



Amsterdam Canals














# TIMETABLE – WEDNESDAY 14TH NOVEMBER

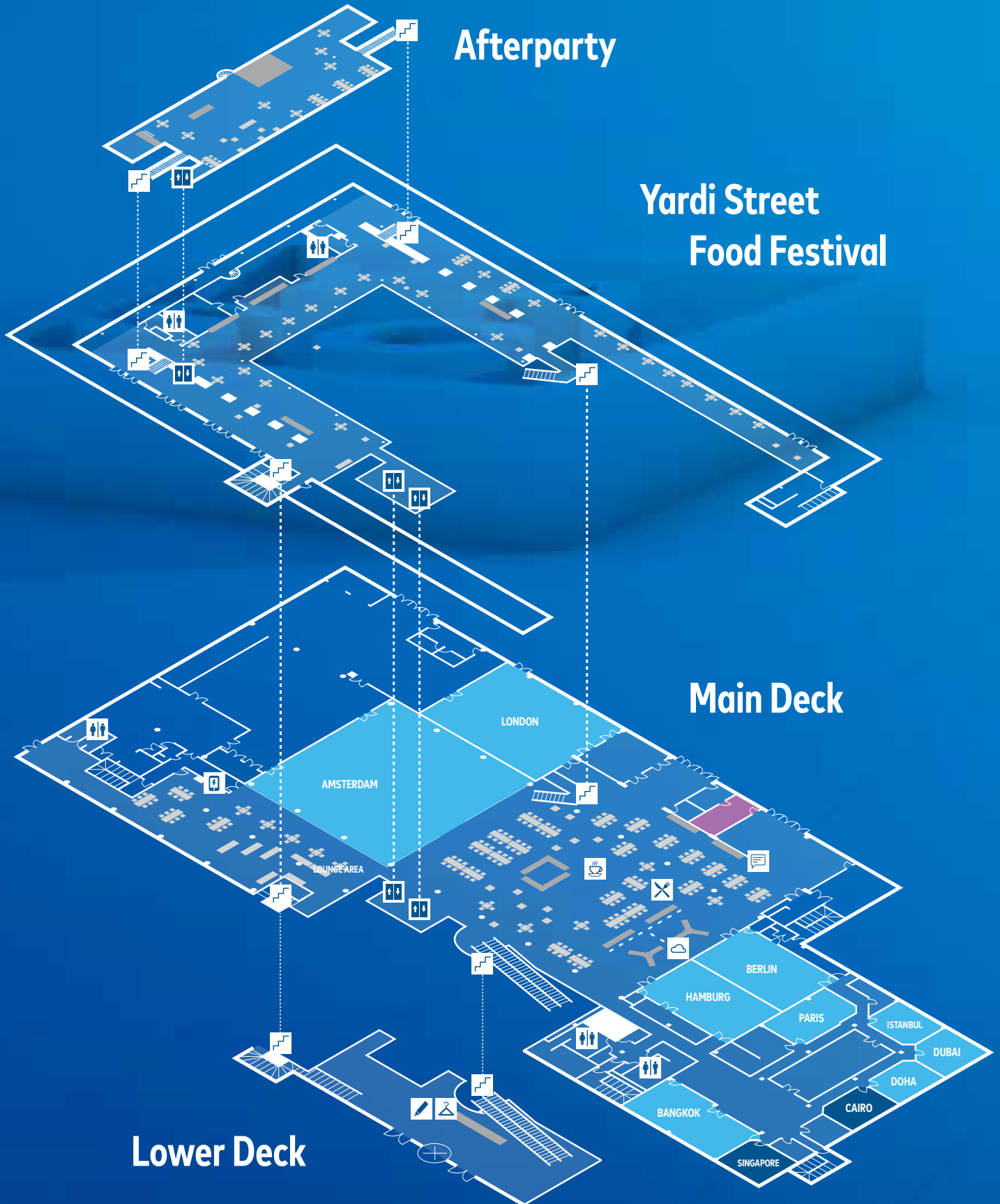
07:45	Registration Opens							
08:00 – 09:00	Breakfast							
09:00 – 10:00	General Session (in Amsterdam room)							
Classroom Sessions								
10:00 – 10:15	Grab 'n' Go Coffee – Energise For Your Next Class							
10:15 – 11:15	Spotlight on Commercial & Investment Management	Basics of Database Schema	Basics of Maintenance	RENTCafé Property Marketing	Investment Management: Calculator Analytics	No Class	No Class	No Class
11:15 – 11:30	Grab 'n' Go Coffee – Energise For Your Next Class							
11:30 – 12:30	Yardi Elevate for Commercial: Introduction	SQL Scripting	Overview of Core Analytics & Reporting Options	Managing Debt as Liability	New Features in Voyager 7S	PAYscan: Introduction	Report Runner	iMS – General Update (in German language)
12:30 – 13:30	Lunch							
13:30 – 14:30	Procure to Pay: VENDORCafé Overview	Custom Financial Analytics: Introduction	Advanced Budgeting & Forecasting: Introduction	FX: Setting up Revaluation & Translation	Third Party Consultants Roundtable	Overview of General Accounting Features	Client Central Essentials	iMS – Service Charge Tips & Tricks (in German language)
14:30 – 14:45	Grab 'n' Go Coffee – Energise For Your Next Class							
14:45 – 15:45	Trends in Technology	Yardi Spreadsheet Reporting Technical	Straight-Line Rents	Concierge	Commercial End of Month Reporting	Advanced Service Charges	Leasing Manager: Mobilize Your CRM	iMS – Queries in iMS (in German language)
15:45 – 16:00	Grab 'n' Go Coffee – Energise For Your Next Class							
16:00 – 17:00	Pan-European Implementation Approach Roundtable	Reporting Tools: Which One, When, & Why?	Overview & Main Uses of Job Cost	Yardi Elevate: Introduction to Deal Manager for Commercial	Release Management Roundtable	Investment Management Batch Allocations	Extract, Transform, Load (ETL2)	Reporting in iMS (in German language)
17:00 – 17:15	Grab 'n' Go Coffee – Energise For Your Next Class							
17:15 – 18:15	Bank Book	Property Valuations in Advanced Budgeting & Forecasting	New Service Charge Adjustment Functionality	Orion Business Intelligence for Commercial: Introduction	Voyager International: Residential Best Practices	PAYscan Tips and Tricks	Fund Structures & Financial Consolidations	Round Table (in German language)
18:15 – 19:30	Networking Reception & Drinks							
19:30 – 21:00	Yardi Street Food Festival							
21:00 – 00:00	Afterparty							

