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What's New in AccountMate Payroll 12.1 for Yardi?

The most significant, most requested changes and new features in the latest release of AccountMate Payroll 12.1 for Yardi are listed below.

AccountMate Payroll Software evolves by adding features and functionality requested by our solution providers and users. These enhancements demonstrate AccountMate's commitment to continue to deliver benefit to users remaining on a current plan.

New Feature	Feature Description	Benefit
Ability to Configure Signature Settings based on Check Amounts	AccountMate Payroll 12.1 provides users the ability to configure the signature settings based on the check amounts. To implement this enhancement, a new **Signature** tab is added in the **Bank Account** Maintenance function. This new tab replaces the **Signature** and **Signature Line** fields found in the **Bank Account** function > **Custom Check** tab in older AccountMate Payroll versions. Using the new **Signature** tab, users can set up multiple ranges of check amounts that require approval from certain authorized signatories, configure AccountMate Payroll to print signatures on the checks and/or to print a line beneath a specific signature, and set up signature files.	This enhancement makes it possible for users to set up the authorized signatories for a specific range of check amounts.
Option to Calculate the Deduction Amount based on Employee's Gross Wages after Taxes	Users could configure the previous AccountMate Payroll versions to apply the deduction percentage rate to either the employee's gross wages or the employee's net wages in calculating the deduction amount. AccountMate Payroll 12.1 provides an additional option, "**Gross Pay after Tax**," in the **Deduction Maintenance** function > **Information** tab. Choosing this new option configures AccountMate Payroll to calculate the deduction amount by applying the deduction percentage rate to the employee's gross wages after deducting all the taxes. This setting is used for the **Percentage** type of deduction codes.	This enhancement is useful for employers who receive court orders to deduct from an employee's wage a particular amount (i.e., garnishment) that will be calculated based on the employee's gross wages, net of all taxes but prior to any deductions.

New Feature	Feature Description	Benefit
New W-2 Codes in Deduction Maintenance	AccountMate Payroll 12.1 is enhanced to track and report deductions that represent the qualified small employer health reimbursement arrangement as well as income from qualified equity grants and aggregate amount of income that employees elect to defer under section 83(i) of the Tax Cuts and Job Acts. We have added in the **Deduction Maintenance** the following W-2 codes: • **FF: Permitted benefits under a qualified small employer health reimbursement arrangement** Assign this option only to deductions that must be reported as Code **FF** in Box 12 of the W-2 form. • **GG: Income from qualified equity grants under section 83(i)** Assign this option only to deductions that must be reported as Code **GG** in the W-2 form > Box 12. • **HH: Aggregate deferrals under section 83(i) elections as of the close of the calendar year** Assign this option only to deductions that must be reported as Code **HH** in the W-2 form > Box 12.	This facilitates preparation and filing of W-2 Forms.
Automatically Populate Box 12 with Value of Qualified Small Employer Health Reimbursement Arrangement as well as Value of Income from Qualified Equity Grants and Aggregate Deferrals under Section 83(i)	AccountMate Payroll 12.1 now automatically populates **Box 12** on the **W-2 Information Update** function and **W-2 form** with the following: • Value of the qualified small employer health reimbursement arrangement. The value will come from the deduction records that are assigned the "**FF**" W-2 code. • Amount of qualified equity grants and the aggregate income that employees elect to defer under section 83(i) of the Tax Cuts and Jobs Act. The value will come from the deduction records that are assigned the "**GG**" and "**HH**" W-2 codes.	This facilitates preparation and filing of W-2 Forms.

