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:

Em [HVMA] 1000	2-Progra	m Type	E [MUPDE	V3]											-	٥	×
File Edit Led	gers Pu	urchase	Orders	Accou	nts Payable	Budget	Collections	Misc Billing	System Fa	vorites Hel	lp						
h 🛍 🎒 d	5 H4	+ +	≻ ₩ 1	~	୍ତ୍ର 🖬	🗳 📑	a										
								Program	Туре								
Goto								•	•••								
Actions																	
		Туре	Program		Description				Bills in Yr	Dept Group		Print Unbille	ed Charges	Status	^		
1 Add New		00	DOL OUIOF				. .					Yes	O No	Inactive			
		95	BHLHNUE		Lonverted Balance Invoices			- 40	UNCLASSIF.	TED	Yes		Hctive				
2 Delete	95 HUHFEES)	HUH Fees				12	UNCLASSIF	TED	Ves ONO	Hctive				
	95 PREPHI				Pre-Payments					UNULHSSIF	TED	O Yes O No	Hctive	-			
3 Edit List		99	SERVICE	191	SERVICUM Supplemental involces					UNCLHSSIF	TED	• Yes		HCTIVE			
															~		
								Status: Recor	d Inactive							тс	F UP

Misc. Billing > Tables > Program Type

For example: HOAFEES 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.

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					
1 Add New	Use the [Add New] button to create a new Program Type; bill type, program name and a description are all required.					
2 Delete	Use the [Delete] button to remove a Program Type; types that are currently active and in use should not be deleted.					

Table 1 Program Table

ADMINS Unified Community HVMA – Miscellaneous Billing

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6 September 2024

Screen Element	How Used						
	Use the [E	dit List] button to prod	uce a list of Pr	ogram Type	es:		
	III Task 10020	: Program List			×		
3 Edit List	Run as ⊚ p If Printing us	MB Program List review O Print O PDF se Duplex I Yes O No Lookup OK					
1	0022-MBSRVTYP.REP	Printed 17-Nov-2023 at 17:0	04:51 by MUPDEV3 Heritage ' Servi	Village Master Asso Ce Type List [TRAIN:	siation ING]		Page 1
в	ill Year 2023						
т	ype Ser	vice Description	Program Bill Rate	Charge Typ Prorate	Allow Incl In Enroll DailyBa	Recurring B Bill F	ill Incl In orm Refunds
=	5 Misc Billing FIN	ICHG Finance Charge - Late Fees	HOAFEES 35.0000	Flat Rate No	No No	No H	OAFEE Yes
9	5 Misc Billing FIN	IES Fines/Summons	HOAFEES	Monthly No	No No	No H	OAFEE Yes
9	5 Misc Billing HOA	HOA Fees	HOAFEES	Flat Rate No	No No	о No H	OAFEE Yes
9	5 Misc Billing NSF	NSF Fees	HOAFEES	Monthly No	No No	р No H	OAFEE Yes
9	5 Misc Billing UNF	AID Prior Balance due to EFT Rejec	HOAFEES	Monthly No	No No	o No H	OAFEE No
	Bill Year 2023	5 Records					

1.1 Add New Program

To add new program type	es, click the button. The following screen will be display	ed.				
E [HVMA] 10002-Program	Type [MUPDEV3]	×				
Add Program						
Required: Enter Bill Typ	pe 95 Misc Billing					
Required: Enter New Pr	rogram SURCHARGE					
Required: Enter Descrip	Required: Enter Description Documentation of adding a program					
	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:

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

[HVMA] 10002-Program Type	×
P Do you really want to remove the SURCHARGE program?	
Yes No	
Click [Yes] Click [No] This will delete the Program The program will not be deleted	ted
[AUC] 10002-Program Type	×
Program has Invoices assigned. Cannot be deleted	
ОК]

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:

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 HOAFEES 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.

