

Current Version

Version 6.9 is the current production release. As always, minor improvements are periodically added to a production release. 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 6.9.38 Release 2007.08.16.

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

ACH Distribution

When doing ACH distributions for owners of a property, you can have the entire distribution go to the bank account designated in the Advanced Scheduling record for the property, or have the per share distributions go to the bank account designated in the Advanced Scheduling record for the owner. The distribution will default to the property bank account unless the Distribute Surplus Using Owner ACH checkbox on tab 2 of the property profile is marked. When the checkbox is marked, the owner surplus will go to the owner ACH bank. If one or more of the owners are not marked for ACH in the owner profile, their surplus will go to the property ACH bank.

Open Credits

Upon selecting a tenant in <<AR, Tenant Receipts>>, the payment amount is calculated and filled in by taking the sum of all unpaid, non-disputed charges and subtracting the starting open credits. If there are any open credits, the *Apply Open Credits* checkbox is marked.

Unmarking the *Apply Open Credits* checkbox will cause the Payment amount to be recalculated disregarding the open credits.

Remote Training/Remote Help

\$240 for 3 hours - call for details

Event Reminders

Profiles, Event Reminders displays events that occur in a range relative to today. Assuming today is Thursday, September 5, the events that display are those that are dated between Saturday, Sept. 1 and Sunday, Sept. 8. The rule is whatever the date, you see events dated from last Saturday through this Sunday relative to the date chosen.

Event Reminder line items include:

Tenant Events –

- Lease Expirations
- Move-ins
- Move-outs

Vendor events –

- Insurance Expirations
- Workman Compensation Expirations

Note Reminders from all profiles –

- Marked “Generate a Reminder”

Categories from all profiles

- If assigned a reminder type and date

Note: once on the note list, reminders stay until marked completed or deleted.

Tenant Reports

A *Lease Starts From/To* date was added to the Limit To parameters for tenant reports. Leaving the first date blank will pull all dates prior to the second date. Leaving the second date blank will pull all dates after the first date.

Responsible Tenant

Statement

When a tenant is set as responsible to another and the *Post to Responsible Tenant* checkbox is marked, then all transactions are posted to the Responsible Tenant. If you do a tenant statement restricted to the non-responsible tenant, you will be prompted to have the system print the responsible tenant's statement.

Status

If you change the status of a responsible tenant from Future to Current, a prompt to change the non-responsible tenant's status to current will display.

Bank Statement vs Recordkeeping

The transactions that appear on a bank statement are "real". The ones that are in PROMAS are for recordkeeping. The bank rules – if a transaction in your recordkeeping is never going to show up on a bank statement it doesn't belong there and must either be deleted or offset with a reversing transaction. If a transaction is on a bank statement but not in your recordkeeping, you must add it. Even obvious bank errors are added to recordkeeping. At the time you enter the original you enter the offset which will be on the next statement.

Remember – your recordkeeping must reflect what happens at the bank – nothing more, nothing less, and certainly nothing different!

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

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 20" from training classes-call for availability
- Check reader - call for details

Owner Draw

When there is more than one owner for a property, all the surplus can either go to a single account or it can be divided among the owners based on the percentage of ownership.

If all owners are by ACH it is only a matter of setting the property and all the owners up for ACH. Running ACH distribution will generate a property ledger transaction for each disbursement.

If some owners receive payment by ACH and some get a check, it is necessary to use the Transfer Surplus to Owners function prior to doing the ACH Distribution batch and the Distribution checks. In this case, there will be a Transfer transaction in the Property ledger for each owner and a Distribution transaction in each Owner ledger.

The preferred process is for all owners to get ACH or all to get a check, as it simplifies the transaction postings and makes the owner statements easier to read.

Checks – Void vs Reprint

When to void a check versus when to reprint it depends on the circumstances.

Void a check if:

- The check was lost or not cashed.
- After the check was disbursed, you determine it was billed to the wrong unit.
- You printed the check and decided you did not want to give it to the recipient and you want a record that you voided it.

Reprint a check if:

- The check is damaged or rendered unusable.

We recommend that when a check is reprinted with a new check number, the damaged check number be recorded as a destroyed check.

Training - classes

Basic: Phoenix, AZ Sept 24,25 (confirmed)
Dallas, TX Oct 16,17 (confirmed)
Vienna, VA Oct 30,31 (pending)
Orlando, FL Nov 28,29 (pending)
Vienna, VA Dec 12,13 (pending)

Advanced: Phoenix, AZ Sept 26 (confirmed)
Dallas, TX Oct 18 (confirmed)
Orlando, FL Nov 30 (pending)

Classes need a minimum of 12 attendees.

Registration forms:

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