

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL CREATING PURCHASE ORDERS	08-01-23

PURPOSE: Authorize Purchase of Goods/Services

PREPARED BY: SM or DM

WHEN PREPARED: **PRIOR to Service being provided or Goods being ordered**

Creating a Purchase Order

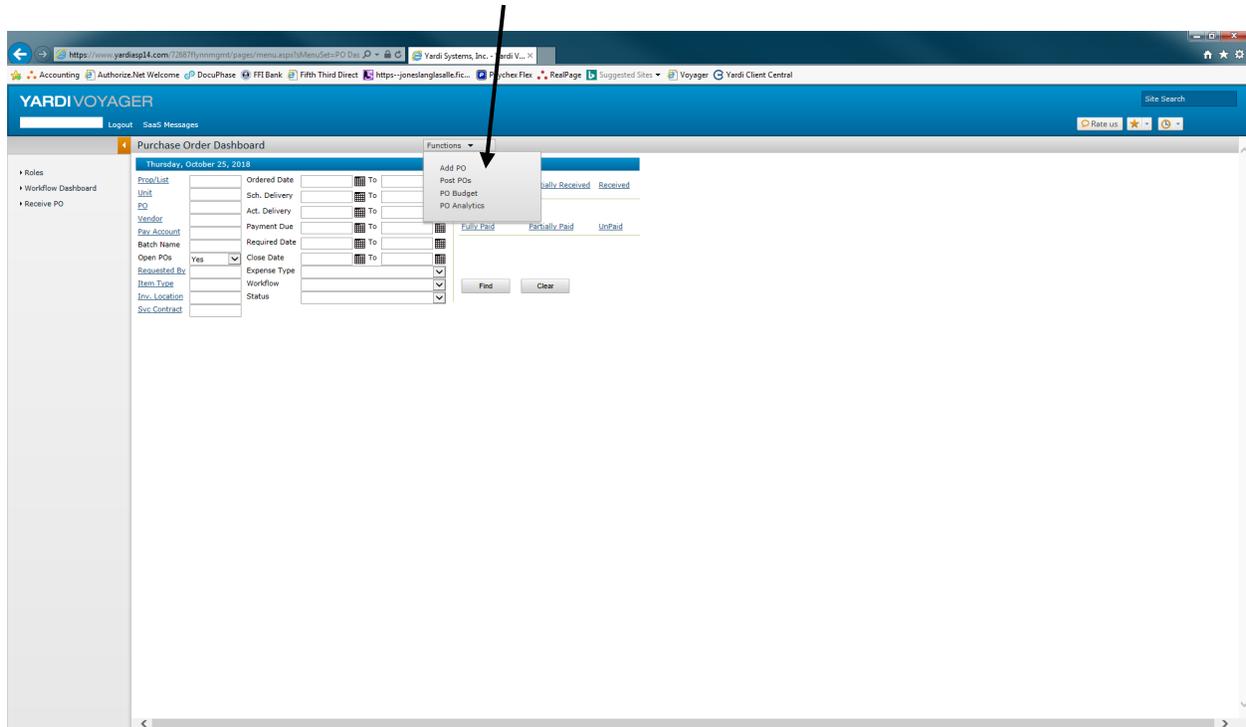
From Roles – Select PO Dashboard or use the short cut to New PO

The screenshot displays the Yardi Voyager Community Manager Dashboard for Oakbrook Villas. The dashboard is divided into several sections:

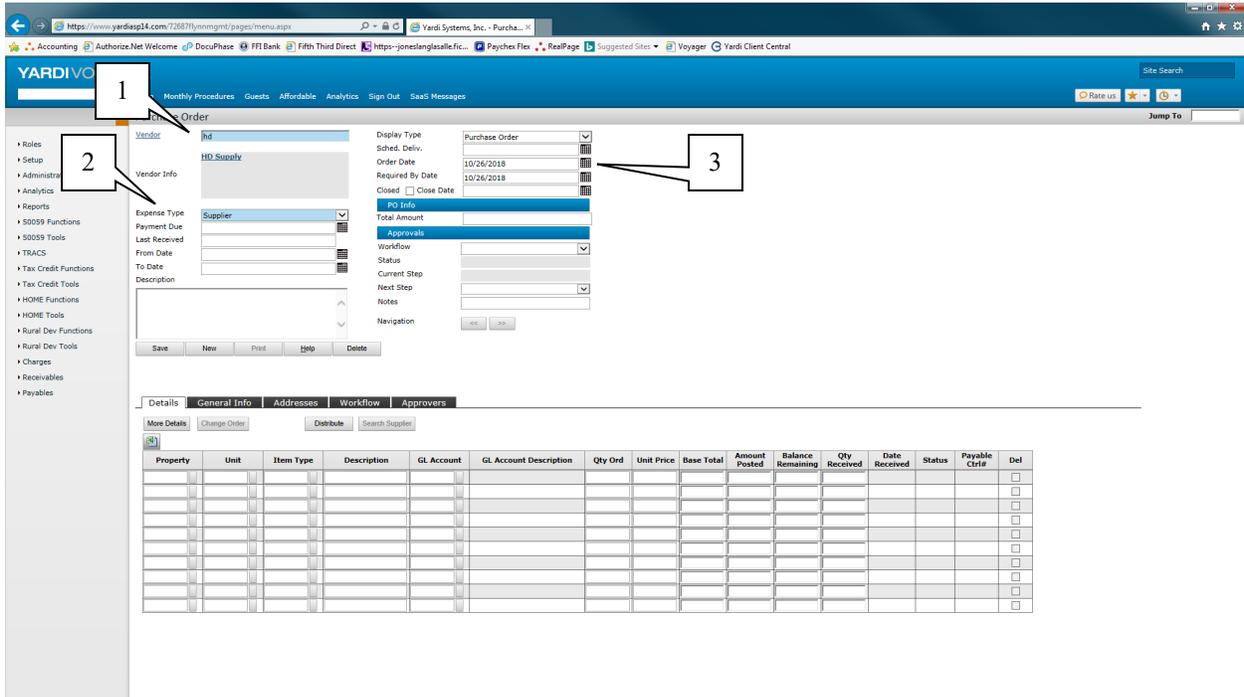
- Left Sidebar:** A navigation menu with categories like Roles, Setup, Administration, Analytics, Reports, S0059 Functions, S0059 Tools, TRACS, Tax Credit Functions, HOME Functions, HOME Tools, Rural Dev Functions, Rural Dev Tools, Charges, Receivables, and Payables. The 'PO Dashboard' is highlighted under the 'Roles' section.
- Main Content Area:**
 - Resident Action:** A list of tasks such as Payment Processing, PO Dashboard, Residential Manager, SaaS 2017 New Feature Videos, Unanswered Letters, Expiring Leases (120 days), Scheduled Lease Renewals, Alerts, and Maintenance.
 - Unit Statistics:** A table showing metrics like Total Units, Leased Units (97.62%), Occupied Units (88.10%), Available Units (2.38%), Model/Down/Admin, On Hold Units, and Unit Transfers.
 - Traffic:** A section showing Prospect Pipeline, Today's Showings, Print Waiting Lists, and Pending Applications.
 - Right Panel:** A 'New PO' link is highlighted, along with other options like 'Daily Activity', 'Monitor Reports', 'New Soc. Res.', 'Print Letters', and 'Tax Credit Quick Check'.
- Calendar:** A calendar view for October 2018, showing dates from Monday, October 29 to Saturday, November 3.

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If using the PO Dashboard, go to Functions; Add PO



