

GENERAL INFORMATION ABOUT THIS RELEASE

Users updating from a version before 2008 should read the release history.

The electronic tax reporting output has been submitted for approval to the IRS for the 2009 tax year.

***** THIS IS A BETA TEST *****

The electronic tax reporting output has been approved by the IRS for the 2009 tax year.

Changes and Fixes for Version 2010.2

1. Support for Promas Central, a new online service, has been added.
2. In <<AP, Invoice History>> there is an option to create a copy of the highlighted invoice. This can be used to recreate a recurring invoice from a previous entry or can be used to correct an invoice entered in error. To correct an invoice, create a copy, make the corrections, and post it. You may then void the original invoice. [R2009-071].
3. In <<Setup, Recurring Transfers>> if a transfer is set up with both a minimum and maximum amount and it is based on a source amount the resulting flat transfer amount will be posted if there is a non-zero source amount. If there is no source amount, no transaction will post. This can be used to assess a flat fee based on account activity. [R2009-032].
4. In <<AP, Invoice>> double clicking on the work order label will fill in the invoice number. [R2009-052].
5. Social security number information is obscured by default and must now be clicked to be viewed. This is to protect the information from prying eyes while viewing profiles. [R2009-055].
6. In <<AR, Tenant Receipt>> a warning will be given if a tenant is selected from an inactive ledger or unit. [R2009-070].
7. The <<Setup, Rate Table>> now will accept up to 5 separate taxing authorities. [R2009-007].
8. The <<AP, Scheduled Payables>> will allow the payee to be limited by a profile list. [R2009-000].
9. Many profiles now have an "Upload Folder" button that will open a profile specific folder on the network drive. Files placed in the folder can be transferred automatically to online storage at Promas Central through an option in <<Mailings, Internet Publishing>>. Once transferred and confirmed to be on the Hero site, these files will be deleted from the folder. This feature is in beta testing, so please keep backup copies of important files.
10. Spell checking has been added to multi-line edit fields.
11. The "Ledger ID" and "Ledger Name" letter text substitutions will now populate on owner letters. [R2009-025].
12. A new field, "Key Code" has been added to <<Profiles, Unit>>. [2009-103].
13. Conflicting shortcut keys have been resolved in <<AR, Batch Tenant Receipts>>. [R2009-080].
14. The <<AP, Scheduled Receivables, Rent>> sort order now matches the list on the

screen. [R2009-118].

15. In the <<Maintenance>> module, the Tenant Invoice Copy of a work order now includes the work description. [R2009-112].

16. In <<Maintenance, Work Order>>, the statement note generated from the work description will now include the site address and vendor name when the note is brought up for editing.

Changes and Fixes for Version 2010.1

1. The tax reporting has been updated for the 2009 tax year.
2. Spell checking works correctly if it is used before starting to edit data in a profile.

Changes and Fixes for Version 2009.3

IMPORTANT TO NOTE

1. If you use additional letterhead information on your statements and letters, these will now be center aligned on the documents. Be sure to review the appearance of the letterhead before printing these documents. The additional letterhead information is defined in <<Profiles, Management Group>>.

Version Numbering Has Changed

We are no longer numbering versions by their release date. The major version number now increments every year when we update the tax reporting portions of the application. The minor version number increments when we add a significant new set of features or requests to the application. The release number increments every time a minor revision is released to the users. The word 'Beta' before the release number indicates a beta test release. The word 'Release' before the release number indicates a broad release.

Users who receive mailed updates will only be mailed releases deemed to have significant changes that have been in broad release long enough to be considered final.

New Features

1. Tenant status can be changed to inactive even if they have a balance. A warning is given.
2. <<Mailings, Internet Publishing>> has been expanded to allow PDF statements to be emailed to owners. In <<Profiles, Owner Profile>> on the "Checks and Statements" tab two new checkboxes have been added to control the publishing. The publishing run will both print hard copies and email statements based on these settings. Owners can become "paperless" by disabling the publishing to paper statements. More details are in the help file.
3. <<AR, Tenant History>> will now give the option to show the ledger for the responsible tenant or actual tenant when there the selected tenant profile points to a responsible tenant. [R2009-021].
4. The <<File, Purge Transactions>> function has been made to be more efficient at removing transactions and will also remove inactive profiles from the database. See Help for more information.

