



Yardi Voyager

# Yardi Voyager

## Check Scanning

2016 SL

**ESSEX**  
PROPERTY TRUST, INC.



# TABLE OF CONTENTS

**INTRODUCTION .....4**

**PREPARE TO SCAN CHECKS .....4**

    SPECIFY A CHECK SCANNER ..... 4

    PREPARE CHECKS AND TOTALS ..... 4

**THE SCANNING PROCESS .....5**

    SCAN ..... 5

    ASSIGN CHECK ..... 6

    EDIT CHECK INFORMATION ..... 8

    RUN A BATCH REPORT AND POST A BATCH..... 9

**CHECKSCAN DASHBOARD .....10**

    REVIEW A BATCH OF SCANNED CHECKS ..... 10

**VIEW A SCANNED CHECK FROM THE RESIDENT LEDGER .....11**

**CLEAR EFT SET UP .....12**

**ON-US INFORMATION.....13**

**TROUBLE SHOOTING / ERROR MESSAGES.....14**

    SCANNING IN PROGRESS – BATCH IN USE ..... 14

    SYSTEM.EXCEPTION: THIS BANK ACCOUNT IS ASSOCIATED WITH RESIDENT... ..... 15

## INTRODUCTION

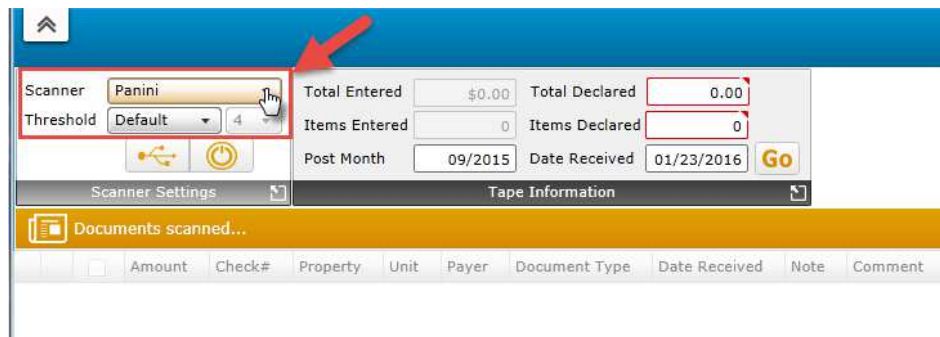
This document provides procedures for Yardi check scanning including scanning of checks, editing scanned checks and closing & posting receipt batches.

## PREPARE TO SCAN CHECKS

### SPECIFY A CHECK SCANNER

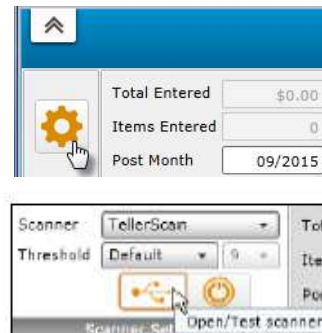
The first time the check scanner is used, the model of the check scanner must be selected in the top, left corner of the CheckScan window.

➤ (Side Menu) Payments>Check Scanning> Scan Checks.



If the Scanner drop down does not display upon entering the CheckScan screen, click the Scanner icon located in the top, left hand corner of the screen.

Clicking the Open/Test scanner icon might also be required in some cases.



### PREPARE CHECKS AND TOTALS

- Confirm that all checks have been written with black or blue ink. Checks with other color ink must be taken to the bank for deposit. Residents using an ink color other than blue or black should be advised that only blue or black ink is acceptable.
- All money orders & cashier's checks must be legible (i.e. if ink is light, it will not be read properly by scanner and will need to be bank deposited.)
- Endorse checks. Check endorsements should not bleed through to the front of the checks.
- Sort checks by size.
- Run a tape for the total dollar amount of the batch. The spelled out written amount of the check must always be used as the amount paid.
- Count the number of total checks to be scanned. The total number of checks must not exceed 50.

