

Convert Yardi DOS Version 5.5 to PROMAS Landmaster for Windows

General

This conversion will create Owner, Property, Unit, Tenant and Vendor profiles from the data files of Yardi DOS Version 5.5. In addition, the Chart of Accounts, Posting Table, Management Fee profiles and Late Fee profiles can be converted. Please read the instructions through to the end before actually beginning your conversion.

The process involves three phases. The first is using the supplied conversion programs to build a set of import files. The second consists of importing the files into PROMAS to create the various profiles. The third covers the startup functions required prior to entering monthly transactions.

Transactions are not converted. Therefore, after converting and verifying that the files are correct, you must initialize the Chart of Accounts with balances and establish opening balances for owners and tenants.

Instructions for initializing can be found in the On-line Help under Contents, Startup or from the Fax-on-Demand document #219 at 703-255-5164..

Overview

The conversion steps are written assuming you copied your Yardi data files to a C:\YARDI.55 folder and that your drive is a 3.5" floppy drive. If your Yardi data files are in a folder other than C:\YARDI.55 substitute that path where appropriate. The conversion process does not alter the Yardi data. After doing the conversion you can continue to use your Yardi software.

You can stop during the Phase 2 importing and restart later if you cannot finish in one session.

Considerations

Chart of Accounts - the conversion program will bring in the Yardi chart of accounts and assign an account type based on the Yardi ledger code. If the Yardi accounts are more than you need you may want to consider not importing them and using the default PROMAS account codes from the Residential Demonstration database. If you bring in the Yardi chart of accounts you will need to create a Posting Table. See page 11 of the instructions for details on doing that.

If you have multiple data sets in Yardi, you can bring them in as separate data sets or merge them into one database. PROMAS can support multiple data sets (sets of books) in one database. Call PROMAS customer support at 800-297-1499 if you would like to discuss the pros and cons of separate versus one database.

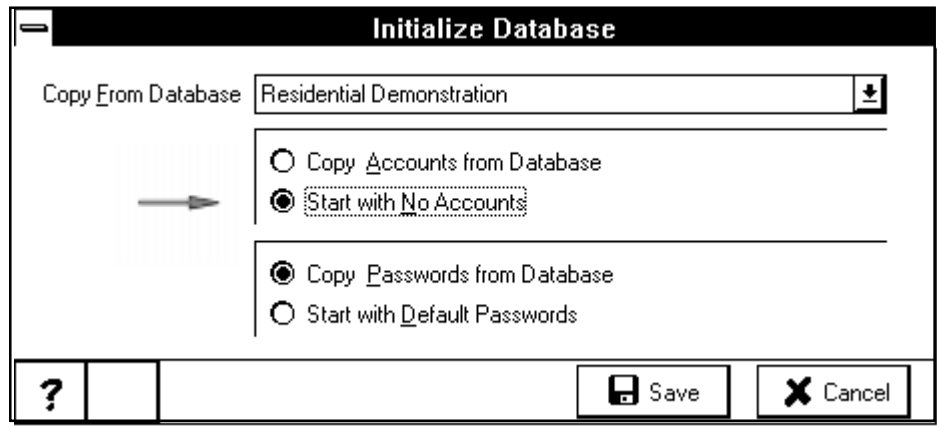
Initialize Your Database

1. Install the PROMAS Landmaster program.
2. Call to register - 800-397-1499. Registration establishes a database name and a limit large enough to hold the converted data.
3. As part of the registration you will go into your database. That process creates the basic database files and then displays the Initialize Database screen.

4. When the Initialize Database screen displays you have the choice of starting with no accounts or copying the accounts from the Residential Demonstration (or another established) database. Click Save after choosing.

