Overview

In a typical month the main functions under AP you will use are to enter and pay bills, distribute owner's funds and management funds, and use the history screens to view, edit and void transactions. This document will go over these topics in further detail to better help you use them efficiently.

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1.   Entering and Paying Bills

A.   Set Up Bill Codes under Setup > Bill Codes

The bill code defines the reason for a payment from the owner, property or management account and ties it to the general ledger. It is made up of a short alphanumeric ID of up to 10 characters and a longer description. They define how accounts payable transactions post to the general ledger for Invoices, Work Orders, Checks. Like Charge Codes, Bill Codes also insulate employees that perform data entry from the underlying account system and prevent posting to inappropriate accounts.

TIP: Bill codes are created for identifying what bills are being paid. Do not set up a bill code if you don't write a check for it. We strongly recommend consulting your accountant for assistance in setting up your bill codes.

The Bill Code may also be associated with a Charge Code which is used to charge a tenant. This is the case when the tenant is responsible (charged for) a percentage or fixed amount for invoices. The charge is not posted to the tenant until after the invoice is paid by the owner or property. If you want the tenant to be charged right away, make the bill to the unit, property or owner and manually charge the tenant (AR > Charge Tenant).

B.   Enter Invoices using AP > Invoice

Enter bills as Invoices. For recurring or scheduled bills, see sections on entering and paying recurring bills.

- **Invoice #:** This is a required field that allows numbers and letters. Double click in this field to use today's date if the bill does not have an invoice number. If the same invoice number has been used in the last 90 days a warning will appear. This is to prevent duplicate entries. You can okay the message to bypass it or research or change the number.
- **Hold**: Marking this checkbox will hold payment on the invoice until you remove the hold. Invoices on hold will be included in the unpaid payables withheld from owner distributions and will be listed as skipped when compiling invoices in AP > Scheduled Payables > Invoice Checks.
- **Separate Check**: Marking this checkbox will generate a separate check for this invoice. In other words, it will not consolidate this payment with other invoices being paid to the same 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 keep the Payee, Invoice Date and Due Date fields when the New button is clicked. Otherwise those fields are automatically cleared for the next invoice to be added.
- **Payee**: This is who the invoice will be paid to, whether it be a Vendor (default), Management Group, Owner or Tenant. Leave this field blank for one-time payee which requires the full address to be filled in on tab #2 payee

address and comments. We recommend creating a vendor profile for payee's, even if you are not sure if you will pay them again in the future.

- **Payee Type Selection**: The default is Vendor, but can be changed to Management Group, Owner or Tenant.
- **Invoice Date**: The default is today's date. If changed, the date will remain the same until you click cancel or post.
- **Due Date:** If left blank the due date will default to the Invoice Date. If filled in, Promas will not display the invoice in scheduled payables to pay until the due date or until the schedule through date is on or after the due date.
- **Invoice 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, unless the owner is set to receive invoice discounts (this is determined by the management fee assigned to the unit).
  - o If you choose to pay only part of the invoice the discount will be lost.
  - o The management group must use the same posting table as the owner/property.
  - o If you enter a multiple line invoice with a discount, and one of those line items cannot be paid, the discount will not be taken on the line items that are paid.
  - o Discount %: The percentage entered here is used to calculate the discount amount in Total Discount. Discounts are prorated among all the line items.
  - o Discount $: The dollar amount entered here is subtracted from the total amount of the invoice shown in Undiscounted Total. Discounts are prorated among all the line items.

How the Bill To Affects the Discount	
Bill To	How Does the Discount Display?
Unit	In the Unit Profile, the management fee profile dictates if the owner or property gets the discount or the management group. Two lines appear, one for the full check amount and one for the discount, whether that be the management group, owner, or property.
Owner or Property	The discounted check amount will show in the ledger of the owner or property.

- **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 on the Payee Address tab. When the Payee field is populated, the One Time Payee field becomes protected (colored). Note that if for some reason you don't want an address to print, you can mark the foreign checkbox and put a period "." on each line.
- **Memo**: Similar to other transactions that can be posted, memos print and comments are internal. If you leave the invoice memo field blank and there is a memo entered into the vendor profile it will appear on the check and the check stub. If there is a memo in the vendor profile and you enter a different memo on the invoice, the vendor memo will appear on the check and the check stub; the invoice memo will appear on the check stub only as part of the description. If you double click in the memo field, it will copy the invoice number
- **Priority**: There are multiple priority levels. The highest priority invoices are paid first. If a higher priority invoice is skipped because it draws the ledger balance below the owner's Base Reserve, all lower priority invoices are marked skipped, even if there is enough money to pay them. If Enforce Base in the Ledger Profile is not checked, the Skip may be overridden.
- **Work Order**: Information from work orders can be pulled into fields on the invoice form. Pressing the down arrow key or clicking the flashlight button will display a Find List of completed work orders. Selecting one will fill in the invoice fields. When the invoice is posted, the status of the work order is changed to Invoiced.
  - o Marking the Show All checkbox will display all invoices with the completed ones highlighted. Selecting a work order will fill the invoice in with whatever fields are available. Upon posting the invoice, the work order status is changed to Invoiced. If there is significant information that hasn't been entered in the work order, edit it and enter that data after selecting and before posting.

