



# Agenda & Course Descriptions

August 30-31  
Sydney, Australia



# Agenda and Event Planner

## Wednesday 30th August

07:45 –  
09:00

Registration and Light Breakfast

09:00 –  
10:30

Keynote Address & General Session

10:30 –  
10:55

Morning Tea

### Classroom Sessions

	Studio 1	Studio 2	Studio 3	Gallery 1	Gallery 2	Gallery 3
11:00 – 12:00	Orion Business Intelligence I	Introduction to the Yardi Residential Products	VENDORCafé	Document Management	Investor Plus & Portal	COMMERCIALCafé
12:00 – 12:55	Lunch					
13:00 – 14:00	Orion Business Intelligence II <b>Advanced</b>	Commercial Reporting	Purchase Orders	Intercompany Accounting <b>Advanced</b>	Managing Agents Best Practice	Lease Administration - Lifecycle
14:00 – 15:00	Advanced Budgeting & Forecasting: I	Bank Reconciliation: Standard	Transaction Best Practices	Service Contracts	Facilities Management: Standard Work Orders	Lease Administration - Scenarios
15:00 – 15:30	Afternoon Tea					
15:30 – 16:30	Financial Reporting	End-of-Month & End-of-Year Best Practices	Custom Financials & Account Trees	Workflows	Facilities Management: Advanced Maintenance	Outgoing Recoveries I
16:30 – 17:30	Advanced Budget & Forecasting: Valuations	Job Costing I	PAYscan	Process Workflows	Leasing Manager I	Property Management: Onboarding New Properties
17:30 – 20:00	Cocktail Party					

# Agenda and Event Planner

## Thursday 31st August

08:00 –  
09:00

Registration and Light Breakfast

### Classroom Sessions

	Studio 1	Studio 2	Studio 3	Gallery 1	Gallery 2	Gallery 3
09:00 – 10:15	Advanced Budgeting & Forecasting: Commercial Revenue Forecasting using FLO <b>Advanced</b>	Job Costing II <b>Advanced</b>	Bank Reconciliation: Bank Book	Investment Management: Investor Transactions & Unit Register <b>Advanced</b>	Corporate Tenancy	Fixed Assets
10:15 – 10:45	Morning Tea					
10:45 – 12:00	Discussion Group: Advanced Budgeting & Forecasting	Job Costing: Reforecasting Budget <b>Advanced</b>	Leasing Manager II <b>Advanced</b>	Investment Management: Advanced Accounting	Property Accounting: Advanced Utilities	Free (no session)
12:00 – 13:15	Advanced Budgeting & Forecasting: I	Discussion Group: Facilities Management	Transaction Best Practices	System Administration: Voyager Productivity Tools	Property Management: Retail	Outgoing Recoveries II <b>Advanced</b>
13:15 – 14:30	Lunch and Closing Session					

# Class Descriptions

## Advanced Budgeting & Forecasting: I

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Wednesday 30th | 14:00 – 15:00 | Studio 1

Thursday 31st | 12:00 – 13:15 | Studio 1

This course includes an introduction to the Advanced Budgeting & Forecasting (ABF) budget and reforecasting process, model properties and forecasting leases, the budget dashboard, working within the budget worksheet, lease revenue forecasting options (FLO vs MLAs), and a review of budget transactions. We will also cover integration with other modules, populating budget worksheets with projected values based on various sources including historical GL or budget data, use of models and formulas, automated budget functions, budget task automation with function groups, and budget and reforecast reporting.

## Advanced Budgeting & Forecasting: Commercial Revenue Forecasting using FLO

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Thursday 31st | 09:00 – 10:15 | Studio 1 **Advanced**

This course covers display-type configuration for the Forecast Leasing Options (FLO) grid and speculative (forecasting) leases, template MLAs for speculative new leases, creation of FLO-enabled budgets and assigning display type, navigating the FLO grid (including how to use risk and activation columns), creating speculative new and renewal lease amendments, FLO unit configuration, managing FLO status and resolving exceptions, FLO assumption reporting, comparing parent and model property leases, accessing speculative lease amendments, the commercial revenue forecast function, and review of lease revenue budget transactions resulting from FLO assumptions.

