Revenue – Miscellaneous Billing

MB–631 HVMA Customer Queries

Table of Contents

	Table of Contents	1				
1	Customer Queries					
	1.1 Customer Query Screen #10170	2				
	1.1.1 Lease Notations on the Customer Query Screen	5				
	1.1.2 Resale Notation on the Customer Query Screen	5				
	1.2 Owners Query Screen #10177	6				
	1.3 Residents Query Screen #10178	7				
	1.4 Leases Query Summary Screen #10179	9				
	1.4.1 Lease Detail Query Screen	10				
	1.5 Resales Summary Query Screen # 10180	11				
	1.5.1 ReSales Detail Query Screen #10180	12				
	1.6 Attachments Query Screen #10171	14				
	1.6.1 Attachments	14				
	1.6.1.1 Filter by Attachment Type	15				
	1.6.1.2 Add Attachment Prompt	16				
	1.6.1.3 View Attachment	17				
	1.6.1.4 Email Attachment	17				
	1.6.1.5 Remove Attachment	18				
	1.6.1.6 Change the Type of Attachment	19				
	1.7 Bill History Query Screen #10172	19				
	1.7.1 Bill Payment Inquiry Screen #10205	20				
	1.7.2 History List #10672	20				
	1.7.3 Email History #10674	21				
	1.8 Transaction History Query Screen #10173	22				
	1.8.1 History List #10670	23				
	1.8.2 Summary List #10671	23				
	1.8.3 Email Transaction History for a Customer	24				
	1.9 Tickler Query Screen #10174	24				
	1.9.1 Add a New Note	25				
	1.9.1.1 Set Up a Tickler (an emailed reminder)	26				
	1.9.2 Email Note	28				
	1.9.3 Delete a Line	29				
	1.10 Recurring Program Invoices [PRG Inv] #10176	29				
	1.10.1 Program List	30				
	1.11 Custom Fields Query Screen #10170	31				
	1.12 Field Logging Query Screen #10175	31				
	1.13Bank Questionnaire (Form 1076) Query Screen #10181	33				
	1.13.1 Bank Questionnaire Excel Report	33				



1 Customer Queries



Customer Query screens resemble the Customer Maintenance screens, but they do not allow data entry. To access the query screens, from the menu, select:

Miscellaneous Billing > Queries > Customer Query

1.1 Customer Query Screen #10170

The Customer Query screen allows access to all the other customer information via the tabs or the buttons but is read only and does not allow data entry. The owner & unit data is shown in pink; the mailing address is in green. The numbered sections 1-9 are explained below.

File Edit Ledg	x] 10170-Customer Query Jers Purchase Orders Accounts Payable Human Resources Budget Collection ≰ K4 ← → >H ﷺ 및 Q 🖬 🗃 🛃 🗂	– 🗆 🗙 Is Tax MotorExcise MiscBilling System Favorites Help
Goto Actions	Customer Q Cust No tooon Name 1 STEPHEN STILLS Name 2 Denote	Uery Phone 1 (203) 555-1616 Ext 0000 Typ C Cell Phone 2 (203) 555-1212 Ext 0000 Typ H Home
L Search	Street 1000H Street HERITAGE VILLAGE Line 2 City SOUTHBURY St CT Zip 06488-0000 Balance Pre-Pay: 0.00 Invoices: 85.00 Total: 85.00	Bill Delivery Print Email None E-mail Addr band@admins.com In-Progress Resale 2
0 Statement	1 Customer 2 Owners 3 Residents 4 Leases Mailing Address Image: Same as Unit Address Image: Same as Unit Address Image: Same as Unit Address	5 ReSales 5 Attachment (26) 7 Bill History 8 Trx History
4	Name 1 STEPHEN STILLS Name 2 Line1 1000A HERITAGE VILLAGE Line2	Class Type CTRY-HS Condo# Occupancy © Occupied Vacant Flipper
Ticklers (1) PRG Inv (1)	Line3 Line4 City SDUTHBURY St CT Zip 06488-0000 Country USA	Demand Date Attorney Date 6
Custom Fields Field Logs (30) Bank Quest (2)	EFT Bank Transfer No Yes Bank Name 7 Routing# 0000-0000-0 Account# x000000000 Type Checking Savings Pre-Note Pre-Note Sent Date	View Notes CLOSING 9/3/14
		Active



⁵ The Condo number field (1 to 24) is used for resale and condo documentation sent to attorneys and agents. The Occupancy fields provide the type of unit and how it is being used (Occupied, Vacant, or Flipper). To access the Class Type table, from the menu, select:

Misc Billing ▶ Tables ▶ Class Type

A snippet is shown here:

Class Type CTRY-HS	🚾 [HVMA] 10062-Class Type Table File Edit Ledgers Purchare Orders Accounts Payable Human Res N Excise Misc Billing System Favorites Help ि 🗟 🖨 🖨 🖬 स + → अ 🗳 💥 📿 📾 🗊 🛃 🔐
Condo# Occupancy Occupied Vacant Flipper The valid Class Types are: BERK-1, CARRIAGE, CTRY-HS, ETHAN, FRANKLIN, HAWTHORNE, HERITAGE, MARK TWAIN, NEW ENGLANDER, SHERMAN, VILLAGER, WINTHROP. The types, descriptions, fee schedule, and Status are maintained on the Class Type Table.	Geto. Actona Class Type Table 1 Add New 2 Deteils 2 Deteeils 2 Deteels 2 Deteeils
⁶ Custom dates display demand, in-house collection, attorney, and foreclosure dates.	Demand Date Attorney Date In-House Collection Foreclosure Date
7 Since Bank, Routing number, and Account number sensitive data, it will be masked. If the unit owner has not set up EFT transfers, no information will be displayed here.	IS Bank Name Routing# 0000-0000-0 Account# XXXXXXXXX Type Checking Savings Pre-Note Pre-Note Sent Date
⁸ For general notes, always enter new ones at the top so the most recent entries are visible.	View Notes CLOSING 9/3/14

⁹ This is a button to access the Bank Questionnaire screen. See more information in the "<u>MB-645 HVMA Bank Questionnaire Document</u>" in the Help Reference Library. Bank Question

1.1.1 Lease Notations on the Customer Query Screen

Heritage Village Master Association – Miscellaneous Billing

If the lease expired within the last 90 days this message is displayed in *red*.

ADMINS Unified Community

Phone 1 Phone 2	(860) 555-1212 Ext 0000 Typ (860) 555-1212 Ext 0000 Typ							
Bill Delivery E-mail Addr	⊖Print ⊖Email							
Lease expired on 31-Jul-2024								

If the lease expires within the next 30 days this message will be displayed in *red*.

Phone 1 Phone 2	(203) 555-1212 Ext 0000 Typ C Cell (000) 000-0000 Ext 0000 Typ							
Bill Delivery E-mail Addr	⊖Print ⊖Email							
Current Lease will expire on 30-Sep-2024								

The **"In-Progress Lease"** message is displayed in *blue* on any customer that has an in-progress lease (even if they do not have any previous leases).

It is independent of any other lease message.

If the current lease ends at least one month after today, this message is displayed in *blue*.

Phone 1 Phone 2	(914) 555-1212 Ext 0000 Typ (203) 555-1212 Ext 0000 Typ B Business
Bill Delivery E-mail Addr	⊖ Print ⊖ Email
Current Lea	ase ends 01-Nov-2025

If the lease expired more than three months ago, this message is displayed in *blue*.

Phone 1 (203) 555-1212 Ext 0000 Typ Phone 2 (203) 555-1212 Ext 0000 Typ									
Bill Delivery (E-mail Addr	⊖Print ⊖Email								
Last Lease E	expired more than 3 months ago								
Phone 1 Phone 2	(860)555-1212 Ext 0000 Typ (860)555-1212 Ext 0000 Typ								
Bill Delivery E-mail Addr	⊖ Print ⊖ Email								
Last Lease E	Expired more than 3 months ago In-Progress Lease								

1.1.2 Resale Notation on the Customer Query Screen

If there is a resale in progress, and the closing date is known, the message will be displayed in *blue*.

The "**In-progress Resale**" message will be displayed even if the closing date is not known. It is independent of the resale closing message.

Phone 1	(203) 267-4925 Ex	t 0000 Typ
Phone 2	(000) 000-0000 Ex	(0000 Typ
Bill Delivery		Nono
E-mail Addr		(Wolle
Resale clos	ing on 01-Oct-2024	In-Progress Resale



1.2 Owners Query Screen #10177

The Owners Query screen is read-only and does not allow data entry. The numbers on the image correspond to the numbers in the list that follows.

[HVMA] 10177-Customer Query - Owners Hile Edit Ledgers Purchase Unders Accounts Payable Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help								
	(к + + м 🚝 📲 🗘 📾 📴 🚼 🕼							
	Customer Query	- Owners						
Goto Actions 3 X Excel	Cust No 10000A Name 1 STEPHEN STILLS Name 2 4 Street HERITAGE VILLAGE. Line 2 City SOUTHBURY Stire Pre-Pay: 0.00 Invoices: 85.00	Phone 1 (203) 555-1616 Ext 0000 Typ C Cell Phone 2 (203) 555-1212 Ext 0000 Typ H Home Bill Delivery Print Email None E-mail Addr band@admins.com						
Line Owner Na	1 Customer 2 Owners 3 Residents 4 Leases	5 ReSales 6 Attachment (26) 7 Bill History 8 Trx History						
2	Owner Name	STEPHEN STILLS						
4 5	Resident?	© Yes ○ No 2						
	Date of Birth	15-May-1959 Age 65						
	Contact Phones	(203) 555-1616 Ext 0000 Typ C Cell (203) 555-1212 Ext 0000 Typ H Home						
	Email Address	bandsinger@admins.com						

1 Lists all unit owners.

Line	Owner Name
1	STEPHEN STILLS
2	
3	
4	
5	

2 Indicates if the owner is a resident or not. Residents appear on the Residents tab; non-residents do not.

Owner Name	STEPHEN STILLS
Resident?	• Yes O No
Date of Birth	15-May-1959 Age 65
Contact Phones	(203) 555-1616 Ext 0000 Typ C Cell (203) 555-1212 Ext 0000 Typ H Home
Email Address	bandsinger@admins.com



Click to instantly produce a report of all owners' information for this customer. The columns on the Excel Report are: Cust#, Line, Name, O/T, Resident, DOB, Age, Phone_1, Ext, Typ, Phone_2, Ext, Typ, and Email.

	4	А	В	С	D	E	F	G	Н	1	J	К	L	М	N
1	1	Cust#	Line	Name	<u>0/T</u>	Resident	DOB	Age	Phone 1	Ext	Тур	Phone 2	Ext	Тур	Email
1	2	1001B	1	SEAN LENNON	Owner	Yes			(203) 777-5511						
3	3	1001B	2	YOKO ONO	Owner	No	2/18/1933	91							
4	ŧ.														

⁴ The street address of the unit. This block of information is the same on the Customer, Owner, Resident, Leases, ReSales, and Attachment screens.

Cust No	1000A
Name 1	STEPHEN STILLS
Name 2	
Street#	1000A
Street	HERITAGE VILLAGE
Line 2	
City	SOUTHBURY St CT Zip 06488-0000
Balance	Pre-Pay: 0.00 Invoices: 804.00 Total: 804.00

1.3 Residents Query Screen #10178

The Residents Query screen read-only and does not allow data entry.

E [HVMA] 10178-	Customer Query - Residents [theresa]	– 0 X
File Edit Ledge	rs Purchase Orders Accounts Payable Human Resources Budge	dget Collections Tax Motor Excise Misc Billing System Favorites Help
h 🛍 🎒 🦨	кч 🗲 🔸 🚧 🎬 🔍 📾 😭 🛃 🎧	
	Custome	ner Query - Residents
Goto	Cust No 1000A	
Actions	Name 1 STEPHEN STILLS	Phone 1 (203) 555-1616 Typ 0000 C Cell
	Name 2	Phone 2 (203) 555-1212 Typ 0000 H Home
2	Street HERITAGE VILLAGE	Bill Delivery O Print O Email O None
	Line 2	E-mail Addr band@admins.com
X Excel	City SOUTHBURY St CT Zip 06	06488-0000 In-Progress Resale
	Balance Pre-Pay: 0.00 Invoices: 804.00 Total: 804.00	In-Progress Lease
	1 Customer 2 Owners 3 Residents	4 Leases 5 ReSales 6 Attachment (31) 7 Bill History 8 Trx History
Line Resident N	lame Type	
1 STEPHEN	STILLS 0	
6 PETER TO		Resident Name STEPHEN STILLS 2
/ MICKET I		Resident? Ves No Type Owner Otenant
	1	
		Date of Birth 15-Mag-1959 Age 65
		Contact Phones (203) 555-1616 Ext 0000 Tvp C Cell
		(203) 555-1212 Ext 0000 Typ H Home
		Email Address bandsinger@admins.com
		Lkup UP

 \bigcirc

Heritage Village Master Association – Miscellaneous Billing

15 October 2024

- Lists all unit residents. The type of resident can be "O" for Owner, and "T" for Tenant.
- 2 This provides detail on the currently selected resident in the list. Residents appear on the Residents tab; non-residents do not. The Type can be either Owner or Tenant. This section shows the date of birth, the age (is computed based on the DoB), and contact information when provided.

