

Current Version

The Production Release is Version 2009.3 Release 5. Both the update and full version are available for download. The update adds fields to the database and must be installed while no other users are logged on.

Print Receipt

There are several options for printing receipts. The default is to print a two-part receipt - one for the payer and one for your file.

Print a one-part receipt

To print just a payer copy, go to <<Setup, Processing Defaults>>, RPM tab, Customized Programming Options section. Type in /receiptsingle and save.

Print a receipt and post

To print a receipt, record the receipt and return to do another receipt, go to <<Setup, Processing Defaults>>, RPM tab, Customized Programming Options section. Type in /printandpost and save.

Additional Letterhead

When printing the Additional Letterhead information on letters and statements, the information on each line will be centered automatically. Enter each line left justified for a true centering. We recommend that you print test copies to verify that the presentation is as you want it.

Work Orders on Statements

If the option to have open work orders print on the owner statement is set, then all work orders except those with a status of Invoiced or Resolved will be included. Change the status to Resolved (or delete the work order) if you no longer want old work orders on statements.

Invoice History

When editing an invoice, the Change Billing Information button is muted until a line item is selected. Once selected, clicking the button will allow a change to the Bill code and/or Bill To.

Tenant Status

A tenant can now be made past inactive with outstanding unpaid charges. Make the tenant past inactive when you no longer want them to appear on owner statement tenant lists.

To get a report of past inactive with unpaid charges, mark only the Inactive Tenants checkbox on the Tenant Reports screen.

Internet Publishing – save paper!

The Internet Publishing module has been enhanced so that in addition to publishing to HeroPM.net you can create PDF files of the statements that can be emailed to a manager for review and emailed to an owner. The owner profile has checkboxes to control how a statement is published.

Owner Profile

New checkboxes on the Checks and Statements tab, Statement section dictate how statements are published from the Mailings, Internet Publishing function.

The checkbox "Do Not Publish to Paper", when marked, will not print a statement.

The checkbox "Do not Publish to Email", when marked, will not create a PDF of the statement for emailing.

Neither of these checkboxes has any effect on publishing to HeroPM.net. They just affect the behavior of PDF Owner Statements.

Remote Training/Remote Help

\$240 for 3 hours - call for details

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 – click on Request Demo.

HomeRentals.net ↔ HeroPM

HomeRentals.net has changed their name to HeroPM. A primary reason was to eliminate confusion with what services they provide versus those of online listing companies like RentalHomesPlus, Rentals.com, RentMarketer, etc.

PayLease

The Export Utility has a Tenant billing Information export type that can be used to update information for third party payment facilitators like PayLease who let tenants pay their rent online. The CSV file contains the Tenant name and ID, Unit address and ID, Rent Amount, Unpaid Charges total.

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

Vendor Reports

The invoice number has been added to the Vendor Check Details report. If the memo and invoice number exceed the character limitation for one line, the Invoice number will be on line 1 and the memo on line 2.

Work Order – Owner Invoice

The problem description was removed from the printout since many users are keeping a progress log as part of the description.

Bill Code Report/Charge Code Report

These reports no longer include inactive codes.

Purge

Anyone desiring to purge should contact the Help Desk for the authorization code. The purge has been updated, thus we want to track when purges are being done until we are sure that there are no issues we have not already covered. The purge eliminates old transactions and inactive profiles with no recent activity.

Tenant Recurring Charges

A recurring charge will now accept a negative amount. When Recurring charges are processed, an Adjust Open Credits transaction will be posted. The owner or management group will be debited for the Account Code the charge points to and the tenant will receive open credits in that amount.

This feature can be used to credit the tenant on a recurring schedule and to record transactions such as rent concessions.

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.

Training classes - 2009

Basic: Orlando - October 19, 20 (pending)

Advanced: Orlando - October 21 (pending)

Classes need a minimum of 12 attendees.

Registration forms:

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