



Release Notes for Version 2021.2

Property Management Solutions for Over 30 Years

This release has many new features and corrections. There is a new payable history function, the ability to set monthly owner reserve changes to move to a target reserve, and other significant improvements which are highlighted in blue below.

Tracking Number	Change Summary
NA	There is a new Integration menu that includes integrations for a beta portal, beta new Inspect&Cloud, and a new function to import journal transactions from a CSV file.
NA	Zego branding and functions related to the RentTrack migration have been removed from the Export Utility.
20005	In Mailings > Tax Reports the default grouping will be All Taxpayers instead of Only Vendors.
20008	AP > Scheduled Payables > Recurring Checks as Invoices will select a more appropriate record after editing or modifying an entry. For example, if editing a recurring check removes the edited item, an adjacent record will be selected after editing.
20023	Fixed memory leak issues some users were experiencing.
20025	In Reports > Tenant Reports there is a new feature to select a date range from the first activity on the account if the report is restricted to a single tenant.
20028	Fixed out of memory issue some users were experiencing.
20030	Under AP > Check History there are new tabs to sort by Date or by Number.
20031	Resolved a display problem in AP > Check History. Contact the Help Desk if you are experiencing an issue with the Check History display.
20033	Under Mailings > Owner Letters or Tenant Letters there is now the ability to restrict letters based on multiple balance conditions.
20036	Advanced Scheduling has been updated to include an to increase or decrease an owner's distribution reserve monthly until a set reserve target amount has been met.
20042	There is a new payable history that can be found under AP and as related links for Owners, Properties, and Units.
20043	If "Keep Find List Active" is marked, clicking "Next" or "Previous" inside an edited profile will respect the find list.
21000	When printing 1099's, marking "Copy B – Print only 4 Digits of SSN" will also obscure EIN's in addition to SSN's.

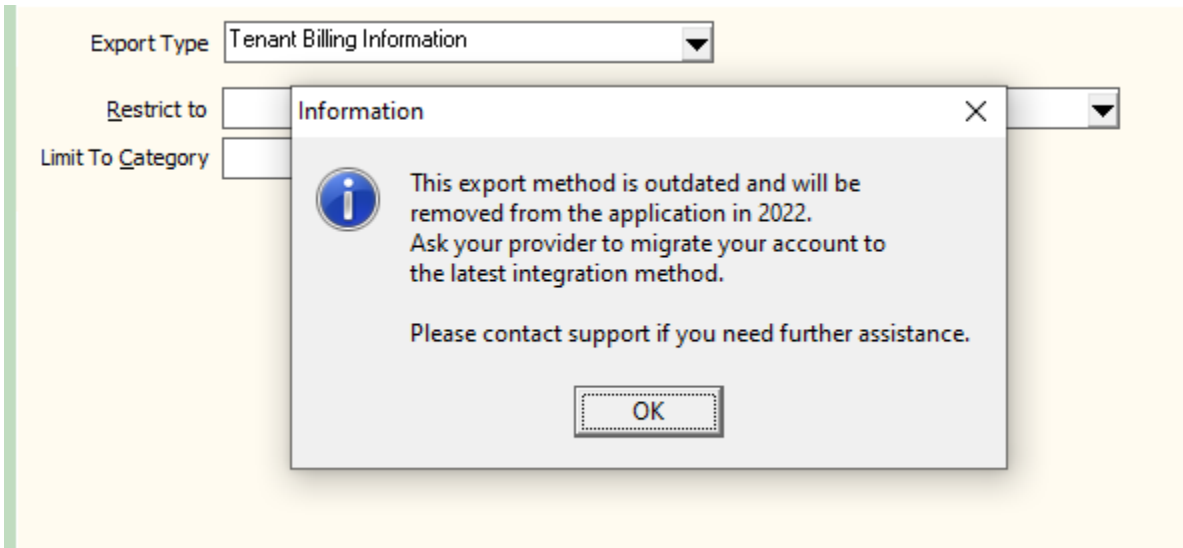
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21002	A warning will now appear when electronic filing taxes if all the fields have not been filled in.
21003	In GL > Reconcile Bank Account, memos are now included in the display columns.
21004	A column for the mail label originally printed on checks is now included in AP > Check History.
21008	In a vendor profile, there is a new related task to enter a new invoice with the vendor auto filled.
21011	Recurring Transfers for Arizona Taxes can now use Region field from the unit profile > State Taxes instead of using a category.
21012	Ledger receipts can now be re-printed by going to AR > Receipt History > Edit Receipt > Print Receipt.
21013	Unit reports, Rental Analysis and Managed Units, are now report on unit management agreement (found in unit profile under management tab) so report can be run on historical, present, or future dates.
21014	Receipts being corrected by Void and Replace method will now display explanation of deposit slip change if the bank is changed.
21015	Under Reports > Vendor Reports, vendor reports can now be individually published to vendors.
21016	Under Reports > Ledger Reports, the Trial Balance can now be grouped by Account Type or Account Section by first clicking Options and setting the account grouping.
21017	Manager contact information can be hidden from work orders by going to Setup > Database Settings > Maintenance > Mark "Hide Manager Contact Information" > Save.
21018	There is a new database setting option that will prevent recurring notes from posting for past tenants.

