

TRAINING 2025



UNLEASH YOUR WORKPLACE POTENTIAL

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YARDI: Training on how to use the YARDI solution for managers and accountants

Objectives:

Be able to carry out various accounting operations within the YARDI software.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Real Estate Accountants and Managers

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 2 trainees and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

Accounts receivable auxiliary accounting:

- Tenant collection
- Reversal of collection
- Start a Direct Debit
- Tenant reimbursement
- Loss of a debt
- Reporting AR (transaction register, aging report, tenant ledger)

General accounting :

- Accounting for a DO
- Cancel a DO
- Transaction register

Expense Management :

- Payscan Overview
- Mail an invoice
- Workflow restart
- Placing a Payable
- Spend a credit rating
- EFT Supplier Payment
- Payment suppliers cheques
- Cancel a payment
- Cancel a payable / credit note
- Placing an FRS refund in the bank

Reporting:

- Consultation FRS
- Consultation RIB FRS
- Reporting
- Trial Balance

YARDI: Training in Using the YARDI Solution for Accountants

Objectives:

Be able to carry out various accounting operations within the YARDI software.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Real Estate Accountants

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

Accounts receivable auxiliary accounting:

- Tenant collection
- Reversal of collection
- Start a Direct Debit
- Tenant reimbursement
- DG and tenant balance monitoring
- Cancel a DO
- Reclassification of encumbrances

Accounts payable subledger:

- EFT Supplier Payment
- Payment suppliers cheques
- Cancel a payment
- Going to the bank for a refund frs

General accounting / taxation:

- Cancel a DO
- Tax setup
- VAT proportion
- OD with VAT
- VAT/CRL Framing

Reporting :

- Transaction Register
- Tax reporting
- Reporting
- Trial balance
- Reporting YSR

Optional, weather permitting:

- "Setting up deductible spreads"
- "Calculation of deductible spreads"
- "Adjustment of spreads"
- "Generation of averaging entries"

YARDI: Using PayScan Software for Managers/Vendors

Objectives:

Be able to manage service contracts, POs and supplier invoices.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Supplier Manager

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

0.5 DAY (4H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral and written questions / Practical exercises on the software

Contents:

- Management of contract services
- Management of supplier POs
- Supplier invoice management

YARDI: Overview Training: A General Overview of the YARDI Tool

Objectives:

Familiarize yourself with the different YARDI tools.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

YARDI Beginner or Tool Viewer Profile Only

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

0.5 DAY (4H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

App presentation:

- YardiOne
- Client Central
- Elevate
- YardiVoyager
- CRMFlex

General navigation + reporting:

- Elevate
- YardiVoyager

YARDI: Administrator Training: Menu Management; Workflow; Security; ETL

Objectives:

Know how to carry out the technical configuration of the tool in order to ensure YARDI administrative management.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Administrators

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

Security :

- Menu management
- User Management
- Group Management
- Permission management
- Role Management

Workflows :

- Workflow management
- Auto-attach workflow
- Workflow restart
- Workflow dashboards

ETL :

- Group Management
- Foreign DB Management
- Creating an ETL file
- Import ETL
- Handling import errors

YARDI: Fixed Asset Management Training

Objectives:

Know how to track fixed assets (depreciation) on YARDI

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Accounting

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

Settings :

- Deprecation groups
- Assets groups
- Asset types

Management :

- Asset creation
- Depreciation status
- Asset transactions (sale, merger)
- Asset reporting
- Accounting reporting

YARDI: Knowing how to set up expense accruals within the YARDI software

Objectives:

Know how to set up, maintain and manage to establish the regularization of charges.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

Managers & Accountants

Technical means and tools made available:

1 computer per trainee connected to the internet. YARDI solution installed on the workstation.

Means of supervision of the training:

Consultant YARDI

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

Settings :

- Allocation keys
- Regularization profiles
- Recoverable accounts
- Ceilings and load levels per tenant

Management :

- Invoicing of provisions
- Entry of recoverable expenses
- Entering Adjustments
- Regularization of charges
- Regulator Billing
- Cancellation

ARCHIBUS: Training in the use of Smart Client for AutoCad

Objectives:

Be able to carry out the various operations which consist of:

- Integration of AutoCAD plans into ARCHIBUS (New plans)
- Or the modification of ARCHIBUSES plans

Level of prior knowledge required:

AutoCAD basics:

- Managing Layers
- Drawings of closed polylines, regions, blocks
- Attribute data

Target audience:

AutoCad Drafters

Technical means and tools to be made available:

1 computer per trainee connected to the internet and benefiting from an ARCHIBUS user account. The Smart Client client tool version 2023.04.1.20 installed on the user PC. Full AutoCAD version 2021 to 2023.

