

SUMMARY OF INVOICES ENCODED IN QUICKBOOKS										
January 22, 2014										
No.	Vendor's Name	Reference No.	Class	Address	Bill Date	Due Date	Bill Period	Gross Amount	R&M Fee	Total Amount
2	Aramark Uniform Services	506-2793085	Property Dr	n/a	01/21/14	01/22/14	n/a	\$ 55.13	\$ -	\$ 55.13
3	ComCast	8155 60 044 0648957	Management	n/a	01/14/14	01/22/14	January 2014	\$ 231.64	\$ -	\$ 231.64
4	ComCast	8155 60 044 0649039	Management	n/a	01/15/14	01/22/14	January 2014	\$ 120.89	\$ -	\$ 120.89
5	Mercury Auto Insurance	BA040000008170	Scenic View	n/a	01/13/14	01/22/14	n/a	\$ 10.00	\$ -	\$ 10.00
6	Office Team	39579220	Management	n/a	01/15/14	01/22/14	n/a	\$ 760.00	\$ -	\$ 760.00
6	Prism Wraps	2048	Property Dr	n/a	12/18/13	01/22/14	n/a	\$ 162.00	\$ -	\$ 162.00
7	RICOH USA	91540706	Management	n/a	01/03/14	01/22/14	12/22/13 - 01/21/14	\$ 419.95	\$ -	\$ 419.95

Sacramento, California

SUMMARY OF INVOICES ENCODED IN PROPERTYWARE

May 13, 2014

work order to be closed (still open)

made and closed work order

No.	Vendor's Name	Reference No.	Work Order No. (Optional)	Address	Bill Date	Due Date	Bill Period	Gross Amount	R&M Fee	Total Amount
1	Atlas Disposal	577515	n/a	3208 2nd Avenue	05/01/14	05/16/14	May 2014	\$ 137.91	\$ -	\$ 137.91
2	Elk Grove Water District	10608201-01 14/05	n/a	9562 Emerald Park Dr	05/01/14	05/27/14	03/27/14 - 04/10/14	\$ 68.96	\$ -	\$ 68.96
3	ELP Solutions	5275	18447	2299 Grove Ave #10	04/30/14	05/30/14	n/a	\$ 240.00	\$ (24.00)	\$ 216.00
4	ELP Solutions	5283	18432	4231 43rd Street	05/02/14	06/01/14	n/a	\$ 430.00	\$ (43.00)	\$ 387.00
5	ELP Solutions	5284	18289	7433 Tiara Way #A	05/02/14	06/01/14	n/a	\$ 135.00	\$ (13.50)	\$ 121.50
6	Fair Oaks Water District	3720 14/05	n/a	7320/ 7322 Quail Rd	05/06/14	05/26/14	06/01/14 - 07/31/14	\$ 75.90	\$ -	\$ 75.90
7	Fair Oaks Water District	7396 14/05	n/a	4816/ 4818 Suncrest W	05/07/14	05/27/14	06/01/14 - 07/31/14	\$ 88.05	\$ -	\$ 88.05
8	Fairest Of All	144949	18333	10242 S White Rock Rd	04/15/14	05/15/14	n/a	\$ 100.00	\$ (10.00)	\$ 90.00
9	Floring County Water District	106701 14/05	n/a	8576 Fairlawn CT	05/02/14	05/20/14	05/01/14 - 06/30/14	\$ 40.00	\$ -	\$ 40.00
10	Jones Electric	6014	18480	9079 Salmon Falls Dr	05/02/14	05/13/14	n/a	\$ 90.00	\$ (9.00)	\$ 81.00
11	Jones Electric	6026	18578	564 Santiago Ave	05/07/14	05/13/14	n/a	\$ 80.00	\$ (8.00)	\$ 72.00
12	Pennington&Sons Glass&Screens	642	18479	9079 Salmon Falls Dr	05/05/14	05/13/14	n/a	\$ 85.00	\$ (8.50)	\$ 76.50
13	PG&E	0042170774-6 14/04	n/a	6105 Gilman Way	04/27/14	05/19/14	03/27/14 - 04/25/14	\$ 3.62	\$ -	\$ 3.62
14	Preferred Plumbing and Drain	399671	18410	4101 32nd Street	05/08/14	06/07/14	n/a	\$ 208.00	\$ (20.80)	\$ 187.20
15	Republic Services	3-0922-0009670 14/05	n/a	2299 Grove Ave	04/25/14	05/15/14	05/01/14 - 05/31/14	\$ 216.51	\$ -	\$ 216.51
16	Republic Services	3-0922-0039850 14/05	n/a	7348 Spicer Dr	04/30/14	05/30/14	05/01/14 - 05/31/14	\$ 39.42	\$ -	\$ 39.42
17	SMUD	3767578 14/04	n/a	7825 Dalewoods Way	04/28/14	05/23/14	04/07/14 - 04/17/14	\$ 37.17	\$ -	\$ 37.17
18	SMUD	6038160 14/05	n/a	999 Arcade Blvd	05/06/14	06/03/14	04/03/14 - 05/01/14	\$ 22.56	\$ -	\$ 22.56
19	SMUD	6068746 14/05	n/a	1526 Nogales Street	05/06/14	06/03/14	04/03/14 - 05/01/14	\$ 33.08	\$ -	\$ 33.08
20	SMUD	6070636 14/05	n/a	900 Sonoma Avenue	05/06/14	06/03/14	04/03/14 - 05/01/14	\$ 20.64	\$ -	\$ 20.64
21	SMUD	6096359 14/05	n/a	2299 Grove Avenue	05/06/14	06/03/14	04/03/14 - 05/01/14	\$ 66.51	\$ -	\$ 66.51
22	SMUD	6096380 14/05	n/a	763 Bowles Street	05/06/14	06/03/14	04/03/14 - 05/01/14	\$ 21.60	\$ -	\$ 21.60

