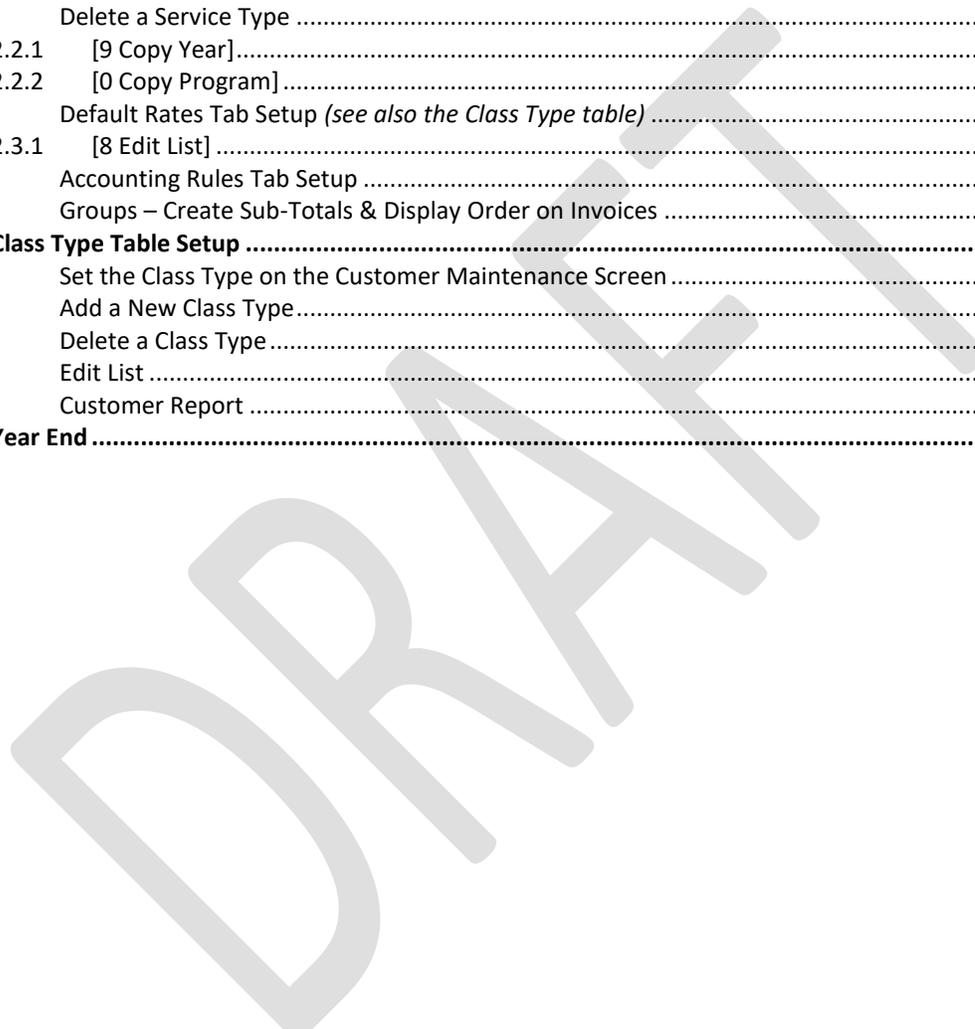




ADMINS provides a method for invoicing Homeowners Association (HOA) fees. The ADMINS installer has set up the Program and Forms required to create the Heritage Village Masters Association (HVMA) HOA Invoices.

