

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL DEPOSITING APPLICATION FEES, MISC & HUD	08-01-23

PURPOSE: To process an Application Fee, Misc & HUD payments

PREPARED BY: SM or DM

WHEN PREPARED: When an Application Fee, Misc item or HUD payment is to be deposited

### **Entering a payment for an Application Fee, Misc Payment & HUD payment**

#### **Application Fee\*:**

All application fees are entered as Non-Tenant Payers, regardless if they have a Payer ID or not.

#### **Follow Procedure V-200 to deposit the Application Fee**

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

Non-Tenant Payer; Enter the name of the Applicant, Last Name First (ex; Smith, John)

Document type; Select the appropriate type of payment

In the lower grid section;

Charge Code; enter appfee

Click on Save to save the entry

\*If an application fee is overpaid and....

a) Applicant is denied; A check request must be submitted to accounting for the overpayment to be refunded to the applicant.

b) Applicant becomes a tenant; Notify accounting that the overpayment is to be applied as a credit on account.

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**MISC Payment:**

All MISC payments are entered as Non-Tenant Payers.

A MISC payment is any payment received that does not relate to an item on an N-31.

If you receive a payment for an N-31 charge, refer to Procedure V-200, page 14; Comment K.

A miscellaneous payment is any payment you are unable to assign to an Applicant/Resident. Examples of a miscellaneous payment would be a refund from a vendor, a payment for Laundry income or a collection payment made from a past tenant that was a resident long before Voyager was in place.

**Follow Procedure V-200 to deposit the Miscellaneous Payment**

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

Non-Tenant Payer; Enter the name of the Person Last Name First (ex; Smith, John) or company the payment is from.

Document type; Select the appropriate type of payment

Notes; This field is **MANDATORY**. Always enter a note regarding what the MISC payment is for

In the lower grid section;

Charge Code; Enter the code from the list that best describes the payment. Most entries will be the charge code of misc

Click on Save to save the entry

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**HUD Payment:**

All HUD payments are entered as Non-Tenant Payers.

**Follow Procedure V-200 to deposit the HUD payment**

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

Non-Tenant Payer; Enter “HUD Payment”

Document type; Select the appropriate type of payment

In the lower grid section;

Charge Code; Enter the code hud

Click on Save to save the entry

**Once deposited, follow Procedure V-230 Posting HUD Payments – Part II.**