Process Tenant Payment Agreement

DESK REFERENCE

OVERVIEW

This Desk Reference takes you through the steps for processing payments for Tenant Payment Agreements (TPA). Housing Choice generates a TPA when a resident owes money to the Atlanta Housing Authority. This agreement allows the resident to pay their debt to AHA over a period of time instead of one full payment. If the Tenant can repay the overpayment to AHA in the full amount, a TPA is not necessary.

JOB ROLES

The Cash Management Analyst processes payments for Tenant Payment Agreements.

PREREQUISITES

The Cash Management Analyst must take the Introduction to Voyager Basics eLearning course before attempting the tasks in this Desk Reference.

CHECKLIST

Prior to processing the payment:

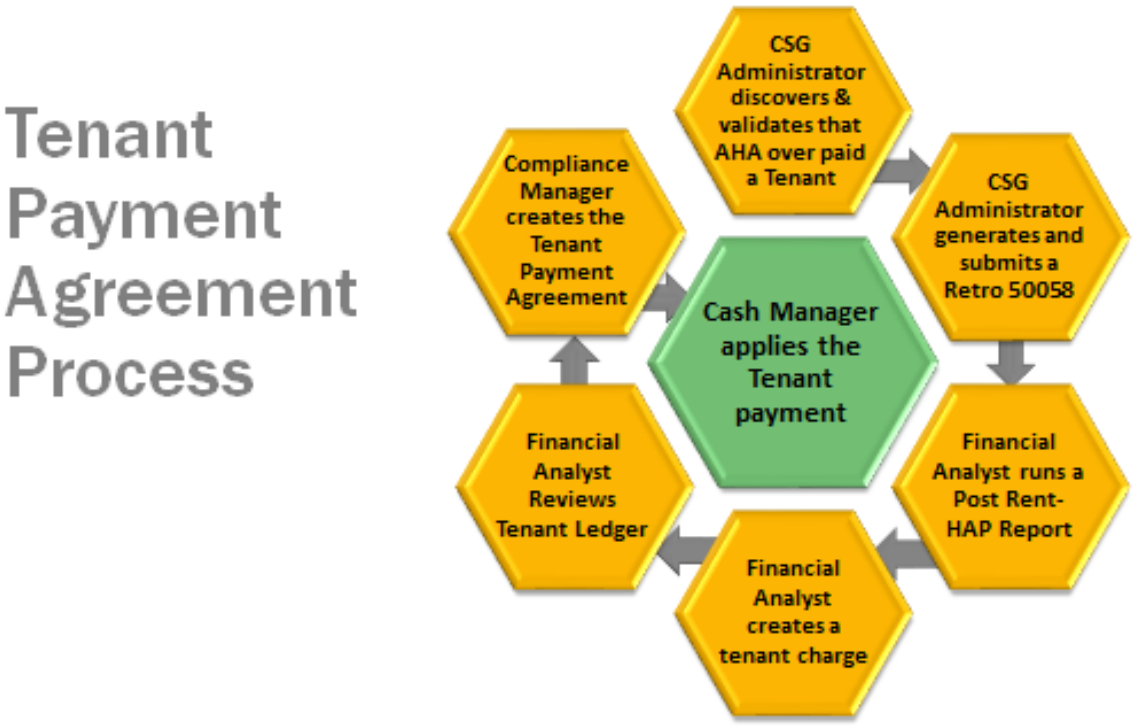
- The CSG Administrator generates and submits a retro 50058
- The Financial Analyst runs the Post Rent HAP report, creates a Tenant charge and reviews the Tenant Ledger.
- The Compliance Manager creates a Tenant Payment Agreement for the Tenant.

© 2013 Atlanta Housing Authority

PROCESS TENANT PAYMENT AGREEMENT

TENANT PAYMENT AGREEMENT PROCESS

Finance's role in the Tenant Payment Agreement is to process the tenant payments. The following image provides a view of the entire process, including the roles of the CSG Administrator, the Financial Analyst, and the Compliance Manager.



PROCESS TENANT PAYMENT AGREEMENT

TABLE OF CONTENTS

This job aid explains how to:

Log Into Yardi Voyager 4
Run the Tenant Repayment Agreement Listing Report 7
Apply Tenant Payments 9
Post the Applied Batch Receipt Payment 14
Generate a Payment Receipt Report 17

PROCESS TENANT PAYMENT AGREEMENT

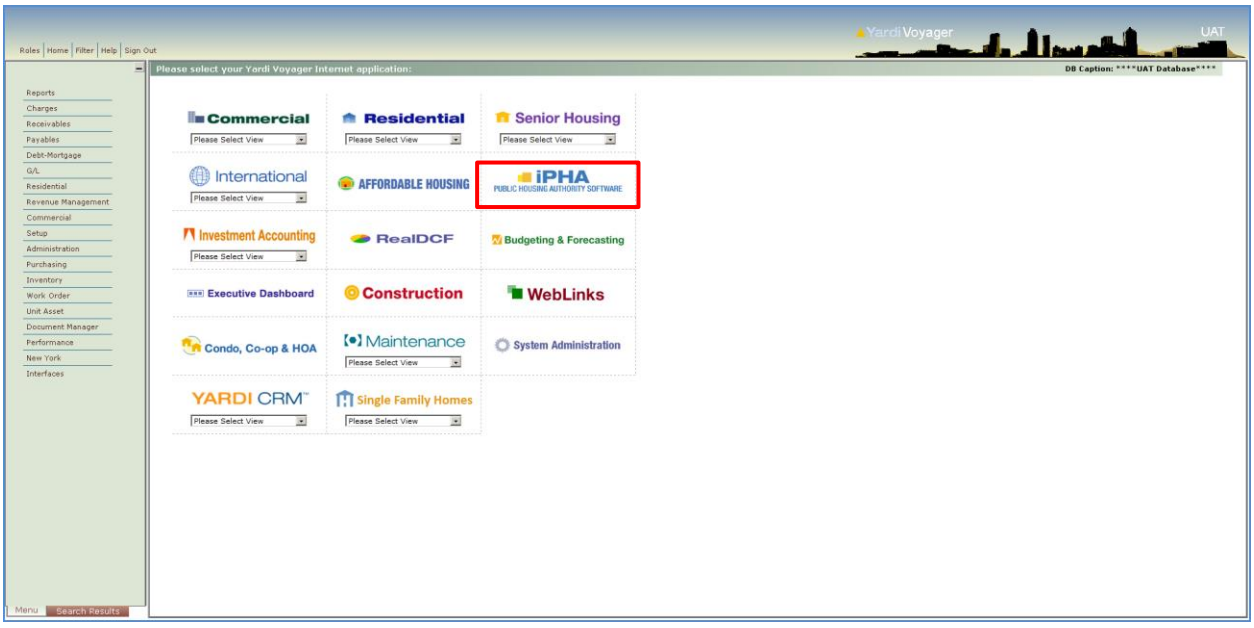
LOG INTO YARDI VOYAGER

To log into Yardi Voyager:

1. Locate the Quick Links menu located on the Intranet portal at: http://theinsider/Pages/home.aspx, and click Yardi Voyager. The Yardi Voyager login screen displays.

