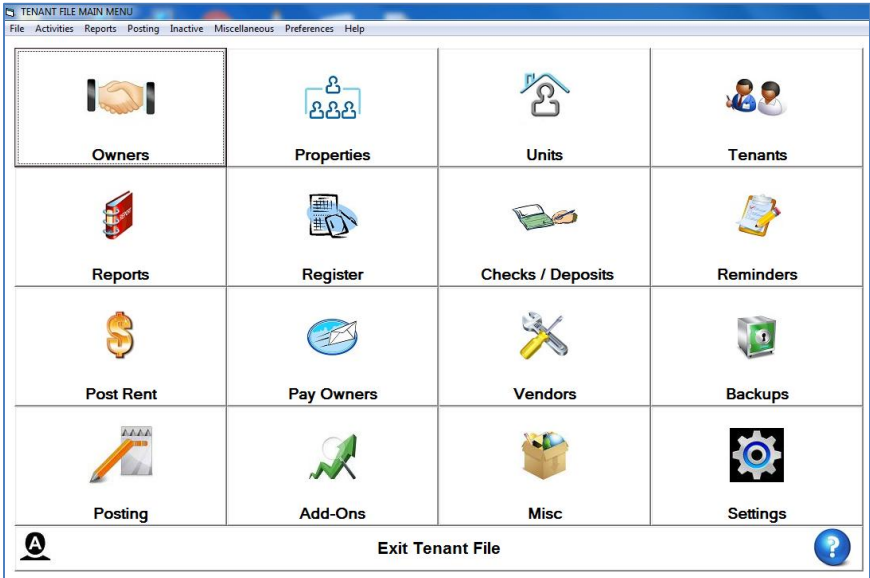# Updating to Tenant File Version 9

Improved Menu Systems

This is the new enlarged Tenant File Main Menu. All actions start from this screen. For simplicity sake, we have not removed the selections above the Menu; however, this new setup will be much easier to use.


The buttons for the **OWNERS, PROPERTIES, UNITS** and **TENANTS** will allow you to access the different ledgers. The buttons for the **REPORTS, REGISTER, CHECKS/DEPOSITS, REMINDERS, POST RENT, PAY OWNERS, VENDORS** and **BACKUPS** will take you to the different areas of the program as indicated.

The new **POSTING** Menu is where you will be able to access most of the posting operations available throughout the program.
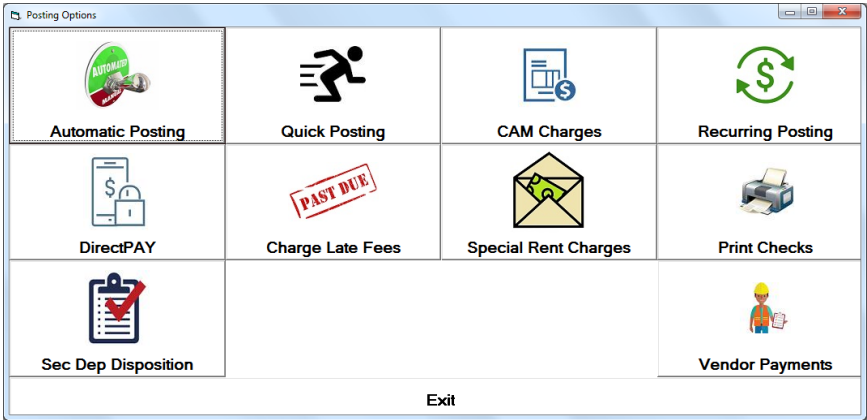

The button for **ADD-ONS** will allow you to access the different 'Options' that work in conjunction with the Tenant File.
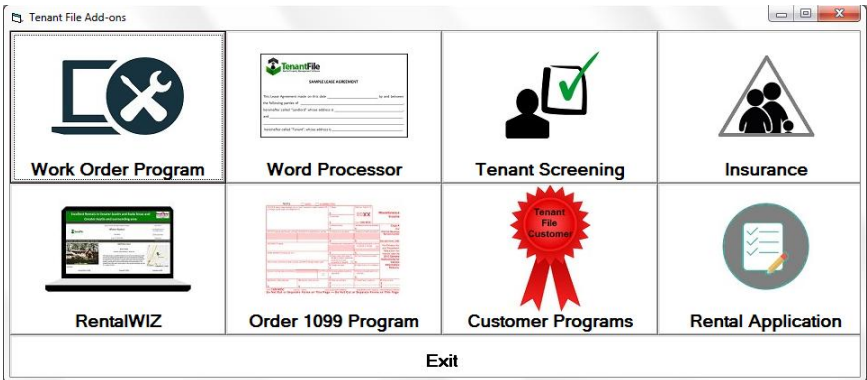
If you currently have the additional programs, you can access them from this Menu. If you are interested in purchasing these 'Options'; such as the **WORK ORDER, WORD PROCESSOR, TENANT SCREENING**, etc., this Menu will take you to our website and provide additional information and purchasing options.