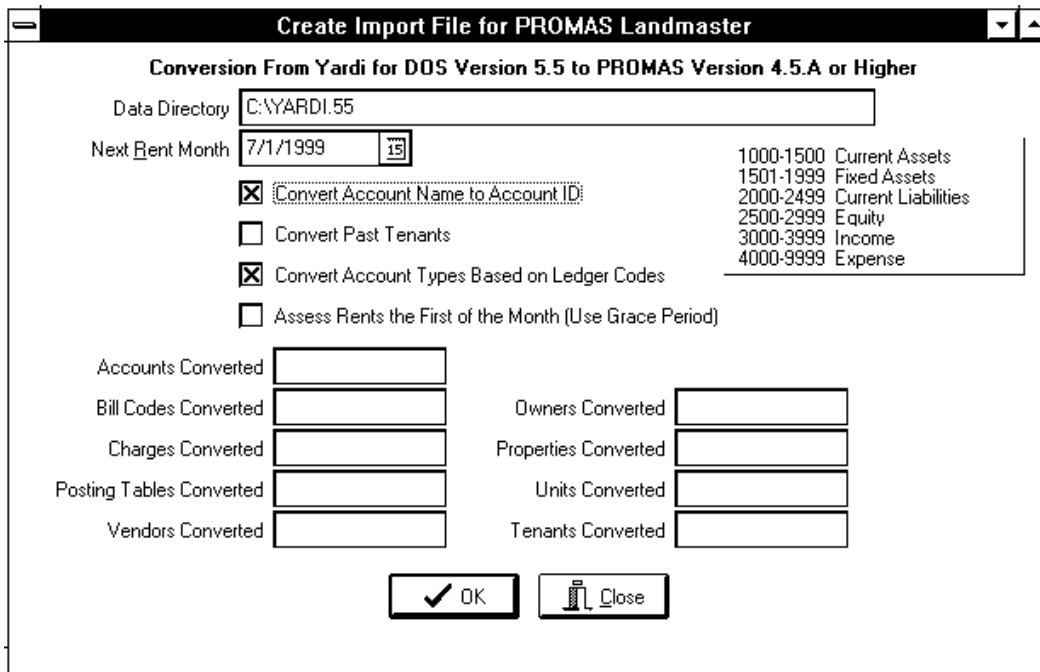
- If you are going to convert and use the Yardi DOS accounts then mark the radio button to Start with no Accounts.

- If you are going to start with the PROMAS default accounts, mark the radio button to Copy Accounts from Database.



Phase 1 - Creating the Import Files

5. Make a folder YARDI.55 on your C drive and copy the contents of your Yardi data file folder into the new folder.
6. Copy the contents of the conversion disk (conversion program - XYARD55.EXE) into the C:\YARDI.55 folder.
7. Execute the XYARD55.EXE file, which is in the Yardi.55 folder, from Windows. This will start the Phase 1 process of creating the import files. When the Create Import File for PROMAS Landmaster screen displays:
 - a) Designate the Data Directory containing the Yardi data files if it is other than the default.



b) There is a date field and four checkboxes allowing different options for the conversion.

- Next Rent Month

The date in this field will be used to determine the Next Scheduled Date for rent in the Tenant Profile. Set it to the first day of the month you expect to start using PROMAS.

- Convert Account Name to Account ID

Instead of the Account Code being the ledger code it is derived from the account code name. For example, if the ledger is 4010 and the account name is Rent, then the Account Code ID would be Rent and the ledger would be 4010; versus the Account Code ID being 4010 and the ledger being 4010. In both cases the account code long description will be Rent.

Refer to On-Line Help (search on ID) for an explanation of the use of the ID and Long Description.

- Convert Past Tenants. - If not checked, only current active tenants will be converted.
- Convert account types based on Ledger Codes.

Yardi 5.5 does not have account types. The type depends on which heading in Yardi the account falls under. If this box is not checked you must manually assign account types for each account. If checked, the accounts will convert as follows and you can change (correct) any that need to be changed after the conversion.

<u>Ledger</u>	<u>Account Type</u>
1000-1500	Current Assets
1501-1999	Fixed Assets
2000-2499	Current Liabilities
2500-2999	Equity
3000-3999	Income
4000-9999	Expenses

c) Click OK to start the conversion. The counts of items converted will be displayed. Verify that the numbers are reasonable. An I/O error 103 means that you are not pointing to the data folder that contains the Yardi data.

