

## ISSUING PAYMENT RECEIPTS IN BOSTON POST

Issuing payment receipts in Boston Post requires processing an 'Unbatched Payment'. All payments processed this way will need to be added to a batch to be reflected on the Tenant Ledger.

Please note that once a receipt has been printed, it CANNOT be reprinted. Please take utmost care to preserve the receipt before issuing it to the tenant – copy for tenant file, scan, etc...

### CREATING PAYMENT RECEIPT

1. In Boston Post, from the Household screen, select Accounting → Summary TAB

The screenshot shows the 'Household Detail' window in the BostonPost Property Manager. The 'Accounting' tab is selected, and the 'Summary' sub-tab is active. The 'Household Balance Information' section is visible, showing 'Household Open Balances' and 'Household Pending Payments'. Two blue arrows point to the 'Accounting' and 'Summary' tabs.

Household Open Balances			Household Pending Payments				
Group	Type	Amount	Batch ID	Batch Date	Payment Method	Total Payment	Detail
Due From Tenant	Rent - Tenant	\$233.00					
	Due From Tenant Total:	\$233.00					
Due From Agency	Subsidy - AnaheimHA	\$1,237.00					
	Due From Agency Total:	\$1,237.00					
Deposit On Hand	Security Deposit	\$400.00					
	Deposit On Hand Total:	\$400.00					

2. Select TASKS → Receive Tenant Payment

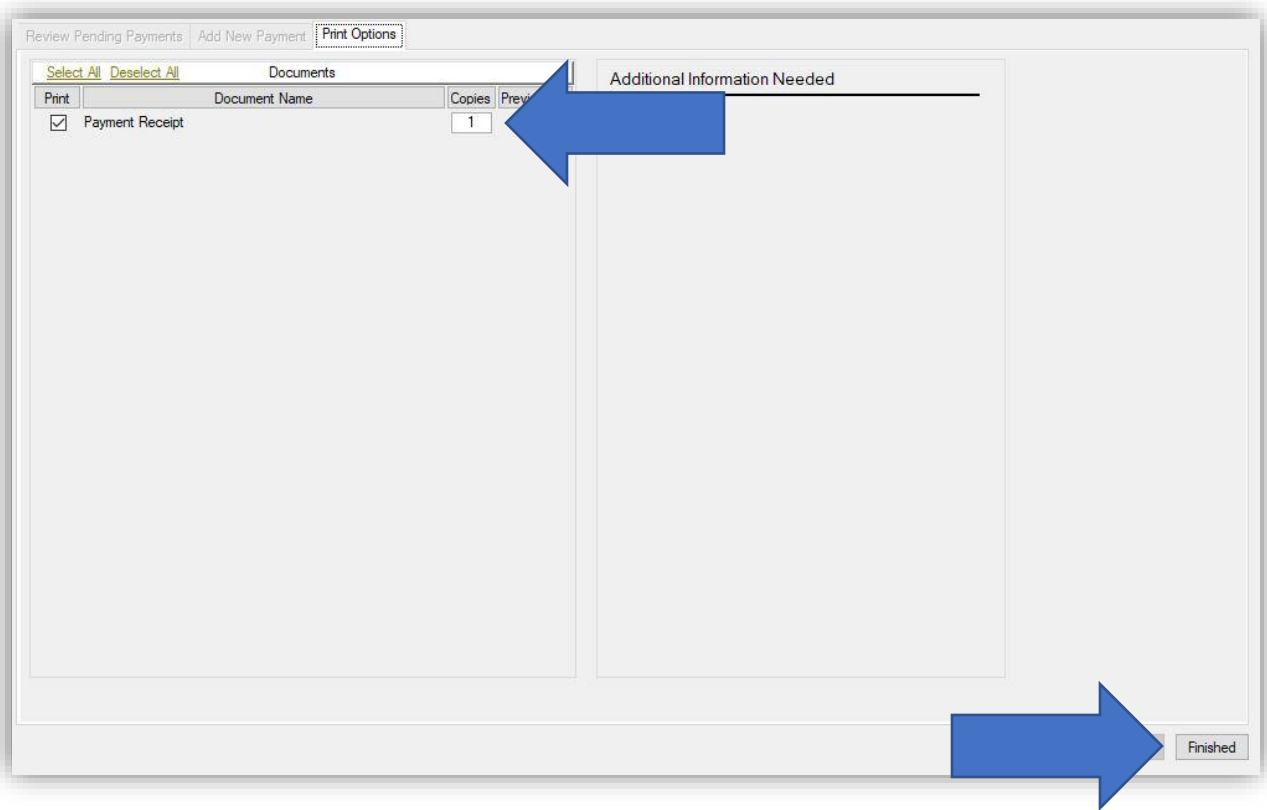
The screenshot shows the 'Tasks' window with the following structure:

- Household Tasks
  - Export Event History Detail
  - Print Event History Detail
- Household Payment Tasks
  - Receive Tenant Payment**
- Conversion Beginning Balance Tasks
  - Maintain Conversion Beginning Balances

- Please review the 'Review Pending Payments' tab screen. Any unbatched payments that have been received in Boston Post for this household are shown here. Reviewing this screen will also ensure you are not processing the same check or money order twice. If no payments appear, this household does not have any unbatched payments. After review, please press the 'Next' Button.