Misc. Billing > Tables > Service Type Table

When incorporating the HOAFEES 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.

ile Edit Ledge	rs Purchase Ord	ers Account	s Pavable	Huma	n Resources	Budget	Collections 1	ax Motor	Excise M	isc Billina	System	Favorites	Help		
h 🛍 🖨 🧧	н + + н	н 🌾 💥	ຊ໌ 🖬	B 🚦	6										
							_								
						Servi	се Туре								
Goto	Year Type P	rogram													
Actions	2025 95 H	AFEES H	OA Fees												
Contra															
	1 Service	2	Bill Rates		3 Accountin	q	4 Notes		5 Group	ps			0 A 0	dd/Chq Foi	'n
6 Add New	[Ī
						Short		Include I	n Include In	Use for	Apply			Use	
7 Delete	Service Type	Description				Desc	Day#	Refunds	Spec Inv	Pre-Pays	EFT Pay			Bill Form	
8 Edit List	ETNELIC	Cinema Ci		at a Da		-		b	17	6	-		kios	CEE	Ē
	FINES	Fines/Summ	ange – i ons	Late re	88			2	H	H				IFEE	
	HOA	HDA Fees				-							HDE	AFEE	-
	NSF	NSF Fees						2					HOP	AFEE	1
	1000	luc but	0 5		Rejection				b	8	6		HOP	AFEE	
9 Copy Year	нон	- HU	н гес	es				2	\sim		\leq	⊻			
	L					_							_		_
Copy Program													-		-
															-

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

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	Include this Service Type when calculating the balance of an Invoice with regards to issuing a refund.
	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.
	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.
Include in Special	
Invoice Include In Spec Inv	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
---------	-----------------

5 Gr	oups	
in include s Spec in	Use for Pre-Pays	ply T Pay

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.

ADMINS Unified Community HVMA – Miscellaneous Billing

Description

Field



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 **OAdd/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 **OAdd/Chq 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, HOAFEES was entered.



Field	Description	
Enter the Service Type code	Enter a unique code up to 12 characters in len was entered as the new Service Type.	gth; in the example, SURCHARGE
Click	Clicking will add the new service ty	pe to the table.
	Service Table > New Service Types	
[HVMA] 10002-Program Type [TRAINING] [MUPDEV Add Program Required: Enter Bill Type 95 Misc Bil Required: Enter New Program FEES Required: Enter Description Additional Fee	3] × ling	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.
Lookup OK	Cancel Clear All	Tables 🕨 Program
[HVMA] 10004-Service Type [TRAINING] [MUPDEV3] Add Service Type		A new Program Type is added, FEES, for Surcharges and other Fees.
Required: Enter Program Type FEES		Tables Service Types
Required: Enter Service Type SURCHARGE	ncel Clear All	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.
Set Bill Form	×	
Required: Enter Form Code	<u>Cancel</u> Clear <u>A</u> ll	[AUC] 10004-Service Type × You need to enter a value for: Required: Enter Form Code
		ОК

Figure 2 Service Type "SURCHARGE" for Program "FEES" is added to the table, using the Bill Form "HOAFEES"



6 September 2024

	Service Type
Goto	Year Type Program 2024 95 FEES Additional Fees
Actions	1 Service 2 Bill Rates 3 Accounting 4 Notes 5 Groups 0 Add/Chq Form
6 Add New	Bill Type 90/91 Only
7 Delete	Short Include In Allow Multi Enroll Include In Recurring Use Service Type Description Desc Day# Refunds Services Required Bill 7 Bill Form
8 Edit List	SURCHARGE Surcharges and add'1 fees
	Short Include In Include In
9 Copy Yea	Service Type Description Desc Day# Refunds Spec Inv
0 Copy Progra	URCHARGE Surcharges and add'1 fees 🛛 🗹 HOAFEE
	Status: Record Active Lkup UP

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

be deleted.

		[HVMA]	10004-Service Type [TRAINING]	
Delete a Service Type code if it was created by mistake.		?	Remove Year 2024 Program FEES Service SURCHARGE?	
To delete the Service Type, click the button; the system will display this prompt:			Yes No	J
	Click Y	'es	This will delete the Service Type	
	Click	No	The service type will not be deleted	
		[AUC] 10	1004-Service Type X	
Trying to delete a service type that has invoices generated under that program code or has been		[//00] 10	, son service type	Ì
assigned to a customer as a subscription type will trigger this error message and the Service Type will not			Service Type has Invoices assigned. Cannot be deleted	I

OK

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 **O** Yes radio button.

