# 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."

#### **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)

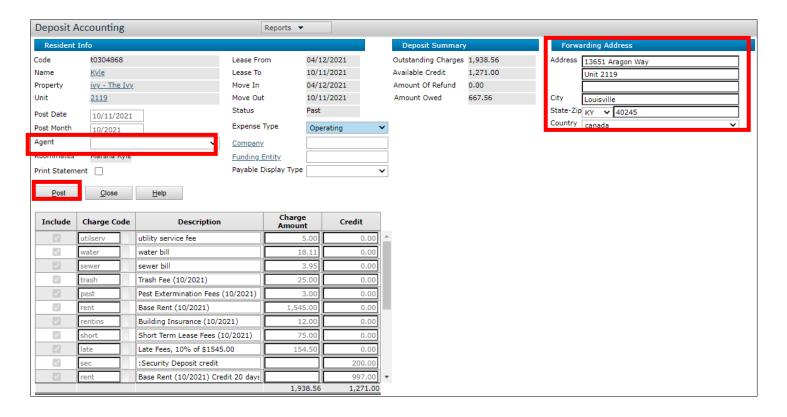
Click on the box under the Deposit Acctg Column



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



# BLUEPRINT



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.

