

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL  VOYAGER DOCUMENT STORAGE	01-01-19

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

**VOYAGER DOCUMENTS**

Create a subfolder named PETTY CASH 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

            R-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.