**Overview**

Once you have registered the software with Promas Tech Support you are ready to enter your information into the system.

This document has several sections.

Profile ID
[Setup](#)
[Entering Profiles](#)
[Initialize Accounts](#)

If you run into any problems during the startup phase of using PROMAS call customer support at 800-397-1499.

# Profile ID

If you try to save a profile without filling in a required field, a warning screen will display with the message "Value must be entered". When you click on the OK button the cursor will be in the field that needs an entry.

**All profiles** – owner, unit, tenant, property, vendor – require a Record ID consisting of an ID (short description) field of up to 20 characters and a Long Description field of up to 40 characters. A warning message will appear if you try to save a profile with a Record ID used by another profile for the same profile set. The Record ID can be changed without consequence even after being in use for a period of time. Some examples are listed below.

**ID – Short Description**

Each ID must be unique within a set, i.e. each owner ID must be unique from all other owners but an owner and a tenant can have the same ID. Properties should not have the same ID as the owner. The maximum number of characters is 10. Spaces and special characters are allowed.

The primary sort sequence on every Find List is the ID. Therefore, the ID you choose should be one that is logical for finding that record from a list.

## Name - Long Description

The long description usually provides the spelled out meaning of the ID. The maximum length is 25 characters. Spaces and special characters are allowed. The long description is used on reports and on-screen history lists. A Find List can be sorted on and searched by the Long Description as well as the ID.

*Examples:*

|  | ID | Long Description |
|---|---|---|
| Owner | Golden | Harrison S. Golden |
| Property | Regency | Regency Arms Apartments |
| Property | Golden Regency | Regency Arms Apartments |
| Unit | Fair426 | 426 Fairway Drive |
| Unit | WB202 | Willow Brook Apts 202 |
| Account Code | Rent | Rent |
| Bill Code | Plumbing | Plumbing |
| Charge Code | Late Fee | Late Fee |

## Setup

The Setup pull-down from the Speedbar contains most of the functions and profiles that define the parameters used to make PROMAS work according to your business requirements.
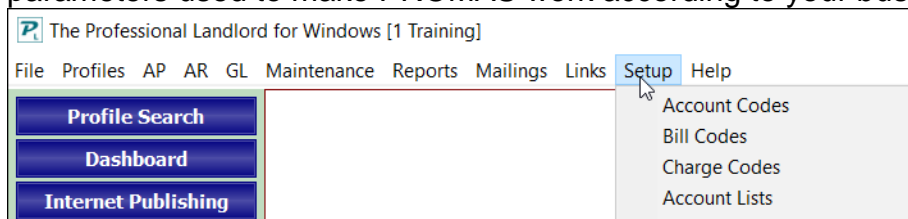
Click on the word Setup (on the top line of the Speedbar) to choose the function you want. Some of the functions in Setup are necessary to getting started while others can be entered later.

## Company Profile – Setup, Company

The first profile to enter is Company. The company name in the protected field at the top of the screen is the one entered in System Security at the time of registration. It cannot be changed and prints on every report and statement on the "Prepared by" line.
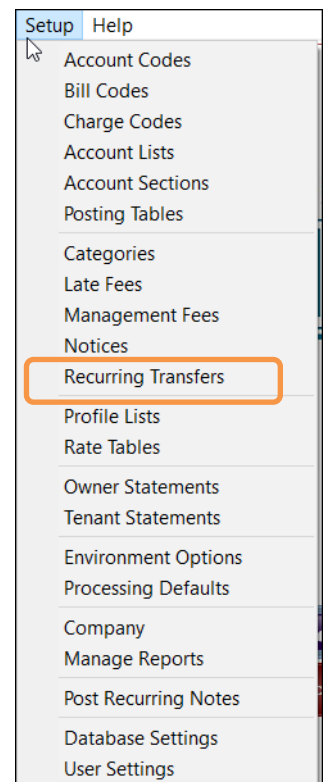
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**Mailing Address** – Use this block to enter the mailing address of the company. Do not enter your company name in this area.

**Taxpayer ID** – enter the taxpayer ID for the company.

**Taxpayer Name** – If the company name for tax reporting is different from the one you registered the program under, enter that name here.

