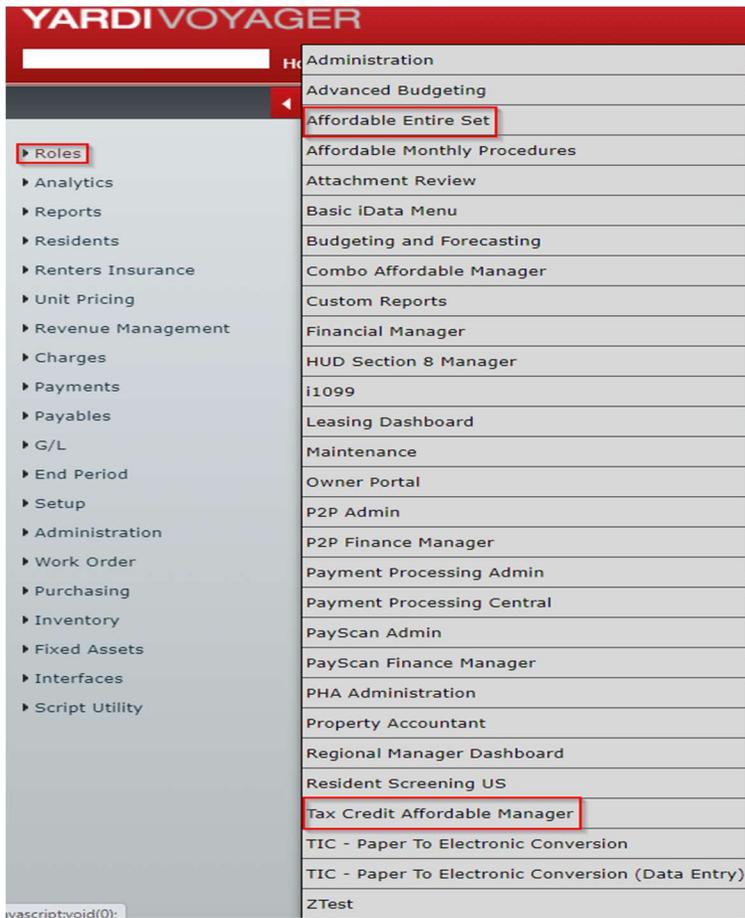


TBS Receipts

- Before creating the TBS receipt, you will need to have received your check detail. Check details are usually received by the first of the month.
- If you receive the check detail before the first of the month **DO NOT PROCESS IT EARLY**
- These receipts should be done on the first of the month and no later than 3 business days afterward.

Add A Consolidated Receipt

- Role> Either Affordable Entire Set or Tax Credit Affordable Manager



The screenshot shows the YARDIVOYAGER software interface. On the left, there is a navigation menu with the following items: Roles, Analytics, Reports, Residents, Renters Insurance, Unit Pricing, Revenue Management, Charges, Payments, Payables, G/L, End Period, Setup, Administration, Work Order, Purchasing, Inventory, Fixed Assets, Interfaces, and Script Utility. The 'Roles' menu is currently selected and expanded, showing a list of roles. Two roles are highlighted with red boxes: 'Affordable Entire Set' and 'Tax Credit Affordable Manager'. Other roles in the list include Administration, Advanced Budgeting, Affordable Monthly Procedures, Attachment Review, Basic iData Menu, Budgeting and Forecasting, Combo Affordable Manager, Custom Reports, Financial Manager, HUD Section 8 Manager, i1099, Leasing Dashboard, Maintenance, Owner Portal, P2P Admin, P2P Finance Manager, Payment Processing Admin, Payment Processing Central, PayScan Admin, PayScan Finance Manager, PHA Administration, Property Accountant, Regional Manager Dashboard, Resident Screening US, TIC - Paper To Electronic Conversion, TIC - Paper To Electronic Conversion (Data Entry), and ZTest.



