

# 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:

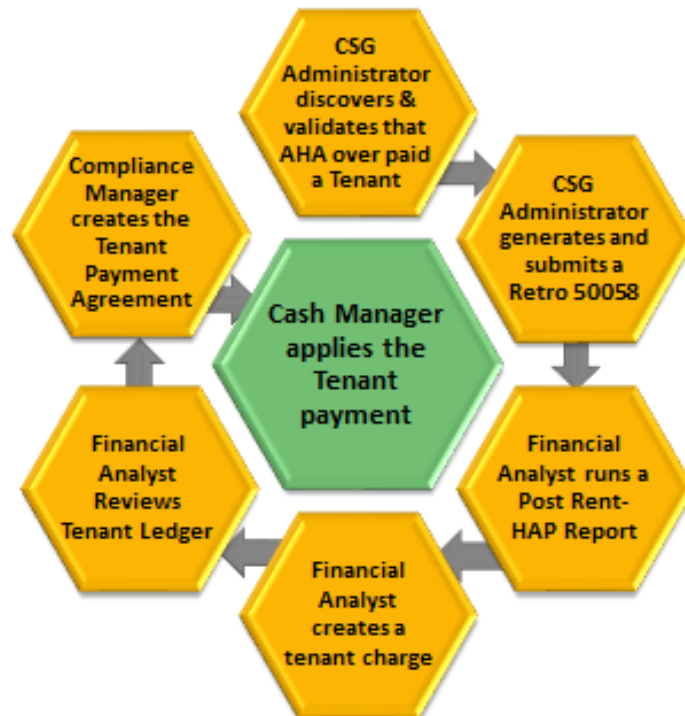
- The CSG Administrator generates and submits a retro 50058
- The Financial Analyst runs the Post Rent HAP report, creates a Tenant charge and reviews the Tenant Ledger.
- The Compliance Manager creates a Tenant Payment Agreement for the Tenant.

## 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.

# Tenant Payment Agreement Process



## PROCESS TENANT PAYMENT AGREEMENT

### TABLE OF CONTENTS

**This job aid explains how to:**

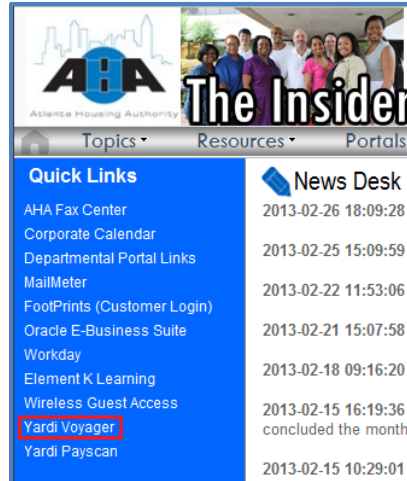
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## PROCESS TENANT PAYMENT AGREEMENT

### 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**.

## PROCESS TENANT PAYMENT AGREEMENT

**Yardi Voyager** Production

**Admin Information**

Please enter your username, password, and platform.

For information regarding your login data, please contact your system administrator.  
[Server Team](#)

PreProd is Located [Here](#)

**Login Information Voyager**

User Name

Password

Database

**AHA**  
Atlanta Housing Authority

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

Roles | Home | Filter | Help | Sign Out

**Yardi Voyager** UAT

Please select your Yardi Voyager internet application:

DB Caption: \*\*\*\*UAT Database\*\*\*\*

Reports

Charges

Receivables

Payables

Debt-Mortgage

G/L

Residential

Revenue Management

Commercial

Setup

Administration

Purchasing

Inventory

Work Order

Unit Asset

Document Manager

Performance

New York

Interfaces

**Commercial** Please Select View

**Residential** Please Select View

**Senior Housing** Please Select View

**International** Please Select View

**AFFORDABLE HOUSING**

**IPHA** PUBLIC HOUSING AUTHORITY SOFTWARE

**Investment Accounting** Please Select View

**RealDCF**

**Budgeting & Forecasting**

**Executive Dashboard**

**Construction**

**WebLinks**

**Condo, Co-op & HOA**

**Maintenance** Please Select View

**System Administration**

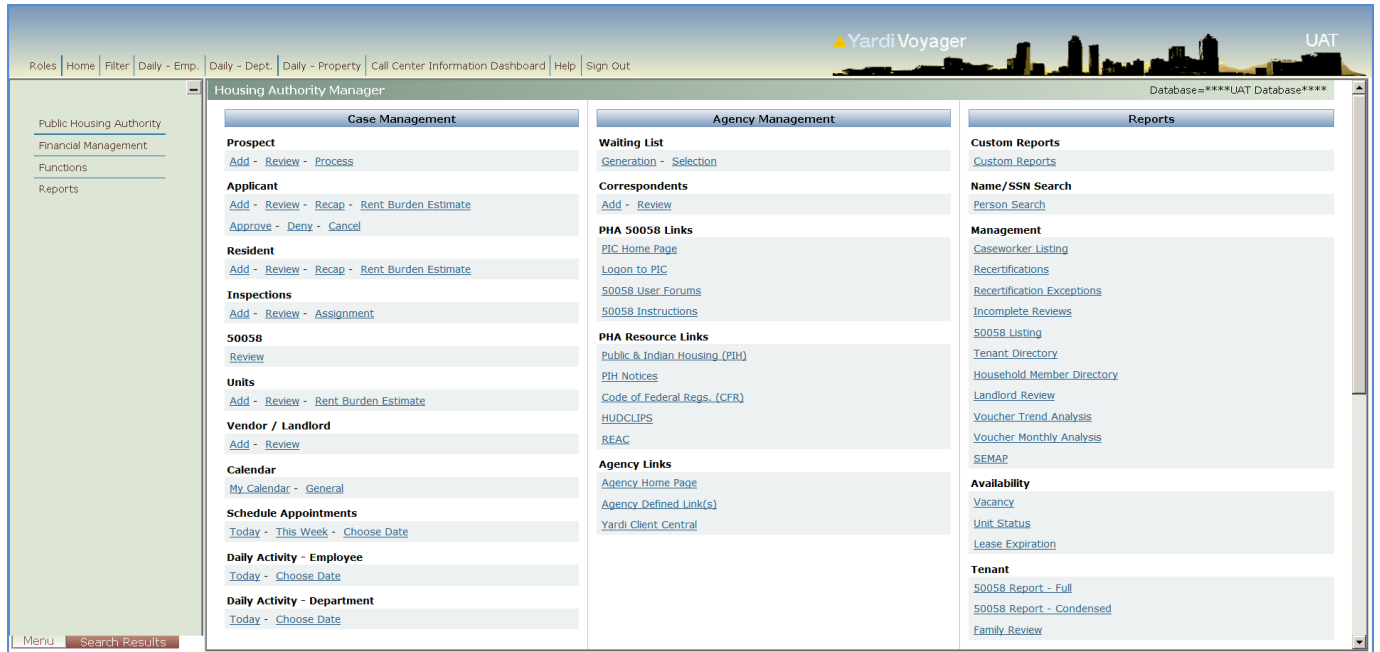
**YARDI CRM** Please Select View

**Single Family Homes** Please Select View

Menu Search Reports

## PROCESS TENANT PAYMENT AGREEMENT

The HOUSING AUTHORITY main screen displays.



Roles | Home | Filter | Daily - Emp. | Daily - Dept. | Daily - Property | Call Center Information Dashboard | Help | Sign Out