# TIMETABLE – THURSDAY 15TH NOVEMBER

07:45	Registration Opens							
08:00 – 09:00	Breakfast							
Classroom Sessions								
09:00 – 10:00	Advanced Service Charges	Correspondence for Advanced Users	Advanced Job Cost Features	Basic Voyager Menu Security	COMMERCIALCafé Tenant Portal: Advanced Features	Fund Structures and Financial Consolidations	Workflows & Notifications in Voyager 7S & PAYscan.	No Class
10:00 – 10:15	Grab 'n' Go Coffee – Energise For Your Next Class							
10:15 – 11:15	Yardi First Line Helpdesk Services	Yardi Spreadsheet Reporting Technical Session	Importing Bank Statement & Other Banking Interfaces	Yardi InvestorPlus	Managing Retail in Voyager	PAYscan Tips and Tricks	RENTCafé CRM	No Class
11:15 – 11:30	Grab 'n' Go Coffee – Energise For Your Next Class							
11:30 – 12:30	Advanced Commercial Functionality	GL Allocations	Investment Management Advanced Performance	Document Management for Sharepoint: Introduction	RENTCafé Resident Services: Core Functions	Overview of Core Analytics & Reporting Options	Country User Group Results & Objectives	No Class
12:30 – 13:30	Lunch							
13:30 – 14:30	Introduction to Service Charges	SSRS Basics for Developers	Lessee Accounting: ASC 842 & IFRS 16 Accounting Standards	Lease Renewals	Advanced Budgeting & Forecasting: Reforecasting & Advanced Features	Construction Manager for Commercial: Introduction	Account Trees: Introduction	No Class
14:30 – 14:45	Grab 'n' Go Coffee – Energise For Your Next Class							
14:45 – 15:45	Yardi Elevate: An Introduction to Facilities Manager	Advanced Database Schema	Acquisitions, Sales, & Changing Ownership	GDPR Roundtable	Corporate Accounting Functionality in Voyager	Introduction to Coworking	eLearning: Introduction	No Class
15:45 – 16:00	Grab 'n' Go Coffee – Energise For Your Next Class							
16:00 – 17:00	Orion Business Intelligence for Commercial: Advanced Topics	Inspections: Introduction	Investment Accounting: Capital Calls & YSR Notices	Fixed Assets: Overview	Automated Tasks & Notifications	Advanced Budgeting & Forecasting: Introduction	Bank Book	No Class
17:00 – 18:00	Reception & Closing Remarks							

