

Accounting Month End Checklist

IMPORTANT: ALL Open Credits must be applied PRIOR to running any AME Reports!

Property _____

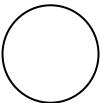
Date Performed _____

Your Name _____

Supervisor Approval _____

INSTRUCTIONS: Write your initials in the circle at the beginning of each section to confirm that you have completed the procedures required for that section and that the information present on the corresponding report is accurate to the best of your knowledge. Any exceptions should be explained in the space provided. ***This checklist is due by the 23^d of each Month!***

- ➡ Submit questions regarding AME procedures via email to Yardi@teamparadigm.com
- ➡ Submit correction templates via email to Corrections@teamparadigm.com
- ➡ Submit the checklist and required reports via Email, Fax, Mail, or Hand Delivery
 - **email:** AME@teamparadigm.com (Copy your RPM)
 - **fax:** 352-374-4344 Attn: Yardi Dept
 - **mail:** Yardi Dept - 220 North Main Street, Gainesville FL 32601
 - **hand deliver:** Jackie Huntley or Heather Harber



Step 1 - Daily Activity Report Verification

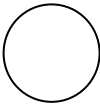
Report: Daily Activity

Click on the "Daily Activity" link located in the upper right section of the Manager Dashboard. Inspect the following sections for accuracy and make any corrections necessary. If any section can not be corrected or completed by you, record the information on the checklist and submit the appropriate correction template via email.

- **Resident Exceptions** – this section should not contain any events prior to today's date with the exception of "Resident in Excluded Unit." Any other exceptions should be corrected at this time.
- **Month To Month** – If your property observes MTM leasing, verify for accuracy. If not, all MTM items should be corrected at this time.
- **Available Units** – Verify this is a true reflection of the property's units available to rent.
- **Move-In** – Any move-in scheduled prior to today's date should be corrected at this time.
- **Deposit Accounting** – Prioritize all Deposit Accountings approaching 30 days since move out with a Deposit on Hand. [TIP: use this report to assist: Reports > Residents > Deposit Acct Deposit On Hand]
- **Lease Expirations** - Verify this is a true reflection of the property's upcoming lease expirations.

Explain any items that appear on the Daily Activity Report that could not be corrected or completed AND submit the appropriate correction template via email.

Correction Submitted via email on ____/____/____ Submitted via email by: _____



Step 2 - Write Offs & Reversals

Pull the 2 reports listed below and follow the appropriate write-off / reversal procedures for any qualifying balances.

NOTE: Cash and Accrual properties follow different write-off/reversal guidelines so be sure to use the correct procedures for your property. DO NOT Write-off or Reverse open "DD" charges. Instead, send an email to Yardi@teamparadigm.com if you encounter this situation. Any qualifying balances that are not Written-Off or Reversed should be explained in the space provided. Remember that any such exceptions must be previously approved by your RPM (i.e. Resident is on payment plan and making regular installments).

Report: Budget Comparison [Reports > Financial > Financial Analytics]

Filter Options:

Books = Accrual^Accrual Budget (even if you are a "cash" property)

Account Tree: leave blank

Report Type: Budget Comparison

Period: Current month to Current month

Procedure:

Look for the "Rental Adjustment" line (401200) – if the amount is \$0, it will not be visible.

Click on the amount in the "PTD Actual" column (a new window will open).

Click on the "Detail" button to see all the charges that account for the total amount.

Only residents with "ACCREDIT" charges should appear here (Evictions, Skips, & No Shows)

Write-Off/Reverse all residents with balances appearing on this report

Re-run the report and ensure that the "Rental Adjustment" line is \$0 prior to month end close

NOTE: If an ACCREDIT charge has been partially paid with a credit, you will not be able to write-off the full amount and therefore the Rental Adjust line will not reach zero.

Report: Aged Receivable [Reports > Receivables > Aged Receivable]

Filter Options:

Status = Past & Vacant

Trans through = Current post month

Report Summary By = Resident

Excluded Unit? = No

Procedure:

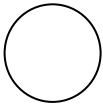
Write-Off or Reverse all residents with balances in the "Over 90 days" column (*Exceptions: Resident is on an approved payment plan and making regular installments*).

Re-run the report and ensure that the total in the "Over 90 days" column is now zero.

PRINT and SUBMIT this report

Explain any balances that were not Written-off or Reversed (i.e. Resident is on payment plan and is making regular installments). All exceptions must be previously approved by your RPM.

