

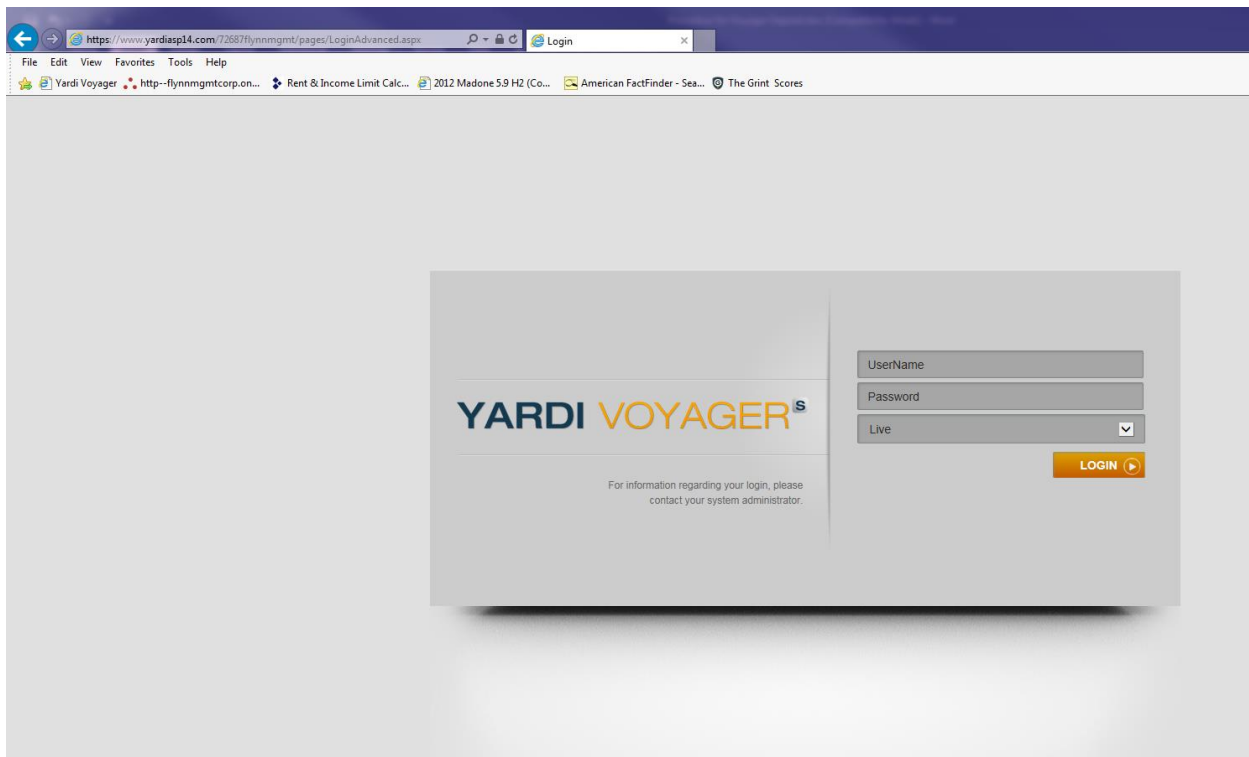
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL ACCOUNTING YARDI VOYAGER – DEPOSITING PAYMENTS	04-15-20