# VENUE MAP

- |   |              |   |                   |   |                   |
|---|--------------|---|-------------------|---|-------------------|
|    | WELCOME DESK |    | THE LAB           |    | CLASSROOMS        |
|  | STAIRS       |  | COFFEE            |  | MEETING ROOMS     |
|  | LIFTS        |  | BREAKFAST / LUNCH |  | ORGANISERS OFFICE |
|  | TOILETS      |  | INFO DESK         |   |                   |
|  | CLOAKROOM    |  | CHARGING STATION  |   |                   |



# CLASSROOM SESSION 1

WEDNESDAY 10:15 – 11:15

## Spotlight on Commercial & Investment Management (CM050)

Join this course to learn about the Commercial Suite, which is designed to help reduce business cycle times and drive workforce efficiency. This course provides a brief introduction to Advanced Budgeting & Forecasting, Leasing Manager (formerly Commercial LeasingPad), Orion Business Intelligence, COMMERCIALCafé, and Procure to Pay. We will also discuss the product roadmap for Investment Management, which includes InvestorPlus and Investor Portal.

## Basics of Database Schema (RE111)

Do you want to learn more about the Yardi database structure but don't know where to begin? Attend this course, which introduces you to the Yardi database tables. This knowledge is also helpful for database maintenance and troubleshooting database-related issues.

## Basics of Maintenance (MM120)

This course covers how to use Maintenance to manage your maintenance tasks, staff, and materials. Topics include basic work order capabilities and workflow, managing tasks, setting up and using the Maintenance Mobile App, tracking labour, and posting transactions to the general ledger.

## RENTCafé Property Marketing (KT251)

RENTCafé Portal offers a wide range of property marketing features including SEO tools, social media integration (including Facebook apps), marketing site customizations, and reputation management. This course is intended for savvy marketers who want to learn about these and other advanced options for their online marketing presence.

## Investment Management: Calculator Analytics (MA250)

In this session we will look at using calculator analytics with performance tables to store financial metrics at period end and how that enables historic and comparison reporting.

# CLASSROOM SESSION 2

WEDNESDAY 11:30 – 12:30

## Yardi Elevate for Commercial: Introduction (CM020)

Learn about this exciting new suite of asset management solutions designed to elevate performance around leasing, development, forecasting, and facilities for office, industrial and retail real estate. Integrated with Voyager, the Yardi Elevate applications have an easy-to-use and engaging user interface purpose-built for the operations teams of a commercial building owner. We will help you identify the target users and understand the value of Deal Manager, Facility Manager, Forecast Manager, and Construction Manager.

## SQL Scripting (RE505)

This intermediate course will expand your SQL knowledge and how to perform data-mining with Yardi's SQL scripting functions. Creating SQL scripted reports is the easiest way to achieve quick, presentable reports and results using Voyager's scripting engine. The course is intended to present the specifics of this reporting tool, and exemplify the possibilities it offers and its limitations.

## Overview of Core Analytics & Reporting Options (RE070)

This course provides business users an overview of the core analytics and reporting options available in the system. You will discover how smart configuration and filtering options assist you in widening your reporting options without the need to create customised reporting.

## Managing Debt as Liability (AC265)

Learn how to use the Mortgage AP module to organize, manage, and report on external and intercompany loans. Calculate amortisation schedules, accrue and pay interest, attach loan documents, and view overdue payments.

## New Features in Voyager 7S (AC201)

This course will give an overview of recent enhancements added to Voyager 7S.

## PAYscan: Introduction (P2P150)

PAYscan delivers consistent policies, eliminates the physical movement of paper, and facilitates electronic invoicing. Come and see the full transaction lifecycle – from converting your paper invoices into electronic invoices, to approving and posting them, to payable invoices. Learn about dashboards and how to track, monitor and approve your invoices on the device of your choice using Voyager, our PAYscan app, or our newly mobile-enabled Procure to Pay software.

## Report Runner (TE240)

This course provides an overview of Report Runner, a back-end report server that replaces Yardi Conductor. Using Microsoft .NET functionality, it runs as a Windows service and offers improved performance over previous report server versions. Learn how to configure, set up, and operate this utility, including server requirements, reports email processing, exporting reports to Excel and PDF files, batch reports processing, and scheduled analytics reporting.

## iMS – General Update (in German language)

This session will include the presentation of recently added features and new topics in IMS.

