

# outsourcingHubIndia

Outsource Costs In Source Growth

*Our Experience in*



# YARDI

# Yardi– Overview

Established in 1984, Yardi has grown dramatically over the last three decades to become the leading provider of high-performance software solutions for the real estate industry. Since its founding, Yardi has set the standard for real estate software solutions with a combination of responsiveness and technical innovation.

## Property Management Platforms

### Voyager Residential

The most advanced Software as a Service property management platform for residential real estate with built-in accounting, real-time performance analytics and complete mobility.

### Voyager Commercial

An end-to-end solution that streamlines the property and financial management aspects of the commercial real estate lifecycle to help you enhance the underlying value of your portfolio.

### Genesis

Yardi Genesis is a fully integrated accounting and property management application. It contains a powerful General Ledger with accounts receivables, accounts payable, check writing and bank reconciliation that combines a comprehensive property and tenant database with custom report writing.

### Genesis<sup>2</sup>

Suitable For companies with small to mid-sized portfolios, streamline property management and accounting with this web-based, cloud-hosted solution that features a single database and works with any browser.

# Residential Properties

# Accounts Payable

- ☐ Vendor/ Utility Payable
  - ✓ Batch Invoices – Creation of Invoice Batches as per the lot received to us
  - ✓ Direct Invoices – Posting of Invoices without creating batches
- ☐ Recurring Payables – Add – Edit/Post
  - ✓ Set up Recurring Payable for regular Contractual/Service Invoices
- ☐ Credit memo processing
- ☐ Vendor payments via EFT/Check
  - ✓ We can post payment transaction to complete the process of A/P, as directed by Client
- ☐ Vendor – Review – Reconciliation
  - ✓ Do Vendor Reconciliations on Weekly/Monthly Basis to check whether all Invoices are paid and everything is matching with vendor accounts
- ☐ Reports – All types of Payable Reports (Summary/Detailed)
  - ✓ Aging Detail
  - ✓ Check Summary
  - ✓ Check Detail

# Tenant Accounting /Accounts Receivable

- ☐ Lease Set up – Add/Edit – Move in/Out Transaction
  - ✓ Create new Leases and Edit existing Leases as per given instructions/information
  - ✓ In case of Move in, post initial tenant transactions
  - ✓ In case of Move out, preparation of FAS & charge tenant for any amount owed
- ☐ Posting Rent Roll
- ☐ Posting Tenant's Payment
- ☐ Posting NSF Checks
  - ✓ If we received any check return from bank due to some reason, we can post check return transaction
- ☐ Reports – All types of Receivable Reports (Summary/Detailed)
- ☐ A/R – Reconciliation – Do Tenant Reconciliations on Monthly Basis to check whether all entries has been processed and nothing is outstanding

# Property Accounting

## ☐ Journal Entries – Create – Edit/Post

- ✓ Posting of Recurring Journals (Management fee, Property Taxes)
- ✓ Posting of Month End Accruals
- ✓ Posting of Banking Fees and any other adjustment entries

## ☐ Banking

- ✓ Reconciliation – Operating/Security Deposit Accounts
- ✓ Final Reconciliation Report
- ✓ Inter Bank Transfer

## ☐ Drafting of Financial Statements for month end reporting

- ✓ Accounting Reports (B/S, T/B, Budget Comparison with cash flow, GL)
- ✓ Property Reports (Rent Roll, AGPR, Aged Receivable Report, Deposit Summary)
- ✓ Accounts Payable Reports (Payable Aging Detail, Check Detail)
- ✓ Management Reports



## Property Accounting (Contd.)

### ☐ Loan Management

- ✓ We can manage Mortgage/ Loans as per client requirements which includes: Principle, Interest, Escrow accounts, Payments. These are recurring JE Transactions and can be set up in Yardi. We can just change the amount and then post them in Yardi

### ☐ Preparation of Replacement Reserve

- ✓ Prepare Replacement Reserve Disbursement form which are submitted to lender for the reimbursement of capital expenses and major repairs incurred