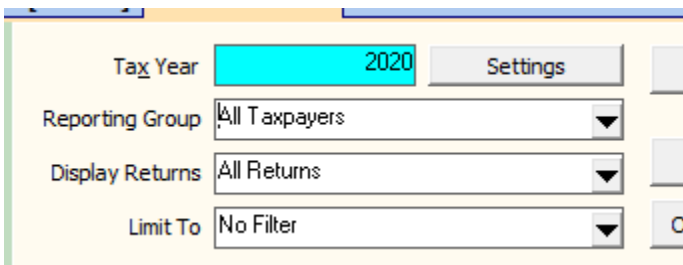
Change Details

N/A – There is a new Integration menu that includes a beta portal, beta Inspect&Cloud, and new ability to import journal transactions from a CSV file (see [Reference Guide 778](#))

N/A – Zego branding and functions related to the RentTrack migration have been removed from the Export Utility. Zego has been advised to standardize all users on the RentTrack integration file.



20005 – In Mailings > Tax Reports the default grouping will be All Taxpayers instead of Only Vendors.



20008 – Under AP > Scheduled Payables > Recurring Checks as Invoices, if a recurring check is modified so it no longer appears in the list, after editing the next selected check will be selected.

Due Date	Payer	Payee	Amount	
6/1/2021	CEDAR327: 327 Cedar Lane	Victor Garcia [Vendor]	\$50.00	<input type="checkbox"/> Skip
6/1/2021	FAIR436: 436 Fairway Drive	Concord Green HOA [Vendor]	\$134.50	<input type="checkbox"/> Skip
6/1/2021	FAIR436: 436 Fairway Drive	Minuteman Trust [Vendor]	\$793.46	<input type="checkbox"/> Skip
6/1/2021	MAIN212: 212 Main Street	Maple Management [Vendor]	\$25.00	<input type="checkbox"/> Skip
6/1/2021	OAK2118: 2118 Oak Street	Patriot National [Vendor]	\$477.38	<input type="checkbox"/> Skip
6/1/2021	ROCK9317: 9317 Rockport	Patriot National [Vendor]	\$15.00	<input type="checkbox"/> Skip
6/1/2021	WB201: Willow Brooke 201	Concord Green HOA [Vendor]	\$45.00	<input type="checkbox"/> Skip
6/1/2021	WB202: Willow Brooke Unit 202	Lawn Doctor [Vendor]	\$76.00	<input type="checkbox"/> Skip
6/1/2021	WB203: Willow Brooke Unit 203	Minuteman Trust [Vendor]	\$950.00	<input type="checkbox"/> Skip

