

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS SECURITY REFUND STATUS	08-01-23

View the tenant ledger to see if a former tenant/applicant's security deposit refund has been processed.

The last 4 transactions on the ledger appear as shown below, when a refund has been processed.

If the tenant is receiving a refund, the last line will note a check number. In this example, the tenant was paid \$705.00 on check #5081, dated 02.21.23.

Security refunds are mailed on the same date as the last transaction.

Date: 02/22/2023

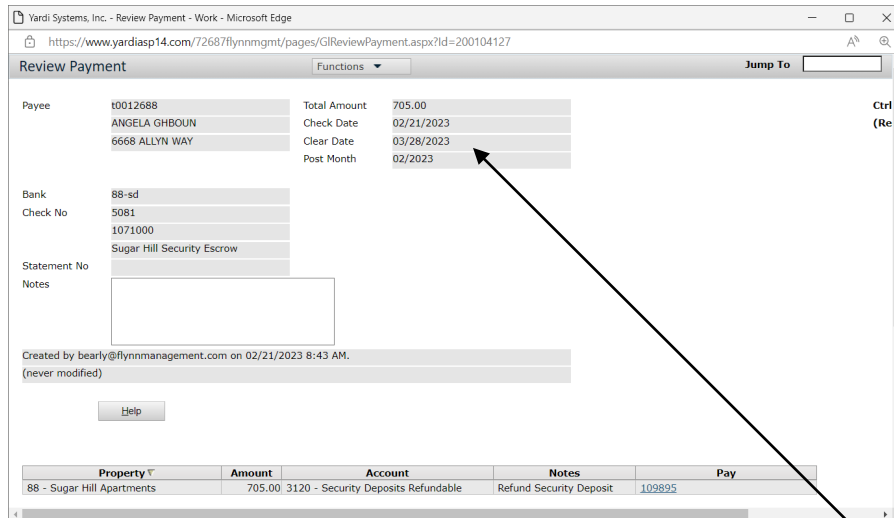
Code	t0012688	Property	88	Lease From	
Name	YASMINE GHBOUN	Unit	15	Lease To	
Address	6668 ALLYN WAY	Status	Canceled	Move In	
		Rent	805.00	Move Out	
City	PENSACOLA, FL 32504	Phone (H)		Phone (W)	

Date	Chg Code	Description	Charge	Payment	Balance	Chg/Rec
01/12/2023	secdep	Security Deposit	705.00		705.00	247374
01/12/2023		chk# 0455906668 :CHECKscan Payment		705.00	0.00	261987
02/21/2023	secdep	:Security Deposit credit	(705.00)		(705.00)	250952
02/21/2023	secclear	Amount to be refunded	705.00		0.00	250953
02/21/2023		Refund Security Deposit (Payable)	(705.00)		(705.00)	109895
02/21/2023		Chk# 5081 to payable		(705.00)	0.00	104127



When you click on the link for charge 104127, the following window will open.

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You now can see the check has been cashed, as it cleared the bank on 03.28.23

If the balance on ledger is not \$0 and none of the last 4 transactions appear, accounting has not yet been provided with the transmittal to process the refund.

All L-22a's and Security Deposit Transmittals, where a previous tenant is due a refund, are processed on the same day the documents are received by accounting.

If the outgoing mail has already been picked up, the check will be printed and mailed the next business day.