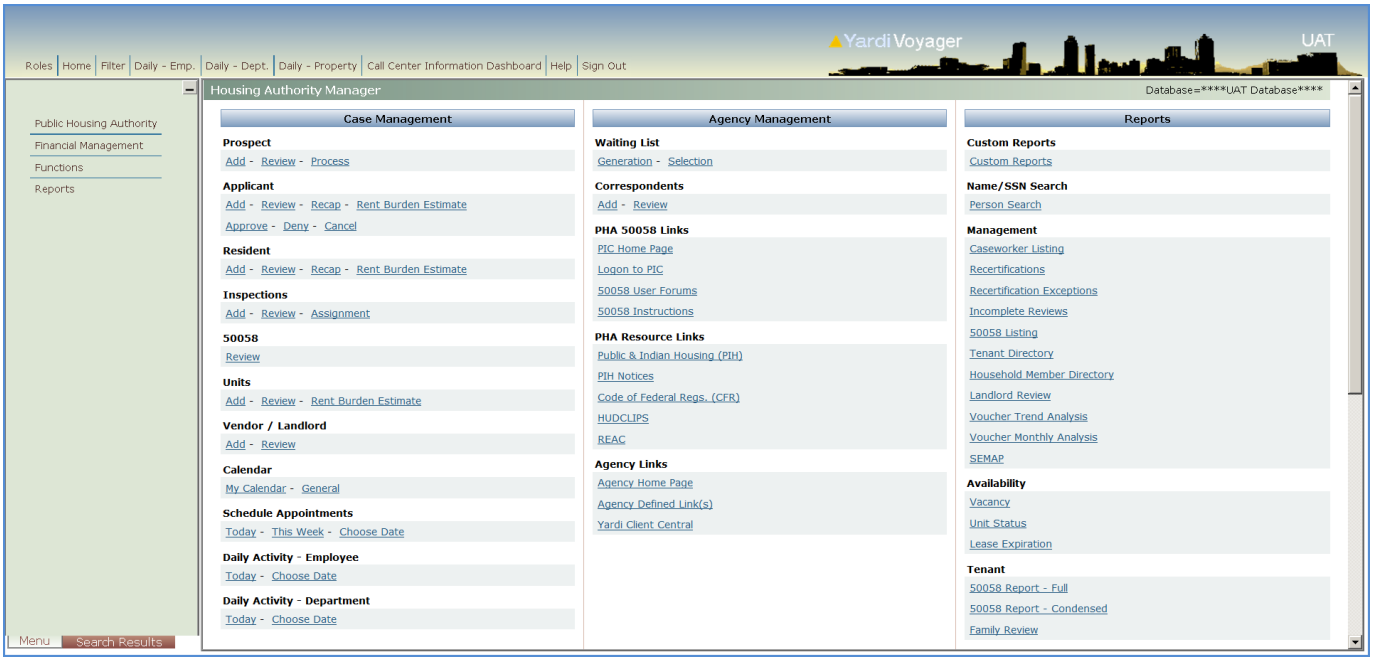
2. Type your User Name and Password into the respective fields, select **PRODUCTION** from the Database drop-down list, and click **SUBMIT**.

3. If the Yardi Voyager initial screen displays, click **IPHA**.



PROCESS TENANT PAYMENT AGREEMENT

The **HOUSING AUTHORITY** main screen displays.



