

# EE120 – CHECKscan Basics

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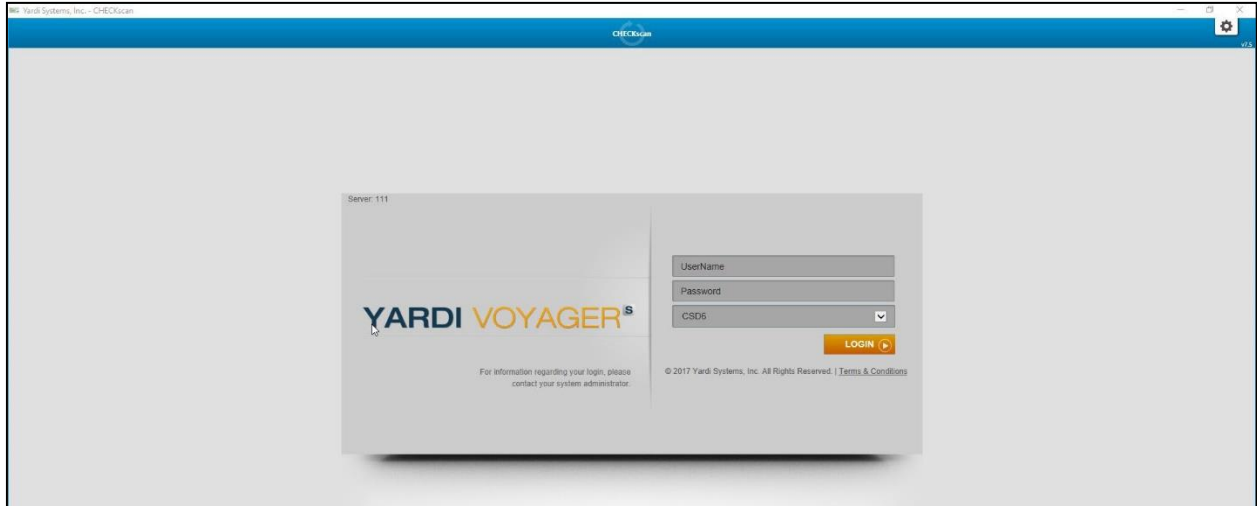
## CHECKscan Functionality

This course covers the basic features of CHECKscan, check scanning, and payer association.

In addition, included in this document is information on daily routines, checking the Collect Dashboard for any NSF and returned items and the Collect Processor report for the daily transmission of funds.

## Opening Up CHECKscan

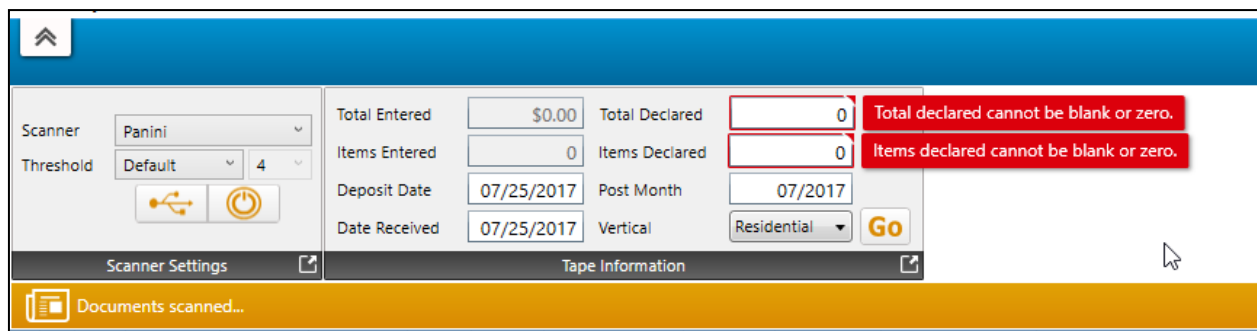
1. Click on the Yardi Systems CHECKscan icon on your desktop to open CHECKscan.
2. Enter your Voyager login credentials.



3. Click on the New Batch button, make sure to select the correct vertical (If you are an affordable site, the vertical should be Affordable at all times. If you are not an affordable site, you will only select Affordable when entering a subsidy payment.)

