Yardi Budget, Forecasting and Variance Analysis Instructions
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Section 1 – Accessing the Budget Process – Community Managers
The Yardi Budget Process is a function of Yardi Voyager.

1) From your Web Browser, access Yardi Voyager by clicking on its link on the right side of your MyWallick.com page.

2) At the Yardi Voyager Sign on screen enter your user name and password and click Submit.
All budget functions will be accessed from the Budget Worksheet Menu Item on the left menu bar.
Section 2 – Creating the Budget Worksheet – Community Managers
The first step when you are ready to enter your budget numbers is to Add a New Worksheet. This step only needs to be performed once per Property, per year.

1) From the side Menu Select the **Budget Worksheet Function**.
2) Then Select **Add New Worksheet**

3) On New Budget Revision Screen You must select the following:
   a. Property Number – Enter the number or select from the **Property** link.
   b. Start MM/YYYY – Enter the Fiscal Month and Year Start in the format **mm/yyyy**
   c. Book – Select **Accrual** from the **Book** link.
   d. Segments – **LEAVE BLANK**.
   e. Duration – Select **12 Months** from the Dropdown list.
   f. Revision Name – Select **Community Manager Input** from the **Revision Name** Link
   g. Click **Submit**

4) You will then be presented with the options to determine how your budget entry is presented to you. You will complete as follows:
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a. Account Tree – bud_cmentry (Budget Entry – Community Managers) from the Account Tree link.
b. Report Style – Select Budget from the Drop Down List.
c. Post Month – LEAVE BLANK
d. Actuals Books – Select Accrual from the Actuals Book link.
e. Operations – LEAVE BLANK
f. Place a Check Mark in the Grids Box (All other boxes should be unchecked)
g. Click Display

Your budget worksheet will then be displayed. For instructions on Entering Budget Detail Skip to Section 4.
Section 3 – Opening an Existing Budget Worksheet – Community Managers
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Opening an Existing Budget Worksheet – Community Managers

If you are not able to complete all your Budget Entry in one sitting and you must return to the budget, perform the steps below

1) From the side Menu Select the **Budget Worksheet Function**.
2) Then Select **Review Edit Worksheet**

3) On New Budget Revision Screen You must select the following:
   a. Property Number – Enter the number or select from the **Property** link.
   b. Start MM/YYYY – Enter the Fiscal Month and Year Start in the format mm/yyyy
   c. Book – Select **Accrual** from the **Book** link.
   d. Segments – LEAVE BLANK.
   e. Duration – Select **12 Months** from the Dropdown list.
   f. Revision Name – Select **Community Manager Input** from the **Revision Name** Link.
   g. Account Tree – **bud_cmentry** (Budget Entry – Community Managers) from the **Account Tree** Link.
   h. Report Style – Select **Budget** from the Drop Down List.
   i. Post Month – LEAVE BLANK
   j. Actuals Books – Select **Accrual** from the **Actuals Book** link.
   k. Operations – LEAVE BLANK
   l. Place a **Check Mark** in the **Grids** Box (All other boxes should be unchecked)
   m. Click **Display**

Your budget worksheet will then be displayed. For instructions on Entering Budget Detail

**Skip to Section 4.**
Section 4 – Editing the Budget Details – Community Managers
Basic Guidelines

- Only lines that the Community Manager is responsible for budgeting will appear on your screen.
- Any lines where you are budgeting numbers must have as much detail as possible provided.
- Be certain to put non-routine items in the month where they will occur based on what you know today. (Do not smooth budgets unless appropriate)
- After budget amounts are entered on detail screens, click the Display button to refresh numbers on the main screen.
- Budget numbers are saved on the Detail screen. Once they are saved there they are part of the budget.

Entering Budget Amounts

1) Click on the Account Number for the line you wish to edit.

![Account Number Selection]

2) The Budget Detail Screen will be provided.

![Budget Detail Screen]

3) If budget detail is not needed for the account, you can enter the amounts needed for each month or enter the annual amount and click the Distribute button which will evenly divide the annual amount across all 12 months.
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4) Click the [Save]. (Note on some screens the window may not return to full size at which point you should stretch the window back out)

5) If budget detail is needed, you will click the “Details/No Details” tab.

6) On the detail screen you will supply as much information as possible and if multiple factors effect the total budget for the account, a separate line is needed for each factor.

7) If additional Lines are needed you can click the Insert Line Button to get more lines.

8) Between each line and when done Click

9) If you need to see the total for the account along side the Actuals you can click the Variance tab.

10) When Done click

11) When returning to the main page, click the Display to see your edits on the spreadsheet.
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**Entering Budget Narratives**

Budget Narratives can be provided for each month of each account number. These are notes to explain fluctuations in the budget in a given month. These notes will be available to the variance analysis process that will be done in 2012.

1) **Click on the Accounts Description** to enter a narrative.

   Marketing Expenses - Misc.
   - Newsprint
   - Radio
   - Direct Mail
   - Rental Guides - Printed Hard Copy Rental Guide
   - Special Events
   - Billboards
   - Speakers
   - Staffing People
   - Subscriptions
   - Furniture Rentals

2) **The Narrative Entry Screen will be displayed for this account.**

3) **Period** – Select the Period from the Drop Down. The Narrative will be attached to that month.

4) **Type** – Select **Budget** from the Drop Down.

5) **Enter** the Narrative in the box provided and click **Save**

6) **When Finished** click **Close**

7) **To see** the narratives light up on the spreadsheet, refresh the screen by hitting **Display**

If a narrative is stored for a property, it create a link under the account description, display the number of narratives in the “N” Column. Clicking those links will bring the Narrative screen back up.