

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 6.9.40 Release 2007.11.15.

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

Notice Letters

When you send Notice Letters (Mailings, Notice Letters) you have the option to enter a “Skip if Late Before” date which will skip candidates who became late prior to the date entered. It essentially lets you send notices to those tenants who are new rather than lingering.

If you have a specific list of tenants you want to send a Notice Letter to, you can create a profile list (Setup, Profile List) and use the Restrict To field to select that list.

Restoring Data

There is Help available that explains how to verify that your data can be restored successfully from a backup. The process is found in Help, Topic Search – “Testing the Restore of Your Data”.

Restoring your data from a previous backup is found at Help, Topic Search, “Restoring Your Data”.

Backing up is prudent. Being able to restore from a backup is essential.

No Payments

Q: Is there a report that lists the tenants who have the checkbox marked “No Payments”?

A: Tenant Reports, Legal Action Pending includes all tenants who have the No Payments checkbox marked.

1099 Electronic Filing

The format for electronic filing has changed. The IRS has approved our 1099 electronic test files. Versions 6.9.40 dated 2007.11.11 and newer reflect the IRS approval. Electronic submissions must be received by the IRS by March 31, 2008.

To register for electronic submission fill out IRS form 4419, available from www.irs.gov. If you have more than 250 forms to file, you must do it electronically. Our recommendation is that everyone with internet access file electronically, regardless of the number of forms to file.

Owner Statements

Unit Tenant Additions

The option to include unit-tenant information after the body of the statement has been enhanced to add an additional field to each set. The Balance Summary adds the security deposit amount while the Lease Expiration, Lease Summary and Security Deposits adds the rent amount. These are added when the “/CS21” switch is entered in the Customized Programming Options field of tab 5 of << Setup, Processing Defaults >>.

If the body style is Unit Balance Details, the property manager’s name and phone number will be printed after the Unit Description.

Remote Training/Remote Help -- \$240 for 3 hours - call for details

End of Year Processing

If this is your first end of year using PROMAS, you are in for a surprise. End of year processing is amazingly easy. Other than printing the 1099s in January or February and providing a statement summarizing the year to go along with it, everything is business as usual. Nothing different is done for the end of December.

Transactions

The end of year is no different than the end of any month from the viewpoint of posting transactions. You can post tenant payments for January rent in December as open credits and deposit the money in the bank. The owner will be credited when the rent charges are posted for January and the amount received in December will not be included in the owner's 1099. If you prefer that the January payment be included in this year's 1099, post the payment as an advanced payment.

Reports

Run the audit reports that you run at the end of each month.

Backup

After you have posted all transactions for this year, do a backup. Mark it "Archive - yyyy - Do not erase", where yyyy is the year. Store it in a secure location for a minimum of two years.

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
- Printer bundle-HP laser printer, MICR toner, USB cable, 500 blank checks - call for details
- Check reader - call for details

Statements

The end of year statement to owners is typically one with a Body Style of Unit Account Summary. This provides the totals for each account code (rent, management fees, plumbing, etc.) when the date range is set for the full year. Remember to mark the "Exclude Notes" on the owner statement setup screen. An alternative is the GL report - Income Summary.

If you want to give the owner a report showing all transactions for the year (which we do not recommend) do an owner statement with a body style of Owner Balance Details (Unit Balance Details for multi-unit owners), with a Running Balance of every month. For more detail you could include memos and include payees.

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.

Owner Statement

IF you want to provide a more detailed description than the memo field on an invoice allows you can do so by entering a note in the Unit, Owner or Property profile and marking it Append to Statement.

Append to Statement notes are included on any statement whose date range includes the note date.

Training - classes - 2008

Basic: Las Vegas, NV Jan 16,17 (pending)
Vienna, VA Feb. 12,13 (pending)
Sacramento, CA Mar 24,25 (pending)
Boise, ID Apr 15,16 (pending)
Denver, CO May 12,13 (pending)
Panama City, FL May 19,20 (pending)

Advanced: Las Vegas, NV Jan 18 (pending)
Vienna, VA Feb. 14 (pending)
Sacramento, CA Mar 26 (pending)
Boise, ID Apr 17 (pending)
Denver, CO May 14 (pending)
Panama City, FL May 21 (pending)

Classes need a minimum of 12 attendees.

Registration forms:

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