- Complete payment detail for the check/money order and apply the payment to an appropriate outstanding balance. In the case of overpayment, please use the 'Unapplied' transaction type to record the credit. This screen is identical to the screen used to record payments in a Batch. Click the 'Next' Button to continue.

- Ensure the 'Payment Receipt' field is checked and adjust, if necessary, the number of copies you would like to print. Ensure your printer is online and there is paper in the tray. Click the 'Finished' Button to print the receipt (see next page).



6. Below is a sample of a Boston Post Payment Receipt.

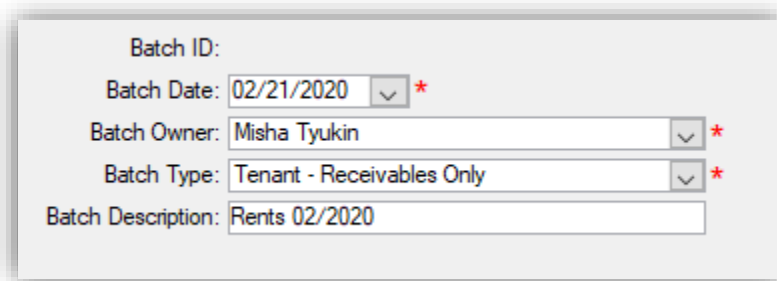
Print Preview - use <Page Down> and <Page Up> to view multiple pages

Payment Receipt						
Received From: [REDACTED]						
Payment Date: <b>02/21/2020</b>			Payment Amount: <b>\$200.00</b>			
Payment Method: <b>Check</b>			Check No.: <b>1234</b>			
Memo:						
Mgmt. Office: <b>The John Stewart Company-LA</b>						
Phone: <b>(213) 833-1860</b>						
Community: [REDACTED]						
Charge Type	Due Date	Original Charge	Amount Due	Pending Payments	This Payment	Balance Due
Rent - Tenant	01/01/2020	\$233.00	\$233.00	\$0.00	\$200.00	\$33.00
<b>Totals:</b>		\$233.00	\$233.00	\$0.00	<b>\$200.00</b>	<b>\$33.00</b>
Date: 02/21/2020				Received: <b>\$200.00</b>		
Received By: _____						
Misha Tyukin						

## BATCHING 'UNBATCHED PAYMENTS'

In order for a receipt to be reflected on the Tenant Ledger, it must be processed through a batch. The instructions below outline the procedure of including 'unbatched payments' in a batch for processing.

1. To create a new batch:
  - a. Click the 'Accounting – General Information' Button (Green Money Bag)
  - b. Select the 'Payments' TAB
  - c. Select TASKS → Start New Payment Batch (You may also select 'Continue Processing Selected Batch' to include unbatched payments in a batch already created)
  - d. For Batch Type select 'Tenant – Receivables Only'
  - e. Provide Batch Description and ensure the correct date before clicking the 'Next' button.



Batch ID:

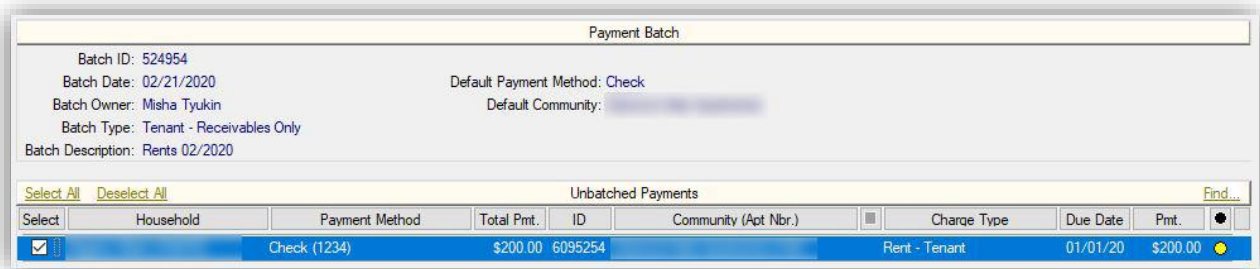
Batch Date: 02/21/2020 \*

Batch Owner: Misha Tyukin \*

Batch Type: Tenant - Receivables Only \*

Batch Description: Rents 02/2020

2. Complete the information on the 'Payment Batch Detail' TAB of the batch and click the 'Next' button.
3. If you've processed any unbatched payments, they will be listed in the 'Include Unbatched Payments' TAB. Select all unbatched payments you would like to include in this batch (usually most or all of them) and click 'Next' button to continue processing the batch.



Payment Batch

Batch ID: 524954  
Batch Date: 02/21/2020  
Batch Owner: Misha Tyukin  
Batch Type: Tenant - Receivables Only  
Batch Description: Rents 02/2020

Default Payment Method: Check  
Default Community:

Select All Deselect All Unbatched Payments Find...

Select	Household	Payment Method	Total Pmt.	ID	Community (Apt Nbr.)	Charge Type	Due Date	Pmt.
<input checked="" type="checkbox"/>		Check (1234)	\$200.00	6095254		Rent - Tenant	01/01/20	\$200.00

4. Once the batch is processed/closed, the payment will be reflected on the Tenant Ledger in Household/Accounting/Receivables TAB.

Please contact [support@jSCO.net](mailto:support@jSCO.net) if you have any questions.