- o Once you have selected a work order, double clicking on the work order label will fill the Work Order number into the Invoice number field.
- **Payee Address and Comments**
    - o 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.
    - o Comment: A freeform field for comments.
    - o Create Statement Note: Clicking this button will bring up a Note screen marked Append to Statement. It will include the unit address and vendor, along with the contents of the comment field.
- **Bill To:** The Bill To indicates who is going to pay. The payer is selected from a Find List of the profiles. The line item may be billed to a Unit, Management Group, Owner, Property or Tenant.
    - o Making the Bill To the tenant will take the money from the owner's ledger and post a charge to the tenant (see Split Charge below). Tenant Open Credits will not be used to automatically pay off a charge generated through an invoice.
    - o Note: From a financial viewpoint it doesn't matter whether the Bill To is the ledger or the unit. However, making the Bill To the unit, when appropriate, lets you produce more realistic cash flow reports and more unit-specific owner statements.
- **Bill Code**: Select the appropriate bill code. If the bill code you need is not listed, click on the yellow file folder and create a new bill code.
- **Amount**: Enter the dollar amount for this line item from the invoice.
- **Split Charge with Owner**: If the Bill To is a tenant, then marking the checkbox will invoke the breakdown parameters defined under Invoicing in the Tenant Profile. If no parameters are defined there, the split will be 50/50. If this checkbox is not marked, the tenant will be charge the entire amount.
    - o The effect of using this feature is to allow you to charge the tenant for part of a charge to the owner. The owner still pays the entire amount to the Vendor but is reimbursed by the tenant for the appropriate percentage up to the Split Maximum defined in the Tenant Profile. Tenant Open Credits will not be used to automatically pay off a charge posted in this way. The tenant charge is posted when the invoice is paid, not when it is posted. If you want to charge the tenant before the invoice is paid, make the Bill To the unit and click the charge tenant speedbutton to enter the charge amount.
- **Blank White Space**: Add another part of the invoice with new bill to, bill code and amount. This is great if multiple units are on one invoice or if you want to break out an invoice by different bill codes.
- **New, Post, Cancel**: Click New to post the invoice and enter a new invoice. Click Post to post the invoice and close the invoice screen. Click Cancel to leave the invoice screen without posting anything.

C. Pay invoices using AP > Scheduled Payables > Invoice Checks

When compiling invoices, you can restrict to a specific payee or payer. If you want to see all due invoices, do not restrict to anything, just hit compile. Each line items contains invoice candidates 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 checkbox. They are displayed in Payer sequence and printed in Payee sequence.

Each line item on the screen represents a payable item. A payable item corresponds to an invoice line item. The payables that are not skipped will be consolidated onto checks based on the rules in the vendor profile, the banks used by the payers, and the state of the separate check field at the time the invoice was posted. Payables for one-time payees always print on a separate check.

A check may be skipped because it will draw the owner's balance below his Base Reserve as established in the Owner Profile, or because it will draw his balance below the Minimum Base Reserve as established in Setup, Processing Defaults.

If you wish to skip the payable altogether, mark the Skip checkbox. The payable will not be posted and will appear in the Skipped Payables folder and on the report as skipped. Skipped payables will not be deleted from unpaid payables and will continue to come up as candidates the next time scheduled payables are compiled.

Tabs

- **All Payables**: Displays all payable candidates meeting the selection criteria.
- **Selected Payables:** All payable candidates that could 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 Owner 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.

