



Monthly Checklist

Print a copy of this list ten days before the start of the billing cycle. On completion of each task, prepare for the next task in the list.

Check	When	Instructions	Supporting Document
☐	Billing Cycle Start Date minus 5	1. Ensure all EFT changes have been entered Note: Any new or updated bank information that requires Pre-Notes must be uploaded to the bank.	MB-620 HVMA EFT Transfer Information, Section 4 Send EFT Prenotes to Bank
☐	Billing Cycle Day 1	2. Run the Monthly HOA Billing	MB-650 HVMA HOA Billing
☐	Billing Cycle Day 2 <i>On or about the 10th or 11th of the Month</i>	3. Transfer EFT File to the Bank	MB-655 HVMA HOA Generate EFT Bank File
☐	Billing Cycle Day 3 <i>or soon after HOA Billing is complete</i>	4. Transfer Credits to Pre-Payments. This process will move credits from any of the specified programs into the Pre-Payments Invoice for a Customer. Note: After a few runs, minimal transfers will be needed. This will highlight any overpayments on invoices.	MB-665 Transfer Credits to Pre-Payment Invoices
☐	Billing Cycle Day 4 <i>or soon after Transfer Credit to Pre-Payments is complete</i>	5. Apply Pre-Payments to the current month's HOA invoices. This does not need to be done on the same day as the previous step, but should be completed shortly after billing. Note: Statement of Accounts should not be provided until Pre-Payments are applied, otherwise calls may result from people who have pre-paid, and the payments have not been yet applied.	MB-670 Apply Pre-Payments to Outstanding Invoices
☐	Throughout each month	6. Process check payments and make any adjustments required. Note: If a customer overpays their invoices, the system will automatically apply the excess to the Pre-Payment invoice.	MB-130 Enter Payments
☐	On or about the 15th of the month	7. Run the Apply EFT Payments step	MB-655 HVMA HOA Generate EFT Bank File
☐	On or about the 17 th of the month	8. Run the Late Fees Process	MB-675 HVMA Late Fees Processing
☐	As soon as the prior month closes and before Billing is run	9. Perform Prior Month Reconciliation Note: All payment/adjustment batches referencing payments or adjustments from the prior month should be posted in Misc. Billing before this process is run. The Finance Office (Regina) should also post all batches that reference prior month's transactions to the GL for Misc. Billing.	MB-610 Monthly Miscellaneous Billing Reconciliation