# THE SCANNING PROCESS

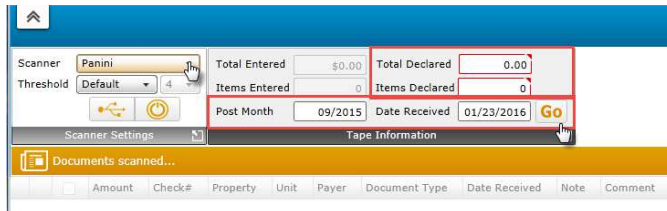
## SCAN

Place one or more checks in the document feeder.

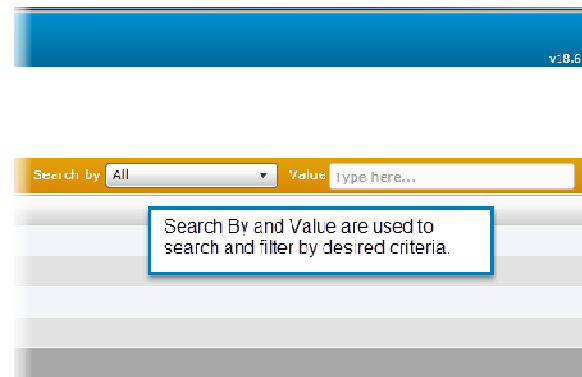
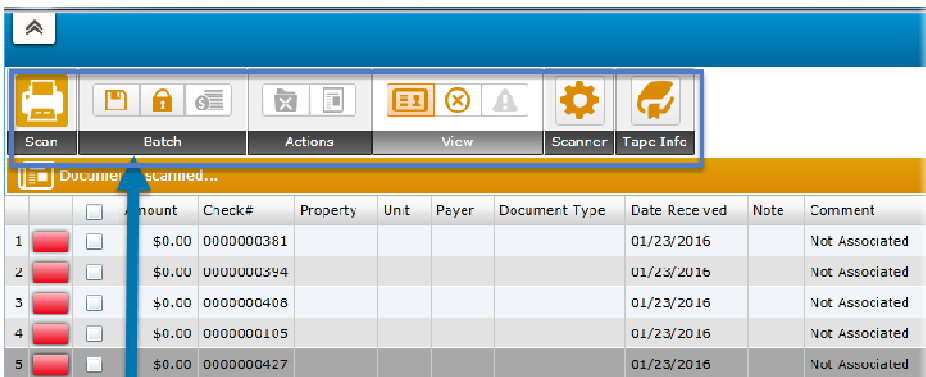
➤ (Side Menu) Payments>Check Scanning> Scan Checks.



Enter the Total Declared and Items Declared, and confirm the accuracy of the Post Month and Date Received. Click Go. Once checks are loaded, click Scan.



The scanner moves the checks through the scanner and into the output tray. A list of scanned items displays.



From left to right, the top toolbar icons can be used to:

- Scan additional checks
- Batch: Save, Close or Post the batch
- Actions: Delete all checks, run a batch Report
- View: Display check Details, Errors, and Warnings
- Scanner: Display Scanner details. Once expanded, click [collapse icon] to collapse.
- Tape Info: Display batch Tape Info, including totals. Once expanded, click [collapse icon] to collapse.

Existing checks, Failed checks and Logs display

Check(s) already exists (0) Failed Checks (0) Application Log

Ready to scan checks.

Totals and Batch # display here

Items entered 5 Total entered \$0.00 Batch# 260750

➤ To delete individual checks, check the white check box on the applicable line item and then click Save.

## ASSIGN CHECK

The first time that personal checks are processed using CHECKscan, the bank information (routing and account numbers) on the checks must be matched to the corresponding residents, vendors, owners or customers. Once the information is matched, personal checks are automatically assigned to the corresponding payers as long as the bank routing and account numbers remain unchanged. \*Money orders and cashier's checks will always need to be assigned.

