type	Amount	T/NTComment																																																																					
09/29/2014	09/26/2014	00526	036	Levi, N.	036-82 West 6th - 1-1	XYZ Mgmt.	September	09/26/2014	P	\$2,945	DOCATO																																																																					
09/29/2014	09/26/2014	00527	019	Hudson, J.	019-3 North Jackson - 1-1	XYZ Mgmt.	September	09/26/2014	P	\$2,000	DOMOTEX																																																																					
09/29/2014	09/26/2014	00528	078	Chael, K.	078-2271 N.Rainey-	XYZ Mgmt.	September	09/26/2014	P	\$2,762	DOCATO																																																																					
09/29/2014	09/26/2014	00529	060	Dallas, G.	060-1129 W. 4th - 1-1	Jack Cross	September	09/26/2014	P	\$1,178	DOCATO																																																																					
4 Payments																																																																																
<p>G/L#9 - DCT Report by date</p> <p>Start Date: 9/26/2014 End Date: 9/26/2014</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <table style="width: 100%; border: none;"> <tr><td style="width: 10%;">3</td><td style="width: 40%;">DOCA Total</td><td style="width: 10%;">\$6,885</td><td style="width: 10%;"></td><td style="width: 10%;">2</td><td style="width: 40%;">DOCA Total</td><td style="width: 10%;">\$5,707</td></tr> <tr><td>0</td><td>DOCK Total</td><td>\$0</td><td></td><td>0</td><td>DOCK Total</td><td>\$0</td></tr> <tr><td>1</td><td>DOMO Total</td><td>\$2,000</td><td></td><td>1</td><td>DOMO Total</td><td>\$2,000</td></tr> <tr><td>0</td><td>DD Total</td><td>\$0</td><td></td><td>0</td><td>DD Total</td><td>\$0</td></tr> <tr><td>0</td><td>CR Total</td><td>\$0</td><td></td><td>0</td><td>CR Total</td><td>\$0</td></tr> <tr><td>0</td><td>SD Total</td><td>\$0</td><td></td><td>0</td><td>SD Total</td><td>\$0</td></tr> <tr><td>0</td><td>ETC Total</td><td>\$0</td><td></td><td>0</td><td>ETC Total</td><td>\$0</td></tr> <tr><td colspan="2">Grand Total</td><td>\$8,885</td><td></td><td colspan="2">Grand Total</td><td>\$7,707</td></tr> </table> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>DOCA = Drop Off Cash, CK = Check, MO = Money Order</i> <i>DD = Direct Deposit</i> <i>CR = Credit Non Taxable</i> <i>SD = Security Deposit</i> <i>ETC = Other Expense, Water 1125W4</i></p> <p style="background-color: yellow;">CP Rents are from Company owned Properties</p> <p style="background-color: yellow;">MP Rents are from Other owner Managed Properties</p> </td> </tr> <tr> <td colspan="6" style="background-color: yellow;">CP Rents & MP Rents</td> <td colspan="6" style="background-color: yellow;">CP Rents</td> </tr> </table>											<table style="width: 100%; border: none;"> <tr><td style="width: 10%;">3</td><td style="width: 40%;">DOCA Total</td><td style="width: 10%;">\$6,885</td><td style="width: 10%;"></td><td style="width: 10%;">2</td><td style="width: 40%;">DOCA Total</td><td style="width: 10%;">\$5,707</td></tr> <tr><td>0</td><td>DOCK Total</td><td>\$0</td><td></td><td>0</td><td>DOCK Total</td><td>\$0</td></tr> <tr><td>1</td><td>DOMO Total</td><td>\$2,000</td><td></td><td>1</td><td>DOMO Total</td><td>\$2,000</td></tr> <tr><td>0</td><td>DD Total</td><td>\$0</td><td></td><td>0</td><td>DD Total</td><td>\$0</td></tr> <tr><td>0</td><td>CR Total</td><td>\$0</td><td></td><td>0</td><td>CR Total</td><td>\$0</td></tr> <tr><td>0</td><td>SD Total</td><td>\$0</td><td></td><td>0</td><td>SD Total</td><td>\$0</td></tr> <tr><td>0</td><td>ETC Total</td><td>\$0</td><td></td><td>0</td><td>ETC Total</td><td>\$0</td></tr> <tr><td colspan="2">Grand Total</td><td>\$8,885</td><td></td><td colspan="2">Grand Total</td><td>\$7,707</td></tr> </table>	3	DOCA Total	\$6,885		2	DOCA Total	\$5,707	0	DOCK Total	\$0		0	DOCK Total	\$0	1	DOMO Total	\$2,000		1	DOMO Total	\$2,000	0	DD Total	\$0		0	DD Total	\$0	0	CR Total	\$0		0	CR Total	\$0	0	SD Total	\$0		0	SD Total	\$0	0	ETC Total	\$0		0	ETC Total	\$0	Grand Total		\$8,885		Grand Total		\$7,707	<p><i>DOCA = Drop Off Cash, CK = Check, MO = Money Order</i> <i>DD = Direct Deposit</i> <i>CR = Credit Non Taxable</i> <i>SD = Security Deposit</i> <i>ETC = Other Expense, Water 1125W4</i></p> <p style="background-color: yellow;">CP Rents are from Company owned Properties</p> <p style="background-color: yellow;">MP Rents are from Other owner Managed Properties</p>	CP Rents & MP Rents						CP Rents					
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Grand Total		\$8,885		Grand Total		\$7,707																																																																										
CP Rents & MP Rents						CP Rents																																																																										

1 column with CP Rents and MP Rents totals
 2nd column shows just CP Rents totals

Section 8 – General Ledger

8G – Using Choice # 9 DCT Daily Collection Totals – by last Entry

- From the AMXP home page click General Ledger

General Ledger

Charge & Payment

- Click Choice # 9 “By Last Entry”

Choice #9 - DCT - Daily Collection Totals by Cash Check & Money Order

By Date

By Last Entry Starting Entry: Ending Entry:

- A message box appears (AMXP automatically picks up the last payment that was entered, it will only show payments after the last report was printed)

Last Entry

The last Entry is: 00457. Please enter a new entry number or click OK to use the last entry.

- A summary is ready for viewing and printing

G/L - #9 - DCT - Daily Collection Totals <i>By Last Entry</i> for All Owners										2014	Start Date: 2/27	End Date: 10/8	
XYZ Management Company										Report Date: 10-08-2014		@ 1:38 PM	
RDate	EDate	Entry#	Unit#	Tenant	Unit ID	Owner	Month	Date	Type	Amount	Comment		
09/26/2014	09/26/2014	00526	036	Levi, N.	036-82 West 6th - 1-1	XYZ Mgmt.	September	09/26/2014	P	\$2,945	DOCATO		
09/26/2014	09/26/2014	00527	019	Hudson, J.	019-3 North Jackson - 1-1	XYZ Mgmt.	September	09/26/2014	P	\$2,000	DOMOTBK		
09/26/2014	09/26/2014	00528	078	Chaei, K.	078-2271 N. Rodney-	XYZ Mgmt.	September	09/26/2014	P	\$2,762	DOCATO		
09/26/2014	09/26/2014	00529	060	Dallas, G.	060-1129 W. 4th - 1-1	Jack Cross	September	09/26/2014	P	\$1,178	DOCATO		
4 Payments													
Start Date: 2/27/2014 End Date: 10/8/2014													
G/L #9 - DCT by Last Entry													
		3	DOCA Total	\$6,885									
		0	DOCK Total	\$0									
		1	DOMO Total	\$2,000									
		0	DD Total	\$0									
		0	CR Total	\$0									
		0	SD Total	\$0									
		0	ETC Total	\$0									
		Grand total		\$8,885									
		Net Deposit (-DD-CR-SD)		\$8,885									
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p><i>DOCA SD T.Jones 529W7 Cash for Security Deposit</i></p> <p><i>DOMOETC Water 721W4 Money Order for water bills</i></p> <p><i>DOCA = Drop Off Cash, CK = Check, MO = Money Order</i></p> <p><i>DD = Direct Deposit</i></p> <p><i>CR = Credit Non Taxable</i></p> <p><i>SD = Security Deposit</i></p> <p><i>ETC = Other Expense, Water 1125W4</i></p> </div> <div style="background-color: yellow; padding: 2px;"> <p><i>CP Rents are from Company owned Properties</i></p> </div> <div style="background-color: yellow; padding: 2px;"> <p><i>MP Rents are from other owner Managed Properties</i></p> </div> </div>													
CP Rents & MP Rents													

Column includes CP Rents & MP Rents totals

Section 8 – General Ledger

8H – Helpful Tip

* Keep a written log of all rent payments along with date paid, tenant, how paid (cash, check, money order, etc) As soon as the payment is logged in, write the Entry #” for each payment as a form of backup in case of computer failure

*A rent collection log is a great way to keep a paper backup of any payments received from tenants

*We suggest using this on an ongoing basis along with a daily backup for a minimum of a year just in case of any data loss

CP RENT STATUS FOR _____					
Day/Date	Tenant Name	How Paid	Amount Paid	Entry #	Percent Initials

CP Rent – Company owned properties

MP RENT STATUS FOR _____					
Day/Date	Tenant Name	How Paid	Amount Paid	Entry #	Percent Initials

MP Rent – Managed properties

Section 8 – General Ledger

8I – General Ledger Reports

Rent Receipt

<i>Rent Receipt</i>		2014
<i>Tenant Name</i> John Smith		
<i>Co-Tenant Name</i>	<i>Payment Date</i> Monday, August 18, 2014	
<i>Tenant Address</i> 415 Home Wilmington, DE 19805-		
<i>Payment Amount</i> \$1		<u>FOLD</u>
<i>Computer Entry</i> 01827		
<i>Rent for Date</i> Monday, August 18, 2014		
<i>Month</i> August		
<i>Unit ID</i> 002-415 Homestead Rd-2-2		
<i>Comment</i> DOCA		
<i>If there is a court proceeding in process then the following applies</i>		
<small>This will acknowledge the receipt of your rental payment which was delivered to our office on the above date. Your lease has been terminated and a summary possession proceeding has been filed in court.</small>	XYZ Management Company	
<small>Acceptance of your payment is with reservation of all rights and remedies available to us under 25 DEL. C. Sec. 5001 & T. 5002, and does not constitute a waiver of any of these rights, nor does it create a new lease.</small>	123 Road Street	
<small>The acceptance of rent with reservation of rights does not constitute a renewal of the rental agreement nor does it create a new rental agreement.</small>	Wilmington, DE 19801	
	302-123-4567	
	<i>Thank You for your payment.</i>	
	<small>This is a mere receipt for payment purposes ONLY</small>	
	<small>This is NOT a statement of your balance due.</small>	
<i>After this payment your balance due is (\$13)</i>		<u>FOLD</u>
John Smith		
415 Home		
Wilmington, DE 19805-		
<i>Amount</i> \$1	<input type="checkbox"/> <small>Taxable = rent and late rent only</small>	<input type="checkbox"/> <small>Taxable = rent and late rent only</small>
<i>Entry #</i> 01827		
<i>Comment</i> DOCA		
<i>Balance:</i> (\$13)		
<i>% month</i> 60%		
<i>% collected MTD</i> 87%		

Tenant Copy is Top Portion – It also shows their balance due

Office Portion to be attached to Check, MO or Cash

Section 8 – General Ledger

8I – General Ledger Reports

Choice # 40 – Summary statement of all rents due and payments collected – by owner

General Ledger Operations

Choice #4 - Management Report - All Units

Select an owner Caution: Before choosing owner see note below.

ABC Management

Ed Jones

John Smith

page 2

EXIT

For the Open Property report to function properly:
 ID: ALL Vacant units and Complete the tenant profile
 IE: tenant Last Name = Open12 and the actual rent = \$0

This report is a summary of all tenants and balances. You must first choose an Owner and then the summary statement below will come up on the screen for viewing or printing. You can click on the screen and a larger view will show up.

G/L - Choice #4.0 - Summary statement of all rents due and payments collected - By Owner											
ABC Management Company			Month = Jun-2006		Report Date: 06-05-2006		Report Time: 4:22 PM				
Owner: ABC Mgmt.											
001	OPEN 1	915 Homestead Rd- 1- AThis unit is empty and needs to be filled.....								
002	Spicer	915 Homestead Rd- 2- B	\$1,250	762-5554W	602-6655C	652-5858H		8/1	\$595		
003	Christopher	69 Home Rd- 1- A	\$620	426-1212H				9/2	\$650		
004	Thomas	69 Home Rd- 2- B	\$550	388-1234W	898-7046C	655-9999H		9/5	\$65		
005	Albertson	111 West 4th - 1- A	\$571	655-4448H				9/1	\$502		
006	Aldridge	111 West 4th - 2- B	\$650	571-4567W	425-3333H			9/2	\$600		
007	Wells	111 West 4th - 2- C	\$650	323-9610W	655-7878H			9/8	XSD \$650		
008	Harold	111 West 4th - 2- D	\$444					8/25	\$81		
009	Hillary	222 1/2 West - 1- A	\$650	211-8900W	367-5462C	652-1119H		9/1	\$650		
010	Reeves	222 1/2 West - 2- B	\$501	652-9999W	343-2222H			9/9	\$525		
011	Amado	222 1/2 West - 3- C	\$474	559-0000W	743-7117C			9/16	\$50		
012	Reese	333 West 4th - 1- A	\$1,330	283-7788W	427-6565H			9/2	XSD \$400		
013	Vasquez	333 West 4th - 2- B	\$1,251					9/12	\$450		
014	Murphy	333 West 4th - 3- C	\$470	731-7777W	377-9999C			9/2	XSD \$20		
015	James	919 West 7th - 1- A	\$569					9/5	\$485		
016	Paula	919 West 7th - 1- B	\$660	657-2222H				9/5	\$95		
017	OPEN 17	919 West 7th - 2- CThis unit is empty and needs to be filled.....								

You can use this report for collection purposes. The tenant's phone numbers come up as well as the date and amount of the last payment (last three columns). The second column from the end tells the user if there is an Extra Security Deposit in place.

The other key information is every vacant unit is shown, so the user is always aware of units that need to be filled.