PURPOSE: Deposit checks and money orders received into the bank

PREPARED BY: SM or DM

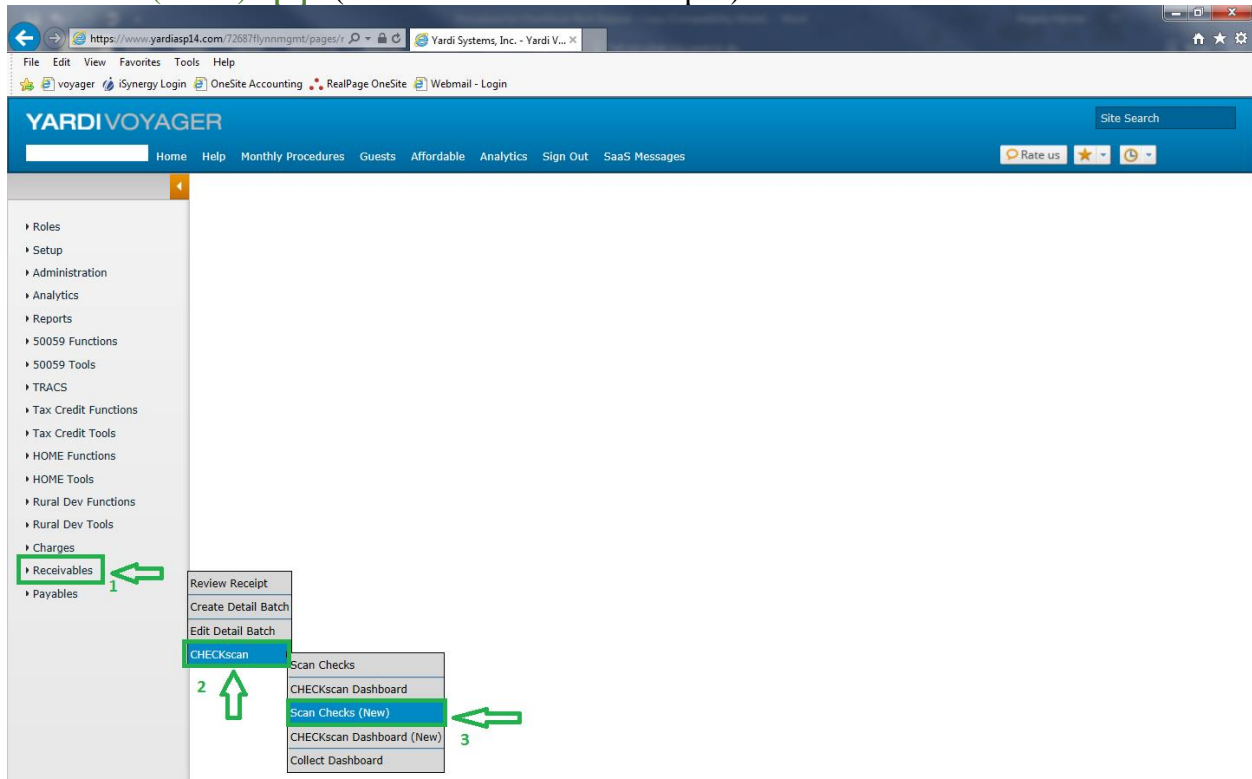
WHEN PREPARED: Upon receipt of any checks or money orders

(1) Open Internet Explorer and log-in to Yardi Voyager.



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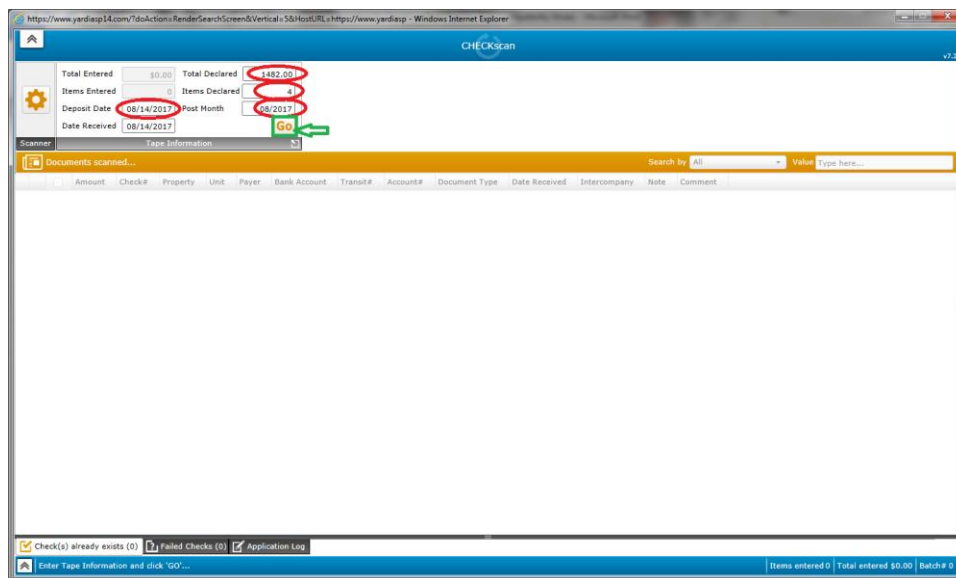
(2) Click on “**RECEIVABLES**” [1] then click on “**CHECKscan**” [2] and then click on “**SCAN CHECKS (NEW)**” [3]. (A new window will then open)



