



**User Guide
and
Training Manual**

Version 2016

Introduction

Training Manual	1
Exercises	1
Statement of Warranty and Disclaimer.....	2
Overview.....	3
Training Files	3

Logon & Navigation

Objectives	7
Introduction	9
LOGON Routine	11
Main Menu / Speedbar	13
<i>Exercise</i>	13
Using the <Alt> key to select options.....	15
Find List - Record Selection	15
Display Conventions	17
Using the Folder Button	17
Using Cross Reference Screens	19
<i>Exercise</i>	19
Entering Dates	21
<i>Exercise</i>	21
Speedbuttons.....	23
Posting Transactions	23
<i>Exercise</i>	23
Running Reports.....	25
<i>Exercise</i>	25
Logging out of PROMAS Association	27
Changing Databases	28

Overview of PROMAS

Objectives	31
Modules	31
Profiles.....	35
Accounts Payable - AP	35
Accounts Receivable - AR	37
General Ledger - GL.....	37
Maintenance	39
Reports	39
Mailing Options	41
Coupons	41
Tax Reporting	41
Deed Restrictions/Violations.....	43
Setup	43
File Menu	45
Import from Conversion	45
Export Utility	45
Database Utilities	45
System Security	47
User Information	47
Access Groups.....	47
Local Directory	48
Purge.....	48
Backup	48

Help

Objectives	51
Where to Find Help	51
Release Notes	53
About PROMAS Association	53
Topic Search - by Subject	55
Topic Search	55
<i>Exercise</i>	55
Using Screen Help	57
<i>Exercise</i>	57
Screen Messages	59

Setup

Objectives	63
Overview	63
Finding the Setup Tables	63
<i>Exercise</i>	63
Environment Options	65
<i>Exercise</i>	65
Account Codes - Find List	67
<i>Exercise</i>	67
Account Options tab	69
Checking Account Setup tab	71
MICR Check Setup tab	71
Payable Codes	73
Receivable Codes	75
<i>Exercise</i>	77
Posting Tables	79
Processing Defaults	79
Late Fees	89
New Charges Base tab	89
New Charges Per Day tab	91
Interest	91
Categories	93
Categories in Profile	95
Vendor Categories	95
Notices	99
Profile List	101
Rate Tables	103
Member Statement	105
Fund	107
Account List	107
Account Sections	109

Profiles

Objectives	113
Company Profile	115
Association Profile	117
Address & Accounting tab	117
Fees and Notices tab	119
Taxes and Statements tab	121
Categories tab	121
Unit Profile	123
Unit Description tab	123
Recurring Charges tab	125
Categories tab	125
Documentation tab	125
Member Profile	127

Profiles *(continued)*

Address tab	127
Part-time Address tab	129
Privileges tab	129
Recurring Charges tab	131
Categories tab	131
Documentation tab	131
<i>Exercise</i>	133
<i>Exercise</i>	135
Vendor Profile	137
Vendor Information tab	137
Categories tab	139
Subdivision Profile	141
Location Profile	143
<i>Exercise</i>	144
Association Fee Profile	145
Privilege Profile	147
Membership Group Profile	149

AR – Accounts Receivable

Objectives	153
Scheduled Fees	155
Compiled Fees	157
<i>Exercise</i>	157
Scheduled Receivables - Late Fees	159
Selection Screen	159
<i>Exercise</i>	159
Late Fees - Compiled Screen	161
<i>Exercise</i>	162
Member Charges	163
Member Receipts	165
Filling in the Receipt Form	167
Current Charges	171
New Charges	171
<i>Exercise</i>	173
Ledger Receipts	175
<i>Exercise</i>	175
Deposit Receipts	177
Filling in the Deposit Slip	177
Adjusting Open Credits	181
<i>Exercise</i>	181
Member Move Out	183
Advance Payments tab	183
Current Charges	185
New Charges	185
Member Refund Check	187
Batch Member Receipts	189
Overview	189
Batch Member Receipts Form	191
<i>Exercise</i>	195
<i>Exercise</i>	197

History

Objectives	201
Action Buttons	203
Filter Button	203
Edit Button	205
<i>Exercise</i>	205
Void Button	207

<i>Exercise</i>	208
Member History (AR)	209
Unpaid Charges tab	209
Charges tab	211
Receipts tab	211
<i>Exercise</i>	211
NSF Transactions	213
<i>Exercise</i>	213
Receipt History (AR)	213
Invoice History (AP)	215
Release Invoice	217
Change Billing Information	217
Edit Check	217
<i>Exercise</i>	217
Check History (AP)	219
<i>Exercise</i>	219
Check History - Void a Transaction	221
<i>Exercise</i>	221
<i>Exercise</i>	223
Reprint Check	223
<i>Exercise</i>	223
Vendor History (AP)	225
<i>Exercise</i>	225
GL History	227
GL History - Revenue & Expenses	229
GL History - All Accounts	229
<i>Exercise</i>	229
Bank Account History	231
Event Reminders	233
<i>Exercises</i>	235

AP – Accounts Payable

Objectives	239
Reviewing Vendor Profile	241
<i>Exercise</i>	241
Entering Invoices	243
Invoice tab	245
Invoice - Payee Address & Memos Tab	249
<i>Exercise</i>	249
Selecting Scheduled Payables	251
Compiled Check Candidates - Overview	253
Check Layout	253
<i>Exercise</i>	254
Invoice Checks	255
Check - Posting	257
Check Printing	257
Print Checks	259
<i>Exercise</i>	259
Single Check	261

AP – Accounts Payable (continued)

<i>Exercise</i>	263
Member Refund Check	265
Vendor Credit Memo	267
Adjust Vendor Payment	269
Destroyed Checks	271
Blank Checks	271

GL – General Ledger

Objectives	275
Journal Vouchers	277
Journal Transfers	279
<i>Exercise</i>	281
Recurring Journal Entries	283
Adjust Bank Balance	285
Bank to Bank Transfers	287
Bank Statement Reconciliation	289
<i>Exercise</i>	297
Budgets	299

Reports / Mailings

Objectives	303
Report Selection Screen - Member Reports	303
Tickler Reports	307
Print Reports	309
Preview Report on Screen	309
<i>Exercise</i>	309
<i>Exercise</i>	310
<i>Exercise</i>	311
Mailings	313
Scheduled Statements	315
Advanced Scheduling	315
Member Statements	317
Member Statement Profile	317
Edit Letters	319
Lien Letters	319
Notices – Late Letters	323
Member Letters	325
Member Letters Compiled	325
Vendor Letters	327
Vendor Letters Compiled	327
Export Letters to Merge File	329
Tax Reporting – 1099	331
Magnetic Media	332

Maintenance

Overview	335
Work Order History	337
Work Order History Filter	337
Work Orders	339
Problem Report	341
Vendor Assignment	343
Account Billing	345
Asset and Warranty	345
Print Work Order	347
Work Order Reports	349
Asset	351
Comments and Valuation	351
Asset Type	353
Brand	353
Maintenance Type	353
Asset Reports	355

Deed Restrictions and Violations

Objectives	359
Subject	361
Status	361
Article	363
Letter	363
Code	365
Event	367
<i>Exercise</i>	367
Deed Restriction History	369
<i>Exercise</i>	371
Followups	373
<i>Exercise</i>	373
Deed Restriction Letters	375
Send Letters	375
<i>Exercise</i>	375
Deed Restriction Reports	377
<i>Exercise</i>	377
Sample Reports	379

Appendix A - How To Document Index**Index**

User Guide and Training Manual Overview

About this Manual

The manual layout consists of screen prints on the even numbered pages and explanations and exercises on the odd numbered pages. The chapters are by functionality and by usage. Some functions are not in the section of the manual that covers the module they are in. For example, Deposit Receipts, which is a GL (general ledger) function, is included in the AR (accounts receivable) chapter since it is an integral part of the receipt processing cycle. All histories are in a separate chapter because the edit, filter, void, etc. capabilities are all similar.

The primary source of information about how the PROMAS application works is found in the on-line help. The on-line Help is always more current than this manual.

Documents covering specific topics, often including step-by-step instructions, are available from our web-site support page (www.promas.com). An index to those documents is in Appendix A of this manual. A current index can be obtained by going to the web-site. The Links pull-down menu from the main speedbar has a “How To PDF Documents” entry. Clicking that will take you directly to the index on our website. These sources should be considered to be more current than this manual.

Exercises

Throughout the manual there are exercises that can help make you more proficient. Each exercise includes the solution consisting of step-by-step instructions or screen captures either on the previous or following pages. The solutions to the exercises are based on a currently dated database. Contact the PROMAS Help Desk to get a current association demonstration database.

STATEMENT OF WARRANTY AND DISCLAIMER

USE OF SOFTWARE CONSTITUTES ACCEPTANCE OF THESE TERMS

DEFINITIONS

Software is defined as the Communications Management Strategies, Inc. computer program commonly known as for Associations and any documentation, conversion tools, updates or maintenance releases for that program.

Vendor is defined as Communications Management Strategies, Inc. dba The PROMAS Landlord Software Center.

Customer is defined as the purchaser of the Software license.

Technical Support is defined as support of a technical nature to assist the Customer in using the Software.

LICENSE

Software is licensed (not sold) to Customer, and Vendor owns all copyright, trade secret, patent, and other proprietary rights in Software.

Vendor grants to Customer, pursuant to the terms and conditions contained herein, a perpetual, nonexclusive, nontransferable license to use the Software.

WARRANTY

Vendor warrants that Software will perform without substantial defects for 180 days from the original date of purchase. If any such defect is reported to Vendor within the warranty period, Vendor may at its option replace the defective software within 30 days or refund the purchase price. Vendor will determine whether or not the reported defect is substantial. Vendor does not warrant the contents of Software or that it will perform uninterrupted or error free; the entire risk as to the results and performance of the Software is assumed by Customer.

Any replaced software will be warranted for the remainder of the original warranty period or 30 days, whichever is longer. Any action for breach of contract must be commenced within one year after the cause of action has accrued.

If purchased directly from Vendor, Vendor will refund the purchase price of the Software returned for any reason within 60 days of the original purchase. If the Software was purchased from an authorized dealer or any party other than Vendor, any partial or full refund of purchase price must be obtained from that authorized dealer or party and is subject to the return policy of that authorized dealer or party.

WITH THE EXCEPTION OF THE WARRANTIES GIVEN ABOVE, THE SOFTWARE IS SOLD "AS IS". VENDOR DISCLAIMS TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, REGARDING THIS SOFTWARE, RELATED MATERIALS AND ANY SERVICES, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTIES IMPLIED OR EXPRESSLY STATED IN PROMOTIONAL MATERIAL, MANUALS, OR ON-LINE HELP.

LIMITATION ON ANY RECOVERY

Customer specifically agrees that any liability on the part of Vendor arising from breach of warranty, breach of contract, negligence, strict liability in tort, or any other legal theory shall not exceed any amounts paid to Vendor by Customer in fees for the use and maintenance of the Software.

The limitations of damages and recovery set forth in this agreement are fundamental elements of the basis of bargain between the Vendor and Customer. Vendor would not be able to have provided Software or related services without such limitations.

IN NO EVENT SHALL VENDOR BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE OR RELATED SERVICES, EVEN IF VENDOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SPECIFIC DISCLAIMER FOR TAX REPORTING FEATURES

By using Software to generate 1099 information the Customer specifically agrees to assume full liability for any damages arising from reporting this information, directly or indirectly, to the Internal Revenue Service, to any federal, state or local government agency, or to any taxpayer. The damages for which the Customer assumes responsibility include, but are not limited to, late filing fees and penalties for filing incorrect, incomplete, or improperly formatted information.

If the Customer submits 1099 information using a magnetic media file, it is the Customer's responsibility to review the magnetic media file and to verify that all reported information is correct and that the file meets the current Internal Revenue Service specifications.

If the Customer submits 1099 information using printed forms, it is the Customer's responsibility to review all forms and verify that all information is correct and meets current filing requirements.

TECHNICAL SUPPORT

Toll-free Technical Support from telephones within the United States is a Software related service provided at no additional charge for the first sixty (60) days after the date of the original purchase. Customer may extend Vendor provided Technical Support on a periodic basis subject to the then current Technical Support fee and the terms of this agreement. Technical Support is provided during Vendor's normal business hours. Technical Support does not include accounting, tax, or legal services; it is the Customer's responsibility to seek professional accounting, tax, or legal advice. THE CUSTOMER ASSUMES ALL RISK ASSOCIATED WITH FOLLOWING ANY ADVICE GIVEN BY THE VENDOR.

VENDOR REQUIRES A SIGNED COPY OF THIS AGREEMENT AS A CONDITION OF PROVIDING TECHNICAL SUPPORT TO THE CUSTOMER. THE TERMS OF TECHNICAL SUPPORT ARE SUBJECT TO CHANGE BY THE VENDOR.

ARBITRATION

Any disputes concerning this Agreement or arising out of the use or support of Software shall be submitted to arbitration before an arbitrator agreed upon by the parties, or, if the parties cannot agree upon an arbitrator within thirty (30) days, to an arbitrator appointed by the American Arbitration Association. The site of the arbitration shall be Vienna, Virginia and the arbitration shall be conducted under the Commercial Arbitration Rules then prevailing of the American Arbitration Association. This validity and performance of this agreement shall be governed by the laws of the Commonwealth of Virginia. The arbitrator may not award attorney's fees or costs as part of the award. The fees for the arbitrator shall be borne equally by the parties. The award of the arbitrator shall be binding.

Using the Database

Setting the Month

To get the most realistic results from the training exercises you should set the posting date to the first day of the month corresponding to the month you have chosen.

From the PROMAS for Associations Speedbar

- Click Setup
- Click Environment Options
- Click the Dates tab
- Change the Posting Date to the first day of the month
- Click Save
- Now you are ready to proceed with the exercises in the Training Manual

LOGON, Mouse & Keyboard Navigation

Logon and Navigation

CMS

- How to Logon
- Menu Processing
- Speedbutton Processing
- Window Navigation
- Routine Procedures
- Shortcuts



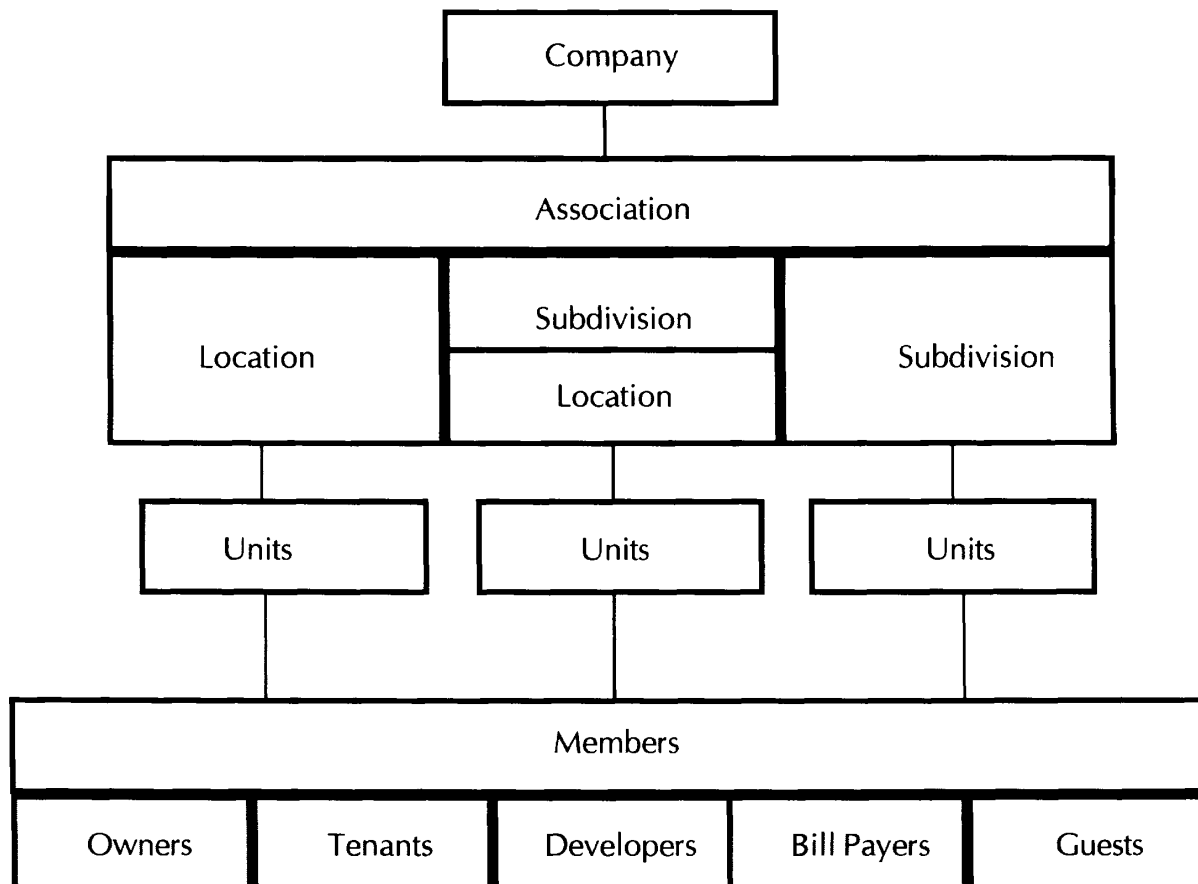
PROMAS Association Training © 2005

Logon & Keyboard: 1

Objectives

The purpose of this module is to review the process of logging on and off of the PROMAS Association software, navigating through the application with menus, keyboard and mouse actions, and understanding the screen display conventions. At the conclusion of this module, you will be able to:

- Logon to the PROMAS Association application
- Use the menu to select modules
- Use the speedbuttons to move between functions
- Use the keyboard/mouse to navigate in PROMAS Association screens
- Logoff from the PROMAS Association application



Introduction

PROMAS Association has been designed to accommodate requirements ranging from a self managed, single fee structure association to management companies servicing hundreds of associations with complex fee structures involving multi-level financial reporting requirements.

PROMAS is an integrated software package combining accounts receivable, accounts payable, general ledger, maintenance, reporting, database, and word processing functions. The base information about who, how, and what procedures to follow is kept in what we call Profiles. There are separate profiles for the association, members, units, and vendors, plus a number of related profile tables (fees, member type, member status, notices, late fees, etc.) that supplement the main profiles.

Company - Has information about who manages the association. For self managed associations the company and association are the same.

Association - Includes all the parameters for handling the accounting, fees, charges, notices, mailings, and statements. These are all defined in profiles found in the Setup function.

Subdivision - Can be used to define a subset of the association like a building, a neighborhood, or a set of units that have the same fee structure. Reports and mailings can be limited to a subdivision.

Location - Can be used to define a subset of the association or of a subdivision. It can also be used to speed up data entry for units with similar addresses.

Unit - This is the entity for which a fee is charged. The unit could be a lot, home, townhouse, condo - whatever makes up the association. Members are owners of units.

Member - Can be anyone who owns a unit, pays the fees, or is associated with a unit or the association (excluding vendors). A member could be an owner, tenant, developer, bill payer, guest, etc. Other profiles like member type and member status define the role of the member relative to the association.

The fee structure is very flexible. Fees can be assigned to the association, subdivisions, locations, and units, or any combination thereof. The fee can be based on a number of factors (flat fees, percentage of share, percentage of square footage). They can also be scheduled to be charged for any time.

PROMAS Logon Window

CMS

Association PROMAS 6

**PROMAS**
Association

PROMAS
Unlimited License
C:\APROMAS

Database Association Demonstration

User Name

Password

Version 6.9.00 Beta Test 2005.04.11



PROMAS Association Training © 2005

Logon & Keyboard: 2

LOGON Routine

Use the following steps to Logon to the PROMAS Association software (the User Name and Password are not required prior to registration):

Select the Database you wish to use (Association Demonstration)

Enter the User Name

Type your Password

Click the OK button. The system can be configured to require entering a user name only. It depends on how the User Name and Password are defined in System Security.

About the Logon Form:

The version number displays in the lower left corner of the form.

After registration this screen identifies who has licensed the program, what their license limits are and what optional modules are active.

- The path above the Database field identifies the **Working Directory**. This directory contains the system registration and logon information. The database directories generally reside in subdirectories under the working directory.
- If your database resides on another disk drive (as it would for a network environment), clicking on the pathname lets you select the path to your database. For networks the path should point to the server drive on which the data files are stored.
- Above the path name is the name of the company who has licensed PROMAS Association and the number of units the license provides.
- The **Database** field drop-down will display the list of available databases. One of them is the System Security database, which is used to setup users and new databases. Choose the database you want to use from the list.
- The **User Name** and **Password** are defined in the System Security Database. As many users as you want can be set up.

A User Name and Password are required after the registration process is completed.

Main Menu / Speedbar CMS



The screenshot shows the Association PROMAS 6 [Association Demonstration] window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Deed, Reports, Mailings, Setup, and Help. The speedbar shows icons for Date, Databases, Tabs, and Speedbuttons. The date and time displayed are April 13, 2005, 9:57 AM. The speedbar also includes icons for Profiles, AP, AR, GL, Maintenance, Deed, Reports, and Mailings.

Date Databases Tabs Speedbuttons

 PROMAS Association Training © 2005 Logon & Keyboard: 3

How to Use Menus/Speedbuttons CMS

- Module Names
- Date Stamp
- Databases
- Tabs
- Speedbuttons
- <Alt> Key Activation

 PROMAS Association Training © 2005 Logon & Keyboard: 4

Main Menu / Speedbar

The speedbar is a quick visual way to select program functions. It can be used in lieu of using the drop-down menu at the top of the window. By clicking on the module tabs, the speed buttons corresponding to that module's functions are displayed. By placing the cursor over a button, a hint will display to show you what function the button represents.

Database

The top line identifies the major version and the name of the database you are logged on to.

Date, Time

The upper left corner of the menu display shows the current date and time. You must remember that the date is very important in posting transactions to the system and in keeping an accurate order to the database. Every transaction posted is Date, Time, and User initials stamped.

Databases can be changed without logging off the system using the speedbutton to the right of the time display.

The four small buttons to the right of the date and time are:

- Upper left - view open windows within the application. It lets you jump to any previously opened window.
- Upper right – causes the default on all Find Lists to be marked Keep the Find List Active..
- Lower left - lets you change databases without using the logon screen.
- Lower right - moves the speedbar to the top left corner of the screen if you moved the speedbar to another area of the screen.

Backdrop vs Desktop

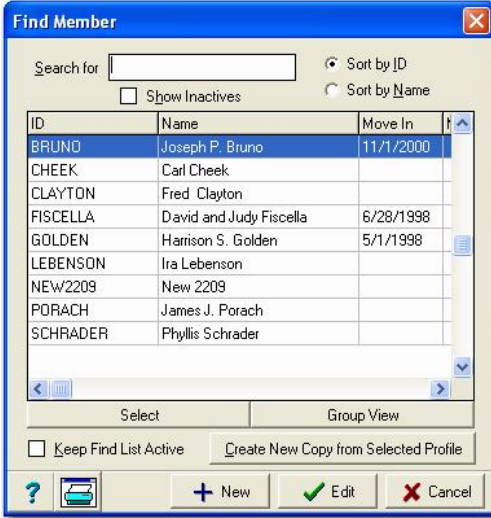
The application installs so that the Main Menu is superimposed over the top of the Windows desktop, with the desktop visible behind. If you prefer a backdrop instead of the desktop, choose <Setup, Environment Options>, mark the Show Backdrop checkbox and Save. This option is specific to the computer on which it is set.

Exercise

Select the AR tab and look at the functions assigned to each speedbutton. Now use the AR pull-down menu and compare the functions to the speedbuttons.

Find List - Record Selection

CMS




PROMAS Association Training © 2005
Logon & Keyboard: 5

Ways to get to a Find List:

1. Click on a profile speedbutton
2. Click on a Flashlight button
3. Press the <Down Arrow> or the <F4> key while in a field which needs a profile selection

Using the <Alt> key to select options

The pull-down menu titles (and all fields) have one letter that is underlined. Using the <Alt> key and the underlined letter, the menu (field) can be accessed from the keyboard without using the mouse. Practice the same operations with the AR menu using the keyboard and the <Alt> key.

On any screen you can click the right mouse button to view the keystroke sequences for the functions of that screen.

Find List - Record Selection

PROMAS maintains a Find List for units, members, vendors, and account codes. Each Find List serves the purpose of making it easy for you to find the record you want to work with. You choose the member from a Find List of all members and a unit from a find list of all units.

The Find List contains all the active entries in the list and can, at your option, list all active and inactive entries. All Find Lists let you search on the ID or on the Long Description (name) of the record on the list.

As you type you are positioned on the list. When the record you want is highlighted, you can click on Select, Edit, double click the entry, or press <Enter> to retrieve the record.

Search For – type in the first few letters of the profile you are looking for. The first record with those letters will display with the highlight bar. When the record you want is highlighted, you can click on Select, Edit, double click the entry, or press <Enter> to retrieve the record.

Sort by Name – you can choose to search the records by the long description by clicking this radio button.

Show Inactives - Inactive records are shaded for easy identification.

Keep Find List Active – marking this checkbox will return you to the Find List screen when you save or close out of a profile.

Create New Copy from Selected Profile – If you wish to create a new profile you can start with a blank profile record or copy one from the Find List and change what is different.

Select – will bring up the highlighted entry

Group View – some Find Lists have additional fields. The Group View lets you restructure the Find List by the selected group(s). When Group View is activated, the button label changes to normal view. Click it to return to the standard list.

There are three buttons at the bottom of the Find List: **New** - create a new record; **Edit** – display the highlighted record; **Cancel** - do not want to use this Find List

Standard Display Conventions

CMS

Fred Clayton [Member]

ID: CLAYTON Fred Clayton ☒ Resident Status: Active

Member Information

Association: MAPLE: Maple HOA

Member Type: O: Owner

Member Status: GOOD: Good Standing

Unit:

Late Fee: LATE: Late Fees

Member Information

Move In: 15

Move Out: 15

☐ Accept No Payments

Name and Permanent Address:

Frederick Lewis Clayton

2205 Maple Avenue

Vienna, VA 22180

22180 ZIP ☐ Foreign

Phone Numbers:

Contact: Fred or Dee Clayton

Day: 703-555-9983

Night: 703-555-1265

Cell:

FAX: 703-555-2234

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Categories / 6. Documentation /

?
Print
Speedbar
Related Function
Flashlight
Save Data
Close

PROMAS Association Training © 2005

Logon & Keyboard: 6

Display Conventions

Input screens have numerous buttons that perform specific tasks or let you jump to another function. They are usually found at the bottom of the screen. These include:

Help Icon - clicking the ? at the bottom left of the form provides text explaining the current form

Print Icon - produce hard copy of the current form

Popup Speedbar – displays the Main Menu so you can perform another function.

Speedbuttons - provide quick access to related functions

Save - save any entries you have made and exit the screen

+ and New - save the current form and display a blank form to enter more

Close - exit the screen without updating the record

Folder - quick access to the selected profile or to add a new profile

Flashlight – displays the Find List

See Help, Contents, Speedbuttons for a complete run down on the speedbuttons.

Using the Folder Button

The folder icon provides a method of accessing a profile which is related to the current record of the screen. When viewing the member information, there is a folder for the Unit information. By clicking the folder, the unit information is placed over the member screen. When the Close or Save icon is clicked, the member screen information is visible again. If there is no data in the folder field, clicking will display a blank form so a new profile can be added.

Cross Reference

CMS

Status	Unit	Relationship	Balance	Unpaid Charges	Advance Payments
Active	2201: 2201 Maple Avenue	Owner	\$164.00	\$164.00	\$0.00
Active	2205: 2205 Maple Avenue	Owner	\$881.08	\$881.08	\$0.00

PROMAS Association Training © 2005Logon & Keyboard: 7

Cross Reference

This function lets you view the related profiles - member and unit. Selecting a member will display each unit owned and each unit where listed as Bill Payer. Selecting a Unit will restrict the Member find list to members affiliated with that unit as owner, bill payer, tenant, guest.

When there is more than one unit line item you can edit the line item profile highlighted by clicking the Edit Highlighted Unit button.

Line Items

Status - Reflects the status in the unit profile

Unit - Displays the Unit ID and Long Description

Relationship - This is the member's financial relationship to the unit, i.e. Owner, Bill Payer.

Balance - A negative amount reflects an overpayment or prepayment.

Unpaid Charges - The sum of all outstanding charges as of today.

Advance Payments - The sum of all advance payments.

Mailing Address - The unit mailing address.

Action Buttons

Report - You can display or print a report that summarizes this member's unit relationships.

Close – takes you back to the previous screen

Exercise

Using the member Clayton, view the member information and using the folder, view the unit information.

1. click the Profiles tab
2. click the Member speedbutton
3. type 'cla' to highlight member Clayton and click Edit
4. click the Unit folder button
5. click the Close button (on the Unit screen)
6. click the Close button (on the Member screen)

Entering Dates

CMS

Member Receipt

Date: 4/13/2005 Receipt #: 150413LFWK ☐ Currency

Unit:  

Member:  

Bank:

Payment:

Memo:

Code: ☐ Taxable

Payment:

Select a Date

↑↑ ↓↓ Wednesday April 13, 2005 ↑ ↓

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	1	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

✓ Today OK Cancel

1 Current Charges 2 New Charges

? Receipt Invoice Member Alert + New Post Print Close



PROMAS Association Training © 2005

Logon & Keyboard: 8

Entering Dates

The date format depends on how it is defined in the Windows control panel. MM/DD/YYYY is a common selection. There are several ways to enter or change a date.

- Using the calendar icon next to the date field
- Using keys as explained in Help, Dates
- Typing the information into the field

When you click the calendar icon, that date window opens with the current date highlighted. There are Up and Down arrows in this window to change the month forward and backward respectively. There are double arrows to change the year in a similar fashion.

Keystrokes to enter or change a date:

T	Today's date	E	End of month
+	Increases day by one	S	Start of month
-	Decreases day by one	L	Last month
Y	Next year	M	Next month
P	Previous year		

Pressing S when the date is already at the start of the month will change the date to the start of the previous month.

Pressing E when the date is already the end of the month will change the date to the end of the previous month.

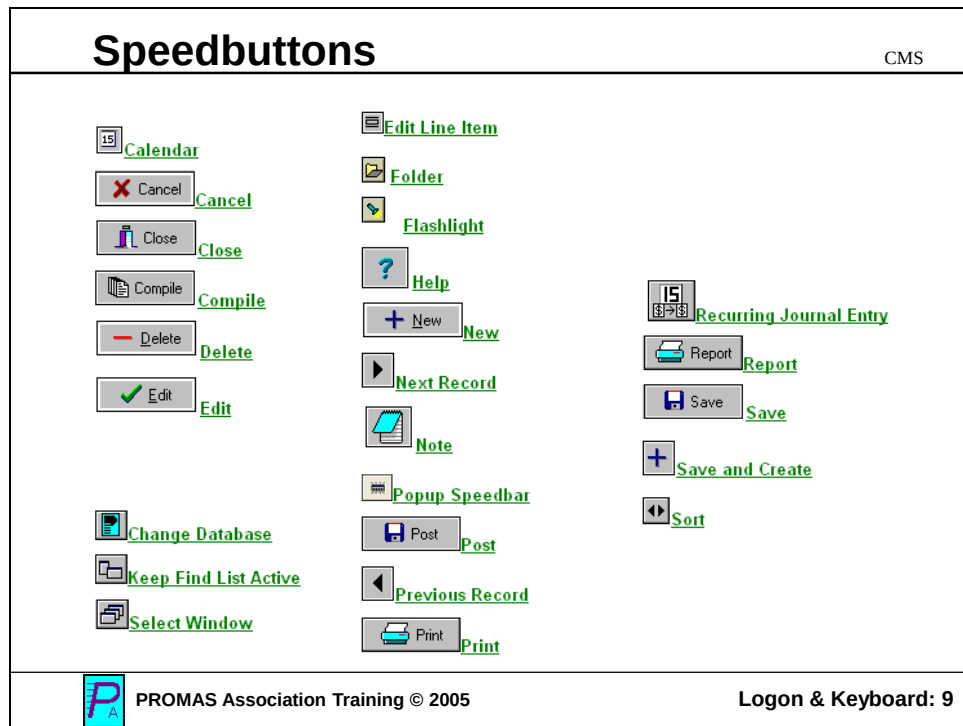
Holding the key down will cause the date to increment (decrement) per the key's function.

Exercise

Change a date.

1. click the Profile tab
2. click the Event Reminder Icon
3. click the Event Date calendar icon
4. select the month of your birthday
5. select the date of your birthday
6. click the OK button to save the date in the Event Date field

Now use the keystrokes to change the date.



Speedbuttons

The Speedbar contains speedbuttons for the functions available in each module. Clicking a speedbutton will take you to that function. Speedbuttons at the bottom of the screen make it quicker to navigate to often used functions.

Posting Transactions

Posting a transaction refers to recording it as part of the financial records. Transactions are recorded as the result of charges posted, payments received, and checks written. The posting of a single payment results in a number of related transactions being recorded to the member history and the association ledger.

The “Scheduled” functions - fees, receivables, payables, journal entries – lets you post many transactions at a time. They are “compiled” for review and then posted as a batch.

Other functions - charge member, member receipt, association receipt, single check - are used to post one event at a time. The post button records the transaction and exits the function while the “New” button records the transaction and leaves you in the function to enter another.

When you try to post a transaction without having all the necessary information, a popup will display advising you “Value Must be Entered” – clicking OK will position the cursor in the required field. Whenever an information screen displays, do not proceed unless you understand the displayed message.

Exercise

Try to post a member receipt without providing enough information.

1. click the AR tab
2. click the Member Receipt speedbutton
notice the Receipt number which has been generated for you
do not enter any information
3. click the Post button
notice the error message
4. click the OK button
find the field where the cursor is flashing
5. click the Cancel button to close the Member Receipt

Running Reports

CMS

Association Reports

Report Name: [Dropdown Menu]

Sort Order: [Dropdown Menu]

Report Date: [Dropdown Menu]

Restrict to: [Text Field]

Limit To Category: [Text Field]

Active ☒ No Posting ☒ Inactive ☐

Compile Cancel



PROMAS Association Training © 2005

Logon & Keyboard: 11

Selecting Ranges

CMS

Member Reports

Report Name: Member Balances

Sort Order: Member

Report Date: 4/13/2005

Restrict to: [2201: 2201 Maple Avenue (Unit)]

Limit to Member Status: [Text Field]

Limit to Member Type: [Text Field]

Limit To Category: [Text Field]

Move In: [Text Field] to [Text Field]

Move Out: [Text Field] to [Text Field]

Limit to Balance: [Text Field]

Active ☒ No Posting ☒ Inactive ☐

Compile Cancel

Date/Date Range

Record Selection

Start Report



PROMAS Association Training © 2005

Logon & Keyboard: 12

Running Reports

PROMAS Association has over 100 reports from which to select. The Reports tab displays speedbuttons for each report group, such as association, member, unit, ledger, bank, budget and other reports. Once the report name has been selected, the user may set parameters to limit or restrict the records to be included on the report using a selection window.

Once the report screen parameters are set click the Compile button to create the report. The next step is to decide on viewing the report on the screen or sending it directly to the printer. At this point you also have the option to select a specific printer and the number of copies desired.

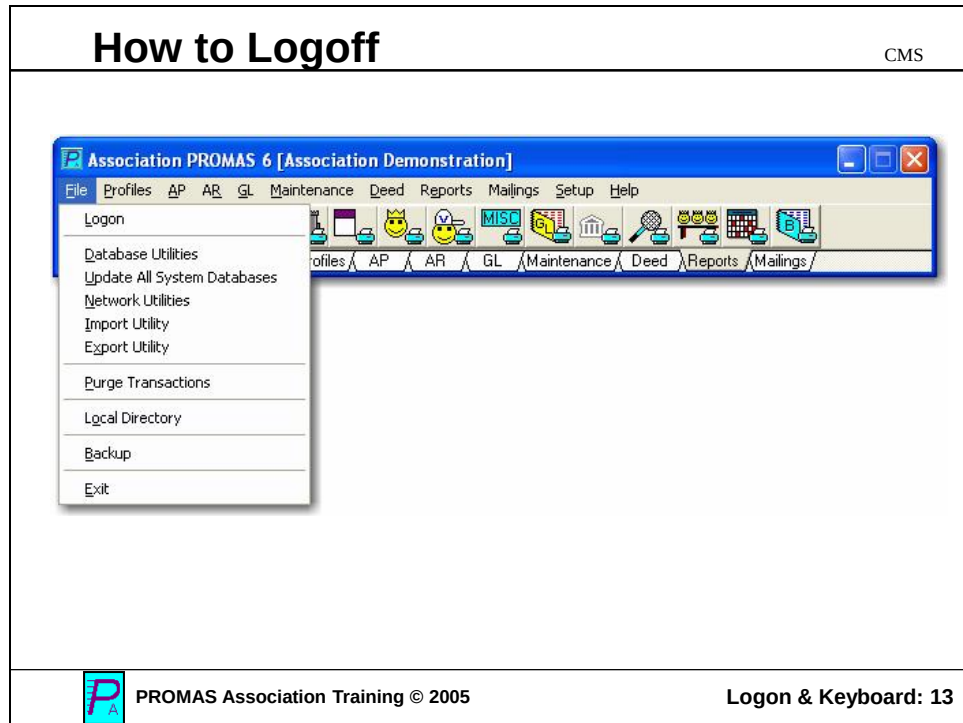
Exercise

Run a report of the Maple Association Income Summary for the previous month.

1. click the Reports tab
2. click the Association Reports speedbutton
3. type 'i' and highlight (click on) the Income Summary report
view the selection window
4. select the date range for last month
5. click the compile button
6. click the Preview on Screen radio button
7. click OK
review the report
8. click Close (X in the upper right corner) until you are back to the main window

Note:

The compile feature in PROMAS Association is an automated procedure which reads the database and creates a temporary list of selected records which are to be displayed on the report. The report generated from this list can be sent to the screen first for viewing and then sent to the printer for a hard copy or it can be sent directly to the printer.



Logging out of PROMAS Association

Most Windows applications use a similar method for exiting a program and PROMAS Association is no exception. Using the File pull-down menu, select the Exit option and return to the Windows Desktop. The 'X' in the upper right corner of the PROMAS Association screen will accomplish the same task.

Exiting in any manner other than as above could leave the database in an unstable condition. For example, powering down your computer while in PROMAS can leave files and tables in a "busy" state - especially when sharing the database with others on a network.

Exercise

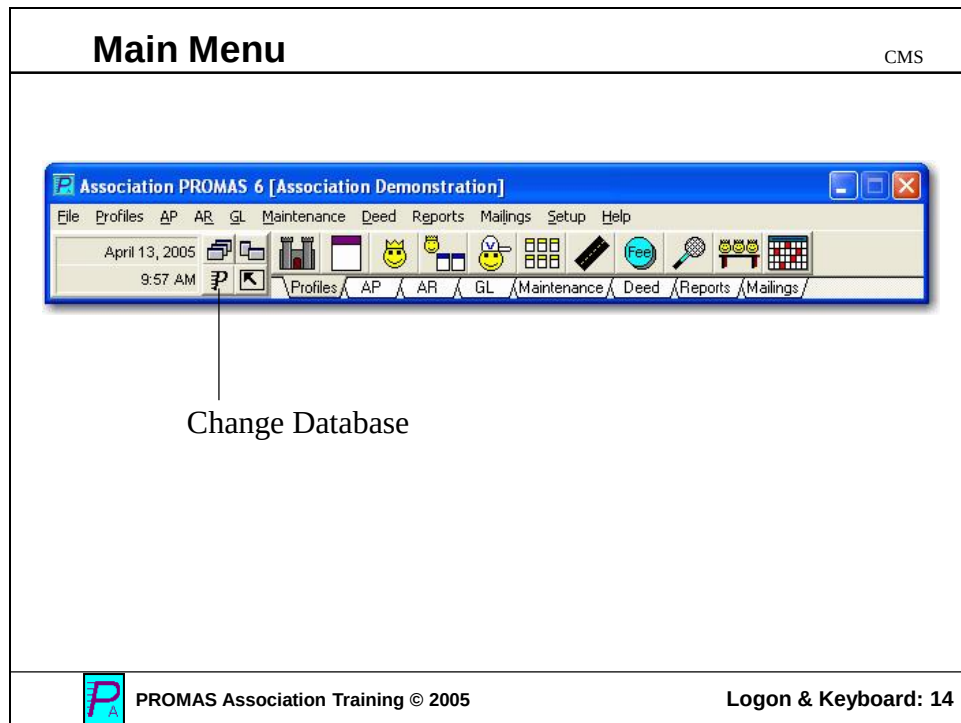
Log on, look around, and log off

1. click on the PROMAS for Associations shortcut on the desktop
2. select the Association Demonstration database
3. enter your User Name and Password
4. click OK or press <Enter>
5. click Profiles, Member Profile
6. select Golden from the Find List, click Edit
7. review the different tabs, click Save
8. click Profile, Unit Profile
9. select 2201 from the Find List, click Edit
10. click Save until back to the main PROMAS window
11. click the Reports tab and Member Reports
12. select the Member Directory report
13. click compile, select preview on screen, click OK
14. review the report, then close out with the X in the upper right corner
15. change the sort order to unit
16. click compile, select preview on screen, click OK
17. review the report, then close out with the X in the upper right of the screen
18. click Cancel to return to the main PROMAS window

Changing Databases

It is not necessary to log off from one database to log on to another. Using the  button on the main PROMAS Speedbar bring up the list of available databases. Double clicking on the desired database will close the current database and open the selected one.

NOTE: Your User ID and Password will only allow you into databases that you have been given access to.



Overview of PROMAS Association

Overview of PROMAS Association

CMS

- Modules
 - Profiles
 - A/R, A/P, G/L
- Reports
- Mailings
- File Utilities
- Deed Restrictions
- Setup
- System Security



PROMAS Association Training © 2005

Overview of PROMAS: 1

Modules

CMS



PROMAS Association Training © 2005

Overview of PROMAS: 2

Objectives

The purpose of this module is to explore the many functions of PROMAS Association and view the many ways to access information. At the conclusion of this module, you will be able to:

- Use the tabs to select functions
- Use the pull-down menus to select functions
- Use the Icons (speedbuttons) to select functions

Modules

Each module of PROMAS has multiple functions. The following pages provide a breakdown of them. In essence, when you want to record a specific transaction you go to the module that is appropriate; you choose the function; and then you enter the transactions and post them.

Examples:

Record a receipt - AR, Tenant Receipt

Pay a bill - AP, Single Check

Print an Owner Statement - Mailings, Owner Statements

Print a financial report - Reports, Ledger

Enter an Invoice – AP, Invoice

Charge all for the month – AR, Scheduled Receivables

Profiles

- Association
- Unit
- Member
- Cross Reference
- Vendor
- Subdivision
- Location
- Association Fees
- Privilege
- Membership Groups
- Event Reminders



AP – Accounts Payable

- Invoice History
- Check History
- Vendor History
- Invoice
- Scheduled Checks
- Single Check
- Print Checks
- Print Blank Checks
- Refund Check
- Credit Memo
- Adjust Vendor Payments
- Destroyed Checks



AR – Accounts Receivable

- Member History
- Receipt History
- Member Receipt
- Ledger Receipt
- Scheduled Fees
- Scheduled Receivables
- Charge Member
- Member Move Out
- Adjust Open Credits
- Batch Member Receipts



GL – General Ledger

- General Ledger History
- Bank Account History
- Journal Voucher
- Bank to Bank Transfer
- Scheduled Journal Entries
- Deposit Receipts
- Bank Reconciliation
- Adjust Bank Account
- Budgets



Maintenance



Maintenance Type
Print Work Orders
Work Order Reports
Asset Reports
Miscellaneous Reports

Reports

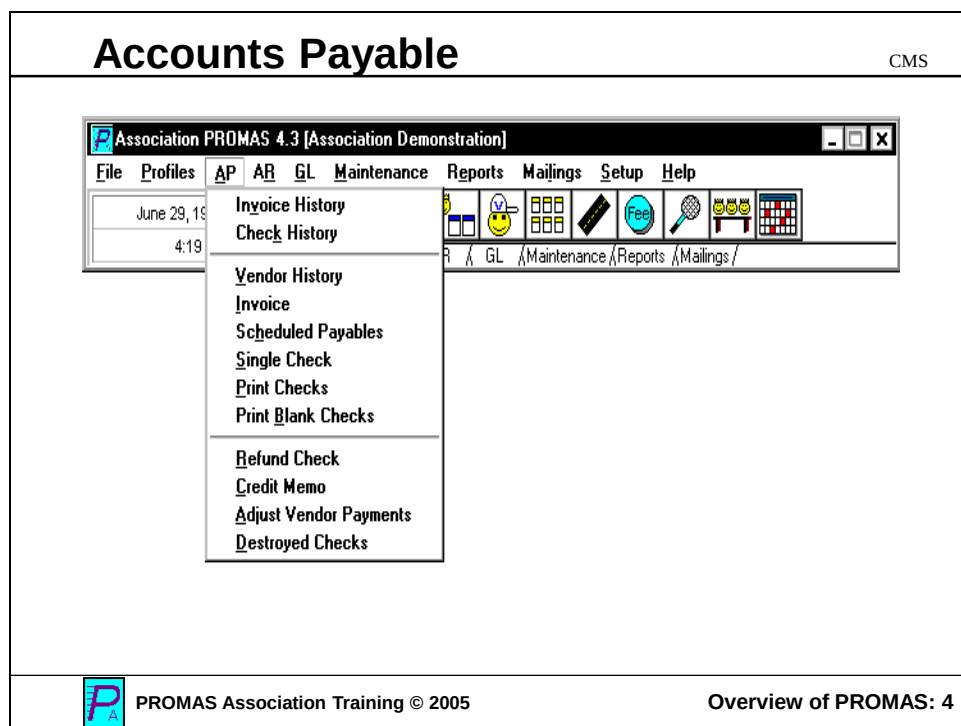
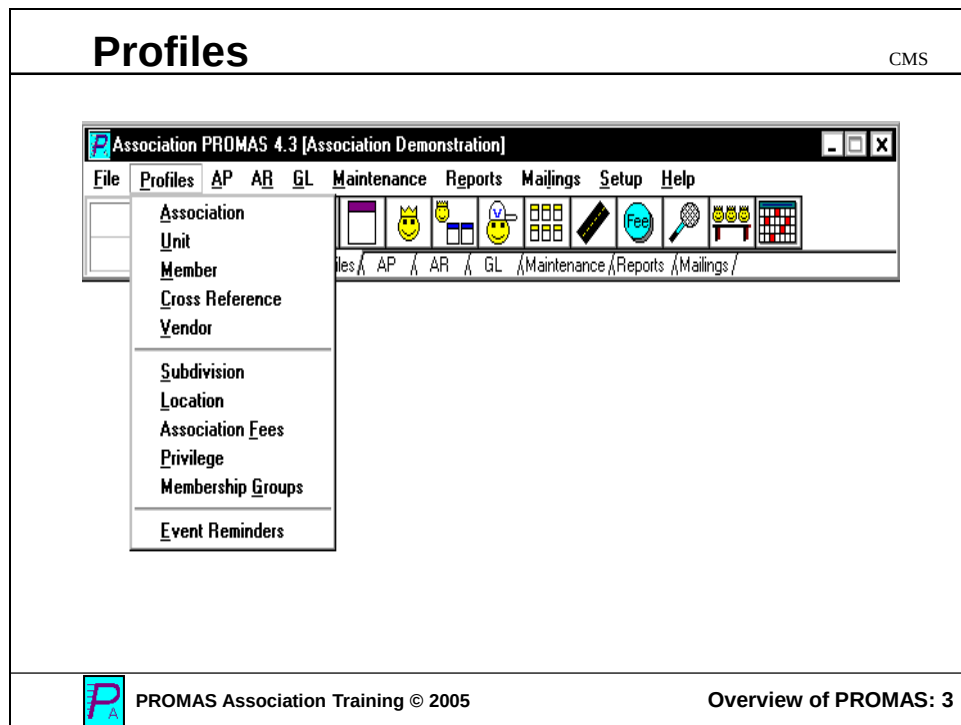
- Association Reports
- Unit Reports
- Member Reports
- Vendor Reports
- Miscellaneous Reports
- Ledger Reports
- Bank Reports
- Privilege Reports
- Member Group Reports
- Tickler Reports
- Budget Reports



Mailings

- Scheduled Statements
- Member Statements
- Print Notices
- Edit Letters
- Member Letters
- Vendor Letters
- Coupons
- Tax Reporting





Profiles

Each profile has an ID and Long Description. They are used to identify and/or find the profile. The ID is used as the primary selection and the sort sequence for reports. The long description is the alternative selection and the information that is printed on reports.

If not already selected, click on the Profiles module tab on the Speedbar. The profiles contain information this is used by the processing functions. A separate profile is set up for each Unit, Member, and Vendor. This minimizes redundant entries when an owner has more than one unit. Every unit (that is to be charged a fee) must have an owner or bill payer defined in Member Profile. The member profile points to a unit only if the member resides in the unit. Selecting a profile icon (speedbutton) displays the profile Find List which is a list of all entries for that profile type. The list is presented in ID sequence. As you begin typing the ID, the Find List narrows the search to display the item you wish to Edit. Note: Usually two or three characters of the ID are sufficient to move to the desired profile record.

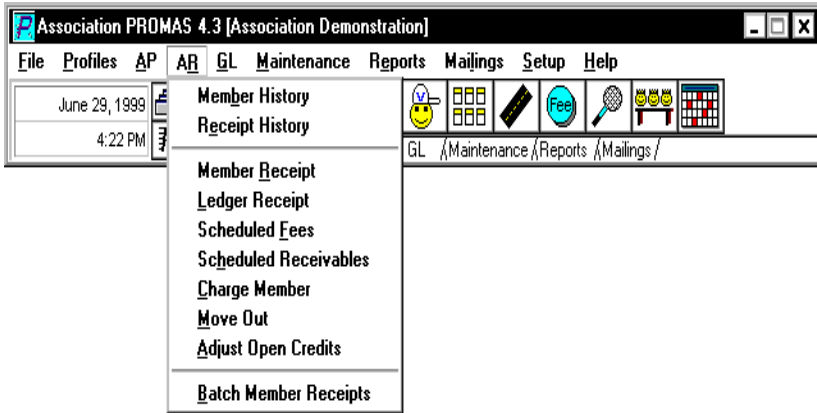
Select the one you want by any of the following methods:

- highlight the item and press the <Enter> key
- highlight the item and click the Edit button
- double click the item
- Highlight the item and click the Select button

Accounts Payable - AP

Select the AP module tab on the Speedbar. The AP module allows you to enter and pay invoices received from vendors; post and print recurring checks; record checks that were written manually; write member refund checks; post credit memos from vendors; and record destroyed checks. There are also Invoice History, Check History, and Vendor History functions. Invoices can be posted and printed or held for printing later.

Accounts Receivable CMS

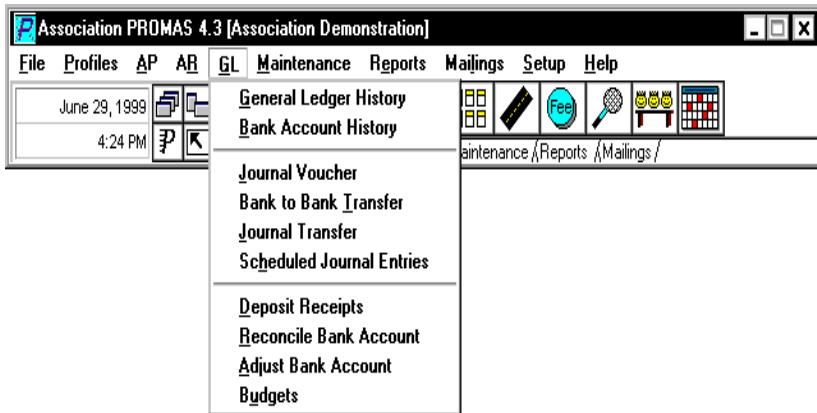


The screenshot shows the 'Accounts Receivable' menu in the PROMAS 4.3 software. The menu is open under the 'AR' tab. The menu items are:

- Member History
- Receipt History
- Member Receipt
- Ledger Receipt
- Scheduled Fees
- Scheduled Receivables
- Charge Member
- Move Out
- Adjust Open Credits
- Batch Member Receipts

The software window title is 'Association PROMAS 4.3 [Association Demonstration]'. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Setup, and Help. The status bar shows the date 'June 29, 1999' and time '4:22 PM'. The bottom of the window displays the PROMAS Association Training logo and copyright information: 'PROMAS Association Training © 2005' and 'Overview of PROMAS: 5'.

General Ledger CMS



The screenshot shows the 'General Ledger' menu in the PROMAS 4.3 software. The menu is open under the 'GL' tab. The menu items are:

- General Ledger History
- Bank Account History
- Journal Voucher
- Bank to Bank Transfer
- Journal Transfer
- Scheduled Journal Entries
- Deposit Receipts
- Reconcile Bank Account
- Adjust Bank Account
- Budgets

The software window title is 'Association PROMAS 4.3 [Association Demonstration]'. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Setup, and Help. The status bar shows the date 'June 29, 1999' and time '4:24 PM'. The bottom of the window displays the PROMAS Association Training logo and copyright information: 'PROMAS Association Training © 2005' and 'Overview of PROMAS: 6'.

