

RECENT improvements to the

TENANT *File*

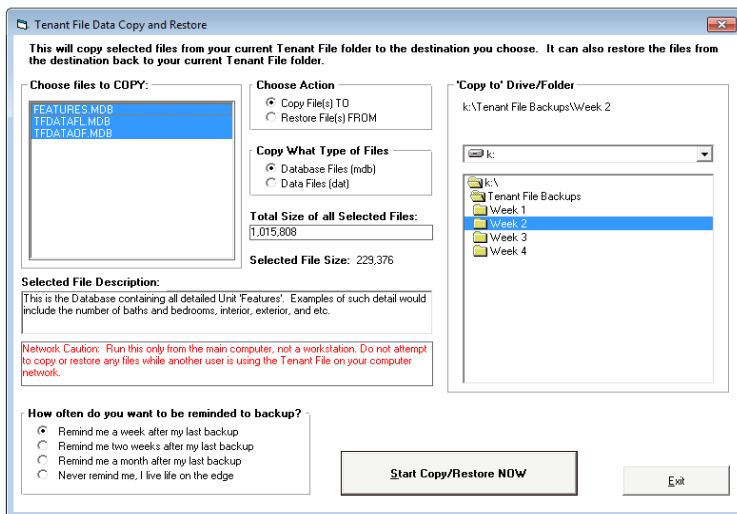
Version 8.0+ (includes V7 and V6 changes)

NEW!!! Backup Reminder

The Tenant File Version 8 allows you to easily backup your valuable data and even reminds you at intervals. Just choose how often you want to be reminded and the Tenant File will let you know when it is time.

It is very important that you back up your data on a regular basis. This example shows that a backup folder has been created with weekly subfolders. You can set up any folders that you wish to back up to, but be aware that any backup will overwrite the previous data unless it is in a separate folder.

We also recommend that you make 'off site' backups of your data in case your computer is compromised.



Backing up is as easy as clicking on the 'destination' (right side of the screen) and choosing 'Start Backup'. The main database file (over 90% of your data) is already selected for you. This file is named TFDATAFL.MDB, and is definitely the file to backup often. However, you can choose to back up other files, such as the Inactive Tenant File (TFDATAOF.MDB), and the Features File (FEATURES.MDB). Also, you should sometimes back up your 'DAT' files, which are files that hold your settings, such as your check format, late fee charge settings, and other preferences.

On the right side of your screen, you will choose 'where' to back up to. You MUST choose a different folder than the initial one displayed, since that is the folder you are current using. You can back up your files to any folder or external drive with a drive letter.

The Tenant File can remind you when it is time to back up your data. Just select one of the choices in the bottom left corner. Whenever you exit the program, it will check to see if it is time for another backup and take you to the correct screen to complete the backup.

Instead of using the Tenant File Backup Utility, you may need to use the built-in Windows method of highlighting the file(s) you wish to copy from the Tenant File folder (normally C:\Tenant File\TF4WIN), then right-click and select 'Send To'. Choose your CD/DVD drive letter and start the copy.

NEW!!! - Tenant File Version 8 now includes up to ten Bank Accounts

The Tenant File supports up to 10 bank accounts, however, the default account is the primary bank account. This is your operating account, where you pay bills from and deposit your rent receipts. Most of the automatic functions, such as creating checks for owners or making vendor payments use this account.

PROCEDURE - Entering a new check.

1. From the 'Activities' Menu, select 'Checks/Deposits' and then 'Add/Edit Checks'. This will bring you into the 'Entered Checks' folder. Click on 'New' to enter the information for each new check. The program always defaults to your Main Operating Account (Bank Account #1). Select from the drop-down list to change the Bank Account to one of the TEN accounts available.
2. Type in the 'Pay to the Order' information or click on to the 'Payee List' Box. Depending on which you select, 'Vendors', 'Owners' or 'Tenants', a listing will be displayed for you to choose which you wish to make the check payable to.
3. Click on to the 'Post To Ledger' option to determine which Ledger you want the first transaction to post to.
4. Enter a Remark and Invoice number in the appropriate fields (if the check is for multiple transactions you can enter the remark for 'each' of those instead).
5. To post the transaction(s) for the check, fill in the rows directly below the check. After you enter each row, click on another row (above or below) to save your current row. Each transaction can be posted to a different ledger type (Owner, Property, Unit, Tenant, or Both), so before you enter a new transaction, you can click the 'Post To' choices if you want to make a change.
6. Once your check is complete, click on to the 'Save' Button to save your check. You can then enter 'New' to add a new check.

Note: All new checks are placed in your 'Entered Check File' until you are ready to print. Transactions for these checks will not be posted until you have selected 'Print Checks' from the 'Checks/Deposit' selection of your 'Activities' Menu. Once you select 'Print Checks', you are given the option to select the Bank Account and 'Entered Checks' or you can select individual checks for printing. Do this by holding down your 'Control' key while clicking on the 'Record Selector' for the check you wish to print. (The 'Record Selector' is the first column on the left hand side of each displayed check.) Enter your 'Starting Check Number' and 'Date' to be printed on the check and click on the 'Start Printing' button. You can choose to enter checks to be posted and added to your register without actually printing by choosing the 'Skip Print - Post only' Box. This will automatically post the selected checks without printing and transfer the check to your 'Printed Check File'.