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(Please note that security deposits must be deposited in a separate batch from rent checks)

- (3) Fill in total amount of deposit in box marked “**TOTAL DECLARED**”.
- (4) Fill in total number of checks / money orders to be deposited in box marked “**ITEMS DECLARED**”.
- (5) Fill in the current month (MM/YYYY) in the box marked “**POST MONTH**”. (This should automatically default to the current month)
- (6) Fill in correct date of deposit (MM/DD/YYYY) in box marked “**DEPOSIT DATE**” and “**DATE RECEIVED**”. (This should be the current day and should default automatically)
- (7) Prior to depositing a money order, make sure to write the amount of the money order in the upper right area of the money order. This is to ensure the bank can verify the amount. (If a money order is returned due to the bank not being able to read it, the property is assessed a charge of \$40 by the bank for each money order). See Comment C for an example.
- (8) Put checks in scanner with writing facing outward and then Click “**GO**”. (The scanner will now scan all of the checks and begin to compile a list of the checks on the screen)



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Once the checks have been scanned you will see a list like the one below.

- (9) If the box on the left is red, click on that row to start completing the required information.

The screenshot shows the CHECKscan v7.2 interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a search bar with 'Documents scanned...' and a search filter set to 'All'. The main area contains a table with the following columns: Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. The first four rows of the table have a red box in the first column (Amount). A green arrow points to the 'Unit' column of the second row. Below the table, there is a status bar with 'Check(s) already exists (0)', 'Failed Checks (0)', and 'Application Log'. At the bottom right, it shows 'Items entered 4', 'Total entered \$1,482.00', and 'Batch# 15'.

	Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1	\$270.00	03147					063107513	1183340008361		08/14/2017			Not Associated
2	\$381.00	1044					267084131	682861518		08/14/2017			Not Associated
3	\$219.00	01800					063107513	1010135780307		08/14/2017			Not Associated
4	\$612.00	4297 2186736081					103104900		Money Order	08/14/2017			Not Associated

Click on each row to complete information

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Once you click on the row, the image of the check will appear along with the Payer Information.

- (10) If this is the first time depositing a personal check from this resident, you will need to complete the majority of the “Payer Information”. In some cases, you will need to assist Voyager in properly completing the bank information by verifying the correct MICR information from the bottom of the check. (For information on this, please see Comment H)
- (11) Verify the **amount** matches the check
- (12) Select the applicable **property**.
- (13) Select the applicable **unit number**.
- (14) Select the applicable **resident**.
- (15) Select the correct **document type** (either Personal Check, Commercial Check, Money Order, or Cashier’s Check)

The screenshot shows the CHECKScan v7.2 interface. At the top, there's a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below that is a search bar and a table of scanned documents. The first document is selected, showing a check image and a 'Payer Information' form. Red circles and numbers 11-15 highlight specific fields: 11 points to the Amount field (270.00), 12 to the Property dropdown (Palmetto Villas), 13 to the Unit dropdown (C1212), 14 to the Resident dropdown (TREDWAY, DONNA (CURRENT)), and 15 to the Document Type dropdown (Personal Check). The check image shows a handwritten amount of \$270.00 and a MICR line at the bottom.

Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$270.00	03147	C1212				063107513	1183340008361		08/14/2017			Not Associated
\$381.00	1044					267084131	682861518	Bill Pay	08/14/2017			Not Associated
\$219.00	01800					063107513	1010135780307		08/14/2017			Not Associated
\$612.00	4297 2186736081					103104900		Money Order	08/14/2017			Not Associated

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(16) Once all necessary information has been input, the box on the left should appear either yellow or green.

(17) Then you can complete steps 9-14 for the remaining checks in the batch.