This is the **Miscellaneous** Menu.
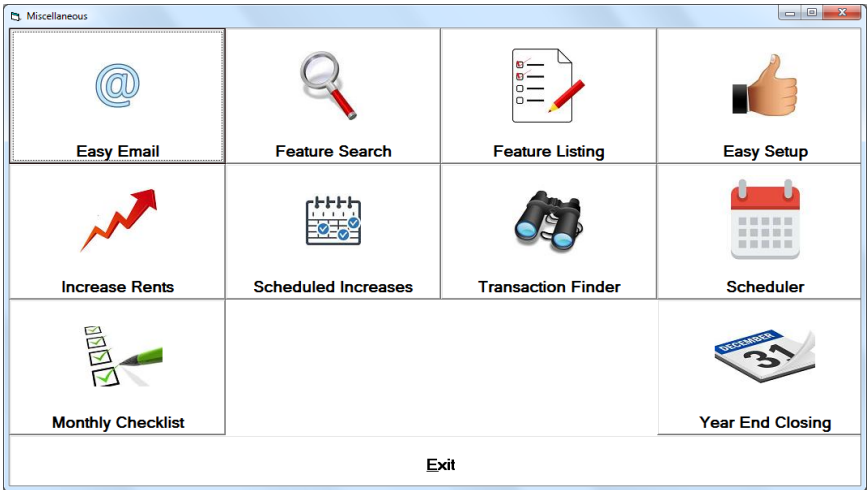
This Menu will allow you the ability to run various procedures including emailing your Owners, Tenants or Vendors, searching Features entered in your program, locating and deleting groups of transactions, rent increases, etc. These are procedures performed at different times

throughout the month (or year) and not particularly on a daily basis.

Common **SETTINGS** are set from this menu. This is an important section that you will need check or set up when purchasing the Update. You will have the ability to add new Income or Expense Accounts, set up additional bank accounts, set the program for automated Late Fee Charges, enter the required Authorization Code, etc.
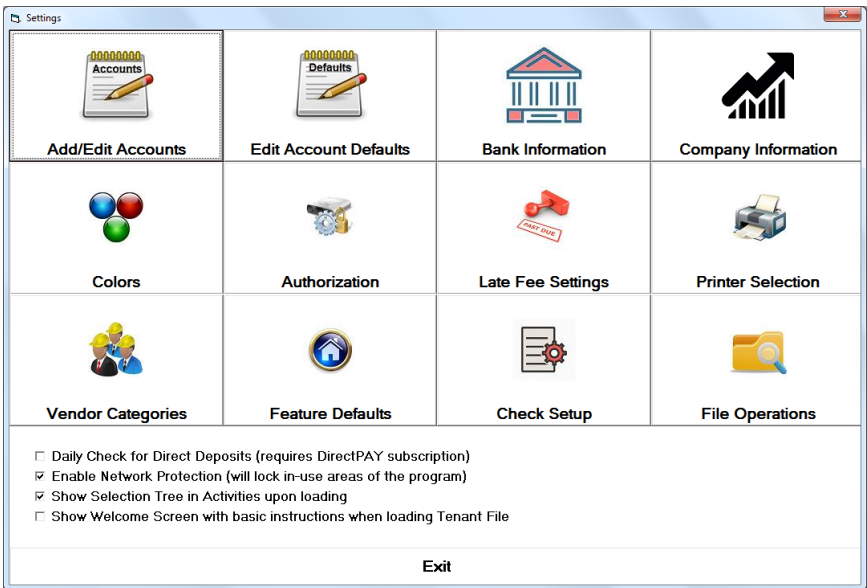
The final selection in the **SETTINGS** Menu called **FILE OPERATIONS** allow for various operations affecting files within your program.
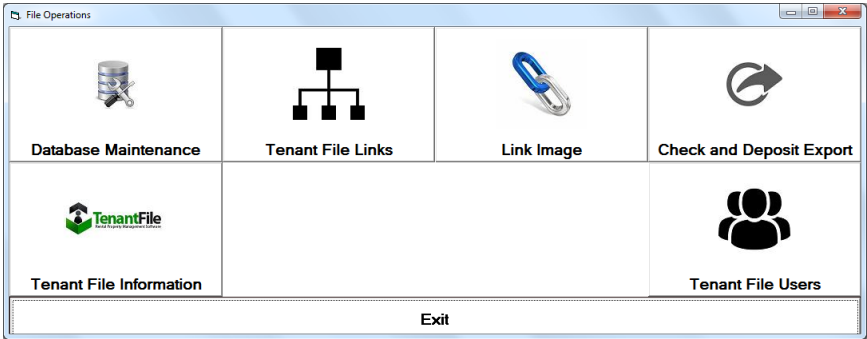
These operations include running the Database Maintenance, linking images to your Units or Properties and allowing the creation of a 'Check Export'. A new feature includes a button for 'Tenant File Information'. This section will show your Phone Support ID (if phone support is available) along with information on your program. Another feature is the option to set up Users for your installed software.

