



## QUICK REFERENCE GUIDE:

### Yardione Bill Pay Log In & Payment Instructions:

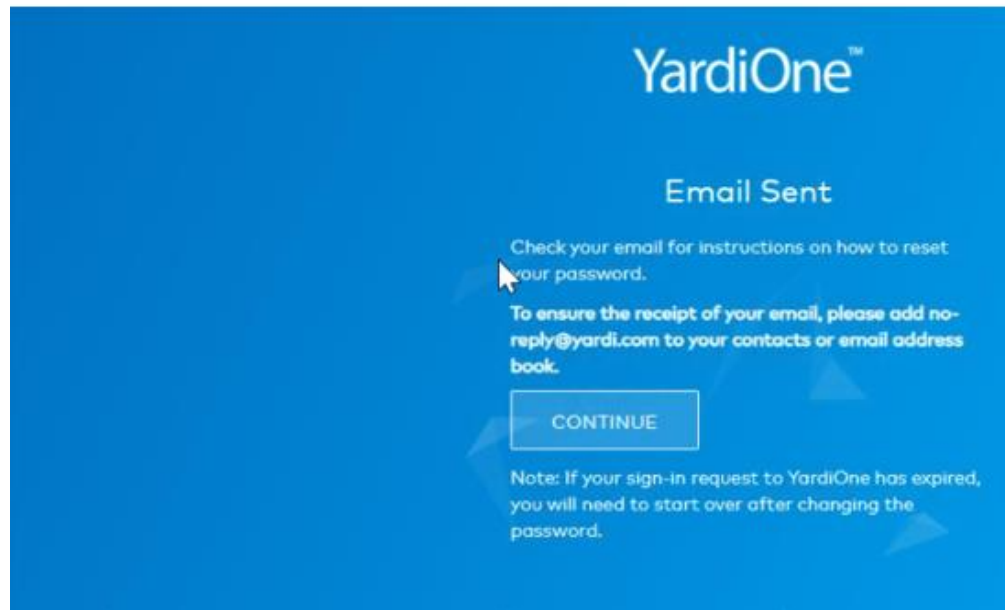
#### First Time Logging In

**For best results, use Google Chrome web browser**

Go to <https://denali39426.yardione.com/> you will be asked to enter your email and reset your password.

A screenshot of the YardiOne login page. The page has a blue background with a geometric pattern. At the top, the "YardiOne" logo is displayed. Below the logo are two input fields: "Username" and "Password". A red arrow points to the "Username" field. Below the "Password" field is a checkbox labeled "Remember me". To the right of the "Remember me" checkbox is a blue button labeled "Reset Password". A red arrow points to the "Reset Password" button. At the bottom of the form is a large white button labeled "LOGIN".

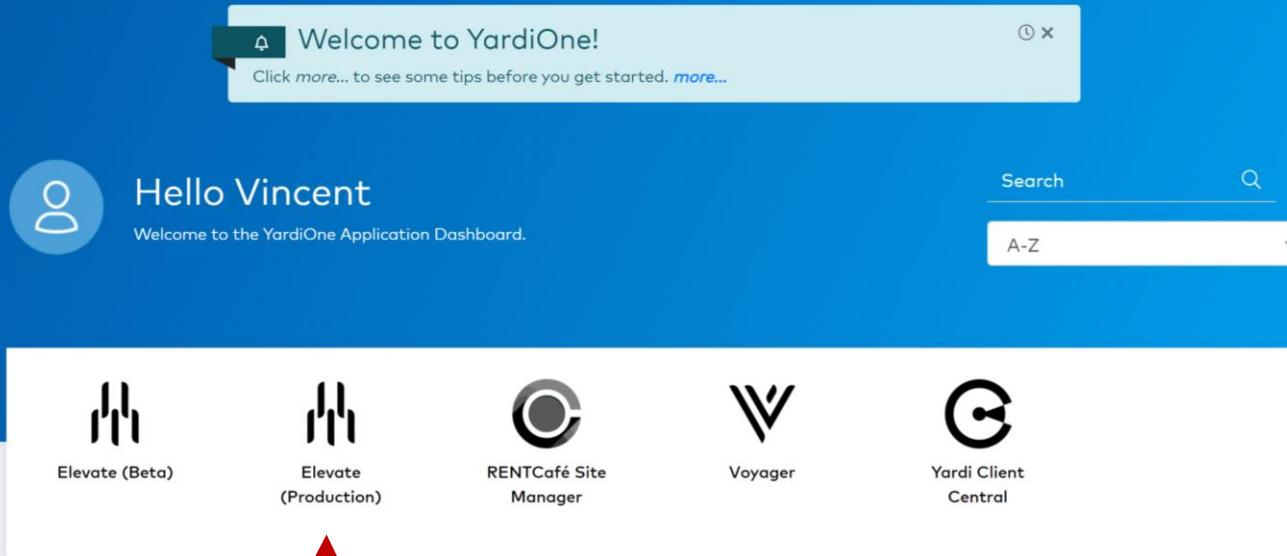
Check your email for instructions on how to reset your password:



## YardiOne Dash Board

- Once logged in you will now be on your YardiOne Dashboard

Go into the Elevate (Production) Tab



The screenshot shows the YardiOne dashboard interface. At the top, a light blue banner displays a bell icon, the text "Welcome to YardiOne!", and a close button (X). Below the banner, on the left, is a circular profile icon with a person silhouette, followed by the text "Hello Vincent" and "Welcome to the YardiOne Application Dashboard." On the right, there is a search bar with the placeholder text "Search" and a magnifying glass icon, and a dropdown menu showing "A-Z" with a downward arrow. Below these elements is a white horizontal bar containing five application tiles. Each tile has an icon, a title, and a subtitle. A red arrow points to the "Elevate (Production)" tile.

Icon	Application Name	Subtitle
	Elevate (Beta)	
	Elevate (Production)	
	RENTCafé Site Manager	
	Voyager	
	Yardi Client Central	

# Invoice Dashboard

Click the arrow next to Invoice

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

Procure to Pay

Invoice Purchase Order Accounts Payable Marketplace VendorCafe Reports Full Service

Invoices

Saved Filter: None

Dashboard Workflow Dashboard Add IR Import IR Search IR Analytics My Invoices Invoice Image Export AP Template

Created From: 12/20/2020 Created To: 1/20/2021 Invoice # Sort Order More Search Save Clear

Invoices By Status

Invoices By Expense Type

- Other Expense Types: 146
- Preliminary: 29
- Expenses: 6

Invoices Due In

- Overdue: 138
- 10 Or Less: 34
- 11 to 30 Days: 8
- Over 30 Days: 1

Action Items

- 6 Awaiting Approval for 10+ Days
- 0 My Approval
- 181 No Approver
- 19 Pending Post

