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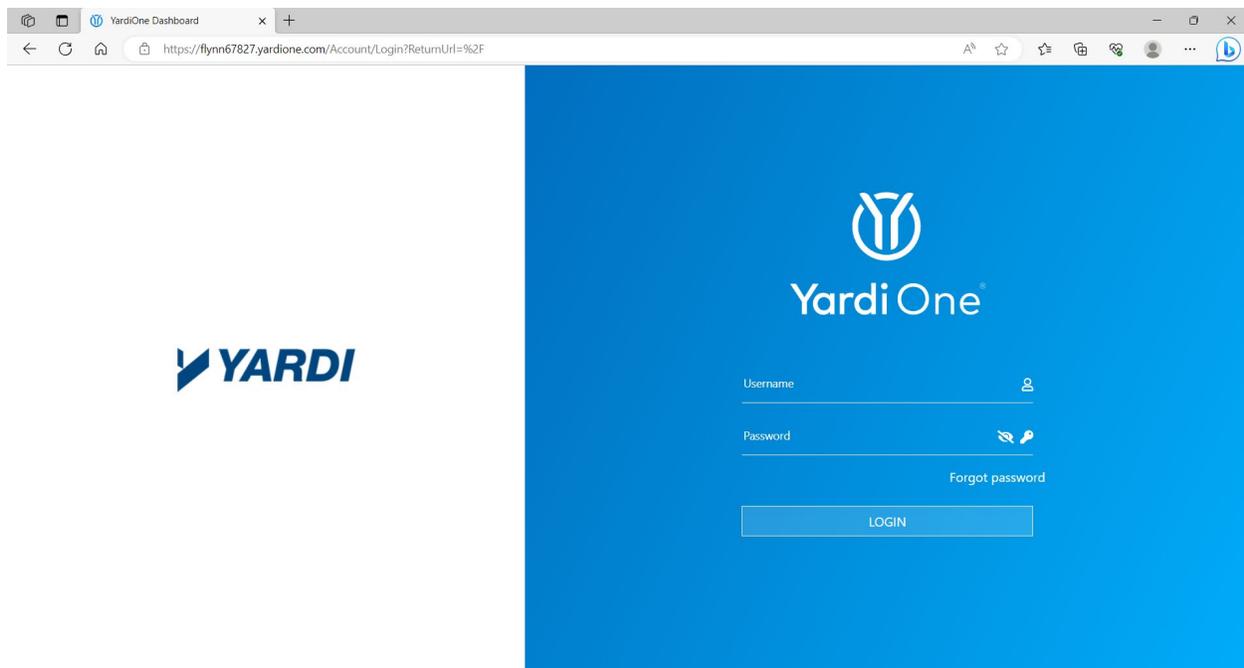
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YARDI VOYAGER PROCEDURES MANUAL LOG-IN INFORMATION	08-01-23

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.

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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 LOCATING AN APPLICANT/RESIDENT	04-20-18

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 Payer 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.

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YARDI VOYAGER PROCEDURES MANUAL DEPOSITING PAYMENTS	08-01-23

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, always 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

Property: [Dropdown] Bank Account: [Dropdown] Date Scanned From: [Text] -to- [Text]

Unit: [Dropdown] Batch Number: [Text] Amount From: [Text] -to- [Text]

Resident: [Dropdown] Batch Status: [Dropdown] Vertical: [Dropdown] My Batches:

Source: [Dropdown] Type: [Dropdown] Lockbox #: [Text]

Submit Clear New Batch

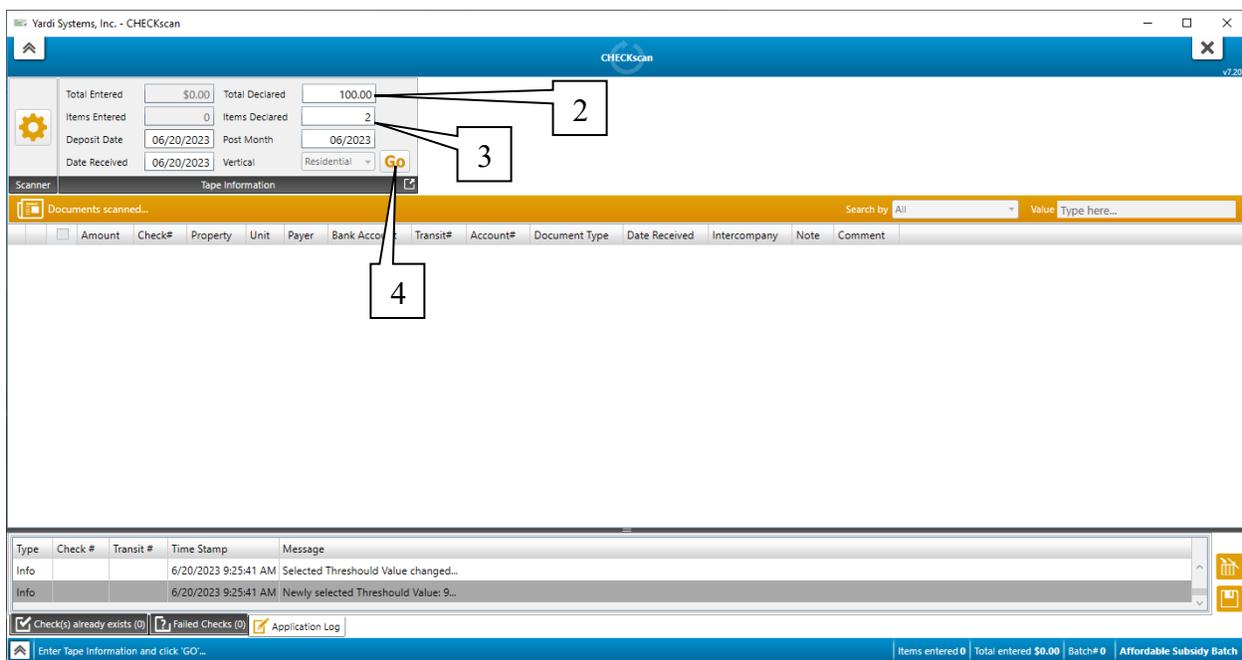
Payment

Batch Number	Vertical	Batch Amount	Date Scanned	Status	Status Date	Batch Report	Deposit Date	Source	Lockbox #	Post Batch	Delete Batch
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Batch Count 0

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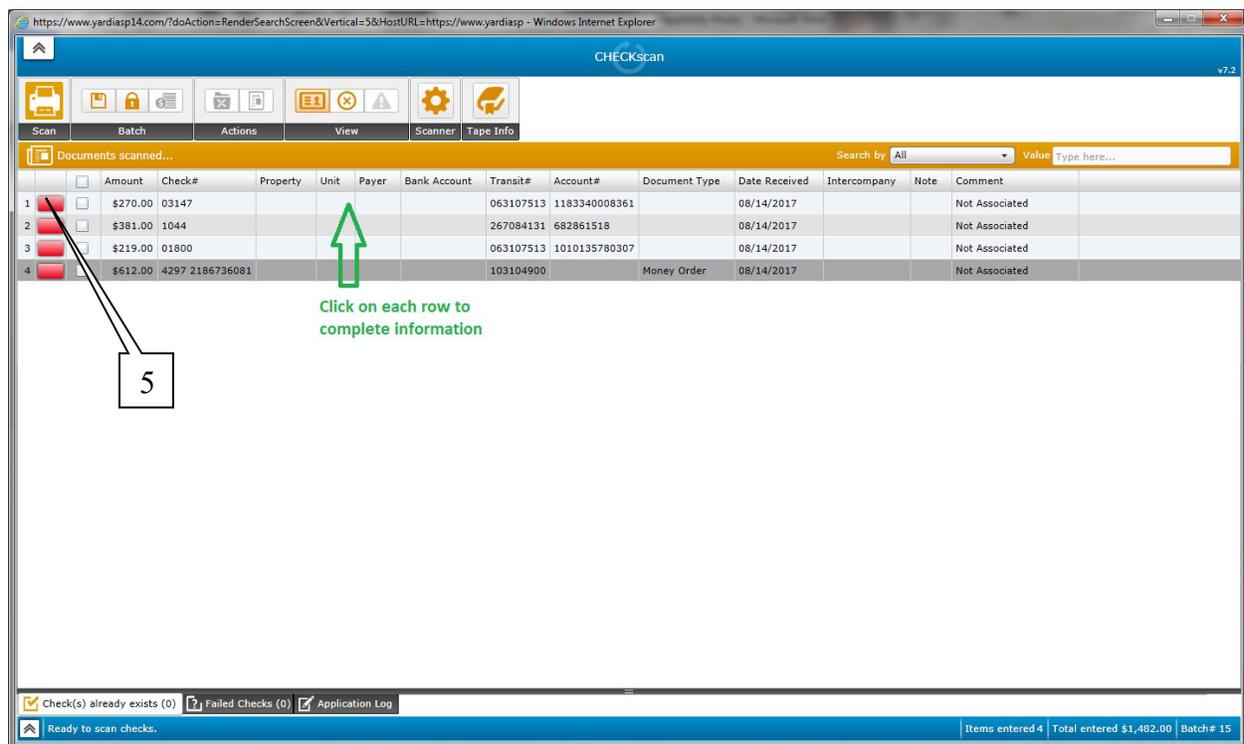
- 2) Total up all of the items you will be depositing in this batch and enter the amount in the box marked Total Declared. In this example, all items total \$100.00.
- 3) Total up the number of items you will be depositing in this batch and enter the count in the box marked Items Declared. In this example, 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.



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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.

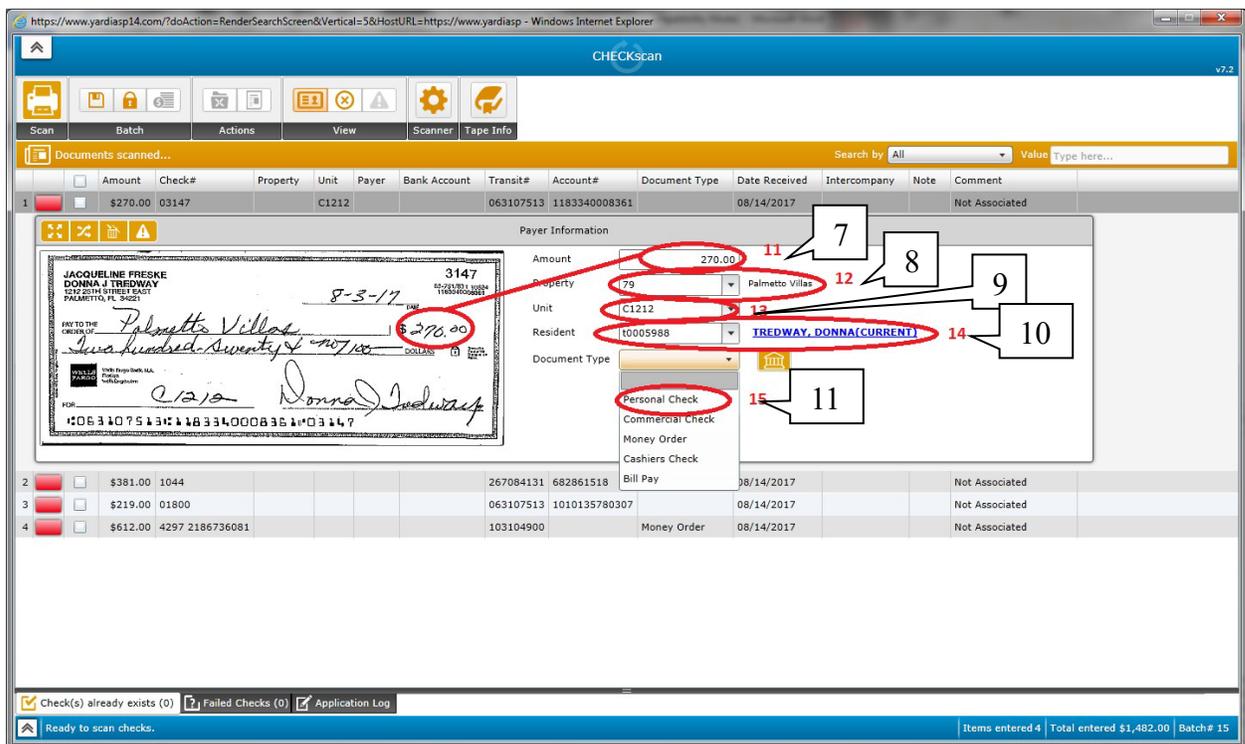


Once you click on the row, the image of the check will appear along with the Payer Information.

- 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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- 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.



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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.

The screenshot shows the Yardi Voyager CHECKScan interface. At the top, there is a navigation bar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. Below this is a search bar and a table of scanned documents. A yellow box highlights a green status indicator in the first row of the table, with a yellow arrow pointing to it and the text "Box turns green or yellow".

The selected document is a check from Jacqueline Freske, Donna J. Tredway, 3147 Palmetto Villas, Palmetto, FL 34221. The check number is 03147 and the amount is \$270.00. The date is 8-3-17. The payer information is displayed on the right side of the interface.

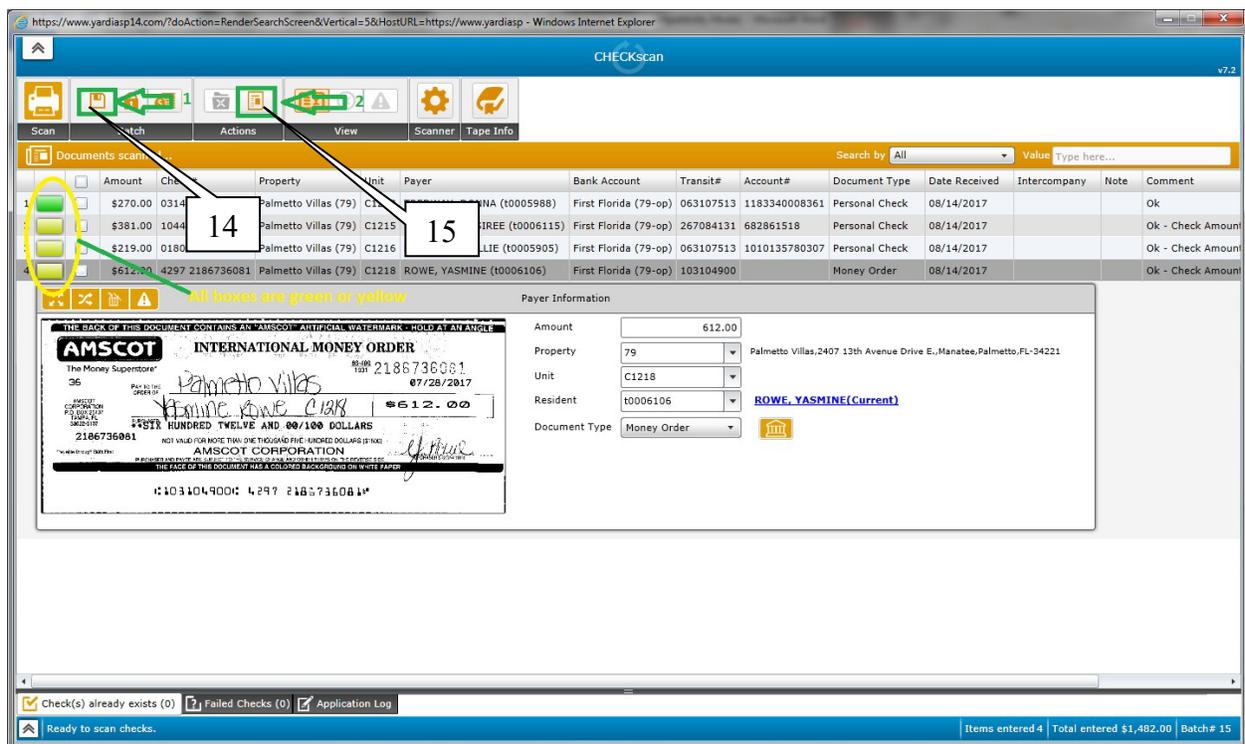
Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$270.00	03147	Palmetto Villas (79)	C1212	TREDWAY, DONNA (10005988)	First Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
\$381.00	1044					267084131	682861518		08/14/2017			Not Associated
\$219.00	01800					063107513	1010135780307		08/14/2017			Not Associated
\$612.00	4297 2186736081					103104900		Money Order	08/14/2017			Not Associated

At the bottom of the interface, there is a status bar showing "Check(s) already exists (0)", "Failed Checks (0)", and "Application Log". The bottom right corner displays "Items entered 4 | Total entered \$1,482.00 | Batch# 15".

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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.



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.

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- 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.

https://www.yardiasp14.com/?BatchId=15 - Yardi Systems, Inc. - Checkscan Receipt Batch Report - Internet Explorer

Checkscan Receipt Batch Report

Excel PDF

1 Click PDF and then click "Save As" to save report for emailing. Then, print the report.

2

CHECKscan Unposted Report
Total Entered: 1,482.00
CHECKscan Batch# 15

File Type	Receipt Batch#	Ctrl#	Check#	Cash Acct	Property	Inc Acct	Unit	Resident	Name	Status	Amount	Remarks	Date	Month
X9			03147	1011	79	5010	C1212	t0005988	TREDWAY, DONNA	(Current)	270.00		08/14/2017	08/2017
X9			1044	1011	79	5010	C1215	t0006115	WILLIAMS, DESIREE	(Current)	381.00		08/14/2017	08/2017
X9			01800	1011	79	5010	C1216	t0005905	BRATCHER, SALLIE	(Current)	219.00		08/14/2017	08/2017
X9			4297 2186736081	1011	79	5010	C1218	t0006106	ROWE, YASMINE	(Current)	612.00		08/14/2017	08/2017
Total											1,482.00			

**This report is saved and then email to
accounting@flynnmanagement.com**

- 20) The report that was saved in step 16 is to be attached to an email and emailed to accounting@flynnmanagement.com.
 - 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.

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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.

The screenshot shows the CHECKscan application window. At the top, there is a toolbar with icons for Scan, Batch, Actions, View, Scanner, and Tape Info. A callout box labeled 'A' points to the 'Batch' icon. Below the toolbar is a table of scanned documents. The table has columns for Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. Four documents are listed, with the fourth document selected. Below the table, there is a 'Payer Information' section with a preview of an AMSCOT International Money Order. The money order is for \$612.00, payable to Palmetto Villas, and is signed by Yasmine Rowe. The 'Payer Information' section includes fields for Amount, Property, Unit, Resident, and Document Type, all of which are populated with data from the selected document. At the bottom of the window, there is a status bar showing 'Ready to scan checks', 'Items entered 4', 'Total entered \$1,482.00', and 'Batch# 15'.

Amount	Check#	Property	Unit	Payer	Bank Account	Transit#	Account#	Document Type	Date Received	Intercompany	Note	Comment
\$270.00	03147	Palmetto Villas (79)	C1212	TREDWAY, DONNA (t0005988)	First Florida (79-op)	063107513	1183340008361	Personal Check	08/14/2017			Ok
\$381.00	1044	Palmetto Villas (79)	C1215	WILLIAMS, DESIREE (t0006115)	First Florida (79-op)	267084131	682861518	Personal Check	08/14/2017			Ok - Check Amount
\$219.00	01800	Palmetto Villas (79)	C1216	BRATCHER, SALLIE (t0005905)	First Florida (79-op)	063107513	1010135780307	Personal Check	08/14/2017			Ok - Check Amount
\$612.00	4297 2186736081	Palmetto Villas (79)	C1218	ROWE, YASMINE (t0006106)	First Florida (79-op)	103104900		Money Order	08/14/2017			Ok - Check Amount

Payer Information

Amount: 612.00
Property: 79 Palmetto Villas, 2407 13th Avenue Drive E., Manatee, Palmetto, FL 34221
Unit: C1218
Resident: t0006106 ROWE, YASMINE (Current)
Document Type: Money Order

AMSCOT INTERNATIONAL MONEY ORDER
The Money Superstore®
36
FOR THE ORDER OF
Palmetto Villas
Yasmine Rowe Cash
\$612.00
HUNDRED TWELVE AND 00/100 DOLLARS
AMSCOT CORPORATION
1031049000 4297 2186736081

Check(s) already exists (0) Failed Checks (0) Application Log
Ready to scan checks. Items entered 4 | Total entered \$1,482.00 | Batch# 15

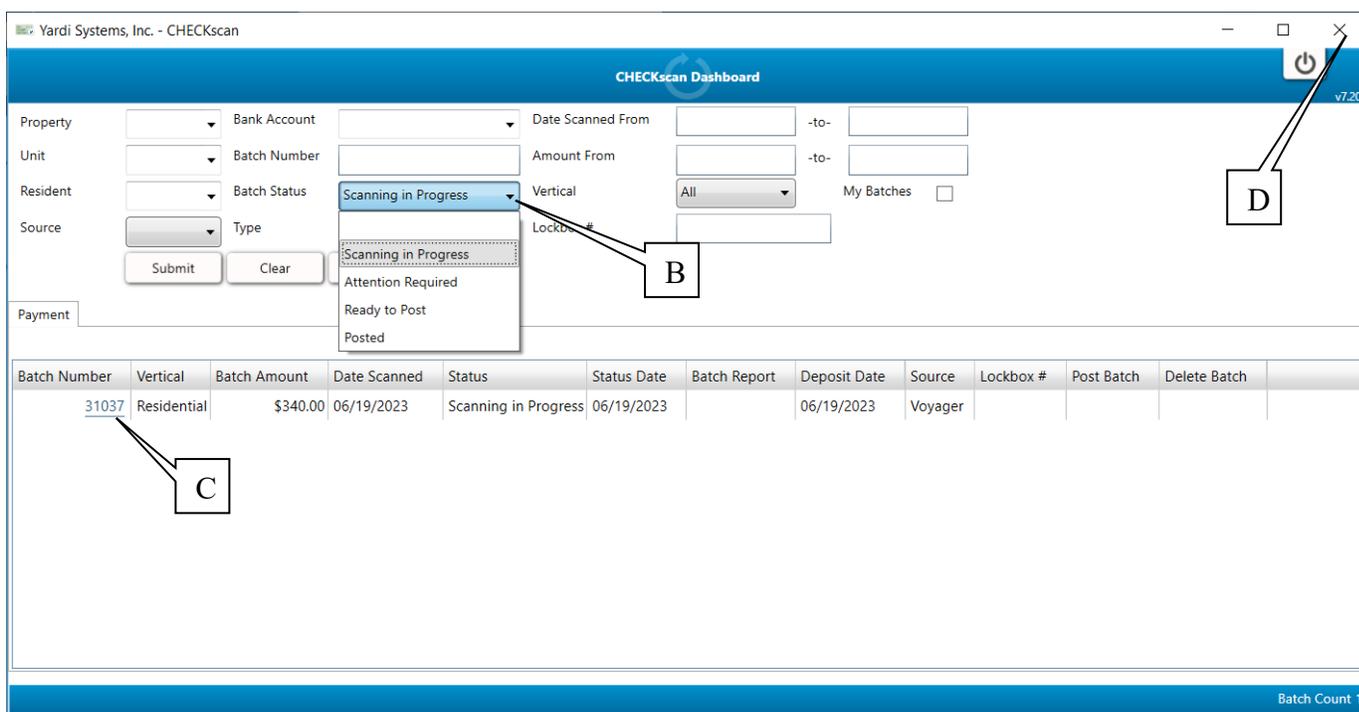
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You will now be returned to the Checkscan Dashboard page.

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.



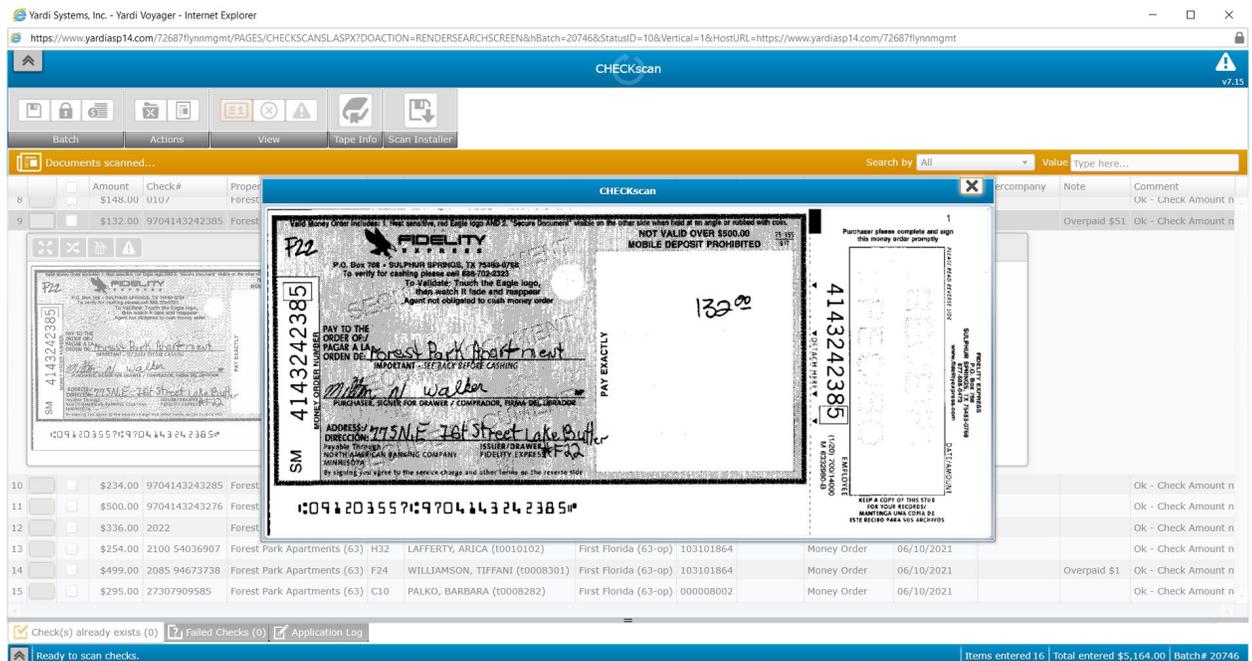
25) If you wish to view a previous batch, the batch will display in the lower section (C). Click on the Batch Number hyperlink to access the batch.

26) When you are done with your deposits, exit Voyager (D).

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Comments:

- A. Cash is **NOT** 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.