# CLASSROOM SESSION 3

WEDNESDAY 13:30 – 14:30

## Procure to Pay: VENDORCafé Overview (P2P070)

This course provides an overview of Yardi's newest solution focused on helping our clients manage their important relationships with vendors. VENDORCafé is part of the Procure to Pay product suite, and provides a portal that allows vendors to submit W-9s, COIs, and other documents required for vendor operations, as well as to submit invoices. The vendor on-boarding process is supported by automatic loading of vendor information to Voyager. From an invoice processing perspective, VENDORCafé will allow the vendor to submit invoices to the client for payment, view invoice approval status, and gain insight to payment information.

## Custom Financial Analytics: Introduction (RE170)

This course is an introduction to Yardi's custom analytics and provides information on how to create your own financial analytic-type custom financials. Learn how to create account tree and property comparison templates using either standard or custom account trees. We will cover topics such as how to compare financial data from prior periods to the current period, and how to compare similar data across multiple properties.

## Advanced Budgeting & Forecasting: Introduction (MB120)

This class will include a high level overview of Advanced Budgeting & Forecasting. We will walk through common budgeting processes as well as discussing best practices. Topics will include an overview of how to manipulate your commercial revenue forecast, functions to help you gain efficiencies in forecasting expenses, features that will help you pull mortgage and job information into your budget, and will wrap up with some common reports. Note: this course is specific to the Advanced Budgeting & Forecasting, and does not apply to the Budgeting & Forecasting.

## FX: Setting up Revaluation & Translation (AC350)

Learn how to handle key currency conversions during the month-end closing of a single entity or within a consolidation. The revaluation function will cover the ability to update the base currency position at month end for non-base currency balance sheet items. The multi-currency translation function covers conversion from entity base currency to a different consolidation or reporting currency.

## Third Party Consultants Roundtable (RT070)

Attendance for this roundtable session is restricted to third-party consultants or Yardi freelance partners, and as such is not open to clients. Discussions will focus on how Yardi and their partners can make further improvements in how we work together.

## Overview of General Accounting Features (AC101)

This course is an overview of the financial features that are available in Voyager. After a brief presentation that covers these options, we will open the course to a question and answer session that is focussed on helping users streamline financial operations.

## Client Central Essentials (TE170)

Client Central has long been a useful resource for clients to access training and technical information. This class is your opportunity to learn about our recent updates to the Client Central system. Learn how to access our extensive online Knowledge Base, including product documentation, training videos, and other resources. Find out how to create and monitor Yardi support cases and trouble requests (TRs), and manage your Yardi Cloud environment - from accessing performance statistics to implementing Cloud requests and approvals. We'll also discuss how to administer your Client Central groups, users, and permissions.

## iMS – Service Charge Tips & Tricks (in German language)

This course gives an overview of efficient Service Charge processing with the iMS Service Charge module. We will provide an overview of the key components needed to setup for service charges in iMS

# CLASSROOM SESSION 4

WEDNESDAY 14:45 – 15:45

## Trends in Technology (TE200)

The Internet Of Things, big data revolution, social media revolution, artificial intelligence, and robots are current key trends in technology. In this course, we will outline a vision of how these trends will impact the real estate industry and provide an open forum to discuss some of the key issues.

## Yardi Spreadsheet Reporting Technical Session (RE540)

Yardi Spreadsheet Reporting (YSR) is a Voyager report-rendering technology that enables advanced designers to create report packets of individual documents 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, and how to establish runtime filters and map those into the component individual reports. The class also covers how to draw data from both Yardi SQL scripts and from the analytic engines of conforming verticals.

## Straight-Line Rents (CM250)

Learn how to implement FASB 13 and automate straight-lining of rents in Voyager's Commercial module. This course will cover features associated with basic configuration, calculation of amortization schedule, journal entries, and reporting. Topics include best practices for scenarios such as setting up a lease that has been straight-lined in another system, early renewals, early terminations, retroactive amendments, and optional parameters for custom requirements.

## Concierge (MR110)

Join us to learn about Concierge, a tablet-optimised module that is becoming increasingly popular. Learn how these features can assist you with guest relations, delivery notifications, guest authorisations, key authorisations, incident reporting, resident away notifications, and the reservation system.

## Commercial End of Month Reporting (AC220)

Learn all aspects of executing a month-end closing process in Voyager. This course will cover all functions that need to be completed prior to being able to close a period, including periodic accrual and prepayment functions.

