



Getting Acquainted with Association

Property Management Solutions for Over 30 Years

Overview

PROMAS for Associations was developed drawing on years of experience with association software. You will be getting acquainted with an integrated application that has incorporated features and procedures that can save time while generating meaningful reports that are easily understood by the Board and interested members. We designed the program for both the professional association management companies and the self-managed associations who demand accurate record keeping; easy access to records; reports that are comprehensive; and financial statements that can be easily understood.

PROMAS for Associations consists of a number of integrated modules - Profiles, AR-Receivables, AP-Payables, GL-General Ledger, Reports, Mailings, Setup, Help, Maintenance, Deeds-Violation Tracking/Architectural Review (optional). Information entered in Setup and Profiles dictates how the processing of transactions, handling of accounts, and preparation of reports is done.

We have done our best to design an easy to learn and use product. The on-line help can give you insight into the detailed workings plus get you familiar with the definitions and terminology.

The basic software program is the same for everyone. The purchase price depends on the number of units. If your license agreement is for 100 units then that is the maximum number of units that can be entered. If you are managing more than one association the number of units you need to license for is the total for all associations. Increasing the unit limit is done by placing a call to our support group who will provide codes to make the change.

We have made a conscious effort to minimize the use of cryptic codes and to mask the accounting details from the user. Instead of "debit ledger 1010" and "credit ledger 4040" the user deals with a member payment for dues and late fees or a check to a vendor for plumbing. The application takes care of the debits, credits and ledger entries.

We have also attempted to eliminate the rigidity found in most programs. Association dues, and late fee structures are typical of our built-in flexibility. In addition, all of the "batch" postings (charge dues, late fees, invoice checks, etc.) produce "candidates" that you can edit prior to posting - thus minimizing the need to fix unnecessary postings later.

This guide will take you through some of the modules and functions that comprise software. Our intent is to let you get acquainted with how the system is structured and hopefully convince you that this is the package you should choose for managing your association. After you purchase you will receive a training manual which covers the details of how the system works.

What we have sent you is a fully functional working copy with a sample database (Association Demonstration) and the option to initialize an empty database (Practice Demonstration), into which you can enter up to ten units of your own.

There is no time limit or installation limit on this demonstration software. Install it on as many machines as you want. Give it to others so they can become familiar with the application. We want you to feel comfortable with **Promas for Associations** before you buy it.

To Purchase PROMAS for Associations

All it takes is a phone call to 800-397-1499 or 703-255-1400.

The demo is the real program. When you are ready to purchase, all you have to do is call us and register to license the program.

SUPPORT

When you purchase the license it entitles you to a 12 month subscription agreement with free telephone support and any upgrades that we release during that time period.

After the initial agreement, annual subscription agreements are available for a reasonable fee which includes all upgrades released while the support agreement is in effect, and toll free telephone support.

Warranty

The PROMAS for Associations license comes with a 60 day money back guarantee.

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Overview and Definitions

Using PROMAS involves setting up the accounting and processing parameters using the Setup functions and then entering the information about your association and its members in the Profile functions.

With this base of information in place, you will charge the members for fees. When the members make payments you will record them. As you receive invoices you will enter the information so they can be paid. You will write checks for what you owe. You will record all the financial transactions that take place so the financial and budget reports can be produced as needed.

To assist in managing the association, PROMAS lets you prepare statements, coupons, and letters to go to members; keep track of each member's ledger balance and the specifics of what the member has paid and still owes; maintain information about your vendors and the work they have performed; print numerous reports that keep track of what was done; and help your management in the decision making process.

PROMAS is the information center for your association.

Definitions

Unit

The unit is why the association was created. A unit can be a home, condo, plot, lot, etc. The association consists of a number of units on which fees are collected.

Member (Owner, Developer, Tenant, Bill Payer, Outside Director)

The term member encompasses individuals who are involved with the association, as the owner with a financial interest and as a tenant who interfaces with the association's amenities although not having a direct financial involvement with the association.

Association, Fund

In its most basic form, an association consists of a number of units owned by a number of members. The association from a financial viewpoint is a set of books. Within an association, financial subsets are defined as Funds. A fund is treated as a separate set of books. Reserves for roof replacement or the swimming pool facility could be set up as a fund so you can track their income and expenses.

Posting

Posting is the process of recording the information you have entered plus recording all the associated transactions that the information generates. For example, when a member's check is returned for insufficient funds, you would mark that payment as an NSF. When you click the Post button, the member's payment is reversed, the receipt to the association ledger is reversed; a fee may be charged to the member; a bank service fee may be charged to the association.

Logon to a PROMAS Database

This manual, in conjunction with a current Demo database, can provide an insight into the basic workings of the PROMAS for Associations program for someone interested in purchasing and is also useful as an initial orientation for a new employee.

When the program was installed, the Demo database containing sample records was included.

Follow the instructions below to get to the Logon screen.

Logon - Windows 7, 8, or 10

To launch the application click the shortcut icon put on the desktop by the installation program. Depending on your computer's permissions settings you may have to right click on the icon and select "Run as Administrator".

To get to the Speedbar/Main Menu from the Logon screen on the right:

1. Choose the Association Demonstration Database from the drop-down list.
2. Do not enter a User Name or Password.
3. Click on the OK button.
4. The Speedbar will display at the top of the screen.