If at any time while using the Tenant File, you need additional assistance, you can find **HELP** by clicking into this Menu…
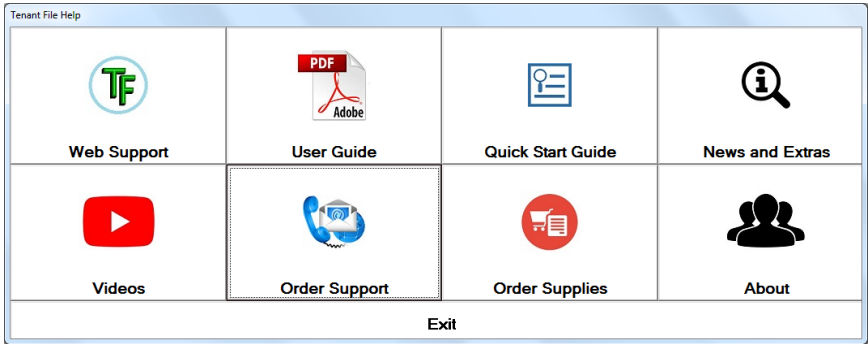
From the **HELP** Menu, you can access your free Web Support which is available through our website. The complete User's Guide (in '.pdf' format) and Quick Start Guide are available for viewing. You will also be able to click from this Menu to order a Phone Support Session, order Checks and view Videos.

NEW!!
Fonts throughout the program are Larger

We have made the Tenant File more friendly for Windows tablets, mobile devices, and for those that just like larger fonts. Every screen in the program has been enlarged for easy access.

Print from Ledger

Report Type

- ⦿ Statement (may include related Properties, Units, Tenants)
- ○ Ledger   (for specific ledger displayed on screen only)
- ○ Print Notes   ☐ Show Transactions
- ○ Tenant Payment Receipt

- ○ Owner
- ○ Property
- ○ Unit
- ⦿ Tenant

Starting Date
1/1/2018

Ending Date
9/6/2018

Start Printing   **Cancel**

NEW!!!
Access Passwords to Tenant File

Some customers have requested the ability to prohibit access to some users. So now, there is an optional log in to the Tenant File that the administrator can set up.

NEW!!!
'Paid By' Added to Transactions

We had added a new column to the ledger screen, Post Rent screens, check reports and other screens that will allow you to indicate whether a payment was made by check, cash, ACH, credit card or other methods. This information will be utilized when printing deposits. Printable Deposit Slips are available for purchase by clicking into HELP > Order Supplies.

Date	Account	Remark	Amount	Check/Dep	Pd By	Post To
3/1/2018	Rent Charged	Rent Charged to Tenant	($1,400.00)			Tenant
3/5/2018	Rent Received	Rent Payment from Tenant	$1,400.00	180305	Cash	Both (T/U)
3/14/2018	Parking Fee Charge		($25.00)	1150		Tenant
3/15/2018	Parking Fee Rcvd		$50.00	180305	Cash	Both (T/U)
4/1/2018	Rent Charged	Rent Charged to Tenant	($1,400.00)			Tenant
4/5/2018	Rent Received	Rent Payment from Tenant	$1,400.00	180405	Check	Both (T/U)
4/14/2018	Parking Fee Charge		($25.00)	186		Tenant
4/15/2018	Parking Fee Rcvd		$25.00	180405	Check	Both (T/U)
5/1/2018	Rent Charged	Rent Charged to Tenant	($1,400.00)			Tenant