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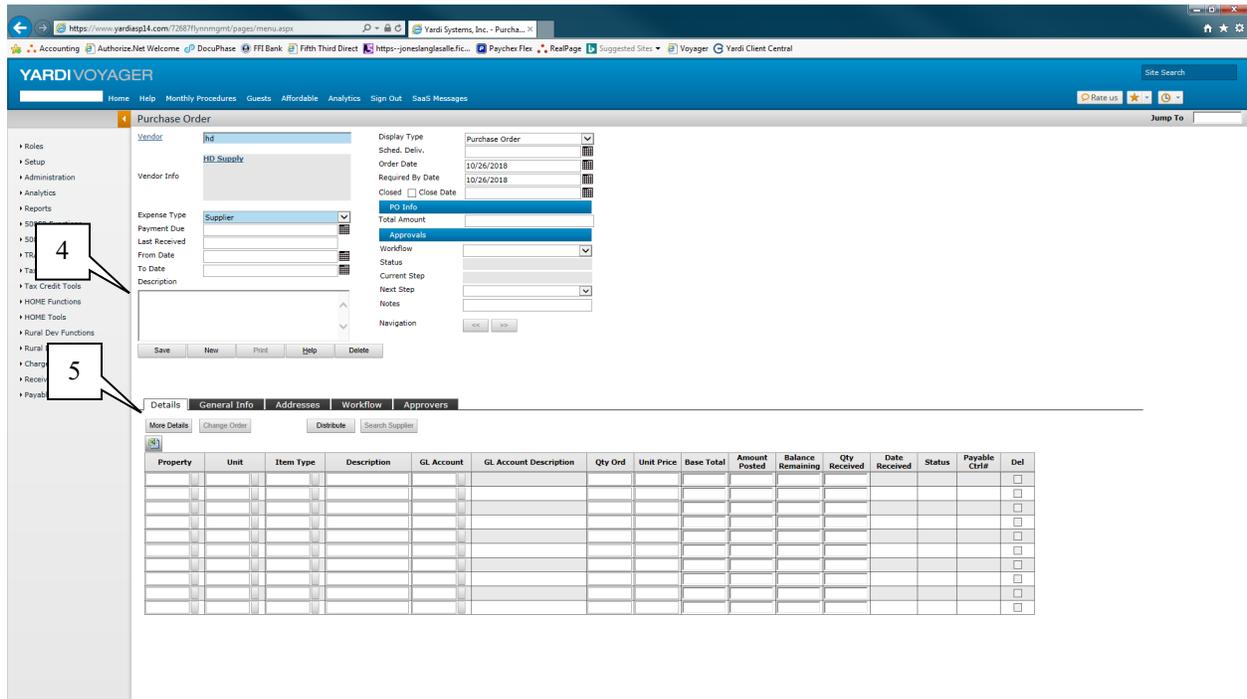
UPPER SECTION Required fields are in BLUE

(1) Vendor; You must select the vendor you are purchasing the goods/services from. You can click on the hyperlink of Vendor for a list of your vendors or you can begin typing the name of the vendor to locate your vendor. This list is specific to your log in and will list all vendors available for any of the properties you have access to. This list will be maintained by vendors@flynnmanagement.com. If the vendor you need is not available, email vendors@flynnmanagement.com.

(2) Expense Type; This defaults from the vendor. The expense type should only be changed if the purchase you are making is going to be processed using your **Maintenance Reserve** funds. Refer to **Maintenance Reserve Purchase Orders** Procedure V-420.

(3) Dates; Order Date & Required By Date default to the day you are entering the Purchase Order. Update the Required by Date to be the date you are expecting the delivery to arrive or the service to be performed.

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(4) Description: This description carries over to the accounts payable voucher so it should be kept short.

If you require a lengthy description and/or need to communicate with accounting, use the MEMO function outlined on Procedure V-480

All other fields in the upper section **DO NOT** need to be completed.

