



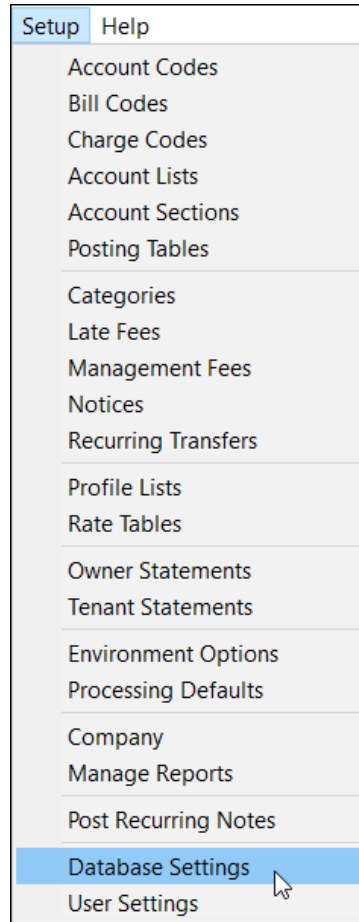
## Database Settings

Property Management Solutions for Over 30 Years

### Overview

This function is found under <<Setup>>. It has a variety of default settings that you can choose for processing. It is frequently updated. Click on the links below to see the options available.

[General](#)  
[Accounting](#)  
[Financial Reports](#)  
[Integration](#)  
[Maintenance](#)  
[Publishing](#)  
[Taxes](#)



## GENERAL TAB

This tab involves automatic backups and some default settings. You have several backup choices which will affect making automatic backups.

The screenshot shows the 'Database Settings' dialog box with the 'General' tab selected. The 'Backup On Logon' dropdown is set to 'Daily Rotation'. Other dropdowns include 'Default Disbursement Type' set to 'Check' and 'Email Client Separator' set to 'Default'. There are several checkboxes for various settings: 'Tenants' (Update Tenant Profile After Rent Posts, Exclude Past Tenants from Recurring Not, Do Not Show Unit Profile Alerts), 'Invoicing' (Disable Line Item Memo), 'Check Writing' (Disable Duplicate Check Warning), 'Letters and Notices' (Use 12 Point Font), and 'Receipts' (Do Not Print File Copy, One Receipt Per Page, Post Receipt Before Printing). At the bottom, there are buttons for 'Restore All Defaults', 'Save', and 'Cancel'.

### Backup on Logon

When the first person logs on each day the database files will be backed up and placed into a Backups folder under the Data folder. There are 3 options.

**Never** – Automatic backups are disabled.

**Daily Dated** – the backup file is named

"Backup of LL12\_Database for YYYY-MM-DD.bkp"

**Daily Rotation** (default) – the backup files are named:

- "Backup of LL12\_Database for Day 1 Monday.bkp", "...Day 2 Tuesday.bkp", "...Day 4 Thursday", "...Day 5 Friday". They are overwritten each week.
- On the second Wednesday of January the backup name is YYYY-01-DD..
- On the second Wednesday of every other month the backup is named "Backup of LL12\_Database for Month 2 February"• , "...Month 3 March", etc. They are overwritten every year.
- On all other Wednesdays the file is named "Backup of LL12\_Database for Week1", "...Week3", etc. These are overwritten each month.

At the end of the year you will have a maximum of 6 daily backups, 4 weekly backups, 12 monthly backups and 1 yearly backup = 23. These backups can be copied to a CD, DVD, external hard drive, etc. and given a date if you choose. They can be used to restore your data if the need arises (see Restore Database below).

### What is NOT backed up

The above backups do not back up your Documents folder.

## Disbursement Type

You can choose the default disbursement type when entering AP, Single Check. The choices are Check, Handwritten, Electronic.

## Email Separator

Email addresses entered in the Owner, Tenant and Vendor profiles can be separated by a comma or semi-colon in Promas. Some software prefer one or the other options. You can select the preferred punctuation to use when exporting. Choices are Default (what is in the profile), Comma, Semicolon.

## Tenants – Update Tenant Profile After Rent Posts

When you enter a rent change in the tenant profile, the rent amount in the profile will be updated on the month before the new charge takes effect. If you want the tenant profile updated on the date that new charge is posted, mark this checkbox.

## Tenants – Exclude Past Tenants from Recurring Notes

Mark this checkbox if you do not want recurring notes to post to tenants with a past status.

## Tenants – Do Not Show Unit Profile Alerts

Mark this checkbox if you do not want unit profile alerts to display when you open a tenant profile for that unit.