The screenshot shows a dialog box titled "Association PROMAS for Windows". At the top is the PROMAS Association logo. Below the logo, it says "Demonstration Version" and "To order call (800) 397-1499". The file path "C:\APROMAS-demo" is displayed. There is a "Database" dropdown menu with "Association Demonstration" selected. Below that are "User Name" and "Password" text boxes. At the bottom, it says "Version 6 Release 2019.1 Build 5" and "Release 2019.1 Build 5". There are "OK" and "Cancel" buttons.



Main Menu / Speedbar

Profiles AP AR GL Maintenance Reports Setup

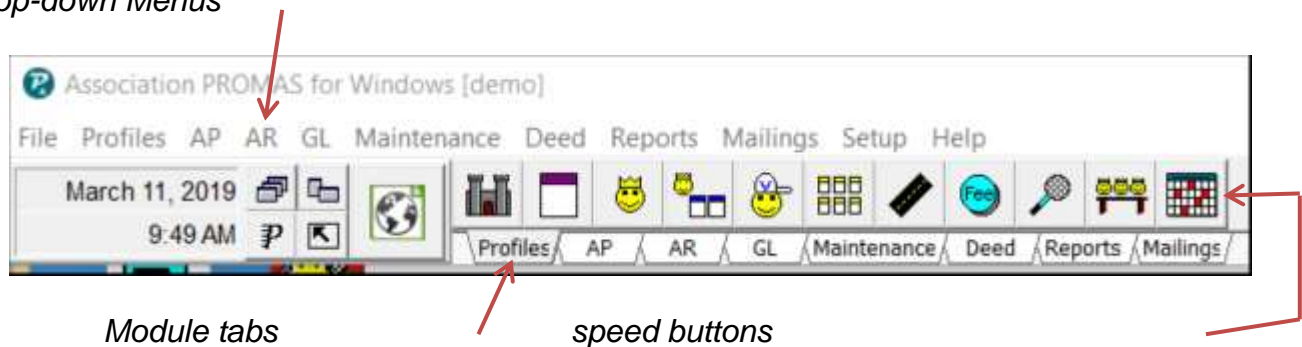
You can use the standard Windows style drop-down menus from the module abbreviation on the top line of the Speedbar. Thus clicking on AR or typing <Alt><R> will drop down a list of functions to choose from. Choosing your function in this manner is an alternative to clicking one of the speed buttons.

The Speedbar is a quick visual way to select program functions. It can be used in lieu of the drop-down menus at the top of the Main Menu. 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.

Use either the speedbar or the drop-down menus to move around the application. All functions are active.

The Speedbar has the date and time on the left. They display the settings of your computer system clock. The date is the default posting date for all transactions.

Drop-down Menus



The speed buttons to the right of the date and time are the functions in the module that is active. The module tabs are below the speed buttons. Single click a tab to display its functions.

Note: Placing the pointer on a speed button will display the name of the associated function.

Every screen has a pop-up speedbar button to facilitate moving from module to module. There also are speed buttons on the profile and receipt screens that let you jump directly to such functions as Notes, Deposit Receipts, Member Charges, etc.

2201 Maple Avenue: [Unit]

ID 2201 2201 Maple Avenue Status Active

Location MAPLE: Maple Avenue

Subdivision

Association MAPLE: Maple HOA

Owner GOLDEN: Harrison S. Golden

Bill Payer

Fees

Lot Size

Square Footage 1,050

CAM %

Assessed Value

OCR Code 4

Address 2201 Maple Avenue
Vienna, VA 22180
22180 Foreign

Legal Description
Section
Block
Lot

1 Unit Description / 2 Recurring Charges / 3 Categories / 4 Documentation

? [Speedbar] [Calendar] [Lightbulb] [Printer] [Save] [Close]

Pop-up speedbar button *Other function buttons*

Menu Functions and their Speed Buttons

Profiles

- Association
- Unit
- Member
- Cross Reference
- Vendor
- Subdivision
- Location
- Association Fees
- Privilege
- Membership Groups
- Event Reminders



Profiles consist of the base information about the association; its members, their units; and vendors.

AP – Accounts Payable

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



AP lets you enter invoices from vendors and write checks to cover association expenses. Invoice and check transaction histories provide the details on how the association monies are used.

AR – Accounts Receivable

- Member History
- Receipt History
- Member Receipt
- Ledger Receipt
- Scheduled Fees
- Scheduled Receivables
- Charge Member
- Move Out
- Adjust Open Credits
- Batch Member Receipts



AR covers charging members for fees and other items reimbursable to the association and recording payments received. Member and receipt transaction history information is readily accessible.

GL - General Ledger

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



GL provides for recording checkbook transactions; journal vouchers and bank statement reconciliation. Transaction histories for the association, its members and the bank accounts, is maintained.

Maintenance

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



Maintenance lets you create, track, print and report on work orders and accountable assets. A work order history is maintained.

Reports

- Association Reports
- Unit Reports
- Member Reports
- Vendor Reports
- Miscellaneous Reports
- Ledger Reports
- Bank Reports
- Privilege Reports
- Membership Group Reports
- Tickler Reports
- Budget Reports



There are more than 100 reports including the standard financials (Balance Sheet, Trial Balance, Revenue and Expenses, etc.), budget reports and tickler reports. See the report section of this manual for some printed examples.

