



## QUICK REFERENCE GUIDE:

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

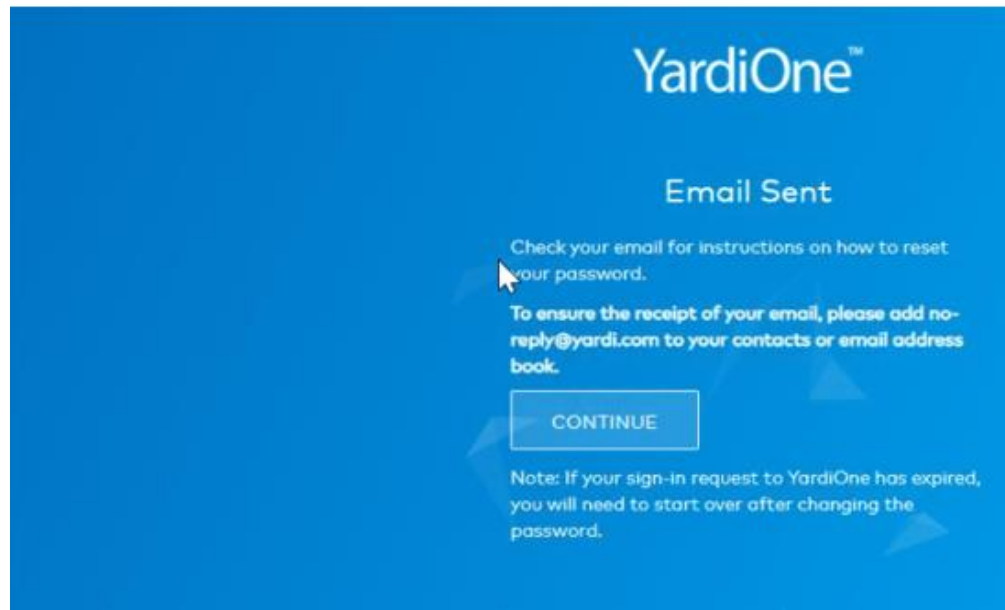
First Time Logging In

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 the 'YardiOne™' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field has a red arrow pointing to it from the top left. Below the 'Password' field is a checkbox labeled 'Remember me' and a blue button labeled 'Reset Password' with a red arrow pointing to it from the right. At the bottom of the page is a large white button labeled 'LOGIN'.

