

## GETTING STARTED - PROMAS FOR ASSOCIATIONS

This section is designed to give you some guidelines to getting started. The sequence of steps to get started is as follows:

- [System Security](#) - call customer support to register.
- [Setup](#) - There are a number of profiles and tables in Setup that dictate default entries and processing rules for the system.
- Enter [profile data](#) for members, units and the association. See below for a brief outline of the various profiles. Normally each association is set up as a separate database. Refer to [Add a New Association](#).
- [Initialize accounts](#) - establish starting balances for members, bank accounts and the association

You can print the Getting Started sections (as well as any others in Help) by going to them, clicking on File, and then on Print Topic. Each section contains an overview, an outline and step by step instructions (where appropriate) as well as jumps to related topics.

While you are entering data you can get context sensitive help by pressing the <F1> key or by clicking on the question mark in the lower left corner of the screen.

If you try to save a profile without filling in a required field, a warning screen will display with the message *Value must be entered*. When you click on the OK button the cursor will be in the field that needs an entry.

If you run into any problems during the startup phase of using PROMAS for Associations call the customer support number in Help, About.

### Profile Overview

**Company** – has information about who manages the association.

**Association** – includes all the parameters for handling the accounting, fees, charges, notices, mailings and statements. These are all defined in profiles found in the Setup and Profiles functions.

**Subdivision** – can be used to define a subset of the association like a building, a neighborhood, or a set of units that have the same fee structure. Reports and mailings can be limited to a subdivision.

**Location** – can be used to define a subset of the association or a subset of a location. It can also be used to speed up data entry for units with similar addresses.

**Unit** – this is the entity for which a fee is charged. The unit could be a lot, home, townhouse, condo – whatever makes up the association. Members are owners of units. A unit can belong to a location and to a subdivision for fee charging and reporting purposes.

**Member** – can be anyone who owns a unit, pays the fees, or is associated with a unit or the association (excluding vendors). A member could be the owner, tenant, developer, bill payer, guest, etc. Other profiles like member type and member status define the role of the member relative to the association.

**Fees** – the fee structure is very flexible. Fees can be assigned to the association, subdivision, location and units or any combination thereof. The fee can be based on a number of factors (flat fees, percentage of share, percentage of square footage, etc.). They can also be scheduled to be charged for any time or timeframe. The fee should be assigned at the highest lever possible. Recurring charges can be assigned to units and members.

## Questions to ask before proceeding with Setup:

1. Are you a self-managed association? If so, proceed to next question. If not, are you managing more than one association? If so, we recommend that you have each association in its own database, and that you do the setup procedures on one association first, then create the other databases based on that association. If you have questions, call customer support for assistance.
2. What is your fee structure?
  - One fee amount or formula for each unit? In that case, create one Fee Profile and assign it to the Association Profile.
  - A different fee for each unit? In that case, you do not need a Fee Profile. Enter the fee amount in the unit profile as a Recurring Charge.
  - Different fee amounts for groups of units? In that case, create a Fee Profile for each fee amount. There are 3 options once the fee profiles are created.
  - The Fee Profile can be assigned directly to the unit.
  - The Fee Profile can be assigned to the Location and each unit assigned to a location.
  - The Fee Profile can be assigned to the subdivision and each unit assigned to a subdivision.

The advantage of using the Location or Subdivision is that reports and letters can be limited to those profiles. If you are undecided about the best way to proceed, call customer service to discuss it.

## Setup

Click on the word [Setup](#) on the top line of the [Speedbar](#) to choose the function you want. Several of the functions in Setup are necessary to getting started while others can be added or modified later. We suggest you do the required and recommended ones prior to entering transactions. Do whichever optional ones can be used in your situation.

