

Yardi Voyager Affordable Housing



The industry-leading property and financial management system for affordable housing with real-time analytics designed for mid- to large-size companies.



Key Benefits

- Features a single platform and database with full drilldown for true visibility
- Utilizes automated workflows modeled on industry-standard best practices
- Includes hundreds of standard reports and custom analytics with drilldown to transaction-level data
- Offers a suite of built-in smart additions for the flexibility to create a full business solution
- Leverages Software as a Service (SaaS) deployment and benefits
- Delivers real-time access through all major Web browsers to execute leasing and provide resident services from smartphones and tablets





Property Management

Leverage the most advanced Software as a Service property management platform for affordable housing with built-in accounting, compliance, real-time performance analytics and complete mobility.

Yardi Voyager Affordable Housing

Yardi Voyager is an end-to-end platform combining compliance, financial and property management information in a single, centralized database – with mobile access to provide resident services, view dashboards and complete tasks from smartphones and tablets. Add products from the Yardi Affordable Housing Suite and take advantage of our comprehensive front office and back office tools and services for a full business affordable housing real estate solution. Streamline workflows and boost compliance with support for all major subsidies, including HUD 50058, 50059, LIHTC, RD, HOME and more.

Efficient Management

Streamlined workflows help manage check writing, approve work orders, process purchase orders, and set up new leases, move-ins and move-outs and more. Voyager performance tables allow you to configure stored procedures to meet your individual property management requirements.

Smart Software

Voyager has smart navigation tools including a menu search box to find functions and a site search box to find account information quickly and easily. Make a favorites list of the screens you use most or use the history function to see where you've been. If you're a keyboard power user, you can set up shortcuts to your favorite screens. With Voyager, you can work on a desktop computer, laptop computer, Microsoft® Surface™, Apple® iPad®, Android™ tablet and all major smartphones. And because it's browser independent, you can choose the browser that works for you.

Organizational Insight

Access hundreds of standard affordable housing reports included with Voyager. Report customization tools are also available to create reports just for your organization.



Search for residents using a pop-up window – and stay on the screen you're viewing. Search functionality works for all browsers, and includes smart data entry and quick access to your favorites and search history.



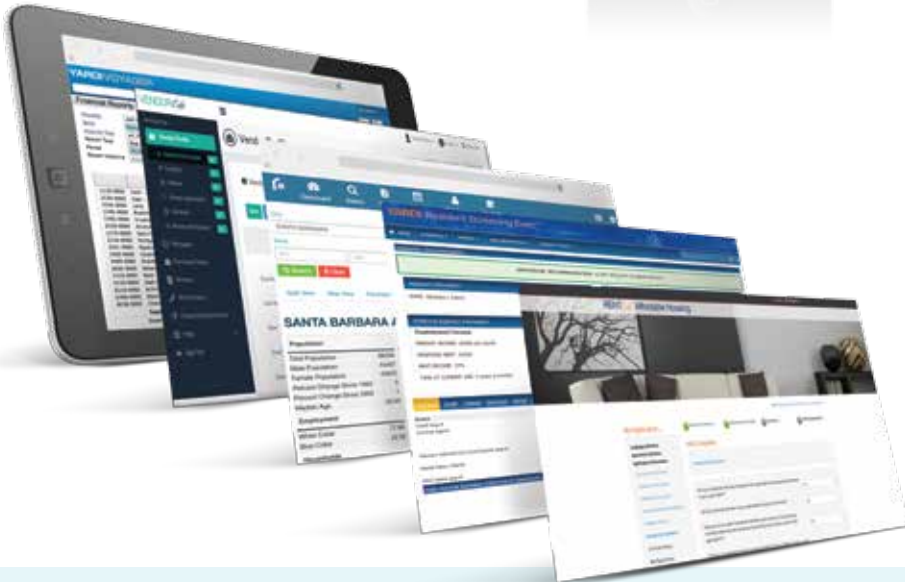
Voyager provides standard performance tables that warehouse your data. You can populate these tables with stored procedures that can be run on a predetermined schedule. Analytic views include optional graphs.

