The Deposit Accounting process has been changed to make it a bit easier on you. Yardi will now create the refund payable as well as the transfer payable. The other major difference is you are no longer responsible for creating the manual check; all checks will be produced at the Rohnert Park Corporate Office. This means you will need to return your security deposit account checkbook to your supervisor.

Deposit Accounting Procedure

Reports to print to verify current Security Deposit; do this prior to going to Deposit Accounting it is also an excellent idea to check the original resident lease for the security deposit amount:

- Resident Ledger
- Security Deposit Activity report (that resident only)

Securit	y Deposit Activity									
Qualwood A Activity For	apartments (qui) the Months of January 2008 through May 2008	i.								Page
Transaction Date	Ctrl #	Prior Deposits Billed	Prior Receipts	Current Dep. Billed	Current Receipts	Deposits On Hand	(Prpd)/Delnq Deposits	Deposits Forfeited	Description	ruge
4968	t0013051 Keith Jackson (Current)									
02/20/08 02/26/08	C-841148 R-802507	0.00	0.00	700.00 0.00	0.00	0.00	700.00 (700.00)		Searity Deposit	
Total		0.00	0.00	700.00	700.00	700.00	0.00	0.00	-	
Totals ·	Quailwood Apartments	0.00	0.00	700.00	700.00	700.00	0.00	0.00		

Once you have completed the Move Out Inspection, received the keys, remotes and gate cards back and completed your SODA worksheet; click on the *Deposit Accounting* link from the Resident Activity section of the Dashboard.

Move In 0 Total Units 55 Prop/List Ivi Move Out 0 Leased Units 48 87.27% Add Guest Quici Deposit Accounting 1 Occupied Units 48 87.27% Add Guest Quici On Notice 1 Available Units 8 14.55% Leasing Specials Daily Expiring Leases (120 days) 34 Model/Down/Admin 0 0% Hat Sheet Monitor if Scheduled Lease Renewals 0 On Hold Units 0 0% New PO New SV Alerts 1 Unit Transfers 0 Print Letters
Unit Transfers 0 Print Letters
Maintenance Traffic Open Batches
ending Work Requests 0 Today's Showings 0 <u>Charges New Chargo</u> ending Work Requests 0 Today's Showings 0 <u>Receipts New Receipt</u> completed WO Followup 0 On Waitlist 0 <u>Pending Applications</u> 0 <u>Pavables</u> <u>New Pavable</u>

Click on the *Deposit Accounting* button for the Resident you want to begin the process.

Forwarding Address:

Code	t0014803	Property	tvl	Lease From	09/25/2008
Name	Angel Quintana	Unit	16	Lease To	03/31/2009
Address	1249 Stratford Circle #16	Status	Past	Move In	09/25/2008
		Rent	760.00	Move Out	04/01/2009
City Fo	Stockton, CA 95207	Telephone	(H)		
City Fo Address	Stockton, CA 95207 rwarding Address 123 Maine Street	Telephone	(H)		
City Fo Address City	Stockton, CA 95207 rwarding Address 123 Maine Street Fallon Fallon	Telephone	(H)		
City Fo Address City State	Stockton, CA 95207	Telephone	(H)		

Enter the forwarding address. The system changes the address on the Resident Information screen once deposit accounting is posted. If you want to preserve the original address, you must first copy this address to a Notes field or another field prior to posting the deposit accounting.

Charge Amt/Credit:

M	rent	5120000-Rent (04/2009)	734.67	0
V	secdep	:Security Deposit Charges credit	0	500.00
V	rent	5120000-Rent (04/2009) Credit 29 days	0	734.67
Г	cleaning	Carpet Cleaning	0	0.00
Γ	cleaning	Apartment Cleaning	0	0.00
Γ	cleaning	Painting	0	0.00
Г	cleaning	Pet Damages	0	0.00
Г	cleaning	Replacement	0	0.00
	lock	key	0	0.00
Γ	legal	Legal Fees	0	0.00
	cleaning	Damages	0	0.00
	secdep	Security Deposit Credit	0	0.00
Г	rent	Adjust Move-out Proration	0	0.00
	utilrmb	Utilities	0	0.00
		Totals:	734.67	1,234.67
		Amount of refund	500.00	
		Amount owed	0.00	

The system will list any outstanding charges, then the security deposit credit and any other credits.