PROCEDURE - Viewing your printed checks.

You can view your Checks in your Register by clicking on to the 'REGISTER' button from your 'MAIN MENU' and then selecting the correct Bank Account to view. Your Check Register will always default to display your Printed Checks that are 'Pending'. You can change the 'Display' Box to show the 'Entered Checks' to view any checks that have been entered but not yet printed or posted.

New!!! – Additional posting fields in the ‘Post Rent Income’ Section

You can post rent received several ways, such as by entering a bank deposit, or by using the Easy Rent Posting Screen below. This screen allows you to quickly post rent income from a large number of tenants very quickly, or just to post a few rents as needed.

Additionally, this screen enables you to create a bank deposits for the rent posted, post management fees, post late fees received, and add another payment for any income account in the chart of accounts. You can even write a check to your own company for management fees posted.

Once all of your rents have been CHARGED to your Tenants, you are ready to post the rent income. There are several ways to do this. The above screen is accessed by choosing 'Post Rent (button on the Main Menu) > I want to POST RENT INCOME from my tenants > Post Rent Income Steps > Continue. You can also post rent by creating a bank deposit. However, this screen allows you to post multiple rents faster, create a bank deposit, write a check for management fees, post the management fees to the ledgers, post late fee income, and post one other income account all at the same time. You have the option to change the ‘Bank Account’ to create your Deposit and/or Management Fee check to.

Note: If you want to just post the rent income in a bank deposit, then post all management fees at the end of the month, use the deposit posting.

On this screen you simply need to fill in the Rent to post column with the correct amount (if not already correct) and complete any other information that you want to post to the ledgers. When done, click the 'Begin Posting Now' button.

This screen has many options, so you can find detailed information in your Tenant File user's guide, found under Help > User's Guide.

NEW!!! – Additional Recurring Fee Fields for Posting

The Tenant File now allows you to have up to 6 difference recurring fields for charges that are in addition to the typical rent posting, management fee posting, and late fee charges. The recurring field amounts are kept in the Unit Information for every rental unit. Even though they are part of the Unit info, you can also use them to post items to the Tenant Ledger instead.

Recurring fields allow you to post transactions that are specific to a group of rental units, in addition to posting rent or management fees. For example, you might need to post parking fees to a particular group of rentals, or taxes for certain rentals. The Tenant File allows you to have up to 6 recurring fields. On this screen, you will set up the label or name that you want to use for each recurring field, and the account to use when it is posted. Then, you will need to go into each rental unit (click the 'Units' button from the Main Menu), and set up the amount you want to use under the correct label.

Recurring Field Labels

Recurring Field 1:

Recurring Field 2:

Recurring Field 3:

Recurring Field 4:

Recurring Field 5:

Recurring Field 6:

Recurring Field Accounts

Recurring Field 1: Income

Recurring Field 2:

Recurring Field 3:

Recurring Field 4:

Recurring Field 5:

Recurring Field 6:

Note: All recurring accounts must be set to post only to Tenant, Unit, or Both

Recurring Field Posting

Choose which fields to post:

Recurring Field #1

Recurring Field #2

Recurring Field #3

Recurring Field #4

Recurring Field #5

Recurring Field #6

Transaction remarks:

Date to use for all postings:

The first thing to do is to visit the screen under Posting > Recurring Field Posting and enter the names (or labels) of each field that you want to set up. Here you can also choose the 'account' that you want to use when posting each recurring field. For example, if the recurring field is for 'Parking Fees', then you would need to have an account category set up called something like 'Parking Fee Charged' or 'Parking Fee Received'. (You set up the accounts under Preferences > Add/Edit Accounts). Here is the Recurring Field setup and posting screen:

Once you have the fields set up, you'll need to go into each individual rental unit that you want to post the fee to. Enter the individual amount for each rental unit. Now you are ready to post the fee at any time. That is done at the bottom of the above screen.

NEW!!! – Additional Reports added to Version 8

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 them out the newest reports below:

Ledger Balances Current (Compact) - Condensed report that quickly shows you all owner balances in a tight paper saving format. Report includes each Owner and the current balance as of the due date. This is a good report when you need to pay your owners.

Owner Audit Report - The Tenant File provides a way to make sure your ledgers balance to the check register by finding transactions with and without checks and/or deposits. This report will help you find any discrepancies between the checks and deposits you have written and what is posted. Sorted by Owner Name, this report includes transactions, checks/deposit number, 'Post to', amount and date.

Owner Profit and Loss - This easy to read Owner Report summarizes the total income and expenses for all rentals under that owner for any date range. Funds paid to the owner or received from the owner are separated from other income and expenses. At the end, all 'Starting Balances' are included as well as the balance as of the ending date of the report.

Owner Invoices - This new report is actually an 'invoice' that you can send to your owners. Users select which owner or group of owners to send the invoice and which account categories that you wish to include in the report. You are able to include a customized note with each report that you create. Run this report for any date range.

Late Rent/Late Fees Due - This new report will show Past Due Tenants along with the rent amount due and the Late Fee amount due by comparing charges and credits between any two dates. The report includes phone numbers, email address, payment due date, deposits, Late Fee and Lease ending date.