Tenant Code	Amount	Reason
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

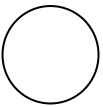


Step 3 - Resident Delinquency Report Verification

Report: [Resident Delinquency \[Reports > Resident > Resident Delinquency\]](#)

Run the Resident Delinquency report for Current, Notice, & Eviction status. The minimum amount on the filter screen should be "\$0.01." Verify that the "amount owed" is accurate for each resident. Discrepancies may be due to open credits that need to be applied, DD charges mistakenly on hold, or even DD credits that were applied incorrectly. Make any necessary corrections and re-run the report. Record the total delinquency amount in the space provided. **PRINT and SUBMIT** this report with your checklist.

\$ _____ Total Delinquency from "Amount Owed" column



Step 4 - Pending Payable Refunds Verification

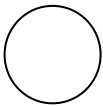
Report: [Payables Aging Detail \[Reports > Payables > Aging Detail\]](#)

Run the Payables Aging Detail report for the current date. Look for any tenant with an "Invoice Number" listed as :Refund. Verify if a refund check need to be issued. If yes, ensure the file has been submitted to Accounting for processing. If a tenant appears on this report in error (they are not due a refund) record the information below AND submit the appropriate correction template via email.

List any Refunds that appear on this report in error. Submit the appropriate correction template via email.

Tenant Code	Tran#	Amount	Reason why no refund is due
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Correction Submitted via email on ____/____/____ Submitted via email by: _____



Step 5 - Security Deposits Verification

Report: [Security Deposit Summary \[Reports > Unit > Security Deposit Summary\]](#)

Run the Security Deposit Summary Report as described below. Inspect the "Deposit on Hand" column for any amounts in parenthesis. These are one indication that a DD credit was applied incorrectly to a non-DD charge code. Record any errors below and submit the appropriate correction template via email.

Filter Options:

Status = Current, Future, Notice, & Eviction

mm/yy = current month to current month

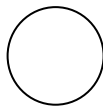
Show = Summary

Excluded Unit = No

List errors found on the Security Deposit Summary. Submit the appropriate correction template via email.

Unit	Tenant Code	Amount in Error	Deposit on Hand Should Be:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Correction Submitted via email on ____/____/____ Submitted via email by: _____



Step 6 - Future Charges / Receipts Report

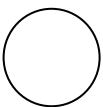
Report: [Future Charges / Receipts \[Reports > Property > Future Charges\]](#)

Run the Future Charges / Receipts report twice: First time select "Charges" as the type. Second time select "Receipts" as the type. Any results for your property on this report indicate that either charges or receipts were created with future dates. Record the results for your property below. Then research the results and determine what the actual date should be and submit the appropriate correction template via email.

Record any Results for your property for Future Charges (C) and/or Future Receipts (R)

C or R	Control Number	Resident ID	Amount	Date	Correct Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Correction Submitted via email on ____/____/____ Submitted via email by: _____



Step 7 - Zero Dollar Charges Report

Report: [Zero Dollar Charge \[Reports > Property > Zero Dollar Charge\]](#)

Run the Zero Dollar Charges report for your property. Zero dollar charges are created anytime a charge is selected to be billed but a \$0 is entered as the amount. (i.e. during the application charges step of the leasing steps workflow). This is a big NO-NO! Record your results below and submit the appropriate correction template via email.

Record any Results for your property Zero Dollar Charges

Control Number	Resident ID
_____	_____
_____	_____
_____	_____
_____	_____

Correction Submitted via email on ____/____/____ Submitted via email by: _____

Step 8 – Monthly Posting / Lease Charge Verification

[Report: Residential Monthly Posting \[Reports > Property > Residential Monthly Posting\]](#)

Run the Residential Monthly Posting report as described below. This report will show you all the lease charges that are scheduled to post to the ledger during the monthly rent posting process. Verify that each resident has a rent charge scheduled to post. Make sure concessions are set up as negative charges. Inspect the “Current Amount” column for any zeros. Make all necessary corrections and record your results below.

Filter Options:

mm/yy = upcoming post month

Report Only = Report Only

Variance = Yes

Number of residents with Lease Charges needing correction: _____

Step 9 – New Resident Lease Charge Verification

[Report: Move-In Report \[Reports > Residents > Move in Report\]](#)

Run the Move-In Report as described below for a list of all the new residents who moved-in this month. Compare this report to the Residential Monthly Posting report in step 8 in order to verify proper lease charge set up for all new residents. Make any necessary corrections and record your results on the checklist. **NOTE:** *You may wish to assign a team member to review each resident screen on this report to verify that lease charge dates are set up correctly (i.e. Current charges should have NO end date. ALL Concessions must have an end date).*

Filter Options:

Status = Current

Move-in = This month -to- This month

Number of Move-Ins performed this month? _____

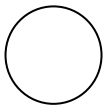
Number of new residents with Lease Charges needing correction? _____

Step 10 - Rent Roll Accuracy Verification

[Report: Rent Roll Hybrid \[Reports > Unit > Rent Roll Hybrid\]](#)

Run the Rent Roll Hybrid report for the current date and “RENT” charge code (GP uses “gprent”). Look for any errors that catch your eye such as improper naming convention (all lowercase, last name first) or duplicate names or tenant codes. Ensure that all rented units reflect an amount in the “Actual Rent” column. Verify the accuracy of all vacant units listed. Note that the unit count on this Hybrid report is a reflection of actual # of leases and is not necessarily representative of the actual number of occupied units.