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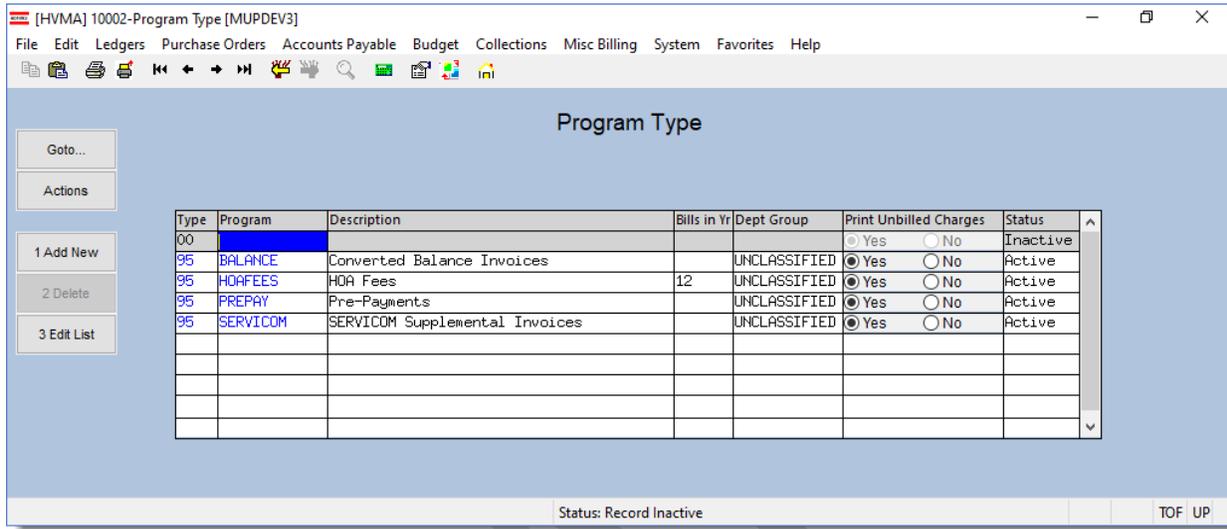




1 Program Table Setup

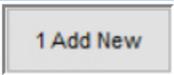
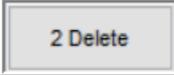
A “**Program**” is a way to group charges related to the same activity for an invoice. To setup a new program in this table, from the menu select:

Misc. Billing ▶ Tables ▶ Program Type



For example: HOAFEEES has several charges that can be applied to a single invoice. By creating a program type to assign these charges, all the different charges can be grouped together and applied to a single Invoice.

Table 1 Program Table

Screen Element	How Used
Type Column	Defines the type of program; Special Invoices are always type 95.
Program Column	The unique name of the program for similar bills or invoices
Description	A description of the program
Bills in Yr	Not used on this site
Dept Group	Department Group is used to group like invoices together for reporting purposes.
Status	Active/Inactive – current, in use programs are set as Active. Set a program as inactive if it should no longer be used
	Use the [Add New] button to create a new Program Type; bill type, program name and a description are all required.
	Use the [Delete] button to remove a Program Type; types that are currently active and in use should not be deleted.



Screen Element	How Used
	Use the [Edit List] button to produce a list of Program Types:

Printed 17-Nov-2023 at 17:04:51 by MUPDEV3
 Heritage Village Master Association
 Service Type List [TRAINING]

Type	Service	Description	Program	Bill Rate	Charge Typ	Prorate	Allow Enroll	Incl In Recurring	Bill Form	Incl In Refunds	
95	Misc Billing	FINCHG	Finance Charge - Late Fees	HOAFEEES	35.0000	Flat Rate	No	No	No	No HOAFEE	Yes
95	Misc Billing	FINES	Fines/Summons	HOAFEEES		Monthly	No	No	No	No HOAFEE	Yes
95	Misc Billing	HOA	HOA Fees	HOAFEEES		Flat Rate	No	No	No	No HOAFEE	Yes
95	Misc Billing	NSF	NSF Fees	HOAFEEES		Monthly	No	No	No	No HOAFEE	Yes
95	Misc Billing	UNPAID	Prior Balance due to EFT Rejec	HOAFEEES		Monthly	No	No	No	No HOAFEE	No

Bill Year 2023 5 Records
 *** Grand Total *** 5 Records

1.1 Add New Program

To add new program types, click the button. The following screen will be displayed.