### ☐ Prepare 1099 Forms

- ✓ Complete a Form 1099 for each covered transaction

### ☐ Set up Property – Unit Type – GL Account – Bank Account

### ☐ Save Recurring Transactions – For Future

# Commercial Property Accounting



## Accounts Payable

- ☐ Process invoices in 2 way/3 way match with POs and packing
- ☐ Deep experience in processing utilities
- ☐ Allocate expenses and code invoices against specific properties
- ☐ Utility Rebills based on CAM and rebill procedure
- ☐ AP reconciliation
- ☐ Aging and suitable AP reports

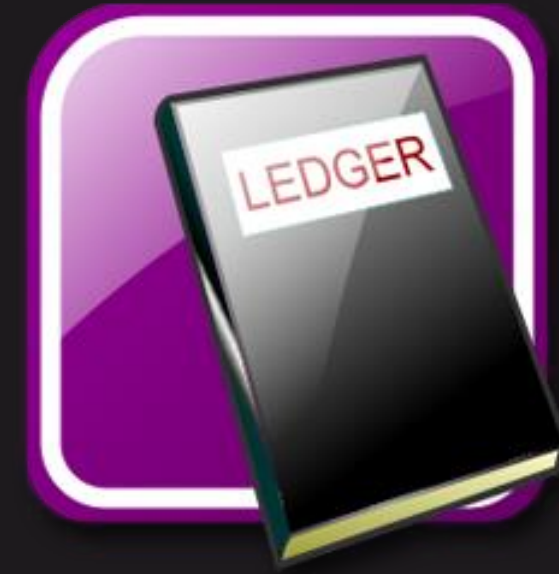


## Tenant Accounting/ Accounts Receivable

- ☐ Process Move-Ins/Move-Outs/ Lease Renewals/Expiries
- ☐ Rent runs including billing of CAM charges
- ☐ Processing Rental Checks and credit card receipts
- ☐ CAM reconciliation at year-end

## Banking and General Ledger Activities

- ☐ Bank, escrow, mortgage reconciliations
- ☐ Intercompany/Inter property accounting to handle transactions between properties such as expense allocations, transfers
- ☐ Prepaid Amortizations and accruals
- ☐ Month end finalization and reports