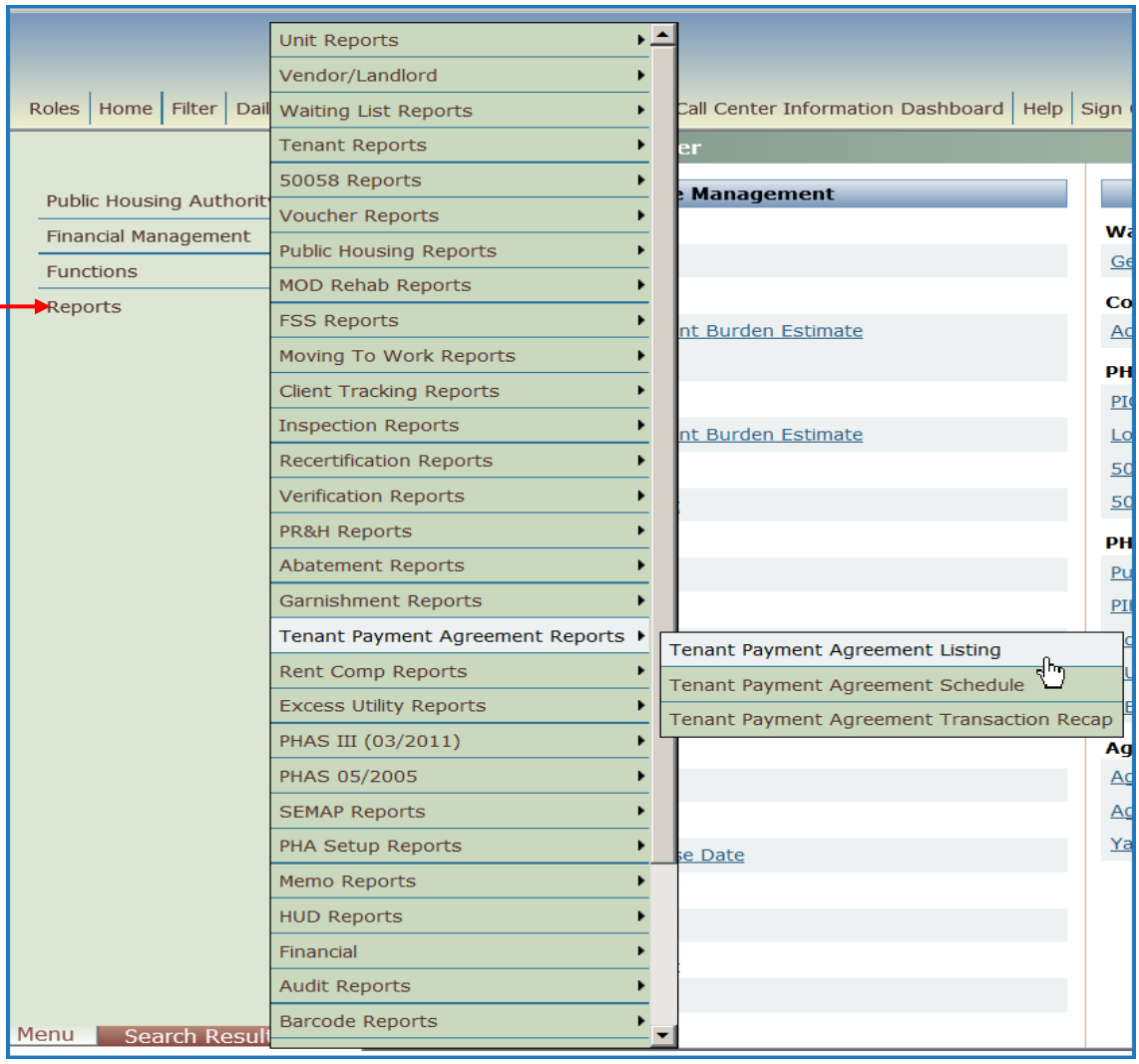
PROCESS TENANT PAYMENT AGREEMENT

RUN THE TENANT REPAYMENT AGREEMENT LISTING REPORT

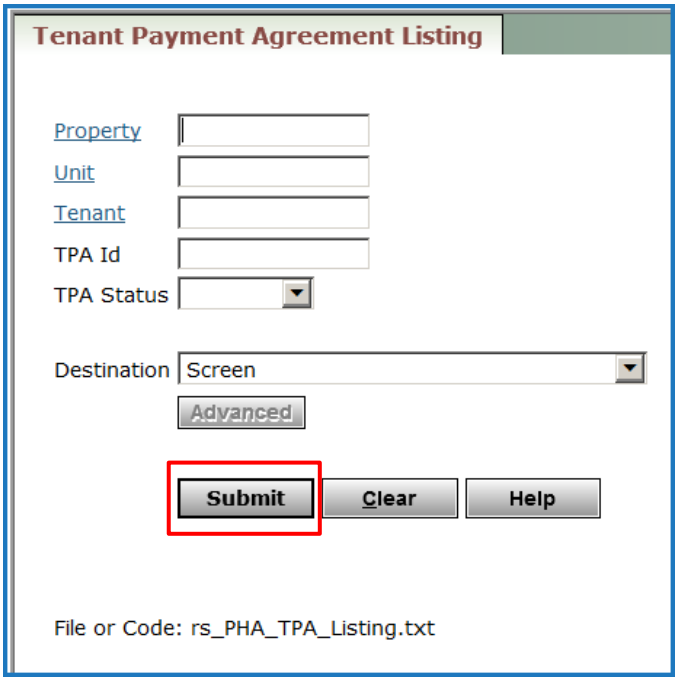
Run the Tenant Repayment Agreement Listing Report to generate a list of tenants that are under Tenant Payment Agreements with AHA.

To run the Tenant Repayment Agreement Listing Report:

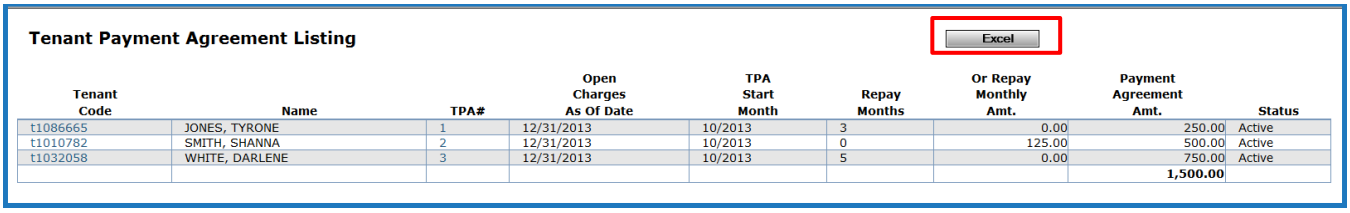
1. From the Top menu, select **ROLES > HOUSING AUTHORITY MANAGER**.
2. From the Housing Authority Manager Side menu, select **REPORTS > TENANT PAYMENT AGREEMENT REPORTS > TENANT PAYMENT AGREEMENT LISTING**.



The **TENANT PAYMENT AGREEMENT LISTING** screen displays.



3. On the **TENANT PAYMENT AGREEMENT LISTING** screen, click **SUBMIT**. A List of Tenant Payment Agreements displays. Record the t code, the tenant's full name, and any other specifics about the payment agreement that you need to post the payment. Alternately, you can export the report to **EXCEL**.



Tenant Code	Name	TPA#	Open Charges As Of Date	TPA Start Month	Repay Months	Or Repay Monthly Amt.	Payment Agreement Amt.	Status
t1086665	JONES, TYRONE	1	12/31/2013	10/2013	3	0.00	250.00	Active
t1010782	SMITH, SHANNA	2	12/31/2013	10/2013	0	125.00	500.00	Active
t1032058	WHITE, DARLENE	3	12/31/2013	10/2013	5	0.00	750.00	Active
							1,500.00	