## Advanced Budget & Forecasting: Valuations

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Wednesday 30th | 16:30 – 17:30 | Studio 1

Attend this course to learn about a powerful calculator used by asset managers that will help determine the present value and IRRs of individual assets using a discounted cash flow model. The tool uses the income capitalisation valuation method, compares the resulting valuation with the DCF valuation, and calculates various yields commonly used in ANZ. Other course topics will include key reports for managing analyses, manual revenue/expense entry, and how to apply market assumptions such as simple cap-rate entry, discount rates, growth/inflation rates, and general vacancy.

## Bank Reconciliation: Bank Book

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Thursday 31st | 09:00 – 10:15 | Studio 3

Discover how automatic Voyager 7S bank reconciliation fits into the Australian banking infrastructure, including DirectDebit, BPAY, AUPOST, and automated EFT payments. Learn about major Bank Book implementation considerations, setup steps, and best practice processes post go-live.

## Bank Reconciliation: Standard

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Wednesday 30th | 14:00 – 15:00 | Studio 2

A "best practices" look into the standard bank reconciliation function. Additionally, we will review troubleshooting tips and reports designed to assist with your reconciliation.

# Class Descriptions

## COMMERCIALCafé

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Wednesday 30th | 11:00 – 12:00 | Gallery 3

COMMERCIALCafé is your company's online marketing presence for tenants and prospects. Provide tenants with best-in-class services through access to tenant statements and other tenant documentation, online payments, maintenance requests, and other service offerings. Additionally, provide greater visibility of available leases and promote properties for sale while integrating corporate brand identity and messaging. Listings on COMMERCIALCafé can include all types of commercial property categories.

## Commercial Reporting

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Wednesday 30th | 13:00 – 14:00 | Studio 2

In this course, we will review some of the Voyager standard commercial and leasing reports available through analytics, ANZ specific custom YSR reports, and basic columnar reports. Many of these reports are already available within the system or are available either free or for a nominal fee upon request.

## Corporate Tenancy

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Thursday 31st | 09:00 – 10:15 | Gallery 2

This course is geared towards setting up and managing commercial portfolios that have corporate tenancy and specialty leases, in Voyager 7S. This class will also provide a brief look into Yardi's solution for the new accounting standards for balance sheet reporting for corporate tenancy leases required by IFRS in 2018.

## Custom Financials & Account Trees

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Wednesday 30th | 15:30 – 16:30 | Studio 3

Custom financial analytics enables users to create customised reports that are not readily available through financial analytics. A custom analytic report is quick, customisable, and is a front-end report builder. It gives users the ability to incorporate Voyager data into a custom report template. Custom analytics enable you to drill down into each G/L account level. The report filter supports property data and attributes filtering at run time and can immediately be exported to Excel. Customised reports can be used with standard or custom account trees. During this session, we will review a sample of a customised report using an account tree built through custom financial analytics.

## Discussion Group: Advanced Budgeting & Forecasting

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Thursday 31st | 10:45 – 12:00 | Studio 1

This is an open-forum session on the Yardi Advanced Budgeting & Forecasting module, led by a Yardi product specialist. Bring your questions and together with other users we will discuss best practices and other industry solutions.

# Class Descriptions

## Discussion Group: Facilities Management

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Thursday 31st | 12:00 – 13:15 | Studio 2

This is an open-forum session on Yardi job cost functionality, led by a Yardi product specialist. Bring your questions and together with other users we will discuss best practices and other industry solutions.

## Document Management

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Wednesday 30th | 11:00 – 12:00 | Gallery 1

Document Management provides your company the ability to organise, control versions, store, and secure documents related to company departments or Voyager records such as properties, tenants, jobs, and more. Use the full text search to easily find documents based on the name of the document or the text within the document. Additionally, we'll discuss how to publish documents such as tenant correspondence directly into the document management library.

