

Lease - Expense Reconciliation Admin Fee Not Excluded

Issue:

The admin fee on expense reconciliation is greyed out and user is unable to exclude it from a specific invoice line item.

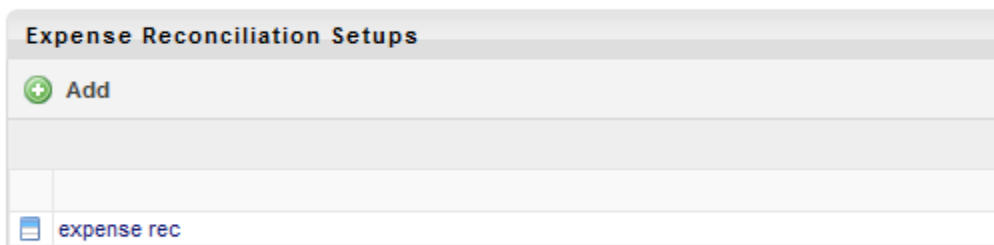
Cause:

The admin fee can be set up either on the invoice level or the expense reconciliation homepage. If it is setup on the home page it will calculate it whole sale instead of at the individual line level.

Resolution:

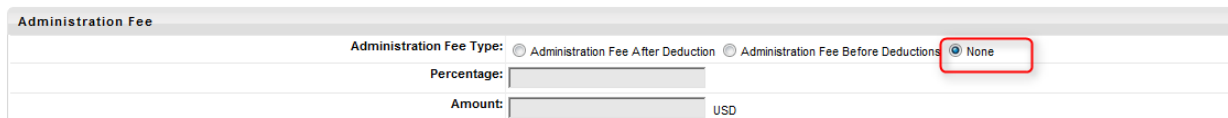
The admin fee can be set up from the invoice level and on specific months or reconciliation periods to exclude it. Setting the admin fee back up on the expense reconciliation home page will overwrite this information.

1. Go to the expense reconciliation setup



The screenshot shows the 'Expense Reconciliation Setups' interface. At the top, there is a header 'Expense Reconciliation Setups' and a green '+ Add' button. Below this is a table with one row containing a blue icon and the text 'expense rec'.

2. Make sure that none is selected.



The screenshot shows the 'Administration Fee' configuration screen. It includes a section for 'Administration Fee Type' with three radio buttons: 'Administration Fee After Deduction', 'Administration Fee Before Deductions', and 'None'. The 'None' option is selected and highlighted with a red box. Below this are fields for 'Percentage' and 'Amount' (with a 'USD' currency indicator).

3. Go back and to the Invoice lines

Expense Reconciliation Setups

 Add

 Edit

 Invoice Details

 Deductions

 Delete

 Notes

Name ▲

expense rec(01/01/2012 - 12/31/2012)

4. Select Edit

Expense Reconciliation Setup Items

Expense Reconciliation Setup Invoice Details

 Back  New Line Item  New Subtotal

☒ Show subtotals and line items ☐ Show subtotals only

1.2 / 2

Pay Status	Name ▲	Prorata Share	Admin Fee	Admin Fee Currency	Cap	Cap Currency	Cap Type
Include	Administrative Fee	0		USD		USD	
		0	500.00	USD	5,000.00	USD	Variance

 Edit

 Delete

5. Check the check box for the invoice “Exclude Administration Fee calculation”

Expense Reconciliations Setup Items

General

Back

* Subtotal: - Not Associated -

* Name: Advertising

* Number: 5

Payment Status: ☒ Include ☐ Exclude ☐ Silent

Prorata Calculation

Prorata Calculation Method: ☒ Lease Rentable Area/Building Rentable Area ☐ Fixed ☐ Other ☐ None

Numerator: 0

Denominator: 0

Fixed Percentage: 0

Notes:

Cap

Cap Type: ☐ Growth ☒ Variance ☐ None

Percentage:

Amount: 5,000.00 USD

Administration Fee

Exclude from administration fee calculation: ☐

Percentage:

Amount: 500.00 USD

Save Save & New Save & Back Cancel

With this, individual line items can now be selected to be excluded from the total calculation. Individual line items can also be selected to be removed or included on an actual Expense Reconciliation that is still open.