Yardi Voyager UAT Database=\*\*\*\*UAT Database\*\*\*\*

Case Management	Agency Management	Reports
<b>Prospect</b> <a href="#">Add</a> - <a href="#">Review</a> - <a href="#">Process</a>	<b>Waiting List</b> <a href="#">Generation</a> - <a href="#">Selection</a>	<b>Custom Reports</b> <a href="#">Custom Reports</a>
<b>Applicant</b> <a href="#">Add</a> - <a href="#">Review</a> - <a href="#">Recap</a> - <a href="#">Rent Burden Estimate</a> <a href="#">Approve</a> - <a href="#">Deny</a> - <a href="#">Cancel</a>	<b>Correspondents</b> <a href="#">Add</a> - <a href="#">Review</a>	<b>Name/SSN Search</b> <a href="#">Person Search</a>
<b>Resident</b> <a href="#">Add</a> - <a href="#">Review</a> - <a href="#">Recap</a> - <a href="#">Rent Burden Estimate</a>	<b>PHA 50058 Links</b> <a href="#">PIC Home Page</a> <a href="#">Logon to PIC</a> <a href="#">50058 User Forums</a> <a href="#">50058 Instructions</a>	<b>Management</b> <a href="#">Caseworker Listing</a> <a href="#">Recertifications</a> <a href="#">Recertification Exceptions</a> <a href="#">Incomplete Reviews</a> <a href="#">50058 Listing</a> <a href="#">Tenant Directory</a> <a href="#">Household Member Directory</a> <a href="#">Landlord Review</a> <a href="#">Voucher Trend Analysis</a> <a href="#">Voucher Monthly Analysis</a> <a href="#">SEMAP</a>
<b>Inspections</b> <a href="#">Add</a> - <a href="#">Review</a> - <a href="#">Assignment</a>	<b>PHA Resource Links</b> <a href="#">Public &amp; Indian Housing (PIH)</a> <a href="#">PIH Notices</a> <a href="#">Code of Federal Regs. (CFR)</a> <a href="#">HUDCLIPS</a> <a href="#">REAC</a>	<b>Availability</b> <a href="#">Vacancy</a> <a href="#">Unit Status</a> <a href="#">Lease Expiration</a>
<b>50058</b> <a href="#">Review</a>	<b>Agency Links</b> <a href="#">Agency Home Page</a> <a href="#">Agency Defined Link(s)</a> <a href="#">Yardi Client Central</a>	<b>Tenant</b> <a href="#">50058 Report - Full</a> <a href="#">50058 Report - Condensed</a> <a href="#">Family Review</a>
<b>Units</b> <a href="#">Add</a> - <a href="#">Review</a> - <a href="#">Rent Burden Estimate</a>		
<b>Vendor / Landlord</b> <a href="#">Add</a> - <a href="#">Review</a>		
<b>Calendar</b> <a href="#">My Calendar</a> - <a href="#">General</a>		
<b>Schedule Appointments</b> <a href="#">Today</a> - <a href="#">This Week</a> - <a href="#">Choose Date</a>		
<b>Daily Activity - Employee</b> <a href="#">Today</a> - <a href="#">Choose Date</a>		
<b>Daily Activity - Department</b> <a href="#">Today</a> - <a href="#">Choose Date</a>		

