



**User Guide
and
Training Manual**

Version 12

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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 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. The same is true for the Refund Check function, which is part of AP (accounts payable) but is included in the Security Deposit chapter with Tenant Move Out (accounts receivable).

The primary source of information about how the Professional Landlord application works is found in the in-program and on-line help. The 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 – click on the Support tab, then on How To PDF documents. The Links pull-down menu from the main Taskbar 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.

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USE OF SOFTWARE CONSTITUTES ACCEPTANCE OF THESE TERMS

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

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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.

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LOGON & Keyboard Navigation

Logon and Navigation

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



Objectives

The purpose of this module is to review the process of logging on or off of the Professional Landlord 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 Professional Landlord
- Use the Main Menu to select modules
- Use the Keyboard/Mouse to navigate in Professional Landlord screens
- Log off from Professional Landlord

Starting the Professional Landlord Software

When you download and install the program from our website, it installs an icon on your desktop. Double clicking that icon will launch the program and display the Logon screen. If you are on a network, please see the Network Instructions in How to Document #704.

The Professional Landlord for Windows

The Professional Landlord™

PROMAS
No Unit Limit
C:\R\PROMAS

Database: Rental Demonstration

User Name:

Password:

Version 12
Release 2015.2 Build 45

OK Cancel

Detailed description: This is a Windows-style logon window titled 'The Professional Landlord for Windows'. It features the application's logo at the top. Below the logo, the text 'PROMAS', 'No Unit Limit', and 'C:\R\PROMAS' is displayed. There are three input fields: a dropdown menu for 'Database' (currently showing 'Rental Demonstration'), a text box for 'User Name', and a password box for 'Password'. At the bottom left, it shows 'Version 12' and 'Release 2015.2 Build 45'. At the bottom right, there are 'OK' and 'Cancel' buttons.

LOGON Routine

Use the following steps to Logon to the Professional Landlord software:

1. Select the Database you wish to use
2. Enter your User Name.
3. Enter your Password
4. Click the OK button.

Note: If you have registered you must enter a User Name and Password for any database you want to use. If you are not registered no user name nor password is required.

About the Logon Screen:

The version number is displayed in the lower left corner of the screen. The release year is updated after receiving IRS approval for electronic tax filing.

After registration this screen identifies who has licensed the program and the license information. The license limit is the maximum number of active units allowed in the database.

The path above the Database field is the **working directory**, which usually points to X:\RPROMAS, where X is the drive where the database files reside. It is normally the computer where the system registration and Logon information is stored. For networks it points to the server directory which contains the database folders.

Note: To change the working directory, click on the path name (C:\RPROMAS) and then select the drive and point to the desired path and save.

The Database field drop down will display the list of available databases. One of them is the System Security database, which is used to set up users and add new databases. Choose the database you want to use from the list.



Main Menu / Taskbar

The **Taskbar** displays to the left of the Landlord window. It is a quick visual way to select program functions. It can be used in lieu of using the pull down menu at the top of the window. By clicking on the taskbar buttons, choices particular to that function will be displayed.

The **Standard Interface** lets you select the desired Task from the Taskbar. While in a specific Task there is an All Tasks button that takes you back to the All Tasks Taskbar and a list of the Functions available in that Task.

Selecting a Function displays that function's Taskbar and a list of related functions. Tabs indicating open functions display above the Taskbar and current window allowing movement between open functions.

Database

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

Databases can be changed without closing the application by using the button on the main screen – **<Change Database>**.

The application can be closed from this screen using the **<Close Application>** button or from any screen using the **X** in the upper right.

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 background, choose **<Setup, Environment Options>**, mark the Show Backdrop checkbox and Save. This option is specific to the computer on which it is set.



Working with Menus

The Professional Landlord application consists of a set of modules which are identified by buttons on the Taskbar and pull-down menus across the top. The modules include:

- Profiles
- AP
- AR
- G/L
- Maintenance
- Reports
- Mailings

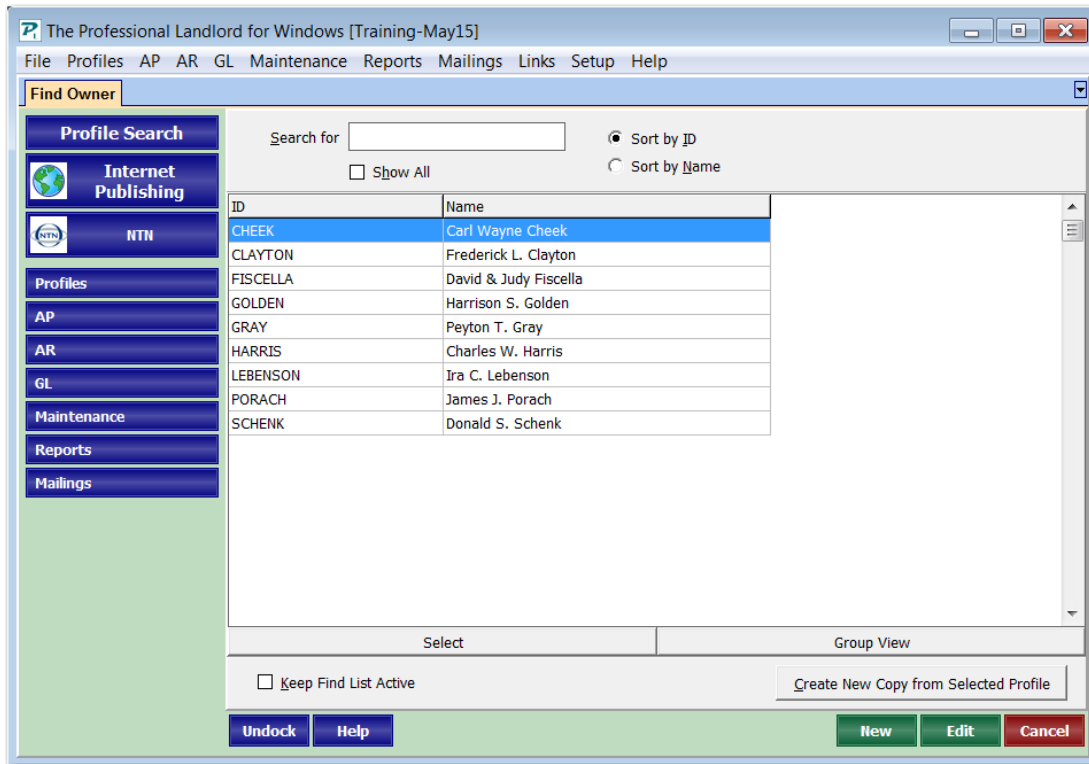
The functions within each module can be selected from the pull down menu or by using the buttons on the Taskbar.

There are 3 buttons at the top of the task bar:

- Profile Search – allows you to search the profiles for specific text
- Internet Publishing – for uploading to PROMAS Central owner/tenant/vendor portal or emailing documents

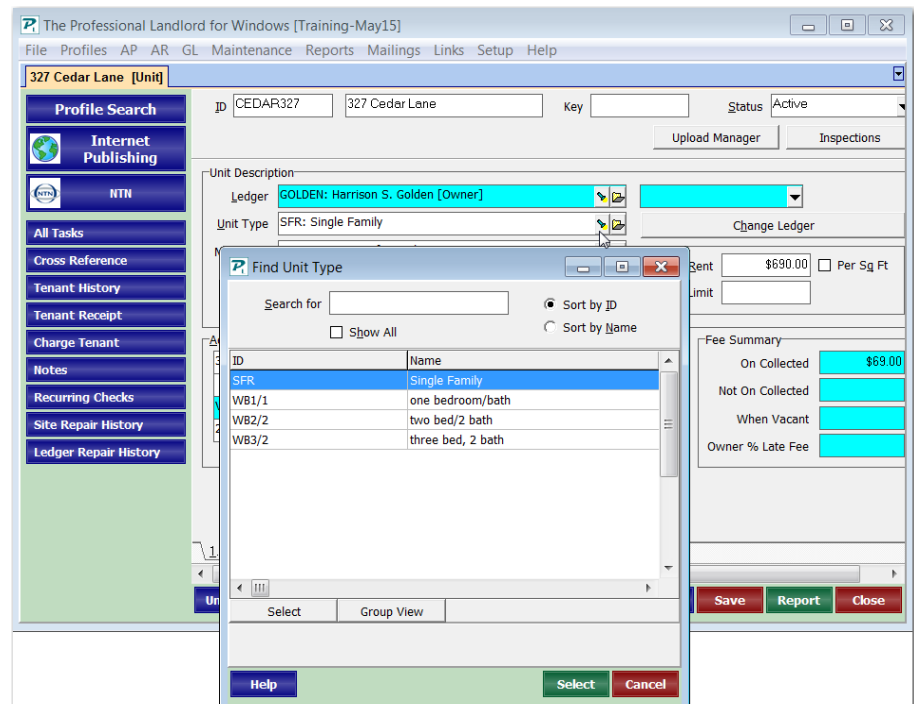
In addition to the functions on the Taskbar, there are other functions available from the drop down menus. These include:

- **File** – contains system functions like rebuilding, backup, export utilities
- **Links** – contains links to regularly used documents and sites
- **Setup** – contains functions that govern posting like the chart of accounts, posting table, late fee parameters, management fee parameters and others.
- **Help** – contains help on specific tasks and definitions of terms



Ways to get to a Find List:

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



Find List -- Record Selection

Professional Landlord maintains a Find List for owners, properties, units, tenants, vendors, account codes, etc. Each Find List serves the purpose of making it easy for you to find the record you want to work with. You choose the tenant from a Find List of all tenants and a unit from a Find List of all units.

By marking the Show All checkbox, 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; click on 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 ID – this is the default - to search the records by the short ID.

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

Show All - 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. NOTE: To keep all find lists active mark the checkbox in Setup, User Settings.

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. You can also click Edit or double click the 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.

Standard Display Conventions

The Professional Landlord for Windows [Training-May15]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Harrison S. Golden [Owner] General Ledger History Cross Reference **327 Cedar Lane [Unit]**

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Tenant History

Tenant Receipt

Charge Tenant

Notes

Recurring Checks

Site Repair History

Ledger Repair History

ID CEDAR327 327 Cedar Lane Key Status Active

Upload Manager Inspections

Unit Description

Ledger GOLDEN: Harrison S. Golden [Owner]

Unit Type SFR: Single Family

Mgmt Fee 10% A: Percent of Actual

Manager

Building

Change Ledger

Rent \$690.00 ☐ Per Sq Ft

Repair Limit

Address

327 Cedar Lane

Vienna, VA 22181

22181 ZIP ☐ Foreign

Rental Information

Market Rent \$690.00

Square Footage

Sq Ft Percentage

CAM Percentage

Fee Summary

On Collected \$69.00

Not On Collected

When Vacant

Owner % Late Fee

1 Unit Description / 2 Categories / 3 Documentation

Undock Help Save Report Close

Undock

The Professional Landlord for Windows [Training-May15]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Harrison S. Golden [Owner] General Ledger History Cross Reference

Property Edit Ledger

327 Cedar Lane [Unit]

ID CEDAR327 327 Cedar Lane Key Status Active

Upload Manager Inspections

Unit Description

Ledger GOLDEN: Harrison S. Golden [Owner]

Unit Type SFR: Single Family

Mgmt Fee 10% A: Percent of Actual

Manager

Building

Change Ledger

Rent \$690.00 ☐ Per Sq Ft

Repair Limit

Address

327 Cedar Lane

Vienna, VA 22181

22181 ZIP ☐ Foreign

Rental Information

Market Rent \$690.00

Square Footage

Sq Ft Percentage

CAM Percentage

Fee Summary

On Collected \$69.00

Not On Collected

When Vacant

Owner % Late Fee

1 Unit Description / 2 Categories / 3 Documentation

Dock Help Save Report Close

Display Conventions

Using the Taskbar, you can open new screens without closing the old ones. So you might have an owner profile, his general ledger history, and the cross reference screen all sitting in an open position. The open screens are listed as tabs at the top of the form. Selecting from the Taskbar without closing the current screen will leave that screen open as a tab at the top of the screen.

Undock – moves the current form to its own window where you can move it independently of the main window.

Help - clicking the <Help> button at the bottom left of the form provides text explaining the current form

Print Screen - produce hard copy of the current form

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

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

Previous / Next – moves you through the profiles. A save is done automatically as you move from one profile to the next.

The screenshot shows a software interface for property management. At the top, there are input fields for ID (CEDAR327), address (327 Cedar Lane), Key, and Status (Active). Below these are buttons for 'Upload Manager' and 'Inspections'. The main section is titled 'Unit Description' and contains several fields: Ledger (GOLDEN: Harrison S. Golden [Owner]), Unit Type (SFR: Single Family), Mgmt Fee (10% A: Percent of Actual), Manager, and Building. To the right of these fields are icons for a flashlight, a folder, and a restriction box. Further right are fields for Owner Property, Rent (\$690.00), and Repair Limit. Below the 'Unit Description' section are three columns: 'Address' (327 Cedar Lane, Vienna, VA 22181), 'Rental Information' (Market Rent \$690.00, Square Footage, Sq Ft Percentage, CAM Percentage), and 'Fee Summary' (On Collected \$69.00, Not On Collected, When Vacant, Owner % Late Fee). At the bottom, there are tabs for '1. Unit Description', '2. Categories', and '3. Documentation', and a row of buttons: Help, New, Previous, Next, Save, Report, and Close. Three arrows point from labels at the bottom to the icons in the 'Unit Description' section: 'Flashlight' points to the flashlight icon, 'Folder' points to the folder icon, and 'Restriction box' points to the restriction box icon.

ID: CEDAR327 327 Cedar Lane Key: Status: Active

Upload Manager Inspections

Unit Description

Ledger: GOLDEN: Harrison S. Golden [Owner]   

Unit Type: SFR: Single Family   

Mgmt Fee: 10% A: Percent of Actual   

Manager:   

Building:   

Owner Property:   

Rent: \$690.00 ☐ Per Sq Ft

Repair Limit:   

Address

327 Cedar Lane

Vienna, VA 22181

22181  ☐ Foreign

Rental Information

Market Rent: \$690.00

Square Footage:   

Sq Ft Percentage:   

CAM Percentage:   

Fee Summary

On Collected: \$69.00

Not On Collected:   

When Vacant:   

Owner % Late Fee:   

1. Unit Description 2. Categories 3. Documentation

Help New Previous Next Save Report Close

Flashlight

Folder

Restriction box

Find List, Pull down List Box and Combination Box

Many fields are filled in with a record from a Find List. When the field can be filled in with a record from one of multiple find lists, there is a restriction box associated with that field that allows you to select the specific Find List to choose from.

The Ledger field on the previous page is an example. Selecting from the restriction box limits the Find List to that profile group.

Single Field

Choose from a single field by typing the record ID. As you type, the first record matching your typed letters appears in the field. When it matches what you want, click or tab to another field. The alternative is to click on the Flashlight button to activate the Find List and then locate the record you want.

Restriction Box

The restriction box associated with a field defaults to one of the possible Find Lists. To change the active Find List, choose from the pull down list.

Using the Flashlight Button

Clicking the Flashlight button will display the Find List.

Using the Folder Button

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

Profiles, Cross Reference

Cross Reference

Property 

Owner GOLDEN: Harrison S. Golden 

Unit 

Tenant 

[Edit Ledger](#)
[Edit Unit](#)
[Edit Tenant](#)

Status	Ledger	Balance	Actual Rent	Market Rent	Unpaid Charges	Open Credits	Deposits	Advance
Active	GOLDEN: Harrison S. Golden	\$985.00	\$1,830.00	\$1,815.00	\$715.00	\$0.00	\$2,015.00	

Status	Unit	Market Rent	Actual Rent	Unpaid Charges	Open Credits	Deposits	Advance Payments
Active	CEDAR327: 327 Cedar Lane	\$690.00	\$690.00	\$715.00	\$0.00	\$690.00	\$0.00
Active	FAIR436: 436 Fairway Drive	\$1,125.00	\$1,140.00	\$0.00	\$0.00	\$1,325.00	\$0.00

Status	Tenant	Rent	Lease Expires	Unpaid Charges	Open Credits	Deposits	Advance Payments
Current	BRUNO: Joseph P. Bruno	\$1,140.00	11/30/2015	\$0.00	\$0.00	\$1,325.00	\$0.00
Past Active	GOLD: John Goldman	\$1,125.00	11/30/2014	\$0.00	\$0.00	\$0.00	\$0.00

[Undock](#) [Help](#) [Report](#) [Calculate](#) [Close](#)

Profile Search

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Profile Search

[Internet Publishing](#)
[NTN](#)

Profiles
 AP
 AR
 GL
 Maintenance
 Reports
 Mailings

Search For [Find](#)

Method

Filter

Press Enter or Click Find to Search Records

☐ Keep Find List Active [Create New Copy from Selected Profile](#)

[Undock](#) [Help](#) [New](#) [Edit](#) [Cancel](#)

Using Cross Reference Screens

In order to locate records from a large database, Professional Landlord has a set of cross reference tables which allow you to view a ledger, its units and the tenants on one screen. Suppose you are looking for a tenant but you don't know the tenant ID, but you do know the unit address. The cross reference screen allows you to locate information you need with information you already know.

If you don't know the short ID of the owner, unit, or tenant, try using the Profile Search.

The Cross Reference screen has four sets of information:

- **Property** – Selecting a property displays the property information; the property owners; all the units belonging to the property; and each unit's tenants.
- **Owner** – Selecting an owner shows all properties in which the owner has shares; all the units belonging to owner and properties; and each unit's tenants.
- **Unit** – Selecting a unit shows the ledger that owns the unit (either owner or property); the other units for that ledger; and each unit's tenants. If the ledger is a property, the owner field is empty.
- **Tenant** – Selecting a tenant shows the unit; the ledger that owns the unit; all other units owned by that ledger; and each unit's tenants.

There are buttons on the screen to Edit the ledger, unit and tenant profiles.

Profile Search

This function will search all the profiles for the information you type into the Search For field.

In the Method fields there are a number of selection methods you can choose to limit the search.

See more information on this function in the Profiles chapter.

Tenant Receipt

Date: 05/06/2015 Receipt #: 250506PRDK ☐ Currency

Select a Date

Wednesday May 6, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

☒ Today

1. Current Charges 2. New Charges

Help **New** **Post** **Print** **Skip All** **Cancel**

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.

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 – see facing page
- 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.

Keys

Whenever a date is already in the field, the plus key (+) can increase the date by one day for each keystroke. The Minus key (-) can decrease the date in a similar fashion. (T) will enter today's date. (E) will enter the last day of the month. (S) will enter the first day of the month. Refer to the on-line help or previous page for additional useful keystrokes for quick entering of dates. Knowing the keystrokes for altering a date can save time.

Change a Date

If you want to change a date you can merely change the numeric information within the field; do a <Shift><Backspace> to clear the field and then type in the date; or use the keystrokes to alter the existing date (see previous page).

Required field

Automatic transaction #

Post to ledger

New – Pressing this button will record the appropriate transactions and return a blank screen form to enter another.

Post – Pressing this button will record the appropriate transactions and exit the function.

Posting Transactions

Transactions can be posted one at a time or in a batch. Receipts can be posted one at a time in Tenant Receipt and Ledger Receipt or posted as a batch using the Batch Tenant Receipt function. Rent charges can be posted as a batch in AR, Scheduled Receivables or individually in AR, Charge Tenant.

Posting a transaction is the process of recording what happened or making something happen as in recording a tenant payment for rent or paying vendors for invoices rendered. Posting transactions generally causes money to be added to or taken from a ledger. Posting one transaction can result in a number of other transactions being posted.

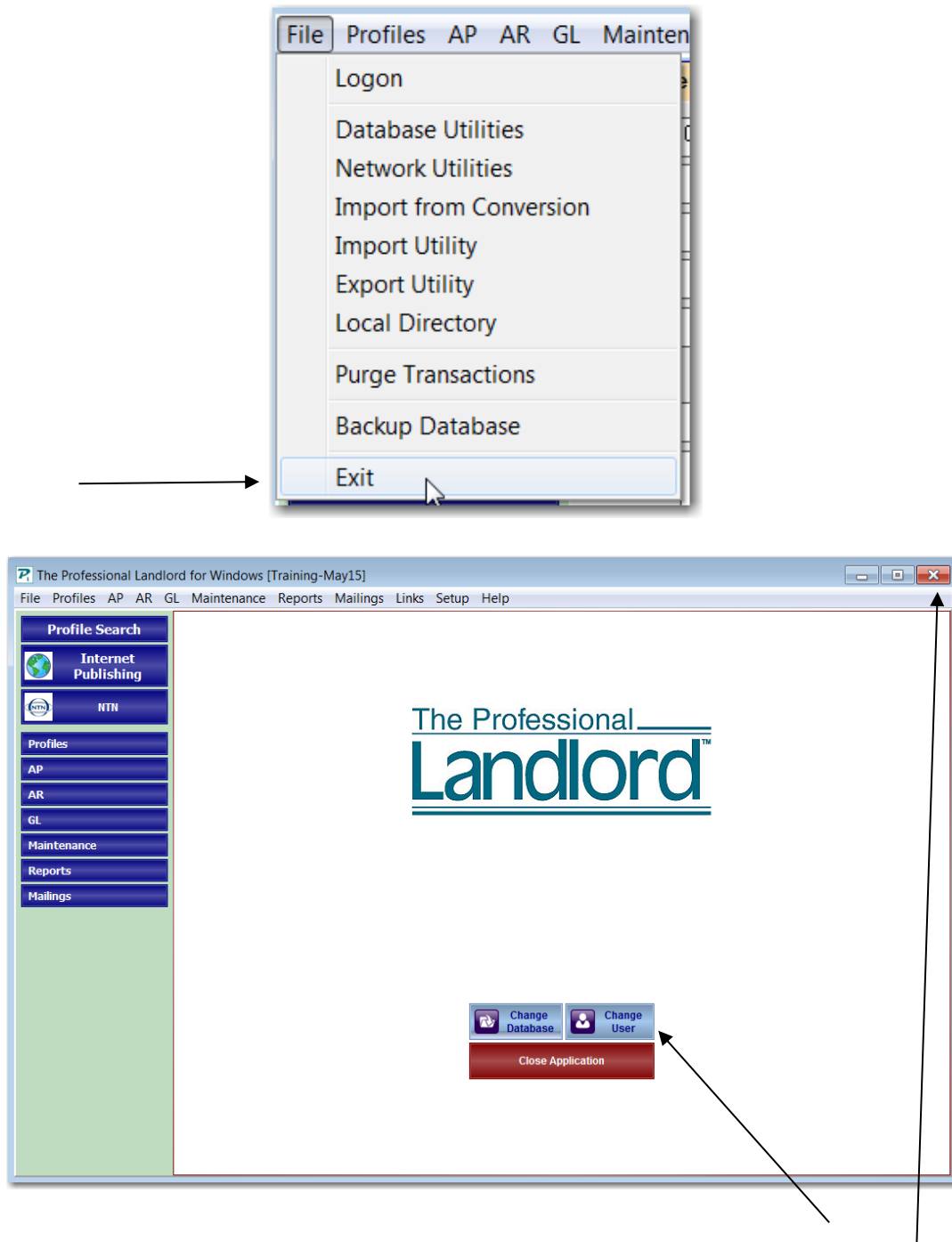
For example, when rent is received, it is posted as a receipt from the tenant, which causes both tenant history and the owner or property ledger to be updated simultaneously. It could also cause management fees to be deducted from the Owner or Property ledger and given to the Management Group ledger. This is accomplished by a single click of the Post or New button.

Since every transaction requires a minimum set of information before it can be properly posted to the appropriate accounts, there is an error flag that appears on the screen if any data is missing. The cursor will stop in the field that is incomplete and the message will inform you that “Value Must Be Entered” in that field before the posting can occur. The word ‘value’ could refer to an amount, a tenant, a ledger, a date, an account code, or any type of required information. The posting of a set of transactions cannot be completed until all of the required fields pass their edit checks.

Keystrokes

To see the keystrokes that do the same as mouse clicking a button, right click anywhere on the screen to bring up a list.

Closing out of Professional Landlord



Logging out of Professional Landlord

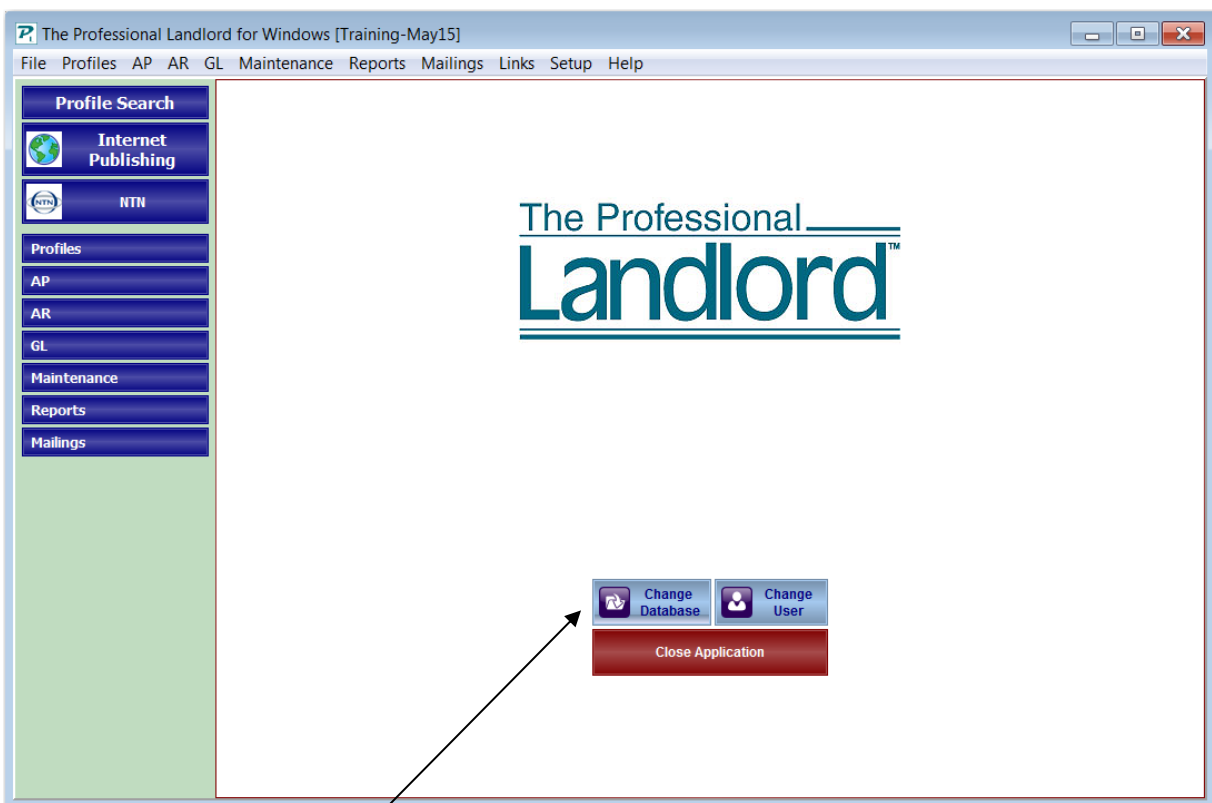
Most applications use a similar method for exiting a program and Professional Landlord is no exception. Using the File pull down menu, select the Exit option and return to the Windows Desktop. The 'X' in the upper right corner of the Professional Landlord screen will accomplish the same task. Or you can click the Close Application button on the main screen.

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

Changing Databases

It is not necessary to log off from one database to log on to another. Click the Change Database button on the main Professional Landlord screen to 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 to which you have been given access.



Change database

Overview of Professional Landlord

Tour of Professional Landlord

- Modules
 - Profiles
 - AR, AP, GL
- File Utilities
- Setup
- Help
- Reports
- Mailings
- System Security



Objectives

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

- Use the Taskbar to select functions
- Use the tabs to select functions

Overview

Each module of Professional Landlord 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:

- Charge all rents for the month – AR, Scheduled Receivables, Rent
- Record a receipt - AR, Tenant Receipt
- Enter an Invoice – AP, Invoice
- Pay and invoice – AP, Scheduled Payables, Invoices
- Pay the owners – AP, Scheduled Payables, Distribution Checks or ACH Distribution
- Print an Owner Statement - Mailings, Owner Statements
- Print a financial report - Reports, Ledger Reports

Profiles

Management Group
 Owner
 Property
 Unit
 Tenant
 Cross Reference
 Vendor
 Property Manager
 Building
 Unit Type
 Event Reminders

All Tasks
Management Group
Owner
Property
Unit
Tenant
Cross Reference
Vendor
Manager
Building
Unit Type
Event Reminders

AP – Accounts Payable

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

All Tasks
Invoice History
Check History
Vendor History
Invoice
Scheduled Payables
Single Check
Print Checks
Transfer Check
Print Blank Checks
Refund Check
Credit Memo
Adjust Vendor Payments
Destroyed Checks

AR - Accounts Receivable

Tenant History
 Receipt History
 Tenant Receipt
 Ledger Receipt
 Scheduled Receivables
 Charge Tenant
 Prorated Rent
 Release Deposit
 Security Deposit Receipt
 Tenant Move Out
 Adjust Open Credits
 Transfer Open Credits
 Batch Tenant Receipts
 Rent Increases

All Tasks
Tenant History
Receipt History
Tenant Receipt
Ledger Receipt
Scheduled Receivables
Charge Tenant
Pro Rate Rent
Release Deposit
Security Deposit Receipt
Tenant Move Out
Transfer Open Credits
Adjust Open Credits
Batch Tenant Receipts

GL - General Ledger

GL History
Bank History
Journal Voucher
Bank to Bank Transfer
Journal Transfer
Scheduled Journal Entries
Deposit Receipts
Bank Reconciliation
Adjust Bank Account
Budgets

All Tasks
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

Reports

Management Reports
Owner Reports
Property Reports
Unit Reports
Tenant Reports
Vendor Reports
Miscellaneous Reports
Ledger Reports
Bank Reports
Profile Reports
Budget Reports
Commercial Reports

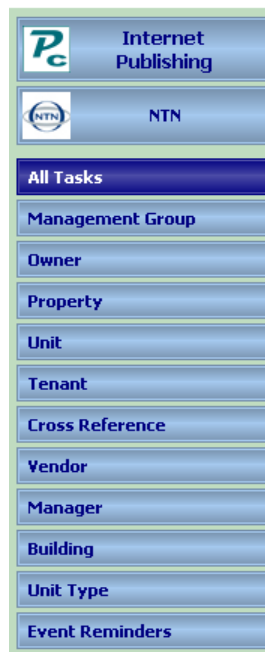
All Tasks
Management Reports
Owner Reports
Unit Reports
Tenant Reports
Vendor Reports
Miscellaneous Reports
Ledger Reports
Bank Reports
Profile Reports
Budget Reports
Commercial Reports

Mailings

Scheduled Statements
Owner Statements
Tenant Statements
Notices
Edit Letters
Owner Letters
Tenant Letters
Vendor Letters
Tax Reporting
Internet Publishing

All Tasks
Owner Statements
Tenant Statements
Notices
Edit Letters
Owner Letters
Tenant Letters
Vendor Letters
Tax Reporting
Internet Publishing

Profiles



AP – Accounts Payable



Profiles

If not already selected, click on the Profiles button on the Taskbar. The profiles contain information that is used by the processing functions. A separate profile is set up for each Ledger (Owner or Property), Unit and Tenant. This minimizes redundant entries when an owner has more than one unit or a unit has more than one tenant. Each unit profile belongs to a Ledger (Owner or Property) and each tenant profile belongs to a unit. Selecting a profile 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. You can also use the Profile Search to find a profile.

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

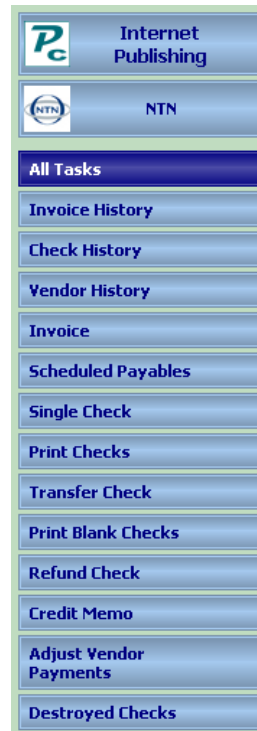
- highlight the item and press the <Enter> key
- highlight the item and click the Edit button
- double click the item
- highlight the item and click the Select button

Each profile has an ID (up to 20 characters) and Long Description (up to 40 characters). 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.

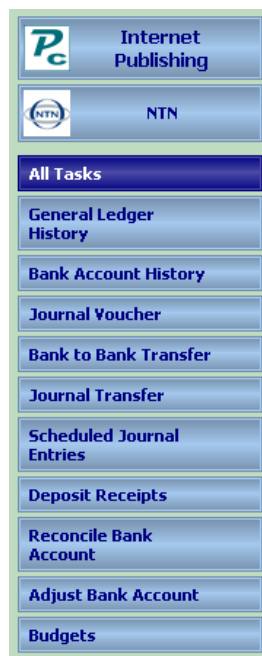
Accounts Payable - AP

Select the AP button on the Taskbar. The AP module allows you to enter and pay invoices received from vendors; post and print recurring checks (mortgages, HOA and condo fees); write distribution checks to owners, (owner draw); record checks that were written manually; transfer funds using a check and receipt; and write tenant refund checks. There are also Invoice History, Check History and Vendor History functions. Each invoice may be expensed to any number of units/ledgers. Postings are made automatically to the unit/owner ledgers as invoices are entered, paid, and checks written. All checks can be posted and printed or held for printing later.

AR – Accounts Receivable



GL – General Ledger



Accounts Receivable - AR

Click the AR button on the Taskbar. The Receivables module covers a wide range of functions, from charging rents and fees to a tenant; to posting rent changes, late fees and management fees; to recording tenant and owner payments; to moving a tenant out and refunding the security deposit. Tenant History and Receipt History provide details you can only get by running numerous reports in other systems. Tenant Batch Receipts can be used to speed up receipt processing; to process lock box payments from 3rd party facilitators like PayLease and RentTrack; and to handle direct debit transactions.

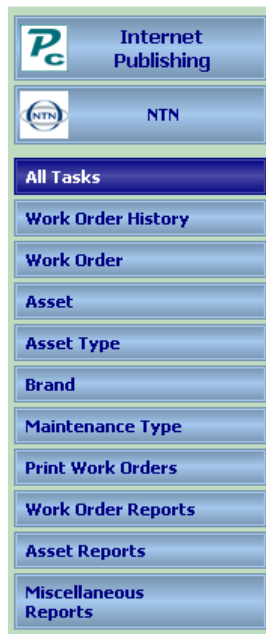
The basic Professional Landlord premise is that the tenant is charged for everything you expect the tenant to pay for. This is done at the time you become aware of the charge or, as in the case of rents and recurring charges, at the beginning of the month. Charging the tenant prior to receiving payment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

General Ledger - GL

Click the GL button. This module encompasses the General Ledger History (which includes the owners, properties and the management group) transaction details; bank account history; depositing receipts; posting journal vouchers; making bank to bank transfers; reconciling bank accounts, making bank account adjustments and budgeting.

Whenever you are interested in the ledger's (owner or property) financial situation, you should go to GL, GL History. Taskbar buttons taking you directly to the ledger are found in the Owner Profile, Property Profile, Tenant History, Tenant Receipts.

Maintenance



Reports



Maintenance

Click on the Maintenance button to display the functions. The maintenance module consists of the Work Order function, the Work Order History and Asset Management functions. This module is for processing work orders, assets and other related 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. The work description can be appended to the owner statement, thus eliminating the need to provide copies of invoices to the owners.

Work order history can be accessed directly via Taskbar buttons in the owner, property and unit profiles.

Reports

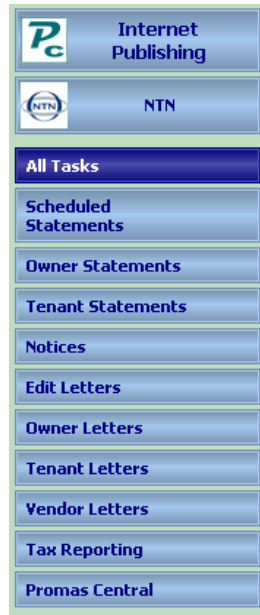
The reports module has a variety of selections for almost any kind of breakdown you might require from your data. The reports all begin with a selection screen to allow each user to specify the records they want included. These reports can be sent directly to a printer; displayed on the screen first with an option to print; exported to a csv file; or published. There are reports to support each of the profiles and general reports which combine data from multiple profiles as well.

Reports can be modified to include or not include a variety of fields, to change the order of columns, the sort order, and many other options.

There are various standard financial reports that can be printed for the owner, the property, and the management group ledgers.

Note: Fee based management companies generally send owner statements in lieu of financial statements while investment managers use these standardized reports. For owner statement see the Mailings chapter.

Mailings



Working with 1099s

Tax Reporting

Tax Year

Minimum for Reporting Owner Income

Minimum for Reporting Tenant Interest

Minimum for Reporting Vendor Payments

☒ Do Not Change Existing 1099 Information

☐ Calculate 1099 Amounts Only

☐ Calculate All 1099 Information

Mailings

An important function of any property management system is the ability to communicate with owners and tenants on a timely basis. You can produce owner and tenant statements, late notice letters, letters to owners, tenants and vendors. Letters can be presorted and customized. Statements can be printed, previewed and printed, or published.

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 Professional Landlord.

Note: Mail labels can be printed from Reports - Unit, Owner, Tenant, Vendor.

Internet Publishing

This function allows you to put your owner, unit, tenant and vendor profile information on PROMAS Central where they can log in to see their information. PROMAS Central is a monthly subscription function. Once the profiles are uploaded, you can publish owner and tenant statements that can be reviewed and printed after being activated for viewing, as well as activity and documents.

The on-line owner statement can be a replacement for a mailed monthly statement. The statements are in pdf format, using the statement style you have selected in PROMAS. End of year statements can also be created and published.

The function can also be used to email statements, letters, work orders directly.

1099 Preparation

The end-of-year 1099 preparation is part of the Mailings module. Magnetic media preparation is a standard feature. 1099's can be prepared for owners, vendors, and tenants. The parameters for preparing them can be set by the user. The defaults are those per government regulations.

Whenever the IRS makes changes to the reporting functions they will be incorporated into an end of year update which will be identified as Release YYYY where the year is the one in which the filing is done.

Through this function you can create a **TIN matching** file to submit to the IRS to reduce errors in Tax IDs. You can also create substitute 1099s that can be published or emailed.

File



File - Logon



File

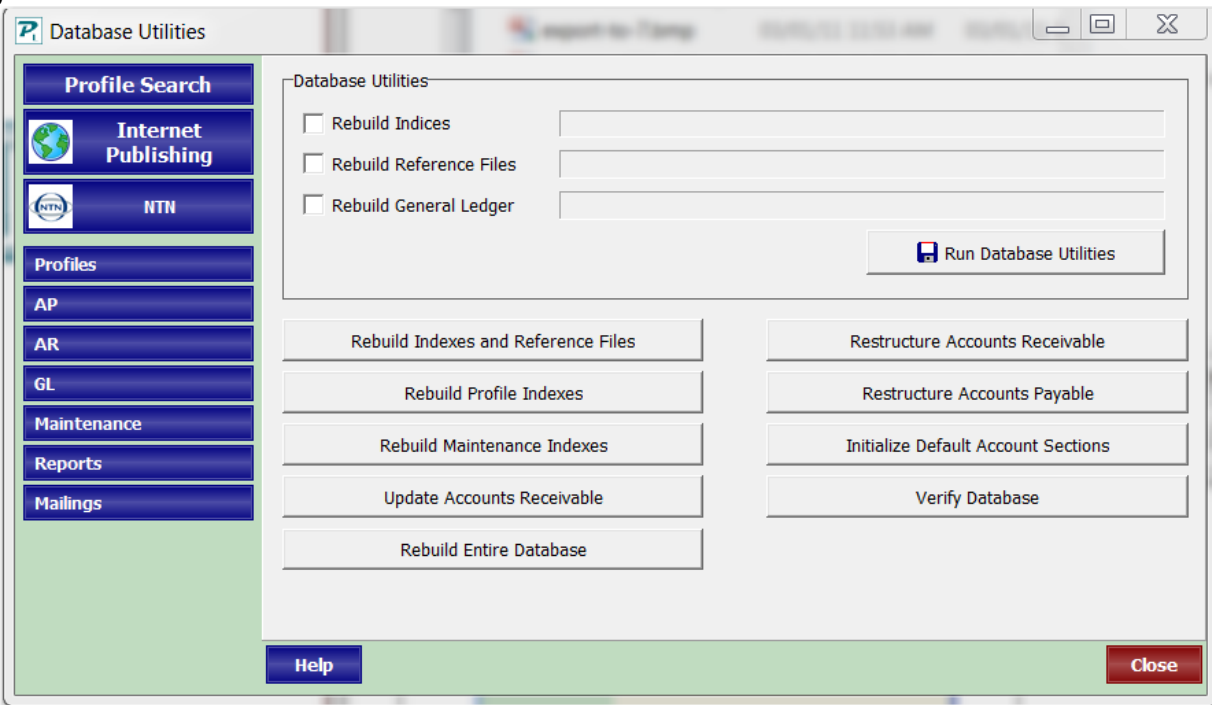
This pull-down menu has a number of utilities and special functions that allow for restructuring and exporting database information.

- Logon
- Database Utilities
- Network Utilities
- Import from Conversion
- Import Utility
- Export Utility
- Local Directory
- Purge Transactions
- Backup Database
- Exit

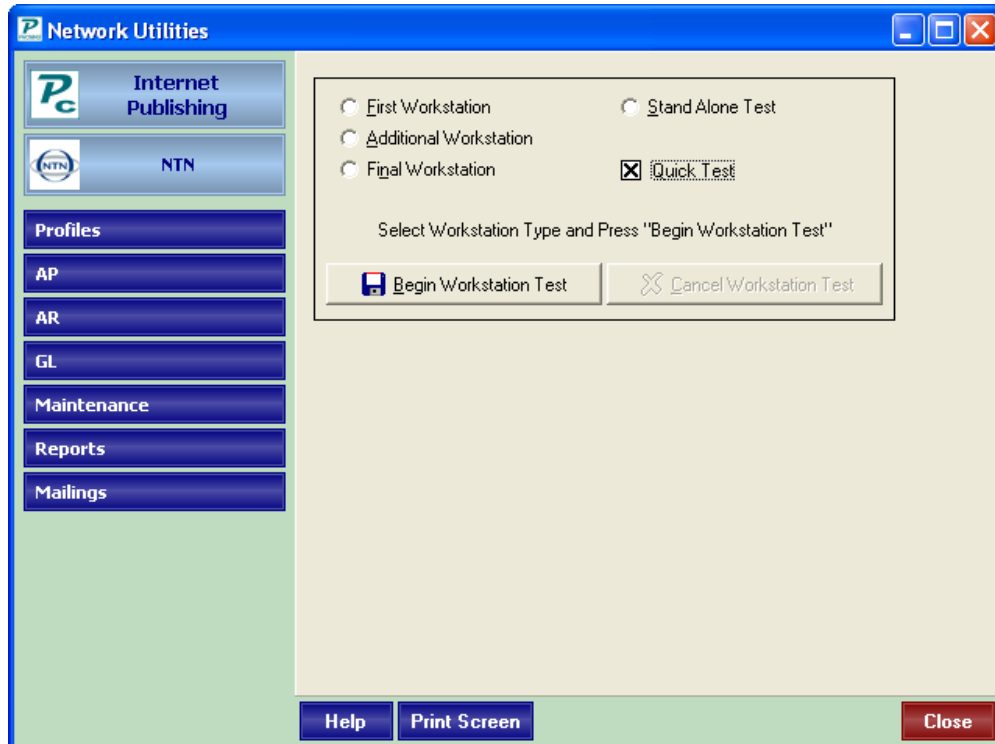
File - Logon

The logon function lets you log on to the same database as a different user or go to a different database. When you log on to a different database, the one you were in is automatically closed down.

File, Database Utilities



File, Network Utilities



File, Database Utilities

Professional Landlord has a set of database utilities which provide continuity for your data as information is added to your files. These utilities include:

- rebuilding of index files, reference files and general ledger
- restructuring the accounting files
- archiving (purging) old transactions
- exporting information for use by partners, i.e. 3rd party payment facilitators

These operations are important to the proper functioning of your software but require only minimal usage.

The Professional Landlord database consists of three main transaction files: AR, AP and Journal Voucher. These are the basis of the General Ledger and its supporting indices, which are created when Database Utilities are run.

Restructuring reconfigures the database to match certain setup parameters. It is not intended for indiscriminate use. Only use when directed to do so by technical support.

NOTE: The database utilities functions should only be run at the direction of technical support, except per the Release Notes after installing updates. It is recommended that access to these functions be limited to selective users.

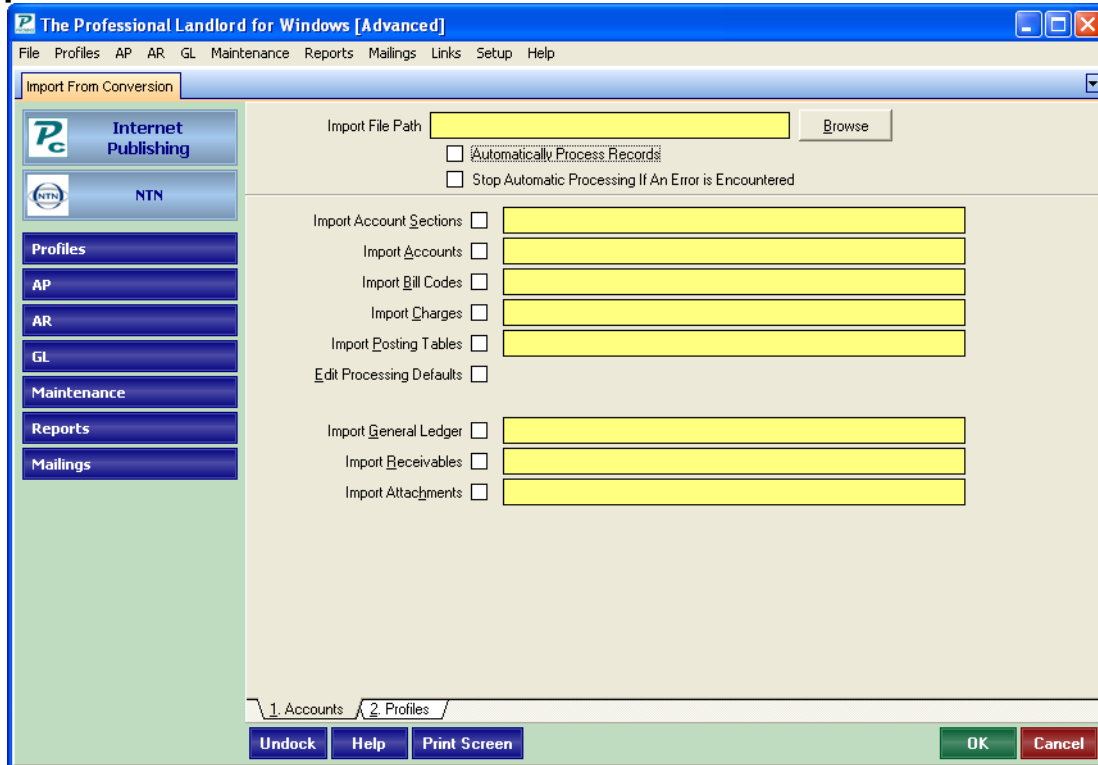
Network Utilities

Users who have the network version of Professional Landlord will have a network utilities function under the File menu. This function lets you test the network workstations ability to successfully write to and read from the server drive. The workstations can be tested as a group or individually.

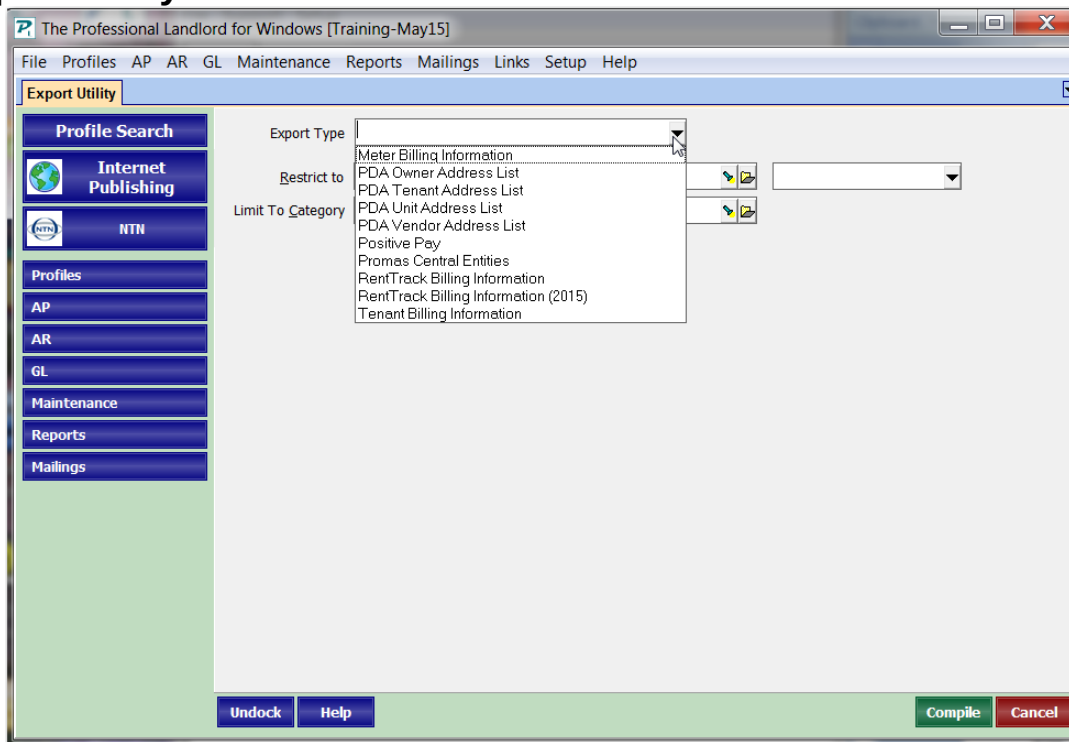
This utility will fail if there are failures in the overall network while the test is running. Intermittent failures are more difficult to pinpoint.

Refer to the How To document for networks and the network workstation checking utility which analyzes registry settings for different operating systems.

File, Import from Conversion



File, Export Utility



File, 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.

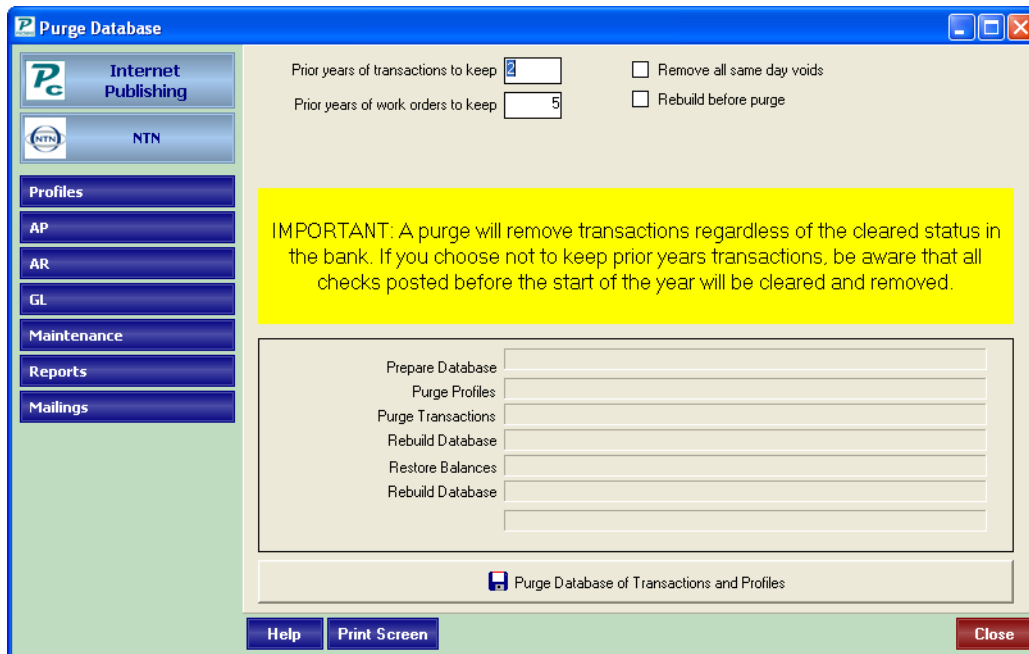
There are specific format requirements for importing data. Contact technical support for details.

File, Export Utility

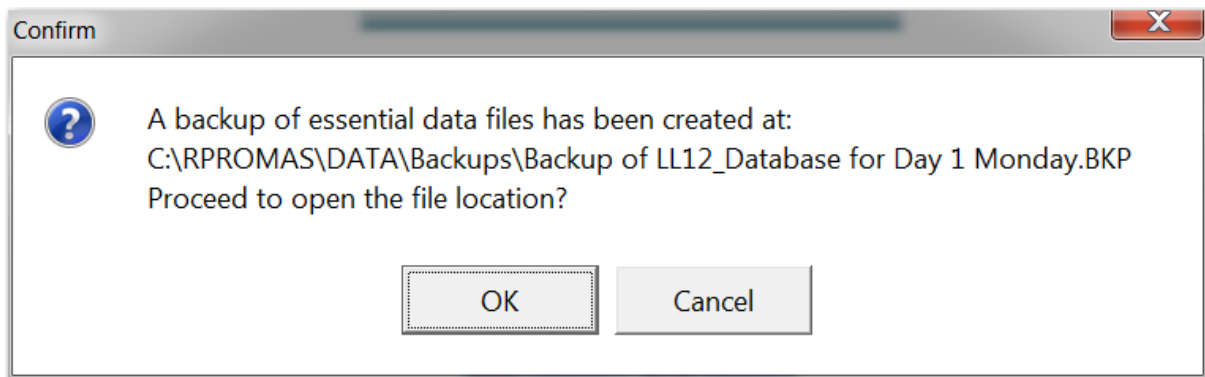
This utility exports data so it can be easily imported into other applications. There are set export type selections for owner, tenant, unit and vendor information that can be imported into other applications using ".csv" format.

There are also choices for exporting a positive pay file and tenant billing files which can be used by third party payment facilitators like PayLease, RentTrack, PayDici.

File, Purge Transactions



File, Backup



File, Local Directory

This determines where the temporary files are maintained for the user. The default is the Windows operating system default location. Each user has a unique local directory location. It is automatically set and cannot be changed.

File, 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.

File, Backup Database

Choosing this option will create a copy of the necessary database files in a file with today's date. It is put in the Backups folder under the Data folder. When the backup is complete a message will display containing the name and the full path of the backup and offering the opportunity to open the location in Windows Explorer. This file can then be copied to your backup medium.

The backup files are named "Backup of LL12_Database for Day 1 Monday.bkp", ...Day 2 Tuesday, ...Day 4 Thursday, ...Day 5 Friday. They are overwritten each week. On the third Wednesday the backup is named "Backup of LL12_Database for Month.bkp". It is overwritten each month. On all other Wednesdays the file is named Week1, Week2, etc. These are overwritten each month. One named Yearly is done on the third Wednesday of January.

The program has an automated backup system that is discussed in the Setup chapter.

Log in to System Security



The Professional Landlord for Windows

The Professional Landlord™

PROMAS
No Unit Limit
C:\RPROMAS

Database: System Security

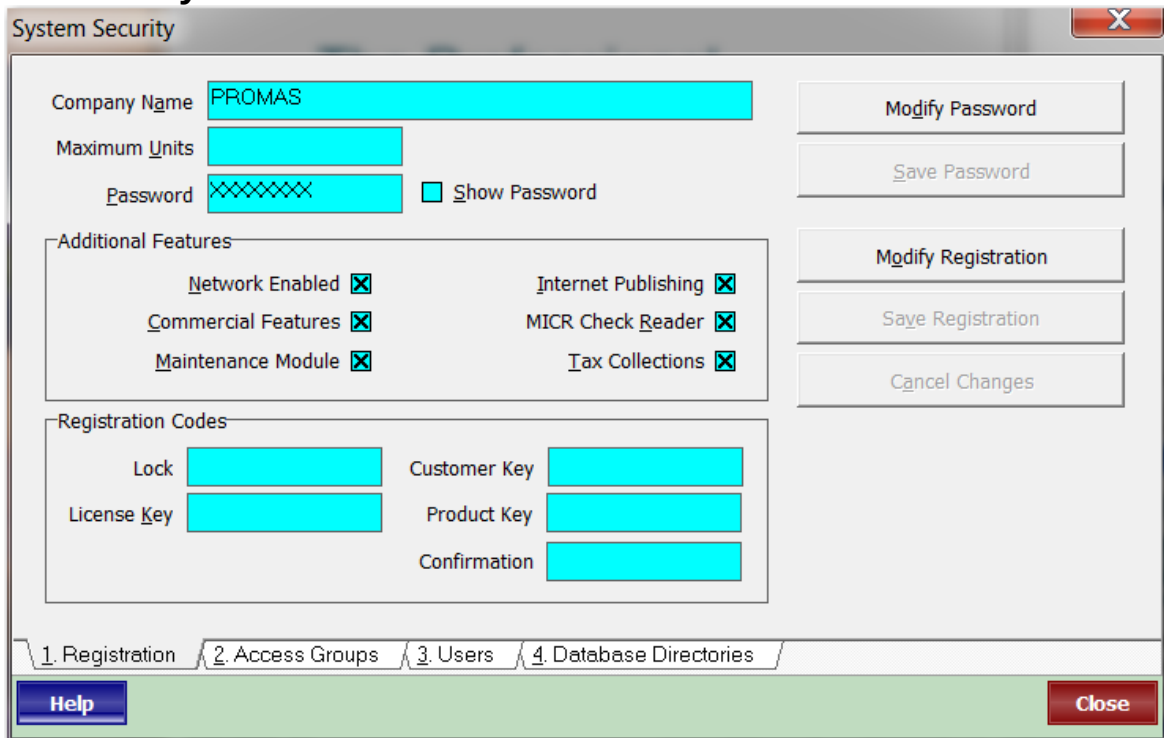
User Name:

Password:

Version 12
Release 2015.3 Build 53

OK Cancel

System Security



System Security

Company Name: PROMAS

Maximum Units:

Password: ☐ Show Password

Additional Features:

Network Enabled ☒	Internet Publishing ☒
Commercial Features ☒	MICR Check Reader ☒
Maintenance Module ☒	Tax Collections ☒

Registration Codes:

Lock:	Customer Key:
License Key:	Product Key:
	Confirmation:

1. Registration 2. Access Groups 3. Users 4. Database Directories

Help Close

Modify Password
Save Password
Modify Registration
Save Registration
Cancel Changes

System Security

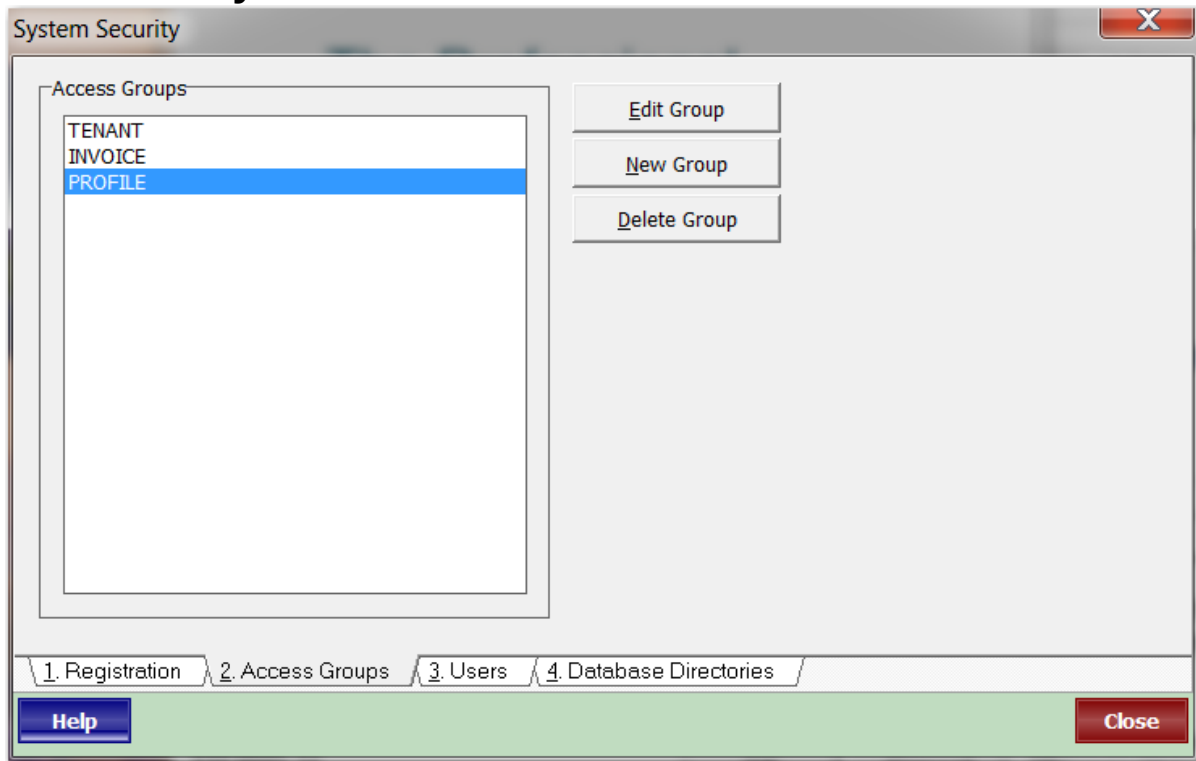
Access the System Security database from the Professional Landlord logon screen using the password defined during registration. *If you forget the password call technical support to gain access.*

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

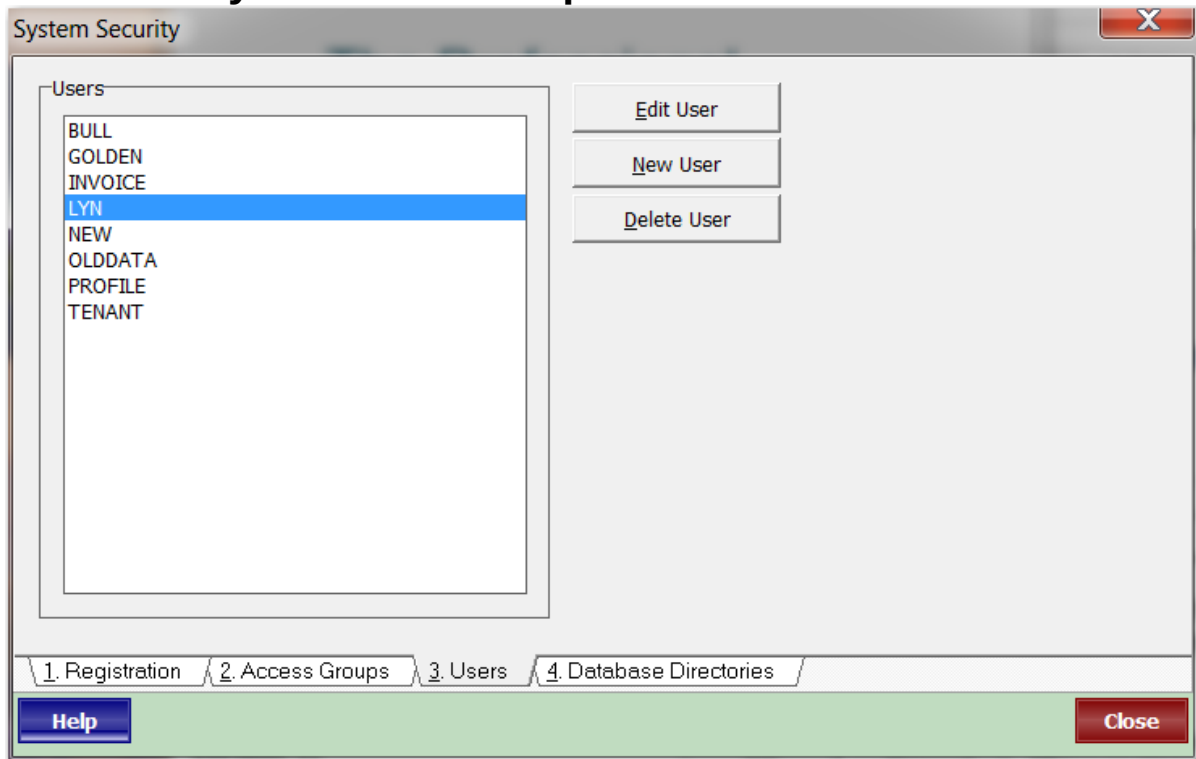
Registration tab

This screen is used to set the license limits and to change them when necessary. Do not enter anything on this screen unless you are directed to by the Help Desk.

System Security – Users tab



System security – Access Groups tab



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. Including a user in an access group limits their functionality to those functions selected for that access group. Limitations on transaction processing can also be set.

The **Comments** field is used to identify administrators and report managers.

/admin with no access group enables report manager and the backup functions

/reportadmin enables the report manager

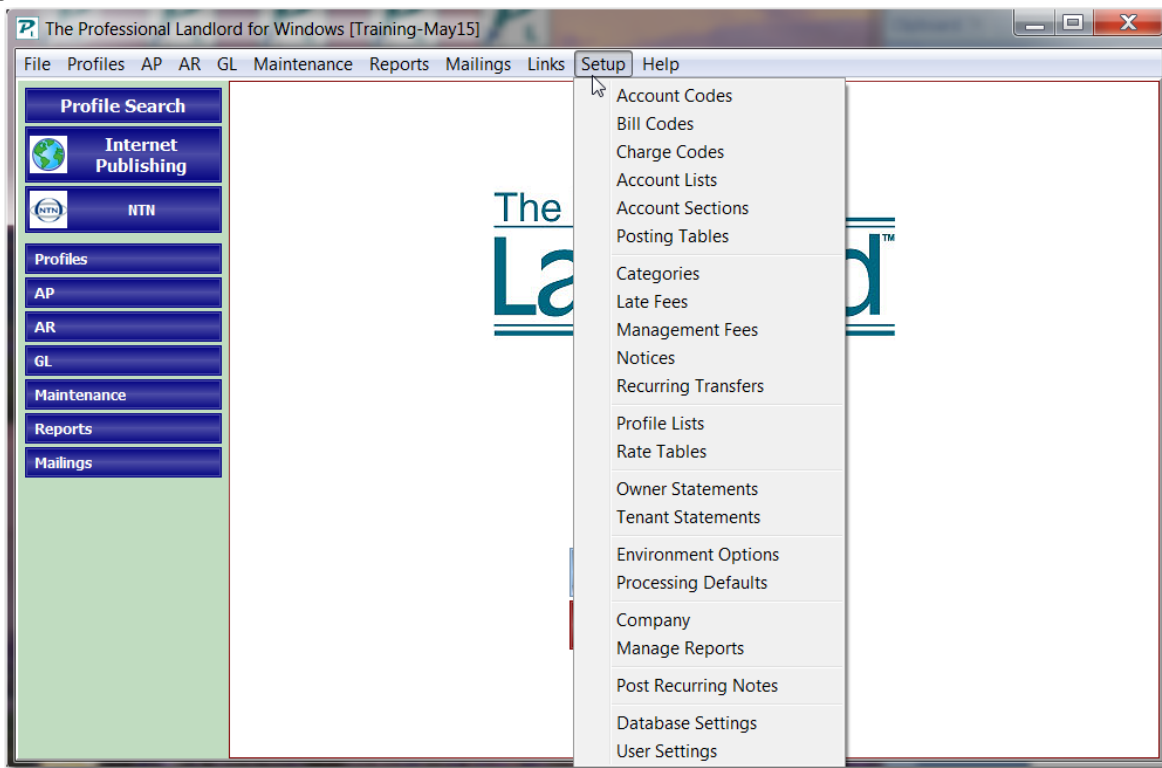
/nvoid prevents user from being able to void a transaction

Access Groups

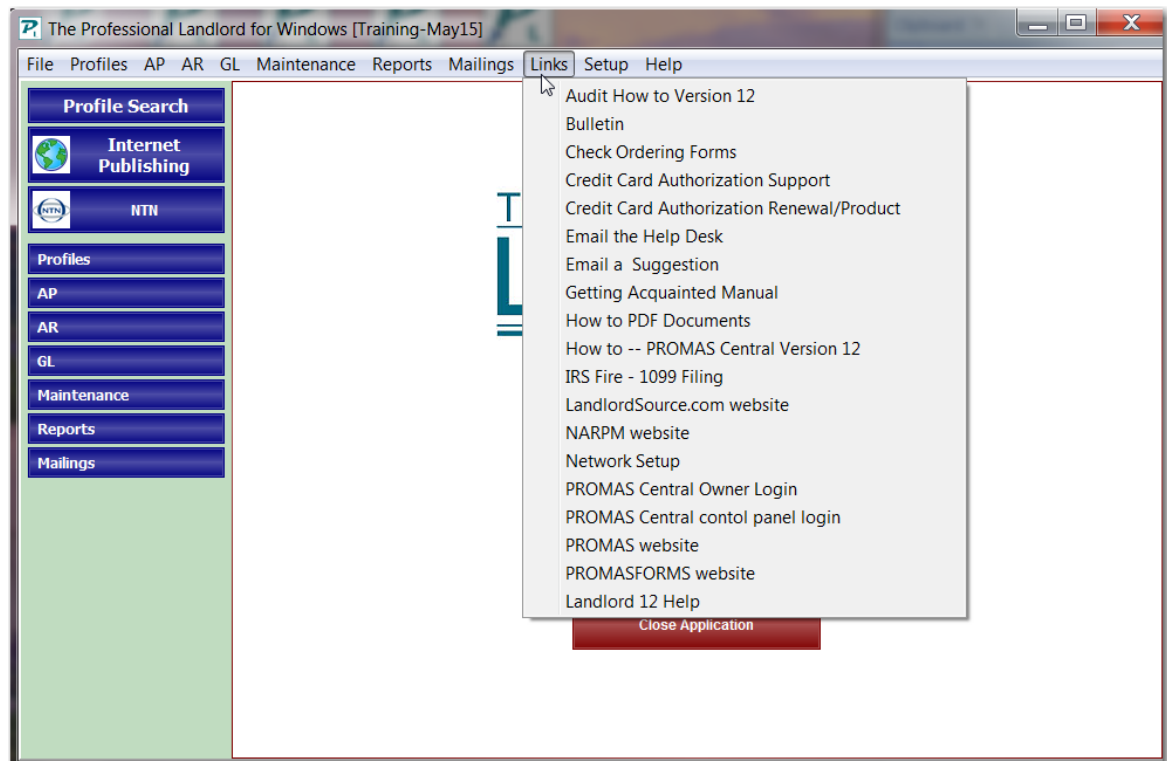
The Group Description name is the access group being defined for the purpose of limiting users functional capabilities within Professional Landlord. For example, users with no reason to write checks should not have access to any check writing function.

In general it is a good idea to limit access to changing account codes, posting tables, charge codes, bill codes, management fees, late fees (all under Setup) and the File menu functions.

Setup



Links



Setup

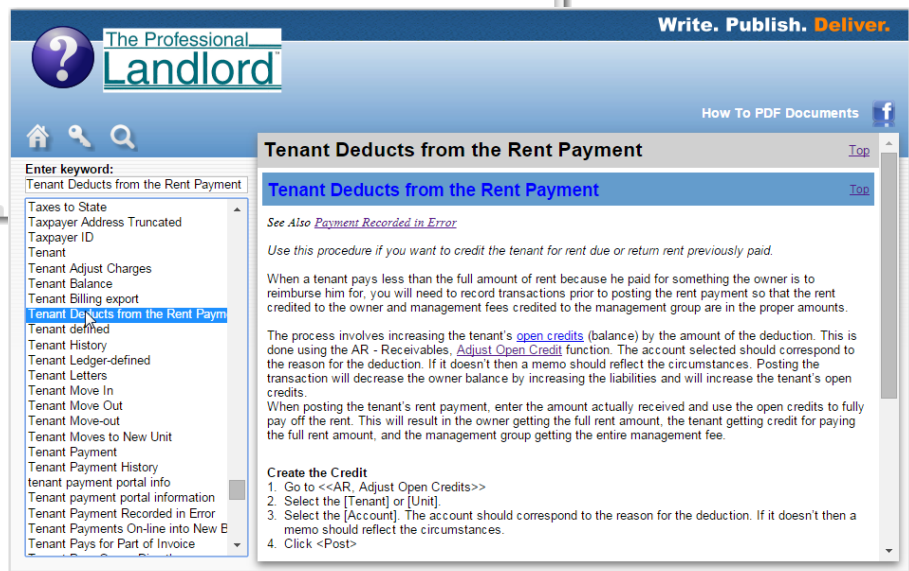
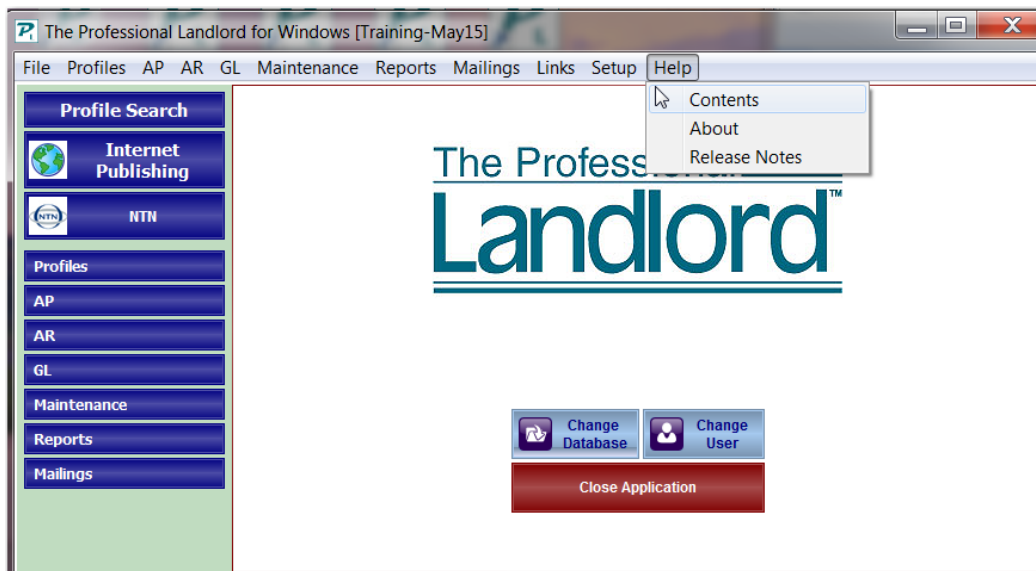
The setup functions provide the backbone of information used by Professional Landlord to automate the accounting and reporting processes. Setup includes the chart of accounts and posting table used by the database for the financial transactions. The report formats for the financial and budget reports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

The normal sequence is to evolve from less complicated to more - from simple to complex - from easy to more difficult. Fortunately, Professional Landlord is just the opposite. It takes some thought and planning to set up Professional Landlord. When setup according to the way your business is run, everything becomes easy to use.

Links

The Links pull down provides a one click access to a number of PROMAS related activities, including emailing to the Help Desk; emailing suggestions; links to the PROMAS, PROMAS Central and NARPM websites; obtaining documents for ordering checks and 1099s, credit card authorization forms, setting up a network; downloading the latest update; downloading the training files; accessing the How To documents; and on-line Help files.

Using HELP



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 Help within the program 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 pull down list lets you see the help contents and do a topic search.
- The <Help> button is found on every screen. Pointing and clicking brings up the Help menu.
- The Links pull down has Landlord 12 Help located on the PROMAS website. The on-line help is updated regularly. Click on the key symbol for the keyword search.

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.