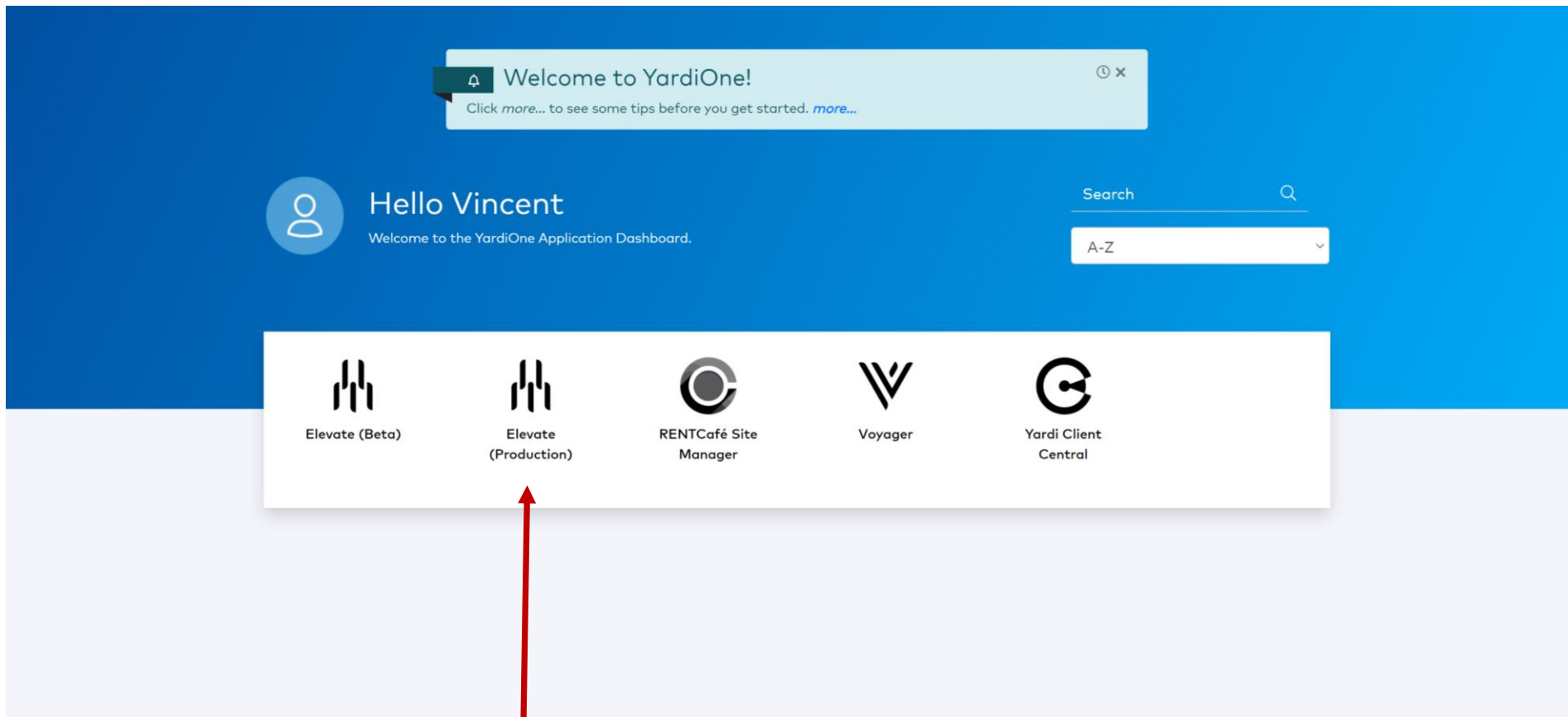
Check your email for instructions on how to reset your password:



# YardiOne Dash Board

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

Go into the Elevate (Production) Tab



# 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

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

**Invoices By Status**

- Read
- Work

**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

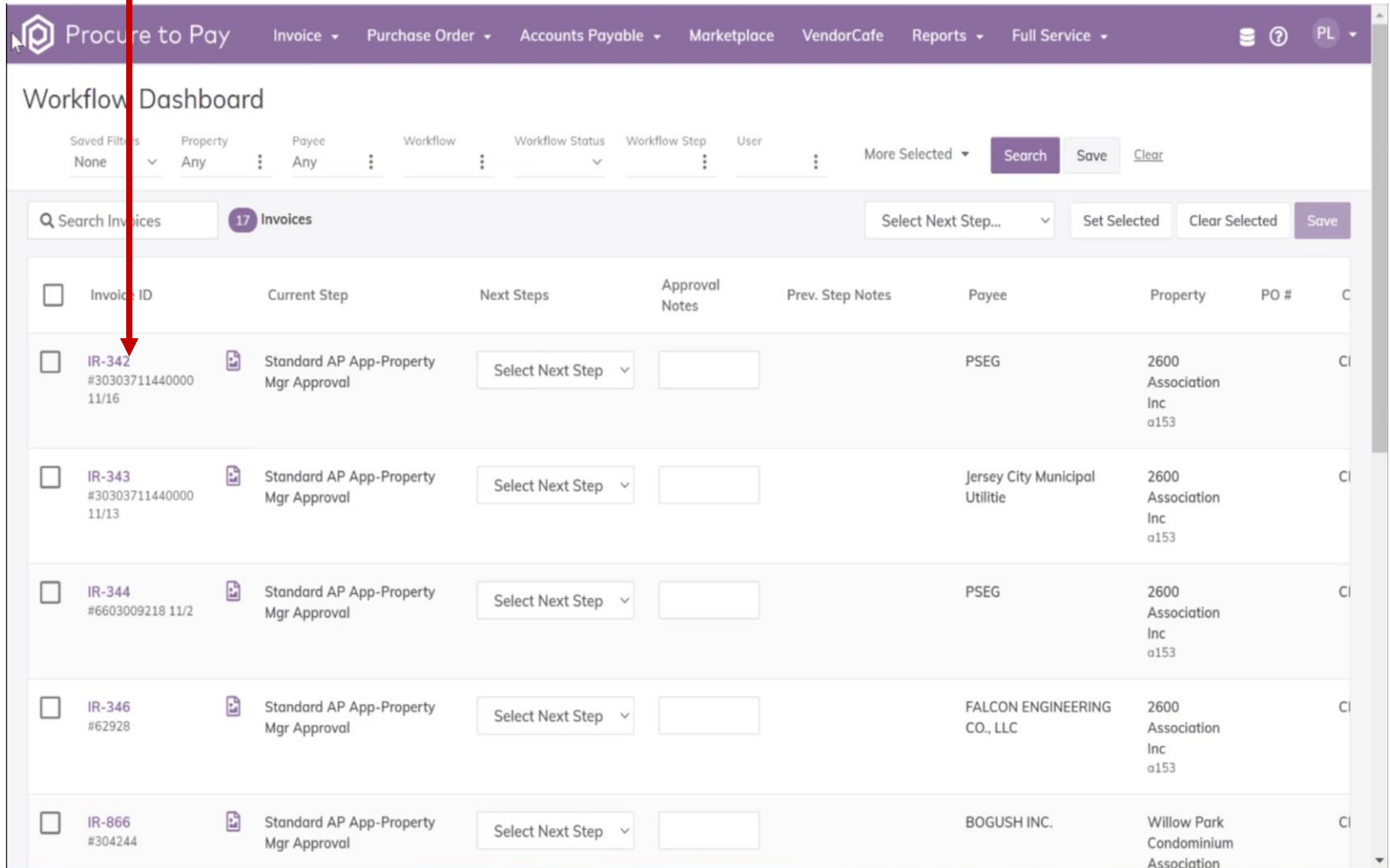
Search Invoices 28

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 'Procure to Pay' and several menu items: Invoice, Purchase Order, Accounts Payable, Marketplace, VendorCafe, Reports, and Full Service. Below the navigation bar is the 'Workflow Dashboard' header, followed by filter options for Saved Filters, Property, Payee, Workflow, Workflow Status, Workflow Step, and User. A search bar is present with 'Search', 'Save', and 'Clear' buttons. Below the filters is a section for 'Search Invoices' with a '17 Invoices' indicator and buttons for 'Select Next Step...', 'Set Selected', 'Clear Selected', and 'Save'. The main content is a table with the following columns: Invoice ID, Current Step, Next Steps, Approval Notes, Prev. Step Notes, Payee, Property, and PO #. A red arrow points to the 'Invoice ID' column header, and another red arrow points to the 'IR-342' invoice ID in the first row of the table.

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 ▾	<input type="text"/>		PSEG	2600 Association Inc a153	
<input type="checkbox"/> IR-343 #30303711440000 11/13	Standard AP App-Property Mgr Approval	Select Next Step ▾	<input type="text"/>		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 ▾	<input type="text"/>		PSEG	2600 Association Inc a153	
<input type="checkbox"/> IR-346 #62928	Standard AP App-Property Mgr Approval	Select Next Step ▾	<input type="text"/>		FALCON ENGINEERING CO., LLC	2600 Association Inc a153	
<input type="checkbox"/> IR-866 #304244	Standard AP App-Property Mgr Approval	Select Next Step ▾	<input type="text"/>		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 -

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: [Dropdown Menu]