Accounts Receivable - AR

Click the AR module tab. The Receivables module covers a wide range of functions, from charging fees to a member; to posting late fees; to recording member payments and association receipts. Member History and Receipt History provide details you can only get by running numerous reports in other systems. From the history functions you can get answers to questions, edit transactions, void transactions, and record NSF receipts.

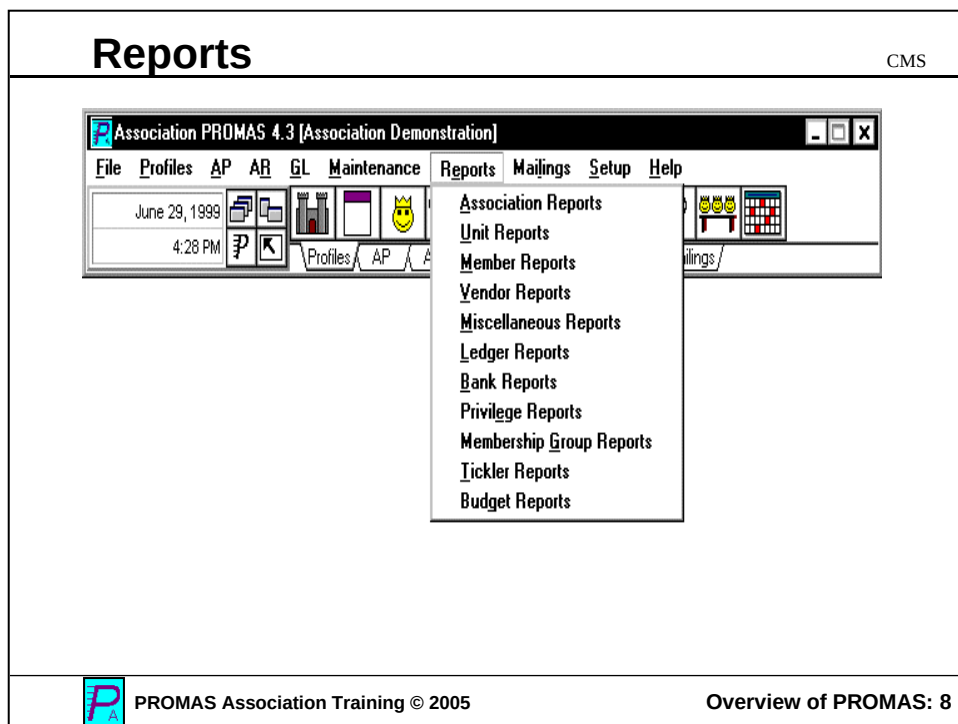
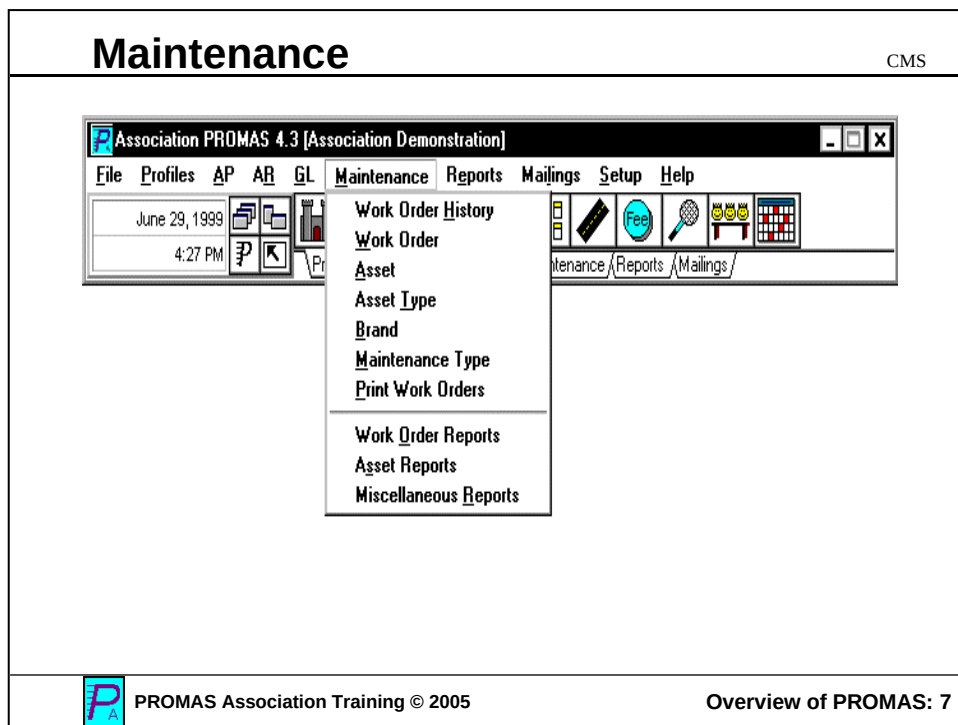
Batch Member receipts lets you process lockbox receipts and record receipts that are directly processed from the member's bank account from the members in groups.

The basic PROMAS premise is that the member is charged for everything you expect the member to pay for. This is done at the time you become aware of the charge or, as in the case of fees and recurring charges, at the beginning of the month. Charging the member prior to receiving payment assures that you can track what the member owes.

General Ledger - GL

Click the GL module tab. This module encompasses the General Ledger History (which includes the member and association) transaction details; bank account history; depositing receipts; posting journal vouchers; making bank to bank transfers; reconciling bank accounts, making back account adjustments and budgeting.

The history functions let you review and edit the transactions that are posted to the association ledger.



Maintenance

Click on the Maintenance module tab to display the icons (speedbuttons). The maintenance module consists of the Work Order function, the Work Order History and Asset Management functions. The maintenance module provides for entering work order information; printing a work order with copies for the vendor, owner, tenant and file; and building a unit and ledger repair history that is available from the unit and owner profiles. Completed work order data can be turned into an invoice. Reports for Work Orders are within this module rather than being part of the Reports module.

Work Orders can be entered, printed, tracked, and turned into invoices.

Work Order history can be accessed directly via speedbuttons in the unit profiles and the association profile.

Reports

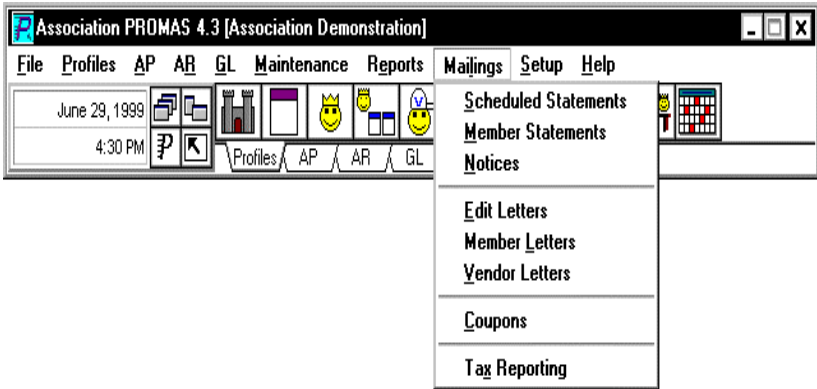
The reports module has a variety of selections for almost any kind of information you might require from your database. The reports all begin with a selection screen to allow each user to specify the parameters for determining the contents of the report. These reports can be displayed on the screen first with an option to print to paper. There are reports to support each of the profiles and general reports which combine data from multiple profiles as well.

Most reports allow you to select the sort sequence. There are numerous restrict to and limit to parameters that can be set to keep the reports focused on your specific interest.

There are various standard financial reports that can be printed. Most are found in Ledger Reports and Bank Reports.

Mailings

CMS



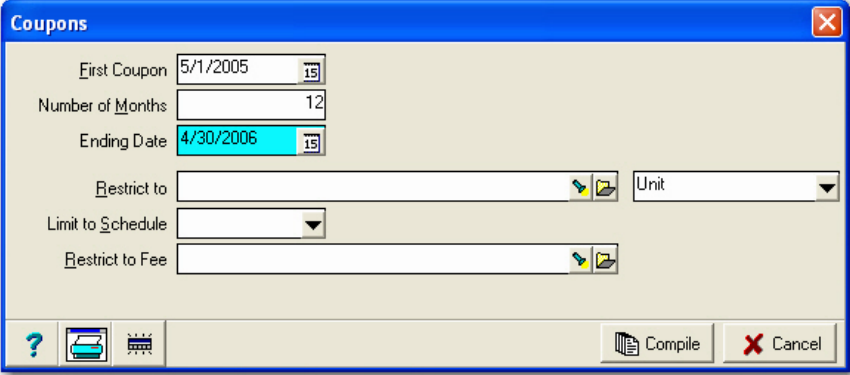
The screenshot shows the 'Association PROMAS 4.3 [Association Demonstration]' application window. The 'Mailings' menu is open, displaying the following options: Scheduled Statements, Member Statements, Notices, Edit Letters, Member Letters, Vendor Letters, Coupons, and Tag Reporting. The background shows a calendar for June 29, 1999, at 4:30 PM, and a toolbar with icons for Profiles, AP, AR, and GL.

PROMAS Association Training © 2005

Overview of PROMAS: 9

Coupons

CMS



The screenshot shows the 'Coupons' dialog box with the following fields and options:

- First Coupon: 5/1/2005
- Number of Months: 12
- Ending Date: 4/30/2006
- Restrict to: [Empty field]
- Limit to Schedule: [Empty dropdown]
- Restrict to Fee: [Empty field]
- Unit: [Empty dropdown]

Buttons at the bottom: ? (Help), [Print icon], [Calendar icon], Compile, and Cancel.

PROMAS Association Training © 2005

Overview of PROMAS: 10

Mailing Options

An important function of any association management system is the ability to communicate with the association board and members on a timely basis. You can produce association reports and member statements, late notice letters, letters to members and vendors. Letters can be presorted and customized. Substitutions from PROMAS can be mail merged into Word.

The Mailings profile has an extensive set of output options for each of these groups. These options will become a valuable part of your monthly processing as you become skilled in the many features of PROMAS Association.

Note: Mail labels can be printed from Reports – Unit, Member, Vendor.

Coupons

Coupon printing on blank three per page forms is a standard feature as is the ability to create output files for SouthData Corporation generated coupon booklets.

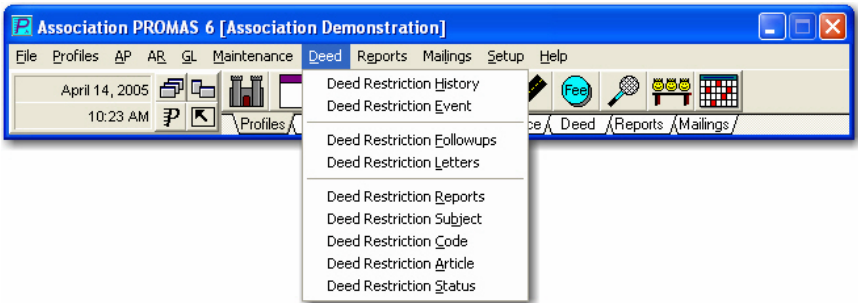
Tax Reporting

The end of year 1099 preparation is part of the Mailing Module. Either printing onto standard preprinted forms or magnetic media (electronic) submission is available.

When compiling the 1099s, all databases are done together. A separate 1099 from each association can be prepared for a vendor.

Deed Restrictions

CMS

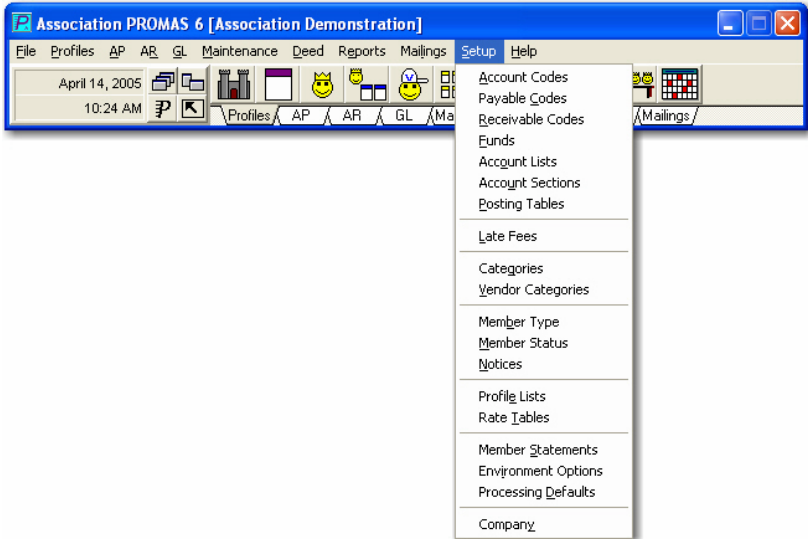


The screenshot shows the Association PROMAS 6 [Association Demonstration] window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Deed, Reports, Mailings, Setup, and Help. The Deed menu is open, displaying the following options: Deed Restriction History, Deed Restriction Event, Deed Restriction Followups, Deed Restriction Letters, Deed Restriction Reports, Deed Restriction Subject, Deed Restriction Code, Deed Restriction Article, and Deed Restriction Status. The status bar at the bottom shows the date April 14, 2005, and the time 10:23 AM.

 PROMAS Association Training © 2005
 Overview of PROMAS: 11

Setup

CMS



The screenshot shows the Association PROMAS 6 [Association Demonstration] window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Deed, Reports, Mailings, Setup, and Help. The Setup menu is open, displaying the following options: Account Codes, Payable Codes, Receivable Codes, Funds, Account Lists, Account Sections, Posting Tables, Late Fees, Categories, Vendor Categories, Member Type, Member Status, Notices, Profile Lists, Rate Tables, Member Statements, Environment Options, Processing Defaults, and Company. The status bar at the bottom shows the date April 14, 2005, and the time 10:24 AM.

 PROMAS Association Training © 2005
 Overview of PROMAS: 12

Deed Restrictions/Violations

The module can be used to track and handle violations, deed restrictions, and architectural requests. In addition, it can be used for call tracking and follow-ups plus any other activities that require a follow-up. In general the module works from a set of rules and a set of actions if a rule is broken. Setting up this module requires some planning and thought about how your process works. This module is more than a single event followed by an action or a canned sequence of events. You have the ability to set up any combination of events and actions to meet the specific handling of the situation.

Setup

The setup functions provide the backbone of information used by PROMAS to automate the accounting and reporting processes. Setup includes the chart of accounts and posting table used by the database for the financial transactions. The report formats for the financial and budget reports are fine tuned using Account Sections. The Late Fee rules and the member statement layouts are defined and the processing defaults are set within the Setup module.

Environment Options

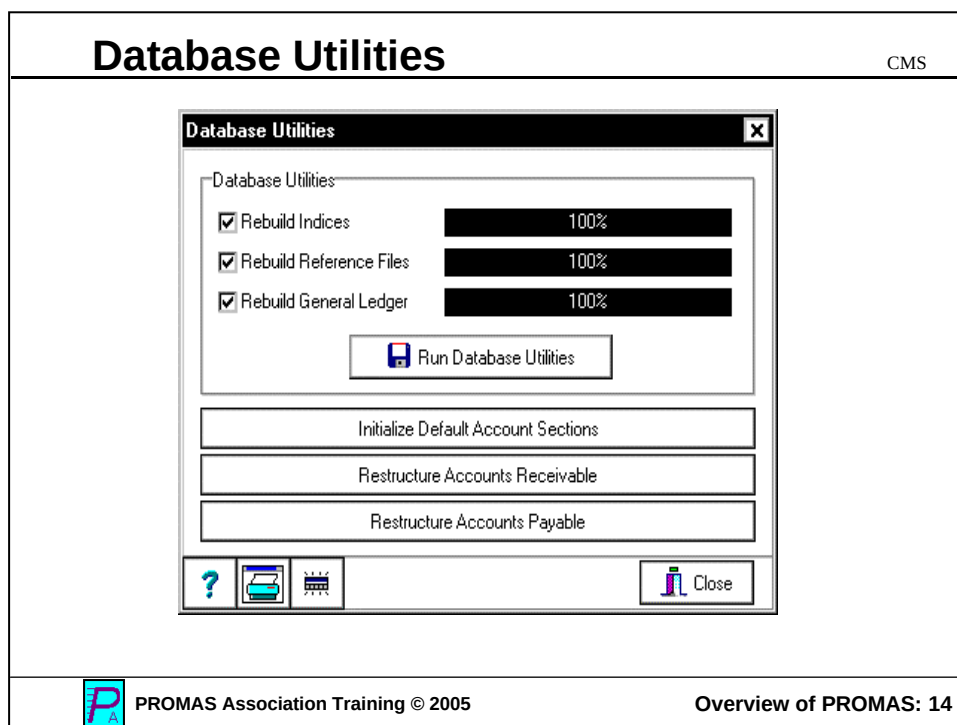
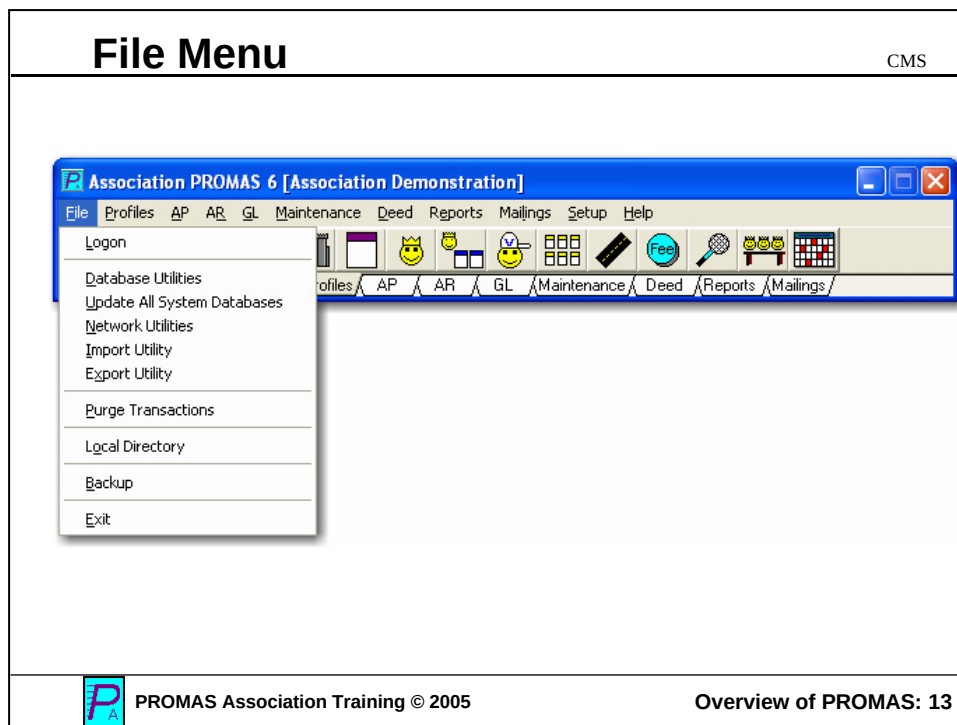
Computer specific settings such as the color scheme for fields, display event reminders at logon and an option to display a backdrop on the desktop can be selected.

Processing Defaults

A number of default field fill-ins when entering new profiles can be set. This can cut down on entering time and mistakes. Some of the processing parameters can be disabled here.

Company Profile

If you are keeping records for multiple associations, the company profile contains your mailing address. It also contains the information needed to do tax reporting to the IRS.



File Menu

Special functions are part of this pull-down menu. **Logon** takes you to the Logon Screen. **Database Utilities**, **Export Utility** and **Purge Transactions** are described below; **Network Utilities** lets you test the workstations; **Import Utility** brings in data from other software packages; **Local Directory** lets you select and change the ledger where your PROMAS temporary files are located.

Database Utilities/Update All System Databases

Choosing Database Utilities lets you work with the current database. The Update All System Databases let you rebuild all databases. Functions provided include:

- rebuilding of index files
- initializing of accounting sections (for report formatting)
- restructuring of accounting files (to implement changes and fix mistakes)

All these operations are important to the proper functioning of your software and require only minimal usage in a stable environment.

The database rebuild utilities should be run whenever directed by the release notes for new versions; if the compiler system crashes while PROMAS is running; and whenever there is a power failure or network failure while PROMAS is active.

Restructuring should **never** be done unless directed to do so by PROMAS support personnel. Their purpose is to realign the database records per changes made in their relationships.

Import from Conversion

This function processes previously created import files containing information extracted from other programs and creates profiles and posts transactions as if they were entered individually.

There are specific format requirements for importing data. Contact technical support for details.

Export Utility

The unit address list can be exported to a file format compatible with PDA devices. The file can be imported to the PDA address book using their synchronization function. Also, the meter billing data needed to use the optional Meter Billing Module can be exported.

System Security - User Information CMS

User
✕

User Information

User Name:

Password: ☐ Show Password

User Initials:

Transaction Posting

Limit to Date:

Additional Days in Past:

Additional Days in Future:

Minimum Days for Warning:

Access Limitations

Database Class:

Access Group:

Profile Access

Limit to Association:

Limit to Profile List:

Comments

?
Save ✕ Cancel

PROMAS Association Training © 2005
Overview of PROMAS: 15

System Security - Access Groups CMS

Access Group
✕

Group Description:

Function Group

- File
- Profiles
- AP
- AR
- GL
- Maintenance
- Deed
- Reports
- Mailings
- Setup
- Help
- Other

Group Functions

- ☒ Logon
- ☐ Database Utilities
- ☐ Update All System Databases
- ☐ Network Utilities
- ☐ Import Utility
- ☐ Export Utility
- ☐ Purge Transactions
- ☐ Local Directory
- ☐ Backup
- ☒ Exit

Function Access

☐ View Records

☐ Modify Records

☐ Insert Records

☐ Delete Records

Transaction Access

☒ Post Transactions

☒ Modify Transactions

☒ Void Transactions

☒ NSF Transactions

Full Access

No Access

Copy to Entire Group

Copy to All Groups

?
Save ✕ Cancel

PROMAS Association Training © 2005
Overview of PROMAS: 16

System Security

Access the System Security databases from the PROMAS logon screen using the password defined during registration. *If you forget the password call technical support to gain access.*

Setting up users and assigning them to access groups will let you control which users can perform particular functions within PROMAS.

User Information

Each user must be given a User Name, Password, and a set of User Initials. The User Name and Password are used to logon. The User Initials are appended to each time stamped transaction processed. Assigning a user to an access group limits their functionality to that part of the program. Limitations on transaction processing can also be set.

Access Groups

The Group Description name is the access group being defined for the purpose of limiting users functional capabilities within PROMAS. For example, users with no reason to write checks should not have access to any check writing function. Users who need to find out someone's phone number may be kept from changing it by not allowing records to be modified. Anything from full access to view only access can be set for each user. In general, it is a good idea to limit access to changing account codes and posting tables under Setup.

Local Directory

This determines where the temporary files are maintained for the user. The default is the Windows operating system default location. Each user must have a unique local directory location.

Purge Transactions

This function lets you eliminate transactions that are no longer needed on a daily basis. Eliminating transactions from a database does not change the current financial status because a single journal entry for the net of the transactions eliminated is posted to the appropriate ledger.

The advantage to purging is a smaller database requiring less time to perform rebuilding, some posting, filtering and reporting functions. It would also require less time to backup, restore or transfer data files. The disadvantage is that you no longer have access to the transaction history that has been purged in your active database. The disadvantage is minimized by making a copy of your database prior to the purge and making that an accessible database in System Security.

See details in on-line Help.

Backup Database

Choosing this option will create a copy of the necessary database files in a folder under the folder containing your database named YYYY-MMM-DD, where MMM is the first 3 letters of the month. When the backup is complete a message will display containing the full path of the backup. This folder can then be copied to your backup medium.

Using HELP

Using PROMAS Association HELP

CMS

- Release Notes
- About
- On Screen Help
 - Field Level
 - Screen Level
- Topic Search

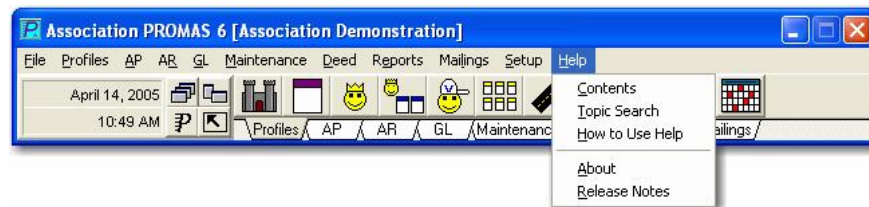


PROMAS Association Training © 2005

Using HELP: 1

Profiles

CMS



PROMAS Association Training © 2005

Using HELP: 2

Objectives

The Professional Landlord application provides a variety of ways to access the needed information for mastering this program. At the end of this module you will be able to:

- Acquire HELP from a variety of on-line sources
- Search for information by topic, contents and procedures
- Use the keyboard and mouse to access HELP

Where to Find HELP

The on-line help is kept up to date as upgrades and updates are released. There are a number of ways to access help.

- Pointing and clicking on the Help drop-down list lets you see the help contents and do a topic search.
- The <?> speedbutton is found on every screen. Pointing and clicking takes you to help for the function/form you are viewing.
- F1 Key - Pressing this key will take you to help specific to the field you are in.

About - Provides information on the drives, files, and folders used by PROMAS. Also identifies the version and licensing information.

Release Notes - Provides information about new features and updates.

The help pull-down menu provides several functions.

Contents - Entry to the Help database.

Topic Search - Search on keywords to get specific help.

How to Use Help - A tutorial on how to.

About - Specifies on the version and location of directories used.

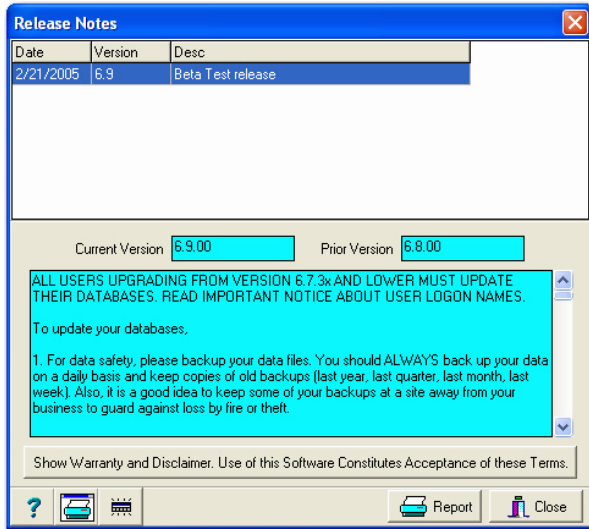
Release Notes - What is new in the current and recent updates.

On-Screen Help is available from any form within the PROMAS application. From any field the <F1> key will display specific help on that field. The ? button on the lower left of the screen will provide help about that form.

Exercise

Using the Help pull-down menu, select Release Notes and view them.

Release Notes CMS

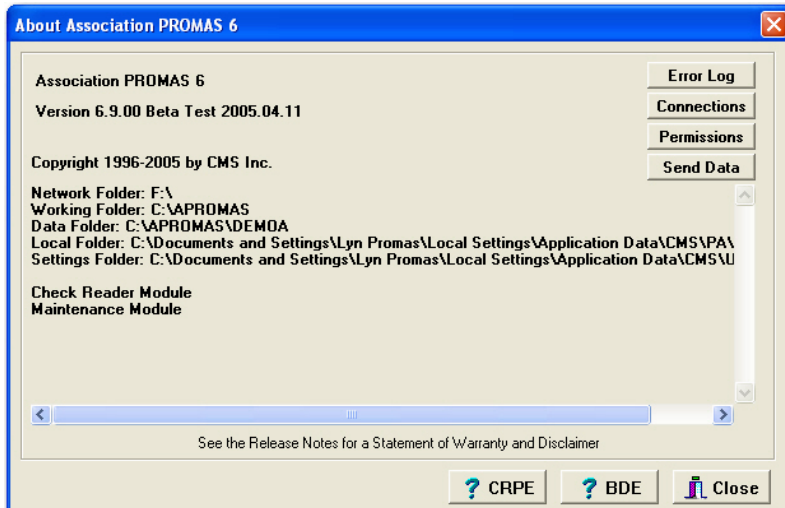




PROMAS Association Training © 2005

Using HELP: 3

About PROMAS Association CMS





PROMAS Association Training © 2005

Using HELP: 4

Release Notes

The Release Notes screen displays automatically the first time you logon after an update to the software. You can also view this screen by using the Help pull-down menu. The purpose of this information is to:

- explain what is new in a version
- outline what actions need to be taken before using the updated software
- display the current version number you are using
- identify the previous version from which you have upgraded
- select a specific version's notes for review
- print the Release Notes for all versions listed

NOTE: You must always read the Release Notes carefully and follow their instructions precisely when you install an update to your system.

About PROMAS for Association

Select Help, About

This screen identifies not only the current version number for your software, but it provides a map of the application software on your computer. The directory map includes the path to the different directories (folders):

- Working Folder - where the application program folders are located
- Data Folder - where your data files are located
- Local Folder - where the temporary work files are located
- Network Folder - where the shared data files are stored

Standard Paths

Working
Data
Local
Network

Stand alone

C:\APROMAS
C:\APROMAS\DATA
C:\Documents and Settings\etc...

Network

F:\APROMAS
F:\APROMAS\DATA
C:\Documents and Settings\etc...
F:\

Error Log – Clicking this button will display a list of the recorded events. The primary use is by Help Desk personnel.

Connections – Clicking will display a list of currently logged on users.

Permissions – Lists the folders PROMAS needs access to.

Send Data – Clicking this button will create a Support folder in the working directory with the files required by Professional Landlord support if they need to review your data. This folder can be zipped using compression software prior to transmitting to the support team.

CMS

HELP Contents

Association PROMAS Help Contents

- [AP - Payables](#)
- [AR - Receivables](#)
- [Deed Restrictions](#)
- [File](#)
- [GL - General Ledger](#)
- [Help](#)
- [Mailings](#)
- [Maintenance](#)
- [Procedures](#)
- [Profiles](#)
- [Reports](#)
- [Setup](#)
- [Speed Buttons](#)
- [Startup](#)
- [Warranty](#)

PROMAS Association Training © 2005

Using HELP: 5

Topic Search - By Subject

On-line HELP includes much more information than can be included in this manual and is far more current and detailed in its explanation of what to do in specific situations. To learn more about PROMAS or to focus on a particular function, the on-line facility is the first place to search for assistance.

HELP is organized into several different levels beginning with Contents. This includes each of the major functions such as Profiles, A/P, A/R, Maintenance or topics such as Startup, Procedures, and Definitions. The Content text areas are subdivided into:

Procedures which are instructions on how to handle specific situations. New ones are added as calls are received about various activities.

Topics which are presented as 'How to' instructions for generic operations such as Charge and Payment Cycles.

Any of these subjects can be printed as they are displayed using the File and Print Topic option from your menu. The hard copy can be kept as an appendix to this manual.

Topic Search - By Keyword

If you are not sure where to start, using the Search feature from the Help menu will provide the best assistance. This will present a rather long list of topics which can be scrolled with the mouse or arrow keys, but it is easier to begin typing the topic keyword at the top of the screen. As you type each letter, the topics quickly change directing you to the desired subject. The more specific the keyword, the faster you will retrieve the topic you need. Either double click the topic or click the Go button.

Exercise

Locate the Help Topic for Member History (see previous page)

1. click the Help pull-down menu
2. select topic search
3. begin typing 'mem'
4. select the Member History line
5. Click on Display button
6. Click File, then Exit

Form Level HELP

CMS

Name and Permanent Address

Joseph P. Bruno

2201 Maple Avenue

Vienna, VA 22180

22180 ☐ Foreign

1. Address / 2. Part-Time Address / 3. Privileged







 PROMAS Association Training © 2005
 Using HELP: 7

HELP Text

CMS

Association PROMAS Help

File Edit Bookmark Options Help

Contents Search Back Print << >>

Member Profile

[Fields](#) [Page Tabs](#) [Speed Buttons](#)

This [profile](#) is used to identify everyone who is going to be charged (fees, assessments) or is going to receive correspondence relative to association business. This would include members/owners, tenants, the developer. In PROMAS they are referred to as [members](#). The member type defines their exact roles relative to the association.

Only one profile per member needs to be created even if that member has a number of units/lots. Charge and payment transactions are posted to the member's [ledger](#).

Each member profile must have a [Record ID](#) consisting of an ID (short description) field and a Long Description field which uniquely identifies that profile record. The Record ID is used for searching and sorting while the Long Description prints on reports and can be used as secondary searching.

The member profile contains [permanent](#) and part-time (date sensitive) addresses, phone numbers


 PROMAS Association Training © 2005
 Using HELP: 8

Using Screen HELP

Every activity screen in PROMAS Association has a speedbutton in the lower left corner which activates HELP text for that form/procedure. The text includes a description of the fields that can be entered and background on the use of those fields. As you enter each screen in PROMAS Association for the first time, spend a few moments reading the HELP text for that activity. This is your best guide in properly operating the software.

Exercise

Member HELP Text

1. click the Profile tab
2. click the Member speedbutton
3. select Member Clayton
4. click the Edit button
5. click the Help button (?) in the lower left of the screen
6. read the member HELP text
7. click the Back button to return to the first HELP text
8. click the File pull-down menu and select Exit to close the HELP text

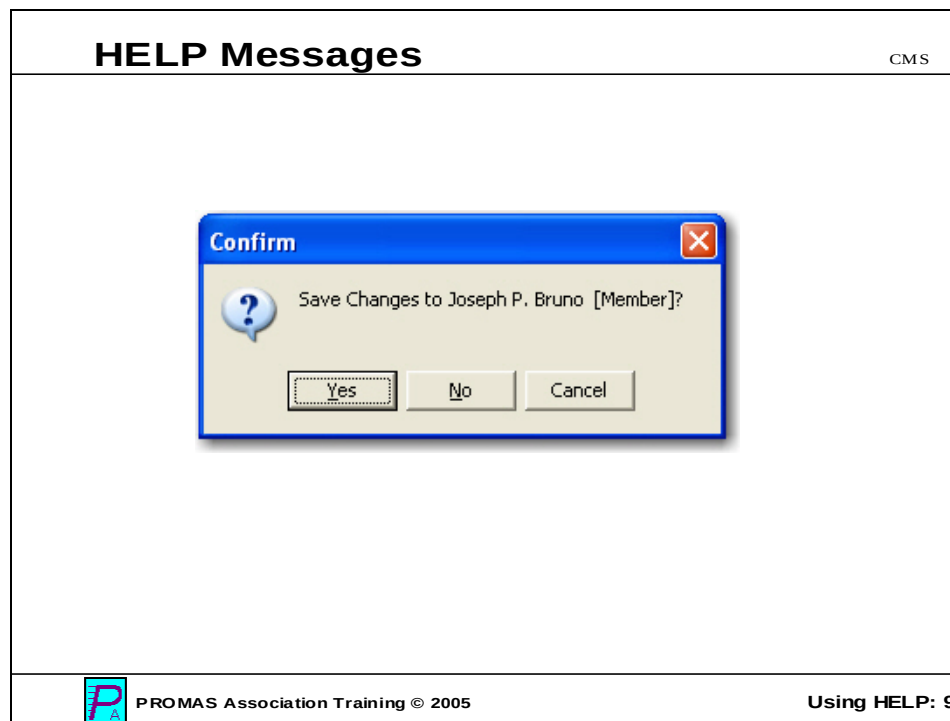
Any word or phrase which is underlined and in a different color can be used to access more HELP text about that topic.

If a speedbutton or flashlight is clicked in the program, the next screen will have its own Help button for specific information about its procedures.

Exercise

Printing Help text

1. click the Help pull-down menu
2. click on Contents
3. click on Procedures
4. click on Distributing the Payment Received
5. click on File, Print Topic
6. click on File, Exit



Screen Messages

There are situations that arise in any program when messages must be immediately presented to the user. These fall into three categories:

- Confirm - are you sure you want to do this
- Warning - you need to know this before you continue
- Error - you can not continue until you correct this condition

Confirm messages typically have three responses:

- Yes - I want to do this
- No - I don't want to do this
- Cancel - forget the whole thing

Warning messages have at least one and possibly two responses:

- OK - I understand the message
- Cancel - forget the whole thing

Error messages always require a correction and have only an 'OK' response. When these messages appear on your screen, read the text carefully to understand what caused the error and how you can correct it.

The general rule of thumb is to "not proceed" if you do not specifically know the consequences of responding to a screen message. A good example is posting tenant payments when there are no charges outstanding. If you don't specify a use for the payment you will be warned about adding "open credits." Proceeding without understanding the meaning of the message can cause additional unnecessary work in the future.

Setup

The Setup Menu

CMS

Association PROMAS 4.3 [Association Demonstration]

FileProfilesAPARGLMaintenanceReportsMailingsSetupHelp

June 30, 19993:30 PM

ProfilesAPARGLMaintenance

Account Codes

Payable Codes

Receivable Codes

Funds

Account Lists

Account Sections

Posting Tables

Extra Information

Late Fees

Lists

Member Type

Member Status

Notices

Profile Lists

Rate Tables

Member Statements

Environment Options

Processing Defaults

Company

P

PROMAS Association Training © 2005

Setup: 1

Objectives

The key to any application is the ability to customize it according to the way your business operates rather than change to fit the application. PROMAS Association has an extensive collection of tables that drive the functions within the program, and these can be defined uniquely for each association. At the end of this module, you will be able to:

- Locate the tables which control the PROMAS Association functionality
- View the standard setup for the chart of accounts and other tables
- Create your own setup values as they apply to your association

Overview

Setup functions are used to provide many of the parameters specific to the association(s) being managed. The chart of account and posting tables define the codes used. Account lists are used to facilitate fund accounting. Account sections are used to customize financial report layouts.

Other setup functions are used to minimize redundant entry into the main profiles. Items like late fees, member type, member status, and member statement can be picked from a drop-down list rather than being monitored for each profile.

The environment options and processing defaults let you set up PROMAS to meet your needs and minimize entry functions.

Finding the Setup Tables

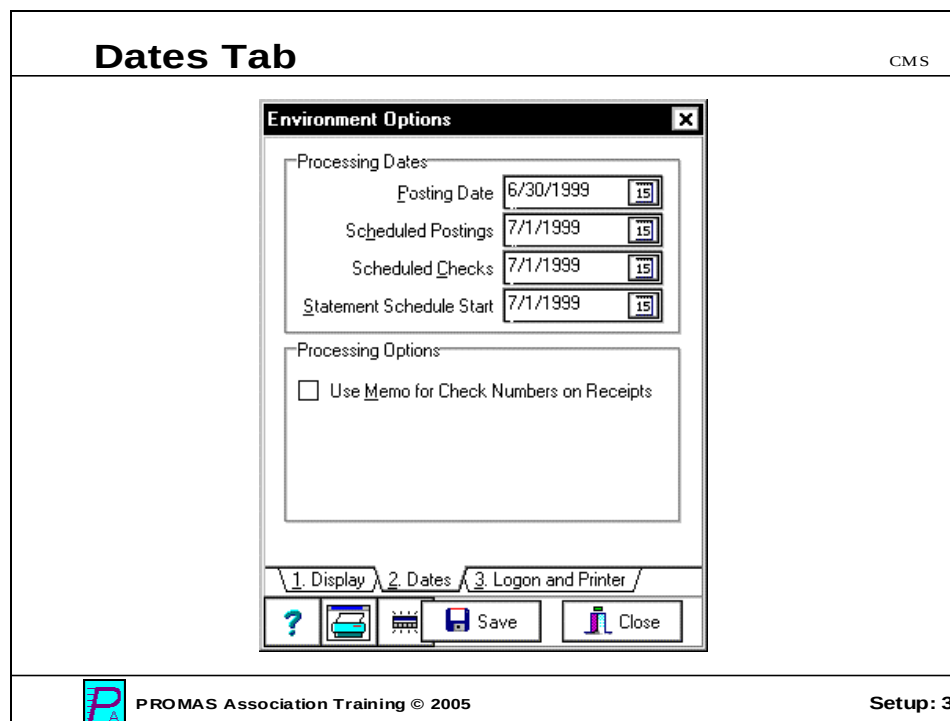
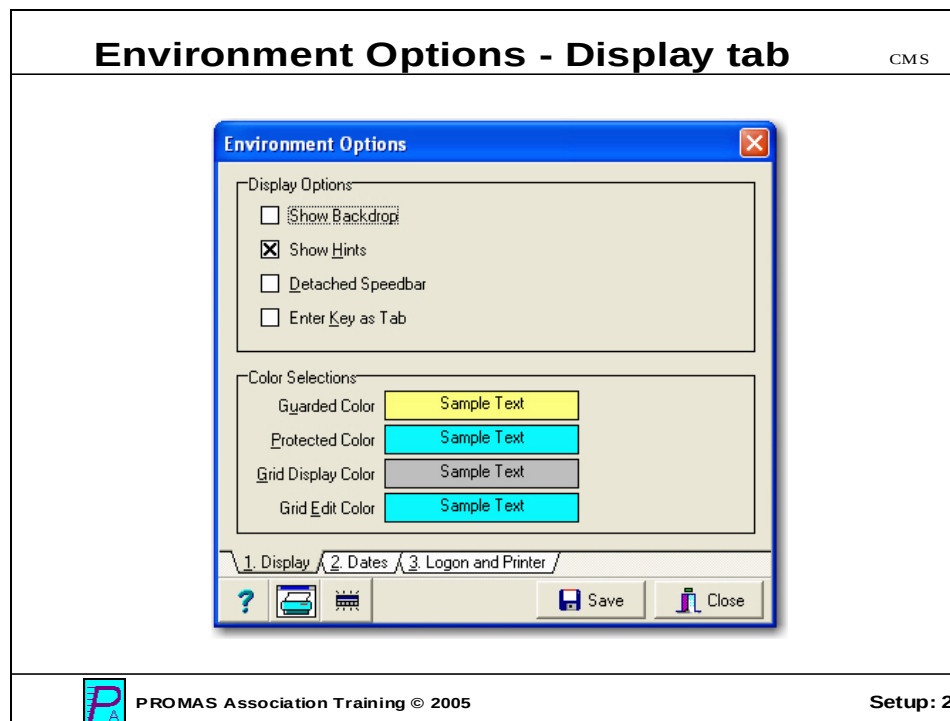
The top menu of PROMAS Association has an option labeled **Setup** which produces a pull-down menu for the various tables and codes. When there are multiple entries in a particular table, you are presented with a Find List screen to facilitate locating the code you wish to Edit or add a New entry.

Many of the tables have more than one tab (page) of information.

Exercise

Examine the choices in the Environment Options menu

1. click the Setup pull-down menu
2. select the Environment Options
3. examine the tabs controlling the way PROMAS Association is presented
4. click Close



Environment Options

Display Tab: These options let you choose how the application screens look.

The **Show Backdrop** checkbox, when marked, puts up a plain background window that covers up the desktop icons. This is for people who find other program's windows or the clutter of the desktop distracting.

The **Show Hints** checkbox, when marked, displays the labels of the speedbuttons and information about fields when the insertion pointer (cursor) is on or in the field.

The **Detached Speedbar** checkbox lets you move the main speedbar from the top of the screen to other locations on the desktop.

Marking the **Enter Key as Tab** checkbox will cause the <Enter> key to act as the <Tab> key (not recommended).

Color Selections - click on the label to change the color. This affects only your computer.

Guarded - fields that you must click in to be able to change the contents (i.e. Record ID's, Long Description).

Protected - fields that cannot be changed from the displayed window. Information fields like Balance, Starting Charges, Bank Reconciliation progress.

Grid Display - the background color for a line item list compiled in automatic functions like Late Fees and Distribution Checks.

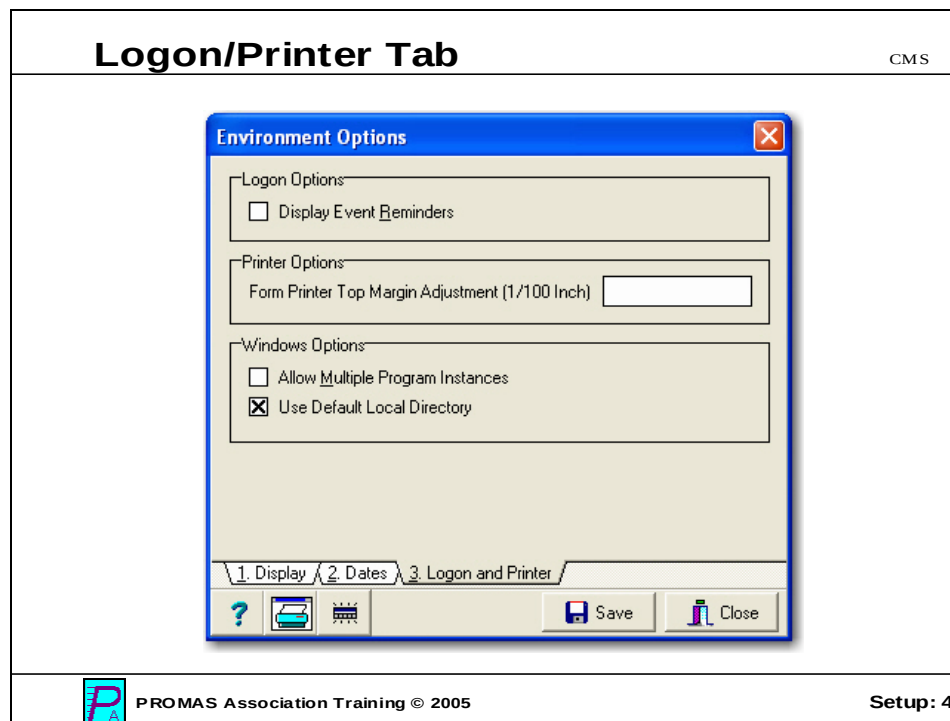
Grid Edit - The background color for line items in edit mode on a line item list. When a line item is clicked the line item expands to multiple lines showing additional information about the candidate transaction.

Exercise

Changing your display options

1. using the setup menu, select the Environment Options
2. click the checkbox labeled Show Backdrop (this inserts or removes the "X")
3. click the Save button (Windows desktop appears/disappears)
4. reverse the procedure

Dates Tab: These are the default dates for the current session. The **Posting** date defaults to the system date. This is the default date when posting new transactions. Marking the **Processing Options** checkbox will insert the word "Check #" in the memo field of receipts so you can record the check number for the payment received.



Logon and Printer Tab:

Marking the **Display Event Reminders** checkbox will display the Event Reminder screen immediately after logon.

Form Top Margin Adjustment (1/100 inch)

Use this to adjust the printing position for 1099's when the printer is not registering accurately. Use a minus (-) to move upward.

For example:

- The number 50 will move all printing down 50/100 (1/2) inch.
- The number -25 will move all printing up 25/100 (1/4) inch.

Check the **Allow Multiple Program Instances** if you want to be able to open the program more than once in the same session (not recommended).

Use Default Local Directory

When marked, the local directory is set to the Windows operating system default location. Unmarking this checkbox will allow the user to designate the local directory in Setup, Local Directory.

The changes we made to the default local directory may cause errors when running reports. The error "string too long" or "Report Engine Error 534" indicate that the path for the local directory is too long. To change it, go to File, Local Directory and move the path up one level at a time until the error goes away. An alternative is to point the Local Directory to C:\APROMAS\Temp.

Account Code CMS

Monthly Dues [Account]
✕

ID DUES

Monthly Dues

Ledger Code 4100

☒ Active

Account Type

Income

☐ Bank Account
☐ Checking Account
☐ Accrual Payable or Receivable

Account Sections

Balance Sheet	CURRENT YR: Current Year Earnings	⚙️
Revenue and Expense	INCOME: Income	⚙️
Cash Flow	INCOME: Income	⚙️

1. Account Options
2. Checking Account Setup
3. MICR Check Setup

?
⏪ + ⏩
Save
Report
Close

PROMAS Association Training © 2005
Setup: 6

All accounting applications require the use of tables to manage the many transactions which occur. Each account must have a unique code to identify its function and relation to other account codes. In PROMAS Association, the account codes can have an identifier (ID) which is verbal rather than numeric, making it easy to remember the usage. The ID for an account code has traditionally been a numeric Ledger Code. Having a Ledger Code and an ID gives the user flexibility of using a literal identifier while maintaining the traditional Ledger Code for financial reporting. Each account has a set of tabs to fully define how the code will be used. To have the ledger codes print on financial reports mark the checkbox in the Association profile.

If the **Active** checkbox is not marked, the Account Code will not appear on drop-down lists nor will it display on the Find List unless the Show Inactives checkbox is marked. It will appear on the Account Code report (Reports, Miscellaneous Reports). Unmarking the Active checkbox has no effect on the use of the Account Code. For example, if Dues was unmarked the fees will still post and payments can be processed - it just wouldn't appear on any Account Code drop-down list nor on a find list. Ones you might consider unmarking are those you don't want anyone to select when setting up Payable and Receivable Codes or in the posting table, i.e. accounts receivable, open credits, accounts payable.

Account Code - Account Options tab

The **Record ID** identifies the account code. It could be a number matching the ledger code or the name for what the ledger code represents. The record ID is used for finding and sorting.

To the right of the ID is the **Long Description** - it is what is printed on reports. The **Active** checkbox makes the account code display on the Find List.

The **Ledger Code** can be any code up to 5.4 digits (XXXXX.YYYY). It is an optional addition on financial reports (refer to association profile).

The **Account Type** determines how a transaction is recorded for financial purposes. It is critical that the account type matches the account code's intent.

Example

- Dues is an income account
- Lawn Mowing is an expense
- Accounts Payable is a liability
- Bank accounts are current assets

Account types are: Capital, Current assets, Current liabilities, Equity, Expenses, Fixed assets, Income, Long Term liabilities, Other assets, Other expenses, Other income, Taxable income.

Mark the checkbox if the account is a **Bank Account**. CD's, money market accounts, and petty cash are all considered bank accounts. If you regularly write checks from the account, also mark the checkbox to indicate a **Checking Account**. Mark the **Accrual Payable or Receivable** checkbox if you use an accrual accounting method.

Account Sections are for customizing financial statement formats by setting up heading names and total line labels within the financial statements.

The **left** and **right arrow** buttons on the bottom line of the form will save the record on the screen and display either the previous or next Account Code. The **plus** button saves the current record and clears the form to enter another.

The **report** button will print a list of all the Account Codes. You can also print account codes and a chart of accounts using Reports - Miscellaneous Reports.

Checking Account Setup tab

CMS

Checking Bank Account [Account]

ID: **BANK CHECK** | Checking Bank Account | Ledger Code: 1010 | ☒ Active

Account Type:
 Current Assets | ☒ Bank Account
☒ Checking Account
☐ Accrual Payable or Receivable

Account Sections:
 Balance Sheet: ASSET CUR: Current Assets
 Revenue and Expense: ASSET CUR: Current Assets
 Cash Flow: ASSET CUR: Current Assets

1. Account Options / 2. Checking Account Setup / 3. MICR Check Setup

? [Icons] [Navigation] [Save] [Report] [Close]



PROMAS Association Training © 2005

Setup: 7

MICR Check Setup tab

CMS

Bank Account Checking [Account]

ID: **CHECKING** | Bank Account Checking | Ledger Code: 1010 | ☒ Active

Return Address Block:
 Maple Management
 123 Maple Avenue
 Vienna, VA 22180

Bank & Branch Block:
 Bank of America

Transit Number Routing Symbol:
 11-22/1234

MICR Band:
 5 5 5 5 5 4 4 4 4 4 3 3 3 3 3 2 2 2 2 2 1 1 1 1 0 0 0 0
 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2

Check: C##### A123456789A 8765 432C

Slip:

1. Account Options / 2. Checking Account Setup / 3. MICR Check Setup

? [Icons] [Navigation] [Save] [Report] [Close]



PROMAS Association Training © 2005

Setup: 8

Checking Account Setup tab

If you marked the Checking Account checkbox, you must fill in the information on this tab. The **Check Style** refers to the type of check stock you are using. Confer with customer support before purchasing checks. Only certain layouts can be used.

PROMAS Association keeps track of the last check number printed and always gives you the opportunity to specify the **Next Check Number** before printing.

The **Signatures Memo** prints above the signature area of the check. Common uses are "Two signatures required if over 'XXX'", "Not valid after 90 days".

The **Account Number** prints on the deposit slip report and the deposit slip.

The **Service Charge** is an amount charged by the bank each month.

Returned Item Fee is what the bank charges you for processing an NSF check. This is the default when posting an NSF transaction.

NSF Fee is what you charge the member for bouncing a check (NSF). This is the default when posting an NSF.

Minimum Balance is the lowest amount that any automatic function will draw the bank account down to. If a check is scheduled to be posted that would draw the bank balance below the minimum, it will be marked "skipped" during the "scheduled payables" process.

MICR Check Setup tab

If you select a check style of MICR, this tab must be completed. MICR is the printing of checks on blank check stock. Magnetic toner use is required by many banks. Confer with your bank before utilizing this feature.

If you select MICR, you must have a printer capable of printing the E-13B font set. A magnetic toner cartridge may be required to produce a machine readable (bank processable) check. The MICR E-13B font is included with the software. It can be found in the APROMAS\REF directory and installed through the Windows "Install Fonts" function.

See Help - Contents - Procedures - MICR - Install Font for more information and refer to help for details on what to enter on this form.