Upon entering this screen for the first time, you might be prompted to install ORPALIS. Should this occur, follow system prompts as directed to install as required.



To assign a payment, click a line item to view details and open the payer information screen.

Documents scanned...										
	<input type="checkbox"/>	Amount	Check#	Property	Unit	Payer	Document Type	Date Received	Note	Comment
1	<input type="checkbox"/>	\$0.00	0000000424					01/23/2016		Not Associated

**Payer Information**

Amount:

Property:

Unit:

Resident:

Document Type:

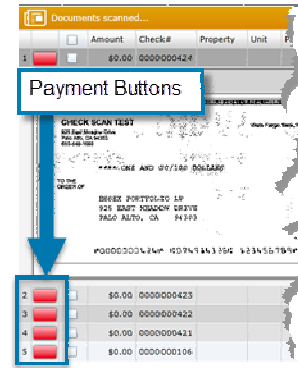
2	<input type="checkbox"/>	\$0.00	0000000423					01/23/2016		Not Associated
3	<input type="checkbox"/>	\$0.00	0000000422					01/23/2016		Not Associated
4	<input type="checkbox"/>	\$0.00	0000000421					01/23/2016		Not Associated
5	<input type="checkbox"/>	\$0.00	0000000106					01/23/2016		Not Associated

From left to right, the icons displayed above the check image are used to:

- Zoom
- Flip the check image
- Clear lookups
- Indicate errors



Click the payment button to open the complete Payer Information screen with detail. As applicable, select the Property, Unit, Resident, and Roommate, then click the Enter Detail button. For checks that are not from a resident, complete the Property and Non Tenant Payer fields, then the Enter Detail button.



The Distribution table displays. Complete as necessary and click Save. Use the following buttons to:

- Charge: Create a new charge for the payer.
- Reselect: Select a different payer.
- Erase Distribution: Erase default distribution and manually complete payment fields.

**Payment**

Property	Unit	Resident	Roommate	Resident	Cash Account	Amount Paid	Balance Due	Del	Charge
				Dalton Beraman (Past)	12010	0.00	0.00		

Check Amount: 0.00  
 Non Tenant Payer:   
 Document Type:   
 Notes:

Buttons: Enter Detail, Reselect Resident, Erase Distribution, Save

Bank Account: Wells Fargo Bank (ck100)  
 Date Received: 01/23/2016  
 Post Month: 09/2015

Payment	Property	Unit	Resident	Charge Code	Account	Charge Date	Actual Charge	Prior Paid	Prior Adjusted	Balance Due	Ref	Description	Charge
<input type="checkbox"/>				prepay		01/23/2016					Any	Resident Prepaid Income	

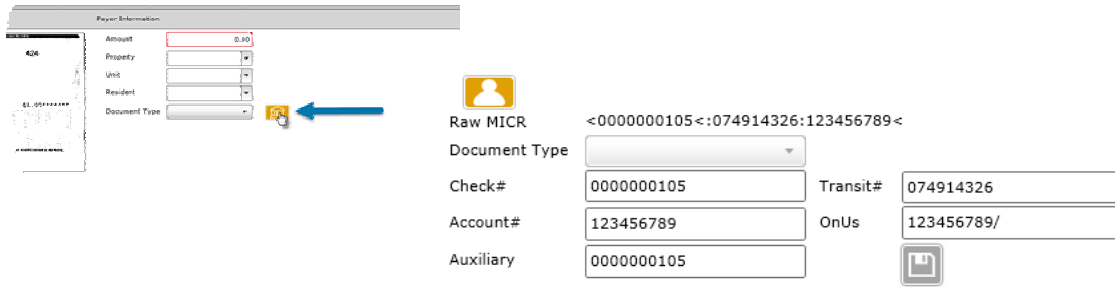
The Payment Info screen closes and the Scan Checks screen displays, displaying the updated payment information.