Mailings

- Scheduled Statements
- Member Statements
- Notices
- Edit Letters
- Member Letters
- Vendor Letters
- Coupons
- Tax Reporting



Mailings covers corresponding with the members, including statements, late notices, coupons, mailing labels and letters.

Help

- Contents
- About
- Release Notes



Help is available throughout the application. In addition to standard Help and topic searches, each screen has a Help speed button and each field has specific help using the F1key.

Setup

- Account Codes
- Payable Codes
- Receivable Codes
- Funds
- Account Lists
- Account Sections
- Posting Tables
- Extra Information
- Late Fees
- Lists
- Member Type
- Member Status
- Notices
- Profile Lists
- Rate Tables
- Member Statements
- Environment Options
- Processing Defaults
- Company

Setup contains functions that let you customize your Chart of Accounts; establish your bank accounts; customize the layout of your financial statements; define your late fee structure; set defaults that cut down on data entry when entering member and unit profiles; and establish member types and status specific to your association.

Deed (Optional)

- Deed Restriction History
- Deed Restriction Event
- Deed Restriction Followups
- Deed Restriction Letters
- Deed Restriction Reports
- Deed Restriction Subject
- Deed Restriction Code
- Deed Restriction Article
- Deed Restriction Status



The module can be used to track and handle violations, deed restrictions and architectural requests. In addition, it can be used for call tracking and followup plus any other activities that requires a followup action or sequence of actions.

Navigating

Getting In

Most functions require only a single click of the mouse. You can get to a function by (1) clicking the appropriate module tab (which brings up the Speedbar buttons for the functions in that module) and then clicking the speed button for that function or by (2) using the drop-down menus above the Speedbar and then selecting the function. For detailed information about each function refer to On-Line Help, Contents.

Moving Around

- The Tab key moves you from one field to another. To move between fields or to select an option you can move the mouse pointer and click the field/option or press <Alt> and the underlined letter in the label of the field.
- The flashlight button lets you open the related profile.
- The folder button lets you enter a new profile.

Saving - Posting - Getting Out

The buttons to get out of each function are on the bottom right of the window (e.g. Save, Post, New, Close, Cancel).

- <New> Saves the information you have entered and provides a blank screen to enter another.
- <Save> or <Post> Saves the information you have entered and exits the function.
- <Cancel> or <Close> Lets you exit the function without saving any changes that were made.
- <Compile> Used when there is an intermediate step before posting in automatic functions like Scheduled Fees, Scheduled Receivables, Invoice Checks and Scheduled Payables. It produces a list of candidates which can be reviewed prior to automatic posting.

Right clicking your mouse on any screen will display the keystrokes associated with the Action Buttons - close, save, post, etc.

General

Prior to using the Association Demonstration files you might want to review the help section covering Speed Buttons.

Note: Windows lets you choose a wide variety of color schemes. Some combinations can result in you not being able to see, for example, the text in a highlighted box. If the screens seem to be missing text you might expect to be there, try changing your display's color scheme.

The Getting Acquainted process starting on the next page involves following steps that take you through some of the profiles, receivables, payables, general ledger, budget and maintenance functions. It will have you look at the information on the screen and point out some salient features.

Profiles

Association
Unit
Member
Cross Reference
Vendor
Subdivision
Location
Association Fees
Privilege
Membership Groups
Event Reminders



Overview

If not already selected, click on the Profiles module tab on the Speedbar. The profiles contain information that is used by the processing functions. A separate profile is set up for each member (owner, tenant, third party) and unit. This minimizes redundant entries when an owner has more than one unit.

Click on the Member Profile speed button. Selecting a speed button displays the profile Find List which is a list of all entries for that profile type. The list is in ID sequence. Starting to type the ID gets the one you want on the Find List so you can select it to edit. Note: Usually two or three characters of the ID is sufficient to move to the desired profile. If you click the Sort by Name radio button the list will sort in name sequence.

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

- (a) highlight the item and click the **<Edit>** button (or press **<Enter>** or **<F12>**)
- (b) double click the item.

Highlight Golden and click the **<Edit>** button. Each profile has an ID and Long Description. They are used to identify and/or find the profile. For members the ID is usually the last name (or part of it) while the Long Description is the full name, for example, GOLDEN for ID and Harrison S. Golden for Long Description.

Note: You can construct the ID and Long Description as you please. The ID is the sort sequence of the records in the profile while the Long Description is what is printed on reports. You can make these whatever you want - numbers, names, abbreviations, codes. If you change your mind you can change the Record ID or Long Description whenever you want.

Click the **<Save>** button to exit.

Association Profile

Click the Association speed button. Choose Maple and click the <Edit> button. The Association profile contains basic information about the association and the procedures (fees, notices, statements) used by the association.

The **Address** page is displayed. (This page tab is in the lower left of the screen.) Look over the information on this page.

Items of Note

- The Posting Table defines the default bank account and the accounts for recording standard transactions. If you want to see the posting table click on the Flashlight button on that line.
- The Accounting Method can be cash, modified cash or accrual. You can switch whenever you want. The system simultaneously maintains records for all three accounting methods.
- You have the option of printing or not including the ledger code numbers on financial reports.

Click on the **Fees and Notices** page tab near the bottom of the screen.