Means of supervision of the training:

Consultant ARCHIBUS

Duration and organization of the training:

0.5 DAY (4H) / Face-to-face

Minimum 1 trainee and maximum 6 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

- Introduction to the basic concepts
 - Software Architecture
 - Relational database
- Introducing the SMART CLIENT Interface for AutoCAD
 - Overview of the key features of Smart Client
 - Login, navigation, ergonomics, toolbar
 - Introduction to Filters in Smart Client
 - Plan management: extract, save the plan
 - Overview of the ARCHIBUS interface for AutoCAD
 - Management of ARCHIBUS Assets
 - Define an asset layer (RM, WHOLE,...)
 - Edit data
 - Edit multiple data
 - Number premises based on predefined rules
 - Decatalog
 - Attach a polyline to an already existing record in the database
 - Restrict grid
 - Manage the size, position, and justification of texts in plans
 - Reconcile and Delete Asset Properties tools
 - Typical operations on the
 - Merging two premises
 - Splitting a room in two
 - Drawing a region
 - Publication of a plan.

ARCHIBUS: Training in the use of ARCHIBUS for Space and Occupancy Management

Objectives:

Be able to carry out the various Actions related to Occupancy Management within the ARCHIBUS software

Level of prior knowledge required:

Use of a computer and know how to navigate the internet

Target audience:

Advanced ARCHIBUS user

Technical means and tools to be made available:

1 computer per trainee connected to an internet and benefiting from an ARCHIBUS user account.

Means of supervision of the training:

Consultant ARCHIBUS

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 6 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

- Introduction to the use of ARCHIBUS
 - Login, navigation, homepage, ergonomics
 - Favorites management
- Space attribute data
 - Manage Part Categories and Types
 - Manage Parts Standards
- Organizational Attribute Data
 - Manage Organizational Units
 - Manage divisions
 - Manage departments
- Space Console
 - Viewing a plan
 - Space Console – Use Filters
 - Space Console – Advanced Features: Highlights, Labels, Captions
 - PDF export of drawings and Excel export of parts data
 - Manage the attributes of a part: Category, Type of Parts, Capacity, Division, Department, Prorate, etc.
- Occupancy Management
 - View the list of employees
 - Find an employee
 - Move an employee from the space console
 - Manage an employee's attribute data
- Commerce
 - See Allocations and Performance Indicators
 - View standard Occupancy reports in ARCHIBUS

ARCHIBUS: Deploying ARCHIBUS Standard APIs

Objectives:

Be able to deploy standard ARCHIBUS web services

Level of prior knowledge required:

- Basics of ARCHIBUS (or any other IWMS) highly appreciated but not essential
- Familiarity with API concepts is appreciable

Target audience:

Anyone with technical knowledge or technical interests (developer, IT manager, etc.)

Technical means and tools made available:

One computer per trainee connected to the internet with an ARCHIBUS user account with the API-USER role. The POSTMAN tool must be installed on the trainee's computer.

Means of supervision of the training:

Consultant ARCHIBUS

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 6 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

- Introduction to the use of ARCHIBUS
- Configuring the POSTMAN Tool
- API Definition & Types
 - o Defining APIs
 - o Types of APIs
 - o Creation of Datasources
- Deploying APIs
 - o Technical prerequisites (Environments, configurations)
 - o Authentication Methods
 - o API querying
 - o Deployment Demo
 - o Error management (Common error codes, debugging, etc.)

ARCHIBUS: Managing moves in ARCHIBUS

Objectives:

Be able to carry out the various actions related to the management of moves within the ARCHIBUS software.

Level of prior knowledge required:

Use of a computer and know how to navigate the internet

Target audience:

ARCHIBUS User

Technical means and tools made available:

One computer per trainee connected to the internet with an ARCHIBUS user account.

