
How to Disburse Unknown Funds from an Internal Account

Overview

Monies can be held in an internal account such as AAUNKNOWN or AAUNALLOCATED. They may have been received at the bank with no tenant details and at the time of receipting the tenant was still unknown.

When the tenant is known, the funds need to be moved from the internal card and receipted to the tenants rent.

Steps

1. Go to **Transactions > Quick Disbursements** enter in the internal account you have the money held in.
 - Enter the amount (same as previously receipted)
 - Change the Cheque Number to 999999
 - Pay to is the Tenant's Name the funds need to be receipted to
 - Enter description (i.e. Unknown Deposit for Rent and the property address)
 - Account code is N/A

Disbursements

Property: AAUNKNOWN
Exp. limit: 0.00

Property details: [OWNER: AAUNKNOWN]
Unknown Tenant Deposits

Balance	Outstand. due	Bal. after out.	Disbs paid	Prop. disbs
500.00	0.00	500.00	0.00	0.00

Incl GST: \$500.00 GST: \$0.00 Excl GST: \$500.00

Cheque number: 999999

Pay to: Jennifer Ariston

Description: Unknown Deposit for Rent 34 Archer Street

Account code: N/A Not Applicable

Buttons: Cancel - ESC, Action - F1, Clear - F2, OK - F12

2. Click OK-F12

3. Go to **Transactions > Rent Receipt**, select the tenant you need to receipt to, enter the amount you need to receipt.

Rent Receipts - [Last Receipt:00011900] - [Printing: OFF]

Tenant: ANISTONJ
10001051

Tenant details: Jennifer Ariston
4/40 Gibson Street
NORTH SYDNEY NSW 2060

Receipt total: \$500.00

Rent	Amount	Paid to	Credit	Arears	Due to
	510.00 w/1	21/07/17	0.00	1020.00	04/08/17

Buttons: Cancel - ESC, Action - F1, Clear - F2, Comment - F4, Code search - F5, Status - F6, Prop search - F7, OK - F12

Amount paid: Rent 500.00

New date	Credit	Arears
21/07/17	500.00	520.00

4. Click OK-F12

5. Select your payment method as Direct Deposit and the Banked Date must be the date of the original receipt.

Banking Details

Total Payment method

Received date

Received from

Drawer

Bank

Branch

Amount

Banked date

11/11/2019 1:11 pm AEDT