



Yardi Voyager Setup Process

Properties can complete the setup through the following steps:

1. Request Esusu Rent Package
2. Create Interface User
3. Configure Property
4. Configure Interface
5. Provide Credentials

1. Add Yardi Voyager Package:

Put in a case to your Yardi Voyager Account Manager or team to load the vendor package for Esusu Rent. Yardi will reach out for SPOC approval.

Package: Esusu Rent

2. Create Interface User:

Create a Security Group:

- Create a security user group based on the Billing and Payments interface type. For example, you might create a group named *billpay* for Billing and Payments.
- Add a menu set (or use an existing menu set, such as Residential Manager or iData).
- Set the permission level for the user group to **Most Restrictive** and **Interfaces: Web Service - Billing & Payment, Interfaces: Web Service - Resident Data and Interfaces: Web Service – Common Data** permissions to **ReadWrite**.
- Set **Receipt-EFT, Receipt-Create_EFT_Receipt_Post, Receipt-NSF, and Receipt-Reverse_Receipt** to **Access**.

Create a User:

Note: We recommend that you create a separate user for each vendor that you work with. Doing so will help the audit trails for leasing activity.

- Create an interface user for Esusu Rent
- Assign security group you created in **Step #2**.
- Under the Privileges tab select “Interface” user
- Click **Save**.

3. Configure Property:

Method 1(Sharing properties individually):

- From the side menu, select **Setup > Property > Find Property**.
- Enter the property code and click **Submit**. The Property screen displays.
- From the



Functions menu, select **Interface Configuration**. The Interface Configuration screen and list of available interfaces is displayed.

- Select **Billing and Payments** from the interface list.
- In **Agencies for Property** select “Esusu Rent”
- Click **Save**.

Method 2 (Sharing properties as a whole):

- From the side menu, select **Interfaces > Configuration > Bulk Property Configuration**.
- Complete the fields.
 - **Property** The property or property list code.
 - **Interface Type** Select Billing and Payments from the pull-down menu.
 - **Configure/Remove** Select **Configure** from the drop-down list.
- Click **Save**. Once saved, the **Interface Configuration** screen displays the message “To view log, click here.”
- To view the log, click the *here* link and then click **Open**. The **PropConfig.txt** log displays the property names and associated Billing and Payments agencies.

4. Configure the Interface:

Billing & Payments:

- From the side menu, select **Interfaces > Configuration > Review Interface Vendors > Billing & Payments**. Select **Esusu Rent**.
- Select **Import Receipt Batches As Posted** if you would like receipts to be automatically posted
- Select **Include Open Charges**
- Click **Save**

Common Data:

- From the side menu, select **Interfaces > Configuration > Review Interface Vendors > Common Data (or Resident Data)**. Select **Esusu Rent**.
- Set **Ledger** permission to **Read**
- Click **Save**
- Make sure to also enable access to: **(1) SSN (2) Lease Charges (3) Date of Birth**



5. Provide Credentials:

The information table below should be completed and sent over to the Esusu team via email: rent-operations@esusu.org

Categories	Details
Username	
Password	

URL	
Database Name	
Database Server	