Domin-8® Tenant Pro™
Version 7.5.6
Release Notes

March 2008

The primary purpose of this release is to resolve several critical customer issues.

To upgrade, click the following link to download and install the update:

http://www.propertyautomation.com/downloads/

Enhancements Included in 7.5.6 Release

Reports

- Tenant Pro 7 will now sort Property Statements and Operating Statements by owner, when the option to "Show Owner Name on Property Reports" is selected. This feature, along with the addition of an "Owner Name" column in the Paymatic window will provide a means to easily match your owner checks with their associated reports.

Installation

- Enhancements have been made to the "Check for Updates" utility when updating multiple network users. Previously, if a user on the network had turned off the "Check for Updates" prompt, and someone else on the network had already updated their version of Tenant Pro 7, there was no clear way for others on the network to update. Options will now be provided to instruct the user of the necessary steps to update.

  NOTE: Until this new update is installed, you may receive the following error message:

Follow these steps to resolve this.

1. Click the **OK** button to close the message.

2. At the bottom, left corner of your computer screen, click the **Start** button and select **Start > All Programs > Tenant Pro 7 > Tenant Pro Misc Tools > Check For Updates**.

3. Allow the update to download and install. This will take a few minutes.

4. Your Tenant Pro 7 application should automatically open. Click on **Help > About** to verify that the build date in the color red reflects the date of: 02.29.2008.

NOTE: If during the patch to update your client workstations, you encounter a message that reads: "Specify the location of the Tenant Pro 7", then follow these instructions:

1. Click the **Browse** button to find the Tenant Pro 7 directory on your local drive: C:\Program Files\Tenant Pro 7.

3. Click the **OK** button and then proceed with the patch installation.

4. Click the **Finish** button.

Date Last Modified: 3/25/2008

Issues Addressed in 7.5.6 Release

Reports

- Cash Flow Year-To-Date (YTD) figures will now include all recurring charges for the year, both open and closed. Previously, the Cash Flow YTD would only include the open recurring charges for rent income.

- Scheduled rent year-to-date amount now displays correctly on the Cash Flow Statement. Previously, the year-to-date amount would not include recurring charges that had ended during the year.

- Issues surrounding the reporting of prepayments on the Operating Statement have been resolved. Also, the standard General Ledger and the consolidated General Ledger are now both reporting prepayments accurately.

- Description field from the General Journal window now displays correctly in the Check Register. Previously, if you entered a general journal entry and description, when viewing the Check Register it did not display the General Journal description, but rather the bank account description.

- The Check Register and General Ledger now match properly. Previously, some accounts showed inconsistent balances when entering past dates that precede the year 2000.

- Prepaid rent activity is now showing properly on General Ledger (by Date) report as expected. The report now shows all properties with activity, and the balances at the bottom of these reports are now balanced appropriately.

- Rent Roll report now shows newly created units appropriately. Previously, when you created a new unit with no prior lease history,, the Rent Roll report did not show the unit, even when the "Include Vacant Units" option was selected.

- Rent Roll report now runs as expected with no errors. Previously some properties were receiving errors.

- Rent Roll report now displays units with status of "Hold" appropriately.

- Some users were experiencing problems with pulling the Rent Roll report when uploading to a new Tenant Pro build. This issue has now been resolved.

- The Balance Sheet will now properly display an Owners Equity account name change. Previously, if a change was made to the Chart of Account name for an Owners Equity account, it would not display that name change on the Balance Sheet.

- When trying to run an Information Report for Applicants, customers sometimes received an error. The Info Report button on the Applicants window has been fixed so that it runs the report appropriately now.

- Correction was made to the Aged Tenant Delinquency report to properly display zero balance accounts only when applicable.

Accounting

- Alternate payees for partnerships are now displayed properly on printed checks.

- Year-to-date amounts on the Cash Flow report now reflect non-calendar fiscal years appropriately. Previously the YTD figures always reported a January to December total.