Due Date	Payer	Payee	Amount	
6/1/2021	CEDAR327: 327 Cedar Lane	Victor Garcia [Vendor]	\$50.00	<input type="checkbox"/> Skip
6/1/2021	FAIR436: 436 Fairway Drive	Concord Green HOA [Vendor]	\$134.50	<input type="checkbox"/> Skip
6/1/2021	FAIR436: 436 Fairway Drive	Minuteman Trust [Vendor]	\$793.46	<input type="checkbox"/> Skip
6/1/2021	MAIN212: 212 Main Street	Maple Management [Vendor]	\$25.00	<input type="checkbox"/> Skip
6/1/2021	OAK2118: 2118 Oak Street	Patriot National [Vendor]	\$477.38	<input type="checkbox"/> Skip
6/1/2021	WB201: Willow Brooke 201	Concord Green HOA [Vendor]	\$45.00	<input type="checkbox"/> Skip
<div> <div>Ledger</div> <div> <div>Available</div> <div>Reserve</div> <div>Minimum</div> </div> <div> <div>\$3,300.00</div> <div></div> <div></div> </div> <div> <div>Bill Code</div> <div>Schedule</div> <div>Priority</div> </div> <div> <div>HOA: HOA Fee</div> <div>Monthly</div> <div>Normal</div> </div> <div> <div>Before Check</div> <div>After Check</div> </div> <div> <div>\$3,300.00</div> <div>\$3,255.00</div> </div> </div>				
6/1/2021	WB202: Willow Brooke Unit 202	Lawn Doctor [Vendor]	\$76.00	<input type="checkbox"/> Skip
6/1/2021	WB203: Willow Brooke Unit 203	Minuteman Trust [Vendor]	\$950.00	<input type="checkbox"/> Skip

20023 – Fixed memory leak issues some users were experiencing.

20025 – In Reports > Tenant Reports there is a new feature to select a date range from the first activity on the account if first restricted to a tenant.

Report Setup ✕

Printer: Microsoft Print to PDF Properties

Paper Source: Default Make Default

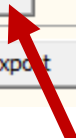
Report Date: 10/31/2018 15 to 6/24/2021 15 Custom

Restrict to: BRUNO: Joseph P. Bruno [Current Tenant]

Limit To Category: ☐ Exclude Category

Set Report Range to Match Tenant's First Activity

Settings Print Publish Mail Export Preview Cancel



20028 – Fixed out of memory issue some users were experiencing.

20029 – Under AP > Check History there are new tabs to sort by Date (1. All by Date) or by Number (2. All by Number).

1740	5/20/2021	Check	9/19/1997	Charles W. Harris	\$391.53	
1739	5/20/2021	Check	9/19/1997	Peyton T. Gray	\$391.53	
1737	5/20/2021	Check	9/19/1997	David & Judy Fiscella	\$391.53	
1741	5/20/2021	Check	9/19/1997	James J. Porach	\$391.53	
1735	5/20/2021	Check	9/19/1997	Peachtree National	\$391.53	Account 24116 Cheek,CW
1743	5/21/2021	Check	1/23/2000	Donald S. Schenk	\$404.62	
1742	5/21/2021	Check	1/31/2001	Hero Electric	\$980.00	New furnace
	5/26/2021	Check		Victor Garcia	\$67.28	

Ref	Payer	Amount	Discount	Memo
C23476	FAIR436: 436 Fairway Drive	\$67.28		Window broken by falling tree limb

1. All by Date 2. All by Number 3. Electronic 4. Checks 5. Printed 6. Unprinted 7. Handwritten 8. Destroyed

20031 – Resolved display problem in AP > Check History. Contact the Help Desk if you are experiencing an issue with the Check History display.

20033 – Under Mailings > Owner Letters or Tenant Letters there is now the ability to restrict letters based on a second balance.