- Once in the correct role of to the menu on the left-hand side of the screen and navigate the following
- Tax Credit Functions> Consolidated Receipt> Add Consolidated Receipt

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu includes categories like Roles, Setup, Administration, Analytics, Reports, 50059 Functions, 50059 Tools, TRACS, Tax Credit Functions (highlighted), Tax Credit Tools, HOME Functions, HOME Tools, Rural Dev Functions, Rural Dev Tools, Local Program Functions, Local Program Tools, Charges, Receivables, and Payables. The main content area displays a list of functions under 'Resident Activity' and 'Maintenance'. The 'Consolidated Receipt' function is highlighted, and a sub-menu is open showing 'Add Consolidated Receipt' (highlighted) and 'Review Consolidated Receipt'. Other functions listed include Move In, Move Out, Deposit Accounting, On Notice, Expiring Leases (120 days), Scheduled Lease Renewals, Alerts, Scheduled Roommate Promotions, Pending Make Ready, Review TIC, Map Income Restriction, Map Rent Restriction, Group Average Income Units, Monthly Posting, Recertification Notices, Quick Check, Does Prospect Qualify?, Compliance Monitor, Unit Transfer, Tax Credit Rent Change, Tax Credit Manual Posting, Set NAUR at Building Level, and Set NAUR at Project Level.

- That will land you on the Create Affordable Consolidated Receipt screen

Create Affordable Consolidated Receipt

The screenshot shows the 'Create Affordable Consolidated Receipt' form. The form has several input fields and a dropdown menu. The fields are: Property (with a red box around the label), Tenant, Charge Code (with a red box around the label), Subsidy Suspense Charge Code (with the value 'TBSSUSP'), Subsidy Provider, HAP Month (MM/YYYY) (with a red box around the label and the value '09/2023'), Details per page, and Sort By (with a dropdown menu showing 'Unit'). There are also buttons for Submit, Clear, and Help. The text 'TENANT BASED SUBSIDY' is visible on the right side of the form.



You will need to make sure the following fields are filled out

- **Property-** Always make sure you enter your property code entered
- **Charge Code-** The Charge code should be TBS
- **HAP Month (MM/YYYY)-** It's the current month
- Click Submit

Affordable Consolidated Receipt

- Click on the Clear All button.
- This will make sure that all the items in the Payment column are zero
- This helps ensure that you verify each line against your check detail

Affordable Consolidated Receipt

Check Amount: 0.00 Description: jasmine.jamison@sandalwoodmgt.com Control #: 6942
 Total Details: 0.00 Check Number: [] Total Entries: 16
 Difference: 0.00 Post Date: [] Post Month: [] HAP Month: 09/2023

Save Delete Help Print Post Receipt

Find: Line# [] Go Details Per Page: 0 Pay All Clear All

Line #	Property	Unit	Tenant	Name	Charge#	Suspense	Type	Date	Post Month	Amount	Payment
1	[]	0204	[]	Mallory, Mary Ann	1370901		:HAP PostTran	09/01/2023	09/2023	975.00	0.00
2	[]	0301	[]	Morgan, Alexander	1370903		:HAP PostTran	09/01/2023	09/2023	489.00	0.00
3	[]	0402	[]	Edwards, Heather	1370908		:HAP PostTran	09/01/2023	09/2023	854.00	0.00
4	[]	0702	[]	Alvarez, Cynthia	1370919		:HAP PostTran	09/01/2023	09/2023	768.00	0.00
5	[]	0802	[]	Gray, Jonathan	1370923		:HAP PostTran	09/01/2023	09/2023	843.00	0.00
6	[]	0803	[]	Montgomery, Barbara	1370925		:HAP PostTran	09/01/2023	09/2023	793.00	0.00
7	[]	1002	[]	Christiansen, Theresa	1370928		:HAP PostTran	09/01/2023	09/2023	919.00	0.00
8	[]	1003	[]	Arrowsmith, Kelly	1370930		:HAP PostTran	09/01/2023	09/2023	332.00	0.00
9	[]	1101	[]	Evans, Elizabeth	1370933		:HAP PostTran	09/01/2023	09/2023	706.00	0.00
10	[]	1104	[]	Prison, Mary	1370936		:HAP PostTran	09/01/2023	09/2023	859.00	0.00
11	[]	1303	[]	Waters, Elizabeth	1370942		:HAP PostTran	09/01/2023	09/2023	816.00	0.00
12	[]	1603	[]	Thomas, Emily	1370955		:HAP PostTran	09/01/2023	09/2023	309.00	0.00
13	[]	1703	[]	O'Neil, Stephanie	1370959		:HAP PostTran	09/01/2023	09/2023	771.00	0.00
14	[]	1802	[]	Lewis, Valerie	1370963		:HAP PostTran	09/01/2023	09/2023	802.00	0.00
15	[]	1903	[]	Malquist, Patricia	1370967		:HAP PostTran	09/01/2023	09/2023	859.00	0.00
16	[]	2603	[]	Waters, John	1370991		:HAP PostTran	09/01/2023	09/2023	258.00	0.00

