

## Current Version

Version 2008 Build 002 is the current production release. As always, minor improvements are periodically added to a production release. We encourage everyone, including those with mailed updates, to download when minor changes are implemented. Check your version by going to Help, About. The most recent version is 2008 Build 002.12.10.

*Previous bulletins are available at [www.promas.com/support.htm](http://www.promas.com/support.htm)*

*All of us at PROMAS wish you a Happy Holiday season and we look forward to working with you in 2008.*

## Deposit Slips

The deposit slip printed from the Deposit Receipts screen breaks out the cash receipts from the checks. Up to 27 receipts can be listed on one sheet. The bank account number is printed in MICR font on the bottom of the slip (if the MICR font is installed on your computer).

## Work Orders

The Print Work Orders screen now has two additional options – Owner Invoice and Tenant Invoice. Both are modifications to the Tenant and Owner copies of the work order and include the line item billing information from tab 3 of the work order.

## Track Property Insurance

Set up a category named “Insurance”, set the Reminder Type to Expires. Mark Category is a Label checkbox. Assign the category to a Unit or a Property. In the Qualifier field enter the insurance company. In the Comments field list the type and amount of coverage and the contact information. In the Expires field enter the expiration date. For a report on Insurance Expirations, go to Reports, Tickler Reports. Select the date range. Unmark all checkboxes except Category Reminders. Limit to the category Insurance. Compile and print.

## New Report

A Lease Summary report was added to the list of Tenant reports. Fields include Tenant, Unit, Unit Type, Market Rent, Actual Rent, Deposits, Lease Start and Lease End dates, sum of unpaid charges. The report prints landscape and can use all the normal sort, limit to and restrict to options.

## Notes

In Tenant Notes when you add a new note you have the option to copy the note to the unit note, manager note and ledger note.

## 1099s

Click on the Links dropdown, print the 1099 order form. Fill it out and fax to 800-261-1499 or call 877-749-2021.

## Invoices

When adding additional line items to an invoice, you can double click on the words Bill To to fill in the previous Bill To. This will speed up entry of multi-line invoices to the same Bill To (unit).

## Statements

The Unit-Tenant List in the Additions after Statement Body section of the Owner Statement Profile will no longer list past active tenants who have no security deposit and no balance. The unit will be listed and noted as Vacant.

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

## Shortcuts you may not be aware of

### Invoice

On a multi-line invoice, double click on the label Bill To, Bill Code, Amount to fill in the same entry as the previous line item.

### Receipt

Click on the Tenant label to bring up the previous tenant posted.

### GL History

There is a speedbutton to jump to single check to facilitate writing a management fees check.

### Tenant Receipt

The Prorated checkbox will distribute the payment proportionately to all non-skipped unpaid charges.

### Address

Double clicking on any address box label will cause the full address to be copied to the Windows clipboard.

### Dates

The plus and minus keys will change the date one day at a time.

### Tenant Receipt

If the tenant has open credits that you do not want to use right now, unmark the "Apply Open Credits" checkbox. The amount of the payment will be recalculated disregarding the open credits.

## 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

## Purge Transactions

### Who should do a purge?

If you are on Version 6 and the size of any of your database files (XGL.db, XAR.db, XAP.db) is greater than 40MB and you have more than 2 years of transactions, we recommend you do a purge at your convenience.

The purge function is in File, Purge Transactions. Its purpose is to eliminate transactions that are no longer needed on a daily basis. Eliminating transactions from a database does not change the current financial status because a single journal entry for the net of the transactions for each account eliminated is posted to the appropriate ledger.

The advantage to purging is a smaller database requiring less time to perform rebuilding, some posting, filtering and reporting functions. It will also require less time to backup, restore or transfer data files. The disadvantage is that you no longer have access to the transaction history that has been purged in your active database. The disadvantage is minimized by making a copy of your database prior to the purge and making that an alternate database from the Logon drop-down list.

To determine if there might be an advantage in purging, look at the file sizes for XAR.db, XAP.db and XGL.db in your data folder. If any of the files are greater than 40MB and you have three or more years of transactions, it probably makes sense to purge through December 31 of 2 years ago – leaving you with all of last year's history, plus this year's transactions.

A purge can be done at any time. We recommend that if you are a purge candidate, you do it before the end of the year.

Refer to Help, Topic Search on purge for details on how to proceed.

## Training classes - 2008

**Basic:** Las Vegas, NV Jan 16,17 (confirmed)  
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 (confirmed)  
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](http://www.promas.com/pdf/training302.pdf) or  
In PROMAS, click Links, Training Schedule***