

Convert RPM DOS Version 4.7 to PROMAS Landmaster for Windows

General

Note: If you do not have version 4.7 of RPMSoftware, you must call 800-397-1499 for directions.

This conversion will create owner, property, unit, tenant, vendor and management fee profiles from the data files of RPM. In addition, the tenant security deposit amounts from the RPM tenant file will be converted.

The process involves three phases. The first is using the supplied conversion program to build a set of import files. The second consists of importing the files to create the various profiles. The third involves initializing the owner balances and tenant balances.

Transactions are not converted. Therefore, after converting and verifying that the files are correct, you must establish opening balances for owners and tenants.

Instructions for initializing owner and tenant balances can be found in the On-line Help under Startup.

The conversion steps are written assuming your RPM data files are in the C:\RPM\DATA directory and that your A drive is the 3.5" floppy drive. If your RPM data files are in a directory other than C:\RPM\DATA use that path instead. The conversion process does not make any changes to your RPM data. After going through the conversion process you can continue to use your RPM software.

You can stop the Phase 2 importing and restart later if you get sidetracked. You may want to stop after Processing Defaults to review the Chart of Accounts or enter any Setup items particular to your circumstances. Call customer support if you think you may need to do that.

If you have deactivated any properties whose owners get 1099's, reactivate them prior to converting.

Step by Step Overview

1. Install the PROMAS Landmaster program.
2. Call to register - 800-397-1499. Registration establishes a database name and a limit large enough to hold the converted data.

When you select your database from the drop down list, some files will be created and the Initialize Database screen will display. You have the choice of starting with no accounts or copying the accounts from the Residential Demonstration database. Mark the radio button to Start with No Accounts. During the import process you will have the opportunity to specify bringing in an extended set of account codes.

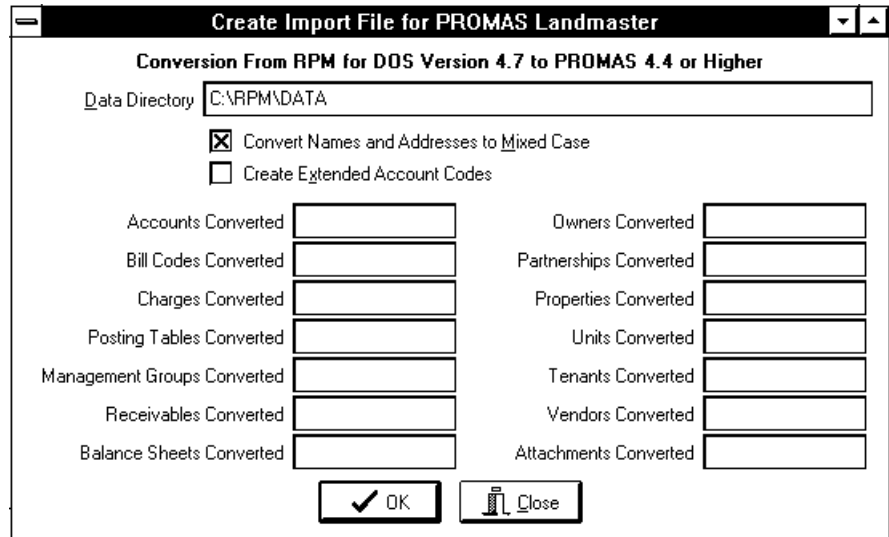
The screenshot shows a dialog box titled "Initialize Database". It features a dropdown menu for selecting a database, currently set to "Residential Demonstration". Below the dropdown are two sets of radio buttons. The first set allows the user to choose between "Copy Accounts from Database" and "Start with No Accounts", with the latter being selected. The second set allows the user to choose between "Copy Passwords from Database" and "Start with Default Passwords", with the former being selected. At the bottom of the dialog, there are three buttons: a question mark icon, a "Save" button, and a "Cancel" button.

