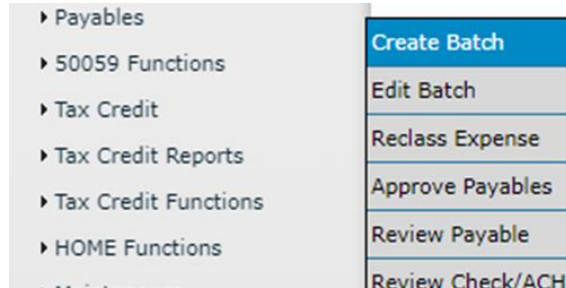


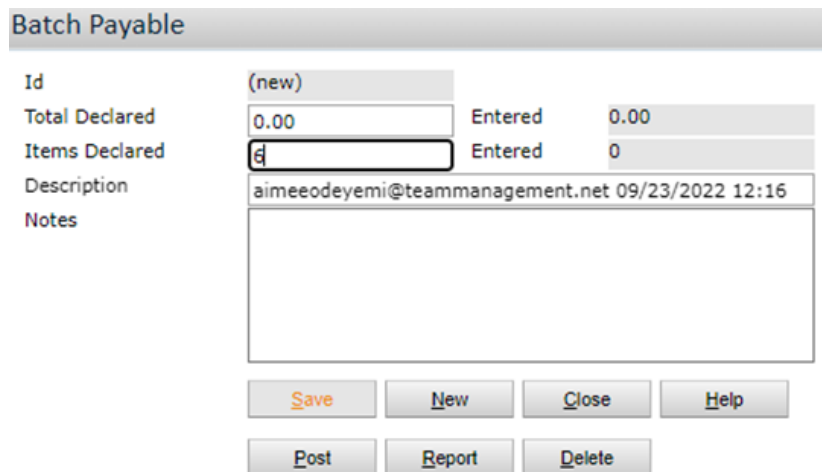
How to Enter Payables with Attachments:

Before you start to enter the invoices, you should 1st gather all invoices you want to enter and then Code them all, and then Scan save all individual invoices so you can find them when you are done entering them, you will need to attach the physical copy of the invoice as well. Once they are all coded and scanned in, you will do the following to properly enter them into Yardi:

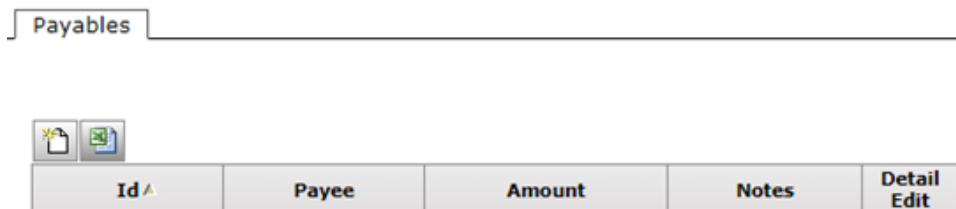
1. **Open up the Yardi Dashboard**--> On the left-hand side options, select **"Payables"** --> and then from the drop-down box that comes up then Select **"Create Batch"** - (photo below)



2. From the **"Batch Payable"** dashboard --> just entered the number of items (invoices) you would like to enter on the "Items Declared" box.
 - a. *(You can edit these at the end - once all invoices have been entered it will generate the amount you need to verify before it will allow you to post the invoice batch no need to calculate the amounts.)*
3. Once the items declared amount was entered --> Then click the **"Save"** Button. (Photo below)

A screenshot of the 'Batch Payable' form. The form has a header 'Batch Payable' and several input fields: 'Id' with '(new)' in a dropdown, 'Total Declared' with '0.00' and 'Entered' with '0.00', 'Items Declared' with '0' and 'Entered' with '0', 'Description' with 'aimeeodeyemi@teammanagement.net 09/23/2022 12:16', and 'Notes' with a large empty text area. At the bottom, there are two rows of buttons: the first row contains 'Save', 'New', 'Close', and 'Help'; the second row contains 'Post', 'Report', and 'Delete'.

4. Under the **Payable screen** that pops up after clicking Save --> Select the **small box icon** with the white piece of paper with the yellow star.



- When you click the paper icon --> The **Payable Invoice** screen will then pop up where you can begin to enter your invoices. (Photo below)

- In the **Payee box** --> type in the vendor's name
 - (If you can't figure out the code – type in the **address** listed on the invoice and it should pop up – if this vender doesn't show up you will need to contact accounting to verify if the vender is already entered in the system – once selected the vender info will populate on the “payee info” box.)
- In the **Invoice # box** --> Type in invoice number on the invoice / follow the instructions below:
 - (For invoices without specific invoice numbers, such as WE Energies or Milwaukee water, type in the account number as it appears on the invoice, followed by a space, then the date that is on the invoice. For example: 756-869-8845 2/20/20) - (this is so that each month it won't show as a duplicate invoice entered)
- For **Expense Type** -> leave it as “**expense**” which would already be selected.
- In the **Total Amount box** --> Type in the total amount of the invoice.
- In the Notes field, type in the details of the service provided. Include as much detail as possible, including but not limited to, apartment numbers, dates of service, reason for the service, exact services/items provided/purchased.
- In the “Details” section (photo below)**

