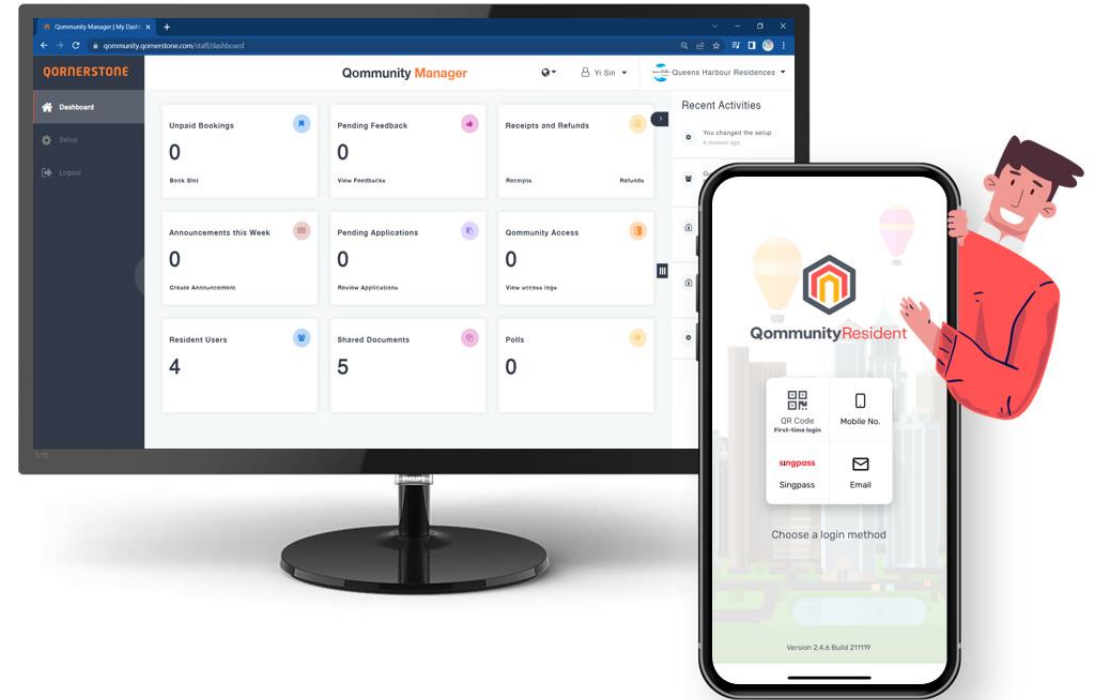




**QORNERSTONE**



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Qornerstone Estate & Qommunity

## **Offset SOA Bill with Estate Credit**

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# New Release

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## 1. Offset Both Facility Booking Deposit & Fees with Estate Credit

*Released in Nov 2022.*

## 2. Offset SOA Bill with Estate Credit

*To launch in Dec 2022.*

Residents can now offset outstanding bill with their available Estate Credit. View the following pages on how to offset SOA Bill using Estate Credit.

\*Real-time updates for Estate Credit balance is only available for Estates subscribed to QuickPay™

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# Scenarios

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## **A. Resident has Insufficient Estate Credit Balance**

## **B. Resident has Sufficient Estate Credit Balance**

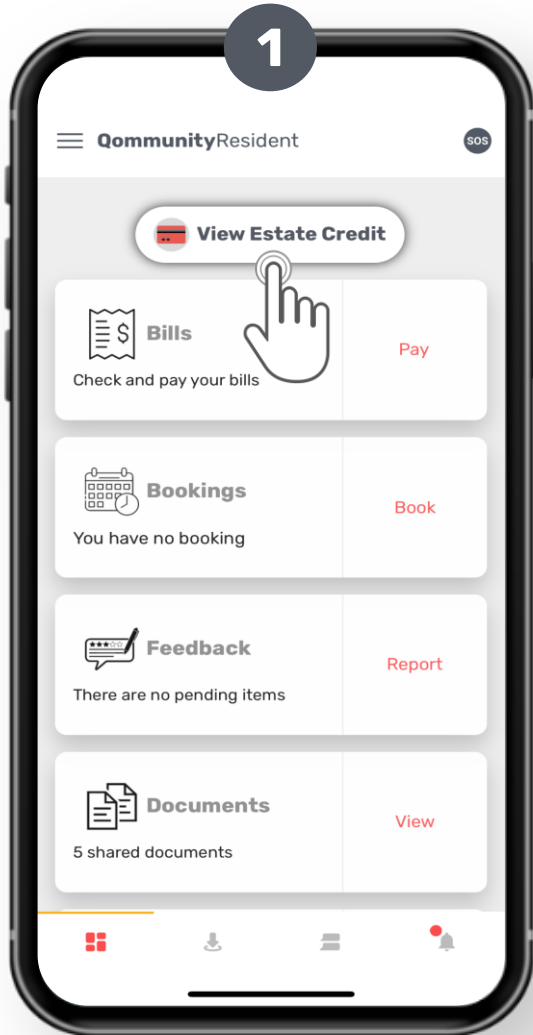
\*Real-time offset for Estate Credit balance is only available for Estates subscribed to QuickPay™