Add Program

Required: Enter Bill Type:

Required: Enter New Program:

Required: Enter Description:

Buttons: Lookup, OK, Cancel, Clear All

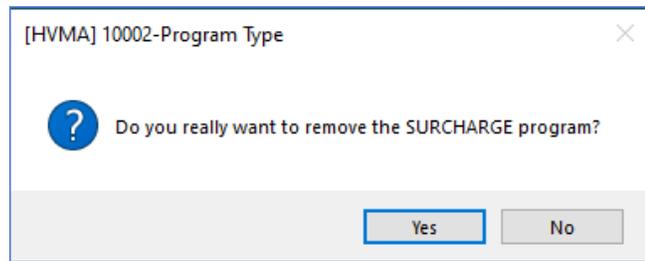
- Enter Bill Type** For Special Invoices this will always be 95
- Enter New Program** Unique code for the program. Can be up to ten characters in length: all uppercase
- Enter Description** Enter a description for this program



1.2 Delete Program

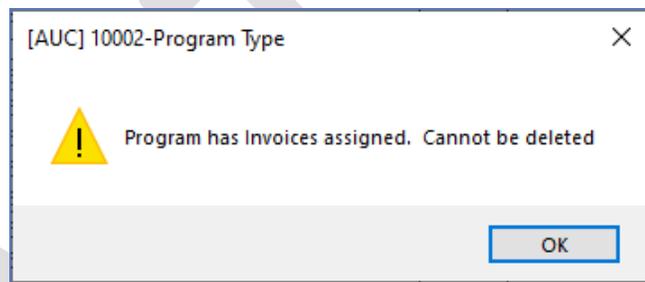
Delete a program code if it was created by mistake. However, if there have been invoices generated for this program do not delete it.

To delete the program, click  and the following question will be displayed:



Click [Yes] This will delete the Program
Click [No] The program will not be deleted

A program that has invoices generated under that program code cannot be deleted.



2 Service Type Table Setup

The Service Type Table is where all the different fee categories called **service types** for a program are specified. The desired Bill Form must exist prior to adding a new Program to the Service Type table. To maintain this table, from the menu select:

Misc. Billing ▶ Tables ▶ Service Type Table

Input the year, the bill type (95), and the Program to see the service types (fee categories) for the chosen program. For instance, the service type (fee category) HOA is configured under the HOAFEEES program.

Review the Bill Form setup table and determine if a new Bill form should be created for this program, or if an existing Bill form can be used.

When incorporating the HOAFEEES program into the Special Invoice Billing Process, any service types with the "Include in Spec Inv" box checked will be included in the Program Invoice template. Other types can be added later when constructing the template or as separate special invoices.

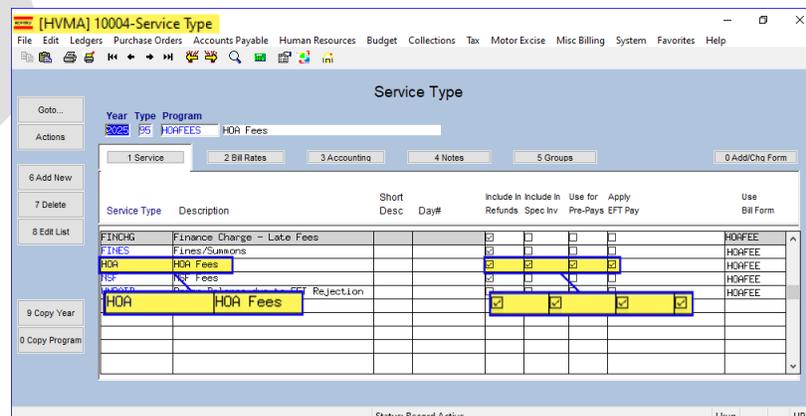


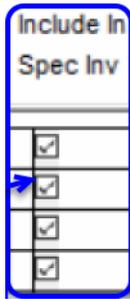
Figure 1 Maintain all the fee categories (Service Types) for a given Program; here the program is "HOAFEEES"



Table 2 The table below describes the fields on the screen and how to use them.

Field	Description
Service Type	This is a Unique code; up to 12 uppercase characters can be used.
Description	Description of the Service Type. This will be displayed on the Special invoice when created, but may be changed on an invoice by invoice basis.
Short Desc	Short Description of the Service Type. Not required for Special Invoice Service Types – not used on this site.
Day#	The Day# of the Week. Not required for Special Invoice Service; – not used on this site.
Include in Refunds	<p>Include this Service Type when calculating the balance of an Invoice with regards to issuing a refund.</p> <p>If an overpayment was made on a Service type that has been included in Refunds, when the refund process is run it will allow a refund to be processed for that overpayment.</p> <p>If an overpayment was made against a Service Type that has not been included in the balance calculation for refunds, then this Invoice may not automatically be included in the refund step process if the balance is not negative.</p>

Include in Special Invoice

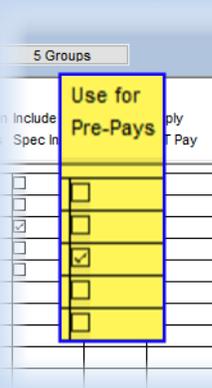


When creating a Special invoice, should this Service Type automatically be added when an invoice is created?

