CHECKSCAN RECEIPT BATCH

✤ COLLECTIONS CHECKS

Checks received from a Collection company for numerous residents must be entered in as a Commercial Check adding in all the resident's and their payment portions.

	Payn	nent							Payment							
Display Type Standard Receipt Displa ▼										Display Type Standard Receipt Displa ▼						
	+										0		Add Nows			
HG (CHECKscan															
Pa	yment															
Dis	play Type	Stand	ard Receipt	C 🗸						_						
P	roperty	Unit	Payer	Roommate	Payer Descriptio	Cas n Acco	h Amount unt Paid	Balanc	e Post Month			- 111 Mb 4				
va		2042 to	012193		Peyton Mich Bishop (Pas	ael 1110-0	0 783.1	.8 0.	.00 04/2019	- 10547A.0	Newstreet	👻 📖 💔 🔳 j	KON			
va		0109 to	007510		Juan Arreola (Past) 1110-00 60.0			0 569	.60 04/2019	1113 Mia (880	2 Quall Roast Dr. ni, FL 33357 3333-9662	CTOS CAL				
Che Nor Doc	Check Amou Enter Detail Reselect Resident Jon Tenant Payer Bank Acco Wells Fargo Bank, N.A. (v Jocument T Commercial Chec(V) Date Recei 04/26/2015							eselect Resi	dent A. (v	PAT	TO THE VINEYARD AP JER OF ATTN LEASON OLENDALE, AJ	Ebilari S AZ 2007FEE MANAGER 201 25307	lan farja Jan 1997 10010 1011			
Not	es	IQ Data Int	ernational	\langle		Save	Er <u>a</u> se Distri	bution	<u>H</u> elp							
	Payment	Property	Unit	Paver	Charge	Account	Charge Date	Actual	Prior Paid	Prior	Balance	Ref	Description			
	702.10	Troperty	2042	10010100	Code	2212.07	04/06/2010	Charge	702.10	Adjusted	Due	11-11-2042	Dest Due Collection Deleges			
	763.16	Vd	2042	10012193	xtenant	3213-00	04/20/2019	765.18	/65.16			:MoveOut	Scheduled Gross Bent- he owes through the end of June- no 30 day notic			
	60.00	va	0109	t0007510	rent	3101-0(06/01/2018	720.17	320.40		399.77	Unit:0109	given			
	0.00	va	0109	t0007510	cleaning	3213-0:	06/01/2018	300.00	263.17		36.83	Unit:0109	Cleaning- heavy clean/ remove couches, bed, 10 bags of trash			
	0.00	va	0109	t0007510	flrcov	3213-0:	06/01/2018	75.00	0.00		75.00	:MoveOut Unit:0109	Carpet Cleaning			
	0.00	va	0109	t0007510	bbwst	3223-0(06/01/2018	58.00	0.00		58.00	:MoveOut Unit:0109	Billback-Water/Sewer/Trashhe owes through the end of June- no 30 day n given			

0.00 Unapplied Payment already processed through receipt batch.

- a. Click on 💻 under Display Type to Add Rows; type in number of rows to add in as many lines as payments on the Collection check payment
- b. For each resident payment type in their unit number or tcode and then enter the amount of paid for them
- c. Check amount equals to the total amount of whole deposited check
- d. Document type is Commercial Check
- e. Notes is the name of the Collection Company on check payment
- f. Enter Detail; check the boxes for distribution of payment to appropriate resident charges

CHECKSCAN RECEIPT BATCH

Once all check information has been entered for a batch Click the "**Report**" button (Unposted Report will appear in a new window.)

Checksca	Checkscan Receipt Batch Report													
CHECKs Total Entered CHECKscan E	can Unposte	d Report	t							E	xcel	<u>P</u> DF		
File Type	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
X9			010048	1110-0000	comind01	4916-0000	1000	t0001269	Alston and Bird		1.29		08/19/2014	08/2014
Total											1.29			

- a. Verify that the report is accurate, then close the window.
- b. Click the "**Post**" button . A confirmation message will appear.
- c. **Print** posted report in excel (Full details of deposits must be visible)
- d. Attach copy of printed report to original check copies for submission to Main Office after Final AME submission.