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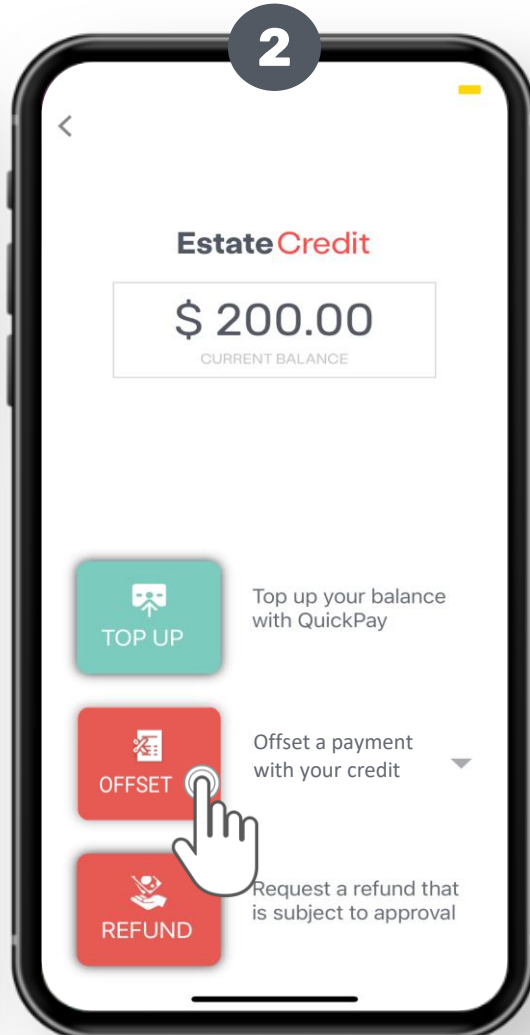
# Offset SOA Bill with Estate Credit

## In Qommunity:

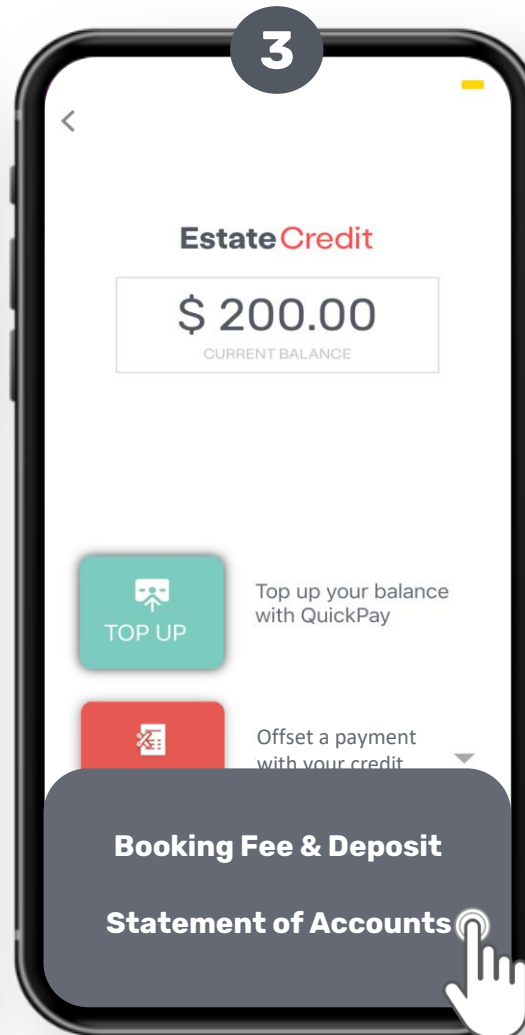
Click on View Estate Credit



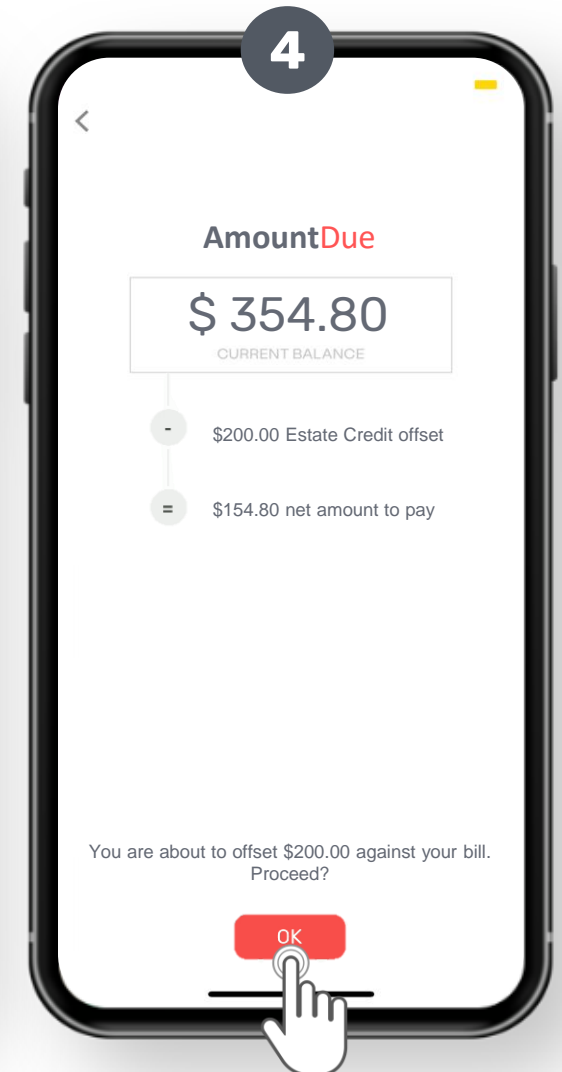
Select Offset



Select Statement of Accounts



The outstanding amount is shown. Click OK to proceed with the offset, and pay for the balance