Phase 1 - Creating the Import Files

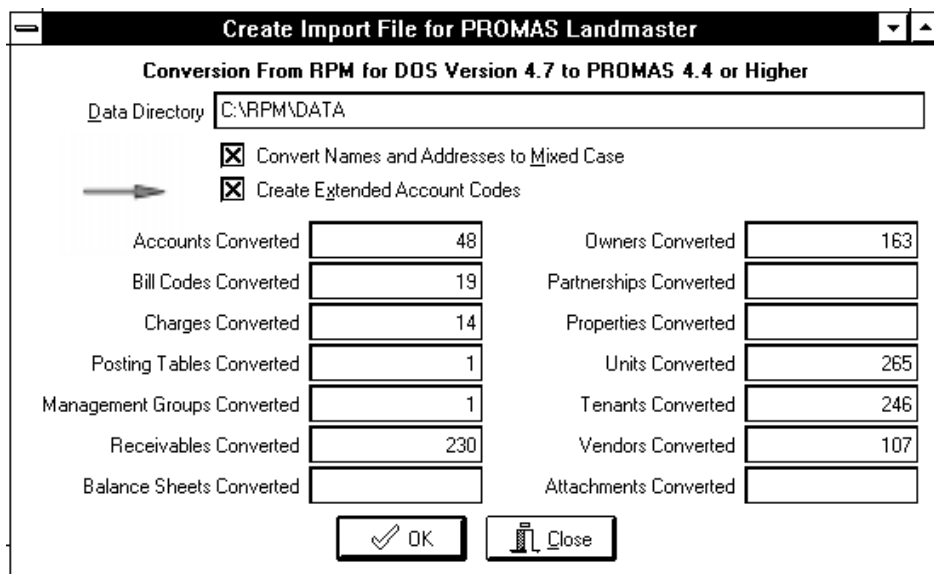
3. If you are converting the data on a computer other than the one containing the RPM data files, you need only copy the following file groups: PROPFL*.RPM, TNNTFL*.RPM and VENDORFL.RPM.
4. Copy the file XRPM.EXE from the conversion disk into the C:\RPM\DATA directory.
5. Execute the XRPM.EXE file from Windows. This will start the Phase 1 process of creating the import files. When the Create Import File for PROMAS Landmaster screen displays:

a) Designate the data directory containing the conversion program if it is other than the default - C:\RPM\DATA.

b) You have the option to convert names and addresses to mixed case if you had entered them in all upper case in RPM. We recommend you accept the default of mixed case as reports and statements look more professional.



c) The conversion process creates a minimal set of account codes. You have the option to bring in additional ones that are common to fee based managers. Recommendation: mark this checkbox to bring in the additional codes unless your chart of accounts is not typical.

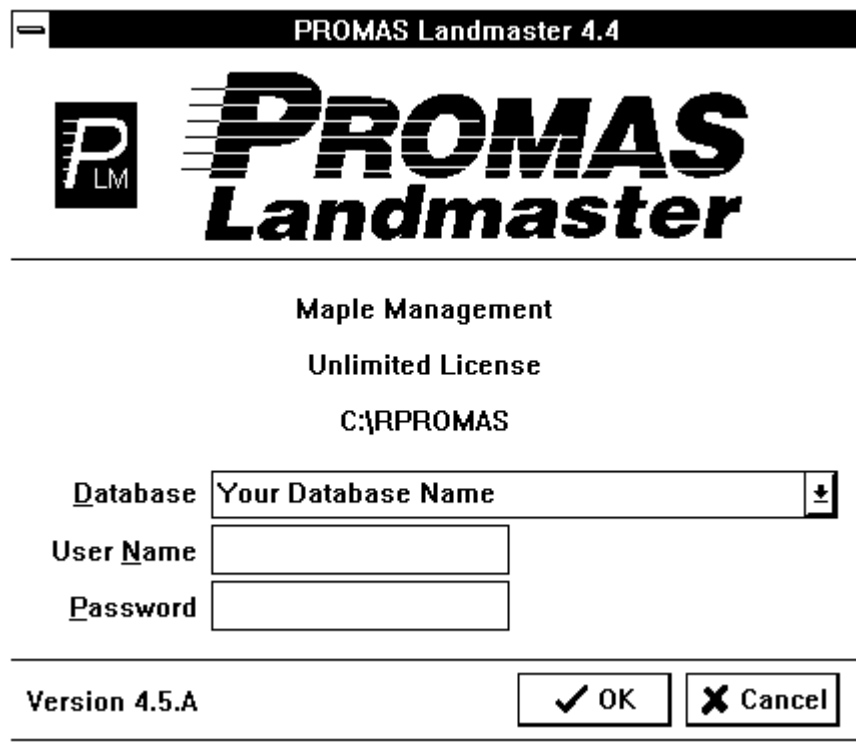


d) Click OK to start the conversion. The counts of items converted will be recorded.

