

siterra | Knowledge Base Article

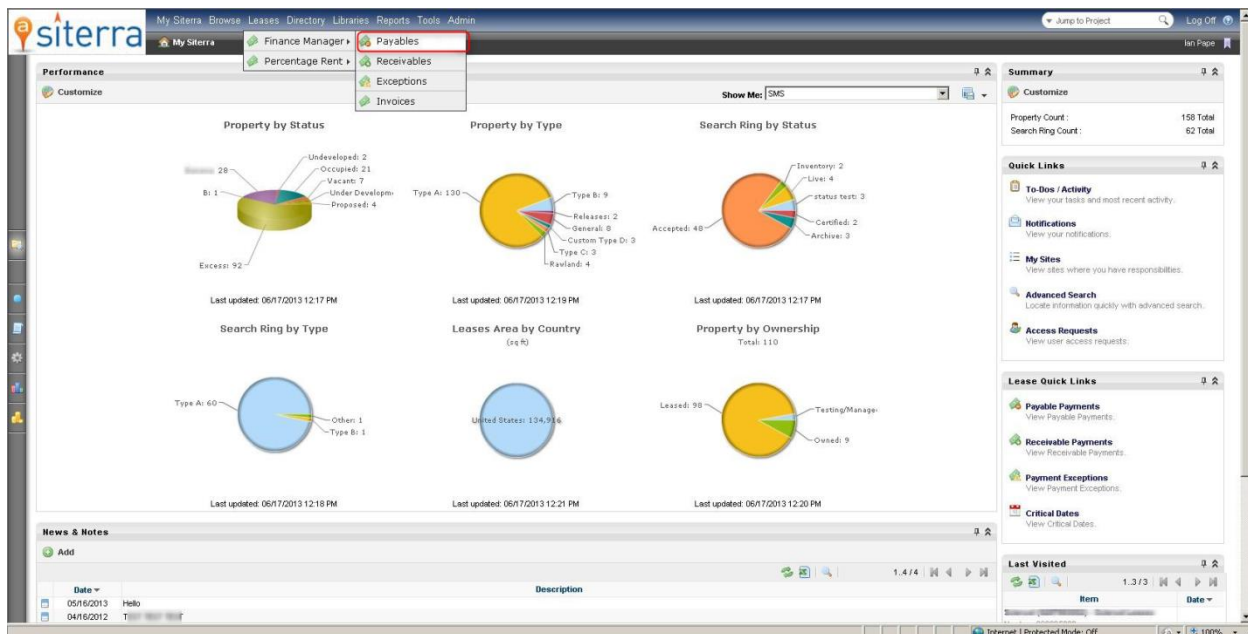
Lease - How to use Finance

How To:

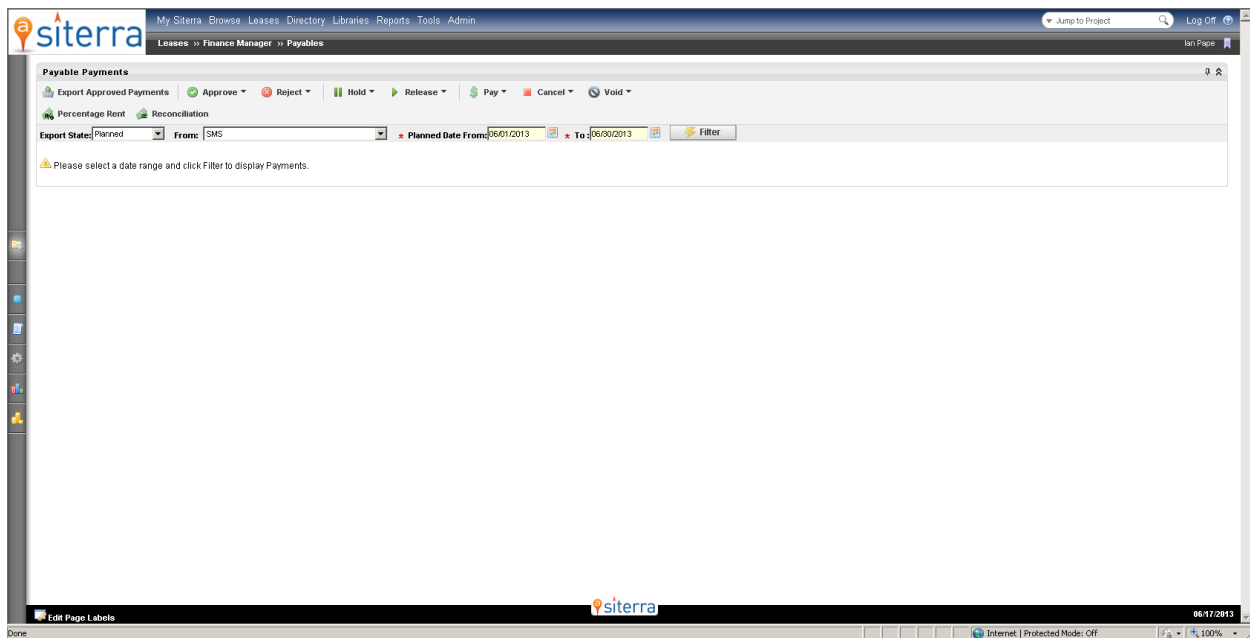
This document will detail how to use the Finance Manager feature in Siterra. The Finance Manager allows admins to quickly and effectively manage payments due each month across hundreds of leases at a time. This article will cover how to filter payments effectively, approve the payment lines to be paid, and then export them so that they can be added to an external bookkeeping software (QuickBooks, Quicken).

