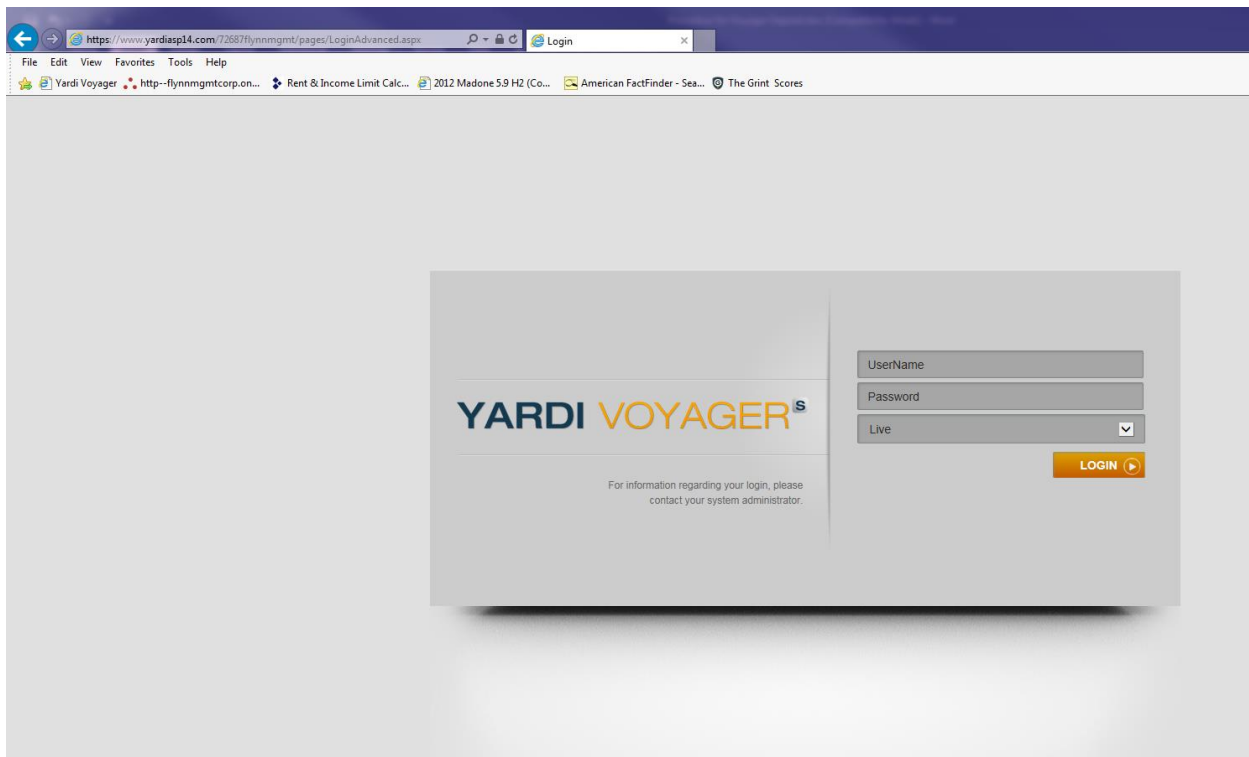| SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL ACCOUNTING YARDI VOYAGER – DEPOSITING PAYMENTS	04-15-20

