# REALPAGE<sup>®</sup>

## Payments and Voucher Adjustments for HUD Repayment Agreements

When working with payments for HUD Repayment Agreements, the payment will need to processed in two steps.

1. Enter the payment into i-CAM.

2. Create the HUD Repayment adjustment to report the payment on the voucher.

Process the Payment in i-CAM	2
Create the Payment Adjustment	3



#### Process the Payment in i-CAM

1. Go to **Financial - Collections** and locate the household you will be taking the payment for.

if i-CAM: Property Manageme	nt [Lake City - HUD]						
File View Activities Help							
Active Property 🗙	Collection		1	Home			
Lake City - HUD	View By Status Resident						
会 Occupancy 会 Financial	Action Items System Reports	Unit:	Name:				
Collection	Close the Month 26th of Month Post Security Deposit Inte 1st of Month	Unit # 01	Name Valdez, Roberta	Balance S▲ \$256.00			
HAP Payments	Send Former Resident Le 28th of Month Send Late Letters 6th of Month	02 03	Preston, Mary Johnson, Willard	\$182.00 \$758.00			
Non-Resident Income		05	Payment	•	Receipt	+	Operating Account
🖻 <u>Banking</u>		06 07	Charge	Ctrl+C	Concession	Ctrl+M	Security Deposit Account
Bulk Transactions		08	Reallocate Credit Reallocate HAP B	Balances alances			
G/L Exports		•	Print Audit Trail	*			
	Balances Resident Subsidy Security De   Ledger Code Balances	posit lance	Status	•			

2. In the upper-right grid, right-click on the household and choose **Payment > Receipt > select the** account the payment will be taken to.

The Enter Receipt box will open.

Enter Receipt [Blackwe	ll, William i	n Unit 04]					X	3
								1
Bank Account	Operating A	.ccount						
Date of Payment*	8/5/2010	-						
Åmount*	\$24.00		PIE					
Type of Payment*	Money Orde	a 🔺	-112	t of NSFs	0			
Monou Ordor #*	554799		Data of					
money order #	004700		Date of	Lasinor				
Comments	\$24 payme	ent for HUD R	epayment.	Agreement.				
Print Receipt								
Resident Ledger		Amount Du	e	Amount R	eceived	Balance D	ue	•
🖃 HUD Repayment			\$624.00		\$24.00	\$60	00.00	
9/1/2010			\$624.00		\$24.00	\$60	0.00	
Application Fee			\$0.00		\$0.00	\$	\$0.00	
Credit Check Fee			\$0.00		\$0.00	5	\$0.00	
Criminal Check Fee			\$0.00		\$0.00	\$	\$0.00	
Rent			\$0.00		\$0.00	\$	\$0.00	
NSF Fee			\$0.00		\$0.00	\$	\$0.00	
Late Fee			\$0.00		\$0.00	\$	\$0.00	
Demand Fee			\$0.00		\$0.00	\$	\$0.00	_
Warrant Fee			\$0.00		\$0.00	5	\$0.00	
Maintenance Fee			\$0.00		\$0.00	\$	\$0.00	
Miscellaneous Fee			\$0.00		\$0.00	\$	\$0.00	
Month to Month Fees			\$0.00		\$0.00	5	10.01	
		Amt. Due	: \$624.00					Ŧ
					<u>О</u> К	<u>C</u> a	ncel	



- 3. Enter the following information:
  - **Date of Payment**: Enter the date the payment was received.
  - **Amount**: Enter the value of the payment.
  - **Type of Payment**: Select the payment type from the drop-down menu.
  - Check #/Travelers Check #/Money Order #: (Non cash payments) Enter the reference number for the payment.
  - **Comments**: Change the default comment if desired. The comment prints on the receipt form.
  - **Print Receipt**: Mark this checkbox to print a receipt. The number of receipts that print is based on the configuration.
    - Notice to Print: Click the ellipsis button, ..., to change the receipt notice to print.

4. Apply any amount of the payment that will be used to pay the HUD Repayment Agreement to the HUD Repayment account.

5. Click **OK**.

Balances	Resident	Subsidy	Security	Deposit
Ledger Co	de			Balance
HUD Repay	nent			(\$24.00)

The household will show a credit in the HUD Repayment account until the payment has been reported on a voucher and the voucher is posted.

### **Create the Payment Adjustment**

1. Go to Compliance - 59 Vouchers > Repayment Adjustments - Repayment Actions Required.

IF i-CAM: Property Manageme	ent [Lake City - H	UD]				
File View Activities Help						
Active Property 🗙	59 Vouch	ners				Home
Lake City - HUD	Voucher List	Repayment Adjustments	Miscellaneous	Accounting	<b>Special Claims</b>	Unvouchered 4
會 Occupancy	Repayment A	ctions Required Vouch	er Adjustments			
율 Financial	Unit #	Name	Activity	Description	on	
<b>命 Maintenance</b>	04	Blackwell, William	Payback Receipt	\$24.00 from	Blackwell, William	to HUD repayment
율 Payables						
會 Compliance						
Excess Income						
59 Certifications						
S 59 Vouchers						



i-CAM: Property Manageme	nt [Lake City - HI	JD]				- • ×
File View Activities Help						
Active Property 🗙	59 Vouch	iers				Home
Lake City - HUD	Voucher List	Repayment Adjustmen	ts Miscel	laneous Accountin	g Special Claims	Unvouchered
☆ Occupancy	Repayment A	ctions Required Vouc	her Adjus	tments		
🔓 Financial	Unit #	Name	Activity	Descrip	otion	
🔓 Maintenance	04	Blackwell, William	Payback	Receipt \$24.00 fr	om Blackwell, William t	o HUD repayment
🔓 Payables				New Repayment A	Adjustment	
_ ✿ Compliance				Delete		
Excess Income				Customize	+	
				Print	•	
59 Certifications				Save As	•	
59 Vouchers				Send As	•	

A Payback Receipt action will be created for the payment that was taken.

