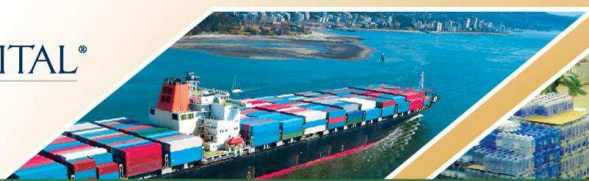




Yardi Developments Procedures Guide

Version 3: 2013.0424



GLOBAL TRADE



CONSUMER DEMAND
FOR ESSENTIAL GOODS



GROWTH POTENTIAL FOR
INDUSTRIAL REAL ESTATE

Contents


- PAYABLES*..... 3
- Vendor Overview 3
 - Vendor Lookup 3
 - Adding a New Vendor 5
 - Vendor Ledger..... 8
- Payables Batch Processing..... 10
 - Create Payable Batch..... 10
 - Invoice Entry..... 10
 - Distribute Payable Function..... 12
 - Recording Manual Checks, Wires, Electronic Payments from Invoice 13
 - Edit / Review / Post Payable Batch..... 14
 - Batch Errors 16
 - Review Payable..... 16
 - Reversing Payables 17
 - Pay Retention 19
- Check Writing..... 20
 - Setup..... 20
 - Approve Payables 20
 - Process Checks..... 21
 - Rewrite Checks 23
 - Review Check..... 24
- Void Check..... 25

PAYABLES

It will be the Property Manager's responsibility to perform the accounts payable function of vendor set up, entering invoices for payment, and cutting/signing checks. This section provides a tutorial of the accounts payable function.

Vendor Overview


The Vendor screen in Voyager is used to store all vendor related data such as name and address, 1099 information, discount and payment terms. A vendor must be created for any company or individual who will receive a payment out of the system. Each Vendor will maintain their own detailed ledger of payments, credits and adjustments. Vendors may be shared across properties or limited to a single property.

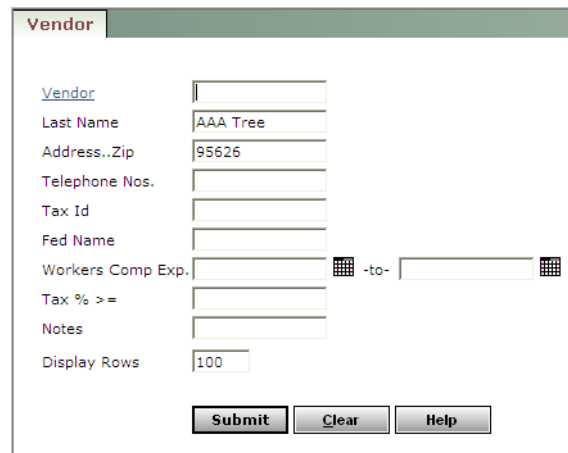
 **TIP:** Prior to setting up a new vendor, make sure that the vendor does not already exist by performing a vendor lookup, searching by company name or other information provided on the W-9 form.

 **IIT Tip:** An additional "IIT" vendor needs to be set up to be used as the remittance address on Tenant Billing Statements.

Vendor Lookup

Use the review vendor filter to access a single vendor record, a group of vendors, or all vendors. To review the vendor listing or to search for a specific vendor by name, address or other criteria, select:

 *Payables>Vendor>Review Vendor*



Vendor	<input type="text"/>
Last Name	<input type="text" value="AAA Tree"/>
Address..Zip	<input type="text" value="95626"/>
Telephone Nos.	<input type="text"/>
Tax Id	<input type="text"/>
Fed Name	<input type="text"/>
Workers Comp Exp.	<input type="text"/> -to- <input type="text"/>
Tax % >=	<input type="text"/>
Notes	<input type="text"/>
Display Rows	<input type="text" value="100"/>

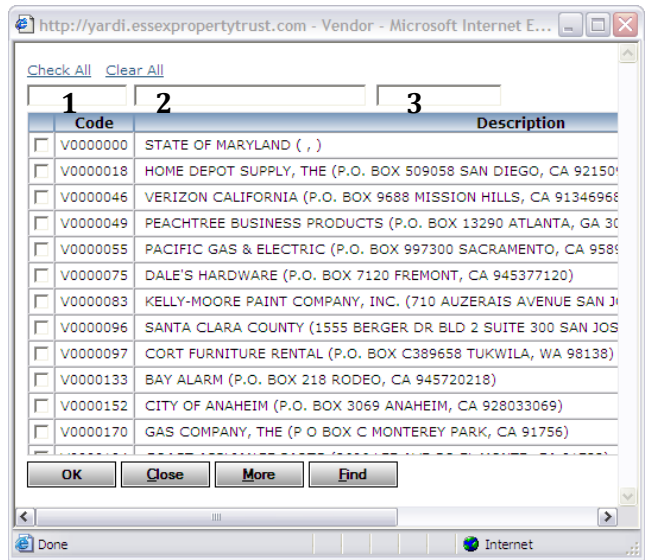
EXAMPLE OF REVIEW VENDOR FILTER

Lookup Options:

- To view all vendors, click the CLEAR button on the filter, and then click SUBMIT.
- To view vendors by name, enter all or part of the name in the Last Name field. For example, “depot” will locate Office Depot; Home Depot, etc.
- Vendors can be filtered by City, Zip Code, Telephone Number, etc. by entering all or part of the information in the filter field.
- To search for a specific vendor before submitting the request, click the Vendor link to view the lookup list.