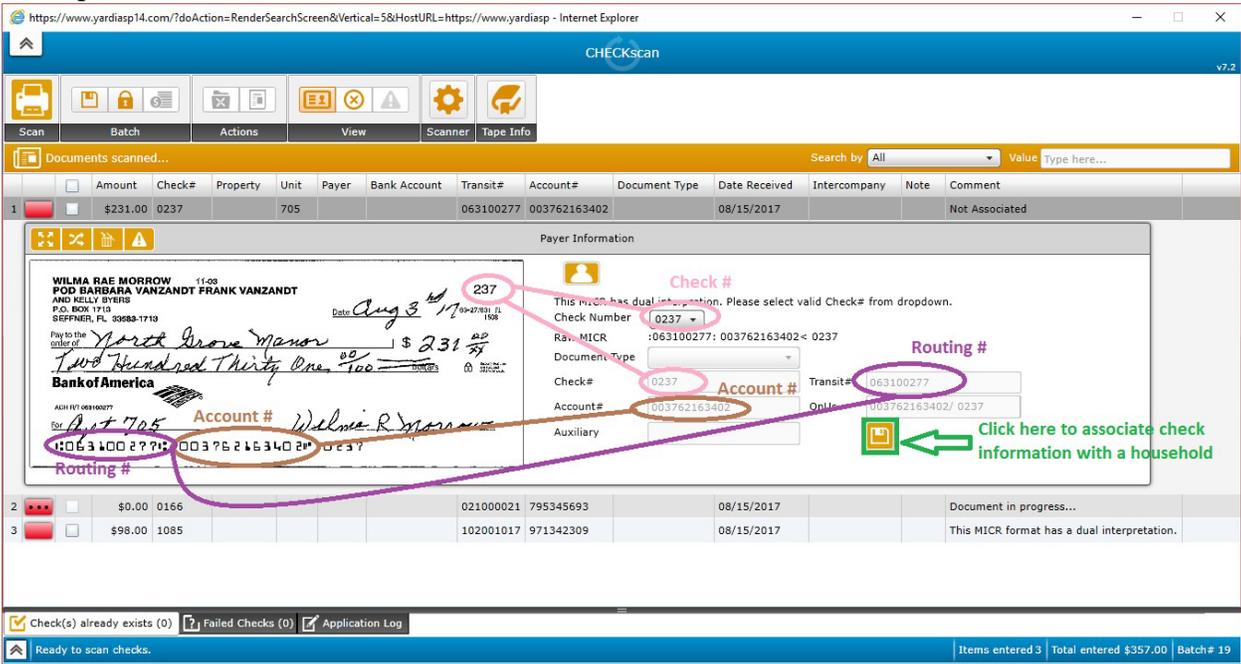


- D. For each batch, do not enter more than 25 items.
- E. Do not accept postdated checks or checks dated over 1 year of today's date.
- F. Do not hold checks/money orders. Deposits are to be made daily.
- G. A warning notice will be issued to any employee not following this procedure.

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- 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 2nd 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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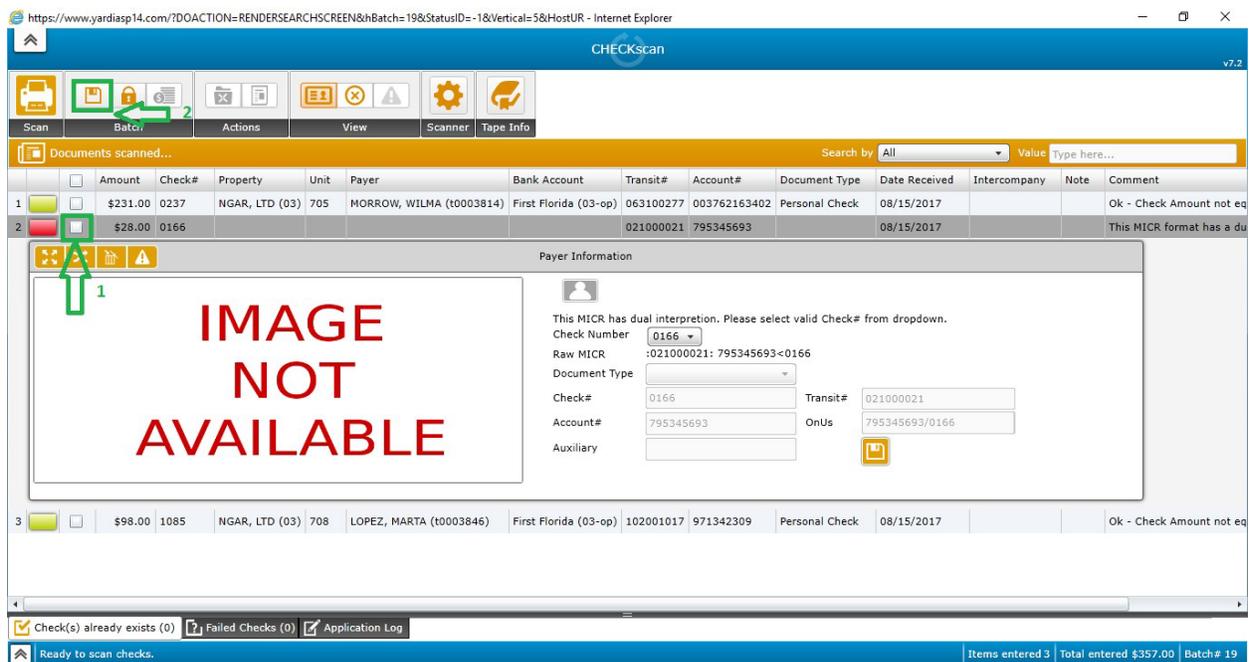
I. If a check in a batch does not scan properly, you may need to delete a check from the batch and scan it again as part of another batch. To do so, follow the steps below:

- 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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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”)
- 4) Click “Save”

The screenshot displays the 'Payment' details screen. At the top, it shows 'Display Type' set to 'Standard Receipt Displ'. Below this is a table with columns: Property, Unit, Payer, Roommate, Payer Description, Cash Account, Amount Paid, Balance Due, and Post Month. The first row shows Property 63, Unit A04, Payer t0012046, Payer Description CLARENCE MCDANIEL (Current), Cash Account 1011, Amount Paid 242.00, Balance Due 0.00, and Post Month 06/2023.

Below the table are several input fields: Check Amount (242.00), Non Tenant Payer, Document Type (Money Order), and Notes (Overpaid \$2). To the right of these fields are buttons for 'Enter Detail', 'Reselect Resident', 'Save', 'Ergse Distribution', and 'Help'. The 'Save' button is highlighted with callout box 4.

On the right side of the screen, there is a scanned image of a 'POSTAL MONEY' check for \$200.00, payable to 'Forest Park Apartments'.

At the bottom of the screen is a table with columns: Payment, Property, Unit, Payer, Charge Code, Account, Charge Date, Actual Charge, Prior Paid, Prior Adjusted, Balance Due, Ref, and Descripti. The first row shows a payment of 2.00 for Property 63, Unit A04, Payer t0012046, Charge Code 'prepay', Account 5029, Charge Date 06/07/2023, Actual Charge 2.00, and Prior Paid 0.00. The second row shows a payment of 240.00 for Property 63, Unit A04, Payer t0012046, Charge Code 'rent', Account 1010, Charge Date 06/01/2023, Actual Charge 240.00, and Prior Paid 240.00. The 'prepay' charge code in the first row is highlighted with callout box 2.

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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 From	06/01/2017
Name	PEDRO RUIZ	Unit	706	Lease To	05/31/2018
Address		Status	Current	Move In	07/31/2010
		Rent	797.00	Move Out	
City		Phone (H)		Phone (W)	

Date	Description	Charge	Payment	Balance	Chg/Rec
07/31/2010	:Posted by QuickTrans (secdep)	650.00		650.00	17167
07/31/2010	chk# :QuickTrans :Posted by QuickTrans		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 :HAP		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	chk# DD080317 :HAP		551.00	797.00	22200
08/11/2017	chk# 40176194949264 :CHECKscan Payment - 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 3rd month after which the deposit was made (ie; January deposits are to be shredded in April)

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

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.

DO NOT 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 **MUST** be charged on the Applicant/Resident ledger **PRIOR** to completing Procedure V-200

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

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.

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

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

Non-Tenant Payer; 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;

Charge Code; 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

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

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.

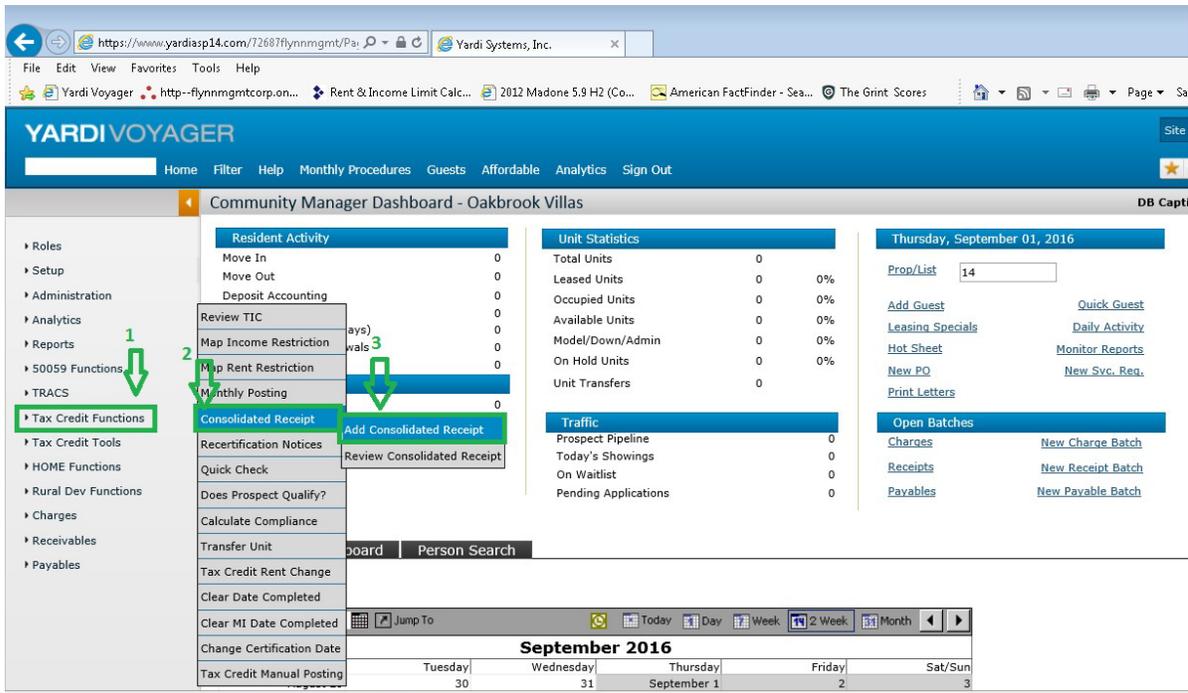
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL POSTING HUD PAYMENTS – PART II	08-01-23

PURPOSE: Documentation of HUD payments deposited into the operating account

PREPARED BY: SM or DM

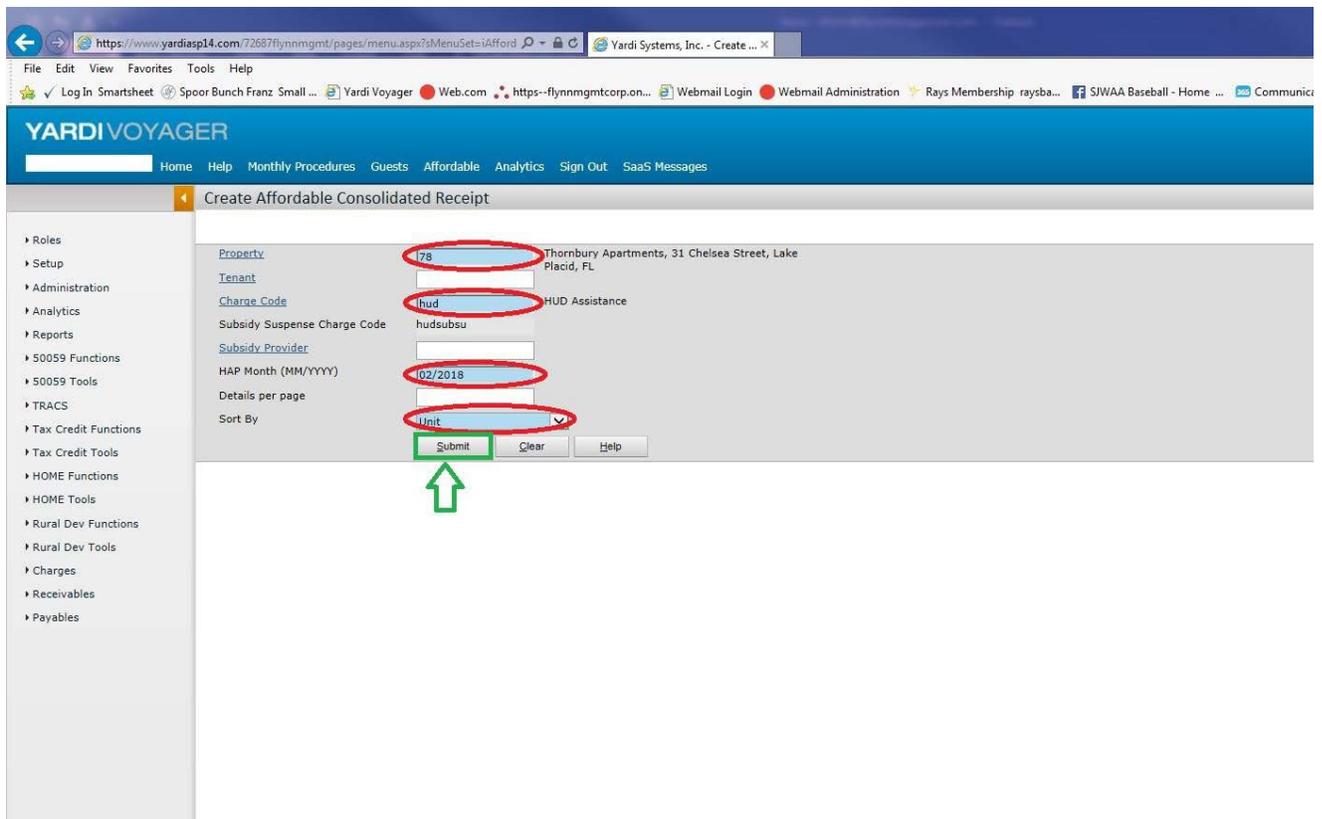
WHEN PREPARED: Upon deposit of a check that is for a HUD payment (Direct Deposit payments are handled by the Clearwater office).

- 1) **Log-in to Yardi Voyager – Refer to Procedure V-110.**
- 2) Click on **“TAX CREDIT FUNCTIONS”** [1], then click on **“CONSOLIDATE RECEIPT”** [2] then click on **“ADD CONSOLIDATED RECEIPT”** [3].



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

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



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

- 8) Input **check amount** (the total payment received via check or direct deposit) in box labeled **“CHECK AMOUNT”**.
- 9) Input the **check number** 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 1st, 2018.)
- 10) Input the **date of the deposit** in box labeled **“POST DATE”** in the format MM/DD/YYYY.
- 11) Input the **month of the deposit** 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]**.

YARDI VOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out SaaS Messages

Affordable Consolidated Receipt

Check Amount: 983.00 Description: kflynn 2/8/2018 8:43:18 AM Control #: 227
 Total Details: 983.00 Check Number: 918273 Total Entries: 2
 Difference: 0.00 Post Date: 02/01/2018 Post Month: 02/2018 HAP Month: 02/2018

Save Delete Help Print Post Receipt

Line #	Property	Unit	Tenant	Name	Charge#	Suspense	Type	Date	Post Month	Amount	Payment
1	78	C25	0005848	CANNON, DARRYL	40677		:Rent PostTran	02/01/2018	02/2018	487.00	487.00
2	78	J6	0005871	GONZALEZ, ANGELA	40735		:Rent PostTran	02/01/2018	02/2018	496.00	496.00
3											
4											
5											
6											
7											
8											
9											
10											
11											
12										983.00	983.00

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

The “Consolidate Receipt” will now be displayed.

Consolidated Receipt
For To 2/1/2018

Description	kflvnn 2/8/2018 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 #	

Receipts

Line#	Charge#	Unit	Tenant	Name	Type	Date	Amount	Payment
Property	78							
1	40677	C25	t0005848	CANNON, DARRYL	:Rent PostTran	02/01/2018	\$487.00	\$487.00
2	40735	J6	t0005871	GONZALEZ, ANGELA	:Rent PostTran	02/01/2018	\$496.00	\$496.00
				For Property	78		\$983.00	\$983.00
				Total Receipts			\$983.00	\$983.00
				Total Receipts			\$983.00	\$983.00

Consolidated Receipt
Date 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 accounting@flynnmanagement.com along with the CheckScan Deposit of the HUD payment.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – TENANT BALANCES	1-31-18

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

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	1-31-18
REPORTING – TENANT BALANCES	

YARDI VOYAGER

Home Help **Monthly Procedures** Guests Affordable Analytics Sign Out SaaS Messages

Community Manager Dashboard - Cherry Tree Apartments Phase I

Resident Activity

Move In	0
Move Out	0
Deposit Account	0
On Notice	0
Incomplete Certs	0
Annual Certs Due	0
Unanswered Letters	0
Expiring Leases (120 days)	0
Scheduled Lease Renewals	0
Alerts	0

Maintenance

Pending Make Ready	0
Pending Work Requests	0
Completed WO Followup	0

Unit Statistics

Total Units	34	
Leased Units	34	100%
Occupied Units	34	100%
Available Units	0	0%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Traffic

Prospect Pipeline	0
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	0

Open Batches

Charges [New Charge Batch](#)

Receipts [New Receipt Batch](#)

Payables [New Payable Batch](#)

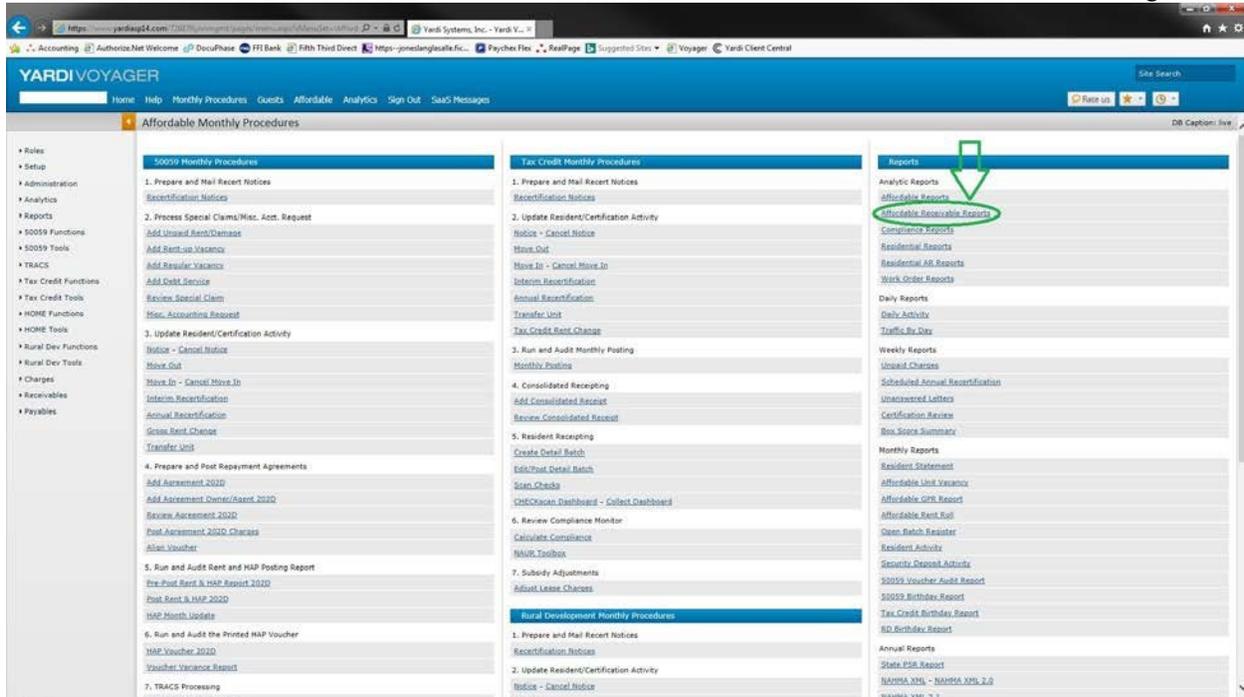
Calendar | Dashboard | Person Search

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
January 22, 2018	23	24	25	26	27
					28
29	30	31	February 1	2	3
					4

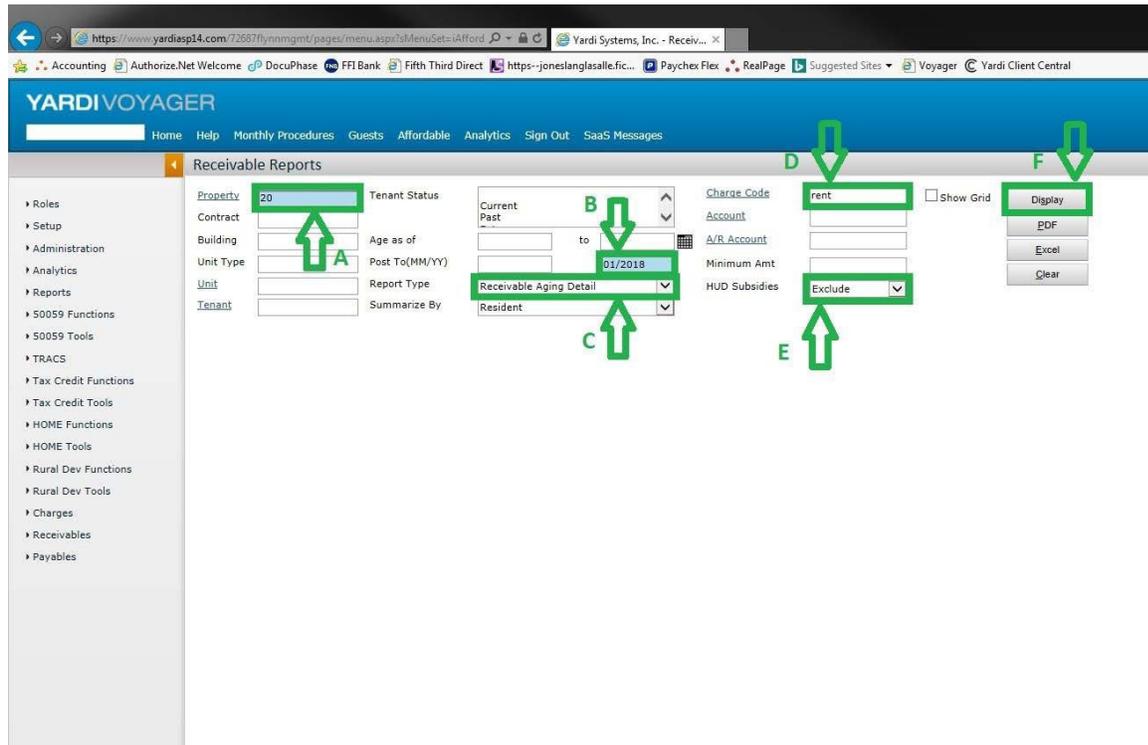
(3) Under the Reports Section, click on “AFFORDABLE RECEIVABLE REPORTS”

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – TENANT BALANCES	1-31-18



- (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
 - a. If you set to exclude, you will not see any outstanding rental assistance due
 - b. If you set to include, you will see all outstanding rental assistance F)
- Click on “DISPLAY” to view the report

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – TENANT BALANCES	1-31-18



SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – SECURITY DEPOSIT ACTIVITY	1-31-18

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

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – SECURITY DEPOSIT ACTIVITY	1-31-18

The screenshot shows the Yardi Voyager Community Manager Dashboard. The navigation menu includes 'Home', 'Help', 'Monthly Procedures', 'Guests', 'Affordable', 'Analytics', 'Sign Out', and 'SaaS Messages'. The 'Monthly Procedures' item is circled in green. The main dashboard area is titled 'Community Manager Dashboard - Cherry Tree Apartments Phase I' and contains several sections: 'Resident Activity', 'Unit Statistics', 'Traffic', and 'Open Batches'. The 'Resident Activity' section is highlighted with a green arrow. Below the dashboard is a calendar for January 2018.

Move In	0
Move Out	0
Deposit Account	0
On Notice	0
Incomplete Certs	0
Annual Certs Due	0
Unanswered Letters	0
Expiring Leases (120 days)	0
Scheduled Lease Renewals	0
Alerts	0

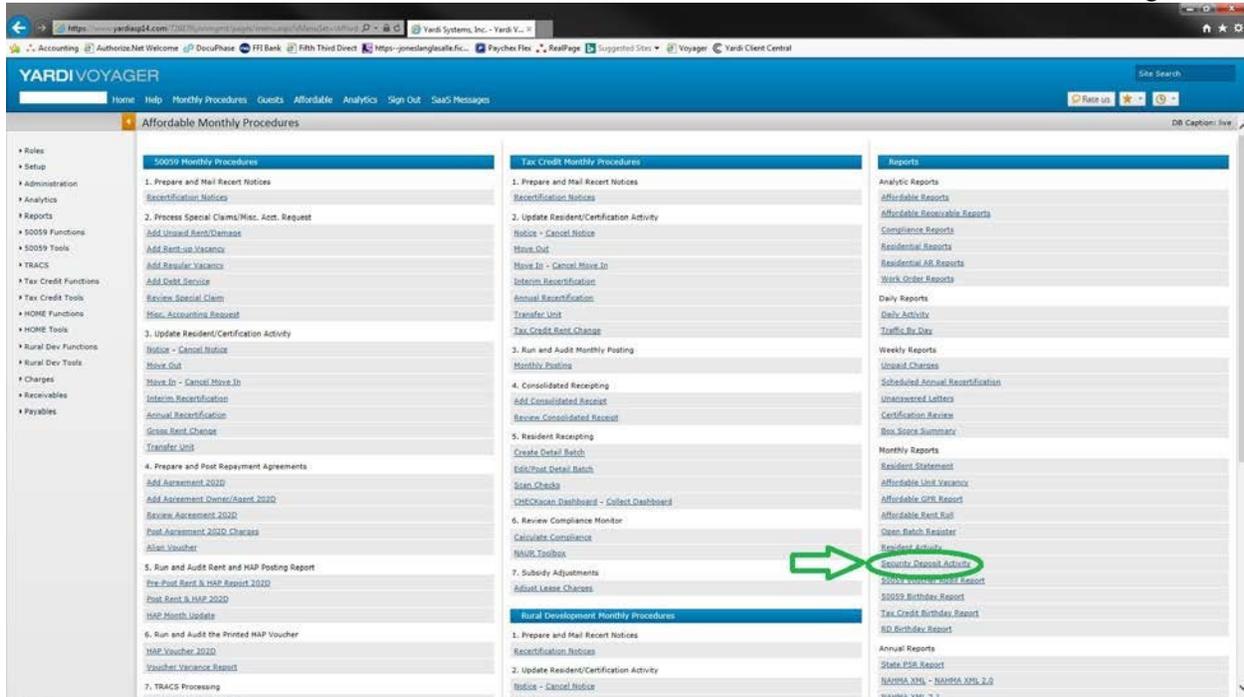
Total Units	34	
Leased Units	34	100%
Occupied Units	34	100%
Available Units	0	0%
Model/Down/Admin	0	0%
On Hold Units	0	0%
Unit Transfers	0	

Prospect Pipeline	0
Today's Showings	0
PHA Waiting Lists	0
Pending Applications	0

Charges	New Charge Batch
Receipts	New Receipt Batch
Payables	New Payable Batch

(3) Under the Reports Section, click on **“SECURITY DEPOSIT ACTIVITY”**

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – SECURITY DEPOSIT ACTIVITY	1-31-18



- (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

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – SECURITY DEPOSIT ACTIVITY	1-31-18

The screenshot shows the Yardi Voyager web application interface. The browser address bar displays the URL: <https://www.yardiasp14.com/72687flynemgmt/pages/menu.aspx?MenuSet=iAfford>. The page title is "Yardi Systems, Inc. - Reside...". The browser's address bar also shows several open tabs: Accounting, Authorize.Net Welcome, DocuPhase, FFI Bank, Fifth Third Direct, https-joneslanglasalle.fic..., Paychex Flex, RealPage, Suggested Sites, Voyager, and Yardi Client Central.

