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YARDI VOYAGER PROCEDURES MANUAL	00.01.00
LOG-IN INFORMATION	08-01-23

# 1) Log-in to Yardi Voyager

Save this link to your desktop and to your favorites.

https://flynn67827.yardione.com/



- a) Your username is your company assigned email address which is provided by Human Resources in your onboarding packet.
- b) Your password is also included in your onboarding packet.

If you forget your password, you can click on the "Forgot password" link. An email will be sent to the email address entered in username with instructions on how to change your password.

Once logged in, your database will display as "Live". Click on the Proceed button to access Voyager.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
LOG-IN INFORMATION	

# 2) Log-in to Yardi Systems CHECKscan

a) On your desktop, click on the shortcut for Yardi Systems CHECKscan.



- b) Your username is your company assigned email address which is provided by Human Resources in your onboarding packet.
- c) Your password is also included in your onboarding packet.

If you forget your password, you can click on the "Forgot password" link. An email will be sent to the email address entered in username with instructions on how to change your password.

Once logged in, your database will display as "Live". Click on the Proceed button to access Voyager CHECKscan.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	04-20-18
LOCATING AN APPLICANT/RESIDENT	

PURPOSE: To locate an Applicant/Resident in Voyager

PREPARED BY: SM or DM

WHEN PREPARED: When you need to locate an Applicant/Resident in Voyager

# Searching for an approved Applicant or Resident/Tenant:

- 1) Throughout Voyager, when the field for a payer or tenant appears;
  - a. Enter the last name of the Applicant/Resident
  - b. If the Applicant/Resident does not appear
    - i. Click on the box to the right of the field to open the Payer search
    - ii. If the word <u>Payer</u> displays, click on the Payer link to open the Payer search.

The Payer window will open to allow you to search the database

**Person Type**; On the right of the box, scroll the bar all the way to the top and click on the blank section above the Type of Tenant. This will allow you to search on all person types.

**Tenant Status**; hold down the Ctrl key on your keyboard and select all status so they are highlighted blue.

In the **Search field**, enter the applicants last name and all available applicants and tenants will appear. If the name you are searching for appears, click on the box to the left of their name to select them and click OK.

The information will now populate on the Payer field.

If the Applicant/Resident does not appear, contact Clearwater for assistance.

No. V-200 Page 1 of 14

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

PURPOSE: Deposit checks and money orders into the bank

PREPARED BY: SM or DM

WHEN PREPARED: Upon receipt of any checks or money orders

Confirm all of the payments you have to deposit have been completed with blue or black ink. Many other colors will not scan clearly and may be rejected.

Prior to scanning any payment, aways check your tenant balances (V-300) to confirm your tenants are paying the correct amount. If rent charges on the report are incorrect, and need to be corrected, contact the OATS group (Occupancy, Applications Team) to process the correction.

Log onto CHECKscan; Refer to Procedure V110, #2

1) To create a new deposit, Select; New Batch

📼 Yardi Systems, Inc CHECKscan —												×		
	CHECKscan Dashboard												ወ	v7.20
Property	•	Bank Account	r [	•	, Date Scann	ed From		-to-		]				
Resident		Batch Status			Vertical		All 🗸	]	My Batches					
Source	Cubarit	. Type	New Patel		Lockbox #									
Payment	Submit	Clear	New Batch		1									
Batch Number	Vertical I	Batch Amount	Date Scanned	Status S	status Date	Batch Repor	t Deposit Dat	e So	urce Lockbox #	Post Batch	Delete Batch			
													Batch C	ount <b>0</b>

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

- 2) Total up all of the items you will be depositing in this batch and enter the amount in the box marked Total Declared. In this example, all items total \$100.00.
- 3) Total up the number of items you will be depositing in this batch and enter the count in the box marked Items Declared. In this example, there are 2 checks/money orders to deposit.
  - a. The Post Month, Deposit Date and Date Received will default to the current month and date and are not to be changed.
- 4) Place checks in the scanner, with the writing facing outward and then Click "GO". The scanner will now scan all of the checks and begin to compile a list of the checks on the screen.

INS Yard	i Systems, Inc C	HECKscan		- 0	×
*			CHECKson	l l	× v7.20
Scanner	Total Entered Items Entered Deposit Date Date Received	\$0.00 Total Declar 0 Items Decla 06/20/2023 Post Month 06/20/2023 Vertical Tape Information	red 100.00 ared 2 06/2023 Go 3 Residental - Go 3		
	ocuments scanne	d	Search by All Value Type here		
	Amount	Check# Property Unit	Payer Bank Account: Transit# Account# Document Type Date Received Intercompany Note Comment		
			4		
Туре	Check # Trans	sit # Time Stamp	Message		
Info		6/20/2023 9:25:41 AN	4 Selected Threshould Value changed	^	
into		0/20/2023 9:25:41 AN	w ivewy selected i mesnouid value: 3	~	]
Chee	k(s) already exists	(0) Pailed Checks (0) 🧹	Application Log		
\land Ent	er Tape Information	and click 'GO'	Items entered 0 Total entered \$0.00 Batch#0 A	Affordable Subsid	dy Batch

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

Once the checks have been scanned, you will see a list like the one below.

- 5) If the box on the left is red, click on that row to begin completing the required information.a. Clicking on the row brings up the payer information screen.
  - b. Clicking on the button brings up the payment details.

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*	CHECKScan											
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	💾 🔒 🞯	X		0	<b>2</b>							
Scan	Batch	Actions	View	Scanner Ta	pe Info							
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	Amount Check#	Proper	rty Unit Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment	
1	\$270.00 03147		•		063107513	1183340008361		08/14/2017			Not Associated	
2	\$381.00 1044				267084131	682861518		08/14/2017			Not Associated	
3	\$219.00 01800		11	-	063107513	1010135780307		08/14/2017			Not Associated	
4	\$612.00 4297 21	86736081			103104900		Money Order	08/14/2017			Not Associated	
			Click on ea	ch row to								
			complete i	information								
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	5											
	5											
Che	ck(s) already exists (0)	Failed Checks (0)	Application Log			=						
Re	ady to scan checks.										Items entered 4 Tota	l entered \$1,482.00 Batch# 15

Once you click on the row, the image of the check will appear along with the Payer Information.

6) If this is the first time depositing a personal check from this resident, you will need to complete the majority of the "Payer Information". In some cases, you will need to assist Voyager in properly completing the bank information by verifying the correct MICR information from the bottom of the check. (For information on this, please see page 11; Comment H)

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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

- 7) Verify the amount matches the check .
- 8) Select the applicable property.
- 9) Select the applicable unit number.
- 10) Select the applicable resident.
- 11) Select the correct document type.
  - a. While viewing the scanned image, confirm it is legible.
    - i. If you need to remove an item from the batch, refer to page 12; Comment I
  - b. If the image is a money order and the amount is not legible, you must write the amount of the money order in the upper right area of the money order. This is to ensure the bank can verify the amount. See page 10; comment C for an example.

https://www.yardiasp14.com/?doAction=RenderSearchScreen&Vertical=5&HostURL=https://www.	yardiasp - Windows Internet Explorer	
	CHECKscan	v7.2
	5	
Scan Batch Actions View Scanner Tap	e Info	
Documents scanned	Search by All	Value Type here
Amount Check# Property Unit Payer Bank Account	Transit# Account# Document Type Date Received Intercompany N	ote Comment
	06310/313 1183340008361 06/14/2017	Not Associated
JACQUELINE FRESSE JACQUELINE FRESSE DOWN J TREDWAY DOWN J TREDWAY PRIMETOR RESOLUTION MATTOR PRIMETOR VILLAN MATTOR PRIMETOR VILLAN JULIA ALLACASELLA WEATY MUT 100 00000 00 000 MATTOR VILLAND VILLAN JULIA ALLACASELLA WEATY MUT 100 00000 00 000 MATTOR VILLAND V	Amount 270.00 11 / / 8 Property 79 Palmetto Villa 12 8 Unit C1212 12 Resident It0005988 IREDWAY, DONNA(CURRENT) Document Type Personal Check Money Order Cashiers Check	9 > 14 10
2 🚃 🗌 \$381.00 1044	267084131 682861518 Bill Pay 08/14/2017	Not Associated
3 🔜 🗋 \$219.00 01800	063107513 1010135780307 08/14/2017	Not Associated
4 \$612.00 4297 2186736081	103104900 Money Order 08/14/2017	Not Associated
Check(s) already exists (0) 7 Failed Checks (0) 🗗 Application Log	_	
Ready to scan checks.		Items entered 4 Total entered \$1,482.00 Batch# 15

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

- 12) Once all necessary information has been input, the box on the left will appear yellow or green.
- 13) Repeat steps 7-11 for the remaining checks in the batch.

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CHECKscan	
	v7.2
Scan Batch Actions View Scanner Tape Info	
The Documents scanned Search by All Value Type here	
Amount Check# Property Unit Payer Bank Account Transit# Account# Document Type Date Received Intercompany Note	Comment
Image: Second 03147         Palmetto Villas (79) C1212         TREDWAY, DONNA (t0005988)         First Florida (79-op)         063107513         1183340008361         Personal Check         08/14/2017	Ok
🔀 🛪 🗃 🛕 Box turns green or yellow Payer Information	
Amount 270.00	
JACQUELINE FRESKE DONNA TREDWAY Property 79 ▼ Palmetto Villas,2407 13th Avenue Drive E, Manatee,Palmetto,FL-34221	
2-3-72 m Unit C1212 ▼	
WYDDie Palmetto Villas \$70.00 Resident (10005988 V IREDWAY, DONNA(Current)	
Sura Sucassa Sweaty on 7100 Document Type Personal Check .	
1210 Vonna Jed walt	
C053107513::1163310008351:033147	
2 - \$381.00 1044 267084131 662861518 08/14/2017	Not Associated
3 \$19:00 01800 06/14/2017 08/14/2017	Not Associated
4 - S \$612.00 4297 2186736081 103104900 Money Order 08/14/2017	Not Associated
M Checkfe) already exists (0). D Failed Checks (0). M Annication Lon	•

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

14) Once all boxes appear yellow or green, click on the "SAVE BATCH" [1] icon.

15) Then, click on the "REPORT" [2] icon located in the "Actions" area near the top.

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Amount Chart Property Unit Payer	Bank	k Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1 \$270.00 0314 Palmetto Villas (79) C1	:0005988) First	Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
\$381.00 1044 14 Palmetto Villas (79) C1215 15 IREE	(t0006115) First	Florida (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
219.00 0180 Palmetto Villas (79) C1216	t0005905) First	Florida (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
4 \$612.20 4297 2186736081 Palmetto Villas (79) C1218 ROWE, YASMINE (too	006106) First	: Florida (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amouni
🔀 🛪 🚡 🛕 🛛 All boxes are green or yellow	Payer Informat	tion							
THE BACK OF THIS DOCUMENT CONTAINS AN "AMSCOT" ANTIFICIAL WATERMARK - HOLD AT AN ANGLE	Amount		612.00						
AMSCOT INTERNATIONAL MONEY ORDER	Property	79	-	Palmetto Villas,24	07 13th Avenue Driv	e E.,Manatee,Palmet	to,FL-34221		
The Money Superstore"	Unit	C1218	-						
PARTINE PUM (1) VIII () 01720/2017	Resident	t0006106		ROWE, YASMI	NE(Current)				
SWEETER FUNDRED TWELVE AND 00/100 DOLLARS	Document T	vpe Money Ord	er 🔻	<b>m</b>					
P. POWER NO EVER THE SERVICE OF AND									
1:103104900: 4297 2185736081*									
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Check(s) already exists (0) [7] Failed Checks (0) 📝 Application Log		1000							
Ready to scan checks.						Items en	tered 4 Total ent	ered \$1,	482.00 Batch# 15

If the Report icon is grayed out and you cannot select it, that is the system's way of informing you there is an error in your batch.

The error button, (Circle with an X) located in the middle of the view section will become available. When the error button is available, click on it and the details of the error will appear to direct you to the item that needs to be corrected.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	00 01 20

- 16) Once the report is displayed, click "PDF" and then click "Save As". Save the file with a name that has the property's 3-letter abbreviation followed by the month and year and the batch number (for example: SMW Oct 2017 Batch 25). Then, print it.
- 17) Verify that the information on the report matches the checks scanned.
- 18) The report and the checks are to be stapled together and placed in an envelope labeled with the month and year and "Deposited Checks". This is to be kept in a secure place.
- 19) Click on the "X" in the upper right-hand corner to close this window.

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tal En	tered: 1482.00												the report.	
ile	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
			03147	1011	79	5010	C1212	t0005988	TREDWAY, DONNA	(Current)	270.00		08/14/2017	08/2017
			1044	1011	79	5010	C1215	t0006115	WILLIAMS, DESIREE	(Current)	381.00		08/14/2017	08/2017
			01800	1011	79	5010	C1216	t0005905	BRATCHER, SALLIE	(Current)	219.00		08/14/2017	08/2017
			4297 2186736081	1011	79	5010	C1218	t0006106	ROWE, YASMINE	(Current)	612.00		08/14/2017	08/2017
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		Th ac	iis repo countii	ort is ng@1	save flynn	d and man	d th age	en er ment	nail to .com					
		Th ac	iis repo countii	ort is ng@f	save flynn	d and mana	d th age	en er ment	nail to com					
		Th ac	iis repo countii	ort is ng@1	save flynn	d and man	d th age	en er ment	nail to .com					
		Th ac	is repo counti	ort is ng@1	save flynn	d and mana	d th age	en er ment	nail to .com					
		Th ac	iis repc countii	ort is ng@1	save flynn	d and mana	d th age	en er ment	nail to .com					
		Th ac	is repo counti	ort is ng@1	save flynn	d and man	d th age	en er ment	nail to .com					
		Th ac	iis repo countii	ort is ng@1	save flynn	d and man	d th age	en er ment	nail to .com					
		Th ac	iis repo countii	ort is ng@1	save flynn	d and man	d th age	en er ment	nail to .com					
		Th ac	iis repc countii	ort is ng@1	save flynn	d and mana	d th age	en er ment	nail to .com					

- 20) The report that was saved in step 16 is to be attached to an email and emailed to <u>accounting@flynnmanagement.com</u>.
  - a. Name the subject line of the email the same name assigned in step 16.
  - b. If the report includes the first installment of a promissory statement, attach a copy of the promissory statement to the email.
- 21) If the report has an Inc Acct of 5029, be sure to add a note; page 13; comment J.
- 22) Once you have emailed your report, the deposit is closed. Do not scan any further items into this batch. If you have more checks to deposit, a new batch is to be created.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

Once the report closes, you will be viewing the "CHECKscan" screen.

23) Save the batch (A), then click the "X" [1] in the upper right-hand corner and close this window.