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

2.2.2 [0 Copy Program]

Use the **[O 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.)

IAUC] 10004-Service Type [theresa]	×
Copy Year	
Required: Enter From Bill Year 2024	
Required: To Bill Year 2025	
Update Existing New Year Records Yes O No	
Lookup OK Cancel Clear All	
IAUCI 10004-Service Type [theresa]	X
Copy Program	
Required: Enter From Bill Year 2023	
Required: Enter FROM Program Type HOA HOA Fees	
Required: To Bill Year 2024	
Hequired: Enter 10 Program Type HOAFEES	
Update Existing IU Service Types OYes No	
Lookup OK Cancel Clear All	

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

E [HVMA] 10004-Service Type [TRAINING] [MUPDEV3] Set default rates for service e Edit Ledgers Purchase Orders Accounts Pyable Budget Collections Misc Billing System Favorites Help © 🗟 🚭 💋 🕶 ↔ → ਅ 👺 🐺 🔍 📟 📾 🛃 🎧 types if the service type has a set fee that does not change Service Type [TRAINING] per invoice or if there is a base Year Type Program Converted Balance Invoices rate for a charge. 2 Bil Rates 3 Accounting 4 Notes 5 Groups 6 Add New #Pickups (per month Charge Type Service Type Description Bill Rate Prorate? 7 Dek Set the dollar value here and FINCHG 35.0000 Monthly ^ 8 Edit Lis the process will bring that Service Type Description **Bill Rate** Charge Type value into the Special Invoice 9 Copy Tabl Finance Charge - Late Fees 35,0000 O Monthly Flat Rate as the default rate. Copy Pr The only rate used by **HVMA** is for the **FINCHG** service type. Status: Record Active

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 <u>Class Type table</u> (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.

1002	2_MDCDUTVD DDD		Printed 17-Nov-2022 at 17-0	14.51 by MI	בעקתם							Dama 1
-00-			11111000 17 NOV 2025 40 17.0		Veritage 1	tillage Magt	on base	intion				rage I
					Herricage	/illaye Mabo	er Asso	lacion				
					Servio	ce Type List	TRAIN	[NG]				
D411	V 2022											
DIII	1ear 2023											
									7		D/33	T
								ALLOW	inci in	Recurring	8111	inci in
туре	•	Service	Description	Program	Bill Rate	Charge Typ	Prorate	Enroll	DailyBal	Bill	Form	Refunds
95	Misc Billing	FINCHG	Finance Charge - Late Fees	HOAFEES	35.0000	Flat Rate	No	No	No	No	HOAFEE	Yes
95	Misc Billing	FINES	Fines/Summons	HOAFEES		Monthly	No	No	No	No	HOAFEE	Yes
95	Misc Billing	HOA	HOA Fees	HOAFEES		Flat Rate	No	No	No	No	HOAFEE	Yes
95	Misc Billing	NSF	NSF Fees	HOAFEES		Monthly	No	No	No	No	HOAFEE	Yes
95	Misc Billing	UNPAID	Prior Balance due to EFT Rejec	HOAFEES		Monthly	No	No	No	No	HOAFEE	No
Bi	11 Year 2023	5 Record	la l									
		Grand Tota	1 *** 5 Records									
		514110 1000	a street street as									

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.

