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

PURPOSE: Authorizing that the goods/services have been received

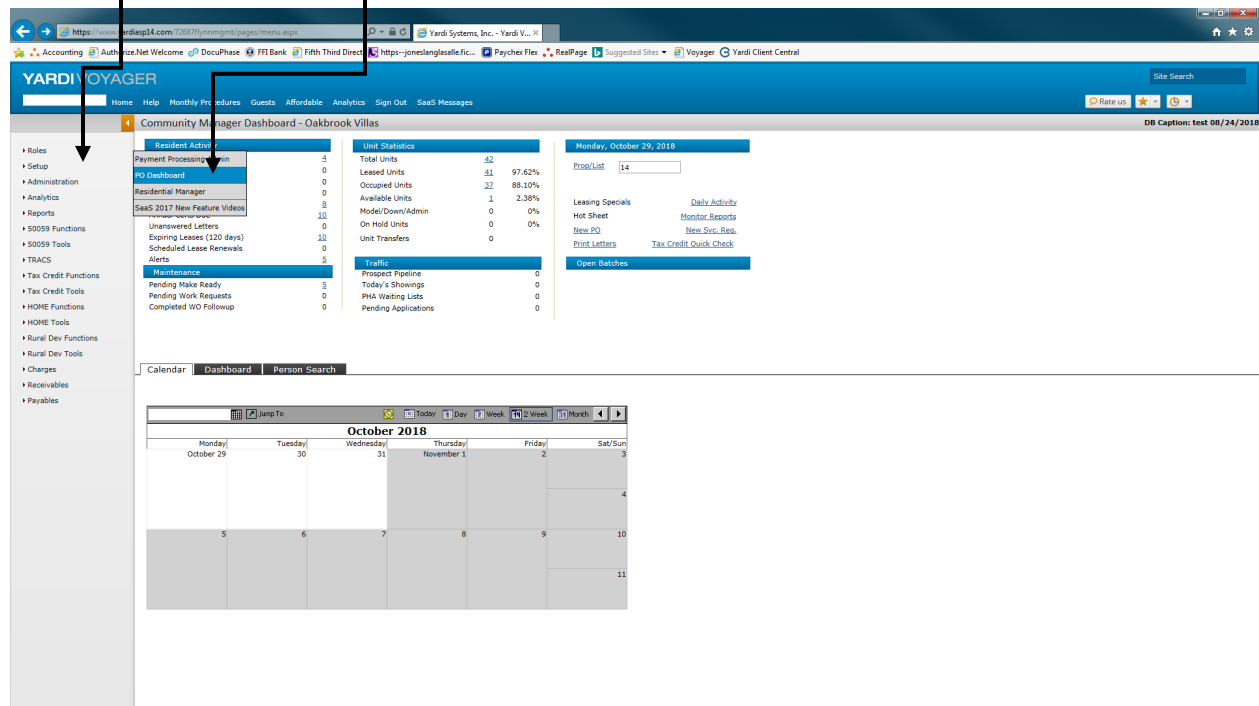
PREPARED BY: SM or DM

WHEN PREPARED: **AFTER the product has been delivered and/or services have been performed and invoice from the vendor has been received**

Receiving of items on a purchase order is only to be performed when you have the vendor invoice in hand.

ONLY APPROVED PURCHASE ORDERS CAN BE RECEIVED

Locate the Purchase Order you need to receive
From Roles – Select PO Dashboard



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From the PO Dashboard click on **(1)** Not Received hyperlink.

Not Received; Will display all of your Open Purchase Orders that have not yet been received.

