

How to receipt against a Tenant Invoice

Click on Financial, then on Transactions.

On the left hand box (Single Transactions) and choose Create Receipt Tenant Invoice (You can either scroll the list or start typing)

The screen will change. In the empty field start typing the tenant name or the street name of the property. When you see the one you one want, click on it.

Check the date. Enter in the amount that you want to receipt.
Choose where you are putting the money i.e Direct to the owner, holding ledger or Fee Ledger

Down towards the bottom you will see a list of invoices

Select the invoice that you wish to pay against. You can choose more than one invoice.

You have to type against each invoice how much you are paying ??

When ready click on Process.
This will receipt the money against the tenant and put the mony against the owner