ADMINS Unified Community HVMA – Miscellaneous Billing

30 November 2023

This document describes the Heritage Village Masters Association (HVMA) Electronic Funds Transfer (EFT) update process. To prevent inadvertently changing EFT Bank information, any change to EFT information must be made via a prompt.

The data cannot be changed directly on the screen and is "read-only". Use these instructions when changing an existing EFT setup on a customer record, adding an EFT to a customer who did not previously use EFT, and removing EFT information from a customer record. To access the screen, from the menu, select:

Misc Billing ▶ Maintenance ▶ Customer Maintenance

Type the customer number to bring the record to the screen.

1 Change Existing EFT Information for a Customer

If the EFT Bank Transfer radio		Customer Mai	intenance			
button is set to O Yes , and a	Goto	Cust No B9B				
change is needed, click the	Actions	Name 2	Phone 2 Ext 0000 Typ C Cell			
	X Add Cust	Street HERITAGE VILLAGE	Phone 3 (000) 000-0000 Ext 0000 Typ			
Update EFT hutton	Y Delete Cust	City SOUTHBURY St CT Zip 06488-0000	E-mail Addr			
button.	Z Add Invoice	1				
		1 Customer 2 PRG Invoice (1) 3 Attachment (4) 4 Bill History	5 Trx History 6 Notes 7 Custom Fields 8 Field Logs (13)			
Every change	L Search	Mailing Address 🛛 Same as Service Address				
is logged to	9 Reports	Name 1 CHRISTOPHER G & GAIL L RYDER	Class Type BERK-1 I V			
the customer		Line1 99B HERITAGE VILLAGE	Occupancy Occupied Vacant			
maintenance		Line3	Comment 1 CLOSING 11/5/20			
field log tob to allow the		City SOUTHBURY St CT Zip 06488-3526				
field log tab to allow the						
user to see what it was		EFT Bank Transfer ONo OYes Update EFT				
before the change.		Bank Name CHASE Routing# 1234-5678-0				
		Account# 987654321 Type Checking Savings				
		Pre-Note 0 Pre-Note Sent Date 27-Jan-2021				
		EFT Bank Transfer ONO OYes	s Update EFT			
			opouto 211			
		Bank Name CHASE				
		Routing# 1234-5678-0				
The system will display a		Account# 987654321				
prompt: enter the		Type O Checking O Saving	S			
information into the fields						
an the prompt		Pre-Note 0 Pre-Note Sent Da	te 27-Jan-2021			
on the prompt.						
ILUMAN 10000 Customer Maintenance (Masses)						
Update EFT Bank Information		î Îne B	ank Name is optional.			
Optional: Enter Bank Name CHASE						
Required: Enter Bank Routing# 0987-6543-6		The B	ank Routing #, Account, Account Type,			
Required: Select Bank Account Type Cherking Cavings		and P	renote Type are all required.			
Required: Select Prenote Type	? Tests to Bank					
		Ford	atails on Dronatos, soo sostion 4			
		FOLGE	etails of Prenotes, see section 4.			
Lookup OK Canc						
Press to apply the changes to the customer record.						
Press Cancel to exit the prompt: r	no unda	tes will be applied				
	io upua	tes will be applied.				

30 November 2023

2 Add EFT Transfer Information to a Customer Record

If the customer has no EFT Bank Transfer information, the radio button will default to **O** No and there will be no EFT information shown; the **Update EFT** button will not be available. To add information, set the EFT Bank Transfer radio button to **O** Yes. The system will immediately prompt for the information with the same prompt that is used when changing Existing EFT Transfer Information.

Setting the radio button						
to • Yes makes the	EFT Bank Transfer ONo OYes Update EFT					
Undate EET	Bank Name Routing# Account#	[HVIMA] 10000-Customer Maintenance [theresa] Update EFT Bank Information	×			
button available if	Type Pre-Note Pre-Note Serk Date	Optional: Enter Bank Name Required: Enter Bank Routing#				
		Required: Enter Bank Account				
changes are needed.		Required. Select Prenote Type	3ank ○ Send 2 Tests to Bank			
	EFT Bank Transfer	No 💿 Yes				
		Lookup OK Cancel	Clear All			
Fill in all the fields on the prompt and click on to apply the changes.						
The second s		Cancel				
To exit the prompt without apply	ing any changes, click on	•				

3 Remove Existing Customer EFT Transfer Information

A customer record that includes bank information will have the EFT Bank Transfer radio button set to **O Yes**. Change the EFT Bank Transfer Radio Button from **O Yes** to **O No** to remove the EFT Transfer Information.