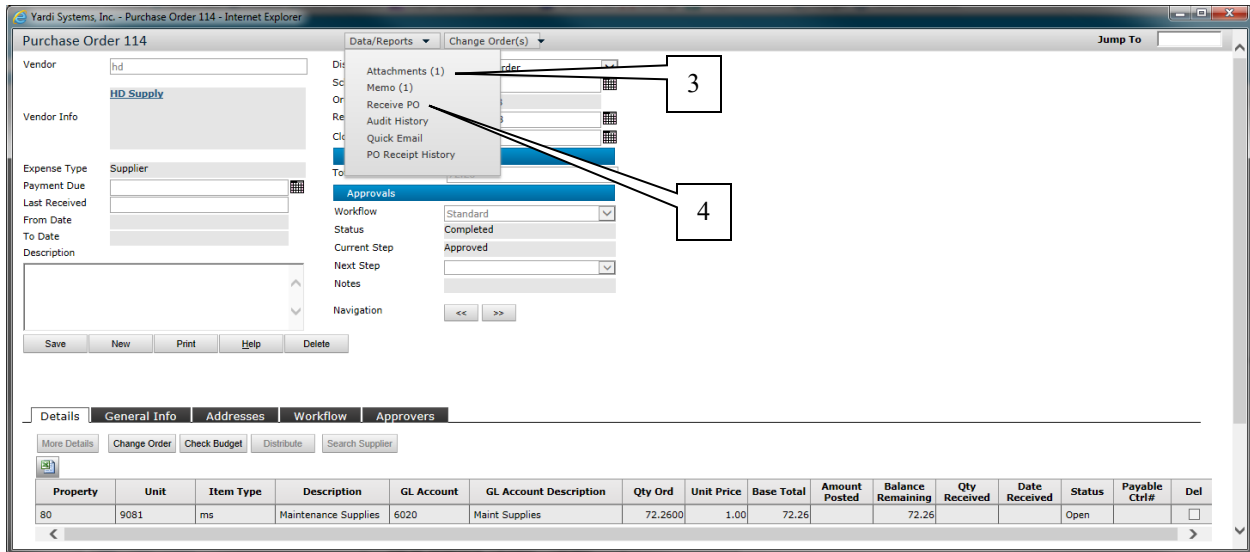
The screenshot shows the Yardi Voyager interface. The 'Purchase Order Dashboard' is active, displaying filters for 'Not Received' (14). A callout box labeled '1' points to the 'Not Received' link in the 'Quick Links' section. Another callout box labeled '2' points to the first row of the purchase order list, which has PO# 115.

| PO# | Vendor | Total Amount | Date Ordered | Expense Type | Requestor | Description |
|-----|-----------------------------|--------------|--------------|--------------|-----------|---------------------|
| 115 | hd - HD Supply | 13.10 | 10/30/2018 | Supplier | kkelber | Toilet Flanges |
| 114 | hd - HD Supply | 72.26 | 10/26/2018 | Supplier | kkelber | |
| 111 | hd - HD Supply | 625.00 | 10/08/2018 | Supplier | kkelber | |
| 110 | mnr - Mop, Mow and Roll Se | 100.00 | 10/05/2018 | On Site | kkelber | |
| 108 | hd - HD Supply | 753.50 | 10/05/2018 | Supplier | kkelber | |
| 107 | iaa - Indoff - Allied Appl | 1,056.67 | 10/05/2018 | Reserves | kkelber | |
| 105 | ahac - Aldon's Heating & Ai | 400.00 | 10/05/2018 | On Site | kkelber | |
| 104 | kk - Kim Kelber | 284.85 | 10/05/2018 | Expense | kkelber | |
| 103 | low - Lowe's | 639.00 | 10/05/2018 | Supplier | kkelber | |
| 16 | mnr - Mop, Mow and Roll Se | 150.00 | 08/29/2018 | Contract | kkelber | |
| 15 | ppc - Paul's Pest Control | 154.42 | 08/29/2018 | Contract | kkelber | |
| 14 | iaa - Indoff - Allied Appl | 1,465.63 | 08/29/2018 | Reserves | kkelber | |
| 13 | hd - HD Supply | 13.85 | 08/29/2018 | Supplier | kkelber | |
| 12 | hd - HD Supply | 800.00 | 08/29/2018 | Supplier | kkelber | Expect total to not |

