

## Rent Manager Bookkeeping Prep

The checklist below gives a basic overview of the content covered by the Rent Manager Bookkeeping Certification assessment. This certification shows that you've demonstrated the ability to complete important bookkeeping-related tasks in Rent Manager.

TASK	PREPARATION
	You will be asked to find an invoice number for a transaction. <hr/>
	You will be asked to identify the last person to adjust a transaction. <hr/>
	You will be asked to find the check number that paid a bill. <hr/>
	You will be asked to find the total unpaid bills for a vendor. <hr/>
	Understand and identify the default expense account for a vendor. <hr/>
	Understand and identify the operating bank account for a property. <hr/>
	You will be asked to find the GL account linked to a specific charge type. <hr/>
	Troubleshoot reasons that you may not be able to write a check to a vendor. <hr/>
	You will be asked to create a specific one-time charge. <hr/>
	You will be asked to post recurring charges to a property. <hr/>

## TASK

## PREPARATION



### Enter Deposits

You will be asked to create a bank deposit that includes both tenant payments and non-tenant income.



### Enter Prepayments

You will be asked to record a payment and pre-allocate it towards a specific fee type.



### Write a Check

You will be asked to create a check with the specified details.



### Security Deposit Refund

You will be asked to apply charges, perform a security deposit refund, and transfer funds between bank accounts.



### Add a Bill with Many Expense Items

You will be asked to create a bill that itemizes an expense evenly to a selected group of properties.



### Set Up Recurring Bills

You will be asked to set up a recurring bill for a vendor.



### Pay a Bill

You will be asked to pay bills and apply a vendor credit to one of those bills.



### Create and Apply Vendor Credit

You will be asked to create a vendor credit with specified details and apply it to a current bill.



### Enter a Credit Card Transaction

You will be asked to create a credit card transaction using the Credit Card Register.



### Create a Bill that Uses Account Balance Disbursal

You will be asked to create a bill to pay the balance on a credit card using the account balance disbursal tool so that each property pays its portion of the credit card balance.



### Write Off Bad Debt

You will be asked to write off an outstanding balance as bad debt.



### Complete a Bank Reconciliation

You will be provided with a statement and asked to reconcile a bank account.

**TASK****PREPARATION****Posting Rollback**

You will be asked to roll back the most recent posting of recurring charges to a property.

**Reallocate a Payment to Other Charges**

You will be asked to reallocate two payments so that they appear correctly on financial reports.

**Move a Payment to the Right Tenant - Same Property**

You will be asked to move a payment that was incorrectly applied from one tenant to another at the same property.

**Move a Payment to the Right Tenant - Different Property**

You will be asked to move a payment that was incorrectly applied from one tenant to another at a different property.

**Void a Check and Reissue**

You will be asked to void a check and create a replacement check.

**Modify an Existing Transaction**

You will be asked to update an existing bill.

**Switch All Vendor Transactions to 1099**

You will be asked to flag a vendor as 1099 and update all transactions entered this year as 1099 transactions for that vendor.

**Fix the Journal Entry of a Security Deposit Transfer**

You will be asked to correct a journal entry that transferred funds between banks.

**Explain a Balance Discrepancy**

You will be asked to explain a discrepancy between an unpaid rent charge shown on the Aged Receivables report and a zero-dollar balance shown on the transaction ledger for the same tenant.

**Post Recurring Bills**

You will be asked to post recurring bills for a vendor.