

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 6.9.33 Release 2006.10.11. Users with mailed updates were mailed CD's of version 6.9.32 2006.8.21.

Previous bulletins are available at www.promas.com/support.htm

Option

A tenant receipt can be printed prior to posting by clicking the <Print> button on the Tenant Receipt screen. After printing you are returned to the Tenant Receipt so that you can post the receipt by clicking <Post> or <New> .

If you would like the <Print> option to also execute the <New> option - that is, print the receipt, record the receipt and bring up a blank receipt screen - you can do that with a Custom Programming option in <<Setup, Processing Defaults>> . Go to <<Setup, Processing Defaults>> . Click on the RPM tab. In the Customized Programming Options block, type **/printandpost**.

Letter Substitution

A new substitution *Majority Phone Number* will insert the owner phone numbers into the body of a letter. If you have already set up a merge document for Microsoft Word you will need to add that substitution using the <<Mailings, Edit Letter>> function.

New Report

A new tenant report, Booking Fees, is similar in layout to the Lease Abstract but includes fee percentage and fee amount columns. The additional management fee percentage in the tenant profile is also taken into account. Entering a Lease Expires from date on the report parameters screen will filter out those leases that expire prior to the date selected.

Tenant Moveout and Release Deposit

When security deposits are held by owner, the release deposit and tenant moveout functions pull the funds from the owner/property ledger to record the tenant open credits. If this process will result in the owner/property ledger balance being negative, a warning screen alerting of the negative balance amount will display. Clicking OK will proceed with the transaction. Voiding the Release Deposit transaction in Tenant History on the Open Credits tab will undo the release.

Owner NSF Check

When a check from an owner is returned for non-sufficient funds (NSF), go to <<AR, Receipt History>> , filter on the Ledger or the dollar amount to find the receipt transaction. Then highlight and click the <NSF> button. The owner will not be charged the NSF Fee amount but will be charged the Bank Fee.

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.

Security Deposit Refund – Split

Suppose you have to split a security deposit refund between two or more tenants. How do you do it? First, determine what amount each tenant is going to get. Then proceed with the tenant moveout process. On the <<AP, Tenant Refund Check>> screen make the amount what the Payee should get, then click the <New> button. Respond <No> to print the check now. Select the same tenant and change the Payee Name and Address to the 2nd tenant. Enter the refund amount for that tenant. If there are more than 2 tenants, just repeat the process. When all checks have been posted, go to <<AP, Print Checks>> to print the checks.

Remote Training

You can purchase 3 hours of online, interactive training for \$240. You will be on the phone with one of our support staff while we connect to your computer through the internet. The training is done with your data, in 30-45 minute segments. Call the Help Desk for more details.

Supplies We Provide

- Checks-preprinted and blank (MICR)-How To doc.#301
- Deposit Slips - laser, perforated - How To doc.#301
- Envelopes for statements/checks-How To doc.#301
- End of Year Forms - 1099's, W2, Interest forms, Envelopes - order using How To document #310
- MICR Toner Cartridges - call for details
- Monitors-LCD 19" from training classes-call for availability
- Check reader - call for details

User Manual

The User Manual has been updated for Version 6.9. It reflects the changes made and additions to PROMAS since the manual was rewritten for Version 6 several years ago. If you would like a new manual, the following options are available.

Media	Cost
PDF, 486 pages download from web site	\$0
Printed Manual, 486 pages 3 ring punched, color printed	\$48 + \$8 shipping
Manual + Binder, 486 pages 3 ring binder, color printed	\$60 + \$8 shipping

Negative Open Credits

Negative open credits in Tenant History occur when the amount paid out is more than the amount received. This can happen when open credits are used to pay off a charge and then the receipt that created the open credits is NSF'd (voided).

To find out if any tenants have negative open credits, run a Tenant Balance Report with Limit to Balance of Open Credits Less than \$0.

To get rid of the negative open credits, go to Tenant History and void any Apply Open Credits transactions related to the NSF transactions.

Ordering 1099 Tax Forms

To order your 1099 forms, go to <<Links>> and click on "1099 Order Form". The order form from our website will display. Print, fill out and fax to 800-261-1499. Your order will be shipped from the PROMAS Forms division.

Things to Consider

If you are not using ACH to pay your owners, publishing owner statements to the internet, using blank check stock for printing checks, then make each of them a New Year's resolution.

If you are not doing a monthly audit you are leaving the door open for embezzlement.

If you are not doing backups as we recommend, you are flirting with disaster.

Training - classes

Basic: Orlando, FL Nov 15-16 (confirmed)
Phoenix, AZ Jan. 24-25
Vienna, VA Feb. 19-20
Seattle, WA Mar. 19-20
Denver, CO Apr 16-17 (confirmed)
Monterey, CA Apr 23-24 (confirmed)
Orlando, FL May 16-17

Advanced: Orlando, FL Nov 17 (confirmed)
Phoenix, AZ Jan. 26
Vienna, VA Feb. 21
Seattle, WA Mar. 21
Denver, CO Apr 18 (confirmed)
Monterey, CA Apr 27 (confirmed)
Orlando, FL May 18

Classes need a minimum of 12 attendees.

Registration forms:

***www.promas.com/pdf/training302.pdf or
In PROMAS, click Links, Training Schedule***