Items of Note

- The Association Fees defined in this profile are for all members of the association. The system will handle as many as there are and each can be based on different criteria and have a different schedule.
- The fees here are association wide. Other fees can be set up to be member specific, unit specific, location specific and subdivision specific. Whatever your fee structure, PROMAS should be able to handle it.
- Late Notices can be defined to print different letters based on the number of days late.

Click on the **Taxes and Statements** page tab.

- Statements can be set to run on a scheduled basis.

Click on the **Notepad** speed button on the lower left.

- Reminders can be entered and scheduled. They will show up in the Event Reminders based on the schedule. This function can be used to track correspondence with a member and to schedule tasks. Notes are found in the Association, Member, Unit and Vendor profiles.

Click on <Close> and then <Save>.

Member Profile

Click the Member speed button. Choose Golden from the list and click the Edit button.

The **Address** page is displayed. (This page tab is in the lower left of the screen.) Look over the information on this page.

Items of Note

- Addresses can be in US zip code format or in 4 line foreign format. Mark the Foreign checkbox to view the foreign format, then click it again to go back to standard format.
- A zip code table is maintained thus eliminating redundant typing of city and state.
- Phone number fields - up to 9 different phone numbers - can be entered.

Click on the **Part-Time Address** page tab.

- The part-time address automatically routes correspondence to the current owner address.
- Clicking the Send button associated with the e-mail address will take you to your e-mail screen to compose the message.

Click the <Save> button to exit the Member Profile.

Unit Profile

Click the Unit speed button. Choose 2201 Maple Ave from the list and click Edit.

The **Unit Description** page window is displayed. The unit identifies the entity for which the member is paying a fee.

Items of Note

- A unit can be identified as being part of a Location or a Subdivision, both of which are subsets of the association. The hierarchy is Association, Subdivision, Location, Unit.
- If someone other than the owner is responsible for paying the owner's bills they are identified as the Bill Payer. The Bill Payer is set up as a member.
- Fees due the association can be unit specific.

Click the <Cancel> button.

Cross Reference

The Cross Reference function lets you select a unit or a member and then it displays the member and all of that member's units along with the unit financial balances.

- Click the Cross Reference speed button.
- Select Golden from the member list and review the screen.
- Click Close.

Event Reminders

Click the Event Reminders speed button.

- All past reminders that haven't been marked completed and those scheduled from last Saturday to next Sunday are displayed.
- Click on the Maple HOA reminder line item. This displays the note information.

Click <Cancel> to exit Event Reminders.

AR - Receivables

Member History
Receipt History
Member Receipt
Ledger Receipt
Scheduled Fees
Scheduled Receivables
Charge Member
Move Out
Adjust Open Credits
Batch Member Receipts



Click on the AR (Receivables) module tab to get to the speedbar above. The AR module provides for charging fees and other receivables to members; recording payments from members and receipts from other sources; charging late fees to delinquent members; and making adjustments to member balances. Member History and Receipt History provide transaction details that you can only get by running reports in other systems. Batch Member Receipts provides lockbox and direct deposit receipt processing.

Member History

Click the Member History speed button.

From the Member drop-down list choose Fiscella to get to the Unpaid Charges tab.

Items of Note

- You see at a glance what the member owes and what he owes for.
- While on this window you can edit, reverse and void transactions that are displayed.
- A breakdown of unpaid charges by time is displayed in the boxes in the upper right.

Click the Charges tab.

This displays the entire member ledger of charges from day one.

Item of Note

- You can filter (weed out all transactions that don't match the selection criteria) so you only see what you want. You can edit any transaction, even ones you put in months ago.

Click the <Filter> button.

- Using the filter you can select almost any subset of the charges using posting dates, amounts, and receivable codes.
- Select Dues from the Charge drop-down list, click the Filter Active box and the Save button to see just the dues charges.
- Remove the filter by clicking the Enable Filter checkbox and then the Receipts page tab to see a payment history for the tenant.

Item of Note

- From this screen you can highlight a payment that the bank returned and by clicking the NSF button, initiate the entire process for posting the necessary NSF transactions required to undo the payment and its associated transactions.

Click the <Close> button to exit Member History.

Receipt History

Click the Receipt History speed button. Receipt History contains all receipts from all sources in date sequence. Highlighting a line item on the list displays a breakdown of what was paid with the money received.

Items of Note

- You can filter, edit, void and NSF from this screen.
- A separate page tab lets you see just those receipts that have been returned by the bank for insufficient funds (NSF).

Click the <Filter> button.

Item of Note

- You can filter on a date range; a particular member (payer), unit, or an amount.
- Choose Golden from the Payer drop-down list. Mark the Filter Active checkbox. Click the Save button. Now the only transactions that are listed are those for Golden. Highlight some of the payments in the top section and you will see the charges paid off in the bottom section.
- Unmark the Enable Filter checkbox and all the receipts are displayed again.

Click the <Close> button.

Scheduled Fees

Click the Scheduled Fees speed button. This function does batch posting of fees scheduled to be charged to member ledgers. A list of candidates is displayed prior to posting. You can sort the list by unit or member.

Fees are usually charged near the end of the month for the following month. All fees with a Next Scheduled date prior to and including the Scheduled Thru date selected are charged the fees specified in Association Fees for all previously uncharged periods.

The cursor should be in the Scheduled Thru field. Press < E > to move the date to the last day of the month. Click Compile and any fees not yet charged will be displayed. If *No Charges Found* click OK and press the M key to move the date forward one month and Compile again.

