

# Lease Billing:

PM2000 offers managers a built-in billing system that takes the hassle out of rent and miscellaneous charge billing.

Lease Selection provides an easy to use screen with all the options needed to bill Tenants in an organized and timely manner.

The selection options available allow managers to narrow the search based on:

- Tenant: Select all Tenants, a range of Tenants, or a specific Tenant.
- Property: Select all Properties, a range of Properties, or a specific Property.
- Billing Sensitivity: Select To the Day or in the Month of the lease billing date.

Lease Billing is used not only for regular monthly charges, but also for Pass-Thru and Reimbursement Charges entered through Accounts Payable.

Managers can choose to include Pass-Thru and Reimbursement charges on the invoice with regular monthly charges or bill them separately on their own billing cycle. If desired, Reimbursements can even be

summarized by Allocation Code on the Invoice.

The Pending Button allows managers to view Reimbursement charges which have been allocated to tenants, but not yet billed before choosing whether to generate Reimbursement Billing.

## Quick Facts

- Easily bill periodic charges such as monthly rents, quarterly parking rents, or Property taxes.
- Choose to bill Reimbursements and Pass-Thrus with periodic charges or independently as needed.



### Frequently Asked Question

Occasionally, expenses paid by management must be passed through to Tenants. Can PM2000 handle pass-through billings?

### Answer:

Modifications have been made to Accounts Payable Invoice Data Entry allowing users to identify a charge as Pass-thru and select a Tenant to whom it will be billed. At this time an automatic billing item is created and can be billed to the Tenant through Lease Billing Selection. As always Pass-Thrus can be billed separately or with regular monthly billings.

# Lease Selection, Review, & Billing

**Property Management Options - Main**

Property Categories:

Code	Description	Default Turn Leases to Mo to Mo
R	RESIDENTIAL	<input checked="" type="checkbox"/>
C	COMMERCIAL	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Default Turn Leases to Mo to Mo   
 Annualized Square Footage   
 Disable Next Billing Date Validation   
 Allow Alternative Billing Period   
 Default Reimbursable Markup Percent: 2.500%

G/L Account Overrides:

Account	Reimbursable exp
Reimbursable Billings: 4030-000	<input checked="" type="checkbox"/>
Pass thru Expenses: 4030-000	<input checked="" type="checkbox"/>
Pass thru Billings: 4030-000	<input checked="" type="checkbox"/>
Receipt Prepayments	<input type="checkbox"/>

Buttons: Accept, Cancel, Help, PM2

Property Management Options - Main  
 Establish Default General Ledger Account Assignments for Reimbursable Billings, Pass-thru Income and Expenses as well as rent Pre-payments. Options to use alternative billing periods for rent charges to tenants such as quarterly and annually are available here as well.

**Property Management Options - Additional**

Billing Selections and Pinning:

Default Billing Sensitivity: In the Month  
 Next Asset Number:   
 Include Balance Due Charges:   
 A/P Division when creating tenant payable:

Late Fee Defaults:

Tier	One Time	Recurring
Tier 1 - Late Fees	<input checked="" type="radio"/>	<input type="radio"/>
Tier 2 - Late Fees 2	<input checked="" type="radio"/>	<input type="radio"/>
Tier 3 - Late Fees 3	<input checked="" type="radio"/>	<input type="radio"/>
Tier 4 - Calculation Per Day	<input checked="" type="radio"/>	<input type="radio"/>

Buttons: Accept, Cancel, Help, PM2, 09/10/2002

Property Management Options - Additional  
 Establish up to two years of default CPI indexes for tenants whose rent is adjusted by the Consumer Price Index. These options allow you to include unpaid balance forward on current month billing invoices.

**Lease Charge Selection**

Invoice Date: 09/10/02  
 Next Invoice Number: 0000794  
 Rate Selection Date: 09/10/02

Select Lease Charges Using the Following Options:

Tenant Number  Starting:  Ending:   
 Property Code    
 Day of Month    
 Billing Cycles: All  
 Billing Sensitivity: In the Month  
 Invoice Comment: CHARGES FOR SEPTEMBER

Include Pass-thru - Mgmt Charges? No  
 Include Reimbursement Charges? No Sunvize Charges   
 Select Reimbursement Charges From:  To: 12/31/99

Buttons: Proceed, Cancel, Clear, PM2

Lease Charge Selection  
 In addition to charges, billing can be generated for pass-thru and reimbursement charges at the same time or separately. Use the pending button to view charges allocated but not yet billed.

**Late Payment Fees Entry**

Lease: BROWN JOHN BROWN  
 Property Code: SALVANG 201 Salvang St Apartments  
 Unit Code: UNIT 5 JOHN BROWN

Days After Due Date	Amount	Percentage	Calculation of Late Payment Fees
Late Fees 1	.00	5.000%	128.85
Late Fees 2	.00	.000%	.00
Late Fees 3	.00	.000%	.00
Calculation Per Day	.00		.00

Amount Due: 2,577.00  
 Late Payment Fees Applied: 128.85

Invoice No	Tier 1 Amount	Tier 2 Amount	Tier 3 Amount	Tier 4 Amount
0000729-IN	42.95	.00	.00	.00
0000754-IN	42.95	.00	.00	.00
0000787-IN	42.95	.00	.00	.00

Buttons: Accept, Cancel, Delete, PM2

Late Payment Fees Entry  
 This screen, found in the Billing Menu of the Property Management Module allows managers to enter Tenant Late Fees on an as needed basis.