SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
POSTING HUD PAYMENTS – PART II	

PURPOSE: Documentation of HUD payments deposited into the operating account

PREPARED BY: SM or DM

WHEN PREPARED: Upon deposit of a check that is for a HUD payment (Direct Deposit payments are handled by the Clearwater office).

1) Log-in to Yardi Voyager – Refer to Procedure V-110.

Click on "TAX CREDIT FUNCTIONS" [1], then click on "CONSOLIDATE RECEIPT"
 [2] then click on "ADD CONSOLIDATED RECEPIT" [3].

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- 3) Fill in <u>the correct property number</u> in box marked "**PROPERTY**".
- 4) Fill in <u>HUD</u> in box marked "CHARGE CODE".
- 5) Fill in correct month and year in box marked "HAP MONTH".
- 6) Select <u>unit</u> in the pulldown box marked "**SORT BY**".
- 7) Click **"SUBMIT"**.

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- 8) Input <u>check amount</u> (the total payment received via check or direct deposit) in box labeled "CHECK AMOUNT".
- 9) Input the <u>check number</u> in box labeled "CHECK NUMBER". (If the payment was a direct deposit, Clearwater will complete it. However, they will input "DD(date#)(month#)(year#). For example, DD020118 for a direct deposit that was received on February 1st, 2018.)
- 10) Input the <u>date of the deposit</u> in box labeled "**POST DATE**" in the format MM/DD/YYYY.
- 11) Input the <u>month of the deposit</u> in box labeled "**POST MONTH**" in the format MM/YYYY.
- 12) Review unit number, name, and payment amount to ensure all are correct.
- 13) Click "SAVE" [1] and then click "PRINT" [2].

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The "Consolidate Receipt" will now be displayed.

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Consolidated	Receipt									
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						Contract #		25		
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Line#	Charge#	Unit	Tenant	Name	Туре	Date	Amount	Payment		
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		\sim		For Property	78		\$983.00	\$983.00		
				Total Receipts			\$983.00	\$983.00		
Consolidated Recei				Total Receipts			\$983.00	\$983.00		
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- 14) Review items listed in the deposit for accuracy (resident name, unit #, amount, etc.).
- 15) Print the "Consolidated Receipt" and close this tab.
- 16) Send the printout of the Consolidated Receipt to <u>accounting@flynnmanagement.com</u> along with the CheckScan Deposit of the HUD payment.