New Feature	Feature Description	Benefit
New W-2 Category to Capture Paid Family Leave Deductions that must be reported in W-2 Form > Box 14	A new **Paid Family Leave** option has been added to the W-2 Category list. Use this option to track paid family leave deductions that must be reported in Box 14 of the Form W-2. AccountMate Payroll is enhanced to automatically display paid family leave deduction amount in the Box 14 section of the **W-2 Information Update** screen. It also automatically prints the paid family leave deduction in Box 14 of the W-2 Form.	This facilitates preparation and filing of W-2 Forms.
Allow up to four (4) Decimal Places for Deduction Percentage Rates	The **Deduction Maintenance** function is enhanced to increase the deduction percentage rate maximum decimal places from two (2) to four (4).	This enhancement is necessary in order to handle statutory deductions that require more than two (2) decimal places including the Family Medical Leave Act (i.e., 0.126%).
Separately Track the Adjusted and Converted Paid Leave Hours from the YTD Accumulated and YTD Used Paid Leave Hours	In previous AccountMate Payroll versions the adjusted and converted paid leave hours recorded in the **Convert/Adjust Unused Paid Leave** function were added either to the **YTD** (i.e., Year-to-Date) **Accumulated** hours (if it is a positive adjustment) or **YTD Used** hours (if it is a negative adjustment or a conversion) in the employee record. AccountMate Payroll 12.1 is enhanced to separately track from the YTD Accumulated and YTD Used hours the **Adjusted** and **Converted** paid leave hours. To do this, a read-only **YTD Adj** column is added in **Employee Maintenance > Paid Leave** tab to separately show the total paid leave hours that are adjusted or converted during the accrual year. A new column "**Adjusted**" is also added in **Employee Paid Leave Listing**.	YTD Accumulated hours is supposed to represent only the hours accumulated using the normal paid leave accrual process. YTD Used hours is supposed to represent only the hours actually claimed as paid time off during payroll/payment application. Therefore, incorporating the adjusted and converted paid leave hours into the YTD Accumulated hours and YTD Used hours is misleading. This enhancement provides users the capability to properly track both the adjusted and converted paid leave hours in order to avoid misleading information and confusion.
Payroll Check Stub Shows Paid Leave Details	The payroll check stub in previous AccountMate Payroll versions shows only the paid leaves net value resulting from deducting the usage from the accrual. If accrual exceeded the usage, the paid leave net value will be positive. If usage exceeded accrual, it will be a negative value, which may cause confusion among the employees and may keep them guessing of their actual accrued and used values during the pay period. The payroll check stub is enhanced in AccountMate Payroll 12.1 by separately showing in the Paid Leaves section the paid leaves accrual and usage during the pay period.	This enhancement avoids confusion and enables both the Payroll Officer and the employees to save time and effort from asking about their paid leave details.

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Option to Accumulate Paid Leave on Used Leaves and Holidays	Users can now set up leaves and holidays earning codes to accrue paid leave hours. This applies to paid leave codes assigned with the **Per Hour Work** accrual method.	This enhancement is implemented to accommodate the requirements of those companies that grant their hourly employees paid leave benefits for the leaves that they used and for the holidays.
Option to Hide Unapplied Earnings and Deductions Details in the Check Stubs	In previous versions, Payroll check stubs listed in detail the earning codes and deductions including those for which payroll/payment has yet to be applied. This resulted in a multi-page check stub that may provide more information than some users need. To simplify the check stubs, we have added in the **PR Module Setup > Printing** tab two checkboxes that allow users to hide the unapplied earning and/or deduction details if they do not want or need to see them: • **Print Earnings Not Applied for the Period** – do not mark this checkbox if you want to suppress printing on the check stubs the earning codes for which no payroll/payment is applied in the current or specific pay period • **Print Deductions Not Applied for the Period –** do not mark this checkbox if you want to suppress printing on the check stubs the deductions for which no payroll/payment is applied in the current or specific pay period	This helps avoid the printing of extra pages of check stubs containing earnings and deductions details that are of little use or no use at all. It simplifies the check stubs so users can focus on the information they need.
Option to Print Company Name and Address on the PR Checks and PR Check Stubs	The **Bank Account Maintenance** function has the following additional options for configuring AccountMate Payroll to print the company name and address on the Payroll checks and/or check stubs: • **Print Company Name and Address on Check** • **Print Company Name and Address on Stub** When creating new bank account records, the default settings for both checkboxes come from the **PR Module Setup** function.	This helps meet the needs of companies that are required by law to print the company's name and address on the check stubs.

