



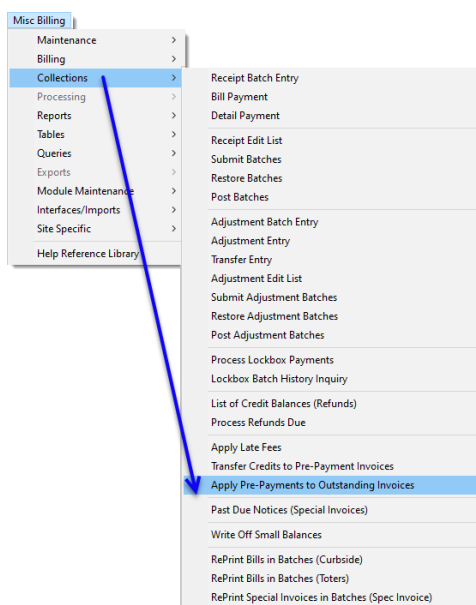
Apply Pre-Payments to Outstanding Invoices

Transfers of PRE-PAY invoice amounts can be done manually via an Adjustment Transfer batch. This process **automates** the transfers by **creating an adjustment batch** which transfers entries from the Pre-Pay invoice amounts to outstanding balances for selected programs. (The service type must be tagged as ☒ **“Use for Pre-Pays”** in the Service Type table – see section [4 below](#).) By default, **HOA Fees** (service type **HOA**) are tagged as ☒ **“Use for Pre-Pays”** on the HVMA AUC Server.



To begin, from the menu, select:

Misc Billing ▶ Collections ▶ Apply Pre-Payments to Outstanding Invoices



This process will:

- select all PREPAY invoices that have a credit balance
- find all invoices for the same customer that have an outstanding balance
- create an adjustment to transfer the credit from the PREPAY to the invoices with outstanding balances

The steps menu is displayed. To begin, click on the first step, to run a report on the Customers with *both* Credits and Outstanding Balances.

A screenshot of the 'Apply Pre-Payments to Outstanding Invoices' form. The form has a title bar and a table with columns: Description, Date, Start, End, and Success. The first row is 'Customers with Credits and Outstanding Balances' and the second row is 'Create Transfers to Outstanding Invoices'. The 'Success' column has a small icon in the first row.



1 Customers with Credits and Outstanding Balances Report

This report will list all customers that have an invoice with a credit balance and invoice(s) with outstanding balances.

1. This **Customers with Credits and Outstanding Balances** step is optional and not required.
2. If no customers have credits, the Customers with Credits and Outstanding Balances report will show "No records selected," which is fine. This indicates that no customers currently have a credit on one invoice and a balance on another.

Customers with Credits and Outstanding Balances

Optionally enter up to nine customer numbers to limit the report to just those customers.

Choose ☒ Yes to **exclude** Pre-Pay Invoices from the calculation.

Choose ☒ No to **include** Pre-Pay invoices on the report.

Task 10684: Customers with Credits and Outstanding Balances

Customers with Credit and Outstanding Balances

Optional: Enter up to 9 Customer Numbers 0 values:

Exclude Pre-Pay Invoices: ☒ Yes ☐ No

Run as ☒ PDF ☐ Excel

1.1 Choose ☒ Yes to **Exclude** Pre-Pay Invoices from the Calculation

When the report is run to **Exclude Pre-Pay Invoices** (set to ☒ Yes), it will display customers with **credit invoices** that are **not pre-pay**, along with those having outstanding balances (if such records exist).

If any records are found, run the **Transfer Credits to Pre-Payments** procedure before running this process. Refer to **MB-665 Transfer Credits to Pre-Payments** document in the Help Reference Library for detailed instructions.

If no records are found, run the report with **Exclude Pre-Pay Invoices** set to ☒ No to verify and reconcile the transfers.

1.2 Choose ☒ No to **Include** Pre-Pay Invoices on the Report

Running the report with **Exclude Pre-Pay Invoices** set to ☒ No will display customers with both pre-payment amounts and outstanding invoices (if any are found). This serves as a check against the adjustment report generated during the **Create Transfers to Outstanding Invoices** step.



1.3 Handling In Progress Payments or Adjustments

On the report, if there are **in-progress payments or adjustments** for the invoice, the note “**PA**” is shown to the right of a balance amount.

Pause and finish the current work, then rerun the **Apply Pre-Payments to Outstanding Invoices** process, or manually complete the transfers later. See [2.1 below](#) for more information.