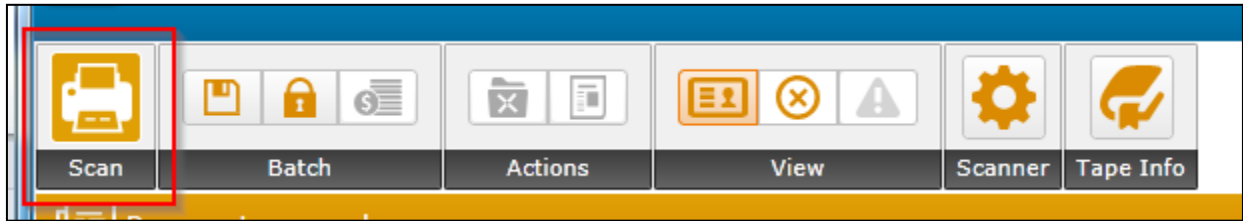


4. Enter Tape Information, then click 'Go'



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5. Load your checks into the scanner and click 'Scan'.



6. Each check that is scanned will appear on a separate row

	<input type="checkbox"/>	Amount	Check#	Property	Unit	Payer	Document Type	Date Received
1	<input type="checkbox"/>	\$105,090.92	010062	Central Business Park (comind01)	1300	Federal Express (t0000025)	Commercial Check	08/21/2014
2	<input type="checkbox"/>	\$1.02	010067	Pacific Palms (resca01)	1205	abcd acctng1(r0000246)	Commercial Check	08/21/2014
3	<input type="checkbox"/>	\$0.00	0000124184					08/21/2014
4	<input type="checkbox"/>	\$0.00						08/21/2014

## Processing Checks

Some checks you scan might require processing before you can post the batch.

If one of the following messages appears on the Comment column, you need to process the check before you can post it in the batch:

Red:

- **Not associated** Account number is not yet associated with a payer in the Voyager database.
- **Please approve MICR information from Check Details view.** MICR information needs to be approved. Typically, this message appears when the check and account numbers appear somewhere other than the MICR line.
- **Only cashier checks will be accepted with check # zero.** Dual MICR check, a check with two or more possible check numbers. Only cashier's checks can have two possible check numbers; for other types, you must select one.

Yellow:

- **OK – Check amount not equal to actual charges.** Allocated payments do not match payer's unpaid charges. You might need to reallocate the payments or associate the check with different or additional payers.

Green:

- **OK** Check amount equal to payer's unpaid charges.

Blue:

- **Multiple payers found for the bank information of this check.** Account and routing numbers are associated with more than one payer.

Users can enter check details on the actual CHECKscan control screen (as opposed to drilling into the red or yellow box and entering the details). If users enter the check detail through the CHECKscan control screen, the receipts will apply based on charge payment sequence

## CHECKscan Interface

The screenshot displays the CHECKscan software interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a table of scanned documents. The first document is highlighted, showing a check image and a corresponding data entry form.

Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$9.00	2476					073000228	777788889999	Commercial Check	08/14/2018			Not Associated

**Check Image Details:**  
Amount: 2476  
Payer: WFE...  
Amount: \$ 9.00  
Text: NINE DOLLARS AND 00/100  
Text: TEST ONLY

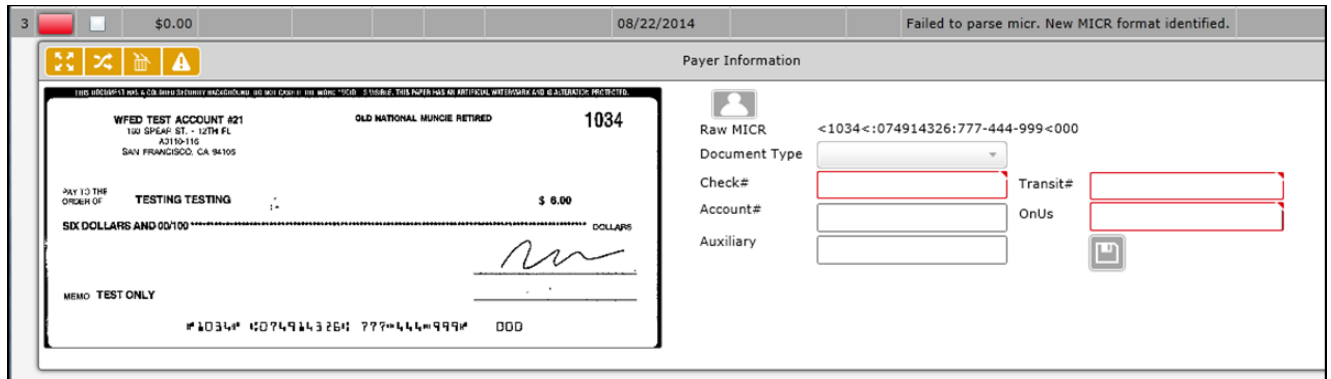
**Payer Information Form:**  
Amount: 9.00  
Property: 20001 (8805 Orion Investments, LLC)  
Unit: [Empty]  
Payer: 0  
Document Type: Commercial Check

