

Steps	Description of Screen and Required Action	Date Completed
Step 1	<b>Dashboard &gt;</b> <ul style="list-style-type: none"> <li><b>Resident Activities</b> <ul style="list-style-type: none"> <li>Click on Move Out &gt; complete process</li> <li>Click on Deposit Accounting</li> <li>Choose appropriate resident, click on Deposit Accounting</li> </ul> </li> </ul>	
Step 2	<b>(To be completed only AFTER the MO Inspection and SODA completed)</b> <b>Deposit Accounting Screen &gt;</b> <ul style="list-style-type: none"> <li><b>Enter Forwarding Address</b> <ul style="list-style-type: none"> <li>If no forwarding address, leave blank</li> </ul> </li> <li><b>Enter Charge Amt/Credit</b> <ul style="list-style-type: none"> <li><b>Verify Security Deposit Credit amount</b></li> <li>Enter all charges and/or credits from the SODA</li> <li>Match with SODA</li> </ul> </li> <li><b>Click on Print Statement</b></li> <li><b>Click on Post</b></li> </ul>	
Step 3	<b>Move Out Statement &gt;</b> <ul style="list-style-type: none"> <li><b>Print 3 copies of MO Statement</b> <ul style="list-style-type: none"> <li>1 – Prior Resident</li> <li>1 – Resident File</li> <li>1 – Separate MO Folder (if applicable)</li> </ul> </li> <li>Click on Home to return to Dashboard</li> </ul>	
Step 4	<b>Dashboard &gt; Left Menu</b> <ul style="list-style-type: none"> <li><b>Payables &gt; Find Payable Invoice</b> <ul style="list-style-type: none"> <li>Print :Refund payable invoice (if applicable)</li> <li>Print :Prog Gen Move Out transfer (if applicable)</li> </ul> </li> <li><b>Receivables &gt; Find Receipt</b> <ul style="list-style-type: none"> <li>Print: :MoveOut xfer (if applicable)</li> <li>Reverse :MoveOut xfer (if applicable)</li> </ul> </li> </ul>	
Step 5	<b>Create Email to Supervisor&gt;</b> <ul style="list-style-type: none"> <li><b>Enter information about the Move out</b> <ul style="list-style-type: none"> <li>Date of Move out</li> <li>Resident ID and Name</li> <li>Control numbers of the payable invoices for approval</li> </ul> </li> <li>Request Approval</li> </ul>	
Step 6	<b>Receive Check(s) from Rohnert Park Accounting</b> <ul style="list-style-type: none"> <li><b>Send Refund Check to prior Resident with MO package (if applicable). <u>Make certain SODA and/or MO Statement sent regardless of refund within prescribed time deadlines</u></b></li> <li><b>Create Receipts Batch for Retained Deposit (if applicable)</b> <ul style="list-style-type: none"> <li>Non-Tenant Receipt using <i>refsec</i> as the charge code</li> <li>Print Deposit Slip from Voyager</li> <li>Fill out MICR bank deposit slip</li> </ul> </li> <li>Notify PM that MO process is completed           <ul style="list-style-type: none"> <li>Copy of MO package</li> </ul> </li> <li>File MO package appropriately</li> </ul>	
Unit_____	Resident Name_____ Code_____	Date _____