Security Deposits Receipts Posted - This report will reconcile the Security Deposits deposited into your checking account to the transactions posted to the ledgers. Shows all 'Security Deposit Received' transactions in the ledgers and 'splits' from a user-entered Bank Account within a given date range.

Tenant Balances Aging Report - This report was developed after requests from our valuable customers. It shows tenant amounts owed between 1-30 days, 31-60 days, 61-90 days, and over 90 days. Now you can easily see the most delinquent tenants on a compact report.

Tenant Rent Payment Summary - On one helpful report you can see all rent charges and receipts between any two dates. The difference in rent is shown at the end of each line. Additionally, this report shows the due date and other helpful info.

Tenant Security Deposit Report (By Owner) - The Security Deposit Report is per owner, and shows all deposits that you have entered in the Deposit 1 or Deposit 2 field in the Tenant File Activities information screen. While this report does not come from the transactions posted, it does show all current deposits that you have entered and provides totals to allow you to keep track of your Security Deposit totals and "Other Deposit" totals within the program.

Register – All Bank Accounts – Compiles all information from all Bank Accounts into one report. The report includes all Pending and Cleared Checks and Deposits allowing for a specific Date Range along with a Starting Balance prior to that date range.

Property MTD/YTD Summary – Report sorted by Property name displaying all Property and Unit transactions between any two dates for individual Properties.

Company Profit and Loss Report - The Tenant File now provides a company-wide report, so that you can see your earnings from fees that you have collected. This report is versatile enough for either owners or managers. You are able to select any account category in the system between any two dates. The report can be compiled and printed by clicking into PREFERENCES > COMPANY INFORMATION > COMPANY REPORT.

Tenant Balances (Range) - Need to see what the tenant balances were at any given date? This report is perfect for that. You can specify any date range and see what the tenant balance was at that time. The total is printed per owner, and individual tenant's balances are shown.

Owner Vacancy Listing - Ever get a request from your Owner to send a report showing all vacant rental units? This report is perfect for that. It also shows the square footage, rent amount, deposits, move-in and move-out dates.

Unit Income/Expense (Account Sort) – Income/Expense Report sorted by Owner and then by Unit listing all Income and Expenses by account within a given date range.

Tenant Delinquency By Owner – Past Due Report sorted by Owner which includes the Tenant's past due balance along with phone numbers, email addresses, payment amount, due date, Late Fee information, etc.

Tenant Expenses – Report that shows a detail of only Tenant expenses for any given Tenant name and date range. This helpful report is a quick guide to determine the expenses that the Tenant has when posting payments.

Starting Balances – Report that details all Starting Balances entered in the program (found in the upper Information section under the button called STARTING BALANCES) for each Owner, Property, Unit and Tenant.

NEW!!! - Security Deposit Disposition

The Security Deposit Disposition Screen allows you to easily take care of the deposit postings when your tenant moves out. You can choose the correct tenant, and then the fields will populate.

This screen is simple to use, yet it can handle complicated transactions. For example, if you want to first transfer money from a separate security deposit bank account to your operating account (making a debit from one account and deposit to another) that can be done. These transactions will show the transfer, which you will then make from your bank account.

The screenshot shows the 'Security Deposit Disposition' window. At the top, it says 'Select the Tenant that is moving out: Randal Fieldstone - 2083 Poplar Avenue/2083 Poplar Avenue' and 'Deposit Remaining: \$0.00'. Below this, there are three main sections for handling the deposit. The first section, 'Transfer Security Deposit into Tenant Ledger', has a 'Deposit Amount' of \$1,400.00 and a 'Default Account' of 'Escrow to Tenant'. The second section, 'Subtract any amount that you want to charge the Tenant (skip if expenses are already posted)', has an 'Amount' of \$500.00 and a 'Default Account' of 'Security Dep Expense'. The third section, 'Refund the remaining Security Deposit to Tenant Ledger', has an 'Amount' of \$900.00 and a 'Default Account' of 'Security Dep Refund'. There are also radio buttons for 'How do you handle your security deposit?' and a 'Post Security Deposit Disposition NOW' button.

Also, this screen can create a check to the tenant, and even calculate the check amount less any expenses that you are take out from the security deposit. Lastly, it will forfeit any funds that you want to credit into the owner's account for the specific rental unit.

This screen is covered in detail in your User's Guide, which is found under Help > User's Guide in the Tenant File program.

NEW!!! – Owner Invoices

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

The first thing to determine is what owner, properties, or rental units 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 below you selection 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.

NEW!!! - Automatic Rent Increases in the Tenant File

The Tenant File supports any number of automatic rent increases, for any rental unit, and for any date in the future. On the screen below, you simply select the rental unit, enter the amount and date of the increase, and the program will do the rest. The screen below is found from the Tenant File Main Menu under 'Miscellaneous > Scheduled Rent Increases'.

Rent increases can be by a fixed amount, or a percentage of the current rent amount. Click the 'Show ALL Rent Increases' show every rent increase, or choose a specific rental unit to show the increases for just that unit.

You can choose a rental by the Owner, Property, Unit or Tenant Name. Other options allow you to easily update or delete a scheduled rent increase.