Items of Note

- You can change amounts or even skip any candidate. This gives you control over the batch postings.
- You can print a report showing the transactions that are going to be posted/skipped.
- You can review and edit/skip charges.
- This system protects you from posting the same fee twice for the same period.
- Fees being charged for the first time can be viewed separately.
- You can limit the charges considered to one of the schedules and can restrict them to any one of the fees.

Click the <Cancel> button until you return to the Speedbar.

Scheduled Receivables - Late Fees

Click the Scheduled Receivables speed button. This function does batch posting of late fee charges. Compiling brings up a list of candidates to review and edit prior to posting.

Change the Scheduled Through date to the 11th of the month, then click the Compile button to get a list of late fee candidates. Click on a line item to see the details relating to each late fee candidate. Note all the information available for each candidate.

Items of Note

- You can skip anyone who shouldn't be assessed a late fee. No need to post them all and then have to undo the ones you would like to have skipped.
- You can change the late fee amount.
- Late Notices can be printed using the Mailings function.
- You can print a report showing the transactions that are going to be posted/skipped.

Click the Cancel button until you get out of Scheduled Receivables.

Receipts

As checks come in they must be recorded as received and then included on a deposit slip and put in the bank. The receipt process is two steps: one of recording the receipts to pay off charges and the second of designating the receipts which constitute a deposit slip transaction. Receipts from members are recorded in Member Receipt. All other receipts are recorded in Ledger Receipt.

Member Receipt

Click on Member Receipt and select Fiscella from the drop-down list. The Payment amount defaults to the amount owed. Double click the Memo field to enter a check number and other pertinent information about the receipt.

Post by clicking <New> or <Post>. This will result in a number of transactions being recorded. These include recording the payment in the member ledger, crediting the payments for the association ledger - all with you doing nothing more than posting the payment. When finished posting, the application will present you with a cleared screen ready to start the next receipt if you clicked the New button or exit Member Receipt if you clicked the Post button.

Payments for dues received in advance can either be posted as open credits or recorded as advance payments. The method used depends on when you want the payment to be credited to the association ledger as income.

Items of Note

- All pertinent information to let you correctly post a receipt is available.
- The payment is distributed by the priority, as established in Setup, Receivable Codes and then by date.
- Clicking the Distribute box will undo the automatic distribution to let you distribute manually.
- New charges can be paid as they are recorded; prepayments can be posted.
- Prepayments for dues can be recorded - even crossing calendar years.
- It's easy to add a memo or the check number.
- A receipt that can be given to the member can be printed.
- You can post payments in excess of the amount owed. They can be recorded as member Open Credits to be applied against future charges.

- Charges not previously posted can be recorded using the New Charges page.
- Clicking one of the charge line items and then the Edit button lets you modify the amount of the charge.
- When you finish entering receipts from a deposit slip you can go directly to Deposit Receipts using the speed button in the lower left of the screen.

When finished click the <Cancel> button to exit Member Receipt.

Charge Member

Click on the Charge Member speed button. Should the member need to be charged for something outside of the normal fee structure, you can post that charge here. Examples would be fines for violations or repairs to their unit that are reimbursable to the association.

Items of Note

- Entering a code and an amount for a unit establishes a receivable.
- Multiple charges to the same unit/payer can be entered on one charge.

Click the <Cancel> button.

AP - Payables

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



Select the AP - Payables module tab on the Speedbar. The AP module allows you to enter and pay invoices received from vendors; post and print recurring checks; record checks that were written manually; and write member refund checks. There are also Invoice History, Check History and Vendor History functions.

Invoices

Click the Invoice speed button. Enter an Invoice # VG206. Select Garcia from the Payee drop-down list. If you do not enter the Due Date, it is assumed to be the same date as the Invoice Date.

Items of Note

- If the payee is not in the Vendor file, you can click the flashlight to add a vendor to the file. You can put the payee in as a one-time vendor on the invoice.
- You can set the payoff priority for the invoice by changing the priority from Normal (the default).
- A previously entered work order with a completed status can be turned into an invoice.
- Double clicking in the Invoice Number field will fill in today's date.

The Bill To defaults to the association but can be changed to a member if appropriate.

Select Repairs from the drop-down list for Payables Code.

Enter 34.82 in the Amount field.

Click <Post> to save and record the invoice.

Items of Note

- If you try to enter a duplicate invoice number for the same vendor you get a warning. You can cancel and change the Invoice # or you can choose OK to ignore the warning.
- After entering an invoice you can view it in Invoice History. Invoices are paid in Scheduled Payables.

Invoice History

Click the Invoice History speed button. Highlighting an invoice from the list displays the line items associated with that invoice.

Items of Note

- The Filter will let you review invoices by dollar amount, by invoice number, by vendor and more.
- The page tabs break out the unpaid invoices from all recorded invoices.

Click the <Close> button.

If you want to look at Check History or Vendor History follow the same process as for Invoice History. Checks are listed in check number sequence. You may view it if you choose.

Scheduled Payables

Click the Scheduled Payables speed button. This function covers printing invoice checks and recurring checks. Recurring Checks (checks that are paid on a regular basis for the same amount each time) are set up in the Association Profile.

Invoices

Click the <Compile> button to bring up the list of invoices waiting to be paid.

