



This document outlines the process for EFT Banking and applying those EFT payments to invoices for Homeowners Association (HOA) fees at Heritage Village Masters Association (HVMA).

**Monthly Billing:** Invoices are issued to all customers on the first business day of the month, following the instructions provided in the MB-650 HVA HOA Billing guide in the Help Reference Library.

**EFT Payments:** Ten days after issuing invoices, a bank file for EFT payments is created and applied to the current month's invoices.

**Steps for EFT Processing:** The process includes generating the EFT file, verifying the amounts, addressing any changes, and applying the payments to customer invoices. Reports are generated at each step to ensure accuracy and track changes.

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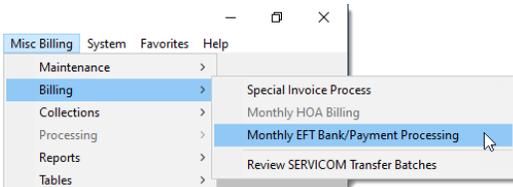


# 1 Monthly HOA EFT Bank and Payment Processing

After running the “Monthly HOA Billing Process” in the Miscellaneous Billing Module, you will be ready to run EFT Bank and Payment Processing ten days after invoices are applied.

To access the process, from the menu, select:

**Misc Billing ▶ Billing ▶ Monthly EFT Bank/Payment Processing**



Monthly EFT Bank/Payment Processing					
Description	Date	Start	End	Success	
1 Customer EFT List					
2 Customer EFT Changes					
3 Generate EFT Bank File	04-Nov-2024	09:47:29,24	09:47:39,88		<input checked="" type="checkbox"/>
Apply EFT Payments to Invoices					

The process is run via a convenient **Monthly EFT Bank/Payment Processing** steps menu.

Figure 1 Monthly EFT Bank/Payment Processing Steps Menu

## 1.1 Customer EFT List Report #10643



Use this list and the report in step 1.2 to verify the amounts processed during the EFT Bank Step

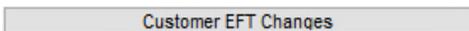


Uses the Class Type from each Customer record to get the current HOA fees from the [Class Type table](#).

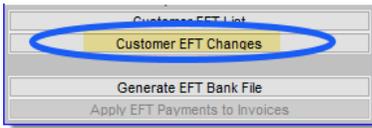
A	B	C	D	E	F
Cust#	Owner-Name	Primary-Address	Class	Amount	Message
1702 997B		997B HERITAGE VILLAGE	CTRY-HS	679.00	
1703 998A		998A HERITAGE VILLAGE	BERK-1	765.00	
1704 998B		998B HERITAGE VILLAGE	SHERMAN	683.00	
1705 999A		999A HERITAGE VILLAGE	BERK-1	765.00	
1706 999B		999B HERITAGE VILLAGE	SHERMAN	683.00	
1707 99A		99A HERITAGE VILLAGE	SHERMAN	683.00	
1708 99B		99B HERITAGE VILLAGE	BERK-1	765.00	
1709		<b>Total # records : 1,707</b>		<b>1,112,477.00</b>	
1710				<b>1,112,477.00</b>	

The Grand Total should correspond with the Total on the Generate EFT Bank File Step report. Additionally, it can be verified against the Special Invoice Register generated during the HOA Billing process. Any discrepancies should align with the Customer EFT Changes Report.

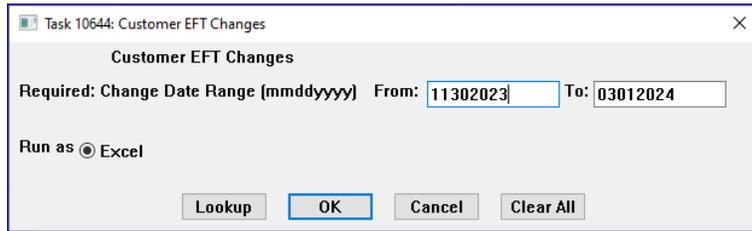
## 1.2 Customer EFT Changes Report #10644



**ADMINS** recommends that all EFT changes be tracked during the month.



Run this step to get a list of all of the changes to EFT for the specified time period. Verify that all the tracked changes appear on the list.



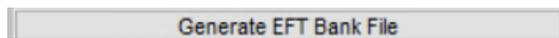
Enter a date range, usually the past month. (This shows a broader selection range to capture data for the documentation.)

The list includes New, Stopped, and Bank Information changes to EFT.

This image shows fictitious data to protect Unit Owner privacy.