**Callouts:**  
- A blue callout box points to a red and yellow icon on the check image with the text: "Click for more detail receipting".  
- A larger blue callout box points to the form fields with the text: "The CHECKscan control screen allows users to enter check details (Dollar Amount, Property, Payer and Document Type). If associating using this screen, a summary receipt is created using Charge Payment Sequence."

For more detailed receipting, users can always click on the red or yellow box, which will bring them to the detailed receipting screen. The document type must be correct and accurately reflect the payment type.

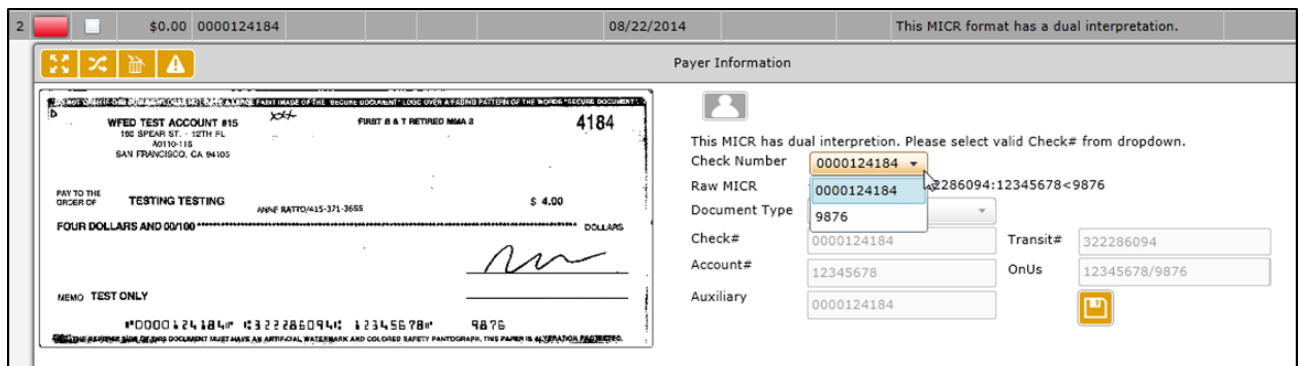
### MICR Exceptions

When scanning checks and you see the message ‘Failed to parse micr. New MICR format identified’, identify the check, account, transit, OnUs, and Auxiliary.



When scanning checks and you see the message ‘This MICR format has a dual interpretation’, identify the check number so that the CHECKscan software can read the MICR line correctly.

**THIS IS VERY IMPORTANT TO DO WITH “NAVY FEDERAL” MONEY ORDERS.**



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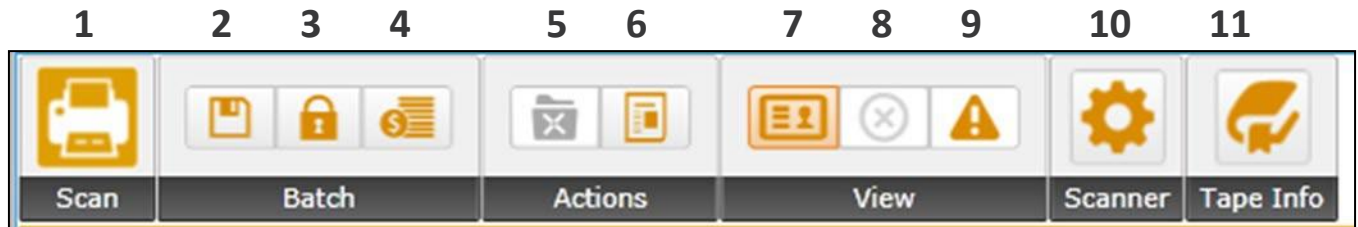
If a scanned check already exists in another batch, according to the scanned MICR line, the check will be identified for you.