## Setup Functions

### Required and Recommended

- Chart of Accounts
- Account Codes, Payable Codes, Receivable Codes, Account Sections
- Posting Table
- Notices
- Processing Defaults
  - Late fee profile, notices
- Company Profile
- Member Type
- Member Status
- Member Statement
- Funds
- Association Fees
- Association Profile

### Optional

- [Lists](#)
- Extra Information (Optional)
- Account Lists
- Profile Lists
- [Rate Tables](#)
- Environment Options

## Required or Recommended

### Chart of Accounts - Overview

#### **Chart of Accounts - Account Codes, Payable Codes and Receivable Codes**

When you register you have the option to copy the accounts from the Association Demonstration database. This is normally the thing to do unless you are converting from a software package from which we can import your current codes. If you choose to start with no accounts you must enter all the account codes.

The Account Codes, Payable Codes and Receivable Codes all have default tables that you can modify and add to as needed. This involves modifying account names and adding new accounts. If you are not familiar with accounting you may want to ask your accountant to help you set up the Chart of Accounts and the Posting Table.

You can print the Account Codes, Payable Codes, Receivable Codes and Chart of Accounts in Reports, Miscellaneous. After printing, mark up the modifications you want to make and then go into Setup and modify each table.

#### **Account Codes**

Each [account code](#) has a [Record ID](#) consisting of a Short Description and a Long Description to identify the account. The ID (short description) dictates the sort sequence on a [Find List](#) and reports while the Long Description is used for the description field on reports. The ID and Long Description can be anything you want to use to describe the associated ledger code. Ledger codes can be any format up to xxxxx.xxxx. The default accounts, other than bank account names, may satisfy your immediate needs. You can modify and add to them at any time.

#### **Payable Codes**

[Payable Codes](#) are a subset of Accounts. They are used in the AP (Payables) module to describe the reason for the transactions. The payable code can have an associated receivable code for those instances where the member may be charged all or a portion of the bill. The payable codes, in conjunction with receivable codes, create much more reporting flexibility and minimize the opportunity for errors when paying bills and charging members.

#### **Receivable Code**

The [Receivable Code](#) is used by the AR (Receivables) module to describe what a member is being charged for. Similar to payable codes, the receivable code adds to reporting flexibility and minimizes the chance of entry errors.

### Chart of Accounts - Step by Step

1. Print Account Codes, Payable Codes, Receivable Codes, and the Chart of Accounts
  - Choose Reports, Miscellaneous Reports
  - Select *Account Codes* from the Report Name drop-down list
  - Click Compile
  - Click OK to print the list
  - Select *Payable Codes* from the Report Name drop-down list.
  - Click Compile
  - Click OK to print the list.

Repeat the last three steps for *Receivable Codes* and *Chart of Accounts*.

2. Review the codes and annotate any changes you want to make.

As a minimum, change the Bank Account names. The defaults are Checking Bank Account and Reserve Bank Account. You can add any additional bank accounts.

3. Change existing accounts

- Click the [Keep Find List Active](#) button on the Speedbar.
- Choose Setup, [Accounts](#).
- Select the account you want to change.
- Click OK, make the changes and click Save.
- Select the next account you want to change and repeat the step above until done.

4. Add new accounts

If there are accounts on the list you do not need, modify them before you add new accounts. You can change the name of an account at any time.

- From the [Find List](#) click the New button.
- Enter the information about the account.
- Click the Plus button to add another account.
- Click Save when finished.

5. Repeat steps 3 and 4 for Payable Codes and Receivable Codes.

6. To print your updated lists repeat step 1 above.

7. If prompted rebuild the General Ledger in [File](#), Database Utilities when you are finished.

## Company Profile

The first profile to do is [Company](#). The company name is the one entered at registration in System Security. It cannot be changed and prints on every report and statement on the “Prepared by” line.

For self-managed associations some of the Company Profile information is redundant with the Association Profile information.

The [additional letterhead block](#) can print on statements and letters on the upper right of the first page.

## Company Profile - Step by Step

Choose Setup, [Company](#).

- The company name is the one entered when the product is registered. It is a protected field.
- Enter your company address in the address group box. This information is used for reports, letters and statements.
- Enter your taxpayer ID. This is required if you plan to do 1099's at the end of the year.
- Click in the Additional Letterhead Information block. Press <F1> for an explanation of its use.

