



Property Control Settings

The Property Control screen defines defaults and parameters at the property level, overriding global settings that are defined in Accounts and Options.

You must complete the Property Control Screen before you can post transactions for the Property. Included in this document are instructions related to various sections of the Property Control screen; not all sections are covered in this document.

To complete the Property Control Screen, from the Property Record, select “Functions~Property Control”.

Accounting Control Section:

Accounting Control	
A/R	02/2017
A/P	02/2017
Journal	02/2017
Leasing Week Start Date	09/01/2016
Monthly Charges last posted	02/2017
Performance	11/2016
EOM day for Implicit Post Month	0
Funding	Native <input type="button" value="v"/>
Month fiscal year ends	12
Unit	<input type="text"/>
Inactive?	<input type="checkbox"/>
Inactive Date	<input type="text"/>
Receipts to Newest Charges?	<input type="checkbox"/>
Dep Int Rule	<input type="text"/>

A/R, A/P, Journal: At Setup, enter the current operating month. Voyager will update these fields each time you Close Month.

Leasing Week Start Date: Enter the day the leasing week begins. Voyager will automatically update each time the leasing week is closed. Only populate if you will be using the leasing-week feature; otherwise you will receive unwanted “Leasing Week Not Closed” error messages.

Monthly Charges Last Posted: At Setup, enter the month that monthly charges were last posted. Voyager will update this field each time you Post Monthly Charges.

Month Fiscal Year Ends: At Setup, enter the last month of the fiscal year (12 = December).



Property Defaults

Property Defaults	
Property Type(s)	Residential Commercial
Max Transactions per Batch	0
One Resident per Unit	No
One Applicant per Unit	No
Minimum days Notice	0
# Days to Make Ready	0
Max Hold Days	0
NSF Checks then Cash	0
Lease Renewal Type	Proposal/Ap
Normal Lease Term	0
Minimum Lease Term	0
Rounding Lease Term	None
Round to Prev EOM if Date On/Before	0
Charge Next Month if Move In After	0
Sales Tax	No
Tax Rate	0 <input type="button" value="Update Leases"/>
Tax Charge Code	
MTM Flat Fee	0
MTM Percent of Rent	0
MTM Charge Code	
Early Term Fee	0
Early Term Fee Type	Flat
Early Term Charge Code	
NSF Bank Fee	0
NSF Bank Fee Acct	
NSF Tenant Fee	0
NSF Tenant Charge Code	
Reset NSF Count on Renewal?	No
% of Interest on Deposit	0.00
Over Budget Book	Accrual
No ACH From Check Scanner	<input type="checkbox"/>
Receipt PM Vendor	
Lease Ready Process	No

Property Type:

You selected this when you added the property; however, you can change it here if necessary. Note that you can select more than one type if necessary by holding down the CTRL key while selecting.

One Resident Per Unit:

Yes = Only one tenant can occupy a unit during a rental period
No = (default) Multiple tenants can occupy a unit during a rental period.

One Applicant Per Unit:

Yes = Voyager removes a unit from the availability after submission of an application for the unit.

No = (default) A unit remains available after submission of an application for the unit.





Minimum Days Notice:	Number of days tenant must notify you before moving out. (When the difference between the dates in the Notice Date and Move Out Date fields on the Notice Screen is less than the number in this field, Voyager will display a warning message.
# Days to Make Ready	Period required to prepare a unit for rental after a tenant vacates. Voyager adds this number to the moveout date to calculate the availability date.
Max Hold Days	Period you can hold a unit for a prospective resident before Voyager automatically returns it to the list of available units.
NSF Checks then Cash	Number of NSF checks a tenant can pass before you require payment in cash or cash equivalent. The default of zero permits unlimited NSF checks. <i>Reaching the number of NSF checks saved in this field will cause users to receive a message when applying payments with a payment method set to check, "Payments from this tenant must be cash equivalent."</i>
Lease Renewal Type	Basic or Proposals/Approvals.
Normal Lease Term	Default period, in months, for leases. This term will default on the guest card, but can be overridden.
Minimum Lease Term	Briefest lease permitted in months. Voyager will not allow entry of a shorter lease term on the guest card.
Rounding Lease Term	Determines method for calculating the Lease To Date: None = No rounding. Permits lease to end mid-month EOM = Lease will expire on the last day of either the month during which the lease would end if it were not rounded, or the preceding month, depending upon the Round to Prev EOM if Dat On/Before setting.



Move In/Out Defaults:

Move In/Out Defaults	
Prorate Rent	Yes <input type="button" value="v"/>
Prorate Based on Days in Year	No <input type="button" value="v"/>
30 Day Month	No <input type="button" value="v"/>
Charge Move-In Day	Yes <input type="button" value="v"/>
Charge Move-Out Day	Yes <input type="button" value="v"/>
Rent Charge Code	<input type="text"/>

Unit Transfer Settings	
Charge Move In Day	Yes <input type="button" value="v"/>
Charge Move Out Day	Yes <input type="button" value="v"/>
Reset NSF Count	Yes <input type="button" value="v"/>
Update Late Fee Info	Yes <input type="button" value="v"/>
Transfer Security Deposit Balance	Yes <input type="button" value="v"/>

Default Accounts	
Cash Account (Payables only)	<input type="text"/>
Payable Account	<input type="text"/>
Cash Account (Receipts only)	1000-0193
Cash Account (Security Deposits receipts only)	<input type="text"/>

The **Move In/Out Defaults** determine how Voyager handles charges/prorations during a Move-In or Move-Out. The settings on this screen will override the System Settings that were set in Accounts and Options.

Default Accounts

If this property has different default cash G/L accounts than is setup in Accounts & Options, you can override them here. If your property uses the system defaults, you do not need to complete this section.

Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.

