

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

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, always 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.

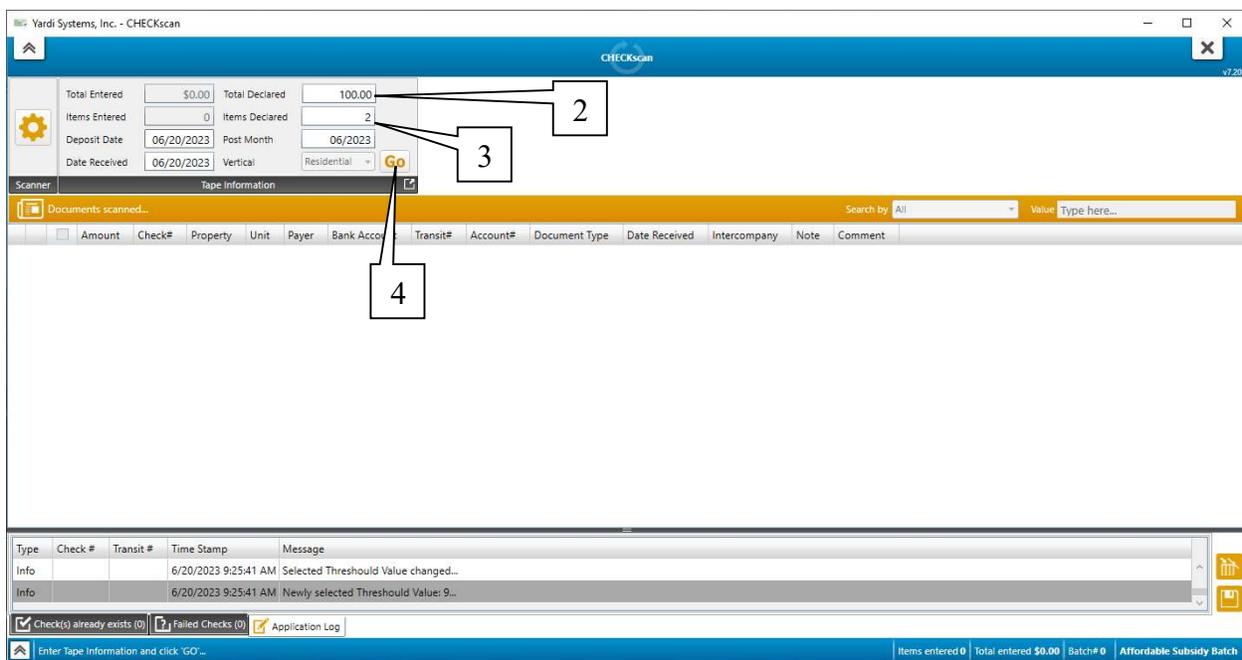
Log onto CHECKscan; Refer to Procedure V110, #2

1) To create a new deposit, Select; New Batch

The screenshot displays the CHECKscan Dashboard interface. At the top, there is a blue header with the text 'CHECKscan Dashboard' and a power icon. Below the header, there are several input fields and dropdown menus for filtering: Property, Unit, Resident, Source, Bank Account, Batch Number, Batch Status, Type, Date Scanned From, Amount From, Vertical, and Lockbox #. There are also 'Submit', 'Clear', and 'New Batch' buttons. A callout box with the number '1' points to the 'New Batch' button. Below the input fields, there is a 'Payment' section. At the bottom, there is a table with columns: Batch Number, Vertical, Batch Amount, Date Scanned, Status, Status Date, Batch Report, Deposit Date, Source, Lockbox #, Post Batch, and Delete Batch. The table is currently empty. The bottom right corner of the interface shows 'Batch Count 0'.