Limit to Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="radio"/> AND <input type="radio"/> OR	<input type="text"/>	\$0.00

For example, if a letter is to be sent to owners with a balance less than \$500 but more than \$100, the criteria would look like this:

Limit to Balance	Balance	Less Than	\$500.00
	<input checked="" type="radio"/> AND <input type="radio"/> OR	Greater Than	\$100.00

If a tenant letter were to go to tenants with Open Credits greater than or equal to \$10 or less than \$0, the criteria would look like this:

Limit to Balance	Open Credits	Greater Than or Equal To	\$10.00
	<input type="radio"/> AND <input checked="" type="radio"/> OR	Less Than	\$0.00

If a tenant letter were to go to tenants with a balance greater than or equal to \$25, the criteria would look like this (the second line would not be used):

Limit to Balance	Balance	Greater Than or Equal To	\$25.00
	<input checked="" type="radio"/> AND <input type="radio"/> OR	<input type="text"/>	\$0.00

20036 – Advanced Scheduling (found under Profiles > Owners or Properties) has been updated to include an option for the owner's distribution reserve to increase or decrease monthly until a set reserve amount has been met. Electronic Distributions are now on a separate tab. The monthly reserve change amount should be entered as a positive amount, regardless of whether the reserve target is higher or lower than the current distribution reserve. The last change tracks when the last time the distribution reserve was changed. Scheduling owner disbursements for the future will trigger the next reserve change. The reserves are updated as part of the distribution check function.

Example 1:

- Monthly Reserve Change: **\$50**
- Reserve Target: **\$500**
- Current Distribution Reserve (Tab 3 of owner or properties' profile): **\$100**
- **In this scenario, the reserve would increase by \$50 each month until the owner reserve reaches \$500.**

Example 2:

- Monthly Reserve Change: **\$25**
- Reserve Target: **\$250**
- Current Distribution Reserve (Tab 3 of owner or properties' profile): **\$450**
- **In this scenario, the reserve would decrease by \$25 each month until the owner reserve reaches \$250.**

The image displays two screenshots of the 'Advanced Scheduling' software interface. The left screenshot shows the '1. Distributions' tab with the following fields: 'Distribution Schedule' (Monthly), 'Next Scheduled' (7/1/2021), 'Schedule Ends' (empty), 'Monthly Reserve Change' (\$50.00), 'Reserve Target' (\$500.00), and 'Last Changed' (5/8/2021). The right screenshot shows the '2. Electronic Distributions' tab with the following fields: 'Bank Routing Number', 'Bank Account Number', and checkboxes for 'Savings Account', 'Business Account', and 'Distribute by ACH'. A red arrow points from the 'Last Changed' field in the left screenshot to the 'Distribute by ACH' checkbox in the right screenshot.

20042 – There is a new payable history that can be found under AP that allows payables to be filtered by bill code. The payable history can also be found under Owner, Property, or Unit profiles in the related tasks. Opening the payable history from a related task will filter the payables to that specific profile.

Payable History

Profile Search

Dashboard

Publishing

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Post Date	Ledger	Unit	Payee	Bill Code	Amount	Amount Due	Due Date
2/11/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Furnace	\$68.43		2/11/2021
2/12/2021	Ira C. Levenson	9317 Rockport	Electric Company	Electric Bill	\$82.14		2/12/2021
3/1/2021	Donald S. Schenk	2118 Oak Street	Hero Electric	Air Conditioning	\$74.50		3/1/2021
3/4/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Glass/Screens	\$52.77		3/4/2021
3/4/2021	Donald S. Schenk	2118 Oak Street	Victor Garcia	Cleaning	\$45.00		3/4/2021
3/11/2021	Harrison S. Golden	327 Cedar Lane	Lawn Doctor	Lawn Service	\$48.83		3/11/2021
4/1/2021	Harrison S. Golden	327 Cedar Lane	Victor Garcia	Trash Removal	\$89.90		4/1/2021
4/1/2021	Harrison S. Golden	436 Fairway Drive	Randy's Roofing	Roof/Gutters/Chimney	\$37.45		4/1/2021
4/1/2021	NUZIG Inc.	Willow Brooke Unit 203	Callaghans Exterminators	Pest Control	\$25.00		4/1/2021
4/1/2021	NUZIG Inc.	Willow Brooke Unit 202	Callaghans Exterminators	Pest Control	\$25.00		4/1/2021
4/1/2021	NUZIG Inc.	Willow Brooke 201	Callaghans Exterminators	Pest Control	\$25.00		4/1/2021
5/3/2021	Harrison S. Golden	327 Cedar Lane	Randy's Roofing	Roof/Gutters/Chimney	\$379.87		5/3/2021
6/18/2021	Frederick L. Clayton	212 Main Street	Victor Garcia	Furnace	\$37.80	\$37.80	6/18/2021
6/20/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Glass/Screens	\$67.28		7/9/2021

