



!!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."

DEPOSIT ACCOUNTING PAST DUE

What is the Compliance Alert?

Deposit Accounting has not been posted for a past resident account by the due date.


Why did I receive this Alert?

Deposit Accounting is to be completed within 5 days of move out. Redbot will alert once 7 calendar days have passed since the move out date and Deposit Accounting has not been completed. This is a 2 day grace period.

How do I resolve the Alert today?

From the Community Manager Dashboard > Resident Activity > Deposit Accounting (click on the hyperlinked number)

- Click on the box under the Deposit Acctg Column

Calendar Deposit Accounting - 10/11/2021 Person Search				
				
Move Out Date ▲	Unit	Resident	Deposit Acctg	Clear Applicant
10/11/2021	2119	Meghann Kyle	<input type="checkbox"/>	

- Review the charges
- Update the Forwarding Address
- Select Agent
- Post

Deposit Accounting

Reports

Resident Info

Code

t0304868

Name

Kyle

Property

Ivy - The Ivy

Unit

2119

Post Date

10/11/2021

Post Month

10/2021

Agent

Roommates

Marina Kyle

Print Statement

☐

Lease From

04/12/2021

Lease To

10/11/2021

Move In

04/12/2021

Move Out

10/11/2021

Status

Past

Expense Type

Operating

Company

Funding Entity

Payable Display Type

Deposit Summary

Outstanding Charges

1,938.56

Available Credit

1,271.00

Amount Of Refund

0.00

Amount Owed

667.56

Forwarding Address

Address

13651 Aragon Way

Unit

2119

City

Louisville

State-Zip

KY 40245

Country

canada

Post

Close

Help

To make adjustments after posting Deposit Accounting:

- From the Resident Screen, Select Function > Adjust Deposit Accounting

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

Monitor the alerts, under Resident Activity on the Property Manager Dashboard in Yardi, every day. By the end of the day, the hyperlink number for Deposit Accounting should always be zero.