Section 8 – General Ledger

8I – General Ledger Reports

Choice #41 – Summary statement of all rents due and payments collected – All Owners

G/L - Choice #4.1 - Summary statement of all rents due and payments collected - All Owners							2009
ABC Management Co.		Month = Jul-2009		Report Date: 07-28-2009		Report Time: 12:43 PM	
All Owners		1					
002	Tomes	1136 west 7th - 1- 1	\$0				
003	Powell	645 West 9th - 1- 1	\$0				
004	Carey	645 West 9th - 2- 2	\$0				
005	Brown	645 West 9th - 3- 3	\$0				
006	Rodriguez	818 West 18 --	\$0				
007	Martin	525 North Jesse - 1- 1	\$352	527-8943W	786-5555C	7/7 \$800	
010	Flowers	525 North Jesse - 2- 2	(\$595)				
New balance to collect.....			(\$243)				
Jul- total charges.....			\$4,001				
Jul- total payments.....			\$4,200				
% Month passed....		93%		MTD % collected....		105%	
YTD total charges.....			\$34,106				
YTD total payments.....			\$32,228	% Collected YTD...		94%	
YTD balance to collect.....			\$1,878				
Bad debt.....			\$2,121				

This report is a summary of the rents due and payments collected for all the owners

You can use this report for collection purposes. The tenant's phone numbers come up as well as the date and amount of the last payment (last three columns). The second column from the end tells the user if there is an Extra Security Deposit in place.

Section 8 – General Ledger

8I – General Ledger Reports

General Ledger Choice 4.11 **2013** version 9.26.13
2013 Edition

Print open units on the report?

Print rehab units on the report?

Set \$ Limit: \$100 **4.11A Report** \$ Past Due & Vacancy Report

Set \$ Limit: \$100 **4.11A1 Report** \$ Past Due w/ cell_EMail info

Set \$ Limit: \$100 **4.11B Report** \$ Past Due & Court Report

Set \$ Limit: \$100 **4.11C Report** \$ Tenants Missing Court Filing

4.11D Report \$ MTD_YTD Performance Report

for individual owner summaries - Choice #6

Default area code 302

Exit

***Less than the \$ limit amount, the tenant will not be printed**

Choice # 411A – Summary of Balances due Vacancy Info – All Owners

G/L - Choice #4.11A - Balances Due - All Owners							\$ > 100	2014
All Owners		Month = Sep-2014	Report Date: Friday, September 26, 2014	Report Time: 3:34 PM	AC - 302	LSPd		
038	Levi*	82 West 6th - 1- 1	\$2,245	(800) 220-2170W	290-5422C	543-8842H	1/31	\$620
019	Hudson*	3 North Jackson - 1- 1	\$2,024	(856) 241-1468W	419-6005C	256-0256H	1/17	\$400
078	Chael*	2271 N.Rodney--	\$1,837	(856) 203-5698C	377-2451H		2/5	\$300
080	OPEN080	88 Layton Court--		Vacant ... 325 Day Target rent \$900 ...	House - 3 BR ...	Prospect is T Anderson 3/1/14		
086	OPEN086	10 West 30th - 1-		Vacant ... 264 Day Target rent \$850 ...	3BR 1BA ...	Prospect is none		
New balance to collect.....		\$35,453	38	Tenants w/Bal due	55%	2	vacant	3%
CP & MP Rents		Total Vacant Target Rent \$1,750				69 Total units		
XYZ Management Company						0 Units being rehabed		
Last Name *= 12 Tenants are currently in court system with total balance of \$17.7						2 Units vacant		
		Input open ## tenant prospect info into Tenant Profile						
		CP Rents are from Company owned Properties						
		MP Rents are from other owner Managed Properties						

Choice #411A1 – Balance dues w/ cell E-Mail info – All owners

G/L - Choice #4.11A1 - Balances Due w/ cell EMail info - All Owners							SSS > 100	2013
All Owners		Month = Oct-2013	Report Date: 10-04-2013	Report Time: 1:21 PM				
Address	PD S	Tenant	cell #	E-mail	Co-Tenant cell #	E-mail	Date	LSPd
12 East Street-1-	\$1,260	008 Emton	(468) 490-8966	smith@emmail.com				
13 Street-1-	\$997	008 R	(468) 464-6166	dj@emmail.com				
2 Lane Ave- 1-1	\$787	004 Jackson	(123) 987-6543	jack@emmail.com				
16 Street-1-	\$497	011 B					6/19	\$500
14 Street-1-	\$267	008 A	(854) 864-8465	hh@emmail.com			6/19	\$500
1 Street- 2-2		002 OPEN002	Vacant ... 157 Day Target rent \$600 ...	2 BR 1 BA ...	Prospect is Use Use			
1 Street- 3-3		003 OPEN003	Vacant ... 130 Day Target rent \$500 ...	1BR 1BA ...	Prospect is			
16 Street-1-		010 OPEN010	Vacant ... 96 Day Target rent \$800 ...		Prospect is none			
New balance to collect.....		\$3,828	5	Tenants w/Bal due	26%	3	vacant	16%
		Total Vacant Target Rent \$1,900				19 Total units		
XYZ Management Company						0 Units being rehabed		
Last Name *= 1 Tenant is currently in court system						3 Units vacant		
		Input open ## tenant prospect info into Tenant Profile						

Choice # 411B – Court Schedule Dates for Tenants with Past Due Rents – All Owners

G/L - Choice #4.11B - Court Schedule Dates for Tenants with Past Due Rents - All Owners											2014			
This report does not include tenants with balances less than \$100														
XYZ Management Company		Month = Sep-2014	Report Date: 09-26-2014	Report Time: 3:37 PM										
All Owners		2												
	SPDR	Log #	5 Day	File	Court	Time	Writ	Exict	DDD	Action No	Date	LSPd		
063	Millard	1129 W. 4th - 3- 3	\$885	921	2/2	2/13/13	3/25	8:30 AM	4/24	JP13-13-00	1/10	\$100		
004	Wilson	55 Homestead Rd- 2- 2	\$1,679	964	9/27	10/7/13	11/25	8:30 AM	12/25	JP13-13-01	1/9	\$583		
019	Hudson	3 North Jackson - 1- 1	\$2,024	967	10/2	10/15/13	11/25	8:30 AM	12/25	JP13-13-01	1/17	\$400		
New balance to collect.....		\$23,276	38	Tenants w/Bal due	55%	2	vacant	3%	69 Total units					
Sep- total charges.....		\$0					0		Tenants R-PIF	0%	15		Tenants \$0-Bal	22%
Sep- total payments.....		\$0	0 Payments				0%		0 Units being rehabed					
% Month passed		87%	% collected MTD				2 Units vacant							
YTD total charges.....		\$107,236					Input scheduled court date into judgment data							
YTD total payments.....		\$75,247	% Collected YTD				70%							
YTD balance to collect.....		\$31,991	CP Rents are from Company owned Properties											
Bad debt.....		\$8,715	MP Rents are from other owner Managed Properties											
CP & MP Rents														

Section 8 – General Ledger

8I – General Ledger Reports

General Ledger Choice 4.11 **2013** version 9.26.13
2013 Edition

Print open units on the report?

Print rehab units on the report?

Set \$ Limit: \$100 **4.11A Report** \$ Past Due & Vacancy Report
 Set \$ Limit: \$100 **4.11A1 Report** \$ Past Due w/ cell_Email info
 Set \$ Limit: \$100 **4.11B Report** \$ Past Due & Court Report
 Set \$ Limit: \$100 **4.11C Report** \$ Tenants Missing Court Filing
4.11D Report \$ MTD_YTD Performance Report
for individual owner summaries - Choice #6

Default area code 302

Exit

***Less than the \$ limit amount, the tenant will not be printed**

Choice #411C – Tenants Missing from Court Filing for Past Due Rents – All Owners

G/L - Choice #4.11C - Tenants Missing from Court Filing for Past Due Rents - All Owners 2014												
This report does not include tenants with balances less than \$100												
XYZ Management Company			Month = Sep-2014			Report Date: 09-26-2014			Report Time: 3:41 PM			
All Owners												
SPDR	Log #	5 Day	File	Court	Time	Writ	Evict	DDD	Action No	Date	LSPd	
047	Love	32 Belmore Place--	\$211							2/7	\$550	
048	Rivera	2003 W. 6th --	\$1,484							1/15	\$100	
026	Graham	623 High -2- 2	\$116							2/7	\$685	
007	Brett	17 West 3rd - 2- 3	\$235							2/6	\$500	
066	Lawrence	810 W 5th --	\$1,009							1/2	\$725	
085	Marv	1306 Elm Street--	\$170							2/5	\$900	
076	Versara	2291 N. Rodney- 1-	\$1,213							1/10	\$50	
065	Lohan	10 S. Franklin --	\$540							2/6	\$300	
031	Justin	61 West 8th - 1- 1	\$132							2/5	\$500	
046	Ransio	30B Belmore - 2- 2	\$482							2/3	\$200	
New balance to collect.....			\$5,592	38	Tenants w/Bal due	55%	2	vacant	3%	69 Total units 0 Units being rehabed 2 Units vacant		
Sep- total charges.....			\$0	0	Payments	0%	0	Tenants R-PIF	0%	15 Tenants \$0-Bal 22%		
Sep- total payments.....			\$0									
% Month passed....			67%		% collected MTD							
YTD total charges.....			\$107,238									
YTD total payments.....			\$75,247		% Collected YTD	70%						
YTD balance to collect.....			\$31,991									
Bad debt.....			\$26,399									
Input scheduled court date into judgment data CP Rents are from Company owned Properties MP Rents are from other owner Managed Properties												

Choice #411D – Monthly Performance Report – All Owners

G/L - Choice #4.11D - MTD & YTD Collection Report - No SDeposits + No CRredits 2014						
XYZ Management Company		Month = Aug-2014		Report Date: 08-18-2014		Report Time: 3:26 PM
All Owners						
Month	\$ Amount MTD charged	\$ Amount MTD paid	% Amount MTD collected	\$ Amount YTD charged	\$ Amount YTD paid	% Amount YTD collected
January	\$58.5	\$43.9	75.0%	\$58.5	\$43.9	75.0%
February	\$45.0	\$41.5	92.2%	\$103.5	\$85.4	82.5%
March	\$46.2	\$43.1	93.2%	\$149.7	\$128.4	85.8%
April	\$45.0	\$37.5	83.2%	\$194.7	\$165.9	85.2%

Section 8 – General Ledger

8I – General Ledger Reports

General Ledger Operation

Record Year: **2009**

Choice #5 - Tenant Payment History

Current Tenants Only
 Current and Past Tenants

Select a tenant

Exit
Page 2

Choice #5 – Summary Statement of all Charges and Payments for one Tenant

G/L - Choice #5 - Summary statement of all charges and payments for one tenant						2009
ABC Management Co.		Report Date: 07-28-2009		Report Time: 12:49 PM		
This report is for tenant: Tommie Flowers		Unit ID: 010	Info for: 2009			
Co-tenant:		Address: 525 North Jesse - 2 - 2	Monthly Rent: \$595			
Lease Start: 8/1/2007		Wilmington, DE 19801-	Per Diem: \$19.83			
Entry	Month	Date	Type	Amount	Comment	Balance
00002	January	01/01	Charge	\$200	ENDING BALANCE AS OF 2007	\$200
00010	January	01/01	Charge	\$595	Rent for January 2008	\$795
00014	January	01/04	Payment	\$795	DOCATO - JAN RENT & BALANCE	\$0
00030	February	02/01	Charge	\$595	Rent for February 2008	\$595
00033	February	02/01	Payment	\$595	DOMOTBX - mailed receipt on 2/1/08	\$0
00052	March	03/01	Charge	\$595	Rent for March 2008	\$595
00053	March	03/03	Payment	\$595	DOMOTBX - mailed receipt 3/3/08	\$0

Section 8 – General Ledger

8I – General Ledger Reports

General Ledger Operations

Choice #5.1 - Tenant Payment History by Owner

Select an owner

ABC Management

Ed Jones

John Smith

EXIT

Caution: Before choosing owner see note below.

page 2

For the Open Property report to function properly:

ID: ALL Vacant units and Complete the tenant profile

IE: tenant Last Name = Open12 and the actual rent = \$0

Choice #51 Summary statement of all charges and payments for one tenant

G/L - Choice #5.1 - Summary statement of all charges and payments for one tenant						
ABC Management Company		Report Date: 06-05-2006		Report Time: 5:25 PM		
This report is for tenant: Ed Stevens		Address: 001-915 Homestead Rd- 1-A		Information for year: 2005		
Entry	Month	Date	Type	Amount	Comment	Balance
00001	January	01.01	Charge	\$56	Balance as of 12/31/04	\$56
00023	January	01.01	Charge	\$525	Rent for January 2005	\$581
00094	January	01.03	Payment	\$525	DACKTO	\$56
00183	February	02.01	Charge	\$525	Rent for February 2005	\$581
00239	February	02.01	Payment	\$525	RENT PAYMENT - DOCKTO	\$56
00367	March	03.01	Charge	\$525	Rent for March 2005	\$581
00413	March	03.04	Payment	\$525	DOCKTO	\$56
00532	March	03.28	Payment	\$56	DEDUCT FAUCET CHARGE FROM SD	\$0

Section 8 – General Ledger

8I – General Ledger Reports

Choice #6 allows the user to obtain seven (7) different database statistics as shown below

General Ledger Operations

Choice #6 - Database Statistics

Select an owner: Caution: Before choosing owner see note below.

