Domin-8 Tenant Pro
Version 7.6.5
Release Notes

January 2010

The primary purpose of this release is to provide needed corrections for existing issues and enhancements to the creation of IRS Form 1099.

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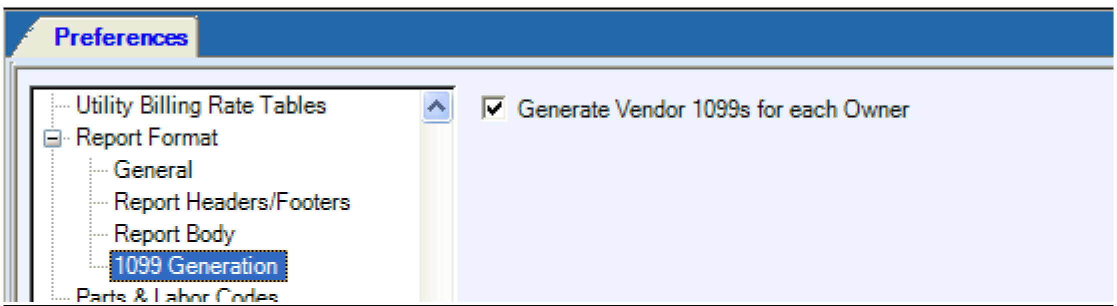
New Features and Enhancements in this Release

- 1099s can now be generated for inactive owners and vendors. Previously, 1099s were not created for records that had been marked as inactive, even though payments had been made in the current tax year, creating the need to activate the record before generating 1099s.

- A new Preference option will allow Tenant Pro 7 to prepare Vendor 1099s listing the Owner as the payer, when needed. When using this setting, it will distinguish amounts paid to the vendors from individual owners instead of just creating one Vendor 1099 as a total of all amounts paid to the Vendor from the Management Company. The option is useful when paying Vendors directly from Owner funds instead of from Management Company funds. It is also beneficial for certain homeowners' association setup.

  To activate this option, go to Setup>Preferences> Report Format>1099 Generation and check the box to "Generate Vendor 1099s for each Owner."



  When activated, a Vendor 1099 will be generated from each Owner for funds paid for the benefit of his owned Properties. In the example below, a 1099 form will be created for Richmond Investment from Norman Properties and another from Julie Barnes, both Owners in the database who made payments to this Vendor. A new column on the Audit Report will display the Payer Name that will be printed on the Vendor 1099 form, as shown below:

NEW PREFERENCE OPTION

Audit Report

Vendor 1099

Payee Name	Payee Tax ID	Payer Name	Amount
RICHMOND INVESTMENT & LOAN	22-1123433	Norman Properties	$2,630.00
RICHMOND INVESTMENT & LOAN	22-1123433	Jule Barnes	$1,927.52
	Total Records: 2	**Total Amount:**	$4,557.52

In contrast, the standard default setting will generate the1099 from the Management Company in a lump sum of all funds paid to the Vendor on behalf of all owned properties. See sample, below.

STANDARD DEFAULT SETTING

Audit Report

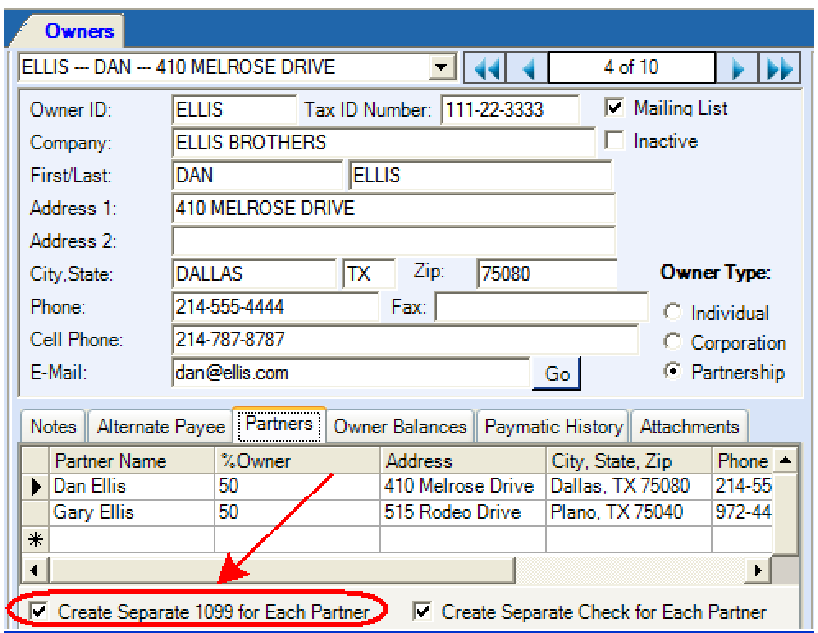
Vendor 1099

Domin-8 Property Management

Payee Name	Payee Tax ID	Amount
RICHMOND INVESTMENT & LOAN	22-1123433	$4,557.52

Total Records: 1 **Total Amount:** $4,557.52

- Functionality has been added to print 1099s for individual partners of a partnership Owner type. To activate this preference, open the applicable Owner record for the partnership and check the box, "Create Separate 1099 for Each Partner."



