



**User Guide
and
Training Manual**

Version 6

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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 and exercises on the odd numbered pages. The chapters are by functionality and by usage. Some functions are not in the section of the manual that covers the module they are in. For example, Deposit Receipts, which is a GL (general ledger) function, is included in the AR (accounts receivable) chapter since it is an integral part of the receipt processing cycle. 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 on-line help. The on-line Help is always more current than this manual.

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

Exercises

Throughout the manual there are exercises that can help make you more proficient. Each exercise includes the solution consisting of step-by-step instructions or screen captures either on the previous or following pages. The solutions to the exercises are based on a currently dated database. Several different months databases are included on the installation CD. If you are doing exercises after these are obsolete, you can download a current database from our website. This is also available on the Links drop-down menu.

Install the training files from the CD. We suggest you copy the appropriate database into the RPROMAS\DEMOR folder and access it using the Rental Demonstration database from the Logon screen. The exercises require starting with a fresh database at certain points if you want the solutions to have maximum value. We suggest you install the training files and follow the instructions for their use. Whenever needed, the contents of RPROMAS\DEMOR can be deleted and the training database for the current month copied into it.

The current and several future months training databases can be downloaded from the support page of our website (www.promas.com). Use the Links pull-down menu.

For detailed instructions on using the training disk see page 3.

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Overview

The installation CD contains several months of training database folders. When installed they reside under the RPROMAS folder in the TRAINING folder. Each folder has a database with files appropriate to the month of its use, e.g. *Sep05*, *Oct05*, *Nov05*, *Dec05*. DemoR has the database for the month prior to the oldest named month.

Current training files can be downloaded from www.promas.com/support.htm or by selecting Training Files from the Links dropdown on the main taskbar of Professional Landlord.

To use, delete all the files in the RPROMAS\DEMOR folder [Step 2]. Copy all the files from the folder containing the training files for the month you want into the RPROMAS\DEMOR folder. Logon to the Rental Demonstration database.

Step-by-Step - Windows 95, 98, NT, ME, XP

Step 1 – Installing Training Files

- Put the installation CD in the drive - the installation menu should display after a few seconds.
- Click on the “Install Rental Property Management Software” button
- Click on “Demonstration and Training Files” and follow the prompts

Step 2 - Copying the Training files into the Rental Demonstration database

- Double click My Computer
- Double click (C:) Drive
- Double click RPROMAS folder
- Double click TRAINING folder
- The files are named for the posting month of the transactions in the database, e.g. *Sep05*, *Oct05*, *Nov05*, *Dec05*. Double click on the file of the month you want.
- Press <Ctrl> <A> or click Edit, Select All
- Press <Ctrl> <C> or click Edit, Copy
- Click Back or File, Close
- Double click the DEMOR folder
- Press <Ctrl> <A> or click Edit, Select All
- Press <Ctrl> <D> or click File, Delete
- Click Yes to send all files to the Recycle Bin
- Press <Ctrl> <V> or click Edit, Paste
- Exit back to the Desktop
- At the Professional Landlord Logon screen select the Rental Demonstration database
- Logon to Professional Landlord

Setting the Month

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

From the Professional Landlord Speedbar

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

Starting with a fresh set of training files

- Follow Step 2 above.

Downloading Current Training Files

- Logon to Professional Landlord
- Click on Links drop down.
- Click on Training Files.
- Click on PL_Demo.exe
- Save the file to a location on your hard drive
- Find and double click on the downloaded file to install.
- Follow step 2 above.

LOGON & Keyboard Navigation

LOGON & Keyboard Navigation

CMS

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



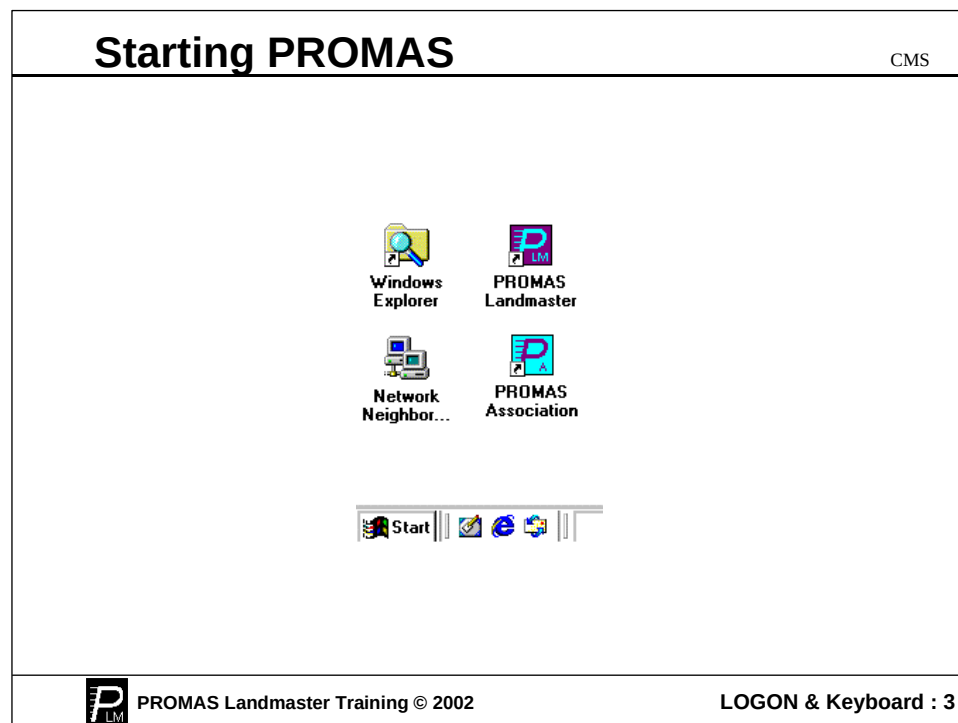
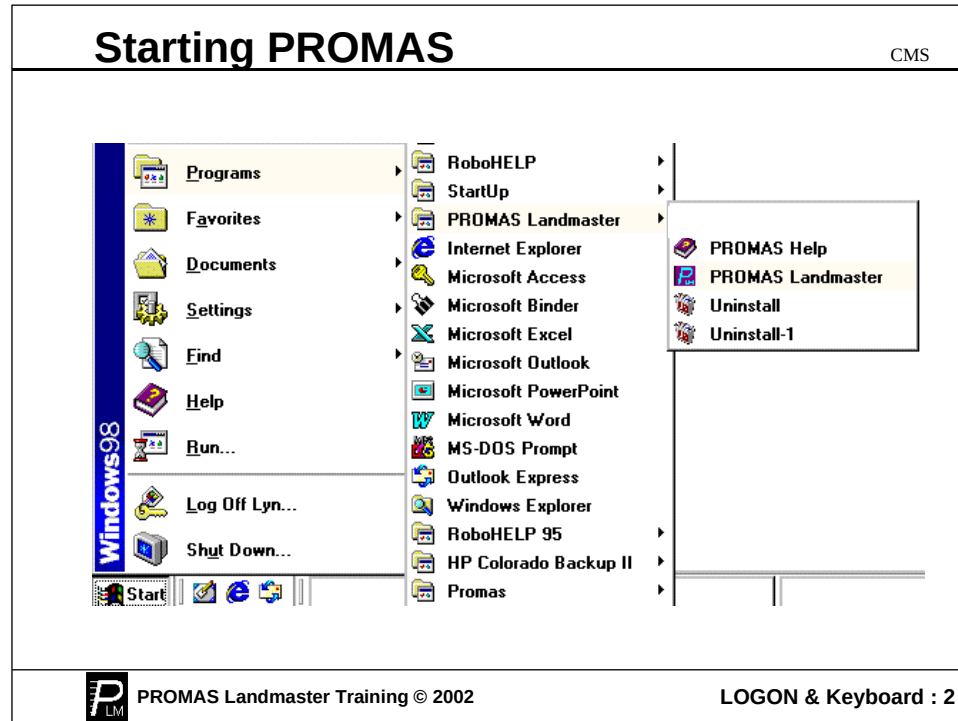
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LOGON & Keyboard : 1

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 Speedbutton Icons
- Use the Keyboard/Mouse to navigate in Professional Landlord screens
- Log off from Professional Landlord



Starting the Professional Landlord Software

The installation CD installs an icon on your desktop. Double clicking that icon will launch the program and display the Logon screen.

An alternative way to start Professional Landlord is to click Start, Programs, PROMAS, Professional Landlord. The PROMAS option will display several menu options.

- **PROMAS Help** - takes you to the on-line Help. Normally help is accessed while in Professional Landlord using the Help pull-down menu, the <F1> key and the <?> button.
- **Professional Landlord** - takes you to the Logon screen.
- **Uninstall** - removes the program files that were initially installed. It does not remove any database files.

Creating a Shortcut - Windows 98, 2000, NT, ME, XP

To create a shortcut ICON on your desktop go to Start, Programs, PROMAS, Professional Landlord. Right mouse click and drag to the desktop. Click on Create Shortcut Here - this will put a shortcut on the desktop. Single click on the shortcut, right click, choose rename and change the name if desired. To start Professional Landlord double click on the desktop ICON.



Logon Window CMS

- To Logon
 - Identify Desired Database
 - Enter User Name
 - Enter Password
- PROMAS Version Number
- License Information
- Working Directory


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 LOGON & Keyboard : 5

LOGON Routine

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

1. Select the Database you wish to use – three are available
 - Rental Demonstration – for training and testing
 - Practice Demonstration – becomes your database name after registration
 - System Security – for adding new users, databases and setting user access parameters
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 databases you want to use. If you are not registered no user name nor password is required.

About the Logon Form:

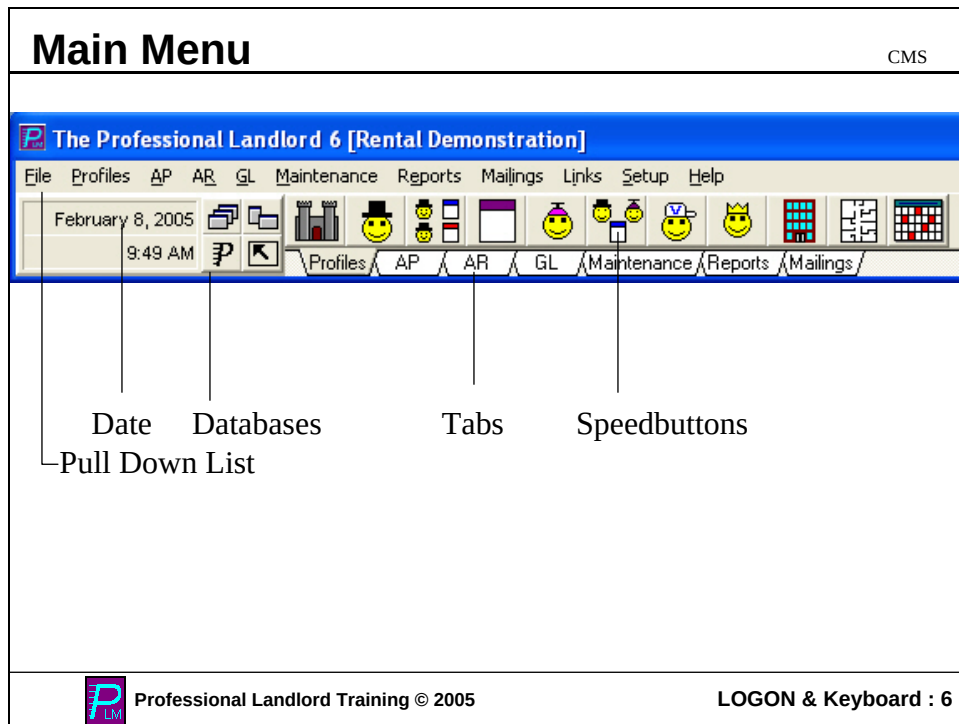
A single click of the Professional Landlord Icon will display the version number in the lower left corner of the form. Double click the Icon to view the release notes.

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

The path above the Database field is the **working directory**, which 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.



How to Use Menus/Speedbuttons

CMS

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

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Main Menu / Speedbar

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

Database

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

Date, Time

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

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

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

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

Backdrop vs Desktop

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

CMS

Find List -- Record Selection

Find Tenant
✕

Search for

☒ Sort by ID
☐ Sort by Name

☐ Show Inactives

ID	Name	Status
BRUNO	Joseph P. Bruno	Current
GOLD	John Goldman	Past Active
GURO	Edward & Marianne Guro	Current
KMETZ	Anthony Kmetz	Past Active
PARSONS	Johnny Parsons	Current
ROD	Jerry and Karyl Rodriguez	Current
ROSEMAN	Rita Roseman	Past Evicted
SCHRADER	Phyllis Schrader	Current
SEILSKI	Edward R. Seilski	Past Active
SPOTZ	Robert Spatz	Current

◀
▶

Select
Group View

☐ Keep Find List Active
 Create New Copy from Selected Profile

?
+ New
✓ Edit
✗ Cancel

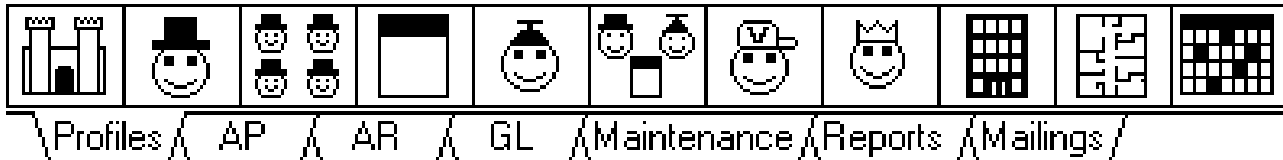
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LOGON & Keyboard : 9

Working with Menus

The Professional Landlord application consists of a set of modules which are identified by tabs and pull-down menus. 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 tabs and speedbuttons. To familiarize yourself with the speedbuttons, place the mouse on each button, without clicking, and a hint will identify its purpose.

Using the tabs and speedbuttons is more efficient than using the pull down menus. Speedbuttons to move directly to the function are found throughout the application screens.

Using the <Alt> key to select options

The pull-down menu titles and each field on every screen have one letter that is underlined. Using the <Alt> key and the underlined letter, the menu or field can be accessed from the keyboard without using the mouse. Practice the same operations with the AR menu using the keyboard and the <Alt> key.

Right clicking the mouse on any screen will detail the keystrokes to use in lieu of the mouse.

Exercise

1. Select the AR tab and look at the functions assigned to each speedbutton. Now use the AR pull-down menu and compare the functions to the speedbuttons.
2. Place the cursor on each speedbutton to see the hint.

Find List -- Record Selection

CMS

Find Tenant
✕

Search for

☒ Sort by ID
☐ Sort by Name

☐ Show Inactives

ID	Name	Status
BRUNO	Joseph P. Bruno	Current
GOLD	John Goldman	Past Active
GURO	Edward & Marianne Guro	Current
KMETZ	Anthony Kmetz	Past Active
PARSONS	Johnny Parsons	Current
ROD	Jerry and Karyl Rodriguez	Current
ROSEMAN	Rita Roseman	Past Evicted
SCHRADER	Phyllis Schrader	Current
SEILSKI	Edward R. Seilski	Past Active
SPOTZ	Robert Spotz	Current

◀
▶

Select
Group View

☐ Keep Find List Active

?
+ New
✓ Edit
✕ Cancel

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LOGON & Keyboard : 9

Ways to get to a Find List:

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

Find List -- Record Selection

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

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

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

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

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

Show Inactives - Inactive records are shaded for easy identification.

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

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

Select – will bring up the highlighted entry

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

Exercise

1. Bring up the Tenant Profile Find List by clicking on the Profile tab and Tenant speedbutton or on the Profile drop-down list and choosing Tenant Profiles.
2. Type “S” in the Search For field. Note what is highlighted.
3. Type “T” and note what is highlighted.
4. Click the Sort by Name radio button
5. Click in the Search For field and type “JE”. Note what is highlighted.

Standard Display Conventions CMS

Joseph P. Bruno [Tenant]

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**

Move to a New Unit

Permanent Address:

Joseph P. Bruno
436 Fairway Drive

Vienna, VA 22180

☐ ZIP ☐ Foreign

Phone Numbers:

Contact **Joseph P. Bruno**
 Day **703-555-2306**
 Night **703-555-2898**
 Pager
 FAX

Informal Salutation:

Joe

Formal Salutation:

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

? Print Speedbar Related Functions

Flashlight Save Data

Professional Landlord Training © 2005

LOGON & Keyboard : 10

Speed Buttons CMS

Advanced Scheduling

Edit Line Item

Recurring Check

Folder

Flashlight

Recurring Journal Entry

Calendar

Help

Report

Cancel

New

Save

Close

Next Record

Save and Create

Compile

Note

Sort

Delete

Post

Change Database

Edit

Previous Record

Keep Find List Active

Print

Popup Speedbar

Select Window

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LOGON & Keyboard : 11

Display Conventions

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

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

Print Icon - produce hard copy of the current form

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

Speedbuttons - provide quick access to related functions

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

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

Close - exit the screen without updating the record

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

Flashlight – displays the Find List

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

Lookup Related Profile Data CMS

327 Cedar Lane [Unit]

ID: CEDAR327 327 Cedar Lane Status: Active

Unit Description Ledger: GOLDEN: Harrison S. Golden [Owner] Owner: [v] Unit Type: SFR: Single Family Change Ledger Mgmt Fee: 10% A: Percent of Actual Rent: \$690.00 ☐ Per Sq Ft Manager: Repair Limit: Building:	
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. Amenities 3. Comments & Categories

 Save Close

Flashlight Folder Restriction box

P PROMAS Landmaster Training © 2002 LOGON & Keyboard : 12

Exercise

Using the tenant Roseman, view the tenant information and using the folder, view the unit information.

1. select the Profiles tab
 2. click the Tenant speedbutton
 3. type 'ros' to highlight tenant ROSEMAN
 4. click Select or Edit
 5. find the Unit field and click the Unit folder
 6. view the Unit Profile, then click the Close button on the Unit screen
 7. click the Close button to exit the Tenant profile
-
1. select the AR tab
 2. click the Tenant Receipt speedbutton
 3. press the <Down Arrow> key or click the flashlight button to get the find list
 4. type 'ros' to highlight tenant ROSEMAN
 5. click Select or Edit
 6. note what is filled in automatically
 7. click the Close button to exit

Find List, Drop-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 is usually defaulted to one of the possible Find Lists. To change the active Find List, choose from the drop-down list.

Using the Flashlight Button

Clicking the Flashlight button will activate 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.

Cross Reference Data Display CMS

Cross Reference

Reference: ROSEMAN: Rita Roseman [Current Tenant] Tenant

Status	Ledger	Balance	Actual Rent	Market Rent	Unpaid Chg
Active	GOLDEN: Harrison S. Golden	\$965.00	\$1,830.00	\$1,815.00	\$71

Edit Ledger
Edit Unit
Edit Tenant

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

Status	Tenant	Rent	Unpaid Charges	Advance Payments	Open Credits	Depo
Current	ROSEMAN: Rita Roseman	\$690.00	\$715.00	\$0.00	\$0.00	\$

Report Close Calculate

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LOGON & Keyboard : 14

Cross Reference CMS

Cross Reference

Reference: Tenant

Owner
Partnership
Tenant
Unit

Cross Reference

Reference: ros Tenant

PARSONS	Johnny Parsons	Current Tenant
ROD	Jerry and Karyl Rodriguez	Current Tenant
ROSEMAN	Rita Roseman	Current Tenant
SCHRADER	Phyllis Schrader	Current Tenant
SEILSKI	Edward R. Seilski	Past Active Tenant
SPOTZ	Robert Spatz	Current Tenant

Ledger
Unit
Tenant

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LOGON & Keyboard : 13

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.

The Cross Reference screen has four sets of information:

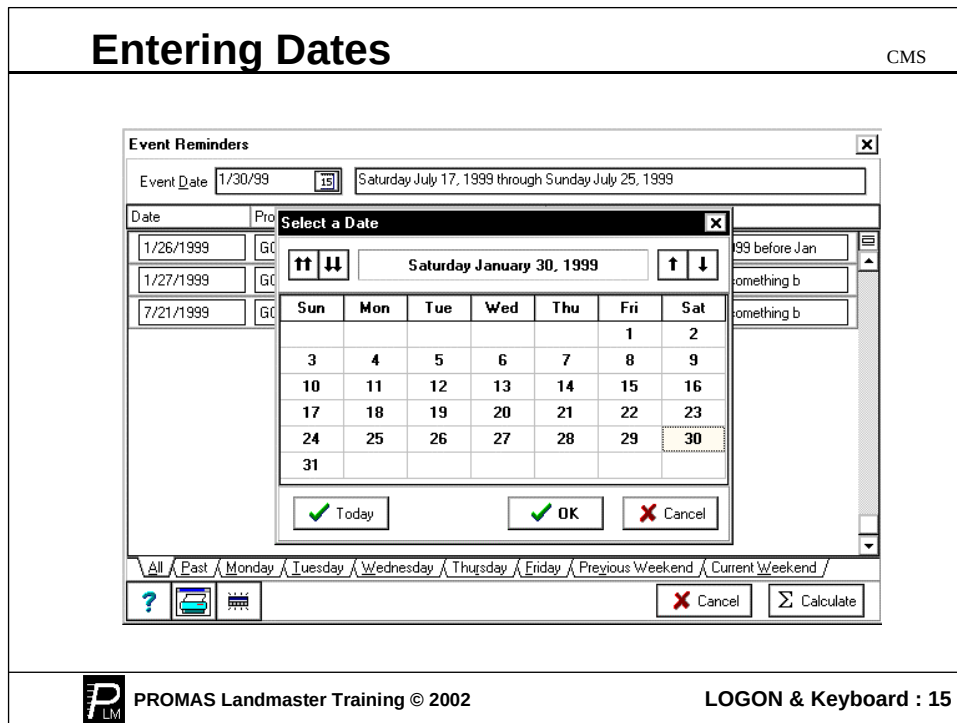
- **Property** – Selecting a property displays the property information; the property owners; all the units belonging to the property; and each unit's tenants.
- **Owner** – Selecting an owner shows all properties in which the owner has shares; all the units belonging to owner and properties; and each 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.

Exercise

Find the cross reference information about the unit and owner for tenant Rodriguez.

1. click the Profile tab
2. click the Cross Reference speedbutton
3. select Tenant from the Restriction box
4. click on the Flashlight button
5. select Rodriguez from the Find List
6. click on Edit Ledger and edit to view the ledger Profile
7. click on the GL History speedbutton to view owner's ledger
8. click Close, Save to return to Cross Reference information
9. click close to exit the Cross Reference



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
- 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 for additional useful keystrokes for quick entering of dates. Knowing the keystrokes for altering a date can save time.

If you want to change a date you can merely change the numeric information within the field or do a <Shift><Backspace> to clear the field and then type in the date.

Exercise

Enter an event which reminds you of your birthday.

1. click the Profile tab
2. click the Event Reminder speedbutton
3. click the Event Date calendar icon
4. select the month of your birthday
5. select the date of your birthday
6. click the OK button to select the date
7. click the Cancel button to close the Event Reminder

Posting Transactions CMS

Tenant Receipt

Date: 7/22/1999 Receipt #: 090722KFJM Currency: ☐

Unit: Tenant: Bank:

Payment: ☒ Distribute Current Charges Owed:

Discount: ☐ Apply Open Credits Starting Open Credits:

Memo: Current Charges Paid:

Comment: Discounts Given:

Charge: Charges Paid:

☐ Deposit ☐ Tax All Open Credits:

☐ Advance Payment

1. Current Charges 2. New Charges

Required Field Post to Ledger Automatic Transaction#

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LOGON & Keyboard : 16

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

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 be 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's 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.

Exercise

Start to post a tenant receipt without providing enough information.

1. click the AR tab
2. click the Tenant Receipt speedbutton
3. notice the Receipt number which is generated (upper right)
4. do not enter any information
5. click the Post button
6. notice the error message and the field where the cursor is flashing
7. click the OK button
8. click the Cancel button to exit the Tenant Receipt function

Running Reports CMS

Management Group Reports

Report Name	Account Section Layouts Aged Payables Details Aged Payables Summary Balance Sheet Balance Sheet (Combined) Balance Sheet (Comparative) Cash Analysis Cash Analysis (Suspect) Cash Flow Cash Flow (Combined) Cash Flow (Comparative \$) Cash Flow (Comparative %) General Ledger Activity General Ledger Escrow Activity Income Details Income Summary	☒ Active ☒ No Posting ☐ Inactive
Sort Order		
Report Date		
Restrict to		
Limit to Category		

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LOGON & Keyboard : 17

Selecting Ranges CMS

Management Group Reports

Report Name	Income Details	☒ Active ☒ No Posting ☐ Inactive
Sort Order	Ledger	
Report Date	7/1/1999 to 7/22/1999	
Restrict to	MAPLE: Maple Management	
Limit to Category	Lawn Service	

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LOGON & Keyboard : 18

Running Reports

Professional Landlord has over 150 reports to select from, most of which can be sorted in three or more sequences. Clicking the Reports tab will display the speedbuttons for owner, property, tenant, unit, and other report functions. Once the report type has been selected, the user can set the parameters which will determine the records to be included on the report.

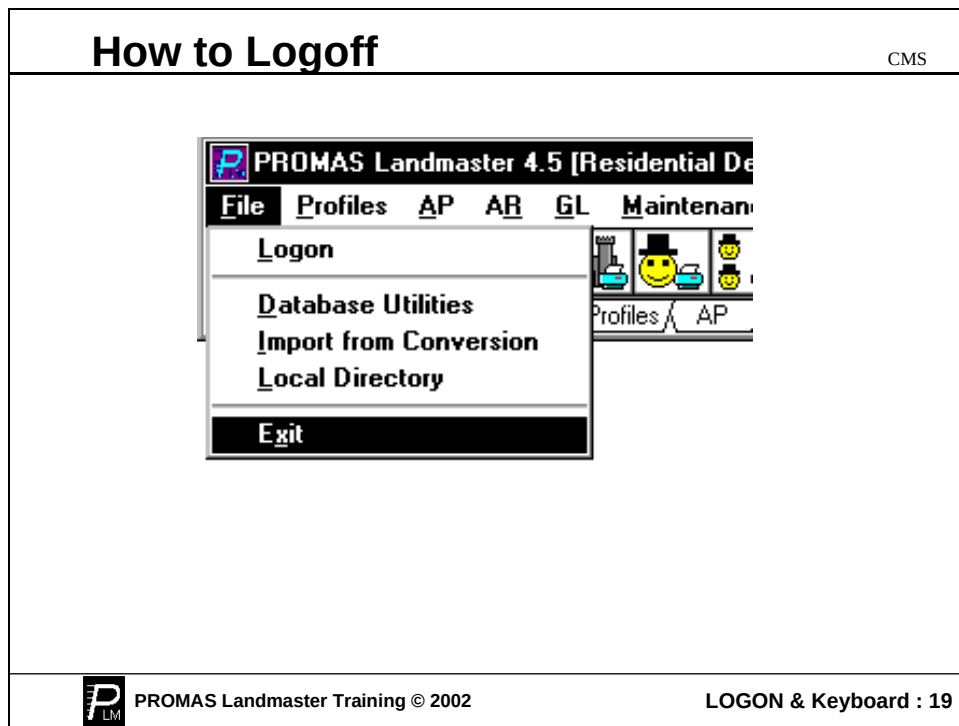
Exercise

Run a report of the Maple Management Group Income Details for the previous month.

1. click the Reports tab
2. click the Management Group speedbutton
3. type 'I' and select the Income Details report
4. view the selection window
5. select the date range for last month
6. click the Compile button
7. preview the report on the screen
8. click close to exit

Note:

The compile feature in Professional Landlord is an automated procedure which reads the database and creates a temporary list of selected records which are to be displayed on the report. This list can be sent directly to the printer or to the screen first for viewing and then sent to the printer for a hard copy. The list is not saved on the computer, but it can be compiled again at any time with the same selection parameters or a new set.



Logging out of Professional Landlord

Most Windows 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.

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.

Exercise

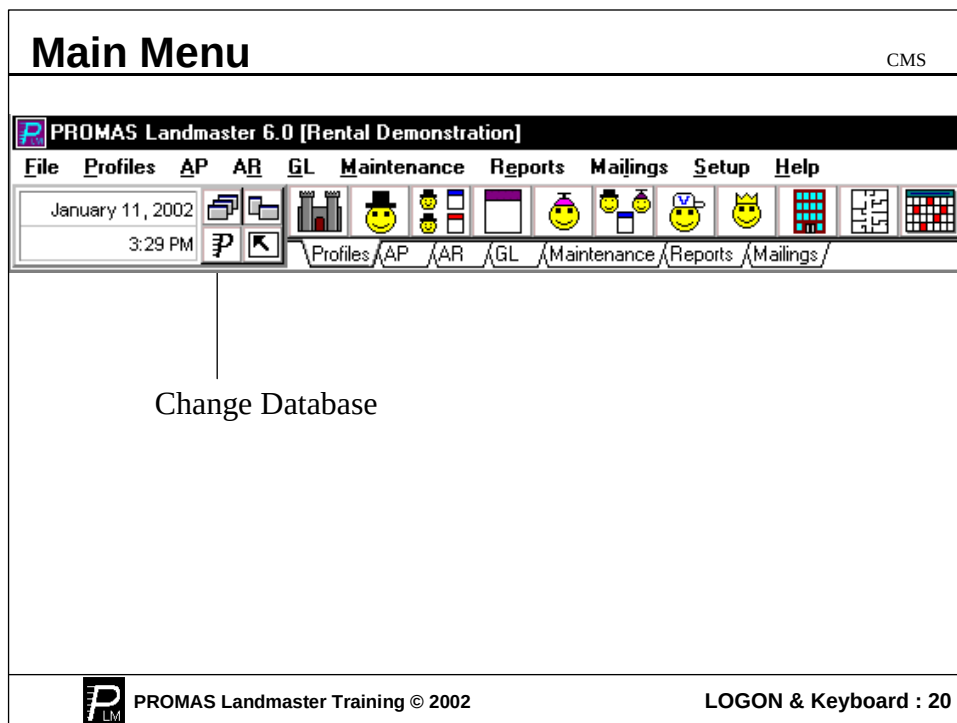
Log on, look around, and log off

1. click on the Professional Landlord shortcut on the desktop
2. select the Rental Demonstration database
3. enter your User Name and Password
4. click OK or press <Enter>
5. click Profiles, Owner Profile
6. select Golden from the Find List, click Edit
7. review the different tabs, click Save
8. click Profile, Tenant Profile
9. select Bruno from the Find List click Edit
10. click the Unit Flashlight button, review the Unit tabs
11. click the Owner Flashlight button, review the Owner tabs
12. click Save until back to the main Professional Landlord window
13. click the Reports tab and Tenant Reports
14. select the Tenant Rent Roll report
15. click compile, preview on screen, click close
16. change the sort order to unit
17. click compile, preview on screen, click close
18. click on File, Exit or the "X" on the upper right of the screen

Changing Databases

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

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



Overview of Professional Landlord

Tour of PROMAS Landmaster

CMS

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



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Overview of PROMAS : 1

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 pull-down menus to select functions
- Use the Icon(speedbuttons) 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:

Record a receipt - AR, Tenant Receipt

Pay a bill - AP, Single Check

Print an Owner Statement - Mailings, Owner Statements

Print a financial report - Reports, Ledger

Enter an Invoice – AP, Invoice

Charge all rents for the month – AR, Scheduled Receivables, Rent

Profiles

Management Group

Owner

Property

Unit

Tenant

Cross Reference

Vendor

Property 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



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

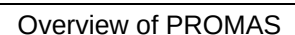
Transfer Open Credits

Batch Tenant Receipts

Rent Increases



Budgets



Profiles

CMS

The screenshot shows the 'The Professional Landlord 6 [Advanced]' application window. The 'Profiles' menu is open, displaying a list of options: Management Group, Owner, Property, Unit, Tenant, Cross Reference, Vendor, Manager, Building, Unit Type, and Event Reminders. The application's menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The toolbar contains various icons for different functions, and the status bar at the bottom shows the current profile as 'March 1'.

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Overview of PROMAS: 2

Accounts Payable

CMS

The screenshot shows the 'The Professional Landlord 6 [Advanced]' application window. The 'Accounts Payable' menu is open, displaying a list of options: 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, and Destroyed Checks. The application's menu bar includes File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The toolbar contains various icons for different functions, and the status bar at the bottom shows the current profile as 'March 1'.

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Overview of PROMAS: 3

Profiles

If not already selected, click on the Profiles module tab on the Speedbar. The profiles contain information this is used by the processing functions. A separate profile is set up for each 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 icon (speedbutton) displays the profile Find List which is a list of all entries for that profile type. The list is presented in ID sequence. As you begin typing the ID, the Find List narrows the search to display the item you wish to Edit. Note: Usually two or three characters of the ID are sufficient to move to the desired profile record.

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

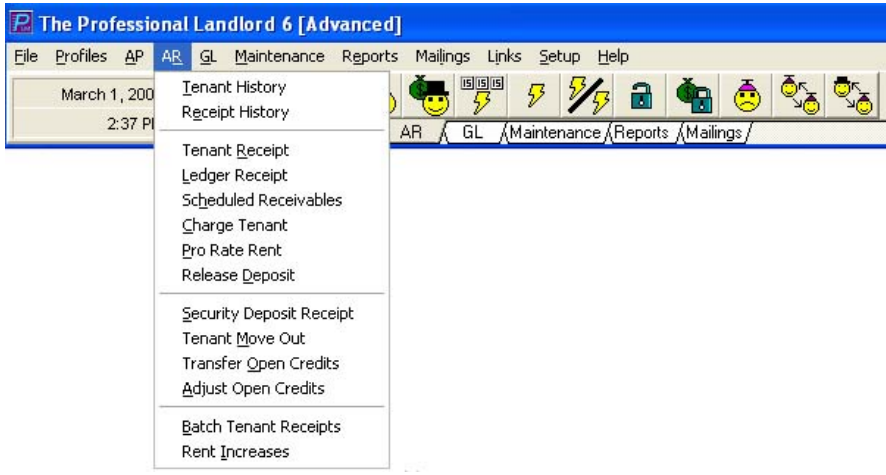
- highlight the item and press the <Enter> key
- highlight the item and click the Edit button
- double click the item
- highlight the item and click the Select button

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

Accounts Payable - AP

Select the AP module tab on the Speedbar. The AP module allows you to enter and pay invoices received from vendors; post and print recurring checks (mortgages, HOA and condo fees); write distribution checks to owners, (owner draw); record checks that were written manually; transfer funds in a check; 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.

Accounts Receivable CMS



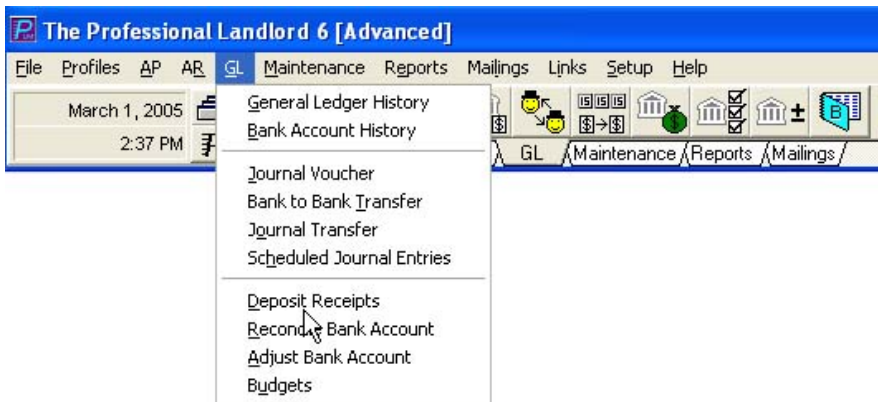
The screenshot shows the 'Accounts Receivable' menu in 'The Professional Landlord 6 [Advanced]'. The menu is open, displaying a list of options. The top of the window shows the title bar and a menu bar with 'File', 'Profiles', 'AP', 'AR', 'GL', 'Maintenance', 'Reports', 'Mailings', 'Links', 'Setup', and 'Help'. The 'AR' menu is currently selected, and its options are listed in a dropdown. The options are: 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, and Rent Increases. The bottom of the window shows the 'Professional Landlord Training © 2005' logo and the text 'Overview of PROMAS: 4'.

Accounts Receivable Menu Options:

- 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
- Rent Increases

Professional Landlord Training © 2005 Overview of PROMAS: 4

General Ledger CMS



The screenshot shows the 'General Ledger' menu in 'The Professional Landlord 6 [Advanced]'. The menu is open, displaying a list of options. The top of the window shows the title bar and a menu bar with 'File', 'Profiles', 'AP', 'AR', 'GL', 'Maintenance', 'Reports', 'Mailings', 'Links', 'Setup', and 'Help'. The 'GL' menu is currently selected, and its options are listed in a dropdown. The options are: General Ledger History, Bank Account History, Journal Voucher, Bank to Bank Transfer, Journal Transfer, Scheduled Journal Entries, Deposit Receipts, Reconcile Bank Account, Adjust Bank Account, and Budgets. The bottom of the window shows the 'Professional Landlord Training © 2005' logo and the text 'Overview of PROMAS: 5'.

General Ledger Menu Options:

- 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

Professional Landlord Training © 2005 Overview of PROMAS: 5

Accounts Receivable - AR

Click the AR module tab. 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 and to process lock box and 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.

If you opt to use Simplified Receipts (RPM style) by setting that option in Setup, Processing Defaults, RPM tab, the charge functionality is turned off and you must record that you received a payment and what it was for.

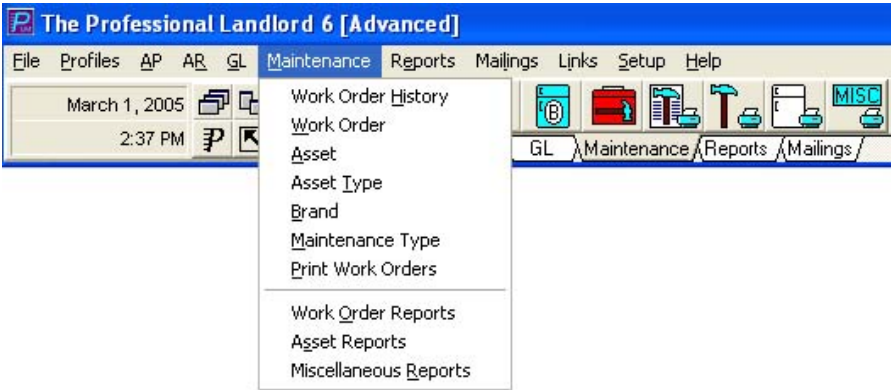
General Ledger - GL

Click the GL module tab. 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. Speedbuttons taking you directly to the ledger are found in the Owner Profile, Property Profile, Tenant History, Tenant Receipts.

Maintenance

CMS



The screenshot shows the 'The Professional Landlord 6 [Advanced]' software interface. The 'Maintenance' menu is open, displaying the following options:

- Work Order History
- Work Order
- Asset
- Asset Type
- Brand
- Maintenance Type
- Print Work Orders
- Work Order Reports
- Asset Reports
- Miscellaneous Reports

The interface includes a menu bar with File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The status bar shows the date March 1, 2005, and the time 2:37 PM. The bottom of the window displays the Professional Landlord Training logo and copyright information.

Professional Landlord Training © 2005

Overview of PROMAS: 6

Reports

CMS



The screenshot shows the 'The Professional Landlord 6 [Advanced]' software interface. The 'Reports' menu is open, displaying the following options:

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

The interface includes a menu bar with File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Links, Setup, and Help. The status bar shows the date March 1, 2005, and the time 2:38 PM. The bottom of the window displays the Professional Landlord Training logo and copyright information.

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Overview of PROMAS: 7

Maintenance

Click on the Maintenance module tab to display the speedbuttons. The maintenance module consists of the Work Order function, the Work Order History and Asset Management functions. This module is an optional add-on 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.

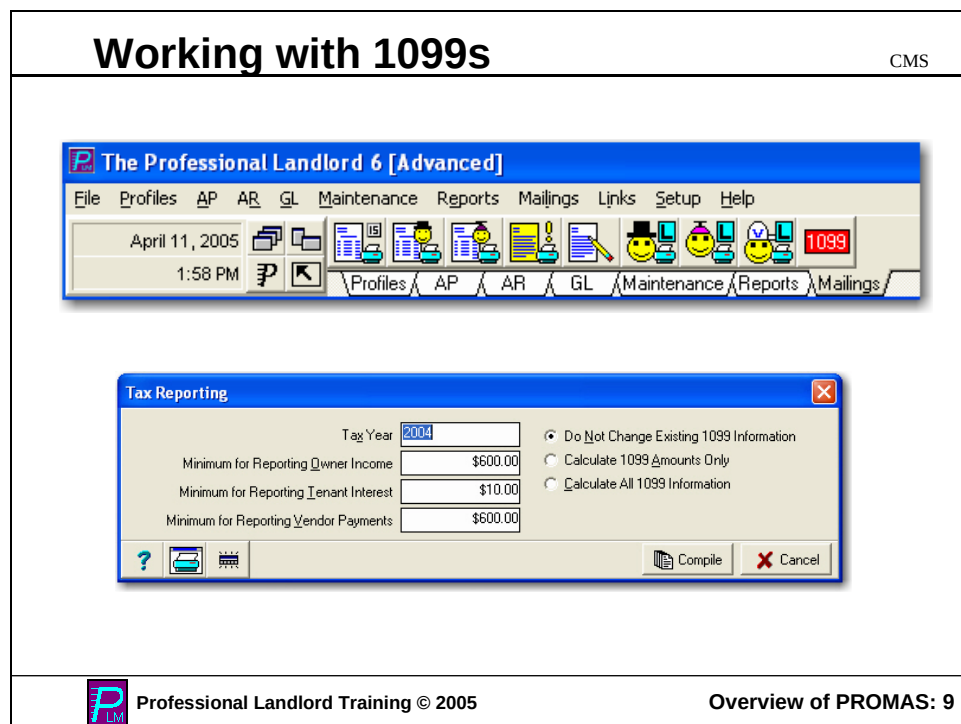
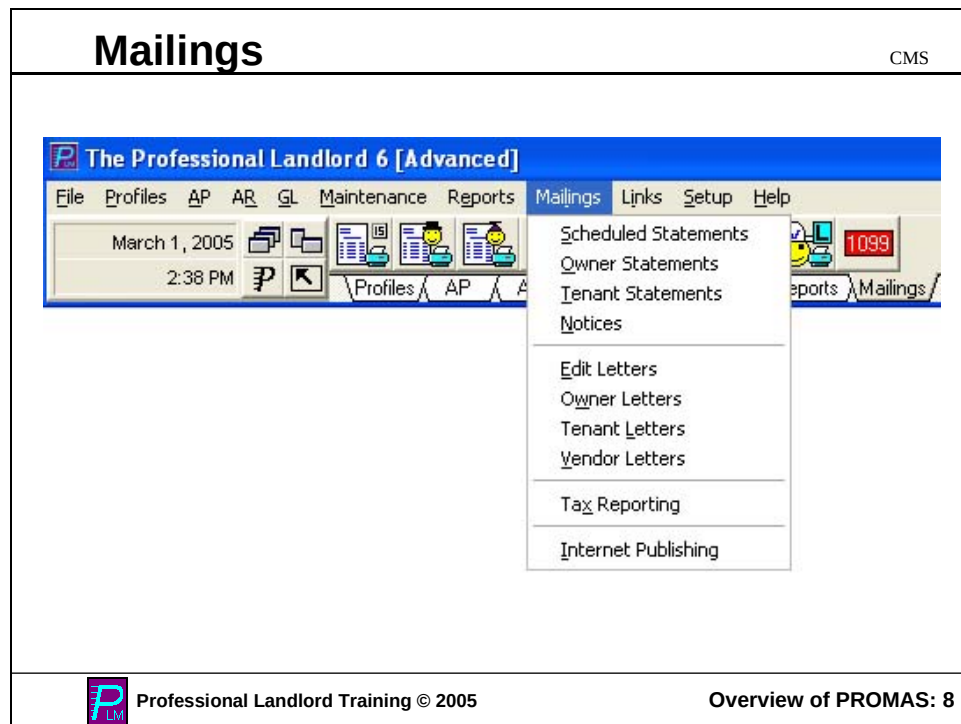
Work order history can be accessed directly via speedbuttons in the owner, property and unit profiles.