You will need to fill out the following

- Check Amount
- Check Number
- Post Date
- Post Month



Utilizing your check detail you will need to verify the following

- Unit number
- Name
- Date
- Amount

Once you have verified that information for each line double-click in the payment line and the amount will populate

Line #	Property	Unit	Tenant	Name	Charge#	Suspense	Type	Date	Post Month	Amount	Payment
1	888*	0204	[dropdown]	Wallas, Mary Ann	1370901		:HAP PostTran	09/01/2023	09/2023	975.00	975.00
2	888*	0301	[dropdown]	Budget, Andrew	1370903		:HAP PostTran	09/01/2023	09/2023	489.00	489.00
3	888*	0402	[dropdown]	Caldero, Natalie	1370908		:HAP PostTran	09/01/2023	09/2023	854.00	854.00
4	888*	0702	[dropdown]	Aranda, Jeffrey	1370919		:HAP PostTran	09/01/2023	09/2023	768.00	768.00
5	888*	0802	[dropdown]	Rea, Kerwin	1370923		:HAP PostTran	09/01/2023	09/2023	843.00	843.00
6	888*	0803	[dropdown]	Luzaguez, Carlos	1370925		:HAP PostTran	09/01/2023	09/2023	793.00	793.00
7	888*	1002	[dropdown]	Cervantes, Yvonne	1370928		:HAP PostTran	09/01/2023	09/2023	919.00	919.00
8	888*	1003	[dropdown]	Wardlaw, Judy	1370930		:HAP PostTran	09/01/2023	09/2023	332.00	0.00
9	888*	1101	[dropdown]	Green, Deborah	1370933		:HAP PostTran	09/01/2023	09/2023	706.00	0.00
10	888*	1104	[dropdown]	Pratt, Mary	1370936		:HAP PostTran	09/01/2023	09/2023	859.00	0.00
11	888*	1303	[dropdown]	Worrel, Elizabeth	1370942		:HAP PostTran	09/01/2023	09/2023	816.00	0.00
12	888*	1603	[dropdown]	Reagan, Emily	1370955		:HAP PostTran	09/01/2023	09/2023	309.00	0.00
13	888*	1703	[dropdown]	Olson, Elizabeth	1370959		:HAP PostTran	09/01/2023	09/2023	771.00	0.00
14	888*	1802	[dropdown]	Leach, Brian	1370963		:HAP PostTran	09/01/2023	09/2023	802.00	0.00
15	888*	1903	[dropdown]	Rodriguez, Melissa	1370967		:HAP PostTran	09/01/2023	09/2023	859.00	0.00
16	888*	2603	[dropdown]	Waters, Lisa	1370991		:HAP PostTran	09/01/2023	09/2023	258.00	0.00

- To complete the process, you will need to Save and then post Receipt

Check Amount	<input type="text" value="0.00"/>	Description	<input type="text" value="jasmine.jamison@sandalwoodmgt.com"/>	Control #	<input type="text" value="6942"/>
Total Details	<input type="text" value="1,694.00"/>	Check Number	<input type="text"/>	Total Entries	<input type="text" value="16"/>
Difference	<input type="text" value="1,694.00"/>	Post Date	<input type="text"/> <input type="button" value="Calendar"/> Post Month	HAP Month	<input type="text" value="09/2023"/>