

ACCOUNTING MONTH END CHECKLIST (AME)

Revised 11.23.2021

DO NOT ENTER ANYTHING INTO YARDI AFTER FINAL CLOSE AME HAS BEEN SUBMITTED. ANY UPDATES NEED TO BE EMAILED TO YARDI SPECIALIST.



Month

Procedure

- Determine a start time to begin AME. After, all traffic/activity/etc. record for the next period.
- Read through each item and follow access procedure to complete accurately.
- Open a **Support Ticket** when instructed during Preclose & Close AME.
- Exception: Pre & Close due dates will change when dates land on a weekend/holiday. Please submit the day prior.
- IRs must be completed and submitted by the 25th of each month.
- Upon completion of Close AME, scan this report along with audited GPR report and email [accounting@pelicanabc.com](mailto:accounting@pelicanabc.com).

Property Name

Resident Activity

- 1.) Verify entry of all leasing activity including move-ins/outs
- 2.) Complete ALL Move-outs and Deposit Accountings
- 3.) Update expired Leases to Month to Month status
- 4.) Review monthly Posting report
  - a.) Have ALL MONTHLY CHARGES posted to all residents in current month?
  - b.) Create manual charge(s) to units that are missing?
- 5.) Were any Resident Referral or Move In Concession discounts given this period?
- 6.) Were these referrals/concessions approved by supervisor?
- 7.) Were all Discounts posted correctly? (Employee, Military, Resident Referral, Move In Concession, etc.)

Preclose (Due 23rd)

Close (Due 29th)

Initial after complete

Initial after complete

Y / N
Y / N
Y / N
Y / N
Y / N

Y / N
Y / N
Y / N
Y / N
Y / N

Receivables

- 8.) Review deposit summary in Voyager for current month compare to Payment Processing deposit batches.
  - a.) Total monthly deposit (CHECKscan (X9)/Voyager Receipt Batches/ACH/CC-DC/WIPS)
  - b.) NSF's/Returned Payments
  - c.) TOTAL

\$
(\$ )
\$

\$
(\$ )
\$

*\*If any discrepancies, open support ticket with details*

- 9.) Review Payment Processing Dashboard for current month
  - a.) Are there any numbers listed next to the NSF Receipts/Other Returned Items? If so, follow NSF procedure to clear
  - b.) Are there any numbers listed next to the Failed Receipts? *\*If "YES", open support ticket with details.*
- 10.) HUD Consolidated Receipts (Only applies to properties' who receives housing)
  - a.) Were all HUD charges posted correctly?
  - b.) Verify entry of all HUD payments to Residents. Are the payment amounts correct?
  - c.) Are HUD contracts uploaded to resident's files in Voyager and does the amounts match?
  - d.) If the amounts are different, research the HUD discrepancies.
  - e.) Immediately contact housing rep. regarding all payment discrepancies (Weekly follow up is mandatory until resolved)
- 11.) Consolidated Receipt Batch entered in Voyager from CHECKscan deposit? *\*If "NO", open support ticket with details.*
- 12.) Was accounting notified of the HUD deposits through CHECKscan? *\*If corrections are needed, open support ticket with details*

Y / N
Y / N
Y / N
Y / N
Y / N
Y / N
Y / N

Y / N
Y / N
Y / N
Y / N
Y / N
Y / N
Y / N

- 13.) Mail to PRM Corporate Office - Original hard copy of checks deposited along with CHECKscan Batch Receipt and Consolidated Receipt Batch Report.

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Delinquency/Credits/Security Deposits

- 14.) Review Residential AR Analytics > Delinquency Summary Report for Current, Notice, Eviction Status
  - a.) Are there are any negative and positive amounts showing? If so, verify for accuracy and post to clear unpaid charges (Apply Credits)

Y / N

Y / N

PRECLOSE COMPLETED BY: \_\_\_\_\_

DATE \_\_\_\_\_

CLOSE COMPLETED BY: \_\_\_\_\_

DATE \_\_\_\_\_

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b.) If there are any balances, review ledger for accuracy and verify Balance Owed Letters and/or Collection Status. *\*If corrections are needed, open support ticket with details.*

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15.) Review Security Deposit Activity Report


a.) Confirm the deposit on hand totals are not negative (-)

b.) Are there balances in the Prepaid/ Delinquent column? *\* If "YES" on delinquent, please notify tenant.*

Y / N	Y / N
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16.) Review the Rent Roll for Security Deposit Balances.

