

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL  VOYAGER DOCUMENT STORAGE	08-01-23

On the computer at your property, on the computer desktop, create a folder named:

**VOYAGER DOCUMENTS**

- Create a subfolder named EMBURSE VOUCHERS
- Create a subfolder named U-16c
- Create a subfolder named VENDORS
  - Create a subfolder for each of your VENDORS
    - Create a subfolder for each Vendor
      - CREDIT MEMOS
      - INVOICES
      - QUOTES
      - A-9

When scanning documents and/or saving a document as a pdf, name your file beginning with the Purchase Order number and an additional type of reference. This will assist you with locating your files.

It is imperative that your scanned documents are **legible**. If the pdf is illegible or pieces of the document are missing, the document cannot be processed by Accounting. Always view your pdfs to ensure all of the document's information is clear and **legible**.

**QUOTE Example;** You have an order confirmation #W58946 from HD Supply and you want to attach the order confirmation to the Purchase Order you created.

- 1) Save the order confirmation as a pdf file in your  
VOYAGER DOCUMENTS => HD SUPPLY => QUOTES folder
- 2) Name the order confirmation POXXX W58946 (XXX is the Purchase Order number)

Your order confirmation is now available to be attached to the Purchase Order

**INVOICE Example;** You received invoice 124857 from HD Supply and you want to attach the invoice to the Purchase Order you created.

- 1) Save the invoice as a pdf file in your  
VOYAGER DOCUMENTS => HD SUPPLY => INVOICES folder
- 2) Name the invoice POXXX 124857 (XXX is the Purchase Order number)

Your invoice is now available to be attached to the Purchase Order.

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At year end, make a copy of your VOYAGER DOCUMENTS folder onto a flash drive. Send the flash drive to Accounting, at the corporate office.

An email reminder for the copy will be sent out in December of each calendar year.

After your copy has been made, rename your VOYAGER DOCUMENTS folder to be VOYAGER DOCUMENTS XXXX (XXXX represents the calendar year such as VOYAGER DOCUMENTS 2023).

Create a new folder on your desktop January 1<sup>st</sup> of the following year to store all of your documents for the new year.

Paper copies of quotes and invoices are to be kept in the office for 2 years.

Once the 2 years has passed, all paper quotes and invoices can be shredded.