**Taxpayer Phone Number** – This field is a mandatory entry on the tax form (1099 Misc).

**Additional Letterhead Info** – (Optional) - If you would like additional information printed on letters and statements, enter it here (e.g. phone and fax numbers). It prints on the right hand side of the page. When setting up the owner statement you can choose to use the Additional Letterhead Info from the management group profile or the company profile. Multiple lines can be entered.


## Chart of Accounts

The Chart of Accounts consists of the account codes, bill codes and charge codes. You only need to add to or modify the existing entries. You can change the names if you use other words to describe an account code. For example, the default "Cash Distribution" could be "Payment to Owner", "Owner Draw", etc.

> **Bill (Payable) Codes and Charge (Receivable) Codes** are subsets of the Chart of Accounts. These are what you see and select from the Find List when paying bills and charging tenants.

You can print the Account Codes, Bill Codes, Charge Codes and Chart of Accounts in Reports, Miscellaneous. After printing, note the modifications you want to make and then go to Setup and edit each code.

To print the defaults:
- Choose Reports, Miscellaneous Reports
- Select Chart of Accounts from the Report Name Find List.
- Click Compile.
- Click OK to print the list.
- Select Bill Codes from the Report Name Find List.
- Click Compile.
- Click OK to print the list.
- Select Charge Codes from the Report Name Find List.
- Click Compile.
- Click OK to print the list.

**Account Codes – Setup, Account Codes**
The ID and Long Description can be anything you want to use (numbers, words, codes) to describe the associated ledger code. Ledger codes can be any numerical format up to xxxxx.xxxx. The account codes other than bank accounts may satisfy your immediate needs. You can modify and add to them at any time. If there are ones you don't need, unmark the Active checkbox.

**Bill Codes – Setup, Bill Codes**
Bill Codes are a subset of Account Codes. They are used in the AP (Payables) module to describe the reason for the expenditure.

**Charge Codes – Setup, Charge Codes**
The Charge Code is used by the AR (Receivables) module to describe what a tenant is being charged. Similar to Bill Codes, the Charge Code adds to reporting flexibility and minimizes the chance of entry errors. A charge code can have a payoff priority, be subject to management fees and subject to late fees.

**Bank Accounts**
Two bank accounts are predefined. The IDs are Checking and Escrow. "Checking" is for receiving rent and making payments. "Escrow" is for the tenant security deposits. The Check Style for each is Laser Three Part (Center). If your check stock does not have the check in the middle, change the entry on tab 2.

Enter the pertinent bank information on tab 2 and the MICR Band, Slip fields on tab 3. See Help PDF document #387 for help on setting up a bank account and the MICR information.

**Changing and Adding Codes**

Change an existing account code
- Choose Setup, Account Codes.
- Mark the Keep Find List Active checkbox.
- Highlight the account code you want to change.
- Click Edit, make the changes and click Save.
- Select the next account code you want to change and repeat the step above until done.
- If prompted to rebuild the General Ledger, go to File, Database Utilities, mark the checkboxes for Rebuild Indices and Rebuild General Ledger (which will mark all three checkboxes) and Run Database Utilities.

Add new account code
- From the Find List click the New button.
- Enter the information about the account code.
- Click the <+> button to add another account code.
- Click Save when finished.
- Repeat steps a and b for Bill Codes and Charge Codes.
- To print your updated lists repeat the print steps above.

**Posting Table – Setup, Posting Table**

The posting table sets the default account codes used when transactions are posting to the ledgers. Each owner and property is assigned a posting table. In most cases one posting table will handle all ledgers. A second posting table is needed if some owner's funds are kept in one bank account and some in another.

The Posting Table defaults for Bank Accounts are Checking for Tenant Refund Checks and Escrow for the Tenant Security Deposits. If you only use one bank account, select Checking for the Escrow field and make the Escrow account code inactive in the Account Code list.

**Management Group Profile – Profiles, Management Group**

In most companies only one Management Group needs to be defined. Essentially a management group defines a set of books. A ledger is maintained for the management group where management fees, late fees, leasing fees and other fees are held. Checks are written from the management group ledger to the parent company for fees earned.
- If you think you need more than one management group please call technical support for guidance.

