



Release Notes for Version 2019.1

Property Management Solutions for Over 30 Years

This version contains the updated tax processing for the 2018 tax year. The electronic filing output has been approved by the IRS test systems.

Tracking Number	Change Summary
N/A	The printed instructions for printed substitute 1099s have been updated for the 2018 tax year.
N/A	The Arizona Tax Reporting module now includes find unit button and details the dates for the transaction details.
18070	The Recurring Charge settings in the Tenant Profile will now reflect the "Pay Management Group" selection in the Charge Code profile.
18075	The Dashboard items now include links to Integration Guides.
18078	Improved information on Cash Receipts when viewing or editing a deposit slip. Includes a new tab in deposit to see cash items and a cash indicator in the item description.
18080	Explicit TLS 1.2 support has been added for Windows 7. This is needed to support the security protocols needed for the new RentTrack integration. Windows 10 supports this protocol automatically.
18081	Disable option for Percentage of Income and Dollar Difference Columns under 12-month ledger reports to which these options do not apply.
19000	Fix reporting issue when creating custom reports with Occupancy as the driving table. The table was double listed in the available fields list.
19001	Added the ability to easily add customized Positive Pay and ACH output formats for banks that cannot support our supplied formats. For more information about pricing for custom output formats, please contact technical support.
19002	Implement line item memos for invoices. This feature can be disabled in Database Settings.
19003	Updated the Internal Checkup report to locate additional items that could cause a discrepancy on a Bank Balance Breakdown report.
19004	Include the Dashboard as an option in User Access Groups.
19005	Invoice checks with discounts no longer show up as an error on the Internal Checkup report.
19006	Implemented state tax reporting for printed 1099s.
19007	Updated the Aged Receivables report to correctly show aging for fully paid charges on back dated reports.
19008	New warning message now appears in Tax Reporting to indicate balances have not changed from the last time the tax file was opened.
19009	RentTrack updated to auto send balances and redesigned the load function to prevent confusion.
19010	A warning will now appear if Owner, Tenant, Unit, Vendor, Property, Manager or Management Group ID is tried to change as changing these ID's also affects transmitting to HeroPM Owner and Tenant portals.

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19011	The application now supports negative rent increases by percentage.
19012	Updated labels for 1099 reporting filters to avoid confusion.