Means of supervision of the training:

Consultant ARCHIBUS

Duration and organization of the training:

1 DAY (8H) / Face-to-face

Minimum 1 trainee and maximum 6 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Oral questions / Practical exercises on the software

Contents:

- Introduction to the use of ARCHIBUS
 - Login, navigation, homepage, ergonomics
 - Favorites management
- Initial configuration in ARCHIBUS
 - Organization Management
 - Employee Management
 - Wealth Management
 - Asset Management
- Moving management in ARCHIBUS
 - User roles
 - Types of moves (individual, group, equipment)
 - Moving workflows
 - Moving actions
- Moving console
 - Use filters
 - Create a move request
 - Edit a move request
 - Tracking of tasks and stages of the move
- To go further
 - Create moving questionnaires...
- Commerce
 - View available parts
 - View moves by organization or location

ARCHIBUS: JIRA – Create and track a JIRA ticket

Objectives:

Be able to create, track, and close a ticket under the Jira tool

Level of prior knowledge required:

Use of a computer and know how to navigate the internet.

Target audience:

- Project Managers
- Responsible for incident management
- Administrators

Technical means and tools made available:

1 computer per trainee connected to the internet and benefiting from a JIRA user account.

Means of supervision of the training:

Consultant AREMIS

Duration and organization of the training:

2H / Face-to-face

Minimum 1 trainee and maximum 8 trainees per group

Price:

From 750 € per person (varies according to the location, the number of participants, etc.)

Training location:

TBD.

Teaching methods and methods :

The training will begin with a presentation of the learners and the collection of their needs and expectations according to their activities and those of their companies.

Demonstration of the functionalities by the trainer and practical exercises (each point of the program will be treated in the same way).

Means of evaluation of the acquired skills implemented:

Evaluation questionnaire

Contents:

- Introduction to Jira
 - Presentation of the tool
 - Navigation (Dashboard, Projects, Issues)
- Creating a ticket
 - Ticket types in Jira (Bugs, Tasks...)
 - Creating a ticket (Fields, attachments...)
 - Best practices
 - Ticket Assignment
- Ticket tracking
 - Consult tickets (Filter, search, tables...)
 - Update the ticket (Comment and statuses)

REGISTRATION PROCEDURES

Contact:

For more information on this training, please contact: JOAQUIM

Eva, e.joaquim@aremis.com

Registration procedures and access deadlines to our training:

To register for our training, please contact: JOAQUIM Eva, e.joaquim@aremis.com

A study of your needs will be carried out, and a personalized program adapted to your expectations will be proposed.

A registration form will also be completed and returned to us.

A training schedule will be defined according to the availability of the trainer and the trainees. Once your registration has been validated, we will send you a training agreement and a summons by email 7 to 3 days before the start of the training.

Accessibility for people with disabilities

The law of 5 September 2018 on the "freedom to choose one's professional future" aims to facilitate access to employment for people with disabilities.

Our organization tries to give everyone the same opportunities to access or maintain employment.

We can adapt some of our training methods, for this, we will study your needs together. For any questions, please contact : JOAQUIM Eva, e.joaquim@aremis.com

INTERNAL RULES APPLICABLE TO TRAINEES

Article 1:

These regulations apply to all trainees for the duration of the training followed.

In accordance with Article L6352-4 of the Labour Code, these internal regulations determine:

- 1° The main measures applicable in terms of health and safety in the establishment;
- 2° The rules applicable to discipline, in particular the nature and scale of the sanctions applicable to trainees as well as their rights in the event of a sanction;
- 3° The terms and conditions under which the trainees are represented for training actions of a total duration of more than five hundred hours. (if applicable: cf.)

HEALTH AND SAFETY

Article 2:

The prevention of the risks of accidents and illnesses is imperative and requires everyone to fully comply with all applicable health and safety regulations. To this end, the general and specific safety instructions in force in the organization, when they exist, must be strictly complied with under penalty of disciplinary sanctions.

When the training is provided on the customer's premises, the health and safety rules of the customer's internal regulations apply; The provisions relating to the discipline and representation of trainees in these internal regulations remain valid and must be brought to the attention of the trainees.