Setting Up Payable Codes

CMS

Lawn Service [Payable Code] ✕

ID **LAWN** **Lawn Service** ☒ Active for Debits ☐ Active for Credits

Account **LAWN: Lawn Service** ⌵ ⏪ ⏩ 🔑

Receivable Code ⌵ ⏪ ⏩ 🔑

Override Defaults

Fund ⌵ ⏪ ⏩ 🔑

Accounts Payable ⌵ ⏪ ⏩ 🔑

? 🖨 🔧 ⏪ + ⏩ 🖨 Report 💾 Save 🚪 Close

 PROMAS Association Training © 2005

Setup: 9

PROMAS Association Training © 2016

Setup

Payable Codes

Payable codes are used to describe what a check is written for. Payable codes are also assigned to Account codes. Although there is generally a one to one relationship of Payable Code to Account Code, a number of payable codes can be consolidated on financial reports by pointing them to the same Account Code. Gas, Water, Electricity, for example, could be payable codes that all point to the Account Code Utilities.

In most cases, the Payable Code Record ID is the same as the Account Code Record ID. If you enter a payable code Record ID that matches an existing Account Code the account field will fill in automatically. The Account Code for a payable code is normally an expense account type. A Payable Code may also be associated with a Receivable Code which is used to charge a member, as in the case of something where a member is charged for some or all of the bill while the association pays the invoice.

Active for Debits - If this checkbox is marked the Payable Code will be available in the Accounts Payable functions for billing and writing checks. (AP, Invoices and AP, Single Check)

Active for Credits - If this checkbox is marked the Payable Code will be available in the AP, Vendor Credit Memo function for entering credit memos to vendors.

Override Defaults

Do not change these unless you are sure of what you are doing.

- **Fund** - If you select a fund in this field, payments against the associated charge will be credited directly to the Fund ledger rather than to the association ledger. See Fund for information about the way bank accounts are affected.
- **Accounts Payable** - This field overrides what has been chosen in the Posting Table for the associated payable code on reports. For example, amounts charged generally show on a balance sheet as grouped together under Accounts Payable. If you want to break out Insurance Payable from other payables you can choose the Insurance Payable account code in this field for the Insurance payable code.

Note: Payable Codes are created for identifying what bills are being paid for. Do not set up a payable code if you don't write a check for it.

Payable Codes that have never been used can be deleted using the (-) button.

Do not assign the account "Accounts Payable" to a bill code.

Setting Up Receivable Codes

CMS

Late Fee [Receivable Code] ✕

ID LATE Late Fee ☒ Active for Debits ☐ Active for Credits

Account LATE FEE: Late Fee Income ↔ 🔍

Code Type Other

Payoff Priority Normal

☐ Subject to Late Charges
☐ Taxable

Override Defaults

Fund ↕ 🔍

Accounts Receivable ↕ 🔍

Advance Payments ↕ 🔍

? 🖨️ 📊 ⏪ + ⏩ 🖨️ Report 💾 Save 🚪 Close

 PROMAS Association Training © 2005

Setup: 10

PROMAS Association Training © 2016

Setup

Receivable Codes

Members are charged for everything you expect to be reimbursed for. Each member payment is broken down to the arrangements of what is being paid off. **Receivable Codes** define how payments received post to the general ledger. Account codes are not used directly for two reasons: to reduce the possibility of user error when entering member charges; and to provide the flexibility for having multiple receivable codes point to the same account for financial reports.

Active for Debits/Credits - Mark the appropriate checkboxes for the account type referenced.

Account - This refers to the Account Code that will be credited when the charge is paid. The account type is normally an income (income, other income, taxable income).

Payoff Priority - There are six levels of payoff priority (highest, high, normal, low, lowest, last to pay). When a payment is entered, the amount of the payment is distributed against unpaid charges in priority sequence. If two charges have the same priority, the oldest charge is paid first. If they have the same date, they are paid based on the Record ID sort order. You have the option to manually distribute the payment if you want to do it differently than the priority scheme dictates.

The checkboxes let you specify how each charge fits into the overall processing scheme.

- **Subject to Late Charges** - The Charge Late Fees function considers only those Receivable ID's that are checked when determining the amount to use when calculating a late fee. These might include, for example, monthly assessment and recurring charges.
- **Taxable** - Charges marked taxable will use the rate table assigned to the Association Profile to generate a tax charge.

Override Defaults - Do not change these unless you are sure of what you are doing.

Fund - If you select a fund in this field, payments against the associated charge will be credited directly to the Fund ledger rather than the association ledger.

Accounts Receivable/Advance Payments - These fields override what has been chosen in the Posting Table for the associated charge on reports

Payable Code / Account Code

CMS

[Payable Code]

ID: POOL MTN Pool Maintenance ☒ Active for Debits ☒ Active for Credits

Account: _____

Receivable Code: _____

Override Defaults:

Fund: _____

Accounts Payable: _____

Pool Maintenance [Account]

ID: POOL MTN Pool Maintenance Ledger Code: 6120 ☒ Active

Account Type: Expenses

☐ Bank Account
☐ Checking Account
☐ Accrual Payable or Receivable

Account Sections:

Balance Sheet: CURRENT YR: Current Year Earnings

Revenue and Expense: EXPENSE: Expenses

Cash Flow: EXPENSE: Expenses

1. Account Options 2. Checking Account Setup 3. MICR Check Setup

Save Report Close


PROMAS Association Training © 2005
Setup: 36

Receivable Code / Account Code

CMS

[Receivable Code]

ID: TENNIS Tennis Fees ☒ Active for Debits ☒ Active for Credits

Account: _____

Code Type: Other

Payoff Priority: Normal

Override Defaults:

Fund: _____

Accounts Receivable: _____

Advance Payments: _____

Tennis Fees [Account]

ID: TENNIS Tennis Fees Ledger Code: 4230 ☒ Active

Account Type: Income

☐ Bank Account
☐ Checking Account
☐ Accrual Payable or Receivable

Account Sections:

Balance Sheet: CURRENT YR: Current Year Earnings

Revenue and Expense: INCOME: Income

Cash Flow: INCOME: Income

1. Account Options 2. Checking Account Setup 3. MICR Check Setup

Save Report Close


PROMAS Association Training © 2005
Setup: 37

Exercise

Add a Payable Code for Pool Maintenance, Account Code - Pool Maintenance.

1. click the Setup pull-down menu and select Payable Code
2. click the New button to add a payable code POOL Maintenance
3. type in an ID of "POOL MTN" and a Long Description of "Pool Maintenance"
4. click the Account folder
5. type 'POOL MTN' for the ID and 'Pool Maintenance' as the Long Description
6. enter a numeric Ledger Code (see opposite page)
7. click the Account Type drop-down list and select Expense
8. click the Save button on the Account Code and Payable Code screens

Exercise

Create a Receivable Code and Account Code for Tennis Fees, Account Type - Income

1. click the Setup pull-down menu and select Receivable Code
2. click the New button and create an ID 'TENNIS'
3. enter a long description 'Tennis Fees'
4. click the account folder button
5. create an account ID 'TENNIS' and long description 'Tennis Fees'
6. enter a numeric Ledger Code (see solution, previous page)
7. click the Account Type drop-down list and select Income
8. click the Save button on both the Account Code and Receivable Code screens

Posting Table Assets/Liabilities Tab CMS

Standard [Posting Table] ✕

ID
STANDARD
Standard

Default Bank Accounts

Primary Checking
BANK CHECK: Checking Bank Account ✎ ✖

Disbursement Checking
 ✎ ✖

Assets & Liabilities

Accounts Payable
AP: Accounts Payable ✎ ✖

AP Credit Memo
AP: Accounts Payable ✎ ✖

Accounts Receivable
AR: Receivable Accounts ✎ ✖

Advance Payment
ADVANCE: Advance Payments ✎ ✖

Open Credit
OPEN: Open Credits ✎ ✖

1. Banks, Assets and Liabilities
2. Income and Expenses

?
◀ + ▶
 Save
 Close

PROMAS Association Training © 2005
Setup: 11

Note: As a general rule - unless you know exactly what you are doing - it is best to refer to the association demonstration posting table when setting up a posting table. If you started with the default posting table you can change names (labels) but if you are thinking about changing the account type please consult the PROMAS support staff or your accountant.

PROMAS Association Training © 2016

Setup

Posting Tables

The posting table defines a set of default accounts to use when posting to the member or association ledger. The accounts are defined in [Setup, Account Codes]. If you are unfamiliar with accounting methods, it might be a good idea to have your accountant help you out.

The posting table defines the default accounts to use for automated functions within PROMAS. Each association should have its own posting table - usually the only difference is the default bank account entries.

Banks, Assets, and Liabilities tab

Bank Accounts

Select the default primary account and the default disbursement account.

Accounts Payable

Select the general ledger account to use when posting accounts payable transactions. Use the drop-down list to make your selection. This should normally have an account type of current liability.

AP Credit Memo

Select the general ledger account to use when posting credit memo transactions. Use the drop-down list to make your selection.

Accounts Receivable

Select the general ledger account to use when posting accounts receivable transactions. Use the drop-down list to make your selection. This should normally have an account type of current asset.

Advance Payments

Select the general ledger account to use when posting advance payments transactions. Type in the name or use the drop-down list to make your selection. This should normally have an account type of current liability.

Open Credit

Open credits are payments received from members that have not yet been used to pay off any charges. Select the general ledger account to use when posting open credits to the tenant. Use the drop-down list to make your selection. This should normally have an account type of current liability.

Posting Table Income/Expense Tab

CMS

Standard [Posting Table]

ID STANDARD Standard

Income

AP Discounts Taken DISCOUNT: Discount taken

Bank Interest Earned BANK INT: Bank Interest Earned

Expenses

Bank Returned Item Expense NSF BANK: NSF Bank Charge

Bank Service Fee Expense SERVICE B: Bank Service Charge

Retained Earnings

Prior Year Earnings RETAINED: Retained Earnings

1. Banks, Assets and Liabilities 2. Income and Expenses

? [Printer Icon] [Table Icon]

◀ + ▶

Save Close

 PROMAS Association Training © 2005

Setup: 12

Income and Expenses tab

Income

AP Discounts Taken - Select the account code to use when posting AP discounts taken on invoices.

Bank Interest Earned - Select the account code to use when posting bank interest to the bank accounts.

Expenses

Bank Returned Item Expense - Select the account code to use when posting NSF bank fees to the bank account. The amount of the fee is defined in [Setup, Accounts] for each bank account.

Bank Service Fee Expense - Select the account code to use when posting service fees from the bank to the bank account. The amount of the fee is defined for each bank account in [Setup, Accounts].

Retained Earnings

Prior Year Earnings - Select the general ledger account to use when reporting on prior year earnings. When reporting, Prior Year Earnings equals all transactions posted to it plus all income, expense, and equity posted prior to the start of the accounting year.

Processing Defaults - New Profiles CMS

Processing Defaults ✕

Association	MAPLE: Maple HOA	✎ ✖
Subdivision		✎ ✖
Location		✎ ✖
Late Charge	LATE: Late Fee	✎ ✖
Notices	LATE LTR: 1st Notice Letter	✎ ✖

1. New Profiles
2. New Association
3. New Member
4. Default Fees
5. Database
6. Options

?
Save
Close

PROMAS Association Training © 2005
Setup: 13

New Association tab CMS

Processing Defaults ✕

Posting Table	STANDARD: Standard	✎ ✖
Accounting Method	Cash	▼
Late Fee	LATE: Late Fees	✎ ✖
NSF Charge	NSF: Returned Check Fee	✎ ✖
Rate Table		✎ ✖

1. New Profiles
2. New Association
3. New Member
4. Default Fees
5. Database
6. Options

?
Save
Close

PROMAS Association Training © 2005
Setup: 14

Processing Defaults

The Processing Defaults function let you set up defaults that are automatically entered into the appropriate field when you are creating new profiles. It can save time and reduce the potential for errors when the majority of items being entered are the same for each member or unit profile. If the actual profile field should be different from the defaults, it can be easily changed when the profile is created.

New Profiles tab

These defaults, if set, are only intended to save time when entering new profiles. These field selections are either chosen from previously entered profiles using the drop-down list, or if none exist, by clicking the folder button to create one. At a minimum, select a default "Association". If you are maintaining more than one association in the database change it each time you are entering new association information.

New Association tab

These defaults, if set, are only intended to save time when entering new associations. When you are maintaining multiple associations in one database, using these defaults will save some time entering the association profile.

Processing Defaults - New Member CMS

Processing Defaults ✕

Member Type: 0: Owner 🔍

Member Status: GOOD: Good Standing 🔍

1. New Profiles / 2. New Association / 3. New Member / 4. Default Fees / 5. Database / 6. Options

? 🖨 🏠 💾 Save 🚪 Close

 PROMAS Association Training © 2005 Setup: 15

Processing Defaults - Default Fees CMS

Processing Defaults ✕

Association Fee: DUES M: Monthly Dues 🔍

Subdivision Fee: 🔍

Location Fee: 🔍

Unit Fee: 🔍

1. New Profiles / 2. New Association / 3. New Member / 4. Default Fees / 5. Database / 6. Options

? 🖨 🏠 💾 Save 🚪 Close

 PROMAS Association Training © 2005 Setup: 16

New Member tab

These defaults, if set, are only intended to save time when entering a new member profile. When entering a new Member Profile, any selections made here will fill into the corresponding fields on the Member Profile form.

Member Type and **Member Status** are mandatory in the member profile. They are user defined in [Setup, Member Type] and [Setup, Member Status].

Default Fees Profiles tab

Any profile with the associated fields will have that field filled in with the default.

Database tab

CMS

Processing Defaults

Profile Processing

Minimum Base Reserve

Data Processing

☒ Save Records During Processor Idle Time

☐ Disable General Ledger Posting Optimization

☒ Disable Insurance Validation When Printing Checks

☐ Disable Automatic Payoff of Open Credits in Accounts Receivable

☒ Generate a Destroyed Check Entry When Voiding a Check

☐ Disable Balance Verification When Posting or Printing Checks

Reporting

☐ Use Encoded Date and Time on Reports

1. New Profiles / 2. New Association / 3. New Member / 4. Default Fees / 5. Database / 6. Options /

Save

Close

 PROMAS Association Training © 2005

Setup: 17

Database tab

Profile Processing

Minimum Base Reserve - This field is used to set the minimum amount that the association bank account can be drawn down to. Normally, it is blank, meaning the amount is \$0.

Data Processing

Save Records During Processor Idle Time - This has to do with how the program posts records to the disk. When the checkbox is marked, records will be put in a buffer to wait for a time when Windows is idle. When not checked, records will be posted immediately to the disk. This may make the program appear to run faster, especially for a pre-Pentium machine.

Disable General Ledger Posting Optimization – When marked, offsetting open credit transactions are not posted to the general ledger from accounts receivable. The system will post only those open credit transactions that cause a change in the open credit balance unless this box is checked.

Disable Insurance Validation When Printing Checks - When marked, the system will not check the vendors insurance expiration before printing a check. If not marked, checks will not be written to vendors whose insurance has expired.

Disable Automatic Payoff on Open Credits in Accounts Receivable - If this checkbox is marked, charges will not be automatically paid off at the time of a charge when there are sufficient funds to do so. Payoff must be done manually if this checkbox is marked.

Generate a Destroyed Check Entry When Voiding a Check - If this checkbox is marked when a check is voided, it will be added to the destroyed check list - (recommended).

Disable Balance Verification When Posting or Printing Checks

Marking this checkbox will allow checks to be printed without verifying the association balance. Only use this if you have arrangements with your bank.

Reporting

Use Encoded Date and Time on Reports - Each report and statement prints a line at the bottom with the company name and the date and time printed. When this checkbox is marked the date and time will print in an encoded format:

minutes-month year date-hour

so that it is not readily discernable when the report was generated.

Late Fee – New Charges Base

CMS

Late Fees [Late Fee]
✕

ID
LATE
Late Fees

Late Charge

Schedule Daily

Minimum Fee

Maximum Fee

Grace Period in Days

Fixed Amount

Percent of Balance Late

Calculation Method Flat Fee Plus Percentage

Balance Late All Charges

☐ Forgive Late Fee if Paid In Full

☐ Separate Fee for Old Charges

☐ Minimum and Maximum Includes Per Day Charges

1. New Charges Base
2. New Charges Per Day

?

◀
+
-
▶

 Save
 Close

PROMAS Association Training © 2005
Setup: 18

Note: A late fee table can be deleted by using the (-) button. A late fee table assigned to an association or a member cannot be deleted.

Checkboxes

- **Forgive Late Fee if Paid in Full** - This checkbox determines whether to charge a late fee for someone who has paid between the date he was late and the date you are doing late fee charges.
- **Separate Fee for Old Charges** - Marking this checkbox will display a third page tab, Old Charges, where you can enter separate parameters for charging late fees on old charges. Old charges are charges that were posted before the date of the last late charge.
- **Minimum and Maximum Includes Per Day Charges** - The minimum and maximum entered on this page can include per day charges or those charges can be added after the minimum and maximum are applied to the base late fee.

Late Fees

A late fee profile must be set up for each different fee structure you use. The late fee is part of the Association or Member Profile. Late fees are posted in [AR, Scheduled Receivables, Late Fees].

A payment is determined to be late and subject to late fees by adding the Grace Period to the schedule date in the Association Fee profile. Assuming the date assessed is the 1st and the grace period is 5 days, a payment is late starting on the 7th. The late fee amount can be fixed or a percentage or the sum. A per day late fee may be applied using a separate grace period.

New Charges Base Tab

Late Charge - Select the Receivable Code to use when posting the late charge.

Schedule - Select the schedule from the drop-down list. Automatic charges will not post more often than the schedule, i.e. monthly means once in 30 days.

Minimum Fee - Enter the minimum amount you wish to charge. If the calculated amount is less than this amount, no late fee will be charged.

Maximum Fee - Enter the maximum amount to be charged.

Grace Period in Days - This field defines the number of days after a charge is due that it is not considered late. If the due date is the 1st and the grace period is 2 days, the payment is considered late on the 4th.

Fixed Dollar Amount - Enter a dollar amount if the late fee is fixed rather than based on a percentage of the balance late.

Percent of Balance Late - Enter the percentage to use when calculating the late fee. When defined as a percent, the late fee is calculated based on the Balance Late field under Late Fee Calculation Methods.

Calculation Method - Choose either Flat Fee Plus Percentage, Greater of Flat or Percentage, or Lesser of Flat or Percentage.

Balance Late - This is the amount that will be used to calculate the late fee. Select from the drop down list of New Charges, Old Charges, All Charges. New charges are those since the last late fee posting. Old charges are prior to it.

Late Fees - New Charges Per Day CMS

Late Fees [Late Fee]

ID

Late Charge

Schedule

Minimum Fee

Maximum Fee

Grace Period in Days

Grace Period Before Charging Per Day Fee

Per Day Amount

Days to Skip Between Per Day Charges

Maximum Times to Charge Per Day Amount

☐ Forgive Late Fee if Paid In Full

☐ Separate Fee for Old Charges

☐ Minimum and Maximum Includes Per Day Charges

1. New Charges Base

2. New Charges Per Day

?

Save

Close

PROMAS Association Training © 2005 Setup: 19

Late Fees [Late Fee]

ID

Late Charge

Schedule

Minimum Fee

Maximum Fee

Grace Period in Days

Interest Charge

Interest Rate

☐ Forgive Late Fee if Paid In Full

☐ Separate Fee for Old Charges

☐ Minimum and Maximum Includes Per Day Charges

1. New Charges Base

2. New Charges Per Day

3. Interest

?

Save

Close

Setting Up Late Fees - New Charges Per Day tab

Grace Period Before Charging Per Day Fee - Enter the grace period for per day fees.

Per Day Amount - Enter the amount to charge for each day late. This allows a per day fee to become effective after the base fee.

Days to Skip Between Per Day Charges - Enter the number of days to skip between per day charges. Per day charges could be applied every other day or every third day. Example: \$3 per day, every other day, 6 days late totals \$9.

Maximum Times to Charge Per Day Amount - Enter the maximum number of per day charges to apply.

Note: A late charge will not be assessed against a member until all per day charges have become due to the association.

Interest tab

This tab lets you set parameters for charging interest on all outstanding amounts. Set the Interest Charge code and the percentage here. To post the charges go to AR, Scheduled Receivables, Interest.

Categories

CMS

Find Catgdata ✕

Search for

Name	Section	Category Type	Alert Type	Reminder Type
New 4		General	None	None
Board Meeting [Note]		Comment	None	None
Emergency Contact		Emergency	None	None
Extra 2		Comment	None	None
Former President		General	None	None
License #		Comment	None	None
Lien		General	None	None
Owner Correspondence [N		Comment	None	None
Payment Note		Comment	Receipt	None
Senior Citizen		General	None	None

☐ Keep Find List Active

PROMAS Association Training © 2005

Setup: 22

Category

CMS

Board Meeting [Note] [Catgdata] ✕

Name

Section

Category Type

Alert Type

Reminder Type

Sort Position

Category is a Label ☐

Category is a Ngte ☐

Profile Specific ☐

Comments

PROMAS Association Training © 2005

Setup: 23

Categories

Categories can be used for a variety of purposes and are part of the Association, Unit, Member and Vendor profiles. Most reports and mailings can be limited to a category. Information associated with a category can be mail-merged into word processing documents. There is no limit to the number of category items that can be added to a profile.

Categories are identified by a unique Name, which can be up to 40 characters.

Categories are broken out into seven Category Types – General, Comment, Emergency, Inspection, Listing, Maintenance, and Welcome.

An optional Section description allows for grouping categories, while a numeric field Sort Position positions the category on a listing.

Categories can be part of an Alert Type that displays a pop-up screen in the Invoice, Move Out, Receipt, and Work Order functions. They can generate reminders on the specified Effective and/or Expire dates. A category can be designated a Label or Note. A Note can be Profile Specific. An unlimited comments field that copies into the profile is available for the category.

The category defined in Setup, Categories is the generic category that is selected in a profile. The specifics relating to the category are defined in the profile screen.

Category is a Label – If this checkbox is marked the category name will precede any qualifier in the profile entry with the comments indented below.

Category is a Note – If this checkbox is marked, the category name will be preceded by the qualifier in the profile entry with the comments indented below.

Category in Profile

CMS

David and Judy Fiscella [Member]

ID: FISCELLA David and Judy Fiscella ☒ Resident Status: Active

General | Comment | Emergency | Inspection | Listing | Maintenance | Welcome | Edit

Comment
Payment Note Do NOT accept check unless
Approved by EB

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Categories / 6. Documentation

? [Print] [Calendar] [Home] [Logout] [Save] [Close]



PROMAS Association Training © 2005

Setup: 24

Category - Edit

CMS

Edit Categories

All | General | Comment | Emergency | Inspection | Listing | Maintenance | Welcome

Category: Payment Note Effective: 12/15 Expires: 12/15

Qualifier:

Comment: Do NOT accept check unless
Approved by EB

? [Print] [Calendar] [Close]



PROMAS Association Training © 2005

Setup: 25

Categories in Profiles

Each profile has a Categories tab. Clicking that tab displays all the categories associated with that profile. To see the categories by type, there are folder buttons at the top of the display.

Use the Edit button to modify an existing category or add a new one to the profile. Category entries are listed in the sequence entered within type. To add another category either click in the open area below the last one entered or tab out of the last one entered.

The category can be selected from the Find List or a new one can be added using the Folder button.

Qualifier – this field of up to 20 characters can be used for identification purposes.

Effective - the date the category starts for Alerts and Reminders

Expires – date the category ceases for Alerts and Reminders

Comment – unlimited field for information relating to the category.

Vendor Categories

Vendor categories have uses similar to categories but they are only applicable to the vendor profile and vendor reports. It allows you to pull up information about vendors who can perform specified types of work. Reports can be limited to vendors assigned a particular category.

Member TypeCMS

Developer/Builder [Member Type] ✕

ID

☐ Include in Voting Rolls
☐ Include in Member Directory



 Save  Close

 PROMAS Association Training © 2005 Setup: 26

Member StatusCMS

Good Standing [Member Status] ✕

ID

☒ Include in Voting Rolls



 Save  Close

 PROMAS Association Training © 2005 Setup: 27

Member Type

The Member Type is a required field in the Member Profile. It is also an optional entry in Setup, Processing Defaults.

The ID and Long Description identify the general class of the member. Common entries include Owners, Tenants, Developers, Bill Payer, Guest, Dependent. Most reports can be limited to a member type.

Include in Voting Rolls - Mark this checkbox if the member type has voting privileges. If not marked the member will not be included in any voting roll related reports.

Include in Member Directory - Mark this checkbox if this member type should be included in the Member Directory related reports.

Member Status

The Member Status is a required field in the Member Profile. It is also an optional entry in Setup, Processing Defaults.

The ID and Long Description identify the status of the member. Common entries are Good Standing, Seasonal Member, Social Privileges, Past Owner, Suspended, At Attorney, Dependent, etc.

Include in Voting Rolls - Mark this checkbox if this member status should be in Voting Roll related reports.

Notices

CMS

1st Notice Letter [Notice] ✕

ID

LATE LTR

1st Notice Letter

Letter

NOTICE 1: Notice letter

◀▶ ↺ ↻ ↷

Days Late

1

? 🖨 🔌

◀ + - ▶

💾 Save

🚪 Close

 PROMAS Association Training © 2005

Setup: 29

Note: Notice tables that are not being used can be deleted using the (-) button.

Notices

The delinquent letters that are set up in [Mailings, Edit Letters] are assigned to a Notice Profile. Notices is a field in the member profile. Notices at different “Days Late” breakpoints can be set up. Each member can have the set of notice letters assigned that best suits that member’s situation.

- If you intend to send notice letters using the Notice function, you must assign a Notice in the Member Profile.
- When notices are compiled, the notice letter that is chosen is based on the number of days late. You may change the chosen letter.

Letter - Choose a letter from the list of letters previously entered in Mailings, Edit Letters.

Days Late - Enter the number of days the member must be late to receive the associated letter.

Example:

Based on the information in Member A’s profile

 grace period is 5 days (from Late Fee profile)

 letter 1 - 1 day late

 letter 2 - 10 days late

Based on the information in Member B’s profile

 grace period is 10 days (from Late Fee profile)

 letter 1 - 1 day late

 letter 3 - 5 days late

Fees are charged on 3/1.

 The first day Member A is late is 3/7.

 The first day Member B is late is 3/12.

In Mailings, Notices the Notice date is set to 3/7.

 Member A will get letter 1.

 Member B will not be a notice candidate.

Notice date is set to 3/12.

 Member A will get letter 1.

 Member B will get letter 1.

Notice date is set to 3/17.

 Member A will get letter 2.

 Member B will get letter 3.

Summary

- Notice letters are set up in [Mailings, Edit Letters].
- The notice letter scheme is defined as a notice profile.
- The member profile contains the notice profile to use.
- The notices profile determines which letters are associated with members who are deemed late. Any number of different letters can be defined to be sent to a member based on the calculated number of days late.
- The member profile has a notice field to provide for assigning letter layouts to members on an individual basis.

Profile Lists

CMS

Fences [Profile List]

ID

FENCE

Fences

Profile

2204: 2204 Maple Avenue [Unit]

☐ Exclude

?

◀

+

−

▶

Save

Close

P

PROMAS Association Training © 2005

Setup: 31

Profile Lists

Lists of any profiles or combination of profiles can be set up and then used to run a function just for that list. For example, you might have a number of members who are slow in paying fees and you want to run reports for just their accounts or send them a letter.

Once a list is defined, it can be used over and over again or it can be modified as needed.

- Building a list involves naming it and then selecting the appropriate profile from the drop-down list.
- To enter additional profiles to the list, click into the open area below what you have already entered.
- The list can be setup to include or exclude the selected profile.
- The profile list can be selected from the Restrict To field when performing a function or running a report.

Profile - Select from the drop-down list.

Exclude - Mark this checkbox if the selected profile should be excluded from the list.

A list can be deleted by using the (-) delete button.

Rate TablesCMS

[Rate Table]

ID

Taxes

Tax Charge

Tax Rate (%)





 Save  Close

 PROMAS Association Training © 2005Setup: 21

Rate Tables

The rate tables set up tax rates. When a rate table is assigned to the association profile and a charge that is taxable is posted, additional charges for the taxes will be assessed to the member. If you don't collect tax on payments, you do not have to create a rate table.

Each rate table defined must have a Record ID consisting of an ID field and a Long Description field which uniquely identifies that rate table. The Record ID is used for searching and sorting while the Long Description prints on reports and can be used as secondary searching.

Each association profile may be assigned a rate table to be used in charging taxes. When a taxable charge is posted, the rate table is used to charge up to three different taxes.

Taxes - Up to three tax charges with varying rates can be defined. The charge is calculated when a taxable charge code is selected in any of the charge functions. Most commonly the charges are applied when a fee is charged but these added charges can apply to any charge code.

Tax Charge - A Receivable Code, a Payable Code, and an Account Code must be setup. The Account Code Type is normally a current liability.

Tax Rate (%) - Enter the tax rate percentage. For example, if Maintenance Fee is taxable and the rate is 6%, then \$24 would be charged on a \$400 assessment at the time the charge is posted.

Member Statement

CMS

Member statement [Member Statement] ✕

ID

Statement Header

Return Address

Title

Statement Body

Charge Label

Payment Label

Include Memos ☒

Running Balance

Statement Footer

Footer Type

 Save

 Close

 PROMAS Association Training © 2005Setup: 28

PROMAS Association Training © 2016

Setup

Member Statement

Statements can be prepared for members covering any time frame. Doing one to accompany a member refund check or for legal proceeding is useful. A member statement style is part of the member profile and can be defined as a processing default.

A list of unpaid charges will print as an addendum to the member statement.

Statement Header

Return Address - Select the return address style. It can be the Association, Company, or none with either the Company or Association note.

Title - Enter a title for the statement which will print at the top of the statement.

Statement Body

Charge Label - Select the label you want on the column which shows transactions which increase the amount the member owes. Common labels are Charge, Bill, Assessment, and Credit.

Payment Label - Select the label you want on the column which shows transactions which decrease the amount the member owes. Common labels are Payment, Receipt, and Debit.

Include Memo - Mark this checkbox if you want the memos on the transactions to print on the statement (recommended).

Running Balance - Select from the drop-down list the type of running balance you want printed on the statement.

- **Blank** - A beginning and ending balance will print.
- **Every Day** - The balance will print with the last transaction for that day.
- **Every Month** - The balance will print on the same line as the last transaction in each month.

Statement Footer

Footer Type - The Federal Fair Debt Collection Notice can be printed at the end of the statement.

FundCMS

Reserves Common [Fund]

ID RESERVE Reserves: Common

Association MAPLE: Maple HOA

Description Reserves for Common Area

Short Header Common





 Save  Close

 PROMAS Association Training © 2005 Setup: 32

Account ListCMS

Fees [Account List]

ID FEES Fees

Account LEGAL IN: Legal Fee Income

Account NSF FEE: NSF Fee

Account POOL FEES: Pool Fees

Account TENNIS: Tennis Fees





 Save  Close

 PROMAS Association Training © 2005 Setup: 33

PROMAS Association Training © 2016

Setup

Fund

A fund is basically a separate set of books within the association. It provides a way of setting aside money for specific purposes in a separate ledger. Using fund accounting means that the money going into the fund will not be reported on the Association balance sheet or budget report – it will be reported on its own balance sheet. The fund can be affected directly through the payable and receivable codes or money can be transferred from the association ledger.

Account Lists

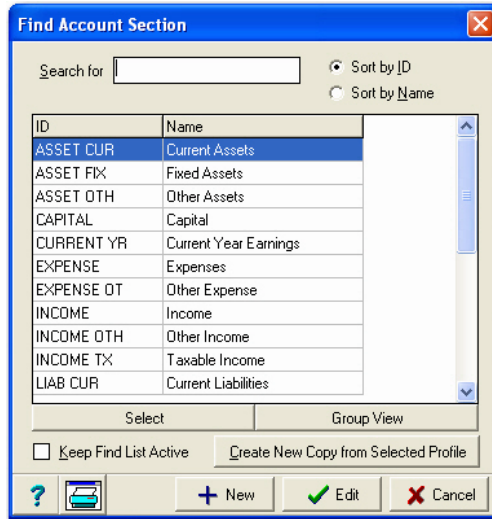
An account list is just that - a list of selected accounts from the Chart of Accounts.

Each account list must have a Record ID consisting of an ID field and a Long Description field which uniquely identifies that account list.

Select from the Find List each account that you want included on the account list and Save.

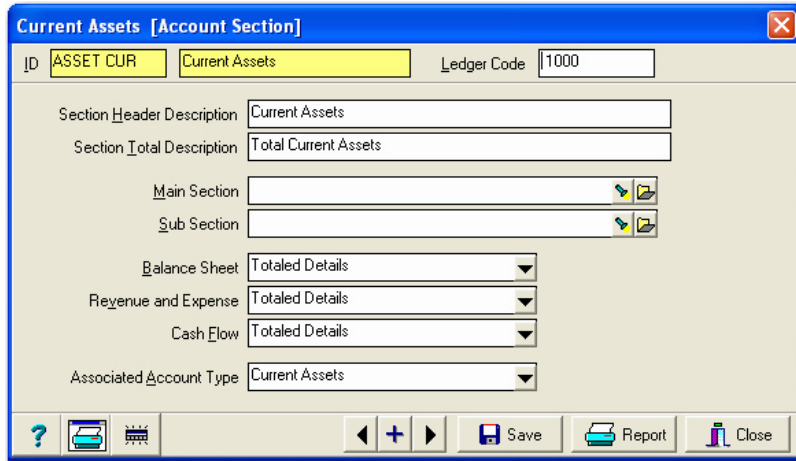
Note: This function is for features that will be added in future releases.

Account Sections CMS




PROMAS Association Training © 2005
Setup: 34

Account Section CMS




PROMAS Association Training © 2005
Setup: 35

Account Sections

The account sections are used to customize the presentation of financial reports by enabling you to group accounts and total the accounts in a group. You can dictate the groupings, heading names and total name labels within a major section of the report and cause an account's dollar amount to be placed wherever you want. You can define grouping up to three levels down from the major section. Each account can be assigned to a specific account section.

The default for Account Sections is one section for each [Account Type]. The exception is the [Account Type] Equity, which on appropriate reports is broken down to Current Year Earnings and Retained (prior year) Earnings. Each account (i.e. Rent, Plumbing, Advertising) is assigned an account type (i.e. Income, Expenses) which determines the major section of the report in which it will appear.

By adding Account Sections you can structure a report so the accounts get grouped and subtotaled within the default section. You can go down three levels. Thus you could take Expenses and break out Utilities. Then you could take Utilities and break it down into City and County. You could then take City and break it down to Reimbursible and Non-Reimbursible.

The sequencing of the sub-groupings is based on the ledger code assigned to the Account Section.

This approach to determining the report layout gives maximum flexibility since any account can be anywhere on the report. There are no restrictions on its positioning.

Refer to How To document #522 for detailed help in setting up the account sections and examples of how it changes the layout of reports.

If no account sections are defined, all accounts fall under their major report section heading, determined by their account type.

A second level breakdown requires an account section like Utilities, G&A, etc. These account sections do not have the Main Section or Sub Section fields filled in.

A third level breakdown requires an account section with a main account reference filled in.

The fourth level breakdown requires that an account section be defined with both the Main Section and Sub Section fields filled in.

Revenue & Expenses – 4 level breakdown with account sections

Revenue and Expenses

Cash Accounting Year Starts January 1, 1998

	Current	Percent	Year To Date	Percent
INCOME				
Late Fee Income	\$25.00	3.4	\$75.00	2.1
Monthly Dues	\$492.00	66.6	\$2,460.00	67.5
Special Assessment	\$222.00	30.0	\$1,110.00	30.5
	<u>\$739.00</u>	<u>100.0</u>	<u>\$3,645.00</u>	<u>100.0</u>
TOTAL INCOME	<u>\$739.00</u>	<u>100.0</u>	<u>\$3,645.00</u>	<u>100.0</u>
EXPENSES				
Accounting	\$0.00	0.0	\$288.12	7.9
Lawn Service	\$252.92	34.2	\$329.92	9.1
Repairs & Maintenance	\$0.00	0.0	\$74.50	2.0
Trash Collection	\$0.00	0.0	\$127.00	3.5
Water	\$37.72	5.1	\$37.72	1.0
	<u>\$290.64</u>	<u>39.3</u>	<u>\$857.26</u>	<u>23.5</u>
Utilities Section Header - Main				
City Utilities Section Header - Sub				
Non-Reimbursable City Section Header				
Sewer	\$21.53	2.9	\$21.53	0.6
Total Non-Reimbursable City	<u>\$21.53</u>	<u>2.9</u>	<u>\$21.53</u>	<u>0.6</u>
Reimbursable City Section Header				
Electric	\$66.45	9.0	\$390.86	10.7
Total Reimbursable City	<u>\$66.45</u>	<u>9.0</u>	<u>\$390.86</u>	<u>10.7</u>
Total City Utilities	<u>\$87.98</u>	<u>11.9</u>	<u>\$412.39</u>	<u>11.3</u>
County Utilities Section Header - Sub				
Gas	\$24.99	3.4	\$24.99	0.7
Total County Utilities	<u>\$24.99</u>	<u>3.4</u>	<u>\$24.99</u>	<u>0.7</u>
Total Utilities	<u>\$112.97</u>	<u>15.3</u>	<u>\$437.38</u>	<u>12.0</u>
TOTAL EXPENSES	<u>\$403.61</u>	<u>54.6</u>	<u>\$1,294.64</u>	<u>35.5</u>
NET INCOME (LOSS)	<u>\$335.39</u>	<u>45.4</u>	<u>\$2,350.36</u>	<u>64.5</u>

CMS, Inc.
311B Maple Avenue West
Vienna, VA 22180

email: promas @ promas.com
website: promas.com
Fax on Demand: 703-255-5164

703-255-1400
800-397-1499
FAX 703-255-9172

Account Sections - 9

Profiles

Working with Profiles

CMS

- Primary Profiles
 - Association
 - Unit
 - Member
 - Vendor
- Supporting Profiles
 - Subdivision
 - Location
 - Association Fee
 - Privilege
 - Membership Groups

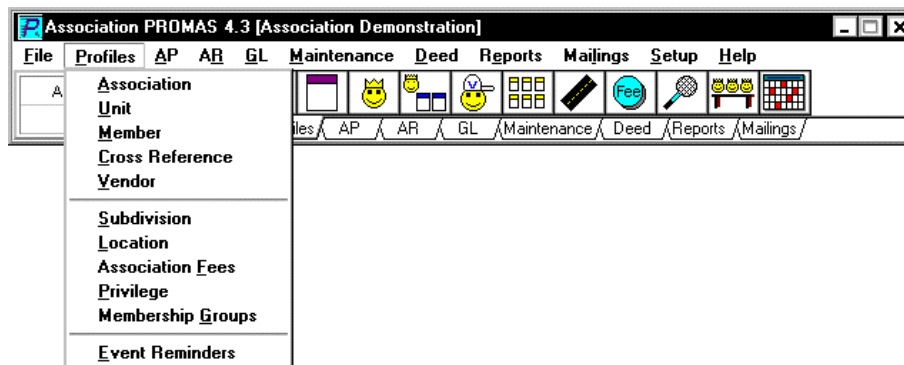


PROMAS Association Training © 1999

Profiles: 1

Profiles

CMS



PROMAS Association Training © 1999

Profiles: 2

Objectives

Profiles contain the base information about the association, its members, their units, and vendors. Each profile consists of one or more pages of information that provides the parameters used in performing the routine functions of maintaining a member database and recording the associations receipts and disbursements.

Each association is considered a separate set of financial records. More than one association can be included in a single database, although the generally recommended approach is to setup a separate database for each association.

Each unit must have an owner who is in the member profile. A member can be the owner, a tenant, the developer, the bill payer or even a guest. The fee bearing entity is the unit.

Units can be part of a location and/or a subdivision. The unit and subdivision define subsets of the association. The hierarchy is Association, Subdivision, Location, Unit. Subdivision and location are optional - depending on the situation.

The profile speedbar includes, in addition to profiles, profile related lists and functions like membership groups, privileges, and event reminders.

Event reminders can be entered using the notes function and they include items you have chosen to be reminded about. Besides viewing the events using this function, you have the option to have them display automatically at logon. See [Setup, Environment Options].

At the end of this module you will be able to:

- Locate the profiles that form the basis of the PROMAS application
- Understand the relationship of our profiles to one another.
- Enter all the necessary profiles for an association.

Company Profile

CMS

Company Profile

PROMAS Demonstration

Mailing Address

Distributed by CMS, Inc.
311 B Maple Avenue West
Vienna, VA 22180
22180 ☐ Foreign

Additional Letterhead Information

1099 Information

Taxpayer ID

Taxpayer Phone Number

?

Save

Close

PROMAS Association Training © 1999

Profiles: 3

Company Profile

The company profile is found in [Setup, Company].

The company name is entered when you register. It cannot be changed unless you call customer support to re-register.

This information would be that of the management company if you are a management company handling a number of associations. If you are a self managed association, the information here and in the association profile may be the same.

The company name and address is one of the selectable return addresses for letters, statements, and coupons.

Company Name - A protected field that prints at the bottom of each page of every report and statement.

Mailing Address - This block is only for the address. The company name that prints with this address when doing letters, statements, etc. is in the protected field above.

Zip Code - A zip code table is built as you enter addresses. The zip code generates the protected city, state, and zip code line above the zip code field. Refer to the Procedure "Address - Entering" for more details.

Additional Letterhead - The information entered here will print on mailings and statements in the area to the right of the Return Address and Recipient Address.

Taxpayer ID - Used when reporting IRS 1099 information.

Taxpayer Phone Number - Required field on the 1099 form.

Association Profile

The Association Profile contains the base information about the association procedures for keeping financial records. This includes the accounting method, when the fiscal year starts, the fee structures, statement scheduling, and categories.

Essentially an association defines a set of books. A ledger is maintained for the Association. All funds are recorded in the association ledger. Checks written by the association are recorded in the ledger.

Management companies will typically have a number of associations, each with its own profile and ledger. Multiple associations can be maintained in one database or in separate databases.

Address & Accounting Tab

Each profile has a Record ID field and a Long Description Field. The Record ID can be up to ten characters and is used for sorting and searching. The Long Description can be up to twenty-five characters. It is what prints on reports and is an optional search field.

Status - Enter the status of the association - active, inactive, or no posting. Inactive will not show on the find list. No posting prevents automatic posting of fees and paying bills.

Remittance Address - Use this address box to enter the name and address which can be used on letters, statements, and coupons.

Additional Letterhead Information - Information entered here will print on the top right of statements and letters if the association is selected as the return address.

Work Order – Anything entered here prints on work orders – use for contact phone number and email address.

Posting Table - It defines some of the default account codes that are used for the ledger transactions. Posting Tables are created in [Setup, Posting Tables]. Each association should have its own posting table.

Accounting Method - Select the accounting method from the drop-down list. The selection here is the default for reporting purposes. Since there is simultaneous recording of transactions in cash, accrual, and modified cash methods of accounting, you can print a report using any of the accounting methods.

Show Ledger Codes on Financial Reports - Marking this checkbox will cause ledger codes to print on financial statements along with the description. Transactions will sort by ledger code rather than Record ID.

Start of Year - Enter the start of the fiscal year for financial reports. Only the day and month are significant.

Association Profile - Fees and Notices

All of these fields are optional. Only fill them in if they are appropriate for this association.

Association Fees - Choose from the drop-down list the fee you have created in [Profiles, Association Fees] for the regularly scheduled dues or fees that are charged to all members of the association. To create the fee structure now click the folder button for this field.

Late Fees - Choose from the drop-down list the Late Fee Profile you have created in [Setup, Late Fees].

Notice Letters - Choose from the drop-down list the Notice Letter you created in [Mailings, Edit Letters].

NSF Charge - Enter the receivable code to use when posting an NSF charge.

Rate Table - Choose from the drop-down list the rate table created in [Setup, Rate Table].

Total of Lot Sizes - This field can be used to calculate a fee based on a unit's percentage of total lot size. Either enter the total of all unit's lot sizes or use the Calculate field to have the system calculate lot sizes from those fields in the unit profiles.

Total of Square Footage - This field can be used to calculate a fee based on a unit's percentage of total square footage. Either enter the total of all units square footage or use the Calculate field to have the system calculate square footage from those fields in the unit profiles.

Calculate Totals From Units - Marking this checkbox will instruct the system to calculate the lot size and square footage fields from information entered in the unit profiles.



Association Profile - Taxes & Statements

Taxpayer ID - Enter the Taxpayer ID. This field can be in the form of a social security number (xxx-xx-xxxx) or a tax ID number (xx-xxxxxxx).

Taxpayer Name - Enter the taxpayer name as it should appear on 1099's.

Statements (Optional) - This section contains information about printing statements for members. You can also print statements whenever you want regardless of any schedule defined here.

- **Statement Style** - Select from the drop-down list the style of statement you want to print for the members. The statement styles are created in [Setup, Member Statements].
- **Schedule** - Select the schedule for printing statements from the drop-down list.
- **Next Scheduled** - Enter the date you want the next statement to print. This field will be updated after statements are printed.
- **Schedule Expires** - Enter the date the schedule expires if there is one.
- **Last Printed** - The Scheduled Statement function will update this field whenever scheduled statements are printed.

Coupon Remittance Note - This multi-line field can be used to provide information about the handling of coupons created in Mailings, Coupons. The contents of this field are printed on the coupon stub.

Association Profile - Categories

Categories are selected from the list that is defined in Setup, Categories. Most reports and mailings can be limited to a category.

Speedbuttons

Notes, Recurring Checks and Recurring Journal Entries can be accessed using the speedbuttons at the bottom of the screen.

Unit Profile

The unit defines the entities of the association. It could be a home, a townhouse, condo, lot, etc. - whatever entities the association is based upon.

Unit Description Tab

Each profile has a Record ID field and a Long Description field. The **Record ID** can be up to ten characters and is used for sorting and searching. The **Long Description** can be up to twenty-five characters and is used when printing reports.

Status - Enter the status of the unit - active, inactive, or no posting.

Location (optional) - If the unit is part of a location, e.g. a building or street, select the Record ID of the Location profile from the drop-down list. If you want to create a location profile, click on the folder to bring up a blank location screen.

Subdivision (optional) - If the unit is part of a subdivision, e.g. a neighborhood or development site, select the Record ID of the Subdivision profile from the drop-down list. If a subdivision profile has not been created yet, click on the folder button to bring up a blank subdivision screen.

Association - Select the Association this unit belongs to from the drop-down list.

Owner - The unit must have an owner if fees are to be collected. Choose from the list of previously defined Member profiles or click the folder button to set up the owner profile. A member can own more than one unit.

Bill Payer - If someone other than the owner pays the assessment, i.e. a management company or other third party, select them from the drop-down list of members. If an owner owns more than one unit, make the owner the bill payer.

Fees - Select the fee profile if any is applicable to the unit. Setup a fee profile if several or more units have a unique fee structure. If a fee is unit specific, you can use Recurring Charges to enter it. Do not enter anything here if all units are charged the same amount or the fee is calculated based on square footage – use the association profile instead.

Lot Size, Square Footage, CAM %, and Assessed Value are optional fields. They can be used as the basis for determining fees and special assessments.

Address - Enter the unit address.

Legal Description

- **Section** - This is an optional field used for reporting purposes only.
- **Block** - This is an optional field used for reporting purposes only.
- **Lot** - This is an optional field used for reporting purposes only.

Unit Profile - Recurring Charges

CMS

2205 Maple Avenue [Unit]

ID 2205 2205 Maple Avenue Status Active

Charge		Description	
SPECIAL: Special Assessment			
Amount	Method	Flat Fee	
Schedule Monthly	Rounding	Round to Nearest Penny	
Next Scheduled 5/1/2005	Percentage		
Schedule Expires	Memo		

1. Unit Description 2. Recurring Charges 3. Categories 4. Documentation

? [Icons] [IS CHECK] [Icons] Save Close



PROMAS Association Training © 2005

Profiles: 9

Unit Profile - Categories

CMS



PROMAS Association Training © 2005

Profiles: 10

Recurring Charges Tab

Use this section to enter any recurring charges that are **not** defined with a Fee Profile. This is **not** for dues or special assessments that will be charged against some or all members (or subdivisions or locations). It is for recurring charges that are specific to the unit, and different for each unit, like lawn service, trash collection, etc. Clicking in the Charge field will display the other fields.

Charge - Select the Receivable Code from the drop-down list.

Amount - Enter the amount of the charge.

Schedule - Select the schedule for the charge from the drop-down list.

Next Scheduled - Enter the date for the next charge. This date will be updated each time Scheduled Receivables or Recurring Charges are posted.

Schedule Expires - Enter the date that the charges expire, if applicable.

Method - Enter the method of calculating the charge. Choices include:

- Flat Fee
- Percent of Assessed Value
- Share Based on CAM Percentage
- Share of Lot Size
- Share of Square Footage

Rounding - Select the method to round - to the nearest penny or nearest dollar.

Percentage - Enter the percentage to use when calculating the charge, if applicable.

Memo - Enter any memo to go with the charge.

Categories Tab

A unit can assigned an unlimited number of categories, which can be used as a "limit to" parameter when doing report, mailings and mail merge. Categories are defined in Setup, Categories.

Documentation Tab

Documents and files can be attached to the profile. Common files are pictures, closing documents, letters.

Member Profile - Address

CMS

Joseph P. Bruno [Member]

ID: BRUND Joseph P. Bruno ☒ Resident

Status: Active

Member Information

Association: MAPLE: Maple HOA

Member Type: TC: Current Tenant

Member Status: GOOD: Good Standing

Unit:

Late Fee:

Member Information

Move In: 11/1/2000

Move Out: 19

☐ Accept No Payments

Name and Permanent Address:

Joseph P. Bruno

second line

2201 Maple Avenue

Vienna, VA 22180

22180 ZIP ☐ Foreign

Phone Numbers:

Contact: Joseph P. Bruno

Day: 703-555-5600

Night: 703-555-2314

Cell:

FAX:

Informal Salutation:

Formal Salutation:

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Categories / 6. Documentation

Save Close

PROMAS Association Training © 2005

Profiles: 11

This profile is used to identify everyone who is going to be charged (fees, assessments) or is going to receive correspondence relative to association business. This would include members/owners, tenants, the developer, third party, bill payer, and guest. In PROMAS they are all referred to as members. The member type defines their exact roles relative to the association. Only one profile per member needs to be created even if that member has a number of units/lots. Charge and payment transactions are posted to the member's ledger.

The member profile contains permanent and part-time (date sensitive) addresses, phone numbers (regular, part-time, and emergency), plus user defined information. As with other profiles the ID and Long Description identify the member.

Member Profile

Address Tab

Resident - This checkbox defaults to being marked, meaning the profile is for a member who resides in the unit. Unmark the checkbox if the member is someone who does not live in the unit, (e.g. a non-resident owner, developer, or bill payer).

Status - Enter the status of the member - active, inactive, or no posting

Member Information

Association - Choose the association from the drop-down list.

Member Type - This field describes the category of the member. It is a required field and can be used to report on a subset of the membership. These are created in [Setup, Member Type]. Examples are Owner, Tenant, Mortgage Holder, Developer, etc.

Member Status - This field defines the reporting category to which a member belongs. It is a required field and can be used to report on a subset of the membership. These are created in [Setup, Member Status]. Examples are Good Standing, Cannot Vote, Seasonal Member, Social Privileges, Dependent, etc.

Unit - Select the unit, if the member lives in the unit, from the drop-down list. If not, leave blank.

Late Fee - Select the late fee method from the drop-down list. The late fee profiles are created in [Setup, Late Fees].

Move In - This date field is used for information and reporting only, not for processing.

Move Out - This date field is used for information and reporting only, not for processing.

Name and Permanent Address - The first line of this block contains the name of the member. It defaults to the Long Description of the Record ID but can be changed. The rest of the block is an address box for the member's address. This is the address for correspondence.

Phone Numbers - This Phone Group Box is used for the member's phone numbers. Up to nine can be entered.

Informal Salutation - This field can be used in letters as a text substitution.

Formal Salutation - This field can be used in letters as a text substitution.

Member - Part-Time Address CMS

Fred Clayton [Member]

ID ☒ Resident Status

Legal Names

Part-Time Address Schedule

Schedule

Begin

End

E-Mail Address

Name and Part-Time Address

☐ Foreign

Part-Time Phone Numbers

Contact

Day

Night

Pager

FAX

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Comments & Extra

PROMAS Association Training © 1999

Profiles: 12

Member - Privileges CMS

Fred Clayton [Member]

ID ☒ Resident Status

Privilege	Reference	Expires
POOL: Pool Membership	Summer Starts 5/1/1999 15 Expires 9/30/1999 15	

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Comments & Extra

PROMAS Association Training © 1999

Profiles: 13

Member Profile - Part-Time Address Tab

The part-time address is used to automatically direct correspondence to the members current address. It is a useful tool for locating a member when he is not always at the principle address.

Legal Names - Use this field to enter the legal name of the member if it is not the Long Description part of the Record ID. This field can be used as a text substitution in letters.

Part-Time Address Schedule

Schedule - This field sets the time period for using the part-time address (One Time, Every Year, Never).