To remove any EFT		Customer Main	ntenance	
information from a customer who chooses to no longer use EFT,	Goto Ct Actions Ni X Add Cust Lii Y Delete Cust	net Mo ame 2 ame 2 Treat Ref # \$20,0748,87 \$0,0748,87 \$2,07748,87 \$2,07748,87 \$2,07748,87 \$2,07748,87 \$2,07748,87 \$2,07748,87 \$2,07748,97748,97748,97748,97748,97748,97748,97748,97748,97748,97748,97748,97748,97748,97748,977	PRone 1 Ed 1000 Trp Call PRone 2 1000 000 Trp Call PRone 3 1000 000-0000 Ed 1000 Trp Call Bit Delvery O Print O Email @ None E-mail Add C	
click on the	Z Add Invoice	1 Customer 2 PRG Invoice (1) 3 Attachment (4) 4 Bil History	S Tinx History & Notes 7 Custom Fields & Field Logs (13)	
FFT Bank Transfer No	L Search	Mailing Address Same as Service Address		
radio button.	9 Reports Na Lii Lii Lii Lii Ci Ci	ame 1 ame 2 ame 3 ame 4	Class Type	
	EF Ba Rc Ac Ty Pr	TBank Transfer (* No. O'ves Usake EFT ank Name Orksit ondinger op 097-6043 - EFT Bank Transfer (* See Orksite 12362april - See Orksite 12362april	No PHYMA) 1000-Customer Maintenance X This will remove all current BPT Bank Information. Continue? Tos will remove all current BPT Bank Information.	
			2	
			[HVMA] 10000-Customer Mainte	nance ×
				Yes No
	Press	Yes to apply the cha	nges to the customer record.	
	Press	No to cancel remov	ing the EFT Bank Information.	

ADMINS Unified Community HVMA – Miscellaneous Billing

4 EFT Prenotes to Bank

The Prenote defaults to **Send 1 Test to Bank** when adding or changing an EFT. Select **Send Money to Bank** if no pre-note advice should be sent when adding an EFT for a customer. Select **Send 2 Tests to Bank** if the issuing bank requires two tests.

Run the EFT/ACH pre note process from the menu by selecting:

Misc Billing Maintenance Generate ACH/EFT Prenotes

Note: the process cannot be run from the Customer Maintenance screen. The system will display a pop-up message instructing the user to move to the query screen (or another screen) before running the Prenote process.

Task 10840: Generate ACH/EFT Prenotes	×
Generate ACH/EFT Prenotes	
Required: Enter Bank Code NSB NEWTOWN SAVINGS BANK	
Optional: Recreate prenote for any record dated between From: 01-Oct-2023 To: 30-Nov-2023	
Run as PDF	
Lookup OK Cancel Clear All	

	A	B	C	D	F
1	Cust# v	Owner-Name	Primary-Address	ChangeDat-T	ChangeTime v
8	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:37
34	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
35	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
36	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
37	999A	TIMOTHY L & BEVERLY A ALLEN	999A HERITAGE VILLAGE	11/30/2023	10:45:26
38	999B	RICHARD & ROBERTA E HAGSTROM	999B HERITAGE VILLAGE	11/30/2023	10:45:17
39	99A	JILL MICHEL	99A HERITAGE VILLAGE	11/30/2023	10:45:11
65	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:29:23
66	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:26
67	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:26
68	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:33:42
69	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:45:01
70	99B	CHRISTOPHER G & GAIL L RYDER	99B HERITAGE VILLAGE	11/30/2023	10:45:01

[HVMA] 10000-Customer Maintenance X
Goto MB -> Queries -> Customer Query before running
PreNote Process
OK

Fill in the required bank code – this is the code for the bank receiving the money via the EFT, currently "NSB" for Newtown Savings Bank. Select a date range that will include any of the customer records changed within the specified time frame and that have either the **O** Send 1 test to Bank or **O** Send 3 Tests to Bank radio button set.

Select Edit List on the customer maintenance or query screen to see a list of EFT changes within a date range.

4.1 Field Logging of Changes



Every change is logged to the customer maintenance field log tab to allow the user to see what it was before the change.

To view changes, from the menu, select:

Misc Billing ▶ Module Maintenance ▶

Goto	Customer Maintenance - Field Logging					
Actions	Customer Location	99B				
1 Edit List	Change Date 28-Nov-2023	Time 16:07	User THERESA	Field Bank Nane	From/To CHASE	Where Changed CUSTUPD
	28-Nov-2023	16:07	THERESA	Pre-Note Sent Date	27-Jan-2021	CUSTUPD
2 Cust Maint	28-Nov-2023	16:07	THERESA	Prenote Flag	0	CUSTUPD
	28-Nov-2023	16:07	THERESA	Bank Account Type	С	CUSTUPD
	28-Nov-2023	16:07	THERESA	Bank Account	123456789	CUSTUPD