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Sca	n	E	atch		Ac	tions			View		Scanne	r Tape	Info										
	Docum																		Search by All		• Value Type he	re	
		Am	ount	Check	#		Prope	rty	_	Unit	Payer	_		_	Bank Acco	unt	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1		\$2	70.00	03147			Palme	tto Vil <mark>l</mark> as	(79)	C1212	TREDWA	, DONN	A (t0005	5988)	First Florid	la (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
2		\$3	81.00	1044		1	Palme	tto Villas	(79)	C1215	WILLIAM	S, DESIR	REE (t00	06115)	First Florid	la (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
3		\$2	19.00	01800			Palme	tto Villas	(79)	C1216	BRATCHE	R, SALL	IE (t000	590 <mark>5</mark> )	First Florid	la (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
4		\$6	12.00	4297	2186736	081	Palme	tto Villas	(79)	C1218	ROWE, Y	SMINE	(t00061	06)	First Florid	la (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amount
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*	Ready to	scan	checks.	8																Items er	ntered 4 Total ent	ered \$1,	482.00 Batch# 15

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SUBJECT	Date
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DEPOSITING PAYMENTS	

You will now be returned to the Checkscan Dashboard page.

24) When on the 'CHECKscan Dashboard", you can view all of your created batches.

On the drop down of Batch Status (B)

- i. Scanning in Progress = Batch you are currently working on.
- ii. Attention Required = Batch completed, accounting to review and post.
- iii. Ready to Post = Batch is in process of being posted by accounting.
- iv. Posted = Accounting posted the batch.

📷 Yardi Syste	ms, Inc CHECKs	can									_	Ξ×
					CHECKsca	an Dashboard						<b>U</b> v7.20
Property		Bank Account			anned From		-to-					
Unit	•	Batch Number		Amount	From		-to-				_	Ζ
Resident	•	Batch Status	Scanning in Pro	gress Vertical		All	<ul> <li>My Batch</li> </ul>	nes 🗌			I	5
Source	•	Туре		Lockb	≪							
	Submit	Clear	Scanning in Pro	gress	Η	3						
Payment			Ready to Post									
			Posted					_				
Batch Numbe	r Vertical	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Deposit Date	Source	Lockbox #	Post Batch	Delete Batch	
310	37 Residential	\$340.00	06/19/2023	Scanning in Progres	s 06/19/2023		06/19/2023	Voyager				
		_										
	$\sum C$											
												Batch Count <b>1</b>

- 25) If you wish to view a previous batch, the batch will display in the lower section (C). Click on the Batch Number hyperlink to access the batch.
- 26) When you are done with your deposits, exit Voyager (D).

SUBJECT	Date
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DEPOSITING PAYMENTS	

#### Comments:

- A. Cash is <u>NOT</u> accepted at any time for any reason.
- B. Write the apartment number on the check as soon as check is received.
- C. If the amount of a money order is not legible, you must write the amount of the money order in upper right area to ensure the bank can process the correct amount.

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\$295.00 27307909585 Forest Park Apartments (63) C10 PALKO, BARBARA (to	008282) First Florida (63-op) 000008002	Money Order 06/10/2021	Ok - Check Amour

- D. For each batch, do not enter more than 25 items.
- E. Do not accept postdated checks or checks dated over 1 year of today's date.
- F. Do not hold checks/money orders. Deposits are to be made daily.
- G. A warning notice will be issued to any employee not following this procedure.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

- H. The first time a check is deposited from a tenant's bank account, you may need to verify the MICR information on a check. To do so, follow the steps below:
  - i. Verify and select the correct check number that matches the check.
  - ii. Verify "Transit #" matches the 9-digit routing number on the check, typically the first numbers on the bottom.
  - iii. Verify the "Account #" matches the account number on the check. These numbers are usually the 2<sup>nd</sup> group of numbers.
  - iv. Once all numbers have been verified, click the "Save" icon.
  - v. You will be returned to the "Payer Information" box to input the rent amount, unit number, resident name, etc.

You will only have to complete this step the first time a resident gives you a personal check or commercial check. Voyager saves the MICR information to the unit to avoid this step in the future.

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Sean Batch Attions View Sea							
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2 \$0.00 0166	021000021 795345693	08/15/2017	Document in progress				
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Check(s) already exists (0) 📝 Failed Checks (0) 📝 Application Log	Check(s) already exists (0) 📝 failed Checks (0) 🖉 Application Log						
Ready to scan checks.			Items entered 3 Total entered \$357.00 Batch# 19				

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

- I. If a check in a batch does not scan properly, you may need to delete a check from the batch and scan it again as part of another batch. To do so, follow the steps below:
  - 1) Click on the check box next to the check.
  - 2) Click on the "Save" icon at the top.
  - 3) In the popup box, click "Yes"

You will now be returned to the batch. The check you selected, has been removed.

You can continue on with completing the batch.

Once you are done with this batch, scan the removed check into a new batch.

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1		\$	231.00	0237	1	NGAR, LTD (03	3) 705	MORROW, WILMA (t00038	14) Fi	irst Florida (03-op)	063100277	003762163402	Personal Check	k	08/15/2017			Ok - Chec	k Amount	t not eq
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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

### J. Notes on Details Screen:

Prepaid Rent - If a resident overpays their rent, the system will apply the remaining portion to "Prepaid Rent" automatically. A description is required for all values being submitted as Prepaid Rent.

- 1) While in the batch, click on the box to the left of the payment row that has Prepaid Rent. This will bring up the payment details.
- 2) The overpayment amount will display on the row with the Charge Code of "prepay".
- 3) Add a note in the Notes Box of "Overpaid \$2" with the amount of the overpayment (for example "Overpaid \$2")

CHECKscan											-		X
Payment													^
Display Type	Standard R	eceipt Displa	/										
Property	Unit	Payer	Roommate	Payer Descript	ion Cash Acco	unt Amount Pai	d Balance D	Je Post Month	1				
63	A04	012046		CLARENCE MCDA	NIEL 1011	242.0	0 0.	00 06/2023		- A A	🏟 🕎 🔺 🕨		
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Check Amount	242.00		3		<u>E</u> nter [	Detail <u>R</u>	eselect Resident	:		Scral Number	1025-06-03	320830	
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4) Click "Save"

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DEPOSITING PAYMENTS	

By putting a note in the "Notes" field, a comment will be put on the resident's ledger card to provide details on the nature of a payment. See sample ledger below.

**Resident Ledger** 



Date: 08/24/2017

Code	t0003822	Property	03	Lease Fr	om 0	5/01/2017		
Name	PEDRO RUIZ	Unit	706	Lease To	0	05/31/2018		
Address		Status	Current	Move In	0	07/31/2010		
		Rent	797.00	Move O	ut			
City		Phone (H)		Phone (	N)			
Date		Description		Charge	Payment	Balance	Chg/Rec	
07/31/2010	:Posted by QuickTra	ans (secdep)		650.00	,	650.00	17167	
07/31/2010	chk# :QuickTrans :P	osted by QuickTran	ns		650.00	0.00	16471	
06/01/2017	Rent (06/2017)	246.00		246.00	14560			
06/01/2017	Rental Assistance (	06/2017)		551.00		797.00	14561	
06/05/2017	chk# MO CRJ #25				240.00	557.00	17146	
06/05/2017	chk# MO CRJ #25				6.00	551.00	17147	
07/01/2017	Rent (07/2017)			246.00		797.00	17920	
07/01/2017	Rental Assistance (	07/2017)		551.00		1,348.00	17921	
07/06/2017	chk# MO CRJ 28				246.00	1,102.00	19121	
07/06/2017	chk# DD070617 :H/	AP.			551.00	551.00	20818	
08/01/2017	Rent (08/2017)			246.00		797.00	20705	
08/01/2017	Rental Assistance (	08/2017)		551.00		1,348.00	20706	
08/03/2017	1111 D0000317 (HA	AP			551.00	797.00	22200	
08/11/2017	chk# 401761949493	264 :CHECKscan Pay	ment - Overpaid \$2		248.00	549.00	23718	

- K. If a payment has been collected for late fee, pet deposit, lock change, any "Non-N-31" charge, etc, enter the charge code as "Misc" and enter a note in the notes section as to what the payment was for.
- L. Damages are not "Misc". All damages are charged by the OATS group (Occupancy, Applications Team) when the N-31 is received.
- M. Payments made for Security Deposits are to be on their own check/money order. This allows for the payment to be deposited into the security escrow account.
- N. Last business day of the month; Deposits are to be entered/emailed no later than 3pm EST.
- O. All checks that have been deposited are to be shredded in the 3<sup>rd</sup> month after which the deposit was made (ie; January deposits are to be shredded in April)

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
ENTERING A PAYMENT FOR DAMAGES OR SECURITY	08-01-23
DEPOSITS	

PURPOSE: To enter a payment for damages or security deposits

# PREPARED BY: SM or DM

WHEN PREPARED: When damages or a security deposit have been paid

Damages & Security Deposits are always charged to the Applicant/Residents ledger by the corporate office.

**<u>DO NOT</u>** attempt to create your own charges for Damages or Security Deposits.

Once you have submitted your N-31 form for Damages, the charges are posted to the Applicant/Residents ledger by the OATS group (Occupancy, Applications Team).

Once an applicant has been approved, Security Deposits\* are charged to the Applicant/Residents ledger by the OATS group (Occupancy, Applications Team).

\*If the Security Deposit payment relates to the first installment of a promissory statement, include a copy of the promissory statement with the CHECKscan deposit as outlined in Procedure V-200.

### Follow procedure V-200 to deposit the payment received for Damages or Security Deposits

If your Damage or Security Deposit does not appear on the Applicant/Resident ledger;

# STOP

Delete the CHECKscan item from your batch and contact the OATS group (Occupancy, Applications Team)..

All Damage & Security Deposits <u>MUST</u> be charged on the Applicant/Resident ledger <u>PRIOR</u> to completing Procedure V-200

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
<b>DEPOSITING APPLICATION FEES, MISC &amp; HUD</b>	

PURPOSE: To process an Application Fee, Misc & HUD payments

PREPARED BY: SM or DM

WHEN PREPARED: When an Application Fee, Misc item or HUD payment is to be deposited

# Entering a payment for an Application Fee, Misc Payment & HUD payment

### **Application Fee\*:**

All application fees are entered as Non-Tenant Payers, regardless if they have a Payer ID or not.

#### Follow Procedure V-200 to deposit the Application Fee

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

Non-Tenant Payer; Enter the name of the Applicant, Last Name First (ex; Smith, John)

Document type; Select the appropriate type of payment

In the lower grid section;

Charge Code; enter appfee

Click on Save to save the entry

\*If an application fee is overpaid and.....

a) Applicant is denied; A check request must be submitted to accounting for the overpayment to be refunded to the applicant.

b) Applicant becomes a tenant; Notify accounting that the overpayment is to be applied as a credit on account.

	No. V-220
	Page 2 of 3
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
<b>DEPOSITING APPLICATION FEES, MISC &amp; HUD</b>	

## **MISC Payment:**

All MISC payments are entered as Non-Tenant Payers.

A MISC payment is any payment received that does not relate to an item on an N-31.

If you receive a payment for an N-31 charge, refer to Procedure V-200, page 14; Comment K.

A miscellaneous payment is any payment you are unable to assign to an Applicant/Resident. Examples of a miscellaneous payment would be a refund from a vendor, a payment for Laundry income or a collection payment made from a past tenant that was a resident long before Voyager was in place.

## Follow Procedure V-200 to deposit the Miscellaneous Payment

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

<u>Non-Tenant Payer</u>; Enter the name of the Person Last Name First (ex; Smith, John) or company the payment is from.

Document type; Select the appropriate type of payment

Notes: This field is **MANDATORY.** Always enter a note regarding what the MISC payment is for

In the lower grid section;

<u>Charge Code</u>; Enter the code from the list that best describes the payment. Most entries will be the charge code of misc

Click on Save to save the entry

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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08 01 23
DEPOSITING APPLICATION FEES, MISC & HUD	00-01-23

## **HUD Payment:**

All HUD payments are entered as Non-Tenant Payers.

# Follow Procedure V-200 to deposit the HUD payment

In the payment detail section of your CHECKscan;

Property Number; Enter your property number

Check Amount; Enter the amount of the payment

Non-Tenant Payer; Enter "HUD Payment"

Document type; Select the appropriate type of payment

In the lower grid section;

Charge Code; Enter the code hud

Click on Save to save the entry

**Once deposited, follow Procedure V-230 Posting HUD Payments – Part II.** 

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
POSTING HUD PAYMENTS – PART II	

PURPOSE: Documentation of HUD payments deposited into the operating account

PREPARED BY: SM or DM

WHEN PREPARED: Upon deposit of a check that is for a HUD payment (Direct Deposit payments are handled by the Clearwater office).

### 1) Log-in to Yardi Voyager – Refer to Procedure V-110.

Click on "TAX CREDIT FUNCTIONS" [1], then click on "CONSOLIDATE RECEIPT"
 [2] then click on "ADD CONSOLIDATED RECEPIT" [3].

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▶ Payables	Tax Credit Rent Change Clear Date Completed Clear MI Date Completed Change Certification Date	Jump To	September 2016	ay TWeek 192 Week	Month		
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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
POSTING HUD PAYMENTS – PART II	00 01 25

- 3) Fill in <u>the correct property number</u> in box marked "**PROPERTY**".
- 4) Fill in <u>HUD</u> in box marked "CHARGE CODE".
- 5) Fill in correct month and year in box marked "HAP MONTH".
- 6) Select <u>unit</u> in the pulldown box marked "**SORT BY**".
- 7) Click **"SUBMIT"**.

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<ul> <li>Roles</li> <li>Setup</li> <li>Administration</li> <li>Analytics</li> <li>Reports</li> <li>S0059 Functions</li> <li>S0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> </ul>	Property     T/8       Tenant       Charge Code       Unud       HUD Assistance       Subsidy Suspense Charge Code       hudsubsu       Subsidy Provider       HAP Month (MM/YYYY)       D02/2018       Details per page       Sort By       Unit
<ul> <li>HOME Functions</li> <li>HOME Tools</li> <li>Rural Dev Functions</li> <li>Raral Dev Tools</li> <li>Charges</li> <li>Receivables</li> <li>Payables</li> </ul>	

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
POSTING HUD PAYMENTS – PART II	

- 8) Input <u>check amount</u> (the total payment received via check or direct deposit) in box labeled "CHECK AMOUNT".
- 9) Input the <u>check number</u> in box labeled "CHECK NUMBER". (If the payment was a direct deposit, Clearwater will complete it. However, they will input "DD(date#)(month#)(year#). For example, DD020118 for a direct deposit that was received on February 1<sup>st</sup>, 2018.)
- 10) Input the <u>date of the deposit</u> in box labeled "**POST DATE**" in the format MM/DD/YYYY.
- 11) Input the <u>month of the deposit</u> in box labeled "**POST MONTH**" in the format MM/YYYY.
- 12) Review unit number, name, and payment amount to ensure all are correct.
- 13) Click "SAVE" [1] and then click "PRINT" [2].