6. This completes Phase 1.

Phase 2 - Importing into PROMAS Landmaster

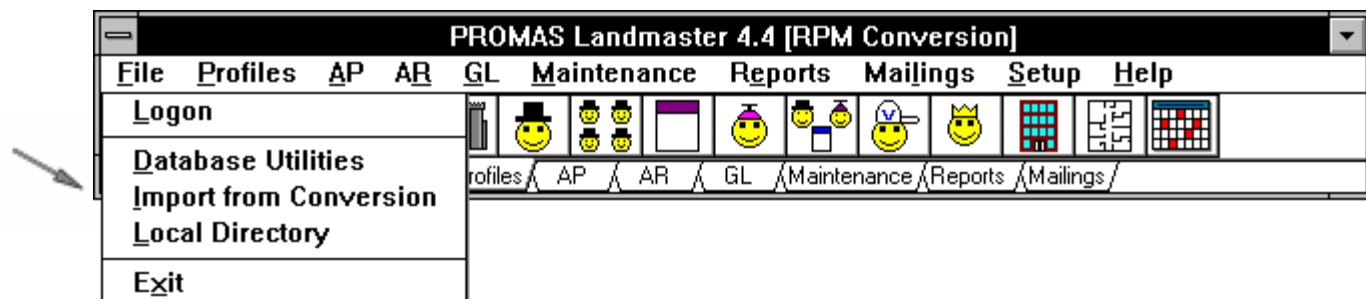
7. Start PROMAS Landmaster - select your database from the drop-down list, enter your User Name and Password and click OK.



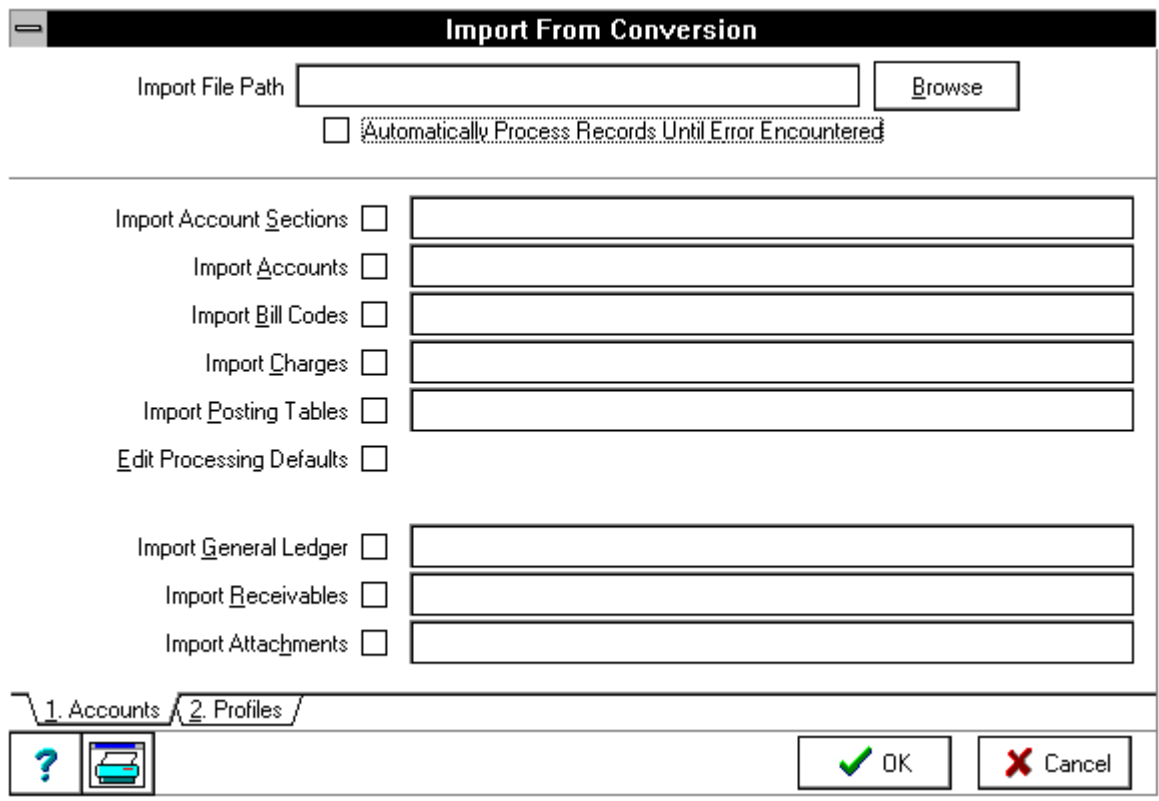
8. The PROMAS Landmaster main Speedbar will display. Click on File.



