⩔ YARDI Security Deposit Adjustments

We are all aware that there are multiple steps required to prepare and process a Past resident's Deposit Accounting; however, did you know there are also very specific steps to take if in need of adjusting a Past resident's Deposit Accounting? Failure to follow these steps can create account discrepancies and inaccuracies.
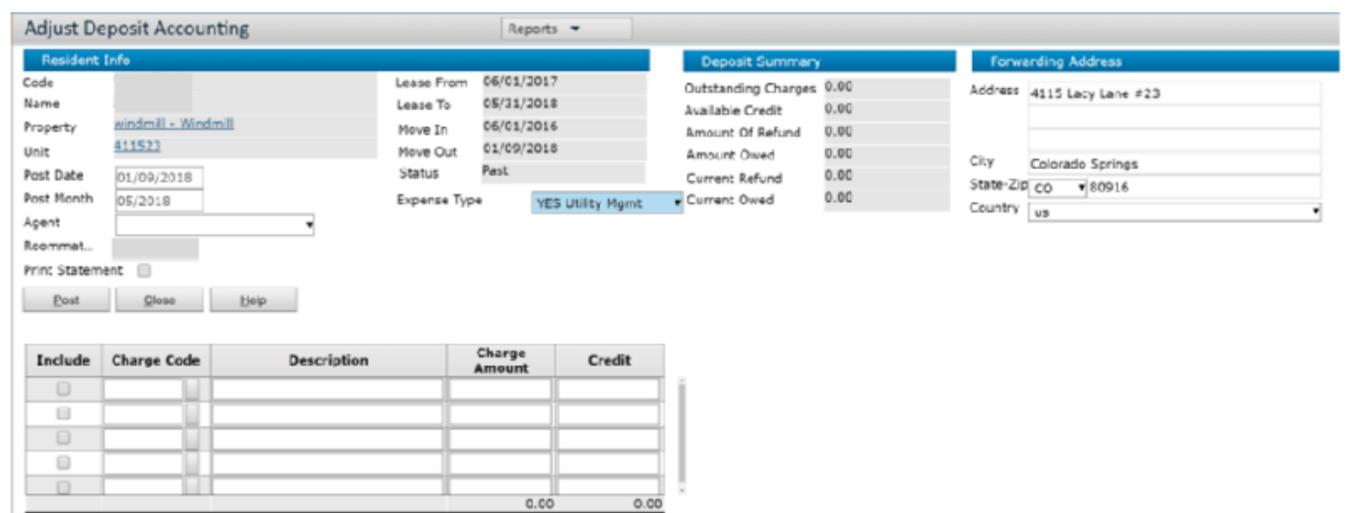
Please note that there are indeed restrictions as to what can be adjusted on-site versus what will need to be submitted through the Help Desk for correction. In addition, adjustments must be made within a specific timeframe in order to take effect in Yardi correctly.

> ⚠️ All changes must be completed using the Adjust Deposit Accounting function. Charges should NOT be added using the Charge Batch function.

## Adjusting a Move Out Statement Showing a Resident Owing a Balance

- Adjustments must be made before write offs have been completed for that resident.
  - If write offs have already been completed, submit a Help Desk ticket detailing the changes needed
- Open the Resident screen in Yardi
- Select Adjust Deposit Accounting in the Functions menu at the top of the screen. The Adjust Deposit Accounting screen will appear.
- Complete/update the Forwarding Address, if needed
- Charge codes will not default on this screen—type the charge code in or select the box next to the Charge Code column to select the charge code from a full list
- Enter a detailed description for the adjustment and the charge or credit dollar amount
- Click Post to finalize adjustment

Adjusting a Move Out Statement Showing a Resident Receiving a Refund

- Adjustments must be made before the refund check has been cut for that resident
  - If the check has already been cut, the below error message will display
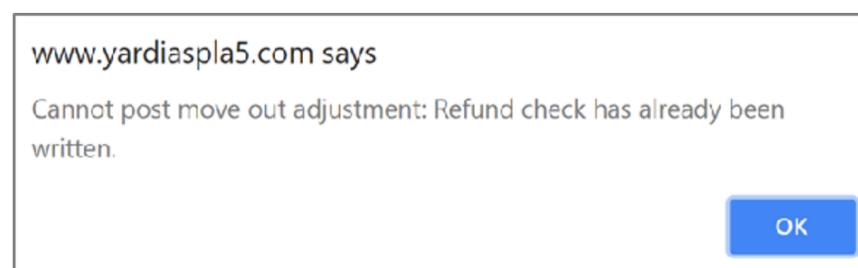
> ⚠️ Once a refund check has been written, no additional changes can be made to the deposit accounting. If there is an additional refund due back to the resident, the request must be made by submitting a Check Request. Please note that any over-refunded amounts are unrecoverable, unless the community contacts the resident directly for reimbursement.

Refer to Chapter 6 - Deposit Accounting in the Yardi User Guide for full deposit accounting process.

Need Help?
Do not hesitate to reach out with any questions regarding Deposit Accounting through the Help Desk.