

This publication is intended for distribution to Essex Property Trust, Inc.'s Yardi users and is for internal use only. The USER BULLETIN reports current issues, discusses solutions to user questions, and gives users info on pending system enhancements, changes and more. Please email your questions, comments and suggestions to Nicki Agner at [nagner@essex.com](mailto:nagner@essex.com).



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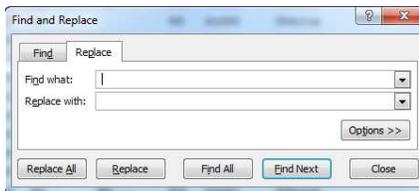
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### Excel & Yardi Exports

Excel sorting issues are common when exporting software data to Excel. To clean up the data, do an Excel Search & Replace – In the Search field, press the ALT key, then the numbers 255. Then replace with nothing. This removes the exported items that typically cause the issue and you'll be able to use the usual Excel functions such as Sort and VLOOKUP.

Essex - Payment Channel Excel

Property	Total Receipts	Portal Receipts	Portal Receipts %	CHECKscan Receipts	CHECKscan Receipts %	Retail Deposit Receipts %
Essex I	545	418	76.70%	90	16.51%	6.79%
Essex II	367	122	33.24%	199	54.22%	12.53%
Essex III	585	441	75.38%	88	15.04%	9.57%
	<b>1,497</b>	<b>981</b>		<b>377</b>		



Note: No characters are displayed in the Find What field when you type Alt and the numbers 255.

Essex - Payment Channel

Property	Total Receipts	Portal Receipts	Portal Receipts %	CHECKscan Receipts	CHECKscan Receipts %	Retail Deposit Receipts %
Essex III	585	441	75.38%	88	15.04%	9.57%
Essex I	545	418	76.70%	90	16.51%	6.79%
Essex II	367	122	33.24%	199	54.22%	12.53%
	<b>1,497</b>	<b>981</b>		<b>377</b>		

Success! Still having an issue? Contact [AST@essex.com](mailto:AST@essex.com).



# Happy Holidays!

### New—Lease Type Report

Use the newly added Lease Type Report to find specific lease types on your property. This report can be used to find all Corporate leases, all Military leases, etc. To find multiple lease types, type a carrot (^) between lease types. You can also select multiple lease types by clicking the Lease Type link.

**Essex - Lease Type Report**

Property:  Hillcrest Park Apartments

As Of Date:

Lease Type:

Tenant Status:

Destination:

File or Code: rs\_Essex\_LeaseType.txt  
Version: 2015.09.23

**Lease Type Report**  
Portal Property (Yardi Support) ( xxx )  
As of Date:

Unit	Unit Type	Code	Tenant Name	Status	Deposit	Move In Date	Lease Expires	Move Out Date	Market Rent	Leased Rent
<b>Corporate</b>										
005	xxx1	t0128449	Allen Baker	Current	1,000.00	10/1/2012	9/30/2013		2,000.00	1,950.00
<b>Total:</b>					<b>1,000.00</b>				<b>2,000.00</b>	<b>1,950.00</b>
<b>Total Corporate Leases: 1</b>										
<b>Unknown</b>										
007	xxx1	t0128193	Sally Brown	Current	1,000.00	10/21/2012	4/20/2013		2,000.00	2,000.00
008	xxx1	t0130906	Lisa Etheridge	Current	1,000.00	12/7/2012	5/31/2014		2,000.00	2,003.33
011	xxx1	t0150289	Jolly Kat	Past	0.00	9/5/2013	9/4/2014		2,000.00	0.00
011	xxx1	t0239793	Fatty Prosept	Current	0.00	5/21/2015	5/20/2016		2,000.00	2,000.00
012	xxx1	t0136302	Suzie Velazquez	Current	0.00	3/7/2013	3/6/2014		2,000.00	2,000.00
115	xxx1	t0152219	Kipper Knight	Current	0.00	9/28/2013	9/27/2015		2,000.00	2,100.00
COMM	xxx1	t0158664	Comm Testing	Current	0.00	11/17/2013	10/31/2014		2,000.00	2,000.00
<b>Total:</b>					<b>2,000.00</b>				<b>14,000.00</b>	<b>12,103.33</b>
<b>Total Unknown Leases: 7</b>										

### New—Resident Vehicle Info Report

Pull a list of resident auto information, or search for a specific piece of information using the report filters—by unit, resident, garage, etc. with this new report addition. Need to find the owner of the car blocking a driveway? No problem! Enter the license plate # in the License field.

Note—This report pulls from information entered in the Review Resident>Data>Auto Info link.

**Property Code: xxx Portal Property (Yardi Support)**

Unit # 001

t0129249 Resident,Rachel Status: Current

Auto Info: 2015 Honda Civic Red CA487553

CarSpace: 17

Garage: 005

Permit #: L72

Storage: 897

**Resident Auto Report**

Property:

Unit:

Tenant:

Auto Model:

License:

Garage:

Carport/Space:

Permit:

Destination:



New Access! - All Leasing Agents now have complete access to add and edit work order attachments.

