

## Current Version

2008 Beta003.08.18. Many minor changes were made - none of which affect any accounting functions. There are a number of additional minor changes planned over the next several weeks. This update will be classified as a Beta until they are all implemented and tested. We encourage you to download this version and notify us of any unexpected behavior.

### Backing Up

Most companies do not do an adequate job of backing up and many let their IT person decide how it should be done. Ask your backup person how they are doing it. Here is what the responsible party may say.

"Full Backup - every day of the week" -- that's good.

"Full and Differential every day" -- that means they back up changed files since the last full backup and do a full backup on some schedule - OK, but not preferable.

"Full and Incremental every day" -- which means they backup changed files since the last incremental backup and do a full backup on some schedule - that's not good.

"What's a backup?" -- really not good - find a new backup person.

### Printing the Tenant Receipt (New)

The tenant receipt prints a tenant (payer) copy and a file copy as the default. If only the payer copies is desired, go to <<Setup, Processing Defaults>>, tab 5 and put /receiptsingle in the Customized Programming Options field.

### Tenant History (New)

The tenant name will auto fill when the Security Deposit Receipt, Adjust Open Credits and Tenant Letters speedbutton is used from Tenant History.

### Reports (New)

#### Unpaid Payable Details, Unpaid Payables Summary

Both ledger reports now include outstanding credit memos.

#### Vendor Checks Report

The invoice number has been added to this report following the amount and prior to the memo.

#### Unit-Owner-Current Tenant / Unit-Owner-Tenant List

The reports have been changed to print the first owner name instead of the property long description.

### Security Deposit collected by Owner

If the owner is holding a security deposit, it has not been recorded in PROMAS and the tenant is moving out: do an Adjust Open Credits, increasing the tenant's open credits using an Account Code of SD HBO (security deposit held by owner). Then do the normal tenant moveout, using the open credits to write the refund check or to pay off unpaid charges.

To record a security deposit previously collected by the owner, do an Adjust Open Credits increasing the tenant credits using the Account code SD HBO. Then go to AR, Tenant Receipt and use those open credits to pay off a charge for SD HBO. The net to the owner will be \$0 but you will have a record of the tenant's deposit.

**Remote Training/Remote Help --**

\$240 for 3 hours - call for details

## Invoices (New)

When an invoice is posted, the system checks to see if the available balance is sufficient to pay the invoice. If the sum of this invoice plus all other unpaid invoices exceeds the amount available, an information message detailing the facts is displayed. Based on the circumstances you can determine whether it is necessary to request an owner contribution.

## Positive Pay (New)

Many banks are now offering a "positive pay" service, which is designed to catch fraudulent and modified checks. Unfortunately there is no standard format, so we added a function to the Export Utility that creates a file that includes all the uncleared and unmarked (in Reconcile Bank Account) transactions. This file can be reformatted to match your bank's specific format. A separate file is created for each bank account. It is put in the database Export folder as a CSV file, which can be manipulated using Excel.

## Work Orders (New)

A button that inserts the day, date, time and user initials has been added to the Work Description field. A statement note can be created using the Create Statement Note button. It opens a unit note and copies the work description text into the note text and marks the Append to Statement checkbox. From this screen, all the other note options are available, i.e. copy to ledger, copy to manager, email the note text.

### 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 - \$175**

### 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
- Check reader - call for details

## Tenant Receipt (New)

When the tenant pays less than the full amount owed, it is necessary to apply the amount paid to the appropriate charges. After making the payment field the correct amount it is applied to the highest priority charges until used up. Skipping a charge will cause the payment amount to be redistributed to the remaining charges, rather than doing it manually.

When the payment is less than the full amount, there should never be any Final Open Credits unless you have received payment for future charges.

## Transfer Surplus Funds

This checkbox in the Property Profile should only be marked when an owner has more than one property and wants one check for all properties. When the owners want a separate check for the property surplus, do not mark the checkbox. Each owner will receive a distribution check based on his percentage of ownership.

If the owners are being paid by ACH, mark the Distribute Surplus by Owner ACH checkbox, fill in the Advanced Scheduling for the property making the account and bank routing number "1". When there is only one owner being paid by ACH, do not mark the checkbox and enter the owner information in the property Advance Scheduling record. To have the owner's name appear on the ACH transaction, enter it into the Distribution check memo field in whichever profile contains the owner's ACH information.

## Owner Statements (New)

The lines of the Append to Statement notes that print on standard owner statements have been expanded by thirty characters – fifteen in each direction in order to reduce the line count on long notes.

### Training classes - 2008

**Basic:** Kailua, HI Sept. 17,18 (confirmed)  
Phoenix, AZ Oct. 15,16 (pending)  
Orlando, FL Nov. 11,12 (confirmed)

**Advanced:** Kailua, HI Sept. 19 (confirmed)  
Phoenix, AZ Oct. 17 (pending)  
Orlando, FL Nov. 13 (confirmed)

*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**