The application header includes the "YARDI VOYAGER" logo and a navigation menu with items: Home, Help, Monthly Procedures, Guests, Affordable, Analytics, Sign Out, and SaaS Messages.

The main content area is titled "Residential Reports". On the left is a sidebar menu with categories: Roles, Setup, Administration, Analytics, Reports, 50059 Functions, 50059 Tools, TRACS, Tax Credit Functions, Tax Credit Tools, HOME Functions, HOME Tools, Rural Dev Functions, Rural Dev Tools, Charges, Receivables, and Payables.

The "Residential Reports" section contains the following fields and controls:

- Property:** A dropdown menu with "20" selected. A green arrow labeled "A" points to this field.
- Unit Type:** A dropdown menu.
- Unit:** A dropdown menu.
- Month / Year:** A date range selector with "01/2018" and "02/2018" selected. A green arrow labeled "B" points to the start date, and another green arrow labeled "B" points to the end date.
- Report Type:** A dropdown menu with "Security Deposit Activity" selected. A green arrow labeled "C" points to this field.
- Summarize By:** A dropdown menu with "Resident" selected.
- Options:** Two checkboxes: "Show Graphs" and "Show Grids", both currently unchecked.
- Export/Action Buttons:** "Excel", "PDF", "Display", and "Clear" buttons. A green arrow labeled "D" points to the "Display" button.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – STATUS OF AN INVOICE	1-31-18

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)**.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	1-31-18
REPORTING – STATUS OF AN INVOICE	

The screenshot shows the Yardi Voyager interface. The top navigation bar includes 'Home', 'Help', 'Monthly Procedures', 'Guests', 'Affordable', 'Analytics', 'Sign Out', and 'SaaS Messages'. The main content area is titled 'Community Manager Dashboard - Cherry Tree Apartments Phase I'. It features several data tables and reports. On the left, a side menu is visible with categories like 'Roles', 'Setup', 'Administration', 'Analytics', 'Reports', '50059 Functions', '50059 Tools', 'TRACS', 'Tax Credit Functions', 'HOME Functions', 'HOME Tools', 'Rural Dev Functions', 'Rural Dev Tools', 'Charges', 'Receivables', and 'Payables'. Three green arrows labeled A, B, and C point to specific items in the side menu: A points to 'ANALYTICS', B points to 'OPERATIONS', and C points to 'AGED PAYABLE'.

- (3) From the side menu, click on “ANALYTICS” (A); then click on “OPERATIONS” (B); then click on “AGED PAYABLE” (C)

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – STATUS OF AN INVOICE	1-31-18

The screenshot shows the Yardi Voyager interface. On the left, a navigation menu has 'Analytics' highlighted with a green box and a green arrow labeled 'A'. A dropdown menu is open under 'Analytics', with 'Aged Payable' highlighted with a green box and a green arrow labeled 'C'. Other items in the dropdown include 'Residential', 'Residential AR Analytics', 'Work Orders', 'Purchase Orders', 'Job Cost', 'Attachment Review', 'Email Review', and 'Memo Analytics'. The main dashboard area shows 'Resident Activity', 'Unit Statistics', and 'Friday, January 26, 2018'.

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 to drill down into the control numbers to view attachments and checks.

(4) **AGING REPORT**
On the Payable Analytics Screen

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – STATUS OF AN INVOICE	1-31-18

- 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.

The screenshot shows the 'Payable Analytics' screen in the Yardi Voyager system. The interface includes a left-hand navigation menu, a main form area, and a data table at the bottom. Green arrows and boxes highlight the following elements:

- A:** The 'Report Type' dropdown menu, which is set to 'Aging'.
- B:** The 'Property' field, which contains the value '20'.
- C:** The 'Period' field, which contains the date '01/2018'.
- D:** The 'Age As of' field, which contains the date '01/26/2018'.
- E:** The 'Detail' checkbox, which is checked.
- F:** The 'Display' button, which is highlighted in blue.

The data table at the bottom of the screen displays the following information:

Payee Code	Remittance Vendor	Payee Name	Invoice Notes	Control	Batch Id	Property	Invoice Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed
comc	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	0.00
ipc	ipc-2026	Florida Pest Control	PO1502 01/18 Service	P-27704	1805	20	01/22/2018	6080	823856 0	210.00	210.00	0.00
sta	sta-2026	Staples Advantage	PO1501 Supplies	P-27682	1805	20	01/20/2018	8260	7365939733	29.25	29.25	0.00
usda		USDA	Prog Gen payable adjustment	*	*	20	*	9010	RA consolidation	0.00	0.00	0.00
Grand Total										324.52	324.52	0.00

(5) **PAYEE LEDGER**

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL REPORTING – STATUS OF AN INVOICE	1-31-18

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.

The screenshot shows the Yardi Voyager Payable Analytics interface. The 'Report Type' dropdown is set to 'Payee Ledger'. The 'Property' field contains '20'. The 'Period' field is set to '01/2018'. The 'Detail' checkbox is checked. The 'Display' button is highlighted. A table of payable items is shown below, with columns for Payee Code, Remittance Vendor, Payee Name, Description, Control, Property, Invoice Date, Payment Method, Invoice Post Month, and Acco.

Payee Code	Remittance Vendor	Payee Name	Description	Control	Property	Invoice Date	Payment Method	Invoice Post Month	Acco
a1s		A-1 Sliders, LLC	PO1328 #7 Repairs	*	20	07/18/2017	Check	07/2017	*
adt	adt-2026	ADT Security Services, Inc.	PO1491 Alarm Monitoring 01/06-02/05	*	20	12/18/2017	Check	12/2017	8250 Telephone
afec		Alachua Fire Extinguisher Co., Inc.	PO1451 Annual Fire Ext Insp	P-25989	20	12/05/2017	Check	12/2017	6030 Maint Contract
anc		Ansafone Contact Centers	01/17 Service	*	20	12/31/2016	Check	01/2017	8250 Telephone
aprs		Able Plumbing Repair Service, Inc.	PO1350 #12 Re-Pipe Hot Water	P-20891	20	08/11/2017	Check	08/2017	6030 Maint Contract
ard	ard-2026	ARD Distributors, Inc.	PO1224 #22 Fridge	*	20	04/05/2017	Check	04/2017	*
att	att-2026	AT&T	03/22-04/21	P-136	20	03/22/2016	Check	04/2016	8250 Telephone
lbd		Bumble Bee Design	Maintenance Shirts/Hats	P-8741	20	11/01/2016	Check	11/2016	6020 Maint Supplies
bram	bram-2026	Bramlett'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 Equipme
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	*	20	01/18/2018	Check	01/2018	8250 Telephone
copa	copa-utl	City of Palatka	Property 07/25-08/25	*	20	08/31/2017	Check	08/2017	*
ctcarp		CT Corporation	Professional Services	P-1823	20	03/09/2016	Check	05/2016	8230 Legal Expense
ctmi		CTMI, LLC	2018 Tax Consulting	*	20	01/03/2018	Check	01/2018	8340 Real Estate Tax
ctpc		Champion Termite & Pest Control	PO1185 Termite Renewal	P-13895	20	01/27/2017	Check	02/2017	6080 Services
dac		DePriest Air Conditioning	PO1493 #2 Service Call	*	20	01/05/2018	Check	01/2018	*
dc		David Carr	PO1461 #14 Clean/Strip/Wax	*	20	11/21/2017	Check	11/2017	*
dohr		Division of Hotels and Restaurants	Florida License Renewal	*	20	04/15/2017	Check	04/2017	8360 Tax/License/Pei
fac		Felipe Acosta Cruz	PO1478 12/17 Service	*	20	12/18/2017	Check	12/2017	*
fdos	fdos-6198	Florida Department of State	Annual Report 2017	*	20	02/02/2017	Check	02/2017	8360 Tax/License/Pei
fcarh		FL CARH	2018 Property Dues	*	20	01/10/2018	Check	01/2018	*
fmc		Flynn Management Corporation	01.18 Mgmt Fee	*	20	01/01/2018	Check	01/2018	*
fpc	fpc-2026	Florida Pest Control	PO1502 01/18 Service	*	20	01/22/2018	Check	01/2018	6080 Services
fx		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

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PURCHASE ORDER & WORKFLOW DEFINITIONS	08-01-23

PURPOSE: Authorize Purchase of Goods/Services

PREPARED BY: SM or DM

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

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, **PRIOR** 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.

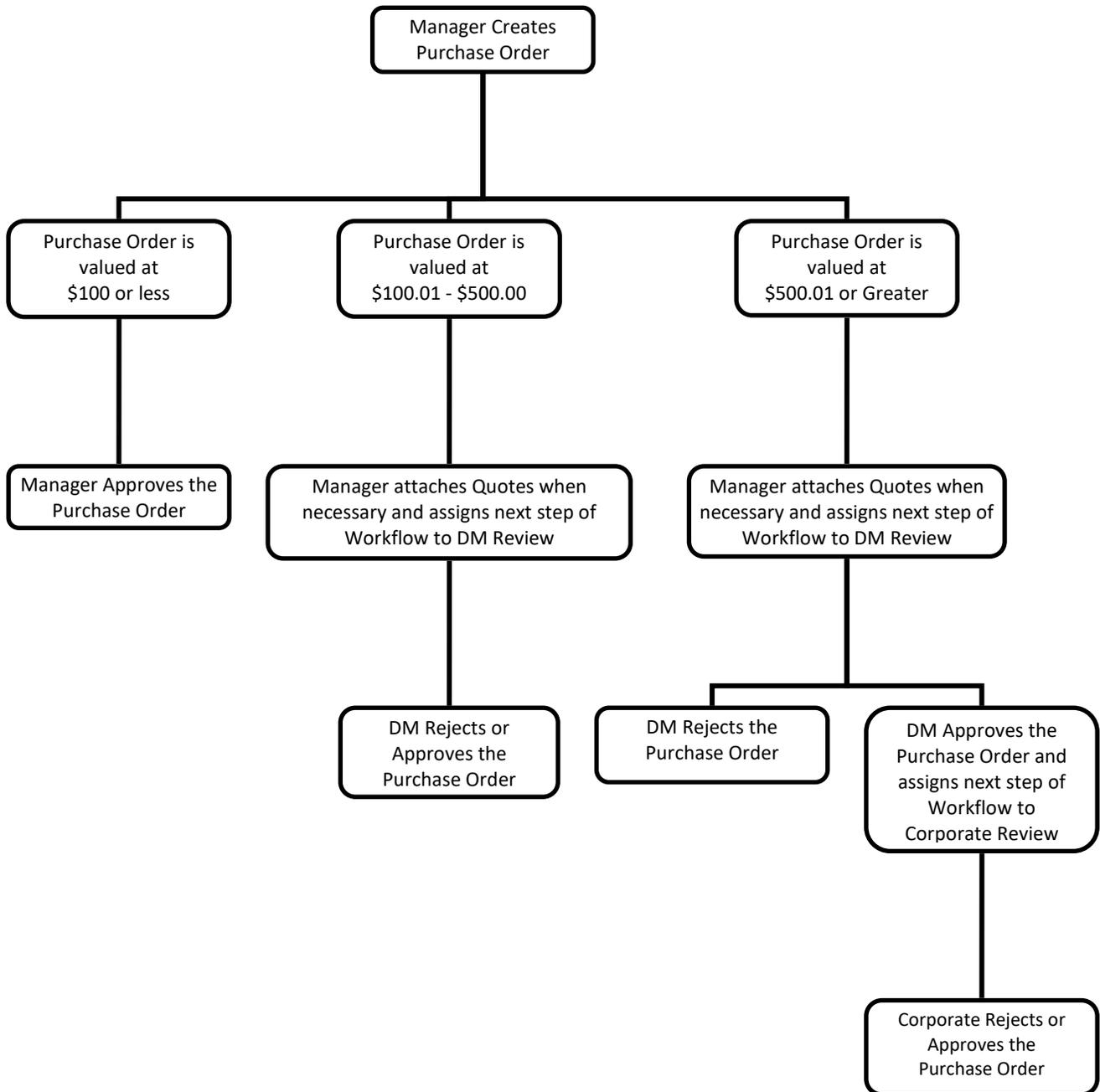
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PURCHASE ORDER & WORKFLOW DEFINITIONS	08-01-23

Workflow Definition

- Workflows are the **approval process** 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?

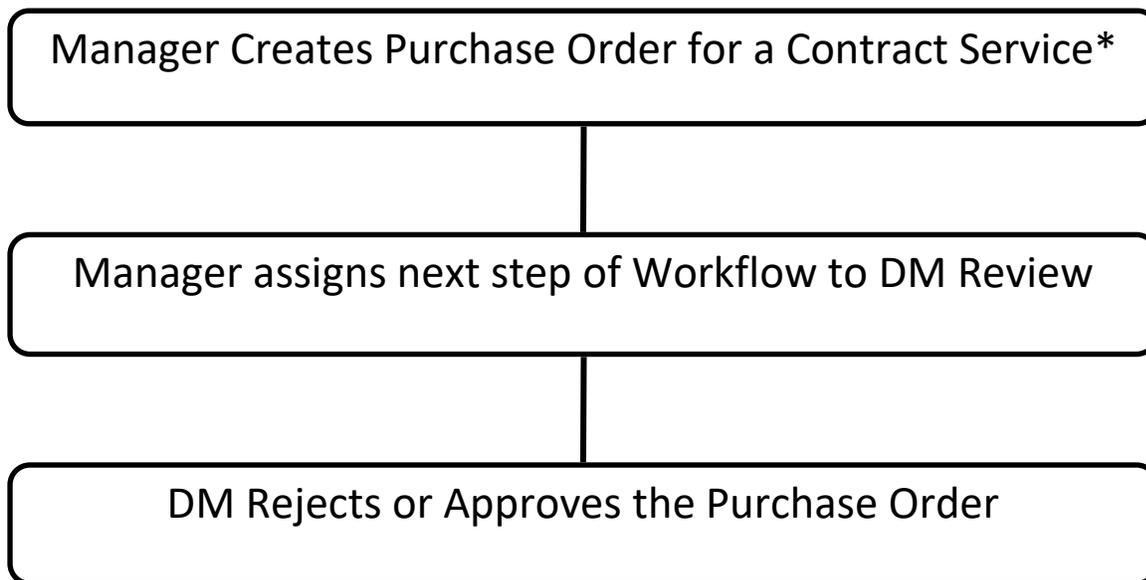
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PURCHASE ORDER & WORKFLOW DEFINITIONS	08-01-23

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



SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PURCHASE ORDER & WORKFLOW DEFINITIONS	08-01-23

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 all amounts.

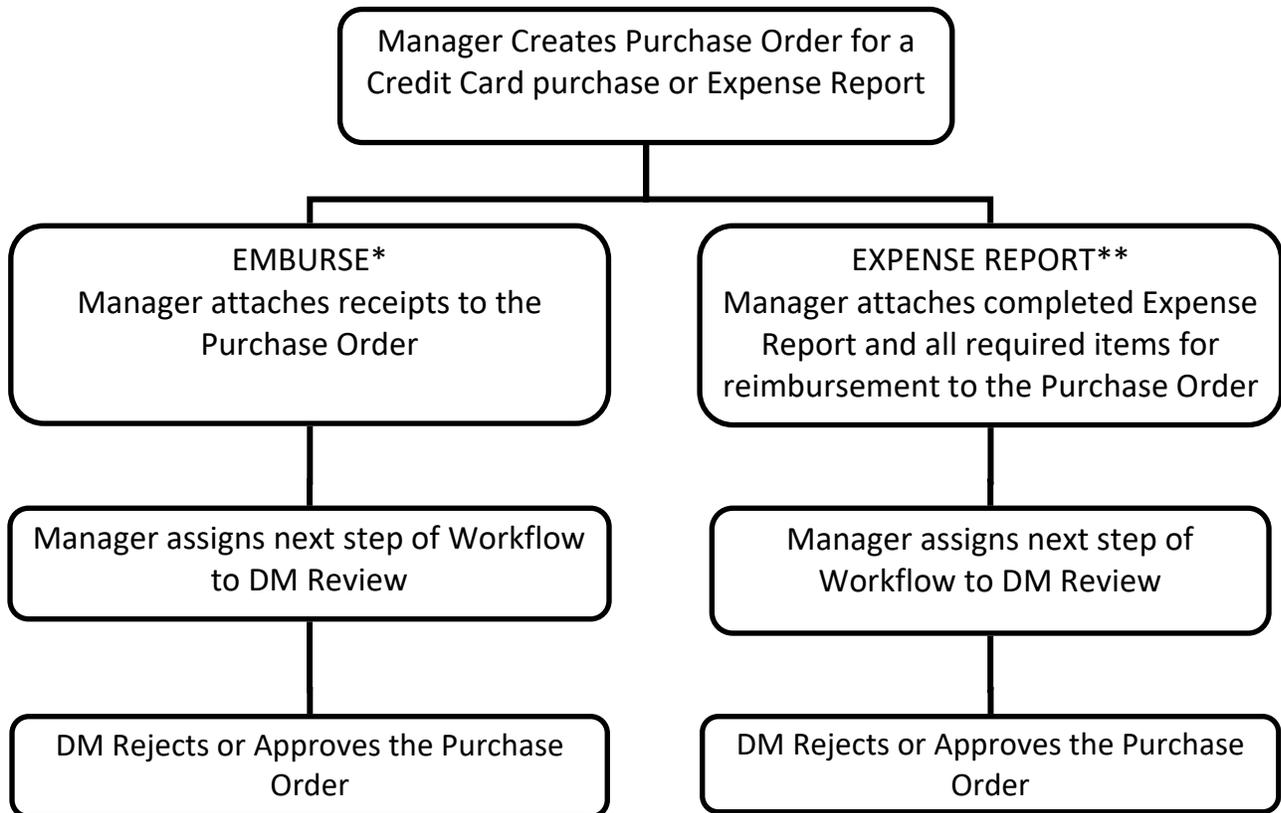
An example of a Contract Service is monthly Lawn Service.

Manager must change 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.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL PURCHASE ORDER & WORKFLOW DEFINITIONS	08-01-23

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



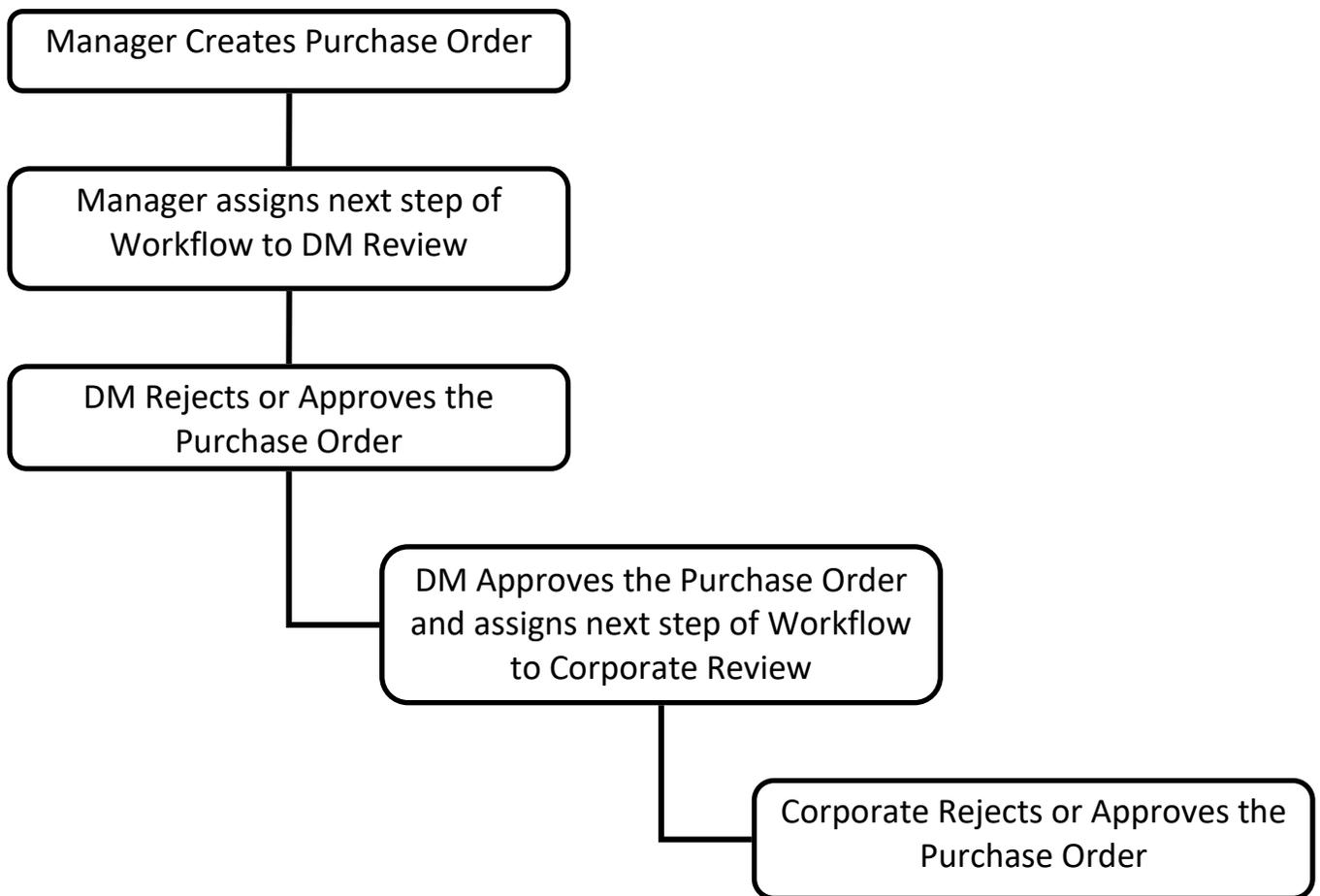
***EMBURSE:** SOP Procedure 092 is to be followed. Procedure 092 outlines the details of the EMBURSE process and steps for creating the Purchase Order.

****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.

SUBJECT	Date
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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.



