

AccountMate Payroll for Yardi Voyager and Enterprise Users Webinar Q & A

1. **Q: *Can we get a copy of slides via e-mail?***

A: Our webinar was recorded and can be found within the AccountMate Payroll for Yardi site (www.accountmate.com/yardi).

2. **Q: *In the employee setup, do we enter a home property or GL code per employee?***

A: The property (or any attribute that you set up) and GL Account IDs are assigned to each earning code in Earning Code Maintenance. The property and GL Account IDs you assigned to the earning code become the default values when you add the earning code to the employee record; however, you can change/customize the property and GL Account IDs for each employee.

3. **Q: *Can the GL Transfer Report be exported to Excel for review, before conversion to comma delimited text file?***

A: Yes, the GL Transfer Report (and all other AccountMate Payroll reports) can be exported to Excel. Note that you can configure the information that will be included in the exported file.

4. **Q: *Are the Pay Codes limited to 4 levels? Your examples were property, job, cost code, category. Are they customizable?***

A: You can set up a maximum of four (4) attributes and they are customizable. If you need more than four, then the application can be modified to allow additional attributes that you need. "Pay codes" in Yardi Payroll is similar to "earning codes" in AccountMate Payroll. You can set up an unlimited number of earning codes in AccountMate.

5. **Q: *Can you demo entering time for an hourly employee? We need to base on hours per property rather than % based allocation.***

A: There are two ways to handle this scenario in AccountMate Payroll:

Option 1: Create multiple earning codes to represent the different work hours per property; then, enter the corresponding hours for each earning code.

Option 2: Set up the employee as a time card employee. Then, create multiple time card transactions where each time card transaction represents the work hours per property. Be sure that you assign the correct property to the earning code for each time card transaction.

6. **Q: *Can you only upload/export batches once per month or can you export after each payroll run (Bi-weekly in our case)?***

A: The fiscal periods (which are used by the Export function as basis to create the batch) in AccountMate are user-defined. The sample company shown in the demo is using a 12-period fiscal year. If you are doing a bi-weekly payroll, then set up the fiscal year to have 26 periods. In this way, you can close the period after each payroll run and upload/export the batch immediately.

7. **Q: *Does upload of batches/journal entries work the same for hosted vs non-hosted sites?***

A: Yes; there is no difference in the export feature whether the installation is hosted or stand-alone.

8. **Q: *We pay out of the management company and then are reimbursed from the properties. Is there a report that summarizes the amount due from each property?***

A: We will work with you to create a report that will provide the information you need.

9. **Q: *Can we process payroll for all employees at once?***

A: Yes, if all employees belong to one Pay Type and Pay Period; otherwise, the Apply Payroll/Payment function groups the employee by Pay Type (salaried, hourly, time card, additional payment, or 1099) and Pay Period (weekly, bi-weekly, semi-monthly, monthly, or daily).

10. **Q: *Does this software interact with any time clock software?***

A: AccountMate has a number of Vertical Solution Partners who offer Time clock, Timecard through Time & Labor Management comprehensive solutions. Please contact Michelle Baumann for additional information at michelleb@accountmate.com.

11. **Q: *Can this software accrue a payroll on a different date than the payday?***

A: Yes; you can apply payroll/payment outside the employees regular pay period. You can also use the Record Additional Payment function to record any additional payment outside of the employee's regular pay. In addition, the posting date is the date used to accrue payroll, which is independent of the payday. You enter the posting date when you apply payroll.

12. **Q: *After the first year, what is the yearly cost?***

A: The "Annual Fee" amount varies depending on the number of users and if the program is run locally or Hosted by AccountMate. Please contact Michelle Baumann for additional information at michelleb@accountmate.com.

13. **Q: *What is the cost difference between hosted and non-hosted installation?***

A: Please contact Michelle Baumann for pricing information at michelleb@accountmate.com.

14. **Q: *What does it mean if the application is hosted by AccountMate?***

A: Hosted by AccountMate means that your payroll program and data are housed off site within our secure location, backed up and protected. You will no longer have to worry about failed data backups. AccountMate maintains your program and data history within our secure Hosting environment, safe from fire, theft, flood and other natural disasters. You can access your program 24 hours, 7 days a week.

15. **Q: *Can we enter tax tables, etc. manually and not be required to use your tax subscription program?***

A: Yes; active or current AccountMate Payroll application clients have the ability to edit the "then" current tax year's tables and AccountMate provides Payroll tax table updates, as required, within the yearly Subscription services. To know what is included in the AccountMate Payroll for Yardi Voyager and Enterprise package, please contact Michelle Baumann at michelleb@accountmate.com.