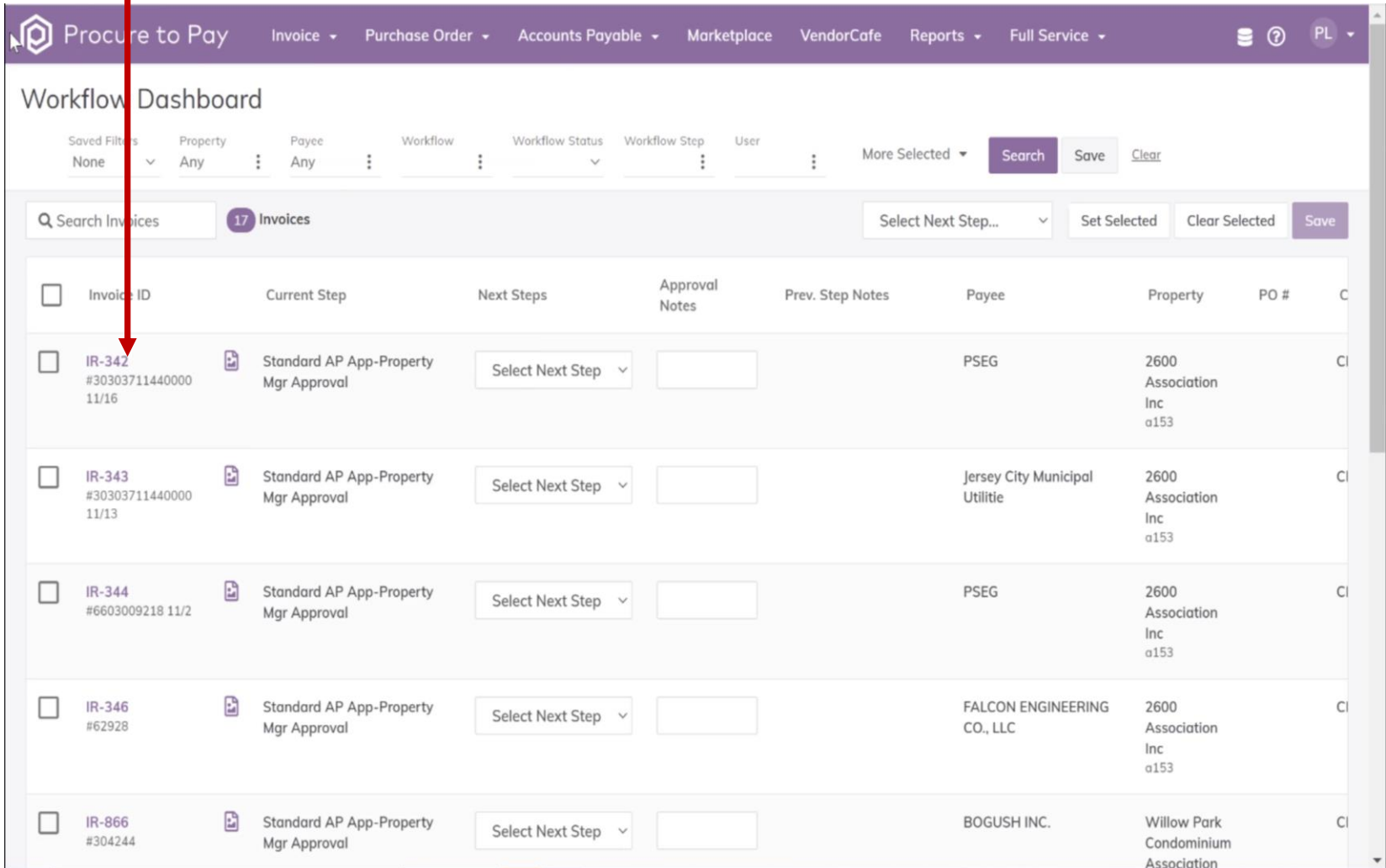
Filtered By: No Approver X

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	
170 #81568	151	In Progress	DENALI PROPERTY MANAGEMENT v0000233	1/1/2021 View Milestones	01/2021	Expenses	\$1,277.08	Courtyard on Broadway Condominium Association a114	
214 #5337	195	In Progress		12/21/2020 View Milestones	11/2020	Preliminary	\$200.00	Papago Palms Condominium Association	

## Select the Invoice:

Select an invoice by clicking on the invoice ID.



The screenshot displays the 'Procure to Pay' Workflow Dashboard. At the top, there is a navigation bar with tabs for Invoice, Purchase Order, Accounts Payable, Marketplace, VendorCafe, Reports, and Full Service. Below this is the 'Workflow Dashboard' section, which includes filters for Saved Filters, Property, Payee, Workflow, Workflow Status, Workflow Step, and User. A search bar is present with the text 'Search Invoices'. The main area shows a table of 17 invoices. The first row of the table is highlighted, and a red arrow points to the 'IR-342' invoice ID. The table columns are: Invoice ID, Current Step, Next Steps, Approval Notes, Prev. Step Notes, Payee, Property, and PO #.

Invoice ID	Current Step	Next Steps	Approval Notes	Prev. Step Notes	Payee	Property	PO #
IR-342 #30303711440000 11/16	Standard AP App-Property Mgr Approval	Select Next Step			PSEG	2600 Association Inc a153	
IR-343 #30303711440000 11/13	Standard AP App-Property Mgr Approval	Select Next Step			Jersey City Municipal Utilitie	2600 Association Inc a153	
IR-344 #6603009218 11/2	Standard AP App-Property Mgr Approval	Select Next Step			PSEG	2600 Association Inc a153	
IR-346 #62928	Standard AP App-Property Mgr Approval	Select Next Step			FALCON ENGINEERING CO., LLC	2600 Association Inc a153	
IR-866 #304244	Standard AP App-Property Mgr Approval	Select Next Step			BOGUSH INC.	Willow Park Condominium Association	

## Invoice Details:

Once the invoice has been selected you will see all of the invoice details.