Public Housing Authority  
 Financial Management  
 Functions  
 Reports

Menu Search Results

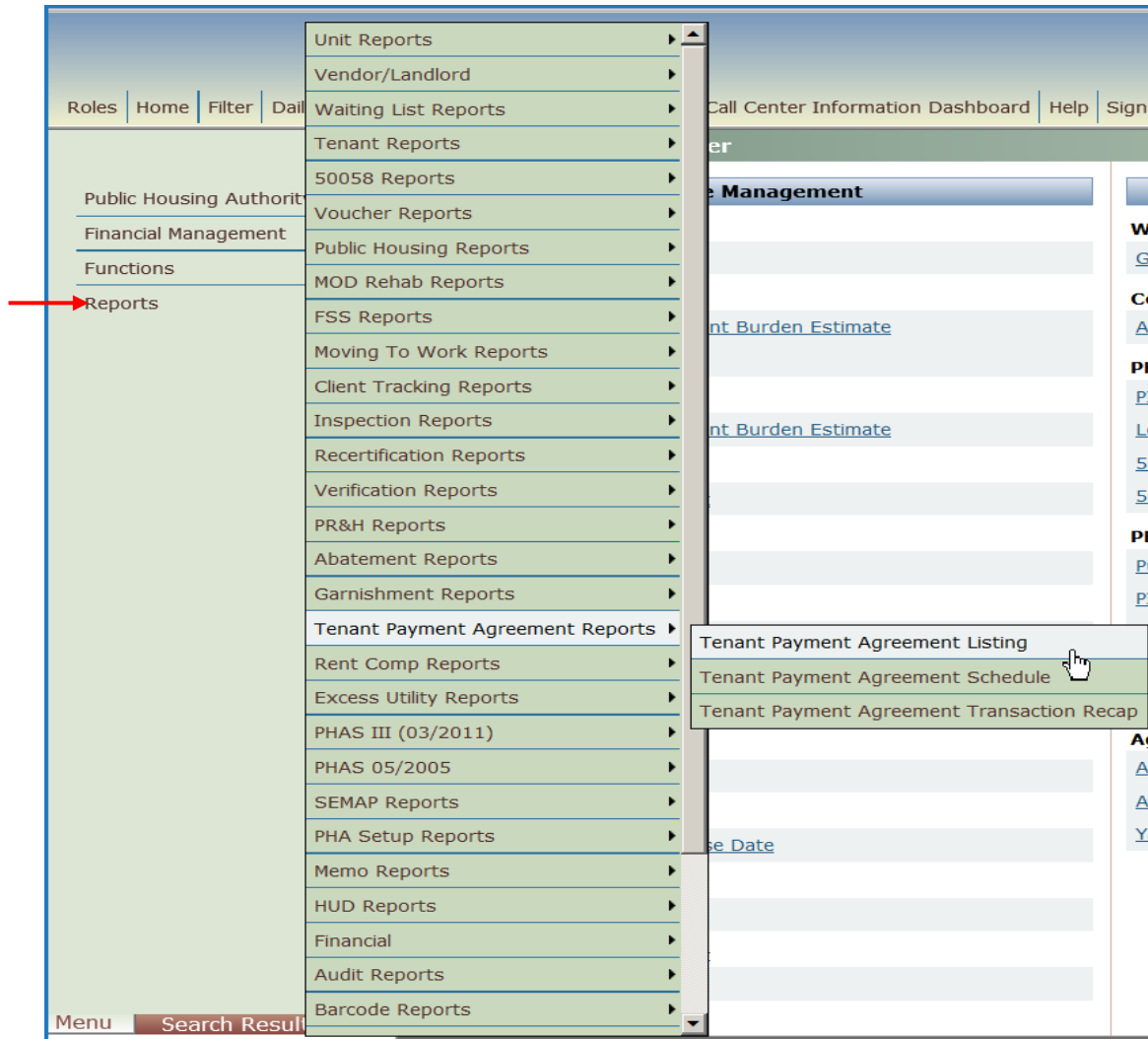
## PROCESS TENANT PAYMENT AGREEMENT

### 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**.



## PROCESS TENANT PAYMENT AGREEMENT

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

**Tenant Payment Agreement Listing**

Property

Unit

Tenant

TPA Id

TPA Status

Destination

File or Code: rs\_PHA\_TPA\_Listing.txt

- 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 Payment Agreement Listing									
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	
							<b>1,500.00</b>		



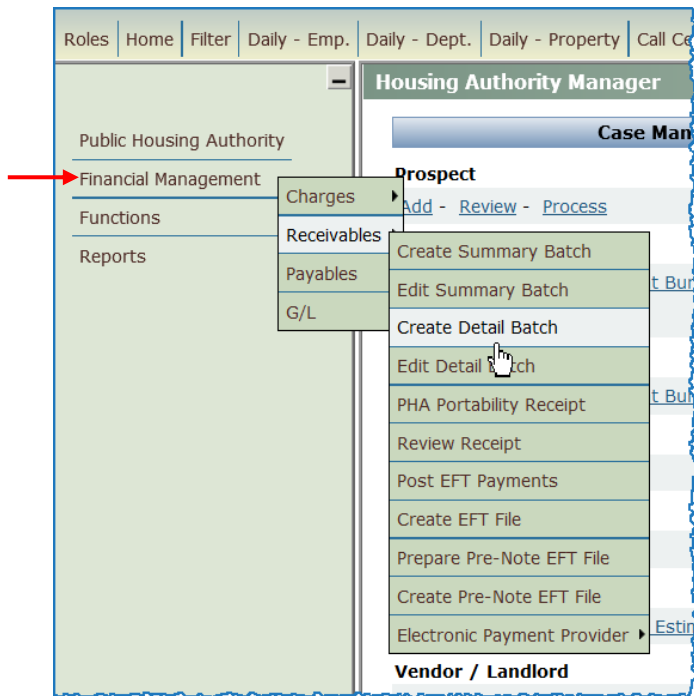
## PROCESS TENANT PAYMENT AGREEMENT

### 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.



## PROCESS TENANT PAYMENT AGREEMENT

- 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.