Mobile Solutions

The Voyager platform provides seamless integration with our mobile apps so you can provide resident services, and complete tasks and approvals right from your mobile device. License our suite of products for access to mobile apps including RENTCafé Affordable Housing, Yardi PAYscan Mobile, Yardi Maintenance Mobile, Yardi Maintenance Manager Mobile, Yardi Inspection Mobile and more. Yardi mobile solutions are optimized for iPhone® and iPad®, BlackBerry® smartphones and Android™ smartphones and tablets.



Schedule and complete inspections from a smartphone or tablet; assigned inspections appear instantly on the inspector's device.



Extend the Voyager property management and accounting platform with integrated value-add products from the Yardi Affordable Housing Suite. The suite features comprehensive solutions for online applications, screening, procurement, invoicing, payment processing, maintenance management, energy management and more.

Key Features

- Compatible with all Web browsers and mobile devices
- Streamlined leasing workflow
- Configurable role-based dashboards
- Easy to understand resident ledgers and HAP ledgers with drilldown to every transaction
- Integrated general ledger and automated move-in, move-out accounting
- Integrated maintenance and work order tracking
- Customizable notices and verification letters
- Analytic reporting with drilldown and custom report writing
- Smart data entry and quick access to regularly visited screens and history
- Correspondence management for resident communications
- Service contract feature lets you process purchase orders, change orders and payables for contracts
- Hosting options include Yardi SaaS and Yardi SaaS Select

Program Compliance

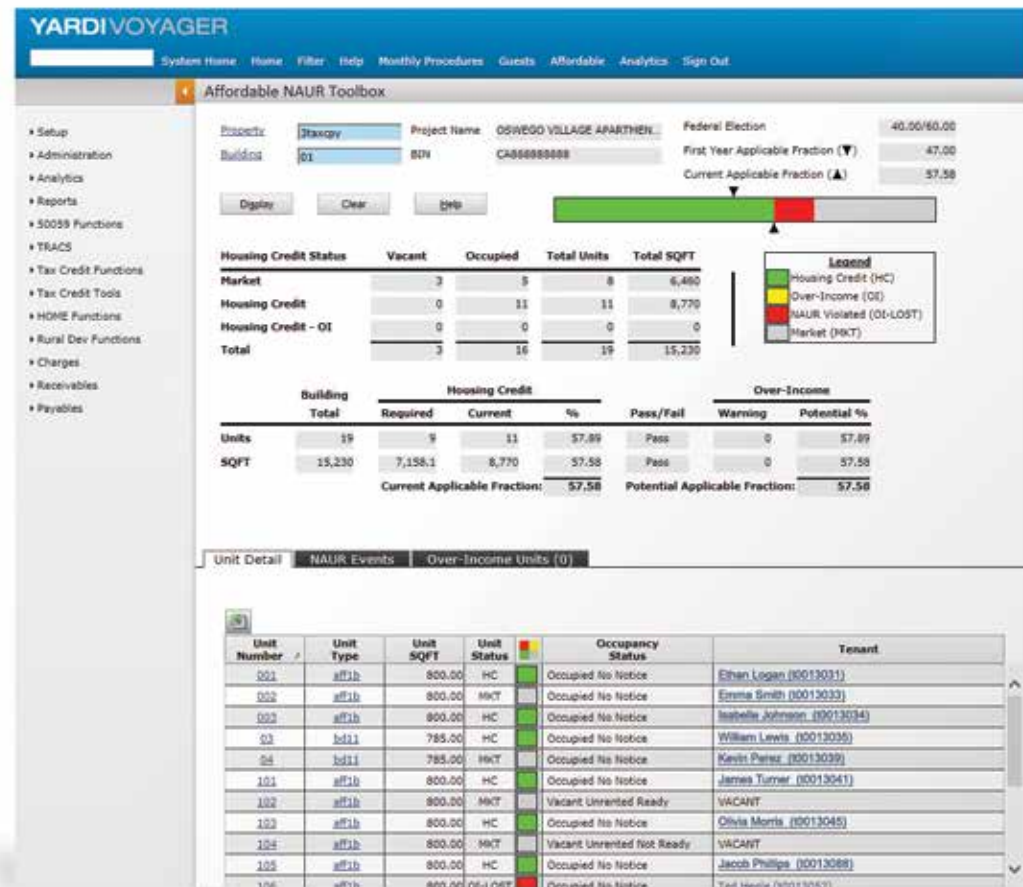
Provide staff with compliance workflows created by a dedicated team of Yardi affordable housing experts. Voyager provides intuitive browser-based navigation through everyday workflows for compliance with all major federal and state funding sources. Voyager can also be configured to track compliance data for many local housing policies and programs. Reduce training costs and prevent user mistakes with industry-leading software designed for affordable housing staff. Submit accurate reports on time with online connectivity to your funders' online reporting sites.

