

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS READING THE CHECKscan UNPOSTED REPORT	08-01-23

Check#	The check number read by the scanner or manually entered by employee
Cash Acct	1011 identifies the payment will be deposited into your Operating Bank Account*
	1021 identifies the payment will be deposited into your Security Escrow Bank Account*
Property	This is the property that is going to receive credit for the payment. Only one property per report.
Inc Acct	3110** identifies the payment is being applied to a Security Deposit charge.
	5010 identifies the payment is being applied to a rent charge – MUST be assigned to a Resident
	5015 identifies the payment is being applied to a HUD charge.
	5029*** identifies the payment is being applied as prepaid rent – MUST be assigned to a Resident
	5030**** identifies the payment is being applied to an Application Fee
	5040 identifies the payment is being applied to a Laundry charge
	5070 identifies the payment is being applied to a Miscellaneous Charge
	7160 identifies the payment is being applied to a Garbage Collection charge
	Any other code that appears is an ERROR and needs to be corrected, prior to sending in the report to Accounting.
Unit	Unit you have selected the payment to be assigned to
Resident	Code assigned by Voyager to the applicant/tenant
Name	Last Name, First Name as assigned in Voyager
Status	Status of the Resident
Amount	Portion of the payment that is assigned to the Inc Acct on the line
Remarks***	This field is populated from the Notes field
Date	Date of the Deposit
Month	Posting Month/Year

*You cannot override the cash account. If the account requires a change, accounting will make the change at the time of posting the report.

Security Deposit Payments **MUST be assigned to a Resident.

***Remarks should always be completed whenever the Inc Acct code of **5029** appears. Prepayments **MUST** be explained.

****Application Fee Payments are entered as non-tenants and are not assigned to a Resident.