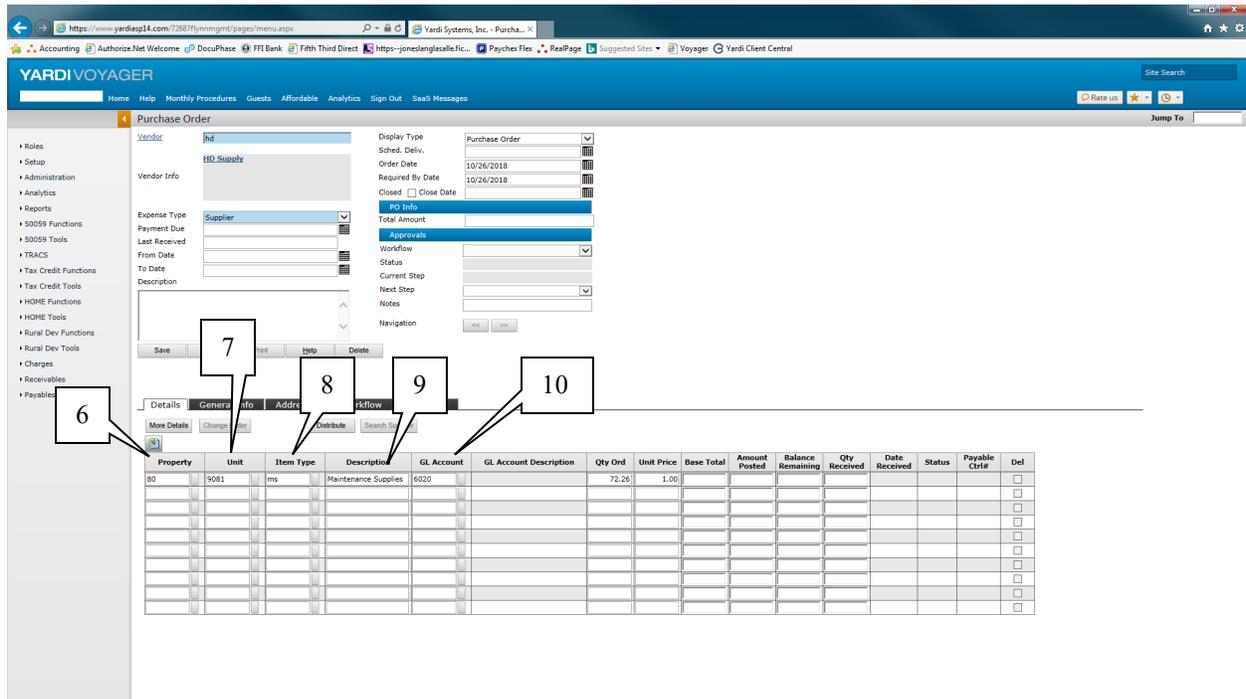
GRID SECTION

(5) Details Tab: This section is used to define the items you are purchasing.

More Details – If you are going to need more than the 10 lines, click this box and more detail lines will be added for you to use.

Distribute – If you click this box, you can distribute the cost of the purchase order over multiple properties. See **Using the Distribution Function** Procedure V-470

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(6) Property: Enter the property that is to incur the expense of this item

(7) Unit: If the purchase is for a specific unit, **ALWAYS** enter the unit number. The unit number carries over to the accounts payable voucher for additional tracking.

(8) Item Type: Select the item that best describes your purchase. You can click on the lookup button for a list of items or you can begin typing the item description to locate an item.

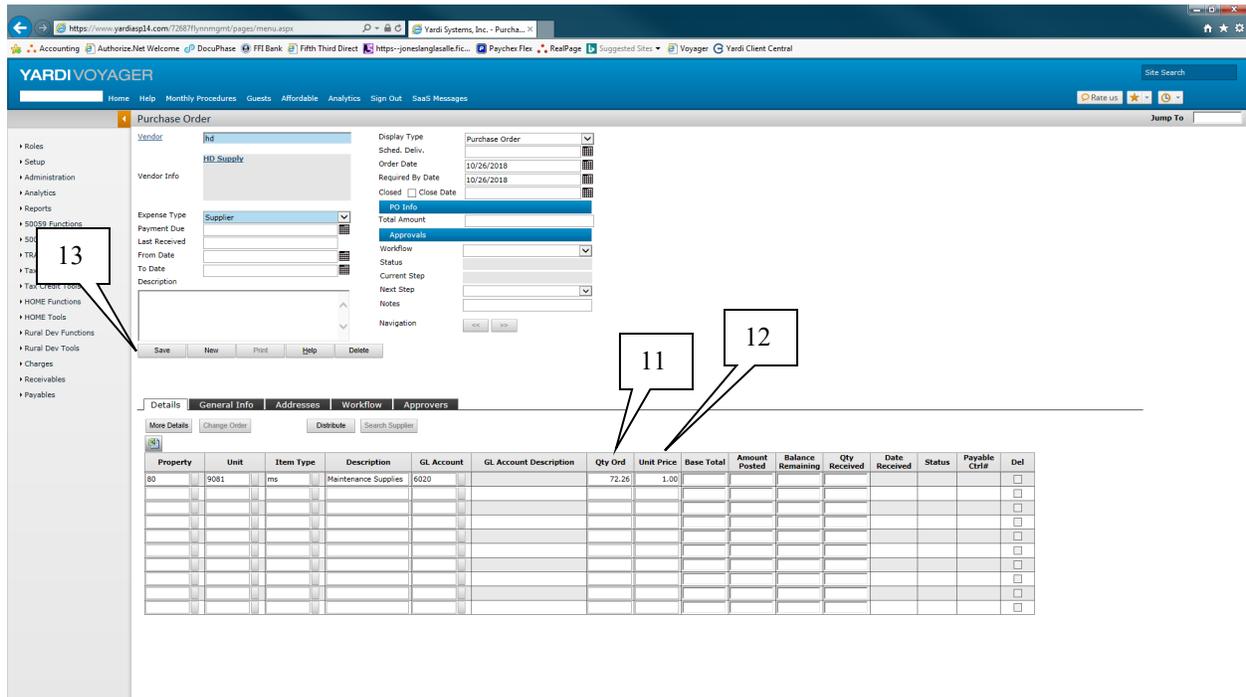
Most items can be assigned to Item Type “ms” Maintenance Supplies. Individual supply items such as toilets, bi-fold doors etc. do not need to have a unique code as they are considered Maintenance Supplies