The screenshot shows the CHECKScan software interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a search bar and a table of scanned documents. The first document is highlighted, and its details are shown in a pop-up window. The pop-up window displays a scanned check from JACQUELINE FRESKE, DONNA J TREDWAY, dated 8-3-17, for \$270.00. The check is payable to Palmetto Villas. The pop-up also shows payer information: Amount 270.00, Property 79, Unit C1212, Resident t0005988, and Document Type Personal Check. Below the pop-up is a table of scanned checks:

	Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1	\$270.00	03147	Palmetto Villas (79)	C1212	TREDWAY, DONNA (t0005988)	First Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			ok
2	\$381.00	1044					267084131	682861518		08/14/2017			Not Associated
3	\$219.00	01800					063107513	1010135780307		08/14/2017			Not Associated
4	\$612.00	4297 2186736081					103104900		Money Order	08/14/2017			Not Associated

At the bottom of the interface, there is a status bar showing "Check(s) already exists (0)", "Failed Checks (0)", and "Application Log". The bottom right corner displays "Items entered 4", "Total entered \$1,482.00", and "Batch# 15".

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- (18) Once all boxes appear yellow or green, click on the “SAVE BATCH” [1] icon.
- (19) Then, click on the “REPORT” [2] icon located in the “Actions” area near the top.

The screenshot shows the CHECKScan web application interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a search bar and a table of scanned documents. A yellow circle highlights the first four rows of the table, which have green and yellow status indicators. A green arrow points from the text 'All boxes are green or yellow' to these indicators. Below the table, there is a preview of an AMSCOT International Money Order for \$612.00, payable to Yasmine Rowe. The payer information is also visible on the right side of the interface.

Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$270.00	03147	Palmetto Villas (79)	C1212	TREDWAY, DONNA (t0005988)	First Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
\$381.00	1044	Palmetto Villas (79)	C1215	WILLIAMS, DESIREE (t0006115)	First Florida (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
\$219.00	01800	Palmetto Villas (79)	C1216	BRATCHER, SALLIE (t0005905)	First Florida (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
\$612.00	4297 2186736081	Palmetto Villas (79)	C1218	ROWE, YASMINE (t0006106)	First Florida (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amount

AMSCOT INTERNATIONAL MONEY ORDER
 Amount: 612.00
 Property: 79
 Unit: C1218
 Resident: t0006106
 Document Type: Money Order
 Payer Information: Palmetto Villas, 2407 13th Avenue Drive E., Manatee, Palmetto, FL 34221
 ROWE, YASMINE (Current)

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- (20) When the report is displayed, click “PDF” and then click “Save As”. Save the file with a name that has the property’s 3-letter abbreviation followed by the month and year and the batch number (for example: SMW Oct 2017 Batch 25). Then, print it.
- (21) Verify that the information on the report matches the checks scanned.
- (22) The report and the checks should be stapled together and placed in an envelope labeled with the month and year and “Deposited Checks”. This should be kept in a secure place.
- (23) Then click on the “X” in the upper right-hand corner to close this window.

https://www.yardiasp14.com/?BatchId=15 - Yardi Systems, Inc. - Checkscan Receipt Batch Report - Internet Explorer

Checkscan Receipt Batch Report

Excel PDF

1 Click PDF and then click "Save As" to save report for emailing. Then, print the report.
2

CHECKscan Unposted Report
Total Entered: 1482.00
CHECKscan Batch# 15

File Type	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
X9			03147	1011	79	5010	C1212	t0005988	TREDWAY, DONNA	(Current)	270.00		08/14/2017	08/2017
X9			1044	1011	79	5010	C1215	t0006115	WILLIAMS, DESIREE	(Current)	381.00		08/14/2017	08/2017
X9			01800	1011	79	5010	C1216	t0005905	BRATCHER, SALLIE	(Current)	219.00		08/14/2017	08/2017
X9			4297 2186736081	1011	79	5010	C1218	t0006106	ROWE, YASMINE	(Current)	612.00		08/14/2017	08/2017
Total											1,482.00			

**This report is saved and then email to
accounting@flynnmanagement.com**

- (24) The report that was saved in step 20 should be emailed to accounting@flynnmanagement.com
- (25) Your deposit is now closed. Do not scan any further items into this batch. If you have more checks to deposit, a new batch should be started.

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Once the report closes, you should be viewing the “CHECKscan” screen.

(26) Click the “X” [1] in the upper right-hand corner and close this window.

The screenshot shows the CHECKscan application window. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a table of scanned documents with columns for Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. The table lists four items, including checks and a money order.

