

Property Expense Guide

Property Expenses

Do not get the Project Pass Thru confused with project expenses. We are using this to create deeper cost coding for PROPERTY and OPS expenses. Projects will also have projects for construction in there – do not use them without approval.

Required Fields

- Date
- Expense Type
- Amount
- Payment Type (what card?)
- Linked to Credit Card Txn (check)
- Vendor
- Paid for (Business Purpose)
- PO (when applicable)

Required Dimensions

- Employee (if applicable)
- Company
- Department
- Property

We will discuss Property in deeper in the next slide!

Project Pass Thru

- Select a project pass thru type – again this is related to your expense type.
- Cost Code – sub account of the pass thru (the list will get smaller as you select – you will only see what you can use based on your PROJECT).
- Cost Type – Select what is available.

All expenses will require an expense type. You will recognize the categories from our current expense header accounts. Choose the one that best describes the purchase.
If you see any default fields, this is a holding place – edit over.

Use the Safety Portal for reference on address plans by Phase (PP).

Property Dimension

Units, Buildings, Phases, Parents, all roll up into Regions. You are **required** to minimally cost code in the PP phase. **Do not** use the R or P phase unless it's for the total property. Use B and U codes as much as possible.

R007	Central
P0004	Blue Stone Estates
PP000004	Blue Stone Estates
B0000412	940 Blue Stone Lane #1-#12
U00003079	BS940-01
U00003080	BS940-02
U00003081	BS940-03
U00003082	BS940-04
U00003083	BS940-05
U00003084	BS940-06
U00003085	BS940-07
U00003086	BS940-08
U00003087	BS940-09
U00003088	BS940-10
U00003089	BS940-11
U00003090	BS940-12

When searching fields in Intacct - use the % sign with a key word, and it will pull ANYTHING that matches!

Properties are now divided by Regions

Parent property locations roll up to Region

Phases make up the Parent Property

Buildings make up the Phases

Units make up the Buildings

Region

Parent

Phase

Building

Unit

R

P

PP

B

U

Searching efficiency is key! Use the % sign in search bars! Practice trying to find the properties you work with most. Searching using the address is important and usually the best way. U matches the unit numbers in AppFolio. All drop downs are searchable.