

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL REPORTING – SECURITY DEPOSIT ACTIVITY	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 monthly

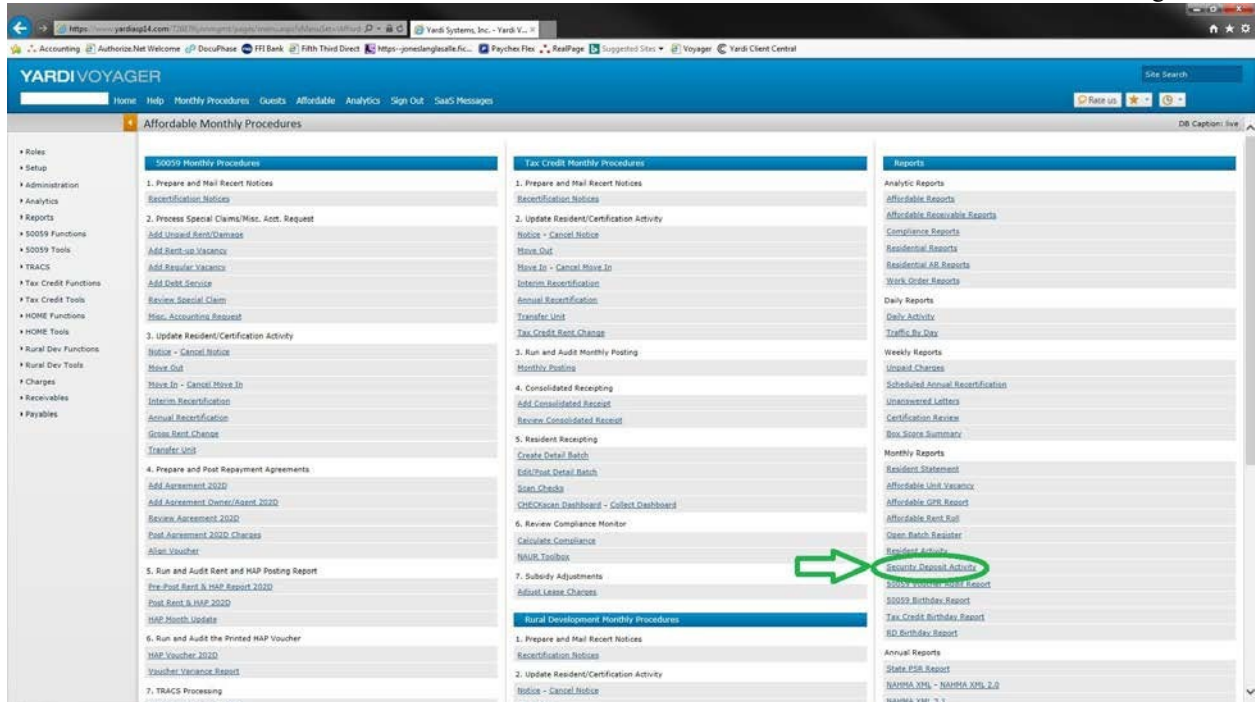
- (1) Log-in to Yardi Voyager.
- (2) From your dashboard, click on the **“MONTHLY PROCEDURES”** link

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The screenshot shows the Yardi Voyager Community Manager Dashboard. The navigation menu at the top includes 'Home', 'Help', 'Monthly Procedures' (circled in green), 'Guests', 'Affordable', 'Analytics', 'Sign Out', and 'SaaS Messages'. The main content area is titled 'Community Manager Dashboard - Cherry Tree Apartments Phase I'. It features several sections: 'Resident Activity' with a list of actions like Move In, Move Out, Deposit Account, etc.; 'Unit Statistics' showing Total Units, Leased Units, Occupied Units, etc.; 'Traffic' showing Prospect Pipeline, Today's Showings, etc.; and 'Open Batches' for Charges, Receipts, and Payables. A calendar view for January 2018 is visible at the bottom, showing dates from January 22 to February 3.

(3) Under the Reports Section, click on **“SECURITY DEPOSIT ACTIVITY”**

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- (4) On the Residential Reports Screen
  - A) Enter Your **Property Code**
  - B) Enter the **Month & Year**
  - C) Report Type = **Security Deposit Activity**
  - D) Click on **“DISPLAY”** to view the report

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The screenshot shows the Yardi Voyager web application interface. The browser address bar displays the URL: <https://www.yardiasp14.com/72687flynemgmt/pages/menu.aspx?MenuSet=iAfford>. The page title is "Yardi Systems, Inc. - Reside...". The navigation menu includes: Home, Help, Monthly Procedures, Guests, Affordable, Analytics, Sign Out, SaaS Messages. The main content area is titled "Residential Reports" and contains the following fields and controls:

- Property:** A dropdown menu with "20" selected. An arrow labeled "A" points to this field.
- Unit Type:** A dropdown menu.
- Unit:** A dropdown menu.
- Month / Year:** A date range selector with "01/2018" and "02/2018" selected. Two arrows labeled "B" point to these date fields.
- Report Type:** A dropdown menu with "Security Deposit Activity" selected. An arrow labeled "C" points to this field.
- Summarize By:** A dropdown menu with "Resident" selected.
- Options:** Two checkboxes: "Show Graphs" and "Show Grids".
- Buttons:** "Excel", "PDF", "Display", and "Clear". An arrow labeled "D" points to the "Display" button.

A left-hand navigation sidebar lists various categories such as Roles, Setup, Administration, Reports, 50059 Functions, 50059 Tools, TRACS, Tax Credit Functions, Tax Credit Tools, HOME Functions, HOME Tools, Rural Dev Functions, Rural Dev Tools, Charges, Receivables, and Payables.