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 or displayed on the screen first with an option to print. There are reports to support each of the profiles and general reports which combine data from multiple profiles as well.

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

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



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.

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

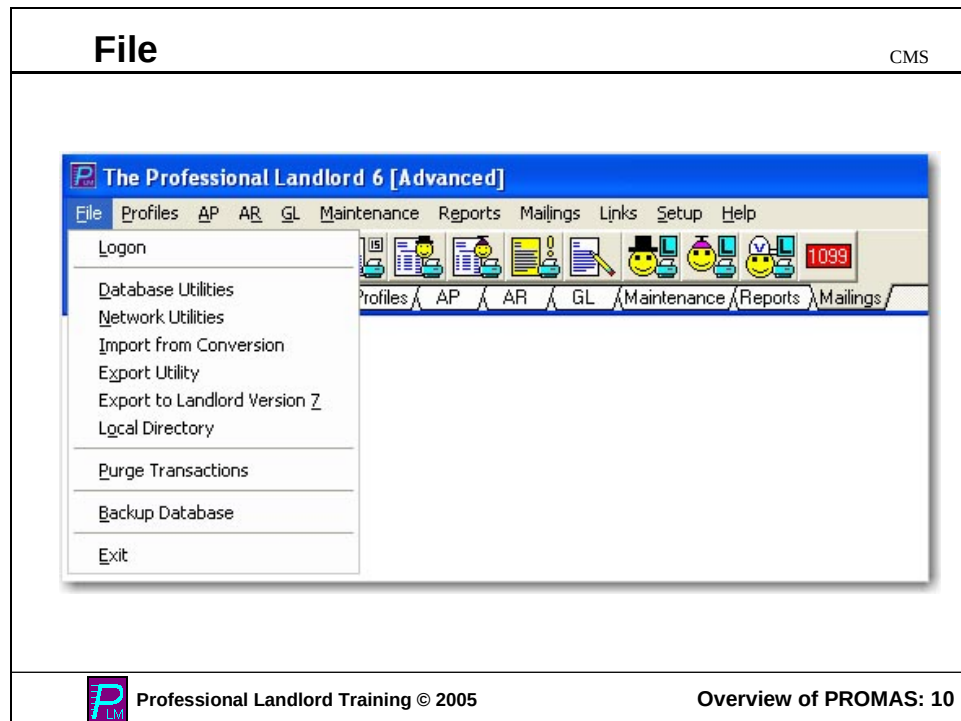
This function allows you to put your owner, unit, tenant and vendor profile information, and associated categories and amenities, on-line with HomeRentals.net. You must be registered in PROMAS and subscribe to the PM Management System from HomeRentals.net to use this function. Once the profiles are uploaded, you can publish owner and tenant statements that can be reviewed and printed after being activated it for viewing.

The on-line owner statement can be a replacement for the mailed monthly statement. Because the on-line statements don't have as many optional body styles and layouts yet, you may want to compare what you are mailing to owners now with the on-line statement before deciding to completely eliminate periodic mailed statements. The end-of-year statements that accompany the 1099's are only available in the mailed version. More sophisticated publishing will be included in future releases.

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.



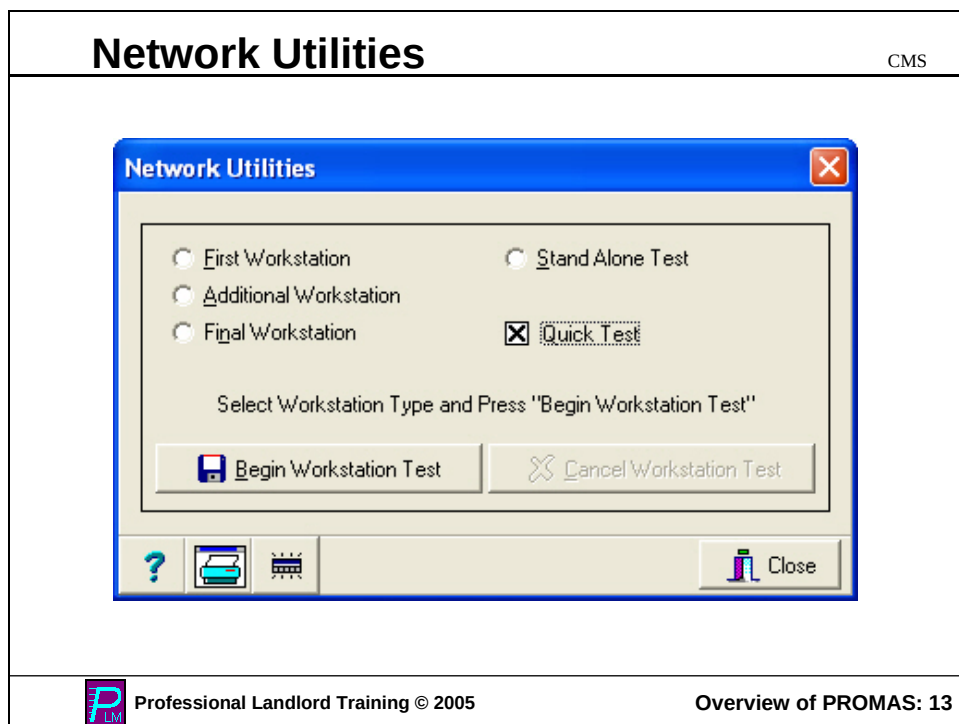
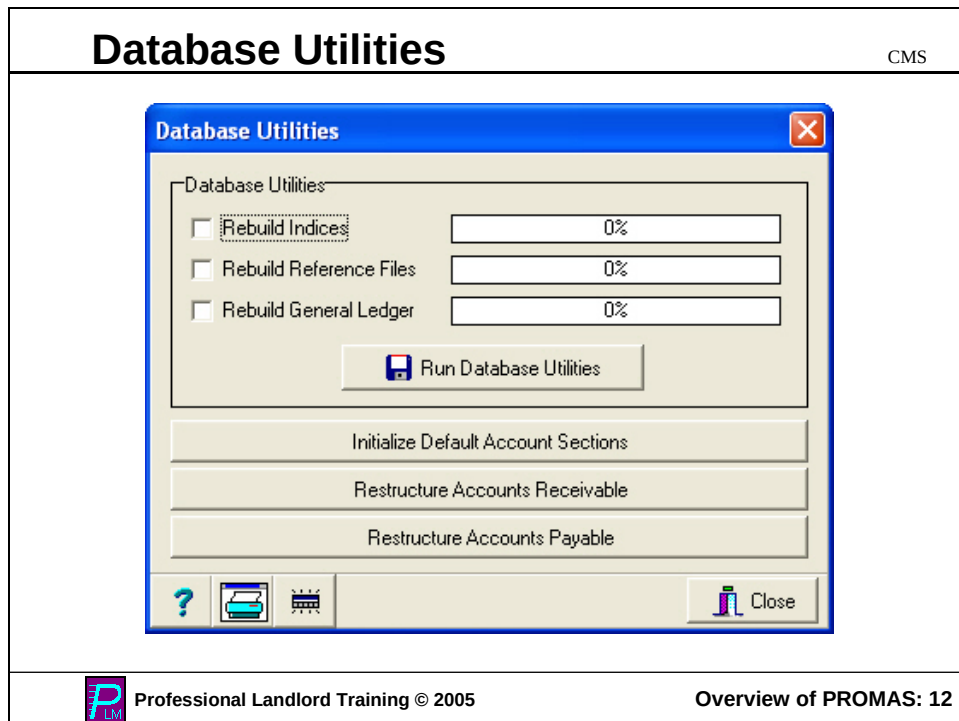
File

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

- Logon
- Database Utilities
- Import from Conversion
- Export Utility
- Export to Landlord Version 7
- Local Directory
- Purge Transactions
- Backup Database

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.



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) prior year transactions
- importing information converted from other systems

These operations are important to the proper functioning of your software and 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.

The database utilities functions should only be run at the direction of technical support, except per the Release Notes after installing updates and when there is system failure on the computer on which the database resides.

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.

Import from Conversion

CMS

Import From Conversion

Import File Path Browse

☐ Automatically Process Records

☐ Stop Automatic Processing If An Error is Encountered

Import Account Sections ☐

Import Accounts ☐

Import Bill Codes ☐

Import Charges ☐

Import Posting Tables ☐

Edit Processing Defaults ☐

Import General Ledger ☐

Import Receivables ☐

Import Attachments ☐

1. Accounts / 2. Profiles

? OK Cancel



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Overview of PROMAS: 14

Export Utility

CMS

Export Utility

Export Type

Restrict to

Limit To Category

? Compile Cancel



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Overview of PROMAS: 15

Import from Conversion

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

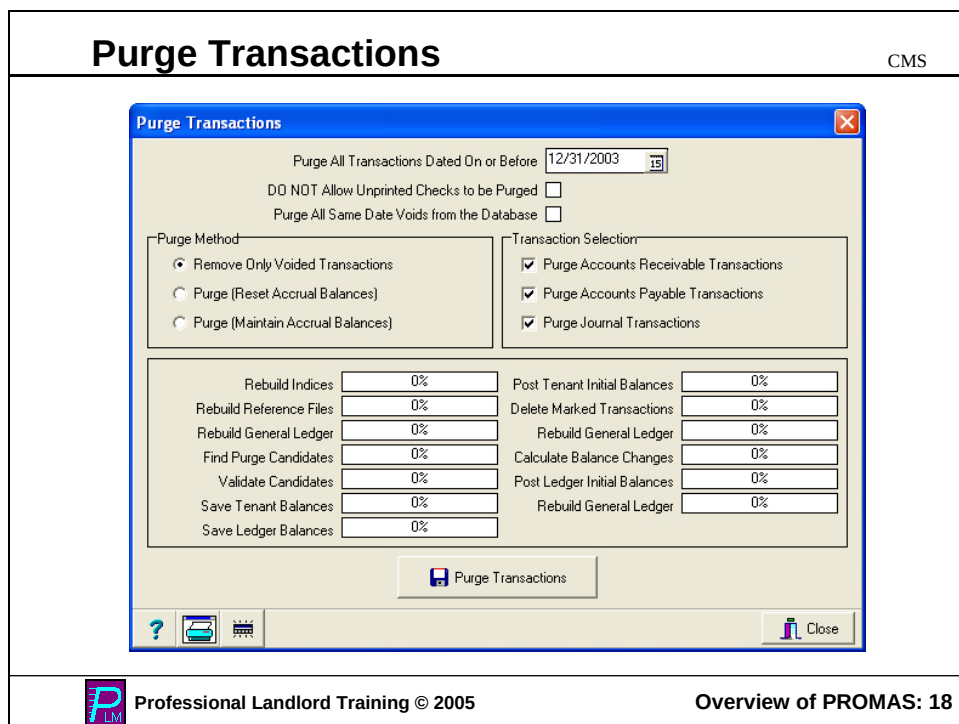
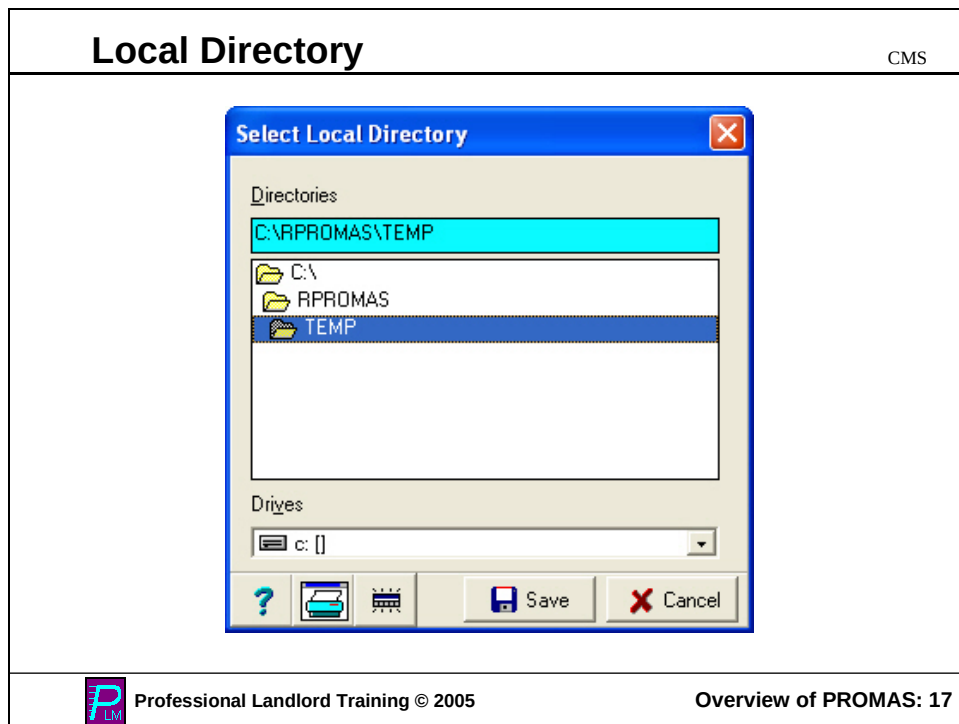
There are specific format requirements for importing data. Contact technical support for details.

Export Utility

This utility exports data so it can be easily imported into other applications or other hardware. The current exports are primarily for importing into PDA (Palm) type devices. There are set export type selections for owner, tenant, unit and vendor information that can be imported into a PDA address book using ".csv" format.

Export to Landlord Version 7

This function is currently for internal use only. When Version 7 is released it will be used to convert the Version 6 database to the Version 7 database format.



Local Directory

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

If you change it, you must go to Setup, Environment Options, tab 3. Unmark the checkbox Use Default Local Directory.

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.

Backup Database

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

System Security – LogonCMS

The Professional Landlord 6

The Professional
Landlord™

Maple Management
Unlimited License for Networks
C:\R\PROMAS

Database System Security

User Name

Password

Version 6.9.00 Beta Test 02.08 ✓ OK ✗ Cancel

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Overview of PROMAS: 19

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.

System Security - User Information CMS

User

User Information

User Name:

Password: ☐ Show Password

User Initials:

Transaction Posting

Limit to Date:

Additional Days in Past:

Additional Days in Future:

Minimum Days for Warning:

Access Limitations

Database Class:

Access Group:

Profile Access

Limit to Management Group:

Limit to Profile List:

Comments

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Overview of PROMAS : 12

System Security - Access Groups CMS

Access Group

Group Description:

Function Group

File
 Profiles
 AP
 AR
 GL
 Maintenance
 Reports
 Mailings
 Setup
 Help
 Other

Group Functions

☐ Logon
☐ Database Utilities
☐ Network Utilities
☐ Import from Conversion
☐ Local Directory
☐ Archive Transactions
☐ Exit

Function Access

☐ View Records

☐ Modify Records

☐ Insert Records

☐ Delete Records

Transaction Access

☒ Post Transactions

☒ Modify Transactions

☒ Void Transactions

☒ NSF Transactions

Full Access

No Access

Copy to Entire Group

Copy to All Groups

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Overview of PROMAS : 13

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.

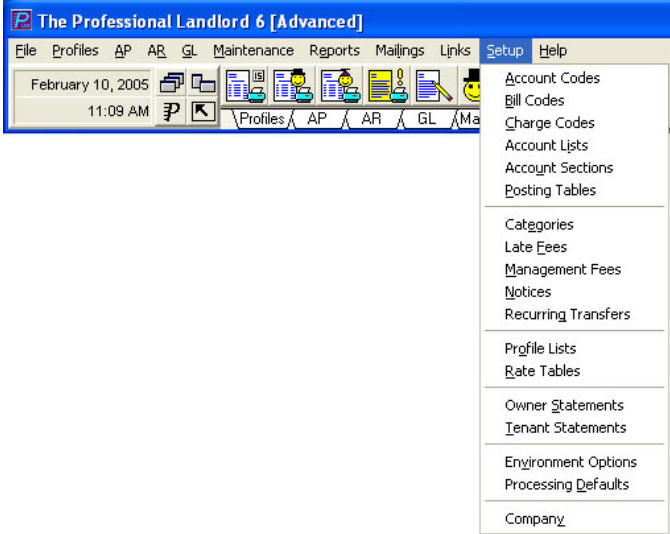
Access Groups

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. Users who need to find out someone's phone number may be kept from changing it.

In general it is a good idea to limit access to changing account codes and posting tables.

Setup

CMS

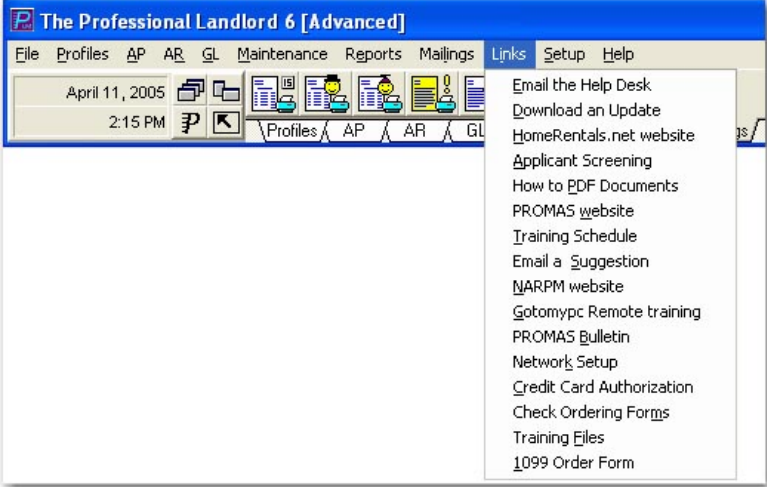


The screenshot shows the 'Setup' menu of 'The Professional Landlord 6 [Advanced]'. The menu is open, displaying a list of options. The options are grouped into several sections: Account Codes, Bill Codes, Charge Codes, Account Lists, Account Sections, Posting Tables, Categories, Late Fees, Management Fees, Notices, Recurring Transfers, Profile Lists, Rate Tables, Owner Statements, Tenant Statements, Environment Options, Processing Defaults, and Company.


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Overview of PROMAS: 20

Links

CMS



The screenshot shows the 'Links' menu of 'The Professional Landlord 6 [Advanced]'. The menu is open, displaying a list of links. The links are: Email the Help Desk, Download an Update, HomeRentals.net website, Applicant Screening, How to PDF Documents, PROMAS website, Training Schedule, Email a Suggestion, NARPM website, Gotomypc Remote training, PROMAS Bulletin, Network Setup, Credit Card Authorization, Check Ordering Forms, Training Files, and 1099 Order Form.


Professional Landlord Training © 2005
Overview of PROMAS: 21

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, HomeRentals.net 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 setting up remote access training.

Using HELP

Using PROMAS Landmaster HELP

CMS

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

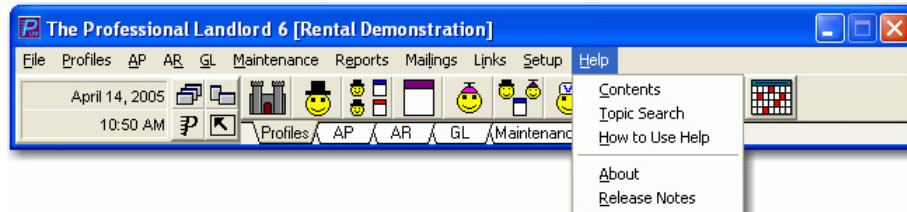


Professional Landlord Training © 2005

Using HELP : 1

Profiles

CMS



Professional Landlord Training © 2005

Using HELP : 2

Objectives

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

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

Where to Find HELP

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

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

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

Release Notes - Provides information about new features and updates.

The help pull-down menu provides several functions.

Contents - Entry to the Help database.

Topic Search - Search on keywords to get specific help.

How to Use Help - A tutorial on how to.

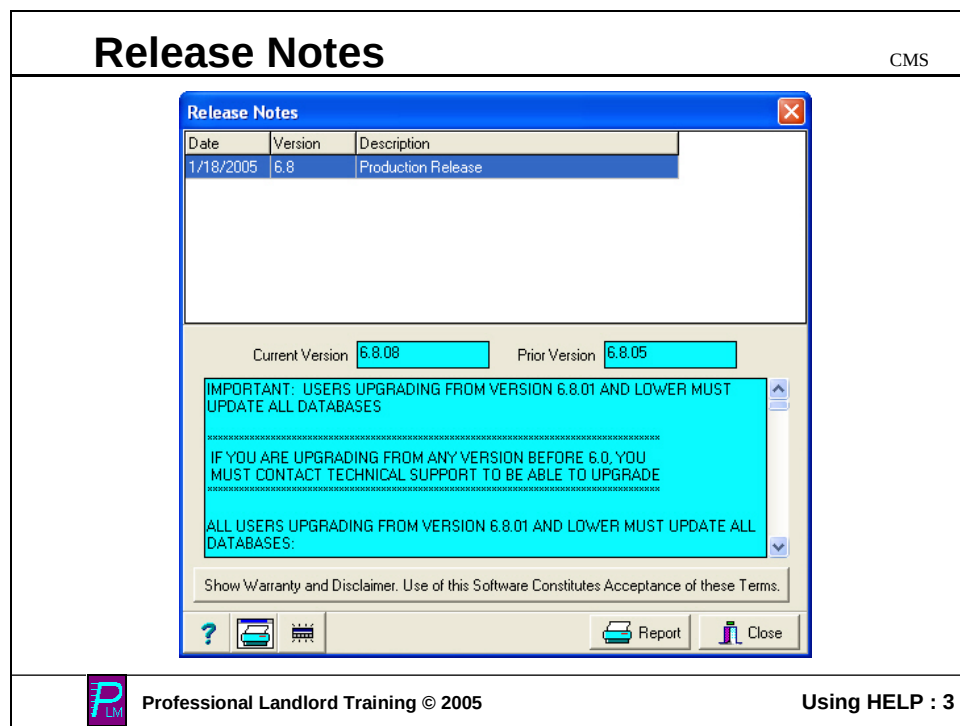
About - Specifies on the version and location of directories used.

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

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

Exercise

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



Release Notes

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

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):

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

Standard Paths

Working
Data
Local
Network

Stand alone

C:\RPROMAS
C:\RPROMAS\DATA
C:\RPROMAS\TEMP

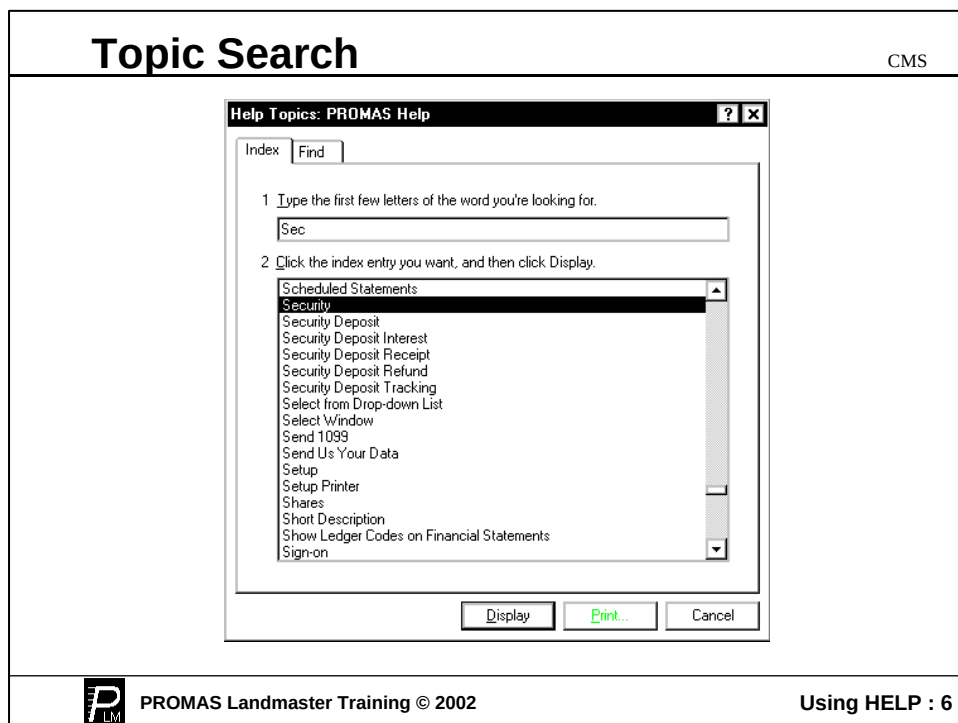
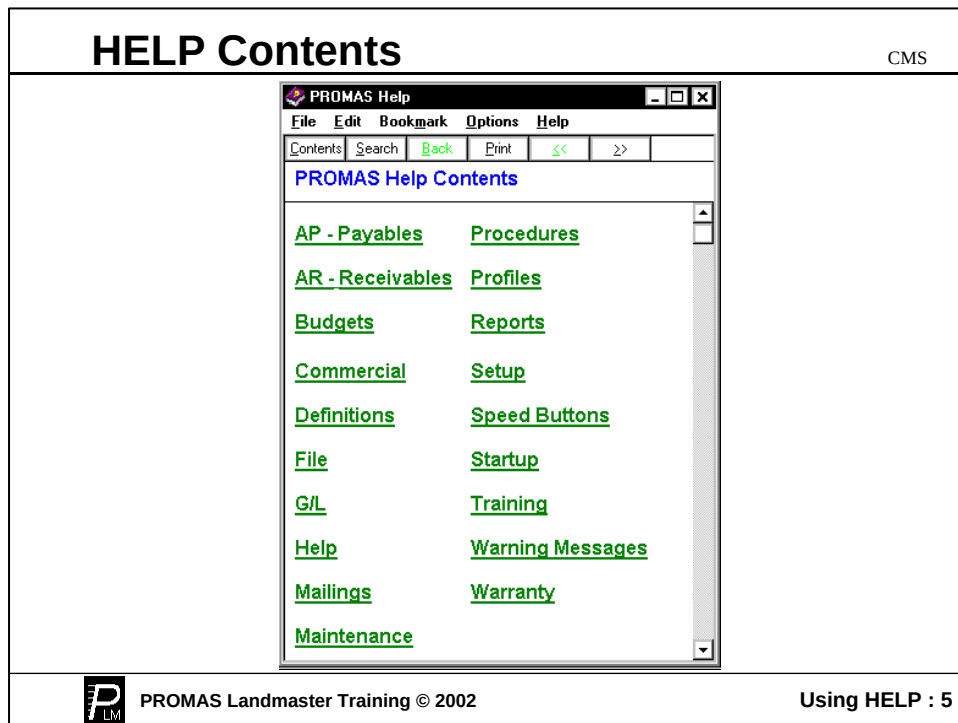
Network

F:\RPROMAS
F:\RPROMAS\DATA
C:\RPROMAS\TEMP
F:\

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

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

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



Topic Search - By Subject

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

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

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

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

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

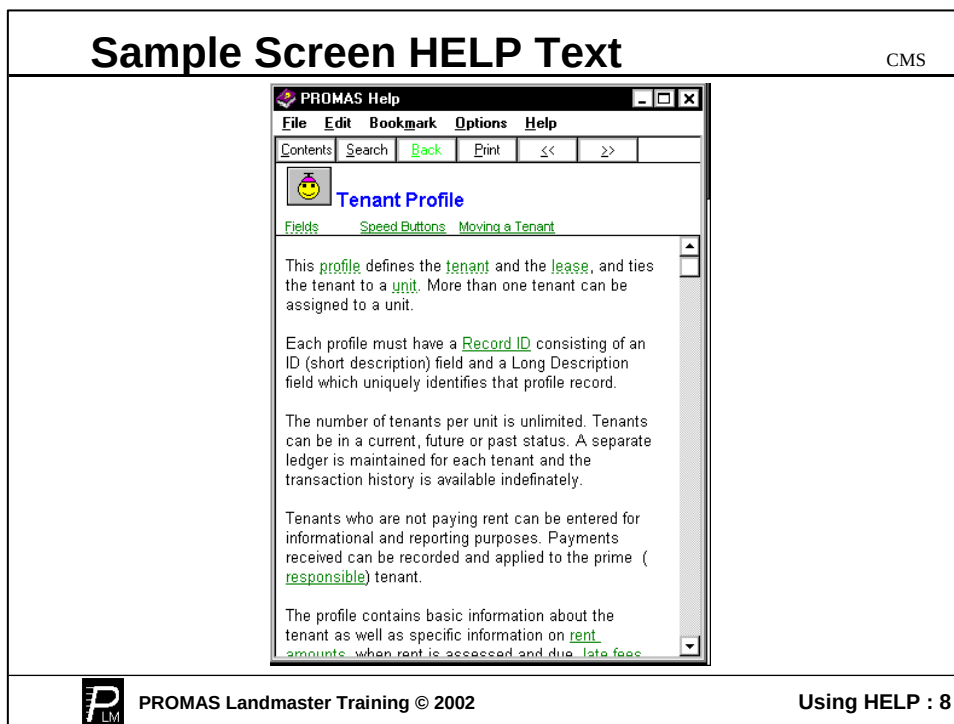
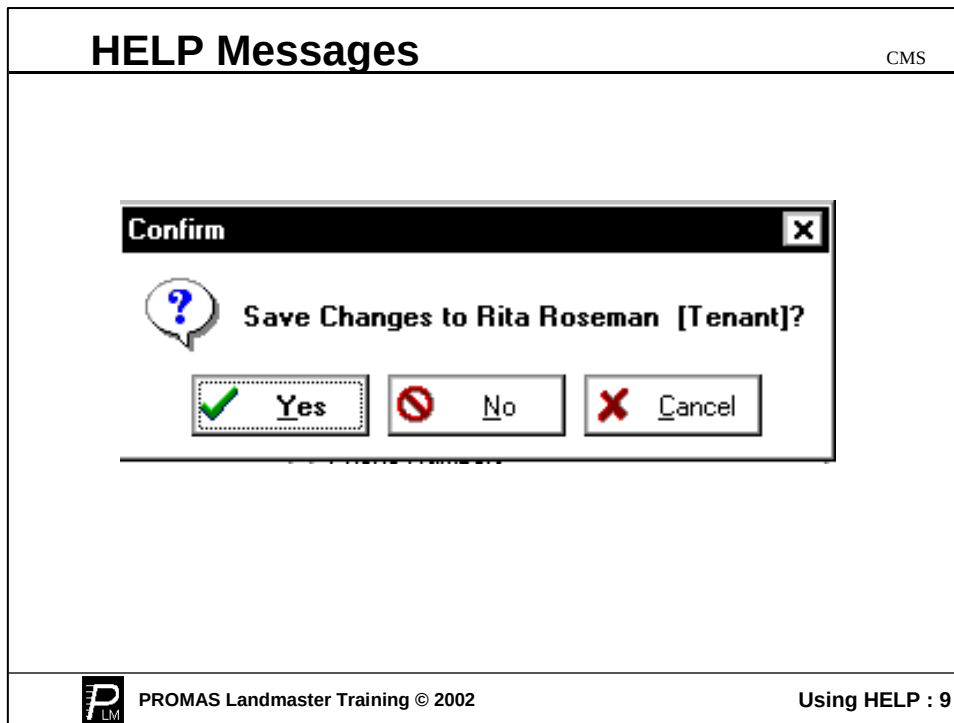
Topic Search - By Keyword

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

Exercise

Locate the Help Topic for Security Deposit Interest

1. click the Help pull-down menu
2. select Topic Search
3. begin typing 'sec'
4. select the Security Deposit Interest line
5. Click the Display button to view the Help text



Using Screen HELP

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

Exercise

Tenant HELP Text

1. click the Profile tab
2. click the Tenant speedbutton
3. select tenant ROSEMAN and click Edit
4. click the Help button (?) in the lower left of the screen
5. click on the green underlined text "recurring charges"
6. read the tenant HELP text about recurring charges
7. click the Back button to return to the first HELP text
8. click the File pull-down menu and select Exit to close the HELP text

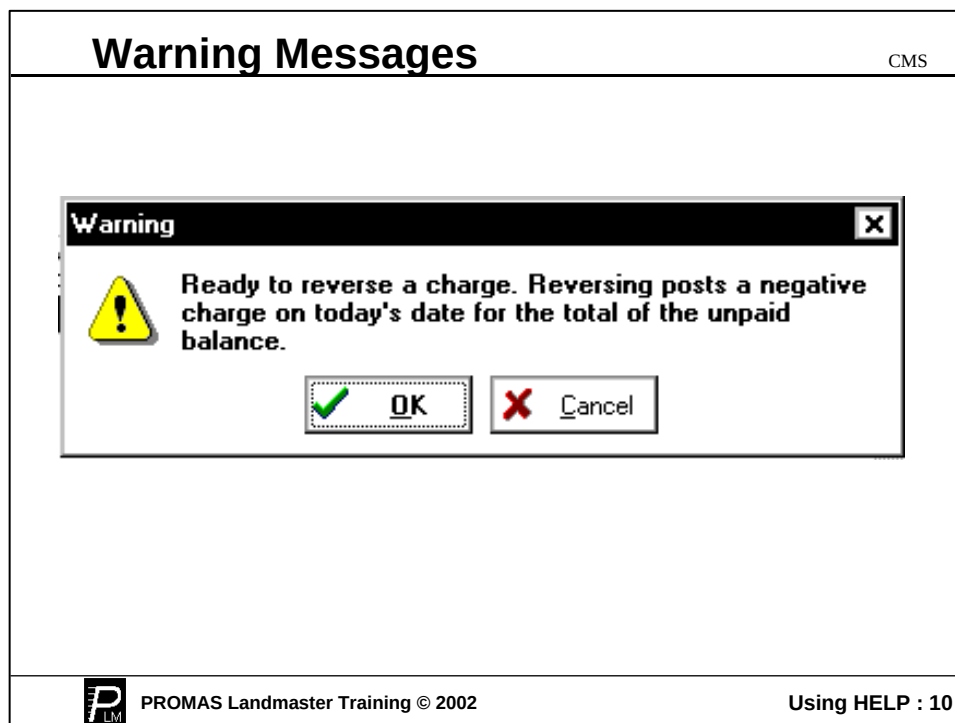
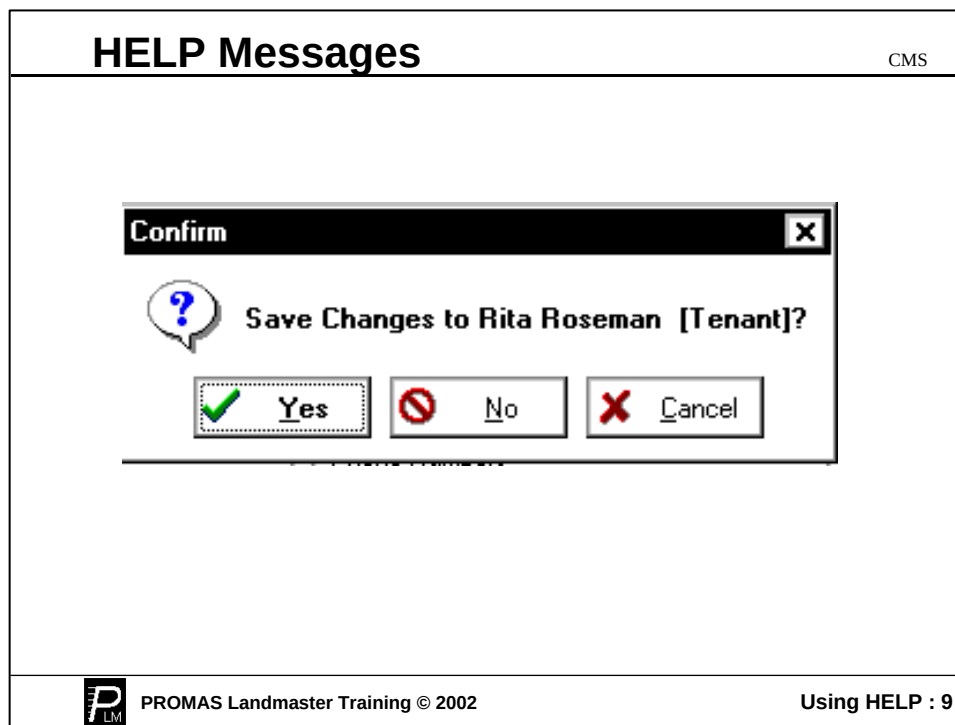
Any word or phrase which is underlined and in a different color can be used to access more HELP text about that topic.

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

Exercise

Even more Tenant Help text

1. click AR, Tenant History, and select tenant Roseman
2. click the Help button
3. click on the green underlined text "open credits" and read the text
4. close the HELP text window as before
5. locate the Unit field and click its folder button
6. click the Help button and read the text about Transferring Ownership
7. close all the windows and return to the Professional Landlord desktop



Screen Messages

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

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

Confirm messages typically have three responses:

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

Warning messages have at least one and possibly two responses:

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

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

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

Setup

Tables That Drive PROMAS

CMS

- Setup Menu
- Account Codes
- Bill Codes - Payables
- Charge Codes - Receivables
- Posting Table
- Processing Defaults
- Management/Late Fees

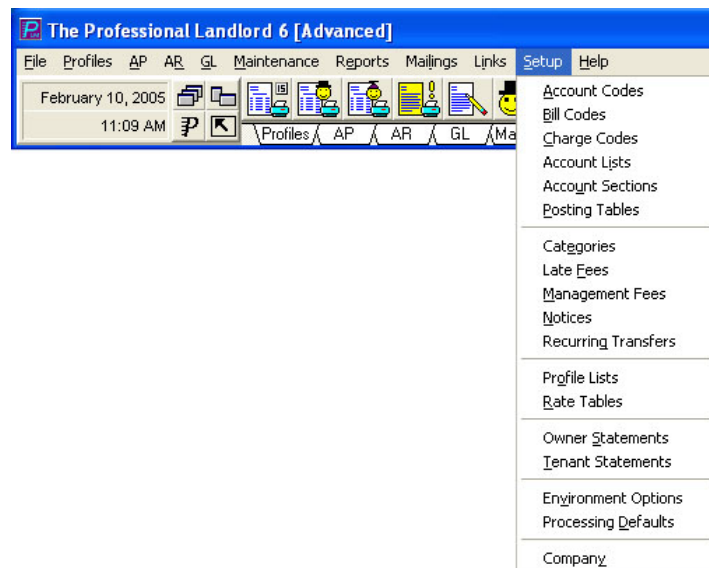


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Table Setup : 1

The Setup Menu

CMS



Professional Landlord Training © 2005

Setup : 2

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

Other setup functions are used to minimize redundant entry into the main profiles. Items like late fees, 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.

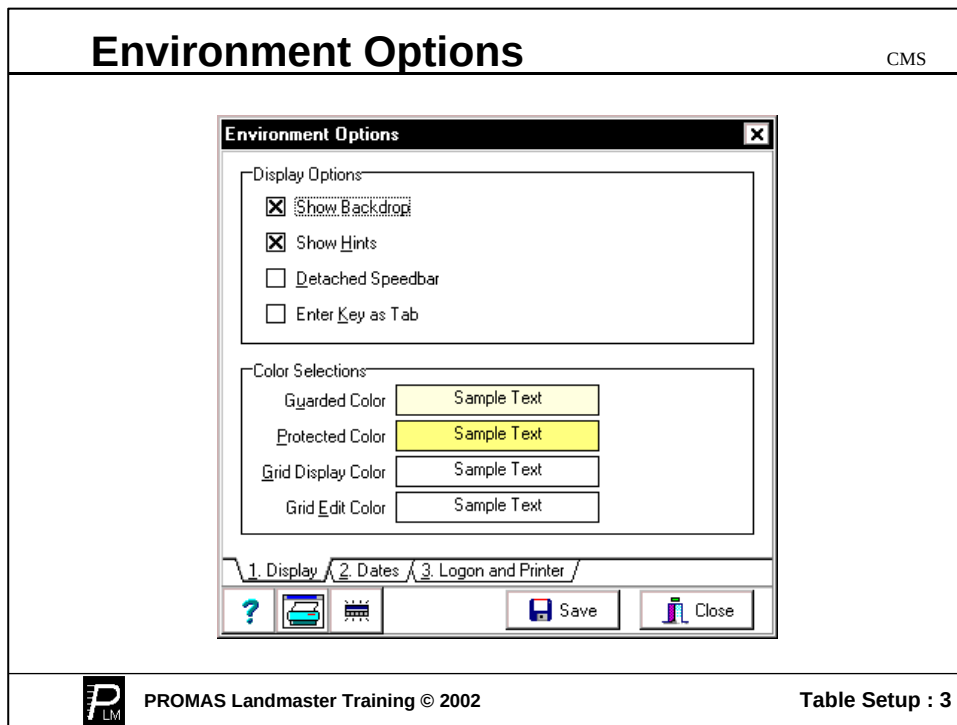
Finding the Setup Tables

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 table, 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 tables have multiple tabs (pages) of information.