Begin - This is the date to begin using the part-time address.

End - This is the date to stop using the part-time address.

(Note: For a schedule of Every Year, the year in the Begin and End fields is ignored.)

Email Address - This freeform field is for an e-mail address. The send button will take you to the create mail screen in your e-mail program.

Name and Part-Time Address - This is used to facilitate correspondence with a member who is not at the principal residence for a period of time. The first line of this block is for the Name to be used with the part-time address. The rest of the block takes the form of an Address Group Box. It contains the part-time address for the owner.

Part-Time Phone Numbers - This Phone Group Box is used for the member's phone numbers associated with his part-time address.

Member Profile - Privileges Tab

This tab identifies the member as having access to or membership in activities. These activities could have an associated fee. Each privilege line item has a free form comments field that is printed as part of the privilege report. Examples are pool, tennis club, golfing membership.

Each privilege is defined in [Profile, Privilege].

Reference - A freeform field to further identify the privilege.

Starts - Enter the beginning date for the privilege.

Expires - Enter the ending date, if applicable.

Member - Recurring Charges CMS

Fred Clayton [Member]

ID CLAYTON Fred Clayton ☒ Resident Status Active

Charge	Description
TRASH: Trash Collection Amount \$12.00 Method Flat Fee Schedule Monthly Rounding Round to Nearest Penny Next Scheduled 7/7/1999 Percentage Schedule Expires Memo 	Monthly \$12.00 Flat Fee

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Comments & Extra

? Print Calendar Help Save Close

PROMAS Association Training © 1999
Profiles: 14

Member - Categories CMS

Joseph P. Bruno [Member]

ID BRUNO Joseph P. Bruno ☒ Resident Status Active

All | General | Comment | Emergency | Inspection | Listing | Maintenance | Welcome | Edit

General
Former President

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Categories / 6. Documentation

? Print Calendar Help Save Close

PROMAS Association Training © 2005
Profiles: 15

Member Profile - Recurring Charges Tab

Use this section to enter any recurring charges that are specific to this member. This is not for dues or special assessments that will be charged against all members. Clicking in the Charge field will display the other fields.

Charge - Select the Receivable Code from the drop-down list.

Amount - Enter the amount of the charge.

Schedule - Select the schedule for the charge from the drop-down list.

Next Scheduled - Enter the date for the next charge. This date will be updated each time Fees and Scheduled Receivables, Recurring Charges are posted.

Schedule Expires - Enter the date that the charges expire, if applicable.

Method - Enter the method of calculating the charge. Choices include:

- Flat Fee
- Percent of Assessed Value
- Share Based on CAM Percentage
- Share of Lot Size
- Share of Square Footage

Rounding - Select the method to round the amount, if necessary.

Percentage - Enter the percentage to use when calculating the charge, if applicable.

Memo - Enter any memo you wish to go with the charge.

To add additional recurring charges click in the open area below the last line item.

Member Profile – Categories Tab

A member can assigned an unlimited number of categories, which can be used as a “limit to” parameter when doing report, mailings and mail merge. Categories are defined in Setup, Categories.

Member Profile - Documentation Tab

Documents and files can be attached to the profile. Common files are pictures, closing documents, letters.

Exercise Solution:

CMS

Unit 2209

2209 Maple Avenue [Unit]

ID: 2209 2209 Maple Avenue Status: Active

Location: MAPLE: Maple Avenue	Lot Size:
Subdivision:	Square Footage:
Association: MAPLE: Maple HOA	CAM %:
Owner: SCHENK: Donald S. Schenk	Assessed Value:
Bill Payer:	
Fees:	

Address: 2209 Maple Avenue Vienna, VA 22180 22180 ☐ Foreign	Legal Description: Section: Block: Lot:

1. Unit Description / 2. Recurring Charges / 3. Comments & Categories

PROMAS Association Training © 1999
 Profiles: 16

CMS

Member - Schenk

Donald S. Schenk [Member]

ID: SCHENK Donald S. Schenk ☒ Resident Status: Active

Member Information Association: MAPLE: Maple HOA Member Type: O: Owner Member Status: GOOD: Good Standing Unit: 2209: 2209 Maple Avenue Late Fee:	Member Information Move In: 15 Move Out: 15 Payment Note: ☐ Accept No Payments

Name and Permanent Address Donald S. Schenk 2209 Maple Avenue Vienna, VA 22180 22180 ☐ Foreign	Phone Numbers Contact: Donald S. Schenk Day: Night: Pager: FAX:	Informal Salutation: Formal Salutation:

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Comments & Extra

PROMAS Association Training © 1999
 Profiles: 17

Exercise

Add a new unit and a new member.

Overview

A unit can be entered without reference to a member but no fees are charged on units not assigned an owner or a bill payer. When entering a new unit and owner, you can enter the unit and then the member or vice versa. Whichever approach you take be sure to set the owner or bill payer in the unit profile.

Enter a new unit owned by Don Schenk - resident.

2209 Maple Avenue
Vienna, Virginia 22181

1. go to Profiles, Unit Profile
2. click New
3. type "2209" as ID and "2209 Maple Avenue" as the Long Description
4. select the association if not already entered.
5. enter the unit address
6. click on the Owner folder button
7. click Yes to Save Changes
8. type "Schenk" as ID and "Donald S. Schenk" as the Long Description
9. select Member Type - owner
10. select Member Status - good standing
11. select Unit 2209
12. click Save for the Member Profile
13. click Save for the Unit Profile.

Exercise Solution:

Member - Stoy CMS

Robert W. Stoy [Member] X

ID STOY Robert W. Stoy ☐ Resident Status Active

Member Information

Association MAPLE: Maple HOA

Member Type O: Owner

Member Status GOOD: Good Standing

Unit 2210: 2210 Maple Avenue

Late Fee

Member Information

Move In 15

Move Out 15

Payment Note

☐ Accept No Payments

Name and Permanent Address

Robert W. Stoy

106 Rollerblade Lane

Somerset, PA 18075

18075 ☐ Foreign

Phone Numbers

Contact Robert W. Stoy

Day

Night

Pager

FAX

Informal Salutation

Formal Salutation

1. Address / 2. Part-Time Address / 3. Privileges / 4. Recurring Charges / 5. Comments & Extra

Save Close

 **PROMAS Association Training © 1999** Profiles: 18

Unit 2210 CMS

2210 Maple Avenue [Unit] X

ID 2210 2210 Maple Avenue Status Active

Location MAPLE: Maple Avenue

Subdivision

Association MAPLE: Maple HOA

Owner STOY: Robert W. Stoy

Bill Payer

Fees

Lot Size

Square Footage

CAM %

Assessed Value

Address

2210 Maple Avenue

Vienna, VA 22180

22180 ☐ Foreign

Legal Description

Section

Block

Lot

1. Unit Description / 2. Recurring Charges / 3. Comments & Categories

Save Close

 **PROMAS Association Training © 1999** Profiles: 19

Exercise

Add a new unit and a new member.

Enter a new unit owned by Robert W. Stoy - non-resident
106 Rollerblade Lane
Somerset, PA 18075

1. go to Profiles, Member Profile
2. click New
3. type "Stoy" as ID and "Robert W. Stoy" as Long Description
4. unmark the Resident checkbox
5. select Member Type - owner
6. select Member Status - good standing
7. enter the owner's address
8. click on the Unit folder button
9. click Yes to save changes
10. enter "2210" as the ID and "2210 Maple Avenue" as Long Description
11. enter the Unit address
12. select Stoy as owner
13. click Save for the Unit Profile
14. click Save for the Member Profile

Vendor Profile - Information CMS

Alpha Lawn Guys [Vendor]
Status: Active

Mailing Address:
Alpha Lawn Guys
PO Box 221
Vienna, VA 22180
22180 ☐ ZIP ☐ Foreign

Phone Numbers:
Contact: Sam Penni
Day: 703-555-4400
Night:
Cell:
Fax: 703-555-0909

Taxpayer Name:

Taxpayer ID:
☐ Send 1099

Work Orders:
Work Order Style: Line Items
Workman's Comp: 15
Liability Insurance: 15

Invoices:
Check Memo:
Check Limit: 300

Discounts:
Percentage: 23 Flat Amount: Days: ☐ Day of Month

E-Mail Address:
 Send

1. Vendor Information / 2. Categories

PROMAS Association Training © 2005
Profiles: 21

This profile defines a vendor and contains basic information about the vendor. A vendor profile should be defined for anyone you regularly write checks to for services performed. Banks and other recipients of Recurring Checks can but don't have to be vendors. Vendor reports will not be available for one time payees and others who are not defined as a vendor. The vendor profile includes fields for a liability insurance expiration date and a workmen's compensation expiration date. If an invoice or work order is entered and either of the dates has passed, a warning screen will display.

Each profile has a Record ID field and a Long Description field. The Record ID can be up to ten characters and is used for sorting and searching. The Long Description can be up to twenty-five characters and is used when printing reports.

Note: When you set up a new association in system security, you indicate whether the association has local vendor or whether all associations share a common vendor list.

Vendor Profile

Vendor Information Tab

Mailing Address - Use this address box to enter the name and address of the vendor.

Phone Numbers - Use this phone box to enter up to nine vendor phone numbers.

Taxpayer Name (optional) - Enter the taxpayer name as it should appear on the 1099 form.

Taxpayer ID (optional) - Enter the taxpayer ID. This field can be in the form of a social security number (xxx-xx-xxxx) or a tax ID number (xx-xxxxxxx).

Send 1099 – Mark this checkbox if a 1099 form should be sent to the vendor.

Work Orders

Work Order Style - Select the style for printing work orders from the drop-down list. Work orders can be printed from the Work Order Reports function, which is part of the Maintenance module. Styles include:

- **Standard** - Includes an area for comments on the Work Performed.
- **Line Items** - Has room for line items including Quantity, Description, Unit Price, and Total.

Workman's Comp - Use this date field to enter the date on which the vendor's workman's compensation insurance expires. When this date is within the next 30 days or past, selecting this vendor in the Work Order function will cause a warning message to be displayed and checks - other than manual - cannot be printed.

Liability Insurance - Use this date field to enter the date on which the vendor's liability insurance expires. When this date is within the next 30 days or past, selecting this vendor in the Work Order function will produce a warning message and checks - other than manual - cannot be printed unless overridden in Processing Defaults.

Invoices

Check Memo - Enter any information you want printed in the memo field of each check.

Check Limit - Enter the number of vendor invoices you wish to consolidate on one check. The number of invoice information lines that can be printed on the check stub is 10. Leaving this field blank will consolidate all invoices onto one or more checks - 10 per check. Enter a 1 will cause a check to be printed for each invoice.

Vendor Profile - Information

CMS

Alpha Lawn Guys [Vendor]

ID: ALPHA Alpha Lawn Guys Status: Active

Mailing Address:
 Alpha Lawn Guys
 PO Box 221
 Vienna, VA 22180
 22180 ZIP ☐ Foreign

Phone Numbers:
 Contact: Sam Penni
 Day: 703-555-4400
 Night:
 Cell:
 FAX: 703-555-0909

Taxpayer Name:

Taxpayer ID:
 ☐ Send 1099

Work Orders:
 Work Order Style: Line Items
 Workman's Comp: 19
 Liability Insurance: 19

Invoices:
 Check Memo:
 Check Limit: 300

Discounts:
 Percentage: 23 Flat Amount: Days: ☐ Day of Month

E-Mail Address:
 Send

1. Vendor Information / 2. Categories

? [Printer] [Calendar] [Help] [CHECK] [Previous] [Next] [Save] [Close]



PROMAS Association Training © 2005

Profiles: 21

Vendor Profile - Comments

CMS

Alpha Lawn Guys [Vendor]

ID: ALPHA Alpha Lawn Guys Status: Active

All | General | Comment | Emergency | Inspection | Listing | Maintenance | Welcome | Edit

Maintenance
 Lawn Care

1. Vendor Information / 2. Categories

? [Printer] [Calendar] [Help] [CHECK] [Previous] [Next] [Save] [Close]



PROMAS Association Training © 2005

Profiles: 22

Discounts

Percentage - This is the percentage discount to deduct from the invoice amount if it is paid within a certain number of days of the invoice posting date (specified in Discount, Days). Discounts are divided among all line items.

Flat Amount - This is the flat amount to deduct from the invoice amount if it is paid within a certain number of days of the invoice posting date (specified in Discount, Days).

Discount Days - Invoice must be paid within this number of days of the invoice posting date to qualify for a discount.

Day of Month - If this checkbox is marked, the Discount Days field is a day of the month, not the number of days.

Email Address - This freeform field is for an e-mail address. The send button will take you to the create mail screen in your e-mail program.

Vendor Profile - Categories Tab

A vendor can assigned an unlimited number of categories, which can be used as a “limit to” parameter when doing report, mailings and mail merge. Categories are defined in Setup, Categories.

Subdivision Profile

CMS

corey travis [Subdivision]

ID

COREY

corey travis

Fees

DUES M: Monthly Dues

Total of Lot Sizes

Total of Square Footage

Calculate Totals From Units

?

◀

+

-

▶

Save

Close

 PROMAS Association Training © 1999

Profiles: 22

Subdivision Profile - optional

A Subdivision can be used to define a grouping of units like a neighborhood, a building, or a subset of the association. A subdivision may have a unique fee structure. Subdivisions may have subset called locations. Reports and mailings can be limited to a subdivision.

This profile defines the subdivision. It can be used to create defaults which are used when creating the Unit Profile.

Record ID - Each subdivision must have a unique Record ID made up of the ID (short description) and Long Description fields. The Record ID is used for searching and sorting while the Long Description prints on reports and can be used as secondary searching.

Fees - Select the fees specific to units in the subdivision from the drop-down list. Fees are defined in Profiles, Fees.

Total of Lot Sizes - This field will be filled in when the Calculate button is clicked. All lot sizes entered in Unit profiles with this subdivision selected will be computed.

Total of Square Footage - This field will be filled in when the Calculate button is clicked. All square footage amounts entered in Unit profiles with this subdivision selected will be computed.

Calculate Totals From Units - When clicked, total lot size amounts and total square footage amounts from the unit profiles assigned to this subdivision will be computed and entered in the above fields.

Note: The two “Total” fields above can be used as the basis for determining amounts for fees and special assessments for the subdivision members.

Location Profile

CMS

Maple Avenue [Location]

ID: MAPLE Name: Maple Avenue

Association: MAPLE: Maple HOA [v] [left] [right] [undo]

Fees: [v] [left] [right] [undo]

Total of Lot Sizes: [v]

Total of Square Footage: 7,458 [Calculate Totals From Units]

Defaults for New Unit Profiles:

Unit Name: XXXXX Maple Avenue

Subdivision: [v] [left] [right] [undo]

Default Unit Address:

XXXXX Maple Avenue

Vienna, VA 22180

22180 [ZIP...] ☐ Foreign

Work Address:

[v] [left] [right] [undo]

[v] [ZIP...] ☐ Foreign

[?] [print] [save] [delete] [undo] [redo] [v] [left] [right] [undo] [redo] [Save] [Close]

PROMAS Association Training © 1999

Profiles: 23

Location Profile - optional

This profile can define a property, building, or a street and can facilitate entering the unit information that is shared by all the units.

Record ID - Each location must have a unique Record ID made up of the ID (short description) and Long Description fields.

Association - Select the association from the drop-down list.

Fees - Any fees that are unique to the location should be defined here - select them from the drop-down list. If there are multiple locations defined for the association and all fees for all units at all locations are the same, then the fee structure should be set in the association profile.

Total of Lot Sizes - This field will be filled in when the Calculate button is clicked. All lot sizes are entered in Unit profiles with this Location selected will be computed.

Total of Square Footage - This field will be filled in when the calculate button is clicked. All square footage amounts entered in Unit profiles with this Location selected will be computed.

Calculated Totals From Units - When clicked, total lot size amounts and total square footage amounts from the unit profiles assigned to this Location will be computed and entered in the above fields.

Defaults for New Unit Profiles

Unit Name - This field is used when you create the units that are part of this location. It creates the long description of the Record ID in the Unit Profile.

Enter the building name or the word “Unit” or “Apartment” followed or preceded by asterisks. When an ID is entered in the unit profile, it will search for the first number in that ID. That first number and any numbers and characters following will be substituted on a one-for-one basis for the asterisks and used as the long description.

Default Unit Address - This address group box contains the generic address for the property. The second line of the address can be used to automatically generate a unit number based on the Record ID of the unit profile.

Similar to the Unit Name, enter the building name or the word “Unit” or “Apartment” followed by asterisks. When an ID is entered in the unit profile, it will search for the first number in that ID. That first number and any numbers and characters following will be substituted on a one-for-one basis for the asterisks.

Work Address - Use this address box to enter a work address to use for this location.

Association Fee Profile

CMS

Monthly Dues [Association Fee]

ID DUES M Monthly Dues

Charge

DUES M: Dues

Amount \$82.00

Schedule Monthly

Next Scheduled 7/1/1998

Schedule Expires

Description

Monthly \$ 82.00 Flat Fee

Method Flat Fee

Rounding Round to Nearest Penny

Percentage

Memo

?

Save

Close

P

PROMAS Association Training © 1999

Profiles: 24

Exercise

Setup a fee profile for a fixed amount of \$82 for monthly dues, starting the beginning of next month.

1. go to Profiles, Association Fees
2. click New
3. type "Dues M" for the ID and "Monthly Dues" for the Long Description
4. select the charge of Dues
5. set the schedule to monthly
6. enter the next scheduled date
7. click Save

Association Fee Profile

A fee profile is created for each set of charges for an association. The fee profile can be assigned to the association, location, subdivision, unit, member, or member privilege. Click in the charge field to display the additional fields that make up the charge block. More than one charge can be included in each fee profile. To enter a second or third charge block, click in the white area below the bottom charge.

Record ID - Each group of fees must have a unique Record ID made up of the ID (short description) and Long Description fields. The Record ID is used for searching and sorting while the Long Description prints on reports and can be searched on.

Charge - Select the Receivable Code from the drop-down list.

Amount - Enter the amount of the charge.

Schedule - Select the schedule for the charge from the drop-down list.

Next Scheduled - Enter the date for the next charge. This date will be updated each time charges are posted.

Schedule Expires - Enter the date that the charge expires, if applicable.

Method - Enter the method of calculating the charge. Choices include:

- Flat Fee
- Percent of Assessed Value
- Share Based on CAM Percentage
- Share of Lot Size
- Share of Square Footage

Rounding - Select the method to round the amount, if necessary.

Percentage - Enter the percentage to use when calculating the charge, if applicable.

Memo - Enter any memo you wish to go with the charge.

Privilege Profile

CMS

Pool Membership [Privilege]

ID

POOL

Pool Membership

Fees

POOL: Pool Summer Fees

?

◀

+

−

▶

Save

Close

P

PROMAS Association Training © 1999

Profiles: 25

Privilege Profile

The privilege profile identifies the privilege using the standard Record ID and Long Description. Any fees associated with the privilege can be set up in the Association Fees profile.

If there are fees involved (Pool Dues, Tennis use) they will be charged to the members per the schedule for that fee when Scheduled Fees run.

Privileges are related to members and are defined in the member profile.

Record ID - Each privilege must have a unique Record ID made up of the ID (short description) and Long Description fields. The Record ID is used for searching and sorting while the Long Description prints on reports and can be used as secondary searching.

Fees - Select the fee structure, if there is one, for the privilege from the drop-down list.

CMS

Membership Group Profile

Board of Directors [Membership Group]
✕

ID BOD
Board of Directors

☒ Active

Association MAPLE: Maple HOA
↔ ↗

Group Type Board of Directors

Title Board of Directors -1997-1998

Member	Position
GOLDEN: Harrison S. Golden ↔ ↗	President
CLAYTON: Fred Clayton ↔ ↗	Secretary / Treasurer
CHEEK: Carl Cheek ↔ ↗	Recreation Committee

?
🖨
🖱

↩ + - ↪
💾 Save
🚪 Close

PROMAS Association Training © 1999

Profiles: 26

Membership Group Profile

This profile identifies members that are part of a group. Groups can be formal like committees or informal like bridge players or bird watchers. Being part of a membership group is useful when you want to report or contact or correspond with members of the group.

Record ID - Each membership group must have a unique Record ID made up of the ID (short description) and Long Description fields. The Record ID is used for searching and sorting while the Long Description prints on reports and can be used as secondary searching.

Association - Select the association to which this group belongs from the drop-down list.

Group Type - Select the type of group from the drop-down list.

Title - This field is for the name of the group.

Member - Select the member from the drop-down list.

Position - Enter the position (optional). If the group is the board or committee, enter President, Treasurer, as appropriate.

Term - Enter the term (optional) - starting and ending date or end date.

To add another member to the group click into the open area below the last line item entered.

AR-Accounts Receivable

Typical Monthly Procedures		CMS
• Scheduled Fees • Late Fees • Receipt of Payment -Member Receipts -Association Receipts • Deposits • Batch Receipts		
 PROMAS Association Training © 1999		A/R Month : 1

Objectives

The A/R Accounts Receivable module essentially lets you do two things - charge members for what they owe and record receipts. In its simplest form, A/R is a process of recording receipts. Prior to receiving payment you will want to know who owes you money - this is done by charging the member. Then when you receive the payment it can be applied to any outstanding charges. Receipts can be processed one at a time or in a batch either as the result of a lockbox operation or by building import files. AR includes Member History and Receipt History which are covered in the History module of this document. The Adjust Open Credits function lets you handle refunds of overpayments. At the completion of this module, you will be able to:

- Post fees to each member
- Receive and post payments from each member
- Post late fees for selected members
- Create and record deposit slips
- Adjust open credits for a member

Note:

If you have not charged the member prior to receiving payment, you can record the charge while doing the receipt using the Charge Member speedbutton (recommended) or the New Charges tab. Scheduled Fees like monthly assessments should NOT be charged with either of the previous two methods. They should be charged using AR, Scheduled Fees.

Scheduled Fees

CMS

Association PROMAS 4.3 [Association Demonstration]

FileProfilesAPARGLMaintenanceReportsMailingsSetupHelp

August 3, 19993:48 PM

Member HistoryReceipt History

Member ReceiptLedger ReceiptScheduled FeesScheduled ReceivablesCharge MemberMove OutAdjust Open CreditsBatch Member Receipts

FeeGLMaintenanceReportsMailings

 PROMAS Association Training © 1999

A/R Month : 2

Selection Screen

CMS

Scheduled Fees

Scheduled Through8/3/199915

Limit to Schedule

Restrict to Fee

?





Compile

Cancel

 PROMAS Association Training © 1999

A/R Month : 3

Scheduled Fees

Fees are charged to the members when due, creating a receivable. The fee structures for an association is defined in Profiles, Fees. Any fee can be applicable to the association (all members); to members of a subdivision, a location, or a unit. In addition, a fee can be member or privilege specific.

When fees are compiled, all fees regardless of source are displayed as candidates for posting. All selected candidates are posted as a batch. Each line item identifies the source.

Scheduled Through - This date field is the date through which you wish to post charges. Whatever charges are due based on the Next Scheduled date and Schedule in the applicable profile will display as candidates.

Limit to Schedule - Use to select the schedule (monthly, quarterly, annual, etc.) for the charges if you wish to limit them (normally not used).

Restrict to Fee - Use this field to identify the specific fee profile you want the compilation to consider (normally not used).

Note: You can setup as many fee profiles as needed in Profiles, Association Fees. Each fee profile can have multiple fee line items. Refer to Profiles, Fees for additional details. If a fee is not referenced in any profile, it can be deleted using the – (minus) button. An individual fee in a multi-fee profile can be deleted by doing <Ctrl><Delete>.

CMS

Compiled Fees

Post Fees
✕

Date	Bill To	Schedule	Amount	
7/1/1998	2203: 2203 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2204: 2204 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2204: 2204 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2205: 2205 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
Payer: CLAYTON: Fred Clayton		☐ New Move In		
Unit: 2205: 2205 Maple Avenue				
Memo:		Source: Association		
7/1/1998	2206: 2206 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2206: 2206 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2207: 2207 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2208: 2208 Maple Avenue	Monthly Dues	\$82.00	☐ Skip
7/1/1998	2209: 2209 Maple Avenue	Monthly Dues	\$82.00	☐ Skip

☐ Sort by Member ☒ Sort by Unit

All Charges
Selected Charges
New Move Ins
Selected New Move Ins
Skipped Charges

?

Post
 Report
 Cancel



Compiled Fees

Once the fees are compiled in AR, Scheduled Fees they can be reviewed. Any line item can be skipped. The list can be sorted in either member or unit sequence (the default is unit). Tabs showing selected charges and skipped charges are available.

Clicking anywhere on a line item will display additional lines containing the payer (member) Record ID, Unit ID, Memo, and New Move In checkbox. The fee amounts and the rules for determining the amounts are defined in the Association Fee profile. The **Source** of the charge identifies the origin of the charge.

When you are satisfied with the information on the screen you can print a report (optional) and then click the Post button to record the charges to each member's history.

Several folders are available displaying different subsets of the candidates.

All Charges - All candidates

Selected Charges - All those with no "X" in the Skip box, meaning fees will be charged.

New Move Ins - All those with an "X" in the New Move In box

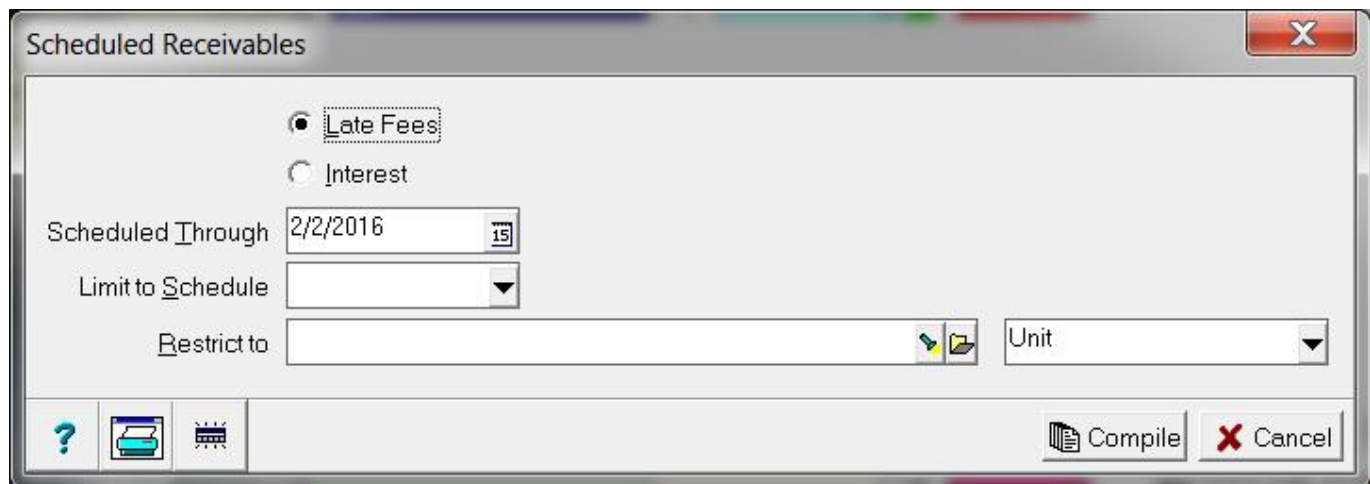
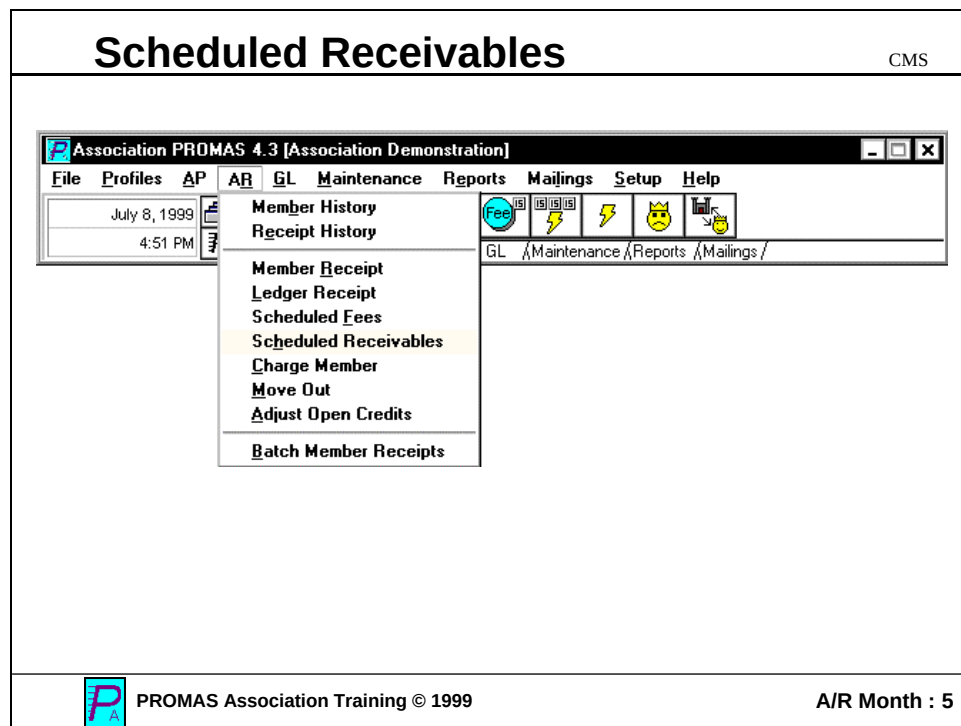
Selected New Move Ins - All those with an "X" in the New Move In box and no "X" in the Skip box

Skipped Charges - All those with an "X" in the Skip box - no fees will be charged to these members.

Exercise

Compile and Post Fees

1. go to AR, Scheduled Fees
2. set the Scheduled Through date to your training database month
3. click Compile
4. review the compiled candidates
5. click Report and preview the report on the screen, then Cancel the report
6. click Post to record the charges
7. click Close.



Scheduled Receivables - Late Fees

Late fee candidates are selected using this function. Any member who is delinquent per the parameters in the late fee profile assigned will be listed. The list can be reviewed and edited prior to the posting of these charges to the member history. Members who are not assigned a late fee profile will not be considered even if they are delinquent.

Selection Screen

Scheduled Through - This date field is the date for determining who is late. If a member is late on the 11th use that date rather than today's date. Regardless of the day you compile late fees you should set the Scheduled Through date to the day members are considered to be late. If you don't those who were late but paid between then and the Scheduled Through date you select will not be late, i.e. the system computes delinquency as of the Scheduled Through date.

Normally the **Limit to** and **Restrict to** options are not used. If an association has several assessment schedules it may be convenient to compile and print a report for each assessment separately for review prior to posting all applicable fees.

- **Limit to Schedule** - Use this drop-down list box to select the schedule (weekly, monthly, etc.) for the charges if you wish to limit them.
- **Restrict To** - Use this field to identify the specific profile you want the compilation to consider.

When you have the charge parameters set, click on the Compile button to bring up the list of candidates.

Compile button - When you click Compile, the list of candidates is determined based upon the profile and processing criteria. These candidates are displayed on the screen for the review and edit prior to posting.

Interest

To charge interest mark the radio button for Interest and enter the date you want to post the charge. Then click Compile. A list of candidates will display.

Late Fees - Compiled Screen

CMS

Assess Late Charges

Date	Unit	Member	Amount	
7/8/1999	2201: 2201 Maple Avenue	GOLDEN: Harrison S. Golden	\$25.00	☐ Skip
Charge Late Fee Total Late \$304.00 New Late \$304.00 Old Late Total Past Due \$304.00 Times Late New Days Late 402 Old Days Late Per Day Charge New Charge \$25.00 Old Charge Calculated Charge \$25.00				
7/8/1999	2203: 2203 Maple Avenue	LEBENSON: Ira Lebenon	\$25.00	☐ Skip
7/8/1999	2206: 2206 Maple Avenue	FISCELLA: David and Judy Fiscella	\$25.00	☐ Skip
7/8/1999	2207: 2207 Maple Avenue	PORACH: James J. Porach	\$25.00	☐ Skip

☐ All ☐ Selected ☐ First Time Late ☐ Selected First Time Late ☐ More Per Day ☐ Selected More Per Day ☐ Skipped

☐ Sort by Member ☒ Sort by Unit

? [Printer Icon] [Mail Icon]

PROMAS Association Training © 1999

A/R Month : 7

Late Fees - Compiled Screen

This function, part of Scheduled Receivables, determines which member charges are past due and provides a list of late fee candidates to edit prior to posting late fee charges. Today's date (system date) is disregarded - the operative date is the Scheduled Thru date. Receipts posted after the Scheduled Thru date are ignored.

The system keeps track of when late fees were previously charged and will not consider the member a late fee candidate until eligible based on the schedule in the Late Fees Profile under Setup. If the schedule is monthly there must be 30 days between late fee postings. Late Notice letters are printed in the [Mailings, Notices] function.

To compile the list, click the Late Fees radio button, set the other parameters and click the Compile button. A list of late fee candidates will appear on the screen, displaying the posting date that you selected in the Scheduled Thru date field, the unit Record ID, the unit, and the amount of the charge. All of the fields are protected except for the amount and the Skip checkbox. There are tabs on the bottom of the form that let you see different subsets of the list.

Line Items

Clicking anywhere on the line item will allow you to edit the late fee amount. It will bring up several lines of information, including:

Charge - The Receivable Code for the late fee charge.

More Per Day Charges - This box will be checked if the limit for the late fee has not been reached by per day charges. That is, there are more per day charges that could accrue if you wait to post late fees, so this fee is marked Skip. A candidate with this box checked can be unskipped and charged a late fee.

Total Late - The total amount late as of the Scheduled Thru date.

New Late - The amount that is late since the last late fee was charged.

Old Late - The amount late prior to the last late fee.

Total Past Due - This includes amounts that are past due but may not fall within the parameters set for late fees, i.e. Scheduled Thru date.

Times Late - The number of late fee charges in the past year.

New Days Late - Calculated from the oldest unpaid charge since the last late fee.

Old Days Late - Calculated from the oldest unpaid charge.

Per Day Charged - Amount being charged for each day late based on the Late Fee profile.

New Charge - The late fee charged on the New Days Late amount based on the Late Fee profile.

Old Charge - The late fee charged on the Old Days Late amount based on the Late Fee profile.

Calculated Charge - The total late fee based on the base charge and the per day charge.

After reviewing the candidates you can print the report (optional) and then click Post to record the late fee charges in the Member History.

CMS

Charging the Member

Charge Member

Date: 8/13/1999

Due By: 15

Unit: 2205: 2205 Maple Avenue

Payer: CLAYTON: Fred Clayton

☒ Use The Same Charges For A New Posting

Code: TRASH: Trash Collection

Memo:

Total Charges: \$20.00

Amount: \$20.00

☐ Taxable

? [Printer Icon] [Calendar Icon]

+ New

Post

Cancel

 PROMAS Association Training © 1999 A/R Month : 8

Solution Above

Exercise

Charge a member for Trash Pickup

1. go to AR, Charge Member
2. select Clayton as Payee
3. select Trash Collection as the Code
4. enter an amount of \$20
5. click New
6. note that you can enter another charge
7. click Cancel

Member Charges

The Charge Member function posts detailed charges to the selected member's history. Multiple charges can be entered at the same time by entering additional line items. A running total of the charges waiting to be posted is kept. You can select the member to charge by the Unit or Member.

When everything necessary has been entered, click Post to record the charge to the Member History and exit the Member Charge function. Click New to record the charge to the Member History and enter another charge.

Note: When a new charge is posted and there are open credits, all undisputed outstanding charges will be paid off if the total of all unpaid charges is less than or equal to the total open credits unless the Processing Default is set to not automatically pay off charges with open credits.

Date - This date field is the posting date of the charge.

Due By - This date is used for late fee calculations. Leave it blank unless you want it to be different from the posting date.

Unit, Payer - You can use either of these drop-down list fields to choose the member to be charged. Clicking the folder button will bring up the profile screen for the selected unit/member.

Total Charges - This protected field will calculate the total of the line items entered below.

Use the Same Charges for a New Posting – Mark this checkbox if, after clicking New you want to enter the same charge for another member.

Line Items

Charge - Enter the Receivable Code which specifies the service or item that is being charged to the member. Receivable Codes are defined in [Setup, Receivable Codes].

Amount - This numeric field is for the dollar amount of the charge.

Taxable - If the Receivable Code is set up as taxable this checkbox will be marked. If the member has a rate table defined, the appropriate tax charges will also be posted.

Memo - This field is for a further explanation of the charge which can be viewed in Member History and can be printed on Member Statements.

Note: You can enter more than one line item by clicking in the open area below the previous line item.

Click on New to record and then add a charge for another member or Post to record and exit.

Member Receipts - Current Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRYY ☐ Currency

Unit: 2205: 2205 Maple Avenue

Member: CLAYTON: Fred Clayton

Bank: CHECK BANK: Checking Bank Account

Payment: \$96.00 ☒ Distribute ☒ Apply Open Credits

Memorandum:

Current Charges Owed: \$97.00

Starting Open Credits: \$1.00

Current Charges Paid: \$97.00

New Charges Paid:

Final Open Credits:

Due Date	Code	Owed	Apply to Charge
3/1/2005	Dues	\$82.00	Amount: \$82.00 ☐ Skip
3/18/2005	Late Fee	\$15.00	Amount: \$15.00 ☐ Skip

1. Current Charges / 2. New Charges

+ New Post Print Cancel



PROMAS Association Training © 2005

AR-Accounts Receivable : 9

Member Receipt - New Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRYY ☐ Currency

Unit: 2204: 2204 Maple Avenue

Member: CHEEK: Carl Cheek

Bank: CHECK BANK: Checking Bank Account

Payment: \$82.00 ☒ Distribute ☐ Apply Open Credits

Memorandum:

Current Charges Owed: \$82.00

Starting Open Credits:

Current Charges Paid: \$82.00

New Charges Paid: \$45.00

Final Open Credits: (\$45.00)

Code: LEGAL: Legal Fee Amount: \$45.00

☐ Taxable ☐ Advance Payment

1. Current Charges / 2. New Charges

+ New Post Print Cancel



PROMAS Association Training © 2005

AR-Accounts Receivable : 10

Member Receipts

All member receipts are entered through AR, Member Receipt. Receipts from vendors and income from sources other than members are entered in AR, Ledger Receipt.

The Member Receipt function is used when a member makes a payment. The payment can be for one of five possibilities:

- For current outstanding charges - see Current Charges
- For charges you haven't had a chance to post yet - see New Charges
- An advance payment for future charges - see New Charges
- An overpayment, or a payments for open credits - see Current Charges
- Or a combination of any of the above

Normally, selecting the member making the payment, verifying the amount, and posting is all that is necessary. Abnormal situations - payment of an amount different than owed; deposit into a bank account other than the default; advance payment or payment for an item not yet charged; currency received other than check - require more interaction to adjust the screen entries so they properly reflect the situation.

If the payment is normal, posting will result in the charges being paid off, the member and association ledgers being updated, and the payment credited to the bank account.

The payment amount defaults to the sum of the unpaid charges. The Current Charges are listed in date sequence. The payment distribution is by payment priority (per the pay off priority in [Setup, Receivable Codes]). The payment distribution can be altered to match the intended use of the receipt amount.

When the payment includes an amount not yet charged, the New Charge function or the Charge Tenant speedbutton can be used.

Overpayments are added to the open credits account so they can be applied to future charges. Advance payments are entered using the New Charges tab.

If a payment alert category has been set in either the member or unit profile, it will display after the member is selected. Click OK or press <Enter> to continue.

Member Receipts - Current Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRIYV ☐ Currency

Unit: 2205: 2205 Maple Avenue

Member: CLAYTON: Fred Clayton

Bank: CHECK BANK: Checking Bank Account

Payment: \$96.00 ☒ Distribute ☒ Apply Open Credits

Memg:

Current Charges Owed: \$97.00

Starting Open Credits: \$1.00

Current Charges Paid: \$97.00

New Charges Paid:

Final Open Credits:

Due Date	Code	Owed	Apply to Charge
3/1/2005	Dues	\$82.00	Amount: \$82.00 ☐ Skip
3/18/2005	Late Fee	\$15.00	Amount: \$15.00 ☐ Skip

1. Current Charges / 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 9

Member Receipt - New Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRIYV ☐ Currency

Unit: 2204: 2204 Maple Avenue

Member: CHEEK: Carl Cheek

Bank: CHECK BANK: Checking Bank Account

Payment: \$82.00 ☒ Distribute ☐ Apply Open Credits

Memg:

Current Charges Owed: \$82.00

Starting Open Credits:

Current Charges Paid: \$82.00

New Charges Paid: \$45.00

Final Open Credits: (\$45.00)

Code: LEGAL: Legal Fee Amount: \$45.00

☐ Taxable ☐ Advance Payment

1. Current Charges / 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 10

After selecting the member a summary of protected fields **current charges owed**, **starting open credits**, **current charges paid**, **new charges paid**, and **final open credits** is displayed and updated as you decide how the money received is going to be distributed. Normally, Final Open Credits should be zero or blank prior to posting. An information screen will display if you try to post with an amount in the Final Open Credits field.

Line Items

Clicking any line item will display additional information about the line, including the ledger which will be credited when the charge is paid and a **Disputed** check box. If you mark the charge disputed it will not be considered for payment in the future. There is also an **Edit** button. Clicking it will bring up an Edit Charge screen which will allow you to increase or decrease the charge amount or add a memo.

A receipt can be printed prior to posting by clicking the **Print** button.

Note: After posting all the receipts that are on a deposit slip you must go to Deposit Receipts to post the deposit amount to the bank account. A speedbutton in the Member Receipt will take you to the Deposit Receipts, or you can use GL, Deposit Receipts.

Filling in the Receipt Form

Date

The default is today's date. If you set the date to a different day it will stay until you change it or exit the receipts function. This facilitates entering receipts from a deposit slip for receipts received and deposited one or two days before posting.

Receipt

A unique, system generated number is created for every receipt. The number consists of a year code, month, day, and a four character string generated to provide uniqueness. This field is protected.

Currency

Click the currency box if the payment is in cash.

Selecting the Member

Unit or Member can be used to identify the payer. Selecting one will pull in the other information. These fields are Find Lists that you can select from. Use the Flashlight button or the down arrow key to bring up the list.

By clicking on the folder button you can view the profile and update information or add comments or a note. You can also add a new member by clicking the folder button with the member field blank.

Member Receipt - New Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRYY Currency: ☐

Unit: 2204: 2204 Maple Avenue

Member: CHEEK: Carl Cheek

Bank: CHECK BANK: Checking Bank Account

Payment: \$82.00 ☒ Distribute ☐ Apply Open Credits

Memo:

Current Charges Owed: \$82.00

Starting Open Credits: \$82.00

Current Charges Paid: \$82.00

New Charges Paid: \$45.00

Final Open Credits: (\$45.00)

Code	Amount
LEGAL: Legal Fee	\$45.00

☐ Taxable ☐ Advance Payment

1. Current Charges 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 10

Member Receipt – Open Credits

CMS

Member Receipt

Date: 3/1/2005 Receipt #: 150418QGAC Currency: ☐

Unit: 2205: 2205 Maple Avenue

Member: CLAYTON: Fred Clayton

Bank: CHECK BANK: Checking Bank Account

Payment: ☐ Distribute ☒ Apply Open Credits

Memo:

Current Charges Owed: \$82.00

Starting Open Credits: \$82.00

Current Charges Paid: \$82.00

New Charges Paid:

Final Open Credits:

Due Date	Code	Owed	Apply to Charge
3/1/2005	Dues	\$82.00	Amount: \$82.00 ☐ Skip

1. Current Charges 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 12

Bank

Choose the bank if the receipt will be deposited to a different bank. The default checking account will display when you choose the member/unit.

Payment

The payment amount defaults to the sum of undisputed outstanding charges.

Change the amount to the actual amount received. Post one check at a time. Post a combination of cash and check as two receipts.

Distribute

Marking this checkbox will distribute the payment among the charges; unmark the checkbox to clear the amount applied to each outstanding charge. Distribution is based on priority first (assigned in [Setup, Receivable Codes]) and date second. Clear this checkbox if you want to distribute the payment manually.

Apply Open Credits

If there are open credits there will be an X in the Apply Open Credits checkbox. Click the checkbox to remove the X if you do not want to use any existing open credits to pay off outstanding charges.

Memo - The check number, other method of payment, or other pertinent information may be entered.

- Double clicking in the memo field will insert the text "Check #" and position the cursor so you can enter the check number received. You can mark the **Use Memo for Check Numbers** checkbox in Environment Options to have the words "Check #" automatically inserted in the memo field.
- Double clicking on the memo label will insert the member's name and the "check #" label into the memo field.

Once you get the payment amount paying off the charges you want, click **New** to record and enter another receipt or **Post** to record and exit.

Note: The recommended method is to use the New button to record each payment. When finished entering all payments click on the Deposit Receipt speedbutton to complete the deposit slip. If you are entering a payment that will be included on a deposit slip later, then use the Post button to exit the function.

Member Receipt - New Charges

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRYY ☐ Currency

Unit: 2204: 2204 Maple Avenue

Member: CHEEK: Carl Cheek

Bank: CHECK BANK: Checking Bank Account

Payment: \$82.00 ☒ Distribute ☐ Apply Open Credits

Memg:

Current Charges Owed: \$82.00

Starting Open Credits:

Current Charges Paid: \$82.00

New Charges Paid: \$45.00

Final Open Credits: (\$45.00)

Code: LEGAL: Legal Fee Amount: \$45.00

☐ Taxable ☐ Advance Payment

1. Current Charges 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 10

Member Receipt – Advance Payment

CMS

Member Receipt

Date: 4/18/2005 Receipt #: 150418PRYY ☐ Currency

Unit: 2204: 2204 Maple Avenue

Member: CHEEK: Carl Cheek

Bank: CHECK BANK: Checking Bank Account

Payment: \$164.00 ☒ Distribute ☐ Apply Open Credits

Memg:

Current Charges Owed: \$82.00

Starting Open Credits:

Current Charges Paid: \$82.00

New Charges Paid: \$82.00

Final Open Credits: \$82.00

Code: DUES M: Dues Amount: \$82.00

☐ Taxable ☒ Advance Payment

1. Current Charges 2. New Charges

? [Icons] + New [Post] [Print] [Cancel]



PROMAS Association Training © 2005

AR-Accounts Receivable : 11

Current Charges

Take a few moments to review the terminology and processing of member receipts. After selecting the member making payment, all outstanding charges are listed in date sequence. The payment amount is distributed based on the payoff priority per [Setup, Receivable Codes]. Disputed charges are skipped. You can change the Apply to Charge amount by clicking the charge Line Item and entering the amount to apply to that charge. Double clicking in the amount field will insert the total owed for that line item. Clearing the Distribute box will clear the amount applied to every outstanding charge. The Final Open Credits field will track whether the distributed amount is over or under the payment amount.

Overpayment - When the member pays more than the outstanding charges and you do not know which specific receivable code to apply to, you can let it post to **Open Credits**. Available open credits can be applied to charges during a future receipt posting.

Note: If you know what the overpayment is for, you can either create the charge(s) to cover the overpayment, or post an advance payment.

Underpayment - If the member pays less than the full amount owed, you must enter the actual amount paid and verify that the amounts applied to each open charge is how you want it applied. If it isn't, make the appropriate changes to distribute the amount received by clicking off the distribute button and manually applying the payment amount.

New Charges

When a member makes a payment for a charge that hasn't yet been posted to his account (not a scheduled charge), you can enter the new charge during the receipt process. After selecting the member making payment, click on the New Charges tab to bring up the New Charges screen. Enter the charge and the amount. Only charges that are being paid off as part of this payment should be entered on the New Charges tab. An alternative is to use the Charge Member speedbutton.

Advanced Payments - Advance payments (prepayments) of scheduled charges or recurring charges can be recorded by marking the **Advance Payment** checkbox. Advance payment credits are reduced when the charge is posted. An example of an advance payment is paying fees before the charges are posted. When the fee is charged, it offsets the prepayment. Posting an advance payment of fees puts the money in the association's ledger balance.

Member Receipt

Date: 4/18/2005 Receipt #: 150418PXIF ☐ Currency

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Bank: CHECK BANK: Checking Bank Account

Payment: \$304.00 ☒ Distribute ☐ Apply Open Credits

Memo: Check #808

Current Charges Owed: \$304.00

Starting Open Credits:

Current Charges Paid: \$304.00

New Charges Paid:

Final Open Credits:

Due Date	Code	Owed	Apply to Charge
3/1/2005	Dues	\$82.00	Amount \$82.00 ☐ Skip
3/1/2005	Special Assessment	\$222.00	Amount \$222.00 ☐ Skip

1. Current Charges 2. New Charges

? [Printer Icon] [Calendar Icon] [Lightning Bolt Icon] [Bank Icon] [New] [Post] [Print] [Cancel]

Member Receipt

Date: 4/18/2005 Receipt #: 150418PXWW ☐ Currency

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Bank: CHECK BANK: Checking Bank Account

Payment: \$202.00 ☒ Distribute ☐ Apply Open Credits

Memo:

Current Charges Owed:

Starting Open Credits:

Current Charges Paid:

New Charges Paid: \$202.00

Final Open Credits:

Code	Amount
DUES M: Dues	\$82.00
SPECIAL: Special Assessment	\$120.00

☐ Taxable ☐ Advance Payment

1. Current Charges 2. New Charges

? [Printer Icon] [Calendar Icon] [Lightning Bolt Icon] [Bank Icon] [New] [Post] [Print] [Cancel]

Exercise

Post the following set of member receipts for the 3rd of the month

Golden	Check #808	Full amount owed
Fiscella	Check #722	Full amount owed
Lebenson	Check #4988	Full amount owed
Clayton	Check #2183	Late Fee

1. go to AR, Member Receipts
2. select the first Member above
3. verify the amount and the charges paid off
redistribute the payment if necessary
4. click New - Repeat for each receipt

Exercise

Post an advance payment of Dues for Golden

1. go to AR, Member Receipts
2. select the member Golden
3. on the New Charges tab select Dues as the Code
4. enter \$82 for the amount
5. mark the advance payment checkbox
6. click in the open area below
7. select Special Assessment as the Code
8. enter \$120 for the amount
9. mark the advance payment checkbox
10. click Post

AR - Ledger Receipt

CMS

Ledger Receipt

Date7/22/1999Receipt #090722PKDH

LedgerMAPLE: Maple HOA [Association]

BankBANK CHECK: Checking Bank Account

Total Received ☐ Currency

Memo

Code

Amount

?

+ New

Post

Cancel

 PROMAS Association Training © 1999

A/R Month : 11

Ledger Receipts

The AR, Ledger Receipt function posts to the association ledger. Receipts from non-members such as refunds from an insurance company or vendor, or receipts from laundry room and vending machines are examples.

Fields

Date - This date field contains the date the money was received.

Ledger - Choose the ledger which will be credited with the money.

Bank - Select the bank account to which the money will be deposited if different from the default.

Total Amount - This protected field is calculated from the amounts entered in the line items.

Currency - If the payment is in currency mark the currency checkbox.

Memo - Enter any memo you wish attached to the transaction.

Line Items

To add additional line items click in the open area below the current line item.

Code - Choose the Receivable Code to identify why the funds were received. Only Receivable Codes marked "Active for Credits" can be selected.

Amount - Enter the amount being credited to the account.

Note: After posting all the receipts that are on the deposit slip, you must go to Deposit Receipts to post the deposit amount to the bank account.

Exercise

Post a receipt from a vendor for an Insurance Refund

1. Go to AR, Ledger Receipt
2. Select the association as the ledger
3. Select the bank account
4. Enter a memo describing the circumstances
5. Select Insurance Refund as the code
6. Enter the amount of the receipt
7. Click Post

GL - Deposit Receipts

CMS

Deposit Slip

Deposit Date: 4/20/2005 ☐ Show All Undeposited Receipts

Bank: CHECK BANK: Checking Bank Account

Total Deposit: \$550.00

Memo:

Total Marked: 550.00

Total Deposit: \$550.00

DIFFERENCE: \$0.00

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

☐ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
2/18/2005	CLAYTON: Fred Clayton		\$82.00	☒
3/19/2005	LEBENSON: Ira Levenson		\$164.00	☒
3/18/2005	GOLDEN: Harrison S. Golden	Check #808	\$304.00	☒

Sort By Date Sort by Amount

1. All 2. Marked 3. Unmarked 4. Stale

? [Icons] + New Post Report Print Cancel



PROMAS Association Training © 2005

AR-Accounts Receivable : 14

Deposit Receipts

You can get to this function by clicking the speedbutton in Member Receipts or Ledger Receipts or by going to GL and selecting Deposit Receipts. When payments are posted using the receipts function they need to be consolidated on a deposit slip and posted to the bank account for later bank statement reconciliation.

Selecting the bank account will display the line items consisting of receipts previously posted by you waiting to be deposited, i.e. identified as belonging to the group of receipts that are on a particular deposit slip. Once all the receipts comprising a deposit slip are marked, they can be posted as a single entry deposit transaction to the bank account.

All receipts not previously deposited by you are displayed when you select the bank account from the drop down list. To see all undeposited receipts, mark the checkbox Show All Undeposited Receipts. More than one person can be entering receipts that can then be deposited separately or combined on one deposit slip.

Undeposited receipts can be sorted by date or by amount. The default is by ascending amount.

