



# Chapter 14 - Charges

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## Charge Code List

Yardi utilizes charge codes for Charges and Payments. The charges begin with a prefix that corresponds to a charge type.

Prefix	Charge Type
CHA	Rent Charges
CHG	Charges
CON	Concessions
DEP	Deposits
FEE	Fees
MISC	Miscellaneous Income
OTHER	Codes used for Prepays and Petty Cash
TC	Tax Credit Properties

To see a detailed list of Yardi Charge Codes with their corresponding GL code and descriptions please go to the "Tip Sheets & Report Explanations" page of the Employee Portal (<http://employee.pbbell.com/systems-information/yardi/quick-sheets/>).

The Chart of Accounts Tip Sheet can also be found on the Employee Portal under:

1. Accounting > Accounting References
2. Forms P&P > Policies and Procedures > Financial just below procedure F007.

## Recurring Charges

Recurring charges are set up during Move In and updated when processing Renewal or Month to Months. They can be reviewed in the Resident Screen.

From the **Resident Screen** click the **Data** dropdown at the top of the screen:

1. Click **Lease Charges**

The **Lease Charges** screen will appear.

2. Code = **charge code** (You can click on the box next to the code to see the full list of codes with their names).
3. Amount = **Amount of the recurring monthly charge**
4. From Date = **Date the charge began.**
5. To Date = **Date the charge ended or will end.**



**NOTE: Most current charges are those WITHOUT a "To Date". A concession would be a current charge that may have an end date. Most charges with a "To Date" are previous recurring charges that have stopped.**

6. If a line item is a "Rentable Item" the Item would listed here with the Items unit # listed under *Item Code*.

The screenshot shows the Resident screen for Megan May. The 'Data' dropdown menu is open, and 'Lease Charges' is highlighted with a red circle and the number 1. Other options in the menu include Roommates (1), Attachment, Memo, Email, Resident History, Application, Manage Ren, New WO, Lease Info, Pet Info, and Collections I.

The screenshot shows the Lease Charge screen for Jackie Crenshaw. The table below lists various recurring charges with columns for Code, Amount, From Date, To Date, Hold, Rentable Item, and Item Code. The columns are numbered 2 through 7, corresponding to the instructions above.

2 Code	3 Amount	4 From Date	5 To Date	Hold	6 Rentable Item	7 Item Code
cha-rent	1,435.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
cha-rent	1,435.00	09/01/2013	08/31/2014	<input type="checkbox"/>		
cha-rent	1,445.00	09/01/2014	08/31/2015	<input type="checkbox"/>		
cha-rent	1,459.00	09/01/2015		<input type="checkbox"/>		
chg-rins	8.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-rins	8.00	09/01/2013	08/31/2014	<input type="checkbox"/>		
chg-rins	8.00	09/01/2014	08/31/2015	<input type="checkbox"/>		
chg-rins	8.00	09/01/2015		<input type="checkbox"/>		
chg-tax	22.06	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-tax	22.64	09/01/2013	08/31/2014	<input type="checkbox"/>		
chg-tax	23.13	09/01/2014	08/31/2015	<input type="checkbox"/>		
chg-tax	23.79	09/01/2015		<input type="checkbox"/>		
chg-util	30.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-util	35.00	09/01/2013	08/31/2014	<input type="checkbox"/>		

## Adjust Lease Charges

If you have entered a wrong amount, you can edit the amount.

1. Click on the amount you want to change, highlight it and type in the correct amount.
2. Click **Save**.



**IMPORTANT:** If the charge has already posted to the ledger you will need to adjust the charges on the ledger. See **Manual Charges or Credits from the Resident Screen** in this chapter.

Yardi Systems, Inc. - Lease Charge - Internet Explorer

**Lease Charge**

Code: t0032857 Property: 10dpvs Lease From: 09/01/2014  
 Name: Jackie Crenshaw Unit: 1011 Lease To: 08/31/2015  
 Address: 9393 E Palo Brea Bend #... Status: Current Move In: 09/01/2012  
 City: Scottsdale, AZ 85255 Rent: 1,359.00 Move Out:   
 Phone (H): Phone (W): (301) 642-9499

