

| Practice Topic | KC Category File Path | Article Name | Tick Box | Article URL |
|---------------------------------|---|---|----------|---|
| Opening Balance Process | | | | |
| Adding Deposits | Accounts > Reconciling | Opening Balances | | https://support.iupix.com/help/reconciling-opening-balances |
| | Accounts > Reconciling | Opening Balances: Landlord & Tenant balances | | https://support.iupix.com/help/reconciling-opening-balances-landlord-and-tenant-balances |
| | FAQS>Accounts | Why is There No Management Fee Charged On A Landlord Statement? | | https://support.iupix.com/help/accounts-d6261f5-why-is-there-no-management-fee-charged-on-a-landlord-statement |
| Add Money For Landlord & Tenant | Accounts > Reconciling | Opening Balances | | https://support.iupix.com/help/reconciling-opening-balances |
| | Accounts > Reconciling | Opening Balances: Landlord & Tenant balances | | https://support.iupix.com/help/reconciling-opening-balances-landlord-and-tenant-balances |
| | Accounts>Receipting | How Money Is Allocated Within Jupix | | https://support.iupix.com/help/receipting-how-money-is-allocated-within-jupix |
| Add Tenant Arrears | Accounts > Reconciling | Add Rent Arrears | | https://support.iupix.com/help/reconciling-add-rent-arrears |
| | Accounts > Payments | Change The Rent Demands | | https://support.iupix.com/help/payments-9b6a6b9-change-the-rent-demands |
| Start A New Tenancy | | | | |
| Add Admin Fees | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Adding A Property Expense | | https://support.iupix.com/help/starting-a-tenancy-adding-a-property-expense |
| | Lettings & Property Management>Starting A Tenancy | Adding A Tenant Expense | | https://support.iupix.com/help/starting-a-tenancy-adding-a-tenant-expense |
| | Lettings & Property Management>Starting A Tenancy | Processing An Application For A Rented Property | | https://support.iupix.com/help/starting-a-tenancy-processing-an-application-for-a-rented-property |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| Add Receipt | Accounts>Payments | Make A Payment To A Supplier | | https://support.iupix.com/help/payments-9b6a6b9-make-a-payment-to-a-supplier |
| | Accounts>Receipting | How Money Is Allocated Within Jupix | | https://support.iupix.com/help/receipting-how-money-is-allocated-within-jupix |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| Add Holding Deposit | FAQS>Accounts | What is A Holding Deposit? | | https://support.iupix.com/help/accounts-d6261f5-what-is-a-holding-deposit |
| | Lettings & Property Management>Starting A Tenancy | Processing An Application For A Rented Property | | https://support.iupix.com/help/starting-a-tenancy-processing-an-application-for-a-rented-property |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Accounts>Dposits | Add A Deposit To A Tenancy Record | | https://support.iupix.com/help/deposits-4286f26-add-a-deposit-to-a-tenancy-record |
| Add Deposit Details | Accounts>Dposits | Add An Additional Deposit | | https://support.iupix.com/help/deposits-4286f26-add-an-additional-deposit |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Editing Landlord/Tenant Bank Account Details | | https://support.iupix.com/help/starting-a-tenancy-editing-landlord-tenant-bank-account-details |
| Add Missing Landlord Details | Accounts>Tax & NRL | Withhold Overseas Tax On A Landlord Ledger | | https://support.iupix.com/help/withhold-overseas-tax-on-a-landlord-ledger |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | FAQS>Accounts | Why is There No Management Fee Charged On A Landlord Statement? | | https://support.iupix.com/help/accounts-d6261f5-why-is-there-no-management-fee-charged-on-a-landlord-statement |
| Add Landlord First Account | Lettings & Property Management>Starting A Tenancy | Landlord First Account | | https://support.iupix.com/help/starting-a-tenancy-landlord-first-account |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| Add Tenant First Account | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| Receipt Funds | Accounts>Receipting | Receipt Tenant Money | | https://support.iupix.com/help/receipting-receipt-tenant-money |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| | Lettings & Property Management>Starting A Tenancy | Create And Start A Tenancy | | https://support.iupix.com/help/starting-a-tenancy-create-and-start-a-tenancy |