- You are now able to download EPay payments from multiple PSN (Payment Services Network) accounts.

- Transaction template is now posting payments to the property correctly. Previously, if you used a transaction template to enter a payment, some accounts did not post properly to the selected property.

- When modifying the payee on a check to a tenant, the system will now store the modification appropriately when printed from the Checkbook window.

- Error messages received when exporting to QuickBooks® have been resolved. Previously, the message “Transaction Date, Debit Lines, Credit Lines are mandatory for Journal Entry” or “Debits/Credits do not balance," was displayed, and the export was unsuccessful.

Miscellaneous

- An error message regarding negative charges when moving in tenants has been resolved. Previously, some customers received an error stating that you had a negative recurring charge, even though no recurring charges were listed in the move-in or in the tenant ledger.

- Alternate payee information is retained now, even if owner information is modified. Previously, an edit to owner information could erase the alternate payee information.

- Tenant Pro now properly records a date of "2/29," to account for leap year.

- Error message when attempting to open the Reminders List has been resolved. Newly created Users will now be able to access the Reminders List appropriately.

Issues Addressed in Previous 7.5.5 Release

- The “Total Amount due” on the Tenant Statement now matches the “Balance due from tenant” on the Tenant Closing Statement. Previously, the Tenant Statement sometimes showed a different balance than the Tenant Closing Statement, in a joint tenancy situation. This issue has been corrected.

- Deposits recorded through the Batch Tenant Payments window are now showing correctly on the Check Register.

- Rent/Lease Income is now showing correctly on both the General Ledger and the Operating Statement. Previously, some prepaid items were not showing on the Operating Statement. This issue has been corrected.

Enhancements Included in Previous 7.5.4 Release

Background Screening

- When clicking the Check Status button from the "Applicant List" screen, it will no longer retrieve the Background Screening results of households whose Applicant Status is "Inactive," "Cancelled," or "Rented." The screening results will be retrieved for all other applicant households in the list. When clicking the Check Status button from the "Applicants" window (for an applicant whose applicant status is other than those listed above), only the Background Screening results for the displayed applicant will be retrieved.

- When checking the status of all pending applicants, the multiple "Ok" messages have been eliminated that were previously displayed between each applicant status that was returned.

- The Applicants window now provides a Screening Messages tab. This tab lists any error messages associated with Background Screening checks for the displayed applicant.

- The Applicants window now provides a Screening tab after successful screening of an applicant. This tab lists and describes any conditions that have been set as a result of a Background Screening check or override for the displayed applicant.

Product Registration

- When installing Tenant Pro, you will be prompted to enter company information into a Product Registration screen. Entering information into this screen ensures that Domin-8 can contact you with important product information. In addition, a Product Registration Verification screen appears every 6 months to give you the opportunity to correct existing information or provide new information.

Applicant Setup

- The Main tab of the Applicants window now displays a Household Members section. This section lists the names of any applicants associated with the Head of Household. This feature also includes Add and Delete buttons to allow you to quickly and easily add or delete household member names from the list, prior to screening.

- The Main tab of the Applicants window now displays a Leasing Agent drop-down menu that lists all company leasing agents. This feature also provides an Add button to allow you to add leasing agents or manage the list.

- The Applicants window now features a View Tenant button. This allows you to view all tenants associated with the displayed applicant.

Tenant Setup

- The Tenants window now offers a View Applicant button. This feature allows you to view all applicants associated with the displayed tenant.

Management Reports

- Tenant Pro has provided a Leasing Agent report that compiles a list of all existing company leasing agents and their associated properties and/or units. This new feature allows you to view all company leasing agent information from one convenient location.

- Tenant Pro has added a Referral Sources report that generates a list of all existing referral source information, allowing you to quickly view the types of referral sources for an existing pool of applicants. This report helps you to track what referral sources are most commonly used by applicants.

