

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL  PRINTING 30-60-90 DAY NOTICES	02-01-24

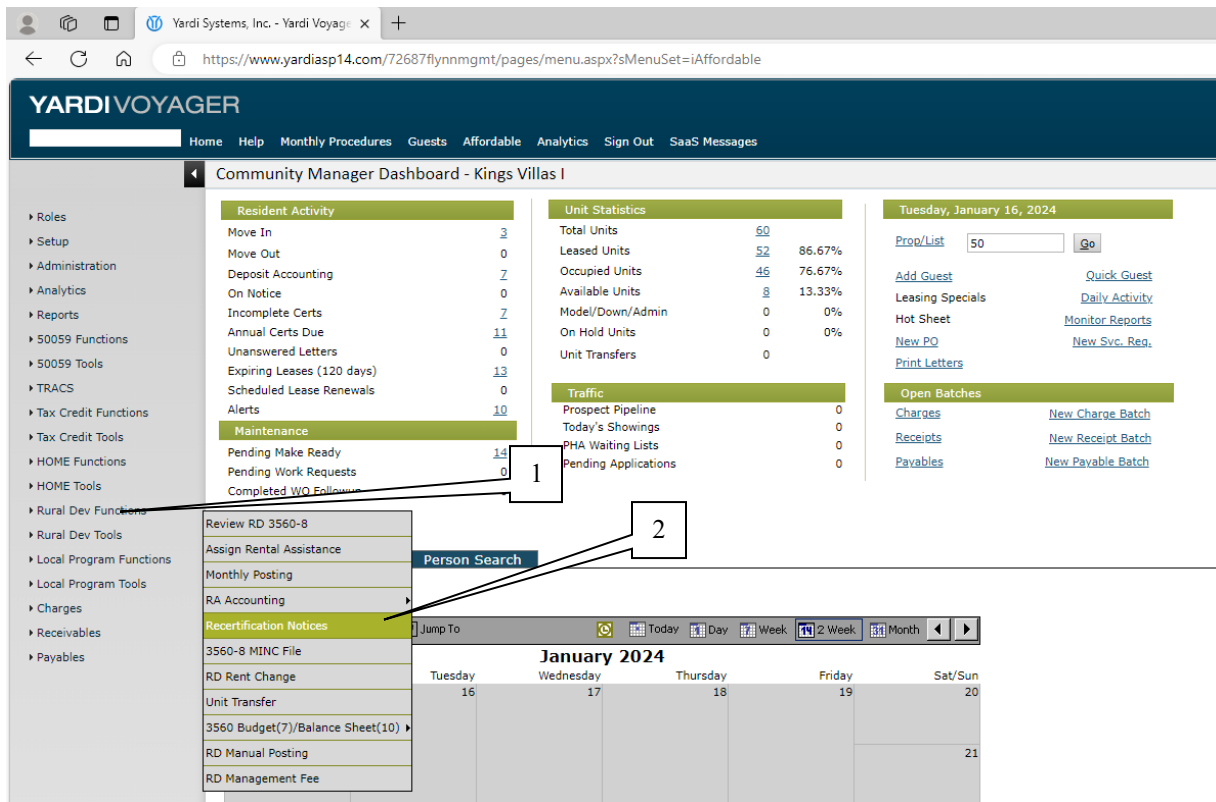
**\*\*\*\*Attention - There are 4 main steps to this process\*\*\*\***

1. **Running the report to review who will receive a notice**
2. **Printing the notices to be issued**
3. **Posting (in Voyager) the dates the notices were issued**
4. **Distributing the notices to the appropriate resident**

**Run the Report for Upcoming 30-60-90 Day Notices:**

First, you will need to log-in to Voyager and then:

1. Click on “Rural Development Functions” on the left side of the screen.
2. Choose “Recertification Notices” from the list of functions.