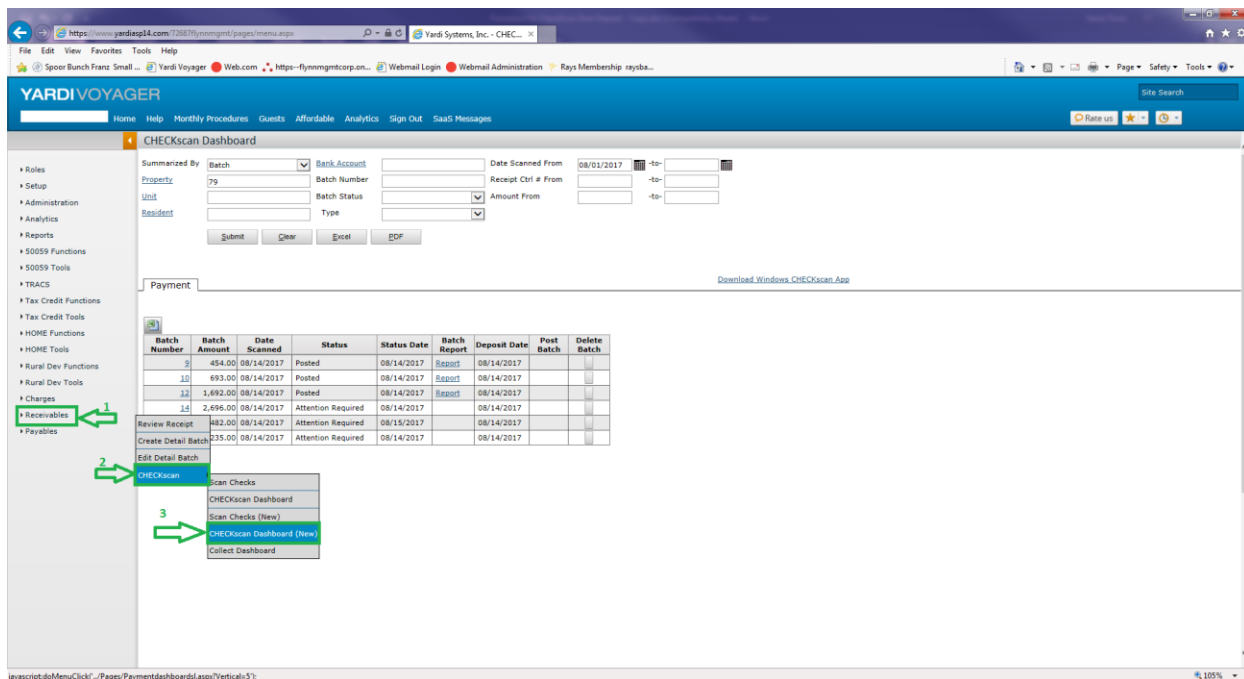
Below the table, the 'Payer Information' section is expanded, showing a scanned image of an AMSCOT International Money Order. The money order is for \$612.00, payable to Palmetto Villas, and is signed by Yasmine Rowe. The payer information fields are populated with: Amount: 612.00, Property: 79, Unit: C1218, Resident: t0006106, and Document Type: Money Order. The address is Palmetto Villas, 2407 13th Avenue Drive E., Manatee, Palmetto, FL 34221.

At the bottom of the window, there is a status bar with the following information: Check(s) already exists (0), Failed Checks (0), Application Log, Ready to scan checks, Items entered 4, Total entered \$1,482.00, Batch# 15.

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You should now be returned to the “Checkscan Dashboard” page. If not, click on **“RECEIVABLES” [1]** then click on **“CHECKscan” [2]** and then click on **“CHECKscan Dashboard (NEW) [3]”**.

(27) When you see the “CHECKscan Dashboard”, click “Clear” and then click “Submit” to see your batches in process.



(28) If you wish to view a previous batch, click on the Batch Number

(29) When you are done with your deposits, exit Voyager.

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Comments:

- A. Cash is **NOT** accepted at any time for any reason.
- B. Print apartment number on the check as soon as check is received.
- C. Write amount of money order in upper right area to ensure the bank can read amount.



