

Liquid release – Tenancy Invoice Assignment

A new version of the Tenancy Invoice assignment has been released in our most recent Palace update. This feature can still be accessed via the Tenancy list by clicking on “Edit” and then selecting ‘Assign Invoices’ as below.

Tenancies > List of current tenancies
Total tenancy count: 81 Total owing: \$780,646.36

Alert	Sort code ↓	Name	Property address	Primary phone	Owner name	Rent owing	
		Bobby Blue	1 10 (*) Ashley Place Glendene Auckland	0272243000	Joe Bloggs	58800.00	
	1003314	Katrina Afield	7 Bottom Street Invercargill Web ID 12345	833 5478	Joe Bloggs	-4600.00	Edit
	Bee	Honey Bee	1 10 Ashley Place Glendene Auckland		Merv & Julietta Hovard		<ul style="list-style-type: none"> Edit Alert Diary E-Mail Modify Rent Report <li style="border: 2px solid red; border-radius: 50%; padding: 2px;">Assign Invoices Archive Reports
	Bellany	Kenny Bellany	64 Meadowvale Rise Glen Eden Auckland	414 2577	Mark West		
	Blue	William Blue	47 Lion Street Henderson Auckland	818 1664	Vickie Nobilo		
	Brooks,Smith	Brian Brooks	3/46 Golf Road Tiritangi Auckland	817 4789	Jon Hart		
	Changalang	Joyce Changalang	9 Patutu Grove Trentham Upper Hutt	835 3624	Mandy Grainger		

Once you select Assign Invoices you will be presented with the following screen which has a similar format to the Bank Recon area so it should be familiar.

Tenancy Invoice Assignment
Tenancy: Katrina Afield

Invoice Assignment Options

Selected Invoice

Select an invoice ▼

Include hidden receipts NO

Include non-tracked invoices NO

Invoice Assignment Summary

Invoice Total	\$0.00
Selected Receipt / Bond Total	\$0.00
Total amount paid on invoice	\$0.00
Total amount remaining on receipt / in ledger	\$0.00

Invoice Receipts | Restricted Ledger Balances

Commit Assignment | Hide Selected | Reveal Selected

<input type="checkbox"/>	Code	Date	Reference	Description	Amount
<input type="checkbox"/>	9729	11/12/2012	315	Just seeing if comments show	40.00
<input type="checkbox"/>	9892	11/01/2013	320		10.00
<input type="checkbox"/>	9893	11/01/2013	321		10.00
<input type="checkbox"/>	9894	11/01/2013	322		10.00
<input type="checkbox"/>	15695	17/04/2014	524		180.00
<input type="checkbox"/>	15696	17/04/2014	525	-	180.00
<input type="checkbox"/>	15771	28/04/2014	554	-	-180.00

Close

As you will notice, the layout is vastly different to what Palace Live users might be used to but the functionality is the same:

- Invoices can be selected from the Invoice dropdown highlighted in the screenshot above.
- Receipts and Ledger Balances are on the right hand side.
- Various options are shown below the Invoice dropdown such as Include Hidden Receipts and Include Non Tracked Invoices.
- There is an Invoice Assignment Summary which will update as you select different invoices and receipts.

Once you have selected the Invoice you require paying and the Receipts and/or Ledger Balances from the right hand side you can then click the green “Commit Assignment” button which will then complete the allocation.

We have also made changes to the Transaction History Edit screen which will allow you to do undo any Invoice Assignment that may have been done in error. As shown below you can clear assigned invoices by clicking the “Clear Assignment” link on a receipt.

This will clear the assignment of any receipt that may have been incorrectly assigned to a charge.

Transaction 9892
Transaction details



References

Transaction number

9892

Invoice number

21018

[Clear Assignment](#)

Reference number

320

Sequence number

N/A