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After that, take the following steps to review who will be receiving a notice:

1. Fill in "Property Number" with your property number
2. Fill in "Due To Send" date with the last day of the current month and the 5<sup>th</sup> day of the following month.
3. For "Notice Type" select "All" to view all of your residents due to receive either a 30-day notice, 60-day notice or 90-day notice
4. For "Report / Letters / Post" choose "Report" to view the list of residents who will be receiving a notice
5. Fill in "Date on Letters" to reflect the date the letter will eventually be issued
6. For "Destination" select "Screen"
7. Click "Submit" (At this point, you will be taken to a new screen that lists the residents and which notice they are due to receive. You must review this and make sure it is correct.)

The screenshot shows the Yardi Voyager web interface. The browser address bar displays the URL: <https://www.yardiasp14.com/72687flynnmgmt/pages/menu.aspx?sMenuSet=iAffor>. The page title is "YARDI VOYAGER". The navigation menu includes: Home, Help, Monthly Procedures, Guests, Affordable, Analytics, Sign Out, SaaS Messages. The main content area is titled "Recertification Notice". On the left is a sidebar menu with categories like 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, Local Program Functions, Local Program Tools, and Charges. The main form contains the following fields and controls:

- Property:** 50 (Callout 1)
- Tenant:** (Empty)
- Due to Send:** 01/31/2024 (Callout 2)
- Annual Recert Date:** (Empty)
- Notice Type:** All (Callout 3)
- Report/Letters/Post:** Report (Callout 4)
- Date on Letters:** 01/28/2024 (Callout 5)
- Destination:** Screen (Callout 6)
- Buttons:** Advanced, Submit, Clear, Help (Callout 7)

At the bottom of the form, it says "File or Code: rs\_Aff\_RD\_Notice\_Crystal.txt".

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This is what the "Report" screen will like:

**Recertification Notice**

Property=50 AND Due to Send=01/31/2024-02/05/2024 AND Notice Type=All

Building ID	Unit	Tenant Code	Tenant Name	Program	Next AR	Notice Due
<b>50 (Kings Villas I)</b>						
<b>First Notice</b>						
02	07	t0010748	LAWANDA STURN	Rental Assistance (RA)	05/01/2024	02/01/2024
<b>Second Notice</b>						
01	06	t0012021	KISHAWNA JERNIGAN	Rental Assistance (RA)	04/01/2024	02/01/2024
02	09	t0004862	LISA COX	Rental Assistance (RA)	04/01/2024	02/01/2024
02	11	t0012769	CAROLYN WEBB HARRIS	Rental Assistance (RA)	04/01/2024	02/01/2024
03	15	t0010741	LILLIE KING	Rental Assistance (RA)	04/01/2024	02/01/2024
03	16	t0011699	ARMARI GORDON	Rental Assistance (RA)	04/01/2024	02/01/2024
05	29	t0009759	JENNIKA HARRIS	Rental Assistance (RA)	04/01/2024	02/01/2024
06	36	t0012767	DEHARCAVIUS CEPHUS	Rental Assistance (RA)	04/01/2024	02/01/2024
09	46	t0011364	ZIKERRIA JACKSON	Rental Assistance (RA)	04/01/2024	02/01/2024
<b>Final Notice</b>						
06	32	t0011240	KATRINA OWENS	Rental Assistance (RA)	03/01/2024	01/31/2024
06	34	t0011941	KENNETH JAMERSON	Rental Assistance (RA)	03/01/2024	01/31/2024
<b>Total Final Notice</b>						
<b>Total 50 (Kings Villas I)</b>						

You must review this screen and make sure it is correct. You should compare this list to your "Scheduled Annual Recertification" report.

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**Printing the Notices:**

Once you have reviewed the list of notices to be issued, you need to print the actual notices. To do so, click the “Back” button in your browser from the previous screen which had the list of recertification notices to be issued. Then, take the following steps:

1. Change “Report / Letters / Post” to “Letters”
2. Click “Submit”.
3. At that point, all of the notices will appear on the screen. Click the Print button on the top right side of your screen to print all of the notices.

