

Current Version

Version 6.9 is the current production release. As always, minor improvements are periodically added to a production release - they are detailed in this bulletin. Even though you may have the mailed update option, we encourage you to download when minor changes are implemented. Check your version by going to Help, About. The most recent version is 6.9.31 Release 2006.7.26. If you are not on that version, we recommend you download it at your earliest convenience.

Owner Paid Expenses

Suppose an owner decides to pay for a renovation or major appliance by credit card rather than sending you funds to pay from the Trust fund. It certainly makes sense to want to have a record of the expense to the property, but how can you do it without affecting the bank account?

Assume that a new furnace was installed and you entered a work order to track the process. The invoice from the vendor was given to the owner, who paid for it by credit card. To close the work order, make the status resolved and enter the details in the work description field. To record the expense on the owner ledger, enter a journal voucher with one line item for the expense (Furnace) and a second line of Cash Contribution. Enter an appropriate memo and comment.

Applicants

Because many applicants never become tenants, and some apply for one unit but end up renting another, it is impractical to assign applicants to a rentable active unit. Setting up an owner with an ID of Applicant and a unit with the same ID allows you to enter applicant tenants for recording application fees and keeping notes relative to their prospective tenancy.

While in the application process, tickler reports limited to the note type can be run. When the applicant becomes a tenant, the tenant profile is assigned to the leased unit. If tenancy doesn't occur, change the status to past inactive.

For details on setting up the profiles, refer to the How To document on Applicant.

Deposit Slip – Add to / Remove

If the deposit slip items recorded in PROMAS don't match those on the slip taken to the bank, you will need to add to or delete receipts from the slip. The process to accomplish this is to record any additions so they are awaiting deposit. Then go to <<GL, Bank History>>, select the bank account, find the deposit and then void it, making the void date the original posting date. That will put those receipts back into Deposit Receipts. Then go to <<GL, Deposit Receipts>>, choose the bank account and mark all items that should be on the deposit slip, print and post. Other items still awaiting deposit should be put on the appropriate slip.

Find List Behavior

The Find List is the vehicle for selecting a profile to edit or review. How you access the Find List will dictate how the list behaves relative to past inactive tenants.

In the Tenant Profile and Cross Reference, the past inactive tenants will populate the Find List when the Show All checkbox is marked. In Tenant History and Tenant Receipt the past inactives are excluded from the Find List whether the list is generated via a unit or a tenant selection process.

Training

If you are interested in attending a training class at our Vienna, Virginia office, please contact us by email or phone. When we have seven interested attendees we will work out a date to have the class.

We will schedule training for a company provided there are at least 4 attendees. Call 800-397-1499 for details.

In PROMAS, click Links, Training Schedule

Backing Up

What to back up

Your normal (daily) backups should include all of the database folders. If you only have one database, which is the norm, you will want to back up the folder identified in << Help, About >> as the Data Folder.

If you have multiple folders because you performed a purge then you should have an archive backup that contains the pre-purge databases. Backing up these folders should be done when you do the monthly backups.

Our recommendation is that the monthly backup include the entire Working Folder identified in << Help, About >> .

Compressed Files

There are several ways to back up a PROMAS database. A convenient one is to create a compressed (zipped) file containing all the data files needed to restore. The process involves going to Help, About and clicking the button Send Zipped Data. The compressed file will be in the RPROMAS\Support folder with the name LL6_data.zip. That file can be copied to a CD or emailed as an attachment.

Ways to back up

Backing up can be initiated in the following functions within PROMAS:

Help, About, Send Data button – this copies the essential database files into the RPROMAS\Support folder (where RPROMAS is the working folder).

Help, About, Send Zipped Data button – this creates a compressed file of all the essential database files in the RPROMAS\Support folder (where RPROMAS is the working folder).

File, Backup Database – this copies the essential database files to the RPROMAS\DATA\year-month-day folder (where RPROMAS is the working folder and DATA is your data folder).

Mailings dropdown, Internet Publishing, Backup Data to HomeRentals.net button – uploads a compressed (zip) file of the essential database files to the HomeRentals.net website. A copy of your backup will be made available upon request. Of course, you must have a subscription agreement with HomeRentals.net

Notice Tenants

Want to see the tenants who have given notice? When a tenant gives notice you should enter a Schedule Expires date in the tenant profile. That date will then appear in the Tenant Find List as Rent Ends (new in this release). To view the tenants by date of Schedule Ends, go to the Tenant Find List. Use the horizontal scroll bar to see the Rent Ends field. Click on Group view, drag and drop the Rent Ends box into the Group box. Slide the horizontal scroll to the left and choose the date to view.

Inactive Tenants

The Tenant History for tenants whose status is inactive is available from the Tenant Profile or the Cross Reference function. Going to Profiles, Tenant Profiles and clicking on the Show All checkbox will add the past inactive tenants to the Find List. The normal search process is used to select the tenant. After selecting, use the Tenant History speedbutton on the bottom line to access history transactions.

The Cross Reference function can get you to the past inactive tenants by using the Unit as the selection criteria and then highlighting the past inactive tenant and clicking on the Edit Tenant button to get to the Tenant Profile. From there you can use the Tenant History speedbutton to get to the transactions.

Reconciliation Report

The reconciliation report that is printed prior to posting cannot be replicated after posting. You can print the report again, but it can only include the opening balance, closing balance and the items cleared. To retain a copy that includes the bank summary section and the Ledger Balance summary section, we suggest that you preview the report and prior to printing you click export and save the report in PDF format on your hard disk. Set up a folder to store each reconciliation report. Prior to saving, name the report with the date of the reconciliation closing date.

Split Deposits

A split deposit is when a receipt is posted on one of the last days of the month and the deposit slip is dated the next month. This results in an owner balance being greater than the Bank Activity balance when reports are run for the last day of the month. It can also happen when a receipt is posted on the first of the month, but the deposit slip is dated the end of the prior month. This results in an owner balance being less than the Bank Activity balance for the end of the month.

The split deposit amount is identified on the Bank Balance Breakdown report and the Split Deposit report. While there is nothing wrong with this situation, we recommend that payments received in a month be posted on a deposit slip dated that same month.

Request an Audit Review

A service performed by our experienced support staff. This is how it works: You send a backup of your data to us (see the Help on Send Us Your Data). We will audit your records and analyze your setup. You will receive a full report of our findings and recommendations. Pricing is based on one posting table.

Pricing - \$150

Call 800-397-1499 for more details.