NEW!!! - Automatic Late Fee Posting

With the release of the Tenant File 8, charging late fees to your Tenant Ledgers can be setup as an 'automatic option', which will update the late fees daily throughout the month. Additionally, this is not a 'global' method. It allows you to set the late fee individually for each tenant separately in the Tenant Ledger under 'Setup/View Fees'. So, if you charge late fees differently for different tenants, you charge 'Daily Fees' and you want them to be automated, or if you simply want a 'hands off' method for late fee posting, this method is for you.

Under each ‘Tenant Information’ screen, there is a button labeled ‘Setup/View Fees’ next to the ‘Late Fee’ label. You can also get to this screen by clicking into PREFERENCES > LATE FEE SETTING. When you click on that button in the Tenant Ledger, you will see the various choices:

The choices for this screen are exactly the same as for the ‘Global Late Fee’ posting described previously. These include an Initial Charge, a Daily Charge, Percentage Options, and a Grace Period. Please note: we DO NOT suggest you post based on the tenant’s current balance, since that amount constantly changes.

If you have already set up these fees under the ‘Global Late Fee’ posting screen, you can copy those amounts by clicking on the ‘Insert the settings from the Global Late Fee Setup’. This is especially helpful if you charge most or all of your Tenants the same ‘Late Fee’.

Just *some* of the new and improved features of the Tenant File:

- Screen Settings Saved
- New User Interface
- Send Attachments with Email
- Print Reminder Screen
- Easy Email Filters by Balance Due
- BCC Option for Emailing Reports
- Company Wide Report
- User-Defined Reports Saves Reports
- Transfer funds between Bank Accounts
- New Screen Color Options
- Improved CAM Charge Posting
- Post Late Fees by Unit
- Increased Ledger Line Size
- Upload Vacancies to the Internet
- Pay Owners from any Bank Account
- Flexible Editing in Check Register
- Improved Entry Error Correction
- and many more improvements included in previous versions!**

Tenant File Update, Version 7.0 changes included the complete Tenant File Manual in a ‘.pdf’ format, which can be viewed and/or printed by clicking HELP from the MAIN MENU and selecting USER’S GUIDE. This format 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). This will display the section of the manual without having to flip through the pages. The following details the recent improvements in Version 7 included with your new Vers 8.

Tenant File Scheduler

Keep important dates on your scheduler for each rental unit. See a six month calendar with all scheduled dates in bold.

This can be used for scheduling repair dates, tenant vacations, upcoming events, or for booking vacation rentals and other short term rental activities.

Print out scheduled dates on the new Scheduler Report from the Reports Menu.

How to use the Scheduler...

First, choose the Rental Unit Address that you want to schedule a date for. Choose one or more days on the calendar. You can choose multiple dates by holding down your left mouse button and dragging through the dates on the calendar. When the correct dates are highlighted, click the 'Insert Date Range' button. This will enter the dates in the information on the left side of the window. Complete the rest of the information and then click the 'Create a NEW Entry' button to save your new scheduler entry.

Here is a description of the fields:

- **Entry Date:** the date you entered this schedule. Since each schedule is part of the Tenant File Reminder System, you can view by the entry date.
- **Action Date:** also part of the Reminder System, you will be able to set when this will start showing up, such as 30, 40, or 60 days prior to the action date.
- **Memo:** this is a free-form field for anything you wish to enter.
- **Starting Date:** this is the beginning of the scheduled date range. Dates within this range will show up in bold text.
- **Ending Date:** this is the last day of the scheduled date range.
- **Extra Fields:** these are 5 fields that you can use for whatever you wish. We suggest that you consistently use each of the fields for the same item if you are using the scheduler for booking dates. For example, field one could be the customer name, field two could be the contact phone, and so on.
- **Create a NEW Entry:** Use this button to save a new scheduler entry.
- **Update the Entry Displayed:** if you are editing an existing entry use this button to save it.
- **Delete the Entry Displayed:** deletes all info for the selected schedule only.
- **Important:** To show the information on a scheduled date or range, click on any day of that range of dates. If there are overlapping dates between schedules, each time you click the next schedule will appear.

New Feature Listing Screen

This new screen allows you to easily change features for your rental units either individually or make multiple changes at a time. Now you can copy multiple features at once to all of your rentals. And, with the new RentalWIZ (option), your vacant rental unit features can be automatically uploaded to the Internet.

How to use the Feature Listing

When you enter this screen, you will see all of the rental units that already have features set up. The setup is commonly done in the 'Activities' area of the Tenant File by displaying a Unit or Tenant and clicking the 'Features' button. (When you enter any 'feature' it is automatically activated).

However, if you want to automatically activate all of your rental units so that you can quickly enter their features, click on the 'Active ALL Unit features' button. That will show all rental units and active them so that you can enter their features. This cannot be undone, so be sure you want to active all of your rental units before proceeding. Anything you have already set up will still remain.

Button Descriptions:

Search: enter all or part of a rental unit address in the box to the left, and then click the 'Search' button. This is just to the first occurrence of the search term.

Update Description: this is a detailed description of the rental which will be used to help market the vacancy. Be sure to include information that will impress a prospective tenant.