9. Click on Import from Conversion.



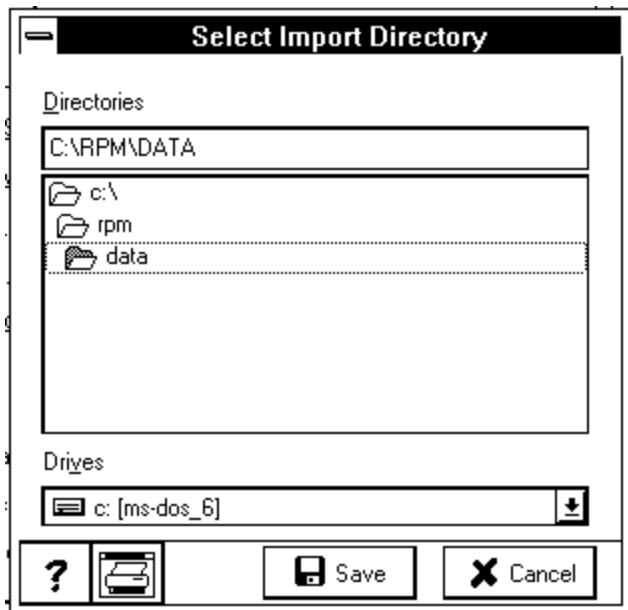
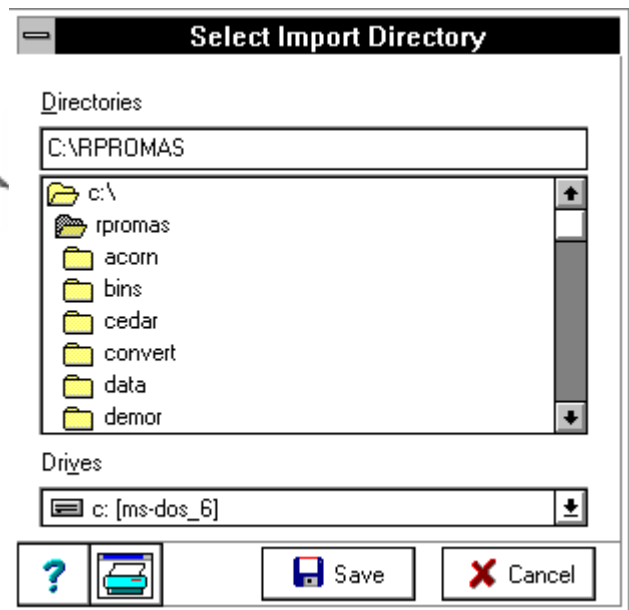
9. To choose the Import File Path, click the Browse button.



Double click on the C:\ folder and scroll down until you find the RPM folder.

Double click on the RPM folder, double click on the Data folder. Click Save.

The Import File Path should be C:\RPM\DATA. The converted records should fill in the screen as shown on the next page.



This is the first page of information. Click on the Profiles tab to see the second page of information.

The screenshot shows the 'Import From Conversion' dialog box. At the top, the title bar reads 'Import From Conversion'. Below the title bar, there is a text field for 'Import File Path' containing 'C:\RPM\DATA' and a 'Browse' button. Below this is a checkbox labeled 'Automatically Process Records Until Error Encountered', which is currently unchecked. The main area of the dialog is divided into two sections. The first section contains the following items: 'Import Account Sections' (unchecked, 'No Records'), 'Import Accounts' (checked, '23 Records, 23 Unprocessed'), 'Import Bill Codes' (unchecked, 'No Records'), 'Import Charges' (checked, '4 Records, 4 Unprocessed'), 'Import Posting Tables' (checked, '1 Records, 1 Unprocessed'), and 'Edit Processing Defaults' (checked). The second section contains: 'Import General Ledger' (unchecked, 'No Records'), 'Import Receivables' (checked, '230 Records, 230 Unprocessed'), and 'Import Attachments' (unchecked, 'No Records'). At the bottom, there are two tabs: '1. Accounts' and '2. Profiles', with '2. Profiles' being the active tab. Below the tabs are icons for help (question mark) and print, and buttons for 'OK' and 'Cancel'.

This is the second page of information.

The screenshot shows the 'Import From Conversion' dialog box, Page 2 of 2. The title bar reads 'Import From Conversion'. The 'Import File Path' field contains 'C:\RPM\DATA' and the 'Browse' button is present. The 'Automatically Process Records Until Error Encountered' checkbox is now checked. The main area contains the following items: 'Import Management Groups' (checked, '1 Records, 1 Unprocessed'), 'Import Owners' (checked, '163 Records, 163 Unprocessed'), 'Import Partners' (unchecked, 'No Records'), 'Import Properties' (unchecked, 'No Records'), 'Import Unit Types' (unchecked, 'No Records'), 'Import Management Fees' (checked, '7 Records, 7 Unprocessed'), 'Import Units' (checked, '265 Records, 265 Unprocessed'), 'Import Late Fees' (unchecked, 'No Records'), 'Import Tenants' (checked, '246 Records, 246 Unprocessed'), and 'Import Vendors' (checked, '107 Records, 107 Unprocessed'). At the bottom, the '1. Accounts' and '2. Profiles' tabs are visible, with '1. Accounts' being the active tab. Below the tabs are icons for help (question mark) and print, and buttons for 'OK' and 'Cancel'.