8. This completes Phase 1. Click the Close button.

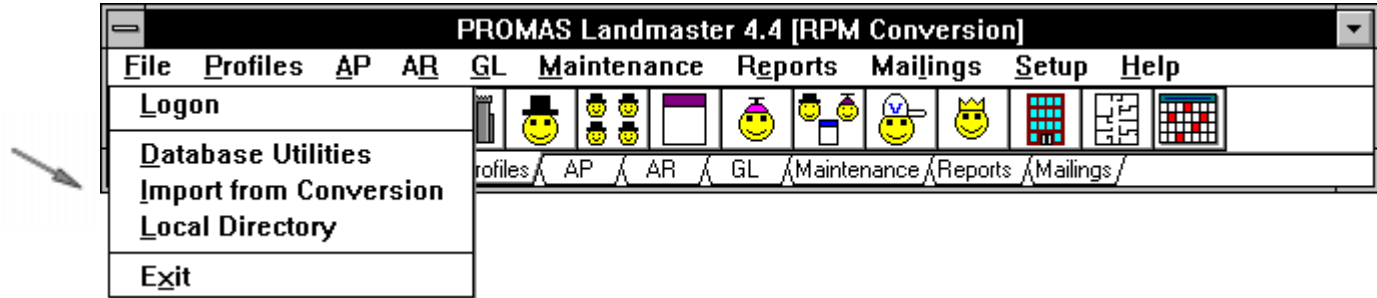
Phase 2 - Importing into PROMAS Landmaster

9. Start PROMAS Landmaster - select your database from the drop-down list, enter your User Name and Password and click OK.

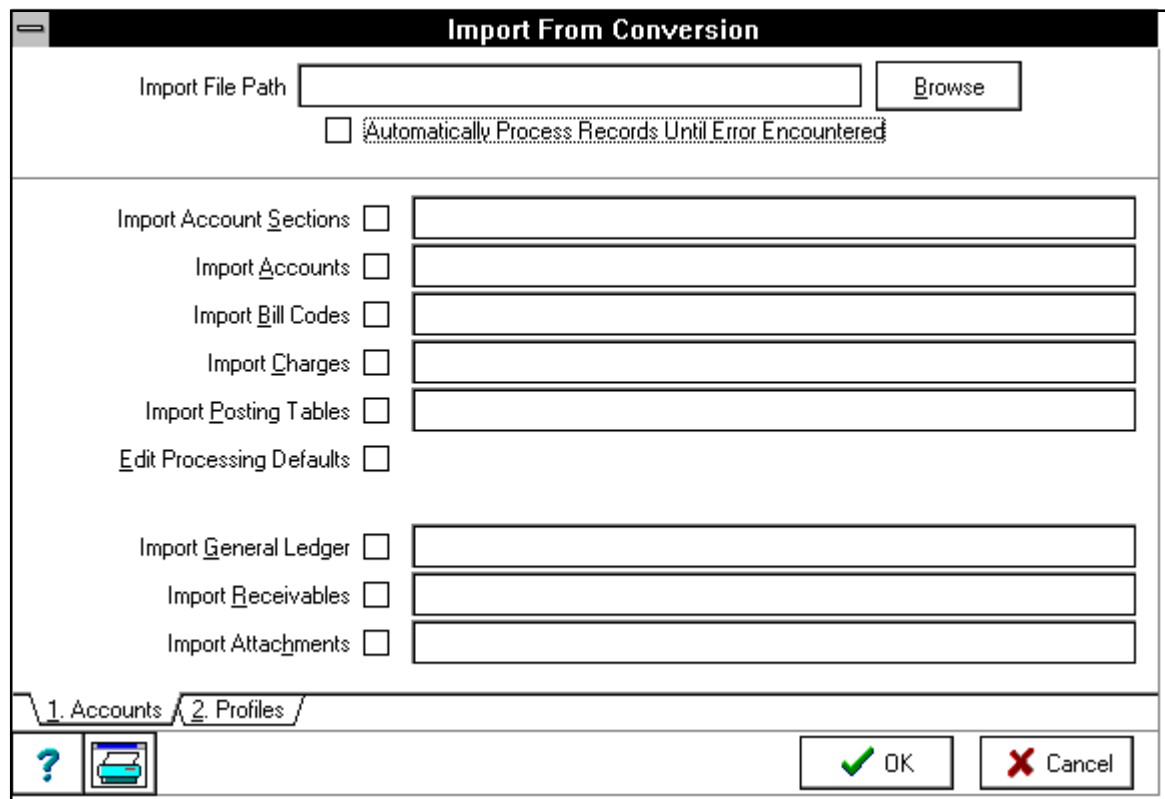
10. The PROMAS Landmaster main Speedbar will display. Click on File.