Manage HOME Units

- Qualification of HOME households with one or multiple subsidies
- Household qualifying based on total or adjusted income as required
- Fixed and floating HOME units
- Rent limit history
- Automatic enforcement of HOME available unit rule
- State-specific tenant income certifications
- HOME unit mapping
- Automatic maximum rent override when combined with project-based subsidies

Support Rural Development Properties

- Automated RD 3560-8 Tenant Certification Form and RD 3560-29 Notice of Payment Due Report
- Compatible with USDA chart of accounts
- Basic rent and overage tracking
- MINC interface
- General-ledger driven 3560-7 budget worksheet
- General-ledger driven 3560-10 balance sheet worksheet
- Easy rental assistance assignment



The Affordable NAUR Toolbox gives users a quick overview of their tax credit property's compliance.

Support HUD 50059 Units

- Multiple subsidy types and contracts per property
- Gross rent change and automatic updates to later certifications
- Automated utility reimbursement payments
- Centralized TRACS processing of tenant and voucher files
- Automated iMAX interface
- One-step receipt processing of HAP voucher payments
- Printing of required compliance documents including 50059s, vouchers, model leases, 9887s and more
- Customizable reports, forms, letters and leases
- Flexible waiting lists
- Complete certification history
- Rent, HAP and utility reimbursements
- Supports debit cards for utility reimbursement payments

Manage Tax Credit Properties

- Separate income and rent restrictions
- Automatic enforcement of the Available Unit Rule and Unit Vacancy Rule
- Set-aside layering at project and building levels
- Project mapping for fixed or floating set-asides
- Flexible recertification scheduling for tenant income certifications
- State-specific tenant income certifications
- State-specific unit event reporting
- One-step receipt processing of tenant-based voucher payments
- Complete certification history
- Automatic upload of tax credit data to state sites where applicable
- Tax credit recertification waivers
- Tax credit compliance monitor helps you predict impact of changes before they happen

Key Features

- Single data entry and concurrent qualification reviews for multiple subsidies
- Online integration with reporting sites, including iMAX, TRACS and MINC
- Quick pre-qualifying and simple step-by-step qualifying
- 50059 baseline conversion tool
- Wizard workflow for pre-certification of applicants based on project type
- Customizable verification letters, recertification letters and other notices
- Dashboard summary of compliance tasks and alerts for tasks due

5.8 MAT40 Move-Out Record
 Note: For suggestions on how and when to submit Move-Out transactions please refer to Chapter 4 - TRACS Operating Tips.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definition and Edit
14	MOC	Date of Death	118	8	Date MMDDYYYY	Required if the Move-Out Code is "4". The subsidy for the unit must end within 14-days of the date of death of the sole household member. However, the actual move-out date may be after the 14 day period. After a death, the move-out transaction should be entered and transmitted ONLY when the owner agent is able to take possession of the unit (family members never contacted). It is proper to bill the subsidy until the unit is vacated. The MOC code 4 with an appropriate date-of-death must generate a voucher adjustment to 14 days after the date of death of the unit if not vacated within 14 days.
15	MOC	Anticipated Voucher Date (Original Voucher Date)	126	8	DATE MMDDYYYY	The voucher period in which the move-out adjustment is reflected. NOTE: "DD" (day) is always "00".
16	MOC	Correction Type	134	1	Alphanumeric	Blank = not a correction. E = A correction transaction.