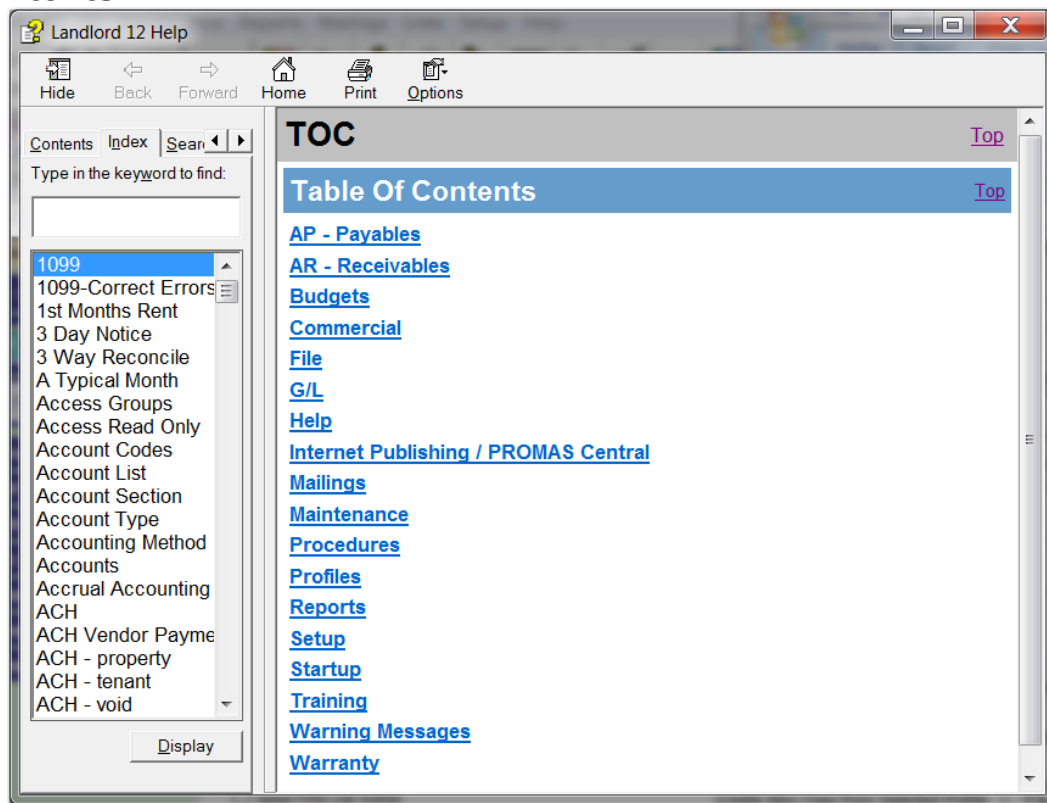
The help pull down menu provides several functions.

Contents - Entry to the Help database.

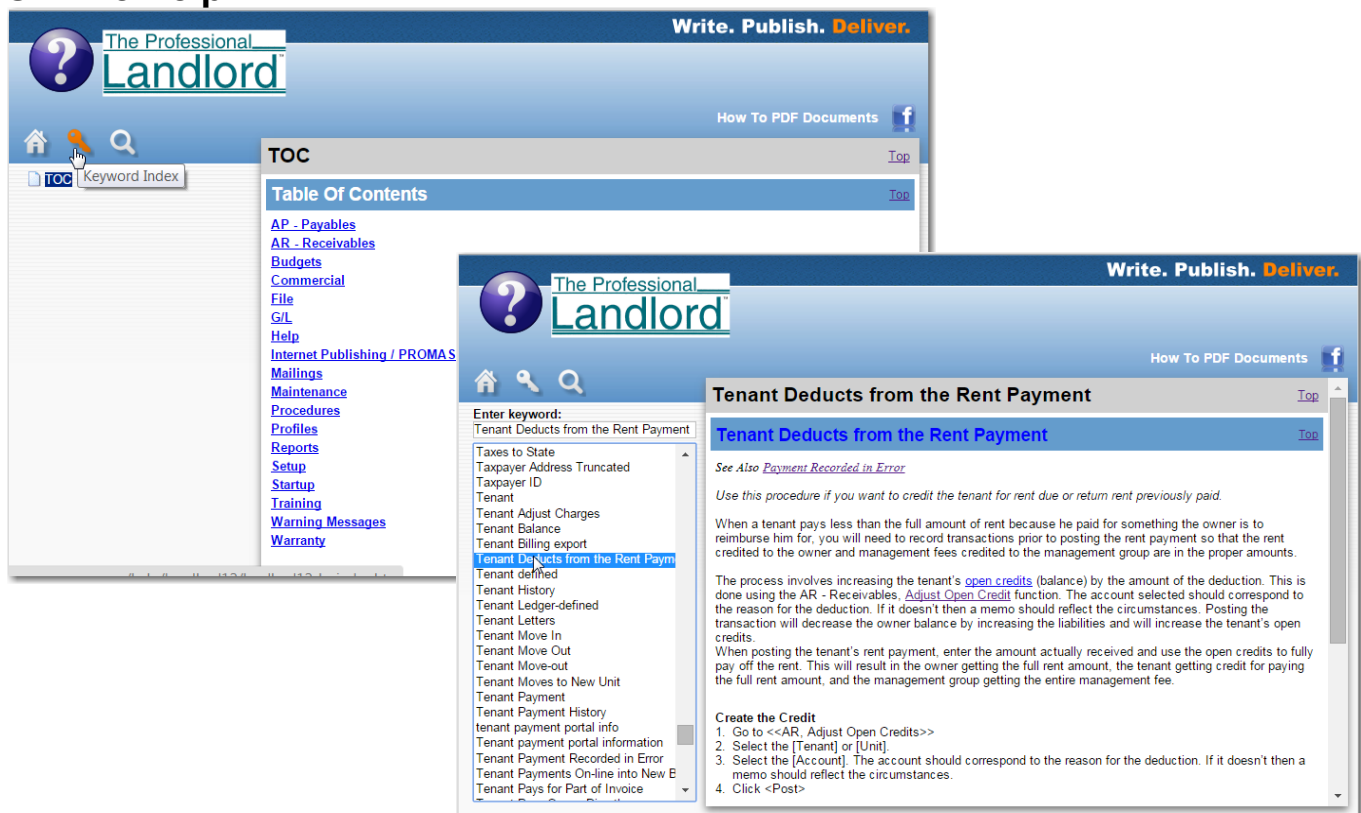
About - Specifies on the version and location of directories used.

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

Help, Contents



On-line Help



Topic Search - By Subject

In-program HELP and 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 Professional Landlord or to focus on a particular function, the on-line facility is the first place to search for assistance.

The In-program Help is accessed through the Help, Contents pull down, Index tab. The On-line Help is accessed under Links pull down, Keyword Index (key symbol).

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.

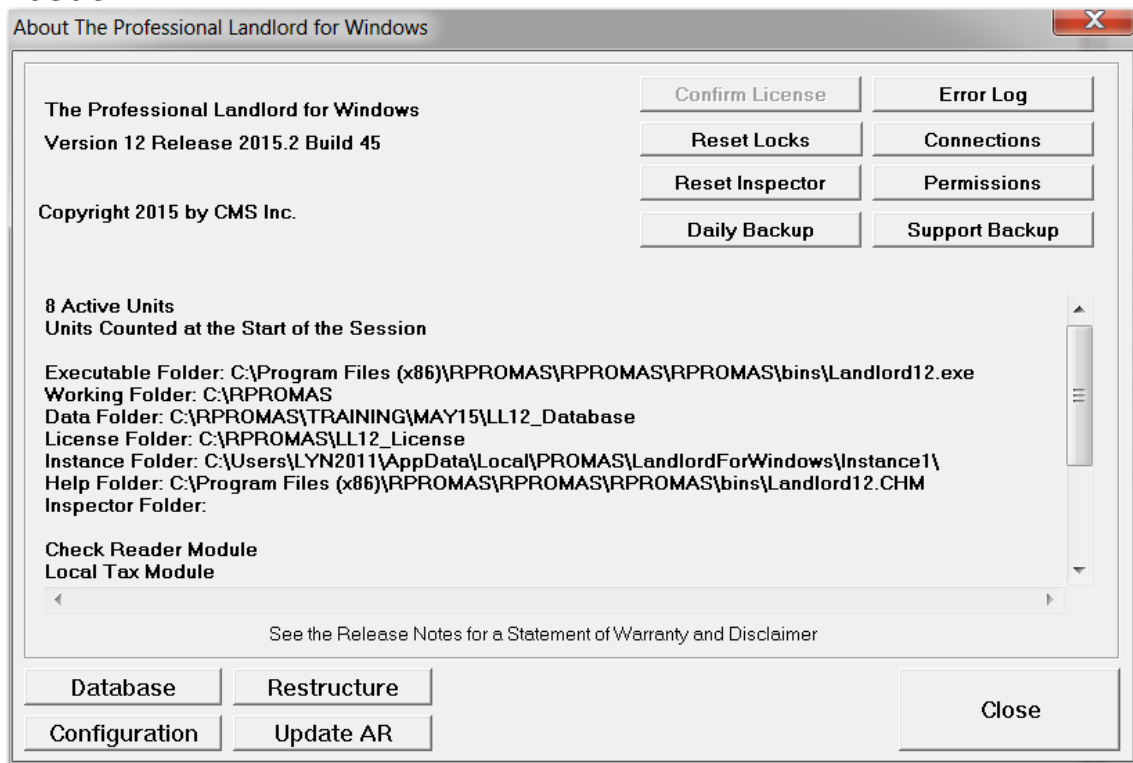
Any of these subjects can be printed as they are displayed using the File and Print Topic option from your menu. The hard copy can be kept as an appendix to this manual.

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.

Multiple words or phrases can get you to the same Help topic. For example, to find how to correct a “tenant payment recorded in error” you could enter error or mistake or payment or tenant.

Help, About



About Professional Landlord

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):

- Executable Folder – where the executable files are located
- Working Folder - where the application program folders are located
- Data Folder - where your data files are located
- License Folder - where the license files are located
- Instance Folder - where the temporary files are located
- Help Folder - where the Help files are located
- Inspector Folder - if you have the inspection program,
where those files are located

Standard Paths

Working
Data

Stand alone

C:\RPROMAS
C:\RPROMAS\DATA\LL12_Database

Standard Paths

Working
Data

Network

F:\RPROMAS
F:\RPROMAS\DATA\LL12_Database

Buttons

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

Reset Locks – this will reset the record locks if any problems are detected.

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

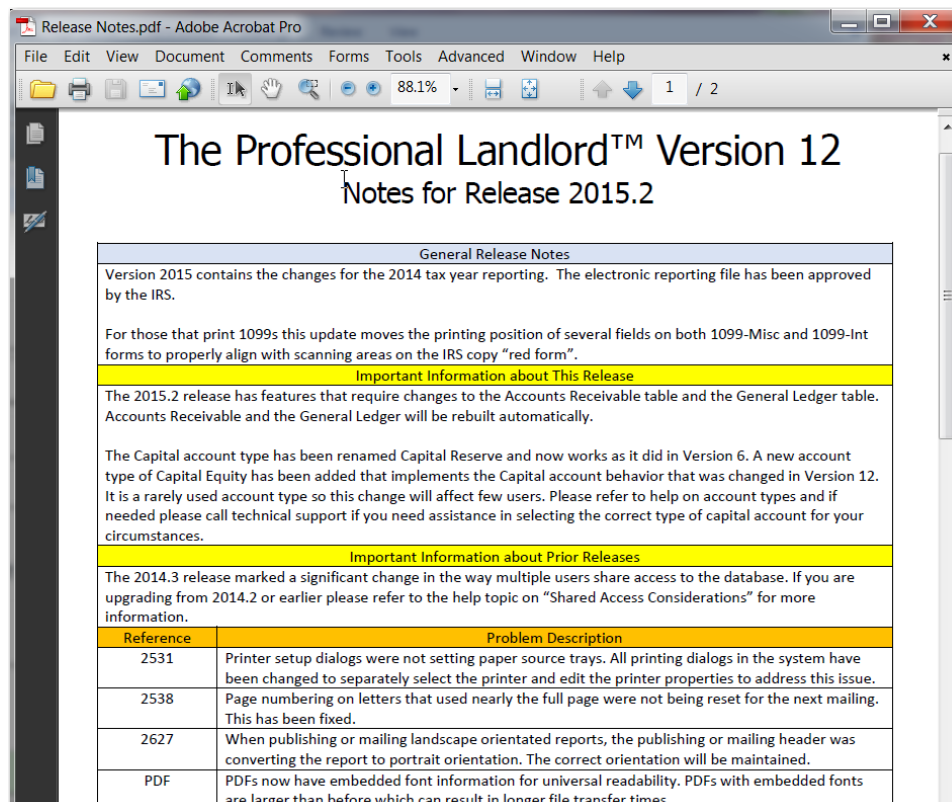
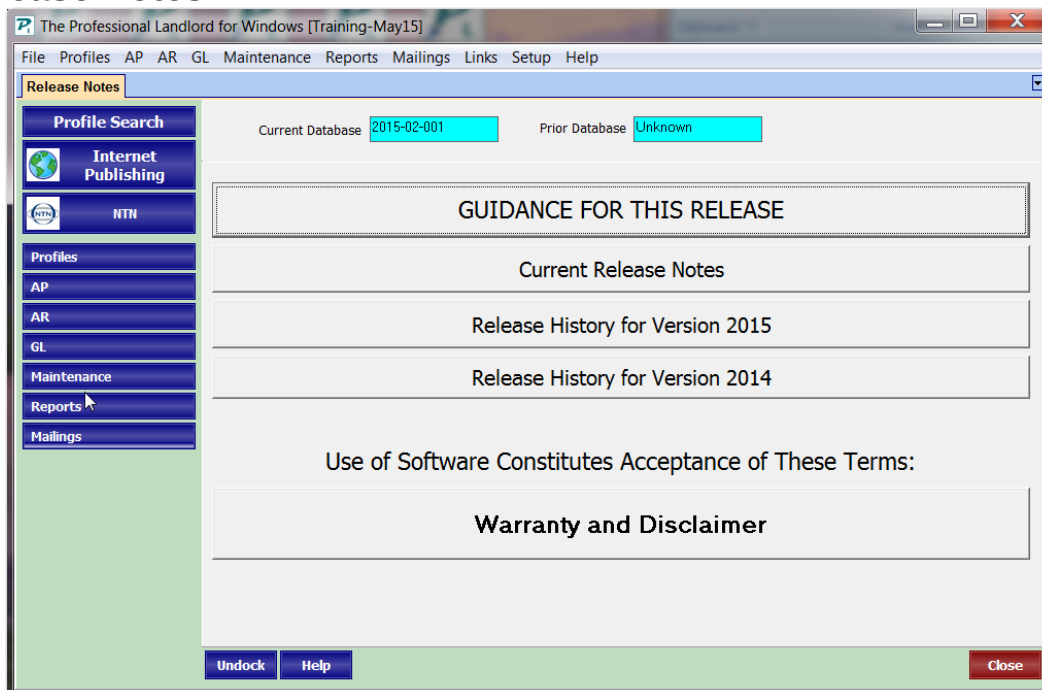
Reset Inspector – this applies only to those with the Landlord Inspector program. It will remove the current path so it can be reset in the Unit profile.

Permissions – this will list all folders where the user has access (license, data, temporary, instance, document).

Support Backup – Clicking this button will create a backup of your database in the RPROMAS\Support folder named “LL12_Database for YYYY-MM-DD.bkp. That can be sent to the Help Desk if necessary.

Daily Backup - creates a backup of your database in the Data\Backups folder named “LL12_Database for YYYY-MM-DD.bkp (same as the one in Setup, Database Settings - Daily Dated).

Help, Release Notes



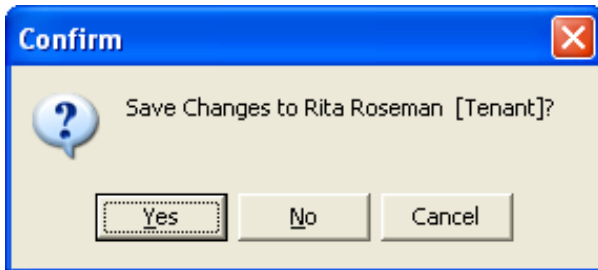
Release Notes

The Release Notes screen displays automatically the first time you logon after an update to the software. You can also view this screen by double clicking the Professional Landlord Icon in the Logon window, or by using the Help pull-down menu. The purpose of this information is to:

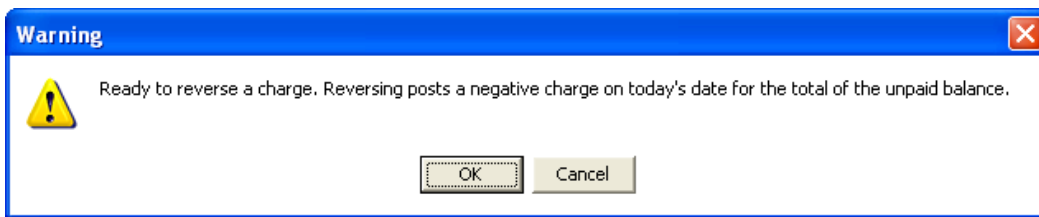
- * explain what is new in a version
- * outline what actions need to be taken before using the updated software
- * display the current version number you are using
- * identify the previous version from which you have upgraded
- * select a specific version's notes for review
- * print the Release Notes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

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

Confirm Message



Warning Message



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 cannot 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.

Profiles

Working with Profiles

Primary Profiles

Owner	Management Group
Tenant	Property
Unit	Vendor
Company	Manager

Supporting Profiles

Management Fees
Late Fees
Statements (Owner/Tenant)

Profile Search

Company Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Company Profile

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

PROMAS

Mailing Address

311 Maple Avenue West, Ste D

Vienna, VA 22180

22180 ☐ Foreign

Additional Letterhead Information

For more information please visit our website:
www.promas.com

1099 Information

Taxpayer ID 13-4281472

Taxpayer Name Maple Inc.

Taxpayer Phone Number 703-255-1400

Undock Help Save Close

Objectives

Profiles provide the base information about the various entities involved in property management. Profiles include information about and guidelines for handling the transactions involving owners, properties, tenants, units, vendors and the management group. At the end of this module you will be able to:

- * Locate the profiles that form the basis of the Professional Landlord application
- * Understand the relationship of one profile to another
- * Create new profiles for your business
- * Enter all the necessary profiles for a new client

Company Profile

The company profile is found in **Setup, Company**.

Company Name – a protected field that prints at the bottom of each page of every report and statement. The company name is entered when you register. It cannot be changed unless you call customer support to re-register.

Mailing Address – one of the options you can choose for the Return Address on mailings. The lines are only for the address. Do not replicate the company name as it is taken from the Company Name field above.

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 when “Company” is chosen as the return address option. Left justify each line as they will be centered when printed. A common entry would be contact names and contact information.

1099 Information

Taxpayer ID – used on IRS related end-of-year forms.

Taxpayer Name – if a name is entered it will be used in lieu of the company name above when printing 1099s.

Taxpayer phone number is a required field on the 1099 form.

Management Group Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Property Management [Management Group]

Profile Search

Internet Publishing

NTN

All Tasks

General Ledger History

Notes

Recurring Checks

Recurring Journal Entries

ID: PM LEDGER Property Management Status: Active

Remittance Address:

PROMAS Demonstration Package
311D Maple Avenue West
Vienna, VA 22180
22180 ☐ ZIP ☐ Foreign

Additional Letterhead Information:

Accounting 703-555-1234
Property Management 703-555-9876
Work Requests 703-555-4876

Work Order

Accounting:

Posting Table: STANDARD: Standard

Accounting Method: Cash

Start of Year: 01/01/2005

1. General 2. Categories 3. Documentation

Undock Help New Previous Next Save Close

PROMAS Demonstration Package
311D Maple Avenue West
Vienna, VA 22180

Accounting 703-555-1234
Property Management 703-555-9876
Work Requests 703-555-4876

Frederick L. Clayton
238 Vista Way
Valdosta, CA 80290

Statement

May 1, 2015 to May 20, 2015

Operating Statement

Cash Accounting for Frederick L. Clayton

May 1, 2015 to May 20, 2015	Current	Year To Date
Beginning Balance	\$250.00	\$250.00

Management Group

A Management Group defines a financial entity (i.e. a set of books). For fee based managers, the management group ledger is used as the recipient of all collected fees. For non-fee based managers using the management group as the recipient of fees is optional. All fee references in the management fee profile should refer to the owner if the management group is not being used.

The Management Group is a separate ledger for the management company. It is used by fee-based managers to accumulate fees from owners, properties and tenants as well as pay bills and collect interest on bank accounts. The check for fees earned (management, leasing, late, NSF, etc.) is written from this account. Every owner and property is associated with a management group.

Address & Taxes Tab

Remittance Address – one of the options as a return address on Mailings.

Additional Letterhead Information - the information entered here will print on mailings/statements in the area to the right of the Return Address and Recipient Address. Left justify the entry as each line is centered when printed.

Accounting

The **Posting Table** determines the default bank account. Set up more than one posting table when receipts are deposited in more than one bank account. The posting table should reflect the ledger's default bank account. Set the default Posting Table in Setup, Processing Defaults.

Accounting Method used for financial reports. Options are:

Cash - Income and expenses are reported as the cash balances change, i.e. as the transactions are posted. Income (receivables) is reported when received and expenses (payables) are reported when a check is written.

Accrual - Income is reported when earned (charged) and expenses are reported when they are incurred (posted). Rental income, for example, is considered as income when it is charged rather than when it is received. Invoices (payables) are reported as expenses when posted rather than when a check is written.

Modified Cash - This method treats charges (income) on an accrual basis and payables (expenses) on a cash basis.

Only the day and month are significant for the **Start of Year** date.

Work Order – prints on work orders in the management contact area. Up to 40 characters for phone number, email address, etc.

Management Group Profile – Categories tab

ID: PM LEDGER Property Management Status: Active

All General Comment Emergency Inspection Listing Maintenance Welcome Edit

<NO ITEMS>

1. General 2. Categories 3. Documentation

Undock Help Print Screen New Previous Next Save Close

Management Group Profile – Documentation tab

ID: PM LEDGER Property Management Status: Active

Document Open

Comment Load Save As

1. General 2. Categories 3. Documentation

Undock Help Print Screen New Previous Next Save Close

Categories Tab

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

Documentation Tab

Management Group, Property, Unit and Tenant profiles have a Documentation tab that lets you attach files to the profile. When attached, the file is copied into the Documents folder in the database folder (typically RPROMAS\Data\Documents). This folder is on the same level as the LL12_Database folder. It should be backed up regularly.

This function is handy for easy access to the lease, digital and scanned pictures, work processing documents, pdf documents, and the management contract.

Although any file can be attached, the only ones that can be opened are those that your Windows operating system or other application programs will open.

Adding a file:

1. Click on <Load>.
2. That brings up a Windows screen that will let you Browse your computer to find the file you want.
3. Highlight the file and click on <Open>.
4. That will copy the file into the Documents folder and put a link to the file into the profile in the Document field.

View the file:

1. Click on it and click <Open>.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Harrison S. Golden [Owner]

ID: GOLDEN Harrison S. Golden Status: Active Upload Manager

Name & Permanent Address
 Harrison S. Golden
 11 Walking Lane
 Preston, NH 02190
☐ Foreign

Phone Numbers
 Contact: Harrison S. Golden
 Day: 502-555-3400
 Night: 502-555-6543
 Cell: 502-555-6657
 FAX: 502-555-2659 home

Informal Salutation
 Steve

Formal Salutation
 Mr. And Mrs. Golden

Email Address
 GoldenS@aol.com Send

Accounting
 Management Group: PM LEDGER: Property Management
 Posting Table: STANDARD: Standard
 Accounting Method: Cash
 Start of Year: 01/01/2005

Taxpayer Name

Taxpayer ID
 Click To Display

1. Address 2. Management 3. Checks & Statements 4. Categories 5. Documentation

Undock Help New Previous Next Save Report Close

Set up an Owner Profile for every owner for whom you are recording transactions. An owner should only have one profile. If you are considering entering more than one profile for an owner, consult with technical support.

The **Taxpayer ID** is hidden and must be clicked to view or change.

Upload Manager – clicking this button will allow you to add documents that will be uploaded to PROMAS Central through Internet Publishing where the owner can view them.

Owner Profile

The owner profile contains all the basic information pertaining to the owner and how you handle the owners account. Not all the information is required. If you try to save the data you have just entered and have not yet entered some required information it will prompt you and move the cursor to the required field. Pressing the <F1> key will display help about the field.

Address Tab

ID - up to 20 characters (used for searching and the sort order)

Long Description - up to 40 characters (prints on reports)

Owners with an inactive **Status** will not be displayed on the Find List unless the Show Inactives checkbox is marked.

Name and Permanent Address - It can be in standard (zip code) or foreign (4 line freeform) format. Owner name fills in from the Long Description but can be changed.

Zip Code – when you enter a zip code, the city, state and zip code are pulled from a table if previously entered. If not you will be prompted to add a new zip code entry. If you enter a nine character zip code, it will save the four character extension for this record only. Marking the foreign box will change the address into a four line freeform block.

Email address - The owner's **e-mail** address can be up to 120 characters. Enter multiple email addresses separated by a ; (semi-colon) or , (comma).

Each owner belongs to a **Management Group**. Assigning owners to different management groups is a way to maintain separate financial records when the bookkeeping is centralized for several offices, divisions, or independent agents.

The **posting table** defines which bank accounts are used and which account names are used for recording transactions. The only reason for setting up a distinct posting table for an owner (or property) is because the funds are kept in a separate bank account. Only the day and month are significant for the **Start of Year**.

The **Taxpayer Name** need only be entered if it differs from the name in the Name & Permanent Address block.

The **Taxpayer ID** is used for 1099 preparation. If this owner doesn't get a 1099's, unmark the **Send 1099** checkbox. Click to display.

Phone Numbers – A Contact Name plus nine numbers related to the permanent address can be entered. The field is large enough to accommodate foreign phone numbers and/or extensions etc.

Formal and Informal **Salutations** are for mailings. If none are entered the owner name is used.

Owner Profile – Management tab

Harrison S. Golden [Owner]

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Ledger Receipt

General Ledger History

Notes

Advanced Scheduling

Recurring Checks

Recurring Journal Entries

Ledger Repair History

ID: GOLDEN Harrison S. Golden Status: Active

Upload Manager

Manager: BULL: Emma Bull

Management Agreement

Begin: 07/01/2009

End: 07/31/2015

Revised: 07/01/2013

Reference:

Part-Time Address Schedule

Schedule: Every Year

Begin: 04/15/2015

End: 07/20/2015

Name and Part-Time Address

Harrison S. Golden

24 Haddock Street

Gloucester, MA 07316

07316 ZIP Foreign

Part-Time Phone Numbers

Contact:

Day: 617-555-0954

Night: 617-555-2143

Cell:

FAX: 617-555-2143

1. Address 2. Management 3. Checks & Statements 4. Categories 5. Documentation

Undo Help New Previous Next Save Report Close

Owner Profile – Checks & Statements tab

Harrison S. Golden [Owner]

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Ledger Receipt

General Ledger History

Notes

Advanced Scheduling

Recurring Checks

Recurring Journal Entries

Ledger Repair History

ID: GOLDEN Harrison S. Golden Status: Active

Upload Manager

Statement: MULTI: Multiple unit owner

Tax Rate:

Publishing: Default

Publish Until:

No Paper Statements

No Internet Statements

Check Writing

Base Reserve: \$0.00

Distribution Reserve: \$900.00

Minimum Distribution: \$25.00

Maximum Distribution: \$1,500.00

Enforce Base

Statement on Check Stub

Distribution Check Memo

Account #W221-C2312 H S Golden

Distribution Check Override Address

Patriot Bank

P.O. Box 3246

Drawer 17

Preston, NH 02190

02190 ZIP Foreign

Profile Alert

1. Address 2. Management 3. Checks & Statements 4. Categories 5. Documentation

Undo Help New Previous Next Save Report Close

Owner - Management Tab

All entries on this tab are optional.

Manager – enter the property manager if appropriate. For unit reports the unit manager takes precedence. For owner, property and ledger reports the manager defined in the owner profile takes precedence.

Management Agreement – this section will allow you to keep track of your management agreement with the owner. You can enter dates for when it began, when it was revised and when it will end. You can run reports based on these dates.

When an owner's **Part-Time Address Schedule** is defined, mailings to the owner will have that address used during the scheduled period. The part-time address can be scheduled to take effect each year per the **Begin** and **End** day and month. Up to nine **phone numbers** can be recorded pertaining to the part-time address.

Owner - Checks & Statement TabStatements

Statement profiles are defined in **Setup, Owner Statements**.

You can choose an owner **Statement** profile for each owner based on specific needs. Define the body style, additions to and layout of the statement to minimize questions from the owner. The same statement profile can be assigned to many owners. Normally there is at least one for single unit owners, one for multi-unit owners and a year-end statement.

The **Publish** field defines the publishing method you want to use for this owner. You have the option to publish statements and documents to PROMAS Central where the owner can create an online portal to view his statements, documents and activity. See the chapter on Internet Publishing for detailed information.

- Default – follow what is set up in Internet Publishing
- Copy to Email – when you publish the document(s) will also be emailed.
- Send by Email – only email, do not publish to PROMAS Central
- Do Not Publish – do not publish from Internet Publishing.

Owner – Checks & Statements tab

Harrison S. Golden [Owner]

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Ledger Receipt

General Ledger History

Notes

Advanced Scheduling

Recurring Checks

Recurring Journal Entries

Ledger Repair History

ID: GOLDEN Harrison S. Golden Status: Active

Upload Manager

Statement: MULTI: Multiple unit owner

Tax Rate:

Publishing: Default ☐ No Paper Statements ☐ No Internet Statements

Publish Until: 15 ☐ Foreign

Distribution Check Override Address

Patriot Bank

P.O. Box 3246

Drawer 17

Preston, NH 02190

02190 ZIP... ☐ Foreign

Check Writing

Base Reserve: \$0.00 ☐ Enforce Base

Distribution Reserve: \$900.00 ☐ Statement on Check Stub

Minimum Distribution: \$25.00

Maximum Distribution: \$1,500.00

Distribution Check Memo

Account #W221-C2312 H S Golden

Profile Alert

1. Address / 2. Management / 3. Checks & Statements / 4. Categories / 5. Documentation

Undock Help New Previous Next Save Report Close

Publish Until

When an owner status is changed to Inactive, the owner is deleted from the PROMAS Central account if the Auto Purge checkbox is marked in PROMAS Central, Configuration, System Options. Use this date field to override the deletion date. Making an owner inactive on January 31, 2016 and setting the Publish Until date to April 30, 2016 will allow the owner to view his online account documents until May 1, 2016.

No Paper Statements

Marking this checkbox will prevent a paper copy from being printed when the Statement Filter on the Mailings, Owner Statement screen is set to Paper Statements.

No Internet Statements

Marking this checkbox causes this owner to be skipped when publishing owner statements in [PROMAS Central](#) and when the Statement Filter on the Mailings, Owner Statements screen is set to Internet Statements.

Check Writing

Base Reserve – when you compile invoice or recurring checks they will be marked “skipped” if the check will draw the owner balance below this amount. You can “unskip” them for posting if the **Enforce Base** box is not marked, provided the balance is not being drawn below the “Minimum Base Reserve” in Setup, Processing Defaults. By marking the “Enforce Base” checkbox you prohibit the system from paying any bill that causes the owner balance to fall below the **Base Reserve**.

Owner Balance - Negative

If your business situation allows drawing the owner balance negative when posting invoice and recurring checks, set the Minimum Base Reserve in Setup, Processing Defaults, Database tab to the appropriate negative amount. Set the owner’s Base Reserve to an appropriate negative amount if you don’t want to control unskipping checks that draw the owner balance below the base reserve but not below the minimum base reserve.

Owner – Check & Statements tab

Harrison S. Golden [Owner]

ID: GOLDEN Harrison S. Golden Status: Active Upload Manager

Statement: MULTI: Multiple unit owner
 Tax Rate:
 Publishing: Default ☐ No Paper Statements
 Publish Until: 15 ☐ No Internet Statements

Check Writing
 Base Reserve: \$0.00 ☐ Enforce Base
 Distribution Reserve: \$900.00 ☐ Statement on Check Stub
 Minimum Distribution: \$25.00
 Maximum Distribution: \$1,500.00

Distribution Check Memo
 Account #W221-C2312 H S Golden

Distribution Check Override Address
 Patriot Bank
 P.O. Box 3246
 Drawer 17
 Preston, NH 02190
 02190 ZIP... ☐ Foreign

Profile Alert

1. Address / 2. Management / 3. Checks & Statements / 4. Categories / 5. Documentation

Undo Help New Previous Next Save Report Close

Categories tab

ID: GOLDEN Harrison S. Golden Status: Active Upload Documents

All General Comment Emergency Inspection Listing Maintenance Welcome Edit

General
 Goller
 Multiple unit owner

Comment
 Comments
 Unlimited freetext comments.
 Use NOTES for structured data like birthday, Anniversary etc.
 Spouse name: Elizabeth (Betty)

Emergency
 Emergency Contact: Tom (brother)
 Day: 202-555-3348 NYC
 Night: 202-555-2239
 Cell: 202-555-3342

Maintenance
 Preferred Vendors: Always notify Owner
 Plumbing: Joe Golden - ARC Plumbing 703-123-7676 JGplumber@aol.com
 Yard Work - Yards R Us 703-555-9090 Warren

1. Address / 2. Part-Time Address / 3. Checks & Statements / 4. Categories / 5. Documentation

Undo Help Print Screen New Previous Next Save Close

Distribution Reserve – the amount that is held back from the owner distribution check to cover repairs and mortgage and HOA payments. The deficit in the Distribution Reserve can be included on an Owner Statement if defined in the Owner Statement profile.

Minimum Distribution – the smallest check amount for which you would write an owner distribution check. (optional)

Maximum Distribution – the largest check amount for which you would write an owner distribution check. (optional)

The **Profile Alert** is a free form field that displays whenever the owner profile is selected. Use it to remind / alert the user to specifics relative to that owner.

Statement on Check Stub - This checkbox will cause the owner statement to print on the stub of the distribution check. If you mark this checkbox you should clear the Statement field above, otherwise the owner will get both the statement on his distribution check stub and a regular statement. When statements are printed on the distribution check stub the statement period is from the last distribution check transaction through this check transaction. Memo or Payees will be included on the statement if set to do so in Setup, Processing Defaults, Logon and Printer tab.

Distribution Check Override Address - If the owner wants the distribution check to go to an address (a bank or third party) other than his current mailing address, enter that address here. Do not enter the account number in the address field - use the Distribution Check Memo field.

Distribution Check Memo - The contents of this field will print on all distribution checks. Use it to identify the account number if the distribution check is sent to a third party.

Categories Tab

Categories are selected from the list that is defined in Setup, Categories. Most reports and mailings can be limited to a category. See Categories in Profiles under the Setup chapter. The category type determines on which tab they are displayed.

Documentation tab

ID: **GOLDEN** Harrison S. Golden Status: Active Upload Documents

Document: Golden-Management Agreement.doc Open

Comment: Load

Save As

1. Address / 2. Part-Time Address / 3. Checks & Statements / 4. Categories / 5. Documentation

Undock Help Print Screen New Previous Next Save Close

Advanced Scheduling

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Harrison S. Golden [Owner] **Advanced Scheduling**

Profile Search **GOLDEN: Harrison S. Golden**

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Distribution Checks

Schedule: Monthly ☒ Ignore Scheduling

Next Scheduled: 05/01/2015

Schedule Expires:

ACH Distribution Checks

Distribute by ACH: ☒

Bank Routing Number: 55-1234

Account Number: 819037777

Savings Account: ☐

1. Distribution Checks / 2. Statements

Undock Help Save Close

Documentation Tab

Management, Property, Unit, Tenant and Vendor profiles have a Documentation tab that lets you attach files to the profile. When attached, the file is copied into the Documents folder in the database folder (typically RPROMAS\Data\Documents). See details in the Management Group, Documents tab writeup.

This function is handy for easy access to the lease, digital and scanned pictures, work processing documents, pdf documents, and the management contract.

Although any file can be attached, the only ones that can be opened are those that your Windows operating system or other application programs will open.

Advanced Scheduling Button

The advanced scheduling function lets you set parameters for doing distribution checks, ACH distributions and owner statements.

Distribution Checks tab**Distribution Checks**

Distribution checks to owners can be set to print according to a schedule rather than any time you go into Recurring Payables, Distribution Checks. Use the fields on this page to set the frequency with which you want to send checks, when the schedule should expire and the next scheduled check. (This field will be updated each time a distribution check is posted.)

Schedule

Select the schedule for printing distribution checks for this owner.

Ignore Scheduling

If this is marked, any time Scheduled Payables, Distribution Checks is run, a check will issue if there is a surplus balance for the owner or property ledger. If not checked, a distribution check will print based on the schedule.

Next Scheduled

Enter the date of the next distribution check. This field will be updated automatically when checks are printed.

Schedule Expires

Enter the date when the schedule will expire (optional).

Owner – Advanced Scheduling

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Harrison S. Golden [Owner] **Advanced Scheduling**

Profile Search GOLDEN: Harrison S. Golden

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Distribution Checks

Schedule: Monthly ☒ Ignore Scheduling

Next Scheduled: 05/01/2015

Schedule Expires:

ACH Distribution Checks

Distribute by ACH: ☒

Bank Routing Number: 55-1234

Account Number: 819037777

Savings Account: ☐

1. Distribution Checks 2. Statements

Undock Help Save Close

ACH Distribution

The ACH Distribution Batch is created based upon the parameters entered here when the AP, Scheduled Payables, ACH Distribution Batch function is run. The function eliminates the physical printing of distribution checks by providing input to the bank supplied ACH file creation program. The distribution checks are compiled, posted to each owner/property ledger and then recorded as a single transaction to the bank account. The file format is defined in the ACH-Automated section of Help.

Distribute by ACH

Mark this checkbox if you want this owner/property to be included with ACH distribution check processing.

Bank Routing Number

Enter the bank routing number for the bank receiving the distribution check.

Account Number

Enter the bank account number that is receiving the distribution check.

Savings Account

Mark this checkbox if the receiving bank is a savings account. This field has no effect on the export format unless the Federal Reserve ID and Bank ABA ID are entered in the bank account code setup.

Profile Search

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Profile Search

Search For: Find

Method: Profile Contains

Filter: Active Profiles

Press Enter or Click Find to Search Records

☐ Keep Find List Active

Create New Copy from Selected Profile

Undock Help New Edit Cancel

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Profile Search

Search For: jim Find

Method: Profile Contains

Filter: Active Profiles

ID	Name	Status	Match Source	Match Value
PORACH	James J. Porach	Active	Owner Informal Salutation	Jim
PARSONS	Johnny Parsons	Current	Tenant EMail	jimmy@promas.com
WB201	Willow Brooke 201	Active	Unit Key Code	jim

Select Group View

☐ Keep Find List Active

Create New Copy from Selected Profile

Undock Help New Edit Cancel

Search For: jim Find

Method: Profile Contains

Filter: Active Profiles

Id or Name Contains

Id or Name Starts With

Address Contains

Phone Contains

Email Contains

Contact Contains

Profile Contains

Profile Search

This function will search all fields in all the profiles for the information you type into the Search For field.

In the **Method** fields there are a number of selection methods you can choose to limit the search. Normally you would not limit unless the number of matches doing all profiles is more than is desired.

The **Filter** default is active profiles but you can change to All or Inactive.

Clicking the **Find** button or pressing Enter will start the search through all the profiles. The results indicate where the match was found.

Property Profile – Owners tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

NUZIG Inc. [Property]

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Ledger Receipt

General Ledger History

Notes

Advanced Scheduling

Recurring Checks

Recurring Journal Entries

Ledger Repair History

ID NU NUZIG Inc. Status Active Upload Manager

Partners

Owner	Percent of Ownership
HARRIS: Charles W. Harris	20
PORACH: James J. Porach	20
CHEEK: Carl Wayne Cheek	20
GRAY: Peyton T. Gray	20
FISCELLA: David & Judy Fiscella	20

☒ Conversion - Convert all Units to a Single Property Total Shares 500

1. Owners 2. Accounting & Distribution Rules 3. Statements & Checks 4. Categories 5. Documentation

Undock Help New Previous Next Save Close

Helpful Hints:

How you set up a unit or group of units depends on the owner's desires. In general you may want to follow these guidelines for handling owners for whom you manage more than one property. Use these definitions as a suggestion:

Unit - a rentable entity such as a single family residence, apartment in a building, a lot in a mobile home park, half of a duplex, one part of a quad

Property - a collection of units at the same address or in the same building, a duplex or quad

Owner - the individual or corporation who receives the proceeds from the unit(s) or property

Your owner requirements dictate how you set up their properties and units. The generally accepted practice is to have one owner profile with as many property profiles as necessary to handle the multiple unit/property requirements. One or more single family units are not set up as properties unless the owner wants separate checks or separate formal financial statements. An owner of one apartment building does not require a property.

Property Profile

A property is set up when:

- A unit or group of units is owned by more than one owner.
- An owner's portfolio consists of more than one multi-unit property.
- An owner wants a separate check from each unit.
- An owner wants full, separate financial accounting for each unit.

NOTE: Properties are optional for owners with one or more single family units. Discuss your approach with the Help Desk to determine what is best for you and the owner.

Partners: select one or more owners from the Find List

The **percentage** of ownership is calculated based on the number of shares held by each owner. Two owners each with 1 share would be 50% ownership.

Show Percentage of Amounts – if this checkbox is marked and the owners share is 50% his statement for the partnership will show 50% of the total dollar amount for each transaction.

If an owner owns one multi-unit building there is no need to set up a property. If an owner owns two multi-unit buildings and wants separate financial reports, set up one owner profile and two property profiles – each with one owner.

Each partner in the property must have an owner profile.

The property is defined as the ledger of the units in the unit profile.

Statement Type

Select the type of statement you wish to send to the owner from the pull down list.

Combined Owner – no page break between the ledgers. The statement type from the owner profile is used.

Separate Owner – same as combined owner, but the property statement will start on a new page.

Combined Property – no page break between ledgers. The statement type from the property profile is used.

Separate Property – same as a combined property, but the property statement starts on a new page.

Click on a line item to define the Statement Type and specify the number of shares. To add additional owners click in the open area below the previous line item.

Property – Accounting & Distribution tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

NUZIG Inc. [Property]

ID NU NUZIG Inc. Status Active Upload Manager

Accounting

Management Group PM LEDGER: Property Management

Posting Table STANDARD: Standard

Accounting Method Cash

Start of Year 01/01/2000 19

Distribution Rules

☒ Transfer Surplus Funds to Individual Owners

☐ Distribute Surplus Using Owner ACH

☒ Collect Deficits from Individual Owners

Other

Manager BULL: Emma Bull

1. Owners 2. Accounting & Distribution Rules 3. Statements & Checks 4. Categories 5. Documentation

Undock Help New Previous Next Save Close

Accounting & Distribution tab**Accounting**

A property is treated like an owner from an accounting viewpoint. It belongs to a **Management Group**, has a **Posting Table** and has a default **Accounting Method**. The month and day of **Start of Year** determine financial reporting parameters.

Distribution Rules

The property distribution rules dictate how funds are disbursed and collected.

Transfer Surplus Funds to Individual Owners – causes the surpluses from the property ledger to be moved to the owner ledger based on the share of ownership.

NOTE: Do not mark this checkbox unless an owner wants to get a single check for all his properties as opposed to a single check for each property.

Distribute Surplus Using Owner ACH – distributions can be made by ACH, using either ACH information entered in the property profile or ACH information entered in the owner profile. See the write up under AP, ACH – Automatic Check Handling.

Collect Deficits from Individual Owners – causes each property to be funded in the amount of any deficit with funds from the owner ledgers based on the share of ownership. Funding property deficits will draw owner balances negative if the property deficits exceed the property and owner surpluses.

If neither checkbox is marked a check will be made payable to the distribution check override address, if there is one, or the owner(s) based on their % of ownership when AP, Scheduled Payables, Distribution Checks are compiled and posted.

Other

Manager – can be assigned to a property. Reports can be run restricted to a manager or sorted by manager.

Property – Statements & Checks tab

NUZIG Inc. [Property]

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Ledger Receipt

General Ledger History

Notes

Advanced Scheduling

Recurring Checks

Recurring Journal Entries

Ledger Repair History

ID: NU NUZIG Inc. Status: Active Upload Manager

Statements

Statement: MULTI: Multiple unit owner Tag Rate:

Check Writing

Base Reserve: \$0.00 ☐ Enforce Base

Distribution Reserve: \$4,000.00 ☐ Statement on Check Stub

Minimum Distribution: \$1,000.00

Maximum Distribution:

Distribution Check Memo:

Distribution Check Override Address

ZIP: ☐ Foreign

Monthly Management Fee Reconciliation

Percentage:

Minimum Fee:

Maximum Fee:

1. Owners 2. Accounting & Distribution Rules 3. Statements & Checks 4. Categories 5. Documentation

Undock Help New Previous Next Save Close

Statements & Checks tab

The statement and checks parameters are similar to that of any owner.

Base Reserve – when you compile invoice or recurring checks they will be marked “skipped” if the check will draw the property balance below this amount. You can “unskip” them for posting if the Enforce Base box is not marked, provided the balance is not drawn below the **Minimum Base Reserve** in Processing Defaults.

By clicking **Enforce Base** you prohibit the system from paying any bill that causes the property balance to fall below the Base Reserve.

Distribution Reserve – the amount that is held back from the property distribution check to cover repairs and mortgage and HOA payments.

Minimum Distribution – the smallest amount for the distribution check.

Maximum Distribution – the highest amount for the distribution check.

Distribution Check Override Address – the property distribution check can be sent to a third party address. The **Distribution Check Memo** is printed on the check and check stub of any property distribution check.

Monthly Management Fee Reconciliation

When fees are collected based upon tenant payments for a property and the management agreement contains a minimum and/or a maximum for the property, any adjustments will be based on these parameters.

The total amount of income subject to management fees for the period will be calculated and the percentage applied. If below the minimum, the minimum amount will be used. If above, the maximum the maximum will be used. That amount is then compared to the total of the management fee transactions and the necessary journal transfer adjustment will be posted.

Categories Tab

Categories are selected from the list that is defined in Setup, Categories. Most reports and mailings can be limited to a category. See Categories in Profiles under the Setting Up Tables chapter.

Documentation Tab

Property, Unit and Tenant profiles have a Documentation tab that lets you attach files to the profile. See write up under Management Group Profile.

Unit Profile – Unit Description tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

436 Fairway Drive [Unit]

Profile Search

ID FAIR436 436 Fairway Drive Key Status Active

Upload Manager Inspections

Unit Description

Ledger GOLDEN: Harrison S. Golden [Owner]

Unit Type SFR: Single Family

Mgmt Fee STD: 8.75 collected

Manager BULL: Emma Bull

Building

Change Ledger

Rent \$1,125.00 ☐ Per Sq Ft

Repair Limit \$200.00

Address

436 Fairway Drive

Vienna, VA 22180

22180 ☐ ZIP ☐ Foreign

Rental Information

Market Rent \$1,125.00

Square Footage 2,250

Sq Ft Percentage

CAM Percentage

Fee Summary

On Collected \$98.44

Not On Collected

When Vacant \$45.00

Owner % Late Fee

1. Unit Description / 2. Categories / 3. Documentation

Undock Help New Previous Next Save Report Close

Unit Profile – Categories tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

436 Fairway Drive [Unit]

Profile Search

ID FAIR436 436 Fairway Drive Key Status Active

Upload Manager Inspections

All General Comment Emergency Inspection Listing Maintenance Welcome Edit

General

Inspect semi-annual

Lawn Service

Lead Paint

Comment

Comments

Unlimited freeform comments

Style: Colonial

Subdivision: Westminister

Tax Authority: Fairfax County

Listing

Deck

Gas Stove

Hot tub

Mall convenient

Near Metro

Swim Club memshp

Maintenance

TLR Inc. Expires 06/30/2015 Home Warranty

Joe Stevenson 703-555 4472

1. Unit Description / 2. Categories / 3. Documentation

Undock Help New Previous Next Save Report Close

Unit Profile

Every unit must have a ledger (owner or property) and be associated with a Management Fee. If no management fees apply, set up a management fee profile of No Fees.

Unit Description tab

The **ledger** can be either an owner or a property.

Unit Type (optional), used to make it easy to add new units that have similar characteristics, i.e. units in a building. If rent is per square foot the unit type which defines it is required.

Management fee – the assigned management fee profile dictates how much and when management fees are taken from the owner and given to the management group.

Manager – (optional) This could be an on-site manager or an agent responsible for that unit.

Building – (optional) This is used in conjunction with unit type to facilitate entering units in a building.

Change Ledger – because changing the ledger of a unit involves several considerations, it is protected once a value is selected. This button will remove the protection.

Rent – this is what you would like to get as rent. It is considered the market rent. The actual rent is in the Tenant Profile as part of the lease information.

The **Per Square Foot** checkbox, if marked, will use the square footage in the Unit Type profile to compute the **Market Rent** amount.

Repair Limit – optional. An alert message displays when a work order or invoice is entered for the unit with a repair limit amount.

Address - enter the physical address of the unit.

Rental Information and **Fee Summary** – protected fields whose numbers are calculated based on the Market Rent and the selected Management Fee profile.

Upload Manager – this brings up the Upload Manager where you can add documents to be uploaded to PROMAS Central through Internet Publishing.

Inspections – this connects to the Inspector database if you have that program and will bring up inspections for this unit.

Categories Tab

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

Documentation Tab

Management, Property, Unit, Tenant and Vendor profiles have a Documentation tab that lets you attach files to the profile. See write up under Management Group Profile.

Tenant Profile – Tenant tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Tenant Receipt

Charge Tenant

Tenant Move Out

Tenant Letters

Notes

ID: BRUNO Name: Joseph P. Bruno ☐ No Payments Status: Current Upload Manager

Unit Information

Unit: FAIR436: 436 Fairway Drive ☒ Mail Correspondence to Unit

Responsible Tenant: ☐ Post to Responsible Tenant

Legal Tenants: Joseph P. Bruno, Vivian C. Bruno

Email Address: Send Move to a New Unit

Permanent Address

Joseph P. Bruno
436 Fairway Drive
Vienna, VA 22180
22180 ☐ ZIP+4 ☐ Foreign

Phone Numbers

Contact: Joseph P. Bruno
Day: 703-555-2306
Night: 703-555-2898
Cell:
FAX:

Informal Salutation
Joe

Formal Salutation

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Categories / 6. Documentation

Undock Help New Previous Next Save Report Close

Tenant Profile

This profile defines the tenant and the lease, and ties the tenant to a unit. More than one tenant profile can be assigned to a unit. Each profile requires a unique **Record ID**, generally the tenant's last name or part of it, and a **Long Description** field which is used on reports.

The number of tenants per unit is unlimited. Tenants can be in a current, future, notice, eviction, past active, past evicted and past inactive **Status**. Tenants in a past inactive status do not show on the Find List unless the Show All checkbox is marked.

A separate history of transactions is maintained for each tenant and the transaction history is available indefinitely. Tenants who are not paying rent can be entered for informational and reporting purposes.

The profile contains basic information about the tenant as well as specific information on rent amounts, when rent is assessed and due, late fees, lease dates, rent changes, and recurring charges.

Tenant tab

No Payments – If you mark this checkbox, the program will not allow you to post transactions in AR, Scheduled Receivables or post rent payments.

Status - the tenant's status defaults to *Current* when a new profile is entered. If a tenant is assigned a *Future* status it will automatically be changed to *Current* when the first rent charge is posted in A/R, Scheduled Receivables.

Upload Manager – clicking this button will allow you to add documents that will be uploaded to PROMAS Central through Internet Publishing where the tenant can view them.

Tenant Profile – Tenant tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search

ID BRUNO Joseph P. Bruno ☐ No Payments Status Current

Unit Information

Unit FAIR436: 436 Fairway Drive ☒ Mail Correspondence to Unit

Responsible Tenant ☐ Post to Responsible Tenant

Legal Tenants Joseph P. Bruno, Vivian C. Bruno

Email Address

Permanent Address

Joseph P. Bruno

436 Fairway Drive

Vienna, VA 22180

22180 ☐ Foreign

Phone Numbers

Contact Joseph P. Bruno

Day 703-555-2306

Night 703-555-2898

Cell

FAX

Informal Salutation

Joe

Formal Salutation

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Categories / 6. Documentation

Unit Information

Select the **Unit** associated with the tenant. If the unit hasn't already been entered, click the unit folder button to add one.

If you prefer to **Mail Tenant Correspondence to the Unit** address rather than the permanent address mark the checkbox.

Responsible Tenant - only used when more than one tenant is paying rent and you want the history transactions combined.

Post to Responsible Tenant - mark this checkbox if you want this tenant's transactions to post to the responsible tenant's history.

Legal Tenants – (optional) - The names of tenants that appear on the lease. If the Legal Tenant field is left blank, the text substitution in mailings for Legal Tenant will be the Tenant name.

Email Address – up to 120 characters are available. Separate multiple email addresses with a semicolon (;) or comma (,).

Move to a New Unit - This button takes the protection away from the unit field so you can assign the tenant to a new unit. This should only be done if the tenant is moving to a unit owned by the same owner.

Note: if the tenant is moving to a unit owned by a different owner, see the Help in the program for specific instructions on how to proceed.

The **Permanent Address** field will default to the unit address when the unit is selected. Change it if the permanent address is not the unit address.

A contact name and nine tenant **phone numbers** can be entered.

The formal and informal **salutations** are used as text substitutions in mailings.

Tenant profile – Lease tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Tenant Receipt

Charge Tenant

Tenant Move Out

Tenant Letters

Notes

ID BRUNO Joseph P. Bruno ☐ No Payments Status Current Upload Manager

Lease

Rent Charge RENT: Rent

Amount \$1,140.00 ☐ Per Square Foot

Memo

Rate Table FAIFAX: Fairfax County

Notices DL: Late notice

Late Fees 25: Fixed \$25

Grace Period 5 Additional Management Fee (%)

Rent Summary

Amount \$1,140.00

Schedule Monthly

Next Scheduled 05/01/2015

Schedule Expires

Short Term Rental

Guest ID

Lease Dates

Lease Type Closed Move In 12/01/2014

Lease Starts 12/01/2014 Notice Given

Lease Expires 11/30/2015 Move Out

1. Tenant 2. Lease 3. Rent Changes 4. Recurring Charges 5. Categories 6. Documentation

Undock Help New Previous Next Save Report Close

Tenant – Lease tabLease

The **Rent Charge** defaults from the processing defaults (if one is entered there). This is the charge code that will be posted when AR, Scheduled Receivable, Rent is compiled and posted. This charge is normally rent but could be parking space, dues, or whatever label best suits the situation.

When entering a new tenant the **Amount** defaults from the Unit Profile but can be changed. This is the amount that will be charged when AR, Scheduled Receivables, Rent is run.

Memo – when rent is charged this memo becomes the memo in the charge transaction.

Rate Table – (optional) – defines the security deposit interest scheme and taxes needing to be collected on tenant payments for taxable charges. If no rate table is selected, no taxes will be charged to the tenant and no interest will be paid on security deposits.

Notices – (optional) – defines the notice letters and time frame for sending them. Late notice letters can be customized for each tenant.

Late Fees – (optional) - contains the Late Fee structure to use for this lease. Select from the Find List of late fee profiles created in Setup, Late Fee Profile. If you have not previously set up a late fee profile for this lease, click on the folder button and a blank Late Fee Profile screen will display so you can add one. If no late fee profile is selected, the tenant will not be considered when late fee candidates are compiled in AR, Scheduled Receivables, Late Fees. You may charge late fees for any tenant using AR, Charge Tenant.

Grace Period – (optional) If the Late Fee Profile selected above contains a Grace Period in Days, that number from that profile will fill in here. If not, enter the Grace Period for assessing late fees. Assuming the rent is due on the 1st of the month and the grace period is 5 days, a payment is considered late starting on the 7th.

Additional Management Fee % - (optional) – when the management fee for this lease is greater than the % listed in the unit profile, enter the additional % amount. This is used in short term rental situations.

Tenant – Lease tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Tenant Receipt

Charge Tenant

Tenant Move Out

Tenant Letters

Notes

ID BRUNO Joseph P. Bruno ☐ No Payments Status Current Upload Manager

Lease

Rent Charge RENT: Rent

Amount \$1,140.00 ☐ Per Square Foot

Memo

Rate Table FAIFAX: Fairfax County

Notices DL: Late notice

Late Fees 25: Fixed \$25

Grace Period 5 Additional Management Fee (%)

Rent Summary

Amount \$1,140.00

Schedule Monthly

Next Scheduled 05/01/2015

Schedule Expires

Short Term Rental

Guest ID

Lease Dates

Lease Type Closed Move In 12/01/2014

Lease Starts 12/01/2014 Notice Given

Lease Expires 11/30/2015 Move Out

1. Tenant 2. Lease 3. Rent Changes 4. Recurring Charges 5. Categories 6. Documentation

Undock Help New Previous Next Save Report Close

Lease Dates

Three **Lease Types** are available. Tenant reports can be limited to a lease type. The **Lease Starts** date is used to determine if a rent charge is the first month's rent. **Lease Expires** dates show up as event reminders. Various reports can be run based on lease expiration dates and some can be sorted by this date. Unit availability is determined by lease expiration date if there is no move out date entered.

Notice Given – the date the tenant notifies management of intent to not renew the lease. It is used for reporting and tracking.

Move Dates – the move in and out dates are used to determine unit availability. Both dates show up as event reminders. They can also be used to limit report content.

NOTE: The dates in this section are used to determine occupancy when running reports for past and future dates.

Rent Summary

These fields are used to determine when rent is charged.

Amount - this protected field is the rent from the information in the Lease section.

Schedule – almost any schedule can be accommodated. The most common is monthly. This determines the frequency of the rent charge.

Next Scheduled – this is the next date to charge rent. When AR, Scheduled Receivables, Rent is compiled, the Scheduled Through date on that screen and the Next Scheduled date are compared. As many rent charges are compiled as it takes to set the Next Scheduled date after the Scheduled Through date.

Schedule Expires – this date triggers the stopping of scheduled charges. When it becomes prior to the Next Scheduled date in AR, Scheduled Receivables the Schedule is changed to *Expired*. When the tenant notifies you that they are moving out, enter the date in Schedule Expires and enter the Notice Date. This will trigger automatic rent charging to stop when AR, Scheduled Receivables are run.

Short Term Rental

Guest ID – the Guest ID is used to track multiple time guests for short term rental properties.

Tenant – Rent Changes tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Tenant Receipt

Charge Tenant

Tenant Move Out

Tenant Letters

Notes

ID BRUNO Joseph P. Bruno ☐ No Payments Status Current Upload Manager

Rent Changes

Effective	Amount
12/01/2015	\$1,170.00

Tax Information

Click To Display

Invoicing

Split Percentage 100

Split Maximum \$25.00

Statements

BASIC: Basic Statement

Publishing Default ☐ No Paper Statements ☐ No Internet Statements

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Categories / 6. Documentation

Undock Help New Previous Next Save Report Close

Tenant - Rent Changes tab**Rent Changes**

Put in all the future rent changes you know about. They will take effect on the **effective date** automatically. Add additional line items by clicking in the area below the last line item.

Tax Information – Click to Display - optional – only required if you pay interest on the tenants' security deposits. The tax information is hidden until you click in the field.

Invoicing – These fields set up the ways to split invoice charges between owner and tenant if the Split Charge with Owner box is checked on the invoice or check. If that checkbox is not marked these fields will not be referenced.

Split Percentage – This is the percent of the invoice amount to charge the tenant if the invoice line item is marked Split Charge With Owner.

Split Maximum – This dollar amount is the maximum amount to charge the tenant on any invoice. If, for example, the tenant is responsible for the first \$30 of any repairs to the unit, you would set the Split Percentage to 100 and the Split Maximum to \$30. If the tenant is responsible for 10% of repairs up to a maximum of \$50 you would set the Split Percentage to 10 and the Split Maximum to 50.

Statements

The type statement for this tenant can be selected from the list of defined statements in Setup, Tenant Statements.

Publishing

The default publishing method is Publish. Other choices are Email Only, Copy to Email, Send by Email.

The **Do Not Publish to Paper** and **do Not Publish to Internet** checkboxes let you control the printing and publishing of statements.

Tenant – Recurring Charges tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

Profile Search ID BRUNO Joseph P. Bruno ☐ No Payments Status Current Upload Manager

Internet Publishing NTN

All Tasks Tenant History Tenant Receipt Charge Tenant Tenant Move Out Tenant Letters Notes

Recurring Charges Other Than Rent

Charge	TRASH: Trash Removal		Schedule	Monthly
Amount	\$25.00	☐ Per Sq Foot ☐ Pay Management	Next Scheduled	05/01/2015
Memo	Reimbursement from tenant		Schedule Expires	

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Categories / 6. Documentation

Undock Help New Previous Next Save Report Close

Tenant Recurring Charges tab

These are charges other than the normal rent charge found on the Lease tab. Any number of line items can be entered. The Schedule and Next Scheduled dictate when charges are actually posted when the AR, Scheduled Receivables, Recurring Charge function is compiled.

Recurring charges are those that are the same each time. Charges for additional parking spaces or a fixed trash collection fee are examples. Recurring charges are compiled and posted in AR, Scheduled Receivables, Recurring Charges. If the pay management checkbox is marked, the payment, when received, is credited to the management group for that unit's owner. Charges are based on a next scheduled date, which is updated each time the changes are posted.

Entering a positive amount will cause a charge to be posted. A negative amount will cause an Adjust Open Credit transaction to be posted, taking funds from the ledger (owner or property) and giving to the tenant.

Recurring charge line items can be deleted using the <Control><Delete> keys or stopped by making the Schedule Expired or Never.

Tenant Categories

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

Documentation Tab

Management, Property, Unit, Tenant and Vendor profiles have a Documentation tab that lets you attach files to the profile. See write up under Management Group Profile.

Cross Reference

Cross Reference

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Property

Owner

Unit

Tenant

GOLDEN: Harrison S. Golden

Edit Ledger

Edit Unit

Edit Tenant

Status	Ledger	Balance	Actual Rent	Market Rent	Unpaid Charges	Open Credits	Deposits	Advance Payments
Active	GOLDEN: Harrison S. Golden	\$985.00	\$1,830.00	\$1,125.00	\$715.00	\$0.00	\$2,015.00	\$0.00

Status	Unit	Market Rent	Actual Rent	Unpaid Charges	Open Credits	Deposits	Advance Payments	Repair Limit
Active	CEDAR327: 327 Cedar Lane	\$0.00	\$690.00	\$715.00	\$0.00	\$690.00	\$0.00	\$0.00
Active	FAIR436: 436 Fairway Drive	\$1,125.00	\$1,140.00	\$0.00	\$0.00	\$1,325.00	\$0.00	\$200.00

Status	Tenant	Rent	Lease Expires	Unpaid Charges	Open Credits	Deposits	Advance Payments
Current	ROSEMAN: Rita Roseman	\$690.00	12/31/2015	\$715.00	\$0.00	\$690.00	\$0.00

Undock

Help

Report

Calculate

Close

Profile Cross Reference – Property, Owner, Tenant or Unit

If you know the tenant or unit address but not the owner name, or the owner's name but not his units, you can use the Cross Reference to identify the owner, all his units and all the unit's tenants. Use the Find List to select the known profile ID.

This function lets you view the related profiles - owner, property, unit and tenant - and the current status of rent, balance, unpaid balance, deposits, lease expiration, etc. The line item information is presented from the viewpoint of the reference (owner, tenant, unit, property) chosen.

The balance information from the owner/property standpoint is listed as the Ledger line item. The units belonging to that owner are listed as Unit line items and the tenants associated with the unit highlighted display as the Tenant line items.

Buttons

From this screen you can jump to editing the ledger (owner, property) profile, the unit profile and the tenant profile.

Edit Ledger – Takes you to the profile of the highlighted line item (owner or property).

Edit Unit – This button takes you to the profile of the unit highlighted.

Edit Tenant – This button takes you to the profile of the highlighted tenant.

Note: Double clicking on the line item will also take you to the profile.

Building Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Willow Brooke Tower [Building]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID: WB Willow Brooke Tower

Total Square Footage: 55000

Unit Name: Unit *****

Unit Address: 206 Center Street North
Unit *****
Vienna, VA 22181
22181 ZIP Foreign

Remittance Address: Willow Brooke Tower
P. O. Box 331
Vienna, VA 22181
22181 ZIP Foreign

Return & Remittance Addresses:
Bill Return: Default
Bill Remit: Default
Work Order Return: Default

Ledger: NU: NUZIG Inc. [Property]

Undock Help Delete New Previous Next Save Close

Unit Type Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

one bedroom/bath [Unit Type]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID: WB1/1 one bedroom/bath

Rental Information:
Rent: \$775.00 ☐ Per Square Foot
Market Rent: \$775.00 ☒ Same for All Units
Square Footage: 950 ☒ Same for All Units
CAM Percentage: ☐ Same for All Units
Repair Limit: ☐ Same for All Units

Unit Description:
Management Fee: WB: 7% ☒ Same for All Units
Manager: BULL: Emma Bull ☒ Same for All Units
Building: WB: Willow Brooke Tower ☒ Same for All Units

1. General 2. Categories

Undock Help Delete New Previous Next Save Close

Building Profile - optional

A building is defined when you want to set up units at the same address or want to run reports for a group of units.

Transactions are not posted to a building. Those transactions that are not unit specific are posted to the owner ledger (or the property ledger). You could also set up a unit to cover common expenses for a multi-tenant building.

An apartment building is set up as a building to facilitate entering the unit profiles. The unit name field can be set to generate the unit long description by entering a label and a number of ***. The numeric characters in the unit record ID will fill in for the *'s. The unit address if set up with the *'s will pull in those record ID numbers. This happens when the building or unit type is selected in the Unit Profile.

Unit Type Profile - optional

The unit type's primary purpose is to facilitate entering unit profile information for apartment buildings, especially where there are only a few different configurations.

If the rent amount is based on the square footage a unit type is required.

The information entered on this form will fill in corresponding fields in the unit profile when the Same for all Units box is marked. It is pulled into the unit profile when the Unit Type is selected.

Property Manager Profile

The screenshot shows a software window titled "Emma Bull [Property Manager]". The window has a menu bar with "File", "Profiles", "AP", "AR", "GL", "Maintenance", "Reports", "Mailings", "Links", "Setup", and "Help". On the left is a sidebar with buttons: "Profile Search", "Internet Publishing" (with a globe icon), "NTN" (with an NTN logo), "All Tasks", and "Notes". The main area contains the following fields and controls:

- At the top, two input fields: "ID" with the value "BULL" and a text field with the value "Emma Bull".
- An "Upload Manager" button is located to the right of the top input fields.
- A "Phone Numbers" section with a list of input fields: "Contact" (filled with "Emma Bull"), "Day" (filled with "703-555-3210"), "Night", "Cell", "FAX", and "Alt Cell".
- An "Other" section with a "Publishing" dropdown menu set to "Default".
- An "Email Address" section with an input field containing "emma@promas.com" and a "Send" button.
- A "User Name" section with an empty input field.

At the bottom of the window is a row of buttons: "Undock", "Help", "Delete", "New", "Previous", "Next", "Save", and "Close".

Property Manager

This Profile defines a property manager. A manager can be associated with a unit type, unit, owner and property. Fields for **Contact Name**, **Phone Numbers** and Email address are provided.

Each 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 **Email Address** can be up to 120 characters. Use a semicolon (;) to separate multiple email addresses.

The **User Name** pertains to Event Reminders. If it matches the User name of the person signed on, Event Reminders will only display that manager's reminders in addition to the common reminders.

A manager can be a resident manager, an in-house property manager responsible for the unit, an agent responsible for the unit or whatever you choose.

The owner, property and unit profiles all have manager fields. The owner and unit managers could be different.

Reports can be restricted to, sorted by and grouped by manager. If you run an owner or property report the owner/property manager is used. If you run a unit report the unit manager is used.

Property Manager records no longer needed can be deleted using the Delete button. All references to the property manager must first be deleted from the owner, unit and property profiles. If a new manager is taking over all of a previous manager's responsibilities just change the manager's information to match the new manager.

Notes can be entered for a property manager.

Vendor Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Victor Garcia [Vendor]

Profile Search

Internet Publishing

NTN

All Tasks

Vendor History

Single Check

Notes

Vendor Repair History

ID: GARCIA Victor Garcia Status: Active Upload Manager

Mailing Address

Victor Garcia
221 East Street
Vienna, VA 22180
22180 ZIP Foreign

Phone Numbers

Contact: Victor
Day: 703-555-7713
Night:
Cell:
FAX:

Taxpayer Name

Taxpayer ID

Click To Display

Work Orders

Work Order Style: Standard
Workman's Comp:
Liability Insurance:

Invoices

Check Memo:
Check Limit: Priority: Normal
Bill Code:

Discounts

Percentage: Flat Amount: Days: Day of Month:

Email: Send

Publishing: Default

1. General 2. Categories 3. Documentation

Undock Help New Previous Next Save Report Close

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. Owners should not be set up as vendors. Banks, HOA's and other recipients of Recurring Checks can but don't have to be vendors.

Note: if a number of your rental units pay HOA fees to the same association it would save data entry time to enter that HOA as a vendor.

The vendor profile includes fields for a Liability Insurance Expiration date and a Workmen's Compensation Expiration date. Checks will not print if either are expired. These two expirations are included in the event reminders.

Vendor Information

Mailing Address - enter the address where vendor correspondence and checks should be sent.

Phone Numbers - A contact and up to nine phone numbers can be recorded for each vendor.

Work Orders

Work Order Style – Currently not functional in Version 12.

Workmen's Comp - Use this date field to enter the date on which the vendor's workmen's compensation insurance expires.

Liability Insurance - Use this date field to enter the date on which the vendor's liability insurance expires.

Checks cannot be printed for vendors whose liability insurance or workmen's compensation has expired.

Vendor Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Victor Garcia [Vendor]

Profile Search

Internet Publishing

NTN

All Tasks

Vendor History

Single Check

Notes

Vendor Repair History

ID: GARCIA Victor Garcia Status: Active

Upload Manager

Mailing Address

Victor Garcia
221 East Street
Vienna, VA 22180
22180 ZIP Foreign

Phone Numbers

Contact: Victor
Day: 703-555-7713
Night:
Cell:
FAX:

Taxpayer Name

Taxpayer ID

Click To Display

Work Orders

Work Order Style: Standard
Workman's Comp: 15
Liability Insurance: 15

Invoices

Check Memo:
Check Limit: Priority: Normal
Bill Code:

Discounts

Percentage: Flat Amount: Days: Day of Month

Email: Send

Publishing: Default

1. General 2. Categories 3. Documentation

Undo Help New Previous Next Save Report Close

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. Discounts taken are either credited to the owner or to the management group depending on the setting in the Management Fee profile selected in the Unit Profile.

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.

Invoices

Check Memo - Prints in the memo field of each check written to this vendor.

Check Limit - Enter the number of vendor invoices to consolidate on one check.

Up to 10 detail lines can be listed on the check stub. Options are:

- * Blank - up to 10 invoices per check
- * 1 - separate checks per invoice
- * more than 10 - The first nine invoices paid on the check will have detail information on the stub and the 10th line will contain "Other Invoices" and the dollar amount of all additional invoices included on the check.

Bill Code - This field is optional and should only be used if every (or almost every) invoice from this vendor is for the same thing (e.g. electric bill from the electric company). Choose a default bill code from the Find List. The bill code chosen here will fill in the bill code field on an invoice, check or work order when this vendor is selected.

Taxpayer ID - Enter the taxpayer information when the vendor gets a 1099. Click to display and enter the information.

Email Address – The **Send** button associated with this field will take you to the Create Mail screen in your email program.

Publishing – the default is Copy to Email. Other options are Do Not Publish, Send by Email.

Categories Tab

Categories could be assigned to vendors based on their specialty (i.e. painters, plumbers, lawn work, etc.). Most vendor reports can be limited to a category. This is an easy way to come up with a list of possible vendors for a specific need.

Notes – History

2118 Oak Street [Unit] **Note [2118 Oak Street]**

Profile Search

Internet Publishing

NTN

All Tasks

Recurring Notes

ID OAK2118: 2118 Oak Street [Unit]

PostDate	Memo
06/15/15	A note can be associated with any of the following profiles: management, owner, unit, tenant, vendor.

+ New

- Delete

✓ Edit

Remove Past Duplicates

06/15/15 ☐ Append to Statement ☐ Generate Reminder ☐ Automatically Delete

A note can be associated with any of the following profiles: management, owner, unit, tenant, vendor.

A list of these events can be viewed in Profiles, Event Reminders. They run from 1st Saturday through this Sunday.

Note Comment

Help Close

Recurring Notes – History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

2118 Oak Street [Unit] **Note [2118 Oak Street]** **Recurring Note [2118 Oak Street]**

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID OAK2118: 2118 Oak Street [Unit]

Next Scheduled	Memo
01/06/16	Send owner statement and 1099 before January 15.

+ New

- Delete

✓ Edit

☐ Append to Statement ☐ Generate Reminder ☐ Automatically Delete

Schedule Annual

Next 01/06/16

Expires

Send owner statement and 1099 before January 15.

Note Comment

Help Close

Notes

A note can be associated with any of the following profiles: Management Group, Owner, Property, Tenant, Unit, Vendor and Property Manager. A note consists of freeform text with an effective date. The note can be marked to append to a statement or generate a reminder. A note can be kept until manually deleted or marked to delete automatically after a certain date. A button to insert the time and initials of the person entering or editing the note is available. A comments box for entering text is associated with each note.

From the note history screen you can enter Recurring Notes. Notes are generated from Recurring Notes. Recurring notes include a Schedule field that denotes the frequency of the note. The Recurring Note history screen displays when you click the button.

- Recurring Notes scheduled through the end of next month are turned into Active Notes when the first person logs on for the day.

To enter a note, click on the Note button on the Taskbar from any profile. A **note history** screen that includes all active notes will display. The details on the bottom half of the screen are those of the highlighted line item.

- * The **Record ID** is the Record ID of the profile that the Note is associated with. The default is the active profile but can be changed by selecting another Record ID from the Find List.
- * **Note Box** - This list box contains all the active notes in Schedule Date sequence. Details on the highlighted note are displayed below the box. Notes can be added, deleted or edited.
- * **Adding a New Note** - Clicking the New button will display the Note entry screen.
- * **Deleting a Note** - Clicking the Delete button will delete the highlighted note.
- * **Editing a Note** - clicking the Edit button will bring up the Note entry screen for the highlighted note so you may edit it.

Notes can be accessed:

- using the note function in each profile
- clicking on Profiles, Event Reminders
- setting the Show Event Reminders at Logon in Setup, Environment Options
- running tickler reports

Edit Note

Note

Profile Search: OAK2118: 2118 Oak Street

Date: 06/15/15

☐ Append to Statement

☐ Generate a Reminder

☐ Delete Automatically

Note: A note can be associated with any of the following profiles: management, owner, unit, tenant, vendor. A list of these events can be viewed in Profiles, Event Reminders. They run from 1st Saturday through this Sunday.

Insert Time and User Initials | Email With Note in Clipboard

Category:

Comment:

Help | Delete | New | Previous | Next | Save | Close

New Recurring Note

Recurring Note

Profile Search: OAK2118: 2118 Oak Street

Schedule: Annual

Next Scheduled: 01/06/16

Schedule Expires:

☐ Append to Statement

☐ Generate a Reminder

☐ Delete Automatically

Note: Send owner statement and 1099 before January 15.

Category:

Comment:

Help | Delete | New | Previous | Next | Save | Close

Deleting Notes

Notes that are marked to delete automatically are deleted from the active notes sixty days after the Date for all active notes except Append to Statement notes. Those are held for 18 months after the Date. Reminders are deleted when completed. If not manually completed (deleted), they will automatically delete after 60 days.

Adding a Note

Click the New button. Enter the effective date of the note. Options to Append to Statement or Generate a Reminder apply. The notes body is unlimited freeform that will be included on reports and statements. The comments field is freeform that is for internal use only.

Insert Time and User Initials button - inserts the time and user initials at the position of the cursor. This feature facilitates keeping a running scenario of conversations with an owner or tenant.

Email with Note in Clipboard

Clicking this button will bring up your email program. The text of the note will be in the clipboard. Click into the email and press <Ctrl><C> and the text will be copied into the body of the email.

Adding a Recurring Note

From the Note History screen, click the Recurring Note button on the Taskbar, then the New button.

Schedule - Select the schedule from the pull down list. Schedule selections include: daily, weekly, bi-weekly, four week, monthly, bi-monthly, quarterly, semi-annual, annual, bi-annual, one time, expired, never.

Next Scheduled - This date field contains the date for the first or next display of the note. This field is updated based on the system date. Thus, once the next scheduled date passes, a new next scheduled date is computed based on the schedule.

Schedule Expires - This date field contains the last day for display of the note.

Note Text - This freeform field contains the initial note contents and sufficient space to keep a running commentary if necessary.