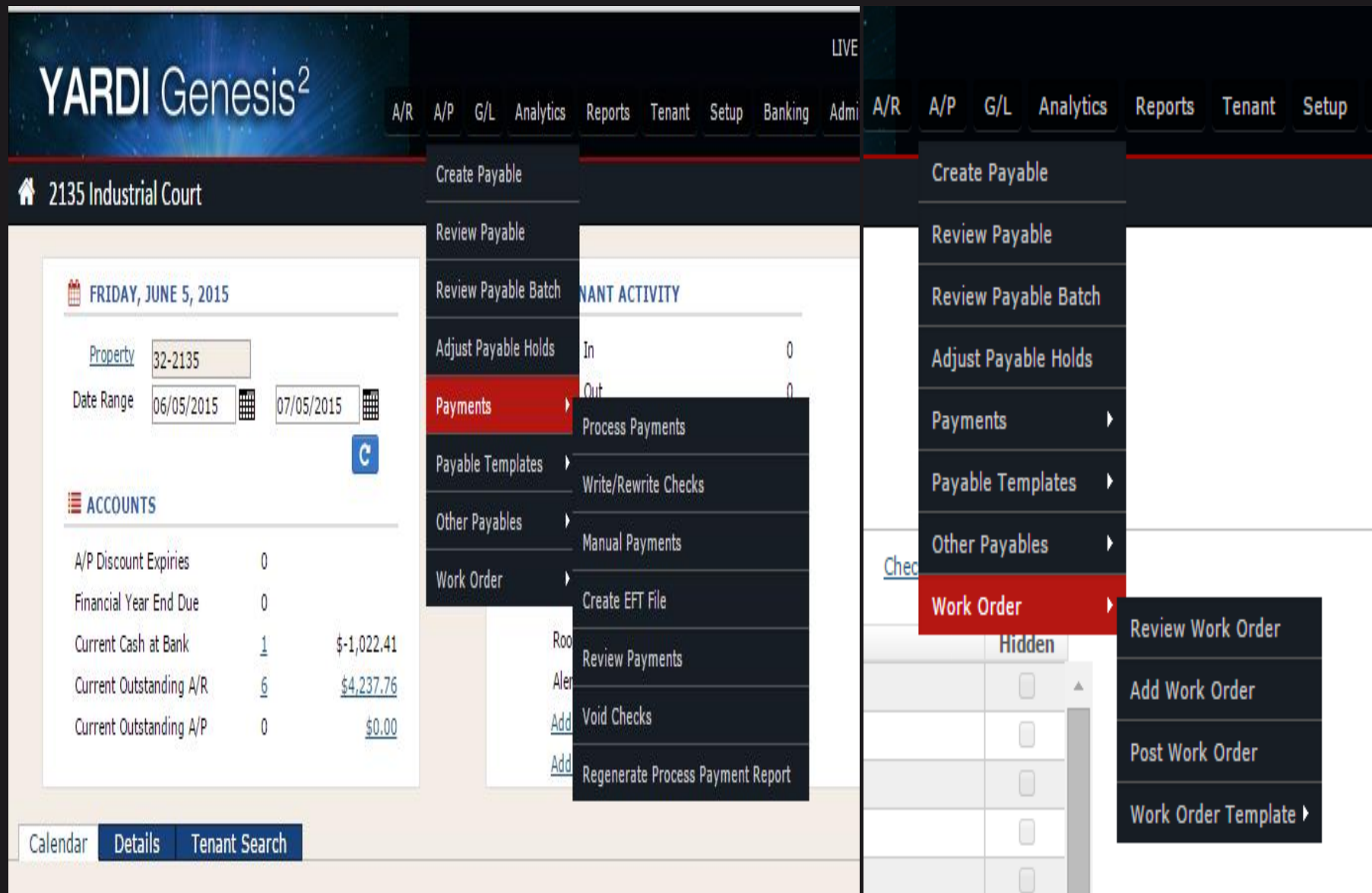


## Set-up Activities

- ☐ Set-up commercial leases include Lease-in move-in , expiry dates
- ☐ Set-up complete unit level data
- ☐
- ☐ Set-up CAM charge codes and CAM charge bases
- ☐ Set-up Vendor Records with relevant dates
- ☐ Migrate Client systems from an older version of Yardi to a new version including complete data validation

# Yardi Genesis 1 & 2

# Accounts Payable



The screenshot displays the YARDI Genesis<sup>2</sup> Accounts Payable module. The interface includes a top navigation bar with tabs for A/R, A/P, G/L, Analytics, Reports, Tenant, Setup, Banking, and Admin. The main content area is divided into several sections:

- Property Information:** Shows "2135 Industrial Court" and a date filter for "FRIDAY, JUNE 5, 2015".
- Accounts Section:** Contains a table with the following data:
 