<b>BATCH DESCRIPTION</b>	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.
<b>BATCH NOTES</b>	Optional field. Type any helpful information.
<b>TOTAL OF RECEIPTS</b>	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.
<b>NUMBER OF RECEIPTS</b>	Type the number of receipts that you plan to include in this batch.
<b>DEPOSIT DATE</b>	Defaults to today's date.
<b>POST MONTH</b>	Defaults to the current month and year.
<b>DEPOSIT MEMO</b>	Provide remarks for the deposit memo. You can attach a memo to the batch by typing reference remarks for the memo.

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

## PROCESS TENANT PAYMENT AGREEMENT

- 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.

Yardi Voyager

Roles Home Filter Daily - Emp. Daily - Dept. Daily - Property Call Center Information Dashboard Help Sign Out

**Receipt**

Property  Ctrl (new) Unposted Batch 54 Check Reader

Unit  Date Received

Payer  **Enter Detail** Post Month

Amount  Check Num.

Payer  Cash Acct

Payment Method

pay	Charge Code	Acct	Date	Charge	Prior Paid	Ref	Description	Chg
	Unapplied							

**Deposit Information**

Number

Date

Memo

**Notes**

Save Print Rec Help

You can click field names that are blue and underlined to select from a pre-defined list.

## PROCESS TENANT PAYMENT AGREEMENT

- 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.

Yardi Voyager

Roles | Home | Filter | Daily - Emp. | Daily - Dept. | Daily - Property | Call Center Information Dashboard | Help | Sign Out

**Receipt**

Property: vo\_mtw Moving To Work Ctrl (new) Unposted Batch 54  
 Unit: 00000004 355 PEACHTREE ST NE Date Received: 08/21/2013  
 Resident: t1091376 Test Hollywood Post Month: 07/2013  
 Status=Current Check Num.:  
 Cash Acct: 1111-10-000  
 Amount: 500.00 Payment Method: Check  
 Payer: Print Receipt:

Pay	Charge Code	Acct	Date	Charge	Prior Paid	Ref	Description	Chg
500.00	hap	4715-00-000	08/21/2013	500.00	0.00	Unit:00000004		553
0.00	prepay		08/21/2013			Any		
0.00	prepay		08/21/2013			Any		
0.00	Unapplied							

Deposit Information: Number, Date, Memo  
 Notes:

Save Help

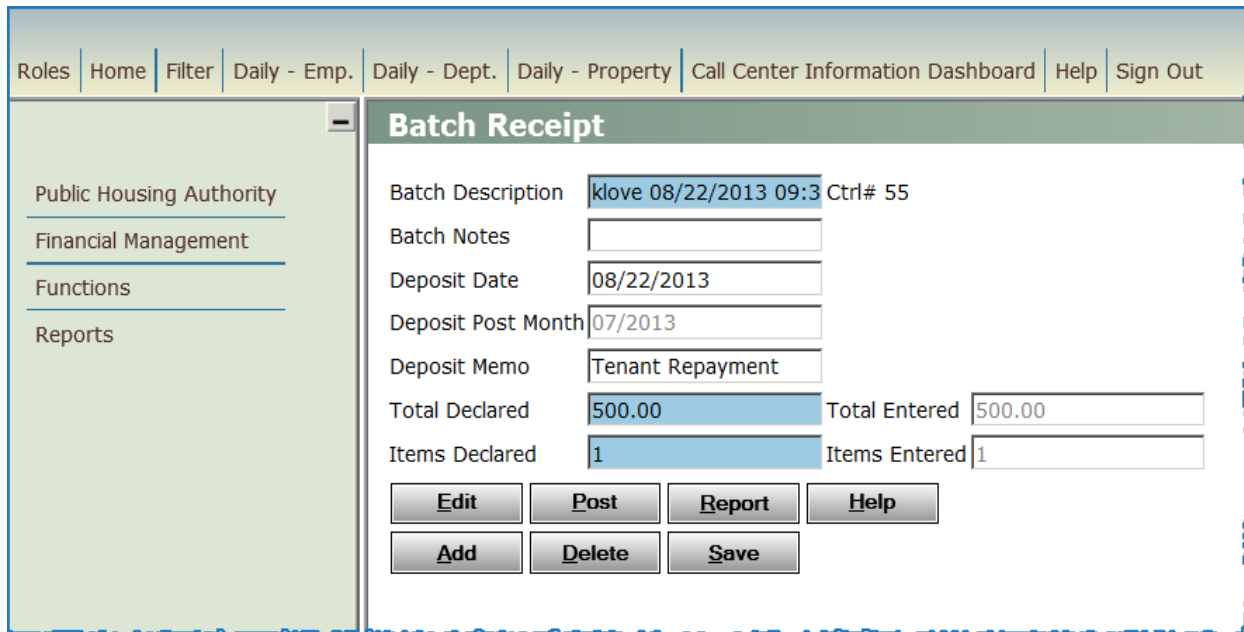
The **PROPERTY**, **UNIT**, **RESIDENT**, **DATE RECEIVED**, and **POST MONTH** fields on the **RECEIPT** screen are already populated according to the Payer you selected in step 5. The only way to change these fields is to click **RESELECT TENANT** to select a different resident without applying the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