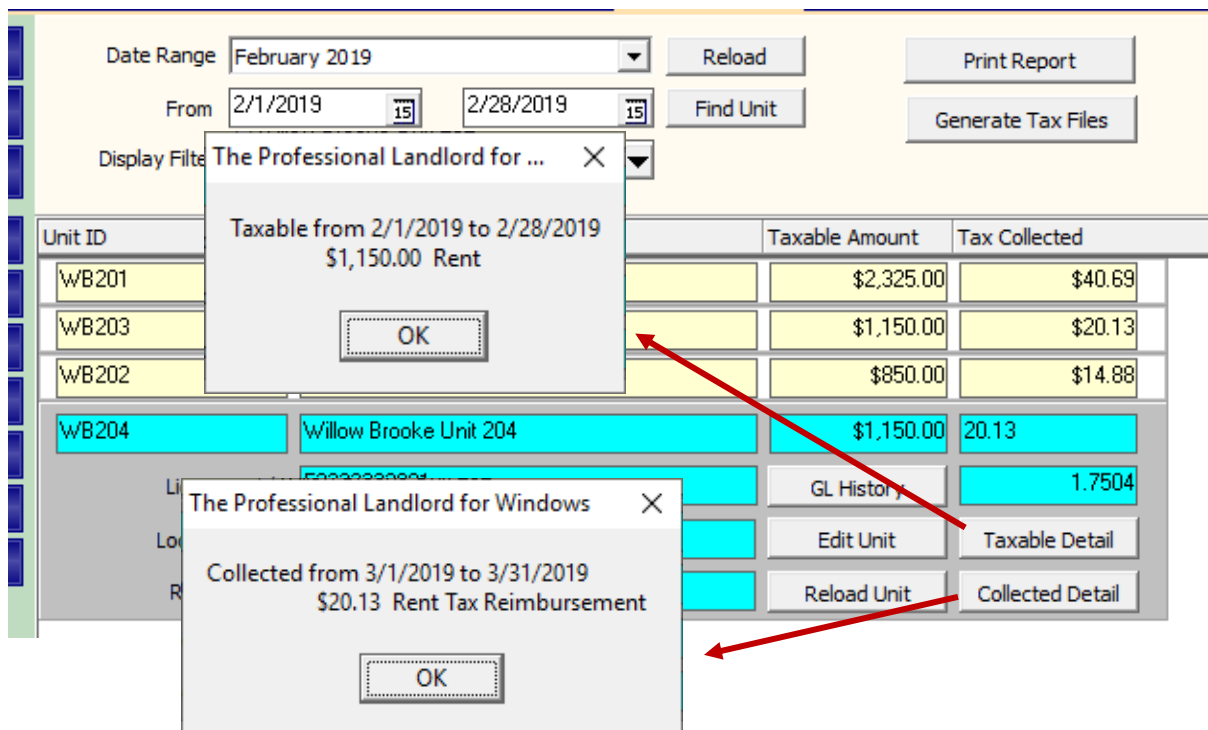
Change Details

N/A – The substitute 1099’s print on blank paper with instructions on how to use the form. These instructions have been updated for the 2018 tax year.

N/A – The Arizona Tax Module (located under Mailings) has two new features. First, there is now a “Find Unit” button that allows a unit to be chosen and then the unit on the list will be highlighted.

ID	Name
CEDAR327	327 Cedar Lane
FAIR436	436 Fairway Drive
MAIN212	212 Main Street
OAK2118	2118 Oak Street
ROCK9317	9317 Rockport
WB201	Willow Brooke 201
WB202	Willow Brooke Unit 202
WB203	Willow Brooke Unit 203

Second, there are now two buttons that help define the dates being used. With a unit chosen, more information is displayed, including the “Taxable Detail” and “Collected Detail” buttons. Taxable Income will show the date range that the tax was calculated on. Collected Detail will show the date range in which the tax was collected.



18070 – Under Setup > Charge Codes, there is a setting to make charges default to paying the management group. However, when selecting a charge with this setting under Profiles > Tenant > (Select and Edit Tenant) > Tab 4 Recurring Charges, pay management group was not being auto selected. This has been fixed.

18075 – In the Dashboard under the Integration tab, each partner with an integration has a Settings button that now includes an Integration Guide which leads to a PDF document with instructions on integrating Promas with that particular partner.

18078 – Cash receipts have been updated in the deposit slip screen in three places. First, in the deposit slip screen itself, cash receipts now have a marker next to them. Second, there is a tab at the bottom of the deposit slip screen so cash receipts can be sorted. Third, the same cash indicator also appears on the printed deposit slip.

Deposit Slip

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

Deposit Date: 2/5/2019 ☐ Show All Undeposited Receipts
 Bank: CHECKING: Bank Account Checking
 Total Deposit: \$0.00
 Memo:
 Comment:

Total Marked: \$1,480.00
 Total Deposit: \$0.00
 DIFFERENCE: \$1,480.00
 Mark All Start Over
 Void and Replace Highlighted Receipt
 Edit Highlighted Receipt
☐ Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
2/5/2019	Cash: BRUNO: Joseph P. Bruno		\$10.00	<input checked="" type="checkbox"/>
2/5/2019	Cash: CHEEK: Carl Wayne Cheek		\$20.00	<input checked="" type="checkbox"/>
2/5/2019	KMETZ: Anthony Kmetz	Check #2541	\$500.00	<input checked="" type="checkbox"/>
2/5/2019	ROD: Jerry and Karyl Rodriguez	Check #655	\$950.00	<input checked="" type="checkbox"/>

☐ Sort By Date ☒ Sort by Amount

4 Marked

Dock Help New Post Report Print Cancel

1. All 2. Marked 3. Unmarked 4. Stale 5. Cash

DEPOSIT SLIP REPORT

Bank
Branch

Return
Address
Block

Date: 2/5/2019
Account: 00037029011

2 CASH [*]: \$30.00
 2 CHECKS: \$1,450.00
 DEPOSIT TOTAL: \$1,480.00

Date	Description	Amount	Control #
2/5/2019	ROD: Jerry and Karyl Rodriguez - Check #655	\$950.00	421
2/5/2019	KMETZ: Anthony Kmetz - Check #2541	\$500.00	419
2/5/2019	Cash: CHEEK: Carl Wayne Cheek	\$20.00	* 416
2/5/2019	Cash: BRUNO: Joseph P. Bruno	\$10.00	* 415

18080 – Explicit TLS 1.2 was support added for Windows 7. Please contact Technical Support if you are using a Windows 7 computer and using the new integration to send balances to RentTrack.

