

Moveout Wizard:

PM2000's Moveout Wizard allows managers to quickly vacate Units based on expiring leases.

Using a wizard selection screen, managers can search for expiring leases on all Properties, a range of Properties, or a single Property.

A Lease Termination Date Range can also be established.

A unique feature of Moveout Wizard is its ability to quickly apply charges to deposits. If a Tenant has accrued more charges than deposits held, a charge will remain in the system. However, if deposits held are

greater than outstanding charges, a Tenant Payable will be issued. The PM2000 system will automatically create an Accounts Payable Vendor with the Tenant's Tenant

Number and a payable invoice will automatically be created.

Once Selection Options have been made, the results will display the Tenant, Property, and Unit of the leases

meeting the selection criteria. The Net Due Column displays whether the Tenant still owes for charges or if a payable should be issued.

Selection	All	Starting	Ending
Tenant Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Property Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lease Termination Date	<input checked="" type="checkbox"/>	09/10/02	09/10/02
Select Month to Month Leases	<input type="checkbox"/>		
Select to Apply Charges	<input checked="" type="checkbox"/>		
Select to Create Payable	<input checked="" type="checkbox"/>		

Quick Facts

- Automatically apply outstanding charges to deposits held and issue a tenant payable as necessary
- Selection criteria include Property Code, Lease Termination Date, Apply Charges, and Create Payable

Helpful Hints

- By clicking on any of the amounts due, a reconciliation of outstanding charges and deposits held is displayed and totaled to confirm the amount due to or from the Tenant.

Reports with this Data:

- *Batch Moveout Register*

Quickly Move Out Groups of Tenants

The Batch Moveout Wizard allows you to select a group of tenants to moveout. Choose to automatically apply unpaid charges to deposits and credits. Choose to create Accounts Payable invoices for amounts due.

Selection Options

Selection	All	Starting	Ending
Tenant Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Property Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Lease Termination Date	<input checked="" type="checkbox"/>	09/10/02	09/10/02
Select Month to Month Leases	<input type="checkbox"/>		
Select to Apply Charges	<input checked="" type="checkbox"/>		
Select to Create Payable	<input checked="" type="checkbox"/>		

Next Cancel

Batch Moveout Wizard - Selection Screen

The Batch Moveout Wizard Selection Screen allows managers to select from a range of Properties and a range of Lease Expiration Dates.

Selecting to apply charges and create a tenant payable will select any charges due by the tenant and apply them against deposits held and create a tenant payable if necessary.

Select to create invoice in accounts payable for the balance due to tenant.
Select to apply prepayments and deposits to outstanding charges.
Select to moveout tenant.

Tenant No	Name	Property	Unit	Start Date	End Date	Net Due	Sel	Appl	Pay
ABF	American Business Futures	MAIN	STE101	08/31/96	12/31/02	4,693.51	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Next Cancel

Batch Moveout Wizard - Selections

The query results will display the Tenant, Property, and Unit of the lease selected. It will show the lease expiration date as well as the amount due from the tenant or to the tenant.

Managers may select or deselect leases and their options. Click on the Net Due amount to drill down to detail of Rent Due, Other Charges Due, and Deposits.

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