YARDI VOYAGER

Home Help Monthly Procedures Guests Affordable Analytics Sign Out SaaS

Recertification Notice

Property: 50 Kings Villas I, 1980 Kings Chapel Rd, Perry, GA

Tenant:

Due to Send: 01/31/2024 -to- 02/05/2024

Annual Recert Date: -to-

Notice Type: All

Report/Letters/Post: Letters

Date on Letters: 01/28/2024

Destination: Screen

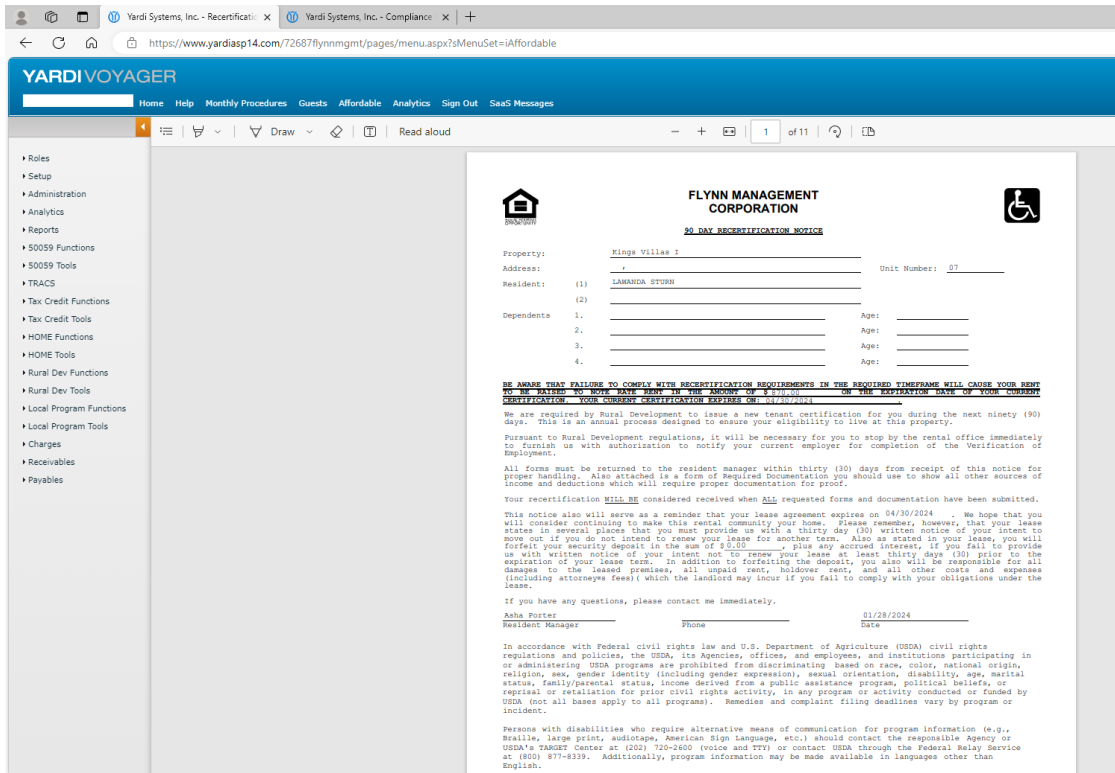
Advanced

Submit Clear Help

File or Code: rs\_Aff\_RD\_Notice\_Crystal.txt

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This is what the “Letters” screen will like:



You must review these letters and make sure they are correct. Again, you should compare the letters to your “Scheduled Annual Recertification” report.

**Note: Once the notices are printed, you need to review all fields on the notice to ensure all dates, amounts, names, etc. are filled in properly. If a field is blank and should be completed, you may fill it by hand prior to issuing.**