Move Out / Termination Information

Move Out Reason:

DoD Sole Member:

Termination Reason:

Voyager provides links to HUD Handbook 4350.3 and the MAT users guide within the user workflow, allowing users to verify HUD rules and regulations.

Financial Management

Yardi Voyager Affordable Housing is a complete accounting system designed to meet all applicable GAAP and IFRS requirements. The full-featured general ledger makes financial management processes efficient and responsive to unique organizational policies and procedures. With tools including multiple sets of books, general ledger allocation, recurring journal entries, segmented accounting, intercompany accounting, financial entity setup and account trees, Voyager has the accounting power to support your business.

Accounts Receivable

Voyager provides comprehensive accounts receivable functionality including resident invoicing, automatic or manual payment receipting, creation of letters and statements and back rent calculation based on different calculation types. Accounts receivable functionality is fully integrated with the general ledger, cash receipting, and accounts payable in Voyager for real-time data entry with batch and quick receipts, unlimited recurring charges and late fee management with grace periods. Furthermore, Voyager manages complex rent rolls, including overages and turnover rents, and tracks multiple checking accounts.

Accounts Payable

Voyager streamlines the payables process and reduces costs by converting paper invoices into efficient electronic transactions virtually eliminating paper and mailing costs. Automated workflows create additional efficiencies as invoices are routed through the approval process through vendor payment.

Voyager can generate both one-time and recurring invoices. The system can produce customizable rent statements and reconciliation letters to residents as well as generate statements in bulk for printing or sending automatically by email.



The Invoice Register Dashboard shows the status of all invoices, eliminates paper processing requirements and helps avoid bottlenecks with vendors. Data presented on the dashboard includes drilldown to vendors and payment status.

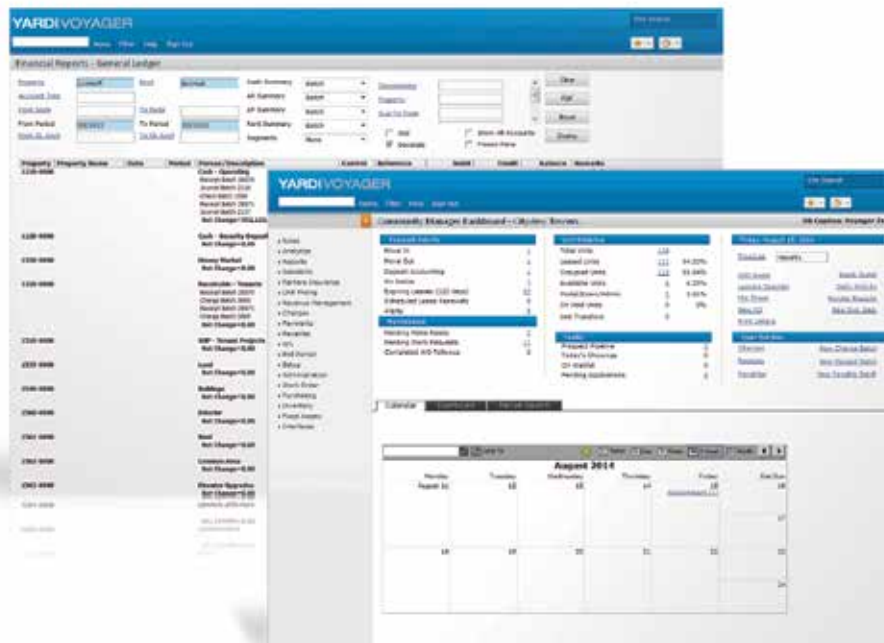
Key Features

General Ledger

The powerful general ledger allows your organization to use a single chart of account with configurable accounting segments. The system offers standard cash and accrual books with the ability to create multiple configurable books. Users can drill down to base transactions from high level reports.