Resident Name	Type
STEPHEN STILLS	0
PETER TORK	Т
MICKEY DOLENZ	Т
	Resident Name STEPHEN STILLS PETER TORK MICKEY DOLENZ

Resident Name	STEPHEN STILLS
Resident?	
Date of Birth	15-May-1959 Age 65
Contact Phones	(203) 555-1616 Ext 0000 Typ C Cell (203) 555-1212 Ext 0000 Typ H Howe
Email Address	bandsinger@admins.com

³ –Click ^{X Excel} to instantly produce a report of all owners' information for this customer. The columns on the Excel Report are: Cust#, Line, Name, O/T, Resident, DOB, Age, Phone_1, Ext, Typ, Phone_2, Ext, Typ, and Email. This report contains personal information such as Date of Birth, Phone number and Email address; as such, consider not emailing this report.

E	曜 日 ウ・ C · マ Customer_R_10147_THERESA[1].xml - Ex 👂 Search															
	File Home Insert Page Layout Formulas Data Review View Help															
F	P20 \checkmark : $\times \checkmark f_x$															
	A	A	в	С	D	E	F	G		н	11	J	К	L	M	N
1	Cus	st# L	.ine	Name	<u>O/T</u>	Resident	DOB	Age	Pho	<u>ne_1</u>	Ext	Тур	Phone_2	Ext	Тур	Email
2	100	0A	1	STEPHEN STILLS	Owner	Yes	5/15/195	9 6	5 (203) 555-161	5	С	(203) 555-1212		Н	bandsinger@admins.com
3	100	0A	6	PETER TORK	Tenant	Yes										
4	100	0A	7	MICKEY DOLENZ	Tenant	Yes										
-5										_						



1.4 Leases Query Summary Screen #10179

The Leases Query is read-only and does not allow data entry.

HVMA] 10179-(ers Purchas \$ K4 ←	Customer Query - Leases e Urders Accounts Payable Human Reso → ₩ ₩ ₩ ♀ ♀ ■ ☎ € 6	urces Budget Col	lections	Tax Motor	Excise Misc Billing	System Favorites F	Help	-	×
			Customer G	Query	- Leases	3				
Goto	Cust No	1001B							-	
Actions	Name 1 Name 2 Street#	SEAN LENNON YOKO ONO			Phone 1 Phone 2	(203) 777-5511 (000) 000-0000	Тур 0000 Тур 0000			
	Street	HERITAGE VILLAGE		- 1	Bill Deliverv	O Print O Ema	il 💿 None			
	Line 2			- 1	E-mail Addr	O FINK O EING				
X Excel	City Balance	SOUTHBURY St c Pre-Pay: 0.00 Invoices: 309.00 Tot	T Zip 06488-00 <mark>al: 309.00</mark>	00	Current Le	ase ends 31-Aug-2	In- 025	Progress Resale		
2	1 Custor	ner 2 Owners 3 Reside	nts 4 Leas	es	5 ReSak	6 Attachment	t (22) 7 Bill History	8 Trx History	_	
Start	End	Name on Lease	\$ Rent Move In	N	Move Out	Notes		Buttons]	
01-Sep-2024	31-Aug-202	5 Johnny Rotten	5,000.00 04-Sep-	·2024		Thursday, 19 Sep	tember, 2024 qates	ti View Note Detail		
01-Jan-2000	18-Sep-2024	4 JOANIE MITCHELL				LIFE TENANT				
								_ 1 _ 3		
ļ		1	<u>I I</u>			1			,	

👿 View Note for Lease Starting 01-Sep-2024 *** Read Only ***	_		×
File Edit View Insert Format Help			
Courier New (Western)	1 I I I		
X · · · 1 · · · 1 · · · 1 · · · 2 · · · 1 · · · ·	* 1 * * * 5 * *	• • • • •	<u></u>
Thursday, 19 September, 2024 gatesting			

1 The [View Note] button will open a text window to allow viewing all notes for a condo unit. The text window is Read Only – no notes can be entered here.

Ø 8	୬ - ୯ -		Leases_10148_THERE	6A[3].xml - Excel				₽ Sear	:h				
File	Home Inser	t Page Layo	ut Formulas E	Data Review \	/iew Help								
017	~]: [X	√ <i>f</i> x											
A	B	С	D	E	F	G	H	- I	J	K	L		N
1							Monthly	Move In	Move Ou	t New Lease	Lease Fee	Notes	
2 Cust	# Lease_Star	t Lease_End	d Tenant_1	Tenant_2	Phone	Email	Rent	Date	Date	Sent Date	Invoie#		
3 1001	B 12/1/2025	12/31/2999								9/30/2024	000000-00		
					•							qatesting	
4 1001	B 9/1/2024	8/31/2025	Johnny Rotten	Sid Vicious	9785551212	2 pistols@ukband.cor	r 5,000.00	9/4/2024		9/19/2024	000000-00		
5 1001	B 1/1/2000	9/18/2024	JOANIE MITCHEI	DAVID CROSBY	(000000-00	LIFE TENANT	
6													

The fields on the Excel report are: Cust#, Lease_Start, Lease_End, Tenant_1, Tenant_2, Phone, Email, Monthly Rent, Move In Date, Move Out Date, New Lease Sent Date, Lease Fee Invoie#, Notes

will



1.4.1 Lease Detail Query Screen



A Use this button to return to the lease summary screen.

B The left side of the screen provides the Lease Start & End Date, the monthly rental dollar amount, the Tenant names, Phone number, and email address, along with a mailing address for the tenant.

The lease status will show as either \odot Active or \odot Cancelled. An active lease is considered valid, whereas a canceled lease is merely historical and does not confirm if there is a current lease for the unit.

Lease Start	01-Sep-2024	
Lease End	<u>31-Aug-2025</u>	
Monthly Rent\$	5,000.00	
Tenant 1	Johnny Rotte	en
Tenant 2	Sid Vicious	
Phone#	9785551212	
Email	pistols@ukba	and.com
Lease Form Te	nant Address	
Lease Docume	nt Emailed to	support@admins.com
Lease Status	 Active 	Cancelled



Heritage Village Master Association – Miscellaneous Billing

15 October 2024

C The right section of the screen shows the Move In & Move Out Dates, the Relationship to the owner if leasing to a relative, and an indication if the leaseholder is a current or previous resident.

D The Notes are available to view from here as well; it works the same way as is detailed <u>above</u>.

Move In Date Move Out Date	04-Sep-2024
Leasing to Relative? Relationship to Owner?	ONO Yes fan
Current/Prev Resident? If Yes, Unit#	○ No O Yes
Thursday, 19 Sept	ember, 2024 qatesting
Lease Renewal Sent Dat Lease Renewal Fee Invoi	e 19-Sep-2024 ce 000000-00 Y Go To Bill

1.5 Resales Summary Query Screen # 10180

The Sales Query screen is for viewing only and does not permit data entry. This screen shows past resales that have been documented for this Unit.

Ella Edit Lada	10180-Customer Query - Sales	n Posourcos D	udant Collection		er Eveire Minn	Dilling Sur	tona Eavenita	—		×					
	s kt + + + + 2 👑 🎬 🔍 🖬 😭	C	laget Collection	ns lax ivioto	or excise iviisc	billing sys	tem ravonte	s neip							
		- 11-11													
		Cust	tomer Quer	ry - Sales											
Goto	Cust No 1001B														
Actions	Name 1 SEAN LENNON			Phone 1	(203) 777-	5511 Typ	0000								
	Name 2 YOKO ONO Street# 1001B			Phone 2	(000) 000-	0000 lyp	0000								
	Street HERITAGE VILLAGE			Bill Deliver	y O Print	Email	None								
	Line 2			E-mail Add	r										
X Excel	City SOUTHBURY Balance Pre-Pay: 0.00 Invoices: 1.118 (StC⊺ Zip 00 Total:1.11	06488-0000 8 00	Resale cl	osing on 01-D Expiration - I	ec-2024 ife Tenan	•	In-Progres	s Lease						
	Balance Tre-Tay. 0.00 Invoices. 1, 110.	oo rotai. 1,11	0.00	I no Lease	CAPITATION - L	ine renan		III-i Togrea	o Leuse	_					
		Desidents				1 (07)	7.000								
	1 Customer 2 Owners 3	Residents	4 Leases	5 ReSa	ales 6 Atta	achment (27)	7 Bill His	story	8 Trx History						
Date	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent	4 Leases Closing Sent	5 ReSa	Closing Date	achment (27) Status	7 Bill His	itory	8 Trx History Buttons						
Date 30-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024	4 Leases Closing Sent	5 ReSa	Closing Date	status	Closed	No Sale	8 Trx History Buttons Details						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases Closing Sent 30-Sep-2024	5 ReSa Price 999,999,00	Closing Date	Status Active	Closed Closed	No Sale	8 Trx History Buttons Details						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases Closing Sent 30-Sep-2024	5 ReSa Price 999, 999,00	Closing Date	Status Active Active Active	7 Bill His Closed Closed Closed	•No Sale No Sale No Sale No Sale	8 Trx History Buttons Details						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases Closing Sent 30-Sep-2024	5 ReSa Price 999,999,00	Closing Date	Status Active Active Active	Closed Closed Closed Closed	•No Sale No Sale No Sale No Sale	8 Trx History Buttons Details 6						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases	5 ReSa Price 999,999,00	Closing Date	Status Active Active Active	Closed Closed Closed Closed	No Sale No Sale No Sale	8 Trx History Buttons Details 6						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases Closing Sent 30-Sep-2024	5 ReSt Price 999, 999.00	Closing Date	Active	Closed Closed Closed Closed	No Sale No Sale No Sale	8 Trx History Buttons Details 6						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30–Sep–2024 30–Sep–2024	4 Leases	5 ReSt Price 999,999.00	Closing Date 01-Dec-2024	Active Active Active	Closed Closed Closed Closed	No Sale No Sale No Sale	8 Trx History Buttons Details 6						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name	Residents Resale Sent 30–Sep–2024 30–Sep–2024	4 Leases	5 ReSt Price 999,999.00	Closing Date 01-Dec-2024	Active	7 Bill His Closed Closed Closed	No Sale No Sale No Sale	Buttons Details						
Date 30-Sep-2024 19-Sep-2024	1 Customer 2 Owners 3 Buyer Name 2	Residents Resale Sent 30-Sep-2024 30-Sep-2024	4 Leases	5 ReSt Price 999,999.00	Closing Date 01-Dec-2024	achment (27) Status Active Active	Closed Closed Closed	No Sale No Sale No Sale	8 Trx History Buttons Details 6						

1 Date the Resale process began.

2 Name of the buyer entered during the sale creation process.



- 3 Date when Resale Documents are sent.
- ⁴ Date when the closing documents are sent.
- 5 Current status:
 - Active: Sale is in progress.
 - ⊙ Closed: Sale has reached closing date and the user manually changed status to closed.
 - No Sale: Sale did not go through.

1.5.1 ReSales Detail Query Screen #10180



A 9 Back to Summary

Use this button to return to the list of historical and in progress sales transactions.



Here, you will find the invoices for the **Resale Processing Fee** and **Equity Fee** displayed and linked. If the user opts out of generating these invoices during the resale packet creation process, the information will be presented on screen as depicted in the images below, instead of providing a button to link to the record.

User said "Yes" to creating both invoices.

Resale Processing Fee Invoice 123456-00 Go To Invoice Equity Fee Invoice 123457-00

User said "No" to creating both invoices.

Resale Processing Fee Invoice 000000-00 <mark>No Fee Invoice</mark> Equity Fee Invoice 000000-00 <mark>No Equity Fee Invoice</mark> User said **"No"** to creating Processing Fee invoice but **"Yes"** to Equity.

Resale Processing Fee Invoice 000000-00 No Fee Invoice Equity Fee Invoice 123457-00 Go To Invoice

User said **"Yes"** to Processing Fee but **"No"** to Equity Fee Invoice.