<b>AMOUNT</b>	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.
<b>PAY</b>	Type the amount that you received from the resident. This amount must exactly match the amount you enter in the <b>AMOUNT</b> field.
<b>DATE RECEIVED</b>	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.
<b>CHECK NUM</b>	Populate this field if the Payment Method is Check. Type the number printed on the tenant’s check.

## PROCESS TENANT PAYMENT AGREEMENT

<b>CASH ACCT</b>	Populate this field if the Payment Method is Cash. Click the word <b>CASH ACCT</b> to view a list of accounts from which you can choose.
<b>PAYMENT METHOD</b>	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.
<b>PRINT RECEIPT</b>	Select this option to view and print the receipt.

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



- 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**.

The screenshot shows a web application interface for 'Batch Receipt'. At the top, there is a navigation bar with links: Roles, Home, Filter, Daily - Emp., Daily - Dept., Daily - Property, Call Center Information Dashboard, Help, and Sign Out. On the left, there is a sidebar menu with 'Public Housing Authority', 'Financial Management', 'Functions', and 'Reports'. The main content area is titled 'Batch Receipt' and contains the following fields:

- Batch Description: klove 08/22/2013 09:3 Ctrl# 55
- Batch Notes: (empty)
- Deposit Date: 08/22/2013
- Deposit Post Month: 07/2013
- Deposit Memo: Tenant Repayment
- Total Declared: 500.00
- Total Entered: 500.00
- Items Declared: 1
- Items Entered: 1

Below the fields are several buttons: Edit, Post, Report (highlighted with a red box), Help, Add, Delete, and Save.

An **UNPOSTED RECEIPT BATCH** Report displays.

The screenshot shows a report titled 'Unposted Receipt Batch' with a summary and a data table. An 'Excel' button is visible in the top right corner.

Summary:

- 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
<b>Total</b>									<b>500.00</b>			
<b>Total vo_mtw</b>									<b>500.00</b>			

## PROCESS TENANT PAYMENT AGREEMENT

2. Review the Report.

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

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

The screenshot shows the 'Batch Receipt' screen. At the top, there is a navigation bar with links: Roles, Home, Filter, Daily - Emp., Daily - Dept., Daily - Property, Call Center Information Dashboard, Help, and Sign Out. On the left, there is a sidebar menu with links: Public Housing Authority, Financial Management, Functions, and Reports. The main content area contains the following fields:

- Batch Description: klove 08/22/2013 09:3 Ctrl# 55
- Batch Notes: (empty)
- Deposit Date: 08/22/2013
- Deposit Post Month: 07/2013
- Deposit Memo: Tenant Repayment
- Total Declared: 500.00
- Total Entered: 500.00
- Items Declared: 1
- Items Entered: 1

Below the fields are two rows of buttons:

- Row 1: Edit, **Post** (highlighted with a red box), Report, Help
- Row 2: Add, Delete, Save

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.