- Distribute expenses from a source property/entity to multiple target properties/entities based on predefined allocation percentages
- Create consolidated journal entries and apply them automatically to multiple individual entities based on percentages or statistical data

- Unlimited number of financial entities with varying fiscal years
- Recurring journal entries with formula-based calculations
- Analytic/audit dashboards for reviewing receivable, payable and job cost transactional data
- Simultaneous cash and accrual basis accounting
- Streamlined payables process that converts paper invoices into electronic transactions
- Comprehensive budgeting tools
- Automated bank reconciliation
- Automated utility allowance reimbursement payments
- Check writing capability with your paper stock



Role-based dashboards display tasks that need to be completed on a daily basis. Dashboard reporting gives a complete record of financial transactions with drill-down capabilities.

Key Features

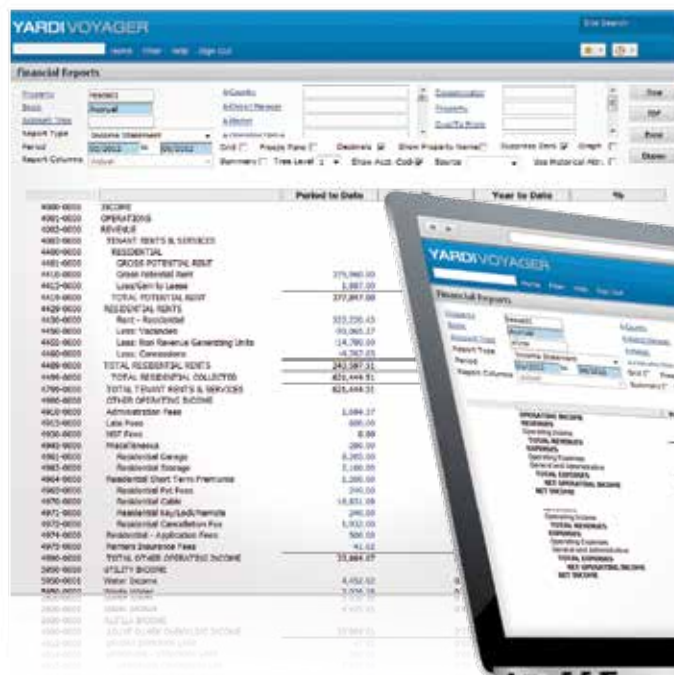
- Run all financial reports from a single screen with the financial analytics dashboard
- Drill down to the transaction detail from any financial report for unparalleled transparency
- Export any financial report to Excel or PDF format

Financial Analytics

Financial analytics provide access to all financial data and key performance indicators enabling unprecedented access for property managers to review income, cash flow, balance sheet, budget comparison, trial balance, 12-month activity, quarterly activity, annualized reports and more. Voyager offers standard financial analytic reports with runtime filters based on user-defined, multi-tiered hierarchies. These can be displayed as a report on screen, exported to Microsoft® Excel™ or Adobe® PDF format, or saved as dashboard content. Reports include drill-down links to underlying transaction screens and reports.