- **Invoice**: The invoice number assigned when the invoice was entered.
- **Bill Code**: The bill code of the line item which determines the account code that is going to be affected. In most cases the bill code points to an account code with an account type of Expense.
- **Available:** The balance for the ledger (owner, property, management group) from where the check is being written.
- **Reserve**: The base reserve amount set in the Owner Profile. Checks that will draw the owner balance below this amount will be marked skipped. Skipped candidates can be unskipped if the balance isn't drawn below the minimum.
- **Minimum**: The owner's base reserve if Enforce Base is checked in the profile or the Minimum Base Reserve established in Setup, Processing Defaults. Checks that will draw the owner balance below this amount will be marked Skip and cannot be un-skipped.
- **Unit**: The unit being affected by the transaction. If blank the transaction is not unit specific.
- **Owed**: The total amount owed for that line item on the invoice.
- **Discount**: The discount amount based on information entered on the invoice.
- **Discount Ends**: When the discount ends based on information entered on the invoice.
- **Priority**: The priority of the bill code as established in Setup or as specified when the invoice was entered.
- **Before Check**: The balance in the owner's account prior to posting this line item.
- **After Check**: The balance in the owner's account after posting this line item.
- **Separate**: If this checkbox is marked, this check will not be consolidated with other invoices to the same vendor onto a single check.

   D. **Enter recurring bills using the Recurring Check function from a Management Group, Owner, Property, or Unit profile.**

These are bills that are paid on a regular schedule for the same amount. They can also be used to schedule a one time payment for a future date.
Profiles > Unit or Property or Owner > Recurring Checks

- **Amount**: Enter the amount of the payment.
- **Payee**: Use the Find List to select the vendor to pay or enter the payee name and address in the Payee Name and Address block. Banks and HOA's who are normally recipients of recurring checks can be (but don't need to be) set up as vendors. Selecting a vendor from the find list will fill in the Payee Name and Address block in protected mode. The advantage of setting up the payee as a vendor is that they are included in the vendor list and payments made will be recorded in Vendor History.
- **Bill Code**: Select the bill code from the Find List. For example, you may select a bill code for a mortgage company or a homeowner's association fee.
- **Memo**: Enter any memo information you want to print in the memo field on the check. Examples are account number, owner name, or unit address. The purpose of the memo is to help the recipient identify the source of the check and to properly credit your client's account.
- **Priority**: Enter the payment priority for the check.
  - Recurring checks are paid off in order of their priority and then date. If there is not enough money to pay the highest priority check, those with a lower priority will not be paid either. If two checks are the same priority it will attempt to pay off the oldest payment date first.
  - Note that recurring checks that are not able to be paid because of lack of funds will be marked skipped. You have the option to un-skip any check and pay up to whatever amount is available.
- **Style**: The information selected here will print on the check stub in the upper right. Select one from the drop-down list.
- **Payee Name and Address**: If you didn't choose the Payee from an existing profile, enter on the first line the payee name as you wish it to appear on the check. The remaining lines of the block are in standard address group box format.
- **Schedule**: This is how often the check should be printed. Click on the arrow to the right to see a drop-down list of choices. For example, if you choose monthly and set the Next Scheduled date to March 15, a check will be posted when March 15 is within the Scheduled Thru date. After posting, the Next Scheduled date will be changed to April 15.
- **Next Scheduled**: Use this date field to enter the date you want the next recurring check to go out. If a date in the future is chosen, no check will be issued until that date. When a check is issued, the date will be changed based on the schedule. For example, if quarterly and the Next Scheduled date is Feb. 1 prior to posting, it will be May 1 after posting.
- **Schedule Expires**: Enter the date to stop posting recurring checks. When this date falls within the Scheduled Thru date range, the Next Scheduled date will be updated as usual and the Schedule will be set to expired.
- **Change Date**: Enter a date on which the payment amount will change, if applicable
- **New Amount**: Enter the new payment amount to take effect on the Change Date

E.   **Pay recurring bills using AP>Schedule Payables>Recurring Checks**

What is the difference between Recurring Checks and Recurring checks as Invoices?
By compiling the recurring checks, each entry, even to the same vendor, will print as a separate check. By compiling recurring checks as invoices, it converts the recurring checks into invoices instead. This means these items will now show in Invoice History and are paid by compiling invoices. Additionally, any of these checks, now invoices, going to the same vendor, will be combined.

The recurring check candidates 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 checkbox. They are displayed in Payer sequence and printed in Payee sequence. A check may be skipped because it will draw the owner's balance below his Base Reserve as established in the Owner Profile, or because it will draw his balance below the Minimum Base Reserve as established in Setup, Processing Defaults.

If you wish to skip the payable altogether, mark the Skip checkbox. The payable will not be posted and will appear in the Skipped Payables folder and on the report as skipped. Skipped payables will not be deleted from unpaid payables and will continue to come up as candidates the next time scheduled payables are compiled.

Click on any line item to see more information about the recurring check.
   1.   **Available**: The current balance in the owner/partnership ledger

2. **Reserve**: The base reserve amount set in the Owner Profile. Checks that will draw the owner balance below this amount will be skipped. They may be able to be unskipped depending on the Base Reserve and the Minimum Base Reserve settings.

