

Overview

You can receipt tenancy monies in VaultRE either manually or automatically.

When you receipt monies, this is possible from multiple screens. In this article, we will run through how to create a manual receipt from the Property/Management screen.

Note: To receipt money received from a tenant, an owner must be attached/linked to the property

1. Search **Property > Tenancy/Management**
2. Scroll down to the bottom of the page & click on **Receipt Monies**



3. **Add Details** on the receipt screen

Receipt Monies - 99 High Road Halls Gap

Date:	<input type="text" value="20/09/2021"/>	Deposit Into:	<input type="text" value="Sonia Real Estate PM Trust"/>
Receipt Type:	<input type="text" value="Tenancy/Rent/Bond"/>		
From:	<input type="text" value="Tenant: Jack Johnson"/>		
Amount:	<input type="text" value="\$ 1,520.83"/>	Receipt#:	<input type="text" value="74"/>
	<input type="checkbox"/> Owner is contributing to rent (eg Centrepay)		
Method:	<input type="text" value="EFT/BPay/CCard"/>	Ref #	<input type="text" value="Rent"/>
Notes:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>		
Received By:	<input type="text" value="Sonia Woodhead"/>		

- Date: Will automatically default to yesterday date (can be changed to today if received a cheque/cash)
- Deposit Into: Select the Trust Account
- Receipt Type: Tenancy/Rent/Bond or Ownership
- From: Tenant, Owner or Other
- Amount: Amount received. A Rent Calculator is available but can only be used when receipting from Property
- Receipt #: Show ref number
- Tick if Owner is contributing to rent (eg Centrepay)
- Method: EFT/BPay/CCard, Cash or Cheque
- Ref #: To add additional reference
- Notes: Any additional notes

Then you have the **Allocation**:

Note: By default the amount received will all automatically allocate to rent incl rent credit

Allocation:

	Rent Summary	Paid To		
<input checked="" type="checkbox"/>	Rent: \$1520.83 Monthly	30/10/2021	\$	1520.83

	Invoice Details	Inv Ref	Due	Amount	Owing
	None				

	Bond		
<input type="checkbox"/>	Bond (Due \$1,000)	\$	0.00

	Unallocated		
<input type="checkbox"/>	Unallocated monies (Invoice Credits)	\$	0.00

Save
Close

Rent: Will allocate all money to rent

- Invoice Details: Allocate to an invoice
- Bond: Allocate to outstanding bond
- Unallocated Monies (Invoice Credits): Funds will sit as unallocated which is not paid to the owner and will be held in trust until you allocate the funds at a later stage

4. Save

Note: If you receipt all monies received from the tenant into weekly rent and it doesn't equal a full week's rent, the remaining funds will then sit on the Rent Credit waiting for the funds to be enough for a full week

"Rent paid Until with Credit" is the paid to date calculated using the current credit balance. This money will form part of the owner balance and can be paid to the owner

This will be visible on the **Property > Tenancy Management > General** screen

01 Aug 2021		31 Oct 2021
01 Aug 2021	Tenancy End	
\$440.00 pw ⓘ	Rent Paid Until	03/12/2021 ⓘ CR \$100.00
	Paid Until with Credit	04/12/2021 CR \$37.14

Direct Debit - Next Due 15/09/2021