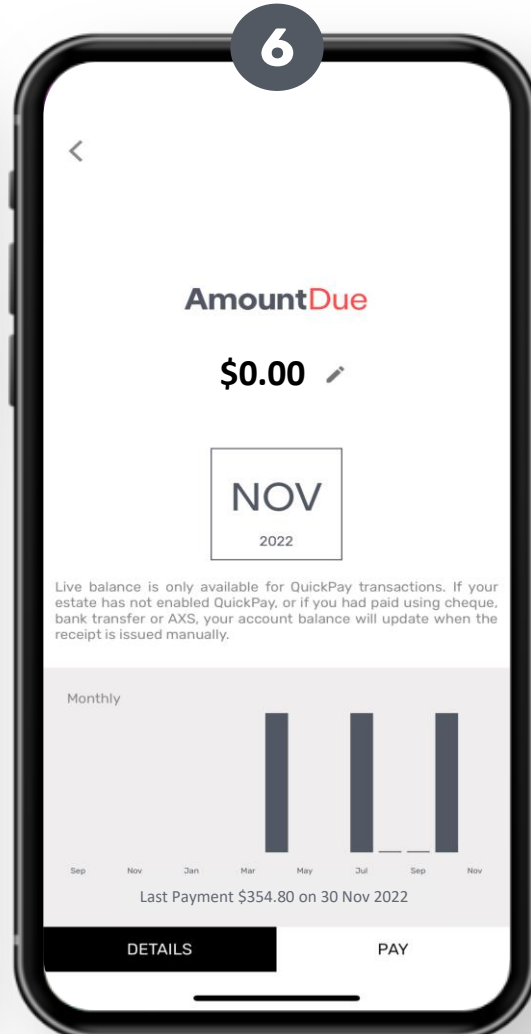
# Offset SOA Bill with Estate Credit

## In Qommunity:

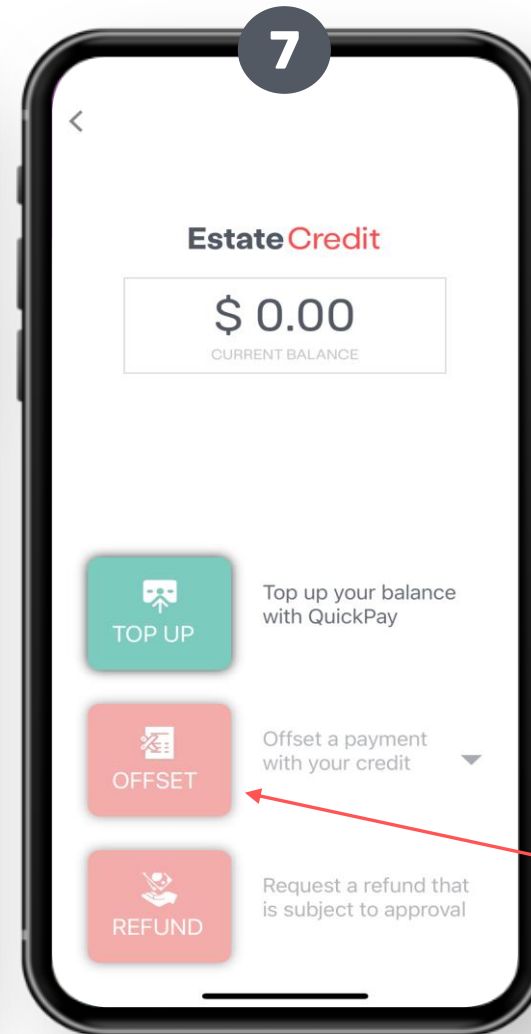
Proceed to make payment



After a successful payment is made, Amount Due is updated in App



Estate Credit balance becomes \$0 and Offset button is disabled



There is no available Estate Credit for Resident to offset any payment.

Hence, the Offset button is not available for use.

# Offset SOA Bill with Estate Credit

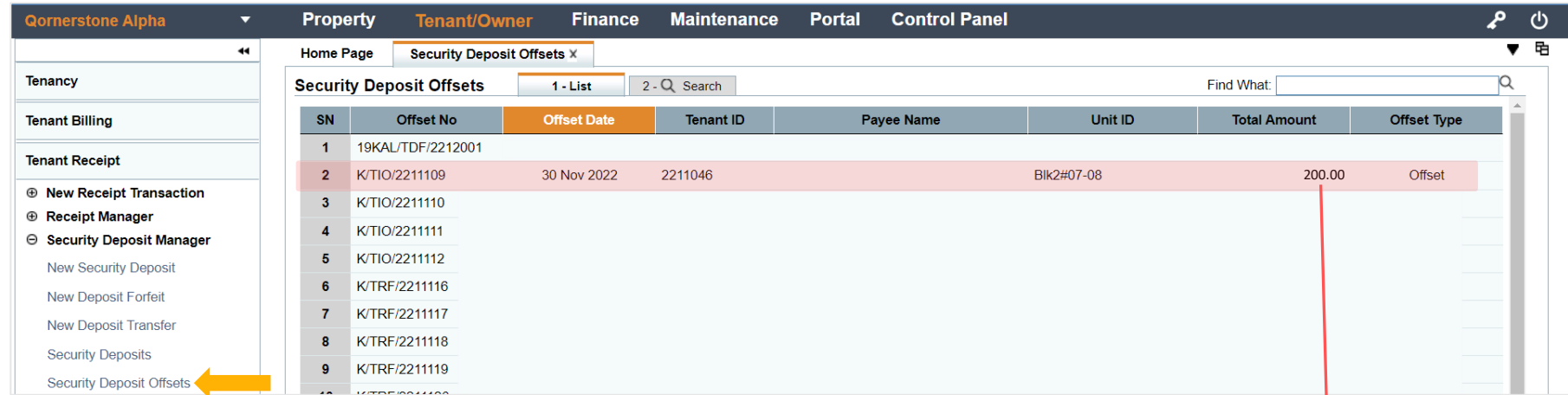
## In Q.Estate:

### 1. Security Deposit Offsets

In this example, the Invoice Amount is \$354.80.