Payment button indications:

- Green – Check amount is equal to the payer’s unpaid charges.
- Yellow – Allocated payments do not match unpaid charges.
- Blue – Account and routing numbers are associated with more than one payer.
- Red – Not yet associated with a resident or MICR information needs to be updated.

## EDIT CHECK INFORMATION

Should it become necessary to edit payment item information, click a line item to view details and open the payer information screen. Click the MICR Info button to display the additional necessary fields, edit as necessary and click Save on the top toolbar.

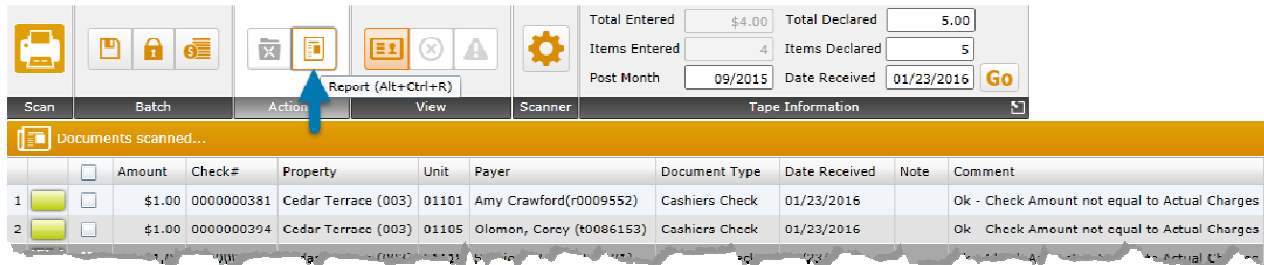


➡ *When a check is rejected, always try deleting and rescanning the check. This often solves the issue. Rescanned checks are included in the existing batch. If after several attempts the check will not scan, the check must be taken to the bank, not scanned.*

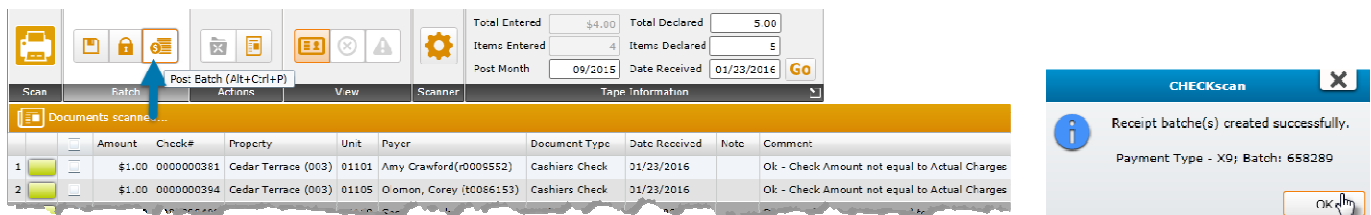


## RUN A BATCH REPORT AND POST A BATCH

Once all checks have been scanned and necessary changes made, scanned batches must be reviewed prior to being closed. From the check scanning window, a batch report should be printed and compared to an adding machine tape total of all payments in the batch. Confirm that the report matches the tape of all checks.



Once totals have been confirmed and all necessary changes made, click Post to post the batch. Then click OK.



Once scanning is completed:

- **Do not take scanned checks to the bank.**
- Stamp the check on the front or back to mark it processed.
- Store all checks, marked with the date they should be shredded.
- Travelers' checks must be taken to the bank, not scanned.
- Shred the physical checks 30 days after being scanned.

Notes:

- Batches submitted after the designated time, approximately 3:30 PM, will be automatically transmitted to the bank the following business day.
- Batches submitted during the weekend will be processed on Monday.

# CHECKSCAN DASHBOARD

Using the CHECKScan Dashboard, batches of scanned checks can be accessed using any of the displayed criteria options. Search results can be saved as an Excel or PDF file.

