

## Current Version

The Production Release is Version 2009 Build 002.04.09. Both the update and full version are available for download. There is a BETA Version 2009 BETA 003.04.16 also available for download.

## Distribution

Work orders with a status of Completed print on owner statements and hold back funds from distribution checks. Those with a status of Resolved or Invoiced do not. If you have a lot of work orders with a status of Completed that you want to change to Resolved, call the Help Desk and someone will guide you through the process of changing all at one time.

## Unit Reports

The Limit to Category field on unit reports can now be either "include" or "exclude" the category selected.

## Responsible Tenant History

Normally when you assign a responsible tenant to another tenant's profile, and mark the "Post to Responsible Tenant" checkbox, what you see in Tenant History are the transactions for the Responsible tenant, regardless of which tenant name you choose.

A checkbox that lets you see transactions that were posted to the non-responsible tenant prior to the responsible tenant being assigned has been added. The default is to show the responsible tenant's transactions - unmarking will show the selected tenant transactions.

### Remote Training/Remote Help

\$240 for 3 hours - call for details

## Late Fees

The Late Fee profile now includes a "Day of Month" field. When <<AR, Scheduled Receivables, Late Fees>> are compiled and posted after that date, they will still post the next month on that Day of Month.

## Recurring Transfers

An option to round the calculated amount to the nearest dollar has been added. Marking the checkbox in the Setup, Recurring Transfer screen will cause \$0.50 and over to be rounded up and \$0.49 and lower to be rounded down. This addition will conform with the California FTB tax procedures.

## Discrepancy Reports

A series of reports that have been used by technical support are now available to users. Double click on the time field of the main taskbar to get a Technical Support Tools screen. Type in REPORTS and click <OK> to get the reports screen. These reports identify any discrepancies in Deposits, Checks, Invoices and ACH transactions and are ones we recommend you run prior to doing a Purge. If there are any noted discrepancies please contact the Help Desk.

## Help File Updates

We sometimes update the Help files independent of changes to the program. These Help File updates can now be downloaded from the website. After logging in to the User site, click on Other Programs to find the new Help files.

## Landlord Inspector

A new version of the Landlord Inspector is available in Beta version. Multiple photos can be attached to an inspectable item and several new reports have been added.

The program now supports maintaining the inspection documents in a centralized folder and database and then checking them out when an inspection is to be done.

A button has been added to the unit profile in PROMAS that will allow direct access to the inspections.

Pricing is \$495 for one license and \$100 for additional licenses in the same office.

Download a demo from [www.promas.com](http://www.promas.com) – click on Request Demo.

## Website -- [www.promas.com](http://www.promas.com)

Next time you log in to our website, click on Edit Contact Info and update your email address if it is not correct. If your User ID is in the Name field you can change it. We suggest you leave the password as "promas". If you do decide to change it, make a note of it since we cannot retrieve it for you.

## Free

If you send us a sample of the statement you send to your single unit owners and multi-unit owners, we will review and suggest improvements to the presentation.

## 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

## Beta Version

### Purge

The beta version available for download has a more comprehensive purge function. In addition to deleting old transactions it will remove inactive profiles with no transactions after the purge through date.

### Owner Statements

The Internet Publishing module has been enhanced so that in addition to publishing to HomeRentals.net, you can create PDFs of the statements that can be emailed to a manager for review. This will allow for reviewing statements without printing them.

### Inspections

The unit profile now has an Inspections button so those using the Landlord Inspector can view the unit inspection documents. The Inspection ID must match the Unit ID.

## PROMAS Forms – going green

PROMAS Forms, the source for 100% guaranteed software compliant checks and forms, is proud to announce its commitment to our environment. Commencing March 31, 2009, all of our products will be produced using SFI-Certified papers. The SFI Certification (Sustainable Forest Initiative) indicates that the papers used are from forests utilizing socially responsible methods of land stewardship integrating reforestation, soil conservation, preservation of air and water quality and the maintenance of wildlife. Only 10% of the world's forests meet the standards necessary to be certified SFI.

Please join our effort to be environmentally responsible by supporting SFI Certified products.

For more information you can contact PROMAS Forms at 800-749-2021 or go to [www.promas-forms.com](http://www.promas-forms.com)

## Training classes - 2009

**Basic:** Orlando - May 11 (pending)  
Denver - May 26,27 (pending)

**Advanced:** Orlando - May 12 (pending)  
Denver - May 28 (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**