11. Click on Import from Conversion.



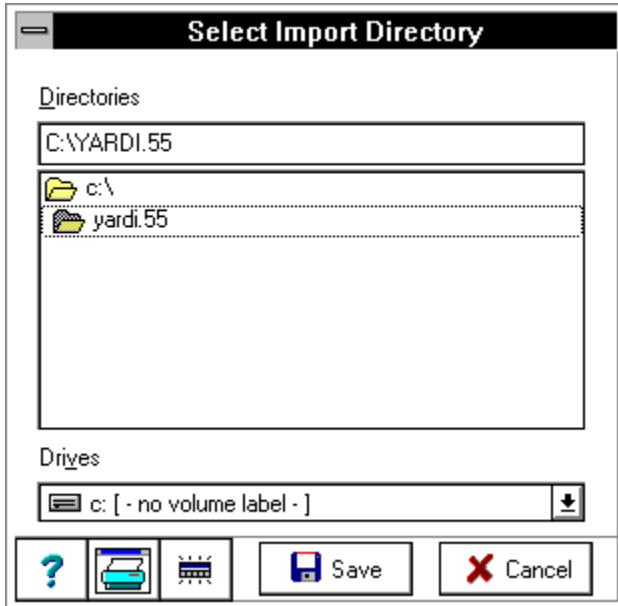
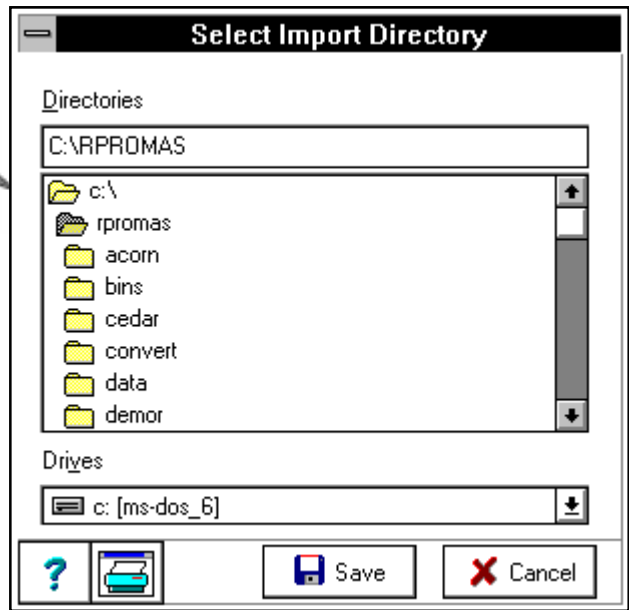
12. To choose the Import File Path, click the Browse button.