ABC Management
Ed Jones
John Smith

page 2

EXIT

For the Open Property report to function properly:
ID: ALL Vacant units and Complete the tenant profile
IE: tenant Last Name = Open12 and the actual rent = \$0

G/L - #6 - Options For Database Statistics Record Year: **2014**

Option #1 - Print entire database

Option #1A - Print entire database (choose taxable or non-taxable)

Option #2 - Print a selected number of last entries from the database

Option #3 - YTD charges and collection totals by Unit (Taxable) No SD + No CR

Option #4.1 - YTD charges and collection totals (Taxable) No SD + No CR

Option #4.2 - YTD vacancy and collection statistics (Taxable AND Non Taxable)

Option #5 - Open Property Report YTD

Option #6 - On Time Payment Tenant Report

Option #7 - Extra Charges Report (no rent or late fee) For All Owners

Exit page 3

Section 8 – General Ledger

8I – General Ledger Reports

Choice #6 Option 3 – G/L Collection Statistics - YTD

G/L - #6 - Option 3 - Charges and Collection by Unit 2014					
Owner: Ed Novis (Taxable) No SDeposits + No Credits					
<i>Unit</i>	<i>Unit ID</i>	<i>YTD Target</i>	<i>YTD Total Charge</i>	<i>YTD Total Collected</i>	<i>YTD % Goal > 70%</i>
71	071- 415 Home Road	\$4,800	\$4,434	\$3,375	78%
Taxable Totals		\$4,800	\$4,434	\$3,375	76%
			<i>Charged</i>	<i>Collected</i>	<i>% Collected</i>
Ed Novis					

NOTE: RED DESIGNATES THIS UNIT DID NOT MEET THE MANAGEMENT PROFILE G/L #6 - OPTION 3 COLLECTION GOAL (70%)

Choice #6 Option 41 – G/L YTD – Vacancy and Collections (Taxable)

G/L #6 - Option 4.1 - G/L YTD - Charges and Collections Totals								
Owner: Ed Novis (Taxable) No SDeposits + No Credits								
<i>Month</i>	<i>Target Rent</i>	<i>Amount Charged</i>	<i># Units Open</i>	<i>Amount Collected</i>	<i>% Vacancy</i>	<i>% Collected</i>	<i>% Net</i>	
January	\$600	\$1,094	0	\$750	0%	69%	125%	
February	\$600	\$368	0	\$0	0%	0%	0%	
March	\$600	\$0	1	\$0	100%	0%	0%	
April	\$600	\$0	1	\$0	100%	0%	0%	
May	\$600	\$761	0	\$460	0%	59%	78%	
June	\$600	\$725	0	\$725	0%	100%	121%	
July	\$600	\$761	0	\$725	0%	98%	121%	
August	\$600	\$725	0	\$725	0%	100%	121%	
Total		\$4,800	\$4,434	0.25	\$3,375	25%	76%	76%
Ed Novis								

Choice #6 Option 42 – G/L YTD – Vacancy and Collections (Total)

G/L #6 - Option 4.2 - G/L YTD - Vacancy and Collections (Total)								
<i>Month</i>	<i>Target Rent</i>	<i>Amount Charged</i>	<i># Units Open</i>	<i>Amount Collected</i>	<i>% Vacancy</i>	<i>% Collected</i>	<i>% Net</i>	
January	\$1,750	\$3,163	0	\$1,500	0%	47%	86%	
February	\$1,750	\$1,810	0	\$950	0%	52%	54%	
March	\$1,750	\$1,905	0	\$950	0%	50%	54%	
April	\$1,750	\$1,785	0	\$1,950	0%	111%	113%	
May	\$1,750	\$1,150	0	\$1,400	0%	122%	80%	
June	\$1,750	\$1,181	0	\$1,280	0%	108%	73%	
July	\$1,750	\$1,181	0	\$1,280	0%	108%	73%	
August	\$1,750	\$1,181	0	\$1,150	0%	97%	66%	
September	\$1,750	\$2,481	1	\$2,395	11%	97%	137%	
Total		\$15,750	\$15,835	0.01	\$12,885	1%	81%	82%

Section 8 – General Ledger

8I – General Ledger Reports

Choice #6 Option 5 – Open Property Report

<i>G/L #6 - Option 5 - Open Property Report</i>								
<u>Expr1</u>	<u>Unit ID</u>	<u>Last Name</u>	<u>GID</u>	<u>TID</u>	<u>OID</u>	<u>Entry</u>	<u>GDate</u>	<u>GMonth</u>
OPEN	051-1024 W. 8th - 1- A	OPEN51	7697	112	3	01460	09/01/2005	September

Choice #6 Option 6 – On Time Payment Tenant Report

<i>G/L - #6 - Option 6 - On Time Payment Tenant Report</i>			
<i>(Note: Run last day of each month)</i>			
<u>Owner:</u>	<u>Name</u>	<u>Unit ID</u>	<u>Month</u>
Ed Novis	Ernie, Harry	053-1024 W. 8th - 3- C	January
	Ernie, Harry	053-1024 W. 8th - 3- C	February
	Ernie, Harry	053-1024 W. 8th - 3- C	March
	Ernie, Harry	053-1024 W. 8th - 3- C	April
	Ernie, Harry	053-1024 W. 8th - 3- C	May
	Ernie, Harry	053-1024 W. 8th - 3- C	June
	Ernie, Harry	053-1024 W. 8th - 3- C	July
	Ernie, Harry	053-1024 W. 8th - 3- C	August
	Westfield, Kimberly	051-1024 W. 8th - 1- A	September
	Ernie, Harry	053-1024 W. 8th - 3- C	September

Choice #6 Option 7 – G/L Extra Charges Report

<i>G/L #6 - Option 7 - G/L Extra Charges Report</i>			
<i>Does not include rent or late fees</i>			
<u>Entry</u>	<u>Amount</u>	<u>Comment</u>	
January			
00002	200	ENDING BALANCE AS OF 2007	
00003	289	ENDING BALANCE AS OF 2007	
00040	50	service call for toilet not flushing	
<i>SubTotal:</i>	\$539		
February			
00038	65	water bill	
<i>SubTotal:</i>	\$65		
April			
00073	750	Security Deposit	
00074	750	1st months rent due	
00099	40	Other - court fee	
00100	40	Other - court fee	
<i>SubTotal:</i>	\$1,580		

Section 8 – General Ledger

8I – General Ledger Reports

Choice # 7 – Print Entire Database by Entry

00522	084	Peire	September	09/01/2014	C	\$865	Rent for September 2014		
00523	085	Mary	September	09/01/2014	C	\$900	Rent for September 2014		
00524	088	OPEND88	September	09/01/2014	C	\$0	Rent for September 2014		
00525	088	Deposit	September	09/01/2014	C	\$0	Rent for September 2014		
00526	038	Levi	September	09/26/2014	P	\$2,945	DOCATO		
00527	019	Hudon	September	09/26/2014	P	\$2,000	DOMOTBX		
00528	078	Chael	September	09/26/2014	P	\$2,762	DOCATO		
00529	060	Dallas	September	09/26/2014	P	\$1,178	DOCATO		
						MTD	GTC \$44,122	GTP \$8,885	GTD \$35,237
G/L - #7 - Option 1 - Print Entire Database By Entry# 2014									
All Owners both CP Rents & MP Rents									
This is 56% collected YTD									
The grand total charged in the database						\$151,360	CP Rents are from Company owned Properties		
The grand total collected in the database						\$84,132	MP Rents are from other owner Managed Properties		
The grand total to collect in the database						\$67,228			

Choice# #8 – Total Daily Collections

Total Daily Collections			
Date	Amount	Sub Total	Percentage
06/01/2005	\$8,889	\$8,889	29%
06/02/2005	\$2,019	\$10,908	36%
06/03/2005	\$4,461	\$15,369	50%
06/04/2005	\$2,820	\$18,189	60%
06/06/2005	\$1,372	\$19,561	64%
06/07/2005	\$3,529	\$23,090	76%
06/10/2005	\$3,294	\$26,384	87%
06/11/2005	\$450	\$26,834	88%
06/14/2005	\$110	\$26,944	88%
06/15/2005	\$260	\$27,204	89%
06/17/2005	\$151	\$27,355	90%
06/18/2005	\$200	\$27,555	90%
06/23/2005	\$73	\$27,628	91%
06/24/2005	\$1,585	\$29,213	96%
06/27/2005	\$400	\$29,613	97%
06/28/2005	\$865	\$30,478	100%

Section 8 – General Ledger

8I – General Ledger Reports

CSM2 is for the user only, this report will show changes made to any charges or payments in the General ledger a password will be needed to view this report

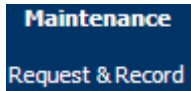
CSM2 – General Ledger Log

<i>CSM2 - General Ledger Log</i>								
<i>Name</i>	<i>Entry</i>	<i>Type</i>	<i>Original Date</i>	<i>Original \$</i>	<i>Changed Date</i>	<i>New \$</i>	<i>Δ</i>	<i>Comment</i>
Jeffrey Ritz	00010	C	1/4/2013	\$1,851	1/4/2013 11:06:12 AM	\$1,651	(\$200)	12/31/12 balance
Rachel Ritz	00019	C	1/4/2013	\$1,283	1/4/2013 11:06:58 AM	\$1,263	(\$20)	12/31/12 balance
Wayne Ritz	00083	C		\$650	1/10/2013 9:27:37 AM	\$22	(\$628)	Rent for January 2013 - turn
Tiffany Ritz	00078	C		\$550	1/21/2013 4:48:29 PM	\$78	(\$472)	Rent for January 2013 up until
Kristin Ritz	00266	P	1/31/2013	\$391	1/31/2013 11:29:16 AM	\$331	(\$60)	DOCATO
Tiffany Ritz	00511	C	3/1/2013	\$650	3/1/2013 11:00:59 AM	\$0	(\$650)	DATA ENTRY ERROR
Esther Ritz	00507	C	3/1/2013	\$600	3/1/2013 11:01:21 AM	\$0	(\$600)	DATA ENTRY ERROR
Wayne Ritz	00743	C		\$585	4/8/2013 1:12:08 PM	\$0	(\$585)	Tenant moved to 2nd floor Unit
Cheryl Ritz	00913	P	4/18/2013	\$1	4/18/2013 2:34:13 PM	\$0	(\$1)	DOCA - TEST
Esther Ritz	00913	P	4/18/2013	\$1	4/18/2013 2:34:23 PM	\$1	\$0	DOCA - TEST
Esther Ritz	00971	C		\$600	5/8/2013 3:59:14 PM	\$0	(\$600)	TENANT TURNED IN KEYS

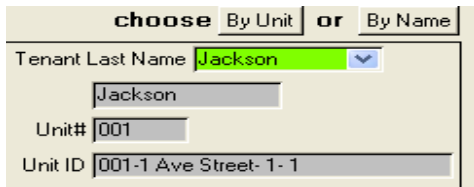
Section 9 – Maintenance

9A – Adding a New Entry “Tenant Request”

1. From the AMXP home page click on “Maintenance”



2. Click “Add New Entry” only green fields may be filled in
3. Select a tenant or unit by using the down arrow You will notice the grey boxes will be automatically filled



choose By Unit or By Name

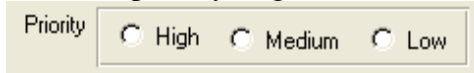
Tenant Last Name Jackson

Jackson

Unit# 001

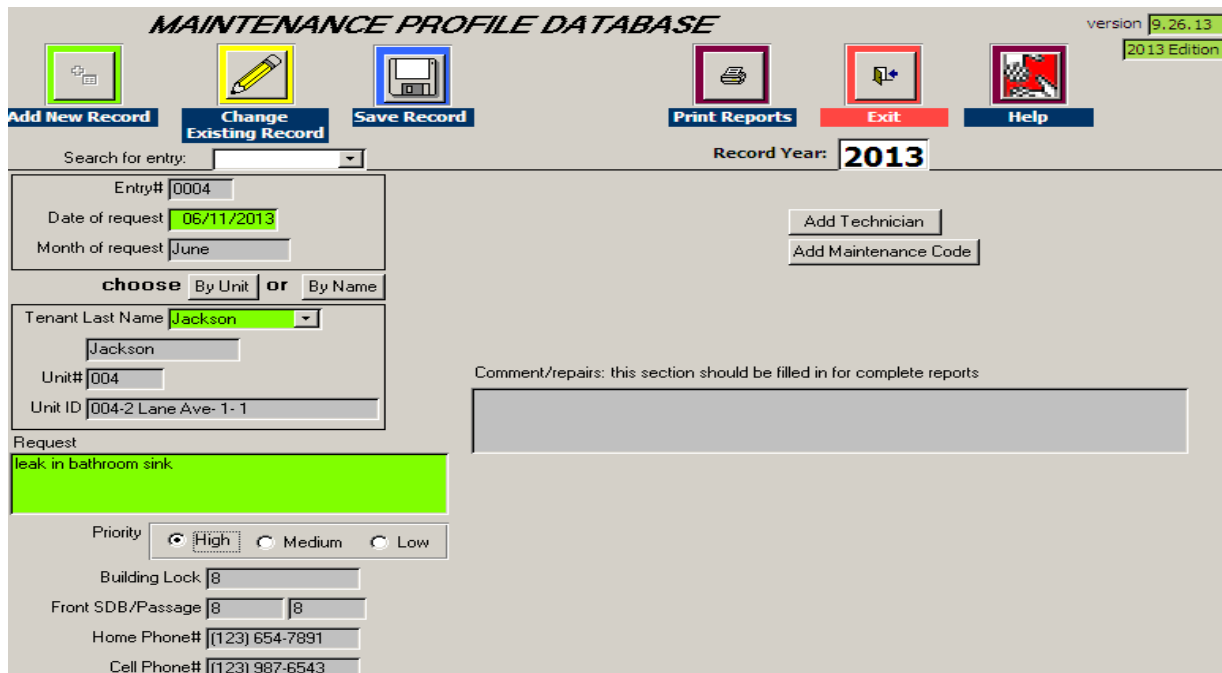
Unit ID 001-1 Ave Street- 1- 1

4. Enter a maintenance work order
5. Choose a priority (high, medium, low)



Priority High Medium Low

6. Click “Save Record”



MAINTENANCE PROFILE DATABASE version 9.26.13 2013 Edition

Add New Record Change Existing Record Save Record Print Reports Exit Help

Search for entry: Record Year: 2013

Entry# 0004
Date of request 06/11/2013
Month of request June
Add Technician
Add Maintenance Code

choose By Unit or By Name

Tenant Last Name Jackson
Jackson
Unit# 004
Unit ID 004-2 Lane Ave- 1- 1

Request
leak in bathroom sink

Priority High Medium Low

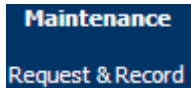
Building Lock 8
Front SDB/Passage 8 8
Home Phone# (123) 654-7891
Cell Phone# (123) 987-6543

Comment/repairs: this section should be filled in for complete reports

Section 9 – Maintenance

9B – Preparing a Work for Action by Maintenance Staff

1. From the AMXP home page click on “Maintenance” Module



2. Identify the work order Entry # by using the down arrow next to “Search for Entry”

Search for entry:

3. Click on “Print Reports” on the top of the screen



4. Click on “Choice 1 - Maintenance Request”

Choice 1 - Maintenance Request

5. Print Maintenance Request

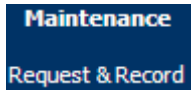
6. Maintenance technician takes request, performs work, fills the bottom and brings back to the office This will insure there are no communication errors

M Choice 1 - Maintenance Request		2013
Jackson 1 Ave Street Apt. 1 Wilmington, DE 19801-	xyc company po 123 wilmington, DE 19803	
Entry# 0002 Date of Request 06/11/2013 Month of Request June	Priority High	
Tenant Last Name Jackson Unit# 001 Unit ID 001-1 Ave Street- 1- 1		
Request <input type="text" value="Leak in bathroom sink"/>		
Building Lock <input type="checkbox"/>	Front passage / side lock <input type="checkbox"/>	
Home Phone#	Cell Phone# (123) 987-6543	
Repair Date _____	Technician name _____	
Corrective Action _____		
Material _____		
Labor hours _____	Date Completed _____	
Charge to T or O (circle) T=Tenant O=Owner		
Material Amount _____	Labor Amount _____	
Sample receipt to completed request.		
Thursday, June 11, 2013		Page 1 of 1

Section 9 – Maintenance

9C – Closing a Work Order

1. From the AMXP home page click on the “Maintenance” Module



2. Identify the work order Entry # by using the down arrow next to “Search for Entry”

Search for entry:

3. Click “Change Existing Record”



4. Fill in the yellow boxes that appeared on the right side of the screen
5. Select “Close” on the Status

Status

6. Click “Save Record”



7. If this work order was charged to the tenant, click on “Print Reports” and click on “Choice 3 – Completed Maintenance Request – Ready to Mail” (Report is available to view in Section 9D Maintenance Reports)