Procure to Pay Invoice Purchase Order Accounts Payable Marketplace VendorCafe Reports Full Service

Work Invoice ID#342 >

INVOICE ID  
342

PAYEE  
v0000607  
PSEG

INVOICE #  
30303711440000 11/16

AMOUNT  
\$9,162.96

Workflow  
Standard AP App

Previous Step Notes

Current Step  
Property Mgr Approval

Next Step

Step Notes

View Image(s) Save and Next Go to invoice

Details

Entity	Account	Net (\$)	Tax	Shipping	Gross	GL Notes
a153 ( 2600 Association Inc, 2600 Kennedy Boulevard, Jersey City, NJ 07306 )	2207 (Accounts Payable Tops)	9,162.96	0.00	0.00	9,162.96	9/15-10/13

## Invoice Approval:

Click on the next steps tab to make your approval or return to AP with comments if any.

Procure to Pay Invoice Purchase Order Accounts Payable Marketplace VendorCafe Reports Full Service

Work Invoice ID#342 >

INVOICE ID 342  
PAYEE v0000607  
PSEG

INVOICE # 30303711440000 11/16  
AMOUNT \$9,162.96

Workflow Standard AP App

Previous Step Notes

Current Step Property Mgr Approval

Next Step

Step Notes

Board Approval  
AP Final Review  
Return to AP

View Image(s) Save

Details

Entity	Account	Net (\$)	Tax	Shipping	Gross	GL Notes
a153 ( 2600 Association Inc, 2600 Kennedy Boulevard, Jersey City, NJ 07306 )	2207 (Accounts Payable Tops)	9,162.96	0.00	0.00	9,162.96	9/15-10/13

## Send Next Step:

Click Save and Next this will complete your process for this invoice and move to the next invoice.

Procure to Pay Invoice - Purchase Order - Accounts Payable - Marketplace - VendorCafe - Reports - Full Service -

Work Invoice ID#342 >

INVOICE ID  
**342**

PAYEE  
**v0000607**  
PSEG

INVOICE #  
**30303711440000 11/16**

AMOUNT  
**\$9,162.96**

Workflow  
Standard AP App

Previous Step Notes

Current Step  
Property Mgr Approval

Next Step

Step Notes

[View Image\(s\)](#) [Save and Next](#) [Go to Invoice](#)

Details

Entity	Account	Net (\$)	Tax	Shipping	Gross	GL Notes
a153 ( 2600 Association Inc, 2600 Kennedy Boulevard, Jersey City, NJ 07306 )	2207 (Accounts Payable Tops)	9,162.96	0.00	0.00	9,162.96	9/15-10/13



## Searching for Past Invoices:

You can search for past invoices with different filters.

The screenshot displays the 'Procure to Pay' Workflow Dashboard. At the top, a navigation bar includes links for Invoice, Purchase Order, Accounts Payable, Marketplace, VendorCafe, Reports, and Full Service. Below this, the 'Workflow Dashboard' section features a filter bar with dropdowns for Saved Filters (None), Property (Any), Payee (Any), Workflow, Workflow Status, Workflow Step, and User. A 'More Selected' dropdown, a 'Search' button, a 'Save' button, and a 'Clear' link are also present. Below the filter bar, a search bar labeled 'Search Invoices' is followed by a badge indicating '17 Invoices'. To the right of the search bar are buttons for 'Select Next Step...', 'Set Selected', 'Clear Selected', and 'Save'. The main area contains a table of invoices with columns for Invoice ID, Current Step, Next Steps, Approval Notes, Prev. Step Notes, Payee, Property, and PO #. The table lists five invoices, each with a checkbox, a document icon, and a 'Select Next Step' dropdown. Red arrows point to the 'Property' and 'Payee' filter dropdowns.

Invoice ID	Current Step	Next Steps	Approval Notes	Prev. Step Notes	Payee	Property	PO #
<input type="checkbox"/> IR-342 #30303711440000 11/16	Standard AP App-Property Mgr Approval	Select Next Step ▾			PSEG	2600 Association Inc a153	
<input type="checkbox"/> IR-343 #30303711440000 11/13	Standard AP App-Property Mgr Approval	Select Next Step ▾			Jersey City Municipal Utilitie	2600 Association Inc a153	
<input type="checkbox"/> IR-344 #6603009218 11/2	Standard AP App-Property Mgr Approval	Select Next Step ▾			PSEG	2600 Association Inc a153	
<input type="checkbox"/> IR-346 #62928	Standard AP App-Property Mgr Approval	Select Next Step ▾			FALCON ENGINEERING CO., LLC	2600 Association Inc a153	
<input type="checkbox"/> IR-866 #304244	Standard AP App-Property Mgr Approval	Select Next Step ▾			BOGUSH INC.	Willow Park Condominium Association	