18081 – The option to add Percentage of Income and Dollar Difference columns to financial reports does not apply to the 12-month format. To avoid confusion, these options have been disabled when this report format is selected.

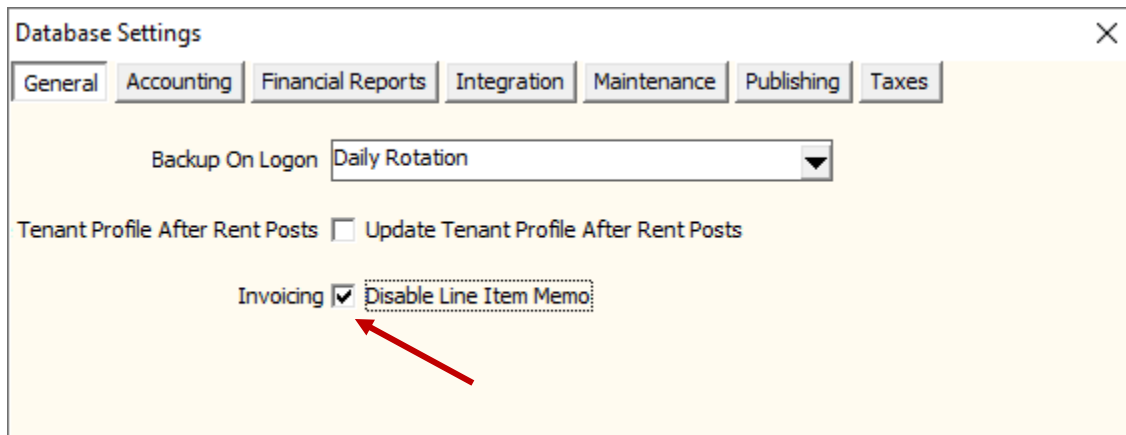
19000 – When creating custom reports with a driving table of the occupancy table, the double listing of certain fields has been corrected.

19001 – We now support custom programming for Positive Pay and ACH formats if your bank cannot support our default formats. Please contact Technical Support if you are interested in pricing or other information related to this custom programming service.

19002 – A new feature has been added to the invoice function. There is now a memo line per each line item on the invoice. If the line memo is added, this will override the main memo on reporting and on details on the check stub. This feature can be disabled under Setup > Database Settings > General.

The screenshot shows the 'Invoice' window with a sidebar on the left containing buttons: Profile Search, Dashboard, Internet Publishing, All Tasks, Cross Reference, Invoice History, and Charge Tenant. The main form area has the following sections:

- Header:** Invoice #, ☐ Hold, ☐ Separate Check, ☐ Copy Information.
- Payee:** Payee (text field), Vendor (dropdown).
- Dates:** Invoice Date (2/5/2019), Due Date, Last Day.
- Discount:** Discount (%), Discount (\$).
- Other:** One Time Payee, Memo, Priority (Normal), Work Order.
- Tabs:** 1. Invoice (selected), 2. Payee Address & Comments.
- Bill To Section:** Bill To (text field), Bill Code (text field), Amount (text field), Memo (text field). A checkbox for 'Split Charge with Owner' is also present. A red arrow points to the Memo field.
- Summary:** Undiscounted Total, Total Discount, Discounted Total.
- Buttons:** Dock, Help, New, Post, Cancel.



The screenshot shows a 'Database Settings' window with a close button (X) in the top right corner. Below the title bar are several tabs: 'General', 'Accounting', 'Financial Reports', 'Integration', 'Maintenance', 'Publishing', and 'Taxes'. The 'General' tab is selected. In the 'General' section, there is a 'Backup On Logon' dropdown menu set to 'Daily Rotation'. Below this is a checkbox labeled 'Update Tenant Profile After Rent Posts' which is unchecked. Further down, under the 'Invoicing' section, there is a checked checkbox and a text label 'Disable Line Item Memo'. A red arrow points to this checkbox.