SEARCH FIELDS
1 Vendor Code -OR
2 Vendor Name -OR
3 City, State or Zip


Enter search text in the desired field, and then click the **FIND** button.



EXAMPLE OF VENDOR LOOKUP LIST

- To select a vendor or vendors, click the checkbox next to the vendor code. Click OK.
 - To view more records (in a long list of results) in the alphabetical listing, scroll to the bottom of the list, then click the MORE button.
 - To close the list and return to the filter, click the CLOSE button.
- TIP:** The search text entered in fields 1, 2 or 3 will search for any vendors BEGINNING with the text entered. For example, “Smith” will automatically return vendors such as “Smith Brothers” and “Smith & Sons”, but will NOT return results for “Cohen, Smith and Turner Associates”. To locate a vendor CONTAINING Smith anywhere in the name, use the asterisk (WILDCARD SEARCH) before the search text, for example: “*Smith”.
- To search by other criteria, such as insurance expiration date, notes, federal tax id number, enter the data into the appropriate search field on the filter, then click submit. For example to search on Federal ID, enter the Vendor’s Tax ID number in the Tax ID field.
 - Click SUBMIT.

Adding a New Vendor

 Payables>Vendor>Add Vendor

Vendor

Code:

Name / Last:

First:

Dear:

Contact:

Address:

Address 2:

City St. Zip:

E-mail:

Alt. E-mail:

Checks

Payment Method:

Consolidate

Check Memo From Inv

Hold Payments

PO Required

No Signature

- On Checks Over:

Memo:

Insurance Expiration

WorkComp:

Liability:

Telephone

Office:

home:

FAX:

Discount

Percent: Day:

Days from Invoice

Day of the Month

Status

Employee

Inactive Date:

Tax Information

Gets:

I.D.:

Name:

Sales Tax%:


Notes:

EXAMPLE OF VENDOR SCREEN

DATA ENTRY STEPS:

- Enter the **Vendor Code** using coding convention policy at left.
- Enter the **Vendor Name**. In the case of an individual, enter the last name; otherwise enter the business name.
- Enter the **Vendor Address**, including City, State, and ZIP Code.
- Enter at minimum one **Telephone Number** for the vendor
- Enter additional telephone numbers and **Email Address** if available
- Check the **Consolidate** flag to write a single check for multiple open invoices
- Enter expiration dates for **Workers Compensation** and **Liability Insurance** certificates.
- For vendors receiving 1099 forms, fill out the **Tax Information** section from the current W-9 form
 - Gets 1099
 - Tax Identification Number
 - Federal Tax Name
- Enter any applicable **Notes** for the vendor (optional)
- Check “Contractor” check box to withhold retentions
- Click SAVE

Enter Vendor's Insurance Requirements

 **TIP:** If insurance is expired, an invoice can be entered, but a check will not process until the insurance information is updated.

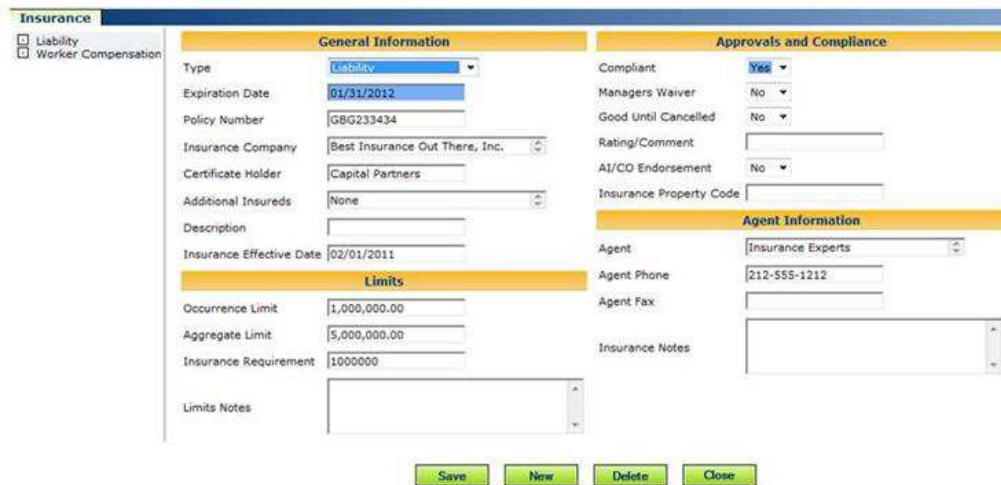
DATA ENTRY STEPS:

- To enter or update the insurance certificate expiration, click on the **Vendor Insurance** link from the Vendor screen.



EXAMPLE OF VENDOR SCREEN

- The Insurance screen will open:



EXAMPLE OF INSURANCE SCREEN

Type: Select from drop down

- Expiration Date:** Enter the expiration date
- Compliant:** Select Yes or No
- Complete all additional fields as appropriate
- Click **SAVE**
- Click **New** to create additional records and repeat steps as needed, or click **Close** when complete.

Vendor Screen Navigation

Vendor List

Vendor Screen

Vendor Data Links

EXAMPLE OF VENDOR SCREEN WITH VENDOR LIST AT LEFT

Vendor Navigation Tips:

- Click a vendor code/name on the vendor list on the left to load it to the screen
- To edit information on the vendor screen, click directly in the field and enter the information.
- Click SAVE to save any changes made to the vendor information screen
- Click NEW to add a new vendor.



TIP: Not all users will have the ability to add or edit vendor information.