When a Special invoice is created it will bring in all the service types that have been setup to be included on the invoice. Customize what service types are to be used. At least **one service type** must be set to be included in a special invoice.

Typically NSF fees or Credits will not be included in a Special Invoice as they would be applied to an invoice after being sent to the customer.

Use for Pre-Pays



Pre-payments will only be applied to invoices tagged as “Use for Pre-Pays” in the Service Type table.

By default, **HOA Fees** are tagged as “Use for Pre-Pays” on the HVMA AUC Server.



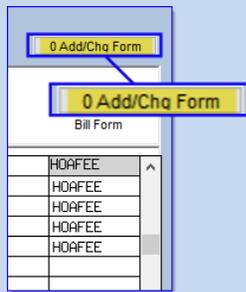
Field	Description
-------	-------------

Apply to EFT Pay



For each service type that the “Apply EFT Pay” is checked, the service type will have EFT payments automatically applied during the billing process.

Use Bill Form



Each Service Type must have a Bill Form applied to it. For Special Service Invoices, a single Bill Form is applied to all service types under the same program.

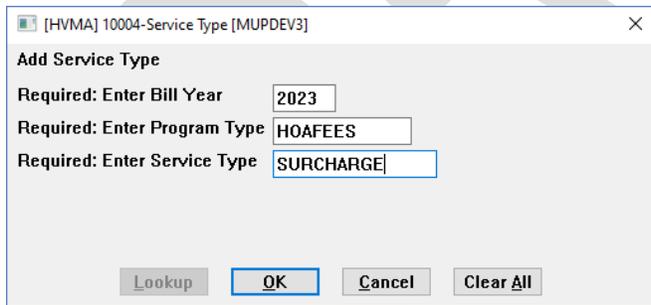
If a new **Service Type** is added and the **Program** is new, the system will prompt for the **Bill Form** associated with this new entry.

To change a bill form use the **0 Add/Chg Form** button. This will change the Bill Form for all the fee categories within the Program.

If a new program is added, it will prompt for the form type. After selecting the type, if a change is needed, use the **0 Add/Chg Form** button to change the bill form associated with that program.

2.1 Add a Service Type

To add new service types, click the **6 Add New** button to display the following prompt:



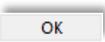
Field	Description
-------	-------------

Enter the Bill Year	This is typically the same bill year as Calendar Year; in the example, 2023.
---------------------	--

Enter the Program Type	Use the Lookup button to display the list of available programs; in the example, HOAFEE was entered.
------------------------	--



Field	Description
Enter the Service Type code	Enter a unique code up to 12 characters in length; in the example, SURCHARGE was entered as the new Service Type.

Click  Clicking  will add the new service type to the table.

Service Table ▶ New Service Types

When adding a new service type for a NEW program with no existing service types, the system will prompt for the associated form. If no form is selected, an error message will prompt for the form.

Tables ▶ Program

A new Program Type is added, FEES, for Surcharges and other Fees.

Tables ▶ Service Types

A new Service Type is added, for SURCHARGE. The system presents a prompt for the Bill Form. Select the form from the lookup or type it in.

Figure 2 Service Type “SURCHARGE” for Program “FEES” is added to the table, using the Bill Form “HOAFEEES”



Service Type	Description	Short Desc	Day#	Include In Refunds	Include In Spec Inv	Allow Multi Services	Enroll Required	Include In Daily Bal	Recurring Bill?	Use Bill Form
SURCHARGE	Surcharges and add'l fees			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					HOAFEE

Figure 3 Special Invoice Checkbox on Service Type Table

In the above example, the service type “SURCHARGE” will be included by default on the Special Invoices because the box is checked.