Change ALL entries in the selected column NOW: to change an entire column of data, just enter the data that you want in the entry box, and then click on the 'header' of the column where you wish to insert the data. (That will highlight the entire column). Then click on the 'Change ALL entries in the selected column NOW' button to insert the data throughout the column.

Activate ALL Unit Features: Normally a rental unit is activated when you go into the Activities screen and click on the 'Features' button to add features for that rental unit. That is to save computer space and keep empty features from cluttering your reports. However, if you want to go ahead and activate all the rental units in your system at once, click on the 'Activate ALL Unit Features' button. That will enable you to work with all units at once, not just the ones that are already set up.

Major Category: This choice will enable you to select the category that you are working with. Since there are 4 major categories, choose one of those selections. You can change these default categories under the 'Features' section under 'Activities'.

Enlarge/Reduce Columns: The screen column widths are initially sized to fit on your screen. Sometimes you may not be able to see all of the data in the columns. Just click on this button to expand the columns, but you may need to use the scroll bar to see all of the columns available.

Daily, Weekly, and Scheduled Interval Rent Posting

Now the Tenant File can easily handle any type of rent, such as daily rent charges, weekly rentals, or any interval up to a year. These scheduled rents are posted automatically each time you enter the Tenant File program. Combine this feature with built-in monthly posting for 'hands free' rent posting!

This section allows you to post 'special rents' such as daily, weekly, biweekly or any time interval. If all of your rents are due monthly on the same day of the month you don't need this feature, however, if you have weekly rentals, rentals with scattered due dates, or vacation rentals, you will use this capability. The instructions are on the screen, but here is a brief overview.

Repeat – Enter 7 for weekly rents (charges rent every 7 days)

Start Date – This is when you want this feature to start charging rent.

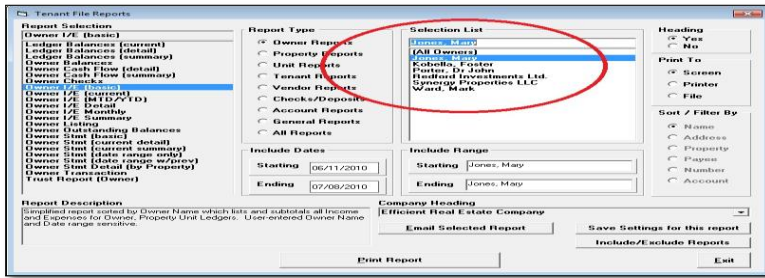
End Date – This is when you want to end charging rent.

Last Posted – This is the last time rent was posted automatically

Active – This must be 'Y' if you want to use this feature.

One important thing to remember is that you are 'required' to set the Tenant File for automatic charging of rent if you use this feature. This is a checkbox that you need to set under the 'Post Rent' then 'I want to CHARGE RENT to all of my tenants'. That means if you have monthly rents, those will also be charged automatically.

Report Screen redesigned...



Includes the ability to select specific Owners, Properties, Units, Tenants, and Vendors from selection list. Choose a single recipient, a range, or print a full set up reports for all.

NEW! - All debit amounts in the Activity Ledgers are now shown in red text for easier identification.

New! - Added highlight to Deposits to easily see if your deposit has been posted.

New! - Now you have the ability to expand the Activities 'Tree' and 'Ledger' to full vertical screen size.

New V7 Reports plus other improvements and changes...

Owner Cash Flow Detail Report – redesigned to show detail of cash flow for all properties of an Owner.

Owner Cash Flow Summary Report – redesigned to show summary of cash flow for all properties of an Owner.

Trust Report by Owner – shows Owner transactions for all ledgers in date order.

Property Cash Flow Detail Report - redesigned to show detail or summary transactions by property.

Scheduler Report – shows all scheduled activities between any two dates for any rental.

Vendor Checks – shows all checks entered or printed for a specific vendor or all vendors.

Deposit Detail and Ticket – print on your own pre-printed deposit ticket or print a deposit report.

Tenant Cash Flow Summary – get a summary of all tenant transactions sorted by Owner.

Owner Checks Entered report - to see what checks to print with available funds.

Unit MTD/YTD report - for easy comparison of income between rental units.

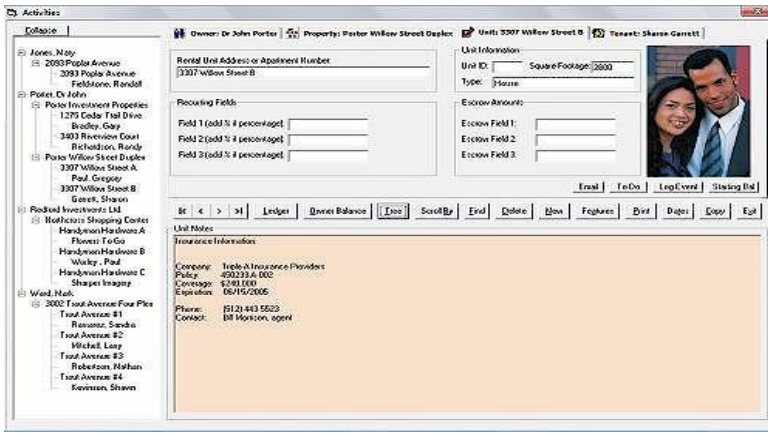
Improved Account Listing report - to include all current accounts plus subtotals.

