



!!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 REIMBURSEMENT PO NEEDS RECONCILED

What is the Compliance Alert?

A check was sent to the property in the Property Manager's name for a specified event, (such as petty cash, eviction filing, resident event) that needs to be reconciled.

Why did I receive this Alert?

A check issued to the Property Manager needs to be reconciled for accurate financial reporting. Petty Cash already requires the reconciliation form to be attached prior to additional funds being approved. Other manual checks, such as check for eviction filing or resident event, will need to be issued prior to the expense and reconciled afterwards.

(NOTE: Redbot is triggered for 21 days after a check is issued.)

How do I resolve the Alert today?

When creating your PO, select Expense Type: "Reimbursement Checks".

This will ensure your PO is routed to the correct department for approval and eliminate delays in receiving the funds requested.

NOTE: PMs are not permitted to approve PO's payable to self

To clear the alert, in Payscan Prop Mgr role: Analytics > PO Analytics.
Query by your vendor ID, and Order Date.

Purchase Order Analytics

Property: Unit: Vendor: taylorcamero Expense Type: PO PO Description: Account: Requested by:

Approval Status:

PO Status:

PO #: to Order Date: 01/01/2021 to 08/15/2021 Required By Date: to Received Date: to Closed Date: to Report Type: Cost Analysis Summarize By: Property

☐ Detail ☒ Grids ☐ Graph ☒ Decimals

Property	Count	Cost
Vintage Gateway(gateway)	4	236.07

Open the PO you need to reconcile

- Data/Reports > Attachment
- Upload your completed Reconciliation form (found on BlueU), along with scanned copies of receipts.

Yardi Systems, Inc. - Purchase Order 253893 - Google Chrome

yardiasp14.com/21253beta/Pages/PO.aspx?Id=253893

Purchase Order 253893

Vendor: taylorcamero

Vendor Info: Taylor Cameron
2107 Lothric Way
Murfreesboro TN 37129
6155569015

Data/Reports ▾

- Attachments (1)
- Memo (1)
- Audit History
- Quick Email
- PO Receipt History

Attachments

Available Attachments for Purchase Order: 253893

Sort By: Order:

NOTE: You will NOT need to alert your AP Specialist it is ready for review. This attachment will automatically alert them with their own AP Redbot.

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
▼	PO 253893.jpg	05/24/2021	PO_253893.jpg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Invoice
Reconcile
VENDORCafe

NOTE: If the initial PO was closed and a check was not issued, please attach a document to include that statement and indicate the new PO number. The closed PO will trigger this alert, as well, and the properly labeled attachment will clear the alert.

IMPORTANT: In the event, there is leftover funds from a check, the funds need to be converted into a money order made payable to your Property and mailed to:

Bluestone Properties
Attn: Reconcile Refund
8500 East 116th Street #742
Fishers, IN 46038

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

Petty cash reimbursement will need reconciled prior to approval for additional funds.

Other manual checks should be requested at least 5 days in advance and the expenses reconciled within 21 days.