## Invoicing – Disable Line Item Memo

Invoices can include a memo for each line item on the invoice. If you do not want this, mark the checkbox and only one memo will be available to include on each invoice.

## Check Writing - Disable Duplicate Check Warning

The program will issue a warning if a duplicate check number is printed from the same bank account. If you don't want this option, mark the checkbox.

## Letters and Notices – Use 12 Point Font

Mark the checkbox for Use 12 Point Font if you want the letters generated from Mailings, Letters to use 12 point type instead of the default 10 point.

**Receipts** - the default when you print a tenant receipt under AR, Tenant Receipt, is to print a Payer Copy and a File Copy on the same page.

- **Do not Print File Copy** – marking this checkbox will only print the Payer copy of the receipt.
- **One Receipt Per Page** – marking this checkbox will print the Payer copy on one page and the File copy on a separate page.
- **Post Receipt before Printing** - marking this checkbox will posting the receipt before printing the receipt

## ACCOUNTING TAB

The fields on this tab will let you change the default verbiage for certain transactions.

For NSF you can change the verbiage from NSF and for void transactions you can change it from Void.

The screenshot shows the 'Database Settings' window with the 'Accounting' tab selected. It contains two text input fields for 'Verbiage For NSF' and 'Verbiage for Void'. Below these are two checkboxes: 'Internal Checkup Options' (unchecked) and 'Examine Archived Checks' (checked). At the bottom, there is another checkbox for 'Reconciliation Options' (unchecked) and 'Disable Row Clearing by Default' (checked).

## Internal Check Options – Examine Archived Checks

Marking the checkbox means that the Internal Checkup report will examine archived checks to be sure the total of the line items matches the total check amount. This should only be needed if a discrepancy shows on the Bank Balance Breakdown report that cannot be found elsewhere.

## FINANCIAL REPORTS TAB

The settings selected here will govern the default settings for how the balance sheet and cash flow reports are displayed. These are options that can be chosen on the Options button on the Ledger report screen.

### Balance Sheet Current Year

- Summarize Current Year Earnings - All income, expense and equity account types for the current fiscal year will be summarized in the Current Year Earnings designation.
- Itemize Current Year Earnings - Each income, expense and equity account code will be listed separately on the balance sheet, summarized.
- Include in Retained Earnings - all income, expense and equity account codes will be wrapped into Retained Earnings rather than separated by fiscal year into CYE and Retained Earnings.

### Balance Sheet Grouping

- None - default - no special grouping
- Account Type - accounts will be grouped by their account type, but only if Itemize Current Year Earnings is selected above.
- Account Section - accounts will be grouped by their account section, but only if Itemize Current Year Earnings is selected above.

**Other Financial Grouping** (this would include budget reports and ledger reports like Cash Flow Statement, Income Statement, Operating Statement, Retained Earnings Statement)

- None - default - no special grouping
- Account Type - accounts will be grouped by their account type.
- Account Section - accounts will be grouped by their account section.

To set up an account code that will appear as its own line item on the balance sheet:

- Edit the account code under Setup, Account codes. Blank out the field under Account Sections named Balance Sheet.
- Go to Setup, Database Settings, Financial Reports tab. In the Balance Sheet Grouping field choose Account Sections.

### Owner Statement Grouping

- None - default - no special grouping
- Account Type - accounts will be grouped by their account type.
- Account Section - accounts will be grouped by their account section.

The screenshot shows the 'Database Settings' window with the 'Financial Reports' tab selected. The settings are as follows:

Setting	Value
Balance Sheet Current Year	Summarize Current Year Earnings
Balance Sheet Grouping	Account Type
Other Financial Grouping	None
Owner Statement Grouping	None
Income Statement Style	Multi-Step
Budget Income Style	Multi-Step

Other Options:

- ☐ Show Ledger Codes
- ☐ Wide Amount Columns
- ☐ Show Totals in Owner Statement Addendums
- ☒ Show Management End Date in Owner Statement Unit Addendums

## Income Statement Style

There are three formats available.

### **Multistep (expanded) layout**

Income  
    Total Income  
Expenses  
    Total Expenses  
    Net Operating Income (Loss)  
Other Income  
    Total Other Income  
Other Expenses (expenses show as positive #)  
    Total Other Expenses  
    Net Income (Loss)

### **Multistep layout:**

Income  
    Taxable Income  
    Total Income  
Expenses  
    Total Expenses  
    Net Operating Income (Loss)  
Other  
    Other Income  
    Other Expenses (expenses show as negative #)  
    Net Income (Loss)

### **Singlestep layout: (with Account Grouping set to Account Section)**

Income  
    Other Income  
    Total Income  
Expense  
    Other Expense  
    Total Expense  
    Net Income (Loss)

### **Singlestep layout (with Account Grouping Set to None):**

Income  
Expenses  
Net Income (Loss)

## Budget Income Style

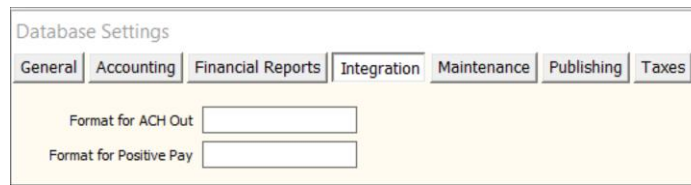
Same as Income Statement Style.