E [HVMA] 10004-5	iervice Type [TRAINING] [M	UPDEV3] –	٥	Х
File Edit Ledger	s Purchase Orders Acco	ounts Payable Budget Collections Misc Billing System Favorites Help		
Pa 🛍 🖨 🧉	ки 🗲 🔶 м 👯 🚆	🖗 🔍 🖬 📾 🛃 🕼		
		Service Type [TRAINING]		
Goto	Year Type Program	3 Accounting		
Actions	2024 95 HOAFEES	HDA Fees		
	1 Service	2 Bill Rates 3 Accounting 4 Notes 5 Groups		
6 Add New	Service Desc	cription Post to A/RAdjustment Allowed this Category		
7 Delete	FINCHG Fina	nce Charge - Late Fees 🛛 🖓 🔿 None 🔿 Charge 🔿 Payment 🖲 Both		
0.5-43-1-44		Account Number GiL Account Description		
o Edit List	1 Cash	01-000-1000-1001-000 CASH - NEWTOWN OPERATING ACCT		
	2 Revenue or Liability	01-000-3000-3700-000 DTHER INCOME - A/R LATE FEES		
	3 Deferred Revenue	01-000-3000-3700-000 DTHER INCOME - A/R LATE FEES		
	4 A/R	01-000-1000-1100-000 ACCOUNTS RECEIVABLE - RESIDENTS		
9 Copy Table	E (hatement			
· · · · · · · · · · · · · · · · · · ·	6 Refund	00-000-0000-0000-0000		
0 Copy Program				
	7 Revenue Write-Off	01-000-1000-1140-000 ALLOWANCE FOR DOUBTFUL ACCTS.		
	8 Fees	00-000-0000-0000-0007 Fees		
		Status: Record Active		UP

Field	Description	How it is used in processing
Post to A/R [UNCHECKED]	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 <i>payment</i> is received. Debit Line 1 Cash
		1 Service 2 Bill Rates 3 Accounting 4 Notes Service Description Post to A/R CARP-PARTS Carpentry Fees - Materials Account Number 1 Cash 1 Cash 01-000-1001-000 2 Revenue or Liability 01-201-3000-3003-000



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

1 Service	2 Bill Rates 3 Accounting	4 Notes
Service Desc NSF NSF	ription Fees	Post to A/R
1 Cash 2 Revenue or Liability	Account Number 01-000-1000-1001-000 01-000-3000-3701-000	
3 Deferred Revenue 4 A/R	01-000-3000-3701-000 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

E [HVMA] 10004-Service Type (TRAINING) [MUPDEV3]	– 0 ×
File Edit Ledgers Purchase Orders Accounts Payable Budget Collections Misc Billing System Favorites Help	
🗎 🚼 🖼 🗰 🔸 🔸 🚧 💥 🔛 💭 🐺 🎇 📾	
Image: Service Type Image: Service Type Geto Year Type Program Actogs 15 From Program Image: Service Type Program Image: Service Type Program Image: Service Type Program Image: Service Type Description Image: Service Type Description Image: Service Type Description Image: Service Type Descrice Type Description S	HVMA does not use this feature. Read MB- 320 Special Invoice Billing section 1.3.5 for more information.
Status: Record Active	UP

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.



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:

E [HVMA] 10000	-Customer Maintenance [MUPDEV3]	- O X				
Rine Edit Ledg	s Purchase orders Accounts Payable Budget Collections Misc Billing Sy	stem ravorites rielp				
	Customer Mai					
Gata	Customer Maintenance					
Actions	Cust No 998 Name 1 Name 2	Phone 1 (203) 586-8171 Ext 0000 Typ Phone 2 (000) 000-0000 Ext 0000 Typ C Cell				
X Add Cust	Street# 998 Street HERITAGE VILLAGE Line 2 Cate Description:	Phone 3 (000) 000-0000 Ext (0000 Typ] Bill Delivery O Print O Email None				
Y Delete Cust	City SOUTHBURY St CT ZIP (06488-0000	E-mail Addr				
Z Add Invoice	1 Customer 2 PRG Invoice (1) 3 Attachment (14) 4 Bill History	5 Trx History 6 Notes 7 Custom Fields 8 Field Loos (17)				
L Search	Mailing Address Same as Service Address					
9 Reports	Name 1 Name 2	Class Type BERK-1				
	Line1 : Line2	Occupancy Occupied Vacant				
	Line3	Comment 1 CLOSING 10/30/23 Comment 2				
	City St CT Zip 06810-0000 Country USA					
	EFT Bank Transfer					
	Bank Name Routing# Account# Type					
	Pre-Note Pre-Note Sent Date 27-Jan-2021					
	Active	Likup EOF UP				

Customer Maintenance • [1 Customer]