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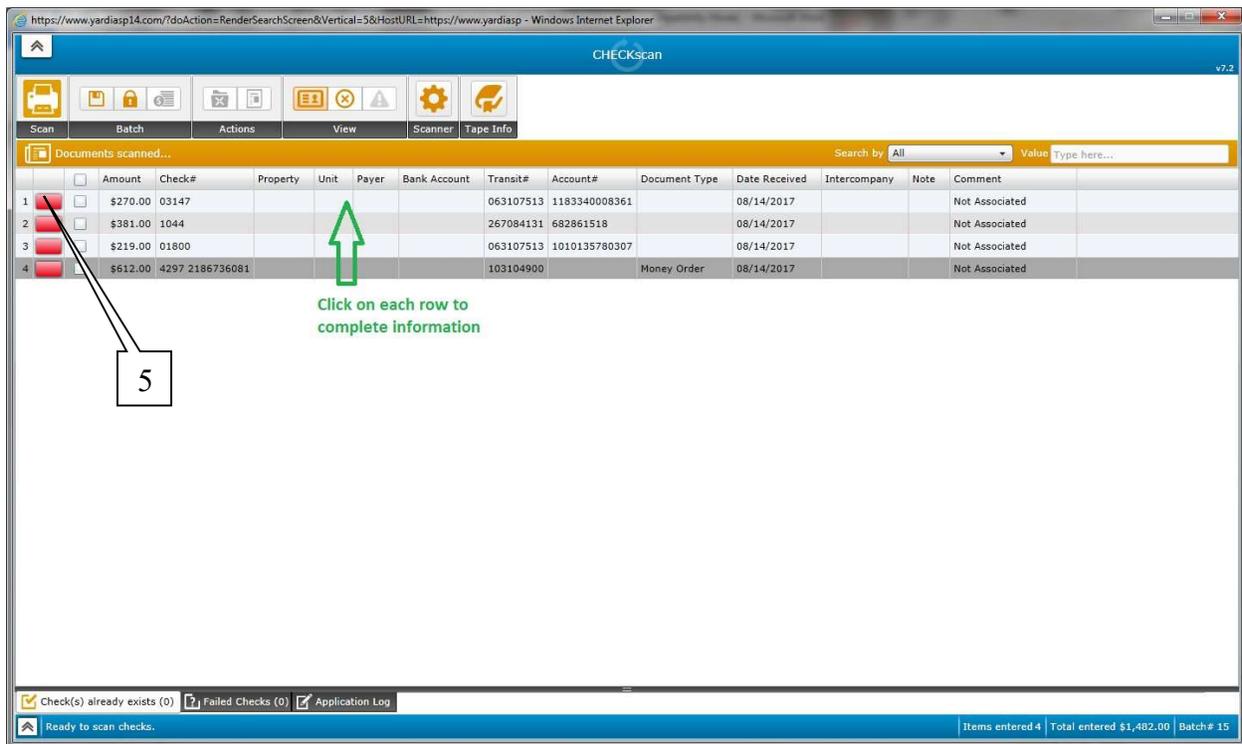
- 2) Total up all of the items you will be depositing in this batch and enter the amount in the box marked Total Declared. In this example, all items total \$100.00.
- 3) Total up the number of items you will be depositing in this batch and enter the count in the box marked Items Declared. In this example, 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.