## REVIEW A BATCH OF SCANNED CHECKS

➤ (Side Menu) Payments>Check Scanning>CHECKscan Dashboard.

The filter screen allows you to review batches that meet specific criteria. Entering information in any of the fields restricts the results to show only batches meeting the selected criteria. For example, entering dates in the Date Scanned fields will restrict the results to batches scanned within the entered date range. To view only a specific batch, enter the Batch Number.

- Complete fields as desired and click Submit.

The search results appear on the Payment tab. To save the search results, click Excel or PDF.

CHECKscan Dashboard

Summarized By	Batch <input type="text"/>	<a href="#">Bank Account</a>	<input type="text"/>	Date Scanned From	01/01/2016 <input type="text"/>	-to-	<input type="text"/>
<a href="#">Property</a>	003	Batch Number	<input type="text"/>	Receipt Ctrl # From	<input type="text"/>	-to-	<input type="text"/>
<a href="#">Unit</a>	<input type="text"/>	Batch Status	<input type="text"/>	Amount From	<input type="text"/>	-to-	<input type="text"/>
<a href="#">Resident</a>	<input type="text"/>	Type	<input type="text"/>	My Batches	<input checked="" type="checkbox"/>		

Payment

Batch Number	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Post Month	Post Batch	Delete Batch
260760	4.00	01/23/2016	Posted	01/23/2016	<a href="#">Report</a>	09/2015		<input type="button" value="X"/>

➤ *For scanned payments that have been applied to the incorrect resident, the Reapply function should not be processed for at least 48 hours after the payment has been scanned. If the payment was a personal check, the EFT set up should be removed for the resident that received the payment in error (See page 12). If the Reapply function is not available, please contact Application Support for assistance.*

## VIEW A SCANNED CHECK FROM THE RESIDENT LEDGER

Once a check has been scanned and the batch posted, the check image is saved as an attachment on the resident ledger. To view the attachment, open the resident ledger, click the payment control link and then click the attachment link.

**Reports**

[Ledger](#)

[Unpaid Charges](#)

[Prelim Statement](#)

[Ledger Detail](#)

6/23/2010	chk# 0000000381		1.00	(1.00)	1742754
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**Receipt**

<u>Property</u>	<input type="text" value="444"/>	Essex Apartments	<b>Batch 145721</b>	
<u>Unit</u>	<input type="text" value="01A"/>	925 East Meadow Street	Date Received	<input type="text" value="06/23/2010"/>
<u>Resident</u>	<input type="text" value="t0054691"/>	<a href="#">John Adams</a>	Post Month	<input type="text" value="05/2010"/>
Amount	<input type="text" value="1.00"/>	Status=Current	Check Num.	<input type="text" value="0000000381"/>
<u>Payer</u>	<input type="text"/>		Cash Acct	<input type="text" value="12015"/>