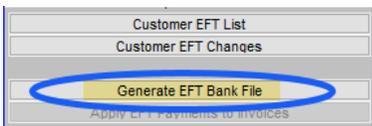
Cust#	Owner-Name	Primary-Address	ChangeDate	ChangeTime
51 98A	HEDRIN, TIPPI	98A HERITAGE VILLAGE	2/24/2023	11:23:19
52 998A	CONNERY, SEAN	998A HERITAGE VILLAGE	11/30/2023	11:02:19
53 999A	WEAVER, DENNIS	999A HERITAGE VILLAGE	11/30/2023	10:45:37
54 99B	REEVES, CHRISTOPHER	99B HERITAGE VILLAGE	11/28/2023	17:10:01
55 99B	REEVES, CHRISTOPHER	99B HERITAGE VILLAGE	11/28/2023	17:19:23
New EFTs			5	
Changed Between 01012023 and 03012024				
59 1000A	ROBERT & MARY DONALDSON	1000A HERITAGE VILLAGE	11/8/2023	11:55:17
60 1001B	CLIFF ROBERTSON	1001B HERITAGE VILLAGE	11/13/2023	12:30:49
61 1002A	THE A B FAMILY IRR. TRUST	1002A HERITAGE VILLAGE	3/6/2023	09:29:32
Stopped EFT			3	
342 99B	JOHN AND STANLEY BROWN	99B HERITAGE VILLAGE	11/30/2023	16:34:59
343 99B	JOHN AND STANLEY BROWN	99B HERITAGE VILLAGE	11/30/2023	16:36:21
344 99B	JOHN AND STANLEY BROWN	99B HERITAGE VILLAGE	12/4/2023	09:25:05
Bank Info Changed			3	
Changed Between 11302023 and 03012024				

### 1.3 Generate EFT Bank File

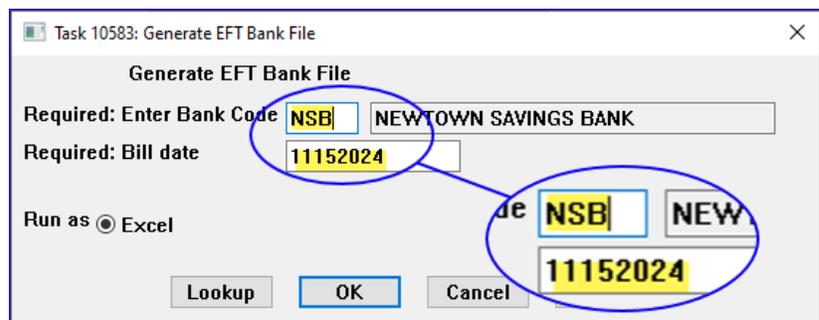


bank.

Click this step to generate the EFT file to be provided to the



Type the bank code or use **Lookup** to find the bank code if not displayed.



Click **OK**; if there are no errors an **Excel**® report will display all EFT records that will be in the file to send to the bank.



### 1.3.1 EFT File Report #10585

Cust#	Owner-Name	Primary-Address	Invoice#	Amount
1705 999A	WATSON, DIETZ	999A HERITAGE VILLAGE	026402-00	765.00
1706 999B	OPPENHEIMER, J. ROBERT	999B HERITAGE VILLAGE	026403-00	683.00
1707 99A	HEAD, BOARS	99A HERITAGE VILLAGE	026404-00	683.00
1708 99B	BOHRS, NIHL	99B HERITAGE VILLAGE	026405-00	700.00
1709	Total # records : 1,707			1,112,477.00

File Location:  
D:\AUC\_Development\admhome\Attach\ACH\CollectionsNewTown%d.txt

File Location:  
D:\AUC\_Development\admhome\Attach\ACH\CollectionsNewTown%d.txt

The report displayed lists all the unit owners included in the EFT File. The total at the bottom of the report should match the Customer EFT List.

Go to the bottom of the report – verify that the amount here matches the amount in the Customer EFT List. The legend in the report will supply the folder location and file name.

Figure 2 Totals and File Location at the bottom of the Generate EFT File report

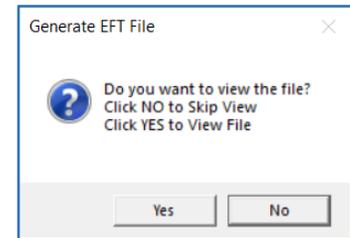
The filename includes “%d” which will be replaced with the date when the Generate EFT File step is run. For example, the current date is 20-Feb-2024; the file will be called: “CollectionsNewTown02202024.TXT”. This is the file to be submitted to the bank.

### 1.3.2 View and Close the Export File

When running the EFT step this message will pop up:

No is the default and the file will not be displayed, and the process will finish.

Yes will display the EFT file on the screen but the process will not finish until the file is closed. Usually it is not necessary to view this file.



