

SUBJECT	Date
YARDI VOYAGER PROCEDURES MANUAL CREDIT MEMOS	01-01-19

When a valid credit memo has been issued by your vendor, scan the credit memo into your Voyager Documents, Invoices Folder. See Procedure V-405

Email the pdf to accounting@flynmanagement.com.

In the subject line of the email;

- 1) Enter the word CREDIT, followed by
- 2) Purchase Order number the credit is for, followed by
- 3) Name of Vendor the credit has been received from

Example;

A credit memo from HD Supply has been received for a toilet that was damaged and returned. The toilet was originally on Purchase Order number 453.

The subject line of the email would be "CREDIT PO453 HD Supply"

All credit memo's will be uploaded, entered and applied directly by Accounting