

Prorate



PREFERENCES

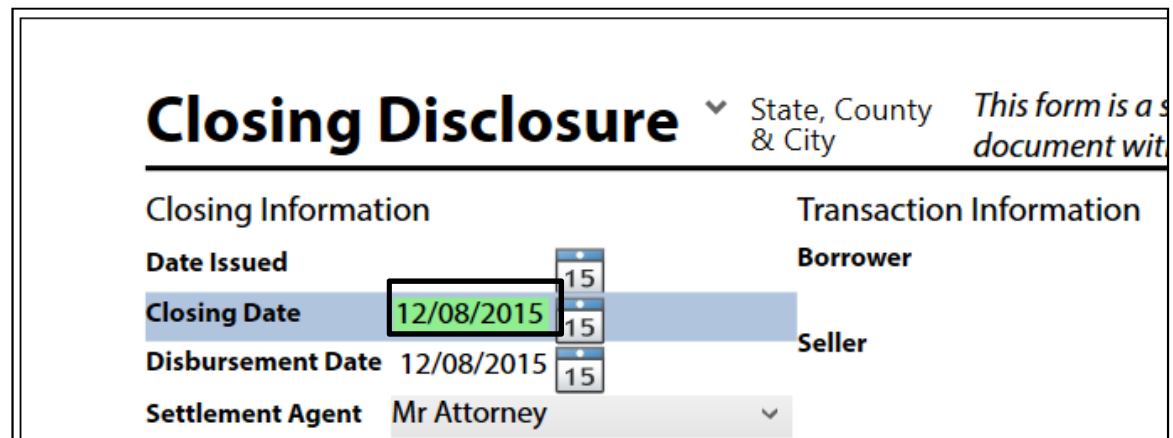
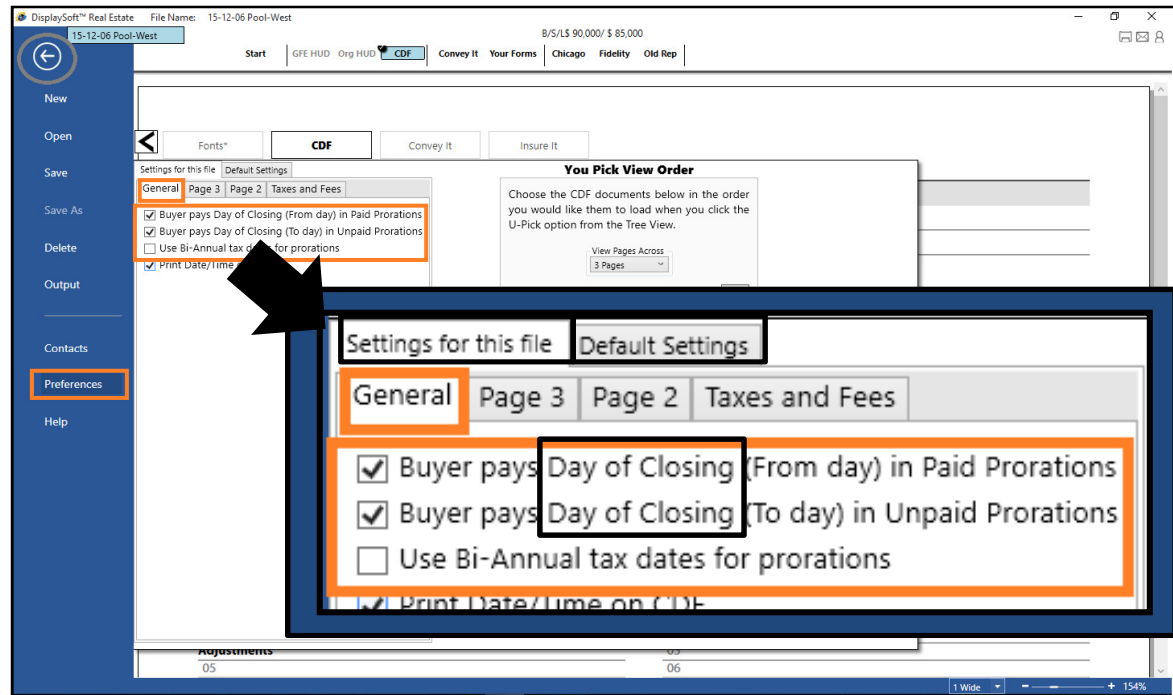
A setting in “Preferences” will add a day to the proration period when selected.

There are two settings: “Settings for this file” and” Default Settings.”

“Settings for this file” allows for the alternative option when necessary.

The selections in “Default Settings” are used to set the next new file.

Changing the closing date will cause the paid and unpaid prorated items to recalculate.



PAID Not due

Type in an item description. Click the expander to calculate a proration. The proration calculator is revealed using the expander “^”.

Click “v” to expand “^”

Change proration period to:
365 (or 366 leap year) annual;
30 (or 31, 28 for Feb) for monthly;
90 (or 91, 92) for quarterly;
180 for bi-annual.

11 HOA Dues	12/08/2015	to	12/31/2015	\$24.00
Gross Amount:	\$365.00	X	100 % =	\$365.00 Basis
Basis:	\$365.00	/	365 Days in Year =	1 Per Day
From:	12/08/2015	to	12/31/2015	= 24 Days
Perday:	1	X	24 Days = Total	\$24.00

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

And then change the “to date” to:
Annual: the end of the year or the fiscal year;
Monthly: the end of the month;
Quarterly: the end of the quarter;
Bi-Annual: the end of the half;
 or to the day after the due date for a “through” date per diem.

UNPAID Not due

Type in an item description. Click the expander to calculate a proration. The proration calculator is revealed using the expander “^”.

Change proration period to:
365 (or 366 leap year) annual;
30 (or 31, 28 for Feb) for monthly;
90 (or 91, 92) for quarterly;
180 for bi-annual.

Click “v” to expand “^”

And then change the “From date” to:
Annual: the beginning of the year or the fiscal year;
Monthly: the beginning of the month;
Quarterly: the beginning of the quarter;
Bi-Annual: the beginning of the half;

Adjustments for Items Unpaid by Seller			
12 City/Town Taxes	to		
13 County Taxes	01/01/2016 to 03/15/2016		\$75.00
Gross Amount:	\$365.00 X 100 % =		\$365.00 Basis
Basis:	\$365.00 / 365 Days in Year =		1 Per Day
From:	01/01/2016 to 03/15/2016 =		75 Days
Perday:	1 X 75 Days =	Total	\$75.00