Steps:

1. Click the Leases button at the top of the screen, then mouse over Finance Manager and click Payables.



2. There will be a screen similar to the one below.



The first step here will be to filter the payments to work with.

3. In order to find the payments to work with, select the Org Unit where the leases are located in the From dropdown. Admins can select the entire portfolio or one Org Unit at a time.

4. Next, select the dates for the payments. For example, to pay payments that are scheduled for the month of June 2013, the Planned Date From and To field will look like the ones above.

5. Finally, confirm the filter settings, click the Filter button. The results will be similar to the ones below.

☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 4	07/01/2012	63.30	61.62 To be Paid	1 Month	Planned		63.30 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 5	08/01/2012	61.58	63.30 To be Paid	1 Month	Planned		61.58 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 6	09/01/2012	62.89	61.58 To be Paid	1 Month	Planned		62.89 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 7	10/01/2012	64.15	62.89 To be Paid	1 Month	Planned		64.15 USD
☐	7365000	Ben's Dup lease	Rent	1231321540 - 1	10/01/2012	55.20	Paid	1 Month	Planned		55.20 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 8	11/01/2012	64.79	64.15 To be Paid	1 Month	Planned		64.79 USD
☐	7365000	Ben's Dup lease	bksahfg	1231321542 - 1	11/01/2012	771.71	To be Paid	1 Month	Planned	0.00	771.71 USD
☐	7365000	Ben's Dup lease	Calculated Tax Payment	1231321569 - 1	11/02/2012	2.76	To be Paid	1 Month	Planned		2.76 USD
☐	7365000	Ben's Dup lease	next payment test	1231321539 - 1	11/02/2012	531.67	Canceled	1 Month	Planned		531.67 USD
☐	7365000	Ben's Dup lease	Calculated Tax Payment	1231321569 - 2	12/01/2012	2.85	2.76 To be Paid	1 Month	Planned		2.85 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 9	12/01/2012	64.93	64.79 To be Paid	1 Month	Planned		64.93 USD
☐	7365000	Ben's Dup lease	next payment test	1231321539 - 2	12/01/2012	550.00	531.67 Canceled	1 Month	Planned		550.00 USD
☐	7365000	Ben's Dup lease	rentz	1231321623 - 1	01/01/2013	50.00	To be Paid	1 Year	Planned		50.00 USD
☐	7365000	Ben's Dup lease	Calculated Tax Payment	1231321569 - 3	01/01/2013	2.87	2.85 To be Paid	1 Month	Planned		2.87 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 10	01/01/2013	65.94	64.93 To be Paid	1 Month	Planned		65.94 USD
☐	7365000	Ben's Dup lease	Rent	1231321540 - 3	01/01/2013	57.35	57.35 To be Paid	1 Month	Planned		57.35 USD
☐	7365000	Ben's Dup lease	next payment test	1231321539 - 3	01/01/2013	417.08	550.00 To be Paid	1 Month	Planned		417.08 USD
☐	7365000	Ben's Dup lease	bksahfg	1231321542 - 3	01/01/2013	771.71	771.71 To be Paid	1 Month	Planned	77.17	848.88 USD
☐	7365000	Ben's Dup lease	Calculated Tax Payment	1231321569 - 4	02/01/2013	2.87	2.87 To be Paid	1 Month	Planned		2.87 USD
☐	7365000	Ben's Dup lease	Unit Conversion	1231321579 - 11	02/01/2013	67.24	65.94 To be Paid	1 Month	Planned		67.24 USD
☐	7365000	Ben's Dup lease	Rent	1231321540 - 4	02/01/2013	57.35	57.35 To be Paid	1 Month	Planned		57.35 USD

6. Now that there are a broad group of payments, there are several ways to approve them. Click the menu button next to an individual payment and select approve, or select several tick boxes next to payments, then click Approve, then Selected, as pictured below.

Export Approved Payments

Percentage Rent Reconciliation

Export State: Planned From: * Planned Date From: 04/01/2012 * To: 09/30/2013

Approve **Reject** **Hold** **Release** **Pay** **Cancel** **Void**

Selected

Current Page

All

Lease No	Lease Name	Name	Line No	Planned Date	Planned Amount (USD)	Prior Amount (USD)
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7. Once one or more payments are approved, change the filter from Planned to Approved. This can be done by selecting Approved from the drop down, as seen below.

Payable Payments

Export Approved Payments **Approve** **Reject** **Hold** **Release** **Pay** **Cancel** **Void**

Percentage Rent Reconciliation

Export State: Approved From: SMS * Planned Date From: 04/01/2012 * To: 09/30/2013 **Filter**

	Lease No	Lease Name	Name	Line No	Planned Date	Planned Amount (USD)	Prior Amount (USD)	Line Status	Frequency
☐	382395879	st_test lease	Primary Rent	1231321537 - 7	04/30/2013	625.00	625.00	Paid	1 Month

Make absolutely sure that each Payment seen in this list should be paid, exactly as it appears. Once payments are verified, it's time to export.

8. Finally, hit the Export Approved Payments button. This will Export all currently Approved Payments. There will be a pop up similar to the one below.

Export

Type: Approved Payment Lines

Description: Approved Payments Lines Export

Status: Completed on 06/17/2013

☐ Include Header Row (This option only applies to CSV format)

Exported By: Admin User on 06/17/2013

Number Of Records: 0

Schema: CSV (Comma Delimited Text File)

Download **Cancel**

Done

Internet | Protected Mode: Off

100%

Accruent recommends the CSV schema type for all exports. Once the data has been verified, click the download button. Note that all exported payments may be downloaded again from the Tools -> Export section.