

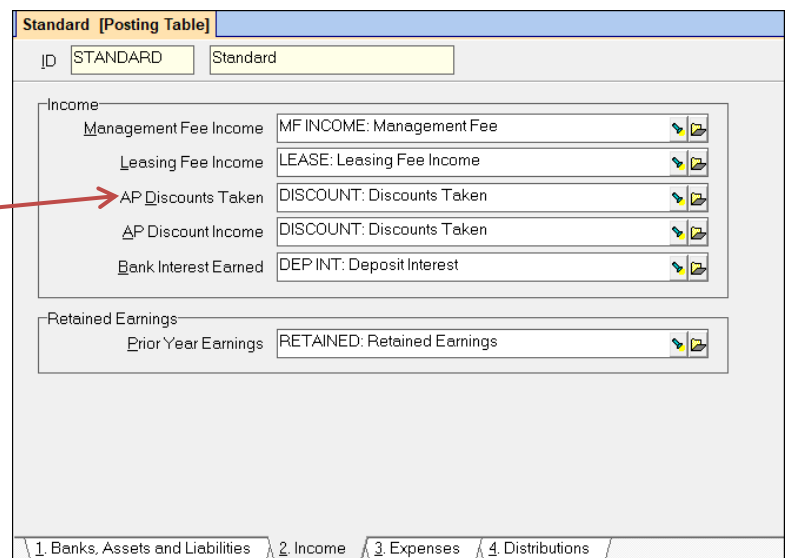
Overview

This document explains how to mark up a vendor invoice.

If your management contract with the owner calls for marking up vendor invoices a percentage for coordinating and follow-up, do the following:

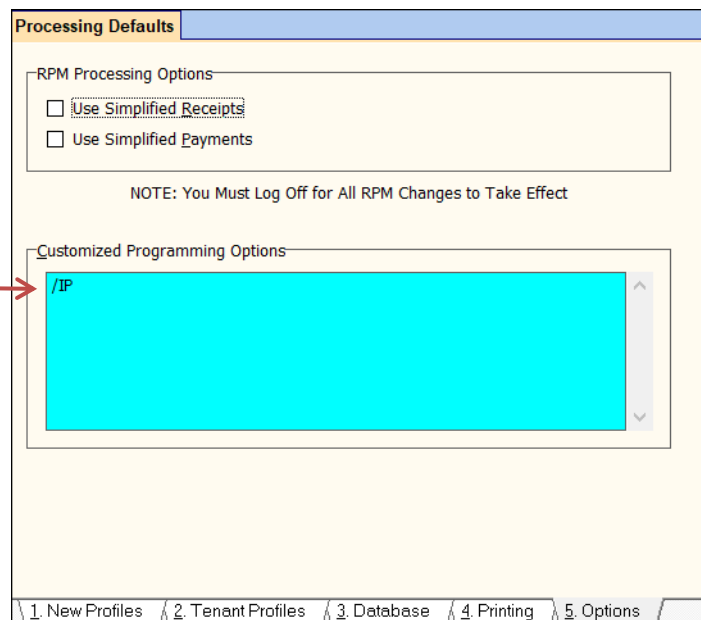
One Time

1. Go to Setup, Posting Table, highlight the Posting Table and click Edit.
2. Select tab 2, Income.
3. Click the Folder button for AP Discount Taken.
4. Change the ID and Long Description to whatever words/label you want to use for the percent markup. Save.
5. Got to Setup, Processing Defaults.. tab 5 – RPM Options.
6. Enter “/IP” in the Customized Programming options field – do not include the quotation marks.
7. Save.



Standard [Posting Table]	
ID	STANDARD Standard
Income	
Management Fee Income	MF INCOME: Management Fee
Leasing Fee Income	LEASE: Leasing Fee Income
AP Discounts Taken	DISCOUNT: Discounts Taken
AP Discount Income	DISCOUNT: Discounts Taken
Bank Interest Earned	DEP INT: Deposit Interest
Retained Earnings	
Prior Year Earnings	RETAINED: Retained Earnings

