

YARDI eLearning

Voyager Online Training Schedule



Online Training

You must log-in to [Client Central](#) to register for classes. If you do not have a log-in, contact the Yardi administrative person within your company for this information. Once in Client Central, all classes may be accessed directly from the Home screen. Just click Start Learning on the right side menu.

Note: Yardi's training courses are not open to the public. This allows us to better serve the specific training needs of our clients.

<p>April 5 April 12 April 19 April 26 May 3 10:00-11:00 PT</p>	<p>Voyager Construction NEW Draw Process for Voyager Core 7S Learn about the new Draw Process features in Voyager Core 7S (Job Cost Plugin 7.3). Take your use of the Voyager Construction Module to the next level by mastering the process of creating draws and receivables. This fully integrated system can prepare draws either from the AP invoices you've already entered, or based on percent of completion. The system will then prepare invoices and draw sheets for submission to your clients or lending institutions.</p>
<p>April 11 May 9 June 13 10:00-11:30 PT</p>	<p>Voyager Construction Setup This valuable class covers the setup steps involved for using Yardi's Voyager 7S Construction Management program. The session topics include setup of the general ledger, jobs, cost categories, contracts, and change orders.</p>
<p>April 13 May 18 10:00-11:00 PT</p>	<p>Voyager 7S Tax and Insurance Voyager Tax and Insurance helps you track and report on tax parcels and insurance policies. This module is designed to offer a customized approach to organizing and streamlining your tax and insurance procedures. You now have the ability to track, edit, and ensure timely payments from within Voyager for both tax bills and insurance premiums.</p>
	<p>Continued...</p>

