DSS Tutorial Worked Example

When following this example, it will help to also have the software running and to refer to the software itself, as well as the screenshots within this document, as you go along.

The tenant Steven Grosvenor is assigned to the property named The Grove. The period of the tenancy is 1 year. The monthly rent is £600. The DSS pays £400 every month and the tenant tops this up to £600 by paying £50 per week.

This is how you would enter this in the software:

Create the tenant in Tenant Manager
In the Tenant Details section, make a note on Mr. Grosvenor's records using the Notes box that his rent is partly paid by the DSS every month and that he adds to this weekly. This will help you maintain a comprehensive record. See Screenshot 1 below.

Screenshot 1

In Tenant Manager, under the Tenancy Details section, click Add New Tenancy and in the new tenancy screen that appears, enter the start and end dates for the 1 year period.

In this example, you would create a tenancy agreement for Mr Grosvenor starting on 01/09/2007 and ending on the 31/08/2008 with the payment term set to monthly. When you have done this, you will get the usual message to say that a rent schedule has been created.

If you now go to the Rent Schedule section, you will see a schedule for a period of 1 year with monthly payments of £600. See Screenshot 2 below.

Screenshot 2

Property Name	Date Owed	Amount Owed	Date Paid	Amount Paid	Bad D...	Ad Hoc	Notes
The Grove	01/09/2007	£600.00		£0.00	☐	☐	
The Grove	01/10/2007	£600.00		£0.00	☐	☐	
The Grove	01/11/2007	£600.00		£0.00	☐	☐	
The Grove	01/12/2007	£600.00		£0.00	☐	☐	
The Grove	01/01/2008	£600.00		£0.00	☐	☐	
The Grove	01/02/2008	£600.00		£0.00	☐	☐	
The Grove	01/03/2008	£600.00		£0.00	☐	☐	
The Grove	01/04/2008	£600.00		£0.00	☐	☐	
The Grove	01/05/2008	£600.00		£0.00	☐	☐	
The Grove	01/06/2008	£600.00		£0.00	☐	☐	
The Grove	01/07/2008	£600.00		£0.00	☐	☐	
The Grove	01/08/2008	£600.00		£0.00	☐	☐	

Now, obviously, you will not be receiving £600 in one lump sum every month from Mr Grosvenor. You will only be receiving £400 a month, with £50 every week of the month. This is where we make use of the notes section and the ability to add and edit payments using the buttons at the left. For the first month (September), I have entered the payments as they will occur. See Screenshot 3 below.

Screenshot 3

Rent Schedule Info

Property Name	Date Owed	Amount Owed	Date Paid	Amount Paid	Bad D...	Ad Hoc	Notes
► The Grove	01/09/2007	£600.00	01/09/2007	£400.00	☐	☐	DSS Payment
The Grove	01/09/2007		08/09/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/09/2007		15/09/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/09/2007		22/09/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/09/2007		29/09/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/10/2007	£600.00	01/10/2007	£400.00	☐	☐	DSS Payment
The Grove	01/10/2007		06/10/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/10/2007		13/10/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/10/2007		20/10/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/10/2007		27/10/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/11/2007	£600.00	01/11/2007	£400.00	☐	☐	DSS Payment
The Grove	01/11/2007		03/11/2007	£50.00	☐	☑	Tenant top-up
The Grove	01/12/2007	£600.00		£0.00	☐	☐	
The Grove	01/01/2008	£600.00		£0.00	☐	☐	

With the first payment date (01/09/07) highlighted, click on Edit Rent Payment. Enter the amount as £400, enter the date (01/09/07) and make a note that this is a DSS Payment. See Screenshot 3a below. Click on Save.

This has created your first installment of £400.

Now, with that first payment still highlighted, click on Add New Payment. This will create an 'ad hoc payment' and will be entered with a tick in the 'ad hoc' column of the rent schedule. See Screenshot 3b.

You will also have to enter the date on which the tenant made this top-up payment. In this example I have entered the date of every Saturday, as we are assuming that the tenant tops up weekly.