## Other Options

- Show Ledger Codes - mark this checkbox to always show ledger codes on financial reports
- Wide Amount Columns - this will allow for larger numbers to appear on the report.
- Show Totals in Owner Statement Addendums - Additions after Statement Body that are selected on the Owner Statement Profile list things like unpaid invoices, pending work orders, tenant balances. If this checkbox is marked, the items in each category will be totaled. If it is not marked, the items will be listed but to total will display.
- Show Management End Date in Owner Statement Unit Addendums - marking this checkbox will add the option to show management end date in Setup, Owner Statements on tab 2.

## INTEGRATION TAB

This tab is used to establish parameters for special programming options. These options include ACH formatting and Positive Pay formatting. If you are interested please contact the Help Desk.



Database Settings

General Accounting Financial Reports Integration Maintenance Publishing Taxes

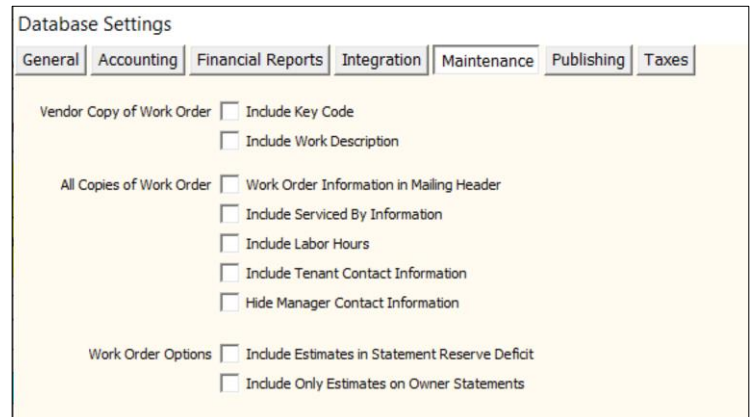
Format for ACH Out

Format for Positive Pay

## MAINTENANCE TAB

### Vendor Copy of Work Order

- **Include Key Code** - if this checkbox is marked the vendor copy of the work order will include the key code from the unit profile.
- **Include Work Description** - if this checkbox is marked the vendor copy of the work order will include the work description from tab 2 of the work order.



Database Settings

General Accounting Financial Reports Integration Maintenance Publishing Taxes

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

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

Work Order Options ☐ Include Estimates in Statement Reserve Deficit  
☐ Include Only Estimates on Owner Statements

### All Copies of Work Order

The choices here will print on all work orders.

- **Work Order Information in Mailing Header**
- **Include Serviced by Information**
- **Include Labor Hours**
- **Include Tenant Contact Information**
- **Hide Manager Contact Information**

### Work Order Options

- **Include estimates in statement reserve deficit** - if this checkbox is marked and the owner statement includes the deficit message, the amount of the deficit will include any estimates in open work orders.
- **Include only estimates on owner statements**. When an Owner Statement Profile has work orders selected to show on owner statements, only those with estimates will show if this checkbox is marked.

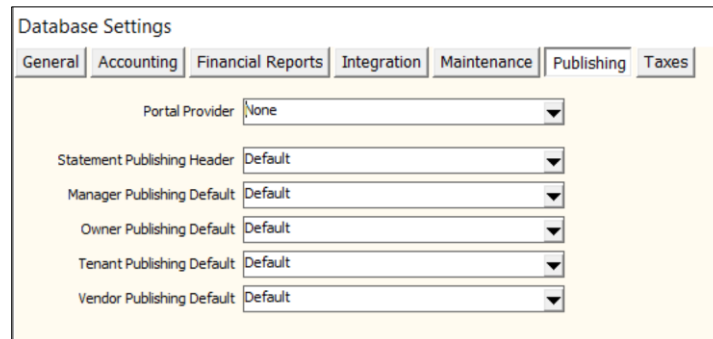
## PUBLISHING TAB

**Portal Provider** – you will be able to choose a portal provider here.

### Statement Publishing Header

- Choosing **Default** will eliminate the return address on the statement when it is published.
- Choosing **Mail** will put the return address on the statement when publishing, just as if it was being printed and mailed.