The above are the sample of reports in excel that I personally made for my client for his reference on the invoices/ bills I have keyed into QuickBooks and Propertyware for payment. These included utility and vendor bills.

I don't have access in QuickBooks for generating a sample work or task since it is to for remote access to my previous employer's computer and I no longer have access.

In QuickBooks, I know how to work on the customer, vendor, employee and reports section.

CITY OF ELK GROVE		2014													
Account Number	Address	March		April		May		June		July		August		September	
		Bill Date	Bill Period	Bill Date	Bill Period	Bill Date	Bill Period	Bill Date	Bill Period	Bill Date	Bill Period	Bill Date	Bill Period	Bill Date	Bill Period
169517-16542	9513 Big Timber Dr	03/01/14	03/01/14 - 05/01/14		next bill next month	05/01/14	05/01/14 - 07/01/14		next bill next month	07/11/14	07/01/14 - 09/01/14		next bill next month	09/01/14	09/01/14 - 11/01/14
174667-51874	9562 Emerald Park Dr	03/01/14	03/01/14 - 05/01/14		next bill next month	05/01/14	05/01/14 - 07/01/14		next bill next month	07/11/14	07/01/14 - 09/01/14		next bill next month	09/02/14	07/10/14 - 08/11/14
175967-99550	9564 Emerald Park Dr	03/01/14	10/31/13 - 05/01/14		next bill next month	05/01/14	05/01/14 - 07/01/14		next bill next month	07/11/14	07/01/14 - 09/01/14		next bill next month		

Above is a sample format I made in monitoring the monthly utility bills keyed into QuickBooks and Propertyware. Through this we were able to know which utility account or statement is missing for the month.

Below is the report I generated online (Excel format) for reconciling the Home Depot credit card transactions into QuickBooks entries. I have checked if the ones in the statement were already keyed into QuickBooks for monitoring.

