



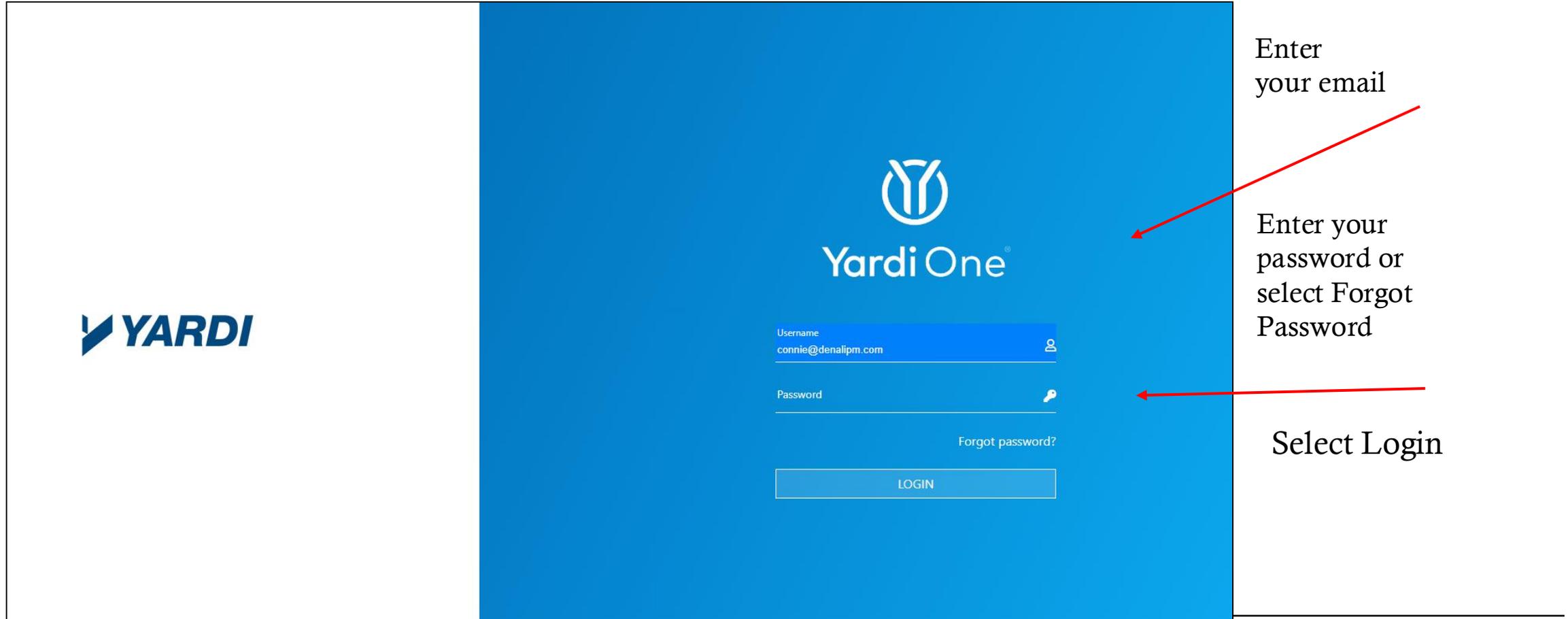
www.MyPropertyBilling.com

HOW TO LOG IN AND NAVIGATE YOUR BOARD DASHBOARD



Log In to Your Board Dashboard

On Google Chrome browser: Go to the YARDIONE website:
<https://denali39426.yardione.com/Account/Login>
(Bookmark this page so it is easy to find next time.)



The screenshot shows the Yardi One login interface. On the left, there is a white area with the YARDI logo. The main area has a blue background with the Yardi One logo and text. Below the logo are two input fields: 'Username' with the value 'connie@denalipm.com' and 'Password'. There is a 'Forgot password?' link and a 'LOGIN' button. Three red arrows point from text annotations on the right to the input fields and the login button.

Annotations on the right side of the screenshot:

- Enter your email (points to the Username field)
- Enter your password or select Forgot Password (points to the Password field)
- Select Login (points to the LOGIN button)



pjobrien34@gmail.com
Server: 4119

YARDI VOYAGER^S

For information regarding your login, please
contact your system administrator.

