

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – TENANT BALANCES	1-31-18

PURPOSE: To determine which residents have outstanding balances due

PREPARED BY: SM or DM

WHEN PREPARED: As needed, but should be done weekly

- (1) Log-in to Yardi Voyager.
- (2) From your dashboard, click on the **“MONTHLY PROCEDURES”** link

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YARDI VOYAGER

Home Help **Monthly Procedures** Guests Affordable Analytics Sign Out SaaS Messages

Community Manager Dashboard - Cherry Tree Apartments Phase I

Resident Activity

Move In	0
Move Out	0
Deposit Account	0
On Notice	0
Incomplete Certs	0
Annual Certs Due	0
Unanswered Letters	0
Expiring Leases (120 days)	0
Scheduled Lease Renewals	0
Alerts	0

Maintenance

Pending Make Ready	0
Pending Work Requests	0
Completed WO Followup	0

Unit Statistics

Total Units	34	
Leased Units	34	100%
Occupied Units	34	100%
Available Units	0	0%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Traffic

Prospect Pipeline	0
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	0

Open Batches

Charges	New Charge Batch
Receipts	New Receipt Batch
Payables	New Payable Batch

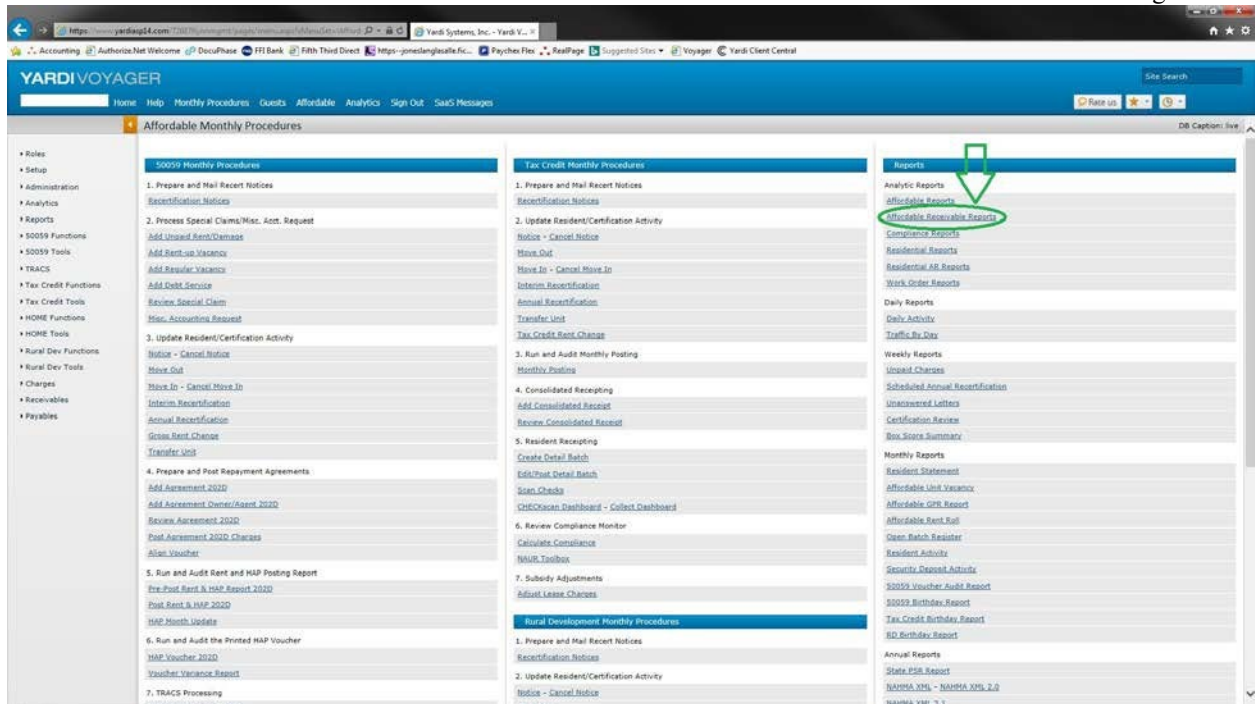
Calendar | Dashboard | Person Search

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
January 22, 2018	23	24	25	26	27
					28
29	30	31	February 1	2	3
					4

(3) Under the Reports Section, click on “AFFORDABLE RECEIVABLE REPORTS”

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- (4) On the Receivable Reports Screen
- A) Enter Your Property Code
 - B) Enter the Post To as the current Month & Year
 - C) Report Type = Receivable Aging Detail
 - D) Charge Code
 - a. If you leave the code blank, all charges will appear
 - b. If you enter “rent” only outstanding rent and prepayments will display
 - E) HUD Subsidies
 - a. If you set to exclude, you will not see any outstanding rental assistance due
 - b. If you set to include, you will see all outstanding rental assistance F)
- Click on “DISPLAY” to view the report

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