Post Date

Bill Code

Amount

Memo

6/26/2021

Glass/Screens

\$67.28

Window broken by falling

☐ Enable Filter
Filter
Edit
Void
General Ledger

1. Payables / 2. Unpaid Payables / 3. Credit Memos / 4. Unapplied Credit Memos

Dock Help Close

The Professional Landlord for Windows [Practice Data]

File Profiles AP AR GL Maintenance Reports Mailings Integration Integration Format Links Setup Help

Harrison S. Golden [Owner] Ledger Payable History for Harrison S. Golden

Profile Search

Dashboard

Publishing

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Post Date	Ledger	Unit	Payee	Bill Code	Amount	Amount Due	Due Date	Mer
2/8/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Furnace	\$54.20		2/8/2021	
2/8/2021	Harrison S. Golden	327 Cedar Lane	Victor Garcia	Plumbing	\$66.74		2/8/2021	
2/11/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Furnace	\$68.43		2/11/2021	
3/4/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Glass/Screens	\$52.77		3/4/2021	
3/11/2021	Harrison S. Golden	327 Cedar Lane	Lawn Doctor	Lawn Service	\$48.83		3/11/2021	
4/1/2021	Harrison S. Golden	327 Cedar Lane	Victor Garcia	Trash Removal	\$89.90		4/1/2021	
4/1/2021	Harrison S. Golden	436 Fairway Drive	Randy's Roofing	Roof/Gutters/Chimney	\$37.45		4/1/2021	
5/3/2021	Harrison S. Golden	327 Cedar Lane	Randy's Roofing	Roof/Gutters/Chimney	\$379.87		5/3/2021	
6/20/2021	Harrison S. Golden	436 Fairway Drive	Victor Garcia	Glass/Screens	\$67.28		7/9/2021	

Post Date

Bill Code

Amount

Memo

6/26/2021

Glass/Screens

\$67.28

Window broken by falling

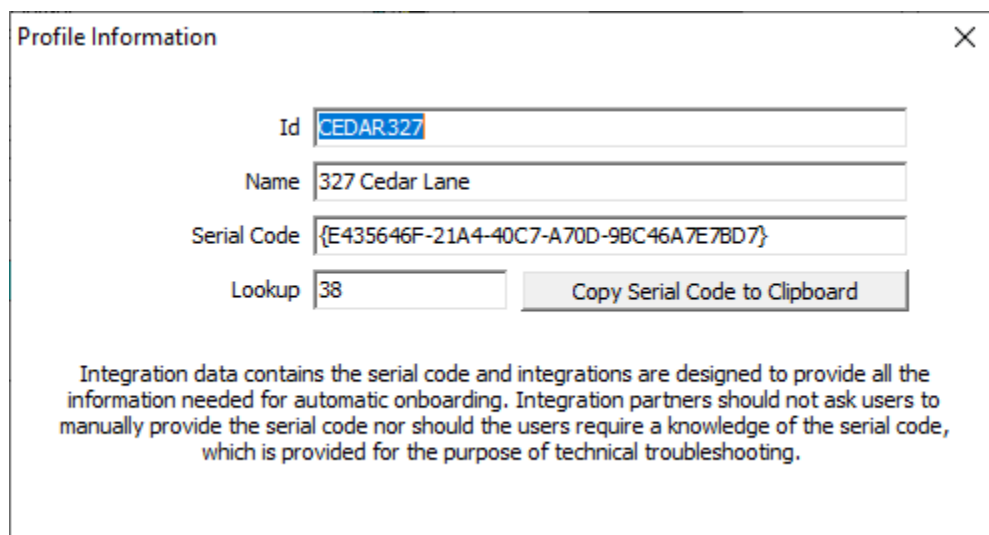
☐ Enable Filter
Filter
Edit
Void
General Ledger