Account Number:	*****7299						
Statement Date:	8/8/2014						missing, not yet keyed into QB
Invoice Date	Invoice #	Purchase Order #	Invoice Amount Due				already keyed into QB
7/8/2014	200110	FRUITRIDGE	\$ 183.30	ok, keyed in			
7/8/2014	220527	5011MADISON	\$ 81.62				
7/8/2014	210947	2209ALEGERACT	\$ 100.81				
7/8/2014	973969	KAYBETB	\$ 192.12				
7/8/2014	970279	2209ALGERA	\$ 37.71				
7/9/2014	9251142	10413WHITEROCKA	\$ 27.02				
7/9/2014	9251102	3160FITECIR	\$ 25.08				
7/9/2014	9150559	2421PERSIMMON	\$ 23.99				
7/9/2014	9030838	UNITB	\$ 25.09				
7/9/2014	9971183	999ARCADE	\$ 6.28				
7/9/2014	9974038	KARVET	\$ 157.52				
7/9/2014	9220554	229GROVE4	\$ 4.81				
7/9/2014	9240421	3805BELDEN	\$ 10.54				
7/10/2014	8970385	2841TAFT	\$ 442.05				
7/10/2014	8970401	191255	\$ 2.56				

**SUMMARY OF HD TRANSACTIONS**

For the period September 01-04, 2014

Transaction Date	Post Date	Description	Amount	Amount Credited			
9/4/2014	9/4/2014	ONLINE PAYMENT		\$ 2,225.00	<b>Summary of Account as of 09/07/2014:</b>		
9/4/2014	9/4/2014	43rd	\$ 75.31				
9/4/2014	9/4/2014	2065 15th Ave #1	\$ 174.32				
9/3/2014	9/3/2014	Davis		\$ 479.39			
9/3/2014	9/3/2014	Davis	\$ 315.73				
9/3/2014	9/3/2014	1826 Pomona	\$ 20.90				
9/3/2014	9/3/2014	1330 La Brea	\$ 196.46				
9/3/2014	9/3/2014	910 Sonoma		\$ 10.95			
9/2/2014	9/2/2014	Davis	\$ 698.10				
9/2/2014	9/2/2014	Davis	\$ 6.92				
9/2/2014	9/2/2014	Davis	\$ 385.95				
9/2/2014	9/2/2014	Davis	\$ 408.56				
9/2/2014	9/2/2014	763 Bowles St #3	\$ 167.68				
9/2/2014	9/2/2014	66 Redondo	\$ 27.74				
9/2/2014	9/2/2014	910 Sonoma	\$ 10.95				
9/2/2014	9/2/2014	1311 Lochbrae	\$ 52.98				
9/2/2014	9/2/2014	66 Redondo	\$ 34.69				
9/2/2014	9/2/2014	2949 Clay St	\$ 52.21				
9/1/2014	9/1/2014	7907 Tungsten	\$ 7.55				
9/1/2014	9/1/2014	3925 Salmon Falls	\$ 102.03				
9/1/2014	9/1/2014	4308 8th Ave	\$ 37.20				
					Current Balance	\$ 34,898.05	
					Total Payment Due	\$ 2,225.00	
					Credit Line	\$ 19,500.00	
					Available Credit	\$ (15,346.00)	
					Last Statement Date	09/07/14	
					Last Statement Balance	\$ 26,705.84	
					Payment Due Date	09/03/14	
					Last Payment Date	09/04/14	
					Last Payment Amount	\$ 2,225.00	
					9/4/2014	2065 15th Ave #1	\$ 174.32
					9/3/2014	Davis	\$ 315.73
					9/3/2014	1330 La Brea	\$ 196.46
					9/2/2014	Davis	\$ 698.10
					9/2/2014	Davis	\$ 385.95
					9/2/2014	Davis	\$ 408.56
					9/2/2014	763 Bowles St #3	\$ 167.68

The above report is a Summary of Credit Card Transactions for a week period. This was submitted every Monday. I access their credit card account online, update the account summary (on the right part) and the copy the list of transactions that incurred during the week period (on the left). The summary on the bottom right is a list of the transactions with amounts more than \$150.00 for easy lookup on which properties incurred these higher amounts.

