



!!FIX YOUR COMPLIANCE ALERT RIGHT NOW!!

Repeated Compliance Alerts are not a good thing. There are only three possible excuses:

"I don't know how to do it - please train me more."

EMPLOYEE LEASE WITH DELINQUENT BALANCE

What is the Compliance Alert?

An account that is receiving an employee discount has a balance of \$100 or more after rent has been charged.

Why did I receive this Alert?

Per the Employee Lease Policy and Agreement, an employee account should be paid on time, and in full. This includes any utilities or additional fees on the account.

NOTE: Alerts between the 1st and 6th of the current month will only be triggered by a balance from the previous month. After the 6th of the current month, both previous month and current month charges will be included.

How do I resolve the Alert today?

From the Resident Screen:

- Reports > Ledger

Resident		Function ▾	Data ▾	Reports ▾
First Name		Resident ID	t02	Ledger
Middle Name		Property	ove	Unpaid Charges
Last Name		Unit	043	Pending Payments
Address		Prospect	p04	Legal
City State		Status	Cu	NY Split Ledger
Zip		Legal		Former Tenant Report

- If the account balance is accurate, the only way to clear the alert is to collect the balance from the employee.
- If the account balance is inaccurate, make any necessary adjustments to the ledger balance. If the adjustment has to do with the employee discount amount, tag Nicole on your private property channel so the adjustment can be made.

How do I make sure I never get this Alert again?

Ensure that all employee accounts are paid on time, and in full. If there are any necessary adjustments needed on the employee account, ensure the adjustments are handled timely to allow for a clean and correct ledger balance.