2. Right-click on the Payback Receipt action and choose New Repayment Adjustment.

The Select Repayment Agreement box will open.

ect Repayme	nt Agreement							
reement Tv	e Identifier	Name	Unit #	Start Date	Amount	Balance	Funding Source	11111
nant	3001	Blackwell, William	04	9/1/2010	\$624.00	\$624.00	Section 8 Contract	
							ОК	Cance

3. Select the agreement the payment will be for and click **OK**.



#### The *Repayment Adj* box will open.

Repayment Adj for [William Blac	kwell]
Agreement Identifier	3001
Agreement Date	8/12/2010
Agreement Amount*	\$624
Agreement Type	Tenant
Cost Balance	\$50.00
Monthly Cost*	\$6.00
Payment Amount*	\$24.00
20% of Payment	\$4.80
Remaining Cost Balance	\$56.00
Allowable Costs	\$4.80
Allowable Amount To Retain	\$4
New Cost Balance	\$52.00
Amount Requested*	(\$20)
Voucher To Appear On*	October - 2010 💌
	<u>O</u> K <u>C</u> ancel

- 4. Enter the following information:
  - **Cost Balance**: The cost balance will automatically fill in based on the Cost Balance entered for the Repayment Plan or the New Cost Balance from the last Repayment Adjustment.
  - **Monthly Cost**: The monthly cost will automatically fill in based on the Monthly Cost entered for the Repayment Plan.
  - **Payment Amount**: Enter the amount of the Payment.
  - **20% of Payment**: This will be 20% of the Payment Amount.
  - **Remaining Cost Balance**: This will be the Cost Balance + the Monthly Cost.
  - Allowable Costs: This will be any amount of the 20% of Payment that does not exceed the Remaining Cost Balance.
  - Allowable Amount to Retain: This will be the amount of the Allowable Cost that can be kept from the Payment Amount. (Allowable Cost with no cents).
  - **New Cost Balance**: This will be the Cost Balance after the Allowable Amount to Retain has been kept. This will be used for the Cost Balance when the next payment adjustment is created.
  - **Amount Requested**: This value will default to the Payment Amount the Allowable Amount to Retain.
  - Voucher To Appear On: Select what voucher the payment adjustment should report on.
- 5. Click **OK**.



ir i-CAM: Property Manageme	nt [Lake City - H	UD]					
File View Activities Help							
Active Property 🗙	59 Vouch	ners			1	Hom	S.
Lake City - HUD ···	Voucher List	Repayment Adjus	tments Miscellaneo	us Accounting S	pecial Claims		▶
🔓 Occupancy	Repayment A	Actions Required	Voucher Adjustment	s			
由 Financial	Unit #	Name	Activity	Description			
🔓 Maintenance							
ি Payables							
Excess Income							
So Certifications							
S 59 Vouchers							

Once the action has been completed, it will be removed from the Repayment Actions Required workspace.

I i-CAM: Property Manageme	nt [Lake City -	HUD]							
File View Activities Help									
Active Property 🗙	59 Vouc	hers							Home
Lake City - HUD ···	Voucher Lis	t Repaymer	nt Adjus	tments	Miscellaneou	s Accounting	<b>Special Claims</b>	Unvo	uchered 🔸 🕨
	Repayment	Actions Req	uired	Vouche	r Adjustments				
🔓 Financial	First Name	Last Name	Unit #	Agree	ment Identifier	Agreement T	ype Amount Req	uested	Voucher Da
🔓 Maintenance	William	Blackwell	04	3001		Tenant		(\$20.00)	10/1/2010
<b>☆ Compliance</b>									
🖻 Excess Income									
59 Certifications									
Southers 59 Vouchers									

The adjustment can be seen on the **Compliance - 59 Vouchers > Repayment Adjustments - Voucher Adjustments** tab.

If the adjustment amount needs to be corrected or the adjustment needs to be reported on a different voucher, right-click on the payment adjustment and choose **Edit**.

5/23/2014	Repayment Agreement Listing									
		В	Lake City - HUD 101 Lakeview Blvd Juena Vista, TX 99999 As Of 8/31/2010				V			
Unit #	Name	Туре	Date	Identifier	Amount	Amount Paid	In Transit	Balance		
04	Blackwell, William	т	08/12/2010	3001	\$624.00	\$0.00	\$24.00	\$600.00		

The payment will show in transit on the Repayment Agreement Listing report until the voucher the payment is reporting on is posted. Once the voucher has been posted, the payment will be included in the amount paid.