Account Trees

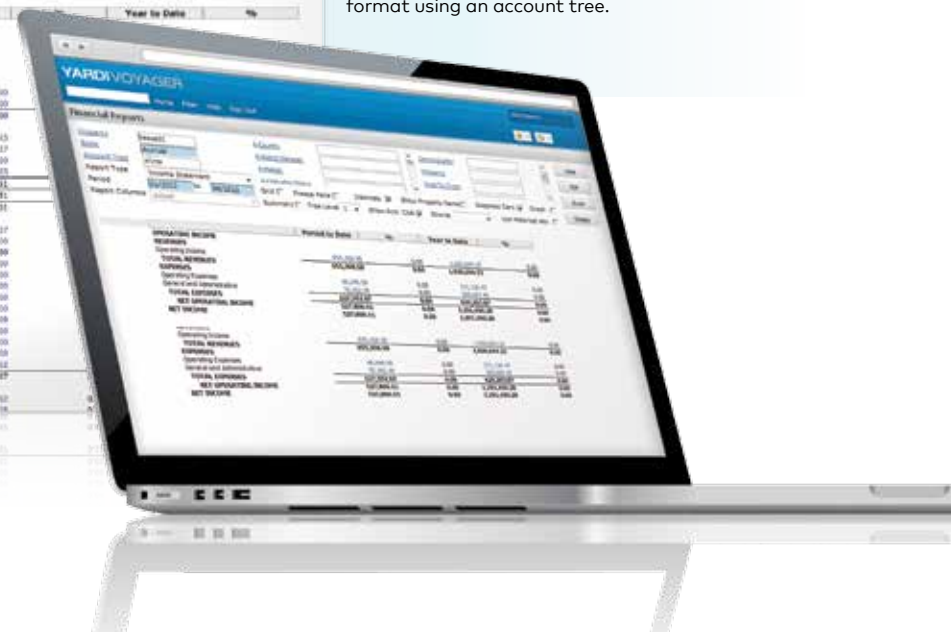
Voyager account tree functionality allows you to create endless variations of standard or custom reports quickly and easily. This eliminates the need for multiple charts of accounts. Custom account trees can accommodate your unique organizational reporting requirements. A custom account tree is a virtual collection of headings, accounts, and totals mapped to your chart of accounts.



The screenshot displays the 'Financial Reports' interface in YARD VOYAGER. It shows a standard Income Statement report with columns for 'Period to Date', 'Year to Date', and '%'. The report lists various income and expense categories with their respective values.

Account	Period to Date	Year to Date	%
4000-0000	INCOME		
4001-0000	OPERATIONS		
4002-0000	REVENUE		
4003-0000	TENANT RENTS & SERVICES		
4004-0000	RESIDENTIAL		
4005-0000	GRASS POTENTIAL REBT		
4006-0000	GRASS Potential Rent	379,960.00	
4007-0000	Lease/Ten to Lease	1,007.00	
4008-0000	TOTAL POTENTIAL REBT	377,953.00	
4009-0000	RESIDENTIAL RENTS		
4010-0000	Rent - Residential	333,330.43	
4011-0000	Lease - Vacation	(9,265.47	
4012-0000	Lease Rent Revenue Generating Units	14,390.00	
4013-0000	Loss - Concessions	(6,707.03	
4014-0000	TOTAL RESIDENTIAL RENTS	341,747.93	
4015-0000	TOTAL TENANT RENT'S & SERVICES	425,494.93	
4016-0000	OTHER OPERATING INCOME	653,444.31	
4017-0000	Administration Fee	1,044.37	
4018-0000	Lease Fees	698.00	
4019-0000	NET Fee	0.00	
4020-0000	Main/Incuba	290.00	
4021-0000	Residential Garage	8,295.00	
4022-0000	Residential Storage	2,400.00	
4023-0000	Residential Short Term Furniture	2,380.00	
4024-0000	Residential Pet Fees	240.00	
4025-0000	Residential Cabs	14,833.00	
4026-0000	Residential Day/Laundry	290.00	
4027-0000	Residential Concubation Fee	1,933.00	
4028-0000	Residential - Application Fees	504.00	
4029-0000	Partners Insurance Fees	41.42	
4030-0000	TOTAL OTHER OPERATING INCOME	33,864.07	
4031-0000	UTILITY INCOME		
4032-0000	Water Income	4,452.87	
4033-0000	Income Input	2,036.38	
4034-0000	SEAN INCOME	4,475.35	
4035-0000	ALL THE INCOME		
4036-0000	SEAN In-Adv To-Adv To-Adv To-Adv	33,864.07	
4037-0000	SEAN In-Adv To-Adv To-Adv To-Adv	33,864.07	
4038-0000	SEAN In-Adv To-Adv To-Adv To-Adv	33,864.07	
4039-0000	SEAN In-Adv To-Adv To-Adv To-Adv	33,864.07	
4040-0000	SEAN In-Adv To-Adv To-Adv To-Adv	33,864.07	

The report on the left represents a standard Voyager Income Statement; below, is a comparable modified report of the same financial data in summary format using an account tree.



