

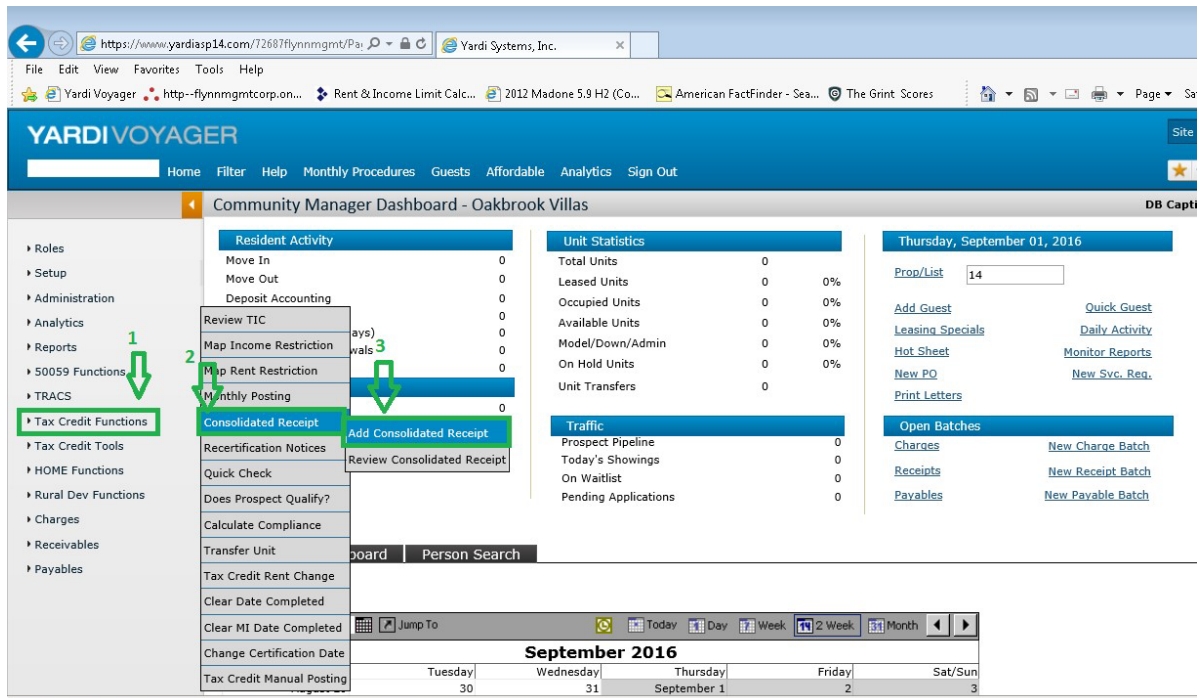
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL POSTING HUD PAYMENTS – PART II	08-01-23

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 RECEIPT”** [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”.

The screenshot shows the 'YARDI VOYAGER' interface for creating an 'Affordable Consolidated Receipt'. The form includes the following fields and values:

- Property:** 178
- Tenant:** Thornbury Apartments, 31 Chelsea Street, Lake Placid, FL
- Charge Code:** hud
- Subsidy Suspense Charge Code:** hudsubsu
- Subsidy Provider:** HUD Assistance
- HAP Month (MM/YYYY):** 02/2018
- Details per page:** Unit
- Sort By:** Unit

The 'Submit' button is highlighted with a green box, and a green arrow points to it. The 'Clear' and 'Help' buttons are also visible.

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POSTING HUD PAYMENTS – PART II	

- 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].

YARDI VOYAGER

Affordable Consolidated Receipt

Check Amount: 983.00 Description: kflynn 2/8/2018 8:43:18 AM Control #: 227
 Total Details: 983.00 Check Number: 918273 Total Entries: 2
 Difference: 0.00 Post Date: 02/01/2018 Post Month: 02/2018 HAP Month: 02/2018

Save Delete Help Print Post Receipt

Line #	Property	Unit	Tenant	Name	Charge#	Suspense	Type	Date	Post Month	Amount	Payment
1	78	C25	0005848	CANNON, DARRYL	40677		:Rent PostTran	02/01/2018	02/2018	487.00	487.00
2	78	J6	0005871	GONZALEZ, ANGELA	40735		:Rent PostTran	02/01/2018	02/2018	496.00	496.00
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
										983.00	983.00

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The “Consolidate Receipt” will now be displayed.

Consolidated Receipt
For To 2/1/2018

Description: kflynn 2/8/2018 8:43:18 AM
Control#: 227
Check Amount: \$983.00
Check Number: 918273
Total Details: \$983.00
Post Date: 02/01/2018
Total Deduction: \$0.00
Post Month: 02/2018
Contract #:

Receipts

Line#	Charge#	Unit	Tenant	Name	Type	Date	Amount	Payment
Property	78							
1	40677	C25	t0005848	CANNON, DARRYL	:Rent PostTran	02/01/2018	\$487.00	\$487.00
2	40735	J6	t0005871	GONZALEZ, ANGELA	:Rent PostTran	02/01/2018	\$496.00	\$496.00
				For Property			\$983.00	\$983.00
				Total Receipts			\$983.00	\$983.00
				Total Receipts			\$983.00	\$983.00

Consolidated Receipt
Date 2/8/2018

- 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.