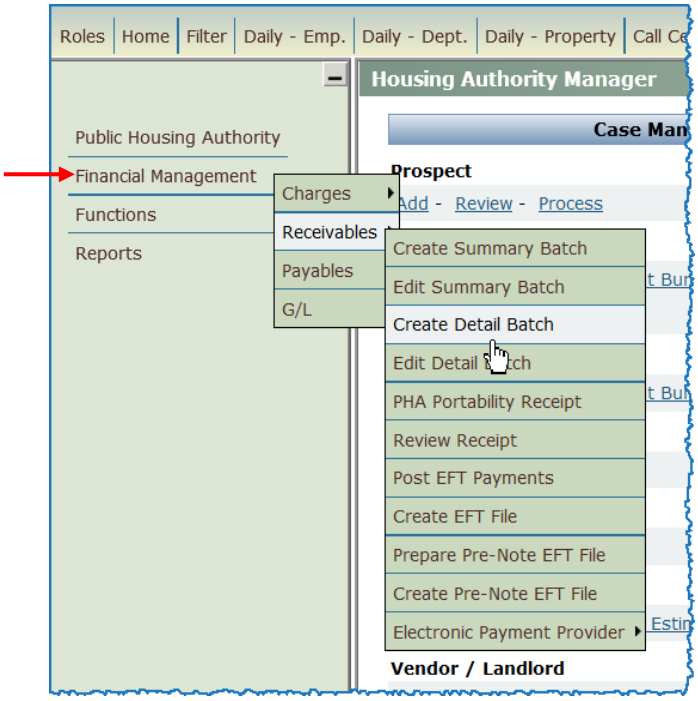
PROCESS TENANT PAYMENT AGREEMENT

APPLY TENANT PAYMENTS

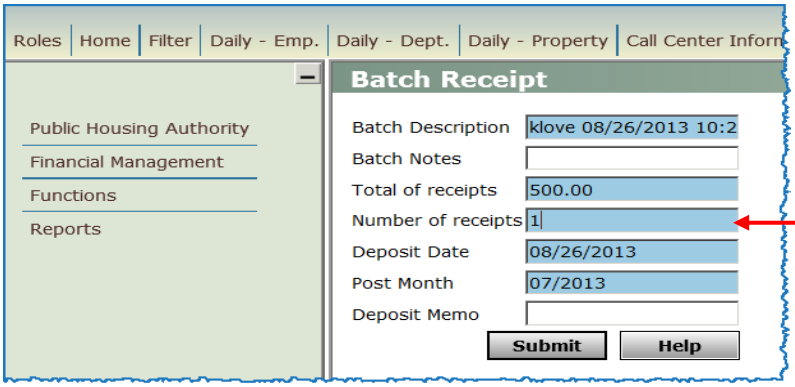
To apply payments for to a TPA, you must create a batch receipt for the payment amount, generate/view a report, and post the payment.

To apply payments:

1. From the Housing Authority Manager Side menu, navigate to **FINANCIAL MANAGEMENT > RECEIVABLES > CREATE DETAIL BATCH**. The **BATCH RECEIPT** screen displays.



2. Use the following information to complete the necessary fields on the **BATCH RECEIPT** screen.



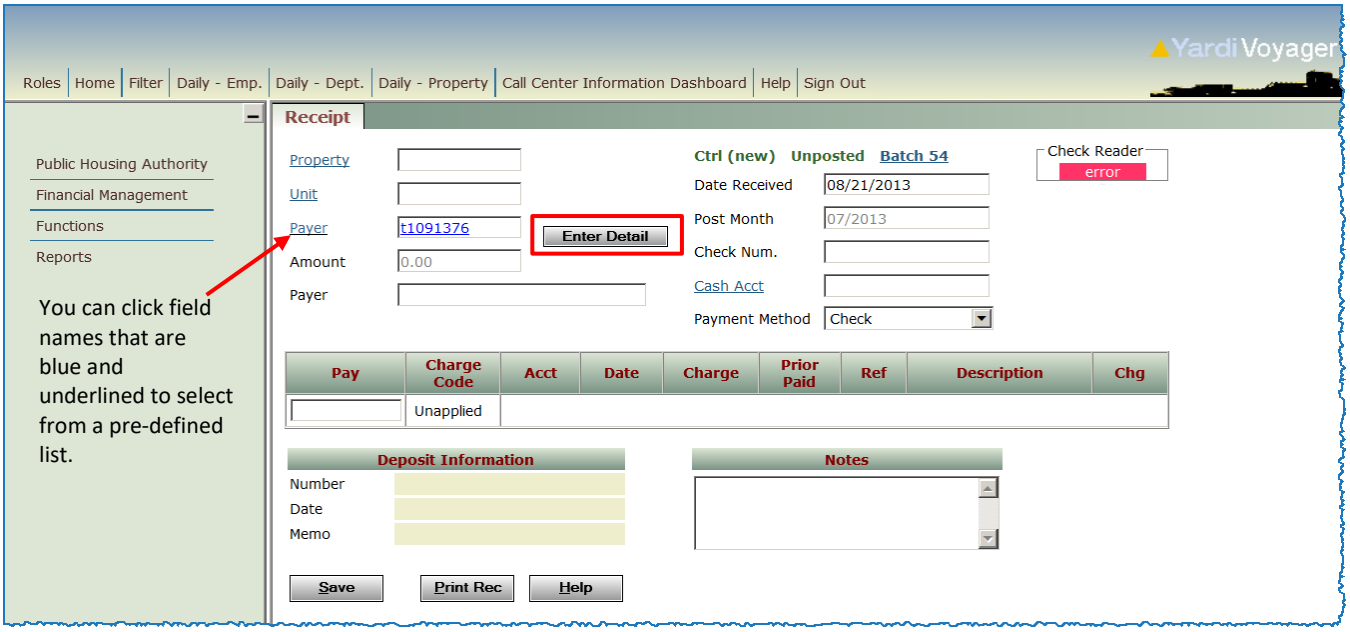
Fields highlighted in blue are required fields. The system does not allow you to advance to the next screen if you leave any of the required fields empty.

BATCH DESCRIPTION	The system automatically populates this field with your user name, today's date, and the time you created the Batch Receipt. Do not change this field.
BATCH NOTES	Optional field. Type any helpful information.
TOTAL OF RECEIPTS	Enter the total dollar amount of the receipts that you plan to include in the batch. Just type the amount, for example, type 2300 for $2,300.00.
NUMBER OF RECEIPTS	Type the number of receipts that you plan to include in this batch.
DEPOSIT DATE	Defaults to today's date.
POST MONTH	Defaults to the current month and year.
DEPOSIT MEMO	Provide remarks for the deposit memo. You can attach a memo to the batch by typing reference remarks for the memo.

