

Process Landlord Overpayment

DESK REFERENCE

OVERVIEW

This Desk Reference provides the responsibilities of the Cash Manager Analyst and Senior Accountant when the Atlanta Housing Authority (AHA) overpays a Landlord. Landlord HAP overpayments are dollar amounts due to AHA by Landlords, Participants, and Portability Housing Authorities participating in the Housing Choice Voucher Program. Landlord overpayments can occur for various reasons, for example, the resident has a change in income that caused a change in the assistance amount, the participant moves, ownership for the property gets transferred, fraud, or deceased tenant.

GOALS

The goal of this Desk Reference is to show you how to:

- Post a payment for a Landlord overpayment
- Validate that the payment posted correctly

JOB ROLES

- The Cash Manager Analyst processes Landlord overpayments.
- The Senior Accountant validates the payment in the General Ledger

CHECKLIST

The following items must be complete before the Cash Manager Analyst can process the Landlord overpayment:

- Housing Choice Financial Analyst
 - Identifies the overpayment
 - Creates a ticket for the overpayment and assigns it to the Portfolio Administrator
- Portfolio Administrator
 - Verifies the overpayment
 - Updates the ticket
 - Generates a retroactive 50058 that updates Landlord Ledger
 - Sends a letter to Landlord

PROCESS LANDLORD OVERPAYMENT

LANDLORD OVERPAYMENT PROCESS

Finance’s role in the Landlord Overpayment process includes viewing and updating files (spreadsheets), communicating with other Finance Members, the Customer Service Group (CSG), and the Landlord, and processing in Yardi Voyager.

Processing Landlord HAP Overpayments



PROCESS LANDLORD OVERPAYMENT

TABLE OF CONTENTS

This Desk Reference explains how to:

Log into Yardi Voyager	4
Process Landlord Overpayment (Cash Management Analyst).....	6
View Landlord Ledger to Validate Payment (Senior Accountant)	10

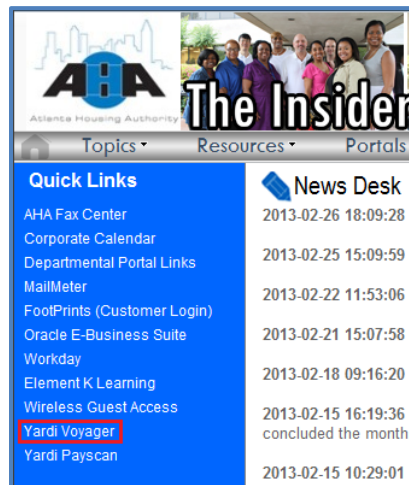
2nd DRAFT

PROCESS LANDLORD OVERPAYMENT

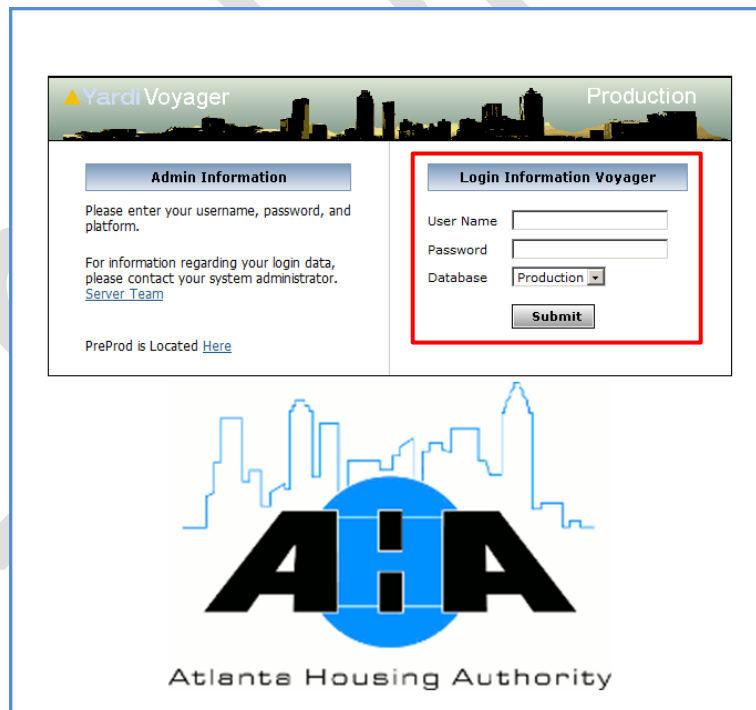
LOG INTO YARDI VOYAGER

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**.