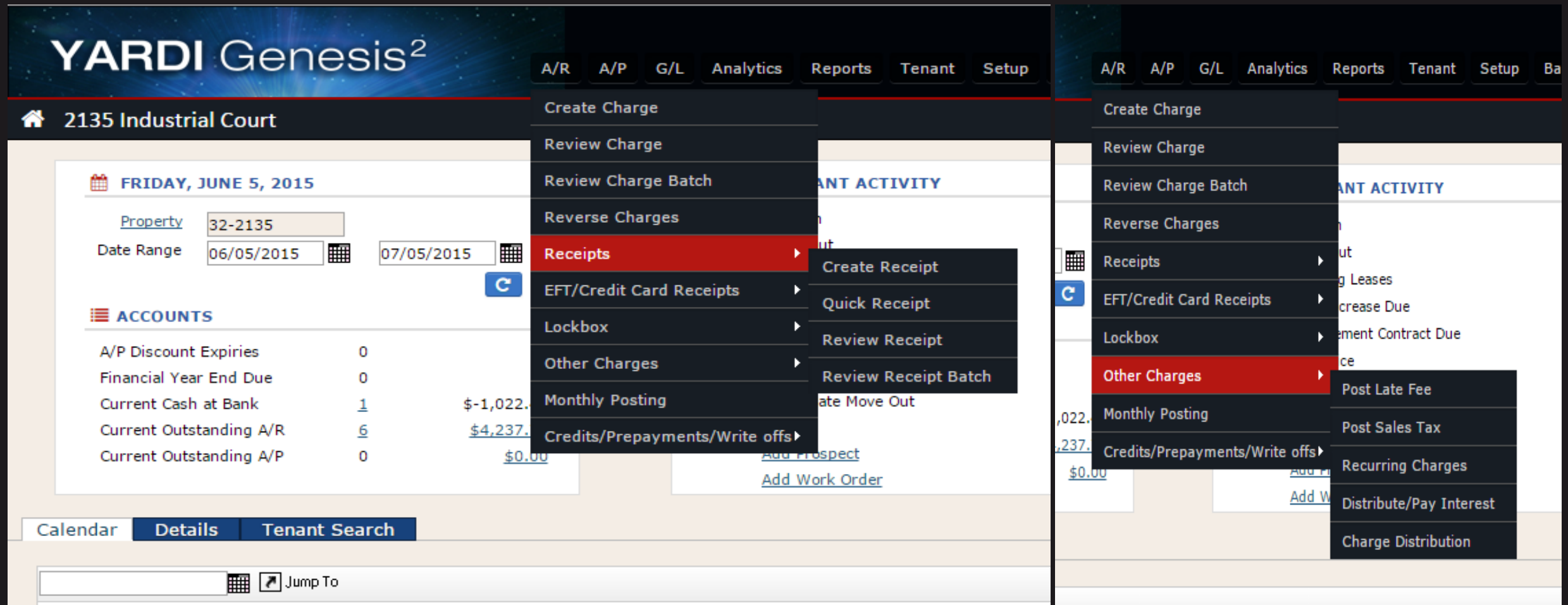
Account	Balance	Amount
A/P Discount Expires	0	
Financial Year End Due	0	
Current Cash at Bank	1	\$-1,022.41
Current Outstanding A/R	6	\$4,237.76
Current Outstanding A/P	0	\$0.00
- Payments Section:** A dropdown menu is open, showing options: "Process Payments", "Write/Rewrite Checks", "Manual Payments", "Create EFT File", "Review Payments", "Void Checks", and "Regenerate Process Payment Report".
- Work Order Section:** A dropdown menu is open, showing options: "Review Work Order", "Add Work Order", "Post Work Order", and "Work Order Template".

The bottom of the interface features a "Calendar" tab and "Details" and "Tenant Search" buttons.

- ☐ Create and Review Payables
- ☐ Review Payable Batches
- ☐ Creating and reviewing work-orders
- ☐ Processing invoices after reconciliation with work orders
- ☐ Vendor payments through checks, EFTs, credit cards
- ☐ Process owner distributions

# Accounts Receivable

- ☐ Create Rental Charge, Review Charges, Reverse Rental Charge, Create Rental Charge Batch
- ☐ Create Receipts, Review Receipt/ Receipt Batch, Process Credit Card/EFT Receipts
- ☐ Write-offs
- ☐ Other Charges Processing including Late Fees, recurring charges,
- ☐ Monthly Recurring Postings
- ☐ Processing Rents via LockBox



The screenshot displays the YARDI Genesis<sup>2</sup> Accounts Receivable (A/R) module interface. The top navigation bar includes tabs for A/R, A/P, G/L, Analytics, Reports, Tenant, and Setup. The main header shows the property address "2135 Industrial Court".

On the left, a sidebar displays the date "FRIDAY, JUNE 5, 2015" and the property "32-2135". Below this, the "ACCOUNTS" section shows a summary of financial data:

Account	Value
A/P Discount Expiries	0
Financial Year End Due	0
Current Cash at Bank	1
Current Outstanding A/R	6
Current Outstanding A/P	0

The right side of the interface features a "TANT ACTIVITY" section with a list of transactions. A dropdown menu is open, showing options for "Receipts", "EFT/Credit Card Receipts", "Lockbox", "Other Charges", "Monthly Posting", and "Credits/Prepayments/Write offs". The "Receipts" option is highlighted in red, and its sub-menu is visible, listing actions such as "Create Receipt", "Quick Receipt", "Review Receipt", "Review Receipt Batch", and "Late Move Out".

At the bottom, there are tabs for "Calendar", "Details", and "Tenant Search", along with a "Jump To" search bar.