Estate Credit of \$200.00 was used to offset the Invoice. Hence, a Security Deposit Offset record is created for the \$200.00.

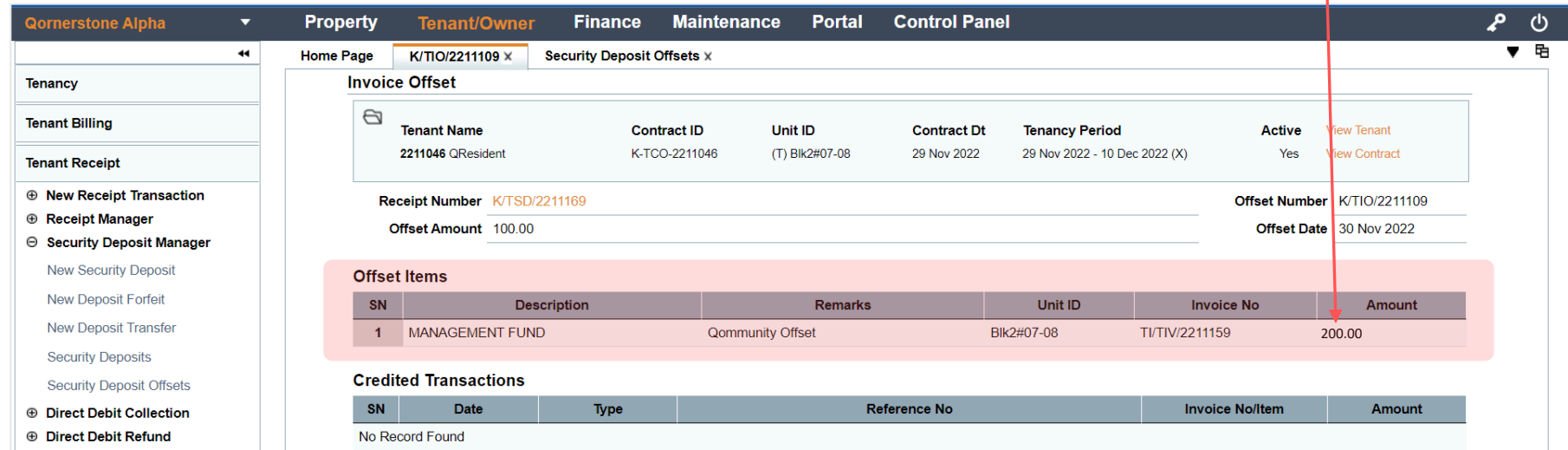
The balance payable amount of \$154.80 is also paid. Refer to the next page for the record.



The screenshot shows the 'Security Deposit Offsets' list in the Q.Estate system. The table contains the following data:

SN	Offset No	Offset Date	Tenant ID	Payee Name	Unit ID	Total Amount	Offset Type
1	19KAL/TDF/2212001						
2	K/TIO/2211109	30 Nov 2022	2211046		Bik2#07-08	200.00	Offset
3	K/TIO/2211110						
4	K/TIO/2211111						
5	K/TIO/2211112						
6	K/TRF/2211116						
7	K/TRF/2211117						
8	K/TRF/2211118						
9	K/TRF/2211119						

A yellow arrow points to the 'Security Deposit Offsets' menu item in the left sidebar. A red arrow points from the '200.00' value in the 'Total Amount' column of row 2 to the 'Offset Amount' field in the second screenshot.



The screenshot shows the 'Invoice Offset' details for the selected record. The 'Invoice Offset' section displays the following information:

Tenant Name	Contract ID	Unit ID	Contract Dt	Tenancy Period	Active
2211046 QResident	K-TCO-2211046	(T) Bik2#07-08	29 Nov 2022	29 Nov 2022 - 10 Dec 2022 (X)	Yes

Additional details shown:

- Receipt Number: K/TSD/2211169
- Offset Amount: 100.00
- Offset Number: K/TIO/2211109
- Offset Date: 30 Nov 2022

The 'Offset Items' table contains the following data:

SN	Description	Remarks	Unit ID	Invoice No	Amount
1	MANAGEMENT FUND	Community Offset	Bik2#07-08	TI/TIV/2211159	200.00

The 'Credited Transactions' section shows 'No Record Found'.

# Offset SOA Bill with Estate Credit

## In Q.Estate:

### 2. Tenant Receipt

The balance payable amount of \$154.80 is paid via QuickPay. Hence, a Tenant Receipt is automatically created.

The screenshot shows the 'Tenant Receipts' list in the Qornerstone Alpha system. The table contains the following data:

SN	Receipt No	Receipt Date	Tenant ID	Payer/Tenant Name	Unit	Cheque Number	Curr	Amount	Creation Date
1	SR/TRC/2211019	30 Nov 2022	2211046	QResident	Blk2#07-08	QuickPay	SGD	154.80	30 Nov 2022
2									
3									
4									
5									
6									
7									
8									

A yellow arrow points to 'Tenant Receipts' in the left-hand navigation menu. A red arrow points from the 'QuickPay' cell in the first row of the table to the 'Receipt Number' field in the detailed view below.