## End-of-Month & End-of-Year Best Practices

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Wednesday 30th | 15:30 – 16:30 | Studio 2

A detailed look into end-of-month and end-of-year procedures, tie-outs, and reporting. We will also look at "manual property close" functionality and accounting best practices for limiting access to past periods.

## Facilities Management: Advanced Maintenance

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Wednesday 30th | 15:30 – 16:30 | Gallery 2

Advanced Maintenance allows you to schedule, track, and manage all preventative, routine, and emergency maintenance from your desktop or mobile device. In this course, we will cover work order capabilities including planned preventative maintenance, inspections, fixed assets, and inventory control. We will also cover aspects of Yardi Maintenance, Yardi Maintenance Manager, Yardi Inspection, and Yardi Facilities Manager.

## Financial Reporting

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Wednesday 30th | 15:30 – 16:30 | Studio 1

In this course, we will review some of the Voyager standard financial reports through financial analytics that are likely to be used by finance professionals for financial and management reporting. We will discuss how you can use custom account trees through financial analytics to generate user-defined reports.

# Class Descriptions

## Fixed Assets

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Thursday 31st | 09:00 – 10:15 | Gallery 3

The fixed assets module enables you to define fixed assets through purchase orders, payables, and journals. Learn about some features introduced for Australian clients relating to treatment of low-cost assets and assets depreciated to a low value to be placed in a low-value asset pool and capital works. We will also explore the system's ability to adjust depreciation appropriately if depreciation was incorrectly calculated and posted in a past accounting period.

## Intercompany Accounting

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Wednesday 30th | 13:00 – 14:00 | Gallery 1 **Advanced**

Learn about Voyager intercompany functionality using a sample company with a hub bank and intercompany billing. Voyager is able to automate the intercompany accounting entries and tag entries with the intercompany segment, which enables elimination when consolidating the financial results for reporting.

## Introduction to the Yardi Residential Products

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Wednesday 30th | 11:00 – 12:00 | Studio 2

This course is an introduction to the upcoming residential products soon to be available in Australia. Learn about residential property setup, prospect workflow, and related accounting functions, with a focus on functionality such as weekly invoicing and bond management.

In addition, you will learn about RENTCafé and how the Yardi Marketing Suite can enhance your online presence and increase your connectivity to current and prospective tenants, covering features such as portfolio listing, property marketing sites, online lease flow, and resident portal services including the resident app.

## Investment Management: Advanced Accounting

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Thursday 31st | 10:45 – 12:00 | Gallery 1

In this course, you will learn about system configuration of investment management levels, entities, and commitments in line with a legal fund/group structure. We will discuss the use of rules and rule sets to automate financial consolidation and eliminations posted to different books. Finally, we will review the financial consolidation results through financial analytics and segment comparison reports

## Investment Management: Investor Transactions & Unit Register

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Thursday 31st | 09:00 – 10:15 | Gallery 1 **Advanced**

Investment Management allows you to manage wholly-owned assets, joint ventures, equity participation, debt vehicles, and other investment types for both small and large portfolio investors. Topics covered in this class include setting up complex investment structures as well as tracking investor units/shares, cash flows, and capital activity between investor and investment. This advanced course dives deeper into the Yardi Investment Management product, covering topics such as commitment recalculation, capital calls, distribution reinvestment, and how to set up tax-withholding rules.

# Class Descriptions

## Investor Plus & Portal

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Wednesday 30th | 11:00 – 12:00 | Gallery 2

Discover how Yardi InvestorPlus improves the effectiveness of your client-facing staff. This introductory course will cover how configurable, role-specific dashboards put investor and investment data at a fund manager's fingertips as well as how 360° access to contacts, activities, leads, proposals, and investment opportunities aid the deal makers. Learn how to communicate with investors and track activity via Outlook integration, correspondence, and notes.

## Job Costing I

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Wednesday 30th | 16:30 – 17:30 | Studio 2

This session provides an overview of the basic functionality available to track budgets, commitments, and expenses in the construction management module. Session topics may include Voyager setup for job cost, cost categories, jobs, contracts, and change orders.