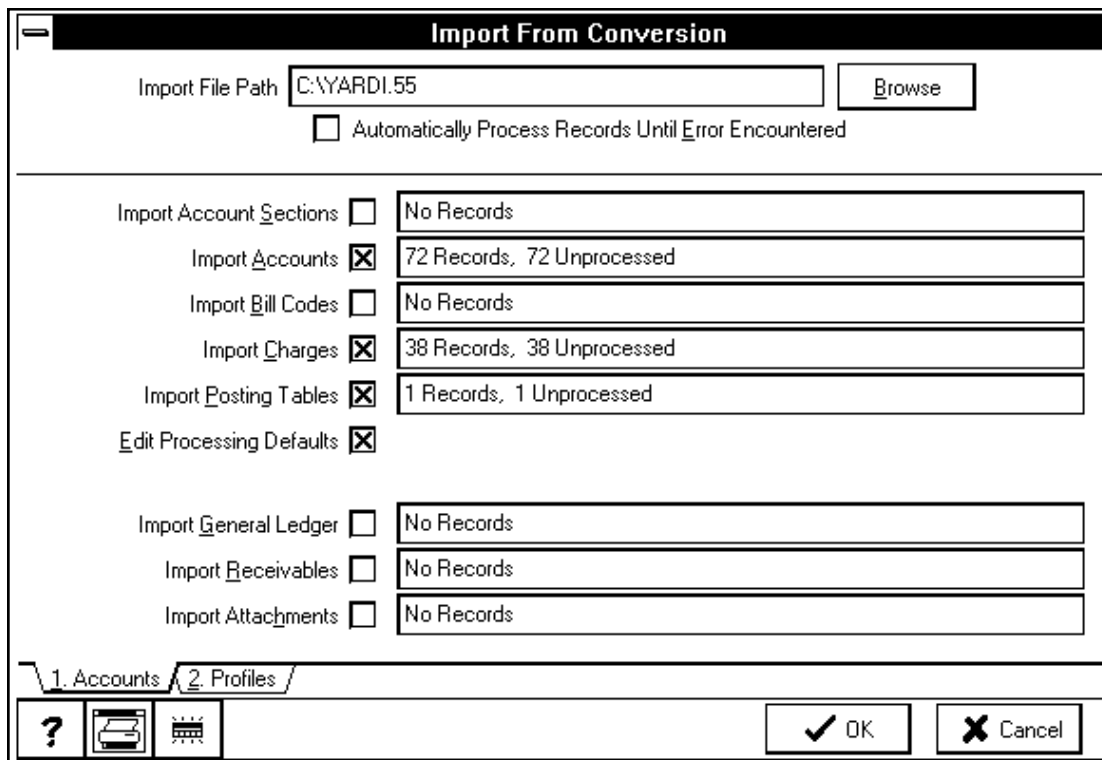
Double click on the C:\ folder and scroll down until you find the Yardi.55 folder.

Double click on the Yardi.55 folder and click Save.

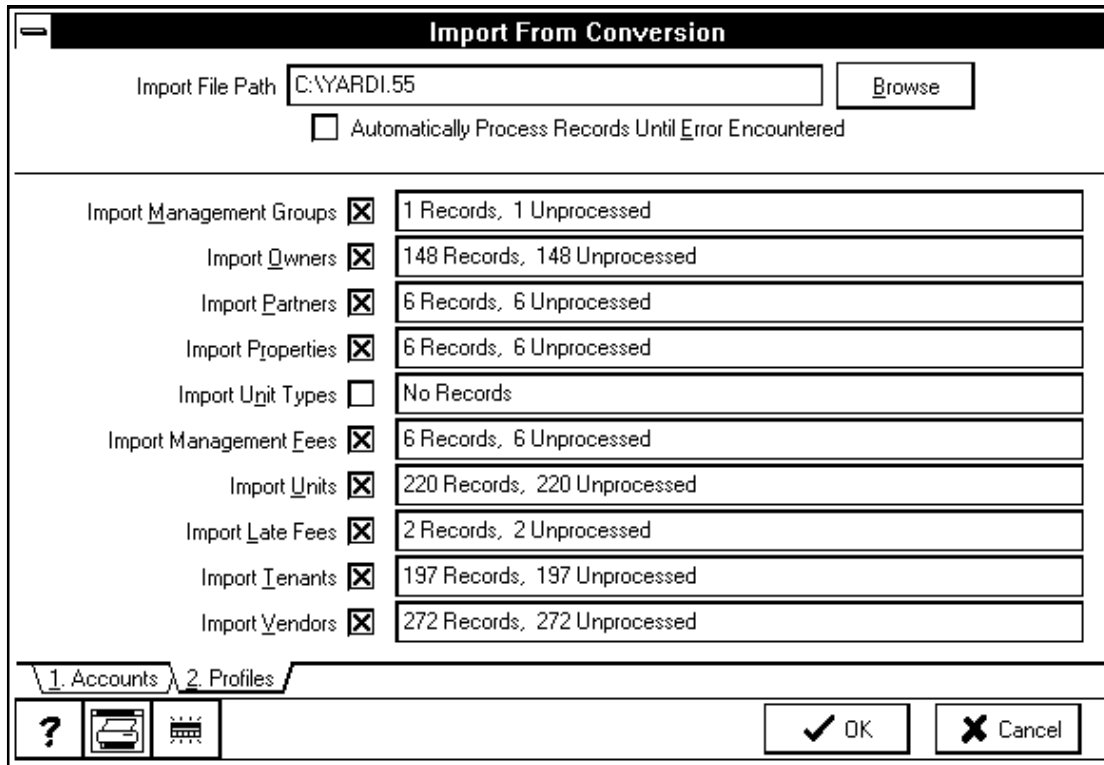
The Import File Path should be C:\Yardi.55. The converted records should fill in the screen as shown below.