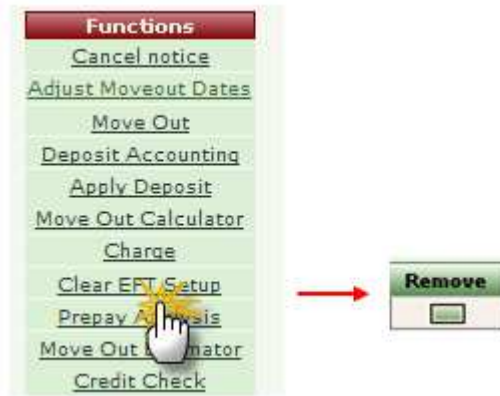
**Data/Reports**

Attachment

Memo

## CLEAR EFT SET UP

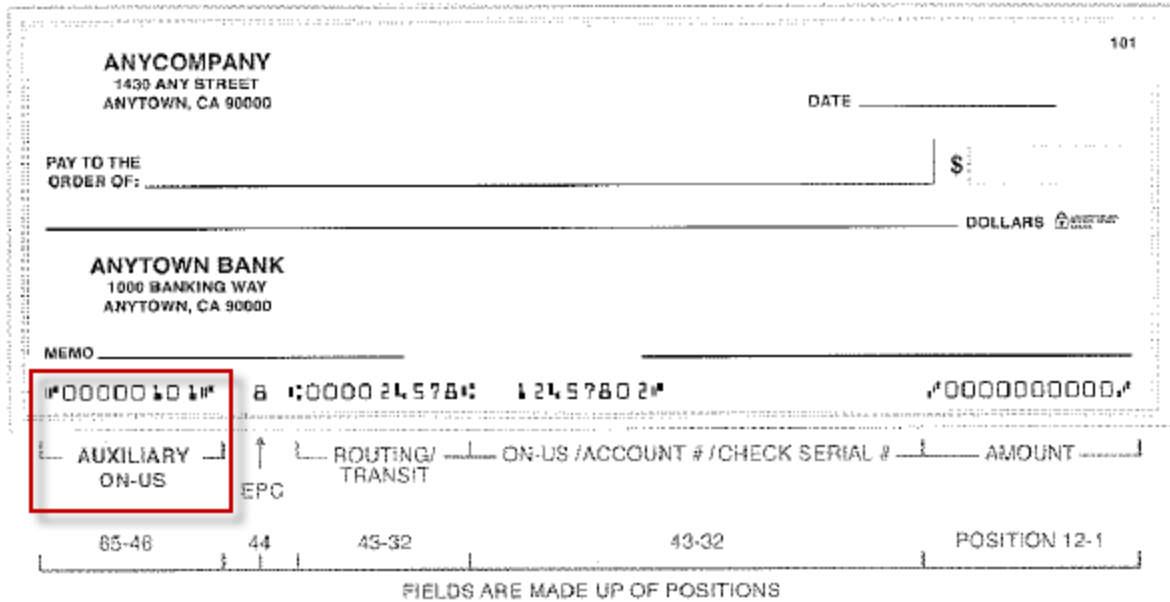
It may occasionally be necessary to remove a resident's EFT set up. This could be a result of a tenant transfer from one unit or property to a different unit or property or from a change in banking information. When necessary, the EFT set up can be removed using the link within the Review Resident screen. This function should only be used to clear EFT set up related to CheckScan.



# ON-US INFORMATION

The Auxiliary On-U's field is an optional field on a business size check's MICR line. If a check includes an Auxiliary On-U's field, this information will appear in the leftmost position of the MICR line, before the routing number field.

The information captured in the On-U's field is determined by the financial institution and may vary among different checks. Some of the information collected might be the check serial number, or a code to indicate that the check's account holder uses treasury or risk management.



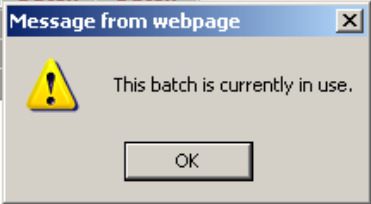
# TROUBLE SHOOTING / ERROR MESSAGES

## SCANNING IN PROGRESS – BATCH IN USE

If when trying to access an existing batch you receive a “Batch In Use” error, contact Application Support for assistance.

**Payment**

Batch Number	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Post Batch	Delete Batch
<a href="#">1344</a>	2,669.00	07/13/2010	Posted	07/13/2010	<a href="#">Report</a>		
<a href="#">1346</a>	3,404.31	07/13/2010	Posted	07/13/2010	<a href="#">Report</a>		
<a href="#">1385</a>	6,683.98	07/20/2010	Scanning in Progress	07/20/2010			



## **SYSTEM.EXCEPTION: THIS BANK ACCOUNT IS ASSOCIATED WITH RESIDENT...**

When scanning a check that is associated with a resident at another property, the following error message appears. If you receive the error message below, contact the Application Support Team at [ast@essex.com](mailto:ast@essex.com) to have the EFT settings reset for the t-code listed.