Step Notes

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 INVOICE #: 30303711440000 11/16 Workflow: Standard AP App

PAYEE: v0000607 PSEG AMOUNT: \$9,162.96 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 shows the 'Procure to Pay' Workflow Dashboard. At the top, there is a navigation bar with options: Invoice, Purchase Order, Accounts Payable, Marketplace, VendorCafe, Reports, and Full Service. Below this, the 'Workflow Dashboard' title is followed by a filter bar. The filter bar includes 'Saved Filters' (None), 'Property' (Any), 'Payee' (Any), 'Workflow', 'Workflow Status', 'Workflow Step', and 'User'. There are 'Search', 'Save', and 'Clear' buttons. Below the filter bar is a search box labeled 'Search Invoices' with a '17 Invoices' indicator. To the right of the search box are buttons for 'Select Next Step...', 'Set Selected', 'Clear Selected', and 'Save'. The main area contains a table of invoices with columns: 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 #
<input type="checkbox"/> IR-342 #30303711440000 11/16	Standard AP App-Property Mgr Approval	Select Next Step			PSEG	2600 Association Inc o153	CI
<input type="checkbox"/> IR-343 #30303711440000 11/13	Standard AP App-Property Mgr Approval	Select Next Step			Jersey City Municipal Utilitie	2600 Association Inc o153	CI
<input type="checkbox"/> IR-344 #6603009218 11/2	Standard AP App-Property Mgr Approval	Select Next Step			PSEG	2600 Association Inc o153	CI
<input type="checkbox"/> IR-346 #62928	Standard AP App-Property Mgr Approval	Select Next Step			FALCON ENGINEERING CO., LLC	2600 Association Inc o153	CI
<input type="checkbox"/> IR-866 #304244	Standard AP App-Property Mgr Approval	Select Next Step			BOGUSH INC.	Willow Park Condominium Association	CI

## 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 application interface. The top navigation bar includes 'Procure to Pay', 'PayScan', 'VendorCafe', 'Marketplace', 'Payments', 'Analytics', and 'Reports'. A dropdown menu is open under 'PayScan', with 'Invoice' selected. The 'Invoice' dropdown menu contains the following options: Dashboard, Workflow Dashboard, Add IR, Import IR, Search IR, My Invoices, Invoice Image Export, Search AP Template, and Add AP Template. A red arrow points from the 'PayScan' menu item to the 'Invoice' dropdown, and another red arrow points from the 'Invoice Image Export' option to the 'Invoices By Status' chart. The main content area shows a dashboard with several charts: 'Invoices By Status' (donut chart showing 35 Workflow in Progress), 'Expense Type' (donut chart showing 34 Expenses and 1 Preliminary), and 'Invoices Due In' (donut chart showing 26 Overdue, 6 11 to 30 Days, and 3 10 Or Less). There is also an 'Action Items' section with 34 Pending Post items. Below the charts is a search bar for invoices and a table of invoice details.