The screenshot shows a confirmation message box with the following text:

**i** Your batch has been successfully posted. To view the deposit slip, click [HERE](#)

To view a report formatted for viewing click [HERE](#)

For a printable version, click [HERE](#)

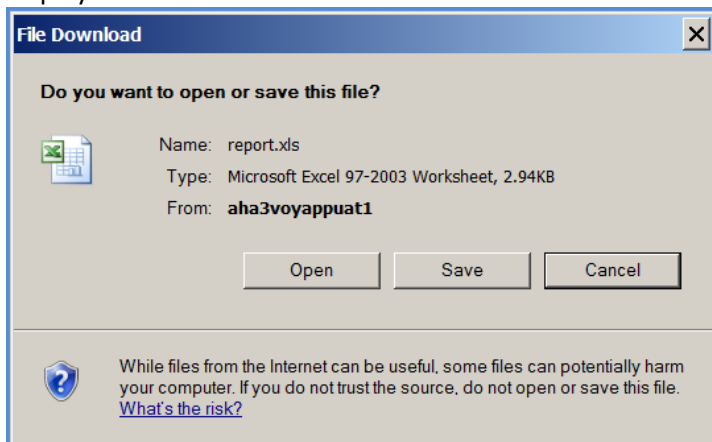
A red arrow points to the first [HERE](#) link.

## PROCESS TENANT PAYMENT AGREEMENT

- 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.

Deposit Slip			
#14			
Deposit Date - 08/22/2013			
ap - WF-Account Payable			
Acct # - 4124117086			
<input type="button" value="Excel"/>			
Payer	Check #	Notes	Deposit Amount
Hollywood, Test			500.00 500.00

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



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



## PROCESS TENANT PAYMENT AGREEMENT

### 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.



The screenshot shows a web browser window with the URL: [http://aha3voyappuat1/?WCI=begin&Action=S&hTran=600000161&select=reports\PREFIXPayment\\_Receipt.](http://aha3voyappuat1/?WCI=begin&Action=S&hTran=600000161&select=reports\PREFIXPayment_Receipt.) The browser window displays a "Payment Receipt" report. The report includes the following information:

<b>Atlanta Housing Authority</b>	
230 John Wesley Dobbs Avenue	
Atlanta, GA 30303	
Account	mtw_hcv - DPA_345 - t0001
Control Number	161
Date	7/25/2013
Printed Date	7/25/2013 - 3:34:58PM
<b>Received From:</b>	Payment Received: \$ 1,453.00
Terida Russell	
MTW Housing Choice Funds (14.HCV)	
230 John Wesley Dobbs Avenue, #DPA_345	
Atlanta, GA, 30303	
Notes:	

## PROCESS TENANT PAYMENT AGREEMENT

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

On the BATCH RECEIPT screen, click REPORT.

The screenshot shows the 'Batch Receipt' screen with the following fields and buttons:

- Batch Description: klove 07/25/2013 14:2 Ctrl# 16
- Batch Notes: [Empty]
- Deposit Date: 07/25/2013
- Deposit Post Month: 07/2013
- Deposit Memo: [Empty]
- Total Declared: 200.00
- Total Entered: 200.00
- Items Declared: 1
- Items Entered: 1

Buttons: Edit, Post, Report (highlighted), Help, Add, Delete, Save.

The UNPOSTED RECEIPT BATCH report is displayed.

The screenshot shows the 'Unposted Receipt Batch' report with the following summary:

- Total Declared: 1453.00
- Total Entered: 1453.00
- Batch #17

Tran#	Check #	Cash Acct	Property	Inc Acct	Unit	Tenant	Name	Status	Amount	Remarks	Date	Month
mtw_hcv												
R-161	2569	1111-10-000	mtw_hcv	3115-00-000	DPA_345	t0001893	Russell, Terida	(Current)	1,453.00		07/25/2013	07/2013
<b>Total</b>									<b>1,453.00</b>			
<b>Total mtw_hcv</b>									<b>1,453.00</b>			
									1,453.00			

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

The screenshot shows the 'File Download' dialog box with the following information:

- Do you want to open or save this file?
- Name: report.xls
- Type: Microsoft Excel 97-2003 Worksheet, 2.94KB
- From: aha3voyappuat1

Buttons: Open (highlighted), Save, Cancel.

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## PROCESS TENANT PAYMENT AGREEMENT

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