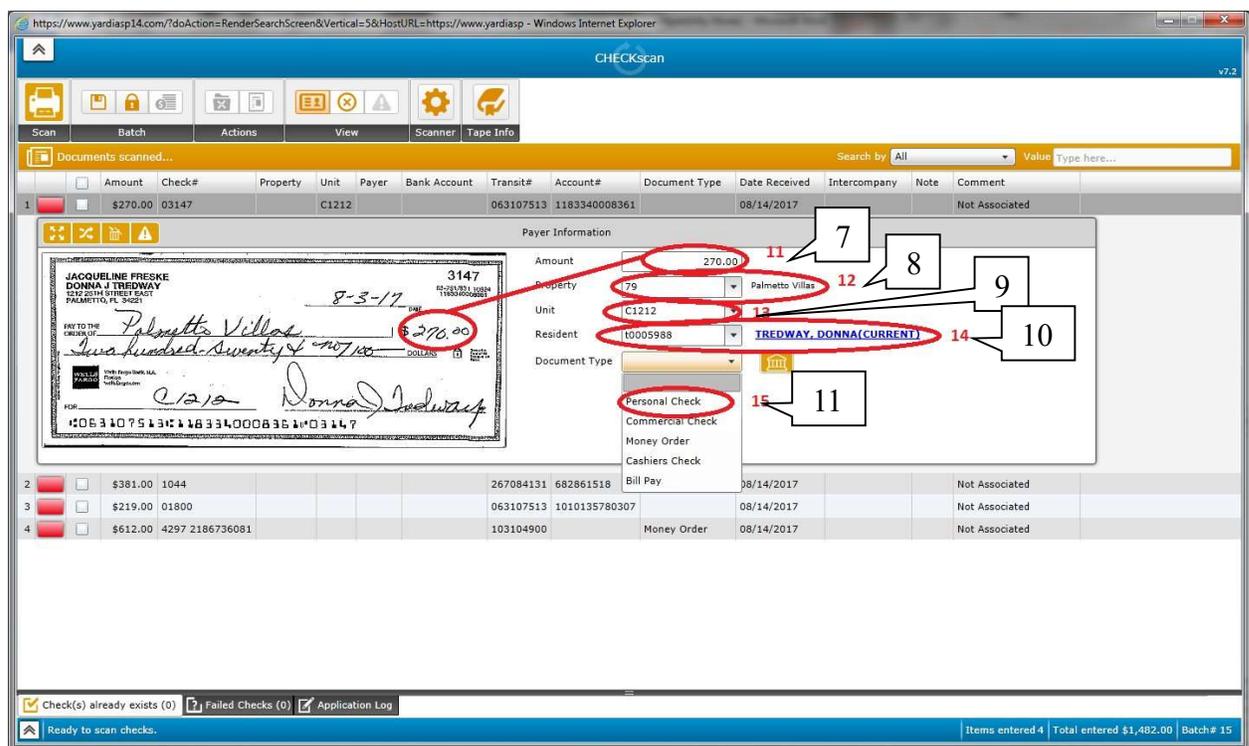


Once you click on the row, the image of the check will appear along with the Payer Information.

- 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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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.

The screenshot displays the CHECKScan software interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a search bar and a table of scanned documents. The first document is highlighted with a green box, and a yellow arrow points to it with the text "Box turns green or yellow".

The main area shows a detailed view of a check from Jacqueline Freske, Donna J. Tredway, dated 8-3-17, for \$270.00. The check is payable to Palmetto Villas. The Payer Information form on the right contains the following details:

- Amount: 270.00
- Property: 79 (Palmetto Villas, 2407 13th Avenue Drive E., Manatee, FL 34221)
- Unit: C1212
- Resident: 10005988 (TREDWAY, DONNA (Current))
- Document Type: Personal Check

Below the check image is a table of other scanned checks:

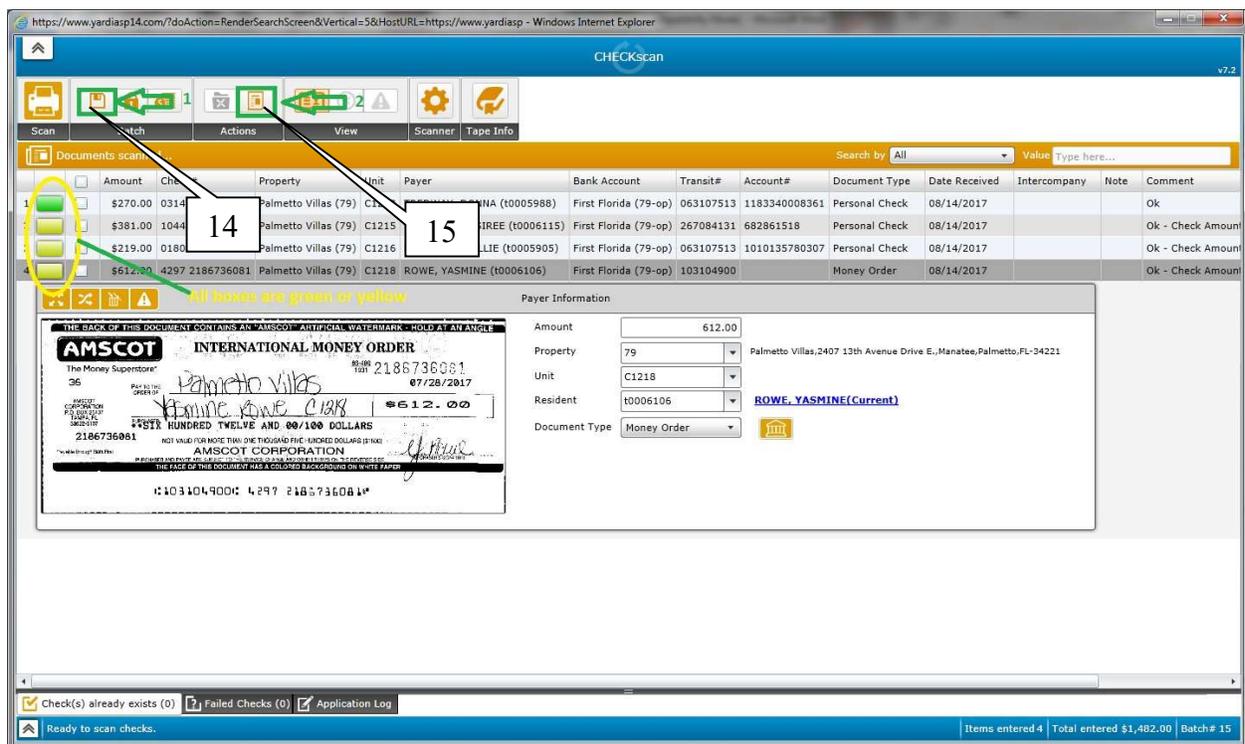
Check#	Amount	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1044	\$381.00					267084131	682861518		08/14/2017			Not Associated
01800	\$219.00					063107513	1010135780307		08/14/2017			Not Associated
2186736081	\$612.00					103104900		Money Order	08/14/2017			Not Associated