The item list will be updated as needed. Contact accounting to add an item to the list.

(9) Description: The description defaults from the item and can be overridden to identify the item in more detail. This description carries over to the general ledger. It should be kept short.

(10) GL: Account: The GL Account defaults from the item type and can be overridden if necessary.

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(11) Qty Ord: This field is to be used as the **DOLLAR** amount of the purchase order, not the quantity.

Example; If the purchase is for 15 items totaling \$72.26, the Qty Ord is 72.26

(12) Unit Price: This field must **ALWAYS** be \$1.00

This process is being implemented for 2 reasons

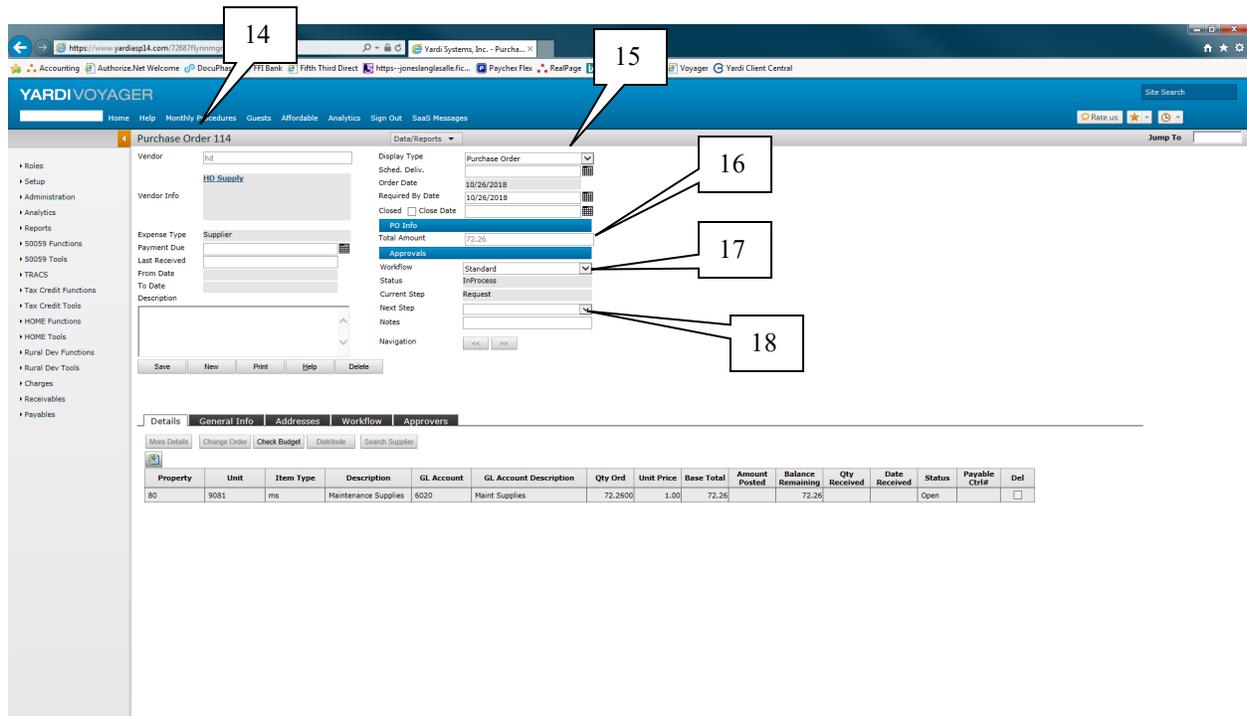
- 1) Allow users to not have to enter every single item that needs to be ordered.
- 2) Allows the Purchase Order to accommodate for Backorders. This is needed for items that may be delivered/received on multiple shipments/invoices.