Filling in the Deposit Slip

Fields

Deposit Date - Enter the date the deposit will be made. The deposit amount transaction in the bank account will carry this date. The default is today's date.

Bank Account - Choose the bank account from the find list. The bank account for each receipt was decided at the time the receipt was posted.

Total Deposit - The amount that is going to be deposited. This amount and the total marked must be equal. The amount entered here also displays in the protected Total Deposit field. Double clicking in the Total Marked field will fill in the Total Deposit field.

Memo - This can be used to indicate any special circumstances about the deposit. The memo is part of the Bank History line item.

GL - Deposit Receipts

CMS

Deposit Date: 4/20/2005 ☐ Show All Undeposited Receipts

Bank: CHECK BANK: Checking Bank Account

Total Deposit: \$550.00

Memo:

Total Marked: 550.00

Total Deposit: \$550.00

DIFFERENCE: \$0.00

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

☐ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
2/18/2005	CLAYTON: Fred Clayton		\$82.00	☒
3/19/2005	LEBENSON: Ira Levenson		\$164.00	☒
3/18/2005	GOLDEN: Harrison S. Golden	Check #808	\$304.00	☒

☐ Sort By Date ☒ Sort By Amount

1. All / 2. Marked / 3. Unmarked / 4. Stale

?

PROMAS Association Training © 2005

AR-Accounts Receivable : 14

Action Buttons

Mark All - This button marks all line items for deposit.

Start Over - This button unmarks all line items.

Void and Replace Highlighted Receipt - Use this to correct the situation where the receipt was credited to the wrong member or if you need to redistribute the payment to different charges or change the amount. Clicking this button will void the receipt and put you in Member Receipts so you can record it correctly.

Edit Highlighted Receipt - Clicking takes you to [AR, Member History, Receipts tab, Edit Receipts] where you can add a memo, change the date, change the bank account, or find out what it paid off.

Protected Fields

Total Marked - A protected field that displays the sum of the marked receipts. Double click in this field to fill in the Total Deposit amount.

Total Deposit - Reflects the amount entered in the unprotected Total Deposit field.

Difference - The net of Total Marked and Total Deposit. If the difference is positive, more is marked than the Total Deposit amount. No posting can take place if this field is other than zero.

If you are voiding or editing a number of receipts, you can **Disable Marking When Row Clicked** if you want. This will disable toggling the mark checkbox when editing line items.

The **Report** button will print bank information from [Setup, Account Codes, Checking Account Setup] at the top identifying the bank account and then a list of all items marked for deposit in descending dollar amount sequence.

The **Print** button will print a deposit slip. The deposit slip includes the bank MICR line if that information has been entered in [Setup, Account Codes, MICR Check Setup]. It uses a perforated form that prints the deposit slip on the top portion and details on the bottom portion. Up to 26 receipts can be listed on each sheet. If more than 26 receipts are on a deposit, additional sheets of deposit slip/details are printed. Only page 1 of the form contains the MICR line.

The MICR information is entered for each bank account in Setup, Account Codes on the MICR Check Setup tab. The MICR font must be installed and MICR toner must be used if your bank does not use optical readers.

Clicking **Post** will trigger a reminder to print the report. Follow the prompts to complete the posting.

AR - Adjust Open Credits

CMS

Adjust Open Credits

Date

8/3/1999

15

Unit

2205: 2205 Maple Avenue

Member

CLAYTON: Fred Clayton

☒ Increase Open Credit Balance

☐ Decrease Open Credit Balance

Amount

\$61.00

Code

DUES M: Dues

Memo

Reimbursement for overpayment of April assessment

Starting Open Credits

\$50.00

Amount Transferred

\$61.00

Final Open Credits

\$111.00

Unpaid Charges

\$35.00

?

+ New

Post

Cancel

P

PROMAS Association Training © 1999

A/R Month : 13

Adjusting Open Credits

Use this function to adjust the open credits. This function can be used to credit the member for charges already paid but which you are forgiving. It essentially moves money from the association to the member or the member to the association.

Date - Use this date box to enter the posting date of the transaction.

Unit or Member - Use the find list to select the unit/member account to adjust. If you select from the unit list, the appropriate member information will fill in the member box. If you select the member, the appropriate unit information will fill in the unit box.

Increase, Decrease Member Balance - Use the radio buttons to indicate whether to increase or decrease the open credits.

Amount - Enter the dollar amount you wish to transfer to or from open credits.

Account - Enter the charge ID to use on the transfer.

Memo - A freeform field for a memo.

Protected Fields

Starting Open Credits - The amount of open credits before the adjustment.

Amount Transferred - The amount of the adjustment being posted.

Final Open Credits - The final open credit balance after the adjustment is posted, calculated from the starting open credits and the amount transferred.

Unpaid Charges - The amount of unpaid charges. Go to the member receipt to apply open credits to unpaid charges.

Exercise

The association is giving credit to member Clayton for reimbursement of overpayment of dues. Make the appropriate adjustment.

1. Go to AR, Adjust Open Credits
2. Select the member Clayton
3. Click the radio button for Increase
4. Enter the amount
5. Select the Code "Dues"
6. Enter a memo explaining the circumstances
7. Click Post

Member Move Out – Advance Payments

CMS

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Date: 4/20/2005 ☒ Distribute

Withhold: ☒ Write Refund Check

Memo:

Starting Advances: \$45.00 Starting Charges: \$15.00

Final Advances: Final Charges:

Starting Open Credits: \$25.00

Advance Payments: \$45.00

Current Charges Paid: \$15.00

New Charges Paid:

Refund Check: \$55.00

Final Open Credits:

4/20/2005 Dues: \$45.00 Relese: \$45.00

1. Advance Payments / 2. Current Charges / 3. New Charges

+ New Post Cancel

PROMAS Association Training © 2005
AR-Accounts Receivable : 16

Date - Use this date field to enter the posting date of the refund/move out.

Withhold - Enter the amount to withhold from the refund amount. This does not include amounts which will be used to pay off current charges. It is the amount you are withholding from the check for future bills which have not been received.

Distribute - Unmarking this checkbox will allow you to manually distribute any available open credits.

Write Refund Check - Use this checkbox to indicate whether or not to write a refund check. If this checkbox is marked, posting will bring up a screen asking if you want to print the check now.

Member Move Out

This screen can be used to disburse money to a member when he moves out. There are three folders of information; Advance Payments, Current Charges, and New Charges. The most common situation is to reimburse a member who has paid a fee that needs to be partially reimbursed. Use adjust open credits to reimburse the member's account and this function to do the refund check.

New Charges can be posted, all charges can be paid off, and the refund check to the member can be posted. Basic information about the member's account and the refund is displayed in all three folders. The fields on the right of the screen are protected. That is, they contain information from the member account about balances. The amounts will change as you enter charges.

Protected Fields

Starting Open Credits - The amount of money currently in open credits.

Advance Payments - The amount of advance payments in the member account.

Current Charges Paid - The current outstanding charges which will be paid with any open credits. The charges are listed in the Current Charges folder.

New Charges Paid - Any new charges you have entered that will be paid from open credits. These charges are itemized in the New Charges folder.

Refund Check - This is the calculated amount of the refund check based on all the information above and any amount withheld.

Final Open Credits - Any money left in the member account that has not been used to pay off charges and is not in the refund check amount.

Starting Advances - The amount of advance payments prior to any entries made.

Final Advances - The amount of advance payments after adjustments.

Starting Charges - The total amount of current outstanding charges prior to any entries made in this function.

Final Charges - This is the total amount of starting charges and new charges.

Advance Payment Tab

The line items displayed here are for those payments that have been posted as Advance Payments. The amount will be reflected in the **Release** field. You can change that amount if you choose. The Released amount will be taken from the association using the same account code.

Member Move Out – Current Charges

CMS

Member Move Out

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Date: 4/20/2005 ☒ Distribute

Withhold: ☐ Write Refund Check

Memo:

Starting Advances: \$45.00 Starting Charges: \$15.00

Final Advances: Final Charges:

Starting Open Credits: \$25.00

Advance Payments: \$45.00

Current Charges Paid: \$15.00

New Charges Paid:

Refund Check: \$55.00

Final Open Credits:

Due: 4/20/2005 Late Fee: \$15.00 Pay: \$15.00 ☐ Disputed

Pay To: 2201: 2201 Maple Avenue

1. Advance Payments / 2. Current Charges / 3. New Charges

+ New Post Cancel



PROMAS Association Training © 2005

AR-Accounts Receivable : 17

Member Move Out – New Charges

CMS

Member Move Out

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Date: 4/20/2005 ☒ Distribute

Withhold: ☐ Write Refund Check

Memo:

Starting Advances: \$45.00 Starting Charges: \$15.00

Final Advances: Final Charges:

Starting Open Credits: \$25.00

Advance Payments: \$45.00

Current Charges Paid: \$15.00

New Charges Paid: \$30.00

Refund Check: \$25.00

Final Open Credits:

Code: TRASH: Trash Collection Amount: \$30.00

1. Advance Payments / 2. Current Charges / 3. New Charges

+ New Post Cancel



PROMAS Association Training © 2005

AR-Accounts Receivable : 18

Member Move Out - Current Charges

The line items displayed here are outstanding charges currently in the system. The Edit box above the vertical scroll bar will toggle the line items from view, to one line edit, to every line edit. Clicking anywhere on the line will allow you to edit the amount due and will display an additional line of details. The details displayed include:

- **Due** - The date the charge is due, the Charge ID for the charge, and the amount of the unpaid charge.
- **Pay** - The amount of the charge which will be paid off with open credits or released advance payments. This is the only field you can edit.
- **Disputed** - This checkbox will be marked if the charge was previously marked disputed. A disputed charge will not be paid off. You can mark or unmark the box.

Member Move Out - New Charges

You can enter new charges which will be posted and optionally paid off with open credits and released advance payments.

Code - Enter the Receivable Code for the charge.

Amount - Enter the dollar amount of the charge.

Enter additional line items as necessary by clicking in the open area below the previous line.

Member Refund Check

CMS

Member Refund Check

Posting Date: 4/20/2005 ☐ Hand Written

Unit: 2201: 2201 Maple Avenue

Member: GOLDEN: Harrison S. Golden

Bank: CHECK BANK: Checking Bank Account

Amount: ☒ Withhold

Memo:

Vendor:

Check Number:

Starting Open Credits: \$25.00

Check Amount: \$25.00

Final Open Credits: \$0.00

Payee Name and Address:

Harrison S. Golden
12 Rue LaRochelle
St Croix 22189-1254
Virgin Islands

☒ Foreign

☐ Override Payee Information

?

+ New

Post

Cancel

PROMAS Association Training © 2005

AR-Accounts Receivable : 19

Member Refund Check

A check written in this function will reduce the member's open credits. Use this function to write a refund check to the member or a vendor for an amount in open credits for the member.

Unit/Member - Use the Unit and Member drop down list boxes to select the member. That will cause information to display in protected fields regarding the amount of money in open credits, the amount of the check and the final open credits. It will also cause the member's name and address to fill in the Payee Name and Address block.

Bank - The default bank account will display, but it can be changed.

Handwritten - Mark this checkbox to indicate a check you are writing by hand rather than printing a check through the system. When this box is checked you can enter a check number in the Check Number field.

Check Number - Use only if the Handwritten checkbox is marked.

Payee Name and Address - Enter the address here if different from the information in the profile.

Vendor - If the check is being written to a vendor instead of the member, select the vendor from the drop-down list. His name and address will fill in the Payee Name and Address block.

When you are satisfied with the information on the screen, you are ready to post. Clicking the New button will post the check and bring up the screen again to enter another refund. Clicking on the Post button will bring up a message asking if you want to write and post checks now. Clicking Yes will take you to the Print Checks function. Clicking No will leave the check unprinted. Unprinted checks may be printed later using the **Print Checks** function.

Batch Member Receipts CMS

Batch Member Receipts

Posting Date: 8/13/1999 [15]

Unit: 2205: 2205 Maple Avenue [↔] [↔] [↔]

Member: CLAYTON: Fred Clayton [↔] [↔] [↔]

Bank: BANK CHECK: Checking Bank Account [↔] [↔] [↔]

Payment: [] ☐ Quick Posting Mode

Memo: []

Total Entries: []
Total Amount: []

Add Payment to Batch

Date	Payment Description	Amount
Status: []	[]	[]
Remove Payment		Process Payment

☐ Sort by Member Start Over (Delete All Payments) Load Payments from Lock Box File
☒ Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

☐ All Payments ☐ Payments Requiring Individual Processing

PROMAS Association Training © 1999 A/R Month : 18

Accounts Receivable CMS

Association PROMAS 4.3 [TRAINING]

File Profiles AP AR GL Maintenance Deed Reports Mailings Setup Help

September 7, 1999 3:08 PM

- Member History
- Receipt History
- Member Receipt
- Ledger Receipt
- Scheduled Fees
- Scheduled Receivables
- Charge Member
- Move Out
- Adjust Open Credits
- Batch Member Receipts

GL Maintenance Deed Reports Mailings

PROMAS Association Training © 1999 A/R Month : 19

Batch Member Receipts

The batch processing of member receipts can be from lockbox import files or from user generated import files. The batch member receipts function allow you to create an import file consisting of member payments that can be posted as a group. This can speed up payment posting considerably.

All line items in the import file that have payment amounts equal to the amount owed will post automatically. Those that have payment amounts that differ from the amount owed must be posted individually.

The batch that is posted generally relates to a deposit slip that the bank has or will process.

Overview

The Batch Member Receipts function is found on the AR drop-down list. Selecting it will bring up the Batch Member receipts screen. Set the **Posting Date** and then:

Click the **Load Payments from Lockbox Files** button to bring up the Import Lockbox File search screen. Select the directory that contains the file to import so the path to it appears in the File Name field. Clicking the **OK** button displays an information message stating that the system is ready to import a batch. The file name you want to import will be listed along with the number of records and the dollar amount. To proceed click **OK**. The number of records imported and rejected will display. If any were rejected it means that the ID in the import file does not match any member ID in the system. Print the report and compare the members on the report to those on the import file list to determine what line items were rejected. Click **OK** to view those that were imported. Each line item imported will display the status of the account.

You can add to or delete from the list. Add to the list by choosing a member or unit; entering a payment amount; and clicking the **Add Payment to Batch** button. Delete from the list by clicking the **Remove Payment** button.

When the list is what you want click **Post**. If all payments could not be posted, an error message will display. Click OK to see the line items that need to be posted one at a time. Clicking the **Process Payments** button takes you to the standard Member Receipt screen so you can allocate the payment amount against current and new charges. Post each payment requiring individual processing.

When finished all payments posted will be in the Deposit Receipts function awaiting deposit.

Batch Member Receipts CMS

Posting Date: 9/7/1999

Unit: [dropdown] Total Entries: [text box]

Member: [dropdown] Total Amount: [text box]

Bank: [dropdown]

Payment: [text box] ☐ Quick Posting Mode

Memo: [text box] Add Payment to Batch

Date	Payment Description	Amount
Status		Remove Payment Process Payment

☐ Sort by Member Start Over (Delete All Payments) Load Payments from Lock Box File
☒ Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

All Payments / Payments Requiring Individual Processing /

? Post Report Cancel

PROMAS Association Training © 1999 A/R Month : 20

A file containing payment transactions can be imported using the Member Batch Receipts function provided it is in the following format:

"mm/dd/yyyy","unit ID","amount","memo up to 40 characters",CR/LF

- amount is in the format xxx.xx
- the text CR/LF represents the ASCII single byte characters 13 and 10 respectively for carriage return, line feed
- include the commas and quotes

The file name must be xxx.ASC or xxx.CSV or xxx.TXT where xxx represents any name up to 8 characters.

Batch Member Receipts Form

The receipts form provides for loading payments from a lockbox file and entering a batch of payments to create a lockbox file. The lock box file consists of any number of payment transactions in a format recognizable by PROMAS. Transaction files generated by lock box providers must either be in the format acceptable by PROMAS or be converted to that format. Two tabs are available: All Payments and Payments Requiring Individual Processing.

Posting Date - Change if the posting date of the transactions should be different than today's date. If the line item dates differ, the **Update All Dates** button can be clicked to update all line item dates to the Posting Date entered here.

Unit/Member - Use either of these fields to select a member if you are adding a payment to the batch.

Bank - Change if other than the default.

Payment - Enter the payment amount to use when the batch is posted. If you mark the **Quick Posting Mode** checkbox, the payment amount will remain after each addition.

Memo - Double clicking in the memo field will insert a check number so you can add that or type in any memo you want associated with the payment.

Total Entries - Protected field that indicates the number of entries in the import file.

Total Amount - Protected field that indicates the total of the Payment Amounts in the import file.

Add Payment to Batch - This button will add the member payment to the batch of payments being created. After all payments are added the batch can be saved to a lock box file that can be used over and over again.

Line Items

Date - This will be the posting date of the payment. The Update All Dates button will change this date to the Posting Date above.

Payment Description - Contains the member/bill payer and the unit long description.

Batch Member Receipts

CMS

Batch Member Receipts

Posting Date: 9/7/1999

Unit:

Member:

Bank:

Payment:

Memo:

☐ Quick Posting Mode

Add Payment to Batch

Total Entries:

Total Amount:

Date	Payment Description	Amount
Status:	Remove Payment	Process Payment

☐ Sort by Member

☒ Sort by Unit

All Payments / Payments Requiring Individual Processing

 PROMAS Association Training © 1999

A/R Month : 20

Amount - The payment amount to be posted.

Status - Shows the unpaid charges for the member/bill payer.

Remove Payment - The line item will be removed from the list. Clicking the ADD Payment to Batch button will restore the last line item removed.

Process Payment - Clicking takes you to the standard Member Receipt screen. From there the payment amount can be allocated to the outstanding charges. Refer to Member Receipts for more details. Click Post to finalize the payment.

Sort by Member/Unit - The line items comprising the batch of those rejected can be viewed by either member sequence or unit sequence by marking the radio button.

Start Over (Delete All Payments) - Use the button to clear all line items from the screen. A confirmation screen displays prior to deleting them.

Update all Dates - The date in all unposted payments in the batch will be changed to the Posting Date above. A confirmation screen displays prior to updating.

Load Payments from Lockbox File - Lets you point to a file containing member payment transactions and then import them as line items that can be posted.

Save Unprocessed Batch to Lockbox File - Lets you point to a path and filename to store the batch of line items listed. The saved lock box files can be used multiple times.

Report - The unprocessed line items are listed on the report.

Click **Post** to process those payments matching the amount owed.

Solution:

Entering Payments

CMS

Batch Member Receipts

Posting Date: 4/20/2005

Unit:

Member:

Bank: CHECK BANK: Checking Bank Account

Payment:

Memo:

Quick Posting Mode: ☐

Add Payment to Batch

Date	Payment Description	Amount
4/20/2005	Ira Levenson for 2203 Maple Avenue	\$82.00
	Status: Unpaid charges are \$82.00	
4/20/2005	Fred Clayton for 2205 Maple Avenue	\$82.00
	Status: Unpaid charges are \$164.00	
4/20/2005	David and Judy Fiscella for 2206 Maple	\$82.00
	Status: Unpaid charges are \$164.00	

Sort by Member Start Over (Delete All Payments) Load Payments from Lockbox File

Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

All Payments / Payments Requiring Individual Processing /

Post Report Cancel

PROMAS Association Training © 2005 AR-Accounts Receivable : 23

Save Unprocessed Payments

CMS

Save Unprocessed Payments to a Lockbox File

Look in: APROMAS

File name: LB040205

Files of type: Lockbox Import Files

Open Cancel

PROMAS Association Training © 2005 AR-Accounts Receivable : 24

Exercise

Start with a clean training database

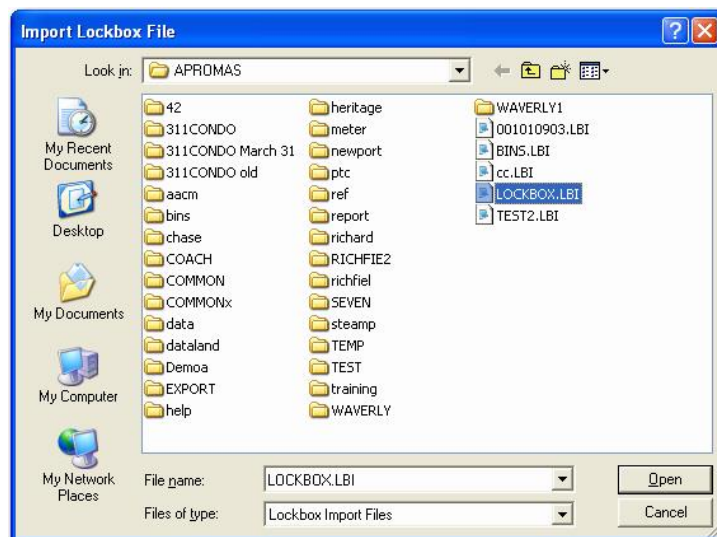
Create a lockbox file so you can process payments from consistently on-time payers quicker.

<u>Member/Unit</u>	<u>Amount</u>
Golden 2201	\$304
Lebenson 2203	82
Porach 2207	82
Clayton 2205	82

1. go to AR, Batch Member Receipts
2. select the first member/unit (Golden)
3. enter a payment of \$304
4. click the **Add Payment to Batch** button
5. select Lebenson 2203
6. enter a payment of \$82 and click the Quick Posting Mode checkbox
7. click the Add Payment to Batch button
8. repeat #5 and #7 for the other members
9. click the **Save Unprocessed Batch to Lock Box File** button
10. select the Folder (C:\APROMAS\Training) and File Name (ontime.asc), click OK

Import Lockbox File

CMS

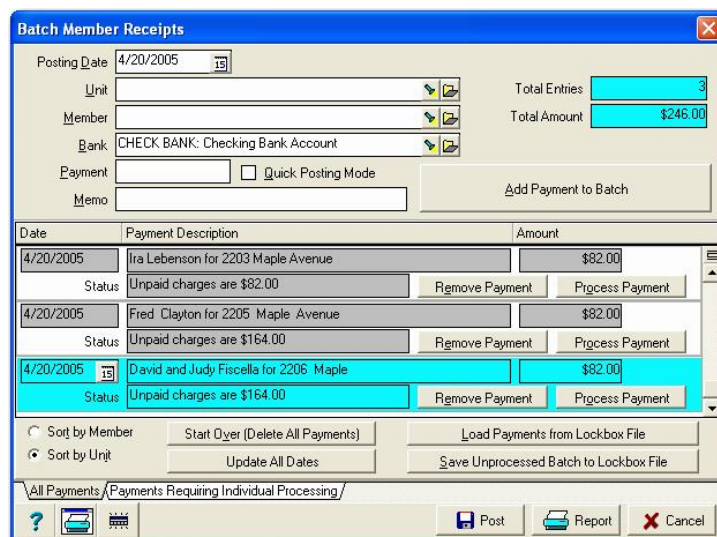


PROMAS Association Training © 2005

AR-Accounts Receivable : 25

Line Items after Importing

CMS



PROMAS Association Training © 2005

AR-Accounts Receivable : 26

Exercise

Batch Post member receipts from a saved lock box file.

1. go to AR, Batch Member Receipts
2. click **Load Payments from Lock Box File**
3. make the filename C:\APROMAS\Training\ontime.asc. Click OK.
4. click OK to the “Ready to...” warning screen
5. click OK to the “X records imported” screen
6. print the report, review the screen, update the date
7. post the payments

Transaction History

Transaction History		CMS
• Receivables (AR) -Member -Receipt • Payables (AP) -Invoice -Check -Vendor • General Ledger (GL) -Association -Bank • Maintenance -Work Order		
	PROMAS Association Training © 1999	History : 1

Objectives

PROMAS Association lets you work with history files containing transactions that were posted. The various history files include:

Member and Receipt history in AR
Invoice, Check, and Vendor history in AP
Association and Bank history in GL
Work Order history in Maintenance

Not only can you find answers to questions posed by members, management, and vendors, but you can make changes deemed necessary. Depending on the status of a transaction you can edit, void, reverse, NSF individual transactions, and filter the entire set of transactions to find what you need.

In addition, each history provides a logical breakdown of the transactions so you can view that subset, i.e. in Member History there are page tabs for reviewing Unpaid Charges, All Charges, Receipts, Advance Payments, Deposits, and Open Credits. A single click on the page tab causes that set of transactions to be displayed.

The history functions are intended to replace the need to run reports or statements to get answers to questions/inquiries from members and other parties. Thus if a vendor has a question about an invoice, find the answer in Invoice or Vendor History. If there is an inquiry about a past members payment record, the answer can be found in Member History.

Member History Filter

CMS

Edit Filter

Sort Order: Date Posted

Posting Dates: 15 to 15

Due Dates: 15 to 15

Charge: DUES M: Dues

Amount: Equal To

Filter Active

☐ Show if Voided

☒ Show if Not Voided

Save Clear



PROMAS Association Training © 2005

History : 2

Invoice History Filter

CMS

Edit Filter

Sort Order: Due Date

Invoice Dates: 3/1/2005 to 3/15/2005

Due Dates: 15 to 15

Payee: ALPHA: Alpha Lawn Guys [Vendor]

Payee Name:

Invoice Number:

Amount:

Equal To

Filter Active ☒

Show if Voided ☐

Show if Not Voided ☒

Vendor

Starts With

Starts With

Save Close Clear



PROMAS Association Training © 2005

History : 3

Action Buttons

While viewing transactions in any of the history functions, the action buttons on the right are active if applicable to that function. The action buttons common to all history functions are: Filter, Edit, and Void. Their use is described here. The other action buttons specific to a particular history area are described in that history section.

Filter Button

Clicking this button brings up a screen that lets you set parameters to view a subset of the line items using criteria like date range, amount comparisons, and charge ID, payee, etc. Each history function has filter parameters that are appropriate to that history, e.g. Invoice History includes an invoice # filter and Check History a check # filter. Once saved, the filter can be turned off or on with the **Enable Filter** checkbox.

Global type searches are possible on some filter screens using name, invoice number, amount, etc. Limits like Starts With, Contains, Exact can be used to find the transaction you want. The **Clear** button will blank all of the filter fields.

Checkboxes

Filter Active - this checkbox will turn the filter criteria on or off

Show if Voided - when marked, voided transactions display when filter is enabled

Show if not voided - marked by default, shows all transactions not voided

When you set the filter parameters and click **Save**, the line items matching them will display if the **Filter Active** checkbox was marked. If not marked, then marking the **Enable Filter** checkbox will display the filtered transactions. Filter exercises are included with several of the history sections.

Member History – Edit Receipt

CMS

Edit Receipt

Date: 3/18/2005 Void Date: 19 Receipt #: 150418P:3F
 Unit: 2201: 2201 Maple Avenue
 Payer: GOLDEN: Harrison S. Golden
 Bank: CHECK BANK: Checking Bank Account
 Amount: \$304.00 Open Credits:
 Memo: Check #808

Control: 209
 Status:
 Entered: LYN: 4/18/2005, 2:19 pm
 Modified: LYN: 4/19/2005, 4:52 pm

Date	Type	Description	Amount	Memo
3/18/2005	Member Receipt	Payment Received	\$304.00	Check #
3/1/2005	Pay Charge	Dues	\$82.00	
3/1/2005	Pay Charge	Special Assessment	\$222.00	Reimbu

General Ledger
 Deposit Slip

Post Cancel



PROMAS Association Training © 2005

History : 4

Invoice History – Edit Invoice

CMS

Edit Invoice

Invoice #: APRIL 20, 2005 ☐ Hold ☐ Separate Check Control: 82
 Invoice Date: 4/20/2005 Status:
 Due Date: 4/20/2005 Void Date: 19 Entered: LYN: 4/20/2005, 12:27 pm
 Amount: \$156.85 Modified:
 Payee: Victor Garcia Printed:
 Priority: Normal Discount (%):
 Memo: Discount (\$):
 Last Day: 19

Date	Type	Description	Amount	Unpaid	Memo
4/20/2005	Invoice	Invoice	\$156.85		
4/20/2005	Payable	General Repairs	\$74.50		
4/20/2005	Payable	General Repairs	\$82.35		

General Ledger
 Change Billing Info
 Release Invoice

Post Cancel



PROMAS Association Training © 2005

History : 5

Edit Button

Clicking this button brings up an edit screen for the highlighted transaction allowing you to make changes to some of the fields. Protected fields cannot be changed. On many edit screens there is a Void Date field. Entering a date in this field and posting is the same as using the Void button.

Protected Fields

Control - This is the internal control number for the transaction.

Status - Indicates if the transaction is voided, NSF, cleared and the date that happened.

Entered - Contains the initials from system security of the user who was logged on when the transaction was posted and the date and time of posting.

Modified - Contains the initials, date and time of the most recent modification to this transaction.

In most history functions there are action buttons on the Edit screen that are unique to that history. They are described in that section.

Dates can be changed and memos / comments entered in every history. The top section shows the basic information while the bottom shows the details.

Exercise

Examine the Edit screen in Receipt History

Go to AR, Receipt History

Click the Edit button

Note the Entered field and the Modified field entries

Click into the Memo/Comments field and type something. Click Post.

Click the Edit button again.

Note the Modified field entry.

Click Cancel to exit.

Void a Receipt

CMS

Void Accounts Receivable Set

Void Date

Date	Type	Description	Amount	Memo
3/19/2005	Member Receipt	Payment Received	\$164.00	
3/19/2005	Pay Charge	Dues	\$82.00	
3/19/2005	Pay Charge	Dues	\$82.00	

General Ledger

Post Cancel



PROMAS Association Training © 2005

History : 8

Void a Check

CMS

Void Accounts Payable Set

Void Date

Date	Type	Description	Amount	Memo
4/20/2005	Check	Invoice Check	\$156.85	
4/20/2005	Payment	General Repairs	\$74.50	
4/20/2005	Payment	General Repairs	\$82.35	

General Ledger

Post Cancel



PROMAS Association Training © 2005

History : 9

Void

The effect of voiding a line item (transaction) depends on what history you are viewing. In Member, Receipt, Invoice, Check and Vendor histories the voided transaction can be viewed by using the filter and enabling Show if Voided. In General Ledger and Bank histories, offsetting line items (transactions) appear if the void date and posting date are different. When the void date and posting date are the same, the line item does not display. It is as if it never happened from that history perspective.

The process for voiding a line item is to go to the appropriate history, highlight the line item, click the Void button, enter a void date and Post.

When a line item is voided, all transactions that were associated with it are also voided. Thus if you void a member receipt, any money going to the association to pay off charges is also voided. If you void a consolidated check containing several invoices, all line items are voided and the money reverts back to the association and the invoices are reinstated as unpaid invoices.

Example 1 - You charge a member for a late fee and then later decide it was unjustified. Voiding the charge in Member History will eliminate the charge regardless of the void date. To see the voided transaction, use the filter, mark the Show if Voided checkbox and Save in Member History, Charges tab.

Example 2 - Suppose you post a vendor check to the association's account in December and that check is lost or damaged and thus must be voided in January. Using a January void date will cause a reversing transaction in the association ledger with a January date (the association ledger will be credited with the check amount in January). The original check will still display in the association's December transactions. However, after voiding, it will not be in the bank account history or check history unless you filter to show voided transactions.

Note: Once a member receipt is included on a deposit slip it cannot be voided. It can be NSF and it can be edited or taken off the deposit slip by following the Payment Recorded in Error procedure.

CMS

Member History - Unpaid Charges

Member History

Unit: 2205: 2205 Maple Avenue

Member: CLAYTON: Fred Clayton

☐ Show Only Transactions for the Selected Unit

Balance: (\$15.00) Unpaid Charges: \$35.00

Advance Payments:

Open Credits: \$50.00

Current: \$35.00

30 Days:

60 Days:

90 Days:

Not Yet Due:

Posted	Description	Amount	Due Date	Paid	Remaining
6/29/1999	Late Fee for 2205 Maple Ave	\$10.00	6/29/1999		\$10.00
6/29/1999	Trash Collection for 2208 Mapl	\$25.00	6/29/1999		\$25.00

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

1. Unpaid Charges / 2. Charges / 3. Receipts / 4. Advance Payments / 5. Open Credits /

Close

PROMAS Association Training © 1999

History : 2

The protected fields in the upper right provide an aging of the unpaid charges for this member. The speedbuttons at the bottom lets you move to another function within PROMAS.

Exercise

Use the Edit button to increase the amount of a charge
 go to Clayton's Member History, Unpaid Charges tab
 click one of the open charges
 click the Edit button
 increase the amount by \$5
 click the Post button
 click the Edit button again
 note the modified field
 click Close, Close

Member History

This function is found in AR, Accounts Receivable, Member History. Select a unit or a member to pull up the history data. Mark the “Show Only...” checkbox to view transactions for just the unit selected if the member has more than one unit.

Summary boxes show the status of a member’s account.

Balance - The amount due if positive; the amount overpaid by a member if negative.

Unpaid Charges - The net of all unpaid charges.

Advance Payments - Amount prepaid for future charges. When the charge is posted the Advance Payment amount will be reduced.

Open Credits - Payments received but not yet earmarked for any particular charge.

Unpaid Charges Tab

The unpaid charges for the member selected are listed in date sequence. If the charge has been partially paid off, that information will be displayed. Both the paid and remaining to be paid amounts are displayed.

An unpaid charge can be voided if it has not been partially paid off. **Void** a charge on the same date as it was originally posted if you don’t want it to appear in the general ledger. Voiding the charge on a date other than the date it was posted will result in an offsetting transaction appearing in the general ledger.

If a charge has been partially paid you can edit it and change the amount or you can **Reverse** it. This will create an offsetting transaction for the portion unpaid. Marking a line item as **Disputed** essentially puts it on hold.

Exercise

Examine the member history for Clayton
click the AR tab or the AR pull-down menu
select Member History
select Clayton from the member list. Click Edit
examine the unpaid charges tabs, as well as the other tabs

Member History - Charges CMS

Member History

Unit: 2205: 2205 Maple Avenue

Member: CLAYTON: Fred Clayton

☐ Show Only Transactions for the Selected Unit

Balance: (\$15.00) Unpaid Charges: \$35.00

Advance Payments: Open Credits: \$50.00

Current: \$35.00

30 Days: 60 Days: 90 Days: Not Yet Due:

Posted	Description	Amount	Due Date	Paid	Remaining
12/1/1997	Dues for 2205 Maple Avenue	\$82.00	12/1/1997	\$82.00	
1/1/1998	Dues for 2205 Maple Avenue	\$82.00	1/1/1998	\$82.00	
1/21/1998	Trash Collection for 2205 Map	\$27.00	1/21/1998	\$27.00	
2/1/1998	Dues for 2205 Maple Avenue	\$82.00	2/1/1998	\$82.00	
3/1/1998	Dues for 2205 Maple Avenue	\$82.00	3/1/1998	\$82.00	
4/1/1998	Dues for 2205 Maple Avenue	\$82.00	4/1/1998	\$82.00	
5/1/1998	Dues for 2205 Maple Avenue	\$82.00	5/1/1998	\$82.00	
6/1/1998	Dues for 2205 Maple Avenue	\$82.00	6/1/1998	\$82.00	
6/29/1999	Late Fee for 2205 Maple Ave	\$10.00	6/29/1999		\$10.00
6/29/1999	Trash Collection for 2208 Mapl	\$25.00	6/29/1999		\$25.00

1. Unpaid Charges / 2. Charges / 3. Receipts / 4. Advance Payments / 5. Open Credits /

☐ Enable Filter

PROMAS Association Training © 1999

History : 3

Edit Filter to Search History CMS

Sort Order: Date Posted

Posting Dates: [15] to [15]

Due Dates: [15] to [15]

Charge: NSF: Returned Check Fee

Amount: [] Equal To

☒ Filter Active

☐ Show if Voided

☒ Show if Not Voided

PROMAS Association Training © 1999

History : 4

Charges Tab

A history of all charges for the selected member is displayed in date sequence. The amount of the charge, amount paid, and amount remaining are listed for each charge.

Receipts Tab

A history of all receipts from the member is displayed in date sequence. Editing a receipt shows what the receipt paid off. You can void a receipt from the Edit function or by using the Void button (if the receipt has not been included on a deposit slip and posted to the bank account through <<GL, Deposit Receipts>>). Voiding a receipt already on a deposit slip can be done by following the procedure *Payment Recorded in Error*. The deposit slip containing the receipt can be viewed by clicking the deposit slip speedbutton while editing a receipt.

NSF transactions are posted by finding the receipt here or in Receipt History.

Exercise

Filter to see any NSF charges

- click the Charges tab for Clayton
- click the Filter button
- select NSF as the charge
- click the *Filter Active* checkbox and then click Save
- toggle the Enable Filter checkbox
- note the change in Line Item detail
- click Close

NSF Transaction Button

CMS

NSF Receipt

Date 15

Date Received

Amount Received

Received From ⏪ ⏩ 🔑

Bank ⏪ ⏩ 🔑

Bank Fee

NSF Fee

Memo

? 🖨️ 🏠

PROMAS Association Training © 1999
History : 7

Receipt History

CMS

Receipt History

Post Date	Payer	Amount	Bank Account	Ref	Memo
5/2/1998	FISCELLA: David and Judy Fiscella	\$82.00	BANK CHECK: Check	080620RZUI	
5/2/1998	PORACH: James J. Porach	\$82.00	BANK CHECK: Check	080620RZVE	
1/20/1999	BRUNO: Joseph P. Bruno	\$50.00	BANK CHECK: Check	090120PJYF	
1/20/1999	CHEEK: Carl Cheek	\$82.00	BANK CHECK: Check	090120PKAN	
1/20/1999	CHEEK: Carl Cheek	\$50.00	BANK CHECK: Check	090120PKCP	
1/20/1999	CLAYTON: Fred Clayton	\$82.00	BANK CHECK: Check	090120PKED	
1/20/1999	CLAYTON: Fred Clayton	\$50.00	BANK CHECK: Check	090120PKFA	

Date	Description	Amount	Memo
1/20/1999	Payment Received	\$50.00	

☐ Enable Filter

1. Receipts / 2. NSF Receipts / 3. Returned Item Fees /

? 🖨️ 🏠

PROMAS Association Training © 1999
History : 8

NSF Transactions

The NSF function will post the transactions necessary to offset a receipt that was returned for insufficient funds. It brings up a screen which allows you to charge an NSF fee to the member ledger and a bank charge to the bank account as necessary.

When the payment is initially received the description is "Payment Received." If that transaction is NSF'd the description is changed to "NSF Check Received" and the offsetting transaction "NSF Check Returned" is posted. If applicable, any bank fees or NSF charges to the member (as specified in the Bank Account Code setup) are posted.

Exercise

Select the last payment from Clayton and post an NSF transaction
Go to Clayton's Member History, Receipts Tab
select Clayton's last payment
click the NSF button and use today's date for the posting
review the screen and click the Post button
review the Unpaid Charges tab

Receipt History

This function, found in AR, Receipt History, contains all the receipts that have been posted. Usually it is easier to use Member History. Receipt history has all receipts, including those from other than members. Receipt History is most useful when a payment was applied to the wrong member and you search on a check number or check amount.

The top block of information lists all receipts in date sequence, displaying the posting date, payer, amount of the payment, the bank account it was deposited to, the receipt number, and any memo entered on the transaction.

The highlighted transaction displays payoff information in the bottom block. The description indicates what Receivable Code was credited and the amount shows how much was credited to that particular Receivable Code.

Folders are available at the bottom of the screen to view all receipts, only NSF Receipts, and Returned Item Fees. While viewing transactions in the folders, the applicable action buttons on the right are active if applicable to that folder. The action buttons are: Filter, Edit, Void, NSF, General Ledger.

A/P Invoice History CMS

Invoice History

Due Date	Invoice Number	Payee	Amount	Unpaid	Check Memo
1/5/1998	AAA8234	Waste Management	\$30.00		
1/16/1998	JANUARY 16, 1998	Alpha Lawn Guys	\$100.00		
1/28/1998	V-33451834	Virginia Power	\$88.37		

Payer	Code	Amount	Unpaid	Memo
MAPLE: Maple HOA	Trash Collection	\$30.00		

Date	Check	Amount	Printed	Memo
1/24/1998	1092	\$30.00	2/2/1998 10:23:10 AM	

☐ Enable Filter

PROMAS Association Training © 1999
History : 9

A/P Invoice History - Unpaid CMS

Invoice History

Due Date	Invoice Number	Payee	Amount	Unpaid	Check Memo
4/20/1998	2324	C&F CPA	\$313.50	\$313.50	
6/17/1998	T5	Waste Management	\$124.00	\$124.00	

Payer	Code	Amount	Unpaid	Memo
MAPLE: Maple HOA	Trash Collection	\$124.00	\$124.00	

Date	Check	Amount	Printed	Memo

☐ Enable Filter

PROMAS Association Training © 1999
History : 10

Invoice History - All Invoices

AP, Invoice History contains information about all the invoices and credit memos posted in the system. Four tabs of information are available: All Invoices, Unpaid Invoices, Unpaid Credit Memos, All Credit Memos. Detailed information is available for each line item. The line items are sequenced by date. While viewing transactions in any of the folders, the action buttons on the right are active if applicable to that folder. The action buttons are: Filter, Edit, Void, General Ledger.

Note: When an invoice is voided, it is as if it was never entered.

All Invoices Tab - This displays all the invoices entered in the system.

There are three blocks of detail information because an invoice may contain multiple line items. The block at the top has to do with the invoice itself. The block in the middle has to do with the individual payables involved in making up the invoice amount. The block at the bottom shows the payments made against that invoice.

Top Block

Due Date - Day the invoice is due to be paid

Invoice Number - The invoice number entered in the invoice function

Payee - The payee information entered in the invoice function

Amount - The amount of all the line items

Unpaid - Any amount still unpaid

Memo - The memo entered on the transaction

Middle Block

Payer -- Which ledger account was or will be debited for the invoice line item

Code - The payable code identifying the reason for the invoice.

Amount - The amount the ledger account will be or was debited

Unpaid - The amount remaining to be paid

Memo - The memo on the invoice line item

Bottom Block

Date - The day a payment was made

Check - The check number used to pay down the invoice

Amount - The amount paid

Printed - The date printed

Unpaid Invoices Tab - This displays all the unpaid invoices currently in the system.

Release Invoice / Change Billing Info CMS

Information

 Releasing an invoice changes the invoice amounts to the total amount that has been paid. The general ledger reflects these changes on the date the invoice was originally posted. Do you want to release this invoice?

Change Billing Information

Bill To: 2204: 2204 Maple Avenue [Unit] Unit

Code: REPAIRS: General Repairs Unit



PROMAS Association Training © 2005

History : 6

Edit Check CMS

Edit Check

Date: 4/20/2005 Void Date:

Check: 1103 Check Date: 4/20/2005

Amount: \$156.85 Control: 89

Payee: Victor Garcia Status:

Memo: Entered: LYN: 4/20/2005, 1:08 pm

Date	Type	Description	Amount	Memo
4/20/2005	Check	Invoice Check	\$156.85	
4/20/2005	Payment	General Repairs	\$74.50	
4/20/2005	Payment	General Repairs	\$82.35	

General Ledger



PROMAS Association Training © 2005

History : 7

Release Invoice

If an invoice has been partially paid, it cannot be voided. However, you can edit it and from the edit screen, click the Release Invoice button. That will change the amount of the invoice to the amount already paid. Enter a memo reflecting the original invoice amount and the reason for releasing it, as there will be no record of the original amount of the invoice.

Change Billing Information

When you highlight a line item and click edit, an option is the Change Billing Information button, which allows you to change the payable code if you had selected the wrong one.

Edit Check

If an invoice has been paid, you can click the Edit Check button to see the details of the check that paid that invoice.

Exercise

Look at the Invoice History edit screen
Go to AP, Invoice History
Select an invoice and click the Edit button
View the information available on the Edit screen
Highlight the line item and see what changes

CMS

A/P Check History

Check History

Post Date	Printed	Payee	Check	Amount	Bank
2/19/1998	4/8/1998	Virginia Power	1094	\$92.14	BANK CHECK: CH
2/19/1998	4/8/1998	Waste Management	1095	\$124.00	BANK CHECK: CH
3/22/1998	4/8/1998	Victor Garcia	1096	\$74.50	BANK CHECK: CH
3/22/1998	4/8/1998	Virginia Power	1097	\$71.47	BANK CHECK: CH
4/20/1998	6/20/1998	C&F CPA	1098	\$288.12	BANK CHECK: CH
4/21/1998	6/20/1998	Virginia Power	1099	\$72.43	BANK CHECK: CH
5/21/1998	6/20/1998	Alpha Lawn Guys	1100	\$252.92	BANK CHECK: CH
5/21/1998	6/20/1998	Virginia Power	1101	\$66.45	BANK CHECK: CH

Ref	Payer	Amount	Discount	Memo
12555	MAPLE: Maple HOA	\$66.45		

☐ Enable Filter
Filter
Edit
Void
Reprint Check
General Ledger

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks /

? Close

PROMAS Association Training © 1999

History : 13

Check History

This function, found in AP, Check History, provides a way to view and edit transactions. Detailed information about each check is displayed. The transactions are listed in date sequence. Three folders can be viewed: All Checks, Unprinted Checks, and Destroyed Checks.

While viewing transactions in any of the folders, the action buttons on the right are active if applicable to that folder. The action buttons are: Filter, Edit, Void, Reprint Check, and General Ledger.

All Checks - This tab displays all the check transactions that have been posted.

The top portion of the history screen has one line item for each check while the bottom portion shows the details of the highlighted item. The reason there are two blocks of detail information is because a check can be made up of many line items. For example, several invoices may be consolidated to form one check to a vendor. The block at the top has to do with the check itself. The block at the bottom has to do with the individual invoices involved in making up the check amount.

When a check is voided that was originally an invoice that invoice can be edited in Invoice History. Should a check need to be reprinted highlight that line item and click Reprint Check. The check can be printed using AP, Print Checks or by clicking the Print Check speedbutton (bottom line)

Unprinted Checks - This tab displays all the unprinted check transactions.

Destroyed Checks - This tab displays all the destroyed check transactions. A check, when voided, can be recorded as a destroyed check if set to do so in Setup, Processing Defaults. Checks can be recorded as destroyed using the AP, Destroyed Checks function.

Exercise

Examine the A/P Check History screen
click the AP tab or use the AP pull-down menu
select Check History
review All Checks, Unprinted Checks, Destroyed Checks
click Close

A/P Check History CMS

Check History

Post Date	Printed	Payee	Check	Amount	Bank
2/19/1998	4/8/1998	Virginia Power	1094	\$92.14	BANK CHECK: CH
2/19/1998	4/8/1998	Waste Management	1095	\$124.00	BANK CHECK: CH
3/22/1998	4/8/1998	Victor Garcia	1096	\$74.50	BANK CHECK: CH
3/22/1998	4/8/1998	Virginia Power	1097	\$71.47	BANK CHECK: CH
4/20/1998	6/20/1998	C&F CPA	1098	\$288.12	BANK CHECK: CH
4/21/1998	6/20/1998	Virginia Power	1099	\$72.43	BANK CHECK: CH
5/21/1998	6/20/1998	Alpha Lawn Guys	1100	\$252.92	BANK CHECK: CH
5/21/1998	6/20/1998	Virginia Power	1101	\$66.45	BANK CHECK: CH

Ref	Payer	Amount	Discount	Memo
12555	MAPLE: Maple HOA	\$66.45		

☐ Enable Filter

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks

PROMAS Association Training © 1999

History : 13

Void a Check CMS

Void Accounts Payable Set

Void Date: 5/21/1998 15

Date	Type	Description	Amount	Memo
5/21/1998	Check	Invoice Check	\$66.45	
5/21/1998	Payment	Electric	\$66.45	

PROMAS Association Training © 1999

History : 14

Check History - Void a Transaction

Clicking the Void button will bring up the Void screen where you can enter a void date. Entering a void date that is the same as the posting date and clicking Post will cause the transaction to be removed from the general ledger. It is the same as if it had never been posted in the general ledger. It does remain in Check History as a voided or destroyed check. Voiding a check that was an invoice will return it to being an Unpaid Invoice.

Entering a void date different from the posting date will cause the reversing transaction to be posted on that void date in the general ledger.

If a payable is partially paid off it cannot be voided. It can however be edited (Edit) and then, using the Release Invoice button, forgive the remaining dollar amount of the invoice.

Example - Suppose you post a vendor check to an association's account in December and that check is lost or damaged and thus must be voided in January.

Using a January void date will cause a reversing transaction in the association's ledger with a January date (the association's ledger will be credited with the check amount in January).

The original check will still display in the association's December transactions. However, after voiding, it will not show in the bank account history or check history unless you filter to show voided transactions.

Exercise

Void a check and then view it
go to AP, Check History
highlight a check written to a vendor
click the Void button
enter a void date - Double click for the posting date
click Post
click the Filter button
mark the checkbox "Show if Voided" and make filter active
click Save
review the line items

Void a Check

CMS

Void Accounts Payable Set

Void Date

Date	Type	Description	Amount	Memo
5/21/1998	Check	Invoice Check	\$66.45	
5/21/1998	Payment	Electric	\$66.45	

PROMAS Association Training © 1999

History : 14

Reprint Check

CMS

Check History

Post Date	Printed	Payee	Check	Amount	Bank
12/22/2004	4/8/1998	Victor Garcia	1096	\$74.50	CHECK BANK: Ch
12/22/2004	4/8/1998	Virginia Power	1097	\$71.47	CHECK BANK: Ch
1/20/2005	6/20/1998	C&F CPA	1098	\$288.12	CHECK BANK: Ch
1/21/2005	6/20/1998	Virginia Power	1099	\$72.43	CHECK BANK: Ch
2/21/2005	6/20/1998	Alpha Lawn Guys	1100	\$252.92	CHECK BANK: Ch
2/21/2005	6/20/1998	Virginia Power	1101	\$66.45	CHECK BANK: Ch
4/20/2005		Victor Garcia	1103	\$156.85	CHECK BANK: Ch

Ref	Payer	Amount	Discount	Memo
APRIL 20, 2005	2204: 2204 Maple Avenue	\$74.50		
APRIL 20, 2005	2206: 2206 Maple Avenue	\$82.35		

☐ Enable Filter

PROMAS Association Training © 2005

History : 21

Exercise**Voiding Checks - Today's Date vs Posting Date**

go to AP, Check History
click the line item you wish to void
click the void button
enter today's date as the Void Date
review the screen and click the Post button - notice that a reversing transaction was posted
select another line item (check)
click the Void button
enter the original posting date (double click in the Void date field)
click the Post button - notice that the line item is no longer displayed.

Reprint Check

Clicking the reprint button will remove the date printed so that the check will be treated as unprinted. It will show as an unprinted check. To reprint the check, go to [AP, Print Checks] using the speedbutton on the lower left. Any check that has been posted but not yet printed or waiting to be reprinted can be reviewed in Print Checks.

Exercise**Reprint the last two checks in Check History**

go to AP, Check History
click the check line item you want to reprint
click the Reprint Check button
note that the printed date is cleared
make the previous check unprinted
select the unprinted checks tab and review
click the Print Checks speedbutton and review
click Cancel or click Print if you want to see what prints on the check (use plain paper).

Vendor History

CMS

Vendor History X

Vendor: ALPHA: Alpha Lawn Guys ↔ ↗

Payments This Year: \$25.00

Payments Last Year: \$428.47

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

Posted	Reference	Description	Amount	Paid	Remaining	D
1/24/1998	CK# 1091	Invoice Check	\$77.00			1.
5/21/1998	CK# 1100	Invoice Check	\$252.92			5.
7/27/1999	CK# N/A	Invoice Check	\$20.00			7.

1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments /

? 🖨 📄 Close

☐ Enable Filter

PROMAS Association Training © 1999

History : 16

PROMAS Association Training © 2016

History

Vendor History

This function lets you review transactions by Vendor. All checks, invoices, and adjustments can be reviewed. The filter, edit, and void action buttons are available. There are tabs for Payments, Unpaid Invoices, Unapplied Credit Memos, Invoices, Credit Memos, and Adjustments.

A summation of **Payments This Year** and **Payments Last Year** is provided. The upper right displays an aging summary of the Unpaid Invoices. Payment amounts can be altered for 1099 purposes using the AP, Adjust Vendor Payments function.

Exercise

Examine the Vendor History screens for Garcia

- click the AP tab or use the AP pull-down menu
- select Vendor History
- select vendor Garcia from list
- review each of the tabs
- click close

CMS

G/L History - Revenue & Expenses

General Ledger History ✕

Ledger: 2205: 2205 Maple Avenue [Unit] ⏪ ⏩

Unit: 2205: 2205 Maple Avenue ⏪ ⏩

Balance: \$4,145.90	Payables: \$437.50	Assets:	☒ Cash
Cash: \$4,295.90	Receivables: \$585.00	Liabilities: \$150.00	☐ Accrual
		Equity:	☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
12/2/1997	NSF Fee		\$20.00	2205: 2205 Maple Avenue
1/4/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/4/1998	Trash Collection		\$27.00	2205: 2205 Maple Avenue
2/2/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
3/4/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
4/3/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
5/2/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/20/1999	Monthly Dues		\$82.00	2205: 2205 Maple Avenue

☐ Enable Filter

1. Revenue & Expenses / 2. All Accounts

?
 Close

PROMAS Association Training © 1999
History : 17

GL History

GL History lets you work with the transaction details of the association. You can view, filter, edit, and void transactions. Selecting an association from the ledger list will display all association transactions. Choosing a unit will show transactions relating to just that unit.

