

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

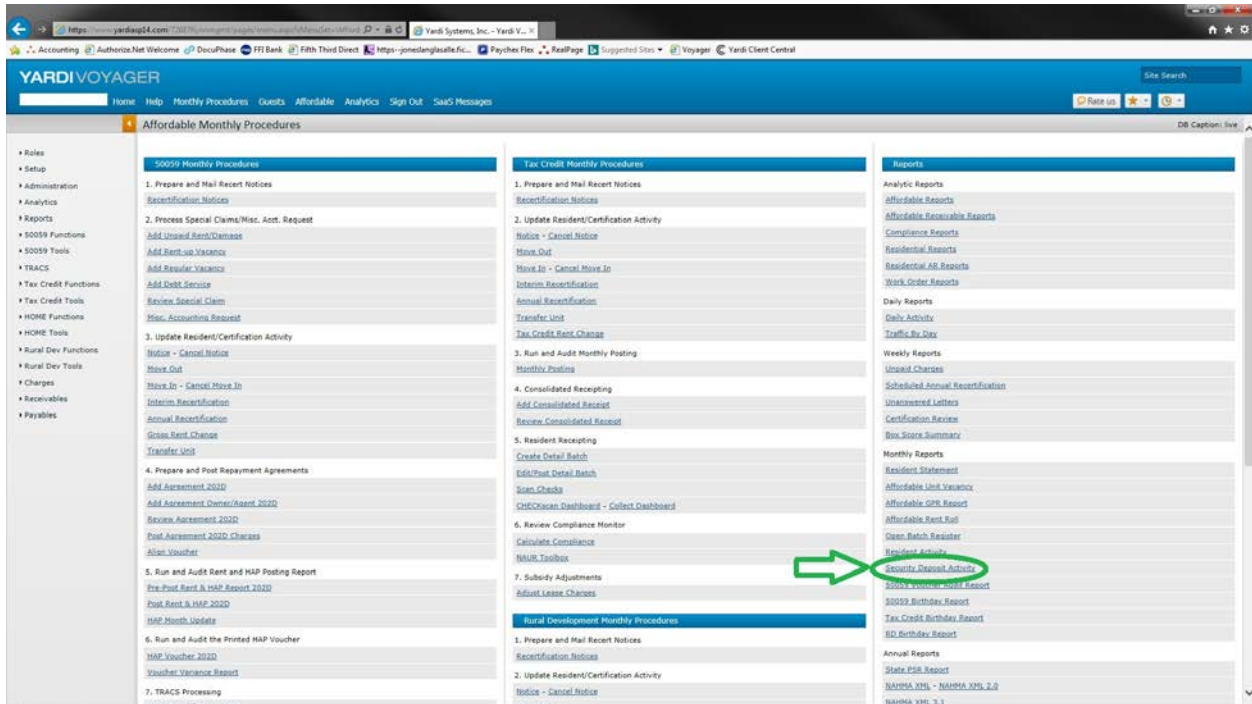
WHEN PREPARED: As needed, but should be done monthly

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

The screenshot shows the Yardi Voyager Community Manager Dashboard. The top navigation bar includes links for Home, Help, **Monthly Procedures** (circled in green), Guests, Affordable, Analytics, Sign Out, and SaaS Messages. The main dashboard area is titled 'Community Manager Dashboard - Cherry Tree Apartments Phase I' and contains several data sections: Resident Activity, Unit Statistics, Traffic, and Open Batches. A green arrow points to the 'Resident Activity' section. Below the dashboard is a calendar for January 2018, showing dates from January 22 to February 4.

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



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- (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