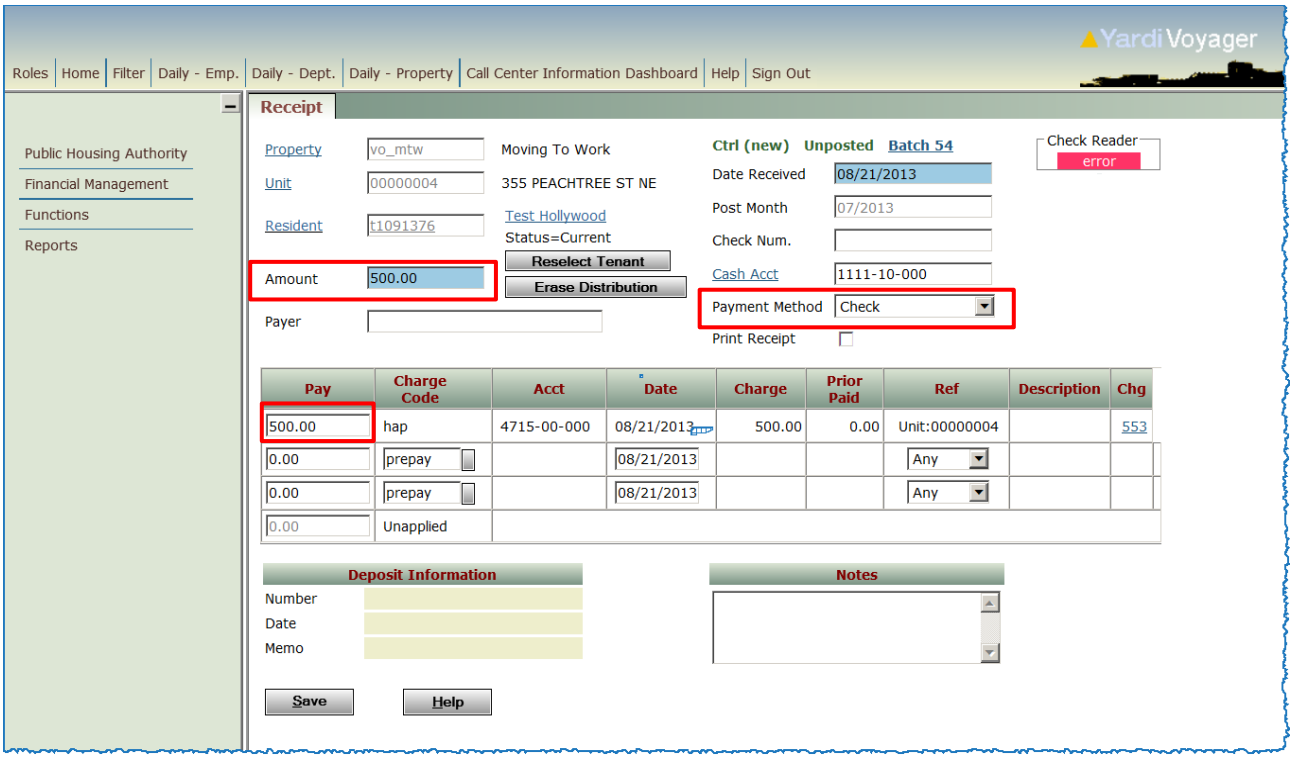
3. Click **SUBMIT**. A **RECEIPT** screen is displayed.

PROCESS TENANT PAYMENT AGREEMENT

4. On the Receipt screen, locate the **PAYER** field, and type the tenant number (t code). Optionally, click **PAYER** to select from a pre-defined list of options. Click **ENTER DETAIL**. The Payer is the resident. The detailed payment information is displayed. There is one row of information for each transaction.



5. In the **CASH ACCT** field, select the correct cash account. In the **PAY** and **AMOUNT** fields, type the amount that the Tenant/Resident paid. The Field/Description table provides descriptions for all of the fields on the **RECEIPT** screen.

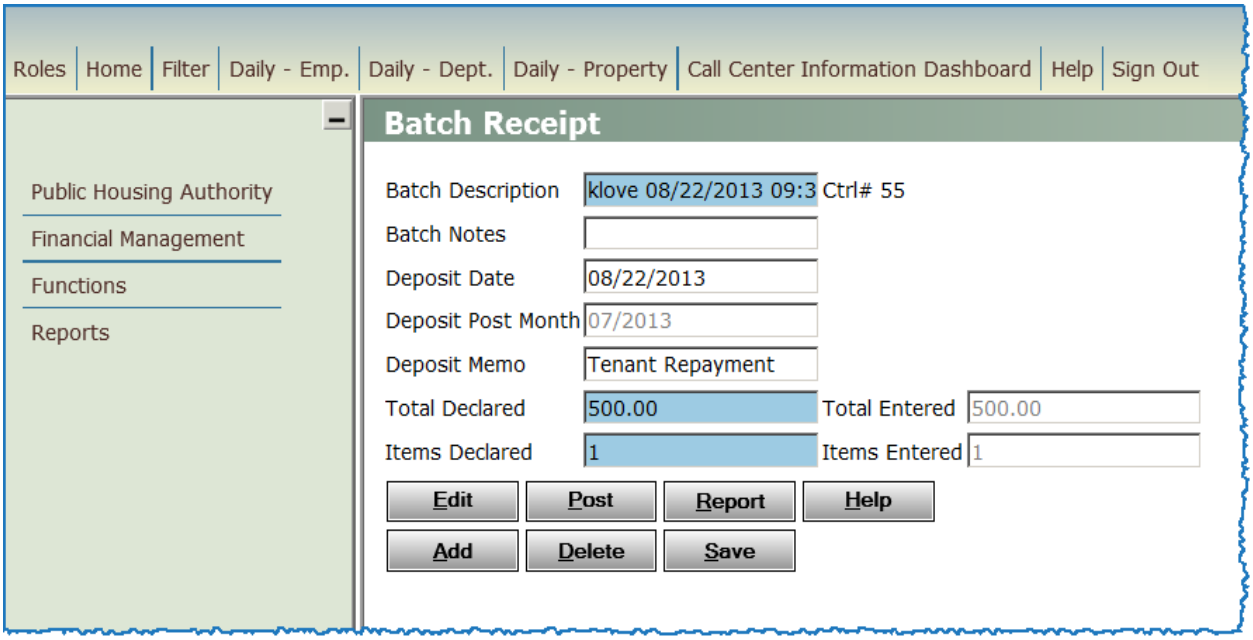


The **PROPERTY**, **UNIT**, **RESIDENT**, **DATE RECEIVED**, and **POST MONTH** fields on the **RECEIPT** screen are already populated according to the Payer you selected in step 5. The only way to change these fields is to click **RESELECT TENANT** to select a different resident without applying the payment, or click **ERASE DISTRIBUTION** to return the Pay fields to zero so that you can manually apply the payment amounts.

AMOUNT	Enter the dollar amount of the payment you received from the tenant. Type the numerical amount and decimal, for example, for $1200.00, type 1200.00.
PAY	Type the amount that you received from the resident. This amount must exactly match the amount you enter in the **AMOUNT** field.
DATE RECEIVED	Enter the total dollar amount of the receipts that you plan to include in the batch. Just type the amount, for example, type 2300 for $2,300.00.
CHECK NUM	Populate this field if the Payment Method is Check. Type the number printed on the tenant's check.

CASH ACCT	Populate this field if the Payment Method is Cash. Click the word **CASH ACCT** to view a list of accounts from which you can choose.
PAYMENT METHOD	Select ACH, Check, or Cash according to the type of payment you received. If you select ACH, it must already be set up for the selected tenant.
PRINT RECEIPT	Select this option to view and print the receipt.

6. Click **SAVE**. Voyager applies the payment to the tenant payment agreement and displays the **BATCH RECEIPT** screen for the transaction.