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Ability to Email Direct Deposit and Computer Check Pay Stubs to Individual Employees	AccountMate Payroll 12.1 introduces the **Email Pay Stub** feature that allows users to email the check stubs to the individual employees. When the user prints a PR check, this new version automatically generates a PDF file showing the check and stub and stores it in the company database. When the user clicks the **Email** button in the **Email Pay Stub** function window; AccountMate Payroll 12.1 automatically retrieves the PDF file from the company database, attaches the PDF file to the email, and sends it to the email address specified in the employee record. This version allows only one PDF file to be attached to each e-mail. If multiple PDF files were stored for an employee, multiple emails will be sent to that employee. When all the chosen PDF files are emailed, the user receives a status email that states which emails were successfully sent and which emails failed to send.	This new feature facilitates emailing of the check stubs to the individual employees without the need to manually scan each check stub. It allows users to easily and quickly email the check stubs, thereby saving ample time and effort. This new feature comes in handy especially during this pandemic period when many employees are working from home and are not physically present in the office to obtain the printed check stubs.
Improved Tracking of Employee Salary History to Facilitate Salary Review	AccountMate Payroll 12.1 now keeps a record each time the employee's salary rate and/or effective date is changed. The relevant earning code, state, create date, and the user who made the change are also assigned to each record added to the Salary History file. The salary history details are available for authorized users to see by clicking on the View Salary History button either beside the Next Salary Review field in the Employee Maintenance > Salary tab or below the grid in the Employee Maintenance > Earning Code tab. Authorized users also have the option to include the salary history when printing the Employee Salary Listing.	This enhancement makes it possible to completely track all the changes to the employee's salary information; thus, it facilitates salary review.
Option to Include Tips when validating Employee Minimum Wage	Federal law allows for tip credit towards its minimum wage obligation for tipped employees; however, some states may not allow it. Previous AccountMate Payroll versions always excluded tips when validating that the federal minimum wage requirement was met. AccountMate Payroll 12.1 adds a new checkbox "**Include Tips when Validating Minimum Wage**" in **PR Module Setup.**	This enhancement addresses the companies' need for flexibility of either including or excluding tips when validating whether the federal minimum wage requirement is met.

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Allows Import of Tips when Importing Time Card Data that contain Earning Hour Columns	Previous AccountMate Payroll versions allowed users to configure the import time card data that contained the Earning Hour columns to include the employee number, transaction date, regular hours, overtime hours, holiday, leave, rate, and state; however, it excluded tips. Some companies (e.g., restaurant business) may need to import Tips that are presented as an amount, not hours, in the import data file. To address this need, this newest version release comes with an enhancement in the **Import Time Card Setup** that allows users to include **Tips** in the time card data file for import when the import data contains the Earning Hour columns.	This enhancement provides more flexibility when importing time card data.
New Federal Tax Credits Claim Function allows recording of Employer Tax Credits	Previously called the **Cobra Credit** function in older AccountMate Payroll versions, it is renamed to **Federal Tax Credits Claim** in AccountMate Payroll 12.1. This function allows users to record the following tax credits claimed by eligible employers for each quarter: • Wages paid to employees for emergency paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA); • The employer share of Medicare taxes on wages paid to employees for emergency paid sick leave and expanded family and medical leave; • The cost of maintaining health insurance coverage during emergency paid sick leave and expanded family and medical leave period; • Employee retention credit under the Coronavirus Aid, Relief and Economic Security (CARES) Act for continuing to pay employees during a partial/full shutdown due to COVID-19 or a significant decline in gross receipts. The **Federal Tax Credits Claim** function can also be used to void the employee retention credit, FFCRA credit, or other tax credits.	This feature provides the means to properly record the employer tax credits and facilitates preparation of federal tax reporting requirements.

