

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL APPENDIX A – GL Account Codes Reserves	08-01-23

Whenever a Maintenance Reserve is being requested, the item code must be identified with a code that represents a purchase to be paid with Maintenance Reserve funds.

Only a few items are coded directly as a fixed asset, as the items must be valued at \$2,500 or higher.

- 2020 = Roof Replacement
- 2020 = Vinyl Siding & Installation
- 2030 = Fencing
- 2030 = Playgrounds
- 2040 = New HVAC Units

All other items are to be coded with Maintenance Reserve codes that end with the number 6.

6026 Maint Supplies MR Capital

Used for any type of Maintenance Supply type item.
Examples; Bi-Fold Doors, Blinds, Small Tools, Mailboxes,

6036 Maint Contract MR Capital

Used for any type of Contract Service other than Painting/Cleaning or Irrigation
Examples; Roof Repairs, Plumbing Repairs, Bath Tub Surround, Re-Glazing Service etc.

6046 Paint & Clean MR Capital

Used for Painting/Cleaning Supplies & Services

6076 Grounds MR Capital

Used for Landscaping, Tree Trimming/Removal, Irrigation, Playground etc.

6086 Services MR Capital

Only used for Pest Control; Ants, Bed Bugs, Rodents, Fleas etc.

6096 Replacements MR Capital

Appliances, Roll-in-Shower, Water Heaters, Cabinets etc.

Please contact accounting for assistance with coding your items correctly.