Note: If you are a fee-based manager, unmark the checkbox "Show Ledger Codes on Financial Reports".

**Management Fee Profile – Setup, Management Fees**
If you are NOT a fee based manager, skip this step.

A separate management fee profile must be created for each different fee structure. If, for example, all your units are 9% then only one profile is needed. You can create a number of management fee profiles now and make the most common one.

- Go to Setup, Management Fee and click New.
- Enter a Record ID
  - Examples:
    - 8C        Eight % Collected
    - F45       Fixed $45

Enter the management fee information.



- Select the account to use for NSF charge.
- Enter leasing fee information.
- Enter the late charge information.
- Click Save when finished.

# Entering Profile Data

## Overview
The primary profiles are Owner, Property, Unit, and Tenant. They contain the basic information about your client, his units and their tenants. The tenant profile links to the Unit profile, which links to either an owner or property profile. When the link is to a property, the property is linked to one or more owners. The unit defines the rentable entity. Remember, the tenant lives in the unit and the unit is owned by the owner or the property. See the following section, "Properties", for help in deciding if your unit should be owned by an owner ledger or a property ledger.

Enter the Owner Profile(s) first, then the Property (if applicable), then the Unit(s), then the Tenant(s). When you enter the Unit Profile, the Owner and Property list will be available to select a ledger and likewise when you enter the Tenant profiles, the Unit list will be available.

Note: You cannot save a profile unless you have entered all the required fields. You will receive the error message "Value must be entered" and the cursor will be flashing in that required field when the profile is incomplete.

You can always edit a profile later to enter information in the non-required fields.

## Owner Profiles
An owner profile must be created for every owner, and only one profile per owner. Refer to the context sensitive help <F1> on specific fields.

Choose Profiles, Owner, to get the Find List
- Click the New button.
- Enter the Record ID (short description and long description).
  - Example: Herm    Joseph C. Hermanovitch
- Enter the owner's permanent address information.
- The Accounting information is filled in from the Processing Defaults.
- Enter the Taxpayer ID (SSN) or unmark the Send 1099 checkbox.

Choose the Part Time Address page tab.
- Enter any available information.

Choose the Checks and Statements page tab.
- Change the Statement Type if this is not an owner of one single unit. If you are sending financial reports instead of statements you can clear this field by using the backspace key. If you are going to print the owner statement on the owner's distribution check stub, clear this field.
- Click in the Distribution Reserve field. Press the <F1> key to read the help pertaining to check writing's use of reserve and distribution amounts. (The Base Reserve is usually set to $0, so you can leave that field blank.)
- Enter a Distribution Check Override Address and Distribution Check Memo if the owner check doesn't go to the owner's address.
- If you are going to distribute by electronic transfer, click on the Advanced Scheduling speedbutton on the bottom of the screen and fill in the bank parameters. Press <F1> to read the Help on Advanced Scheduling.

Save the profile and create a new one by clicking the Plus button or Save and exit by clicking Save.

**Properties**
It is not necessary to set up a property when:
- The owner has only one unit
- The owner has more than one unit and does not require separate checks or financial reports. When units are in the same ledger, an individual cash flow report is available for each unit.

Set up a property when:
- There is more than one owner for a unit or group of units with each owner receiving a 1099
- The owner's portfolio consists of more than one multi-unit property
- The owner wants a separate check for each unit
- The owner wants a separate set of books for each unit

If an owner has multiple single family units, the normal process is to set up one owner profile and make him the owner of every unit. The owner's units are reported on the owner statement and the owner's money can be shared by all units. Although financial records are maintained by unit, balances are maintained by owner.

If an owner wants a balance for each unit in addition to cash flow information, set up a property for each unit or grouping of units. Each property has at least one owner. Financial reports can be produced for the property and for the owner combining the properties.

If you decide to set up a property:
- Choose Profiles, Property to get the Find List
- Click the New button
- Enter the Record ID (short and long description)
  - Examples:
    - Main123      123 Main Street
    - Jones1        Jones – 123 Main Street
- Click in the Owner field and select the owner from the Find List. Press <F1> or click on the <?> to display the Help for the Owners tab.
- Enter # of shares.
- Add additional owners by clicking in the open area below the first line item

Choose the Accounting & Distribution tab
- Enter any information necessary. You have the option to transfer property surplus funds and/or collect deficits from the owner ledger. Read the Help on this by pressing <F1> or clicking on the <?>.