Save **2** Help

Code	Amount	From Date	To Date	Hold	Rentable Item	Item Code
cha-rent	1,435.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
cha-rent	1,435.00	09/01/2013	08/31/2014	<input type="checkbox"/>		
cha-rent	1,445.00	09/01/2014	08/31/2015	<input type="checkbox"/>		
cha-rent	1,459.00	09/01/2015		<input type="checkbox"/>		
chg-rins	8.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-rins	8.00	09/01/2013	08/31/2014	<input type="checkbox"/>		
chg-rins	8.00	09/01/2014	08/31/2015	<input type="checkbox"/>		
chg-rins	8.00	09/01/2015		<input type="checkbox"/>		
chg-tax	22.06	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-tax	22.64	09/01/2013	08/31/2014	<input type="checkbox"/>		
chg-tax	23.13	09/01/2014	08/31/2015	<input type="checkbox"/>		
chg-tax	23.79	09/01/2015		<input type="checkbox"/>		
chg-util	30.00	09/01/2012	08/31/2013	<input type="checkbox"/>		
chg-util	35.00	09/01/2013	08/31/2014	<input type="checkbox"/>		

1469.00 x **1**

## Remove Lease Charges

If you need to stop a lease charge (a resident no longer has a pet) or have entered a code and amount that is wrong you can do the following:

### Stop Recurring charge

Enter a **To Date** in the recurring lease charge for the last day of the month the charge is to be charged.

### Stop a recurring charge that is not on the lease

If you accidentally entered a charge during move in or renewal you shouldn't have, enter a **To Date** as the day BEFORE the **From Date**. For example: the incorrect charge is to begin on 10/01/2015, enter the "To Date" as 09/30/2015. This will prevent the charge from being charged on 10/01/2015.

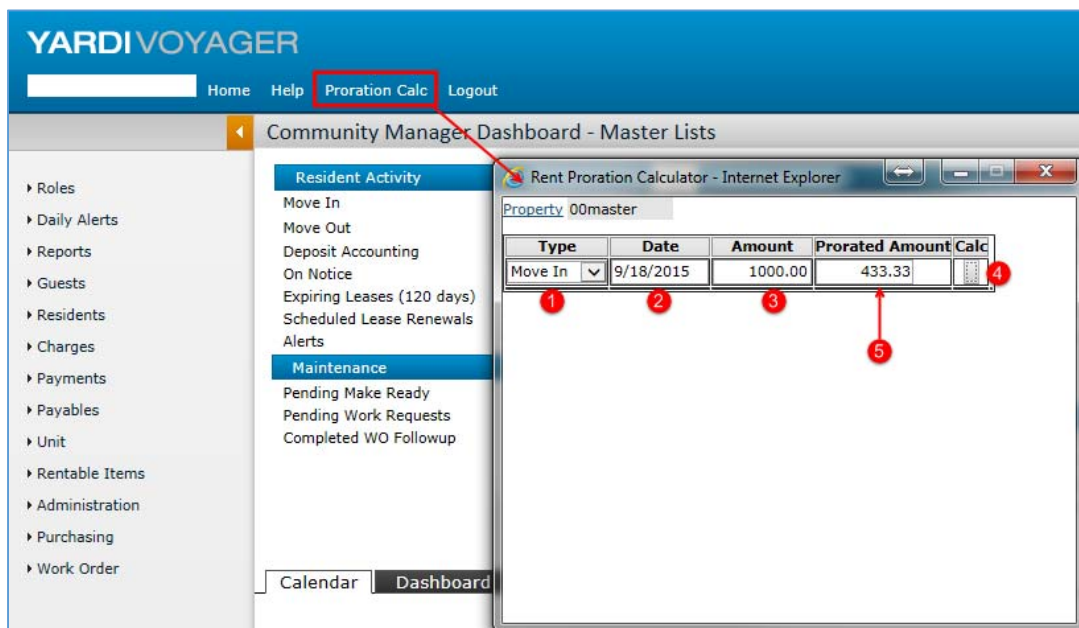


**IMPORTANT:** If you need to stop the recurring charge as stated above, put in a **help desk ticket** right away and systems support will be able to delete the item out of recurring charges for you to prevent reports from pulling incorrectly.

## Prorate Calculator

If you need to calculate a prorate, use the prorate calculator in the Top Menu of the Dashboard.

1. Type = Use the dropdown and select **move in** or **move out**.
2. Date = **Date of the move in or out**.
3. Amount = Amount of the charge you want to prorate. (**Important:** Remember to each charge separately, DO NOT add everything up and enter one total full month charge. You will need to charge each prorate by charge code).
4. Click **Calc**.
5. Prorated Amount = **this amount will auto populate after you click the Calc button**.



## Monthly Billing

Monthly Billing is processed automatically by Yardi at the end of the last day of the month. There is nothing you need to do to process monthly billing.

## Manual Charges or Credits from the Resident Screen

If you need to bill a resident or adjust a charge, you may do this in the Resident Screen. (Please see the chapter on Applicants for application charges).