2.2 Delete a Service Type

Delete a Service Type code if it was created by mistake.

To delete the Service Type, click the  button; the system will display this prompt:

Click  This will delete the Service Type

Click  The service type will not be deleted

Trying to delete a service type that has invoices generated under that program code or has been assigned to a customer as a subscription type will trigger this error message and the Service Type will not be deleted.



2.2.1 [9 Copy Year]

Use the **[9 Copy Year]** button to copy the service types from one year to another.

Choose to update the Existing New Year Records by selecting the **Yes** radio button.

To leave any existing new year records unchanged, select **No**.

2.2.2 [0 Copy Program]

Use the **[0 Copy Program]** button to copy a selected program to another program. Four entries are required:

- “From Bill Year” (must exist in the database)
- “FROM Program Type” (must exist in the database)
- “To Bill Year” – To Bill Year can be the same year or a different year because all the service types are being copied from 1 program code to another program code
- “TO Program Type” (cannot be the same program as the “FROM” Program Type.)

2.3 Default Rates Tab Setup (see also the [Class Type table](#))

Set default rates for service types if the service type has a set fee that does not change per invoice or if there is a base rate for a charge.

Set the dollar value here and the process will bring that value into the **Special Invoice** as the default rate.

The only rate used by **HVMA** is for the **FINCHG** service type.

Service Type	Description	Bill Rate	Charge Type
FINCHG	Finance Charge - Late Fees	35,0000	Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit <input type="radio"/>
HOA	HOA Monthly Fees		<input checked="" type="radio"/> Monthly <input type="radio"/> Flat Rate <input type="radio"/> Per Unit

Field	Description
Bill Rate	Default Rate for this Service Type
Special Invoices	Optional, when a new special invoice is created, it will bring in this amount as a default, but can be changed during the special invoice process.



Field	Description
Charge Type	How is this amount charged? Monthly, Flat Rate, or Per Unit? Monthly or Per Unit amounts will be brought into the rate column on the Special Invoice.
For Special Invoices	The calculation of the amount due is done in the special invoice entry screen.

The HOA Fee uses the class type table for rates. Any rates without a fee entered on the service type Bill Rates tab or that are not represented on the [Class Type table](#) (see below) require that an amount be entered when billing.

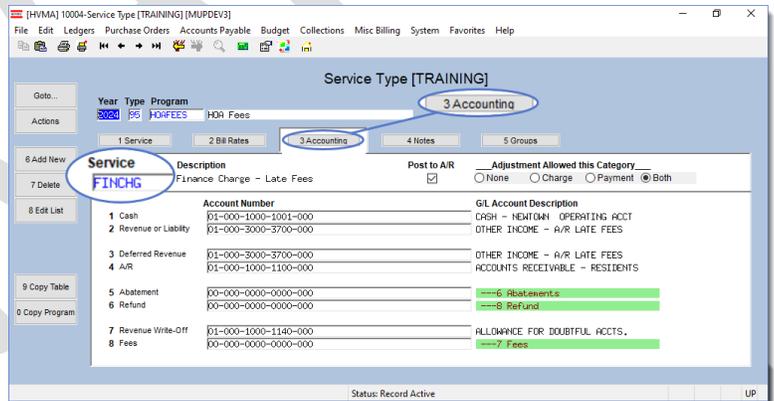
2.3.1 [8 Edit List]

The Edit list shows the setup for each of the Service Types.

2.4 Accounting Rules Tab Setup

Minimal accounting rules must be established for each service type, even if the site does not post the Invoices to Accounts Receivable. These Accounting Rules **must** be set up prior to producing a special invoice.

Once the setup of the Service Types is complete, contact the Finance Department to set up the accounting rules.



Field	Description...	How it is used in processing...
Post to A/R [UNCHECKED] <input type="checkbox"/>	This indicates to the system that there is no charge posted to the GL associated with this category. It is available to collect as a "receipt only" transaction.	The system will only post to GL using these Lines from the [3 Accounting] tab of this category when a payment is received. Debit Line 1 Cash Credit Line 2 Revenue



Post to A/R
[CHECKED]

This indicates to the system that there is a charge posted to the GL associated with this category.