The screenshot displays the 'Financial Reports' interface in YARD VOYAGER, showing a modified summary report using an account tree. The report lists various income and expense categories with their respective values, organized into a summary format.

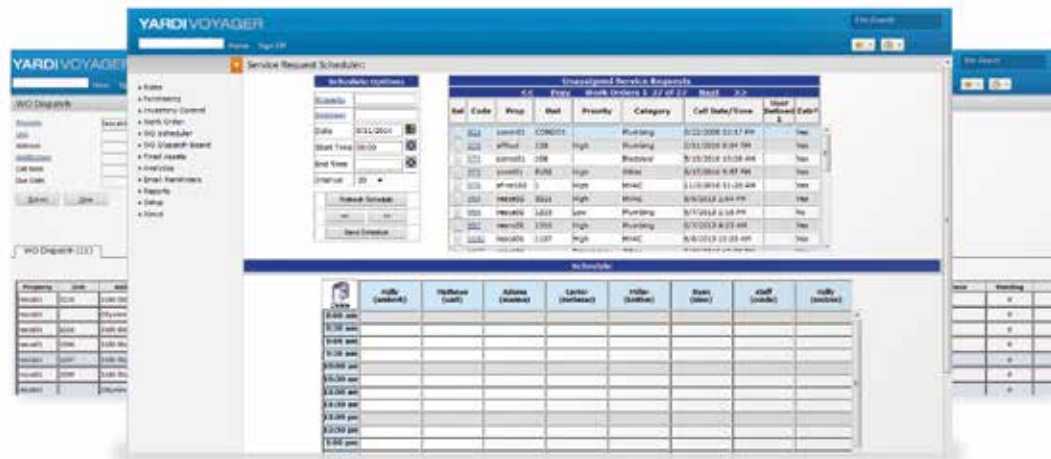
Account	Period to Date	Year to Date	%
4000-0000	OPERATING INCOME		
4001-0000	Operating Income		
4002-0000	TOTAL OPERATING INCOME	1,428,188.00	
4003-0000	Operating Expenses		
4004-0000	Operating Expenses		
4005-0000	TOTAL OPERATING EXPENSES	(284,743.00)	
4006-0000	NET OPERATING INCOME	1,143,445.00	
4007-0000	NET INCOME	1,143,445.00	

Maintenance & Work Orders

Yardi Maintenance Management provides the tools you need to perform and track daily maintenance for all types of real estate including work order and purchase order processing, expense limits, warranty tracking and real-time reporting. Streamlined workflows with dashboards, calendars and alerts make maintenance processes more efficient and ensure exceptional service to your residents. With the optional Yardi Maintenance Mobile application, technicians can access, create and complete work orders from the field.

Key Features

- Configurable, systematic processes for work orders from initial contact through completion
- Conveniently create payables for third-party vendors from information included on the work order
- Assign and schedule work orders efficiently via an intuitive dashboard
- Track work requests, alerts, and exceptions with built-in analytic tools



Work order dispatch is a comprehensive report that shows all properties and a description of work to be done. Work order scheduler schedules work orders for service technicians.



| Energized for Tomorrow

At Yardi our mission is to provide our clients with superior products and outstanding customer service, while we take care of our employees and the communities where we work and live. With that commitment, Yardi leads the industry in providing full business software solutions for real estate investment management, property management, financial accounting, asset management, and ancillary services. Organizations like yours have been using our proven and mature software with confidence for decades.

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