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

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

VOYAGER DOCUMENTS

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

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

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

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

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

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

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

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

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

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

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 1st 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 CREATING PURCHASE ORDERS	08-01-23

PURPOSE: Authorize Purchase of Goods/Services

PREPARED BY: SM or DM

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

Creating a Purchase Order

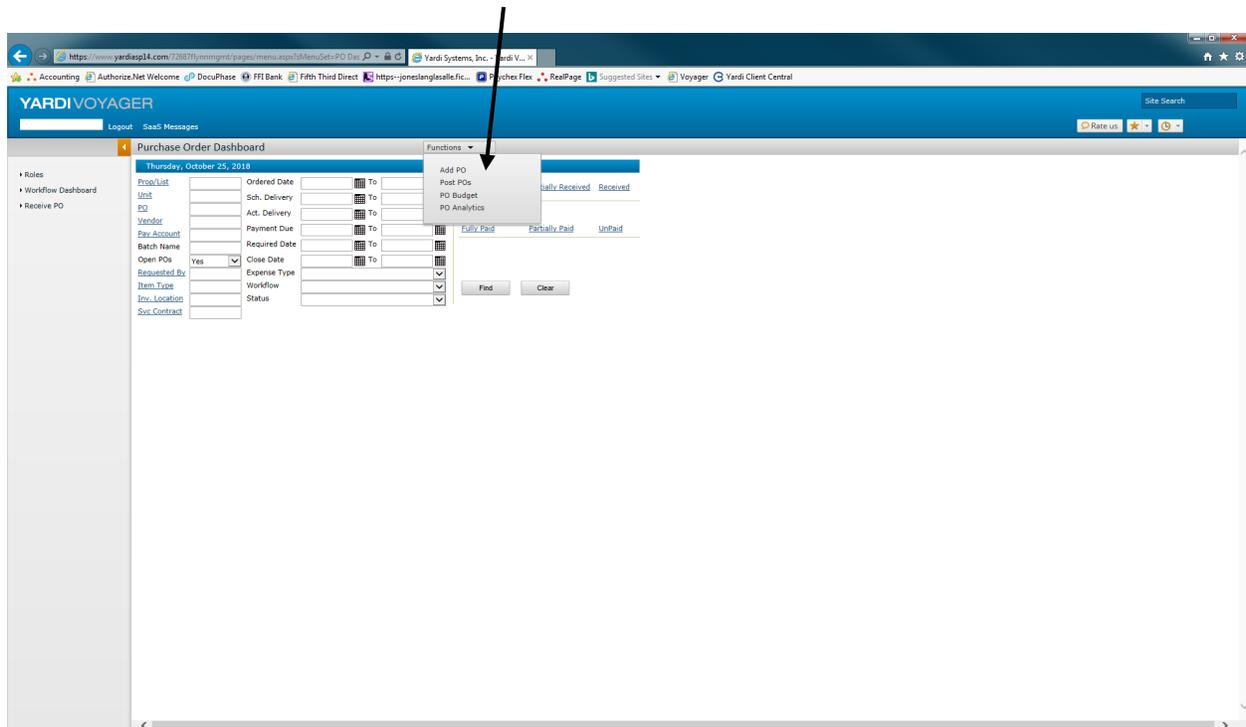
From Roles – Select PO Dashboard or use the short cut to New PO

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

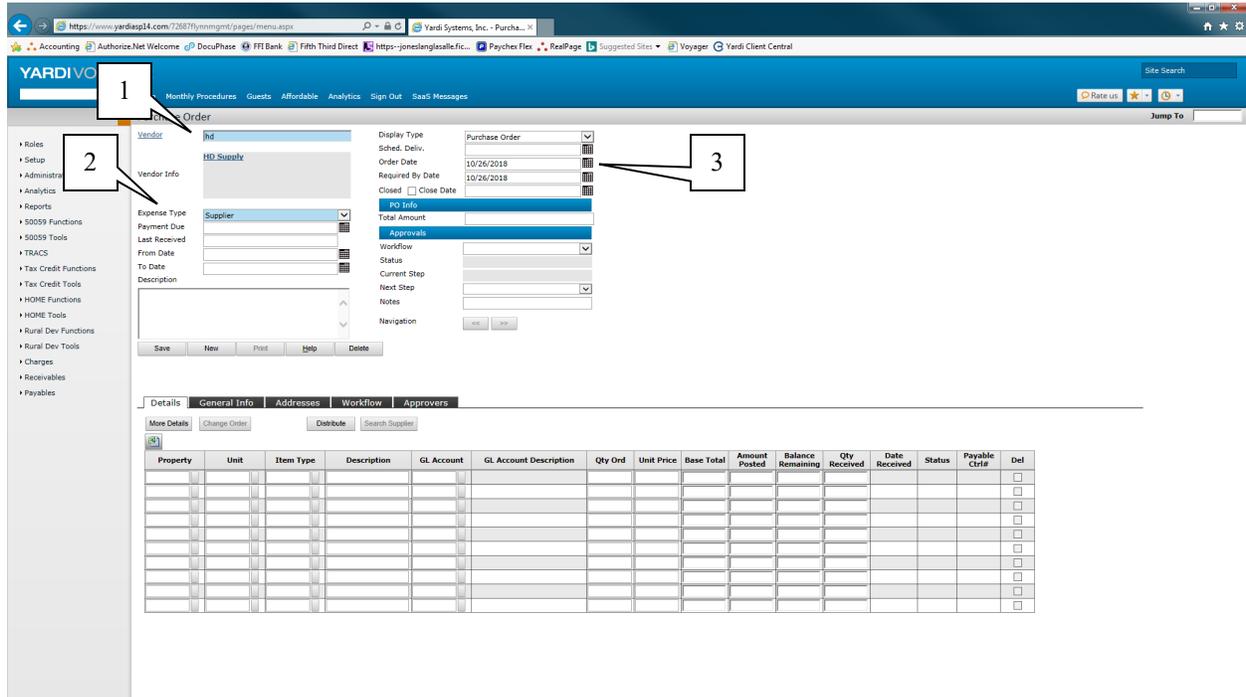
- Left Sidebar:** A navigation menu with categories like Roles, Setup, Administration, Analytics, Reports, S0059 Functions, S0059 Tools, TRACS, Tax Credit Functions, HOME Functions, HOME Tools, Rural Dev Functions, Rural Dev Tools, Charges, Receivables, and Payables. The 'PO Dashboard' is highlighted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

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

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



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



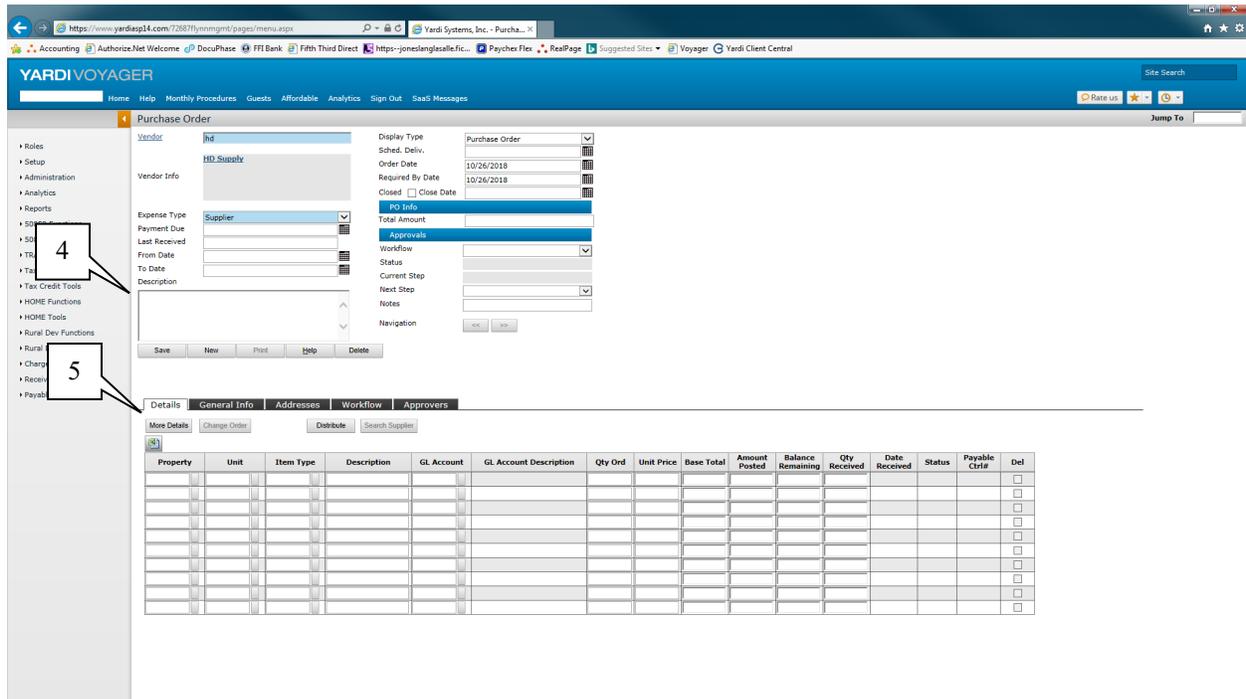
UPPER SECTION Required fields are in BLUE

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

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

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

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



(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.

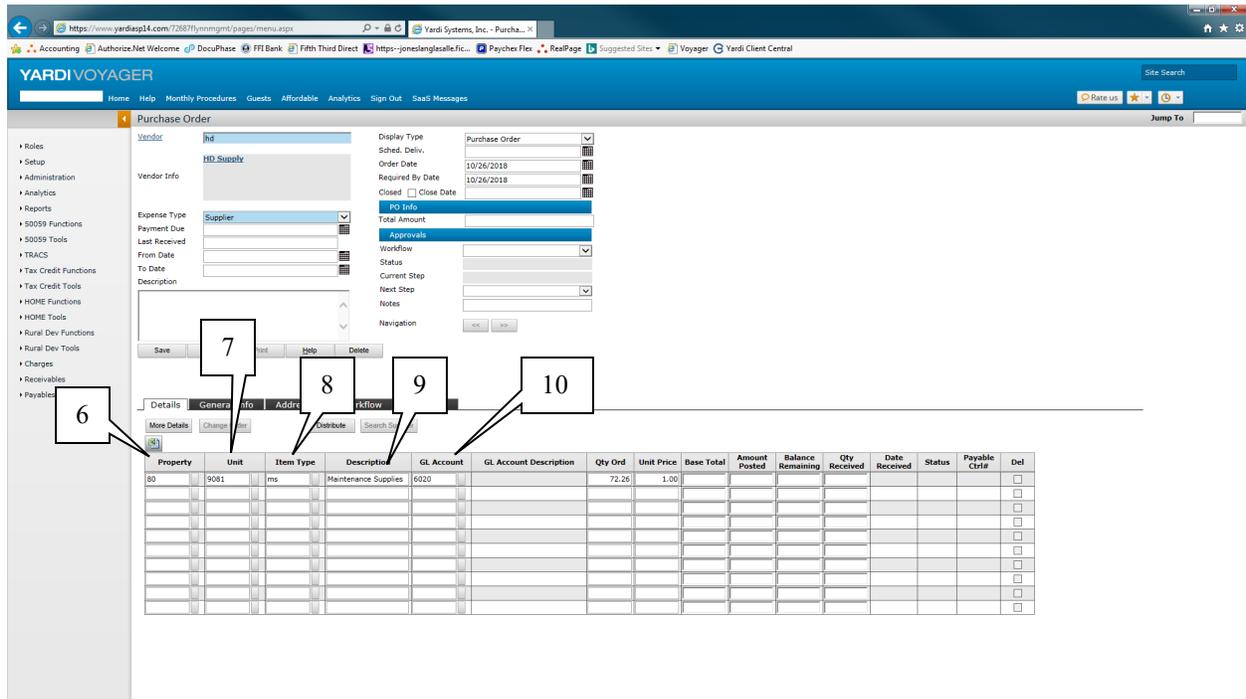
GRID SECTION

(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

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



(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.

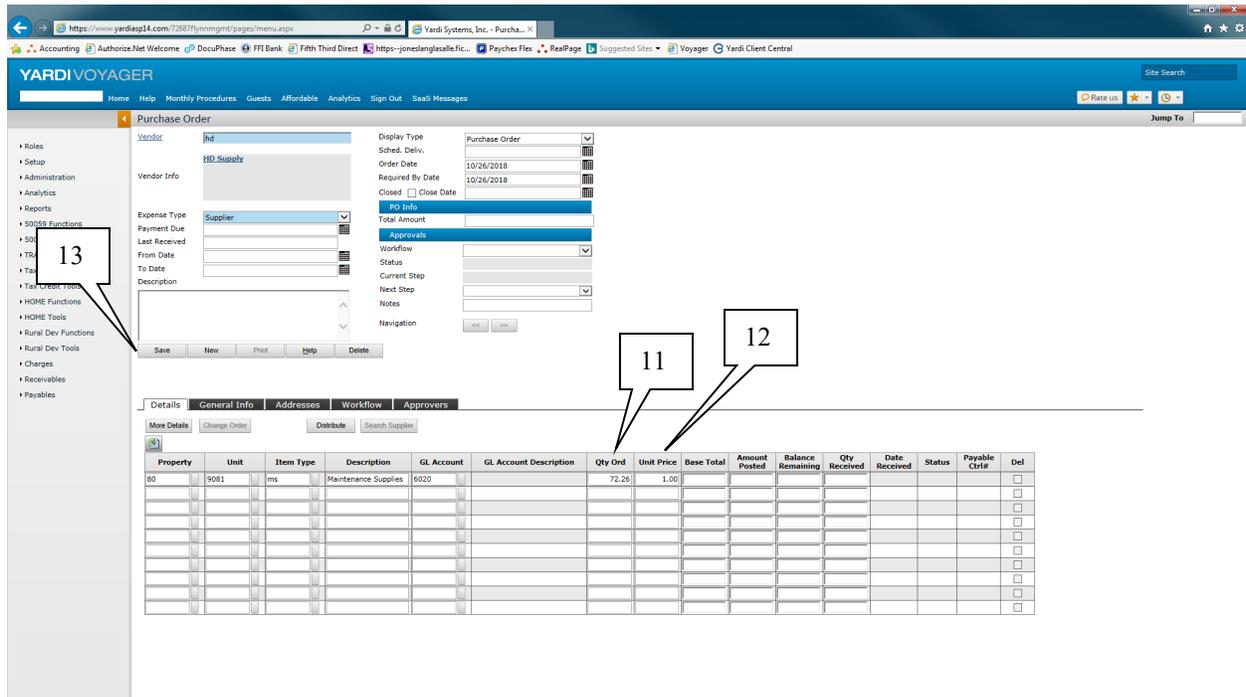
Most items can be assigned to Item Type “ms” Maintenance Supplies. Individual supply items such as toilets, bi-fold doors etc. do not need to have a unique code as they are considered Maintenance Supplies

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.

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



(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

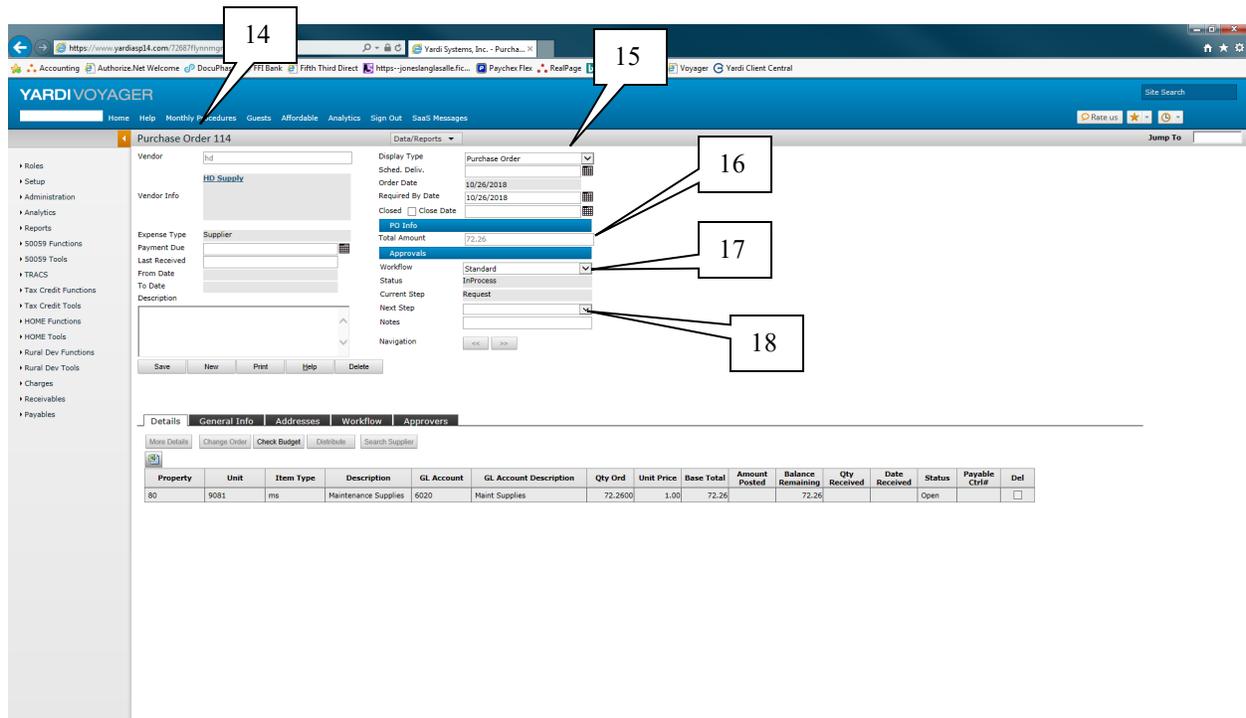
- 1) Allow users to not have to enter every single item that needs to be ordered.
- 2) Allows the Purchase Order to accommodate for Backorders. This is needed for items that may be delivered/received on multiple shipments/invoices.

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
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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

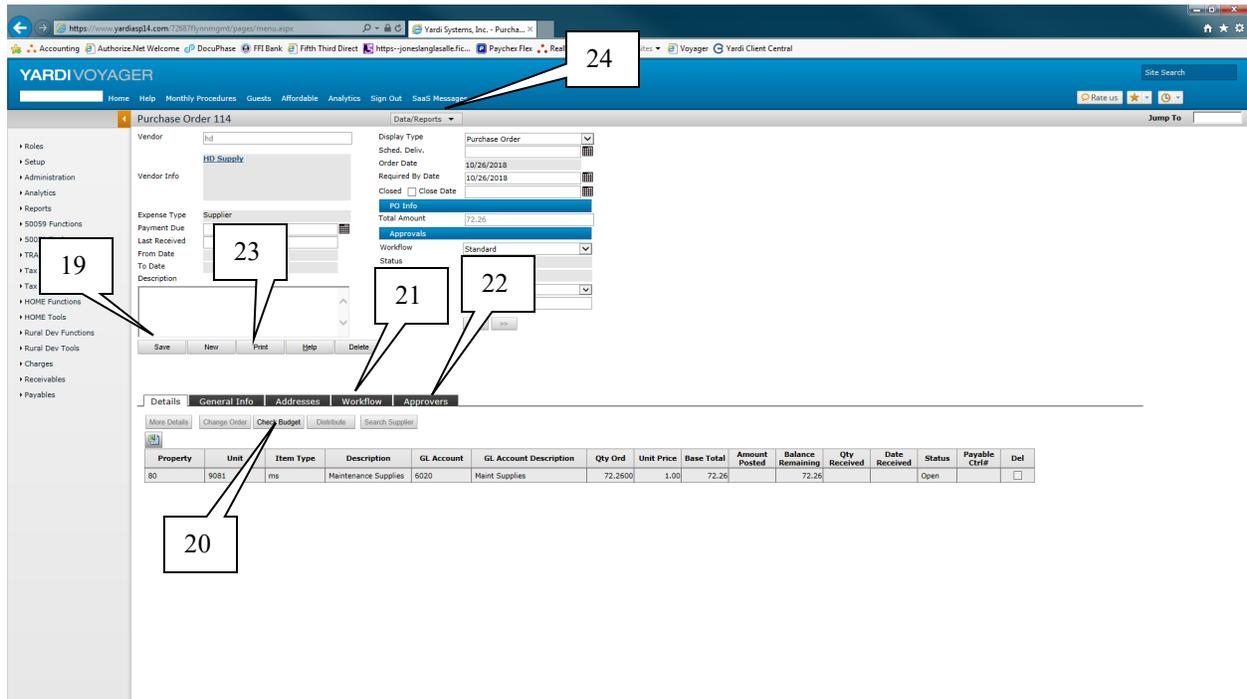
(16) Total Amount – This is the total of all your detail lines.

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.

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



(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

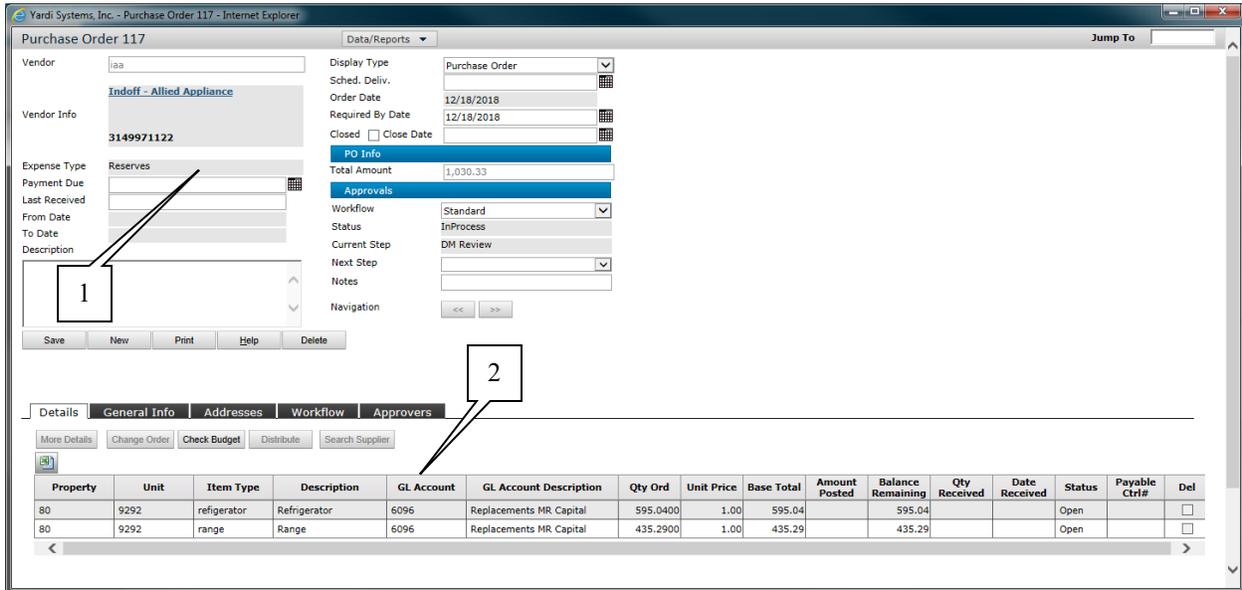
(21) Workflow: The status of where the purchase order is, in the approval process.

(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 MAINTENANCE RESERVE PURCHASE ORDERS	08-01-23



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 CHANGE ORDERS	08-01-23

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.

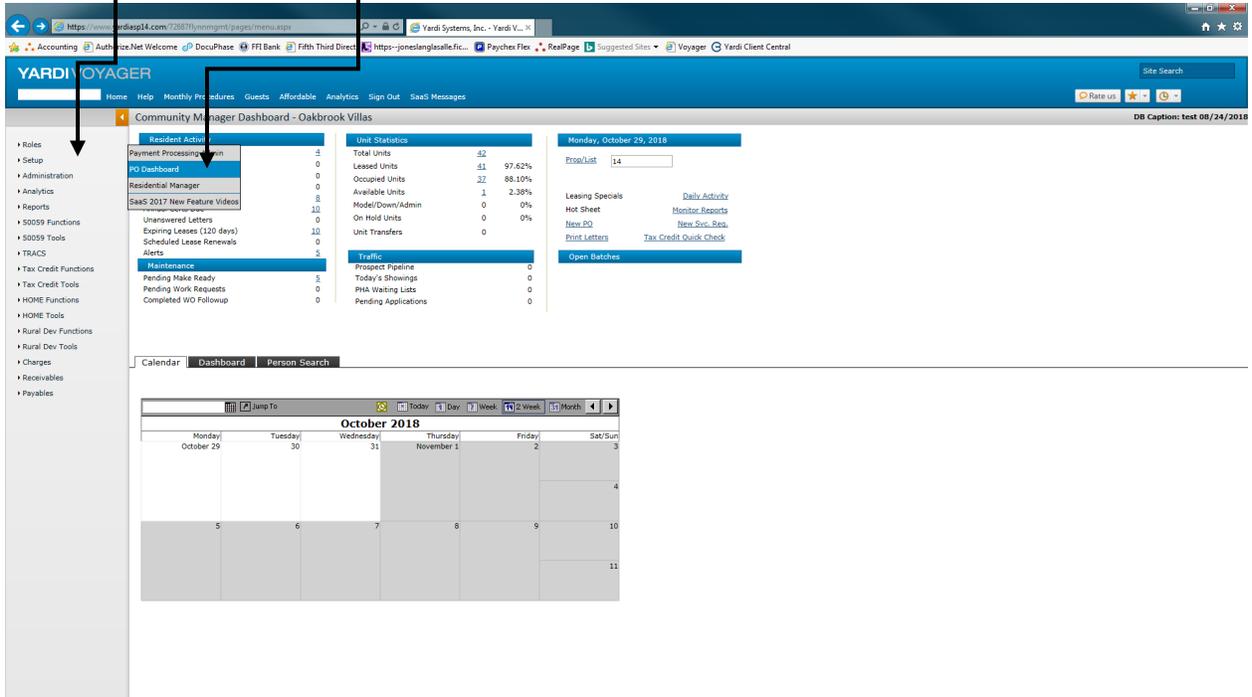
The INCREASE is to be for the goods/services, not for shipping & tax.

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.

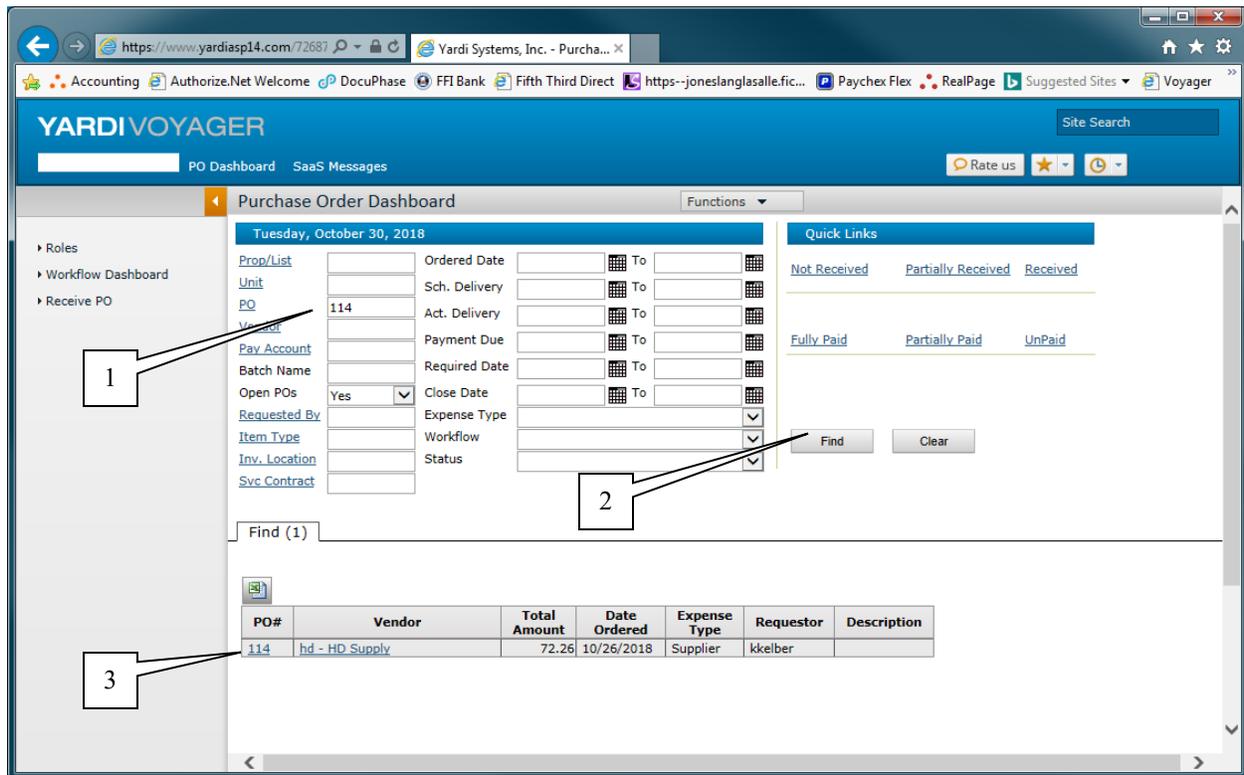
Example 2: You place an order with HD Supply for 10 items totaling \$475. All 10 items are on the invoice and the invoice is for \$492.50 of goods, \$20 shipping and \$33.25 of tax. You need to create a change order for \$17.50, which is the INCREASE in cost of goods. All goods/services must be approved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

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

Locate the Original Purchase Order
From Roles – Select PO Dashboard



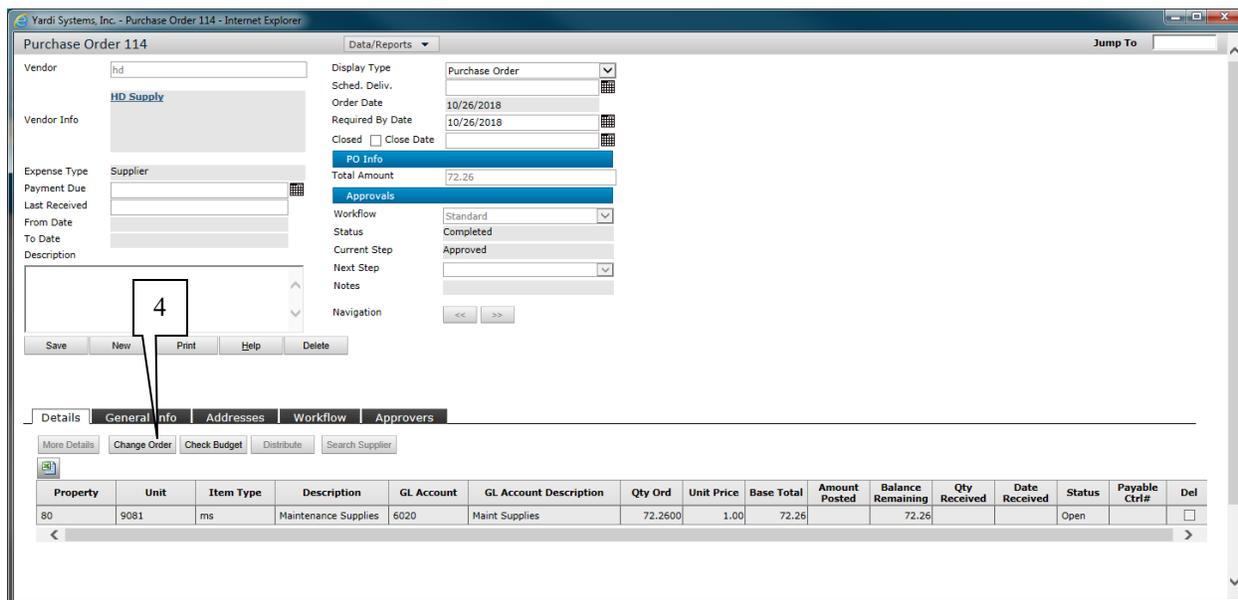
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL CHANGE ORDERS	08-01-23



(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

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



(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.