Locate the Purchase Order you need to Receive

(2) Click on the PO# Hyperlink to open the Purchase Order

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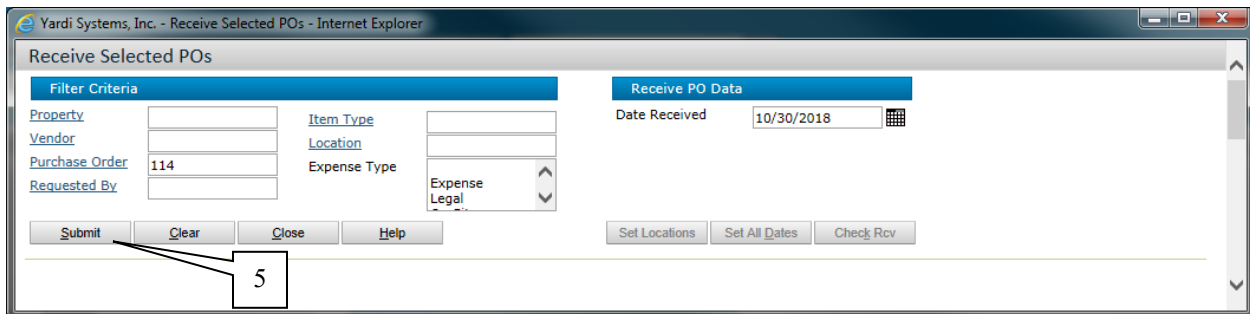


(3) **Data Reports** Attachments to upload your invoice. If this is for your monthly Lawn Service, also upload your U-16c. Refer to Procedure V-480 for attachment requirements.

Once your Attachments are complete;

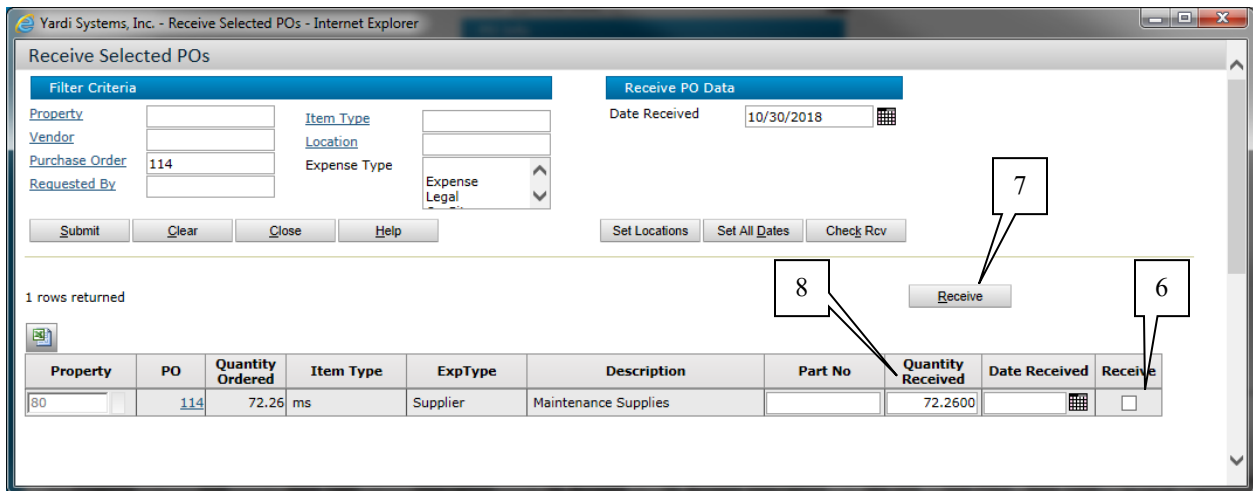
(4) **Data Reports** and select Receive PO

The Purchase Order number will already be selected. Click on **(5)** **Submit**



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All of the detail items from the Purchase Order will display.



If you have received the total value of the Purchase Order, you can click on the **(6)** Receive Check Box then the **(7)** **Receive** and this will fully receive the items.

If you have only received some of the value, override the **(8)** Quantity Received to be the **amount of the goods/services actually received**.