Other Improvements:

- Check Reconciliation allows user to exit RECONCILE and remembers cleared checks.
- The Reminder System screen was redesigned for easier use.
- DirectPAY option capabilities were added for online payments.
- Revised centering of phone numbers and email addresses on reports.
- Improved PDF emailing format for certain Owner reports.
- Revised Check/Deposit section to improve ease of deletion.
- Revised PAY OWNERS screen and put debit current balances in red text.
- Quicken check style modified to be more compatible.
- Added warning to Account Defaults screen when user changes default account.
- Check Register now allows user to change the date, remark, or invoice. (Register button)
- Added drop-down sort to checks and deposits by Unit Address or Tenant Name.
- Added additional safeguards to check integrity of database and repair.
- Add ability to add new Vendors while in the Check Entry screen.
- Added Rent Due Date range and date options to Rent Charge screen.

Version 6.0 Improvements included in your New Version 8 Update...

New Tabbed Interface for Owners, Properties, Units and Tenants!



This improved screen allows you to quickly update your information and transactions. Changes can be made immediately without having to 'edit' and 'save' because your changes are saved automatically.

The tree can be toggled on and off allowing for quick access to your Owners and Tenants.

Automatically display a default image for each property, and each rental unit.

Pay Owners in seconds using the new Owner Payment screen

Pay one or all of your Owners in seconds. Show all balances due for each Owner, and click on 'Create Checks' to pay. Now you can also write checks to Owners based on the percentage of Ownership.

Show Amounts: The column labeled 'Amount to Pay' is the amount of the check that will be created. By default, the Tenant File will calculate that amount for you, but if you select 'Zero ALL amounts to pay', the amounts will be set to zero, so you can enter the amounts yourself.

Note: The amount that is calculated will take into consideration the 'Minimum Balance' field, (which is entered in the Owner Information in the Activities Screen). If you have a minimum balance amount entered, the amount due to the Owner will be reduced by that amount.

Display Options: With this option, you can show all Owners, whether they are due a check or not, or you can display only the Owners with money due.

The Options allow for great flexibility in paying your Owners. You can choose to pay by Owner, by Property, or by Rental Unit. Each option is explained in detail, show you should be sure to choose the option you use carefully. It will affect the number of checks created for an Owner and the amount that is paid.

Also, you can allocate the full check to the 'Primary' Owner, or you can divide the payment based on the percentages of ownership that you set up in the Owner Information screen.

Date for Checks: This is the date that will show on the check and in the transactions that are posted.

Show Owner Balance Details: For whatever row that your cursor is currently on, you can take a look at exactly how the 'Amount to Pay' number was calculated. It shows detail of every Owner, Property, and Unit Ledger for the selected Owner. Remember, that if you have entered a 'Minimum Balance' in the Owner Information, that amount will be subtracted from the Amount to Pay.

Create Checks to Owners NOW: Click this button to begin creating the Owner checks. They can be found by clicking Checks/Deposits from the Main Menu.

Post CAM (Common Area Maintenance) CHARGES

With the new flexible CAM charge feature, you can post charges based on lease square footage, total square footage, divide the costs evenly and more. You can opt to change the CAM charges to just the Tenants of one Owner, one Property, or individual Tenants. You can use any account category in the Tenant File, and charge to Owners, Properties, or individual Units and Tenants.

CAM (Common Area Maintenance) charges are expenses that are divided amount a group of Tenants. They are usually expenses such as building maintenance, insurance, or taxes. The only account categories that you can use in the Tenant File are accounts that are posted to the Tenant Ledger, so be sure you have at least one CAM account set up under the Preferences/Edit Accounts selection from the Main Menu. The charges are allocated by

Owner, so if an Owner has 1 Rental Unit, that Tenant will get the full charge, but if another Owner has 4 Rental Units, the charge will be split 4 ways.

Select how to allocate the CAM charges: There are several ways to divide the charges, and here you choose the method you want to use. If you choose to use a Recurring Field (1,2,or 3), the Tenant File will post the amount that you have entered under each Unit Ledger for that Recurring Field. If you entered a percent sign after the amount (such as 10%), the amount posted will be a percentage of the Tenant's payment amount; otherwise, the amount posted will be a flat fee.

Charge to: Here you have the option to charge the CAM charge only to the Tenants set up under one or more Owners, the Tenants set up under one or more Properties, or individual Tenants and Rental Units. Just enter a checkmark on the right side of the screen for your choices.

Account Selected Information: When you click the 'Choose Account' button, you will see the accounts that you have set up for CAM posting. Click on a specific Account Category (not the checkbox) to view the details for that specific account. Click on the 'checkbox' to create or delete an account. For each account you select, the Tenant File will make a separate charge to the Tenant's Ledger. If you want separate transactions for more detailed reporting, create separate accounts, otherwise, create one main CAM charge for all.

For example: You charge a specific Owner's Tenants for Maintenance, Taxes, and Insurance once a month.

The yearly charge of all 3 combined is \$12,000, and you have 6 Tenants for this Owner. That means each month, a \$1,000 (12k / 12 months) charge would need to be divided amount that Owner's Tenants.