## Advanced Service Charges (CF360)

This course will cover the use and setup of estate service charges, GL service charge periodic budgeting, and period end.

## Leasing Manager: Mobilize Your CRM (CM371)

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 platform designed for the tablet, and will provide real-time access to all activities related to all of your customer and leasing pipeline data. We will demonstrate how Leasing Manager automates the leasing process from lead generation to lease execution by capturing the relevant data through each step of the process.

## iMS – Queries in iMS (in German language)

What data is available, how is it collected and how can it be filtered? Process data using cloud-based or Excel templates and regular calls via batch rules.



# CLASSROOM SESSION 5

WEDNESDAY 16:00 – 17:00

## Pan-European Implementation Approach Roundtable (RT221)

In this roundtable, clients discuss how their Pan-European organisations managed their Voyager implementations. Attend this course to hear the lessons they learned during the process, and to share your implementation experiences.

## Reporting Tools: Which One, When, & Why? (RE050)

This class is a Q&A overview session with Yardi technical staff about the various reporting options available in Voyager. We will cover everything from simple Yardi SQL scripting to high-end presentations available when using Orion Business Intelligence. You'll also learn of the degree of customisation possible with Voyager analytics, SSRS, ad hoc tools, and the well-adopted, Excel-rendering, Yardi Spreadsheet Reporting. We'll help you make sense of the Voyager reporting options and guide you to the YASC courses you should attend, thus empowering you to make savvy technology reporting decisions.

## Overview & Main Uses of Job Cost (MC101)

This construction overview course covers all the main areas of Job Cost, from general setup to creating job cost payables.

## Yardi Elevate: Introduction to Deal Manager for Commercial (CM063)

Deal Manager centralizes deal entry, tracking, and approvals in one simple-to-use solution for brokers and asset managers. Ideal for office and industrial clients, Deal Manager significantly improves the workflow of internal and external brokers, while providing enhanced deal pipeline visibility to asset managers. This class will explore the solution's features and the benefits it can provide.

## Release Management Roundtable (RT130)

In this roundtable, Yardi will provide an update on general release management and best practices relating to how clients should plan their updates. After this presentation clients can discuss how their organizations managed their version updates. Attend this course to hear the lessons they learned during the process, and share your implementation experiences.

## Investment Management Batch Allocations (MA360)

This course covers how to set up and use batch allocations in Voyager in order to track cash and non-cash movements within the portfolio. We will cover the various components of setup and demonstrate examples of how to manage cash inflows and outflows, revaluations as well as the reporting options available within the system.

## Extract, Transform, Load (ETL2) (TE320)

This course will take you through the key components required to secure the correct configuration of our extract, transform, load functionality. The class also covers exporting and importing the various data objects.

## Reporting in iMS (in German language)

Access real-time portfolio data with performance driven reports.

# CLASSROOM SESSION 6

WEDNESDAY 17:15 – 18:15

## Bank Book (AC135)

Bank Book in Voyager records all transactions in a bank statement with a single entry process and includes payments, receipts, and other bank transactions. In addition to processing transactions, bank book also has built-in bank reconciliation functions and tie-out reports. This course will also cover how advanced features deal with more difficult transactions like reversals, credits, unknown receipts, and how to apply those at a later stage.

## Property Valuations in Advanced Budgeting & Forecasting (MB210)

This course will introduce you to Valuations; a powerful calculator used by asset managers and REITs to help you determine present values and IRRs of individual assets using a discounted cash flow model. We will also cover key reports for managing analyses, manual revenue/expense entry, and how to apply market assumptions like simple cap rate entry and general vacancy.

## New Service Charge Adjustment Functionality (CF365)

This class provides an overview of the new service charge adjustment functionality. The functionality was introduced with International EU PI 7.5 and allows you to make adjustments on service charge expenses (G/L account, schedule, period) without affecting financial reports. The class will also introduce an enhanced version of the reclass expense functionality.

## Orion Business Intelligence for Commercial: Introduction (CM240)

Discover how 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 tools such as SQL server reporting services and SQL server analysis services. Topics covered include: interactive and configurable dashboards that show key performance indicators, history, trending, and the use of Excel to create your own custom Business Intelligence reports.

## Voyager International: Residential Best Practices (RM342)

In this course, we will cover a range of best practice principles for managing residential properties in Voyager.