At the bottom of the interface, there is a status bar showing "Check(s) already exists (0)", "Failed Checks (0)", and "Application Log". The bottom right corner indicates "Items entered 4 | Total entered \$1,482.00 | Batch# 15".

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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.



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.

https://www.yardiasp14.com/?BatchId=15 - Yardi Systems, Inc. - Checkscan Receipt Batch Report - Internet Explorer

ChecksScan Receipt Batch Report

Excel PDF

1 Click PDF and then click "Save As" to save report for emailing. Then, print the report.

2

CHECKScan Unposted Report
Total Entered: 1,482.00
CHECKScan Batch# 15

File Type	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
X9			03147	1011	79	5010	C1212	t0005988	TREDWAY, DONNA	(Current)	270.00		08/14/2017	08/2017
X9			1044	1011	79	5010	C1215	t0006115	WILLIAMS, DESIREE	(Current)	381.00		08/14/2017	08/2017
X9			01800	1011	79	5010	C1216	t0005905	BRATCHER, SALLIE	(Current)	219.00		08/14/2017	08/2017
X9			4297 2186736081	1011	79	5010	C1218	t0006106	ROWE, YASMINE	(Current)	612.00		08/14/2017	08/2017
Total											1,482.00			

**This report is saved and then email to
accounting@flynnmanagement.com**

- 20) The report that was saved in step 16 is to be attached to an email and emailed to accounting@flynnmanagement.com.
 - 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.

The screenshot displays the CHECKscan application window. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. A callout box labeled 'A' points to the Batch icon. Below the navigation bar is a table of scanned documents with columns for Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. The table contains four rows of data. Below the table is a 'Payer Information' section showing a detailed view of an AMSCOT International Money Order. The money order is for \$512.00, dated 07/28/2017, and is payable to Yasmine Rowe. The payer information includes the amount, property address, unit, resident name, and document type. At the bottom of the window, there is a status bar showing 'Check(s) already exists (0)', 'Failed Checks (0)', and 'Application Log'. The status bar also indicates 'Items entered 4 | Total entered \$1,482.00 | Batch# 15'.

Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$270.00	03147	Palmetto Villas (79)	C1212	TREDWAY, DONNA (t0005988)	First Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
\$381.00	1044	Palmetto Villas (79)	C1215	WILLIAMS, DESIREE (t0006115)	First Florida (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
\$219.00	01800	Palmetto Villas (79)	C1216	BRATCHER, SALLIE (t0005905)	First Florida (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
\$512.00	4297 2186736081	Palmetto Villas (79)	C1218	ROWE, YASMINE (t0006106)	First Florida (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amount

Payer Information

Amount: 512.00
Property: 79 Palmetto Villas, 2407 13th Avenue Drive E., Manatee, FL 34221
Unit: C1218
Resident: t0006106 ROWE, YASMINE (Current)
Document Type: Money Order

AMSCOT INTERNATIONAL MONEY ORDER
The Money Superstore®
36
FOR THE ORDER OF
Palmetto Villas
Yasmine Rowe Cash
\$512.00
**SIX HUNDRED TWELVE AND 00/100 DOLLARS
NOT VALID FOR MORE THAN ONE THOUSAND FIVE HUNDRED DOLLARS (\$1500)
AMSCOT CORPORATION
1031049000 4297 2186736081

Check(s) already exists (0) Failed Checks (0) Application Log
Ready to scan checks. Items entered 4 | Total entered \$1,482.00 | Batch# 15

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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.

Batch Number	Vertical	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Deposit Date	Source	Lockbox #	Post Batch	Delete Batch
31037	Residential	\$340.00	06/19/2023	Scanning in Progress	06/19/2023		06/19/2023	Voyager			

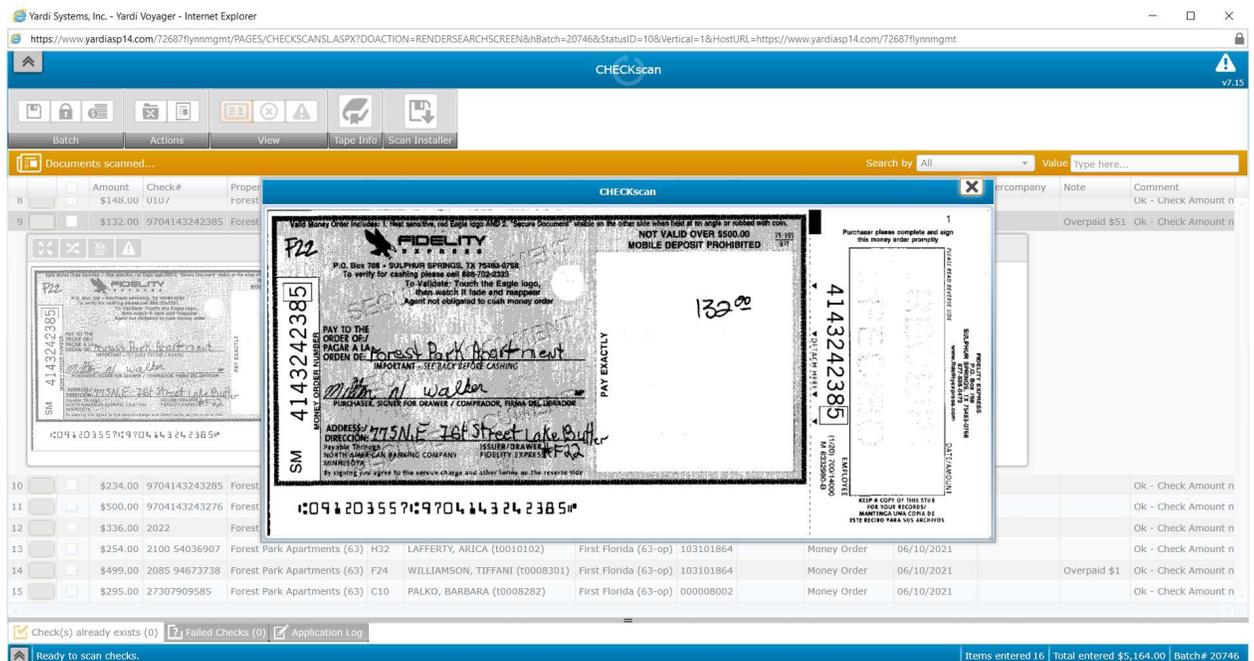
25) If you wish to view a previous batch, the batch will display in the lower section (C). Click on the Batch Number hyperlink to access the batch.

26) When you are done with your deposits, exit Voyager (D).

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Comments:

- A. Cash is **NOT** 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.