Resale Processing Fee Invoice 123456-00 Go To Invoice Equity Fee Invoice 000000-00 No Equity Fee Invoice



X Excel

The Excel report will have columns for Cust#, Closing Date, Sale Price, Status, Resale Send_Date, Closing Sent_Date, Seller Name_1, Seller Name_2, Seller Attorney, Seller RE_Agent, Buyer Name_1, Buyer Name_2, Buyer Address_1, Buyer Address_2, Buyer Phone, Buyer Email, Residing, Tenant, Status, Buyer Attorney, and the Buyer RE_Agent. It will look like this:

e	聞 問 ヴィ ペィ マ Customer_Sales_10149_THERES4(2].xml - Excel										𝒫 Search											
	File Home Insert Page Layout Formulas Data Review View Help																					
Y	26 $\mathbf{v} : \mathbf{x} \mathbf{v} \mathbf{f} \mathbf{x}$																					
	A	в	С	D	E	F	G	н	1	J		к	L	М	N	0	P	Q	R	S	Т	U
1		Closing	Sale		Resale	Closing	Seller	Seller	Seller	Seller	Buyer		Buyer	Buyer	Buyer	Buyer	Buyer				Buyer	Buyer
2	Cust#	Date	Price	Status 1 1	Send Date	Sent Date	Name 1	Name 2	Attorney	RE Agent	Name 1		Name 2	Address 1	Address 2	Phone	Email	Residing	Tenant	Status	Attorney	RE Agent
3	1002B			Active	10/1/2024		STEPHEN STILLS									N/A		Not answered		Active		
4	1002B	6/15/2017		Closed							BILL & MELINI	DA GATES				(555) 555-1212		Not answered		Closed		
.5																						

1.6 Attachments Query Screen #10171

== [HVMA] 10171	-Customer	Query - Atta	hments [theresa]															×
File Edit Ledoe	rs Durcha	- se Orders /	counts Pavable	Human Reco	urces	Rudget	Collections	Tax	Motor F	vrice	Mice Bill	ing Syste	em Favorit	ec Hel				
Pa Ma Za d		a a Mar		nol al A	uices	buuget	Conections	5 1dx	WOLDT	Acise	Wise Di	ing syste		es riei	P			
		- m -		🖽 🍋 In	ſ													
					~		• ••••••	<u>лн-</u> .										
					Custo	mer	Query -	Atta	cnmen	its								
Goto	Cust No	1000A																
Actions	Name 1	STEPHEN S	STILLS					Pho	ne 1	(203)	555-16	16 Ext 0	000 Typ C	Cell				
Actions	Name 2							Pho	ne 2	(203)	555-12	12 Ext 0	000 Тур н	Home				
	Street#	1000A	1711.005					Dillo	Deliver.				Maria					
	Line 2	HERITHGE	VILLHGE					E-m	oil Addr	O Print band@r	i inc	email C	None					
	City	SOLITHBURY	<i>,</i>	St	T Zi	0.648	8-0000		annaan	Danices	solutio.	CON		In.Pr	ogress	Resale		
T Add Attach	Balance	Pre-Pay:	0.00 Invoices	85.00 Tota	1: 85.00													
							_											
										— F			I					
	1 Custo	omer	2 Owners	3 Reside	ents		4 Leases		5 ReSales	8	6 Attach	ment (26)	7 Bill H	istory	81	Trx History		
				Attachn	nent Filte	er [01.1	Ottachment	10				~					-	
						- The second	necachilen	~ *				÷						
Seq# Description	n				Filenam	e						Buttons]	
1 Original	HOAFEES	Special I	nvoice Print		SI_202	23HDAFE	ES000001.	PDF				V View	Z Ema	il				
2 Original	HOAFEES	Special I	nvoice Print		SI_202	23HDAFE	ES010855.	PDF									-	
5 Uriginal	MOP 2023	Special II Z Monthlui	NOICE Frint		SI_202	20HUHF E	ES003274.	PDF									-	
5 Original	APR 2023	3 Monthly I	HOA Fees on 0	3	ST 202	23HDAFE	ES016238	PDF									-	
6 Original	MAY 2023	3 Monthly	HOA Fees on 0	2	SI 202	23HDAFE	ES019002.	PDF									-	
7 Original	JUN Mont	thly HOA F	ees on 01-Jun	-	SI_202	23HDAFE	ES021734.	PDF									1	
8 Original	JUL 2023	3 Monthly I	HOA Fees on O	3	SI_202	23HDAFE	EES024490.	PDF									1	
9 Original	AUG Mont	thly HOA F	ees on 01-Aug	-	SI_202	23HDAFE	EES027221,	PDF									1	
10 Original	SEP Mont	thly HOA F	ees on 01-Sep		SI_202	23HDAFE	ES030036.	PDF										
11 Original	OCT 2023	3 Monthly I	HDA Fees on 0	2	SI_202	23HDAFE	ES032734.	PDF									-	
12 Uriginal	DEC Mont	+61., 400 E	ses on US-Nov	-	DI_202	COMUNE D	ESU354//.										-	
14 Original	JAN 2024	4 Monthlu	HOA Fees on 0	3	ST 202	24HDAFF	FES040884	PTF									-	
15 Original	FEB Mont	thly HOA F	ees on 01-Feb	-	SI_202	24HDAFE	ES043638.	PDF									1	
16 Original	MAR Mont	thly HOA F	ees on 01-Mar	-	SI_202	24HDAFE	ES046355.	PDF									1	
17 Original	APR 2024	4 Monthly	HOA Fees on O	2	SI_202	24HDAFE	EES049035.	PDF									1	
18 Original	MAY 2024	4 Monthly	HOA Fees on O	1	SI_202	24HDAFE	ES051756.	PDF]	
						-				_					_			

This query screen allows attaching new documents, using the Add Attach button as described in the <u>section</u> <u>above</u>.

Users can only modify attachments they have added. If they add an attachment on the customer maintenance attachment screen, they can edit it there.

Attachments added by the system cannot be removed, but documents manually attached by users can be deleted.

1.6.1 Attachments

If there are any attachments, their count appears in parenthesis (within a "badge" on the Attachment button) **6** Attachment (27). For instance, if you see a (26) on the tab, it means there are 26 attachments associated with this customer record.



Heritage Village Master Association – Miscellaneous Billing

15 October 2024

- To add an attachment, use the Add Attachment button as outlined in the section below.
- 2 Filter by different attachment types using a dropdown menu.
- 3 Specify the type. If the wrong type is chosen, this button allows changing it.

		Customer Query -	- Attachments	
Goto Actions 1 dd Attach	Cust No [1000A Name 1 STEPHEN STILLS Name 2 Steelt# Steet# HERTAGE VILLAGE Line 2 City City StrutHERY Balance Pre-Pay: 0.00	St CT Zip 06498-0000 0 Total: 1,523.00	Phone 1 (203) 555-1616 Ext 0000 Typ C Cell Phone 2 (203) 555-1212 Ext 0000 Typ H Hone Bill Delivery Print Email © None E-mail Addr bandBadhins.com	
	1 Customer 2 Oursers 2 E	esidente d Leases		
	T Customer 2 Owners 3 R	esidents + Leases	S Resales 6 Attachment (38) Insury S IX Insury	
	Atta	achment Filter All Attachme	ints M 2	
		Address Chan	iges Z	
Seq# Descripti	on	Filename All Attachme	nts ns	
3/ Bill Hi	story Report as of 04-Uct-2024	Bank Questio	except how monoring involtes	
36 Bill Hi	story Report as of 04-Uct-2024	BillHist Delinquent D	Jocuments	
35 Bill Hi	story Report as of 04-Uct-2024	IrxHistSEFT Attachme	ints	
34 Bill Hi	story Report as of 04-Oct-2024	TrxHistIHUH Monthly	Involces	
33 Origina	1 NOV 2024 Monthly HDA Fees on 04	SI_2024	ments	
32 Closing	; Packet sent 03-Oct-2024	CLODOC_1 <mark>Other Attach</mark>	ments	
DOT DOT	4 Monthly HOA Fees on 01-Oct-2024	SI_2024HReSale/Closi	ing Attachments	
31 UCT 202	D I I I A4 D I 0004	RESALE_1000A_2024100	J1.ZIP	
31 UCT 202 30 Resale	Packet sent VI-Uct-2024			
31 UCT 202 30 Resale 29 Closing	Packet sent 01-0ct-2024 Packet sent 30-Sep-2024	CLODOC_1000A_2024093	30.ZIP	
31 UCT 202 30 Resale 29 Closing 28 Resale	Packet sent 01-Uct-2024 (Packet sent 30-Sep-2024 Packet sent 30-Sep-2024	CLODOC_1000A_2024093 RESALE_1000A_2024093	30.ZIP 30.ZIP	
31 OCT 202 30 Resale 29 Closing 28 Resale 27 attache	racket sent 30-Sep-2024 Packet sent 30-Sep-2024 Packet sent 30-Sep-2024 ent from the query screen	CLODDC_1000A_2024093 RESALE_1000A_2024093 TC.CSV	30.ZIP 30.ZIP 3	
31 UCI 202 30 Resale 29 Closing 28 Resale 27 attache 26 Drigina	Yacket sent 01-000-2024 Yacket sent 30-Sep-2024 Packet sent 30-Sep-2024 ient from the query screen I Bank Questionnaire Processing F	CLODDC_1000A_2024093 RESALE_1000A_2024093 TC.CSV SI_2024BANKQ065026.P	30,ZIP 30,ZIP TF	
31 UCI 202 30 Resale 29 Closing 28 Resale 27 attachn 26 Drigina 25 Bill Hi	Packet sent 01-007-2024 Packet sent 30-Sep-2024 Packet sent 30-Sep-2024 ient from the query screen 1 Bank Questionnaire Processing F story Report as of 20-Sep-2024	CLODOC_1000A_2024093 RESALE_1000A_2024093 TC.CSV SI_2024BANKQ065026.P BillHist_1000A_20240	30.ZIP 30.ZIP 7E 7E 6201640.PIF	<i>–</i>)
31 UCI 202 30 Resale 29 Closing 28 Resale 27 attachn 26 Drigina 25 Bill Hi 24 Right c	Facket sent 01-005-2024 Facket sent 30-5ep-2024 Packet sent 30-5ep-2024 ent fron the query screen 11 Bank Questionnaire Processing F story Report as of 20-5ep-2024 f First Refvala Maiver - Signed	CLDDDC_1000A_2024093 RESALE_1000A_2024093 TC.CSV SI_2024BANKQ065026.P BillHist_1000A_20240 690B Right of First	30.ZIP 30.ZIP 376F 520160.PIF 520160.P	7
31 UC 202 30 Resale 29 Closing 28 Resale 27 attachm 26 Driging 25 Bill Hi 24 Right of 23 Closing	Packet sent 01-05-2024 Packet sent 30-5ep-2024 Packet sent 30-5ep-2024 ient from the query screen I Bark Questionnaire Processing F story Report as of 20-5ep-2024 if First Refusal Naiver - Signed Packet sent 19-5ep-2024	CLODC_1000A_2024093 RESALE_1000A_2024093 TC.CSV SI_2024BANKQ065026.P BillHist_1000A_20240 690B Right of First	30.ZIP 30.ZIP 31 32 33 35 35 35 35 35 35 35 35 35)
31 UC 202 30 Resale 29 Closing 28 Resale 27 attache 26 Drigine 26 Drigine 26 Rill Hi 24 Right of 23 Closing 22 Resale	Packet sent 01-067-004 Packet sent 30-5ep-2024 Packet sent 30-5ep-2024 iet from the query screen 11 Bark Questionnaire Processing F story Report as of 20-5ep-2024 Flack sent 19-5ep-2024 Packet sent 19-5ep-2024	CLDDC_1000A_2024093 RESALE_1000A_2024093 TC.CSV SI_2024BANKQ065026,P BillHist_1000A_20240 690B Right of First Tratematical control of first Tratematical control of first Tratematical control of first	30.ZIP 37 37 37 37 37 37 37 37 37 37)
31 UC 202 30 Resale 29 Closing 28 Resale 27 attachn 26 Driginz 25 Bill Hi 24 Right of 23 Closing 22 Resale 21 Driginz	Packet sent 30-58p-2024 Packet sent 30-58p-2024 int from the query screen IL Bark Questionnaire Processing F LL Bark Questionnaire Processing F Story Report as f 20-58p-2024 of First Refusal Naiver - Signed Packet sent 19-58p-2024 Packet sent 19-58p-2024 J AUG 2024 Monthly HDA Fees on 11	CLODIC_1000A_2024093 RESALE_1000A_2024093 TC_CSV SI_2024BN4K0050026.P BI_11Hist_1000A_20240 630B Right of First Finatement DARA_FonderGenerationseretWMAC	30.21P 30.21P 30.21P 30.21P 3201640.PIF FeFUeal_pdf VVew ZEmai D.Remove K Chq Type Comp.Superfield to backade Rept of host Bet	

4 The hovertext provides more information when you hover the cursor over the filename field.

⁵ Email an attachment to any valid email address.

1.6.1.1 Filter by Attachment Type

The attachments are		
assigned a Type when they	Attachment Filter	Attachments except HOA Monthly Invoices 🗸
are created – the System- created attachment types		Address Changes All Attachments
are:		Attachments except HOA Monthly Invoices Bank Questionnaire Documents
INV		Delinquent Documents FFI Attachments
RENT		HOA Monthly Invoices
SALE		Identity Attachments Lease Attachments Other Attachments
		ReSale/Closing Attachments



(Drivers, Birth Cert, Passport)

Find Search Cancel Help

×

Tof

Eof

1.6.1.2 Add Attachment Prompt

T Add Attach Click the button to show this prompt. Provide a *required* description of the document being attached and specify the *required* attachment type.