Live

PROCEED 

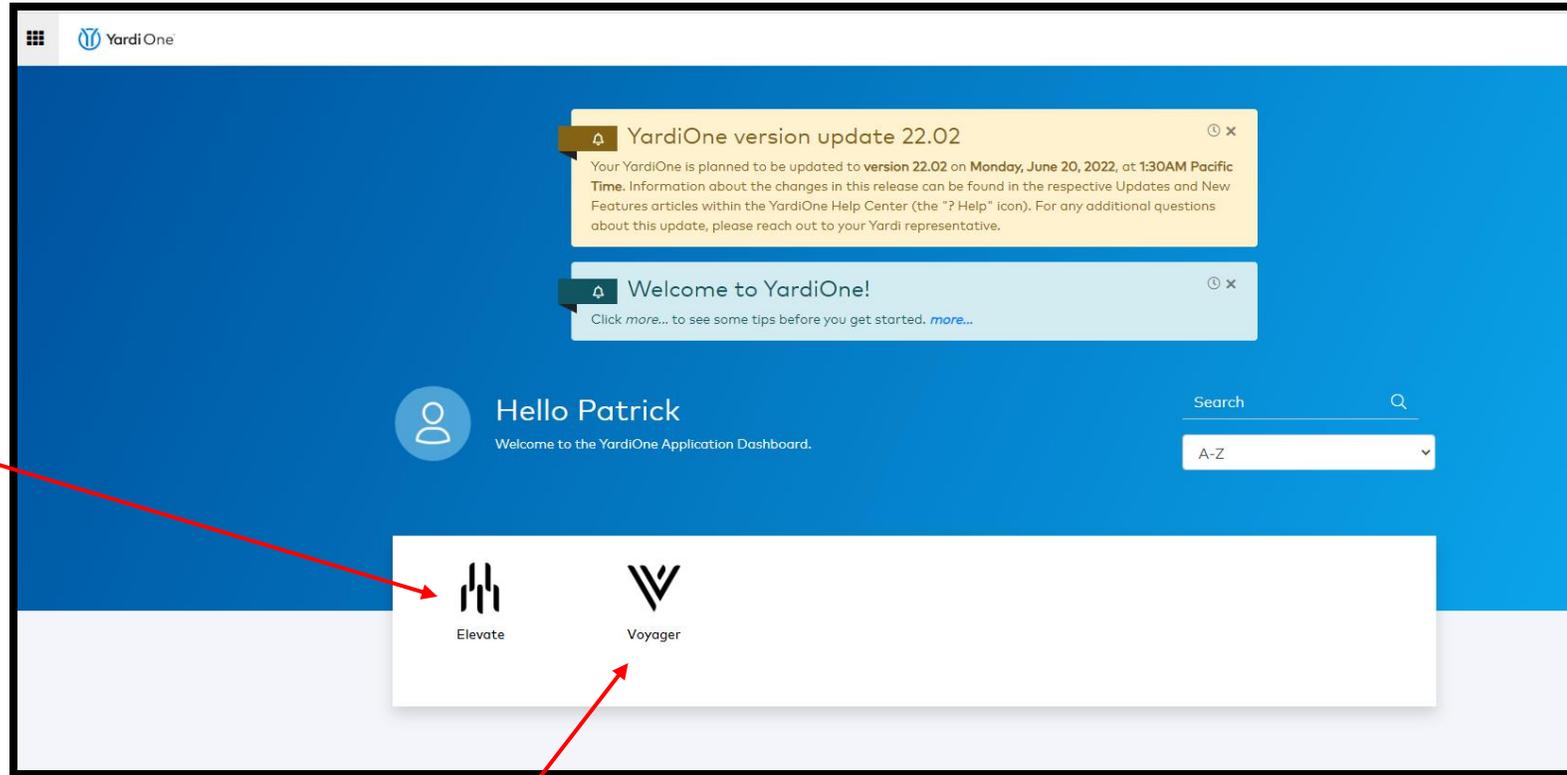
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Select
PROCEED



Board Dashboard

Select Elevate for vendor invoices and approvals



Select Voyager for homeowner information, Financial Reports, and workorders



Voyager Dashboard

General property information, including the name of the association and number of units

The screenshot displays the YARDIVOYAGER dashboard for a Condo, Co-op & HOA association. The main content area is titled "Condo, Co-op & HOA Dashboard" and shows data for Tuesday, June 14, 2022. A red arrow points to the "Property/List" section, which is circled in purple. This section includes a search bar with "a199" entered, a "Go" button, and a "Help" button. Below the search bar, there are date range filters for "06/14/2022" and "07/14/2022". The "Properties" count is 1 and the "Units" count is 118. The dashboard also features several summary tables: "Maintenance" (Pending Work Requests: 26, Completed WO Followup: 0, Purchase Orders: 0), "Tasks" (Tasks Pending: 0, Tasks Past Due: 0), "Links" (New PO, New WO, New Meeting, Monitor Reports, New Service Request, Violation Management), "Summary" (Meetings: 0, Active Board Members: 4, Purchases In Progress: 0, Legal Count: 8, Total Unique Persons: 131, Total Unit Persons: 131, Total Legal Owners: 130), and "Unit Detail" (Owner Occupant: 125, Owner Absentee: 5, Spouse: 1). At the bottom, there is a calendar for June 2022 showing dates from May 30 to June 11.

* Note all items in blue are clickable links.



Voyager Dashboard

Then select unit number or owner name

To see details about individual owner units, first click Units

The screenshot displays the YARDIVOYAGER dashboard for a Condo, Co-op & HOA. The main navigation bar includes 'Home', 'Help', 'Sign Out', and 'SaaS Messages'. The dashboard is titled 'Condo, Co-op & HOA Dashboard' and shows the date 'Tuesday, June 14, 2022'. A search bar contains 'a199' and a date range from '06/14/2022' to '07/14/2022'. The 'Units' link is highlighted with a red arrow, and a red arrow points to the 'Units' link in the top navigation bar. A table of units is visible, with columns for 'Property', 'Unit', 'Unit Address', and 'Primary Owner'. A calendar for June 2022 is shown at the bottom, with a 'Move in (2)' event on Thursday, June 2nd.

Property	Unit	Unit Address	Primary Owner
a199	111		
a199	112		
a199	113		
a199	114		
a199	115		
a199	116		
a199	117		
a199	118		
a199	121		
a199	122		
a199	123		
a199	124		
a199	125		
a199	126		
a199	127		
a199	128		
a199	131		
a199	132		
a199	133		
a199	134		
a199	135		
a199	136		
Help	137		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
May 30	31	June 1	2 Move in (2)	3	4
6	7	8	9	10	11



Voyager Dashboard: Unit Ledgers

In the Functions menu, select Ledger.

All payments and charges on a unit ledger will appear. Make sure you have selected the dates ALL to see the complete ledger.

All legal homeowners and registered tenants will be shown

Condo Owner Profile:

First: [Redacted] MI ID: t0001789
 Last: [Redacted] Status: Current
 Address: [Redacted] Legal: [Redacted]
 City: Scotch Plains Rental: Pooled Units(0)
 State-Zip: NJ 07076 Occupant?: Registered CondoCafe?
 Country: us Board Member?: Subscribed To Emails In Condo
 E-mail: [Redacted] Voter?: Opt Out From Member List?
 Alt. E-mail: [Redacted] Emergency Assist?:
 Office-Home: (908) 232-8051 Owner Has Pets?:
 Fax-Mobile: (908) 432-5477

Unit Ledger Table:

Date	Invoice No.	Description	Unit	Charges	Payments	Balance	Chg/Rec
01/2021	185	4100-Maintenance Fees (01/2021)	C3	294.71		294.71	C-213
01/2021		JACH-VEB - Online Payment - EFT Payment, Web - Resident Services			589.42	(294.71)	R-4912
01/2021	4445	4100-Maintenance Fees (02/2021)	C3	294.71		0.00	C-5311
01/2021		JACH-VEB - Online Payment - EFT Payment, Web - Resident Services			294.71	(294.71)	R-9320
01/2021	7880	4100-Maintenance Fees (03/2021)	C3	294.71		0.00	C-9217
01/2021	11397	4100-Maintenance Fees (04/2021)	C3	294.71		294.71	C-13247
01/2021	15283	4100-Maintenance Fees (05/2021)	C3	294.71		589.42	C-18224
01/2021		JACH-VEB - Online Payment - EFT Payment, Web - Resident Services			589.42	0.00	R-23220
01/2021	18911	4100-Maintenance Fees (06/2021)	C3	294.71		294.71	C-23089
01/2021	22622	JACH-10896 - Pre-Authorized Payment	C3	294.71		294.71	R-25060
01/2021		4100-Maintenance Fees (07/2021)	C3	294.71		294.71	C-27321
01/2021		JACH-12888 - Pre-Authorized Payment	C3	294.71		294.71	R-32432
01/2021	26108	4100-Maintenance Fees (08/2021)	C3	294.71		294.71	C-31369
01/2021		JACH-15098 - Pre-Authorized Payment	C3	294.71		294.71	R-37755
01/2021	30121	4100-Maintenance Fees (09/2021)	C3	294.71		294.71	C-39559
01/2021		JACH-17441 - Pre-Authorized Payment	C3	294.71		0.00	R-42073
01/2021	33896	4100-Maintenance Fees (10/2021)	C3	294.71		294.71	C-40765
01/2021		JACH-19447 - Pre-Authorized Payment	C3	294.71		294.71	R-46883
01/2021	38160	4100-Maintenance Fees (11/2021)	C3	294.71		294.71	C-45814
01/2021		JACH-21447 - Pre-Authorized Payment	C3	294.71		294.71	R-51263
01/2021	42312	4100-Maintenance Fees (12/2021)	C3	294.71		294.71	C-50528
01/2021		JACH-23641 - Pre-Authorized Payment	C3	294.71		0.00	R-55908
01/2022	46207	4100-Maintenance Fees (01/2022)	C3	303.55		303.55	C-55018
01/2022		JACH-25778 - Pre-Authorized Payment	C3	303.55		294.71	R-60630
01/2022	50527	4100-Maintenance Fees (02/2022)	C3	303.55		312.39	C-60120
01/2022		JACH-28027 - Pre-Authorized Payment	C3	303.55		303.55	R-65267
01/2022	54608	4100-Maintenance Fees (03/2022)	C3	303.55		312.39	C-64918
01/2022		JACH-30033 - Pre-Authorized Payment	C3	303.55		8.84	R-69747
01/2022	58463	4100-Maintenance Fees (04/2022)	C3	303.55		312.39	C-69510
01/2022	58463	4105-Special Assessment (04/2022)	C3	94.89		407.28	C-69511
01/2022		JACH-32395 - Pre-Authorized Payment	C3	303.55		407.28	R-74875
01/2022	62396	4100-Maintenance Fees (05/2022)	C3	303.55		303.55	C-74138
01/2022	62396	4105-Special Assessment (05/2022)	C3	94.89		398.44	C-74139
01/2022		JACH-34429 - Pre-Authorized Payment	C3	303.55		398.44	R-79507
01/2022	66410	4100-Maintenance Fees (06/2022)	C3	303.55		303.55	C-78991
01/2022	66410	4105-Special Assessment (06/2022)	C3	94.89		398.44	C-78992
01/2022		JACH-36413 - Pre-Authorized Payment	C3	303.55		398.44	R-84051

Unit Ledger Table (Bottom):

Property	Building	Sub	Unit	Unit Type	Type	Name	From	To
178	1784		1	Condo	Owner Occupant	[Redacted]	07/01/2020	

* Note all fields in blue are clickable links.



Board View: Voyager Dashboard: Legal Card

START NOTICE indicates a unit is with an attorney for collections. To learn more about the status of account, select Functions/Legal

Condo Owner Functions

First: [Redacted] MI
Last: [Redacted]
Address: [Redacted]
City: Scotch Plains
State-Zip: NJ 07076
Country: us
E-mail: [Redacted]
Alt. E-mail: [Redacted]
Office-Home: (908) 232-8051
Fax-Mobile: (908) 432-5477

ID: t0001789
Status: Current
Legal: **Start Notice**
Payments: [Redacted]
Alternate: [Redacted]
Rental: [Pooled Units\(0\)](#)
Occupant?
Board Member?
Voter?
Emergency Assist?
Owner Has Pets?

Correspondence: E-Mail
E-Mail Disable For: [Redacted]
Attachment Notifications
Correspondence Statements
Correspondence Ledger
Correspondence Letter

Registered CondoCafe?
Subscribed To Emails In CondoCafe?
Opt Out From Member List?

[Edit](#) [Help](#)

General | Alternates | Scheduled Charges | Contacts | Late Fee/Payments | Vehicles | Other Info | Pet Registry

Property	Building	Sub	Unit	Unit Type	Type	Name	From	To	Edit
a178	1784		1	Condo	Owner Occupant	[Redacted]	07/01/2020		<input type="checkbox"/>

* Note all fields in blue are clickable links.



Voyager Dashboard: Legal Card Detail

General notes and status of account are updated on the legal card regularly including liens, judgements, amount owed, settlements and attorney name.

Legal Card Functions

Resident: [Redacted] Property/Unit: a145 /3A Account: (t0001193)

Lessee Names: [Redacted] Book: 17 L&T: [Redacted]

Card Type: Non-Payment Begin: 04/08/2021 Attorney: Kessler Law

Card Reason: [Redacted] Next Due: [Redacted] Court: [Redacted]

Legal Status: Start Closed Guarantors: [Redacted]

Legal Alert: Start Notice Unpaid Charges: 11,256.17

History: 1 Active, 0 Closed

Print Legal New WQ

Notes: second demand letter mailed 6/4/21. Judgement filed. Court ordered subpoena served 6/22.

Created by: connie@denalpm.com, on: 4/8/2021 ... Legal WQ

Updated by: connie@denalpm.com, on: 6/3/2021 ...