Communication Log List

- Tenant Pro has implemented a Communication Log List, allowing you to view all communication logs in one convenient location. This list can be accessed from Tenant Pro's main List menu, and displays information about all communication log entries, including the date the log was created, a description of the communication, and the assigned follow-up date.

- Tenant Pro has added a preference option to include Communication Follow-Up reminders. This feature is accessed through the Preferences screen and provides reminders of unresolved communication log entries each time Tenant Pro is started.

Updating Your Software

- When opening Tenant Pro, you will now be offered the opportunity to check for any available software updates. This can also be done from within Tenant Pro using the new Check for Updates menu item in the Help menu.

Moving In a Tenant

- When the Background Screening check results in a status of "Approved with Conditions," charges for those conditions will be applied and appear in the Move-In Wizard to allow for easier enforcement.

Installing Tenant Pro

- The installation process for Tenant Pro now allows you to select the location of a shared network folder.

Issues Addressed in Previous 7.5.4 Release

Reports and Statements

- The totals listed in the Budget Summary Financial report now display only the values for the current budget viewed on the screen.
- The printed Check Register report now sorts checks by check number as well as by date.
- The reporting issues in the Property Budgets window and the Property Summary report have been resolved.
- The 12-Month Operating Statement report now displays the correct column headings for month name relating to each month period in a fiscal year.
- The General Ledger report now displays multiple same-day transactions on individual lines.
- The Operating Statement now correctly displays “Year-to-Date” totals for fiscal years that are other than Jan-Dec.
- The margins on the printed Work Order have been enlarged to make the Unit ID field more visible to the user.
- The top margin setting on the Tenant Statement has been corrected to adjust for all printers.
- The Rent Roll report now accurately displays the Tenant Recurring Charges when the Unit Reporting option is selected.
- Tenant Statements now include the detailed Utility Meter readings along with the associated tenant charge when the CAM/Utility Billing module is utilized.
- The Consolidated Cash Flow statement now brings forward the prior year balances in the Year-To-Date column.
- The Aged Unpaid Bills report now correctly follows the selected date range for all properties.
- The printed Cash Disbursements report no longer inserts a blank page between each printed page.
- The Property Statement now correctly reports the sum of the reserves of multiple properties for a single owner.

- The issue with reporting General Ledger accounts on the Consolidate Operating Statement with the Budget vs. Actual option has been resolved.

- The Rent Roll report now includes pending leases when the option to do so is selected.

- The Rent Loss column on the Vacancy Loss report now includes newly added units, regardless of the selected move-in date.

- The issue surrounding the Closing Statement not reflecting accurate balance information in situations where there is a tenant credit balance has been resolved.

- The Unit Inventory report now correctly displays the tenant name for all occupied units.

- The Rent Roll report now displays a shortened version of the Property and Unit IDs so that they will not overlap with the Unit Status column.

- The Tenant Payment Transaction report now prints by Property ID, instead of by Property Name.

- The Deposit Listing report now correctly displays large dollar amounts.

- When commercial tenants do not have a company name listed, the Closing Statement now prints the First and Last Name from the Tenants window.

Receivables, Payables, and Accounting Procedures

- The "Balance Due" column in the Batch Tenant Payment entry window now remains visible after the user presses the Save button.

- The Bank Reconciliation window now correctly and consistently formats dollar amounts.

- The Payee/Description column on the Check Register now correctly reports multiple deposit transaction types.

- The QuickBooks® export of tenant payments now reports deposit transactions as of the deposit date.

- For the payment of owner checks to partners, Paymatic now displays the primary partner plus the word "Partnership."

- The Check # /Ref field in the printed Check Register has been expanded to be more visible to the user.

- For transactions imported from CheckMark Payroll, the Payee/Description field of the Check Register now displays the employee's name instead of only referencing the source as a payroll import.

- The Batch Tenant Payments window now provides a warning message to prevent depositing a tenant payment into an account other than that which is used for the associated property.

- The Deposit Number field in the Batch Tenant Payments window has been expanded to allow up to 15 digits.