# Tenant Accounting

- ☐ Set-up of Tenants with complete information
- ☐ Creation of leases
- ☐ Handle Move-In and Move-outs
- ☐ Calculate CAMs and overage
- ☐ Creating Tenant letters and correspondence

YARDI Genesis<sup>2</sup>

LIVE [03/2015]

Site Search

A/R

A/P

G/L

Analytics

Reports

Tenant

Setup

Banking

Administration

Help

Post GPR/Market Rent

Property

Rent Account

GPR/Market Rent

Loss/Gain to Tenant

Loss from Model

Loss from Down

Loss from Admin

Vacancy Account

Delinquency Account

As of Date

As of Month

Submit

Clear

Help

Review Tenant

Add Tenant

Review Prospect

Add Prospect

Tenant/Unit Rent Increase

Lease Escalation

Residential Workflow ▶

Commercial Workflow ▶

Deposit Accounting ▶

Add Non-Tenant Lessee

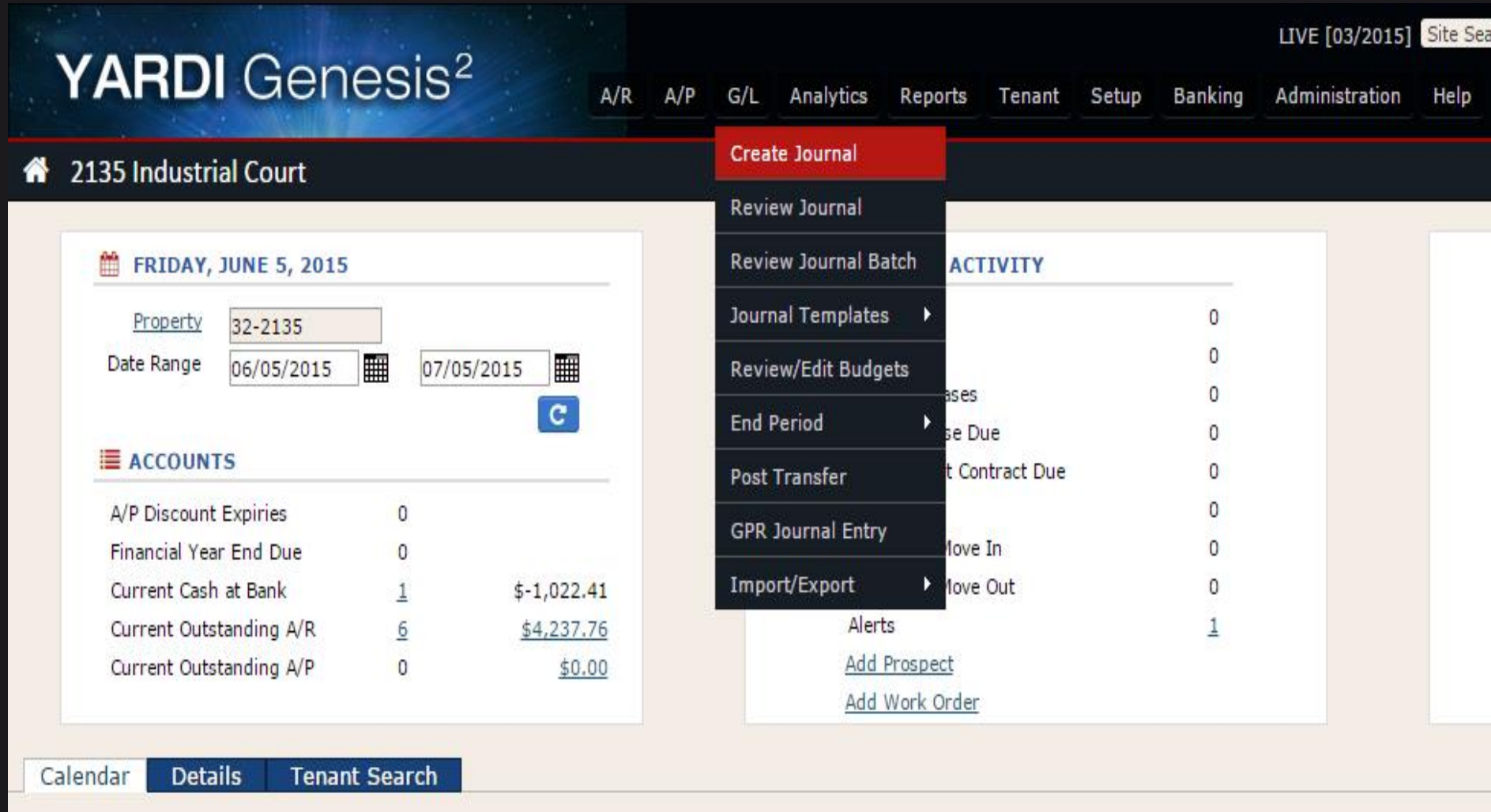
Commercial Recoveries ▶

Retail Functions ▶

Correspondence ▶

Customers ▶

# General Ledger



**YARDI Genesis<sup>2</sup>** LIVE [03/2015] Site Search

A/R A/P G/L Analytics Reports Tenant Setup Banking Administration Help

2135 Industrial Court

**FRIDAY, JUNE 5, 2015**

Property: 32-2135  
Date Range: 06/05/2015 to 07/05/2015

**ACCOUNTS**

Account Name	Quantity	Amount
A/P Discount Expiries	0	
Financial Year End Due	0	
Current Cash at Bank	1	\$-1,022.41
Current Outstanding A/R	6	\$4,237.76
Current Outstanding A/P	0	\$0.00

Calendar Details Tenant Search

- ☐ Create or Reverse general ledger entries
- ☐ Transfer entries
- ☐ Import/export transactions

- ☐ Create recurring general ledger entries
- ☐ Close Month or Year

# Reports

- ☐ Owner level reports
- ☐ Unit level reports
- ☐ Tenant reports
- ☐ Property reports
- ☐ Payables and Work Orders related reports
- ☐ Financials

YARDI Genesis<sup>2</sup>

A/R

A/P

G/L

Analytics

Reports

Tenant

Setup

Banking

Adm

Post GPR/Market Rent

Property

Rent Account

GPR/Market Rent

Loss/Gain to Tenant

Loss from Model

Loss from Down

Loss from Admin

Vacancy Account

Delinquency Account

As of Date

As of Month

Submit

Clear

Help

LIVE

Owner

Property

Unit

Tenant

Residential

Commercial

Receivables

Payables

Work Orders

Financial

Registers

Management

Vendor

1099s

Owner Directory

Owner Detail

Owner Summary

Owner Labels

Owner Distribution

Owner Statement

Owner Ledger

Monthly Reports



