



## Yardi PayScan Full Service

Reduce costs and increase efficiency with Yardi PayScan Full Service invoice processing. Vendors submit invoices to a centralized location for Yardi to scan and perform data entry. The invoices show in Yardi Voyager as invoice registers, ready for you to review, approve and process as payables.

### Options

- **Full Service**

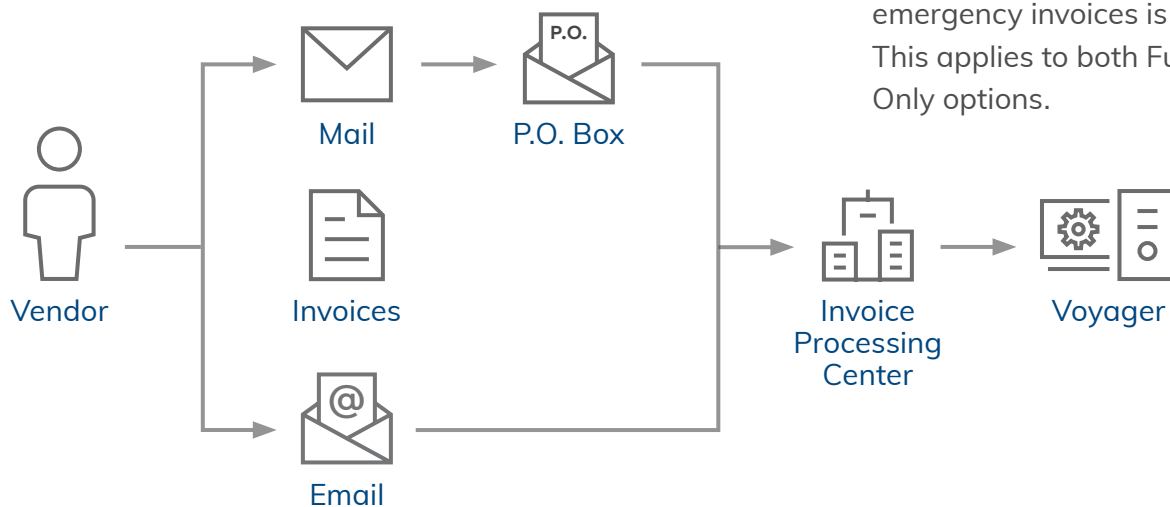
Yardi opens a post-office box and creates email addresses dedicated to your company. Mailed paper invoices and PDF invoices are accepted.

- **Email Only**

Yardi creates email addresses dedicated to your company. Only PDF invoices are accepted.

- **Service Level Agreement**

Processing time is three business days for regular invoices. Processing time for emergency invoices is one business day. This applies to both Full Service and Email Only options.





## Outsourcing saves time

Save valuable time and automate the payables life cycle. This entire process is paperless and there is little to no intervention required on your part. Yardi data entry clerks enter the following information:

### Invoice header fields

- Vendor
- Property
- Invoice Dates
- Invoice Amounts
- PO Number
- Job Number
- Invoice Number
- Account Number
- Contract Number

### Line item fields

- Description
- Amount

### Smart tools & analytics

Capture all invoices missing information in an Exception Queue workflow with organized categories. Enter missing info and move invoices back into the regular workflow.

### YSR Full Service exception report

Identify Full Service gaps and address them early in the process. Easily find vendors that are sending incomplete invoices and isolate data that needs to be updated.



Yardi PayScan Full Service invoice processing is a component of Yardi Procure to Pay.