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a.) Are balances in the Other Deposits column correct? (Pet Deposits show here)

Y / N	Y / N
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b.) Does the total Deposits on the Security Deposit Activity Report match the Rent Roll? *\*If "NO", open support ticket with details.*

Y / N	Y / N
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Gross Potential Rent

17.) Review the Gross Potential Rent Report


a.) Print GPR Report

b.) Are there any Zeros or doubled rent in the Potential Rent column?

Y / N	Y / N
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c.) Are there ANY amounts in the vacancy column for units with no vacancy this month?

Y / N	Y / N
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*\*If "YES" to any of the above, open support ticket with details*

d.) Annotate next to each amount in the vacancy column M/O or M/I date


PAYscan - Purchasing/Accounts Payable

18.) Are there any outstanding MO refunds?

Y / N	Y / N
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19.) Review Work Flow Dashboard. Are there any open Invoice Registers?

Y / N	Y / N
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20.) Review Purchase Order Dashboard

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a.) Are there any Open PO's that should have been closed?

Y / N	Y / N
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*\*If "YES" to any of the above, refer to procedure to perform necessary corrections*

21.) Review Budget Comparison


a.) Review following columns: Open PO Amount, Open Invoice Amount, Open Payable Amount, and MTD Actual. *\*If there are any values, click on the number to review details.*

b.) Are there any items that need to be reclassified? **Notate below.**

Y / N	Y / N
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22.) Review Monthly Recurring IRs through AP Analytics

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a.) Are there any missing monthly recurring expenses? *\*If so, check to make sure IR has been entered for payment*

Y / N	Y / N
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Reclass Notes:

Collections

23.) Review the Collection Resident Delinquency Summary Report


24.) Send X-Tenants to Collections after 3 attempts to collect in house and 30 days after move out

Bonds (only applies to properties who offer Bond Programs)

25.) Are active bonds entered and uploaded to resident in Voyager?

Y / N	Y / N
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26.) Submit bond claims for past resident's who have Balance Owed. Mark 'in-house' within Voyager Collections Interface if sent.

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27.) Review previous months report for claims paid. *\*If payments have not been received, contact Bond Company*

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28.) Are Paid Claims entered into Voyager?

Y / N	Y / N
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29.) FlexDeposit-Review ARS dashboard for accuracy on any owed balances after bond claim pay out. *\*If there are any discrepancies, contact Assurant.*

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PRECLOSE COMPLETED BY: \_\_\_\_\_

DATE \_\_\_\_\_

CLOSE COMPLETED BY: \_\_\_\_\_

DATE \_\_\_\_\_

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Renter's Insurance

- 30.) Review the Renters Insurance Dashboard.
- 31.) Do all occupied units (including roommates and occupants the age of 18) have Renters Insurance?
  - a.) Are there any Uninsured Occupants?
  - b.) Are the Renters Insurance policies entered and uploaded into Voyager?
- 32.) Are there any Unmatched Policies?
- 33.) Are there any Residents with Multiple Policies?
- 34.) Are there any Duplicate Policy #'s?
- 35.) Are there any Master Policies with No Lease Charges?
- 36.) Are there any Pending Renewals without Coverage?

Y / N	Y / N
Y / N	Y / N
Y / N	Y / N
Y / N	Y / N
Y / N	Y / N
Y / N	Y / N
Y / N	Y / N
Y / N	Y / N

*\*If "YES" to any of the above, refer to procedure to perform necessary corrections*

Subsequent Monthly Posting

- 37.) Review Monthly Posting Report for next month
  - a.) Have all lease renewals that will take effect next month been entered?
  - b.) Are all monthly charge amounts correct? *\*If "NO", open support ticket with details.*

Y / N	Y / N
Y / N	Y / N

Unit Renovations/Upgrades

- 38.) Will any units be going through renovations or upgrades next month?
  - a.) If "Yes" to the above question, list Unit #'s

Y / N	Y / N

Additional Notes for Accounting/Yardi Specialist:

PRECLOSE NOTES:

FINAL CLOSE NOTES: