

5 Tips To Help With Move-In & Bookkeeping in PCHomes

Here are five tips that will help you with controlling move-ins and bookkeeping



Tip Number 1.....

Make life easy for yourself.

On a new contract you should be able to click New then Save and start collecting rent etc. It could be as easy as that!

Of course it isn't, but you can try to train people....

So Click New to create the contract, then check that the Landlord and Tenants have come through. Check the Deposit, the Rent and your Fees, the Tenancy Period and Minimum period. Then Save it.

You won't be able to save the record if some of these are missing or inconsistent - but it is quicker to check first.

All of this data should come through from the property correctly if "front office" do their job properly – so bring systemic weaknesses to their attention gently.





Tip Number 2.....

Look after the business

The company wants to get paid for their services. They get paid because you have raised the invoices. So do that first.

Raise up the Tenant Fee invoice and any up-front fees for the Landlord. Tenant Fee button is bottom-left on the screen, Landlord Fee is in the right-hand column of buttons towards the top.

Once you have these invoices in place, the money flows naturally.

Pro-trick – schedule them now so you never forget your renewals. It is far easier to delete 20 of them than explain why 1 got forgotten.

The Landlord fee / charges will be swept up when you pay over the rent, so no need to worry about them again.

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et Type AST 60 Holding Deposit S00.00 Periods Monthly Periods Monthly Periods							
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Tip Number 3.....

The Tenant Receipt Screen – All In One Go!! (My Favourite)

You will be reminded to collect any outstanding invoices for the tenants every time you use the Tenant Receipt screen - e.g. whenever you post the holding deposit or balance of monies due.

Just remember to change the dates (that appear when you input a value) to the date when you expect to make the transfer to Deposit / Office accounts.

Keep using the Tenant receipt screen until it all settles down.... With luck, in Month 2.

You can adjust rent due dates easily from here, provided that the right rent has been received.

Just remember that rent input here is an agreed amount of money for an agreed period. 6 days, 6 weeks or 6 months upfront – just plug the numbers and the dates in on this screen – you do not have to change anything else.

Keep the transfer dates straight for easy reconciliation. In fact the reconciliation will remind you to make the transfer, if you overlook it.



🌛 Tenant Receipt				[- • ×
Contract	0000155HOW_	Active, 22-JAN-2016 -> 21-JAN-2017			
Property	SHOW_000011	Flat 1 Mansion House 11 Pinnel Road Eltha	m SE9 6AR		
Landlord	Happy Landlord	Mr Happy Landlord			
Tenant	Rental 1 Applicant 1	Mr Rental 1 Applice	-		
Bank Account	40000	l C' pank		elow is bank transfer info be supplied for the transfe	
Narrative	Tenant Receipt		c	orrect bank accounts. Ea	
Total Amount	2,623.33 🚔 Date	20/01/2016 BACS		e specified individually.	
Rent	2,383.33 羮 Start Date	22/01/2016 Cnd Date 21/02	/2016		
	Se	et next payment due date for rent to 22/02	/2016		
Rent Narrative	Rent				
Security Deposit	t 0.00 🚔 Deposit has	already been taken.		_	
Tenant Fee(s)	240.00 🚔 Net Value	200.00 🍨 VAT Sales 💌	40.00 🚔 B	ank Transfer Date 20/0	1/2016
Fee Narrative	Charge		T	ype BAC	5 🔹
Commission Due to	Agent. NB This is NOT part of the pa	ayment total. It represents 10.0	0% of the rent		Save Receipt
Landlord Fee	286.00 🚔 Net Value	238.33 🍨 VAT Sales 💌	47.67 🚔		2446 Receipt
Fee Narrative	Fee				⊆lose

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Tip Number 4.....

Keep it all tidy : Authorise & collect them fees asap

Raise any invoices as soon as possible. Deleting / editing the odd one raised in error is far easier than adjusting statements and payments where you have missed one completely.