Tenant Ledger Current Balance: $25.00   (Starting Balance: $0.00)

NEW!!!
Payee Selection for Automatic Posting

It is important that the 'Payee' for checks remains consistent, so that when searching for a payee, the program can find it easier. So, we have added a selection screen to the Automatic Posting section so that you can choose an existing payee when creating a check.
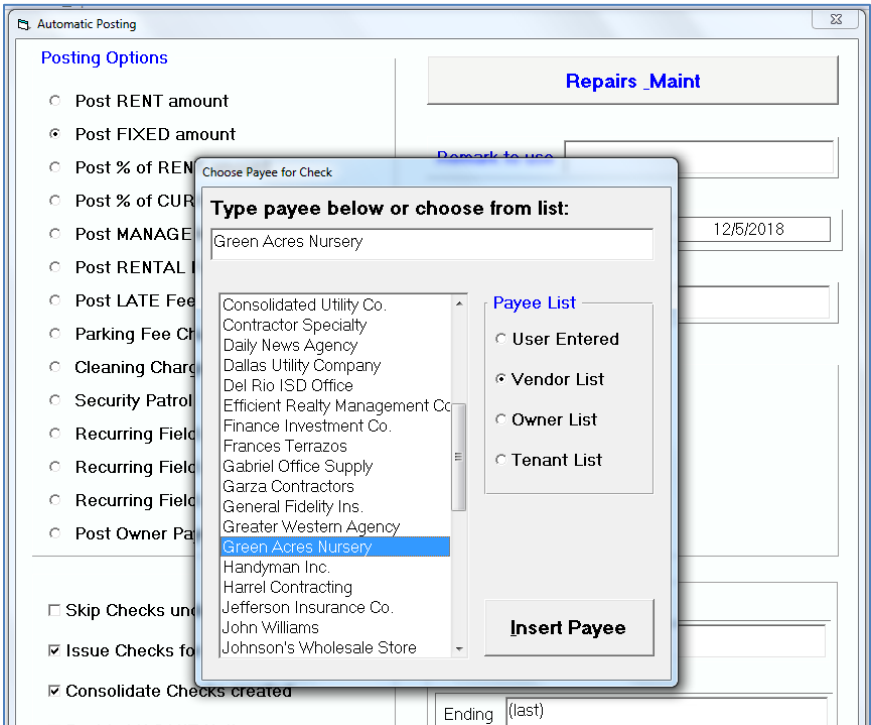
NEW!!! Custom P&L Reports

Now, there are custom reports so that you can quickly create a Profit and Loss report for your Company, Owners, Properties, Units, or Tenants.

New!!!
Owner Invoice

The Owner Invoice allows you to take any posting (or multiple postings) in the ledgers and create an invoice for those transactions that can be sent to your Owners. This is actually a report, so it is accessed from the Reports screen.

The first thing to determine is what Owner, Property, or Rental Unit that you want to create the invoice for. Based on your decision, the program will search the ledgers for specific transactions that you will choose in the account selection grid.

For example, if you want to find all of the 'General Cleaning' postings for a property (including all rental units that are part of that property), you can choose 'A property and all units for the property', and the dropdown will allow you to choose a specific property from the list.

Next, you can type in a short message that will appear on the invoice. That might be something like 'All invoices are net 30 days' or 'Thank you for your business'.

Lastly, you will need to choose at least one account for the invoice. You have the ability to choose multiple accounts by holding down the control key (Ctrl) and using your mouse to click on the accounts that you want. Most often you will be choosing a single rental unit and a single account, such as a bill for a specific job.

When you have completed your choices on this screen, you can click the 'Save and Continue with Invoice' button, and your completed invoice will display on the next screen for printing or for export to another format.