| Start Tenancy | | | | |

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| Daily Accounting Cycle - Over Several Days | | | | |
| Receipt Rents | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Reconciling | Reconciling The Bank In Jupix | | https://support.jupix.com/help/reconciling-reconciling-the-bank-in-jupix |
| | FAQS>Accounts | Why Does Rent Not Show On A Landlord Statement? | | https://support.jupix.com/help/accounts-d6261f5-why-does-rent-not-show-on-a-landlords-statement |
| | Accounts>Receipting | Process Rent Receipts | | https://support.jupix.com/help/receipting-process-rent-receipts |
| | Accounts>Receipting | Receipt Tenant Money | | https://support.jupix.com/help/receipting-receipt-tenant-money |
| Receipt Tenant Cash | | | | |
| by Automated Banking | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Reconciling | Reconciling The Bank In Jupix | | https://support.jupix.com/help/reconciling-reconciling-the-bank-in-jupix |
| | FAQS>Accounts | Why Does Rent Not Show On A Landlord Statement? | | https://support.jupix.com/help/accounts-d6261f5-why-does-rent-not-show-on-a-landlords-statement |
| | Accounts>Receipting | Receipt Tenant Money | | https://support.jupix.com/help/receipting-receipt-tenant-money |
| By Cash | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | | Reconciling The Bank In Jupix | | |
| | FAQS>Accounts | Why Does Rent Not Show On A Landlord Statement? | | https://support.jupix.com/help/accounts-d6261f5-why-does-rent-not-show-on-a-landlords-statement |
| | Accounts>Receipting | Receipt Tenant Money | | https://support.jupix.com/help/receipting-receipt-tenant-money |
| By Cheque | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Reconciling | Reconciling The Bank In Jupix | | https://support.jupix.com/help/reconciling-reconciling-the-bank-in-jupix |
| | FAQS>Accounts | Why Does Rent Not Show On A Landlord Statement? | | https://support.jupix.com/help/accounts-d6261f5-why-does-rent-not-show-on-a-landlords-statement |
| | Accounts>Receipting | Receipt Tenant Money | | https://support.jupix.com/help/receipting-receipt-tenant-money |
| Batch Pay In Updated | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | FAQS>Accounts | Why Can I Not Transfer Cash From My Suspense Account> | | https://support.jupix.com/help/why-can-i-not-transfer-cash-from-my-suspense-account |
| | Accounts>Reconciling | Undo A Receipt Taken By PDQ | | https://support.jupix.com/help/reconciling-undo-a-receipt-taken-by-pdq |
| By PDQ | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Reconciling | Reconciling The Bank In Jupix | | https://support.jupix.com/help/reconciling-reconciling-the-bank-in-jupix |
| | FAQS>Accounts | Why Does Rent Not Show On A Landlord Statement? | | https://support.jupix.com/help/accounts-d6261f5-why-does-rent-not-show-on-a-landlords-statement |
| | Accounts>Receipting | Receipt Tenant Money | | https://support.jupix.com/help/receipting-receipt-tenant-money |
| Batch Pay In Updates | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Reconciling | Pay Into The PDQ Batch Update | | https://support.jupix.com/help/pay-in-to-the-pdq-batch-update |
| | Accounts>Reconciling | Undo A Receipt Taken By PDQ | | https://support.jupix.com/help/reconciling-undo-a-receipt-taken-by-pdq |
| Add Supplier Invoices | | | | |
| Expense | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Lettings & Property Management>Starting A Tenancy | Adding A Property Expense | | https://support.jupix.com/help/starting-a-tenancy-adding-a-property-expense |
| Maintenance Job | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Lettings & Property Management>Starting A Tenancy | Adding A Property Expense | | https://support.jupix.com/help/starting-a-tenancy-adding-a-property-expense |
| | Lettings & Property Management>Maintenance Jobs | Maintenance Job - Payment Source | | https://support.jupix.com/help/maintenance-job---payment-source |
| Landlord Statements | | | | |
| Generate Landlord Statements | Accounts>Receipting | Accounting Cycle | | https://support.jupix.com/help/receipting-accounting-cycle |