Exercise

Examine the choices in the Environment Options menu

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



Environment Options

Display Tab

These options let you choose how the application screens look.

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

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

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

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

Color Selections - 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.

Exercise

Changing your display options

1. using the Setup menu, select Environment Options
2. click the checkbox labeled Show Backdrop
(this inserts an 'X' or removes it)
3. click the Save button (Windows desktop appears)
4. reverse the procedure

Dates Tab CMS

Environment Options X

Processing Dates:

Posting Date	01/18/2002	IS
Lease Start	02/01/2002	IS
Rent Schedule Start	02/01/2002	IS
Check Schedule Start	02/01/2002	IS
Distribution Schedule Start	02/01/2002	IS
Statement Schedule Start	02/16/2002	IS

Processing Options:

☒ Use Memo for Check Numbers on Receipts

1. Display 2. Dates 3. Logon and Printer

? [Printer Icon] [Calendar Icon] Save Close

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Table Setup : 4

Logon/Printer Tab CMS

Environment Options X

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

? [Printer Icon] [Calendar Icon] Save Close

Professional Landlord Training © 2005

Setup : 5

Dates Tab

These are the default dates for the current session.

The **Posting** date defaults to the system date. This is the default date when posting new transactions. 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.

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

Account Codes - Find List CMS

Find Account
✕

Search for

☒ Sort by ID
☐ Sort by Name

ID	Name
A/C	Air Conditioning
ADVANCE	Advance Payments
ADVERT	Advertising
AP	Accounts Payable
APPLIANCE	Appliances
AR	Accounts Receivable
BANK INT	Bank Interest Earned
BANK SERV	Bank Service Charge
CASH IN	Cash Contribution
CASH OUT	Cash Distribution
CHECKING	Bank Account Checking
CLEAN	Cleaning
COMM	Commission

☐ Keep Find List Active

?
+ New
✓ Edit
✗ Cancel



PROMAS Landmaster Training © 2002

Table Setup : 6

Account Code - Account Options CMS

Bank Account Checking [Account]
✕

ID
 Bank Account Checking
 Ledger Code

Account Type

☒ Bank Account
☒ Checking Account
☐ Escrow Deposit Analysis

Account Sections

Balance Sheet	ASSET CUR: Current Assets	
Revenue and Expense	ASSET CUR: Current Assets	
Cash Flow	ASSET CUR: Current Assets	
Property and Tax Analysis	ASSET CUR: Current Assets	

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

?
⏪ + ⏩
 Report
 Save
 Close



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Table Setup : 7

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 verbal 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 is marked in the Management Group Profile.

Exercise

Find the account code for the Checking Bank Account

1. click the Setup pull-down menu
2. select Account Codes
3. type "che" to locate the Checking account
4. click the Edit button
5. examine the three tabs at the bottom of the screen
6. click Close

Account Code Options

The **Record ID** (up to 10 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 25 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 management group profile)

Account Code - Account Options

CMS

Air Conditioning [Account]
✕

ID A/C

Air Conditioning

Ledger Code 6000

☒ Active

Account Type

Expenses

☐ Bank Account
☐ Checking Account
☐ Escrow Deposit Analysis

Account Sections

Balance Sheet	CURRENT YR: Current Year Earnings	⬇ ⬆
Revenue and Expense	EXPENSE: Expenses	⬇ ⬆
Cash Flow	EXPENSE: Expenses	⬇ ⬆
Property and Tax Analysis	EXPENSE: Expenses	⬇ ⬆

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

?
⬅ ➡
Report
Save
Close

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Setup : 7

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 “Include Ledger Codes on Financial Reports” is marked in the Management Group profile. 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, Current assets, Current liabilities, Equity, Expenses, Fixed assets, Income, Long term liabilities, Other assets, Other expenses, Other income, Taxable income.

Mark the checkbox if the account is a **Bank Account**. CD's, money market accounts, and petty cash are all considered bank accounts. If you regularly write checks from the account also mark the checkbox to indicate a **checking account**.

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

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

Checking Account Setup tab CMS

Bank Account Checking [Account]

ID CHECKING
Bank Account Checking
Ledger Code 1010

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 \$3.00

NSF Fee \$25.00

Minimum Balance \$100.00

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

?
Report
Save
Close

Professional Landlord Training © 2005
Setup : 8

MICR Check Setup tab CMS

Bank Account Checking [Account]

ID CHECKING
Bank Account Checking
Ledger Code 1010
☒ Active

Return Address Block:

Maple Management

123 Maple Avenue

Vienna, VA 22180

Bank & Branch Block:

Bank of America

Transit Number Routing Symbol:

11-22/1234

MICR Band

5 5 5 5 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 A123456789A 8765 432C

Slip

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

?
Save
Report
Close

Professional Landlord Training © 2005
Setup : 9

Checking Account Setup

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 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

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 directory 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.

Setting Up Bill Codes CMS

Air Conditioning [Bill Code]

ID A/C
Air Conditioning
Active

Account A/C: Air Conditioning

Charge

?
Report
Save
Close

Professional Landlord Training © 2005
Setup : 10

Solution:

Fees Paid to Company [Account]

ID FEES PAID
Fees Paid to Company

L_dger Code 6832

Account Type

Expenses
Capital
Current Assets
Current Liabilities
Equity
Expenses
Fixed Assets
Income
Long Term Liabilities

☐ Bank Account
☐ Checking Account
☐ Escrow Deposit Analysis

Revenue and Expense
Cash Flow
Property and Tax Analysis

EXPENSE: Expenses

EXPENSE: Expenses

EXPENSE: Expenses

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

?
Report
Save
Close

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Setup

Bill Codes - Payables

Bill Codes are used in the Accounts Payable function 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 (-) button.

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

Exercise

set up a Bill Code for Fee Payment, Account Code - Fees Paid to Company

1. click the Setup pull-down menu and select Bill Code
2. click the New button
3. enter an ID of “PAY FEES”
4. enter a long description ‘Fee Payment’
5. click the Account folder
6. enter an ID ‘FEES PAID’ and description of Fees Paid to Company
7. enter a numeric Ledger Code (see solution on left)
8. click the Account Type pull-down list and select Expense
9. click the Save button on both the Account and Bill codes

Setting Up Charge Codes

CMS

Application Fee [Charge]

ID **APP** **Application Fee** ☒ **Active**

Account **MISC INC: Miscellaneous Income**

Payoff Priority **Normal**

☐ Subject to Late Charges

☐ Subject to Management Fees

☐ Taxable

☐ Use to Track Deposits

☐ Earns Interest as a Deposit

Report **Save** **Close**

Professional Landlord Training © 2005 Setup : 11

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.

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 – 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.

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. 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 minus button.

Solution:

Application Fee [Charge]

ID: APP Application Fee

Account:

Payoff Priority: Normal

☐ Subject to Late Charges
☐ Subject to Management Fees
☐ Taxable
☐ Use to Track Deposits
☐ Earns Interest as a Deposit

Report Save Close

Application Fee [Account]

ID: APP FEE Application Fee Ledger Code: 2644

Account Type: ☐ Bank Account
☐ Checking Account
☐ Escrow Deposit Analysis

Account Sections:

Balance Sheet	CURRENT YR: Current Year Earnings	
Revenue and Expense	INCOME: Income	
Cash Flow	INCOME: Income	
Property and Tax Analysis	INCOME: Income	

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

Report Save 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.

Exercise

Create a Charge Code and Account Code for Application Fee, Account Type - Income

1. click the Setup pull-down menu and select Charge Codes
2. click the New button and type an ID 'APP FEE'
3. enter a long description of Application Fee
4. click the Account flashlight button
5. type an account ID 'APP FEE' and long description 'Application Fee'
6. enter a numeric Ledger Code (see solution)
7. click the Account Type pull-down list and select Income
8. click the Save button on both the Account and Charge Code screens

Posting Table - Banks tab CMS

Standard [Posting Table] x

ID STANDARD Standard

Bank Accounts

<u>C</u> hecking	CHECKING: Bank Account Checking	[?] [X]
<u>T</u> enant Refund Checks	CHECKING: Bank Account Checking	[?] [X]
<u>E</u> scrow	ESCROW: Bank Account Escrow	[?] [X]

Assets & Liabilities

Accounts Payable	AP: Accounts Payable	[?] [X]
AP Credit Memo	CREDIT: Credit Memo	[?] [X]
Accounts Receivable	AR: Accounts Receivable	[?] [X]
Tenant Advance Payment	ADVANCE: Advance Payments	[?] [X]
Tenant Open Credit	OPEN: Tenant Open Credits	[?] [X]

1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /

? [Printer Icon] [Calendar Icon]
◀ + ▶
Save [Save Icon]
Close [Close Icon]

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Table Setup : 12

Posting Table - Income tab CMS

Standard [Posting Table] x

ID STANDARD Standard

Income

Management Fee Income	MF INCOME: Management Fee	[?] [X]
Leasing Fee Income	LEASE: Leasing Fee Income	[?] [X]
AP Discounts Taken	DISCOUNT: Discounts Taken	[?] [X]
AP Discount Income	DISCOUNT: Discounts Taken	[?] [X]
Bank Interest Earned	DEP INT: Deposit Interest	[?] [X]

Retained Earnings

Prior Year Earnings	RETAINED: Retained Earnings	[?] [X]

1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /

? [Printer Icon] [Calendar Icon]
◀ + ▶
Save [Save Icon]
Close [Close Icon]

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Table Setup : 13

Posting Tables

Usually only one posting table is required for your database. Instances where more than one posting table is required include:

- not all 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

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

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

CMS

Standard [Posting Table]

ID STANDARD Standard

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	RENT DISC: Rent Discount		

1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /

?    +  Save Close



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Table Setup : 14

Posting Table - Distributions tab

CMS

Standard [Posting Table]

ID STANDARD Standard

Distributions:

Distribution Check or Transfer	CASH OUT: Cash Distribution		
Owner Contribution or Transfer	CASH IN: Cash Contribution		
Transfer To Property	XFER OUT: Transfer Out-Partnership		
Transfer From Property	XFER IN: Transfer In-Partnership		

1. Banks, Assets and Liabilities / 2. Income / 3. Expenses / 4. Distributions /

?    +  Save Close



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Table Setup : 15

Expenses

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 owners ledger.

Distributions

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

CMS

Processing Defaults [X]

Management Group: MAPLE: Maple Management [icon] [icon]

Posting Table: STANDARD: Standard [icon] [icon]

Accounting Method: Cash [v]

Management Fee: STD: 8.75 collected [icon] [icon]

Note Type: [v]

Ledger Statement: SINGLE: Single Unit Owner [icon] [icon]

Minimum Distribution: \$50.00

1. New Profiles / 2. Tenant Profiles / 3. Database / 4. Printing / 5. RPM /

[?] [icon] [icon] [Save] [Close]

 PROMAS Landmaster Training © 2002 Table Setup : 16

Processing Defaults - Tenant Profiles

CMS

Processing Defaults [X]

Rent Charge: RENT: Rent [icon] [icon]

Late Charge: LATE FEE: Late Fee [icon] [icon]

NSF Charge: NSF: NSF Check Fee [icon] [icon]

Rate Table: [icon] [icon]

Notices: DL: Late notice [icon] [icon]

Late Fee: 25: Fixed \$25 [icon] [icon]

Tenant Statement: BASIC: Basic Statement [icon] [icon]

1. New Profiles / 2. Tenant Profiles / 3. Database / 4. Printing / 5. RPM /

[?] [icon] [icon] [Save] [Close]

 PROMAS Landmaster Training © 2002 Table Setup : 17

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

CMS

Processing Defaults [X]

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 Bent 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. RPM /

[?] [Printer] [Calendar] [Save] [Close]



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Setup : 18

Processing Defaults - Printing

CMS

Processing Defaults [X]

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. RPM /

[?] [Printer] [Calendar] [Save] [Close]



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Table Setup : 19

Database tabProfile Processing

Minimum Base Reserve – this field is used to set the minimum balance that any Ledger (owner, property) balance can drawn 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.

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

Disable Rent Discount Processing – if this checkbox is marked, no rent discounting will apply.

Warn of Insufficient Fund when Posting an Invoice – if this checkbox is marked, when an invoice is posted and the ledger balance is less than the invoice amount, a 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.

Management Fees CMS

8.75 collected [Management Fee]
x

ID

STD

8.75 collected

Management Fee on Collected Charges
 Percent of Collected Rent 8.75

Management Fee Not on Collected Charges
 Fixed Dollar Amount
 Percent of Market Rent
 Percent of Actual Rent

Management Fee When Vacant
 Fixed Dollar Amount \$45.00
 Percent of Market Rent

Leasing Fee
 Percent of First Month's Rent 50
 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

?
🖨️
🏠

⬅️
➕
➖
➡️

💾 Save
🚪 Close

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Table Setup : 20

Management Fees

A Management Fee selection is a required entry in the Unit profile. 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.

Fee based managers must create a separate management fee profile for each different management fee structure.

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.

Exercise

Create a Management Fee table which matches your company's standard.

Management Fees CMS

8.75 collected [Management Fee]

ID STD
8.75 collected

Management Fee on Collected Charges

Percent of Collected Rent 8.75

Management Fee Not on Collected Charges

Fixed Dollar Amount

Percent of Market Rent

Percent of Actual Rent

Management Fee When Vacant

Fixed Dollar Amount \$45.00

Percent of Market Rent

Leasing Fee

Percent of First Month's Rent 50

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

?
◀ + - ▶ Save Close

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Table Setup : 20

Investment Managers - Setup as Below CMS

No Fees Collected [Management Fee]

ID NO FEES
No Fees Collected

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

?
◀ + - ▶ Save Close

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Table Setup : 33

Management Fee NOT on Collected Charges

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 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.

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. 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 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

CMS

Fixed \$25 [Late Fee]
X

ID

25

Fixed \$25

Fixed \$25

☐ Charge Current and Future Tenants Only

Late Fees

Grace Period in Days

5

Fixed Dollar Amount

\$25.00

Percent of Balance Late

Charge Per Day Late

Late Fee Calculation Methods

Base Fee

Flat Fee Plus Percentage

Balance Late

All Charges

Schedule

Monthly

Minimum

\$10.00

Late Charge

LATE FEE: Late Fee

▼

◀▶

↻

Discount for Early Payment of Rent

Maximum Days after Due Date

Fixed Dollar Amount

Percent of Rent

?
⏮
⏪
⏩
⏭

Save

Close

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Table Setup : 21

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.

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.) 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.

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.

Exercise

Create a Late Fee profile which matches your company’s standard.

CMS

Rate Tables

Fairfax County [Rate Table]

ID: FAIFAX Fairfax County

Security Deposit Interest

Pay Interest from Account: MISC INC: Miscellaneous Income

☐ Management Group Pays the Interest

Interest Calculation Method: 6 Month Minimum, 6 Month Payouts

Interest Rate (%): 4.33

1. Security Deposit Interest / 2. Taxes

? [Print] [Back] [Next] [Save] [Close]

Fairfax County [Rate Table]

ID: FAIFAX Fairfax County

Taxes

Tax Charge	Tax Rate (%)	Pay to Owner
		☐
		☐
		☐

1. Security Deposit Interest / 2. Taxes

? [Print] [Back] [Next] [Save] [Close]



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Table Setup : 22

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

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

Up to three 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 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.

Categories

CMS

Find Category

Search for

Name	Category Type	Alert Type	Reminder Type
Automobile	Comment	None	None
close to airports	Listing	None	None
Colonial	General	None	None
Comments	Comment	None	None
Condominium	General	None	None
Deck	Listing	None	None
Electric Stove	Listing	None	None
Emergency Contact	Emergency	None	None
ES- Thoreau	Listing	None	None
Gas Stove	Listing	None	None
Golfer	General	None	None

Select

Group View

☐ Keep Find List Active

Create New Copy from Selected Profile

?

+ New

✓ Edit

✗ Cancel

PLM

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Setup : 23

Categories

CMS

Automobile [Category]

Name

Automobile

Section

Category Type

Comment

Alert Type

None

Reminder Type

None

Sort Position

Category is a Label

☒

Category is a Note

☐

Profile Specific

☒

Comments

?

◀ + - ▶

Save

Close

PLM

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Setup : 24

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 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

Category tab in Unit Profile

CMS

436 Fairway Drive [Unit]

ID: FAIR436 436 Fairway Drive Status: Active

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

General
 Inspect semi-annual
 Lawn Service
 Lead Paint

Comment
 Owner is particularly fond of the azelea bushes behind house. Make sure the landscaping company makes regular visits to assure their good health.
 Style: Colonial
 Subdivision: Westminister
 Tax Authority: Fairfax County

Listing
 Deck
 ES- Thoreau
 Gas Stove
 Hot tub
 Hot tub

1. Unit Description 2. Categories

? Print Calendar Smiley Faces Lightning Bolt Notepad CHECK Save Close



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Setup : 25

Edit Category

CMS

Edit Categories

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

Category: Comments Effective: [Date] Expires: [Date]

Qualifier: [Text]

Comment: Owner is particularly fond of the azelea bushes behind house. Make sure the landscaping company makes regular visits to assure their good health.

Category: Subdivision	Effective: [Date]
Qualifier: Westminister	Expires: [Date]
Category: Tax Authority	Effective: [Date]
Qualifier: Fairfax County	Expires: [Date]
Category: Style	Effective: [Date]
Qualifier: Colonial	Expires: [Date]

? Print Calendar Close



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Setup : 26

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, an ASCII file with the transfer transaction data will be generated.

Category Example - Setup CMS

Stove [Category]

Name: Stove	Sort Position: 4
Section: Kitchen	☒ Category is a Label
Category Type: Listing	☐ Category is a Note
Alert Type: Work Order	☐ Profile Specific
Reminder Type: None	

Comments:

?



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Setup : 27

Category Example – Unit Profile CMS

Edit Categories

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

Category: Stove	Effective: 4/1/2005
Qualifier: Gas	Expires: 3/31/2006
Comment: GE Model G23, 4 burner, convection oven, self-cleaning Bray and Scarf warranty	

?



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Setup : 28

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

CMS

Owner Account Details [Owner Statement]

ID

DAD

Owner Account Details

Statement Header

Return Address

Management Group

Title

STATEMENT

Statement Body

Increases Label

INCOME

Decreases Label

EXPENSE

Body Style

Owner Account Details

☒ Include Memos

☐ Include Unit Description

☒ Include Payees

☐ New Page for Each Unit's Details

☐ Include Payers

☐ Print Statement if No Activity

☐ Exclude Notes

Running Balance

Every Day

Summary Style

1. Statement Body

2. Additions

◀

+

-

▶

 Save

 Close

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Setup : 29

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, income, 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 Owner Income Details

This form lets you select the basic statement parameters including heading labels.

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 CMS

Owner Account Details [Owner Statement]
✕

ID
OAD
Owner Account Details

Statement Header

Return Address
Management Group

Title
STATEMENT

Statement Body

Increases Label
INCOME

Decreases Label
EXPENSE

Body Style
Owner Account Details

☒ Include Memos
☒ Include Payees
☐ Include Payers

☐ Include Unit Description
☐ New Page for Each Unit's Details
☐ Print Statement if No Activity
☐ Exclude Notes

Running Balance
Every Day

Summary Style

1. Statement Body
2. Additions

?
Print
Calendar

 ◀ ▶ ⏪ ⏩

Save
Close

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Setup : 29

Owner Statement - Additions CMS

Owner Account Details [Owner Statement]
✕

ID
OAD
Owner Account Details

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

?
Print
Calendar

 ◀ ▶ ⏪ ⏩

Save
Close

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Table Setup : 27

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Setup

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)

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.

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.

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 - a list of tenants with their security deposit amount or lease expiration date or both, or a balance summary will print following the statement body.

Invoice List - the list of unpaid invoices, open work orders or both will print below the letter body.

Exercise

Set up an owner statement to accompany the 1099's

1. go to Setup, Owner Statements and click the New button
2. enter an ID of EOY and End of Year Income Statement
3. fill in the other fields per your company standards
4. click the Save button

Tenant Statement

CMS

Basic Statement [Tenant Statement]

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

?

Save

Close

P

LM

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Table Setup : 28

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.

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 that 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 (-) button while the profile is on the screen.

Notices

CMS

Late notice [Notice]

ID

Notice Letters

1st Notice	DL: Delinquent Letter	◀	▶	Days Late	1
2nd Notice	3 DAY: Three Day Notice	◀	▶	Days Late	3
3rd Notice	DL: Delinquent Letter	◀	▶	Days Late	5
4th Notice	DL: Delinquent Letter	◀	▶	Days Late	10

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Table Setup : 29

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

CMS

Find Profile List

Search for

☐ Show Inactives

☒ Sort by ID
☐ Sort by Name

ID	Name
CG	OU list
LEAD	Units - lead based paint
OT	OT list
TNT	Tenants

Select

Group View

☐ Keep Find List Active

Create New Copy from Selected Profile

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Table Setup : 31

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.

Exercise

Set up a profile list consisting of any three units.

1. Go to Setup, Profile List
2. Click New
3. Type in 'Lead' for ID and 'Lead Base Paint'
4. Select a unit from the drop-down list
5. click into the open area below the line item
6. select another unit
7. click Save when finished

Account List

CMS

ph tax [Account List]

ID

PH TAX

ph tax

Account

RENT: Rent

Account

LATE FEE: Late Fee

Account

NSF: NSF Check Fee

?

Save

Close

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Setup : 33

Account Lists

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

It is 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 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

CMS

[Recurring Transfer]

ID

☐ Used for Tax Collection

Schedule

Schedule

Monthly

Next Scheduled

3/1/2005

15

Schedule Expires

15

Delay in Days

Transfer Amount

Percentage

Minimum

Maximum

Include if No Calculated Amount

☐

Posting Information

Debit Account

Credit Account

Alternate Payee

Reference

☐ Transfer From Management Group

Memo

Source Account

Source List

Limit to Category

?

◀

+

▶

Save

Close

P

LM

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Setup : 36

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 or add to a transaction file in the Export folder. This file is used to create reports for the various tax authorities.

CMS



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.

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.

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).

Account Sections

CMS

Current Assets [Account Section]

ID

ASSET CUR

Current Assets

Ledger Code

1000

Section Header Description

Current Assets

Section Total Description

Total Current Assets

Main Section

Sub Section

Balance Sheet

Totaled Details

Revenue and Expense

Totaled Details

Cash Flow

Totaled Details

Property and Tax Analysis

Totaled Details

Associated Account Type

Current Assets

?

◀

+

▶

Report

Save

Close

P

LM

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Table Setup : 32

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 #269 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.

Profiles

Working with Profiles

CMS

- Primary Profiles
 - Owner Management Group
 - Tenant Property
 - Unit Vendor
- Supporting Profiles
 - Management Fees
 - Late Fees
 - Statements (Owner/Tenant)



PROMAS
Landmaster



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Profiles : 1

Company Profile

CMS



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Profiles : 2

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.

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 CMS

Property Management [Management Group]
✕

ID

Status

Remittance Address

 ☐ Foreign

Additional Letterhead Information

CONTACT INFORMATION

Phone 703-255-1400
Fax 703-255-9172
Work Order

Accounting
Posting Table
Accounting Method ☐ Show Ledger Codes on Financial Reports
Start of Year

1. General
2. Categories

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Profiles : 3

Management Group - Categories CMS

Property Management [Management Group]
✕

ID

Status

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

<NO ITEMS>

1. General
2. Categories

Professional Landlord Training © 2005
Profiles : 4

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.

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. Select the default **Accounting Method** used for financial reports. Only the day and month are significant for the **Start of Year** date.

Show Ledger Codes on Financial Reports – if you set up your accounts using names as the Record ID – which probably is more convenient for you and your staff – your accountant may prefer to see financial reports with the number ledger code. If this is the case, mark this checkbox.

Note: Fee-based managers generally prefer to use owner statements in lieu of financial reports. Accountants may prefer financial reports because the format may be more familiar to them.

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

Categories Tab

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

Owner Profile

CMS

Harrison S. Golden [Owner]
x

ID

GOLDEN

Harrison S. Golden

Status

Active

Name & Permanent Address

Harrison S. Golden

11 Walking Lane

Preston, NH 02190

02190

ZIP

☐ Foreign

Phone Numbers

Contact

Harrison S. Golden

Day

502-555-3400

Night

502-555-6543

Pager

502-555-6657

FAX

502-555-2659 home

Informal Salutation

Steve

Formal Salutation

Mr. And Mrs. Golden

Taxpayer Name

Taxpayer ID

135-70-8836

☒
Send 1099

Accounting

Management Group

MAPLE: Maple Management

Posting Table

STANDARD: Standard

Accounting Method

Cash

Start of Year

1/1/2000

1. Address
2. Part-Time Address
3. Checks & Statements
4. Comments & Extra

◀

+

▶

Save

Close

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Profiles : 5

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.

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 10 characters (used for searching and the sort order)

Long Description - up to 25 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.

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.

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 Part-Time Address Tab

All entries on this tab are optional.

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. The owner's **e-mail** address will be used (in a future release) as an alternative mailing address for statements and correspondence. Clicking the **Send** button will take you to your e-mail application.

A **Manager** can be assigned to the owner. For unit reports the unit manager takes precedence. For owner, property and ledger reports the manager defined in the owner profile takes precedence.

Owner Checks & Statement Tab

Statements

You can define 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.

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.

Categories CMS

Harrison S. Golden [Owner]

ID: Status:

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

General
 Golfer
 Multiple unit owner

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

Emergency
 Emergency Contact Contact: Tom [brother]
 Day: 202-555-3348 NYC
 Night: 202-555-2239
 FAX: 202-555-3342

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

? [Icons] [Save] [Close]



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Profiles : 8

Documentation Tab CMS

Joseph P. Bruno [Tenant]

ID: ☐ No Payments Status:

Document:

Comment:

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

? [Icons] [Save] [Close]



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Profiles : 20

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)

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.

Documentation Tab

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 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.

CMS

Property

NUZIG Inc. [Property]
✕

ID NU

NUZIG Inc.

Status Active

Partners

Owner HARRIS: Charles W. Harris	Percent of Ownership 20
Shares 100 Statement Type Separate Property	☐ Show Percentage of Amounts
Owner PORACH: James J. Porach	Percent of Ownership 20
Owner CHEEK: Carl Wayne Cheek	Percent of Ownership 20
Owner GRAY: Peyton T. Gray	Percent of Ownership 20
Owner FISCELLA: David & Judy Fiscella	Percent of Ownership 20

☐ Convert to a Portfolio for The Professional Landlord Version 7

Total Shares 500

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

?
🖨
📅
📧
📄
📊
📋
🔍
🔧
⏪
+
⏩
💾 Save
🚪 Close

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Profiles : 9

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.

Partners: select one or more 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 in each field.

If an owner owns one multi-unit building there is no need to set up a partnership. 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 owner of the units in the unit profile.

Statement Type

Select the type of statement you wish to send to the owner from the drop-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.



Accounting Rules

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.

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.

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.

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

CMS

Property - Statements

NUZIG Inc. [Property]

ID Status

Statements

Statement 

Tax Rate

Check Writing

Base Reserve ☒ Enforce Base

Distribution Reserve ☐ Statement on Check Stub

Minimum Distribution

Maximum Distribution

Distribution Check Memo

Distribution Check Override Address

☐ Foreign

Monthly Management Fee Reconciliation

Percentage

Minimum Fee

Maximum Fee

1. Owners

2. Accounting & Distribution Rules

3. Statements & Checks

4. Categories

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Profiles : 11

Statements & Checks

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 check amount for the distribution check.

Maximum Distribution – the highest check 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 Owner Profile on page 143.

Units - Description

CMS

436 Fairway Drive [Unit]			
ID	FAIR436	436 Fairway Drive	Status Active
Unit Description:			
Ledger	GOLDEN: Harrison S. Golden [Owner]		
Unit Type	SFR: Single Family	Change Ledger	
Mgmt Fee	STD: 8.75 collected	Rent	\$1,125.00 ☐ Per Sq Ft
Manager	BULL: Emma Bull	Repair Limit	\$200.00
Building			
Address		Rental Information	
436 Fairway Drive		Market Rent \$1,125.00	
Vienna, VA 22180		Square Footage 2,250	
22180 ☐ Foreign		Sq Ft Percentage	
		CAM Percentage	
		Fee Summary	
		On Collected \$98.44	
		Not On Collected	
		When Vacant \$45.00	
		Owner % Late Fee	



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Profiles : 12

Unit - Categories

CMS

436 Fairway Drive [Unit]

ID: FAIR436 Address: 436 Fairway Drive Status: Active

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

General

Inspect semi-annual
Lawn Service
Lead Paint

Comment

Owner is particulary fond of the azelea bushes behind house. Make sure the landscaping company makes regular visits to assure their good health.
Style: Colonial
Subdivision: Westminster
Tax Authority: Fairfax County

Listing

Deck
ES- Thoreau
Gas Stove
Hot tub
Hot tub

1. Unit Description 2. Categories

Icons: ? | [Unit] | [List] | [Smiley] | [Lightning] | [Check] | [Hammer] | [Back] | [Next] | [Save] | [Close]



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Profiles : 13

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

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

Unit Type is an optional field, 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 – this is an optional field. A number of reports can be sorted by manager. This could be an on-site manager or an agent responsible for that unit.

Building – this is an optional field, used in conjunction with unit type to facilitate entering units in a building.

Change Owner – 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.

Address - enter the physical address of the unit.

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

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

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

Property, Unit and Tenant profiles have a Documentation tab that lets you attach files to the profile. See write up under Owner Profile on page 143.

Exercise

Add a new owner and unit

Robert and Mary Stoy have a townhouse located at 1143 Rolling Road, Vienna, VA 22181. Their permanent address is 123 Apple Street, Somerset, PA 18022. Home phone is 717-555-2242, office 717-555-1700 ext 22, his SS# 160-22-2712.

Correspondence from 2/1 through 3/30 goes to Bob at 11423 St. Andrews Circle, Hilton Head, SC 27896, phone 803-555-1763.

His emergency (distribution) reserve is \$200 and you are paying his HOA fee (\$150). Send proceeds to his bank - 1st Union Bank, 222 Chain Bridge Road in Somerset, PA 18022, Account # 14635-7.

You have agreed on a rent amount of \$675 and a management fee of 8.75%.

Solution: Begin by selecting the Owner Profile speedbutton

Find Owner

Search for

☐ Show Inactives

☒ Sort by ID
☐ Sort by Name

ID	Name
CHEEK	Carl Wayne Cheek
CLAYTON	Frederick L. Clayton
FISCELLA	David & Judy Fiscella
GOLDEN	Harrison S. Golden
GRAY	Peyton T. Gray
HARRIS	Charles W. Harris
LEBENSON	Ira C. Lebenson
PORACH	James J. Porach
SCHENK	Donald S. Schenk

Select Group View

☐ Keep Find List Active

? + New Edit Cancel

Adding an Owner Profile: Click the New button and enter the new owner.

Robert and Mary Stoy [Owner]

ID: Status:

Name & Permanent Address Robert and Mary Stoy 123 Apple Street Somerset, PA 18022 18022 ZIP... ☐ Foreign	Phone Numbers Contact: Robert and Mary Stoy Day: 717-555-1700 Night: 717-555-2242 Pager: FAX:	Informal Salutation Bob and Mary Formal Salutation Mr. & Mrs. Stoy Taxpayer Name Robert Stoy Taxpayer ID 160-22-2712 ☒ Send 1099

Accounting
 Management Group:
 Posting Table:
 Accounting Method:
 Start of Year:

1. Address / 2. Part-Time Address / 3. Checks & Statements / 4. Comments & Extra

Solution: Click the Part Time Address tab and enter as shown here:

Robert and Mary Stoy [Owner]

ID: Status:

Part-Time Address Schedule Schedule: Every Year Begin: 2/1/2002 IS End: 3/30/2002 IS	Email Address stoyboy@juno.com Send Manager BULL: Emma Bull Find

Name and Part-Time Address Robert and Mary Stoy 11423 St. Andrews Circle Hilton Head, SC 27896 27896 ZIP... ☐ Foreign	Part-Time Phone Numbers Contact: Day: 803-555-1763 Night: Pager: FAX:

1. Address / 2. Part-Time Address / 3. Checks & Statements / 4. Comments & Extra

Solution: click the Checks & Statement tab and enter as shown:

Solution: Select the Unit Profile

Find Unit X

Search for
☒ Sort by ID
☐ Sort by Name

☐ Show Inactives

ID	Name	Repair Limit
CEDAR327	327 Cedar Lane	
FAIR436	436 Fairway Drive	\$200.00
MAIN212	212 Main Street	\$200.00
DAK2118	2118 Oak Street	\$200.00
ROCK9317	9317 Rockport	
ROLL 1143	1143 Rolling Road	
WB201	Willow Brooke 201	
WB202	Willow Brooke Unit 202	
WB203	Willow Brooke Unit 203	

☐ Keep Find List Active

?

+ New
 Edit
 Cancel

Solution: Click the New button and enter the unit information.

1143 Rolling Road [Unit]			
ID	ROLL 1143	1143 Rolling Road	Status: Active
Unit Description:			
Ledger	STOY: Robert and Mary Stoy [Owner]	Owner	
Unit Type	SFR: Single Family	Change Ledger	
Mgmt Fee	STD: 8.75 collected	Rent	\$675.00 ☐ Per Sq Ft
Manager	BULL: Emma Bull	Repair Limit	
Building			
Address		Rental Information	Fee Summary
1143 Rolling Road		Market Rent	\$675.00
Vienna, VA 22181		Square Footage	
22181 ☐ Foreign		Sq Ft Percentage	
		CAM Percentage	
		On Collected	\$59.06
		Not On Collected	
		When Vacant	\$45.00
		Owner % Late Fee	
1. Unit Description / 2. Amenities / 3. Comments & Categories			

CMS

Tenant - Description

Joseph P. Bruno [Tenant]

ID: BRUND
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

Move to a New Unit

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
Pager:
FAX:

Informal Salutation

Joe

Formal Salutation

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

?
⏮
⏪
⏩
⏭

Save
Close

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Profiles : 14

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 Inactives 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. The status is changed to *Past Active* as part of the rent posting in Scheduled Receivables when the Next Scheduled date is after the Schedule Expires date.

CMS

Tenant - Description

Joseph P. Bruno [Tenant]

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	
Move to a New Unit		

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
Pager	
FAX	

Informal Salutation:

Joe

Formal Salutation:

1. Tenant
2. Lease
3. Rent Changes
4. Recurring Charges
5. Comments & Extra

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💾 Save
🚪 Close

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Profiles : 14

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 entry - 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.

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, set up a new tenant profile. To move the security deposit, release the deposit, write a tenant refund check payable to the management group and do a security deposit receipt for the new tenant. This produces a clean audit trail for the movement of the security deposit. See the on-line help in the program for details.

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.

CMS

Tenant - Lease

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

MESA: Rent tax
📄

Notices

DL: Late notice
📄

Late Fees

25: Fixed \$25
📄

Grace Period

5

Additional Management Fee (%)

Lease Dates

Lease Type

Closed

Lease Starts

2/27/2005

15

Lease Expires

2/27/2005

15

Move In

2/27/2005

15

Move Out

2/27/2005

15

Rent Summary

Amount

\$1,140.00

Schedule

Monthly

Next Scheduled

2/1/2005

15

Schedule Expires

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

?
📄
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📄
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📄

⏪
+
⏩
💾 Save
🚪 Close

P

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Profiles

Tenant LeaseLease

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. The **Amount** defaults from the Unit Profile but can be changed.

Rate Table – optional entry – 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 entry – defines the notice letters and time frame for sending them. Late notice letters can be customized for each tenant.

Late Fees – This optional field 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, Tenant Receipts, New Charges tab or 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.

CMS

Tenant - Lease

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 MESA: Rent tax

Notices DL: Late notice

Late Fees 25: Fixed \$25

Grace Period 5 Additional Management Fee (%)

Lease Dates

Lease Type Closed

Lease Starts 2/27/2005

Lease Expires 2/27/2005

Move In 2/27/2005

Move Out 2/27/2005

Rent Summary

Amount \$1,140.00

Schedule Monthly

Next Scheduled 2/1/2005

Schedule Expires

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

? 🖨 📅 😊 👤 ⚡ 🗨 📞 📄
◀ + ▶
💾 Save
🚪 Close

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Profiles : 15

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.

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.

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 normal 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. This will trigger automatic rent charging to stop when AR, Scheduled Receivables are run.

Tenant - Rent Changes CMS

Joseph P. Bruno [Tenant]

ID ☐ No Payments Status

Rent Changes

Effective	Amount
9/1/2002	\$1,170.00

Tax Information

Taxpayer Name

Taxpayer ID

☐ Send 1099

Invoicing

Split Percentage

Split Maximum

Statements

BASIC: Basic Statement

E-Mail Address

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

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Profiles : 16

Tenant - Recurring Charges CMS

Joseph P. Bruno [Tenant]

ID ☐ No Payments Status

Recurring Charges Other Than Rent

Charge	TRASH: Trash Removal		Schedule	Monthly
Amount	\$25.00	☐ Per Sq Foot ☐ Pay Management	Next Scheduled	2/1/2002
Memo	Reimbursement from tenant		Schedule Expires	

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

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Profiles : 17

Tenant Rent Changes

Rent Changes – put in all the future rent changes you know about. They will take effect on the effective date. Add additional line items by clicking in the area below the last line item.

Tax Information – optional – only required if you pay interest on the tenants' security deposits.

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.

Tenant Recurring Charges

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 charges are posted.

Recurring charge line items can be deleted using the <Control><Delete> keys.

Tenant - Categories CMS

Joseph P. Bruno [Tenant]

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

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

General
Pay 1st

Comment
Automobile: Ford Taurus blue
UNLIMITED FREEFORM COMMENTS
License: GRB-1198 VA
Spouse: Vivian

Emergency
Emergency Contact
Contact: Vivian
Day: 703-555-9983 work#
Night: 703-555-8826

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

? [Icons] Save Close



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Profiles : 18

Documentation Tab CMS

Joseph P. Bruno [Tenant]

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

Document: Bruno lease.doc Open

Comment: Load

Save As

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

? [Icons] Save Close



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Profiles : 20

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

Property, Unit and Tenant profiles have a Documentation tab that lets you attach files to the profile. See write up under Owner Profile on page 143.

Exercise

Add a tenant

You found a tenant for the Rolling Road townhouse.

Ron and Vi Shivok will pay the \$675 rent starting the first of next month. Their lease is for two years with the second year's rent being \$705.

Solution:

Ron And Vi Shivok [Tenant]

ID: SHIVOK Ron And Vi Shivok ☐ No Payments Status: Current

Unit Information

Unit: ROLL 1143: 1143 Rolling Road ☐ Mail Correspondence to Unit

Responsible Tenant: ☐ Post to Responsible Tenant

Legal Tenants:

Move to a New Unit

Permanent Address

Ron And Vi Shivok
1143 Rolling Road
Vienna, VA 22181
22181 ☐ Foreign

Phone Numbers

Contact: Ron And Vi Shivok
Day: Night: Pager: FAX:

Informal Salutation: **Formal Salutation:**

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

Ron And Vi Shivok [Tenant]

ID: SHIVOK Ron And Vi Shivok ☐ No Payments Status: Current

Lease

Rent Charge: RENT: Rent Amount: \$675.00 ☐ 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 Lease Starts: 3/1/02 Lease Expires: 2/28/04

Move In: Move Out:

Rent Summary

Amount: \$675.00 Schedule: Monthly Next Scheduled: 3/1/02 Schedule Expires:

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

Solution:

Effective	Amount
3/1/2003	\$705.00

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.

Exercise

Recurring checks for an owner

Fred Clayton wants you to pay the monthly mortgage for his unit of \$622.84 starting the first of next month and raise his distribution reserve to \$600.

The mortgage is to be sent to: Guarantee Mortgage
800 Fairfax Drive
Fairfax, VA 21015
Account # 66724A47X

Solution: Go to unit profile and select Clayton's unit – (Hint-use Cross Reference)

Click the Recurring Checks speedbutton, then click New

Recurring Check

MAIN212: 212 Main Street

Check Information

Amount: 622.84

Payee: GUARANTEE: Guarantee Mortgage [Vendor] Vendor

Bill Code: MORTGAGE: Mortgage Payment

Memo: Acct# 66724A47X

Priority: Normal

Style: Payer Name and Address

Payee Name & Address

Guarantee Mortgage

800 Fairfax Drive

Fairfax, VA 21015

21015 ZIP... Foreign

Schedule

Schedule: Monthly

Next Scheduled: 3/1/2002

Schedule Expires:

Change Date:

New Amount:

? [Printer] [Calendar] < + > Save Close

Click the Payee folder to add a new vendor

Guarantee Mortgage [Vendor]

ID: GUARANTEE Guarantee Mortgage Status: Active

Mailing Address

Guarantee Mortgage

800 Fairfax Drive

Fairfax, VA 21015

21015 ZIP... Foreign

Phone Numbers

Contact: John Simon

Day: 703-555-8888

Night:

Pager:

FAX:

Taxpayer Name

Taxpayer ID:

Send 1099

Work Orders

Work Order Style: No Return Stub

Workman's Comp:

Liability Insurance:

Invoices

Check Memo:

Check Limit: 1

Bill Code:

Discounts

Percentage: Flat Amount: Days: Day of Month

1. Vendor Information 2. Comments & Categories

? [Printer] [Calendar] CHECK + > Save Close

CMS

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
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
Active	CEDAR327: 327 Cedar Lane	\$690.00	\$690.00	\$715.00	\$0.00	\$690.00	
Active	FAIR436: 436 Fairway Drive	\$1,125.00	\$1,140.00	\$0.00	\$0.00	\$1,325.00	

Status	Tenant	Rent	Lease Expires	Unpaid Charges	Open Credits	Deposits	Advance
Current	ROSEMAN: Rita Roseman	\$690.00	3/30/2002	\$715.00	\$0.00	\$690.00	

?

 Report
 Close
 Calculate

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History : 30

Profile Cross Reference - 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.

