

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	08-01-23
NAVY FEDERAL CHECKS	

When you receive a Cashier's Check from Navy Federal Credit Union, you will need to manually add some of the fields within the Payer Information.

Follow the steps below for the system to accept the payment.

The screenshot shows the Yardi Voyager CHECKscan interface. At the top, there's a navigation bar with 'CHECKscan' and a version number 'v7.15'. Below that is a toolbar with 'Actions' and 'View' buttons. A search bar is present with 'Search by All' and 'Value type here...'. The main area displays a table of scanned documents with columns: Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. The table lists 7 documents, all from 'Sugar Hill Apartments (88)'. The 7th document is a 'Cashiers Check' for \$480.00, dated 11/02/2021, from 'MADISON, NATASHA (t0011605)'. A 'Payer Information' pop-up window is open, showing a scanned image of a 'Navy Federal Credit Union Cashier's Check' for \$480.00, dated 11/01/21, from 'REMITTER: NATASHA S MADISON'. The pop-up window has fields for 'Raw MICR', 'Document Type', 'Check #' (0453006616), 'Transit #' (256074974), 'Account #' (0593), and 'OnUs' (280912 /002). Blue arrows point from the check image to the 'Check #' and 'Account #' fields in the Payer Information window.

Enter the **serial number** in the Check #field Enter the **account number** in the Account # field