| | Accounts>Payments | Generate The Landlord Statement | | https://support.jupix.com/help/payments-9b6a6b9-generate-the-landlords-statement |
| | Accounts>Payments | Withhold Money From A Landlord Statement | | https://support.jupix.com/help/withhold-money-from-a-landlord-statement |
| | Accounts>Tax & NRL | Withhold Overseas Tax On A Landlord Ledger | | https://support.jupix.com/help/withhold-overseas-tax-on-a-landlord-ledger |
| Pay Landlords | | | | |

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| Pay Landlords | Accounts>Receipting | Accounting Cycle | | https://support.iupix.com/help/receipting-accounting-cycle |
| Is the Payment Method Correct | Accounts>Receipting | Accounting Cycle | | https://support.iupix.com/help/receipting-accounting-cycle |
| | Lettings & Property Management>Starting A Tenancy | Editing Landlord/Tenant Bank Account Details | | https://support.iupix.com/help/starting-a-tenancy-editing-landlord-tenant-bank-account-details |
| | Accounts>Payments | Add Or Amend Payment Details For Landlords | | https://support.iupix.com/help/payments-9b6a6b9-add-or-amend-payment-details-for-landlords |
| Has the BACS payment file been set up & Tested | Accounts>Payments | Make A Payment By BACS | | https://support.iupix.com/help/payments-9b6a6b9-make-a-payment-by-bacs |
| | Accounts>Payments | Activating The BACS Payment File Function | | https://support.iupix.com/help/payments-9b6a6b9-activating-the-bacs-payment-file-function |
| Pay Suppliers | | | | |
| Pay Suppliers | Accounts>Receipting | Accounting Cycle | | https://support.iupix.com/help/receipting-accounting-cycle |
| | Accounts>Payments | Make A Payment To A Supplier | | https://support.iupix.com/help/payments-9b6a6b9-make-a-payment-to-a-supplier |
| | Accounts>Payments | Make A Payment By BACS | | https://support.iupix.com/help/payments-9b6a6b9-make-a-payment-by-bacs |
| Is the Payent Method Correct | Accounts>Receipting | Accounting Cycle | | https://support.iupix.com/help/receipting-accounting-cycle |
| | Lettings & Property Management>Maintenance Jobs | Set Up A Supplier To Be Paid By BACS | | https://support.iupix.com/help/maintenance-jobs-set-up-a-supplier-to-be-paid-by-bacs |
| Pay Agency | | | | |
| Pay Agency | Accounts>Receipting | Accounting Cycle | | https://support.iupix.com/help/receipting-accounting-cycle |
| | Accounts>Payments | Pay Agency | | https://support.iupix.com/help/payments-9b6a6b9-pay-agency |
| Transfer Deposits (as Applicable) | | | | |
| To DPS | Accounts>Deposits | Transfer A Deposit Mid Tenancy | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-mid-tenancy |
| | Accounts>Deposits | Add An Additional Deposit | | https://support.iupix.com/help/deposits-4286f26-add-an-additional-deposit |
| | Accounts>Deposits | Transfer A Deposit (Various Schemes) | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-agency |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-landlord |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-dps |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-landlord-dps |
| | Accounts>Deposits | | | https://support.iupix.com/help/transfer-a-deposit-to-another-agent-held-with-agency |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-another-agent-held-with-dps |
| To Deposit Account | Accounts>Deposits | Transfer A Deposit Mid Tenancy | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-mid-tenancy |
| | Accounts>Deposits | Add An Additional Deposit | | https://support.iupix.com/help/deposits-4286f26-add-an-additional-deposit |
| | Accounts>Deposits | Transfer A Deposit (Various Schemes) | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-agency |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-landlord |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-dps |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-be-held-by-the-landlord-dps |
| | Accounts>Deposits | | | https://support.iupix.com/help/transfer-a-deposit-to-another-agent-held-with-agency |
| | Accounts>Deposits | | | https://support.iupix.com/help/deposits-4286f26-transfer-a-deposit-to-another-agent-held-with-dps |
| Return A Deposit (as Applicable) | | | | |