Checkboxes

- * **Delete Automatically** - If this checkbox is marked, the note will be deleted from the active list after the expiration date.
- * **Generate Reminder** - If this checkbox is marked, the note activity will be included as an Event Reminder if it falls within the time frame of the reminders being displayed.
- * **Append to Statement** - If this checkbox is marked, the note will be included on the owner statement when you do scheduled owner statements and the note falls within the schedule date range.

Profiles, Event Reminders

Event Reminders

Date	Profile	Description
Profile Search Event Date: 05/13/2015 13 Saturday May 9, 2015 through Sunday May 17, 2015		
05/11/2015	GOLDEN: Harrison S. Golden	NOTE: Call owner to remind him of impending roof rep
05/13/2015	PM LEDGER: Property Management	NOTE: Run tenant open credit report - open credits no
05/15/2015 15	OAK2118: 2118 Oak Street	NOTE: Roofer will be onsite to determine cost to repla
Roofer will be onsite to determine cost to replace the section damaged by the tree limb. Wednesday May 13, 2015 at 03:47 PM by <u>LYN</u>		Edit Profile Edit Note Completed

All / Past / Monday / Tuesday / Wednesday / Thursday / Friday / Previous Weekend / Current Weekend

Help Calculate Cancel

Event Reminders

This function displays the Notes entered in profiles that have been marked to generate a reminder. The Event Reminders can be viewed from the Profiles folder and can be included as part of the logon sequence by marking the checkbox in Setup, Environment Options.

The Event Reminders function also picks up lease expiration dates, move in and move out dates from the Tenant Profile, and Workmen's Compensation and Liability Insurance expiration dates from the Vendor Profile.

Note: Reminders will stay on the list until they are marked Completed, unless specified as automatic deletion. 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 previous to next week-end are displayed, and those dates are displayed in the field next to the Event Date.

One line per event is displayed. When put in edit mode by clicking 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.

The folder tabs at the bottom let you view events for specific days of the week or the previous or upcoming weekend.

Profiles, Event Reminders

Event Reminders

Date	Profile	Description
Profile Search		
Event Date: 05/13/2015 13 Saturday May 9, 2015 through Sunday May 17, 2015		
05/11/2015	GOLDEN: Harrison S. Golden	NOTE: Call owner to remind him of impending roof rep
05/13/2015	PM LEDGER: Property Management	NOTE: Run tenant open credit report - open credits no
05/15/2015 15	OAK2118: 2118 Oak Street	NOTE: Roofer will be onsite to determine cost to repla
Roofer will be onsite to determine cost to replace the section damaged by the tree limb. Wednesday May 13, 2015 at 03:47 PM by <u>LYN</u>		Edit Profile Edit Note Completed

[All](#) / [Past](#) / [Monday](#) / [Tuesday](#) / [Wednesday](#) / [Thursday](#) / [Friday](#) / [Previous Weekend](#) / [Current Weekend](#)

[Help](#) [Calculate](#) [Cancel](#)

The folder tabs at the bottom let you view events only for specific days of the week or the previous or upcoming weekend.

Line Items

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 view mode. When in edit mode, the full note box is viewable.

When in edit mode, the following fields are also displayed:

Schedule – the schedule set in the Note.

Schedule Ends – the date the schedule ends.

Note Text – the entire text of the note is displayed

Action Buttons

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 list.

Event Reminders at Logon

If the checkbox in Setup, Environment Options, the Logon and Printer tab, Logon Options is marked, the Event Reminders screen will display each time you logon to your database. All notes that the user has access to will display. If the user is restricted to a particular management group, only reminders for that management group will display.

Printing

The Event Reminders for any time period can be printed using Reports, Profile Reports, Tickler Reports function.

Note: Reminders for an owner can be entered and edited in Profiles, Owner, Notes button.

Profile Taskbar

Buttons on the left of the screen display related tasks to the profile you are currently editing.

Owner

- Cross Reference
- Ledger Receipt
- General Ledger History
- Notes
- Advanced Scheduling
- Recurring Checks
- Recurring Journal Entries
- Ledger Repair History

Units

- Cross Reference
- Tenant History
- Tenant Receipt
- Charge Tenant
- Notes
- Recurring Checks
- Site Repair History
- Ledger Repair History

Tenant

- Tenant History
- Tenant Receipt
- Charge Tenant
- Tenant Move Out
- Tenant Letters
- Notes
- Commercial Lease (if commercial enabled)

AR – Accounts Receivable

Typical Monthly Procedures

Scheduled Receivables

Rent Charges

Recurring Charges

Receipt of Payment

Tenant Receipts

Ledger Receipts

Late Fees

Deposit Receipts

Objectives

The AR Accounts Receivable module deals primarily with the tenant's financial transactions - both the rent and the security deposits. As you receive payments it is best to know who owes money and what they owe for - this is done by charging the tenant for whatever you expect the tenant to pay for. Then when you receive payment it can be applied to any outstanding charges. At the completion of this module you will be able to:

- post rent charges to tenants
- post recurring charges to selected tenants
- post miscellaneous charges to a tenant
- receive and post payments from each tenant
- post late fees for selected tenants
- create and record deposit slips
- adjust open credits for a tenant

Several of the AR functions are covered in other sections - specifically those associated with security deposits.

Note:

If you receive rent payments prior to posting rent charges, the payment can be recorded as an open credit. When rents are charged the credit will be used. If you receive payments for other than rent and the charge has not been posted, you can record the charge using the Charge Tenant button on the Taskbar.

AR, Scheduled Receivables, Selection Screen

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☒ Rent

☐ Recurring Charges

☐ Late Fees

☐ Management Fees NOT on a Tenant Payment

Scheduled Through 3/11/2011

Limit to Schedule

Restrict to

Undock Help Print Screen Compile Cancel

Scheduled Receivables

- Rent and Recurring Charges are compiled and posted on or about the first of each month.
- Late Fees are compiled and posted on the day of the month tenants are considered late.
- Management Fees NOT on a Tenant Payment are compiled and posted once a month prior to doing distribution checks and check to company for fees collected.

Scheduled Receivables

The Scheduled Receivables (rent, recurring charges, late fees and management fees) are compiled separately into lists which identify those candidates that will be affected. These lists can be reviewed and edited prior to the posting of these charges to the proper tenant or ledger.

When a new charge is posted and there are open credits, the charge will be paid off as long as the unpaid charge is less than or equal to the open credits. There is a checkbox to 'Disable' the automatic payoff of open credits in Setup, Processing Defaults, Database tab.

Selection Screen

Rent, Late Fees, Management Fees NOT Based on Tenant Payment and Recurring Charges can be batch posted. All charges not previously posted by the Scheduled Charges function through the **Scheduled Through** date are displayed and can be edited prior to posting.

The normal process is to select the charge type (Rent, Recurring Charges, etc.), set the **Scheduled Through** date and click the **Compile** button. You are then presented with a compile screen showing the records, which have been selected for posting. This list can be edited and printed prior to posting, although they are rarely necessary or used.

Select the type of charge by clicking the radio button next to your choice. The optional Limit To... and Restrict To... fields allow you to compile a subset of candidate records for review and posting.

Note: The Scheduled Through date for rent and recurring charges can be any date on or after the last charge date for the month. It is always safe to select the last day of the month. If all charges are due on the 1st, any day of the month will do.

AR, Scheduled Receivables, Selection Screen

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☒ Rent

☐ Recurring Charges

☐ Late Fees

☐ Management Fees NOT on a Tenant Payment

Scheduled Through 3/11/2011

Limit to Schedule

Restrict to

Undock Help Print Screen Compile Cancel

AR, Scheduled Receivables – Rent – Compile Screen

Assess Rents

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date	Tenant	Schedule	Amount	Skip
05/01/2015	BRUNO: Joseph P. Bruno	Monthly Rent	\$1,140.00	☐ Skip
05/01/2015	GURO: Edward & Marianne Guro	Monthly Rent	\$950.00	☐ Skip
05/01/2015	ROD: Jerry and Karyl Rodriguez	Monthly Rent	\$980.00	☐ Skip
05/01/2015	ROSEMAN: Rita Roseman	Monthly Rent	\$690.00	☐ Skip
05/01/2015	SCHRADER: Phyllis Schrader	Monthly Rent	\$1,150.00	☐ Skip
05/01/2015	SPOTZ: Robert Spotz	Monthly Rent	\$850.00	☐ Skip

Help Post Report Cancel

All Rents Selected Rents First Month Rents Selected First Month Rents Skipped Rents

Selection Restrictions

The fields in this Selection Screen allow you to set selection parameters.

Scheduled Through - This date field is the date through which you wish to post charges. Set the date to the last day of the month you are charging if you have rents due throughout the month. (If all your rents are due on the first of the month, the Schedule Through date can be the first day of the month.) Whatever charges are due based on the Next Scheduled date and Schedule in the applicable profile will display.

Limit to Schedule – (Optional) - Use this pull down list box to select the schedule (weekly, monthly, etc.) for the charges if you wish to limit them. For monthly charging of rent, you do not need to use this field.

Restrict To - (Optional) - Use this field to identify the specific profile or set of tenants/units you want the compilation to consider. For example, if you only want to charge rents for one building you would restrict to that property name.

Compile Button - Once you have the charge parameters set, click on the Compile button to bring up the list of candidates. This list is determined by the selection criteria entered at the top of the screen. The list is a temporary one which can be thoroughly edited, including skipping records, prior to printing a report and posting.

If any of the rents to be charged are prior to the last 30 days an information screen will display.

AR, Scheduled Receivables – Rent – Compile Screen

The screenshot shows the 'Assess Rents' window with a sidebar on the left containing navigation buttons: Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area displays a table of scheduled rents.

Date	Tenant	Schedule	Amount	
05/01/2015	BRUNO: Joseph P. Bruno	Monthly Rent	\$1,140.00	☐ Skip
05/01/2015	GURO: Edward & Marianne Guro	Monthly Rent	\$950.00	☐ Skip
05/01/2015	ROD: Jerry and Karyl Rodriguez	Monthly Rent	\$980.00	☐ Skip
05/01/2015	ROSEMAN: Rita Roseman	Monthly Rent	\$690.00	☐ Skip
05/01/2015	SCHRADER: Phyllis Schrader	Monthly Rent	\$1,150.00	☐ Skip
05/01/2015	SPOTZ: Robert Spotz	Monthly Rent	\$850.00	☐ Skip

At the bottom of the window, there is a 'Help' button and three action buttons: 'Post', 'Report', and 'Cancel'. Below the table, a tabbed interface shows 'All Rents' as the selected tab, with other tabs including 'Selected Rents', 'First Month Rents', 'Selected First Month Rents', and 'Skipped Rents'.

The normal process is to mark the appropriate radio button, set the Scheduled Through date, click Compile and then Post. The Limit To, Restrict To and Report functions are seldom used.

Compile Rents

When compiled, a list of rent charge candidates will appear on the screen, displaying the posting date, the tenant Record ID, the charge ID description along with the frequency, the amount of the charge, and the Skip box. All of the fields are protected except for the Skip checkbox. Use the Skip checkbox to skip the rent charge for that tenant.

Clicking anywhere on a line item will display a second line with the unit Record ID and the First Month's Rent box. The fee amounts and the rules for determining the amounts are defined in the Management Fees Profile.

Clicking on the folder button will display the tenant profile for viewing or editing. If the rent amount has changed you can enter the new rent in the tenant profile and the amount will be changed on the screen.

The **First Month's Rent** checkbox, when marked, indicates that the posting month is in the same month as the lease start date. If a leasing fee is to replace the management fee based on the unit's management fee profile, no management fee will be charged with this rent. If a leasing fee is defined in the management fee profile, it will be charged when the AP, Scheduled Receivables, Management Fees NOT on a Tenant Payment is run. Note: Leasing fees are usually taken using prorated rent or a journal transfer.

When you are satisfied with the information on the screen, click the Post button to record the charges to each tenant.

If there are open credits when the rent charges are posted, the charge will be paid off if there are sufficient open credits to pay the entire charge (unless the Disable Auto Payoff is marked in Setup, Processing Defaults).

Tabs

All Rents - all candidates

Selected Rents - all candidates without an X in the Skip checkbox, meaning rent will be charged

First Month's Rent - all those with an X in the First Month's Rent checkbox

Selected First Month's Rent - all those with X in the First Month's Rent box and no X in the Skip checkbox

Skipped Rent - all those with X in the Skip checkbox - no rent will be charged

Post – click this button to record the rent charges for the candidates who were not skipped.

AR, Scheduled Receivables, Recurring Charges

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☐ Rent
☒ Recurring Charges
☐ Late Fees
☐ Management Fees NOT on a Tenant Payment

Scheduled Through: 05/13/2015

Limit to Schedule: [dropdown]

Restrict to: [text field]

Help Compile Cancel

AR, Scheduled Receivables, Recurring Charges – Compile Screen

Recurring Charges

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date	Tenant	Schedule	Amount	
05/01/2015	BRUNO: Joseph P. Bruno	Monthly Trash Removal	\$25.00	☐ Skip

Help Post Report Cancel

All Charges / Selected Charges / Skipped Charges

Compile Recurring Charges

Recurring charges are defined in the Tenant Profile. They are charges that are posted on a scheduled basis. Examples would be a parking charge, quarterly trash fee, or negotiated tenant payments for damages or option to buy.

To compile the list of candidates, click the Recurring Charges radio button, set the other parameters and click the Compile button.

When the list appears you can review and then either accept, edit using the flashlight button or mark a line item as Skip. Everything but the Skip checkbox is a protected field. If the charge should be for a different amount or if it should no longer be charged, go to the Tenant Profile using the folder button to make changes. Changing the tenant profile will update the item in the list.

Tabs

All Charges - All candidates.

Selected Charges - Those candidates not marked Skip.

Skipped Charges - Those candidates marked Skip.

When you are satisfied with the information on the screen, click the Post button to record the charges to the tenant ledgers.

AR, Scheduled Receivables, Management Fees NOT on a Tenant Payment

The Professional Landlord for Windows [Training-May15]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables

☐ Rent
☐ Recurring Charges
☐ Late Fees
☒ Management Fees NOT on a Tenant Payment

Scheduled Through: 05/13/2015

Limit to Schedule: [Dropdown]

Restrict to: [Text Field]

Help Compile Cancel

Management Fees NOT on a Tenant Payment – Compile Screen

Post Management Fees

Date	Unit	Leasing Fee	Management Fee	
05/13/2015	ROCK9317: 9317 Rockport		\$45.00	☐ Skip
Owner & Fees		LEBENSON: Ira C. Levenson STD: 8.75 collected		
Actual Rent		Last Month Mgmt Fees	\$45.00	Status Vacant
Market Rent	\$1,075.00	Last Month Leasing Fees		Vacant Mgmt Fee \$45.00
Active Tenants		This Month Mgmt Fees		Leased Mgmt Fee
New Tenant Rent		This Month Leasing Fees		Leasing Fee

Help Post Report Cancel

All Fees / Selected Fees / No Fees / New Tenant Rent / Selected New Tenant Rent / Skipped Fees

Note: This function is only used for fees that are not based on a tenant payment.

Compile Management Fees – NOT on a Tenant Payment

This function is used to take management fees on those units whose fee structure calls for a management fee not based on tenant payment and units that have a fee taken because the unit is vacant.

To compile a list of management fees that need to be charged to the owner ledgers, click the Management Fee radio button, set the Scheduled Through date and click the Compile button.

Any first month leasing fees will also be listed. The fee amounts can be changed or skipped. A leasing fee candidate is listed when the management fee profile has a leasing fee % entered and the Lease Start date in the Tenant Profile is in the same month as the Scheduled Through date. Since most leasing fees are taken at the time the 1st month rent is recorded, the fee candidates listed here are seldom posted. Leasing fees are usually taken in the Prorated Rent or the Journal Transfer functions.

Clicking anywhere on the line item will allow you to edit the management fee or leasing fee amount. It will bring up several lines of information which can be helpful in deciding a course of action.

Tabs

All Fees - All the available candidates.

Selected Fees - All those candidates not marked Skip.

No Fees - Those candidates with no rent amount in the Tenant Profile and a fee structure that computes management fees on a percentage of the actual rent.

New Tenant Rent - Those candidates for whom it is a first time rent charge. If the fee structure calls for a leasing fee rather than a management fee in the first month, these will have a leasing fee and no management fee.

Selected New Tenant Rent - Those candidates for whom it is a first time rent charge and are not marked Skip.

Skipped Fees - Those candidates marked Skip.

Click **Post** to record the transactions.

AR, Charge Tenant

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables **Charge Tenant**

Profile Search

 Internet Publishing

 NTN

All Tasks

Tenant History

Tenant Receipt

Security Deposit Receipt

Tenant Statements

Tenant Letters

Date 05/13/2015
Due By
Unit FAIR436: 436 Fairway Drive
Tenant BRUNO: Joseph P. Bruno

Total Charges \$125.00

Charge CLEAN: Cleaning
Memo pet stains on carpet
Comment

Amount \$125.00

☐ Deposit ☐ Taxable
☐ Pay Management Group

Undock Help New Post Cancel

Tenant Charges

The Charge Tenant function lets you post detailed charges to the selected tenant's history. More than one charge can be entered on the screen by entering additional line items. A running total of the charges waiting to be posted is kept. You can select the tenant to charge by the Unit or Tenant. Charges can be posted against tenants with current, future, and past leases who are active.

Note: Do not use this function to charge monthly rents – use AR, Scheduled Receivables.

When everything necessary has been entered, click **Post** to record the charge to the tenant ledger and exit the Tenant Charge function. Click **New** to record the charge to the tenant ledger and enter another charge.

If there are open credits equal to or exceeding the charge, it will be paid off when the charge is posted.

Date - This date field is for 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/Tenant - You can use either of these Find Lists to choose the tenant to be charged. Clicking the flashlight button will bring up the Find List.

Line Items

Charge - Enter the Charge which specifies the service or item that is being charged to the tenant. Charges are defined in Setup, Charge Codes. Use the Find List to access the Charge Codes.

Amount - This numeric field is for the dollar amount of the charge. The charge defaults to being payable to the owner. If the charge is payable to the Management Group, mark the Pay Management Group checkbox.

Memo - enter a memo describing the reason for the charge (optional). The memo will print on a Tenant Statement.

Comment – Use this to record any extenuating circumstance. It is for internal use only.

Checkboxes

Deposit - protected field that indicates the charge code is a deposit

Taxable - protected field that indicates the charge is taxable per the Rate Table

Pay Management Group - mark this checkbox if the management group (rather than the owner) is being reimbursed when the charge is paid off.

To enter additional line items click in the open area below the last line item.

AR, Prorated Rent

Prorated Rent

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Posting Date: 05/13/2015

Due By:

Start Date: 05/13/2015

End Date: 05/31/2015

Days Rented: 19

Days in Rental Period: 31

Rent: \$582.26

First Month's Rent: ☒

Management Fee:

Leasing Fee: \$475.00

Memo:

Comment:

Full Month Rent and Fees

Rent	\$950.00
Rent Management Fee	\$95.00
Non-Rent Management Fee	
First Month Leasing Fee	\$475.00
Replaces Management Fee	☒

Prorated Rent and Fees

Rent	\$582.26
Rent Management Fee	\$58.23
Non-Rent Management Fee	

Help **New** **Post** **Cancel**

Note: Making the 'Days in Rental Period' a zero value, clears the fields so you can enter the rent amount to be charged, a lease fee, or a management fee to be recorded.

Posting Prorated Rents

This function is used to:

- charge a rent that won't generate a management fee
- calculate and charge a prorated rent amount
- take or give back a management fee
- take or give back a leasing fee

A partial month's rent charge can be calculated and posted with this function. A first month's leasing fee and a management fee can also be deducted from or added to the owner's ledger. The screen provides information to help you to determine the amounts. Whatever amounts have been agreed upon (rent, management fees, leasing fees) should be entered in the fields and posted.

Select the tenant using either the **Unit** or **Tenant** Find List. The **Start Date** and **End Date** will compute the **Days Rented** and the **Days in Rental Period** fields, and then compute the **Rent** and **Management Fee** amounts.

Information about rent amount, management fees and leasing fees as defined in the Tenant and Fees profiles is displayed in protected fields under the **Full Month Rent and Fees** and **Prorated Rent and Fees** sections as a guide to help you decide the amounts to post.

The leasing and management fee are taken from the owner ledger at the time of posting. A warning message will appear if the management fee amount or leasing fee amount will draw the owner below a \$0 balance. Ignore the warning if you have - in hand - sufficient payments to cover the fees.

When you post, the Next Scheduled date in the Tenant Profile will be updated to the day after the date you enter in the End Date field in this function. Thus if you are charging rent for 9/15 through 9/30 you would enter an End Date of 9/30. The Next Scheduled date in the Tenant Profile would be updated to 10/1.

Notes:

- To give management fees back to the owner enter a (-) amount in the management fee field.
- Rent amounts charged in this function do not generate management fees at the time payment is made. Use the charge tenant function if you want to take a management fee when the rent is paid or take the management fee here if you have payment in hand.

AR, Tenant Receipt

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015
Unit:
Tenant:
Bank:
Payment: ☒ Distribute ☐ Prorate
☐ Apply Open Credits
Memo:
Comment:

Receipt #: 250513THZN ☐ Currency

Current Charges Owed:
Starting Open Credits:
Current Charges Paid:
Discounts Given:
New Charges Paid:
Final Open Credits:

Charge: Amount:
☐ Deposit ☐ Taxable ☐ Pay Management Group ☐ Advance Payment

1. Current Charges 2. New Charges

Undo Help New Post Print Skip All Cancel

Receiving Rents

All tenant payments can be recorded in the Tenant Receipt function. Recording a payment is quick and easy - simply pick the tenant from a Find List, verify the payment amount and payoff breakdown and click the New or Post button. If there are additional tenant payments to record, use the New button. This will post the current payment and bring up a blank tenant receipt screen ready to choose the next tenant.

Note: Security deposits can be recorded here or in Security Deposit Receipt. If security deposits are kept in a separate bank account, the Security Deposit Receipt function is a better choice.

The Tenant Receipt function is used when a tenant makes a payment. The payment can be:

- * 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 payment to open credits - see Current Charges or a combination of any of the above.

Normally, selecting the tenant making payment, verifying the amount, verifying the charges being paid 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 rather than a check - require more interaction to adjust the screen entries so they properly reflect the situation. See Filling in the Receipt Form on the next page.

If the payment is normal, posting will result in the charges being paid off, the tenant and owner ledgers being updated, and the payment credited to the bank account. If set up to take a management fee at the time of payment, management fees will be automatically deducted from the ledger (owner/property) and credited to the management group ledger.

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 Setup, Charge Codes, Priority). The payment distribution can be altered to match the intended use of the receipt amount. If there are charges listed that you do not want paid off, simply mark the Skip checkbox.

When the payment includes an amount not yet charged or is an advance payment for a scheduled charge, the Charge Tenant speedbutton can be used or the New Charge function can be used by clicking on the New Charges tab. Overpayments are added to the open credits account so they can be applied to future charges.

AR, Tenant Receipt

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513THZN ☐ Currency

Unit:

Tenant:

Bank:

Payment: ☒ Distribute ☐ Prorate
☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed:

Starting Open Credits:

Current Charges Paid:

Discounts Given:

New Charges Paid:

Final Open Credits:

Charge: Amount:

☐ Deposit ☐ Taxable ☐ Pay Management Group ☐ Advance Payment

1. Current Charges 2. New Charges

Undo **Help** **New** **Post** **Print** **Skip All** **Cancel**

AR, Tenant Receipt, Payment Posting

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513THUP ☐ Currency

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$1,165.00 ☒ Distribute ☐ Prorate
☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed: \$1,165.00

Starting Open Credits:

Current Charges Paid: \$1,165.00

Discounts Given:

New Charges Paid:

Final Open Credits:

Due Date	Charge	Owed	Apply to Charge
05/01/2015	Rent	\$1,140.00	Amount \$1,140.00 ☐ Skip
05/01/2015	Trash Removal	\$25.00	Amount \$25.00 ☐ Skip

1. Current Charges 2. New Charges

Help **New** **Post** **Print** **Skip All** **Cancel**

After selecting the tenant, a summary of **Current Charges Owed**, **Starting Open Credits**, **Current Charges Paid**, **New Charges Paid**, and **Final Open Credits** is displayed and updated as you proceed with the details of how the money received is going to be distributed. Normally final open credits are zero or blank prior to posting. A warning screen will display if you try to post an amount to open credits. You can continue if that is your intent.

Clicking on a line item will display additional information, including the ledger which will be credited when the charge is paid. There is also an Edit button. Clicking it will bring up an Edit Charge screen which will allow you to edit the charge amount and make other changes to the unprotected fields..

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

After posting all the receipts that constitute the deposit slip, you must go to GL, Deposit Receipts to record the amount to be deposited to the bank. Use the button on the taskbar or go to GL, Deposit Receipts.

Filling in the Receipt Form

Date

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

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. You can change it if you wish.

Currency

Mark the currency checkbox if the payment is in cash.

AR, Tenant Receipt – New Charges tab

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513THZN ☐ Currency

Unit:

Tenant:

Bank:

Payment: ☒ Distribute ☐ Prorate
☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed:

Starting Open Credits:

Current Charges Paid:

Discounts Given:

New Charges Paid:

Final Open Credits:

Charge: Amount:

☐ Deposit ☐ Taxable ☐ Pay Management Group ☐ Advance Payment

1. Current Charges 2. New Charges

Undo **Help** **New** **Post** **Print** **Skip All** **Cancel**

Prorate Payment between charges

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513TLSX ☐ Currency

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$900.00 ☒ Distribute ☒ Prorate
☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed: \$1,165.00

Starting Open Credits:

Current Charges Paid: \$900.00

Discounts Given:

New Charges Paid:

Final Open Credits:

Due Date	Charge	Owed	Apply to Charge
05/01/2015	Rent	\$1,140.00	Amount: \$880.69 ☐ Skip
05/01/2015	Trash Removal	\$25.00	Amount: \$19.31 ☐ Skip

1. Current Charges 2. New Charges

Help **New** **Post** **Print** **Skip All** **Cancel**

Selecting the Tenant

Unit or Tenant can be used to identify the payer. Selecting from one list will pull in the other information. These fields are Find Lists and you can select from either the short or long description of the Record ID.

Bank

If the bank should be different from the default, choose the bank where the receipt will be deposited. The default checking account will display when you choose the tenant.

Payment

The payment amount defaults to the charges outstanding. Change the amount to the actual amount received. Post one check at a time.

Distribute

An X in this box will distribute the payment among the charges. If you want to distribute the payment differently, unmark the checkbox to clear the amount applied to each outstanding charge. Distribution is based on priority first (assigned in Setup, Charge Codes) and date second.

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 available open credits to pay off outstanding charges.

Prorate

Mark this checkbox if you want the payment amount to be prorated against all unpaid charges. To always have that box marked, go to Setup, Processing Defaults, Options tab. Type /receiptprorate into the Customized Programming Options box.

Discount

This field contains the early payment discount amount to be applied. The system will calculate it based on all charges paid but it can be changed. This field does not display if Rent Discounts are disabled in Setup, Processing Defaults.

Memo

The check number, other method of payment, or other pertinent information may be entered. Marking the checkbox in Setup, Environment Options, Dates will enter the payer name and "Check #" in the field.

- * Double clicking in the memo field will insert the payer name and the text "Check #" and position the cursor so you can enter the check number received.
- * Double clicking on the label Memo will insert the tenant name.
- * Double clicking on the label Comment will insert the month and year of the oldest charge and text "Check #".
- * Double clicking in the Comments field will insert the unit address.
- * Double clicking on the label Tenant will insert the tenant last posted. This is good for posting multiple money orders.

AR, Tenant Receipt – Open Credits

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513TLSX ☐ Currency

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro

Bank: CHECKING: Bank Account Checking

Payment: \$1,050.00 ☒ Distribute ☒ Prorate ☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed: \$950.00

Starting Open Credits:

Current Charges Paid: \$950.00

Discounts Given:

New Charges Paid:

Final Open Credits: \$100.00

Due Date	Charge	Owed	Apply to Charge
05/01/2015	Rent	\$950.00	Amount \$950.00 ☐ Skip

1. Current Charges / 2. New Charges

Help New Post Print Skip All Cancel

AR, Tenant Receipt – New Charge payment

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513TLSX ☐ Currency

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro

Bank: CHECKING: Bank Account Checking

Payment: \$1,050.00 ☒ Distribute ☒ Prorate ☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed: \$950.00

Starting Open Credits:

Current Charges Paid: \$950.00

Discounts Given:

New Charges Paid: \$100.00

Final Open Credits:

Charge: CLEAN: Cleaning Amount: \$100.00

☐ Deposit ☐ Taxable ☐ Pay Management Group ☐ Advance Payment

1. Current Charges / 2. New Charges

Help New Post Print Skip All Cancel

Current Charges

After selecting the tenant making payment, all outstanding charges are listed in date sequence. The payment amount is distributed based on the payoff priority per the Accounts, Charge Codes. Disputed charges are skipped.

You can change the **Apply to Charge** amount by clicking the charge line and entering the amount to apply to that charge. Clearing the **Distribute** checkbox will clear the amount applied to every outstanding charge. The **Final Open Credits** field tracks whether the distributed amount differs from the payment amount.

Underpayment

If the tenant pays less than the full amount owed, you must enter the actual amount paid and verify that the amounts applied to each unpaid charge is how you want it applied. If it isn't, make the appropriate changes to distribute the amount received. Unmark the **Distribute** checkbox to blank all line item amounts so you can apply the payment differently than the default.

Overpayment

When the tenant pays more than the outstanding charges and you do not know the specific charge account to apply the overpayment, 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, post an advance payment or allow the amount to go to open credits. Overpayment of rent and recurring charges can be posted as an advance payment so that future automatic charges are satisfied by the advance payment.

Prepayment of a Scheduled Charge

When a prepayment of a scheduled charge (e.g. rent) is received, it can be recorded as an open credit to be given to the owner at the time the charge is posted, or recorded as an Advance Payment (see next page).

New Charges

When a tenant 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 tenant making payment, click the Charge Tenant button on the taskbar and enter the charge code and amount. If the Management Group is being paid (rather than the owner) check the **Pay Management** checkbox. Then Post. The charge will be added to the current charges tab.

An alternative is to click on the New Charges tab to bring up the New Charges screen. Enter the charge and the amount. Not the preferred method.

AR, Tenant Receipt, Advance Payment

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Tenant History

Ledger Receipt

Charge Tenant

Security Deposit Receipt

Deposit Receipts

Tenant Statements

Date: 05/13/2015 Receipt #: 250513THZN ☐ Currency

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Bank: CHECKING: Bank Account Checking

Payment: \$1,500.00 ☒ Distribute ☐ Prorate
☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed

Starting Open Credits

Current Charges Paid

Discounts Given

New Charges Paid: \$1,500.00

Final Open Credits

Charge: RENT: Rent Amount: \$1,500.00
☐ Deposit ☐ Taxable ☐ Pay Management Group ☒ Advance Payment

1. Current Charges 2. New Charges

Help New Post Print Skip All Cancel

Advance Payments

Advance payments (prepayments) of scheduled charges can be recorded by marking the **Advance Payment** checkbox. Advance payments are reduced when the charge is posted. An example of an advance payment is paying rent before the charges are posted. When the rent is charged, it offsets the prepayment.

To post an advance payment of rent, go to the New Charges tab of the tenant receipt screen, enter a charge of rent. Enter the amount of the prepayment. Mark the **Advance Payment** checkbox.

Posting an advance payment of rent puts the money in the owner's ledger and credits the Management Group with the management fee (if the management fee is taken on collected rent).

Note: The difference between an Advance Payment and an open credit is that the advance payment is credited to the owner ledger immediately while the open credits are given to the owner when the charge is recorded.

For fee-based managers the norm is to receive prepayments as open credits that get used and credited to the owner when the charge is posted.

Investment managers may use advance payments so they have immediate access to the funds.

AR, Ledger Receipt

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables Ledger Receipt

Internet Publishing

NTN

All Tasks

Tenant Receipt

Security Deposit Receipt

Deposit Receipts

Date: 3/11/2011 Receipt #: 210311MCTV

Ledger: CLAYTON, Frederick L. Clayton [Owner]

Unit:

Bank: CHECKING: Bank Account Checking

Payment: \$750.00 ☐ Currency

Memo:

Comment:

Applied Payments:

Cash Contribution: \$750.00

Account	Unit	Amount

Undo Help Print Screen New Post Print Cancel

This function is used to record funds received from other than tenants (i.e. owners, vendor refunds, application fees, laundry room income).

Ledger Receipts

The Ledger Receipt function posts receipts to an owner or property ledger or the management group ledger. The most common use is to record owner contributions to cover negative cash flow situations or abnormal maintenance requirements or for new managements.

Note: The default for a ledger receipt is *Owner Contribution*. No line item entries are necessary. When you receive money from an owner with multiple units, you can either post the money to the owner ledger or break it down by the amount to go to each unit.

If you receive a payment from an owner who is part of a partnership it can be posted to the owner or the property. If you are unsure whether to post it to the owner or property, see “Payment from Owner who is part of a Partnership” in Help, Contents, Procedures or use Topic Search.

If an owner receipt is for a specific purpose and you want to keep it from being used for anything else, use an Account Code that has an Account Type of liability. The amount will show as Cash in the owner’s ledger but will not be part of his available Balance. For it to appear on the owner statement the owner statement style must be Cash Flow. See GL History for information about liability accounts and “Set Aside” in Help.

Date - Enter the date the money was received.

Ledger – Owner or property to credit.

Unit - Select the unit to be credited with the money if applicable. (Optional)

Bank – Defaults to the bank selected in the Posting Table.

Payment – Enter the amount received. The account to be credited will default to the Cash Contribution account identified in the Posting Table.

Currency - If the payment is in currency mark this checkbox.

Memo - Enter any memo you wish attached to the transaction. Double click in the field to have “Check #” entered.

Comments - A freeform field for comments explaining any details about the receipt.

Applied Payments – This protected field fills in based on the line items entered.

Cash Contribution – This protected field fills in with the payment amount and is reduced if any line item entries are made.

Ledger Receipt – Applied Payment

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Ledger Receipt

Internet Publishing
NTN

All Tasks
Tenant Receipt
Security Deposit Receipt
Deposit Receipts

Date: 3/14/2011
Receipt #: 210314LPCA
Ledger: CLAYTON: Frederick L. Clayton [Owner]
Unit:
Bank: CHECKING: Bank Account Checking
Payment: \$500.00 ☐ Currency
Memo:
Comment:
Applied Payments: \$500.00
Cash Contribution:

Account: ADVERT: Advertising
Unit:
Amount: \$500.00

Undock Help Print Screen New Post Print Cancel

Ledger Receipt – both

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables: **Ledger Receipt**

Internet Publishing
NTN

All Tasks
Tenant Receipt
Security Deposit Receipt
Deposit Receipts

Date: 3/11/2011
Receipt #: 210311MDMH
Ledger: GOLDEN: Harrison S. Golden [Owner]
Unit:
Bank: CHECKING: Bank Account Checking
Payment: \$500.00 ☐ Currency
Memo:
Comment:
Applied Payments: \$250.00
Cash Contribution: \$250.00

Account: LAUNDRY: Laundry Income
Unit:
Amount: \$250.00

Help Print Screen New Post Print Cancel

Line Items

Line items are necessary only if the receipt is for something other than a cash contribution.

Account - Choose the account code which will be credited with the payment - for example, a vendor reimbursement or vending machine income. Create an account code if necessary.

Unit (optional)- Enter the specific unit to be credited, if applicable.

Amount - Enter the amount of the payment being credited to the account. The Applied Payment field is increased by the amount entered and the Cash Contribution is decreased.

If the amount is for more than one account code or unit, click on the open area below the last line item to open and enter another.

Note: Click the <New> button to record the payment and enter another, or click <Post> to record the payment and return to the previous screen.

GL, Deposit Receipts

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Deposit Slip

Profile Search
Internet Publishing
NTN
Profiles
AP
AR
GL
Maintenance
Reports
Mailings

Deposit Date: 05/20/2015 ☐ Show All Undeposited Receipts
Bank: CHECKING: Bank Account Checking
Total Deposit: \$4,210.00
Memo:
Comment:

Total Marked: \$4,210.00
Total Deposit: \$4,210.00
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
05/04/2015	SPOTZ: Robert Spotz	Check #921	\$400.00	☒
05/04/2015	ROSEMAN: Rita Roseman	Check #1438	\$715.00	☒
05/03/2015	GURO: Edward & Marianne Guro	Check #71442	\$950.00	☒
05/04/2015	ROD: Jerry and Karyl Rodriguez	Check #722	\$980.00	☒
05/05/2015	BRUNO: Joseph P. Bruno	Check #3266	\$1,165.00	☒

☐ Sort By Date ☒ Sort by Amount

5 Marked

Undo Help New Post Report Print Cancel

1. All 2. Marked 3. Unmarked 4. Stale

After posting all the receipts that are on a deposit slip, go to GL, Deposit Receipts to post the amount to the bank account as a deposit. The payment amount must be the exact dollar amount of real money that you have received and are depositing in the bank.

Deposit Receipts

When payments are posted using AR receipts (tenant receipt, ledger receipt, security deposit receipt), they need to be consolidated on a deposit slip and posted to the bank account for later bank reconciliation. To do this, use the Deposit Receipts function in the GL module. The line items consisting of previously posted receipts need to be marked for deposit. Once all 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 are displayed when you select the bank account from the Find List. When a receipt is posted, it is automatically marked for deposit. Therefore, if any receipts are not part of the deposit slip being posted, they must be unmarked.

Deposit Date - date the deposit was or will be taken to the bank

Show All Undeposited Receipts – Mark this checkbox to see receipts posted by users other than yourself.

Bank - the bank you are making the deposit to – the default is the bank of the last receipt posted. All undeposited receipts for that bank that were entered by you will be displayed. To include undeposited receipts posted by others mark the Show All checkbox.

Total Deposit - enter the deposit amount - this amount must equal the Total Marked before you will be able to post. Note: Double click in the Total Marked field to fill that amount into the Total Deposit field.

Memo – Enter a deposit slip number or text supporting the deposit slip (optional).

Sort by Date / Sort by Amount (default) - The receipts, and the resulting deposit slip, can be sorted by amount or by date by clicking the appropriate radio button.

You may unmark or mark any line items until the screen list matches the items you wish to deposit. The deposit total and marked totals must match before any posting can occur. Prior to posting the deposit you can **Print** a deposit slip and generate a deposit **Report**. These reports can be produced after the deposit is posted by editing the deposit in Bank History.

Protected Fields

Total Marked - A protected field that displays the sum of the marked receipts. Double clicking in this field will fill this amount into the Total Deposit field.

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.

GL, Deposit Receipts (Deposit Slip)

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Deposit Slip

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Deposit Date: 05/20/2015 ☐ Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$4,210.00

Memo:

Comment:

Total Marked: \$4,210.00

Total Deposit: \$4,210.00

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
05/04/2015	SPOTZ: Robert Spotz	Check #921	\$400.00	☒
05/04/2015	ROSEMAN: Rita Roseman	Check #1438	\$715.00	☒
05/03/2015	GURO: Edward & Marianne Guro	Check #71442	\$950.00	☒
05/04/2015	ROD: Jerry and Karyl Rodriguez	Check #722	\$980.00	☒
05/05/2015	BRUNO: Joseph P. Bruno	Check #3266	\$1,165.00	☒

☐ Sort By Date ☒ Sort by Amount

5 Marked

Undo Help New Post Report Print Cancel

1. All 2. Marked 3. Unmarked 4. Stale

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 tenant 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 Tenant Receipt so you can record it correctly. Refer to the procedure **Payment Recorded in Error** for details on the use of this function.

Edit Highlighted Receipt - Clicking takes you to [AR, Receipt History, Edit Receipts] where you can add a memo, change the date, or find out what it paid off.

If you are voiding or editing a number of receipts, you can mark the **Disable Marking When Row Clicked** checkbox if you want.

New – records the deposit slip transaction in Bank History and returns to the Deposit Receipt screen.

Post – records the deposit slip transaction in Bank History and exits Deposit Receipts.

Report – prints a report for filing with the bank deposit slip

Print - Clicking this button will print a deposit slip. The deposit slip includes the bank MICR line. It uses a perforated form that prints the deposit slip on the top portion and details on the bottom portion. Up to 26 receipts are 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.

Note: 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.

Tabs are available to view all, only those marked, only those unmarked, and any stale (over 60 days) items.

AR, Scheduled Receivables, Late Fees

Assess Late Charges

Profile Search
Internet Publishing
NTN
Profiles
AP
AR
GL
Maintenance
Reports
Mailings

☐ Rent
☐ Recurring Charges
☒ Late Fees
☐ Management Fees NOT on a Tenant Payment

Scheduled Through: 05/10/2015
Limit to Schedule:
Restrict to:
Help

Date	Tenant	Late Charge	Amount
05/10/2015	ROSEMAN: Rita Roseman	Late Fee	\$25.00
Unit: CEDAR327: 327 Cedar Lane			
Balance Due	\$690.00	Times Late	4
Balance Late	\$690.00	Last Charged	04/07/2015
Days Late	4	Last Amount	\$25.00
		Base Charge	\$25.00
		Per Day Charge	
		Total Charge	\$25.00
05/10/2015	SCHRADER: Phyllis Schrader	Late Fee	\$25.00
05/10/2015	SPOTZ: Robert Spotz	Late Fee	\$25.00

Help Post Report Skip All Cancel

All Late Fees / Selected Late Fees / First Time Late / Selected First Time Late / Skipped Late Fees

Who is a late fee candidate?

Tenants who have unpaid charges that are “subject to late fees” and are beyond the grace period. Late fee candidates can be limited to tenants whose status is current or future if that checkbox is marked in the Late Fee Profile.

- * A tenant must be assigned a “Late Fee Profile.”
- * A tenant must have unpaid charges for charge codes marked “Subject to Late Fees.”
- * A tenant cannot have been charged a late fee within the schedule unless the Day of Month is entered in the Late Fee Profile. A monthly schedule would mean no late charges in the last 30 days.
- * The unit must have an active status
- * The tenant must have a status of current or future.
- * The ledger must have a status of Active

Processing Late Fees

This function determines which tenant 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 Through** date. Receipts posted after the Scheduled Through date are ignored.

The system keeps track of when late fees were previously charged and will not consider the tenant as a late fee candidate until eligible based on the schedule in the Late Fees Profile under Setup.

Late Notice letters are printed in the Mailings, Notices function.

To compile the list, click the Late Fees radio button in AR, Scheduled Receivables, set any 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 Through date field, the name of the tenant, the Long Description of the unit Record ID, the charge ID description and the amount of the charge. All of the fields are protected except for the **Amount** and the **Skip** checkbox.

Clicking anywhere on the line item will allow you to edit the late fee amount. It will bring up several lines of information including the Record ID for the Tenant Profile.

Other information displayed includes:

Balance Due - total amount owed as of Scheduled Through date

Balance Late - as of the Scheduled Through date

Days Late - calculated from the oldest unpaid charge

Times Late - based on prior late fee charges over the past 12 months

Last Charged - the most recent late fee charge

Last Amount - the most recent late fee charge amount

Base Charge - calculated based on the Late Fee Profile

Per Day Charge - calculated based on the Late Fee Profile

Total Charge - the total late fee based on the base charge and the per day charge

AR, Scheduled Receivables, Late Fees

The screenshot shows the 'Assess Late Charges' window. The 'Scheduled Through' date is 05/10/2015. The 'Late Fees' radio button is selected. The list of tenants and their late fees is as follows:

Date	Tenant	Late Charge	Amount	Action
05/10/2015	ROSEMAN: Rita Roseman	Late Fee	\$25.00	☐ Skip
	Unit CEDAR327: 327 Cedar Lane			
	Balance Due	\$690.00		
	Balance Late	\$690.00		
	Days Late	4		
	Times Late	4		
	Last Charged	04/07/2015		
	Last Amount	\$25.00		
	Base Charge	\$25.00		
	Per Day Charge			
	Total Charge	\$25.00		
05/10/2015	SCHRADER: Phyllis Schrader	Late Fee	\$25.00	☐ Skip
05/10/2015	SPOTZ: Robert Spatz	Late Fee	\$25.00	☐ Skip

The window also includes a 'Help' button and a status bar at the bottom showing the number of late fees assessed.

Selecting the **Scheduled Through** date:

Set the **Scheduled Through** date to the first day the tenants are considered late. Professional Landlord will determine who was late on that date. Payments made on or after the **Scheduled Through** date are not considered when determining who is a late fee candidate. Suppose the day tenants are considered late falls on a holiday or a weekend. If you don't want payments posted on the day after the holiday to affect the list of late fee candidates you can either post the receipts using an earlier date or compile late fee candidates using the second workday as the Scheduled Through day.

To zero out or change the late fee amount, either mark the Skip checkbox or click in the amount field and enter the new amount.

Several folders are available displaying different subsets of the candidates.

All Late Fees

Displays all the late fee candidates

Selected Late Fees

Those candidates not marked Skip.

First Time Late

All candidates who have not been charged a late fee in the past year.

Selected First Time Late

Those candidates who have never been charged a late fee and not marked Skip.

Skipped Late Fees

All candidates marked Skip.

When you are satisfied with the information on the screen, click Post to record the charges to the tenant ledger.

Troubleshooting:

If there are tenants who have unpaid charges yet don't show up on the list of candidates, check the following.

- * Is the late fee field blank in the Tenant Profile, Lease tab?
- * Is what they owe for subject to late fees? Look at the Charge Codes in Setup.
- * Is the tenant charge within the grace period? Check the Late Fee Profile in Setup and the Tenant Profile, Grace Period field.
- * Has the tenant been charged a late fee within the schedule period? Check the Late Fee Profile for the schedule and Tenant History for the last charge.
- * Is the tenant status other than Current or Future?
- * Is the Day of Month set in the Late Fee profile?

AR, Transfer Open Credits

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History **Transfer Open Credits**

Internet Publishing

NTN

All Tasks

Management Group

Owner

Property

Unit

Tenant

Cross Reference

Vendor

Manager

Building

Unit Type

Event Reminders

Date: 3/18/2011

Amount: \$980.00

From Unit: OAK2118: 2118 Oak Street

From Tenant: ROD: Jerry and Karyl Rodriguez

To Unit: WALNUT 124: 124 Walnut Road

To Tenant: ROD2: Rodriguez in new unit

Memo:

Comment:

Starting Open Credits: \$980.00

Final Open Credits:

Unpaid Charges:

Starting Open Credits:

Final Open Credits: \$980.00

Unpaid Charges:

Undo Help Print Screen New Post Cancel

Transfer of Open Credits

This function lets you move open credits from one tenant/unit to another. This is useful when a tenant transfers (moves) from one unit to another. You can release the security deposit to open credits, transfer them to the new unit and then use the open credits to pay off the security deposit for that unit.

Date – Use this date field to enter the posting date for the transaction.

Amount – The dollar amount to transfer.

From Unit/From Tenant – Use this find list to choose the tenant/unit from which the credits are being transferred.

To Unit/To Tenant – Use this find list to choose the tenant/unit to which the credits are being transferred.

Memo/Comments – Enter any memo or comments desired.

The starting and final open credits and unpaid charges for the From and To tenants/units is displayed in protected fields.

Protected Fields

Two sets of protected fields - one for the From Unit/Tenant and one for the To Unit/Tenant are provided.

Starting Open Credits - the amount of open credits prior to this transaction

Final Open Credits - the amount of open credits after this transaction is posted

Unpaid Charges - the current amount of unpaid charges

Note: If the open credits are in the escrow bank account and affect different ledgers you must also do a journal transfer from Owner 1 to Owner 2.

See the How To Document *Tenant Moves to a New Unit* for guidance on that situation.

AR, Adjust Open Credits

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Adjust Open Credits

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 3/18/2011

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

☒ Increase Tenant Credits
☐ Decrease Tenant Credits

Amount: \$150.00 ☐ Transfer To or From Management Group

Account: PAINT: Painting

Memo:

Comment:

Starting Open Credits

Amount Transferred: \$150.00

Final Open Credits: \$150.00

Unpaid Charges

Undo Help Print Screen New Post Cancel

What are **Open Credits**?

An open credit is tenant money available to pay off future charges or to give back to the tenant. It is considered an owner liability which is not spendable on behalf of the owner. Open credits occur when:

- * A security deposit is released but not fully disbursed
- * A tenant overpays and you choose not to designate a use for the overpayment.
- * A tenant prepays rent and you choose to credit the owner as the rent becomes due rather than right now.
- * A tenant is credited for services performed.
- * A previously paid charge is forgiven.

Adjusting Open Credits

This function moves money from the owner, property or management group ledger to the tenant or vice versa. Common reasons for using Adjust Open Credits are:

- * The tenant is deducting money from the rent payment because the tenant did or paid for something for which the owner had agreed to reimburse him.
- * The tenant is receiving rent credits from the owner.
- * Giving money back to the tenant for charges that have been paid but are being forgiven.
- * Refunding a security deposit held by the owner

Date – Use this date field to enter the posting date of the transaction.

Unit or Tenant – Use one of these Find Lists to select the tenant/unit. If you select from the unit list, the appropriate tenant information will fill in the tenant. If you select the tenant, the appropriate unit information will fill in for the unit.

Increase, Decrease Tenant Balance - Use the radio buttons to indicate whether to increase or decrease the tenant balance.

Amount – Enter the dollar amount to transfer to or from open credits.

Transfer from Management - Mark this checkbox if the money is being transferred to or from the management group ledger.

Account – Enter the Account Code to use for the transfer transaction. This is the account code that will show on the owner ledger and statement. For example, if a tenant being reimbursed for painting, that is the code to use.

Memo – You can enter a memo explaining the transfer (optional).

Protected Fields

Starting Open Credits – The amount of open credits before the adjustment.

Amount Transferred – The amount of 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. This is only for reference.

Note: Recurring charges with a negative amount will generate an adjust open credit transaction when recurring charges are posted.

AR, Batch Tenant Receipts

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Batch Tenant Receipts

Profile Search

Internet Publishing

NTN

All Tasks

Deposit Receipts

Posting Date: 05/20/2015

Unit:

Tenant:

Bank:

Payment: ☐ Quick Posting Mode

Memo:

Total Entries:

Total Amount:

Add Payment to Batch

Date	Payment Description	Amount
Status		

Remove Payment Process Payment

Sort by Tenant ☐ Start Over (Delete All Payments)

Sort by Unit ☒ Update All Dates

Load Payments from Lockbox File

Save Unprocessed Batch to Lockbox File

Undo Help Post Report Cancel

All Payments / Payments Requiring Individual Processing / Payments Not Requiring Individual Processing

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Batch Tenant Receipts

Profile Search

Internet Publishing

NTN

All Tasks

Deposit Receipts

Posting Date: 05/20/2015

Unit:

Tenant:

Bank:

Payment: ☐ Quick Posting Mode

Memo:

Total Entries: 3

Total Amount: \$3,070.00

Add Payment to Batch

Date	Payment Description	Amount
05/20/2015	Joseph P. Bruno for 436 Fairway Drive	\$1,140.00
Status	Unpaid charges are \$0.00	
05/20/2015	Edward & Marianne Guro for 212 Main Stre	\$950.00
Status	Unpaid charges are \$0.00	
05/20/2015	Jerry and Karyl Rodriguez for 2118 Oak S	\$980.00
Status	Unpaid charges are \$0.00	

Remove Payment Process Payment

Sort by Tenant ☐ Start Over (Delete All Payments)

Sort by Unit ☒ Update All Dates

Load Payments from Lockbox File

Save Unprocessed Batch to Lockbox File

Help Post Report Cancel

All Payments / Payments Requiring Individual Processing / Payments Not Requiring Individual Processing

Batch Receipts

This function lets you record payments in groups. You can either create a file that can be imported each month to record batch payments; or import a file that was provided by an on-line payment processor.

The batch receipts form provides for loading payments from a file referred to as a lockbox file, and entering a batch of payments to create a lockbox file. The lockbox file consists of any number of payment transactions in a format recognizable by Professional Landlord. Transaction files generated by on-line payment processors must either be in the format acceptable by Professional Landlord or be converted to that format.

Only payments that fully pay off the outstanding charges can be automatically posted in the Batch mode (unless the switch /partialpay is in Setup, Processing Defaults). Any others will show on the Payments Requiring Individual Processing tab and must be manually recorded. Each line item has a Status field that indicates the full amount of outstanding charges for the tenant.

Two tabs are available: All Payments and Payments Requiring Individual Processing.

Fields and Line Items

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/Tenant - Use either of these fields to select a tenant 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 lockbox file that can be used over and over again.

AR, Batch Tenant Receipts

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Batch Tenant Receipts

Profile Search

Internet Publishing

NTN

All Tasks

Deposit Receipts

Posting Date: 05/20/2015

Unit:

Tenant:

Bank:

Payment: ☐ Quick Posting Mode

Memo:

Total Entries: 3

Total Amount: \$3,070.00

Add Payment to Batch

Date	Payment Description	Amount
05/20/2015	Joseph P. Bruno for 436 Fairway Drive	\$1,140.00
Status	Unpaid charges are \$0.00	Remove Payment Process Payment
05/20/2015	Edward & Marianne Guro for 212 Main Stre	\$950.00
Status	Unpaid charges are \$0.00	Remove Payment Process Payment
05/20/2015	Jerry and Karyl Rodriguez for 2118 Oak S	\$980.00
Status	Unpaid charges are \$0.00	Remove Payment Process Payment

☐ Sort by Tenant
 ☒ Sort by Unit

Start Over (Delete All Payments)
 Load Payments from Lockbox File
 Update All Dates
 Save Unprocessed Batch to Lockbox File

Help
 Post
 Report
 Cancel

All Payments / Payments Requiring Individual Processing / Payments Not Requiring Individual Processing /

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 tenant and the unit long description.

Amount - The payment amount to be posted.

Status - Shows the unpaid charges for the tenant.

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 Tenant Receipt screen. From there the payment amount can be allocated to the outstanding charges. Refer to Tenant Receipts for more details. Click Post to finalize the payment.

Sort by Tenant/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.

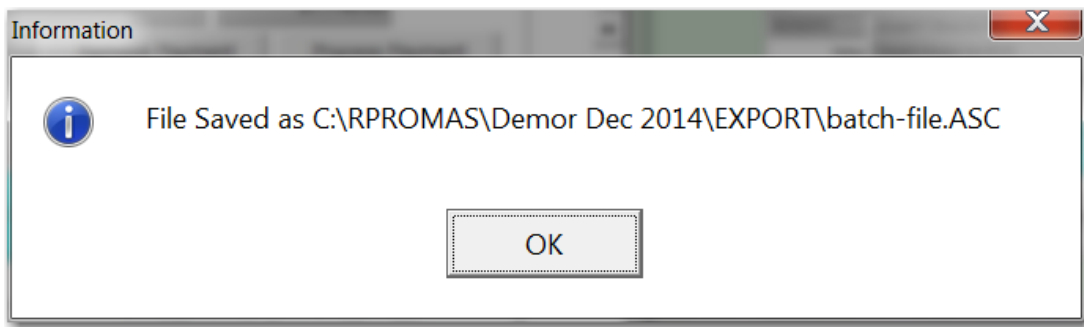
Update all Dates - The date in all unposted payments in the batch will be changed to the Posting Date above. A confirmation screen displays prior to updating.

Load Payments from Lock Box File - Lets you point to a file containing tenant payment transactions and then import them as line items that can be posted.

Save Unprocessed Batch to Lock Box 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.



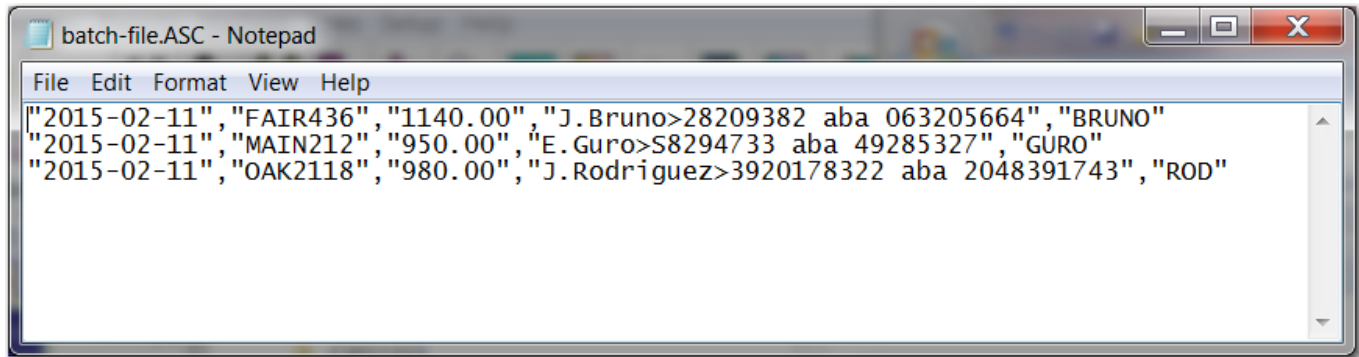
To Use a Previously Created Lockbox File

1. Click on the <Load Payments from Lockbox File> button.
2. A screen will display showing the folders and files on your computer. Choose the appropriate file and click Open.
3. All the payments entered into the lockbox file will display on the screen. Any payments that don't fully pay off the outstanding charges will be on the Payments Requiring Individual Processing tab.
4. Any payments can be
 - removed - use the <Remove Payment> button.
 - edited - use the <Remove Payment> button. The payment will be put in the upper portion of the screen where you can edit the amount
 - posted through the normal Tenant Receipt function - use the <Process Payment> button - it will take you to the normal <<Tenant Receipt>> function
5. When you have verified the payments listed click <Post>. The payments will be recorded and put into <<GL, Deposit Receipts>> for deposit.

Note: if the date on the line items is not the date you want to use, click the **Update all Dates** button to change the date to the Posting Date

To Create a Lockbox File

1. Choose the tenant or unit
2. Enter a payment amount
3. Click <Add Payment to Batch> button. The payment will display in the lower portion of the screen and you can choose the next tenant.
4. When you have finished entering information you have the option to
 - Post - payments will be recorded and put in <<GL, Deposit Receipts>> for deposit
 - Save by clicking <Save Unprocessed Batch to Lockbox File>. A screen will display allowing you to choose the location and name the file. Click Open. It will then be available to load at any time.

Batch – File Format for Conversion

To Import a Lockbox File Created by Another Source

The batch receipts form provides for loading payments from a third party payment processing company or from a file created locally. The lockbox file consists of any number of payment transactions in a format recognizable by PROMAS.

Transaction files generated by third party providers must either be in the format acceptable by PROMAS or be converted to that format. See below.

Only payments that fully pay off the outstanding charges are automatically posted in the Batch mode. (The exception to this is if the switch /partialpay is entered in Setup, Processing Defaults. That will post partial payments if only one charge is unpaid.) Any others will show on the Payments Requiring Individual Processing tab and are handled through the regular Tenant Receipt function by clicking the Process Payment button. Each line item has a Status field that indicates the full amount of outstanding charges for the tenant.

Three tabs are available: All Payments; Payments Requiring Individual Processing; and Payments Not Requiring Individual Processing.

Import a File Created by Another Source

The batch receipt function can import a file that is in the format described below. Third party payment processing companies can provide payment files in the lockbox format for importing using the Batch Tenant Receipt function. Files received from outside sources can be copied to the PROMAS working directory or a separate folder. After processing the file, we suggest you rename it to prevent multiple imports.

The file format compatible with PROMAS:

Each record should have the format:

"yyyy-mm-dd","unit ID","amount","memo up to 40 characters","Tenant ID",CR/LF
or

"yyyy-mm-dd","unit ID","amount","memo up to 40 characters",CR/LF

- amount is in the format xxx.xx
- Tenant ID is optional
- 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 should be xxx.yyy where xxx represents any name and yyy is txt or csv or asc. The date can be mm/dd/yyyy or yyyy-mm-dd.

Rent Increase

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Rent Increase

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☐ Rent Increase Effective on Lease Anniversary
☒ Rent Increase Effective on Increase Date

Increase Date: 06/01/2015

Flat Increase:

Percentage Increase: ☒ Round to Dollar

Restrict to:

Limit To Category:

Help Compile Cancel

Rent Increase – Compile, Calculations

Rent Change Candidates

Word Document:

Mail Merge Action:

Date	Unit and Tenant	From	To	Actions
06/01/2015	CEDAR327: 327 Cedar Lane Tenant: ROSEMAN: Rita Roseman	\$690.00	\$700.00	☐ Skip Calculations
06/01/2015	CEDAR327: 327 Cedar Lane Tenant: BROWN T: Terry Brown	\$950.00	\$964.00	☐ Skip Calculations
06/01/2015	FAIR436: 436 Fairway Drive Tenant: BRUNO: Joseph P. Bruno	\$1,140.00		☐ Skip
06/01/2015	MAIN212: 212 Main Street Tenant: GURO: Edward & Maria			
06/01/2015	OAK2118: 2118 Oak Street Tenant: ROD: Jerry and Karyl Ro			

Help

All Selected Skipped

Calculations

07/01/2014	Lease Start Date
07/01/2015	Lease Anniversary
06/01/2015	Rent Increase Date
\$980.00	Rent on 05/31/2015
1.5	Percent Increase

\$14.70	Percentage Increase

\$980.00	Rent on 05/31/2015
\$14.70	Percentage Increase

\$994.70	New Rent on 06/01/2015
\$995.00	Round to Dollar

Rent Increases

This function, from the AR menu, lets you generate rent changes based on the parameters entered. When compiled and posted, the changes are entered as Rent Change line items in the Tenant Profile.

The rent increase can be effective either on the selected rent increase date or on the lease anniversary date (one year after the Lease Start Date).

The **Increase Date** is either the effective date or the starting point for the **Limit to Months** entry. The increase can be a **Flat Increase** amount or a **Percentage Increase** or a combination of both. The resultant increase can be marked as **Round to Dollar**.

There is a **Restrict to** field with eight restriction box selections. The increase can be **Limit to Category**.

When the list of candidates is compiled each candidate displays the **From** and **To** rent amounts. A calculations button displays the parameters used to determine the To amount. A candidate can be skipped if desired.

Five tabs are available to view subsets of the candidate list. A report of the candidates can be printed. Clicking the <Post> button will record the non-skipped rent changes in the Tenant Profile.

Processing Payments Procedure

Processing payments received - recommended procedure

1. Accumulate all the payments to be included on a single deposit slip
2. Run a tape total of amount received
3. Go to AR, Tenant Receipt or AR, Ledger Receipt
4. Enter the payment information, click New
5. Repeat for each receipt
6. When done, go to GL, Deposit Receipts
7. Verify the amount marked matches the total received
8. Print the deposit slip or print the report
9. Click Post to record the deposit
10. Take the deposit to the bank

Transaction History

Transaction History

- **Receivables**
 - Tenant
 - Receipt
- **Payables**
 - Invoice
 - Check
 - Vendor
- **General Ledger**
 - Owner
 - Bank
- **Maintenance**
 - Work Order



To get to any of the history functions:

- Click the appropriate button on the Taskbar
- Click the history button
- Make your selection

Objectives

Professional Landlord lets you work with history files containing transactions that were posted. The various history files include:

- AP - Invoice, Check and Vendor history

- AR - Tenant and Receipt history

- GL - General Ledger (owner, property, unit, management group)
and Bank history

- Maintenance - Work Order history

Not only can you find answers to questions posed by owners, management, vendors and tenants, but you can make changes deemed necessary. Depending on the status of a transaction you can edit, void, reverse, or NSF individual transactions and filter the entire set of transactions to find what you need. Actions that are available to all history functions are described at the beginning of this section. The actions that are specific to some history functions are described within the explanation of the first history having that action.

In addition, each history provides a logical filtering of the transactions so you can view that subset, e.g. in Tenant History there are page tabs for reviewing Unpaid Charges, All Charges, Receipts, Advance Payments, Deposits, and Open Credits. A single click on the 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 owners and other parties. Thus if the owner has a question about a line item on a statement, find the answer in General Ledger (Owner) History. If there is an inquiry about a past tenants payment record, the answer can be found in Tenant History.

Note: The first few pages will describe the action buttons common to all history functions (filter, edit, void); those that are specific to one (or some) will be described in the first history covered.

Tenant History Filter

The screenshot shows the 'Edit Filter' dialog box for Tenant History. On the left is a sidebar with navigation buttons: 'Profile Search' (selected), 'Internet Publishing', 'NTN', 'Profiles', 'AP', 'AR', 'GL', 'Maintenance', 'Reports', and 'Mailings'. The main area contains the following fields:

- Sort Order:** A dropdown menu set to 'Date Posted'.
- Posting Dates:** Two date pickers set to '01/01/2015' and '05/27/2015'.
- Due Dates:** Two empty date pickers.
- Charge:** A text field containing 'LATE FEE: Late Fee' with a small icon to its right.
- Amount:** A text field followed by a dropdown menu set to 'Equal To'.
- Memo Contains:** An empty text field.
- Filter Options:** A group box containing three checkboxes: 'Filter Active' (unchecked), 'Show if Voided' (unchecked), and 'Show if Not Voided' (checked).
- Buttons:** 'Help', 'Save', 'Clear', and 'Close' buttons at the bottom.

Invoice History Filter

The screenshot shows the 'Edit Filter' dialog box for Invoice History. The sidebar is identical to the previous dialog. The main area contains the following fields:

- Sort Order:** A dropdown menu set to 'Status and Date'.
- Invoice Dates:** Two date pickers set to '06/01/2014' and '12/31/2014'.
- Due Dates:** Two empty date pickers.
- Payee:** A text field containing 'GARCIA: Victor Garcia [Vendor]' with a small icon to its right.
- Payee Name:** A text field followed by a dropdown menu set to 'Contains'.
- Invoice Number:** A text field followed by a dropdown menu set to 'Contains'.
- Amount:** A text field followed by a dropdown menu set to 'Equal To'.
- Filter Options:** A group box containing three checkboxes: 'Filter Active' (unchecked), 'Show if Voided' (unchecked), and 'Show if Not Voided' (checked).
- Buttons:** 'Help', 'Save', 'Clear', and 'Close' buttons at the bottom.

Action Buttons

While viewing transactions in any of the history functions, the 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 – all histories

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.

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.

Tenant History – Edit Receipt

Edit Receipt

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 05/05/2015 Void Date: Receipt #: 250520IPLL

Unit: FAIR436: 436 Fairway Drive

Tenant:

Amount: \$1,165.00 Open Credits:

Memo: Check #3266

Comment:

Control: AR-251-PAYM

Status:

Entered: LYN: 05/20/2015, 8:16 am

Modified:

Date	Type	Description	Amount	Memo
05/05/2015	Tenant Receipt	Payment Received	\$1,165.00	Check #32
05/01/2015	Pay Charge	Rent	\$1,140.00	
05/01/2015	Pay Charge	Trash Removal	\$25.00	Reimburse

General Ledger

Deposit Slip

Help **Post** **Cancel**

Invoice History – Edit Invoice

Edit Invoice

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Invoice #: MAY 15, 2015 ☐ Hold ☐ Separate Check

Invoice Date: 05/15/2015 Void Date:

Due Date: 05/15/2015

Amount: \$50.00

Payee: Victor Garcia

Memo:

Priority: Normal

Comment:

Control: AP-140-INVC

Status:

Entered: LYN: 05/15/2015, 10:40 am

Modified:

Printed:

Discount (%):

Discount (\$):

Last Day:

Date	Type	Description	Amount	Unpaid	Memo
05/15/2015	Invoice	Invoice	\$50.00	\$50.00	
05/15/2015	Payable	Glass/Screens	\$50.00	\$50.00	

General Ledger

Change Billing Info

Release Invoice

Help **Post** **Cancel**

Edit Button – all histories

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.

Void a Receipt

Void Accounts Receivable Set

Profile Search: Void Date: 05/05/2015

Date	Type	Description	Amount	Memo
05/05/2015	Tenant Receipt	Payment Received	\$1,165.00	Check #32
05/05/2015	Pay Charge	Rent	\$1,140.00	Check #32
05/05/2015	Pay Charge	Trash Removal	\$25.00	Check #32

General Ledger

Help Post Cancel

Void a Check

Void Accounts Payable Set

Profile Search: Void Date: 04/21/2015

Date	Type	Description	Amount	Memo
04/21/2015	Check	Single Check	\$980.00	New furna
04/21/2015	Payment	Furnace	\$980.00	New furna

General Ledger

Help Post Cancel

Void – all histories

The effect of voiding a line item (transaction) depends on what history you are viewing. In Tenant, 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. Double click in the Void Date field to fill in the Posting date.

When a line item is voided, all transactions that were associated with it are also voided. Thus if you void a tenant receipt, any money going to the owner to pay off charges is also voided. If you void a consolidated check containing several invoices, all line items are voided, the money reverts back to the owner and the invoices are reinstated as unpaid invoices.

Example 1 - You charge a tenant for a late fee and then later decide it was unjustified. Voiding the charge in Tenant 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 Tenant History, Charges tab.

Example 2 - You posted and printed a check and before sending the owner a statement, determined the charge was against another owner. In this case you want to eliminate the line item in owner A's ledger and record it in owner B's ledger. You don't want owner A's statement to show the error. If it was posted as an Invoice Check, find the invoice in Invoice History, click Edit. Then highlight the line item. A button will be available – Change Billing Info. Clicking it will allow you to change the Bill To or the Bill Code. Clicking Post will change the check as well. If it was posted as a Single Check, +void the check in either GL History or Check History by highlighting the line item, click Void, double click in the void date field to enter the same date as the posting date and click Post. This will remove the line item from owner A's ledger. (Since there is nothing wrong with the check itself, go to AP, Single Check and record a handwritten check to the same vendor, for the same amount, for the same bill code, for the same date, but to the correct Bill To (owner)).

Example 3 - Suppose you post a vendor check to an owner'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 owner's ledger with a January date (the owner's ledger will be credited with the check amount in January). The original check will still display in the owner'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.

Tenant History – Unpaid Charges tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History

Profile Search

Unit CEDAR327: 327 Cedar Lane

Tenant ROSEMAN: Rita Roseman

Balance \$690.00 Unpaid Charges \$690.00

Deposits \$690.00 Advance Payments

Open Credits

Current \$690.00

30 Days

60 Days

90 Days

Not Yet Due

Total \$690.00

Posted	Description	Amount	Due Date	Paid	Remaining	Memo
05/01/2015	Rent	\$690.00	05/01/2015		\$690.00	

☐ Enable Filter
 Filter
 Edit
 Dispute
 Reverse
 Void NSF
 General Ledger

1. Unpaid Charges / 2. Charges / 3. Receipts / 4. Advance Payments / 5. Deposits / 6. Open Credits / 7. Deposit History

Undock Help Close

AR - Tenant History

Tenant history contains each tenant's transactions in date sequence. There are seven tabs for reviewing subsets of the transactions. The transactions can be retrieved by choosing the unit or the tenant. If you choose the unit first, the choices in the tenant Find List will be only those tenants in that unit.

Summary boxes show the status of a tenant's account.

Balance – the amount due if positive; the amount overpaid/prepaid if negative

Deposits – the amount being held as security deposit. It consists of charges paid that had "Use to Track Deposits" marked in Setup, Charge Codes

Unpaid Charges – the net of all unpaid charges

Advance Payments – payments that were marked as advance payments for future charges that have not yet been reduced by that charge

Open Credits:

- Deposits released but not yet disbursed
- Payments received but not yet earmarked for any particular charge
- Other adjustments that add amounts to the tenant balance

Unpaid Charges tab

The unpaid charges for the tenant 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. If partially paid off, the remaining portion of the charge cannot be voided but you can **Reverse** it.

Reverse Button

This will create an offsetting transaction for the unpaid portion of the charge. Use this when you want the offset to show on a tenant statement. After reversing you may want to edit the reverse transaction and enter a memo to explain the circumstances.

Tenant History – Charges tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History

Profile Search

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman

Balance: \$690.00 Unpaid Charges: \$690.00

Deposits: \$690.00 Advance Payments: \$690.00

Open Credits: \$690.00

Current: \$690.00

30 Days: \$690.00

60 Days: \$690.00

90 Days: \$690.00

Not Yet Due: \$690.00

Total: \$690.00

Posted	Description	Amount	Due Date	Paid	Remaining	Memo
07/31/2014	Security Deposit	\$690.00	07/31/2014	\$690.00		
12/01/2014	Rent	\$690.00	12/01/2014	\$690.00		
12/07/2014	Late Fee	\$25.00	12/07/2014	\$25.00		
01/01/2015	Rent	\$690.00	01/01/2015	\$690.00		
01/08/2015	Late Fee	\$25.00	01/08/2015	\$25.00		
02/01/2015	Rent	\$690.00	02/01/2015	\$690.00		
03/01/2015	Rent	\$690.00	03/01/2015	\$690.00		
03/07/2015	Late Fee	\$25.00	03/07/2015	\$25.00		
04/01/2015	Rent	\$690.00	04/01/2015	\$690.00		
04/07/2015	Late Fee	\$25.00	04/07/2015	\$25.00		
05/01/2015	Rent	\$690.00	05/01/2015		\$690.00	

1. Unpaid Charges 2. Charges 3. Receipts 4. Advance Payments 5. Deposits 6. Open Credits 7. Deposit History

Undock Help Close

General Ledger

Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

Tenant History – Edit Charge

Edit Charge

Profile Search

Date: 04/01/2015 Void Date: 15

Due By: 04/01/2015 15

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman

Charge: RENT: Rent

Amount: \$690.00 Amount Paid: \$690.00

Memo:

Comment:

☐ Disputed

☒ Deposit

☒ Taxable

☒ Pay Management Group

Control: AR-225-RENT

Status:

Entered: LYN: 05/06/2001, 3:36 pm

Modified:

Type	Post Date	Amount	Memo
Pay Charge	05/04/2015	\$690.00	Check #1438

General Ledger

Show Fees

Payoff

Help Post Cancel

Charges tab

A history of all charges for the selected tenant is displayed in date sequence, with payoff information. Those charges with an amount remaining also appear on the Unpaid Charges tab.

Edit Charge

The edit charge screen shows details about the charge and lets you add a memo, change the amount of the charge, change the posting and due by dates and void the charge.

Checkboxes

Deposit - If this checkbox is marked the Charge Code is set to Use to Track Deposits.

Taxable - If this checkbox is marked the Charge Code is set to Taxable and any tax amount assigned by the Rate Table will also be charged.

Pay Management Group - If this checkbox is marked the charge is payable to the management group rather than the owner or property.

Disputed - Marking a charge as disputed causes it to be ignored during the receipt process. The due date is changed to "Disputed."

General Ledger History Button

Click on this button to see all the transactions posted to the general ledger as a result of that transaction.

Show Fees Button

Click on this button to see the fees associated with the highlighted line item. Charges that are subject to management fees are defined in Setup, Charge Codes. When the charge is posted, the fee per the Management Fee profile assigned to the unit at the time the charge is posted will be associated with the charge. When payment is received the charge will be paid down and the management fee taken.

Payoff Button

Click on this button to see the transactions posted to the general ledger with a breakdown of how this charge was paid off.

Tenant History – Receipts tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History

Profile Search

Internet Publishing

NTN

All Tasks

Tenant Receipt

Charge Tenant

Security Deposit Receipt

Tenant Move Out

Adjust Open Credits

General Ledger History

Tenant Statements

Tenant Letters

Notes

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman

Balance: \$690.00 Unpaid Charges: \$690.00

Deposits: \$690.00 Advance Payments: \$690.00

Open Credits: \$690.00

Current: \$690.00

30 Days: \$690.00

60 Days: \$690.00

90 Days: \$690.00

Not Yet Due: \$690.00

Total: \$690.00

Posted	Description	Amount	Open Credits	Memo
07/31/2014	Payment Received	\$690.00		Check # 519
12/09/2014	Payment Received	\$715.00		Check #526
01/12/2015	Payment Received	\$715.00		
02/07/2015	Payment Received	\$690.00		
03/17/2015	Payment Received	\$715.00		
05/04/2015	Payment Received	\$715.00		Check #1438

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

1. Unpaid Charges 2. Charges 3. Receipts 4. Advance Payments 5. Deposits 6. Open Credits 7. Deposit History

Help Close

Tenant History – Edit Receipt

Edit Receipt

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 05/04/2015 Void Date: Receipt #: 250520IQNG

Unit: CEDAR327: 327 Cedar Lane

Tenant: ☐ Currency

Amount: \$715.00 Open Credits: \$690.00

Memo: Check #1438

Comment: Control: AR-258-PAYM

Status: Entered: LYN: 05/20/2015, 8:17 am

Modified: General Ledger

Date	Type	Description	Amount	Memo
05/04/2015	Tenant Receipt	Payment Received	\$715.00	Check #14
04/01/2015	Pay Charge	Rent	\$690.00	
04/07/2015	Pay Charge	Late Fee	\$25.00	

Help Post Cancel

Receipts tab

A history of all receipts from the tenant 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 button while editing a receipt.

