

Changes to Inputting Assets in Yardi

1. When entering an asset data, you will now see a line asking for “Income Type” that includes a dropdown menu. This line needs to be completed in order to save the asset.

AR Certification on 07/01/2023 (Ctrl 111655)

Member [Dropdown]

Description [Checking - WF]

Status [Current]

Date Divested [Calendar]

NAHMA Asset Validation Source [Dropdown]

[Save] [Cancel] [Delete] [Help]

Asset Data | **Verification**

Market Value [300.00]

Divestiture Cost [0.00] (0 is a valid entry)

Cash Value [300.00]

Income Type [Actual] [v]

Annual Interest % [0.00] (0 is a valid entry)

Actual Income/Year [0.00] (0 is a valid entry)

AR Certification on 07/01/2023 (Ctrl 111656)

Resident Information

Code [Redacted] Property [willowxx] Lease Sign 06/01/2021

Name [Redacted] Unit [Redacted] Lease From 07/03/2021

Address 3600 Willow Pass Rd. Status Current Lease To 06/30/2022

[Redacted] Office Move In 07/03/2021

City-State-Zip Bay Point, CA 94565 Home Move Out

[Cancel] [Previous] [Next]

ers | Income | **Assets** | Household Info | Verification | Validation

Member Name	Relationship	Description	Market Value	Income Type	Actual Income	Action
[Redacted]	CoHead	Checking - WF	300.00	A	0.00	[Edit]
[Redacted]	CoHead	Savings	100.00	A	0.00	[Add Asset]

2. From the dropdown menu, you will have to choose “Actual” or “Imputed.”

3. As of right now, **always choose “Actual.”**

- a. Then input the Annual Interest % or Actual Income amount.
- b. If an account does not have any interest or income, leave these fields at “0.”

- Of Note: At this time, if the assets are above \$5K, and the imputed amount is greater than the actual, Yardi will automatically select the higher amount, even if you have not selected “Imputed” in the previous step.