	DELQ Delinquent Documents
[HVMA] 10171-Customer Query - Attachments [theresa]	× IDT Identity Documents (Drivers, Birth Cert, Passpo
Add Attachment	INV HOA Monthly Invoice
Required: Enter Description	RENT Lease Documents
Required: Enter Attachment Type	SHLE Rebale Documents (Rebale and Llosing Documents)
	OK Find Search Cano
LOOKUP UK Cancel Clear All	

Figure 1 The attachment prompt has a lookup from which the type can be selected

Enter a description for the document, up to forty characters. Choose an attachment type from the lookup or manually enter it. Here are the valid attachment types.

Attachment Types

Code Description

Bank Questionnaire Documents

- ADR Address Changes
- BNK Bank Documents and Invoices
- DELQ **Delinguent Documents**
- EFT **Electronic Fund Transfer documents**
- IDT Identity Documents (Drivers license etc)
- Monthly HOA Invoices (do not use this type for user attachments) INV
- OTH Other Types (use this type for user-supplied documents that do not fit in to the other types)
- RENT Lease Documents
- SALE Sale Documents

¹Attach any relevant documents to the customer record, including correspondence.

To do this, place a file (scanned *copy if there is no electronic copy*) in a folder permanently accessible to the server, (currently the shared, mapped "G" drive - the common area) then click the [Add Attach] button. A windows dialog box will appear; locate the document you wish to attach.

Highlight the document and select [Open] to attach.

$ ightarrow \star \uparrow$ 📙 « Agen	das > 2021	~	Search 2021	
rganize 👻 New folder				•
Videos	^ Name	Date modified	Туре	Size
🏪 Local Disk (C:)	20210105_Meeting.docx	1/5/2021 2:41 PM	Microsoft Word Document	91 1
🚌 pluto_data (D:)	20210222_Meeting.docx	2/22/2021 9:38 AM	Microsoft Word Document	41 1
PLUTO_EXT (I:)	20210308_Meeting.docx	3/8/2021 11:03 AM	Microsoft Word Document	40 1
nuc_production (\\plut	20210413_Meeting.docx	4/13/2021 10:24 AM	Microsoft Word Document	40 1
admhome (\\pluto\au	20210512_Meeting.docx	5/12/2021 3:07 PM	Microsoft Word Document	41 1
ceres d(\\ceres)(0;)	20210520_Meeting.docx	5/20/2021 10:39 AM	Microsoft Word Document	40 1
admhome (\\phoenix\;	20210628_Meeting.docx	6/28/2021 9:32 AM	Microsoft Word Document	40 1
File nam	e: 20210105 Meeting.docx		✓ All files: *.*	



Avoid attaching files from the local PC, as they may not always be available. To ensure that attachments remain available, use only network drives specified by the local IT department. If in doubt, ask

support@admins.com for assistance.

1.6.1.3 View Attachment

	[HVMA] 10000-Customer Maintenance [theresa]		-	- 0 ×
	File Edit Ledgers Purchase Orders Accounts Payable I	Human Resources Budget Collections	Tax Motor Excise Misc Billing System Favorites Help	
	ⓑⓑ��€ ₩ ◆ → ೫ ₩ ₩ ♀ Q ■ [S 🛃 🔒		
		Customer Mainte	anance	
You may view the document that is attached. Highlight the desired document and select the VView button on the right side of the screen. The	Geto Actions Cust No ROODE Name 1 WILLER I MILLER, III Name 2 & ELFINE S, MILLER Stret# 1000B Stret HERITAGE VILLAGE Line 2 City SOUTHBURY 1 Customer 2 Owners	St CT Zip 06498-0000 3 Residents 4 Leases Attachment Filter ReSale/Closing	Phone 1 (203) 512-6924 Ext 0000 Typ Phone 2 (000) 000-0000 Ext 0000 Typ Bill Delivery Print Email None E-mail Addr SReSales BAttachment (28) 7 Bill History Attachments	8 Trx History
	Seq# Description	Filename	Buttons	
document will be displayed.	12 CLOSING DOC 9/22/23	U64875C1X119698_1011202	3_1000B CL0_043145.pdf VView Z Email D Re	move K Cha Type
	14 OCT CK @ CLOSING RETORNED TO YHRIO-SUSHN 17 CLOSING DOC 12/1/23	U64875C1X119698_1025202 U64875C1X119698_1212202	3 1000B CLD 044880.pdf	
		B	uttons	
			V View Z Email D Remove K C	hq Type

1.6.1.4 Email Attachment

Email an attached document to any valid email address. To do so, highlight the desired document and select the Z Email button on the right side of the screen. The following prompt will be displayed.

E [HVMA] 10171-Custo	omer Query - Attachments	×
Sending Attachment via Email		
Optional: Enter Contact Name	theresa	
Optional: Enter Note	here is the signed waiver you requested	
Optional: Enter Note	please let me know if you need anything further on this	j
Required: Enter Email Address	theresa@admins.com	



Heritage Village Master Association - Miscellaneous Billing

15 October 2024

The email will look like this:

- 1 The FROM and CC addresses are from the user who initiated the email. The email address used is from their User Profile.
- 2 This information is from the contact name and note information entered on the prompt.
- Just below that is the description and the filename of the attachment.
- 3 This email closing signature is generated from the AUC system. It contains the customer number and Condo Unit type and the date of the email.

Image: Image) X
Hile Message Help Miscellaneous Billing Attachment From 1000A	arize ••• 2:14 PM
Start your reply all with: Received, thank you I received it. Thank you Received with thanks. Fee Start your reply all with: 1 2 3 4 5 6 6	edbacl
Dear Wendy Tarantola, 2 Here is the scanned,signed waiver for the sale of unit 1000A Please let me know that you have receiv	ed it.
Miscellaneous Billing attachment Right of First Refusal Waiver - Signed Filename: 690B Right of First Refusal.pdf Thank you Theresa	
1000A,24 3	1
** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **	ļ

1.6.1.5 Remove Attachment

If the attachment was not added by the system, it can be removed. To remove an attachment, select the attachment and click the DRemove button. This button will only appear on attachments that were **not added by the system**.

	1 Customer 2 Owners 3 Resider	nts 4 Leases 5 ReSales 6 Atta	chment (24) 7 Bill History 8 Trx History
	Attachm	ent Filter All Attachments	~
eq#	Description	Filename	Buttons
9	Original JUN 2024 Monthly HOA Fees on 03	SI_2024HDAFEES054490,PDF	
0	Original JUL 2024 Monthly HOA Fees on 01	SI_2024HDAFEES057200.PDF	
1	Original AUG 2024 Monthly HOA Fees on 11	SI_2024HDAFEES059804.PDF	
2	Resale Packet sent 19-Sep-2024	RESALE_1000A_20240919,ZIP	
3	Closing Packet sent 19-Sep-2024	CLODOC_1000A_20240919,ZIP	
4	Right of First Refusal Waiver - Signed	690B Right of First Refusal.pdf	V View Z Email D Remove K Chq Type
			D Domouro
			DRemove
1	and a second	and the second	and the second second

For example, in the screen capture shown in Figure 2, the highlighted attachment does not have a DRemove button.

	1 Customer 2 Owners 3 Resid	ents 4 Leases 5 ReSales 6 Attac	shment (21) 7 Bill History 8 Trx History
	Attach	nent Filter All Attachments	~
Seq#	Description	Filename	Buttons
21	Driginal AUG 2024 Monthly HDA Fees on 11	SI_2024HOAFEES060321.PDF	V View Z Email
			1

Figure 2 System-supplied attachments cannot be removed by the user



1.6.1.6 Change the Type of Attachment

Attachment type is selected when adding an attachment. If the selection made is not correct, change it here using the KChgType button. This button will not be available for systemcreated attachments.

801182	[HVMA] 10171-Customer Query - Attachmer	nts	
	1 Customer 2 Owners 3 Resid	ents 4 Lesses 5 ReSt 6 Atta	chment (38) History 8 Trx History
Sea#	Description	Filename	Buttons
27	attachment from the guery screen	TC.CSV	
26	Original Bank Questionnaire Processing F	SI_2024BANKQ065026.PDF	
25	Bill History Report as of 20-Sep-2024	BillHist_1000A_202409201640.PDF	
24	Right of First Refusal Waiver - Signed	690B Right of First Refusal.pdf	V View Z Email D Remove K Chg Type
23	Closing Packet sent 19-Sep-2024	File Location	
22	Resale Packet sent 19-Sep-2024	D:\AUC_Production\admhome\HVMA\Condo_Docs\Filled	In Docs\690B Right of First Ref
21	Original AUG 2024 Monthly HDA Fees on 11	usal.pdf	
20	Original JUL 2024 Monthly HDA Fees on 01		K Chq Type
J		Entry User: THERESA Entry Date: 20-Sep2024 Entry Time: 12:10:21.40 Special Note:	

1.7 Bill History Query Screen #10172

This screen is read only; no data entry is allowed on this screen. This screen will display all the bills that have been generated for this customer. To access this screen, click on the **7** Bill History button. Use the **1** bills that have

black arrow keys or black

on the keyboard to display the list of bills.

The Bill History columns from left to right are **Year**, **Invoice**, **Title**, **\$** amount **Charged**, the **\$** amount **Paid**, **Refund** amounts, **Adjustment** amounts, the **Balance**, **Bill Date**, and **Due Date**.

The screen image is shown below, with additional information about the controls on the screen.

(Invoices – Prenav = Total)	File Edit Led	A] 10172-Customer Query - Bill gers Purchase Orders Accounts Payable F	History Iuman Resources	Budget Collectio	ons Tax Mo	tor Excise Misc	Billing Syste	m Favorites	Help		-	U
(involces Trepay - Total)	h 🛍 🖨 i	би++м ўўў С ≡ [a 📑 🦉									
			Custo	omer Query	- Bill Histo	ory						
² The More notation indicates	Goto Actions	Cust No 10000 Name 1 STEPHEN STILLS Name 2			Phone 1 Phone 2	(203) 555- (203) 555-	1616 Ext 0 1212 Ext 0	000 Тур С С 000 Тур Н Н	ell kone			
that there is more data that		Street# 1000A Street HERITAGE VILLAGE Line 2	Street# 1000A Street HERITAGE VILLAGE Line 2				Phone 3 (000) 000-0000 Ext 0000 Typ Bill Delivery Print Fmail None					
can be displayed for this	1	City SOUTHBURY Balance Pre-Pay: 0.00 Invoices: 1,	St CT Zi 523.00 Total: 1,	p 06488-0000 523.00	E-mail Ad	dr band0admin	is.com	h	n-Progress L	ease		
customer by pressing		1 Customer 2 Owners	3 Residents	4 Leases	5 Re	Sales 6 Att	achment (34)	7 Bill Histor	y 8 Tr		-	
	9 History List	2999 013506-00 Pre-Payments	Charged	Paid	Refund	Adjust	Balance E	1-Mar-2023 1	.ue Date	5010	-	
or 🔸 from the toolbar to	0 Email History	2024 065026-00 Bank Questionnai 2024 070005-00 NOV 2024 Monthly 2024 059804-00 AUG 2024 Monthly 2024 057200-00 JUL 2024 Monthly	85.00 719.00 719.00 719.00	719,00			85.00 2 719.00 0	3-Sep-2024 0 1-Nov-2024 1 1-Aug-2024 1 1-Jul-2024 1	7-0ct-202 5-Nov-2024 5-Aug-2024 5-Jul-2024	/ Go To Bil	1	
display the additional	Q Statement	2024 054490-00 JUN 2024 Monthly 2024 051756-00 MAY 2024 Monthly 2024 049035-00 APR 2024 Monthly	719,00 719,00 719,00	719,00 719,00 719,00			0	3-Jun-2024 1 1-May-2024 1 2-Apr-2024 1	7-Jun-2024 5-May-2024 6-Apr-2024	3		
records.		2024 046355-00 MAR Monthly HOA 2024 043638-00 FEB Monthly HOA 2024 040884-00 JAN 2024 Monthly 2024 040884-00 JAN 2024 Monthly	719.00 719.00 719.00	719.00 719.00 719.00			0	1-Mar-2024 1 1-Feb-2024 1 1-Jan-2024 1	5-Mar-2024 5-Feb-2024 5-Jan-2024			
		2024 026406-00 DEC northig nothig 2024 026406-00 DET 2024 Monthly 2023 035477-00 NOV Monthly HOA 2023 035734-00 NET 2023 Monthly	719.00 719.00 719.00 679.00	719.00			719.00	1-Oct-2023 1 1-Nov-2023 1 1-Nov-2023 1	5-Det-2023 5-Nov-2023 5-Nov-2023			
Use the Gold Bill Payment	2	2023 030036-00 SEP Monthly HDA 2023 027221-00 AUG Monthly HDA 2023 024490-00 JUL 2023 Monthly	679,00 679,00 679,00	679.00 679.00 679.00			c c	1-Sep-2023 1 1-Aug-2023 1 1-Jul-2023 1	5-Sep-2023 5-Aug-2023 5-Ju1-2023			
Inquiry scroop for the	Moro	2023 021734-00 JUN Monthly HDA 2023 019002-00 MAY 2023 Monthly 2023 016238-00 APR 2023 Monthly	679.00 679.00 679.00	679.00 679.00 679.00			0	1-Jun-2023 1 1-May-2023 1 1-Apr-2023 1	5-Jun-2023 .5-Mag-2023 .5-Apr-2023			



15 October 2024

1.7.1 Bill Payment Inquiry Screen #10205

ADMINS Unified Community

3 The V GO TO Bill button will display the Bill Payment Inquiry screen as shown in the image

This screen is for inquiry only; no data entry can be done on this screen.