**Publishing Defaults** - you can set up different defaults for managers, owners, tenants and vendors. These are the defaults assigned in the profiles. The choices for each are: Default; Do Not Publish; Send to Email; Send to Email/Copy to Manager; Send to Portal; Send to Portal/Copy to Email; Suspend



Database Settings						
General	Accounting	Financial Reports	Integration	Maintenance	Publishing	Taxes
Portal Provider	None					
Statement Publishing Header	Default					
Manager Publishing Default	Default					
Owner Publishing Default	Default					
Tenant Publishing Default	Default					
Vendor Publishing Default	Default					



## TAXES TAB

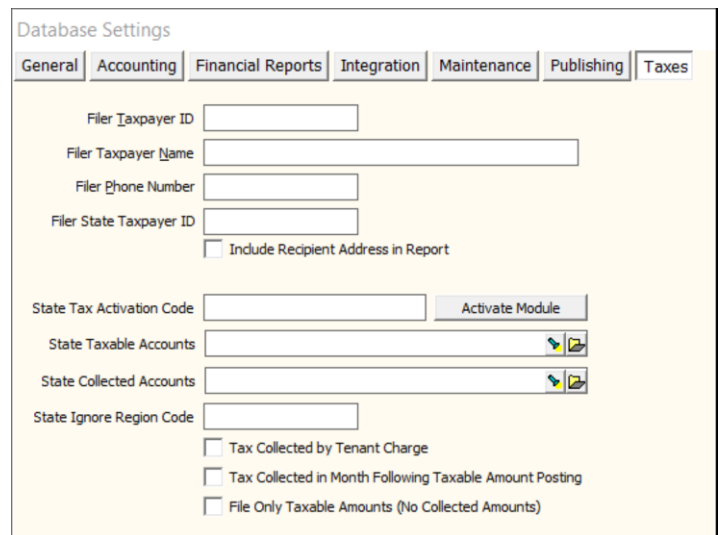
The information here will overwrite the information entered in the Company Profile for the 1099s for this database. If there are other databases in use, they will use the Company Profile unless information is entered in these fields while in those databases. The purpose is to allow one company with multiple databases to file separate 1099s for each database.

**Filer Taxpayer ID**

**Filer Taxpayer Name**

**Filer Taxpayer Phone**

**Include Recipient Address in Report** - the report that is printed from the Mailings, Tax Reporting function contains only the owner's name, not his address. If you would like the address included on that report, mark this checkbox.



The screenshot shows the 'Database Settings' window with the 'Taxes' tab selected. The fields include: Filer Taxpayer ID, Filer Taxpayer Name, Filer Phone Number, Filer State Taxpayer ID, a checkbox for 'Include Recipient Address in Report', State Tax Activation Code with an 'Activate Module' button, State Taxable Accounts, State Collected Accounts, and State Ignore Region Code. At the bottom, there are three checkboxes: 'Tax Collected by Tenant Charge', 'Tax Collected in Month Following Taxable Amount Posting', and 'File Only Taxable Amounts (No Collected Amounts)'.

The fields below relate to the special Arizona module used to create the tax file.

**State Tax Activation Code** – The code will be provided by the Help Desk.

**State Taxable Accounts** – choose the Account List of account codes associated with taxable items, like Rent. It is the same account list that is already set up and identified in the Recurring Transfer Record.

**State Collected Accounts** – choose the account codes associated with taxes paid. All codes used to take the taxes from the owner/property ledger should be part of this account list. The codes are the same as used in the Recurring Transfer Record in the Debit Account field.

**State Ignore Region Code** - If there are any state codes that should be ignored when compiling the information for the state, enter the code in this field.

**Tax Collected by Tenant Charge** – mark this checkbox if you want the tax to be computed based on the tenant charge.

If the collected taxes are tracked by money moved out of the ledger for the unit, this checkbox should be empty.

If the collected taxes are tracked by when money moved into the ledger - for example when the tenant is charged for the amounts and pays - the checkbox should be checked.

The checkbox should only be checked if ALL units collect the tax through the tenants. If some do and some don't, the accounts that have to be tracked are the ones where the money moves out of the ledger.

**Tax Collected in Month Following Taxable Amount Posting** – mark this if you collect taxes in the month after the rent is posted, e.g. if you collect the taxes in February for January rent.

**File Only Taxable Amounts (No Collected Amounts)** – mark this checkbox if you want to report only the taxable amounts, not the amount actually collected