

# How to Audit Tenant Invoice Credit

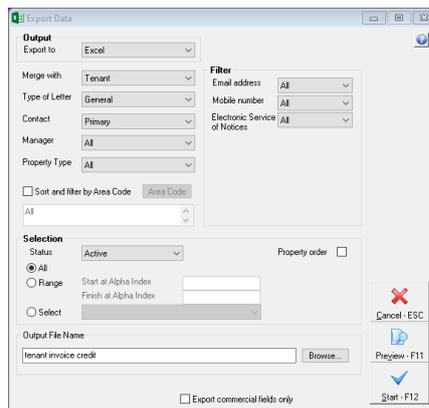
## Overview

If you are utilising the Tenant Invoice Credit feature, you need to ensure this is being reconciled on a monthly basis to ensure it's not out of balance. This means that the total amount of Tenant Invoice Credits being held against the tenants matches the amount in the internal owner account "Tenant Invoice Credit".

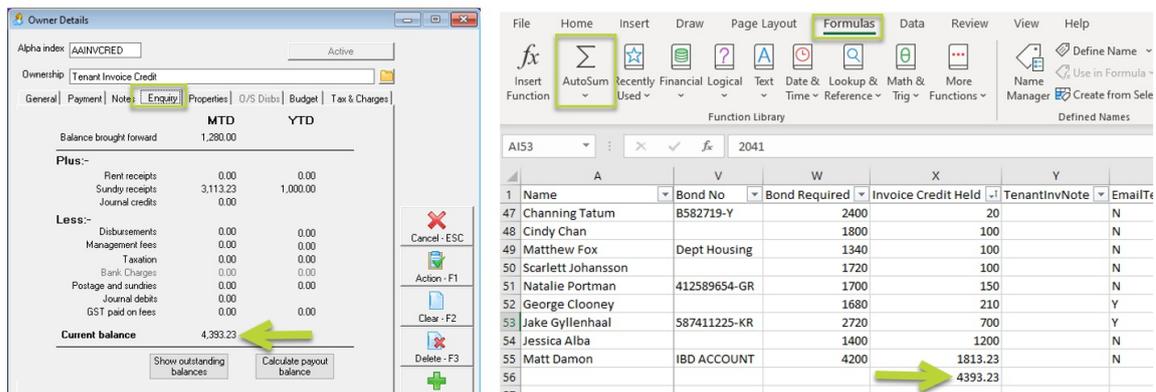
This document will take you through the steps to ensure the Tenant Invoice Credit is balanced.

## Steps

1. In Rest, go to Other > Export Data, in the output file name at the bottom, enter "tenant invoice credit" (or your chosen file name) and press Start - F12 (there is no need to change any of the pre-filled selections anywhere else).



2. This will generate an Excel spreadsheet with all of the tenant details, scroll across to column "X" which is called "InvoiceCreditHeld"
3. Scroll down to the bottom of this column and in the blank field at the end of this column press "AutoSum" + Enter (Formulas Tab > AutoSum) and this will give you the amount of Tenant Invoice Credit being held in the tenants ledgers.
4. Compare this amount to the balance of the Tenant Invoice Credit owner ledger by going to Files > Owner > AAINVCRED and select the Enquiry Tab and refer to the Current balance.



	MTD	YTD
Balance brought forward	1,280.00	
<b>Plus:-</b>		
Rent receipts	0.00	0.00
Sundry receipts	3,113.23	1,000.00
Journal credits	0.00	
<b>Less:-</b>		
Disbursements	0.00	0.00
Management fees	0.00	0.00
Taxation	0.00	0.00
Bank charges	0.00	0.00
Postage and sundries	0.00	0.00
Journal debits	0.00	0.00
GST paid on fees	0.00	0.00
<b>Current balance</b>	<b>4,393.23</b>	

	V	W	X	Y
1	Name	Bond No	Bond Required	Invoice Credit Held
47	Channing Tatum	B582719-Y	2400	20
48	Cindy Chan		1800	100
49	Matthew Fox	Dept Housing	1340	100
50	Scarlett Johansson		1720	100
51	Natalie Portman	412589654-GR	1700	150
52	George Clooney		1680	210
53	Jake Gyllenhaal	587411225-KR	2720	700
54	Jessica Alba		1400	1200
55	Matt Damon	IBD ACCOUNT	4200	1813.23
56				4393.23

If these amounts match, congratulations - your Tenant Invoice Credit is balanced.

If they do not match, please contact [Support](#) and we can investigate this further with you.

For further assistance, please access our [Customer Lounge](#) where you will find our Live Chat in the bottom right hand corner, or you can register/login to the [myMRI Portal](#) to log a support case instead.

10/05/2021 10:25 am AEST