- Corrected error that was received in the Budget setup window when using the Auto-fill. Now able to successfully select "Auto-Fill Based on last year's budget" and "Repeat same budget for each month."

- The Property Window now requires that an Offset Account be entered when entries for Additional Fees have been made.

- The Sales Tax calculation issues regarding dollar amounts being rounded to the hundredths ($0.01) instead of the thousandths ($0.001) have been resolved.

- When a check is written to a tenant, the Payee name now displays either the name of the company (when the payee is a commercial tenant), or "First_Last" (when the payee is an individual).

- In order to avoid incorrect tax calculations, Tenant Pro now requires unique Sales Tax Codes.

- The memo will now print on checks when the Use Blank MICR Check Stock option is selected.

- The Checkbook List will no longer display checks that originated prior to the Tenant Pro 7 migration.

- The Deposit Listing and Deposit Ticket now correctly display the Property ID for Misc. Bank Transactions that are included in the deposit.

- 9000-series GL accounts now reflect the proper account type.

- QuickBooks export has been repaired to avoid duplicate rental income reported from a prepayment and subsequent tenant charge.

- The Creates Charges List in the CAM Module now displays the company name for commercial tenants under Show Names As instead of displaying Last and First Name fields.

- The Paymatic payment of Management fees now correctly includes the calculation of the Goods & Sales Tax.

- The Recurring Charge Increase window now includes an End Date in the Lease and Unit windows for the old recurring charges.

- The issues with classifying the 9000 series account numbers have been resolved.

- Enhanced the error message associated with a Tenant Payment Credit to be more explanatory.

Vendors

- The Lease and Units windows now provide a warning message if a non-existent chart of accounts number is typed into the Recurring Charge row.

- The Vendor window now immediately displays the newly added Vendor record when the user clicks “Save.”

- The High Credit column in the Vendors List has been removed to avoid inaccurate and slow performance.

- The High Credit field in the Vendors window now displays the highest amount due to the vendor at any given time, including all outstanding invoices.

Work Orders

- The Work Order warning message that forced the selection of a vendor has been removed.

- The Work Order List now displays a Total, regardless of the Charge Type associated with the work order.

Move-In Wizard

- The Move-In Wizard now copies all future-dated Unit Recurring Charges into a new lease, providing easier setup of long-term leases and step increases.

- In order to prevent errors, the Company Name field in the Move-In Wizard is now limited to 50 characters.

Miscellaneous

- Issues with the Communication Log display have been resolved.

- An unnecessary Owner ID column was removed from the Print Checks list.

- Issues with entering notes in the Tenant Notes tab of the Tenants window have been resolved.

- Corrected misspelling on the Reminders List.

- The mailing labels have been corrected to include a space prior to the entry for State.

- The transaction template display issues in the Transaction Templates List have been resolved.

Date Last Modified: 3/25/2008

Updates to the Background Screening Server

The following changes have been recently made to the Background Screening server.

Instant ID Verification Added

- Applicants will now screen through LexisNexis® Instant ID before any screenings are performed, provided you have enabled this new option in your property's profile settings. ID Verifications have been performed previously; however Instant ID adds a greater level of assurance that the applicants have provided accurate identification information. This feature helps to ensure that the maximum information for an applicant's criminal and eviction history is obtained. This option is set to enabled by default. To deactivate this setting in your profile, contact Background Screening support.

  Additionally, you can now choose to decline applicants if they fail the Identification Verification. In the Profile configuration, under Data Rules, the option "Decline applicant if their identity cannot be verified" has been added. This option is set to disabled by default. To activate this setting in your profile, contact Background Screening support.

Puerto Rico Credit Screening Added

- Credit screenings can now be performed for residents of Puerto Rico, by entering a State Code of PR in the current residence information. There are additional costs associated with these screenings.