<div>

12/05/2018
2:25:51PM

Efficient Real Estate Company
2406 South Forest Boulevard
Houston TX 78734-1123
627-3340 Office 627-3355 Fax sales@EfficientRealtors.com

Owner Invoice

1/1/2018 to 12/31/2018

Redford Investments Ltd.
Redford Investments Ltd. 1521 Easton Ave, Ste 203
Dallas TX 30433-3309

Invoice Charges Detail: 01/01/2018 to 12/31/2018

General Cleaning

Date	Description		Unit	Vendor	Amount
1/30/2018	Exterior Cleaning Charge		Unit	Handyman Hardware A	($35.00)
1/30/2018	Exterior Cleaning Charge		Unit	Handyman Hardware B	($35.00)
1/30/2018	Exterior Cleaning Charge		Unit	Handyman Hardware C	($35.00)
3/15/2018	Exterior Cleaning Charge		Unit	Handyman Hardware A	($35.00)
3/15/2018	Exterior Cleaning Charge		Unit	Handyman Hardware B	($35.00)
3/15/2018	Exterior Cleaning Charge		Unit	Handyman Hardware C	($35.00)
				General Cleaning	**($210.00)**

Management Fee

Date	Description	Unit No	Unit	Vendor	Amount
1/5/2018	Service Fee for Property Management	1053	Unit	Handyman Hardware A	($532.50)
1/5/2018	Service Fee for Property Management	1053	Unit	Handyman Hardware C	($375.00)
1/10/2018	Service Fee for Property Management	1102	Unit	Handyman Hardware B	($540.00)
2/5/2018	Service Fee for Property Management	1135	Unit	Handyman Hardware B	($540.00)
2/5/2018	Service Fee for Property Management	1135	Unit	Handyman Hardware A	($532.50)
2/5/2018	Service Fee for Property Management	1135	Unit	Handyman Hardware C	($375.00)
3/5/2018	Service Fee for Property Management	1145	Unit	Handyman Hardware B	($540.00)
3/5/2018	Service Fee for Property Management	1145	Unit	Handyman Hardware A	($532.50)
3/5/2018	Service Fee for Property Management	1145	Unit	Handyman Hardware C	($375.00)
4/5/2018	Service Fee for Property Management	1185	Unit	Handyman Hardware B	($540.00)
4/5/2018	Service Fee for Property Management	1185	Unit	Handyman Hardware A	($532.50)
4/5/2018	Service Fee for Property Management	1185	Unit	Handyman Hardware C	($375.00)
				Management Fee	**($5,790.00)**

Invoice Total: ($6,000.00)

Invoice for January 2019

Redford Investments Ltd.

</div>

NEW!!!
Additional Reports added to Version 9

Reports are the end result of your hard work! They are how you rate your effectiveness or what you present to your owners as representative of your efforts. The Tenant File has more reporting abilities than any other Property Management Software program. Check out the new reports that we have added in Version 9:

Owner Operating Statement

Owner Checks (Entered)

Owner Checks (Printed)

Owner Custom P&L

Owner Invoice

Owner Transaction Analysis

Bank Deposits

Checks Printed by Owner

Company Custom P&L

Mail Labels, Prop/Tenant (3x10)

Mail Labels, Prop/Tenant (roll)

Property Custom P&L

Property Operating Statement

Property I/E Detail

Property Rent Roll

Property Statement (current)

Property Statement (date range)

Property Statement Detail

Property Trust Report

Tenant Custom P&L

Tenant Ledger Checks/Deposits

Unit Custom P&L

Unit Listing

Tenant Receivables

More new and improved features of the Tenant File:

- Increased image size for Unit and Property
- Added Date and Time to all reports
- Added 'copy' button to Tenant address
- Global 'copy' to individual late fee settings
- Easier Vendor setup with new screen
- Additional warnings for deleting items
- Added 'Pd By' to check reports
- Improved access to Inactive File from Menu
- Easier access to Help from Main Menu
- Added links for videos and other help

Plus, *hundreds* of other changes that customers have requested since the previous update.

Add-Ons that work with the Tenant File

DirectPAY <u>option</u> to accept online and recurring rents from Tenants - Fully integrated with the Tenant File ledgers. Through our partner, Revo Payment Services, your tenants will get set up to make their rent payments online or through recurring payments. You will receive the payments on their due date automatically into your bank account. The DirectPAY screen in the Tenant File will post those payments and even charge management fees automatically.

DirectPAY <u>option</u> to pay your Owners and Vendors by ACH transfer to their bank. You'll get set up through Revo Payments to transfer money into the bank accounts of your Vendors and Owners that you pay. Just create your checks normally through the Tenant File and process the ACH payments before printing. The Tenant File will automatically post the payments to your ledgers.