3. **Minimum**: The owner's base reserve if Enforce Base is checked in the profile or the Minimum Base Reserve established in Setup, Processing Defaults. Checks that will draw the owner balance below this amount will be marked Skip and cannot be unskipped.

4. **Bill Code**: The reason for posting the transaction

5. **Schedule**: Based on the schedule set in the recurring check form defined in the profile (owner, unit, management group, property).

6. **Priority**: Set in the recurring check form

7. **Before Check:** The balance in the owner/property ledger before the check is posted

8. **After Check**: The balance in the owner/property ledger after the check is posted

2. Owner Disbursements by ACH and Check

A. Disburse by check using AP > Scheduled Payables > Distribution Checks

Distribution Checks: This is used to write checks to owners or properties. Make sure if you have ledger's being paid by ACH that you compile and post the ACH first.

B. Disburse by ACH using AP > Scheduled Payables > ACH Distribution Batch

ACH Distribution Batch: Compile this before checks to make sure owner's and properties that want their funds distributed by ACH don't accidentally get a check.

The distribution checks or ach candidates meeting the selection criteria will be listed on the display in the view mode. Each line item contains Date, Payer, Amount and a Skip checkbox. They are displayed and printed in Payer sequence.

If the payer is a property, there will be one-line item displayed with the total amount. If the property profile contains a distribution check override, one check to that address will post. If the proceeds are to be distributed among the owners, the distribution will occur at the time of posting as a separate check written to each owner based on each owner's share.

C.   How Does Promas Determine the Amount?

Promas will determine the Operating balance and the Available Cash balance and take the smaller of the two. So, this means, if Operating and Cash are the same amount in General Ledger History, Promas will just pick that amount. If these amounts are different (such as Escrow Deficit, which means there is not enough money in Escrow compared to Deposits), Promas will pick the smaller amount.

Operating Balance: the amount showing in the Operating box in General Ledger History, which is the sum of all income, expense, special liability, and equity transactions

Available Cash Balance: the amount of money in all cash bank account minus current liabilities minus Escrow Deficit

Next Promas Subtracts out (from the smaller amount from above)
▪ Unpaid payables with due dates less than 30 days in the future (invoices)
▪ Work orders with a cost estimate specified
▪ The owner's distribution reserve.

For example:

If the owner's Operating Balance showed $900 but there was $900 in Cash and $50 in open credits (current liabilities), Promas would pay out $850. If there were also $100 in payables and $200 in distribution reserve, the $850 would be further reduced to $550.

If you wish to skip the payable altogether, mark the Skip checkbox. The distribution will not be posted and will appear in the Skipped checks tab and on the report as skipped.

Check Writing in Owner or Property Profile (Under Profiles > Owner or Property > Statements and Checks)

- **Base Reserve (Enforce Base not checked):** The Base Reserve has no effect on distribution checks. The base reserve is the minimum dollar amount that the ledger's Available Cash can be drawn down to when posting invoice checks and recurring checks. If the invoice or recurring check will draw the Available Cash below this amount, that check will be marked Skip when compiled. You can un-skip it for posting, provided the balance is not being drawn below the Minimum Base Reserve in Setup, Processing Defaults.
- **Base Reserve (Enforce Base checked)**: The base reserve is the minimum dollar amount that the ledger's Available Cash can be drawn down to when posting invoice checks and recurring checks from AP, Scheduled Payables. If the check will draw the Available Cash below this amount, that check will be marked Skip when compiled. When posting a single check through AP, Single Checks a warning will display if the ledger's balance will be drawn below the Base Reserve, but the warning can be overridden. Note that if the reserve field is blank it is the same as if it was set to $0.00.
- **Distribution Reserve**: The distribution reserve is the amount of money you wish to hold back from the check you write to the owner using AP, Scheduled Payables, Distribution Check. That is the only time the distribution reserve amount will be used. See Owner Distribution Check Calculations for information on how the distribution amount is arrived at.

- **Minimum Distribution**: Enter the minimum amount for which to issue a distribution check. For example, if this field is set to $50 and the amount available is $49.99 or less, the distribution check candidate will be marked Skip. You can unmark. If you have Advanced Scheduling set up for distribution checks the Minimum Distribution amount is multiplied by the number of schedules missed.
- **Maximum Distribution**: This numeric field lets you set an upper limit for a distribution check. Excess funds above the maximum are retained in the ledger. If you have Advanced Scheduling set up for distribution checks the Max Distribution amount is multiplied by the number of schedules missed.
- **Statement on Check Stub**: If this checkbox is marked when distribution checks are run from Scheduled Payables, Distribution Checks, the program will print an abbreviated statement on the check stub.

