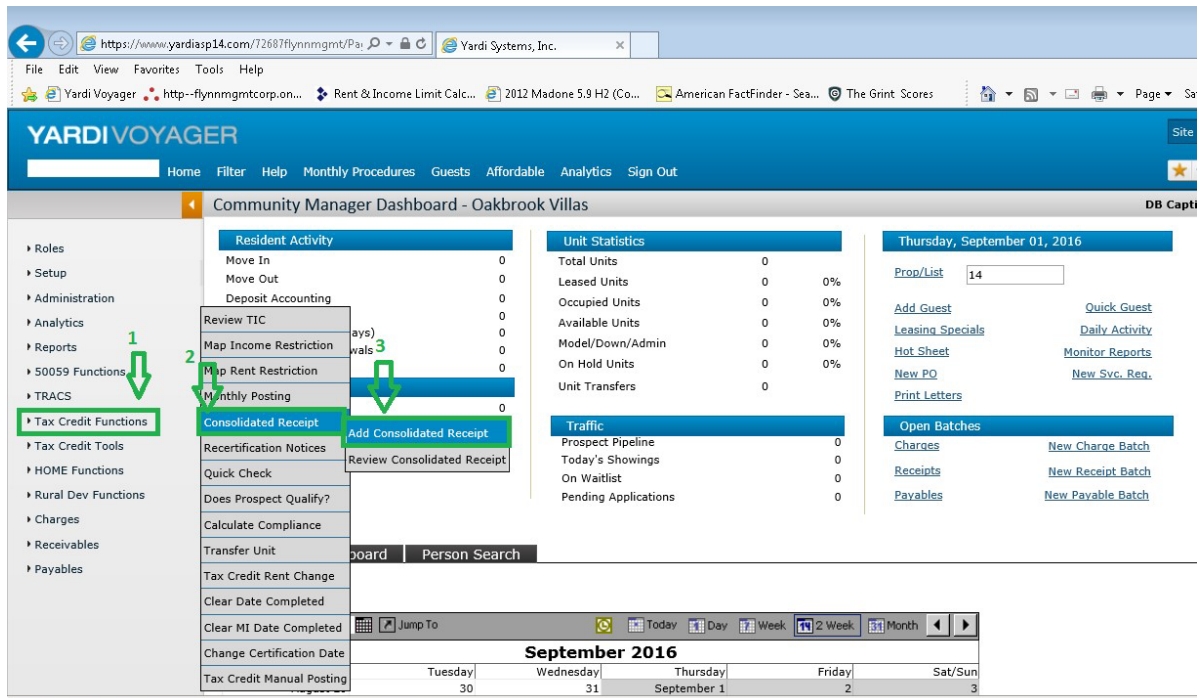| SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL POSTING HUD PAYMENTS – PART II	08-01-23

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.**

2)   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 the correct property number in box marked "**PROPERTY**".

4)   Fill in HUD in box marked "**CHARGE CODE**".

5)   Fill in correct month and year in box marked "**HAP MONTH**".

6)   Select unit in the pulldown box marked "**SORT BY**".

7)   Click **"SUBMIT"**.

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8) Input check amount (the total payment received via check or direct deposit) in box labeled **"CHECK AMOUNT".**

9) Input the check number 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 date of the deposit in box labeled **"POST DATE"** in the format MM/DD/YYYY.

11) Input the month of the deposit 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.

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 accounting@flynnmanagement.com along with the CheckScan Deposit of the HUD payment.