Here is the DirectPAY Main Screen
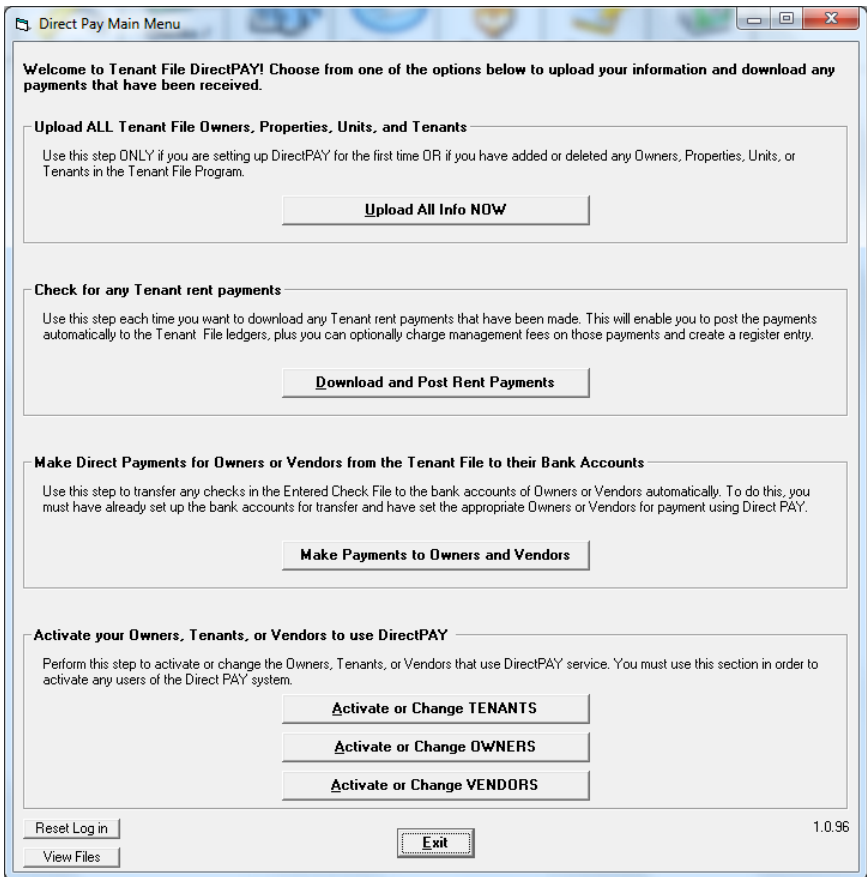
RentalWIZ <u>option</u> to upload vacancy information to the Internet, major rental sites such as Google Base, Oodle and Zillow, plus instant Craigslist ads and flyer creation. The information is already in the Tenant File – one click performs nearly all operations!

Tenant Screening - Get discounts on Tenant Screening through our credit reporting partnership. Run previous rental history, criminal background checks, and credit reports.

By using the Tenant File, you will save money on the credit reports and tenant screening that you run. We can even set you up to have an online application for your tenants, where they can pay for the reports online and you can set the price they pay, making it a revenue source for your company.

Additionally, you'll be able to run the screening reports directly from the Tenant File program. We provide software at no cost to save your applicant info and import it to the Tenant File.

Work Order Program - Keep detailed track of each Work Order, create checks in multiple bank accounts, and email Vendors instantly! Includes new enlarged screens and additional reports and is available for Tenant File Version 9 users.

Work Order Entry

Work Order # 1   Check Status: None   Check # 0   Sort ID

Status
- ○ Reported
- ◉ Ordered
- ○ Completed

Reported 10/16/2018
Ordered 10/16/2018
Completed / /

Post To: U

Location: 1275 Cedar Trail Drive
Vendor: Baker's Screen Shop
Account: Repairs & Maint

First | Previous | Next | Last | Find | New | Delete | Copy | Add Vendor | Print | Email | Exit

Entry Status: Key
Submitted By: NWG
Markup: No
Entry Notes: Key in lockbox
Remark: Replaced screens
Assign To: BK

Job Description
Replaced screens using shading enhanced screening in living room and 3 bedrooms.

Please inspect the work within 2 days of completion.