How to set an Owner or Property up for ACH Disbursements (Profiles > Property or Owner > Advanced Scheduling)

- **Distribute by ACH**: Mark this checkbox if you want this owner/property to be included with ACH distribution check processing.
- **Bank Routing Number**: Enter the bank routing number for the bank receiving the distribution check.
- **Account Number**: Enter the bank account number that is receiving the distribution check.
- **Savings Account**: Mark this checkbox if the receiving bank is a savings account. This field has no effect on the export format unless the Federal Reserve ID and Bank ABA ID are entered in the bank account code setup.

To learn more information about how Promas is determining what to pay the owner, select a line item:

- **Balance**: The current balance for the owner or property
- **Reserve**: The distribution reserve amount defined in the profile
- **Available**: The current balance less the Reserve
- **Payables**: The net amount of any payables
- **Work Orders**: The net amount of any work orders in the system
- **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 computed surplus in the ledger. It is the balance minus the distribution reserve minus unpaid payables minus open work orders.

PROMAS won't let me distribute owner's money through AP > Scheduled Payables > Distribution Checks.
There are several possible reasons:

- There are payables or work orders holding back funds. You can see this by clicking on the owner or property name in AP > Scheduled Payables > Distribution Checks. You can increase the distribution check by that amount manually.
- You have yet to move owner money, earned by a tenant's forfeited security deposit, from the security deposit bank to the rent bank. Look at GL, GL History. The Escrow and Deposits boxes should match.
- If there is a property involved, you may have marked the Transfer Property Surplus on Tab 2 of the property profile. In this case, before doing the distribution checks, use AP, Scheduled Payables, Transfer Property Surplus.
- In the Owner profile, Advanced Scheduling function, you have set up scheduled distribution checks and the date is in the future. Set the date back or mark the Ignore Scheduling checkbox.
- The tenant payments are still in open credits and haven't been used to pay off charges. In AR, Tenant Receipt, apply those open credits.

Transfer Property Surplus to and Recover Deficits from Owners. You can skip over this section if you don't use Properties or you want to write individual checks for each property. This is used to take excess funds from each property so that one check can be sent to the owner. It also will transfer money from the owners to give to a property if a property has become negative.


```
Distribution Rules
  [X] Transfer Surplus Funds to Individual Owners
  [ ] Distribute Surplus Using Owner ACH
  [X] Collect Deficits from Individual Owners
```

*This setting is in each Property (under Profiles) on tab 2 Accounting and Distribution Rules.

3. Pay Company
A.   First Time Setup

All fees due to the parent Management company are accumulated in the appropriate Management Group ledger.

Set up the parent company as a vendor in Profiles, Vendor Profile. Set up an Account and Bill Code for Payment to Company or Commission Paid to Company. You may choose another appropriate description if you wish. When you are ready to write a check, you can determine the amount of money available by looking at the Management Group ledger, printing a balance sheet or trial balance. You can determine the fees collected for a time period by printing an Income Detail or Summary, Revenue and Expenses report, Cash Flow, or Actual Management Fees. These are found under Reports > Unit Reports.

To post and print the check, go to AP, Single Check. Select the parent company from the Payee drop down list. Select the Management Group from the Bill To list. Select the appropriate Bill Code, amount and bank and post and print the check.

First Time - Create an account code and bill code to use

1. Go to Setup > Account Codes.
2. Click on New.
3. Enter an ID such as PAY FEES and a Long Description of Payment to Company.
4. Enter a ledger code.
5. Make the Account Type: Expense.
6. Click Save.
7. Go to Setup > Bill Codes.
8. Click New.
9. Enter an ID the same as the account code above. Enter the long description information.
10. Choose as the [Account] the account code created above.

11. Click Save.

B.   Determine Check Amount from Reports > Management Group Reports > Income Details

The amount of money in the Management Group Ledger is similar to a bank account, it is money that belongs to the company. Like a bank account, it is difficult to say where it came from except that it is the sum of all the history. It is important to note corrections, mistakes, write-offs and/or anything posted in the past will affect what can be paid out. The check amount will be based on company policies and state law. Some states have requirements that funds to not co-mingled and therefore the management group ledger is required to be zeroed out every month. **Please consult your accountant if you are concerned about how to distribute your collected fees.**

We recommend reconciling your bank, running the ledger analysis and making corrections that are needed.