▲ 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

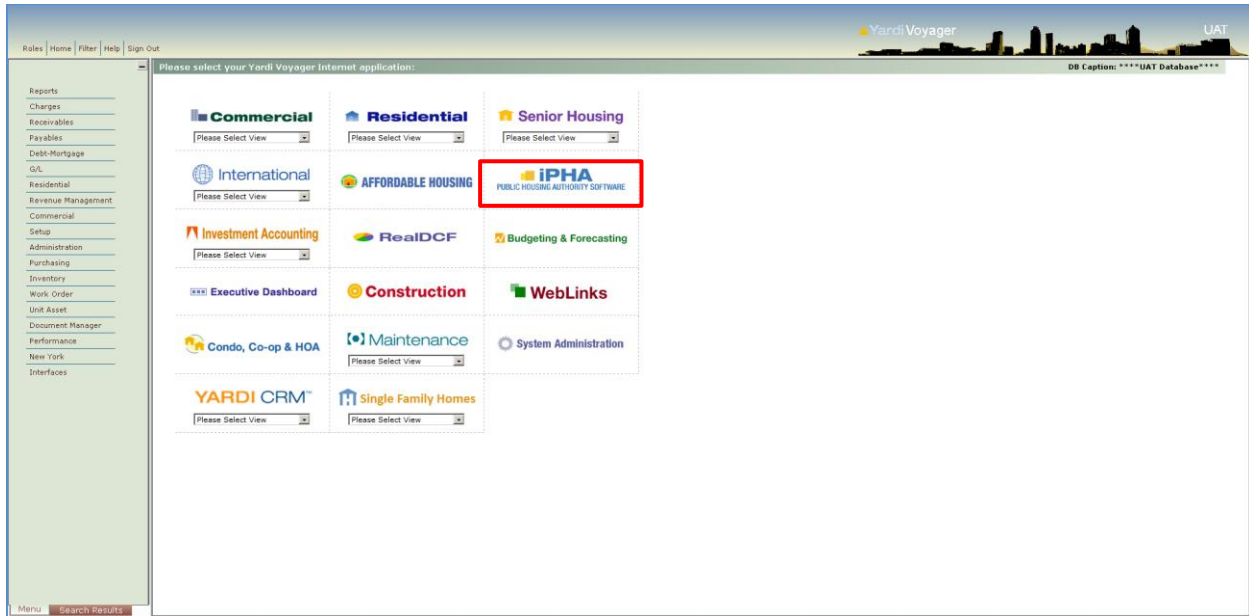
Database



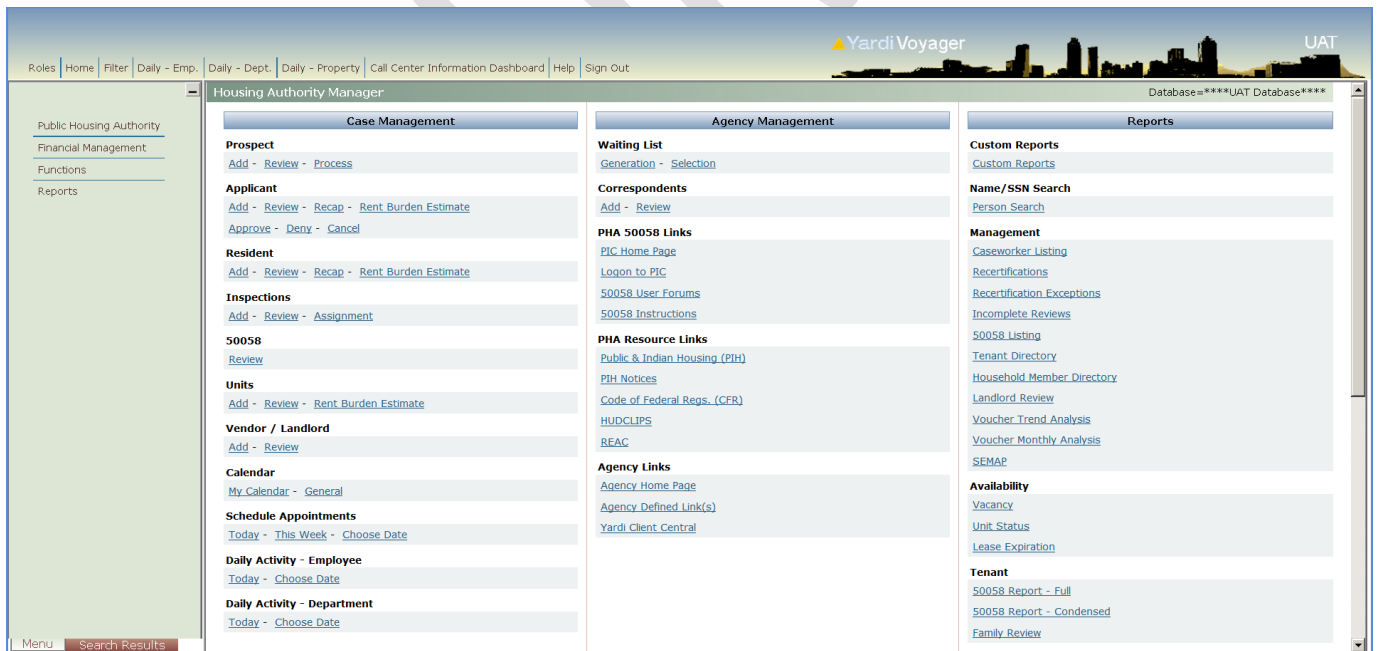
Atlanta Housing Authority

PROCESS LANDLORD OVERPAYMENT

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



The **HOUSING AUTHORITY** main screen displays.



PROCESS LANDLORD OVERPAYMENT

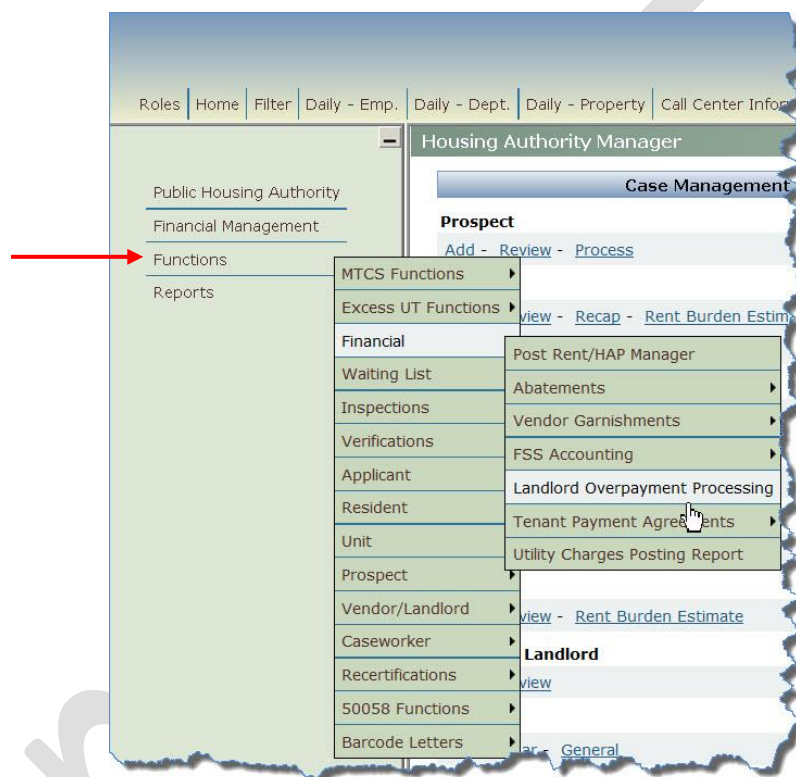
PROCESS LANDLORD OVERPAYMENT (CASH MANAGEMENT ANALYST)



IMPORTANT: Landlord overpayment receipts post against the HAP bank account. The system returns the payment to the account it was paid from. The Cash Management Analyst must enter a journal entry to perform a reclass between the depository account and the HAP bank account.

To process a payment for a Landlord Overpayment:

1. From the Top menu, select **ROLES > HOUSING AUTHORITY MANAGER**.
2. From the Housing Authority Manager **SIDE** menu, select **FUNCTIONS > FINANCIAL > LANDLORD OVERPAYMENT PROCESSING**. The **LANDLORD OVERPAYMENT** filter is displayed.



