

**DOMICO 2005 v6: SUMMARY OF ENHANCEMENTS**  
*January 2006*

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Dear DOMICO User,

Thank you for installing DOMICO 2005 v6. This latest version includes the enhancements and fixes listed below. If you have any questions, please do not hesitate to contact our Client Support Team toll-free at 1-800-688-6181 or via email at [support@domico.com](mailto:support@domico.com).

Sincerely,  
The DOMICO Team

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<b>Summary</b>	<b>Detail</b>
<b>AUTO PAYMENTS</b> [Customer Action → Payments → Credit Card Tab]	Corrected instance when Payment Plan checkbox was not being retained when a Credit card payment was made and the <b>Add to Payment Plan</b> checkbox was checked before pressing the <b>Save</b> button.
<b>BACKUP &amp; RESTORE</b> [Tools → Backup & Restore]	User is now prevented from accidentally restoring the previous day's Backup file after a premature Close Day cancellation.
<b>C.A. – INSURANCE</b> [Customer Action → Insurance]	The same/different insurance premiums can be added to all units associated with a customer.
<b>C.A. – PAYMENTS</b> [Customer Action → Payments → Discounts Tab]	Corrected calculation and freezing issues related to Discounts, which were applied to single and multiple-unit customers, where Tax on Rent was associated for the current rent period.
<b>C.A. - REVERSE PAYMENT</b> [Customer Action → Reverse Payments]	When reversing a credit card payment, a warning now generates, reminding the user to reverse the payment in the credit card software.
<b>C.A. - REVERSE PAYMENT</b> [Customer Action → Reverse Payments]	Ensured the correct application of an NSF fee for a multiple-unit payment with one unit still occupied to the existing occupied unit.
<b>CLOSE DAY</b> <u>To Configure</u> [Setup → Site Configuration → General Information → Software Date & Misc. Tab]	<p>New checkbox: <b>Auto Payment Dates equal Bank Statement Dates</b>. When checked, customers on Auto Payment Plan will have their credit cards charged at the beginning of the Close Day process BEFORE the DOMICO Date moves forward.</p> <p>This was designed to make reconciliation of Auto Payments easier for customers, who charge rent on the anniversary of the Move-In date and who run our Close Day process in the evening.</p> <p>There is no change in DOMICO reporting, but your credit card authorizations will now be reported on the same day as in DOMICO reports. You will not "lose" any credit card payments as a result of selecting this option.</p>

Summary	Detail
<p><b>CLOSE DAY</b></p>	<p>The following items no longer halt the Close Day process if problems arise:</p> <ul style="list-style-type: none"> <li>▪ Security gate software</li> <li>▪ Printer is 'offline' for whatever reason</li> <li>▪ Automated backups</li> </ul> <p>Instead, a warning message generates at the END of Close Day informing the user which process had failed.</p>
<p><b>DISCOUNTS</b>  <u>To Configure</u>  [Setup → Site Configuration → Discounts]</p> <p><u>To Apply</u>  [Customer Action → Payments → Discounts Tab] or [New Move-In → Discounts Tab]</p>	<p>Move-In Discount now operates as expected when the "Count prorate as month 1 until after the XX day of the month" checkbox is checked. In this scenario, the discount will not be applied until the 1<sup>st</sup> of the next full rent period when a customer moves in after the "XX" day of the month.</p>
<p><b>DISCOUNTS</b>  [Customer Action → Payments → Discounts Tab] or [New Move-In → Discounts Tab]</p>	<p>New message now displays in <b>RED</b> font when adding or modifying Discounts. This message alerts users to the Discount amount needed to reduce the existing Rent Balance owed to \$0. Particularly helpful to locales with tax on rent.</p>
<p><b>LETTERS</b>  <u>To Configure</u>  [Letters → Letter Writer]</p>	<p>New <b>Transfer Statement</b> letter template. Can be printed at the end of the Transfer-In/Out process. Automatically installs as option at Transfer In screen. Letter displays where transfer credits came from and where they and payments were applied.</p>
<p><b>LETTERS</b>  [Letters → Letter Writer]</p>	<p>Invoice templates can ONLY be associated with Billing. These templates have always been designed to only be accurate if printed by Close Day. This change enforces the Close Day printing.</p>
<p><b>LETTERS</b>  [Letters → Print Special Letters Tab]</p> <p><b>REPORTS - CUSTOMER DIRECTORY</b>  [Reports → Customer Directory]</p>	<p>New sorting criteria:</p> <ul style="list-style-type: none"> <li>▪ <b>Units in Lien</b></li> <li>▪ <b>Eligible for Auction</b></li> </ul>
<p><b>LETTER PARAMETERS</b>  <u>To Apply</u>  [Letters → Letter Writer]</p>	<p>&lt;INVOICE RENT BALANCE&gt; now displays an adjusted rent rate when appropriate.</p> <p>&lt;INVOICE PERIOD&gt; has been corrected to display the actual Billing period (week, month, etc.).</p>

