

## Association

PROMAS Association Version offers the following features:

Windows 98, NT, 2000, XP, Vista, Windows 7 and network compatible Fully integrated double entry accounting functions: general ledger, accounts payable, accounts receivable; simultaneous cash, accrual and modified cash reporting MICR check printing; electronic filing for 1099's Multiple bank, checking accounts; escrow accounting; bank statement Late fees based on % of rent charges; fixed amount; % of rent plus fixed amount; per day \$ amount Letters - custom design; multiple notices per tenant; profile, balance information insertion into letter; multiple page; send to any subset of owners, tenants, vendors, export to Word. Notes - by association, unit, member; scheduled or one time; generate a reminder Member - separate accounting; prepayment processing; emergency information; statement printing. History transactions - multiyear member, bank, check, invoice; receipt; filter, edit, void, reverse, NSF posted transactions Bank - reconciliation by account; deposit slip posting; bank to bank transfers; edit deposits; check and deposit history Invoices - enter into a holding file; pay when due; auto convert from work orders; multiple line items; specify dated discounts; add vendor on the fly; bill to units Charges - automatic fees; multiple line items per charge; easily reversed or voided; new charges while posting receipts Receipts - distribute per preset priority; apply open credits; print receipt form; post prepayments; add new charges; edit unpaid charges Reports - more than 100; selectable date ranges, sort orders; restrict to, limit to, based on balance subsets; export to other applications; preview on screen; consolidate financial reports Work orders - print for vendor; status tracking through life cycle; vendor evaluation section; import into invoices; history; asset tracking and reporting Violation tracking - print or email to vendor; status tracking through life cycle; vendor evaluation section; import into invoices; hold back from owner distribution; asset tracking and reporting More features.