NSF transactions are posted by finding the receipt here or in Receipt History.

Edit Receipt

The Edit Receipt screen shows details about the receipt - the amount of the payment and the charge(s) it paid off.

Receipt # - This is a unique, randomly generated number for each receipt posted. It can be changed.

Checkboxes

Currency - If this checkbox is marked, the receipt was designated as currency when it was posted.

The Type field indicates the type of charge the receipt paid off.

Pay Charge - paid off a previously entered charge

Charge and Pay - paid off a new charge entered with the receipt

New Deposit - paid off a charge posted through the Security Deposit Receipt function

Deposit Slip Button

If this button is active, the receipt is on a deposit slip already posted to the bank account. Clicking this button will bring up the Deposit Slip screen with all the receipts on that deposit slip. If it is muted the receipt is awaiting deposit. A receipt on a deposit slip cannot be voided directly - it can be NSF'ed or the deposit slip can be edited - using the **Void and Replace Highlighted Receipt** button - to take the receipt off the deposit slip.

NSF Transaction Button

The screenshot shows a software window titled "NSF Receipt". On the left is a vertical menu with buttons: "Profile Search", "Internet Publishing" (with a globe icon), "NTN" (with an NTN logo), "Profiles", "AP", "AR", "GL", "Maintenance", "Reports", and "Mailings". The main area contains the following fields:

- Date:** 05/27/2015
- Date Received:** 05/04/2015
- Amount Received:** \$400.00
- Received From:** SPOTZ: Robert Spotz
- Bank:** CHECKING: Bank Account Checking
- Bank Fee:** (empty field)
- NSF Fee:** \$50.00
- Memo:** NSF check received 05/04/2015
- Comment:** (empty text area)

At the bottom of the window are three buttons: "Help", "Post", and "Cancel".

NSF Button

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 tenant ledger and a bank charge to the bank account as necessary.

When posted, the NSF undoes everything that was recorded when the payment was received. It will:

- take the rent from the ledger
- take the management fee from the Management Group
- return the management fee to the ledger
- reinstate the charge to the tenant
- charge the tenant any NSF fee
- charge the bank account and management group any bank fees

When the payment is initially received the description is "Payment Received." When that transaction is NSF'd the description is changed to "NSF Check Received" and the offsetting transaction "NSF Check Returned" is posted.

Note: There is a procedure in Help if you need to void a receipt that was processed as an NSF or undo the NSF.

Advance Payments tab

The status of any advance payment is viewable.

Tenant History

Profile Search

Unit: WB203: Willow Brooke Unit 203

Tenant: SCHRADER: Phyllis Schrader

Balance: (\$1,150.00) Unpaid Charges:

Deposits: \$1,150.00 Advance Payments: \$1,150.00

Open Credits:

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

Posted	Description	Amount	Memo
04/27/2015	Rent	\$1,150.00	

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

1. Unpaid Charges 2. Charges 3. Receipts 4. Advance Payments 5. Deposits 6. Open Credits 7. Deposit History

Help Close

Deposits tab

A history of active security deposit transactions can be found at this tab.

Tenant History

Profile Search

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Balance:

Deposits: \$1,325.00 Unpaid Charges:

Advance Payments:

Open Credits:

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

Posted	Description	Amount	Memo
02/28/2014	Security Deposit	\$1,125.00	
02/28/2014	Pet Deposit	\$200.00	

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

1. Unpaid Charges 2. Charges 3. Receipts 4. Advance Payments 5. Deposits 6. Open Credits 7. Deposit History

Help Close

Open Credits tab

A history of open credit transactions can be viewed on this tab.

The screenshot shows the 'Open Credits' tab selected in the 'Tenant History' window. The window title is 'Tenant History'. The left sidebar contains a 'Profile Search' section with icons for 'Internet Publishing' and 'NTN', and a list of tasks: 'All Tasks', 'Tenant Receipt', 'Charge Tenant', 'Security Deposit Receipt', 'Tenant Move Out', 'Adjust Open Credits', 'General Ledger History', 'Tenant Statements', 'Tenant Letters', and 'Notes'. The main area displays tenant information for 'Unit OAK2118: 2118 Oak Street' and 'Tenant ROD: Jerry and Karyl Rodriguez'. Below this are fields for 'Balance', 'Deposits', 'Unpaid Charges', 'Advance Payments', and 'Open Credits', each with a blue input box. To the right, a summary section shows 'Current', '30 Days', '60 Days', '90 Days', 'Not Yet Due', and 'Total' with corresponding blue input boxes. The central table shows a history of transactions:

Posted	Description	Amount	Open Credits	Memo
05/27/2015	Deposit Released	\$980.00	\$980.00	
05/27/2015	Apply Open Credits		(\$97.50)	
05/27/2015	Refund Check	\$882.50	(\$882.50)	

At the bottom, there is a tabbed interface with options: '1. Unpaid Charges', '2. Charges', '3. Receipts', '4. Advance Payments', '5. Deposits', '6. Open Credits' (selected), and '7. Deposit History'. A 'Help' button is on the left and a 'Close' button is on the right.

Deposit History tab

A history of deposit activity can be found at this tab.

The screenshot shows the 'Deposit History' tab selected in the 'Tenant History' window. The layout is identical to the previous screenshot, but the central table displays deposit activity:

Posted	Description	Amount	Remaining	Memo
06/30/2014	Security Deposit	\$980.00		
05/27/2015	Deposit Released	\$980.00		

The bottom tabbed interface shows the same options, with '6. Open Credits' still selected. The 'Help' and 'Close' buttons remain at the bottom.

AR – Receipt History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Receipt History

Profile Search

Internet Publishing

NTN

All Tasks

Bank Account History

Deposit Receipts

Post Date	Payer	Amount	Bank Account	Ref	Memo
04/04/2015	SPOTZ: Robert Spotz	\$400.00	CHECKING: Bank Acc	070519SWKT	
04/04/2015	SPOTZ: Robert Spotz	\$555.00	CHECKING: Bank Acc	070519SWNM	
04/04/2015	STIEFFEL: Thomas J. Stieffel	\$2,325.00	CHECKING: Bank Acc	070519SWQX	
04/07/2015	BRUNO: Joseph P. Bruno	\$25.00	CHECKING: Bank Acc	070519SYCZ	
04/17/2015	ROSEMAN: Rita Roseman	\$715.00	CHECKING: Bank Acc	070519SXII	
05/02/2015	GURO: Edward & Marianne Guro	\$950.00	CHECKING: Bank Acc	070718LHJP	Check # 2431
05/02/2015	SPOTZ: Robert Spotz	\$400.00	CHECKING: Bank Acc	070718LHQF	
05/02/2015	SPOTZ: Robert Spotz	\$555.00	CHECKING: Bank Acc	070718LHWR	
05/02/2015	ROD: Jerry and Karyl Rodriguez	\$980.00	CHECKING: Bank Acc	070718LHZH	Check # 543
05/06/2015	SCHRADER: Phyllis Schrader	\$1,150.00	CHECKING: Bank Acc	070919KVSI	
05/08/2015	BRUNO: Joseph P. Bruno	\$1,150.00	CHECKING: Bank Acc	070919KVNE	
05/31/2015	GOLDEN: Harrison S. Golden	\$1,000.00	CHECKING: Bank Acc	110131LHNP	Furnace replacement

1 2 3

Post Date	Description	Amount	Memo
05/08/2015	Payment Received	\$1,150.00	
05/08/2015	Rent	\$1,125.00	
05/08/2015	Trash Removal	\$25.00	

1 Receipts / 2 NSF Receipts

Undock Help Close

☐ Enable Filter

Filter

Edit

Void

NSF

General Ledger

Receipt History – NSF Receipts

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Receipt History

Profile Search

Internet Publishing

NTN

All Tasks

Bank Account History

Deposit Receipts

Post Date	Payer	Amount	Bank Account	Ref	Memo
05/04/2015	SPOTZ: Robert Spotz	\$400.00	CHECKING: Bank Acc	250520IQTX	Check #921

1 2 3

Post Date	Description	Amount	Memo
05/04/2015	NSF Check Received	\$400.00	Check #921
06/03/2015	NSF Check Returned	(\$400.00)	NSF check received 05/04/2015

1 Receipts / 2 NSF Receipts

Help Close

☐ Enable Filter

Filter

Edit

Void

NSF

General Ledger

AR - Receipt History

This function contains all the receipts (Tenant, Ledger, Security Deposit) that have been posted. Use this history when you don't know the tenant or you are looking for a ledger receipt.

Receipts tab

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, and any memo entered on the transaction.

The highlighted transaction displays disbursement information in the bottom block. The description indicates what Charge ID was credited and the amount shows how much was credited to that particular Charge ID and in turn the related account code.

NSF Receipts tab

The NSF receipts tab shows all NSF transactions. The NSF function will post the transactions necessary to offset a receipt that was returned for insufficient funds (see NSF button on page 197).

NSF Button

NSF transactions can be posted using either Receipt History or Tenant History. If a tenant check bounces, the most convenient history to use for the NSF is Tenant History. If an owner check bounces, use Receipt History.

AP – Invoice History – Unpaid Invoices

Invoice History

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
04/18/2015	C23477	Victor Garcia [Vendor]	\$37.80	\$37.80	Replace filter
05/09/2015	C23476	Victor Garcia [Vendor]	\$67.28	\$67.28	Window broken by falling tree limb
05/15/2015	MAY 15, 2015	Victor Garcia [Vendor]	\$50.00	\$22.50	

☐ Enable Filter
 Filter
 Edit
 Void
 General Ledger
 Copy Invoice
 Edit Check

Type	Payer	Bill Code	Amount	Memo
Payable	WB201: Willow Brooke 201	Glass/Screens	\$50.00	

Date	Check	Amount	Printed	Memo
05/16/2015		\$27.50		

1. Unpaid Invoices / 2. Paid Invoices / 3. Unpaid Credit Memos / 4. Paid Credit Memos

Help Close

AP Invoice History – Paid Invoices

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Invoice History

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
01/04/2015	HJ38229	Victor Garcia [Vendor]	\$52.77		
01/04/2015	84228	Victor Garcia [Vendor]	\$45.00		
01/11/2015	91G39	Lawn Doctor [Vendor]	\$48.83		
02/01/2015	932AAA	Victor Garcia [Vendor]	\$89.90		
02/01/2015	53221	Randy's Roofing [Vendor]	\$37.45		
02/01/2015	732776A	Callaghans Exterminators [Vendor]	\$75.00		
03/03/2015	RR593321	Randy's Roofing [Vendor]	\$379.87		replace shingles over front stoop

☐ Enable Filter
 Filter
 Edit
 Void
 General Ledger
 Copy Invoice
 Edit Check

Type	Payer	Bill Code	Amount	Memo
Payable	CEDAR327: 327 Cedar Lane	Roof/Gutters/Chimney	\$379.87	

Date	Check	Amount	Printed	Memo
03/08/2015	1731	\$379.87	05/19/1997 5:23 PM	replace shingles over front stoop

1. Unpaid Invoices / 2. Paid Invoices / 3. Unpaid Credit Memos / 4. Paid Credit Memos

Help Close

AP - Invoice History

Invoice History contains information about all the invoices and credit memos posted in the system. Four tabs of information are available:

Unpaid Invoices, Paid Invoices, Unpaid Credit Memos, All Credit Memos. Detailed information is available for each line item. Line items are sorted by date.

Unpaid Invoices tab

This displays all the unpaid invoices currently in the system. If a check that was generated from an invoice is voided, the invoice is returned to an unpaid status.

Paid Invoices tab

This displays all the paid invoices entered in the system.

There are three sections of detail information because an invoice may contain several line items affecting different owners or units. 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 how the invoice line items were paid for.

Top Section

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 Section

Payer – which ledger account was or will be debited for the invoice line item

Bill Code – the payable code assigned to the invoice line item

Amount – the amount the ledger account will be or was debited

Memo – the memo on the invoice line item

Bottom Section

Date – The day a payment was made

Check – The check number used to pay off the invoice

Amount/Printed – The amount paid and the date printed

AP – Invoice History - Edit Screen

Edit Invoice

Invoice # MAY 15, 2015 ☐ Hold ☐ Separate Check Control AP-140-INVC

Invoice Date 05/15/2015 Status

Due Date 05/15/2015 Void Date Entered LYN: 05/15/2015, 10:40 am

Amount \$50.00 Modified

Payee Victor Garcia Printed

Memo Discount (%)

Priority Normal Discount (\$)

Comment Last Day

Date	Type	Description	Amount	Unpaid	Memo
05/15/2015	Invoice	Invoice	\$50.00	\$22.50	
05/15/2015	Payable	Glass/Screens	\$50.00	\$22.50	

General Ledger

Change Billing Info

Release Invoice

Help Post Cancel

Considerations when “Changing Billing Info”

Owner Statement

If the owner has gotten a statement with the incorrect transaction, following the procedure above may result in a difference between last month's closing statement balance and this month's opening statement balance, when the "Bill to" is changed to a different ledger. Whenever this is the situation, we suggest your enter a note to append to each owner's next statement explaining the circumstances.

Ledger Balance

If, as a result of the correction, the ledger balance drops below \$0, you should do whatever is required by your state regulating agency.

Edit Check Button

Clicking on this button will bring up the Edit Check screen of the check that paid off the highlighted invoice. Changes can be made to unprotected fields, including the check number.

Copy Invoice Button

This button will open the invoice screen and fill in all the information from the highlighted invoice. Make any changes, then Post.

Release Invoice Button

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 an invoice is posted to the wrong owner, unit or property, or using the wrong bill code, and you don't discover it until the check has been printed, or if the invoice has multiple line items and voiding it is too much trouble, follow the steps below.

- Go into Invoice History and use the <Filter> button to find the invoice.
- With it highlighted, click on <Edit>.
- Find the line item that is wrong and highlight it.
- On the right, a <Change Billing Info> button will display. Click on it.
- That will bring up a screen that allows you to change the Bill To and/or the Bill Code. Then <Post>.

AP – Check History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Check History

Profile Search

Internet Publishing

NTN

All Tasks

Print Checks

Check	Post Date	Printed	Payee	Amount	Memo
1706	02/10/2015	05/19/1997	Callaghans Exterminators	\$75.00	
1707	02/01/2015	05/19/1997	Minuteman Trust	\$793.46	Account# W74-62-98
1708	02/13/2015	05/19/1997	Randy's Roofing	\$37.45	
1709	02/13/2015	05/19/1997	Victor Garcia	\$89.90	
1710	02/18/2015	05/19/1997	Peachtree National	\$376.53	Account 24116 Cheek,CW
1711	02/18/2015	05/19/1997	Charles W. Harris	\$376.53	
1712	02/18/2015	05/19/1997	David & Judy Fiscella	\$376.53	
1713	02/18/2015	05/19/1997	Donald S. Schenk	\$1,742.50	
1714	02/18/2015	05/19/1997	Oceanside Bank	\$866.87	Account W237-94-321 FLCLAYTON
1715	02/18/2015	05/19/1997	Patriot Bank	\$953.21	Account #W221-C2312
1716	02/18/2015	05/19/1997	James J. Porach	\$376.53	
1717	01/16/2015	05/19/1997	Maple Management	\$826.07	
1718	02/10/2015	05/19/1997	Maple Management	\$416.07	

Ref	Payer	Amount	Discount	Memo
732776A	WB203: Willow Brooke Unit	\$25.00		
732776A	WB202: Willow Brooke Unit	\$25.00		
732776A	WB201: Willow Brooke 201	\$25.00		

☐ Enable Filter
 Filter
 Edit
 Void
 Reprint Check
 Reprint Range
 General Ledger

1 All Checks 2 Unprinted Checks 3 Destroyed Checks 4 ACH Transfers

Undo Help Close

AP Check History

This function provides a way to view and edit check transactions. Detailed information about each check is displayed. The transactions are listed in check number sequence. Using the Filter you can change the sort sequence. Four tabs can be viewed: All Checks, Unprinted Checks, and Destroyed Checks, ACH Transfers.

While viewing transactions in any of the folders, the action buttons on the right are active if applicable to that tab. The action buttons are: Filter, Edit, Void, Reprint Check, General Ledger.

The top section of the history screen has one line item for each check while the bottom section 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 invoice line items from different payers (owner, property, unit, management group) may combine 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 ledger accounts involved in making up the check amount.

Top Section

Check – the check number

Post Date – the posting date of the transaction

Printed – the date the check was printed

Payee – to whom the check was paid

Amount - the sum of the line items on the check

Memo - any memo on the check transaction

Bank – the bank account the check was drawn from

Bottom Section

Ref - any reference # put on the transaction

Payer - the ledger that was debited (e.g. owner, property, management group)

Amount - the amount debited from the above ledger

Discount - any discount that was applied

Memo - any memo on the line item transaction

Reprint Check Button

Clicking on this button will remove the check Printed date and put the check back in the AP, Print Checks function so that you can print it again. It will show on the Unprinted Checks tab also.

Reprint Range Button

Use this button to mark a range of checks needing to be reprinted. A warning screen will display if more than 10 checks are involved.

AP – Check History - Unprinted

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Check History

Profile Search

Internet Publishing

NTN

All Tasks

Print Checks

Check	Post Date	Printed	Payee	Amount	Memo
	05/16/2015		Victor Garcia	\$27.50	
	05/19/2015		PROMAS Demonstration Package	\$400.00	

Ref	Payer	Amount	Discount	Memo
MAY 19, 2015	GOLDEN: Harrison S. Golden	\$400.00		

1 All Checks / 2 Unprinted Checks / 3 Destroyed Checks / 4 ACH Transfers

Help Close

Enable Filter
Filter
Edit
Void
Reprint Check
Reprint Range
General Ledger

AP – Check History – Void check

Void Accounts Payable Set

Void Date 04/21/2015

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

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Mailings

Date	Type	Description	Amount	Memo
04/21/2015	Check	Single Check	\$980.00	New furna
04/21/2015	Payment	Furnace	\$980.00	New furna

General Ledger

Help Post Cancel

All Checks Tab

This folder displays all check transactions that have been posted.

Unprinted Checks Tab

This folder displays all check transactions that have been posted but not printed. These transactions can be found in AP, Print Checks waiting to be printed.

Destroyed Checks Tab

This folder displays those checks entered through the AP, Destroyed Checks function. In addition, if you asked the system to post voided checks as destroyed checks (Setup, Processing Defaults, Database tab) those transactions will also show here.

ACH Transfers tab

This folder displays all ACH transactions that have been posted.

Note: voiding one transaction will result in voiding all transactions in that batch. See the Help on voiding an ACH.

AP – Vendor History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Vendor History

Profile Search

Internet Publishing

NTN

All Tasks

Invoice

Vendor: GARCIA: Victor Garcia

Current: \$89.78

30 Days: \$37.80

60 Days:

90 Days:

Not Yet Due:

Total: \$127.58

Posted	Reference	Description	Amount	Paid	Remaining	Due Date	Me
12/14/2014	CK# 1688	Invoice Check	\$189.37			12/14/2014	
01/15/2015	CK# 1697	Invoice Check	\$52.77			01/15/2015	
01/15/2015	CK# 1698	Invoice Check	\$45.00			01/15/2015	
02/13/2015	CK# 1709	Invoice Check	\$89.90			02/01/2015	
05/16/2015	CK# N/A	Invoice Check	\$27.50			05/16/2015	

Payments This Year: \$215.17

Payments Last Year: \$189.37

Enable Filter

Filter

Edit

Void

General Ledger

1 Payments / 2 Unpaid Invoices / 3 Unapplied Credit Memos / 4 Invoices / 5 Credit Memos / 6 Adjustments

Undo Help Close

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 Payments This Year amount is used to prepare vendor 1099's. Adjustments to this amount to accurately reflect the vendor's yearly payments can be made in AP, Adjust Vendor Payments. The upper right displays an aging summary of the Unpaid Invoices.

GL History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Single Check

Transfer Check

Owner Statements

Notes

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$1,432.28 Payables: \$67.28 Assets: Cash: \$1,282.28 Receivables: \$690.00 Liabilities: \$250.00 Escrow: \$2,415.00 Deposits: \$2,015.00 Reserve: Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
04/08/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/08/2015	Management Fee	\$120.94		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/19/2015	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/19/2015	Mortgage Payment	\$793.46		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/20/2015	Cash Distribution	\$116.10			GOLDEN: Harrison
04/21/2015	Furnace	\$980.00		CEDAR327: 327 Cedar Lane	CEDAR327: 327
04/30/2015	Void: Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane	
05/03/2015	Void: Cash Contribution	\$1,000.00		CEDAR327: 327 Cedar Lane	
05/04/2015	Rent		\$690.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita f
05/04/2015	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita f
05/05/2015	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/15/2015	Cash Contribution		\$1,000.00		
05/27/2015	Cash Distribution	\$1,238.97			GOLDEN: Harrison

1. Revenue & Expenses 2. All Accounts 3. Open Credits 4. Accounts Receivable 5. Accounts Payable

Help Close

All transactions that affect the ledger balances are available for viewing. Neither tenant charges nor unpaid invoices nor open work orders have any affect on the ledger balance, therefore they are not included in the list of transactions available for viewing. Editing or voiding a transaction in GL History is the same as voiding it in Receipt or Check History.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Single Check

Transfer Check

Owner Statements

Notes

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$1,432.28 Payables: \$67.28 Assets: Cash: \$1,282.28 Receivables: \$690.00 Liabilities: \$250.00 Escrow: \$2,415.00 Deposits: \$2,015.00 Reserve: Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
05/05/2015	Bank Account Checking	\$1,165.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Bank Account Checking		\$99.75	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/15/2015	Bank Account Checking	\$1,000.00			
05/15/2015	Cash Contribution		\$1,000.00		
05/19/2015	Bank Account Escrow	\$400.00			
05/19/2015	Security Deposit Transfer		\$400.00		
05/19/2015	Security Deposit Transfer	\$400.00			GOLDEN: Harrison
05/19/2015	Bank Account Checking		\$400.00		GOLDEN: Harrison
05/20/2015	Bank Account Checking	\$250.00		CEDAR327: 327 Cedar Lane	BROWN T: Terry
05/20/2015	Tenant Open Credits		\$250.00	CEDAR327: 327 Cedar Lane	BROWN T: Terry
05/27/2015	Cash Distribution	\$1,238.97			GOLDEN: Harrison
05/27/2015	Bank Account Checking		\$1,238.97		GOLDEN: Harrison

1. Revenue & Expenses 2. All Accounts 3. Open Credits 4. Accounts Receivable 5. Accounts Payable

Help Close

GL History

The general ledger history lets you review any ledger (owner, property, management group) transactions. 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 ledgers. Ledgers are maintained for the owners, property, and management groups. Unit specific transactions can be viewed as a subset of the owner and property ledgers.

Transactions posted as journal entries post directly into the general ledger as they are entered. Transactions from accounts receivable can generate a number of entries in the general ledger based on whether or not management fees are involved. The rules for generating general ledger transactions from an AR entry come from the posting tables and the charge codes. Those generated as the result of AP transactions are based on the Posting Table and the Bill Codes.

Select from either the **Ledger** field or the **Unit** field. Use the restriction box to limit the ledger selection. Mark the **Show Only Transactions for This Unit** checkbox if you only want to see the transactions for the selected unit. If you select the ledger field then the unit field choices are only those belonging to that owner/property.

When a line item (transaction) is voided, the Void Date relative to the Posting Date determines whether an offsetting transaction is added to the transaction list (Void Date and Posting Date are different) or whether the original is “erased” from the list (Void Date and Posting Date are the same).

Revenue & Expenses Tab

The revenue and expense tab shows only those transactions that are income, expense, or equity accounts.

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 researching a suspected problem.

Transactions that one might expect to show in Revenue and Expense could be found on the All Accounts tab if the account code used (by mistake) was an asset or liability account type.

Transactions that are accrual based will show in the All Accounts tab. Examples are security deposit transfers, checks written from open credits and for bill codes that are pointing to current liability account types.

General Ledger History – Open Credits tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$759.54 Payables: \$67.28 Assets: Cash: \$3,619.54 Receivables: \$690.00 Liabilities: \$845.00 Escrow: Deposits: \$2,015.00 Reserve: Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Soi
04/15/15	Tenant Open Credits		\$45.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Rec
06/15/15	Tenant Open Credits		\$500.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
06/15/15	Tenant Open Credits	\$500.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec

1 Revenue & Expenses 2 All Accounts 3 Open Credits 4 Accounts Receivable 5 Accounts Payable

Help Close

General Ledger History – Accounts Receivable tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$759.54 Payables: \$67.28 Assets: Cash: \$3,619.54 Receivables: \$690.00 Liabilities: \$845.00 Escrow: Deposits: \$2,015.00 Reserve: Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Soi
03/07/15	Accounts Receivable		\$690.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Rec
04/01/15	Accounts Receivable	\$1,125.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
04/01/15	Accounts Receivable	\$690.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Rec
04/01/15	Accounts Receivable	\$25.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
04/01/15	Accounts Receivable		\$1,125.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
04/07/15	Accounts Receivable		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
04/17/15	Accounts Receivable		\$690.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Rec
05/01/15	Accounts Receivable	\$1,125.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
05/01/15	Accounts Receivable	\$690.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita Roseman	Rec
05/01/15	Accounts Receivable	\$25.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
05/08/15	Accounts Receivable		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
05/08/15	Accounts Receivable		\$1,125.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
06/15/15	Accounts Receivable	\$475.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
06/15/15	Accounts Receivable	\$25.00		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
06/15/15	Accounts Receivable		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec
06/15/15	Accounts Receivable		\$475.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Rec

1 Revenue & Expenses 2 All Accounts 3 Open Credits 4 Accounts Receivable 5 Accounts Payable

Help Close

General Ledger History – Accounts Payable tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$759.54 Payables: \$67.28 Assets: Cash: \$3,619.54 Receivables: \$690.00 Liabilities: \$845.00 Escrow: Deposits: \$2,015.00 Reserve: Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee	Soi
01/08/15	Accounts Payable		\$54.20	FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay
01/11/15	Accounts Payable		\$68.43	FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay
01/14/15	Accounts Payable	\$54.20		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay
01/14/15	Accounts Payable	\$66.74		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
01/14/15	Accounts Payable	\$68.43		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay
02/04/15	Accounts Payable		\$52.77	FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Pay
02/11/15	Accounts Payable		\$48.83	CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
02/15/15	Accounts Payable	\$48.83		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
03/01/15	Accounts Payable	\$52.77		FAIR436: 436 Fairway Drive	BRUNO: Joseph P. Bruno	Pay
03/01/15	Accounts Payable		\$89.90	CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
03/13/15	Accounts Payable	\$37.45		FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay
03/13/15	Accounts Payable	\$89.90		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
04/03/15	Accounts Payable		\$379.87	CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
04/08/15	Accounts Payable	\$379.87		CEDAR327: 327 Cedar Lane	CEDAR327: 327 Cedar Lane	Pay
05/20/15	Accounts Payable		\$67.28	FAIR436: 436 Fairway Drive	FAIR436: 436 Fairway Drive	Pay

1 Revenue & Expenses 2 All Accounts 3 Open Credits 4 Accounts Receivable 5 Accounts Payable

Help Close

Open Credits tab

This tab will show all the transactions that have been posted to tenant open credits.

Accounts Receivable tab

This tab will show all the transactions that have been posted to Accounts Receivable. Because Accounts Receivable is an accrual account, you must mark the Accrual Button or the Modified Cash button to see the transactions.

Accounts Payable tab

This tab will show all the transactions that have been posted to Accounts Payable. Because Accounts Payable is an accrual account, you must mark the Accrual Button to see the transactions.

GL History – Summary Boxes

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Single Check

Transfer Check

Owner Statements

Notes

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$1,432.28 Payables: \$67.28 Assets: Cash: \$250.00

Cash: \$1,282.28 Receivables: \$690.00 Liabilities: Reserve: \$2,015.00

Escrow: \$2,415.00 Deposits: \$2,015.00

☒ Cash ☐ Accrual ☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
04/08/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/08/2015	Management Fee	\$120.94		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/19/2015	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/19/2015	Mortgage Payment	\$793.46		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/20/2015	Cash Distribution	\$116.10			GOLDEN: Harrison
04/21/2015	Furnace	\$980.00		CEDAR327: 327 Cedar Lane	CEDAR327: 327
04/30/2015	Void: Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane	
05/03/2015	Void: Cash Contribution	\$1,000.00		CEDAR327: 327 Cedar Lane	
05/04/2015	Rent		\$690.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita F
05/04/2015	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita F
05/05/2015	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/15/2015	Cash Contribution		\$1,000.00		
05/27/2015	Cash Distribution	\$1,238.97			GOLDEN: Harrison

1. Revenue & Expenses 2. All Accounts 3. Open Credits 4. Accounts Receivable 5. Accounts Payable

Help Close

Enable Filter Filter Edit Void Show Set Show All

Summary Boxes

The summary boxes above the line items show the status of the ledger - owner, property, management group.

Operating – this is the balance available for the owner and is the net of all transactions ever posted to accounts with an account type of income, expense, and equity.

Cash – owner money being held in bank accounts that are not marked Escrow Analysis. If the Cash amount is more than the Available amount, there is money in the bank that is not available to the owner – most commonly security deposit funds and tenant open credits.

Escrow – the amount being held in bank accounts with the Escrow Deposit Analysis checkbox marked in Setup, Account Codes.

Deposits – the sum of all accounts with an account type of Current Liabilities that are marked as Escrow Deposit Analysis.

Payables – this is an accrual basis amount. It is the net of all transactions posted to the accounts payable account specified in the posting table. It includes all unpaid invoices and any transactions posted directly to the AP account. To determine what makes up this number you can run the ledger unpaid invoices report or a Trial Balance Details for the account AP with accrual as the accounting method. The unpaid invoices report will detail the unpaid invoices portion of the number. The detailed trial balance includes all the debits and credits to the account for the date range selected. To find the makeup of the number, cross out corresponding debits and credits. You can also view all transactions posted to the AP account by clicking on the Accounts Payable tab and clicking the Accrual radio button.

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 to the owner. This includes rent charged but not received. To determine what makes up this amount, you can run the Tenant Aged Receivables report or a Trial Balance detailed report for the AR account, with accrual as the accounting method. Double click in the field to drill down to the details. You can also view all transactions posted to the AR account by clicking on the Accounts Receivable tab and clicking the Accrual radio button.

Assets – this is a cash basis amount and is the net sum of all transactions posted to assets accounts that are not bank accounts.

Liabilities – this is a cash basis amount that is the net sum of all transactions posted to liability accounts.

Reserve – the total amount in accounts with an account type of capital equity or capital reserve.

GL History – Summary Boxes

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

General Ledger History

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Single Check

Transfer Check

Owner Statements

Notes

Ledger: GOLDEN: Harrison S. Golden [Owner] Edit by Control #

Unit: Show Only Transactions for This Unit

Operating: \$1,432.28 Payables: \$67.28 Assets: Cash: \$250.00

Cash: \$1,282.28 Receivables: \$690.00 Liabilities: Reserve: \$2,015.00

Escrow: \$2,415.00 Deposits: \$2,015.00

☒ Cash ☐ Accrual ☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference	Payer / Payee
04/08/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/08/2015	Management Fee	\$120.94		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
04/19/2015	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/19/2015	Mortgage Payment	\$793.46		FAIR436: 436 Fairway Drive	FAIR436: 436 Fa
04/20/2015	Cash Distribution	\$116.10			GOLDEN: Harrison
04/21/2015	Furnace	\$980.00		CEDAR327: 327 Cedar Lane	CEDAR327: 327
04/30/2015	Void: Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane	
05/03/2015	Void: Cash Contribution	\$1,000.00		CEDAR327: 327 Cedar Lane	
05/04/2015	Rent		\$690.00	CEDAR327: 327 Cedar Lane	ROSEMAN: Rita F
05/04/2015	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane	ROSEMAN: Rita F
05/05/2015	Rent		\$1,140.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/05/2015	Management Fee	\$99.75		FAIR436: 436 Fairway Drive	BRUNO: Joseph F
05/15/2015	Cash Contribution		\$1,000.00		
05/27/2015	Cash Distribution	\$1,238.97			GOLDEN: Harrison

1. Revenue & Expenses 2. All Accounts 3. Open Credits 4. Accounts Receivable 5. Accounts Payable

Help Close

Enable Filter Filter Edit Void Show Set Show All

Cash, Accrual, Modified Cash – these radio buttons select the accounting method to use when viewing the transactions. All three methods are maintained unless disabled in Setup, Processing Defaults, Database tab.

Note:

When the escrow and deposit amounts do not match it means that funds need to be moved to or from the escrow bank account. The situation can occur when a security deposit is deposited in the checking account and when a refund is processed.

Normally the Operating balance and the Cash balance are the same. Reasons they might not be: if security deposits are in the same bank account as ledger funds; if there are tenant open credits, or ledger set asides; if money received and disbursed to asset or liability account types isn't equal.

When the Operating and Cash amounts do not match, money has probably been received or disbursed to an asset or liability account type.

Example:

A tenant owes \$1,000 for rent and \$1,000 for security deposit and sends you one check for \$2,000. You deposit it into the checking bank account. At this point the screen would show:

Operating	1,000
Cash	2,000
Deposits	1,000
Escrow	0

You then move the \$1,000 security deposit to the escrow bank account. The screen would show:

Operating	1,000
Cash	1,000
Deposits	1,000
Escrow	1,000

Then you need to set aside \$100 for the owner's taxes using a journal entry to move the \$100 to a tax holding (liability) account. The screen would show:

Operating	900
Liability	100
Cash	1,000
Deposits	1,000
Escrow	1,000

GL History – Show Set

General Ledger Data							
Source	Post Date	Account	Method	Debit	Credit	Ledger	
Receiveable	05/05/2015	Bank Account Checkin	CMA	\$1,165.00		GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Rent	C		\$1,140.00	GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Management Fee	CMA	\$99.75		GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Bank Account Checkin	CMA		\$99.75	GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Bank Account Checkin	CMA	\$99.75		PM LEDGER: Property Manage	
Receiveable	05/05/2015	Management Fee	CMA		\$99.75	PM LEDGER: Property Manage	
Receiveable	05/05/2015	Accounts Receivable	MA		\$1,140.00	GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Trash Removal	C		\$25.00	GOLDEN: Harrison S. Golden	
Receiveable	05/05/2015	Accounts Receivable	MA		\$25.00	GOLDEN: Harrison S. Golden	

Show Set Button

Clicking on this button will bring up a screen listing all the transactions posted to the general ledger as a result of the highlighted transaction. Transactions such as payments of rent may affect more than one ledger - rent to the owner, management fee to the management group. These are all listed.

Note: If you void a line item, all line items in the set are voided.

Show All Button

Clicking on this button will display all the transactions posted to the general ledger for all owners, partnerships and management groups.

History – Bank Account

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Bank Account History

Bank: CHECKING: Bank Account Checking Legacy View

Date Range: Last 60 Days Refresh

From: 04/05/2015 to 06/03/2015 Reload

Last Statement: \$11,110.02

Current Balance: \$10,082.24

Awaiting Deposit: \$8,260.00

Available Balance: \$1,822.24

Date	Check	Description	Additions	Subtractions	Date Cleared
04/19/2015		Deposit	\$2,300.00		
04/19/2015	1732	HOA Fee		\$134.50	
04/19/2015	1733	Mortgage Payment		\$793.46	
04/20/2015	1738	Patriot Bank		\$116.10	
04/20/2015	1740	Charles W. Harris		\$391.53	
04/20/2015	1739	Peyton T. Gray		\$391.53	
04/20/2015	1737	David & Judy Fiscella		\$391.53	
04/20/2015	1735	Peachtree National		\$391.53	
04/20/2015	1741	James J. Porach		\$391.53	04/22/2015
04/20/2015	1736	Oceanside Bank		\$866.87	
04/21/2015	1743	Donald S. Schenk		\$404.62	05/07/2015
04/21/2015	1742	Hero Electric		\$980.00	
04/22/2015	1741	James J. Porach	\$391.53		04/22/2015
05/07/2015	1743	Donald S. Schenk	\$404.62		05/07/2015
05/15/2015		Deposit	\$1,000.00		
05/16/2015		Victor Garcia		\$27.50	
05/19/2015		PROMAS Demonstration Packag		\$400.00	
05/27/2015	3681	Jerry and Karyl Rodriguez		\$882.50	
05/27/2015		ACH Batch		\$5,502.50	
06/03/2015		NSF Check Returned		\$400.00	

1. All 2. Checks 3. Other Subtractions 4. Deposits 5. Other Additions 6. Cleared 7. Uncleared

Undo Help Close

Enable Filter Filter Edit Void Unclear General Ledger

History – Bank Account – Date Range

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Bank Account History

Bank: CHECKING: Bank Account Checking Legacy View

Date Range: Last 60 Days Refresh

From: Last 90 Days 2015 2014 2013 2012

Last Statement: \$11,110.02

Current Balance: \$10,082.24

Awaiting Deposit: \$8,260.00

Available Balance: \$1,822.24

Date	Check	Description	Additions	Subtractions	Date Cleared
04/19/2015		Deposit	\$2,300.00		
04/19/2015	1732	HOA Fee		\$134.50	
04/19/2015	1733	Mortgage Payment		\$793.46	
04/20/2015	1738	Patriot Bank		\$116.10	
04/20/2015	1740	Charles W. Harris		\$391.53	
04/20/2015	1739	Peyton T. Gray		\$391.53	
04/20/2015	1737	David & Judy Fiscella		\$391.53	
04/20/2015	1735	Peachtree National		\$391.53	
04/20/2015	1741	James J. Porach		\$391.53	04/22/2015
04/20/2015	1736	Oceanside Bank		\$866.87	
04/21/2015	1743	Donald S. Schenk		\$404.62	05/07/2015
04/21/2015	1742	Hero Electric		\$980.00	
04/22/2015	1741	James J. Porach	\$391.53		04/22/2015
05/07/2015	1743	Donald S. Schenk	\$404.62		05/07/2015
05/15/2015		Deposit	\$1,000.00		
05/16/2015		Victor Garcia		\$27.50	
05/19/2015		PROMAS Demonstration Packag		\$400.00	
05/27/2015	3681	Jerry and Karyl Rodriguez		\$882.50	
05/27/2015		ACH Batch		\$5,502.50	
06/03/2015		NSF Check Returned		\$400.00	

1. All 2. Checks 3. Other Subtractions 4. Deposits 5. Other Additions 6. Cleared 7. Uncleared

Undo Help Close

Enable Filter Filter Edit Void Unclear General Ledger

GL - Bank Account History

This function displays all the transactions affecting a bank account balance. The bank account defaults to the last bank viewed in Bank History. If you want to change it, choose the bank account from the Find List of designated bank accounts.

Bank Account – Select one from the Find List.

Date Range – the date range defaults to showing 2 months of transactions. You can change it by entering different date and clicking Refresh or using the drop down in the Date Range field to choose.

Summary amounts in the upper right provide current information about the account. There are seven tabs which let you view a specific subset of the line items. In addition, the line items can be filtered, edited, voided and uncleared.

Last Statement – This amount reflects the net of all the cleared transactions for the account. It should be the Closing Balance from 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. It includes unprinted checks but not 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).

Unclear Button

This button is used to unclear line items previously cleared on a bank statement reconciliation. Using this function will result in a warning that the Last Statement balance will be changed. Unclear only at the direction of technical support.

Maintenance – Work Order History

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Work Order History

Reported	Status	Priority	Name	Site	Vendor	Maintenance Type
01/03/2015	Vendor Notified	Normal	OAK2118	2118 Oak Street	Randy's Roofing	
02/03/2015	Vendor Notified	Normal	WB201	Willow Brooke 201	Lawn Doctor	
04/03/2015	Vendor Notified	Normal	ROCK9317	9317 Rockport	Electric Company	
04/07/2015	Vendor Notified	Normal	CEDAR327	327 Cedar Lane	Victor Garcia	
05/10/2015	Vendor Notified	Normal	436 Fairway - Plumbing	436 Fairway Drive	Victor Garcia	Plumbing
05/10/2015	Unassigned	Normal	212 Main - Tree	212 Main Street	Lawn Doctor	
05/15/2015	Unassigned	Normal	WB202	Willow Brooke Unit 202	Victor Garcia	

Site: **WB202: Willow Brooke Unit 202** Estimate: **\$0.00**
 Tenant: **SPOTZ: Robert Spatz** Cost Limit: **\$0.00**
 Ledger: **NU: NUZIG Inc.** Total: **\$0.00**
 Vendor: **GARCIA: Victor Garcia**
 Asset:

Reported: **05/15/2015** Vendor Notified: **05/15/2015** Required By: **05/15/2015** Work Started: **05/15/2015** Work Completed: **05/15/2015**

☐ Enable Filter
 Filter Edit New

1. All Work Orders / 2. Not Resolved / 3. On Hold / 4. Resolved / 5. Not Invoiced / 6. Unassigned

Help Close

Maintenance – Work Order Filter

Edit Filter

Profile Search
 Internet Publishing
 NTN
 Profiles
 AP
 AR
 GL
 Maintenance
 Reports
 Mailings

Sort Order: **Date Reported**

☐ Filter Active

Reported: **05/15/2015** to **05/15/2015**
 Vendor Notified: **05/15/2015** to **05/15/2015**
 Required By: **05/15/2015** to **05/15/2015**
 Work Started: **05/15/2015** to **05/15/2015**
 Work Completed: **05/15/2015** to **05/15/2015**

Site: **WB202: Willow Brooke Unit 202**
 Tenant: **SPOTZ: Robert Spatz**
 Ledger: **NU: NUZIG Inc.**
 Vendor: **GARCIA: Victor Garcia**

WO Number: **WB202** Contains: **WB202**

Help Save Clear Close

Maintenance – 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. To see the work order history specific to a unit, click the Site Repair History button in the unit profile.

Detailed information is available for each line item. The line items are sorted by date.

Six tabs provide a quick filter to various work order subsets. While viewing transactions in any of the tabs, action buttons are available:

Filter – you can filter on any of a number of fields to find the work order you are looking for.

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 from which you can enter a new work order.

Work Order Tabs

All Work Orders - This displays all work orders in the system.

Not Resolved - All work orders that have a status other than Invoiced or Resolved.

On Hold – all work orders with a Hold status.

Resolved - All work orders with a status of Resolved and Invoiced. Any reported problem that gets taken care of can be put in the Resolved status.

Not Invoiced - All work orders that are in a Completed status.

Unassigned - Those work orders that do not have a vendor assigned.

Work Order Line Items

Site - This field displays the unit information entered in the work order and includes a folder to jump to the unit profile.

Tenant - This field displays the tenant chosen in the work order and includes a folder to jump to the unit profile.

Ledger - This field displays the owner of the unit as assigned in the unit profile includes a folder to jump to the owner or property profile.

Vendor - This field displays the vendor selected on the Vendor Assignment tab of the work order and includes a folder to jump to the vendor profile.

Asset - If asset information is entered in the work order, the asset will display in this field. It includes a folder to jump to the Asset profile.

The other line item information fields are taken from the work order: Estimate; Cost Limit; Total; Reported; Vendor Notified; Required By; Work Started; Work Completed.

Security Deposits

Security Deposits

- **Receiving a Security Deposit**
- **Releasing a Security Deposit**
- **Tenant Move Out**
- **Printing the Refund Check**
- **Transfer between Banks**



Overview

The security deposit functions are, except for the tenant refund check, in the AR module. They consist of Security Deposit Receipt, Release Security Deposit, Tenant Move Out, and in AP, Tenant Refund Check.

Security Deposits may be held by the owner or by the property management company on behalf of the owner. Additionally, they may be maintained in separate bank accounts or in the same bank account with the owner rent money.

There are a number of step by step processes based on how security deposits are handled in How To documents and On-Line help that you can use to determine how you deal with Security Deposits.

Security Deposit Receipt

The Security Deposit Receipt function streamlines the process of handling security deposits. It provides a convenient way to initialize the security deposit accounts. Posting a single transaction in this function records the receipt, the security deposit charge, and places the receipt in Deposit Receipts. You can then go into Deposit Receipts and post the deposit slip to the bank account

Tenant Move Out

The Move Out function covers the steps involved in disbursing the Security Deposit held for the tenant. Considering that some of the security deposit may be due to the owner, some may be returned to the tenant and some may be moved from another bank account, the security deposit processing function is likely the most complex process in property management accounting.

Some considerations when processing a security deposit refund involve: using some funds to pay off existing charges; returning some to the tenant; withholding some to cover anticipated charges; moving the funds to a different bank account.

In the process of setting up the procedures decisions must be made about whether or not to show the transactions that move funds between bank accounts on the owner statement. In addition, you will need to decide whether the tenant refund check should show on the owner statement.

- . At the end of this module you will be able to:
 - Receive a security deposit and post it to the proper accounts
 - Move a tenant out or to another unit
 - Release a security deposit
 - Write the tenant refund check
 - Transfer deposit funds between bank accounts

Receiving a Security Deposit

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Security Deposit Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Deposit Receipts

Date: 06/03/2015
Unit: CEDAR327: 327 Cedar Lane
Tenant: BROWN T: Terry Brown
Bank: ESCROW: Bank Account Escrow
Payment: \$950.00 ☒ Distribute ☐ Use Open Credits
Memo:
Comment:

Receipt #: 250603UCPB
☐ Currency

Unpaid Deposits: \$950.00
Starting Open Credits:
Current Deposits Paid: \$950.00
New Deposits Paid:
Final Open Credits:

Due Date	Charge	Owed	Apply to Charge
06/03/2015	Security Deposit	\$950.00	Amount \$950.00 ☐ Skip

1. New Security Deposits 2. Unpaid Security Deposits

Help New Post Print Cancel

Receiving a Security Deposit <AR, Security Deposit Receipt>

Posting a single transaction in this function records the security deposit charge, the receipt, and places the receipt in Deposit Receipts. You can then go into Deposit Receipts and post the deposit slip amount to the bank account. Other options for recording a security deposit include: charging the tenant, then posting the receipt, or, in Tenant Receipt, using the new charge function.

After the security deposit is received the Tenant History will show the details on the Deposits tab, the Deposits History tab and the total in the Deposits box. The owner will show the amount in Deposits and in Escrow (if the money is held by the management company and is kept in a separate bank account). If the money is held by the owner it will show only in Tenant History. The tenant security deposit report lists all returnable deposits.

Note: *This function should NOT be used when a tenant is paying off the security deposit with a single check that covers the deposit and a rent payment. In that case, post the payment in Tenant Receipts and use the Charge Tenant or New Charge feature for the Security Deposit charge or post the Security Deposit charge prior to going in.*

Note: If the tenant is paying the security deposit in installments, charge the entire security deposit amount in AR, Charge Tenant. Post payments in AR, Security Deposit Receipt. Then you will know how much the tenant still has to pay.

There are protected fields on the right with information about deposits previously charged and unpaid deposit balances. These fields will be updated as you enter payment and line item information.

Date – This date field contains the date the money was received.

Selecting the Tenant – Unit or Tenant can be used to identify the payer.

Selecting from one list will pull in the other information. Use the Find List to select from either the short or long description of the Record ID. By clicking on the folder button you can view the profile and update information, add comments or a note. You can also add a new tenant by clicking the folder button with the tenant field blank.

Bank – The bank will default to the escrow bank account as designated in the posting table assigned to the ledger. Select a different bank account from the Find List if necessary.

Payment – Enter the amount received.

Memo/Comments – Enter any memo or comments you wish associated with the transaction.

Receiving a Security Deposit

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Security Deposit Receipt

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Deposit Receipts

Date: 06/03/2015
Unit: CEDAR327: 327 Cedar Lane
Tenant: BROWN T: Terry Brown
Bank: ESCROW: Bank Account Escrow
Payment: \$950.00 ☒ Distribute ☐ Use Open Credits
Memo:
Comment:

Receipt #: 250603UCPB
☐ Currency

Unpaid Deposits: \$950.00
Starting Open Credits:
Current Deposits Paid: \$950.00
New Deposits Paid:
Final Open Credits:

Due Date	Charge	Owed	Apply to Charge
06/03/2015	Security Deposit	\$950.00	Amount \$950.00 ☐ Skip

1. New Security Deposits 2. Unpaid Security Deposits

Help New Post Print Cancel

Line Items

Charge – Choose the charge code for the amount paid. Only the charge codes marked as “used to track deposits” will display on the Find List.

Amount – Enter the amount of the payment being credited to the account.

To enter additional line items click in the open area below the last one entered.

Protected Fields

The following fields are protected and can not be changed by the user.

Unpaid Deposits – The total of any security deposit charges previously posted and still unpaid.

Starting Open Credits – The total of any open credits.

Current Deposits Paid – The total of Unpaid Deposits which are being paid.

New Deposits Paid – The total of security deposits entered as line items which are being paid.

Final Open Credits – Any open credits remaining after the transaction is posted.

After posting all of the receipts you should go to Deposit Receipts to post the deposit slip amount to the bank account.

Tabs

New Security Deposits – lets you enter multiple line items

Unpaid Security Deposits – lists amount remaining on deposits that are not fully paid.

Release a Security Deposit - LMR

Release Tenant Deposits

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Date: 06/03/2015

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Amount: \$950.00

Memo:

Comment:

Interest Date: 06/03/2015

Interest Adjustment:

Released Deposits: \$950.00

Interest:

Total Released: \$950.00

06/03/2015	Security Deposit	\$950.00	Release	☐ Pay Interest
06/03/2015	Last Month Rent	\$950.00	Release	☐ Pay Interest

Help **New** **Post** **Cancel**

Last Month's Rent

When a security deposit is received at the start of a tenant's tenure for use as last months rent, it is most convenient to release the security deposit prior to charging the last months rent. Releasing the amount of rent due prior to charging allows the charging function to use the resulting open credits as payment for the rent amount with no further interaction from you.

Note: If the Security Deposits are kept in a separate bank account, you must transfer the funds to the owner's bank account.

Releasing a Security Deposit <AR, Release Security Deposit>

Security deposits, once collected, can be released in partial or full amounts. The released funds are applied to tenant open credits so they can be used to pay off any outstanding charges using the Tenant Receipt function or the Tenant Move Out function. This function is best suited to releasing a partial deposit to open credits (e.g. Last Month's Rent) or a partial refund to the tenant. The Tenant Moveout function includes releasing the entire deposit.

Note: Since tenant deposits are generally kept in a separate bank account, the physical transfer of the amount released may be done using any of several methods. Refer to the Security Deposit Refund information in the How-To Supplement or from on-line help.

Line Items

Date - Change if the posting date should be a different day.

Unit, Tenant – Either of these Find List fields can be used to choose the tenant whose deposit is being released. Any receipt alert will display upon selecting the unit or tenant. Click <OK> to clear the alert.

After selecting the tenant, deposit and interest information will appear on the screen. Line items detailing each deposit will display, showing the date of the deposit, the Charge ID, the amount of the deposit - these are taken from the tenant ledger and are protected fields.

The **Release** field lets you edit the amount of each deposit to be released. If marked, the **Pay Interest** checkbox will trigger an interest calculation based on information in Setup, Rate Tables, provided the rate table is assigned in the Tenant Profile. If unmarked no interest will be calculated.

Amount – The amount of security deposit to be released. If this is a partial release change the amount. If there are several security deposits, you can choose the one you want to release by editing the amounts in the detail lines that appear on the screen.

Memo – Enter particulars about the release.

Comment – Space for freeform comments to explain any non-ordinary circumstances about the release.

Release Security Deposit

Release Tenant Deposits

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Date: 06/05/2015

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Amount: \$1,325.00

Memo:

Comment:

Interest Date: 06/05/2015

Interest Adjustment: \$11.72

Released Deposits: \$1,325.00

Interest: \$11.72

Total Released: \$1,336.72

Date	Description	Amount	Release	Pay Interest
02/28/2014	Security Deposit	\$1,125.00	\$1,125.00	☐ Pay Interest
02/28/2014	Pet Deposit	\$200.00	\$200.00	☐ Pay Interest

Help **New** **Post** **Cancel**

Tenant History – Open Credits tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History

Profile Search

Internet Publishing

NTN

All Tasks

Tenant Receipt

Charge Tenant

Security Deposit Receipt

Tenant Move Out

Adjust Open Credits

General Ledger History

Tenant Statements

Tenant Letters

Notes

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno

Balance: Unpaid Charges: Deposits: Advance Payments: Open Credits:

Current: 30 Days: 60 Days: 90 Days: Not Yet Due: Total:

Posted	Description	Amount	Open Credits	Memo
06/05/2015	Deposit Released	\$1,125.00	\$1,125.00	
06/05/2015	Deposit Released	\$200.00	\$200.00	
06/05/2015	Deposit Interest	\$11.72	\$11.72	

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void **NSF**

General Ledger

1 Unpaid Charges 2 Charges 3 Receipts 4 Advance Payments 5 Deposits 6 Open Credits 7 Deposit History

Help **Close**

Interest Date – This date is used to determine the amount of interest due based on the rules set forth in the Rate Table selected in the Tenant Profile.

Interest Adjustment – Enter the amount of the adjustment. If you are decreasing the amount of interest, enter the adjustment as a negative number.

Protected Fields

Released Deposits – This protected field containing the dollar amount of deposits being held that are being released.

Interest – This protected field contains the amount of interest the system has calculated based on information entered in Setup, Rate Tables, provided that the rate table is assigned to the tenant.

Total Released – A protected field containing the sum of the released deposits, interest and interest adjustment.

Click **New** to record the release and process another or click **Post** to record and exit.

Tenant History – Deposit History tab

The screenshot displays the 'Tenant History' window with the 'Deposit History' tab selected. The left sidebar contains a navigation menu with various options. The main content area shows details for a specific tenant, including their unit and name. Below this, there are input fields for financial data such as Balance, Unpaid Charges, Deposits, Advance Payments, and Open Credits. A transaction table is present, detailing the history of deposits and releases. The table includes columns for the date posted, a description of the transaction, the amount involved, the remaining balance, and a memo. The transactions listed are a security deposit, a pet deposit, and two deposit releases. To the right of the table, there are several action buttons like Filter, Edit, Dispute, Reverse, Void, NSF, and General Ledger. At the bottom of the window, there are tabs for different financial categories and 'Help' and 'Close' buttons.

Posted	Description	Amount	Remaining	Memo
02/28/2014	Security Deposit	\$1,125.00		
02/28/2014	Pet Deposit	\$200.00		
06/05/2015	Deposit Released	\$1,125.00		
06/05/2015	Deposit Released	\$200.00		

Tenant Move Out – Released Deposits tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☐ Write Refund Check ☒

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits: Released Deposits: \$1,900.00 Interest: Less Charges Paid: \$1,029.00 Less Refund Check: \$871.00 Final Open Credits:

Date	Description	Amount	Action	Pay Interest
06/03/2015	Security Deposit	\$950.00	Release	☐ Pay Interest
06/03/2015	Last Month Rent	\$950.00	Release	☐ Pay Interest

1. Released Deposits 2. Current Charges

Help **New** **Post** **Cancel**

Tenant Move Out – Current Charges tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☐ Write Refund Check ☒

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits: Released Deposits: \$1,900.00 Interest: Less Charges Paid: \$1,029.00 Less Refund Check: \$871.00 Final Open Credits:

Due	Description	Amount	Action	Disputed
06/05/2015	Rent	\$950.00	Pay	☐ Disputed
Pay To: GOLDEN: Harrison S. Golden Edit				
06/05/2015	Cleaning	\$79.00	Pay	☐ Disputed

1. Released Deposits 2. Current Charges

Help **New** **Post** **Cancel**

When a Tenant Moves Out <AR, Tenant Moveout>

This screen can be used to disburse tenant security deposit money. There are two folders of information, Released Deposits and Current Charges. The Tenant Move Out process can involve any or all of the following:

- releasing the security deposit; paying off unpaid charges
- withholding money for anticipated future charges
- paying interest; adding new charges to be paid
- posting all related transactions
- printing a refund check to the tenant
- printing checks to vendors
- moving money from one bank account to another

Note: Since tenant deposits are generally kept in a separate bank account, the physical transfer of the amount released may be done using any of several methods. The AP, Transfer Check was designed to accommodate the transfer. Refer to “Transferring Security Deposit Money” in Help, Contents, Procedures or “Security Deposit Refund” in the How To documents which are available from our web-site.

After posting from the Tenant Move Out screen:

- If no amount is left to write a refund check, a message will display stating that there is no money available to write a check
- If a refund check can be written the Tenant Refund Check screen will display. Note – this is the same screen as in AP, Tenant Refund Check.

Released Deposits tab

Basic information about the tenant’s ledger and the refund is displayed on both tabs. The fields on the right of the screen and below the Comments block are protected. That is, they contain information from the tenant ledger about balances. The amounts will be updated as you fill in the form or add new charges.

Tenant Move Out – Released Deposits tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☒ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits:

Released Deposits: \$1,900.00

Interest:

Less Charges Paid: \$1,029.00

Less Refund Check: \$871.00

Final Open Credits:

Date	Description	Amount	Action	Pay Interest
06/03/2015	Security Deposit	\$950.00	Release	☐ Pay Interest
06/03/2015	Last Month Rent	\$950.00	Release	☐ Pay Interest

1. Released Deposits 2. Current Charges

Help **New** **Post** **Cancel**

Tenant Move Out – Current Charges tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☒ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits:

Released Deposits: \$1,900.00

Interest:

Less Charges Paid: \$1,029.00

Less Refund Check: \$871.00

Final Open Credits:

Due	Description	Amount	Action	Disputed
06/05/2015	Rent	\$950.00	Pay	☐ Disputed
Pay To: GOLDEN: Harrison S. Golden Edit				
06/05/2015	Cleaning	\$79.00	Pay	☐ Disputed

1. Released Deposits 2. Current Charges

Help **New** **Post** **Cancel**

Input Fields

Unit/Tenant – select the tenant using either Find List

Date – Use this date field to enter the posting date of the refund/move out.

Withhold – Enter any amount you wish to withhold from the refund check amount. This does not include amounts which will be used to pay off current charges. It is used for the amount you are withholding from the refund check for future bills which have not yet been received.

Distribute – Use this checkbox to indicate that you want the security deposit funds distributed against (used to pay off) the charges. Unmark it if there are more charges to pay off than security deposit funds available and you want to allocate the funds against the listed charges differently than the default.

Write Refund Check – Use this checkbox to indicate whether or not to post a refund check. If this field is unmarked, any excess amount which would have been a refund check will be applied to open credits.

Memo/Comments – use this to explain any out of the ordinary circumstances

Protected Fields

Starting Open Credits – The amount of money currently in open credits.

Released Deposits – The amount of security deposit being released.

Interest – The interest on the security deposit calculated according to specifications in the Rate Table defined in Setup. If this amount must be adjusted, see Adjusting Interest.

Charges Paid – The current outstanding charges which will be paid with the security deposit. The charges are listed on the Current Charges tab.

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 tenant ledger that has not been used to pay off charges and is part of the refund check amount.

Starting Deposits – This is the amount of security deposits being held.

Starting Charges – This is the amount of charges against the tenant. Any additional charges are entered in the Charge Tenant function.

Final Deposits – This is the amount that will be left in the security deposit after all charges and credits are posted.

Final Charges – This is the total amount of remaining charges.

Line Items

These are the deposits being held. The **Release** amount can be edited.

Tenant Move Out – Released Deposits tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☐ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits: Released Deposits: \$1,900.00 Interest: Less Charges Paid: \$1,029.00 Less Refund Check: \$871.00 Final Open Credits:

Date	Description	Amount	Action	Pay Interest
06/03/2015	Security Deposit	\$950.00	Release	☐ Pay Interest
06/03/2015	Last Month Rent	\$950.00	Release	☐ Pay Interest

1. Released Deposits 2. Current Charges

Help New Post Cancel

Tenant Move Out – Current Charges tab

Tenant Move Out

Profile Search

Internet Publishing

NTN

All Tasks

Charge Tenant

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Date: 06/05/2015 ☒ Distribute

Withhold: ☐ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,900.00 Starting Charges: \$1,029.00

Final Deposits: Final Charges:

Starting Open Credits: Released Deposits: \$1,900.00 Interest: Less Charges Paid: \$1,029.00 Less Refund Check: \$871.00 Final Open Credits:

Due	Description	Amount	Action	Disputed
06/05/2015	Rent	\$950.00	Pay	☐ Disputed
	Pay To: GOLDEN: Harrison S. Golden		Edit	
06/05/2015	Cleaning	\$79.00	Pay	☐ Disputed

1. Released Deposits 2. Current Charges

Help New Post Cancel

Tenant Move Out - Current Charges tab

Click the Current Charges tab to view all unpaid charges. The line items displayed here are outstanding charges currently in the system. The top portion of the screen is unchanged as you go to this tab. The Edit box above the vertical scroll bar will toggle the line items from view, to one line edit, to every line edit.

Charge Tenant Button

The charge tenant button is on the Taskbar on the left. Clicking on it will display the Charge Tenant screen with the unit and tenant filled in. Use it to enter charges that have not yet been posted. After entering the charges they will appear on the Current Charges tab.

Line Items on Current Charges tab

The details displayed include:

Due – The date of the charge.

Charge – The charge code long description.

Amount – The amount of the unpaid charge.

Pay – The amount of the charge which will be paid off with the security deposit. This is the only field you can edit.

Disputed – A checkbox to indicate if the charge is disputed. A disputed charge will not be considered for payment.

Pay To – The ledger the charge is owed to. This line only displays in the edit mode. Enter edit mode by clicking on the line item.

Edit – clicking the edit button will take you to the Edit Charge screen so you can edit the charge if necessary.

When all charges are listed and the distribution of the security deposit looks correct, click **Post**. The AP, Refund Check screen will display if there are funds remaining to write a refund check. If the entire security deposit amount was used to pay off charges, a message will display to that effect.

Refund Check

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Refund Check

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Posting Date: 06/05/2015 ☐ Hand Written

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Bank: CHECKING: Bank Account Checking

Amount: \$871.00 ☐ Withhold

Memo:

Comment:

Vendor:

Check Number:

Starting Open Credits: \$871.00

Check Amount: \$871.00

Final Open Credits: \$0.00

Payee Name and Address:

Terry Brown
327 Cedar Lane
Vienna, VA 22181
22181 ☐ Foreign

Undo Help New Post Cancel

Tenant History after Refund Check

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant History

Profile Search

Internet Publishing

NTN

All Tasks

Tenant Receipt

Charge Tenant

Security Deposit Receipt

Tenant Move Out

Adjust Open Credits

General Ledger History

Tenant Statements

Tenant Letters

Notes

Unit: CEDAR327: 327 Cedar Lane

Tenant: BROWN T: Terry Brown

Balance: Unpaid Charges:

Deposits: Advance Payments:

Open Credits:

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

Posted	Description	Amount	Open Credits	Memo
06/05/2015	Deposit Released	\$950.00	\$950.00	
06/05/2015	Deposit Released	\$950.00	\$950.00	
06/05/2015	Apply Open Credits		(\$1,029.00)	
06/05/2015	Refund Check	\$871.00	(\$871.00)	

☐ Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

1 Unpaid Charges 2 Charges 3 Receipts 4 Advance Payments 5 Deposits 6 Open Credits 7 Deposit History

Undo Help Close

Printing a Refund Check <AP, Refund Check>

The Tenant Refund Check can be printed or recorded here. Marking the **Handwritten** checkbox makes the check number field required. Several protected fields summarize the status.

Protected Fields

Starting Open Credits - the available credits before writing the check

Check Amount - the amount of the check

Final Open Credits - the amount remaining after posting the check

The **Payer Name and Address** can be changed to reflect the tenant's current address or be sent to a third party. Use the folder button for Tenant to update the tenant address in the profile. Doing that will update the address on this screen.

One Check

When you are satisfied with the information on the screen you are ready to proceed. Clicking Post will post the check then give you the option to print it 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.

Multiple Checks

Once you get to the Tenant Refund Check screen as part of the Tenant Move Out you can post and print multiple checks to draw down the tenant open credits that resulted from posting the Tenant Move Out. Checks can be written to vendors and to the tenant. None of these checks will show on the owner ledger.

If you write a check to a vendor and click New, that check will be posted and you have the option to print the check. You are returned to the Tenant Refund Check screen upon completing either option. You can then select the tenant to do another check.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Joseph P. Bruno [Tenant]

ID BRUNO Joseph P. Bruno ☐ No Payments Status Current

Lease

Rent Charge RENT: Rent

Amount \$1,140.00 ☐ Per Square Foot

Memo

Rate Table FAIFAX: Fairfax County

Notices DL: Late notice

Late Fees 25: Fixed \$25

Grace Period 5 Additional Management Fee (%)

Lease Dates

Lease Type Closed Move In 12/01/2014

Lease Starts 12/01/2014 Notice Given 05/31/2015

Lease Expires 11/30/2015 Move Out

Rent Summary

Amount \$1,140.00

Schedule Monthly

Next Scheduled 05/01/2015

Schedule Expires 05/31/2015

Short Term Rental

Guest ID

1. Tenant 2. Lease 3. Rent Changes 4. Recurring Charges 5. Categories 6. Documentation

Tenant Move Out - Stopping Automatic Rent Charging

When you have a moveout date for the tenant, do the following to stop the charging of rent: In the Tenant Profile, Lease tab, look at the **Next Scheduled** date. This is the next date rent is going to be charged.

If the **Next Scheduled** date is after the tenant move out date, change the **Schedule** from "Monthly" to "Expired" and make the tenant status *Past Active*.

If the Next Scheduled date is on or prior to the move out date, enter the move out date in the **Scheduled Expires** field. When Scheduled Receivables, Rent is posted and the Next Scheduled date is advanced to a date after the Schedule Expires date, the following will occur:

- the Schedule will be changed to "Expired"
- the Schedule Expires date will be blanked out

Note: Tenants in Past Active, Past Inactive or Past Evicted status are not considered when doing Scheduled Receivables, Rent. A Future tenant status is changed to Current status the first time rent is charged using Scheduled Receivables, Rent and their Next Scheduled Date falls within the date range.

Tenant Moveout - Stopping Automatic Rent Charging

Example: Sequence of events when a tenant leaves:

Date is **March 4** and tenant informs you they are vacating April 30.

1. use Tenant Profile lease tab. Enter April 30 in Schedule Expires field
2. enter that date (March 4) in the Notice Given field

Or

Date is **April 1** and you have just charged May rent.

1. The tenant schedule is changed to "Expired".

Or

Date is **April 4** and the tenant informs you they are vacating April 30

1. use Tenant Profile, Lease tab. Change the Schedule to Expired.

Date is **May 1** and tenant has physically vacated the unit.

1. Enter the move-out date
2. Change tenant status to *Past Active*

Date is **May 10** and charges have been listed from the unit move out worksheet.

1. Enter the charges in AR, Charge Tenant

Date is **May 16** and you are going to refund the tenant's security deposit

1. use the AR, Tenant Move Out screen
2. enter the last date where interest will be paid (if applicable)
3. verify the Released Deposit and Current Charges
4. enter any unrecorded charges using the Charge Tenant button
5. distribute the deposit amount as desired if charges exceed funds
6. review the screen and click the Post button
7. if an amount remains, you will be prompted to print a refund check
8. print a tenant statement using Mailings, Tenant Statement
9. transfer funds from security deposit bank to owners bank

Date is **June 10** and the tenant has no unpaid charges and the security deposit has been refunded.

1. make the tenant status Past Inactive

Note: Regulations relative to when the security deposits must be processed differs from state to state.

AP, Transfer Check

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Transfer Check (Post Check and Corresponding Receipt)

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Invoice History

Deposit Receipts

Posting Date: 06/05/2015 ☐ Hand Written

Reference:

Payee: PM LEDGER: Property Management [Management Group]

Write Check From Bank: ESCROW: Bank Account Escrow

Deposit Into Bank: CHECKING: Bank Account Checking

Check Number:

Check Total:

Memo:

Ledger: GOLDEN: Harrison S. Golden [Owner]

Bill Code: SD XFER: Security Deposit Transfer

Amount: 1800

Undo Help New Post Cancel

GL, Bank to Bank Transfer

Bank to Bank Transfer

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 06/05/2015

Reference: Bank Transfer

From Bank: ESCROW: Bank Account Escrow

To Bank: CHECKING: Bank Account Checking

Memo:

Comment:

Load All Balances

Total: \$1,800.00

Ledger: GOLDEN: Harrison S. Golden [Owner]

Amount: \$1,800.00

Undo Help New Post Cancel

Transferring Security Deposit Money

There are several situations where you need to transfer security deposit money between the rental bank account and the security bank account.

1. If a tenant gives you one check with both rent and security deposit, the money must be deposited into one bank account, then part of it moved to the other bank account.
2. When the security deposit refund check is written from the rental bank account and the deposit is kept in another bank account.
3. As part of refunding a security deposit, some of the money may go to the owner to pay off charges. When the charges are paid off, the money is credited to the owner's ledger but remains in the security deposit bank account until you transfer the money to the rental bank account.

There are two ways to get money transferred from one bank account to another:

1. Call the bank or go online and have the funds electronically transferred. This is recorded in Professional Landlord as a bank to bank transfer (GL, Bank to Bank Transfer).
2. Write a check from one bank account and deposit it into the other bank account. Use the AP, Transfer Check function.

In either case the transactions posted must reference the owner/property or the unit because the system keeps track of the ledger that the security deposit money belongs to. This information is available in General Ledger History for each ledger and is listed in the Bank Balance Breakdown report. However you record the movement of money, you must enter a line item for each individual deposit amount.

Transfer Check

The AP, Transfer Check function records and prints a check and places an undeposited receipt in the receiving bank account awaiting deposit. The account code used for the check is the same as the account code used for depositing the transferred funds.

Bank to Bank Transfer

The GL, Bank to Bank Transfer function creates a decrease in the From Bank and an increase in the To Bank. There is more information on this function in the General Ledger chapter.

Note: There are many scenarios to consider when transferring security deposits and each has its own unique sequence of events. For a thorough discussion of all these scenarios, consult the on-line Help or the How To document 205.

AP – Accounts Payable

Accounts Payable Operations

- **Entering Invoice**
- **Scheduled Payables**
 - **Invoice Checks**
 - **Recurring Checks**
 - **Recurring Checks as Invoices**
 - **Transfer Property Surplus**
 - **Distribution Checks**
 - **ACH Distribution Batch**
- **Check Printing**
- **Vendor Credits and Adjustments**



Invoice, Check and Vendor history are covered in the History section. Refund checks are covered in the Security Deposit Section.

Objectives

This module covers the functions related to writing checks and includes invoice, check and vendor history. It allows you to enter and pay invoices received from vendors; post and print recurring checks (mortgages, HOA and condo fees); turn the recurring checks into payables for posting as invoice checks; balance property ledgers; create owner ACH transfers; write distribution checks to owners (owner draw); record checks that were written manually; write tenant refund checks; and record checks that were destroyed. 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
- distribute payments to owners
- make adjustments to vendor accounts

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.

Recurring checks for mortgages and HOA payments can be turned into invoices waiting to be paid. When this is done the checks can be consolidated for a payee.

The invoice history lets you review any invoice entered - both paid and unpaid. The check history lets you review checks posted - both printed and unprinted. For each check written, the line items that were paid off are shown. The vendor history lets you review payments made to a vendor.

AP, Invoice

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Invoice

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Invoice History

Charge Tenant

Invoice # JUNE 5, 2015 ☐ Hold ☐ Separate Check ☐ Copy Information

Payee PEPCO: Electric Company [Vendor]  Vendor

Invoice Date 06/05/2015

Due Date One Time Payee

Discount (%) Memo

Discount (\$) Priority Normal

Last Day Work Order 

1. Invoice 2. Payee Address & Comments

Bill To	MAIN212: 212 Main Street	ELECTRIC: Electric Bill	\$74.69	☐ Split
Bill To	CEDAR327: 327 Cedar Lane	ELECTRIC: Electric Bill	\$48.90	☐ Split
Bill To	OAK2118: 2118 Oak Street [Unit]			
Bill Code	ELECTRIC: Electric Bill			
Amount	\$90.32	☐ Split Charge with Owner		

Undiscounted Total **\$213.91** Total Discount Discounted Total **\$213.91**

Undo **Help** **New** **Post** **Cancel**

Entering Invoices

The invoice function lets you enter invoices from vendors as you receive them. An invoice can have one or more line items chargeable to one or more ledgers. 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 work order with a status of “Completed” can be turned into an invoice by selecting the work order from the find list in the work order field of Invoices. The tenant can be charged for all or part of the invoice amount.

Unpaid invoice amounts that are due within 30 days are deducted (held back) from owner distribution checks.

Multiple Line Items vs Multiple Invoices

A single invoice can include as many line items as you wish. Line items are listed separately on the check stub and can be viewed in Check History.

Multiple invoices can be included on a check. You can dictate 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 # has been previously used for the same payee within the last 90 days. If it is not a true duplicate you can change the invoice number or bypass the warning and post.

Hold Payment – Marking this checkbox will hold payment on the invoice until you remove the hold.

Separate Check – 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.

Invoice

Check Stub Details

The check stub details depend on the number of line items on the check. Every line item posts as a separate payable, which can be individually skipped or partially paid off when compiled in Scheduled Checks, Invoice Checks.

Up to 10 entries (lines) will be listed separately on the check stub. If the invoices contain fewer than ten line items they will all be listed. If there are more than 10, the first line will have the invoice number and description of the first line item and say “and X more items”

Single invoice - fewer than 11 line items - 1 check - all listed

Single invoice - more than 10 line items - 1 check – first listed, plus X other items

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 following rules apply.

Multiple invoices - fewer than 11 line items - 1 check - all line items listed

Multiple invoices - more than 10 line items - 1 check:

1st line on stub - 1st line item from 1st invoice plus 3 other items

2nd line on stub - 1st line item from 2nd invoice plus 6 other items

Multiple invoices – more than 10 invoices – check limit field blank

it will put 10 invoices on each check – if there are any line items on those invoices the line will show the first line item and say “plus X more”

Multiple invoices – more than 10 invoices – check limit field set at more than 10

It will list the first 9 invoices and then say “plus X more totaling \$XXX”

Invoice Tab

Payee – A payee - either one from the Find List or a one-time payee - is a mandatory field. Normally the Payee for an invoice is a Vendor, but you could pay an invoice to an Owner, Tenant or the Management Group. Change the restriction box selection to the appropriate profile group if that is the case. Select a payee from the profile Find List using the Record ID short or long description. Leave this field blank if it is a one-time payee.

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 field is for the date 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.*

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 owner ledger will be debited the full invoice amount. In the Management Fee profile you have the option of giving the discount to the owner or the management group (the default). If you choose to give the discount to the owner, the full check amount will be posted to his ledger and the discount amount will be credited back to him. If you choose to give the Management Group the discount, the management group ledger will reflect the discount amount while the owner ledger will reflect the full 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 take the discount whenever the invoice is paid.

One Time Payee – If the payee is not and will not be a regular vendor, or you don't want to keep a history of payments to the vendor, enter the name here. Enter the rest of the payee address information in the Payee Address & Comments tab.

Memo – will print on the stub of the check. Double clicking in this field will copy in the invoice number.

Enter Invoice

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Invoice

Profile Search
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All Tasks
Cross Reference
Invoice History
Charge Tenant

Invoice # JUNE 5, 2015 ☐ Hold ☐ Separate Check ☐ Copy Information

Payee PEPCO: Electric Company [Vendor] Vendor

Invoice Date 06/05/2015 Due Date One Time Payee

Discount (%) Memo

Discount (\$) Priority Normal

Last Day Work Order

1. Invoice 2. Payee Address & Comments

Bill To	MAIN212: 212 Main Street	ELECTRIC: Electric Bill	\$74.69	☐ Split
Bill To	CEDAR327: 327 Cedar Lane	ELECTRIC: Electric Bill	\$48.90	☐ Split
Bill To	OAK2118: 2118 Oak Street [Unit]			
Bill Code	ELECTRIC: Electric Bill			
Amount	\$90.32	☐ Split Charge with Owner		

Undiscounted Total \$213.91 Total Discount Discounted Total \$213.91

Undo Help New Post Cancel

Enter Invoice from Work Order

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Invoice

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Invoice History
Charge Tenant

Invoice # JUNE 5, 2015 ☐ Hold ☐ Separate Check ☐ Copy Information

Payee Vendor

Invoice Date 06/05/2015 Due Date One Time Payee

Discount (%) Memo

Discount (\$) Priority Normal

Last Day Work Order

1. Invoice 2. Payee Address & Comments

Bill To
Bill Code
Amount ☐ Split Charge with

Undiscounted Total Total Dis

Undo Help

Find Work Order

Search for ☒ Sort by ID ☐ Sort by Name

☐ Show All

ID	Name
070610UHK	436 Fairway - Plumbing
25051SLDIT	WB202
250603TDAM	WB201

Select Group View

Help Select Cancel

Priority – There are multiple priority levels. The highest priority invoices are paid first. If a higher priority invoice is skipped because it draws the owner balance below the ledger's Base Reserve, all lower priority invoices are marked skipped, even if there is enough money to pay some of them in full. If Enforce Base in the ledger profile is not checked, the Skip may be undone.

