

TOSCOGA Software

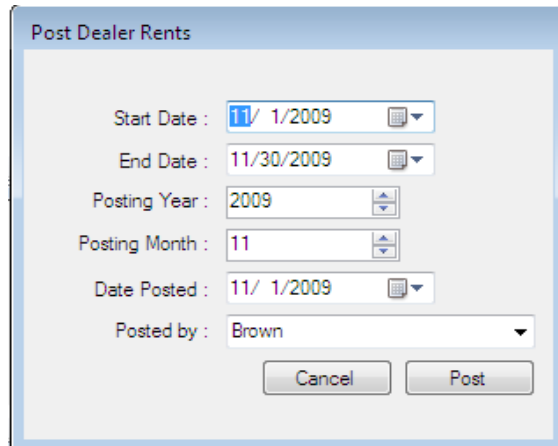
# How do I...

Apply Monthly Rents

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### Apply Monthly Rents

From the Main Menu select 'Manage' > 'Post Rents' to post dealer rental charges to their accounts.



The screenshot shows a dialog box titled "Post Dealer Rents". It contains the following fields and controls:

- Start Date: 11/ 1/2009 (with a calendar icon)
- End Date: 11/30/2009 (with a calendar icon)
- Posting Year: 2009 (with up/down arrows)
- Posting Month: 11 (with up/down arrows)
- Date Posted: 11/ 1/2009 (with a calendar icon)
- Posted by: Brown (with a dropdown arrow)
- Buttons: Cancel and Post

Enter the start and end date for the system to use. The system will automatically apply the appropriate rental and surcharges to each contract that is active during the specified time period.

Each entry is assigned a posting year and month.

Enter the date you would like the rental invoices to be dated. This is usually the first day of the next month.

Finally, select the employee posting the rents and press the 'Post' button to begin the process.

The system will create rental invoices for all the active dealer contracts.

To complete the process follow the Daily Cash Reconciliation Process explained in the 'How do I... Reconcile the Cash Drawer Each Day' publication.