APPLY CREDITS

Negative charges create credits on ledgers. (Negative charges are often the result of rent concessions or ledger corrections). You create zero receipts to *apply credits*—to combine negative charges with positive charges. All credits need to be applied to balance out charge/receipt totals and ensure accuracy on the financials within Yardi.

Credits vs. Prepays

Credits and prepays are not the same thing. Credits are the result of negative charges, for example, a concession or ledger correction; prepays are the result of receipts that do not have matching charges.

There are two separate procedures to deal with credits and prepays: Apply Credits and Zero Dollar Receipts

Example Credit:

134	t0009318	Zenko	Current	0.00	0.00	0.00	0.00	0.00	0.00	119.56	-119.56
136	t0009461	Vining	Current	61.82	0.00	61.82	0.00	0.00	0.00	0.00	61.82
137	t0009445	Muetz	Current	0.00	0.00	0.00	0.00	0.00	0.00	14.74	-14.74
138	t0009247	Hardy	Current	55.06	0.00	22.06	22.06	61.05	-50.12	0.00	55.05
139	<u>t0009719</u>	Daniel	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.51	-0.51

Example Prepay:

116	t0009905	James	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.32	-0.32
117	<u>t0009906</u>	Basaldua	Current	799.68	0.00	799.68	0.00	0.00	0.00	733.38	66.30
118	<u>t0009907</u>	Estrada	Current	0.00	0.00	0.00	0.00	0.00	0.00	2.78	-2.78
119	t0010467	Torrence	Current	-8.35	0.00	-8.35	0.00	0.00	0.00	0.00	-8.35

To apply credits

1. On the Community Dashboard left side menu, select Receivables > Apply Credits

Resident Activity Unit Statistics Move In 0 Move Out 0 Leased Units 42 Proprist 0 Move Out 0 Deposit Accounting 1 On Notice 0 On Notice 0 On Notice 0 Create Detail Batch 120 days) Residential Review Receipt Add Cuest Outlet Cau Parables Create Detail Batch Parabing Review Receipt Apply Credits eady Purchasing Pending Work Requests Pordilet Work Order Pending Work Requests Collections Completed WO Followup Pending Apolications 0		Community Manager Dashboa	ard - CGC Part	ners LP dba Arrowcrest	Apts.			
Move In O Total Units H Reports Move Out 0 Leased Units H Charges Deposit Accounting 1 Occupied Units H2 97.67% Receivables On Hoide 0 Available Units H2 97.67% Payables Create Detail Batch (120 days) Available Units 1 2.33% Residential Edit Detail Batch 1 0 0% Administration Renewals 0 On Hold Units 0 0% Monko Coder Ponding Work Requests 12 Prospect Pipeline Print Letters Work Order Pending Work Requests 12 Traffic Open Batches Collections Completed WO Followup Today's Showings 0 Receipts New Receipts On Waitlist 0 Ow Waitlist 0 Bacciepts New Receipts Collections Opending Apolications 0 Bacciepts New Receipt Showings 0 On Waitlist 0 Pavables New Receipt Showings 0 Pavables	Roles	Resident Activity		Unit Statistics			Monday, November	21, 2016
Edit Detail Batch Prelievails 2 On Hold Units 0 Hold Sheet Monte / Edit Detail Administration Review Recipt mate Promotions 0 Unit Transfers 0 New PO New Svc. R Purchasing Apply Credits eady 1 Traffic Open Batches 0 Charges New Charge Batches Work Order Pending Work Requests 12 Prospect Pipeline 0 Charges New Charge Batches Collections Completed WO Followup 0 Toddy Schowings 0 Receipts New Charge Batches Renters Insurance Pending Audications 0 Payables New Payables New Payables	Reports Charges Receivables	Move In Move Out Deposit Accounting On Notice Create Detail Batch (120 days)	0 0 1 0 3	Total Units Leased Units Occupied Units Available Units Model/Down/Admin	43 42 42 1 0	97.67% 97.67% 2.33% 0%	Prop/List ac Add Guest Leasing Specials	Quick Guest Daily Activity
Work Order Pending Work Requests 12 Prospect Pipeline 0 Charges New Charge Ba Collections Completed WO Followup 0 Today's Showings 0 Receipts New Receipt Ba Renters Insurance Pending Apolications 0 Pavables New Pavable Ba	Residential Administration Purchasing	Edit Detail Batch Reviewals Review Receipt Imate Promotions Apply Credits	2 0 0	On Hold Units Unit Transfers	0	0%	New PO Print Letters	New Svc. Req
	Vork Order Collections Renters Insurance	Pending Work Requests Completed WO Followup	12 0	Prospect Pipeline Today's Showings On Waitlist Pending Applications		0 0 0	Charges Receipts Payables	<u>New Charge Batch</u> <u>New Receipt Batch</u> <u>New Payable Batch</u>

APPLY CREDITS

The Apply Credits screen appears

Apply Credits	
Property	
Payee	
Charge Code	
Credit Charge Code	
Credit Date	to-
Post Month	-to-
Charge Month	-to-
Ignore Hold For	
Order By	Property
Display C	lear <u>H</u> elp
Credits	

2. Use the screen as a filter to select persons that have both outstanding charges and credit that can be applied to them.