Items of Note

- Candidates for payment are displayed and can be edited prior to posting and printing.
- Invoices can be sorted in either payer or payee sequence.
- You can partially pay an invoice by changing the amount.
- Click on a line item. A breakdown of the association ledger is displayed. The list displays all line items.

Click the <Cancel> button until you are out of Scheduled Receivables.

Write Checks

Click the Single Check speed button.

Writing a single check or recording checks that were handwritten can be done using this function. The stub portion of a single check shows the breakdown of line items being paid.

Items of Note

- You can write a single check for any purpose including recording a handwritten check.
- Checks can be posted and held for printing or printed immediately after they are posted.
- MICR checkwriting (using blank check stock) is a standard feature. Checks can be printed against multiple bank accounts in a single run. The printing will stop when there is change in the bank account to let you verify the starting check number.
- The MICR font is supplied with the program so you do not need to purchase a separate printer font cartridge. Refer to On-line Help for more information.
- Double clicking in the Invoice Number field fills in today's date.

Click the <Cancel> button to exit Single Checks.

GL - General Ledger

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



Click on the GL - General Ledger module tab. This module includes the General Ledger, which includes the association, funds (financial subset of the association), and unit details transaction history; bank account history; depositing receipts; posting journal vouchers; making bank to bank transfers; reconciling bank accounts, and budget preparation.

General Ledger History

Choose General Ledger History. Select Maple Association by typing M and pressing <Enter> or by using the drop-down list. A list of all transactions for the association can be displayed, filtered, edited and voided from this function. In addition to the revenue and expense transactions, you can view their corresponding offset transactions by choosing the All Accounts page tab.

A summary of the ledger - Balance, Cash, Payables, Receivables, etc. is displayed in the top portion of the screen while the detailed transactions display in the bottom portion. The ledger transactions can be viewed from a cash, accrual or modified cash viewpoint.

Items of Note

- If you choose a unit you see the unit's transaction and the association's summary.

Click the <Close> button to exit General Ledger History.

Bank Account History

Click the Bank Account History speed button. Select Checking Bank Account from the drop-down list of bank accounts to display all of the deposits and withdrawals from that bank.

The summary boxes (upper right) show the Last (bank statement) Balance; the Current Balance; the amount received awaiting deposit; and the Available Balance (the sum of current balance and awaiting deposit).

In addition to All transactions you can view specific subsets - e.g. Checks, Deposits, Uncleared - using the page tabs at the bottom of the screen.

- Click on the Deposits page tab to see a history of deposits. These transactions can be filtered, edited, voided and uncleared.
- Click the Checks page tab to view the check register in check number sequence. This is one place you could go to void a check.

Click <Close> to exit.

Deposit Receipts

Click the Deposit Receipts speed button. Choose Checking Bank Account from the Bank Account drop-down list to see the receipts that haven't been included on a deposit slip yet.

After receipts are entered they are grouped together and put on a deposit slip and then taken to the bank. Your bank statement reflects the sum of receipts for each deposit. This function records the receipts that comprise a deposit slip thus facilitating the bank statement reconciliation process.

The Deposit process involves entering the Total Deposit Amount and then verifying that those marked are part of the deposit. When the Difference in the summary box is \$0 you can print a deposit slip and post the deposit transaction. The deposit transaction is entered as a transaction in the appropriate bank account. This is what you will see on a bank statement.

The Deposit Receipts function also provides a second level of verification that the amounts received were recorded in the correct amount. If they were not, your deposit slip amount won't match the actual amount. When errors are discovered it is easy to fix them prior to posting the deposit slip amount.

Click the <Mark> checkbox for one of the line items to see how the Total Marked changes.

Click the <Cancel> button to exit Deposit Receipts.

Reconcile Bank Account

Click the Reconcile Bank Account speed button and choose the Checking Bank Account. All uncleared transactions (deposits, checks) for that bank account through the closing date are displayed. The process of reconciling to a bank statement involves clearing (marking) each item that appears on the bank statement.

The summary boxes on the right track the progress while the page tabs on the bottom let you focus on subsets of the uncleared transactions.

Each bank account should be reconciled soon after the bank statement arrives. This is one of the more important functions when it comes to maintaining good financial records.

This may look complicated but it is really easy to reconcile a bank statement. If you are interested in knowing more about reconciling right now, click the Help button in the lower left.

Items of Note

- Marking a range lets you mark as cleared a whole batch of check numbers. You can then unmark those that aren't on the bank statement. This really speeds up the reconciliation process.
- You can cancel at any time and all your work will be saved so you can continue on from where you stopped at a later date.
- Working with deposits only or checks only can be done using the page tabs.
- Printing the reconciliation report prior to posting gives you a record that you have successfully reconciled that bank statement.

Click the Checks page tab to view the uncleared checks in check number sequence.

Click the <Cancel> button to exit Reconcile Bank Account.

Budgets

Click the Budget speedbutton. Select the Maple HOA Budget 1998 and click the Edit button.

Budgets can be setup for an Association or a Fund. An unlimited number of budgets can be stored.

Items of Note

- The budget style can be one of several choices.
- All income and expense accounts are listed as potential budget line items.
- A quarter at a time will display. The tabs let you select the quarter.

Select 6220 Electric line item by highlighting it and clicking the Edit button.

Items of Note

- The yearly budget, Year to Date actuals and last year actuals are displayed for each month.
- Changing the total or entering an amount in any specific month will update the budget when you post.
- You can copy last year's actuals to this year's budget.
- You can print a variety of budget reports in Reports, Budget Reports.