Edit Close New Delete Help Case Closed

Actions

Type	Event	Begin	Time	Due	Flags	Amount	Attorney Fee	Notes
Start Notice		09/02/2021		09/02/2021		14,173.21	0.00	Date: 9/2/2021 Arrears: 14,173.21 Type: Start Notice bank levy collected \$1400 to be released to association. New ledger sent for new judgement.
Note		08/30/2021		08/30/2021		13,759.15	0.00	Date: 8/30/2021 Arrears: 13,759.15 Type: Note Bank levy submitted turn over funds \$1386. Sent new ledgers for new judgement.
Note		04/26/2021		04/29/2021		11,984.91	0.00	Date: 4/26/2021 Arrears: 11,984.91 Type: Note We have a judgement for \$10,721.95 entered in 2020 for this matter. The Court Officer has been trying to find bank accounts to levy. I spoke with the Court Officer's office again this morning and they are going to send out new requests this week. We currently have \$74 levied but we are waiting on additional funds before filing a turnover motion. I am preparing to file a Motion to Enforce Litigant's Rights today because we did not receive any responses to our information subpoenas. I am ordering employment searches from MDI for any other potential leads. We had a previous judgement against these Defendants which was satisfied by a bank levy and were hoping to do so again. We could sell the unit pursuant to the current judgement but we would need the Court Officer to first return the Writ of Execution to the Courts so that we could docket the judgement. Docketing the judgement will allow us to request the Bergen County Sheriff's Office to place a levy against the unit which is required for our motion to sell the unit. Please let us know if the Association would rather wait to see if the Court Officer finds any additional funds or places of employment for the Defendants before we docket the current judgement. Or if the Association wants to keep the active Writ of Execution with the Court Officer then we could recommend doing a new demand letter for the 2021 outstanding balance to get a second judgement. We could docket the second judgement, have the Sheriff levy on the property and then file a motion to sell. This would allow the Court Officer to continue trying to collect on the first judgement while we prepare an order to sell the unit for when Sheriff sales resume.
Start Notice		04/08/2021	2:24PM	04/08/2021		0.00	0.00	

PRINT and HISTORY make it easy for you to download the details.

Important: The balance on an owners account is not a true payoff of their debt. Unposted legal fees, lien release fees, etc. may not be represented on the ledger. Please direct all homeowners in legal status to the attorney for details and payoff figures.

* Note all fields in blue are clickable links.



Voyager Dashboard: Attachments

Select Attachments on the Functions menu to see all statements either mailed or emailed to the unit owner. *Units with a Legal Start DO NOT get statements.*

General Unit
Owner
Information

The screenshot displays the 'Condo Owner' profile page. The 'Functions' dropdown menu is highlighted with a red arrow. The 'Attachments' window is open, showing a list of attachments with columns for Type, Description, Date, Attachment, Secure, Show on Portal, and Detach. A red arrow points to a specific attachment in the list.

Condo Owner Information:

- First: [Redacted] MI
- Last: [Redacted]
- Address: [Redacted]
- City: Scotch Plains
- State-Zip: NJ 07076
- Country: us
- E-mail: [Redacted]
- Alt. E-mail: [Redacted]
- Office-Home: (908) 232-8051
- Fax-Mobile: (908) 432-5477

Attachments Window:

Type	Description	Date	Attachment	Secure	Show on Portal	Detach
Attachment	CondoInvoice_1953_34t0001193t0001193_1019	10/19/2021	CondoInvoice_1953_34t0001193t0001193_10192021_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Condo Invoice (11/22/2021)	11/22/2021	CondoInvoice_1953_34t0001193t0001193_11222021_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (12/17/2021)	12/17/2021	MonthlyStatement_1953_34t0001193t0001193_12172021_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (01/18/2022)	01/18/2022	MonthlyStatement_1953_34t0001193t0001193_01182022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (02/17/2022)	02/17/2022	MonthlyStatement_1953_34t0001193t0001193_02172022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (03/21/2022)	03/21/2022	MonthlyStatement_1953_34t0001193t0001193_03212022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (04/19/2022)	04/19/2022	MonthlyStatement_1953_34t0001193t0001193_04192022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	Monthly Statement (05/17/2022)	05/17/2022	MonthlyStatement_1953_34t0001193t0001193_05172022_1.pdf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click on a statement to view it.

* Note all fields in blue are clickable links.



Voyager Dashboard: Memos

Memos in the Function menu: Track notes on individual unit owner accounts. These may include move in/move out, phone calls received, settlement discussions, AR notes, etc.

The screenshot shows the 'Condo Owner' profile page. A red arrow points to the 'Functions' dropdown menu. The profile includes fields for personal information, contact details, and account status. A 'Memos for Tenant' popup window is open, showing a table of notes and a form for adding a new memo.

Condo Owner Profile:

- First:** [Redacted] MI
- Last:** [Redacted]
- Address:** [Redacted]
- City:** Scotch Plains
- State-Zip:** NJ 07076
- Country:** us
- E-mail:** [Redacted]
- Alt. E-mail:** [Redacted]
- Office-Home:** (908) 232-8051
- Fax-Mobile:** (908) 432-5477
- ID:** t0001789
- Status:** Current
- Legal:** [Redacted]
- Payments:** [Redacted]
- Alternate:** [Redacted]
- Rental:** Pooled Units(0)
- Occupant?:** Registered CondoCafe?
- Board Member?:** Subscribed To Emails In CondoCafe?
- Voter?:** Opt Out From Member List?
- Emergency Assist?:**
- Owner Has Pets?:**

Memos for Tenant:

Date	Type	Status	Notes
04/29/2022	AR Aging Notes	In Process	Property: a218, Date Through: 12/2020, Date As Of: 04/29/2022, Group by: Unit, 30 -60 Days: 30.00, 60 -90 Days: 8975.23, Notes: w/ McGovern, On payment plan. Requested \$400 a month for new assessment as well. Waiting for response from Board.
04/29/2022	AR Aging Notes	In Process	Property: a218, Date Through: 12/2020, Date As Of: 04/29/2022, Group by: Unit, 30 -60 Days: 30.00, 60 -90 Days: 8975.23, Notes: w/ McGovern, On payment plan. Requested \$400 a month for new assessment as well. Waiting for response from Board.
03/28/2022	AR Aging Notes	In Process	Property: a218, Date Through: 12/2020, Date As Of: 03/28/2022, Group by: Unit, 30 -60 Days: 9375.23, Notes: w/ McGovern

Memo Form:

- Date:** 04/29/2022
- Time:** 11:15 AM
- Type:** AR Aging Notes
- Status:** In Process
- Result:** [Redacted]
- Agents:** [Redacted]
- Notes:** Property: a218, Date Through: 12/2020, Date As Of: 04/29/2022, Group by: Unit, 30 -60 Days: 30.00, 60 -90 Days: 8975.23, Notes: w/ McGovern, On payment plan. Requested \$400 a month for new assessment as well. Waiting for response from Board.