The screenshot shows the detailed view of a Tenant Receipt. The receipt details are as follows:

- Tenant Name:** 2211046 QResident (Direct Debit Bank Account Available)
- Contract ID:** K-TCO-2211046
- Unit ID:** (T) BLK2#07-08
- Contract Dt:** 29 Nov 2022
- Tenancy Period:** 29 Nov 2022 – 10 Dec 2022 (X)
- Active:** Yes
- Payer's Name:** QResident
- Cheque Number:** QuickPay
- Cheque Amount:** SGD154.80
- Bank Name:**
- Bank Account:** 12020 Cash At Bank DBS
- Receipt Number:** SR/TRC/2211019
- Receipt Date:** 30 Nov 2022
- Equiv. Amount:** SGD154.80
- Batch No:** K/TLB/2022110001

The 'Receipt Items' table is highlighted in pink and contains the following data:

SN	Charge Code	Description	Remarks	Contract ID	Invoice No	Amount (SGD)
1	MF	MANAGEMENT FUND	Receipt	K-TCO-2211046	TI/TIV/2211159	154.80

The 'Credited Transactions' table is empty, showing 'No Record Found'.

# Scenarios

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**A. Resident has Insufficient Estate Credit Balance**

**B. Resident has Sufficient Estate Credit Balance**

\*Real-time offset for Estate Credit balance is only available for Estates subscribed to QuickPay™

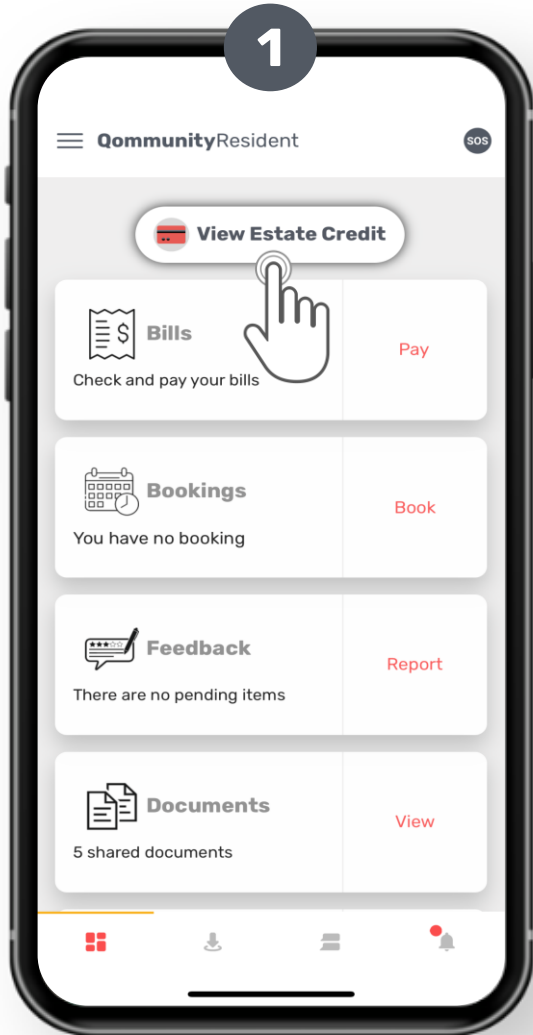
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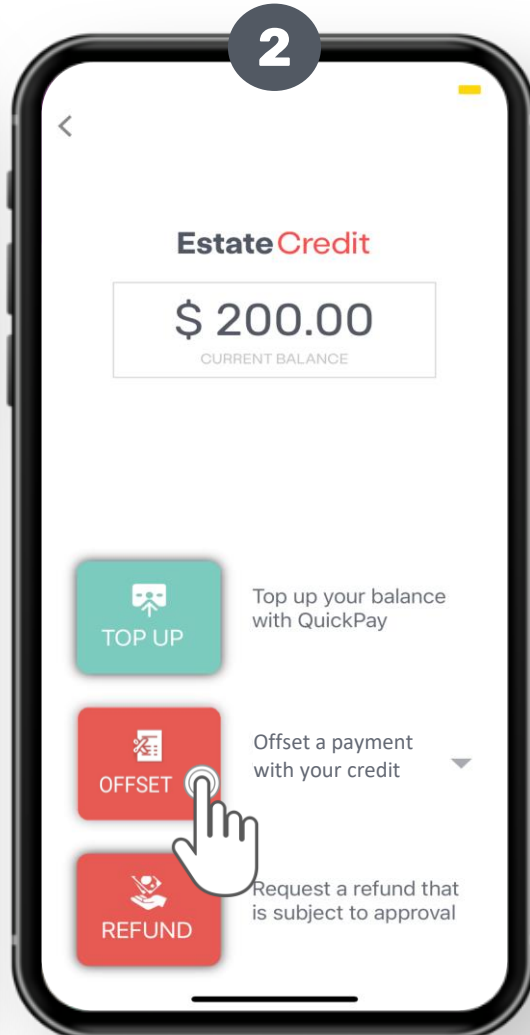
# Offset SOA Bill with Estate Credit