There are tabs at the top of the screen to view [Detail Payment], [Transactions], [Q Trx Summary], and [0 Attachments].

			Dili Fayi	ment		nquiry		
Goto Actions	Customer# 10 Owner J0 Address 10 No Lease Ex	0018 DHN LENNON 0018 HERITAGE VILLAGE piration - Life Tenant	X Search	CI	ash eck ther	d	Applied	Tota
	Balance P Ir	re-Pay: 0.00 ivoices: 309.00	Payment Date Allow Overpaym	17-S ent ☑	sp-2024 An	nount Due 309.00		
	Bill Payment	Detai Payment Transac	tions Q Trx Sumr	mary 0 Att	achment (20)	Defined Adjustmental	Palaasa	8 Aply
	013509-00 2	999 Pre-Paument s	in-Prog	Charges	Paid	Refund Adjustments	Balance	Pendir
	059807-00 2	024 AUG 2024 Monthly HDA Fees		809,00	500.00		309.00	
	057203-00 2	024 JUL 2024 Monthly HOA Fees		809.00	809.00			
	054493-00 2	024 JUN 2024 Monthly HOA Fees		809,00	809.00			
Chalamant	051759-00 2	024 MAY 2024 Monthly HOA Fees		809,00	809,00			
Statement	049038-00 2	024 APR 2024 Monthly HDA Fees		809,00	809,00			
	046358-00 2	024 MAR Monthly HDA Fees		809,00	809,00			
	043641-00 2	024 FEB Monthly HDA Fees		809,00	809,00			
Pending Pmts	040887-00 2	024 JAN 2024 Monthly HUH Fees		809,00	809.00			
	030207-00 2	024 DEC HUNCHLY HUN FBES		809,00	805.00			
ending Adjusts								
ounter receipt								
Goto Batch								
ancel Payment								



9 History List

criteria.

side of the screen.

The Attachments tab available on the Bill History Inquiry screen shows only bill history attachments, e.g., system-generated invoices, unlike the Customer Maintenance screen. It does not show files such as closing documents, resale documents, or EFTs.

1.7.2 History List #10672





15 October 2024

1.7.3 Email History #10674

To email the Bill History for a Customer, click on the X Email History button. Fill in the required email address, and any other	Task 10674: Email Bill History for a Customer Email Bill History for a Customer Optional: Enter Bill Year Range Optional: Enter Program Type Required: Enter Email Address Optional: Enter Email Note Attach a copy of this Bill History Report to Customer?	First Year: Last Ye theresa@admins.com Here is the bill history you re @Yes O No	ear:	×	
prompts as needed.		Lookup	OK Cancel	Clear All	
The email attachment will look like this—note that the report can span multiple pages; the Customer Total will be shown on the last page:	Listin Customer ID: 1000A STEPHEN STILLS Invoices Description DOUBS-00 DEC HOA Press DOUBS-00 DEC HOA Press DOUBS-00 EFT Anyment Processed on 01-Dec-2021 DOUBS-00 EFT Anyment Processed on 05-Dec-2021 DOUBS-00 EFT Anyment Processed on 05-Dec-2021 DO	age Village Master Association er Transaction History Listing Trx Date 01-Dec-0022 01-Dec-0023 01-Pab-2023 01-Pab-	Adjustment Charged // Refunds 679.00 679.00 679.00 679.	Payments Balance 679.00 679.00 679.00 1,523.00	

1.8 Transaction History Query Screen #10173

The Customer Query – Transaction History screen is read-only and does not allow data entry.

The transaction history screen displays all the transactions that have taken place with the customer.

This screen is presented in Year order, with the most recent transactions at the top.

This screen is for inquiry only; no data entry can be done on this screen.

			Custome	r Query - Tra	ansaction H	listory			
Goto	Cust No	9							
A	Name 1 STEP	EN STILLS			Phone 1	(203) 555-:	1616 Ext 0	000 Typ C Cell	
Actions	Name 2				Phone 2	(203) 555-:	1212 Ext 0	000 Typ H Home	
	Street# 1000	9			Phone 3	(000) 000-0	0000 Ext 0	000 Typ	
	Street HERI	TAGE VILLAGE							
	Line 2				Bill Delivery	O Print	Email C	None	
	City SOUTI	HBURY	St CT Zip	06488-0000	E-mail Addr	band@admins	s.com		
	Balance Pre-	Pay: 0.00 Invoices: 85.00	l otal: 85.00						
							1 1 (07)	7.070	0.T. 117.1
	1 Customer	ZUwhers	3 Residents	4 Leases	5 ReSales	s b Atta	cnment (27)	7 Bill History	8 TTX HIST
	Year Invoice#	Description	Trx Date	Charges	Payments	Other		Display - Tran Code Desc.	
History List	2024 065026-00	Bank Questionaire Fee	23-Sep-2024	85,00		B:	illing		
ummon () int	2024 059804-00	AUG Monthly HOA Fees	01-Aug-2024	719,00		B:	illing		
uninary List	2024 059804-00	AUG EFT Payment	01-Aug-2024		719.00	FI	FETRONTE	FUNDS TRANSFER	
							LECTRONIC		
Fmail History	2024 057200-00	JUL EFT Payment	01-Jul-2024		719.00	EL	LECTRONIC	FUNDS TRANSFER	
Email History	2024 057200-00 2024 057200-00	JUL EFT Payment JUL Monthly HOA Fees	01-Jul-2024 01-Jul-2024	719.00	719.00	EL B:	LECTRONIC	FUNDS TRANSFER	
Email History	2024 057200-00 2024 057200-00 2024 054490-00	JUL EFT Payment JUL Monthly HOA Fees JUN EFT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024	719,00	719.00	EL B: EL	LECTRONIC illing LECTRONIC	FUNDS TRANSFER	
Email History	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00	JUL EFT Payment JUL Monthly HOA Fees JUN EFT Payment JUN Monthly HOA Fees	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024	719,00	719.00	El B: El B:	LECTRONIC illing LECTRONIC illing	FUNDS TRANSFER	
Email History Statement	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 054756-00	JUL EFT Pagment JUL Monthly HOA Fees JUN EFT Pagment JUN Monthly HOA Fees MAY EFT Pagment	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024	719,00	719,00 719,00 719,00	El B: El B: El	LECTRONIC illing LECTRONIC illing LECTRONIC	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER	
Email History Statement	2024 057200-00 2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 051756-00	JUL EFT Pagment JUL Monthly HOA Fees JUN EFT Pagment JUN Monthly HOA Fees MAY EFT Pagment MAY Monthly HOA Fees	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024	719,00 719,00 719,00	719.00 719.00 719.00	El B: El B: El B: El	LECTRONIC illing LECTRONIC illing LECTRONIC illing	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER	
Email History Statement	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 054756-00 2024 051756-00 2024 049035-00 2024 049035-00	JUL EFT Payment JUL Monthly HOA Fees JUN Monthly HOA Fees JUN Monthly HOA Fees MAY EFT Payment MAY Monthly HOA Fees APR Monthly HOA Fees	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024	719.00 719.00 719.00 719.00	719.00 719.00 719.00	El B: El B: El B: B: B: B:	LECTRONIC illing LECTRONIC illing LECTRONIC illing illing ECTRONIC	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER	
Email History	2024 057200-00 2024 057200-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 049035-00	JUL EFT Payment JUL Monthly HOA Fees JUN EFT Payment JUN Monthly HOA Fees MAY EFT Payment MAY Monthly HOA Fees AFR Monthly HOA Fees AFR Monthly HOA Fees	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024	719.00 719.00 719.00 719.00 719.00	719.00 719.00 719.00 719.00	EL B: EL B: EL B: B: B: EL B: B: B: B: B: B: B: B: B: B: B: B: B:	LECTRONIC LECTRONIC illing LECTRONIC illing illing illing LECTRONIC LECTRONIC	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER	
Email History	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 04363-00 2024 04362-20	JUL EFT Payment JUL Monthly HOA Fees JUN EFT Payment JUN Monthly HOA Fees MAY EFT Payment MAY Monthly HOA Fees APR Monthly HOA Fees APR EFT Payment NSF Fees NSF Cert	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024	719.00 719.00 719.00 719.00 -35.00	719.00 719.00 719.00 719.00	EL B: EL B: EL B: B: EL EL C	LECTRONIC LECTRONIC LECTRONIC illing LECTRONIC illing illing LECTRONIC B - CANCEL	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER . INVOICE	
Email History	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 049035-00 2024 049035-00 2024 049035-00 2024 049035-00	JUL EFT Payment JUL Monthly H0A Fees JUN EFT Payment JUN Monthly H0A Fees MAY EFT Payment MAY Monthly H0A Fees APR Monthly H0A Fees APR EFT Payment NSF Fees NSF Fees MOP EFT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 04-Mar-2024	719,00 719,00 719,00 719,00 -35,00 35,00	719.00 719.00 719.00 719.00	E E E E E E E E E E E E E	LECTRONIC LECTRONIC illing LECTRONIC illing illing LECTRONIC B - CANCEL djustment djustment	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER . INVOICE FUNDS TRANSFER . INVOICE	
Email History	2024 057200-00 2024 05490-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 049035-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 04355-00	JUL EFT Pagment JUL Horthly HOA Fees JUN FFT Pagment JUN Monthly HOA Fees MAY EFT Pagment MAY Monthly HOA Fees APR Monthly HOA Fees APR EFT Pagment NSF Fees NSF Fees MAR EFT Pagment MAP EFT Pagment MAP EFT Pagment	01-Ju1-2024 01-Ju1-2024 03-Jun-2024 01-May-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 01-Mar-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00	EL EL EL EL EL BL EL EL M M AA EL EL EL EL EL EL EL EL EL EL EL EL EL	LECTRONIC LECTRONIC illing LECTRONIC illing LECTRONIC illing LECTRONIC B - CANCEL djustment LECTRONIC	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER INVOICE FUNDS TRANSFER	
Statement	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 049035-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043635-00 2024 043638-00	ULL EFT Payment JUL Monthly H0A Fees JUN FT Payment JUN Monthly H0A Fees MAY EFT Payment MAY Monthly H0A Fees ARR Monthly H0A Fees ARR ETT Payment NSF Fees NSF Fees MAR ETT Payment MAR ETT Payment MAR ETT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 01-Mar-2024 01-Far-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00	EL EL B: EL B: EL B: EL EL C EL EL EL EL EL EL EL EL EL EL EL EL EL	LECTRONIC illing LECTRONIC illing LECTRONIC illing LECTRONIC B - CANCEL djustment LECTRONIC Illing FETRONIC	FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER I INVOICE FUNDS TRANSFER FUNDS TRANSFER FUNDS TRANSFER	
Statement	2024 057200-00 2024 057200-00 2024 054490-00 2024 054490-00 2024 051756-00 2024 051756-00 2024 049035-00 2024 049035-00 2024 043638-00 2024 043635-00 2024 04355-00 2024 04355-00 2024 04355-00 2024 04355-00 2024 04355-00	JUL EFT Payment JUL Horthy HOA Fees JUN EFT Payment JUN Monthly HOA Fees MAY EFT Payment MAY Monthly HOA Fees AFR Monthly HOA Fees AFR EFT Payment NSF Fees NAR EFT Payment MAR HOA Fees FEB EFT Payment FEB HOA Fees	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 01-Mar-2024 01-Mar-2024 01-Fab-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00 719.00	EI B: EI B: EI B: B: EI Mi A: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI B: EI EI B: EI EI B: EI EI EI EI EI EI EI EI EI EI EI EI EI	LECTRONIC LECTRONIC LECTRONIC LECTRONIC LECTRONIC LECTRONIC ECTRONIC B - CANCEL djustment LECTRONIC LECTRONIC LECTRONIC	Funds Transfer Funds Transfer Funds Transfer Funds Transfer Tunds Transfer Funds Transfer Funds Transfer	
Statement	2024 057207-00 2024 057207-00 2024 054497-00 2024 054497-00 2024 054497-00 2024 05497-00 2024 05497-00 2024 051756-00 2024 051756-00 2024 040353-00 2024 043538-00 2024 046355-00 2024 046358-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00 2024 043638-00	ULL EFT Payment JUL Morthly H0A Fees JUL Monthly H0A Fees MY ETT Payment JUN Monthly H0A Fees APR Monthly H0A Fees APR EFT Payment NSF Fees NSF Fees NSF Fees EFT Payment MAR H0A Fees FEB EFT Payment FEB H0A Fees JUN EFT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024 01-May-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 01-Mar-2024 01-Feb-2024 01-Feb-2024 01-Feb-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00 719.00 719.00	EI B EI B EI B B EI EI C EI B B B EI B B EI EI EI EI EI EI EI EI EI EI EI EI EI	LECTRONIC LECTRONIC LECTRONIC illing LECTRONIC illing illing LECTRONIC B - CANCEL djustment LECTRONIC illing LECTRONIC illing FECTRONIC	Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer	
Statement	2024 05720-00 2024 054490-00 2024 054490-00 2024 054490-00 2024 05490-00 2024 05490-00 2024 051755-00 2024 04035-00 2024 04035-00 2024 04035-00 2024 04353-00 2024 04353-00 2024 04353-00 2024 04353-00 2024 04353-00 2024 04353-00 2024 04058-00 2024 04058-00 2024 04058-00	ULL EFT Payment JUL Monthly HOA Fees JUN Monthly HOA Fees JUN Monthly HOA Fees MAY EFT Payment MAY Monthly HOA Fees AFR Monthly HOA Fees AFR EFT Payment NAR EFT Payment MAR EFT Payment FEB HOA Fees JAN EFT Payment FEB HOA Fees JAN EFT Payment FEB HOA Fees JAN BETT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024 01-May-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 01-Mar-2024 01-Mar-2024 01-Mar-2024 01-Feb-2024 01-Feb-2024 01-Jan-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00 719.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00 719.00	EI B EI B EI B B EI EI B B EI B B EI B B EI B B EI B B EI B B B EI B B B B	LECTRONIC illing LECTRONIC illing LECTRONIC illing illing LECTRONIC B - CANCEL djustment LECTRONIC illing LECTRONIC illing	Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer	
Email History	2024 057201-00 2024 057201-00 2024 05491-00 2024 05491-00 2024 05491-00 2024 05491-00 2024 051755-00 2024 051755-00 2024 040355-00 2024 043535-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 043555-00 2024 040555-00 2024 040584-00 2024 040584-00 2024 040584-00	JUL EFT Payment JUL Horthly HOA Fees JUN EFT Payment JUN Monthly HOA Fees MAY ETT Payment MAY Monthly HOA Fees APR Horthly HOA Fees APR EFT Payment MAR EFT Payment MAR EFT Payment FEB HOA Fees FEB EFT Payment FEB HOA Fees JAN EFT Payment JAN EFT Payment JAN EFT Payment JAN EFT Payment JAN EFT Payment JAN EFT Payment	01-Jul-2024 01-Jul-2024 03-Jun-2024 03-Jun-2024 01-May-2024 02-Apr-2024 02-Apr-2024 02-Apr-2024 04-Mar-2024 01-Mar-2024 01-Mar-2024 01-Feb-2024 01-Feb-2024 01-Jan-2024 01-Jan-2024	719.00 719.00 719.00 719.00 -35.00 35.00 719.00 719.00 719.00	719.00 719.00 719.00 719.00 719.00 719.00 719.00 719.00	EL B. EL B. EL B. B. EL MM C. EL B. EL B. EL B. B. EL B. B. B. B. B. B. B. B. B. B. B. B. B.	LECTRONIC LECTRONIC IIIIng LECTRONIC IIIIng LECTRONIC B - CANCEL djustment LECTRONIC IIIIng LECTRONIC IIIIng LECTRONIC IIIIng	Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer Funds Transfer	

