

<b>SUBJECT</b>	<b>Date</b>
STANDARD OPERATING PROCEDURES MANUAL VOYAGER ENTERING A PAYMENT FOR DAMAGES OR SECURITY DEPOSITS	04-20-18

PURPOSE: To enter a payment for damages or security deposits

PREPARED BY: SM or DM

WHEN PREPARED: When damages or a security deposit have been paid

Damages & Security Deposits are always charged on the Applicant/Residents ledger in order for you to apply a payment.

**DO NOT** attempt to create your own charges for Damages or Security Deposits.

Once you have submitted your N-31 form for Damages, the charges are posted to the Applicant/Residents ledger by Clearwater.

Once an applicant has been approved, Security Deposits are charged to the Applicant/Residents ledger by Clearwater.

**Follow procedure V-200 to deposit the payment received for Damages or Security Deposits**

If your Damage or Security Deposit **does not** appear on the Applicant/Resident ledger;

**STOP**

Delete the CHECKscan item from your batch and contact Clearwater.

All Damage & Security Deposits **MUST** be charged on the Applicant/Resident ledger **PRIOR** to Procedure V-200