## In Qommunity:

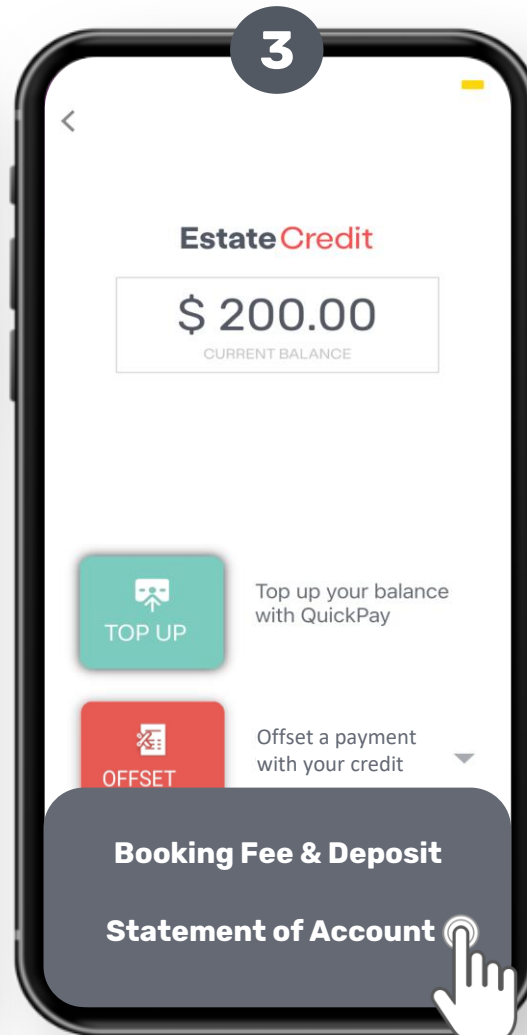
Click on View Estate Credit



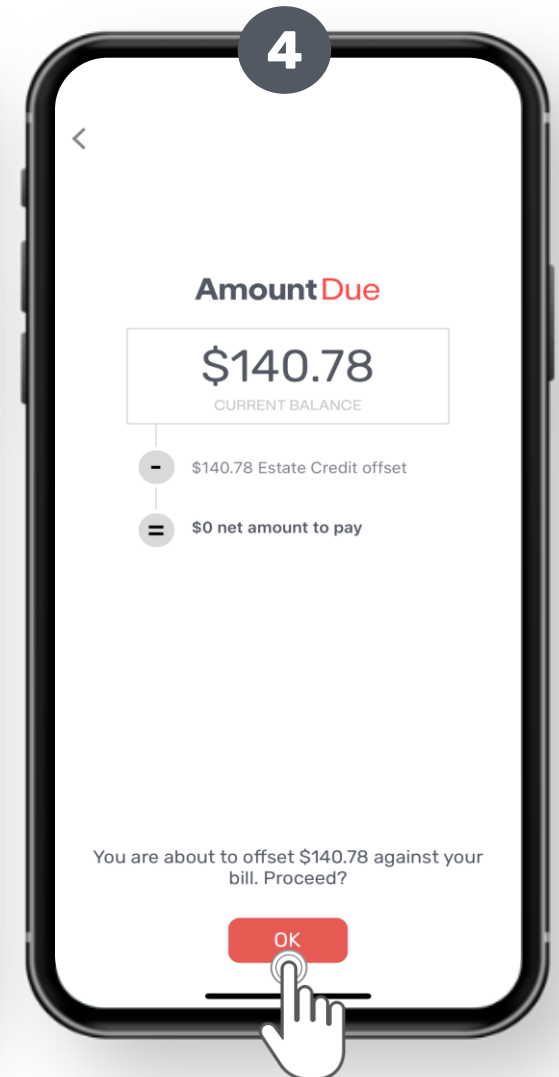
Select Offset



Select Statement of Accounts



The outstanding amount is shown. Click OK to proceed with the offset.