This screen has a dynamic display column on the right. Click on the Display button to choose the desired information from the lookup.





1.8.1 History List #10670

The History List prints the history of bills for a customer based on the criteria entered.

Optionally select a **Bill Year Range, Date Range,** and/or a **Program Type** to filter the content or leave the prompts blank and display all.

Task 10670: Customer Transaction History Listing
Customer Transaction History listing
Optional: Enter Bill Year Range From Year: To Year:
Optional: Enter Date Range From: To:
Optional: Enter Program Type
Run as O Preview O Print O PDF O Excel If Printing use Duplex O Yes No Lookup OK Cancel Clear All

This example was Run as **O Excel**.

×	日 り・ペ マ ⊂ Customer_His	tory_10670_THE	RESA[1].	(ml - Excel	𝒫 Searc	h								8	- 0
Fil	e Home Insert Page Layout	Formulas	Data	Review View H	lelp										<u>ال</u>
Q4	\sim : $\times \checkmark f_x$														
- 4	В	С	D	E	F	G	н	1	J	к	L	М	N	0	Р
1 [escription	Trx-Date	Check#	Check-Description	Charges	Adjust/Refund	Payments [Variable]	Balance	Trx#	User Batch	GL Posting#	Check Date	Check#	Post Date	User
2 [EC HOA Fees	01-Dec-2022			679.00	0.00	0.00	679.00	1	MBSPC72	72			01-Dec-2022	WENDY
3 E	FT Payment Processed on 01-Dec-2022	01-Dec-2022			0.00	0.00	679.00	-679.00	2,581	EFT121221	73			01-Dec-2022	WENDY
4 E	ill HOA Fees	01-Jan-2023			679.00	0.00	0.00	679.00	6,142	MBSPC337	337			11-Jan-2023	WENDY
5 E	FT Payment Processed on 11-Jan-2023	01-Jan-2023			0.00	0.00	679.00	-679.00	8,722	EFT111232	338			11-Jan-2023	WENDY
6 E	ill FEB Monthly HOA Fees	01-Feb-2023			679.00	0.00	0.00	679.00	12,038	MBSPC593	593			06-Feb-2023	WENDY
7 E	FT Payment Processed on 06-Feb-2023	01-Feb-2023			0.00	0.00	679.00	-679.00	14,618	EFT26233	594			06-Feb-2023	WENDY
8 E	ill MAR Monthly HOA Fees	01-Mar-2023			679.00	0.00	0.00	679.00	17,956	MBSPC915	915			06-Mar-2023	WENDY
9 E	FT Payment Processed on 06-Mar-2023	01-Mar-2023			0.00	0.00	679.00	-679.00	20,536	EFT36234	916			06-Mar-2023	WENDY
10 E	ill APR Monthly HOA Fees	01-Apr-2023			679.00	0.00	0.00	679.00	24,266	MBSPC1278	1,278			03-Apr-2023	WENDY
11 E	FT Payment Processed on 03-Apr-2023	01-Apr-2023			0.00	0.00	679.00	-679.00	26,846	EFT43235	1,279			03-Apr-2023	WENDY
12 E	III MA* Monthly HOA Eees	01-M	· · · · ·	Let A such	79.00	0.00	0.00	679_00		MC SPC1576	1.576		يمعسن	02-May-2	WENDY.
40 E	III MAY Monthly HOA Fulls	J-May-∠024			719.00	0.00	ს.თ	1 10.00	101,916	MasPC6 14a	ь,148			01-May-2024	GER
41 E	FT Payment Processed on 01-May-2024	01-May-2024			0.00	0.00	719.00	-719.00	104,496	EFT512418	6,149			01-May-2024	AAUGER
42 E	ill JUN Monthly HOA Fees	03-Jun-2024			719.00	0.00	0.00	719.00	107,950	MBSPC6684	6,684			03-Jun-2024	AAUGER
43 E	FT Payment Processed on 03-Jun-2024	03-Jun-2024			0.00	0.00	719.00	-719.00	110,530	EFT632419	6,685			03-Jun-2024	AAUGER
44 E	ill JUL Monthly HOA Fees	01-Jul-2024			719.00	0.00	0.00	719.00	113,867	MBSPC7131	7,131			01-Jul-2024	AAUGER
45 E	FT Payment Processed on 01-Jul-2024	01-Jul-2024			0.00	0.00	719.00	-719.00	116,447	EFT712420	7,132			01-Jul-2024	AAUGER
46 E	ill AUG Monthly HOA Fees	01-Aug-2024			719.00	0.00	0.00	719.00	118,936	MBSPC294	294			11-Jul-2024	ANTHEA
47 E	FT Payment Processed on 11-Jul-2024	01-Aug-2024			0.00	0.00	719.00	-719.00	121,516	EFT7112421	295			11-Jul-2024	ANTHEA
48				Customer Total	14,659.00	0.00	14,659.00	0.00							
									-						

1.8.2 Summary List #10671

Optionally select a Bill Year Range and/or a Program Type to drill down on the content or leave the prompts blank and display all.

Task 10671: Transaction History Summary	×
Transaction History Summary	
Optional: Enter Bill Year Range From Year: To Year:	
Optional: Enter Program Type	
Run as O Preview O Print PDF O Excel If Printing use Duplex Yes O No	
Lookup OK Cancel Clear All	

The Summary List displays the bill history transactions for the customer in summary format based on the criteria entered.

N C	ustTrxHis_10671_THE	RESA[3]	pdf - Adobe Ac	obat Reader (64-bit)						
File	Edit View Sign	Windov	v Help							
Ho	me Tools	C	ustomer_Histo	ory CustT	inxHis_10671 ×					
B	☆ ゆ	0	⊙ ⑦		k 🖑 E	→ → 102%	↓ ↓	T 🖡 🗸	2 á 🕄 🗓 Q	
	10671-MBCUS1	FRNHIS	SUM.REP	Printe	ed 20-Sep-2024 Heritage Vill Transacti	at 17:32:32 by Lage Master Ass ion History Sur	7 THERESA sociation nmary		Page 2	
	Custor Ov Service Addr	ner#: vner: ress:	1000A 1000A HER:	TAGE VILLAGE			as of 17:3	32:32 on 20-Se	p-2024	
	Trx Date	Year	Bill#	Charges	Other Charges	Adjustments	Refunds	Payments	Description	
	01-Aug-2024 01-Aug-2024	2024 2024	059804-00 059804-00	719.00 .00	.00 .00	.00 .00	.00 .00	.00 719.00	Billing ELECTRONIC FUNDS TRANSFER	
				719.00	.00	.00	.00	719.00		
•	01-Dec-2022 01-Dec-2022	2023 2023	002581-00 002581-00	679.00 .00	.00 .00	.00 .00	.00 .00	.00 679.00	Billing ELECTRONIC FUNDS TRANSFER	
				679.00	.00	.00	.00	679.00		
	01-Feb-2023 01-Feb-2023	2023 2023	003274-00 003274-00	679.00 .00	.00	.00 .00	.00 .00	.00 679.00	Billing ELECTRONIC FUNDS TRANSFER	
				679.00	.00	.00	.00	679.00		
	01-Mar-2023 01-Mar-2023	2023 2023	005981-00 005981-00	679.00 .00	.00 .00	.00	.00 .00	.00 679.00	Billing ELECTRONIC FUNDS TRANSFER	
				679.00	.00	.00	.00	679.00		

1.8.3 Email Transaction History for a Customer

This button functions identically to the one described in section 1.7.3 above.

1.9 Tickler Query Screen #10174

button.

To access the Bill Notes/Tickler Screen, from the menu select:







-

Heritage Village Master Association – Miscellaneous Billing

15 October 2024

Reminder notes may be added from this **Tickler Query Screen**. Existing notes can be edited, emailed, or deleted from this screen.

