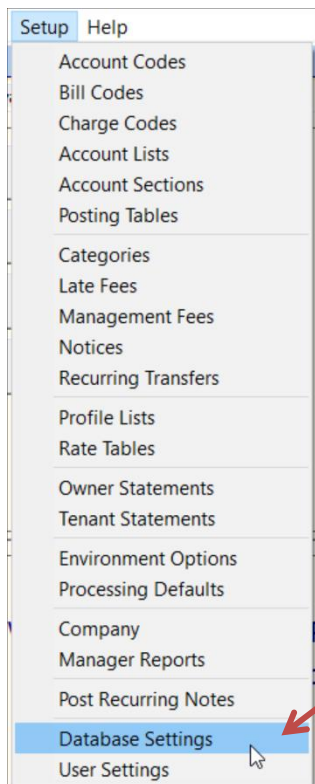


Overview

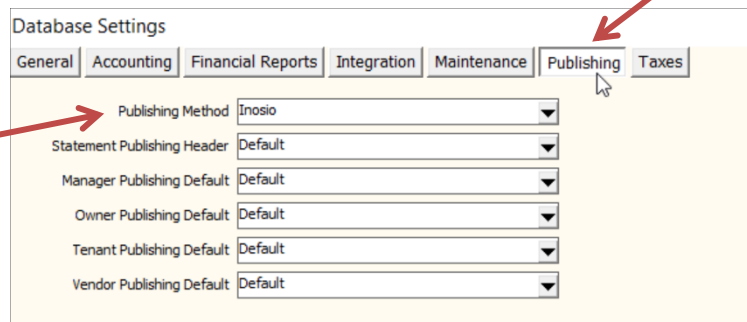
The preferred process for generating and uploading statements is to publish statements for the same date range each month, while activity is uploaded regularly. For example, publish from the 11th of last month through the 10th of this month. When the 10th falls on Saturday, Sunday or a holiday Monday, you can publish on the last business day prior to the 10th, or wait until the first business day after the 10th. Regardless of the day you physically publish, the statement date range will still be from the 11th of last month through the 10th of this month.

The philosophy is similar to that of a credit card statement. The statement dates remain constant, but current activity can be viewed at any time.



To establish publishing to HeroPM go to Setup, Database Settings, Publishing tab.

Select Publishing Method of Legacy and Save.



On the publishing screen there is a section: Close of Business. The date following the label is the day used by the publishing module to determine what publishing actions should be enabled. Following are a number of scenarios that explain the use of the Close of Business section.

The screenshot shows a software interface with a top navigation bar containing 'Basic', 'Publish Details', and 'Advanced' tabs. Below the navigation bar are two columns of buttons. The left column contains 'Publish', 'Email Documents', 'Backup and Publish to Promas Central', and 'Server Control Panel'. The right column contains 'Upload Manager', 'Owner Statement Message', 'Tenant Statement Message', and 'Logon'. Below these columns is a 'Connection Status' section with a red bar indicating 'Not Logged On'. Underneath, there are status messages: 'Upload Documents Will Be Included When You Publish', 'Owner Statement Generation Will Be Included When You Publish', and 'Tenant Statement Generation Is Next Scheduled for Close of Business 7/19/2018'. A red message states 'Upload Activity Is Not Scheduled'. At the bottom, the 'Close of Business Sunday June 24, 2018' section has four radio button options: 'Open for Business' (selected), 'Close of Day', 'Close of Week', and 'Close of Week - Monday Holiday'. A red arrow points to the 'Open for Business' radio button.

Owner Settings are:

- Monthly Statement Closing Date = 10
- Last Statement Closing Date = 6/10/2018
- Statements are from 11th of last month to the 10th of this month.

Publishing on 11th or after:

- Open for Business is marked
- Publish to PROMAS Central will generate statement for 11th of last month through 10th of this month.

Owner Settings

Generate Monthly Statements

Generate Annual Statements

Publish Recent Activity

Delay Statement Generation and Activity Publishing for Days

Publish an Additional Months of Recent Activity

Monthly Statement Closing Day (End of Month if Not Specified)

Last Statement Closing Date

Help Save Cancel

Publishing on the 10th:

- Mark Close of Day.
- Publish to PROMAS Central will generate statement for 11th of last month through 10th of this month.

Publish on the 8th or 9th. The 10th is Saturday or Sunday.