MAINTENANCE PROFILE DATABASE version 9.26.13
2013 Edition

Search for entry: Record Year: **2013**

Entry# <input type="text" value="0004"/>	Record Date <input type="text" value="06/11/2013"/>
Date of request <input type="text" value="06/11/2013"/>	Technician name <input type="text" value="Mark"/> <input type="button" value="Add Technician"/>
Month of request <input type="text" value="June"/>	Maint. Code <input type="text" value="3"/> <input type="button" value="Add Maintenance Code"/>
choose <input type="button" value="By Unit"/> or <input type="button" value="By Name"/>	Material <input type="text" value="p trap"/>
Tenant Last Name <input type="text" value="Jackson"/>	Labor hours <input type="text" value="2"/>
<input type="text" value="Jackson"/>	Date completed <input type="text" value="06/11/2013"/>
Unit# <input type="text" value="004"/>	Comment/repairs: this section should be filled in for complete reports
Unit ID <input type="text" value="004-2 Lane Ave- 1- 1"/>	<input type="text" value="p trap was changed"/>

Request

Priority High Medium Low

Building Lock

Front SDB/Passage

Home Phone#

Cell Phone#

Office use only

Charge to

Material Amount

Labor Amount

Total Amount

Status

Section 9 – Maintenance

9D – Maintenance Report

Maintenance Profile Database Print Menu
Record Year: **2013** version **12.19.13**

Choice 1 - Maintenance Request
 Choice 2 - Completed Maintenance Request **ready to mail**
 Choice 3 - Summary Maintenance Report (Status = Open)
 Choice 4 - Summary Maintenance Report (Status = Closed)

Enter month for 4.1 and 4.2 Reports ie: April **2013**

Choice 4.1 - Closed Maintenance Reports for all owners for the above month
 Choice 4.2 - Closed Maintenance Reports by owner for the above month
 Choice 5 - All completed reports for one unit ID only
 Choice 6 - Monthly Maintenance Performance

Exit

Choice 2 – Completed Maintenance Request Ready to Mail

M Choice 2 - Completed Maintenance Request 2009

Carey
645 West 9th St Apt. 2
Wilmington, DE 19801-

ABC Management Co.
POB 1234
Wilmington, DE 19123-

<i>Entry#</i> 0017 <i>Date of Request</i> 07/28/2009 <i>Month of Request</i> July	<i>Repair Date</i> 07/28/2009 <i>Technician name</i> jim <i>Material</i> <i>Labor hours</i> 1 <i>Date Completed</i> 07/28/2009
---	--

<i>Tenant Last Name</i> Carey <i>Unit#</i> 004 <i>Unit ID</i> 004-645 West 9th - 2- 2	<i>Charge to</i> Owner <i>Status</i> Closed	<i>Material Amount</i> \$50.00 <i>Labor Amount</i> \$50.00 <i>Total Amount</i> \$100.00
---	--	---

Request leak in small bedroom

Comment
jim fix the leak & covered up the hole

Please remit the total amount due of \$100

Thank you.

ABC Management

Section 9 – Maintenance

9D – Maintenance Report

Choice 3 – Summary Maintenance Report (Status = Open)

Summary Maintenance Report (Status = Open)					
Entry	Priority	Tenant Name	Unit ID	Request Date	Request
0008	H	Watson	013-333 West 4th - 2- B	06/01/2005	GFI in kit keeps shutting off refrigerator
0010	H	Coleman	053-1024 W. 8th - 3- C	06/03/2005	CHECK SMOKE DETECTORS
0011	H	Webster	016-919 West 7th - 1- B	06/13/2005	EXTERMINATE - ROACHES
0012	H	Withers	025-2 North Rodney --	06/17/2005	NO HOT WATER - RADIATOR LEAKING
0015	H	Smith	043-9 West 7th --	06/22/2005	A/C unit leaking - she turned everything off

Choice 3 – Summary Maintenance Report (Status = Closed)

Summary Maintenance Report (Status = Closed)								
Entry	Tenant Name	Unit ID	Request Date	Request	Complete Date	Total M&L Cost	Charge to	
0046	Thomas	004-69 Home Rd- 2- B	06/05/2006	Stopped up toilet	06/05/2006	\$15	Tenant	
0041	Matthews	006-111 West 4th - 2- B	09/06/2005	smoke alarms in bldg tenant cooking fell a	09/08/2005	\$50	Tenant	
0013	Muvwekill	014-333 West 4th - 3- C	06/17/2005	LEAK UNDER SINK	06/22/2005	\$0	Owner	
0024	Tapia	019-1 North Rodney - 1- A	07/11/2005	TOILET TANK LEAKING	07/10/2005	\$125	Tenant	
0044	Coulbourn	031-555 West 5th - 1- A	09/26/2005	Clean up rear yard and re-install clothes pol	09/26/2005	\$50	Tenant	
0028	Stewart	052-1024 W. 8th - 2- B	07/29/2005	toilet not filling up	07/29/2005	\$44	Owner	
0027	Bungy	060-1125 W. 4th - 1- A	07/29/2005	Baby roaches in bathroom	07/29/2005	\$5	Owner	
0040	Riley	063-1125 W. 4th - 3- 3	09/08/2005	LEAK UNDER BATH SINK	09/09/2005	\$50	Owner	
0014	Ransom	066-808 W. 5th --	06/20/2005	toilet not working part that lets water back in	06/22/2005	\$22	Owner	
Owner Total:						\$121	Tenant Total: \$240	

For Choice 41 & Choice 42 enter the month you want to print a report for

Enter month for 4.1 and 4.2 Reports

Choice 41 – Closed Maintenance Reports for all Owners for the above Month

M Choice 4.1 - All Maintenance Requests Closed in March									
Entry	Tenant Name	Unit - Apt # - Floor	Request Date	Request	Comment/Repairs	Complete Date	DTC	M&L Cost	Charge to
0026	Torres	1136 west 7th - 1- 1	3/5/10	needs new stove pans	Gave tenant 4 new stove pans	3/5/10	0	\$80	ABC Manage
0027	Flowers	525 North Jesse - 2- 2	3/5/10	refrigerator is not cold enough	replaced refrigerator	3/5/10	0	\$410	ABC Manage
0025	Thompson	115 Luna Street- 1- 1	3/8/10	prime heater	Mickey primed heater	3/8/10	0	\$60	Tenant
Average Days to Complete						0.0			
Owner Total:						\$600			
Tenant Total:						\$60			

Choice 41 – Closed Maintenance Reports by owner for the above Month

M Choice 4.2 - All Maintenance Requests Closed by Owner in March									
Entry	Tenant Name	Unit - Apt # - Floor	Request Date	Request	Comment/Repairs	Complete Date	DTC	M&L Cost	Charge to
0026	Torres	1136 west 7th - 1- 1	3/5/10	needs new stove pans	Gave tenant 4 new stove pans	3/5/10	0	\$80	ABC Manage
0027	Flowers	525 North Jesse - 2- 2	3/5/10	refrigerator is not cold enough	replaced refrigerator	3/5/10	0	\$410	ABC Manage
Average Days to Complete						0.0			
Owner Total:						\$600			
Tenant Total:						\$60			

Section 9 – Maintenance

9D – Maintenance Report

Choice 5 – All Completed Reports for One Unit ID Only

Please select an Unit Close

Unit ID

1136 west 7th st	002-1136 west 7th - 1- 1	002	1	1	▲
645 West 9th St	003-645 West 9th - 1- 1	003	1	1	■
645 West 9th St	004-645 West 9th - 2- 2	004	2	2	
645 West 9th St	005-645 West 9th - 3- 3	005	3	3	
818 West 18 St	006-818 West 18 --	006			
525 North Jesse St	007-525 North Jesse - 1- 1	007	1	1	
525 North Jesse St	010-525 North Jesse - 2- 2	010	2	2	
487 March Road	012-487 March Road- 1- 1	012	1	1	▼

M Choice 5.0 - Maintenance History for 1 unit 645 West 9th - 1- 1

Entry	Tenant Name	Request Date	Request	Comment/Repairs	Complete Date	DTC	M&L Cost	Charge to
0013	Powell	12/9/08	heater does not work		12/6/08	0	\$60	Owner
0018	Powell	7/15/09	newscreen			OPEN	\$0	Tenan

Average Days to Complete: 0.0
Owner Expense Total: \$60
Tenant Expense Total: \$0

Choice 6 – Monthly Maintenance Performance

MP - Choice #6 Maintenance Performance Report

Starting Date Ending Date Go

MP - Choice #6 Maintenance Performance Report

The number of total workorders received during 11/1/2013 and 11/30/2013 is 30
 Total number of workorders completed during 11/1/2013 and 11/30/2013 is 30
 % completed 100%

As of: **Thursday, January 16, 2014** The # of workorders remaining open is 8

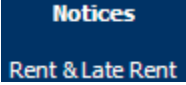
Maintenance Code	Trade	MTD # Completed	MTD % Completed
	unclassified	2	7%
1	Carpentry	2	7%
2	Electrical	1	3%
3	Plumbing	4	13%

Section 10 – Rent Notice

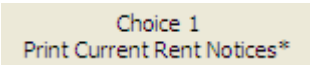
10A – Printing a Rent Notice

Mail the Rent Notices on the 27th of the month current month for the next month The notice will include all current rent, past due rent, any maintenance charges and court charged if any

- 1. From the AMXP home page click on “Notices”



- 2. Click “Choice 1 Print Current Rent Notices”



- 3. Print Rent Notice

CURRENT RENT NOTICE 2013

xyc company
po 123
wilmington, DE 19803
Office Telephone # (123) 456-7890
06-11-2013

Marie Jackson
1 Ave Street
Apt 1
Wilmington, DE 19801-

** SUBJECT: Rent Due Notice For July -F.O.L.D.-

CURRENT RENT DUE 700
LATE RENT AMOUNT DUE..... 735 SEE - NOTE - SECTION BELOW

TOTAL AMOUNT DUE..... 1435

THE AMOUNT DUE MUST BE RECEIVED WITHIN 5 DAYS OF THIS LETTER

Make check payable to: xyc company
po 123
wilmington, DE 19803 Please drop off early!

**Note: -----
** THE LATE FEE AMOUNT IS EQUAL TO..... \$35
** THE LATE FEE OF 5% OF MONTHLY RENT WILL BE CHARGED AFTER THE 5TH *****
** A \$25 SERVICE FEE WILL BE CHARGED FOR ALL RETURNED CHECKS

**LATE RENT AMOUNT NOT RECEIVED WITHIN 5 DAYS WILL RESULT IN COURT ACTION -F.O.L.D.-

*Reminder: - Rent is due on the 1st day of the month
- Although there is a 5 day grace period before the late fee is charged
- Rent received on the 2nd day of the month is late*

Current Rent Notices includes rent for new month, balance for current month, utility and anything extra

NO Certificate of Mailing

Section 10 – Rent Notice

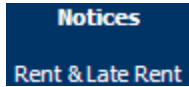
Rent is always due on the 1st - Grace period = Day 2 thru Day 5

Mail Late Rent Notice on the 2nd Late Rent Notice will show total rent due as past due.

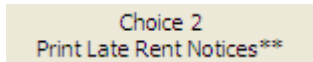
A Late Rent Notice will not be printed for tenants who are currently in court process.

10B – Printing a Late Rent Notice

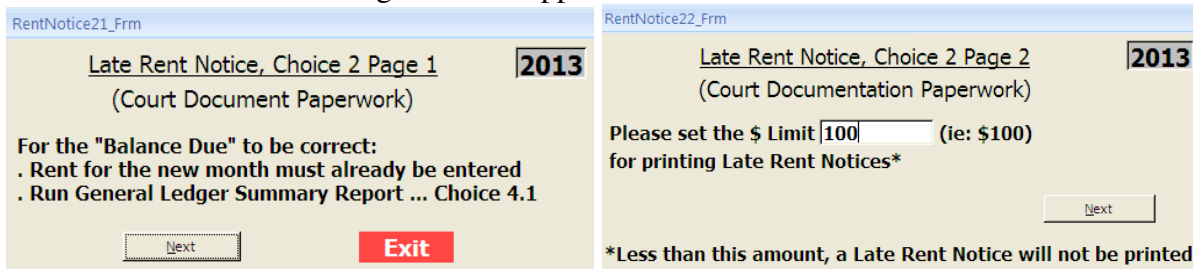
1. From the AMXP home page click “Notice” Module



2. Click “Choice 2 Print Late Rent Notice”



3. Read & Fill in the 2nd message box that appears on the screen



4. The 1st notices to print will be for the Tenant, 2nd a copy for your files, 3rd a list of all the tenants receiving a notice, 4th and if in your particular state are needed the Co-Tenant Notices, 5th a copy for your files and the last to print will be a list of all the Co-Tenants receiving a Notice

VIEW ON THE NEXT PAGE SAMPLES OF THE LATE RENT NOTICES

Section 10 – Rent Notice

10B – Printing a Late Rent Notice

Tenant Late Rent Notice

Tenant Late Rent Notice – File Copy

LATE RENT NOTICE 2014

XYZ Management Company
112 S Heald
Wilmington, DE 19801
Office Telephone # (302) 123-4567
10-08-2014

G. Brett
17 West 3rd St
Apt 3
Wilmington, DE 19801- *Tenant Copy*

** SUBJECT: October 5 Day Letter for the Past Due Rent -F.O.L.D.

RENT AMOUNT DUE.....\$935 SEE - NOTE - SECTION BELOW

TOTAL AMOUNT DUE.....\$ 935

THE AMOUNT DUE MUST BE RECEIVED WITHIN 5 DAYS OF THIS LETTER.

Make check payable to: XYZ Management Company
112 S Heald
Wilmington, DE 19801 Please drop off early!!

** Note: *****

**** YOU ARE BEHIND IN YOUR RENT PAYMENT IN THE AMOUNT OF \$935**

You G. Brett, 5 days from the date of mailing of this notice to remit payment in full to XYZ Management Company. Failure to do so will result in a lawsuit for lease forfeiture and for summary judgment on the lease. This is a notice of the lease forfeiture.

LATE RENT NOTICE File Copy
2014

XYZ Management Company
112 S Heald
Wilmington, DE 19801
Office Telephone # (302) 123-4567
10-08-2014

G. Brett
17 West 3rd St
Apt 3
Wilmington, DE 19801- *Tenant Copy*

** SUBJECT: October 5 Day Letter for the Past Due Rent

RENT AMOUNT DUE.....\$935 SEE - NOTE - SECTION BELOW

TOTAL AMOUNT DUE.....\$ 935

THE AMOUNT DUE MUST BE RECEIVED WITHIN 5 DAYS OF THIS LETTER.