3.2 Add a New Class Type

1 Add New [HVMA] 10062-Class Type Table [TRAINING] [MUPDEV3] Х Use the [1 Add New] button to Add Class Type add a new class of home. The new Required: Enter New Class Type CAPE class type must be a unique name Required: Enter Description CAPE HOME that does not already exist on the table. Lookup 0K Cancel Clear All The new Class Type will appear within the list in alphabetical order. Enter a dollar amount in the Fee Schedule Column. 3.3 Delete a Class Type First click on the code to be [HVMA] 10062-Class Type Table [TRAINING] deleted. Then click on the [2 Delete] button. Do you really want to remove this record? The system will prompt for confirmation. Yes No 2 Delete Click Yes No to confirm the deletion; click to leave the Class Type in the database. No is the default. Class Types in use by one or [HVMA] 10062-Class Type Table [TRAINING] \times more customers cannot be deleted. Class Type cannot be deleted as its in use on 1 or more customer records ОК



3.4 Edit List

The edit list button runs a report of the available Class Types. Run it as $\mathsf{PDF}^{\circledast}$ or $\mathsf{Excel}^{\circledast}.$

10063-MBCLSTYP.F	REP Printe Heritage V	ed 14-Nov-2023 at 16:37:15 /illage Master Association /lass Type Report	by MUPDEV3	Page 1	
Class Type BERK-1 CARRIAGE CTRV-HS ETHAN FRANKLIN HERITAGE MARK TWAIN NEW ENGLANDER SHERMAN VILLAGER WINTHROP **** (Avand Tata)	Description DERK-1 CARRIAGE COUNTRY HOUSE ETHAN FRANKLIN HERITAGE MARK TWAIN NEW ENCLANDER SHERMAN VILLAGER WINTHROP **** # Bocordo.		Pee Schedule 809.00 719.00 670.00 670.00 634.00 634.00 652.00 723.00 723.00 692.00	Status ====== Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active	
		=====			

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 Ores Include Stopped Programs Ores No Print Report as: Include Summary Ores	
Run as pDF O Excel	
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.

Edit View Sign Window Help ceme Tools Customers By Class. X				
\$ A B Q	① ④ 1 /1		5 T P L L D	前(
10066-MBCUSBYCLS.REP	Printed 14-Nov Heritage Villa Customer	-2023 at 16:37 age Master Asso rs By Class Typ	:57 by MUPDEV3 ociation pe	
Class	# Customer	Pay Amount	ACH Amount	
Program: HOA Fees				
BERK-1 CARRIAGE COUNTRY HOUSE ETHAN FRANKLIN HAWTHORNE HERITAGE MARK TWAIN NEW ENGLANDER SHEEMAN VILLAGER WINTHROP Total For Program HOAFFES	342 322 388 260 150 92 260 104 52 509 14 87	86,563.00 63,288.00 79,090.00 43,820.00 43,550.00 52,622.00 18,908.00 17,654.00 12,788.00 2,912.00 15,916.00	190,115.00 125,404.00 199,882.00 118,940.00 56,950.00 40,828.00 112,218.00 48,900.00 17,654.00 255,219.00 7,280.00 44,288.00	
Non ACH Pays ACH Pays Total	814 1,766 	559,947.00 1,217,678.00 1,777.625.00		
Selection Legend: Select_Stopped Programs; N				

³ Edit List



6 September 2024

Run the report in Detail to see a list of all the customes 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.

10066-MB0	USBYCLS.REP	Printed 14-No Heritage Vil Custom	v-2023 at 16:39 lage Master Ass ers By Class Ty	9:32 by MUPDEV3 sociation pe		Page 6
Customor	Drimary Addross	Oumor			Day Amount	ACU/PPT Amt
cuscomer	Filmary Address	Owner			Fay Amount	ACH/BEL ANC
	# Invoices	for Class	BERK-1	: 342	86,563.00	190,115.00
1002A	1002A HERITAGE VILLAGE					586.00
1002B	1002B HERITAGE VILLAGE				586.00	
100A	100A HERITAGE VILLAGE				586.00	
100B	100B HERITAGE VILLAGE				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.