 One possible way to determine the payment of fees is outlined below.
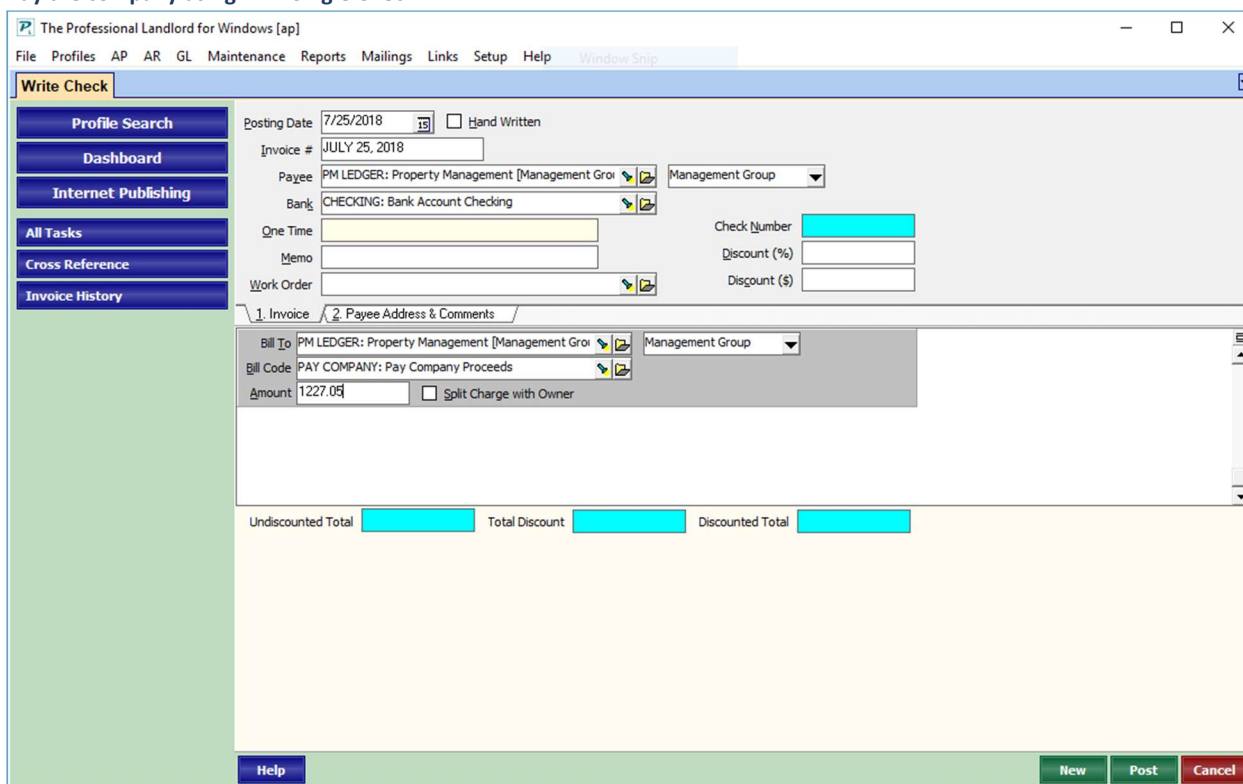
Income Details
July 1, 2018 to July 25, 2018

Property Management		

Date	Description	Amount	Balance
7/1/2018	Beginning Balance		$500.00

Income

Late Fee

Date	Description	Amount	Balance
7/10/2018	Late Fee for 327 Cedar Lane	$25.00	
7/10/2018	Late Fee for 9317 Rockport	$25.00	
7/10/2018	Late Fee from NUZIG Inc. for Willow Brooke Unit 202	$10.00	
7/10/2018	Late Fee from NUZIG Inc. for Willow Brooke Unit 203	$10.00	
7/10/2018	Late Fee from NUZIG Inc. for Willow Brooke Unit 206	$10.00	
	Late Fee	$80.00	

Management Fee

Date	Description	Amount	Balance
7/2/2018	Management Fee from NUZIG Inc. for Willow Brooke 201	$162.75	
7/2/2018	Management Fee from Harrison S. Golden for 436 Fairway Drive	$99.75	
7/2/2018	Management Fee from Frederick L. Clayton for 212 Main Street	$83.13	
7/2/2018	Management Fee from Robert Stoy for 124 Walnut Road	$78.75	
7/2/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 205	$67.55	
7/10/2018	Management Fee from Ira C. Lebenson for 9317 Rockport	$94.06	
7/10/2018	Management Fee from Ira C. Lebenson for 9317 Rockport	$94.06	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 203	$80.50	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 203	$80.50	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 202	$59.50	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 202	$59.50	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 206	$54.25	
7/10/2018	Management Fee from NUZIG Inc. for Willow Brooke Unit 206	$54.25	
7/10/2018	Management Fee from Harrison S. Golden for 327 Cedar Lane	$53.50	
	Management Fee	$1,122.05	