Make check payable to: XYZ Management Company
112 S Heald
Wilmington, DE 19801 Please drop off early!!

** Note: *****

**** YOU ARE BEHIND IN YOUR RENT PAYMENT IN THE AMOUNT OF \$935**

You G. Brett, have 5 days from the date of mailing of this notice to remit payment in full to XYZ Management Company. Failure to do so will result in a lawsuit for lease forfeiture and for summary judgment on the lease. This is a notice of the lease forfeiture.

Tenant late rent notice is to be sent to the tenant via certificate of mailing

Tenant late rent notice is retained in the office for submission with the court filing for judgment and possession

List of Tenant Receiving a Late Rent Notice t (The pre-printed labels can be taped into the Post Office Mailing book for the tenants saving time)

**Delaware Landlord
Tenant Code doesn't
require certified return
receipt mailing**

Dee L. Christopher & Nancy Ronald 69 Home Rd Wilmington, DE 19805	Apt A
Martin Thomas & Fred Thomas 69 Home Rd Wilmington, DE 19805	Apt B
Mario Albertson 111 West 4th St Wilmington, DE 19801	Apt A
Juan Aldridge 111 West 4th St Wilmington, DE 19801	Apt B
Francis Harold 111 West 4th St Wilmington, DE 19801	Apt D
Celia Hillary 222 1/2 West 4th St Wilmington, DE 19801	Apt A
Cherry Amadio 222 1/2 West 4th St Wilmington, DE 19801	Apt C
Kevin James 919 West 7th St Wilmington, DE 19801	Apt A
Helen Paula 919 West 7th St Wilmington, DE 19801	Apt B
Rioh Blue & Deborah Wall 1 North Rodney St Wilmington, DE 19805	Apt A
Eric Cara 1 North Rodney St Wilmington, DE 19805	Apt B
Glenn Blackstone 525 North Madison St Wilmington, DE 19801	Apt A
Carl Bristol 444 West 4th St Wilmington, DE 19801	Apt C
Stan Capone 555 West 5th St Wilmington, DE 19801	Apt A

**Rent Due on the 1st
Rent is late on the 2nd**

**Late Rent =
Past Due Rent
plus
Utility charges
minus
"Court Charges"**

Section 10 – Rent Notice

10B – Printing a Late Rent Notice

Co-Tenant Late Rent Notice

Co-Tenant Late Rent Notice – File Copy

LATE RENT NOTICE 2014

XYZ Management Company
112 S Heald
Wilmington, DE 19801
Office Telephone # (302) 123-4567
10-08-2014

D. Hilton
17 West 3rd St
Apt 3
Wilmington, DE 19801- *Co-Tenant Copy*

**** SUBJECT: October 5 Day Letter for the Past Due Rent -F.O.L.D.**

RENT AMOUNT DUE\$935 SEE- NOTE- SECTION BELOW

TOTAL AMOUNT DUE.....\$ 935

THE AMOUNT DUE MUST BE RECEIVED WITHIN 5 DAYS OF THIS LETTER.

Make check payable to: XYZ Management Company
112 S Heald
Wilmington, DE 19801 *Please drop off early!!*

**** Note: ****

**** YOU ARE BEHIND IN YOUR RENT PAYMENT IN THE AMOUNT OF \$935**

D. Hilton, have 5 days from date of filing this notice to remit payment in full. If you are unable to do so, please contact the office immediately for assistance. Failure to do so will result in the filing of a lawsuit in the Court of the State of Delaware.

LATE RENT NOTICE *File Copy*
2014

XYZ Management Company
112 S Heald
Wilmington, DE 19801
Office Telephone # (302) 123-4567
10-08-2014

D. Hilton
17 West 3rd St
Apt 3
Wilmington, DE 19801- *Co-Tenant Copy*

**** SUBJECT: October 5 Day Letter for the Past Due Rent**

RENT AMOUNT DUE\$935 SEE- NOTE- SECTION BELOW

TOTAL AMOUNT DUE.....\$ 935

THE AMOUNT DUE MUST BE RECEIVED WITHIN 5 DAYS OF THIS LETTER.

Make check payable to: XYZ Management Company
112 S Heald
Wilmington, DE 19801 *Please drop off early!!*

**** Note: ****

**** YOU ARE BEHIND IN YOUR RENT PAYMENT IN THE AMOUNT OF \$935**

D. Hilton, have 5 days from date of filing this notice to remit payment in full. If you are unable to do so, please contact the office immediately for assistance. Failure to do so will result in the filing of a lawsuit in the Court of the State of Delaware.

Tenant late rent notice is to be sent to the tenant via certificate of mailing

Tenant late rent notice is retained in the office for submission with the court filing for judgment and possession

List of Co-Tenant Receiving a Late Rent Notice (The pre-printed labels can be taped into the Post Office Mailing book for the tenants saving time)

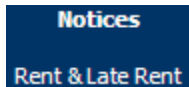
Dee L Christopher & Nancy Ronald 69 Home Rd Wilmington, DE 19805-	Apt A
Marth Thomas & Fred Thomas 69 Home Rd Wilmington, DE 19805-	Apt B
Mario Albertson 111 West 4th St Wilmington, DE 19801-	Apt A
Juan Aldridge 111 West 4th St Wilmington, DE 19801-	Apt B
Francis Harold 111 West 4th St Wilmington, DE 19801-	Apt D
Cella Hillary 222 1/2 West 4th St Wilmington, DE 19801-	Apt A
Cherry Amado 222 1/2 West 4th St Wilmington, DE 19801-	Apt C
Kevin James 919 West 7th St Wilmington, DE 19801-	Apt A
Helen Paula 919 West 7th St Wilmington, DE 19801-	Apt B
Rich Blue & Deborah Wall 1 North Rodney St Wilmington, DE 19805-	Apt A
Eric Cara 1 North Rodney St Wilmington, DE 19805-	Apt B
Glenn Blackstone 525 North Madison St Wilmington, DE 19801-	Apt A
Carl Bristol 444 West 4th St Wilmington, DE 19801-	Apt C
Stan Capone 555 West 5th St Wilmington, DE 19801-	Apt A

**Dual Notification for the
Co-Tenant under separate cover is
now a court requirement everywhere**

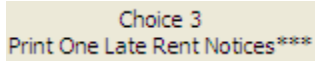
Section 10 – Rent Notice

10C – Printing One Late Rent Notice

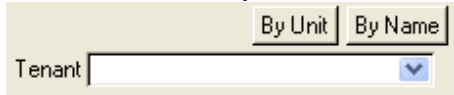
1. From the AMXP home page click “Notices Module”



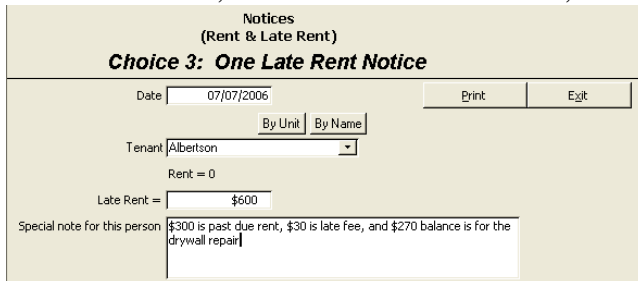
2. Click “Choice 3 Print One Late Rent Notice”



3. Select the tenant by unit or name using the down arrow next to “Tenant”



4. Fill in Late Rent, Late rent for the month of, and any special note



Notices
(Rent & Late Rent)
Choice 3: One Late Rent Notice

Date: 07/07/2006 [Print] [Exit]

Tenant: Albertson [By Unit] [By Name]

Rent = 0

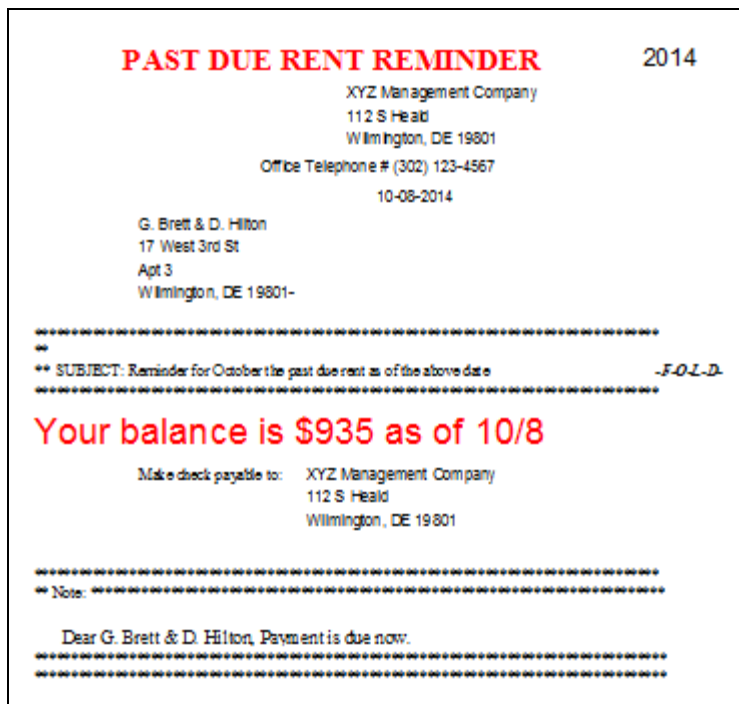
Late Rent = \$600

Special note for this person: \$300 is past due rent, \$30 is late fee, and \$270 balance is for the drywall repair

5. Click on “Print” Next to the Red “Exit”



6. Late Rent Notice is ready for printing, You would also get a “File Copy” printed as well as the address label for the Post Office Mailing book to send Certificate of Mailing



PAST DUE RENT REMINDER 2014

XYZ Management Company
112 S Heald
Wilmington, DE 19801
Office Telephone # (302) 123-4567
10-08-2014

G. Brett & D. Hilton
17 West 3rd St
Apt 3
Wilmington, DE 19801-

** SUBJECT: Reminder for October the past due rent as of the above date -F.O.L.D.

Your balance is \$935 as of 10/8

Make check payable to: XYZ Management Company
112 S Heald
Wilmington, DE 19801

** Note: *****

Dear G. Brett & D. Hilton, Payment is due now.

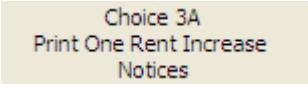
Section 10 – Rent Notice

10D – Printing One Rent Increase

- From the AMXP home page click “Notices” Module



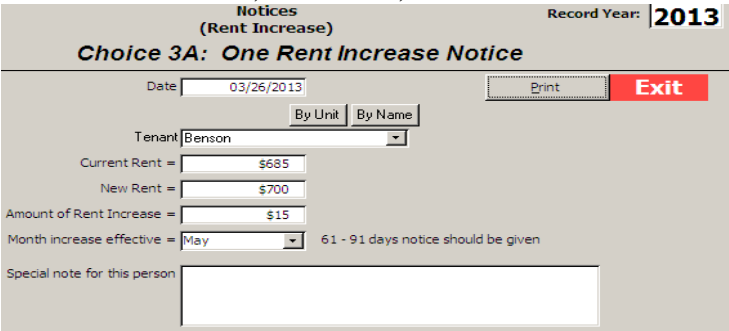
- Click Choice 3A Print One Rent Increase Notice



- Select a tenant by unit or name using the down arrow next to “Tenant”



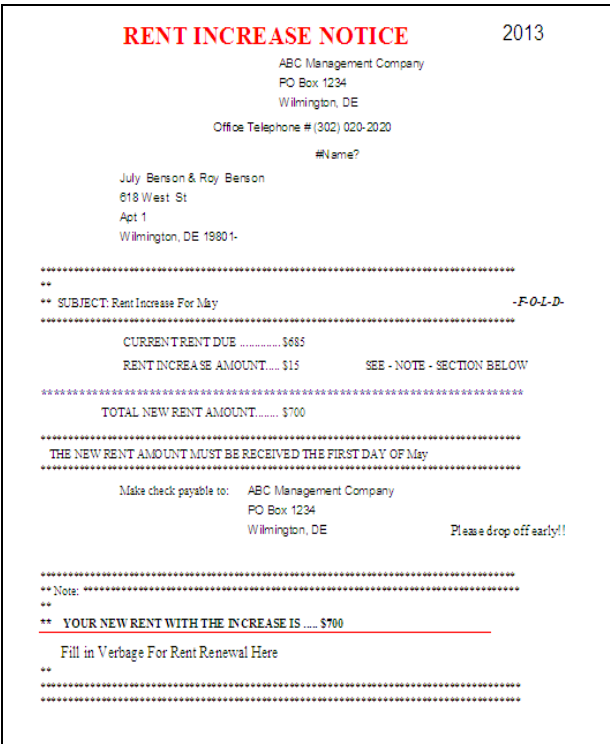
- Fill in Current Rent, New Rent, Amount of Rent Increase, Month increase effective, Special Note



- Click on “Print” Next to the Red “Exit”



- Notice is ready for printing and mailing



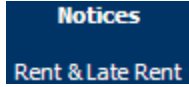
The legal Verbiage for the Rent Increase must comply with the Landlord Tenant Code in your area

Section 10 – Rent Notice

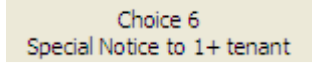
10E – Printing One Special Notice

Special Notice are used for sending water bills, electric/gas bills, etc

1. From the AMXP home page click “Notices Module”



2. Click “Choice 6 Special Notice 1 + Tenant”



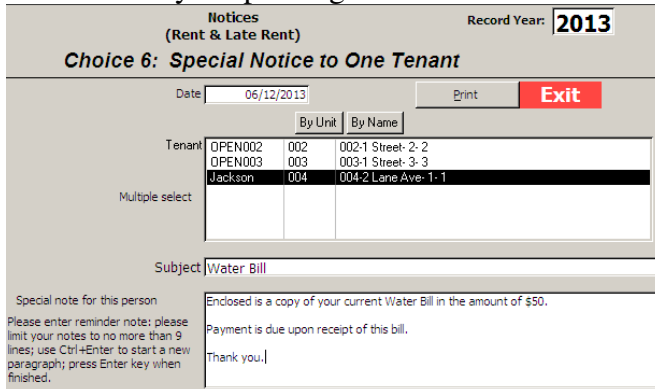
3. Choose one or multiple tenants from the list by unit or name

	By Unit	By Name	
Tenant	OPEN002	002	002-1 Street- 2- 2
	OPEN003	003	003-1 Street- 3- 3
	Jackson	004	004-2 Lane Ave- 1- 1

4. Fill in Subject
5. Fill in Special Notice
6. Click “Print” next to the Red “Exit”



7. Letter is ready for printing



The screenshot shows the final form for printing a special notice. It includes the following fields and content:

- Record Year: 2013
- Title: Choice 6: Special Notice to One Tenant
- Date: 06/12/2013
- Buttons: Print, Exit
- Tenant Selection Table:

	By Unit	By Name	
Tenant	OPEN002	002	002-1 Street- 2- 2
	OPEN003	003	003-1 Street- 3- 3
	Jackson	004	004-2 Lane Ave- 1- 1
- Multiple select: (Empty)
- Subject: Water Bill
- Special note for this person: Enclosed is a copy of your current Water Bill in the amount of \$50.
- Please enter reminder note: please limit your notes to no more than 9 lines; use Ctrl+Enter to start a new paragraph; press Enter key when finished. Payment is due upon receipt of this bill. Thank you.