The general ledger history lets you review any ledger transactions, displayed in date sequence. In addition, you can look at all transactions in a cash, modified cash, or accrual mode. The general ledger contains all the transactions that have been posted to the association ledger.

Summary Boxes

The summary boxes above the line items show the status of the association's ledger. These are protected fields.

Balance - This is the equity balance in the ledger account and is the sum of all transactions ever posted to accounts of type income, expense, and equity less current liabilities on a cash basis. This is the amount available to pay bills. It is the sum of the balance available in all bank accounts.

Cash - The total of all money in bank accounts that is not a current liability. This is a cash basis amount. If the cash amount is not equal to the balance amount, generally there is money in the bank that is not available to the association. An example would be that the association has a liability of \$300 from member open credits.

Payables - This is an accrual basis amount. It is the sum of all transactions posted to the accounts payable account specified in the posting table. It includes all unpaid invoices.

Receivables - This is an accrual basis amount. It is the sum of all transactions posted to the accounts receivable account specified in the posting table. It includes all unpaid charges that are due from the members.

Assets - This is a cash basis amount and is the net sum of all transactions posted to asset accounts that are not bank accounts.

Liabilities - This is a cash basis amount and is the net sum of all transactions posted to liability accounts.

Equity - The total amount in capital account type accounts.

Cash, Accrual, Modified Cash - These radio buttons select the accounting method to use when viewing the transactions. Transactions are posted simultaneously for all three methods. This allows you to produce reports for any accounting method, not just one.

G/L History - Revenue & Expenses CMS

General Ledger History x

Ledger: 2205: 2205 Maple Avenue [Unit] []

Unit: 2205: 2205 Maple Avenue []

Balance: \$4,145.90

Cash: \$4,295.90

Payables: \$437.50

Receivables: \$585.00

Assets: []

Liabilities: \$150.00

Equity: []

☒ Cash

☐ Accrual

☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
12/2/1997	NSF Fee		\$20.00	2205: 2205 Maple Avenue
1/4/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/4/1998	Trash Collection		\$27.00	2205: 2205 Maple Avenue
2/2/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
3/4/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
4/3/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
5/2/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/20/1999	Monthly Dues		\$82.00	2205: 2205 Maple Avenue

☐ Enable Filter

Filter

Edit

Void

Show Set

Show All

1. Revenue & Expenses

2. All Accounts

? [] []

Close

PROMAS Association Training © 1999

History : 17

GL History - All Accounts

CMS

General Ledger History x

Ledger: 2205: 2205 Maple Avenue [Unit] []

Unit: 2205: 2205 Maple Avenue []

Balance: \$4,145.90

Cash: \$4,295.90

Payables: \$437.50

Receivables: \$585.00

Assets: []

Liabilities: \$150.00

Equity: []

☒ Cash

☐ Accrual

☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
4/3/1998	Checking Bank Account	\$82.00		2205: 2205 Maple Avenue
4/3/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
5/2/1998	Checking Bank Account	\$82.00		2205: 2205 Maple Avenue
5/2/1998	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/20/1999	Checking Bank Account	\$82.00		2205: 2205 Maple Avenue
1/20/1999	Monthly Dues		\$82.00	2205: 2205 Maple Avenue
1/20/1999	Checking Bank Account	\$50.00		2205: 2205 Maple Avenue
1/20/1999	Open Credits		\$50.00	2205: 2205 Maple Avenue

☐ Enable Filter

Filter

Edit

Void

Show Set

Show All

1. Revenue & Expenses

2. All Accounts

? [] []

Close



PROMAS Association Training © 2005

History : 24

Revenue & Expenses tab

The revenue and expense tab shows only those transactions that are income, expense, or equity accounts.

Action Buttons – The Filter, Edit and Void functions are available.

Line Items

Post Date - The posting date of the line item

Account - The account code being created or debited

Debit/Credit - Dollar amount of the transaction

Cross Reference - Associated unit or other reference

Source - The function initiating the function

All Accounts tab

The All Accounts tab shows all parts of the transaction sets for all account types and each accounting method. Its availability is primarily for auditing and research.

Transactions that one might expect to show as a revenue and expense but are not showing there could be found in All Accounts if the account code used (by mistake) was an asset or liability account type.

Transactions that are accrual based will show in All Accounts.

The Filter, Edit, and Void functions are available from this tab.

Show Set - Clicking this button will show the transactions that make up the set of transactions posted along with the highlighted transaction.

Show All - Display all ledger transactions.

Exercise

Review the tabs in GL History

click the GL tab or use the GL pull-down menu

select GL History

select Maple HOA as the Ledger

examine the summary boxes and the line items

select a Unit

examine the line items - note that the summary boxes do not change, they reflect the association balances.

click Close

CMS

Bank Account History

Bank Account History

Bank: BANK CHECK: Checking Bank Account

Last Statement: \$1,662.05
Current Balance: \$4,295.90
Awaiting Deposit: \$314.00
Available Balance: \$3,981.90

Date	Check	Description	Additions	Subtractions	Date Cleared
12/18/1997	1090	Victor Garcia		\$89.75	
1/24/1998	1091	Alpha Lawn Guys		\$77.00	
1/24/1998	1092	Waste Management		\$30.00	
1/28/1998	1093	Virginia Power		\$88.37	
2/19/1998	1094	Virginia Power		\$92.14	
2/19/1998	1095	Waste Management		\$124.00	
3/22/1998	1096	Victor Garcia		\$74.50	
3/22/1998	1097	Virginia Power		\$71.47	
4/20/1998	1098	C&F CPA		\$288.12	
4/21/1998	1099	Virginia Power		\$72.43	
5/21/1998	1100	Alpha Lawn Guys		\$252.92	
5/21/1998	1101	Virginia Power		\$66.45	

☐ Enable Filter
Filter
Edit
Void
Unclear
General Ledger

1. All / 2. Checks / 3. Other Subtractions / 4. Deposits / 5. Other Additions / 6. Cleared / 7. Uncleared

?

PROMAS Association Training © 2005

History : 25

Bank Account History

This function displays all the transactions posted to a particular bank account. After choosing the bank account from the find list the transaction line items will display. Summary amounts in the upper right provide current information about the account.

There are seven folders which let you view a specific subset of the line items. In addition, the line items can be filtered, edited, voided, and uncleared using the action buttons.

Bank - Select a bank account from the drop-down list.

Last Statement - This amount reflects the net of all the cleared transactions for the account. It is the Closing Balance for the last bank statement you reconciled and will show as the Opening Balance the next time you reconcile.

Current Balance - The net of all cleared and uncleared transactions posted to the bank account (including unprinted checks) plus any receipts waiting to be deposited.

Awaiting Deposit - All transactions (receipts) waiting to be deposited. These can be viewed in the Deposit Receipts function. Those items awaiting deposit do not show up as line items in Bank History.

Available Balance - This is the net of all cleared and uncleared transactions posted to the bank account. This includes unprinted checks but does not include receipts awaiting deposit.

Line Items - Each line item shows the date posted, check number, description (payee for checks), Additions (those transactions that increased the bank balance), Subtractions (those transactions that decreased the bank balance), Date Cleared (on a reconciliation).

Action Buttons

Filter, Edit - Similar to other History functions.

Void - Voiding a deposit will put all the receipts for that deposit back into Deposit Receipts. From there you can mark the items that actually comprised the deposit slip and repost the deposit.

Unclear - This button can be used to unclear line items previously cleared on a bank statement reconciliation. Using this function will result in a warning that the reconciled balance will be changed. Use only at the direction of technical support.

Event Reminders

CMS

Event Reminders

Event Date4/20/200519Saturday April 16, 2005 through Sunday April 24, 2005

Date	Profile	Description
4/20/2005		NOTE: Call board members to remind them
4/20/200519		NOTE: Run reports for board meeting and

ScheduleSchedule EndsNote Type

Run reports for board meeting and verify.

Edit ProfileEdit NoteCompleted

AllPastMondayTuesdayWednesdayThursdayFridayPrevious WeekendCurrent Weekend

?CalendarCancelCalculate

P

PROMAS Association Training © 2005

History : 26

Event Reminders

Event Reminders are found in Profiles and can optionally be displayed upon logon if marked to do so in Setup, Environment Options, Logon.

This function displays the following: notes entered in profiles that have been marked to generate a reminder; move-ins; move-outs; expiration dates of workmen compensation and liability insurance for vendors; category reminders based on the effective or the expires date. The Event Reminders can be viewed from the Profiles folder and can be included as part of the log-on sequence when specified in [Setup, Processing Defaults]. The folder tabs at the bottom let you view events scheduled for specific days of the week.

Note: Reminders will stay on the list until they are marked *Completed* or if set to Delete Automatically or until they are outside the display period. This is done by clicking on the note and then on the Completed button.

Event Date - This date field defaults to the system date but can be changed to another date to view the events encompassing that date. *Events covering the period from last Saturday through next Sunday are displayed.* Those dates are identified in the field next to the Event Date.

One line per event is displayed. When put in edit mode by clicking the edit button or in a line item, the entire note information is displayed. From the edit mode you can jump to edit the corresponding profile, edit the note, or mark the note as completed using the action buttons.

Date - The field contains the effective date of the event.

Profile - This field displays the Record ID of the profile associated with the note.

Description - Part of the first line of the note text displays here when in single line mode. When in edit mode, the full note box is viewable.

Event Reminders

CMS

Event Reminders

Event Date

4/20/2005

19

Saturday April 16, 2005 through Sunday April 24, 2005

Date	Profile	Description
4/20/2005		NOTE: Call board members to remind them
4/20/2005		NOTE: Run reports for board meeting and
		Run reports for board meeting and verify.

Schedule

Schedule Ends

19

Note Type

Edit Profile

Edit Note

Completed

All

Past

Monday

Tuesday

Wednesday

Thursday

Friday

Previous Weekend

Current Weekend

?

Cancel

Calculate

P

PROMAS Association Training © 2005

History : 26

When in edit mode, the following fields are also displayed:

Schedule - The schedule set in the Note.

Schedule Ends - The date the schedule ends.

Category Type - Assigned in the Note, category types are defined in [Setup, Categories].

Note Text - The entire text of the note is displayed.

Edit Profile - Takes you to the profile to make changes.

Edit Note - Takes you to the note to make changes.

Completed - Removes the note from the event lis.

Event Reminders at Logon - If the checkbox in [Setup, Environment Options], the Logon and Printer tab, Logon Options is checked, the Event Reminders screen will display each time you logon to your database.

Printing - The Event Reminders for any time period can be printed using the Tickler Reports function.

Exercises

Review the Event Reminders screen
go to Profiles, Event Reminders
change the Event Date to your birthday
note the date range of events
click in a line item and review the entries
click cancel

Make Event Reminders display at logon
go to Setup, Environment Options
click the Logon tab
mark the checkbox - Display Event Reminders at Logon
click Save
click File, Logon
logon
note the Event Reminders screen
click Cancel

AP – Accounts Payable

Accounts Payable Operations

CMS

- Vendors
- Entering Invoices
- Scheduled Payables
 - Invoice Checks
 - Recurring Checks
- Check Printing
- Vendor Credits & Adjustments

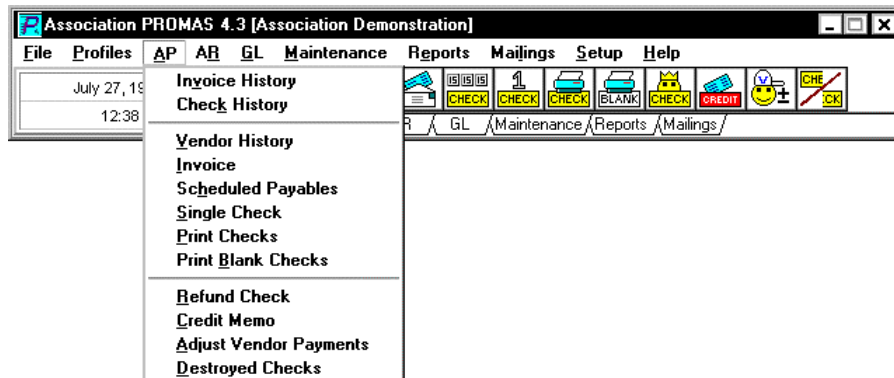


PROMAS Association Training © 1999

A/P Month : 1

Accounts Payable Menu Options

CMS



PROMAS Association Training © 1999

A/P Month : 2

Objectives

This module contains the functions related to invoicing and writing checks. It allows you to enter and pay invoices received from vendors; post and print recurring checks; record checks that were written manually; write member refund checks; and record checks that were destroyed. There are also invoice history, check history, and vendor history functions. At the end of this module, you will be able to:

Create a single or multiple line invoice

Compile a list of scheduled payables from a variety of sources

Post and print checks

Make adjustments to vendor accounts and credits

In scheduled payables, you have the ability to review and edit any check prior to posting. Checks can be posted, printed now, or held for printing.

The invoice history lets you review any invoice entered - both paid and unpaid. The check history lets you review checks that were previously written and those waiting to be printed. For each check written, the line items that were paid off are shown. The vendor history lets you review payments made to a vendor.

CMS

Review Vendor Profile

Victor Garcia [Vendor]

ID: GARCIA Victor Garcia

Status: Active

Mailing Address:

Victor Garcia

612 Oak Road

Vienna, VA 22180

22180 ☐ ZIP ☐ Foreign

Phone Numbers:

Contact: Victor

Day: 703-555-3332

Night: 703-555-5548

Cell:

FAX:

Taxpayer Name:

Taxpayer ID:

185-30-5519

☒ Send 1099

Work Orders:

Work Order Style: Standard

Workman's Comp: 19

Liability Insurance: 19

Invoices:

Check Memo:

Check Limit: 20

Discounts:

Percentage: Flat Amount: Days: ☐ Day of Month

E-Mail Address:

Send

1. Vendor Information / 2. Categories /

Save Close

PROMAS Association Training © 2005

AP-Accounts Payable : 3

Reviewing Vendor Profile

This profile defines a vendor and contains basic information about the vendor.

A vendor profile should be defined for anyone you regularly write checks to for services performed or want to keep a record of payments. Recipients of Recurring Checks can but don't have to be vendors.

The vendor profile selection for work order style establishes the layout of the printed work orders. Two styles are selectable in the vendor profile.

The vendor profile includes fields for a liability insurance expiration date and a workmen's compensation expiration date. If a work order is entered and either of the dates is within 30 days or passed, a warning screen will display. Checks will not print if either is expired. These two expirations are included in the event reminders.

The **Check Limit** field determines how the consolidation of invoices on the vendor check is handled. The default (field is blank) is a maximum of 10 invoices consolidated onto one check. This coincides with the number of lines on the check stub. If the Check Limit field is set to a number lower than 10, that is the maximum per check. A number above 10 will cause the first nine to print with details, the tenth line will say "X more totaling \$ _".

Blank – 10 invoices consolidate on one check

1 – one check for every invoice

999 – unlimited invoices consolidate on one check

The **Send** button associated with the email address field will take you to your email program "Create Mail" screen.

Discounts – any information entered here will fill in the invoice screen when the vendor is selected.

Exercise

Review the vendor profile for Alpha Lawn Guys
click the Profile tab or the Profile pull-down menu and choose Vendor Profile
select Alpha Lawn Guys from the find list
examine the Vendor Information tab
examine the Comments & Categories tab
click the close button

Entering Invoices

CMS



PROMAS Association Training © 2005

AP-Accounts Payable : 4

Payee Address & Memos Tab

CMS



PROMAS Association Training © 2005

AP-Accounts Payable : 5

Entering Invoices

The invoice function lets you enter invoices from vendors as you receive them. An invoice can have one or more line items. Once invoices have been entered in the system they can be paid through the AP, Scheduled Payables, Invoice Checks function as they are due. Voiding an invoice erases it!

A previously entered “completed” work order can be turned into an invoice by selecting the work order from the find list in the work order field of the invoice. A member can be charged for all or part of the invoice amount.

Multiple Line Items vs Multiple Invoices

A single invoice can include as many line items as you wish. The line items will not be listed separately on the check stub but can be viewed in Check History.

Multiple invoices can be included on a single check. You can limit the number of invoices that will be included on a check in the Vendor Profile using the Check Limit field. Up to 10 invoices will be listed separately on the check stub. If there are more than that, the tenth line will indicate the number of additional line items and their dollar amount.

Fields

Invoice # - Enter the invoice number or any identifying alphanumeric designation. This is a mandatory entry field. When you click the <post> button, a warning message will appear if the same invoice number has been previously used for the same payee within the last 90 days. You can change the number or bypass the warning and post as a duplicate number.

Hold Payment - Marking this checkbox will prevent payment on the invoice until you remove the hold.

Separate Checks - Marking this checkbox alerts the program to write a separate check (i.e. not consolidate this payment with other invoices being paid) to the payee. For an invoice check run you could have some invoices for a vendor marked to consolidate on one check and others which would not be consolidated.

Copy Information – Marking this checkbox will not clear the payee, invoice date and due date fields when the New button is used.

Entering Invoices

CMS

Invoice

Invoice # APRIL 20, 2005 ☐ Hold ☐ Separate Check ☐ Copy Information

Payee GARCIA: Victor Garcia [Vendor] Vendor

Payee Name Victor Garcia

Invoice Date 4/20/2005 Due Date 4/20/2005

Priority Normal

Work Order

Discount

Discount (%) Discount (\$) Last Day

1. Invoice / 2. Payee Address and Memos

Bill To	Bill To	Code	Amount
MAPLE: Maple HOA	REPAIRS: General Repairs		\$164.00
MAPLE: Maple HOA [Association]	Association	LAWN: Lawn Service	\$4.67

☐ Split Charge with Association

Undiscounted Total \$164.00 Total Discount Discounted Total \$164.00

? [Print] [Save] [New] [Post] [Cancel]



PROMAS Association Training © 2005

AP-Accounts Payable : 4

Invoice Tab

Payee or Payee Name - A payee - either one from the find list or a one-time payee - is a mandatory field. If the payee is or is going to be a regular vendor select from the drop down list or use the folder button to add a new vendor profile. If the payee is not going to be a regular vendor use the payee name field to enter the name and go to the **payee address page tab** to complete the address information.

Invoice Date - This date field defaults to the system date or the temporarily set processing date, but can be changed.

Due Date (optional) - This date is the day the payment is due. When invoices are paid, they can be paid through a selected Due Date. Those with Due Date's after the selected date are skipped. Leave this field blank if the due date should be considered to be the same as the Invoice Date.

Priority - There are multiple priority levels. The highest priority invoices are considered for payment first. If a higher priority invoice is skipped because it draws the association balance below the Base Reserve, all lower priority invoices are marked skipped, even if there is enough money to pay any of them.

Work Order - This find list lets you choose a work order and turn it into an invoice.

Discount - The discount amount is deducted from the payment if paid prior to the Last Day field. When writing checks the invoices with missed discounts can be viewed separately. The check will be written for the discounted amount and the association ledger will reflect the discounted amount.

Discount % - The percentage entered here is used to calculate the discount amount in Total Discount. Discounts are divided among all the line items.

Discount \$ - The dollar amount entered here is subtracted from the total amount of the invoice shown in Undiscounted Total. Discounts are divided among all the line items.

Last Day - This date field is for the date after which the Discount is not applicable. Leaving the field blank will cause the discount to be taken whenever the invoice is paid.

Entering Invoices

CMS

Invoice

Invoice # APRIL 20, 2005 ☐ Hold ☐ Separate Check ☐ Copy Information

Payee GARCIA: Victor Garcia [Vendor] Vendor

Payee Name Victor Garcia

Invoice Date 4/20/2005 19

Due Date 19

Priority Normal

Work Order

Discount

Discount (%)

Discount (\$)

Last Day 19

1. Invoice / 2. Payee Address and Memos

Bill To MAPLE: Maple HOA REPAIRS: General Repairs \$164.00 ☐ Split

Bill To MAPLE: Maple HOA [Association] Association

Code LAWN: Lawn Service

Amount \$4.67 ☐ Split Charge with Association

Undiscounted Total \$164.00 Total Discount Discounted Total \$164.00

? New Post Cancel



PROMAS Association Training © 2005

AP-Accounts Payable : 4

Line Items

An invoice can have multiple line items. They can be charged to different members and the association.

Bill To - The Bill To indicates who is going to pay. The payer is selected from a drop-down list of the profiles. The association is the default Bill To for a line item, but it can be a member, a unit, or one of the association funds. If the member is chosen, the member is charged the full amount of the invoice when it is paid.

Code - This field is for the Payable Code that describes what the line item payment covers. Choose the appropriate payable code from the drop-down list.

Amount - Enter the dollar amount for this line item.

Split Charge with Association - If the Bill To is a member then clicking this checkbox will split the charge 50/50 between the member and the association. The effect of using this feature is to allow you to charge the member for part of the payment by the association. The association still pays the entire amount to the Vendor but is reimbursed by the member for 50%. The alternative to using this feature is to charge the member in [AR, Charge Member] for the applicable amount.

Totals

Undiscounted Total - This protected field is calculated from the line items listed on the invoice.

Total Discount - This protected field is calculated based on the Discount %, the Discount \$, and the total invoice amount (Undiscounted Total).

Discounted Total - This protected field is calculated by subtracting the Total Discount from the total invoice amount. It is the amount for which the check will be written if the discount can be taken. The discount is not taken if the discount date is passed or if the entire invoice amount is not paid.

Payee Address & Memos Tab

CMS

Invoice

Payee Address

One Time Payee

123 Any Street

Vienna, VA 22180

22180

ZIP

☐ Foreign

Memo

Check Memo

1. Invoice

2. Payee Address and Memos

Bill To

MAPLE: Maple HOA [Association]

Code

Amount

☐ Split Charge with Association

Association

Undiscounted Total

Total Discount

Discounted Total

? Print Calendar Check Lightning

+ New

Post

Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 5

Invoice - Payee Address & Memos Tab

The vendor address is filled in when selected on the Invoice tab. If it is a one time payee, i.e. you filled in the Payee Name field, you must enter the address.

Payee Address - Use this address group box to enter the address of a one-time payee. The name is copied from the Payee Name field.

If an existing vendor, or member profile was selected as the payee, the profile name and address information will fill in this box automatically and it will be protected.

Memo - Enter any memo you wish posted with the transaction.

Check Memo - Information entered here will print on the body and stub of the check when it is printed. If the vendor selected as the Payee has information entered in the memo field of the vendor profile, it will fill in this field.

Exercise

Post an invoice for each of the following:

Electric bill to Maple HOA \$35.70 Invoice #537

Lawn mowing bill to Maple HOA \$41.65 Invoice #7291

click the AP tab or the AP pull-down menu and select Invoice
enter the Invoice number and select the Vendor from the drop-down list
enter the Due Date 10 days from now
for each line item:
verify the Bill To is Maple HOA
use the drop-down list and select the appropriate Payable Code
click into the Amount field and enter the amount
review the screen and click the New button after entering the first invoice. Click the Post button after entering the last.

AP Scheduled Payables

CMS

Scheduled Payables

☒ Invoice Checks

☐ Recurring Checks

☐ Recurring Checks as Payables

Scheduled Through 4/20/2005 15

Limit to Schedule

Restrict Payer to

Restrict Payee to

Unit

Vendor

?

Compile

Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 6

Scheduled Payable Steps

set the parameters

compile - review the candidates

post - verify the posting date

screen displays asking if you want to print checks now

if yes, verify check date, check #, and printer

print

Selecting Scheduled Payables

Invoice Checks and Recurring Checks can be posted from this function. Select the type of check by clicking the radio button next to your choice. Then use the other fields on the screen to define, limit, and restrict the check candidates as necessary. Invoice checks will review the unpaid invoices in Invoice History and determine which invoices are candidates for payment. Recurring checks are defined in the Association profile. When compiled, the candidates for payment based on the Next Scheduled in the profile in relation to the Scheduled Through will display.

Invoice checks are consolidated by Vendor whereas Recurring Checks are not.

Fields

Scheduled Through - This date field, for invoices is the Due Date through which you wish to consider previously entered invoices as candidates for payment. For recurring checks it refers to the Next Scheduled date.

Limit to Schedule - Use this drop-down list box to select the schedule (weekly, monthly, etc.) for the recurring checks if you wish to limit them. (Optional)

Restrict Payer To - Select the payer to restrict to. (Optional)

Restrict Payee To - Use this field to restrict payment to a particular vendor.

Once you have the parameters set, click on the Compile button to bring up the list of candidates.

Recurring Checks vs Recurring Checks as Payables

When compiled as Recurring Checks, the items can be posted and printed immediately. When compiled as Recurring Checks as Payables, they are turned into invoices waiting to be paid. You can then compile them through Scheduled Payables, Invoice Checks and post and print.

CMS

Compiled Check Candidates

Invoice Checks X

Due Date	Payer	Payee	Amount	
4/20/2005	MAPLE: Maple HOA	Alpha Lawn Guys	\$375.00	☐ Skip
4/20/2005	2204: 2204 Maple Avenue	Victor Garcia	\$74.50	☐ Skip
4/20/2005	2206: 2206 Maple Avenue	Victor Garcia	\$82.35	☐ Skip
4/20/2005	MAPLE: Maple HOA	Waste Management	\$267.00	☐ Skip

Invoice: APRIL 20, 2005
 Code: TRASH: Trash Collection

Ledger: MAPLE: Maple HOA
 Unit:

Available: \$4,494.90
 Reserve: \$0.00
 Minimum: \$0.00

Owed: \$267.00
 Discount:
 Discount Ends: 15

Priority: Normal
 Before Check: \$4,338.05
 After Check: \$4,071.05

☐ Hold
☐ Separate
☐ Discounted

☐ Sort by Payer ☒ Sort by Payee

All Payables / Selected Payables / Selected Payables Below Minimum / Missed Discounts / Skipped Payables /

?

 Post
 Report
 X Cancel
 Σ Calculate
 ⏏ Skip All

PROMAS Association Training © 2005

AP-Accounts Payable : 7

Compiled Check Candidates - Overview

The check candidates (invoice and recurring) meeting the selection criteria will be listed on the display in the view mode. Each line item contains Due Date, Payer, Payee, Amount, and a Skip box. The line items can be sorted by Payer or Payee by clicking the radio button.

The line items can be reviewed in three modes. The mode is controlled by the Edit box above the vertical scroll bar. Clicking the box will toggle the line items from view, to one line edit, to every line edit.

Clicking anywhere on the line item will allow you to edit the payment amount and will display details about the transaction. The details are protected fields. You change an amount or skip the payment this time.

If you don't want to pay a particular invoice or recurring check, click the Skip checkbox. Skipped payables will not be deleted but will continue to come up as candidates whenever scheduled invoices are compiled. Several folders are available to view subsets of the compiled payables.

When you have completed your review you can print a report which will list those candidates to be paid and those being skipped. When you are satisfied with the payment list, click the Post button. A window with the post date will display - make changes if necessary and click OK. The line items selected will post to the appropriate ledgers. The next window will ask if you want to print the checks now or later. If you click Yes you will be prompted to verify the date and starting check number to use. If you click No, the checks can be printed later using the [Print Checks] function.

Check Layout

The stub portion of the check can contain up to ten detail line items. An invoice can have more than one line item and more than one invoice can be consolidated on a check. If the total number of line items is 10 or fewer, each line item will be on the check stub. If there are more than 10 line items the first line item of each invoice will be listed followed by the number of other items on that invoice, i.e. Lawn Service and 12 other items.

CMS

Compiled Checks - Invoice Checks

Due Date

Payer

Payee

Amount

4/20/2005	MAPLE: Maple HOA	Alpha Lawn Guys	\$375.00	☐ Skip
4/20/2005	2204: 2204 Maple Avenue	Victor Garcia	\$74.50	☐ Skip
4/20/2005	2206: 2206 Maple Avenue	Victor Garcia	\$82.35	☐ Skip
4/20/2005	MAPLE: Maple HOA	Waste Management	\$267.00	☐ Skip

Invoice

Ledger

Code

Unit

Available

Owed

Priority

Normal

Reserve

Discount

Before Check

\$4,338.05

Minimum

Discount Ends

After Check

\$4,071.05

Hold

Separate

Discounted

☐ Sort by Payer ☒ Sort by Payee

All Payables

Selected Payables

Selected Payables Below Minimum

Missed Discounts

Skipped Payables

?

Post

Report

Cancel

Calculate

Skip All

PROMAS Association Training © 2005

AP-Accounts Payable : 8

Exercise

Compile Invoice Checks

In AP, Scheduled Payables, select Invoice Checks

Compile

Review the line items in edit mode

Click Cancel

Invoice Checks

The compiled invoice check candidates are displayed. Those eligible for payment that can't be paid because of insufficient funds will be marked Skip. The line item (view mode) shows the Date, Payer, Payee, Amount, and the Skip checkbox. If you change the amount there will be an unpaid invoice for the remainder after posting the checks.

Line Items (edit mode)

Invoice - The invoice number assigned when the invoice was entered.

Code - The payable code of the line item which determines the account that is going to be charged.

Available - The balance in the account for the ledger being charged (association, member).

Reserve - The base reserve amount.

Minimum - This is the minimum Base Reserve established in [Setup, Processing Defaults].

Owed - The total amount owed for that invoice.

Discount - The discount amount based on information entered on the invoice.

Discount Ends - When the discount ends based on information entered on the invoice.

Priority - The priority of the payable code as established in Setup or as specified when the invoice was entered.

Before Check - The balance in the ledger before the check is written.

After Check - The balance in the ledger after the check.

Invoice Check Tabs

All Payables - Displays all check candidates meeting the selection criteria.

Selected Payables - All check candidates that can be posted based on the processing procedures. After any editing, this list contains the candidates you have chosen to post.

Selected Payables Below Minimum - These are invoice line items that will draw the association balance below the Minimum Base Reserve set in [Setup, Processing Defaults].

Missed Discounts - Those check candidates who missed getting a discount because the Last Date for getting the discount has passed.

Skipped Payables - All check candidates marked Skip.

Check Print Confirmation

CMS

Ready to Post Checks

Date to Post Checks 4/20/2005 15

    Post  Cancel

Information

 3 checks posted. Do you want to print the checks at this time?

 PROMAS Association Training © 2005 AP-Accounts Payable : 9

Check Printing

CMS

Ready to Print Checks

Check Date 4/20/2005 15

Bank CHECK BANK: Checking Bank Account  

Next Check Number 1104

Pause After Check

Printer Samsung ML-1740 Series

    Print  Cancel

 PROMAS Association Training © 2005 AP-Accounts Payable : 10

Check - Posting

After posting the compiled check candidates, you are prompted to verify the posting date and then are provided a count of the checks posted and can print the checks now or later. Click Yes to proceed - No to print later. To print later use AP, Print Checks and to view, use AP, Check History, Unprinted Checks.

Check Printing

After clicking Yes the **Ready to Print Checks** screen displays.

You can change the check date, the check number, and the default printer.

After the print job is accepted by Windows, a message "X checks printed" will display. This indicates that PROMAS has assigned check numbers.

Pause After Check will stop after the selected check number is printed. This is useful if you have a break in the numbering of your check stock.

When checks are being printed from several bank accounts the system will print all checks from one bank account then stop for you to verify the next check number for the new bank account and let you change check stock.

Note: If you use pre-numbered check stock, verify that the next check number matches the first check in the printer.

When using MICR checks, you can choose to print all checks from all banks without pausing.

Note: When printing anything (but especially checks) the print driver being used by the operating system is critical to proper printing. If printed output is not what you expect, verify that you have the most recent print driver for that printer. Dot Matrix printers seem to have more difficulty in a Windows environment than do laser printers.

Print Checks

CMS

Print Checks

Post Date	Bank	Payee	Amount
4/20/2005	Checking Bank Account	Alpha Lawn Guys	\$288.75
Bank Balance		\$3,889.30	Before Check
Minimum			After Check
		\$4,601.90	
		\$4,313.15	
4/20/2005	Checking Bank Account	Victor Garcia	\$156.85
4/20/2005	Checking Bank Account	Waste Management	\$267.00

All Checks

Selected Checks

Selected Checks Below Minimum

Vendor Insurance Expired

Skipped Checks

?

Print

Cancel

Calculate

Skip All

P

A

PROMAS Association Training © 2005

AP-Accounts Payable : 11

Print Checks

This function contains the checks posted from the Scheduled Payables, Single Check, and Refund Check functions that were not printed at the time of posting or are being reprinted.

You can view the unprinted checks in AP, Check History, Unprinted Checks tab.

Five folders of information are available: All Checks, Selected Checks, Selected Checks Below Minimum, Vendor Insurance Expired, and Skipped Checks.

Checks which bring the bank balance below the minimum established in Setup, Accounts, Checking Account Information will be marked Skip and will not be printed.

Detailed line item information is available in each folder by clicking in any field on the line.

Once you have determined which checks to print, click the Print button to begin printing.

Line Items (edit mode)

Post Date - The posting date of the check - change if appropriate.

Bank - The bank account on which the check is to be drawn.

Bank Balance - The current balance in the bank account.

Minimum - The minimum amount allowed (per the Accounts) in the bank account.

Payee - The payee on the check.

Before Check - The amount in the payee ledger before the check.

After Check - The amount in the payee ledger after the check.

Amount - The dollar amount of the check.

Vendor Insurance Expired - If this checkbox is marked, the Skip checkbox will also be marked. It means that the vendor's insurance has expired. This must be rectified before the check can be printed.

Skip - If you mark this checkbox the check will not be printed and will show up in the Unprinted Checks folder.

Exercise

Reprint the last two checks.

go to AP, Check History

highlight and click the Reprint button for the last two checks

click the Print Checks speedbutton or go to AP, Print Checks

review the checks

click Print

Record/Write a Single Check

CMS

Write Check

Posting Date 7/28/1999 ☐ Hand Written

Invoice # JULY 28, 1999

Payee CALLAGHAN: Callaghan Pest Control [Vendor] Vendor

Payee Name Callaghan Pest Control

Bank BANK CHECK: Checking Bank Account Check Number

Work Order Discount (%)

Discount (\$)

1. Invoice 2. Payee Address and Memos

Bill To MAPLE: Maple HOA [Association] Association

Code PEST: Pest Control

Amount \$64.00 ☐ Split Charge with Association

Undiscounted Total \$64.00 Total Discount Discounted Total \$64.00

 PROMAS Association Training © 2005

AP-Accounts Payable : 12

PROMAS Association Training © 2016

AP–Accounts Payable

Single Check

This function is used when you want to record a handwritten check or post a single check against the association ledger. If the handwritten checkbox is not marked, you will be prompted to print the check after posting (Post or New). You can choose to defer printing in which case the check will be in the Print Checks function.

Checks recorded using this function are not included in Invoice History.

Note: If you want to write a member refund check, use the Refund Check function.

The top of the screen contains information about the check. The bottom section contains line items where you can indicate the payer (Bill To), the reason for the bill (Code), and the amount.

Posting Date - This field defaults to today's date but can be changed.

Invoice Number - Enter the invoice number or any identifying alphanumeric designation. A warning message will appear if the same invoice # has been previously used for the same payee within 90 days. A double-click will fill in today's date. This is a required field.

Payee - Select the payee from the find list. If you need to add a new vendor, click on the folder button. A blank vendor profile screen will display so you can enter the information to add a vendor. If the payee is other than a vendor, change the restriction box selection to pick from the list.

Payee Name - If this is a one time check to someone, enter the name here. If you have entered a Payee from any profile list, this field will be guarded. Clicking in this field to enter a name will clear the Payee field. After entering the name go to the Payee Address & Memos tab to enter the address information.

Bank - Enter the bank the check is being drawn on.

Work Order - If this is to pay for a previously entered "Completed" work order, use the find list to choose it and the information from the work order will fill in the Payee, Bill To, and Code fields.

Handwritten - Mark this checkbox if the check is going to be (or was) hand written rather than printed by the computer. If hand written, the check number field is a mandatory entry.

Record/Write a Single Check

CMS

Write Check

Posting Date 7/28/1999 ☐ Hand Written

Invoice # JULY 28, 1999

Payee CALLAGHAN: Callaghan Pest Control [Vendor] Vendor

Payee Name Callaghan Pest Control

Bank BANK CHECK: Checking Bank Account Check Number

Work Order Discount (%)

Discount (\$)

1. Invoice 2. Payee Address and Memos

Bill To MAPLE: Maple HOA [Association] Association

Code PEST: Pest Control

Amount \$64.00 ☐ Split Charge with Association

Undiscounted Total \$64.00

Total Discount

Discounted Total \$64.00

New Post Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 12

PROMAS Association Training © 2016

AP–Accounts Payable

Check Number - Enter the check number for the handwritten check. Checks printed by the computer will be given a check number when they print.

Discount % - Enter any discount percent being taken on this check. Discount information is displayed at the bottom of the screen. Discounts are divided among all the line items.

Discount \$ - Enter any discount amount being taken on this check. Discounts are divided among all the line items.

If you enter a discount, the check will be written for the discounted amount and the association ledger will reflect the discounted amount.

Line Items

Bill To - Select from the find list field the person or entity being billed, generally the Bill To is the association. If the Bill To is the member, the full amount will be paid by the association and charged to the member unless the split charge checkbox is marked. In this case, the member will be charged 50% of the total.

Code - Select from the drop-down list the Payable Code describing the charge.

Amount - Enter the dollar amount of the line item.

Split Charge With Association - Use this checkbox to indicate that the charge should be split 50/50 between the member and the association. A split can only be processed if the member is selected as the Bill To.

Multiple line items can be entered by clicking into the open area below the previous line item. The **Bill To** and **Code** fields do not have to be the same for each line item.

Exercise

Record a handwritten check (#6122) for \$38.00 to Victor Garcia for cleaning the recreation hall.

go to AP, Single Check

click the Handwritten checkbox

type in an Invoice # or double click for today's date

select Garcia as payee

select the Bank

enter 6122 as the check number

select Maple HOA as the Bill To

select cleaning as the Code

enter 38 for the amount

click post

Member Refund Check

CMS

Member Refund Check

Posting Date: 8/5/1999 ☐ Hand Written

Unit:

Member:

Bank:

Amount: ☐ Withhold

Memo:

Vendor:

Check Number:

Starting Open Credits: \$0.00

Check Amount: \$0.00

Final Open Credits: \$0.00

Payee Name and Address:

☐ Foreign

 PROMAS Association Training © 2005

AP-Accounts Payable : 13

Member Refund Check

A refund check to reimburse a member for overpayment can be written from the association operating account or the members open credit. The advantage of using this function when writing the check is that there is a record in member history and the transaction will reflect on a member statement.

To transfer money from the association ledger to member open credits go to AR, Adjust Open Credits. The adjustment is usually against the account originally credited.

A check written in this function will reduce the member's open credits.

Unit/Member - Use the Unit and Member find lists to select the member you are refunding. That will cause information to display in protected fields regarding the amount of money in open credits, the amount of the check, and the final open credits. It will also cause the member's name and address to fill in the Payee Name and Address block.

Bank - The bank account will default to the one selected in the association profile but can be changed.

Handwritten - Mark this checkbox to indicate a check you are writing by hand rather than printing a check through the system. When this checkbox is marked, you can enter a check number in the Check Number field.

Check Number - This field is protected unless the Handwritten box is checked.

Payee Name and Address - Enter the address here if different from the information in the profile.

Vendor - If the check is being written to a vendor instead of the member, select the vendor from the find list. His name and address will fill in the Payee Name and Address block.

When you are satisfied with the information on the screen you are ready to post. Clicking the New button will post the check and bring up the screen again to enter another refund. Clicking on the Post button will bring up a message asking if you want to write and post checks now. Clicking Yes will take you to the Print Checks function. Clicking No will leave the check unprinted. Unprinted checks may be printed later using the Print Checks function.

Vendor Credit Memo

CMS

Vendor Credit Memo

Date7/28/199915

Reference

VendorALPHA: Alpha Lawn Guys

Ledger2205: 2205 Maple Avenue [Unit]

CodeCREDIT: Vendor Credit Memo

Amount\$45.00☐ Hold

Memo



+ New

 Post

 Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 14

Vendor Credit Memo

Use this function to record a credit received from a vendor. The amount entered here will be applied against the total due on the next invoice check to that vendor. If the amount of the check is less than the credit, a check for \$1 will be written to the vendor. Remaining credits will be applied against subsequent payments to that vendor.

Nothing is posted to any ledger as the result of this transaction - just the credit memo in the Vendor history. The credit is used when invoice checks are run. When posted, the payer of the invoice is charged the full amount of the invoice; the ledger due the credit has his balance increased for the amount taken; and the vendor receives a check less the credit amount.

In order to undo a vendor credit memo, go to AP, Invoice History, Unpaid Credit Memos tab and void the credit line item.

Fields

Date - Use this date field to enter the posting date of the credit.

Reference - Enter an alphanumeric reference number if applicable.

Vendor - Select the vendor issuing the credit memo from the drop-down list box.

Ledger - Use this drop-down list box to select the ledger (association, fund, unit) receiving the credit.

Code - Select the payable code to credit from the drop-down list.

Amount - Enter the dollar amount of the credit memo.

Hold - Marking this checkbox will prevent the credit from being processed when invoices are paid.

Memo - Enter a memo if you choose.

Click New to record and then enter another or Post to record and exit.

If you want to undo a vendor credit memo, go to Invoice History, Unpaid Credit Memos tab and void the credit line item.

If the credit is more than the check amount, the credit will draw the check amount down to \$1.00. The reason for this is so the vendor can record payment of the invoice and use of the credit.

Adjust Vendor Payments

CMS

Adjust Vendor Payments

Date7/28/199915

VendorWASTE: Waste Management

LedgerMAPLE: Maple HOA [Association]

☒ Increase Vendor Payments

☐ Decrease Vendor Payments

Amount\$25.00

Memo

Payments for Year\$248.00

Adjustment\$25.00

Final Payments\$273.00

?

+ New

Post

Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 15

Adjust Vendor Payment

Use this function to adjust the payment totals made to a vendor so they can both reflect the correct amount and facilitate preparing 1099's. If you started using the system after the first of the year you can post the payments to date without affecting the checkbook balance.

Fields

Date - Use this date box to enter the posting date you want on the transaction.

Vendor - Select the vendor profile from the find list.

Ledger - Use this find list to select the ledger.

Increase, Decrease Vendor Payments - Use the radio buttons to indicate whether the amount should increase or decrease the year to date payment amount.

Amount - Enter the amount of the adjustment.

Memo - If you choose, you may enter a memo.

Protected Fields

Payments for Year - This protected field contains the total amount of payments made for the year.

Adjustment - This protected field contains the amount of the adjustment.

Final Payments - This protected field is the net of the Payments for Year and Adjustments fields.

Recording Destroyed Checks

CMS

Destroyed Checks

Posting Date

7/28/1999

15

Bank

BANK CHECK: Checking Bank Account

Starting Check Number

1211

Ending Check Number

1213

Number of Checks

3

Memo

printer ate them!











+ New

Post

Cancel

 PROMAS Association Training © 2005

AP-Accounts Payable : 16

Destroyed Checks

Destroyed checks are generally ones in a sequence that have been made unusable because they are misrepresented, mutilated by the printer, or damaged after printing. This function allows you to account for those checks which have been rendered useless.

An option in [Setup, Processing Defaults] gives you the ability to have the system automatically record a voided check as a destroyed check. Whatever the circumstances you can account for all of your pre-printed checks.

Enter either a single check number or a range of checks, and use the Memo field to indicate the reason for this action being taken.

Fields

Date - Enter the posting date.

Bank - Select the bank account from the drop-down list.

Starting Check Number - Type in the first check destroyed.

Ending Check Number - Type in the last of a sequence of checks destroyed.

Number of Checks - Calculated based on start and end numbers.

Memo - Type in the reason.

Note: In reports, Bank Reports there are several reports that list the destroyed checks. You can view the list of destroyed checks in AP, Check History, Destroyed Checks tab.

When voiding a check it will automatically be added to the list of destroyed checks if you mark the checkbox for that in Setup, Processing Defaults, Database tab.

Blank Checks

This function only works if you are using MICR checks. Preprinted blank checks with check numbers will print for the designated range of checks. Printing blank checks results in a printed check similar to one you would order as printed.

GL - General Ledger

General Ledger Functions

CMS

- Journal Entries
- Account Adjustments
- Recurring Journal Entries
- Reconciling a Bank Statement
- Preparing a Budget

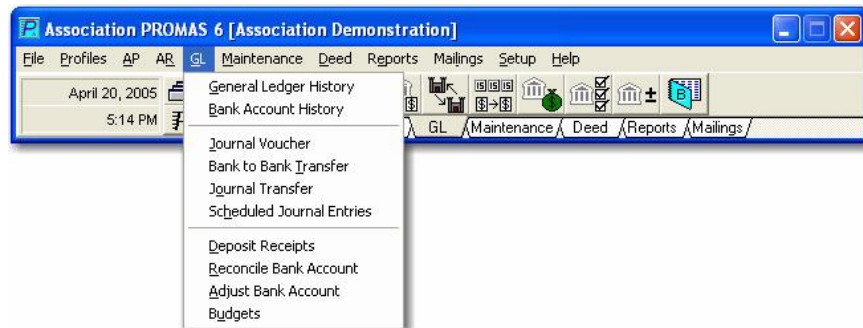


PROMAS Association Training © 1999

G/L Transactions : 1

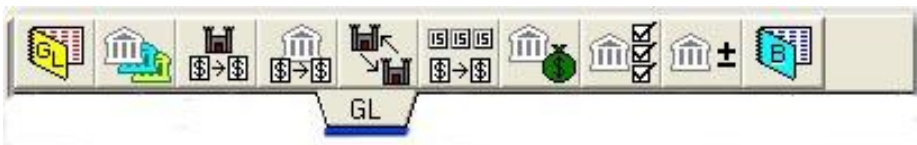
General Ledger

CMS



PROMAS Association Training © 2005

G/L Transactions : 2



Objectives

GL (General Ledger) has the functions that relate to the association ledger, unit transactions, and the overall bookkeeping activities related to the bank accounts and the association ledger. These include depositing receipts; reconciling bank accounts; bank to bank transfers; journal entries; general ledger history; bank account history; and budgeting.

The general ledger history lets you review any ledger transactions. In addition, you can look at all transactions in a cash, modified cash, or accrual mode.

The Bank Account History gives you all activity for the bank account with one click selection for checks, deposits, cleared, and uncleared transactions - plus filtering and editing features. Details about GL and Bank Account History are detailed in the History section of this manual. The Deposit Receipts function is with the AR, Receipts process.

The Journal Voucher and Journal Transfer functions let you record transaction sets that are not automated in any of the existing functions. The difference between the two is that a Journal Voucher affects one ledger (association) while a Journal Transfer can affect two ledgers (e.g. two members, two funds, or the association and a fund). At the end of this module, you will be able to:

- Create single or recurring journal entries and post them
- Transfer amounts between accounts within a bank or between banks
- Make adjustments to accounts
- Reconcile a bank statement
- Prepare an annual budget

Note: The Journal Voucher and Journal Transfer functions are accounting oriented. Their use is minimized because other PROMAS functions were designed to mask the fact that very stringent accounting practices are employed by the PROMAS application. In short, the basic processing within the system was designed to accommodate the average association record keeping employee.

Entering a Journal Voucher

CMS

Journal Voucher✕

Date: 4/20/2005

Reference: Journal Voucher

Ledger: MAPLE: Maple HOA [Association]

Memo:

☒ Cash
☒ Accrual
☒ Modified Cash

Association

Credits
Debits
In Balance

Account	Debit or Credit	Amount
RESERVE: Reserve Equity	Credit	
RETAINED: Retained Earnings	Credit	

?

+ New Post ✕ Cancel



Journal Vouchers

This function is used to post transfers between the accounts of a single ledger. *Use the Journal Transfer function for transfers that affect two ledgers.* The most common use is to establish initial balances for an association or fund ledger when you are starting mid-year and want to have a year-to-date summary of income and expenses in each account. This function can also be used to adjust amounts previously posted to the wrong account or set aside funds for future expenditures.

Date - Use this date field to enter the effective date of the transaction.

Ledger - Choose the affected ledger from the find list.

Memo/Comment - Enter any appropriate memo and comment.

Credits/Debits/In Balance - A running total of credits, debits, and their total is maintained in these three protected fields. In order to post, the credits must match the debits, i.e. the third field name must read *In Balance* and be equal to zero. As you enter line items, the third field name will change to indicate *Debits Needed* or *Credits Needed* with the amount of the credit or debit needed to balance.

To add additional line items click in the area below the last line item entered.

Account - Choose the account code from the find list.

Debit or Credit - This will reflect Credit or Debit based on the Account Type chosen. If it is an Income type account, the field will fill in Credit; if an Expense type account the field will fill in Debit. An Equity account is a credit.

Amount - Enter the amount of the credit or debit. If you are debiting an Income type account or crediting an Expense type account, enter a negative number. Entering a positive number will increase the account balance while a negative number will decrease the account balance.

Journal Transfer

CMS

Date: 8/2/1999

Reference: Journal Voucher

Bank: BANK CHECK: Checking Bank Account

Memo:

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$82.00

Debits: \$82.00

In Balance:

Account and Ledger	Balance Change	Amount
XFER RES: Transfer to Reserves	Debit	(\$82.00)
MAPLE: Maple HOA		
BANK RESRV: Reserve Bank Account	Debit	\$82.00
MAPLE: Maple HOA [Association]	Association	

+ New
Post
X Cancel

PROMAS Association Training © 1999

G/L Transactions : 3

Journal Transfers

Every time a transaction is posted, journal entries are created for ledgers that are affected. Every transaction posted has offsetting debit and credit entries. The application functions handle the debit and credit entries every time you post a transaction (receive money, write a check) saving you the bother of posting every part of each transaction.

This function is not intended for everyday use. It provides a means to post transactions where there is no other alternative. The primary use is to record transactions that make adjustments to accounts. When making an entry, you will need to know all the details about what you are trying to do - which ledger balance to credit, which to debit, and whether the account balance is going to increase or decrease - before proceeding.

The same bank account will be used to make internal transfers between ledgers. These transfers do not show up in bank account history or reconciliations, but are used to keep track of how much money belongs to each ledger (association) in every bank.

Before a transaction can be posted, the debits and credits must match. Therefore there must be at least two line item entries.

Date - Use this date field to enter the effective date of the transaction.

Reference - This field defaults to Journal Voucher but can be changed to whatever you want.

Bank - Select the bank account from the find list.

Memo - Enter any appropriate memo.

Credit/Debit/In Balance - A running total of credits, debits, and their total is maintained in these three protected fields. In order to post, the credits must match the debits, i.e. the third field name must read *In Balance* and be equal to zero. As you enter line items, the third field name will change to indicate *Debits Needed* or *Credits Needed* with the amount of the credit or debit needed to balance.

Journal Transfer

CMS

Journal Transfer [X]

Date: 8/2/1999 [19]

Reference: Journal Voucher

Bank: BANK CHECK: Checking Bank Account [v] [d] [e]

Memo: [text area]

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$82.00

Debits: \$82.00

In Balance: [text box]

Account and Ledger	Balance Change	Amount
XFER RES: Transfer to Reserves [d] [e]	Debit	(\$82.00)
MAPLE: Maple HOA [d] [e]		
BANK RESRV: Reserve Bank Account [v] [d] [e]	Debit	\$82.00
MAPLE: Maple HOA [Association] [v] [d] [e]	Association	

[?] [icon] [icon]

+ New
Post
Cancel

PROMAS Association Training © 1999

G/L Transactions : 3

To add additional line items click in the area below the last line item or tab through the line item.

Account - Choose the account from the find list.

Ledger - Choose the affected ledger from the find list.

Balance Change - This will reflect Credit or Debit based on the type of account chosen. If it is an Income type account, the field will fill in Credit; if an Expense type account, the field will fill in Debit.

Amount - Enter the amount of the credit or debit. To decrease the account balance enter a (-) amount.

Exercise

Set aside \$100 in a reserve fund account.

go to GL, Journal Transfer
select the Bank Account
for the first line item
select Transfer to Reserves as the Account
select Maple HOA as the Ledger
enter the Amount (\$100)
click in the area below the last line item to create another
for the second line item
select Transfer to Reserves as the Account
select Reserve Common Fund
the amount should fill in
verify that credits equal debits
click Post

Note: If the Reserve Fund is kept in another bank account, you would also do a bank to bank transfer. Or you could write a check and do a ledger receipt.

Recurring Journal Entries

CMS

Recurring Journal Entry

MAPLE: Maple HOA

Description: Transfer to Reserves

Schedule: Quarterly

Next Scheduled: 4/1/2005

Schedule Expires: 15

Reference: Journal Entry

Memo:

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$1,000.00

Debits: \$1,000.00

In Balance:

Account and Ledger	Debit or Credit	Amount
RESERVE: Reserve Equity	Credit	\$1,000.00
MAPLE: Maple HOA		
TRANSFER: Transfer to Reserve	Debit	\$1,000.00
MAPLE: Maple HOA [Association]	Association	

? [Icons] [Navigation] [Save] [Close]



PROMAS Association Training © 2005

G/L Transactions : 5

Compile Recurring Journal Entries

CMS

Scheduled Journal Entries

Scheduled Through: 4/20/2005

Limit to Schedule:

Restrict to: MAPLE: Maple HOA [Association]

Association

? [Icons] [Compile] [Cancel]

Recurring Journal Entries

Date	Description	Schedule	Skip
4/1/2005	Transfer to Reserves	Quarterly	☐
Ledger	MAPLE: Maple HOA		

All Entries / Selected Entries / Skipped Entries

? [Icons] [Post] [Report] [Cancel] [Calculate] [Skip All]



PROMAS Association Training © 2005

G/L Transactions : 6

Scheduled Journal Entries

This function will allow you to post journal entries (voucher or transfer) to ledgers on a regular, scheduled basis as a batch. The information is entered in the association profile using the Recurring Journal Entries speedbutton. Refer to the pages on Journal Entries for information on preparing a journal voucher.