10. Click on the check box for Automatically Process Records until Error Encountered. The alternative is to OK each record during the import process.
11. If the security deposit amounts in your RPM tenant file are generally not correct, unmark the Import Receivables checkbox.
12. Click OK - the importing will start.

If something doesn't pass the edit requirements you will be prompted with an error window. Your choices are:

- Correct the information and SAVE
- SKIP the record so you can import it at a later time.
- REJECT the record
- STOP - you can pick up from where you left off later



Note: You should correct and save everything you can. Don't skip anything but vendors without consulting technical support.

13. As the accounts are being imported it will stop to have you choose the Check Style for each bank account. Choose the type you are going to use from the drop down list and SAVE. DO NOT SKIP or REJECT!

Note: Do not choose MICR unless you have all the account information available. The Check Style can be changed at any time.

14. As the posting table is being imported it will stop to have you enter the bank account to use for writing tenant security deposit refund checks. Choose one from the drop down list and SAVE. A Posting Table is required for the Owner Profiles, so DO NOT Skip or Reject.

15. When the import stops on the Processing Defaults screen you can enter defaults for the profiles that are being imported. As a minimum, put entries in the following fields by choosing from the drop down list. Click on the ? on the lower left to read the help section on Processing Defaults.

New Profiles

- Management Group
- Posting Table
- Accounting Method

Tenant Profiles

Rent Charge
Late Charge
NSF Charge

Rent Charge	RENT: Rent	⏏
Late Charge	LATE FEE: Late Fee	⏏
NSF Charge	NSF: NSF Check Fee	⏏
Rate Table		⏏
Notices		⏏
Late Fee		⏏
Tenant Statement		⏏

1. New Profiles / 2. Tenant Profiles / 3. Database / 4. Printing

? [Printer] [Save] [Close]

Selecting a default for some of the other fields can decrease your startup time because it will enter the default value into the appropriate profile field. If you wait until after importing you will be required to make the entry into each profile.

New Profiles

Owner Statement - set up an owner statement profile that will fit most owners by clicking the flashlight button. Use the one on the right as an example.

Minimum Distribution - Enter the minimum dollar amount that an owner's distribution (draw) check can be.

ID: SIMPLE | Detail no memo, payee

Statement Header

Return Address: Management Group

Title: STATEMENT of ACCOUNT

Statement Body

Increases Label: Income

Decreases Label: Expense

Body Style: Owner Balance Details

Include Memos Include Payees

Include Unit Description

New Page for Each Unit's Details

Print Statement if No Activity

Running Balance: []

Summary Style: []

1. Statement Body / 2. Additions

? [Printer] [Navigation] [Save] [Close]

Tenant Profiles

Rate Table - create a default rate table if you pay interest on all security deposits or collect taxes on rents.

Notices - create a default notice profile and notice letter if you send late notices to tenants.

Late Fee - If your late fee policy is the same for most of your tenants, create a default late fee profile using the flashlight button.

Tenant Statements - create a default tenant statement profile by clicking the flashlight button.

Click the SAVE button when finished.

16. The import process will continue stopping whenever you need to fix something. When the process is completed a message will display on the screen.



17. Clicking OK will take you to the main PROMAS Landmaster speedbar.

18. This completes Phase 2.

Phase 3 - Initializing Accounts

Go to Help, Contents, Startup and print the instructions. The sections on Initializing Accounts provide help in entering starting balance information for tenants and owners. If you are going to start on January 1 you can get a report from RPM with each owner's balance forward at that time.

19. Security Deposits - Go to Reports, Tenant Reports, Security Deposits. Print the report. Verify the amounts. If any amount is incorrect go to AR, Tenant History, that tenant, Deposits tab and void the deposit. Then go to AR, Security Deposit Receipt and enter the correct deposit amount.
20. In RPM, print a statement of account and account summary for each owner. The statement of account has the beginning of year starting balance, the ending balance as of the report date, a year-to-date summary breakdown of income, expenses and the amount sent to the owner. You can use these amounts to initialize or you can do a further breakdown using the numbers from the account summary.
21. Go to Help, Procedures, Initialize Owner / Partnership Ledger. It contains specific help on setting up owner balances. Click on File, Print Topic to print the help information.
If the starting balance is other than \$0, you must enter a journal voucher dated the last day of the previous year using the account code for Retained Earnings and that of the bank account.