



Hints and Tips to clear Property Verify

The property verify report is very descriptive and self-explanatory. Most verify errors can be found and corrected in the Tenancy. If the error is a non-active

,Go to

Property or Tenant code use the the Property or Tenant.

button from the Tenancy which will take you to

Diary	Notes A	counts Terms	/ Reviews	Demands	Charges	Docume	ents	Late Interest			
Current Rent Annual Amount Frequency Amount Per De Advance Arrear Reminder To Sj Next Rent Perio Current Deman Method Of Payi Bank To Credit Date Next Cred	t rs plit Rent od Starts id Final Period End ment lit Due	Monthly Advance 01/05/2017 31/05/2017 Standing Order 01 Current / 06/05/2017	4560.00 380.00 Account 100K		Demand Defaults Item Nominal Enterprise Analysis VAT At processing Footer	HR OOE PR CT E	ENT 520 1 0 🜩 print ant this me	Rent due Residential Re Residential Pro Windmill Cott Exempt ed demands are esage on all Der	nts operty age required mands		
Add Edit Remove Include Non Active Demand Templates											
Proces	ss Date 🛛 Freque	ncy 🛛 🖓 Item	Code 🛛 🖓	Net Amount *	VAT Amount		V	No.∀ N	Nanager 🛛 🖓 Tenancy Type	한 🏹 Tenancy Type Name 🛛	
• % 01/05	/2017 Mont	hly HRE	NT	380.0	0 0.0	00 31/05/2	017	114	AST	Assured Shorthold Tena	
01/08	/2016 Mont	hly MAI	NT	12.5	0 2.	50 02/10/2	016	139	AST	Assured Shorthold Tena	

Diary Notes	Accounts Terms / Reviews Demands	Charges Documents Late Interest								
Terms		Review								
Start Date Ends	30/09/2018 End Tenancy	Review Type Formal Interval Between Reviews 24 Months								
Tenancy Type Tenancy End Notice	AST Assured Shorthold Tenancy 2 Months	Next Review With Effect From 3 01/06/2017								
Enforce end date	No 🔻	Next Review Meeting Date 01/02/2017 V								
Service Occupancy Deposit held	380.00									
Add Edit	Remove									
Reviews										
Pate △ ▼ Status	∀ Effective ∇ Annual Rent	Adjustment ∇ Planned ∇ Demand No. ∇	Rent per Demand 🏹							
09/09/2013 Histori	09/09/2013 4560.00	0.00	380.00							
09/09/2015 Current	t 09/09/2015 4560.00	0.00 🔲 114	380.00							
▶ 01/02/2017 Future	01/06/2017 0.00	V	0.00							

Hints and Tips to clear Property Verify.

- Check that the process date and end date of the demand agrees with the dates in the 1. Tenancy details. - Edit dates.
- 2. Check that the end date of the demand is the day before the next review date in the review details (unless the demand has been rolled over and end date extended) – Edit dates.
- 3. Check that the Effective date on the Review agrees with the next review date in the details. - Edit the review and save to update details.
- 4. Check that the amount in the demand agrees with the amount in the demand details and the amount in the review. - Edit amounts.

Every Tenancy should have a Current Review and Current Demand Marked in blue.

To link a demand to a review right click on the demand and 'Attach Demand Template to Review'

	Add	Edit	Remove]								V In	clude Non Active [Demand Templates	
Ê	ž.	Process Date	√ Frequency	∀ Item Code	V	Net Amount 🔽	VAT	Amount 🏹	Ends	V N	0.VI	Manager	☑ Tenancy Type	♥ Tenancy Type Nam	e V
	• 🚯	13/10/2017	Annual	CRENT		3450.00		0.00	12/10/2018		107		MAST	Telecom Mast	
	Create New Demand Template Edit Demand Template Remove Demand Template Attach Demand Template to Review														
	Save	▼ Print	Go to											Abandon	xit

The Item used in the demand should be the same Item showing in the demand details.

Edit the demand to identify any other non- active codes showing in red.

III Sales Invoice Details X										
Coding				Financials						
Item	FARMR	Agricultural Rent		Quantity	1	Unit				
Nominal *	00680	Commercial Rents)	Price	14000.00					
Fixed Asset				Net	14000.00					
Method			-	VAT Code *	S 20.00					
Enterprise	EST	Estate		VAT	2800.00					
Analysis	AG2	Fen Farm		Gross	16800.00					
Invoice Details			Extra Details							
	Agricultural Rent		Date	29/09/2016 🔻						
			Reference	WEB/AG2						
				Ledaer						
				Text*	Agricultural Rent					
				Quantity	1.00					
				Price	14000.00					
+ <u>B</u> alances										
OK Calc. N	let	🚺 🖣 1 of 1		Delete	Cancel	Exit				