Work Order – This find list lets you choose a work order and pull the work order information into the invoice screen fields. After posting, the work order status is changed to "Invoiced".

Totals

Undiscounted Total – This protected field is calculated from the line items listed.

Total Discount – This protected field is calculated based on the Discount %, 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.

Line Items - An invoice can have multiple line items charged to different units/ledgers. Click in the area below the previous line item to open another.

Bill To – The Bill To indicates who is going to pay. The Bill To may be a Unit (usual), Management Group, Owner, Property or Tenant. If a tenant is chosen, the tenant is charged per the "Split Charge with owner" rules below when it is paid. When the Bill To is the unit or tenant the owner ledger is debited when the invoice is paid.

Note: From a financial viewpoint it doesn't matter whether the Bill To is the owner or the unit. However, making the Bill To the unit, when appropriate, lets you produce meaningful cash flow reports for multi-unit owners.

Bill Code – The Bill Code is the reason for the payment.

Amount – Enter the dollar amount for this line item.

Split Charge with Owner – If the Bill To is a tenant then marking the checkbox will invoke the breakdown defined in the Tenant Profile, Rent Changes tab, Invoicing. If the Invoices fields are empty, the split is 50/50. When the split charge with owner checkbox is unmarked, the tenant is charge the full amount. The alternative to using this feature is to charge the tenant in AR, Charge Tenant for the applicable amount (recommended).

Note: No matter who the Bill To is, the owner still pays the entire amount to the Vendor.

Invoice – Payee Address tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Invoice

Profile Search

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NTN

All Tasks

Cross Reference

Invoice History

Charge Tenant

Payee Address

Roberto's Tree Service

555 Cypress St

Vienna, VA 22180

22180 ZIP Foreign

Comments

Remove branches damaged by tornado.

Create Statement Note

1. Invoice 2. Payee Address & Comments

Bill To ROCK9317: 9317 Rockport [Unit]

Bill Code GEN REPAIR: General Repairs

Amount \$174.55 Split Charge with Owner

Undiscounted Total \$174.55 Total Discount Discounted Total \$174.55

Help New Post Cancel

Create Statement Note

Note

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ROCK9317: 9317 Rockport

Date 6/30/2015

☒ Append to Statement

☐ Generate a Reminder

☐ Delete Automatically

☐ Copy to Ledger

Note

Work performed at 9317 Rockport Road, Vienna, VA 22180.
Remove branches damaged by tornado.
Tuesday June 30, 2015 at 11:13 AM by LYN

Insert Time and User Initials

Email With Note in Clipboard

Category

Comment

Help Delete New Previous Next Save Close

Invoice - Payee Address & Comments Tab

The vendor's address is filled in when selected on the Invoice tab. If you filled in a One Time Payee, 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 One-time Payee field.

If an existing vendor, owner, or tenant profile was selected as payee, the profile name and address information will fill in this box automatically and it will be protected.

Comments – A freeform field for comments.

Create Statement Note

Clicking this button takes you to the Bill to note screen with vendor name, unit and comments in the note field. The most common use is to append information to the owner statement relative to the invoice.

Click the Insert Time and User Initials to put that information into the Note field.

AP – Scheduled Payables

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Scheduled Payables

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☒ Invoice Checks

☐ Recurring Checks

☐ Recurring Checks as Invoices

☐ Transfer Property Surplus to and Recover Deficits from Owners

☐ Distribution Checks

☐ ACH Distribution Batch

Scheduled Through 06/05/2015 19

Limit to Schedule

Restrict Payer to

Restrict Payee to

Undock Help Compile Cancel

Scheduled Payable Steps

1. set the parameters
2. compile - review the candidates
3. post - verify the posting date
4. screen displays asking if you want to print checks now
5. if yes, verify check date, check #, and printer
6. print

Note: The Windows operating system controls the printer. Application programs like Professional Landlord turn the print job over the Windows and have no interaction with the printer. The Windows print driver dictates how the printing progresses.

Selecting Scheduled Payables

Invoice Checks, Recurring Checks, Transfer Property Surplus/Deficit, Distribution Checks, and ACH distribution checks can be posted from this function.

Candidates are displayed and amounts can be changed prior to posting. The base reserve (established in the owner/property profile) and the minimum base reserve (established in Setup, Processing Defaults), determine whether and how much is available for payables. In general, the ledger's available balance is not drawn down below zero for invoice payments and not below the distribution reserve for Cash Distribution payments.

When posted through the **Recurring Checks** each check will be for a single line item. To have recurring checks to the same vendor consolidate on one check use the **Recurring Checks as Invoices** function. The transactions will be turned into invoices and then must be compiled and posted through the Invoice Checks function. When done this way, the number of items consolidated onto one check can be controlled by using the Check Limit field in the Vendor Profile.

Transfer Property Surplus and Recover Deficits from Owners moves the excess funds in the property to the owner's ledgers based on the percentage of ownership and transfers funds from the owner to bring properties with a deficit up to a zero balance. Checkboxes in the Property Profile indicate whether the transfers take place.

Click the radio button next to the function of your choice.

Fields

Scheduled Through – This date field, for Invoice Checks is the Due Date through which you wish to consider previously entered invoices as candidates for payment. For Recurring Checks and Distribution Checks it refers to the Next Scheduled date. Note: For Distribution Checks, ACH, and Transfer Partnership Surpluses the current ledger balance is used as the basis for determining the available amount.

Limit to Schedule – Use this drop-down list to select the schedule (weekly, monthly, etc.) for the checks if you wish to limit them. Normally blank.

Restrict Payer To – Use this field to select a particular ledger for consideration. The field at the far right is a drop-down restriction list box to select the set of profiles you want displayed in the drop-down list for the field. Normally blank.

Restrict Payee To – Use this field to select a particular vendor to whom you wish to write a check. Normally blank.

Compiled Check Candidates

Invoice Checks

Due Date	Payer	Payee	Amount	
04/18/2015	MAIN212: 212 Main Street	Victor Garcia [Vendor]	\$37.80	☐ Skip
06/05/2015	MAIN212: 212 Main Street	Electric Company [Vendor]	\$74.69	☐ Skip
05/09/2015	FAIR436: 436 Fairway Drive	Victor Garcia [Vendor]	\$67.28	☒ Skip
06/05/2015	CEDAR327: 327 Cedar Lane	Electric Company [Vendor]	\$48.90	☒ Skip
05/15/2015	WB201: Willow Brooke 201	Victor Garcia [Vendor]	\$22.50	☐ Skip
06/05/2015	OAK2118: 2118 Oak Street	Electric Company [Vendor]	\$90.32	☐ Skip

Invoice	JUNE 5, 2015	Ledger	SCHENK: Donald S. Schenk
Bill Code	ELECTRIC: Electric Bill	Unit	OAK2118: 2118 Oak Street
Available	\$1,004.12	Owed	\$90.32
Reserve	\$0.00	Discount	
Minimum	\$0.00	Discount Ends	
Priority	Normal	Before Check	\$1,004.12
		After Check	\$913.80

☐ Hold
☐ Separate
☐ Discounted

All Payables / Selected Payables / Selected Payables Below Minimum / Missed Discounts / Skipped Payables /

Help Post Report Calculate Skip All Cancel

Compiled Check Candidates

The check candidates (invoice, recurring, distribution, ACH) 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 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. If you change an amount or skip one that could be paid, you can recalculate the balances of each owner by clicking the Calculate button.

A candidate will be marked Skip if it will draw the ledger's balance below his Base Reserve as established in the Ledger Profile, or because it will draw the balance below the Minimum Base Reserve as established in Setup, Processing Defaults.

If you don't want to pay a particular invoice or recurring check, mark the Skip checkbox. Skipped payables will not be deleted but will continue to come up as candidates whenever scheduled invoices or recurring checks are compiled. Several folders are available to view subsets of the compiled payables.

When you skip a distribution, ACH or transfer candidate the balance is not affected.

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, reducing their balances. The next window will ask if you want to print the checks now. If you specify Yes you will be prompted to verify the date and starting check number to use. If you choose No, the checks will be waiting to be printed in the **Print Checks** function. They can be viewed there or in AP, Check History, Unprinted Checks.

Compiled Check Candidates

Due Date	Payer	Payee	Amount	
04/18/2015	MAIN212: 212 Main Street	Victor Garcia [Vendor]	\$37.80	☐ Skip
06/05/2015	MAIN212: 212 Main Street	Electric Company [Vendor]	\$74.69	☐ Skip
05/09/2015	FAIR436: 436 Fairway Drive	Victor Garcia [Vendor]	\$67.28	☒ Skip
06/05/2015	CEDAR327: 327 Cedar Lane	Electric Company [Vendor]	\$48.90	☒ Skip
05/15/2015	WB201: Willow Brooke 201	Victor Garcia [Vendor]	\$22.50	☐ Skip
06/05/2015	OAK2118: 2118 Oak Street	Electric Company [Vendor]	\$90.32	☐ Skip

Invoice	JUNE 5, 2015	Ledger	SCHENK: Donald S. Schenk
Bill Code	ELECTRIC: Electric Bill	Unit	OAK2118: 2118 Oak Street
Available	\$1,004.12	Owed	\$90.32
Reserve	\$0.00	Discount	
Minimum	\$0.00	Discount Ends	

Priority	Normal	☐ Hold
Before Check	\$1,004.12	☐ Separate
After Check	\$913.80	☐ Discounted

[All Payables](#) / [Selected Payables](#) / [Selected Payables Below Minimum](#) / [Missed Discounts](#) / [Skipped Payables](#)

[Help](#)
[Post](#)
[Report](#)
[Calculate](#)
[Skip All](#)
[Cancel](#)

Determining the Available Balance

When writing any check but a distribution check, the system uses the available balance to determine whether there is enough money in the ledger to post the check. The available balance is arrived at by taking the cash in non-escrow bank accounts for the ledger minus any escrow deficit (if positive).

Escrow Deficit

The total amount of tenant deposits (accounts marked Use to Track Deposits) minus the escrow bank account balance for the ledger.

Invoice Checks

The compiled invoice check candidates are displayed. Those eligible for payment that can't be paid because of insufficient owner 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)

Bill Code – the bill code indicates what the charge is for.

Invoice – the invoice number assigned when the invoice was entered

Ledger – owner or property of the Bill To

Available – the balance in the account for the ledger being charged

Reserve – the base reserve amount set in the ledger Profile

Minimum – The Minimum Base Reserve established in Setup, Processing Defaults unless Enforce Base is checked in the ledger Profile. In that case it is the ledger's base reserve.

Owed – the total amount owed for that invoice

Discount – the discount amount based on information entered on the invoice

Discount Ends – date the discount ends

Priority – the priority of the bill code

Before Check – the balance in the account before the check is written

After Check – the balance in the account after the check

Tabs

All Payables – Displays all payable candidates meeting the selection criteria.

Selected Payables – All payable 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 owner balance below the Base Reserve as specified in the ledger Profile.

Note: Only if the Enforce Base is not checked can you change a line item that the system marks as skipped to one that will be paid.

Missed Discounts – Those payable candidates who missed getting a discount because the Last Date for getting the discount has passed.

Skipped Payables – All payable candidates marked Skip.

AP, Recurring Checks

Recurring Checks

Due Date	Payer	Payee	Amount	
05/01/2015	FAIR436: 436 Fairway Drive	Minuteman Trust [Vendor]	\$793.46	☒ Skip
06/01/2015	FAIR436: 436 Fairway Drive	Minuteman Trust [Vendor]	\$793.46	☒ Skip
05/01/2015	OAK2118: 2118 Oak Street	Patriot National [Vendor]	\$477.38	☐ Skip
06/01/2015	OAK2118: 2118 Oak Street	Patriot National [Vendor]	\$477.38	☐ Skip

Ledger SCHENK: Donald S. Schenk

Available	\$1,004.12	Bill Code	MORTGAGE: Mortgage Payment
Reserve		Schedule	Monthly
Minimum		Priority	Normal
		Before Check	\$526.74
		After Check	\$49.36

☐ All Checks /
 ☒ Selected Checks /
 ☐ Selected Checks Below Minimum /
 ☐ Skipped Checks /

Help Post Report Calculate Skip All Cancel

Recurring Checks

Recurring checks are defined in the Owner, Property, Management Group, and Unit profiles using the Recurring Checks button.

Recurring checks can be compiled to post and pay immediately or they can be turned into invoices payable through the Invoice Checks function. If paid immediately, payments to the same vendor will not be consolidated. If turned into invoices (payables) they will be consolidated when posted and paid unless the vendor profile dictates otherwise.

When compiled, a list of recurring checks due through the Scheduled Through date will appear on the screen. Each line item contains the Due Date, Payer, Payee, Amount and the Skip box. If the ledger has insufficient funds to pay the invoice, it will be marked Skip for **Recurring Checks**. Since **Recurring Checks as Invoices** is just creating invoices, the balances are not considered so none will be skipped.

If you change the check amount and wish to update the unit or ledger profile where the information is stored with the new amount, click the flashlight button to go to the profile and change the amount.

If you don't want to process the transaction, mark the Skip checkbox. The transaction will not be posted and will appear in the Skipped Checks folder and as Skipped Checks on the report. The next time you compile recurring check candidates these will be listed as candidates unless you adjust the Next Scheduled date in the appropriate profile.

When you are satisfied with the information on the screen, click the Post button to post the check amount to the ledger. You can print the checks now or at some later time using the Print Checks function..

Fields on the line items of compiled checks:

Ledger – owner or property of the Bill To

Available - the current balance in the ledger's non-escrow bank accounts

Reserve - the base reserve defined in the ledger profile

Minimum - the minimum balance from Setup, Processing Defaults

Bill Code - the reason for writing the check

Schedule - based on the schedule set in the recurring check profile

Priority - set in the recurring check profile

Before Check - the balance in the ledger's account before the check is posted

After Check - the balance in the ledger's account after the check is posted

Transfer Property Surplus and Recover Deficits

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Scheduled Payables 

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☐ Invoice Checks

☐ Recurring Checks

☐ Recurring Checks as Invoices

☒ Transfer Property Surplus to and Recover Deficits from Owners

☐ Distribution Checks

☐ ACH Distribution Batch

Scheduled Through 06/05/2015 

Limit to Schedule 

Restrict Payer to   

Restrict Payee to   

Help **Compile** **Cancel**

Transfer Property Surplus and Recover Deficits from Owners

This is one of the options in AP, Scheduled Payables.

If you pay all owners of a property by ACH it is not necessary to do the Transfer Property Surplus.

This function is useful when an owner has interest in more than one property and desires one check for the sum of all his interests.

The actions that occur depend on the setting in the Property Profile, Accounting & Distribution Rules tab.

- If the Transfer Surplus Funds to Individual Owners checkbox is marked, the surplus amount for the property is determined following the same rules as distribution checks. That surplus is divided per the percent of ownership for each owner. That amount is then transferred to the owner using the account code selected in the posting table. Any leftover pennies are given to the owner listed first.
- If the Collect Deficits from Individual Owner is marked, each property whose balance is negative will have the balance increased to \$0. When there are multiple owners the deficits are replenished based on percent of ownership. Unpaid invoices are not covered nor are any distribution reserves.
- When both checkboxes are marked in the property profile, the end result is that negative property balances are raised to zero. Surplus property balances are drawn down to the Distribution Reserve + Unpaid Invoices + Work order Estimates. Owner balances are drawn down to counter balance the replenishment of properties to a zero balance.

If, for whatever reason, you don't want the property balancing to occur, do not mark the checkboxes in the Property Profile.

NOTE: The transfer and recover function should be done prior to doing Distribution Checks to owners. If the Distribution Checks are done first, then available surplus funds will not be available to cover a property with negative cash flow.

ACH – Automatic Check Handling

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☐ Invoice Checks
☐ Recurring Checks
☐ Recurring Checks as Invoices
☐ Transfer Property Surplus to and Recover Deficits from Owners
☐ Distribution Checks
☒ ACH Distribution Batch

ACH Bank: CHECKING: Bank Account Checking ☐ Create ACH Export File

Scheduled Through: 06/05/2015

Limit to Schedule: [Dropdown]

Restrict Payer to: [Dropdown]

Restrict Payee to: [Dropdown]

Help Compile Cancel

Paying the owners by ACH must be done prior to doing Distribution Checks. The ACH function only considers those ledgers that have been setup in Advanced Scheduling while the Distribution Checks function considers all ledgers.

ACH - Automatic Check Handling

The ACH function in PROMAS is intended to facilitate distribution check processing for those users who have an arrangement with their bank to transfer funds from their property management bank account directly to the owner's designated bank account. It eliminates the physical printing of distribution checks by providing printed output for manual entry (not recommended) and an export file (see format below). The distribution checks are compiled, posted to each owner/property ledger, recorded as a single transaction to the bank account and then an export file is created.

PROMAS will create an export file that can be used (or modified) to automatically import the dollar amounts and other pertinent information into the bank ACH file creation program. Because there is no standard format for importing into a bank, you will need a conversion program to take our export file and put it into the bank's format. Call the Help Desk to get the name of a consultant who can create that conversion program. In lieu of creating the file you can use the report to enter the dollar amounts into the bank ACH file creation program (not recommended).

The file format used within the banking system is defined as NACHA. There is no standard NACHA format for the transmission of records from a customer to a bank. The NACHA format is used to transmit records from a bank or financial institution to the Federal Reserve or Clearing house. The NACHA file, which the banks use to get information from their customers, is based on the NACHA standard, but varies from bank to bank.

Outside PROMAS

The user must make arrangements with their bank to acquire the necessary software and set up procedures to use the file exported by PROMAS to create a file that can be processed at the bank. Contact Tech Support for the names of consultants who are experienced with converting our output into your bank's input format.

Within PROMAS

The ACH parameters are set in the Advanced Scheduling function in the Owner/Property profile and the checking account setup in <<Setup, Account codes>>. The ACH processing is found in AP, Scheduled Payables, ACH Distribution Batch.

See the Help for the file format of the ACH file produced by PROMAS.

AP – Distribution Checks

Date	Payer	Amount	
06/05/2015	CLAYTON: Frederick L. Clayton	\$754.38	☐ Skip
06/05/2015	GOLDEN: Harrison S. Golden	\$985.10	☐ Skip
06/05/2015	NU: NUZIG Inc.	\$1,767.00	☐ Skip
06/05/2015	SCHENK: Donald S. Schenk	\$313.80	☒ Skip

Bank	CHECKING: Bank Account Checking	Schedule	
Balance	\$1,004.12	Payables	\$90.32
Reserve	\$600.00	Work Orders	
Available	\$404.12	Total Payable	\$90.32
		Surplus	\$313.80

☒ Print Checks by Payee
 ☐ Print Checks by Payer

All Checks / Selected Checks / Selected Checks Below Available / Payables & Work Orders / Skipped Checks

Help Post Report Skip All Cancel

There is an option to produce ACH output. This function eliminates the actual check writing process. A single transaction (similar to a bank deposit slip amount) takes the place of each transaction. This function must be coordinated with your bank.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Frederick L. Clayton [Owner] Advanced Scheduling

CLAYTON: Frederick L. Clayton

Distribution Checks

Schedule: Never ☐ Ignore Scheduling

Next Scheduled: 6/1/2015

Schedule Expires:

ACH Distribution Checks

Distribute by ACH: ☐

Bank Routing Number:

Account Number:

Savings Account: ☐

1. Distribution Checks 2. Statements

Undock Help Save Close

If you do not want to send distribution checks to the owner, go to the Advanced Scheduling record in the Owner Profile, set the Schedule to Never and unmark the Ignore Scheduling checkbox.

Distribution Checks

The distribution check function processes checks to owners and properties whose balance exceeds their distribution reserve amount. If the payer is a property, the check will either be made payable to the distribution check override address or to the owners per their % ownership in the property.

Distribution checks can be scheduled by setting the parameters in Owner/Property Profile, Advanced Scheduling speedbutton, i.e. you can pay some on the 10th, some on the 20th, some quarterly, some never, etc.

When you compile a list of distribution check candidates, they will appear on the screen, displaying the Due Date, Payee and Amount, plus a skip box. All of the fields are protected except for the amount and the skip box.

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 payment amount and will display details about the transaction. The details are protected fields. To skip a payment mark the Skip checkbox.

How the Check Amount is Determined

The amount of the distribution check to the owner is determined based on the ledger available balance; subtracting the distribution reserve amount; subtracting any unpaid invoices; subtracting any work order estimate amounts. This becomes the surplus amount. The check will be for the surplus amount if it falls between the minimum and maximum amounts. There will be a skipped check if it is below the minimum. The check amount will be the maximum if the surplus is greater than the maximum.

Line Items

Bank – the bank account on which to draw the check

Balance – the balance for the owner or property available to pay bills

Reserve – the distribution reserve amount defined in the profile

Available – the current balance less the Reserve

Payable – the net amount of any payables i.e. unpaid invoices.

Work Orders – the net amount of any work order estimate amounts

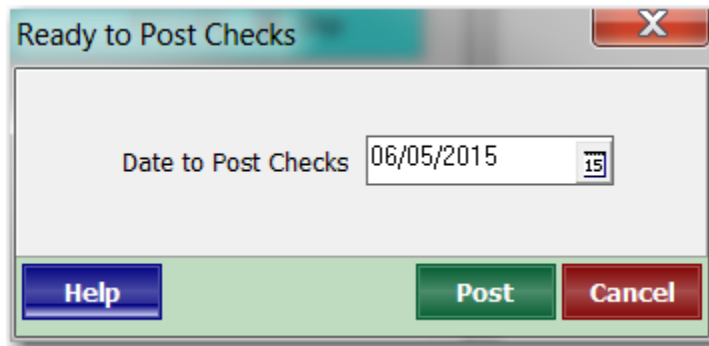
Total Payable – the total of payables and work orders

Schedule – the distribution schedule set in the profile

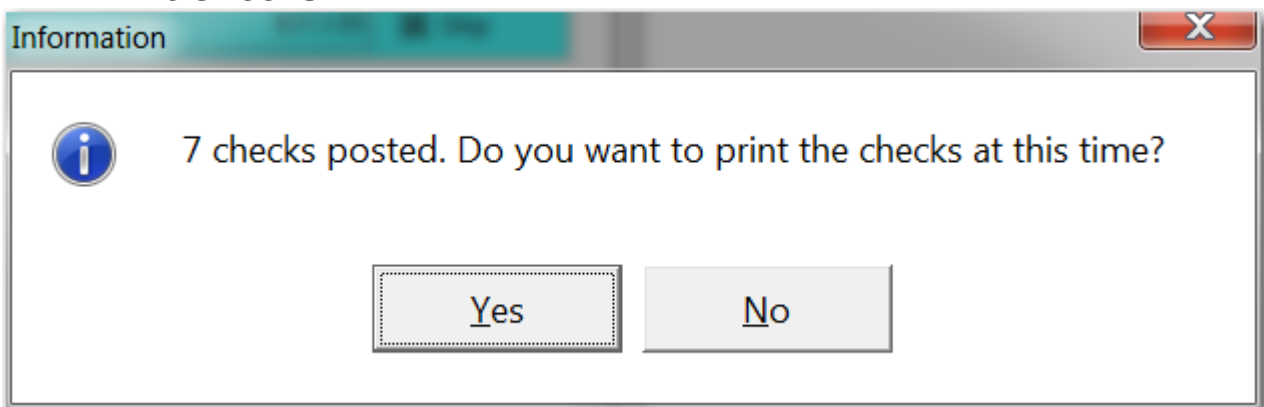
Minimum – the minimum check amount defined in the profile

Maximum – the maximum check amount defined in the profile

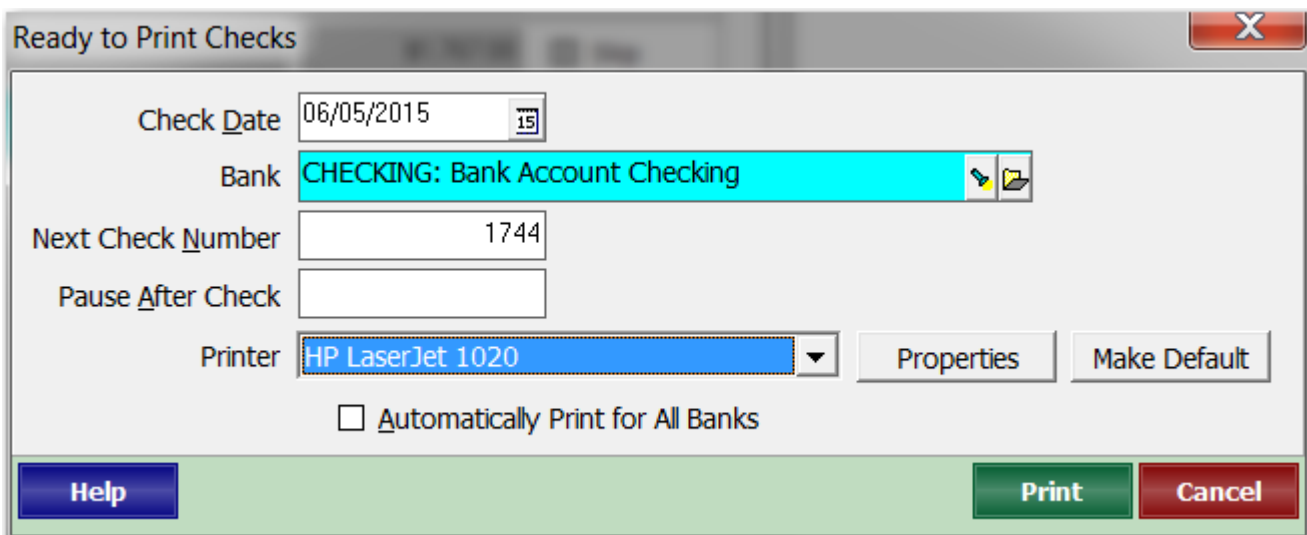
Surplus – the check amount the system calculated. Note: This figure will remain the same even if you decide to change the actual check amount.

AP – Post Checks

A dialog box titled "Ready to Post Checks" with a close button (X) in the top right corner. It contains a text field labeled "Date to Post Checks" with the date "06/05/2015" and a small calendar icon to its right. At the bottom, there are three buttons: "Help" (blue), "Post" (green), and "Cancel" (red).

AP – Print Checks

An "Information" dialog box with a close button (X) in the top right corner. It features an information icon (i) on the left and the text "7 checks posted. Do you want to print the checks at this time?". At the bottom, there are two buttons: "Yes" and "No".



A "Ready to Print Checks" dialog box with a close button (X) in the top right corner. It contains several fields: "Check Date" with "06/05/2015", "Bank" with "CHECKING: Bank Account Checking" and a dropdown arrow, "Next Check Number" with "1744", and "Pause After Check" which is empty. Below these is a "Printer" dropdown menu showing "HP LaserJet 1020", with "Properties" and "Make Default" buttons to its right. A checkbox labeled "Automatically Print for All Banks" is also present. At the bottom, there are three buttons: "Help" (blue), "Print" (green), and "Cancel" (red).

Check Posting

When a check is posted it reduces the ledger balance.

As a part of the posting checks function, you are prompted to verify the posting date and then are provided a count of the checks posted and given the option to print checks now. If you choose to print later (by selecting No) the checks will be in the AP, Print Checks function and can be viewed in AP, Check History, Unprinted Checks.

Check Printing

The check printing function prints the checks and assigns the check number to the unprinted check transaction.

After choosing to print from the posting screen or from Print Checks you can set 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 Professional Landlord has recorded the 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 change check stock and to verify the next check number for the new bank account.

MICR check writing involves printing checks on blank check stock. Therefore when using MICR checks, you can choose to print all checks from all banks without pausing by marking the **Automatically Print for All Banks** checkbox.

Note: If you use pre-numbered check stock, verify that the **Next Check Number** on the screen matches the first check number in the printer.

AP, Print Checks

Print Checks

Post Date	Payer	Payee	Amount
06/05/2015	NU: NUZIG Inc.	David & Judy Fiscella [Owner]	\$353.40
05/16/2015	No Payer Specified	Victor Garcia [Vendor]	\$27.50
06/05/2015	GOLDEN: Harrison S. Golden	Harrison S. Golden [Owner]	\$985.10
06/05/2015	NU: NUZIG Inc.	Peyton T. Gray [Owner]	\$353.40
06/05/2015	NU: NUZIG Inc.	Charles W. Harris [Owner]	\$353.40
05/19/2015	No Payer Specified	Property Management [Management G	\$400.00
06/05/2015	NU: NUZIG Inc.	James J. Porach [Owner]	\$353.40

☐ Vendor Insurance Expired ☐ Skip

Bank	Bank Account Checking	Bank Balance	\$11,388.74	Before Check	\$7,808.16
		Minimum		After Check	\$7,454.76

☒ Sort by Payee ☐ Sort by Payer

☐ All Checks ☐ Selected Checks ☐ Selected Checks Below Minimum ☐ Vendor Insurance Expired ☐ Skipped Checks

Ready to Print Checks

Check Date: 06/05/2015

Bank: CHECKING: Bank Account Checking

Next Check Number: 1744

Pause After Check:

Printer: HP LaserJet 1020

☐ Automatically Print for All Banks

Print Checks

Checks that were posted but not printed are in AP, Check History, Unprinted Checks and can be printed using the AP, Print Checks function. Five folders of information are available: All Checks, Selected Checks, Selected Checks Below Minimum, Vendor Insurance Expired and Skipped Checks. The checks can be sorted (for viewing) by Payee (default) or by Payer. Checks are printed in payer sequence.

The line item (view mode) shows the post date, payer, payee and check amount. Detailed line item information (edit mode) is available by clicking in any field on the line.

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 in the bank account as defined in Setup, Account Codes for the bank account

Vendor Insurance Expired – If this checkbox is marked, the Skip checkbox will also be marked. It means that the vendor's insurance has expired (based on information in the Vendor Profile). This must be rectified before the check can be printed.

Before Check – the amount in the payer ledger before the check

After Check – the amount in the payer ledger after the check

Amount – the dollar amount of the check

Skip – Any check skipped here will remain in AP, Check History, Unprinted Checks tab. Use the AP, Print Checks function to print after correcting the situation. Checks which will bring the bank balance below the minimum established in Setup, Account Codes, Checking Account Information will be marked Skip and will not be printed. Also marked Skip will be checks to vendors whose insurance has expired. You have the option to **Skip All** and then unmark the ones you want to pay.

AP, Single Check, Invoice tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Write Check

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Invoice History

Posting Date: 06/08/15 ☐ Hand Written

Invoice #: JUNE 8, 2015

Payee:

Bank: CHECKING: Bank Account Checking

One Time:

Memo:

Work Order:

Vendor:

Check Number:

Discount (%):

Discount (\$):

1. Invoice 2. Payee Address & Comments

Bill To: PM LEDGER: Property Management [Management Group] Management Group

Bill Code: PAY COMPANY: Pay Company

Amount: \$1,000.00 ☐ Split Charge with Owner

Undiscounted Total: \$1,000.00 Total Discount: Discounted Total: \$1,000.00

Help New Post Cancel

Owner Balances

When you post a single check, if the amount of the check will draw the ledger's balance below his Base Reserve, a warning message will display. You have the option to post the check anyway.

Single Check

This function is used when you want to record a handwritten check or post a single check against the owner, property or the management group 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. A warning message will display if the amount of the check will draw the balance below the Base Reserve-but you have the option to continue.

Note: If you want to write a tenant refund check, or a check to a vendor from the tenant's security deposit or open credits, use the AP, Tenant Refund Check function.

The top of the screen contains information about the check. The bottom section contains line items where you indicate the payer (Bill To), the reason (Bill Code), and the amount. Multiple line items can be entered. They can be billed to different owners for different bill codes.

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 when posting 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 flashlight 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.

Bank – Enter the bank the check is being drawn on.

One Time – If this is a one time check to someone, enter the name here. If you have already entered a Payee, 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 tab to enter the address information.

Memo - this will print on the check and check stub

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 Bill Code fields.

AP, Single Check, Invoice tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Write Check

Profile Search

Internet Publishing

NTN

All Tasks

Cross Reference

Invoice History

Posting Date: 06/08/15 ☐ Hand Written

Invoice #: JUNE 8, 2015

Payee: Vendor:

Bank: CHECKING: Bank Account Checking

One Time: Check Number:

Memo: Discount (%):

Work Order: Discount (\$):

1. Invoice / 2. Payee Address & Comments

Bill To: PM LEDGER: Property Management [Management Group] Management Group

Bill Code: PAY COMPANY: Pay Company

Amount: \$1,000.00 ☐ Split Charge with Owner

Undiscounted Total: \$1,000.00 Total Discount: Discounted Total: \$1,000.00

Help **New** **Post** **Cancel**

Hand Written – Mark this checkbox if the check is going to be (or was) handwritten rather than printed by the computer.

Check # - 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 owner ledger will be debited the full invoice amount. In the Management Fee profile you have the option of giving the discount to the owner or the management group (default). If you choose to give the discount to the owner, the full amount will be posted to his ledger and then the discount amount will be credited back to him. If you choose to give the Management Group the discount, the full amount is posted to the owner ledger and the management group ledger will reflect the discount amount.

Line Items

Bill To – Select from this Find List the ledger or entity paying the invoice. Normally the Bill To is the unit. If the Bill To is the tenant, the full amount will be paid by the owner and charged to the tenant unless the split charge checkbox is marked. In this case the split arrangement per the Tenant Profile is charged to the tenant.

Note: In most cases it is best to make the Bill To the unit. When the tenant is to be charged for any portion of the amount, use the Charge Tenant speedbutton at the bottom of the screen or go to AR, Charge Tenant.

Bill Code – Select from the Find List the Bill Code describing the charge.

Amount – Enter the dollar amount of the line item.

Split Charge With Owner – Use this checkbox to indicate that the charge should be split between tenant and owner per the parameters set up in the Tenant Profile. A split can only be processed if the tenant is selected as the Bill To.

Additional line items can be entered by clicking into the open area below the previous line item. The Bill To and Bill Code do not have to be the same for each line item.

AP, Credit Memo

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Vendor Credit Memo

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 3/29/2011

Reference:

Vendor: RR: Randy's Roofing

Ledger: GOLDEN: Harrison S. Golden [Owner]

Account: CREDIT: Credit Memo

Amount: \$54.00 ☐ Hold

Memo:

Comment:

Undo Help Print Screen New Post Cancel

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 minus the credit amount.

Fields

Date – Use this date field to enter the posting date of the credit.

Reference – Enter an alphanumeric reference number (optional).

Vendor – Select the vendor issuing the credit memo from the drop-down list box.

Ledger – Use this Find List to select the ledger (owner, unit, etc.) receiving the credit.

Account – Select the bill 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.

Comment – A freeform field for comments explaining the reason for the credit.

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.

AP, Adjust Vendor Payments

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Adjust Vendor Payments

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 3/29/2011

Vendor: GARCIA, Victor Garcia

Ledger: CLAYTON, Frederick L. Clayton [Owner]

☒ Increase Vendor Payments

☐ Decrease Vendor Payments

Amount: \$437.22

Memo:

Comment:

Payments for Year: \$105.08

Adjustment: \$437.22

Final Payments: \$542.30

Undo Help Print Screen New Post Cancel

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 – Enter the posting date you want on the transaction.

Vendor – Select the vendor from the drop-down list.

Ledger – Use this Find List to select the ledger – usually the management group. The transaction will not affect the ledger chosen nor the bank account.

Increase, Decrease Vendor Payments – Use the radio button 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.

Comment – A freeform field for comments.

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.

AP, Destroyed Checks

The screenshot shows the 'Destroyed Checks' window in the software. The window has a menu bar with 'File', 'Profiles', 'AP', 'AR', 'GL', 'Maintenance', 'Reports', 'Mailings', 'Links', 'Setup', and 'Help'. Below the menu bar is a toolbar with icons for 'Internet Publishing' and 'NTN'. The main area contains the following fields:

- Posting Date: 3/29/2011
- Bank: CHECKING: Bank Account Checking
- Starting Check Number: 1734
- Ending Check Number: 1735
- Number of Checks: 2
- Memo: (empty text box)

At the bottom of the window are buttons for 'Undock', 'Help', 'Print Screen', 'New', 'Post', and 'Cancel'.

AP, Print Blank Check

The screenshot shows the 'Print Blank Checks' window in the software. The window has a menu bar with 'File', 'Profiles', 'AP', 'AR', 'GL', 'Maintenance', 'Reports', 'Mailings', 'Links', 'Setup', and 'Help'. Below the menu bar is a toolbar with icons for 'Internet Publishing' and 'NTN'. The main area contains the following fields:

- Bank: CHECKING: Bank Account Checking
- Next Check Number: 1761
- Number of Checks: 2
- Printer: HP LaserJet 1020

There are also buttons for 'Printer Info' and 'Setup Printer' next to the 'Number of Checks' and 'Printer' fields respectively. At the bottom of the window are buttons for 'Undock', 'Help', 'Print Screen', 'Print', and 'Cancel'.

Destroyed Checks

Destroyed checks are generally ones in a sequence of preprinted checks 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.

If you use blank check stock, accounting for each check is not an issue. Using it to track voided checks is useful.

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.

Note: if more than 10 checks are to be destroyed an information screen will display.

Fields

Date – enter the posting date

Bank – select the bank account from the Find 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 number

Memo – type in the reason

Note: In Reports, Bank Reports there are several reports that include or can include the destroyed checks. You can view destroyed checks in AP, Check History, Destroyed Checks tab.

Blank Checks

This function only works if you are using MICR checks. Blank checks with company and bank information and check numbers will print for the designated range of checks. Printing Blank Checks results in a preprinted check similar to ones you would order as preprinted.

A logo can be printed on blank check stock. See Help for more information.

General Ledger

General Ledger Functions

- **Journal Entries**
 - Journal vouchers
 - Journal transfers
- **Bank to Bank Transfers**
- **Recurring Journal Entries**
- **Reconciling a Bank Statement**
- **Adjust Bank Account**
- **Budgets**



General ledger history and Bank account history are covered in the History section. Deposit receipts is covered in the AR section.

Objectives

This module has the functions that relate primarily to the owner and property ledgers and the overall bookkeeping activities related to the bank accounts and the management group ledger. These include depositing receipts; reconciling bank accounts; bank to bank transfers; single and scheduled journal entries; making bank account adjustments; general ledger history and bank account history.

The general ledger history lets you review any ledger's transactions (owner, property, management group) as well as just those for a particular unit. From GL History you can filter, edit, void, and review any transaction affecting the ledger.

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 History can be found in the History section of this document. Deposit Receipts particulars can be found in the AR, Receipt section.

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 (owner or property) while a Journal Transfer affects two ledgers (e.g. two owners or an owner and the management group). At the end of this module you will be able to:

- move money from one bank account to another
- create single or recurring journal entry and post it
- transfer amounts between accounts within a bank or between banks
- make adjustments to accounts
- reconcile a bank statement
- prepare an annual budget

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Journal Voucher

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 05/31/15

Reference: Journal Voucher

Ledger: CLAYTON: Frederick L. Clayton [Owner]

Memo:

Comment:

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$2,550.00
Debits: \$2,550.00
In Balance:

Account	Debit or Credit	Amount
RENT: Rent	Credit	\$2,550.00
MF EXPENSE: Management Fee	Debit	\$204.00
MORTGAGE: Mortgage Payment	Debit	\$1,124.46
PLUMBING: Plumbing	Debit	\$142.27
CASH OUT: Cash Distribution	Credit	(\$929.27)
CHECKING: Bank Account Checking	Debit	\$150.00

Undo Help New Post Cancel

The screen above depicts the form entries to initialize a ledger balance. The parts of the transaction include increasing (or reducing) the bank account balance and increasing (or reducing) the ledger balance. This is one of two ways to initialize a ledger balance. The other is by using the Adjust Bank Account function.

Journal Voucher

This function is used to post transfers between the accounts of a single ledger. Use the **Journal Transfer** function for transfers between different ledgers (i.e. owner to/from management). The most common use is to establish year-to-date balances for an owner or property 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 is also used to adjust amounts previously posted to the wrong account or set funds aside for future expenditures.

Date – the posting date of the transaction.

Reference - the default is Journal Voucher but you can change it

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 protected fields. In order to post, the credits must match the debits, i.e. the third field name must read *In Balance* and be blank. As you enter line items, the third field name label will change to indicate *Debits Needed* or *Credits Needed* with the amount of the credit or debit needed to balance.

A minimum of two line items are needed to balance. To add additional line items click in the area below the last line item entered.

Account – Choose the account from the Find List.

Debit or Credit – 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. An Equity account will show as a credit.

Amount – Enter the amount of the credit or debit. An easy way to determine if the amount should be + or - is to ask the question “Do I want to increase or decrease the account balance?” A negative number decreases the account balance.

Example: Set money aside to pay for a new roof. The reason for doing this is to protect the funds from being used for other expenses or given back to the owner.

- Set up a current liabilities account called Roof Reserve – roof reserve set aside.
- Post a journal voucher that debits “Roofs” (an expense account) and credits “Roof Reserve” set aside (a current liabilities account.)

When it comes time to pay the roof invoice you can either write the check from the liability account or journal voucher the balance back to the available cash and write the check against the expense account.

Journal Transfer example

The screenshot shows the 'Journal Transfer' window. On the left is a sidebar with menu items: Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL (highlighted), Maintenance, Reports, and Mailings. The main area contains the following fields:

- Date:** 06/08/15
- Reference:** Journal Transfer
- Bank:** CHECKING: Bank Account Checking
- Memo:** (empty)
- Comment:** (empty)
- Checkboxes:** ☒ Cash, ☒ Accrual, ☒ Modified Cash
- Credits:** \$350.00
- Debits:** \$350.00
- In Balance:** (empty)

Below these fields is a table with columns: Account and Ledger, Debit or Credit, and Amount.

Account and Ledger	Debit or Credit	Amount
LEASE: Leasing Fee Income	Credit	\$350.00
PM LEDGER: Property Management		
LEASE FEE: Leasing Fee	Debit	\$350.00
LEBENSON: Ira C. Lebenson [Owner]	Owner	

At the bottom are buttons: Undock, Help, New, Post, and Cancel.

The above journal transfer example is taking a \$350 leasing fee from owner Lebenson and giving it to the Management Group ledger.

- Line Item 1: Account = Leasing Fee Income
 Ledger = Management Group
 Amount = 350
- Line Item 2: Account = Lease Fee Expense
 Ledger = Owner
 Amount = 350

Journal Transfer

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 (i.e. transferring funds from one property to another property owned by the same owner). 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 - 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 in every bank.

When a management group takes a leasing fee, for example, not only must you indicate how much to debit the owner and credit the management group and what accounts to use, you must also indicate what bank account should be used to transfer the cash. This keeps each ledger in balance, but the balance of the bank account will not change.

A minimum of two line items are needed to balance. To add additional line items click in the area below the last line item entered.

Date – Use this date field to enter the effective date of the transaction.

Reference – This field defaults to Journal Transfer but can be changed to whatever you want.

Bank – Select the bank account from the Find List.

Memo/Comment – Enter any appropriate memo and comment.

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 blank. As you enter line items, the third field name will change to indicate *Decreases Needed* or *Increases Needed* with the amount of the increase or decrease.

Journal Transfer example

The screenshot displays the 'Journal Transfer' window. On the left is a sidebar with navigation buttons: Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL (highlighted), Maintenance, Reports, and Mailings. The main area contains the following fields:

- Date:** 06/08/15
- Reference:** Journal Transfer
- Bank:** CHECKING: Bank Account Checking
- Memo:** (empty)
- Comment:** (empty)

On the right, there are checkboxes for ☒ Cash, ☒ Accrual, and ☒ Modified Cash. Below these are summary boxes:

- Credits:** \$350.00
- Debits:** \$350.00
- In Balance:** (empty)

The main table lists the journal entries:

Account and Ledger	Debit or Credit	Amount
LEASE: Leasing Fee Income	Credit	\$350.00
PM LEDGER: Property Management		
LEASE FEE: Leasing Fee	Debit	\$350.00
LEBENSON: Ira C. Lebson [Owner]	Owner	

At the bottom, there are buttons for 'Undock', 'Help', 'New', 'Post', and 'Cancel'.

Note: Leasing Fee is being used as an example. In Professional Landlord the most efficient way of taking a leasing fee and adjusting a management fee is to use the Prorated Rent function. The Journal Transfer produces the same result but requires more entries.

Line Items

To add additional line items click in the area below the last line item or tab through the line item.

Account – Choose the account code from the Find List.

Ledger – Choose the affected ledger from the Find List.

Debit or Credit – 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.

Example shown on screen will post as:

Owner	Debit	leasing fee expense	\$350.00
Owner	Credit	bank account	\$350.00
Mgt. Group	Credit	leasing fee income	\$350.00
Mgt. Group	Debit	bank account	\$350.00

Note: If you had wanted to give back leasing fees previously taken the amounts would be entered as negative numbers (i.e. -350).

GL, Scheduled Journal Entries

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Journal Entries

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☒ Recurring Journal Entries
☐ Recurring Transfers
☐ Reconcile Property Management Fees
☐ Tax Collections

Scheduled Through 06/10/15

Limit to Schedule

Restrict to

Undo Help Compile Cancel

GL, Recurring Journal Entries

Recurring Journal Entry

CLAYTON: Frederick L. Clayton

Description Tax Set Aside

Schedule Monthly

Next Scheduled 06/01/15

Schedule Expires 15

Reference Journal Entry

Memo

☒ Cash
☒ Accrual
☒ Modified Cash

Credits

Debits

In Balance

Account and Ledger	Debit or Credit	Amount
SET ASIDE: Tax Set Aside	Debit	
CLAYTON: Frederick L. Clayton		
HOLD TAX: Hold for Taxes	Credit	
CLAYTON: Frederick L. Clayton [Owner]		

Help Delete New Previous Next Save Close

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 owner or property profile using the Recurring Journal Entries button. 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/property profile.

Recurring Journal Entries

This function posts the journal entries created in the ledger profile using the Recurring Journal Entry button. It is used for known happenings like recording payments the owner has made for mortgage payments and setting aside funds for future tax payments.

Recurring Transfers

Transfer Candidates

Date	Payer	Transfer Amount	
06/01/15	CHEEK: Carl Wayne Cheek	\$50.00	☐ Skip
06/01/15	CLAYTON: Frederick L. Clayton	\$50.00	☐ Skip
06/01/15	FISCELLA: David & Judy Fiscella	\$50.00	☐ Skip
06/01/15	GOLDEN: Harrison S. Golden	\$50.00	☐ Skip
06/01/15	GRAY: Peyton T. Gray	\$50.00	☐ Skip
06/01/15	HARRIS: Charles W. Harris	\$50.00	☐ Skip
06/01/15	LEBENSON: Ira C. Lebenson	\$50.00	☐ Skip
06/01/15	NU: NUZIG Inc.	\$50.00	☐ Skip
06/01/15	PORACH: James J. Porach	\$50.00	☐ Skip
06/01/15	SCHENK: Donald S. Schenk	\$50.00	☐ Skip

Reconcile PM Fees – Calculations

Calculations

Management Fee

 Paid By: NU: NUZIG Inc.
 Paid To: PM LEDGER: Property Management

Calculations

 to 05/01/2015 Period Start
 to 05/31/2015 Period End

 = 31 Days in Period

 \$2,105.00 Rent

 = \$2,105.00 Subject to Management Fee

 \$2,105.00 Subject to Management Fee
 % 10 Percentage

 = \$210.50 Percentage Fee
 Min \$200.00 Minimum
 Max \$500.00 Maximum

Recurring Transfers

This function posts the journal entries defined in **Setup, Recurring Transfers**. It is used for creating transfers based on net transaction balances for a time period like tax on rent received, tax on income, or tax on management fees. Its primary use is to handle situations where taxes are due on income received. It can also be used to generate fees based on work performed.

Reconcile Property Management Fees

This function posts a management fee adjustment based on the monthly management fee reconciliation parameters set in the property profile.

This is used when fees are collected based upon tenant payments for a property and the management agreement contains a minimum and/or a maximum for the property.

The total amount of income subject to management fees for the period will be calculated and the percentage applied. If below the minimum, the minimum amount will be used. If above the maximum, the maximum will be used. That amount is then compared to the total of the management fee transactions and the necessary journal transfer adjustment will be posted.

Tax Collections

This function posts the recurring journal entries for those recurring transfers that are marked "Use for Tax Collection". In many cases the report generated can be used to satisfy the tax authority reporting. If not, the text file generated can be imported to a spreadsheet and used to produce the tax authority's specific reporting requirements.

See How to documents on California, Arizona and Hawaii tax.

GL, Bank to Bank Transfer

The Professional Landlord for Windows [Advanced]

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Journal Entries **Bank to Bank Transfer**

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 3/29/2011

Reference: Bank Transfer

From Bank: ESCROW: Bank Account Escrow

To Bank: CHECKING: Bank Account Checking

Memo:

Comment:

Total: \$1,400.00

Load All Balances

Ledger: SCHENK: Donald S. Schenk [Owner]

Amount: \$1,400.00

Undock Help Print Screen New Post Cancel

Bank to Bank Transfer

This function lets you record movements of funds from one bank account to another bank account. The end result is a withdrawal transaction posted to one bank account and a receipt (deposit) transaction to the other bank account. Multiple line items affecting multiple ledgers (normally owners, properties or their units) can be posted.

The most common use of a bank to bank transfer is if the tenant refund check is paid from the checking (owner's funds) bank account then one way of transferring that money is through this function. In that case, the affected ledger could be a unit or that unit's owner. Similarly, when a tenant's security deposit money is deposited in the checking account and is then moved to the escrow (security deposit) bank account. It is also used when changing bank accounts.

Note: This function posts the withdrawal and deposit transactions. You must then take whatever steps are necessary to physically move the funds (i.e. on-line, an ACH or a telephone transfer). If you write a check and make a deposit do not use this function - use the Transfer Check function in AP.

Date – Use this date field to enter the date the transfer takes place.

Reference – This field defaults to Bank Transfer. You can change it.

From Bank – The bank from which the funds are being withdrawn.

To Bank – The bank to which the funds are being deposited.

Total – This is a protected field calculated from the sum of the line items entered.

Line Items

Ledger – The ledger being affected. Select from the Find List.

Amount – The amount being transferred for that ledger.

You can enter as many line items as necessary. A new blank line item appears when you click below the previous line item.

Load All Balances - This button will create a line item for each ledger's balance in that bank account and give you the opportunity to transfer all or the selected line item amounts to another bank account. This is normally used when you are changing bank accounts. Do not use unless you completely understand the consequences of what you are posting. See the Help on Changing Bank Accounts. Call technical support for guidance.

Reconciling a Bank Statement

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,516.34 ☐ Disable Clearing When Row Clicked

Closing Date: 05/31/15

Extra Days:

Date	Check	Description	Amount	Clear
05/03/15		Deposit	\$2,885.00	☒
05/19/15		Deposit	\$2,300.00	☒
05/31/15		Deposit	\$1,000.00	☐
03/18/15	1719	Peyton T. Gray	(\$376.53)	☐
04/02/15	1721	Mortgage Payment	(\$477.38)	☒
04/17/15	1724	David & Judy Fiscella	(\$823.98)	☒
04/17/15	1728	James J. Porach	(\$823.98)	☐
05/19/15	1732	HOA Fee	(\$134.50)	☒
05/19/15	1733	Mortgage Payment	(\$793.46)	☐

1. All 2. Cleared 3. Uncleared 4. Stale 5. Deposits 6. Other Additions 7. Checks 8. Other Subtractions 9. By Amount

Summary:

- Opening Balance: \$10,286.04
- Amount Cleared: \$1,230.30
- Cleared Balance: \$11,516.34
- Closing Balance: \$11,516.34
- DIFFERENCE: \$0.00
- Checks: (\$3,954.70)
- Other: \$0.00
- Subtractions: (\$3,954.70)
- Deposits: \$5,185.00
- Other: \$0.00
- Additions: \$5,185.00
- Uncleared: \$4,447.25
- Awaiting Deposit: \$0.00
- Current Balance: \$15,963.59

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 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 transactions you have processed since the bank account was opened. The bank statement balance reflects the net of all the transactions that the bank has processed. This differs from your balance on any given day because there will be checks you have written and deposits posted 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. Everything the bank does needs to be recorded in Professional Landlord - even if it is not correct.

If there are transactions in the Professional Landlord that will never be processed by the bank, they need to be offset or removed.

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** in Professional Landlord should equal the opening balance on the bank statement. If it doesn't, something in the past has changed and it should be researched and corrected before proceeding. All uncleared transactions through the Closing Date will display as line items.

If the 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 uncleared and voided a previously 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 but you can continue, thus causing the difference.

The bank statement reconciliation process 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. Use GL, Adjust Bank Account to record interest, service charges and bank errors.

Reconciling a Bank Statement

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,516.34 ☐ Disable Clearing When Row Clicked

Closing Date: 05/31/15

Extra Days:

Date	Check	Description	Amount	Clear
05/03/15		Deposit	\$2,885.00	☒
05/19/15		Deposit	\$2,300.00	☒
05/31/15		Deposit	\$1,000.00	☐
03/18/15	1719	Peyton T. Gray	(\$376.53)	☐
04/02/15	1721	Mortgage Payment	(\$477.38)	☒
04/17/15	1724	David & Judy Fiscella	(\$823.98)	☒
04/17/15	1728	James J. Porach	(\$823.98)	☐
05/19/15	1732	HOA Fee	(\$134.50)	☒
05/19/15	1733	Mortgage Payment	(\$793.46)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions / 9. By Amount

Summary:

- Opening Balance: \$10,286.04
- Amount Cleared: \$1,230.30
- Cleared Balance: \$11,516.34
- Closing Balance: \$11,516.34
- DIFFERENCE: \$0.00
- Checks: (\$3,954.70)
- Other: \$0.00
- Subtractions: (\$3,954.70)
- Deposits: \$5,185.00
- Other: \$0.00
- Additions: \$5,185.00
- Uncleared: \$4,447.25
- Awaiting Deposit: \$0.00
- Current Balance: \$15,963.59

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 break out both cleared and uncleared transactions.

After finishing the reconciliation, review the stale 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 whatever corrective action is necessary to change that transaction to a cleared status or eliminate it from the system.

Fields

Bank – Choose the bank account being reconciled from the drop-down 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.

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 in Professional Landlord 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 the line or the checkbox will toggle the Clear checkbox between clearing and not cleared.

Action Buttons

Mark All - this button will mark all line items Clear

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 than to mark each one individually.

Start Over – This button will unmark all line items currently marked for clearing and let you start from scratch.

Edit Highlighted Entry - the date of the highlighted line item can be edited

Disable Clearing When Row Clicked - mark this checkbox when you are editing so you can maintain your place in the reconciliation.

Note: Payments received and dated in this month should be put on a deposit slip dated this month. It makes comparing the bank reports easier. Putting the receipts dated this month and next month on the same deposit slip is not recommended. The bank report Split Deposits shows all instances of mixed deposits.

Reconciling a Bank Statement

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Reconcile Bank Account

Profile Search

Internet Publishing

NTN

All Tasks

Adjust Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,516.34 ☐ Disable Clearing When Row Clicked

Closing Date: 05/31/15

Extra Days:

Date	Check	Description	Amount	Clear
05/03/15		Deposit	\$2,885.00	☒
05/19/15		Deposit	\$2,300.00	☒
05/31/15		Deposit	\$1,000.00	☐
03/18/15	1719	Peyton T. Gray	(\$376.53)	☐
04/02/15	1721	Mortgage Payment	(\$477.38)	☒
04/17/15	1724	David & Judy Fiscella	(\$823.98)	☒
04/17/15	1728	James J. Porach	(\$823.98)	☐
05/19/15	1732	HOA Fee	(\$134.50)	☒
05/19/15	1733	Mortgage Payment	(\$793.46)	☐

1. All 2. Cleared 3. Uncleared 4. Stale 5. Deposits 6. Other Additions 7. Checks 8. Other Subtractions 9. By Amount

Opening Balance: \$10,286.04

Amount Cleared: \$1,230.30

Cleared Balance: \$11,516.34

Closing Balance: \$11,516.34

DIFFERENCE: \$0.00

Checks: (\$3,954.70)

Other: \$0.00

Subtractions: (\$3,954.70)

Deposits: \$5,185.00

Other: \$0.00

Additions: \$5,185.00

Uncleared: \$4,447.25

Awaiting Deposit: \$0.00

Current Balance: \$15,963.59

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. When you have marked all the matching 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. It should match the bank statement opening balance if you have reconciled to last month's bank statement.

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.

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 set 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 Statement

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Reconcile Bank Account

Profile Search

Internet Publishing

NTN

All Tasks

Adjust Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$11,516.34 ☐ Disable Clearing When Row Clicked

Closing Date: 05/31/15

Extra Days:

Date	Check	Description	Amount	Clear
05/03/15		Deposit	\$2,885.00	☒
05/19/15		Deposit	\$2,300.00	☒
05/31/15		Deposit	\$1,000.00	☐
03/18/15	1719	Peyton T. Gray	(\$376.53)	☐
04/02/15	1721	Mortgage Payment	(\$477.38)	☒
04/17/15	1724	David & Judy Fiscella	(\$823.98)	☒
04/17/15	1728	James J. Porach	(\$823.98)	☐
05/19/15	1732	HOA Fee	(\$134.50)	☒
05/19/15	1733	Mortgage Payment	(\$793.46)	☐

1. All 2. Cleared 3. Uncleared 4. Stale 5. Deposits 6. Other Additions 7. Checks 8. Other Subtractions 9. By Amount

Opening Balance: \$10,286.04

Amount Cleared: \$1,230.30

Cleared Balance: \$11,516.34

Closing Balance: \$11,516.34

DIFFERENCE: \$0.00

Checks: (\$3,954.70)

Other: \$0.00

Subtractions: (\$3,954.70)

Deposits: \$5,185.00

Other: \$0.00

Additions: \$5,185.00

Uncleared: \$4,447.25

Awaiting Deposit: \$0.00

Current Balance: \$15,963.59

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. Transactions other than checks should be reviewed to determine the action required. Many states have specific procedures for aged uncashed checks.

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, positive bank adjustments. Interest earned on a bank account can be entered using 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, bank transfers. Subtractions from the account can be entered through the GL, Adjust Bank Account function.

By Amount puts all transactions in ascending sequence to facilitate finding a particular line item.

When the Difference is “0” you should print the **Report** and then **Post** the reconciliation. If you need to reprint a reconciliation report at a later date you can do so in Reports, Bank Reports, Bank Reconciliation.

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.

Adjust Bank Account

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Reconcile Bank Account **Adjust Bank Account**

Profile Search

 **Internet Publishing**

 **NTN**

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date: 06/10/15

Bank: CHECKING: Bank Account Checking

Ledger: PM LEDGER: Property Management [Management Group] Management Group

☒ Interest or Other Increase

☐ Service Charge or Other Decrease

Reference: Interest

Account: DEP INT: Deposit Interest

Amount: \$14.81

Memo:

Comment:

Undock Help New Post Cancel

Adjust Bank Account

This function will let you post adjustments - such as interest or service charges - and record bank errors - to the bank account. It is also the most convenient method for initializing an owner's balance. For a complete description of the procedure for initializing owner and property balances, see the on-line Help or the How To Document #219 available on our website using the Links pull-down menu.

Bank Error

When you are recording a bank error enter two transactions. The first to handle the amount needed to reconcile this bank statement and the second to match the offsetting transaction that will appear on the next bank statement.

Date - use this field to enter the effective date of the transaction.

Bank - select the bank account from the find list.

Ledger - select the ledger from the find list. Usually this will be the management group for things like interest, service charges and bank errors.

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 to Interest for an increase or Service Charge for a decrease but can be changed to whatever you want.

Account - this field defaults 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 pull down list.

Amount - enter the amount of the increase or decrease.

Memo/Comment - enter any appropriate memo or comment

Setting Up a Budget

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Golden 2015 [Budget]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID: GOLDEN Golden 2015

Ledger: GOLDEN: Harrison S. Golden [Owner]

Title: 2015 Budget

Start of Year: 01/01/2015

Budget Style: Month and Year to Date ☐ Round Amounts to the Nearest Dollar

Account	January	February	March	Total Year
4010 Management Fee	\$189.94	\$189.94	\$189.94	\$2,279.28
4020 Leasing Fee Income				\$0.00
4110 Rent	\$1,815.00	\$1,815.00	\$1,815.00	\$21,780.00
4120 Late Fee				\$0.00
4210 Bank Interest Earned				\$0.00
4220 Miscellaneous Income				\$0.00
4230 Deposit Interest				\$0.00
4240 Discounts Taken				\$0.00
Total Income	\$2,004.94	\$2,004.94	\$2,004.94	\$24,059.28
Total Expenses	\$844.67	\$844.67	\$844.67	\$10,136.00
Total Income Minus Expenses	\$1,160.27	\$1,160.27	\$1,160.27	\$13,923.28

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Undo Help Delete New Previous Next Save Close

Edit Budget Line Items

Edit Budget Line Item

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

4110 Rent

	Budget	Year To Date	Last Year
January	1815.00	\$1,815.00	\$0.00
February	\$1,815.00	\$1,815.00	\$0.00
March	\$1,815.00	\$1,815.00	\$0.00
April	\$1,815.00	\$1,815.00	\$0.00
May	\$1,815.00	\$1,125.00	\$0.00
June	\$1,815.00	\$0.00	\$0.00
July	\$1,815.00	\$0.00	\$0.00
August	\$1,815.00	\$0.00	\$0.00
September	\$1,815.00	\$0.00	\$0.00
October	\$1,815.00	\$0.00	\$0.00
November	\$1,815.00	\$0.00	\$0.00
December	\$1,815.00	\$0.00	\$0.00
Total	\$21,780.00	\$8,385.00	\$0.00

Copy Last Year Amounts to Budget

Help Post Cancel

Working with Budgets

An unlimited number of budgets can be entered. A number of budget, actual to budget, and budget variance reports are available in Reports, Budget Reports.

Select an ID and Long Description that identifies who the budget is for.

Ledger – the owner, property or management group that the budget is for

Title – the title you want printed on the budget reports

Start of Year – the start of the budget year.

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 any 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 checkbox. The budget reports default to print in landscape mode to accommodate large numbers and 13 columns.

Line Items

There is a matrix of line items consisting of each account code defined in Setup, Account Codes, sorted by ledger code. Each line has a field for each month of the year. Entries are made using the Edit button. A summary for each month displayed appears at the bottom showing Total Income, Total Expense and the net. There are four page tabs - one for each quarter with total for the year at the end. There are two ways to enter information.

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. You have the option to **Copy Last Year Amounts to Budget**.

Page Tab

You can enter amounts in the fields on the quarterly page tabs. The total will change as amounts are entered.

Reports

Reports

- Report selection
- Report setup
- Options
- Modify
- Create new reports



Objectives

Reports are grouped by functional area – Owner, Unit, Tenant, Vendor, Management Group, Ledger, Bank, Budget, etc. Each grouping has a list of reports that are available. Reports can be previewed on the screen, sent directly to a printer, formatted for mailing, or published to the document manager for emailing / uploading to PROMAS Central. Multiple reports from the same grouping can be selected and previewed, printed, published at the same time. The default printer as well as the number of copies can be changed prior to printing.

While previewing a report you can change pages and resize them for easier viewing. All or selected pages can be printed, exported to PDF..

All reports are similar in their setup of selection screen parameters. Only the Tenant and Profile reports are described here. At the end of this module you will be able to:

- Select a report from a list
- Choose options that control the output of data in the report
- Preview the report on the screen prior to printing
- Create a new report

The first section will describe running and modifying predefined reports. The second section will explain customizing existing and creating new reports that will be added to the available list.

Report List

Tenant Reports

Select One or More Reports

- ☒ Lease Abstract
- ☐ Lease Expirations
- ☐ Lease History
- ☐ Lease Summary
- ☐ Ledger - Tenant List
- ☐ New Tenants for Hero Email
- ☐ Open Credits to Post
- ☐ Rent Roll
- ☐ Security Deposits
- ☐ Security Deposits (By Ledger)
- ☐ Tenant - Ledger List
- ☐ Tenant - Owner Contact List
- ☐ Tenant Activity
- ☐ Tenant Aged Receivables
- ☐ Tenant Audit
- ☐ Tenant Balances
- ☐ Tenant Charge Activity
- ☐ Tenant Contact List
- ☐ Tenant Past Due Charges
- ☐ Tenant Payment Activity
- ☐ Tenant Profile
- ☐ Tenant Receipt Activity
- ☐ Tenant Security Audit
- ☐ Tenant Statement (Unpaid Charges)
- ☐ Tenant Unpaid Charges
- ☐ Unpaid Charges by PM

Description of Highlighted Report

Report Name: Lease Abstract

Column Fields:

1. Name from Tenant
2. Unit from Tenant
3. Lease Start from Tenant
4. Lease End from Tenant
5. Move In from Tenant
6. Rent from Tenant
7. Security from Receivable Balance

Filters: Table: "Tenant"

((Status = Current) OR (Status = Notice) OR (Status = Eviction) OR (Status = Future))

Sort Fields:

1. ID from Tenant (ascending)

Run Selected Reports Manage Reports Run Highlighted Report Modify Filter Options

Report Setup

Report Setup

Printer: HP LaserJet 1020 Make Default Printer

Report Date: 06/16/15 Today

Restrict to:

Limit To Category: ☐ Exclude Category

Settings Print Publish Mail Export Preview Cancel

Run a Report

Run one report

- Select Reports from the Taskbar
- Select the report group, e.g. Tenant Reports
- Highlight the report on the list
- Click on Run Highlighted Report
- Set the parameters on the Report Setup screen.
- Click Preview to view.

Run more than one report

- Select Reports from the Taskbar
- Select the report group, e.g. Tenant Reports
- Mark the checkbox next to each the report you want to run
- Click on Run Selected Reports
- Set the parameters on the Report Setup screen.
- Click Preview to view.

Tenant Report List

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Reports

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Select One or More Reports

- ☒ Lease Abstract
- ☐ Lease Abstract (By Unit)
- ☐ Lease Expirations
- ☐ Lease Expirations (Copy)
- ☐ Lease History
- ☐ Lease Summary
- ☐ Ledger - Tenant List
- ☐ Rent Roll
- ☐ Security Deposits
- ☐ Security Deposits (By Ledger)
- ☐ Tenant - Ledger List
- ☐ Tenant - Owner Contact List
- ☐ Tenant Activity (Detail)
- ☐ Tenant Activity (Summary)
- ☐ Tenant Aged Receivables (Detail)
- ☐ Tenant Aged Receivables (Summary)
- ☐ Tenant Aged Receivables (Summary) above \$304
- ☐ Tenant Audit (Detail)
- ☐ Tenant Audit (Summary)
- ☐ Tenant Balances
- ☐ Tenant Contact List
- ☐ Tenant Mail Label (3 Across)
- ☐ Tenant Open Charges (Detail)
- ☐ Tenant Open Charges (Summary)
- ☐ Tenant Open Credit Activity
- ☐ Tenant Open Credit Activity (Summary)
- ☐ Tenant Open Security (Detail)
- ☐ Tenant Open Security (Summary)
- ☐ Tenant Past Due Charges
- ☐ Tenant Payment Activity
- ☐ Tenant Profile
- ☐ Tenant Receipt Activity
- ☐ Tenant Security Activity

Description of Highlighted Report

Report Name: Lease Abstract

Column Fields:

1. Name from Tenant
2. Unit from Tenant
3. Lease Start from Tenant
4. Lease End from Tenant
5. Move In from Tenant
6. Rent from Tenant
7. Security from Receivable Balance

Filters: Table: "Tenant"

((Status = Current) OR (Status = Notice) OR (Status = Eviction) OR (Status = Future))

Sort Fields:

1. ID from Tenant (ascending)

Run Selected Reports Manage Reports Run Highlighted Report Modify Filter Options

Help **Close**

List and Description

The list of standard and any customized report are on the left. Highlighting one will display a description of the contents and layout of the report on the right.

The tenant reports have to do with information and transactions specific to tenants and their transaction history and balances. Each report can be restricted to different subsets of ledgers, units, properties, management groups, managers, profile lists or tenants by using the selection fields on the Tenant Report setup screen.

Note: Reports are date sensitive and each report is run as of a date or for a date range.

Reports can be run individually or as a group by either highlighting or marking the checkboxes. Double click on the *Select One or More Reports* label to mark all reports.

Existing reports can be modified prior to running but cannot be permanently modified. Using the Manage Reports to create a copy of the report and modifying it will allow you to save the changes and add it to the list of reports.

Buttons

Run Selected Reports – Once you have marked the checkbox next to one or more reports, this button will be enabled. Click this button to run those reports. It brings up the Report Setup screen and will compile all reports in one document.

Manage Reports – This lets you customize a copy of an existing report permanently or create a new report that is added to the list of reports. The user must have permission, given in System Security, to be able to use the Manage Reports function.

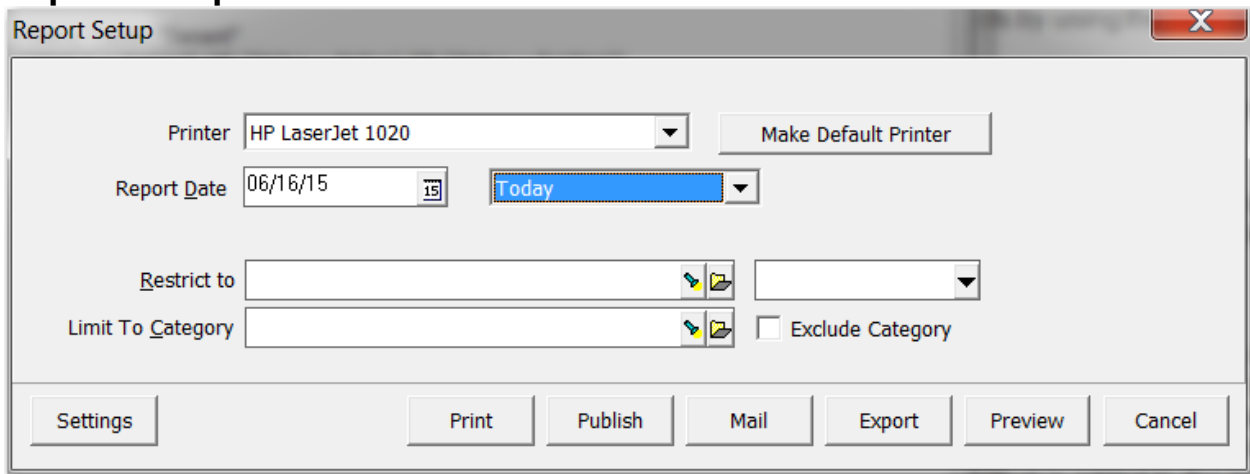
Run Highlighted Report – Click this to compile just the report that is highlighted, regardless of what reports are marked.

Modify – lets you customize the standard report by adding, removing, and changing the content of the report. The customization is temporary when running standardized reports.

Filter – lets you set parameters to limit the content of the report based on values and ranges of values. Example would be for only tenants who had unpaid charges.

Options – This lets you set report parameters like font size, margins, paper size; column total and count display; and how contact information (phone numbers/addresses) are displayed. Some reports have additional options that let you personalize the report.

Report Setup



Report Setup

Printer: HP LaserJet 1020 Make Default Printer

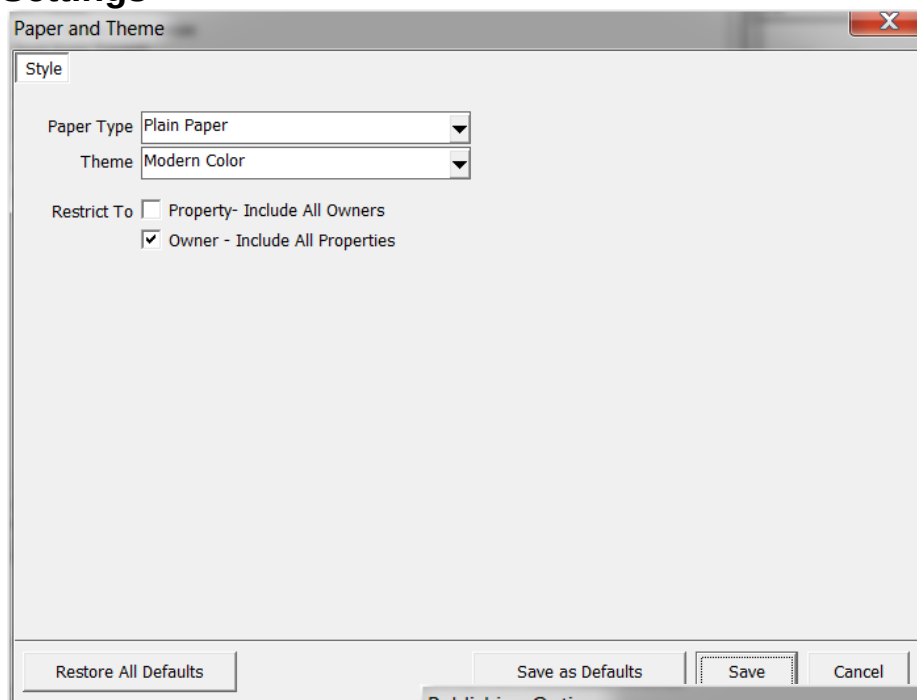
Report Date: 06/16/15 Today

Restrict to:

Limit To Category: ☐ Exclude Category

Settings Print Publish Mail Export Preview Cancel

Settings



Paper and Theme

Style

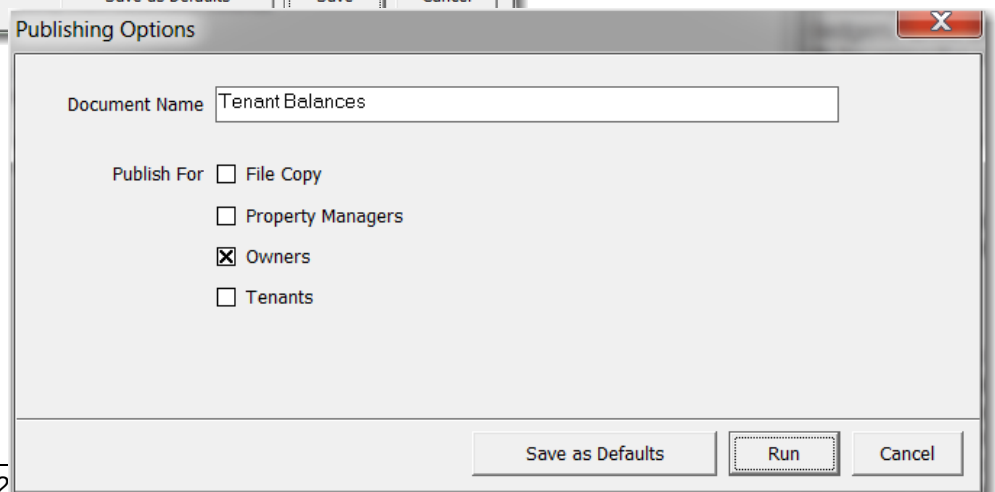
Paper Type: Plain Paper

Theme: Modern Color

Restrict To: ☐ Property- Include All Owners
☒ Owner - Include All Properties

Restore All Defaults Save as Defaults Save Cancel

Publish



Publishing Options

Document Name: Tenant Balances

Publish For: ☐ File Copy
☐ Property Managers
☒ Owners
☐ Tenants

Save as Defaults Run Cancel

Report Setup

To get to this screen, click Run Highlighted Report or Run Selected Reports from the Report Selection screen.

Printer – the default printer is displayed. To change, select another printer from the drop-down list. Click on <Make Default Printer> to make the selected printer the default printer.

Report Date – content is date sensitive based on the report date(s). Some reports have an “as of” date, some have a date range. The date or date range can be changed by typing into the field, using the calendar button, or using the drop-down list to the right of the date.

Restrict to – choose the group from the drop-down list, then any selection within that group.

Limit to Category – you can either include or exclude the selected category.

Buttons

Settings – lets you choose the Style settings: paper (plain or letterhead) and the Theme (modern color, modern gray, classic).

Theme

- Modern Color – heading and labels are in color with alternate lines shaded.
- Modern – black heading and labels with alternate lines shaded.
- Classic – black with no shading

Print – sends the report directly to the printer.