1. Payables / 2. Unpaid Payables / 3. Credit Memos / 4. Unapplied Credit Memos

Undo Help Close

20043 – If “Keep Find List Active” is marked, clicking “Next” or “Previous” inside an edited profile will respect the find list. For example, if the find list is not displaying inactive profiles, clicking “Next” or “Previous” will skip inactive profiles.

20045 – An updated message will now appear when getting a profile’s serial code: “Integration data contains the serial code and integrations are designed to provide all the information for automatic onboarding. Integration partners should not ask users to manually provide the serial code nor should the users require knowledge of the serial code, which is provided for the purpose of technical troubleshooting.”



Profile Information

Id: CEDAR327

Name: 327 Cedar Lane

Serial Code: {E435646F-21A4-40C7-A70D-9BC46A7E7BD7}

Lookup: 38

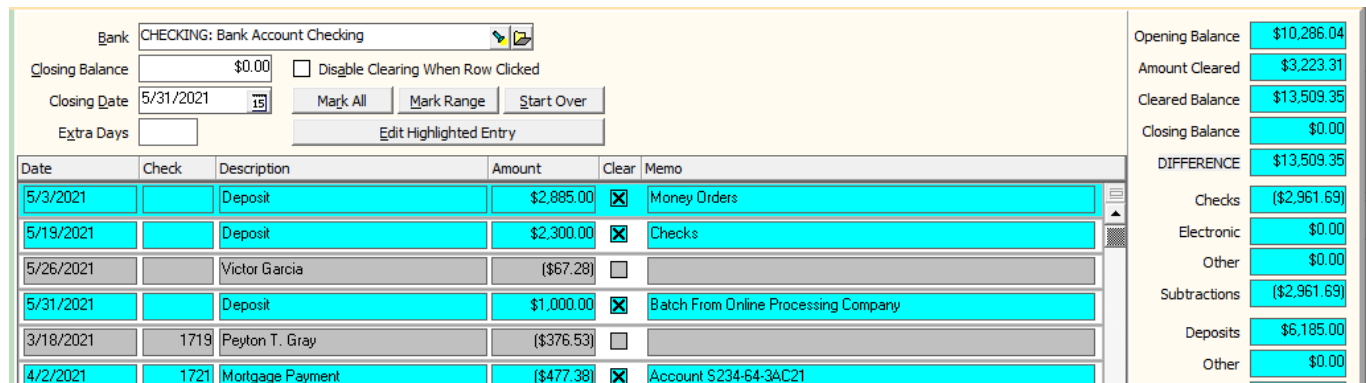
Copy Serial Code to Clipboard

Integration data contains the serial code and integrations are designed to provide all the information needed for automatic onboarding. Integration partners should not ask users to manually provide the serial code nor should the users require a knowledge of the serial code, which is provided for the purpose of technical troubleshooting.

21000 – When printing 1099’s, marking “Copy B – Print only 4 Digits of SSN” will also obscure EIN’s in addition to SSN’s.

21002 – A warning will now appear when electronic filing taxes if all the fields have not been filled in.

21003 – In GL > Reconcile Bank Account, memos now appear.



