

## SOP: Invoice Entry in Yardi Voyager

Department: Accounts Payable

System: Yardi Voyager

Process Name: Invoice Entry

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This document is to ensure accurate and consistent entry of vendor invoices into the Yardi Voyager system for timely processing and payment.

This SOP applies to all personnel involved in entering vendor invoices into Yardi Voyager for properties managed by the company.

### Responsibilities:

- Property Manager/Assistant Property Manager: Responsible for invoice data entry.
- Property Manager: Approves invoices and coding.
- Accounts Payable Supervisor: Oversees compliance and reporting.

### Prerequisites:

- Access to Yardi Voyager with appropriate permissions.
- Valid vendor invoice (PDF, scanned copy, or paper).
- Proper invoice coding (GL account, property, job cost if applicable).
- Purchase Order

### Procedure:

#### Step 1: Log in to Yardi Voyager

1. Open your browser and navigate to the Yardi Voyager login page.
2. Enter your username and password.
3. Click "Login"

#### Step 2: Navigate to the Invoice Entry Screen

1. From the main menu, go to:
  - Payables > Invoice Register or
  - Payables > Payable Batch Entry (if batching invoices).

#### Step 3: Create a New Invoice

1. Click "New" or "Add New Invoice."
2. Select or enter the following:
  - Property: Choose the correct property.
  - Vendor: Select from vendor list or add if not in system.
  - Invoice Number: Enter exactly as shown on the invoice.

- Invoice Date: Use the date shown on the invoice.
- Invoice Amount: Total amount due.

**Step 4: Allocate Invoice**

1. Choose the correct GL account.
2. Allocate by:
  - Department/Job/Unit\*\* if applicable.
  - Split if needed across multiple GL codes or properties.
3. Add description for reference (e.g., "January Landscaping Services").

**Step 5: Attach Supporting Documents**

1. Click the Attach or Documents tab.
2. Upload a scanned copy of the invoice or drag-and-drop.

**Step 6: Save and Submit**

1. Click Save.
2. Click Submit for Approval.
3. Monitor status as it moves through approval stages.

**6. Notes**

- Duplicate Invoices: System usually flags duplicates based on Vendor + Invoice Number.
- Recurring Invoices: Use "Recurring Payable" feature if applicable.
- Tax and Retentions: Enter as needed according to local regulations.
- Payment Holds: Use the "Hold" flag if the invoice should not be paid yet.

**7. Troubleshooting**

Issue	Resolution
Vendor not found	Check spelling or request AP to add vendor
Invoice number already used	Verify if duplicate; contact AP Supervisor
GL code not accepted	Ensure correct chart of accounts is used
Invoice rejected in workflow	Review comments and resubmit if corrected

**8. Related Documents**

- Vendor Master Data Form
- GL Coding Reference Guide
- Yardi Voyager Invoice Approval Workflow SOP