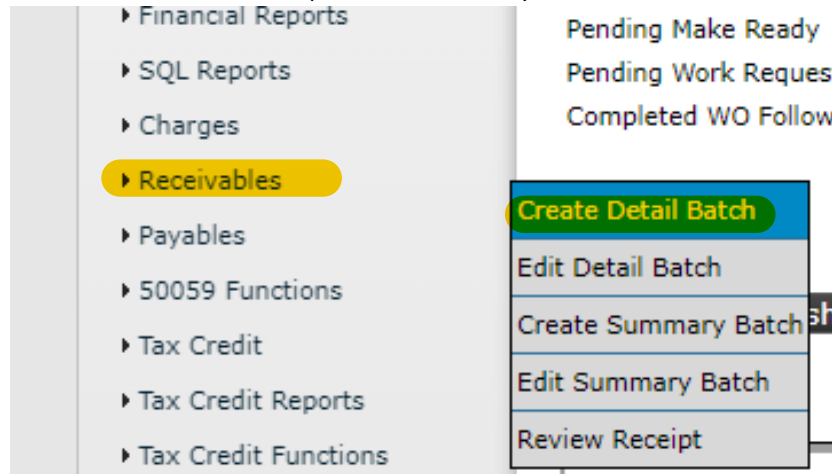# How to enter rent checks in Yardi – before depositing at the bank

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)*

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*)

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)

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*)

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	(new)		
Total Declared	500.00	Entered	0.00
Items Declared	2	Entered	0
Description	aimeeodeyemi@teammanagement.net 11/03/2022 10:16		
Notes			
Deposit Date	11/03/2022		
Deposit Memo			

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.