Date	Check	Description	Amount	Clear	Memo
5/3/2021		Deposit	\$2,885.00	<input checked="" type="checkbox"/>	Money Orders
5/19/2021		Deposit	\$2,300.00	<input checked="" type="checkbox"/>	Checks
5/26/2021		Victor Garcia	(\$67.28)	<input type="checkbox"/>	
5/31/2021		Deposit	\$1,000.00	<input checked="" type="checkbox"/>	Batch From Online Processing Company
3/18/2021	1719	Peyton T. Gray	(\$376.53)	<input type="checkbox"/>	
4/2/2021	1721	Mortgage Payment	(\$477.38)	<input checked="" type="checkbox"/>	Account 5234-64-3AC21

Opening Balance	\$10,286.04
Amount Cleared	\$3,223.31
Cleared Balance	\$13,509.35
Closing Balance	\$0.00
DIFFERENCE	\$13,509.35
Checks	(\$2,961.63)
Electronic	\$0.00
Other	\$0.00
Subtractions	(\$2,961.63)
Deposits	\$6,185.00
Other	\$0.00

21004 – The mail label originally printed on checks can now be seen in AP > Check History. There is a column for mail label that may require Promas to either be enlarged or to scroll over to view.

	Bank	Mail Label
	CHECKING: Bank Account Checking	Callaghans Exterminators, 23 Mill Street, Vienna, VA 22180
	CHECKING: Bank Account Checking	Maple Management, 311B Maple Avenue W, Vienna, VA 22180
	CHECKING: Bank Account Checking	Victor Garcia, 221 East Street, Vienna, VA 22180
	CHECKING: Bank Account Checking	Randy's Roofing, 11 Mill Street, Vienna, VA 22181
	CHECKING: Bank Account Checking	Patriot Bank, P.O. Box 3246, Drawer 17, Preston, NH 02190
	CHECKING: Bank Account Checking	Donald S. Schenk, 3342 Alligator Walk, Plantation, FL 74390
CLAYTON	CHECKING: Bank Account Checking	Oceanside Bank, P.O. Box 27, Valdesta, CA 80290
	CHECKING: Bank Account Checking	Charles W. Harris, 773 Arrowwood Street, Wilton, CT 07451







21008 – In a vendor profile, there is a new related task to enter a new invoice with the vendor auto-filled.

21011 – Recurring Transfers for Arizona Taxes can now use Region field from the unit profile > State Taxes instead of using a category.

Profiles > Unit > Edit > Tab 5 State Taxes. Region is a free form field.

License	License Number
Location	Location
Region	Region (ie Tempe)
Note	Optional Note

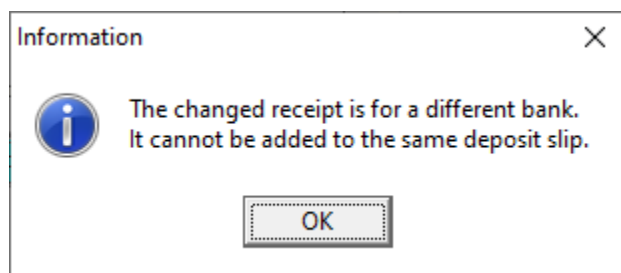
Setup > Recurring Transfers > Edit transfer > Remove category and add Tax Region (make sure the same region is used per city / county).

Source Account		 
Source List	TAX-AZ: Taxable Income	 
Limit to Category		 
Limit to Tax Region	Region (Same as Unit Profile)	

