SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	1-31-18
<b>REPORTING – STATUS OF AN INVOICE</b>	
	<b>D</b> 1 0 <b>F</b>

Page 1 of 5

PURPOSE: To determine if an invoice has been paid

PREPARED BY: SM or DM

WHEN PREPARED: As needed, but, prior to calling or emailing the accounting department

- (1) Log-in to Yardi Voyager.
- (2) From your dashboard, on the side menu, click on "ROLES" (A) and then click on "RESIDENT MANAGER" (B).



(3) From the side menu, click on "ANALYTICS" (A); then click on "OPERATIONS" (B); then click on "AGED PAYABLE" (C)



There will now be two reports available. They are:

Aging - The Aging report will display all items currently in the system unpaid

Payee Ledger - The Payee Ledger will display all invoices, paid and unpaid

Both reports will allow you do drill down into the control numbers to view attachments and checks.

#### (4) AGING REPORT

On the Payable Analytics Screen

Date

1-31-18

## SUBJECT

# YARDI VOYAGER PROCEDURES MANUAL

## **REPORTING – STATUS OF AN INVOICE**

Page 4 of 5

- A) Select Aging from the pulldown list
- B) Enter Your Property Code
- C) Enter in the Period Box the Month & Year
- D) Enter in the Age As Of Box Today's Date
- E) Check the box for Detail
- F) Click on Display to view the report

This will display current open invoices.

If you see asterisks (\*) that means there are more items to view.

All items in BLUE are available for drilling down to invoices and attachments.

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	Payable Ar	nalytics				_	_		VE				
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Setup     Administration     Work Order	Payee	Remittance	Payee Name	Invoice	Control	Batch Id	Property	Invoice Date	Account	Invoice #	Current	0-30	31-60
Purchasing     Inventory	come	comc-2026 (pc-2025	Comcast Florida Pest Control	Phone & Internet 01/22-02/21 PO1502 01/18 Service	P-27710 P-27704	1805 1805	20 20	01/18/2018 01/22/2018	8250 6080	8495 74 302 0290516 823856 0	85.27 210.00	85.27 210.00	
Fixed Assets	sta usda	sta-2026	Staples Advantage USDA	PO1501 Supplies :Prog Gén payable adjustment	P-27682	1805	20 20	01/20/2018	8260 9010	3365939733 :RA consolidation	29.25 0.00	29.25 0.00	
i Interfaces I Script Utility	Grand Total										324.52	324.52	9

#### (5) **PAYEE LEDGER**

Date

1-31-18

#### SUBJECT

# YARDI VOYAGER PROCEDURES MANUAL

REPORTING – STATUS OF AN INVOICE

On the Payable Analytics Screen

- A) Select Payee Ledger from the pulldown list
- B) Enter Your Property Code
- C) Enter in the Period Box the Month & Year
- D) Check the box for Detail
- E) Click on Display to view the report

All fields are optional allowing you for many different types of searches.

This will display current open invoices by vendor

If you see asterisks (\*) that means there are more items to view.

All items in BLUE are available for drilling down to invoices, attachments and checks.

If you want to search on a specific vendor, enter the information in the payee field and display.