Publish - This option will create a pdf copy of the report and put it in the Upload folder so it can be published to PROMAS Central or emailed through Internet Publishing.

Publish For

- File Copy – creates a report labeled File Copy.
- Property Manager – creates a copy of the reports for each manager limited to that managers items.
- Owners – creates a copy of the report for each owner with only that owner’s records included.
- Tenants – creates a copy of the report for each tenant with only that tenant’s records included.

Mail – Reports are compiled for preview. The same selections as Publish are available. When previewed, they will have return address and mailing address for use in putting in window envelopes.

Export – will create the report in CSV format for use in a spreadsheet. A screen will display giving you the opportunity to name the report and choose a location in which to save it.

Preview – compiles the report and displays on the screen where it can be viewed in different modes, printed, or exported to pdf, excel, HTML, Dbase format.

Options Button – Available to All Reports

Report tab

Report Options

Report | Aggregates | Contacts

Orientation: Portrait

Paper Size: Letter

Layout: Full Page

Margins: Automatic

Font Size: Normal Print

Highlighting: Two Tone

Date Selection: Date

Subtitle: Default

Row Filter: None

Aggregates tab

Report Options

Report | Aggregates | Contacts

Include ☒ Sum ☐ Minimum

☐ Count ☐ Maximum

☐ Average ☐ Record Count

Other Options ☒ Display Column Totals

Contacts tab

Report Options

Report | Aggregates | Contacts

Phone Numbers ☐ Name ☐ Single Line

☐ Contact Name ☐ Label Phone Numbers

☐ Email Address

Maximum Phone Numbers:

Address ☐ Name ☐ Single Line

☐ Email Address

Options – Modify Driver Options – All Reports

Options is a button on the Report Selection Screen. It is also available by clicking Modify, and Modify Driver Options on the Report Fields tab.

3 tabs are available to all reports:

Report

- **Orientation** - portrait (default) or landscape
- **Paper Size** - letter (default) or legal
- **Margins** - 3/4" (default), 1/4", 1/2", 3/4"
- **Font Size** - normal (default), large or small
- normal has 3/4" margins, small and large have 1/4" margin
- **Highlighting** - None, Even (even rows are highlighted), Odd (odd rows are highlighted), Two-tone (default)
- **Date Selection** - Date, date range or date snapshot depending on the report. Shows on the report setup screen.
- **Subtitle** - prints below the title in normal font. Use to describe the parameters set for this particular report. Default (Date selection), Report Date (ending date), Report Date Range, Today, None.
- **Row Filter** - none, no empty rows, only empty rows

Aggregates

- **Include** - This controls the totaling and record count of numeric fields and the display of the number of entries, minimum, maximum, average and record count.
- **Other Options** – you can choose to display column totals or not

Contacts

- **Phone Numbers** - mark the checkbox to include: Name, Contact Name, Email;
 Label Phone Numbers – adds a label to the number, e.g. cell, day.
 Single Line – puts phone numbers on a single line
- **Maximum Phone Numbers** – default is cell, day, night. For all phone numbers enter 10.
- **Address**

Options – Tenant Reports

Ledger tab

Report Options

Ledger Description Summary Report Aggregates Contacts

Activity Kind Open Charges

Aging Interval 30

Aging Period Days

Limit to Charge

Limit to Account

Limit to Account List

Other Options ☐ Calculate Security Interest

Description tab

Report Options

Ledger Description Summary Report Aggregates Contacts

Include in Description ☐ Ledger ☐ Bank Name ☒ Memo

☒ Payee ☐ Check Number ☐ Invoice Number

☒ Payer ☐ Control Number ☐ Ledger Code

☒ Unit ☒ Transaction Code

Exclude from Description ☒ Driver ☐ Ledger ☐ Unit

Include in Detail ☐ Deposit Items ☐ Check Items

☐ Receipt Items ☐ Invoice Items

Other Options ☐ Load Extended Fields

Summary tab

Report Options

Ledger Description Summary Report Aggregates Contacts

Summarize By Date None

Summarize By Ledger None

Summarize By Account None

Options – Tenant Reports – some reports

Different option selections are available on some reports that allow even more flexibility to tailor the report to your needs.

Ledger tab

Different options will show depending on the report you have selected.

- Activity Kind – choices differ depending on the report you have selected.
- Aging Interval – enter number of days, months to consider
- Aging Period – choose Days, Months, Years. This relates to the number entered in Aging Interval.
- Limit to Charge
- Limit to Account
- Limit to Account List
- Other Options – Calculate Security Interest

Description tab

- Include in Description – the description field on the report can include any of the items listed. Mark those you want.
- Exclude from Description – mark those you want excluded from the description that prints on the report
- Include in Detail – mark those items you want included in the detail
- Other Options

Summary tab

Each of the items has several choices available from the drop-down list.

- Summarize by Date
- Summarize by Ledger
- Summarize by Account

Ledger Reports – special options

Financial report tab

Report Options

Financial Report | Financial Advanced | Report | Aggregates | Contacts

Financial Report: Income Statement

Report Style: Custom

Account Grouping: None

Balance Sheet Current Year: Itemize Current Year Earnings

Override Accounting Method: Cash ☐ Enabled

Override Fiscal Year Start Month: January ☐ Enabled

Include Columns ☐ Dollar Difference
☐ Percentage of Income

Other Options ☐ Show Ledger Codes
☐ Consolidate Ledgers
☐ Preview Account Grouping

Financial Advanced

Report Options

Financial Report | Financial Advanced | Report | Aggregates | Contacts

Include Additional Account:  

Include Additional Account List:  

Note: Additional accounts will affect beginning and ending balances

Options – Ledger reports**Financial Report**

Choose the Financial report for which you are modifying options: Cash Flow Statement; Income Statement; Operating Statement; Balance Sheet; Trial Balance. These reports have additional options.

Report Style

Choose the time period you want to run the report for. Custom lets you select your own date range.

Choices: Custom; Month to Date; Quarter to Date; Year to Date; Custom and Month to Date; Custom and Quarter to Date; Custom and Year to Date; Month and Year to Date; Quarter and Year to Date; Year to Date Prior Year Comparison; Year to Date Cash and Accrual; Year to Date Cash and Modified Cash.

Some choices don't apply to every report. For example, a Balance Sheet is always for the date specified on the Report Setup screen, not month and year to date.

Account Grouping

The report will be grouped according to your choice: Account type, Account section, None

Account Grouping - default is None

Income

Expenses

Other (income and expenses)

With Account Grouping set at Account Type or Account Section (assuming you have created account sections), there are two formats available. Without using the switch detailed below, the layout will be Multistep.

Multistep layout:

Income

Taxable Income

Total Income

Expenses

Total Expenses

Net Operating Income (Loss)

Other

Other Income

Other Expenses

Singlestep is an optional layout. To use this layout, go to Setup, Processing Defaults, Options tab. In the Comments field type /singlestep.

Singlestep layout:

Income

Other Income

Expense

Other Expense

Ledger Reports – special options

Financial report tab

Report Options

Financial Report | Financial Advanced | Report | Aggregates | Contacts

Financial Report: Income Statement

Report Style: Custom

Account Grouping: None

Balance Sheet Current Year: Itemize Current Year Earnings

Override Accounting Method: Cash ☐ Enabled

Override Fiscal Year Start Month: January ☐ Enabled

Include Columns ☐ Dollar Difference
☐ Percentage of Income

Other Options ☐ Show Ledger Codes
☐ Consolidate Ledgers
☐ Preview Account Grouping

Financial Advanced

Report Options

Financial Report | Financial Advanced | Report | Aggregates | Contacts

Include Additional Account:  

Include Additional Account List:  

Note: Additional accounts will affect beginning and ending balances

Balance Sheet Current Year

This applies only to the balance sheet.

- Summarize Current Year Earnings – Equity will be divided between Retained and Current Year earnings. Each will be a summary of the income and expenses that fall into that category.
- Itemize Current Year Earnings - Retained earnings will be a summary number. Current year earnings will be broken out into the individual account codes.
- Include in Retained Earnings – Current year and retained earnings will be combined into one summary number.

Override Accounting Method

The default is whatever method is chosen in the ledger profile. You can override by choosing Cash or Accrual and marking the Enable checkbox.

Override Fiscal Year Start Month

The default is the date chosen in the ledger profile. You can override by choosing a month and marking the Enable checkbox.

Include Columns

You can choose to add a column with a dollar difference or percent of income.

Other Options

Mark the checkbox for the specific things you want on the report.

Choices: Show Ledger Codes; Show Account Sections (must also mark Show Ledger Codes; Consolidate Ledger (creates a single consolidated report for the selected ledgers).

Some choices don't apply to every report.

Financial Advanced

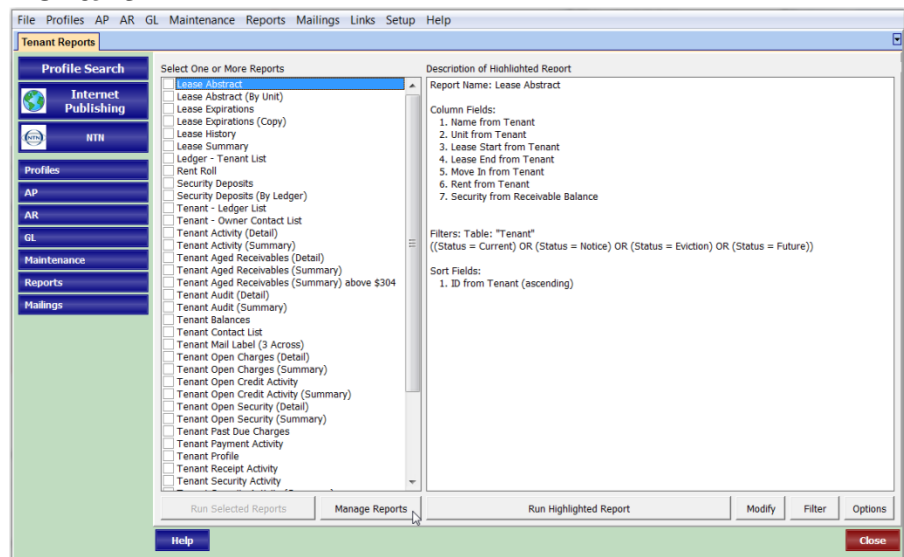
Include Additional Account

You can choose an additional account to add to a report that doesn't usually include that account code. For example, Income Statement doesn't usually include liability accounts. You can add one using this field. It will change the balance that is calculated.

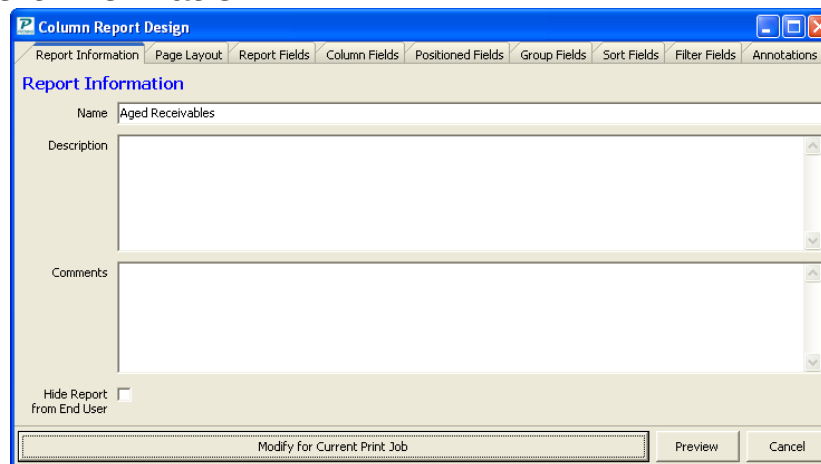
Include Additional Account List

You can also choose to add several different account codes by creating an account list and choosing it here.

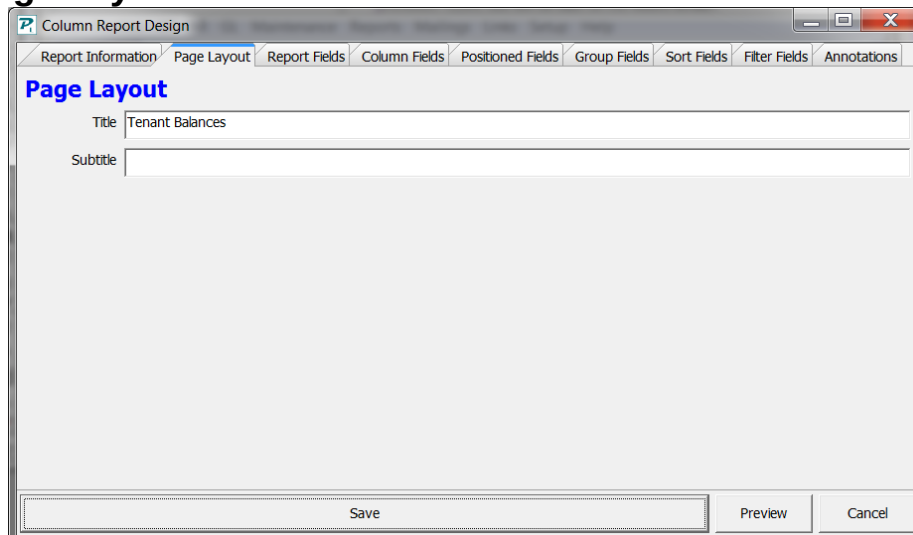
Report Selection Screen - Tenant



Reports – Report Information



Reports – Page Layout



Modify a standard report – one time

Clicking <Modify> from the Report Selection screen gives you a screen with multiple tabs containing options from which you can select. The Report Fields tab will be displayed.

Buttons

<Preview> will compile the report so see your changes. When you cancel out of the previewed report, you will be back on the Modify screen.

<Save> will take you out of the Modify screen back to the Reports screen where you can preview the report, with the changes you've made.

Note: The changes are only temporary for this run.

Report Information tab

Name is what appears on the report list. It is not used when modifying a standard report.

Page Layout tab

Title – displays - centered, bold and larger font - as the first line of the report. Change it to reflect the report you will be printing.

The most common things to modify on a report:

- Add and delete fields
- Rearrange the columns
- Sort differently
- Group by a field (e.g. manager)
- Change the filter (e.g. include inactives, only amounts not = 0)
- Change the name of the report to reflect the modifications

Report Fields tab

Column Report Design

Report Information | Page Layout | **Report Fields** | Column Fields | Positioned Fields | Group Fields | Sort Fields | Filter Fields | Annotations

Report Fields

Select the fields to use in the report

Tenant (Driving Table)

- ☐ Charge
- ☐ Late Fee
- ☐ Notice
- ☐ Unit
- ☐ Description
- ☐ EMail
- ☐ Publishing Method
- ☐ Formal Salutation
- ☐ Grace Period
- ☐ Guest ID
- ☐ ID
- ☐ Informal Salutation
- ☐ Invoice Split Maximum
- ☐ Invoice Split Percentage
- ☐ Lease End
- ☐ Lease Start
- ☐ Lease Type
- ☐ Legal Tenants
- ☐ Lookup
- ☐ Mail

Fields you have selected

Tenant (Driving Table)

- ☒ Rent
- ☒ Status
- Lease**
 - ☒ Lease Name
 - ☒ Lease ID
- Receivable Balance**
 - ☒ Unpaid Charges
 - ☒ Advance Payments
 - ☒ Open Credits
 - ☒ Security

Modify Driver Options

Save Preview Cancel

Column Fields tab

Column Report Design

Report Information | Page Layout | Report Fields | **Column Fields** | Positioned Fields | Group Fields | Sort Fields | Filter Fields | Annotations

Column Fields

Select the fields to display

Tenant (Driving Table)

- ☒ Rent
- ☐ Status
- Lease**
 - ☒ Lease Name
 - ☐ Lease ID
- Receivable Balance**
 - ☒ Unpaid Charges
 - ☒ Advance Payments
 - ☒ Open Credits
 - ☒ Security

Set the column order

Lease Name [Lease]
 Rent [Tenant]
 Unpaid Charges [Receivable Balance]
 Advance Payments [Receivable Balance]
 Open Credits [Receivable Balance]
 Security [Receivable Balance]

Move Up Move Down

Configure the selected field

Column order

Column label override (optional)

Alignment

Column sum

Position

Format

☐ Worksheet entry

Save Preview Cancel

Report Fields tab

The left column lists the fields available for inclusion on the report. The right column lists those that have been selected. For a field to display on a report it must be selected on the Report Fields tab and marked in the Column Fields tab. Fields that are selected in the Layout tab of Customize All are included by default.

Mark whatever field you want to add to the report.

Column Fields tab

Select the Fields to Display - those fields marked in the Report Fields tab are listed. Mark those that should be included in the report, unmark any that should not be included.

Set the Column Order - using the <Move Up> and <Move Down> buttons (or drag and drop) the position of the columns can be changed.

Configure the selected field

Column order - lets you move the selected field to a different position.

Column label override - the column label defaults to the field name. If something other than field name is desired, enter it here. Example, for "Name" from the tenant table enter "Tenant".

Text alignment - normally the default for text is left justified and dollar amounts are right justified. Settings can be set to left, right and center, which will display the field in different positions within the column. (Not yet implemented)

Column Sum - the sum can be set to display in the aggregate tab of Customize All. Override that setting for a particular column here.

Position – positions the field, for example Stack Below places the field on the line below the main line in the same column.

Worksheet Entry – marking this checkbox substitutes a blank rectangular box for the field value.

Group Fields tab

The screenshot shows the 'Group Fields' tab in the 'Column Report Design' dialog. The 'Select the fields to group by' list on the left includes 'Tenant (Driving Table)', 'Rent', 'Status', 'Lease', 'Lease Name', 'Lease ID', 'Receivable Balance', 'Unpaid Charges', 'Advance Payments', 'Open Credits', and 'Security'. The 'Set the group order' area is empty. The 'Configure the selected field' section on the right shows 'Sort order' set to 'Ascending', 'Display Field' as an empty dropdown, 'Alignment' as 'Default', and 'Format' as 'Default'. There are checkboxes for 'Hide group header', 'Hide group footer', 'Display as Section Header', 'Display before Column Headers', 'Start New Page', and 'Continue Running Totals'. At the bottom are 'Move Up', 'Move Down', 'Save', 'Preview', and 'Cancel' buttons.

Sort Fields tab

The screenshot shows the 'Sort Fields' tab in the 'Column Report Design' dialog. The 'Select the fields to sort by' list on the left is the same as in the Group Fields tab. The 'Set the sort order' area shows 'Lease ID [Lease]'. The 'Configure the selected field' section shows 'Sort order' set to 'Ascending'. There are checkboxes for 'Ascending' and 'Descending'.

Filter Fields tab

The screenshot shows the 'Filter Fields' tab in the 'Column Report Design' dialog. The 'Select the fields to filter by' list on the left is the same as in the previous tabs. The 'Configure the selected field' section shows 'How to filter selected values' with 'Include checked values' selected. The 'Status' list on the right includes 'Current', 'Notice', 'Eviction', 'Future', 'Past Active', 'Past Evicted', and 'Past Inactive'. There are 'Select All' and 'Clear All' buttons at the bottom of the list. At the bottom of the dialog are 'Save', 'Preview', and 'Cancel' buttons.

Group Fields

Select fields to group by - any field selected as a report field can be marked. An example would be tenants grouped by status or units groups by manager. Use when there are a number of records with the same field value.

Set the group order - place the groups in the order they should be listed. An example would be a unit report grouped by unit type within each zip code.

Start New Page – mark the checkbox to have each group start a new page. For example, grouping by manager and having each manager on a separate page.

Sort Fields

Select the fields to sort by - mark the checkbox next to the fields you wish to use for sorting from the list of report fields.

Set the sort order - put them in the order of major to minor using the <Move UP> and <Move Down> buttons.

Configure the selected field - sort order can be set and be either in Ascending or Descending order.

Filter Fields

Select the field to filter by - mark the checkbox next to the fields you wish to use for filtering from the list of report fields. Based on your selection you will be prompted to choose how to compare. For example, you can choose

Configure the selected field – depending on the report and the field you have selected, different options will display here. On some, you can choose to include or exclude the values selected. On others you can select those that are not equal to 0. For example, you may want to run a report of tenants with open credits not equal to 0.

Preview

100% 1 of 2 Close

Tenant Payment Activity

February 1, 2015 to June 30, 2015

Date	Description	Amount
Joseph P. Bruno at 436 Fairway Drive		
2/1/2015	Rent to Harrison S. Golden	\$1,125.00
2/1/2015	Trash Removal to Harrison S. Golden	\$25.00
2/21/2015	Glass/Screens to Harrison S. Golden	\$25.00
3/1/2015	Rent to Harrison S. Golden	\$1,125.00
3/1/2015	Trash Removal to Harrison S. Golden	\$25.00
4/1/2015	Rent to Harrison S. Golden	\$1,125.00
4/7/2015	Trash Removal to Harrison S. Golden	\$25.00
5/8/2015	Rent to Harrison S. Golden	\$1,125.00
5/8/2015	Trash Removal to Harrison S. Golden	\$25.00
6/15/2015	Keys to Harrison S. Golden	\$25.00
6/15/2015	Rent to Harrison S. Golden	\$475.00
Joseph P. Bruno at 436 Fairway Drive		\$5,125.00

Preview Report on Screen

Any report can be previewed on the screen prior to printing, publishing or exporting. 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 left side of the screen will show a small preview of each page of the report. Clicking on a page will display that page in the large window on the right.

Icons at top

The “printer” icon will send the report to the print queue. You have the option of selecting a range of pages to print and select the number of copies.

The “disk” icon will allow you to save the file in a number of different formats.

The “find” icon lets you search the report for values and text.

The Adobe icon will save the report to pdf.

The + and – will change the size of the report preview, or you can use the drop down list to choose from a prepared list.

Modify a Report

Example 1

Here is an example of how you can modify a report. We will start with a basic Tenant Balances report. (*Reports, Tenant Reports, Tenant Balances, Run, Preview.*)

Tenant Balances					
June 16, 2015					
Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Joseph P. Bruno at 436 Fairway Drive	\$1,140.00	\$1,140.00			\$1,325.00
Edward & Marianne Guro at 212 Main Street	\$950.00	\$950.00			\$1,150.00
Johnny Parsons at Willow Brooke Unit 202					
Jerry and Karyl Rodriguez at 2118 Oak Street	\$980.00	\$980.00			\$980.00
Rita Roseman at 327 Cedar Lane	\$690.00	\$1,405.00		\$45.00	\$690.00
Phyllis Schrader at Willow Brooke Unit 203	\$1,150.00	\$1,150.00			\$1,150.00
Robert Spotz at Willow Brooke Unit 202	\$850.00	\$850.00			\$955.00
Thomas J. Stieffel at Willow Brooke 201	\$2,325.00				\$775.00
	<u>\$8,085.00</u>	<u>\$6,475.00</u>	<u>\$0.00</u>	<u>\$45.00</u>	<u>\$7,025.00</u>

1. From the report screen, click on <Modify>.
2. On the Report Fields tab, under Ledger, mark Ledger ID and Ledger Name.

Column Report Design

Report Information | Page Layout | **Report Fields** | Column Fields | Positioned Fields | Group Fields | Sort Fields | Filter Fields | Annotations

Report Fields

Select the fields to use in the report

- ☐ Active
- ☐ First Name
- ☐ Last Name
- ☐ Unit Address
- ☐ Address (Label)
- ☐ Address (Location)
- ☐ City
- ☐ State
- ☐ Zip Code
- ☐ Unit Phone Numbers
- ☐ Mail Label
- Ledger**
 - ☐ Serial Number
 - ☐ Type
 - ☒ **Ledger Name**
 - ☒ **Ledger ID**
 - ☐ Directory Tab Letter
 - ☐ Active
 - ☐ Status
- Owner**
 - ☐ Manager

Fields you have selected

- Tenant (Driving Table)
- ☒ Rent
- ☒ Status
- Lease
- ☒ Lease Name
- ☒ Lease ID
- Ledger
- ☒ Ledger Name
- ☒ Ledger ID
- Receivable Balance
- ☒ Unpaid Charges
- ☒ Advance Payments
- ☒ Open Credits
- ☒ Security

Modify Driver Options

Save Preview Cancel

3. On the Group Fields tab, click Ledger ID. In the Display field choose Ledger Name.

Column Report Design

Report Information | Page Layout | Report Fields | Column Fields | Positioned Fields | **Group Fields** | Sort Fields | Filter Fields | Annotations

Group Fields

Select the fields to group by

- ☐ Tenant (Driving Table)
- ☐ Rent
- ☐ Status
- ☐ Lease
- ☐ Lease Name
- ☐ Lease ID
- ☐ Ledger
- ☐ Ledger Name
- ☒ Ledger ID
- ☐ Receivable Balance
- ☐ Unpaid Charges
- ☐ Advance Payments
- ☐ Open Credits
- ☐ Security

Set the group order

Ledger ID [Ledger]

Configure the selected field

Sort order: ☐ Ascending ☐ Descending

Display Field:

Alignment:

Format:

☐ Hide group header

☐ Hide group footer

☐ Display as Section Header

☐ Display before Column Headers

☐ Start New Page

☐ Continue Running Totals

Move Up Move Down

Save Preview Cancel

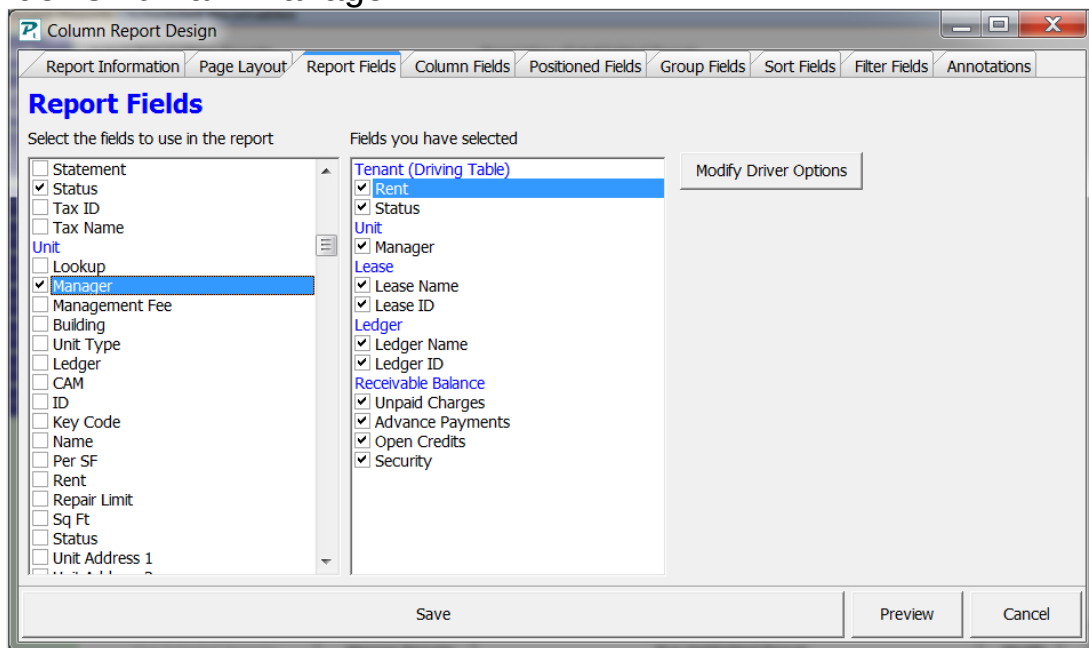
1. Click <Preview> to view your changes.
2. Click <Preview> to bring the report up to the screen.

Tenant Balances					
June 16, 2015					
Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Frederick L. Clayton					
Edward & Marianne Guro at 212 Main Street	\$950.00	\$950.00			\$1,150.00
Harrison S. Golden					
Joseph P. Bruno at 436 Fairway Drive	\$1,140.00	\$1,140.00			\$1,325.00
Rita Roseman at 327 Cedar Lane	\$690.00	\$1,405.00		\$45.00	\$690.00
Harrison S. Golden	\$1,830.00	\$2,545.00	\$0.00	\$45.00	\$2,015.00
NUZIG Inc.					
Johnny Parsons at Willow Brooke Unit 202					
Phyllis Schrader at Willow Brooke Unit 203	\$1,150.00	\$1,150.00			\$1,150.00
Robert Spotz at Willow Brooke Unit 202	\$850.00	\$850.00			\$955.00
Thomas J. Stieffel at Willow Brooke 201	\$2,325.00				\$775.00
NUZIG Inc.	\$4,325.00	\$2,000.00	\$0.00	\$0.00	\$2,880.00
Donald S. Schenk					
Jerry and Karyl Rodriguez at 2118 Oak Street	\$980.00	\$980.00			\$980.00
	\$8,085.00	\$6,475.00	\$0.00	\$45.00	\$7,025.00

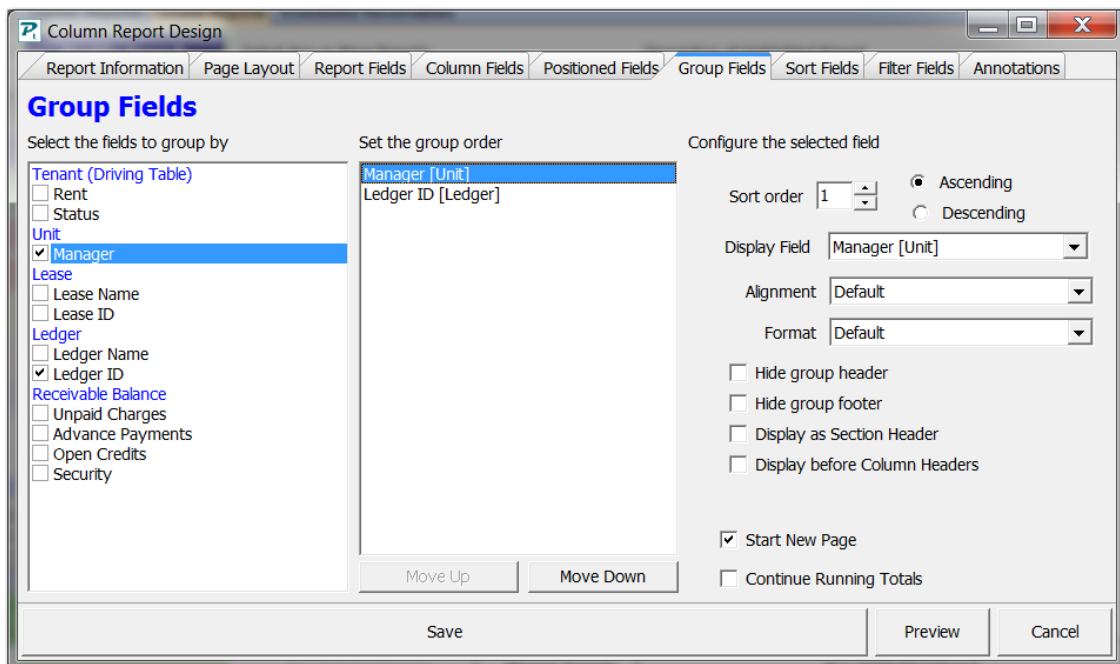
Example 2

To modify the tenant balances further, you can group by property manager and ledger, with each manager on a separate page.

1. From the Tenant Report screen, click <Modify>.
2. On the Report Fields tab, under Ledger, mark Ledger ID and Ledger Name.
3. Under Unit mark Manager.



4. On the Group Fields tab mark Manager, mark Start New Page. Move Manager to the top of the group order.
5. Mark Lease ID.



6. Click Preview, Preview.

Tenant Balances

June 16, 2015

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Emma Bull					
GOLDEN					
Joseph P. Bruno at 436 Fairway Drive	\$1,140.00	\$1,140.00			\$1,325.00
NU					
Johnny Parsons at Willow Brooke Unit 202					
Phyllis Schrader at Willow Brooke Unit 203	\$1,150.00	\$1,150.00			\$1,150.00
Robert Spatz at Willow Brooke Unit 202	\$850.00	\$850.00			\$955.00
Thomas J. Stieffel at Willow Brooke 201	\$2,325.00				\$775.00
NU	\$4,325.00	\$2,000.00	\$0.00	\$0.00	\$2,880.00
Emma Bull	\$5,465.00	\$3,140.00	\$0.00	\$0.00	\$4,205.00
	\$8,085.00	\$6,475.00	\$0.00	\$45.00	\$7,025.00

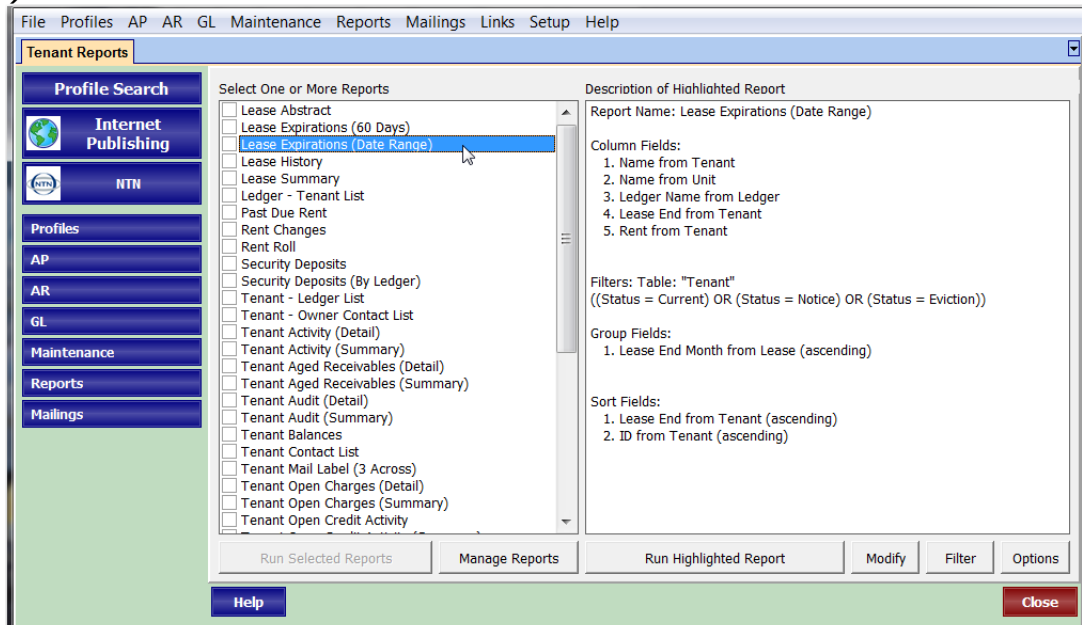
Tenant Balances

June 16, 2015

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
[None]					
CLAYTON					
Edward & Marianne Guro at 212 Main Street	\$950.00	\$950.00			\$1,150.00
GOLDEN					
Rita Roseman at 327 Cedar Lane	\$690.00	\$1,405.00		\$45.00	\$690.00
SCHENK					
Jerry and Karyl Rodriguez at 2118 Oak Street	\$980.00	\$980.00			\$980.00
[None]	\$2,620.00	\$3,335.00	\$0.00	\$45.00	\$2,820.00

Make a New Report from an Existing Report

Let's start with a basic Lease Expiration (Date Range) Report. (*Reports, Tenant Reports, Highlight Lease Expirations (Date Range), Run Highlighted Report, Preview.*)

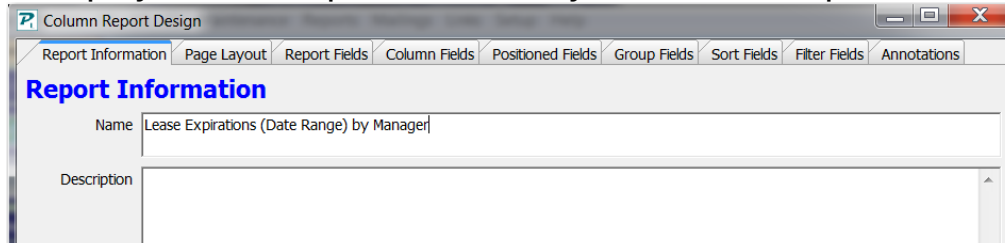


Note on the Report Selection Screen it displays information about what is included in the report. For lease expirations, the default is to show those tenants whose lease expires within the date range you select.

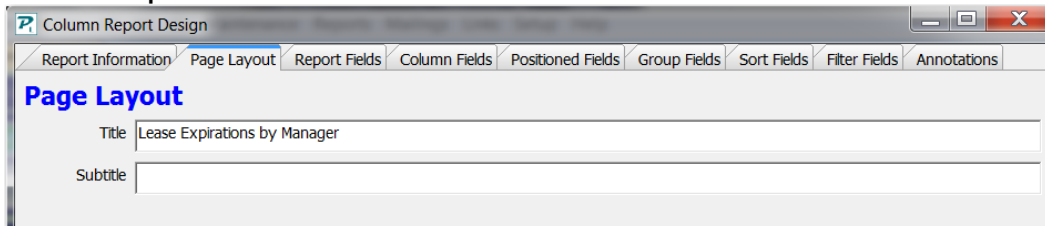
Lease Expirations				
July 1, 2015 to June 30, 2016				
Tenant	Unit	Ledger	Lease End	Rent
July 2015				
Jerry and Karyl Rodriguez	2118 Oak Street	Donald S. Schenk	7/31/2015	\$980.00
December 2015				
Joseph P. Bruno	436 Fairway Drive	Harrison S. Golden	12/31/2015	\$1,140.00
Johnny Parsons	Willow Brooke Unit 202	NUZIG Inc.	12/31/2015	
Phyllis Schrader	Willow Brooke Unit 203	NUZIG Inc.	12/31/2015	\$1,150.00
Robert Spatz	Willow Brooke Unit 202	NUZIG Inc.	12/31/2015	\$850.00
			December 2015	\$3,140.00
January 2016				
Rita Roseman	327 Cedar Lane	Harrison S. Golden	1/31/2016	\$690.00
February 2016				
Edward & Marianne Guro	212 Main Street	Frederick L. Clayton	2/29/2016	\$950.00
February 2017				
Thomas J. Stieffel	Willow Brooke 201	NUZIG Inc.	2/28/2017	\$2,325.00
				\$8,085.00

Now we want to modify the report to group by manager and we want to save it as a new report.

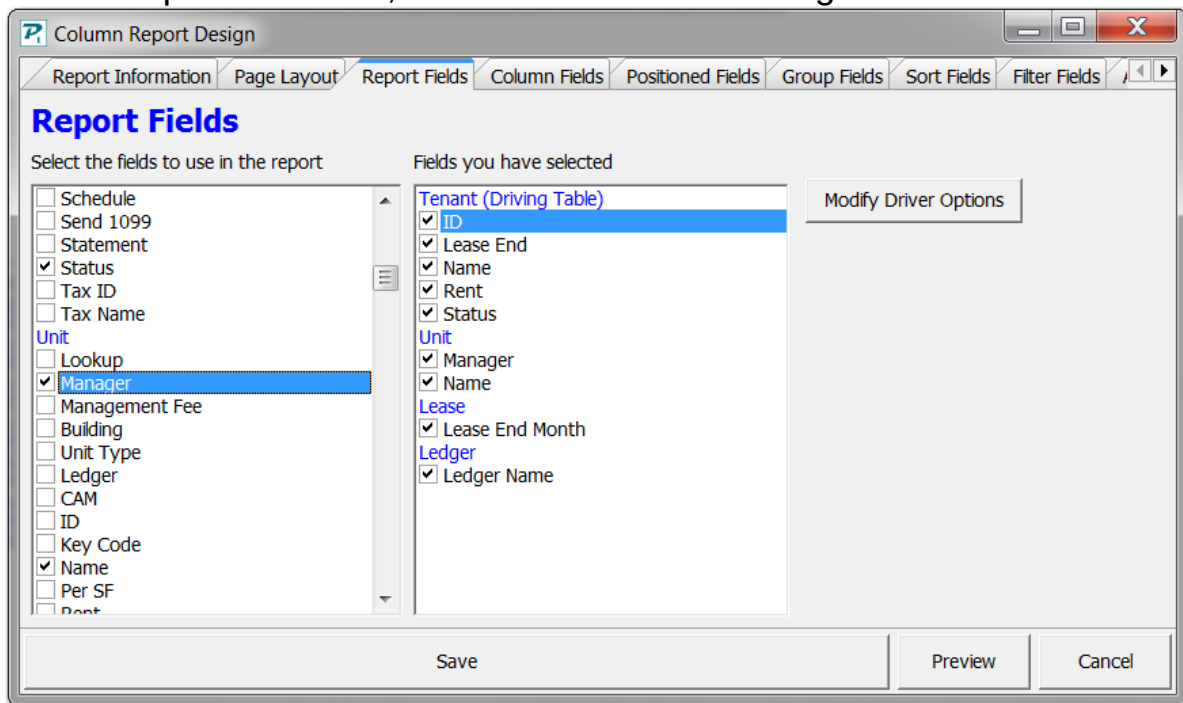
1. From the report screen, click on <Manage Reports>.
2. Highlight the Lease Expirations (Date Range) and click <Copy>..
3. On the Report Information tab, change the report name. This is the name that will display on the Report List when you save the report.



4. On the Page Layout tab change the name of the report. This will print at the top of the report itself.



5. On the Report fields tab, under Unit choose Manager.



6. On the Group by tab mark Manager. Move it up under Set Group Order.
7. Mark the checkbox to Start a New Page.

The screenshot shows the 'Column Report Design' dialog box with the 'Group Fields' tab selected. The 'Select the fields to group by' list on the left includes 'Tenant (Driving Table)', 'Unit' (with 'Manager' checked), 'Lease', and 'Ledger'. The 'Set the group order' list in the center contains 'Manager [Unit]' and 'Lease End Month [Lease]'. The 'Configure the selected field' section on the right shows 'Sort order' set to 1, 'Ascending' selected, 'Display Field' set to 'Manager [Unit]', and 'Start New Page' checked. At the bottom are 'Save', 'Preview', and 'Cancel' buttons.

8. Click <Preview>.

The screenshot shows the 'Preview' window with a report titled 'Lease Expirations' for the period 'July 1, 2015 to June 30, 2016'. The report is displayed in a table format with columns: Tenant, Unit, Ledger, Lease End, and Rent. The data is grouped by 'Unit' and 'Lease End'.

Tenant	Unit	Ledger	Lease End	Rent
Emma Bull				
December 2015				
Joseph P. Bruno	436 Fairway Drive	Harrison S. Golden	12/31/2015	\$1,140.00
Johnny Parsons	Willow Brooke Unit 202	NU ZIG Inc.	12/31/2015	
Phyllis Schrader	Willow Brooke Unit 203	NU ZIG Inc.	12/31/2015	\$1,150.00
Robert Spatz	Willow Brooke Unit 202	NU ZIG Inc.	12/31/2015	\$850.00
			December 2015	\$3,140.00
February 2017				
Thomas J. Stieffel	Willow Brooke 201	NU ZIG Inc.	2/28/2017	\$2,325.00
			Emma Bull	\$5,465.00
				\$8,085.00

Suppose we want to add the tenant's phone numbers and email to the report.

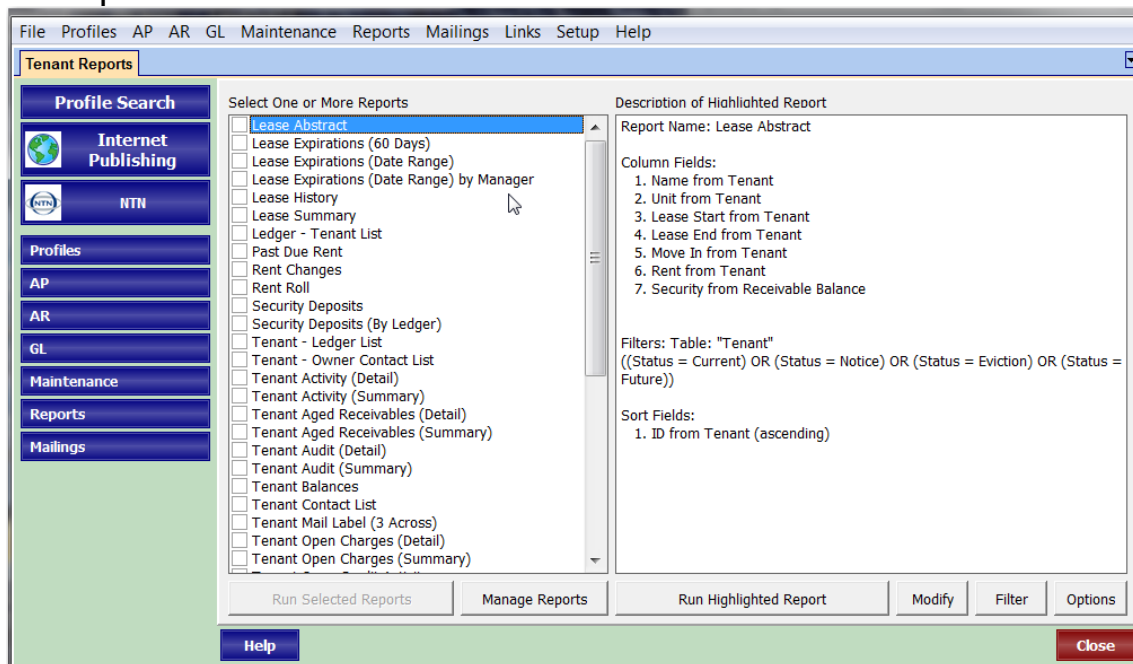
1. Close the Preview screen.
2. On the Report Fields tab, under Tenant Contact, mark Tenant Phone Numbers.
3. Click <Modify Driver Options>.
4. On the Contacts tab mark Email Address. This will include the email address with the phone numbers on the report.
5. Click <Save>.

The screenshot shows a 'Report Options' dialog box with three tabs: 'Report', 'Aggregates', and 'Contacts'. The 'Contacts' tab is selected. It contains two main sections: 'Phone Numbers' and 'Address'. In the 'Phone Numbers' section, there are four checkboxes: 'Name' (unchecked), 'Contact Name' (unchecked), 'Email Address' (checked), and 'Single Line' (unchecked). There is also a 'Label Phone Numbers' checkbox (unchecked). Below these is a text input field labeled 'Maximum Phone Numbers'. In the 'Address' section, there are three checkboxes: 'Name' (unchecked), 'Email Address' (unchecked), and 'Single Line' (unchecked).

6. On the Column Fields tab mark Tenant Phone Numbers.
7. Click <Preview> to view the report.

Lease Expirations by Manager					
July 1, 2015 to June 30, 2016					
Tenant	Unit	Ledger	Lease End	Rent	Tenant Phone Numbers
Emma Bull					
December 2015					
Joseph P. Bruno	436 Fairway Drive	Harrison S. Golden	12/31/2015	\$1,140.00	703-555-2306 703-555-2898 lyn@promas.com
Johnny Parsons	Willow Brooke Unit 202	NU ZIG Inc.	12/31/2015		703-555-7654 301-555-6789 rs2@promas.com
Phyllis Schrader	Willow Brooke Unit 203	NU ZIG Inc.	12/31/2015	\$1,150.00	703-555-1234 phyl@promas.com
Robert Spotz	Willow Brooke Unit 202	NU ZIG Inc.	12/31/2015	\$850.00	
				December 2015	\$3,140.00
February 2017					
Thomas J. Stieffel	Willow Brooke 201	NU ZIG Inc.	2/28/2017	\$2,325.00	
				Emma Bull	\$5,465.00
					\$8,085.00

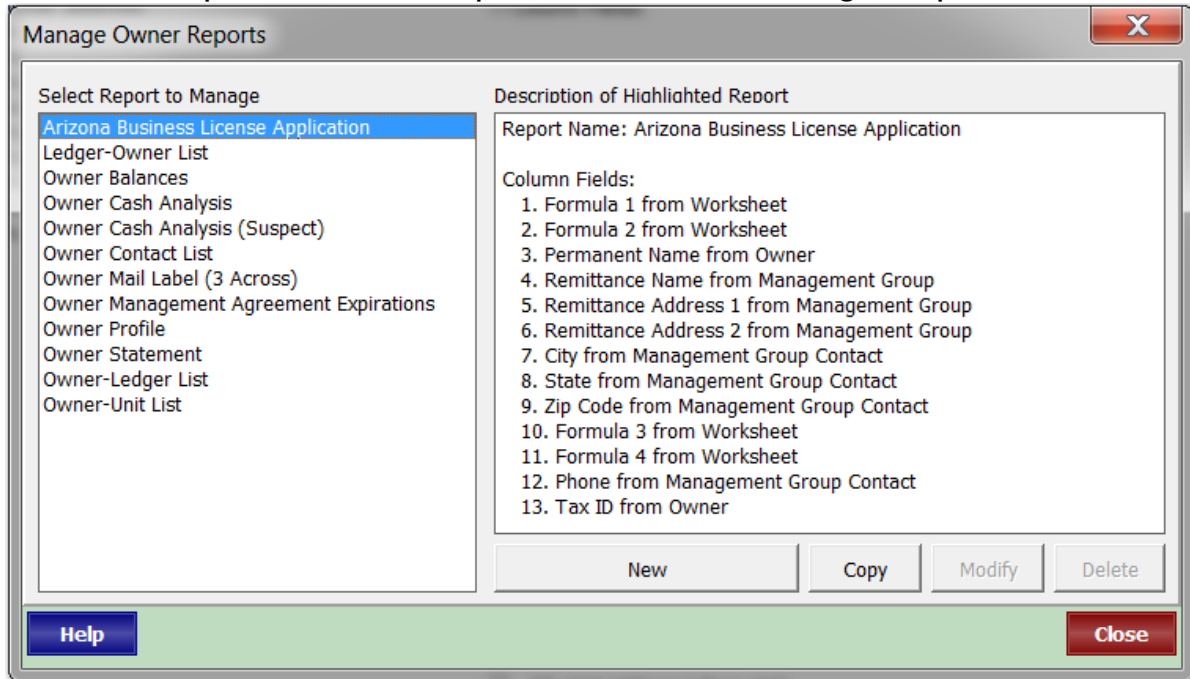
8. Close the Preview screen and click <Save>. Then click <Close>. A screen will display to Refresh the report list – click <Yes>. Your report will be on the list of reports.



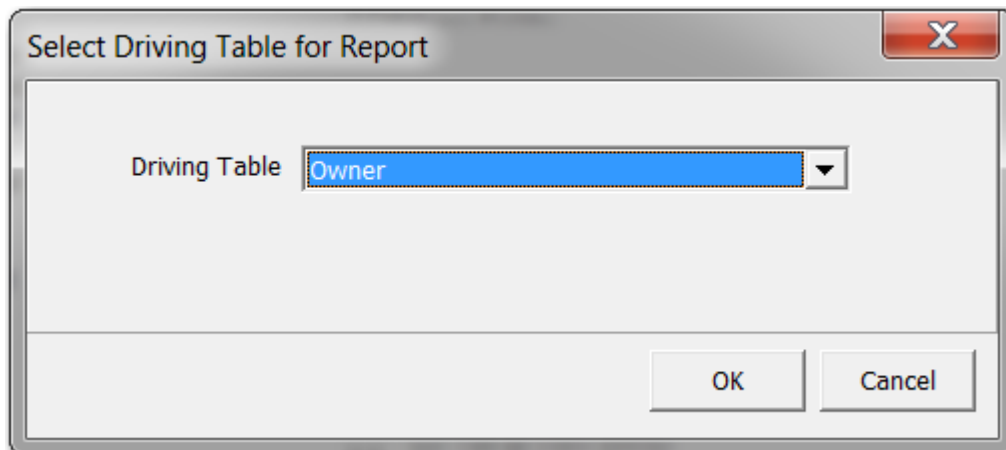
Create New Report from Scratch

Let's create a report of all owners who have no email address.

1. Go to Reports, Owner Reports. Click on <Manage Reports>.



2. Click <New>.



3. A screen will display with the Diving Table you want to use. In our case we want to use the owner driving table since it's an owner report. Click <OK>.

4. On the Report Information tab enter the name of the report.

The screenshot shows the 'Column Report Design' window with the 'Report Information' tab selected. The 'Name' field contains the text 'Owners with No Email'. The 'Description' field is empty.

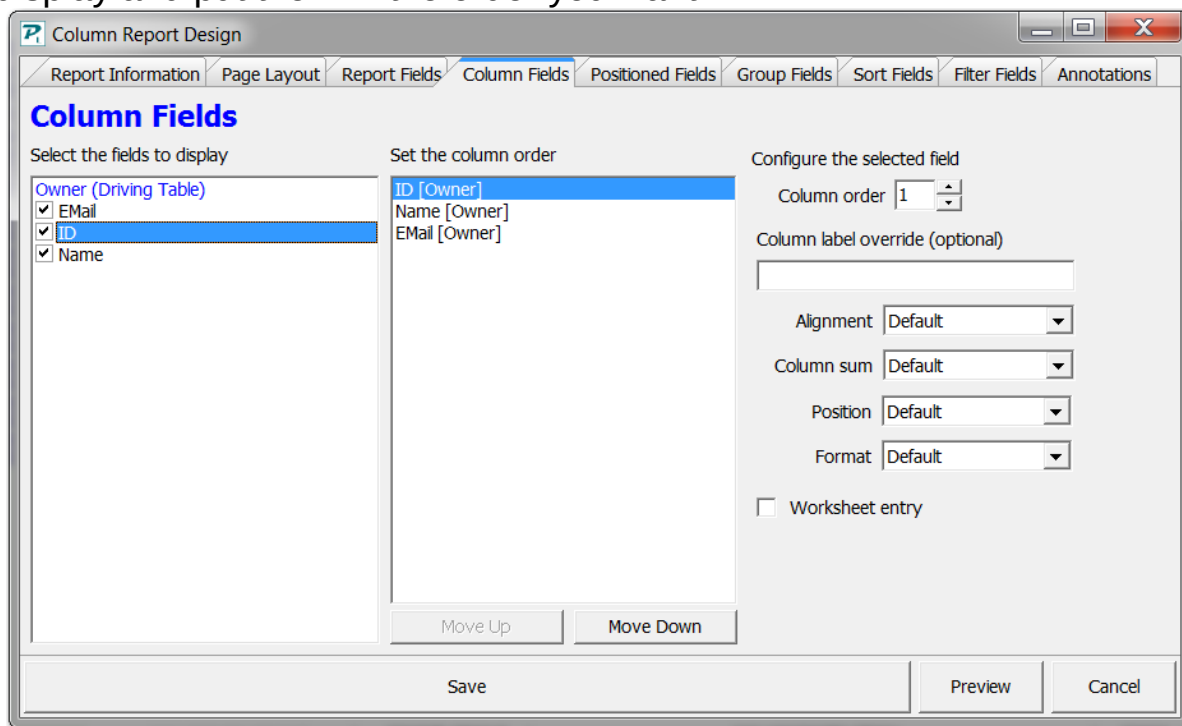
5. On the Page Layout tab enter the name of the report.

The screenshot shows the 'Column Report Design' window with the 'Page Layout' tab selected. The 'Title' field contains the text 'Owners with No Email'. The 'Subtitle' field is empty.

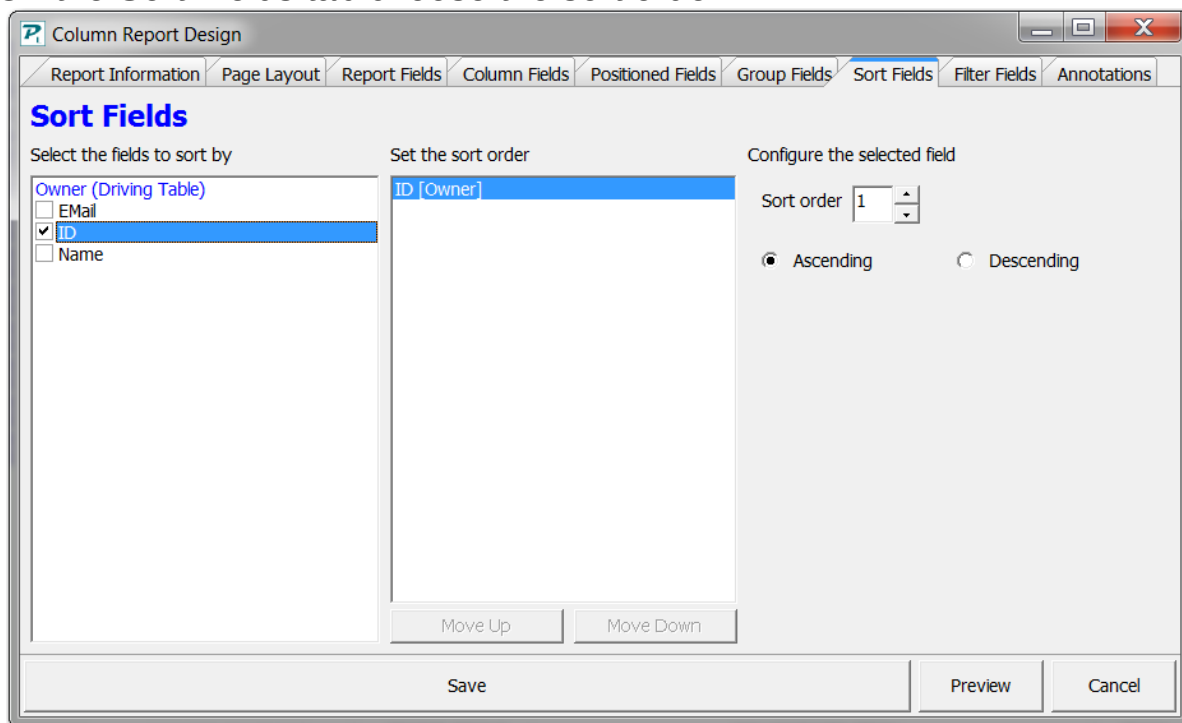
6. On the Report Fields tab mark the checkbox next to the fields you want to use on the report.

The screenshot shows the 'Column Report Design' window with the 'Report Fields' tab selected. On the left, under 'Select the fields to use in the report', the following fields are checked: EMail, ID, Name, and Part-time Name. On the right, under 'Fields you have selected', the following fields are listed: Owner (Driving Table), EMail, ID, and Name. A 'Modify Driver Options' button is located to the right of the selected fields. At the bottom, there are 'Save', 'Preview', and 'Cancel' buttons.

7. On the Column Fields tab mark the checkbox next to the fields you want to display and put them in the order you want.



8. On the Sort Fields tab choose the sort order.



9. On the Filter tab, mark Email. Under Configure mark A value, then =. Leave the Value field blank.

Column Report Design

Report Information | Page Layout | Report Fields | Column Fields | Positioned Fields | Group Fields | Sort Fields | **Filter Fields** | Annotations

Filters

Select the fields to filter by

Owner (Driving Table)

☒ Email

☐ ID

☐ Name

Configure the selected field

Compare to

☒ A value

☐ A range

☐ Other field(s)

Select comparison

☒ = ☐ ≠

☐ < ☐ ≤

☐ > ☐ ≥

Value

10. Click <Preview>.

Owners with No Email
July 1, 2015

ID	Name	Email
FISCELLA	David & Judy Fiscella	
GRAY	Peyton T. Gray	
HARRIS	Charles W. Harris	
LEBENSON	Ira C. Levenson	
PORACH	James J. Porach	

11. Close the Preview screen. Click <Save> and <Close>. Say <Yes> to refresh the Report List.

Mailings

Mailings

- **Statements**
- **Letters**
- **End of Year Processing**



Mailings - Overview

The Mailings function contains statements for owners/properties and tenants; letters to owners, tenants, vendors; late notices to tenants; tax reporting.

Owner statements can be printed, emailed or published to the PROMAS Central website. See the section on Internet Publishing for more information on emailing and publishing.

The Owner Statement function lets you choose a date range to print statements for all ledgers with a statement selected in their profile. That selected statement can be overridden. An example would be the printing of the yearly statement accompanying the 1099s. This statement generally has a different layout than the monthly statement.

Note - If a note is entered and marked "Append to Statement" it will print after the body of any statement whose date range includes the date of the note.

The letter bodies for all letter types are defined in Mailings, Edit Letters. Letters that you have in a word processor can be copied to the letter body in Professional Landlord using the Copy (Control C) and Paste (Control V) Windows commands.

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 parameter - can be tied to each notice profile. The notice scheme is part of the Tenant Profile. Therefore, each tenant can be sent the late notice letter that matches his lease information.

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 are fields that are filled into the body of the letter at the time the letter is compiled. The text substitutions can be mail merged into a word processor. The letters are basic text with no formatting options. Use the Mail Merge functionality to export information to a word processor as a merge document.

Owner Statements

The screenshot shows the 'Owner Statements' application window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The 'Owner Statements' menu item is highlighted. On the left is a sidebar with buttons for Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area contains fields for 'Override Statement Type', 'Statement Filter' (set to 'All'), and 'Status Filter' (set to 'Active Owners'). Below these is a large 'Statement Note' text area. At the bottom are 'Help', 'Run', and 'Cancel' buttons.

Owner Statements – Report Setup

The screenshot shows the 'Report Setup' dialog box. It includes a 'Printer' dropdown set to 'HP LaserJet 1020' with a 'Make Default Printer' button. The 'Report Date' is set from '05/01/2015' to '06/17/2015' with a 'Last Month to Date' dropdown. There are fields for 'Restrict to' and 'Limit To Category', both with file selection icons. An 'Exclude Category' checkbox is present. At the bottom are buttons for Settings, Options, Print, Publish, Mail, Export, Preview, and Cancel.

Owner Statements

The system allows you to print owner statements in many ways and formats. Statement styles are defined in Setup, Owner Statements. Each owner can be assigned a statement type in the Owner Profile.

To enter a statement note, or choose an Override Statement style, use Mailings, Owner Statements. To compile without a note or override, you can use Mailings, Owner Statements or Reports, Owner Reports.

Override Statement Type – This field will let you override the statement type entered in the owner profile and send the statement type selected here instead.

Statement Filter - You can choose to do statements for **All** owners (default) or select:

Internet Statements - for those owners who are marked in their profile No Paper Statements

Paper Statements - for those owners who are marked in their profile No Internet Statements.

Status Filter - The default is to print statements for Active owners. When doing annual (end-of-year) statements, select All so everyone who has had activity during the year will get one.

Statement Note – A multiple line note can be included at the beginning of each statement printed.

Notes entered in profiles marked “Append to Statement” are included on statements if their date falls within the statement date range. They print after the statement body.

Report Setup:

Printer – select the printer if you will be printing the statements

Statement Dates – Enter the beginning and ending dates for the statement.

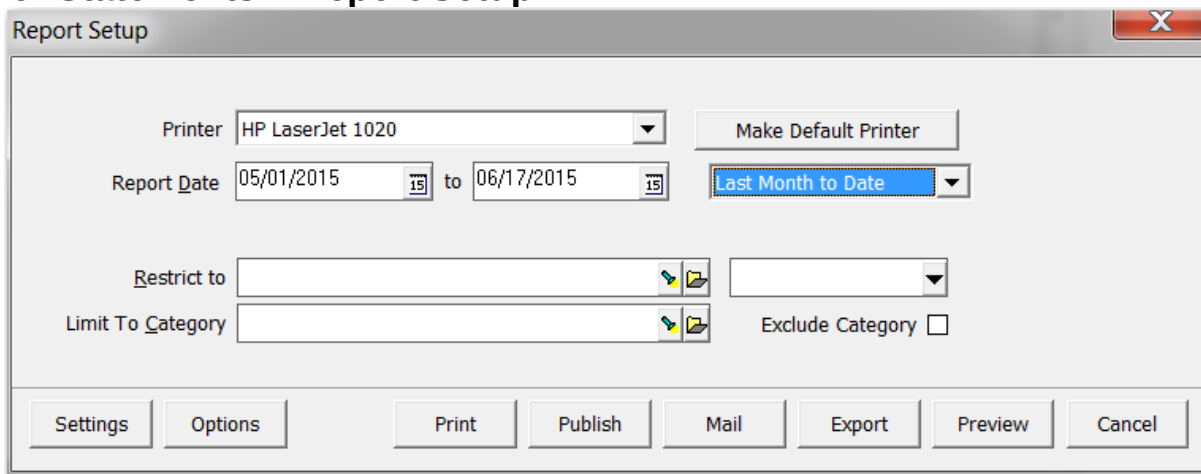
Restrict To – You can restrict the statements printed to a selected ledger, manager, profile list, management group.

Limit to Category – You can limit the statements to a specific category or exclude a category.

Statement

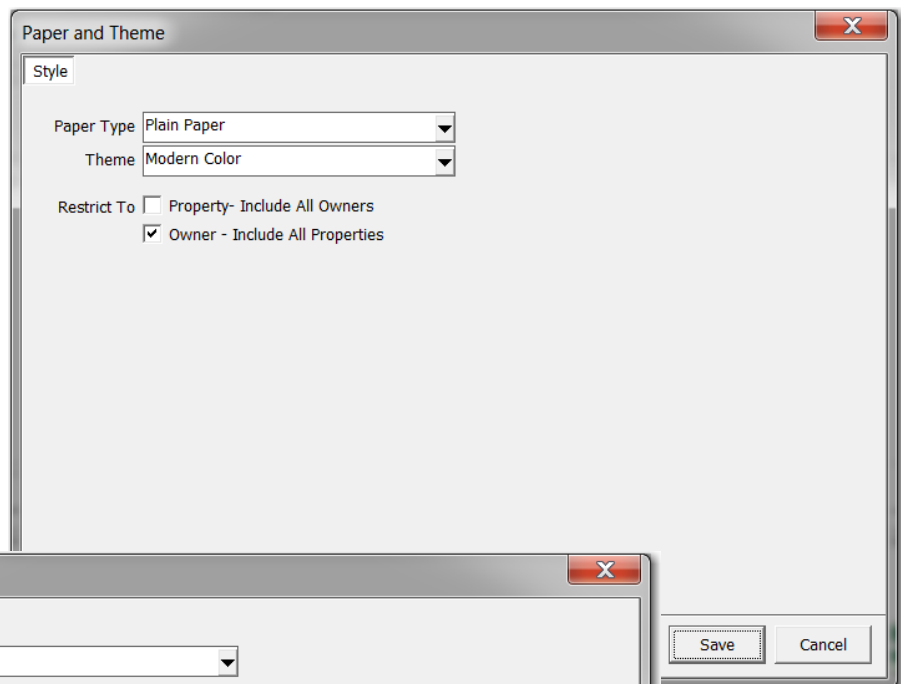
Statements default to printing for owners whose status is Active or No Posting. For the end of the year statement, Inactives should be included.

Owner Statements – Report Setup



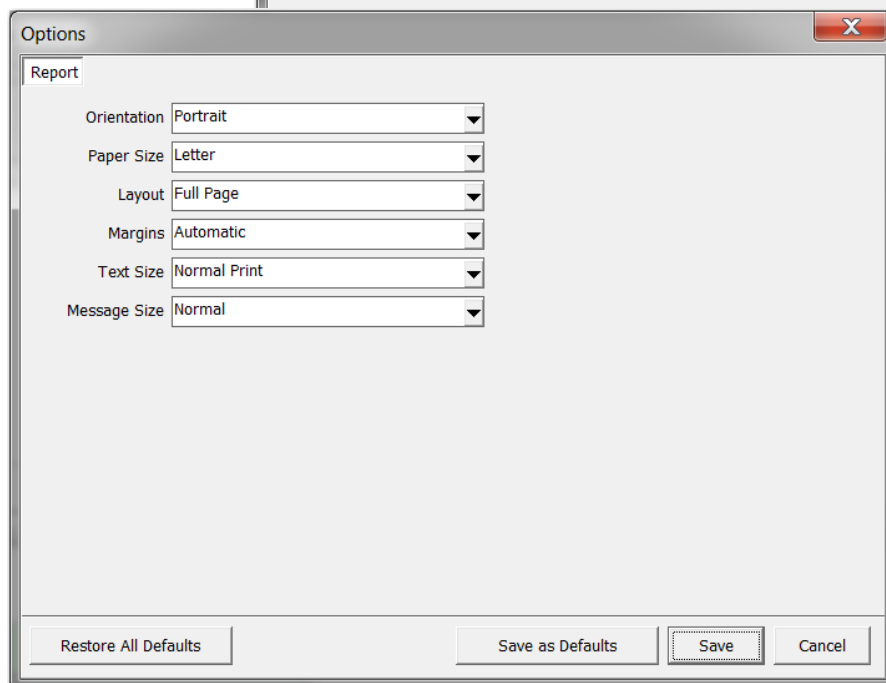
The **Report Setup** dialog box is used to configure the report. It includes fields for the printer, report date range, and restrictions. The **Printer** is set to **HP LaserJet 1020**, with a **Make Default Printer** button. The **Report Date** is from **05/01/2015** to **06/17/2015**, with a **Last Month to Date** button. There are fields for **Restrict to** and **Limit To Category**, both with file selection icons. An **Exclude Category** checkbox is also present. At the bottom are buttons for **Settings**, **Options**, **Print**, **Publish**, **Mail**, **Export**, **Preview**, and **Cancel**.

Settings



The **Paper and Theme** dialog box is used to select the report's style. It includes a **Style** tab, **Paper Type** (set to **Plain Paper**), and **Theme** (set to **Modern Color**). Under **Restrict To**, there are checkboxes for **Property- Include All Owners** (unchecked) and **Owner - Include All Properties** (checked). At the bottom right are **Save** and **Cancel** buttons.

Options



The **Options** dialog box is used to configure the report's appearance. It includes a **Report** tab and settings for **Orientation** (Portrait), **Paper Size** (Letter), **Layout** (Full Page), **Margins** (Automatic), **Text Size** (Normal Print), and **Message Size** (Normal). At the bottom are buttons for **Restore All Defaults**, **Save as Defaults**, **Save**, and **Cancel**.

Statements – Report Setup

Buttons

Settings – lets you choose the Style settings:

Paper Type: paper (plain or letterhead) and the Theme (modern color, modern gray, classic).

Theme

- Modern Color – heading and labels are in color with alternate lines shaded.
- Modern – black heading and labels with alternate lines shaded.
- Classic – black with no shading

Restrict To:

Property – Include All Owners

Owner – Include All Properties

Options

Orientation - portrait (default) or landscape

Paper Size - letter (default) or legal

Layout – Full page, two column, Avery 5160 (3 column)

Margins – Automatic (3/4"), 1/4", 1/2", 3/4"

Text Size – Normal, Small, Large

Message Size – Normal, Small, Large

Settings and Options

- **Save as Defaults** – this will save your selections as the default for this function.
- **Restore All Defaults** – this will restore the defaults set by the program.

Print – sends the statement directly to the printer.

Publish - This option will create a pdf copy of the statement and put it in the Upload folder so it can be published to PROMAS Central or emailed through Internet Publishing.

Document Name – give it whatever name you choose, i.e. July Statement

Publish For

- **File Copy** – creates a single document that includes all statements labeled File Copy.
- **Property Manager** – creates a copy of the statements for each manager limited to that managers assigned ledgers.
- **Owners** – creates a copy of the statement for each owner with only that owner's transactions included. Applicable only to owner statements.
- **Tenants** – creates a copy of the statement for each tenant with only that tenant's transactions included. Applicable only to tenant statements.

Mail – Statements are compiled for preview. The same selections as Publish are available. When previewed and printed, they will have return address and mailing address for use in putting in window envelopes.

Export – will create the statement in CSV format for use in a spreadsheet. A screen will display giving you the opportunity to name the report and choose a location in which to save it.

Preview – compiles the statements and displays on the screen where it can be viewed in different modes, printed, or exported to pdf, excel, HTML, Dbase format.

Tenant Statements

The screenshot shows the 'Tenant Statements' application window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The left sidebar contains buttons for Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL, Maintenance (highlighted with a mouse cursor), Reports, and Mailings. The main area has a 'Tenant Statements' tab and several filters: 'Override Statement Type' (text input), 'Statement Filter' (dropdown set to 'All'), 'Status Filter' (dropdown set to 'Current Tenants'), and 'Quick Filter' (dropdown set to 'No filter'). Below these is a large 'Statement Note' text area. At the bottom are 'Undock', 'Help', 'Run', and 'Cancel' buttons.

Tenant Statements – Report Setup

The screenshot shows the 'Report Setup' dialog box. It contains the following fields and controls: 'Printer' (dropdown set to 'HP LaserJet 1020') with a 'Make Default Printer' button; 'Report Date' (date range from '06/01/2015' to '06/17/2015') with a 'This Month to Date' dropdown; 'Restrict to' (text input) and 'Limit To Category' (dropdown); and an 'Exclude Category' checkbox. At the bottom are buttons for Settings, Options, Print, Publish, Mail, Export, Preview, and Cancel.

Tenant Statements

The system allows you to print tenant statements covering any time frame. Statement styles are defined in Setup, Tenant Statements. Each tenant can be assigned a statement type in the Tenant Profile.

Override Statement Type – This field will let you override the statement type entered in the tenant profile and send the statement type selected here instead.

Statement Filter - You can choose to do statements for **All** tenants (default) or select:

Internet Statements - for those owners who are marked in their profile No Paper Statements

Paper Statements - for those owners who are marked in their profile No Internet Statements.

Status Filter - The default is to print statements for Current tenants. You can choose All, Active, Future, Past.

Quick Filter – Using this you can choose to limit the statement just to those tenants with unpaid charges.

Statement Note – A multiple line note can be included at the beginning of each statement printed.

Click <Run> to get the Report Setup screen.

Report Setup:

Printer – select the printer if you will be printing the statements

Statement Dates – Enter the beginning and ending dates for the statement.

Restrict To – You can restrict the statements printed to a selected tenant, ledger, manager, profile list, management group, property manager.

Limit to Category – You can limit the statements to a specific category or exclude a category.

Tenant Statements – Report Setup

Buttons

Settings – lets you choose the Style settings:

Paper Type: paper (plain or letterhead) and the Theme (modern color, modern gray, classic).

Theme

- Modern Color – heading and labels are in color with alternate lines shaded.
- Modern – black heading and labels with alternate lines shaded.
- Classic – black with no shading

Restrict To:

Property – Include All Owners

Owner – Include All Properties

Options

Orientation - portrait (default) or landscape

Paper Size - letter (default) or legal

Layout – Full page, two column, Avery 5160 (3 column)

Margins – Automatic (3/4"), 1/4", 1/2", 3/4"

Text Size – Normal, Small, Large

Message Size – Normal, Small, Large

Settings and Options

- **Save as Defaults** – this will save your selections as the default for this function.
- **Restore All Defaults** – this will restore the defaults set by the program.

Statements – Report Setup

Buttons

Print – sends the statement directly to the printer.

Publish - This option will create a pdf copy of the statement and put it in the Upload folder so it can be published to PROMAS Central or emailed through Internet Publishing.

Document Name – give it whatever name you choose, i.e. July Statement

Publish For

- **File Copy** – creates a single document that includes all statements labeled File Copy.
- **Property Manager** – creates a copy of the statements for each manager limited to that managers assigned ledgers.
- **Owners** – creates a copy of the statement for each owner with only that owner's transactions included. Applicable only to owner statements.
- **Tenants** – creates a copy of the statement for each tenant with only that tenant's records included. Applicable only to tenant statements.

Mail – Statements are compiled for preview. The same selections as Publish are available. When previewed and printed, they will have return address and mailing address for use in putting in window envelopes.

Export – will create the statement in CSV format for use in a spreadsheet. A screen will display giving you the opportunity to name the report and choose a location in which to save it.

Preview – compiles the statements and displays on the screen where it can be viewed in different modes, printed, or exported to pdf, excel, HTML, Dbase format.

Edit Letters

Find Letter

Profile Search Search for ☒ Sort by ID ☐ Sort by Name

ID	Name
1 MASTER	Master merge letter
3 DAY	Three Day Notice
DL	Delinquent Letter

Select Group View

☐ Keep Find List Active Create New Copy from Selected Profile

Undo Help New Edit Cancel

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Three Day Notice [Letter]

Profile Search ID 3 DAY Three Day Notice

Internet Publishing Return Address Company

NTN Letter Title LATE NOTICE

☐ Do Not Print Return or Mailing Address

Substitutions

- Categories.Comment
- Categories.Emergency
- Categories.General
- Categories.Inspection
- Categories.Listing
- Categories.Maintenance
- Categories.Welcome
- Category.Automobile
- Category.close to airports

Letter Body

{Letter.Date}

Dear {Tenant.Formal Salutation}:

Undo Help New Previous Next Save Close

Edit Letters

Use this function to create letters. Late notice letters and any other letters you may want to send to owners, tenants or vendors can be created and stored. The letters are printed through the Notices, Owner Letters, Tenant Letters, or Vendor Letters. Late notice letters should always be printed from the Notices function.

The substitutions and text can be mail merged to a word processor (i.e. Microsoft Word). Refer to our How To document #291. The letter package distributed by LandlordSource.com interfaces with The Professional Landlord. Visit www.LandlordSource.com for sales information.

