

Current Version

The current versions are: Production: 2009.3 Release 8 - both update and full version are available for download. Please install while no one is logged on to the program. Beta: 2009.4 Beta 4 - also available for download.

The major version (2009) indicates that the IRS has approved the test file submitted for 1099 reporting in January 2009. When the 2009 test file is submitted and approved in December, the version will change to 2010 for January 2010 reporting. The minor version (3) increments whenever we add a significant new set of features. The Release number (8) increments every time a minor revision is released.

The word "Release" preceding the Release number means that this is the current production version. The word "Beta" indicates new features needing verification testing are included. Beta versions are turned into production releases after testing.

Bank Reconciliation

Doing the bank Reconciliation within PROMAS is essential to maintaining a clean, auditable set of books. Even if your state has no requirements to do so, it is in your best interest to do the reconciliation every month. We also recommend you do the three way reconciliation (click the link or refer to Help, search on Audit, 3 Way Reconcile).

When you do the reconciliation you are ensuring that your records are in sync with what is happening at the bank. Your accounting records should reflect two classes of transactions: those that the bank has already processed; and those that the bank has not yet processed but will. After completing the reconciliation you should review the uncleared transactions and be convinced that they all will appear on a future bank statement. Those that won't should be voided or offset with an adjustment and then cleared.

If you have not been doing regular bank reconciliations and would like to catch up, call the Help Desk for advice on how to proceed.

Cash Flow

A simple report to send to an owner with more than one unit is the Unit Cash Flow Summary. It is more compact than an owner statement. Consider sending it to the owner along with the year end statement.

Electronic Filing of 1099s

Electronic filing is the recommended method of filing 1099s with the IRS. The alternative is to print and mail the copy A forms along with a 1096 transmittal form to the IRS. Anyone submitting 250 or more returns must file electronically. The IRS encourages everyone to file electronically.

To file electronically you must fill out and submit an application form 4419. Copies of the form are available by phone (866-455-7438) or from the website: www.irs.gov/pub/irs-pdf/f4419.pdf. The form can be filled out on-line or printed and faxed to the IRS at 877-477-0572.

Submitting the 1099 is easy. PROMAS creates the file and you upload it to the IRS using your browser.

Work Order Estimates

The Vendor Assignment tab of a Work Order has an Estimate tab where you can enter an amount. That amount is deducted from the owner distribution amount. This is a good way to ensure that owner contributions for future anticipated expenses are not inadvertently distributed to the owner. To determine what work orders will hold back distribution funds run the Work Order report "Work Estimates".

Remote Training/Remote Help

\$240 for 3 hours - call for details

Landlord Inspector

The current version is 2009.5 Release 4.

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.

Utilities Billing

The Utilities Billing module exports from PROMAS to the module, allows entering of meter readings, computes the usage, determines the amount to charge, and imports the charges into PROMAS. This is ideal for water meter and gas meter readings. Report lists last and current reading and computed charges per tenant. Reimbursement can be to either the owner or the management group. Contact the Help Desk for additional details. The cost for this module is \$495.

Fees Earned

To determine what fees the Management Group has earned over a period of time, use the Management Group reports "Income Summary" and "Income Details". These reports should not be the sole basis for determining the dollar amount for the check being written to the parent company.

The available balance, along with the Cash, in the Management Group GL History, is the maximum check amount. If, when doing a single check, an information screen warning of insufficient funds for the ledger appears, don't print the check. Investigate the reason for the message and correct it. A good place to start is with a Balance Sheet.

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 - \$225

Backup

We cannot stress enough the importance of backing up your data. There are several ways to backup a database within PROMAS.

One is from the File dropdown in PROMAS. It creates a folder within the database folder with a label of YYYY-Month name-DD (e.g. 2009-Sept-18). It contains the necessary files from the database folder.

Another is in Help, About called "Create Zipped Data", which makes a zipped file named PL6_Data.zip in the RPROMAS\Support folder. Note that each time you do this it overwrites the previously made file.

Making a backup and then periodically copying the backup(s) to a CD or a Flash drive is an excellent supplement to your daily backup. Refer to Help, Contents, Procedures, Backing Up for details on backing up

Work Orders

When entering a new work order, you can look at the work order history for that unit by clicking the <Site Repair History> speedbutton. From there you can filter on different date ranges, find a particular work order number, or edit a selected work order. Using the tabs you can view All, Not Resolved (open) work orders, Resolved, Not Invoiced (completed) and Unassigned.

Payment Notes

Want the person recording tenant payments to be aware of special circumstances related to payments? When the tenant is selected in Tenant Receipt, any receipt alerts assigned to the Tenant Profile will display. An example might be "No Personal Checks Accepted – if received, give check to Martha".

To make this happen, you need a category with the Alert Type set to Receipt. There may already be one called "Payment Notes". If not, you can add a new one with that name or with a name of "No Checks". Assign the category to the tenant and enter the note.

To see all Alerts that are currently assigned that category, run the Tenant report "Payment notes".

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**