



**Property Management Company  
Accounting Transaction Procedural Flow  
Sample Page**

Phase	Entry #	Description	TX Type	Ledger Effect		
				Debit	Credit	
<b>Move-In</b>	<b>1</b>	<b>Charge for Application Fee</b>	<b>Tenant Charge</b>			
		Accounts Receivable		XX.XX		
		Payable to Corporate (describe fee)			XX.XX	
	<b>2</b>	<b>Collect Application Fee</b>	<b>Receipt</b>			
		Cash		XX.XX		
		Accounts Receivable			XX.XX	
	<b>3</b>	<b>Charge for Security Deposit</b>	<b>Tenant Charge</b>			
		Accounts Receivable		X,XXX.XX		
		Security Deposit Liability			X,XXX.XX	
	<b>4</b>	<b>Collect Security Deposit</b>	<b>Receipt</b>			
		Escrow		X,XXX.XX		
		Accounts Receivable			X,XXX.XX	
<b>Stay</b>	<b>5</b>	<b>Charge Tenants for any other incidental "junk" fees (late fees, onboarding fees, etc.)</b>	<b>Journal Entry</b>			
		Accounts Receivable		XX.XX		
		Payable to Corporate (describe fee)			XX.XX	
	<i>(We use a JE because they may not pay for it until move-out.)</i>					
	<b>6</b>	<b>Charge Tenants for Rent</b>	<b>Tenant Charge</b>			
		Accounts Receivable		X,XXX.XX		
		Rent Income			X,XXX.XX	
	<b>7</b>	<b>Collect from Tenants for Rent + anything else they may owe.</b>	<b>Receipt</b>			
		Cash		X,XXX.XX		
		Accounts Receivable			X,XXX.XX	
	<b>8A</b>	<b>Pay for Cleaning, Repairs, Maintenance</b>	<b>Check or Bill</b>			
		Cleaning / Repair / Maintenance Expense		X,XXX.XX		
Cash or A/P				X,XXX.XX		