Vendor Data Links:

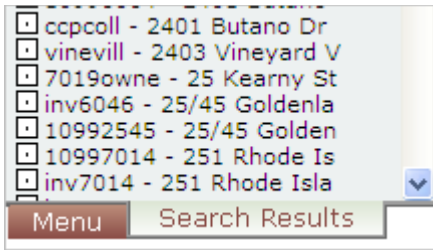
- Attachment To add attachments to the selected vendor
- Memo To add memos to the selected vendor.
- Ledger To print vendor ledger to the selected vendor.
- Prop List View / Add properties codes to the selected vendor for vendor/property security

To quickly return to the Vendor Filter from the Vendor screen and change your search, click the BACK button in Internet Explorer.



EXAMPLE OF INTERNET EXPLORER BACK BUTTON

To exit the Vendor screen completely, click the **Home** link.



To switch between the menu and the lookup list, click the Menu/Search Results tab found on the bottom of the vendor list.

Vendor Ledger

To view a list of payables for the vendor, click the Ledger link the **Data/Reports** heading on the right side of the Vendor screen.



found under

Vendor Ledger

Date: 2/26/2009

Code: **aaa3013** Telephone: (H)2062841721
 Name: **AAA Fire & Safety, Inc.** Telephone: (H)
 Address: 3013 3rd Ave. N Email:
 City: Seattle, WA 98109 URL:

Tran#	Property	Invoice Date	Account	Invoice Number	Amount	Unpaid Amount	Charges	Payments	Check#	Check Date	Descrip
P-20337	602-sea	11/18/2002	6520-0000	223340	112.06	0.00			2095	12/18/2002	mobile
P-71589	602-sea	11/20/2003	6520-0000	233053	390.59	0.00			2253	1/29/2004	annual
P-120837	602-sea	11/17/2004	6520-0000	242520	191.49	0.00			2400	12/9/2004	242520
P-122587	x783-sea	11/30/2004	5760-0000	242548	459.14	0.00			368	12/21/2004	annual
P-166514	915-sea	9/28/2005	6510-0000	80513	374.27	0.00			104	10/26/2005	inv #80
P-174317	602-sea	11/30/2005	6520-0000	251530	146.88	0.00			127	12/14/2005	extingui
P-230662	602-sea	11/30/2006	6520-0000	260620	141.44	0.00			301	12/14/2006	extingui
P-301684	602-sea				147.02	0.00			10099	12/6/2007	fire exti
					1,962.89	0.00	0.00	0.00			

Print...
 Print Preview...
 Refresh
 Export to Microsoft Excel
 Properties

EXAMPLE OF VENDOR LEDGER REPORT

Printing the Ledger:

- Right click on the ledger, and then click PRINT.
- Choose the desired printer from the pick list and click Print

Viewing transactions from the ledger:

To drill down to payable transaction detail, click the Tran# link on the ledger report. Drill down to the check record from the payable screen by clicking the Chk link. Click the Pay link to return to the invoice screen.

Code:	aaa8511	Telephone:	(H)9169250328
Name:	AAA Tree Service	Telephone:	(H)9163837413
Address:	8511 Elwyn Avenue	Email:	
City:	Elverta, CA 95626	URL:	

Tran#	Property	Invoice Date	Account	Invoice Number	Amount
P-43501	tensierr	3/19/2003	5560-0000	8349	1,050.00
P-69946	tensierr	3/19/2003	5560-0000	8349 adj	(1,050.00)
P-69946	tensierr	3/19/2003	5590-0000	8349 adj	1,050.00
P-127087	6016-sac	11/23/2004	7830-830	10550	2,916.00
P-133125	6016-sac	2/28/2005	7830-830	2/05 pymt	2,916.00
P-134967	6016-sac	11/23/2004	7830-830	10550 #3 of 3	3,618.00
P-138352	6016-sac	11/23/2004	7830-830	10550 #3 of 3 adj	(3,618.00)
P-138352	6016-sac	11/23/2004	7833-830	10550 #3 of 3 adj	3,618.00
P-139317	6016-sac	3/22/2005	7832-831	11142	300.00
P-146999	6016-sac	5/13/2005	7732-007	11315	300.00
P-148453	6016-sac	5/23/2005	7832-831	11301	800.00

Drill down from the Vendor Ledger to the invoice by clicking the Tran# link

Drill down from the invoice to the check by clicking the Chk link

Property	Amount	Account	Department	Notes	Chk	PO#/WO#
6016-sac	3,618.00	7830-830 (Repair&Maint- Old Cal Cen			22424	
Unapplied						

Check

Payee	aaa8511	Total Amount	3,618.00	CTRL# 98536
	AAA Tree Service	Date	03/09/2005	
		Post Month	03/2005	(Reconciled)
Bank	6016chk			
Check Number	22424			
	0065465091			
	Golden 1 - checking account			

Property	Amount	Account	Notes	Pay
6016-sac - Golden 1 Credit Union	3,618.00	7830-8300 - Repair&Maint- Old Cal Center		134967

[Help](#)

Tran created in PM by: MSmith

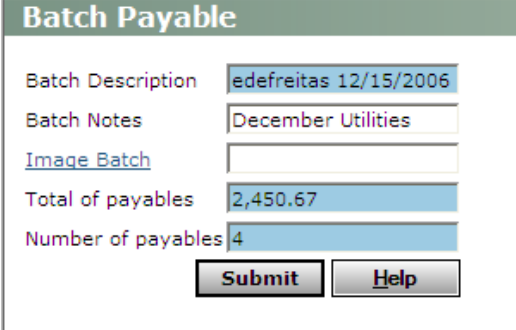
Return to the invoice by clicking the Pay link