7. When you are ready to post the batch receipt to the General Ledger, refer to Post the Applied Batch Receipt Payment on page 14.

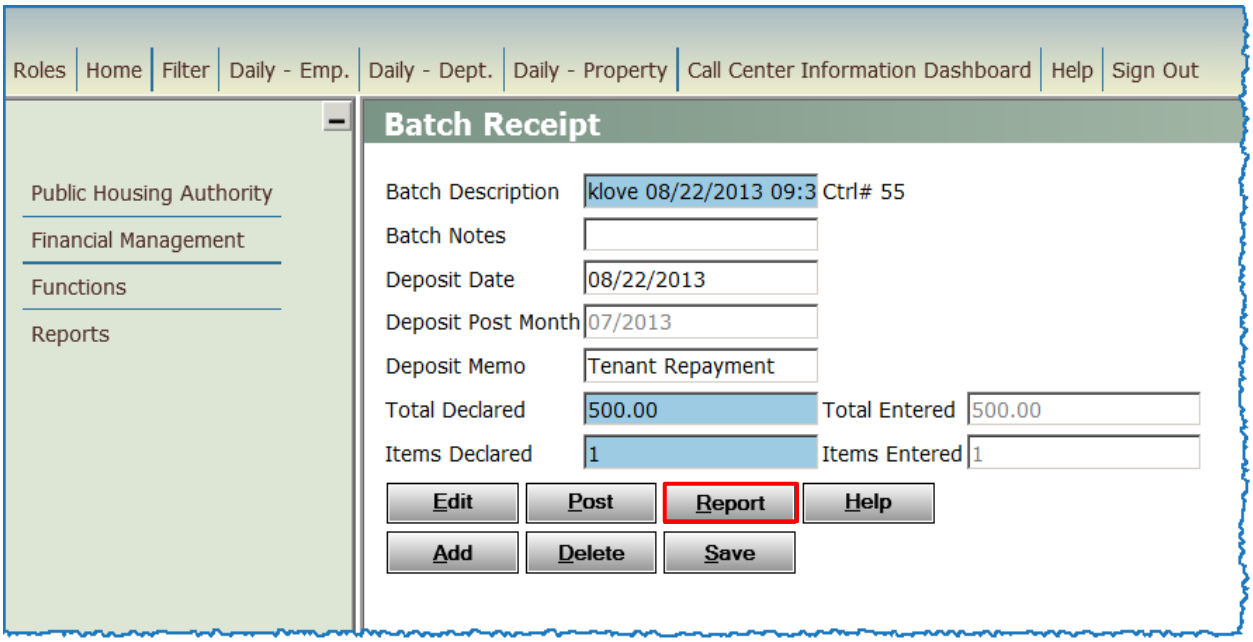
PROCESS TENANT PAYMENT AGREEMENT

POST THE APPLIED BATCH RECEIPT PAYMENT

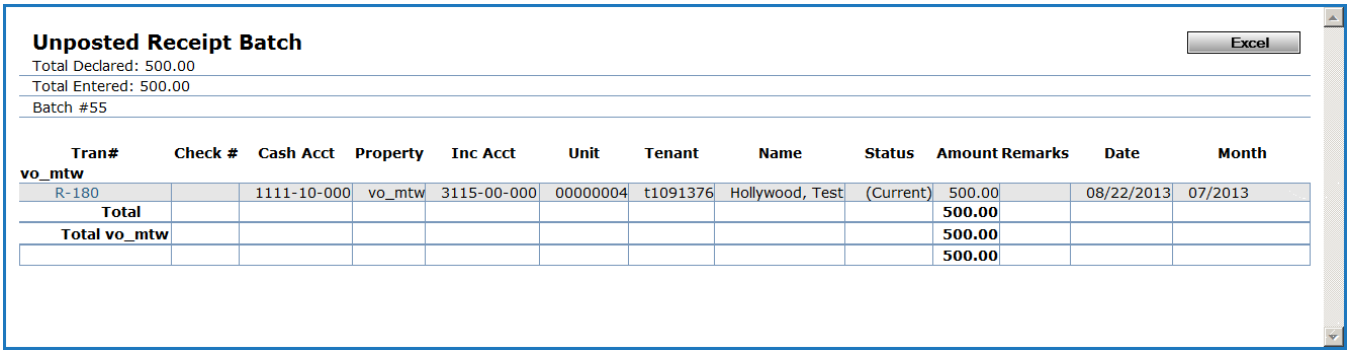
Now that you applied the payment and created a batch receipt, you can post it. **NOTE**: You cannot post the payment until you first review or print the report. Refer to Generate a Payment Receipt Report on page 17 for detailed instructions.

To post the Applied Batch Receipt Payment:

1. On the **BATCH RECEIPT** screen, click **REPORT**.



An **UNPOSTED RECEIPT BATCH** Report displays.