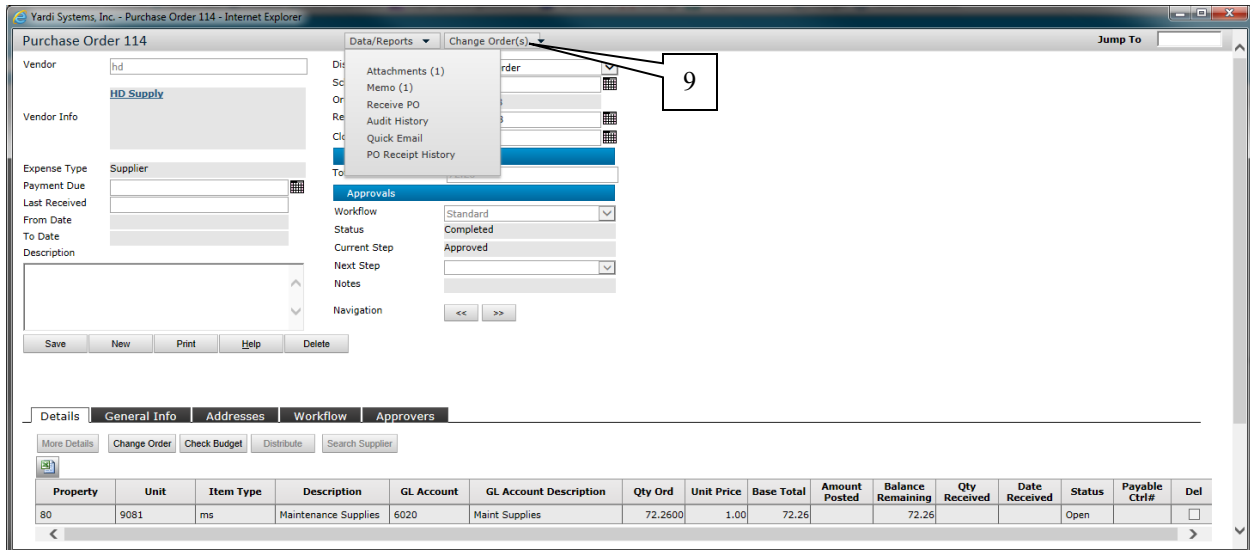
If your Purchase Order ends up being for MORE than the actual goods or services, add a memo stating, **“Invoice less than PO”**.

When accounting is vouchering the invoice, the Purchase Order will be manually closed.

If your goods/services are more than the Purchase Order;

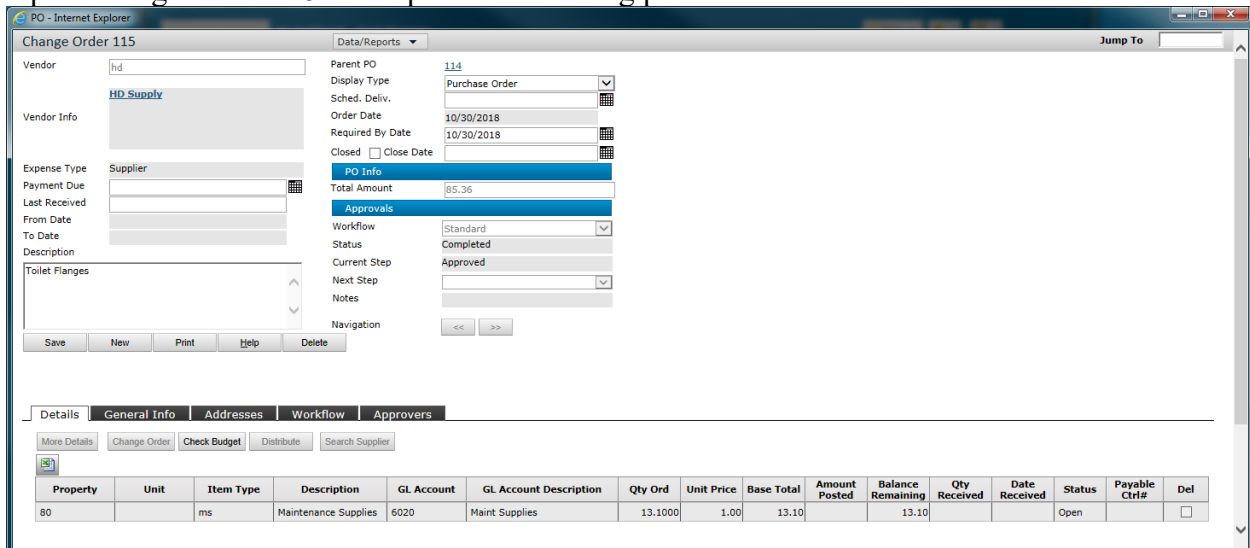
First, check to see if you have a change order attached to the Parent PO.

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In this example, Purchase Order 114 is for \$72.26 and there is a **(9)** Change Order. Change Order 115 is for \$13.10 for a total of \$85.36. If your goods/services are for \$85.36, you also need to receive Change Order 115.

Open Change Order 115 and repeat the receiving process.



Second, if there is not a change order attached to the Parent PO, you need to create a Change Order. Approvals are required on all goods/services purchases. Refer to Procedure V-430 Change Orders