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<ul> <li>&gt; 50059 Tools</li> <li>&gt; TRACS</li> <li>&gt; Tax Credit Functions</li> <li>&gt; Tax Credit Tools</li> <li>&gt; HOME Functions</li> <li>&gt; HOME Tools</li> <li>&gt; Bural Dev Functions</li> </ul>	Find Line Line # 1 2 3 4	2# Property 78 78	Unit C25 J6	Tenant 00005848 0005871	Print Post Receipt Go Name CANNON, DARRYL GONZALEZ, ANGELA	Details Per Pa Charge# 40677 40735	ge 0	Pay All Clear Al Type :Rent PostTran :Rent PostTran	Date 02/01/2018 02/01/2018	Post Month 02/2018 02/2018	Amount 487.00 496.00	Payment 487.00 496.00	)
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<ul> <li>\$2039 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> <li>HOME Functions</li> <li>HOME Tools</li> <li>Rural Dev Functions</li> <li>Charges</li> <li>Receivables</li> </ul>	Save Find Line # 1 2 3 4 5 6 7 7	Property 78 78	Unit C25 J6	Tenant 0005848	CANNON, DARRYL GOIZALEZ, ANGELA	Details Per Pa Charge# 40677 40735	Suspense	Pay All Clear Al Type :Rent PostTran :Rent PostTran	Date           02/01/2018           02/01/2018           -           -           -           -           -           -           -           -	Post Month 02/2018 02/2018	Amount 487.00 496.00	Payment 487.00 496.00	)
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<ul> <li>&gt; 50059 Tools</li> <li>&gt; TRACS</li> <li>&gt; Tax Credit Functions</li> <li>&gt; Tax Credit Tools</li> <li>&gt; HOME Functions</li> <li>&gt; HOME Functions</li> <li>&gt; Rural Dev Functions</li> <li>&gt; Rural Dev Tools</li> <li>&gt; Charges</li> <li>&gt; Receivables</li> <li>&gt; Payables</li> </ul>	Save Find Line Line # 1 2 3 4 5 6 7 8 9 10 11 12	Property 78	Unit C25 J6	Tenant 0005848	Print Poar Receipt Go Name CANNON, DARRYL GONZALEZ, ANGELA	Details Per Pa <b>Charge#</b> 40677 40735 	sye 0	Pav All Clear Al Type :Rent PostTran :Rent PostTran	Date 02/01/2018 02/01 02/0	Post Month 02/2018 02/2018	Amount 487.00 496.00	Payment 487.00 496.00	)

SUDIECT	Data
SUBJECT	Date
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POSTING HUD PAYMENTS – PART II	00 01 20

The "Consolidate Receipt" will now be displayed.

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	1.1 12.4							Page 1		
Consolidated	Receipt									
For To 2/1/201	18									
Description	kflynn 2/8/2	018 8:43:18 AM				Control#	227			
Check Amount 🦯	\$983.00					Check Number	918273			
Total Details	\$983.00					Post Date	02/01/2018			
Total Deduction	\$0.00					Post Month	02/2018			
						Contract #		27		
Receipts										
Line#	Charge#	Unit	Tenant	Name	Туре	Date	Amount	Payment		
Property	78	-	10005010			07/04/2040		- 107.00		
1	405//	16	+0005848	CANNON, DARKYL	Rent Post Iran	02/01/2018	\$487.00	\$487.00		
	107.22		10003071	For Property	78	02,02,2020	\$983.00	\$983.00		
				Total Receipts			\$983.00	\$983.00		
				Total Receipts			\$983.00	\$983.00		
Consolidated Receipt	pt						D	ate 2/8/2018		

- 14) Review items listed in the deposit for accuracy (resident name, unit #, amount, etc.).
- 15) Print the "Consolidated Receipt" and close this tab.
- 16) Send the printout of the Consolidated Receipt to <u>accounting@flynnmanagement.com</u> along with the CheckScan Deposit of the HUD payment.

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YARDI VOYAGER PROCEDURES MANUAL	1-31-18
<b>REPORTING – TENANT BALANCES</b>	
	D 1 C 4

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PURPOSE: To determine which residents have outstanding balances due

PREPARED BY: SM or DM

WHEN PREPARED: As needed, but should be done weekly

- (1) Log-in to Yardi Voyager.
- (2) From your dashboard, click on the "MONTHLY PROCEDURES" link



(3) Under the Reports Section, click on "AFFORDABLE RECEIVABLE REPORTS"

	Date			
	YARDI VOYAC	ER PROCEDURES MA	NUAL	
	1-31-18			
				Page 3 of 4
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	GER me Help Monthly Procedures: Guests Alfordable: Analytics Sign O	ut SauS Messages		Site Search
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+ Roles				
Setup	50059 Monthly Procedures	Tax Credit Monthly Procedures	Reports	
Administration	1. Prepare and Hail Recert Notices	1. Prepare and Mail Recert Notices	Analytic Reports	
Analytics	Recentification Notices	Recercification Notions	Affordation Reports	
* Reports	2. Process Special Claims/Misc. Acct. Request	2. Update Resident/Certification Activity	Affectable Receivable Reports	
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• 50059 Tools	Add.Bent.sip.Vacance	Have.Out	Respects Reports	
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Tax Credit Tools	Review Special Claim	Annual Republication	Daily Reports	
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Rune toos	3. Update Resident/Certification Activity	.IX.LODE.ROLLINGT	THE TAY OF	
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t Charnes	Nove Out	Monthly Paaling	Unpaid Charges	
+ Receivables	Plays In - Lancel Plays In	4. Consolidated Receipting	Schesules Annual Recentrication	
+ Payables	Annual Based Control	Add Comparisated Recent	Cardination Review	
	Gross Rent Change	Reverse Consolidated Recent	Box Score Summary	
	Transfer Unit	5. Resident Receipting	Manifelia Danada	
	d Dranava and Doct Dana-mant Antasmants	Greate Detail Batch	Relident Optemant	
	Add Agraement 202D	Encrypt Deale	Affordable Unit Vacancy	
	Add Agreement Owner/Agent 2020	Children Pathoni Colat Pathoni	Alfordable GPR Report	
	Beview Agreement 2020	Microsoft and and a subscience of a	Affordable Rent Roll	
	Post Agreement 2020 Charges	6. Review Compliance Monitor	Open Batch Register	
	Aler Voucher	LECORE CONTINUE NAME Technic	Braident Activity	
	5. Run and Audit Rent and HAP Posting Report	(KOMC), LINEARYA	Security Deposit Activity	
	Pre-Post Rant & HAP Report 2020	7. Subsidy Adjustments	\$2059 Voucher Aubit Report	
	Post Rent & HAP 2020	BEZRLARSE SORTEL	51059.Bitthday.Report	
	HAP Month Update	Rural Development Monthly Procedures	Tax Credit Birthday Report	
	6. Run and Audit the Printed HAP Voucher	1. Prepare and Mail Recert Notices	BD Bythday Report	
	HAP Voucher 2020	Recertification Notices	Annual Reports	
	Vausher Variance Report	2. Update Resident/Certification Activity	State PSA Report	
	7. TRACS Processing	Indice - Cancel Notice	NAHMA XHL - NAHMA XHL 2.0	~
	And the balance of the second second	and a second	BARHA XHL 3.1	

- (4) On the Receivable Reports Screen
  - A) Enter Your Property Code
  - B) Enter the Post To as the current Month & Year
  - C) Report Type = Receivable Aging Detail
  - D) Charge Code
    - a. If you leave the code blank, all charges will appear
    - b. If you enter "rent" only outstanding rent and prepayments will display
  - E) HUD Subsidies

due

a. If you set to exclude, you will not see any outstanding rental assistance

b. If you set to include, you will see all outstanding rental assistance F) Click on "DISPLAY" to view the report

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<b>REPORTING – TENANT BALANCES</b>	
	D 4 C 4

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REPORTING – SECURITY DEPOSIT ACTIVITY	1 51 10
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PURPOSE: To determine which residents have outstanding balances due

PREPARED BY: SM or DM

WHEN PREPARED: As needed, but should be done monthly

- (1) Log-in to Yardi Voyager.
- (2) From your dashboard, click on the "MONTHLY PROCEDURES" link



(3) Under the Reports Section, click on "SECURITY DEPOSIT ACTIVITY"



- (4) On the Residential Reports Screen
  - A) Enter Your Property Code
  - B) Enter the Month & Year
  - C) Report Type = Security Deposit Activity
  - D) Click on "DISPLAY" to view the report



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<b>REPORTING – STATUS OF AN INVOICE</b>	
	<b>D</b> 1 0 <b>F</b>

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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				
Noles Analytics Reports Readents Readents Junt Pricing Revenue Management Charges Payments Payments Payments Charges Chur Deriod	Property AP Account Control No. Betch No. Period Age As of Due Date Display	20 01/26/2018	о о о 01/2010 0 01/2010 0 01/2010 0 01/2010 0 01/2010	Company Payes Bendu Vender Account work work work Lopense Type Tax	Ç				Idensity     Includes in     Includes in	terCompany ty Aging			
Setup Administration Work Order	Payee	Remittance	Payee Name	Invoice	Control	Batch Id	Property	Invoice Date	Account	Invoice #	Current	0-30 Owed	31-6
urchasing	come	comc-2026	Comcast	Phone & Internet 01/22-02/21	P-27710	1805	20	01/18/2018	8250	8495 74 302 0290516	85.27	85.27	
ventory	sta	fpc-2026 sta-2026	Florida Pest Control Staples Advantage	PO1502 01/18 Service PO1501 Supplies	P-27704 P-27682	1805	20 20	01/22/2018 01/20/2018	6080 8260	823856 0 3365939733	210.00 29.25	210.00 29.25	
ixed Assets	usda		USDA	:Prog Gen payable adjustment			20		9010	:RA consolidation	0.00	0.00	
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### (5) **PAYEE LEDGER**

Date

1-31-18

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### 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.

(→) @ https://www.yar	diasp14.com/72687flynn	mgmt/pages/menu	.aspx?sMenuSet=res	🤗 Yardi Systems, Inc Pavabl ×						
👍 📫 Accounting 🗿 Authori	ze.Net Welcome 👩 Doo	cuPhase 🐽 FFI Bar	nk 🗿 Fifth Third Direct <b>I</b> S https	joneslanglasalle.fic 😰 Paychex Flex 🛟	RealPage 🚺 Sug	gested Sites 👻	🗿 Voyager 🔘 Y	'ardi Client Cer	ntral	
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Roles	Property	20	B	Payee				Inch	udo IntorCompony	
<ul> <li>Analytics</li> </ul>	AP Account			Remit. Vendor					ube InterCompany	
Reports	Control No		to	Account					ment first	
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Residents	Period		to 01/2018	C				Grid		
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• Work Order	Payee Code	Remittance Vendor	Payee Name	Description	Control	Property	Invoice Date	Payment Method	Invoice Post Month	Acco
Purchasing	als	- # 2025	A-1 Sliders, LLC	PO1328 #7 Repairs		20	07/18/2017	Check	07/2017	*
Inventory	adt	adt-2026	Abit Security Services, Inc. Alachua Fire Extinguisher Co. Toc.	PO1491 Alarm Monitoring 01/06-02/05 PO1451 Annual Fire Ext Insp	P-25989	20	12/18/2017	Check	12/2017	6030 Maint Contract
	ancc		Ansafone Contact Centers	01/17 Service	*	20	12/31/2016	Check	01/2017	8250 Telephone
Fixed Assets	aprs		Able Plumbing Repair Service, Inc.	PO1350 #12 Re-Pipe Hot Water	P-20891	20	08/11/2017	Check	08/2017	6030 Maint Contract
) Interfaces	ard	ard-2026	ARD Distributors, Inc.	PO1224 #22 Fridge	*	20	04/05/2017	Check	04/2017	8
	att	att-2026	AT&T	03/22-04/21	P-136	20	03/22/2016	Check	04/2016	8250 Telephone
<ul> <li>Script Utility</li> </ul>	bbd		Bumble Bee Design	Maintenance Shirts/Hats	P-8741	20	11/01/2016	Check	11/2016	6020 Maint Supplies
	bram	bram-2026	Bramlitt's, Inc.	PO1392 #29 PVC Tube,Cement	*	20	09/25/2017	Check	09/2017	6020 Maint Supplies
	bsmi		Banksystems Marketing, Inc.	New TS240 Scanner	P-20208	20	08/02/2017	Check	08/2017	8270 Office Equipment
	cec		Clay Electric Cooperative, Inc.	Clubhouse 11/16-12/19		20	12/21/2017	Check	12/2017	7120 Electricity
	comc	comc-2026	Comcast	Phone & Internet 01/22-02/21	1	20	01/18/2018	Check	01/2018	8250 Telephone
	copa	copa-uti	City of Palatka	Property 07/25-08/25		20	08/31/2017	Check	08/2017	-
	ctcorp		CT Corporation	Professional Services	P-1823	20	05/09/2016	Check	05/2016	8230 Legal Expense
	ctmi		CIMI, LLC	2018 Tax Consulting	D 40005	20	01/03/2018	Check	01/2018	6000 Geologia
	ctpc		Champion Termite & Pest Control	PO1105 Termite Kenewal	s-12932	20	01/2//2017	Check	02/2017	B Services
	dac		David Carr	PO1493 #2 Service Call PO1461 #14 Class/Strip/Way		20	11/21/2017	Check	11/2018	8
	dohr		Division of Hotals and Pastaurante	Florida License Penewal		20	04/15/2017	Check	04/2017	8360 Tay/License/De
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	fdor	fdor-6108	Elorida Danartment of State	Annual Papert 2017	D-12454	20	02/02/2017	Check	02/2017	9360 Tay/Licence/Day
	ficarb	1003-0190	FI CARH	2018 Property Dues	8	20	01/10/2019	Check	01/2019	*
	fmc		Elvon Management Corporation	01 18 Mant Fee		20	01/01/2019	Check	01/2018	
	foc	fpc-2026	Florida Pest Control	PO1502 01/18 Service		20	01/22/2018	Check	01/2018	6080 Services
	fx	ipe cord	FedEx	Overnight Shipping	P-982	20	04/19/2016	Check	04/2016	8260 Office Supplies
	gabp	gabp-2026	Great American Business Products	PO1344 Paw Pal Bags	*	20	05/25/2017	Check	07/2017	6070 Grounds

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# SUBJECTDateYARDI VOYAGER PROCEDURES MANUAL08-01-23PURCHASE ORDER & WORKFLOW DEFINITIONS08-01-23

PURPOSE: Authorize Purchase of Goods/Services

PREPARED BY: SM or DM

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

### Purchase Order Definition

Purchases Orders are a Managers request for authorization to make a purchase for an ESTIMATED amount of goods or services (Procedure V-410)

- A Purchase Order is to be completed & approved, <u>**PRIOR**</u> to actually ordering the goods or services.
  - Exceptions Examples;
    - Emergencies
    - Picking up supplies at Lowes etc. and the items total under \$100.01

Include the amount of shipping and tax into your totals, whenever possible.

