



TEAMS MAKE IT WORK™

# CONSTRUCTION ACCOUNTING

## PAYROLL PROCESSING

### HIGHLIGHTS

#### Applications:

QuickBooks, Appfolio & Google Drive

#### Volumes:

Approx. 200 Invoices per week across all properties

#### Issues

- Entries had to be passed on every Thursday so that payments can be processed on Friday due to which there was no buffer time available to enter any missing or rectifying invoices if it all had to be done by client (in-house)

#### How did client benefit:

- Time zone advantage, Intellisys processes, reviews all entries & sends queries by Thursday morning so the client can focus just on resolving queries to meet the process timelines.
- Brought down cost by 50%

Intellisys Technology LLC is a BPO consulting company headquartered in Oak Brook, IL, USA. For more information on our service offerings please contact us at:

**Intellisys Technology, LLC**  
**700 Commerce Drive, Suite 500, Oak Brook, Illinois 60523**

☎: (630) 928 1111

[www.intellisys technology.com](http://www.intellisys technology.com)

### Nature & Portfolio of Client:

Residential Real Estate Management Company based out of Cincinnati-Dayton Metroplex with over 2,200 single / multi-family properties

### Nature of Process: Construction Accounting – Payroll Processing

**Nature of Transactions:** Vendor Invoices & Timesheets for Building improvements

**Purpose of the Process:** Capture all the construction payroll related expenses for some properties in QB and for remaining in Appfolio in order for the client to process their payments

### Challenges:

- Several Invoices have multiple line items, each pertaining to different Property / Entity, without any reference to identify the Property / Entity
- While client uploads Invoices, due to tech issues or large file size do not get uploaded properly so they become inaccessible
- Invoice number is many times unavailable
- Queries generally are about property or vendor or cost code missing
- Update report in google sheet where all invoices are pre-listed by client against which we enter amount of the respective invoice reflecting as it has been processed in QB, no other details in the report must be altered

### Intellisys' Role:

To mitigate or overcome challenges, Intellisys follows industry's best practices such as

- In case Invoice number is unavailable, we mention as "Multiple Properties" against reference no. if file consists of line items pertaining to multiple properties & if file consists of line items pertaining to single property then we mention address of such property
- Client sometimes manually marks on the invoice to segregate the line items in the invoice, property-wise. Else, we approach Vendors to identify the relation & suggest them to raise separate invoice for each property.
- We persistently follow-up with client on all pending queries to get them clarified so that next time when similar query arises, we can process them without hick-ups
- Google sheet is updated by a process lead at the time of review to ensure it's not modified due to oversight
- Unexceptional cases when delay is caused due to tech reasons, we inform client & process the invoices on next day