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Option to assign FFCRA Type to Leave Earning Code to track COVID-19 related Paid Leave Wages	An **FFCRA Type** field is added in the **Earning Code Maintenance** function. Users can assign in this new field the FFCRA type for an appropriate Leave earning code that is used to properly track COVID-19 related paid leave wages. Users can then manually add the FFCRA earning code to applicable employee records. Alternatively, users may add the FFCRA earning code during payroll application or amendment of applied payroll. In AccountMate Payroll 12.1 the **Apply Payroll/Payment** and **Amend Applied Payroll** functions are enhanced to implement the maximum wage or number of hours allowed for paid sick leave under the Emergency Paid Sick Leave Act as well as the maximum wage or number of hours allowed for expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act. After the Payroll check is printed or posted, AccountMate Payroll will automatically add the FFCRA earning code to the appropriate employee record.	This enhancement provides the means to properly track the COVID-19 related paid leave wages.
Provide a Separate Allowances field for Local Withholding Taxes	In older AccountMate Payroll versions there is only one field in the AccountMate Payroll database that stores both the state and local withholding allowances values; thus, the **Employee Maintenance > W4 Info** tab **> Local** area **> Allowances** field is non-editable and displays only for reference the same value entered in the **W4 Info** tab **> State** area **> Allowances** field. There is no way for users to change the local allowances. AccountMate Payroll 12.1 provides another field to separately store the local allowances from the state allowances value. The **Employee Maintenance > W4 Info** tab **> Local** area **> Allowances** field is enabled, allowing users to specify the number of local withholding allowances claimed by the employee.	This enhancement provides the flexibility of separately recording the number of local withholding allowances from the number of state withholding allowances.

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Compliance to the National Payment Corporation's Recent Requirements for Electronic Payment Files	In this version release the **Process Transmission Files** function is changed to comply with National Payment Corporation's most recent requirement to manually upload to their website the electronic payment files.	Helps users comply with the National Payment Corporation's requirements to directly upload to their website the electronic payment files
Ability to assign an Inactive Status to a Bank Account	In previous version releases there was no way to restrict a dormant or inactive bank account record from being displayed in the **Bank # Search** window. It causes inconvenience when a user mistakenly assigns an inactive bank account record to a new transaction. In AccountMate Payroll 12.1 we have added a **Status** field in the **Bank Account Maintenance > Information** tab. When a bank account record is assigned the "Inactive" status, it will not appear for selection in the Bank # Search window except when it is accessed from the **Bank Account Maintenance** function. AccountMate Payroll 12.1 also prevents users from entering an inactive bank account's number when recording transactions.	This change provides the ability to restrict use of a dormant bank account record in any transactions.
Ability to Assign User Access Rights rather than Require Supervisor Password in certain Functions	AccountMate Payroll 12.1 allows you to assign user access rights rather than require users to enter the Supervisor password like in the previous versions in order to access the following functions: • **Error Log Viewer** • **Fiscal Period Table Setup** • **Data Manager** • **Company Access Lock** User access rights can be assigned in the AccountMate Payroll Administrator program > Setup menu > Security option > **Group/User Setup** function **> Add User/Edit User** screen. New checkboxes are added in the **Add User/Edit User** window, specifically the **Update Fiscal Period Table, Access Data Manager**, **Access Error Log**, and **Lock Company Access** checkboxes. Mark the checkbox(es) that correspond to the function(s) that the user is allowed to access.	Not all users who need to view or send the error logs, set up the fiscal table, recalculate certain balances, release period-end closing lock, or lock access to certain companies have the Supervisor password; thus, this enhancement is implemented in AccountMate Payroll 12.1 to address this need. Though a Supervisor password is no longer required, data security is strengthened by restricting access to sensitive information only to authorized users.