Audit Report

Owner 1099

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Payee Name	Payee Tax ID	Amount
Dan Ellis	111-22-3333	$2,512.50
Gary Ellis	111-34-2222	$2,512.50

Total Records: 2 **Total Amount:** $5,025.00

Note that Tenant Pro still maintains the partnership as the Owner entity but will allow you to print 1099s based upon the current ownership percentages. This means that calculations are based on ownership at the time of printing and may not be historically accurate if partners or ownership percentage changed during the year.

Issues that have been Fixed in this Release

- Vendor 1099s created for the Management Company will now include payments created through the checkbook and from Paymatic generated checks. Previously, management fees paid through Paymatic were not included on the Vendor 1099s.
- The error “Quickbooks debits/credit balances do not match” has been addressed when exporting to QuickBooks. (Occurred in Access version only.) Users who had been given a SQL script to run as a workaround for this problem can discontinue performing this step during the export process.
- Tenant prepayments entered through the Batch Tenant Payments window and the Tenant Payment Wizard will now distribute properly to outstanding tenant charges.
- Automated General Journal entries have been corrected for tenant prepayments going to a Prepaid account that have already been applied to a charge and are then NSF’d. This will correct balances that were not properly cleared out of the Prepaid Liability account. In this scenario, a General Journal entry will be created to reverse the original payment transaction and a second General Journal entry will be created to reverse the automated sweep entry that moved the funds from the prepayment account to the correct account from the tenant charge. Each will be dated in the month of the original transaction so that general ledger balances will be correct in both months at any given point in time.
- When a deposit ticket has been cleared, no new transactions will be allowed to be added to that deposit ticket. This is true for Tenant Payment screen, Batch Tenant Payments, Tenant Payment Wizard, Move In and Misc. Bank Transactions. This resolves issues with previously cleared transactions showing on new a Bank Reconciliation.

Known Issues in Tenant Pro 7 *

*Most known issues that currently exist in Tenant Pro 7 have been corrected in an upcoming new version, Tenant Pro Complete, which is due for release in early Spring 2010.

General

- Reminders List of Lease Expirations only shows future dated leases. As a workaround, use Lease Expiration Report using settings of: All Properties, Include Current Leases, leave Beg Date blank, use End Date of current date, and set a value for "Show # Days Before Due" in Preferences.
- The Unit Inventory does not consistently display all units on the Unit List.
- Tenant Payment amounts are doubled on Tenant Ledger when tenant has moved out and back into unit the same unit.
- When using Property/Unit Template to create a Single Family Home property, the address does not save to the unit record. It must be re-entered.
- It a Tenant is moved out of a Unit, and then moved back in to that same Unit, the Tenant Payment amounts will be doubled on the Tenant Ledger and the Tenant Payment window.
- The printed Vendor Ledger for "Open Only Bill Transactions" is including paid transactions.
- The printed Company and Bank information may be truncated due to space restrictions on a blank deposit ticket.
- The Net Operating Income subtotal on the Operating Statement is not being included at this time.
- If you enter a future move out date in the Lease window (Tenant Info tab) it immediately removes tenant from regular tenant list making them inaccessible to run the move out wizard.
- Tenant Pro is blocking transactions dated in the same year as the Property freeze date when it should only be blocking transactions prior to the actual date entered. As a workaround, a property freeze date prior to the current year must be used.
- Entries on the Tenant Notes tab can sometimes needlessly cause a Social Security Number format error.

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- When entering a bill or check for a tenant, sorting by and selecting a property may display the incorrect property information. This only occurs if there are two properties with the same number within the name, for example “209 Mason” and “209 Young.” Be sure to verify the information displayed is correct for the property before entering bills or checks.

- When opening the Property Budgets screen, you may receive an error message when using alpha characters in the account number.

- In the Pay Bills screen, if you set certain bills for payment and then edit the “All Transactions Due Thru” date, a refresh of the window does not occur. Potentially, this allows you to pay bills beyond the date that is currently set. This is due to a refresh issue with the screen.