## Posting Table - Overview

The [posting table](#) sets the default accounts to use when transactions are posting to the member or association ledgers. Each association is assigned a posting table.

If you chose to copy the defaults from the Association Demonstration database the posting table will have entries in it and you may or may not need to modify it. Check each default entry to be sure it is what you want.

If you did not copy the defaults from the Association Demonstration database you must choose a default for each field. Use the context sensitive help (<F1>) for explanations of each field.

Use the Folder button to create an account if you don't have an appropriate one defined.

## Posting Table - Step by Step

Choose Setup, [Posting Table](#)

- Click OK to edit the posting table if there is one or New to create one.
- Make any changes necessary
- Click the Income & Expense page tab
- Make any changes necessary
- Click Save when finished.

## Notices - Overview

The [Notice](#) profile sets up the delinquent letter scheme for each association. The letters sent can be different depending on the number of days late. Prior to setting up the Notices profile you must enter at least one Notice letter in Mailings, Edit Letter Body. You can do that now or prior to doing your first delinquent letter.

## Notices - Step by Step

Go to Mailings, Edit Letter

- Click New
- Enter a [Record ID](#)
- You can enter the body of the letter now or come back later to enter the body.
- Click Save

Go to Setup, [Notices](#)

- Click New
- Enter a [Record ID](#)
- Choose a notice letter from the drop-down list and fill in the days late field. You can enter additional letter break points by adding additional line items.
- Click Save

## Member Type - Overview

Each member profile has a member type field which is a mandatory entry. Member types are typically Owner, Past Owner, Tenant, Developer, Bill Payer, Guest, etc. Reports can be limited to a member type.

## Member Type - Step by Step

Go to Setup, [Member Type](#)

- Click New
- Enter a Record ID
- Mark the appropriate check boxes.
- Click Save or + if you are entering more.

## Member Status - Overview

Each member profile has a member status field which is a mandatory entry. Member status could be Good Standing, Current, Suspended, etc. Reports can be limited to member status.

## Member Status - Step by Step

Go to Setup, [Member Status](#)

- Click New
- Enter a Record ID
- Mark the appropriate boxes.
- Click Save or + if you are entering more.

## Member Statement

Create at least one member statement profile in Setup, Member Statements.

## Funds

If you do fund accounting define the fund. Payable and receivable codes can be set to post to a particular fund.

## Association Fees

Define as many different fee profiles as are needed to cover each fee structure.

- **One fee amount or formula for each unit.** In that case, create one Fee Profile and assign it to the Association Profile. The fee field in the Unit Profile will be blank.
- **A different fee for each unit.** In that case, you do not need a Fee Profile. Enter the fee amount in the unit profile as a Recurring Charge.
- **Different fee amounts for groups of units.** In that case, create a Fee Profile for each fee amount.

There are 3 options once the fee profiles are created.

- The Fee Profile can be assigned directly to the unit.
- The Fee Profile can be assigned to the Location and each unit assigned to a location.
- The Fee Profile can be assigned to the subdivision and each unit assigned to a subdivision.

The advantage of using the Location or Subdivision is that reports and letters can be limited to those profiles. If you are undecided about the best way to proceed, call customer service to discuss it.

A fee [profile](#) is created for each set of charges to members of an association. The fee profile can be assigned to a [unit](#), [location](#), [subdivision](#) and Association profile. Click in the charge field to display the additional fields that make up the charge block. More than one charge can be included in each fee profile. To enter a second or third charge block, click in the white area below the bottom charge.

See [Fees based on Factors or Square Footage](#) for information on charging your fees that way.

The appropriate fees for the unit are charged to the member or designated bill-payer. If no member or bill payer is designated for a unit then no fees are charged.

## Association Fees – Step by Step

Go to <<Profiles, Association Fees>>

Enter a Record ID.

Fill in any fields that apply to your charge structure. See [Associaiton Fee profile](#) for more information.