Section 11 – Commission

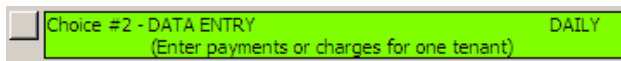
Commissions Module is used to keep track of properties managed by your company for another Owner

11A – Entering a Commission from General Ledger

1. From the AMXP home page click General Ledger



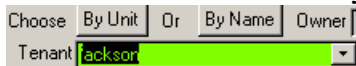
2. Click Choice # 2 DATA ENTRY



3. Click "Add New Record" (only green fields may be filled)



4. Select a tenant by using the down arrow next to "Tenant" (search by unit or tenant last name)
You will notice as soon as you select a tenant the grey boxes will be automatically filled



5. Next to "Type" Select "Payment" by using the arrow
You will notice an additional green box automatically appear



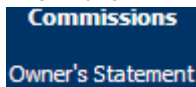
6. Fill in amount paid
7. In the "Payment Type" box select "Rent Payment" this will automatically enter the payment in the commission module subtracting the commission percentage



Section 11 – Commission

11B – Entering Charges/Payment

1. From the AMXP home page click on “Commissions”



2. Click “Add New Record”



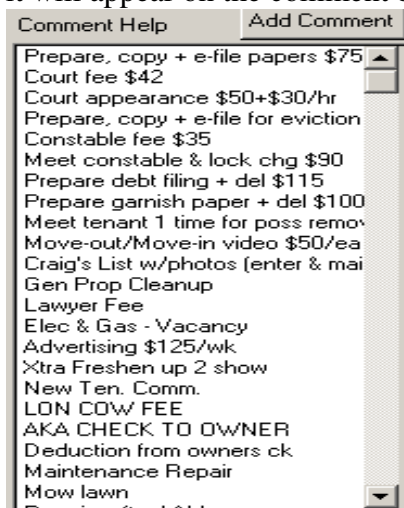
3. Select a tenant by name or unit using the down arrow next to “Tenant” You will notice the grey boxes will automatically get filled



4. Select “Charge” or “Payment” in the “Type” box



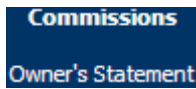
5. Fill in \$ amount
6. Enter a comment (to the left side of the screen there are comment help options, double click on one and it will appear on the comment box)



Section 11 – Commission

11C – Printing Commission Statement

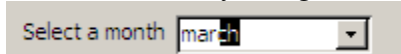
- From the AMXP home page click on “Commission” Module



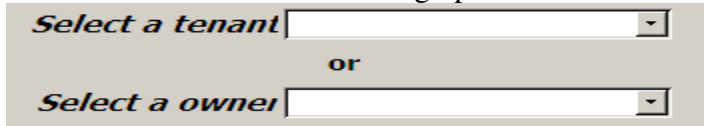
- Click “Print Reports”



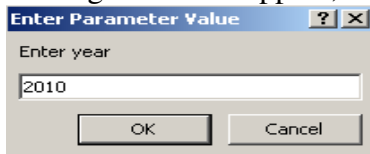
- Select a month by using the down arrow next to “Select a Month”



- User will have 2 of the following options to run a commission report:



- Message Box will appear, fill in with year (ie: 2010)



Option 1 - Commission Owner Statement (tenant’s Payment – Owner Charged) for 1 Unit

Commissions - Owners Statement *(Tenant's Payments - Owner's Charges) for 1 Unit							2010
ABC Management			Report Date: 03-12-2010		Report Time: 4:01 PM		
This report is for tenant: Sonia Rodriguez			Address: 006-818 West 18 --		Information for year: 2010		
Entry	Month	Date	Type	Amount	Comment	Balance	
00002	March	03/01	Payment	\$721	G/L Entry# 00 197 Rent Payment - Commission = 800-80	(\$721)	

Option 2 - Commission Owner Statement (tenant’s Payment – Owner Charged) by Owner

Commissions - Owners Statement *(Tenant's Payments - Owner's Charges) by Unit							2013
owner: ABC Mgmt			Report Date: 10-04-2013		Report Time: 2:06 PM		
This report is for tenant: Will Smith			Address: 005-12 East Street- 1-		Information for year: 2013		
Entry	Month	Date	Type	Amount	Comment	S/T Balance	
00001	October	10/04	Payment	\$901	G/L Entry# 00024 Rent Payment - Commission = 1000-100	(\$901)	
Rents Collected for ABC Mgmt during October, 2013.....						\$900.	

XYZ Management Company

P.O. Box 123 Denver, CO 12345

COPY

July 16, 2012

Re: Monthly Closing Statement for Property Rentals

Month: June 1, 2012 - June 30, 2012

Property 1 -

Apt 1 - First Floor.....	\$ 44.
Apt 2 - Second Floor Front.....	\$ 31.
Apt 3 - Second Floor Rear.....	\$ 216.
Apt 4 - Third Floor.....	\$ 89.

Property 2 -

Single Family Home..... 361.

Property 3 -

Single Family Home..... \$586

Property 4 -

Single Family Home..... (\$200) due AKA

Property 5 -

Single Family Home..... \$404

Grand Total of Rentals for all properties \$2500.

Maintenance expense for all units..... - \$ 329.
(See attached)

Net Proceeds after Expenses \$2171.

Any questions, please call the office.

SAMPLE

MONTHLY OWNERS STATEMENT
REVENUE MINUS EXPENSES

THIS WORD DOCUMENT IS A SUMMARY OF REVENUE MINUS W/O EXPENSE

2012

M Choice 4.2 - All Maintenance Requests Closed by Owner in June

Entry Name	Tenant	Unit - Apt # - Floor	Request Date	Request	Comment/Repairs	Finish Date	DTC Cost	M&L Cost	Change to
1969			07/10/12	cut weeds & grass	weeds & grass were cut	07/10/12	0	\$25	
1966			07/10/12	key broke inside lock		07/14/12	178	80	
1462			07/10/12	rear window is cracked	glass was replaced	07/10/12	81	\$79	
1968			07/10/12	cut grass & weeds	grass & weeds were cut	07/14/12	0	\$25	
1967			07/10/12	cut grass & weeds	weeds & grass were cut	07/14/12	0	\$25	
1576			07/10/12	sections of window to section	all 4th floor windows were secured with plywood	07/27/12	0	\$175	

Average Days to Complete 30.6

Owner Total: \$329
Tenant Total: \$0

**MONTHLY OWNERS STATEMENT
COMPLETED WORK ORDERS**

0 DTC - Same Day Service

Page 1 of 1

COMPLETED WORK ORDERS FOR 1 OWNER DURING THE PREVIOUS MONTH

Section 12 – Judgments

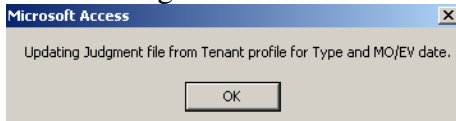
The Judgment Module keeps track of all judgments for past and present tenants

12A – Adding a New Entry

1. From the AMXP home page click on “Judgment” Module

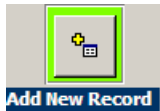


2. Read message box click OK



The steps in this module are similar to the General Ledger

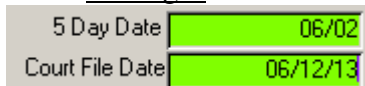
3. Click “Add New Record”



4. Select a Judgment Reason by using the down arrow next to “Judgment Reason”
5. Select a Tenant by using the down arrow next to “Tenant Profile” you will notice the grey boxes will be automatically filled



6. Fill in the 5 Day Date & Court File Date if you chose Past Due Rent for the Judgment Reason If you chose Damages fill in the “Court File Date”



7. Click “Save Record”



Record Year: 2013 JUDGMENT DATABASE 2013

Buttons: Add New Record, Change Existing Record, Save Record, Close PDR Judgment, Print Reports, Exit

Search for Judgment log# [] Search by Tenant []

Entry# 002 Judgment Log # 2 Judgment Reason Past Due Rent Help Definitions

Tenant Profile # 2 Property Unit # 003 Property Address: 003-1 Street-3-3

Tenant Name Marie Jackson DOB 3/12/1988 SSAN 000-00-0000

Co - Tenant Name DOB SSAN

Civil Action#

5 Day Date 06/02 Court File Date 06/11/13

Sch. Court Date Sch. Court Time Sch. Wit Date Sch. Evict Date

Judgment Date

Orig. Judgment Amount Court Cost \$42 Pursuing Garnishment []

Perdiem Move Out Date Eviction Date Constable Cost \$42

Total Judgment Amount

Tenant Type Current Help Judgment Type Open How to close judgment Court Notification Open Court Notification Date Print Satisfaction Letter

Print This Record

Judgment Tracking From: 5 Day Letter Thru: Eviction Day

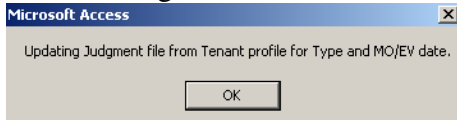
Section 12 – Judgments

12B – Updating Existing Record

1. From the AMXP home page click on “Judgment” Module



2. Read message box click OK



3. Identify the tenant by searching the Log# or tenant Last Name









4. Click “Change Existing Record”



5. Only yellow fields may be updated or changed
6. Click “Save Record”




Record Year: 2013 JUDGMENT DATABASE 2013

 **Add New Record**  **Change Existing Record**  **Save Record**  **Close PDR Judgment**  **Print Reports**  **Exit**

Search for Judgment log# Search by Tenant

Entry#

Judgment Log # Judgment Reason **Past Due Rent** **Help** 

Tenant Profile # Property Unit # Property Address:

Tenant Name DOB SSAN

Co - Tenant Name DOB SSAN

Civil Action#

5 Day Date Court File Date

Sch. Court Date Sch. Court Time

Sch. Writ Date Sch. Evict Date

Judgment Date


Orig. Judgment Amount

Court Cost Pursuing Garnishment

Perdiem Move Out Date Eviction Date Constable Cost

Total Judgment Amount

Tenant Type **Help**

Judgment Type  How to close judgment

Court Notification Court Notification Date **Print Satisfaction Letter**

Print This Record **PDR**

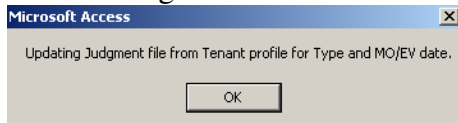
Section 12 – Judgments

12C – Closing an Existing Record

1. From the AMXP home page click on “Judgment” Module



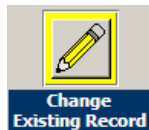
2. Read message box click OK



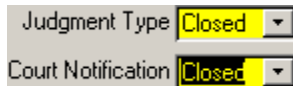
3. Identify the tenant by searching the Log# or tenant Last Name



4. Click “Change Existing Record”



5. Select “Closed” in “Judgment Type” & in “Court Notification”



6. Fill in when court was notified in the “Court Notification Box”



7. Click “Save Record”



8. A Satisfaction Letter may be printed by clicking “Print Satisfaction Letter”



Section 12 – Judgments

12D – Judgments Reports

version 7.3.14 **Judgment Database Print Menu** Record Year: **2014**

Current Tenants

Choice #1	<input checked="" type="checkbox"/>	Court Schedule for Tenants In Process for Past Due Rent	Past Due Rent
Choice #2	<input type="checkbox"/>	Summary of Judgment (Tenant = Current & Court=Closed)	Past Due Rent

Past Tenants

Choice #3	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Open)	Past Due Rent
Choice #3A	<input type="checkbox"/>	Same as choice #3 with garnishment status	Past Due Rent
Choice #3B	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Open) - by Date	Past Due Rent (Same as 3)
Choice #4	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Open)	Damages
Choice #4A	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Open) - by Date	Damages (Same as 4)
Choice #5	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Closed)	Past Due Rent
Choice #6	<input type="checkbox"/>	Summary of Judgment (Tenant = Past & Court = Closed)	Damages

All Tenants

Choice #7	<input type="checkbox"/>	Summary of Judgment (All) - By Unit ID / Address / Tenant Name	
Choice #8	<input type="checkbox"/>	Summary of Judgment (All) - By Unit ID / Address / Tenant Name - Open Only	
Choice #9	<input type="checkbox"/>	Summary of Judgment (All) - By Entry# - Log File# - Open & Closed	
Choice #9.5	<input type="checkbox"/>	Summary of Judgment (All) - By Entry# - Log File# - Open Only	
Choice #10	<input type="checkbox"/>	Open & In process PDR judgments for current tenants with court schedule	
Choice #11	<input type="checkbox"/>	Unsatisfied Damage Judgments for Past Tenants	

Exit

Section 12 – Judgments

12D – Judgments Reports

Choice #1 – PDR Judgments (Tenants = Current & Court = Open)

PDR Judgements (Tenant = Current & Court = Open)											
		<i>JR=Judgment Reason</i>		<i>PDR=Past Due Rent</i>		<i>DAM=Damages</i>		<i>DIS=Dismissed</i>		<i>*=Eviction Date</i>	
PDR ONLY			Judgment			M/O or EV			Judgment Court		
Entry	Tenant	Unit ID	Date	Civil Action#	JR	\$ OJA	Date	\$ TJA	Type	Notification	
002	Ash	018-919 West 7th - 2- D	06/01/2008	J 060789	PDR	\$830.00			Open	Open	
Total						\$630.00	Total				

Once a judgment is satisfied or a new case will be filed, the previous entry needs to be closed to make sure a tenant does not appear twice on a report

Choice #2 – PDR Judgment (Tenant = Current & Court = Closed)

J Choice 2 - PDR Judgments (Tenant = Current & Court = Closed) 2013										
		<i>JR=Judgment Reason</i>		<i>PDR=Past Due Rent</i>		<i>DIS=Dismissed</i>		<i>*=Eviction Date</i>		
J Choice 2 - PDR ONLY			Judgment			M/O or EV			Judgment Court	
Entry	Tenant	Unit ID	Date	Civil Action#	JR	\$ OJA	Date	\$ TJA	Type	Notification
873	Nielsen	001-415 Homestead Rd- 1-1	07/26/2012	JP10-10-003073	PDR	\$216.00			Closed	Closed
894	Nielsen	001-415 Homestead Rd- 1-1	01/02/2013	JP10-10-003073	PDR				Closed	Closed