Once the information has been entered in the profile, run the GL, Scheduled Journal Entries function by entering the Scheduled Through date and any restriction of schedule or ledger.

When you click the Compile button, a list of all the scheduled journal entries that need to be posted will appear on the list. You have the option to skip any on that list before posting. When you post the selected candidates, the transactions will post to the appropriate ledgers and the schedules will be updated.

All recurring journal entry candidates can be posted per the Scheduled Through date displayed.

A line item may represent a multi-transaction journal entry.

If you decide to skip a line item it will appear as a candidate for that date unless you change the Next Scheduled date in the owner profile.

The sequence for setting up and posting recurring journal entries is:

- Go to Profile, Association Profile and edit the association
- Click the Recurring Journal Entry speedbutton
- Enter the Journal Entry information and Save
- Go to GL, Scheduled Journal Entries
- Select the date and then Compile
- Review and Post

Use Scheduled Journal Entries to record automatic payments drawn from your account.

Adjusting the Bank Account

CMS

Adjust Bank Account

Date8/2/199915

BankBANK CHECK: Checking Bank Account

Ledger

☒ Interest or Other Increase
☐ Service Charge or Other Decrease

Reference

AccountBANK INT: Bank Interest Earned

Amount\$15.84

MemoJanuary Interest



+ New

 Post

 Cancel

 PROMAS Association Training © 1999

G/L Transactions : 4

Adjust Bank Balance

This function will let you post adjustments - such as interest or service charges - to the bank account. It can also be used to initialize a bank account balance.

Date - Use this date field to enter the effective date of the transaction.

Bank - Select the bank account from the drop-down list.

Ledger - Select the ledger from the find list. Usually this will be the association for posting things like interest and service charges.

Interest or Other Increase - Click this radio button if you are increasing the bank account balance.

Service Charge or Other Decrease - Click this radio button if you are decreasing the bank account balance.

Reference - This field defaults based on the radio button selected but can be changed to whatever you want.

Account - This field will default to the account code selected in the Posting Table as Interest or Service Charge, depending on the radio button you have selected. You may select any account code from the find list.

Amount - Enter the amount of the increase or decrease.

Memo - Enter any appropriate memo.

Click the Post button to post the adjustment or the New button to post the adjustment and enter another adjustment.

Bank to Bank Transfer

CMS

Bank to Bank Transfer

Date8/2/1999

ReferenceBank Transfer

From BankBANK CHECK: Checking Bank Account

To BankBANK RESRV: Reserve Bank Account

Memo

Total\$82.00

Ledger2205: 2205 Maple Avenue [Unit]

Amount\$82.00

?

+ New

Post

Cancel

 PROMAS Association Training © 1999

G/L Transactions : 5

Bank to Bank Transfers

This function lets you record movements from one bank account to another bank account. The end result is a withdrawal posted to one bank account, a receipt (deposit) transaction to the other bank account. Multiple line items affecting multiple ledgers (funds, association, units) can be posted.

Note: This function posts the withdrawal and deposit transactions. You must then take whatever steps are necessary to physically move the funds. If you write a check and make a deposit do not use this function - do a single check and a ledger receipt.

Date - Use this date field to enter the date the transfer takes place.

Reference - This field defaults to Bank Transfer. You can change it to any appropriate reference for the transaction.

From Bank - The bank from which the funds are being withdrawn.

To Bank - The bank to which the funds are being deposited.

Memo - Enter any appropriate memo.

Total - This is a protected field calculated from the sum of the line items entered.

Line Items

Additional line items can be entered by clicking in the area below the last line item.

Ledger - The ledger being affected. Select from the find list.

Amount - The amount being transferred for that ledger.

Reconciling a Bank Account CMS

Reconcile Bank Account

Bank: **BANK CHECK: Checking Bank Account** ↔

Closing Balance: Mark Range

Closing Date: Mark All

Extra Days: Start Over

Date	Check	Description	Amount	Clear
1/4/1998		Deposit	\$741.00	☐
2/3/1998		Deposit	\$632.00	☐
2/4/1998		Deposit	\$632.00	☐
2/8/1998		Deposit	\$107.00	☐
3/9/1998		Deposit	\$107.00	☐
4/4/1998		Deposit	\$714.00	☐
5/2/1998		Deposit	\$246.00	☐
5/3/1998		Deposit	\$468.00	☐
7/27/1999		Alpha Lawn Guys	(\$20.00)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

Opening Balance: \$1,662.05

Amount Cleared: \$0.00

Cleared Balance: \$1,662.05

Closing Balance: \$0.00

DIFFERENCE: \$1,662.05

Checks: \$0.00

Other: \$0.00

Subtractions: \$0.00

Deposits: \$0.00

Other: \$0.00

Additions: \$0.00

Uncleared: \$2,051.85

Awaiting Deposit: \$314.00

Current Balance: \$4,027.90

PROMAS Association Training © 1999
 G/L Transactions : 6

Reconciliation Overview

Each bank account consists of the transactions (deposits, withdrawals) posted to that account. Each transaction is either in a cleared or uncleared status. The cleared transactions are the ones your bank has processed and you have reconciled while the uncleared are the ones you have processed but the bank hasn't yet. The current balance in your account is the net of all the transactions you have processed since the bank account was opened. The bank statement balance reflects the net of all transactions that the bank has processed. This differs from your balance on that same day because there will be checks you have written that the bank hasn't processed yet. The reconciliation process is to verify that the bank does the same things that you do and in the exact amount.

If you don't reconcile, your bank account balance may not be correct. To insure the accuracy of your records, you should reconcile the system bank account balance each time you get a bank statement. If you have several months of statements to reconcile, always start with the oldest one. All reconciliations follow the same basic steps, therefore the information in this section applies to all bank account reconciliations.

Bank Statement Reconciliation

You can, while in the process of reconciling, quit and cancel even though you haven't completed the entire process. When you come back, all transactions marked for clearing will remain so.

Each transaction has a Clear checkbox. For uncleared transactions the checkbox is blank. For transactions marked for clearing but not yet posted, the checkbox is marked.

Reconciliation Procedure

Choose the bank account from the drop-down list, then enter the Closing Balance and Closing Date from the bank statement. The Opening Balance should equal the opening balance on the bank statement. All uncleared transactions through the Closing Date will display as line items.

If your Opening Balance field is not the same as the bank statement, check your last reconciliation to verify the closing balance matches the opening balance. Consult your accountant if you can't resolve the difference. The most likely cause, assuming you reconciled the previous month, is that you've voided a cleared transaction in the process of fixing a payment recorded in error. *When that happens you receive a warning screen alerting you to the situation - which you would have accepted.*

The bank statement reconciliation exercise involves matching deposits and payments shown on the bank statement with those displayed. The process involves marking (clearing) each transaction on the screen that corresponds to one on the bank statement. There should be a one-to-one match. As each payment or deposit is marked (cleared), the amounts in the protected fields are updated and the Difference is adjusted.

Any transactions showing on the bank statement that are not displayed must be entered prior to completing the reconciliation. Any uncleared transactions with no chance of ever appearing on a bank statement should be handled outside this bank statement reconciliation.

Transactions that do not belong - If there are transactions that do not belong on the reconciliation, there are two choices:

- Post a correction (through Journal Voucher or Journal Transfer) and clear both or
- Void the transaction

Reconciling a Bank Account CMS

Reconcile Bank Account

Bank: **BANK CHECK: Checking Bank Account** ↔ ↵

Closing Balance: **\$0.00** Mark Range

Closing Date: **7/31/1999** Mark All Start Over

Extra Days: **15**

Date	Check	Description	Amount	Clear
1/4/1998		Deposit	\$741.00	☐
2/3/1998		Deposit	\$632.00	☐
2/4/1998		Deposit	\$632.00	☐
2/8/1998		Deposit	\$107.00	☐
3/9/1998		Deposit	\$107.00	☐
4/4/1998		Deposit	\$714.00	☐
5/2/1998		Deposit	\$246.00	☐
5/3/1998		Deposit	\$468.00	☐
7/27/1999		Alpha Lawn Guys	(\$20.00)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? [Printer Icon] [Bank Icon] [Post] [Report] [Cancel] [Calculate]

Opening Balance: \$1,662.05

Amount Cleared: \$0.00

Cleared Balance: \$1,662.05

Closing Balance: \$0.00

DIFFERENCE: \$1,662.05

Checks: \$0.00

Other: \$0.00

Subtractions: \$0.00

Deposits: \$0.00

Other: \$0.00

Additions: \$0.00

Uncleared: \$2,051.85

Awaiting Deposit: \$314.00

Current Balance: \$4,027.90

PROMAS Association Training © 2005
G/L Transactions : 9

When all transactions shown on the bank statement are marked, the Difference between the Cleared Balance and the Closing Balance must be zero. If it is not zero, you either:

- Started with the wrong numbers
- One of the line items on the bank statement is for an amount different from that displayed
- Marked a transaction that was not on the bank statement
- Did not mark a transaction that was on the bank statement

The protected fields are designed to help you research where the discrepancy has occurred.

When the difference is zero you should print the report and post the reconciliation. The report will include both cleared and uncleared transactions.

After finishing the reconciliation, review the uncleared transactions. For each one ask yourself the question “Will this transaction show up on a future bank statement?” If your answer is No then you must take the corrective action necessary to change that transaction to a cleared status or get rid of it by voiding.

Fields

Bank Account - Choose the bank account from the find list.

Closing Balance - Enter the closing balance amount from the bank statement.

Closing Date - This date field defaults to the last day of the previous month.

Enter the closing date from the bank statement if different from the default. This date is appended to each line item marked for clearing when the reconciliation is posted, thus making it possible to review a reconciliation at some future time.

After entering this field the line items will display.

Extra Days - This lets you display transactions posted after the closing date that may appear on the bank statement - like a deposit put in the bank on the last day of a month but not posted until the next day.

Line Items

Each line item contains the date posted, check number, description (payee for checks), amount, and a Clear checkbox. Amounts that decrease the bank account balance are displayed in parentheses ().

Clear - Clicking on this checkbox will toggle the clear box between marked for clearing and uncleared.

Mark Range - This button lets you mark a range of check numbers. It may be faster to mark a whole range and then unmark those that are not on the bank statement.

Start Over - This button will unmark all line items currently marked for clearing.

Reconciling a Bank Account CMS

Reconcile Bank Account ✕

Bank: BANK CHECK: Checking Bank Account ↔ ↕

Closing Balance: \$0.00

Closing Date: 7/31/1999 15 Mark Range

Extra Days: Mark All Start Over

Date	Check	Description	Amount	Clear
1/4/1998		Deposit	\$741.00	☐
2/3/1998		Deposit	\$632.00	☐
2/4/1998		Deposit	\$632.00	☐
2/8/1998		Deposit	\$107.00	☐
3/9/1998		Deposit	\$107.00	☐
4/4/1998		Deposit	\$714.00	☐
5/2/1998		Deposit	\$246.00	☐
5/3/1998		Deposit	\$468.00	☐
7/27/1999		Alpha Lawn Guys	(\$20.00)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? 🖨️ 🏦 ⚖️ Post Report Cancel Calculate

Opening Balance \$1,662.05

Amount Cleared \$0.00

Cleared Balance \$1,662.05

Closing Balance \$0.00

DIFFERENCE \$1,662.05

Checks \$0.00

Other \$0.00

Subtractions \$0.00

Deposits \$0.00

Other \$0.00

Additions \$0.00

Uncleared \$2,051.85

Awaiting Deposit \$314.00

Current Balance \$4,027.90

PROMAS Association Training © 2005

G/L Transactions : 9

Protected Fields

On the right portion of the reconciliation screen there are four sets of protected fields to assist in completing the reconciliation. Each set is separated by a gap between the boxes.

The top set has the Opening Balance amount, which, when added to the Amount Cleared (sum of all line items marked for clearing) constitutes the Cleared Balance. The net of the Cleared Balance and the Closing Balance (from the bank statement) is the Difference. To post the reconciliation the difference must be zero. The Amount Cleared changes as you mark or unmark line items and when you have marked all the bank statement transactions (and only those) the difference will be zero.

Opening Balance - This amount represents the net of all cleared transactions (deposits, checks, charges) for the bank account that have been posted. It should match the bank statement opening balance.

Amount Cleared - This number reflects the net of the line items marked for clearing.

Cleared Balance - The net of the Opening Balance and the Amount Cleared.

Closing Balance - The amount you entered from the bank statement.

Difference - The net of the Closing Balance and the Cleared Balance. This field must equal zero in order to post.

The next set of protected fields tracks the checks and other subtractions marked for clearing. The sum of Checks and Other equals the Subtractions. Depending on how your bank statement is prepared, these numbers may be summarized. If they are, they can be used to identify the difference in the check amounts marked for clearing and those on the bank statement.

The third set tracks the Deposits and Other additions marked for clearing. The sum of the two is the Additions amount.

The bottom has three protected fields.

Uncleared - The net of all uncleared transactions - both those through the reconciliation date and all others after that date.

Awaiting Deposit - The sum of all receipts that have not been posted in the Deposit Receipts function.

Current Balance - This is your current bank account balance based on all transactions posted to date. This number reflects the sum of the Cleared Balance, Uncleared, and Awaiting Deposit which represents the current available balance in this bank account.

Reconciling a Bank Account CMS

Reconcile Bank Account ✕

Bank: BANK CHECK: Checking Bank Account ↔ ↕

Closing Balance: \$0.00

Closing Date: 7/31/1999 19 Mark Range

Extra Days: Mark All Start Over

Date	Check	Description	Amount	Clear
1/4/1998		Deposit	\$741.00	☐
2/3/1998		Deposit	\$632.00	☐
2/4/1998		Deposit	\$632.00	☐
2/8/1998		Deposit	\$107.00	☐
3/9/1998		Deposit	\$107.00	☐
4/4/1998		Deposit	\$714.00	☐
5/2/1998		Deposit	\$246.00	☐
5/3/1998		Deposit	\$468.00	☐
7/27/1999		Alpha Lawn Guys	(\$20.00)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? 🖨️ 🏦 ± Post Report Cancel Calculate

Opening Balance \$1,662.05

Amount Cleared \$0.00

Cleared Balance \$1,662.05

Closing Balance \$0.00

DIFFERENCE \$1,662.05

Checks \$0.00

Other \$0.00

Subtractions \$0.00

Deposits \$0.00

Other \$0.00

Additions \$0.00

Uncleared \$2,051.85

Awaiting Deposit \$314.00

Current Balance \$4,027.90

PROMAS Association Training © 2005

G/L Transactions : 9

Folder Tabs

A portion of the line items meeting the selection criteria of the reconciliation can be viewed by using the folder tabs.

All - Includes all transactions through the closing date which have not yet been cleared.

Cleared - Displays those transactions that have been marked for clearing.

Uncleared - Displays those transactions that have not been marked for clearing.

Stale - Displays those transactions dated more than 60 days prior to the closing date. These may be candidates for purging.

Deposits - Lists only deposit transactions.

Other Additions - Lists only additions to the bank account other than deposits. Included are items such as interest earned, bank transfers, and positive bank adjustments. Interest earned on a bank account can be entered as a Journal Voucher or through the Adjust Bank Account function.

Checks - Displays only check transactions.

Other Subtractions - Lists only subtractions from the bank account other than checks, such as bank charges and bank transfers. Subtractions from the account can be entered through the GL, Adjust Bank Account function.

The key to a successful reconciliation is recording deposits in the same amount that the bank processes. Thus, the deposit procedure is extremely important to the overall integrity of the financial records.

Note: Use the Adjust Bank Account Function when entering an adjustment for

- rebates on prior statements
- errors made by the bank
- service charges and interest

Reconcile Bank Account

Bank: CHECK BANK: Checking Bank Account

Closing Balance: \$3,937.11

Closing Date: 3/31/2005

Extra Days:

Mark Range

Mark All

Start Over

Date	Check	Description	Amount	Clear
3/2/2005		Deposit	\$246.00	☒
3/3/2005		Deposit	\$468.00	☒
3/21/2005	1100	Alpha Lawn Guys	(\$252.92)	☒
3/21/2005	1101	Virginia Power	(\$66.45)	☐
3/26/2005	1102	Callaghan Pest Control	(\$111.24)	☒

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? [Printer Icon] [Bank Icon] [Post] [Report] [Cancel] [Calculate]

Opening Balance: \$3,587.27

Amount Cleared: \$349.84

Cleared Balance: \$3,937.11

Closing Balance: \$3,937.11

DIFFERENCE: \$0.00

Checks: (\$364.16)

Other: \$0.00

Subtractions: (\$364.16)

Deposits: \$714.00

Other: \$0.00

Additions: \$714.00

Uncleared: (\$66.45)

Awaiting Deposit: \$0.00

Current Balance: \$3,870.66

Bank Reconciliation

Checking Bank Account on Thursday March 31, 2005

Summary

Opening Balance	\$3,587.27	
Less Checks	\$364.16	
Less Other Subtractions	\$0.00	
Plus Deposits	\$714.00	
Plus Other Additions	\$0.00	
Cleared Balance	\$3,937.11	
Cleared Balance	\$3,937.11	
Statement Balance on 3/31/2005	\$3,937.11	
Difference	\$0.00	In Balance

Checks

1100	3/21/2005	Alpha Lawn Guys	\$252.92	
1102	3/26/2005	Callaghan Pest Control	\$111.24	1 checks skipped
			<u>\$364.16</u>	
			2 Items	

Deposits

3/2/2005	Deposit	\$246.00	
3/3/2005	Deposit	\$468.00	
		<u>\$714.00</u>	
		2 Items	

Uncleared Subtractions

1101	3/21/2005	Virginia Power	\$66.45	
			<u>\$66.45</u>	
			1 Item	

Exercise

Do a bank reconciliation

To do this exercise you must start with a clean Training database.

The bank statement opening balance is \$3,587.27 and the bank statement closing balance is \$3,937.11 as of the end of last month. The following items appear on the bank statement.

Deposits:

\$246.00

\$468.00

Checks:

1100 \$252.92

1102 111.24

Note: Your bank statement lists all checks cleared and indicates missing checks in the sequence with an “*”. Marking all checks in the range of checks cleared by the bank (using the Mark Range button) and then unmarking those represented by a “*” may be a quicker way to mark the checks cleared if you write a lot of checks each month.

enter the closing balance.

mark of each transaction in PROMAS that appears on the bank statement.

verify that the Difference is zero.

preview the report (see previous page for a sample).

post the reconciliation

Setting Up a Budget

CMS

Maple HOA Budget [Budget]

ID: MAPLE 2004 Maple HOA Budget

Ledger: MAPLE: Maple HOA [Association] Association

Title: Maple HOA -- 2004 Budget

Start of Year: 1/1/2004 15

Budget Style: Month and Year to Date ☒ Round Amounts to the Nearest Dollar

Account	January	February	March	Total Year
3030 Discount taken				\$0.00
4050 Bank Interest Earned				\$0.00
4100 Monthly Dues	\$492.00	\$492.00	\$492.00	\$5,904.00
4120 Special Assessment	\$60.00	\$60.00	\$60.00	\$2,178.00
4210 Late Fee Income	\$0.00	\$25.00	\$25.00	\$150.00
4250 NSF Fee				\$0.00
Total Income	\$552.00	\$577.00	\$577.00	\$8,232.00
Total Expenses	\$175.00	\$3,299.00	\$175.00	\$6,346.00
Total Income Minus Expenses	\$377.00	(\$2,722.00)	\$402.00	\$1,886.00

1st Quarter / 2nd Quarter / 3rd Quarter / 4th Quarter

? [Print] [Save] [Close]



PROMAS Association Training © 2005

G/L Transactions : 10

Budget Detail

CMS

Edit Budget Line Item

4100 Monthly Dues

	Budget	Year To Date	Last Year
January	\$492.00	\$492.00	\$0.00
February	\$492.00	\$492.00	\$0.00
March	\$492.00	\$492.00	\$0.00
April	\$492.00	\$492.00	\$0.00
May	\$492.00	\$492.00	\$0.00
June	\$492.00	\$492.00	\$0.00
July	\$492.00	\$492.00	\$0.00
August	\$492.00	\$492.00	\$0.00
September	\$492.00	\$328.00	\$0.00
October	\$492.00	\$656.00	\$0.00
November	\$492.00	\$492.00	\$492.00
December	\$492.00	\$492.00	\$492.00
Total	\$5,904.00	\$5,904.00	\$984.00

Copy Last Year Amounts to Budget

? [Print] [Post] [Cancel]



PROMAS Association Training © 2005

G/L Transactions : 11

Working With Budgets

The budget function automatically comes with PROMAS Association and is found under GL, Budgets. An unlimited number of budgets can be entered. A number of budget and actual to budget reports are available in Reports, Budget Reports.

Each budget must have a Record ID consisting of an ID (short description) field and a Long Description field which uniquely identifies that budget.

Ledger - Select the association or fund ledger from the find list.

Title - Type in the title you want printed on the budget reports.

Start of Year - Enter the start of the budget year.

Budget Style - Select from the list the budget style. Choices are:

Month and Quarter to Date

Month and Year to Date

Quarter and Year to Date

Round Amounts to the Nearest Dollar - Mark this checkbox if you want all of the amounts rounded to the nearest dollar rather than having cents printed. If your budget amounts are expected to be \$100,000.00 or more, you should mark this box.

Edit

Clicking the Edit button on a line item will bring up a screen which lists each month and a total with three columns, one for the Budget entry, one for Year to Date totals, and one for Last Year totals. You can enter amounts in any or all months in the budget column, or you can enter a total for the year in the Total field and the system will divide it evenly between the 12 months. Click Post to record your entries to the budget and go back to the Edit Budget screen.

Copy Last Year Amounts to Budgets

Clicking this button will fill in the Budget column with the amounts from the Last Year column.

Reports & Mailings

Reports and Mailings

CMS

- Report Selection
- Member Reports
- Tickler Reports
- Letters and Notices
- Statements
- Profile Letters



PROMAS Association Training © 1999

Reports/Mailings : 1



Objectives

Reports are grouped by functional area - Association, Unit, Member, GL (Financial), etc. The predefined reports available for a functional area are listed when the report name drop-down list is displayed. Each grouping has a reports selection screen that generally includes the ability to choose different sort orders, date ranges, restriction criteria, and limit to criteria. Reports after being compiled can be previewed on the screen or sent directly to a printer. The default printer as well as the number of copies can be changed prior to printing.

While previewing a report on the screen you can change pages and resize them for easier viewing.

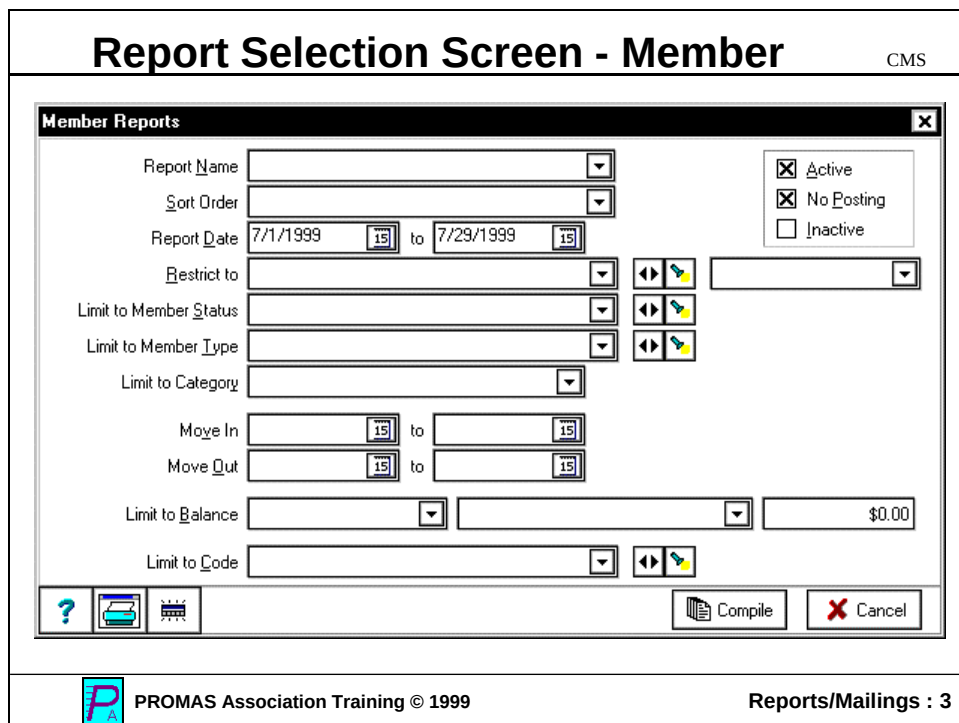
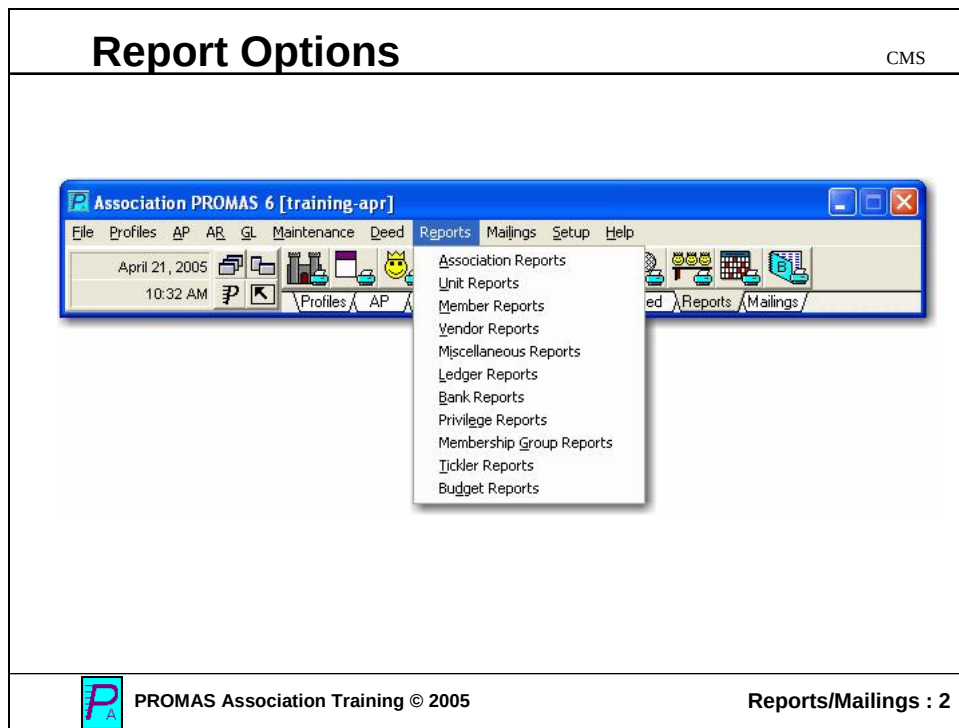
Since all reports are similar in their preparation, only the Member and Tickler reports are detailed here. At the end of this module, you will be able to:

- Select a report from a list
- Choose options that control the output data in the report
- Preview the report on the screen prior to printing
- Generate statements
- Generate letters, notices, and coupons

Note: Samples of many reports are included on the installation CD.

Steps to producing a report:

- Select the report name
- Set the date/date range
- Set the Limit To, Restrict To parameters
- Click Compile
- Choose Send to Printer or Preview on Screen
- Select the printer and specify number of copies
- Click OK



Report Selection Screen - Member Reports

The member reports have to do with information and transactions specific to members and their balances. Each report can be limited to different subsets of associations, locations, subdivisions, units, or members by using the selection fields on the Member Report selection screen. Using the selection criteria turns what appears to be a single report into many variations of the report. For example, using the Limit To Member Type you can produce a member report for only those members who are non-resident members.

Report Name - Choose the report name from the drop-down list.

Sort Order - Select the sort order for the report from the drop-down list.

Report Date - Enter the date (date range) you want to run the report for. This date may affect balance and transaction information. Only transactions up to and including the ending date entered will be considered.

Restrict To - The report can be limited to a specific association, location, subdivision, unit, member, or profile list.

Limit to Member Status - The report can be limited to those members with the status selected here.

Limit to Member Type - The report can be limited to those members with the type selected here.

Limit to Category - The report can be limited to those members in the category selected here. Use the drop-down list to select the category you want to use.

Move In - The report can be limited to those members whose move in dates (in Member Profile) fall within the range of dates entered here.

Move Out - The report can be limited to those members whose move out dates (in Member Profile) fall within the range of dates entered here.

Limit to Balance - Using the three fields you can create any combination of:

Field 1	Field 2	Amount
Balance	Equal to	any dollar amount
Unpaid Charges	Not equal to	
Advances	Less than	
Open Credits	Less than or equal to	
Deposits	Greater than	
	Greater than or equal to	

Limit to Code - Select the Receivable Code to limit to.

Click **Compile** to produce the report.

CMS

**Reports/Mailings : 4**

CMS



Reports/Mailings : 5

Tickler Reports

These are reports having to do with notes and event reminders entered in the profiles. The Tickler by Date report is sorted by date while the Tickler by Type is sorted by Category. You can set a date range and limit to a specific Category from the report selection screen.

Reminders - This checkbox will cause all notes that have been designated Generate Reminder, and fall within the selection parameters, to be listed on the report.

Events - This checkbox will cause all Move Out, Vendor Workmen's Comp, Vendor Insurance that fall within the selection parameters, to be listed on the report.

Notes - This checkbox will cause all notes that have not been designated Reminders, and fall within the selection parameters, to be listed on the report.

Category Reminders - This checkbox causes categories whose reminder type is other than "None" and with an Effective or Expires date falling within the selection parameters, to be listed.

Restrict to - The report can be restricted to a management group, owner, property, property manager, tenant, unit or vendor.

Limit to Category - Selecting a Category in this field will limit the category reminders that are included on the report.

Note Category - Selecting a category in this field will limit the list to reminders, notes and statements of that category.

Print Reports

After you have compiled the reports you will see the screen on the previous page.

Send Directly to Printer - When this radio button is active the report will go directly to the printer.

Preview on Screen - When this radio button is active the report will be displayed on the screen so you can view it. Several viewing options are available.

Printer - This field displays the last printer used by the program from this computer.

Setup Printer - Click on this button to change the printer. The Windows screen that lets you select a printer will appear.

Number of Copies - Select the number of copies to print. Default is one.

Printer Info - Provides print driver and device information.

Preview on Screen CMS

Unpaid Charges
Thursday April 21, 2005

<u>Date</u>	<u>Charge</u>	<u>Amount</u>	<u>Remaining</u>	<u>Due Date</u>
Carl Cheek				
4/1/2005	Dues for 2204 Maple Avenue	\$82.00	\$82.00	4/1/2005
Fred Clayton				
4/1/2005	Dues for 2205 Maple Avenue	\$82.00	\$82.00	4/1/2005
David and Judy Fiscella				
4/1/2005	Dues for 2206 Maple Avenue	\$82.00	\$82.00	4/1/2005
Harrison S. Golden				
4/1/2005	Dues for 2201 Maple Avenue	\$82.00	\$82.00	4/1/2005
4/1/2005	Special Assessment for 2201 Maple Avenue	\$222.00	\$222.00	4/1/2005
Total for Harrison S. Golden		\$304.00	\$304.00	
Ira Lehenon				
4/1/2005	Dues for 2203 Maple Avenue	\$82.00	\$82.00	4/1/2005
James J. Porach				
4/1/2005	Dues for 2207 Maple Avenue	\$82.00	\$82.00	4/1/2005
Total for Report		\$714.00	\$714.00	



PROMAS Association Training © 2005

Reports/Mailings : 6

Unpaid Charges

Thursday April 21, 2005

<u>Date</u>	<u>Charge</u>	<u>Amount</u>	<u>Remaining</u>	<u>Due Date</u>
Carl Cheek				
4/1/2005	Dues for 2204 Maple Avenue	\$82.00	\$82.00	4/1/2005
Fred Clayton				
4/1/2005	Dues for 2205 Maple Avenue	\$82.00	\$82.00	4/1/2005
David and Judy Fiscella				
4/1/2005	Dues for 2206 Maple Avenue	\$82.00	\$82.00	4/1/2005
Harrison S. Golden				
4/1/2005	Dues for 2201 Maple Avenue	\$82.00	\$82.00	4/1/2005
4/1/2005	Special Assessment for 2201 Maple Avenue	\$222.00	\$222.00	4/1/2005
Total for Harrison S. Golden		\$304.00	\$304.00	
Ira Lehenon				
4/1/2005	Dues for 2203 Maple Avenue	\$82.00	\$82.00	4/1/2005
James J. Porach				
4/1/2005	Dues for 2207 Maple Avenue	\$82.00	\$82.00	4/1/2005
Total for Report		\$714.00	\$714.00	

Preview Report on Screen

Any report can be previewed on the screen prior to printing. From the preview screen you can view each page one at a time; send the report to the printer; export the report to another program; change the view size; and scroll up and down the page if the view is larger than the screen image.

The first half of the top line contains report buttons for:

First Page

Previous Page

Page X of Y

Next Page

Last Page

The printer icon will send the report to the printer queue. You have an option to select the range of pages to print.

The “envelope” icon will bring up a list of formats and programs to which you can export the report. Reports can be exported to a PDF document that can be attached to an email.

A number of preview sizes are selectable from a drop-down list. Depending on the size chosen and your screen size and video resolution, you can view up to the full page.

The number next to Total is the number of lines the report contains.

Exercise

Preview a report on the screen
go to reports, Miscellaneous Reports
select the Account Code report
click Compile, choose Preview on Screen, click OK
try the “page” changing buttons
click the “export” icon
select Format – Acrobat Format (PDF), Destination – Mail Mapi
click OK, click OK
Fill in the “To:” email address
enter a subject and text
click Send and Confirm

Exercise

Run a report that shows the association income for last month and preview it on the screen.

click Reports and select Association Reports

click the drop-down list in the Report Name field

choose Income Details

set the date range to cover last month

click Compile

click the radio button for Preview on Screen, then click OK

resize the report and look at the last page

to print, click on the printer at the top of the report screen

Association Reports

Report Name: Income Details

Sort Order: Account Section Layouts

Report Date: Aged Payables Summary

Restrict to: Balance Sheet

Limit to Category: Cash Flow

☒ Active

☒ No Posting

☐ Inactive

 Compile  Cancel

Income Details

Income Summary

Revenue & Expenses

Revenue & Expenses (Combined)

Revenue & Expenses (Comparative \$)

Exercise

Run a report showing member balances for anyone who does not have a \$0 balance.

click Reports, select Member Reports

in the Report Name field, click on the arrow for the drop-down list

use the scroll bar on the right to find the Member Balance report and select it

click the drop-down list for Limit to Balance and choose "Balance"

click the drop-down list to the right of that field and choose "Greater Than"

click Compile

click the radio button for Preview on Screen, then click OK

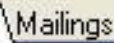
to print, click on the printer speedbutton at the top of the report screen

The screenshot shows the 'Member Reports' dialog box with the following settings:

- Report Name: Member Balances
- Sort Order: Member
- Report Date: 4/21/2005
- Restrict to: (empty)
- Limit to Member Status: (empty)
- Limit to Member Type: (empty)
- Limit To Category: (empty)
- Move In: (empty) to (empty)
- Move Out: (empty) to (empty)
- Limit to Balance: Balance
- Greater Than: Greater Than
- Unit: \$0.00
- Active: ☒ Active
- No Posting: ☒ No Posting
- Inactive: ☐ Inactive

At the bottom, there are buttons for ? (Help), a printer icon, a speed button, and buttons for Compile and Cancel.

CMS

**Reports/Mailings : 7**

Mailings

The Mailings function contains statements for members, letters to members and vendors, coupons, and tax reporting. Member statements can be prepared on an as needed basis or based on a schedule. If on a schedule, the system tracks what period the previous statement covered and when the next one is due based on the selected schedule.

Late Notice letters can be customized to fit the circumstances. In Setup, Notices you can define late notice profiles. Up to four notice letters - each with a different days late number - can be tied to each notice profile. The letter bodies are defined in Mailings, Edit Letters.

You can have an unlimited number of letters. Letters can be multi-page and there are a number of text substitutions that can help customize each letter. The text substitutions can be mail merge items into Word.

Coupons can be printed in house - three to a sheet - for any period. An export file can be created for sending to SouthData Corporation for printing booklets.

At the end of the year, PROMAS can produce 1099's for vendors. The 1099 can be created for each vendor from each association. The method is determined by the settings in System Security, Database Directories setup.

When doing letters there is an option to merge with your word processor for printing from there.

Scheduled Statements CMS

Scheduled Statements X

Scheduled Thru

Restrict to

Set Number of Size ☒ Automatically Print All Sets

Statement Note

☒ Active
☒ No Posting
☐ Inactive

PROMAS Association Training © 2005

Reports/Mailings : 8

Advanced Scheduling CMS

Maple HOA [Association] X

ID Status

1099s
 Taxpayer ID Taxpayer Name

Statements
 Statement Style
 Schedule
 Next Scheduled
 Schedule Expires
 Last Printed

Coupon Remittance Note

PROMAS Association Training © 2005

Reports/Mailings : 9

Scheduled Statements

Scheduled statements were designed to make sure the association gets a consistently dated statement for its members by tracking the date of the last statement sent and starting the next statement on the following day.

The statement layout is defined in the Association Profile. This function was designed for Associations who send statements to their members on a regular basis.

Scheduled Through - Select the date to be compared to the Next Scheduled date in the Association profile.

Restrict To - A subset of the full database can be designated for statements.

Set Number...of Size - Determines how many statements are combined into the print job sent to Windows. If “of Size” is 20 then every 20 statements will constitute a unique print job to Windows.

Automatically Print All Sets - This checkbox when marked will allow the Windows print spool to function such that there is no pause between each job sent to Windows.

Statement Note - This multi-line field allows you to enter text which will be printed as the last section of the members statement.

Advanced Scheduling

The schedule is defined in Profiles, Association, Taxes and Statements tab.

Statement Style - Select one from the drop-down list or create one using the flashlight button.

Schedule - Select the frequency from the list.

Next Scheduled - When the scheduled thru date (above) is on or after this date, a statement will print.

Schedule Expires - This is the date to stop sending statements.

Last Printed - This field is updated whenever scheduled statements are printed. The next statement will have a starting date the day after the last printed date.

Member Statements CMS

Member Statements

Statement Dates: 6/30/1999 to 7/29/1999 ☐ One Month

Override Statement Type: ☐ Override if No Statement Type Selected

☒ Active
☒ No Posting
☐ Inactive

Restrict to:

Limit to Category:

Lease Expires: to

Move In: to

Move Out: to

Limit to Balance: \$0.00

Set Number: 1 of Size: 20 ☒ Automatically Print All Sets

Statement Note:

PROMAS Association Training © 2005
Reports/Mailings : 10

Member Statement Profile CMS

Member statement [Member Statement]

ID: MS Member statement

Statement Header

Return Address: Association

Title: STATUS of ACCOUNT

Statement Body

Charge Label: Charge

Payment Label: Payment

Include Memos: ☒

Running Balance:

Statement Footer

Footer Type:

PROMAS Association Training © 2005
Reports/Mailings : 11

Member Statements

The system allows you to print member statements in several ways and formats. Statement styles are defined in Setup, Member Statements. Each member can be assigned a statement type in the Member Profile. Once in the print function however you can put in an Override Statement Type to print for all members.

Statement Dates - Enter the beginning and ending dates for the statement.

One Month - Marking this checkbox will set the beginning date to one month prior to the ending date entered.

Override Statement Type - This field will let you override the statement type entered in the member profile and send the statement type selected here instead.

Override if No Statement Type Selected - Marking this checkbox will use the Override Statement Type for all members, even those with no Statement Type selected in their profile.

Restrict To - Select from the drop-down list the member or association you wish to send statements to.

Limit to Category - You can limit the statements to a specific category if you wish.

Move In - The statements can be limited to those members whose move in dates (Member Profile) fall within the range of dates entered here.

Move Out - The statements can be limited to those members whose move out dates (Member Profile) fall within the range of dates entered here.

Limit to Balance - Using the three fields you can create any combination of:

Field 1	Field 2	Amount
Balance	Equal to	any dollar amount
Unpaid Charges	Not equal to	
Advances	Less than	
Open Credits	Less than or equal to	
Deposits	Greater than	
	Greater than or equal to	

Statement Note - Text entered here will print at the end of all statements.

Member Statement Profile

Clicking on the folder button with the "Override Statement Type" field blank will display this form. Refer to Setup, Member Statement Profile for details in this manual and in on-line help.

No matching records were found for this report – This message generally means that no statement types have been entered in the Member Profile. Select an Override Statement Type and mark the **Override if No Statement Type Selected** checkbox and compile again.

Edit Letters

CMS

Notice letter [Letter]

ID NOTICE 1 Notice letter

Return Address Association

Letter Title DELINQUENT NOTICE

☐ Do Not Print Return or Mailing Address

Letter Body

{Letter.Date}

Dear: {Member.Formal Salutation}

Our records show that as of {Letter.Date} your homeowners assessment on {Unit.Address} was not paid on time. Full payment of the delinquent balance of {Notice.Balance Due} must be received, together with the late charges, within 5 days from the date of this notice.

? Print Mail

◀ + ▶

Save Close

Substitutions

Deed.Article
Deed.Note
Letter.Date
Letter.Formal Salutation
Letter.Informal Salutation
Member.Formal Salutation
Member.Informal Salutation
Member.Legal Name
Member.Move Out

 PROMAS Association Training © 2005 Reports/Mailings : 12

Edit Letters

Use this function to create letters and mail merge documents. Late notice letters and any other letters you may want to send to members or vendors can be created and stored. The letters are printed through the Notices, Member Letters or Vendor Letters functions. Late notice letters should always be printed from the Notices function.

Return Address - Select from the drop-down list the return address format you want on the letter. If you are using letterhead select one of the "None" options.

Letter Title - Whatever you enter in this field will print on the letter, centered, before the information entered in the letter body.

Do Not Print Return or Mailing Address - Marking this checkbox will leave both the return address and the mailing address of the recipient on the letter blank.

Substitutions - This box contains the text substitutions you can incorporate into the letter body or use to mail merge into Word. Double click the substitution in this box and it will fill in the letter body at the position of the cursor. When the letters are compiled the appropriate information from the profile will be inserted into the letter.

Text substitutions beginning with the word "Notice" are only for the Notices functions. They are not operative in member or vendor letters.

Text substitutions that begin with the word "categories" refer to all the categories assigned to that particular Category tab in the profile. Those that begin with the word "category" refer to the specific category created under Setup, Categories.

There are specific text substitutions that can be used to create lien letters that conform to the specifications of the Florida statutes. Those substitutions contain the word lien. You can choose to include detail or summary charges. Samples on page 320 and 321.

Letter Body

Type the letter body in this section, including date and salutation if desired. Multiple page letters can be entered.

You can enter a letter body from a word processor by highlighting the letter body using the copy command and then positioning the cursor in the PROMAS letter body and using the Paste command <Control + V>.

FIRST LIDO CONDOMINIUM, INC.
1900 BEN FRANKLIN DR.
SHREWSBURY, MA 01545

CHRIS TEST
123 MAPLE AVE
SHREWSBURY, MA 01545

Thursday, December 31, 2015

ATTENTION: CHRIS TEST

RE: A202, 1900 BEN FRANKLIN DR, SHREWSBURY, MA 01545

Assessments that are not paid on the date due are considered delinquent and subject to interest at the rate of eighteen (18%) per annum. Pursuant to the Florida Statutes and our Declaration of Condominium, the Association is authorized to file a Claim of Lien against your Unit and may foreclose the Claim of Lien. Accordingly, please make sure that the Association receives your full assessment payment in the next ten (10) days so that the Association does not have to take further action to collect the assessment.

If you have any questions, please feel free to contact the Community Association Manager.

THE BOARD OF DIRECTORS

SPECIAL ASSESSMENT (4/1/2015)	\$ 450.00
DOCK FEES (6/2/2015)	\$ 85.00
MAINTENANCE FEES (8/1/2015)	\$ 525.00
MAINTENANCE FEES (9/1/2015)	\$ 525.00
MAINTENANCE FEES (10/1/2015)	\$ 525.00
TOTAL OUTSTANDING	\$ 2110.00

FIRST LIDO CONDOMINIUM, INC.
1900 BEN FRANKLIN DR.
SHREWSBURY, MA 01545

CHRIS TEST
123 MAPLE AVE
SHREWSBURY, MA 01545

Thursday, December 31, 2015

ATTENTION: CHRIS TEST

RE: A202, 1900 BEN FRANKLIN DR, SHREWSBURY, MA 01545

Assessments that are not paid on the date due are considered delinquent and subject to interest at the rate of eighteen (18%) per annum. Pursuant to the Florida Statutes and our Declaration of Condominium, the Association is authorized to file a Claim of Lien against your Unit and may foreclose the Claim of Lien. Accordingly, please make sure that the Association receives your full assessment payment in the next ten (10) days so that the Association does not have to take further action to collect the assessment.

If you have any questions, please feel free to contact the Community Association Manager.

THE BOARD OF DIRECTORS

DOCK FEES (6/2/2015)	\$ 85.00
MAINTENANCE FEES (3 from 8/1/2015 to 10/1/2015)	\$ 1575.00
SPECIAL ASSESSMENT (4/1/2015)	\$ 450.00
TOTAL OUTSTANDING	\$ 2110.00

CMS

**Reports/Mailings : 13**

CMS

**Reports/Mailings : 14**

Notices – Late Letters

Notices are sent to delinquent members. The notice letter sent is based on how late they are. If you do not want to send a notice letter you can skip the candidate or if you prefer a letter different than the default you can change it.

Only members with a Notice assigned in their profile will be considered a candidate. This field can be set as a default in processing defaults.

When you click Compile from the Notice selection screen, a list of notice candidates will display on the screen. In normal edit mode the Date, Member Name, Unit, the name of the notice letter, and the Skip checkbox will display for each candidate.

Clicking on any line item will display additional information such as **Balance Due**, **Balance Late**, **Times Late**, and **Days Late**.

All this information is provided so that you can make an informed decision as to which candidates you might want to skip or edit. You can skip any candidate by marking the Skip checkbox.

You can change the Notice Letter by clicking in that field. Use the drop-down list to select another notice letter.

Report - Once you have edited the list as necessary, you can print a list of the candidates by clicking the Report button. As with all reports, you have the option to send the report directly to the printer or view the report on screen.

Compile - You can create the notice letters by clicking Compile. You can send the letters directly to the printer or view them on screen first.

Member Letters CMS

Member Letters [X]

Letter: [Dropdown] [Icons]

Letter Date: 7/29/1999 [15]

Mailing Group: Residents Only [Dropdown]

Restrict to: [Dropdown] [Icons] [Dropdown]

Limit to Member Status: [Dropdown] [Icons]

Limit to Member Type: [Dropdown] [Icons]

Limit to Category: [Dropdown]

Move In: [15] to [15]

Move Out: [15] to [15]

Limit to Balance: [Dropdown] [Dropdown] \$0.00

☒ Active
☒ No Posting
☐ Inactive

[?] [Icons] [Compile] [Cancel]

PROMAS Association Training © 2005

Reports/Mailings : 15

Compiled Member Letters CMS

Send Letters [X]

Word Document: [Text Box]

Mail Merge Action: Edit Document [Dropdown] [Execute Mail Merge] [Select Document]

Date	Addressee	Letter	
4/21/2005	BRUNO: Joseph P. Bruno		☐ Skip
	Letter	NOTICE 1: Notice letter	
4/21/2005	CHEEK: Carl Cheek		☐ Skip
	Letter	NOTICE 1: Notice letter	
4/21/2005	CLAYTON: Fred Clayton		☐ Skip
	Letter	NOTICE 1: Notice letter	
4/21/2005	FISCELLA: David and Judy Fiscella		☐ Skip
	Letter	NOTICE 1: Notice letter	
4/21/2005	LEBENSON: Ira Levenson		☐ Skip
	Letter	NOTICE 1: Notice letter	

[All Letters] [Selected Letters] [Skipped Letters]

[?] [Icons] [Compile] [Report] [Cancel]

PROMAS Association Training © 2005

Reports/Mailings : 16

Member Letters

Use this function to print letters to members. The letters themselves are defined in the Edit Letters function.

Letter - Select the letter to use from the drop-down list.

Letter Date - Enter the date to use in the body of the letter for the text substitution.

Mailing Group - The letter can be restricted to a particular mailing group. Therefore if you want to send to just residents you can do so.

Restrict To - The letter can be limited to a specific member or list of members.

Limit to Member Status - The letter can be restricted to members of the specified status.

Limit to Member Type - The letter can be restricted to members of the specified type.

Limit to Category - The letter can be restricted to members in the category selected here. Use the drop-down list to select the category you want to use.

Move In - The letter can be limited to those members whose move in date falls within the date range entered.

Move Out - The letter can be limited to those members whose move out date falls within the date range entered.

Limit to Balance - Using the three fields, you can create any combination of:

Field 1	Field 2	Amount
Balance	Equal to	any dollar amount
Unpaid Charges	Not equal to	
Advances	Less than	
Open Credits	Less than or equal to	
Deposits	Greater than	
	Greater than or equal to	

Clicking **Compile** will generate a list of candidates.

Member Letters Compiled

A list of candidates can be printed using the **Report** button. Mark the Skip checkbox for those you wish to skip.

Clicking **Compile** will generate the letters which can be previewed on the screen or sent directly to the printer.

Vendor Letters CMS

Vendor Letters [X]

Letter: [Dropdown] [Icons]

Letter Date: 7/30/1999 [15]

Restrict to: [Dropdown] [Icons]

Limit to Category: [Dropdown]

Workman's Comp: [15] to [15]

Liability Insurance: [15] to [15]

[?] [Icons] [Compile] [Cancel]

☒ Active
☒ No Posting
☐ Inactive

PROMAS Association Training © 2005
Reports/Mailings : 17

Compiled Vendor Letters CMS

Send Letters [X]

Word Document: [Text Box]

Mail Merge Action: [Edit Document] [Execute Mail Merge] [Select Document]

Date	Addressee	Letter	
4/21/2005	ALPHA: Alpha Lawn Guys		☐ Skip
	Letter: VENDOR: Vendor Letter		
4/21/2005	C&F: C&F CPA		☐ Skip
	Letter: VENDOR: Vendor Letter		
4/21/2005	CALLAGHAN: Callaghan Pest Control		☐ Skip
	Letter: VENDOR: Vendor Letter		
4/21/2005	CAPRICORN: Capricorn Plumbing		☐ Skip
	Letter: VENDOR: Vendor Letter		
4/21/2005	GARCIA: Victor Garcia		☐ Skip
	Letter: VENDOR: Vendor Letter		

[All Letters] [Selected Letters] [Skipped Letters]

[?] [Icons] [Compile] [Report] [Cancel]

PROMAS Association Training © 2005
Reports/Mailings : 18

Vendor Letters

Use this function to print letters to vendors. The letters themselves are defined in the Edit Letters function.

Letter - Select the letter to use from the drop-down list.

Letter Date - Enter the date to use in the body of the letter for the text substitution.

Restrict To - The letter can be limited to a specific vendor or profile group.

Limit to Category - The letter can be limited to those vendors in the category selected here. Use the drop-down list to select the category you want to use.

Workmen's Comp - The letter can be limited to those vendors whose Workmen's Comp expiration date falls within the date range entered here.

Liability Insurance - The letter can be limited to those vendors whose Liability Insurance expiration date falls within the date range entered here.

Status - The letter can be limited to those vendors with a specific status: Active, No Posting, or Inactive.

Clicking **Compile** will generate a list of candidates.

Vendor Letters Compiled

A list of candidates can be printed using the **Report** button. Mark the Skip checkbox for those you wish to skip.

Clicking **Compile** will generate the letters which can be previewed on the screen or sent directly to the printer.

Master Merge Letter CMS

Master Merge Letter [Letter]

ID: MASTER
Master Merge Letter

Return Address: Association
Letter Title:
☐ Do Not Print Return or Mailing Address

Substitutions
Categories.Comment
Categories.Emergency
Categories.General
Categories.Inspection
Categories.Listing
Categories.Maintenance
Categories.Welcome
Category.Board Meeting [Note]
Category.Emergency Contact

Letter Body
Categories.Comment
Categories.Emergency
Categories.General
Categories.Inspection
Categories.Listing
Categories.Maintenance
Categories.Welcome
Category.Board Meeting [Note]
Category.Emergency Contact
Category.Extra 2

? Print Mail ◀ + ▶ Save Close

PROMAS Association Training © 2005
Reports/Mailings : 22

Execute Mail Merge CMS

Send Letters

Word Document: C:\APROMAS\Maple Association merge letter.doc

Mail Merge Action: Edit Document
Execute Mail Merge
Select Document

Date	Addressee	Letter	
10/17/2006	BRUND, Joseph P. Bruno	MASTER: Master Merge Letter	☐ Skip

? Print Mail Compile Report Cancel

PROMAS Association Training © 2005
Reports/Mailings : 25

Export Letters to Merge File

It is possible to create a merge file in Microsoft Word and export information from the Letters function in Professional Landlord to fill in that merge document. When you set this up for the first time, you must create a letter in Professional Landlord with the fields you want to export, create the letter in Word, Execute the mail merge in Professional Landlord, create the Data Source in Word, enter the merge fields in the Word document and save. You are then ready to merge the data.