3. On the **LANDLORD OVERPAYMENT** screen, type **.HCVO** into the **PROPERTY** field, and click **SUBMIT**.
NOTE: Selecting **all_fin** in the **Property** field lists all AHA vendors, even those who are not Landlords. Leave the other fields blank. The **LANDLORD OVERPAYMENT TRANSACTIONS** screen displays.

PROCESS LANDLORD OVERPAYMENT

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

Fields that are highlighted in blue are required fields that you must populate.

- In the top part of the **LANDLORD OVERPAYMENT TRANSACTIONS** screen, select the check box on the left side of each Landlord you want to process, and click **DISPLAY**. The selected overpaid transactions display under the **RECEIPTS** tab at the bottom of the **LANDLORD OVERPAYMENT TRANSACTIONS** screen.

Landlord Overpayment Transactions

Select All Unselect All

	Vendor	Name	Ledger Balance (Overpaid Amt)
<input type="checkbox"/>	v0002280	CITY OF MARIETTA SEC 8 HSG PRG	98.60
<input type="checkbox"/>	v0002294	JONESBORO HOUSING AUTHORITY	12254.40
<input checked="" type="checkbox"/>	v0002296	MARIETTA HOUSING AUTHORITY	400.60

Reports
Overpayment Details

Provides details about the transaction, such as tenant t-code.

List of overpaid Landlords according to your filter selections.

List of overpaid transactions for the Landlord you selected.

Display

Receipts

Select All Unselect All

	Vendor	Tenant	Charge Code	AP Acct	Exp Acct	Bank Code	AR Post Month	AP Post Month	Date Recd	Payment Method	Check Num	Overpaid Amt	Overpaid Amt to Adjust
<input type="checkbox"/>	v0002296	t1079056	lop1	2102-00-000	4715-02-000	hap	05/2013	05/2013	06/26/2013	Check		729.00	400.60
<input type="checkbox"/>	v0002296	t1079056	lop2	2102-00-000	4172-00-000	hap	05/2013	05/2013	06/26/2013	Check		38.60	
<input type="checkbox"/>	v0002296	t1054028	lop1	2102-00-000	4715-02-000	hap	05/2013	05/2013	06/26/2013	Check		3.00	0.00

Post

NOTE: In the Reports section, click the **OVERPAYMENT DETAILS** link to get details, such as tenant t-code.

PROCESS LANDLORD OVERPAYMENT

- On the left side of the **RECEIPTS** section, select the check box beside each row that you want to post.
- Complete the following fields for the row (s) you selected in the previous step.

DATE RECD	Enter the date the payment was received.
CHECK NUM	Enter the check number used for payment if the Payment Method is a check; otherwise, leave blank.
OVERPAID AMT TO ADJUST	Enter the amount of the payment received.

Receipts

Select All Unselect All

	Vendor	Tenant	Charge Code	AP Acct	Exp Acct	Bank Code	AR Post Month	AP Post Month	Date Recd	Payment Method	Check Num	Overpaid Amt	Overpaid Amt to Adjust
<input type="checkbox"/>	v0002296	t1079056	lop1	2102-00-000	4715-02-000	hap	05/2013	05/2013	06/26/2013	Check		729.00	400.60
<input checked="" type="checkbox"/>	v0002296	t1079056	lop2	2102-00-000	4172-00-000	hap	05/2013	05/2013	06/26/2013	Check	1232165	38.60	38.00
<input type="checkbox"/>	v0002296	t1054028	lop1	2102-00-000	4715-02-000	hap	05/2013	05/2013	06/26/2013	Check		3.00	0.00

←

Before going to the next step, make sure you apply the appropriate payment to the correct Vendor (Landlord), Tenant (resident), and transaction. Double check the overpaid amount to adjust to ensure you've entered the correct amount.

- Click **POST**. The **PAYMENT RECEIPT** displays.

Payment Receipt

Atlanta HA
230 John Wesley Dobbs Avenue
Atlanta, GA 30303

Received From:
MARIETTA HOUSING AUTHORITY
95 COLE STREET NE
P.O. DRAWER K
MARIETTA, GA 30061

Account: vo_mtw - v0002296

Control Number: 158

Date - Time: 06/26/2013 - 9:33:45AM

Payment Received: \$ 38.00

PROCESS LANDLORD OVERPAYMENT

- Print to Adobe PDF.