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Setup Administration Work Order Purchasing Inventory	Payee Code als adt	Remittance Vendor adt-2026	Payee Name A-1 Silders, LLC ADT Security Services, Inc.	Description P01328 #7 Repairs P01491 Alam Monitoring 01/06-02/05 P01491 Auruni Fere Ser Lance	Control * *	<b>Property</b> 20 20 20 20	Invoice Date 07/18/2017 12/18/2017 12/05/2017	Payment Method Check Check	Invoice Post Month 07/2017 12/2017 12/2017	Acco = 8250 Telephone
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Administration Administration Work Order Purchasing Inventory Fixed Assets	Payee Code ais adt afec ancc aprs	Remittance Vendor adt-2026	Payee Name A-1 Sliders, LLC ADT Security Services, Inc. Alachua Fire Extinguisher Co., Inc. Anafone Contact Centers Able Flumbing Repair Service, Inc.	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01451 Annual Frite Ext Trap           01/15 Zervice           P01350 #12 Re-Pripe Hot Water	Control * * P-25989 * P-20891	<b>Property</b> 20 20 20 20 20	<b>Invoice Date</b> 07/18/2017 12/18/2017 12/05/2017 12/31/2016 08/11/2017	Payment Method Check Check Check Check Check	Invoice Post Month 07/2017 12/2017 12/2017 01/2017 08/2017	Acco     #     #     #     #     #     #     #     #     #     #     250 Telephone     #     #     030 Maint Contract     #     Contract
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Setup Administration Work Order Purchasing Inventory Fixed Assets Interfaces	Payee Code ais adt afec ancc aprs ard at	Remittance Vendor adt-2026 ard-2026 att-2026	Payee Name A-1 Sliders, LLC ADT Security Services, Inc. Anasfone Contact Centers Able Plumbing Repair Service, Inc. ARD Distributors, Inc. AT&T	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01451 Anrm Monitoring 01/06-02/05           P01452 #100 First Strapping           P01350 #12 Re-Fipe Hot Water           P01324 #22 Fridge           03722-04/21	Control - P-25989 - P-20891 - P-136	Property 20 20 20 20 20 20 20 20 20	Invoice Date 07/18/2017 12/18/2017 12/05/2017 12/31/2016 08/11/2017 04/05/2017 03/22/2016	Payment Method Check Check Check Check Check Check Check	Invoice Post Month 07/2017 12/2017 01/2017 01/2017 04/2017 04/2016	Acco 8250 Telephone 6030 Maint Contract 8250 Telephone 8250 Telephone
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Administration Administration Work Order Purchasing Inventory Fixed Assets Interfaces Script Utility	Payee Code ais adt afec ancc aprs ard att bbd bram bsmi cec comc comc compa ctcopp ctron ctron chra	Remittance Vendor adt-2026 ard-2026 bram-2026 come-2026 copa-utl	Payee Name A-1 Silders, LLC ADT Security Services, Inc. Alachua Fire Extinguisher Co., Inc. Anasfone Contact Centers Able Flumbing Repair Service, Inc. ATD Distributors, Inc. ATAT Bumble Ree Design Bramitti's, Inc. Barkoystems Markeling, Inc. Canyet Cooperative, Inc. Concest City of Paleka CT Corporation CTMI, LLC Compaint Content Base Control Completes Tockstemstem	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01491 Alarm Monitoring 01/06-02/05           P01491 Alarm Monitoring 01/06-02/05           P01492 Janual Frie Ext Insp           Pone & Internet 01/22-02/21           Property 07/25-08/25           Po1493 Samitary Samitary           P01591 Samitary           P01592 Samitary           P01592 Samitary           P01592 P015           Pointer Samitary           P	Control P-25989 P-20891 P-136 P-8741 P-20208 P-1823 P-1823 P-13895	Property 20 20 20 20 20 20 20 20 20 20 20 20 20	Invoice Date 07/19/2017 12/09/2017 12/09/2017 12/09/2017 09/21/2017 09/22/2016 11/2017 09/25/2017 09/25/2017 09/25/2017 09/25/2017 00/19/2018 00/30/2018 01/39/2018 01/39/2018	Payment Method Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check	Invoice Post Month 07/2017 12/2017 12/2017 04/2017 04/2016 11/2016 09/2017 04/2017 12/2017 11/2018 09/2017 05/2016 01/2018 02/2017 05/2016	* 250 Telephone 3250 Telephone 3250 Telephone 4250 Telephone 4250 Telephone 4250 Maint Supples 4270 Office Equipme 120 Electricity 4250 Telephone 4250 Telep