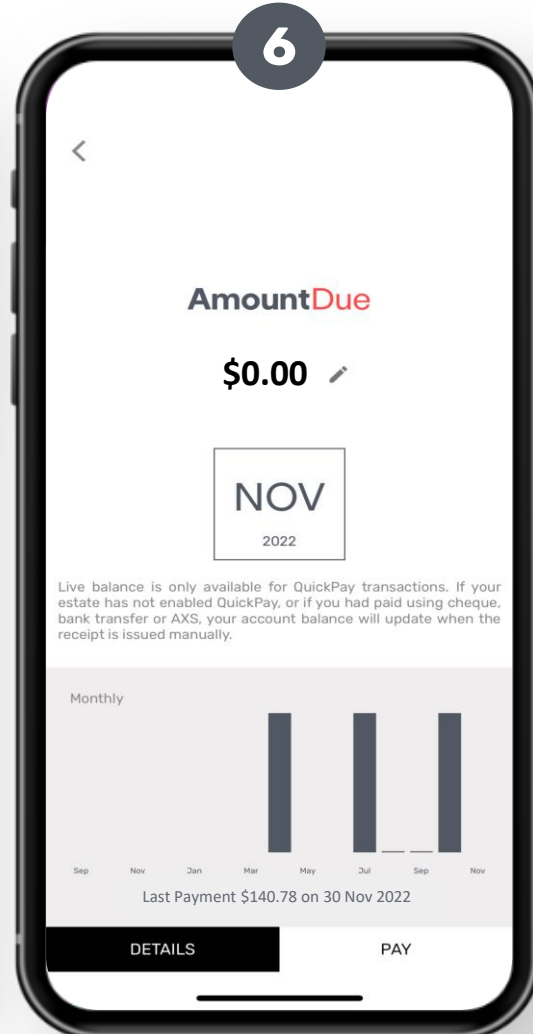
# Offset SOA Bill with Estate Credit

## In Qommunity:

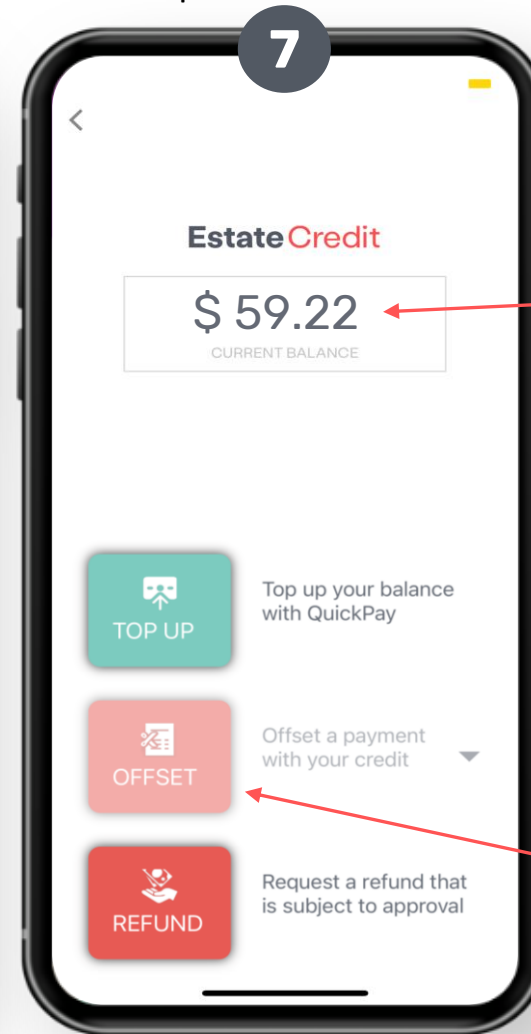
App shows Offset is successful



The Amount Due is updated in App



Estate Credit balance is updated as well



Initial Estate Credit Balance \$200.00  
- Outstanding Bill \$140.78  
= \$59.22

There is no outstanding payment for Resident to offset.

Hence, the Offset button is not available for use.

# Offset SOA Bill with Estate Credit

## In Q.Estate:

### 1. Security Deposit Offsets

Security Deposit Offset records are created.

If there are multiple records of Security Deposits (SD), the earliest SD will be used to offset the earliest Invoice (based on the Invoice Date), in a First-In-First-Out manner.

Cornerstone Alpha | Property | Tenant/Owner | Finance | Maintenance | Portal | Control Panel

Home Page | Security Deposit Offsets x

Security Deposit Offsets | 1 - List | 2 - Search | Find What: [ ]

SN	Offset No	Offset Date	Tenant ID	Payee Name	Unit ID	Total Amount	Offset Type
1	19KAL/TDF/2212001						
2	K/TIO/2211109						
3	K/TIO/2211110						
4	K/TIO/2211111	30 Nov 2022	19KAL/TID/201...		04-1764	19.99	Offset
5	K/TIO/2211112	30 Nov 2022	19KAL/TID/201...		04-1764	120.79	Offset
6	K/TRF/2211116						
7	K/TRF/2211117						
8	K/TRF/2211118						
9	K/TRF/2211119						

Navigation: Tenancy, Tenant Billing, Tenant Receipt, New Receipt Transaction, Receipt Manager, Security Deposit Manager, New Security Deposit, New Deposit Forfeit, New Deposit Transfer, Security Deposits, Security Deposit Offsets

Home Page | K/TIO/2211111 x | Security Deposit Offsets x

Invoice Offset

Tenant Name	Contract ID	Unit ID	Contract Dt	Tenancy Period	Active	View Tenant	View Contract
19KAL/TID/2011003 Yisin	19KAL/TCO/2011013	(O) 04-1764	09 Nov 2020	09 Nov 2020 - 31 Dec 2118 (X)	Yes		

Receipt Number: K/TSD/2211001 | Offset Number: K/TIO/2211111  
Offset Amount: 19.99 | Offset Date: 30 Nov 2022

Offset Items

SN	Description	Remarks	Unit ID	Invoice No	Amount
1	MANAGEMENT FUND	Community Offset	04-1764	TI/TIV/2211169	19.99

Credited Transactions

SN	Date	Type	Reference No	Invoice No/Item	Amount
No Record Found					

Home Page | K/TIO/2211112 x | K/TIO/2211111 x | Security Deposit Offsets x

Invoice Offset

Tenant Name	Contract ID	Unit ID	Contract Dt	Tenancy Period	Active	View Tenant	View Contract
19KAL/TID/2011003 Yisin	19KAL/TCO/2011013	(O) 04-1764	09 Nov 2020	09 Nov 2020 - 31 Dec 2118 (X)	Yes		

Receipt Number: K/TSD/2211175 | Offset Number: K/TIO/2211112  
Offset Amount: 120.79 | Offset Date: 30 Nov 2022

Offset Items

SN	Description	Remarks	Unit ID	Invoice No	Amount
1	MANAGEMENT FUND	Community Offset	04-1764	TI/TIV/2211169	80.01
2	SINGING FUND	Community Offset	04-1764	TI/TIV/2211169	40.78

Credited Transactions

SN	Date	Type	Reference No	Invoice No/Item	Amount
No Record Found					

# Offset SOA Bill with Estate Credit



In Q.Estate:

## 2. Tenant Invoice

Payment Details in the Tenant Invoice will be updated according to the Offset.

E.g., This is an invoice of \$140.78. This Invoice was offset in this manner:

- SD of \$19.99 was used to offset MF of \$100.00
  - SD of \$200.00 was used to offset the balance MF of \$80.01 & SF of \$40.78
- Balance of SD = \$59.22

**Tenant Invoice**

<b>Tenant Name</b> Yisin	<b>Invoice Number</b> TI/TIV/2211169
<b>Contact Person</b> Yisin	<b>Invoice Date</b> 30 Nov 2022
<b>Mailing Address</b> 19 Kallang Avenue Level 4 Singapore 339411	<b>Due Date</b> 14 Dec 2022
<b>Invoice Title</b>	<b>Total Amount</b> 140.78
<b>Batch No</b> K/TLB/2022110008	<b>Reference</b>

**Others**

**Invoice Items**

SN	Type	Description/Charge Code	Remarks/Contract ID	Amount	Balance	Interest Date	Taxable
1	CH	MANAGEMENT FUND MF Management Fund	19KAL/TCO/2011013	100.00	0.00		N
2	CH	SINGKING FUND SF Sinking Fund	19KAL/TCO/2011013	40.78	0.00		N