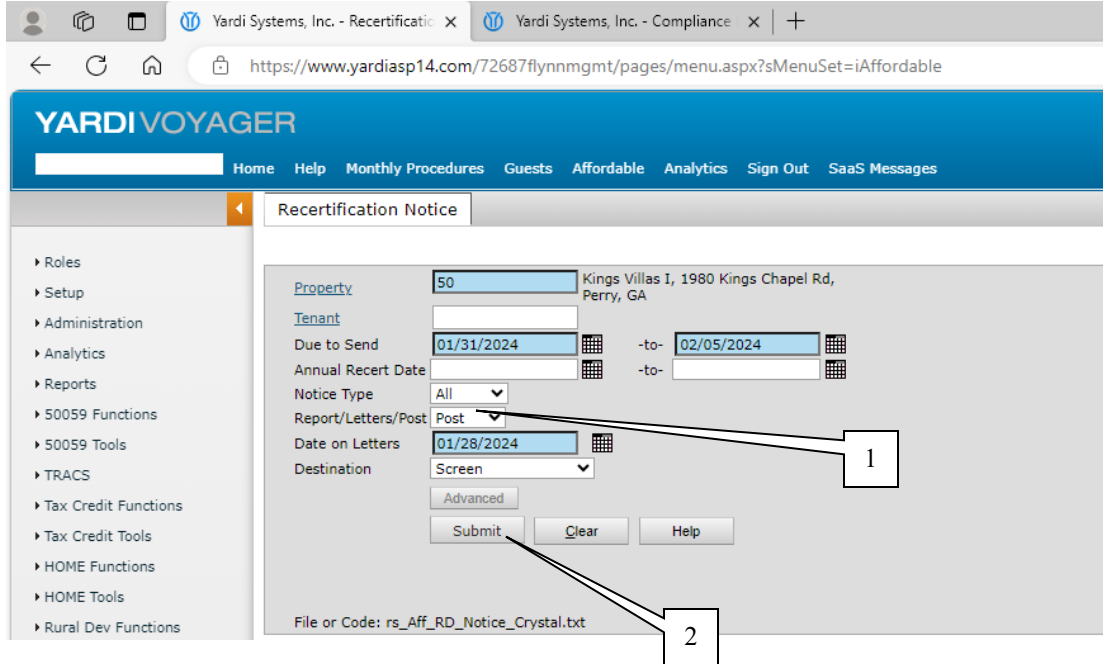
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**“Posting” the Notices:**

Once you have printed the notices, you need to “Post” the notices in Voyager so the system saves the date the notice was issued for information on future notices. To do so, once you have printed the notices, click the “Back” button in your browser from the previous screen which had the images of the notices to be issued. Then, take the following steps:

1. Change “Report / Letters / Post” to “Post”
2. Click “Submit”.

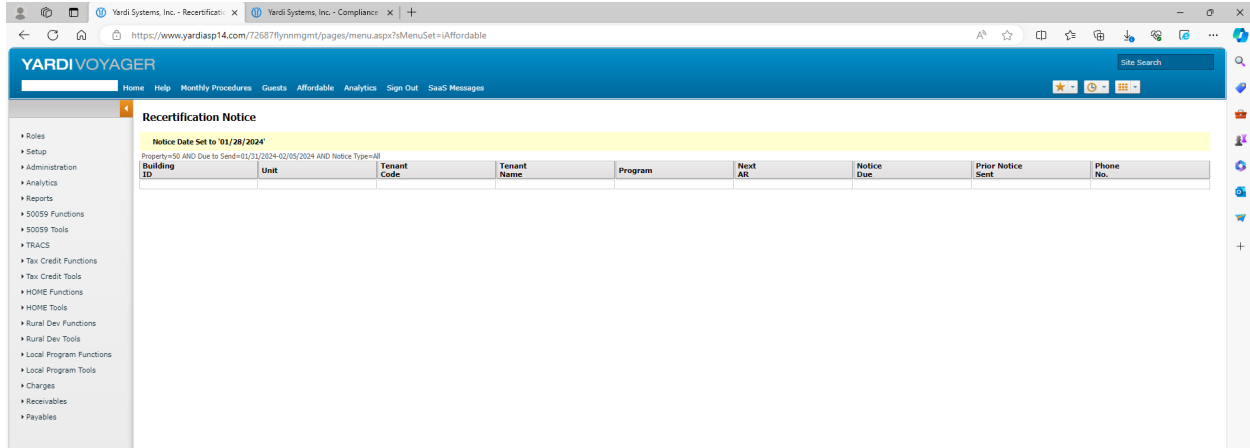
At that point, the dates of all of the notices that were just issued will be saved in Voyager.



**Note: It is important that you always “Print” the notices prior to “Posting” the notices.**

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After you have clicked “Submit” (in the “Posting” step), you should see a screen that looks similar to this:



At this point, you must distribute the notices to the residents and put a copy in the tenant file.