## PAYscan Tips and Tricks (P2P320)

Want to become a Yardi Yardi PAYscan power administrator? We will teach you methods that unlock the power of Yardi Yardi PAYscan and increase your AP department's efficiency. Learn how to effectively troubleshoot any challenge that your staff will encounter. Explore the latest options in AP configuration that can maximise Yardi Yardi PAYscan's effectiveness. Learn about custom reports, stored procedures and pre-compilation validation. This class is designed for more technical attendees interested in learning valuable Yardi PAYscan functionality. We will also cover new P2P mobile capabilities that enable you to review, edit, and approve invoices "on the go" using the device of your choice.

## Fund Structures & Financial Consolidations (MA330)

This session covers how to set up fund structures in Voyager and how to process financial consolidations. We will cover the key components required for setup and demonstrate the steps and processes required to complete the consolidations.

## Round Table (in German language)

Discussion of open topics and requirements.

# CLASSROOM SESSION 7

THURSDAY 09:00 – 10:00

## Advanced Service Charges (CF360)

This course will cover the use and setup of Estate Service Charges, GL Service Charge Periodic Budgeting and Period End.

## Correspondence for Advanced Users (RE380)

This course will guide you through correspondence setup. We will discuss how to create your own custom correspondence report in Voyager, set up and customise your template, and provide guidelines on how to add and develop custom tokens and special tokens that can be used in your template.

## Advanced Job Cost Features (MC310)

This advanced construction course covers a variety of topics including workflows, capex, master job allocation, and forecasting.

## Basic Voyager Menu Security (TE130)

Learn the basics of Voyager menu editor and security. This course covers how to protect and restrict access to data by dividing your Voyager users into security groups, with each security group having a customisable menu set associated with it. Attend this course to learn how to set up security groups, individual users, user access, menu sets, and permissions.

## COMMERCIALCafé Tenant Portal: Advanced Features (CM140)

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

## Fund Structures and Financial Consolidations (MA330)

This session covers how to set up Fund Structures in Voyager and how to process Financial Consolidations. We will cover the key components that structure setup requires and demonstrate the steps and processes required to complete the consolidations.

## Workflows & Notifications in Voyager 7S & PAYscan (P2P250)

Experience the full power of Voyager 7S workflows. This course explores the many versatile workflow options available and covers workflow basics, advanced workflow features, the workflow dashboard, workflow reports, workflow utilities, email templates, and notifications. This class will be taught in Voyager 7S and is appropriate for clients using Yardi PAYscan.

# CLASSROOM SESSION 8

THURSDAY 10:15 – 11:15

## Yardi First Line Helpdesk Services (TE030)

Have you ever wondered if an outsourced model for Voyager first line support is the right decision your organization? Discover Yardi Help Desk and learn how this solution can improve your organization's efficiency and effectiveness well as mitigate risk. We'll walk through how the Help Desk solution is implemented, tailored and integrated into your organization to provide a seamless support structure for your users. Also hear what other clients have to say about using this service.

## Yardi Spreadsheet Reporting Technical Session (RE540)

Yardi Spreadsheet Reporting (YSR) is a Voyager and VoyagerPlus report rendering technology that enables advanced designers to create report packets of individual documents designed in Excel or Word. This class will offer a stepthrough of how to create your first YSR report, an overview of the setup techniques for YSR and how to establish runtime filters and map those into the component individual reports. The class also covers how to draw data from both Yardi SQL scripts and from the analytic engines of conforming verticals.

## Importing Bank Statement & Other Banking Interfaces (AC132)

This course provides an overview of the functionality available within Banking Interfaces, including AP payment files (payment of vendors), AR direct debit files (taking money out of tenant's accounts) and importing complete bank statements. This includes setting up regular expressions to be able to increase the percentage of bank statement lines which will auto post.

## Yardi InvestorPlus (MA030)

Whether you're managing fund performance, responding to client inquiries and RFPs, raising capital, or tracking acquisitions, InvestorPlus has something for you. This introductory course will demonstrate how to slice and dice data with user-configurable business intelligence dashboards, initiate correspondence to existing investors and leads, view the funding status of new investment opportunities, advance deal statuses, and much more.

## Managing Retail in Voyager (CM155)

This course will cover all the key components of managing retail properties in Voyager. This includes the various turnover rent calculations and additional report options tailored for retail properties.

## PAYscan Tips and Tricks (P2P320)

Want to become a PAYscan power administrator? We will teach you methods that unlock the power of PAYscan and increase your AP department's efficiency. Learn how to effectively troubleshoot any challenge that your staff will encounter. Explore the latest options in AP configuration that can maximise PAYscan's effectiveness. Learn about custom reports, stored procedures and pre-compilation validation. This class is designed for more technical attendees interested in learning valuable PAYscan functionality. We will also cover new P2P mobile capabilities that enable you to review, edit, and approve invoices "on the go" using the device of your choice.