		eacy notes (increas)									
File Edit Ledg	gers Purchas	se Orders Accounts Payable Human Resou	urces Budget Collections	Tax Motor E	ccise Misc Bill	ing System	Favorites He	lp			
Pa 🛍 🎒 🕯	+ H 🗧	+ 써 🊝 👾 🔍 🖬 🖬 🛃 🔒									
			Customer Query	- Notes							
Goto	Cust No.	10000							_		
	Name 1	STEPHEN STILLS		Phone 1	(203) 555-16	16 Ext 0000	TVD C Cell				
Actions	Name 2	STEFFIEIT STEELS		Phone 2	(203) 555-12	12 Ext 0000	Typ H Hone				
	Street#	1000A									
	Street	HERITAGE VILLAGE		Bill Delivery	🔾 Print 🛛 💿 🛙	Email 🔿 Nor	ne				
	Line 2			E-mail Addr	pand0admins.	CON					
9 Add A Note	City	SOUTHBURY St CT	T Zip 06488-0000				In-P	rogress Resale			
	Dalance	Pre-Pay: 0.00 Invoices: 65.00 Total:	: 05.00								
	1 Cust	tomer 2 Ticklers 3 PRG Invo	oices 4 Custom Fields	5 Field Loo	ıs 6 Banl	k Question					
	1 Cust	tomer 2 Ticklers 3 PRG Invo	oices 4 Custom Fields	5 Field Loo	as 6 Banl	k Question					
Date	1 Cust	tomer 2 Ticklers 3 PRG Invo	oices 4 Custom Fields Remind?	5 Field Loo Remind On?	Remind Who?	k Question Remind Sent	Buttons				
Date 23-Sep-2024	1 Cust User THERESA	omer 2 Ticklers 3 PRG Invo Notes a note added from query screen	oices 4 Custom Fields Remind? 10174 ON ON	5 Field Loo	Remind Who?	k Question Remind Sent	Buttons	11			
Date 23-Sep-2024 23-Sep-2024	1 Cust User THERESA THERESA	Internet 2 Ticklers 3 PRG Invo Notes a note added from query screen 3 Check on the status on October 3	a Custom Fields Remind? 10174 1, 2024.	5 Field Loo Remind On? 29-Sep-2024	Remind Who?	k Question Remind Sent	Buttons D Edit Note	Email Now	Delete	\square	
Date 23-Sep-2024 23-Sep-2024	1 Cust User THERESA THERESA CONVERT	Inner 2 Ticklers 3 PRG Invo Notes a note added from query screen ; The con the status on October ;	a Custom Fields Remind? 10174 N N N 1, 2024, N N N	5 Field Loo Remind On? 29-Sep-2024	Remind Who?	k Question	Buttons) Edit Note	Email Now	Delete	\mathbb{D}	
Date 23-Sep-2024 23-Sep-2024	User THERESA THERESA CONVERT	Notes 3 PRG Invo Notes a note added from query screen 1 Dheck on the status on Databer	a Custom Fields Remind? 10174 N ○ N 1, 2024, N ○ N	5 Field Loo Remind On? 29-Sep-2024	Remind Who?	k Question	Buttons D Edit Note	Email Now	Delete	Ð	
Date 23-Sep-2024 23-Sep-2024	1 Cust User THERESA THERESA CONVERT	Note: a note added from query screen Dheck on the status on Dotoben	0ices 4 Custom Fields Remind? 10174 ● N ○ Y 1, 2024, ○ N ● Y ● N ○ Y	5 Field Loc Remind On? 29–Sep–2024	Remind Who?	k Question	Buttons	Email Now	Delete	D	
Date 23-Sep-2024 23-Sep-2024	1 Cust User THERESA THERESA CONVERT	Inter 2 Tokers 3 PRG Invo Notes a note added from query screen 3 Direck on the statue on Dotober	A Custom Fields Remind? 10174 N O 1 1, 2024, N O 1	5 Field Loo Remind On? 29–Sep–2024	Remind Who? THERESA	k Question	Buttons	Email Now	Delete	Ð	
Date 23-Sep-2024 23-Sep-2024	1 Cust User THERESA THERESA CONVERT	Note: a note added from query screen : Precil on the status on October	a Custom Fields Remind? 10174 IN ()) 1, 2024, ON ()	5 Field Loc Remind On? 29-Sep-2024	Remind Who? THERESA	k Question	Buttons) Edit Note	Email Now	Delete	Ð	
Date 23-Sep-2024 23-Sep-2024	1 Cust THERESA THERESA CONVERT	Inter 2 Tiskers 3 PRO Invo Notes a note added from guery screen 3 Daeli on the status on October	0ices 4 Custom Fields Remind7 1, 2024. ○ N ○ Y 0 N ○ Y	S Field Loc Remind On? 29-Sep-2024	Remind Who?	k Question	Buttons D Edit Note	Email Now	Delete	D	
Date 23-Sep-2024 23-Sep-2024	1 Cust THERESA THERESA CONVERT	Notes a note added from query screen 2 Preci, on the status on October	4 Custom Field Remind? 10174 N O 1. 2024, N O	5 Field Loc Remind On? 29-Sep-2024	Remind Who? THERESA	k Question	Buttons D Edit Note	Email Now	Delete	D	

1.9.1 Add a New Note



in chronological order, with the most recent note appearing at the top of the screen.

	Chiraying	Detail			e Attacimento	2 11200 (••		- Diritotearricitar	·	
Date	Time	Entered By	Note	Remind?	Remind On?	Remind Who?	Remind Sent	Buttons			
04-Mar-2024	15:33:56.	THERESA	A second note created on March 4,	$\bigcirc N \bigcirc Y$				8 Edit Note	0 Email 9 Delete		
04-Mar-2024	15:19:31.	THERESA	Customer phoned asking about a bi	ON OY	04-Apr-2024	THERESA					



Heritage Village Master Association – Miscellaneous Billing

1.9.1.1 Set Up a Tickler (an emailed reminder)

Set the "**O Y**" radio button in the "**Remind**?" column to enable entry in the "**Remind On**?" and "**Remind Who**?" columns.

To mark a note to send a reminder in the future, fill in the **"Remind On?"**, and **"Remind Who?"** fields.

Any username with a valid email address in the AUC system can be entered in the "Remind Who?" field.

When the	e Remin	d? radio
button is	set to "	⊙ Y", a
prompt fo	or the re	equired date
and userr	name is	presented.
Enter the	date ar	nd username
and click	0K	

[AUC] 10000-	-Customer M	aintenance [tl	heresa]									
File Edit Ledg	jers Purcha ≦ H4 ←	se Orders A → ₩ 🕊	ccounts Payable 🛛 Fi	xed Assets 🛛 H	luman Resou	rces Budg	et Collection	s Tax Motor	Excise Misc Bi	illing System	Favorites Help)
					Custom	ner Main	tenance					
Goto Actions	Cust No Parcel# Primary	<u>20000211</u>	· _				Service Add Name 1 name 2	dress				
9 Add A Note	Secondar Location City	ny		St	Zip 0000	0-0000	Location# Street Line 2		Street# 338	Unit#		
	1 Cus	tomer	2 PRG Invoice (1)	3 Attachmer	ıt (1)	4 Bill History	5 Trx H	istory 61	Note/Ticklers	7 Custom Fields	8 Field Log	s (11)
Date	User	Category	Notes			Remind?	Remind On?	Remind Who?	Remind Sent	Buttons		
05-Mar-2024	THERESA		Sent customer a	paper bill	per thei		06-Mar-2024	ANTHEA		0 Edit Note En	nail Now Delete	
05-Mar-2024	THERESH		Lustomer phoned	asking for	1nformat		05-Mar-2024	THERESH	4			_
								\wedge				
									1			
						Rei	mind?	Remin	d On?	Remino	l Who?	
						0	Ν 🔘 Υ	06-Ma	m=2024	ANTHE	а –	
						\bigcirc	Ν 🔍 Υ	05-Ma	m=2024	THERE	5A	

Remind On? – The date the reminder is to be sent. It will be sent the evening of this date. Resetting the date in the future will resend the message on the date entered.

To reset the date, set the "**Remind**?" field to "**N**" to clear out the current fields and then reset it to "**Y**" to fill in the resulting prompt (as above) with the new date and user.

The "**Remind On?**" date cannot be before the date the note is created. If a date that is prior to the note date is created, the following message will pop up:

Check Er	ror X
1	E700-Remind Date must be after date of note
	ОК



Remind Who? – Displays the user to whom this reminder is to be sent.

Enter the username or select **Lookup** to display a list of usernames. The list will only display usernames associated with an email address on the User Profile.

The username must have a valid email address and be a valid user in the system. If the username is valid but does not contain an email address, the message will pop up:

Click on ok, then select a user (use the lookup) with a valid email address to whom the reminder will be sent.

If the username does not exist, this message will pop up:

Click on \bigcirc , then select a valid user to whom the reminder will be sent.

[AUC] 10	000-Customer Maintenance	×
1	P138-Invalid Email Address Format	
	ОК	



Remind Sent – This field will be populated by the overnight procedure with the *date* the reminder was sent.

The reminder email will look like this; the body of the email will include the note text:

Reminder Real Estate Note From 2013 001002-00 aucdev@admins.com

Sent: Tue 8/27/2013 2:04 AM To: support

The taxpayer called today about applying for an exemption. She was not sure if they were eligible or not. Follow-up with taxpayer next week to see if she is all set now.

This is a reminder for follow-up. It was created 22-Aug-2013 by Kathy Coughlin (alternate)

Refer to Real Estate Bill 001002-00 Year 2013

** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **



1.9.2 Email Note

Email any note "on demand" to any email address to alert someone to this action (*this may be done instead of or in addition to the Remind? Feature.*)

Click the **Email Now** button to access the prompts and indicate to whom the email will be sent.

In addition to the optional Contact Name, there are two optional lines of notes available.

Enter the **required** email address.



The **Email Now** button will not appear on the line until a note has been entered.

The email sent will look like this based on the settings on the screen.

If the **Remind?** field is set to set to "N" it will display "The note is not set to remind."

If "Y" the message will display:

This note is set to remind The reminder will be sent to THERESA.

File Edit Ledos	Customer Ma ers Purchas	intenance [theresa] e Orders Accounts Payable Fixed As	sets Human Resources Budge	et Collections Tax MotorFacise Misc Billing System Favorites Help	×
16 🛍 🖨 🖨	\$ 144 +	• 배 傑 🚟 🔍 🖬 📾 🛃	6		
	ß		Customer Main	tenance	
Goto Actions 9 Add A Note	Cust No Parcel# Primary Secondary Location City	p0000211 Current Balance: 2,600.00	5t Zip 00000-0000	Senice Address Name 1 BLLINGRM EXELY CHILINGOD PROGRAM name 2 Location 338 Stream 338 Streat Harfrod Mc Unit# Line 2 CM BLLINGRM St Ma Zip 02019-0000	
Date 0 05-Mar-2024 05-Mar-2024	1 Cust User THERESA THERESA	omer 2 PRG Involor (1) 5 A4 CategoryNotes Sent customer a pape Customer phoned askit	tachment (1) 4 Bill History Remind? bill per thes ○ N ● Y ng for informat ○ N ● Y	5 Tro Healow 7 Coulton Felds 8 Feld Leas (11) Reand Ont Parened White Reand Set 10 East Not East Not Cores 05-Flor=2024 THERES Frank Now	
		[AUC] 10000-Customer Maintenan	ce [theresa]	×	
		Sending Attachment via Email			
		Optional: Enter Contact Name	Mr. John Jones		
		Optional: Enter Note	This is a reminder that you	a asked for a paper bill this morning.	
		Required: Enter Email Address	am sending it in the post	al mail this atternoon.	
			Loo	kup OK Cancel Clear All	
				Text	1.14

*		1	of 18	<	>		
	Miscellaneous Billing Note For Customer 00000211			0	ø		
*	auc.do.not.reply@gmail.com to me.therea •	☆		«			
	Dear Mr. John Jones. } contact name entered on the prompt						
	This is a reminder that you asked for a paper bill this morning. I am sending I in the postal mail this afternoon. } the note text as entered on the [Email Now] prompt						
	Sent customer a paper bill per their request via phone calle this morning. } the text of the note						
	In reference to Miscellaneous Billing Customer 00000211 } reference to Customer Number						
	This note is set to remind. Send Reminder to THERESA on 06-Mar-2024						
	Thank you Theresa						
	00000211,05-Mar-2024,10.02:13.84						
	** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **						

Heritage Village Master Association – Miscellaneous Billing

1.9.3 Delete a Line

If a Tickler Note was added by mistake, delete the blank note. On each line entered, a 9 Delete button will be available.

			Custome	r Query	- Notes				
Goto	Cust No	0008							
	Name 1	STEPHEN STILLS			Phone 1	(203) 555-16	16 Ext 0000	Typ C Ce.	11
Actions	Name 2		2 Ticklere		Phone 2	(203) 555-12	12 Ext 0000	Тур Н Но	ne
	Street#	L000A	2 TICKIETS						
	Street H	ERITAGE VILLAGE			Bill Delivery	O Print O I	Email 💿 No	ne	
	Line 2				E-mail Addr E	oand0ad≈ins.	con		
9 Add A Note	City	OUTHBURY	St CT Zip 06488	-0000				In-	Progress Resale
9 Add A Note	City S Balance	ROUTHBURY Pre-Pay: 0.00 Invoices	St CT Zip 06488	-0000			Quarter	in- In-	Progress Resale Progress Lease
9 Add A Note	City S Balance	CUTHEURY Pre-Pay: 0.00 Invoices	St CT Zip 06488 5,523.00 Total: 1,523.00 3 PRG invoices 4 Cu	-0000	5 Field Loc	as 6 Ban	k Question	In- In-	Progress Resale Progress Lease
9 Add A Note Date Date	City S Balance I 1 Custor	COUTHEURY Pre-Pay: 0.00 Invoices Pre-Pay: 0.00 Invoices 2 Ticklers Notes Foldieu, 4 October	St CT Zip 06488	-0000 istom Fields	5 Field Loc Remind On?	as 6 Ban Remind Who?	Remind Sent	Buttons	Progress Resale Progress Lease
9 Add A Note Date 04-0ct-2024 23-San-2024	City S Balance I 1 Custor User THERESA THERESA	OUTHELRY Pre-Pay: 0.00 Invoices 2 Tokiers Notes Friday, 4 October, - a pote added from a	St CT Zip 06488 523.00 Total: 1,523.00 3 PRG invoices 4 Cu 2024 to test note from cu umru enneen 10174	-0000 istom Fields Remind?	5 Field Loc Remind On?	28 6 Ban Remind Who?	k Question	Buttons 0 Edit Note	Progress Resale Progress Lease
9 Add A Note Date 04-0ct-2024 23-Sep-2024	City S Balance 1 1 Custor THERESA THERESA THERESA	OUTHELRY Pre-Pay: 0.00 Invoices 2 Ticklers Notes Friday, 4 October, a note added from q Edited Form query a	St CT Zip 06488 1,523.00 Total: 1,523.00 3 PRG invoices 4 Cu 2024 to test note from cu uery screen 10174 creen. Diek on the statu	-0000 istom Fields Remind?	5 Field Loc Remind On?	Remind Who?	Remind Sent	Buttons 0 Edit Note	Progress Resale Progress Lease
9 Add A Note Date 04-Oct-2024 23-Sep-2024 23-Sep-2024	City S Balance I I Custor User THERESA THERESA THERESA	OUTHEURY Pre-Pay: 0.00 Invoices 2 Tokies Notes Friday, 4 October, a note added from q Edited from query s	St CT Zip 06488 1523.00 Total: 1,523.00 3 PRG hvoices 4 Cu 2024 to test note from cu uery screen 10174 creen, Check on the statu	-0000 Istom Fields Remind? I ● N ○ Y I ○ N ● Y	5 Field Loc Remind On? 29-Sep-2024	Remind Who?	Remind Sent	Buttons 0 Edit Note	Progress Resale Progress Lease
9 Add A Note Date 04-Oct-2024 23-Sep-2024 23-Sep-2024	City S Balance I 1 Custor THERESA THERESA THERESA	NUTHEURY Pre-Pay: 0.00 Invoices 2 Toxiers Notes Friday, 4 October, - a note added from query s	St CT ZIP 06488 1523.00 Total: 1,523.00 3 PRG Invoices 4 Cu 2024 to test note from cu uery screen 10174 creen, Check on the statu	-0000 istom Fields Remind? I N O Y I N O Y	5 Field Loc Remind On? 29-Sep-2024	Remind Who?	c Question	Buttons 0 Edit Note	Progress Resale Progress Lease
9 Add A Note Date 04-Oct-2024 23-Sep-2024 23-Sep-2024	City S Balance 1 1 Custor THERESA THERESA THERESA	Notes Priday, 4 October, a note added from query s	St CT Zip 06488 523.00 Total: 1,523.00 3 FRG invoices 4 Cu 2024 to test note from cu uery screen 10174 creen, Check on the statu	-0000 Instom Fields Remind? I I N O Y I N O Y I N O Y	5 Field Loc Remind On? 29-Sep-2024	Remind Who?	Remind Sent	Buttons 0 Edit Note	Progress Resale Progress Lease
9 Add A Note Date 04-Dct-2024 23-Sep-2024 23-Sep-2024	City S Balance 1 1 Custor THERESA THERESA THERESA	Notes Friday, 4 October, a note added from query s	St CT Zip 06488 523.00 Total: 1,523.00 3 FRG hvoices 4 Cu 2024 to test note from cu uery screen 10174 creen, Check on the statu	-0000 istom Fields Remind? I I N O Y I N O Y	5 Field Loc Remind On? 29-Sep-2024	Remind Who?	Remind Sent	Buttons 0 Edit Note	Progress Resale Progress Lease