### New—Allan Glover joins the Application Support Team

Essex IT welcomes Allan Glover! Bio from Allan:

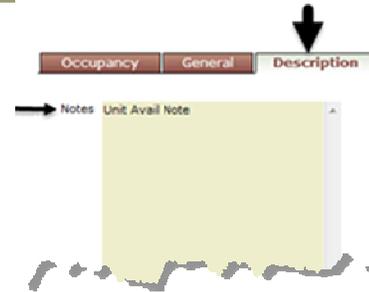
“I have been with Essex for 8 years now, I started at Fountain Park Apartments as a Customer Service Representative and moved up to the Bookkeeper position where I have been working for the last four years. My time with Essex has been great, I am very excited to start a new chapter with Essex and join the Application Support team. When I am not working I spend as much time as I can with my family and I am obsessed with all things Disney and Star Wars related. If I can find the time I love traveling and I would love to take a road trip across the country one day.”



**The team is very excited to have Allan joining us. Welcome to the team, Allan!!**

## Unit Notes

Some of you have been asking... Unit notes can be entered on the Description tab of the Review Unit Screen. Notes entered here display on the Unit Availability Report and on the Unit Directory.



## Note From Accounts Payable

PO Workflow—The “Approve” step has been renamed to “Final Approval”. The process itself has not been modified.

## Yardi, Copy & Paste, and Special Characters

Some of you have already noticed that these guys don't always play together nicely. When using special characters or copy/paste in Yardi, the results aren't always what's expected. Here are a few specifics.

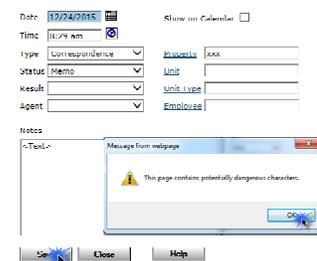
- Copy/Paste
  - Spacing is sometimes off when used in Yardi. Extra spaces are inserted as part of the paste, resulting in less than maximum character field use if not caught and corrected.
  - Miscellaneous special characters sometimes display once pasted.

The following items could help with your Copy/Paste attempts.

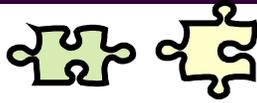
- Use a simple notepad document to transfer the information .
- Copy/Paste from the "OK" text in word into Yardi .
- Launder the text first by doing a "paste special" into Word, then Copy/Paste from Word into the Yardi.

⇒ We recommend a quick review before saving anything you've populated by Copy/Paste into Yardi.

- Special Characters
  - Apostrophes (') - These sometimes display as a question mark (?) once Saved.
  - Brackets (< >) can result in an error message. You can just select “OK” if this occurs.



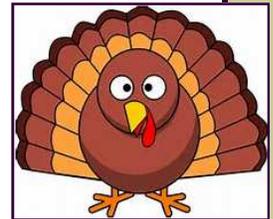
Have you seen other specifics? Send them our way and we'll include them in our next newsletter!



FUN AND GAMES



Find the words listed below. When you are done, the unused letters in the grid will spell out a hidden message. Pick them out from left to right, top line to bottom line.



s g o c o d t j e i s d e e r t r e h s a d i  
 t n r a g s a l i l n g d k a s a n t a m e r  
 h a e r r i v y e n g y s c a h r i j o y s t  
 g d c o m e a i e n g i s t c c o y o u y q j  
 i v n l s y g n o k n l c h f o r v v p e d x  
 l e a s l h y g x g a d e o t r m a f k k r m  
 y n d l e s n i t d x l e b l a n e t v r n w  
 e t o p d y f n r r r m f c e d e z t s u a b  
 n h c s d k k e e g s u q w e l r r t r t m y  
 m j u n l k d n n a k t d z o m l e w e n w r  
 i b p o r n n i m m h q x o r n b s c i f o r  
 h l i w o o k t s y o t j v l h s e n n x n e  
 c i d s d c s v i x e n m y m p c s r d a s m  
 v t e r o i n o r t h p o l e a h t x e y r e  
 g z y t r m k g n i d d u p e z l f g e k n p  
 q e s h n f s e l b u a b p l k p i n r i f t  
 r n c p m i s t l e t o e q k w q g p p w n v

puzzle-club.com

- |           |              |            |           |        |
|-----------|--------------|------------|-----------|--------|
| advent    | dancer       | joy        | reindeer  | tinsel |
| baubles   | dasher       | lights     | rudolph   | toys   |
| blitzen   | december     | merry      | santa     | tree   |
| cake      | donner       | mistletoe  | sing      | turkey |
| carols    | eggnog       | north pole | sleigh    | vixen  |
| chimney   | elves        | peace      | snow      | wreath |
| christmas | gifts        | pine       | snowflake |        |
| cold      | holly        | prancer    | snowman   |        |
| comet     | ivy          | pudding    | star      |        |
| cupid     | jingle bells | red nose   | stocking  |        |