<p>April 13 10:00-11:30 PT May 15 8:00-9:00 PT June 12 8:00-9:00 PT</p>	<p>Voyager Custom Financial Reporting This course is an introduction to Yardi's custom analytics, and provides information on how to fulfill your custom financial reporting needs. Learn how to create templates using either standard or custom account trees. Topics include how to compare financial data from prior periods to the current period, and how to compare similar data across multiple properties.</p>
<p>April 13 May 11 June 15 10:00-11:30 PT</p>	<p>Voyager Construction Operations and Reporting Ideal for general users of the module, this class covers the standard daily functions that are most commonly performed by the users of the Yardi's Voyager 7S Construction Management program. The class assumes that the setup of the program is complete. Topics include payables processing, retention, and financial reports.</p>
<p>April 18 May 16 June 20 10:00-11:30 PT</p>	<p>Voyager Construction Draw Process Take the Voyager Construction Module to the next level by mastering the process of creating Draws and Receivables. This fully integrated system can prepare draws either from the AP invoices you've already entered, or based on percent of completion. The system will then prepare invoices and draw sheets for submission to your clients or lending institutions.</p>
<p>April 19 June 7 10:00-12:00 PT</p>	<p>Setting Up Estimates and Basic Recoveries Join this course to learn how the Voyager 7S recovery toolset helps users accurately process CAM recoveries. The instructor will review recovery reconciliations and tenant charge schedule adjustments using our intuitive toolset and straightforward reconciliation function.</p>
<p>April 20 June 6 August 23 October 11 December 13 10:00-11:00 PT</p>	<p>Voyager Financial Analytics Discover enhanced ease-of-use ways for Yardi Financial Analytic reporting. Learn about the abilities of drilling down from the report level to the individual transaction level (without leaving the report screen). Also, learn how Transaction Registers are used for troubleshooting financials, as well as, backing up Financial Analytic reports.</p>
<p>April 24 June 26 August 28 October 30 December 18 10:00-11:00 PT</p>	<p>Voyager Bank Reconciliation Learn how to properly use the enhanced Bank Reconciliation feature in Voyager. Discover the flexibility to enter both bank and book adjustments and to clear all reconciling items while creating an in-progress report, as well as the ability to run historical bank reconciliation reports for formal proof of cash presentations.</p>
<p>May 16 August 15 October 17 10:00-11:00 PT</p>	<p>Voyager Financial Best Practices The "by design" accounting features built into your Voyager software optimize user efficiency and accuracy with financial reports. Learn about this and other topics such as general ledger account setup, month-end procedures, charge code definitions, transaction processing, and more. Learn how to apply accounting best practices to your Voyager system.</p>
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<p>May 16 10:00-11:00 PT August 24 1:00-2:00 PT October 23 12:00-1:00 PT December 6 8:00-9:00 PT</p>	<p>Correcting Tenant and Resident Ledgers Do you find yourself having issues tying out your Accounts Receivables? In this class, you will discover what reports should tie, and what ledger corrections for charges and receipts that can be done to avoid tie out issues.</p>
<p>May 17 1:00-2:00 PT July 10 10:00-11:00 PT September 6 10:00-11:00 PT December 6 11:00-12:00 PT</p>	<p>Voyager Introduction to Account Trees Account trees are powerful financial reporting tools that enable you to determine the format and description of your GL accounts at run time. Discover how this feature can save you time by streamlining and customizing your report writing processes.</p>
<p>May 18 July 12 September 7 December 12 10:00-11:00 PT</p>	<p>Voyager Advanced Account Trees This course will enhance the skills acquired in the Introduction to Account Trees course. In this supplemental class, attendees will learn how to set up more complicated account trees to create more detailed financial statements. The instructor will also demonstrate how to alter the appearance and the totaling of financial statements to accommodate your organization's unique reporting requirements.</p>
<p>May 25 August 17 November 16 10:00-11:00 PT</p>	<p>Voyager Workflows & Workflow Notifications Experience the full power of Voyager 7S workflows. Workflows are used in all modules and aspects of the Voyager 7S platform. Explore the many versatile workflow options available including workflow basics, advanced workflow features, workflow automation, the workflow dashboard, workflow reports, workflow utilities, email templates, and notifications.</p>
<p>June 13 10:00-11:00 PT</p>	<p>Voyager Introduction to Yardi Spreadsheet Reporting Yardi Spreadsheet Reporting (YSR) is a board room quality report designing tool that enables report packets, designed as templates in Microsoft Excel or Microsoft Word, to be rendered to screen, or into Excel or Word, or assembled into a PDF for schedulable email circulation. The data sources for these reports can either be slimmed down Yardi SQL scripts or, increasing available, the same data engines that drive the Voyager analytics. Without delving too deep into the technical aspects, this class will review the basics of YSR, how to design a report and save it into the Voyager structure. Review of the setup dialogs in the Voyager UI and the use of the Yardi Excel Add-In to assist report design, and document the parameters of the data sources, will be demonstrated.</p>
<p>June 15 10:00-12:00 PT</p>	<p>Voyager Advanced Yardi Spreadsheet Reporting Yardi Spreadsheet Reporting (YSR) is a Voyager and VoyagerPlus report rendering technology that enables designers to create report packets of individual documents with templates designed in Excel or Word. This class will offer a step-through of how to create your first YSR report; an overview of the setup techniques for YSR, including how to establish runtime filters and map those into the component individual reports; how to use the Yardi</p>

	<p>Excel add-in to help design reports; and how to draw data from both Yardi SQL scripts and from the analytic engines of conforming verticals. Detailed tips and tricks from the documentation and the YSR newsletter will be used to illustrate the techniques. Registered attendees are encouraged to submit topic requests in advance to potentially be covered in this session.</p> <p>PREREQUISITE: <i>Introduction to Yardi Spreadsheet Reporting or Equivalent</i></p>
<p>July 13 11:00-12:00 PT</p>	<p>Voyager Commercial Correspondence Commercial Correspondence in Voyager allows you to send professional letters and statements to your commercial tenants/leases. Discover how to use Correspondence to print, attach to the lease record, and email these documents all from the same filter.</p>
<p>July 27 November 29 1:00-2:00 PT</p>	<p>Month End Tie Out, AR, Security Deposits & AR Month end is a hectic time for accounting. In this class, learn some useful tips and troubleshooting tools to help complete month-end tasks.</p>