## Processing Defaults - Overview

The [processing defaults](#) fill in the appropriate information fields when each unit, member and association profile is created. This saves time and minimizes entry errors. While on this form you can create the necessary profiles by using the [folder](#) button.

Fill in only the fields that are the same for most of your profiles. Then rather than selecting the field entry from the drop-down list for each profile, you only have to change those few that are different.

## Processing Defaults - Step by Step

### Choose Setup, [Processing Defaults](#)New Profile

[New Profiles](#) - Any profile with the associated fields will have that field filled in with the default entered here.

### New Association

[New Association](#) - When you are entering multiple associations in the same database, these defaults copy to the new profile.

### New Member

[New Members](#) - Any member profile with the associated fields will have that field filled in with the defaults.

### Default Fees

[Default Fees](#) - Any fee profile with the associated fields will have that field filled in with the default selected here.

Database – processing parameters are set to match your needs.

Options – this screen is used to set custom programming parameters.

## Association Profile

The next profile to create is the Association Profile. Each association must have its own profile or database.

## Association Profile – Step by Step

- Go to <<Profiles, Association>>
- Click on <New>
- Enter an ID and Long Description with the name of the association.
- Modify the Remittance Address as appropriate.
- Click <Save> .

## **Optional**

### **Lists**

Prior to entering profiles you can create the category and note type lists that pertain. Read the Help information to get more details on [Lists](#).

### **Extra Information**

You can define up to 10 field names for each profile if you want to maintain information beyond what is in a profile. Read the Help information to get more details on defining [Extra Information](#) fields.

Go to Setup, Extra Information to define any extra information fields you need.

### **Profile Lists**

These can't be set up until after the profiles are entered. They are useful when you want to run a report or other function for a small subset of the membership.

### **Account Lists**

These can be set up as you have requirements to produce reports that focus on a subset of the full list of accounts.

### **Rate Tables**

A rate table is set up only if you must pay tax on any charges.

### **Environment Options**

Modify these to suit your preferences for the color scheme and other display and logon options.

## **Entering Profile Data**

### **Overview**

Prior to posting transactions you will need to gather together and enter the required information in each of the profiles.

The primary profiles are Association, Member, Unit and Fee. Before entering profile information you might want to read the Help on [Record ID](#) to get some ideas on how to set those up as well as the [Profiles Overview](#) on the relationship between profiles.

Prior to entering profiles check the default start dates in Environment Options. They default to the first day of next month. However, if you plan to start entering detailed fee transactions other than next month, change the date.

Example: If you are going to enter your profiles now (October 12) and plan to start entering transactions on January 1, you should set the dates to January 1, 20xx. You must do this each time you logon prior to adding new members.

The relationship between members and units is established in the Unit Profile. The owner must be entered

in the Unit profile to establish that connection. Fees will only be charged to units an owner or Bill Payer identified. The member profile does not have to specify a unit unless it is a tenant or past owner.

Entering information in other supporting profiles ([Location](#), [Subdivision](#)) makes it easy for you to set up groups of units. If you have groups of units that pay the same fee you may want to create Location or Subdivision profiles before creating member profiles.

## Member Profiles - Step by Step

A member profile must be created for every member. Refer to the context sensitive help <F1> on specific fields.

Choose Profiles, [Member](#) to get the [Find List](#).

- Click the New button.
- Enter the [Record ID](#) (short description and long description)  
Example: Herm Joseph C. Hermanovitch
- Enter the member's permanent address information.
- Select a member type and a member status.
- All other fields are optional. To enter the unit information use [Find List](#) or the [folder](#) button.

Choose the Part Time Address page tab.

- Fill in whatever information is available.

Choose the Recurring Charges page tab.

- Enter any charges that are specific to this member. If all members of the association or all members who have the same type unit pay the same fee, do not enter anything here.

Choose the Comments and Extra page tab.

- Enter any comments.
- Click the Categories button for the list of categories created in Setup, [Lists](#).
- Highlight your choice and use the Arrow button to select.
- Click OK when you are finished.
- Enter any Emergency Phone Number information (optional).
- Fill in any Extra Information fields that were previously entered in Setup, [Extra Information](#).