PURPOSE: Deposit checks and money orders received into the bank
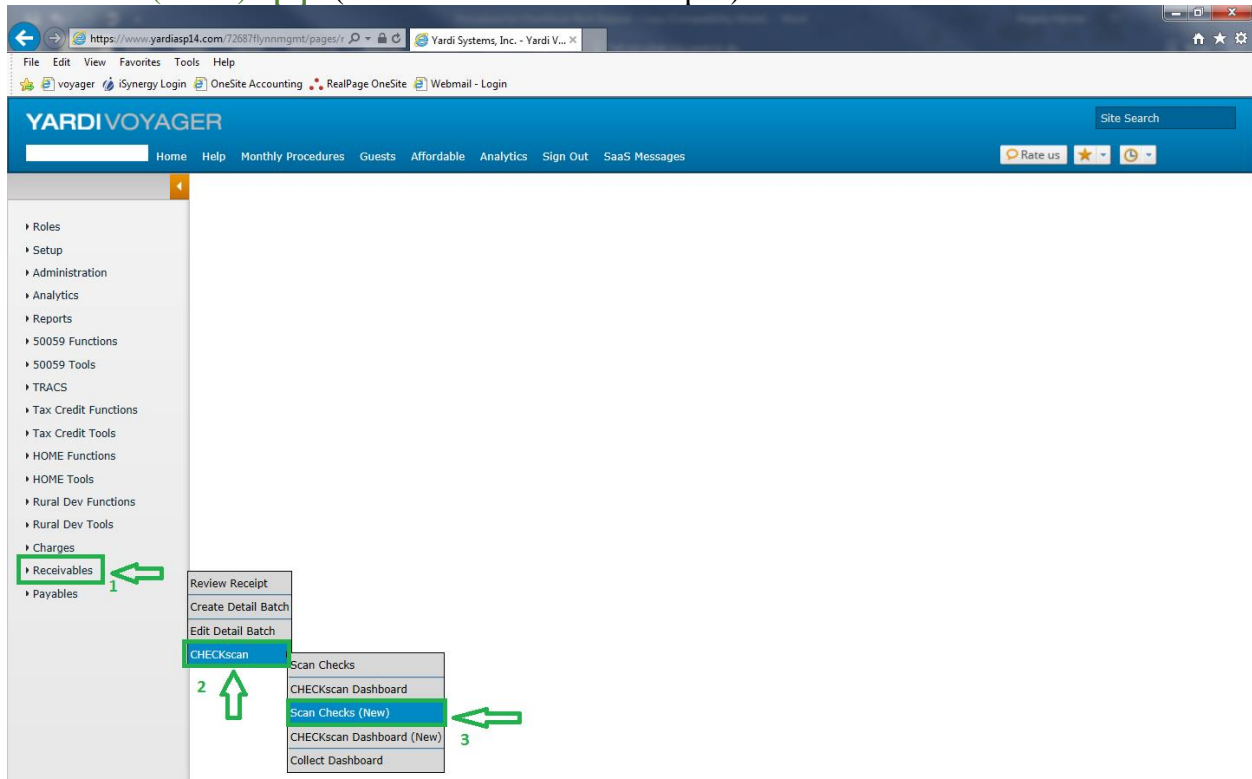
PREPARED BY: SM or DM

WHEN PREPARED: Upon receipt of any checks or money orders

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

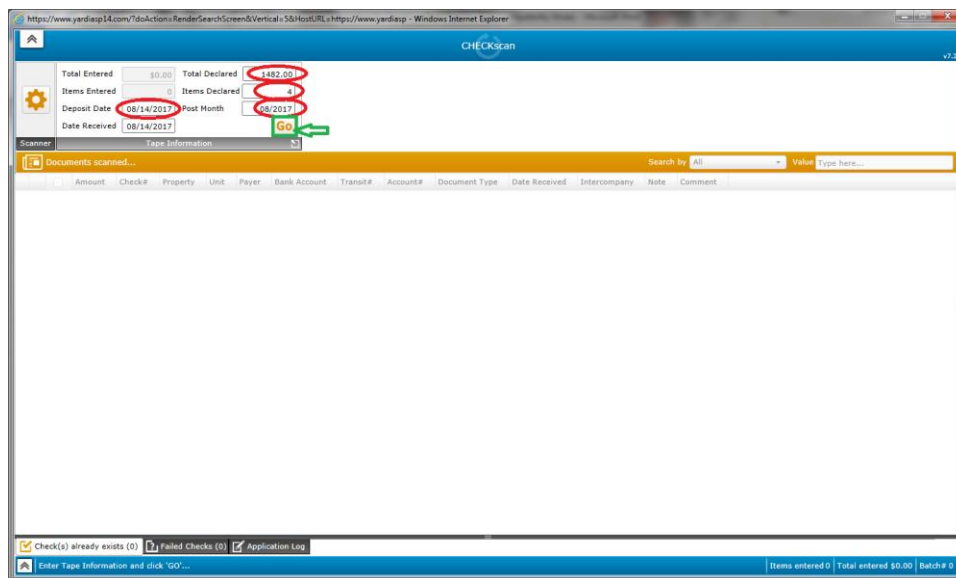| SUBJECT	Date
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(2)   Click on **"RECEIVABLES" [1]** then click on **"CHECKscan" [2]** and then click on **"SCAN CHECKS (NEW)" [3].** (A new window will then open)

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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.

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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)

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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.

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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.

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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.

(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.