16. **Q: *Can we automatically import time card information into the payroll program?***

A: Yes, AccountMate Payroll for Yardi Version 9 has the ability to import time card data.

17. Q: *Can you change the employee pay rate directly in the Apply Payroll tab?*

A: Yes, you can edit the pay rate directly in the Apply Payroll/Payment function for hourly employees. Click the Edit Wages button in Apply Payroll/Payment to edit the amount for salaried employees. Edit the rate for time card employees when you record time card using the Time Card/Piece Work function.

18. Q: *Does the payroll distribution automatically interface with the Yardi GL module?*

A: Yardi Voyager and Enterprise clients will be required to run the "Import from Script" function within their existing Property Management software to import journal entries from AccountMate Payroll.

19. Q: *We use blank check stock. Where do we set up that information in the payroll module?*

A: In Version 8, you can configure the check layout and printing options in the PR Module Setup->Printing tab. You can choose the check layout and select which information (e.g. print company logo, print company name and address, print check #, etc.) you want to be printed on the check. In Version 9, configure the check layout and printing options in Bank Account Maintenance->Printing tab.

20. Q: *Does your software distribute deduction expense based on distribution of wage expense?*

A: No, we do not currently support distributed deduction expenses based on distribution of wage expense.

21. Q: *Will your software transfer historical data from Yardi Payroll?*

A: Yes; AccountMate Payroll has the ability to import master records (e.g. employee, deduction, earning code, etc.) using our import utility, Data Wizard. For historical transaction files, you can set up quarterly beginning balances for each employee record. If you want details of these historical transactions instead of quarterly beginning balances, then these transactions must be entered using the Post After-the-Fact Payroll function.

22. Q: *Will employees submit their time electronically or is it a manual input by the payroll department?*

A: The Payroll in-charge either accepts the default work hours or manually enters the work hours into AccountMate Payroll. The default work hours for each employee when you apply payroll is based on the employee's regular work hours as set up in the employee record. If the employee did not take personal time off or any kind of paid leaves or overtime, then you can apply payroll automatically and AccountMate uses the default work hours. If there are differences in the employee regular work hours (e.g. 40 hrs/wk) and the actual work hours (38 hrs only), then the work hours must be manually entered.

23. Q: *Will you give individualized training when we switch over from Yardi Payroll to AccountMate?*

A: We recognize that your organization's preparation, application training, and parallel testing regime will be the critical factor impacting the effectiveness of "going live" and throughout the various implementation activities, our PR Support Specialist will be providing "prescriptive training and feature review tips" as they feel are required and/or by users request. Our PR Support Specialist will assist you with the required extraction and input of opening balances, running parallel, verifying QTD and YTD data, and data export verification as required.

24. Q: *We have 4 separate payroll companies. Do we have to pay a separate fee for each company?*

A: There are no additional fees for separate companies. The AccountMate Payroll application can support up to 999 companies, of which 10 are designated as sample companies. The AccountMate Payroll application license allows you to run the program in the specific location where purchased. Purchase of additional licenses is required to run the application program in other geographic regions other than the location of License record.

25. Q: *Can we merge current records from Yardi Payroll or do we have to manually input all of our current information?*

A: Yes, you can merge current records from Yardi Payroll into AccountMate Payroll. AccountMate Payroll has the ability to import master files (e.g. employee record, GL Account IDs, properties, etc.) using our import utility, Data Wizard. For transaction files, you can enter quarterly beginning balances for each employee record. If you want transaction details to be available in AccountMate Payroll instead of quarterly beginning balances, then you can enter the transactions using Post After-the-Fact Payroll.

26. Q: *Does this solution interface with Yardi Enterprise Property Management and Construction?*

A: Yardi Voyager and Enterprise clients will be required to run the "Import from Script" function within their existing Property Management Software to import journal entries from AccountMate Payroll.

27. Q: *What if I need a special report?*

A: AccountMate Payroll has the Custom Report function that allows you to create your own report. The Custom Report function allows you to select the fields/information you want to be included in the report. In case the Custom Report function is not sufficient, then you can work with our Professional Services Group (PSG) to create the report that you need. PSG charges a fee for additional/customized reports. AccountMate Payroll Sample Reports can be viewed online at www.accountmate.com/yardi.

28. Q: *If we wanted to automate the GL posting at the end of the session, can your people work with our consultants to do the automation?*

A: Yes, AccountMate Professional Services Group (PSG) is available to provide consulting and custom modifications to address unique requirements within your business.

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