The user will then see a variety of charge and credit options, based on the associated unit type. Place a check mark in the Yes/No column next to each item that is applicable. Enter a charge or credit amount in the appropriate column. If the charge or credit is modifiable Voyager will track the totals and maintain an *Amount of refund* or *Amount owed* for the Resident.

M	rent	5120000-Rent (04/2009)	734.67	0
1	secdep	Security Deposit Charges credit	0	500.00
$\overline{\mathbf{v}}$	rent	5120000-Rent (04/2009) Credit 29 days	0	734.67
~	cleaning	Carpet Cleaning (oil spot in livingroom from motorcycle)	75.00	0.00
Г	cleaning	Apartment Cleaning	0	0.00
Г	cleaning	Painting	0	0.00
	cleaning	Pet Damages	0	0.00
V	cleaning	Replacement (livingroom blinds & master bedroom closet door)	135.00	0.00
	lock	key	0	0.00
	legal	Legal Fees	0	0.00
	cleaning	Damages	0	0.00
	secdep	Security Deposit Credit	0	0.00
Г	rent	Adjust Move-out Proration	0	0.00
	utilrmb	Utilities	0	0.00
		Totals:	944,67	1,234.67
		Amount of refund	290.00	
		Amount owed	0.00	

Note: the description field will wrap the text on the Move-out Statement, so you can be descriptive, just don't try to write a novel!

Print Statement:

Print Statement

Place a checkmark in this box to have a Move-Out Statement printed when the deposit accounting is posted.

Post:



Will finalize and post deposit accounting. All charges and credits are created. Along with a zero dollar receipt to fully pay all charges and credits. If you have clicked in the Print Statement box a Move-Out Statement will print to the screen as a crystal report. Print however many copies you need (1-file; 1-resident; 1-supervisor; 1-move-out file, for example)

EBMC

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Preview									
			Me	ove Out State	ement				
							C) ate: 4/15/2009	
	Code	t0014803	Property	tvl		Lease From	09/25/2008		
	Name	Angel Quintana	Unit	16		Lease To	03/31/2009		
	Address	123 Maine Street	Status	Past		Move In	09/25/2008		
			Rent	760.00		Move Out	04/01/2009		
	City	Fallon, NV 89406]			Notice	03/05/2009		
	Telephone	(O)-() - (H)-() -]			
	Date	Description			Charge	Payment	Balance	Chg/Rec	
		Balance as of 04/01/2009					0.00		
	04/01/2009	5120000-Rent (04/2009)			760.00		760.00	1040409	
	04/01/2009	:Security Deposit Charges	credit Tex	t Object	(500.00)		260.00	1043672	
	04/01/2009	5120000-Rent (04/2009) C	redit 29 days		(734.67)		(474.67)	1043673	
	04/01/2009	Cornet Cleanine (ail cost in	livingroom from		75.00		(399.67)	1043674	×

If a refund is due to the Resident, a charge will be created to the Deposit Refund charge code and then a payable invoice will also be created.

At the same time any refund to the Resident is created, if there is any retained deposit to be transferred, the system will create that payable as well. Or, if in the case, the Resident is not going to receive any refund, the system will create a payable to transfer the entire security deposit to the operating account.

Reviewing the Payable Invoice(s) Created

If a refund is due to the resident, a payable invoice is created when deposit accounting is posted. To review the payable, select *Payables* > *Find Payable Invoice* from the side menu.

Do this immediately after posting and no criterion is required for the filter.