Commit your fees and Authorise recharges as soon as possible – invoices that remain on those lists will be on contracts where there is trouble / a story to tell. If there is only a handful then you will know what each issue is and be well placed to resolve it.

If you let the lists build up – you won't know what is going on. Collecting your fees asap won't hurt.

You can see from the screenshot opposite that one of the fees could not be committed which means there is a story to tell.

Before Committing Commit Fees Date Type Trx _ Date From / / 1 Date To 11 0-0 Refresh Selected Amount @ Narrative Person/Co. Property 18.90 Fee 01/02/2012 Mr Student Landlord 1 56 Burleigh Road St Ives PE27 18.90 Fee 01/03/2012 Mr Student Landlord 1 56 Burleigh Road St Ives PE27 Tick <u>A</u>ll 26.46 Fee V 01/03/2012 Mr Student Landlord 1 56 Burleigh Road St Ives PE27 50.40 Fee The Beaches New Road Melbou Un-Tick All V 01/03/2012 Mr The Landlord 4 26.46 Fee V 01/04/2012 Mr Student Landlord 1 56 Burleigh Road St Ives PE27 Reverse Ticks V 01/04/2012 50.40 Fee Mr The Landlord 4 The Beaches New Road Melbou V 01/04/2012 25.20 Fee Mr Student Landlord 1 56 Burleigh Road St Ives PE27 Tick Range 13.02 Fee V 01/0 /2012 Mr Student Landlord 1 56 Burleigh Road St Ives PE27 53.56 Fee V 01/0 /2012 Mr The Landlord 6 4a The Broadway St Ives PE27 V 01/04/2012 71.40 Fee 24 Granta Close St Ives PE27 Mr The Landlord 1 01/04/2012 57.12 Fee Mr The Landlord 5 36 Crown Walk St Ives PE27 25.20 Fee 01/05/2012 Mr Student Landlord 56 Burleigh Road St Ives PE27 01/05/2012 13.02 Fee Mr Student Landlord 1 56 Burleigh Road St Ives PE27 V 01/05/2012 53.56 Fee Mr The Landlord 6 4a The Broadway St Ives PE27 Document(s) 1 List Totals Amount Records Filters Overall 2,623.84 25 Person/Co. C 0 Property(s Selected (Ticked) 575.00 Commit Fees ⊆lose 1. Summary 2. Detail 3. Transaction 4. Allocations 5. Property 6. Landlord 7. Tenant 📝 Commit Fees - • • After Committing Date Type Trx 🔻 Date From / / 1 Date To Refresh ielected Date Amount 🎱 Narrative Person/Co. Property 1 Tick <u>A</u>ll PCHomes Message Un-Tick All Reverse <u>T</u>icks Happy Landlord Tick Range The transaction cannot he authorised It is greater than the available Control Account Balance (£200 - £228.80) OK Document(s) Totals Amount Records Filters Overall 228.80 1 Person/Co C Pronerty(s) Selected (Ticked) 220.00 Commit Fees ⊆lose 1. Summary 2. Detail 3. Transaction 4. Allocations 5. Property 6. Landlord 7. Tenant



Tip Number 5.....

Keep everyone happy 😊

You might as well pay Landlords (and Suppliers) as soon as possible. It makes them happy and, if your client bank account tends to zero, it takes much less reconciling.



Before Payment

Date	Status	Amount	Narrative	Reference No. Statement No.
22/01/2016	On Statement	-286,00	Fee	SHOW_000098 000000009
22/01/2016	On Statement	2,383.33	Rent	SHOW_000070 000000009

After Payment

Cleared	-2.097.33	D	
	2,007100	Payment	SHOW_000026
Paid	-286.00	Fee	SHOW_000098 000000009
Cleared	2,383.33	Rent	SHOW_000070 000000009
III			
	Cleared	Cleared 2,383.33	Cleared 2,383.33 Rent