1. Banks, Assets and Liabilities 2. Income 3. Expenses 4. Distributions



Processing Defaults

RPM Processing Options

Use Simplified Receipts

Use Simplified Payments

NOTE: You Must Log Off for All RPM Changes to Take Effect

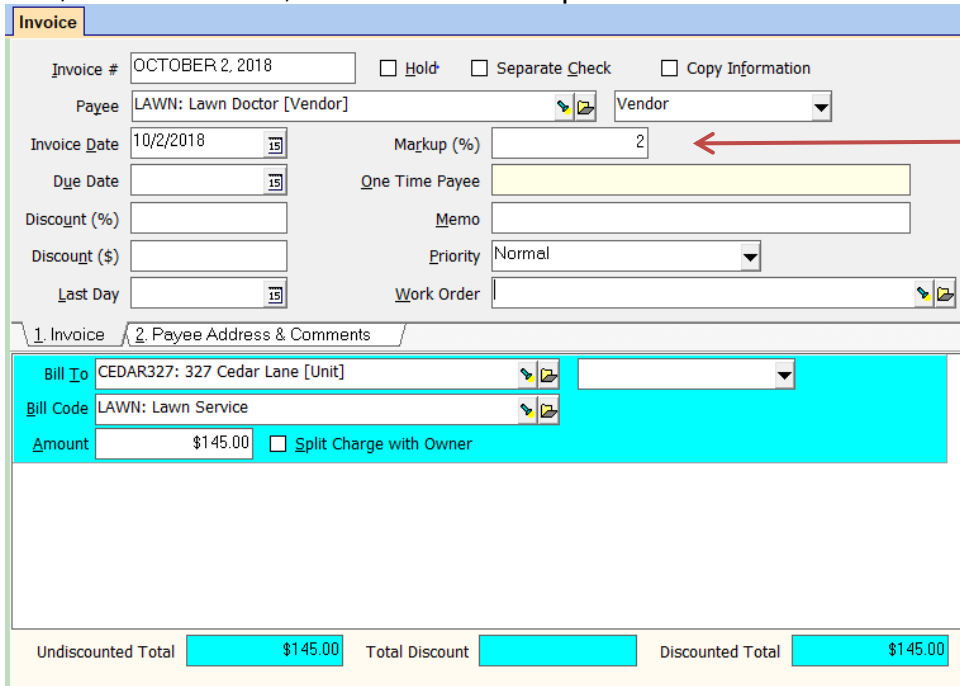
Customized Programming Options

/IP

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing 5. Options

Each Time (for each invoice)

1. On the AP, Invoice screen, enter the % markup in the Insurance Premium (%) field.



Invoice # OCTOBER 2, 2018 Hold Separate Check Copy Information

Payee LAWN: Lawn Doctor [Vendor] Vendor

Invoice Date 10/2/2018 Markup (%) 2

Due Date One Time Payee

Discount (%) Memo

Discount (\$) Priority Normal

Last Day Work Order

1. Invoice 2. Payee Address & Comments

Bill To CEDAR327: 327 Cedar Lane [Unit]

Bill Code LAWN: Lawn Service

Amount \$145.00 Split Charge with Owner

Undiscounted Total \$145.00 Total Discount Discounted Total \$145.00

2. When the invoice is posted, the invoice amount is the amount of the invoice plus the premium amount. A Credit Memo to the vendor in the amount of the premium amount is also posted.

Invoice History					
DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
10/2/2018	OCTOBER 2, 2018	Lawn Doctor [Vendor]	\$147.90		

Type	Payer	Bill Code	Amount	Memo
Payable	CEDAR327: 327 Cedar Lane	Lawn Service	\$147.90	

Invoice History					
DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
10/2/2018	OCTOBER 2, 2018	Lawn Doctor [Vendor]	\$2.90		Deduction

Type	Payer	Bill Code	Amount	Memo
Apply Credit	PM LEDGER: Property Manag	Apply Credit	\$2.90	Deduction

- When the invoice is paid, the vendor will receive a check for the full amount of the invoice. The owner/property ledger will be charged the invoice amount plus the markup percentage for the chosen Bill To. The Management Group will receive the markup amount as Income for whatever account code was set in the Posting Table.

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Owner Edit by Control

Unit: Show Only Transactions for This Unit

Operating	\$769.82	Payables		Assets		<input checked="" type="radio"/> Cash
Cash	\$769.82	Receivables	\$2,520.00	Liabilities		<input type="radio"/> Accrual
Escrow	\$2,015.00	Deposits	\$2,015.00	Reserve		<input type="radio"/> Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
10/2/2018	Lawn Service	\$147.90		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane

General Ledger History

Ledger: PM LEDGER: Property Management [Management Group] Management Group Edit by Control

Unit: Show Only Transactions for This Unit

Operating	\$2,051.63	Payables		Assets		<input checked="" type="radio"/> Cash
Cash	\$2,051.63	Receivables	\$25.00	Liabilities		<input type="radio"/> Accrual
Escrow		Deposits		Reserve		<input type="radio"/> Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
10/2/2018	Discounts Taken		\$2.90		PM LEDGER: Property Management

Note: Keep in mind that once posted, the credit memo is separate from the invoice, so if you void the invoice, you must also void the credit memo.