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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	01-26-24
DEPOSITING PAYMENTS	

PURPOSE: Deposit checks and money orders into the bank

PREPARED BY: SM or DM

WHEN PREPARED: Upon receipt of any checks or money orders

Confirm all of the payments you have to deposit have been completed with blue or black ink. Many other colors will not scan clearly and may be rejected.

Prior to scanning any payment, aways check your tenant balances (V-300) to confirm your tenants are paying the correct amount. If rent charges on the report are incorrect, and need to be corrected, contact the OATS group (Occupancy, Applications Team) to process the correction.

Do not deposit a payment if the charges in Voyager are incorrect. All payments must be applied to a correct charge.

Log onto CHECKscan; Refer to Procedure V110, #2

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Property	I •	Bank Account		•	Date Scanned From	۱ <u> </u>		-to-						V7.20
Unit		Batch Number			Amount From			-to-						
Resident	-	Batch Status		•	Vertical	All	•		My Batches					
Source	-	Туре		•	Lockbox #									
	Submit	Clear	New Batch											
Payment														
Batch Number	Vertical B	atch Am <mark>o</mark> unt	Date Scanned	Status Sta	atus Date Batch	Report	Deposit Date	e So	ource Lockbox	# Post Batch	Delete Batch			
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1) To create a new deposit, Select; New Batch

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- 2) Total up all of the items you will be depositing in this batch and enter the amount in the box marked Total Declared. In this example, all items total \$100.00.
- 3) Total up the number of items you will be depositing in this batch and enter the count in the box marked Items Declared. In this example, there are 2 checks/money orders to deposit.
 - a. The Post Month, Deposit Date and Date Received will default to the current month and date and are not to be changed.
- 4) Place checks in the scanner, with the writing facing outward and then Click "GO". The scanner will now scan all of the checks and begin to compile a list of the checks on the screen.

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Once the checks have been scanned, you will see a list like the one below.

- 5) If the box on the left is red, click on that row to begin completing the required information.a. Clicking on the row brings up the payer information screen.
 - b. Clicking on the button brings up the payment details.

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2 \$381.00 1044	267084131 682861518	08/14/2017	Not Associated				
3 219.00 01800	063107513 1010135780307	08/14/2017	Not Associated				
4 5612.00 4297 2186736081	103104900 Money Order	08/14/2017	Not Associated				
5	-						
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Ready to scan checks.			Items entered 4 I otal entered \$1,482.00 Batch# 15				

Once you click on the row, the image of the check will appear along with the Payer Information.

6) If this is the first time depositing a personal check from this resident, you will need to complete the majority of the "Payer Information". In some cases, you will need to assist Voyager in properly completing the bank information by verifying the correct MICR information from the bottom of the check. (For information on this, please see page 11; Comment H)

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- 7) Verify the amount matches the check .
- 8) Select the applicable property.
- 9) Select the applicable unit number.
- 10) Select the applicable resident.
- 11) Select the correct document type.
 - a. While viewing the scanned image, confirm it is legible.
 - i. If you need to remove an item from the batch, refer to page 12; Comment I
 - b. If the image is a money order and the amount is not legible, you must write the amount of the money order in the upper right area of the money order. This is to ensure the bank can verify the amount. See page 10; comment C for an example.

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2 🚃 🗌 \$381.00 1044	267084131 682861518 Bi	l Pay	08/14/2017	Not Associated
3 \$219.00 01800	063107513 1010135780307		08/14/2017	Not Associated
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- 12) Once all necessary information has been input, the box on the left will appear yellow or green.
- 13) Repeat steps 7-11 for the remaining checks in the batch.

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	Amount	270.0	0					
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4 🚃 🗌 \$612.00 4297 2186736081		103104900		Money Order	08/14/2017			Not Associated
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Check(s) already exists (0) 7 Failed Checks (0) Application Log	=							
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14) Once all boxes appear yellow or green, click on the "SAVE BATCH" [1] icon.

15) Then, click on the "REPORT" [2] icon located in the "Actions" area near the top.

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Amount Char Property Unit Payer	Bank Account	Transit# Account#	Document Type	Date Received	Intercompany	Note	Comment
1 \$270.00 0314 Palmetto Villas (79) Ch	(t0005988) First Florida (79-op)	063107513 118334000836	1 Personal Check	08/14/2017			Ok
15 IREI 5381.00 1044 14 Palmetto Villas (79) C1215 15	E (t0006115) First Florida (79-op)	267084131 682861518	Personal Check	08/14/2017			Ok - Check Amount
1 5219.00 0180 Paimetto Villas (79) C1216	(t0005905) First Florida (79-op)	063107513 101013578030	7 Personal Check	08/14/2017			Ok - Check Amount
4 \$612.30_ 4297 2186736081 Palmetto Villas (79) C1218 ROWE, YASMINE (tt	0006106) First Florida (79-op)	103104900	Money Order	08/14/2017			Ok - Check Amount
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If the Report icon is grayed out and you cannot select it, that is the system's way of informing you there is an error in your batch.