Landlord Overpayment Transactions

Select All Unselect All

	Vendor	Name	Ledger Balance (Overpaid Amt)
<input type="checkbox"/>	v0002280	CITY OF MARIETTA SEC 8 HSG PRG	98.60
<input type="checkbox"/>	v0002294	JONESBORO HOUSING AUTHORITY	12254.40
<input type="checkbox"/>	v0002296	MARIETTA HOUSING AUTHORITY	362.60

Reports
Overpayment Details

This is the new Ledger Balance.

- To review a Details of Overpayment Report or to export the report to Excel, locate the **REPORTS** box, and click **OVERPAYMENT DETAILS**. The **DETAILS OF OVERPAYMENT** screen displays.

2nd DRAFT

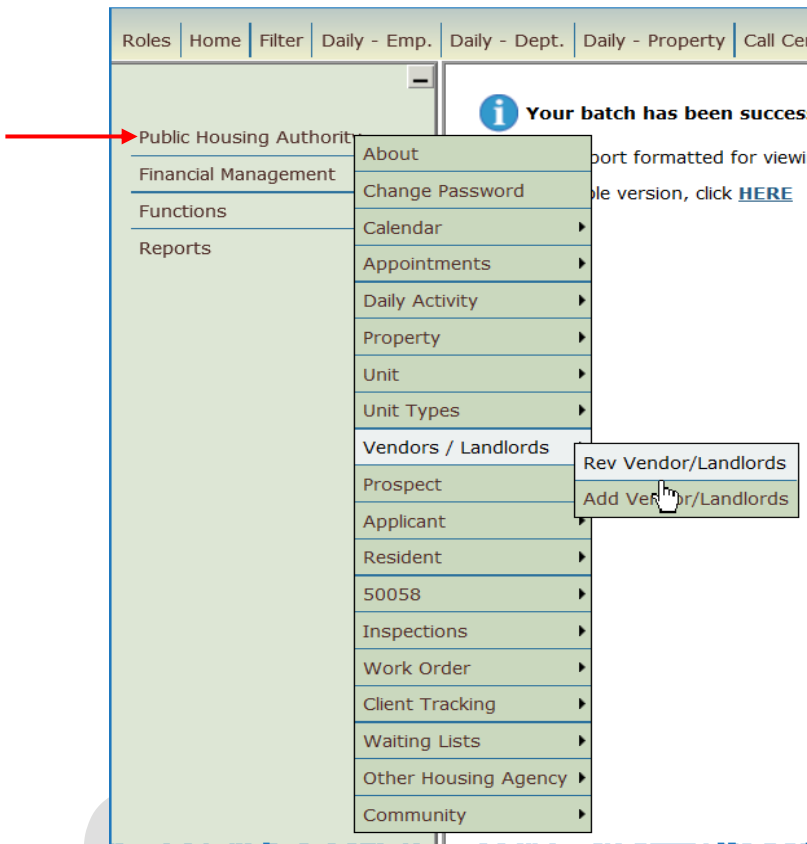
PROCESS LANDLORD OVERPAYMENT

VIEW LANDLORD LEDGER TO VALIDATE PAYMENT (SENIOR ACCOUNTANT)

Make sure that you view the Landlord ledger to verify that the payment posted. You also want to review the Landlord Ledger on a regular basis to make sure items are not sitting with no activity and to see if there is a Landlord in overpayment status.

To view the Landlord Ledger and validate that the payment posted:

1. From the Side menu, navigate to **PUBLIC HOUSING AUTHORITY > VENDORS / LANDLORDS > REVENDOR/LANDLORDS**. The **VENDOR** screen displays.



PROCESS LANDLORD OVERPAYMENT

2. In the Vendor field, type the Vendor number, or click **VENDOR** to search from a pre-defined list. Click **SUBMIT**. Vendor details are displayed.

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

Vendor

Vendor → v0002382 Hurley Management Co (7888 Tw

Last Name

Address..Zip

Telephone Nos.

Tax Id

Fed Name

Workers Comp Exp. -to-

Tax % >=

Notes

Display Rows 5000

Submit Clear Help

PROCESS LANDLORD OVERPAYMENT

- On the **VENDOR** details screen, locate the **DATA** section, and click **LEDGER**.