Payables Batch Processing

Create Payable Batch

In the Yardi Voyager program, invoices are entered into batches which can be saved, reviewed, and edited before they are posted to the General Ledger. A batch may contain one or more invoices. Before a batch is created, invoices or invoice backup should be gathered, a count of the invoices, and a calculation of the total amount of the invoices to be entered should be noted. To begin a new batch, select:

➡ *SIDE MENU: Payables>Create Batch*



Batch Payable	
Batch Description	edefreitas 12/15/2006
Batch Notes	December Utilities
Image Batch	
Total of payables	2,450.67
Number of payables	4
<input type="button" value="Submit"/> <input type="button" value="Help"/>	

EXAMPLE OF PAYABLE BATCH HEADER SCREEN

☞ **TIP: To navigate backward between the fields, click SHIFT-TAB.**

DATA ENTRY STEPS:

- The **Batch Description** automatically fills with the user's ID and a date/time stamp – do not modify.
- In the **Batch Notes** field, enter notes to identify the batch contents.
- In the **Total of Payables** field, enter the total dollar value of the items to be input.
- In the **Number of Payables** field, enter a count of the items to be input.
- Click SUBMIT to proceed.

TIP: If an error is made on the batch total or count, this information can be corrected at any time before the batch is posted

Invoice Entry

Begin entering payables as shown below. Use the **TAB** key to navigate between fields, or use the **mouse** to click into the desired field.

PAYABLE
HEADER

PAYABLE
DETAILS

EXAMPLE OF BLANK PAYABLE INVOICE SCREEN

DATA ENTRY STEPS: Payable Header


- Select or enter the desired vendor for the payable. Click the **Payee** link to view the vendor lookup list.
- Click the **Prompt Payee** button to automatically fill in the vendor name, due date information and usual G/L account (if applicable).
- Enter the **Invoice Number** from the hard copy invoice – this must be unique within the vendor record.
 - Note: Alpha characters can be entered under the Check # field, but will not show up in reports.
- Enter the **Total Amount** of the invoice (**INCLUDING THE RETENTION AMOUNT**).
- Enter the **Invoice Date** from the hard copy invoice.
- Enter the **Post Month**. This will default to the current period for the property. The post month is the GL month in which the batch will be posted.
- Modify the **Due Date** if needed.
- Select the invoice **Type**: Invoice, Adjustment, or Credit Memo.
 - INVOICE – General Accounts Payable item
 - **ADJUSTMENT** – An electronically recorded item not associated with a paper check from the system.
 - **CREDIT MEMO** – A credit from a vendor used to offset a payable.

- **DATA ENTRY STEPS: Payable Details**

- Select or enter the **Job** that will pay the invoice. (Invoice Distribution for multiple properties/entities is described below).
- Enter the **Amount** of the detail line (an invoice may have one or more details).
- Select or enter the **Categories** for the invoice.
- Check the **Retention** check box if the invoice needs retention withheld.
- Click the **Prompt Defaults** button to automatically fill in the account numbers, entities and retention amounts that are associated with the Job.
- Click **Distribute Retention** to distribute the retention amounts.

- **If the retention amount is different from the default amount set up with the Job, manually enter the retention amounts for each category before selecting Distribute Retention.**

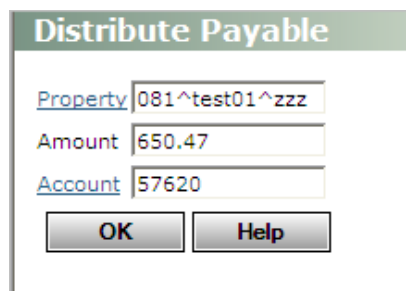
- **Notes** for each detail line must be filled out per Industrial Income Trust AP procedures and will appear on the check stub.
- **Cash Account** and **A/P account** will fill in automatically when the invoice is saved.
- Review the invoice for accuracy, then click the SAVE button.

 **TIP:** To choose a non-vendor payee, such as owner, employee, or tenant, type the code directly into the Payee field, then click the PROMPT PAYEEEE button. The payee will load and show the name and first line of the address for verification.

Distribute Payable Function

To allocate the invoice over multiple properties for payment, click the DISTRIBUTE button at the top of the detail section of the invoice.

- Multi select **properties** or select a property list. If you regularly split an invoice based on a predefined allocation percentage for an industrial park (20%, 20% and 60% for example), you can request an allocation list be created from your IIT Accounting Contact.
- Enter the **amount** to distribute.
- Select the **account** to distribute to. account may be selected.
- Click **OK** to close the Distribute and return to the invoice.
- **Notes** for each detail line must be Industrial Income trust AP will appear on the check stub.



Only a single Payable window filled out per procedures and

EXAMPLE OF DISTRIBUTE PAYABLE WINDOW

Distribute		View POs		More Rows		Check Budget	
Entity	Amount	Account		Notes	Chk PO#		
081	216.82	57620 (Gas)					
test01	216.82	57620 (Gas)					
zzz	216.83	57620 (Gas)					

EXAMPLE WITH OF PAYABLE DETAIL AFTER DISTRIBUTION

When the payable is saved, a new blank payable window will open, or if the batch has met its declared amounts, the user will be automatically returned to the batch header. To manually exit the batch and save it for later, click the **Unposted Batch Link** as shown below.