Payable -	Payable			Jump To
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24955 - Labor Ready Sou 249564 - Pacific Gas & Ele 249563 - ATAT 249503 - ATAT 249503 - For Rent Negazi 249503 - For Rent Negazi 249433 - THE VILLAS - TA 249434 - THE VILLAS - TA	Property Amount Property Amount Diff 290.00 [2153-000 () Unappled	Account	Notes Chik PD#/WD#	

In the past you have followed these instructions up to this point. This is where there will be a change in your processing. You will no longer need to create the transfer payable.

EBMC

At the same time the :Refund is created, if there is any retained deposit to be transferred to the Operating Account from the Security Deposit Account; the system will create that payable invoice.

Diavoosi Arian	Roles Home Filter Help Guests 252501 The Villas Image: Comparison of the Villas Image: Comparison of the Villas 252501 Quintana Image: Comparison of the Villas Image: Comparison of the Villas 252312 Chase Image: Comparison of the Villas Image: Comparison of the Villas 252312 Chase Image: Comparison of the Villas Image: Comparison of the Villas 252012 Chase EBNC-Payroll Image: Comparison of the Villas 250125 Meresse Image: Control 249711 Stockton Color C Image: Control 249712 Secamento Floc Image: Control 249713 Secamento Floc Image: Control 249714 Secamento Floc Image: Control 249715 Se	Specials Residents Service Recuests Pin Payable Exx88 D03Vds The Vilas 1249 Sratfore Circle Invoice # Total Amount (210.0) Inv Dats 04/15/2009 Past Metth 04/2009 Due Date 04/15/2009 Approved By Tran Date Priority Beverae Save Itelp	Cirl 252503 Status U Type I Payment Method C Exclude /rom 1099 P Hold Payment Consolidate 1 Memo from Inv 1 Notes IPro Gen Move Out 1 transfer from escrov	nt Reports Logicit	Doto/Reports Attachmant Memo Contect	Jump To
Property Amount Account Notes Chk PO#/WG# 236931 - The VILLAS - TA Image: Chk PO#/WG# Image: Chk PO#/WG# Image: Chk PO#/WG# 236932 - American Service Image: Chk PO#/WG# Image: Chk PO#/WG# 246932 - American Service Image: Chk PO#/WG# Mona Search Results Image: Chk PO#/WG#	Argential Start Green Land Argential Start Regard Argential Start Regard Argential Start Regard Argential Start Regard Monu Search Results	Property Amount Ind 213.00 [2193-000 (Unepplied	Account (Security Deposits Clearing	Notes	Chik PO#/WO#	×

We recommend you print both payable invoice screens and attach to your Move-out package. These payables are to be treated exactly like any other payable. At this point all processing is completed for the Deposit Accounting function.

You will need to email your supervisor with the control numbers of the payables; they do not have a Batch Number associated with the Move-out.

Your supervisor will approve the payable(s); inform Corporate; Rohnert Park Accounting will cut the check(s), then mail them back to you for final processing.

Once you receive the check(s) the *refund is to be mailed to the prior resident* with the Yardi Voyager Move Out Statement immediately.

In the case where the prior resident DOES NOT receive a refund, the Move Out Statement must be mailed immediately. It is our responsibility to get that Statement out to the prior resident as quickly as possible. There can be financial penalties if the Move Out Statement is late.

If you don't know all of the expenses to be charged, send them an estimate; using your SODA (Statement of Deposit Accounting worksheet) and on the top put "ESTIMATE" in bold letters and highlight the header.

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The retained deposit check is to be deposited into the Operating Account as a Non-tenant Receipt. Use *refsec* as the Charge Code, no Acct required. In the Notes field enter the unit number, the resident id, the last name and 'retained deposit'. This transfer check can be deposited with other checks or separately.

it Ital	The Villas		Ctrl (new) Unp Date Received	04/16/2	atch 10:	3796	Check R	leader
nount 210 yer Security	Deposit Code n be re	harge eeds to efsec	Post Month Check Num. <u>Cash Acct</u> Payment Method Print Receipt	04/2000 904150 1121-00 Check	0	×		
Pay Char Co	Acct	Date	Charge	Prior Paid	Ref		Description	Chg
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Okay, it's done. Get a cuppa Joe and get on to the next project!