Entity	Amount	Account	Account Description	Notes
420200	50.00	4265-0000	HVAC Repairs	A/C no cooling unit=203 & 3rd floor

- In the “**Entity**” box --> Type the first letters the **property name** and the property number should pop up
 - Then enter the invoice amount in the second box (*must match the amount that was entered on the top of the page*)
 - Then in the next box you will enter the **GL code#** for the service/product.
 - Be sure to review the GL code list to know which codes to use for what.
 - (You can type in the code type and it should pop up if you don't know the GL#)
- You can add the details of the invoice (On the right side – notes box), notes will help with records for MOR reports to easily be able to pull up what specific invoices were for if that billing category is over monthly budget.
 - For example:** if an invoice has multiple charges that will fall under separate GL codes: you will use multiple lines and separate the correct amount of the invoice per code
 - (**For example:** on the Utility bill there will be water & Sewer which will be one code and then the charges for the electricity would be under a separate Code - you will add in each additional GL code with you can split it up here and record the different GLs.

ii. Example: Total invoice amount is \$100.00 but there are multiple different type of codes to charge it to

1. 1st line: 420200 - \$50.00 - 7650-0000 - (make a note)
2. 2nd line: 420200 - \$50.00 - 7650-0020 - (make a note)

13. **Please note:** if invoice has a past due balance on it – **ONLY** enter the amount of the current bill **NOT** the past due amount and make a note of what the invoice shows as past due in the note box for that line to the right

- i. and then also contact accounting to verify if the past due balance from a previous month was entered, if not please access this unpaid invoice and enter in as a separate invoice.

14. Once that invoice has been entered --> click **“SAVE”** and it will open up a new payable to start the process again *(If it doesn't automatically open up the new Payable window --> Click **“NEW”** to start the next invoice record)*

15. Then Repeat the directions listed above for the next invoice

16. Once all invoices have been entered --> then click **EDIT** to edit the **“Total Declared”** and **“Items declared”** to **match** what was calculated from your entries. - then click **SAVE** again.

Batch Payable

Id	60725		
Total Declared	0.00	Entered	50.00
Items Declared	6	Entered	1
Description	aimeeodeyemi@teammanagement.net 09/23/2022 12:16		
Notes			

Buttons: Edit, New, Close, Help, Post, Report, Delete

Batch Payable

Id	60725		
Total Declared	50.00	Entered	50.00
Items Declared	1	Entered	1
Description	aimeeodeyemi@teammanagement.net 09/23/2022 12:16		
Notes			

Buttons: Save, New, Close, Help, Post, Report, Delete

Once you have entered all of your payables, and updated the total and item amounts declared - the next step will be to then to click on each individual record to upload the invoice attachment, follow the directions below to do this:

17. On the main page of your open payable batch, you will see a list of all the invoices you entered. To the left select the box for the invoice labeled **“Detailed Edit.”** - (Photo below)

Payables

Id	Payee	Amount	Notes	Detail Edit
200256	420200	50.00		<input type="checkbox"/>

18. Once the payable record is open for each specific entered invoice is open, from the top of the screen --> from the top menu select **“Functions”** -- which will be a drop-down menu

19. From the drop-down menu --> Select **“Attachments.”**

Payable Invoice

Payee: 420200
 Payee Info: Historic Manitowoc Place, (204 N 8th Ave Manitowoc) susankissinger@teammanagement.net 4142738326
 Invoice #: 5455
 Expense Type: Expense
 Total Amount: 50.00
 Invoice Date: 09/23/2022
 Post Month: 09/2022
 Due Date: 09/23/2022

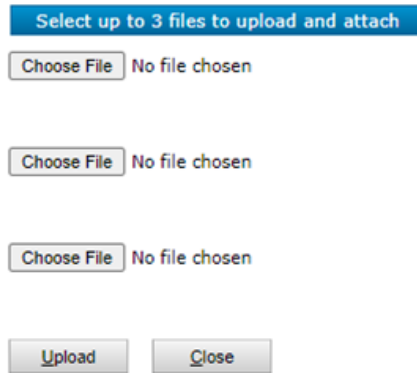
Functions menu:
 Attachment
 Memo
 Utility Invoice
 Third-party Invoice Image
 Audit History
 Workflow

