

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 6.9.35 Release 2007.01.25.

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

Invoices

The invoice Bill To should be either the unit or the ledger (owner or property). Although it is an option, we recommend that you do not choose the tenant as the Bill To. If you want the ledger to pay and the tenant to reimburse the ledger, click the Charge Tenant speedbutton and charge the tenant. Billing the tenant will work, but the tenant is not charged until the invoice is paid.

If you want to pay a bill using the tenant's open credits and do not want the payment (expense) to show on the owner ledger, use the <<AP, Refund Check>> function and select the vendor to be paid.

Vendor Profile Report

The vendor email address has been added to the report. All information entered in categories with category types of Maintenance and Emergency is also included.

Vendor Tax Information

This report lists all vendors - one line per vendor - and includes the Tax Name, Tax ID and whether the "Send 1099" checkbox is marked. Use this report to verify that the vendor tax information is complete and correct for those vendors who are candidates for 1099s.

Invoice Alerts

If a vendor has an invoice alert category set up, it will display with other invoice alerts prior to the invoice being saved.

Unit Type Categories

The unit type profile has a tab for categories that allows you to assign a set of categories to a unit by selecting a unit type. When a category is assigned to a unit type, entries in the Qualifier, Comment, and Date fields are the same for all units who are assigned that unit type. If you want unique or different entries for each unit, then the category must be assigned to the unit rather than the unit type. Reporting and Mailing functions treat unit categories and unit type categories the same.

Work Orders

When a work order is converted to an invoice, the default Bill Code from the Vendor Profile will populate the invoice Bill Code field if there are no Bill Code line items on the Account Billing tab of the work order.

Text Substitution

The Tenant ID and Unit ID have been added to the text substitution list in <<Mailings, Edit Letters>>. They can be pulled into the body of a PROMAS letter or included as a mail merge field.

End of Year Statements

The recommended end of year statement for all owners is one with a Body Style of Unit Account Summary. Be sure to mark the Exclude Notes checkbox so notes that were appended to statements throughout the year are suppressed.

Passwords and Access

Each user should have their own unique password and should only be given access to functions that are appropriate to their responsibilities. Taking away access to a function removes that function from the user screen, which is a more friendly way than leaving it on the screen and then giving a message of something like “not authorized to perform this function”.

Functions that, because of ramifications of making a change, should have limited access include the following: Account Codes, Bill Codes, Charge Codes, Management Fee profile, Late Fee profile, Purge Transactions, Posting Tables, Advanced Scheduling.

Users who don't print checks should not have access to any of the check generating or printing functions. Similarly, users who are not going to be involved in bank reconciliations should not have access to that function, nor to Adjust Bank Account. If there are a limited number of users who do tenant moveouts and deal with security deposits, then the other users should not have access. Journal entries are not for everybody, so limiting access to the Journal Voucher and Journal Transfer makes sense.

Minimize the possibility of erroneous transactions by limiting each user to what you have trained them to do.

Limiting access is done in the System Security by creating an Access Group and then assigning it to the User.

System Security Password

The password to the System Security database lets someone modify the user list and change the access that each user is granted. Many companies never change the default password to System Security, and in most cases there is no reason to do so, unless someone who leaves your employ has access to your application remotely. In those cases their access password should be deleted and the passwords to application functions like the System Security database should be changed. When you change the password to System Security and then forget it, you must be re-registered to be able to get into System Security.

MICR Check Printing

Print your checks and deposit slips on blank check stock. Since PROMAS keeps track of the printer last used to print checks and deposit slips, it makes the check printing process really easy. Having a dedicated printer and using blank check stock eliminates the hassle of switching check stock for plain paper and vice versa. What makes doing this attractive is the availability of both a low cost reliable printer and a reasonably priced MICR toner cartridge.

HP has a new printer, the Laserjet 1018 which takes the same MICR toner as the 1012, 1020 and 1022. You can purchase the bundle – HPLJ1018 printer, USB cable (6') and MICR toner cartridge (2500 yeild) – from us for \$241. If you have the printer and cable, the toner is available from us for \$114.

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

Remote Training/Remote Help

\$240 for 3 hours - call for 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

Training - classes

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

Advanced: Vienna, VA Feb. 21 (confirmed)
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***