

A close-up, slightly blurred photograph of a man with a beard and mustache, wearing a dark blue textured sweater. He is smiling and looking down at a laptop screen. The background is a light-colored brick wall. The overall mood is professional and positive.

# Yardi PAYscan

Simplify your accounts payable process with online and mobile workflows and full-service invoice processing.



# Yardi PAYscan

Save time and lower costs associated with copying, mailing and storing invoices. Yardi PAYscan turns scanned invoices into electronic transactions and makes the approval process quick and easy through automated online and mobile workflows.

## Actionable Insight

PAYscan is a paperless, mobile-enabled invoice workflow platform that provides a 360-degree view of transactions from check to payable to invoice to purchase order, work order, job or contract. In addition, all budget and cash data is available in real-time. Use powerful analytics to drive continuous improvement across your procure to pay process.

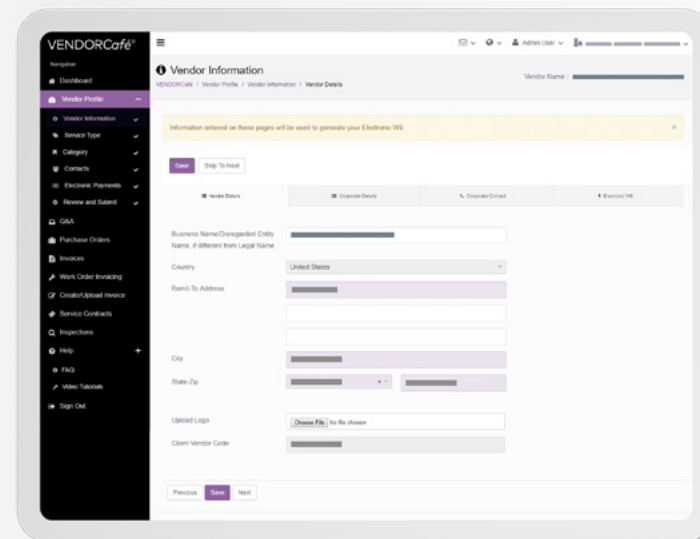
## Manage Vendors

Included with PAYscan and fully integrated with Yardi Voyager, VENDORCafé is an online vendor portal with a simple user interface that can dramatically reduce paper invoices and streamline communication with vendors. Centralize product and service vendor information in a single system of record, with a view of all your vendors and property associations.

- **Reduce risk** - define your onboarding process to ensure only approved vendors are added
- **Gain efficiency** - make it easy for vendors to register with you and upload insurance certificates and other required information
- **Achieve real-time visibility** - give vendors real-time visibility into purchase orders and work orders as well as invoice and payment status

## Efficient Workflows

Let PAYscan give you more time for high-value tasks with fast, accurate approvals facilitated by automated routing of invoices to the right members of your team. Approvers receive email alerts, then log in to a dashboard to process each invoice. PAYscan imports electronic invoices directly to Voyager and automatically links them to purchase orders, saving time with every invoice approval. You can also easily retrieve invoice images from the Voyager database.



# PAYscan Services



## Yardi PAYscan Self Service

Scan your invoices manually to initiate the approval workflow. Vendors can access invoice status through *VENDORCafé*.

## Yardi PAYscan Full Service\*

Vendors send invoices to a secure Yardi location by email or regular mail. Yardi scans in header and detail information. The invoices then show in your Yardi Voyager platform as invoice registers that are ready for review, approval and processing as payables. Vendors can access invoice status through *VENDORCafé*.

## Yardi PAYscan Email Processing\*

Vendors email invoices to Yardi, which digitizes them and enters header and detail information. The invoices show in Voyager as invoice registers, ready for review, approval and processing as payables. Vendors can access invoice status through *VENDORCafé*.

\*Additional fees may apply.

## Key Features

- Real-time invoice monitoring with views of budget and cash
- Electronic invoicing with *VENDORCafé*
- Full-service keying to eliminate self-scanning
- Invoice matching to POs, contracts, WOs and jobs
- Mobile app for on-the-go approvals
- Single system of record for vendor information and communication
- Simple online vendor onboarding workflows
- Invoices import electronically into Yardi PAYscan
- Vendors can view invoice and payment status in real time
- Vendors can update their address, contacts, email addresses and more - all subject to review and approval within Voyager

## Key Benefits

- Drives continuous process improvement with powerful analytics
- Increases efficiency and productivity with online and mobile workflows
- Saves time and drastically reduces scanning, keying, printing and other manual tasks
- Gives vendors easy-to-use tools to enhance their collaboration with you

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