Choice #3 – Summary of Judgment (Tenant = Past & Court = Open)

J Choice # 3 Open PDRent Judgments for Past Tenants 2013											
		<i>JR=Judgment Reason</i>		<i>PDR=Past Due Rent</i>		<i>DAM=Damages</i>		<i>DIS=Dismissed</i>		<i>*=Eviction Date</i>	
J Choice # 3 ONLY			Judgment			M/O or EV			Court		
Entry	Tenant	Unit ID	Date	Civil Action#	JR	\$ OJA	Date	\$ TJA	Type	Notification	
054	Davis		10/01/2001	JP10-09-001113	PDR	\$708.00	10/15/2001*	\$980	Open	Open	
113	Davis		07/08/1999	JP10-09-001113	PDR	\$847.00	9/8/2000*	\$7,132	Open	Open	
715	Davis	001-415 Homestead Rd- 1-1	09/15/2010	JP10-10-009124	PDR	\$702.87	10/5/2010*	\$1,178	Open	Open	

When a garnishment is paid up, the case need to be closed in the judgment module and satisfaction letter mailed out to the appropriate parties

Choice #8 – Summary of Judgment (All) by unit ID/ Address/ Tenant Name – Open Only

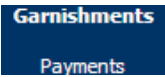
J Choice 8 - Summary of Judgments (All by unit, tenant) - Open Only 2013											
		<i>JR=Judgment Reason</i>		<i>PDR=Past Due Rent</i>		<i>DAM=Damages</i>		<i>DIS=Dismissed</i>		<i>*=Eviction Date</i>	
J Choice 8 ONLY			Judgment			M/O or EV			Judgment Court		
Entry	Tenant	Unit ID	Date	Civil Action#	JR	\$ OJA	Date	\$ TJA	Type	Notification	
054	Davis		10/01/2001	JP10-09-001113	PDR	\$708.00	10/15/2001*	\$980	Open	Open	
113	Davis		07/08/1999	JP10-09-001113	PDR	\$847.00	9/8/2000*	\$7,132	Open	Open	
715	Davis	001-415 Homestead Rd- 1-1	09/15/2010	JP10-10-009124	PDR	\$702.87	10/5/2010*	\$1,178	Open	Open	
748	Davis	001-415 Homestead Rd- 1-1			DAM	\$228.00	10/5/2010*	\$228	Open	Open	
853	Milton	001-415 Homestead Rd- 1-1	07/08/2009	JP10-09-108415	PDR	\$1,431.00	7/28/2009*	\$2,001	Open	Open	

Section 13 – Garnishment

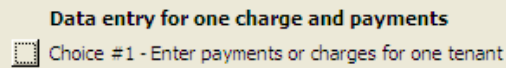
The Garnishment Module allows you to track the payments from the past tenant against the total of the judgment you do not have to re-enter the judgment data. The Garnishment Module pulls the judgment information into this part of the program

13A – Adding a New Entry

1. From the AMXP home page click “Garnishment Module”



2. Click on “Choice #1 – Enter payments or Charges for One Tenant”



3. Click “Add New Record”



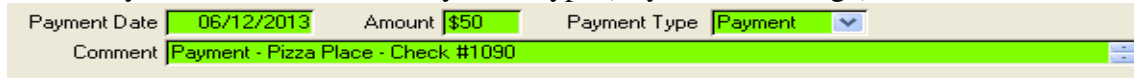
4. Select tenant by using the arrow next to “Tenant ID”



5. There may be more than one judgment on a specific tenant, choose the correct one by using the arrow next to “Judgment” the grey boxes will automatically fill in



6. Fill in Payment Date, Amount, Payment Type (Payment or Charge), and Comment

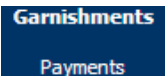


7. Click “Save Record”

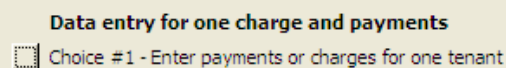


13B– Changing an Existing Record

1. From the AMXP home page click “Garnishment Module”



2. Click on “Choice #1 – Enter payments or Charges for One Tenant”



3. Click “Change Existing Record”



4. Change or update any of the yellow fields

5. Click “Save Record”



Section 13 – Garnishment

13C – Garnishment Report

Choice #2 – Summary statement of all charges and payments collected

Garnishment Operation Report Management Report - All Choice #2 - Summary statement of all charges and payments collected							
AKA Management Company				Report Date: 06-05-2006		Report Time: 3:12 PM	
Client	002-15 Homestead Rd- 2- B	BAL =	\$1,106	Judge Log: 41	02/08/2006	PDR	6/14/2006 \$120
Address	015- 29 West 7th - 1- A	BAL =	\$260	Judge Log: 32	07/12/1999	DAM	
Total Charges..... \$1,749		Total Payments..... \$383		% Collected YTD... 22%			

Choice #3 – Summary statement of all charges and payments for one tenant

Garnishment Operation Report Garnishment Payment History - 1 Choice #3 - Summary statement of all charges and payments for one tenant							
AKA Management Company				Report Date: 06-05-2006		Report Time: 3:17 PM	
This report is for tenant: M...s, J				Address: 0155- West 7th -		Information for year: 2005	
Civil Action # JP13-9' -34		07/12/1999		Judgement Log # 34		DAM Status <input type="radio"/>	
Entry	Month	Date	Type	Amount	Comment	Balance	
00001	January	01/01	Charge	\$220	BALANCE AS OF 12/31/2004	\$220	
00031	January	01/04	Payment	\$20	Pmt - COW - Ck dt 1/4/05	\$800	
00034	January	01/11	Payment	\$20	PAYMENT - COW - CK DATE 01/11/05	\$780	
00035	January	01/18	Payment	\$20	PAYMENT - COW - CK DATE 1/18/05	\$760	
00037	January	01/25	Payment	\$20	PAYMENT - COW - CK DATE 01/25/05	\$740	
00038	February	02/01	Payment	\$20	PAYMENT - COW - CK DATE 02/01/2005	\$720	
00040	February	02/08	Payment	\$20	PAYMENT - COW - CK DATE 02/08/2005	\$700	
00041	February	02/15	Payment	\$20	PAYMENT - COW - CK DATE 02/15/2005	\$680	
00043	February	02/24	Payment	\$20	PAYMENT - COW - CK DATE 2/24/2005	\$660	
00044	March	03/01	Payment	\$20	PAYMENT - COW - CK DATE 3/1/05	\$640	
00046	March	03/10	Payment	\$20	PAYMENT - COW - CK DATE 03/10/2005	\$620	
00048	March	03/15	Payment	\$20	PAYMENT - COW - CK DATE 03/15/05	\$600	
00049	March	03/22	Payment	\$20	PAYMENT - COW - CK DATE 3/22/05	\$580	
00051	March	03/31	Payment	\$20	PAYMENT - COW - CK DATE 03/31/2005	\$560	

Choice #4 – Summary statement of charges and payments collected

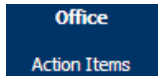
Garnishment Operation Report Management Report - Garnishment payments GR Choice #4 - Summary statement of all charges and payments collected							
ABC Management Co				Report Date: 03-06-2009		Report Time: 2:33 PM	
Name	JL#	Entry#	Pmt. Date	Charge	Pmt	Status	J Reason
Applegate, Ray	2	00016	12/26/2006		\$119	0	PDR
Applegate, Ray	2	00002	07/28/2008	\$2,089		0	PDR
Applegate, Ray	2	00003	08/04/2008		\$102	0	PDR
Applegate, Ray	2	00004	08/15/2008		\$125	0	PDR
Applegate, Ray	2	00005	09/01/2008		\$115	0	PDR
Applegate, Ray	2	00006	09/01/2008		\$106	0	PDR
Applegate, Ray	2	00010	10/27/2008		\$106	0	PDR
Applegate, Ray	2	00007	10/27/2008		\$167	0	PDR
Applegate, Ray	2	00009	10/27/2008		\$112	0	PDR
Applegate, Ray	2	00008	10/27/2008		\$98	0	PDR
Applegate, Ray	2	00011	12/08/2008		\$123	0	PDR
Applegate, Ray	2	00012	12/08/2008		\$119	0	PDR
Applegate, Ray	2	00013	12/08/2008		\$126	0	PDR
Applegate, Ray	2	00014	12/08/2008		\$126	0	PDR
Applegate, Ray	2	00017	12/26/2008		\$125	0	PDR
Applegate, Ray	2	00015	12/26/2008		\$107	0	PDR
				Subtotal of payments \$1,776			
Total Charges.....		\$2,089					
Total Payments.....		\$1,776					
% Collected YTD...		85%					

Section 14 – Office

The Office Module allows the user to track open action items related to property management

14A – Adding a New Entry

1. From the AMXP home page click on “Office” Module



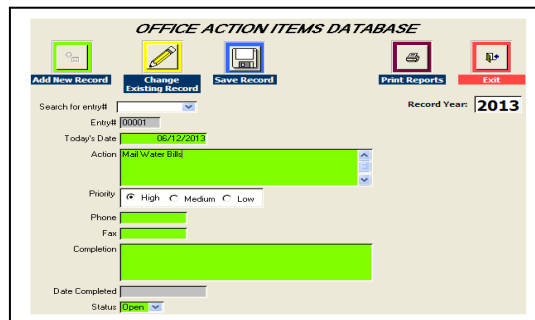
2. Click “Add New Record”



3. Fill in the fields in green, along with choosing a priority (high, medium or low)

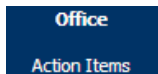


4. Click “Save Record”

A screenshot of the "OFFICE ACTION ITEMS DATABASE" web application. The form is titled "OFFICE ACTION ITEMS DATABASE" and has a "Record Year" of 2013. It features several buttons: "Add New Record" (green), "Change Existing Record" (yellow), "Save Record" (blue), "Print Reports" (purple), and "Exit" (red). The form fields include: "Search for entry#" (dropdown), "Entry#" (text box with "00001"), "Today's Date" (text box with "06/12/2013"), "Action" (text box with "Mail Water Bills"), "Priority" (radio buttons for High, Medium, Low), "Phone" (text box), "Fax" (text box), "Completion" (text box), "Date Completed" (text box), and "Status" (dropdown menu with "Open" selected).

14B – Changing/ Closing an Existing Record

1. From the AMXP home page click “Office” Module



2. Identify the entry by using the arrow next to “Search for Entry”



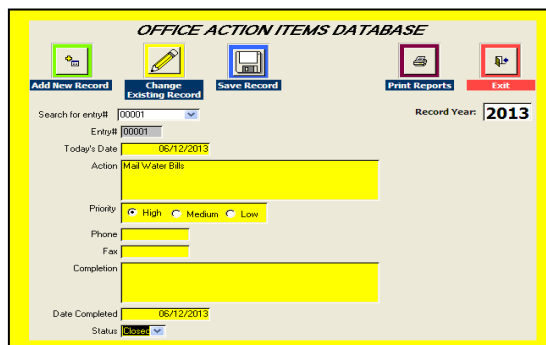
3. Click “Change Existing Record”



4. Update or change only fields in yellow
5. If closing the entry select “Close” in the Status box



6. Click “Save Record”

A screenshot of the "OFFICE ACTION ITEMS DATABASE" web application, similar to the one in 14A. The form is titled "OFFICE ACTION ITEMS DATABASE" and has a "Record Year" of 2013. It features several buttons: "Add New Record" (green), "Change Existing Record" (yellow), "Save Record" (blue), "Print Reports" (purple), and "Exit" (red). The form fields include: "Search for entry#" (dropdown), "Entry#" (text box with "00001"), "Today's Date" (text box with "06/12/2013"), "Action" (text box with "Mail Water Bills"), "Priority" (radio buttons for High, Medium, Low), "Phone" (text box), "Fax" (text box), "Completion" (text box), "Date Completed" (text box with "06/12/2013"), and "Status" (dropdown menu with "Close" selected). The form is highlighted with a yellow border.

14C – Office Reports

Choice #1 – Individual Open Office Action Item

OAI-1 OFFICE ACTION ITEMS REPORT		2008
ABC Management Co.	Report Date: 03-05-2008	Report Time: 2:45 P M
Today's Date: 03/20/2008		
Action: update office procedures		
Phone		
Fax		
Completion		
Date Completed		
Status: 0		

Choice #2 – Open Office Action Items

OAI-2 Open Office Action Items					2008	
Entry	Date	Priority	Action	Phone	Fax	S
00031	09/11	H	file on PDR tenants			0
00016	04/14	M	Go to Post office to pickup mail			0
00035	12/06	M	record phone messages and call people back			0
00013	03/20	L	update office procedures			0

Choice #3 – Closed Office Action Items

OAI-3 Closed Office Action Items					2008	
Date	Action	Phone	Fax	Completion	Complete Date	Status
01/14/2008	File complaint for PDR on Applegate & Thomas				01/23/2008	C
01/08/2008	do bills and mail				02/12/2008	C
01/23/2008	go to bank and deposit rent money				01/23/2008	C
01/23/2008	clean office for meeting @ 4:30				04/14/2008	C
01/25/2008	send out rent notices				01/28/2008	C
02/01/2008	prepare late rent notices to mail on Sat 2/2/08				02/04/2008	C
02/06/2008	enter late fees for february				02/19/2008	C
02/27/2008	send rent notices				03/01/2008	C
03/01/2008	enter rents for March				03/01/2008	C
03/12/2008	File PDR for Ray Applegate			he came to drop off a check	04/14/2008	C
03/20/2008	run wendytaco application. 1136 is ready				04/01/2008	C
03/27/2008	send rent notices				03/27/2008	C
04/04/2008	send letter to fowers about loud noise				04/14/2008	C
04/28/2008	send rent notices				04/28/2008	C
04/28/2008	order ink for the printer & need more paper				05/09/2008	C
05/06/2008	enter late fees				05/06/2008	C
05/22/2008	Call phone company				06/27/2008	C

Section 15 – Licensing Process

15A – Application for AMXP License Form Part 1

APPLICATION FOR AMXP LICENSED VERSION

To: _____ @ _____ Co. Date _____

Enter information below for a registered license & serial number.

Owner – User Information

Name First Last

Address

City

State Zip Phone #

Company Information

CO.

Address

City # Units

State Zip Phone #

Email Address

Security Questions: Mother's maiden name? _____

Make, model & color of 1st car? _____

The license & Serial numbers for your owner and company are:

License Number

Serial Number

WARNING: Before entering the above numbers for a licensed edition, please insure that the owner and company info in the Management Profile is exactly as shown above (including all , or .).

Any message boxes, call FreeS4L at 866-707-1212. The boxes must be the same as in the Management Profile.

From: FreeSoftware4Lanlords.com Date _____

File: c:/1-AMXP-Sales Literature/AMXP License Form.doc

Section 15 – Licensing Process

15B – Converting to a License Program Part 2

An AMXP trial version is only good for a certain amount of time. At that time reminder messages will appear prompting the user to purchase the license version or the program will no longer function.