Setup Setup Work Order Purchasing Inventory Fixed Assets Interfaces Script Utility	Payee Code ais adt afcc ancc aprs ard bbd bami bami cen copa ctorp ctorp ctpc dc	Remittance Vendor adt-2026 ard-2026 bram-2026 bram-2026 copa-utl	Payee Name A-1 Silders, LLC ADT Security Services, Inc. Anasfone Contact Centers Able Plumbing Repair Service, Inc. ARD Distributors, Inc. ARD Distributors, Inc. Cargenetics, Cooperative, Inc. Carge Techtic Cooperative, Inc. Concast City of Palatka CT Corporation CT Corporation CT MI, LLC Champion Termite & Pest Control Deriver, AR Conditioning	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01451 Alarm Monitoring 01/06-02/05           P01451 Alarm Monitoring 01/06-02/05           P01350 #12 Re-Fipe Hot Water           P01324 #22 Fridge           P01324 #22 Fridge           P01329 #29 PVC Tube/Coment           Neintenance Shirts/Hats           P01392 #29 PVC Tube/Coment           Neinternet 01/22-02/21           Property 0725-08/25           Professional Services           2018 Tax Consulting           P01352 Envice Sall Winterview           P01352 Envice Call Minuterview	Control P-25989 P-20891 P-136 P-8741 P-20208 P-13823 P-13895	Property 20 20 20 20 20 20 20 20 20 20 20 20 20	Invoice Date           07/18/2017           12/18/2017           12/18/2017           12/05/2017           12/31/2015           08/01/2017           04/05/2017           05/02/2017           08/02/2017           02/25/2017           01/12/2018           08/03/12/017           05/09/2016           01/12/2017           05/09/2016           01/12/2017           01/12/2017           01/12/2017           01/12/2017           01/12/2017           01/12/2017           01/12/2017           01/12/2017           01/12/2017	Payment Method Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check	Invoice Post Month 07/2017 12/2017 12/2017 04/2017 04/2017 04/2016 09/2017 04/2016 09/2017 04/2017 04/2017 01/2018 02/2017 02/2017 02/2017 02/2017	* 250 Telephone 3030 Maint Contract 250 Telephone 4030 Maint Contract 250 Telephone 4020 Maint Supples 270 Office Equipme 250 Telephone 4230 Legal Expense 4230 Legal Expense 4230 Legal Expense 4340 Real Estata Tax 4080 Services * * * * * * * * * * * * * * * * * * *
Ann Feind Setup Administration Work Order Purchasing Inventory Fixed Assets Interfaces Script Utility	Payee Code ais adt afec ancc arc ard at bbd bram bsmi cec comc corc corc corc corc corc chrop ctcop ctroi ctpc dar dt	Remittance Vendor adt-2026 att-2026 bram-2026 come-2026 copa-utl	Payee Name A-1 Sliders, LLC ADT Security Services, Inc. Alachua Fire Extinguisher Co., Inc. Anasfone Contact Centers Able Flumbing Repair Service, Inc. ATD Distributors, Inc. ATAT Bumble Ree Design Brannitt's, Inc. Barkoystems Markeling, Inc. Canyet Cooperative, Inc. Concast CT Corporation CTM; LLC CTM; LLC Compate Ar Conditioning DerHoat Ar Conditioning DerHoat Ar Conditioning DerHoat Concenters	Description           P01328 #7 Repairs           P01491 Alam Menitoring 01/06-02/05           P01491 Alam Menitoring 01/06-02/05           P01491 Alam Menitoring 01/06-02/05           P01492 Taberipe Hot Water           P01302 #22 Fridge           P01302 #22 Fridge           P01302 #22 Pridge           P01302 #22 Pridge           P01302 #22 Pridge           P01302 #29 PVC Tube.Cement           New T5240 Scanner           ClubRouse 11/15-12/19           Phone & Internet 01/22-02/21           Propethy 07/25-08/25           Professional Services           P01192 #2 Service Call           P01401 #12 Canvaling           P01401 #12 Canvaling           P01401 #12 Canvaling/Wax	Control P-25989 P-20891 P-136 P-8741 P-20208 P-1823 P-1823 P-1823	Property 20 20 20 20 20 20 20 20 20 20 20 20 20	Invoice Date 07/19/2017 12/09/2017 12/09/2017 12/09/2017 09/21/2017 09/22/2016 11/2017 09/25/2017 09/25/2017 09/25/2017 09/25/2017 09/32/2017 05/09/2016 01/32/2018 01/27/2018	Payment Method Check Ch	Invoice Post Month 1/2017 1/2017 1/2017 0/2017 0/2017 0/2017 0/2018 0/2016 0/2018 0/2018 0/2018 0/2018 0/2018 0/2018 0/2018 0/2018 0/2018 0/2018	Acco 8250 Telephone 6300 Maint Contract 8250 Telephone 6300 Maint Contract 8250 Telephone 6300 Maint Supples 8270 Office Baujman 8270 Telephone 8270 Telephone 8280 Telephone 8340 Real Estate Tax 8280 Telephone