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

The screenshot displays the 'Change Order' form in a web browser. The form includes sections for Vendor information, Parent PO details, PO Info, and Approvals. A callout box with the number '5' highlights the 'Save' button. Below the form, there are navigation tabs and a table with the following columns: 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 Ctr#, and Del.

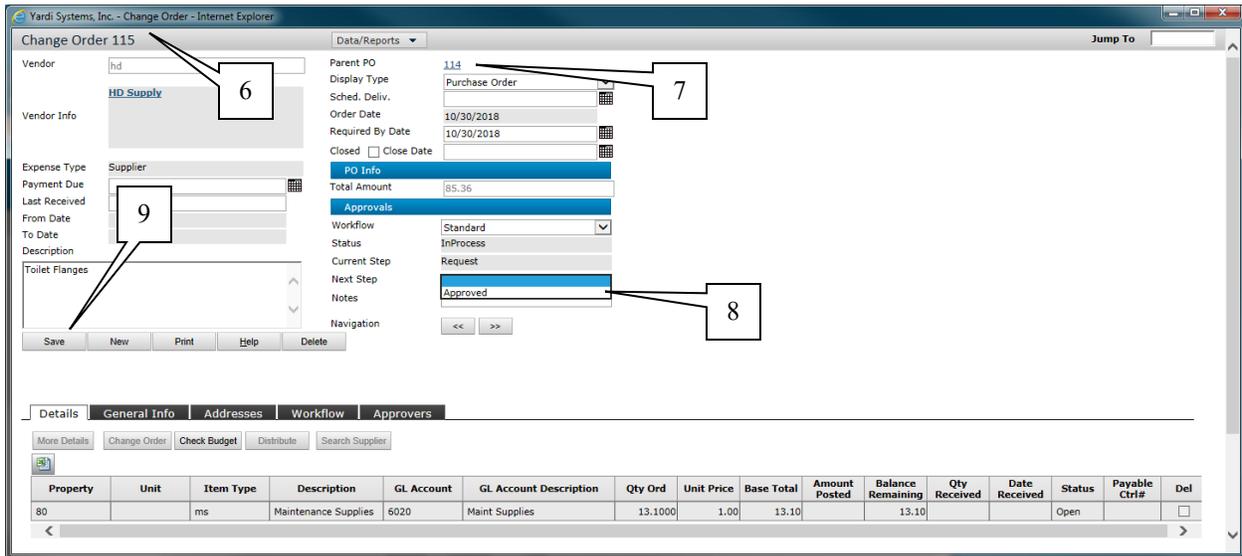
Property	Unit	Item Type	Description	GL Account	GL Account Description	Qty Ord	Unit Price	Base Total	Amount Posted	Balance Remaining	Qty Received	Date Received	Status	Payable Ctr#	Del
80		ms	Maintenance Supplies	6020		13.10	1.00								<input type="checkbox"/>

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.

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.

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



(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.

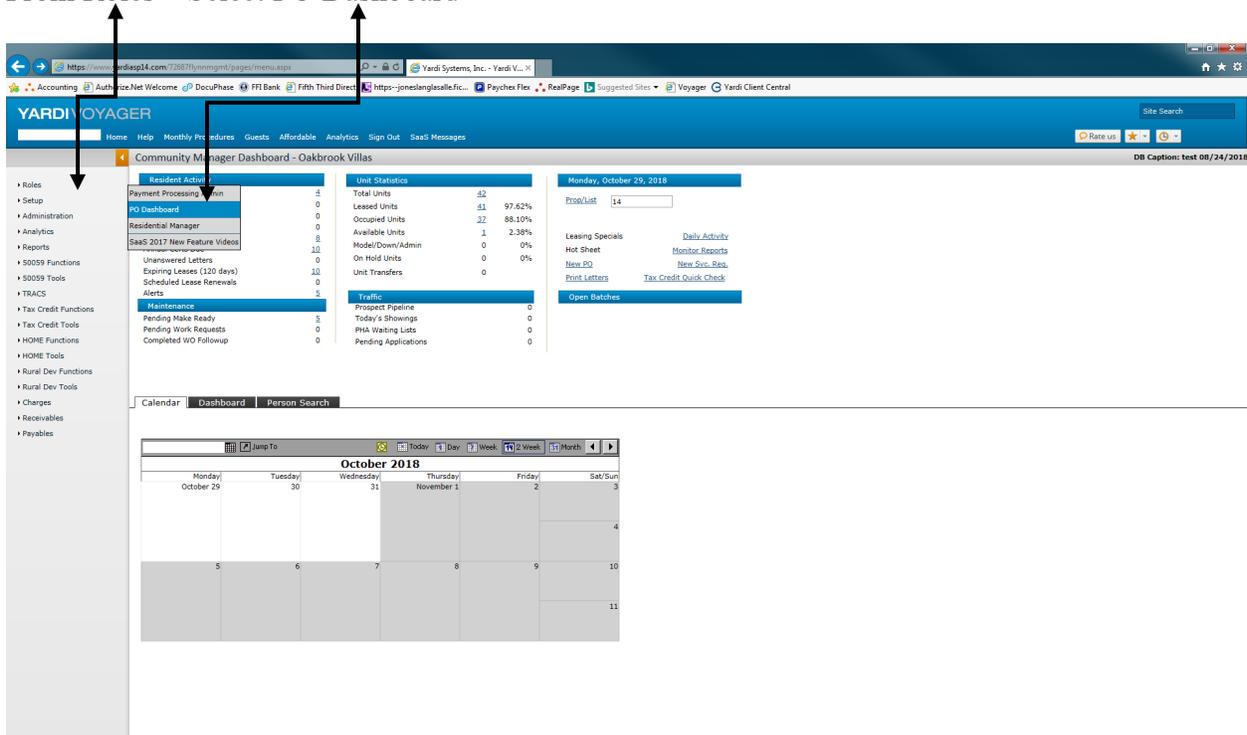
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL	08-01-23
APPROVING PURCHASE ORDERS	

PURPOSE: Approve Purchase of Goods/Services

PREPARED BY: SM or DM

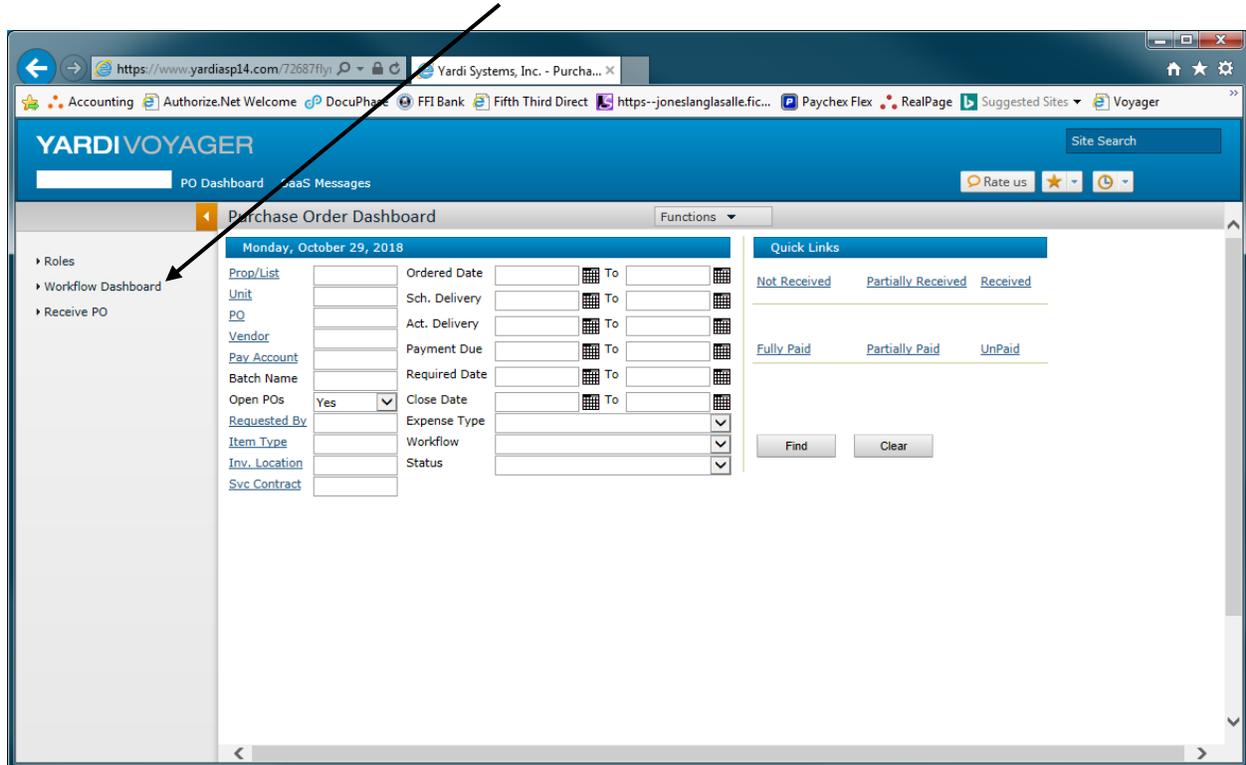
WHEN PREPARED: **PRIOR to Service being provided or Goods being ordered**

Approving a Purchase Order From Roles – Select PO Dashboard

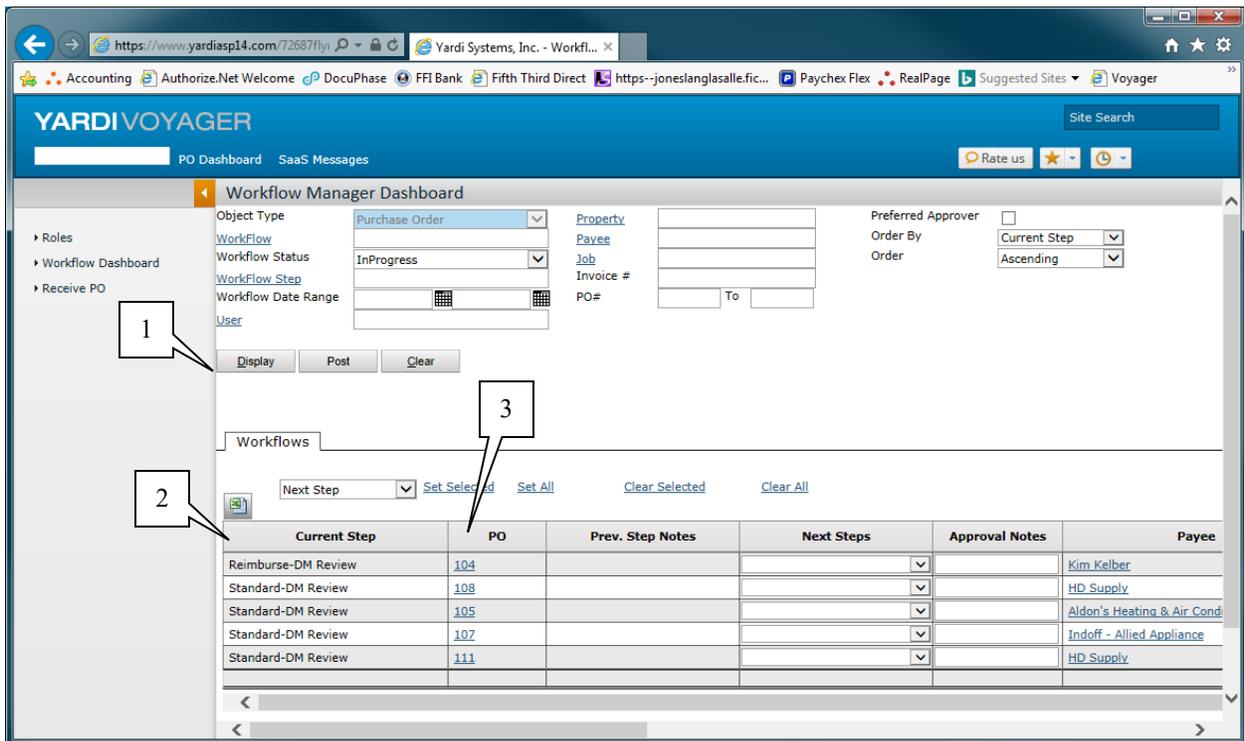


SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL APPROVING PURCHASE ORDERS	08-01-23

While on the PO Dashboard, go to Workflow Dashboard



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



(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

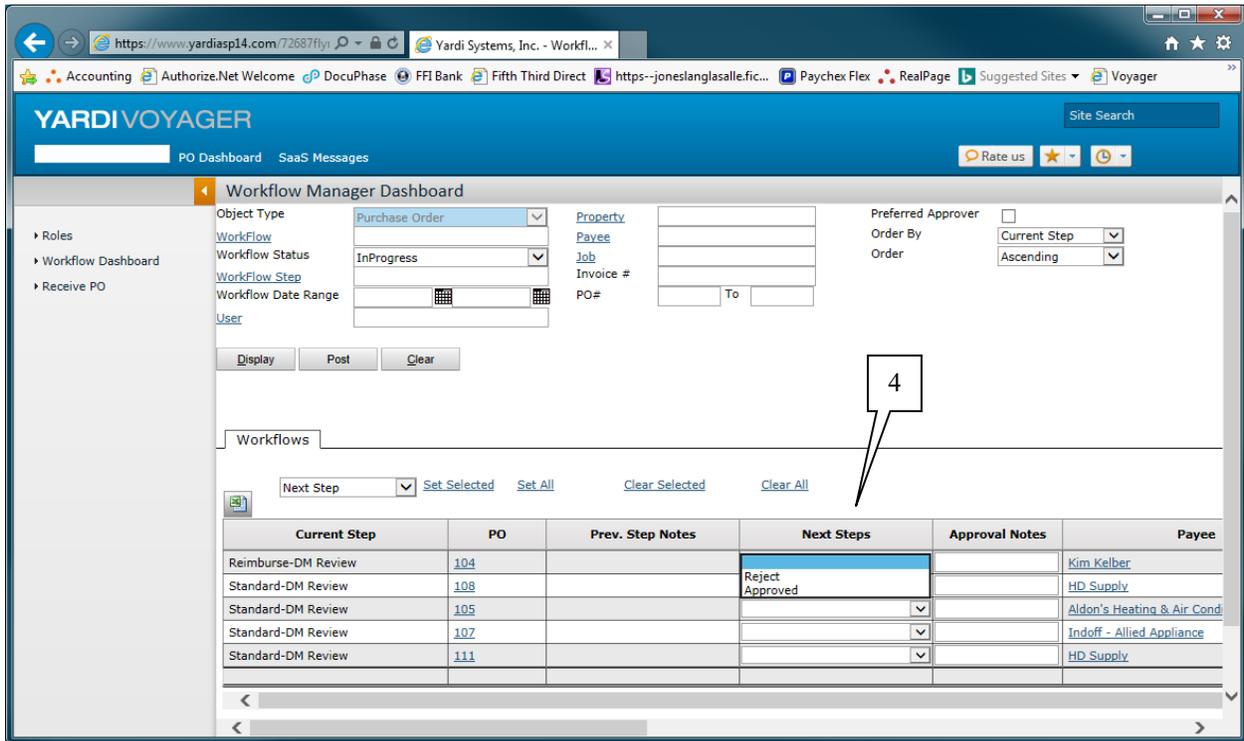
The approver will view the details on the Purchase Order to know what is being requested.

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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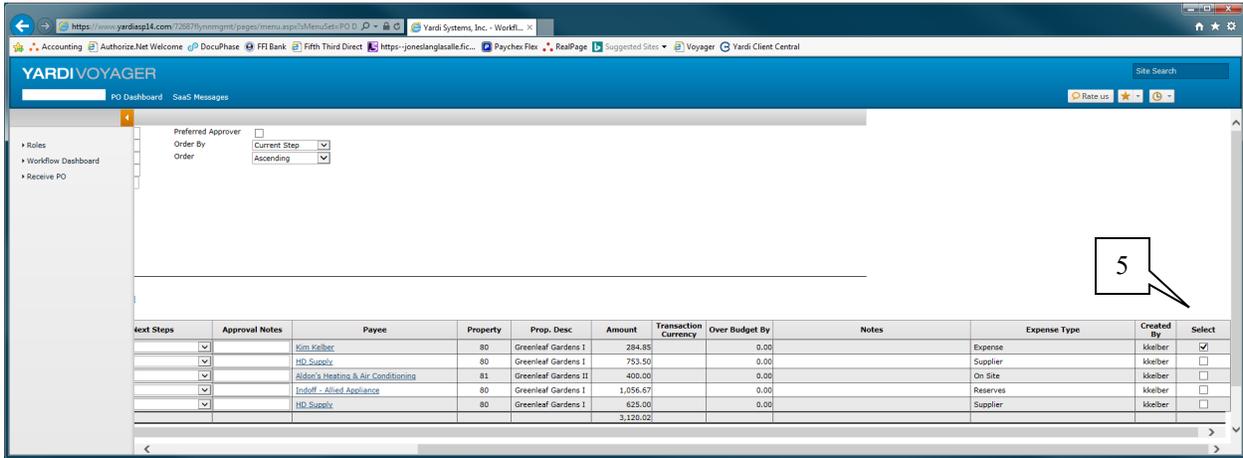


(4) Next Steps: Click on the drop down to see what next steps are available to select from. The selection is based on the type of workflow

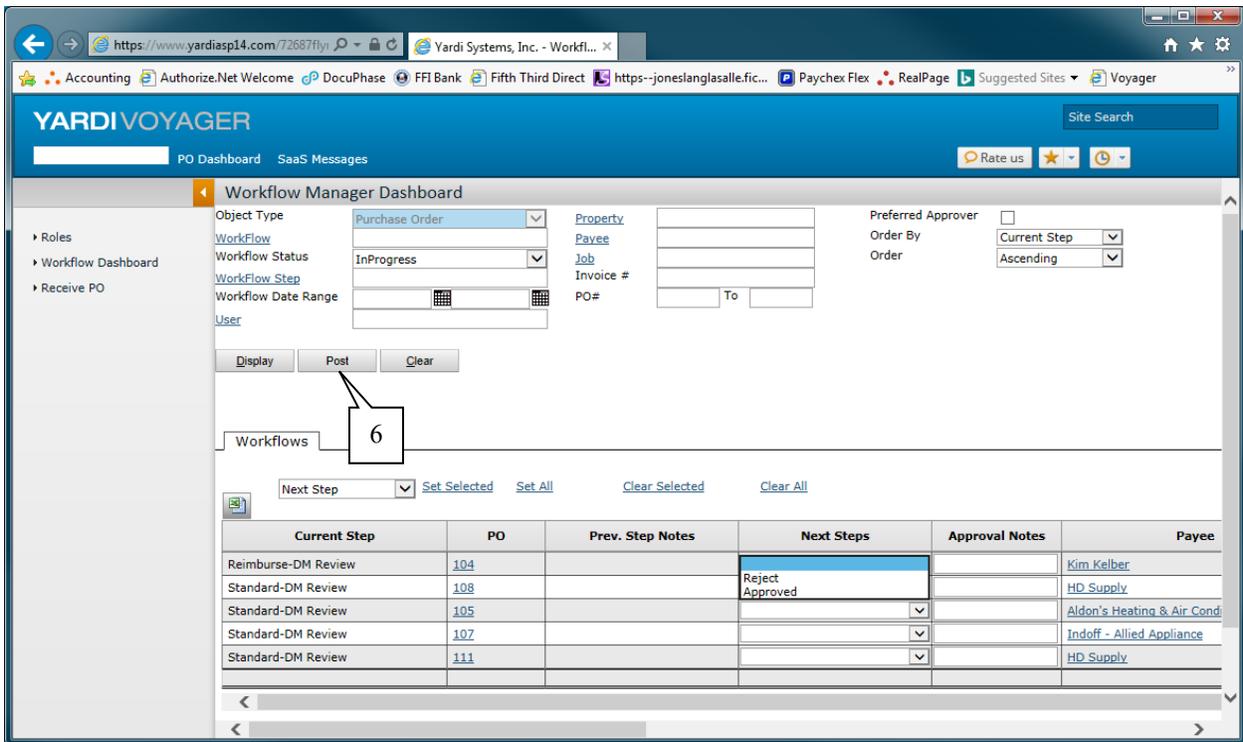
In this example, the DM can Reject or Approve this Purchase Order

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 APPROVING PURCHASE ORDERS	08-01-23



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



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

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

PURPOSE: Authorizing that the goods/services have been received

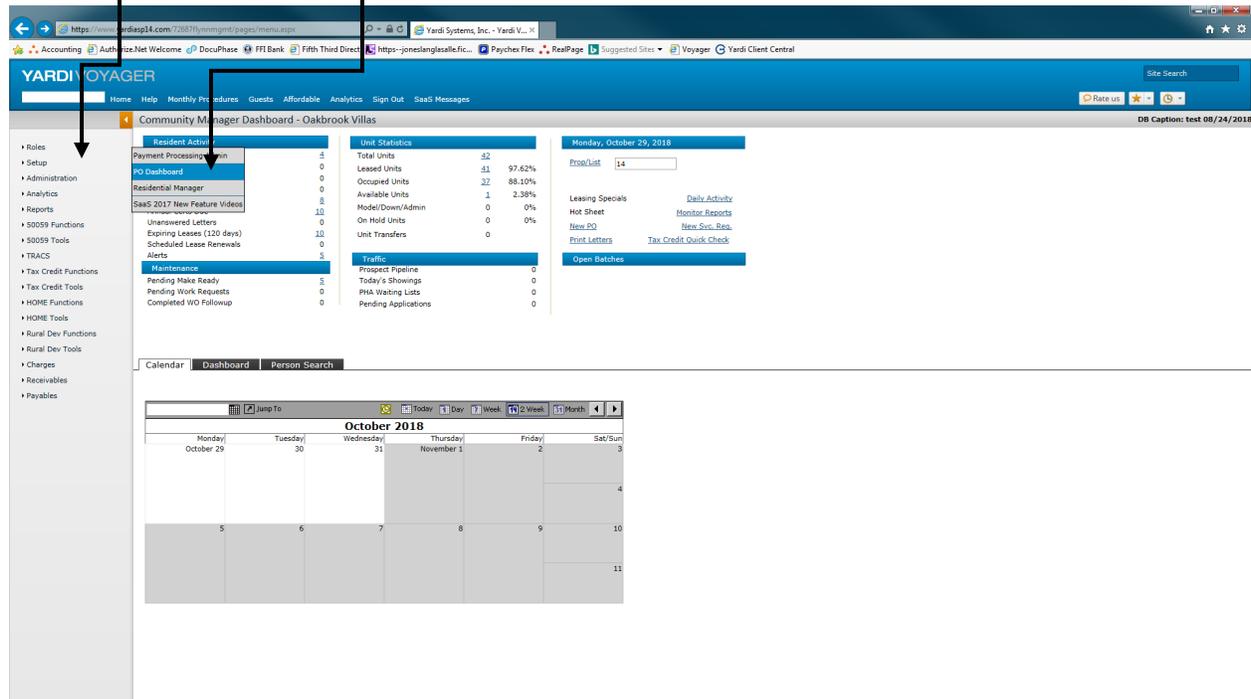
PREPARED BY: SM or DM

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

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

ONLY APPROVED PURCHASE ORDERS CAN BE RECEIVED

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



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

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

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

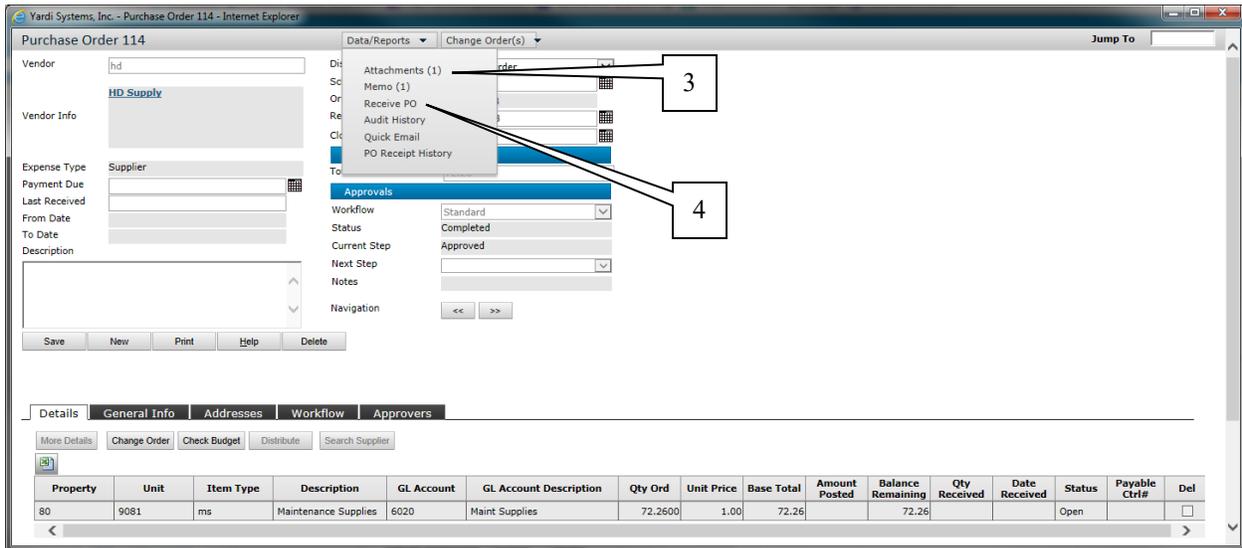
The screenshot shows the Yardi Voyager 'Purchase Order Dashboard' for Tuesday, October 30, 2018. The 'Quick Links' section has 'Not Received' selected, indicated by a callout box with the number '1'. Below this, a table lists 14 'Not Received' purchase orders. A callout box with the number '2' points to the 'PO#' column of this table.