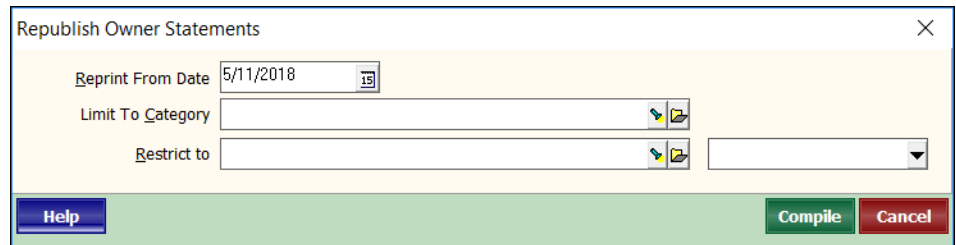
- Mark the Close of Week.
- Publish to PROMAS Central will generate statement for 11th of last month through 10th of this month.

Publish on the 7th. The 10th is Monday.

- Mark Close of Week-Monday Holiday.
- Publish to PROMAS Central will generate statement for 11th of last month through 10th of this month.

Internet Publishing - Regenerate Statements

The regenerate statements can be used to:



1. Correct the most recently published statement.
 - Click the Regenerate Owner Statements button.
 - Logon.
 - The Reprint From date defaults to the start date of the last published statement.
 - Enter any Restrict To or Limit To Category parameters. If there is more than one, you can create a profile list to use in the Restrict To.
 - Compile – the generated statements are added to the Upload folder and will publish when documents are uploaded next. The original statements will be replaced by the regenerated ones.
2. Publish past months statements. This is generally only done when publishing the first time.
 - Click the Regenerate Owner Statements button.
 - Logon.
 - Change the Reprint From date to a date in the past to generate a statement for each month.
 - Enter any Restrict To or Limit To Category parameters. If there is more than one, you can create a profile list to use in the Restrict To.
 - Compile – the generated statements are added to the Upload folder and will publish when documents are uploaded next.
3. Publish a statement to cover transactions for owners who have income and distributions posted after the normal statement closing date. The common practice is to publish activity for the owner to logon and view, but if a statement is necessary, follow the steps below.

Version 12 -

- go to Mailings, Owner statements.
- Restrict to the owner or a profile list of owners and put in the date range.
- Click Publish. They will be in the Upload folder.
- Then go to Internet Publishing and upload documents.

4. Change your Publishing Schedule.

Suppose that beginning in January you want to change your publishing schedule.

Scenario 1

Your schedule was the 21st of last month to the 20th of this month. You want to change it to the 11th of last month to the 10th of this month.

- In <<Internet Publishing, Owner Settings>>
 - Set the Monthly Statement Closing Day to 10
 - Set the Last Statement Closing Date to 7/10
- In <<Internet Publishing, Regenerate Owner Statements*>>
- Reprint from 6/21

That will generate new owner statements for 6/21 – 7/10 and next month the statement will be 7/11 – 8/10.

Scenario 2

Your schedule was the 11th of last month through the 10th of this month. You want to change it to the 21st of last month to the 20th of this month.

- In <<Internet Publishing, Owner Settings>>
 - Set the Monthly Statement Closing Day to 20
 - Set the Last Statement Closing Date to 7/20
- In <<Internet Publishing, Regenerate Owner Statements*>>
- Reprint from 6/11

That will generate new owner statements for 6/11 – 7/20 and next month the statement will be 7/21– 8/20.

*Regenerate Owner Statements puts them in the Upload folder, waiting to be published. To upload to PROMAS Central, mark the Upload Documents to Server checkbox and Publish.

Scenario 3-Running a partial month statement

Your schedule is the 11th of last month to the 10th of this month. You want to change it to the first of the month through the end of the month and run a statement from the 11th of last month through the end of last month.

- In <<Internet Publishing, Owner Settings>>
 - Set the Monthly Statement Closing Day to blank
 - Set the Last Statement Closing Date to 6/10
- In <<Internet Publishing, Regenerate Owner Statements*>>
- Reprint from 6/11

That will generate new owner statements for 6/11 – 6/30.

- In <<Internet Publishing, Owner Settings>>
 - Set the Last Statement Closing Date to 6/30

Next month's statement will be 7/1 - 7/31.

Naming

The normal monthly statement is named Month Year Statement.pdf (e.g. August 2018 Statement.pdf). A regenerated statement with a different Monthly Statement Closing Day is named Month Day Year Statement.pdf (e.g. August 16 2018 Statement.pdf). A regenerated statement with the same name as one previously published will replace the previously published one when uploaded.