

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL ENTERING A PAYMENT FOR DAMAGES OR SECURITY DEPOSITS	08-01-23

PURPOSE: To enter a payment for damages or security deposits

PREPARED BY: SM or DM

WHEN PREPARED: When damages or a security deposit have been paid

Damages & Security Deposits are always charged to the Applicant/Residents ledger by the corporate office.

DO NOT attempt to create your own charges for Damages or Security Deposits.

Once you have submitted your N-31 form for Damages, the charges are posted to the Applicant/Residents ledger by the OATS group (Occupancy, Applications Team).

Once an applicant has been approved, Security Deposits* are charged to the Applicant/Residents ledger by the OATS group (Occupancy, Applications Team).

*If the Security Deposit payment relates to the first installment of a promissory statement, include a copy of the promissory statement with the CHECKscan deposit as outlined in Procedure V-200.

Follow procedure V-200 to deposit the payment received for Damages or Security Deposits

If your Damage or Security Deposit **does not** appear on the Applicant/Resident ledger;

STOP

Delete the CHECKscan item from your batch and contact the OATS group (Occupancy, Applications Team)..

All Damage & Security Deposits **MUST** be charged on the Applicant/Resident ledger **PRIOR** to completing Procedure V-200