Under 'select how to allocate', you would choose if you want the charge divided evenly among the 6 Tenants, base it on each Tenant's total of the total square footage, include only leased units, etc. Under 'Charge to' you would choose 'All Tenants of one or more Owners, and choose the Owner's name from the list.

Lastly you would select the account. You have 2 choices:

#1. If you want one transaction to appear in the ledger for each Tenant, you would set up one account for all 3 charges (Maintenance, Taxes, and Insurance) and call it something like 'Monthly CAM Charges'. Then click the 'Choose Accounts' button and set up this charge, using the amount \$1,000.

#2. If you want detail of the transactions for more detailed reporting, you would set up 3 accounts, one for 'Maintenance Fees', another for 'Monthly Taxes', and another for 'Insurance Fees'. Then click the 'Choose Accounts' button and set each of these up. The 'total' for all 3 would add up to \$1,000. You will see that total next to the 'TOTAL amount to be allocated' field.

Your settings are saved, so you only have to set this up once. Each month, you would need to enter this screen and click the 'Post CAM Charges NOW' button. Of course, if you only charge CAM charges once a quarter or once a year, you would divide the total \$12,000.00 charge differently.

Note: Be sure to do a small test when you first set up your CAM charges, to be sure it is posting the way you want it to.

Transaction Finder

The Transaction Finder is a great way to search for specific postings in your ledgers, or to delete postings that you made in error. You can search for a transaction by several criteria, such as the date of the posting, the account category used, all or part of the remark, the check number, the amount, or the type of ledger it was posted to. There are specific instructions on screen as to how to enter the criteria that you are searching for. Be very careful when deleting transactions on this screen, and be sure you have a backup first.

Checks and Deposits

Adding new checks or deposits or editing previously entered checks can be done by clicking the 'Checks' button, or 'Add/Edit' from the 'Checks/Deposits' Selection in the 'Activities' Menu. You will be presented with a check form showing any Entered Checks.

'Entered' checks are checks that have been entered into the system but have not yet been printed nor posted to any ledger - that will be done immediately after the checks are printed. You will be able to scroll through the Entered checks by clicking onto the 'First', 'Previous', 'Next' or 'Last' bars at the bottom of the grid.

You can also view all Printed Checks by changing the display selection to 'Printed' instead of 'Entered'.

There is also a button labeled 'Owner Balance'. By pressing this button you can see the current Owner Balance for the Owner of the Property or Unit the check is to be posted to. Also displayed are all Owner, Property, and Unit Ledger balances for the same Owner. This will help you determine if there are enough funds for the check you are working with.

Check and Deposit screen allows you to create one split check or deposit posted to any combination of Owners, Properties, Units, or Tenants.

Check Reconciliation screen makes balancing to your bank statement easier than ever.

The bank reconciliation screen makes it easy to clear pending checks with a click or to clear all checks at once. As each check is cleared, your balance is updated until you are in balance with your bank statement. Plus, there is a new Check Reconciliation report in the report printing section that you can print to keep a record of your reconciliation history.

The steps for reconciliation are as follows:

Step 1: Display the Bank Register by clicking on the 'Register' button from the Main Menu.

Step 2: Select the account that you wish to reconcile. Your main Property Management Account is the default account that will always show when you click into the Register. Click the drop-down and select a different account if you are not balancing your main account.

Step 3: Click 'Add Bank Charges and Credits' to enter in any bank fees (i.e. monthly service fees) as a DEBIT and bank income (i.e. Interest Earned) as a CREDIT.

Step 4: Click the 'Reconcile' button. The Beginning Balance field will be the total of all previously reconciled checks and deposits.

Step 5: Find the Ending Balance on your Bank Statement and enter it in the 'Ending Bank Balance' field.

Note: You will see a display of all checks and deposits that are currently PENDING, including any bank charges and credits that you have just entered.

Step 6: Compare the transactions listed in the Reconciliation section to the checks and deposits that have cleared your bank. Find all checks and deposits that match the transactions on the statement and click the transaction to mark it as cleared.

Note: Make sure that the transaction that **you** clear matches exactly (dollar and cents) to the amount listed on the statement.

Note: If you determine that some amounts do not match exactly, you will need to leave the Reconciliation section and correct the transactions. Once corrected, click into RECONCILE and follow the above instructions. Likewise, if you find a transaction on your Bank Statement that is not shown in the listing in the Reconcile, you will need to leave the Reconciliation section and find the transaction that was not entered into the Tenant File. Once you have entered the transaction, click into REGISTER and RECONCILE and follow the above instructions.

Note: Once you have cleared all checks and deposits and have verified that they match all checks and deposits that have cleared as per your Bank Statement, the total will be calculated and entered into the CLEARED field of your Reconciliation window.

Note: The difference between the Ending Balance plus all Cleared checks and deposits and the Ending Bank Balance will display in the window called DIFFERENCE.

Step 7: If the amount is \$0.00 you have reconciled the Tenant File checking account with your Bank Statement. Click 'Exit'. At this point, you can run a Reconciliation Report found in the REPORTS section, under the CHECKS/DEPOSITS report type.