## Job Costing II

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Thursday 31st | 09:00 – 10:15 | Studio 2 **Advanced**

Take your use of the Yardi Construction Management to the next level by learning about some of the more advanced features. Session topics may include creating draw sheets (with multiple funding sources), using the master job allocation function, and reconciling your construction sub-ledger to the property's general ledger.

## Job Costing: Reforecasting Budget

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Thursday 31st | 10:45 – 12:00 | Studio 2 **Advanced**

This session will provide an overview of the job forecasting functionality within Yardi Construction Management. Forecasting the projected final cost at the end of the job, as well as monthly forecasting/reforecasting during the job will be covered.

## Lease Administration: Lifecycle

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Wednesday 30th | 13:00 – 14:00 | Gallery 3

During this session, we will review Voyager lease administration processes together. Whether you are a Lease Admin or an Asset Manager, there are features that will be of interest. We will look at the various amendment types and how they can best be used to track leasing information.



# Class Descriptions

## Lease Administration: Scenarios

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Wednesday 30th | 14:00 – 15:00 | Gallery 3

In this class, we will discuss common and some less-common scenarios in property management leasing, including first-step rent reviews, indexation methodology, renewals with combined expansions and/or contractions, and others. This class will be collaborative to see how other Voyager users are addressing issues that you bring to the class, with some guidance provided by Yardi.

## Leasing Manager I

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Wednesday 30th | 16:30 – 17:30 | Gallery 2

Join this session to discuss features of Yardi Leasing Manager (formerly Commercial LeasingPad) and how it helps to shorten leasing lifecycles and deliver increased operational efficiency to further drive revenue enhancement. Learn how Yardi Leasing Manager helps you to be more customer-centric and gives you a 360-degree view of your customer.

## Leasing Manager II

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Thursday 31st | 10:45 – 12:00 | Studio 3 **Advanced**

Leasing Manager (formerly Commercial LeasingPad) centralises valuable customer and contact information in a single, global database. This course will review how to leverage the strengths of a browser-based mobile platform and get real-time access to activities related to your customer and leasing pipeline data. We will demonstrate how Yardi Leasing Manager automates the leasing process from lead generation to lease execution by capturing the relevant data through each step of the process. Learn about deal wizards that helps to make capturing deal information more relevant and easy, how you can have your business-specific approval process built into Leasing Manager, how to generate and email all your correspondence to prospects, and how to track various leasing KPIs using out-of-the-box dashboards.

## Managing Agents Best Practice

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Wednesday 30th | 13:00 – 14:00 | Gallery 2

Are you a Managing Agent using Voyager? Need some tips and tricks or have some questions to help with making the software function optimally? Come along and look at best practices around setup, accounting processes, and reporting.

## Orion Business Intelligence I

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Wednesday 30th | 11:00 – 12:00 | Studio 1

Discover how Yardi Orion Business Intelligence provides a browser-based business intelligence platform to report on your entire portfolio. This course will introduce the Orion Business Intelligence platform built from your Voyager database, and review the tools that are part of the platform. Topics covered include: interactive and configurable dashboards that show key performance indicators, history, trending, drill-down capability, discussions, and core setup and configuration.

# Class Descriptions

## Orion Business Intelligence II

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Wednesday 30th | 13:00 – 14:00 | Studio 1 **Advanced**

This session builds on the Yardi Orion Business Intelligence I course and shows how you can use some of the more advanced features of the product. Features include creating new financial measures, custom measures, custom tiles, custom widgets, extending dimensions, and importing data from Voyager custom tables or external data sources. See how Excel can be connected to the tabular data model for extra reporting capability as well as the setup of YSR reports on the dashboard.

## Outgoing Recoveries I

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Wednesday 30th | 15:30 – 16:30 | Gallery 3

Join this course to learn how the Voyager toolset helps users accurately process outgoing recoveries. The instructor will review system setup, yearly estimate charge calculation, monthly recovery accruals, and year end wash-up.

## Outgoing Recoveries II

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Thursday 31st | 12:00 – 13:15 | Gallery 3 **Advanced**

This course covers the more advanced recovery scenarios, such as fixed and variable percentage calculations, anchor deductions, CAP increases, base year calculations, and more. Prerequisite: Outgoings Recoveries I.