- D. For each batch, do not enter more than 25 items.
- E. Do not accept postdated checks.
- F. Deposits are to be made daily.
- G. **A warning notice will be issued to any employee not following this procedure.**

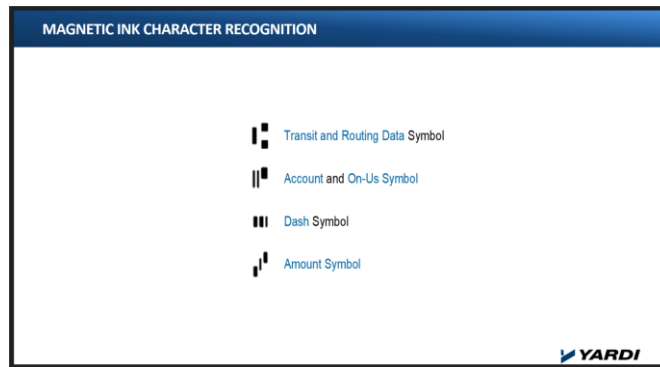
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- H. The first time a check is deposited from a bank account, you may need to verify the MICR information on a check. To do so, follow the steps below:
- (1) Verify and select the correct check number that matches the check.
 - (2) Verify “Transit #” matches the 9-digit routing number on the check, typically the first numbers on the bottom.
 - (3) Verify the “Account #” matches the account number on the check. These numbers are usually the 2nd group of numbers.
 - (4) Once all numbers have been verified, click the “Save” icon.
 - (5) The, you will be returned to the “Payer Information” box to input the rent amount, unit number, resident name, etc.

(Please note, you will only have to do this step the first time a resident gives you a check from a bank account. Voyager links the MICR information to the unit to avoid this step in the future)

The screenshot displays the CHECKScan application interface. At the top, there's a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a table of scanned documents. The first document is selected, showing a preview of a check from Wilma Rae Morrow for \$231.00. The check image has several fields circled in pink: the check number '237', the MICR routing number '063100277', and the account number '1003762163402'. These are linked by pink lines to the corresponding input fields in the 'Payer Information' form on the right. The form fields are: Check # (dropdown menu), Account # (text input), and Routing # (text input). A green arrow points to a 'Save' icon (a document with a checkmark) with the text 'Click here to associate check information with a household'. At the bottom of the interface, there are status bars showing 'Ready to scan checks.', 'Items entered 3', 'Total entered \$357.00', and 'Batch# 19'.

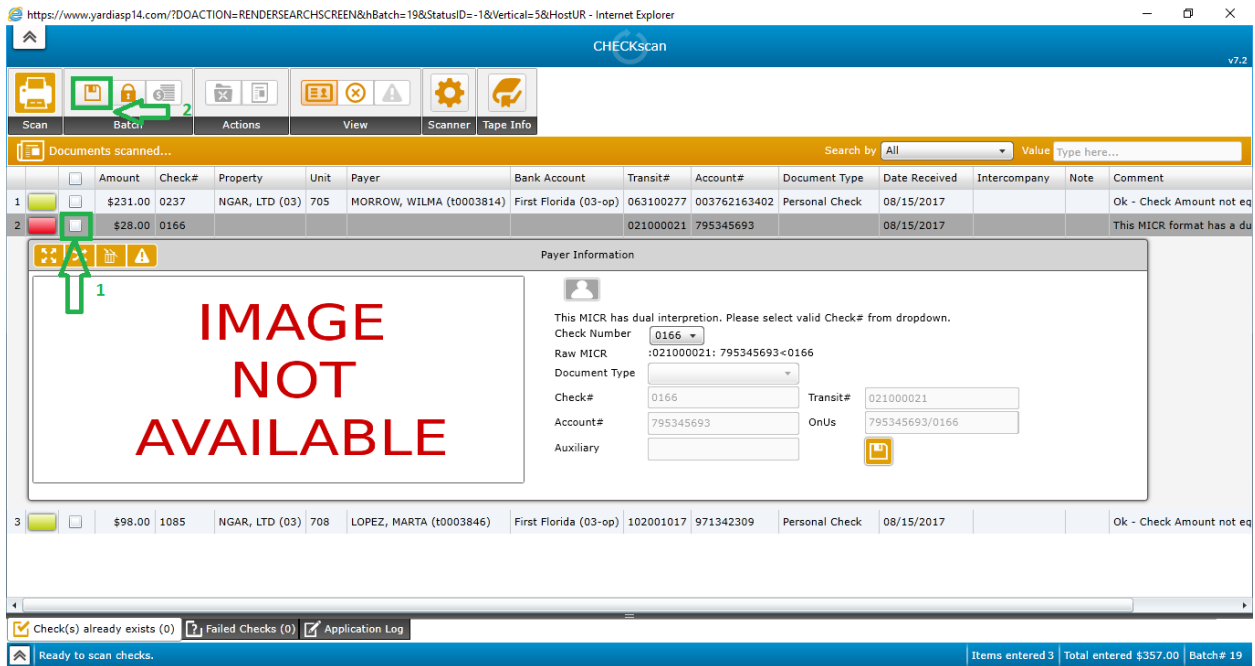
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- I. If all checks in a batch do not scan properly, you may need to delete a check from the batch and scan it again as part of another batch. To do so, follow the steps below:
- (1) Click on the check box next to the check.
 - (2) Click on the “Save” icon at the top.
 - (3) In the popup box, click “Yes”