The error button, (Circle with an X) located in the middle of the view section will become available. When the error button is available, click on it and the details of the error will appear to direct you to the item that needs to be corrected.

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- 16) Once the report is displayed, click "PDF" and then click "Save As". Save the file with a name that has the property's 3-letter abbreviation followed by the month and year and the batch number (for example: SMW Oct 2017 Batch 25). Then, print it.
- 17) Verify that the information on the report matches the checks scanned.
- 18) The report and the checks are to be stapled together and placed in an envelope labeled with the month and year and "Deposited Checks". This is to be kept in a secure place.
- 19) Click on the "X" in the upper right-hand corner to close this window.

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ile	Receipt	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount Remarks	Date	Month
1	Duttin		03147	1011	79	5010	C1212	t0005988	TREDWAY, DONNA	(Current)	270.00	08/14/2017	08/2017
			1044	1011	79	5010	C1215	t0006115	WILLIAMS, DESIREE	(Current)	381.00	08/14/2017	08/2017
ų.			01800	1011	79	5010	C1216	t0005905	BRATCHER, SALLIE	(Current)	219.00	08/14/2017	08/2017
9			4297 2186736081	1011	79	5010	C1218	t0006106	ROWE, YASMINE	(Current)	612.00	08/14/2017	08/2017
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- 20) The report that was saved in step 16 is to be attached to an email and emailed to <u>accounting@flynnmanagement.com</u>.
 - a. Name the subject line of the email the same name assigned in step 16.
 - b. If the report includes the first installment of a promissory statement, attach a copy of the promissory statement to the email.
- 21) If the report has an Inc Acct of 5029, be sure to add a note; page 13; comment J.
- 22) Once you have emailed your report, the deposit is closed. Do not scan any further items into this batch. If you have more checks to deposit, a new batch is to be created.

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Once the report closes, you will be viewing the "CHECKscan" screen.

23) Save the batch (A), then click the "X" [1] in the upper right-hand corner and close this window.

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		Amount	Check	#	Prop	erty	Unit	Payer				Bank Accou	int	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1		\$270.00	03147		Palm	etto Villas (7	9) C121	TRED	WAY, DOI	INA (t000598	88)	First Florida	a (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
2		\$381.00	1044		Palm	etto Villas (7	9) C121	WILL	AMS, DES	SIREE (t0006	115)	First Florida	a (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
3 📃		\$219.00	01800		Palm	etto Villas (7′	9) C121	BRAT	CHER, SA	LLIE (t00059	05)	First Florida	a (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
4		\$612.00	4297 2	21867360	B1 Palm	etto Villas (7	9) C121	ROW	, YASMIN	E (t0006106)	First Florida	a (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amount
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You will now be returned to the Checkscan Dashboard page.

24) When on the 'CHECKscan Dashboard", you can view all of your created batches.

On the drop down of Batch Status (B)

- i. Scanning in Progress = Batch you are currently working on.
- ii. Attention Required = Batch completed, accounting to review and post.
- iii. Ready to Post = Batch is in process of being posted by accounting.
- iv. Posted = Accounting posted the batch.

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						CHECKsea	n Dashboard						0
Property Unit Resident Source	s	▼ ▼ ▼ Submit	Bank Account Batch Number Batch Status Type Clear	Scanning in Pro	Date Sca Amount gress Uertical Lockb ired	nned From From	All •	-to- -to- My Batch	nes			Ι	0
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													Batch Count 1

- 25) If you wish to view a previous batch, the batch will display in the lower section (C). Click on the Batch Number hyperlink to access the batch.
- 26) When you are done with your deposits, exit Voyager (D).

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Comments:

- A. Cash is <u>NOT</u> accepted at any time for any reason.
- B. Write the apartment number on the check as soon as check is received.
- C. If the amount of a money order is not legible, you must write the amount of the money order in upper right area to ensure the bank can process the correct amount.

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- D. For each batch, do not enter more than 25 items.
- E. Do not accept postdated checks or checks dated over 1 year of today's date.
- F. Do not hold checks/money orders. Deposits are to be made daily.
- G. Future rent: One month of prepaid rent is acceptable. More than one month requires approval from Kevin Flynn.