Property Table:

Property	Building	Sub	Unit	Unit Type	Type	Name	From	To	Edit
a178	1784		1	Condo	Owner Occupant	[Redacted]	07/01/2020		<input type="checkbox"/>

* Note all fields in blue are clickable links.



Voyager Dashboard: Email

Use "Email" in the Functions menu to send and track email correspondence with residents.

The screenshot shows the 'Condo Owner' profile page. A red arrow points to the 'Functions' dropdown menu, which is open to show options like 'Attachment Notifications', 'Correspondence Statements', 'Correspondence Ledger', and 'Correspondence Letter'. The page displays personal information, contact details, and a table of correspondence records.

Property	Building	Sub	Unit	Unit Type	Type	Name	From	To	Edit
a178	1784		1	Condo	Owner Occupant		07/01/2020		

* Note all fields in blue are clickable links.



Voyager Dashboard: Email details

To send and track emails to homeowners, fill out appropriate fields and write the BODY of the Email.

When complete, select SEND EMAIL

Add attachments or pictures, if necessary, by clicking Additional Attachments.

Quick Email

To:

Cc:

Bcc:

Subject:

Separate Email for each Recipient
Note: Email addresses from 'Cc' and 'Bcc' field will be ignored.

Body | Contacts | Attachments | Additional Attachments | Memo | Email History

Email Template:

OR

Body:

Hello,

This is a warning that you must remove the gas grill from your balcony. Failure to do so may result in a fine.

Thank you.

Reply To:

All emails are Saved on Email History. Select View to see copy of the email.

Body | Contacts | Attachments | Additional Attachments | Memo | Email History

Sender	Date Sent	Subject	To	Verified	View
connie@denalpm.com	06/21/2021	jane@denalpm.com		Yes	<input type="checkbox"/>
	05/17/2021	Late Notice		Yes	<input type="checkbox"/>
Jen OBrien	03/16/2021	Late Notice		Yes	<input type="checkbox"/>
Jen OBrien	03/16/2021	Late Notice		Yes	<input type="checkbox"/>

Email

Sender: connie@denalpm.com
Date Sent: 06/21/2021 9:29 AM

To:

Address	Type
	To
jane@denalpm.com	Cc
jane@denalpm.com	Bcc

Subject: jane@denalpm.com

Body:

Hello- Perhaps you are unaware but we changed accounting systems in January and assigned you a NEW 16 digit account number.

We have been communicating this to you over many emails and letters since December.

Regardless, any payments that you may have sent with the old account number or only your address have NOT been processed. You are required to go into your Bill Pay and change the Account number yourself.

Please see the attached latest statement. The statement has your new account number and current balance on it. We do need you to send in payment to clear your account immediately in order to avoid legal collections.

Please respond immediately to this email and that this will be addressed.

Thank you.

Denali Collection Dept.

Reply To: connie@denalpm.com

Attachments:

Description	File
CondoInvoice_397_2020000515-0000264_06172021_1.ppt	CondoInvoice_397_2020000515-0000264_06172021_1.ppt



Voyager Dashboard: Quick Reports

Quick Finance AR/AP Reports

The screenshot displays the Yardi Voyager dashboard for a Condo, Co-op & HOA. The main content area is divided into several sections:

- Property/List:** Includes a search bar with 'a199' and buttons for 'Go' and 'Help'. Below it, a date range is set from '06/14/2022' to '07/14/2022'. It shows 1 Property and 118 Units.
- Finance:** This section is highlighted with a red circle. It contains four links: [A/R Summary](#), [A/R Details](#), [A/P Summary](#), and [A/P Details](#).
- Maintenance:** Shows 26 Pending Work Requests, 0 Completed WO Followup, and 0 Purchase Orders.
- Tasks:** Shows 0 Tasks Pending and 0 Tasks Past Due.
- Links:** Includes links for [New PO](#), [New WO](#), [New Meeting](#), [Monitor Reports](#), [New Service Request](#), and [Violation Management](#).
- Summary:** A table of key metrics:

Meetings	0
Active Board Members	4
Purchases In Progress	0
Legal Count	8
Total Unique Persons	131
Total Unit Persons	131
Total Legal Owners	130
- Unit Detail:** Shows 125 Owner Occupant, 5 Owner Absentee, and 1 Spouse.

At the bottom, there is a navigation bar with 'Calendar', 'Dashboard', 'Person Search', and 'Critical Dates'. Below that is a calendar for June 2022, showing dates from May 30 to June 11.

* Note all items in blue are clickable links.



Voyager Dashboard: AR Quick Reports

Quick Finance AR Summary and Detail Reports details. *Don't forget you can dive deeper into the details by clicking on any blue link.*

AR Summary

Calendar | **A/R Summary - 6/14/2022** | Person Search | Critical Dates

Period	No. of Transactions	Total Outstanding
0- 30 Days	4	930.09
31- 60 Days	2	619.33
61- 90 Days	2	619.33
90 + Days	2	3,647.80
Prepaid AR	2	212.70
Grand Total		5,603.85

AR Detail

Calendar | **A/R Details - 6/14/2022** | Person Search | Critical Dates

Name^	Owner	Property	Unit	0 - 30 Days	31 - 60 Days	61 - 90 Days	90 + Days	Prepays	Total Outstanding
	t0000424	a116	105	283.79	283.79	283.79	3,312.26	0.00	4,163.63
	t0000429	a116	205	0.00	0.00	0.00	0.00	106.35	-106.35
	t0000434	a116	305	0.00	0.00	0.00	0.00	106.35	-106.35
	t0000425	a116	201	335.54	335.54	335.54	335.54	0.00	1,342.16
	t0005298	a116	204	217.40	0.00	0.00	0.00	0.00	217.40
	t0000432	a116	303	93.36	0.00	0.00	0.00	0.00	93.36
				930.09	619.33	619.33	3,647.80	212.70	5,603.85

* Note all items in blue are clickable links.



