ADMINS Unified Community Heritage Village Masters Association Miscellaneous Billing



This quick reference document should be used in conjunction with the <u>MB–260 Refunds</u> document available in the Miscellaneous Billing Help Reference Library.

1 HVMA Pre-Payment Refunds

When issuing refunds for Pre-Payments, specific entries must be made:

1.1 When Selecting Override Refund



A Enter **2999** as the **Bill Year** for Pre-Payments; the bill type is always **"95"**.

B When the cursor is in the **Enter Bill#** field, use the Lookup button to list all Pre-payments that have an amount eligible to refund. Select the Bill # from the lookup.



It may not be necessary to find the Bill# prior to issuing the refund. This applies to all refunds, not just prepayments.

1.2 Posting the Refund

When posting the refunds, if the only refund being processed is a Pre-Payment, the GL Posting Report will show **"No Records Selected".** *Pre-Payments do not post to Accounts Receivable [A/R], therefore there is nothing to reverse in the Refund Posting.* A report showing the voucher and batch will be produced.

10440-MBREFDUEPST.REP	Printed	07-Jul-2023 at 09:39:12 by BDA	VIS				P	age 1
Heritage Village Master Association								
			Post Refunds (to A/R and A/R					
			FORC RECUIRD (CO R/R HIM R/F)					
Type Year Bill#	Service Address	Name	Mailing Address	City/State/2	ip	Category	Refund Due	Voucher#

Voucher Batch : REF257	1							
								1 1
MB 2023 025512-00	420A HERITAGE VILLA	RERS KLEMISH	C/O DAVID KLEMISH 159 LIVINGST	EXTON PA 193	41-0000	1-HOA Fees	551.00	2828
			-,					()
							EE1 00	
Voucher Batch	· REF257						551.00	
Toucher Ducon					Voucher#			
					,	EF257 Batch Totals	551.00	
					2828			
			*** Grand T	otal ***		#Txns: 1	551.00	

When the Voucher is posted and paid, all GL Accounting required for the refund will be processed. This is when it will affect Cash and Revenue.

All Trx Co		Tran	Transaction History						
Goto									
Actions	User Batch# FY	Reference# Posting#							
6 Drill Down 7 Acct Bal Inquiry	REF 257 2023	2444 2444							
8 Excel 8 Excel By Date	1 Account	2 Posting#		3 User	Batch	4 Refer	ence#	5 Trx Date	
Trx Date Ad	ccount Number		Line	GL#	Туре	Amount	Туре	Display - Transaction Desc	
12-Jul-2023 01-000-1000-1001-000			1	1	AP01	551,00	CR	Disbursement Posting	
12-Jul-2023 01-000-2000-2000-000			1	1	AP01	551,00	DR	Disbursement Posting	
07-Jul-2023 01-000-1000-1001-000				1	AP02	551,00	DR	Voucher Posting	
07-Jul-2023 01-000-2000-2000-000			1	1	AP02	551.00	CR	Voucher Posting	