Check #	Amount	Payer	Received Date	Batch #	
010066	\$1.66	CP Test Lease (t0001556)	06/02/2014	1	

Check(s) already exists (1)  Failed Checks (0)  Application Log

## CHECKscan Navigation Menu

There are multiple buttons at the top of the check scanning screen that perform a variety of functions.



### Scan and Batch

1. **Scan** – Activates the scanner to feed the check(s) through.
2. **Save Batch** - Allows you to save the details you've already entered.
3. **Close Batch** - Closes the batch and brings you back to the CHECKscan Dashboard.
4. **Post Batch** - Allows you to post the batch after reporting.

### Actions

5. Deletes all checks in the batch after the batch is posted.
6. **Report** - Allows you to run a report for the batch. The report must be run prior to posting the batch.

### View

7. **Check Details** - Shows the standard CHECKscan control screen view.
8. **Errors** - Shows error messages that restrict posting the batch.
9. **Warnings** - Shows warning messages. This does not restrict posting the batch.

### Scanner

10. **Scanner** - Allows users to select a new scanner, as well as, change the darkness of the image. Upon initial setup, the program will prompt users to connect to the scanner, but the user can use this function to update the scanner, or increase the contrast of the check image at any time.

### Tape Info

11. **Tape Info** - Allows users to enter or edit the batch tape info. Users will be prompted to enter the batch details prior to scanning, but can access and update the details at any time by clicking on this button.

Once the receipt batch is posted, the CHECKscan batch will be pulled by the Yardi Collect Processor team (usually around **2:30 pm** client time). The Yardi Collect Processor team will create the X9 file and push it through to the bank for processing.

## Multi-Tenant Scanning

Users have the ability to scan and associate a single check to multiple tenants/leases, as long as those tenants/leases share the same bank account. After clicking on the yellow or red box (Payment Screen), you then select the residents you would like to associate the check to.

### Payment Screen

First, click the '+' sign. You will then be asked to enter the number of rows needed.

Yardi Systems, Inc. - Payment - Windows Internet Explorer

Payment

Display Type: Standard Receipt Displ

Property	Unit	Resident	Roommate	Resident	Cash Account	Amount Paid	Balance Due	Del
.comtest						0.00	0.00	

Check Amount:

Non Tenant Payer:

Document Type:

Notes:

Enter Detail | Reselect Resident

Bank Account:

Date Received: 08/06/2014

Post Month: 08/2014

Save | Erase Distribution

Payment	Property	Unit	Resident	Charge Code	Account	Charge Date	Actual Charge	Prior Paid	Prior Adjusted	Balance Due	Ref	Description	Charge
---------	----------	------	----------	-------------	---------	-------------	---------------	------------	----------------	-------------	-----	-------------	--------

Payment

Display Type: Standard Receipt Displ

# of Rows? 2

Property	Unit	Resident	Roommate
.comtest			

Second, select the tenants/residents and associate the funds in the corresponding rows.

Payment

Display Type: Standard Receipt Displ

Property	Unit	Resident	Roommate	Resident	Cash Account	Amount Paid	Balance Due	Del
.comtest	.UNITTS	t0002479		aa (Current)	1110-0000	0.00	1,600.00	
.comtest	.UNITTS	t0001752		rev (Current)	1110-0000	0.00	3,000.00	
.comtest						0.00	0.00	

Check Amount: 0.00

Non Tenant Payer:

Document Type:

Notes:

Enter Detail | Reselect Resident

Bank Account: (commop)

Date Received: 08/06/2014

Post Month: 08/2014

Save | Erase Distribution

Payment	Property	Unit	Resident	Charge Code	Account	Charge Date	Actual Charge	Prior Paid	Prior Adjusted	Balance Due	Ref	Description	Charge
0.00	.comtest	.UNITTST	t0002479	deposit	2175-000	05/01/2014	1,000.00	0.00		1,000.00	:MISC PostTran	deposit	550039
0.00	.comtest	.UNITTST	t0002479	deposit	2175-000	05/01/2014	600.00	0.00		600.00	:MISC PostTran	deposit	550039
0.00	.comtest	.UNITTST	t0001752	deposit	2175-000	02/01/2014	3,000.00	0.00		3,000.00	:MISC PostTran	deposit	550002
0.00	.comtest	.UNITTST	t0002479	prepay	7777-000	08/22/2014					Any	Prepaid Receipts	68
0.00	.comtest	.UNITTST	t0001752	prepay	7777-000	08/22/2014					Any	Prepaid Receipts	72

0.00 Unapplied



# CHECKscan Dashboard

1. Clicking on the Batch Number hyperlink will take you back to the CHECKscan screen.
2. From the CHECKscan Dashboard you will be able to see the status of a CHECKscan Batch.
3. Clicking on the Batch Report hyperlink will take you to the “Posted” CHECKscan report.