Once the Purchase Order has been approved, the goods and services can be ordered/requested from the Vendor.

Once the goods/services have been received from your Vendor, your Vendor will provide you with an invoice for the goods/services.

You will then complete the Receive PO function (SOP Procedure V-450) to validate the goods/services.

Purchase Orders are NEVER to be used to reimburse tenants. Standard check requests (Procedure 085) or Credit to Resident (SOP Procedure 621) are to be used to reimburse tenants.

### SUBJECT

### YARDI VOYAGER PROCEDURES MANUAL

Date

### PURCHASE ORDER & WORKFLOW DEFINITIONS

08-01-23

### Workflow Definition

- Workflows are the <u>approval process</u> for your Purchase Order.
- A workflow is required to be **assigned** to every Purchase Order. Four workflows have been created for each unique approval process.
  - Standard (default)
  - Contract
  - Reimburse
  - NMA (default for properties with no Manager approval)
- The designated workflow will determine if
  - Can the manager approve this Purchase Order?
  - Does the Purchase Order require approval from the District Manger?
  - Can the District Manager approve the Purchase Order or does the Purchase Order need to go to Corporate for final approval?

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**Standard Workflow;** Defaulting Workflow on all Purchase Orders (N/A for NMA Properties)



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**Contract Workflow:** Used for Contract Services (N/A for NMA Properties)



\*A Contract Service is a service that has already been approved by Corporate.

Corporate has already signed an agreement with the Vendor. Contract Service Purchase Orders require District Manager approval for <u>all</u> amounts.

An example of a Contract Service is monthly Lawn Service.

Manager <u>must change</u> the defaulting Workflow of Standard to Contract for all Contract Service Purchase Orders.

It is recommended to create your contracted service PO's in the prior month, for next month's service. In January, create your Lawn Service PO for February noting in the description "February Service". As you know the service will be taking place, the PO is ready to be approved for the future service.

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**Reimburse Workflow:** Used for EMBURSE purchases (Corporate Credit Card) & Employee (Excludes District Managers) Expense Reports (N/A for NMA Properties)



**\*EMBURSE**: SOP Procedure 092 is to be followed. Procedure 092 outlines the details of the EMBURSE process and steps for creating the Purchase Order.

**\*\*EXPENSE REPORT**: SOP Procedure 090 is to be followed. Procedure 090 outlines the requirements of the Expense Report form and additional items necessary for reimbursement.

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**NMA Workflow:** Property does not have a Manager approval level. All Purchase Orders created by an NMA Property must be assigned the NMA Workflow.

Manager does not have authorization to approve a Purchase Order for any amount.



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VOYAGER DOCUMENT STORAGE	

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 <u>legible</u>. 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 <u>legible</u>.

**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.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
VOYAGER DOCUMENT STORAGE	

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.

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

Authorize Purchase of Goods/Services PURPOSE:

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



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YARDI VOYAGER PROCEDURES MANUAL	
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CREATING PURCHASE ORDERS	

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

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SUBJECT	Date
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	08-01-23
CREATING PURCHASE ORDERS	
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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 <u>Vendor</u> 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.





(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





(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.





(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.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
CREATING PURCHASE ORDERS	00 01 25

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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.





(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

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

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Same process as Procedure V-410 with 2 changes;

(1) Change the **Expense Type** to Reserves.

(2) Override the GL Account for each item to be one of the Maintenance Reserve (MR) account codes. Refer to Appendix V-A for a full list of account codes.

Once the Reserve Purchase order has been approved by the DM the PO will be at the level of Corporate Review.

Once the manager has completed SOP Procedure 100 and SOP Procedure 105, the packet for the reserve request to Rural Development will be prepared by accounting.

Once Rural Development authorizes the purchase, Kevin Flynn will approve the Purchase Order.

All additional steps within Voyager will be processed by accounting.

**NEVER** perform the Receive PO function on a Maintenance Reserve Purchase Order.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
CHANGE ORDERS	

PURPOSE: Increase the amount of the Original Purchase Order

PREPARED BY: SM or DM

### WHEN PREPARED: AFTER a Purchase Order has been Approved

After a Purchase Order has been approved, you may find out that you under estimated the cost of the goods/services. When this happens, you DO NOT create a new Purchase Order for the difference, instead, you create a Change Order for the difference.

Change Orders are only used to INCREASE the value of your Purchase Order.

The INCREASE is to be for the goods/services, not for shipping & tax.

**Example 1:** You place an order with HD Supply for 10 items totaling \$475. All 10 items are on the invoice and the invoice is for \$475 of goods, \$20 shipping and \$33.25 of tax. You do not need to do a change order for the \$53.25 worth of shipping & tax. Accounting will expense the additional fees accordingly.

**Example 2:** You place an order with HD Supply for 10 items totaling \$475. All 10 items are on the invoice and the invoice is for \$492.50 of goods, \$20 shipping and \$33.25 of tax. You need to create a change order for \$17.50, which is the INCREASE in cost of goods. All goods/services must be approved and the only way for this increase to be approved, is to create a Change Order.

SUBJECT	Date
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CHANGE ORDERS	

## Locate the Original Purchase Order From Roles – Select PO Dashboard

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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
CHANGE ORDERS	

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(1) Enter the Original Purchase Order number and click on (2) Find or leave the PO field blank and click on Find to display all of your Open PO's that are available for a Change Order.

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



(4) The Change Order button is available on Approved Purchase Orders. Click on the button to create a Change Order.

The Change Order is now linked to the Original Purchase Order. The Original Purchase Order is now known as the Parent PO.

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Expense Type Payment Due Last Received From Date To Date Description Toilet Flange	Supplier	Close Close Date PO Info Total Amount Approvals Workflow Status Current Step	Standard				
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Complete the Change Order for the INCREASED amount. Refer to Procedure V-410 Creating Purchase Orders to complete all of the fields on the Change Order.

Qty Ord

Unit Price

Base Total

Qty

Date

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Status

In this example, the Toilet Flanges for \$13.10 were not included on the Original Purchase Order.

(5) Once all fields are complete, click on the Save button.

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GL Account Description

GL Account

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Details General Info
More Details Change Order

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Property Unit Item Type Description								

(6) Your Change Order has now been assigned its own Purchase Order Number

(7) Your Change Order is linked to the Original Purchase Order, now known as the Parent PO

(8) Select your Next Step. The Change Order goes through the same approval process as the Purchase Order

(9) Click on the Save button.

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

PURPOSE: Approve Purchase of Goods/Services

PREPARED BY: SM or DM

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

### **Approving a Purchase Order**

From Roles – Select PO Dashboard



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APPROVING PURCHASE ORDERS	08-01-23

While on the PO Dashboard, go to Workflow Dashboard

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	Monday, October	29, 2018			Quick Links				
<ul> <li>Rocies</li> <li>Workflow Dashboard</li> <li>Receive PO</li> </ul>	Prop/List       Unit       PQ       Vendor       Pay Account       Batch Name       Open POs       Requested By       Item Type       Inv. Location       Svc Contract	Ordered Date       Sch. Delivery       Act. Delivery       Payment Due       Required Date       V       Close Date       Expense Type       Workflow       Status			Not Received Fully Paid Find	Partially Received Partially Paid Clear	<u>Received</u> <u>UnPaid</u>		
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SUBJECTDateYARDI VOYAGER PROCEDURES MANUAL08-01-23APPROVING PURCHASE ORDERS08-01-23

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(1) Click on Display to show all of the Purchase Orders awaiting your approval

(2) Current Step: Shows the name of the workflow and the step the approval process is in.

(3) PO; Click on the hyperlink to open up the PO to view the details, attachments & memos

The approver will view the details on the Purchase Order to know what is being requested.

The approver will confirm any necessary attachments are attached (such as a quote).

The approver will review any memos on the Purchase Order.

The approver will then determine if the Purchase Order is to be Rejected, sent to Corporate Review (if the workflow requires) or Approve.

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	Standard-DM Review	105		×		Aldon's Heating & Air Condi				
	Standard-DM Review	<u>107</u>		×		Indoff - Allied Appliance				
	Standard-DM Review	<u>111</u>		✓		HD Supply				
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(4) Next Steps: Click on the drop down to see what next steps are available to select from. The selection is based on the type of workflow

In this example, the DM can Reject or Approve this Purchase Order

Once the Next Step has been selected, the approver must scroll all the way to the right of the screen to also Select the Purchase Order

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

← → Ø https://www.yar	diasp14.com/72687flynn ce.Net Welcome @ Doo	mgmt/pages/menu.a: :uPhase 😐 FFI Bank	apx?sMenuSet=POD	i Systems, Inc Wor Iasalle.fic 😰 Payo	kfi ×	▶ Suggested Site	es 🔻 🙆 Voyag	er 🕒 Yardi Client Cent	tral			n × ¤
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PO D	ashboard SaaS Mess	ages								2	🔎 Rate us 🛛 🛨 🔹 🕒 👻	
) Roles ) Workflow Dashboard ) Receive PO	Preferred A Order By Order	pprover Current S Ascending	ng v v								5	
	iext Steps	Approval Notes	Payee	Property	Prop. Desc	Amount	Transaction Currency	Over Budget By	Notes	Expense Typ	e Created By	Select
	~		Kim Kelber	80	Greenleaf Gardens I	284.85		0.00		Expense	kkelber	
	×		HD Supply	80	Greenleaf Gardens I	753.50		0.00		Supplier	kkelber	
	~		Aldon's Heating & Air Conditioning	81	Greenleaf Gardens II	400.00		0.00		On Site	kkelber	
	~		Indoff - Allied Appliance	80	Greenleaf Gardens I	1,056.67		0.00		Reserves	kkelber	
	×		HD Supply	80	Greenleaf Gardens I	625.00		0.00		Supplier	kkelber	
	<					3,120.02						>

(5) Select the Purchase Order you have assigned the Next Step

+ ttps://www.yar	rdiasp14.com/72687fly1 🔎 👻 🔮 🏈 Ya	ardi Systems, Inc. ·	- Workfl ×				<b>h ★</b> ¤			
🚖 🛟 Accounting 🗿 Authorize.Net Welcome 🔗 DocuPhase 🛞 FFI Bank 🗿 Fifth Third Direct 💽 https:joneslanglasalle.fic 😰 Paychex Flex 🛟 RealPage 🕟 Suggested Sites 🔻 🗿 Voyager 👋										
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	Workflow Manager Dashboa	ird	Dramarty	Preferred A	oprover 🗆		^			
<ul> <li>Roles</li> <li>Workflow Dashboard</li> <li>Receive PO</li> </ul>	Workflow     InProgress       Workflow Status     InProgress       Workflow Step     InProgress		Property           Payee           Jab           Invoice #           PO#	Order By Order By	Current St Ascending	ep V				
	Next Step V	<u> </u>								
	Current Step	PO	Prev. Step Notes	Next Steps	Approval Notes		Payee			
	Reimburse-DM Review	<u>104</u>		Reject		Kim Kelber				
	Standard-DM Review	108		Approved		HD Supply				
	Standard-DM Review	105		<u> </u>		Aldon's Heating &	<u>Air Condi</u>			
	Standard-DM Review	<u>107</u>		×		Indoff - Allied App	oliance			
	Standard-DM Review	111		<u> </u>		HD Supply				
	< <						> ~			

(6) Scroll back to the left and click on Post to process your Next Step.

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

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

(-) (2) https://www.ga	rdiasp14.com/72687flynnmgmt/pages/menu.aspx	🔎 👻 🚔 🖒 🍊 Yardi Systems, Inc Yardi V X	<u>≜</u> ★ ¢
🎪 📩 Accounting 🕘 Auther	ize.Net Welcome 🧬 DocuPhase 📵 FFI Bank 🧃 Fifth Thin	rd Direct 📙 httpsjoneslanglasalle.fic 😰 Paychex Flex 🛟 RealPage 🚺 Suggested Sites 🔻 🥘 Voyager 🕒 Yardi Client Central	
	GER		Site Search
		Analysis - Cine Ord - Conf. Management	
Ho	ne help Monthly Protecties Guests Antordable A	Analytics Sight Out, Saas Heisages	
	Community Manager Dashboard - Oakbro	ook Villas	DB Caption: test 08/24/2018
Roles	Resident Activity	Unit Statistics Monday, October 29, 2018	
• Setup	Payment Processing Winin 4	Total Units 42 Instant Units 41 07 678/ Prop/List 14	
Administration	PO Dashboard 0	Occupied Units 37 88.10%	
Analytics	Residential Manager 0	Available Units 1 2.38% Leasing Specials Daily Activity	
Reports	SaaS 2017 New Feature Videos	Model/Down/Admin 0 0% Hot Sheet Monitor Reports	
+ 50059 Functions	Unanswered Letters 0	On Hold Units 0 0% New PO New Svc. Reg.	
+ 50059 Tools	Expring Leases (120 days) 10 Scheduled Lease Renewals 0	Unit Transfers 0 Print Letters Tax Credit Quick Check	
+ TRACS	Alerts 5	Traffic Open Batches	
+ Tax Credit Functions	Maintenance	Prospect Pipeline 0	
Tax Credit Tools	Pending Make Ready 5 Pending Work Requests 0	Today's Showings 0 PNA Weiting Liste 0	
+ HOME Functions	Completed WO Followup 0	Pending Applications 0	
+ HOME Tools			
Rural Dev Functions			
+ Rural Dev Tools			
+ Charges	Calendar Dashboard Person Search		
Receivables			
Payables			
	Junp To	这 🎫 Todav 👔 Day 👔 Week 🚺 2 Week 🛐 Month 🔺 🕨	
		October 2018	
	Monday Tuesday October 29 30	Wednesday Thursday Friday Sat/Sun 31 November 1 2 3	
		4	
	5 6	7 8 9 10	
		11	

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
<b>RECEIVING PURCHASE ORDERS</b>	

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.

