RENT MANAGER
BOOKKEEPING CERTIFICATION

Become a Bookkeeping Certified Rent Manager User

As a professional in the property management industry, you want to be able to demonstrate your skill and ability to handle all Rent Manager bookkeeping activities. By showing that you're a Rent Manager Certified Bookkeeping software user, you will **confirm yourself as a leader in the industry,** open doors to future business opportunities, and set yourself apart from your competition!

What does it mean to be a Bookkeeping Certified Rent Manager user? This certification shows that you've demonstrated the ability to complete all the important tasks related to bookkeeping using Rent Manager. **Topics covered by the Bookkeeping Certification test include:**

- Finding an Invoice Number
- Finding the Last Person to Edit a Transaction
- Finding Check Number That Paid a Bill
- Finding Vendor Transaction Information
- Finding the Default Expense Account for a Vendor
- Finding the Operating Bank Account for a Property
- Finding the GL Account Linked to a Charge Type
- IdentifyingVendor Check Restrictions
- Adding a One-Time Charge
- Posting Recurring Charges
- Entering Deposits
- Entering Prepayments
- Writing a Check
- Security Deposit Refund
- Adding a Bill with Many Expense Items
- Setting Up Recurring Bills
- Paying a Bill

- Creating and Applying Vendor Credit
- Switching All Vendor Transactions to 1099
- Fixing the Journal Entry of a Security Deposit Transfer
- Explaining a Balance Discrepancy
- Posting Recurring Bills
- Posting Rollback
- Reallocating a Payment to Other Charges
- Moving a Payment to the Right Tenant - Same Property
- Moving a Payment to the Right Tenant - Different Property
- Voiding a Check and Reissue
- Modifying an Existing Transaction
- Entering a Credit Card Transaction
- Creating a Bill that Uses Account Balance Disbursal
- Writing Off Bad Debt
- Completing a Bank Reconciliation

Ready to schedule your certification assessment?

Contact your Sales Representative today at Sales@RentManager.com.