Screenshot 3a
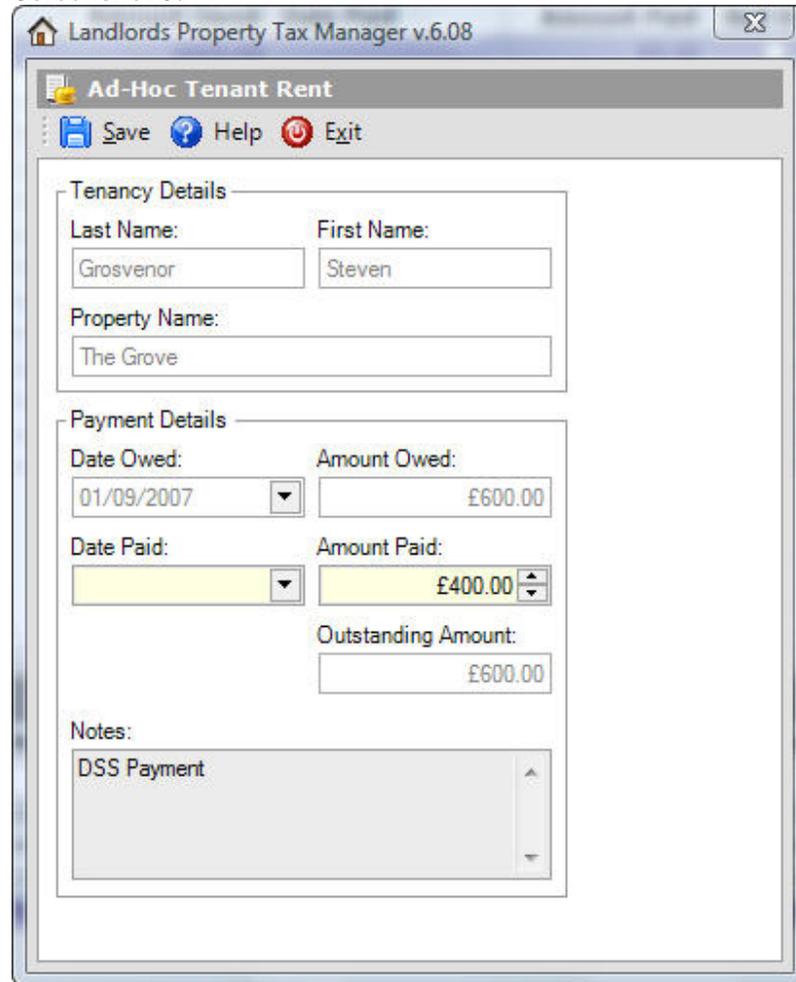
Screenshot 3b
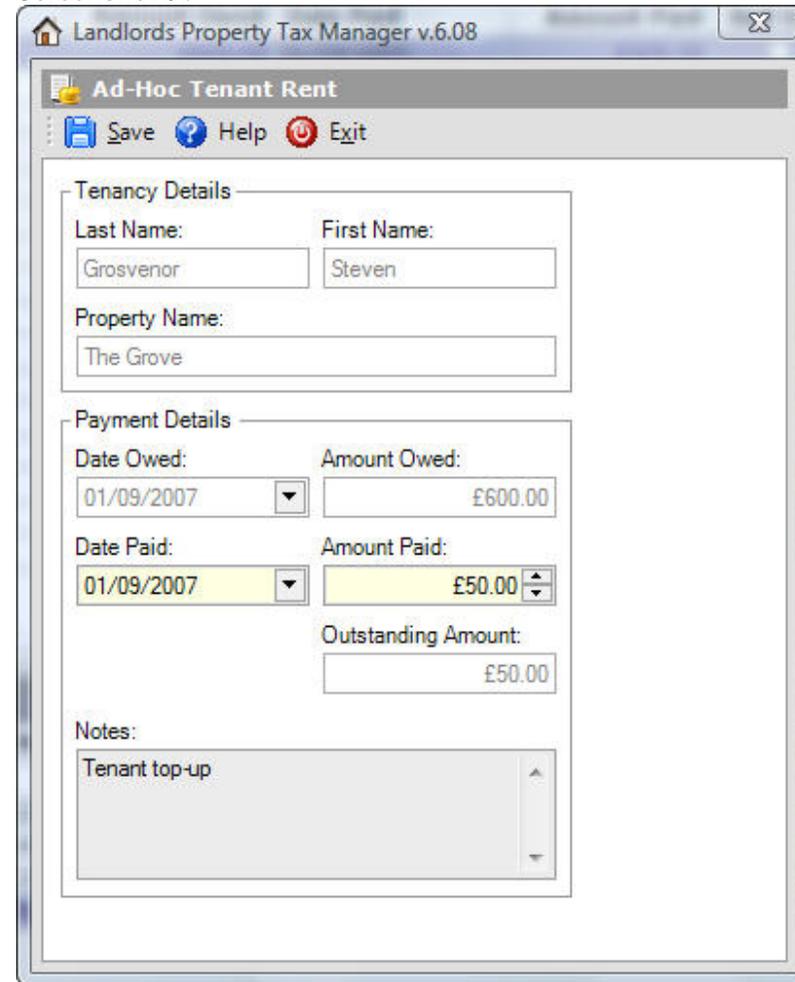
Now, when October comes around and it's time for another monthly DSS payment, highlight the 01/10/07 date and click Edit Rent Payment. You must take care not to mix up Add New Payment and Edit Payment or this will make a mess of your schedule.

As a useful reminder, you might even note this last point in the notes section of the tenant manager, as shown in Screenshot 3c below.

Screenshot 3c

If you have any questions or problems, you can contact us at support@propertyportfoliosoftware.co.uk