Save the profile and create a new one by clicking the Plus button or Save and exit by clicking the Save button.

## Unit Profiles - Step by Step

The relationship between members and units is established in the Unit Profile. The owner must be entered in the Unit profile to establish that connection. Fees will only be charged to units an owner or Bill Payer identified. The member profile does not have to specify a unit unless it is a tenant or past owner.

If there are similarities between many of the units (such as non-association wide fees, address, lot size or square footage) you may want to create a [subdivision](#) or [location](#) profile before creating the individual unit profiles. Fields entered in those profiles will fill in unit profile fields.

Choose Profiles, [Unit](#) from the Speedbar.

- Click New
- Enter the [Record ID](#) (short description and long description)  
Example: Cedar 327 327 Cedar Lane
- Select the owner from the [Find List](#).
- Enter a fee or recurring charges only if unit specific.
- Enter the unit address information.
- Enter any other fields (they are all optional) for which you have information available.  
Click the Comments & Categories page tab (optional)
- Enter any freeform comments.

- Click the Categories button to see the list of categories that were previously entered in Setup, [Lists](#).
- Highlight your choices and use the Arrow button to select.
- Click OK when you are finished.
- Fill in any Extra Information fields that were previously entered in Setup, [Extra Information](#).

Save the profile and create a new one by clicking the Plus or save and exit by clicking Save.

## Initialize Accounts

Once you have the profile information entered you can start establishing balances and posting transactions. First decide on the initialize date and then determine the starting balance for each member. Once you have the balances entered you must post all transactions from that point on to maintain the integrity of your ledgers.

You should have the following information to enter beginning balances:

- list of member balances as of your initialize date
- trial balance and income statement from the start of the accounting period through your initialize date
- bank statements
- list of uncleared checks and deposits to bank accounts that were not on bank statements
- unpaid invoices

## Member Balances

### Outstanding Charges

These include charges like fees, late fees, etc. Go to AR, [Charge Member](#) and post each outstanding charge. This will set up all the appropriate receivables into the association ledger for what the tenants owe.

### Prepayments

Enter any prepayments through AR, [Member Receipt](#) as a [prepayment](#) or an [open credit](#).

After all the prepayments are entered, go to Deposit Receipts for that bank account and record a deposit for the day prior to your starting date.

### Aged Receivables

Aged receivables for the current year should be entered in the month the charges were due. For receivables from prior years, use the last day of the year in which the charges were due.

## Unpaid Invoices

Enter any unpaid invoices using AP, Invoices. If you use accrual or modified cash accounting it is important to use the correct due date on the invoices. This determines the accounting period the invoice will be included in on the financial reports.

## Association Balances

Initializing the association balance involves entering a series of journal entries through the GL, Journal Voucher function.

After entering the member balances and unpaid invoices, run a trial balance or statement of revenue and expense. The numbers on those reports must be subtracted from the numbers on the reports you are using to initialize.

If you are using an Income Statement and the ledger had a balance at the beginning of the year (retained earnings) you must enter two journal vouchers. The first would be a entry consisting of pair of offsetting line

items decreasing the bank account and increasing an equity account (retained earnings, balance forward). The second involves entering the journal voucher line items for each income and expense on the Income Statement. The balance (net income year-to-date) is entered as an increase or decrease to the bank account.