Vendor: Baker's Screen Shop

Contact:	Phones:
Anita Baker	(330) 772-3249
	(330) 772-1231

Email:
ABaker@BakersScreenShop.com

Tenant: Bradley, Gary

Secondary Contact:	Phones:
Bradley, Melinda	974-2254 home
	445-9912 work

Email:
GB@Bradley.com   224-5548 cell (his)
GBradley@GBC.com   224-5548 cell (hers)

Materials

Quantity	Stock #	Description	Unit Price	Total
12	B320-S	Screens for 36" window	$45.00	$540.00

Charges

Labor	$350.00	Materials $540.00
Tax %	0	Tax % 0
Total Labor	$350.00	+ Total Materials $540.00 = Total Charges $890.00

The Work Order Program is a great integrated addition to the Tenant File. It uses your existing information, and allows you to markup costs and show materials and labor for each job.

Word Processor - Includes over 100 prewritten Property Management forms that can be customized or create and save your own letters. The program allows the ability to merge various data fields from your Tenant File information into your letters or forms. Easily print mass letters.
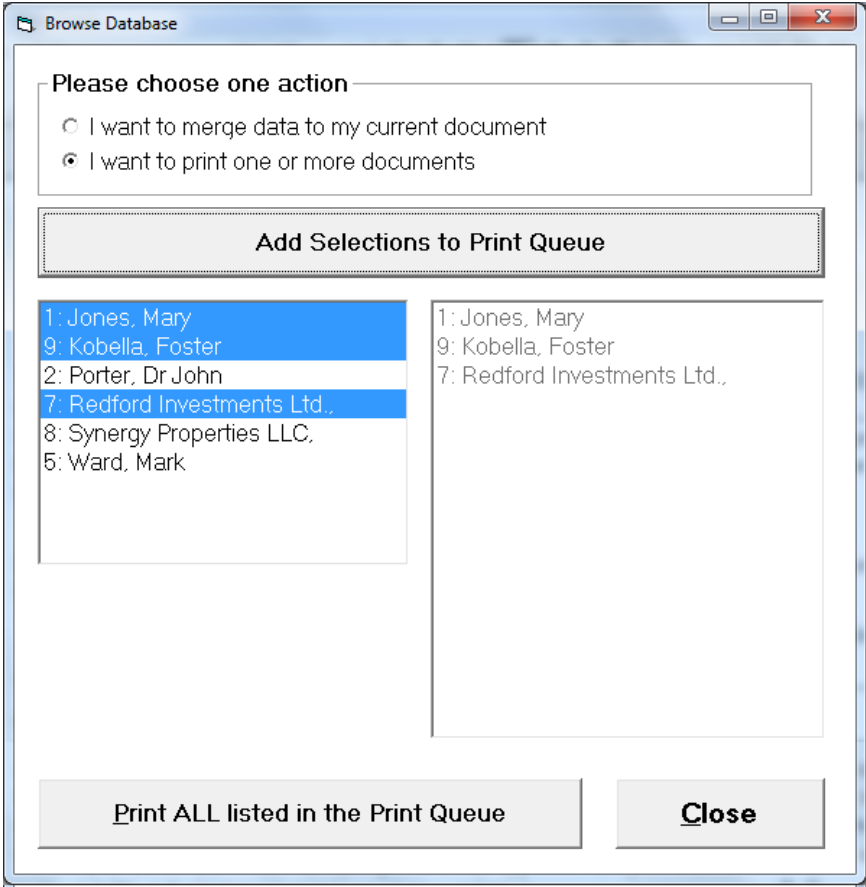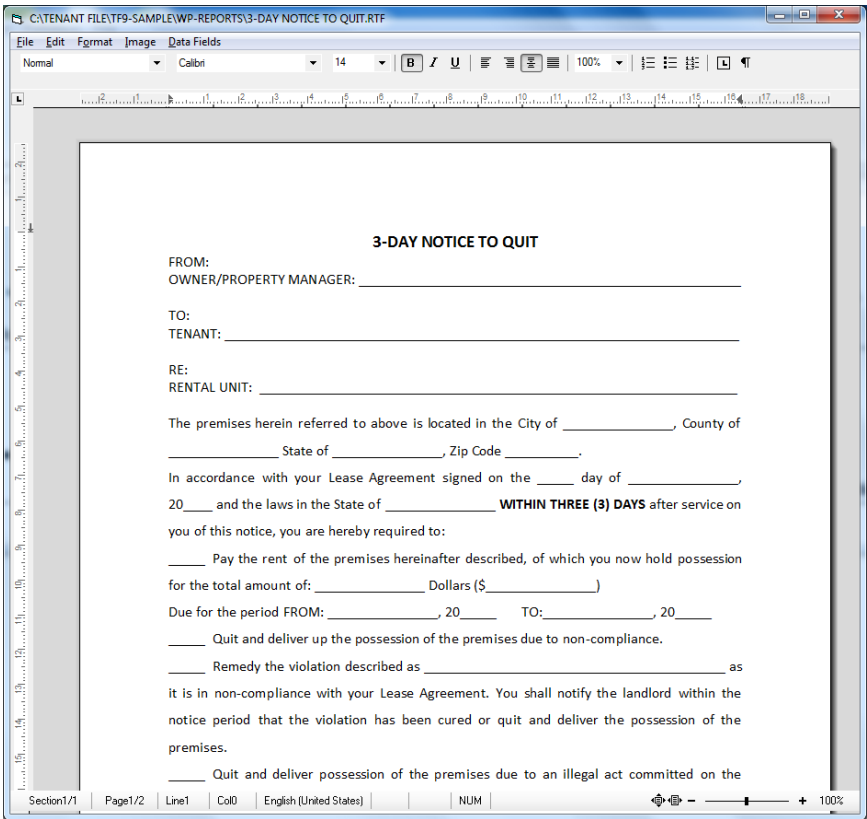
Once your document is created, you can choose to print those documents individually or in bulk.