Voyager Dashboard: AP Quick Report Details

AP Summary

Calendar	A/P Summary - 6/14/2022	Person Search	Critical Dates
			
Period	No. of Transactions	Current Owed	
0- 30 Days	2	986.28	
31- 60 Days	0	0.00	
61- 90 Days	0	0.00	
90 + Days	0	0.00	
Grand Total		986.28	

AP Detail

Details	Payee Info	Workflow	Approvers	Images	
					
Entity	Entity Description	Amount	Account	Account Description	GL Notes
a116	[Redacted]	639.75	60700	Cleaning Service	June 2022
		639.75			

Details	Payee Info	Workflow	Approvers	Images
				
				
INVOICE				
BILL TO: 118 Jones Street Brooklyn, NY 11201	SHIP TO: 118 Jones Street Brooklyn, NY 11201 PO Box 1500 Hicksville, New York 11801-1500	INVOICE # 100001 DATE 06/14/2022 DUPLICATE DATE 06/14/2022		
DATE	DESCRIPTION	QTY	PRICE	AMOUNT
	Monthly Maintenance	1	639.00	639.00
Monthly maintenance fee for the service month				
Please remit payment to:				TOTAL 639.75
118 Jones Street				TAX 0.75
Brooklyn, New York 11201				TOTAL 639.75
				AMOUNT DUE \$639.75
<small>Monthly maintenance is billed on the first day of the service month.</small>				

Clicking on the blue links allows you to dive deeper to view the outstanding invoice.

* Note all items in blue are clickable links.



Voyager Dashboard: Maintenance/Work Orders

To review the status of a work orders, click on the blue link next to Pending Work Order Requests.

The screenshot displays the YARD VOYAGER dashboard for a Condo, Co-op & HOA. The main content area is divided into several sections:

- Maintenance:** A table showing 26 Pending Work Requests, 0 Completed WO Followup, and 0 Purchase Orders. A red circle highlights the '26' and a red arrow points to it from the text above.
- Tasks:** Shows 0 Tasks Pending and 0 Tasks Past Due.
- Links:** Includes links for New PO, New WO, New Meeting, Monitor Reports, New Service Request, and Violation Management.
- Summary:** A table with metrics such as Meetings (0), Active Board Members (4), Purchases In Progress (0), Legal Count (8), Total Unique Persons (131), Total Unit Persons (131), Total Legal Owners (130), Owner Occupant (125), Owner Absentee (5), and Spouse (1).
- Unit Detail:** A table with columns for Owner Occupant, Owner Absentee, and Spouse.

At the bottom of the dashboard is a calendar for June 2022, showing dates from May 30 to June 11. A 'Jump To' search bar is located above the calendar.

* Note all items in blue are clickable links.



Voyager Dashboard: Maintenance/Work Order Details

Calendar | Pending Work Requests - 06/14/2022 | Person Search | Critical Dates

Property #	WO#	Brief Description	Call Date	Unit	Owner	Phone	Category	Status	Assign	Complete	Reason Incomplete
a179	1467	Balcony Damage - Wild Life	01/20/2022	274		(923) 931-3459	Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	1778	Garage Remote Request	04/11/2022	174			Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	1867	Intercom Issue	04/27/2022	267		(845) 458-9000	Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	1876	Balcony Roof Repairs Needed	04/30/2022	163			Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	1920	Window Leak	05/09/2022	275			Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	2023	Exterior Leak	05/27/2022	275			Resident Request	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	2024	Bedroom	05/27/2022	275			Resident Request	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	2043	Intercom Issue	05/31/2022	144			Common Areas/Exterior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	
a179	2079	Unusual Noise	06/03/2022	148			Common Areas/Interior - WO	In Progress	<input type="checkbox"/>	<input type="checkbox"/>	

Here is where board members and managers can easily assign vendors, communicate with homeowners, complete orders, or comment on why projects may be outstanding. For more details, click on the WO# (in blue). All updates are emailed to the homeowner and are updated on the resident portal.

Work Order #1467

Status: In Progress

Reason: [Redacted]

Property: [a179](#)

Building: [Redacted]

Floor: [Redacted]

Unit: [274](#)

Location: [Redacted]

Bill To: [t0005794](#)

Asset: [Redacted]

Vendor: [Redacted]

Expense Type: [Redacted]

Funding Entity: [Redacted]

Template: [Redacted]

Priority: Preventative

Category: Common Areas/Exterior - WO

SubCategory: Decks/Balcony

Resolution: [Redacted]

Due Date & Time: [Redacted]

Display Type: Default

Brief Description: Balcony Damage - Wild Life

Occupant Code: [t0005794](#)

Occupant Name: [Redacted]

Caller Name: [Redacted]

Caller Phone: [Redacted]

Caller Email: [Redacted]

Related WO: [Redacted]

Origin: RC

Created By: zfogf_live_se... On 01/20/2022

Updated By: perry@denali... On 06/03/2022

Access/Entry Notes: Ok to Enter No Follow Up Problem Description

The squirrel destroyed the wood on balcony. Please let us know which area of the balcony is getting damaged. Can you see the area without going on the balcony?

Edit New Print Help View Occupant Create PO Ready To Post?

Other Info Labor Labor Payables/Charges Material Workflow Approvers Audit History

General Info

User Defined 1 [Redacted]

User Defined 2 [Redacted]

Billing Info

Batch Name [Redacted]

Invoice Number [Redacted]

Invoice Date [Redacted]

Status Dates

WO Status	Date	Time
Call	01/20/2022	3:23 PM
In Progress	01/31/2022	11:07 AM

Totals

Comm Type	Amount
Total Comm Pay	0.00
Total Pay	0.00
Total Comm Charge	0.00
Total Tax Charge	
Total Charge	0.00

Payables/Charges

Payable Batch [Redacted]

Charge Batch [Redacted]

WO CMP

Approvals

Workflow [Redacted]

Status [Redacted]

Current Step [Redacted]

Next Step [Redacted]

Notes [Redacted]

Full Description: The squirrel destroyed the wood on balcony

Print Full Description?