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.

Exercise

Examine the cross reference data for an owner and a tenant.

1. click the Profile tab and select Cross Reference
2. use the Find List to select owner Golden
3. examine the three screen areas
4. click the Tenant flashlight to get the Find List and select tenant Parsons.
5. examine the three screen areas
6. click Close

Building Profile CMS

Willow Brooke Tower [Building]
✕

ID
WB
Willow Brooke Tower

Total Square Footage
55000

Unit Name
Unit

Unit Address
206 Center Street North

Unit
xxxx

Vienna, VA 22181
22181

ZIP...
☐ Foreign

Return & Remittance Addresses

Bill Return

Bill Remit

Work Order Return

Remittance Address

Willow Brooke Tower

P. O. Box 331

Vienna, VA 22181

22181

ZIP...
☐ Foreign

Owner
NU: NUZIG Inc. [Property]

?
Print
Save
Close

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Profiles : 18

Unit Type Profile CMS

one bedroom/bath [Unit Type]
✕

ID
WB1/1
one bedroom/bath

Rental Information

Rent
775.00

Market Rent
\$775.00

Square Footage
950

CAM Percentage

Repair Limit

Amenities

Mall convenient

Near Metro

Same Amenities for All Units

Unit Description

Management Fee
WB: 7%

Manager
BULL: Emma Bull

Property
WB: Willow Brooke Tower

?
Print
Save
Close

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Profiles : 19

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Profiles

Building Profile

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

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

CMS

Emma Bull [Property Manager]

ID

BULL

Emma Bull

Phone Numbers

Contact

Emma Bull

Day

703-555-3210

Night

Cell

FAX

Alt Cell

E Mail Address

Send

?

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Save

Close

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Profiles : 23

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.

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 – button.

Notes can be entered for a property manager.

Vendor Profile

CMS

Victor Garcia [Vendor]

ID

GARCIA

Victor Garcia

Status

Active

Mailing Address

Victor Garcia

221 East Street

Vienna, VA 22180

22180

ZIP...

☐ Foreign

Phone Numbers

Contact

Victor

Day

703-555-7713

Night

Cell

FAX

Tagpayer Name

Tagpayer ID

☐ Send 1099

Work Orders

Work Order Style

Standard

Workman's Comp

.15

Liability Insurance

.15

Invoices

Check Memo

Check Limit

Bill Code

Discounts

Percentage

Flat Amount

Days

☐ Day of Month

E-Mail Address

VGarcia@netzero.net

Send

1. General

2. Categories

? Print Calendar View CHECK 1 Save 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.

Work Orders

Work Order Style - Select the style for printing work orders from the drop-down list. Work Orders can be printed from the Work Order Reports function, which is part of the optional Maintenance module. All work orders include the job site and problem description. Other information printed on the work order is based on the style. Styles include:

- **Standard** - This style includes an area for comments on the work performed.
- **Line Item** - This style has room for line items including quantity, description, unit price, and total.
- **Simple** - Same as standard without total parts, total labor lines
- **No Return Stub** - No additional information is printed so bottom half of work order is blank.

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.

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

Vendor Profile CMS

Victor Garcia [Vendor]

ID Victor Garcia

Status

Mailing Address

 ZIP ☐ Foreign

Phone Numbers
 Contact
 Day
 Night
 Cell
 FAX

Taxpayer Name

Taxpayer ID

☐ Send 1099

Work Orders
 Work Order Style
 Workman's Comp
 Liability Insurance

Invoices
 Check Memo
 Check Limit
 Bill Code

Discounts
 Percentage Flat Amount Days ☐ Day of Month

E-Mail Address

1. General / 2. Categories

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Profiles : 24

Vendor - Categories CMS

Victor Garcia [Vendor]

ID Victor Garcia

Status

General
 General Maintenance

1. General / 2. Categories

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Profiles : 25

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.

Phone Numbers

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

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) invoices 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.

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 CMS

Note [Harrison S. Golden]

ID: GOLDEN: Harrison S. Golden [Owner]

PostDate	Memo
2/26/2005	Send owner statement and 1099 before January 15
2/27/2005	Here is another note.

☐ Append to Statement
 ☒ Generate Reminder
 ☐ Automatically Delete

2/27/2005 Here is another note.

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Profiles : 26

Recurring Notes - History CMS

Recurring Note [Harrison S. Golden]

ID: GOLDEN: Harrison S. Golden [Owner]

Next Scheduled	Memo
3/7/2005	If the owner wants you to do something by a certain date use sche
2/26/2006	Send owner statement and 1099 before January 15

☐ Append to Statement
 ☒ Generate Reminder
 ☐ Automatically Delete

Schedule: Annual

Next: 2/26/2006

Expires: 15

Owner correspondence

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Profiles : 28

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 speedbutton.

- 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 speedbutton 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

New Note

CMS

Professional Landlord Training © 2005
Profiles : 29

New Recurring Note

CMS

Professional Landlord Training © 2005
Profiles : 30

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.

Adding a Recurring Note

Click the Recurring Note speedbutton on the Note History screen, then the New button.

Schedule - Select the schedule from the drop-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.

Event Reminders

CMS



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Profiles : 31

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.

Exercise

Enter a note setting an inspection schedule for Clayton's unit.

1. Go to Profile, Unit Profile - Highlight and edit Clayton's unit
2. Click on the Notes speedbutton - Click on New
3. Fill in the note information - Click Save

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, 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.

CMS

Event Reminders

Event Reminders
✕

Event Date: 2/28/2005 15
Saturday February 26, 2005 through Sunday March 6, 2005

Date	Profile	Description
11/26/2004	CEDAR327: 327 Cedar Lane	Home Warranty
1/16/2005	CHEEK: Carl Wayne Cheek	NOTE: Sunday January 16, 2005 at 3:21 PM
2/25/2005	BULL: Emma Bull	NOTE: Sunday February 27, 2005 at 4:02 P
2/26/2005 15	GOLDEN: Harrison S. Golden	NOTE: Send owner statement and 1099 befo
Schedule: 15 Schedule Ends: 15		Send owner statement and 1099 before January 15 new one
2/27/2005	BRUNO: Joseph P. Bruno	Move In Sunday February 27, 2005
2/27/2005	BRUNO: Joseph P. Bruno	Move Out Sunday February 27, 2005
2/27/2005	BRUNO: Joseph P. Bruno	Lease Expires Sunday February 27, 2005

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

?
🖨
📅

✕ Cancel
Σ Calculate

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Profiles : 31

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 the Tickler Reports function.

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

Profile Speedbuttons

Speedbuttons on the bottom line of the screen let you jump directly to a function from that screen.

Owner

- Advanced Scheduling
- Recurring Checks
- Recurring Journal Entries
- Ledger Repair History
- Notes
- GL History

Units

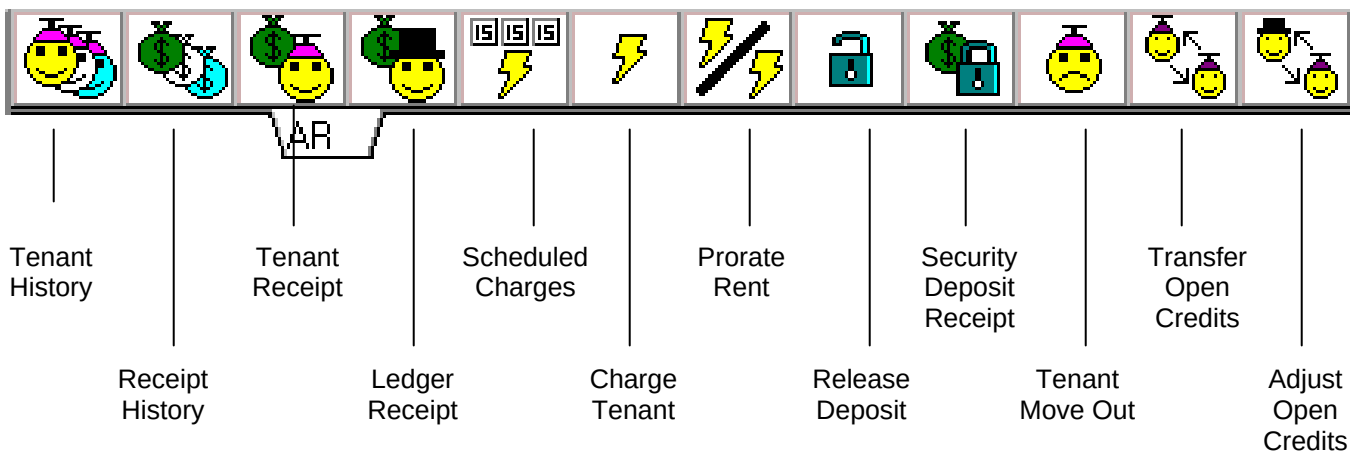
- Notes
- Recurring Checks
- Unit Repair History
- Ledger Repair History
- Tenant History
- Tenant Receipt
- Charge Tenant

Tenant

- Notes
- Tenant History
- Tenant Receipt
- Charge Tenant
- GL History
- Commercial (if enabled)
- Tenant Letters

AR – Accounts Receivable

Typical Monthly Procedures		CMS
• Scheduled Receivables – Rent Charges – Recurring Charges • Receipt of Payment – Tenant Receipts – Ledger Receipts • Late Fees • Deposits		
	PROMAS Landmaster Training © 2002	Monthly Procedures : 1



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 speedbutton or the New Charges tab of Tenant Receipt.

Simplified Receipt Processing

If you choose to use simplified receipts (Setup, Processing Defaults, RPM) the Charge Tenant function is disabled. Refer to on-line Help and the How To documents pertaining to RPM functionality for details.

Selection Screen

CMS

Scheduled Receivables

☒ Rent

☐ Recurring Charges

☐ Late Fees

☐ Management Fees NOT on a Tenant Payment

Scheduled Through 2/11/2005 15

Limit to Schedule

Restrict to

?

Compile

Cancel

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Monthly Procedures : 2

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.

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, 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.

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.

Selection Screen CMS

Scheduled Receivables

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

Scheduled Through: 2/11/2005

Limit to Schedule: ▼

Restrict to:

Compile Cancel

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Monthly Procedures : 2

Rent - Compile Screen CMS

Assess Rents

Date	Tenant	Schedule	Amount	
7/1/1999	BRUNO: Joseph P. Bruno	Monthly Rent	\$1,140.00	☐ Skip
Unit FAIR436: 436 Fairway Drive				☐ First Month's Rent
7/1/1999	GURO: Edward & Marianne Guro	Monthly Rent	\$950.00	☐ Skip
7/1/1999	ROD: Jerry and Karyl Rodriguez	Monthly Rent	\$980.00	☐ Skip
7/1/1999	ROSEMAN: Rita Roseman	Monthly Rent	\$690.00	☐ Skip
7/1/1999	SCHRADER: Phyllis Schrader	Monthly Rent	\$1,150.00	☐ Skip
7/1/1999	SPOTZ: Robert Spotz	Monthly Rent	\$850.00	☐ Skip

[All Rents](#) / [Selected Rents](#) / [First Month Rents](#) / [Selected First Month Rents](#) / [Skipped Rents](#)

Post Report Cancel

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Monthly Procedures : 4

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 drop-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.

Exercise

Compile a list of rent candidates to post.

1. click the AR tab or use the AR pull-down menu
2. select Scheduled Receivables
3. click the Rent radio button
4. use the last day of this month for Scheduled Through
5. leave the Restrict and Limit fields blank
6. click the Compile button
7. look at the various tab options at the bottom of the screen
8. select the All Rents tab
9. click on one of the line items to expand to see more information
10. click the Post button

Rent - Compile Screen

CMS

Assess Rents

Date	Tenant	Schedule	Amount	
7/1/1999	BRUND: Joseph P. Bruno	Monthly Rent	\$1,140.00	☐ Skip
Unit FAIR436: 436 Fairway Drive				☐ First Month's Rent
7/1/1999	GURD: Edward & Marianne Guro	Monthly Rent	\$950.00	☐ Skip
7/1/1999	RDD: Jerry and Karyl Rodriguez	Monthly Rent	\$980.00	☐ Skip
7/1/1999	ROSEMAN: Rita Roseman	Monthly Rent	\$690.00	☐ Skip
7/1/1999	SCHRADER: Phyllis Schrader	Monthly Rent	\$1,150.00	☐ Skip
7/1/1999	SPOTZ: Robert Spotz	Monthly Rent	\$850.00	☐ Skip

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

Post

Report

Cancel

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Monthly Procedures : 4

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.

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AR – Accounts Receivable

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 are run.

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.

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.

Recurring Charges Complied

CMS

Scheduled Receivables

☐ Rent
☒ Recurring Charges
☐ Late Fees
☐ Management Fees

Scheduled Through 11/1/1999

Limit to Schedule

Restrict to

Compile Cancel

Recurring Charges

Date	Tenant	Schedule	Amount	
7/1/1999	BRUNO, Joseph P. Bruno	Monthly Trash Removal	\$25.00	☐ Skip

Unit FAIR436: 436 Fairway Drive

All Charges / Selected Charges / Skipped Charges

Post Report Cancel

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Monthly Procedures : 5

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.

Exercise

Compile a list of recurring charges and post them

1. Go to AR, Scheduled Receivables
2. click the Recurring Charges radio button
3. use the first of this month as the Scheduled Through date
4. click the Compile button
5. review the list of recurring changes and click the Post button

Compile Management Fees

CMS

Date

Unit

Leasing Fee

Management Fee

7/26/1999	CEDAR327: 327 Cedar Lane		\$69.00	☐ Skip
Owner & Fees GOLDEN: Harrison S. Golden 10% A: Percent of Actual				
Actual Rent	\$690.00	Last Month Mgmt Fees		Status Leased
Market Rent	\$690.00	Last Month Leasing Fees		Vacant Mgmt Fee
Active Tenants	1	This Month Mgmt Fees		Leased Mgmt Fee
New Tenant Rent		This Month Leasing Fees		Leasing Fee
7/26/1999	OAK2118: 2118 Oak Street		\$98.00	☐ Skip
7/26/1999	ROCK9317: 9317 Rockport		\$45.00	☐ Skip
7/26/1999	ROLL1143: 1143 Rolling Road	\$337.50		☐ Skip

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

?

Post
 Report
 Cancel

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Monthly Procedures : 6

Exercise

Compile a list of management fees, view and post them

1. Go to AR, Scheduled Receivables
2. click the Management Fee radio button
3. use the first of this month as the Scheduled Through date
4. click the Compile button
5. view the units which have fees associated with them
6. click any unit to view the details
7. click the various tabs at the bottom of the screen
8. return to the All Fees tab
9. review the screen and click the Post button

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

Compile Management Fees

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 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.

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.

Prorated Rent Charges

CMS

Prorated Rent
x

Unit: ROLL1143: 1143 Rolling Road

Tenant: SHIVOK: Ron and Vi Shivok [Current]

Posting Date: 7/16/1999

Due By:

Start Date: 7/3/1999

End Date: 7/31/1999

Days Rented: 29

Days in Rental Period: 31

Rent: \$631.45

First Month's Rent: ☒

Management Fee:

Leasing Fee: \$337.50

Memo:

Comment:

Full Month Rent and Fees:

Rent	\$675.00
Rent Management Fee	\$59.06
Non-Rent Management Fee	
First Month Leasing Fee	\$337.50

Replaces Management Fee: ☒

Prorated Rent and Fees:

Rent	\$631.45
Rent Management Fee	\$55.25
Non-Rent Management Fee	

?

+ New
 Post
 Cancel

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Monthly Procedures : 8

Exercise

Prorate the rent for the Shivoks if they move in on the 16th of the month

1. click the AR tab or the AR pull-down menu
2. select Prorated Rents
3. use the Tenant Find List to select Shivok
4. use today's date as the Posting Date
5. enter the first of next month as the Due By date
6. note the number of days and fees are calculated for you
7. verify the Prorated rents and fees - if the calculated rent, management fee or leasing fee should be different than calculated, change it before posting
8. review the screen and click the Post button

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 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. 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.

Tenant Receipts

CMS



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Monthly Procedures : 8

Payment Posting

CMS

Due Date	Charge	Owed	Amount	Apply to Charge
7/1/2004	Rent	\$980.00	\$980.00	Skip
7/15/2004	NSF Check Fee	\$25.00	\$25.00	Skip



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Monthly Procedures : 9

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 easier to use.

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.

Payment Posting

CMS

Tenant Receipt

Date: 2/11/2005 Receipt #: 150211NFXH Currency: ☐

Unit: OAK2118: 2118 Oak Street

Tenant: ROD: Jerry and Karyl Rodriguez

Bank: CHECKING: Bank Account Checking

Payment: \$1,005.00 ☒ Distribute ☐ Prorate

Discount: ☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed: \$1,005.00

Starting Open Credits:

Current Charges Paid: \$1,005.00

Discounts Given:

New Charges Paid:

Final Open Credits:

Due Date	Charge	Owed	Apply to Charge	Amount	Amount	Skip
7/1/2004	Rent	\$980.00	Amount	\$980.00		☐ Skip
7/15/2004	NSF Check Fee	\$25.00	Amount	\$25.00		☐ Skip

1. Current Charges / 2. New Charges

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



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Monthly Procedures : 9

Tenant Receipts

CMS

Tenant Receipt

Date: 2/11/2005 Receipt #: 150211NFXH Currency: ☐

Unit:

Tenant:

Bank:

Payment: ☐ Distribute ☐ Prorate

Discount: ☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed:

Starting Open Credits:

Current Charges Paid:

Discounts Given:

New Charges Paid:

Final Open Credits:

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

Amount:

1. Current Charges / 2. New Charges

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



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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 speedbutton on the lower left of the screen 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.

Payment Posting

CMS

Tenant Receipt

Date: 2/11/2005 Receipt #: 150211NFXH Currency: ☐

Unit: OAK2118: 2118 Oak Street

Tenant: ROD: Jerry and Karyl Rodriguez

Bank: CHECKING: Bank Account Checking

Payment: \$1,005.00 ☒ Distribute ☐ Prorate

Discount: ☐ Apply Open Credits

Memo:
 Comment:

Current Charges Owed: \$1,005.00
 Starting Open Credits:
 Current Charges Paid: \$1,005.00
 Discounts Given:
 New Charges Paid:
 Final Open Credits:

Due Date	Charge	Owed	Apply to Charge	
7/1/2004	Rent	\$980.00	Amount	\$980.00 ☐ Skip
7/15/2004	NSF Check Fee	\$25.00	Amount	\$25.00 ☐ Skip

1. Current Charges / 2. New Charges

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



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Monthly Procedures : 9

Prorate Rent Payment

CMS

Tenant Receipt

Date: 2/23/2005 Receipt #: 150223KAGW Currency: ☐

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. ~Bruno

Bank: CHECKING: Bank Account Checking

Payment: \$1,000.00 ☒ Distribute ☒ Prorate

Discount: ☐ Apply Open Credits

Memo:
 Comment:

Current Charges Owed: \$1,157.10
 Starting Open Credits:
 Current Charges Paid: \$1,000.00
 Discounts Given:
 New Charges Paid:
 Final Open Credits:

Due Date	Charge	Owed	Apply to Charge	
1/1/2005	Rent	\$1,140.00	Amount	\$985.22 ☐ Skip
1/1/2005	Mesa rental tax	\$17.10	Amount	\$14.78 ☐ Skip

1. Current Charges / 2. New Charges

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



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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.

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 word Memo will insert the tenant name.
- Double clicking on the word 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.

Tenant Receipts

CMS

Tenant Receipt

Date: 2/11/2005 Receipt #: 150211NFXH Currency: ☐

Unit:

Tenant:

Bank:

Payment: ☒ Distribute ☐ Prorate

Discount: ☐ 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

? [Printer] [Calendar] [Help] [New] [Post] [Print] [Cancel]

Professional Landlord Training © 2005 **Monthly Procedures : 8**

Payment Posting

CMS

Tenant Receipt

Date: 2/11/2005 Receipt #: 150211NFXH Currency: ☐

Unit: OAK2118: 2118 Oak Street

Tenant: ROD: Jerry and Karyl Rodriguez

Bank: CHECKING: Bank Account Checking

Payment: \$1,005.00 ☒ Distribute ☐ Prorate

Discount: ☐ Apply Open Credits

Memo:

Comment:

Current Charges Owed:

Starting Open Credits:

Current Charges Paid:

Discounts Given:

New Charges Paid:

Final Open Credits:

Due Date	Charge	Owed	Apply to Charge
7/1/2004	Rent	\$980.00	Amount: \$980.00 ☐ Skip
7/15/2004	NSF Check Fee	\$25.00	Amount: \$25.00 ☐ Skip

1. Current Charges 2. New Charges

? [Printer] [Calendar] [Help] [New] [Post] [Print] [Cancel]

Professional Landlord Training © 2005 **Monthly Procedures : 9**

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 on the New Charges tab to bring up the New Charges screen. Enter the charge and the amount. If the Management Group is being paid (rather than the owner) check the **Pay Management** checkbox.

An alternative is to click the Charge Tenant speedbutton at the bottom line and enter the charge code and amount and then Post. The charge will be added to the current charges tab.

CMS

Advance Payments

Tenant Receipt
✕

Date	2/11/2005	Receipt #	150211NSIR	☐ Currency
Unit	MAIN212: 212 Main Street			
Tenant	GURO: Edward & Marianne Guro			
Bank	CHECKING: Bank Account Checking			
Payment	\$950.00	☒ Distribute	☐ Prorate	
Discount		☐ Apply Open Credits		
Memo				
Comment				

Charge: RENT: Rent

☐ Deposit
☒ Taxable
☐ Pay Management Group
☒ Advance Payment

Amount

\$950.00

Current Charges Owed

Starting Open Credits

Current Charges Paid

Discounts Given

New Charges Paid

Final Open Credits

Current Charges Owed

Starting Open Credits

Current Charges Paid

Discounts Given

New Charges Paid

Final Open Credits

1. Current Charges
2. New Charges

?
+ New
Post
Print
✕ Cancel

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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.

Exercise

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

<u>Tenant</u>	<u>Amount</u>	<u>For</u>	<u>Check#</u>
Guro	950	rent	473
Bruno	1,165	rent, trash	1123
Roseman	715	past rent and late fee	4520
Schrader	1,150	rent	2007

1. Click the AR tab or the AR pull-down menu
2. Select Tenant Receipts
3. Set the date for the 3rd of this month
4. Select the tenant from the Find List
5. Verify the payment amount - change if necessary.
6. Double click the Memo field to enter the check number.
7. Review the screen and click the New button to get a blank screen.
8. When finished, you would normally click the Deposit Receipts button to record the deposit. Instead click Cancel.

Ledger Receipt – Cash Contribution

CMS

Ledger Receipt

Date: 2/11/2005

Ledger: GOLDEN: Harrison S. Golden [Owner]

Unit:

Bank: CHECKING: Bank Account Checking

Payment: \$500.00 ☐ Currency

Memo:

Comment:

Receipt #: 150211NUPQ

Applied Payments:

Cash Contribution: \$500.00

Account	Amount
Unit	

?

Print

Calendar

Help

Home

+ New

Post

Print

Cancel

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Monthly Procedures : 12

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.

Note: 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 nor appear on the owner statement. See GL History for information about those fields and “Set Aside” in Help.

Date - This date field contains the date the money was received.

Ledger - Use this Find List to choose the ledger which will be credited with the money.

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

Bank - Select the bank account to which the money will be deposited from the drop-down list if not the default.

Payment – Enter the amount received. The amount 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 the words “Check #” entered.

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

Ledger Receipt – Applied Payment CMS

Ledger Receipt

Date: 2/11/2005 Receipt #: 150211NUPQ

Ledger: GOLDEN: Harrison S. Golden [Owner]

Unit:

Bank: CHECKING: Bank Account Checking

Payment: \$500.00 ☐ Currency

Memo:

Comment:

Applied Payments: \$500.00

Cash Contribution:

Account: VENDING: Vending Machine Income Amount: \$500.00

Unit:











 Professional Landlord Training © 2005 Monthly Procedures : 13

Ledger Receipt – both CMS

Ledger Receipt

Date: 2/11/2005 Receipt #: 150211PKDK

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: VENDING: Vending Machine Income Amount: \$250.00

Unit:











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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.

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, an application fee or vending machine income. Create an account code if necessary.

Unit - 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.

After posting all the receipts on a deposit slip, you must go to 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.

Exercise

Post a receipt of \$200 from owner Schenk as a cash contribution

1. click the AR button or the AR pull-down menu
2. select Ledger Receipts
3. use the same posting date as you did for the rents
4. select Schenk from the Ledger find list
5. enter a payment amount of \$200
6. review the screen and click the Post button

CMS

Deposit Receipts

Deposit Slip

Deposit Date: 4/5/2005 ☐ Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit:

Memo:

Comment:

Total Marked: \$4,620.00

Total Deposit: \$0.00

DIFFERENCE: \$4,620.00

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

☐ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
4/5/2005	SPOTZ: Robert Spotz	Check #	\$400.00	☒
4/5/2005	GURO: Edward & Marianne Guro	Edward & Marianne Guro Check #	\$950.00	☒
4/5/2005	ROD: Jerry and Karyl Rodriguez	Jerry and Karyl Rodriguez Check #	\$980.00	☒
4/5/2005	BRUNO: Joseph P. Bruno	Check #	\$1,140.00	☒
4/5/2005	SCHRADER: Phyllis Schrader	Phyllis Schrader Check #	\$1,150.00	☒

☐ Sort By Date ☒ Sort by Amount

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Deposit Receipts

When payments are posted using A/R receipts, 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 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 - select from the Find List. Selecting a bank displays all undeposited receipts for that bank that were entered by you. To see all undeposited receipts, 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. 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).

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.

The receipts, and the resulting deposit slip, can be sorted by amount or by date.

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.

Deposit Receipts CMS

Deposit Slip
 Deposit Date: 2/26/2002 ☐ Show All Undeposited Receipts
 Bank: CHECKING: Bank Account Checking
 Total Deposit: \$0.00
 Memo:
 Comment:

Total Marked: \$4,155.00
 Total Deposit: \$0.00
 DIFFERENCE: \$4,155.00
 Mark All Start Over
 Void and Replace Highlighted Receipt
 Edit Highlighted Receipt
☐ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
1/22/2002	KMETZ: Anthony Kmetz	Anthony Kmetz Check #	\$200.00	☒
2/26/2002	BRUND: Joseph P. Bruno	Joseph P. Bruno Check #1123	\$1,140.00	☒
2/26/2002	GURO: Edward & Marianne Guro	Edward & Marianne Guro Check #473	\$950.00	☒
2/26/2002	ROSEMAN: Rita Roseman	Rita Roseman Check #4520	\$715.00	☒
2/26/2002	SCHRADER: Phyllis Schrader	Phyllis Schrader Check #2007	\$1,150.00	☒

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

?
+ New Post Report Print X Cancel

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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, Tenant History, Receipts tab, 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 can be listed on each sheet. If more than 26 receipts are on a deposit, additional sheets of deposit slip/details are printed. Only page 1 of the form contains the MICR line.

The MICR information is entered for each bank account in Setup, Account Codes on the MICR Check Setup tab. The MICR font must be installed and MICR toner must be used if your bank does not use optical readers.

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

Exercise

Deposit the receipts entered in previous exercises

1. Click the GL tab (or use the speedbutton in Tenant Receipt or Ledger Receipt)
2. Select Deposit Receipts
3. Enter today's date as the Deposit Date
4. Use the Find List to select the checking account
5. Enter the Total Deposit amount (total marked)
6. Examine the receipt line items
7. Click the Report button to print the report.
8. Click the Print button to print a deposit slip.
9. Review the screen and click the Post button. Follow the prompts.

Compile Late Fees

CMS

Scheduled Receivables

☐ Bent
 ☐ Recurring Charges
 ☒ Late Fees
 ☐ Management Fees

Scheduled Through

Limit to Schedule

Restrict to

Compile
Cancel

Assess Late Charges

Date	Tenant	Late Charge	Amount	
7/10/1999	ROD: Jerry and Karyl Rodriguez	Late Fee	\$25.00	☐ Skip
7/10/1999	ROSEMAN: Rita Roseman	Late Fee	\$25.00	☐ Skip
7/10/1999	SPOTZ: Robert Spotz	Late Fee	\$25.00	☐ Skip

Unit: wB202: Willow Brooke Unit 202

Balance Due	\$850.00	Times Late		Base Charge	\$25.00
Balance Late	\$850.00	Last Charged		Per Day Charge	
Days Late	4	Last Amount		Total Charge	\$25.00

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

Post
Report
Cancel

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Monthly Procedures : 13

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. 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

Compile Late Fees

CMS

Scheduled Receivables

☐ Bent
☐ Recurring Charges

☒ Late Fees
☐ Management Fees

Scheduled Through

Limit to Schedule

Restrict to

Compile
Cancel

Assess Late Charges

Date	Tenant	Late Charge	Amount	
7/10/1999	ROD: Jerry and Karyl Rodriguez	Late Fee	\$25.00	☐ Skip
7/10/1999	ROSEMAN: Rita Roseman	Late Fee	\$25.00	☐ Skip
7/10/1999	SPOTZ: Robert Spotz	Late Fee	\$25.00	☐ Skip

Unit: w/B202: Willow Brooke Unit 202

Balance Due	\$850.00	Times Late		Base Charge	\$25.00
Balance Late	\$850.00	Last Charged		Per Day Charge	
Days Late	4	Last Amount		Total Charge	\$25.00

[All Late Fees](#) / [Selected Late Fees](#) / [First Time Late](#) / [Selected First Time Late](#) / [Skipped Late Fees](#)

Post
Report
Cancel

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Monthly Procedures : 13

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?

Exercise

Generate a list of tenants who are delinquent and post late fees

1. click the AR tab or the AR pull-down menu
2. select Scheduled Receivables
3. click the Late Fees radio button
4. set the Scheduled Through date to the 7th
5. click the Compile button
6. review the list of tenants and click on a line item
7. review and then click the Post button

Transfer of Open Credits

CMS

Date: 8/20/1999 15

Amount: \$975.00

From Unit: FAIR436: 436 Fairway Drive

From Tenant: BRUNO: Joseph P. Bruno [Current]

DO NOT ACCEPT PERSONAL CHECKS
unless Ok'd by JH

To Unit: ROLL1143: 1143 Rolling Road

To Tenant: BRUNO2: Bruno in New Unit [Current]

Memo:

Comment:

Starting Open Credits: \$1,403.98

Final Open Credits: \$428.98

Unpaid Charges:

Starting Open Credits:

Final Open Credits: \$975.00

Unpaid Charges: \$975.00

?
P
LM

+ New
Post
X Cancel

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Monthly Procedures : 14

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.

Adjusting Open Credits

CMS

Adjust Open Credits
X

Date: 7/26/1999 15

Unit: MAIN212: 212 Main Street ↔ ↗

Tenant: GURO: Edward & Marianne Guro [Current] ↔ ↗

☒ Increase Tenant Balance
☐ Decrease Tenant Balance

Amount: \$150.00 ☐ Transfer From Management Group

Starting Open Credits:

Account: PAINT: Painting ↔ ↗

Amount Transferred: \$150.00

Memo: credit from owner for painting kitchen

Final Open Credits: \$150.00

Comment:

Unpaid Charges:

?
🖨
📄

+ New
💾 Post
✖ Cancel

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Monthly Procedures : 15

What are **Open Credits**?

An open credit is tenant money available to pay off future charges. 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, etc.
- 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 paid for something that the owner had agreed to reimburse him for.
- 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.

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.

Exercise

The owner is giving credit for painting the kitchen to tenant Guro. Make the appropriate adjustment.

1. Click the AR button or the AR pull-down menu
2. Select Adjust Open Credits.
3. Use the tenant Find List to select tenant Guro.
4. Use today's date for the adjustment.
5. Click the radio button to increase the Tenant Balance.
6. Enter an amount of \$150 and select the account "Painting."
7. Enter a memo of "bought paint and painted kitchen"
8. Click the Post button.

Batch Tenant Receipts

CMS

Batch Tenant Receipts

Posting Date: 3/1/2005

Unit: []

Tenant: []

Bank: []

Payment: []

Memo: []

☐ Quick Posting Mode

Add Payment to Batch

Date	Payment Description	Amount

Status: [] Remove Payment Process Payment

Sort by Tenant Start Over (Delete All Payments) Load Payments from Lockbox File

Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

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

Post Report Cancel



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Monthly Procedures : 19

Batch Tenant Receipts

CMS

Batch Tenant Receipts

Posting Date: 1/1/2005

Unit: WB203: Willow Brooke Unit 203

Tenant: SCHRADER: Phyllis Schrader

Bank: CHECKING: Bank Account Checking

Payment: \$1,150.00

Memo: []

☐ Quick Posting Mode

Add Payment to Batch

Date	Payment Description	Amount
1/1/2005	Edward & Marianne Guro for 212 Main Stre	\$950.00
1/1/2005	Jerry and Karyl Rodriguez for 2118 Oak S	\$980.00

Status: Unpaid charges are \$950.00 Remove Payment Process Payment

Status: Unpaid charges are \$980.00 Remove Payment Process Payment

Sort by Tenant Start Over (Delete All Payments) Load Payments from Lockbox File

Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

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

Post Report Cancel



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Monthly Procedures : 20

Batch Receipts

This function is used to record groups of payments through a lockbox, debits from tenant accounts to pay rent and third party payment processors.

The batch receipts form provides for loading payments from 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 lockbox providers 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 posted in the Batch mode. Any others will show on the Payments Requiring Individual Processing tab and must be handled through the regular Tenant Receipt function. 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.

CMS

Batch Tenant Receipts

Batch Tenant Receipts
✖

Posting Date: 1/1/2005
Unit: WB203: Willow Brooke Unit 203
Tenant: SCHRADER: Phyllis Schrader
Bank: CHECKING: Bank Account Checking
Payment: \$1,150.00 ☐ Quick Posting Mode
Memo:

Total Entries: 2
Total Amount: \$1,930.00
Add Payment to Batch

Date	Payment Description	Amount
1/1/2005	Edward & Marianne Guro for 212 Main Stre	\$950.00
Status: Unpaid charges are \$950.00		Remove Payment Process Payment
1/1/2005	Jerry and Karyl Rodriguez for 2118 Oak S	\$980.00
Status: Unpaid charges are \$980.00		Remove Payment Process Payment

☐ Sort by Tenant
☒ Sort by Unit

Start Over (Delete All Payments)
Update All Dates

Load Payments from Lockbox File
Save Unprocessed Batch to Lockbox File

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

? [Printer Icon] [Bank Icon]
Post Report Cancel

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Monthly Procedures : 20

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.

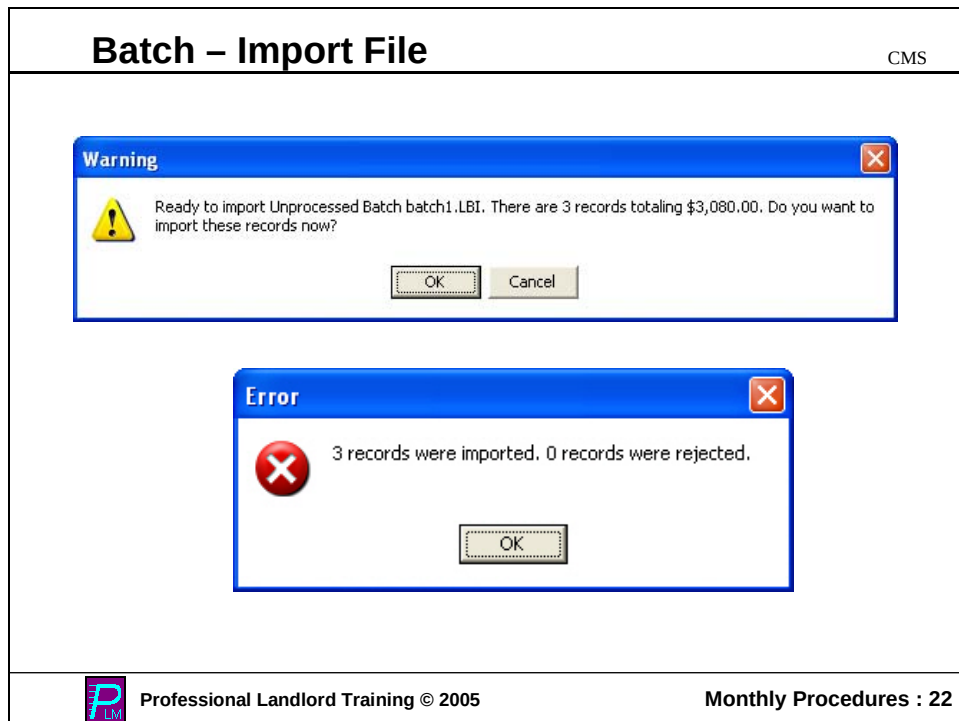
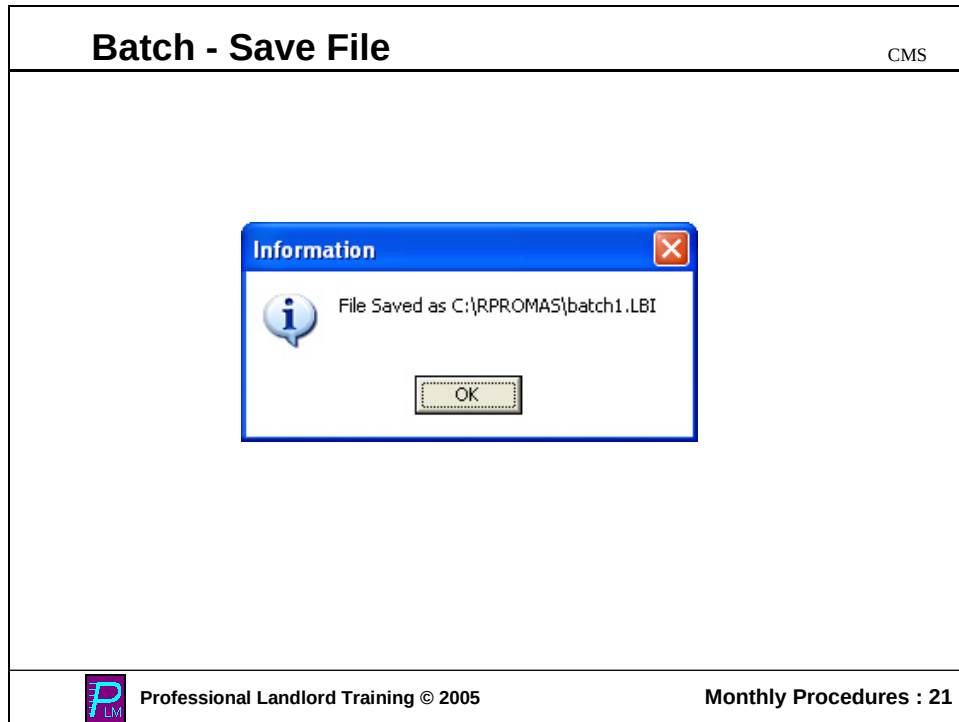
Update all Dates - The date in all unposted payments in the batch will be changed to the Posting Date above. A confirmation screen displays prior to updating.

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.



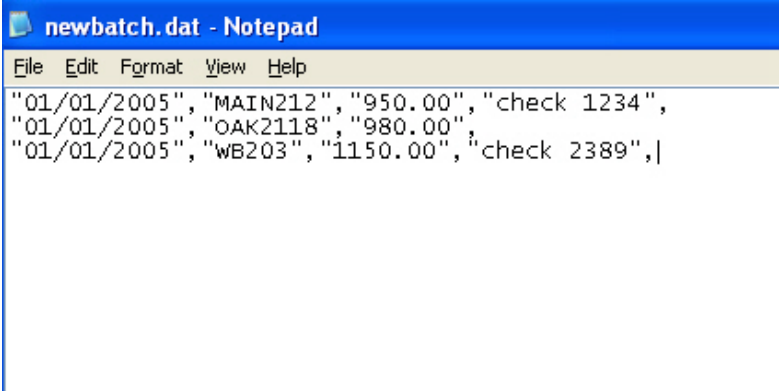
To Use a Previously Created Lockbox File

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.

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 name the file. Click Open. It will then be available to load at any time.

Batch – File Format for ConversionCMS



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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. 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",CR/LF

- amount is in the format xxx.xx
- the text CR/LF represents the ASCII single byte characters 13 and 10 respectively for carriage return, line feed
- include the commas and quotes

The file name 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 CMS

Rent Increase

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

Increase Date: 3/1/2005

Limit to Months: 1

Flat Increase:

Percentage Increase: 2.35 ☒ Round to Dollar

Restrict to:

Limit To Category:

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Monthly Procedures : 24

Rent Increase-Compile, Calculations CMS

Rent Change Candidates

Word Document:
 Mail Merge Action:

Date	Unit and Tenant	Rent Change	
3/1/2005	CEGAR327: 327 Cedar Lane Tenant: ROSEMAN, Rita Roseman	From: \$690.00 To: \$706.00	☐ Skip Calculations
3/1/2005	FAIR436: 436 Fairway Drive Tenant: BRUNO, Joseph P. Bruno	From: \$1,140.00 To: \$1,167.00	☐ Skip Calculations
3/1/2005	MAIN212: 212 Main Street Tenant: GURO, Edward & Marianne Guro	From: \$950.00 To: \$972.00	☐ Skip Calculations
3/1/2005	OAK2118: 2118 Oak Street Tenant: ROD, Jerry and Karyl Rodriguez	From: \$980.00 To: \$1,003.00	☐ Skip Calculations

3/27/2005 Lease Start Date

3/1/2005 Lease Anniversary

3/1/2005 Rent Increase Rate

\$1,148.00 Rent on 2/28/2005

2.35 Percent Increase

\$26.79 Percentage Increase

\$1,148.00 Rent on 2/28/2005

\$26.79 Percentage Increase

\$1,166.79 New Rent on 3/1/2005

\$1,167.00 Round to Dollar

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Monthly Procedures : 25

AR, Rent Increases

This function, from the AR drop down list, 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, click the Deposit Receipts speedbutton or go to GL, Deposit Receipts
7. Verify the amount marked matches the total received
8. Print the deposit slip, Print the report
9. Click Post to record the deposit
10. Take the deposit to the bank

Transaction History

Transaction History		CMS
• Receivables – Tenant – Receipt • Payables – Invoice – Check – Vendor • General Ledger – Owner – Bank • Maintenance – Work Order		
 PROMAS Landmaster Training © 2002		History : 1

To get to any of the history functions:

- Click the appropriate tab or pull-down menu
- Click the history speedbutton
- Make your selection

Exercise

Go to Tenant History for Bruno

1. click the AR tab
2. click the Tenant History speedbutton
3. select Bruno from the Tenant find list

Objectives

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

- Invoice, Check and Vendor history in AP
- Tenant and Receipt history in AR
- General Ledger (owner, property, unit, management group)
and Bank history in GL
- Work Order history in Maintenance

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, 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, i.e. 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 CMS

Edit Filter
✕

Sort Order: Date Posted ▼

Posting Dates: 5/1/1998 15 to 15

Due Dates: 10/31/1998 15 to 15

Charge: LATE FEE: Late Fee ▼ ↔ 🔍

Amount: Equal To ▼

☐ Filter Active
☐ Show if Voided
☒ Show if Not Voided

? 🖨️
Save Clear

PROMAS Landmaster Training © 2002
History : 2

Invoice History Filter CMS

Edit Filter
✕

Sort Order: Due Date ▼

Invoice Dates: 5/1/1999 15 to 8/31/1999 15

Due Dates: 15 to 15

Payee: CALLAGHANS: Callaghans Exterminators [Vend ▼ ↔ Vendor ▼

Payee Name: Starts With ▼

Invoice Number: Starts With ▼

Amount: Equal To ▼

☐ Filter Active
☐ Show if Voided
☒ Show if Not Voided

? 🖨️ 📅
Save Close Clear

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History : 3

Action Buttons

While viewing transactions in any of the history functions, the action buttons on the right are active if applicable to that function. The action buttons common to all history functions are: Filter, Edit, and Void. Their use is described here. The other action buttons specific to a particular history area are described in that history section.