1. When ready to purchase AMXP please complete the above “Application for AMXP License Form”
2. On the lower left corner of the AMXP home page click the gray box “Enter License Code”

Enter License Code

3. Click “Print this page” next to the red exit sign and Print the form Print this page

License Form - FreeSoftware4Lanlords 866-707-1212

Warning: Do not enter a serial number or license code without contacting FreeSoftware4Lanlords. Otherwise the program will crash and possible data loss. This is a critical step. Contact FreeSoftware4Lanlords for the info sheet which must be completed prior to starting the licensing process. Data entry typing errors cannot be made during this operation. "case sensitive" Attempt to falsify entries will result in data loss and program lock-out. For accuracy this process will be completed live with FreeSoftware4Landlords support personnel. You have 3 attempts to correctly complete the process.

Customer's First Name: Customer's Last Name:
Customer's # of Units:
Company Name:
Company Street Address:
Company City Address: State: Zip Code:
Telephone #

All fields are required

1. Please enter the serial number:

2. Please enter the license code (VOC):

Exit Print this page

4. Fax the completed Application for AMXP License Form and the printed license form to 302-984-0266
5. The AMXP Application License Form will be returned to the user with a serial and license number
6. On the lower left corner of the AMXP home page click the gray box “Enter License Code”

Enter License Code

7. Enter the correct serial and license number
8. Hit the Enter on your keyboard
9. Accept the Software Licensing Agreement
10. The program will shut down and program restart is needed
11. When starting the program please check for License Version which replace Trial version right above the owner name

Licensed Version

12. Enter the password to enter the program
13. The program is now licensed to the user and ready to use

Section 16 – Trouble Shooting

16A - Linking Tables

Linking tables is only required when the AMXP prompts the user to complete

1. From the Home page click “External Data” on the tool bar
2. Click on “Linked Table Manager”
3. Click Select All
4. Click OK
5. Tables are linked

Section 17 – Important Notes

(While in the Company Module a new password can be created)

BEFORE ENTERING ANY DATA

**We strongly recommend: View the DVD for the overview and 3 required modules
At a minimum print the Company, Property & Tenant modules from the manual**

To effectively use *all* modules in this program, two management criteria must be followed:

- 1 All lease agreements must be prorated to start rent due at the 1st of the month
- 2 For managed properties, the summary of rents, commissions, and maintenance charges must cover a 30 or 31day period starting from the 1st
(ie, June rents are collected from 6/1 to 6/30)
(ie, June maintenance expenses are summarized from 6/1 to 6/30)
(ie, June Owners statements for 6/1 to 6/30 are usually mailed before 7/15)

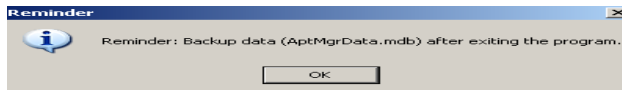
The accumulation of rent collected and maintenance expenses have matching calendar periods
Commission statements are programmed for THE SAME monthly period, starting from the 1st for both
rent collected and maintenance charges

For the most up to date Program & Manual visit www.FreeSoftware4Landlords.com & download a free copy

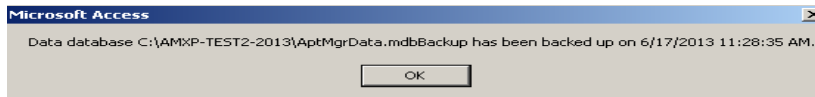
Section 17 – Important Notes

17 – Navigation Symbols - Cont'd

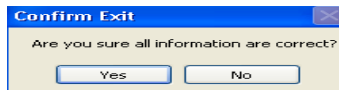
Navigation Symbols – Cont'd



This is a message box reminder



This is a message box with a comment for the user



This message box requires an input from the user

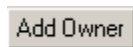
There are many types of message boxes: Most contain a comment for the user, a reminder for future action or simply FYI ie Is info correct? means check you work before leaving a page which will be written into the database



This is a drop box

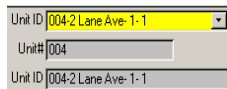


This is the activation button for drop box control It will show the content available for selection



This is the “Add Content” control for the drop box This adds choices to the drop box

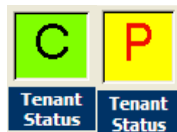
Many drop boxes are used in the software The content needs only to be added “1 time” Afterward the content is available as a choice whenever the activation button is highlighted



Information with a gray background cannot be changed



The Print Reports controls the choice of reports within a specific module (ie: maintenance module reports are for maintenance reports only)



C & P are only in the Tenant Module and indicate the tenant in the record shown is either current or past

Section 18 – Deposits Before Move-in

18. Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in

A property and a tenant must be identified as a location for money received from prospective tenants which has not been entered into the tenant database

PROPERTY DATABASE Record Year: 2014

Add New Record Change Existing Record Save Record Print Reports Exit

Select a unit: 088-Prospective

Unit# 088

Address Prospective Tenant

Wilmington DE 19801

Floor

Apartment#

Unit ID 088-Prospective Tenant-

Unit Description: Deposits b4 MoveIn

Target Rent \$0

Owner Name XYZ Mgmt. Add Owner Help

Hot Water Heater

Heater

Air Conditioner

Dish Washer

Stove

Microwave

Refrigerator

Create a Fictitious Property

1. From the AMXP home page click on the Property Module
2. Enter this fictitious property address and information
Address: Prospective Tenant
City, State Zip
Unit Description: Deposits b4 move-in
Target Rent: \$0
Owner: Choose yourself
Type: Current
3. Click Save the Record

TENANT DATABASE Record Year: 2014

Add New Record Change Existing Record Save Record Tenant Status Print Reports Exit

Tenant's Name Search

Tenant# 0475

First Name 2.holdUnit

Middle Initial

Last Name Deposit

Date of Birth

Tenant Work Phone#

Unit ID 088-Prospective Tenant-

Unit# 088

Unit ID 088-Prospective Tenant-

Target Rent \$0

Actual Unit Rent \$0

Lease Start Date 01/01/2014

Create a Substitute tenant

1. From the AMXP Home page click the Tenant Module
2. Enter this fictitious tenant
First Name: 2holdUnit
Last Name: Deposit
Unit ID: Select the property created above (Prospective Tenant)
Lease Start Date: January 1st
Tenant Portion: \$0
3. Click Save the Record

Location for all earnest money received prior to move-in:

Property address: *prospective tenant*

Tenant first name: *2.hold.unit* **Tenant last name:** *deposit*

Section 18 – Deposits Before Move-in

18. Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in

After the PROSPECTIVE tenant has viewed and selected a unit, while the credit check is being processed and earnest money is received the payment must be accounted for in the daily receipts even though it is not associated with a specific unit or tenant currently in the database

GENERAL LEDGER DATABASE Record Year: **2014**

Choice #2 - Enter payments or charges for one tenant

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Add New Record
Change Existing Record
Save Record
Print Reports
Exit

Entry# 00457 Record Date 02/27/2014 Print Receipt

Entry Date 02/27/2014

Month February

Choose By Unit Or By Name Owner XYZ Mgmt.

Tenant Deposit

Tenant Last Name Deposit

Unit# 088

Unit ID 088-Prospective Tenant--

Type Payment

Amount \$800 Taxable = rent and late rent only

Payment Type C.O. RENT For XYZ Mgmt.

Comment: DOCA - L Johnson - 11 Van Buren - Open060

Enter Earnest Money Received as a Deposit

1. From the AMXP Home page click the General Ledger Module
2. Click on Choice # 2 – Enter payments or charges for one tenant
3. Click Add New Record
4. Select the last name created above “Tenants
5. Select Payment for Type
6. Enter \$ amount
7. Select **CO Rent** for Payment Type
In the comment section enter the type of payment, perspective tenant, address, unit#SD
DOCA – L Johnson-11 S Van Buren-Open040
8. Unlick the Taxable Box
9. Click Save the Record

G/L - #9 - CSM Report by Last Entry										2014		Start Date: 2/27/2014
XYZ Management Company			Report Date: 02-27-2014			Report Time: 4:19 PM			End Date: 2/27/2014			
RDate	EDate	Entry#	Unit#	Tenant	Unit ID	Owner	Month	Date	Type	Amount	Comment	
02/27/2014	02/27/2014	00457	088	Tenants, Prospect ve	088-Prospect Lane- 1-	XYZ Mgmt.	February	02/27/2014	P	\$800	DOCATO - Larry Johnson - 11 Van Buren - Open080 - SD	
			1	DOCA Total						\$800		
			0	DOCK Total						\$0		
			0	DOMO Total						\$0		
			0	DD Total						\$0		
			0	CR Total						\$0		
			0	SD Total						\$0		
			0	ETC Total						\$0		
The grand total collected in the database										\$800		
Net Deposit (-DD-CR)										\$800		

For the daily collection the CSM report will now include the Earnest money received as a deposit payment from the prospective tenant with the unit the prospective tenant has chosen.

Section 18 – Deposits Before Move-in

18. Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in

The unit is ready, the credit has been completed and the prospective tenant has been approved.

TENANT DATABASE

Buttons: Add New Record, Change Existing Record, Save Record, **Tenant Status** (circled in red), Print Reports, Exit

Tenant's Name Search: OPEN040 Record Year: 2014

Tenant# 0365	Unit ID 040-11 S VanBuren --
First Name OPEN040	Unit# 040
Middle Initial	Unit ID 040-11 S VanBuren --
Last Name OPEN040	Target Rent \$950
Date of Birth:	Actual Unit Rent \$0
Tenant Work Phone#	Lease Start Date 12/20/2013
Tenant Cell Phone#	

1. Change the open unit to past

TENANT DATABASE

Buttons: Add New Record, Change Existing Record, Save Record, **Tenant Status** (with 'C' icon), Print Reports, Exit

Tenant's Name Search: Record Year: 2014

Tenant# 0476	Unit ID 040-11 S VanBuren --
First Name Larry	Unit# 040
Middle Initial	Unit ID 040-11 S VanBuren --
Last Name Johnson	Target Rent \$950
Date of Birth:	Actual Unit Rent \$800
Tenant Work Phone#	Lease Start Date 03/01/2014
Tenant Cell Phone#	

- The tenant is approved and ready to move-in to the selected unit**
1. From the AMXP home page click on the Tenant Module
 2. Enter the new tenant information

Section 18 – Deposits Before Move-in

18. Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in

GENERAL LEDGER DATABASE Record Year: **2014**

Choice #2 - Enter payments or charges for one tenant

Add New Record
 Change Existing Record
 Save Record
 Print Reports
 Exit

Entry# 00453 Record Date 02/27/2014 Print Receipt

Entry Date 02/27/2014

Month February

Choose By Unit Or By Name Owner XYZ Mgmt.

Tenant Johnson

Tenant Last Name Johnson

Unit# 040

Unit ID 040-11 S VanBuren --

Type Charge Add Charge Comment

Amount \$800 Taxable = rent and late rent only

Comment: 1st months rent due Charges

- Enter Charges and Payments**
1. Go to the General Ledger and enter two charges first month's rent and the Security Deposit
 2. In the General Ledger enter the Security Deposit as a credit and the first month's rent as payment
 3. In the General Ledger enter a charge for Security Deposit to zero the SD received earlier
 4. Run the CSM report which will include the Security Deposit as a credit and the first month rent as a payment.

Type Charge Taxable = rent and

Amount \$800

Comment: Security Deposit

Type Payment Taxable = rent an

Amount \$800

Payment Type C.O. RENT For XYZ Mgmt.

Comment: Credit - Payment was received on 2/10

Type Payment Taxable = rent ar

Amount \$800

Payment Type C.O. RENT For XYZ Mgmt.

Comment: DOCATO - 1st mos rent

Tenant Profile 2nd Charge – Security Deposit

Tenant Profile 1st Payment – Credit for Security Deposit

Tenant Profile 2nd Payment – 1st month's rent

Section 18 – Deposits Before Move-in

18. Accounting for money from Potential Tenants either not yet approved or unit not ready for move-in

G/L - #9 - CSM Report by Date										2014		Start Date: 02/27/20	
XYZ Management Company										Report Date: 02-28-2014		Report Time: 10:19 AM	End Date: 2/28/201
RDate	EDate	Entry#	Unit#	Tenant	Unit ID	Owner	Month	Date	Type	Amount	T/NT	Comment	
02/27/2014	02/27/14	00449	088	Deposit, 2.hold.Unit	088-Prospective Tenant-	XYZ Mgmt.	February	02/27/14	P	\$800	NT	DOCATO - Larry Johnson - 11 S Van Buren - Open040 - SD	
02/27/2014	02/27/14	00450	088	Deposit, 2.hold.Unit	088-Prospective Tenant-	XYZ Mgmt.	February	02/27/14	P	\$500	NT	DOCATO - John Doe - 10 W. 30th - Open088 -	
02/27/2014	02/27/14	00451	071	Alexander, R.	071-4121 North Union --	Chris Jones	February	02/27/14	P	\$400		DOMOTO	
02/27/2014	02/27/14	00455	040	Johnson, Larry	040-11 S VanBuren --	XYZ Mgmt.	February	02/27/14	P	\$800	NT	Credit - Payment was received on 2/10	
02/27/2014	02/27/14	00456	040	Johnson, Larry	040-11 S VanBuren --	XYZ Mgmt.	February	02/27/14	P	\$800		DOCATO - 1st mos rent	
02/27/2014	02/27/14	00457	088	Deposit, 2.hold.Unit	088-Prospective Tenant-	XYZ Mgmt.	February	02/27/14	P	\$800	NT	DOCA - L Johnson - 11 Van Buren - Open080	
		4		DOCA Total	\$2,900							<i>DOCA = Drop Off Cash</i> <i>DOCK = Drop Off Check</i> <i>DOMO = Drop Off Money</i> <i>Order</i> <i>DD = Direct Deposit</i> <i>CR = Credit Non Taxable</i> <i>SD = Security Deposit</i> <i>ETC = None of the above</i> <i>NT = Non-Taxable</i>	
		0		DOCK Total	\$0								
		1		DOMO Total	\$400								
		0		DD Total	\$0								
		1		CR Total	\$800								
		0		SD Total	\$0								
		0		ETC Total	\$0								
				The grand total collected	\$4,100								

GENERAL LEDGER DATABASE Record Year: **2014**

Choice #2 - Enter payments or charges for one tenant

Add New Record

Change Existing Record

Save Record

Print Reports

Exit

Entry# Record Date

Entry Date Print Receipt

Month

Choose Or Owner

Tenant

Tenant Last Name

Unit#

Unit ID

Type Add Charge Comment

Amount Taxable = rent and late rent only

Comment: Charges

This charge will zero out the balance in the prospective tenant location for 2.hold.unit deposit