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

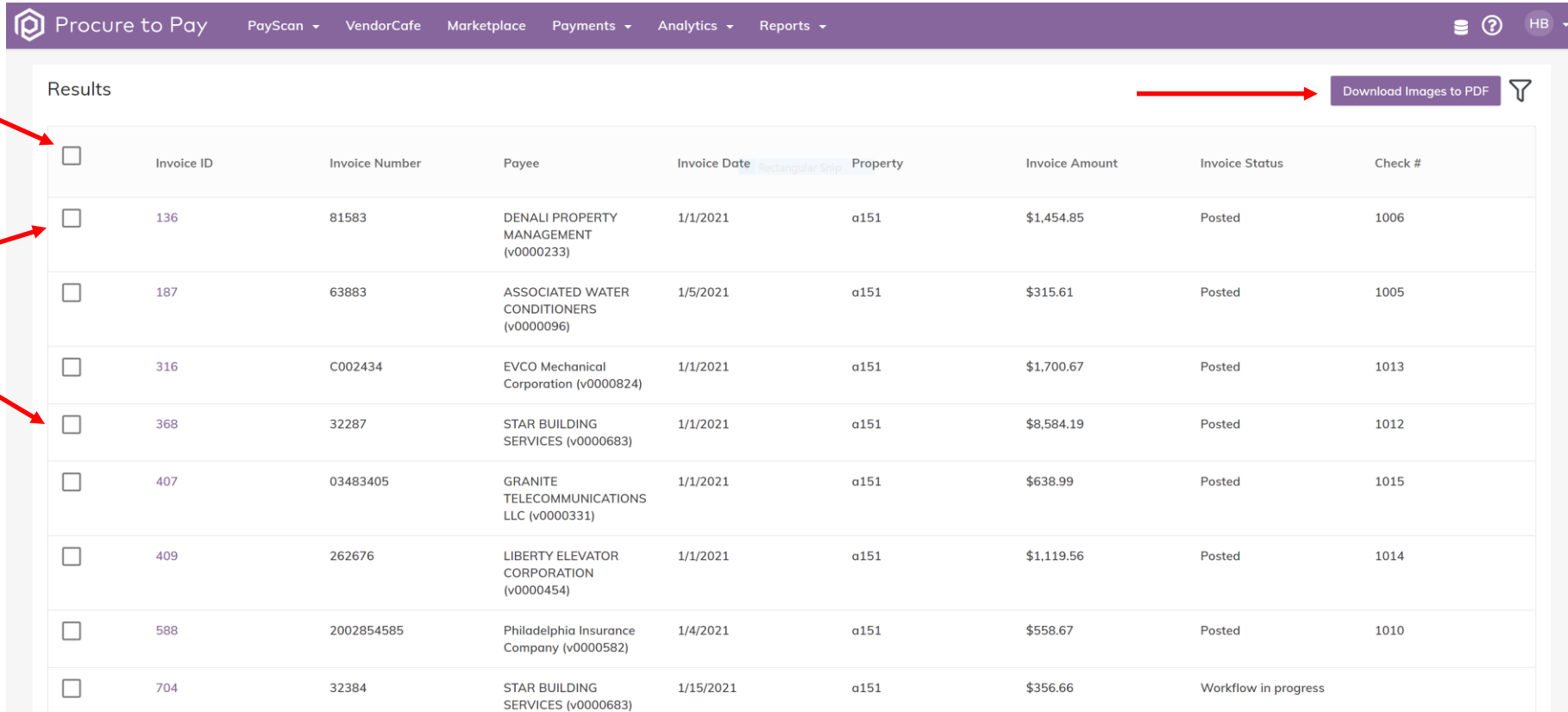
Invoice Image Export Display Clear

Property	<input type="text" value="a151"/>	Post Month	<input type="text"/>	To	<input type="text"/>	Contract	<input type="text"/>	Commerical Recovery?	<input type="checkbox"/>
Payee	<input type="text"/>	Invoice Date	<input type="text"/>	To	<input type="text"/>	Funding Source	<input type="text"/>		
Expense Type	<input type="text"/>	Invoice ID	<input type="text"/>	To	<input type="text"/>	Job	<input type="text"/>		
Batch	<input type="text"/>	Payable ID	<input type="text"/>	To	<input type="text"/>	Draw Date	<input type="text"/>		
PO#	<input type="text"/>	Payment ID	<input type="text"/>	To	<input type="text"/>	Include Invoice?	<input type="checkbox"/>		
Invoice Number	<input type="text"/>	Check #	<input type="text"/>	To	<input type="text"/>	Sort By	<input type="text" value="Ctr"/>	<input type="text" value="Ascendi"/>	
Account	<input type="text"/>	Check Date	<input type="text"/>	To	<input type="text"/>				

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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 [Download Images to PDF](#)

<input type="checkbox"/>	Invoice ID	Invoice Number	Payee	Invoice Date	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	