

Post Dated Cheques – Residential Management



Post Dated Cheques - Residential (PDC-RM) handles the processing and reporting of post dated cheques from residential tenants by property, building and unit. Cheques are entered into the Post Dated Cheque application and processed directly into the core Residential Module for posting and applying to each tenant's recurring charge.

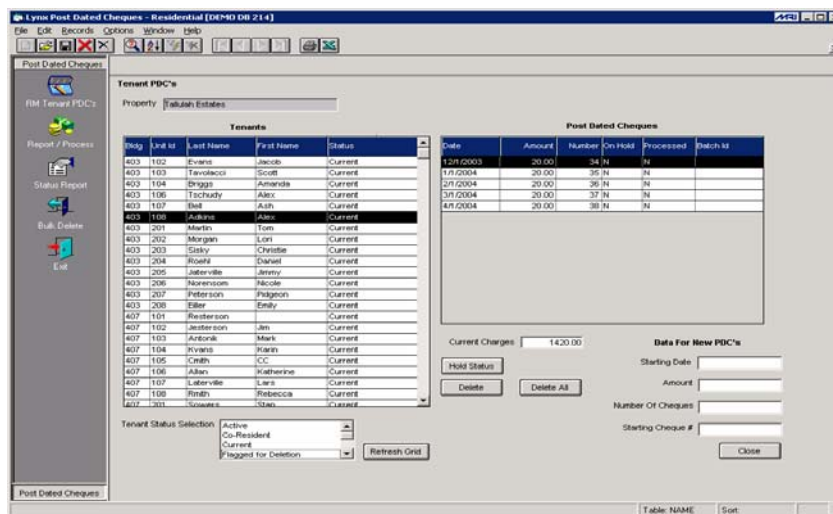
Benefits

➤ Saves Time – Saves Money By:

- Reducing time for post dated cheque (PDC) entry
- Processing PDCs in bulk and/or by date range
- Reducing late payments which improves cash flow
- Increasing control and improving maintenance of PDCs on hand
- Improving tracking and replenishing of PDCs as leases expire
- Eliminating duplicate entry of PDCs

➤ Comprehensive Reporting

- Offers an Edit Report to review PDCs prior to processing
- Provides Status Report listing tenants with less than 3 PDCs, cheques on hold or expired leases
- Processes PDCs in a core MRI Batch Report for editing and posting, while automatically sorting by property and by date



PDCs are managed for current & co-resident tenants, whether active or inactive.

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Benefits

➤ Easy to Set Up – Easy to Maintain

- Maintains PDCs property by property
- Offers easy access by tenant name
- Allows current, old, co-resident and/or tenant PDCs to be processed
- Permits multiple tenant PDCs to be entered quickly and easily
- Displays tenant’s current monthly charges for review
- Provides warning system when duplicate PDCs applied
- Displays process date and batch ID for each PDC
- Allows PDC to be placed on hold in order to exclude it from processing
- Offers a purge process to remove old processed cheques by date

➤ Exceptional Flexibility

- Allows PDCs to be applied one property at a time or in a batch process for all properties
- Permits PDC processing by specific date or by date range
- Allows prepayment charge codes to be used to apply PDCs to open charges
- Provides a flexible reporting system
- Generates reporting by property or by all properties at once
- Provides variety of information to be displayed on reports

PDC Status Report					Page: 1
Building	Unit	Lease	Tenant		
PDCs On Hold					
Property: 800 Arlington Court					
001	1001	1	Burger, Bob		
001	1002	7	Martin, Glenda		
001	1002	7	Martin, Tracy		
001	2002	4	Smith, Joe		
001	3006	3	Smith, Steve		
001	4001	1	Tomberlin, David		

Beside : Manage PDCs using the PDC Status Report.

PDC Report							Page: 1
Building	Unit	Lease	Tenant	Date	Number	Amount	
Less Than 3 PDCs Left							
Property: 800 Arlington Court							
001							
001							
Property: 800 Arlington Court							
001	1004	3	Eborja, Alejandro	Jan/01/2005	7	850.00	
001	1004	3	Eborja, Gloria	Jan/01/2005	8	50.00	
						Property Total:	900.00
						Count:	2
						Report Total:	900.00
						Count:	2

Below: Review PDCs prior to processing.