Payable

Payee: V0000000 **Prompt Payee** **Unposted Batch 10 Ctrl (new)**

STATE OF MARYLAND

Invoice #: []

Total Amount: 0.00

Inv Date: 12/16/2006

Type: Invoice

Exclude from 1099: Yes

Hold Payment: No

Consolidate: Yes

Recording Manual Checks, Wires, Electronic Payments from Invoice

If an invoice is being entered that has already been paid electronically, a manual check should be recorded in the same step as the invoice creation and posting to reflect the payment.

To record payment information, fill out the manual check fields at the bottom of an invoice.

Payable

Payee: 01AMERIC **Prompt Payee** **Unposted Batch 1472 Ctrl (new)**

Invoice #: 132456

Total Amount: 1000

Inv Date: 08/01/2012

Post Month: 08/2012

Due Date: 08/01/2012

Approved By: []

Priority: []

Status: Invoice

Exclude from 1099: No

Hold Payment: Default

Consolidate: Default

Memo from Inv: Default

Notes: []

Save **Help**

Distribute		View POs		More Rows		Check Budget	
Entity	Amount	Account		Notes	Chk PO# / WO#		
500501	1,000.00	65030-000 (Recov Professional Fees)					
Unapplied		0.00					

Offset Accounts

Cash Acct: []

AP Acct: []

Manual Check Info.

Check Date: []

Check Period: []


Check #: []

EXAMPLE OF PAYABLE SCREEN – MANUAL CHECK INFO SECTION

- Record the Payment Date in the **Check Date** field.
- Record the Post Month in the **Check Period** field.
- Record the check number, wire number or EFT number in the **Check Number** field.
- A check record is created (shown below)


Check				
Payee	01AMERIC	Total Amount	1,000.00	CTRL# 4702
	American Express	Date	07/15/2012	
		Post Month	08/2012	
Bank	500501op			
Check Number	101	(Manual)		
	4124523655			
	Portland Portfolio Airport Ctr			
Property	Amount	Account	Notes	Pay
500501 - Airport Center Building #1	1,001.00	65030-000 - Recov - Professional Fees		7375
<input type="button" value="Void"/> <input type="button" value="Help"/>				
Tran created in PM				


EXAMPLE OF NEW CHECK RECORD

 **TIP:** Access to the **Manual Check Info** fields will be controlled by user security. Not all users will have access to this function.

Edit / Review / Post Payable Batch

To retrieve an open batch for editing, or to review a batch already saved by another user, select:

 *Payables>Edit Batch*

 **TIP:** A user will only be able to see *their own batches* **UNLESS** they have “**Access to All Financial Batches**” selected in their security setup.

Payable Batch	
<u>Property</u>	<input type="text"/>
<u>Payee</u>	<input type="text"/>
<u>Tenant</u>	<input type="text"/>
Ctrl Number	<input type="text"/> -to- <input type="text"/>
Batch Number	<input type="text"/> -to- <input type="text"/>
Invoice #	<input type="text"/>
<u>Account</u>	<input type="text"/>
mm/yy	<input type="text"/> -to- <input type="text"/>
Invoice date	<input type="text"/>  -to- <input type="text"/> 
Notes	<input type="text"/>
Doc Drawer	<input type="text"/>
Priority	<input type="text"/>
<u>Created by User</u>	<input type="text"/>
Total Entered	<input type="text"/> -to- <input type="text"/>
Batch Notes	<input type="text"/>
Show Empty Batches?	Yes <input type="button" value="v"/>
Display Rows	<input type="text" value="500"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Help"/>	

EXAMPLE OF BATCH PAYABLE SELECTION LIST/EDIT BATCH

Filter to view any open batches that are accessible, then click SUBMIT.

Batch Payable

Batch Description: Ctrl# 10

Batch Notes:

[Image Batch](#)

Total Declared: Total Entered:

Items Declared: Items Entered:

EXAMPLE OF THE BATCH PAYABLE HEADER

The **Batch Header** shows the batch summary information.

EDIT	Click this button to view or modify existing invoices in the batch. If no invoices have yet been entered, the EDIT button may not be used; click ADD instead.
ADD	Click the ADD button to add new invoices into the batch.
POST	This button will post the batch to the GL; access to the POST function will be dictated by user security.
DELETE	Click this button to delete the entire batch without posting. To delete a single invoice within the batch, click EDIT, then click DELETE on the invoice screen.
REPORT	Click REPORT to view a report of the items in the batch. The report must be printed before the batch can be posted.
SAVE	Click the SAVE

Unposted Payable Batch

Total Declared: 650.47

Total Entered: 650.47

Batch #10

Control Property	Vendor	Name	Cash Acct	Invoice #	Exp Acct	Invoice Date	Period	Due Date	Amount	Remarks	
P-2	test01	V0000055	PACIFIC GAS & ELECTR	12010	459813	57620	01/01/2006	01/2006	01/01/2006	216.82	M7841-456-486
P-2	zzz	V0000055	PACIFIC GAS & ELECTR	12010	459813	57620	01/01/2006	01/2006	01/01/2006	216.83	M9495-456-849
P-2	081	V0000055	PACIFIC GAS & ELECTR	12010	459813	57620	01/01/2006	01/2006	01/01/2006	216.82	M5464-454-459
									650.47		