  To support screenings for applicant addresses in Puerto Rico, a new profile option labeled "Run credit for applicants whose current residence is in Puerto Rico," has been added. Puerto Rican addresses will not be run unless this profile option has been set to allow screenings for these addresses. This option is set to disabled by default. To activate this setting in your profile, contact Background Screening support.

Criminal Settings Changed in Profiles

- New criminal settings have been added to the profile configuration options to allow you to request for the criminal screen to be setup to ignore certain types of criminal classifications. The following options have been added:

  - Ignore Arrest Records
  - Ignore Dismissed Charges
  - Ignore Not Guilty

  These options are enabled by default, which mirrors the way that these types of criminal settings are currently being applied. To disable any of these settings in your profile, contact Background Screening support.

Bankruptcy Exclusions Added

- Additional exclusion options have been added to the profile to ignore certain types of bankruptcies (e.g., bankruptcies that have been discharged, dismissed, etc.). These options are set to disabled by default, which mirrors the way that these types of bankruptcies are currently being applied. The following options are now available:

Ignore CH-11 Filed	Ignore Dismissed CH-11
Ignore CH-12 Filed	Ignore Dismissed CH-12
Ignore CH-13 Filed	Ignore Dismissed CH-13
Ignore Discharged CH-11	Ignore Dismissed CH-7
Ignore Discharged CH-12	Ignore Involuntary CH-7
Ignore Discharged CH-13	Ignore Non-adjudicated
Ignore Discharged CH-7	Ignore Voluntary CH-7

To enable these settings in your profile so that the desired type of bankruptcy is ignored, contact Background Screening support.

The Detail Report

- A SafeScan warning message now displays in the Detail Report when appropriate. This message displays if the Social Security Number was never issued or belongs to someone else. One example of the type of message that might be displayed in the "SSN Issued**"** section of the report is as follows: "**WARNING** INQUIRY SOCIAL SECURITY NUMBER ISSUED PRIOR TO INQUIRY DATE OF BIRTH. THOROUGH VERIFICATION SUGGESTED."

- Additional details/messages will now be included on the Detail Report to provide you with information regarding the various findings of the Social Security Number search. For example, if a search for a Social Security Number is verified, the state in which it was issued is provided, as well as the date it was issued, and any appropriate SafeScan warnings.

- Risk indicators (e.g., warning messages) returned from the Instant ID Verification are now provided in the "Identification" section of the Detail Report (provided the Instant ID Verification option is activated in the profile). These indicators are designed to warn you of potential credit and/or criminal risks associated with the applicant/household.

Miscellaneous Changes

- In some instances, an incorrect result was being displayed on the Detail Report for Rent-to-Income when an approved Guarantor was being used. This issue has been resolved.

Known Issues

Accounting

- When entering a bill or check for a tenant, if you sort by Property in the drop-down list and then select a property, it may display the incorrect property information. This only occurs if there are two properties with the same number within the name, for example "209" and "209 Young." Be sure to verify information is displayed for the correct property before entering bills or checks.

- Property balances may not match the trial balances. When displaying Property balances, if a transaction occurs on the date selected in the "Show Transactions On or After Date," then the balance for that account will be doubled.

- Microsoft® Vista User Account Control settings can prevent QuickBooks® from exporting properly. If you experience difficulties utilizing the QuickBooks export, confirm that your UAC is enabled.

Move-In Wizard

- When using the Move-In Wizard, you might receive an error when trying to click the Move button from the Tenant Window. However, you can successfully move a tenant by clicking the Move-In icon from the main toolbar.

Applicants List

- The Search button in the Applicants List window is not currently functional.

Installation

- If you use Windows Vista™ operating system, you must have Administrator rights in order to complete the installation. Once the application is installed, you must right-click the new Tenant Pro 7 icon, select Properties from the resulting shortcut menu, and select the Run as Administrator checkbox.

- If you use Windows Vista™, it is recommended that User Account Control (UAC) be disabled during the installation process to avoid potential errors. Please turn this control back on once the installation process is complete.