Technician Notes: Please let us know if this is still an ongoing situation. We are contacting contractors to see what the next steps are in address this concern. We'll be in touch shortly with more information.

Tenant Responsible



Voyager Dashboard: Maintenance/Work Order Report

For a full report of all Open, Pending, and Closed work orders, Select Reports/Work Order List from the side menu.

YARDIVOYAGER

Home Help Sign Out SaaS Messages

Work Order List Excel PDF

Property=a199 AND Order By=WO#

WO	Prop-Unit	Status	Call Date	Start Date	Employee	Brief Desc	Quantity	Stock	Stock Description
5	a199	Canceled	12/08/2020		vrappola	TEST - Intercom Buzzing	0.00		
6	a199	Work Completed	12/08/2020		vrappola	Broken tree limb	25.00		
7	a199	Work Completed	12/08/2020	10/07/2020	vrappola	Test	25.00		
43	a199-114	Work Completed	12/09/2020		vrappola	TEST WO Please Ignore	0.00		
53	a199-114	Work Completed	12/29/2020			Leak From Upper Unit	0.00		
80	a199-114	Work Completed	01/05/2021			Dining Room	0.00		
84	a199	Work Completed	01/13/2021		vrappola	Ceiling of 114	0.00		
120	a199-114	Work Completed	01/15/2021		vrappola	Broken Fence Behind Garages	0.00		
232	a199-313	Work Completed	01/27/2021			Repair Ceiling at 114	0.00		
247	a199-316	Work Completed	03/10/2021			Repairs to Wall from Exterior Work	0.00		
251	a199-332	Work Completed	03/14/2021			Bathroom	0.00		
256	a199-332	Work Completed	03/15/2021			Broken Fence	0.00		
266	a199	Work Completed	03/19/2021			sprinkler	0.00		
327	a199-132	Work Completed	04/05/2021			Vents	0.00		
331	a199-332	Work Completed	04/05/2021			powerwashing	0.00		
333	a199-131	Work Completed	04/05/2021			The common area light front of 322	0.00		
363	a199-117	Work Completed	04/06/2021			keys	0.00		
383	a199	Work Completed	04/13/2021			light	0.00		
416	a199	Work Completed	04/19/2021			Damaged Dryer Vent	0.00		
417	a199	Work Completed	04/22/2021			Gutter at Building 4	0.00		
491	a199	Work Completed	04/22/2021			Building 1 Lintel	0.00		
506	a199-423	Work Completed	05/07/2021			Birds Nest in Vent	0.00		
507	a199	Work Completed	05/11/2021			door lock	0.00		
547	a199-317	Work Completed	05/12/2021			Broken vent in bldg 1	0.00		
671	a199	Work Completed	05/20/2021			bee hive	0.00		
709	a199-433	Work Completed	06/16/2021			detached broken gutter behind build	0.00		
795	a199	Work Completed	06/30/2021			hvac	0.00		
908	a199-222	Work Completed	07/28/2021			ats and other wild life reported at	0.00		
1055	a199	Work Completed	09/01/2021			Prior residents scraped outer door	0.00		
1068	a199-712	Work Completed	09/24/2021			hornets nest on front and back	0.00		
1093	a199	Work Completed	09/28/2021			shrubs	0.00		
1094	a199	Work Completed	10/05/2021			front door needs repair	0.00		
1095	a199	In Progress	10/05/2021			repair fence by basin building 7	0.00		
1096	a199	Work Completed	10/05/2021			repair masonry block by dumpster an	0.00		
1097	a199	Work Completed	10/05/2021			tighten up signage around site	0.00		

Work Order #1467 Functions

Status: In Progress

Reason: [Redacted]

Property: a179

Building: [Redacted]

Floor: [Redacted]

Unit: 274

Location: [Redacted]

Bill To: t0005794

Asset: [Redacted]

Vendor: [Redacted]

Expense Type: [Redacted]

Funding Entity: [Redacted]

Template: [Redacted]

Priority: Preventative

Category: Common Areas/Exterior - WO

SubCategory: Decks/Balcony

Resolution: [Redacted]

Due Date & Time: [Redacted]

Display Type: Default

Brief Description: Balcony Damage - Wild Life

Occupant Code: t0005794

Occupant Name: [Redacted]

Caller Name: [Redacted]

Caller Phone: [Redacted]

Caller Email: [Redacted]

Related WO: [Redacted]

Origin: RC

Created By: zfogf_live_se... On 01/20/2022

Updated By: perry@denali... On 06/03/2022

Access/Entry Notes: Ok to Enter No Follow Up Problem Description

The squirrel destroyed the wood on balcony. Please let us know which area of the balcony is getting damaged. Can you see the area without going on the balcony?

Edit New Print Help View Occupant Create PO Ready To Post?

Other Info Labor Labor Payables/Charges Material Workflow Approvers Audit History

General Info

User Defined 1: [Redacted]

User Defined 2: [Redacted]

Billing Info

Batch Name: [Redacted]

Invoice Number: [Redacted]

Invoice Date: [Redacted]

Status Dates

WO Status	Date	Time
Call	01/20/2022	3:23 PM
In Progress	01/31/2022	11:07 AM

Totals

Comm Type	Amount
Total Comm Pay	0.00
Total Pay	0.00
Total Comm Charge	0.00
Total Tax Charge	0.00
Total Charge	0.00

Payables/Charges

Payable Batch: [Redacted]

Charge Batch: [Redacted]

WO CMP:

Approvals

Workflow: [Redacted]

Status: [Redacted]

Current Step: [Redacted]

Next Step: [Redacted]

Notes: [Redacted]

Full Description: Print Full Description?

The squirrel destroyed the wood on balcony

Technician Notes: Tenant Responsible

Please let us know if this is still an ongoing situation.

We are contacting contractors to see what the next steps are in address this concern. We'll be in touch shortly with more information.

Voyager Dashboard: Violation Management

The Integrated Violation Module can be found at this link.