Filter Button

Clicking this button brings up a screen that lets you set parameters to view a subset of the line items using criteria like date range, amount comparisons, and charge ID, payee, etc. Each history function has filter parameters that are appropriate to that history, e.g. Invoice History includes an invoice # filter and Check History a check # filter. Once saved, the filter can be turned off or on with the **Enable Filter** checkbox.

Global type searches are possible on some filter screens using name, invoice number, amount, etc. Limits like Starts With, Contains, Exact can be used to find the transaction you want. The **Clear** button will blank all of the filter fields.

Checkboxes

Filter Active - this checkbox will turn the filter criteria on or off

Show if Voided - when marked, voided transactions display when filter is enabled

Show if not voided - marked by default, shows all transactions not voided

When you set the filter parameters and click **Save**, the line items matching them will display if the **Filter Active** checkbox was marked. If not marked, then marking the **Enable Filter** checkbox will display the filtered transactions. Filter exercises are included with several of the history sections.

Tenant History - Edit Receipt

CMS

Edit Receipt

Date: 6/17/1999 [15] Void Date: [15] Receipt #: 070519S×II

Unit: CEDAR327: 327 Cedar Lane [15] Currency: ☐

Tenant: ROSEMAN: Rita Roseman [Current] [15]

Amount: \$715.00 Open Credits: [15] Control: 179

Memo: [15] Status: [15]

Comment: [15] Entered: LYN: 5/13/1997, 5:11 pm

Modified: [15]

Date	Type	Description	Amount	Memo
6/17/1999	Tenant Receipt	Payment Received	\$715.00	
6/1/1999	Pay Charge	Rent	\$690.00	
6/7/1999	Pay Charge	Late Fee	\$25.00	

PROMAS Landmaster Training © 2002 History : 4

Invoice History - Edit Invoice

CMS

Edit Invoice

Invoice #: 52885-4 ☐ Hold ☐ Separate Check Control: 131

Invoice Date: 8/2/1999 [15] Status: [15]

Due Date: 8/2/1999 [15] Void Date: [15] Entered: LYN: 8/23/1999, 9:39 am

Amount: \$75.00 Modified: [15]

Payee: Victor Garcia Printed: [15]

Memo: [15] Discount (%): [15]

Priority: Normal [15] Discount (\$): [15]

Comment: [15] Last Day: [15]

Date	Type	Description	Amount	Unpaid	Mer
8/2/1999	Invoice	Invoice	\$75.00	\$30.00	
8/2/1999	Payable	Cleaning	\$75.00	\$30.00	

PROMAS Landmaster Training © 2002 History : 5

Edit Button

Clicking this button brings up an edit screen for the highlighted transaction allowing you to make changes to some of the fields. Protected fields cannot be changed. On many edit screens there is a Void Date field. Entering a date in this field and posting is the same as using the Void button.

Protected Fields

Control - This is the internal control number for the transaction.

Status - Indicates if the transaction is voided, NSF, cleared and the date that happened.

Entered - Contains the initials from system security of the user who was logged on when the transaction was posted and the date and time of posting.

Modified - Contains the initials, date and time of the most recent modification to this transaction.

In most history functions there are action buttons on the Edit screen that are unique to that history. They are described in that section.

Dates can be changed and memos / comments entered in every history. The top section shows the basic information while the bottom shows the details.

Exercise

Examine the Edit screen in Receipt History

1. Go to AR, Receipt History
2. Click the Edit button
3. Note the Entered field and the Modified field entries
4. Click into the Memo/Comments field and type something. Click Post.
5. Click the Edit button again.
6. Note the Modified field entry.
7. Click Cancel to exit.

Void a Receipt

CMS

Void Accounts Receivable Set

Void Date:

Date	Type	Description	Amount	Memo
9/9/1999	Tenant Receipt	Payment Received	\$1,000.00	

General Ledger

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History : 6

Void a Check

CMS

Void Accounts Payable Set

Void Date:

Date	Type	Description	Amount	Memo
6/20/1999	Check	Distribution Check	\$980.00	

General Ledger

PROMAS Landmaster Training © 2002
History : 7

Void

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.

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 and 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 CMS

Unit:

Tenant:

Balance:

Deposits:

Unpaid Charges:

Advance Payments:

Open Credits:

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

☐ Enable Filter

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

PROMAS Landmaster Training © 2002
History : 8

Tenant History- Unpaid Charges Tab CMS

Unit: MAIN212: 212 Main Street

Tenant: GURD: Edward & Marianne Guro [Current]

Balance: \$1,969.00

Deposits: \$500.00

Unpaid Charges: \$1,969.00

Advance Payments:

Open Credits:

Current: \$50.00

30 Days: \$959.50

60 Days: \$959.50

90 Days:

Not Yet Due:

Total: \$1,969.00

Posted	Description	Amount	Due Date	Paid	Remaining
6/1/1999	Rent	\$950.00	6/1/1999		\$950.00
6/1/1999	occupancy tax	\$9.50	6/1/1999		\$9.50
7/1/1999	Rent	\$950.00	7/1/1999		\$950.00
7/1/1999	occupancy tax	\$9.50	7/1/1999		\$9.50
8/24/1999	Late Fee	\$25.00	8/24/1999		\$25.00
8/25/1999	NSF Check Fee	\$25.00	8/25/1999		\$25.00

☐ Enable Filter

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

PROMAS Landmaster Training © 2002
History : 9

A/R Tenant History

Tenant history contains each tenant's transactions in date sequence. There are five 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 can be reversed.

Reverse Button

This will create an offsetting transaction for the unpaid portion of the charge. Use this when you want to offset to show on a tenant statement or when you want to put a tenant with uncollectable unpaid charges into Past Inactive status.

Tenant History - Charges Tab CMS

Tenant History

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman [Current]

Balance: \$715.00 Unpaid Charges: \$715.00

Deposits: \$690.00 Advance Payments:

Open Credits:

Current: \$715.00

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total: \$715.00

Posted	Description	Amount	Due Date	Paid	Remaining
3/1/1999	Rent	\$690.00	3/1/1999	\$690.00	
3/8/1999	Late Fee	\$25.00	3/8/1999	\$25.00	
4/1/1999	Rent	\$690.00	4/1/1999	\$690.00	
5/1/1999	Rent	\$690.00	5/1/1999	\$690.00	
5/7/1999	Late Fee	\$25.00	5/7/1999	\$25.00	
6/1/1999	Rent	\$690.00	6/1/1999	\$690.00	
6/7/1999	Late Fee	\$25.00	6/7/1999	\$25.00	
7/1/1999	Rent	\$690.00	7/1/1999		\$690.00
7/10/1999	Late Fee	\$25.00	7/10/1999		\$25.00

1. Unpaid Charges 2. Charges 3. Receipts 4. Advance Payments 5. Deposits 6. Open Credits

Enable Filter

Filter

Edit

Dispute

Reverse

Void NSF

General Ledger

Close

PROMAS Landmaster Training © 2002

History : 10

Tenant History - Edit Charge CMS

Date: 7/1/1999 Void Date:

Due By: 7/1/1999

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno [Current]

Charge: RENT: Rent

Amount: \$1,125.00 Amount Paid: \$1,125.00

Memo:

Comment:

☐ Disputed

☐ Deposit

☒ Taxable

☐ Pay Management Group

Control: 190

Status:

Entered: LYN: 6/10/1997, 9:20 am

Modified:

Type	Post Date	Amount	Memo
Pay Charge	7/8/1999	\$1,125.00	

General Ledger

Show Fees

Payoff

Post Cancel

PROMAS Landmaster Training © 2002

History : 11

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 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.

General Ledger Button

Click on this button to see all the transactions posted to the general ledger for this charge.

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 CMS

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN, Rita Roseman [Current]

Current:

30 Days:

60 Days: \$690.00

90 Days:

Not Yet Due:

Total: \$690.00

Balance: \$690.00

Deposits: \$690.00

Unpaid Charges: \$690.00

Advance Payments:

Open Credits:

Posted	Description	Amount	Open Credits	Memo
10/28/1998	Payment Received	\$690.00		Check # 519
3/9/1999	Payment Received	\$715.00		Check #526
4/12/1999	Payment Received	\$715.00		
5/7/1999	Payment Received	\$690.00		
6/17/1999	Payment Received	\$715.00		

☐ Enable Filter

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

PROMAS Landmaster Training © 2002

History : 12

Edit Receipt CMS

Date: 1/1/1999

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO, Joseph P. Bruno [Current]

Amount: \$1,150.00

Memo:

Comment:

Void Date:

Receipt #: 070519RUMU

☐ Currency

Control: 134

Status:

Entered: LYN: 5/19/1997, 4:06 pm

Modified:

Date	Type	Description	Amount	Memo
1/1/1999	Tenant Receipt	Payment Received	\$1,150.00	
1/1/1999	Pay Charge	Rent	\$1,125.00	
1/1/1999	Pay Charge	Trash Removal	\$25.00	

PROMAS Landmaster Training © 2002

History : 13

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 speedbutton 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.

Tenant History - Deposits tab

CMS

Tenant History

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman [Current]

Balance: \$690.00

Deposits: \$690.00

Unpaid Charges: \$690.00

Advance Payments:

Open Credits:

Current:

30 Days:

60 Days: \$690.00

90 Days:

Not Yet Due:

Total: \$690.00

Posted	Description	Amount	Memo
10/28/1998	Security Deposit (Int)	\$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
Close

PROMAS Landmaster Training © 2002

History : 14

Tenant History - Open Credits tab

CMS

Tenant History

Unit: FAIR436: 436 Fairway Drive

Tenant: GOLD: John Goldman [Past Active]

Balance: (\$1,000.00)

Deposits:

Unpaid Charges:

Advance Payments:

Open Credits: \$1,000.00

Current:

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total:

Posted	Description	Amount	Open Credits	Memo
9/9/1999	Payment Received	\$1,000.00	\$1,000.00	

☐ 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
Close

PROMAS Landmaster Training © 2002

History : 15

Advance Payments tab

The status of any advance payment is viewable.

Deposits tab

A history of active security deposit transactions can be found at this tab.

Open Credits tab

A history of open credit transactions can be viewed on this tab.

Exercise

Filter on trash charges for Joe Bruno

1. Go to AR, Tenant History and select Bruno from the Find List
2. Click on the Charges tab
3. Click Filter.
4. Select Trash in the Limit To Charge field
5. Mark the Filter Active checkbox
6. Click Save and review the line items
7. Toggle the Enable Filter checkbox and observe the changes

Exercise

See what fees are associated with Bruno's last rent charge

1. Go to AR, Tenant History and select Bruno from the Find List
2. Click on the Charges tab
3. Highlight a rent charge and click Edit
4. Click Show Fees
5. Review the line items
6. Close

NSF Transaction Button

CMS

NSF Receipt

Date2/26/02IS

Date Received2/20/02IS

Amount Received\$1,140.00

Received FromBRUNO: Joseph P. Bruno

BankCHECKING: Bank Account Checking

Bank Fee\$3.00

NSF Fee\$25.00

MemoNSF check received 2/20/02

Comment



 Post

 Cancel

 PROMAS Landmaster Training © 2002

History : 16

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.

There is a procedure in Help if you need to void a receipt that was processed as an NSF.

Exercise

Select the last payment from Stieffel and post an NSF transaction

1. click the AR tab and select Tenant History
2. Select Stieffel from the Tenant Find List
3. Click on the Receipts tab
4. select tenant Stieffel's last payment
5. click the NSF button and use today's date for the posting
6. review the screen and click the Post button
7. review the Unpaid Charges tab; note that the charges paid off by the receipt are reinstated and the NSF Fee charge is listed as an unpaid charge.

Receipt History CMS

Receipt History

Post Date	Payer	Amount	Bank Account	Ref	Memo
1/2/02	ROSEMAN: Rita Roseman	\$400.00	CHECKING: Bank Ac	120226JJCL	
1/4/02	BRUNO: Joseph P. Bruno	\$1,150.00	CHECKING: Bank Ac	070919KVNE	NSF NSF che
1/6/02	SCHRADER: Phyllis Schrader	\$1,150.00	CHECKING: Bank Ac	070919KVSI	
1/26/02	BRUNO: Joseph P. Bruno	\$850.00	CHECKING: Bank Ac	120226IYAW	
1/30/02	GOLDEN: Harrison S. Golden	\$1,000.00	CHECKING: Bank Ac	110131LHNP	Furnace repl
2/3/02	BRUNO: Joseph P. Bruno	\$500.00	CHECKING: Bank Ac	120226IYEC	

Post Date	Description	Amount	Memo
2/3/02	Payment Received	\$500.00	
2/3/02	Rent	\$500.00	

☐ Enable Filter
 Filter
 Edit
 Void
 NSF
 General Ledger

1 Receipts / 2 NSF Receipts /

Close

PROMAS Landmaster Training © 2002
History : 17

Receipt History - NSF Receipts CMS

Receipt History

Post Date	Payer	Amount	Bank Account	Ref	Memo
7/28/01	SPOTZ: Robert Spotz	\$955.00	ESCROW: Bank Ac	070504RIKI	NSF NSF che
12/1/01	SCHRADER: Phyllis Schrader	\$1,150.00	CHECKING: Bank Ac	070519SVYU	NSF NSF che
1/4/02	BRUNO: Joseph P. Bruno	\$1,150.00	CHECKING: Bank Ac	070919KVNE	NSF NSF che

Post Date	Description	Amount	Memo
1/4/02	NSF Check Received	\$1,150.00	NSF NSF check received 1
1/13/02	NSF Check Returned	(\$1,150.00)	NSF NSF check received 1

☐ Enable Filter
 Filter
 Edit
 Void
 NSF
 General Ledger

1 Receipts / 2 NSF Receipts /

Close

PROMAS Landmaster Training © 2002
History : 32

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.

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 previous page).

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.

Error! Not a valid link.

Invoice History					
DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
5/1/1999	732776A	Callaghans Exterminators [Vendor]	\$75.00		

Payer	Bill Code	Amount	Memo
WB203: Willow Brooke Unit 2	Pest Control	\$25.00	
WB202: Willow Brooke Unit 2	Pest Control	\$25.00	
WB201: Willow Brooke 201	Pest Control	\$25.00	

Date	Check	Amount	Printed	Memo
5/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	
5/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	
5/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	

☒ Enable Filter
 Filter
 Edit
 Void
 General Ledger
 Edit Check

1. All Invoices / 2. Unpaid Invoices / 3. Unpaid Credit Memos / 4. All Credit Memos /

? [Printer Icon] [Calendar Icon] [Close]

AP Invoice History

Invoice History contains information about all the invoices and credit memos posted in the system. Four folders of information are available:

Unpaid Invoices, All Invoices, Unpaid Credit Memos, All Credit Memos. Detailed information is available for each line item. Line items are sorted by date.

All Invoices tab

This displays all the invoices entered in the system.

There are three blocks 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.

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

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

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

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.

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.

Error! Not a valid link.

G/L History

CMS

General Ledger History

Lidger GOLDEN: Harrison S. Golden [Owner]
Unit

☐ Show Only Transactions for This Unit

Balance \$965.00
Cash \$965.00
Escrow \$2,015.00

Payables
Receivables \$690.00
Deposits \$2,015.00

Assets
Liabilities
Equity

☒ Cash
☐ Accrual
☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
5/8/1999	Roof/Gutters/Chimney	\$379.87		CEDAR327: 327 Cedar Lane
5/17/1999	Rent		\$690.00	CEDAR327: 327 Cedar Lane
5/17/1999	Cash Distribution	\$407.73		
6/8/1999	Rent		\$1,125.00	FAIR436: 436 Fairway Drive
6/8/1999	Management Fee	\$120.94		FAIR436: 436 Fairway Drive
6/8/1999	Trash Removal		\$25.00	FAIR436: 436 Fairway Drive
6/19/1999	Mortgage Payment	\$793.46		FAIR436: 436 Fairway Drive
6/19/1999	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive
6/20/1999	Cash Distribution	\$116.10		

1. Revenue & Expenses
2. All Accounts

☐ Enable Filter
Filter
Edit
Void
Show Set
Show All

?
Print
Export
Refresh

Close

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History : 23

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>.

Owner Statement Considerations

If the owner has gotten a statement with the incorrect transaction, following the procedure above will 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 Considerations

If, as a result of the correction, the ledger balance drops below \$0, you should do whatever is required by your state regulating agency.

Exercise

View the AP, Invoice History Screen

1. click the AP tab or the AP pull-down menu
2. select Invoice History and review each tab

Exercise

Filter the Invoice history for payments to the exterminator during the past 90 days.

1. click the Filter button and enter the Invoice Date range
2. select the exterminator company from the payee Find List
3. click the Save button and mark the Enable Filter checkbox

A/P Check History CMS

Check History

Check	Post Date	Printed	Payee	Amount	Memo
1735	6/20/1999	9/19/1997	Peachtree National	\$391.53	Account 24116 C
1736	6/20/1999	9/19/1997	Oceanside Bank	\$866.87	Account W/237-94
1737	6/20/1999	9/19/1997	David & Judy Fiscella	\$391.53	
1738	6/20/1999	9/19/1997	Patriot Bank	\$116.10	Account #W/221-C
1739	6/20/1999	9/19/1997	Peyton T. Gray	\$391.53	
1740	6/20/1999	9/19/1997	Charles W. Harris	\$391.53	
1741	6/20/1999	9/19/1997	James J. Porach	\$391.53	
1742	6/20/1999	9/19/1997	Donald S. Schenk	\$980.00	

Ref	Payer	Amount	Discount	Memo
SCHENK	SCHENK: Donald S. Schenk	\$980.00		

☐ Enable Filter
 Filter
 Edit
 Void
 Reprint Check
 General Ledger

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks /

? [Printer Icon] [Check Icon] [Close]

PROMAS Landmaster Training © 2002
History : 21

Exercise

Examine the AP Check History screen

1. click the AP button or AP pull-down menu
2. select Check History
3. review the checks
4. examine each of the tabs (Unprinted Checks, Destroyed Checks)
5. click Close

A/P 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. Three folders can be viewed: All Checks, Unprinted Checks, and Destroyed Checks.

While viewing transactions in any of the folders, the action buttons on the right are active if applicable to that folder. The action buttons are: Filter, Edit, Reprint Check, Void, General Ledger.

The top portion of the history screen has one line item for each check while the bottom portion shows the details of the highlighted item. The reason there are two blocks of detail information is because a check can be made up of many line items. For example, several 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.

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

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/P Check History CMS

Check History

Check	Post Date	Printed	Payee	Amount	Memo
1735	6/20/1999	9/19/1997	Peachtree National	\$391.53	Account 24116 C
1736	6/20/1999	9/19/1997	Oceanside Bank	\$866.87	Account W237-94
1737	6/20/1999	9/19/1997	David & Judy Fiscella	\$391.53	
1738	6/20/1999	9/19/1997	Patriot Bank	\$116.10	Account #W221-C
1739	6/20/1999	9/19/1997	Peyton T. Gray	\$391.53	
1740	6/20/1999	9/19/1997	Charles W. Harris	\$391.53	
1741	6/20/1999	9/19/1997	James J. Porach	\$391.53	
1742	6/20/1999	9/19/1997	Donald S. Schenk	\$980.00	

Ref	Payer	Amount	Discount	Memo
SCHENK	SCHENK: Donald S. Schenk	\$980.00		

☐ Enable Filter

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks /

Close

PROMAS Landmaster Training © 2002
History : 21

Void Accounts Payable Set

Void Date 15

Date	Type	Description	Amount	Memo
6/20/1999	Check	Distribution Check	\$980.00	

General Ledger

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.

Exercise

Select an AP, Check History record and void it

1. click the line item you wish to void
2. click the void button
3. enter today's date as the Void Date by typing a "T" in the void date field
4. review the screen and click the Post button - notice a reversing transaction was posted
5. select another line item (check)
6. click the Void button
7. enter the original posting date by double clicking in the Void date field
8. click the Post button - notice that the line item is no longer displayed.
You can see voided checks by filtering and marking the Show if Voided checkbox.

Vendor History

CMS

Vendor: GARCIA, Victor Garcia

Payments This Year: \$377.04

Payments Last Year: \$0.00

Current: \$75.00

30 Days:

60 Days:

90 Days:

Not Yet Due:

Total: \$75.00

Posted	Reference	Description	Amount	Paid	Remaining	D
3/14/1999	CK# 1688	Invoice Check	\$189.37			3.
4/15/1999	CK# 1697	Invoice Check	\$52.77			4.
4/15/1999	CK# 1698	Invoice Check	\$45.00			4.
5/13/1999	CK# 1709	Invoice Check	\$89.90			5.

1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments /

General Ledger

?

Close

PROMAS Landmaster Training © 2002

History : 22

Professional Landlord Training © 2011

History

Vendor History

This function lets you review transactions by Vendor. All checks, invoices, and adjustments can be reviewed. The filter, edit, and void action buttons are available. There are tabs for Payments, Unpaid Invoices, Unapplied Credit Memos, Invoices, Credit Memos, and Adjustments.

A summation of **Payments This Year** and **Payments Last Year** is provided. The 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.

Exercise

Examine the Vendor History screens for Garcia

1. click the AP tab or use the AP pull-down menu
2. select Vendor History
3. select vendor Garcia from the find list
4. review each of the tabs
5. click close

G/L History

CMS

General Ledger History
✕

Ledger: GOLDEN: Harrison S. Golden [Owner]

Unit:

☐ Show Only Transactions for This Unit

Available: \$2,646.25

Cash: \$2,646.25

Escrow: \$2,015.00

Payables: \$136.28

Receivables: \$690.00

Deposits: \$2,015.00

Assets:

Liabilities:

Capital:

☒ Cash

☐ Accrual

☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
1/19/02	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive
1/20/02	Cash Distribution	\$116.10		
1/21/02	Furnace	\$980.00		CEDAR327: 327 Cedar Lane
1/30/02	Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane
2/20/02	Rent		\$1,140.00	FAIR436: 436 Fairway Drive
2/20/02	Management Fee	\$99.75		FAIR436: 436 Fairway Drive
2/26/02	Rent		\$690.00	CEDAR327: 327 Cedar Lane
2/26/02	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane

1. Revenue & Expenses / 2. All Accounts

☐ Enable Filter

Close

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History : 23

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.

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.

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.

G/L History - Summary Boxes CMS

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Owner

Unit: Show Only Transactions for This Unit

Available: \$2,646.25

Cash: \$2,646.25

Escrow: \$2,015.00

Payables: \$136.28

Receivables: \$690.00

Deposits: \$2,015.00

Assets:

Liabilities:

Capital:

☒ Cash

☐ Accrual

☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
1/19/02	HOA Fee	\$134.50		FAIR436: 436 Fairway Drive
1/20/02	Cash Distribution	\$116.10		
1/21/02	Furnace	\$980.00		CEDAR327: 327 Cedar Lane
1/30/02	Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane
2/20/02	Rent		\$1,140.00	FAIR436: 436 Fairway Drive
2/20/02	Management Fee	\$99.75		FAIR436: 436 Fairway Drive
2/26/02	Rent		\$690.00	CEDAR327: 327 Cedar Lane
2/26/02	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane

1. Revenue & Expenses / 2. All Accounts /

☐ Enable Filter

Filter

Edit

Void

Show Set

Show All

?

Print

Refresh

Help

Close

Close

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History : 24

Summary Boxes

The summary boxes above the line items show the status of the ledger - owner, property, management group.

Available – this is the balance available for the owner and is the sum 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 sum 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 unpaid payables report or a detailed trial balance for the account AP with accrual as the accounting method. The unpaid payables 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.

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 aged owner receivables report or a detailed trial balance report for the AR account, with accrual as the accounting method. Double click in the field to drill down to the details.

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.

Capital – the total amount in accounts with an account type of capital.

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.

G/L History - Summary Boxes

CMS

General Ledger History

Ledger: GOLDEN: Harrison S. Golden [Owner] Owner: [v] Unit: [v] ☐ Show Only Transactions for This Unit

Available: \$2,646.25	Payables: \$136.28	Assets: [v]
Cash: \$2,646.25	Receivables: \$690.00	Liabilities: [v]
Escrow: \$2,015.00	Deposits: \$2,015.00	Capital: [v]

☒ Cash
☐ Accrual
☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
1/19/02	HQA Fee	\$134.50		FAIR436: 436 Fairway Drive
1/20/02	Cash Distribution	\$116.10		
1/21/02	Furnace	\$980.00		CEDAR327: 327 Cedar Lane
1/30/02	Cash Contribution		\$1,000.00	CEDAR327: 327 Cedar Lane
2/20/02	Rent		\$1,140.00	FAIR436: 436 Fairway Drive
2/20/02	Management Fee	\$99.75		FAIR436: 436 Fairway Drive
2/26/02	Rent		\$690.00	CEDAR327: 327 Cedar Lane
2/26/02	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane

☐ Enable Filter
 Filter
 Edit
 Void
 Show Set
 Show All

1. Revenue & Expenses 2. All Accounts

Close



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History : 24

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 Available balance and the Cash balance are the same. They are not 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 Available 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:

Available	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:

Available	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:

Available	900
Liability	100
Cash	1,000
Deposits	1,000
Escrow	1,000

GL History - Show Set

CMS

General Ledger Data							
Source	Post Date	Account	Method	Debit	Credit	Ledger	Cr
Receivable	8/19/1999	New Bank	C	\$500.00		GOLDEN: Harrison S. Golden	FA
Receivable	8/20/1999	New Bank	C		\$500.00	GOLDEN: Harrison S. Golden	FA
Receivable	8/19/1999	Rent	C		\$500.00	GOLDEN: Harrison S. Golden	FA
Receivable	8/20/1999	Rent	C	\$500.00		GOLDEN: Harrison S. Golden	FA
Receivable	8/19/1999	Management Fee	C	\$53.75		GOLDEN: Harrison S. Golden	FA
Receivable	8/19/1999	Bank Account Checkin	C		\$53.75	GOLDEN: Harrison S. Golden	FA
Receivable	8/19/1999	Bank Account Checkin	C	\$53.75		MAPLE: Maple Management	FA
Receivable	8/19/1999	Management Fee	C		\$53.75	MAPLE: Maple Management	FA
Receivable	8/20/1999	Management Fee	C		\$53.75	GOLDEN: Harrison S. Golden	FA
Receivable	8/20/1999	Bank Account Checkin	C	\$53.75		GOLDEN: Harrison S. Golden	FA
Receivable	8/20/1999	Bank Account Checkin	C		\$53.75	MAPLE: Maple Management	FA
Receivable	8/20/1999	Management Fee	C	\$53.75		MAPLE: Maple Management	FA



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History : 27

G/L History - All Accounts

CMS

General Ledger History				
Ledger: GOLDEN: Harrison S. Golden [Owner]		Owner: [Owner]		
Unit: [Unit]		☐ Show Only Transactions for This Unit		
Available: \$2,646.25	Payables: \$136.28	Assets:	☒ Cash	
Cash: \$2,646.25	Receivables: \$690.00	Liabilities:	☐ Accrual	
Escrow: \$2,015.00	Deposits: \$2,015.00	Capital:	☐ Modified Cash	
Post Date	Account	Debit	Credit	Cross Reference
2/20/02	Rent		\$1,140.00	FAIR436: 436 Fairway Drive
2/20/02	Management Fee	\$99.75		FAIR436: 436 Fairway Drive
2/20/02	Bank Account Checking		\$99.75	FAIR436: 436 Fairway Drive
2/26/02	Bank Account Checking	\$715.00		CEDAR327: 327 Cedar Lane
2/26/02	Rent		\$690.00	CEDAR327: 327 Cedar Lane
2/26/02	Management Fee	\$69.00		CEDAR327: 327 Cedar Lane
2/26/02	Bank Account Checking		\$25.00	CEDAR327: 327 Cedar Lane
2/26/02	Bank Account Checking		\$69.00	CEDAR327: 327 Cedar Lane
☐ Enable Filter Filter Edit Void Show Set Show All				
1. Revenue & Expenses 2. All Accounts				



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History : 26

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.

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.

Bank Account History

CMS

Bank Account History
✕

Bank: CHECKING: Bank Account Checking
↔

Last Statement: \$10,286.04

Current Balance: \$8,120.59

Awaiting Deposit: \$0.00

Available Balance: \$8,120.59

Date	Check	Description	Additions	Subtractions	Date Cleared
5/8/1999	1731	Randy's Roofing		\$379.87	5/28/1999
6/19/1999	1732	HOA Fee		\$134.50	
6/19/1999	1733	Mortgage Payment		\$793.46	
6/1/1999	1734	Mortgage Payment		\$477.38	
6/20/1999	1735	Peachtree National		\$391.53	
6/20/1999	1736	Oceanside Bank		\$866.87	
6/20/1999	1737	David & Judy Fiscella		\$391.53	
6/20/1999	1738	Patriot Bank		\$116.10	
6/20/1999	1739	Peyton T. Gray		\$391.53	
6/20/1999	1740	Charles W. Harris		\$391.53	
6/20/1999	1741	James J. Porach		\$391.53	
6/20/1999	1742	Donald S. Schenk		\$980.00	

1. All / 2. Checks / 3. Other Subtractions / 4. Deposits / 5. Other Additions / 6. Cleared / 7. Uncleared

☐ Enable Filter
Filter
Edit
Void
Unclear
General Ledger

? 🖨 📅

Close

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History : 28

Bank Account History

This function displays all the transactions affecting a bank account balance. After choosing the bank account from the Find List of designated bank accounts, the transaction line items will display.

Summary amounts in the upper right provide current information about the account. There are seven folders which let you view a specific subset of the line items. In addition, the line items can be filtered, edited, voided and uncleared.

Bank Account – Select one from the Find List.

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.

History Lab Exercises

Using the history screen functions you have studied during this module, answer the following questions. Answers are on pages 287-298.

1. When was the last payment received from tenant Rita Roseman?
How was the payment applied? (Hint: Tenant History)
2. What kinds of security deposits are being held for tenant Joe Bruno?
(Hint: Tenant History)
3. The last distribution check written to owner Payton Gray was never cashed. You have decided to void the check and write another. What is the check number and the amount? Void the check. (Hint: Check History or GL History)
4. Al Kinder from Callaghan's Exterminators wants to know if Invoice # 732776A has been paid. Was it? When? What is the check number?
(Hint: Use Filter - Invoice or Vendor)
5. Owner Fred Clayton called to find out when his distribution check was dated. When was it dated and what was the amount? (Hint: GL History)
6. What was the purpose for Check # 1708 to Randy's Roofing?
(Hint: Vendor History)
7. What was the total amount of the deposit that included tenant Edward Guro's check # 473 with an amount of \$950.00 ?
(Hint: Tenant History or Receipt History)
8. How many times has tenant Rita Roseman been charged a late fee in the past six months?
(Hint: Tenant History)

#1 AR, Tenant History, Receipts tab

Tenant History

Unit: CEDAR327: 327 Cedar Lane
 Tenant: ROSEMAN: Rita Roseman [Current]

Balance: \$715.00 Unpaid Charges: \$715.00
 Deposits: \$690.00 Advance Payments:
 Open Credits:

Current:
 30 Days: \$715.00
 60 Days:
 90 Days:
 Not Yet Due:
 Total: \$715.00

Posted	Description	Amount	Open Credits	Memo
9/28/1998	Payment Received	\$690.00		Check # 519
2/9/1999	Payment Received	\$715.00		Check #526
3/12/1999	Payment Received	\$715.00		
4/7/1999	Payment Received	\$690.00		
5/17/1999	Payment Received	\$715.00		

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

Buttons: ? [Printer] [Calendar] [Lightning Bolt] [Receipts] [Close]

Right Panel Buttons: ☐ Enable Filter, Filter, Edit, Dispute, Reverse, Void, NSF, General Ledger

Edit Receipt

Edit Receipt

Date: 5/17/1999 Void Date: Receipt #: 070519SXLII
 Unit: CEDAR327: 327 Cedar Lane
 Tenant: ROSEMAN: Rita Roseman [Current]
 Amount: \$715.00 Open Credits:
 Memo:
 Comment:

Control: 179
 Status:
 Entered: LYN: 5/19/1997, 5:11 pm
 Modified:

Date	Type	Description	Amount	Memo
5/17/1999	Tenant Receipt	Payment Received	\$715.00	
5/1/1999	Pay Charge	Rent	\$690.00	
5/7/1999	Pay Charge	Late Fee	\$25.00	

Buttons: ? [Printer] [Calendar] [Post] [Cancel]

Right Panel Buttons: General Ledger, Deposit Slip

#2 AR, Tenant History, Deposits tab

Tenant History

Unit: FAIR436: 436 Fairway Drive
 Tenant: BRUND: Joseph P. Bruno [Current]

Balance: Unpaid Charges:
 Deposits: \$1,325.00 Advance Payments:
 Open Credits:

Current:
 30 Days:
 60 Days:
 90 Days:
 Not Yet Due:
 Total:

Posted	Description	Amount	Memo
4/28/1998	Security Deposit (Int)	\$1,125.00	
4/28/1998	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

Close

or AR, Release Deposits

Release Tenant Deposits

Date: 7/26/1999
 Unit: FAIR436: 436 Fairway Drive
 Tenant: BRUND: Joseph P. Bruno [Current]
 Amount: \$1,325.00
 Memo:
 Comment:

DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH
 Interest Date: 7/26/1999
 Interest Adjustment:
 Released Deposits: \$1,325.00
 Interest: \$48.98
 Total Released: \$1,373.98

Date	Description	Amount	Release	Pay Interest
4/28/1998	Security Deposit (Int)	\$1,125.00	Release	☒ Pay Interest
4/28/1998	Pet Deposit	\$200.00	Release	☐ Pay Interest

+ New Post Cancel

#3 GL, General Ledger History

General Ledger History

Ledger: GRAY: Peyton T. Gray [Owner] Owner: [Owner] ☐ Show Only Transactions for This Unit

Unit: [Unit]

Available: \$400.00 Payables: [] Assets: [] ☒ Cash

Cash: \$400.00 Receivables: [] Liabilities: [] ☐ Accrual

Escrow: [] Deposits: [] Capital: [] ☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
10/18/01	Transfer In-Partnership		\$472.20	NU: NUZIG Inc.
10/19/01	Cash Distribution	\$472.20		
11/18/01	Transfer In-Partnership		\$376.53	NU: NUZIG Inc.
11/18/01	Cash Distribution	\$376.53		
12/10/01	Transfer In-Partnership		\$823.98	NU: NUZIG Inc.
12/17/01	Cash Distribution	\$823.98		
1/20/02	Transfer In-Partnership		\$391.53	NU: NUZIG Inc.
1/20/02	Cash Distribution	\$391.53		

☐ Enable Filter Filter Edit Void Show Set Show All

1. Revenue & Expenses / 2. All Accounts

Close

Edit Check

Date: 1/20/02 Void Date: [] Control: 127

Check: 1739 Check Date: 1/20/02 Status: []

Amount: \$391.53 Entered: LYN: 9/19/97, 10:33 am

Payee: Peyton T. Gray Modified: []

Memo: [] Printed: LYN: 9/19/97, 10:34 am

Comment: Void Date = Check Date - transaction removed from view
Void Date other than Check Date - offsetting transaction is posted

Date	Type	Description	Amount	Reference
1/20/02	Check	Distribution Check	\$391.53	GRAY

General Ledger

Post Cancel

#3 Alternative AP, Check History

Edit Filter

Sort Order: Check Number

Check Dates: 15 to 15

Check Number: Equal To

Amount: Equal To

Payee: Vendor:

Bank:

Payee Name: GR Contains

Invoice Number: Starts With

☐ Filter Active
☐ Show if Voided
☒ Show if Not Voided

Save Clear

Check History

Check	Post Date	Printed	Payee	Amount	Memo
1693	3/1/1999	5/19/1997	Concord Green HOA	\$134.50	Account 436 Fairv
1705	3/19/1999	5/19/1997	Peyton T. Gray	\$472.20	
1719	4/18/1999	5/19/1997	Peyton T. Gray	\$376.53	
1730	5/17/1999	5/19/1997	Peyton T. Gray	\$823.98	
1732	6/19/1999	9/19/1997	Concord Green HOA	\$134.50	Account 436 Fairv
1739	6/20/1999	9/19/1997	Peyton T. Gray	\$391.53	

Ref	Payer	Amount	Discount	Memo
GRAY	GRAY: Peyton T. Gray	\$391.53		

☒ Enable Filter

Filter

Edit

Void

Reprint Check

General Ledger

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks

Close

Void Accounts Payable Set [X]

Void Date

Date	Type	Description	Amount	Memo
6/20/1999	Check	Distribution Check	\$391.53	

 General Ledger

 Post  Cancel

#4 AP, Invoice History

Edit Filter

Sort Order: Due Date

Invoice Dates: 15 to 15

Due Dates: 15 to 15

Payee: Vendor

Payee Name: Starts With

Invoice Number: 73 Starts With

Amount: Equal To

☒ Filter Active
☐ Show if Voided
☒ Show if Not Voided

? [Printer Icon] [Screen Icon] Save Close Clear

Invoice History

DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
4/1/1999	732776A	Callaghans Exterminators [Vendor]	\$75.00		

Payer	Bill Code	Amount	Memo
WB203: Willow Brooke Unit 2	Pest Control	\$25.00	
WB202: Willow Brooke Unit 2	Pest Control	\$25.00	
WB201: Willow Brooke 201	Pest Control	\$25.00	

☒ Enable Filter
 Filter
 Edit
 Void
 General Ledger
 Edit Check

Date	Check	Amount	Printed	Memo
4/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	
4/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	
4/10/1999	1706	\$25.00	5/19/1997 4:18:22 PM	

1. All Invoices / 2. Unpaid Invoices / 3. Unpaid Credit Memos / 4. All Credit Memos /

? [Printer Icon] [Screen Icon] Close

#4 Alternative AP, Vendor or Check History

Vendor History

Vendor: CALLAGHANS: Callaghans Exterminators

Payments This Year: \$0.00
Payments Last Year: \$75.00

Current:
30 Days:
60 Days:
90 Days:
Not Yet Due:
Total:

Posted	Reference	Description	Amount	Paid	Remaining	D
5/10/1999	CK# 1706	Invoice Check	\$75.00			5.

1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments

Close

Check History

Check	Post Date	Printed	Payee	Amount	Memo
1706	4/10/1999	5/19/1997	Callaghans Exterminators	\$75.00	

Ref	Payer	Amount	Discount	Memo
732776A	WB203: Willow Brooke Unit 2	\$25.00		
732776A	WB202: Willow Brooke Unit 2	\$25.00		
732776A	WB201: Willow Brooke 201	\$25.00		

1. All Checks / 2. Unprinted Checks / 3. Destroyed Checks

Close

#5 GL, General Ledger History

General Ledger History

Ledger: CLAYTON: Frederick L. Clayton [Owner] Owner: Owner

Unit: ☐ Show Only Transactions for This Unit

Available	\$1,115.87	Payables	\$36.80	Assets	
Cash	\$1,115.87	Receivables		Liabilities	\$1,150.00
Escrow	\$1,150.00	Deposits		Capital	

☒ Cash ☐ Accrual ☐ Modified Cash

Post Date	Account	Debit	Credit	Cross Reference
12/4/01	Management Fee	\$83.13		MAIN212: 212 Main Street
12/17/01	Cash Distribution	\$866.87		
1/2/02	Rent		\$950.00	MAIN212: 212 Main Street
1/2/02	Management Fee	\$83.13		MAIN212: 212 Main Street
1/20/02	Cash Distribution	\$866.87		
2/1/02	Rent		\$950.00	MAIN212: 212 Main Street
2/1/02	Management Fee	\$83.13		MAIN212: 212 Main Street
2/21/02	Furnace	\$1.00		MAIN212: 212 Main Street

☐ Enable Filter Filter Edit Void Show Set Show All

1. Revenue & Expenses 2. All Accounts

Close

Edit Check

Date: 1/20/02 Void Date: Control: 125

Check: 1736 Check Date: 1/20/02 Status: Entered: LYN: 9/19/97, 10:33 am

Amount: \$866.87 Modified: Printed: LYN: 9/19/97, 10:34 am

Payee: Oceanside Bank

Memo: Account W237-94-321 FLCLAYTON

Comment:

Date	Type	Description	Amount	Reference
1/20/02	Check	Distribution Check	\$866.87	CLAYTON

General Ledger

Post Cancel

#6 Vendor History

Vendor History

Vendor: RR: Randy's Roofing

Payments This Year: \$0.00
Payments Last Year: \$417.32

Current:
30 Days:
60 Days:
90 Days:
Not Yet Due:
Total:

Posted	Reference	Description	Amount	Paid	Remaining	D
5/13/1999	CK# 1708	Invoice Check	\$37.45			5.
6/8/1999	CK# 1731	Invoice Check	\$379.87			7.