## RENTCafé CRM (KT145)

Learn how to maximize marketing efforts by utilising RENTCafé CRM. Course attendees will learn how to simplify leasing and maximize marketing ROI by utilising functionality that helps turn leads into leases faster through this mobile-ready CRM solution.

# CLASSROOM SESSION 9

THURSDAY 11:30 – 12:30

## Advanced Commercial Functionality (CM320)

Discover advanced commercial features available in Voyager. This class covers topics like gross potential rent, process renewal options, mass lease activation, bulk lease expiry, lease maintenance, and amendment workflow.

## GL Allocations (AC320)

Learn how to use the general ledger tool in Voyager to increase your efficiency when allocating income and expenses from source properties/entities to multiple target properties/entities. Discover how Voyager automatically calculates and splits allocations, and creates journal entries based on the percentages that the user specifies.

## Investment Management Advanced Performance (MA315)

This course will focus on calculating and storing investor/investment returns in our IMKPI tables using capital transaction records from Investment Management. We will cover returns in investor or investment currency and review how to calculate and store the various attributions (composites) required by your firm or your clients. The course will review GIPS methodology as well as creating your own investor/investment return calculations.

## Document Management for Sharepoint: Introduction (TE060)

Introducing Document Management for SharePoint, a new integration for SharePoint in Office 365. This valuable tool helps you take advantage of your Office 365 investment and become a paperless office.

## RENTCafé Resident Services: Core Functions (KT260)

Learn how to maximize resident retention through RENTCafé Resident Services. Course attendees will receive an overview of payment settings including text-to-pay, maintenance requests, lease renewal, concierge features, page narratives, tooltips, and much more.

## Overview of Core Analytics & Reporting Options (RE070)

This course provides business users an overview of the core analytics and reporting options available in the system. You will discover how smart configuration and filtering options assist you in widening your reporting options without the need to create customised reporting.

## Country User Group Results & Objectives (RT065)

Learn more about our various Country User Groups, their current key focus and recent achievements. In addition, find out about Yardi's focus on local compliance in the various countries and what information is available to assist you with your compliance process.

# CLASSROOM SESSION 10

THURSDAY 13:30 – 14:30

## Introduction to Service Charges (CM160)

This course gives an introduction to the European Service Charge module. We will provide an overview of the key components needed to setup for service charges in Voyager.

## SSRS Basics for Developers (RE580)

This course is an introduction to Yardi report writing using RDLC reports. We will cover the basics of the SSRS application, including the easy use of scripts to create new reports or customize existing ones. This course will focus on modifying Yardi scripts to interface with SSRS reports. Knowledge of scripting, as well as basic SQL, is assumed. Some examples of modifications are grouping, totaling, and additional formatting.

## Lessee Accounting: ASC 842 & IFRS 16 Accounting Standards (CM360)

New ASC (842) and IFRS (16) rules take effect at the end of 2018. These rules may affect your corporate leases and how they are booked on your financials. This includes setting up and then amortizing/depreciating your corporate leases on the balance sheet. Both ASC and IFRS allow for early adoption. Join us to learn more about these new rules and see how Voyager will handle the new rules.

## Lease Renewals (RM225)

Voyager includes a number of functions that aid the time-consuming and important process of lease renewals. Topics in the course include lease proposal batches, lease expirations from the dashboard, bulk approvals, letters, processing renewals, scheduled renewals, and simple renewals.

## Advanced Budgeting & Forecasting: Reforecasting & Advanced Features (MB240)

This course covers the functionality that helps you in the reforecasting process. We will review various features that allow you to move data into your budget or valuation, as well as best-practice recommendations. We will also review some of the more advanced features of Advanced Budgeting & Forecasting such as rollups, GL allocations, cash budgeting, functions groups, debt, and jobs.

## Construction Manager for Commercial: Introduction (MC020)

Part of Yardi Elevate, Construction Manager provides real-time insight into budget performance and the revenue impacts of capital projects and tenant improvements. This class will explore the software's features and the benefits it can provide.

## Account Trees: Introduction (AC210)

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 customising your report writing processes.

