



Payments and Voucher Adjustments for HUD Repayment Agreements

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

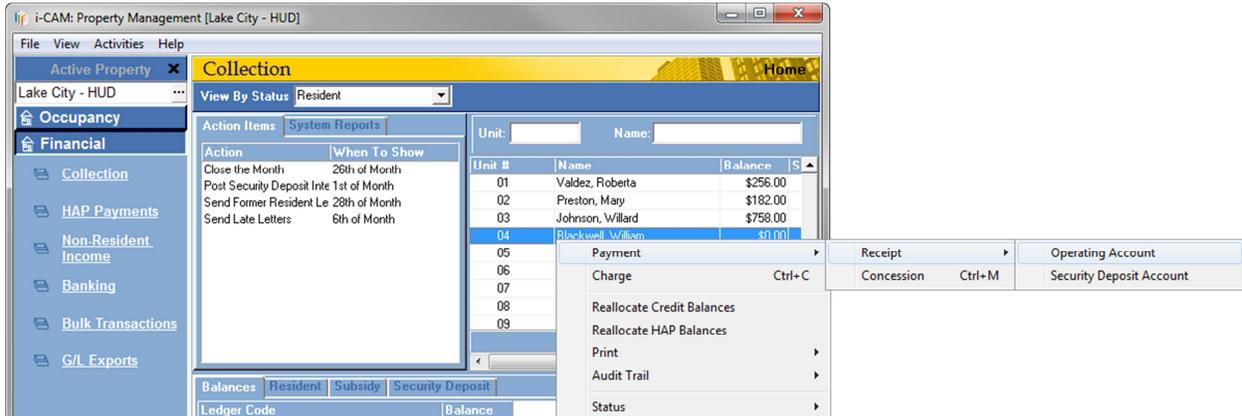
1. Enter the payment into i-CAM.
2. Create the HUD Repayment adjustment to report the payment on the voucher.

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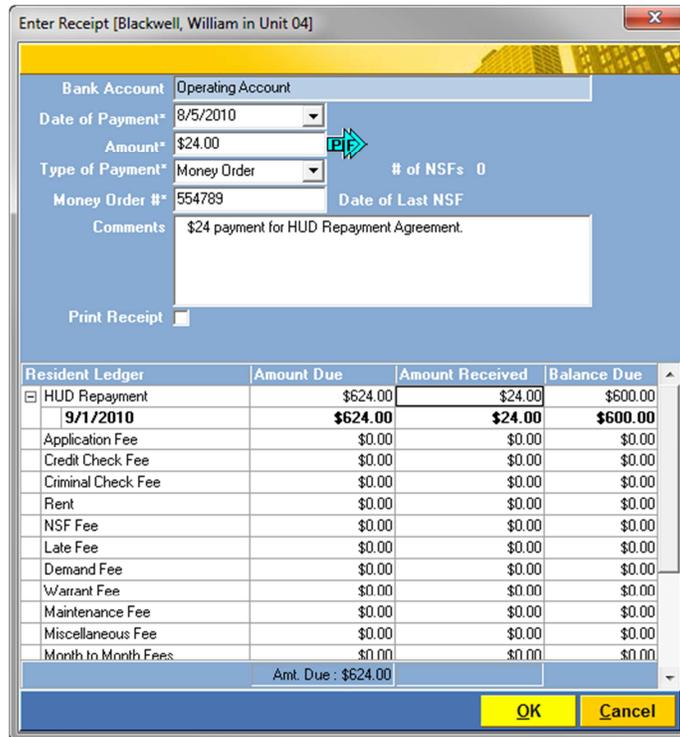
Process the Payment in i-CAM

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



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.



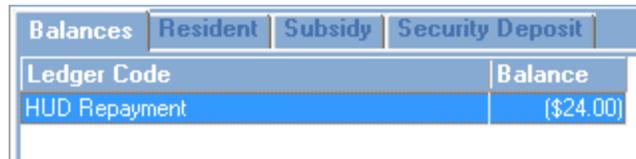


3. Enter the following information:

- **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	
Ledger Code	Balance
HUD Repayment	(\$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**.



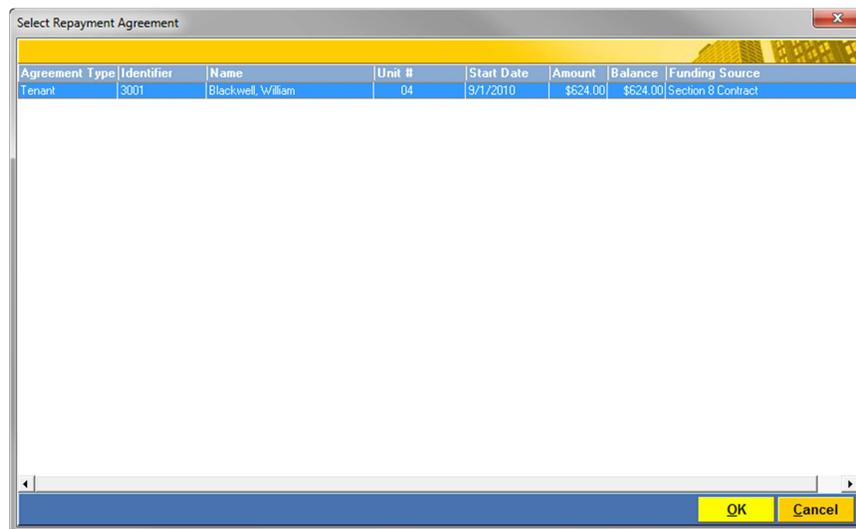


A Payback Receipt action will be created for the payment that was taken.



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

The *Select Repayment Agreement* box will open.



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



The *Repayment Adj* box will open.

Field	Value
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

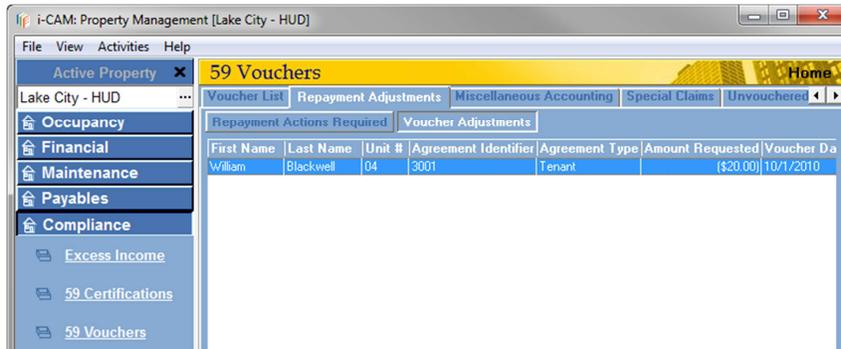
4. Enter the following information:

- **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**.



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



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**.

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Repayment Agreement Listing
 Lake City - HUD
 101 Lakeview Blvd
 Buena Vista, TX 79999
 As Of 8/31/2010

Unit #	Name	Type	Date	Identifier	Amount	Amount Paid	In Transit	Balance
04	Blackwell, William	T	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.