☐ Enable Filter
Filter
Edit
Void
General Ledger

1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments /

? Close

Vendor History

Vendor: RR: Randy's Roofing

Payments This Year: \$0.00
Payments Last Year: \$417.32

Current:
30 Days:
60 Days:
90 Days:
Not Yet Due:
Total:

Posted	Reference	Description	Amount	Paid	Remaining	D
5/13/1999	CK# 1708	Invoice Check	\$37.45			5.
6/8/1999	CK# 1731	Invoice Check	\$379.87			7.

☐ Enable Filter
Filter
Edit
Void
General Ledger

1. Payments / 2. Unpaid Invoices / 3. Unapplied Credit Memos / 4. Invoices / 5. Credit Memos / 6. Adjustments /

? Close

#7 Tenant History, Edit Receipt

Edit Receipt

Date: 6/2/1999 [15] Void Date: [15] Receipt #: 070718LHJP
 Unit: MAIN212: 212 Main Street [↔] [↩] [↪]
 Tenant: GURO: Edward & Marianne Guro [Current] [↔] [↩] [↪]
 Amount: \$950.00 Open Credits: [] Control: 197
 Memo: Check # 2431 Status: []
 Comment: [] Entered: LYN: 7/18/1997, 10:51 am
 Modified: []

Date	Type	Description	Amount	Memo
6/2/1999	Tenant Receipt	Payment Received	\$950.00	Check # 2431
6/1/1999	Pay Charge	Rent	\$950.00	

General Ledger
Deposit Slip

? [] [] [] Post Cancel

Tenant History, Edit Receipt, Deposit Slip

Deposit Slip

Deposit Date: 6/3/1999 [15] Total Marked: \$2,885.00
 Bank: CHECKING: Bank Account Checking [↔] [↩] [↪] Total Deposit: \$2,885.00
 Total Deposit: 2885.00 DIFFERENCE: \$0.00
 Memo: [] Mark All Start Over
 Comment: [] Void and Replace Highlighted Receipt
 Edit Highlighted Receipt
☒ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
6/2/1999	GURO: Edward & Marianne Guro	Check # 2431	\$950.00	☒
6/2/1999	ROD: Jerry and Karyl Rodriguez	Check # 543	\$980.00	☒
6/2/1999	SPOTZ: Robert Spotz		\$400.00	☒
6/2/1999	SPOTZ: Robert Spotz		\$555.00	☒

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

? [] [] [] Post Report Print Cancel

#8 AR, Tenant History, Charges tab

Tenant History

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman [Current]

Balance: \$715.00 Unpaid Charges: \$715.00

Deposits: \$690.00 Advance Payments:

Open Credits:

Current: 30 Days: \$715.00 60 Days: 90 Days: Not Yet Due: Total: \$715.00

Posted	Description	Amount	Due Date	Paid	Remaining
2/1/1999	Rent	\$690.00	2/1/1999	\$690.00	
2/7/1999	Late Fee	\$25.00	2/7/1999	\$25.00	
3/1/1999	Rent	\$690.00	3/1/1999	\$690.00	
3/8/1999	Late Fee	\$25.00	3/8/1999	\$25.00	
4/1/1999	Rent	\$690.00	4/1/1999	\$690.00	
5/1/1999	Rent	\$690.00	5/1/1999	\$690.00	
5/7/1999	Late Fee	\$25.00	5/7/1999	\$25.00	
6/1/1999	Rent	\$690.00	6/1/1999		\$690.00
6/7/1999	Late Fee	\$25.00	6/7/1999		\$25.00

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

Enable Filter
Filter
Edit
Dispute
Reverse
Void NSF
General Ledger

Close

Edit Filter

Sort Order: Date Posted

Posting Dates: 15 to 15

Due Dates: 15 to 15

Charge: LATE FEE: Late Fee

Amount: Equal To

Filter Active
Show if Voided
Show if Not Voided

Save Clear

Tenant History [X]

Unit: CEDAR327: 327 Cedar Lane [v] [icon] [icon]
 Tenant: ROSEMAN: Rita Roseman [Current] [v] [icon] [icon]

Balance: \$715.00 Unpaid Charges: \$715.00
 Deposits: \$690.00 Advance Payments: []
 Open Credits: []

Current: []
 30 Days: \$715.00
 60 Days: []
 90 Days: []
 Not Yet Due: []
 Total: \$715.00

Posted	Description	Amount	Due Date	Paid	Remaining
2/7/1999	Late Fee	\$25.00	2/7/1999	\$25.00	
3/8/1999	Late Fee	\$25.00	3/8/1999	\$25.00	
5/7/1999	Late Fee	\$25.00	5/7/1999	\$25.00	
6/7/1999	Late Fee	\$25.00	6/7/1999		\$25.00

[X] 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

[?] [icon] [icon] [icon] [icon] [icon] [icon] [Close]

Security Deposits

Security Deposits

CMS

- Receiving a Security Deposit
- Releasing a Security Deposit
- Tenant Move Out
- Printing the Refund Check
- Transfer Between Banks



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Security Deposits : 1

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 to the bank account

Tenant Move Out

The Move Out function covers the steps involved in disposing of 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 the most complex process in property management.

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

CMS

Receiving a Security Deposit

Tenant Security Deposit Receipt

Date	8/23/1999	Receipt #	090823NFDF
Unit	ROLL1143: 1143 Rolling Road		
Tenant	SHIVOK: Ron and Vi Shivok (Current)		
Bank	CHECKING: Bank Account Checking		
Payment	\$675.00	☐ Currency ☐ Use Open Credits	Unpaid Deposits
Memo			Starting Open Credits
Comment			Current Deposits Paid
			New Deposits Paid
			Final Open Credits
Charge	DEP NO INT: Security Deposit (No Int)	Amount	\$675.00

1. New Security Deposits /
2. Unpaid Security Deposits /

? [Icons]
+ New
Post
Print
Cancel

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Security Deposits : 2

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 should show the details on the Deposits tab and the total in the Deposits box. The owner should 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 shouldn't 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 attached to the transaction.

Receiving a Security Deposit

CMS

Tenant Security Deposit Receipt

Date8/23/1999Receipt #090823NFDF

UnitROLL1143: 1143 Rolling Road

TenantSHIVOK: Ron and Vi Shivok [Current]

BankCHECKING: Bank Account Checking

Payment\$675.00CurrencyUse Open Credits

Memo

Comment

Unpaid Deposits

Starting Open Credits\$100.00

Current Deposits Paid

New Deposits Paid\$675.00

Final Open Credits\$100.00

ChargeDEP NO INT: Security Deposit (No Int)

Amount\$675.00

1. New Security Deposits2. Unpaid Security Deposits

?

New

Post

Print

Cancel

P

LM

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Security Deposits : 2

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.

Exercise

Receive a security deposit of \$675 from new tenant Shivok.

1. click the AR tab or AR pull-down menu
2. select the Security Deposit Receipt speedbutton
3. use today's date for the transaction
4. use the tenant Find List to select Shivok
5. enter the Payment as 675 and a check # in the memo field
6. use the Charge Find List to select the charge code
7. enter \$675 for the Amount
8. review the screen and click the Post button

Releasing a Security Deposit

CMS

Release Tenant Deposits

Date: 7/26/1999 [15]

Unit: MAIN212: 212 Main Street [v] [d]

Tenant: GURO: Edward & Marianne Guro [Current] [v] [d]

Amount: \$1,150.00

Memo: [text area]

Comment: [text area]

Interest Date: 7/26/1999 [15]

Interest Adjustment: [text box]

Released Deposits: \$1,150.00

Interest: [text box]

Total Released: \$1,150.00

10/28/1998	Security Deposit (No Int)	\$1,150.00	Release	\$1,150.00	☐ Pay Interest

? Print Help
+ New Post Cancel

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Security Deposits : 3

Last Months 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 owners 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.

Releasing a Security Deposit

CMS

Release Tenant Deposits

Date: 7/26/1999 [15]

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro [Current]

Amount: \$1,150.00

Memo:

Comment:

Interest Date: 7/26/1999 [15]

Interest Adjustment:

Released Deposits: \$1,150.00

Interest:

Total Released: \$1,150.00

10/28/1998	Security Deposit (No Int)	\$1,150.00	Release	\$1,150.00	☐ Pay Interest

? [Printer Icon] [F5 Icon] [F6 Icon] [F7 Icon] [F8 Icon] [F9 Icon] [F10 Icon] [F11 Icon] [F12 Icon]

+ New [Post Icon] Post [Cancel Icon] Cancel



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Security Deposits : 3

Tenant History, Open Credits

CMS

Tenant History

Unit: MAIN212: 212 Main Street

Tenant: GURO: Edward & Marianne Guro

Balance: (\$1,150.00) Unpaid Charges:

Deposits: Advance Payments:

Open Credits: \$1,150.00

Current: [Field]

30 Days: [Field]

60 Days: [Field]

90 Days: [Field]

Not Yet Due: [Field]

Total: [Field]

Posted	Description	Amount	Open Credits	Memo
2/25/02	Deposit Released	\$1,150.00	\$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

? [Printer Icon] [F5 Icon] [F6 Icon] [F7 Icon] [F8 Icon] [F9 Icon] [F10 Icon] [F11 Icon] [F12 Icon] [Close Icon] Close



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Security Deposits : 9

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.

Exercise

Release tenant Guro's security deposit

1. Go to AR, Release Security Deposit
2. Select Guro as tenant
3. Review the screen, then click Post
4. Go to AR, Tenant History, select Guro
5. Note that Guro has open credits matching the released deposit amount

Void the release

1. Go to the open credits tab
2. Highlight the release
3. Click Void and double click in void date field to enter the posting date
4. Click Post
5. Note that the deposit is reinstated

CMS

Tenant Move Out - Released Deposits

Tenant Move Out

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUND: Joseph P. Bruno [Current]

Date: 7/26/1999 ☐ Distribute

Withhold: ☐ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,325.00 Starting Charges: \$70.00

Final Deposits: Final Charges:

DO NOT ACCEPT PERSONAL CHECKS unless OK'd by JH

Starting Open Credits:

Released Deposits: \$1,325.00

Interest: \$48.98

Less Charges Paid: \$70.00

Less Refund Check: \$1,303.98

Final Open Credits:

4/28/1998	Security Deposit (Int)	\$1,125.00	Release	\$1,125.00	☒ Pay Interest
4/28/1998	Pet Deposit	\$200.00	Release	\$200.00	☐ Pay Interest

1. Released Deposits
2. Current Charges

?
+ New Post Cancel

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Security Deposits : 4

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 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

CMS

Tenant Move Out

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno [Current]

Date: 7/26/1999 ☒ Distribute

Withhold: ☒ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,325.00 Starting Charges: \$70.00

Final Deposits: Final Charges:

DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH

Starting Open Credits:

Released Deposits: \$1,325.00

Interest: \$48.98

Less Charges Paid: \$70.00

Less Refund Check: \$1,303.98

Final Open Credits:

4/28/1998	Security Deposit (Int)	\$1,125.00	Release	\$1,125.00	☒ Pay Interest
4/28/1998	Pet Deposit	\$200.00	Release	\$200.00	☐ Pay Interest

1. Released Deposits / 2. Current Charges

?

+ New
Post
Cancel

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Security Deposits : 4

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.

Current Charges Paid – The current outstanding charges which will be paid with the security deposit. The charges are listed on the Current Charges tab.

New Charges Paid – Any new charges you have entered that will be paid. These charges are itemized on the New 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 before any new charges are entered in this 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 starting charges and new charges.

Line Items

These are the deposits being held. The **Release** amount can be edited.

Tenant Move Out - Current Charges CMS

Tenant Move Out

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUND: Joseph P. Bruno [Current]

Date: 7/26/1999 ☐ Distribute

Withhold: ☐ Write Refund Check

Memo:
 Comment:
 Starting Deposits: \$1,325.00 Starting Charges: \$70.00

Final Deposits:
 Final Charges:
 Due 6/10/1999 Late Fee \$25.00 Pay \$25.00 ☐ Disputed

Pay To: MAPLE: Maple Management
 Due 6/25/1999 Cleaning \$45.00 Pay \$45.00 ☐ Disputed

1. Released Deposits 2. Current Charges

DO NOT ACCEPT PERSONAL CHECKS unless OK'd by JH

Starting Open Credits:
 Released Deposits: \$1,325.00

Interest: \$48.98

Less Charges Paid: \$70.00

Less Refund Check: \$1,303.98

Final Open Credits:
 Pay \$25.00 ☐ Disputed

Pay \$45.00 ☐ Disputed

Edit Mode —
 Line Item Mode —

 **PROMAS Landmaster Training © 2002** **Security Deposits : 5**

Charge Tenant CMS

Charge Tenant

Date: 8/3/1999 ☐

Due By: ☐

Unit: CEDAR327: 327 Cedar Lane

Tenant: ROSEMAN: Rita Roseman [Current]

Charge: CLEAN: Cleaning

Amount: \$125.00

Memo: pet stains

Comment:
 Total Charges: \$125.00

☐ Deposit ☐ Taxable

☐ Pay Management Group

 **PROMAS Landmaster Training © 2002** **Security Deposits : 6**

Tenant Move Out - Current Charges

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 Speedbutton

The charge tenant speedbutton is in the lower left section of the form. 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 Move Out screen

Clicking anywhere on the line will display an additional line of details. The details displayed include:

Due Date – The date of the charge.

Charge – The charge code.

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.

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.

Printing a Refund Check

CMS

Tenant Refund Check

Posting Date: 7/26/1999 ☐ Hand Written

Unit: FAIR436: 436 Fairway Drive

Tenant: BRUNO: Joseph P. Bruno [Current]

Bank: CHECKING: Bank Account Checking

Amount: \$1,303.98 ☐ Withhold

Memo:

Comment:

Vendor:

Check Number:

Starting Open Credits: \$1,303.98

Check Amount: \$1,303.98

Final Open Credits: \$0.00

Payee Name and Address:
Joseph P. Bruno
436 Fairway Drive
Vienna, VA 22180
22180 ☐ Foreign

+ New

Post

Cancel

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Security Deposits : 7

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Security Deposit

Printing a Refund Check

The Tenant Refund Check can be printed or recorded here. Marking the **Handwritten** checkbox makes the check number field required. Several protected field 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.

When you are satisfied with the information on the screen you are ready to post. Clicking the New button 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.

Overview

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.

Exercise

Tenant Guro moved out on the 15th of last month, and you charge \$83 for cleaning. Perform all closure operations to the point of printing the refund check.

1. click the AR tab or AR drop-down menu
2. select Tenant Move Out
3. use the Find List to select Guro
4. use today's date for posting
5. click the Charge Tenant speedbutton
6. enter a charge for cleaning of \$83 and click the Post button
7. review the Current Charges tab in the Move Out screen and click Post
8. review the Refund Check screen

solution on next page

Solution: Select Tenant Move Out from AR drop-down menu

Tenant Move Out

Unit: MAIN212: 212 Main Street

Tenant: GURD: Edward & Marianne Guro [Current]

Date: 7/26/1999 ☒ Distribute

Withhold: ☐ Write Refund Check

Memo:

Comment:

Starting Deposits: \$1,150.00 Starting Charges:

Final Deposits: Final Charges:

Starting Open Credits:

Released Deposits: \$1,150.00

Interest:

Less Charges Paid:

Less Refund Check: \$1,150.00

Final Open Credits:

10/28/1998 Security Deposit (No Int) \$1,150.00 Release \$1,150.00 ☐ Pay Interest

1. Released Deposits / 2. Current Charges

+ New Post Cancel

Solution: click the Charge Tenant speedbutton

Charge Tenant

Date: 7/26/1999 ☐ Total Charges: \$83.00

Due By: ☐

Unit: MAIN212: 212 Main Street

Tenant: GURD: Edward & Marianne Guro [Current]

Charge: CLEAN: Cleaning Amount: \$83.00

Memo:

Comment:

☐ Deposit ☐ Taxable

☐ Pay Management Group

+ New Post Cancel

Solution: click the Current Charges tab

Tenant Move Out

Unit: MAIN212: 212 Main Street
Tenant: GURO: Edward & Marianne Guro [Current]
Date: 7/28/1999 ☒ Distribute
Withhold: ☐ ☒ Write Refund Check
Memo:
Comment:
Starting Deposits: \$1,150.00 Starting Charges: \$108.00
Final Deposits: Final Charges:
Starting Open Credits:
Released Deposits: \$1,150.00
Interest:
Less Charges Paid: \$108.00
Less Refund Check: \$1,042.00
Final Open Credits:
Due: 6/18/1999 Late Fee: \$25.00 Pay: \$25.00 ☐ Disputed
Pay To: MAPLE: Maple Management Edit
Due: 7/28/1999 Cleaning: \$83.00 Pay: \$83.00 ☐ Disputed
1. Released Deposits 2. Current Charges
? ? ? ? + New Post Cancel

Solution: click the Post button and review the Refund Check

Tenant Refund Check

Posting Date: 7/28/1999 ☐ Hand Written
Unit: MAIN212: 212 Main Street
Tenant: GURO: Edward & Marianne Guro [Current]
Bank: CHECKING: Bank Account Checking
Amount: \$1,042.00 ☐ Withhold
Memo:
Comment:
Vendor:
Check Number:
Starting Open Credits: \$1,042.00
Check Amount: \$1,042.00
Final Open Credits: \$0.00
Payee Name and Address:
Edward & Marianne Guro
212 Main Street
Fairfax, VA 21015
21015 ZIP... ☐ Foreign
? ? ? + New Post Cancel

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 (%) **2**

Payment Note

DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH

Lease Dates

Lease Type **Closed**

Lease Starts **2/1/1999**

Lease Expires **1/28/2000**

Move In **2/1/1999**

Move Out

Rent Summary

Amount **\$1,140.00**

Schedule **Monthly**

Next Scheduled **7/1/1999**

Schedule Expires

1. Tenant / 2. Lease / 3. Rent Changes / 4. Recurring Charges / 5. Comments & Extra

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
- the Status will change to "Past Active"

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

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 and the Status to Past Active

Date is **May 1** and tenant has physically vacated the unit.

2. Enter the move-out date (optional)
3. Posting May's rents will have changed the tenant status to *Past Active*

Date is **May 20** and charges have been listed from the unit move out worksheet.

4. Enter the charges in AR, Charge Tenant

Date is **May 26** and you are going to refund the tenant's security deposit

5. use the AR, Tenant Move Out screen
6. enter the last date where interest will be paid (if applicable)
7. verify the Released Deposit and Current Charges
8. enter any unrecorded charges using the Charge Tenant speedbutton
9. distribute the deposit amount as desired if charges exceed funds
10. review the screen and click the Post button
11. if an amount remains, you will be prompted to print a refund check
12. print a tenant statement using Mailings, Tenant Statement
13. 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.

14. make the tenant status Past Inactive

Exercise

Make Guro a Past Active tenant. Change the Schedule to Expired.

1. Go to Profiles, Tenant
2. Select Guro and click Edit
3. Go to the Lease tab
4. Change the status to Past Active
5. Change the Schedule to Expired
6. Click Save

Transfer Check

CMS

Transfer Check (Post Check and Corresponding Receipt)

Posting Date: 2/25/02 ☐ Hand Written

Reference: FEBRUARY 25, 2002

Payee: MAPLE: Maple Management [Vendor] Vendor

Write Check From Bank: ESCROW: Bank Account Escrow

Deposit Into Bank: CHECKING: Bank Account Checking

Check Number:

Check Total: \$1,150.00

Memo:

Ledger: MAIN212: 212 Main Street [Unit] Unit

Bill Code: SD XFER: Security Deposit Transfer

Amount: \$1,150.00

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Security Deposits : 8

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.
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 and have them initiate the transfer. 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.

You may or may not want the transactions to show on the owner's statement. The transfer transactions are the withdrawal from one bank and the deposit into the other bank.

- Not show on the owner statement (recommended)

Set up an account code and a bill code called SD XFER, Security Deposit Transfer with an **account type of Current Liability**. Use this code for the withdrawal and receipt transaction.

- Show on the owner statement

Set up an account code and bill code called SD XFER, Security Deposit Transfer with an **account type of Equity**. Use this code for the withdrawal and receipt transaction.

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 from our web site and get the documents pertaining to security deposits.

Exercise

Move Guro's \$1,150 security deposit from the Escrow bank to the Checking bank.

Step 1 - Post the check

1. Go to AP, Transfer Check
2. Type "Guro SD" in Invoice # field
3. Select Maple Management as Payee
4. Select Escrow Bank Account as Write Check From Bank
5. Select Checking as Deposit Into Bank
6. Select Main 212 as Bill To
7. Select SD XFER as the Bill Code
8. Enter 1150 as the Amount
9. Click Post. If this were a real transfer you would then print the check.

Step 2 - Make the deposit

1. Go to GL, Deposit Receipt
2. Select the Checking Bank Account as the Bank
3. Enter 1150 as the Amount or the appropriate amount if more than one transfer is included on the deposit.
4. Click Post.

AP – Accounts Payable

Accounts Payable Operations

CMS

- Vendors
- Entering Invoices
- Scheduled Payables
 - Invoice Checks
 - Recurring Payables
 - Distribution Checks to Owners
- Check Printing
- Vendor Credits & Adjustments



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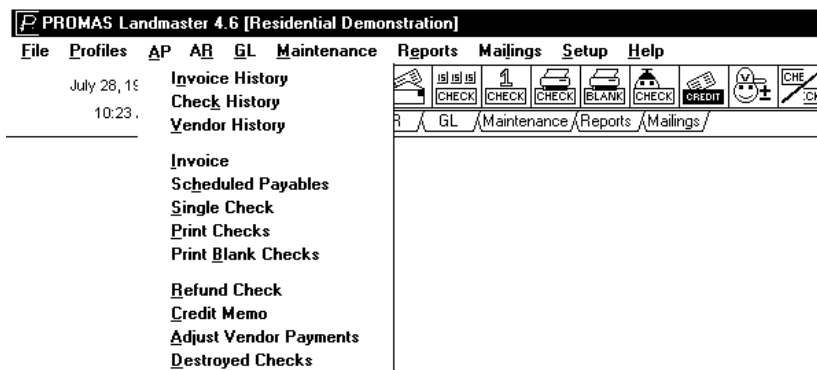


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A/P Month : 1

Accounts Payable Menu Options

CMS



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A/P Month : 2

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.

Simplified Invoicing (not recommended)

If you choose to use simplified invoicing (Setup, Processing Defaults, RPM) the entering of invoices to be paid as scheduled payables is turned off. Refer to the on-line Help or How To documents for details.

Review Vendor Profile CMS

Victor Garcia [Vendor]

ID: Status:

Mailing Address:

☐ ZIP+4 ☐ Foreign

Phone Numbers:

Contact:
Day:
Night:
Pager:
FAX:

Taxpayer Name:

Taxpayer ID:

☒ Send 1099

Work Orders:

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

Invoices:

Check Memo:
Check Limit:
Bill Code:

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

E-Mail Address:

1. General / 2. Categories

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Exercise

Review the vendor profile for Lawn Doctor

1. click the Profile tab or the Profile pull-down menu and choose Vendor
2. select the Lawn Doctor from the Find List
3. examine the Vendor Information tab
4. examine the Categories tab
5. click the Close button

Reviewing Vendor Profile

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 do not need to be set up as vendors. Banks, HOA's and other recipients of Recurring Checks can but don't have to be vendors. Vendor History is maintained for all vendors with profiles. No history is kept on one-time payees.

Note: if a number of your rental units pay HOA fees to an association it would save data entry time to enter that HOA as a vendor, plus the payments could be consolidated on one check.

The fields in the Vendor profile that have an effect on the invoice process are:

Workman's Comp / Liability Insurance

If either of these fields has a date prior to the posting date, the check will not print. When invoices are entered, a popup displays that warns you about the expirations happening in the next 30 days.

Check Limit

If the check limit is 1, a separate check will print for each invoice. If blank, up to 10 invoices will be consolidated on each check. If more than 10, the first nine will be listed and the remainder will be listed as XX Additional \$\$\$\$.

Discounts

Any discounts defined here will be applied on the invoice screen and single check screen.

Entering Invoices - Multiple Line Items

CMS

Invoice #
FEBRUARY 28, 2002
☐ Hold
☐ Separate Check
☐ Do Not Ask to Copy Information

Payee
PEPCO: Electric Company [Vendor]

Vendor

Invoice Date
2/28/02
☐ One Time Payee

Due Date

Memo

Discount (%)

Priority

Discount (\$)

Normal

Last Day

Work Order

1. Invoice
2. Payee Address & Comments

Bill To	Description	Amount	Split
CHEEK: Carl Wayne Cheek	ELECTRIC: Electric Bill	\$45.00	☐
CLAYTON: Frederick L. Clayton	ELECTRIC: Electric Bill	\$56.90	☐
GOLDEN: Harrison S. Golden	ELECTRIC: Electric Bill	\$93.60	☐
HARRIS: Charles W. Harris [Owner]	ELECTRIC: Electric Bill	\$28.56	☐

Undiscounted Total
\$224.06
Total Discount

Discounted Total
\$224.06

Entering Invoices

CMS



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A/P Month : 4

Entering Invoices - Single Line Item

CMS



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A/P Month : 21

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 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 single 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.



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.

Entering Invoices - Multiple Line Items CMS

Invoice
x

Invoice #
☐ Hold
 ☐ Separate Check
 ☐ Do Not Ask to Copy Information
 Payee

Invoice Date
 Due Date
 One Time Payee
 Discount (%)
 Memo
 Discount (\$)
 Priority

Last Day
 Work Order

1. Invoice / 2. Payee Address & Comments /

Bill To	CHEEK: Carl Wayne Cheek	ELECTRIC: Electric Bill	\$45.00	☐ Split
Bill To	CLAYTON: Frederick L. Clayton	ELECTRIC: Electric Bill	\$56.90	☐ Split
Bill To	GOLDEN: Harrison S. Golden	ELECTRIC: Electric Bill	\$93.60	☐ Split
Bill To	HARRIS: Charles W. Harris [Owner]	Owner		
Bill Code	ELECTRIC: Electric Bill			
Amount	\$28.56		☐ Split Charge with Owner	

Undiscounted Total \$224.06
 Total Discount
 Discounted Total \$224.06

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A/P Month : 4

Entering Invoices - Single Line Item CMS

Invoice
x

Invoice #
☐ Hold
 ☐ Separate Check
 ☐ Do Not Ask to Copy Information
 Payee

Invoice Date
 Due Date
 One Time Payee
 Discount (%)
 Memo
 Discount (\$)
 Priority

Last Day
 Work Order

1. Invoice / 2. Payee Address & Comments /

Bill To	BRUNO: Joseph P. Bruno [Current Tenant]	Tenant		
Bill Code	PEST: Pest Control			
Amount	\$83.00		☒ Split Charge with Owner	

Undiscounted Total \$83.00
 Total Discount
 Discounted Total \$83.00

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A/P Month : 21

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 of the Vendor.

Payee Address and Comments tab CMS

Invoice

Payee Address
 Callaghans Exterminators
 23 Mill Street
 Vienna, VA 22180
 22180 ☐ ZIP ☐ Foreign

Comments

1. Invoice
2. Payee Address & Comments

Bill To BRUNO: Joseph P. Bruno [Current Tenant]
Bill Code PEST: Pest Control
Amount \$83.00 ☐ Split Charge with Owner

Tenant

DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH

Undiscounted Total \$83.00
Total Discount
Discounted Total \$83.00

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A/P Month : 5

Invoice

Invoice # 23471 ☐ Hold ☐ Separate Check ☐ Do Not Ask to Copy Information
Payee HERO: Hero Electric [Vendor] **Vendor**
Invoice Date 8/4/1999
Due Date 8/14/1999 **One Time Payee**
Discount (%) **Memo**
Discount (\$) **Priority** Normal
Last Day **Work Order**

1. Invoice
2. Payee Address & Comments

Bill To CHEEK: Carl Wayne Cheek
Bill To CLAYTON: Frederick L. Clayton
Bill To GOLDEN: Harrison S. Golden
Bill To HARRIS: Charles W. Harris [Owner]
Bill Code ELECTRIC: Electric Bill
Amount \$28.56 ☐ Split Charge with Owner

ELECTRIC: Electric Bill	\$45.60	☐ Split
ELECTRIC: Electric Bill	\$56.90	☐ Split
ELECTRIC: Electric Bill	\$93.60	☐ Split

Undiscounted Total \$224.66
Total Discount
Discounted Total \$224.66

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.

Exercise

Create invoices for the following:

a. Callaghan's cleaning bill	\$83.00	Single line	Invoice #621
b. Electricity bills to: Cheek	\$45.00	Multiple line	Invoice #23471
Clayton	56.90		
Golden	93.60		
Harris	28.56		

1. click the AP tab or the AP pull-down menu and select Invoice
2. enter the Invoice number and select the Vendor from the Find List
3. enter the Due Date 10 days from now
4. enter the amount(s) shown in this exercise
5. for the multiple line exercise, click the open area at the bottom of the screen to enter the next line item – see solution on previous page
6. click the Address and Comments tab to view the screen
7. click the Invoice tab, review the screen
8. click the New button after the first invoice to enter the second.
click the Post button after entering the second invoice
9. go to Invoice History, Unpaid Invoices tab to review the entries just made

A/P Scheduled Payables

CMS

Scheduled Payables

☒ Invoices Checks

☐ Recurring Checks

☐ Recurring Checks as Invoices

☐ Transfer Property Surplus to and Recover Deficits from Owners

☐ Distribution Checks

☐ ACH Distribution Batch

Scheduled Through

2/17/2005

15

Limit to Schedule

Restrict Payer to

Restrict Payee to

Compile

Cancel

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A/P Month : 6

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 as Invoices function, the recurring checks and invoices to the same vendor can be consolidated on one check. 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.

CMS

Compiled Check Candidates

Invoice Checks

Due Date	Payer	Payee	Amount	
6/3/1999	MAIN212: 212 Main Street	Callaghans Exterminators [Vendor]	\$65.43	☐ Skip
6/3/1999	CEDAR327: 327 Cedar Lane	Victor Garcia [Vendor]	\$43.88	☐ Skip
6/3/1999	CEDAR327: 327 Cedar Lane	Lawn Doctor [Vendor]	\$75.00	☐ Skip
6/3/1999	WB201: Willow Brooke 201	Victor Garcia [Vendor]	\$28.77	☐ Skip

Invoice: JUNE 3, 1999

Bill Code: GLASS: Glass/Screens

Available: \$3,300.00

Reserve: \$0.00

Minimum: \$0.00

Ledger: NU: NUZIG Inc.

Unit: WB201: Willow Brooke 201

Owed: \$28.77

Discount:

Discount Ends:

Priority: Normal

Before Check: \$3,300.00

After Check: \$3,271.23

☐ Separate

[All Payables](#) /
 [Selected Payables](#) /
 [Selected Payables Below Minimum](#) /
 [Missed Discounts](#) /
 [Skipped Payables](#)

?

 Post
 Report
 Cancel
 Calculate
 Skip All

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A/P Month : 7

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.

CMS

Compiled Checks - Invoice Checks

Due Date	Payer	Payee	Amount	
6/3/1999	MAIN212: 212 Main Street	Callaghans Exterminators [Vendor]	\$65.43	☐ Skip
6/3/1999	CEDAR327: 327 Cedar Lane	Victor Garcia [Vendor]	\$43.88	☐ Skip
6/3/1999	CEDAR327: 327 Cedar Lane	Lawn Doctor [Vendor]	\$75.00	☐ Skip
6/3/1999	WB201: Willow Brooke 201	Victor Garcia [Vendor]	\$28.77	☐ Skip

Invoice: JUNE 3, 1999 Ledger: NU: NUZIG Inc.
 Bill Code: GLASS: Glass/Screens Unit: WB201: Willow Brooke 201
 Available: \$7,396.65 Owed: \$28.77 Priority: Normal
 Reserve: \$0.00 Discount: Before Check: \$7,396.65
 Minimum: \$0.00 Discount Ends: After Check: \$7,367.88 ☐ Separate

All Payables / Selected Payables / Selected Payables Below Minimum / Missed Discounts / Skipped Payables /

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 A/P Month : 8

Exercise

Compile Invoice Checks

1. In AP, Scheduled Payables, select Invoice Checks
2. Click Compile
3. Review the line items in edit mode

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.

Recurring Checks CMS

Scheduled Payables

☐ Invoices Checks
☒ **Recurring Checks**
☐ Recyring Checks as Invoices
☐ Transfer Property Surplus to and Recover Deficits from Owners
☐ Distribution Checks
☐ ACH Distribution Batch

Scheduled Through: 2/17/2005

Limit to Schedule: ▼

Restrict Payer to: ▼

Restrict Payee to: ▼

Compile Cancel

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A/P Month : 9

Recurring Checks - Compiled CMS

Recurring Checks As Payables

Due Date	Payer	Payee	Amount	
5/1/1999	GOLDEN: Harrison S. Golden	Minuteman Trust	\$793.46	☐ Skip
5/1/1999	SCHENK: Donald S. Schenk	Patriot National	\$477.38	☐ Skip

Available: \$502.00

Reserve:

Minimum:

Bill Code: MORTGAGE: Mortgage Payment

Schedule: Monthly

Priority: Normal

Before Check: \$502.00

After Check: \$24.62

[All Checks](#) / [Selected Checks](#) / [Selected Checks Below Minimum](#) / [Skipped Checks](#)

Post Report Cancel Calculate Skip All

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A/P Month : 10

Recurring Checks

Recurring checks are defined in the Owner, Property, Management Group, and Unit profiles using the Recurring Checks speedbutton.

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/Recover Deficits

CMS

Scheduled Payables

☐ Invoices Checks

☐ Recurring Checks

☐ Recurring Checks as Invoices

☒ Transfer Property Surplus to and Recover Deficits from Owners

☐ Distribution Checks

☐ ACH Distribution Batch

Scheduled Through

2/17/2005

15

Limit to Schedule

Restrict Payer to

Restrict Payee to

Compile

Cancel

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A/P Month : 21

Transfer Property Surplus and Recover Deficits from Owners

This is one of the options in AP, Scheduled Payables.

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

CMS

Scheduled Payables

☐ Invoices Checks

☐ Recurring Checks

☐ Recurring Checks as Invoices

☐ Transfer Property Surplus to and Recover Deficits from Owners

☐ Distribution Checks

☒ ACH Distribution Batch

ACH Bank   ☒ Create ACH Export File

Scheduled Through

Limit to Schedule

Restrict Payer to  

Restrict Payee to  

 Compile  Cancel

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A/P Month : 22

ACH - Automatic Check Handling

This is one of the options in AP, Scheduled Payables.

This function is used when you have an arrangement with your bank to process checks using ACH procedures. The bank or its agent will supply you with a program to record transactions that will send funds from your account to the owner's bank account electronically.

Advanced Scheduling in the Owner Profile is used to set up the process in Professional Landlord so that the program can reflect the transactions that the bank records. Refer to the on-line Help and How To document for details and specifics on the format of the file produced by Professional Landlord.

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.

Note: This function cannot be implemented without coordinating with your bank. Since there are a number of formats used by different banks, our standard output file may need some slight changes prior to being imported into the bank program. Contact tech support for more information.

Distribution Checks - Compiled CMS

Distribution Checks

Date	Payer	Amount	
4/24/1999	CLAYTON: Frederick L. Clayton	\$801.44	☐ Skip
4/24/1999	GOLDEN: Harrison S. Golden	\$647.22	☐ Skip
4/24/1999	SCHENK: Donald S. Schenk	\$882.00	☐ Skip

Bank: CHECKING: Bank Account Checking

Balance: \$1,482.00

Reserve: \$600.00

Available: \$882.00

Payables:

Work Orders:

Total Payable:

Schedule:

Minimum: \$100.00

Maximum:

Surplus: \$882.00

[All Checks](#) / [Selected Checks](#) / [Selected Checks Below Available](#) / [Payables & Work Orders](#) / [Skipped Checks](#)

? [Printer Icon] [Monitor Icon]
Post [Report Icon] Cancel Skip All

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A/P Month : 11

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.

Distribution Checks - Advanced Scheduling CMS

Advanced Scheduling

CHEEK: Carl Wayne Cheek

Distribution Checks:

Schedule: Never ☐ Ignore Scheduling

Next Scheduled: 5/1/1999 15

Schedule Expires: 15

ACH Distribution Checks:

Distribute by ACH: ☐

Bank Routing Number:

Account Number:

[1. Distribution Checks](#) / [2. Statements](#)

? [Printer Icon] [Monitor Icon]
Save Close

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A/P Month : 12

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 no 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.

Check Posting

CMS

Ready to Post Checks

Date to Post Checks: 7/9/1999

   Post  Cancel

Information

 2 checks posted. Do you want to print the checks at this time?

 Yes  No

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Check Printing

CMS

Ready to Print Checks

Check Date: 7/29/1999

Bank: CHECKING: Bank Account Checking

Next Check Number: 1743

Pause After Check: ☐

Printer: NEC SuperScript 860 on LPT1: 

☐ Automatically Print for All Banks

   Print  Cancel

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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.

CMS

Print Checks

Print Checks
✕

Post Date	Payer	Payee	Amount
6/4/1999	CLAYTON: Frederick L. Clayton	Frederick L. Clayton [Owner]	\$801.44
6/4/1999	GOLDEN: Harrison S. Golden	Minuteman Trust	\$793.46
6/4/1999	SCHENK: Donald S. Schenk	Patriot National	\$477.38
6/4/1999	SCHENK: Donald S. Schenk	Donald S. Schenk [Owner]	\$404.62

Bank: Bank Account Checking

Bank Balance: \$12,041.21

Minimum: \$100.00

Before Check: \$9,968.93

After Check: \$9,564.31

☐ Vendor Insurance Expired

☐ Skip

☒ Sort by Payee ☐ Sort by Payer

All Checks / Selected Checks / Selected Checks Below Minimum / Vendor Insurance Expired / Skipped Checks /

? 🖨️ 🏠

🖨️ Print ✖ Cancel Σ Calculate 🗑️ Skip All

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A/P Month : 15

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. 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.

Exercise

Reprint the last two checks

1. Go to AP, Check History
2. Highlight and click the Reprint button for the last two checks
3. Click the Unprinted Checks tab to review
4. Click the Print Checks speedbutton or go to AP, Print Checks
5. Review the checks and click Print

Record/Write a Single Check

CMS

Write Check
✕

Posting Date: 2/28/02 ☐ Hand Written
 Invoice #: FEBRUARY 28, 2002
 Payee: GARCIA: Victor Garcia [Vendor] Vendor:
 Bank: CHECKING: Bank Account Checking
 One Time: Check Number:
 Memo: Discount (%):
 Work Order: Discount (\$):

1. Invoice / 2. Payee Address & Comments

Bill To: OAK2118: 2118 Oak Street [Unit]
 Bill Code: GEN REPAIR: General Repairs
 Amount: \$85.00 ☐ Split Charge with Owner

refer to preferred vendors notes for the owners preferences.

Undiscounted Total: \$85.00
Total Discount:
Discounted Total: \$85.00

?
+ New
Post
Cancel

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A/P Month : 16

Simplified Payables (not recommended)

If you choose Simplified Payables in Setup, Processing Defaults, RPM then all invoices are paid using the Single Check function. Refer to on-line Help or Fax-on-Demand documents for details on Simplified Payables.

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-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 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.

Record/Write a Single Check

CMS

Write Check
✕

Posting Date: 2/28/02 19 ☐ Hand Written
Invoice #: FEBRUARY 28, 2002
Payee: GARCIA: Victor Garcia [Vendor] Vendor
Bank: CHECKING: Bank Account Checking
One Time:
Memo:
Work Order:

Check Number:
Discount (%):
Discount (\$):

1. Invoice / 2. Payee Address & Comments

Bill To: OAK2118: 2118 Oak Street [Unit]
Bill Code: GEN REPAIR: General Repairs
Amount: \$85.00 ☐ Split Charge with Owner

refer to preferred vendors notes for the owners preferences.

Undiscounted Total: \$85.00

Total Discount:

Discounted Total: \$85.00

?
🖨
📅
🔍
📧

+ New
📧 Post
✕ Cancel

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A/P Month : 16

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.

Vendor Credit Memo

CMS

Vendor Credit Memo

Date

1/9/1999

19

Reference

Vendor

MAPLE: Maple Management

Ledger

CHEEK: Carl Wayne Cheek [Owner]

Owner

Account

CREDIT: Credit Memo

Amount

\$28.00

☐ Hold

Memo

returned plumbing supplies

Comment

+ New

 Post

 Cancel

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A/P Month : 17

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.

Adjust Vendor Payments

CMS

Adjust Vendor Payments

Date7/29/199915

VendorGARCIA: Victor Garcia

LedgerFAIR436: 436 Fairway Drive [Unit]

☒ Increase Vendor Payments
☐ Decrease Vendor Payments

Amount\$284.31

Memo

Comment

Payments for Year\$377.04

Adjustment\$284.31

Final Payments\$661.35

?

+ New

Post

Cancel

P

LM

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A/P Month : 18

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.

Recording Destroyed Checks CMS

Destroyed Checks x

Posting Date

Bank

Starting Check Number

Ending Check Number

Number of Checks

Memo

 PROMAS LandmasterTraining © 2002

A/P Month : 19

Blank Checks CMS

Print Blank Checks x

Bank

Next Check Number

Number of Checks

Printer

 PROMAS LandmasterTraining © 2002

A/P Month : 20

Destroyed Checks

Destroyed checks are generally ones in a sequence that have been made unusable because they are misrepresented, mutilated by the printer or damaged after printing. This function allows you to account for those checks which have been rendered useless.

An option in Setup, Processing Defaults gives you the ability to have the system automatically record a voided check as a destroyed check. Whatever the circumstances you can account for all of your pre-printed checks.

Enter either a single check number or a range of checks, and use the Memo field to indicate the reason for this action being taken.

Fields

Date – enter the posting date

Bank – select the bank account from the 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 list 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.