Unposted Receipt Batch

Excel

Total Declared: 500.00

Total Entered: 500.00

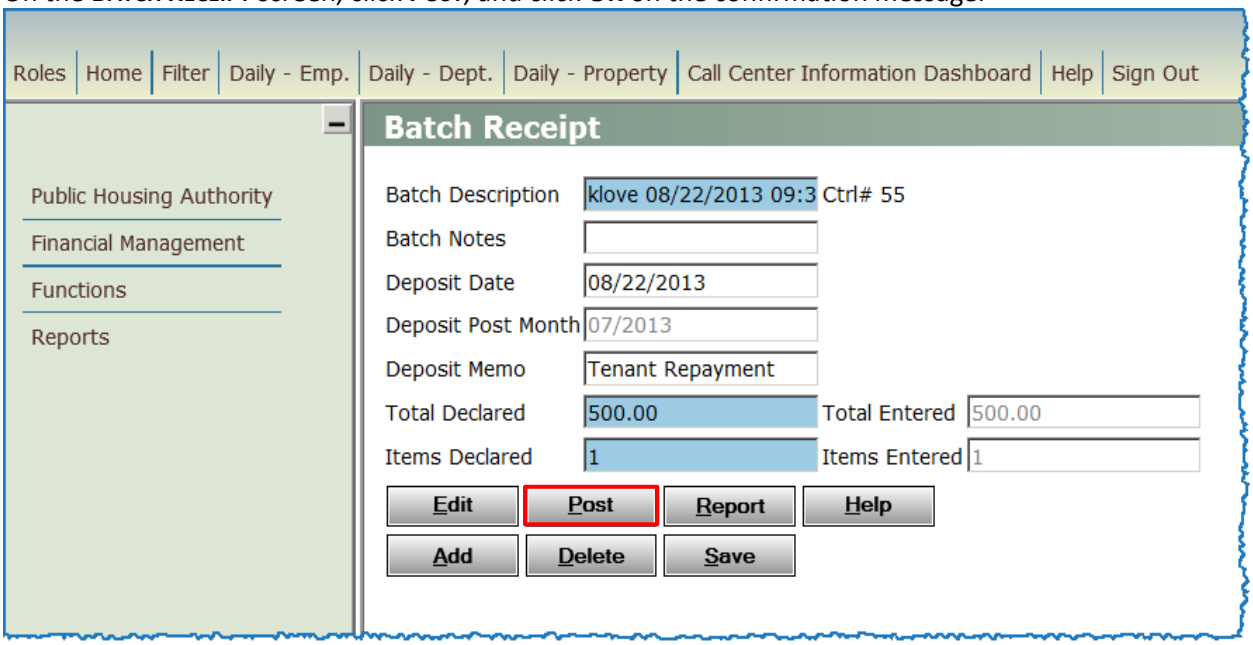
Batch #55

Tran#	Check #	Cash Acct	Property	Inc Acct	Unit	Tenant	Name	Status	Amount	Remarks	Date	Month
vo_mtw												
R-180		1111-10-000	vo_mtw	3115-00-000	00000004	t1091376	Hollywood, Test	(Current)	500.00		08/22/2013	07/2013
Total									500.00			
Total vo_mtw									500.00			
									500.00			

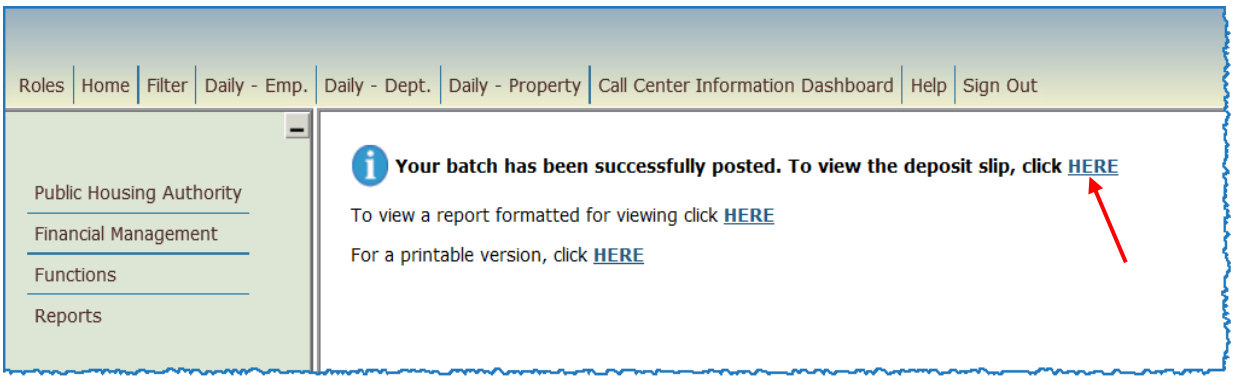
2. Review the Report.

IF . . .	Then . . .
The report is correct	Return to the **BATCH RECEIPT** screen, and proceed to step 3.
The report is not correct	Return to the **BATCH RECEIPT** screen, click **EDIT**, make your changes, click **SAVE**, and proceed to step 3.

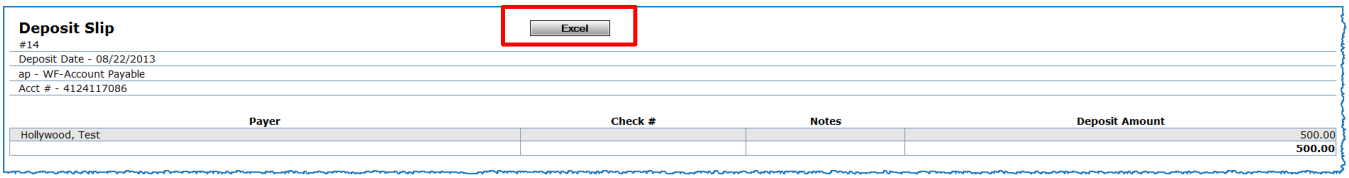
3. On the **BATCH RECEIPT** screen, click **POST**, and click **OK** on the confirmation message.



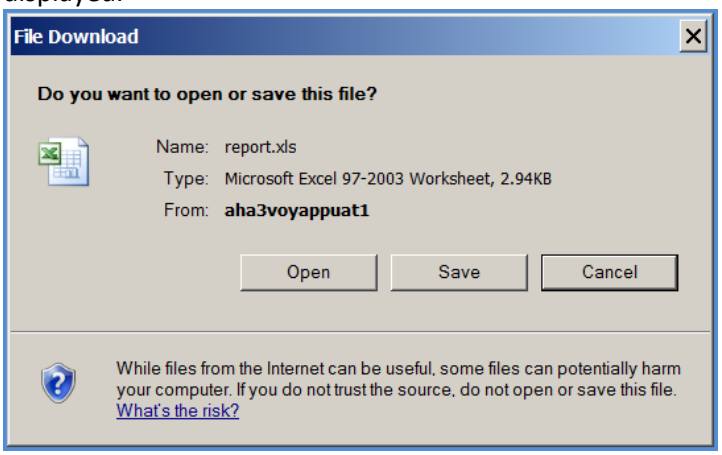
Voyager posts the receipt and displays a message informing you that your batch successfully posted. The message also gives you the option to view the deposit slip, to obtain a printable version (which is emailed to you), or to view a formatted report. The next time you review the Tenant Ledger, the payment appears on the report.



4. Click HERE (**TO VIEW THE DEPOSIT SLIP, CLICK** HERE). The system displays the deposit slip, which contains the Payer, Check #, and Deposit Amount for the payment you applied. You can also export the contents of the deposit slip to Excel.



5. Click **EXCEL** to export the file to a Microsoft Excel spreadsheet. The **FILE DOWNLOAD** screen is displayed.



6. On the **FILE DOWNLOAD** screen, click **OPEN** to view the document in Excel, or click **SAVE** to store the document to a specified location.