← → Ø https://www.yardi	asp14.com/	72687 🔎 🗕 🖒	🩆 Yardi Systems,	Inc Purcha	.×					• • × ☆
👍 📩 Accounting 🦉 Authorize.	Net Welcor	me 🕼 DocuPhase	🕘 FFI Bank 🧧 Fi	ifth Third Dired	t 💽 http	osjoneslangla	salle.fic	Paychex Flex	🛟 RealPage 🕟 Suggested Sites 🔹	🕶 🥃 Voyager 🎽
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	Purcha	se Order Dashb	oard			Functions	•			^
	Tuesda	ay, October 30, 201	8				Quio	ck Links		
▶ Roles	Prop/List		Ordered Date		То		Not Re	ceived Pa	rtially Received Received	
Workflow Dashboard	<u>Unit</u>		Sch. Delivery		То				Received Received	
Receive PO	<u>PO</u>		Act. Delivery		To					
	Vendor		Payment Due				Eully P	aid Pa	rtia Paid UnPaid	
	Pay Accor	unt	Required Date					<u></u>		
	Batch Na	me	Required Date				<b></b>			
	Open POs	Yes 🗸	Close Date		10		Щ		1	
	Requeste		Expense Type			<b>`</b>	<u> </u>			
	Item Typ	e	Status			<b>`</b>	✓ Fi	ind	Clear	
	Svc Cont	cont	Status			<u>`</u>	✓			
	Not Re	eceived (14)								
	PO#		Vendor		Total Amount	Date Ordered	Expense Type	Requestor	Description	
	115	hd - HD Supply			13.10	10/30/2018	Supplier	kkelber	Toilet Flanges	
2	114	hd - HD Supply			72.26	10/26/2018	Supplier	kkelber		
	110	mmr - Mon. Mow ar	nd Roll Se		100.00	10/08/2018	On Site	kkelber		
	108	hd - HD Supply			753.50	10/05/2018	Supplier	kkelber		
	<u>107</u>	iaa - Indoff - Allied	Appl		1,056.67	10/05/2018	Reserves	kkelber		
	<u>105</u>	ahac - Aldon's Heat	ing & Ai		400.00	10/05/2018	On Site	kkelber		
	104	kk - Kim Kelber			284.85	10/05/2018	Expense	kkelber		
	16	now - Lowes	d Roll Se		150.00	08/29/2018	Contract	kkelber		
	15	ppc - Paul's Pest Co	ntrol		154.42	08/29/2018	Contract	kkelber		
	14	iaa - Indoff - Allied	Appl		1,465.63	08/29/2018	Reserves	kkelber		
	<u>13</u>	hd - HD Supply			13.85	08/29/2018	Supplier	kkelber		
	<u>12</u>	hd - HD Supply			800.00	08/29/2018	Supplier	kkelber	Expect total to not	$\sim$
	<									>

Locate the Purchase Order you need to Receive

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

SUBJECT									Date						
YARDI VOYAGER PROCEDURES MANUAL									0	8-01	-23				
RECEIVING PURCHASE ORDERS										0		23			
🎒 Yardi Systems, i	Inc Purchase Orde	er 114 - Internet Ex	plorer			_	_	_	_				_		_ <b>0 X</b>
Purchase Or	der 114		Data/Re	ports 💌 Chai	nge Order(s) 👻								Ju	mp To	
Vendor Vendor Info	hd HD Supply		Dit Attai Sc Mem Or Rece Re Audi	chments (1) to (1) t History	rder		3								Î
Expense Type Payment Due Last Received From Date	Supplier		Cle Quic PO R To Approva Workflow	24 Quick Email PO Receipt History Approvals Workflow Standard 4											
To Date Description			Status Current Ste Next Step Notes	Comp p Appro	oved	L									
Save	New Pri	nt <u>H</u> elp	Navigation     Delete	<<	**										
Details More Details	General Info Change Order C	Addresses	Workflow Ap	a a a a a a a a a a a a a a a a a a a											_
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance Remaining	Qty Received	Date Received	Status	Payable Ctrl#	Del
80	9081	ms	Maintenance Supplies	6020	Maint Supplies	72.2600	1.00	72.26		72.26			Open		
<															> Y

(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

🥥 Yardi Systems, Inc Receive Selected POs - Internet Explorer							
Receive Selected POs	^						
Filter Criteria	Receive PO Data						
Property     Item Type       Vendor     Location       Purchase Order     114       Requested By     Expense Type	Date Received 10/30/2018						
Submit Clear Close Help	Set Locations Set All Dates Check Rcv						

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

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

🧉 Yardi Systems, I	nc Receiv	e Selected P	Os - Internet Explor	er in the second		
Receive Selec	cted POs	;				^
Filter Criteria					Receive PO Data	
<u>Property</u> <u>Vendor</u> Purchase Order	Item Type Location			Date Received	10/30/2018	
Requested By	Clear		Expense Type	Expense Legal	Catlenstern Cat	
1 rows returned	Lica		ec Tich		Set Locations 3et.	8 Receive 6
Property	РО	Quantity Ordered	Item Type	ЕхрТуре	Description	Part No Quantity Received Date Received Receive
80	<u>114</u>	72.26	ms	Supplier	Maintenance Supplies	72.2600
						~

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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		F	RECEIV	<b>'ING</b>	PURCHA	SE (	ORD	ERS	5				5		
Yardi Systems, In	nc Purchase Order	114 - Internet Ex	plorer Data/Re	norts 🗶 Cha	nge Order(s), 👻	_				_	_	_	Ju	np To	- U X
Vendor	bd		Dit		rder										
			Sc Men	chments (1) 10 (1)			9								
	HD Supply		Or Reco	eive PO											
vendor Into			Re Aud	t History											
			PO F	Receipt History											
Expense Type	Supplier		То	7 8-11											
Payment Due Last Received			Approva	ls											
From Date			Workflow	Star	dard 🗸										
To Date			Status	Com	pleted										
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			Notes		~										
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Save	New Print	<u>H</u> elp	Delete												
Details More Details	General Info	Addresses neck Budget Di	Workflow A	pprovers											_
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance Remaining	Qty Received	Date Received	Status	Payable Ctrl#	Del
80	9081	ms	Maintenance Supplies	6020	Maint Supplies	72.2600	1.00	72.26		72.26			Open		

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.

Change Orde	r 115		Data/R	eports 🔻									L	lump To	
Vendor	hd		Parent P	) <u>114</u>											
			Display 1	ype Pu	rchase Order 🗸 🗸										
	HD Supply		Sched. D	eliv.											
Vendor Info			Order Da	te 10/	30/2018										
			Required	By Date 10,	30/2018										
			Closed	Close Date											
Expense Type	Supplier		PO Ir	fo											
Payment Due			Total Am	ount 85.	36										
Last Received			Appre	vals											
From Date			Workflow	Sta	ndard 🗸										
To Date			Status	Con	pleted										
Description			Current	tep App	roved										
Toilet Flanges			Next Ste												
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Save	New Pri	nt <u>H</u> elp	Delete												
Details	General Info	Addresses	Workflow	Approvers											
More Details	Change Order	heck Budget Di	stribute Search Sup	plier											
<b>B</b> 1															
									Amount	Balance	Otv	Date		Pavable	
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Posted	Remaining	Received	Received	Status	Ctrl#	Del
80		ms	Maintenance Supplie	s 6020	Maint Supplies	13.1000	1.00	13.10		13.10			Open		

**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

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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
CREDIT MEMOS	

When a valid credit memo has been issued by your vendor, scan the credit memo into your Voyager Documents, Vendor, Credit Memos Folder. See Procedure V-405

Email the pdf to <u>accounting@flynnmanagement.com</u>.

In the subject line of the email;

- 1) Enter the word CREDIT, followed by
- 2) Purchase Order number the credit is for, followed by
- 3) Name of Vendor the credit has been received from

## Example;

A credit memo from HD Supply has been received for a toilet that was damaged and returned. The toilet was originally on Purchase Order number 453.

The subject line of the email would be "CREDIT PO453 HD Supply"

All credit memo's will be uploaded, entered and applied directly by accounting.

## Florida Pest:

Effective 02.01.23, Florida pest no longer issues contracts. Invoices are issued as your renewal notice, one month prior to service being performed. A "Summary of Service" & a "Detailed Report "are issued when the work has been completed.

When you have received the Annual Renewal Invoice;

- Create the Purchase Order in Voyager as outlined in procedure V-410 Creating Purchase Orders
- Set your workflow to "Standard"
- Attach the invoice to the Purchase Order
- Set the attachment type to "quote"

Once the Purchase Order has been approved by the DM and the Corporate Office, you can notify the vendor that the service can be performed.

Once the service has been completed by Florida Pest;

- Attach the "Summary of Service" & "Detailed Report" to the purchase order
- Set the attachment type to "Invoice Final"

Complete procedure V-450, Receiving Purchase Orders.

### All other vendors that provide Termite Services;

When you are contacted for your renewal;

- Create the Purchase Order in Voyager as outlined in procedure V-410 Creating Purchase Orders
- Set your workflow to "Standard"
- Attach the quote provided or add a memo noting the verbally quoted amount for the service.
- If attaching a quote, set the attachment type to "quote"

Once the Purchase Order has been approved by the DM and the Corporate Office, you can notify the vendor that the service can be performed.

Once the service has been completed;

- Attach the invoice to the purchase order
- Set the attachment type to "Invoice Final"

Complete procedure V-450, Receiving Purchase Orders.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
DISTRIBUTION FUNCTION	00 01 25

# Using the Distribute Function

	🧉 Yardi System	ns, Inc Yardi Voyager - Internet Explorer		×
	Distribute			~
	Property			
	Quantity	Property	×	
	Account Stock	Code		
	Unit Price	Name		
	Description	Address		
	Whole Numb	Include Properties Lists		
	<u>S</u> ubmit			
		OK Find		
-	Distributi		_	-
		100 V Items per page	s	
	<b>N</b>	Code Description		
	Propert	80 Greenleaf Gardens I, 904-2 Greenleaf Circle, Orange     81 Greenleaf Cardens II, 904-2 Greenleaf Circle, Orange	: Ci	
		green Greenleaf Gardens, , ,	ec	
		1 to 3 of 3 Firs	t	
			~	
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				$\sim$
	<		>	

(1) **Property** Click on the link and select the combined property name and click OK

In this example the combined name is green

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	09 01 22
DISTRIBUTION FUNCTION	08-01-23

🥝 Yardi Systems, Inc Distribute - Internet Explorer	
Distribute	_
Property 2 Quantity 230.00	
Account Stock 3 Unit Price 1.00	
Description Whole Numbers Only?	
Submit Post <u>H</u> elp	~
<	>

(2) Quantity: 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 \$230.00 the Qty Ord is 230.00.

## Unit Price: This field must ALWAYS be \$1.00

This process is being implemented to avoid users having to enter every single item that needs to be ordered. If you need 15 items totaling \$230.00 worth of maintenance supply items, you would have to enter each item on its own line. This is due to items that may be delivered/received on multiple invoices.

The reason the Qty Ord would not be 1.00 and the Unit price would be \$230.00 is because the purchase order system is quantity based. If you receive a partial shipment on this order and received the quantity of 1.00 in the system, it would close the purchase order.

Instead, if you receive an invoice for \$51.55 you can "receive" a Quantity of 51.55 when you process your receiver. The remaining balance on the purchase order of \$178.45 will remain open.

All other fields remain blank. Click on Submit

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	YARDI VOYAGER PROCEDURES MANUAL							
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🧉 Yardi S	ystems, Inc D	)istribute	- Internet Explor	er				
Distrib	ute					~		
Property		green						
Quantity		230.00						
Account								
Stock								
Unit Pric	e	1.00						
Descript	ion							
Whole N	umbers Only?	~						
Sub	mit D	t	Holp					
<u>3</u> 00		USI	<u>U</u> eib					
Distri	oution Previ	ew						
3								
Pro	perty O	Jantity	Unit Price	Amount	]			
80	140.	392	1.00	140.39				
81	89.6	08	1.00	89.61				
	230.	000		230.00	]			
						$\sim$		
					>			

The system has now distributed the expense between the multiple properties.

The calculation is based on units. In this example; Property 80 has 47 units and Property 81 has 30 units for a total of 77 units. the combined.

Property 80 = 47 units/77 units = 61.04%. \$230 x \$61.04% = \$140.39

Click on Post and the 2-line items will populate onto the Details section of your Purchase Order.

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A	ТТАСНИ	MENTS & N	1EMO	S					
Yardi Systems, Inc Purchase Order 114 - Internet Explorer								ŀ	- <b>D</b> - X -
Purchase Order 114	Data/Reports 👻	$\leq 1$					Ju	np To	^
Vendor hd	Di: Attachment	rder V							
HD Supply	Or Receive PO		2						
Vendor Info	Re Audit History		2						
Evnense Type Supplier	PO Receipt History								
Payment Due	Approvals								
Last Received	Workflow Stand	lard 🗸							
To Date	Status Comp	eted							
Description	Current Step Appro	ved	3						
~	Notes								
~	Navigation <<	>>							
Save New Print Help Delete	e								
Details General Info Addresses Workf	low Approvers								- 1
More Details Change Order Check Budget Distribute S	Search Supplier								
Property Unit Item Type Descri	ription GL Account	GL Account Description Otvo	Ord Unit Price	Base Total	Amount Balance	Qty D	ate Status	Payable	Del
80 9081 ms Maintenand	ce Supplies 6020	Maint Supplies 72	.2600 1.00	72.26	Posted Remaining 72.26	Received Rece	Open	Ctrl#	
<								I	>
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- (1) Data/Reports The drop down displays additional functions
- (2) Attachment: Allows you to attach documents to the Purchase Order
- (3) Memo: Allows you add detailed Memos about the Purchase Order
- To Attach documents, click on the Attachment link

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
ATTACHMENTS & MEMOS	

#### **ATTACHMENTS**

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Attachments						~
Available Attachments for Pur	chase Order: 114					
Sort By: 🔽 Ord	er: Ascending V Go					
Туре	Description	Date	Attachment	Secure	Detach	
	4					
Save Close	Add Upload					
						$\sim$

Click on (4) Upload to open the Upload Link

Systems, Inc File Attachment Upload - Internet Explorer	
File Attachment Upload	
Calactive to 2 files to velocid and attack	
5	Browse
	Browse
	Browse
Lipload Close	

Click on (5) Browse... to browse out to the location of your document you are needing to attach. Your pdf files are located on your desktop as outline in Procedure V-405.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
ATTACHMENTS & MEMOS	
🕘 Yardi Systems, Inc File Attachment Upload - Internet Explorer	
File Attachment Upload	

File Attachment Upload	
Select up to 3 files to upload and attach	
C:\Users\wmyers\Desktop\Voyager Documents\Vendors\HD Supp	Browse
	Browse
6	Browse
Upload <u>C</u> lose	

The path to your document is now listed. You can add up to 2 more documents on a single upload by clicking on the next Browse... to select the next file.