# Client Profile

# A Brief Snapshot of our Clients in Yardi



## Real Estate & Property Management

1. A full service management company based out of Denver (CO) with extensive experience in both single and multifamily residential rental properties.

### Our Services

We provide accounts payable processing, complete tenant accounting services (processing move-ins, move-outs, rent run, rent payments processing, tenant rebilling, collection support etc.), bank and escrow reconciliation, general ledger maintenance and monthly management reports.

Software: Yardi Genesis

2. A full service real estate firm, offering property management, brokerage, construction, and development services. The company is based in Miami (FL).

### Our Services

We provide accounts payable and property accounting services– reconciliations, financial analysis, financial statements including budget comparisons, balance sheet and cash flow statements and monthly financial reports. We have a team of five people working for them.

Software: Yardi Genesis and Yardi Voyager

3. A small property management firm based out of New York managing multifamily residential rental properties.

### Our Services

We provide complete accounting services including invoicing, expense accounting, accounts payable, accounts receivable, bank reconciliation, general ledger and monthly management reports, year-end finalization.

Software: Yardi Genesis

4. A subsidiary company of a 100 year old moving and storage company headquartered in Colorado with multi-state operations. They have multiple residential and commercial properties in their portfolio

### Our Services

We provide accounts payable and property accounting services. We enter and process payables, manage tenant records, run rent rolls, receipting money, utility rebilling, and reconciliations. We maintain and generate monthly journals and other recurring transactions, generate, analyze AR aging reports and financial statements (Income Statement and Balance Sheet). We have recently shifted their accounting software from Yardi Genesis 1 to Yardi Genesis 2, managing their entire upgrade process. The entire transition including data validation, coordination with Yardi and internal training was handled by us.

Software: Yardi Genesis 1 & 2

## Contact Details

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