



YARDI PAYscan™
STREAMLINE Invoice Processing



STREAMLINE Invoice Processing

How It Works

- 1 Invoices are bulk scanned
- 2 Transactions are auto-routed through a custom workflow
- 3 Payments are processed via check or EFT

Bulk Scanned paper invoices are quickly converted to efficient electronic transactions in Yardi Voyager™.



Voyager Integration

Yardi PAYscan™ converts paper invoices into Yardi Voyager™ electronic transactions to achieve full, real-time integration with:

- ↳ Purchase Orders
- ↳ Procurement via SiteStuff™
- ↳ Budget Data

Bulk Scanning

Stacks of paper invoices are quickly converted to efficient electronic transactions, eliminating rubber-stamping, photocopying and the physical movement of paper around your organization. Scanning may be done in-house or outsourced.

Online Approval

Customizable Workflows Approval staff receive email alerts and log in to a review dashboard to code and approve invoices.

Review Dashboard The review dashboard includes access to the scanned invoice and drill-down to all related data.

Approval History The dashboard displays a permanent log of all approvals for each invoice.

Image Storage

Scanned invoice images are instantly attached to the payables transaction and payment, and readily accessible for future retrieval—no photocopies, no file cabinets.

Procure-to-Pay

Combine Yardi's electronic procurement toolset with Yardi PAYscan to achieve maximum automation and go entirely paperless—from procurement all the way to payment via EFT or check.

Centralized Oversight

With a single, centralized, electronic A/P system, you gain portfolio-wide oversight of payables, which facilitates standardization of processes and executive decision-making.

Paperless Processing

Electronic A/P greatly reduces the cost and labor associated with paper, including purchasing, copying, shipping, and storage. Paperless processing positively affects vendors, banks, and employees who no longer have to handle paper day after day. Yardi PAYscan enables your organization to eliminate thousands, possibly millions, of pieces of paper annually.

Lower Cost

Yardi PAYscan reduces labor and errors by eliminating redundant data entry. It frees up office resources and significantly lowers invoice processing costs.

Eliminate Paper

Minimize Errors

Reduce Shipping

Cut the Cost of Invoice Processing





YARDI PAYscan™

Centralize Procure-to-Pay

Benefits

- Reduces invoice processing cost
- Automates invoice approval workflow
- Reduces labor and errors in the A/P process
- Eliminates costs associated with paper, mailing, and storage
- Maximizes cash flow
- Facilitates standardization and payables oversight

Key Features

- Fully integrated with Yardi Voyager™
- Provides drill-down to invoice data for review, coding, and approval
- Performs instant budget checking
- Ties invoices to purchase orders automatically
- Sends email auto-alerts to all approval staff

YARDI PORTAL™

*Attract Prospects and Retain Residents
with a Dynamic Web Presence*

YARDI CHECKscan™

*Streamline Rent Processing
and Maximize Cash Flow*

YARDI ExecutiveDashboard™

*Obtain Real-time, Portfolio-wide
Insight into Key Performance Indicators*

YARDI PortfolioVMF™

*Gain Real-time, Portfolio-wide
Valuation, Modeling, and Forecasting*



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