Click <Cancel> and then <Save> to exit Budgets.

Maintenance

Click on the Maintenance module tab to display the speed buttons. The maintenance module consists of the Work Order function and Asset Management functions.

Work Orders

Click on the Work Order History speed button. Choose one of the work orders and click the Edit button.

Item of Note

- The work order function can track a reported problem through the entire cycle and be turned into an invoice from the Invoicing function. Work order copies can be printed for the vendor, occupant, association and file.

Click on Status to see the various stages a work order can go through.

Click on the Vendor Assignment page tab. Notice the Tracking Dates on the right and the Evaluation and Rating below that.

Click on the Account Billing page tab. You can enter multiple line items for the work to be performed.

Click the <Save> button to exit.

This ends the formal Getting Acquainted session.

There is much more to PROMAS than we had time to show you in this Getting Acquainted session. We encourage you to experiment with the other functions and explore in more detail the ones we covered. You can't hurt anything, so try it out.

Starting on page 27 there is information on printing reports and statements and samples of some reports and statements. Although we didn't have you print any during the Getting Acquainted session, you can go to the Reports module tab and print whatever you want or view the report on the display screen. Also, on any screen where you see the Print speed button you can print a report.

We hope that you have seen enough to convince you that Promas has all the functions and features you need and that the benefits of using our software are significant.

This Getting Acquainted package is not copy protected nor does it expire. You may install it on as many machines as you like. You may give it to others to review. Copying any part of this manual is OK.

If you have any questions please call us at 800-397 -1499 . Don't hesitate to give this demo to anyone else who may have an interest.

What Sets Us Apart

Reports

Nobody has the reporting flexibility found in PROMAS. You can run reports for almost any subset of your units/members.

History Files

Instead of running reports to get transaction history, view the member history, receipt history, invoice history, vendor history, general ledger, bank and work order history. We have functions that not only let you look but you can also edit, filter, void, reverse and NSF as appropriate.

Fees

The flexibility we have built in to the fee setup is unprecedented. You can define fees at the Association, Unit, Member, Location and Subdivision levels.

Letters

Letters to members and vendors can be customized with substitutions from the database like formal and informal salutations, balance due, unit address, workmen's compensation expiration date.

Budgets

A budget can be created for the association or any of the funds. You can keep as many budgets as you want.

Candidates

Whether it is fee charges, late fees, invoice checks - you get a list of candidates that can be edited prior to posting. No more postings that have to be undone.

Scheduled Notes

Set up a recurring reminder; track inspections, service and insurance contracts; track problems you are having with a member. No more pieces of paper filed in your calendar.

Event Reminders

Set up a reminder in Notes and the Event Reminder will display any that fall between last weekend and the coming weekend. The Event Reminder can automatically display at logon (optional) or be reviewed at any time during the day.

Zip Code Table

This table automatically pulls up the city and state - no more redundant entries, nor more misspelled city or state names.

Mailings

Sending correspondence to your members always goes to the correct address even when they are at a part time address.

Reports and Statements

There are a variety of reports and statements in PROMAS - most with enough variations to suit any association manager's requirements.

Any screen form can be printed using the Print Form feature from the lower left portion of the screen. Any report or statement can be previewed on the screen in lieu of or prior to printing.

Reports

Reports can be run for the entire database or for almost any subset. Reports can be printed on laser (preferred), inkjet, and dot matrix printers.

There are a number of reports that can be printed while you are in a processing function. For example, in Scheduled Fees you can print a list of fee charges; in Payables you can print reports prior to doing invoice and recurring checks; in General Ledger you can print the deposit slip list prior to posting and print bank reconciliation reports.

The Reports module breaks down reports by Association, Unit, Member, Vendor, General Ledger, Bank, Budget, Event Reminder, Membership Group and Miscellaneous. Many reports offer multiple sort sequences and the ability to restrict/limit to a subset of the database.

Mailings

Member Statements, Scheduled Statements, Notices, Member Letters and Vendor Letters are included in the Mailings module.

The Member Statements function produces statements on an as needed basis.

Scheduled Statements can be printed based on a predetermined schedule. The system keeps track of the last time they were printed.

Letters can be predefined and include the ability to insert profile specific information (balance due, formal and informal salutation, vendor liability insurance expiration date, date) into the letter body.

Notices - Different delinquent letters can be sent based on the number of days a member is late. The letters are entered in the Edit Letter function and can have member specific information brought into the body of the letter.

Member and Vendor Letters can be customized to include member or vendor specific information in the letter body. Letters can be sent to any subset of the membership or vendor list.

The following pages contain samples of some of the many reports and statements.

Member Profile

Maple HOA

Harrison S. Golden

Permanent Address

Harrison S. Golden
14 Walking Lane
Stanton, NH 05220

Part Time Address

Harrison S. Golden
12 Rue LaRochele
St Croix 22189-1254
Virgin Islands

Part-Time Schedule

Schedule Every Year
Starts: 10/15/2019
Ends: 1/1/2020

ID: GOLDEN

Status: Active

Association: Maple HOA

Member Type: Owner

Member Status: Good Standing

Informal: Steve

Formal: Mr. Golden

E-Mail Address: wine@promas.com

Phone Numbers

Contact: Harrison S. Golden
Day: 305-555-3428
Night: 305-555-1748
FAX: 305-555-2214

Part-Time Phone Numbers

Contact: Walter Smith
Day: 01-543-88-3421
FAX: 01-543-88-3433

Categories

Comment

License #: FLB 356 VA

Privilege

Reference

Starts

Ends

Notes

Recurring Charge

Amount Schedule

Starts

Ends

This is a good report to include
in the owners file folder.