### Example

#### Income Statement 1/1 - 3/31

Income		
Dues		\$2550.00
Expenses		
Electric		\$204.00
Lawn Care		\$1124.46
Water/Sewer		\$142.27
Trash		\$929.27
Net Balance Change		\$150.00

#### Trial Balance 1/1 - 3/31

Retained Earnings	50.00
Reserve Bank Account	2500.00
Reserve Equity	2500.00

### First Journal Voucher

Date - 12/31

Account

<u>Acct Type</u>	<u>Balance Change</u>	<u>Amount</u>
Retained Earnings	Credit	\$50
Equity		
Bank Account	Debit	\$50
Current Assets		

### Second Journal Voucher

Date - 3/31

Account

<u>Acct Type</u>	<u>Balance Change</u>	<u>Amount</u>
Dues	Credit	\$2550.00
Income		
Electric	Debit	\$204.00
Expense		
Lawn Care	Debit	\$1124.46
Other Expense		
Plumbing	Debit	\$142.27
Expense		
Trash	Debit	\$929.27
Expense		
Bank Account	Debit	\$150.00
Current Assets		
Reserve Bank Acct	Debit	\$2500.00
Current Assets		
Reserve Equity	Credit	\$2500.00
Equity		

## Bank Balances

Information about the bank account itself is entered in Setup, [Accounts](#). You can either modify an existing account that is not being used or set up a new one. The ID and Long Description should be chosen so you can tell at a glance which bank account it represents.

The account type is Current Assets. Click the boxes that apply: bank account, checking account (if you will be writing checks). Also fill in the appropriate information about the account as explained in Setup, Accounts.

Bank accounts must be defined for each account where money is being held. This includes CD's, saving accounts, petty cash, and checking accounts.

The bank account balances are established through the Reconcile Bank Account function in General Ledger. Use the bank statement with a closing date closest to the starting date you have chosen and do a bank reconciliation. Clear any transactions that are there because of startup balances and will not appear on future bank statements.

The receipts you entered - member positive balances and association money - will equal your closing bank statement balance assuming your start date is the day after a bank statement cutoff. Post a Journal Voucher to the Association and the bank for the difference.

After posting the reconciliation, enter any uncleared transactions that will show up on future bank statements.

## Member Balances - Step by Step

### Outstanding Charges

Go to AR, [Charge Member](#)

- Set the Date to the day prior to your starting date
- Select the Member from the [Find List](#).
- Select a [Charge ID](#) and enter an amount.
- If there is another charge for this member, click in the space below the first charge line to enter another line item charge.
- Click New if you have more members to charge or Post if you are finished entering member charges.

### Prepayments

Member positive balances fall into two categories - those that have been credited to the association ledger as a prepayment and those that haven't been credited.

Go to AR, [Member Receipt](#)

- Select the member from the [Find List](#).
- Set the date to the day prior to your starting date.
- Enter the amount.
- If there was a prepayment and it was credited to the association prior to the start date, click the New Charges tab. Enter the Charge ID, the amount and click the Advance Payment box.
- If you do not know what it is for or it has not been credited to the owner ledger, posting the amount will record the amount as an open credit.
- Click New if you have more balances to enter or Post if you are finished.

When all prepayments have been entered, go to GL, Deposit Receipts.

- Make the date the day prior to your starting date.
- Select the bank account from the [Find List](#).

- Enter the total deposit amount for all the member receipts you have just posted.
- Post the deposit by clicking Post.

## Association Balances - Step by Step

Go to GL, Journal Voucher

- Make the date the day prior to your start of accounting period
- Select as the Ledger the association
- Choose for the Account on the first line Retained Earnings and enter the amount
- Click in the area below the first line to display a second line
- Choose for the Account the bank account - the amount will automatically fill in
- Post the Journal Voucher by clicking the New button

Enter another Journal Voucher for income and expenses from the Income Statement

- Make the date the day prior to your initialize date
- Select as the Ledger the association
- On each line, choose the account from your Income Statement and enter the amount (less any amount on the Statement of Revenue and Expense which you just printed
- The last line should be to the bank account for the amount of net income
- Post the Journal Voucher by clicking the New button

Enter another Journal Voucher for each Fund or Reserve account

- The date should still be the day prior to your initialize date
- Select as the Ledger the association
- On the first line choose the Reserve equity account and enter the amount from your trial balance
- On the second line choose the Reserve bank account - the amount will fill in automatically
- Post the Journal Voucher by clicking Post if you have posted all items on the trial balance or New if you have other entries to enter.

