

MyAssistant PreBuilt Task List - Real Estate

Accounts Payable

Invoice Management

- Invoices entered into the future
- Invoices with missing payment date
- Banks with less cash than selected AP invoices
- Invoices amounts greater than tolerance
- Invoices with discounts expiring soon
- Invoice Distributions on hold
- Invoices beyond the current AP Year
- Invoices beyond the current 1099 Year
- Invoices that have been open for a long time

Vendor Management

- Vendors with the same Tax ID Number
- Vendors on Hold
- Vendors with old open invoices
- Vendors with credit balances
- Vendors with missing 1099 tax information
- Vendors without a link to AB
- Vendors in next check run with credit memo not selected for
- Vendors with large balance of open invoices
- Vendors with a large sum selected for payment

Cash Management

Bank Activity

- Checks greater than Max Check Amount
- Large AP Checks
- Withdrawal Transactions requiring attention (CM)

Bank Management

- Banks with balances that increased significantly yesterday
- Banks with balances that decreased significantly yesterday
- Bank Accounts with no record security operator
- Bank Accounts that need to be reconciled
- Bank Accounts with low balances

General Ledger

Accounting Management

- Auto-Reversing entries due to run
- Entity records (in GL) with no record-security operator set
- Property records (in GL) with no record-security operator set
- Accounts with Prior Year Adjustments to be made
- Suspense accounts with a balance
- Entries from GL to control accounts
- Accounts with a current balance greater than specified amount
- Accounts with a balance less than specified amount
- Auto Recurring entries due to run

Property Management

Lease/Tenant Control

- Leases with incorrect interest payment tenant
- Leases with incorrect refund payment tenant
- Recurring charge scheduled increases coming up
- Lease Recurring Charges not set up on Property
- Leases with missing sales volumes last month
- Terminated Leases with a balance
- Terminated Leases without a balance
- Leases due to run the escalation process
- Leases due to run the recovery process
- Leases due for scheduled recalculation
- Lease Deposits that should be accrued
- Tenants with too many returned checks
- Leases with too many returned checks
- Leases expiring
- Lease Options expiring
- Lease Insurance policies expiring
- Start lease checklist items overdue
- Terminate Lease Checklist items overdue
- Leases with a credit balance
- Tenants with a credit balance

Property/Unit Control

- Properties with no record-security operator set
- Property Insurance policies expiring
- Vacant Units
- Units without market rent set up
- Properties that need to run the Rent Roll task
- Properties that need to run the Late Charge task
- Property Management Fees that need to be run
- Properties that are due to close

Receivables

Late Charges that have not been paid

Unpaid PM Charges and old PM Credits

Unpaid PM Charges

Setup

PM CPI values that need to be updated

PM Porters Wage values that need to be updated

PM Interest Rates that need to be updated

Reminders**General**

Advance GL & PM periods, Generate rent roll