19003 – The Internal Checkup Report, found under Miscellaneous Reports has been updated to include a previously undetected type of transaction that could appear on the Bank Balance Breakdown report as a discrepancy.

19004 – Users assigned to an access group were unable to open the Dashboard because the Dashboard was not an option in the Access Groups. The dashboard is now an access option under the "Other" section so users can have access to the Dashboard and still be assigned to an Access Group.

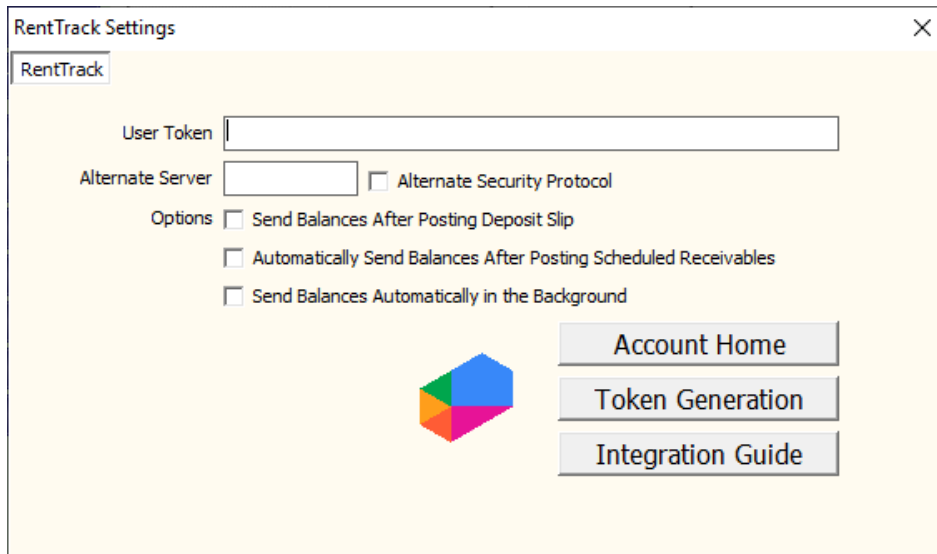
19005 – The Internal Checkup Report, found under Miscellaneous Reports was incorrectly picking up invoices with discounts and displaying them as an issue when there was no issue. This has been corrected.

19006 – State Tax reporting has been added to the Tax Reporting module for 1099s. To add an amount, click on the tax payer and click Edit 1099. Next, click Override 1099 and type in the amount for reporting. This is for printed returns only.

19007 – Under Tenant Reports that calculated charge aging were not calculating the aging under a narrow set of circumstances. The aging will correctly show when running a back dated report that includes charges that are now paid in full.

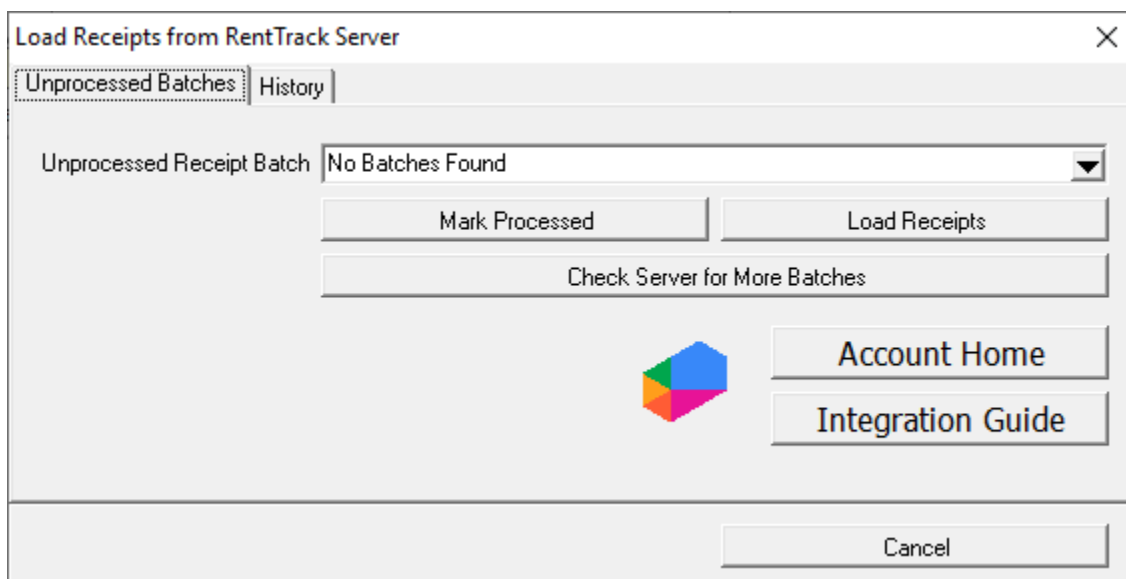
19008 – A new warning message appears when entering the tax module every time after the initial opening to explain the tax amounts have not been changed. This is to remind users that any changes to the general ledger that have occurred since they previously used the tax module will not be reflected in the data.

