



Accounting Month End Pre-Close Checklist

To be completed after business is finished on the 20th

AME is due no later than NOON on the 21st of each month.

(If the 21st falls on a weekend, AME is due by NOON on the following Monday.)

Property Name: _____ Property Manager: _____

Month/Year: _____ Employee Completing Pre-Close: _____

Today's Date: _____ Regional Property Manager: _____

Manager's Ongoing Tasks:

Thoroughly review the following reports and update system data as needed. These tasks should be performed on an on-going basis – at least weekly. At month-end, you should check them one last time before submitting this checklist to your Regional Property Manager.

_____ **Lease Expiration and Renewal Detail Report** – Choose either “Show Expiration and Renewal Detail (default setting) or “Show Expiration Detail Only” (shorter report) and set the ending date range to be 4 months past the current period (Example: in July, you’ll put 11/30/10 as the end date.) Follow up on any “unknown” decisions and verify all residents on MTM status are being charged the appropriate fees.

_____ **Scheduled Billing Forecast Report** – Scroll through the report looking for blank areas that do not show billing in the future months. If the resident is current and not on notice to vacate for the current month, there should be no blank areas on anything, with the exception of concessions (Concessions should always have an end date). If you find blanks, research and correct all applicable scheduled billing codes. Rent, washer/dryer, cable etc. should have an end date of 12/31/2099; if the rent code has an end date, please contact the Systems Administrator to help adjust.

_____ **Prospects Tab** – On the Prospects tab choose “all active”. Then sort by “needed by date”. Make sure the prospects whose “needed by” date has past (before the 20th) are changed to future dates or made inactive. Be sure all current traffic follow ups have been completed in OneSite and the active prospects are really active and still looking/deciding.

_____ **Facilities Tab: Service Requests** - Ensure all open requests are up-to-date in OneSite. Change any open requests waiting for parts, etc to “On Hold” if applicable. Service Request that are open longer than 7 days need an explanation as to why they haven’t been complete.

_____ **Facilities Tab: Make Ready Board** – Sort the board by *In Progress – Vacants*; be sure service is scheduled for all vacant units. If there is a reason the unit isn’t complete within the 7 day goal, explain why in the vacant maintenance column of board.

_____ **Facilities Tab: Call Backs** - Check to make sure all resident call backs have been completed and have been recorded properly in Onesite. (On the facilities tab in OneSite, choose from the drop down list on the right hand side, *completed this month*; be sure the *CB* column has *Y*'s).

_____ Log into www.residentscreening.net to ensure all the “agent decisions” have been completed.

Delinquent and Prepaid Report

- _____ All residents who owe beyond the current month's rent have had Summary Ejectment paperwork filed.
- _____ Residents with balances have detailed comments (as reflected on Report)
- _____ All balances reflect true and accurate balances (prepayments are truly prepayments and not the result of a missing charge, etc.)
- _____ Ensure totals are not both prepaid & delinquent. Notify the Systems Administrator if you find any.
- _____ Resolve outstanding deposit balances

_____ **Miscellaneous Income** - Ensure there are no balance due or prepaid amounts. Administration - Leasing and Rents – Other - Miscellaneous Income: check the *balance due (prepaid)* column, if numbers appear action is required. Balances should be zero.

_____ **Collections Report** – Parameters: select Scheduling Period and then select “Fiscal Month” from the dropdown list. Verify all former residents that moved out of the system over 30 days ago have been sent to collections or have a signed payment arrangement. Make sure to check the appropriate payment arrangement or collection status box in OneSite under special/collections status.

Manager's AME Tasks:

_____ Resident Deposit Audit - Check last column on the right to see if there are any security deposits variances. Please research and correct at this time. (ALL Residents)

_____ Concessions – Parameters: Select all, and then remove the items that say All Concession Codes & No Cable. Verify all concessions match the lease and have the correct lease end date in the system, not 2099. Scroll to the Projections by Unit section, in the future column. Be sure those numbers aren't huge amounts.

_____ Utility Log – Post to WorkZone under your Property Specific Workspace – Utility Logs.

_____ Ensure all bank deposits are deposited no later than 2:00pm on the 20th.

_____ Send Bank Deposit Back up for the month to the Home Office **Attention: Amy Gaskill**. The bank deposit summary report goes on the top of the deposit batches. Deposit batches should include ALL deposits (bank deposits and credit card transactions) and should be in numerical order.

_____ Verify invoices received before the 20th have been entered into the system, including PETTY CASH. Your purchasing date will be forwarded to the new month when AME close is done by the Operations Team.

_____ Verify that all scheduled tasks for the 20th have been completed. (I.e. move-outs, transfers, etc.)

_____ Check the Tasks pane on the Today page for tasks that are due to be completed on the 20th. Clear all items.

_____ Click on the Date link underneath your property name at the top of the screen. In some cases a scheduled billing may appear after the current tasks are complete. The last thing you should do before pre-close is to ensure that any task listed here is completed.

_____ Complete Pre-close in OneSite by clicking “Administration” in the top right corner of OneSite, select Leasing & Rents, Other, Month-End Processing, Pre-Close period. (Close Period will be completed by the Operations Team.)

Property Manager Signature

Date

Manager Pre-Close is now complete; FAX or SCAN/EMAIL the first 2 pages of this checklist to your Regional Property Manager. Once submitted to your Regional, **DO NOT do any activity in OneSite**. Once your RPM has verified the

completion of AME tasks, the Operations Team will complete the final close-out steps and notify when your property can begin the new month's activities.

Regional's AME Tasks:

In addition to confirming completion of the above Manager's AME tasks, you will also need to complete the following items.

The following reports will be needed for completion of these tasks. Printing is not necessary; they can be reviewed on screen. All reports mentioned below should be processed by selecting "Scheduling Period" and then choosing "Fiscal period" from the dropdown list:

_____ Verify total monthly collections on the **Monthly Transaction Summary** to ensure they match the totals on the **Bank Deposit Summary** (Net Bank Deposits line).*

_____ Compare Delinquency/Prepaid at Beginning of Period on the **Monthly Transaction Summary** against the Beginning Balance - Delinquent/Prepaid Portion on the last page of the **Resident Summary Balances** to ensure they match last month's totals.*

*If discrepancies are found, contact the Controller; OneSite support will likely be needed.

_____ Compare Total Delinquent/Prepaid at End of Period on the **Monthly Transaction Summary** against the Ending Balance - Delinquent/Prepaid Portion on the last page of the **Resident Summary Balances** to ensure they match last month's totals.*

*If discrepancies are found, contact the Controller; OneSite support will likely be needed.

_____ Confirm Utility Log is posted to WorkZone.

_____ Delinquent and Prepaid Report

_____ Verify residents who owe beyond the current month's rent have had Summary Ejectment paperwork filed

_____ Verify Residents with balances have detailed comments (as reflected on Report) – follow up as needed

_____ Verify all outstanding deposit balances have been resolved

_____ Transaction Summary by Unit – Review the amounts under the LTOL/GTOL column to ensure rents reflected are correct. Research and correct any unusual amounts before submitting to Operations Team for closing.

_____/_____/_____ **Date of most recent Petty Cash audit completed by Regional:**

Regional Property Manager Signature

Date

RPM Pre-Close is now complete; FAX or SCAN/EMAIL this entire checklist to the Systems Administrator. The Operations Team will complete the final close-out steps and notify when this property can begin the new month's activities.