Summary	Detail
<p><b>LETTER PARAMETERS</b>  <u>To Apply</u>  [Letters → Letter Writer]</p>	<p>Following letter parameters have been added:</p> <p><u>Accounts Receivable Letter Code</u>  &lt;RENT UNCOLLECTED&gt;, &lt;FEES UNCOLLECTED&gt;, &lt;OTHER UNCOLLECTED&gt;, &lt;CUSTOMER MERCHANDISE BALANCE&gt;</p> <p><u>Customer Information Letter Code</u>  &lt;CUSTOMER FAX&gt;, &lt;CUSTOMER CELL PHONE&gt;, &lt;CUSTOMER PAGER&gt;</p> <p><u>Customer Unit Letter Code</u>  &lt;SERVICE AMOUNT&gt;*, &lt;INSURANCE PREMIUM&gt;, &lt;REFUND AMOUNT&gt;** , &lt; REFUND PREPAID&gt;, &lt;REFUND RENT &gt;, &lt;REFUND OTHER&gt;, &lt;REFUND TAXES&gt;</p> <p>* Services other than Billing  ** Includes any tax on rent</p> <p><u>Rent Adjustment Letter Code</u>***  &lt;NEXT RENT RATE AND TAX&gt;, &lt;NEXT RENT RATE TAX&gt;</p> <p>***These letter parameters were introduced to directly address the need to track rent tax on adjusted rent rates. If you need to provide your customers with this information, simply add the above-mentioned letter parameters, accompanied with the existing &lt;NEXT RENT RATE&gt; parameter, to your Rent Adjustment Notice. This gives your customers the following information: new adjusted rent rate, new rent tax \$\$ generated, and the new total Rent Balance, including tax.</p> <p><u>Transfer Letter Code</u>  Parameters added specifically for the Transfer-In/Out process.</p> <p>A new &lt;All&gt; category for the Letter Codes drop down box has been added. The list is alphabetized, according to Parameter Description.</p>
<p><b>MOVE-IN &amp; TRANSFER IN</b>  [New Move-In] or [Customer Action → Add Move-In] or [Customer action → Transfer-In]</p>	<p>Service amount can now be modified in the Move-In &amp; Transfer-In screens.</p>
<p><b>NEW MOVE-IN</b>  [New Move-In] or [Customer Action → Add Move-In] or [Customer action → Transfer-In]</p>	<p>DOMICO now calculates the correct rent balance when the <b>Charges Thru Date</b> is moved ahead into the future to include the current, temporary adjusted rent rate and the regular default size rent rate.</p>
<p><b>RATE ADJUSTMENTS</b>  [Tools → Rate Adjustments → Show Units]</p>	<p>The date of size code rate adjustments is now ordered in a descending manner with the most recent/next rate date on top. Users can now initiate dynamic sorting by clicking a column heading in the Rate Adjustment Units grid.</p>

<b>RECEIPTS</b>	Receipts should no longer ever "double" pre-payment and "Next Payment" amounts.
<b>REPORTS</b> [Reports → 90 Day Rolling Cash Flow]	New Report: <b>90 Day Rolling Cash Flow.</b>
<b>REPORTS – COLLECTIONS</b> [Reports → Collections]	Report no longer doubles rows due to multiple taxes on rent.
<b>REPORTS - CUSTOMER DIRECTORY</b> [Reports → Customer Directory]	All Customer Directory filters now pull current customers only.
<b>REPORTS - CUSTOMER HISTORY</b> [Customer Action → Customer History]	<p><u>Multiple Enhancements</u></p> <ul style="list-style-type: none"> <li>▪ Additional information provided for unit transfers.</li> <li>▪ Customer names and/or addresses now display apostrophes.</li> <li>▪ Improved description of pending and existing Variable Discounts.</li> <li>▪ Total amount of a check payment, applied to multiple units, is now included in the detail of the <b>PAYMENT</b> row for each unit history.</li> </ul>
<b>REPORTS - FACILITY SUMMARY</b> [Reports → Facility Summary]	<p>Corrected tax calculations associated with prepayments, specifically, prepaid insurance.</p> <p>Corrected issue of the <b>Receivables Total</b> including purged unit balances.</p>
<b>REPORTS - NEW MOVE-IN</b> [Reports → New Move In Report]	<p>User ID on report now displays correctly and corresponds with the User Transaction Log report.</p> <p>New Filter: Non Consecutive Agreement Nos. Only. This will filter on the numbers that are added manually by the user during the Move In process... showing non consecutive numbers as an aide to maintaining control on separate new rental agreement numbering.</p> <p>New Set up option: In Setup/ Move In there is now a check box: Do you want to force Agreement Numbers? If checked it will require the user to input something in the agreement number field during the move in process.</p>
<b>REPORTS - PAYMENT PLAN REPORT</b> [Reports → Payment Plan Report]	<p>Added filter: <b>Payment Plan-Show CC #.</b></p> <p>Added checkbox: <b>Credit cards Visible in Reports.</b> When checked, Credit card numbers will be visible on appropriate reports.</p>
<b>REPORTS - RENTAL UNIT INVENTORY</b> [Reports → Rental Unit Inventory]	<p><u>Multiple Enhancements</u></p> <ul style="list-style-type: none"> <li>▪ New Filter: <b>Simple Format.</b></li> <li>▪ Now prints in Portrait format.</li> <li>▪ Dimensions and Paid-Thru-Date columns eliminated.</li> <li>▪ <b>Days Vacant/Occupied</b> column is now <b>Days Vacant/Move-In Date.</b></li> <li>▪ Delinquent units now only display the associated Delinquency Step.</li> <li>▪ Print each Delinquency Step (all filters)</li> </ul>

<p><b>SELL MERCHANDISE</b> <u>To Configure</u> [Setup → Site Configuration → Merchandise]</p> <p><u>To Apply</u> [Sell Merchandise] or [Customer Action → Merchandise]</p>	<p>Merchandise <b>Returns</b> are now subtracted from the <b>Sold Qty.</b> column.</p> <p>When modifying the QOH for a specific Merchandise Item, the user now has the following choices:</p> <ul style="list-style-type: none"><li>▪ <b>Add to Stock</b></li><li>▪ <b>Remove from Stock.</b></li></ul>
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