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More Flexible Audit Trail Setup	In previous version releases, setting up a new audit trail overwrites the previous audit trail setup. This new version now provides the flexibility either to overwrite the existing tracked fields with the new audit trail setup or to add the new tracked fields to the existing audit trail setup.	This allows users to be more flexible and to save ample time in updating the audit trail setup.
Customizable Database Connection Password	A new **Database Connection** function is added in the AccountMate Payroll Administrator program. Before you can change the current AMLOGIN password, you are required to enter the System Administrator login and password. When the default AMLOGIN password is presently used, the user may not enter the current AMLOGIN password but can proceed. When the user provides a new AMLOGIN password; the SQL Server, AMSETUP.AM file, and registry are updated to store the new password.	Providing the interface for users to customize the AMLOGIN password for database connection allows them flexibility and ease while ensuring that database access control and security are still enforced.
New Hotkeys Facilitates More Efficient Performance of Daily Tasks	This newest version has new hotkeys as follows: • **Ctrl + P** – Use this key combination to access the Change Company menu. • **Ctrl + O** – Use this key combination to access the Change Module menu. • **Alt + F4** – Use this key combination to exit AccountMate Payroll.	AccountMate Payroll function keys and hotkeys allow you to perform tasks more quickly than using a mouse or other input devices.
Availability of Spanish and French Languages	Spanish and French languages are made available in AccountMate Payroll 12.1. This enhancement is handy for users who want to read and record transactions in Spanish or French languages	This feature provides the flexibility of having specific users or even the entire company use Spanish, French, or both languages.
Archived Employee Lookup Support Full Search	In addition to the **Archived Employee # Leading Search** window that is available in versions lower than AccountMate Payroll 12.1; this newest version is enhanced by making available the **Archived Employee # Full Search** window when users amend employee records. To locate a specific archived record, users can now search through not only a limited number of records but also ALL employee records in the history files using the new Full Search feature.	This enhancement allows users to efficiently search through the history files for the specific archived record that they need to unarchive and to amend.

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Sample Company Module Selection List includes System Manager that has no Menu Options	The System Manager module, which has no menu options, is made available in the sample company's Module Selection list in the Main Menu Toolbar; however, this module is <u>not</u> available for selection in a live company.	This enhancement eliminates the instances where users who access the live company may inadvertently select System Manager that does not have menu options. This allows users to avoid wasting time when switching from one module to another.
Ability to Sort the Companies in the Selection Grid	A new **Select Company** window is added to provide users the ease of switching companies especially if many company databases are set up in AccountMate Payroll. This window appears when you right-click on the company name in the **Main Menu** toolbar. This window allows you to click on either the **Company ID** or **Company Name** column header in the grid to sort the company IDs or names in ascending or descending order.	This enhancement provides greater flexibility for users to view the companies in their preferred order especially if many company databases are set up in AccountMate Payroll, thereby providing them the ease of switching companies for which they will record transactions.
Capability to Select rather than Type Country and State Information in Bank Account Maintenance	In the Bank Account Maintenance function a **List box** button is added beside the **Country** field so users can conveniently select the applicable country rather than type it. For companies that specifically use the *United States* and *Canada* country taxes, a **List box** button is added beside the **State** field in the Bank Account Maintenance function. Clicking the **List box** button beside a **Country** or **State** field, if applicable, displays in alphabetical order all the countries or states that the user can select from.	This facilitates the selection of the applicable country and state when creating or updating the bank account record, thereby allowing users to save a few keystrokes and to ensure that accurate country and state information is provided.
Set Up Default Email Message when E-mailing Reports	The **Report Export/Email Setup** function is enhanced by adding the **Email Body** area where users can write the default email message that AccountMate Payroll will automatically use when e-mailing reports. Users can set up the default email message for each report. Alternatively, users can also click the **Apply All** button to configure AccountMate Payroll to make the email body template as the default for all reports.	Allows users to stick to formal and consistent e-mail message when e-mailing reports. This will help keep all company communications professional. This also saves time as users need not type the same information each time they e-mail reports while still giving them the flexibility to change the default e-mail message when necessary.
Supports the latest Microsoft Technologies and Crystal Report	AccountMate Payroll 12.1 supports Windows Server 2019 Standard Edition; Microsoft SQL Server 2017 and Microsoft SQL Server 2019 Standard, Enterprise, and Express Editions; and Crystal Report 2016 (Service Pack 7). For more information refer to the Software Requirements section on the AccountMate website.	This makes it easier for companies who pla to update their hardware at the same time that they upgrade their AccountMate Payroll installation since the latest servers and desktop PCs generally support the up-to-date versions of Microsoft Windows Server, Microsoft SQL Server, and Crystal Report.