GENERAL DISCIPLINE

Article 3:

It is strictly forbidden for trainees to:

- being disrespectful to the trainer or other trainees
- entering the establishment in a state of intoxication,
- to bring alcoholic beverages into the premises,
- to leave the internship without reason,

TRAINING ATTENDANCE

Any accident, even apparently benign, that occurs to a trainee during the course must be immediately reported to the management of the training organisation, either by the person concerned himself or by any person who has knowledge of it. It is in the interest

of the trainees to inform the training manager of any health problems (e.g. back pain, respiratory problems, physical disabilities) in order to allow, if necessary, an adjustment of the proposed exercises.

The training schedules are set by the training organization. They are brought to the attention of the trainees when the training programme is handed over. Interns are required to adhere to these schedules. The training manager reserves the right, within the limits imposed by the provisions in force, to modify the training schedules according to the needs of the service. Trainees must comply with the changes made by the training manager to the training organisation schedules. Latecomers must immediately inform the trainer of the reasons for their delay. Depending on the operating conditions of the courses, the latecomer may be required to actually retake the course only at the time indicated by the trainer.

Repeated and unjustified delays may result in one of the sanctions provided for in these internal regulations.

SANCTIONS

Article 4:

Any act considered to be at fault by the director of the training organisation or his representative may, depending on its nature and seriousness, be subject to one or other of the following sanctions in order of importance:

- written warning by the Director of the training organisation or by his representative;
- blame
- permanent exclusion from the training.

DISCIPLINARY GUARANTEES

Article 5:

No sanction may be imposed on the trainee unless he or she is informed at the same time and in writing of the grievances against him/her.

Article 6:

When the director of the training organisation or his representative intends to impose a sanction, he or she shall summon the trainee by registered letter with acknowledgement of receipt or delivered to the person concerned against a discharge indicating the purpose of the summons, the date, time and place of the interview, unless the sanction envisaged is a warning or a sanction of the same nature which does not have an immediate impact on the trainee's presence for the continuation of the training.

Article 7:

During the interview, the intern may be assisted by a person of his or her choice, an intern or an employee of the organisation. The summons mentioned in the previous article shall state this option.

During the interview, the reason for the proposed sanction is indicated to the trainee, whose explanations are collected.

Article 8:

The sanction may not be imposed less than one clear day or more than fifteen days after the interview or, where applicable, after the Disciplinary Committee's opinion has been transmitted.

It is the subject of a written and reasoned notification to the trainee in the form of a letter delivered against discharge or a registered letter.

Article 9:

When an act considered to be at fault has made a temporary precautionary measure of exclusion with immediate effect essential, no definitive sanction relating to this act may be taken without the trainee having first been informed of the grievances against him or her and, possibly, having been summoned to an interview and given the opportunity to be heard by the disciplinary committee.

Article 10:

The director of the training organisation informs the employer, and possibly the OPCO covering the training costs, of the sanction taken.

TRAINEE REPRESENTATION

Article 11:

For each training period lasting more than 500 hours, a titular delegate and a substitute delegate are elected simultaneously by single-member ballot in two rounds.

All trainees are eligible to vote and to be eligible, except for prisoners admitted to participate in a vocational training course.

Article 12:

The director of the training organisation organises the poll which takes place during the training hours, no earlier than 8 p.m., no later than 40 hours after the start of the course.

When the trainees cannot be represented, he draws up a deficiency report which he sends to the regional prefect with territorial jurisdiction.

Article 13:

Delegates are elected for the duration of the course. Their duties end when they cease, for any reason whatsoever, to participate in the internship.

If the titular delegate and the substitute delegate have ceased their duties before the end of the probationary period, a new election shall be held under the conditions provided for in Articles R.6352-9 to R.6352-12.

Article 14:

The delegates make any suggestions to improve the course of the internships and the living conditions of the trainees in the training organization. They present all individual or collective complaints relating to these matters, health and safety conditions and the application of the internal regulations.

PUBLICITY OF THE REGULATIONS

Article 15:

A copy of these rules is given to each trainee (at the time of the convocation).

CLAIM

To submit a complaint, please send an email to Eva JOAQUIM:
e.joaquim@aremis.com

Your claim must be received no later than 60 days after the end of the training. You will receive a response within 30 days of receipt of the request.

Done in Paris, 4 March 2024