Click on (6) Upload to upload the pdf file.

San Yardi Systems, Inc File Attachment Upload - Internet Explorer	
File Attachment Upload	
Select up to 3 files to upload and attach	
	Browse
Successfully uploaded as PO114_546485.pdf 7	
	Browse
	Browse
Upload Close 8	

After the Upload is completed you will receive a message of "Successfully uploaded as" followed by the name of your pdf file (7) Click on (8) Close to close the window.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
ATTACHMENTS & MEMOS	
Systems, Inc Attachments - Internet Explorer	
Attachments	

Attachments					~
Available Attachments for Purchase Order: 114					
Sort By: Order: Ascending V Go					
Type Description	Date	Attachment	Secure	Detach	
Type Description	Date 10/29/2018	Attachment P0114_546485.pdf	Secure	Detach	
Type     Description       V     P0114_546485.pdf       11     10	Date 10/29/2018	Attachment P0114 546485.pdf	Secure	Detach	

The pdf is now attached. You can click on the hyperlink (9) to open the Attachment to confirm you uploaded the correct file.

The Description field (10) duplicates the name of the Attachment. The description can be changed if you want to identify the attachment further. If you change the name of the Description, it will not change the name of your Attachment.

(11) Type: You MUST select the Type that identifies the attachment.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
ATTACHMENTS & MEMOS	
) Yardi Systems, Inc Attachments - Work - Microsoft Edge	- 🗆 X
https://www.yardiasp14.com/72687flynnmgml/Pages/SysAttachmentView.aspx?iType=268hRecord=114	A» @
Attachments	
Available Attachments for Purchase Order: 114	

Sort By: Vorder: Ascending V Go



# (11) Type;

**Correspondence** – Used to identify the attachment as additional information relating to the purchase order.

**Invoice** – Used to identify the attachment is an invoice but, you are expecting more invoices. This invoice is **not the last invoice** you expect to receive for the Purchase Order.

Invoice Final – Used to identify the attachment is the FINAL invoice for this Purchase Order.

Quote – Used to identify the attachment is a Quote

U-16c – Used to identify the attachment is the completed U-16c that <u>MUST</u> be attached with your monthly lawn service submissions.

Once the Type is selected, click on (12) Save to save your changes then on (13) Close to close the window.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
ATTACHMENTS & MEMOS	
e Yardi Systems, Inc Purchase Order 114 - Internet Explorer	
Purchase Order 114 Data/Reports 🔻	Jump To
Vendor hd Di Attachments (1) rder V	
Vendor Info	
Expense Type Supplier	
Payment Due Approvals	
From Date Vorknow Standard V 15	
To Date 10 Description Current Step Approved 10	
Next Step	
Notes	
V Navigation << >>	
Save New Print Help Delete	
Details General Info Addresses Workflow Approvers	

Qty Ord Unit Price

72.2600

Base Total

72.26

72.26

Oper

1.00

(14) Data/Reports When viewing your Purchase Order, you will now see the number of Attachments listed in parenthesis that have been attached to the purchase order

GL Acco

Description

nce Supp

Item Type

## MEMOS

(15) Memo; Allows you to add detailed Memos about the Purchase Order. Memos are used to communicate with accounting regarding the purchase order status.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
ATTACHMENTS & MEMOS	
e Vardi Systems, Inc Memo Information - Internet Explorer	
Memo Information	
Method Tuno Statur	
Date Type Status Notes	

Date     10/29/2018     Show on Calendar       Time     12:48 PM     Image: Construction of the construction of	Memos for Purchase Order: 114						
Date       10/29/2018       Show on Calendar         Time       12:48 PM       Property         Type       V       Vinit         Security       Vinit       Vinit         Agents       V       Vinit         Notes       Employee       Ide         Second shipment will be coming on PO 115       16         Save       Qose       Help	Date	Туре	Status			Notes	
Date       10/29/2016       Show on Calendar         Time       12:48 PM       Property         Type       V       V         Status       Memo       V         Memo       V       Unit Type         Agents       V       Employee         Notes       Second shipment will be coming on PO 115       16         Save       Goe       Help							
Date       10/29/2018       Show on Calendar         Time       12:48 PM       Property         Type       V       Yunit         Status       Memo       V         Agents       V       Unit         Notes       Employee       kkelber         Second shipment will be coming on PO 115       16         Save       Goe       Help							
Date     10/29/2018       Time     12:48 PM       Type     Yoperty       Status     Memo       Memo     Unit       Junit     Unit       Agents     Imployee       Notes     Imployee       Second shipment will be coming on PO 115     16							
Date     10/29/2018       Time     12:48 PM       Type     Property       Status     Memo       Memo     Unit       Junit     Unit       Agents     V       Notes     Employee       Second shipment will be coming on PO 115     16       Save     Qose							
Date     10/29/2018       Time     12:43 PM       Type     Property       Status     Memo       Memo     Unit       Agents     Unit Type       Notes     Employee       Second shipment will be coming on PO 115     16							
Date     10/29/2018     Show on Calendar       Time     12:48 PM     Property       Type     Ymit     Property       Status     Memo     Ymit       Agents     Ymit     Ymit       Notes     Employee     kkelber       Second shipment will be coming on PO 115     16							
Date     10/29/2018     Show on Calendar       Time     12:48 PM     Property       Type     Y     Unit       Result     Y     Unit       Agents     Y     Employee       Notes     Second shipment will be coming on PO 115     16							
Date     10/29/2016     Show on Calendar       Time     12:48 PM     Property       Type     Yesult     Unit       Status     Memo     Yesult       Agents     Yesult     Int       Notes     Second shipment will be coming on PO 115     16							
Date     10/29/2018     Show on Calendar       Time     12:48 PM     Property       Type     V     Unit       Result     V     Unit       Agents     V     Employee       Notes     Second shipment will be coming on PO 115     16							
Date     10/29/2018     Show on Calendar       Time     12:48 PM     Property       Type     Vinit     Unit       Result     Vinit     Unit       Agents     Employee     Kelber       Notes     16     16							
Date     10/29/2018     Show on Calendar       Time     12:48 PM     Property       Type     V     Unit       Result     V     Unit       Agents     Employee     kkelber       Notes     16     16							
Date       10/29/2018         Time       12:48 PM         Type       Image: Construction of the second shipment will be coming on PO 115         Second shipment will be coming on PO 115       16         Save       Close         Link       Link							
Time 12:48 PM Type Property Unit Result Unit Unit Type Agents V Unit Type Second shipment will be coming on PO 115 16	Date		10/29/2	2018	Show on Calend	dar 🗌	
Type Property Unit Unit Result Agents V Employee Kkelber	Time		12:48 P	M			
Status Memo V Unit Result V Unit Type Kkelber Notes Second shipment will be coming on PO 115 16 Save Close Help	Туре			~	Property		
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Second shipment will be coming on PO 115 16 Save Close Help	Notes					KKEIDEI	
Second shipment will be coming on PU 115		1.12				16	
Save Close Help	Second shipment will be coming on PO 115						
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All of the fields default with you as the Employee.

Enter the Memo that you want to include for this Purchase Order

Click on (16) on Save to save your changes.

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	Date			
		YA	RDI VOYAGER PROCEDURES MANUA	L
				08-01-23
			<b>ATTACHMENTS &amp; MEMOS</b>	
🧉 Yardi Systems,	, Inc Men	no Informat	on - Internet Explorer	
Memo Infor	rmation			
			Memos for Purchase Order: 114	
Date	Туре	Status	Notes	
10/29/2018		Memo	Second shipment will be coming on PO 115	



Once Saved, the updated note will also appear at the top of the screen.

Click on (17) New to add additional memos to the Purchase Order.

Whenever your Final Invoice is less that the value of the PO, always add a memo of "Invoice less than PO" to notify accounting to manually close the PO once vouchered.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
ATTACHMENTS & MEMOS	
Yardi Systems, Inc Purchase Order 114 - Internet Explorer	
Purchase Order 114     DataReports •       Vendor     hd       HD Supply     Diametry (1)       Vendor Info     Poly       Receive PO     Addit history       Quick Email     Poly       Payment Due     Poly       Last Received     Vorkflow       Status     Completed       Current Step     Approved       Next Step     Next Step	
Details     General Info     Addresses     Workflow     Approvers       More Details     Change Order     Check Budget     Distribute     Search Supplier	
Property         Unit         Item Type         Description         GL Account         GL Account Description         Qt Ord         Unit Price         Base Tot         Manout Property Remaining         Base Tot         Base Tot	Status     Payable Ctrl#     Del       Open

(18) Data/Reports When viewing your Purchase Order, you will now see the number of Memos listed in parenthesis that have been attached to the purchase order.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
USING THE PO DASHBOARD	

From Roles – Select PO Dashboard

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Accounting 🎒 Aut	hvrize.Net Welcome 🧬 DocuPhase 🧕 FFI	Bank 🧃 Fifth This	ird Direct 🔣 httpsjoneslanglasall	e.fic 😰 Paychex Flex 🚦	RealPage 📘 Suggested Sites 👻 🥘 Voyager 🕞 Yardi Client Central	
BDIVOV	AGER					Site Search
	fome Help Monthly Protedures Gues	ts Affordable /	Analytics Sign Out SaaS Mess	anes		ORate us 🗙 💌 🕒 🗸
	Community Manager Dash	board - Oakbr	ook Villas			DB Caption: test
L	Resident Activity		Unit Statistics		Monday, October 29, 2018	
•	Payment Processing	4	Total Units	42	Prov (Link	
, 	PO Dashboard	0	Leased Units	<u>41</u> 97.62%	14	
histration	Residential Manager	0	Occupied Units	<u>37</u> 88.10%		
tics	Conc. 2017 New Sectors Midnes	8	Available Units	1 2.38%	Leasing Specials Daily Activity	
ts	SaaS 2017 New Peature Videos	10	Model/Down/Admin	0 0%	Hot Sheet Monitor Reports	
9 Functions	Unanswered Letters	0	On Hold Units	0 0%	New PQ New Svc. Reg.	
9 Tools	Expiring Leases (120 days)	10	Unit Transfers	0	Print Letters Tax Credit Quick Check	
s .	Alerts	5				
	Maintenance	*	Traffic Prospect Pipeline	0	Open Batches	
Lifedit Functions	Pending Make Ready	5	Today's Showings	0		
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			October 2018			
	Monday	Tuesday	Wednesday Thursi	lay Friday	Sat/Sun	
	October 29	30	31 Novembe	r 1 2	3	
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	5	6	7	8 9	10	
					11	

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
USING THE PO DASHBOARD	00 01 25
USING THE PO DASHBOARD	

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PO Da	shboard SaaS Me	essages					<b>O</b> Rate us	<b>*</b> • •	
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h Roles	Tuesday, Octob	ber 30, 2018	3			Quick Links			
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۱ N	Vendor		Act. Delivery	To					_
	Pay Account		Payment Due	10 III		Fully Paid	Partially Paid	UnPaid	
ل	Batch Name		Close Date						
1	Requested By	s <b>v</b>	Expense Type						
	Item Type		Workflow		~	Find	Clear		
	Inv. Location Syc Contract		Status		~				
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(1) Shortcut to the Workflow Dashboard & Receive PO Function

The middle section of the dashboard allows you many options of selection criteria.

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▶ Roles	Tuesday, October 30, 2	018		Quick Links		
• Workflow Dashboard	Prop/List Unit	Ordered Date To Sch. Delivery To		ot Received Partially Received	Received	
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	Pay Account Batch Name	Required Date To				
	Open POs Yes Yes	Close Date To Expense Type		۲/		
	Item Type	Workflow	<b>~</b>	Find		
	Inv. Location Svc Contract	Status Approved Pending Approval Rejected		2		~
	<					>

You can select the status of Pending Approval (2) then click on (3) Find to display all of your Open PO's that are currently not Approved.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
USING THE PO DASHBOARD	

Don't know what the Purchase Order number is or if it is available to be received?

← → Ø https://www.yar	diasp14.com/72687 🔎	- <b>≙ ¢</b>	🍯 Yardi Systems, Ir	nc Purcha ×					<b>→</b> ★ ☆
👍 📩 Accounting 🧃 Authoriz	e.Net Welcome 👩 Do	ocuPhase 🤅	🖲 FFI Bank 🧧 Fift	h Third Direct 🔣 http:	joneslanglasalle	e.fic 😰 Paychex	Flex 🛟 RealPage 📘	Suggested Sites 🔻	Voyager
YARDIVOYAG	ÈER							Site Search	
PO D	ashboard SaaS Mes	sages					🔎 Rate us	<b>★</b> • <b>⊙</b> •	
	Purchase Orde	er Dashb	bard		Functions 💌				^
<ul> <li>Roles</li> <li>Workflow Dashboard</li> <li>Receive PO</li> </ul>	Tuesday, Octob       Prop/List       Unit       PQ       Vendor       Pay Account       Batch Name       Open POs       Yes       Requested By       Item Type       Inv. Location       Svc Contract	er 30, 2018	Ordered Date Sch. Delivery Act. Delivery Payment Due Required Date Close Date Expense Type Workflow Status			Quick Links Not Received Fully Paid Find	Partially Received	<u>Received</u>	~

From the PO Dashboard click on (4) Not Received hyperlink.