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

Locate the Purchase Order you need to Receive

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

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

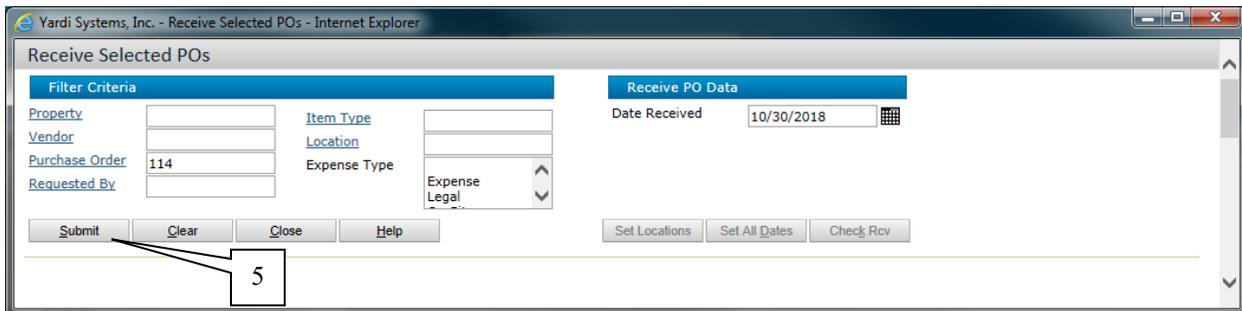


(3) **Data Reports** Attachments to upload your invoice. If this is for your monthly Lawn Service, also upload your U-16c. Refer to Procedure V-480 for attachment requirements.

Once your Attachments are complete;

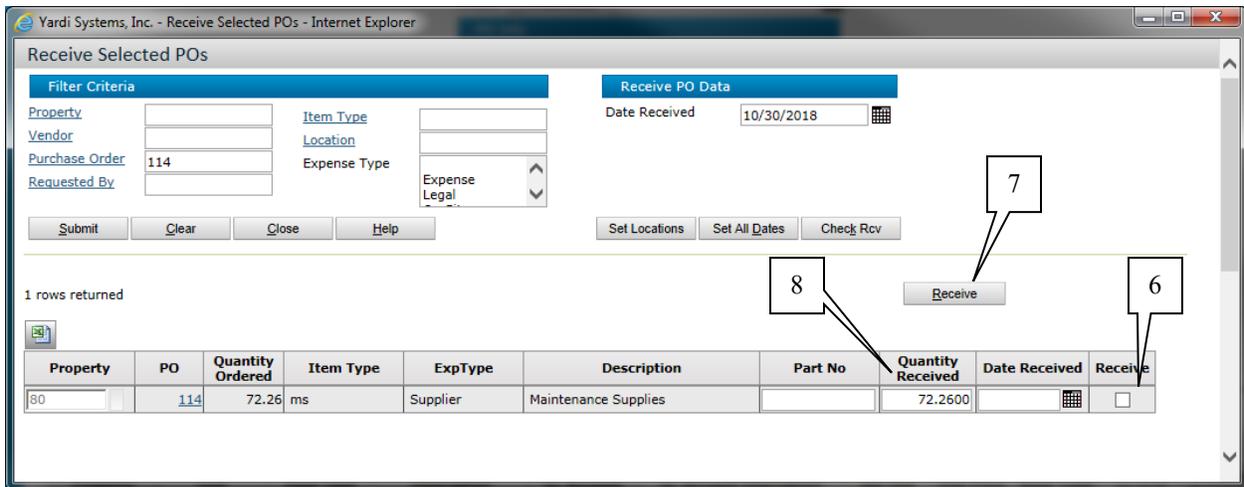
(4) **Data Reports** and select Receive PO

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



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



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

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

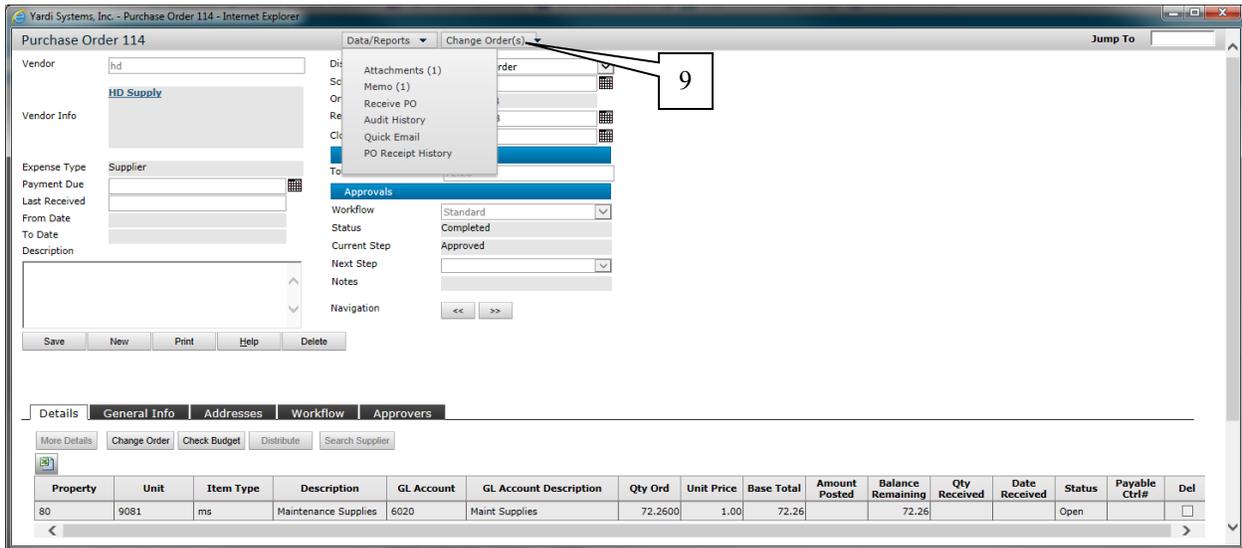
If your Purchase Order ends up being for MORE than the actual goods or services, add a memo stating, **“Invoice less than PO”**.

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

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

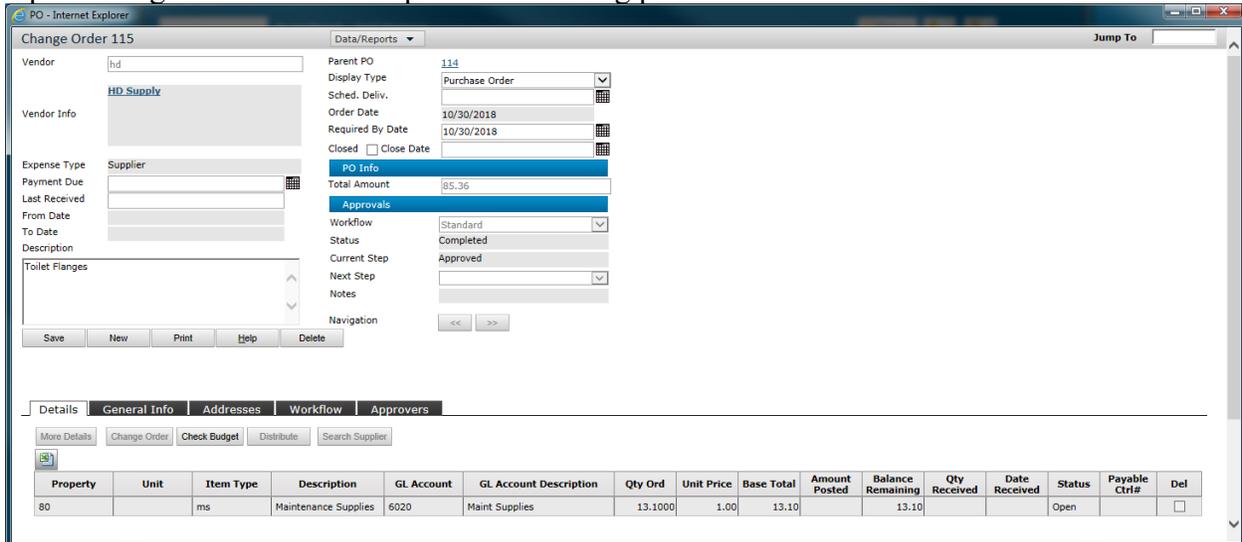
First, check to see if you have a change order attached to the Parent PO.

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



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

Open Change Order 115 and repeat the receiving process.



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

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

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 accounting@flynnmanagement.com.

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.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL ANNUAL TERMITE RENEWALS	08-01-23

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.

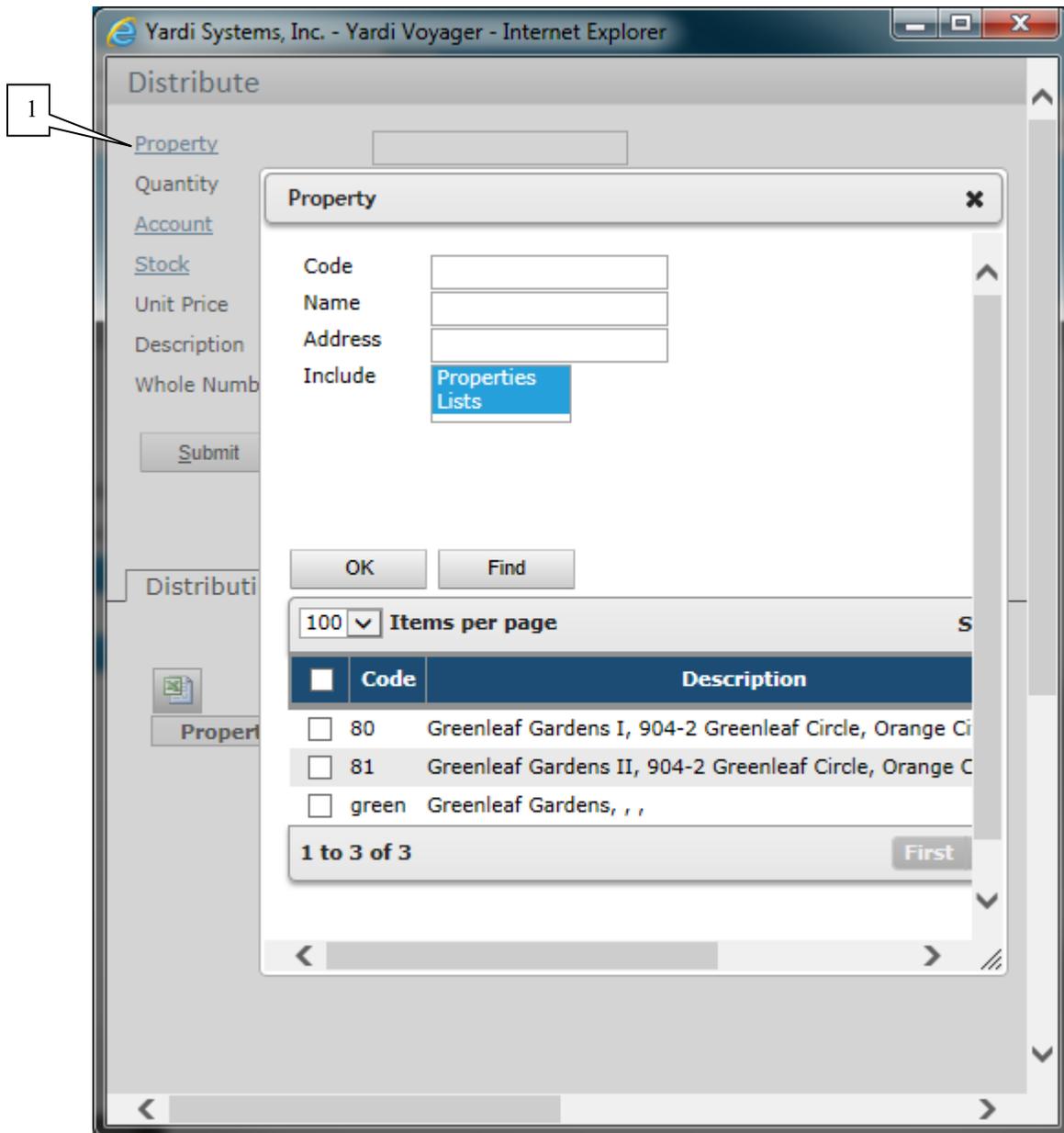
Once the service has been completed;

- 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 DISTRIBUTION FUNCTION	08-01-23

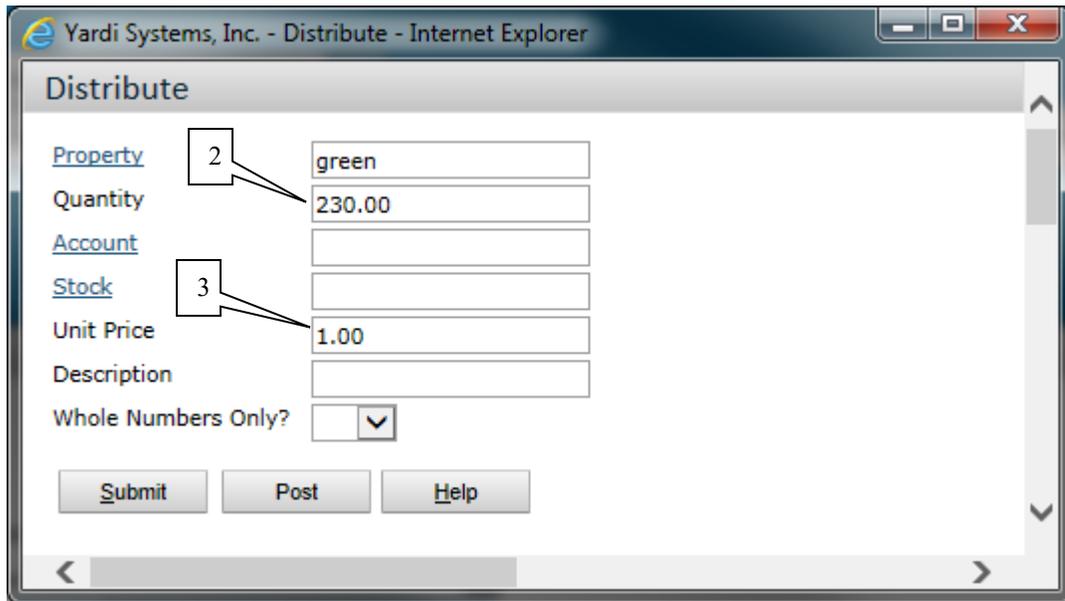
Using the Distribute Function



(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 DISTRIBUTION FUNCTION	08-01-23



The screenshot shows a web browser window titled "Yardi Systems, Inc. - Distribute - Internet Explorer". The main content area is titled "Distribute" and contains several input fields. The "Property" field contains the text "green". The "Quantity" field contains "230.00". The "Unit Price" field contains "1.00". There are also fields for "Account", "Stock", and "Description", all of which are currently empty. A "Whole Numbers Only?" checkbox is present with a dropdown arrow. At the bottom of the form are three buttons: "Submit", "Post", and "Help". Two callout boxes are present: box 2 points to the "Quantity" field, and box 3 points to the "Unit Price" field.

(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**

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

Distribute

Property:

Quantity:

Account:

Stock:

Unit Price:

Description:

Whole Numbers Only?

Distribution Preview

Property	Quantity	Unit Price	Amount
80	140.392	1.00	140.39
81	89.608	1.00	89.61
	230.000		230.00

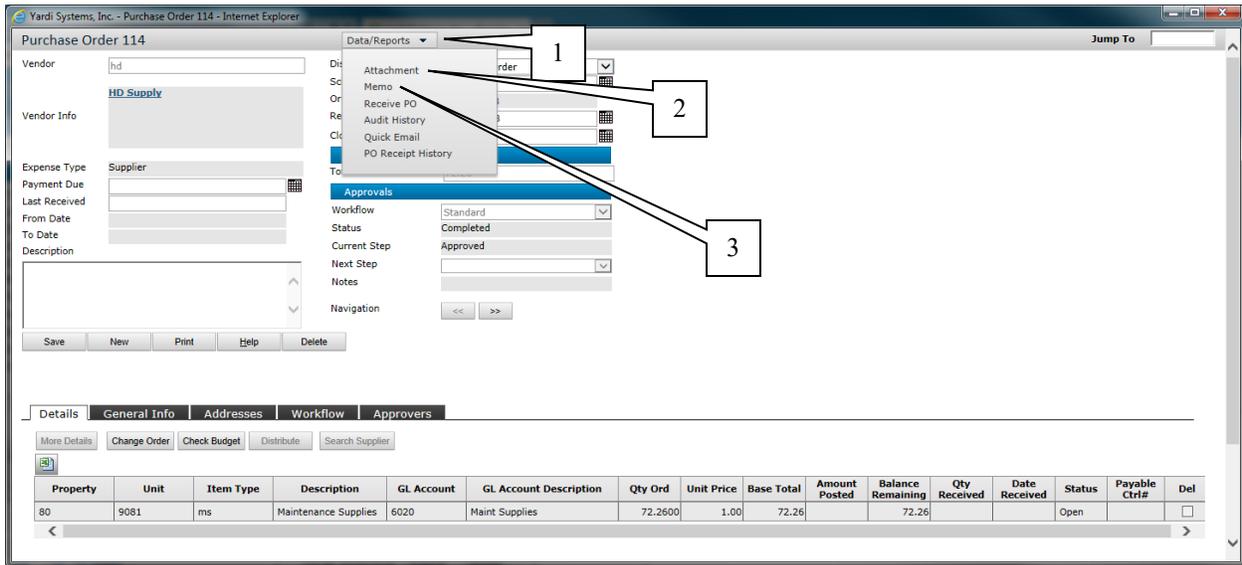
The system has now distributed the expense between the multiple properties.

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

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

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



(1) Data/Reports The drop down displays additional functions

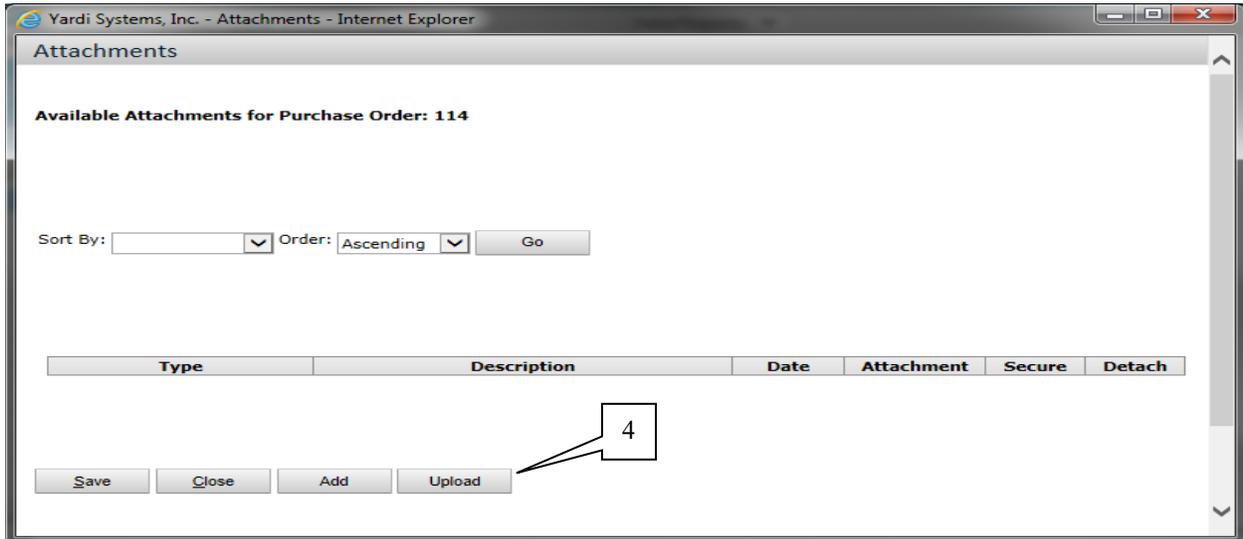
(2) Attachment; Allows you to attach documents to the Purchase Order

(3) Memo; Allows you add detailed Memos about the Purchase Order

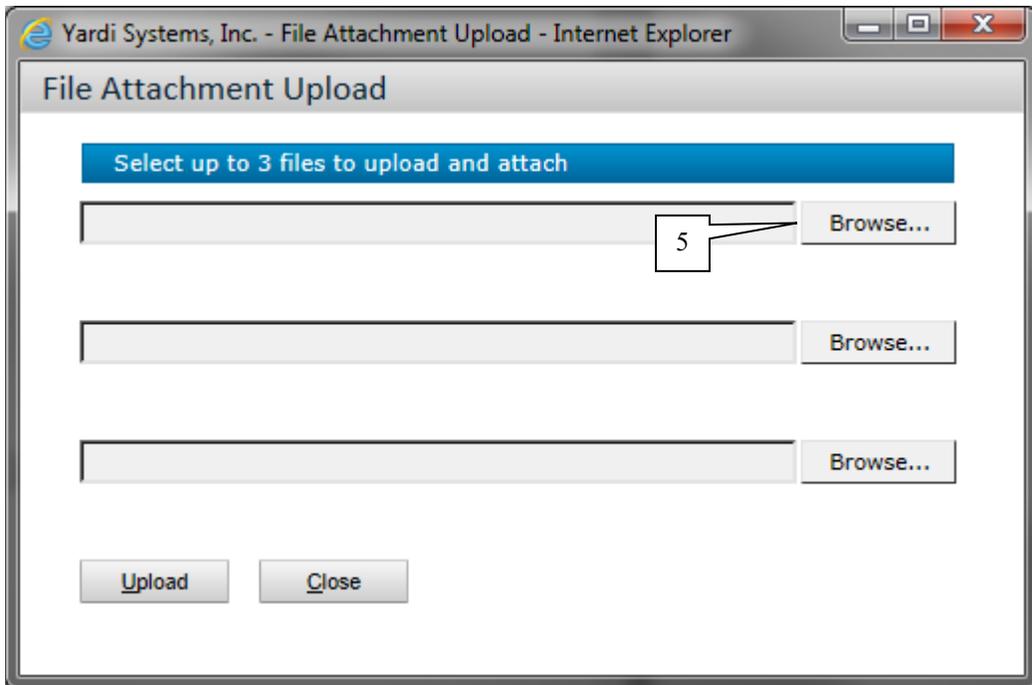
To Attach documents, click on the Attachment link

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

ATTACHMENTS

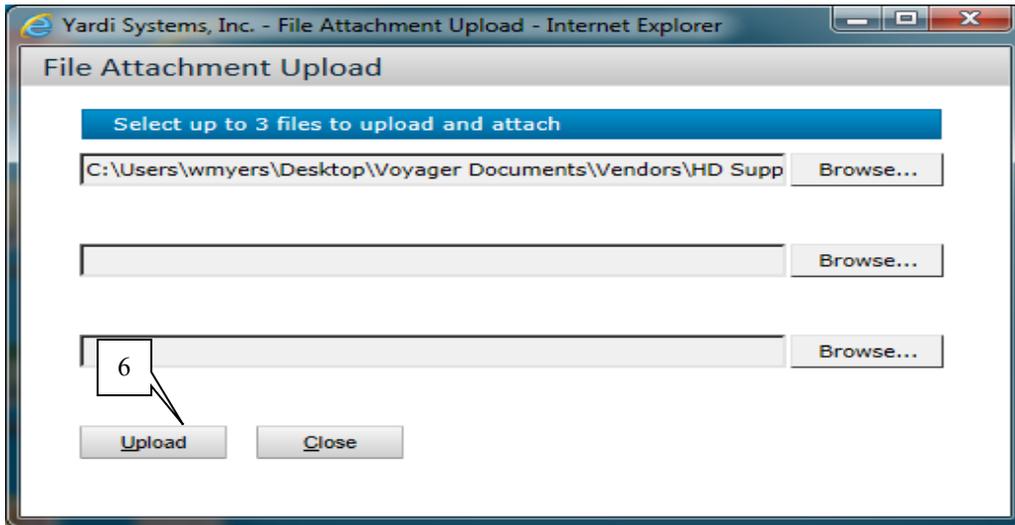


Click on **(4) Upload** to open the Upload Link



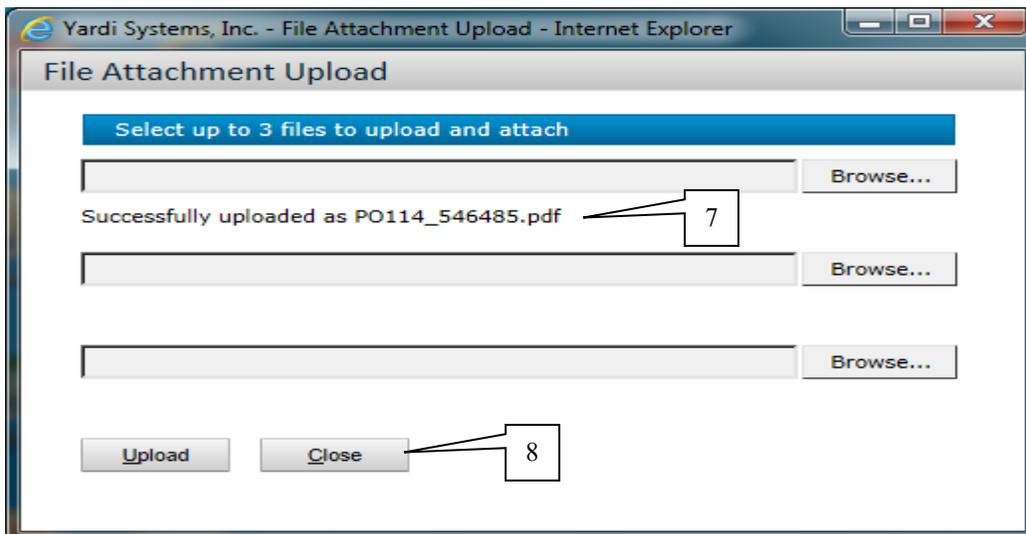
Click on **(5) Browse...** to browse out to the location of your document you are needing to attach. Your pdf files are located on your desktop as outline in Procedure V-405.