## Exporting Invoices as a PDF:

You can export some or all invoices as PDFs. First, click on “PayScan” on the top menu bar, then click on “Invoice”, then click on “Invoice Image Export”:

The screenshot displays the Procure to Pay system interface. The top navigation bar includes the Procure to Pay logo and several menu items: PayScan, VendorCafe, Marketplace, Payments, Analytics, and Reports. The PayScan menu is open, showing a sub-menu with options: Invoice, Purchase Order, Full Service, Dashboard, Workflow Dashboard, Add IR, Import IR, Search IR, My Invoices, Invoice Image Export, Search AP Template, and Add AP Template. The Invoice Image Export option is highlighted with a red arrow. The main content area shows the Invoices section with a search bar, a status filter (35 Invoices), and a table of invoices. The table columns are Invoice, Batch, Status, Payee, Invoice Date, Post Month, Expense Type, Total, Property, and PO. The table lists four invoices, all with a status of 'In Progress'.

Invoice	Batch	Status	Payee	Invoice Date	Post Month	Expense Type	Total	Property	PO
679 #137826324	656	In Progress	ADT Commercial v0000817	12/27/2020 View Milestones	01/2021	Expenses	\$2,689.46	Garden Street Lofts Condominium Association a151	
704 #32384	681	In Progress	STAR BUILDING SERVICES v0000683	1/15/2021 View Milestones	01/2021	Expenses	\$356.66	Garden Street Lofts Condominium Association a151	
718 #81626	695	In Progress	DENALI PROPERTY MANAGEMENT v0000233	12/31/2020 View Milestones	01/2021	Expenses	\$295.00	Garden Street Lofts Condominium Association a151	
849 #81643	826	In Progress	DENALI PROPERTY MANAGEMENT v0000233	12/31/2020 View Milestones	01/2021	Expenses	\$445.59	Garden Street Lofts Condominium Association a151	

## Exporting Invoices as a PDF #2:

You will be taken to the Filter Page (below.) Please set your parameters, then click on “Display”.

Procure to Pay

PayScan ▾ VendorCafe Marketplace Payments ▾ Analytics ▾ Reports ▾

☰ ? HB ▾

Invoice Image Export

Property

Payee

Expense Type

Batch

PO#

Invoice Number

Account

Post Month

Invoice Date

Invoice ID

Payable ID

Payment ID

Check #

Check Date

To

To

To

To

To

To

Contract

Funding Source

Job

Draw Date

Include Invoice? ☐

Sort By

Commerical Recovery? ☐

Display

Clear

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## Exporting Invoices as a PDF #3:

You will be taken to the Results Page (below.) Choose the invoices you would like by checking the box next to each (or the top box to “Select All”. Then, click on “Download Images to PDF”.

Procure to Pay									
PayScan ▾ VendorCafe Marketplace Payments ▾ Analytics ▾ Reports ▾									
Results									
<input type="checkbox"/>	Invoice ID	Invoice Number	Payee	Invoice Date	Rectangular Slip Property	Invoice Amount	Invoice Status	Check #	
<input type="checkbox"/>	136	81583	DENALI PROPERTY MANAGEMENT (v0000233)	1/1/2021	α151	\$1,454.85	Posted	1006	
<input type="checkbox"/>	187	63883	ASSOCIATED WATER CONDITIONERS (v0000096)	1/5/2021	α151	\$315.61	Posted	1005	
<input type="checkbox"/>	316	C002434	EVCO Mechanical Corporation (v0000824)	1/1/2021	α151	\$1,700.67	Posted	1013	
<input type="checkbox"/>	368	32287	STAR BUILDING SERVICES (v0000683)	1/1/2021	α151	\$8,584.19	Posted	1012	
<input type="checkbox"/>	407	03483405	GRANITE TELECOMMUNICATIONS LLC (v0000331)	1/1/2021	α151	\$638.99	Posted	1015	
<input type="checkbox"/>	409	262676	LIBERTY ELEVATOR CORPORATION (v0000454)	1/1/2021	α151	\$1,119.56	Posted	1014	
<input type="checkbox"/>	588	2002854585	Philadelphia Insurance Company (v0000582)	1/4/2021	α151	\$558.67	Posted	1010	
<input type="checkbox"/>	704	32384	STAR BUILDING SERVICES (v0000683)	1/15/2021	α151	\$356.66	Workflow in progress		