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

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	08-01-23
USING THE PO DASHBOARD	
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	Purchas	e Order D	ashb	oard			Functions	<b>•</b>		_		
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Workflow Dashboard	Unit							Not Re	ceived Pa	rtially Received	Received	
Receive PO	DO			Sch. Delivery		То						
	<u>PO</u>			Act. Delivery		То То	I					
	vendor			Payment Due		то	I	Fully P	aid Pa	rtially Paid	UnPaid	
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	Not Re	ceived (14	)									
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								_		1		
	PO#			Vendor		Total Amount	Date Ordered	Expense	Requestor	Descript	ion	
	115	hd - HD Supp	bly			13.10	10/30/2018	Supplier	kkelber	Toilet Flanges		
5	114	hd - HD Supp	oly			72.26	10/26/2018	Supplier	kkelber	_		
5	111	hd - HD Supp	oly			625.00	10/08/2018	Supplier	kkelber			
	110	mmr - Mop, I	Mow an	d Roll Se		100.00	10/05/2018	On Site	kkelber			
	108	ng - HD Supp iss - Indoff -	Allied /	Appl		/53.50	10/05/2018	Supplier	kkelber			
	105	ahac - Aldon'	s Heati	na & Ai		400.00	10/05/2018	On Site	kkelber			
	104	kk - Kim Kelt	ber			284.85	10/05/2018	Expense	kkelber			
	<u>103</u>	low - Lowe's				639.00	10/05/2018	Supplier	kkelber			
	<u>16</u>	mmr - Mop, I	Mow an	d Roll Se		150.00	08/29/2018	Contract	kkelber			
	15	ppc - Paul's F	Allind	ntrol Napl		154.42	08/29/2018	Contract	kkelber			
	13	iaa - Indoff - bd - HD Supr	Allied A	<u>4ppi</u>		1,465.63	08/29/2018	Supplier	kkelber			_
	12	hd - HD Supr	olv			800.00	08/29/2018	Supplier	kkelber	Expect total to	not	_
												$\sim$
	<											>

Locate the Purchase Order you need to Receive

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

	SUBJECT	Date
Y	08-01-23	
Yardi Systems, Inc Purchase Order 1:	14 - Internet Explorer	
Vendor hd HD Supply Vendor Info	Data/Reports  Change Order(s)  Change Or	
Expense Type Supplier Payment Due Last Received From Date Description	Approvals Workflow Standard Current Step Approved Next Step Notes Notes	

Details Ge	eneral Info	Addresses	Workflow Ap	oprovers											
More Details C	Change Order Ci	heck Budget Di	stribute Search Supplie	f											
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance Remaining	Qty Received	Date Received	Status	Payable Ctrl#	Del
80	9081	ms	Maintenance Supplies	6020	Maint Supplies	72.2600	1.00	72.26		72.26			Open		
<															>

With the Purchase Order open on your screen, go to (6) Data Reports and select Receive PO

This will open the same screen shortcut on the PO Dashboard - Receive PO

With the Purchase Order number selected, click on (7) Submit

Stardi Systems, Inc Receive Selected POs - Internet Explorer	
Receive Selected POs	
Filter Criteria	Receive PO Data
Property     Item Type       Vendor     Location       Purchase Order     114       Expense Type     Expense Type       Requested By     Image: Comparison of the second secon	Date Received 10/30/2018
Submit <u>Clear</u> <u>Close</u> <u>H</u> elp	Set Locations Set All Dates Check Rcv

If your purchase order total amount ends up being greater than the actual goods or services, and you have added a memo noting the invoice is less than the purchase order, the purchase order will be manually closed by accounting.

Accounting will only manually close purchase orders when you have set the type to be final invoice.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

#### Finding the TC for the Resident(s) to Sign:

First, you will need to log-in to Voyager and then find and select the desired household.

- 1. Select the "Person Search" tab
- 2. Input the unit number for the household for which you are searching
- 3. Click "Search"
- 4. Click on the Name of the household member



SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

### Printing a TC for the Resident(s) to Sign:

Next, you find the desired TC and print it by doing the following:

- 5. Select the "Affordable" tab (typically, Voyager defaults to this tab)
- 6. Click on the link for "Print" next to the Tenant Certification you wish to print.
- 7. A new window will then open. Click the "Print" icon on the top of the page.

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	Resid	ent			Function	ns 🔻	Data 🔻	Report	s 🔻	
• Poler										
Roles	First N	lame	PAULINE				Resident ID	t00	03768	
Setup	Middle	e Name					Property	03		
<ul> <li>Administration</li> </ul>	Last N	lame	SELIN				Unit	710	2	
Analytics	Addre	SS					Prospect	<u>p00</u>	04284	
Reports							Status	Cun	rent	
	City S	tate					Legal			
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• 50059 Tools	Zip									
▶ 50059 Tools ▶ TRACS	Zip	dit	Close	Help						
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<ul> <li>\$0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> <li>HOME Functions</li> </ul>	Zip E	dit dable	<u>C</u> lose Lease Info	Help	o   Leas	e Charges	Late Fe	es & Accou	ints	C
<ul> <li>\$0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> <li>HOME Functions</li> <li>HOME Tools</li> <li>HOME Tools</li> </ul>	Zip	dit dable	Close	Help Deposit Inf	o Leas Developmen	e Charges nt Data	Late Fe	es & Accou	ints	C
S0059 Tools     TRACS     Tax Credit Functions     Tax Credit Tools     HOME Functions     HOME Tools     HOME Tools     HUME Tools	Zip E Affor	dit dable t Type	<u>C</u> lose Lease Info	Help Deposit Inf 5 Basic Rem	o Leas Developmen GTC I	e Charges nt Data Util Allow.	Late Fe	ees & Accou RA	nts Edit	
<ul> <li>\$0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> <li>HOME Functions</li> <li>HOME Tools</li> <li>Rural Dev Functions</li> </ul>	Zip E Affor GR	dit dable t Type	Close Lease Info Effective Date 01/01/2023	Help Deposit Inf 5 Basic Rent 845	0 Leas	e Charges nt Data Util Allow. 118	Late Fe	RA 349	ents Edit View	C
<ul> <li>\$0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> <li>HOME Functions</li> <li>HOME Tools</li> <li>Rural Dev Functions</li> <li>Rural Dev Tools</li> </ul>	Zip E Affor GR AR Cer	dit rdable t Type Print Print	<u>Close</u> Lease Info Effective Date 01/01/2023 0/01/2022	Help Deposit Inf 5 Basic Rem 845 797 702	o Leas	e Charges nt Data Util Allow. 118 113	NTC 496 501	RA 349 296 319	nts Edit View View	
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<ul> <li>&gt; 50059 Tools</li> <li>&gt; TRACS</li> <li>&gt; Tax Credit Functions</li> <li>&gt; Tax Credit Tools</li> <li>&gt; HOME Functions</li> <li>&gt; HOME Tools</li> <li>&gt; Rural Dev Functions</li> <li>&gt; Rural Dev Tools</li> <li>&gt; Local Program Functions</li> <li>&gt; Local Program Tools</li> <li>&gt; Cheman</li> </ul>	Zip E Affor GR AR GR AR AR AR AR	dit rdable t Type Print Print Print Print Print	<u>Close</u> <u>Lease Info</u> <u>Lease Info</u> 01/01/2023 10/01/2022 10/01/2021 10/01/2021	Help Deposit Inf 845 797 797 797 797 797 797	0 Leas 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	te Charges the Data Util Allow. 118 113 118 118 118 115	NTC 496 501 479 474 462 465	RA 349 296 318 323 335 332	nts Edit View View View View View View	
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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

### Attaching the TC to the household in Voyager:

Once the Tenant Certification has been signed and dated, you will need to scan and attach it to the Tenant's file.

\*\*\*As you scan the document onto your PC, make sure you name it in this format: TC(space)Date(space)Prop #(space)Unit #

\*\*\*It is critical that slashes are not used in any portion of the naming. Please use a dash (-) between the month and day and year. Thus, a scanned TC for North Grove (property #03) would have a name like: <u>TC 10-1-2022 03 710</u>.

After you have scanned and saved the signed TC to your computer, you will need to Log-in to Voyager and select the desired household. Then perform the following steps)

- 1. Click on the "Data" tab at the top of the page.
- 2. Click on "Attachments"

Yardi Systems, Inc	Resident ×	+									
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YARDIVOYAG	ER										
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<ul> <li>Roles</li> <li>Setup</li> <li>Administration</li> <li>Analytics</li> <li>Reports</li> <li>S0059 Functions</li> <li>S0059 Tools</li> <li>TRACS</li> <li>Tax Credit Functions</li> <li>Tax Credit Tools</li> </ul>	First Name Middle Name Last Name Address City State Zip Edit Affordable	PAULINE SELIN Qiose Lease Info	Help   Deposit Inf	o Lea	ase Charges	Attachmen Credit Caro EFT Setup Email Memo New WO Recurring f Lease Char Roommate Manage Re	(8) tup 2 rayment Setu ges s ntable Items	) IP	Resident History Workflow Billing & Payments Interface Collections Interface Bonded Revenue Management Renters Insurance Interface NY Lead Paint NY Bed Bug Rider NY Window Guard Other Info Personal I	NY Lease Renewal NY DHCR Registration NY SCRIE Subsidy UB Budget Billing WIPS Setup EFT Setup (New) Rent Bill Control MPAC Res. Tenant Notice of Termination History RTA Charges	( ( ( ( ( ( ) ( ( (
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Charges	AR Print	10/01/2020	797	580	115	462	332	View	•		
▶ Receivables				Tax Credit I	Data						
h Develope	Cert Type	Effective Date	Max Rent	Rent	Util Allow.	Tenant Rent	Subsidy	Edit			

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

A new window will open that shows all documents attached to the household. This is the screen in which you will upload the scanned TC.

1. Click on the "Upload" button at the bottom of the new window.

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vailable Attachments for Ten	ant: PAULINE SELIN (t0003768)					
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		1	]			

- 2. Click on "Choose File"
- 3. Browse on your computer to find and then select the file to upload.
- 4. Click the "Upload" button.

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File Attachment Upload	
Select up to 3 files to upload and attach	
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SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	
	03-01-23
FINDING, PRINTING AND ATTACHING A TENANT	
CERTIFICATION	

You will now be returned to the previous screen that shows all uploaded documents for the household. Now, you must select the Type that identifies the attachment.

- 5. The pulldown for "Type" must be left blank
- Add the document description as:
   "TC(space)Date(space)Property Number(space)Unit Number". For example, TC 10-1-2022 03 701 (This would be a TC for 10/1/22 for property #03 apartment 701)
- 7. Click "Save" and then close the window.

쀁 Yardi Systems, Inc Attachment	s - Profile 1 - Microsoft Edge					
https://www.yardiasp14.com/72687flynnmgmt/Pages/SysAttachmentView.aspx?iType=1&hRecord=7021						
Attachments						
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<u>S</u> ave <u>C</u> lose	Add Upload					

You are now done with attaching the TC to the household's records in Voyager.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
APPENDIX A – GL Account Codes Reserves	00 01 25

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.

	SUBJECT	Date
Y	YARDI VOYAGER PROCEDURES MANUAL	
		08-01-23
	APPENDIX B – Item Type Codes	00 01 20
<u> </u>		
Item Type	Description	GL Code
flcarh	Annual FLCARH Meeting (Fees, Lodging, Meals & Mileage)	8280
fmc	Annual FMC Meeting (Lodging, Meals & Mileage)	8280
advertising	Apartment Vacancy Classified Ad	8240
appliance	Appliance Repair Service	6030
apppart	Appliance Parts	6020
asphalt	Asphalt Repairs (patches)	6070
backflow	Backflow Testing	7140
bathtub	Bath Tub/Surround & Installation	6035
bifold	Bi-Fold Doors	6020
blinds	Blinds	6020
blow	Blow off Roofs, Grounds & Parking Lot	6070
brochures	Brochures	8240
business	Business Cards	8240
cabinetdo	Cabinet Doors & Installation	6095
cabinetdf	Cabinet Drawer Fronts & Installation	6095
cabinet	Cabinets & Installation	6095
camera	Camera, Hand Held	8260
carpetres	Carpet Re-stretch	6030
circuit	Circuit Breaker Boxes	6025
circuitbi	Circuit Breaker Installation	6035
cleaning	Cleaning Service	6040
cleansup	Cleaning Supplies for Units	6040
office	Coffee & Water for Employees	8260
commroom	Community Room Supplies, Decorations & Events	8320
computer	Computer	8270
computer	Computer Repairs/Service	8270
concretera	Concrete Ramp Installation - 504 Plan	6095
concretere	Concrete Repairs	6070
office	Copy Paper	8260
counter	Countertops	6095
counter	Countertops Installation	6095
deadbolt	Dead Bolts	6020
debris	Debris Removal from Units	6040
doore	Doors, Exterior	6025
doori	Doors, Interior	6020

	SUBJECT	Date
	VARDI VOVAGER PROCEDURES MANUAI	
		08-01-23
	APPENDIX B Item Type Codes	00-01-23
	ATTENDIX D Reni Type Codes	
Item Type	Description	GL Code
dumpster	Dumpster rental	7160
electrical	Electrical Services	6030
erosion	Erosion Repair	6075
fencei	Fence Installation	6075
fencer	Fence Repairs	6070
file	File Cabinets valued less than \$250 each	8260
file	File Cabinets valued more than \$250 each	8270
fire	Fire Extinguisher Inspection	6030
fire	Fire Extinguishers	6030
flagp	Flag Poles	6070
flaga	Flag, American	6070
flagnl	Flag, Now Leasing	8240
flagw	Flag, Welcome	8240
floor	Flooring Installation (includes moving of furniture)	6095
floor	Flooring Materials	6095
flowers	Flowers	6070
furniture	Furniture valued less than \$250 each	8260
furniture	Furniture valued more than \$250 each	8270
gazebo	Gazebo Repairs	6070
golf	Golf Cart	6095
golfr	Golf Cart Repairs	6030
grabbar	Grab Bars	6020
grass	Grass Seed	6070
gutters	Gutters & Installation	6095
hvacaf	HVAC Air Filters	6020
hvacdc	HVAC Duct Cleaning	6030
hvac	HVAC New Unit	2040
hvacpm	HVAC Preventative Maintenance	6035
hvacr	HVAC Service Call	6030
Insp	Inspection	6030
irrigation	Irrigation Parts & Repairs	6070
keys	Keys	6020
, land	Landscaping	6075
lawn	Lawn Chemicals = Pesticides, Weed & Ant Killer	6070
lawnsf	Lawn Fertilization Services, Includes Shrub Spray & Weed Control	6070
lawnm	Lawn Mowing & Trimming	6070

	SUBJECT	Date
	YARDI VOYAGER PROCEDURES MANUAL	
		08-01-23
	APPENDIX B – Item Type Codes	00 01 20
Item Type	Description	GL Code
lawnsp	Lawn Pesticide Treatment – Provided by a Service	6080
office	Leasing Office Signage, Door Mats	8260
legal	Legal Services	8230
liftspump	Lift Station Pump	7140
liftstation	Lift Station Service	7140
mailbox	Mailboxes	6025
Mrf	Maintenance Request Forms	8260
maintshed	Maintenance Shed	6095
ms	Maintenance Supplies	6020
mileage	Mileage (excludes Annual Meetings)	8320
mulch	Mulch	6070
notary	Notary Application, Renewal & Stamp	8280
office	Office Equipment; Printer, Monitor etc. valued less than \$250 each	8260
officeeq	Office Equipment; Printer, Monitor etc. valued more than \$250 each	8270
office	Office Supplies (Pens, Copy Paper, Envelopes, File Folders, Paper Clips, etc	) 8260
outdoor	Outdoor Table, Chairs, Lighting & Grill	6075
paint	Paint Supplies (Paint, Brushes, Rollers, Caulk & Orange Peel)	6040
painting	Painting Service	6040
parko	Parking Lot Overlay	6075
park	Parking Lot Repairs	6075
patio	Patio Repairs	6075
pestnc	Pest Control Service - Ants, Bed Bugs, Rodents, Fleas, Roaches, Stray Anim	als 6085
pestc	Pest Control Service – Monthly Maintenance	6080
termite	Pest Control Service - Termite Annual Contract	6080
plants	Plants	6070
play	Playground Items & Repairs	6075
plumbing	Plumbing Repair/Service Call	6030
postage	Postage & Shipping	8260
pressure	Pressure Washing	6075
printing	Printed Forms (ex; Applications, Receipts)	8260
propane	Propane Gas	7150
signage	Property Signage & Repairs (non-Advertising)	6075
septic	Pump Septic Tank	7140
Railing	Railings/Hand Rails	6095
range	Ranges	6095