The reason the Qty Ord would not be 1.00 and the Unit price would be \$72.26 is due to the purchase order system being quantity based. If you receive a partial shipment on this order worth \$51.55 and received the quantity of 1 on your receiver, the process would close the purchase order.

Instead, if you receive an invoice for \$51.55 for your first shipment, you can “receive” a Quantity of 51.55 when you process your receiver. The remaining balance on the purchase order of \$20.71 will remain open.

(13) Save to save the purchase order.

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UPPER SECTION

(14) Once the purchase order is saved, the Purchase Order number appears in the upper left corner.

(15) Display Type: Defaults to Purchase Order and is to remain Purchase Order.

PO Info

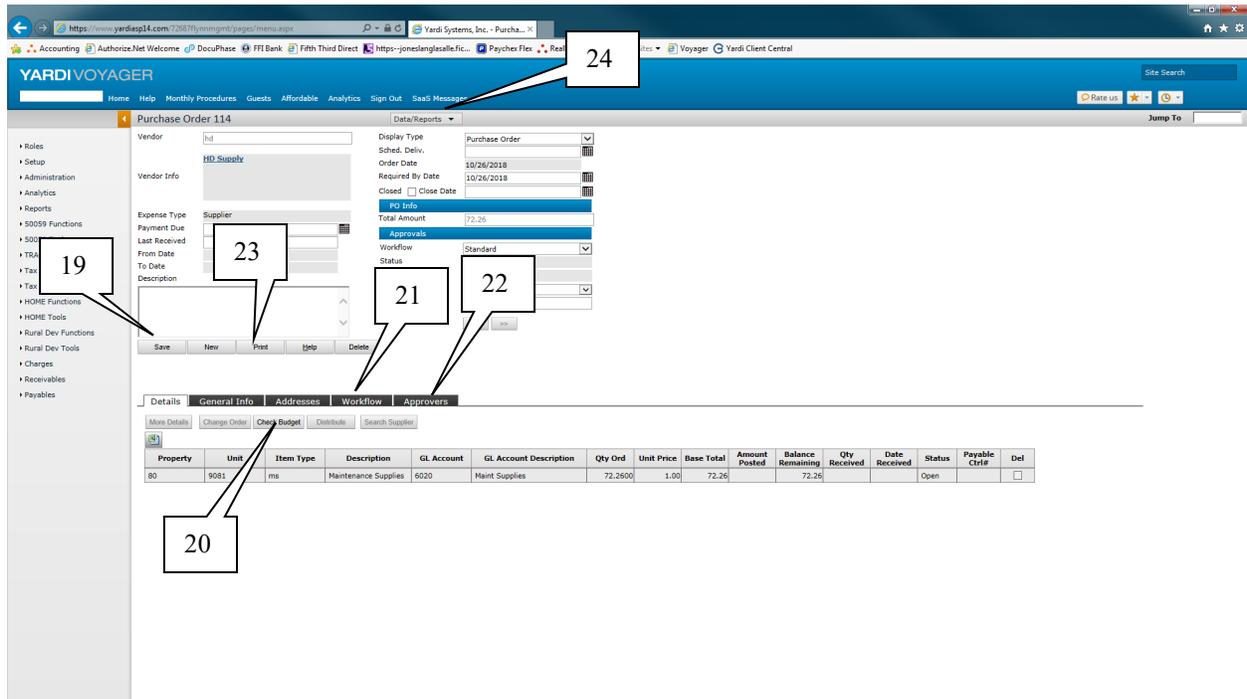
(16) Total Amount – This is the total of all your detail lines.

Approvals

(17) Workflow will default to “Standard” or “Reimburse” (depending on the expense type). Change the workflow as needed. Refer to Procedure V400.

(18) Next Step Click on the drop down and select the next required step. The available steps are defined by the workflow.

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(19) Save – to save the purchase order with the updated Approvals.

GRID SECTION

(20) Details Tab: **Check Budget** becomes available to view your budget.

General Info Tab: This tab is not used.

Addresses: The bill to and ship to default from the property settings

(21) Workflow: The status of where the purchase order is, in the approval process.

(22) Approvers: The listing of approvers will display

(23) Print This option will Print the Purchase Order

(24) Data/Reports This option becomes available on the saved purchase order. Here you can add Attachments and detailed Memos. Refer to Procedure V-480 to add Attachments & Memos