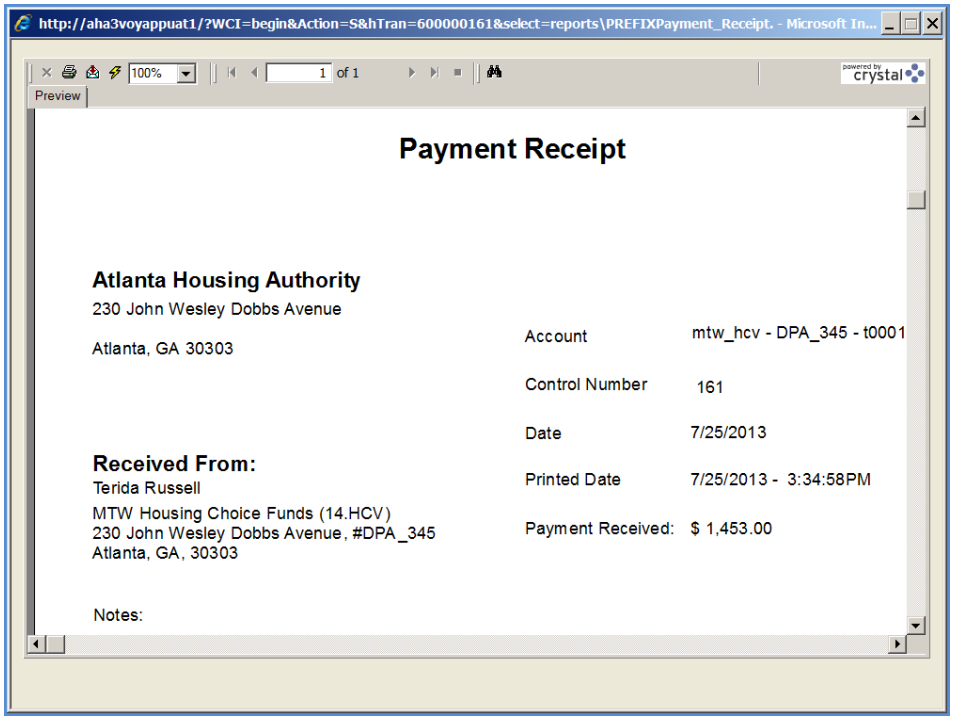
GENERATE A PAYMENT RECEIPT REPORT

The system requires that you view or print a report of the receipt (applied payment) before you can post the payment to the General Ledger. There are two ways that you can generate a Payment Receipt:

- From the **RECEIPT** screen
- From the **BATCH RECEIPT** screen

To generate a Payment Receipt Report from the RECEIPT screen:

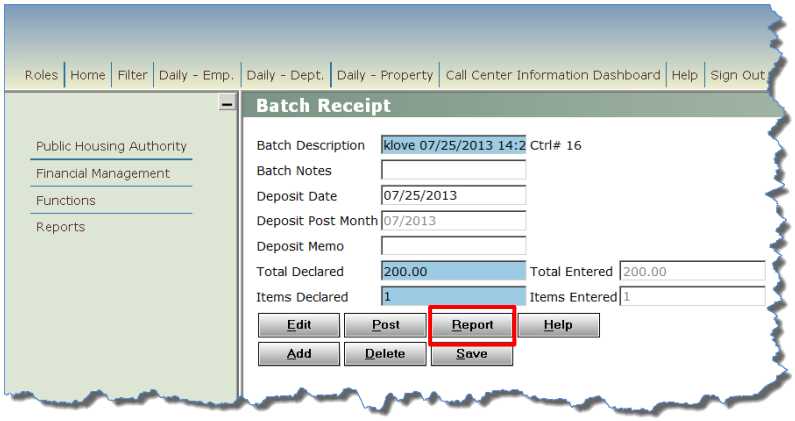
If you selected the Print Receipt option on the **RECEIPT** screen, the Payment Receipt is displayed in front of the **BATCH RECEIPT** screen after you save the receipt. From the **PAYMENT RECEIPT** screen, you can print or email the receipt.



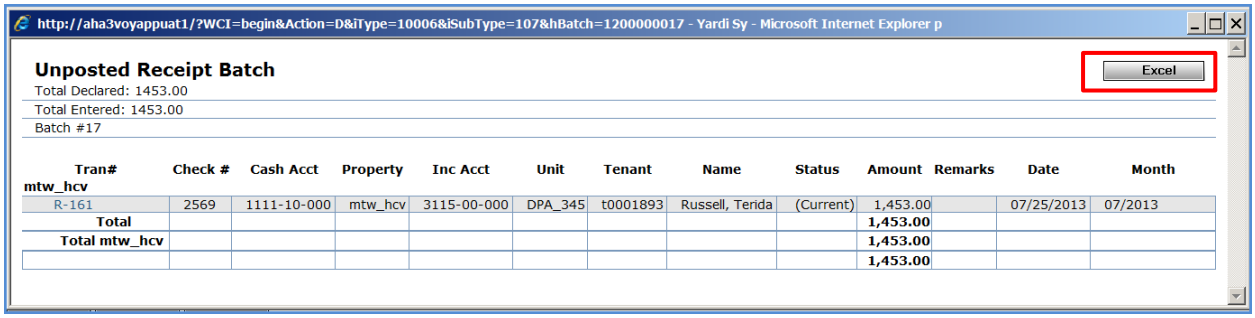
PROCESS TENANT PAYMENT AGREEMENT

To generate a Payment Receipt Report from the BATCH RECEIPT screen:

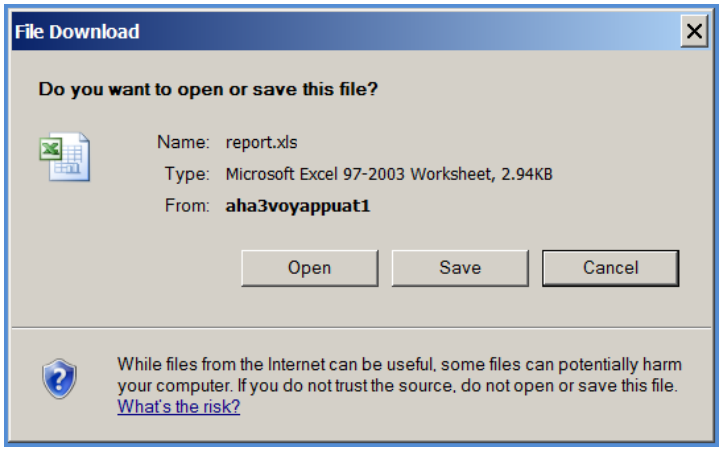
On the **BATCH RECEIPT** screen, click **REPORT**.



The **UNPOSTED RECEIPT BATCH** report is displayed.



On the **UNPOSTED RECEIPT BATCH** report, click **EXCEL** to export the file to a Microsoft Excel spreadsheet. The **FILE DOWNLOAD** screen is displayed.



Click **OPEN** to view the report in Excel, or click **SAVE** to store the document to a specified location.