The screenshot displays the YARDI VOYAGER dashboard for a Condo, Co-op & HOA. The interface includes a top navigation bar with 'Home', 'Help', 'Sign Out', and 'SaaS Messages'. A left sidebar contains navigation options like 'Reports', 'Condo/Co-op/HOA', 'Setup', and 'Violations/Arch Rev'. The main content area is divided into several sections: 'Maintenance' (Pending Work Requests: 26, Completed WO Followup: 0, Purchase Orders: 0), 'Tasks' (Tasks Pending: 0, Tasks Past Due: 0), 'Links' (New PO, New WO, New Meeting, New Service Request, and Violation Management), 'Summary' (Meetings: 0, Active Board Members: 4, Purchases In Progress: 0, Legal Count: 8, Total Unique Persons: 131, Total Unit Persons: 131, Total Legal Owners: 130), and 'Unit Detail' (Owner Occupant: 125, Owner Absentee: 5, Spouse: 1). A calendar at the bottom shows the month of June 2022. A red circle highlights the 'Violation Management' link in the Links section, with a red arrow pointing from the text above to it.

* Note all items in blue are clickable links.



Voyager Dashboard: Summary Data

Summary is a quick and easy way reference information such as Board contact info, legal collection accounts, purchases in progress, and homeowner contact information.

The screenshot displays the YARDI VOYAGER dashboard for a Condo, Co-op & HOA. The main content area is divided into several sections: Maintenance, Summary, Tasks, Links, and Unit Detail. The Summary section is circled in red, and a red arrow points to it. The Summary section contains the following data:

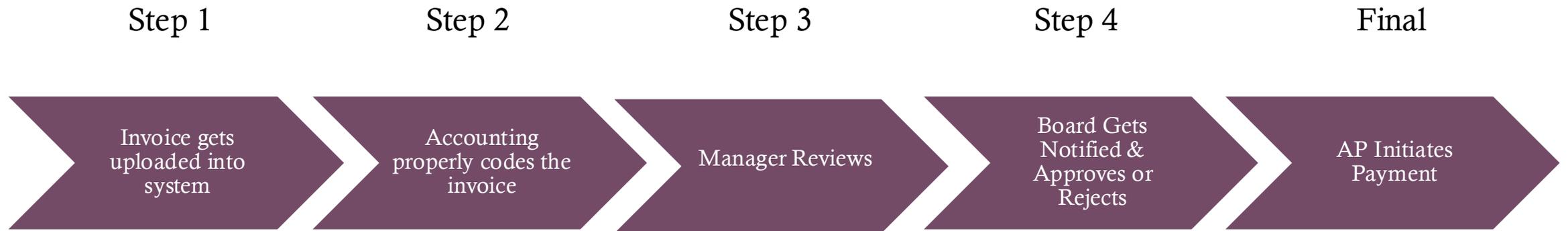
Category	Value
Meetings	0
Active Board Members	4
Purchases In Progress	0
Legal Count	8
Total Unique Persons	131
Total Unit Persons	131
Total Legal Owners	130

Below the Summary section, there are links for Owner Occupant (125), Owner Absentee (5), and Spouse (1). The dashboard also includes a navigation menu on the left, a top navigation bar with Home, Help, Sign Out, and SaaS Messages, and a calendar view at the bottom showing June 2022.

* Note all items in blue are clickable links.



The Bill Pay Approval Process



Elevate: Invoice Approval Dashboard

Invoice Dashboard

You will now need to go to your Workflow Dashboard to approve invoices

Click the arrow next to Invoice

Workflow Dashboard

AP Template

Go To Invo Add Invoice

Invoice	Batch	Status	Payee	Invoice Date	Post Month	Expense Type	Total	Property	PO
49 #19883	30	In Progress	SMALL - THAT'S ALL v0000672	1/4/2021 View Milestones	01/2021	Expenses	\$1,199.53	10 Orchard Street Condominium Association a174	
115 #81586	96	In Progress	DENALI PROPERTY MANAGEMENT v0000233	1/1/2021 View Milestones	11/2020	Expenses	\$875.19	Stonehill Village Condominium Association a181	

To start, click CLEAR to refresh all items in your dashboard

* Note all items in orange are clickable links.



Elevate: Invoice Approval Dashboard

Check the Action Items list

Invoices By Status

- Workflow in Progress: 12
- Ready for Entry: 3

Invoices By Expense Type

- Expenses: 12
- Preliminary: 3

Invoices Due In

- 11 to 30 Days: 9
- Overdue: 6

Action Items

- 2 Awaiting Approval for 10+ Days
- 0 My Approval
- 3 No Approver
- 22 Pending Post

Search Invoices 15 Invoices Go To Invo Add Invoice

Invoice	Batch	Status	Payee	Invoice Date	Post Month	Expense Type	Total	Created By	PO
27090 #169730	21482	In Progress	MCGOVERN LEGAL SERVICES LLC v0000485	5/24/2022 View Milestones	05/2022	Expenses	\$7.33	dbo in Full Service	



Elevate: Invoices for Approval

See details of Invoice and approve or reject

View Invoice

Invoice	Batch	Status	Payee	Invoice Date	Post Month	Expense Type	Total	Property	Created By	PO
27090 #169730	21482	In Progress	MCGOVERN LEGAL SERVICES LLC v0000485	5/24/2022 View Milestones	05/2022	Expenses	\$7.33		dbo in Full Service	
27631 #170786	21906	In Progress	MCGOVERN LEGAL SERVICES LLC v0000485	4/30/2022 View Milestones	06/2022	Expenses	\$500.00		dbo in Full Service	

Milestones

mryan@denalipm.com  5/24/2022 by dbo

FS Data Entry  5/25/2022 by dbo

Sent To PayScan  5/25/2022 by dbo

Current Step
Workflow: AP Review 

* Note all items in Red and Purple are clickable links.



Elevate: Invoice Detail Screen

INVOICE ID 27090 INVOICE # 169730 PAYEE v0000485 AMOUNT \$7.33
MCGOVERN LEGAL SERVICES LLC

Overview ▼ Save Save Step and Next Validate ⋮

Next Step Step Notes

Details 1 items Add Rows ⋮

Delete	Entity	Amount (\$)	Account	GL
	<input type="text"/>	7.33	<input type="text"/>	C

Click on the Field Options to Select Approval or Rejection of Invoice. Please add notes if necessary.



For further assistance:

- Email support@mypropertybilling.com
- Call 888-406-2221 Customer Service