Yardi Systems, Inc. - CHECKscan CHECKscan Dashboard

Property:  Bank Account:  Date Scanned From:  -to-

Unit:  Batch Number:  Amount From:  -to-

Resident:  Batch Status:  Vertical:

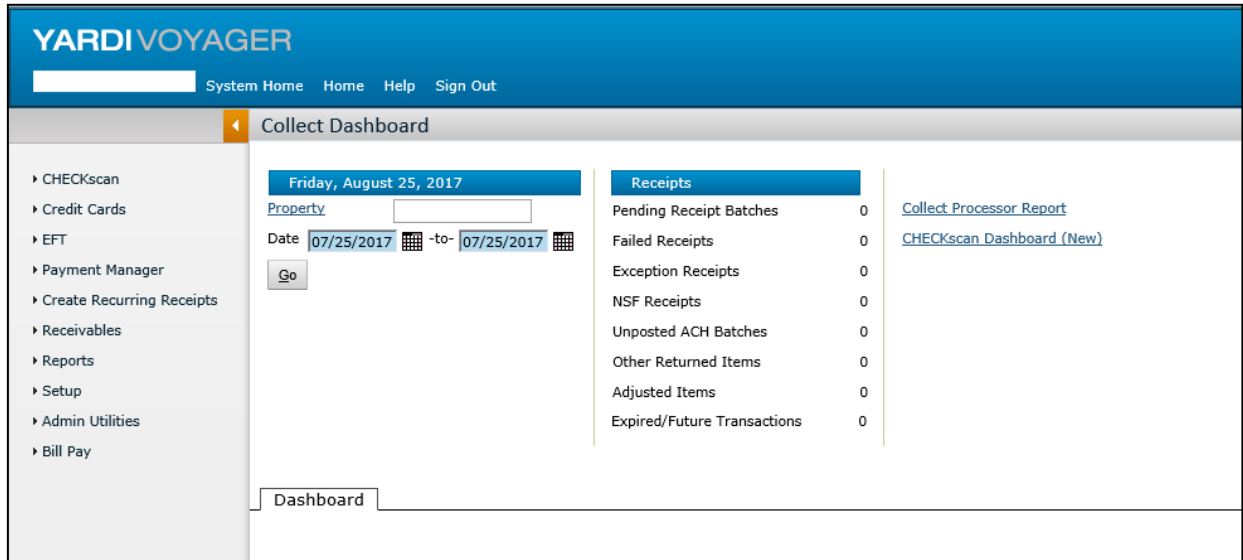
Source:  Type:  My Batches:

Payment

Batch Number	Vertical	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Deposit Date	Source	Post Batch	Delete Batch
<a href="#">494</a>		\$575.00	05/14/2013	Posted	05/14/2013	<a href="#">Report</a>		Voyager		<input type="checkbox"/>
<a href="#">496</a>		\$375.00	05/14/2013	Posted	05/14/2013	<a href="#">Report</a>		Voyager		<input type="checkbox"/>
<a href="#">554</a>		\$2.00	10/28/2013	Posted	10/28/2013	<a href="#">Report</a>		Voyager		<input type="checkbox"/>
<a href="#">556</a>		\$3.00	10/28/2013	Posted	10/28/2013	<a href="#">Report</a>		Voyager		<input type="checkbox"/>
<a href="#">558</a>		\$6.00	10/28/2013	Posted	10/28/2013	<a href="#">Report</a>		Voyager		<input type="checkbox"/>
<a href="#">584</a>		\$10.00	11/08/2013	Attention Required	09/09/2016			Voyager		<input type="checkbox"/>
<a href="#">616</a>		\$1.05	12/23/2013	Attention Required	01/11/2017			Voyager		<input type="checkbox"/>
<a href="#">833</a>		\$120.00	03/13/2014	Attention Required	09/09/2016			Voyager		<input type="checkbox"/>
<a href="#">955</a>		\$1.61	06/24/2014	Attention Required	06/04/2015			Voyager		<input type="checkbox"/>
<a href="#">1087</a>		\$61,439.37	08/22/2014	Attention Required	05/16/2017		08/22/2014	Voyager		<input type="checkbox"/>
<a href="#">1371</a>		\$30.00	04/30/2015	Posted	04/30/2015	<a href="#">Report</a>	04/30/2015	Voyager		<input type="checkbox"/>
<a href="#">1575</a>		\$16.00	06/02/2015	Attention Required	09/09/2016		06/02/2015	Voyager		<input type="checkbox"/>
<a href="#">1760</a>		\$17.00	01/19/2017	Attention Required	05/16/2017		01/19/2017	Voyager		<input type="checkbox"/>