Bug Fixes

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1. <<Mailings, TaxReporting>> the last letter of the tab labels were being cut off. This has been corrected. [R2009-030]
2. The deposit slip font sizing bug that was introduced during this beta test cycle has been fixed. [R2009-043]
3. The <<Profiles, Owner>> profile would accept a part time address schedule without requiring that the address be specified. This has been fixed. [R2009-038]
4. <<AR, Scheduled Commercial Charges>> could give an error message "Account Not Found" if a refund was posted in the same batch as charges. This has been corrected. [R2009-040].
5. Inactive properties will now print on <<Mailings, Owner Statements>> if the "Inactive" checkbox is selected. [R2009-015].
6. An optimization to the <<Reports, Bank Reports>> Bank Balance Breakdown was inadvertently including uncleared transactions after the report date and therefore reporting a false slip deposit slip. This has been corrected.

Requests

1. The 'Change Billing Info' button on the edit invoice screen will always show, but is disabled when not applicable. [R2009-029]
2. A "Tenant Billing" option has been added to the <<File, Export Utility>> function. This information is required by some online services to process tenant payments. [R2009-045]
3. The letterhead information in <<Profiles, Management Group>> now center aligns on owner statements and letters. In addition, the owners and statements have been sized so the letterhead information area has the same width. [R2009-037].
4. <<Reports, Tenant Reports>> has a Tenant Tax Information report that provides the same information as the Owner Tax Information report.
5. Printed copies of work orders no longer print the problem description on the owner invoice copies. [R2009-047].
6. The default for <<AP, Scheduled Payables>> "Restrict Payer to" has been changed from Tenant to Owner. [R2009-026].

CHANGES AND FIXES FOR VERSION 2009.002

1. Support has been added for the meter billing system. This add-on application allows users to read utility meters and generate tenant charges that can be automatically posted against the tenant ledger.
2. Properties, Owners, Units, and Manager profiles all have a designated folder to place files for upload to HomeRentals for online storage and access.
3. The tenant status will no longer be changed to past active when the rents are charged and the rent schedule expires so that the rental analysis report is not affected.
4. <<Profiles, Owner Profile>> now has a field for a profile alert. This message will pop up on the screen whenever the profile is opened.
5. The <<GL, Scheduled Journal Entries>> Recurring Transfers option was skipping daily transfers that occurred on the first day of the month. This has been fixed.

[R6893].

6. <<Maintenance, Work Order>> would display an erroneous message if the Notification Required field was checked and the tenant had no phone number. This has been fixed. [R6888]

7. <<Profiles, Tenant Profile>> now has a Notice Given date that can be used to filter tenant reports.

8. Zip codes would not accept the "plus 4" digits if there were multiple towns that shared the same zip code. This has been fixed. [R6892].

9. A negative amount can now be entered in <<Profiles, Tenant>> recurring charges. This will post an adjustment to open credits for the specified amount and can be used to enter rent concessions that occur in the future. [A598].

10. The <<Reports, General Ledger Reports>> cash analysis reports will no longer report balances as suspect if there are impounds that account for the difference between the cash and available balances. An account can be specified by setting the Impound checkbox in the <<Setup, Accounts>> profile. [R599]

11. Work orders that have an asset identified will now print information about the asset as part of the job description. [A587]

12. Distribution checks will only deduct for unpaid invoices that are due less than 30 days in the future. In prior versions all invoices in the system were considered. This will allow long term bills to be entered without adversely affecting owner payments.

13. <<AR, Tenant Receipt>> function can be defaulted to always pro-rating payments by adding the options "/RECEIPTPRORATE" to <<Options, Processing Defaults>>. [A596]

14. The majority owner mailing address text substitution for letter and notices was not working if there was not another majority owner text substitution in the text. This has been corrected. [R6885]

15. If the backdrop is used in conjunction with showing event reminders on Logon, in certain circumstances you could not drill down to edit profiles. This has been corrected. [R6889]

16. <<File, Export Utility>> now supports our Meter Billing System which can be used to read utility meters, import utility charges, and generate utility bills for the customers. The Meter Billing System is an add-on application that can be purchased separately.

17. <<Maintenance, Work Order Reports>> has a new report "Work Estimates" that will list all non-invoiced work orders that have an estimated work amount. In addition, work order reports can be filtered on the amount of the work estimate. [A595]

18. NSF transactions now copy the original memo and comment from the NSFed receipt when creating the NSFed receipt transaction. [A594]

19. <<Profiles, Vendor Profile>> now has an invoice priority that will be the default priority used in invoices when the vendor is selected. [R2009003]

CHANGES AND FIXES FOR VERSION 2009.001

1. The electronic filing for the IRS has been updated for the 2008 tax year.

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2. Completed work orders will now be included in the balance of outstanding work orders. They are no longer included in this balance once invoiced.
3. The check font has been changed from Courier to Times New Roman. This is because some optical character recognition software requires a full line through the dollar symbol.
4. Under certain circumstances, <<AR, Scheduled Commercial Charges, CAM Charges>> could generate a key violation. This has been fixed. [R6891.]