EXAMPLE OF BATCH REPORT

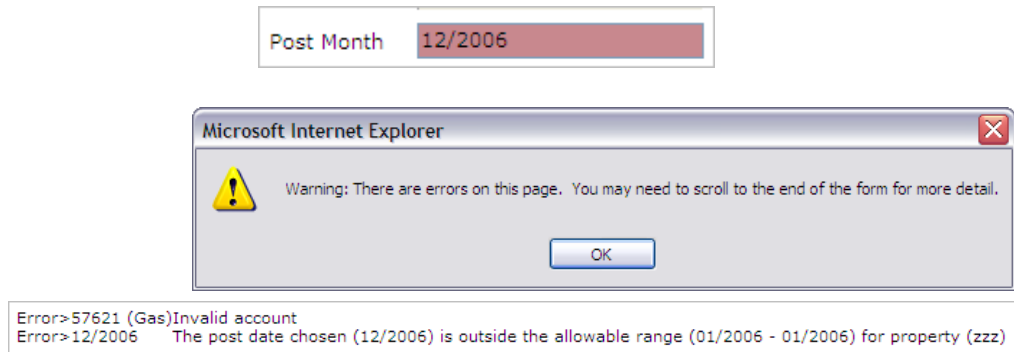
The fields on the left side of the batch header screen are modifiable by the user and show the amounts declared for the batch. The fields on the right show the calculated amounts that have been entered into the batch.

TIP: Before the batch can be posted, the AMOUNT DECLARED and ITEMS DECLARED must match the TOTAL ENTERED and the ITEMS ENTERED.

Total Declared	<input type="text" value="650.47"/>	→	Total Entered	<input type="text" value="650.47"/>
Items Declared	<input type="text" value="1"/>	→	Items Entered	<input type="text" value="1"/>

Batch Errors

If an invoice is saved with invalid data, an error message displays on screen and the field with the error will (generally) be highlighted in pink. Error message text appears at the bottom of the invoice.



PAYABLE BATCH ERROR EXAMPLES

Correct the error(s) using the information given, then click SAVE again.

Review Payable

Once a payable batch has been posted to the G/L, the Review Payable function can be used to locate and view a payable, a batch or any other group of payables. To review posted payables, select:

➔ *Payables>Review Payable*


The image shows a 'Payable' filter form with the following fields: Property, Job, Pavee, Ctrl Number, Batch Number, Invoice #, Account, mm/yy, Invoice date, Notes, Doc Drawer, Priority, Contract, Category, Job Cost Only (Yes), and Display Rows (500). There are also 'Submit', 'Clear', and 'Help' buttons at the bottom.

EXAMPLE OF REVIEW PAYABLE FILTER

Use the **Review Payable** filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- Filter Blank – Will select the last 2000 entries to the screen and display the selection list at the left side of the screen.
- Property – Select a property or property list to review payables.
- Job – Select a Job to review payables.

- Payee – Select a specific Vendor to review payables.
- Tenant – Select a Tenant to review payables (Security Deposit Refunds).
- Control Number –Enter a single control number or control number range.
- Batch Number –Enter a single batch or batch number range.
- Invoice Number – Review by specific invoice number.
- Account Number – Review all payables containing a specific G/L Account.
- Post Month Date Range – Enter a single month or range of months.
- Invoice Date Range – Enter a single date or range of dates.
- Category – Enter category to search
- Notes – Search on specific payable notes.

 **TIP:** Generally, the fewer things selected on a filter, the larger the set of records that will be returned. The selection of multiple filter criteria returns a smaller record set. For example, selecting only “Property” returns all payables for a specific property. Selecting “Property” and “Post Month = 12/12” returns only the payables for the selected property that were posted in the month of December 2012.

When using ranges (any filter item that has two boxes associated with it), the user must always input a value in EACH box, even if the range is a single number or period. See example below.

Range for Multiple Items

Ctrl Number	<input type="text" value="1"/>	-to-	<input type="text" value="100"/>
Batch Number	<input type="text"/>	-to-	<input type="text"/>
Invoice #	<input type="text"/>		
Account	<input type="text"/>		
mm/yy	<input type="text" value="01/2006"/>	-to-	<input type="text" value="01/2006"/>

Range for Single Period

Reversing Payables

Until you process a check for a payable, you can reverse a payable directly from the **Payable** screen. After you have processed a check for a payable, you must void the check before you can reverse the payable.

When you reverse a payable, Voyager creates a new payable record with negative amounts to back out the original payable. Voyager references the control number of the related transaction in the **Notes** field of the reversed payable and its reversing negative payable. The word **Reversed** appears at the top of the screen for a reversed payable, and the word **Reversal** appears on the screen for a reversing payable.

To reverse an unpaid payable

- Find the payable that you need to reverse (see Review Payable for steps)

Payable

Payee: 01ACADEM Academy Partners

Invoice #: 1234

Total Amount: -100.00

Inv Date: 01/05/2012

Post Month: 01/2012

Due Date: 01/05/2012

Approved By: Approved

Tran Date: 01/05/2012

Priority:

Batch 382 Ctrl 585

Status: **Unpaid**

Type: Invoice

Exclude from 1099: No

Hold Payment: No

Consolidate: No

Memo from Inv: No

Notes:

Reverse Save Help

- In the screen for the payable you want to reverse, click **Reverse**. The **Reverse Payable** filter appears.

Reverse Payable

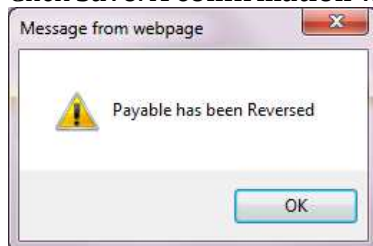
Reverse Date:

Post Month:

Notes:

Save Help

- Complete the filter:
 - **Reverse Date:** Type the date you want to record the reversal.
 - **Post Month:** Type the month you want the reversal to affect the G/L.
 - **Notes:** Type text for the **Notes** field of the reversing payable invoice.
- Click **Save**. A confirmation window will appear



- Click **OK to confirm reversal**. A reversing payable is created and displays a confirmation message. A note is added to the payable you reversed with a reference to the control number of the reversing payable.

