BLUEPRINT



!!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?

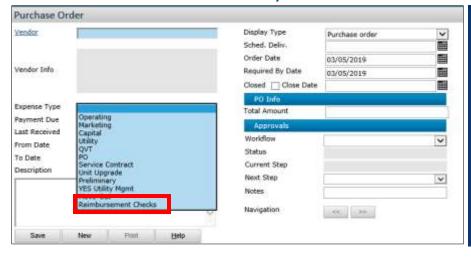
A check was sent to the property in the Property Manager's name for a specified event, (such as petty cash, eviction filing, resident event) that needs to be reconciled.

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".

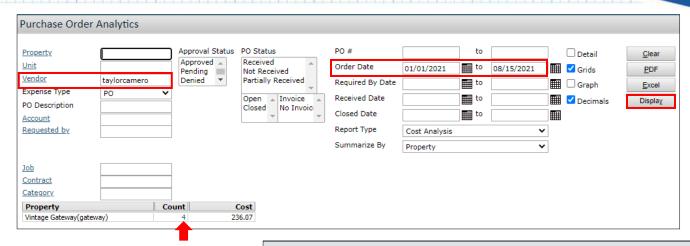
This will ensure your PO is routed to the correct department for approval and eliminate delays in receiving the funds requested.

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.

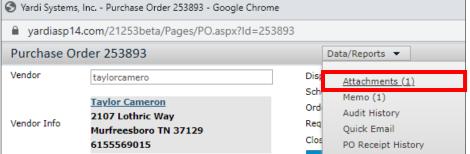


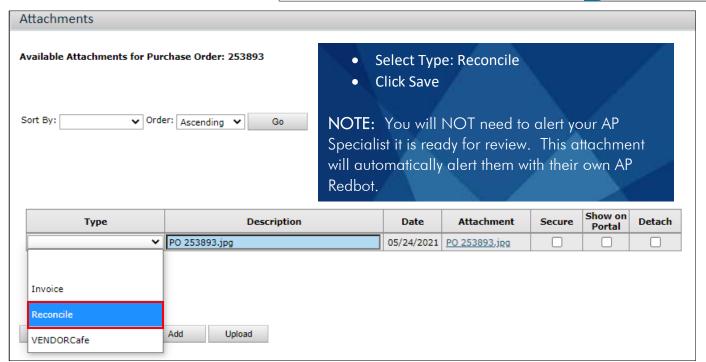
BLUEPRINT



Open the PO you need to reconcile

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





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.



SELF-DIRECTED TRAINING GUIDE

BLUEPRINT

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.