	SUBJECT	Date
, v	YARDI VOYAGER PROCEDURES MANUAL	
		08-01-23
	APPENDIX B – Item Type Codes	
Item Type	Description	GL Code
refrigerator	Refrigerators	6095
reglaze	Re-Glazing Tubs & Counters	6035
Repairs	Repairs, General	6030
repipe	Re-Pipe Water Lines	6035
retpond	Retention Pond Services	6070
retwall	Retention Wall	6075
rollin	Roll-in-Showers	6095
roofr	Roof Repairs	6030
roofrr	Roof Replacement	2020
seal	Seal & Stripe Parking Lot	6075
security	Security Cameras Repairs/Service	8270
shirtm	Shirt Maintenance Personnel	6020
shirto	Shirt Office Personnel	8320
shutters	Shutters	6020
sidewalk	Sidewalks & Grinding	6075
tools	Small Tools	6020
smoke	Smoke Detectors	6020
sod	Sod	6070
soil	Soil	6070
stamps	Stamps	8260
Sfs	Stovetop Fire Stops	6020
stripwax	Strip/Wax Floor	6040
newsletter	Tenant Newsletters	8260
toilet	Toilets	6020
toner	Toner & Ink for Printer	8260
treetr	Tree Trimming & Removal	6075
tree	Trees	6075
vanity	Vanity with or without Sink	6095
vinyl	Vinyl Siding Installation	2020
watdeh	Water Extraction & Dehumidifier Rental	6045
whi	Water Heaters & Installation	6095
welcom	Welcome Cards	8240
winawn	Window Awning & Installation	6035
winglass	Window Glass	6020
winins	Window Installation	6030
winscreen	Window Screens	6020

SUBJECT	Date
YARDI VOYAGER TIPS & TRICKS	
	08-01-23
NAVIGATION, ADDING SHORTCUTS	

## Adding a shortcut to access another menu; Add to your favorites

This functionality is available throughout Voyager. This is just one example of how to create a shortcut.

← → @ https://www.yard	iasp14.com/72687flynnmgmt, 🎗	🗅 🗝 🖻 🖒 🥖 Yardi Syste	ems, Inc Yardi V ×					- □ ×
🚖 📩 Accounting 🖉 Authorize	e.Net Welcome 👩 DocuPhase	🕘 FFI Bank 🧧 Fifth Thi	rd Direct 💽 httpsjoneslanglasa	lle.fic 😰 Paychex	Flex 🛟 RealPage 📘	Suggested Sites	👻 🧃 Voyager 🕒 Yardi Client Centra	al .
YARDIVOYAG	iER						Site Search	
Logou	t SaaS Messages						🔎 Rate us  🛨 🕒 🝷	
4	Purchase Order Dash	board	Functions	•				
Poles	Wednesday, March 13, 2	019		Quick Links				
• Workflow Dashbo 1 • Receive PO • Unreceive PO	Iministration fordable Entire Set sic iData Menu Financial Manager 1099 Maintenance Payment Processing Admin Positive Pay	Ordered Date Sch. Delivery Act. Delivery Payment Due Required Date Close Date Expense Type Workflow Status		Not Received	Partially Received	<u>Received</u>		
	Resident Screening OS Residential Manager SaaS 2017 New Feature Vide A	dd to Favorite	3					~

While on the Purchase Order Dashboard

- (1) Click on Roles.
- (2) Go down the menu until you reach Residential Manager.
- (3) Right Click on the word Residential Manager and select Add to Favorites.

SUBJECT	Date
YARDI VOYAGER TIPS & TRICKS	08 01 22
NAVIGATION, ADDING SHORTCUTS	08-01-23



(4) – Click the drop-down arrow of your favorites. The shortcut to get back to the Residential Manager screen is now available.

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	0.0.01.00
IDENTIFYING CHECK DOCUMENT TYPES	08-01-23
Mill populative contains a trail waiterulase inclip up to upper to vice.           WesternUnion WU         WESTARY TO SM STANDIAL SERVICES THE TSUDER - Torver Contenses         MONEY           Emphasized for the page back for the page to public to the page of the page to public to the public to t	

	Feyable at We'ls Fargo Bank Grand Juncson - Down'own, N.A.	<u>Grand June on Colorido</u> ORD US 19-436611357
	A 324546 D 100322 1 0658 10 194366113570 L 000727 \$	245.00
	l l	والوالوافقة الاجمالة المحد
PAY EXACTLY TWO HUN	IDRED FORIY-FIVE DOLLARS AND NO CEN	TS
PAY EXACTLY THE HUN PAY TO THE COLOR	NDRED FORTY-FIVE DOLLARS AND NO CEN	15 Carlos: rtrant.

Document is marked as a Money Order. Document type = Money Order

0066685	11-24	CASHIER'S CHECK	ζ.	6668503634
emitter: RICH berator I.D.: a453	HARD GARCIA 1393	11		246
-	-			October 3, 2022
AY TO THE OR	DER OF ***COUNTRYSIE	DE APARTMENTS***		
	-		177 <u>1</u>	
*Two Hur	ndred Forty-Six and	00/100 -US Dollar *	_	**\$246.00**
yee Address:	29 · · É ~ A -			VOID IF OVER US \$ 246.00
ELLS FARGO BA	ANK_N.A. #39		·	Munina Jan - CONTROLLER-
	ALL (480) 394-3122-			- 

Document is marked as a Cashier's Check. Document type = CASHIERS CHECK



Chief Executive Officer

Issued by MoneyGram Payment Systems, Inc PO Box 9476 Minneapolis, MN 55480 Drawee: BOKF, NA, EUFAULA, OK

# 5 24 9 24 0# # 10 3 100 55 **...**0 1600 1 189 7008#

Document is marked as an Official Check. Document type = CASHIERS CHECK

14

ORDER



Document is marked as a Teller Check. Document type = CASHIERS CHECK

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	
	08-01-23
IDENTIFYING CHECK DOCUMENT TYPES	

ORA JEAN DAVIS (386) 329-1117 700 FOREST GLEN DRIVE-APT 31 PALATKA, FL 32177 PAY 10 THE CRDER OF CRDER OF FIRST COAST FOR KENT 4F 31 I: 26 3 18 14, 78: 10 100000 19 1101" 5957	957 47 31 6 0874 5 00 5 00 5 00 5 00 5 00 5 00 5 00 5 0
Second and Second	
Occument has no identifier. Refer to the MICR line.	
s the check number in the last position? YES	

Document type = PERSONAL CHECK



Document has no identifier. Refer to the MICR line. Is the check number in the middle position? YES Document type = PERSONAL CHECK



Document is listed as "Signature on File"

Document is marked as an Online Bill Payment = Bill Pay

Even though the MICR line has the check number in the first position, these 2 other identifiers indicate a bill pay, this is not a commercial check.

Some Bill Pay checks will also be identified as iPay and may also have an actual signature.
SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	08-01-23
NAVY FEDERAL CHECKS	00 01 25

When you receive a Cashier's Check from Navy Federal Credit Union, you will need to manually add some of the fields within the Payer Information.

Follow the steps below for the system to accept the payment.

🥖 Yardi Systems, Inc Yardi Voyager - Internet Exp	blorer									- 🗆 ×
https://www.yardiasp14.com/72687flynnmgmt/	PAGES/CHECKSCANSLASPX?DOACTIC	DN=RENDERSEARCHSCREEN&hBatch=2	22451&StatusID=70&Ve	rtical=1&Hos	tURL=https://v	vww.yardiasp14.com	/72687flynnmgmt			
*			CHECKscan							V7.15
Documents scanned						Sea	arch by All	- \		e here
Amount Check#	Property Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
1 \$500.00 40190069806223 \$	Sugar Hill Apartments (88) 31	STRAUGHN, BRIA (t0009274)	First Florida (88-op)	102100400		Money Order	11/02/2021			Ok - Check Amount not equal 📥
2 \$103.00 40190069806232 \$	Sugar Hill Apartments (88) 31	STRAUGHN, BRIA (t0009274)	First Florida (88-op)	102100400		Money Order	11/02/2021			Ok - Check Amount not equal
3 📄 📄 \$500.00 40190166290237 5	Sugar Hill Apartments (88) 36	WRIGHT, JAKEISHA (t0011211)	First Florida (88-op)	102100400		Money Order	11/02/2021			Ok - Check Amount not equal
4 \$43.00 27598549533 \$	Sugar Hill Apartments (88) 23	LETT, TARA (t0011094)	First Florida (88-op)	000008002		Money Order	11/02/2021			Ok - Check Amount not equal
5 \$154.00 40190060023286 \$	Sugar Hill Apartments (88) 49	JORDAN, GENEYCE (t0011575)	First Florida (88-op)	102100400		Money Order	11/02/2021			Ok - Check Amount not equal
6 🔄 🔄 \$110.00 2098 31746894 9	Sugar Hill Apartments (88) 22	THOMPSON, ANTHONY (t0006721)	First Florida (88-op)	103101864		Money Order	11/02/2021			Ok - Check Amount not equal
7 \$480.00 0453006616 5	Sugar Hill Apartments (88) 18	MADISON, NATASHA (t0011605)	First Florida (88-op)	256074974	0593	Cashiers Check	11/02/2021			Ok - Check Amount not equal
Payer Information    Image: State of the s										
Check(s) already exists (0) ? Fa. ed Chec	cks (0) 📝 Application Log									
						$\overline{\langle}$		Items entered 8	Total en	tered \$2,043.00   Batch# 22451

Enter the **serial number** in the Check #field Enter the **account number** in the Account # field

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	08-01-23
RETURNED MONEY ORDER	

Below is an example of an item that was returned by the bank. The original image is nice and clear. The MICR line at the bottom of the image is also clear, and the numbers were picked up by the scanner and imported into the deposit file just fine.



The reason the item was returned is because this is what it looks like on the computer screen, when scanned. The yellow highlight is just to show you the part that cannot be read.



As part of the MICR line was considered not legible, it was returned, and the property was charged \$40.

To avoid this going forward, be sure to look at the images on your screen. If any part of the MICR line does not display clearly, try to scan the item again. If it still is not clear, mail the payment to clearwater, Attn: Accounting and it will be deposited directly to the bank.

## **SUBJECT**

# YARDI VOYAGER ACCOUNTING TIPS & TRICKS

### 08-01-23

## READING THE CHECKscan UNPOSTED REPORT

Check#	The check number read by the scanner or manually entered by employee				
Cash Acct	1011 identifies the payment will be deposited into your Operating Bank Account*				
	1021 identifies the payment will be deposited into your Security Escrow Bank Account*				
Property	This is the property that is going to receive credit for the payment. Only one property per report.				
Inc Acct	<b>3110</b> ** identifies the payment is being applied to a Security Deposit charge.				
	<b>5010</b> identifies the payment is being applied to a rent charge – MUST be assigned to a				
	Resident				
	<b>5015</b> identifies the payment is being applied to a HUD charge.				
	<b>5029</b> *** identifies the payment is being applied as prpaid rent – MUST be assigned to a				
	Resident				
	<b>5030</b> **** identifies the payment is being applied to an Application Fee				
	<b>5040</b> identifies the payment is being applied to a Laundry charge				
	<b>5070</b> identifies the payment is being applied to a Miscellaneous Charge				
	7160 identifies the payment is being applied to a Garbage Collection charge				
	Any other code that appears is an ERROR and needs to be corrected, prior to sending in the report to Accounting.				
Unit	Unit you have selected the payment to be assigned to				
Resident	Code assigned by Voyager to the applicant/tenant				
Name	Last Name, First Name as assigned in Voyager				
Status	Status of the Resident				
Amount	Portion of the payment that is assigned to the Inc Acct on the line				
Remarks***	This field is populated from the Notes field				
Date	Date of the Deposit				
Month	Posting Month/Year				

\*You cannot override the cash account. If the account requires a change, accounting will make the change at the time of posting the report.

\*\*Security Deposit Payments **MUST** be assigned to a Resident.

\*\*\*Remarks should always be completed whenever the Inc Acct code of **5029** appears. Prepayments **MUST** be explained.

\*\*\*\*Application Fee Payments are entered as non-tenants and are not assigned to a Resident.

SUBJECT	Date
YARDI VOYAGER ACCOUNTING T	IPS & TRICKS
	08-01-23
SECURITY REFUND STA	TUS

View the tenant ledger to see if a former tenant/applicant's security deposit refund has been processed.

The last 4 transactions on the ledger appear as shown below, when a refund has been processed.

If the tenant is receiving a refund, the last line will note a check number. In this example, the tenant was paid \$705.00 on check #5081, dated 02.21.23.

Security refunds are mailed on the same date as the last transaction.

#### Date: 02/22/2023

Code	t0012688	Property	88	Lease From	
Name	YASMINE GHBOUN	Unit	15	Lease To	
Address	6668 ALLYN WAY	Status	Canceled	Move In	
		Rent	805.00	Move Out	
City	PENSACOLA, FL 32504	Phone (H)		Phone (W)	

		•				
Date	Chg Code	Description	Charge	Payment	Balance	Chg/Rec
01/12/2023	secdep	Security Deposit	705.00		705.00	<u>247374</u>
01/12/2023		chk# 0455906668 :CHECKscan Payment		705.00	0.00	261987
02/21/2023	secdep	:Security Deposit credit	(705.00)		(705.00)	<u>250952</u>
02/21/2023	secclear	Amount to be refunded	705.00		0.00	250953
02/21/2023		Refund Security Deposit (Payable)	(705.00)		(705.00)	109895
02/21/2023		Chk# 5081 to payable		(705.00)	0.00	104127
					/	*

When you click on the link for charge 104127, the following window will open.

SUBJECT	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS	08-01-23
SECURITY REFUND STATUS	
Vardi Systems, Inc Review Payment - Work - Microsoft Edge — X	



You now can see the check has been cashed, as it cleared the bank on 03.28.23

If the balance on ledger is not \$0 and none of the last 4 transactions appear, accounting has not yet been provided with the transmital to process the refund.

All L-22a's and Security Deposit Transmitals, where a previous tenant is due a refund, are processed on the same day the documents are received by accounting.

If the outgoing mail has already been picked up, the check will be printed and mailed the next business day.