AP Acct: 2010-0000

20. From the Attachment's screen Select **“Upload”** in the pop-up screen.

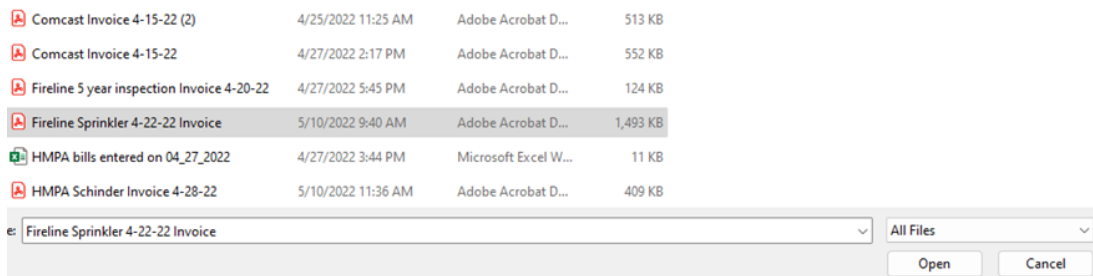


21. From the upload screen - Select **“Choose file.”**

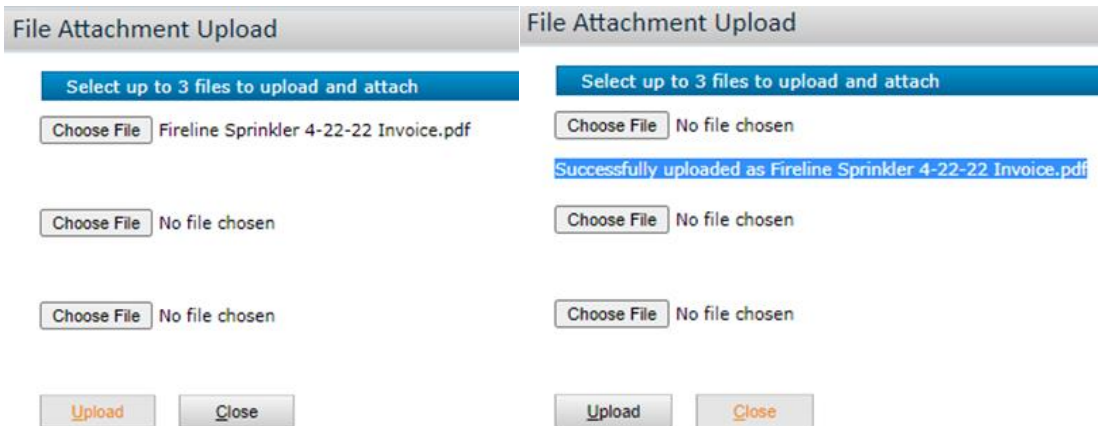


22. Then Find the scanned version of the invoice you entered.

a. (Either double click the document or click the **“OPEN”** button.)



23. Once the file has been selected --> you will then Press the **“Upload ”**button.



Once it says that **“successfully uploaded”** - then click the **“CLOSE”** button to return to uploads screen.

➔ Next page

24. Once back to the uploads screen --> You will see the file you uploaded, next to the file you will see a drop-down box on the left-hand side of the file --> select **"invoice"** from the drop down AND also check the box **"show on portal"** - then click save.
- a. *If you need to remove a file you added on accident, check the "remove" box instead of "show on portal" & click save.*

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
Invoice	Fireline Sprinkler 4-22-22 Invoice.pdf	09/23/2022	Fireline Sprinkler 4-22-22 Invoice.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Close Add Upload

25. Click **SAVE** and then once you verify the doc has uploaded, you can now **CLOSE** this box and document will be uploaded so that when Accounting does the invoices billing, they will be able to see the PDF attachment.

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
Invoice	Fireline Sprinkler 4-22-22 Invoice.pdf	09/23/2022	Fireline Sprinkler 4-22-22 Invoice.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Close Add Upload

26. Once you are done attaching file for that invoice - on the current Invoice screen – on the **right-hand side** you will click the blue link **"Unposted Batch"** - (Photo below)

Payable Invoice

ayee: 420200
 ayee Info: Historic Manitowoc Place, (204 N 8th Ave Manitowoc) susankissinger@teammanagement.net 4142738326

Payment Status: Unpaid
 Type: Invoice
 Payment Method: Check
 Approved By: [blank]
 Priority: [blank]

Display Type: Standard Payable Display Type
 Batch: Unposted Batch 60725
 Id: Ctrl 200256
 Navigation: << >>

27. On the Unposted batch screen click the "edit Detail" box for next invoice and repeat the steps #17- 26 so that you can add the invoice attachments for all remaining invoices (if applicable)
28. Once all invoices are attached, go back to the **"Batch payable screen"** to verify that the **"total declared"** and **"items declared"** amounts match the amount entered, and that each individual invoice record has the copy of the invoice attached (if you aren't sure if you attached a document to a specific invoice record, click on it and the functions drop down --> attachments if you uploaded it will have a #1 next to it) (photo below)

Functions

- Attachments (1)
- Memo
- Utility Invoice
- Third-party Invoice Image
- Audit History

➔ Next page

29. Once everything is verified (from #28 above) you can then click on **“POST”** to post this batch of invoices.

Batch Payable			
Id	60725		
Total Declared	50.00	Entered	50.00
Items Declared	1	Entered	1
Description	aimeeodeyemi@teammanagement.net 09/23/2022 12:16		
Notes			

30. No need to contact accounting they will be able to see the posted batches on their Yardi dashboard