NSF Check Fee

Date	Description	Amount	Balance
7/2/2018	NSF Check Fee for 2118 Oak Street	$25.00	
	Total Income	$1,227.05	
	Net Income (Loss)	$1,227.05	
	Net Balance Change	$1,227.05	

Date	Description	Amount	Balance
7/25/2018	Ending Balance		$1,727.05

1. Go to Reports > Management Reports.
2. Choose the Income Details or Income Summary report from the Find List. This report will show you the amounts collected for all types of income including management fees, NSF fees, late fees, and other transactions.
3. Enter the date range you wish to consider.
4. Click Compile.
5. You can view the report on screen or send it directly to the printer.
6. The maximum amount that you can write a check for is the Ending Balance.

C.   **Pay the company using AP > Single Check**

1.   Go to AP > Single Check.
2.   Choose as the [Payee] the Management Group or the Vendor Profile you have created for the Company.
3.   Choose as the [Bill To] the Management Group.
4.   Choose as the [Bill Code] the one you have created above.
5.   Enter the [Amount] of the check.
6.   Click Post.
7.   Choosing to print will bring up the Ready to Print Checks screen.
8.   Verify the information on the screen and change as appropriate.
9.   Click Print to print the check to the specified printer.

4.   Reviewing and Correcting Transactions

The history screens are great resources to use in Promas. They provide a list of transactions that have been posted with the ability to filter to what you are looking for. Filters narrow down the items you are looking for and can assist in researching items as well as editing or voiding transactions. There are three history screens found under AP.

A. **For Invoices use AP > Invoice History**

DueDate	Invoice Number	Payee	Amount	Unpaid	Memo
12/8/2017	1-436	Victor Garcia [Vendor]	$54.20		replace filter
12/8/2017	1-327	Victor Garcia [Vendor]	$66.74		leaking faucet - kitchen
12/10/2017	45328	Hero Electric [Vendor]	$387.38		Dishwasher -Maytag
12/11/2017	2-436	Victor Garcia [Vendor]	$68.43		replace thermostat
12/12/2017	1296-443528876-9317	Electric Company [Vendor]	$82.14		December bill
1/1/2018	38851	Hero Electric [Vendor]	$74.50		
1/4/2018	HJ38229	Victor Garcia [Vendor]	$52.77		
1/4/2018	84228	Victor Garcia [Vendor]	$45.00		
1/11/2018	91G39	Lawn Doctor [Vendor]	$48.83		
2/1/2018	932AAA	Victor Garcia [Vendor]	$89.90		
2/1/2018	53221	Randy's Roofing [Vendor]	$37.45		
2/1/2018	732776A	Callaghans Exterminators [Vendor]	$75.00		
3/3/2018	RR593321	Randy's Roofing [Vendor]	$379.87		replace shingles over front stoop

Type	Payer	Bill Code	Amount	Memo
Payable	CEDAR327: 327 Cedar Lane	Roof/Gutters/Chimney	$379.87	

Date	Check	Amount	Printed	Memo
3/8/2018	1731	$379.87	5/19/1997 5:23 PM	replace shingles over front stoop

Tabs: 1. Unpaid Invoices 2. Paid Invoices 3. Unpaid Credit Memos 4. Paid Credit Memos

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. The line items are sorted by date. 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, Void, General Ledger.

- **Edit Check:** Clicking on this button will bring up a screen displaying the check which paid the highlighted invoice. Included in the information are all bill codes which were used and the amounts.
- **Change Billing Info:** This button will light up when a line item is highlighted. You will be able to change the bill to or the bill code of the invoice without voiding anything.
- **Release / Forgive Invoice: In** addition to the standard action buttons, while on the Edit screen there is a Release Invoice button. Clicking it while editing a partially paid invoice will cause the invoice amounts to be changed to the total amount paid so far. These changes will be reflected on the date the invoice was originally posted. A warning message will display asking if you want to do this. If you click Yes, the change will be posted and you are returned to the edit screen. Pressing Cancel from the edit screen will not undo the change to the invoice amounts.
- **Copy Invoice:** This button will open an invoice screen with a copy of the highlighted invoice. You can make changes and save the new invoice. Upon saving you will get the duplicate invoice message unless you have changed the invoice number. You can then void the original invoice if appropriate.

Tabs (at bottom)

- **Unpaid Invoices:** This displays all the unpaid invoices currently in the system.
- **All Invoices:** This displays all invoices ever entered in the system.
- **Unpaid Credit Memos:** This displays all pending credit memos.
- **All Credit Memos:** This displays all credit memos entered in the system.