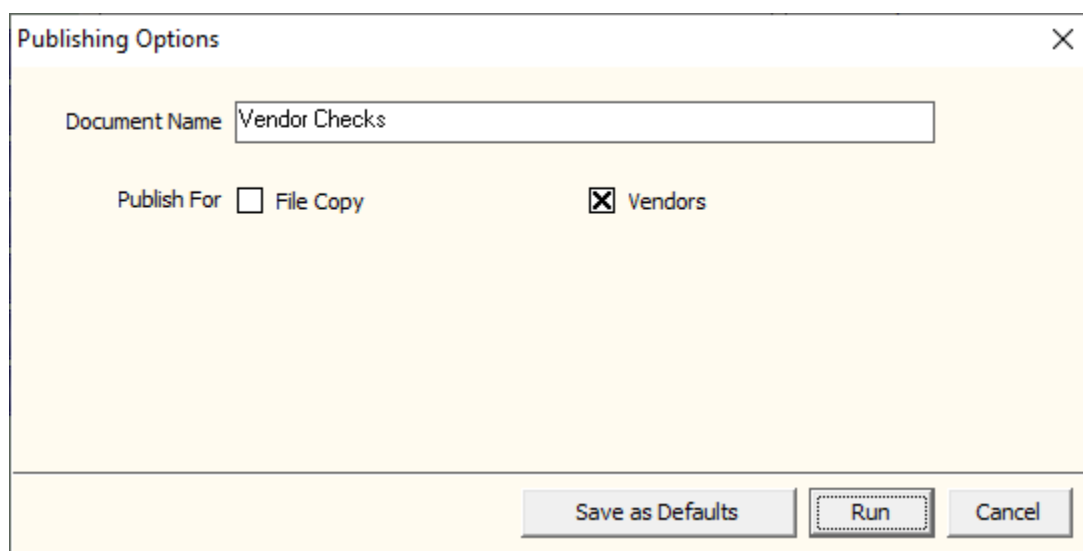
21012 – Ledger receipts can now be re-printed by going to AR > Receipt History > Edit Receipt > Print Receipt.

21013 – Unit reports, Rental Analysis and Managed Units, are now report on unit management agreement (found in unit profile under management tab) so report can be run on historical, present, or future dates.

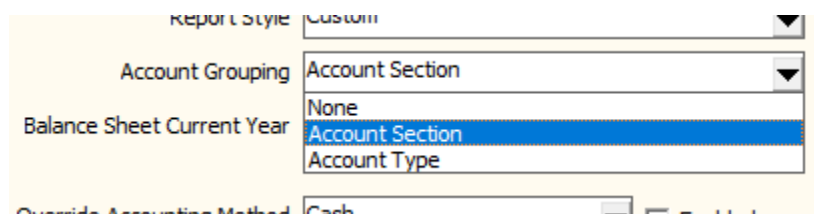
21014 – Receipts being corrected by Void and Replace method will now display explanation of deposit slip change if the bank is changed, “The changed receipt is for a different bank. It cannot be added to the same deposit slip.” This affects both ledger and tenant receipts.



21015 – Under Reports > Vendor Reports, there is now an option when Publish is selected to export the reports individually to vendors. This can be used to email check details to vendors paid electronically.



21016 – Under Reports > Ledger Reports, the Trial Balance can now be grouped by Account Type or Account Section by first clicking Options and setting the account grouping.



21017 – Manager contact information can be hidden from work orders by going to Setup > Database Settings > Maintenance > Mark “Hide Manager Contact Information” > Save.

Database Settings

General Accounting Financial Reports Integration Maintenance Publishing Taxes

Vendor Copy of Work Order ☐ Include Key Code
☐ Include Work Description

All Copies of Work Order ☐ Work Order Information in Mailing Header
☐ Include Serviced By Information
☐ Include Labor Hours
☐ Include Tenant Contact Information
☒ Hide Manager Contact Information

21018 – There is a new database setting option that will prevent recurring notes from posting for past tenants. This can be found under Setup > Database Settings > General tab > Tenants: Exclude Past Tenants from Recurring Notes.

Database Settings

General Accounting Financial Reports Integration Maintenance Publishing Taxes

Backup On Logon Daily Rotation

Default Disbursement Type Check

Tenants ☐ Update Tenant Profile After Rent Posts
☒ Exclude Past Tenants from Recurring Notes

Invoicing ☐ Disable Line Item Memo

Check Writing ☐ Disable Duplicate Check Warning

Letters and Notices ☐ Use 12 Point Font

Receipts ☐ Do Not Print File Copy
☐ One Receipt Per Page

Restore All Defaults Save Cancel