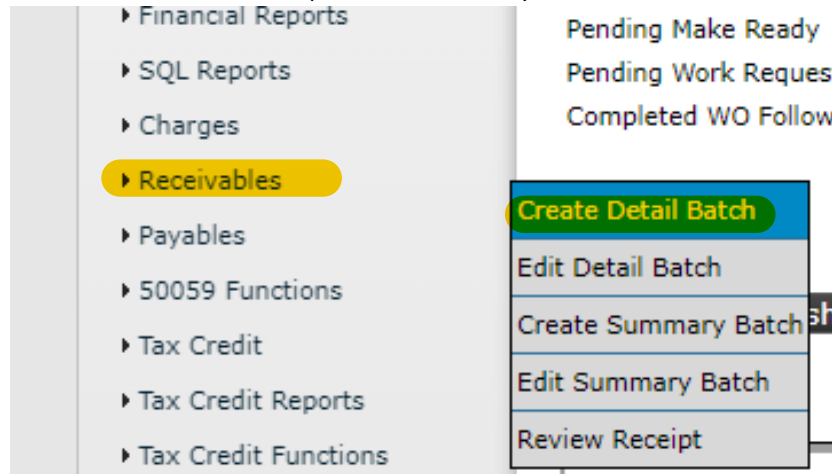


How to enter rent checks in Yardi – before depositing at the bank

Make copies of all checks received before depositing check in case there is an issue.

- 1.) Open **Yardi**
- 2.) From the left-hand side of the menu panel → **Receivables** → then click **Create Detailed Batch**
(screenshot below)



The **Batch Receipt** screen is the same as when you enter invoices into the system (Screenshot below)

The screenshot shows the 'Batch Receipt' form. The 'Id' field is set to '(new)'. The 'Total Declared' field is set to '500.00' and the 'Entered' value is '0.00'. The 'Items Declared' field is set to '2' and the 'Entered' value is '0'. The 'Description' field contains 'aimeeodeyemi@teammanagement.net 11/03/2022 10:16'. The 'Notes' field is empty. The 'Deposit Date' is set to '11/03/2022'. The 'Deposit Memo' field is empty. At the bottom, there are buttons for 'Save', 'New', 'Close', 'Help', 'Post', 'Report', and 'Delete'. The 'Save' button is highlighted in yellow.

- 3.) In the **Total Declared** Box → Enter in the **total dollar amount** of all checks to be deposited
- 4.) In the **Items Declared** Box → Enter in **how many checks** you will be entering to be deposited
- 5.) Then Press **Save** (Screenshot above)
- 6.) Then Press the **Paper icon** (same as when you enter invoices)

Receipt



Id ▲	Payee	Name	Amount	Notes	Edit
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7.) On the **Receipts page** (screenshot below) you will enter in each check receipt information in one by one like you do with the invoices – directions below.

- **Property Name:** Type in the Property number or name
- **Unit:** Type in the unit # for the check received receipt you want to enter (When you enter in the unit number it will automatically populate the tenant information as shown below)
- **Total Amount:** Enter in the total amount \$ to be paid listed on the check (the amount the tenant currently owes will automatically populate after you enter the tenant details in – if the check has a different amount just adjust to that amount instead.)
- **Check Number:** Write in the check number listed on the check
- **Payment Method:** Make sure **Check** is selected from the drop-down menu

On the Right-hand side of the screen:

- **Date Received:** type in the date listed on the check (if certified or money order) if regular check just type in the date you received the check in your office.
- You can leave the rest of the details as they are.
- **TIP:** If tenant asks for a receipt – If you check the **Print receipt** check box it will pull up a tenant receipt for them (This is not necessary unless they ask for it)

Receipt

Property	420200	420200	Display Type	Standard Receipt ▾
Unit	603		Batch	Unposted Batch 192309
Payer	t0007516	Lois Scheibl-Pettit (Current)	Date Received	11/04/2022 <input type="text"/>
Total Amount	700.00	View Ledger	Post Month	11/2022 <input type="text"/>
Check Number	658	loisscheibl8@gmail.com	Cash Acct	1010-0000 <input type="text"/>
Payment Method	Check ▾		Print Receipt	<input type="checkbox"/>
Non-Person Payer	<input type="text"/>			

Save
Fill
Reselect
Erase Distribution
Create Charge
Help

8.) After entering the tenant detail information in → you will notice the bottom portion of the screen will populate the account information and add the check \$ amount in for the charges (if it does not automatically add the check amount just type the amount from the check under the Pay column (as shown below)

- You do not need to change any other details on the bottom portion (screenshot below)

Save
Fill
Reselect
Erase Distribution
Create Charge
Help

Charges		Tenant Info								
Pay	Charge Code	Account	Charge Date	Charge Amount	Amount Outstanding	Prior Paid	Ref	Notes	Charge	Hold Until
700.00	rent	4010-0010	11/01/2022	700.00	700.00	0.00	:Rent PostTran	RENT (11/2022)	C-37497Z	<input type="text"/>
	prepay	2200-0000	11/04/2022							<input type="text"/>
	prepay	2200-0000	11/04/2022							<input type="text"/>
	prepay	2200-0000	11/04/2022							<input type="text"/>
0.00				700.00	700.00	0.00				

9.) This check has been entered in the system now, so just press **Save** button.

10.) After clicking **Save**, you will go back to the main Batch Receipt page again. For each new check you need to enter, click on the Paper icon again and follow the steps listed above to enter each of the tenant check details (Just like you do for entering in new invoices) – (Screenshot below)

Receipt



Id ▲	Payee	Name	Amount	Notes	Edit
358119	t0007371	Erica Grumann	675.00		
358120	t0007516	Lois Scheibl-Pettit	700.00		

11.) Once all checks you want to enter in the system for this batch have been entered, make sure that batch receipt total declared and items declared match the total entered and items entered, (as shows below)

12) if so then press the post button to post the checks

Batch Receipt

Id	<input type="text" value="(new)"/>		
Total Declared	<input type="text" value="500.00"/>	Entered	<input type="text" value="0.00"/>
Items Declared	<input type="text" value="2"/>	Entered	<input type="text" value="0"/>
Description	<input type="text" value="aimeeodeyemi@teammanagement.net 11/03/2022 10:16"/>		
Notes	<div style="border: 1px solid #ccc; height: 40px;"></div>		
Deposit Date	<input type="text" value="11/03/2022"/>		
Deposit Memo	<input type="text"/>		

Save
New
Close
Help

Post
Report
Delete

Also: you can click the "**Deposit**" button to pull up the deposit slip showing all checks entered along with the bank routing number and bring it along with the checks to the bank if you would like.