## PAYscan

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Wednesday 30th | 16:30 – 17:30 | Studio 3

PAYscan delivers consistent policies, eliminates the physical movement of paper, and improves the efficiency and accuracy of your Yardi Procure to Pay process. In this class, we will cover PAYscan functionality and take a look at both the PAYscan mobile application and PAYscan on the VoyagerPlus platform.

## Process Workflows

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Wednesday 30th | 16:30 – 17:30 | Gallery 1

Join this session to learn about how you can have system-level workflows, based on your Voyager processes, that are not tied to a specific object like a lease, payable, etc. Process workflows can help you track the status of standard Voyager processes, such as month-end closure, closing AR, AP, and GL, as well as allow you to define and track the status of your custom processes. Process workflows provide an easy-to-use graphical interface that helps you identify the status of different processes in your organization.

## Property Accounting: Advanced Utilities

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Thursday 31st | 10:45 – 12:00 | Gallery 2

This course will focus on some advanced tools useful for accrual financial reports, such as prepayment functions and straight lining adjustments.

# Class Descriptions

## Property Management: Onboarding New Properties

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Wednesday 30th | 16:30 – 17:30 | Gallery 3

We will explore considerations and best practices for onboarding new properties, including financial take-ons and system administration tasks.

## Property Management: Retail

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Thursday 31st | 12:00 – 13:15 | Gallery 2

Learn how to manage long-term retail leases. This course will teach you how to set up the retail system, track tenant retail sales, and charge overage (percentage) rents.

## Purchase Orders

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Wednesday 30th | 13:00 – 14:00 | Studio 3

In this course, you will learn about the benefits of purchase orders in the Voyager system and the streamlining of purchase orders into a more standard and efficient process. This class will cover all aspects of using purchase orders in Voyager.

## Service Contracts

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Wednesday 30th | 14:00 – 15:00 | Gallery 1

In this course, you will learn how to manage recurring contracts with vendors at an agreed price and schedule. This class will cover all aspects of using service contracts in the Voyager system.

## Standard Work Orders

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Wednesday 30th | 14:00 – 15:00 | Gallery 2

Did you know that every core Voyager license includes work order functionality? Come along and see how to use Voyager work orders to manage your maintenance tasks. We will review work order configuration, work order capabilities and workflow, use of email and correspondence, and analytic reporting. Finally, we look at how work orders integrate with other areas of Voyager.

## System Administration: Voyager Productivity Tools

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Thursday 31st | 12:00 – 13:15 | Gallery 1

During this course, we will look at underused functionality built into Voyager to help you work smarter not harder. Specifically, we will cover critical dates, notifications, custom tables, email templates, tasks, and take a high-level look at correspondence and report packets.

# Class Descriptions

## Transaction Best Practices

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Wednesday 30th | 14:00 – 15:00 | Studio 3

Thursday 31st | 12:00 – 13:15 | Studio 3

A brief practical overview of best business practices for accounts payable and accounts receivable, including charges, receipts, adjustments, write-offs, and financial reports.

## VENDORCafé

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Wednesday 30th | 11:00 – 12:00 | Studio 3

As part of Procure to Pay, VENDORCafé dramatically reduces paper and email invoices with mobile-enabled electronic vendor management. Centralise product and service vendor information in a single system of record, with a complete view of all your vendors and property associations. Define your onboarding process to ensure only approved vendors enter your accounting system, and proactively assess vendor risk across your portfolio. The portal allows the vendor to submit invoices for payment, view invoice approval status, and gain insight to vendor ledger information. Learn how VENDORCafé can help integrate work orders and purchase orders, and seamlessly tie back to payable invoice processing in Voyager.

## Workflows

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Wednesday 30th | 15:30 – 16:30 | Gallery 1

Experience the full power of Voyager 7S workflows. 7S workflows are used in all modules and aspects of Voyager 7S. This course explores the many versatile workflow options available. We will cover workflow basics, advanced workflow features, workflow automation, the workflow dashboard, workflow reports and workflow utilities.