If checked, then the ACCOUNTING tab must contain valid account numbers for lines 1 – 4.

For **Bills/Charges**, the system will:

Debit Line 4 Accounts Receivable

Credit Line 3 Deferred Revenue

Service	Description	Account Number
1 Cash		01-000-1000-1001-000
2 Revenue or Liability		01-000-3000-3701-000
3 Deferred Revenue		01-000-3000-3701-000
4 A/R		01-000-1000-1100-000

For **Payments**, the system will:

Debit Line 1 Cash

Credit Line 2 Revenue

Debit Line 3 Deferred Revenue

Credit Line 4 Accounts Receivable

2.5 Groups – Create Sub-Totals & Display Order on Invoices

Service Type	Description	Invoice Sub-Total Group	Invoice Display Order	Sub-Category
FINCHG	Finance Charge - Late Fees	00	No Group	
FINES	Fines/Summons	00	No Group	
HDR	HDR Fees	00	No Group	
NSF	NSF Fees	00	No Group	
UNPRID	Prior Balance due to EFT Rejection	00	No Group	

HVMA does not use this feature. Read MB-320 Special Invoice Billing section 1.3.5 for more information.

ADMINS can group together like charges within a program and issue a subtotal for that group of charges on a special invoice. There is also the ability to change the order in which the charges appear on the Invoice form.

Field	Description
Invoice Sub-Total Group	Assign a Group between 1 and 5 to create sub-totals for that group of charges. For example, to group all the Water charges together and create a sub-total.
Invoice Display Order	The display order on the Invoice of the charges is alphabetic by Service Type code. To change the order of these service types, enter a value in this column. If a subtotal group is assigned – this will be the order within the sub-total group that the fees will be displayed. For example, the Water Tapping Fee-Labor will be displayed on the invoice before the Water Tapping Fee-Equipment. If no sub-total group is assigned – this will determine the order that all the charges will appear on the form.



Field	Description
Sub Category	Only used for Curbside/Toters to indicate what category type the service is. For example, Fees.

3 Class Type Table Setup

Heritage Village Master Association uses different fee schedules for different home types. Use the Class Type Table to maintain the fee schedule for the different home types.

Class	Description	Fee Schedule	Status
BERK-1	BERK-1	809.00	Active
CARRIAGE	CARRIAGE	586.00	Active
CTRY-HS	COUNTRY HOUSE	719.00	Active
ETHAN	ETHAN	626.00	Active
FRANKLIN	FRANKLIN	670.00	Active
HAWTHORNE	HAWTHORNE	692.00	Active
HERITAGE	HERITAGE	634.00	Active
MARK TWIN	MARK TWIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active

To change the fee amount, type the new fee into the fee schedule column. This will update the fee being charged on that class type when the next special invoice run is performed.

This does **not update previously created invoices** for this class type, only invoices produced after the fees are changed.

3.1 Set the Class Type on the Customer Maintenance Screen

Set the class type for each owner on the screen, as shown in the image to the right. To access the Customer Maintenance screen, from the menu, select:

Customer Maintenance ▶ [1 Customer]

Customer Maintenance

Cust No: ZIP

Name 1: _____

Name 2: _____

Street#1: _____

Street: HERITAGE VILLAGE

City: SOUTHBURY St ET Zip 06488-0000

Phone 1: (203) 586-8171 Ext 0000 Typ _____

Phone 2: (000) 000-0000 Ext 0000 Typ _____ Cell

Phone 3: (000) 000-0000 Ext 0000 Typ _____

Bill Delivery: Print Email None

E-mail Addr: _____

Mailing Address Same as Service Address

Name 1: _____

Name 2: _____

Line1: _____

Line3: _____

Line4: _____

City: _____ St ET Zip 06810-0000

Country: USA

Class Type: **BERK-1**

Occupancy: Occupied Vacant

Comment 1: CLOSING 10/30/23

Comment 2: _____

EFT Bank Transfer: No Yes

Bank Name: _____

Routing#: _____

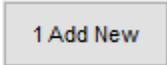
Account#: _____

Type: _____

Pre-Note: _____ Pre-Note Sent Date: 27-Jan-2021



3.2 Add a New Class Type



Use the **[1 Add New]** button to add a new class of home. The new class type must be a unique name that does not already exist on the table.

