

Month End

*** Have you received Laundry / Qwest / Cable / and any other monthly income? ***

- 1) Make sure there are no open bank deposit batches. If you have an open batch, close it and then proceed to the next step. (If you find an open batch at any time during month end, you must close the batch and start the month end process over, from the beginning. Having an open batch and closing it will change all rent roll reports)
- 2) CHARGE UP LATE FEE
1.4.2 screen (unit)
- 3) BACK UP
- 4) RE-INDEX (go to start menu / run / type: command)
Exit to DOS
Type: cd\rentroll and press ENTER
Type: del *.cdx and press ENTER
Type: EXIT
Restart rentroll and enter 4 equal signs (====) for property code
Select YES to re-index
- 5) PRINT the following reports:
1.7.5.
2.5.4
2.5.2. Aged and Comprehensive
1.7.2. Current
1.7.2. Previous Month
F:109
F:106
- 6) Compare 1.7.2. DELINQUENCY and PREPAID Balances
 - a. Pull the PRIOR month 1.7.2. and look at Ending Delinquency Balance (2nd page)
 - b. Pull the PRIOR month 1.7.2. and look at Ending Prepaid Balance (2nd page)
 - c. Pull the CURRENT month 1.7.2. and look at the Beginning Delinquency Balance (2nd page)
 - d. Pull the CURRENT month 1.7.2. and look at the Beginning Prepaid Balance (2nd page)
 - e. If the ending delinquency balance does not match the beginning delinquency balance or the ending prepaid balance does not match the beginning prepaid balance do not proceed to the next step. Call your RPM
- 7) Compare Current Delinquency Balances
 - a. 2.5.2. Total Delinquent (last page to the right)
 - b. 2.5.4 Delinquent Portion / Ending Balance Column (Last page middle column)
 - c. F:109 Net Balance Total (bottom of the last page)
 - d. 1.7.2. Total Delinquent at End of Period (2nd page)
 - e. If the current delinquency numbers do not match, do not proceed to the next step. Call your RPM
- 8) Compare Bank Deposit Balances
 - a. 1.7.5. Total Bank Deposit

- b. CURRENT 1.7.2. Total Monthly Collections (page 5 last number)
 - c. If the bank deposit totals do not match, do not proceed to the next step. Call your RPM.
- 9) PRINT the following
F:119
3.6.6. Detail
1.7.1.
1.7.7.
- 10) Check 1.7.7. to make sure there is no NEGATIVE numbers in the last couple of columns on the right side. If there are negative numbers, go back into rent roll and fix. It is still ok to proceed after these numbers have been corrected.
- 11) Run reports
2.5.3. Current Month
3.6.4.
F:148 starting date 01/01/1900
F:101 current month
- 12) MAKE A BACK UP (MONTH END BACK UP DISK)
- 13) Run a 1.7.2. CURRENT MONTH and save as a file port (MONTH END DATE and PROPERTY CODE example: 53106WAS)
- 14) Advance Rent Roll to the next accounting period
- 15) Go in RR as normal, forward date, then advance
- 16) Upload 1.7.2. from intranet
- a. Log into the main intranet
 - b. Under the utility section, click on 172 upload
 - c. Browse My Computer
 - d. C Drive
 - e. Rent Roll Folder
 - f. Select file you created (53106WAS)
- 17) Sign back into Rent Roll and run a pre-bill 1.3.
- a. Remember to check for double billing, zero billing
 - b. Check all residents whose leases are expired or expiring at month end and make sure all month to month fees are being billed, and rents are set to auto bill market rates.
 - c. Make all necessary changes in residents billing before auto billing
 - d. Check with your manager to see if you should be increasing market rents before auto billing
- 18) Auto bill 1.3
- a. Answer Y to all questions
 - b. Leave default date and press F10

Reports to FAX to Accountant:

1.7.2. CURRENT
1.7.5.
2.5.2.
2.5.4. last 2 pages only

Reports to FAX to Stephanie:

F:101

Reports to FAX to RPM:

3.6.4.

F:109

****Copy ALL reports and mail to the accounting office

****If you have replacement reserves with your lender, copy ALL capital invoices and send to accounting with all other reports

Accounting Office:

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Stephanie Office:

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