This is the first page of information. Click on the Profiles tab to see the second page of information.



This is the second page of information.



13. Click on the check box for Automatically Process Records until Error Encountered. The alternative is to SAVE one record at a time.
14. If you decided to start with the PROMAS default accounts, blank all the checkboxes on the Accounts page except Edit Processing Defaults. Do the same if this is a second database you are importing. If you are converting your Yardi account codes you will also have to create a Posting Table. See page 11 of the conversion instructions for information about creating the Posting Table.
15. Click OK - the importing will start.

If something doesn't pass the edit requirements you will be prompted with an error window. Your choices are:

- Correct the information and SAVE
- SKIP the record so you can import it at a later time.
- REJECT the record
- STOP - you can pick up from where you left off later



Note: You should correct and save everything you can. Don't skip anything but vendors without consulting technical support. Do not REJECT any records.

16. As the accounts are being imported it may stop to have you choose the Check Style for each bank account. Choose the type you are going to use from the drop down list and SAVE. DO NOT SKIP or REJECT!

Note: Do not choose MICR unless you have all the account information available. The Check Style can be changed at any time.

17. When the import stops on the Processing Defaults screen you can enter defaults for the profiles that are being imported. As a minimum, put entries in the following fields by choosing from the drop down list. Click on the ? on the lower left to read the help section on Processing Defaults.

New Profiles
 Management Group
 Posting Table
 Accounting Method

Tenant Profiles

- Rent Charge
- Late Charge
- NSF Charge

Processing Defaults

Rent Charge: RENT: Rent

Late Charge: LATE FEE: Late Fee

NSF Charge: NSF: NSF Check Fee

Rate Table

Notices

Late Fee

Tenant Statement

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing

? [Printer] Save Close

Selecting a default for some of the other fields can decrease your startup time because it will enter the default value into the appropriate profile field. If you wait until after importing you will be required to make the entry into each profile.

New Profiles - optional

- Owner Statement - set up an owner statement profile that will fit most owners by clicking the flashlight button in the owner statement field. Use the statement layout on the right as an example.

Minimum Distribution - Enter the minimum dollar amount that an owner's distribution (draw) check can be.

Detail no memo, payee [Owner Statement]

ID: SIMPLE | Detail no memo, payee

Statement Header

Return Address: Management Group

Title: STATEMENT of ACCOUNT

Statement Body

Increases Label: Income

Decreases Label: Expense

Body Style: Owner Balance Details

Include Memos Include Payees

Include Unit Description

New Page for Each Unit's Details

Print Statement if No Activity

Running Balance

Summary Style

1. Statement Body 2. Additions

? [Printer] [Navigation] Save Close

Tenant Profiles - optional

Create profiles using the flashlight button associated with the field.

Rate Table - create a default rate table if you pay interest on all security deposits or collect taxes on rents.

Notices - create a default notice profile and notice letter if you send late notices to tenants.

Late Fee - If your late fee policy is the same for most of your tenants, create a default late fee profile.

Tenant Statements - create a default tenant statement profile.

Click the SAVE button when finished.

18. The import process will continue until the edit checking detects something. When the process is completed a message will display on the screen. Clicking OK will take you to the main PROMAS Landmaster speedbar.



19. Repeat steps 10, 11 and 12. This will let you review the Import from Conversion screens. Check each field on the Profiles tab. If there are any unprocessed records that you cannot justify please call technical support (800-397-1499) before proceeding.
20. If everything appears to be OK click CANCEL. This completes Phase 2.

Phase 3 - Startup

This phase involves all the considerations involving startup. We recommend that you read the appendices in the How To Supplement - "Information for New Users" and "Startup Considerations" and the section on Owner - Initializing Starting Balances. We recommend that the topics in Help, Contents, Training and Help, When to Setup a Partnership be printed and reviewed.

Go to Help, Contents, Startup and print the topic. Start at Step 1 and proceed through the guidelines. Pay particular attention to the sections on initializing the owner, partnership, tenant, management group and bank balances.