Setup Setup Administration Work Order Purchasing Inventory Fixed Assets Interfaces Script Utility	Payee Code ais adt afcc ancc aprs ard bbd bram bami conc copa ctcorp ctorp ctpc dcc dohr	Remittance Vendor adt-2026 ard-2026 bram-2026 come-2026 copa-uti	Payee Name A-1 Silders, LLC ADT Security Services, Inc. Alaschua Fire Extinguisher Co., Inc. Anasfone Contact Centers Able Plumbing Repair Service, Inc. ARD Distributors, Inc. AT&T Bumble Bee Design Brenilitt's, Inc. Bankaystems Marketing, Inc. Calvy Efectric Cooperative, Inc. Concast CIT of Palatika CT Corporation CTMH, LLC Champion Termite & Pest Control DerVisei Ard Cart Division of Hotels and Restaurants	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01451 Alarm Monitoring 01/06-02/05           P01451 Alarm Monitoring 01/06-02/05           P01350 at 28 Aright Photo Water           P01324 #22 Fridge           P01324 #22 Fridge           P01324 #22 Fridge           P01329 25 PVC Tube_Cement           New T5240 Scanner           Clubbiouse 11/06-12/19           Phone & Internet 01/22-03/25           Professional Services           2018 Tax Consulting           P01461 #14 Class/Strip/Wax           Plotes Reinewal           P01461 #1 Class/Strip/Wax	Control P-25989 P-20891 P-136 P-8741 P-20208 P-1823 P-1823 P-1823	Property 20 20 20 20 20 20 20 20 20 20 20 20 20	Invoice Date 07/18/2017 12/18/2017 12/05/2017 12/05/2017 12/05/2017 03/22/2016 09/25/2017 03/22/2016 09/25/2017 06/02/2017 06/03/2018 06/31/2017 05/09/2016 01/03/2018 01/03/2018	Payment Method Check Ch	Invoice Post Month 07/2017 12/2017 12/2017 01/2017 08/2017 04/2016 09/2017 12/2017 04/2016 09/2017 12/2017 04/2016 09/2017 01/2018 06/2017 01/2018	Construction     C
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Administration Setup Administration Work Order Purchasing Inventory Fixed Assets Interfaces Script Utility	Payee Code ais adt afec ancc aprs ard att bbd bram bsmi cec comc cocopa ctcorp ctcorp ctcorp ctcorp ctor copa ctcorp ctor foc foc foc	Remittance Vendor adt-2026 ard-2026 bram-2026 come-2026 copa-utl fdoa-6198 fpc-2026	Payee Name A-1 Silders, LLC ADT Security Services, Inc. Alachua Fire Extinguisher Co., Inc. Ansafone Contact Centers Able Flumbing Repair Service, Inc. ARD Distributors, Inc. ATAT Bumble Bee Design Bramitt's, Inc. Banksystems Markeling, Inc. Clay Electric Cooperative, Inc. Comcast CIT Corporation CT Corporation CT Corporation CT Couporation CT Conditioning David Car Pointion Enter & Paets Control DePrivet Ar Conditioning David Car Pointion Formite & Paets Control DePrivet Ar Conditioning David Car Filiph Acoda Cruz Filiph Acoda Control Enter	Description           P01328 #7 Repairs           P01491 Alarm Monitoring 01/06-02/05           P01392 127 Be-Pipe Hot Water           P01329 227 Endjge           03/22-04/21           Mintenance Shirtf/Hats           P01392 228 PVC Tube/Coment           New T5240 Scanner           Club/Dues 11/61-12/19           Phone & Internet 01/22-02/21           Property 0725-08/25           Professional Services           2018 Tax Consulting           P01493 225 Service Calii           P01493 225 Service Calii           P01493 122 Service Calii           P01493 123 Service 2017           2018 Tax Consulting           P0143 12/15 Service           Annual Report 2017           2018 Roperty Dues           018 Mgmrinke           018 Mgmrinke           018 Mgmrinke	Control P-25989 P-25989 P-20891 P-136 P-8741 P-20208 P-1823 P-1823 P-13895 P-12454 P-12454 P-12454 P-12454	Property 20 20 20 20 20 20 20 20 20 20 20 20 20	Invoice Date 07/18/2017 12/08/2017 12/08/2017 12/08/2017 12/08/2017 08/11/2017 08/02/2017 09/25/2017 09/25/2017 09/25/2017 01/09/2018 01/09/2018 01/09/2018 01/09/2018 01/09/2018 01/09/2018 01/09/2017 01/09/2018 01/0	Payment Method Check Ch	Invoice Post Month 07/2017 12/2017 12/2017 01/2017 08/2017 04/2016 09/2017 09/2018 08/2017 01/2018 09/2017 01/2018 01/2018 01/2018 01/2018 01/2018 01/2018	Acco     S250 Telephone     Colored Contract     S250 Telephone     Colored Contract     S250 Telephone     Colored Contract     S250 Telephone     Colored Contract     S250 Telephone     S250 Telep

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