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- H. The first time a check is deposited from a tenant's bank account, you may need to verify the MICR information on a check. To do so, follow the steps below:
 - i. Verify and select the correct check number that matches the check.
 - ii. Verify "Transit #" matches the 9-digit routing number on the check, typically the first numbers on the bottom.
 - iii. Verify the "Account #" matches the account number on the check. These numbers are usually the 2nd group of numbers.
 - iv. Once all numbers have been verified, click the "Save" icon.
 - v. You will be returned to the "Payer Information" box to input the rent amount, unit number, resident name, etc.

You will only have to complete this step the first time a resident gives you a personal check or commercial check. Voyager saves the MICR information to the unit to avoid this step in the future.

https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=RenderSearchScreen&Vertical=5&HostURL=RenderSearchScreen&Vertical=5&HostURL=RenderSearchScreen&Vertical=5&HostURL=RenderSearchScreen&Vertical=5&HostURL=RenderSearchScreen&Vertical=5&HostURL=8&HostURL=RenderSearchScreen&Vertical=5&HostURL=Rende	v.yardiasp - Internet Explorer		- 🗆 🗙
×	CHECKscan		v7.2
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1 🔤 📄 \$231.00 0237 705 063100	277 003762163402 08/15	5/2017	Not Associated
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2 \$0.00 0166 021000	J21 /95345693 08/15	5/2017	Document in progress
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	=		
Check(s) already exists (0) 📝 Failed Checks (0) 📝 Application Log			
Ready to scan checks.			Items entered 3 Total entered \$357.00 Batch# 19

SUBJECT	Date
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- I. If a check in a batch does not scan properly, you may need to delete a check from the batch and scan it again as part of another batch. To do so, follow the steps below:
 - 1) Click on the check box next to the check.
 - 2) Click on the "Save" icon at the top.
 - 3) In the popup box, click "Yes"

You will now be returned to the batch. The check you selected, has been removed.

You can continue on with completing the batch.

Once you are done with this batch, scan the removed check into a new batch.

https://www.yardiasp14.com/?DOACTION=RENDERSEARCHSCREEN&hBatch=19&StatusID=-1&Vertical	al=5&HostUR - Internet	t Explorer						- 0 ×
*	CHECH	Kscan						v7.2
	fa							
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1 \$231.00 0237 NGAR, LTD (03) 705 MORROW, WILMA (t0003814) Fit	rst Florida (03-op) 0	063100277	003762163402	Personal Check	08/15/2017	_		Ok - Check Amount not eq
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25 25 m A	Payer Information	1						
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3 \$98.00 1085 NGAR, LTD (03) 708 LOPEZ, MARTA (t0003846) Fit 4	rst Florida (03-op) 1	102001017	971342309	Personal Check	08/15/2017	Items entered 3	Total ent	Ok - Check Amount not eq

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J. Notes on Details Screen:

Prepaid Rent - If a resident overpays their rent, the system will apply the remaining portion to "Prepaid Rent" automatically. A description is required for all values being submitted as Prepaid Rent.

- 1) While in the batch, click on the box to the left of the payment row that has Prepaid Rent. This will bring up the payment details.
- 2) The overpayment amount will display on the row with the Charge Code of "prepay".
- 3) Add a note in the Notes Box of "Overpaid \$2" with the amount of the overpayment (for example "Overpaid \$2")