Yardi Voyager

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

Vendor
v0002382 - Hurley Manag

Vendor

Code: v0002382
 Company: Hurley Management Co
 Name:
 Dear:
 Contact:
 Address: 7888 Twin Road
 City: Athens
 State-Zip: GA 40001
 E-Mail:
 Alt:
 Edit New Close Help

Telephone
 Office:
 Home:
 FAX:
 Mobile:
Checks
 Payment Method: Check
 Consolidate:
 Check Memo From Inv:
 Hold Payments:
 PO Required:
 No Signature:
 On Checks Over: 0.00
 Memo:
Data
[Attachment](#)
[Memo](#)
[Contact](#)
[Email](#)
[EFT Setup](#)
[Ledger](#) ←
[Commodity Codes](#)
[Vendor Eligibility](#)
[Landlord Foreclosure](#)
[Date Entered in Vendor File](#)
[Abatement](#)
[Prop List](#)

General Other Info Tax Info

Inactive:
 Employee:
 Contractor:
 Language:
 Usual Account:
 Require Contract on Payable:
 URL:
 Notes:
Discount
 Percent:
 Day: 0
 Days from Invoice:
 Day of the Month:
 Payment Terms: 0
Insurance Expiration
 Liability:
 Workers Comp:
 Menu Search Results

The **VENDOR LEDGER** for that vendor displays, showing all the transactions processed against that Vendor.

PMB Management

Vendor Ledger

Date: 8/22/2013

Code: v0002382 Telephone: (H)
 Name: Hurley Management Co Telephone: (H)
 Address: 7888 Twin Road Email:
 City: Athens, GA 40001 URL:

Tran#	Property	Invoice Date	Account	Invoice Number	Amount	Unpaid Amount	Charges	Payments	Check#	Check Date	Description
P-25114	vo_mtw	8/1/2013	4715-00-000		(50.00)	0.00			52065	8/10/2013	:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-25114	vo_mtw	8/1/2013	4715-00-000		(233.00)	(233.00)					:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-25114	vo_mtw	8/1/2013	4715-00-000		(100.00)	0.00			57064	8/8/2013	:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-26432	vo_mtw	9/1/2013	4715-00-000		630.00	630.00					:HAP 09/13 Bollyz, Test 763 CASCADE AVE SW, ATLANTA GA 30310
P-26437	vo_mtw	9/1/2013	4715-00-000		(460.00)	(460.00)					:Abate HAP 09/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-26449	vo_mtw	8/8/2013	4715-00-000		100.00	0.00			52064	8/8/2013	:lop 08/08/13
P-26469	vo_mtw	8/10/2013	4715-00-000		50.00	0.00			52065	8/10/2013	:lop 08/10/13
					(63.00)	(63.00)	0.00	0.00			

PROCESS LANDLORD OVERPAYMENT

- Review the **PAYMENTS** column to make sure that the payment posted. If the pay method was Check, ensure that the correct check # displays in the **CHECK #** column.

PMB Management

Vendor Ledger

Date: 8/22/2013

Code: v0002382 Telephone: (H)
 Name: Hurley Management Co Telephone: (H)
 Address: 7888 Twin Road Email:
 City: Athens, GA 40001 URL:

Tran#	Property	Invoice Date	Account	Invoice Number	Amount	Unpaid Amount	Charges	Payments	Check#	Check Date	Description
P-25114	vo_mtw	8/1/2013	4715-00-000		(50.00)	0.00			52065	8/10/2013	:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-25114	vo_mtw	8/1/2013	4715-00-000		(233.00)	(233.00)					:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-25114	vo_mtw	8/1/2013	4715-00-000		(100.00)	0.00			52064	8/8/2013	:Abate HAP 08/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-26432	vo_mtw	9/1/2013	4715-00-000		630.00	630.00					:HAP 09/13 Bollyz, Test 763 CASCADE AVE SW, ATLANTA GA 30310
P-26437	vo_mtw	9/1/2013	4715-00-000		(460.00)	(460.00)					:Abate HAP 09/13 Dobbs, Test 763 CASCADE AVE SW, ATLANTA GA 303
P-26449	vo_mtw	8/8/2013	4715-00-000		100.00	0.00			52064	8/8/2013	:lop 08/08/13
P-26469	vo_mtw	8/10/2013	4715-00-000		50.00	0.00			52065	8/10/2013	:lop 08/10/13
					(63.00)	(63.00)	0.00	0.00			

2nd Draft