Revenue and Expenses

Monday, January 1, 2018 to Saturday, June 30, 2018

Maple HOA

Cash Accounting Year Starts January 1, 2018

	Current	Percent	Year To Date	Percent
INCOME				
Income				
Discount taken	\$39.00	1.0	\$39.00	1.0
Late Fee Income	\$100.00	2.5	\$100.00	2.5
Monthly Dues	\$2,788.00	68.7	\$2,788.00	68.7
Special Assessment	\$1,170.00	28.8	\$1,170.00	28.8
Total Income	\$4,097.00	101.0	\$4,097.00	101.0
TOTAL INCOME	\$4,097.00	101.0	\$4,097.00	101.0
EXPENSES				
Expenses				
Lawn Service	\$427.00	10.5	\$427.00	10.5
New Expense	\$39.00	1.0	\$39.00	1.0
NSF Bank Charge	\$3.00	0.1	\$3.00	0.1
Repairs & Maintenance	\$450.61	11.1	\$450.61	11.1
Trash Collection	\$127.00	3.1	\$127.00	3.1
Total Expenses	\$1,046.61	25.8	\$1,046.61	25.8
Utilities				
City Supplied				
Non-Reimbursable City				
Water	\$320.00	7.9	\$320.00	7.9
Total Non-Reimbursable City	\$320.00	7.9	\$320.00	7.9
Reimbursable City				
Electric	\$471.75	11.6	\$471.75	11.6
Total Reimbursable City	\$471.75	11.6	\$471.75	11.6
Total City Supplied	\$791.75	19.5	\$791.75	19.5
County Supplied				
Non-Reimbursable County				
Sewer	\$133.00	3.3	\$133.00	3.3
Total Non-Reimbursable County	\$133.00	3.3	\$133.00	3.3
Reimbursable County				
Gas	\$267.88	6.6	\$267.88	6.6
Total Reimbursable County	\$267.88	6.6	\$267.88	6.6
Total County Supplied	\$400.88	9.9	\$400.88	9.9
Total Utilities	\$1,192.63	29.4	\$1,192.63	29.4
TOTAL EXPENSES	\$2,239.24	55.2	\$2,239.24	55.2
NET INCOME (LOSS)	\$1,857.76	45.8	\$1,857.76	45.8

This is one of the many styles of financial reports.

Charge Roll

Monday, February 11, 2019

Member	Unit	Unpaid Charges	Check	Amount	Received
C					
Carl Cheek	2204 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Clayton	2205 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F					
David and Judy Fiacella	2206 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Note Do NOT accept check unless Approved by EB					
G					
Harrison S. Golden	2201 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L					
Ira Lehenon	2203 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P					
James J. Porach	2207 Maple Avenue	\$82.00			
	Dues	2/1/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Note Send receipt					

A good report for recording receipts - can be sorted by member or unit.

Maple Homeowners Association
Box 2340
Vienna, VA 22180

Good place to put management company or association
employee
contacts.

Eight lines available

Harrison S. Golden
14 Walking Lane
Stanton, NH 03220

DELINQUENT NOTICE

Monday, February 11, 2019

Dear Mr. Golden

Our records show that as of Monday, February 11, 2019 your homeowners assessment on 2201 Maple Avenue, Vienna, VA 22180 was not paid on time. Full payment of the delinquent balance of \$82.00 must be received, together with the late charges, within 5 days from the date of this notice.

In the event payment is not received, your account will be turned over to the association's attorney for legal action, which will incur additional costs including, but not limited to, interest, legal fees and late charges. Once the account is turned over to the attorney, the Management Corporation will no longer be involved. Questions and payments should then be directed to the attorney's office.

In closing, be reminded that your next scheduled assessment is expected in a timely manner. We trust that all payments, as herein specified, will be promptly received to avoid legal action and the possibility of liens being placed against your property.

Sincerely,

John Dunbar
Executive Vice President
Maple Management

Letters can be designed to incorporate information from the member's profile and balance.

Summary

There is much more to PROMAS for Associations than we had time to show you in this Getting Acquainted session. We encourage you to experiment with the other functions and explore in more detail the ones we covered. You can't hurt anything, so try it out.

We hope that you have seen enough to convince you that PROMAS has all the functions and features you need and that the benefits of using our software are significant.

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Other Documents

Several other documents are available on our website (www.promas.com). They include the following:

- Webinars - on the website click on User Access, Search Knowledge Base, Videos
- Credit Card Authorization Form (use the Links drop-down in PROMAS)
- Information about ordering checks (use the Links drop-down in PROMAS)
- User Manual (on the website click on User Access, Search Knowledge Base, Manuals and Forms.
- Training Videos (on the website, click on User Access, Search Knowledge Base, Basic Training or Advanced Training)
- Help PDF documents – click [HERE](#) for the Table of Contents

We appreciate you taking the time to review our PROMAS - The Professional Landlord product. If there is anything you need that you didn't find please call us.