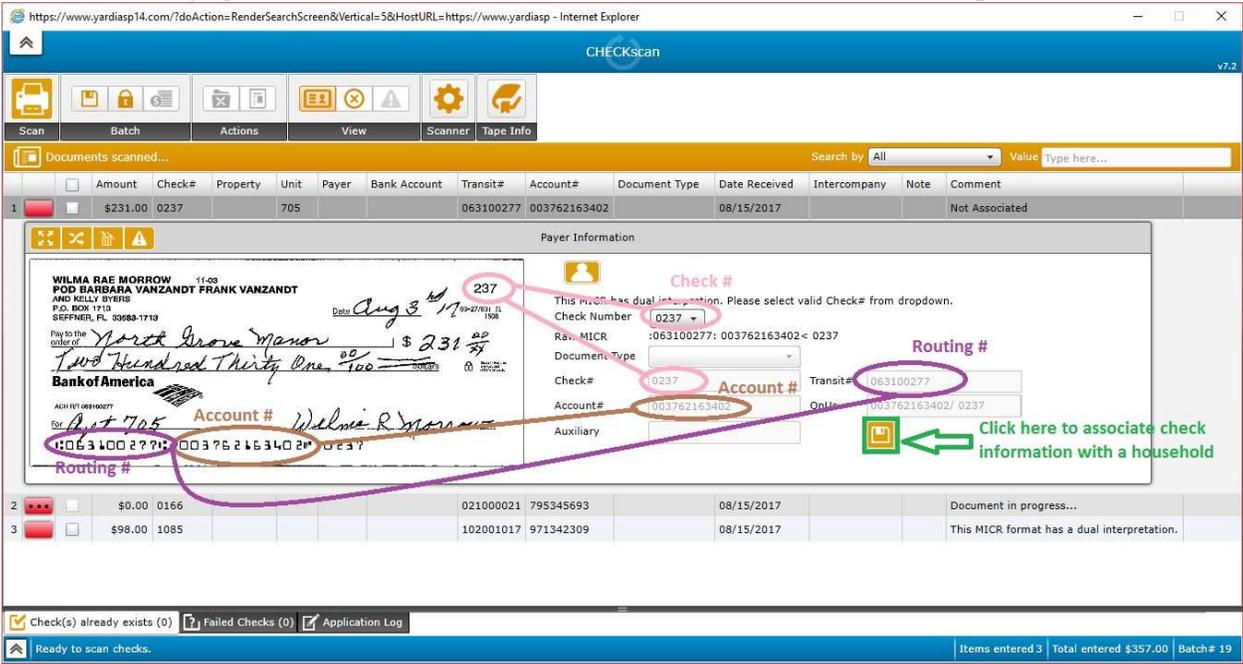


- D. For each batch, do not enter more than 25 items.
- E. Do not accept postdated checks or checks dated over 1 year of today's date.
- F. Do not hold checks/money orders. Deposits are to be made daily.
- G. Future rent: One month of prepaid rent is acceptable. More than one month requires approval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