## Collect Dashboard

The Collect Dashboard gives users the ability to track pending batches, failed transactions, NSF Receipts, and Adjusted Items in Voyager.



### Pending Receipt Batches

ACH/CHECKscan batches that have not yet been sent to the bank.

### Failed Receipts

Failed Receipts were not sent to the bank, so the property did not receive any funds. **Reverse** these receipts to remove them from deposit totals. Failed checks that are deposited directly at the bank can have a manual receipt posted. For example, invalid MICR.

### Exception Receipts

Receipts that have been posted, but are not being transmitted to the bank. This is a rare instance. Most likely, exception items are due to a receipt that was reversed prior to the 3pm pull.

### NSF Receipts

Items with insufficient funds. Only posted back into Voyager when using the Collect Master account, or using ProfitStars directly.

### Other Returned Items

Items that were returned, but were not considered an NSF. For example, tenant issued a Stop Payment.

### Adjusted Items

Checks that were adjusted because of incorrect data entry.

## Collect Processor Report

This report shows the progress of the ACH and X9 transmittals between Voyager, Collect Processor and the Bank.

Collect Processor Report														
Property		Sent Date from		to		Excel		PDF						
Bank Account		Collect Batch#		to		Display		Clear						
Summarized By		Voyager Deposit		Check Status		Not Sent		Sent		Received		Reconciled		
File Type						Receive-Failed		Processed		Process-Failed				
ProfitStars Ref#														
Collect Trans#														
Voyager Deposit#	Collect Batch#	File Type	Property	Bank Code	Batch Count	Batch Amount	Sent Date	Received Count	Received Amount	Received Date	Processed Count	Processed Amount	Processed Date	Reconciled Notes
1	1	X9	resca01	pstars	1	16.00	05/08/2013	0	0.00		1	16.00	05/08/2013	
1					1	16.00		0	0.00		1	16.00		
2	2	X9	resca01	pstars	100	2,525.00	05/09/2013	100	2,525.00	05/09/2013	100	2,525.00	05/09/2013	
2					100	2,525.00		100	2,525.00		100	2,525.00		
4	2	X9	resca01	pstars	1	1,234.11	05/09/2013	1	1,234.11	05/09/2013	1	1,234.11	05/09/2013	
4					1	1,234.11		1	1,234.11		1	1,234.11		
36	6	X9	resca01	pstars	1	1.60	10/28/2013	0	0.00		0	0.00		Testing -Ari
36					1	1.60		0	0.00		0	0.00		
<b>Total</b>						<b>3,776.71</b>			<b>3,759.11</b>			<b>3,775.11</b>		

### Collect Processor Report filters

- Summarized By** - Collect Batch, Receipt Batch, or Voyager Deposit.
- Collect Batch #** - A sequential value created by Collect Processor to distinguish a batch. A value of 0 indicates that the file has not been processed by Collect Processor; NOTE Sent Date will also be blank.
- Batch Count** - Represents the number of checks in a batch. Click on the batch number hyperlink to drill down to see details of the batch.
- Sent Date** - The date that Collect Processor sent the file to the bank.
- Received Count, Received Amount, and Received Date** - Notification from the bank that the file was received.
- Processed Count, Processed Amount, and Processed Date** - The bank validates the contents of the file. If the bank rejects any checks in the batch. For example, a check has an invalid routing number. The Processed Count and Amounts will be reduced. Rows on the report will be highlighted in red (see image below) as long as the Batch Count, Received Count, and Processed Count don't match.