General Ledger

General Ledger Functions

CMS

- Journal Entries
 - journal vouchers
 - journal transfers
- Bank to Bank Transfers
- Recurring Journal Entries
- Reconciling a Bank Statement
- Adjust Bank Account

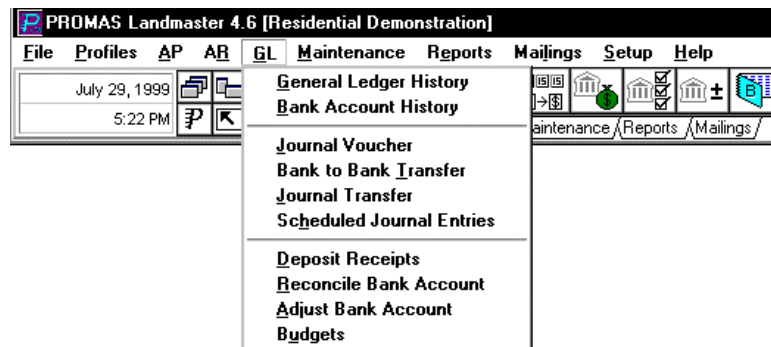


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G/L Transactions : 1

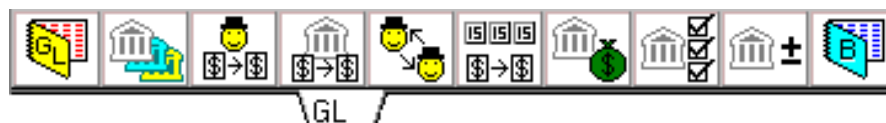
General Ledger

CMS



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G/L Transactions : 2



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.

If either the maintenance or commercial module option was purchased, the GL will include a Budget function.

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:

- 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

Entering a Journal Voucher

CMS

Date: 5/8/1999 15

Reference: Journal Voucher

Ledger: CLAYTON: Frederick L. Clayton [Owner]

Memo:

Comment:

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$100.00

Debits: \$100.00

In Balance:

Account	Debit or Credit	Amount
RETAINED: Retained Earnings 	Credit	\$100.00
CHECKING: Bank Account Checking 	Debit	\$100.00

?
Print
F5

+ New
Post
X Cancel

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G/L Transactions : 3

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 an ledger balance. The other is by using the Adjust Bank Account function.

Journal Vouchers

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 Rsrve – 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 Between Ledgers CMS

Journal Transfer

Date: 7/29/1999

Reference: Journal Transfer

Bank: CHECKING: Bank Account Checking

Memo:

Comment:

☒ Cash

☒ Accrual

☒ Modified Cash

Credits: \$47.00

Debits: \$47.00

In Balance:

Account and Ledger	Debit or Credit	Amount
LEASE FEE: Leasing Fee	Debit	\$47.00
GOLDEN: Harrison S. Golden		
LEASE: Leasing Fee Income	Credit	\$47.00
MAPLE: Maple Management [Management Gro	Management Group	

?

+ New

Post

Cancel

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G/L Transactions : 4

The above journal transfer example is taking a \$47 leasing fee from owner Golden and giving it to the Management Group ledger.

Journal Transfers

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 Between Ledgers CMS

Journal Transfer

Date: 7/29/1999

Reference: Journal Transfer

Bank: CHECKING: Bank Account Checking

Memo:

Comment:

☒ Cash

☒ Accrual

☒ Modified Cash

Credits: \$47.00

Debits: \$47.00

In Balance:

Account and Ledger	Debit or Credit	Amount
LEASE FEE: Leasing Fee	Debit	\$47.00
GOLDEN: Harrison S. Golden		
LEASE: Leasing Fee Income	Credit	\$47.00
MAPLE: Maple Management (Management Gro	Management Group	

? [Printer Icon] [Calendar Icon]
+ New [Post Icon] Post [X] Cancel

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G/L Transactions : 4

Note: Leasing Fee is being used as an example. In Professional Landlord the most efficient way of taking a leasing fee and adjust a management fee is to use the Prorated Rent function. The Journal Transfer produces the same result but is not as efficient.

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.

Exercise

Using a Journal Transfer to take a leasing fee from the owner

1. Go to GL, Journal Transfer
2. Enter the date
3. Select the bank account where the owner's money is being held
4. Enter a memo describing the situation (optional but recommended)
5. Select the account code for leasing fee expense from the Find List
6. Select the owner ledger in the ledger field
7. Enter the amount
8. Click in the area below the first line item to create another
9. Select the account code for leasing fee income from the Find List
10. Select the management group in the ledger field
11. The amount will fill in automatically
12. The difference will be zero and you can post the transaction

Example shown on screen will post as:

Owner	Debit	leasing fee expense	\$47.00
Owner	Credit	bank account	\$47.00
Mgt. Group	Credit	leasing fee income	\$47.00
Mgt. Group	Debit	bank account	\$47.00

Note: If you had wanted to give back leasing fees previously taken the amounts would be entered as negative numbers (i.e. -47).

CMS

Scheduled Journal Entries

Scheduled Journal Entries ✕

☒ Recurring Journal Entries
☐ Recuring Transfers
☐ Reconcile Property Management Fees
☐ Tax Collections

Scheduled Through: 2/18/2005 15

Limit to Schedule:

Restrict to: ✎

? 🖨 ⌨ Compile ✕ Cancel

Professional Landlord Training © 2005
G/L Transactions : 5

CMS

Recurring Journal Entries

Recurring Journal Entry ✕

CHEEK: Carl Wayne Cheek ✎

Description: Set Aside Tax Money
Schedule: Monthly
Next Scheduled: 8/1/1999 15
Schedule Expires: 15
Reference: Journal Entry
Memo: Set aside tax money

☒ Cash
☒ Accrual
☒ Modified Cash

Credits: \$100.00
 Debits: \$100.00
 In Balance:

Account and Ledger	Debit or Credit	Amount
CASH OUT: Cash Distribution	Credit	(\$100.00)
CHEEK: Carl Wayne Cheek		
TAX HOLD: Tax Set Aside Account	Credit	\$100.00
CHEEK: Carl Wayne Cheek [Owner]		

? 🖨 ⌨ ⏪ ⏩ Save Close

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G/L Transactions : 6

Scheduled Journal Entries

This function will allow you to post journal entries (voucher or transfer) to ledgers on a regular, scheduled basis as a batch. The information is entered in the owner or property profile using the Recurring Journal Entries speedbutton. Refer to the pages on Journal Entries for information on preparing a journal voucher.

Once the information has been entered in the profile, run the GL, Scheduled Journal Entries function by entering the Scheduled Through date and any restriction of schedule or ledger.

When you click the Compile button, a list of all the scheduled journal entries that need to be posted will appear on the list. You have the option to skip any on that list before posting. When you post the selected candidates, the transactions will post to the appropriate ledgers and the schedules will be updated.

- All recurring journal entry candidates can be posted per the Scheduled Through date displayed.
- A line item may represent a multi-transaction journal entry.
- If you decide to skip a line item it will appear as a candidate for that date unless you change the Next Scheduled date in the owner profile.

Recurring Journal Entries

This function posts the journal entries created in the ledger profile using the Recurring Journal Entry speedbutton. It is used for known happenings like automatic withdrawals for mortgage payments, automated bank transactions, etc.

Recurring Transfers

CMS

Transfer Candidates ✕

Date	Payer	Transfer Amount
2/11/2005	PM LEDGER: Property Management	\$17.10
	Payee: MESA: Mesa Tax Authority	
	Source: MESA: Mesa Tax	

☐ Skip

All / Selected / Selected Refunds / Selected Zero / Skipped / Skipped Zero / Skipped Non-Zero

Professional Landlord Training © 2005
G/L Transactions : 7

Calculations Screen

CMS

Calculations ✕

```

$600.00 Late Fee
-----
= $600.00 Subject to Management Fee
% $600.00 Subject to Management Fee
  10 Percentage
-----
= $60.00 Percentage Fee
Min $500.00 Minimum
Max $500.00 Maximum
-----
= $500.00 Monthly Management Fee
$500.00 Monthly Management Fee
- $0.00 Management Fee Expense from General Ledger
-----
= $500.00 Reconciled Management Fee

```

Professional Landlord Training © 2005
G/L Transactions : 8

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 is output.

This function is an add-on module.

Bank-to-Bank Transfer		CMS
Bank to Bank Transfer Date: 7/29/1999 Reference: Bank Transfer From Bank: ESCROW: Bank Account Escrow To Bank: CHECKING: Bank Account Checking Memo: Comment: Total: \$675.00 Ledger: CLAYTON: Frederick L. Clayton [Owner] Amount: \$675.00 Load All Balances + New Post Cancel		



Bank to Bank Transfer

This function lets you record movements 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 when a tenant's security deposit money is deposited in the checking account and is then moved to the escrow (security deposit) bank account. In that case, the affected ledger could be a unit or that unit's owner. Similarly, 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.

Note: This function posts the withdrawal and deposit transactions. You must then take whatever steps are necessary to physically move the funds (i.e. 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. Call technical support for guidance.

Reconciling a Bank Statement

CMS

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking ↔ ↵

Closing Balance: \$0.00 ☐ Disable Clearing When Row Clicked

Closing Date: 4/30/1999 15 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
4/3/1999		Deposit	\$2,885.00	☐
4/19/1999		Deposit	\$2,300.00	☐
2/18/1999	1719	Peyton T. Gray	(\$376.53)	☐
3/17/1999	1724	David & Judy Fiscella	(\$823.98)	☐
3/17/1999	1728	James J. Porach	(\$823.98)	☐
4/19/1999	1732	HOA Fee	(\$134.50)	☐
4/19/1999	1733	Mortgage Payment	(\$793.46)	☐
4/1/1999	1734	Mortgage Payment	(\$477.38)	☐
4/20/1999	1735	Peachtree National	(\$391.53)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions /

?

Opening Balance	\$10,286.04
Amount Cleared	\$0.00
Cleared Balance	\$10,286.04
Closing Balance	\$0.00
DIFFERENCE	\$10,286.04
Checks	\$0.00
Other	\$0.00
Subtractions	\$0.00
Deposits	\$0.00
Other	\$0.00
Additions	\$0.00
Uncleared	(\$2,165.45)
Awaiting Deposit	\$0.00
Current Balance	\$8,120.59

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G/L Transactions : 8

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 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 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. 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 voided a cleared transaction in the process of fixing a payment recorded in error. When that happens you receive a warning screen alerting you to the situation but you can continue, thus causing the difference.

The bank statement reconciliation exercise involves matching deposits and payments shown on the bank statement with those displayed. The process involves marking (clearing) each transaction on the screen that corresponds to one on the bank statement. There should be a one-to-one match. As each payment or deposit is marked (cleared), the amounts in the protected fields are updated and the Difference is adjusted.

Any transactions showing on the bank statement that are not displayed must be entered prior to completing the reconciliation. Any uncleared transactions with no chance of ever appearing on a bank statement should be handled outside this bank statement reconciliation. Use GL, Adjust Bank Account to record interest, service charges and bank errors.

Reconciling a Bank Statement CMS

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking ◀ ▶ ↺

Closing Balance: \$0.00 ☐ Disable Clearing When Row Clicked

Closing Date: 4/30/1999 19 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
4/3/1999		Deposit	\$2,885.00	☐
4/19/1999		Deposit	\$2,300.00	☐
2/18/1999	1719	Peyton T. Gray	(\$376.53)	☐
3/17/1999	1724	David & Judy Fiscella	(\$823.98)	☐
3/17/1999	1728	James J. Porach	(\$823.98)	☐
4/19/1999	1732	HDA Fee	(\$134.50)	☐
4/19/1999	1733	Mortgage Payment	(\$793.46)	☐
4/1/1999	1734	Mortgage Payment	(\$477.38)	☐
4/20/1999	1735	Peachtree National	(\$391.53)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions /

? Print Post Report Cancel Calculate

Opening Balance \$10,286.04

Amount Cleared \$0.00

Cleared Balance \$10,286.04

Closing Balance \$0.00

DIFFERENCE \$10,286.04

Checks \$0.00

Other \$0.00

Subtractions \$0.00

Deposits \$0.00

Other \$0.00

Additions \$0.00

Uncleared (\$2,165.45)

Awaiting Deposit \$0.00

Current Balance \$8,120.59

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G/L Transactions : 8

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

Reconciling a Bank Statement

CMS

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$0.00 ☐ Disable Clearing When Row Clicked

Closing Date: 4/30/1999 19

Extra Days:

Date	Check	Description	Amount	Clear
4/3/1999		Deposit	\$2,885.00	☐
4/19/1999		Deposit	\$2,300.00	☐
2/18/1999	1719	Peyton T. Gray	(\$376.53)	☐
3/17/1999	1724	David & Judy Fiscella	(\$823.98)	☐
3/17/1999	1728	James J. Porach	(\$823.98)	☐
4/19/1999	1732	HQA Fee	(\$134.50)	☐
4/19/1999	1733	Mortgage Payment	(\$793.46)	☐
4/1/1999	1734	Mortgage Payment	(\$477.38)	☐
4/20/1999	1735	Peachtree National	(\$391.53)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions /

Opening Balance	\$10,286.04
Amount Cleared	\$0.00
Cleared Balance	\$10,286.04
Closing Balance	\$0.00
DIFFERENCE	\$10,286.04
Checks	\$0.00
Other	\$0.00
Subtractions	\$0.00
Deposits	\$0.00
Other	\$0.00
Additions	\$0.00
Uncleared	(\$2,165.45)
Awaiting Deposit	\$0.00
Current Balance	\$8,120.59



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G/L Transactions : 8

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 CMS

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking ⏪ ⏩

Closing Balance: \$0.00 ☐ Disable Clearing When Row Clicked

Closing Date: 4/30/1999 19 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
4/3/1999		Deposit	\$2,885.00	☐
4/19/1999		Deposit	\$2,300.00	☐
2/18/1999	1719	Peyton T. Gray	(\$376.53)	☐
3/17/1999	1724	David & Judy Fiscella	(\$823.98)	☐
3/17/1999	1728	James J. Porach	(\$823.98)	☐
4/19/1999	1732	HDA Fee	(\$134.50)	☐
4/19/1999	1733	Mortgage Payment	(\$793.46)	☐
4/1/1999	1734	Mortgage Payment	(\$477.38)	☐
4/20/1999	1735	Peachtree National	(\$391.53)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions /

? ⏪ ⏩ ⏴ ⏵ Post Report Cancel Calculate

Opening Balance: \$10,286.04

Amount Cleared: \$0.00

Cleared Balance: \$10,286.04

Closing Balance: \$0.00

DIFFERENCE: \$10,286.04

Checks: \$0.00

Other: \$0.00

Subtractions: \$0.00

Deposits: \$0.00

Other: \$0.00

Additions: \$0.00

Uncleared: (\$2,165.45)

Awaiting Deposit: \$0.00

Current Balance: \$8,120.59

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G/L Transactions : 8

Folder Tabs

A portion of the line items meeting the selection criteria of the reconciliation can be viewed by using the folder tabs.

All – Includes all transactions through the closing date which have not yet been cleared.

Cleared – Displays those transactions that have been marked for clearing.

Uncleared – Displays those transactions that have not been marked for clearing.

Stale – Displays those transactions dated more than 60 days prior to the closing date. These may be candidates for purging.

Deposits – Lists only deposit transactions.

Other Additions – Lists only additions to the bank account other than deposits. Included are items such as interest earned, bank transfers, 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.

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.

There is a bank reconciliation exercise at the end of this section.

Adjust Bank Account

CMS

Adjust Bank Account

Date

5/8/1999

15

Bank

CHECKING: Bank Account Checking

Ledger

MAPLE: Maple Management (Management Gro

☒ Interest or Other Increase

☐ Service Charge or Other Decrease

Reference

Interest

Account

DEP INT: Deposit Interest

Amount

\$35.55

Memo

Comment

?

+ New

Post

Cancel

P

LM

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G/L Transactions : 9

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.

When you are recording a bank error enter two transactions. The first to handle the amount needed to reconcile this bank statement and 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 drop-down list.

Amount - enter the amount of the increase or decrease.

Memo/Comment - enter any appropriate memo or comment

Exercise

Record bank account interest earned of \$35.55 which appeared on last month's bank statement.

1. Go to GL, Adjust Bank Account
2. Enter a Date of the last day of last month.
3. Select the Bank account
4. Select the Management Group as the Ledger
5. Click the Interest or Other Increase radio button
6. Enter the Amount of interest
7. For a memo enter the month of the interest earned (optional)
8. Review the screen, make any necessary changes
9. Click Post

Setting Up a Budget

CMS

Fiscal Year 99 [Budget]

ID: FISCAL99 Fiscal Year 99

Ledger: CLAYTON: Frederick L. Clayton [Owner]

Title: 1999 Fiscal Year Budget

Start of Year: 1/1/1999 15

Budget Style: Month and Year to Date ☐ Round Amounts to the Nearest Dollar

Account	January	February	March	Total Year
4010 Management Fee Edit				\$0.00
4020 Leasing Fee Income Edit				\$0.00
4110 Rent Edit				\$0.00
4120 Late Fee Edit				\$0.00
4210 Bank Interest Earned Edit				\$0.00
4220 Miscellaneous Income Edit				\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Income Minus Expenses	\$0.00	\$0.00	\$0.00	\$0.00

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Save Close



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G/L Transactions : 10

Edit Budget Line Items

CMS

Edit Budget Line Item

4010 Management Fee

	Budget	Year To Date	Last Year
January		\$0.00	\$0.00
February		\$0.00	\$0.00
March		\$0.00	\$0.00
April		\$0.00	\$0.00
May		\$0.00	\$0.00
June		\$0.00	\$0.00
July		\$0.00	\$0.00
August		\$0.00	\$0.00
September		\$0.00	\$0.00
October		\$0.00	\$0.00
November		\$0.00	\$0.00
December		\$0.00	\$0.00
Total		\$0.00	\$0.00

☐ Copy Last Year Amounts to Budget

Post Cancel



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G/L Transactions : 11

Working with Budgets

The budget function comes with the maintenance and commercial modules. 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. One of the management reports will print landscape to accommodate large numbers.

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.

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$8,903.65 ☐ Disable Clearing When Row Clicked

Closing Date: 7/31/1999 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
7/3/1999		Deposit	\$2,885.00	☐
7/19/1999		Deposit	\$2,300.00	☐
5/18/1999	1719	Peyton T. Gray	(\$376.53)	☐
6/17/1999	1724	David & Judy Fiscella	(\$823.98)	☐
6/17/1999	1728	James J. Porach	(\$823.98)	☐
7/19/1999	1732	HOA Fee	(\$134.50)	☐
7/19/1999	1733	Mortgage Payment	(\$793.46)	☐
7/1/1999	1734	Mortgage Payment	(\$477.38)	☐
7/20/1999	1735	Peachtree National	(\$391.53)	☐

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? Post Report Cancel Calculate

Opening Balance: \$10,286.04
 Amount Cleared: \$0.00
 Cleared Balance: \$10,286.04
 Closing Balance: \$8,903.65
 DIFFERENCE: \$1,382.39
 Checks: \$0.00
 Other: \$0.00
 Subtractions: \$0.00
 Deposits: \$0.00
 Other: \$0.00
 Additions: \$0.00
 Uncleared: (\$2,165.45)
 Awaiting Deposit: \$0.00
 Current Balance: \$8,120.59

Reconcile Bank Account

Bank: CHECKING: Bank Account Checking

Closing Balance: \$8,903.65 ☐ Disable Clearing When Row Clicked

Closing Date: 7/31/1999 Mark All Mark Range Start Over

Extra Days: Edit Highlighted Entry

Date	Check	Description	Amount	Clear
7/3/1999		Deposit	\$2,885.00	☒
7/19/1999		Deposit	\$2,300.00	☒
5/18/1999	1719	Peyton T. Gray	(\$376.53)	☒
6/17/1999	1724	David & Judy Fiscella	(\$823.98)	☒
6/17/1999	1728	James J. Porach	(\$823.98)	☒
7/19/1999	1732	HOA Fee	(\$134.50)	☒
7/19/1999	1733	Mortgage Payment	(\$793.46)	☒
7/1/1999	1734	Mortgage Payment	(\$477.38)	☒
7/20/1999	1735	Peachtree National	(\$391.53)	☒

1. All / 2. Cleared / 3. Uncleared / 4. Stale / 5. Deposits / 6. Other Additions / 7. Checks / 8. Other Subtractions

? Post Report Cancel Calculate

Opening Balance: \$10,286.04
 Amount Cleared: (\$1,382.39)
 Cleared Balance: \$8,903.65
 Closing Balance: \$8,903.65
 DIFFERENCE: \$0.00
 Checks: (\$6,567.39)
 Other: \$0.00
 Subtractions: (\$6,567.39)
 Deposits: \$5,185.00
 Other: \$0.00
 Additions: \$5,185.00
 Uncleared: (\$783.06)
 Awaiting Deposit: \$0.00
 Current Balance: \$8,120.59

Exercise

Do a bank reconciliation. To do this exercise you must start with a clean Training database.

The bank statement opening balance is \$10,286.04 and the bank statement closing balance was \$8,903.65 as of the end of last month. The following items appear on the bank statement:

Deposits:

\$2,885.00
2,300.00

Checks:

1719	\$376.53
1724	823.98*
1728	823.98*
1732	134.50*
1733	793.46
1734	477.38
1735	391.53
1736	866.87
1738	116.10*
1739	391.53
1740	391.53
1742	980.00*

1. Enter the closing balance.
2. Mark off each transaction in the program that appears on the bank statement.
3. Verify that the Difference is zero.
4. Preview the report (see next page for a sample).
5. Post the reconciliation.

Note: Your bank statement lists all checks cleared and indicates missing checks in the sequence with an *. Marking all checks in the range of checks cleared by the bank using the Mark Range button (in this case #1719 - 1742) and then unmarking those represented by the * may be a quicker way to mark the checks cleared if you write a lot of checks each month.

Alternative to step 2 above: Select the Deposits tab and mark the deposits. Select the Checks tab and use the Mark Range button to mark 1719-1742. Then unmark the missing checks.

Bank Reconciliation

Bank Account Checking [Acct# 00037029011] on Thursday January 31, 2002

Bank Summary

Opening Balance	\$10,286.04	
Less Cleared Checks	\$6,567.39	
Less Other Cleared Subtractions	\$0.00	
Plus Cleared Deposits	\$5,185.00	
Plus Other Cleared Additions	\$0.00	
Cleared Balance	\$8,903.65	
 Cleared Balance	 \$8,903.65	
Statement Balance on 1/31/2002	\$8,903.65	
Difference	\$0.00	In Balance

Cleared Checks

1719	11/18/01	Peyton T. Gray	\$376.53	
1724	12/17/01	David & Judy Fiscella	\$823.98	4 checks skipped
1728	12/17/01	James J. Porach	\$823.98	3 checks skipped
1732	1/19/02	HOA Fee	\$134.50	3 checks skipped
1733	1/19/02	Mortgage Payment	\$793.46	
1734	1/1/02	Mortgage Payment	\$477.38	
1735	1/20/02	Peachtree National	\$391.53	
1736	1/20/02	Oceanside Bank	\$866.87	
1738	1/20/02	Patriot Bank	\$116.10	1 checks skipped
1739	1/20/02	Peyton T. Gray	\$391.53	
1740	1/20/02	Charles W. Harris	\$391.53	
1742	1/21/02	Hero Electric	\$980.00	1 checks skipped
			12 Items	\$6,567.39

Cleared Deposits

1/3/02	Deposit	\$2,885.00	
1/19/02	Deposit	\$2,300.00	
		2 Items	\$5,185.00

Uncleared Deposits and Other Additions

1/30/02	Deposit	\$1,000.00	
		1 Item	\$1,000.00

Uncleared Checks and Other Subtractions

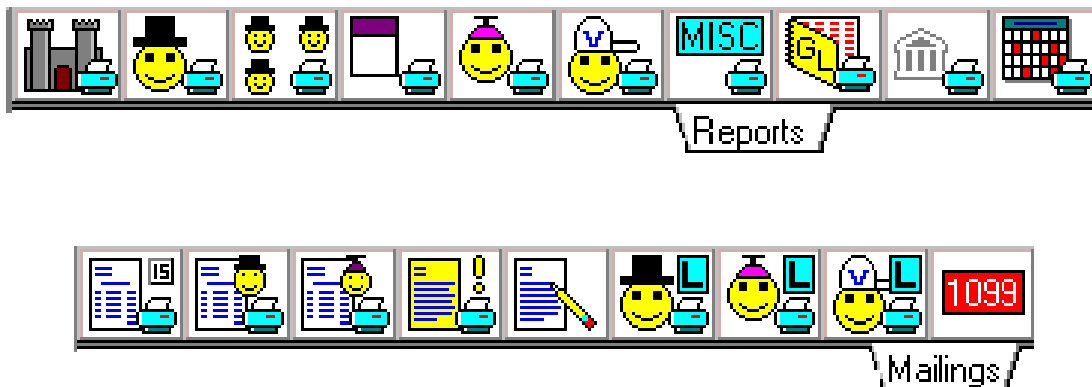
1721	12/2/01	Mortgage Payment	\$477.38	
1737	1/20/02	David & Judy Fiscella	\$391.53	
1741	1/20/02	James J. Porach	\$391.53	
1743	1/21/02	Donald S. Schenk	\$404.62	
			4 Items	\$1,665.06

Ledger Balance Summary

Cleared Balance on 1/31/2002	\$8,903.65
Less Uncleared Checks and Other Subtractions	\$1,665.06
Plus Uncleared Deposits and Other Additions	\$1,000.00
Bank Ledger Balance on 1/31/2002	\$8,238.59

Reports & Mailings

Reports and Mailings		CMS
• Report Selection • Tenant Reports • Tickler Reports • Letters and Notices • Statements • End of Year Reporting		
	PROMAS Landmaster Training © 2002	Reports/Mailings : 1



Objectives

Reports are grouped by functional area – Owner, Property, Tenant, Vendor, GL (Financial), Budget, etc. Each grouping has a report selection screen that generally includes the ability to choose different sort orders, date ranges, restriction criteria, and limit to criteria. Reports after being compiled can be previewed on the screen or sent directly to a printer. The default printer as well as the number of copies can be changed prior to printing.

While previewing a report you can change pages and resize them for easier viewing. When you have either of the optional modules – Maintenance or Commercial – the budget function in GL and its corresponding reports are added.

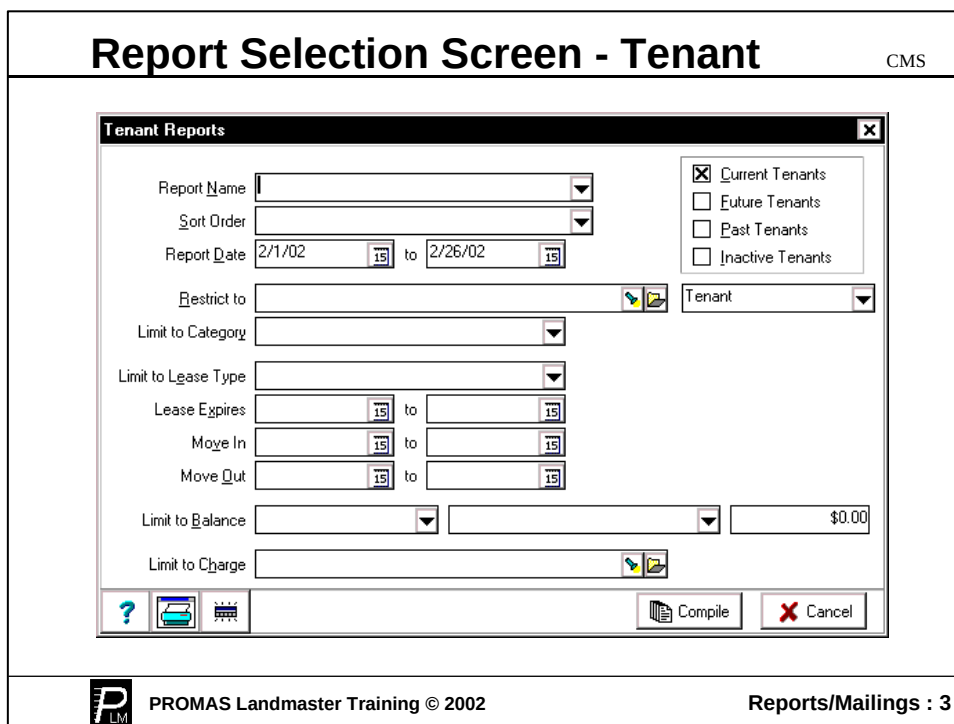
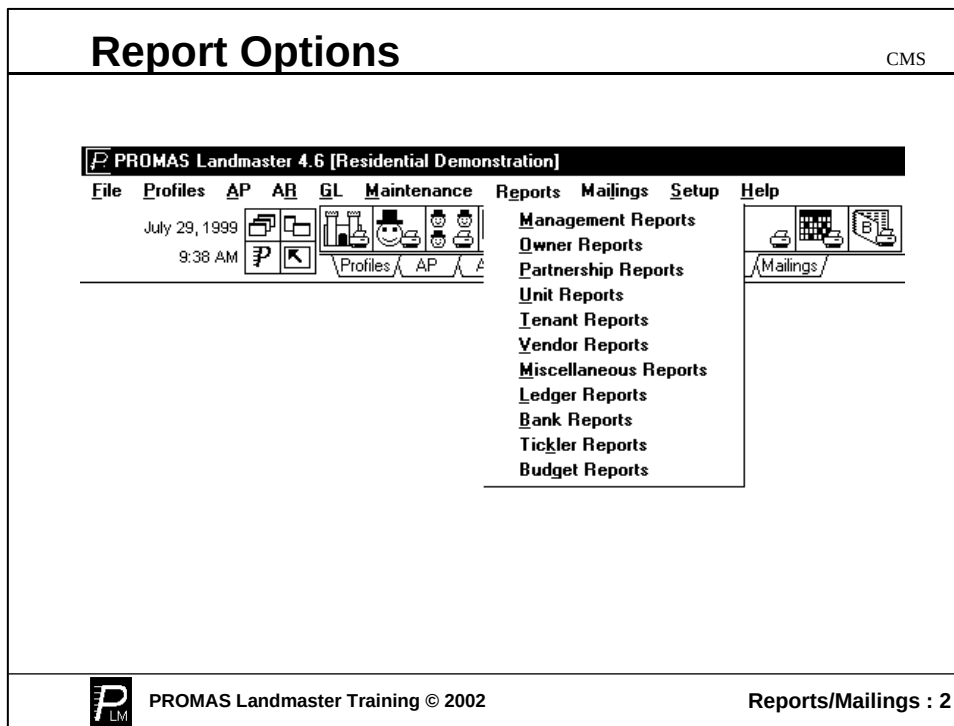
All reports are similar in their setup of selection screen parameters. Only the Tenant and Tickler reports are described here. At the end of this module you will be able to:

- 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
- Generate owner statements
- Generate letters and notices to all Profile accounts

Note: Samples of many of the reports are in a separate Reports section of the manual. Sample owner statements and letters are included on the installation disk.

Steps to producing a report:

1. Select the report name
2. Set the date/date range
3. Set the Limit To, Restrict To parameters
4. Click Compile
5. Choose Send to Printer or Preview on Screen
6. Select the printer and specify # of copies
7. Click OK



Tenant Report Selections

The tenant reports have to do with information and transactions specific to tenants and their transaction history and balances. Each report can be limited to different subsets of ledgers, units, or tenants by using the selection fields on the Tenant Report selection screen. Using the selection criteria turns what appears to be a single report into many reports. For example, using the Lease Expires date range you can produce any tenant report for only those tenants whose leases expire within that date range.

Report Name – Choose the report name from the drop-down list.

Sort Order – Select the sort order for the report from the drop-down list

Report Date – Enter the date you want to run the report for. This date may affect balance and transaction information. Only transactions up to and including the date entered will be considered. On some reports you can select a date range.

Restrict To – The report can be limited to a specific owner, property, tenant, unit, management group, property manager or profile list.

Limit to Category – The report can be limited to those tenants in the category selected here. Use the find list to select the category you want to use.

Lease Expires – The report can be limited to those tenants whose lease expiration dates (in Tenant Profile) fall within the range of dates entered here.

Move In – The report can be limited to those tenants whose move in dates (in Tenant Profile) fall within the range of dates entered here.

Move Out – The report can be limited to those tenants whose move out dates (in Tenant Profile) fall within the range of dates entered here.

Status – The report can be limited to those tenants with a specific status: Current, Future, Past, Inactive by marking the associated checkbox.

Limit to Balance – Using the three fields you can create any combination of:

<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.

Limit to Charge - select a specific Charge Code to limit to

Report Selection Screen - Tickler

CMS

Tickler Reports

Report Name: Tickler by Date

Report Date: 2/1/2005 to 2/28/2005

Restrict to:

Limit to Category:

☒ Reminders
 ☐ Notes
☒ Events
 ☐ Statements
☒ Category Reminders

Compile Cancel



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Reports/Mailings : 4

Print Report

CMS

Print Report

☒ Send Directly to Printer
☐ Preview on Screen

Printer: OKIPAGE 16n

Number of Copies: 1

Setup Printer Printer Info

OK Cancel



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Reports/Mailings : 5

Tickler Reports

These are reports having to do with notes, categories and event reminders entered in the profiles. The Tickler by Date report is sorted by date while the Tickler by Type is sorted by Type. You can set a **Report Date** range and limit to a specific category from the report selection screen. The normal profile Restrict To selections are available. Date, Ledger, Type and the body of the note/category appear on the report.

Reminders – This checkbox will cause all notes that are designated Generate Reminder, and fall within the selection parameters, to be listed on the report.

Statements – This checkbox will cause all notes that are designated Append to Statement, and fall within the selection parameters, to be listed on the report.

Events – This checkbox will cause all Lease Expiration, Move Out, Move In, Vendor Workmen's Comp, and Vendor Insurance whose dates fall within the selection parameters, to be listed on the report.

Notes – This checkbox will get all notes that have not been designated Reminders or Append to Statement, and fall within the selection parameters.

Category Reminders – This checkbox causes categories whose reminder type is other than :None" and with an effective or expires date falling within the selection parameters to be listed.

Print Reports

After you have compiled the reports you will see the Print Report screen on the previous page.

Send Directly to Printer – When this radio button is active the report will go directly to the printer.

Preview on Screen – When this radio button is active the report will be displayed on the screen so you can view it. Several viewing options are available.

Printer – This field displays the last printer used by the program from this computer.

Setup Printer – Click on this button to change the printer. The Windows screen that lets you select a printer will appear.

Printer Information – Provides print driver and device information.

Preview on Screen CMS

Rent Roll 1 of 1+ 1 100% 9 of 9

Rent Roll
Thursday July 29, 1999

Tenant	Unit	Unpaid Charges	Rent	Check	Amount	Received
B Joseph P. Bruno DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH	436 Fairway Drive		\$1,140.00			
G Edward & Marianne Guro	212 Main Street		\$950.00			
P Johnny Parsons Pays \$400 which applies to Spotz account	Willow Brooke Unit 202					
R Jerry and Karyl Rodriguez	2118 Oak Street		\$980.00			
Rita Roseman	327 Cedar Lane	\$715.00	\$690.00			
S Phyllis Schrader	Willow Brooke Unit 203		\$1,150.00			
Ron and Vi Shivok	1143 Rolling Road		\$675.00			
Robert Spotz Shares with Parsons who pays \$400 per month	Willow Brooke Unit 202		\$850.00			
Thomas J. Stieffel	Willow Brooke 201		\$2,325.00			
		\$715.00	\$8,760.00			

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Reports/Mailings : 6

Preview on Screen CMS

Rent Roll 1 of 1+ 1 100% 9 of 9

Rent Roll
Thursday July 29, 1999

Tenant	Unit	Unpaid Charges	Rent	Check	Amount	Received
B Joseph P. Bruno DO NOT ACCEPT PERSONAL CHECKS unless Ok'd by JH	436 Fairway Drive		\$1,140.00			
G Edward & Marianne Guro	212 Main Street		\$950.00			
P Johnny Parsons Pays \$400 which applies to Spotz account	Willow Brooke Unit 202					
R Jerry and Karyl Rodriguez	2118 Oak Street		\$980.00			
Rita Roseman	327 Cedar Lane	\$715.00	\$690.00			
S Phyllis Schrader	Willow Brooke Unit 203		\$1,150.00			
Ron and Vi Shivok	1143 Rolling Road		\$675.00			
Robert Spotz Shares with Parsons who pays \$400 per month	Willow Brooke Unit 202		\$850.00			
Thomas J. Stieffel	Willow Brooke 201		\$2,325.00			
		\$715.00	\$8,760.00			

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Reports/Mailings : 7

Preview Report on Screen

Any report can be previewed on the screen prior to printing. From the preview screen you can view each page one at a time; send the report to the printer; export the report to another program; change the view size; and scroll up and down the page if the view is larger than the screen image.

The first half of the top line contains report buttons for:

- First Page
- Previous Page
- Page X of Y
- Next Page
- Last Page

The printer icon will send the report to the print queue. You have the option of selecting a range of pages to print and select the number of copies.

The “envelope” icon will bring up a list of formats and programs to which you can export the report. Reports can be exported to PDF, Word, Excel, Lotus, WordPerfect and a number of standardized file format layouts.

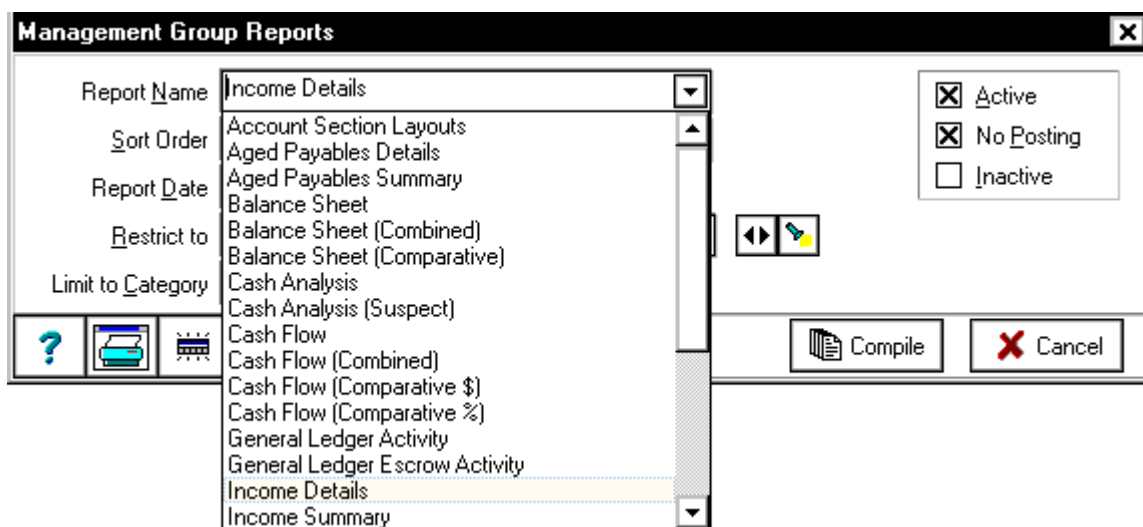
A number of preview sizes are selectable from a drop down list. Depending on the size chosen and your screen size and video resolution, you can view up to the full page.

The number next to Total is the number of records the report contains.

Exercise

Run a report that shows the management group income for last month and preview on the screen.

1. click Reports and select Management Reports
2. click the drop-down list in the Report Name field
3. choose Income Details or Income Summary
4. set the date range to cover last month
5. click Compile
6. click the radio button for Preview on Screen, then click OK
7. resize the report using the zoom list
8. to print, click on the Printer at the top of the report screen



Exercise

Run a report showing tenant balances for anyone who does not have a \$0 balance.

1. click Reports, select Tenant Reports
2. in the Report Name field, click on the arrow for the drop-down list
3. use the scroll bar on the right to find the Tenant Balance report and select it
4. click the drop-down list for Limit to Balance and choose "Balance"
5. click the drop-down list to the right of that field and choose "Not Equal To"
6. click Compile
7. click the radio button for Preview on Screen, then click OK
8. to print, click on the printer at the top of the report screen

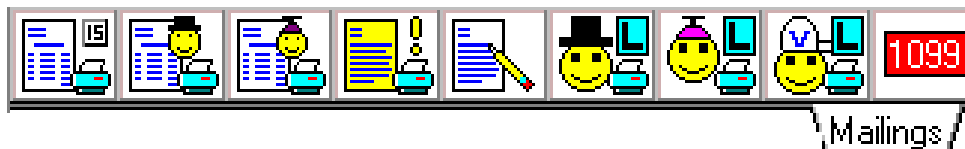
The screenshot shows the 'Tenant Reports' dialog box. On the left, there are labels for 'Report Name', 'Sort Order', 'Report Date', 'Restrict to', 'Limit to Category', 'Limit to Lease Type', 'Lease Expires', 'Move In', and 'Move Out'. The 'Report Name' field is set to 'Tenant Balances'. The 'Limit to Balance' field is set to 'Balance', and the comparison field is set to 'Not Equal To' with a value of '\$0.00'. On the right, there are checkboxes for 'Current Tenants' (checked), 'Future Tenants', 'Past Tenants', and 'Inactive Tenants'. At the bottom, there are buttons for 'Compile' and 'Cancel'.

Exercise

View the Help on Reports

1. choose any report selection screen
2. click the ? button at the bottom left of the screen
3. click the word Compile (green, double underline) at the top of the screen
4. click the words "viewing options" (green, single underline) in the text
5. the Help on the various viewing options for reports will display
6. close out of Help by clicking File, Exit

Reports and Mailings		CMS
• Report Selection • Tenant Reports • Tickler Reports • Letters and Notices • Statements • End of Year Reporting		
	PROMAS Landmaster Training © 2002	Reports/Mailings : 1



Mailings

The Mailings function contains statements for owners/properties and tenants, letters to owners, tenants, vendors and late notices to tenants. Owner statements can be prepared on an as needed basis or based on a schedule. The schedule parameters are defined in the ledger Profile under Advanced Scheduling. If on a schedule, the system tracks what period the previous statement covered and when the next one is due based on the selected schedule. Scheduled statements also can be tied to the printing of a distribution check.

Owner statements can also be published to the PROMAS Central website. See the section on Internet Publishing for more information.

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. A typical use would be the printing of the yearly statement accompanying the 1099's.

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 on all letters.

Notes - 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.