The Word Processor is easy to use, and allows you to customize the documents you send.

Tenant File 1099 MISC Program

Quickly compile 1099 reporting required for your Owners or Contractors from your Tenant File program. Using the IRS pre-printed forms, the TF1099MISC program compiles and enters your info onto the 1099 MISC forms along with the supplemental 1096 form. Export your data to CSV to eFile through 3rd party vendors. Also prints reports for each Owner on the reported income.

1096 Transmittal Form Setup

Please check the information below, and make any changes necessary. Be sure to test it on blank paper before printing the actual form, making sure everything is printing correctly.

Company Information

Company 1	Efficient Real Estate Company
Company 2	
Address 1	2406 South Forest Boulevard
Address 2	
City ST Zip	Houston TX 78734-1123
Contact	
Phone	627-3340 Office
Fax	627-3355 Fax
Email	

Select Tax ID Type

- ○ Employer ID Number
- ● Social Security Number   123-45-6789

Form Count Option

- ● Let the program count the number of forms
- ○ Set the number of forms as:

Check Box Option

- ● Place a check mark on the 1099-MISC box
- ○ Leave the 1099-MISC box BLANK (you must check it yourself)

Total Amount Reported

- ● Let the program total the amount
- ○ Set the total amount reported as: $0.00

**Federal Income Tax Withheld**

- ● Leave this field blank
- ○ Set amount withheld as: $0.00

Start Printing   **Exit**

The 1099 MISC Program has an initial cost and an affordable yearly cost which will include all changes made by the IRS.

Order compatible checks and deposits - Order the supplies that you need for your business, all 100% compatible with the Tenant File software.

Tenant File compatible check styles:
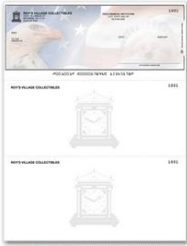
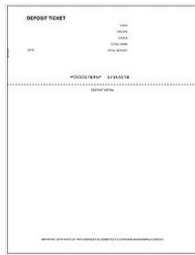Check on top: $152/1000 + S&H   3 on a page: $144.95/1000 + S&H   Quicken style: $152/1000 + S&H   Check in middle: $152/1000 + S&H

Tenant File also provides supplies:

Deposit booklet

Deposit ticket

Endorsement stamp

Name and address stamp

Envelopes compatible with checks:

Tenant File compatible envelopes:

Double window envelope

For specific questions on how to use the Tenant File, click into the HELP icon from the MAIN MENU and select USER GUIDE. The complete User Guide will display in a PDF format and will allow you to select SEARCH (from the top of the screen) and type in a word or phrase that you would like to search for (such as HOW TO). You can also print the entire '.pdf' file if you prefer a printed manual.

Phone training is available in thirty minute sessions. Click onto the HELP icon from the Main Menu and select ORDER SUPPORT or go to our SUPPORT page on our website at TenantFile.com for setup and pricing. During the session, you will talk with a qualified Tenant File expert to answer specific questions or receive step by step instructions. Whether you are new to the Tenant File or want to utilize it to the fullest, our training professionals will help.

Thank you for using the Tenant File!