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



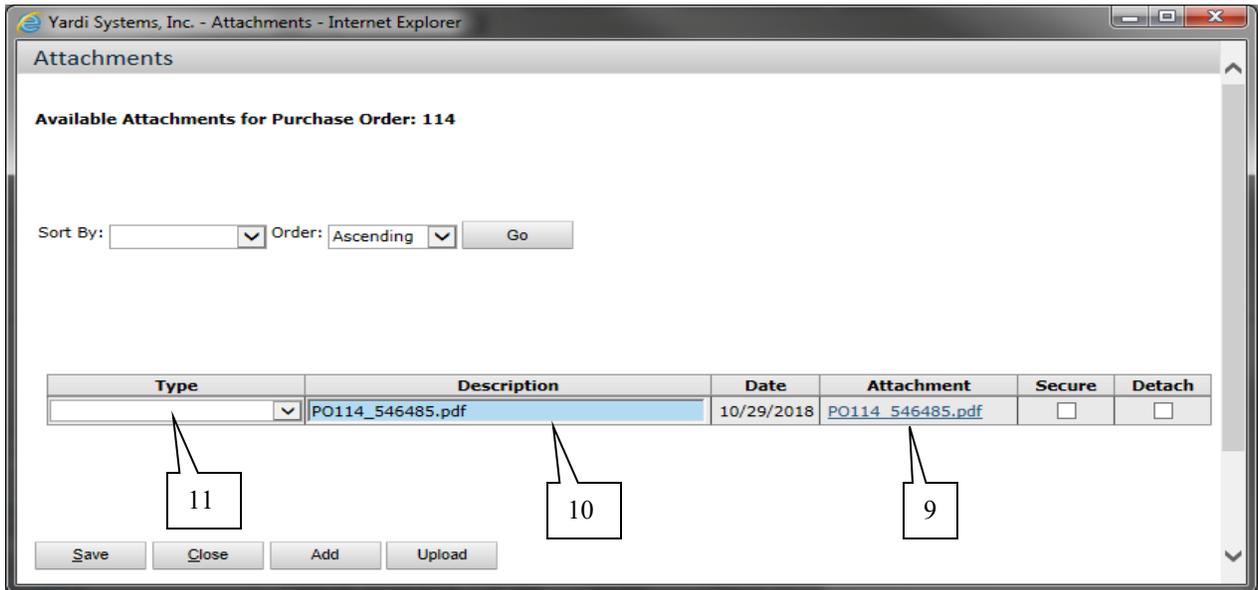
The path to your document is now listed. You can add up to 2 more documents on a single upload by clicking on the next **Browse...** to select the next file.

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



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 ATTACHMENTS & MEMOS	08-01-23

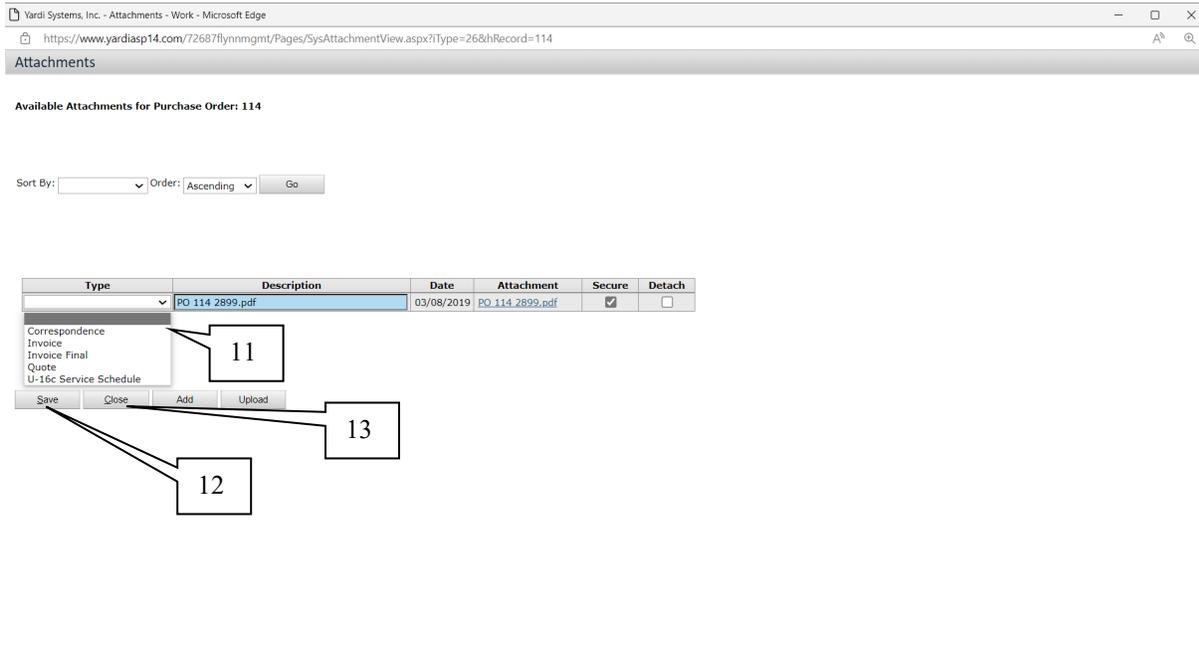


The pdf is now attached. You can click on the hyperlink **(9)** to open the Attachment to confirm you uploaded the correct file.

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 ATTACHMENTS & MEMOS	08-01-23



(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.

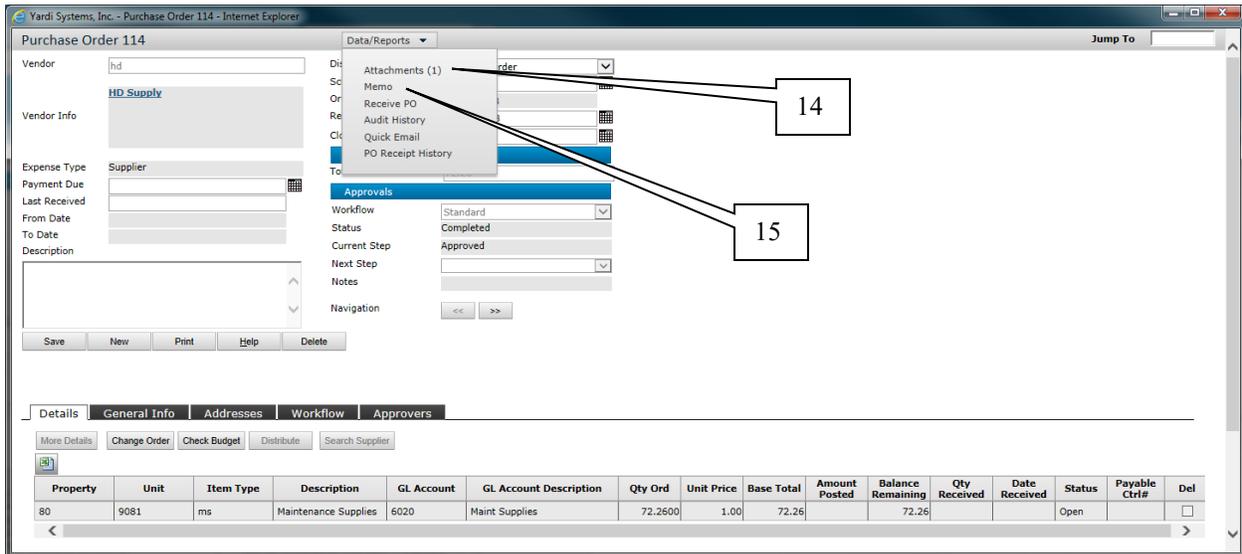
Invoice Final – Used to identify the attachment is the **FINAL** invoice for this Purchase Order.

Quote – Used to identify the attachment is a Quote

U-16c – Used to identify the attachment is the completed U-16c that **MUST** 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	



(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

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 ATTACHMENTS & MEMOS	08-01-23

Yardi Systems, Inc. - Memo Information - Internet Explorer

Memo Information

Memos for Purchase Order: 114

Date	Type	Status	Notes
------	------	--------	-------

Date: 10/29/2018
Time: 12:48 PM
Type: [dropdown]
Status: Memo
Result: [dropdown]
Agents: [dropdown]
Notes: Second shipment will be coming on PO 115

Show on Calendar:

Property: [text field]
Unit: [text field]
Unit Type: [text field]
Employee: kkelber

Save Close Help

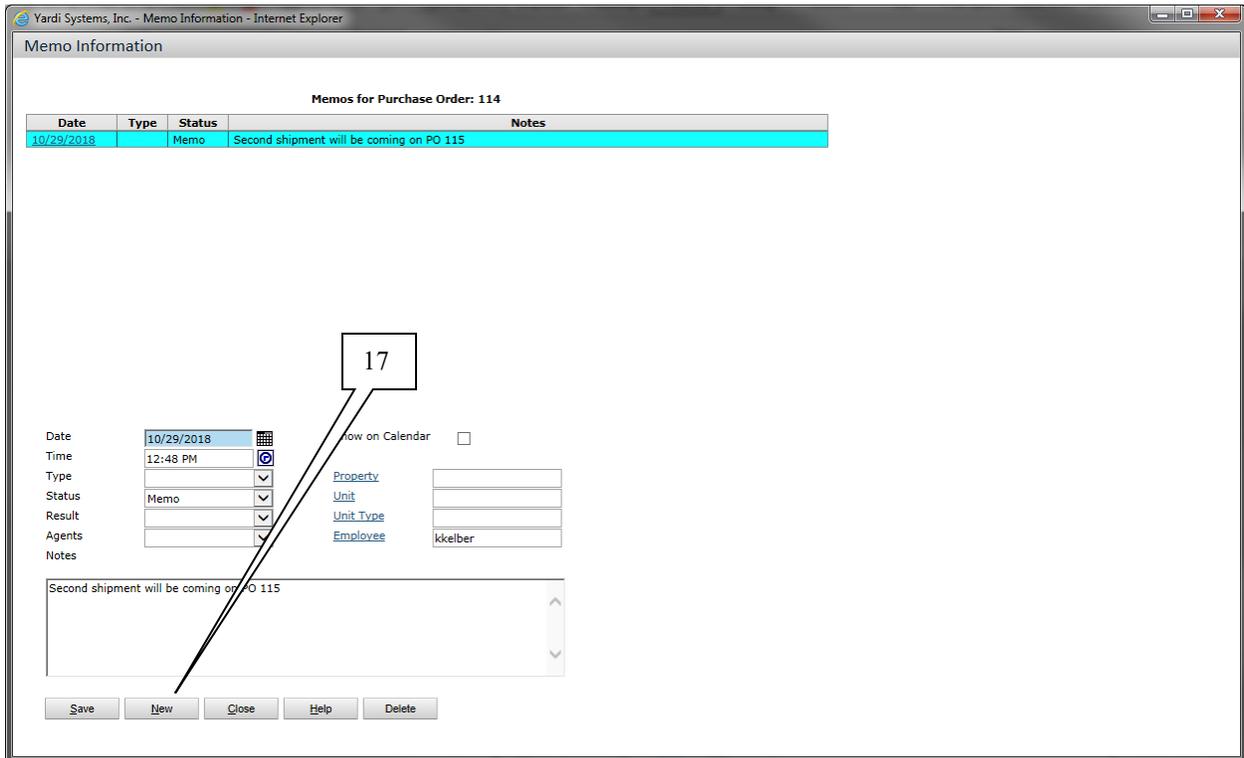
16

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.

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

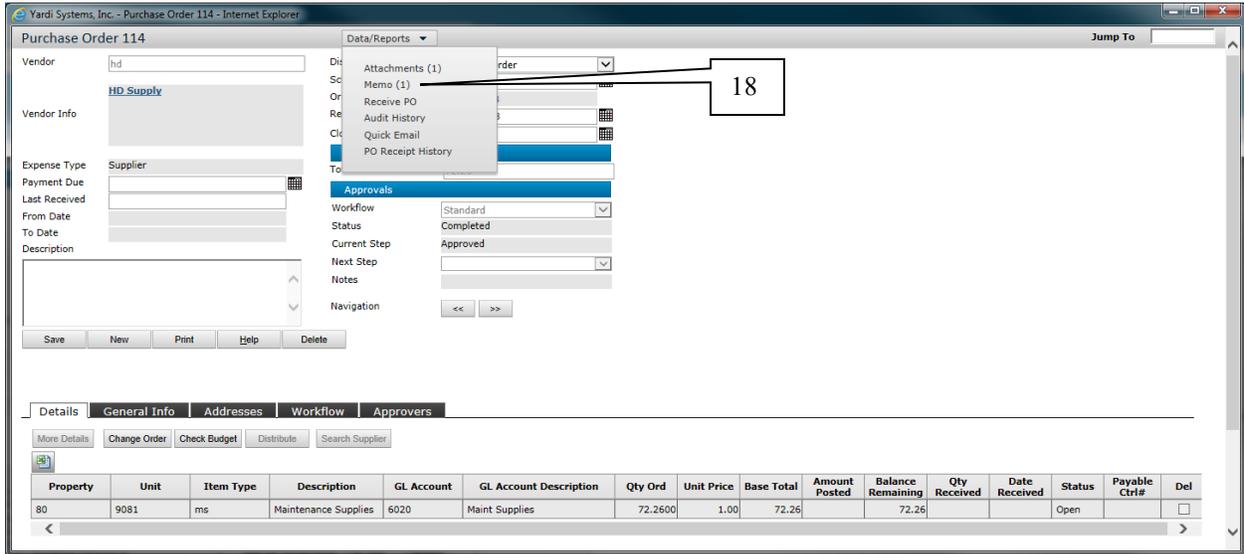


Once Saved, the updated note will also appear at the top of the screen.

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	



(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 USING THE PO DASHBOARD	08-01-23

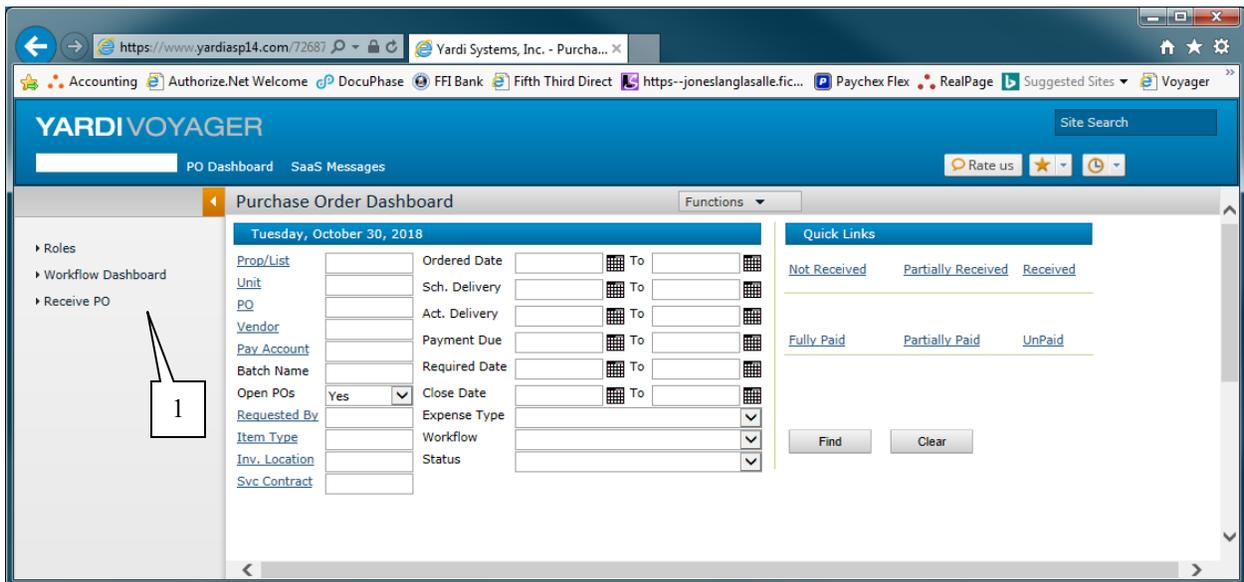
From Roles – Select PO Dashboard

The screenshot shows the Yardi Voyager web application interface. On the left, a navigation menu is visible with the 'Roles' section expanded. An arrow points from the text 'From Roles – Select PO Dashboard' to the 'Roles' menu item. Another arrow points to the 'PO Dashboard' option within the 'Roles' menu. The main content area displays the 'Community Manager Dashboard - Oakbrook Villas' for Monday, October 29, 2018. It includes sections for 'Resident Activity', 'Unit Statistics', and 'Leasing Specials'. The 'Unit Statistics' table is as follows:

Unit Statistics	
Total Units	42
Leased Units	31 97.62%
Occupied Units	32 88.10%
Available Units	1 2.38%
Model/Down/Admin	0 0%
On Hold Units	0 0%
Unit Transfers	0
Traffic	
Prospect Pipeline	0
Today's Showings	0
Risk Waiting Lists	0
Pending Applications	0

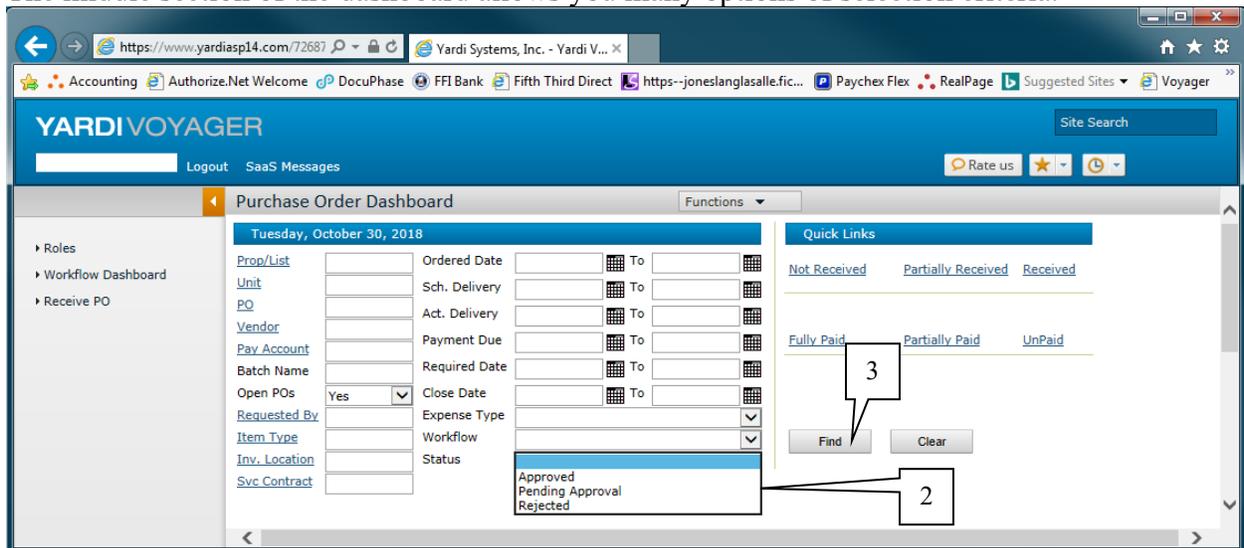
Below the dashboard is a calendar view for October 2018, showing dates from Monday, October 29 to Saturday, November 3.

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



(1) Shortcut to the Workflow Dashboard & Receive PO Function

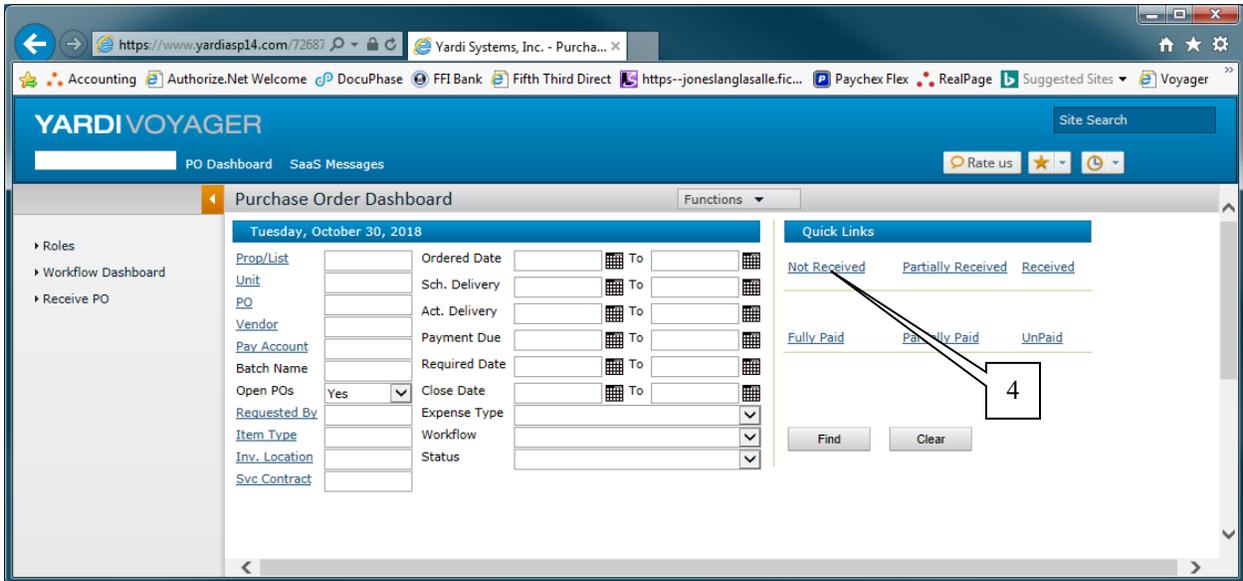
The middle section of the dashboard allows you many options of selection criteria.



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 USING THE PO DASHBOARD	08-01-23

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



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 USING THE PO DASHBOARD	08-01-23

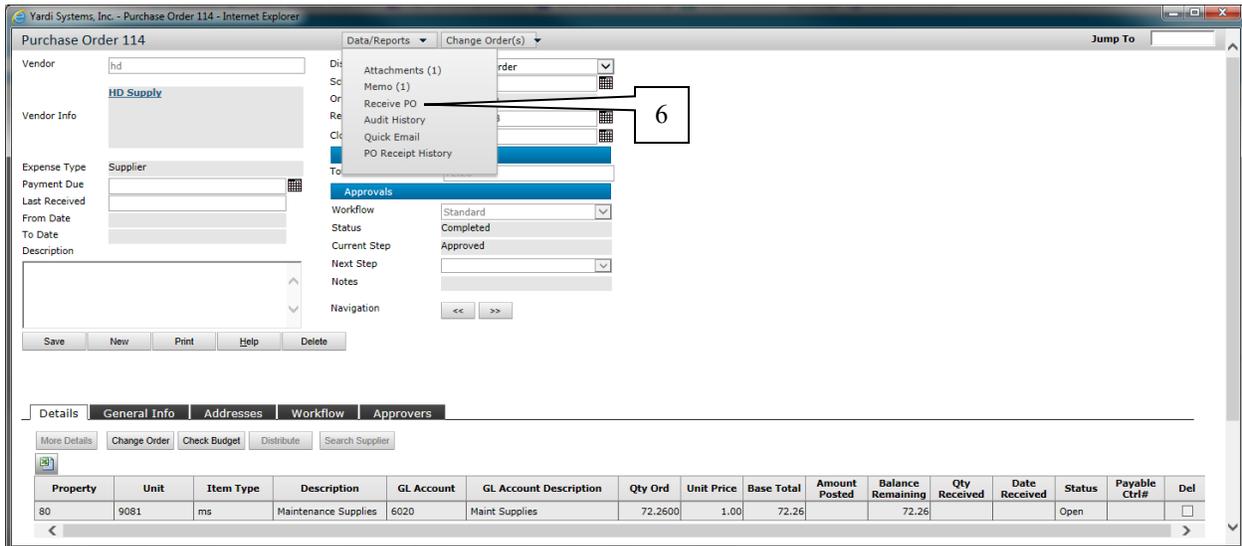
The screenshot shows the Yardi Voyager Purchase Order Dashboard for Tuesday, October 30, 2018. The dashboard includes a search bar, navigation tabs for 'PO Dashboard' and 'SaaS Messages', and a 'Quick Links' section with buttons for 'Not Received', 'Partially Received', 'Received', 'Fully Paid', 'Partially Paid', and 'UnPaid'. Below these is a table of 'Not Received (14)' POs. A callout box with the number 5 points to the PO# 115 in the table.

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

Locate the Purchase Order you need to Receive

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

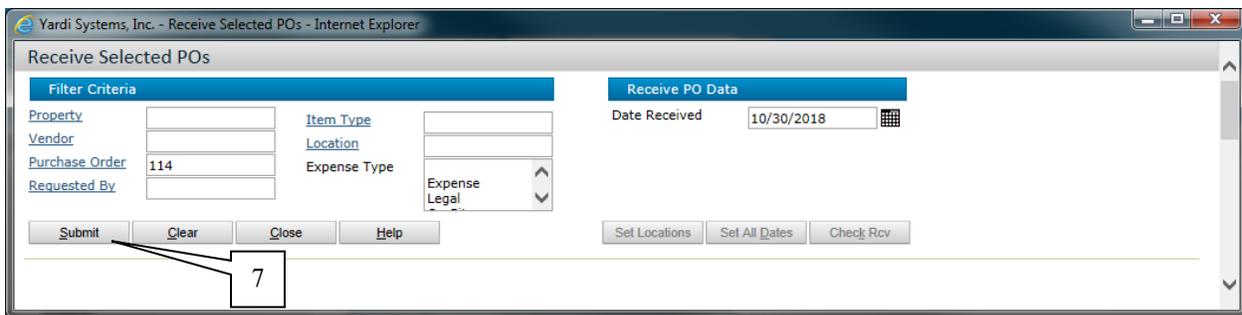
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL USING THE PO DASHBOARD	08-01-23



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



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 FINDING, PRINTING AND ATTACHING A TENANT CERTIFICATION	03-01-23

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

The screenshot shows the Yardi Voyager Community Manager Dashboard for North Grove Apartments. The 'Person Search' tab is selected. A search form is visible with the unit number '710' entered. The search results table shows one entry for Pauline Selin.

Name	Phone #s	Unit	Status	Rent	Ledger	Move In	Move Out	Lease To
PAULINE SELIN	(813) 654-0561	710	Current	845.00	Ledger	01/25/1997		09/30/2023

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

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.

The screenshot shows the Yardi Voyager interface for a resident named PAULINE SELIN. The 'Affordable' tab is active, showing a table of Development Data. A callout box labeled '5' points to the 'Affordable' tab, and another callout box labeled '6' points to the 'Print' link in the Development Data table.

Cert Type	Effective Date	Basic Rent	GTC	Util Allow.	NTC	RA	Edit
GR	01/01/2023	845	614	118	496	349	View
AR	10/01/2022	797	614	113	501	296	View
GR	01/01/2022	797	592	113	479	318	View
AR	10/01/2022	797	592	118	474	323	View
GR	01/01/2021	797	580	118	462	335	View
AR	10/01/2020	797	580	115	465	332	View

Cert Type	Effective Date	Max Rent	Rent Allow.	Tenant Rent	Subsidy	Edit	
AR	10/01/2022	1,330	614	113	501	296	View
AR	10/01/2020	1,085	580	115	465	332	View
AR	10/01/2019	1,085	563	119	444	353	View
AR	10/01/2018	864	554	118	436	361	View
AR	10/01/2017	808	547	119	428	369	View
IC	10/01/2016	799	541	124	417	380	View

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

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: TC 10-1-2022 03 710.