Owner Statements

CMS

Statement Dates: 1/2/02 To 2/1/02 ☐ One Month

Override Statement Type: ☐ Override if No Statement Type Selected

Restrict to: ☐ Print a Single Copy of the Statement for the Selected Ledger Only

Limit to Category:

Set Number: 1 of Size: 20 ☒ Automatically Print All Sets

Statement Note:

☒ Active
☒ No Posting
☐ Inactive

Compile

Report

Cancel

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Reports/Mailings : 9

Note: When owner statements are compiled to be printed they are grouped into sets of twenty (default). Each set is a separate print job that is turned over to Windows. This speeds up the process of printing and facilitates reprinting.

Previewing owner statements on the screen will display the first 20. In order to see others you must change the Set Number parameter.

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. Once in the print function however you can put in an Override Statement Type to print for all owners.

Statement Dates – Enter the beginning and ending dates for the statement.

One Month – Marking this checkbox will set the beginning date to one month prior to the ending date entered.

Override Statement Type – This field will let you override the statement type entered in the owner profile and send the statement type selected here instead.

Override if no statement type selected – Marking this checkbox will use the Override Statement Type for all owners, including those owners with no Statement Type assigned in their profile.

Restrict To – You can restrict the statements printed to a selected ledger.

Limit to Category – You can limit the statements to a specific category if you wish. Select the category from the find list.

Statement Note – A multiple line note can be included at the end 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.

Statements default to printing for owners whose status is Active or No Posting. For the end of the year statement, Inactives should be included.

Note: An alternative to printing owner statements or scheduled statements is to include the statement on the check stub when the owner’s distribution check is printed. It is especially effective for owners who have just one unit with few transactions each month.

“No matching records were found for this report” – This message generally means that no statement types have been entered in the Owner Profile. Select an Override Statement Type and mark the Override if no statement type selected checkbox and compile again.

Scheduled Statements - Advanced Scheduling

Advanced Scheduling provides a way to control the preparation of owner statements by triggering the preparation based on a date, the posting of an owner distribution check, or the expiration of a hold period. Setup is in Profiles, Owner, Advanced Scheduling speedbutton, Statements tab.

Statements can be printed based on the schedule and/or the previous statement ending date set up in the Owner Profile under Advanced Scheduling. Using the information entered there, and the information on the selection screen here, the system determines which statements to print.

Scheduled Statements can be used to print statements for all owners in the system even if they do not have a schedule defined (if Ignore Scheduling is marked in the Advanced Scheduling record in the Owner Profile). When statements are printed using the Scheduled Statements function the Start and End dates of the statement are recorded in the Advanced Scheduling record. In addition, the Next Scheduled date is updated, based on the Schedule, after a statement is printed so that another will not be printed until the next scheduled date.

Benefits

Scheduled statements were designed to make sure the owner gets consistently dated statements for his property by tracking the date of the last statement sent and starting the next statement on the following day. In addition, owners can get statements sent on different schedules, i.e. quarterly, monthly, etc. Also, you can trigger the printing of statements based on a distribution check being posted so you can send both in one envelope.

When scheduled statements are printed, the Next Scheduled Date and the date range for the Previous Statement being printed are updated.

The information entered here for the schedule to follow is utilized when the Scheduled Statement function is run. Based on the parameters selected you can control the statements that get prepared each day.

**Reports/Mailings : 11****Reports/Mailings : 10**

Why use scheduled statements?

There are two statement functions in Mailings: Scheduled Statements and Owner Statements.

Owner Statements lets you print statements for all or any subset of the owners for whatever time period you select.

Use this function when you:

- need a single statement
- do end of year statements
- print a statement for a previous time frame
- print statements in a style different than defined in the owner profile

Scheduled Statements let you produce a statement covering the time frame starting with the day after the ending date of the last statement. The statement can be triggered by a date schedule or based upon the printing of a distribution check. This function is useful even if you do not use the advanced scheduling feature that can tie the statement preparation to an event such as the distribution check. Use this function when you:

- Print statements for everybody on the same day
- Print statements for groups of owners on the same day each month
- Print statements to go with distribution checks
- Want to spread out the printing workload

Advanced Scheduling Fields - Ledger Profile, Advanced Scheduling Speedbutton

Schedule - Enter the schedule you want from the drop-down list

Ignore Scheduling - Unmark this checkbox when you set up a schedule

Next Scheduled - This date reflects the earliest date that the next statement will be printed. This field will be updated when scheduled statements are printed.

Schedule Expires - Enter the date when the schedule will expire. This field can be left blank if you want the schedule to continue indefinitely.

Hold Until - You can choose to wait to print a statement until after the distribution check is printed by selecting that option from the drop-down list. If you choose a value for this field you must enter a value in the Days to Hold.

Days to Hold - Enter the number of days to wait beyond the Next Scheduled date for the distribution check. A statement will not print during the hold period if a distribution check has not been printed. Once the Hold period is over, the system will cause a statement to be printed.

Previous Statement - date range of the last statement printed.

Mark for Printing - Use this checkbox to indicate that you want to print the previous statement again the next time you print scheduled statements.

**Reports/Mailings : 11****Reports/Mailings : 10**

Determining which statements print

The process for determining whether or not a statement gets printed is as follows:

- If **Mark for Printing** is set in the Advanced Scheduling record a statement will print using the Previous Statement date range in the Advanced Scheduling record.
- If the **Ignore Schedule** box is marked a Start and End date will be determined. The Start date will be the day after the last statement or, if there was no previous statement, one month prior to the Statement Date on the selection screen. The End date will be the Scheduled Through date.

If the number of days between the Start date and End date is more than the Minimum Days field, a statement will print.

- If the **Ignore Schedule** checkbox is not marked it is considered a Scheduled Statement.
 - If the Next Scheduled date is after the Scheduled Through date, a statement will not print.
 - If the Next Scheduled date is prior to the Scheduled Through date the Start date and End date are determined. The Start date is the day after the last statement or a month before the Scheduled Through date. The End date is the Next Scheduled date.
 - If there is no Hold Until specified, a statement will print for those dates.
 - If a Hold Until is specified, the date the Hold Event occurred is determined and the End date becomes the Next Scheduled date plus the Hold days. If the End date is prior to the Scheduled Through date, a statement will print for those dates.
 - If the Hold Event occurred during the statement period (Start date through Scheduled Through), the End date becomes the later of the Hold Event date or the Next Scheduled date. A statement will print for those dates.
 - If the Hold Event has not happened, a statement will only print if the Scheduled Through date is on or after the Hold End date.

The **Report** button will provide a list of owners whose statements will be printed. This is an easy way to determine who is getting a statement.

Note: Scheduled statements are very powerful. Once you set the parameters, statements are printed as soon as the requirements are met. You don't have to keep track of when a statement should be sent.

Scheduled Statements - Advanced Scheduling CMS

Advanced Scheduling X

GOLDEN: Harrison S. Golden 

Statements:

Schedule: Monthly Ignore Scheduling ☐

Next Scheduled: 5/3/1999 15

Schedule Expires: 15

Hold Until: Distribution Check Written

Days to Hold: 10

Previous Statement: 3/4/1999 15 to 4/3/1999 15

☐ Mark for Printing

1. Distribution Checks 2. Statements

    Save  Close



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Reports/Mailings : 10

Scheduled Statements CMS

Scheduled Statements X

Scheduled Thru: 7/29/1999 15

Statement Date: 7/1/1999 15

Minimum Days: 30

Restrict to: 15

Limit to Category:

Set Number: 1 of Size: 20 ☒ Automatically Print All Sets

Statement Note:

☒ Active ☒ No Posting ☐ Inactive

    Compile  Report  Cancel



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Reports/Mailings : 11

For example, suppose you want to send the owner a statement with his monthly distribution check. You could print the distribution checks and then go to Mailings, Owner Statements and print a statement one at a time for each check. If you only have a handful of owners it wouldn't be inconvenient to follow that process. However, if you have many owners it could become very time consuming.

With Advanced Scheduling you simply set the parameters and when you run Scheduled Statements, only those that should be printed on a given day are printed.

In Advance Scheduling you would set the Schedule to monthly, select to Hold Until the distribution check is written, and initially set the Next Scheduled date to the earliest date for the next statement. A statement will print on the day the distribution check is written.

To be sure the owner gets a statement if there is no distribution check in a given month, you could set the Days to Hold to 5 or 10 days. When the hold time expires a statement is printed.

Advanced Scheduling

CHEEK: Carl Wayne Cheek

Statements

Schedule: Monthly ☐ Ignore Scheduling

Next Scheduled: 5/3/1999 15

Schedule Expires: 15

Hold Until: Distribution Check Written

Days to Hold: 5

Previous Statement: 3/4/1999 15 to 4/3/1999 15

☐ Mark for Printing

1. Distribution Checks 2. Statements

? [Printer Icon] [Calendar Icon] Save Close

Scheduled Statements

Scheduled Thru: 7/29/1999 15

Statement Date: 7/1/1999 15

Scheduled Statements CMS

Scheduled Statements

Scheduled Thru: 7/29/1999 15

Statement Date: 7/1/1999 15

Minimum Days: 30

Restrict to:

Limit to Category:

Set Number: 1 of Size: 20 ☒ Automatically Print All Sets

Statement Note:

?
Print
F12

Compile
Report
Cancel

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Reports/Mailings : 11

Scheduled Statements - Advanced Scheduling CMS

Advanced Scheduling

GOLDEN: Harrison S. Golden

Statements

Schedule: Monthly ☐ Ignore Scheduling

Next Scheduled: 5/3/1999 15

Schedule Expires: 15

Hold Until: Distribution Check Written

Days to Hold: 10

Previous Statement: 3/4/1999 15 to 4/3/1999 15

☐ Mark for Printing

?
Print
F12

Save
Close

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Reports/Mailings : 10

Example 1

In the advanced scheduling record:

Start Date = 3/4

End Date = 4/3

Next Scheduled Date = 5/3

Hold = 5

the distribution check was written on 5/5

<u>Scheduled Through</u>	<u>Print Statement?</u>
5/2	No - Scheduled Through date is before Next Scheduled date
5/3	No - check not written and hold is in effect
5/4	No - check not written and hold is in effect
5/5	Yes - check is written (statement date range 4/4 - 5/5)

Example 2

In the Advance Scheduling Record:

Start Date = 3/4

End Date = 4/3

Next Scheduled Date = 5/3

Hold = 0

the distribution check was written on 5/5

<u>Scheduled Through</u>	<u>Print Statement?</u>
5/2	No - Scheduled Through date is before Next Scheduled date
5/3	Yes - no hold (statement date range 4/4 - 5/3)

Example 3

In the Advanced Scheduling Record:

Start Date = 3/4

End Date = 4/3

Next Scheduled Date = 5/3

Hold = 5

the distribution check was written on 5/9

<u>Scheduled Through</u>	<u>Print Statement?</u>
5/2	No - Scheduled Through date is before Next Scheduled date
5/3	No - check not written and hold in effect
5/4	No - check not written and hold in effect
5/5	No - check not written and hold in effect
5/6	No - check not written and hold in effect
5/7	No - check not written and hold in effect
5/8	Yes - hold expired (statement date range 4/4 - 5/8)

Tenant Statements

CMS

Statement Dates: 6/30/1999 to 7/29/1999 ☐ One Month

Override Statement Type: ↔ 📄

☐ Override if No Statement Type Selected

☒ Current Tenants
☐ Future Tenants
☐ Past Tenants

Restrict to: ↔ 📄

Limit to Category:

Lease Expires: 15 to 15

Move In: 15 to 15

Move Out: 15 to 15

Limit to Balance: \$0.00

Management Group

Owner

Partnership

Profile List

Property

Property Manager

Tenant

Unit

Statement Note:

?
🖨️
📄

Compile
X Cancel

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Reports/Mailings : 12

Steps to print a tenant statement

1. Go to Mailings, Tenant Statements
2. Set the Statement Dates range
3. Select an Override Statement Type
4. Mark the Override if No Statement Type Selected
5. Set the Limit to, Restrict to parameters
6. Click Compile
7. Choose Send Directly to Printer
8. Select the printer and specify # of Copies
9. Click OK

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. Once in the print function however you can put in an Override Statement Type to print for all tenants.

Statement Dates – Enter the beginning and ending dates for the statement.

One Month – Marking this checkbox will set the beginning date to one month prior to the ending date entered.

Override Statement Type – This field will let you override the statement type entered in the tenant profile and send the statement type selected here instead.

Override if no statement type selected – Marking this checkbox will use the Override Statement Type for all tenants, including those tenants with no Statement Type assigned in their profile.

Restrict To – You can restrict the statements printed to a selected tenant.

Limit to Category – You can limit the statements to a specific tenant category if you wish. Select the category from the find list.

Lease Expires – The statements can be limited to those tenants whose lease expiration (in Tenant Profile) fall within the range of dates entered here.

Move In – The statements can be limited to those tenants whose move in dates (in Tenant Profile) fall within the range of dates entered here.

Move Out – The statements can be limited to those tenants whose move out dates (in Tenant Profile) fall within the range of dates entered here.

Status – The statements can be limited to those tenants with a specific status.

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.

Statement Note – A multiple line note can be included at the end of each statement printed

CMS

Internet Publishing / PROMAS Central

Select your category:

-  **Property Manager**
[Learn more](#) | [Log on](#)
-  **Owner / Investor**
-  **Resident / Tenant**
-  **Guest / Vacationer**
-  **Vendor / Service Provider**

[About Us](#) | [Contact Us](#) | [PROMAS.com](#)



PROMAS Central
Property Management Online



PROMAS Central is the next generation of online property management solutions. Combining the best of the web, PROMAS Central gives everyone involved in the rental property process access to the tools and information they need.

Please select the appropriate link on the left to log on and continue.

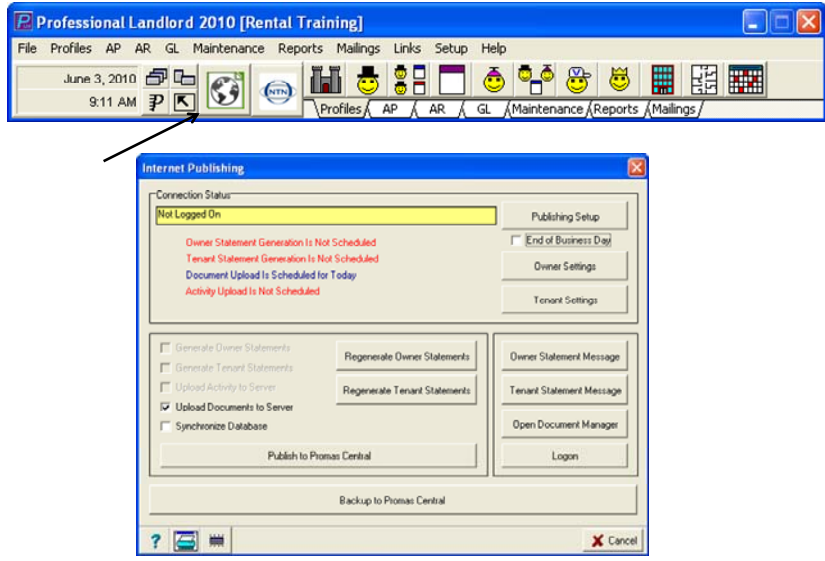
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Reports/Mailings : 13

CMS

Internet Publishing / PROMAS Central



The 'Internet Publishing' sub-window displays the following information:

- Connection Status:** Not Logged On
- Messages:**
 - Owner Statement Generation Is Not Scheduled
 - Tenant Statement Generation Is Not Scheduled
 - Document Upload Is Scheduled for Today
 - Activity Upload Is Not Scheduled
- Buttons:** Publishing Setup, End of Business Day, Owner Settings, Tenant Settings, Regenerate Owner Statements, Regenerate Tenant Statements, Upload Activity to Server, Upload Documents to Server, Synchronize Database, Publish to Promas Central, Backup to Promas Central, Owner Statement Message, Tenant Statement Message, Open Document Manager, Logon.


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Reports/Mailings : 14

Internet Publishing / PROMAS Central

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.

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 Mailings dropdown, then on Internet Publishing or on the Internet Publishing speedbutton on the main taskbar.

This is an add-on functionality. It requires the purchase of the PROMAS Central capability from The PROMAS Landlord Software Center or a Bronze or Platinum license from HeroPM.

Once you have purchased the Internet Publishing and PROMAS Central functionality, see the How To document #363 PC-Manager Setup for specific information on getting started.

Edit Letters

CMS

Three Day Notice [Letter]

ID 3 DAY Three Day Notice

Return Address Company

Letter Title LATE NOTICE

☐ Do Not Print Return or Mailing Address

Substitutions

Late Fee.Flat Fee
Late Fee.Grace Period
Late Fee.Name
Late Fee.Per Day Fee
Late Fee.Percentage Fee
Ledger.ID
Ledger.Name
Letter.Date
Letter.Formal Salutation

Letter Body

{Letter.Date}

Dear {Tenant.Formal Salutation}:

Pay up or get out!!

? Print Mail

◀ + ▶

Save

Close

 PROMAS/Landmaster Training © 2010 Reports/Mailings : 15

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 Export Letters to Merge File on page 437. The letter package distributed by LandlordSource.com interfaces with PROMAS. 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 - 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).

CMS

Notices - Late Letters

Send Notices

Date	Tenant	Unit	
7/29/1999	ROD: Jerry and Karyl Rodriguez	OAK2118: 2118 Oak Street	☐ Skip
Notice Letter DL: Delinquent Letter			
7/29/1999	ROSEMAN: Rita Roseman	CEDAR327: 327 Cedar Lane	☐ Skip
Notice Letter DL: Delinquent Letter			
Balance Due \$715.00		Balance Late \$690.00	Times Late 4
Rent Due \$690.00		Rent Late \$690.00	Days Late 53

[All Notices](#) / [Selected Notices](#) / [All First Time Late](#) / [Selected First Time Late](#) / [Skipped Notices](#)

Compile
 Report
 Cancel

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Reports/Mailings : 16

Notices - Late Letters

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.

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.

The notice letter selected to be sent is based on the number of days late. Only tenants with a notice profile selected in the tenant profile are considered for a letter.

Late fees and late notices are separate functions. 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 or view the report on screen.

Letters – You can compile the notice letters by clicking **Compile**. You have the option to send the letters directly to the printer or view them on screen first.

Owner Letters

CMS

Owner Letters

Letter: DIST RESER: Distribution Reserve

Letter Date: 8/24/1999 15

Restrict to:

Limit to Category:

Limit to Balance: Distribution Surplus Less Than \$0.00

☒ Active
☒ No Posting
☐ Inactive



 Compile  Cancel

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Reports/Mailings : 17

Owner Letters

Use this function to print 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.

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 Reserve and Distribution Reserve. If left blank the owner's balance will not be used to determine whether to include him on the report or print a letter.

Click **Compile** to see the selected list of candidates. Clicking the **Print** button from the compiled list will take you to the print parameters screen.

Exercise

Compile letter candidates for all owners whose balance is below their distribution reserve amount.

1. Go to Mailings, Owner Letters
2. Select a letter from the Find List
3. Click on the Limit to Balance drop-down arrow and choose Distribution Surplus
4. Click the drop-down arrow in the box to the right and choose "Less Than"
5. 0.00 should fill in the box on the far right. If it doesn't, type in 0
6. Click Compile and view the list of candidates
7. Click Cancel

Tenant Letters

CMS

Tenant Letters

Letter

Letter Date

7/29/1999

15

Restrict to

Limit to Category

Lease Expires

15

to

15

Move In

15

to

15

Move Out

15

to

15

Limit to Balance

\$0.00

?

Compile

Cancel

☒ Current Tenants

☐ Future Tenants

☐ Past Tenants

 PROMAS Landmaster Training © 2002

Reports/Mailings : 18

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Reports & Mailings

Tenant Letters

Use this function to print 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.

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.

Status – The letter can be limited to those tenants with a specific status: Current, Future or Past by marking the associated checkbox.

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.

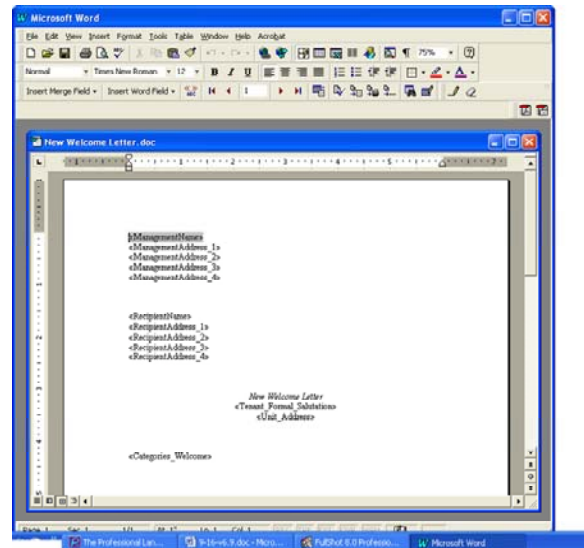
Click **Compile** for the list of candidates. Clicking the **Print** button from the compiled list will take you to the print parameters screen.

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.

Merge Document

CMS

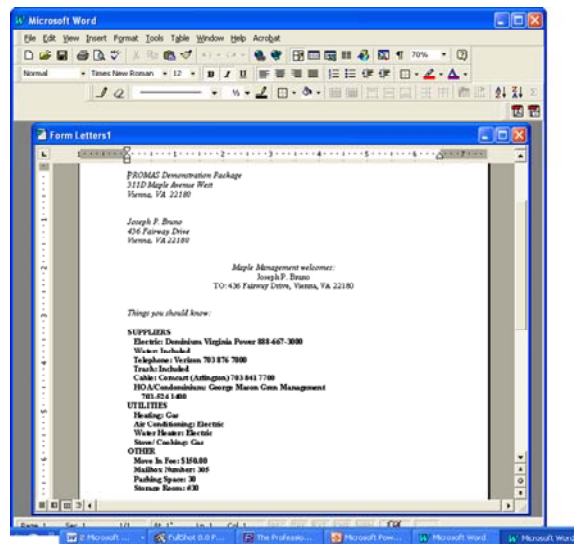


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Reports/Mailings : 21

Finished Merge Letter

CMS



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Reports/Mailings : 22

Export Letters to Merge File

It is possible to create a merge file in Microsoft Word and export information from the Letters function in Professional Landlord to fill in that merge document. When you set this up for the first time, you must create a letter in Professional Landlord with the fields you want to export, create the letter in Word, Execute the mail merge in Professional Landlord, create the Data Source in Word, enter the merge fields in the Word document and save. You are then ready to merge the data.

After the first time, the process is easier because you don't have to create all the files, only the export document in Professional Landlord. Step by step instructions follow.

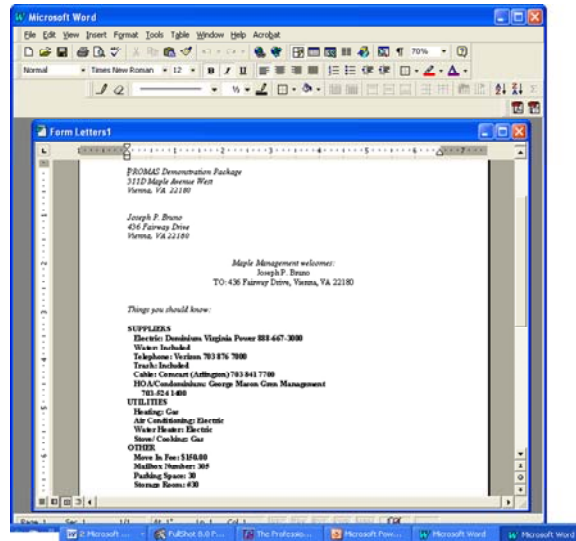
Note: Not all versions of Word do the mail merge in the same way. Refer to the How To document #291 on mail merge for the most current step-by-step procedures.

FIRST TIME

1. Enter categories in <<Setup, Categories>>.
2. In the appropriate profile (owner, property, unit, tenant, vendor), select the pertinent categories.
3. In <<Mailings, Edit Letters>>, create a letter with the text substitutions you want to use. The letter does not need to have formatting. It is simply identifying the fields for export.
4. In Word, create the letter you want to use, without text substitutions or merge fields. This file should have the formatting you want in your finished product.
5. In <<Mailings, Owner, Tenant, or Vendor Letters>>, select letter you just created. Enter any selection criteria.
6. Compile letters.
7. Click <Select Document>. An Open Word Document screen will display.
8. Choose the letter you created in step 4.
9. Click <Execute Mail Merge>. The word processor will come up with letter you selected in step 8.
10. In Word, click on Tools, Mail Merge
11. On the Mail Merge screen, under Get Data click on Open Data Source – select the *.AML file created in step 9.
12. The Header Record Delimiters screen comes up. As record delimiter choose the |.
13. The first time you do this, you then create the document with the merge fields you want to use. The merge fields from your source file will be available.
14. You are then ready to merge.

Finished Merge Letter

CMS



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Reports/Mailings : 22

EACH TIME

1. In <<Mailings, Owner, Tenant or Vendor Letters>>, select letter you want. Enter any selection criteria.
2. Compile letters.
3. Click <Select Document>. Choose letter you created in Word (first time).
4. Click <Execute Mail Merge>. Word will come up with letter you created. Compile letters.
5. Click <Select Document>. An Open Word Document screen will display.
6. Choose the letter you created in step 4.
7. Click <Execute Mail Merge>. Word will come up with letter you selected in step 8.
8. In Word, click on Tools, Mail Merge
9. The Header Record Delimiters screen comes up. As record delimiter choose the |.
10. The first time you do this, you then create the document with the merge fields you want to use. The merge fields from your source file will be available.
11. You are then ready to merge.

Vendor Letters

CMS

Letter

Letter Date

7/29/1999

15

☒ Active

☒ No Posting

☐ Inactive

Restrict to

Limit to Category

Workman's Comp

15

to

15

Liability Insurance

15

to

15

?

Compile

Cancel

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Reports/Mailings : 19

Vendor Letters

Use this function to print 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 limited to a vendor.

Limit to Category – The letter can be limited 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 **Print** button from the compiled list will take you to the print parameters screen.

Tax Reporting - 1099 CMS

Tax Reporting X

Tag Year:

☒ Do Not Change Existing 1099 Information
☐ Recalculate 1099 Amounts Only
☐ Recalculate All 1099 Information

Minimum for Reporting Owner Income:

Minimum for Reporting Tenant Interest:

Minimum for Reporting Vendor Payments:

?

 Compile Cancel

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Reports/Mailings : 20

1099's - Compiled CMS

Preview 1099s X

Taxpayer	Source & Filer	Amount	Flags
Donald S. Schenk	Rental Income	\$3,920.00	☐ Skip ☐ Error
Frederick L. Clayton	Rental Income	\$4,750.00	☐ Skip ☐ Error
Charles W. Harris	Rental Income	\$3,189.03	☐ Skip ☐ Error
Peyton T. Gray	Rental Income	\$3,189.03	☐ Skip ☐ Error
David & Judy Fiscella	Rental Income	\$3,189.03	☐ Skip ☐ Error
James J. Porach	Rental Income	\$3,189.03	☐ Skip ☐ Error
Carl Wayne Cheek	Rental Income	\$3,189.03	☐ Skip
Carl Wayne Cheek	Maple Management		☐ Below Minimum
1 Frank Lloyd Wright Place, Suite 704	Marketed by CMS, Inc., this is line 2		☐ Error
Buckhead, GA 40404	Vienna, VA 22180		☐ Override
Taxpayer ID 142-75-9043	Filer Tax ID 123-45-6789		☐ Do Not Print
Error	Minimum	\$600.00	Edit 1099

☐ All 1099s ☐ Reportable ☐ Overridden Reportable ☐ Skipped ☐ Below Minimum ☐ Not Reportable Due To Error ☐ Printable

?

 Report Close

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Reports/Mailings : 21

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.

1099 - Magnetic Media		CMS
Ready to Create Magnetic Media File X File Location: C:\PROMAS\DEMOR\EXPORT\IRSTAX\ Transmitter Control Number: Name Control: Contact Name: Contact Phone Number: ☐ Create a Test File Transmitter Name: Transmitter Address: Transmitter Tax ID Number: Last Updated from Publication 1220 (Rev. 6-98). Only for 1998 Tax Year. TEST FILE NOT YET APPROVED. ? Compile X Cancel		
	PROMAS Landmaster Training © 2002	Reports/Mailings : 22

Magnetic Media

Magnetic media submission is required for anyone producing more than 250 1099's. However, anyone can use that submission media provided they obtain a Transmitter Control # from the IRS.

We submit a test file to the IRS each year to assure that the magnetic media file layout is correct.

Maintenance

Maintenance CMS

- Work Order History
- Entering New Work Orders
- Printing Work Orders
- Work Order Reports
- Asset Management
- Maintenance Tables
- Asset Reports





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Maintenance : 1

Maintenance Menu Options CMS

Maintenance
Reports
Mailings
Setup
Help

Work Order History

Work Order

Asset

Asset Type

Brand

Maintenance Type

Print Work Orders

Work Order Reports

Asset Reports

Miscellaneous Reports







Maintenance
Reports
Mailings



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Maintenance : 2



Overview

Maintenance is an optional module that 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 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. Copies for the vendor, owner, tenant and file can be printed 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.

When you purchase the maintenance module the budget function in General Ledger is activated.

Ledger and Unit work order repair history is available from the unit profile via a speedbutton. Ledger repair history is available via a speedbutton from the owner and property profiles.

The maintenance module lets you control your work order activity. It integrates seamlessly to the Professional Landlord application.

Work Order History CMS

Work Order History

Reported	Status	Priority	Name	Site	Vendor
5/10/1999	Vendor Notified	Normal	436 Fairway - Plumbing	436 Fairway Drive	Victor G
5/10/1999	Unassigned	Normal	212 Main - Tree	212 Main Street	Lawn D

Site: MAIN212: 212 Main Street

Tenant: GURD: Edward & Marianne Guro

Ledger: CLAYTON: Frederick L. Clayton

Vendor: LAWN: Lawn Doctor

Asset:

Estimate: \$0.00

Cost Limit: \$200.00

Total: \$0.00

Reported	Vendor Notified	Required By	Work Started	Work Completed	
5/10/1999					☐ Enable Filter Filter Edit New

Storm on Tuesday knocked down tree in back yard.

1. All Work Orders / 2. Not Resolved / 3. Resolved / 4. Not Invoiced / 5. Unassigned

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Maintenance : 3

Work Order History Filter CMS

Edit Filter

Sort Order: Date Reported

☐ Filter Active

Reported: [19] to [19]

Vendor Notified: [19] to [19]

Required By: [19] to [19]

Work Started: [19] to [19]

Work Completed: [19] to [19]

Site: [] []

Tenant: [] []

Ledger: [] []

Vendor: [] []

WO Number: [] Starts With: []

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Maintenance : 4

Work Order History

Work order history is similar to the other history functions. All work orders are available for review. From this form you can Filter, Edit and create a New work order. When looking for a specific work order use History and the filter versus the Find List in Work Orders.

The line item highlighted has detailed information displayed. The major tracking dates - Reported, Vendor Notified, Required By, Work Started, and Work Completed - are above the problem description. The line items are sorted in date sequence.

Five folders provide a quick filter to various work order subsets: All Work Orders, Not Resolved, Resolved, Not Invoiced, Unassigned.

While viewing transactions in any of the folders, action buttons are available:

Filter – Extensive filtering parameters are available, including Date, Tenant, Ledger and Vendor.

Edit – Clicking the Edit button will bring up the work order as originally entered. From that screen you can modify any field as well as print the work order.

New – Clicking the New button will bring up a blank work order form on which you can enter a new work order.

Work orders that you don't want to be included in history can be deleted by editing and then using the (-) button.

Work Order History Filter

Work orders can be filtered by a variety of parameters. The filtering picks out the matching ones for you to edit. The work order number filter has selections that include: "starts with", "greater than", "contains" and "exclude" which let you filter to most any conceivable subset.

Work Order

CMS

436 Fairway - Plumbing [Work Order]

ID070610UHIK436 Fairway - Plumbing☐ Mark for PrintingStatusVendor Notified

Problem Report

PriorityNormal

Reported6/10/200515

Reported ByVivian

Phone Number555-2306

Problem Description

Kitchen Faucet leaking

Lots of room for problem description.

SiteFAIR436: 436 Fairway Drive

TenantBRUNO: Joseph P. Bruno

LedgerGOLDEN: Harrison S. Golden

Show Alerts

Notification

☒ Notification RequiredNotify tenant Vivian Bruno at 703-555-2306

1. Problem Report

2. Vendor Assignment

3. Account Billing

4. Asset & Warranty

?PrinterCalendarMailAttachmentsToolsHelp

SavePrintClose

Professional Landlord Training © 2005Maintenance : 5

Work Orders

This function lets you record a work order and track it through the various stages until completion. From the Invoice function in Payables you can select a “Completed” work order and turn it into an invoice.

The work order screen has speedbuttons that let you review site repair history, owner repair history and asset repair history for the selected entries. Work orders may be deleted by using the (-) button.

The Print button will give you the option to print copies of the work order. Vendor, owner, tenant and file copies can be printed. 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 long description 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 time encoded 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

CMS

436 Fairway - Plumbing [Work Order]

ID 070610UHIK 436 Fairway - Plumbing ☐ Mark for Printing Status Vendor Notified

Problem Report

Priority Normal

Reported 6/10/2005 15

Reported By Vivian

Phone Number 555-2306

Problem Description

Kitchen Faucet leaking

Lots of room for problem description.

Site FAIR436: 436 Fairway Drive

Tenant BRUNO: Joseph P. Bruno

Ledger GOLDEN: Harrison S. Golden

Show Alerts

Notification

☒ Notification Required Notify tenant Vivian Bruno at 703-555-2306

1. Problem Report / 2. Vendor Assignment / 3. Account Billing / 4. Asset & Warranty /

?

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Maintenance : 5

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Maintenance

Problem Report Tab

Priority – Enter the priority for getting work completed. Six priority levels are available.

Reported – This date field defaults to the system date. Change it to the date actually reported if appropriate.

Reported By – This is a freeform optional entry field.

Phone Number – This is a freeform optional entry field.

Problem Description - Use this freeform field to explain the problem as reported or investigated. This prints on the work order and on the owner statement in the additions section.

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 – Selecting the tenant will fill in the unit information.

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 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** speedbutton to open and copy the work order data into an invoice.

The **Note** speedbutton takes you to the owner note history screen.

Work Order - Vendor Assignment

CMS

436 Fairway - Plumbing [Work Order]

ID 070610UHIK 436 Fairway - Plumbing ☐ Mark for Printing Status Vendor Notified

Maintenance PLUMB: Plumbing

Vendor GARCIA: Victor Garcia

Authorized By Judy Estimate \$65.00

Phone Cost Limit \$200.00

Serviced By Total \$0.00

Work Description:
Repair leaking faucet in kitchen.
Replace valve assembly if corroded.

Tracking

Reported 7/10/1999

Vendor Notified 7/10/1999

Required By

Work Started

Work Completed

Performance Evaluation

Rating

1. Problem Report 2. Vendor Assignment 3. Account Billing 4. Asset & Warranty

Print

Save

Close

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Maintenance : 6

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Maintenance

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.

Phone – This field is for the Authorized By phone number if applicable.

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 listed on owner statements.

Cost Limit – This field fills in from the Unit Profile if one was defined there, or you can enter an amount (optional).

Total – The total amount from the 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.

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.

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 CMS

436 Fairway - Plumbing [Work Order]

ID: 070610UHIK 436 Fairway - Plumbing ☐ Mark for Printing Status: Vendor Notified

Bill Code: PLUMBING: Plumbing Amount: \$275.00

Total: \$275.00

1. Problem Report 2. Vendor Assignment 3. Account Billing 4. Asset & Warranty

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Maintenance : 7

Work Order - Asset & Warranty CMS

436 Fairway - Plumbing [Work Order]

ID: 070610UHIK 436 Fairway - Plumbing ☐ Mark for Printing Status: Vendor Notified

Asset

Asset: RFG 202: Refrigerator - Unit 202

Asset Type: REFRIG: Refrigerators

Brand: GE: General Electric

Service Vendor: HERO: Hero Electric

Warranty Vendor: HERO: Hero Electric

Warranty

Model: 17 cubic foot GE 1724

Serial Number: AF29474-w91-494

Term: 5 years

Expires: 5/15/2002

Service Contract

Starts:

Ends:

1. Problem Report 2. Vendor Assignment 3. Account Billing 4. Asset & Warranty

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Maintenance : 8

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

CMS

Print Work Orders

Print	Reported	Name	Site	Vendor	S
	5/10/1999	436 Fairway - Plumbing	436 Fairway Drive	Victor Garcia	V
Print	5/10/1999	212 Main - Tree	212 Main Street	Lawn Doctor	L

Reported: 5/10/1999

Vendor Notified:

Required By:

Work Started:

Work Completed:

Storm on Tuesday knocked down tree in back yard.

Toggle Print

Edit

New

1. Marked for Printing 2. All Work Orders

Compile Close Clear



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Maintenance : 9

Print Work Orders - Select Copies

CMS

Select Work Order Copies to Print

☒ Vendor Copy

☐ Tenant Copy

☐ Owner Copy

☐ File Copy

? [Printer Icon] [Fax Icon]

Print Cancel



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Maintenance : 10

Print Work Order

This function allows you to select those work orders you wish to print from a list of all work orders. Work orders previously marked for printing will be on the list of Marked for Printing. There are two ways to select/deselect a work order for printing:

- Highlight the work order and click the Print button
- Double click the work order line item

There are two folders:

Marked for Printing – This contains a list of those work orders you have selected to print.

All Work Orders – This contains a list of all work orders

Marked for Printing

Some details of the highlighted line item are displayed below in the lower portion of the screen. In addition, you can click the Edit button to bring up the original work order for viewing or editing.

When you click the Compile button the **Select Work Order Copies to Print** screen displays. This screen displays when you click Print from the Work Orders function or the Print Work Orders function. You can choose to print copies for vendor, tenant, owner and file by marking the checkboxes. After selecting the copies you want, clicking the Print button will bring up the Print Report screen.

All work orders print the Job Site address and Problem Description information from the work order. They also contain a Notify Tenant message with the tenant's name and phone numbers.

Vendor – The vendor copy contains a tear-off section for the vendor to fill out and return with information about supplies purchased and work started and completed dates. The vendor name and address print on the left in the address window space and contact information on the right.

Tenant – The tenant copy has the tenant name and address in the address window space.

Owner – The owner copy has the owner name and address in the address window space. The work description field is included.

File – The file copy has no address in the address window space. The work description field is included.

Work Order Reports

CMS

Work Order Reports

Report NameOpen Work Order Summary

Sort OderSite

Report Date6/3/1999

Restrict to

Limit to Status

Limit to Priority

Limit to Vendor

Limit to Maintenance Type

Limit to Asset Type

Limit to Brand

Problem Reported

Vendor Notified

Date Required

Work Started

Work Completed

to

to

to

to

to

to

to

to

to

to

?

Compile

Cancel

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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.

Report Name – Choose the report name from the drop-down list. The reports are limited to specific work order statuses.

Sort Order – Choose the sort order you want for the report from the drop-down list. Choices include Site, Unit, Ledger, Management Group, Vendor, Property, Unit Type, Property Manager).

Report Date – Enter the date range you want for the report. Only work orders falling within the date range will be considered.

Restrict To – The report can be limited to a specific vendor, owner, tenant, unit, management group, property manager or profile list.

Limit to – The report can be limited based on the information entered in the work order in any of the following fields:

Priority	Asset Type
Vendor	Brand
Maintenance Type	Date Ranges

The report can be limited based on dates in the work order that fall within the range entered here in any of the following fields:

Problem Reported	Work Started
Vendor Notified	Work Completed
Date Required	

Asset

CMS

Refrigerator - Unit 202 [Asset]

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

3/15/1997

Purchase Price

\$647.00

Current Value

Sold

Sale Price

Vendors

Purchased From

HERO: Hero Electric

Warranty

5 years

Expires

3/15/2002

Serviced By

HERO: Hero Electric

Service Contract

Cgst

Effective

Expires

1. Description

2. Comments



◀

+

▶

Save

Close

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Maintenance : 12

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 speedbutton will be posted to the Unit or Owner selected.

Asset Type/Brand Tables CMS

Refrigerators [Asset Type]

ID:

Name:

Default Maintenance Type:

? Print Back + Next Save Close

General Electric [Brand]

ID:

Name:

? Print Back + Next Save Close

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Maintenance : 13

Maintenance Types CMS

Lawn Maintenance [Maintenance Type]

ID:

Name:

Defaults:

Vendor:

Bill Code:

? Print Back + Next Save Close

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Maintenance : 14

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

CMS

Asset Reports

Report Name: Asset Sales

Sort Order: Asset

Restrict to:

Limit to Asset Type:

Limit to Brand:

Servicing Vendor:

Purchased From Vendor:

Warranty Expires: 15 to 15

Service Expires: 15 to 15

Date Purchased: 15 to 15

Date Sold: 15 to 15



 Compile  Cancel

☒ Unsold Assets

☐ Sold Assets

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Maintenance : 15

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.

Selection Criteria

Unsold Assets/Sold Assets – You may choose either or both of these.

Report Name – Choose the report name from the drop-down list.

Sort Order – Choose the sort order you want for the report from the drop-down list. Choices include Site, Unit, Ledger, Management Group, Vendor, Property, Unit Type, Property Manager).

Restrict To – The report can be limited to a specific vendor, owner, tenant, unit, management group, property manager or profile list.

Limit to – The report can be limited based on the information entered in the work order in any of the following fields:

Asset Type	Purchased From Vendor
Brand	Date Ranges
Servicing Vendor	

The report can be limited based on dates in the work order that fall within the range entered here in any of the following fields:

Warranty Expires	Date Sold
Service Expires	Report Names
Date Purchased	

Reports

Asset Sales – This reports lists all those assets with dates in the Date Sold field of the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset. It includes the unit, the date sold, the price, value, purchase date and purchase price.

Asset Warranties – This report lists all those assets with Warranty dates in the Asset profile that fall within the selection criteria entered on the selection screen. It prints one line for each Asset. It includes the unit, purchase date, warranty information and expiration date.

Assets – This report lists each asset that falls within the selection criteria entered on the selection screen. It lists all the information entered in the Asset profile.

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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Rental Getting Acquainted
Association Getting Acquainted

User Guide & Training Manual

Rental User Guide & Training Manual
Rental Startup
Association User Guide & Training Manual

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