You will now be returned to the batch and that check will have been removed. You can continue on with completing the batch and scan the removed check into another batch once you are done with this batch.



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J. Notes on Details Screen:

Prepaid Rent - If a resident overpays their rent, you will need to apply the remaining portion to “Prepaid Rent”. To do so, follow the steps below:

- (1) Click on the colored box on the left. The window below should open.
- (2) Make sure the check box on the line for the prepaid portion of the rent is marked and that the Charge Code is “prepay”.
- (3) Make a note in the Notes Box of “Overpayment” with the amount of overpayment (for example “Overpayment \$1”)
- (4) Click “Save”

Payment	Property	Unit	Resident	Charge Code	Account	Charge Date	Actual Charge	Prior Paid	Prior Adjusted	Balance Due	Ref	Description	Hold For	Ho
<input checked="" type="checkbox"/>	1.00	79	C2503	t0006110	prepay	5029	08/17/2017	1.00	0.00			Available Prepay		
<input checked="" type="checkbox"/>	154.00	79	C2503	t0006110	rent	5010	08/01/2017	154.00	0.00	154.00		rent PostTran Unit:C2503		
<input type="checkbox"/>	0.00	79	C2503	t0006110	prepay	5029	08/17/2017					Prepay Resident		

Security Deposit – If the payment received was for a security deposit, you should see “secdep” in the box for charge code.

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By putting a note in the “Notes” field, a comment will be put on the resident’s ledger card to provide details on the nature of a payment. See sample ledger below.

Resident Ledger



Date: 08/24/2017

Code	10003822	Property	03	Lease From	06/01/2017
Name	PEDRO RUIZ	Unit	706	Lease To	05/31/2018
Address		Status	Current	Move In	07/31/2010
		Rent	797.00	Move Out	
City		Phone (H)		Phone (W)	

Date	Description	Charge	Payment	Balance	Chg/Rec
07/31/2010	:Posted by QuickTrans (secdep)	650.00		650.00	17167
07/31/2010	chk# :QuickTrans :Posted by QuickTrans		650.00	0.00	16471
06/01/2017	Rent (06/2017)	246.00		246.00	14560
06/01/2017	Rental Assistance (06/2017)	551.00		797.00	14561
06/05/2017	chk# MO CRJ #25		240.00	557.00	17146
06/05/2017	chk# MO CRJ #25		6.00	551.00	17147
07/01/2017	Rent (07/2017)	246.00		797.00	17920
07/01/2017	Rental Assistance (07/2017)	551.00		1,348.00	17921
07/06/2017	chk# MO CRJ 28		246.00	1,102.00	19121
07/06/2017	chk# DD070617 :HAP		551.00	551.00	20818
08/01/2017	Rent (08/2017)	246.00		797.00	20705
08/01/2017	Rental Assistance (08/2017)	551.00		1,348.00	20706
08/01/2017	chk# DD080517 :HAP		551.00	797.00	22200
08/11/2017	chk# 4017619494264 :CHECKscan Payment - Overpaid \$2		248.00	549.00	23718

- K. If a payment has been collected for late fee, pet deposit, lock change, any “Non-N-31” charge, etc, **accept the default of charge code “Prepay” (account 5029)** and put a note in the notes section as to what the payment was for.
- L. Damages are not “Misc”. All damages are charged by the Clearwater Office when the N-31 is received.
- M. **Payments made for Security Deposits are to be on their own check / money order. This allows the payment to be deposited into the security escrow bank account.**