Line Items

There are two blocks of detail information because an invoice may contain several line items from different owners or units. The block at the top has to do with the invoice itself. The block at the bottom has to do with the individual payables involved in making up the invoice amount.

Top Block

- **Invoice Number:** The invoice number entered in the invoice function.
- **Payee**: The payee information entered in the invoice function.
- **Amount**: The amount of the line item.
- **Unpaid**: Any amount still unpaid.
- **Memo**: The memo entered on the transaction.

Bottom Block

- **Payer**: Which ledger account was or will be debited for the invoice line item.
- **Amount**: The amount the ledger account will be or was debited.
- **Discount**: Any discount amount applied.
- **Memo**: The memo on the invoice line item.

B. **For Checks use AP > Check History**

This function provides a way to view and edit check transactions. Detailed information about each check is displayed. The transactions are listed in check number sequence. 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, Reprint Range, Void, General Ledger.

Tabs

- **All Checks**: This folder displays all check transactions that have been posted.
- **Unprinted Checks:** This folder displays only those checks that have not yet been printed.
- **Destroyed Checks**: This folder displays only destroyed checks. Destroyed checks are those that are identified as not useable in AP, Destroyed Checks and voided checks when that checkbox is marked in Setup, Processing Defaults, Database tab.

Action Buttons

- **Filter**: Clicking this button brings up a screen that lets you select a subset of the checks. Selection fields include date range, check number range, amount range, payee, and bank. The sort order can also be changed. Once saved, the filter can be turned off or on with the Enable Filter checkbox.
- **Edit**: The edit screen lets you make changes to a limited number of fields.
  - Note: If you change the date on a Refund check in AP, you must also change the AR refund transaction date in Tenant History.
  - Reprint Check: Clicking the Reprint Check button will clear the Date Printed field and allow the check to be reprinted in the AP > Print Checks function.
- **Reprint Range**: Entering a range of check numbers will clear the Date Printed field for all in the range and place them in the Print Checks queue. A confirm screen displays if more than ten checks are going to be reprinted.
- **Void:** Clicking the Void button will cause the highlighted transaction to be voided. Voided transactions are not displayed unless you activate viewing them by using the filter.
- **General Ledger**: This displays all transactions posted to the general ledger for the highlighted transaction.

Line Items - Detailed Information

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 because a check can be made up of many line items. For example, several invoice line items from different payers (owners, property, units, management group) may combine to form one check to a vendor. The block at the top has to do with the check itself. The block at the bottom has to do with the individual ledger accounts involved in making up the check amount.

Top Block

- **Post Date**: the posting date of the transaction.
- **Printed**: the date the check was printed.
- **Check**: the check number.
- **Bank**: the bank account the check was drawn on.
- **Payee**: to whom the check was paid.
- **Amount**: the amount of the check.
- **Memo**: any memo on the check transaction.

Bottom Block

- **Ref**: Any reference # put on the transaction.
- **Payer**: Whose ledger was debited (eg. owner, management group).

- **Amount**: The amount debited from the above ledger.
- **Discount**: Any discount that was applied.
- **Memo**: Any memo on the line item transaction.

C. For Vendor payments use AP > Vendor History

This function lets you review all invoices from and payments to a vendor. Only those with a vendor profile can be selected - payments to "One Time Payees" are not included. Selecting a vendor from the Find List displays a total of payments year-to-date and for last year. The status of unpaid invoices is aged in the boxes on the upper right. The folder tabs let you view various subsets of payments and invoices. When viewing transactions in any of the folders you can use the action buttons to filter, edit or void the line items.

Summary Boxes
- **Payments This Year:** The net of payments year-to-date.
- **Payments Last Year**: The net of payments last year.

Line Items

- **Posted**: The posting date of the transaction.
- **Reference**: Invoice number field.
- **Description**: Source of the transactions, i.e. Invoice, Single Check, Recurring Check.
- **Amount**: The net amount of the transaction.
- **Paid**: Amount paid.
- **Remaining**: Amount remaining to be paid on the invoice.
- **Due Date**: Either the date entered as the due date, or if no date was entered, the posting date.

- **Memo**: Can be added at any time.

Tabs

- **Payments**: A list of all payments made.
- **Unpaid Invoices**: Invoices waiting to be paid.
- **Unapplied Credit Memos**: Any credit memos, entered through AP, Credit Memo, that haven't been used.
- **Invoices**: All invoices, paid and unpaid.
- **Credit Memos**: All credit memos, used and not used.
- **Adjustments**: Any adjustment posted in AP, Adjust Vendor Payments. These are generally done to reflect the correct 1099 amounts when starting mid-year.