Reports and Statements

- A problem exists in multi-page reports that incorrectly carry some data from one page to another. For example, the Property Statement Summary and the Detailed Property Statement (by Date) for multiple selected owners can carry the owner name from one page over to the next page so that it does not correspond with the content on that page. Similarly, a multi-page General Ledger report when run for multiple properties can display the wrong property name on the final page for a given property, and a printed Tenant Ledger run for multiple tenants can display the next tenant's name on the final page of the previous tenant's report. Until this can be resolved, run the report for individual owners, properties, or tenants separately.

- The Operating Statement (Budget vs. Actual) is currently adding non-operating expenses to the Net Income in the Budget and Variance columns.

- Some Leasing Agent and Referral Source reports are providing data for all leases when both the “Leased” and “Not Leased” options are left unchecked. A future repair will provide the message, "No Records to report based on the selection criteria" for this scenario.

- The Rent Roll report, when including pending leases or vacant units, will leave a blank space attributable to hidden past tenants, even though past tenants were not selected to be reported.

Miscellaneous

- Tenant Pro 7 may perform at a slower rate of speed when processing large data files.

- In the Pay Bills screen, if you click the Properties radio button, then re-sort the property drop-down list, and then select a newly created property for which you just created a vendor bill, when you click the Refresh button, it may not show the correct property name for the vendor bill. To correct this, re-open the Property drop-down list, uncheck and recheck the property, then click the Refresh button again. This issue only occurs if you have changed the sort in the drop-down list.

- If you preview a check, Tenant Pro assigns a check number to the check at that time. Therefore, the previewed check is then considered to be “processed” and is removed from the list of “Unprinted Checks.” After previewing, to print the check you must either select the “Show Printed Checks” option in the Print Checks window or print the check directly from the Checkbook window.

Help

- A few of the context-sensitive Help links are not functioning properly in this release. This means that when a help button is clicked on some screens, the help topic related to that screen does not appear. Until this issue can be resolved, the main Help index will be displayed for those topics, requiring you to either click through the index or perform a search to locate the specific topic you are interested in viewing.

System Requirements

System Guidelines

The system specifications listed here are general guidelines and are by no means comprehensive. Other variables will also affect system performance, most importantly the other applications that are installed and running on the computers that use Tenant Pro.

It is possible to run all or part of Tenant Pro and the other software modules on a wireless network. Domin-8 Enterprise Solutions, Inc. is not responsible for data corruption or data loss that may arise due to lost connections, packet loss, or any other network issue that may result from problems with a wireless connection.

Minimum Requirements

Tenant Pro v7.5.6 is designed to run in Microsoft® Windows® operating systems on the whole range of IBM® compatible personal computers. Tenant Pro is fully compatible with leading networks, including Microsoft Windows Server 2000, Windows XP, Windows Vista, Windows Server 2003 and Novell® NetWare®. Minimum system requirements for IBM PCs and compatibles are:

		PEER TO PEER		DEDICATED SERVER
	Single User	Workstation	Workstation/ Server	Windows 2000/XP
CPU	Pentium® IV, Celeron, 1.5 GHz	Pentium IV, Celeron, 1.5 GHz	Pentium IV, 1.5 GHz	Pentium IV, 1.5 GHz
RAM (memory)	512 MB (1 GIG recommended)	512 MB (1 GIG recommended)	2 GIG	1 GIG
Disk Storage	100 MB free	100 MB free	250 MB free	250 MB free
Windows System	2000/XP	2000/XP	2000/XP	2000/XP/ Windows 2003 Server
Printer	Laser, inkjet or dot-matrix	Laser, inkjet or dot-matrix	Laser, inkjet or dot-matrix	-----
Network Card	-----	Ethernet 100 Mbps	Ethernet 100 Mbps	Ethernet 100 Mbps

* More space may be required if you have a significant number of properties and/or units.

NOTE: Use of the Accounting Integration add-on product requires QuickBooks Pro®, or QuickBooks Premier 2002®, or newer (for Windows.)

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