

Chapter 33 **RESERVE FUNDS**

Reserve Funds are monies received from the Property Owner to cover expenses over and above what the rent received can cover.

In QuickBooks, an owner's reserve fund is similar to a tenant's security deposit.

Objectives

Upon completion of this chapter, you will be able to:

- Enter reserve funds
- Apply funds to owners proceed
- View reports

Enter Reserve Funds

To enter an invoice for the owner's reserve fund, refer to Section 3 chapter Security Deposit. Use Reserve Fund as the Item.

Apply Funds to Owners Proceed

Refer to Section 3 chapter Owner's Proceeds.

Report: Reserve Fund - Unpaid

To view the Unpaid Reserve Fund report:

- Click **MemRpts** on the icon bar
- Double click **Reserve Fund – Unpaid** under Reserve Funds

All Star Property Management							
Reserve Fund - Unpaid							
All Transactions							
Basis							
Type	Date	Num	Name	Paid	Open Balance	Balance	
Invoice	10/30/2009	48	Rentals in PA	Unpaid	50.00	50.00	
Total					50.00	50.00	

Report 41 Reserve Fund - Unpaid

Report: Reserve Fund (after payment)

To view the Reserve Fund (after payment) report:

- Click **MemRpts** on the icon bar
- Double click **Reserve Fund** under Reserve Funds

All Star Property Management Reserve Fund All Transactions							
Basis	Type	Date	Num	Name	Paid	Open Balance	Balance
	Sales Receipt	8/1/2009	3	Rentals in PA	Unpaid	500.00	500.00
	Check	10/30/2009	3	Rentals in PA PO	Unpaid	-50.00	450.00
	Invoice	10/30/2009	48	Rentals in PA	Paid		500.00
Total						450.00	500.00

Report 42 Reserve Fund (after payment)

Note the invoice is fully paid. The "Paid" and open balance amount is blank.