## Bank Account Balances - Step by Step

Bank accounts are defined in Setup, [Accounts](#). Use the bank statement with a closing date closest to the starting date you have chosen.

Go to GL, Reconcile Bank Account

- Select the bank account from the [Find List](#).
- Enter the closing balance from your bank statement.
- Enter the closing date from your bank statement.
- Mark each transaction cleared by clicking in the Clear check box.
- If there is a Difference, post a Journal Voucher to the association and bank for the difference. Then get back into Reconciliation and clear that transaction also. The difference should then be 0.
- Print the report by clicking on the Report button.
- Click Post.

Enter any uncleared transactions that will show up on future bank statements.

- Receipts that are already reflected in the member balances should be entered in [Ledger Receipts](#) against the association ledger.
- Checks that are already reflected in the member balances should be entered in AP, [Single Check](#) against the association ledger.

Repeat the above procedure for each bank account.

## System Security

### Access Groups Add Database Users

System Security sets up the User registration license consisting of the protected Company name that prints on all reports, the unit limit, and which features (network, commercial, maintenance) are enabled. After registration the database is used to establish user security authorization parameters that restrict access to selected modules and functions. This is done by setting up and assigning Access Groups to a User. A User's access to functions and ability to post transactions can be limited by setting transaction posting parameters for that User.

Access to System Security requires a password. The initial password is provided by Customer Support when you register the software. At that time (and from then on) you can, at your discretion, change the system security password.

Prior to registration it is not necessary to enter a User Name or Password to get into the PROMAS for Association databases (Association Demonstration, Practice Demonstration). When you call to register you will be provided with a password to get into the System Security database and assisted thru the process of entering your protected company name, unit limit and identify the options you will have available.

After entering the registration parameters you can set up your user ID's, passwords and file security for your users. Once you register, a user name and password is required.

Each database can be set up so that the security parameters are different.

Using the security features is optional. If you want to either have a record of who posted each transaction or limit access to some functions depending on the user, you must set up security.

## System Security

### Access Groups

In order to have different levels of access for different people it is necessary to create an access group for each different level and assign an access group to each user. If every user has full access, access groups are not necessary.

The access groups are assigned to databases on the Database Directories tab of System Security. The name chosen for the Access Group there is assigned to users on the [Users](#) tab in System Security.

### Function Group

Each major function group is listed. When one is highlighted, the functions for that group are listed under Group Functions.

### Group Functions

Each function for the highlighted function group is listed with two circles. One of the circles indicates function access and one indicates transaction access. When the circle is filled in, that function has full access. When the circle is empty that function has no access. If it is partially filled in there is partial access. The functions/transactions that are enabled are listed below.

## Function Access

Each of the functions can be enabled or disabled.

- View Records
- Modify Records
- Insert Records
- Delete Records

## Transaction Access

This feature is not implemented at this time. Use the [Limit to] in [Users](#) to limit transactions access.

The buttons let you assign full access or no access to any function or group with just one click.

## System Security - Users

Each person who uses the program should be set up as a user in the System Security database. Each user has a different User Name, Password and a set of initials. Each transaction that is posted is assigned the set of initials based on the User Name and Password entered on Logon.

To enter a new user, from the [Log-on](#) screen choose System Security as the Database. Do not enter a User Name, but type in the Password you entered for System Security when you registered. The System Security screen will display.

On the User page, click New to create a new user or highlight a user name and click Edit. The User screen will display. Enter a Name and Password that will be used to log-on each time the user enters the program. Enter Initials that will be assigned to each transaction posted.

## Database Class

Each database can have a Database Class assigned to it. If you have several databases, a user can be limited to only one database by assigning the Database Class of that database.

## Access Group

You can assign a user to an access group which can be used to limit that user's access to functions.

## Profile Access

The user can be limited to a management group and/or a Profile List. This restricts access to only those profiles that belong to the group selected.