From the **Resident Screen**:

1. Click **Functions** at the top of the resident screen.
2. Click **Charge**.

3. Date = **Today's date.**
4. Amount = **Amount of the charge** (Note: A positive charge will bill the resident. A negative charge will credit a resident).
5. Charge Code = **Type in the Charge Code**
  - a. **Click on the blue "charge Code" link to find the code. Then click the box next to the code and click OK.**
6. Notes = **A detailed description of the charge.**
7. Click **Submit.**

## Detail Charge Batch

Should you need to charge several residents at one time (Example: Legal Service Fees), you may do so in a Detail Charge Batch rather than charging each person from the Resident Screen. From the **Side Menu** click **Charges > Create Detail Batch**

1. Total Declared = **Total amount of payments**
2. Items Declared = **Total number of payments being entered.**
3. Notes = **Detailed notes on what the batch is for.**
4. Click **Save**.
5. Click the **New Record** button.

Batch Charge

Id (new)

Total Declared	1 200.00	Entered	0.00
Items Declared	2	Entered	0
Description	mgrtest 09/19/2015 04:23		
Notes	3 Legal Fees		

4 Save
New
Close
Help

Post
Report
Delete
Add Batch

Charge Invoices

5

Id	Payee	Name	Amount	Reference	Edit

Once in the Charge Invoice screen:

1. Unit = **Unit number of the resident you want to charge.** Hit TAB from here and the next **field will auto populate.**
2. Charge to = **tcode**, this will auto populate if you hit tab in the last step.
3. Total Amount = **This will auto calculate based on what you enter in the Details section below.**
4. Due Date = **Todays date.**
5. Post Month = **Current accounting period.**
6. Charge Code = **Type in the code or click the box for a list of available charge codes.**
7. Amount = **Amount of the charge (if you are reversing a charge this should be a negative number).**
8. Note = **Any detailed notes regarding the charge.**
9. Click **Save**.

**Charge Invoice**

Property: 10bysd Bayside  
 Unit: 120  
 Charge to: t0040394 Jason Garza (Current)  
 Total Amount: 100.00  
 Due Date: 09/19/2015  
 Post Month: 08/2015

Display Type: Standard Charge Disj  
 Batch: Unposted Batch 16845  
 Status: Unpaid

Payment Method:   
 Reference:   
 Category:

Save Help

Details

Charge Code	Description	Amount	Notes	Account	AR Account	Hold
6 fee-legl	LEGAL FEE	7 100.00	Legal Fees 8	44540	13230	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Once all of your charges are in you will be taken back to the Batch Charge Screen, Click **Post**.

## NSF Charges

When a resident has non-sufficient funds for a Check, Bank Transfer (ACH) or Debit Card Transaction, the Accounting will enter the NSF into Yardi. Yardi will automatically charge the resident the appropriate NSF fee in addition to backing out the payment. Late fees will also be accessed by the system.

When a resident presents two NSF transactions, Yardi automatically changes the resident's allowed Payment Method to Cash Equivalent, meaning Yardi will not accept a check or a ACH Bank Transfer.

Resident

First Name: Thomas MI  
 Last Name: Dahin  
 Address: 20245 N 32nd Dr #125  
 City-St-Zip: Phoenix AZ 85027  
 E-mail:  
 Alt. E-mail:  
 Office:  
 Home:  
 FAX:  
 Mobile: (602) 618-5528

Property Info

Resident ID: t0041695  
 Property: 10bysd  
 Unit: 125  
 Prospect: p0178101  
 Status: Current  
 Legal: N/A  
 Payment Method: Any  
 Payable Method: Do not accept Cash Equiv.  
 Late Count = 1

Save New Help

Lease Info Deposit Info Lease Charges Other Info

You will be notified via email that an NSF has been processed.



## Corporate Suites

Corporate Units are listed as occupied at all times.

**Note:** We do not set up recurring charges for these units, except for a charge and concession for the Property Liability Insurance. This is done so that the unit reports to our insurance company. All applicant and resident charges are manually entered directly onto the ledger at the time of payment.

Be sure to enter a detailed description with all payments and charges noting the name of the guest. You should also note the payment ID, such as check number or credit card payment ID number, with each charge so you know exactly which payment is paying off each charge.

Holding fees (non-refundable) that are charged should be charged at the time of Reservation Payment. This will be charged to chg-corp and applied toward the Guests stay. For example:

- Holding fee** = \$200.00 (Paid at time of reservation)
- Total Price for Stay** = \$1,000.00 (price for entire stay)
- Total due for Stay upon arrival** = \$800.00 (\$1,000.00 - \$200.00 holding fee = \$800.00)

If for any reason a Refund is due to a guest for a Corporate Suite, please place a help desk ticket with a manual Deposit Accounting (Complete Online Payment Refund Form if refund is going to a credit card) and Systems Support will process the refund through Yardi.