Reports you may want to print before posting transactions.

Partnership reports

- Ledger balances

Unit reports

- Expected management fees

- Managed units - sorted by unit

Tenant reports

- Tenant balances

- Lease expirations (sorted by month lease expires)

- Rent roll

- Security deposits

- Unpaid charge details

Ledger reports

- Balance sheet (consolidated)

- Trial balance (consolidated)

Bank reports

- Bank balance breakdown

Creating the Posting Table

If you decided to convert your Yardi accounts rather than use the PROMAS default accounts you will need to create a posting table. The posting table defines a set of default accounts to use when posting to the owner or management group ledger. It determines how the accounts receivable and accounts payable transactions post to the general ledger. Each owner profile and management group profile must have a posting table selected.

Use the example below and the explanation of posting tables in Help, Contents, Setup as a guide. If you don't have an account code matching an entry use the flashlight button to create one.

Standard [Posting Table]

ID STANDARD
Standard

Bank Accounts

<u>C</u> hecking	CHECKING: Bank Account Checking	↓	⏪ ⏩ 🔍
<u>T</u> enant Refund Checks	CHECKING: Bank Account Checking	↓	⏪ ⏩ 🔍
<u>E</u> scrow	ESCROW: Bank Account Escrow	↓	⏪ ⏩ 🔍

Assets & Liabilities

Accounts <u>P</u> ayable	AP: Accounts Payable	↓	⏪ ⏩ 🔍
AP Credit <u>M</u> emo	CREDIT: Credit Memo	↓	⏪ ⏩ 🔍
Accounts <u>R</u> eceivable	AR: Accounts Receivable	↓	⏪ ⏩ 🔍
Tenant <u>A</u> dvance Payment	ADVANCE: Advance Payments	↓	⏪ ⏩ 🔍
Tenant <u>O</u> pen Credit	OPEN: Tenant Open Credits	↓	⏪ ⏩ 🔍

1. Banks, Assets and Liabilities /
 2. Income /
 3. Expenses /
 4. Distributions /

?
🖨️
🏠
⏪ + ⏩
💾 Save
🚪 Close

Standard [Posting Table]

ID STANDARD
Standard

Income

<u>M</u> anagement Fee Income	MF INCOME: Management Fee	↓	⏪ ⏩ 🔍
<u>L</u> easing Fee Income	LEASE: Leasing Fee Income	↓	⏪ ⏩ 🔍
AP <u>D</u> iscounts Taken	DISCOUNT: Discounts Taken	↓	⏪ ⏩ 🔍
<u>A</u> P Discount Income	DISCOUNT: Discounts Taken	↓	⏪ ⏩ 🔍
<u>B</u> ank Interest Earned	DEP INT: Deposit Interest	↓	⏪ ⏩ 🔍

Retained Earnings

Prior Year <u>E</u> arnings	RETAINED: Retained Earnings	↓	⏪ ⏩ 🔍
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1. Banks, Assets and Liabilities /
 2. Income /
 3. Expenses /
 4. Distributions /

?
🖨️
🏠
⏪ + ⏩
💾 Save
🚪 Close

Standard [Posting Table]			
ID	STANDARD	Standard	
Expenses			
Management Fee Expense	MF EXPENSE: Management Fee	↓	◀▶
Leasing Fee Expense	LEASE FEE: Leasing Fee	↓	◀▶
Bank Returned Item Expense	NSF BANK: NSF Check Bank Fee	↓	◀▶
Bank Service Fee Expense	BANK SERV: Bank Service Charge	↓	◀▶
Early Payment Discount		↓	◀▶
<p>1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /</p> <p>? [Printer] [Grid] [◀ + ▶] [Save] [Close]</p>			

Standard [Posting Table]			
ID	STANDARD	Standard	
Distributions			
Distribution Check or Transfer	CASH OUT: Cash Distribution	↓	◀▶
Owner Contribution or Transfer	CASH IN: Cash Contribution	↓	◀▶
Transfer To Partnership	XFER OUT: Transfer Out-Partnership	↓	◀▶
Transfer From Partnership	XFER IN: Transfer In-Partnership	↓	◀▶
<p>1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /</p> <p>? [Printer] [Grid] [◀ + ▶] [Save] [Close]</p>			