Please notify Yardi@temparadigm.com of any errors that appear on this report that you are not able to correct.



Step 11 - Re-Rental Updates

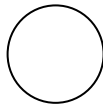
Report: Re-Rental Report [Report > Unit > Rerental Report]

Run the Re-Rental Report with a date range from the 1st day of the previous month until today. Record Any "Skip" or "Evict" units that have been re-rented according to this report and complete the following steps as soon as possible:

- Recalculate the new balance owed to the Property by the Skip/Evict resident
- Update all agencies of changes to the balance (Skipwatch, Collections, Resident Data)
- Memo the Skip/Evict resident account regarding the new balance due

List any Skip or Evict units that have been re-rented:

Unit #	Skip/Evict Resident Name	Re-Rental Date
_____	_____	_____
_____	_____	_____
_____	_____	_____



Step 12 - Rent Billing Verification (using GPR Report)

Report: Gross Potential Rent – Unit [Report > Unit > Gross Potential Rent – Unit Level]

Run the GPR report using the filter screen settings described below. Inspect the columns as explained below. Any errors on this report can usually be resolved easily by you. However, if you are unsure how to make a correction, please email Yardi@teamparadigm.com for further assistance. (Note: GP uses different income codes on the filter).

Filter Options:

Rent Account = 401000

Concession Account = 404500

Write-Off Account = 427800

Prepay Account = 402000

As of Date = Today's Date

As of Month = Current Month

Destination = Email PDF file (so you can print and review)

Tip for Researching Unit Rent Charges: To view ALL rent charges billed to a particular unit for the post month, go to Reports > Registers > Charge Registers and fill in the unit number, current month as the post date range, and "rent" as the charge code. Make sure the status field is blank. This will provide you with a breakdown of all the rent charges that are responsible for the value in the "Actual Rent" column for that specific unit. Corrections can be made by charging or crediting the ledger as needed (do not backdate your charges and use the notes field to explain the reason for the charge or credit). As a final check, verify that lease charges are set up correctly to make sure the same mistake does not occur the following month.

Market Rent – Inspect this column to ensure the rates are current. For units with individual leases, the rate for the entire unit will appear on the first resident only. If you find any rates that need to be adjusted, please inform your RPM of the unit number and amount that needs to be corrected.

Loss/Gain to Lease – This value is calculated by taking Actual Rent minus Market Rent. A positive value indicates a gain over market rent. A negative value indicates a loss over market rent. Vacant units should always read zero.

Potential Rent – This value represents the lease charges set up to bill for each lease within the unit. Any mistakes in this column can be corrected by making changes to the lease charges on the resident screen. Vacant units will reflect market rent in this column.

Vacancy - This value is calculated by taking Potential Rent for the unit minus Actual Rent. Typically, this value should be zero for occupied units since lease charges are normally equal to monthly rent charges. Variance in this column could mean that a lease charge was setup for dates within this month but did not necessarily bill this month. Or, it could mean that additional rent was either charged or credited to the unit in the same post month. This includes past residents of the unit that recently incurred a rent charge or credit in the same post month. Any variance should be researched to ensure that no billing errors were made. Record your results below.

List any occupied units with unexpected values in the vacancy column:

Unit #	Vacancy	Reason for variance (i.e. explain any additional rent charge/credit).
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Actual Rent - This value is driven by the actual amount of rent billed to any ledger in the entire unit during the post month. These values are not broken down for each of the individual leases because the billing could have taken place on a past residents ledger. Discrepancies between Potential Rent and Actual Rent could indicate billing errors such as double billing of rent, non-billing for a particular resident, or even non-billing of rent for the entire unit. Vacant units normally reflect a zero in this column unless the resident moved out in the same month. Any value that doesn't seem to make sense should be researched to ensure billing accuracy. Record your results below.

List any vacant units with charges in the "Actual Rent" column

Unit #	Actual Rent	Reason for charges (i.e. why did rent get charged to a vacant unit?)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remember to submit ONLY the 2 reports listed below with your completed checklist.
Please attach the reports at the END of the checklist.
Be sure to submit any necessary correction templates via EMAIL.



- Aged Receivable
- Resident Delinquency