# CLASSROOM SESSION 11

THURSDAY 14:45 – 15:45

## Yardi Elevate: An Introduction to Facilities Manager (MM170)

Part of Yardi Elevate, Facilities Manager is designed to help streamline management of equipment maintenance, property inspections, and service requests. Learn how to track work orders, equipment, and inspections, and reduce repairs and overall equipment costs with preventative maintenance. This session will also cover the robust reporting functionality and specialized dashboards designed to simplify scheduling and viewing equipment, maintenance, and costs.

## Advanced Database Schema (RE610)

This advanced course examines the complex relationship between transaction and detail tables, and how to write detail-level financial reports.

## Acquisitions, Sales, & Changing Ownership (CM370)

Learn how Voyager supports you in managing the acquisition and sale of properties and changing ownership. Discover how the general ledger and Commercial, PAYscan, Investment Management, and Job Cost modules assist with the various components of this process.

## GDPR Roundtable (RT450)

In accordance with the latest regulations on privacy protection, Yardi places GDPR compliance at the highest possible level. In this round table we will discuss the latest developments that support the regulation and our deepening commitment to data protection.

## Corporate Accounting Functionality in Voyager (AC280)

Learn how to use Voyager to manage your corporate accounts. This course will cover intercompany billing, allocation of overheads, and importing salaries and expenses.

## Introduction to Coworking (CO010)

This course will introduce you to KUBE, our recently-acquired coworking software. We'll discuss coworking spaces, terminology, and market forces before providing a demonstration of KUBE. Learn how KUBE provides e-commerce, CRM, billing automation, building automation and IT management, reporting, and more. We'll also cover the typical challenges encountered by coworking operators and how we solve for them. The session will wrap with time for your questions.

## eLearning: Introduction (EL040)

Find out how eLearning can improve your training program by bringing together fully-customisable Yardi software training with critical industry-specific topics, from fair housing compliance and safety courses to preventing sexual harassment and diversity training. Yardi's 5-in-1 tool combines the accountability, reporting, and efficiencies of a learning management system with a complete authoring tool set, graphics editor, file storage center, and event and webinar management system. Connect your university with HR systems and additional programs to fully automate your training for all onboarding and continued education. Elevate learning, save time, reduce errors, and improve training efficiency with eLearning.

# CLASSROOM SESSION 12

THURSDAY 16:00 – 17:00

## Orion Business Intelligence for Commercial: Advanced Topics (CM341)

Discover how Orion Business Intelligence can be tailored to deliver the specific metrics you need to track in order to improve and grow your business. Learn how to integrate custom data into Orion Business Intelligence, build custom metrics, and explore other customisation techniques through specific examples for the commercial market. We will walk you through how to identify business needs, define necessary metrics, and build solutions using the toolset within Orion Business Intelligence.

## Inspections: Introduction (MI110)

Inspection is a flexible tool for scheduling and managing all types of inspections at commercial, multifamily, public and affordable housing, government, and other property types. Clients can easily create custom inspection templates to suit unique business needs, assign inspections based on user-defined criteria, view detailed reports on inspection history, and more. This course will cover the setup and use of this module.

## Investment Accounting: Capital Calls & YSR Notices (MA350)

This course will cover how to manage Investment Capital Transactions with investors within Voyager. We will cover the various components of setup and demonstrate examples of how to manage contributions and distributions. The class will also include how to generate investor notices.

## Fixed Assets: Overview (MM157)

This course details the Fixed Assets module. The instructor will review proper module setup and usage, including how to create fixed assets and how to calculate, post, and report on depreciation.

## Automated Tasks & Notifications (TE245)

Learn how to set up automated email notifications and tasks based on critical dates or defined criteria. You can automate emails to any contact in the system, including tenants, vendors, owners, and employees. This Voyager feature displays assigned tasks on the user's dashboard calendar and lets you track the completion date for those tasks.

## Advanced Budgeting & Forecasting: Introduction (MB120)

This class will include a high-level overview of the Advanced Budgeting & Forecasting module. We will walk through common budgeting processes as well as discuss best practices for the module. Topics will include an overview of how to manipulate your commercial revenue forecast, functions to help you gain efficiencies in forecasting expenses, features that will help you pull mortgage and job information into your budget, and will wrap up with some common reports.

## Bank Book (AC135)

Bank Book in Voyager records all transactions in a bank statement with a single entry process and includes payments, receipts and other bank transactions. As well as processing transactions, bank book also has built-in bank reconciliation functions and tie-out reports. This course will also cover how advanced features deal with more difficult transactions like reversals, credits, unknown receipts and how to apply those at a later stage.