- In the Miscellaneous Bank Transactions screen, the deposit memo information is not displaying in the deposit slip.

- When the Pay Bills screen contains a list of scrollable line items, clicking the checkbox to mark a bill for payment results in the scrollbar automatically scrolling down one line item, and the line item being selected for payment. If you encounter this error, uncheck the line item that you do not want to pay at this time.

- Vendor balances are not currently being displayed on the Enter Bills screen or the Checkbook screen.

- The Tenant Statement option to print on dot-matrix (self mailer) forms is not formatting properly to fit the 8 ½” x 5 ½” statement form. At this time, Tenant Pro 7 does not support this statement style.

- When entering a Tenant Payment to pay off a balance that was partially paid previously, the Amount Due displayed after saving is incorrect. After you save the transaction, it displays the balance due on the charge as the total amount not paid by this payment and not taking into consideration any previous payments applied to that charge. However, the actual payment does post correctly and the tenant ledger balance is accurate.

- When running a Tenant Ledger Report for a specific date range, the report does not total only the entries that fall within the date range, as it should, but rather it totals all the entries. The balance is not affected.

Windows Vista

If you use Windows Vista, it is recommended that User Account Control (UAC) be disabled during the installation process to avoid potential errors. Complete Vista installation instructions can be found at: http://www.propertyautomation.com/downloads/tp7/trial/vistadoc/vista.pdf

- Windows Vista users may receive an error when using the Reports Menu. The error occurs when pressing the Enter key on your keyboard while the Date field is active.

- Microsoft Vista® User Account Control (UAC) settings were preventing QuickBooks from

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exporting properly. If you experience difficulties utilizing the QuickBooks export, confirm that your UAC is enabled.

Background Screening

- After performing a Background Screening and completing the move-in process for a household, if the household transfer to a different unit or property you can no longer view the Detail Report for this household.

- If a Background Screening has been performed, the Add and Delete buttons may not be displayed in the Household Members list when adding an additional household member. If this occurs, you can open the Applicant window and add or delete applicants from there, and then perform a Background Screening on the newly added household members.

- Data that is automatically transferred from the Applicants window during move-in may conflict with customized field titles previously set up in the Tenant Notes fields. In the case of Tenant Notes field #1, the default use is for Social Security Number and is now encrypted for security of sensitive information and requires specific formatting. If that field had been used to store other information, it will no longer allow you to enter that data making it necessary to use a different field for that information.

Online Help

- From some computers, when clicking the Help button/link from random Help topics, an error or incorrect topic may be returned instead of the appropriate Help topic. For example, if you click the Help menu > Typical Activities menu item, an error may be returned. If this occurs, access the desired Help topic using the following procedure:
    1. Click the **Help** menu
    2. Select the **Index** menu item. The main Help file will open.
    3. Click the **Search** tab
    4. Enter the desired keyword(s)
    5. Click the **List Topics** button.
    6. Select the desired topic from the list provided.

  NOTE: As an alternative, you can also find the desired Help topic in the User Manual by clicking Tenant Pro 7 from the Start Menu and selecting the Tenant Pro 7 User Manual option.

Access version only

- The Move Out Wizard displays the correct Security Deposit amount for the Tenant, but the printed *Closing Statement* does not. This only applies to Tenants that have a roommate sharing a Jointly-Responsible Lease, and only if the Tenant being moved out is not the first on the Tenant Info tab of the Lease window. As a workaround, the Closing Statement must be exported to another format and edited.

SQL version only

- Closing statement is not showing the tenant address when no Address 2 value exists. To correct, make any entry (even a period) in the Address 2 field.

- Maintenance History report is not displaying "Assigned To" value entered on the Work Order.
- When creating a work order from the Transaction Templates List, the resulting work orders may all have the same number, under certain conditions. As a workaround, you can add work orders directly in the Work Order window to auto-populate the correct work order number.
- Property Statement is not carrying forward the beginning cash balance across fiscal years when there is no current month activity. The report will not print, even though there is a balance forward from a prior year, unless there is current month activity.
- Retained Earnings balance forward on the General Ledger report is sometimes incorrect. When there is no previous year financial activity, the General Ledger references a balance forward equal to the amount of a beginning balance general journal entry.
- Paymatic can receive an erroneous message that owner checks cannot be created because some properties are inactive. As a workaround, remove any owner reserves on inactive properties.
- Uploaded file to Payment Services Network is showing past tenants with $0 and an incorrect due date.

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. However, 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 v7.6 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 (32-bit), Windows Server 2003 and Novell® NetWare®. More disk 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, QuickBooks Premier 2002®, or newer (for Windows.)

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