To reverse a paid payable

To reverse a payable that has been paid, first you need to Void the check.

From the check screen, click on the link to the payable: (Or access the payable from the Payable Register or Payable > Review Payabe)

Check Jump To

Payee: t0000349 Total Amount: 1,500.00 CTRL# 22
 BEST Technology, Inc. Date: 01/06/2012 (Voided by 52)
 Post Month: 01/2012

Bank: tr1040op

Check Number: 103

Property	Amount	Account	Notes	Pay
train104 - My Training Property	1,500.00	22125-000 - Security Deposit Refund Clearing		574

Tran created in PM by: train104

Drill into check number and click “Void.”

Pay Retention

If a job is completed and all vendors are due their retention, or single vendor, their retention withheld needs to be disbursed.

➡ *Payables>Post Retention*

Pay Retention

Job:

Contract:

Vendor:

Category:

Invoice Date:

Post Month:

Payable Notes:

Consolidate: ▼

Sort By: ▼

EXAMPLE OF RETENTION PAYABLE FILTER

Use the **Pay Retention** filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- **Job** – Select a Job to review payables
- **Vendor** – Select a specific Vendor to review payables.
- **Tenant** – Select a Tenant to review payables (Security Deposit Refunds).
- **Invoice Date** – Enter Invoice date to be created
- **Post Month** – Enter post month and year
- **Consolidate** – This option will allow invoices of same vendor to consolidate.
- Click **Submit**

- Check the boxes of the retention payables that need to be disbursed.

Pay Retention

Total of selected payables: 0.00 [Update Total](#) Post Date: 01/31/2013 [Help](#)

Amount to Pay: 0.00 [Distribute](#) / [Reset](#) Post Month: 03/2013

[OK](#) [Select All](#) [UnSelect All](#)

Ctrl#	Job/CO	Contract	Payee	Invoice#	Categ	Ret Amount	Amt to Pay	Pay?
P-26384	testiob		0114card	12456	20200	4,995.00	4,995.00	<input checked="" type="checkbox"/>
P-26385	testiob		0114card	12354	20100	5,000.00	5,000.00	<input type="checkbox"/>
P-26386	testiob		0114card	12345	30800	10,000.00	10,000.00	<input type="checkbox"/>
P-26404	testiob		01361ser	546213	20500	8,500.00	8,500.00	<input type="checkbox"/>
P-26413	hsa		01BENDER	000090	30400	5,000.00	5,000.00	<input type="checkbox"/>

- You will be prompted the payable was created and needs to be posted.
 - **Please note, the payable is created as an unposted invoice that needs to be posted. Please see “Edit / Review / Post Payable Batch” section to post.**

Check Writing

Setup

In order to print checks you will need the following:

- Blank check stock
- MICR toner
- Yardi yCheck Utility installed on your computer (request this from IIT)
- Signature file placed on your local drive
 - In Windows Explorer file manager, locate the Yardi yCheck installation folder (typically, C:\Program Files\Yardi Systems\yCheck).
 - Under the yCheck installation folder, create a new subfolder and name it with the bank-account code (from the applicable **Bank Account Info** screen). For example, if the code for the bank account is “gab,” then create a new subfolder named \gab.
 - Use any image-editing application to scan and save your signature bitmap files, as needed.
 - In your image-editing application, set up the image size to the actual size at which you want the image to print. Set the resolution to match the resolution of the printer that you use for printing checks. Typically, a size of 1/2 × 2-1/2 inches is ideal for most signatures.
 - Save the graphic as a bitmap (.bmp) file in the applicable bank-code folder that you created under the yCheck installation folder. The file name must begin with the letters SIG (for example, SIGfile.bmp).

Approve Payables

Use the Approve Payables function to review and approve payables prior to payment. Access to the Approve Payables function will be controlled by user/property security.

 Payables > Approve Payables

Approve Payables

Property: 2010-prt Mayfair Plaza
 Bank: 2010ckus Mayfair Plaza, LLC- checking
 Vendor:
 OR Tenant:
 Batch #:
 Inv. Due By:
 Invoice Number:
 Notes:
 Category:
 ACH Payables: Include

Submit Clear Help

EXAMPLE OF APPROVE PAYABLES FILTER

DATA ENTRY STEPS:

- Select or enter the desired **Property** or **Property List** to approve payables.
- (Required) Select or enter the Bank code.
- Enter additional criteria if desired to select specific payables or leave blank to review all payables for the selected bank/property.
- Click **SUBMIT** to view a list of payables for approval.

Approve Payables Jump To:

Total of selected payables: 3,675.50 [Update Total](#)

Preview OK Help

Payee	Invoice	Bank	Due	Amt Payable	Disc Avail	Select All	Unselect All
Acme Construction Supply Co Inc. - (acme3465)	9974455	2010ckus	02/27/2009	3,600.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gateway Services Inc. - (gate2009)	1112	2010ckus	02/27/2009	75.50	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXAMPLE OF APPROVE PAYABLES SELECTION SCREEN

- From the Approve Payables list, select items to be approved. Check payables individually or use **SELECT ALL / UNSELECT ALL** buttons.
- Click the Update Totals to Review Total approved.
- Click **PREVIEW** to review a report of payables
- Click **OK** to approve

Process Checks

Use the process checks function to process checks and mark selected invoices as paid. Have your check stock ready in the printer before performing this task. To access the process checks function, select:

➡ *Payables >>Checks>Process Checks*

Use the **Process Checks** filter to evaluate payables for payment by selecting from one or more of the following criteria – blue fields are required:

 **TIP:**
Click the CLEAR button on the filter to quickly remove any previously selected criteria from the filter screen.

EXAMPLE OF PROCESS CHECKS FILTER

DATA ENTRY STEPS:

- Select or enter the desired **Property** or **Property List**.
- Select or enter the **Bank** code.
- Enter additional criteria if desired to select specific payables or leave blank to review all payables for the selected bank/property.
- Enter the **Post Date** – the date to appear on the check
- Enter the **Post Month** – the period the check will post to the G/L
- Click **SUBMIT** to view a list of approved payables for payment.
- Set **If Funds** = Yes to validate available, otherwise, set to no
- Set **Select All** = Yes to pre-select all checks for payment – checks can be un-selected by clicking on individual items
- Set **Sort By** option to view checks sorted by Vendor Code or Vendor Name.

Selective Check Write Jump To

Total of selected payables: [Update Total](#)

Payee	Invoice	Bank	Due	Amt Payable	Disc Avail	Pay?	Amt to pay
Acme_Construction_Supply_Co_Inc. - (acms3465)	9974456	2010ckus	02/27/2009	3,600.00	0.00	<input checked="" type="checkbox"/>	3,600.00
Gateway_Services_Inc. - (gate2008)	1112	2010ckus	02/27/2009	75.50	0.00	<input checked="" type="checkbox"/>	75.50

EXAMPLE OF SELECTIVE CHECK WRITE SCREEN

- From the Selective Check Write screen, select items to be paid. Check payables individually or use SELECT ALL / UNSELECT ALL buttons.
- Click the Update Totals to Review Total to be paid.
- Click PREVIEW to review a report of payables
- Click OK to process checks.

Rewrite Checks

The rewrite checks function exists when there is a need to re-process a check when there is a failure to print, or some other problem with the physical check. To access the rewrite check function, select:

➡ *Payables > Rewrite Checks*

DATA ENTRY STEPS:

- Select or enter the **Bank** code
- Enter a single **Check Number** (enter in both fields) or range of check numbers -OR-
- Enter a **Check Batch** number
- Click SUBMIT


The screenshot shows a dialog box titled "Rewrite Checks". It contains the following fields and buttons:


- Bank:** A text box containing "2010ckus".
- Check Number:** A text box containing "100".
- to-:** A text box containing "112".
- OR Check Batch:** An empty text box.
- Buttons:** "Submit", "Clear", and "Help".

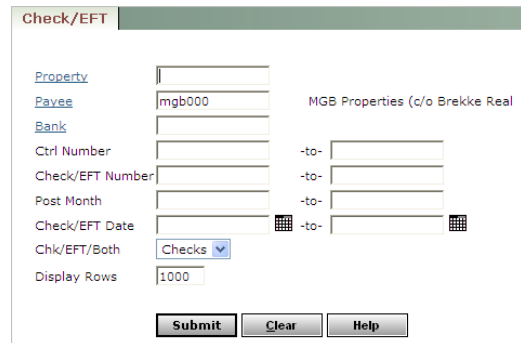
EXAMPLE OF REWRITE CHECKS FILTER

Review Check

Once a check has been written, the transaction may be viewed by selecting:

 *Payables>Checks>Review Check/ACH*

 **TIP: The check record may also be viewed from Review Payable – click the Chk# link to drill down.**



Check/EFT

Property

Payee MGB Properties (c/o Brekke Real

Bank

Ctrl Number -to-

Check/EFT Number -to-

Post Month -to-

Check/EFT Date -to-

Chk/EFT/Both

Display Rows

EXAMPLE OF REVIEW CHECK FILTER

Use the **Review Check** filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- Filter Blank – Will select the last 2000 entries to the screen and display the selection list at the left side of the screen.
- Property – Select a property or property list
- Payee – Select a specific Vendor
- Bank – Select a specific Bank
- Control Number – Enter a single control number or control number range.
- Check/EFT Number – Enter a single batch or batch number range
- Post Month– Enter a single month or range of months.
- Check/EFT Date – Enter a single date or range of dates.
- Check/EFT/Both – Limit search checks only, EFT only, or both

Void Check

Checks can be voided one of two ways: by selecting the Payable>Review Checks menu and selecting the check from a filter, or directly from the Payable screen, by drilling down from the payable by clicking on the “[Chk](#)” link.

Entity	Amount	Account	Department	Notes	Chk PO#/WO#
1124	2,675.00	62100000 (Repair)			2006

Property	Amount	Account	Notes	Pay
1124 - El Mercado Plaza	2,675.00	62100000 - Repair		1125

EXAMPLE OF CHECK SCREEN

Checks may be voided directly from the check screen by clicking on the **Void** button (this may be secured/available dependent on security). Optionally, the payable may be reversed at the time the check is voided.

DATA ENTRY STEPS:

- Enter the **Void Date** – the date the check will be (this will affect when the reversing item appears reconciliation.)
- Enter the **Post Month** – the month the void will G/L
- Enter **Notes** to appear on the voided item
- Select YES to **reverse the invoice(s)** or NO to invoice(s) open for later payment.
- If YES on Reverse Invoices?
 - Enter the **Invoice Date** for the reversing invoice
 - Enter the **Post Month** for the reversing invoice
 - Enter **Notes** to appear on the reversing invoice
- Click SUBMIT

reversed
in the bank

post to the

leave the