Note: If the amount is not zero, your Tenant File Account is not in balance with your Bank Statement. You will need to determine if there are any checks or deposits that have not been entered into the Tenant File but show up as a Cleared transaction in your Bank Statement. Or you may have a check or deposit that was cleared in error in the Tenant File register but does not show up in your Bank Statement. You would need to exit the Reconciliation Section and correct any mistakes.

Display an image for *each* Property and Unit, plus store *unlimited* graphics and documents tied to each Rental Unit.



You can have any number of images, such as Tenant photos, Tenant autos, interior and exterior photos, property condition photos, or advertising photos *and* documents stored for each of your rental units. It is easy to insert the images or to set the default image that will show each time the rental property is accessed. The image is resized for you, and can be shown full size and printed. The Tenant File features section is the easy way to always keep your information on interior and exterior features handy and organized.

Images are linked to each Rental Unit Address (and one per Property), and will display whenever you press 'Features'. You will need to have a digital camera, image capture device, or scanner that creates the standard (BMP, JPG, or GIF) image files.

How to Link an Image: If you already have digital images from a camera or scanner on your computer, you are ready to link that image to one of your Rental Units or Properties. Just click on the 'Link a New File' button.

Step 1: This is where you will browse to the image on your computer and select it for insertion.

Step 2: Here you will choose whether to link the image to a Rental Unit or Property. While a Rental Unit can have any number of images, a Property can have one per Property.

Step 3: Create a name for the image. Choose a descriptive name, so that you can remember this image.

Select Link: This choice will give you a list of your Rental Units or Properties to choose from. This step actually links the image by creating a filename for the image that combines the unique ID# and the name you gave the image.

Additional improvements...

There is now one place where you can set all of your 'default' account options. These work throughout the program. For example, you can set the 'Rent Received' account to always use the same remark, including the current month, such as: **Proceeds for (current month)**.

New Easy Setup screen lets you add new Owners, Properties, Units, and Tenants quickly and on one screen. Perfect for quick setup of multiple rentals with minimal information.

Expanded field sizes for Owner Last Name (from 30 to 60), Rental Unit (from 30 to 60), Tenant Last Name (from 30 to 60), and the Check Payee field (30 to 60).

Handwritten checks can now be posted as 'split checks' allowing you to create one check and post to any Owner, Property, Unit, or Tenant Ledger.

The Unit Number field has been changed to 'Unit ID' allowing for custom sort options, such as in the User Defined Report.

Automatic 'Post Rent Charges' now allows you to specify a due date for posting. Also, there is an option for the Tenant File to automatically charge rent each day without any user interaction at all.

Added Include/Exclude feature to the Report Menu, so that you can hide reports that you don't use, making report selection easier and faster.

Added sort option to the Check Printing screen, so that you can print checks in Date Order, Payee Name Order, Check Amount Order, or Entry Date Order.

Added another check style to check setup for a check, a style that is commonly used for Quicken compatible checks.

Added a new Tenant 2 choice to the 'Find' button in the ledgers, so that you can find a ledger by the second Tenant name in the Tenant Information.

Owner, Property, Unit, and Tenant Information fields now do not require you to click 'Edit' and 'Save' any more. Just enter your information and the data is automatically saved.

New 6.0 Reports....

Ledger Balances (Detail by Date Range): Similar to the Ledger Balances (Current Report), allows a date range and shows every detailed transaction.

Ledger Balances (Summary by Date Range): Similar to the Ledger Balances (Current Report), this report shows a summary of transactions.

Owner Statement Detail (by Property): Similar to the Owner Statement Detail, but is oriented by Property Name instead of Owner Name.

Unit Income/Expense Listing: Displays Owner, Property, Unit and Tenant Names, Payment, Income and Expenses, plus the Net Balance for each Rental Unit. Allows Date Ranges.

Property I/E Listing: Displays Owner and Property, Income and Expenses, plus the Net Balance for each Property. Allows Date Ranges.

Check Reconciliation - Cleared Detail: Displays all Cleared Checks and Deposits within a date range for any bank account showing Check Detail.

Check Reconciliation - Pending Checks: Displays all Pending Checks and Deposits within a date range for any bank account showing Check Detail.

Check Reconciliation - Summary: Displays a summary showing Cleared Transactions, Bank Balances, Pending Transactions, and Register Balance.

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DirectPAY option 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 option 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.

RentalWIZ option 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 partnership with the American Apartment Owners Association. Run previous rental history, criminal background checks, and credit reports.

Work Order Program - Keep detailed track of each Work Order, Create Checks in multiple Bank Accounts, and email Vendors instantly! For Tenant File Versions 8.

Word Processor - Create and modify over 150 prewritten property management forms that can be customized for your preferences. Easy to print mass letters. Integrated with your Tenant File information.

TF1099MISC-E - Quickly create 1099 forms for your Owners or Contractors. Using pre-printed forms, it compiles and enters your info for your 1099 MISC forms and the supplemental 1096 form. Export your data to CSV to eFile through 3rd party vendors. Also prints helpful income reports. **Newly updated version prints forms by Ownership Percentage.**

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

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For specific questions on how to use the Tenant File, click into HELP from the MAIN MENU and select USER'S GUIDE. The complete User's 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 at the cost of \$60.00 per session. See our website at www.TenantFile.com and click into SUPPORT for 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 will help.

Thank you for using the Tenant File!