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New Federal Tax Credits Report	This new report provides information about the tax credits from the FFCRA, employee retention under the CARES Act, and other tax credits that employers receive for each quarter.	It is useful in keeping track of these various tax credits and in preparing the federal tax forms.
Exporting and E-mailing Reports Support the XLSX (MS Excel) and DOCX (MS Word) Formats	In addition to the currently supported standard file formats (i.e., XLS and .DOC) for Microsoft Excel and Word, AccountMate Payroll 12.1 supports the latest formats (i.e., XLSX and .DOCX) when exporting and e-mailing reports.	This makes it easier for companies who plan to update their operating systems and Microsoft Office applications.
Show Pay Rate in the Applied Payroll/Payment Report and Check Register Report	Both the **Applied Payroll/Payment Report** and **Check Register Report** show the pay rate used to calculate the particular earning code amount for the specified payroll transaction.	This report enhancement helps users verify the pay rate at a quick glance.
Warn the User if the Report Date Range fields are Blank	When generating reports, users can choose to filter information in the report to include only those with transaction dates that fall within a specific period. To do this, the user will unmark the Report Date **All** checkbox in the report interface. and enter the range of dates in the Report Date **From** and **To** fields. AccountMate Payroll 12.1 displays a warning message when the user forgets to enter the report date range and leaves the **From** and **To** Date fields blank prior to printing or previewing the report.	This serves as a reminder for users to first provide the date range as basis for AccountMate Payroll to filter the information prior to report generation, thereby optimizing report performance.
Ability to Filter Paid Leave Transaction Report by Paid Leave Type	The **Paid Leave Transaction Report** is enhanced to give users the option to view transactions assigned with specific paid leave types (i.e., accumulated, used, adjusted, beginning balance, carry over adjustment, and/or converted paid leave types). To use this option, mark the checkbox that corresponds to the paid leave type assigned to the transactions that you want to view in the report.	This enhancement facilitates the users' verification of the employee leave balances and helps them focus their analysis on the specific type of paid leave transactions.
Enhanced Bank Account Listing	The **Bank Account Listing** has new options that allow users flexibility in generating the report only for the active bank accounts, only for the inactive bank accounts, or for all bank accounts regardless of status.	This enhancement provides users the flexibility to narrow the scope of the report to include only the active bank accounts or only the dormant ones for a quick verification of each bank account record's status.
"Amount" filter criterion is added in the GL Transfer Report	The **GL Transfer Report** in Payroll is enhanced to include the Amount filter criterion. If you enter a non-zero amount to filter the information, the report will show the GL Account ID details.	This enhancement facilitates the search and narrows down the results to transactions with a certain amount.

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Enhanced GL Transfer Report Shows All Data in Columns (No Rows) when Emailed/Exported to Excel	The **GL Transfer Report** in older AccountMate Payroll versions shows some data in rows, which forces users to look at the row headers rather than look at the column headers only. When the report is exported to Excel, data cannot be sorted by columns due to some data presented in rows. Users first need to move into a column the data presented in rows in order to successfully sort data. AccountMate Payroll 12.1 provides users the ability to view and export the GL Transfer Report, showing all data in columns and without rows.	This enhancement makes it easy and timesaving for users to view and sort report data.