Property	Filter by all outstanding charges and credits for the whole property
Payee	Filter by specific resident
Charge Code	Filter by the charge code of the outstanding charges
Credit Charge Code	Filter by the charge code of the credits that can be applied
Credit Date	Filter by Credit Date (transaction date) and/or Post Month of the
	credits, not the
Post Month	dates of the charges connected to them
Charge Month	Filter by a date range for outstanding charges
Ignore Hold For	Choose Yes , this will include charges that are flagged as on hold

3. Click **Display**. Voyager displays the persons that match the filter criteria, where there is both a credit and an outstanding charge. If there is only a credit on a person, it is not displayed.

APPLY CREDITS

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ayee					Dent Dete	
harge Code					Post Date	
redit Charg	e Code				Post Month	
redit Date			m te	p-		
ost Month			-te	p-		
narge Mont	h		-te	p-	1	
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Display	Clea	ır	Post	<u>H</u> elp		
edits						
edits	<u>Clear All</u>					
edits	<u>Clear All</u> ply Pi	roperty	Payee	Payee Name	Outstanding Amount	Credit Amount
edits	Clear All ply Pr Cleased Cleased	roperty	Payee t0010825	Payee Name Storage	Outstanding Amount 692.37	Credit Amount -590.00
edits	Clear All ply Pu cbs cbs	roperty	Payee t0010825 t0010829	Payee Name Storage Model	Outstanding Amount 692.37 692.37	Credit Amount -590.00 -590.00
edits	Clear All bly Pr Clear C	roperty	Payee t0010825 t0010829 t0011006	Payee Name Storage Model Molina/EMPLOYEE	Outstanding Amount 692.37 692.37 886.15	Credit Amount -590.00 -590.00 -788.69
edits	Clear All	roperty	Payee t0010825 t0010829 t0011006 t0011007	Payee Name Storage Model Molina/EMPLOYEE Parker	Outstanding Amount 692.37 692.37 886.15 14.28	Credit Amount -590.00 -590.00 -788.69 -14.60
edits	Clear All	roperty	Payee 10010825 10010829 10011006 10011007	Payee Name Storage Model Molina/EMPLOYEE Parker Horner	Outstanding Amount 692.37 692.37 886.15 14.28 34.70	Credit Amount -590.00 -788.69 -14.60 -4.00
adits	Clear All ply Pl cbs cbs cbs cbs cbs cbs cbs cbs cbs cbs cbs cbs	roperty	Payee t0010825 t0010829 t0011006 t0011006 t0011007 t0011063	Payee Name Storage Model Molina/EMPLOYEE Parker Horner	Outstanding Amount 692.37 692.37 886.15 14.28 34.70 842.38	Credit Amount -590.00 -590.00 -788.69 -14.60 -4.00
edits	Clear All ply Pr cbs cbs cbs cbs cbs cbs cbs	roperty	Payee t0010825 t0010829 t001006 t0011006 t0011003 t0011063	Payee Name Storage Model Molina/EMPLOYEE Parker Horner Plant Etowart	Outstanding Amount 692.37 886.15 14.28 34.70 842.38 4.07	Credit Amount -590.00 -798.69 -14.60 -4.00 -740.00

- 4. Select the persons that you want to apply credits to. To select all of them, click the **Check** All button.
- 5. In the **Receipt Details** section of the screen, complete the **Post Date** and **Post Month** fields, this will be the receipt date of the credits on the ledgers.
- 6. Click **Post**. Voyager creates zero receipts that apply the credits to outstanding charges.
 - If the credit and outstanding charges match, Voyager pays off all the charges.
 - If the credit is larger than the outstanding charges, Voyager pays off all the charges, and there's a remaining credit.
 - If the credit is lower than the outstanding charges, Voyager pays off a portion of the charges.

Voyager automatically applies prepays to outstanding charges but if you notice a prepay amount on the Delinquency report you may follow the procedural guidelines for **Zero Dollar Receipts** to apply the prepay to outstanding charges.