Choose the Statements & Checks tab.

- Click in the Distribution Reserve field. Press the <F1> key to read the help pertaining to check writing's use of the base reserve and distribution reserve amounts. (The Base Reserve is usually set to $0, so you can leave that field blank.)
- Enter a Distribution Check Override Address and Distribution Check Memo if the distribution check doesn't go to the address of the owner(s).
- If you are going to distribute to one bank account by electronic transfer, check on the Advanced Scheduling speedbutton on the bottom of the screen and fill in the bank parameters. Keep in mind that if this is a property with more than one owner, an ACH entered here will go to only one bank account. To distribute money to more than one owner by ACH, you will have to use the "Transfer Property Surplus" feature on the previous tab.

**Unit Profiles**

Record ID, Ledger, Management Fee and Address are mandatory entries. All others are optional.

Choose Profiles, Unit to get the Find List.

- Click New.
- Enter the Record ID (short description and long description).
    - Example: Cedar327    327 Cedar Lane
- Select the Ledger from the Find List. It can be an owner or property.
- Enter the unit address information.
- Change the Management Fee if it is different from what is there.
- Enter any other fields (they are all optional) for which you have information available.

Save the profile and create a new one by clicking the Plus button or save and exit by clicking Save.

**Tenant Profiles**

Record ID, Unit, Permanent Address are mandatory entries. All others are optional.

Choose Profiles, Tenant to get the Find List

- Click New
- Enter the Record ID
    - Example: Bruno Joseph P. Bruno
- Select the Unit from the Find List
- Choosing the unit will fill in the Permanent Address block. Change it if necessary.
- Enter any other information.

Click the Lease tab.

- Enter the Rent amount.
- Enter the Lease Dates information.
- Set the Next Scheduled Date to the next time you want rent charged automatically.
- The fields on the other pages are all optional. Use the help for explanations of any that you feel you want to enter.

Save and create a new profile by clicking the Plus button or save and exit by clicking Save.

# Initialize Accounts

Once you have the profile information entered you can start establishing balances and posting transactions.

First decide on the starting day and then determine the starting balance for each ledger (owner and property) and tenant. Once you have the balances entered you must post all transactions from that point on to maintain the integrity of your ledgers.

*Balance Overview*

**Tenant Balances**

### Outstanding Charges
These include charges like rent, late fees, etc. Go to AR, Charge Tenant and post each outstanding charge, using either the original date of the charge or the day prior to your starting date. This will set up all the appropriate receivables into either the owner, property or management ledger for what the tenants owe.

### Prepayments
These include payments made in advance that have already been given to the owner/property and payments that have not yet been credited to the owner/property (open credits).

### Security Deposits
Each tenant's security deposit needs to be recorded. The process involves charging the tenant for the amount and recording the receipt for the charge. Use the original dates for the charge and receipt so the program can accurately determine any interest due when the tenant refund is processed.

The quickest way to record security deposits being held is to use the Security Deposit Receipt function. It records the charge and receipt all at once.

After all the security deposits are entered, they are recorded as a single deposit for that bank account.

**Ledger Balances (Owner and Property)**
When entering ledger balances you can enter just a beginning balance as of one day prior to your starting day or enter a balance as of the beginning of the year and the general ledger balances year-to-date from an income statement, balance sheet or trial balance. The step-by-step instructions that follow are for entering just a beginning balance at the beginning of the year. For directions to enter detailed general ledger balances or if you are starting mid-year, see our Help PDF document #219.

**Management Account**
If any of the Management Group (your) money was in the bank account at startup, follow the same procedure as for entering positive owner balances.

**Bank Balances**

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The bank account balances are established through the Reconcile Bank Account function in General Ledger. Use the bank statement with a closing date closest to the starting date you have chosen and do a bank reconciliation. Clear any transactions that are there because of startup balances and will not appear on future bank statements.

The receipts you entered - owner positive balances, tenant positive balances, and management group balance money not disbursed - less any negative owner balances, will equal your closing bank statement balance assuming your start date is the day after a bank statement cutoff.