If deleting an entry that contains note *text*, the system will ask for confirmation.

[HVMA] 10174-Customer Query - Notes 🛛 👋	Click on Yes to confirm	
Note not Empty, are you sure you want to Delete?	deleting the note; click on [№] to cancel the deletion. The Note will remain, and a	[AUC] 10000-Customer Maintenance X
Yes No	message will be displayed. Click	Delete note cancelled
		ОК

To return to the Customer Query screen, click on the **1** Customer tab.

1.10 Recurring Program Invoices [PRG Inv] #10176

No data may be entered or changed on this screen. For more information about Special Invoices see the MB-320 Special Invoice Billing document in the Help Reference Library.

Some special invoices are regularly recurring.	E [HVMA] 1017 File Edit Ledg	6-Customer Query - Program Invoices [theresa] ers Purchase Orders Accounts Payable Hur \$ H4 + + >31 🎸 👾 🔍 🖬 🚮	nan Resources Budget Collectio	ns Tax Motor Exc	ise Misc Billing S	ystem Favorit	tes Help	- 🗆 ×
			Customer Query - F	Program Invoi	ces			
This screen shows a Program Type assigned to a customer and the frequency of the invoices.	Actions Q Program List	Cust No FLOOR Name 1 STEPHEN STILLS Name 2 Street HERITAGE VILLAGE Line 2 City SOUTHARY Balance Pre-Pay: 0.00 Invoices: 85.0 1 Customer 8 Ticklers (2)	St CT Zip 06488-0000 0 Total: 85.00 3 PRG Iny (1) 4 Custom Field	Phone 1 (2 Phone 2 (2 Bill Delivery E-mail Addr ba	03) 555-1616 Ent 03) 555-1212 Ext Print · Email nd9adwins.com	t 0000 Typ C t 0000 Typ H O None	Cell Hone In Progress Resale	
Each customer can have	Line Program	Description S HOR Fees	1 Parameter 2 Paran	meter FR	IQ Start Date 13-Nov-2020	Stop Date	Last Invoiced 01-Aug-2024	
multiple Programs assigned.								



This table lists the columns and a description of how they are used.

Column Label	How Used
Line	Sequential number for added Programs
Program	Program Type
Description	Description of Program Type
1 Parameter	Enter up to 40 characters. To customize these programs to a specific student/Grade or Location or any other values that are specific to this program occurance without having to manually update each individual invoice at time of billing. Use the Parameters on this screen in combination with the parameter feature on Forms table. See MB-320 Section 1.2 in the help reference library.
2 Parameter	Enter up to 40 characters
FRQ	Frequency of recurring Invoice. This can be changed anytime. Use Lookup to see available frequencies.
Start Date	Start Date of recurring invoice. No invoice will be issued for this customer prior to this date
Stop Date	Stop Date. No Invoices will be issued to the Customer after this date.
Last Invoiced	Date the invoice was last issued

1.10.1 Program List

Task 10113: Customer Assigned Programs for Invoicing × Produce a list of the Customers Assigned Programs for Invoicing programs assigned to Optional: Enter Customer Number customers. To produce a list Optional: Enter Department Group for a single customer, enter Optional: Enter Program Type their customer number. To Run as
Preview
Print
PDF produce a list for a single OExcel If Printing use Duplex
Yes ONo program, enter the program. Lookup 0K Cancel Clear All Г

10113-MBCUSPRGLST.REP	Cu	Heritage Village M stomer Assigned Pr	aster Association ograms for Invoicin	ıg	Page 1
Customer# : 1000A Name 1 : STEPHEN STILLS Address : 1000A HERITAGE VILLAGE					
Line Program Description 1 HOAFEES HOA Fees	1-Parameter	2-Parameter	Frequency Monthly	Start Date End Date 13-Nov-2020	Last-Invoiced Next-Invoice 01-Aug-2024 01-Sep-2024 OVR
Customer# : 1001B Name 1 : SEAN LENNON Address : THE DAKOTA					
Line Program Description 1 HOAFEES HOA Fees	1-Parameter	2-Parameter	Frequency Monthly	Start Date End Date 10-Feb-2016	Last-Invoiced Next-Invoice 01-Aug-2024 01-Sep-2024 OVR
profest for a france and a second second and a	Superior Actor	and a standard standard standard		and the second	

Figure 3 This list shows the customers and programs



NOTE – the next invoice date is an approximate date calculated using the last invoice date and the frequency of the program assigned to the cusomer; if the last invoice date has not been set it will use the start date and calculate forward from there



Heritage Village Master Association – Miscellaneous Billing

1.11 Custom Fields Query Screen #10170

The Custom Fields Query screen is read-only and does not allow data entry.

These fields are used for any type of information.

There are sections on this screen that allow for different types of information to be stored.

To return to the Customer Query screen, click on the 1 Customer tab.

The description of these fields can



be changed by the super-user on the User Defined Labels screen. To update the field labels, from the menu, select:

HVMA	10170-Customer Query rs Purchase Urders Accounts Payable Human Resources Budget Collectio	- CI X					
h 🛍 🖨 d	н + + н 🌾 👾 Qʻ 🖬 📾 🛃 🗂						
Customer Query							
Goto Actions	Cust No 2000c Name 1 STEPHEN STILLS Name 2 Street# 1000A Street# Street# L000A Street HEXITAGE VILLAGE Line 2 Line 2	Phone 1 (203) 555-1616 Ext 0000 Typ C Cell Phone 2 (203) 555-1212 Ext 0000 Typ H Hone Bill Delivery Print © Email None E-mail Add bandbacking.com					
	City SOUTHBURY St CT Zip 06488-0000 Balance Pre-Pay: 0.00 Invoices: 85.00 Total: 85.00	In Progress Resale					
	1 Customer 8 Ticklers (2) 3 PRG Inv (1) 4 Custom Field	fs 5 Field Logs (30) Bank Quest (2)					
L Search	User Defined 30 Characters	User Defined Dates					
0 Statement	User Defined #1 User Defined #2 User Defined #3	User Defined #1 User Defined #2 User Defined #3					
9 Reports	User Defined #4 User Defined #5 User Defined #6	User Defined #4 User Defined #5					
	User Defined #7 User Defined #8 User Defined #9	User Defined #2 User Defined #1 User Defined #2 User Defined #3					
	User Defined 80 Characters User Defined #1 User Defined #2	User Defined #4 User Defined #5					
	User Defined #3 User Defined #4 User Defined #5	User Defined Decimal 0 Places User Defined #1 User Defined #2 User Defined #3 User Defined #4 User Defined #4					
	Active	Lkup UP					

Misc. Billing Module Maintenance User Defined Labels

1.12 Field Logging Query Screen #10175

This screen displays changes that have been made to the customer record in change date order. The Field Logging Query screen is read-only and does not allow data entry.





To return to the

tab.

Customer Query screen, click on the 1 Customer

Heritage Village Master Association – Miscellaneous Billing

15 October 2024

- 5 This identifies where the change originated. In this example, **CUSOWN** indicates that the change was made on the **Customer Maintenance Owners** tab.
- ⁶ Click the Edit List button to display this prompt. Optionally restrict the list to a customer number, date range, or the user who made the change.

Select the desired sort order: ⊙ Customer #, ⊙ Change Users, or

• Change Date.

📧 Task 10901: Field Logging Report - Cu	stomer Maintenance X		
Field Logging - Customer Mai	ntenance Edit List		
Optional: Enter Customer Number			
Optional: Enter Date Range	From: To:		
Optional: Restrict to this User			
Sort:	● Customer# ○ Change User ○ Change Date		
Sort: Customer# Change User Change Date Run as Preview Print PDF Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All			

Run the report as **O PDF** or **OExcel** format.

10901-MBCUSMSTFLG.REP Heritage Vallage Master Association Field Logging Report - Customer Maintenance				Page 1		
Customer / Service Address	Change Date Time	User	Field	Value 🕐		Where
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	Name 1	Old: DAVID JONES New: STEPHEN STILLS		CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	Frenote Flag	old: 0 New:		CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	Bank Account Type	Old: C New:		CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	Bank Account	old: 1010101010 New:	×.	CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	ABA#	Old: 11111111 New:		CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	19-Sep-2024 16:0	2 THERESA	Bank Name	old: MONKEE NATIONAL BANK New:		CUSOWN
1000A STEPHEN STILLS 1000A HERITAGE VILLAGE	17-Sep-2024 09:5	7 THERESA	Email	Old: New: band@admins.com		CUSTUPD

Figure 4 The Field Logging edit list run as PDF is shown

15 October 2024

1.13 Bank Questionnaire (Form 1076) Query Screen #10181

The Bank Questionnaire Query Screen is for	- の × rite cont Leagers Furchase Unters AcCounts Fayable Frumman Resources buoget Collections Tax MotorExcise Misc Billing System Favorites Help 同語 通信 M キャッ W 学 文 単 面点 の						
viewing purposes only and		Customer Query - Bank Questionnaries					
does not permit data entry.	Goto Actions	Cust No IOCOA Name 1 STEPHEN STILLS Name 2 Phone 1 (203) 555-1616 Typ 0000 C Cell Street# 1000A Hone 2 (203) 555-1212 Typ 0000 Hone Street# 1000A HERITAGE VILLAGE Bill Delivery Print © Email One Email Addr City SUIHBURY St CT Zip 06488-0000 In-Progress Resale					
Form 1076, also known as	X Excel						
the "Uniform		1 Customer 2 Ticklers 3 PRG Inv (1) 4 Custom Fields 5 Field Loos (30) 6 Bank Question					
Condominium		Created Time By Bank Bank Name Status Invoice# Buttons					
Questionnaire", is used in		25-3589-20/24 13114135 (TRERESH CHW) CHWICHWIGLUN NUKLUHWIGL (VEOLOGO) Go to twoice 00:00:00 CONVERT 000000-0					
real estate to secure							
financing for condos or							
townhouses within a							
homeowner's association							
It demonstrates that the							
project meets the lender's							
critoria							
chteria.							
		Lkup UP					

1.13.1 Bank Questionnaire Excel Report

Click the x Excel button to produce a report detailing all bank questionnaires provided for the selected customer. If the customer was not issued an invoice because the bank utilized the standard HVMA form 1076, this will be indicated in the <u>Status</u> column. Otherwise, if an invoice exists, the invoice number will be displayed in the <u>Invoice#</u> column.

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1	Unit#	Created	Time	By	Bank	Bank_Name	Status		Invoice#		
2	1000A	9/23/2024	16:05:18	THERESA	AMS	AMERISAVE MORTGAGE	No Invoice issued upon request		000000-00		
3	1000A	9/23/2024	15:14:33	THERESA	CARM	CARRINGTON MORTGAGE			065026-00		
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