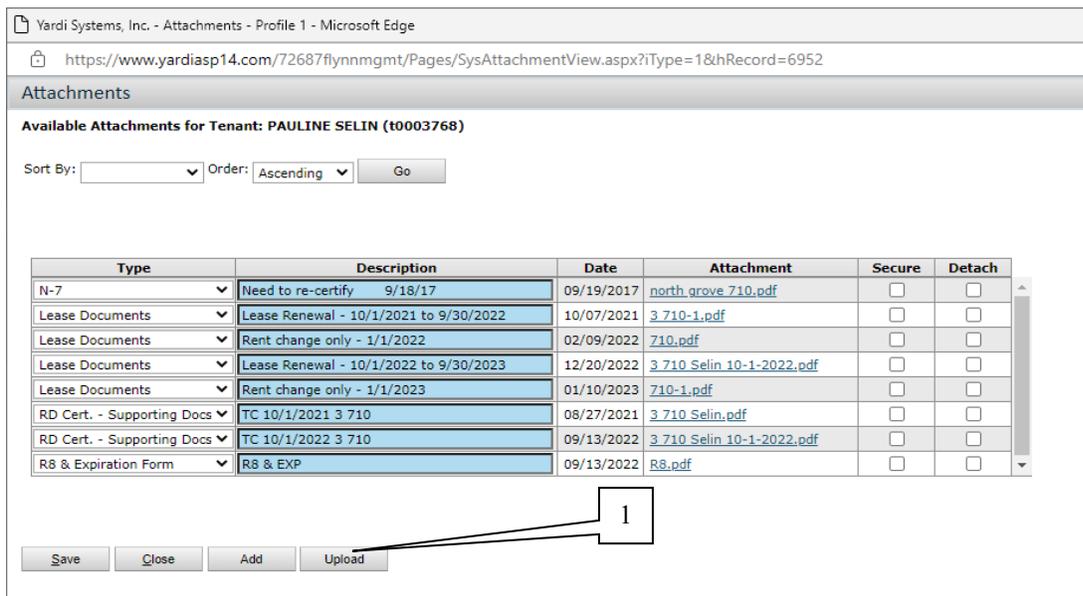
After you have scanned and saved the signed TC to your computer, you will need to Log-in to Voyager and select the desired household. Then perform the following steps)

1. Click on the “Data” tab at the top of the page.
2. Click on “Attachments”

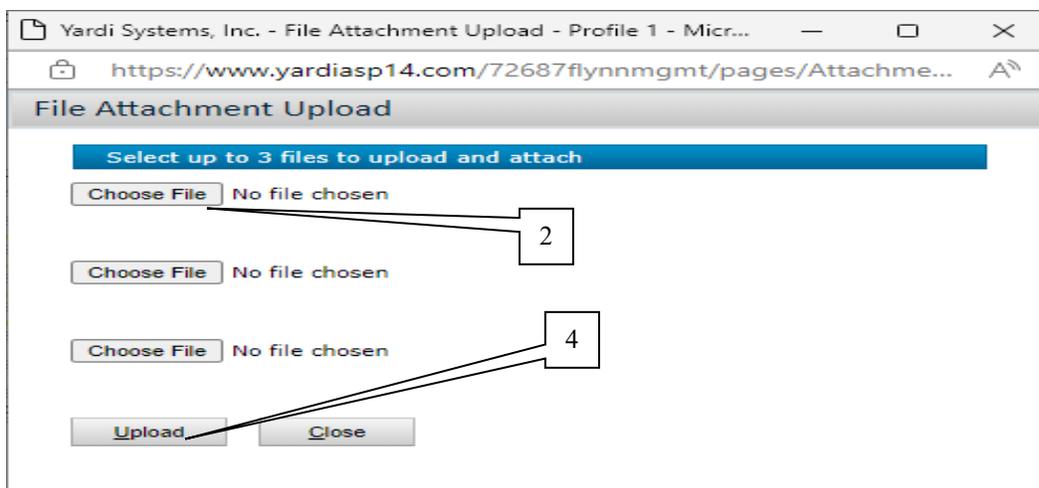
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL FINDING, PRINTING AND ATTACHING A TENANT CERTIFICATION	03-01-23

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.



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



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

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 pull-down for "Type" must be left blank
6. 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.

Yardi Systems, Inc. - Attachments - Profile 1 - Microsoft Edge

https://www.yardiasp14.com/72687flynngmt/Pages/SysAttachmentView.aspx?iType=1&hRecord=7021

Attachments

Available Attachments for Tenant: DORIS BENIQUEZ (t0003837)

Sort By: Order:

Type	Description	Date	Attachment	Secure	Detach
	TC 10-1-2022 03 701.pdf	03/01/2023	TC 10-1-2022 03 701.pdf	<input type="checkbox"/>	<input type="checkbox"/>
N-7	Need to re-certify 9/18/17	09/19/2017	north grove 701-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2021 to 9/30/2022	10/07/2021	3 701-1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Rent change only - 1/1/2022	02/09/2022	701.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Lease Renewal - 10/1/2022 to 9/30/2023	12/20/2022	3 701 Beniquez 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>
Lease Documents	Rent change only - 1/1/2023	01/10/2023	701-2.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2021 3 701	09/14/2021	3 701 Beniquez.pdf	<input type="checkbox"/>	<input type="checkbox"/>
RD Cert. - Supporting Docs	TC 10/1/2022 3 701	08/26/2022	3 701 Beniquez 10-1-2022.pdf	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

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

6026 Maint Supplies MR Capital

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

6036 Maint Contract MR Capital

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

6046 Paint & Clean MR Capital

Used for Painting/Cleaning Supplies & Services

6076 Grounds MR Capital

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

6086 Services MR Capital

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

6096 Replacements MR Capital

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

Please contact accounting for assistance with coding your items correctly.

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL APPENDIX B – Item Type Codes	08-01-23

Item Type	Description	GL Code
ficarh	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
appart	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
YARDI VOYAGER PROCEDURES MANUAL APPENDIX B – Item Type Codes	08-01-23

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 APPENDIX B – Item Type Codes	08-01-23

Item Type	Description	GL Code
lawmsp	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 Animals	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

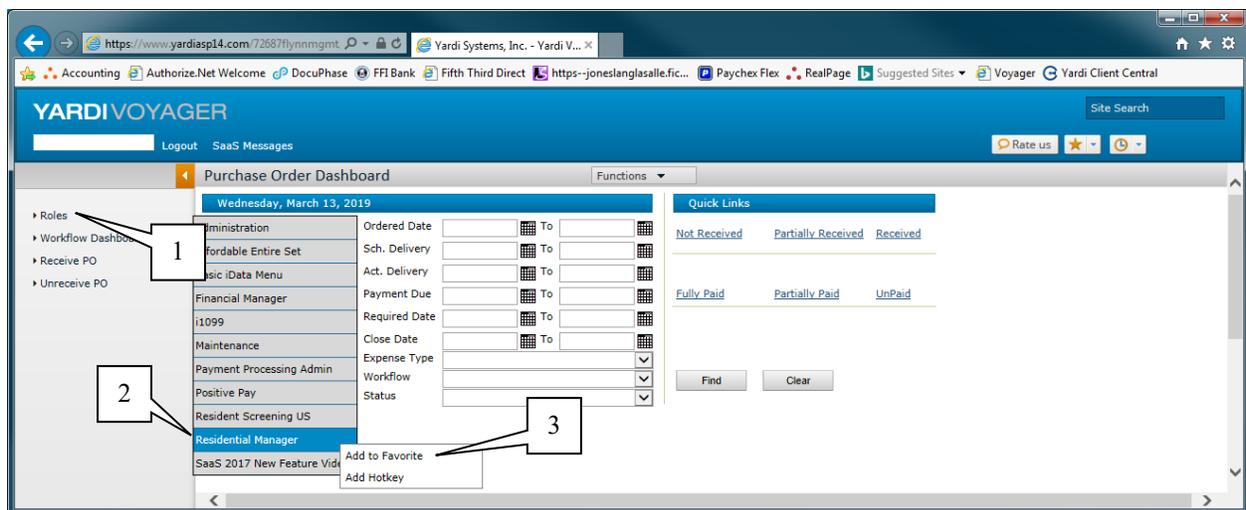
SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL APPENDIX B – Item Type Codes	08-01-23

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 NAVIGATION, ADDING SHORTCUTS	08-01-23

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

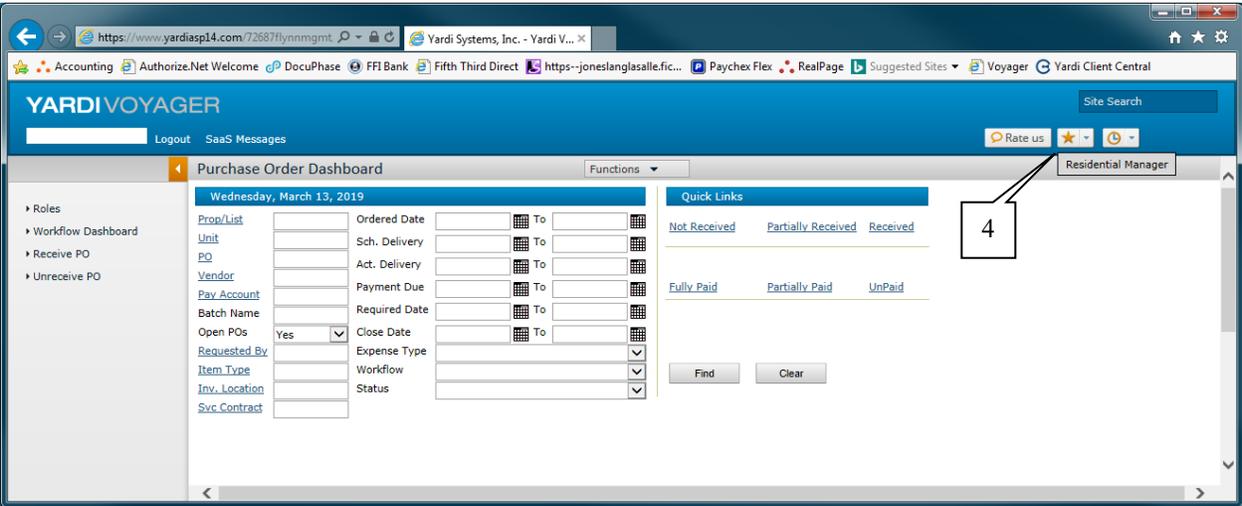
This functionality is available throughout Voyager. This is just one example of how to create a shortcut.



While on the Purchase Order Dashboard

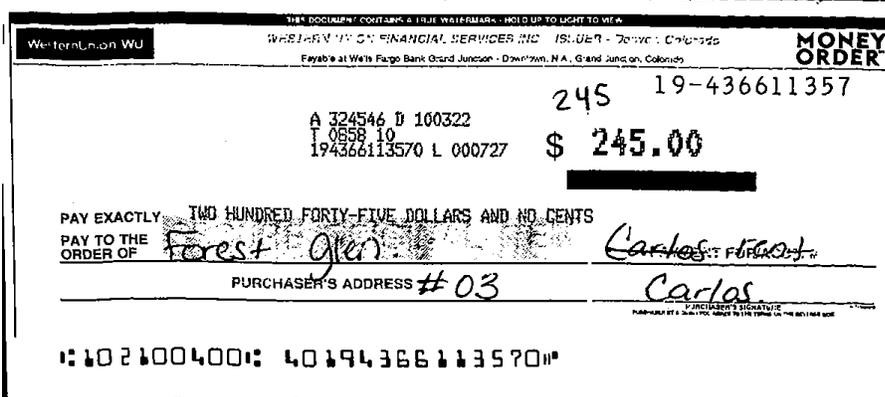
- (1) - Click on Roles.
- (2) – Go down the menu until you reach Residential Manager.
- (3) – Right Click on the word Residential Manager and select Add to Favorites.

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

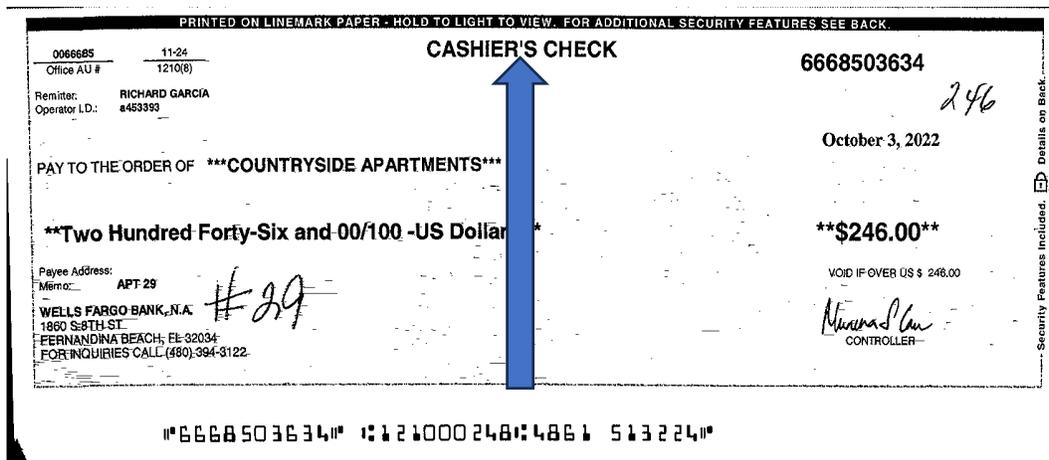


(4) – Click the drop-down arrow of your favorites. The shortcut to get back to the Residential Manager screen is now available.

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

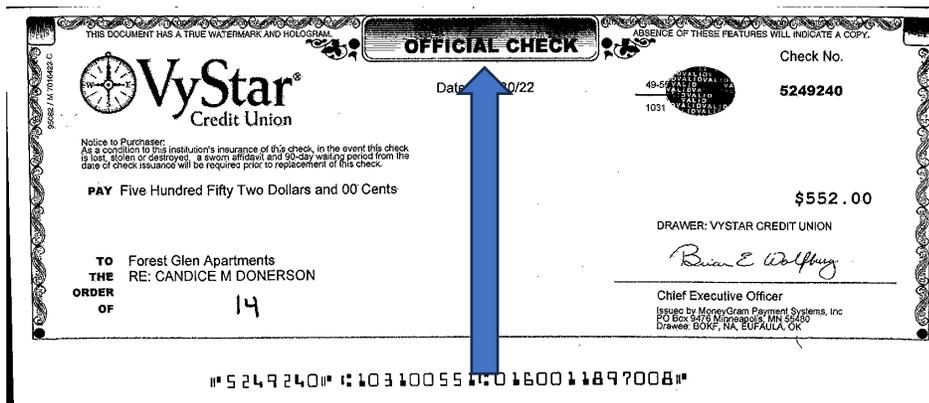


Document is marked as a Money Order.
Document type = Money Order

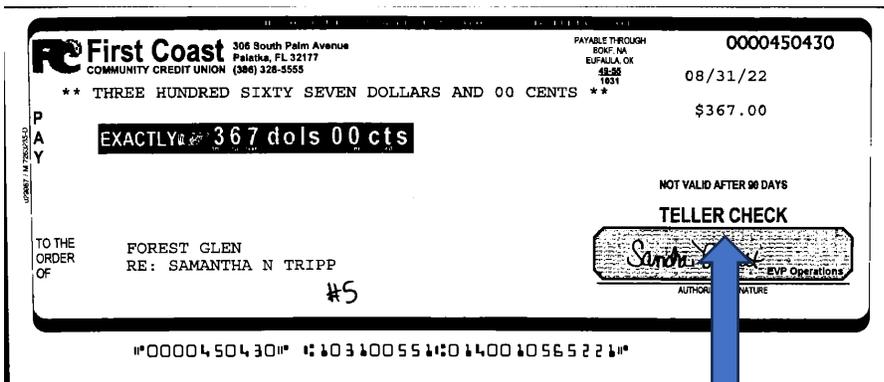


Document is marked as a Cashier's Check.
Document type = CASHIERS CHECK

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

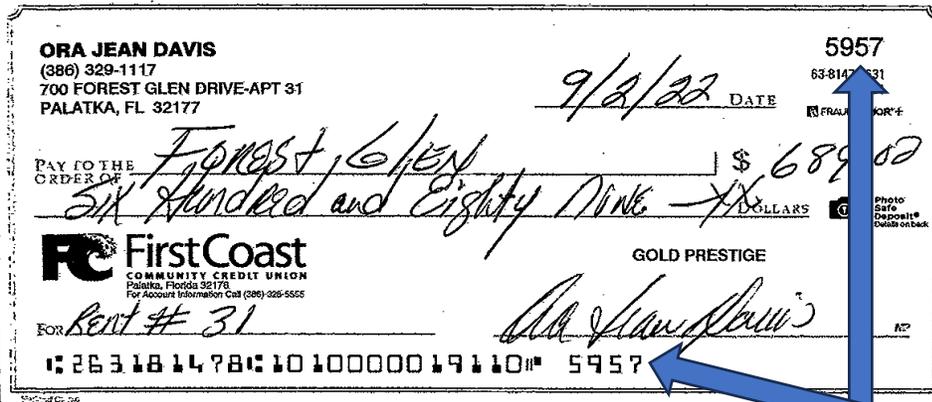


Document is marked as an Official Check.
Document type = CASHIERS CHECK

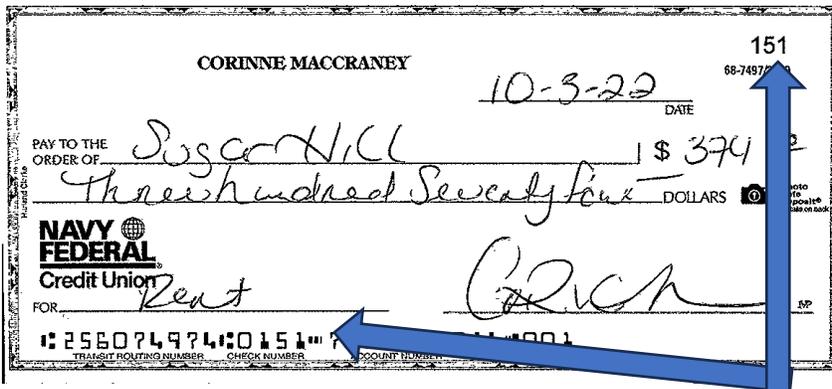


Document is marked as a Teller Check.
Document type = CASHIERS CHECK

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

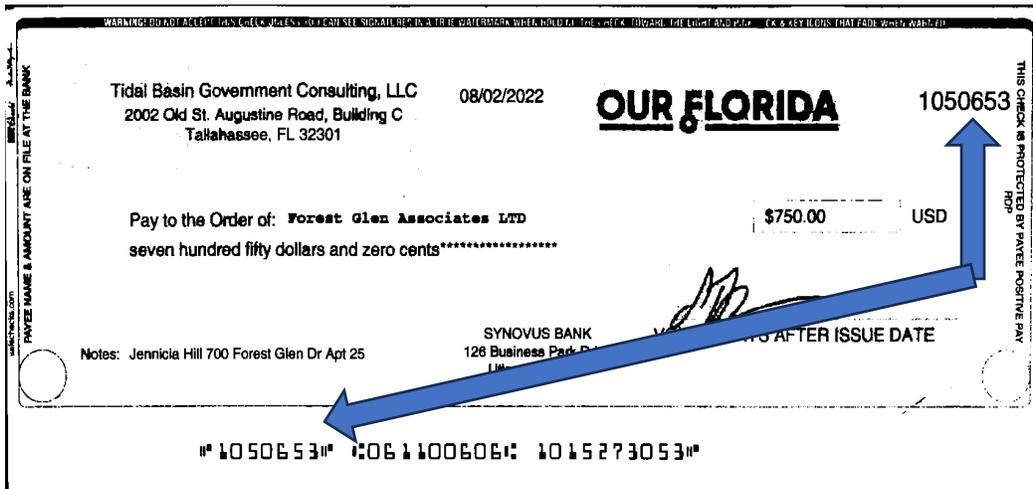


Document has no identifier. Refer to the MICR line.
Is the check number in the last position? YES
Document type = PERSONAL CHECK

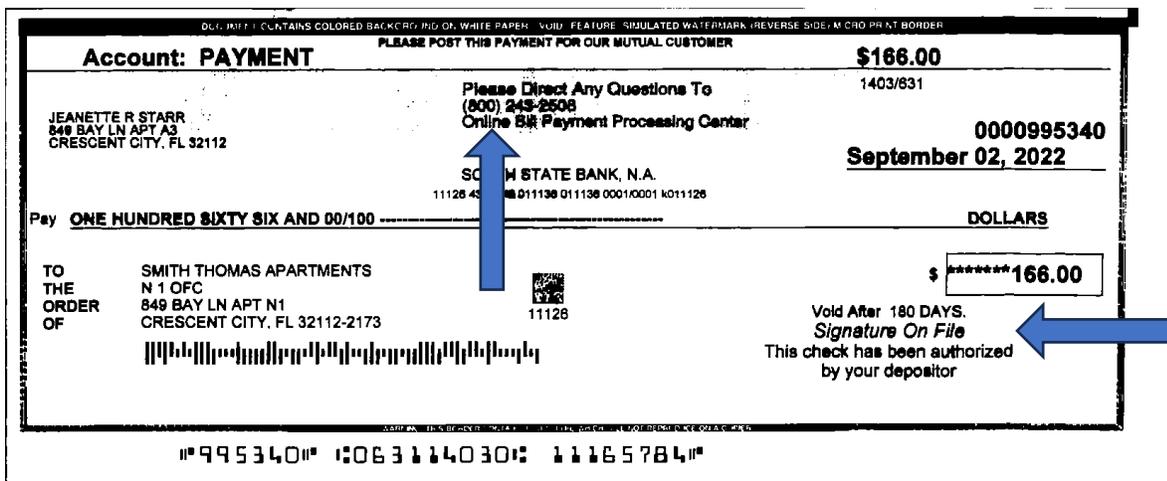


Document has no identifier. Refer to the MICR line.
Is the check number in the middle position? YES
Document type = PERSONAL CHECK

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



Document has no identifier. Refer to the MICR line.
Is the check number in the first position? YES
Document type = COMMERCIAL 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	

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.

The screenshot shows the Yardi Voyager CHECKscan interface. At the top, there's a search bar and a table of scanned documents. The table has columns for Amount, Check#, Property, Unit, Payer, Bank Account, Transit#, Account#, Document Type, Date Received, Intercompany, Note, and Comment. Below the table, a 'Payer Information' pop-up window is open, displaying a scanned image of a Navy Federal Cashier's Check. The check image shows the amount \$480.00, the date 11/01/21, and the check number 0453006616. The Payer Information window has fields for Raw MICR, Document Type, Check#, Account#, and Auxiliary. Blue arrows point from the check number and account number on the check image to the corresponding fields in the Payer Information window.

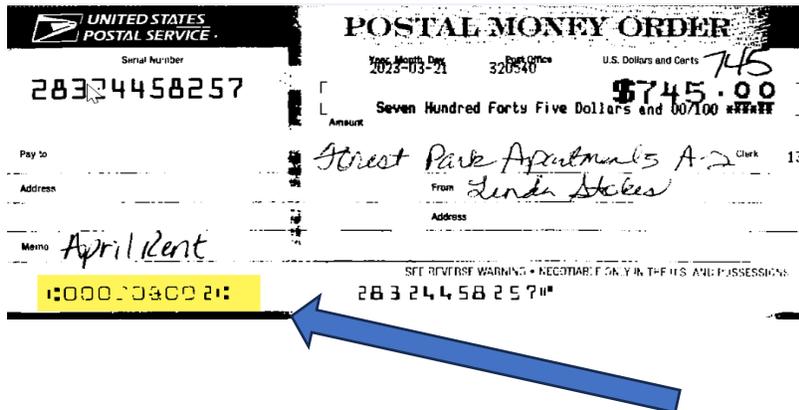
Enter the **serial number** in the Check #field Enter the **account number** in the Account # field

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

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	Date
YARDI VOYAGER ACCOUNTING TIPS & TRICKS READING THE CHECKscan UNPOSTED REPORT	08-01-23

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	3110** identifies the payment is being applied to a Security Deposit charge.
	5010 identifies the payment is being applied to a rent charge – MUST be assigned to a Resident
	5015 identifies the payment is being applied to a HUD charge.
	5029*** identifies the payment is being applied as prepaid rent – MUST be assigned to a Resident
	5030**** identifies the payment is being applied to an Application Fee
	5040 identifies the payment is being applied to a Laundry charge
	5070 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 TIPS & TRICKS SECURITY REFUND STATUS	08-01-23

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

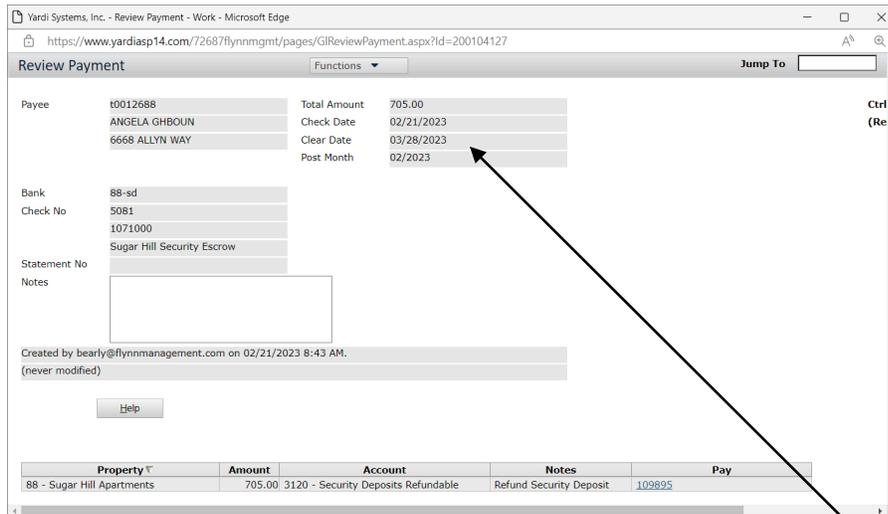
Code	t0012688	Property	88	Lease From	
Name	YASMINE GHBOUN	Unit	15	Lease To	
Address	6668 ALLYN WAY	Status	Canceled	Move In	
		Rent	805.00	Move Out	
City	PENSACOLA, FL 32504	Phone (H)		Phone (W)	

Date	Chg Code	Description	Charge	Payment	Balance	Chg/Rec
01/12/2023	secdep	Security Deposit	705.00		705.00	247374
01/12/2023		chk# 0455906668 :CHECKscan Payment		705.00	0.00	261987
02/21/2023	secdep	:Security Deposit credit	(705.00)		(705.00)	250952
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 SECURITY REFUND STATUS	08-01-23



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 transmittal to process the refund.

All L-22a's and Security Deposit Transmittals, 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.