**Tenant Balances - Step by Step**
**Outstanding Charges**
Go to AR (Receivables), Charge Tenant.
Set the Date to the day prior to your starting date.
Select the Tenant from the Find List.
Select a Charge ID and enter an amount.
If there is another charge for this tenant, click in the space below the first charge line to enter another line item charge.
Click New if you have more tenants to charge or Post if you are finished entering tenant charges.

**Prepayments and Open Credits**
Tenant positive balances fall into two categories - those that have been credited to the ledger (owner or property) as a prepayment and those that haven't been credited.

Go to AR (Receivables), Tenant Receipt
- Select the tenant from the Find List.
- Set the date to the day prior to your starting date.
- Enter the amount in the Payment field.
- If it was credited to the owner prior to the start date, click the New Charges tab. Enter the Charge ID (i.e. Rent), the amount and click the Advance Payment box.
- If it was not already credited to the owner, do not enter any other information.
- Click New if you have more balances to enter or Post if you are finished. (If the amount entered was not marked as a prepayment but was to be added to open credits, you will get a warning message to that effect - just click OK.)

When all prepayments have been entered, go to GL, Deposit Receipts.
- Make the date the day prior to your starting date.
- Select the bank account from the Find List.
- Mark "Show All Undeposited Receipts".
- Enter the total deposit amount for all the tenant receipts you have just entered.
- Click Post to record the deposit.

**Tenant Security Deposits**

Go to AR (Receivables), Security Deposit Receipt
- Enter the date of receipt of the security deposit.

- Select the tenant from the Find List.
- Select the bank account where security deposit money is held.
- Enter the payment amount.
- Select the Charge ID from the Find List.
- Enter the amount.
- Click in the open area to enter additional security deposit line items.
- Click New to post and enter another security deposit or click Post if you are finished entering security deposits.

When all the security deposits have been entered go to GL, Deposit Receipts.
- Enter a date of the day prior to your starting date.
- Select the security deposit bank account from the Find List.
- Enter the amount of the deposit.
- Click Post to record the deposit.

## Ledger Balances - Step by Step

When entering owner/property balances you can enter a beginning balance as of one day prior to your starting day or you can enter a balance as of the beginning of the year and the general ledger balances year-to-date from your records. The overview and step-by-step instructions that follow are for entering just a beginning balance at the beginning of the year.

For help in entering general ledger balances see the Help PDF document #219.

## Bank Account Balances
Each defined bank account should be reconciled when the bank statement is received. The first reconciliation uses the starting balances for each ledger and the net of uncleared transactions to reconcile the bank statement from the day prior to the starting date.

See the Help PDF document #211 for help on the First Time Bank Reconciliation

Enter each uncleared check as a handwritten check using the Management Group as the [Bill to].
- Go to <<AP, Single Check>>
- Change the [Date] to the date of the check
- Select the vendor from the [Payee] find list
- Select the [Bank] account
- Mark the [Handwritten] checkbox
- Type in the [Check Number]
- Select the Management Group as the [Bill To]
- Select the [Bill Code] from the find list
- Type in the dollar amount of the check
- Click <New> to enter more checks

Enter each uncleared deposit as a ledger receipt to the Management Group.
- Go to <<AR, Ledger Receipt>>
- Change the [Date] to the date of the deposit
- Select the Management Group for the [Ledger]
- Select the [Bank] account
- Select Retained Earnings for the [Account]
- Type in the dollar amount of the deposit
- Click <New>
- Click the <Deposit Receipt> Speedbutton
- Change the [Date] to the date of the deposit
- Select the [Bank] account
- Enter the [deposit amount]
- Click <Post>
- Click <Yes> to print the report
- Click <Yes> to post the deposit
- Enter the next deposit

Repeat the above procedure for each bank account.


## Verifying Balances

To verify that what you have entered is correct and complete, run the following reports as of the day before your start date.
- Ledger Reports – Ledger Balances – This shows the available balance for each ledger (owner/property).
- Tenant Reports – Tenant Balances – This shows what each tenant owes, how much security deposit they have, and any open credits.
- Bank Reports – Bank Balance Breakdown – This shows how much money each ledger has in the bank account.