| Form DPS | Accounts>Deposits | Return A Deposit From The DPS | | https://support.iupix.com/help/deposits-4286f26-return-a-deposit-from-the-dps |
| From Deposit Account | Accounts>Deposits | Refund A Deposit Held By The Agency (Insured Scheme) | | https://support.iupix.com/help/deposits-4286f26-refund-a-deposit-held-by-the-agency-insured-scheme |
| Landlords | | | | |
| Are the Ledgers Set up correctly | Accounts>Receipting | Assigning Properties To Ledgers | | https://support.iupix.com/help/assigning-properties-to-ledgers |
| overseas landlord details have been checked | Accounts>Tax & NRL | Withhold Overseas Tax On A Landlord Ledger | | https://support.iupix.com/help/withhold-overseas-tax-on-a-landlord-ledger |

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| | Accounts>Tax & NRL | Adding Additional owners in Overseas Tax Cases | | https://support.iupix.com/help/tax-nrl-adding-additional-owners-in-overseas-tax-cases |
| Corrections: How to Guides in the Knowledge Centre | | | | |
| Credit a Rent Demand | Accounts>Payments | First tenant Account - Amend Rent or Deposit Amount | | https://support.iupix.com/help/payments-9b6a6b9-first-tenant-account-amend-rent-or-deposit-amount |
| | Accounts>Payments | Change The Rent Demands | | https://support.iupix.com/help/payments-9b6a6b9-change-the-rent-demands |
| Re-Demand Rent | Lettings & Property Management>Starting A Tenancy | Add A Rent Demand To A Let Only Tenancy | | https://support.iupix.com/help/starting-a-tenancy-add-a-rent-demand-to-a-let-only-tenancy |
| | Accounts>Payments | Change The Rent Demands | | https://support.iupix.com/help/payments-9b6a6b9-change-the-rent-demands |
| Credit An Invoice | Accounts>Receipting | The Difference Between Credits And Refunds | | https://support.iupix.com/help/receipting-the-difference-between-credits-and-refunds |
| | Accounts>Receipting | Process A Credit | | https://support.iupix.com/help/receipting-process-a-credit |
| Refund A Fee | Accounts>Receipting | The Difference Between Credits And Refunds | | https://support.iupix.com/help/receipting-the-difference-between-credits-and-refunds |
| | Accounts>Payments | Refunding Agency Fees | | https://support.iupix.com/help/refunding-agency-fees |
| | Accounts>Payments | Refund Tenant Cash | | https://support.iupix.com/help/payments-9b6a6b9-refund-tenant-cash |
| Add a Receipt to the Wrong Ledger and Correct | Accounts>Receipting | Undo An Incorrect Receipt | | https://support.iupix.com/help/receipting-undo-an-incorrect-receipt |
| | Accounts>Reconciling | Undo A Receipt Taken By PDQ | | https://support.iupix.com/help/reconciling-undo-a-receipt-taken-by-pdq |
| Are multiple offices set up correctly | Foundation>Properties | Change The Allocated Office Of A Property | | https://support.iupix.com/help/properties-64fa425-change-the-allocated-office-of-a-property |
| Are multiple Bank Accounts set up Correctly | Accounts>Payments | Add A Bank Account To An Office | | https://support.iupix.com/help/payments-9b6a6b9-add-a-bank-account-to-an-office |
| Are Rent Due dates all correct ? | FAQS>Accounts | How Do I Split Rent Between Multiple Tenants | | https://support.iupix.com/help/accounts-d6261f5-how-do-i-split-the-rent-between-multiple-tenants |
| | Lettings & Property Management>Starting A Tenancy | Add A Rent Demand To A Let Only Tenancy | | https://support.iupix.com/help/starting-a-tenancy-add-a-rent-demand-to-a-let-only-tenancy |
| | Accounts>Payments | Change The Tenant Rent Payment Date | | https://support.iupix.com/help/payments-9b6a6b9-change-the-tenant-rent-payment-date |
| | Accounts>Payments | Change The Rent Demands | | https://support.iupix.com/help/payments-9b6a6b9-change-the-rent-demands |
| Are Tenancy Status's all correct? | FAQS>Accounts | How Do I Split Rent Between Multiple Tenants | | https://support.iupix.com/help/accounts-d6261f5-how-do-i-split-the-rent-between-multiple-tenants |
| | Lettings & Property Management>Renewals | Finishing A Tenancy | | https://support.iupix.com/help/renewals-finishing-a-tenancy |
| | Lettings & Property Management>Renewals | The Renewal Process | | https://support.iupix.com/help/renewals-the-renewal-process |
| | | | | |