I also keyed in the transactions into QuickBooks, data of the transactions were sent to me to be keyed in.

Date Worked on	TLCF Date	Tenant's Name	Address	Delete Amount	Owner's Credit Amount	BRES Credit Amount	Description
10/01/14	09/26/14	Chiriac	5102 Gordon Dr	\$ 35.00	\$ 120.00	\$ -	Tenant paid rent to Thorne as they did not receive our letter as new management. She also has a \$60.00 fee on her ledger from Thorne.
10/01/14	09/26/14	Buffa-Buffa- Saha	6100 Valley Hi Dr	\$ -	\$ 82.23	\$ -	Tenant received a late fee when rent was paid on the 3rd per their postage stamp. Rent came in on the 10th but was mailed on time.
10/03/14	09/30/14	Tremblay	2452 lone St	\$ 7.50	\$ -	\$ 75.00	Tenant increase was to start Oct 01, 2014. It changed in Sept 01. Tenant is fine with increase for Oct.
10/07/14	10/01/14	Hendrix	4912 Douvan CT	\$ -	\$ 233.50	\$ -	This is a credit for balance accrued from a late fee. Tenant was allowed to move pay date per owner to the 15th. This will clear past (incorrect fees)
10/08/14	10/02/14	Martinez-Torres	7715 25th St	\$ 11.00	\$ 110.00	\$ -	Final credit for tenant having to do landscaping at the property. Owner now has landscapers that tenant confirmed are doing great

The report above is a summary of the adjustments I made. I download TLCF (Tenant Ledger Credit Form) from my previous employer's computer and made the adjustments on the tenants' ledgers. It's either I delete penalties/ charges or key in a credit entry.

List of RFPs Found				
July 09, 2014				
RFP/ Project	Area	Location	Scope	Site Link
1 Anna Kirchgater Elementary School Safe Routes to School Project	California	Sacramento	Clearing and grubbing, roadway excavation, installation of curb, gutter and sidewalk	<a href="http://www.californiabids.com/bid-opportunities/2014/07/09/5725528-Anna-Kirchgater-Elementary-School-Safe-Routes-to-School-Project.html">http://www.californiabids.com/bid-opportunities/2014/07/09/5725528-Anna-Kirchgater-Elementary-School-Safe-Routes-to-School-Project.html</a>
2 Flooring Services	California	Roseville	please see attached photo "Flooring Services"	
3 HVAC Units and Installations	California	Sacramento	Provide and install 2 HVAC units for Server Room	<a href="http://portal.sacrt.com/WebApps/Contracts/Detail.asp?ID=514">http://portal.sacrt.com/WebApps/Contracts/Detail.asp?ID=514</a>
4 Landscape Maintenance and Watering Services 2014-2019	California	Sacramento	Work include horticulture maintenance, irrigation maintenance, truck watering, clean up of landscape areas	<a href="http://www.californiabids.com/bid-opportunities/2014/07/09/5699251-Landscape-Maintenance-and-Watering-Services-20142019.html">http://www.californiabids.com/bid-opportunities/2014/07/09/5699251-Landscape-Maintenance-and-Watering-Services-20142019.html</a>
5 Roof Replacement	California	Sacramento	Roof Replacement	<a href="http://www.californiabids.com/bid-opportunities/2014/07/09/5670348-Roof-Replacement.html">http://www.californiabids.com/bid-opportunities/2014/07/09/5670348-Roof-Replacement.html</a>

Above is a sample RFP (Request for Proposal) report I made. I searched online for prospective clients, made a list and sent the report. This was a daily task, submitted at the end of the each working day.

Below is a sample Photo Addendum report I worked on. I download pictures from the company's site and save them into the report which is in MS Word format.

**DIGITAL PHOTO ADDENDUM**

Address: **16260 Winchester Club Dr, Meadow Vista, CA 95722**

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