**Payment Details**

SN	Date	Type	Reference No	Amount	Balance
MANAGEMENT FUND -					
1	30 Nov 2022	SDO	K/TIO/2211111	19.99	80.01
2	30 Nov 2022	SDO	K/TIO/2211112	80.01	0.00
SINGKING FUND -					
3	30 Nov 2022	SDO	K/TIO/2211112	40.78	0.00

Home Page K/TIO/2211111 x Security Deposit Offsets x

**Invoice Offset**

Tenant Name	Contract ID	Unit ID	Contract Dt	Tenancy Period	Active
19KAL/TID/2011003 Yisin	19KAL/TCO/2011013	(O) 04-1764	09 Nov 2020	09 Nov 2020 - 31 Dec 2118 (X)	Yes

Receipt Number **K/TSD/2211001**      Offset Number **K/TIO/2211111**  
 Offset Amount **19.99**      Offset Date **30 Nov 2022**

**Offset Items**

SN	Description	Remarks	Unit ID	Invoice No	Amount
1	MANAGEMENT FUND	Community Offset	04-1764	TI/TIV/2211169	19.99

**Credited Transactions**

SN	Date	Type	Reference No	Invoice No/Item	Amount
No Record Found					

Home Page K/TIO/2211112 x K/TIO/2211111 x Security Deposit Offsets x

**Invoice Offset**

Tenant Name	Contract ID	Unit ID	Contract Dt	Tenancy Period	Active
19KAL/TID/2011003 Yisin	19KAL/TCO/2011013	(O) 04-1764	09 Nov 2020	09 Nov 2020 - 31 Dec 2118 (X)	Yes

Receipt Number **K/TSD/2211175**      Offset Number **K/TIO/2211112**  
 Offset Amount **120.79**      Offset Date **30 Nov 2022**

**Offset Items**

SN	Description	Remarks	Unit ID	Invoice No	Amount
1	MANAGEMENT FUND	Community Offset	04-1764	TI/TIV/2211169	80.01
2	SINGKING FUND	Community Offset	04-1764	TI/TIV/2211169	40.78

**Credited Transactions**

SN	Date	Type	Reference No	Invoice No/Item	Amount
No Record Found					



# Offset SOA Bill with Estate Credit

## In Q.Estate:

### 3. Security Deposit

Initial Estate Credit balance is \$200.00.

After offsetting the Invoice Amount of \$140.78, the Resident still has a balance of \$59.22 in the Security Deposit record.

Cornerstone Alpha | Property | Tenant/Owner | Finance | Maintenance | Portal | Control Panel

Home Page | Security Deposits x

#### Security Deposits

SN	Receipt No	Receipt Date	Tenant ID	Payer Name	Contract ID	Unit ID	Cheque/BG No	BG Expiry	Balance	Status	Reference
61	K/TSD/2211059	09 Nov 2022	2210025	QETest Test	K-TCO-2210025	Blk2#07-08	QuickPay		1.05	Deposit	R2022110113
62	K/TSD/2211068	09 Nov 2022	2210022	abcowner rupal	K-TCO-2210022	Blk02#07-15	Cash		6.00	Deposit	
63	K/TSD/2211069	09 Nov 2022	2210022	abcowner rupal	K-TCO-2210022	Blk02#07-15	Cash		10.00	Deposit	
64	K/TSD/2211073	09 Nov 2022	19KAL/TID/2006006	Aye Chan Mon	19KAL/TCO/2006016	Blk#05-10	Cash		770.00	Deposit	
65	K/TSD/2211033	07 Nov 2022	2210023	QETest Test	K-TCO-2210023	Blk02#07-15	Cash		8.00	Deposit	
66	K/TSD/2211037	07 Nov 2022	2211008	TenantA Test	K-TCO-2211008	Blk2#07-08	Cash		3.00	Deposit	
67	K/TSD/2211041	07 Nov 2022	2211011	QETest Test	K-TCO-2211011	Blk05#05-04	Cash		9.95	Deposit	
68	K/TSD/2211175	04 Nov 2022	19KAL/TID/2011003	Yisin	19KAL/TCO/2011013	04-1764	Cash		59.22	Deposit	

Home Page | Security Deposit : K/TSD/2211175 x | Security Deposits x

#### Security Deposit by Cash/Cheque

<b>Tenant Name</b>	19KAL/TID/2011003 Yisin	<b>Contract ID</b>	19KAL/TCO/2011013	<b>Unit ID</b>	(O) 04-1764	<b>Contract Dt</b>	09 Nov 2020	<b>Tenancy Period</b>	09 Nov 2020 - 31 Dec 2118 (X)	<b>Active</b>	Yes	<a href="#">View Tenant</a>	<a href="#">View Contract</a>
<b>Payer's Name</b>	Yisin			<b>Receipt Number</b>	K/TSD/2211175								
<b>Cheque Number</b>	Cash			<b>Receipt Date</b>	04 Nov 2022								
<b>Deposit Category</b>	Booking Deposit			<b>Deposit Amount</b>	SGD180.01								
<b>Bank Name</b>				<b>Credit Amount</b>	SGD120.79								
<b>Bank Account</b>	12025 Cash At Bank POSB			<b>Reference</b>									
<b>Deposit Account</b>	12050 Deposit			<b>Batch No</b>	K/TLB/2022110008								

#### Receipt Items

SN	Charge Code	Description	Remarks	Contract ID	Invoice No	Amount (SGD)
1		Security Deposit	Deposit	19KAL/TCO/2011013		180.01

#### Credited Transactions

SN	Date	Type	Reference No	Invoice No	Amount
1	30 Nov 2022	SDO	K/TIO/2211112	TI/TIV/2211169	80.01
2	30 Nov 2022	SDO	K/TIO/2211112	TI/TIV/2211169	40.78