19009 – RentTrack settings have been updated so balances can be automatically sent from Promas to RentTrack when the following actions take place: when deposit slips are posted, when scheduled rent is posted (AR > Scheduled Receivables > Rent), when recurring charges are posted (AR > Scheduled Receivables > Recurring Charges) and when late fees are posted (AR > Scheduled Receivables > Late Fees).



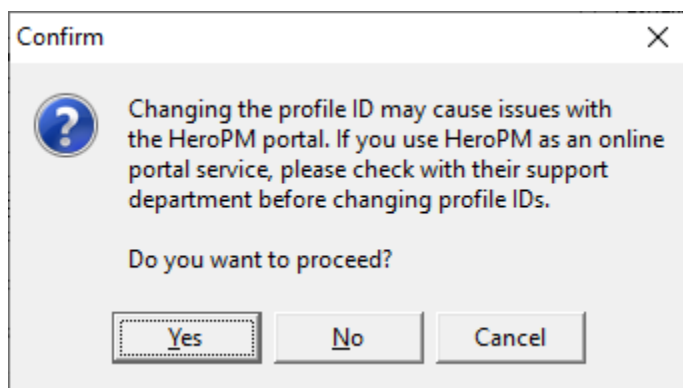
The 'RentTrack Settings' dialog box features a 'RentTrack' tab. It includes a 'User Token' text field, an 'Alternate Server' text field, and an 'Alternate Security Protocol' checkbox. Under the 'Options' section, there are three checkboxes: 'Send Balances After Posting Deposit Slip', 'Automatically Send Balances After Posting Scheduled Receivables', and 'Send Balances Automatically in the Background'. A colorful hexagonal logo is positioned to the left of three buttons: 'Account Home', 'Token Generation', and 'Integration Guide'.

In addition, when batch tenant receipts are accessed (AR > Batch Tenant Receipts > Load Payments from RentTrack), the screen has been updated to help prevent confusion of what has and has not already been posted.



The 'Load Receipts from RentTrack Server' dialog box has two tabs: 'Unprocessed Batches' (selected) and 'History'. The 'Unprocessed Receipt Batch' dropdown menu currently shows 'No Batches Found'. Below this are three buttons: 'Mark Processed', 'Load Receipts', and 'Check Server for More Batches'. A colorful hexagonal logo is located to the left of two buttons: 'Account Home' and 'Integration Guide'. A 'Cancel' button is located at the bottom right of the dialog.

19010 – A new warning will now appear if the Owner, Tenant, Unit, Vendor, Property, Manager or Management Group ID is changed. Changing these ID's can cause issues with the HeroPM Owner and Tenant portals. By clicking Yes it will allow changes to be saved. By clicking No or Cancel no changes will be saved.



19011 – Under AR > Rent Increases, a negative amount is now allowed to be added under Percentage Increase. This can be used to reduce all affected rents by a percentage of the current rent value.

19012 – The Reporting Group names have been updated to help prevent confusion. Previously there was an option for January Deadline which has been changed to Vendors Only. There was also previously an option for March Deadline which has been changed to Owners and Tenants.