Return Address – Select from the drop-down list the return address format you want on the letter. Options are Company, Management Group or None.

Letter Title – (optional) 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 – Mark this checkbox to eliminate both the return address and the mailing address of the recipient from printing on the letter. Use this when you want to produce an attachment to a letter or when you are creating a notice to post.

Substitutions

This box contains the text substitutions you can incorporate into the letter body. 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 owner, tenant 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.

Letter Body

Type the letter body in this section, including date and salutation if desired. Multiple page letters can be designed.

You can enter text from a word processor by highlighting the text using the Windows Copy command (Control C) and then positioning the cursor in the Professional Landlord letter body and using the Windows Paste command (Control V).

Notice Report screen

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Notice Letters

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Notice Date: 7/21/2015

Restrict to: [Empty]

Skip if Late Before: [Empty]

Undock Help Compile Cancel

Notice Letters compiled

Send Notices

Word Document: [Empty]

Mail Merge Action: Edit Document Execute Mail Merge Select Document

Merge Fields Source: 3 DAY: Three Day Notice

Date	Tenant	Unit	
06/17/2015	ROD: Jerry and Karyl Rodriguez	OAK2118: 2118 Oak Street	☐ Skip
06/17/2015	ROSEMAN: Rita Roseman	CEDAR327: 327 Cedar Lane	☐ Skip
06/17/2015	SCHRADER: Phyllis Schrader	WB203: Willow Brooke Unit 203	☐ Skip
06/17/2015	SPOTZ: Robert Spatz	WB202: Willow Brooke Unit 202	☐ Skip

Notice Letter: 3 DAY: Three Day Notice

Balance Due: \$850.00 Balance Late: \$850.00 Times Late: [Empty]

Rent Due: \$850.00 Rent Late: \$850.00 Days Late: 11

Run Notices Report Cancel

All Notices / Selected Notices / All First Time Late / Selected First Time Late / Skipped Notices

Notice Letters

Notice Selection screen

Notice Date – enter the letter date.

Restrict to: you may choose to restrict to a tenant or any of the other choices available from the drop down list.

Skip if Late Before - Potential notice letter candidates will be skipped if they became late prior to the date entered.

When you click Compile from the Notice selection screen, a list of late notice candidates will display on the screen. In normal edit mode the date, tenant 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 on the Balance Due, Rent Due, Balance Late, Rent 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.

The notice letter selected to be sent is based on the number of days late as specified in the Notice profile. Only tenants with a notice profile selected in the tenant profile are considered for a letter. Up to four letters, based on days late, can be specified.

You can change the notice letter by clicking in that field. Use the Find List to select a different notice letter.

Five page tabs are available for you to view the candidates - All Notices, Selected Notices, All First Time Late, Selected First Time Late, and Skipped Notices.

Late notices are a separate function from late fees. Therefore a tenant could be set up to get charged late fees but not get notices and vice versa.

Report – Once you have edited the list as necessary, you can print a report of the candidate list by clicking the Report button. As with all reports, you have the option to send the report directly to the printer, view the report on screen or publish.

Run Notices – this will bring up the **Report Setup** screen, giving you choices. See the writeup under Statements, Report Setup

Owner Letters

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Owner Letters

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Letter

Letter Date 06/17/2015

Restrict to

Limit To Category

Limit to Balance

Undock Help Compile Cancel

Owner Letters compiled

Word Document

Mail Merge Action Edit Document Execute Mail Merge Select Document

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Date	Addressee	Letter	Skip
7/21/2015	GOLDEN: Harrison S. Golden	1 MASTER: Master merge letter	☐
7/21/2015	SCHENK: Donald S. Schenk	1 MASTER: Master merge letter	☐
7/21/2015	CLAYTON: Frederick L. Clayton	1 MASTER: Master merge letter	☐
7/21/2015	LEBENSON: Ira C. Lebenson	1 MASTER: Master merge letter	☐
7/21/2015	HARRIS: Charles W. Harris	1 MASTER: Master merge letter	☐
7/21/2015	GRAY: Peyton T. Gray	1 MASTER: Master merge letter	☐
7/21/2015	FISCELLA: David & Judy Fiscella	1 MASTER: Master merge letter	☐
7/21/2015	PORACH: James J. Porach	1 MASTER: Master merge letter	☐
7/21/2015	CHEEK: Carl Wayne Cheek	1 MASTER: Master merge letter	☐

Help Run Letters Report Skip All Cancel

All Letters / Selected Letters / Skipped Letters

Owner Letters

Use this function to print or publish letters to owners. The letters themselves are created in the Edit Letters function.

Letter – Select the letter you wish to use from the drop-down list.

Letter Date – Enter the date you wish to use in the body of the letter as a text substitution.

Restrict to – The letter can be limited to a specific owner, property, management group, profile list or property manager. Whatever restriction is selected will result in letters to only those owners. If limited to a property, all owners in the partnership will receive letters if specified in Settings.

Limit to Category – The letter can be limited to those owners and properties assigned the category selected here.

Limit to Balance – You can limit the letter to properties or owners relative to the Balance, Base Surplus and Distribution Surplus. If left blank the owner's balance will not be used to determine whether to include him on the report or print a letter. The selected balance is compared to the \$ amount entered based on the comparison selection.

Click **Compile** to see the selected list of candidates. Clicking the **Run Letters** button from the compiled list will take you to the print parameters screen.

Export Letters to Merge File

Note: *Not all versions of Word do the mail merge in the same way. Refer to the How To document #291 on mail merge for the most current step-by-step procedures. It also has instructions on doing the merge using Open Office.*

Tenant Letters

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tenant Letters

Profile Search

 **Internet Publishing**

 **NTN**

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Letter

Letter Date 06/17/2015

Restrict to

Limit To Category

Lease Expires to

Move In to

Move Out to

Limit to Balance \$0.00

☒ Current Tenants
☐ Future Tenants
☐ Past Tenants

☒ Closed
☒ Month to Month
☒ Open

Undock **Help** **Compile** **Cancel**

Tenant Letters

Use this function to print, publish or email letters to tenants. The letters themselves are created in the **Edit Letters** function. Notice letters to tenants are printed from the **Notices** function.

Letter – Select the letter you wish to use from the drop-down list.

Letter Date – Enter the date you wish to use in the body of the letter as a text substitution.

Status – The letter can be limited to those tenants with a specific status: Current, Future or Past by marking the associated checkbox.

Restrict to – The letter can be limited to a specific owner, property, management group, profile list or property manager. Whatever restriction is selected will result in letters to only those tenants.

Limit to Category – The letter can be limited to those tenants assigned the category selected here.

Lease Expires - The letter can be limited to those tenants whose lease expiration (in Tenant Profile) falls within the range of dates entered here.

Move In – The letter can be limited to those tenants whose move in dates (in Tenant Profile) fall within the range of dates entered here.

Move Out – The letter can be limited to those tenants whose move out dates (in Tenant Profile) fall within the range of dates entered here.

Lease Type – mark the lease type checkboxes you want the letter to go to.

Limit to Balance – Using the three fields you can create any combination of the following:

<u>Field 1</u>	<u>Field 2</u>	<u>Amount</u>
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	

Use the drop-down list box to select your choice. If these fields are left blank the tenant's balance will not be considered.

Click **Compile** for the list of candidates. Clicking the **Run Letters** button from the compiled list will take you to the print parameters screen where you can print, preview, publish.

Note: Substitutions - The category substitutions in tenant letters will pull from Unit and Ledger profiles as well as the tenant profile, as long as the category is not marked profile specific.

Vendor Letters

Vendor Letters

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Letter

Letter Date

Restrict to

Limit To Category

Workman's Comp to

Liability Insurance to

☒ Active
☒ No Posting
☐ Inactive

Undock **Help** **Compile** **Cancel**

Vendor Letters

Use this function to print, publish or email letters to vendors. The letters themselves are created in the Edit Letters function.

Letter – Select the letter you wish to use from the drop-down list.

Letter Date – Enter the date you wish to use in the body of the letter as a text substitution.

Restrict to – The letter can be restricted to a vendor or profile list.

Limit to Category – The letter can be restricted to those vendors assigned the category selected here.

Workmen's Comp – The letter can be limited to those vendors whose Workmen's Comp expiration date falls in 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, Inactive by marking the associated checkbox.

Click **Compile** for the list of candidates. Clicking the **Run Letters** button from the compiled list will take you to the print parameters screen where you can preview, print, publish.

Tax Reporting

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Tax Reporting

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Tax Year

Minimum for Reporting Owner Income

Minimum for Reporting Tenant Interest

Minimum for Reporting Vendor Payments

☒ Do Not Change Existing 1099 Information

☐ Calculate 1099 Amounts Only

☐ Calculate All 1099 Information

Undo Help Compile Cancel

Tax Reporting - Preview

Preview 1099s

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Create Electronic Filing Output File

Print Laser 1099s

Mark All for Printing

Create TIN Matching File

Print Continuous Form 1099s

Mark All for No Printing

Print Substitute 1099s

Taxpayer	Source & Filer	Amount	Flags
David & Judy Fiscella	Rental Income	\$3,035.00	☐ Skip ☐ Error
Harrison S. Golden	Rental Income	\$8,860.00	☐ Skip ☐ Error
Peyton T. Gray	Rental Income	\$3,035.00	☐ Skip ☐ Error
Charles W. Harris	Rental Income	\$3,035.00	☐ Skip ☐ Error
James J. Porach	Rental Income	\$3,035.00	☐ Skip ☐ Error
Donald S. Schenk	Rental Income	\$4,900.00	☐ Skip ☐ Below Minimum ☐ Error ☐ Override ☐ Do Not Print
Donald S. Schenk	Maple Inc.		
3342 Alligator Walk	311 Maple Avenue West Ste D		
Plantation, FL 74390	Vienna, VA 22180		
Taxpayer ID 123-45-6789	Filer Tax ID 13-1234567		
Error	Minimum	\$600.00	Edit 1099

All 1099s / Reportable / Overridden Reportable / Skipped / Below Minimum / Not Reportable Due To Error / Printable

Help Report Close

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 owners, vendors and tenants. 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. All owners (active or inactive) are considered when the 1099 determination is made.

The reported owner income is based on the net of all transactions for the year that have an Account Type of Taxable Income. 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. Tenant amounts are determined by the net of all released security deposit interest for the year.

Tax Year - defaults to last year. You can compile 1099 information for this year by changing the default.

Minimum for Reporting - the minimums default 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.

Preview 1099s

Preview 1099s

Create Electronic Filing Output File Print Laser 1099s Mark All for Printing

Create TIN Matching File Print Continuous Form 1099s Mark All for No Printing

Print Substitute 1099s

Taxpayer	Source & Filer	Amount	Flags
David & Judy Fiscella	Rental Income	\$3,035.00	☐ Skip ☐ Error
Harrison S. Golden	Rental Income	\$8,860.00	☐ Skip ☐ Error
Peyton T. Gray	Rental Income	\$3,035.00	☐ Skip ☐ Error
Charles W. Harris	Rental Income	\$3,035.00	☐ Skip ☐ Error
James J. Porach	Rental Income	\$3,035.00	☐ Skip ☐ Error
Donald S. Schenk	Rental Income	\$4,900.00	☐ Skip ☐ Error
Donald S. Schenk	Maple Inc.		☐ Below Minimum
3342 Alligator Walk	311 Maple Avenue West, Ste D		☐ Error
Plantation, FL 74390	Vienna, VA 22180		☐ Override
Taxpayer ID 123-45-6789	Filer Tax ID 13-1234567		☐ Do Not Print
Error	Minimum	\$600.00	Edit 1099

All 1099s / Reportable / Overriden Reportable / Skipped / Below Minimum / Not Reportable Due To Error / Printable

Substitute 1099s

Substitute 1099s can be printed/published in the Mailings, Tax Reporting function using the Print Substitute 1099 button. One form per page is printed/published for the selected recipients. The output conforms with IRS standards for creating substitute 1099 documents.

1. Go to <<Mailings, Tax Reporting>>
2. Compile 1099s
3. Click <Print Substitute 1099s>
4. Click <OK> to accept terms
5. Click <Publish>
6. Click <Run>

PDF documents of the substitute forms will be created and placed in the Upload folder. A message will display on the screen as to how many were generated. The Upload folder can be found by going to Internet Publishing, Publish Details tab. Click <Open Upload Folder>.

When you publish documents from Internet Publishing the Substitute 1099s that were generated will upload to PROMAS Central.

Preview 1099s

When the Preview 1099s screen displays you can review the list of potential 1099 recipients. The tabs at the bottom of the form let you view specific subsets of the line items. Clicking on any line will let you view details of that recipient.

Click the **Below Minimum** tab to see those that did not have sufficient reportable income to qualify for a 1099. Click on the line item to view the details.

Click the **Not Reportable Due to Error** tab. Review each line item and note the changes that may need to be made. The reason for not being reportable is noted in the Error field.

- The most common reason for not passing the edit criteria is Taxpayer Address Truncated. The field length for reporting is 2 lines of 40 characters.
- The message Filer Address Truncated refers to the address for the company found in Setup, Company Profile. The field length for reporting is 2 lines of 40 characters.

You cannot print 1099s until all errors are corrected, marked Skip or marked Do Not Print.

While previewing the 1099 list you can print the 1099 report for your records.

Preview 1099s

Preview 1099s

Buttons: Create Electronic Filing Output File, Print Laser 1099s, Mark All for Printing, Create TIN Matching File, Print Continuous Form 1099s, Mark All for No Printing, Print Substitute 1099s

Taxpayer	Source & Filer	Amount	Flags
David & Judy Fiscella	Rental Income	\$3,035.00	☐ Skip ☐ Error
Harrison S. Golden	Rental Income	\$8,860.00	☐ Skip ☐ Error
Peyton T. Gray	Rental Income	\$3,035.00	☐ Skip ☐ Error
Charles W. Harris	Rental Income	\$3,035.00	☐ Skip ☐ Error
James J. Porach	Rental Income	\$3,035.00	☐ Skip ☐ Error
Donald S. Schenk	Rental Income	\$4,900.00	☐ Skip ☐ Below Minimum ☐ Error ☐ Override ☐ Do Not Print
Donald S. Schenk 3342 Alligator Walk Plantation, FL 74390 Taxpayer ID 123-45-6789 Error			
Maple Inc. 311 Maple Avenue West, Ste D Vienna, VA 22180 Filer Tax ID 13-1234567 Minimum \$600.00			

Buttons: Edit 1099

Tabs: All 1099s / Reportable / Overriden Reportable / Skipped / Below Minimum / Not Reportable Due To Error / Printable

Buttons: Help, Report, Close

Test Printing

When you want to print test 1099's or only want to print 2 or 3 pages (printing only one page - 2 1099's - is not a good test), which is 4 or 6 1099's, do the following:

1. Compile the 1099's
2. Click the Mark All for No Printing button
3. Click on a line item you want to print
4. Unmark the Do Not Print checkbox for the ones you want to print
5. Click on the Printable tab to view the ones you have chosen to print.
6. Click on one of the Print buttons.

When testing, use plain paper or copies of a set you don't need – usually copy 2 or copy C.

Correcting Errors

After compiling the 1099's, click on the Not Reportable Due to Error tab. If there are no line items skipped due to error you can proceed with printing 1099's.

Click on the line item with an error. This will put that line item into edit mode. The reason for the error will be indicated in the [Error] field. The most common reason is "Taxpayer Address Truncated". PROMAS allows more space for the address than the IRS does. Line 2 and Line 3 of the owner profile are combined onto one line for the 1099. If the number of characters exceeds 40 (the IRS limit) it is marked as an error.

To fix a "Filer Address Truncated" error. go to <<Setup, Company>> and adjust the address. When you come back in to the 1099 function, click on <Calculate All 1099 Information> and the error will be gone.

Click on the <Edit 1099> button and then mark the <Override 1099 Information> checkbox to make the necessary changes. After making the adjustments, unmark the <Error in 1099 (will be skipped)> checkbox. Make the necessary adjustments to each of the Not Reportable line items.

These adjustments will not change the owner profile. Therefore, every time you compile with the "Calculate All 1099 Information" radio button marked, it will undo any adjustment you make. Once you start making corrections, compile using a radio button selection other than Calculate All 1099 Information.

Steps to Correct an Error

1. Select the Not Reportable Due to Error tab
2. Click on the line item
3. Click <Edit 1099> button
4. Mark the Override 1099 Information checkbox.
5. Make the necessary adjustments
6. Unmark the Error in 1099 (will be Skipped) button
7. Click Save

NOTE: Once you make changes while editing, DO NOT use the <Calculate All 1099 Information> when reentering the 1099 function as it will undo your edits. If you <Calculate 1099 Amounts Only> your changes will be intact.

Create Electronic Filing Output File

Ready to Create Electronic Filing Output File

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

File Location: C:\Users\LYN2011\Documents\Promas\Rental\Export\JPSTAX

Transmitter Control Number: 94002

Name Control: JMMJ

Contact Name: PROMAS

Contact Phone Number: 512-328-8500

Contact Email Address: support@promas.com

☒ Create a Test File

Transmitter Name: Maple Inc.

Transmitter Address: 311 Maple Avenue West, Ste D
Vienna, VA 22180

Transmitter Tax ID Number: 13-1234567

2014 tax year only (Publication 1220). Test file has been approved by the IRS.

Help Compile Cancel

Create TIN Matching File

IMPORTANT NOTICE

BY USING THIS SOFTWARE TO GENERATE 1099 INFORMATION, YOU ACCEPT THE FOLLOWING TERMS.

This functionality is provided "As-Is" and by using this software to generate 1099 information, the user 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 user assumes responsibility include, but are not limited to, late filing fees and penalties for filing incorrect, incomplete, or improperly formatted information.

If the user submits 1099 information using a magnetic media file, it is the user'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 user submits 1099 information using printed forms, it is the user's responsibility to review all forms and verify that all reported information is correct and meets current filing requirements.

Help OK Cancel

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.

Create the Electronic File

When you have finished editing and reviewing the 1099 records, and are ready to print the owner, state and file copies:

1. Click on the Create Electronic Filing Output
2. Review the terms and click the <OK> button
3. The File Location designates the folder on your computer in which the IRSTAX file will be created. This is the file you will send to the IRS
4. Fill in the Create Electronic Filing Output
5. Transmitter Control Number – supplied by the IRS
6. Name Control – supplied by IRS. From IRS instructions: "The Payer Name Control can be obtained only from the mail label on the Package 1096 that is mailed to most payers each December. If a Package 1096 has not been received, you can determine your name control using the following simple rules or you can leave it blank: Use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. A hyphen (-) and an ampersand (&) are the only acceptable special characters. Names of less than four characters should be left-justified, filling the unused positions with a blank."
7. Contact Name – your name
8. Contact Phone Number – your phone number
9. Contact Email Address – your email address
10. Create a Test File – mark this checkbox if you want to send a test file to the IRS before sending the real file
11. Verify the information in the protected fields
12. Click <Compile>
13. An information screen displays indicating the number of records and the file name and location of the file created. Make note of it and click <OK>
14. Click <Close>
15. Proceed with the electronic filing per the IRS FIRE procedures

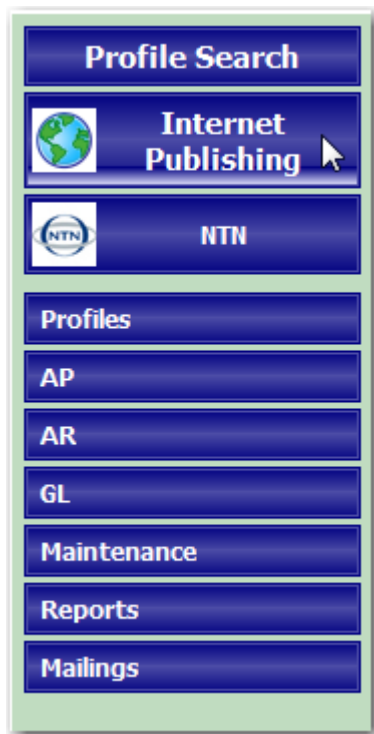
Create TIN Matching File

Use this button to create a *.txt file which can be used to submit to the IRS to validate your Social Security Numbers and Tax Identification Numbers with those maintained by the IRS. Refer to the 1099 [How To document](#) for more information. Per IRS instructions, all special characters except -, & and space are stripped from the name field.

Internet Publishing

Internet Publishing

- Process
- Basic tab
- Upload Manager
- Publish details
- Advanced
- Publishing Setup
- Owner Settings
- Email Settings



Overview

The Internet Publishing function is the combination of a statement generation, document manger and publishing controller that prepares, stores and uploads documents and transaction activity to a web-based application - PROMAS Central - providing a myriad of capabilities for property managers and their client owners, tenants and vendors. Documents can be set to be uploaded, emailed, or uploaded and emailed.

This function lets you generate owner and tenant statements in PDF format, identify documents to upload, and generate owner and tenant transaction activity. Once the statements are generated they are placed in a folder whose contents are controlled by a document manager that coordinates the upload with the web-based application.

To access it, click on the Internet Publishing button on the main taskbar.

Process

The publishing process involves connecting to the web application and uploading one or more of the following:

- Database synchronization file containing the profile information relative to owners, properties, units, tenants and vendors. It is the basis for loading and updating the web application profile information.
- A manifest which identifies each file and document uploaded.
- Owner activity that contains all of the transactions and balances for the specified time period for owners and properties.
- Tenant activity that contains all of the transactions for the specified time period for the tenants.
- Documents that were put into the Document Manager upload folder. They stay in the Upload folder after the initial upload. They are removed from the folder when, on a subsequent upload, confirmation is received that the document is already in the web database.
- Each statement that was generated. They stay in the Upload folder after the initial upload. After that initial upload, the application waits until the web-based application is ready to receive another upload. It then proceeds to confirm and remove the uploaded documents from the Upload folder.

NOTE: The upload process uploads and emails as appropriate and then goes into a countdown mode. At the end of the countdown a connection is attempted and, if successful, another upload occurs (confirmation cycle). If the attempt to connect is refused, another countdown begins.

Basic Tab

The screenshot shows the 'Internet Publishing' application window. The menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The 'Internet Publishing' tab is active, showing a 'Basic' sub-tab. On the left is a vertical sidebar with buttons for Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area contains two columns of buttons: 'Publish', 'Email Documents', 'Backup and Publish to Promas Central', and 'Server Control Panel' on the left; and 'Upload Manager', 'Owner Statement Message', 'Tenant Statement Message', and 'Logon' on the right. Below these is a 'Connection Status' section showing 'Not Logged On' in a red box, followed by status messages: 'Upload Documents Will Be Included When You Publish', 'Owner Statement Generation Is Not Scheduled', 'Tenant Statement Generation Is Not Scheduled', and 'Upload Activity Is Not Scheduled'. At the bottom, there's a 'Close of Business Monday July 6, 2015' section with radio buttons for 'Open for Business' (selected), 'Close of Day', 'Close of Week', and 'Close of Week - Monday Holiday'. The bottom of the window has 'Undock', 'Help', and 'Cancel' buttons.

Server Control Panel

The screenshot shows a web browser window titled 'HERO Property Manager' with the address bar displaying 'controlpanel.heropm.com/CPL/'. The browser's address bar also shows 'HERO PM Control Panel v4.8.11' and a status message 'You are not currently logged on'. The main content area features a login dialog box titled 'Logon' with the subtitle 'Logon to your Property Manager Control Panel'. The dialog box contains fields for 'Username:' and 'Password:', an 'OK' button, a 'Logon Help / Password' button, and a 'Quit' button. Below these fields are three checkboxes: 'Remember logon' (unchecked), 'Secure mode' (unchecked), and 'Updates' (checked).

Basic tabButtons:**Publish to Promas Central**

When you click the Publish button, the prompt for User Name and Password, to log on to the PROMAS Central web application, is presented. If you are already logged on, the uploading process will proceed. See Upload Process for more specific information.

Email Documents

Email documents identified as those to be emailed. Documents that are to be published and emailed are emailed and marked as not needing to be emailed again.

Backup and Publish to Promas Central

The backup function in Internet Publishing creates a zip file of the essential files and places it into the Upload folder, then prompts the user to logon to upload the file.

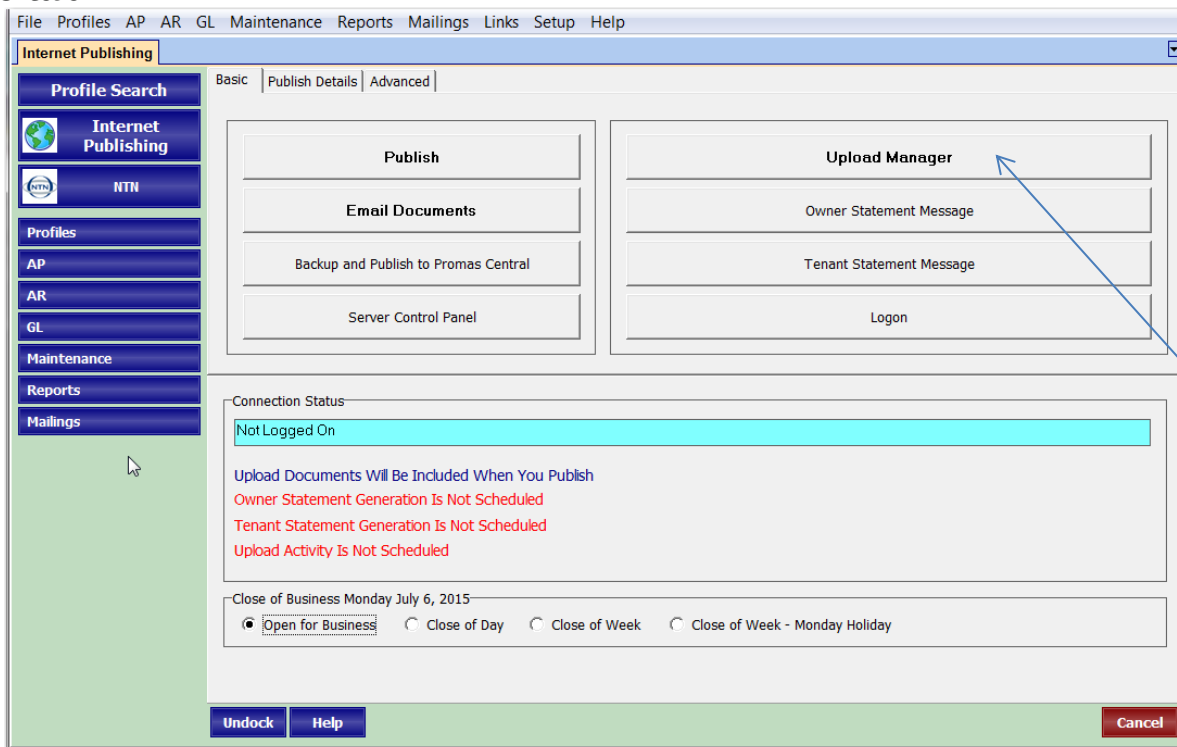
To recover the file from the Internet, logon to the PROMAS Central control panel as Master Administrator (User Name is your PMID). Click on the RP Management tab and then Documents, Office. The backups that are available will be listed along with other office documents. Click View and your browser will display the download prompt.

After downloading, unzip the file and copy the files into an empty Data folder.

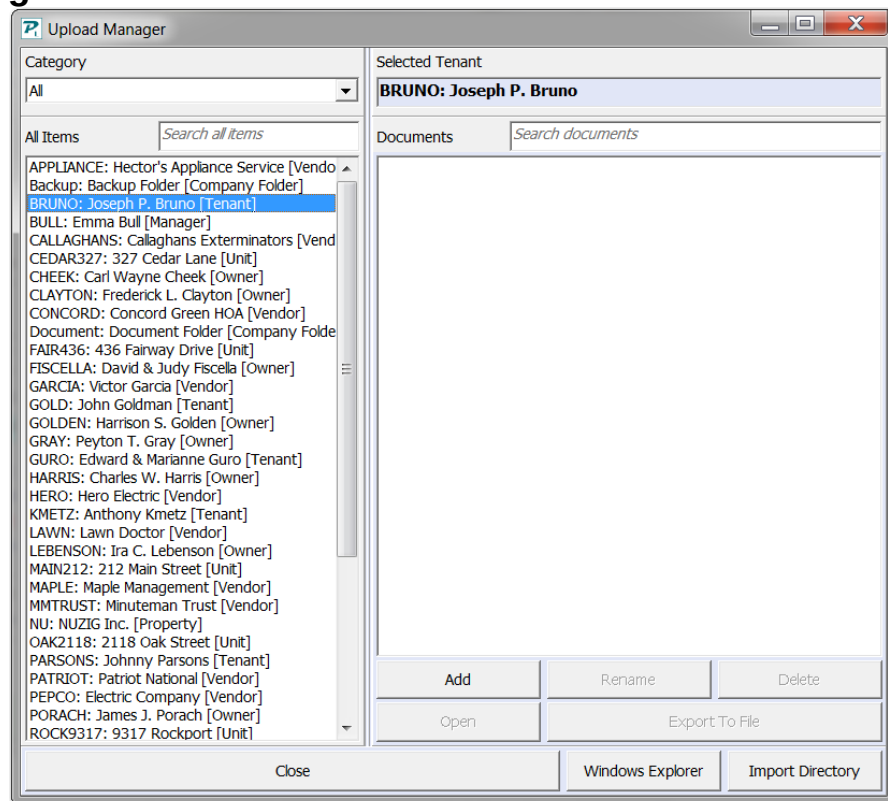
Server Control Panel

This will take you to the manager logon screen for PROMAS Central. Once logged on to the control panel you can view any documents that were uploaded.

Basic tab



Upload Manager



Upload Manager

A list of all profiles appears on the left section. Highlight the profile you want to add a document for. Any documents already selected will display on the right.

Category

Characters keyed into this field filter out all profiles not containing the keyed sequence.

Buttons

Add - The Add button lets you choose documents from the selected folder and copy them into the Upload folder designated to the selected profile. The standard Windows key combinations (Control, Shift) can be used to select more than one at a time.

Windows Explorer - As an alternative to the Add button you can use Windows Explorer to copy or drag and drop selected documents into the Upload folder.

When a document is added it has the appropriate information appended to the filename to ensure placement in the correct client's document folder when uploaded.

Highlighting a document on the right enables the Rename, Delete, Open and Export to File buttons.

Owner Statement Message

The note entered here will be appended to the appropriate statements. The checkboxes allow you to be prompted prior to publishing so you can verify / change the message note or to set the message to repeat.

Tenant Statement Message

The note entered here will be appended to the appropriate statements. The checkboxes allow you to be prompted prior to publishing so you can verify / change the message note or to set the message to repeat.

Logon

When you click the Publish button, the prompt for User Name and Password, to log on to the PROMAS Central web application, is presented. This button changes to Logoff once you have successfully logged on.

All tabs – Connection Status

Connection Status

Not Logged On

Upload Documents Will Be Included When You Publish

Owner Statement Generation Will Be Included When You Publish

Tenant Statement Generation Is Not Scheduled

Upload Activity Will Be Included When You Publish

Close of Business Monday July 6, 2015

☒ Open for Business
 ☐ Close of Day
 ☐ Close of Week
 ☐ Close of Week - Monday Holiday

Publish Details tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Internet Publishing

Basic Publish Details Advanced

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

☒ Generate Owner Statements
☐ Generate Tenant Statements

☒ Upload Documents to Server
☒ Upload Activity to Server
☐ Synchronize Listings

Synchronize Listings Only

Open Upload Folder

Connection Status

Not Logged On

Upload Documents Will Be Included When You Publish

Owner Statement Generation Will Be Included When You Publish

Tenant Statement Generation Is Not Scheduled

Upload Activity Will Be Included When You Publish

Close of Business Monday July 6, 2015

☒ Open for Business
 ☐ Close of Day
 ☐ Close of Week
 ☐ Close of Week - Monday Holiday

Help Cancel

Open Upload Folder

Name	Date modified	Type	Size
2015-Jun-16	6/29/2015 10:47 A...	File folder	
Backups	7/2/2015 11:35 AM	File folder	
Documents	6/29/2015 10:47 A...	File folder	
EXPORT	6/29/2015 10:47 A...	File folder	
LL12_Database	6/29/2015 12:36 PM	File folder	
TEMP	6/29/2015 10:48 A...	File folder	
Upload	6/30/2015 1:27 PM	File folder	
ACCOUNTS	6/30/2015 2:56 PM	File folder	28 KB

Displays on all tabs:**Connection Status Section**

This indicates whether a logon is active or not.

Schedule Status - indicates the status of owner statements, tenant statements, document upload and activity uploads. Status is based upon the Publishing Setup, Owner Settings, Tenant Settings and Close of Business parameters.

Close of Business Section

Based on the selection the day published through is displayed.

- Open for Business - publishing is through yesterday.
- Close of Day - publishing through today. If tomorrow is your normal publishing date, you can initiate tomorrows actions today.
- Close of Week - publishing is through Sunday.
- Close of Week - Monday Holiday - publishing is through next Monday.

Publish Details tab

Checkboxes

Generate Owner / Tenant Statements - If muted, no action is pending. When not muted and the checkbox is marked, publishing of statements will occur when Publish is chosen.

Upload Documents to Server - This checkbox will be marked when the last published date is prior to the Close of Business.

Upload Activity to Server - This checkbox will be marked when the last published date is prior to the selected Close of Business and the Publish Recent Activity is marked in Owner or Tenant Settings.

Synchronize Listings - This checkbox, when marked, will include the listing information (from categories) with the owner activity.

Synchronize Listings Only – Use this to only synchronize listings.

Open Upload Folder - This will open Windows Explorer so you can double click on the Upload folder to view the files there. Those include documents waiting to be published; system files from the most recent publishing; a log folder containing all the logs from previous publishings.

Advanced tab

The screenshot shows the 'Internet Publishing' application window with the 'Advanced' tab selected. The left sidebar contains a 'Profile Search' section with icons for 'Internet Publishing' and 'NTN', and a list of menu items: 'Profiles', 'AP', 'AR', 'GL' (highlighted), 'Maintenance', 'Reports', and 'Mailings'. The main content area has three tabs: 'Basic', 'Publish Details', and 'Advanced'. Under the 'Advanced' tab, there are two columns of buttons. The left column contains 'Regenerate Owner Statements' and 'Regenerate Tenant Statements', with a yellow warning box below them stating: 'The regenerate statement functions are for special circumstances. For guidance please refer to the help documents or contact technical support.' The right column contains 'Publishing Setup', 'Owner Settings', 'Tenant Settings', and 'Email Settings'. Below these buttons is a 'Connection Status' section showing 'Not Logged On' in a red box, followed by status messages: 'Upload Documents Will Be Included When You Publish', 'Owner Statement Generation Will Be Included When You Publish', 'Tenant Statement Generation Is Not Scheduled' (in red), and 'Upload Activity Will Be Included When You Publish'. At the bottom, there is a 'Close of Business Monday July 6, 2015' section with radio buttons for 'Open for Business' (selected), 'Close of Day', 'Close of Week', and 'Close of Week - Monday Holiday'. The window has a 'Help' button at the bottom left and a 'Cancel' button at the bottom right.

Regenerate

The screenshot shows the 'Republish Owner Statements' dialog box. It has a title bar with a close button (X). The dialog contains three input fields: 'Reprint From Date' with a date picker set to '5/16/2015', 'Limit To Category' with a text input field and a search icon, and 'Restrict to' with a text input field and a search icon. At the bottom, there are three buttons: 'Help' (blue), 'Compile' (green), and 'Cancel' (red).

Advanced tabButtons:**Regenerate Owner / Tenant Statements**

The regenerate function creates statements for all or a portion of the owners/tenants and puts them into the Upload folder. When a statement with the exact name is published it will replace the one that was previously published. This is useful when a corrected statement needs to be uploaded. They will be uploaded on the next publish process that includes the Upload Documents to Server function.

Republish Screen**Reprint From date**

This defaults to the start date of the last statement generated. The date is calculated by moving back one month from the starting date for the next statement per the Owner/Tenant Settings.

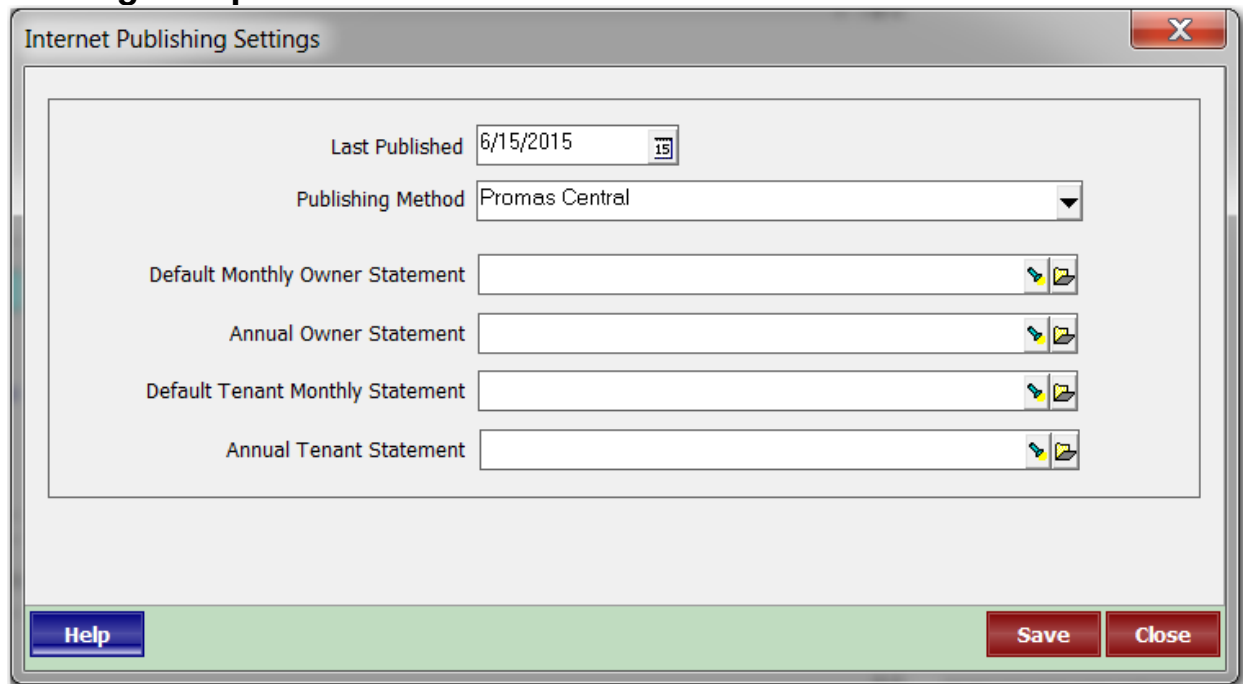
Limit to Category

This will generate statements for those owners/tenants assigned to the category selected.

Restrict to

This can be set to a Management Group, Owner, Profile list, Property or Property Manager for owner statements and to 8 different groupings for tenants.

Publishing Setup



The image shows a software dialog box titled "Internet Publishing Settings". It contains several input fields and buttons. At the bottom, there is a green bar with "Help", "Save", and "Close" buttons.

Field Name	Value / Options
Last Published	6/15/2015
Publishing Method	Promas Central
Default Monthly Owner Statement	[Empty text box]
Annual Owner Statement	[Empty text box]
Default Tenant Monthly Statement	[Empty text box]
Annual Tenant Statement	[Empty text box]

Publishing Setup**Last Published**

This is the last date that information was uploaded to the web application. It will be set to today's date after publishing is completed. If the date is in the past, all appropriate statement uploads will take place based upon the owner and tenant settings and the date will be updated.

Thus if you set the last published date to July 31 and then publish on December 1, a statement would be generated for August, September, October and November.

Publishing Method – The default publishing method is PROMAS Central.

- Direct email only publishes to email.
- PROMAS Central will publish based on the profile settings.
- PROMAS Central Legacy will only publish regardless of profile settings.
- PROMAS Central w/ email copy - publish based on profile settings and email all.
- PROMAS Central w/ No Email – publish only
- NOTE: Beta Version selections may also be available but should only be used at the direction of support personnel.

Default Monthly Owner Statement

Owners get the statement identified in their profile. If there is no statement chosen in the owner profile, this default is used.

Annual Owner Statement

You can select from the drop down list an annual statement profile that all owners will receive for end of year. If left blank, owners will get the statement identified in their profile. Annual statements are generated when the January monthly statement is due.

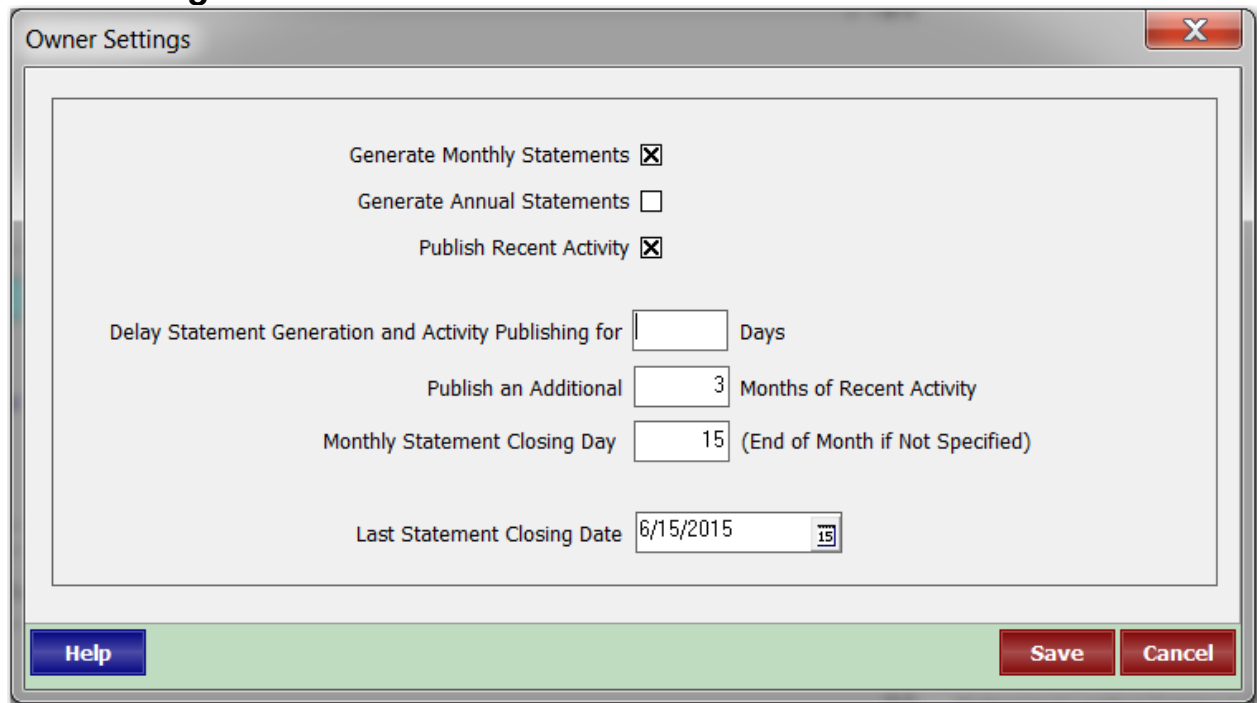
Default Tenant Monthly Statement

Tenants get the statement identified in their profile. If there is no statement chosen in the tenant profile, this default is used.

Annual Tenant Statement

You can select from the drop down list an annual statement profile that all tenants will receive for end of year. If left blank, tenants will get the statement identified in their profile.

Owner Settings



The image shows a software dialog box titled "Owner Settings". It contains several configuration options for generating and publishing statements. The options include checkboxes for "Generate Monthly Statements" (checked), "Generate Annual Statements" (unchecked), and "Publish Recent Activity" (checked). There are also input fields for "Delay Statement Generation and Activity Publishing for" (empty), "Publish an Additional" (3), "Monthly Statement Closing Day" (15), and "Last Statement Closing Date" (6/15/2015). The dialog has a "Help" button on the bottom left and "Save" and "Cancel" buttons on the bottom right.

Owner Settings

Generate Monthly Statements ☒

Generate Annual Statements ☐

Publish Recent Activity ☒

Delay Statement Generation and Activity Publishing for Days

Publish an Additional Months of Recent Activity

Monthly Statement Closing Day (End of Month if Not Specified)

Last Statement Closing Date

Help Save Cancel

Owner Settings**Generate Monthly Statements / Annual Statements / Publish Recent Activity**

The checkboxes, when marked, indicate what statements and activity will be generated.

Delay Statement Generation and Activity Publishing for ____ Days

If a number is entered in the box, the statement and activity will not include transactions for those days. A 3 day delay would mean that activity published on the 10th would not include transactions for the 8th, 9th or 10th. Statements scheduled through the 15th would not be generated until the 18th.

Publish An Additional ____ Months of Recent Activity

When left blank (the default) published activity will go back to the Last Statement Closing Date. If additional months are selected, activity may include transactions prior to the last published statement. Activity, when uploaded, replaces the activity previously uploaded. For example, if the last statement closing date is 8/15 and today is 9/3, the activity will be from 8/15-9/2 if the field is left blank. If the field is 3, the activity will be from 5/15-9/2.

Monthly Statement Closing Day

If blank the statement closing date will default to the last day of the month. When a day is entered, statements generated, regardless of the day done, will be through that date. Thus choosing 12 would generate a statement starting the 13th of last month through the 12th of this month. All statements are based on the same schedule.

Last Statement Closing Date

This is updated each time statements are published. After you start publishing it is not normally changed. If you are thinking of changing it please contact the Help Desk.

Tenant Settings are similar to Owner Settings.

Email Settings

Publishing Manager 5 2015.1 Build 5

Email Settings

Outgoing Email Server Settings

SMTP Server (e.g. smtp.myisp.com)

Port Number ☒ Enable SMTP Authorization

User Account ☒ Enable SSL

Email Document Settings

Recipients

CC to additional recipients

Reply To

Subject

Body

Email Settings

Enter the settings based on your email program.

Go to your email program, edit the account settings, properties.

SMTP Server: from your account settings

Port Number: from your account settings

User Account: your email address

SMTP Authorization checkbox

Enable SSL checkbox - from your account settings

Additional Recipients: choose to send to original email and the cc email or only to the email address entered in the cc box

CC to additional recipients: enter email addresses of anyone to cc on emails sent - possibly a property manager.

Reply To: enter the email address you want the recipients to reply to.

Subject: enter subject you want on the emails. We suggest a generic message so you don't have to change it each time.

Body: any message you want in the email.

The Upload Process

Click Publish and Logon. If statements are to be generated they are placed in the Upload folder, the manifest file is created, followed by the Database Sync, Owner Activity, Tenant Activity. Whatever is scheduled is created and placed in the Upload folder. Then Phase 1 of the upload starts.

PUBLISHPhase 1

Upload Sync Files

Manifest (always)

Database sync (always)

Owner activity (if scheduled)

Tenant activity (if scheduled)

Upload documents – documents sent to PROMAS Central

Remove documents – remove previously uploaded documents

Email documents

Remove documents – if action is no longer required

Phase 2

Wait until server is no longer busy – waits 15 minutes, then 30 minutes

Upload documents – either upload or skip if already uploaded

Remove documents – if no more action is required

EMAIL

Start emails - send or skip if already sent

Remove documents – remove if sent, skip if not fully processed (i.e. need to be uploaded)

Documents can be set to publish, publish with a copy to email, or email only. How a document is treated depends on the publishing method chosen in Publishing setup and the publishing parameters in the Owner, Tenant, Vendor profiles.

Maintenance

Maintenance

- **Entering Work Orders**
- **Printing Work Orders**
- **Work Order Reports**
- **Asset Management**
- **Maintenance Tables**
- **Asset Reports**



Overview

The Maintenance module provides the means for recording, tracking and reporting on work orders. When a work order has a status of *Completed*, it can be turned into an invoice directly from the Work Order screen or by using the Invoice function in AP.

A work order form can be printed at the time of entry, later in Work Order History, or in the Print Work Orders function. They can be emailed and published to PROMAS Central. Copies for the vendor, owner, tenant and file can be selected if and whenever 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 button on the Taskbar. Ledger repair history is available via a button on the Taskbar from the owner and property profiles.

The maintenance module lets you control your work order activity.

The work order “work description” field can be appended to the owner statement.

Work Order

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

[Work Order]

Profile Search

Internet Publishing

NTN

All Tasks

Invoice

Notes

Asset Repair History

Site Repair History

Ledger Repair History

ID: 250702KTNS CEDAR327 ☐ Mark for Printing Status: Unassigned

Problem Report

Priority: Normal

Reported: 7/2/2015

Reported By: Tenant

Phone Number: 703-555-5542

Problem Description

Insert Time and User Initials

Site: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman

Ledger: GOLDEN: Harrison S. Golden

Show Alerts

Notification

☒ Notification Required Notify Rita Roseman at 703-555-7690, 703-555-5542, 703-555-1843

1. Problem Report 2. Vendor Assignment 3. Account Billing 4. Asset & Warranty

Help Delete New Previous Next Save Print Close

Work Order

This function lets you record a work order and track it through the various stages until completion. You can turn a work order into an invoice by clicking the <Invoice> button. From the Invoice function in Payables you can select a “Completed” work order and turn it into an invoice.

The work order screen has buttons that let you review site repair history, owner repair history and asset repair history for the selected entries. Work orders may be deleted by using the Delete button.

The Print button will give you the option to print and publish copies of the work order. Vendor, owner, tenant and file copies can be generated. The vendor default is to email and publish. The account billing information can be entered. Thus when turned into an invoice only the invoice number may be needed.

There are four tabs for entering information: Problem Report; Vendor Assignment; Account Billing; Asset and Warranty.

When entering a new work order, select the site first. After selecting the site, the Name (long description) fills in with the unit ID, the tenant and ledger fields are populated, and any work order alerts are displayed.

ID – The ID must be a unique identifier. The application generates an ID consisting of year, month, day and a program generated random four letter suffix. You may change the ID by double clicking in the field and entering your own identifier.

Long Description – This field is filled in with the unit long description when the site is selected. Double click in this field for the Unit ID. Append whatever is appropriate if you want to further identify this work order.

Mark for Printing - Mark this checkbox if you want this workorder to be on the list to be printed next time the Print Work Order function is run.

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 Find 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 – Problem Report tab

The screenshot shows a software window titled "Work Order" with a menu bar (File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, Help) and a toolbar. The left sidebar contains a "Profile Search" button and a list of links: Internet Publishing, NTN, All Tasks, Invoice, Notes, Asset Repair History, Site Repair History, and Ledger Repair History. The main area is divided into several sections:

- Problem Report:** Includes fields for ID (250702KTNS), CEDAR327, Priority (Normal), Reported (7/2/2015), Reported By (Tenant), and Phone Number (703-555-5542). There is a "Mark for Printing" checkbox and a "Status" dropdown (Vendor Notified).
- Problem Description:** A text area containing "Garbage disposal not working" and a button "Insert Time and User Initials".
- Site Information:** Fields for Site (CEDAR327: 327 Cedar Lane), Tenant (ROSEMAN: Rita Roseman), and Ledger (GOLDEN: Harrison S. Golden), each with a "Show Alerts" button.
- Notification:** A checkbox "Notification Required" is checked, with a text field "Notify Rita Roseman at 703-555-7690, 703-555-5542, 703-555-1843".
- Footer:** A tab bar with "1. Problem Report", "2. Vendor Assignment", "3. Account Billing", and "4. Asset & Warranty". Below it are buttons: Help, Delete, New, Previous, Next, Save, Print, and Close.

Repair Limit message

Alert

The screenshot shows two overlapping windows. The background window is titled "Work Order" and has a "General" tab. It displays the text: "Expires 8/31/2015 Lawn Doctor Quarterly applications --- \$65 per". The foreground window is an "Information" dialog box with a blue information icon and the text: "There is a repair limit of \$200.00. Do you want to copy this to the cost limit?". It has "Yes" and "No" buttons. At the bottom of the "Work Order" window, there are "OK" and "Cancel" buttons.

Problem Report Tab

Priority – Enter the priority for getting work completed. Six priority levels are available. The default is normal.

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 that defaults to the tenant.

Phone Number – This is a freeform optional entry field. It defaults to the tenant Day phone number.

Problem Description - Use this freeform field to explain the problem as reported or investigated. This prints on all work order copies.

Site – Select the unit affected. If the unit 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. Then any work order alerts for the unit will display. Selecting a unit will fill in the Tenant name.

Show Alerts – Click to display the Work Order Alerts for the unit.

Tenant – This field is populated when the site is selected.

Ledger – Based on the unit/tenant selected, the owner/property is displayed in this protected field.

Notification Required – By marking this checkbox you can toggle the entry field to the right. If marked, the tenant name and cell, daytime and nighttime phone numbers are filled in.

Notification Field – This field is filled in with the tenant's name when the Notification Required box is checked. It can be changed. Add any other comments needed. This line prints boxed in near the top of the work order.

Use the **Invoice** button to open and copy the work order data into an invoice.

The **Notes** button takes you to the owner note history screen where you can add a new note or edit an existing one.

Work Order – Vendor Assignment tab

The screenshot shows the 'Work Order' window with the 'Vendor Assignment' tab selected. The window has a menu bar (File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, Help) and a toolbar. On the left is a sidebar with buttons for Profile Search, Internet Publishing, NTN, All Tasks, Invoice, Notes, Asset Repair History, Site Repair History, and Ledger Repair History. The main area contains the following fields:

- ID:** 250702KTNS, CEDAR327
- Mark for Printing:** ☐
- Status:** Vendor Notified
- Maintenance:** [Field]
- Vendor:** GARCIA: Victor Garcia
- Authorized By:** [Field]
- Estimate:** \$0.00
- Phone:** [Field]
- Cost Limit:** \$200.00
- Serviced By:** [Field]
- Total:** \$0.00
- Tracking:**
 - Reported:** 7/2/2015
 - Vendor Notified:** 7/2/2015
 - Required By:** [Field]
 - Work Started:** [Field]
 - Work Completed:** [Field]
- Performance Evaluation:**
 - Rating:** [Field]
 - [Text Area]
- Work Description:** [Text Area]
- Create Statement Note:** [Button]
- Time / Initials:** [Field]
- Labor Hours:** [Field]

At the bottom, there are tabs for 1. Problem Report, 2. Vendor Assignment (selected), 3. Account Billing, and 4. Asset & Warranty. Below the tabs are buttons for Help, Delete, New, Previous, Next, Save, Print, and Close.

Report Setup

The screenshot shows the 'Report Setup' dialog box. It contains the following fields and options:

- Printer:** HP LaserJet 1020 (dropdown menu)
- Make Default Printer:** [Button]
- Report Date:** 7/2/2015 (calendar icon)
- Today:** [Button]
- Include:**
 - ☒ Vendor Copy
 - ☐ Tenant Copy
 - ☐ Owner Copy
 - ☐ File Copy
 - ☐ Tenant Invoice
 - ☐ Owner Invoice
- Settings:** [Button]
- Print:** [Button]
- Publish:** [Button]
- Mail:** [Button]
- Export:** [Button]
- Preview:** [Button]
- Cancel:** [Button]

After the vendor is assigned it is common to print/email the vendor copy using the Print button.

Vendor Assignment tab

Maintenance (Optional) - Select the Maintenance Type from the drop-down 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 Bill Code fields.

Vendor – Select the vendor from the find list. If the vendor is not on the list, use the flashlight button to bring up a blank vendor profile so you can add to the list.

Authorized by – This is a freeform optional entry field. Double click on label to populate the field with the User's initials.

Phone – This optional field is for the Authorized By phone number.

Serviced By – This is a freeform optional entry field.

Estimate – This field can be used to withhold money from owner distribution checks. It is the amount shown on pending work orders appended to an owner statement.

Cost Limit – This repair limit field fills in from the Unit Profile, or you can enter an amount (optional).

Total – The total amount from the line items entered on the Account Billing tab fills in this protected field. This amount gets pulled into the Invoice when one is generated from a Completed work order.

Tracking – Tracking dates can be changed as events occur. Dates are maintained for: Reported, Vendor Notified, Required By, Work Started, Work Completed. Entering a date in the Vendor Notified will cause the status to change to Vendor Notified. A date entered into the completed field does the same.

Work Description – A freeform unlimited entry block for describing the work the vendor has performed. This will print on the owner and file copies of printed work orders. It will print on the vendor copy if you choose that option in Setup, Database Settings, Maintenance tab.

Create Statement Note button – Clicking will open the Unit note function, ready to create a new note with Append to Statement marked and the Work Description in the Note field.

Time/Initials button – click to enter the date, time and initials into the work description field.

Performance Evaluation

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 tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

[Work Order]

Profile Search

Internet Publishing

NTN

All Tasks

Invoice

Notes

Asset Repair History

Site Repair History

Ledger Repair History

ID: 250702KTNS CEDAR327 ☐ Mark for Printing Status: Completed

Bill Code: GEN REPAIR: General Repairs Amount: \$127.50

Total: \$127.50

1. Problem Report 2. Vendor Assignment 3. Account Billing 4. Asset & Warranty

Help Delete New Previous Next Save Print Close

Work Order – Asset & Warranty tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

[Work Order]

Profile Search

Internet Publishing

NTN

All Tasks

Invoice

Notes

Asset Repair History

Site Repair History

Ledger Repair History

ID: 250702KTNS CEDAR327 ☐ Mark for Printing Status: Completed

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

Help Delete New Previous Next Save Print Close

Account Billing tab

Multiple line items can be associated with a work order. Each line item has its own bill 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 in the Total field. The line items are used to fill in an invoice when one is created from the completed work order.

Bill Code – Select the Bill Code from the find list.

Amount – Enter the amount for the Bill Code chosen.

Click in the open area below the one just entered to create another line item.

Asset and Warranty tab

This tab is used to record information about assets (capital items) and in-warranty equipment items. You can view the asset's repair history and the site repair history by clicking the appropriate button.

Asset - Selecting an asset will cause the remainder of the screen to fill in. If the asset is under warranty and you have chosen a different vendor to service it you will get a warning screen and be given the opportunity to change vendors.

Assets can have associated Asset types and Brands for tracking different categories of capital items. As an alternative to keeping warranty information in the maintenance module you could use the notes function - setting up a note type of warranty; creating reminders relating to the warranty expirations; and produce reports using Tickler Reports limited to Reminders with a note type of warranty.

Print Work Orders

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Print Work Orders

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Print	Reported	Name	Site	Vendor	Status	Priority
Print	6/10/2015	436 Fairway - Plumbing	436 Fairway Drive	Victor Garcia	Vendor Notified	Normal
	6/10/2015	212 Main - Tree	212 Main Street	Lawn Doctor	Unassigned	Normal
	7/2/2015	CEDAR327	327 Cedar Lane	Victor Garcia	Unassigned	Normal

Reported: 6/10/2015 Vendor Notified: 6/10/2015 Required By: Work Started: Work Completed:

Kitchen Faucet leaking
Lots of room for problem description.

1. Marked for Printing 2. All Work Orders

Undock Help Compile Clear Close

File Profiles AP AR GL Maintenance Reports

Print Work Orders

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Print	Reported	Name	Site	Vendor	Status	Priority
Print	6/10/2015	436 Fairway - Plumbing	436 Fairway Drive	Victor Garcia	Vendor Notified	Normal

Reported: 6/10/2015 Vendor Notified: 6/10/2015 Required By: Work Started: Work Completed:

Kitchen Faucet leaking
Lots of room for problem description.

1. Marked for Printing 2. All Work Orders

Undock Help Compile Clear Close

Print: Report Setup

Report Setup

Printer: HP LaserJet 1020 Make Default Printer

Report Date: 7/2/2015 Today

Include: ☒ Vendor Copy ☐ Tenant Copy ☐ Owner Copy
☐ File Copy ☐ Tenant Invoice ☐ Owner Invoice

Settings Print Publish Mail Export Preview Cancel

Print Work Order

Most users print the work order from the work order screen using the Print button.

If you want to print several work orders at once go to Maintenance, Print Work Orders.

All Work Orders

This screen lists all work orders. Highlight any work order and use the Toggle Print button to mark work orders to print.

Marked for Printing

This screen displays the work orders that have been marked for printing. When you click <Compile> it will bring up the Report Setup screen.

Vendor –The vendor name and address print on the left in the address window space and contact information on the right. It includes the Problem Description.

Tenant – The tenant copy has the tenant name and address in the address window space. It includes the Problem Description and Work Description.

Owner – The owner copy has the owner name and address in the address window space. The problem description and work description fields are included.

File – The file copy has no address in the address window space. The problem description and work description fields are included.

Work Order Reports

The screenshot shows the 'Work Order Reports' window. On the left is a sidebar with a 'Profile Search' section containing 'Internet Publishing' and 'NTN' buttons, and a list of menu items: Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area is titled 'Work Order Reports' and contains a 'Select One or More Reports' list with the following items: ☒ Completed Work Orders, ☐ Open Work Orders, ☐ Open Work Orders (Date Range), and ☐ Work Estimates. To the right of this list is a 'Description of Highlighted Report' section. It includes the 'Report Name: Completed Work Orders', a list of 'Column Fields' (1. ID from Work Order, 2. Unit Address from Unit Contact, 3. Vendor Phone Numbers from Vendor Contact, 4. Problem Description from Work Order, 5. Work Description from Work Order, 6. Reported from Work Order, 7. Vendor Notified from Work Order, 8. Work Completed from Work Order), 'Filters: Table: "Work Order"' with the expression '((Work Completed >= Report Begin Date) AND (Work Completed <= Report End Date)) AND ((Status = Completed) OR (Status = Invoiced) OR (Status = Resolved))', 'Group Fields: 1. Status from Work Order (ascending)', and 'Sort Fields: 1. Work Completed from Work Order (ascending)'. At the bottom of the main area are buttons for 'Run Selected Reports', 'Manage Reports', 'Run Highlighted Report', 'Modify', 'Filter', and 'Options'. A 'Help' button is at the bottom left and a 'Close' button is at the bottom right.

Report Setup

The screenshot shows the 'Report Setup' dialog box. It has a 'Printer' dropdown set to 'HP LaserJet 1020' and a 'Make Default Printer' button. The 'Report Date' is set from '7/1/2015' to '7/2/2015', with a 'This Month to Date' dropdown. Below these are three fields for 'Restrict to Entity', 'Restrict to Vendor', and 'Limit To Category', each with a search icon. There is an 'Exclude Category' checkbox. At the bottom are buttons for 'Settings', 'Print', 'Publish', 'Mail', 'Export', 'Preview', and 'Cancel'.

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, owners, units, tenants as well as date ranges using the selection fields on the Work Order Report selection screen.

Use the Filter and Options buttons to limit the report to specific work order statuses or work completed dates.

Preview

Printer – Select the printer from the drop down list.

Report Date – Enter the date range you want for the report. Only work orders falling within the date range will be considered.

Restrict To Entity – The report can be limited to a specific owner, tenant, unit, management group, property manager or profile list.

Restrict to Vendor – The report can be limited to a specific vendor.

Limit to Category – Select a category to include or exclude.

Maintenance - Asset

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Refrigerator - Unit 202 [Asset]

Profile Search

Internet Publishing

NTN

All Tasks

Notes

Asset Repair History

Site Repair History

ID: RFG 202 Refrigerator - Unit 202

Description

Asset Type: REFRIG: Refrigerators

Brand: GE: General Electric

Model: 17 cubic foot GE 1724

Serial Number: AF29474-w91-494

Asset Location: WB202: Willow Brooke Unit 202

Valuation

Purchased: 4/15/2013

Purchase Price: \$647.00

Current Value:

Sold:

Sale Price:

Vendors

Purchased From: HERO: Hero Electric

Warranty: 5 years

Expires: 4/15/2018

Serviced By: HERO: Hero Electric

Service Contract

Cost:

Effective:

Expires:

1. Description 2. Comments

Undock Help New Previous Next Save Close

Asset

The asset function is used to create an inventory of items that might require maintenance or need to be tracked. 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. In addition to the information below, a second page is available for free form comments.

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.

Valuation

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.

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.

Notes - A note entered here using the button will be posted to the Unit or Owner selected.

Asset Type

Refrigerators [Asset Type]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

ID: REFRIG

Name: Refrigerators

Default Maintenance Type: APPLIANCE: Appliance

Brand

General Electric [Brand]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID: GE

Name: General Electric

Help New Previous Next Save Close

Maintenance Type

Appliance [Maintenance Type]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID: APPLIANCE

Name: Appliance

Defaults

Vendor: APPLIANCE: Hector's Appliance Service

Bill Code: APP: Appliances

Help New Previous Next Save Close

Asset Types

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. A refrigerator may be included in the Appliance Maintenance Type that is tied to a default vendor.

Brand

The Brand function lets you track maintenance of specific brands of assets. Examples are General Electric, Sony, Toro, 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.

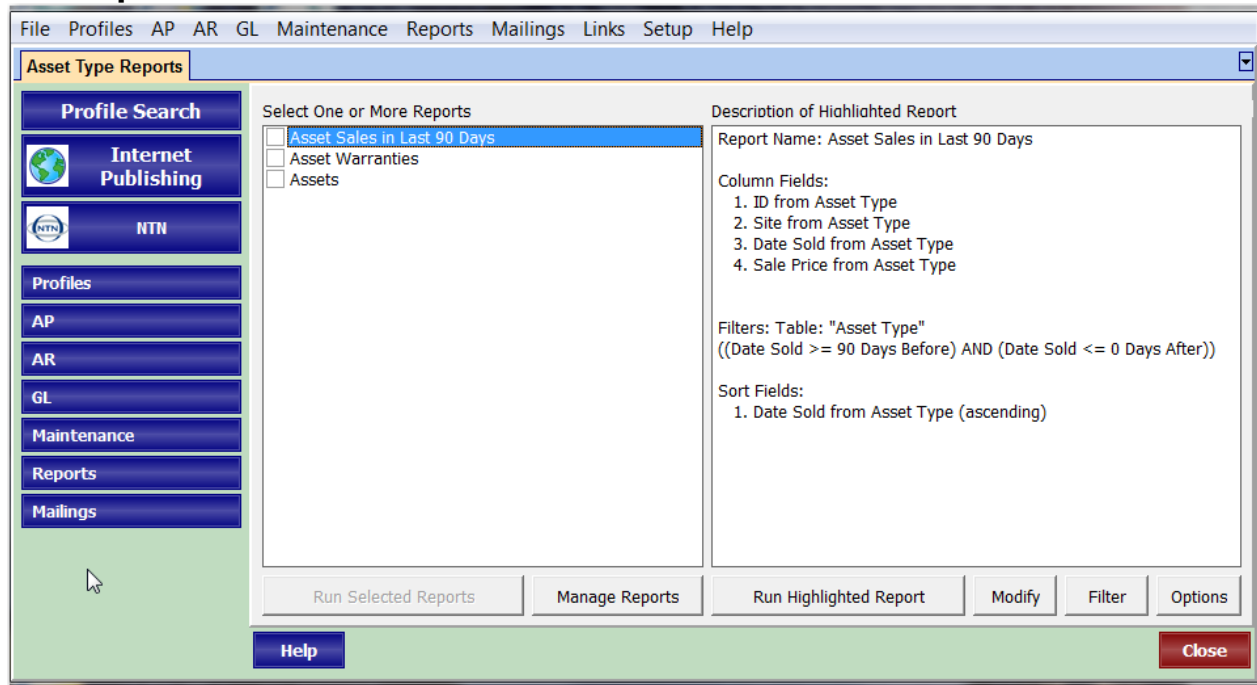
Maintenance Type

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.

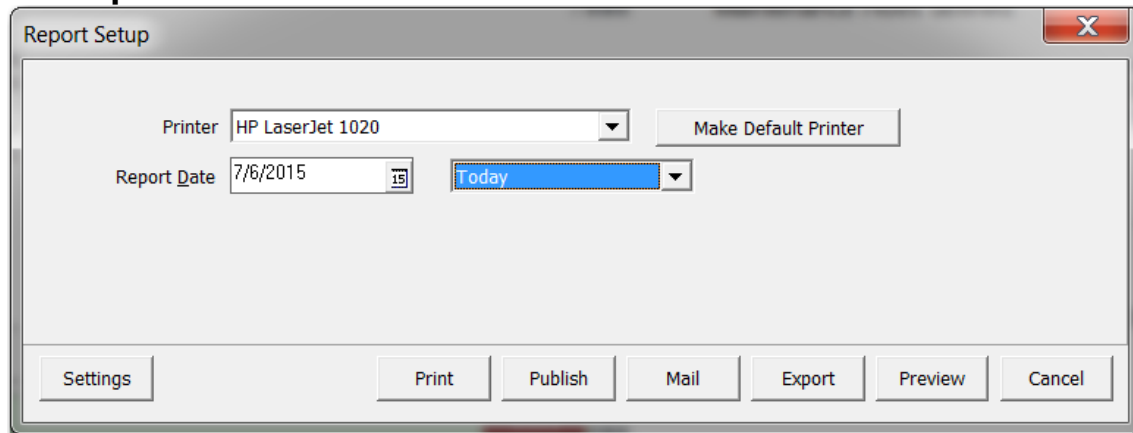
ID – The Record ID, consisting of the ID and Name fields, must be unique to the Maintenance Types defined.

Name – This field is used to further identify the ID. It could be the vendor name or type of job they do. This is what prints on reports. 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



Report Setup



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, owners, units, tenants as well as date ranges using the selection fields on the Asset Report selection screen.

Using the Filter and Options buttons you can choose to use a date range, you can set the # of days in the past for the report.

Reports

Asset Sales in Last 90 Days – This report lists all those assets sold within 90 days of the date entered on the setup screen. It prints one line for each Asset. It includes the unit, the date sold, the price, value, purchase date and purchase price.

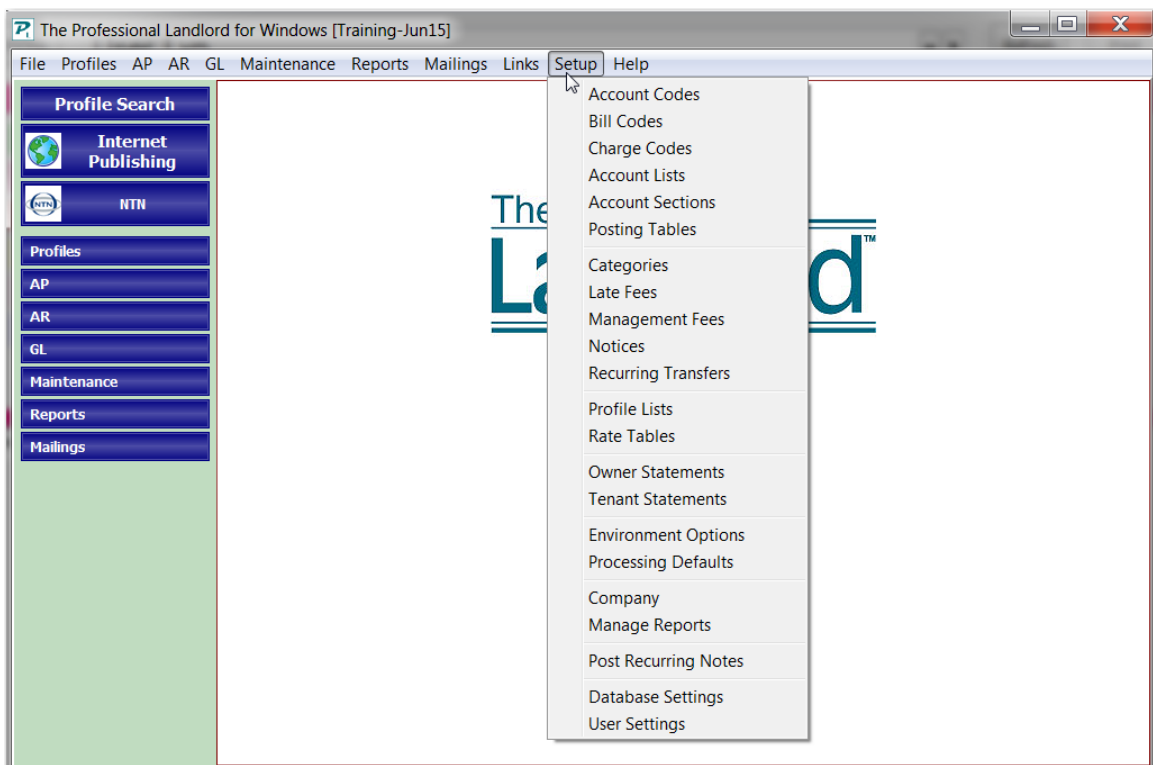
Asset Warranties – This report lists all those assets with Warranty dates in the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset. It includes the ID of the asset, unit, purchase date, warranty information and expiration date.

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.

Setup

Setup

- Environment Options
- Account Codes
- Bill codes (Payables) / Charge Codes (Receivables)
- Posting Table
- Processing Defaults
- Management Fees / Late Fees
- Rate Tables (SD Interest / Taxes)
- Categories
- Owner / Tenant Statements
- Notices
- Profiles Lists / Account Lists
- Recurring Transfers
- Account Sections
- Manage Reports
- Database Settings
- User Settings



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. Professional Landlord has an extensive collection of records that drive the program, and these can be defined to uniquely handle each ledger and property. At the end of this module you will be able to:

- Locate the records which control the Professional Landlord functionality
- View the standard setup for account codes, processing defaults and environment options
- Create your own setup values as they apply to your business

Overview

Setup functions are used to provide many of the parameters specific to the ledgers being managed. The chart of accounts and posting tables define the codes used. Account lists are used to facilitate Recurring Journal Transfers. Account sections are used to customize financial report layouts.

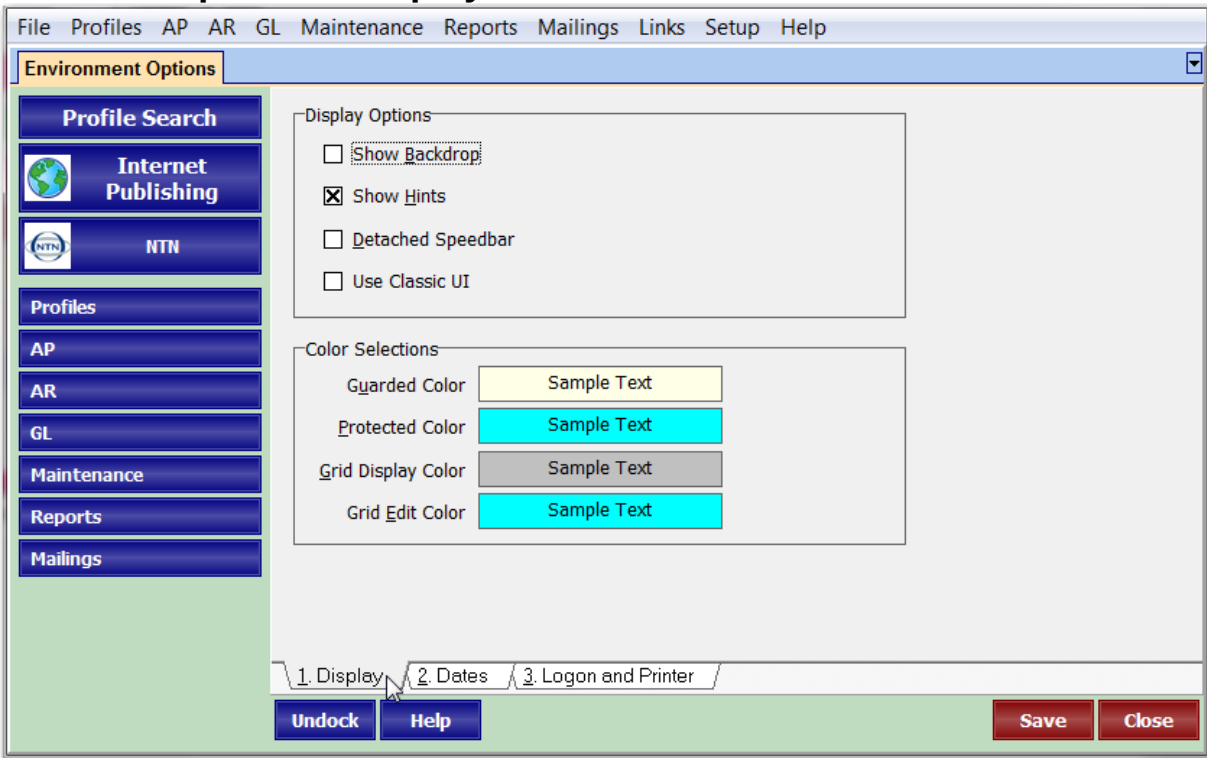
Other setup functions are used to minimize redundant entry into the main profiles. Items like late fees, management fees, and owner statement can be picked from a drop-down list rather than being monitored for each profile.