## Transaction Posting

Limit To - This field lets you prevent this user from posting transactions outside of a specified period. The options include:

Never - user cannot post transactions

System Day - limits posting to the computer system clock day

System Month - limits posting to days in the computer system month

System Year - limits posting to days in the computer system year

- Example: If the Limit To field is set to System Month and the computer system date is April 4, 1999, the user can only post transactions with posting dates of April 1999.

Additional Days in the Past and Additional Days in the Future modify the Limit To Date parameter. If both were set to 1 and the Limit is System Day, this user could post transactions dated yesterday, today and tomorrow.

## Example:

You want to limit someone to only entering dues receipts and looking in member history, but don't want them to be able to void or edit transactions.

System Security, Access Groups - You would assign them to an access group that had full access to:

AR, Member Receipts

AR, Member History

File, Logon

Profiles

System Security, Users

Assign their user name to that access group and in the Limit To field choose System Date.

That will limit them to posting and editing transactions for the system date only.

## Add Database / Name Data Folder

To add a new association you must create a new database. The data folder should be named so that the folder name can be associated with the association name.

With one association the data folder is normally APROMAS\DATA. That is established at the time of registration. If a second association database is established, we recommend that you change the name of the folder for that first database to a name that relates to the name of the association. This involves changing the name in Windows as well as in System Security.

### Rename Folder for First Database

- Go to Windows Explorer or My Computer, find the APROMAS\DATA folder.
- Highlight it and click File, Rename
- Type in a new name for the folder. It can be up to eight characters long and should have some relationship to the association name. Then click somewhere else on screen.
- Close out of Explorer or My Computer.

### Add New Database

- In System Security click on the Database Directories tab.
- Click <New Database> .
- Type in the association name – this will show on the Database list on the log-on screen. [Note: If it doesn't fit, abbreviate it – it does not print anywhere so it won't matter.]
- Click into the Database Path field and type in .name where name is up to 8 characters denoting the name of the association.
- If you wish to share the vendor files, the Local Vendors checkbox should be unmarked. If each association will maintain its own vendor list, the Local Vendors checkbox should be marked.
- Click <Save> .
  
- At the Logon screen, in the Database drop-down list choose your company name.
- Enter your User Name and Password (if necessary)
- Hit <Enter> or click <OK>
- The message "No database found exists...do you want to create one now" – Click <Yes>
- When the "Initialize Database" screen appears, "Copy Accounts from Database" is already highlighted. Choose the database you wish to copy a Chart of Accounts from.
- Click <OK> .
- Your new database will be created, with a Chart of Accounts from the database you selected. You can go in a modify the account codes as necessary for this association and proceed to enter profile information.

## Log-on Screen

The Log-on Screen consists of three sections.

### Top

The top section displays the PROMAS for Associations logo. If you click on the logo the version number displays in the lower left of the bottom section. If you double click on the icon you can view the [Release Notes](#). The Release Notes describe changes incorporated in that version and any procedures you must follow after updating.

### Middle

The middle section displays the Company name that was entered during registration, followed by the unit limit of the license.

The next line identifies the working directory. This directory contains the system registration and logon information. The database directories generally reside in subdirectories under the working directory. Clicking on this pathname will bring up a window that lets you select a different working directory path. The default is C:\RPROMAS. For networks, the path points to the server drive on which the data files are stored.

Next is the Database drop-down list. The most recently accessed database is displayed. Initially there are three databases:

[System Security](#) - used to register and not accessible prior to registration.

Practice Database - The first time you log-on an empty ten unit database will be initialized. When you register this becomes your working database.

Association Demonstration - a 10 user database with sample data that can be used to become familiar with the program.

The User Name and Password fields are set up using the System Security database. Once registered you must enter both.

### Bottom

The third section has the Action Buttons

### How to log-on

- Choose the database you want to use
- Type in your user name
- Type in your password if different from the user name
- Press <Enter> or click OK.

### Release Notes

The release notes explain what is new in a version and what actions might need to be taken before using the updated software. Always follow the instructions in the release notes for an update.

The current version number and the version you are updating from are displayed above the detailed notes.

Highlighting the version line displays that version's release notes.