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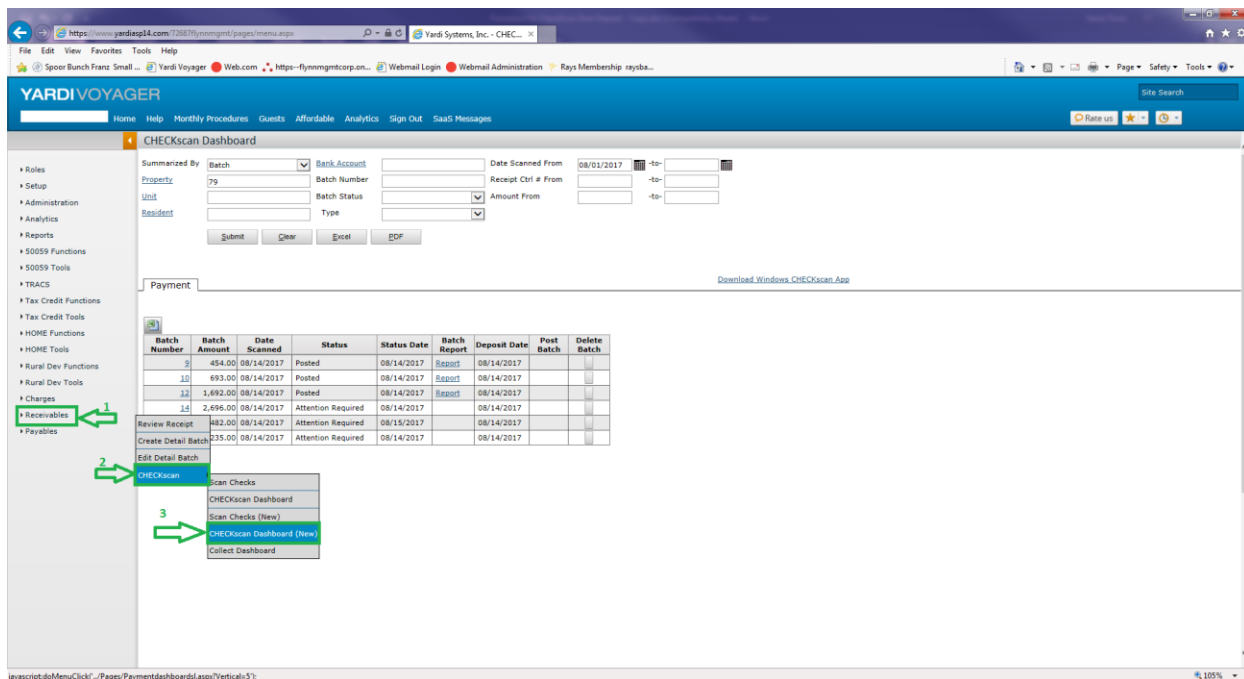
(28)   If you wish to view a previous batch, click on the Batch Number

(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)

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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.
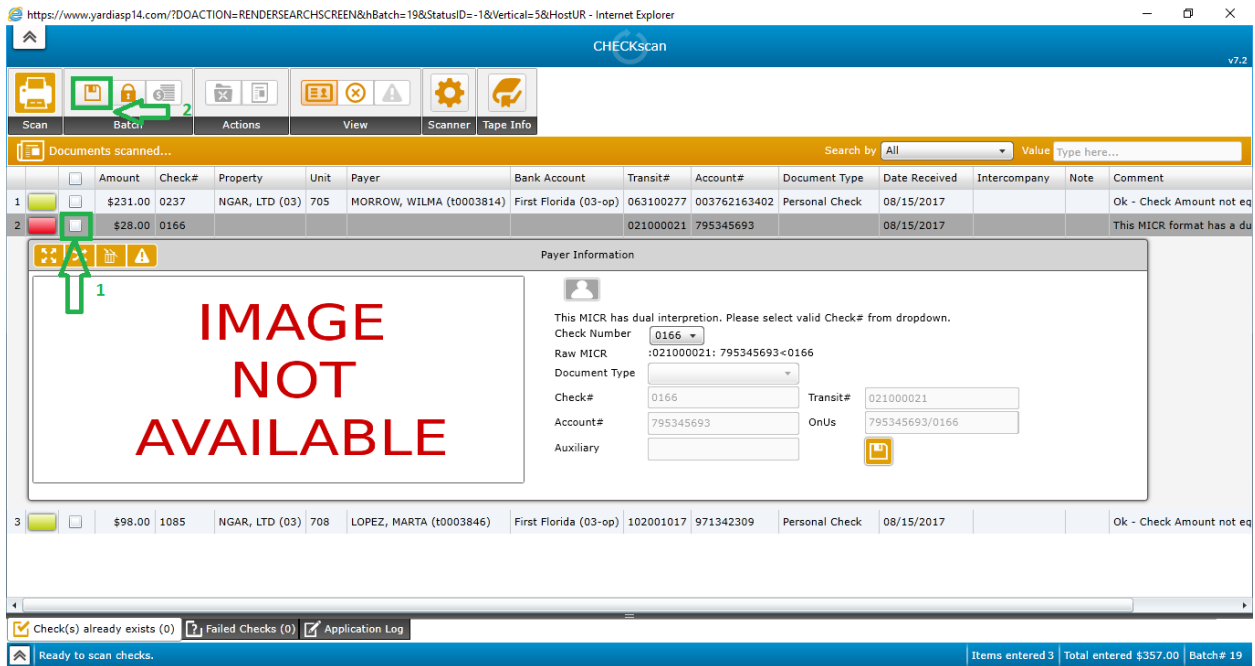
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J.   Notes on Details Screen:

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"

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	t0003822	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
08/03/2017	chk# DD080317 :HAP		551.00	797.00	22200
08/11/2017	chk# 40176194949264 :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.