ayment												
play Type	Standard Rece	eipt Displa 🗸	1									
Property U	Jnit P	Payer	Roommate	Payer Description	n Cash Account	Amount Paid	Balance Du	e Post Month				
A04	t0012	046		CLARENCE MCDANI (Current)	EL 1011	242.00	0.0	0 06/2023	•	C 1 1 1	🔸 🕨 🏟	
				•					Þ	UNITED STATES	POST	AL MONI
eck Amount 242.	.00		2		Enter Detail	Res	elect Resident		70		1625-66-	n 320630
n Topant Payor			<u>/ `</u>		Bank Account F	irst Foundation	Bank (63-op)		20	225075071	L Two Hun	ired Forts Two Doll
		_//			Date Received	16/07/2023						
2000/01/01/02/02/02/02						JULULILULU						
cument Type Mon	ney Order				Deposit Date 0	6/07/2023			F	ovest <u>Park</u> . Ap 775 No. 1st st	1	m Clovence
res Over	ney Order erpaid \$2		^		Deposit Date C	6/07/2023 Erase Distributio	in <u>H</u> elp	3	F	195 NE 12 St Lake Butter Fe 3		Clovence 795 NE
es Over	ney Order		0	4	Deposit Date	66/07/2023 Er <u>a</u> se Distributio	in <u>H</u> elp)	Line F Accress Here 120	ovest <u>Park</u> . Ap 175 N <u>e. 12⁴ St</u> L <u>ake</u> Butter F 3 Vent <u>plymen</u> t Dacosbec 21:		нні СІ <i>стини</i> Казын 775 NS Цане В Сане В Сане В Сане В
es Over	erpaid \$2	Unit	Payer	4 Charge Code	Deposit Date	o6/07/2023 Ergse Distributio	Actual Charge) Prior Paid	Prior Adjusted	Porest Park. Ap 175 No. 12 St. Lake Butter & 3 Port flyment 0000080021: Balance Due	6 m 10 pt pt 28552	тт С <u>Юлинии</u> 275 NE <u>Lake E</u> стакт жазака неото 09 20 1 ?** Descrip
es Ove	Property	Unit 04	Payer t0012046	Charge Code	Account Characteria	wige wige <td< td=""><td>Actual Charge 2.00</td><td>Prior Paid</td><td>Prior Adjusted</td><td>ovest <u>Park</u>, Rp 715 N<u>E, 12⁴ - 3</u>4. <u>Lake</u> bother Fe 3 vent, plyment Docomboo 21: Balance Due</td><td>for for for for Ref</td><td>Term Clovence 715 No Labor 20 175 No Carlos Walance - Neoro O 9 20 1 74*</td></td<>	Actual Charge 2.00	Prior Paid	Prior Adjusted	ovest <u>Park</u> , Rp 715 N <u>E, 12⁴ - 3</u> 4. <u>Lake</u> bother Fe 3 vent, plyment Docomboo 21: Balance Due	for for for for Ref	Term Clovence 715 No Labor 20 175 No Carlos Walance - Neoro O 9 20 1 74*
Payment P 2.00 63 240.00 63	Property Additional Ad	Unit 04 04	Payer t0012046 t0012046	Charge Code prepay 50 rent	Deposit Date Characteria Save 3 Account Characteria 129 06, 10 06,	wige Date 00/07/2023 Ergse Distribution wige Date 00/07/2023	Actual Charge 2.00 240.00	Prior Paid 0.00 240.00	Prior Adjusted	00135 <u>NC.12⁶.27</u> <u>175 NC.12⁶.27</u> <u>1244</u> <u>8</u> 0144 <u>6</u> <u>8014</u> <u>6</u> <u>6</u> <u>6</u> <u>8014</u> <u>6</u>	Ref Carl Contraction Carl Contraction Contracti	The Clorence The Clorence Lake B Called B Called Hermitian Constructio

4) Click "Save"

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By putting a note in the "Notes" field, a comment will be put on the resident's ledger card to provide details on the nature of a payment. See sample ledger below.

Resident Ledger



Date: 08/24/2017

Code	t0003822 Property 03		Lease From 06		6/01/2017				
Name	PEDRO RUIZ	Unit	706	Lease To	05	05/31/2018			
Address		Status	Current	Move in	07/31/2010				
		Rent	797.00	Move O	ut				
City		Phone (H)		Phone (W)					
Date	Date Description			Charge	Payment	Balance	Chg/Rec		
07/31/2010	:Posted by QuickTr	650.00		650.00	17167				
07/31/2010	chk# :QuickTrans :P		650.00	0.00	16471				
06/01/2017	Rent (06/2017)	246.00		246.00	14560				
06/01/2017	Rental Assistance (551.00		797.00	14561				
06/05/2017	chk# MO CRJ #25		240.00	557.00	17146				
06/05/2017	chk# MO CRJ #25		6.00	551.00	17147				
07/01/2017	Rent (07/2017)	246.00		797.00	17920				
07/01/2017	Rental Assistance (551.00		1,348.00	17921				
07/06/2017	chk# MO CRJ 28		246.00	1,102.00	19121				
07/06/2017	chk# DD070617 :H/	1	551.00	551.00	20818				
08/01/2017	Rent (08/2017)					797.00	20705		
08/01/2017	Rental Assistance (551.00		1,348.00	20706				
08/03/2017	1111 DD080317 (H)		551.00	797.00	22200				
08/11/2017	chk# 40176194949		248.00	549.00	23718				

- K. If a payment has been collected for late fee, pet deposit, lock change, any "Non-N-31" charge, etc, enter the charge code as "Misc" and enter a note in the notes section as to what the payment was for.
- L. Damages are not "Misc". All damages are charged by the OATS group (Occupancy, Applications Team) when the N-31 is received.
- M. Payments made for Security Deposits are to be on their own check/money order. This allows for the payment to be deposited into the security escrow account.
- N. Last business day of the month; Deposits are to be entered/emailed no later than 3pm EST.
- O. All checks that have been deposited are to be shredded in the 3rd month after which the deposit was made (ie; January deposits are to be shredded in April)