

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	10009318	Zenko	Current	0.00	0.00	0.00	0.00	0.00	0.00	119.56	-119.56
136	10009461	Vining	Current	61.82	0.00	61.82	0.00	0.00	0.00	0.00	61.82
137	10009445	Muetz	Current	0.00	0.00	0.00	0.00	0.00	0.00	14.74	-14.74
138	10009247	Hardy	Current	53.05	0.00	22.06	22.06	0.00	-50.12	0.00	53.05
139	10009719	Daniel	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.51	-0.51

Example Prepay:

116	10009905	James	Current	0.00	0.00	0.00	0.00	0.00	0.00	0.32	-0.32
117	10009906	Basaldua	Current	799.68	0.00	799.68	0.00	0.00	0.00	733.38	66.30
118	10009907	Estrada	Current	0.00	0.00	0.00	0.00	0.00	0.00	2.78	-2.78
119	10010462	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**

The screenshot shows the Yardi Voyager interface. The left-hand navigation menu has 'Receivables' selected, and a sub-menu is open with 'Apply Credits' highlighted. The main dashboard area displays 'Resident Activity', 'Unit Statistics', and 'Monday, November 21, 2016'. The 'Resident Activity' table shows counts for various actions like Move In, Move Out, Deposit Accounting, etc. The 'Unit Statistics' table shows metrics like Total Units, Leased Units, Occupied Units, etc. The 'Monday, November 21, 2016' section contains links for Prop/List, Add Guest, Leasing Specials, Hot Sheet, New PO, Print Letters, Open Batches, Charges, Receipts, and Payables.

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

Credits

- 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

- 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

Apply Credits

Property

Payee

Charge Code

Credit Charge Code

Credit Date -to-

Post Month -to-

Charge Month -to-

Ignore Hold For

Order By

Display Clear Post Help

Receipt Details

Post Date

Post Month

Credits

[Check All](#) [Clear All](#)

Apply	Property	Payee	Payee Name	Outstanding Amount	Credit Amount
<input type="checkbox"/>	cbs	t0010825	Storage	692.37	-590.00
<input type="checkbox"/>	cbs	t0010829	Model	692.37	-590.00
<input type="checkbox"/>	cbs	t0011006	Molina/EMPLOYEE	886.15	-788.69
<input type="checkbox"/>	cbs	t0011007	Parker	14.28	-14.60
<input type="checkbox"/>	cbs	t0011063	Horner	34.70	-4.00
<input type="checkbox"/>	cbs	t0011069	Plant	842.38	-740.00
<input type="checkbox"/>	cbs	t0011130	Stewart	4.97	-0.01

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.