The new Class Type will appear within the list in alphabetical order. Enter a dollar amount in the Fee Schedule Column.

[HVMA] 10062-Class Type Table [TRAINING] [MUPDEV3]

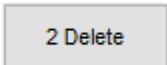
Add Class Type

Required: Enter New Class Type

Required: Enter Description

3.3 Delete a Class Type

First click on the code to be deleted. Then click on the **[2 Delete]** button. The system will prompt for confirmation.



[HVMA] 10062-Class Type Table [TRAINING]

Do you really want to remove this record?

Click to confirm the deletion; click to leave the Class Type in the database. is the default.

Class Types in use by one or more customers cannot be deleted.

[HVMA] 10062-Class Type Table [TRAINING]

Class Type cannot be deleted as its in use on 1 or more customer records



3.4 Edit List

3 Edit List

The edit list button runs a report of the available Class Types. Run it as PDF® or Excel®.

10063-MBCLSTYP.REP Printed 14-Nov-2023 at 16:37:15 by MUPDEV3
 Heritage Village Master Association
 Class Type Report

Class Type	Description	Fee Schedule	Status
BERK-1	BERK-1	809.00	Active
CARRIAGE	CARRIAGE	586.00	Active
CTRY-HS	COUNTRY HOUSE	719.00	Active
ETHAN	ETHAN	626.00	Active
FRANKLIN	FRANKLIN	670.00	Active
HAWTHORNE	HAWTHORNE	692.00	Active
HERITAGE	HERITAGE	634.00	Active
MARK TWAIN	MARK TWAIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active

*** Grand Total *** # Records: 12

3.5 Customer Report

4 Customer Rpt

Run this report to get a list of customers, within each class type.

Task 10066: Customers By Class Type

Customers By Class Type

Include Stopped Programs Yes No

Print Report as: Summary Detail

Run as PDF Excel

Buttons: Lookup, OK, Cancel, Clear All

Run the report in Summary to view a compact list of the number of customers for each Class Type. The Summary report provides subtotals of the number of customers for each class type, with the payment amount and the ACH Amount.

10066-MBCUSBYCLS.REP Printed 14-Nov-2023 at 16:37:57 by MUPDEV3
 Heritage Village Master Association
 Customers By Class Type

Class	# Customer	Pay Amount	ACH Amount
Program: HOA Fees			
BERK-1	342	86,563.00	190,115.00
CARRIAGE	322	63,288.00	125,404.00
COUNTRY HOUSE	388	79,090.00	199,882.00
ETHAN	260	43,820.00	118,940.00
FRANKLIN	150	43,550.00	56,950.00
HAWTHORNE	92	22,836.00	40,828.00
HERITAGE	260	52,622.00	112,218.00
MARK TWAIN	104	18,908.00	48,900.00
NEW ENGLANDER	52	17,654.00	17,654.00
SHERMAN	509	112,788.00	255,219.00
VILLAGER	14	2,912.00	7,280.00
WINTHROP	87	15,916.00	44,288.00
Total For Program HOAFEEES			
Non ACH Pays	814	559,947.00	
ACH Pays	1,766	1,217,678.00	
Total	2,580	1,777,625.00	

Selection Legend:
 Select Stopped Programs: N



Run the report in Detail to see a list of all the customers within each class. The customer number, primary address, owner name, payment amount, and ACH EFT amount are shown on the report. For each class, a subtotal of the number of invoices and the dollar amounts are shown.

Customer	Primary Address	Owner	Pay Amount	ACH/EFT Amt
# Invoices for Class BERK-1 : 342			86,563.00	190,115.00
1002A	1002A HERITAGE VILLAGE	[REDACTED]	586.00	586.00
1002B	1002B HERITAGE VILLAGE	[REDACTED]	586.00	
100A	100A HERITAGE VILLAGE	[REDACTED]	586.00	
100B	100B HERITAGE VILLAGE	[REDACTED]	586.00	

(In the image the Owner names are intentionally obscured to preserve privacy.)

4 Year End

Please review the MB–700 Fiscal Year-End Checklist in the Help Reference Library for instructions on how to maintain the tables for the coming fiscal year.

DRAFT