CHANGES AND FIXES FOR VERSION 2008

1. The <<AP, Scheduled Payables>> function will now default to the bank account from the posting table's checking account.
2. The <<Setup, Categories>> profile now has a field to define a HomeRentals code. This is used to synchronize listing information on the HomeRentals website.
3. <<GL, General Ledger History>> now has a speed button for printing a single check. [R550]
4. <<AR, Tenant Receipt>> will default to the lesser of open credits or unpaid charges if the "Apply Open Credits" checkbox is unchecked. [R6859]
5. The application would not allow destroyed checks to be edited. This has been changed. [R6863]
6. Work order reports would incorrectly identify the site as the building when the site selected on the work order was a unit and the unit was part of a building. This has been fixed. [R6862]
7. Work orders may now be printed as Owner or Tenant invoices. The invoice copy indicates that a payment is required and does not show the assigned vendor. [R552]
8. Logos and signatures may now be printed on MICR checks. If interested in this feature please contact the help desk for more information on how to set this up.
9. File copies of work orders will no longer print "INFORMATION ONLY..." above the billing information. [R560]
10. <<AR, Prorated Rent>> will now post the leasing fee as a separate transaction so that it can be separately voided if needed.
11. <<Reports, Vendor Reports>> Vendor Contact List now includes the vendor's email address.
12. <<Setup, Management Fee>> now allows a leasing fee of more than 100% of rent.
13. The Cross Reference is now available as a speed button from both the owner and unit profiles.
14. <<Mailings, Tenant Letters>> may now be restricted by lease type.
15. The history screens now can be resized to display more information.
16. Notes were not being saved to a unit profile unless "Copy to Ledger" was selected. This has been corrected. [R6866]
17. The font size for the drawer name on MICR Canadian checks has been adjusted. [Rel 3]
18. <<Maintenance, Work Order>>. The vendor is no longer required for completed work

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orders, but a warning message will be shown. Also, there is a button to add a statement note from a work order to notify the owner of a repair that was made.

19. <<GL, Bank Reconciliation>> now has a tab to sort transactions by amount. [A570]
20. <<AR, Tenant Receipt>>. When clicking the tenant statement speed button, the statement will be restricted to the same tenant as is selected in the receipt.
21. On a GL rebuild, bank to bank transfers will no longer generate a cross reference to the ledger of the first entry in the line items. [R6868]
22. <<Profiles, Property Manager>> has a new field "User Name". The <<Profiles, Event Reminders>> screen will only show manager reminders if the manager's user name matches the logged on user OR if the User Name field in the manager profile contains is "*" (without the quotes).
23. A credit memo amount can be changed after it has been partially used. [R6875]
24. <<Reports, Ledger Reports>> will no longer truncate general ledger memos that originate from a journal entry. [R6989]
25. There is now an option to print single tenant receipts instead of two copies on the same page. Add /RECEIPTSINGLE to <<Setup, Processing Defaults>> command options. [A577].
26. <<AP, Scheduled Payables>> will no longer transfer owner money if the profile status is "No Posting." [R6886]
27. <<Profiles, Tenant>> will now allow a rent change to \$0.00 for automating a free months rent. [A580]
28. <<Maintenance, Work Order>> will always give an unique work order number when copying from another work order. [R6885]
29. <<AR, Tenant Receipt>> will now redistribute amounts when individual line items are skipped. [A583]
30. <<Maintenance, Work Order>> has a button to insert the user time and initials into the work description. [A578]
31. <<Setup, Late Notice>> no longer requires all late notice lines to be filled in. [R6884]
32. <<Reports, Tenant Reports>> Delinquent Tenant report phone number label was changed from "Pager" to "Cell".
33. A user can no longer void a check from a prior period in the current period if they are restricted to posting only in the current period. [R6881]
34. Checks were not printing the original amount and discount amount if a line item was discounted. This has been fixed. [R6878]
35. <<Reports, Ledger Reports>>. The unpaid payables reports now include unapplied credit memos. [A565]
36. <<Reports, Vendor Reports>> Vendor Check Details now includes the invoice number of the line items.
37. <<Reports, Tickler Reports>>. Tickler reports restrictions now include all notes that are related to the restriction instead of only those notes exactly matching the restriction. For example, restricting to a Property Manager will now include unit notes for all units managed by that manager.

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38. <<AP, Invoice>> will now also warn if the added invoice will draw the ledger balance below zero when other outstanding invoices are considered.