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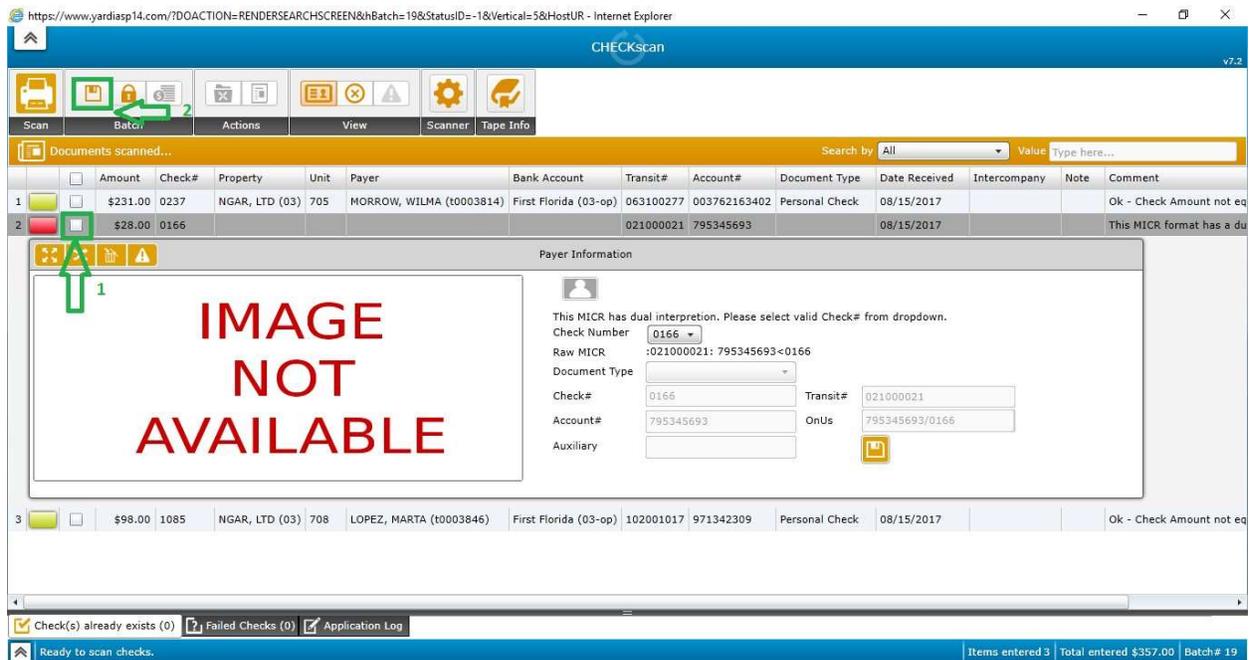
I. If a check in a batch does not scan properly, you may need to delete a check from the batch and scan it again as part of another batch. To do so, follow the steps below:

- 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.



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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”)
- 4) Click “Save”

The screenshot shows the 'Payment' details screen in the CHECKScan system. It includes a table with payment details, a form for entering details, and a preview of a postal money order. Three callouts are present: callout 3 points to the 'Notes' field containing 'Overpaid \$2'; callout 4 points to the 'Save' button; callout 2 points to the 'prepay' charge code in the payment table.

Property	Unit	Payer	Roommate	Payer Description	Cash Account	Amount Paid	Balance Due	Post Month
63	A04	t0012046		CLARENCE MCDANIEL (current)	1011	242.00	0.00	06/2023

Check Amount: 242.00
 Non Tenant Payer:
 Document Type: Money Order
 Notes: Overpaid \$2

Bank Account: First Foundation Bank (63-op)
 Date Received: 06/07/2023
 Deposit Date: 06/07/2023

Payment	Property	Unit	Payer	Charge Code	Account	Charge Date	Actual Charge	Prior Paid	Prior Adjusted	Balance Due	Ref	Description
<input checked="" type="checkbox"/>	2.00	63	A04	t0012046	prepay	5029	06/07/2023	2.00	0.00			Available Pri
<input checked="" type="checkbox"/>	240.00	63	A04	t0012046	rent	10	06/01/2023	240.00	240.00			:Rent PostTran Unit:A04 Rent (06/20

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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	06/01/2017
Name	PEDRO RUIZ	Unit	706	Lease To	05/31/2018
Address		Status	Current	Move In	07/31/2010
		Rent	797.00	Move Out	
City		Phone (H)		Phone (W)	

Date	Description	Charge	Payment	Balance	Chg/Rec
07/31/2010	:Posted by QuickTrans (secdep)	650.00		650.00	17167
07/31/2010	chk# :QuickTrans :Posted by QuickTrans		650.00	0.00	16471
06/01/2017	Rent (06/2017)	246.00		246.00	14560
06/01/2017	Rental Assistance (06/2017)	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 (07/2017)	551.00		1,348.00	17921
07/06/2017	chk# MO CRJ 28		246.00	1,102.00	19121
07/06/2017	chk# DD070617 :HAP		551.00	551.00	20818
08/01/2017	Rent (08/2017)	246.00		797.00	20705
08/01/2017	Rental Assistance (08/2017)	551.00		1,348.00	20706
08/03/2017	chk# 00080317 :HAP		551.00	797.00	22200
08/11/2017	chk# 40176194949264 :CHECKscan Payment - Overpaid \$2		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)