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

Finding the Setup Records

The top menu of Professional Landlord 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 record, you are presented with a Find List screen to facilitate locating the entry you wish to Edit or add a New entry. Many of the records have multiple tabs (pages) of information.

Environment Options – Display tab



Environment Options

Display Tab

These options let you choose how the application screens look on your computer. The settings here do not affect other computers.

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 buttons and information about fields when the insertion pointer (cursor) is on or in the item.

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

Use Classic UI checkbox – contact the Help Desk for information.

Color Selections - To change colors, click on the label (Guarded, Protected, Grid Display, Grid Edit) and select the color you want from the palette. Then click OK. The color scheme you choose is for your computer only. Each user can select his own combination of colors.

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

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.

Dates tab

The screenshot shows the 'Environment Options' window with the 'Dates' tab selected. The window has a menu bar (File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, Help) and a sidebar with buttons for Profile Search, Internet Publishing, NTN, Profiles, AP, AR, GL, Maintenance, Reports, and Mailings. The main area is divided into two sections: 'Processing Dates' and 'Processing Options'. The 'Processing Dates' section contains six date pickers, all set to 7/1/2015: Posting Date, Lease Start, Rent Schedule Start, Check Schedule Start, Distribution Schedule Start, and Statement Schedule Start. The 'Processing Options' section contains a checkbox for 'Use Memo for Check Numbers on Receipts' which is unchecked. At the bottom, there are three tabs: '1. Display', '2. Dates' (selected), and '3. Logon and Printer'. Below the tabs are 'Undock' and 'Help' buttons, and at the bottom right are 'Save' and 'Close' buttons.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Environment Options

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Processing Dates

Posting Date 7/6/2015

Lease Start 7/1/2015

Rent Schedule Start 7/1/2015

Check Schedule Start 7/1/2015

Distribution Schedule Start 7/1/2015

Statement Schedule Start 7/1/2015

Processing Options

☐ Use Memo for Check Numbers on Receipts

1. Display 2. Dates 3. Logon and Printer

Undock Help Save Close

Logon/Printer tab

The screenshot shows the 'Environment Options' window with the 'Logon/Printer' tab selected. The window has the same menu bar and sidebar as the previous screenshot. The main area is divided into three sections: 'Logon Options', 'Printer Options', and 'Windows Options'. The 'Logon Options' section contains a checkbox for 'Display Reminder Events' which is unchecked. The 'Printer Options' section contains two text input fields: 'Form Top Margin Adjustment (1/100 Inch)' and 'Check Top Margin Adjustment (1/100 Inch)'. The 'Windows Options' section contains two checkboxes: 'Allow Multiple Program Instances' and 'Use Default Local Directory', both of which are unchecked. At the bottom, there are three tabs: '1. Display', '2. Dates', and '3. Logon and Printer' (selected). Below the tabs are 'Undock' and 'Help' buttons, and at the bottom right are 'Save' and 'Close' buttons.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Environment Options

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Logon Options

☐ Display Reminder Events

Printer Options

Form Top Margin Adjustment (1/100 Inch)

Check Top Margin Adjustment (1/100 Inch)

Windows Options

☐ Allow Multiple Program Instances

☐ Use Default Local Directory

1. Display 2. Dates 3. Logon and Printer

Undock Help Save Close

Dates Tab

These are the default dates for the current session. They are seldom changed.

The **Posting** date defaults to the system date. This is the default date when posting new transactions. Set the posting date to a previous day if you want today's postings recorded on that day. The **Lease Start** date and Rent Schedule Start date are part of the Tenant Profile. The **Check Schedule Start** and **Statement Schedule Start** are in the owner, unit and property profiles. The **Distribution Schedule Start** is part of the owner and property profile.

Set these to something other than the default when entering data for a startup date in the future. An example would be entering profiles in November for a January startup. In that case you would change each start date to 1/1/2006.

Marking the **Use Memo for Check Numbers on Receipts** checkbox will cause the memo field on Tenant Receipts and Security Deposit Receipts to be filled in with the tenant's name followed by the words "Check #". This memo carries through to the General Ledger, Bank and Owner Statement reports.

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.

Check Top Margin Adjustment (1/100 inch)

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

Account Codes – Find List

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Find Account

Profile Search

Search for ☐ Sort by ID ☐ Sort by Name

☐ Show All

ID	Name	Bank	Checking	Active
A/C	Air Conditioning	False	False	True
ADVANCE	Advance Payments	False	False	True
ADVERT	Advertising	False	False	True
AP	Accounts Payable	False	False	True
APP FEE	Application Fee	False	False	True
APPLIANCE	Appliances	False	False	True
AR	Accounts Receivable	False	False	True
BANK INT	Bank Interest Earned	False	False	True
BANK SERV	Bank Service Charge	False	False	True
CASH IN	Cash Contribution	False	False	True
CASH OUT	Cash Distribution	False	False	True
CHECKING	Bank Account Checking	True	True	True
CLEAN	Cleaning	False	False	True
COMM	Commission	False	False	True
CREDIT	Credit Memo	False	False	True
DAMAGE	Damage Charges	False	False	True

Select Group View

☐ Keep Find List Active

Account Codes – Account Options

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Air Conditioning [Account]

Profile Search

ID Ledger Code ☒ Active

Account Type

☐ Bank Account ☐ Checking Account ☐ Escrow Deposit Analysis ☐ Impound Account

Account Sections

Balance Sheet

Revenue and Expense

Cash Flow

Property and Tax Analysis

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

Account Codes - Find List

All accounting applications require the use of tables to manage the many transactions which must be recorded. Each account code must have a unique code to identify its function and relation to other account codes. In Professional Landlord the account codes can have an identifier (ID) which is alphabetic rather than numeric, making it easy to remember its usage. The ID for an account code has traditionally been a numeric Ledger Code. Having a Ledger Code and an ID gives the user the 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.

Note: Ledger codes will appear on financial reports and owner statements if the checkbox to do so is marked in the Management Group Profile.

Account Code Options tab

The **Record ID** (up to 20 characters) 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.

The field to the right of the ID is the **Long Description** (up to 40 characters) – it is what is printed on reports.

The **Active** checkbox, when unmarked, removes the item from 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 Options button in Reports chapter)

ID and Long Description

Each account code has an ID and Description. The ID can be any alphanumeric string, including spaces and special characters. The recommended ID scheme is an abbreviation of the Description. When you are required to identify the account code for a transaction, the ID and Description fields are part of the Find List. The sort sequence defaults to ID but can be changed to the Description for search purposes.

Note: Nothing precludes you from using traditional accounting codes (numbers) as the ID. You can set up the ID and Description fields in any manner you desire.

Ledger Code

The ledger code can be any number up to 5.4 digits (xxxxx.xxxx). Financial report line items are sequenced by ID unless the checkbox to “Show Ledger Codes” is marked in the Report Options. If marked, the sort is by ledger code and the code will print on the report.

Active

Unmark this checkbox if you do not want the code to show on the Find List. Marking “Show Inactives” on the Find List will display inactive codes.

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

Example -

- Rent is an income account (usually Taxable Income because it is considered when the 1099's are prepared)
- Mortgage Payments are usually expenses
- Accounts Payable is a liability
- Bank accounts are current assets

Account types available are: Capital Equity, Capital Reserve, Current assets, Current liabilities, Equity, Expenses, Fixed assets, Income, Long term liabilities, Other assets, Other expenses, Other income, Special liabilities, 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**. Unmark the checkbox when you no longer write checks from the account.

The **Escrow Deposit Analysis** checkbox should be marked for any account that pertains solely to tenant security deposits. This includes the bank account and Security Deposit, Pet Deposit accounts that identify those transactions. This results in funds being held for future use.

Note: If the security deposit is held by the owner, the account type would be Income and this checkbox would not be marked.

Note: If security deposits and owner funds are kept in the same bank account do not mark this checkbox.

Account Sections are for customizing financial statement formats by setting up heading names and total line labels within the financial statements. See the On-line Help or the How To document on our website on setting up account sections for details on how they can be used and set up.

The **Previous** and **Next** 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 **New** button saves the current record and clears the form so you can enter another.

You can print a list of account codes and a chart of accounts using Reports – Miscellaneous Reports.

Checking Account Setup tab

Bank Account Checking [Account]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

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

Account Information

Check Style: Laser Three Part (Center)

Next Check Number: 1745

Signature Memo:

Account Number: 00037029011

Federal Reserve ID:

Bank ABA ID:

Fees and Balance

Service Charge:

Returned Item Fee:

NSF Fee: \$50.00

Minimum Balance: \$0.00

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

Undock Help New Previous Next Save Report Close

MICR Check Setup tab

Bank Account Checking [Account]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

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

Return Address Block

Maple Management

311 Maple Avenue West

Vienna, VA 22180

Bank & Branch Block

Freedom Bank

Transit Number Routing Symbol

11-22/1234

MICR Band

5 5 5 5 4 4 4 4 3 3 3 3 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

Check: C#####C A3327215D C00037029011C

Slip: A3327215D C00037029011C

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

Undock Help New Previous Next Save Report Close

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. Professional Landlord supports laser, MICR (US and Canadian) and dot matrix check printing. Confer with customer support before purchasing checks. Only certain check layouts can be used.

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

The **Signature Memo** appears above the signature area of the check. Common uses are “Two signatures if over “\$\$\$”, “Not valid after 90 days”.

The **Account Number** prints on the deposit slip report (GL, Deposit Receipts, Report button).

Federal Reserve ID – used in ACH processing

Bank ABA ID – used in ACH processing

The **Service Charge** is an amount charged by the bank each month - for reference only.

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 tenant 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 waiting to be printed that would draw the bank balance below the minimum it will be marked “skipped” during the “print checks” processing.

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. Refer to on-line Help for filling in this form.

The MICR font is included with the software. It can be found in the RPROMAS\Ref folder and installed through the Windows “Install Fonts” function.

See Help – Contents – Procedures – MICR – Install Font for more information.

MICR Band

The entries in the **Check** field will reproduce the encoding at the bottom of a check.

Those in the **Slip** field print on the first page of a deposit slip. Refer to on-line help for details on entering the correct coding.

Bill Codes

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Air Conditioning [Bill Code]

Profile Search

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ID ☒ **Active**

Account  

Charge  

Undock Help Delete New Previous Next Save Report Close

Bill Codes - Payables

Bill Codes are used in the Accounts Payable function (Invoices, Single Check) to describe the reason for writing the check. Each Bill Code is assigned to an Account Code. Although there is generally a one to one relationship of Bill Code to Account Code, a number of bill codes can be consolidated on financial reports by pointing them to the same account. Gas, Water, Electricity, for example, could be bill codes that point to the account – Utilities.

In most cases the Bill Code Record ID is the same as the Account Code. If you enter a bill code Record ID that matches an existing Account Code the account name field will fill in automatically. The Account Code for a bill code is normally an expense account type. A bill code can have an associated charge code. This is the case when the tenant is responsible (charged for) a part or all of an invoice.

Active - Unmark this checkbox if you do not want the code to show on the Find List. Marking “Show Inactives” on the Find List will display inactive codes.

Example – The owner pays for trash collection and is reimbursed by the tenant. Trash collection would be a bill code that points to the trash account code and would be associated with a charge code for trash collection.

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

Bill Codes that have never been used can be deleted using the Delete button.

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

You can print a list of bill codes using Reports – Miscellaneous Reports.

Charge Code

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Damage Charges [Charge]

ID: DAMAGE Damage Charges ☒ Active

Account: DAMAGE: Damage Charges

Payoff Priority: Normal

☐ Subject to Late Charges
☐ Subject to Management Fees
☐ Taxable
☐ Use to Track Deposits
☐ Earns Interest as a Deposit

Undock Help Delete New Previous Next Save Report Close

Charge Codes - Receivables

A charge code should be set up for each separate tenant charge description. Common charges are Rent, Late Fee, NSF Fee, Security Deposit.

Tenants are charged for anything you expect to be reimbursed for. Each tenant payment is broken down to the arrangements of what is being paid off. **Charge Codes** define how accounts receivable transactions post to the general ledger.

Account codes are not used directly for two reasons:

- To reduce the possibility of user error when entering tenant charges.

- To provide the flexibility for having multiple charge codes point to the same account for financial reports.

Example – A tenant may be charged for painting, fixtures, screen replacement, and wall repairs while the account code for each one might be Reimbursement for Damages.

Active - Unmark this checkbox if you do not want the code to show on the Find List. Marking “Show Inactives” on the Find List will display inactive codes.

The **ID** and **Long Description** identify the charge name.

Account – This refers to the Account Code that will be affected when the charge is paid by the tenant. The account type for this account is normally an income (income, other income, taxable income) but can be a liability account (security deposit, pet deposit) if you are holding the deposit, or an expense if it is a reimbursement. If you are unsure, consult your accountant.

Do not choose “Accounts Receivable” as the account for a charge.

Payoff Priority – There are six levels of payoff priority (highest, high, normal, low, lowest, last to pay). When a tenant payment is entered in the Tenant Receipt function 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.

Charge codes that have never been used can be deleted by editing the charge code and clicking the Delete button.

You can print a list of charge codes using Reports – Miscellaneous Reports.

Charge Code

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Damage Charges [Charge]

ID DAMAGE Damage Charges ☒ Active

Account DAMAGE: Damage Charges

Payoff Priority Normal

☐ Subject to Late Charges
☐ Subject to Management Fees
☐ Taxable
☐ Use to Track Deposits
☐ Earns Interest as a Deposit

Undock Help Delete New Previous Next Save Report Close

Checkboxes

Subject to Late Charges - The Charge late Fees function considers only those Charge ID's that are marked when determining the amount to use when calculating a late fee. These might include, for example, rent and recurring charges.

Subject to Management Fees - If this checkbox is marked, a management fee based on the management fee profile will be taken on any charge posted with this charge code.

Taxable - Charges marked taxable will use the Rate Table assigned in the Tenant Profile to generate a tax charge.

Use to Track Deposits - Charges that are marked are considered deposits that are refundable to the tenant. Payments of these charges are reported on the Security Deposits report under Tenant Reports and released in Tenant Move Out. The associated account type is usually a liability account - unless the deposits are held by the owner, in which case the account type should be income. Separate accounts and charge codes should be defined if some of your owners hold the tenant's security deposits.

Earns Interest as a Deposit - Payments for these charges are subject to the Rate Table interest formula when security deposit reports are run and when security deposits are released in Tenant Move Out or Release Security Deposits.

Posting Table – Banks, Assets and Liabilities tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Standard [Posting Table]

Profile Search ID STANDARD Standard

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Bank Accounts

Checking CHECKING: Bank Account Checking

Tenant Refund Checks CHECKING: Bank Account Checking

Escrow CHECKING: Bank Account Checking

Assets & Liabilities

Accounts Payable AP: Accounts Payable

AP Credit Memo CREDIT: Credit Memo

Accounts Receivable AR: Accounts Receivable

Tenant Advance Payment ADVANCE: Advance Payments

Tenant Open Credit OPEN: Tenant Open Credits

1. Banks, Assets and Liabilities 2. Income 3. Expenses 4. Distributions

Undo Help New Previous Next Save Close

Posting Table – Income tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Standard [Posting Table]

Profile Search ID STANDARD Standard

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Income

Management Fee Income MF INCOME: Management Fee

Leasing Fee Income LEASE: Leasing Fee Income

AP Discounts Taken DISCOUNT: Discounts Taken

AP Discount Income DISCOUNT: Discounts Taken

Bank Interest Earned DEP INT: Deposit Interest

Retained Earnings

Prior Year Earnings RETAINED: Retained Earnings

1. Banks, Assets and Liabilities 2. Income 3. Expenses 4. Distributions

Undo Help New Previous Next Save Close

Posting Tables

Usually only one posting table is required for your database. Instances where more than one posting table is required include:

- * not every owner's funds are kept in the same bank account
- * the company books are being kept using Professional Landlord.

The posting table determines how accounts receivable and accounts payable transactions post to the general ledger. Owners, Properties and Management Groups have posting tables.

Warning: Do not make changes to a posting table unless you are absolutely sure of why you are doing it.

Banks, Assets and Liabilities tab

Checking – choose the bank account from which you will be writing most of your checks and making most of your deposits. This will be the default bank account when posting checks and receipts. In most cases you have the opportunity to select a bank account other than the default when posting a transaction.

Tenant Refund Checks – choose the bank account used for writing tenant refund checks.

Escrow – choose the primary bank account where you will be holding security deposit money.

Accounts Payable – select the account code to use when posting accounts payable transactions. This should normally be a liability account.

AP Credit Memo – select the account code to use when posting credit memo transactions.

Accounts Receivable – select the account code to use when posting accounts receivable transactions. This should normally be an asset account.

Tenant Advance Payments – select the account code to use when posting tenant advance payments transactions. This should normally be a liability account

Tenant Open Credit – open credits are payments received from tenants that have not yet been used to pay off any charges. This should be a liability account.

Income tab

Management Fee Income – select the account code to use when posting management fee income transactions to the Management Group. Use the drop-down list to make your selection. This should be an income account. If management fees are not an issue, use a catch all account (e.g. Miscellaneous Income).

Leasing Fee Income – select the account code to use when posting leasing fee income transactions to the Management Group.

AP Discounts Taken – select the account code to use when posting AP discounts taken on invoices.

AP Discount Income – select the account code to use when posting AP discount income that goes to either the management group or the owner.

Bank Interest Earned – select the account code to use when posting bank interest.

Prior Year Earnings – select the account code to use when reporting on prior year earnings.

When running financial reports such as balance sheet, Prior Year Earnings equals all transactions posted to the actual account plus all income, expense and equity account type accounts posted prior to the start of the accounting year.

Posting Table – Expenses tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Standard [Posting Table]

Profile Search ID STANDARD Standard

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Expenses

Management Fee Expense	MF EXPENSE: Management Fee	
Leasing Fee Expense	LEASE FEE: Leasing Fee	
Bank Returned Item Expense	NSF BANK: NSF Check Bank Fee	
Bank Service Fee Expense	BANK SERV: Bank Service Charge	
Early Payment Discount		

1. Banks, Assets and Liabilities 2. Income 3. Expenses 4. Distributions

Undock Help New Previous Next Save Close

Posting Table – Distributions tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Standard [Posting Table]

Profile Search ID STANDARD Standard

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Distributions

Distribution Check or Transfer	CASH OUT: Cash Distribution	
Owner Contribution or Transfer	CASH IN: Cash Contribution	
Transfer To Property	XFER OUT: Transfer Out-Property	
Transfer From Property	XFER IN: Transfer In-Property	

1. Banks, Assets and Liabilities 2. Income 3. Expenses 4. Distributions

Undock Help New Previous Next Save Close

Expenses tab

Management Fee Expense – select the account code to use when posting management fee expense to the owner ledger. The account type is expense. If management fees are not an issue, use a catch all account (e.g. Miscellaneous Expense).

Leasing Fee Expense – select the account code to use when posting leasing fee expense to the owner ledger. The account type is expense.

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, Account Codes 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, Account Codes.

Early Payment Discount- select the account that will reflect the amounts of early payment discounts given. This is normally a taxable income account type. Rent could be used. The total amount of the rent and the discount amount are posted to the owner's ledger.

Distributions tab

Distribution Check or Transfer – select the account code to use when posting owner distribution checks. A distribution check is referred to as Payment to Owner, Cash Distribution, Owner Draw, Owner Proceeds, etc. and is normally an equity account type.

Owner Contribution or Transfer– select the account code to use when receiving contributions from an owner. Owner contributions are referred to as Received from Owner, Cash Contribution, Owner Receipt, etc. and are normally an equity account type.

Transfer from Property – select the account code to use when transferring excess funds from a property to the owner(s). It is usually an equity account type.

Transfer to Property – select the account code to use when posting money received into a property from the owners. It is usually an equity account type.

Processing Defaults – New Profiles tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Processing Defaults

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Management Group PM LEDGER: Property Management

Posting Table STANDARD: Standard

Accounting Method Cash

Management Fee STD: 8.75 collected

Ledger Statement SINGLE: Single unit owner

Minimum Distribution \$50.00

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing 5. Options

Undo Help Save Close

Processing Defaults – Tenant tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

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Rent Charge RENT: Rent

Late Charge LATE FEE: Late Fee

NSF Charge NSF: NSF Check Fee

Rate Table

Notices DL: Late notice

Late Fee 25: Fixed \$25

Tenant Statement BASIC: Basic Statement

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing 5. Options

Undo Help Save Close

Processing Defaults

The Processing Defaults are used to automatically fill in fields when adding new profiles and dictate how transactions are handled in different circumstances. If your mix of managed units requires multiple choices for a field included in the defaults, you should probably leave the processing default field blank and choose from the field pull-down list at the time you create the actual profile.

If you started with the Quick Start Database, many of the processing defaults are preset. Change any that are appropriate.

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 Find List, or if none exist, by clicking the folder button to create one. As a minimum select a default **Management Group**, **Posting Table**, and **Accounting Method**. Usually all of these are the same for all owners and properties. If you only have one standard **Management Fee** or no management fee, set a default. The **Minimum Distribution** field prevents distribution checks from being written for any amount lower than the amount entered. Selecting a **Ledger Statement** to be the default is recommended.

Tenant Profiles tab

These defaults, if set, are only intended to save time when entering new tenant profiles. When entering a new Tenant Profile any selections made here will fill into the corresponding fields on the Tenant Profile form. Typically the **Rent Charge**, **Late Charge** and **NSF Charge** are selected. If either your **Notice** letter or **Late Fee** scheme is the same for every tenant select entries for those fields or set up the table by clicking the folder button. Selecting a **Tenant Statement** is recommended.

Processing Defaults – Database tab

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Processing Defaults

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Profile Processing

Minimum Base Reserve

Data Processing

☒ Save Records During Processor Idle Time

☐ Disable General Ledger Posting Optimization

☐ Post only Cash Transactions to the General Ledger

☐ Disable Automatic Payoff of Open Credits in Accounts Receivable

☒ Disable Rent Discount Processing

☐ Post Offsetting Owner Transactions for Tenant Charges Paid to Management

☒ Generate a Destroyed Check When a Check Is Voided. Use Today's Date.

☐ Generate a Destroyed Check When a Check Is Voided. Use Posting Date.

☒ Warn of Insufficient Funds When Posting an Invoice

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing 5. Options

Undock Help Save Close

Processing Defaults – Printing tab

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Statements

☒ Include Payees or Memos on Check Stub Statements

Reporting

☐ Use Encoded Date and Time on Reports

1. New Profiles 2. Tenant Profiles 3. Database 4. Printing 5. Options

Undock Help Save Close

Database tab**Profile Processing**

Minimum Base Reserve – this field is used to set the minimum balance that any Ledger (owner, property) balance can draw down to using scheduled payables. It is normally blank, meaning the number is \$0. If you want the application to write checks regardless of a ledger balance, set the amount to a large negative number.

Data Processing

Save Records During Processor Idle Time - may make the program appear to run faster, especially for a pre-Pentium machine.

Disable General Ledger Posting Optimization – when marked causes the offsetting open credit transactions to be posted to the General Ledger which results in more transactions posted. (Not recommended.)

Post Only Cash Transactions to the General Ledger – marking this checkbox will significantly decrease the number of transactions posted and speed up processing. Doing so disables the accrual and modified cash accounting transactions. Consult with technical support before marking this checkbox.

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 charge when there are sufficient funds to do so. (Not recommended.)

Post Offsetting Owner Transactions for Tenant Charges Paid to Mgmt - If this checkbox is marked, when a tenant pays a charge payable to management, two transactions crediting and debiting the owner will also be posted so the owner can see the money coming in and going out. (Required in Oregon.)

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). You have a choice of using today's date or the posting date of the check.

Disable Rent Discount Processing – if this checkbox is marked, no rent discounting will apply.

Warn of Insufficient Funds when Posting an Invoice – if this checkbox is marked, when an invoice is posted and the ledger balance is less than the invoice amount, an information message will display.

Printing tab

Include Payees and Memos on Check Stub Statements – the option to print the owner statement on the distribution check stub is set in the ledger profile. Marking this checkbox will include the payee or the memo if there is no payee.

Use Encoded Date and Time on Reports - the date and time at the bottom of reports and statements will be replaced with a unique document number. See on-line Help for details.

Options tab

Customized Programming Options -This section is used to identify custom programming switches which alter the behavior of different functions for the company requiring the customization.

Management Fees - % of rent

Percent of Actual [Management Fee]

ID: 10% A Percent of Actual

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Management Fee on Tenant Payment

Percent of Collected Rent: 10

Management Fee Not on Tenant Payment

Fixed Dollar Amount:

Percent of Market Rent:

Percent of Actual Rent:

Management Fee When Vacant

Fixed Dollar Amount:

Percent of Market Rent:

Leasing Fee

Percent of First Month's Rent: 50

Replaces Management Fee: ☒

Other Fees

Owner Percentage of Late Fees: 50

Invoice Discounts to Owner: ☐

NSF Fees

NSF Charge: NSF: NSF Check Fee ☐ Pay to Owner

Buttons: Undock Help Delete New Previous Next Save Close

Management Fees – No Fee

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

No Fee [Management Fee]

ID: NO FEE No Fee

Profile Search

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Management Fee on Tenant Payment

Percent of Collected Rent:

Management Fee Not on Tenant Payment

Fixed Dollar Amount:

Percent of Market Rent:

Percent of Actual Rent:

Management Fee When Vacant

Fixed Dollar Amount:

Percent of Market Rent:

Leasing Fee

Percent of First Month's Rent:

Replaces Management Fee: ☐

Other Fees

Owner Percentage of Late Fees: 100

Invoice Discounts to Owner: ☒

NSF Fees

NSF Charge: NSF: NSF Check Fee ☒ Pay to Owner

Buttons: Undock Help Delete New Previous Next Save Close

Management Fees

A Management Fee selection is a required entry in the Unit profile.

Fee Based Managers

Fee based managers must create a separate management fee profile for each different management fee structure.

Non-Fee Based Managers

If you are a non-fee based manager (i.e. do not take management fees on rent) set up a profile with a Record ID of No Fee. The only entry required in the profile is the NSF Fees field. Select the appropriate **Charge Code** (usually NSF) and mark the box "Pay to Owner". Also set the **Owner Percentage of Late Fees** to 100 and mark the **Invoice Discounts to Owner** checkbox.

Management Fee on Collected Rent

When a tenant payment is processed this percentage of the amount recorded (that is subject to management fees) will be deducted from the ledger balance and added to the management group balance. The account codes used for these transactions are set in the posting table. Normally it is Management Fee Expense to the ledger and Management Fee Income to the management group.

For a detailed discussion on management fees refer to "Rent - What Happens When it is Charged" in Help, Contents, Procedures.

The percentage amount can be up to 4 decimal places. (xx.yyyy) Therefore any fee amount can be represented as a % and recorded as the payment is made.

Note: When partial rent payments are made the fee % will be taken based on the amount paid.

Management Fee on a Property

The management fee settings here are for unit fees – an individual fee transaction is generated for each payment received. If you prefer one fee for all units in a property based on total income received, it is done in the Property Profile and allows for a percentage with a minimum or maximum. The posting is done using GL, Recurring Journal Entries. Set the management fee for those units to No Fees.

Management Fees – Fixed Amount

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Fixed \$50 Fee [Management Fee]

Profile Search ID FIXED \$50 Fixed \$50 Fee

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Management Fee on Tenant Payment

Percent of Collected Rent

Management Fee Not on Tenant Payment

Fixed Dollar Amount \$50.00

Percent of Market Rent

Percent of Actual Rent

Management Fee When Vacant

Fixed Dollar Amount 45

Percent of Market Rent

Leasing Fee

Percent of First Month's Rent

Replaces Management Fee

Other Fees

Owner Percentage of Late Fees

Invoice Discounts to Owner

NSF Fees

NSF Charge NSF: NSF Check Fee Pay to Owner

Undock Help Delete New Previous Next Save Close

AR, Scheduled Receivables

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Scheduled Receivables

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☐ Rent
☐ Recurring Charges
☐ Late Fees
☒ Management Fees NOT on a Tenant Payment

Scheduled Through 7/6/2015

Limit to Schedule

Restrict to

Undock Help Compile Cancel

Management Fee NOT on Tenant Payment When management fees are not based on tenant payments a fee can be set as a fixed amount, a percentage of the market rent (in the unit profile) or a percentage of the actual rent (in the tenant profile). These fees are deducted from the owner ledger and added to the management group ledger when AR, Scheduled Receivables, Management Fees NOT on Tenant Payment are posted. You can post these fees at any time during the month.

Management Fees when Vacant

If you collect a fee from the owner when the unit is vacant enter the fee as a fixed amount or a percentage of market rent (unit profile). These fees are recorded when Management Fees are posted in AR, Scheduled Receivables, Management Fees NOT on Tenant Payment.

Leasing Fee – a leasing fee can be deducted from the ledger (owner/property) and added to the Management Group ledger. The amount deducted is based on a percentage of the actual rent amount and is taken only if the Lease Start Date is the same month as the month selected. Optionally that amount can be in lieu of a management fee. If it's in lieu of the management fee then no management fee will be charged for that month. The fee will show with the compiled list of management fees in AR, Scheduled Receivables, Management Fees NOT on Tenant Payment. The alternatives to posting leasing fees using Scheduled Receivables are to post a journal transfer from the owner ledger to the management group ledger in GL, Journal Transfer or to use AR, Prorated Rent (recommended).

Other Fees

The **Owner Percentage of Late Fees** defaults to none. For non-fee based management “100” should be entered in this field. If a partial percentage is entered, the late fee is split between the two ledgers. Mark the **Invoice Discounts** checkbox if discounts taken go to the owner. Non-fee based managers should mark this checkbox.

NSF Fees

The charge code to use when posting a returned check is entered here. The account type should be income if the management group get it, Taxable Income if the owner gets it. If the owner gets the fee when the tenant pays, mark the **Pay to Owner** checkbox. Non-fee based managers should mark this checkbox. The fees associated with an NSF transaction may include a charge to the tenant who didn't have sufficient bank funds and a charge to the Management Group from the bank. These parameters are defined in the bank account profile in Setup, Account Codes.

Late Fees

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Fixed \$25 [Late Fee]

ID Fixed \$25 ☐ Charge Current and Future Tenants Only

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Late Fees

Grace Period in Days

Fixed Dollar Amount

Percent of Balance Late

Charge Per Day Late

Late Fee Calculation Methods

Base Fee

Balance Late

Schedule

Day of Month

Minimum

Late Charge

LATE FEE: Late Fee 

Discount for Early Payment of Rent

Maximum Days after Due Date

Fixed Dollar Amount

Percent of Rent

Buttons: Undock Help Delete New Previous Next Save Close

Late Fees

A late fee profile must be set up for each different fee structure you use. The late fee is part of the Tenant Profile, Lease. Late fees are posted in AR, Scheduled Receivables, Late Fees or individually using AR, Charge Tenant.

Grace Period – this field defines the number of days after rent is due that it is not considered late. A grace period of three days with a due date of the 1st makes tenants late on the 5th.

Late fees can be based on a **Fixed Dollar Amount** or a **Percentage of the Balance Late** or a combination of both. If a per day late fee is specified, that amount will be charged for each day after the due date.

Late Fee Calculation Methods

Base Fee – several methods for determining the fee are available. The most common is “Flat Fee plus Percentage”. Usually only one is used with the other being “0”. (i.e. A flat fee with 0% or a percentage with \$0 flat fee.)

Balance Late – the amount used to calculate the fee can be based on any of the following: All charges; New charges; Rent only; All charges, cap at rent; New charges, cap at rent; Rent only, cap at rent; All charges, set at rent; New charges, set at rent; Rent only, set at rent.

Schedule - Late fees are charged based on the schedule. (If the schedule is monthly, fees will only be charged every 30 days unless Day of Month is entered.) You should charge late fees using a “Scheduled Through” date as of the first day the late fee is applicable regardless of which day of the month you are actually doing it.

Day of Month

When <<AR, Scheduled Receivables, Late Fees>> are compiled after the day of month entered here, they will still post the next month on that Day of Month. That way if you were late charging late fees last month and didn't charge them until the 9th, you will still be able to charge them on the 7th this month.

Minimum – if the calculated amount is below the minimum amount, no fee will be charged.

Discount for Early Payment of Rent - can be based on a fixed amount and/or percentage of rent if payment is made within the time-frame a discount is given. The full rent amount along with the discount is posted to the owner's ledger.

Rate Table – Security Deposit Interest tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Short term taxable [Rate Table]

ID ARLINGTON Short term taxable

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Security Deposit Interest

Pay Interest from Account DEP INT: Deposit Interest

☐ Management Group Pays the Interest

Interest Calculation Method 6 Month Minimum, 6 Month Payouts

Interest Rate Plugin

Interest Rate (%) 4.33

1. Security Deposit Interest 2. Taxes

Undo Help New Previous Next Save Close

Rate Table – Taxes tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Short term taxable [Rate Table]

ID ARLINGTON Short term taxable

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Taxes

Tax Charge	Tax Rate (%)	
SALES TAX: Sales Tax on Rent	4.685	☐ Pay to Owner
		☐ Pay to Owner
		☐ Pay to Owner
		☐ Pay to Owner
		☐ Pay to Owner

1. Security Deposit Interest 2. Taxes

Help New Previous Next Save Close

Rate Tables

A rate table consists of the basis for determining security deposit interest when preparing refund checks and automatically calculating and charging taxes which must be collected on taxable (rent) charges. The rate table is assigned in the tenant profile and can be defined as a processing default.

Security Deposit Interest tab

The account used to pay the interest is usually an expense account. Interest calculation method formulas are incorporated into the software. We can add the formula for your state to the list if an existing formula doesn't fit. Release Deposits and Tenant Move out functions and the Security Deposits report (Tenant Reports) use this information to compute the interest due. **Interest Rate** – this rate is used to calculate the interest if the interest calculation method doesn't include the rate. It is also used to calculate the simple interest amount.

Taxes tab

Up to five tax charges can be identified, each with a different rate that can be accumulated and paid through the owner or management group ledger.

The account code for a tax charge is normally set up as a current liability. The monies collected will not be part of the available balance. When the check is written to the taxing authority it is written using the same liability account code. These taxes are charged when any *taxable charge* is posted to a tenant ledger assigned the rate table. Taxable charges are defined in the Setup, Charge Code setup. If you need to collect taxes on payments made for some tenant charges you must set up:

- An account code with an account type of Current Liabilities
- A bill code pointing to that account code
- A charge code with the taxable box checked
- A rate table
- Assign the rate table to the tenant profile

Tax Charge – This is the charge code for the tax. Mark the **Taxable** checkbox for the charge code.

Tax Rate (%) – Enter the tax rate percentage. Example, if rent is taxable and the rate is 6%, then \$24 would be charged on a \$400 rent at the time of assessment.

Pay to Owner – Mark this checkbox if the tax collected accumulates in the owner ledger.

There are a number of How To documents pertaining to tax collection and reporting based on state requirements.

Category

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Work Order Note [Category]

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Name: Work Order Note

Section:

Category Type: Maintenance

Alert Type: Work Order

Reminder Type: None

Sort Position:

Category is a Label ☒

Category is a Ngte ☐

Profile Specific ☒

Hero PM Code:

Comment

Comment is a Template for New Categories ☐

Undock Help Delete New Previous Next Save Close

Category tab – Unit Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

436 Fairway Drive [Unit]

ID: FAIR436 436 Fairway Drive Key: Status: Active

Upload Manager Inspections

All General Comment Emergency Inspection Listing Maintenance Welcome Edit

General

Inspect semi-annual
Lawn Service
Lead Paint

Comment

Comments
Unlimited freeform comments
Style: Colonial
Subdivision: Westminster
Tax Authority: Fairfax County

Listing

Deck
Gas Stove
Hot tub
Mall convenient
Near Metro
Swim Club memshp

1. Unit Description 2. Categories 3. Documentation

Undock Help New Previous Next Save Report Close

Categories

Categories can be used for a variety of purposes and are part of the Owner, Property, Management Group, Unit, Tenant and Vendor profiles. Most reports and mailings can be limited to or exclude 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.

The rules are below for how the category information will print when selected as a text substitution in a letter. In each case, the Comment (if there is one) will be indented below the other information.

<u>Note</u>	<u>Label</u>	<u>Description</u>
No	No	Category Name + Qualifier + Dates
No	Yes	Category Name: Qualifier + Dates
Yes	No	Qualifier (Category Name if no Qualifier) + Dates
Yes	Yes	Qualifier (Category Name if no Qualifier): Dates

Edit Category

Edit Categories

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

Category	Mall convenient	Effective	
Qualifier		Expires	
Category	Near Metro	Effective	
Qualifier		Expires	
Category	Swim Club memshp	Effective	
Qualifier		Expires	
Category	Home Warranty	Effective	
Qualifier	TLR Inc.	Expires	7/31/2015
Comment	Joe Stevenson 703-555 4472		

Help Close

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.

Examples:

Sales Tax

To generate a recurring transfer of a percentage of income received for a period.

Setup, Categories

- Category Name – Chandler
- Category Type – General
- Comments – None

Owner/Property/Unit Profile

- Category – Chandler
- Qualifier – Owner's Tax ID
- Comments – Owner name and address

When Recurring Journal Entries, Tax Collections are run, restricted to this category, the money will be moved per the setup.

Category Example

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

436 Fairway Drive [Unit]

Profile Search ID FAIR436 436 Fairway Drive Key Status Active

Internet Publishing

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All Tasks

Cross Reference

Tenant History

Tenant Receipt

Charge Tenant

Notes

Recurring Checks

Site Repair History

Ledger Repair History

Upload Manager Inspections

All General Comment Emergency Inspection Listing Maintenance Welcome Edit

Deck
Gas Stove
GE Model G23; 4 burners; convection oven-self cleaning; Bray and Scarf warranty
Hot tub
Mall convenient
Near Metro
Swim Club memshp

1. Unit Description 2. Categories 3. Documentation

Help New Previous Next Save Report Close

Edit Categories

All General Comment Emergency Inspection Listing Maintenance Welcome

Category Deck Effective Expires

Qualifier

Category Gas Stove Effective Expires

Qualifier

Comment GE Model G23; 4 burners; convection oven-self cleaning; Bray and Scarf warranty

Category Hot tub Effective Expires

Qualifier

Category Mall convenient Effective Expires

Qualifier

Help Close

Listing

One of the sets of amenities used for marketing purposes when a property is available to rent.

Setup, Categories

- Category Name – Stove
- Section – Kitchen
- Category Type – Listing
- Style – Label
- Alert Type - Workorder
- Sort Position – 4
- Comments – None

Unit Profile

- Category – Stove
- Qualifier – Gas
- Comments – GE Model G23, 4 burner, convection oven, self-cleaning. Bray and Scarf warranty.
- Effective – 4/1/2005
- Expires – 3/31/2006

The category information will show in the Listing folder of the Unit Profile and pop up when a work order for the unit is entered.

Maintenance Alert for Work orders**Setup, Categories**

- Category Name – Home Warranty
- Category Type – Maintenance
- Reminder Type – Expires
- Category is a label

Unit Profile

- Category – Home Warranty
- Qualifier – Company Name
- Comment – any particulars
- Effective – Start Date
- Expires – End Date

Alert will display for work orders and create a reminder on the Expires date.

Owner Statement Profile – Single Unit Owner

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Single unit owner [Owner Statement]

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ID SINGLE Single unit owner

Statement Header

Return Address Management Group

Title STATEMENT of ACCOUNT

Statement Body

Increases Label Income

Decreases Label Expense

Body Style Owner Balance Details

☒ Include Memos ☐ Include Unit Description

☒ Include Payees ☐ New Page for Each Unit's Details

☐ Include Payers ☐ Print Statement if No Activity

☐ Summarize Income and Fees ☐ Exclude Notes

Running Balance

Summary Style

Consolidation Style

1. Statement Body 2. Additions

Help Delete New Previous Next Save Close

Owner Statement Profile – Multi Unit Owner

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Multiple unit owner [Owner Statement]

Profile Search

Internet Publishing

NTN

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

ID MULTI Multiple unit owner

Statement Header

Return Address Management Group

Title STATEMENT

Statement Body

Increases Label Income

Decreases Label Expense

Body Style Unit Balance Details

☒ Include Memos ☐ Include Unit Description

☒ Include Payees ☐ New Page for Each Unit's Details

☐ Include Payers ☐ Print Statement if No Activity

☐ Summarize Income and Fees ☐ Exclude Notes

Running Balance

Summary Style Owner Balance Summary

Consolidation Style

1. Statement Body 2. Additions

Help Delete New Previous Next Save Close

Owner Statements - Setup, Owner Statements

Each owner can have a statement custom built to match his needs. There are more than ten body styles to choose from. The best way to determine the most appropriate statement is to experiment. The owner statement for each owner is chosen in the owner/property profile. The owner statement is one of the optional processing defaults. Setup as many different Owner Statement profiles as are needed to provide an appropriate format for each owner.

Owner statements are generally used by fee based managers. Non-fee based managers generally use financial reports (balance sheet, trial balance, cash flow, etc.). Use whichever best fits your situation. Not every owner should get the same layout, i.e. single unit owners have different needs than multi-unit owners. Refer to "Owner Statements, Recommended Layouts" in Help, Contents, Procedures.

Recommended Owner Statements

- Single Unit Owner - body style of owner balance details, include memos, include payees, and no summary style.
- Multi-unit Owner - body style of unit balance details, include memos, include payees, summary style of owner balance summary.
- Apartment Building - body style of owner balance summary or one of the General Ledger reports or same as Multi-unit owner.
- End of Year - all owners - body style of Unit Account Summary (exclude notes)

This form lets you select the basic statement parameters including column heading labels for the amounts.

Statement Header

Return Address - management group or company - select None if using letterhead

Title - type in the heading, which is centered above the body of the statement

Statement Body

Increases Label - the column label for transactions which increase the balance. Common labels are Income, Credit, Increase, Receipts.

Decreases Label - the column heading label for transactions which decrease the balance. Common labels are Expenses, Debit, Decrease, Disbursements.

Body Style - dictates the statement layout.

Owner Statement Profile – Statement Body

Summary Style

Select the type of summary you want to print at the end of the statement. If this field is left blank no summary will print.

Owner Account Summary - This has four columns (Increase, Decrease, Other and Balance) and combines like accounts for the time period selected, rather than printing each transaction.

Owner Balance Summary - This has three columns (Increase, Decrease, Balance) and combines like accounts for the time period selected, rather than printing each transaction.

Owner Income Summary - This will combine like accounts for the time period selected and print them in income format - Increase first, then Decrease, then Other.

Unit Account Summary - This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in four columns (Increase, Decrease, Other, Balance).

Unit Balance Summary - This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in three columns (Increase, Decrease, Balance).

Year to Date Summary – There are three columns – Current, Year-to-Date and Balance. All like accounts for the time period selected are combined in the current column. The report layout is the same as that for the ledger report Income Summary

Checkboxes

Include Memos - prints transaction memos on detailed statements (recommended)

Include Payees - prints the payee name from checks written (recommended)

Include Payers - adds the tenant's name (e.g. Rent from Tenant 1)

Summarize Income and Fees – this will summarize all the rents and management fees into one line each. Other income and expenses will be listed separately if you have chosen a body style of details.

Summarize Income and Fees – marking this checkbox will cause all income transactions to be summarized and all management fee transactions to be summarize. Thus several rent payments would show only one line for the total rent and one line for the total management fees. All other expenses would be detailed.

Include Unit Description - marking this option appends the unit description (long description) field to each transaction line. This is best used for statements that cover more than one unit using a body style other than :Unit...”

New Page for Each Unit's Details - each unit's transactions will be on a separate page. The first unit will be on the header page and the last unit will have any additional data.

Print Statement if No Activity - if marked a statement will print even if there has been no activity on the account during the time period chosen.

Exclude Notes

Mark this checkbox if you do not want Notes to append to the statement. The end of year statements should have the checkbox marked.

Running Balance - if blank there will be a beginning and ending balance; if “Every Month” there will be a balance at each month end; if “Every Day” there will be a balance on the last transaction line for each day.

Summary Style - only use for multi-unit owners. It produces a second statement following the first using the style selected.

Owner Statement Profile – Statement Body

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Single unit owner [Owner Statement]

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ID SINGLE Single unit owner

Statement Header

Return Address Management Group

Title STATEMENT of ACCOUNT

Statement Body

Increases Label Income

Decreases Label Expense

Body Style Owner Balance Details

☒ Include Memos ☐ Include Unit Description

☒ Include Payees ☐ New Page for Each Unit's Details

☐ Include Payers ☐ Print Statement if No Activity

☐ Summarize Income and Fees ☐ Exclude Notes

Running Balance

Summary Style

Consolidation Style

1. Statement Body 2. Additions

Help Delete New Previous Next Save Close

Consolidation Style**Income Statement**

No beginning or ending balance

Equity and liability accounts are not included.

Summarizes all transactions with each account type of:

- Income with total

- Expenses with total

 - Net operating income

- Other: other income and expenses

 - Net income total

Retained Earnings Statement

Beginning and ending balance

Liability accounts are not included.

Summarizes all transactions and lists under heading those with account type of:

- Income

- Expenses

- Other: other income, other expenses, equity

 - Net Retained Earnings total

Cash Flow Statement

Beginning and ending balance which includes liabilities (open credits, security deposits, etc)

Summarizes all transactions and lists under heading those with account type of:

- Income

- Expenses

 - Net income total

- Adjustments: equity, liabilities

 - Net balance change – including liabilities and equity

Operating Statement

Beginning and ending balance

Summarizes all transactions and lists under heading those with account type of:

- Income

- Expenses

 - Net income total

- Other Income

- Other Expenses

- Adjustments: equity

 - Net balance change total

Owner Statement – Additions tab

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Single unit owner [Owner Statement]

Profile Search

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ID SINGLE Single unit owner

Additions Before Statement Body

Balance Message Base Reserve Deficit

Additions After Statement Body

Unit - Tenant List Security Deposits

Invoice List Unpaid Payables and Open Work Orders

1. Statement Body 2. Additions

Help Delete New Previous Next Save Close

Additions

This form defines the additions that are optional. The best way to decide on which ones to use (if any) is by experimenting.

Additions Before Statement Body

Balance Message - the amount needed to bring the owner balance up to the base or distribution reserve is printed below the owner name on the statement.

Additions After Statement Body

Unit-Tenant List – the list contains tenants with a status of Current, Future, Notice, Eviction and Past Active with security deposits or open credits. Past Evicted tenants who have a balance or a security deposit are also included. If there is no current tenant, an entry with the tenant name “Vacant”, the report date and the Market Rent is included. If there is no current tenant the unit will be listed and the tenant will be "Vacant".

The information included is the *unit address* and the *tenant name*. Depending on your choice of Unit Tenant List the following fields are included:

- Balance – rent, balance
- Lease Expirations – rent and lease end date
- Balance Summary – rent, security deposit, balance
- Lease Summary – rent, security deposit, lease end date
- Security Deposits – rent, security deposit

Invoice List - the list of unpaid invoices, open work orders or both will print below the letter body.

- Unpaid Payables - a list of any unpaid payables
- Open Work Orders - a list of any open work orders – all work order statuses except Resolved and Invoiced
- Unpaid Payables and Open Work Orders - a list of both unpaid payables and open work orders

Tenant Statement Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Basic Statement [Tenant Statement]

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ID: BASIC Basic Statement

Statement Header

Return Address: Management Group

Title: Statement

Statement Body

Charge Label: Charge

Payment Label: Payment

Include Memos: ☒

Running Balance: Every Month

Undock Help Delete New Previous Next Save Close

Tenant Statement - Setup, Tenant Statement

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

A list of unpaid charges will print as an addendum to the tenant statement (unless overridden by the /cts10 switch).

Statement Header

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

Title - Enter a title for the statement which will print above the body of the statement.

Statement Body

Charge Label - Select the label you want on the column which shows transactions which increase the amount the tenant owes. Common labels are: Charge, Bill, Assessment, Debit.

Payment Label - Select the label you want on the column which shows transactions which decrease the amount the tenant owes. Common labels are: Payment, Receipt, Credit.

Include Memos - 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 each day.
- Every Month - the balance will print on the same line as the last transaction in each month.

Note: Tenant Statement profiles that are no longer in use (assigned to a tenant profile) can be deleted by clicking the Delete button while the profile is on the screen.

Notice Profile

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Late notice [Notice]

Profile Search ID

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Notice Letters

1st Notice	DL: Delinquent Letter		Days Late	1
2nd Notice	3 DAY: Three Day Notice		Days Late	3
3rd Notice	10 DAY: 10 Day Notice		Days Late	10
4th Notice			Days Late	

Undock Help New Previous Next Save Close

Notices - Setup, Notices

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

If you intend to send notice letters to delinquent tenants using the Notice function you must assign a Notice in the Tenant 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.

In general only one set of notice letters is defined. This one profile is assigned to all tenants who should get notices when they are late.

Notice Letters

1st Notice - select the appropriate letter from the drop-down list of previously defined letters.

Days Late - set the days late to determine which letter should be sent

Note: all fields are required. If you send only one notice letter, select the same one for all 4 notices.

Summary

- Notice letters are set up in Mailings, Edit Letters.
- The notice letter scheme is defined in Setup, Notices.
- The tenant profile contains the notice scheme and a late fee scheme for that tenant.
- The Notice determines which letters are associated with tenants who are deemed late. Up to four different letters can be defined to be sent to a tenant based on the calculated number of days late.

Profile List

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Units - lead based paint [Profile List]

Profile Search ID LEAD Units - lead based paint

Profile	FAIR436: 436 Fairway Drive [Unit]	☐ Exclude
Profile	OAK2118: 2118 Oak Street [Unit]	☐ Exclude
Profile	BRUNO: Joseph P. Bruno [Current Tenant]	☐ Exclude

Undock Help Delete New Previous Next Save Close

Profile Lists

Lists of any profiles or combinations of profiles can be set up and then used to run a function restricting it just to that list. For example, you might have a number of tenants who are slow in paying rent and you want to run reports for just their accounts. Another list might include a combination of owners and tenants who own/occupy units needing lead base paint inspections.

Once a list is defined it can be used over and over again or it can be modified as needed. When no longer needed it can be deleted.

Building a list involves going to Setup, Profile Lists clicking New and then naming it and 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.
- Entries can either be included or excluded from the list.

The profile list can be selected from the Restrict To field when performing a function or running a report.

Profile lists can be deleted using the Delete button.

Account List

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Sec Dep Accounts [Account List]

ID DEPOSIT Sec Dep Accounts

Account	DEPOSIT: Security Deposit
Account	DEP PET: Pet Deposit
Account	LMR: Last Month's Rent
Account	ESCROW: Bank Account Escrow

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Help New Previous Next Save Close

Account Lists

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

It can be used when doing Recurring Journal Transfers. It identifies the account codes that will be considered when posting a Recurring Journal Transfer.

It is also used in the commercial function for calculating CAM, Escalation and Overage charges. Once created, it is assigned in the Commercial Lease when setting up CAM, Escalation or Overage charges. All transactions in the owner ledger with accounts on the account list and falling within the time period specified will be considered when calculating an initial dollar amount to begin with for computing the Journal transfer amount or the CAM, Escalation or Overage charges.

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.

Recurring Transfer

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Annual service fee [Recurring Transfer]

ID ANNUAL Annual service fee ☐ Used for Tax Collection

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Schedule

Schedule Monthly

Next Scheduled 6/1/2015

Schedule Expires

Delay in Days

Transfer Amount

Percentage

Minimum \$50.00

Maximum

Round to Nearest Dollar ☐

Include if No Calculated Amount ☐

Posting Information

Debit Account ADVERT: Advertising

Credit Account ADVERT: Advertising

Alternate Payee

Reference ☐ Transfer From Management Group

Memo

Source Account

Source List

Limit to Category

Undo Help New Previous Next Save Close

Recurring Transfer

The recurring transfer function lets you post journal entries to transfer funds from one ledger to another based upon the net of transaction amounts from one or more designated account codes.

The journal entry amounts are calculated per the selected schedule and the percentage (x.xxxx) relative to the Minimum and Maximum entries. The amount is posted to the selected Debit and Credit account codes.

The parameters are created in Setup, Recurring Journal Transfer. The transfers are posted in GL, Scheduled Journal Entries, Journal Transfers.

If the Use for Tax Reporting checkbox is marked, an output file is created in the Export folder. This field can be used to generate reports required by the tax authority.

Schedule

Schedule – sets the frequency of the journal entry. The time period considered is the End Date (Next Scheduled minus one) and Start Date (End Date minus schedule days). Thus to run the transfers for January, the Schedule is monthly, the Next Scheduled is 2/1. If the delay is 16 days the compiled candidates will be marked as skipped until the 17th.

Next Scheduled – automatically updated based on the Schedule when Recurring Transfers are posted in GL, Scheduled Journal Entries.

Schedule Expires – when the Next Scheduled is after the Schedule Expires the Schedule will be set to Expired when Recurring Transfers are posted.

Delay in Days – this is the delay between the Next Scheduled date and the day you want to post the transfers. Thus if you want to do transfers for last month effective the 16th of this month, set the Delay in Days to 16 and the Next Scheduled to the 1st.

Use for Tax Collection – when marked, this checkbox will create reports for the various tax authorities. Refer to our How to Documents for specific information about: Arizona Tax Collection (#274); California Withholding (#360); Hawaii GET Tax (#293).

Recurring Transfer

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Annual service fee [Recurring Transfer]

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ID: ANNUAL Annual service fee ☐ Used for Tax Collection

Schedule

Schedule: Monthly

Next Scheduled: 6/1/2015

Schedule Expires:

Delay in Days:

Transfer Amount

Percentage:

Minimum: \$50.00

Maximum:

Round to Nearest Dollar ☐

Include if No Calculated Amount ☐

Posting Information

Debit Account: ADVERT: Advertising

Credit Account: ADVERT: Advertising

Alternate Payee:

Reference: ☐ Transfer From Management Group

Memo:

Source Account:

Source List:

Limit to Category:

Undo Help New Previous Next Save Close

Transfer Amount

Percentage – enter the percent of the net amount to be transferred. You can use up to four decimal places.

Minimum – If the calculated transfer amount is less than the minimum, the minimum will be transferred.

Maximum – if the calculated transfer amount is more than the maximum the maximum will be transferred.

Round to Nearest Dollar – mark this checkbox to round the calculated amount to the nearest dollar. \$0.50 is rounded up to an even dollar amount.

Include if No Calculated Amounts – use to know who is not having a transfer generated.

Posting Information

Debit Account – select the account code that will post to the ledger (owner/property) disbursing the transfer

Credit Account – select the account that will post to the ledger (owner/property) receiving the transfer

Alternate Payee - If the payee is other than the ledger that is the basis of the transfer, select from an existing owner/property/management group.

Reference – a free form field with a maximum length of 20 characters. Mark the checkbox if the transfer is to come from the assigned management group instead of the ledger.

Memo – a free form field with a maximum length of 40 characters

Source Account – used if the basis for calculating the transfer amount is a single account, e.g. Rent.

Source List – used if the basis for calculating the transfer amount is a number of accounts, e.g. all income accounts (rent, late fee, NSF fee, etc.). Created in Setup, Account List.

Limit to Category – when the transfer only affects some ledgers/units, assign the appropriate category to the ledgers/units. When the category is unit assigned the transfer amount will be based on that unit's transactions in the ledger. When the category is assigned to the ledger the amount will be based on all transactions pointing to that ledger.

NOTE: Recurring transfers are useful for correctly tracking tax authority requirements in Arizona (tax on rent); Hawaii (tax on all income); New Mexico (tax on management fees); California withholding tax on out of state owners. Refer to our How to Documents for specific information about: Arizona Tax Collection (#274); California Withholding (#360); Hawaii GET Tax (#293).

Account Sections

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Income [Account Section]

ID INCOME Income Ledger Code 2000

Section Header Description

Section Total Description

Main Section

Sub Section

Balance Sheet Totalled Details

Revenue and Expense Totalled Details

Cash Flow Totalled Details

Property and Tax Analysis Totalled Details

Associated Account Type Income

Undock Help New Previous Next Save Report Close

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 #237 for detailed help in setting up the account sections and examples of how it changes the layout of reports.

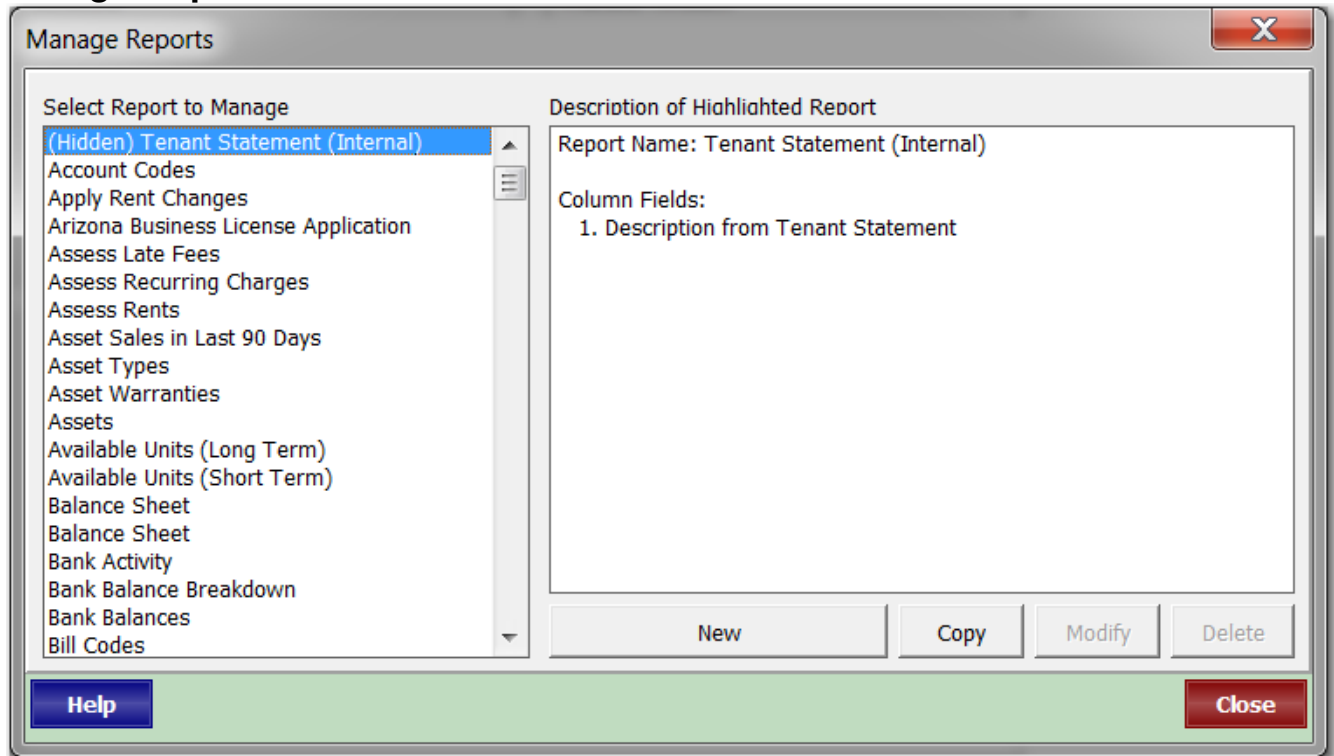
If no account sections are defined, all accounts fall under their major report section heading, determined by their account type.

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.

Manage Reports



The **Manage Reports** dialog box is used to manage reports. It features a list of reports on the left and a description of the selected report on the right.

Select Report to Manage:

- (Hidden) Tenant Statement (Internal)
- Account Codes
- Apply Rent Changes
- Arizona Business License Application
- Assess Late Fees
- Assess Recurring Charges
- Assess Rents
- Asset Sales in Last 90 Days
- Asset Types
- Asset Warranties
- Assets
- Available Units (Long Term)
- Available Units (Short Term)
- Balance Sheet
- Balance Sheet
- Bank Activity
- Bank Balance Breakdown
- Bank Balances
- Bill Codes

Description of Highlighted Report:

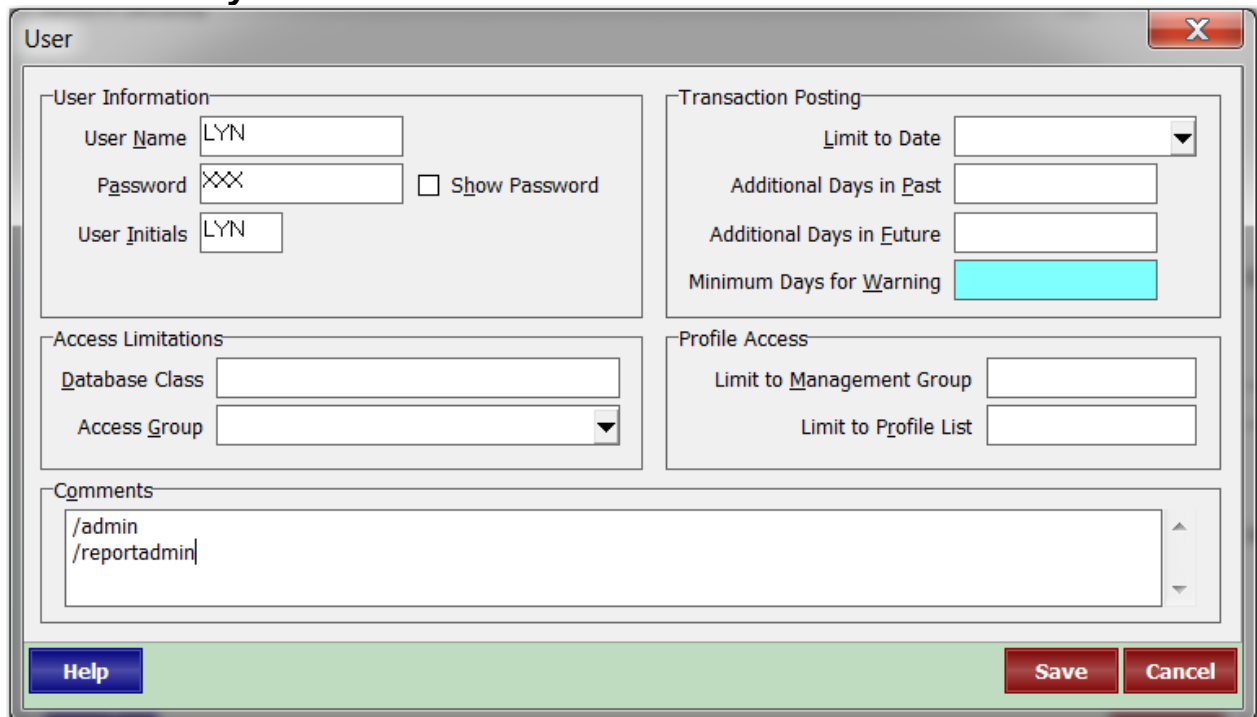
Report Name: Tenant Statement (Internal)

Column Fields:

1. Description from Tenant Statement

Buttons: New, Copy, Modify, Delete, Help, Close

System Security – User



The **User** configuration dialog box is used to manage user settings. It includes sections for User Information, Transaction Posting, Access Limitations, Profile Access, and Comments.

User Information:

- User Name: LYN
- Password: XXX (Show Password checkbox is unchecked)
- User Initials: LYN

Transaction Posting:

- Limit to Date: [Dropdown]
- Additional Days in Past: [Text Box]
- Additional Days in Future: [Text Box]
- Minimum Days for Warning: [Text Box]

Access Limitations:

- Database Class: [Text Box]
- Access Group: [Dropdown]

Profile Access:

- Limit to Management Group: [Text Box]
- Limit to Profile List: [Text Box]

Comments:

- /admin
- /reportadmin

Buttons: Help, Save, Cancel

Manage Reports

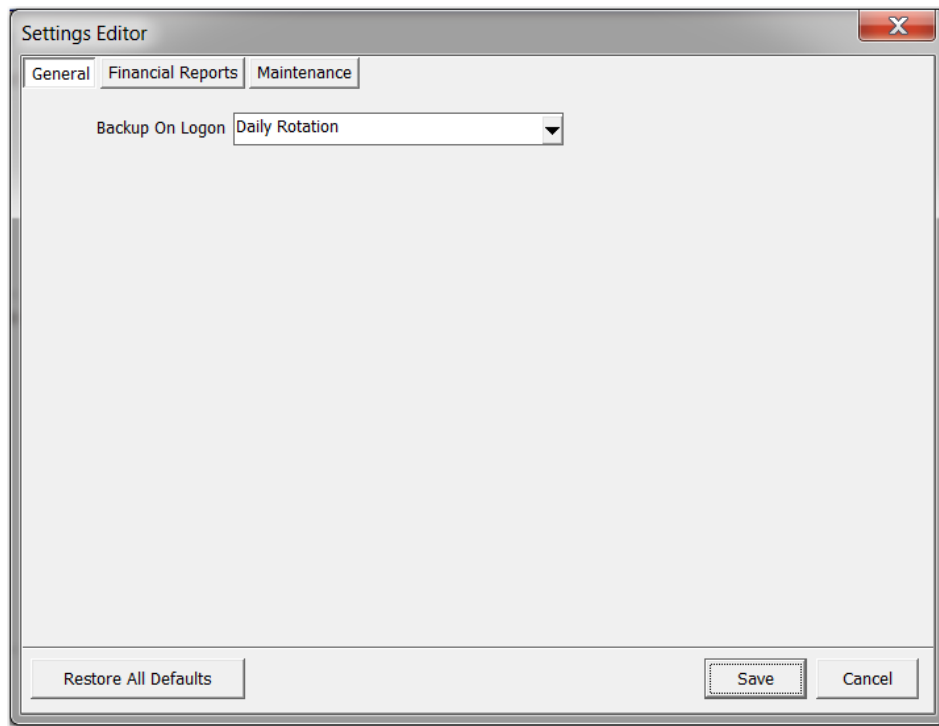
A button for this function appears on all report screens and allows for creating new reports and modifying copies of the standard reports. The function under Setup contains all reports.

The standard reports cannot themselves be modified and saved. A copy is the same as making a new report but starting from an existing report rather than starting from scratch.

The user must be designated as a /admin or a /reportadmin in their System Security User profile to be able to “manage” reports.

There are a number of How To documents on creating reports. Look on page 4 of the table of contents, available from the Links pull down menu.

Database Settings - General



Database Settings

General tab

This function under Setup involves automatic backups. You have several choices which will affect making automatic backups.

Backup on Logon

When the first person logs on each day the database files will be backed up and placed into a Backup folder under the Data folder. There are 3 options.

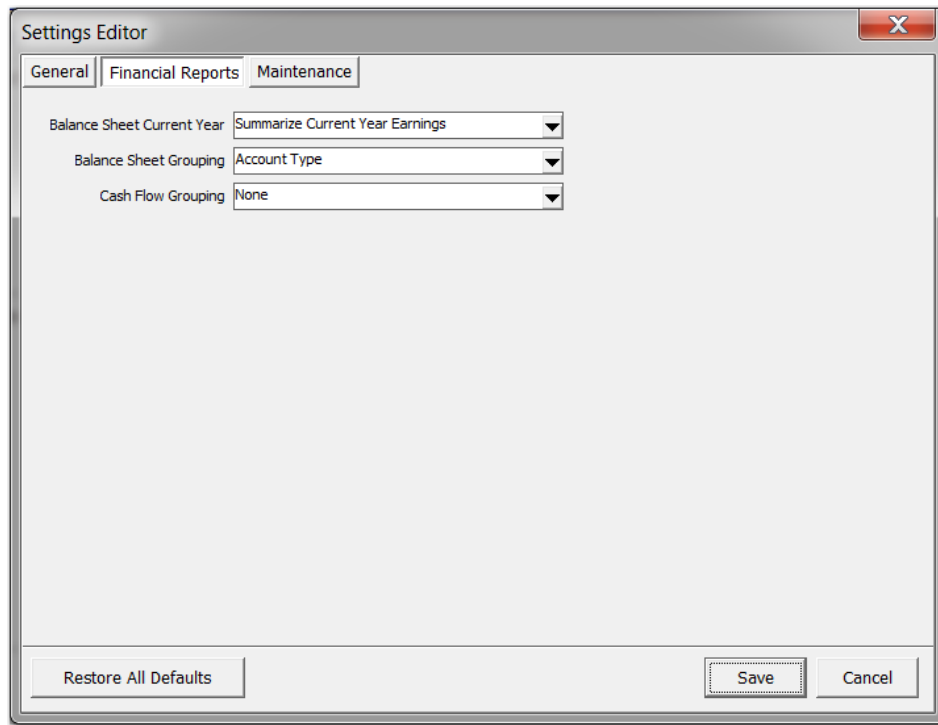
- Never – Automatic backups are disabled.
- Daily Dated – the backup file is named “Backup of LL12_Database for YYYY-MM-DD.bkp”
- Daily Rotation – the backup files are named “Backup of LL12_Database for Day 1 Monday.bkp”, “...Day 2 Tuesday.bkp”, ...Day 4 Thursday, ...Day 5 Friday. They are overwritten each week. On the third Wednesday the backup is named “Backup of LL12_Database for Month.bkp”. It is overwritten each month. On all other Wednesdays the file is named “Backup of LL12_Database for Week1.bkp”, ...Week2, etc. These are overwritten each month. One named Yearly is done on the third Wednesday of January.

These backups can be copied to a CD, DVD, external hard drive, etc. and given a date if you choose. They can be used to restore your data if the need arises (see Restore Database below).

What is NOT backed up

The above backups do not back up your Documents folder, License folder or backup folder.

Database Settings – Financial Reports



The screenshot shows the 'Settings Editor' window with the 'Financial Reports' tab selected. The window has a title bar with a close button (X). Below the title bar are three tabs: 'General', 'Financial Reports', and 'Maintenance'. The 'Financial Reports' tab is active. It contains three dropdown menus: 'Balance Sheet Current Year' set to 'Summarize Current Year Earnings', 'Balance Sheet Grouping' set to 'Account Type', and 'Cash Flow Grouping' set to 'None'. At the bottom of the window are three buttons: 'Restore All Defaults', 'Save', and 'Cancel'.

Settings Editor

General Financial Reports Maintenance

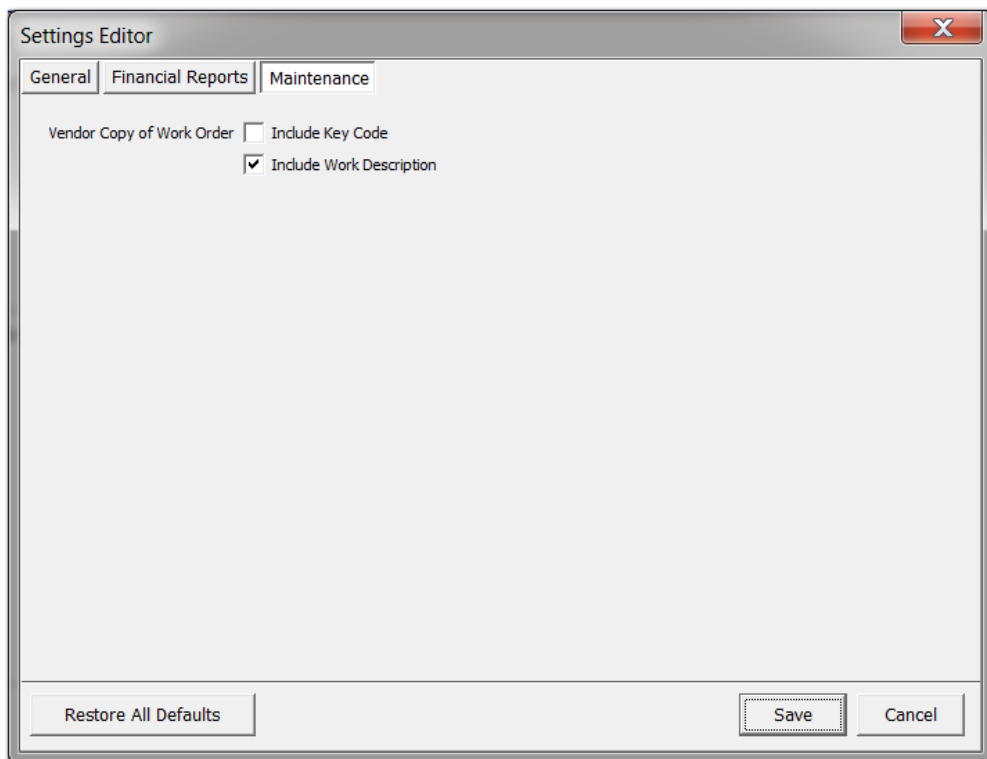
Balance Sheet Current Year Summarize Current Year Earnings

Balance Sheet Grouping Account Type

Cash Flow Grouping None

Restore All Defaults Save Cancel

Database Settings – Maintenance



The screenshot shows the 'Settings Editor' window with the 'Maintenance' tab selected. The window has a title bar with a close button (X). Below the title bar are three tabs: 'General', 'Financial Reports', and 'Maintenance'. The 'Maintenance' tab is active. It contains a section for 'Vendor Copy of Work Order' with two checkboxes: 'Include Key Code' (unchecked) and 'Include Work Description' (checked). At the bottom of the window are three buttons: 'Restore All Defaults', 'Save', and 'Cancel'.

Settings Editor

General Financial Reports Maintenance

Vendor Copy of Work Order ☐ Include Key Code ☒ Include Work Description

Restore All Defaults Save Cancel

Financial Reports tab

This sets the defaults for some of the financial report parameters. They can be changed when you actually run the report.

Balance Sheet Current Year

The choices are to Summarize Current Year Earnings; Itemize Current Year Earnings; Include in Retained Earnings.

Balance Sheet Grouping

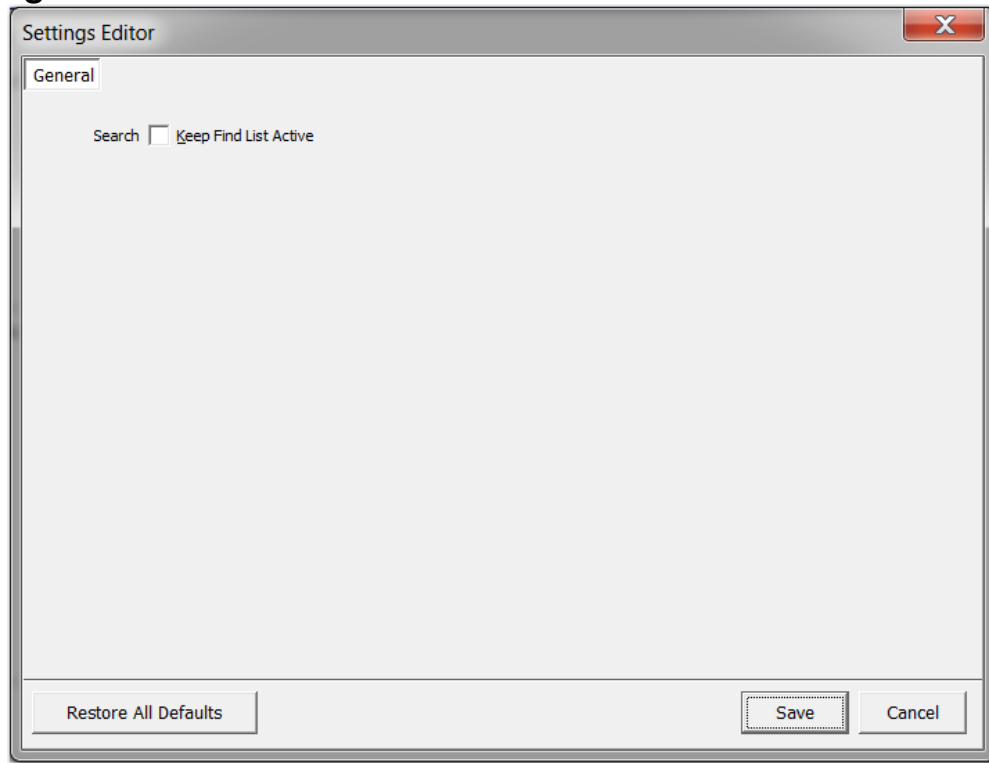
These only apply if you have selected Itemize Current Year above.

- None – Income and Expense sections
- Account Type – Income, Expense, Other Income, Other Expense, Taxable Income
- Account Section – same as account type plus further breakout ty account sections.
- Note: the switch /singlstep will sequence the above to be Income, other income, expense, other expense.

Maintenance tab**Vendor Copy of Work Orders**

- Include Key Code - mark to include the unit keycode field on the Work Order
- Include Work Description - Mark the checkbox to include the work description field on the work order

User Settings



User Settings

The items listed here affect the user's computer, not others on the network.

General tab

Search – mark this checkbox to have the Find List always active. This will cause the find list to display after a profile is updated rather than exiting the function.



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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](#).

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How To documents are available to download from www.promas.com - click on Support

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