After the first time, the process is easier because you don't have to create all the files, only the export document in PROMAS. For step by step instructions see the How to PDF document #531. You can find it by clicking on the links dropdown in the program, then click on How to PDF Documents. On the last page is a link to the document.

Tax Reporting – 1099 CMS

Tax Reporting

Tag Year:

Minimum for Reporting Vendor Payments:

☒ Do Not Change Existing 1099 Information
☐ Calculate 1099 Amounts Only
☐ Calculate All 1099 Information

? Print Compile Cancel



PROMAS Association Training © 2005

Reports/Mailings : 19

1099s - Compiled CMS

Preview 1099s

Taxpayer	Source & Filer	Amount	Flags
Charles Hugley	Assoc Vendor	\$720.00	☐ Skip ☐ Error
Charles Marbury	Assoc Vendor	\$4,680.00	☐ Skip ☐ Error
Dedic Harris	Assoc Vendor	\$1,680.00	☐ Skip ☐ Error
Douglas Maxwell	Assoc Vendor	\$840.00	☐ Skip ☐ Error
Victor Garcia	Assoc Vendor	\$350.61	☐ Skip ☒ Below Minimum ☐ Error ☐ Override ☐ Do Not Print
Victor Garcia	Maple Homeowners Association		
612 Oak Road	Box 2340		
Vienna, VA 22180	Vienna, VA 22180		
Taxpayer ID 185-30-5519	Filer Tax ID 22-2323456		
Error	Minimum	\$600.00	Edit 1099
Marvin Reddick	Assoc Vendor	\$6,600.00	☐ Skip ☐ Error
Tim James	Assoc Vendor	\$3,840.00	☐ Skip ☐ Error

Create Magnetic Media Tax File
Print Laser 1099s
Mark All for Printing

Report Source of Amounts
Print Continuous Form 1099s
Mark All for No Printing

All 1099s / Reportable / Overridden Reportable / Skipped / Below Minimum / Not Reportable Due To Error / Printable /

? Print Report Close



PROMAS Association Training © 2005

Reports/Mailings : 20

Tax Reporting - 1099

Selecting this function allows you to print 1099's and produce magnetic media for transmission to the IRS. 1099's can be printed for vendors. The process can be done at any time but the printing and magnetic media preparation should only be run after all transactions are posted for the calendar year. Only the transactions for the selected year will be considered.

Vendor amounts are determined by the net of all checks written during the year with that vendor as the payee. Checks posted to that vendor using the One Time Payee field are not included. Adjustments to the vendor totals can be posted using AP, Adjust Vendor Payments.

Tax Year - defaults to last year. You can compile 1099 information for this year by changing the default.

Minimum for Reporting - the minimum defaults to the IRS requirements but can be changed. All candidates will display. Those under the minimum will be labeled below minimum and can be reviewed using that tab.

Radio Buttons

Do Not Change Existing 1099 Information – will allow you to edit previously compiled information.

Calculate 1099 Amounts Only – editing changes you may have made to addresses or names on the Preview 1099 screen will remain intact.

Calculate All 1099 Information – the old 1099 information will be discarded and recalculated based on the profiles and transactions.

Click **Compile** to perform the actions selected.

Refer to How to documents and on-line help for the current instructions for editing 1099 data and printing the 1099 forms.

1099 – Magnetic Media

CMS

Ready to Create Magnetic Media File
✕

File Location C:\AP69\EXPORT\IRSTAX

Transmitter Control Number

Name Control

Contact Name

Contact Phone Number

Contact Email Address

☐ Create a Test File

Transmitter Name PROMAS

Transmitter Address company profile, 311 B Maple Avenue West

Vienna, VA 22180

Transmitter Tax ID Number 55-1111111

2004 Tax Year Only (Publication 1220 Rev Proc 2004-50). Test File Has been Approved by the IRS.

?

Compile
✕ Cancel

PROMAS Association Training © 2005

Reports/Mailings : 21

Magnetic Media

Magnetic media submission is required for anyone producing more than 250 1099's. However, anyone can use that submission media provided they obtain a Transmitter Control # from the IRS.

We submit a test file to the IRS each year to assure that the magnetic media file layout is correct.

Maintenance

Overview

Maintenance is a module that provides the means for recording, tracking and reporting on work orders. A work order can be turned into an invoice using the Invoice function in AP or directly from the Work Order screen.

A work order form can be printed at the time of entry, later in Work Order History, or in the Print Work Orders function. Copies for the vendor, occupant, association, and file can be printed if you choose.

The Maintenance function also includes an asset tracking feature. You can maintain an inventory of major assets and manage their warranty and repair history.

Ledger and Unit work order repair history is available from the unit profile via a speedbutton. Ledger repair history is available via a speedbutton from the association profile.

Note: To find a work order after it has been entered, use Work Order History, Filter to set the parameters for what you want to find.

Work Order History CMS

Work Order History

Reported	Status	Priority	Name	Site	Vendor
1/17/1998	Vendor Notified	Normal	Front walkway 2201	2201 Maple Avenue	Victor E
1/17/1998	Vendor Notified	Normal	J22 Rec	Maple Avenue	Caprico

Site: MAPLE: Maple Avenue

Member:

Association: MAPLE: Maple HOA

Vendor: CAPRICORN: Capricorn Plumbing

Asset:

Estimate: \$0.00

Cost Limit: \$0.00

Total: \$0.00

Reported	Vendor Notified	Required By	Work Started	Work Completed	
1/17/1998	1/19/1998				

Several ceiling panels in recreation room are wet.

☐ Enable Filter

1. All Work Orders / 2. Not Resolved / 3. Resolved / 4. Not Invoiced / 5. Unassigned

PROMAS Association Training © 1999

Maintenance : 3

Work Order History Filter CMS

Edit Filter

Sort Order:

Reported: [15] to [15]

Vendor Notified: [15] to [15]

Required By: [15] to [15]

Work Started: [15] to [15]

Work Completed: [15] to [15]

☐ Filter Active

Site:

Occupant:

Ledger:

Vendor:

WO Number:

Starts With:

PROMAS Association Training © 1999

Maintenance : 4

Work Order History

Work order history is similar to the other history functions. All work orders are available for review. From this form you can filter, edit and create a new work order. When looking for a specific work order use History and the filter versus the Find List in Work Orders.

The line item highlighted has detailed information displayed. The major tracking dates - Report, Vendor Notified, Required By, Work Started, and Work Completed - are above the problem description. The line items are sorted in date sequence.

Five folders provide a quick filter to various work order subsets. All Work Orders, Not Resolved, Resolved, Not Invoiced, Unassigned.

Action Buttons

Filter – Extensive filtering parameters are available, including Date, Occupant, Ledger, and Vendor.

Edit – Clicking the Edit button will bring up the work order as originally entered. From that screen you can modify any field as well as print the work order.

New – Clicking the New button will bring up a blank work order form on which you can enter a new work order.

Work Order History Filter

Work orders can be filtered by a variety of parameters. The filtering picks out the matching ones for you to edit. The work order number filter has selections that include: “starts with”, “greater than”, “contains” and “exclude” which let you filter to most any conceivable subset.

Work Order

CMS

Front walkway 2201 [Work Order]

ID080202/JHLFront walkway 2201☐ Mark for PrintingStatusVendor Notified

Problem Report

PriorityNormal

Reported9/17/2005

Reported ByHSG

Phone Number

Problem Description

Bricks on front walkway cracked

Site2201: 2201 Maple Avenue [Unit]

Unit

OccupantBRUNO: Joseph P. Bruno

AssociationMAPLE: Maple HOA

Show Alerts

Notification

☐ Notification RequiredNotify occupant Joseph P. Bruno at 703-555-5600

1. Problem Report

2. Vendor Assignment

3. Account Billing

4. Asset & Warranty

?PrinterCalendarTools

SavePrintClose

 PROMAS Association Training © 2005

Maintenance : 5

Work Order

This function lets you record a work order and track it through the various stages until completion. From the invoice function in Payables you can select a “completed” work order and turn it into an invoice.

The work order screen has speedbuttons that let you review site repair history, and asset repair history for the selected entries. Work orders may be deleted by using the (-) button. The work order can be turned into an invoice.

The Print button will give you the option to print copies of the work order. Vendor, occupant, association, and file copies can be printed. The account billing information can be completed. Thus when turned into an invoice only the invoice number may need to be entered.

There are four folders for entering information: Problem Report; Vendor Assignment; Account Billing; Asset and Warranty.

ID – The ID must be a unique identifier. The application generates an ID consisting of year, month, day, and an encoded four letter suffix. You may change the ID by double clicking in the field and entering your own identifier.

Long Description – Use this field to identify the work order. For example, ‘2118 Oak leaky faucet’ or ‘Garcia 2118 Oak’. When a site is selected, the ID of the site fills in. Double clicking in this field after selecting a site will insert the site name.

Mark For Printing - This checkbox when marked will put the work order in a waiting to be printed mode, and can be printed in Print Work Orders.

Status – You can modify the status as work progresses so that reports you run will reflect current conditions. Certain statuses require that certain fields be filled in. The different statuses are: Unassigned, Assigned, Estimate, Out for Bid, Approval Pending, Vendor Notified, In Progress, Completed, Invoiced, Resolved, Hold.

A work order with a status of Completed appears on the drop-down list of work orders in the invoice function. If selected it fills in the available fields and when posted the work order status is changed to “Invoiced”.

Work Order

CMS

Front walkway 2201 [Work Order]

ID080202/JHLFront walkway 2201☐ Mark for PrintingStatusVendor Notified

Problem Report

PriorityNormal

Reported9/17/2005

Reported ByHSG

Phone Number

Problem Description

Bricks on front walkway cracked

Site2201: 2201 Maple Avenue [Unit]

Unit

OccupantBRUNO: Joseph P. Bruno

AssociationMAPLE: Maple HOA

Show Alerts

Notification

☐ Notification RequiredNotify occupant Joseph P. Bruno at 703-555-5600

1. Problem Report2. Vendor Assignment3. Account Billing4. Asset & Warranty

?PrinterCalendarToolsAttachments

SavePrintClose

 PROMAS Association Training © 2005

Maintenance : 5

PROMAS Association Training © 2016

Maintenance

Problem Report

Priority – Enter the priority for getting work completed. There are six priority levels to choose from.

Reported – This date field defaults to the system date. Change it to the date actually reported if appropriate.

Reported By – This is a freeform optional entry field.

Phone Number – This is a freeform optional entry field.

Problem Description – Use this freeform, unlimited length field to explain the problem as reported or investigated. This prints on the work order.

Site – Select the unit or location affected from the find list. If the site you select has a Cost Limit defined in the Unit Profile, a message will appear asking if you wish that limit copied to the Cost Limit field on the Vendor Assignment folder. Any work order alerts set in the unit or member profile will display. If the long description field is blank, the long description of the site will in.

Occupant – Select the occupant involved (if any) from the drop-down list. The multi-line field to the right of occupant fills in with any invoice processing notes from the unit profile.

Association – Based on the site/occupant selected, the association is displayed in this protected field.

Notification Required – By marking this checkbox you can toggle the entry. If marked, the occupant name and daytime and nighttime phone numbers are filled in.

Name – This field is filled in with the occupant's name and phone number when the Notification Required checkbox is marked. It can be changed. This field prints at the top portion of the work order and should contain any appropriate instructions for the vendor.

Vendor Assignment

Maintenance (Optional) - Select the Maintenance Type from the find list. The type can be defined by you in the Maintenance Type function. If you have preferred vendors for plumbing, painting, yard work, etc., you can define a maintenance type to choose from which will fill in the Vendor and Payable Code fields.

Vendor – Select the vendor from the find list. If the vendor is not on the list, use the folder button to bring up a blank vendor profile so you can add to the list.

Authorized by – This is a freeform optional entry field.

Phone – This field is for the Authorized By phone number if applicable.

Serviced By – This is a freeform optional entry field.

Estimate – Optional field for recording any estimated costs.

Cost Limit – This field fills in from the Unit Profile if one was defined there, or you can enter an amount (optional).

Total – The total amount from the information entered on the Account Billing tab fills in this protected field.

Tracking – Tracking dates can be changed as events occur. Dates are maintained for Reported, Vendor Notified, Required By, Work Started, Work Completed. Filling in the date triggers status changes.

Work Description – A freeform unlimited entry block for describing the work the vendor is expected to perform.

Performance Evaluation - for whomever performs the work (optional)

Rating – One of six rating classes can be chosen from the drop-down list. In addition, there is a comment area for performance evaluation related notes.

Work Order - Account Billing

CMS

Front walkway 2201 [Work Order]

ID 080202JHHL Front walkway 2201 ☐ Mark for Printing Status Vendor Notified

Code Amount

Total \$0.00

1. Problem Report / 2. Vendor Assignment / 3. Account Billing / 4. Asset & Warranty

?

PROMAS Association Training © 2005 Maintenance : 7

Work Order - Asset & Warranty

CMS

Front walkway 2201 [Work Order]

ID 080202JHHL Front walkway 2201 ☐ Mark for Printing Status Vendor Notified

Asset

Asset

Asset Type

Brand

Service Vendor

Warranty Vendor

Warranty

Model

Serial Number

Term

Expires

Service Contract

Starts

Ends

1. Problem Report / 2. Vendor Assignment / 3. Account Billing / 4. Asset & Warranty

?

PROMAS Association Training © 2005 Maintenance : 8

Account Billing

Multiple line items can be associated with a work order. Each line item has its own payable code and dollar amount. To enter additional line items click in the area below the last line item entered. The total amount of all line items entered will be displayed on the Vendor Assignment page. The line items are used to fill in an invoice when one is created from a work order.

Code – Select the Payable Code from the find list.

Amount – Enter the amount for the Payable Code chosen.

Total - As line items are entered this field is updated. When posted this field will fill in the **Total** field on the Vendor Assignment tab.

Asset and Warranty

If the item being worked on has been defined as an asset all the pertinent information will fill in here. You will be alerted that the item is under warranty or has an in force service contract.

Print Work Orders

CMS

Print Work Orders [X]

Print	Reported	Name	Site	Vendor	
Print	1/17/1998	Front walkway 2201	2201 Maple Avenue	Victor Garcia	V
	1/17/1998	J22 Rec	Maple Avenue	Capricorn Plumbing	V

Reported: 1/17/1998

Vendor Notified: 1/18/1998

Required By: 2/2/1998

Work Started:

Work Completed:

Bricks on front walkway cracked

Toggle Print

Edit

New

1. Marked for Printing
2. All Work Orders

? [Printer Icon] [Calendar Icon]
[Compile] [Close] [Clear]

PROMAS Association Training © 2005

Maintenance : 9

Print Work Orders

CMS

Select Work Order Copies to Print [X]

☒ Vendor Copy

☐ Occupant Copy

☐ Association Copy

☐ File Copy

? [Printer Icon] [Calendar Icon]
[Print] [Cancel]

PROMAS Association Training © 2005

Maintenance : 10

Print Work Order

This function allows you to select those work orders you wish to print from a list of all work orders. There are two ways to select/deselect a work order for printing:

Highlight the work order and click the Print button

Double click the work order line item

There are two folders:

Marked for Printing – This contains a list of those work orders you have selected to print.

All Work Orders – This contains a list of all work orders

Marked for Printing

Some details of the highlighted line item are displayed below in the lower portion of the screen. In addition, you can click the Edit button to bring up the original work order for viewing or editing.

When you click the Compile button the Select Work Order to Print screen displays. This screen displays when you click Print from the Work Orders function or the Print Work Orders function. You can choose to print copies for vendor, occupant, association, and file by marking the checkboxes. After selecting the copies you want, clicking the Print button will bring up the Print Report screen.

All work orders print the Job Site address and Problem Description information from the work order. They also contain a Notify Occupant message with the occupant's name and phone numbers.

Vendor – The vendor copy contains a tear-off section for the vendor to fill out and return with information about supplies purchased and work started and completed dates. The vendor name and address print on the left in the address window space and contact information on the right.

Occupant – The occupant copy has the occupant name and address in the address window space.

Association – The association copy has the association name and address in the address window space.

File – The file copy has no address in the address window space.

Work Order Reports

CMS

Work Order Reports

Report Name

Sort Order

Report Date

8/1/1999

15

to

8/3/1999

15

Restrict to

Limit to Status

Limit to Priority

Limit to Vendor

Limit to Maintenance Type

Limit to Asset Type

Limit to Brand

Problem Reported

15

to

15

Vendor Notified

15

to

15

Date Required

15

to

15

Work Started

15

to

15

Work Completed

15

to

15

?

Compile

Cancel

 PROMAS Association Training © 2005

Maintenance : 11

PROMAS Association Training © 2016

Maintenance

Work Order Reports

The work order reports have to do with work orders entered in the Maintenance function. Each report can be limited to different subsets of vendors, associations, and units as well as date ranges using the selection fields on the Work Order Report selection screen.

Report Name – Choose the report name from the drop-down list. The reports are limited to specific work order statuses.

Sort Order – Choose the sort order you want for the report from the drop-down list. Choices include Site, Unit, Association, Subdivision, Vendor, Maintenance Type, Location.

Report Date – Enter the date range you want for the report. Only work orders falling within the date range will be considered.

Restrict To – The report can be limited to a specific unit or location.

Limit to – The report can be limited based on the information entered in the work order in any of the following fields:

Priority	Asset Type
Vendor	Brand
Maintenance Type	Date Ranges

The report can be limited based on dates in the work order that fall within the range entered here in any of the following fields:

Problem Reported	Work Started
Vendor Notified	Work Completed
Date Required	Report Names

This report lists those work orders with a status corresponding to the title of the report. On the completed work order summary, work orders with a status of completed, invoiced and resolved show, only those with a status of open and vendor notified show on the Open Work Order Summary. Information is provided on the following:

Work Order ID	Dates
Site and Description	Priority
Vendor	

Sample work order reports can be found in the reports section of this manual.

Asset CMS

Refrigerator - Unit 2205 [Asset]
X

ID

RFG 2205

Refrigerator - Unit 2205

Description

Asset Type: REFRIG: Refrigerator

Brand: GE: General Electric

Model: 17 cubic foot GE 1724

Serial Number: AF29474-w91-494

Asset Location: 2205: 2205 Maple Avenue [Unit]

Owner: MAPLE: Maple HOA

Vendors

Purchased From: HERO: Hero Electric

Warranty: 5 years

Expires: 1/7/2002

Serviced By: HERO: Hero Electric

Service Contract

Cost:

Effective: 1/15

Expires: 1/15

1. Description
2. Comments and Valuation

Save
 Close

PROMAS Association Training © 2005

Maintenance : 12

Asset - Comments & Valuation CMS

Refrigerator - Unit 2205 [Asset]
X

ID

RFG 2205

Refrigerator - Unit 2205

Comments

Valuation

Purchased: 1/7/1997

Purchase Price: \$647.00

Current Value:

Sold: 1/15

Sale Price:

1. Description
2. Comments and Valuation

Save
 Close

PROMAS Association Training © 2005

Maintenance : 13

Asset

The asset function is used to create an inventory of items that might require maintenance. Examples are refrigerator, air conditioner, pool, furnace. Information includes models and serial numbers, who it was purchased from, when the warranty expires, value information, and service contract information.

Description

ID – The Record ID identifies the particular item.

Asset Type – Select from the find list.

Brand – Select from the find list.

Model – The model of the specific item.

Serial # – Enter the serial number if available.

Asset Location – Select the unit from the find list.

Vendors

Purchased From – Select a vendor from the find list.

Warranty – Enter the type or length of warranty.

Expires – Enter the warranty expiration date.

Serviced by – Select the vendor from the find list.

Service Contract

If a service contract is in force and you select the asset in work order you will be prompted to use that vendor to do the work.

Cost – Enter the amount paid.

Effective – Enter the starting date of the contract.

Expires – Enter the expiration date of the contract.

Comments and Valuation

This is an unlimited free form area for comments.

Purchased – Enter the date of purchase.

Purchase Price – Enter the purchase price if available.

Current Value – Update this periodically based on your depreciation schedule.

Sold – Enter the date sold.

Sale Price – Enter the sale price if available.

Asset Type/Brand

CMS

Refrigerator [Asset Type]

ID: REFRIG

Name: Refrigerator

Default Maintenance Type: APPLIANCES: Appliances

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

[Brand]

ID: GE

Name: General Electric

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

 PROMAS Association Training © 2005 Maintenance : 14

Maintenance Type

CMS

Appliances [Maintenance Type]

ID: APPLIANCES

Name: Appliances

Defaults:

Vendor: GARCIA: Victor Garcia

Code: APP REP: Appliance Repair

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

 PROMAS Association Training © 2005 Maintenance : 15

Asset Type

The asset type allows you to set up classifications for specific assets. Examples would be refrigerator, range, air conditioner, furnace, vehicle. Setting up asset types and using them in the Work Order system can let you focus reporting on specific areas.

ID – The Record ID, consisting of the ID and Name fields, identifies the asset type.

Default Maintenance Type – An asset type can be associated with a Maintenance Type. As an example: a refrigerator may be included in the Appliance Maintenance Type for Appliances.

Brand

The Brand function lets you track maintenance of specific brands of assets. Examples are General Electric, Sony, Sears, Maytag. Using the Brand function you can focus on specific brands of assets when reporting on Work Orders.

ID – The Record ID, consisting of the ID and Name fields, identifies the brand. Brands are associated with asset items.

Maintenance Type

The primary use of this function is to identify preferred vendors for a particular type of job and establish categories of repair (plumbing, painting, landscaping work, electrical, etc.). The Maintenance Type can be used when entering a work order to select the vendor you wish to assign.

ID – The Record ID, consisting of the ID and Name fields, must be unique to the Maintenance Types defined.

Name – This field is used to further identify the ID. It could be the vendor name or type of job they do.

For example, if you have two different plumbers, the ID could be Plumb1 and Plumb2 and the long description either their names or the specific types of work you want to use them for.

Asset Reports

These reports have to do with the information entered in the Asset profile. Each report can be limited to different subsets of vendors, units, and locations as well as date ranges using the selection fields on the Asset Report selection screen.

Unsold Assets/Sold Assets – Mark the checkbox to identify the assets to report on.

Report Name – Choose the report name from the drop-down list.

Sort Order – Choose the sort order you want for the report from the drop-down list. Choices include Asset, Unit, Ledger, and Member.

Restrict To – The report can be limited to a specific unit or location.

Limit to – The report can be limited based on the information entered in the work order in any of the following fields:

Asset Type

Brand

Servicing Vendor

Purchased From Vendor

The report can be limited based on dates in the work order that fall within the range entered here in any of the following fields:

Warranty Expires

Service Expires

Date Purchased

Date Sold

Report Names

Asset Sales – This report lists all those assets with dates in the Date Sold field of the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset. It includes the unit, the date sold, the price, value, purchase date and purchase price.

Asset Warranties – This report lists all those assets with Warranty dates in the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset. It includes the unit, purchase date, warranty information and expiration date.

Assets – This report lists each asset that falls within the selection criteria entered on the selection screen. It lists all the information entered in the Asset profile.

Deed Restrictions, Violations, & Architectural Review

Deed Restrictions & Violations

CMS

- Setting Up Rules
 - Subject
 - Code
 - Action Code
 - Article
 - Status
- Events
- History
- Letters
- Reports

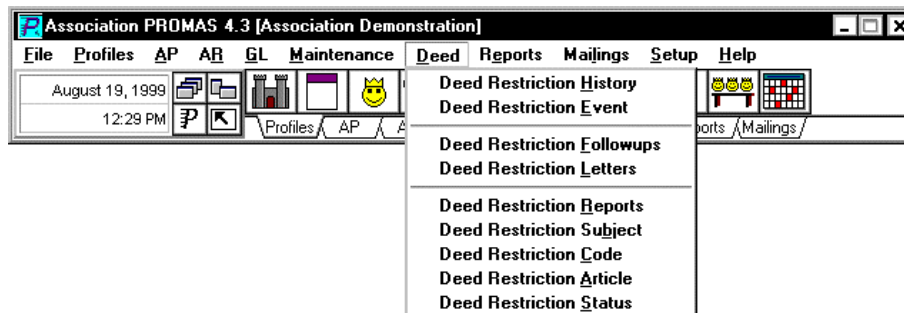


PROMAS Association Training © 1999

Deed Restrictions/Violations: 1

Deed Restriction Menu Options

CMS



PROMAS Association Training © 1999

Deed Restrictions/Violations: 2

Objectives

The Deed Restriction module, which is optional, is useful for handling the tracking and follow-up on violations of the association covenants; architectural change requests from members; and other activities that require follow-up actions or a sequence of actions.

This function includes recording of the violation/request; tracking of the various stages through resolution; reporting on the status of unresolved items; printing letters to the affected members. There is a history function similar to those found in other modules.

Simply stated, using this module involves setting up the rules and procedures for handling violations and requests and then recording the event and following the procedure. The use of the module for daily activities is straightforward once the procedures are in place.

At the end of this module you will be able to:

- understand how to set up a violation subject and the procedure for taking care of it
- record an event and trigger actions to be taken
- review the history records
- print reports pertaining to the events

Setting Up

The first step to using the violations module is to enter your base tables - Subject, Status, Articles, and Letter. You are then ready to enter a Deed Code and Deed Code - Action that take place. Once all of that is in place, an Event triggers the sequence of actions that occur. All functions, including History, Reports and Letters are included in the section.

Deed Subject

CMS

Trash can out after 5PM o [Deed Subject]

ID

TRASH CAN

Trash can out after 5PM o

☒ Active

Default Status

VIOLATION: Violation Reported

Remind After (Days)

5

Respond By (Days)

 PROMAS Association Training © 1999

Deed Restrictions/Vioations: 3

Subject

The deed subjects are entered in Deeds, Deed Subject. A Find List of subjects is maintained. The standard ID and Long Description are employed.

The subject is generic while the code is specific. For example, the subject of TRASH may cover potential code violations related to trash can size and color; cans on street outside specified times; trash in other than authorized containers; etc.

Each subject can have a default status and can be tied to a Remind and Respond time frame.

if a subject is no longer needed, clear the Status checkbox. One can be reactivated by using the Show Inactives checkbox on the Find List.

Default Status - choose whatever status the event should start with from the list
Remind After (Days) - the number of days entered will appear in History
Respond by (Days) - the number of days entered will appear in History

Status

Based on actions taken, the status can be changed automatically. For example, when an event is recorded the default status may come from the Subject, the Code selected or be selected from the list.

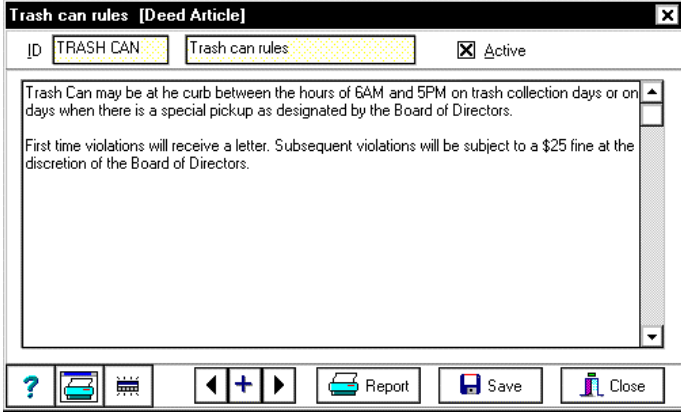
Common status entries used are Pending, Resolved, Corrected, Approved, On Hold, Under Review. Reports can be limited to a particular status.

The **Active** checkbox determines whether or not the status is selectable from the list.

Resolved - when marked, an event with that Status will be considered resolved.
Include in Ride List - when marked events with that status will be on the Ride List report.

Deed Article

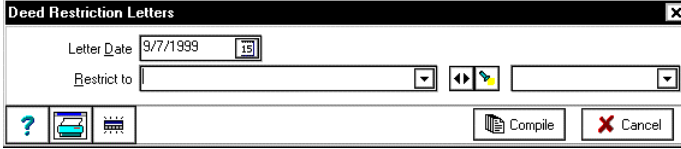
CMS

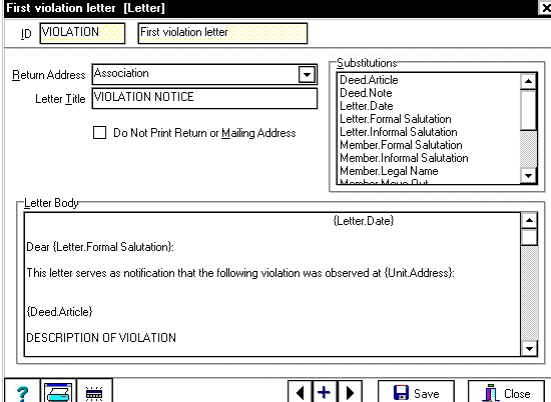



PROMAS Association Training © 1999
Deed Restrictions/Violations: 5

Deed Letter

CMS






PROMAS Association Training © 1999
Deed Restrictions/Violations: 6

Article

The article generally consists of the verbiage associated with the codes that are part of the covenants of the association. The articles can be a test insertion into a letter prescribed by the action to be taken.

The Active checkbox determines if the article is available from the list.

Letter

The letters used for this module are defined in Mailings, Edit Letters. The text substitutions starting with the word Deed are only useable when Deed Letters are printed using this module.

The letters can either be printed from PROMAS or mail-merged into Word. Information on mail-merge is in Help, Topic Search, Mail Merge.

Deed Code and Action Code

CMS

Trash can procedures [Deed Code]

ID

TRASH CAN

Trash can procedures

☒ Active

☐ Action Code

Subject

TRASH CAN: Trash can out after 5PM o

Article

TRASH CAN: Trash can rules

Immediate Action

LETTER 1ST: 1st time violation letter

Change Status To

UNCORRECT: Uncorrected Violation

☒ Include in Ride List

?

◀

+

▶

Report

Save

Close

Trash can action [Deed Code]

ID

TRASH LTR

Trash can action

☒ Active

☒ Action Code

Letter

NOTICE 1: Notice letter

Follow Up After (Days)

Follow Up Action

Change Status To

LETTER SNT: Letter sent to member

☐ Include in Ride List

?

◀

+

▶

Report

Save

Close

 PROMAS Association Training © 2005

Deed Restrictions/Violations: 7

Code

Each event is related to a Code that identifies the Subject and Article and points to an Action Code which identifies a Letter and points to a Follow-up Action which in turn can be a Code or an Action Code.

The Active checkbox determines if the code is selectable from the list. When the Action Code checkbox is marked the form layout is changed and the Code is considered to be an Action Code.

Code Items

Subject - identifies the area involved

Article - identifies the specific rules or covenants that are involved

Immediate Action - points to the Action Code

Change Status To - the status chosen will be reflected in the history line item

Include on Ride List - marking this checkbox will cause the event to be included on the Ride List report.

Action Code Items

Letter - identifies the letter to be sent. All letters entered in Mailings, Edit Letters are available.

Follow-up after (Days) - this in conjunction with the Follow up Action will trigger another action.

Follow-up Action - can be a Code or an Action Code

Change Status To - any status chosen will be reflected in the history line item

Deed Event

CMS

Deed Restriction Event

Date8/24/199915

Site

Code

Status

Note

Remind After15

Respond By15

?

+ New

Post

Cancel

 PROMAS Association Training © 2005Deed Restrictions/Violations: 8

Deed Event

CMS

Deed Restriction Event

Date9/7/199915

Site2205: 2205 Maple Avenue [Unit]

CodeLAWN - GEN: Lawn decorations

StatusVIOLATION: Violation Reported

NoteViolation - Pink plastic flamingoes on lawn

Remind After9/12/199915

Respond By15

?

+ New

Post

Cancel

 PROMAS Association Training © 2005Deed Restrictions/Violations: 9

Event

An event can identify a violation, an architectural change request or any item needing follow-up. The event's code is the basis for generating letters and other activities. Each event is in Deed Restriction History. Events no longer required can be deleted.

Date - defaults to the system date. Change if appropriate

Site - usually a unit

Code - identifies the code associated with the event. The code identifies the Subject and Article and points to the Action Code to follow.

Status - will update based upon actions taken

Note - this free from unlimited entry field can be inserted into any letter created. It is one of the text substitution choices when setting up the deed letters.

Remind After and **Respond By** - these date fields will appear in event history and will be included in follow-ups.

Exercise

Enter an event for 2205 Maple. Violation reported - pink flamingos on the lawn

Go to Deed, Deed Restriction, Event, and click New

Select 2205 as the Site

Select Lawn as the Code

Select Violation for Status

Type in a Note

Click Post

Review the event in Deed History

Go to Deed, Deed Restriction History

Highlight and review the event just entered

Note that the Letter shoes Not Sent

Generate a violation letter to include the note

Go to Deed, Deed Restriction Letters

Compile and preview the letter, then Print

Close and go to Deed Restriction History

Highlight and review the event - note the status of the letter

Close

Deed History CMS

Deed Restriction History

Date	Site	Description	Remind	Respond	Note
9/5/1999	2201 Maple Avenue	Trash can procedures [Trash can out aft	9/10/1999		
9/5/1999	2203 Maple Avenue	Trash can procedures [Trash can out aft	9/10/1999		Next time :
9/6/1999	2204 Maple Avenue	Lawn decorations [Violation reported]	9/11/1999		Violation --

Date	Description	Letter Sent	Note
9/5/1999	Trash can action	9/5/1999	Member called to explain -- Daughter fell

☐ Enable Filter

PROMAS Association Training © 2005
Deed Restrictions/Violations: 10

Deed History - Filter CMS

Edit Filter

Remind After to
Respond By to

☐ Filter Active

Site
Code
Status

PROMAS Association Training © 2005
Deed Restrictions/Violations: 11

Deed Restriction History

This history function is similar in layout to the Maintenance module Work Order History. It gets updated as actions take place. There are five tabs: Unresolved, Remind this Week, Respond this Week, Resolved, All.

The upper portion of the screen contains each event line item while the bottom portion has each action line item for the highlighted event. The filter button can be used to find a particular violation or group of violations. A new event can be entered using the event speedbutton and a new action can be entered for an existing event. Both the event and the action can be edited from the history screen.

Event Line Items

Date - the posting date of the event

Site - usually the unit

Description - consists of the code long description and the subject long description

Remind - the remind date from the last code or action processed

Respond - the respond date from the last code or action processed

Note - from the event. This field can be included on letters printed from this function.

Action Line Items

Date - the effective date of the action

Description - the long description of the Action Code

Letter Sent - date the letter was printed

Note - can be entered by using the Edit Event button. Appears on reports but not in letters.

Action Buttons

Filter - Use to eliminate unwanted entries from the line items. Filtering on Site, Code, or Status can let you focus on the line items you are interested in.

New Action - Use to add a new action to an existing event. Actions can be deleted using the Edit Action button.

Edit Event - lets you edit the event, make changes, and delete the event.

Edit Action - lets you edit the action, add a note, make changes and delete the action.

Deed Restriction Action	
9/7/1999	Lawn decorations at 2205 Maple Avenue
Violation - Pink plastic flamingoes on lawn	
Date	9/7/1999
Code	LETTER 1ST: 1st time violation letter
Status	VIOLATION: Violation Reported
Note	Probably put there by pranksters!!!
Letter Sent	
    Post  Delete  Cancel	

Exercise

Review Deed Restriction History. Add a note to the action line item.

Go to Deed, Deed Restriction History
View the entries and look at the tab entries
Click the Edit Action button
Type a note and Post
View the note on the action line item

Exercise

Review the violations for 2205 Maple

Go to Deed, Deed Restriction History
Click Filter
Select 2205 Maple as the Site
Mark the Filter Active checkbox
Click Save
Note the screen entries
Toggle the Enable filter checkbox - note the change in screen entries
Click Close

Deed Followups

CMS

Deed Restriction Followups
✕

Scheduled Thru

Restrict to

PROMAS Association Training © 2005
Deed Restrictions/Violations: 12

Followups - Compiled

CMS

Deed Restriction Followups
✕

Date	Unit	Event	
9/9/1999	2204: 2204 Maple Avenue	LAWN - GEN: Lawn decorations	☐ Skip
Followup		INSPECT: Ride by to see if fixed	🔍

☐ Sort by Event
 ☒ Sort by Unit

PROMAS Association Training © 2005
Deed Restrictions/Violations: 13

Follow-ups

Selecting a **Scheduled Through** date and clicking **Compile** will search the deed restriction line items to determine if there are follow-up actions to post. When the follow-up action is posted it updates the history and will be a candidate for a letter if that is part of the action.

The follow-up candidates can be **Restricted To** an association, a fund or a unit.

Follow-ups Compiled

Date - the date the follow-up becomes active

Unit - ID and Long Description of the site

Event - ID and Long Description of the event

Follow-ups - ID and Long Description of the action

Skip - mark this checkbox if you want to skip this follow-up candidate

Exercise

Compile follow-ups and review

Go to Deed, Deed Restriction Follow-ups

Set the Scheduled Through date to five days from now

Click Compile

Review the candidates selected

Click Cancel



Deed Restriction Letters

The letter body is defined in Mailings, Edit Letters. Text substitutions starting with the word “Deed” are unique to this function.

The candidate letter selected is the one per the current action. Selecting a Scheduled Through date and clicking Compile will search the deed restriction line items to determine if there are letters to print. A list of candidates are presented. When the letters are compiled and printed there is a prompt to update the history information with the date letters were sent.

Send Letters

This compiled list of candidates indicates which letter will be sent. By editing the line item the letter can be changed and the candidate skipped. The list can be sorted by member or unit using the radio buttons. Three tabs are available: All Letters, Selected Letters, Skipped Letters.

Report - click to create a report that can be viewed and/or printed.

Compile - click to compile the letters. They can be viewed and then printed or sent directly to the printer.

Exercise

Print a deed restriction letter

Go to Deed, Deed Restriction Letters

Click Compile

Review the candidates. Skip all but one.

Click Compile

Mark Preview on Screen, then click OK

Review the letter. Click Print

close

Click OK to mark the letter sent

Review the changes in Deed Restriction History

Deed Reports

CMS

Deed Restriction Reports

Report Name

Sort Order

Report Date

Restrict to

Limit to Status

Limit to Code

Remind After

Respond By

Event Details

Event Summary

Ride List

15

to

15

15

to

15

?

Print

Calendar

Compile

Cancel

☒ Resolved

☒ Unresolved

 PROMAS Association Training © 2005

Deed Restrictions/Violations: 16

Deed Restriction Reports

The report function in Deeds is similar to that in Reports. Since this is an optional module all the reports and letters are contained herein. In addition to the reports here, there are reports from Follow-ups, Letters, Codes, Articles, Statuses and Subjects. Samples of all reports are at the end of this section.

Using the checkboxes, reports can include events with a status of Resolved, Unresolved or Both.

Report Name - options include Event Details, Event Summary and Ride List.

Sort Order - the default is site. Other options are unit, association, subdivision and location.

Report Date - select the date range

Restrict to - options are unit and location

Limit to Status/Code - selecting entries acts as a filter

Remind / Respond After - choosing date ranges for either or both will filter out those not matching

Click **Compile** to bring up the report. Send Directly to Printer or Preview on Screen.

Exercise

Compile a report and view it on the screen.

Go to Deed, Deed Restriction Reports

Select Event Details as the Report Name

Click Compile

Select Preview on the Screen, then click OK

Review the report

Close when finished

Advanced Exercise - on your own

Run the report using some of the limiting and restriction fields.

Deed Restriction Event Details

Wednesday September 1, 1999 to Monday September 6, 1999

<u>Site</u>	<u>Date</u>	<u>Event and Notes</u>	<u>Respond</u>	<u>Remind</u>
2201 Maple Avenue	9/ 5/1999	Trash can procedures (Uncorrected Violation)		9/10/1999
	9/ 5/1999	Trash can action where does this note go?		
2203 Maple Avenue	9/ 5/1999	multi line Trash can procedures (Uncorrected Violation)		9/10/1999
	9/ 5/1999	Next time you leave your can out it will be confiscated.		
2204 Maple Avenue	9/ 6/1999	1st time violation letter Lawn decorations (Violation Reported)		9/11/1999
	9/ 6/1999	Violation -- Several plastic pink flamingo decorations were seen in the front lawn during a ride by inspection on September 4, 1999.		
	9/ 6/1999	1st time violation letter May have been put there by prankster. Ugliest things you ever saw!		

Deed Restriction Event Summary

Wednesday September 1, 1999 to Monday September 6, 1999

<u>Site</u>	<u>Date</u>	<u>Event and Notes</u>	<u>Respond</u>	<u>Remind</u>
2201 Maple Avenue	9/ 5/1999	Trash can rules (Violation Reported)		9/10/1999
2203 Maple Avenue	9/ 5/1999	Trash can rules (Violation Reported) Next time you leave your can out it will be confiscated.		9/10/1999
2204 Maple Avenue	9/ 6/1999	Lawn decorations (Violation Reported) Violation -- Several plastic pink flamingo decorations were seen in the front lawn during a ride by inspection on September 4, 1999.		9/11/1999

Ride List

Wednesday September 1, 1999 to Monday September 6, 1999

<u>Site</u>	<u>Action</u>	<u>Date</u>	<u>Event and Notes</u>
2201 Maple Avenue		9/ 5/1999	Trash can rules (Violation Reported)
2203 Maple Avenue		9/ 5/1999	Trash can rules (Violation Reported) Next time you leave your can out it will be confiscated.
		9/ 5/1999	1st time violation letter
2204 Maple Avenue		9/ 6/1999	Lawn decorations (Violation Reported) Violation -- Several plastic pink flamingo decorations were seen in the front lawn during a ride by inspection on September 4, 1999.
		9/ 6/1999	1st time violation letter

Deed Restriction Statuses

<u>ID</u>	<u>Name</u>	<u>Status</u>	<u>Resolved</u>	<u>Additional Information</u>
APPROVED	Approved by ACC	Active		Ride List
CORRECTED	Corrected Violation	Active	Resolved	
INVENTORY	No paperwork from owner	Active		
LETTER SNT	Letter sent to member	Active	Resolved	Ride List
NONE	No Violation -- error	Active	Resolved	
ON HOLD	On hold awaiting response	Active		Ride List
OVERLOOK	Overlook violation / ACC	Active	Resolved	
PENDING	Pending Request-committee	Active		
REJECTED	Rejected by ACC	Active	Resolved	Ride List
UNCORRECT	Uncorrected Violation	Active		Ride List
VIOLATION	Violation Reported	Active		Ride List

Deed Restriction Subjects

<u>ID</u>	<u>Name</u>	<u>Status</u>	<u>Default Status</u>	<u>Remind</u>	<u>Respond</u>
RASH CAN	Trash can out after 5PM o	Active	Violation Reported	5	
VIOLATION	Violation reported	Active	Violation Reported	5	

Deed Restriction Subjects

Event Codes

<u>ID</u>	<u>Name</u>	<u>Status</u>	<u>Default Status</u>	<u>Additional Information</u>
LAWN - GEN	Lawn decorations	Active		
	Subject: Violation reported	Article: Lawn decorations		Action: 1st time violation letter
TRASH CAN	Trash can procedures	Active	Uncorrected Violation	Ride List
	Subject: Trash can out after 5PM o	Article: Trash can rules		Action: 1st time violation letter

Action Codes

<u>ID</u>	<u>Name</u>	<u>Status</u>	<u>Default Status</u>	<u>Additional Information</u>
INSPECT	Ride by to see if fixed	Active		
	Letter:	Followup:		
LETTER 1ST	1st time violation letter	Active	Letter sent to member	Ride List
	Letter: First violation letter	Followup: Ride by to see if fixed in 3 Days		
TRASH LTR	Trash can action	Active	Letter sent to member	
	Letter: Notice letter	Followup:		

Deed Restriction Statuses

<u>ID</u>	<u>Name</u>	<u>Status</u>	<u>Article Text</u>
LAWN GEN	Lawn decorations	Active	Article 7 - Lawn Upkeep and Decorations Paragraph 4 -- Lawn areas between the curb and the front of the house will be free and clear of any decorative objects. This includes plastic or ceramic animals, objects of art, flagpoles, furniture, and any other items that would obstruct the mowing and care of the lawn area. First time violations will result in a letter requesting removal. Subsequent violations..... are subject to a fine. Trash Can may be at the curb between the hours of 6AM and 5PM on trash collection days or on days when there is a special pickup as designated by the Board of Directors. First time violations will receive a letter. Subsequent violations will be subject to a \$25 fine at the discretion of the Board of Directors.
TRASH CAN	Trash can rules	Active	

Deed Restriction Letters

Maple HOA		
<u>Unit & Member</u>	<u>Letter</u>	<u>Deed Restriction Code</u>
2203: 2203 Maple Avenue LEBENSON: Ira Lebenon	First violation letter	1st time violation letter
2204: 2204 Maple Avenue CHEEK: Carl Cheek	First violation letter	1st time violation letter

Maple Homeowners Association
Box 2340
Vienna, VA 22180

Good place to put management company or association
employee
contacts.

Eight lines available

Carl Check jr.
2204 Maple Avenue
Vienna, VA 22180

VIOLATION NOTICE

Monday September 6, 1999

Dear Mr. Cheek:

This letter serves as notification that the following violation was observed at 2204 Maple Avenue, Vienna, VA 22180:

Article 7 - Lawn Upkeep and Decorations

Paragraph 4 -- Lawn areas between the curb and the front of the house will be free and clear of any decorative objects. This includes plastic or ceramic animals, objects of art, flagpoles, furniture, and any other items that would obstruct the mowing and care of the lawn area.

.....First time violations will result in a letter requesting removal. Subsequent violations.....
.....are subject to a fine.

DESCRIPTION OF VIOLATION

Violation -- Several plastic pink flamingo decorations were seen in the front lawn during a ride by inspection on September 4, 1999.

This matter must be corrected within 5 days. Should you have any questions please contact the Association management office at 555-1234.

Sincerely,

Emma Bull
Maple HOA

If you would like to review or print one of the following documents, click on the line item or document number. Once it is displayed on the screen you can print it. The documents are listed alphabetically by subject matter. For a numerical list, click [here](#).

Association Topics	Document #
A Typical Month - Association	502
Account Sections	522
Correcting a Payment Recorded in Error.....	507
Deposit Funds to Bank Account	509
Initialize Association Balances	517
Invoice Checks - Payments to Vendors.....	516
Mail Merge Letters	531
Payroll Checks	520
Reconcile a Bank Statement	511
Reconcile Bank Statement First Time	512
Recurring Checks	515
Transferring Money To/From Reserve Acct	527
Void a Cleared Check	524
Violations / Deed Restrictions	530

Member Topics	Document #
Add a New Member	519
Apply Open Credits.....	514
Bad Debt Writeoff.....	525
Batch Receipts (Lockbox file).....	523
Change a Charge - Void, Reverse, Edit.....	510
Fees - Charge each month (quarter).....	503
Late Fees Charge	504
Member Payment.....	508
Member Statements.....	518
NSF a Receipt	505
Payment Received in Advance.....	513
Unit Changes Ownership.....	526
Void an NSF	506

Association Conversions	Document #
Conversion Instructions - Assoc. PROMAS	311
Conversion Instructions - Assoc. Yardi	308

How To documents are available to download from www.promas.com - click on Support

1099 – Tax Reporting..... 331

A

About PROMAS Association..... 53
 Access Groups 47
 Account Billing 345
 Account Codes - Find List..... 67
 Account List 107
 Account Options tab 69
 Account Sections..... 109
 Accounts Payable - AP 35
 Accounts Receivable - AR 37
 Action Buttons..... 203
 Address & Accounting tab 117
 Address tab 127
 Adjust Bank Balance 285
 Adjust Vendor Payment..... 269
 Adjusting Open Credits 181
 Advance Payments tab 183
 Advanced Scheduling..... 315
 Article 363
 Asset and Warranty 345
 Asset Reports..... 355
 Asset Type..... 353
 Asset 351
 Association Fee Profile 145
 Association Profile..... 117

B

Bank Account History 231
 Bank Statement Reconciliation 289
 Bank to Bank Transfers 287
 Batch Member Receipts Form 191
 Batch Member Receipts 189
 Blank Checks 271
 Brand 353
 Budgets 299

C

Categories in Profile 95
 Categories tab 121
 Categories tab 125
 Categories tab 131
 Categories tab 139
 Categories 93
 Change Billing Information 217
 Changing Databases..... 28
 Charges tab 211
 Check - Posting 257
 Check History - Void a Transaction 221
 Check History (AP) 219
 Check Layout 253
 Check Printing 257
 Checking Account Setup tab 71
 Code 365

Comments and Valuation 351
 Company Profile 115
 Compiled Check Candidates - Overview 253
 Compiled Fees 157
 Coupons 41
 Current Charges 171
 Current Charges 185

D

Database Utilities..... 45
 Deed Restriction History 369
 Deed Restriction Letters 375
 Deed Restriction Reports..... 377
 Deed Restrictions/Violations 43
 Deposit Receipts 177
 Destroyed Checks 271
 Display Conventions 17
 Documentation tab 125
 Documentation tab 131

E

Edit Button 205
 Edit Check..... 217
 Edit Letters 319
 Entering Dates..... 21
 Entering Invoices..... 243
 Environment Options 65
 Event Reminders 233
 Event..... 367
 Export Letters to Merge File..... 327

F

Fees and Notices tab 119
 File Menu 45
 Filling in the Deposit Slip..... 177
 Filling in the Receipt Form 167
 Filter Button 203
 Find List - Record Selection..... 15
 Finding the Setup Tables 63
 Followups 373
 Fund 107

G

General Ledger - GL..... 37
 GL History - All Accounts..... 229
 GL History - Revenue & Expenses 229
 GL History 227

I

Interest Charges 89
 Introduction 9
 Invoice - Payee Address & Memos Tab..... 249
 Invoice Checks..... 255
 Invoice History (AP) 215
 Invoice tab 245

J		P	
Journal Transfers.....	279	Part-time Address tab	129
Journal Vouchers.....	277	Payable Codes	73
L		Posting Tables	79
Late Fees - Compiled Screen	161	Posting Transactions.....	23
Late Fees	89	Preview Report on Screen	309
Ledger Receipts.....	175		
Lien Letters.....	319	Print Checks.....	259
Letter.....	363	Print Reports	309
Location Profile	143	Print Work Order	347
Logging out of PROMAS Association.....	27	Privilege Profile.....	147
LOGON Routine.....	11	Privileges tab	129
M		Problem Report.....	341
Magnetic Media	332	Processing Defaults	79
Mail Merge	329	Profile List.....	101
Mailing Options	41	Profiles.....	35
Mailings	313		
Main Menu / Speedbar	13	R	
Maintenance Type.....	353	Rate Tables	103
Maintenance	39	Receipt History (AR).....	213
Member Charges.....	163	Receipts tab	211
Member History (AR)	209	Receivable Codes.....	75
Member Letters Compiled.....	325	Recurring Charges tab	125
Member Letters	325	Recurring Charges tab	131
Member Move Out	183	Recurring Journal Entries.....	283
Member Profile	127	Release Invoice	217
Member Receipts	165	Release Notes	53
Member Refund Check	187	Report Selection Screen - Member Reports	303
Member Refund Check	265	Reports	39
Member Statement Profile.....	317	Reprint Check	223
Member Statement	105	Reviewing Vendor Profile	241
Member Statements.....	317	Running Reports	25
Membership Group Profile.....	149		
MICR Check Setup tab	71	S	
Modules.....	31	Sample Reports	279
N		Scheduled Fees	155
New Charges Base tab	89	Scheduled Receivables - Late Fees	159
New Charges Per Day tab	91	Scheduled Statements	315
New Charges	171	Screen Messages	59
New Charges	185	Selecting Scheduled Payables	251
Notices – Late Letters	323	Selection Screen	159
Notices	99	Send Letters	375
NSF Transactions.....	213	Setup	43
O		Single Check.....	261
Old Charges tab	91	Speedbuttons	23
		Statement of Warranty and Disclaimer	2
		Status	361
		Subdivision Profile	141
		Subject.....	361
		System Security.....	47

T

Tax Reporting – 1099.....	331
Tax Reporting.....	41
Taxes and Statements tab	121
Tickler Reports	307
Topic Search - by Subject.....	55
Topic Search	55
Training Files	3
Training Manual.....	1

U

Unit Description tab.....	123
Unit Profile	123
Unpaid Charges tab.....	209
User Information	47
Using Cross Reference Screens.....	19
Using Screen Help	57
Using the <Alt> key to select options	15
Using the Folder Button	17

V

Vendor Assignment.....	343
Vendor Categories.....	95
Vendor Credit Memo	267
Vendor History (AP)	225
Vendor Information tab	137
Vendor Letters Compiled.....	327
Vendor Letters.....	327
Vendor Profile.....	137
Void Button.....	207

W

Where to Find Help	51
Work Order History Filter	337
Work Order History	337
Work Order Reports.....	349
Work Orders	339