If the EFT file is displayed on the screen, it will look like the sample in Figure 3:

*(always click “X” to close the export file to allow the process to run to completion.)*

```

ach112320221120.txt - AdmTed *** Read Only ***
File Edit View Insert Format Help
[Icons]
[01 22117229610608881602211231120A094101]NEWTOWN HERITAGE VILLAGE
5200HERITAGE BILLAGEAUC EFT DEPOSIT 1060888160PPDRECEIVABLE221123221201 1221172290000001
627221172296701126730 00000679001000A ROBERT & MARY WHEELIN 0221172290000001
6271012056817710783922030 00000683001000B ELLEN H. MANIAN ISSUE 0221172290000002
62726012881 6927134434 00000683001001A NINA WAGNER 0221172290000003
6272119771973378502 00000551001002A VERONICA D. BOYCE 0221172290000004
62711103093 4261103695 00000765001003A JOSEPH & LOLA SALZANO 0221172290000005
627221172296701127012 00000683001004A SUSAN HOLMS 0221172290000006

```

Figure 3 Sample Export File



### 1.3.3 EFT Error Check Report #10584

10584-MBACHCHKERR.REP Printed 14-Nov-2022 at 16:54:45 by ANTHEA Page 1  
Heritage Village Master Association  
ACH Error Check

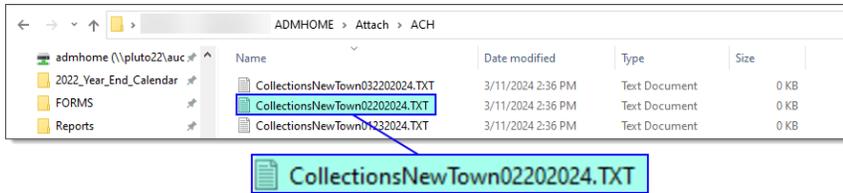
Review and Correct all errors:  
Customer Errors: Go to Customer Maintenance and review EFT

Customer Name	Customer Bank	Pre-Note	Pre-Note Date Sent
Bank NSB NEWTOWN SAVINGS BANK			
Bank Table Error - No Access to Export Location. Review File location			
1000A ROBERT & MARY WHEELIN	NEWTOWN SAVINGS	0	17-Sep-2020
Customer EFT Error - Bank Account Type missing			
1000B ELLEN H. MANIAN ISSUE TRUST	FIDELITY INV	0	22-Dec-2017
Customer EFT Error - Bank Account Type missing			

If there are errors a report like this will be displayed and provide instructions on how to fix each error.

Figure 4 Errors shown on report #10584 EFT Error Check

### 1.3.4 EFT File Location



The file location for sending to the bank is noted on the Bank Table and shown in **Figure 2**. Access the EFT file on the "G" drive for upload.

Figure 5 Finding the EFT File

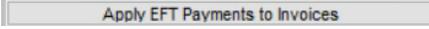
Transfer this file to the bank using the instructions and credentials provided by the bank.

## 1.4 EFT Payments to Invoices

After generating the Bank EFT File, the **[Apply EFT Payments to Invoices]** step becomes available for applying the EFT payments to the HOA Invoices.



For all customers set up for EFT Payments and included in the Bank EFT File, it will apply those EFT Payments to invoices created during the Monthly HOA Billing Process.

Click on the **[Apply EFT Payments to Invoices]**  step.



### 1.4.1 Report #10336 Payments Posted to Customer Invoices

The process will generate a batch of EFT payments and apply these payments to the HOA invoices.

Report #10336 lists the Fiscal Year, Date, Batch #, Account Numbers, Account Description, Debits, and Credits and should be provided to the Finance Office (Regina).

10336-MBRECPTGL_SUM.REP		Heritage Village Master Association			Page 1
		Misc. Billing Posting Report - Summary by GL#			
Posting#: 277					
FY	Date	Batch#	Account#	Description	Debit Credit
2024	01-Mar-2024	EFT2272415	01-000-1000-1001-000	CASH - NEWTOWN OPERATING ACT	1112477.00
2024	01-Mar-2024	EFT2272415	01-000-1000-1100-000	ACCOUNTS RECEIVABLE - RESIDENTS	1112477.00 1112477.00
2024	01-Mar-2024	EFT2272415	01-000-2500-2901-000	REVENUE CONTROL	1112477.00 1112477.00
				BALANCE SHEET	2224954.00 2224954.00
2024	01-Mar-2024	EFT2272415	01-000-3000-3001-000	ASSESSMENTS	1112477.00 1112477.00
				SUBSIDIARY LEDGER	1112477.00 1112477.00
				*** GRAND TOTAL ***	Balance Sheet 2224954.00 2224954.00 Subsidiary Ledger 1112477.00 1112477.00

Print out report# 10336 and give it to (Regina in) the Finance Office. This is the report of all EFT Payments processed for this month's Invoices

## 2 FAQs

Here are some things to look for if results are not expected.

### 2.1 Customer EFT File Discrepancies

#### What if the EFT Totals do not match between the Customer EFT List and Generate EFT File?

The most likely cause is that a change was made to a customer's EFT after the Customer EFT List was run.

1. Run the Customer EFT Changes report and look for Adds, Stops, or changes dated in the last few days
2. Run the Customer EFT List again and check against the report produced via the Generate EFT Step
3. If there is still an issue, please contact [support@admins.com](mailto:support@admins.com) so we can help.