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Heritage Village Master Association
Customers with Credits and Outstanding Balances

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Invoice#	Invoice Description	Charges	Payments	Adjustments	Refunds	Balance
Customer: 144A 144A-WARREN GORSKE 144A HERITAGE VILLAGE						
013746-00	Pre-Payments	.00	5.00	.00	.00	(5.00)
021466-00	FEB Monthly HOA Fees	551.00	.00	.00	.00	551.00
000038-00	PYMN1851637 Bch#BD090822-REDO Src:RMCSD0011735 Desc:S	.00	462.00	461.00	.00	(1.00)
006221-00	MAR Monthly HOA Fees	551.00	.00	.00	.00	551.00
016326-00	APR Monthly HOA Fees	551.00	.00	.00	.00	551.00
018906-00	JAN Monthly HOA Fees	551.00	.00	.00	.00	551.00
Total Customer 144A		2,204.00	467.00	461.00	.00	2,198.00
Customer: 163A 163A-JULIA L JAFFRES 163A HERITAGE VILLAGE						
021549-00	FEB Monthly HOA Fees	551.00	.00	.00	.00	551.00 PA
000047-00	PYMN1857587 Bch#BD111822-1 Src:RMCSD0011814 Desc:NS -	.00	125.00	90.00	.00	(35.00) PA
006284-00	MAR Monthly HOA Fees	551.00	516.00	.00	.00	35.00 PA
016389-00	APR Monthly HOA Fees	551.00	.00	.00	.00	551.00 PA
018909-00	JAN Monthly HOA Fees	551.00	.00	.00	.00	551.00 PA
Total Customer 163A		2,204.00	641.00	90.00	.00	1,653.00

Selection Legend:

Exclude Prepay Invoices: Y

Note: Selects any customer that has invoices with Credits amounts but also invoices with outstanding balances
Use report to create Adjustments/Transfers to move credits to pay off outstanding balances

PA - Current In-Progress Payments/Adjustments

2 Create Transfers to Outstanding Invoices

Create Transfers to Outstanding Invoices

Click on the **[Create Transfers to Outstanding Invoices]** button to display this prompt.

Enter the date the transaction should hit the General Ledger and be applied to the invoice

(The [Service Type Table](#) controls which service types can have the pre-payment credit applied – see also **MB-690 HVMA Set Up Tables & Forms for Billing** in the Help Reference Library for details).

Task 10248: Create Transfers to Outstanding Invoices

Create Transfers to Outstanding Invoices

Required: Enter Pay-Trx Date (mmddyyyy) 02-AUG-2024

Run as ☒ PDF

Lookup OK Cancel Clear All

- Selects all PREPAY invoices with credits
- For PREPAY invoices with a credit, find all invoices for the same customer that have an outstanding balance and are of the selected service type (HOAFEEs).



This process will not apply a pre-payment to an HOA fee if the amount on the "Pre-Payment Invoice" does not completely cover the total amount of the service type being applied, in this case, the HOA Fee. For instance, if the pre-paid account has a balance of \$600 but the monthly HOA fee for that unit is \$700, the pre-payment will not be processed. The credit on the Pre-Payment Invoice will continue to accumulate; each time the process runs, it will be compared to the eligible invoices, and once it fully offsets the selected invoice amount, it will be applied.

For Example:

Customer 123B has: (a credit balance) PREPAY invoice of (\$1,500.00)
and an outstanding HOA Invoice of \$690.00

Adjustments will reduce the balance (\$1,500.00)
– \$690.00
(\$810.00) credit balance remaining in the PREPAY invoice.



There is a single "PREPAY" invoice per customer. Think of it as a "holding area" for pre-payments.

2.1 Exclusions Due to Work in Process

If any customers with pre-pay invoices have in-progress adjustments or payments – they will be excluded from the process as there is no way to know how that would affect the balance available for use. The exclusions will be shown on report #10249 as shown in the example below.

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Heritage Village Master Association
Excluded from Apply PrePay to Invoices

The following Invoices were excluded from the Apply Pre-Pay Credits to Invoices because they have In-progress Payments or Adjustments that need to be processed first

Year	Cust#	Bill#	Program	In-Progress Payments or Adjustments
2999	100B	013527-00	PREPAY	Adjustments
2999	145B	013749-00	PREPAY	Adjustments
2999	154A	013781-00	PREPAY	Adjustments
2999	214F	013978-00	PREPAY	Adjustments
2999	281B	014179-00	PREPAY	Adjustments

Either complete the work in process for these payments/adjustments and re-run the **Apply Pre-Payments to Outstanding Invoices** process or do a manual transfer.



3 Process the Adjustment Transfer Batch

Once this process creates the batch of Adjustment Transfer transactions, to complete the transfer, go to:

Misc Billing ► Collections ► Adjustment Batch Entry

Type in the Batch number or select the batch from the batches in progress.

Batch	Type	Pay-Trx	Revenue	Expected	Entered	Balance Locked	Status	Original Owner
51	Adjustment	26-Feb-2024	26-Feb-2024					

Make any modifications (*remove any transfers that should not be processed—follow the instructions in **MB-210 Adjustment Processing, Chapter 4, Transfers**, in the Help Reference Library.*)

Submit and post the Adjustment Transfer Batch.

Provide the #10336 posting report to the finance office. See also the **MB-650 HVMA Billing Process Document** in the Help Reference Library for a list of the posting reports to be provided to the finance office.

4 Service Type Table Setup

Pre-payments will only be applied to invoices tagged as ☒ “Use for Pre-Pays” in the Service Type table. By default, HOA Fees are tagged as ☒ “Use for Pre-Pays” on the HVMA AUC Server. This information is provided for any future changes (*such as adding a service type that will be used for Pre Pays*).

Service Type	Description	Short Desc	Day#	Include In Refunds	Include In Spec Inv	Use for Pre-Pays	Use Bill Form
FINCHG	Finance Change - Late Fees			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOAFEE
FINES				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOAFEE
HOA				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HOAFEE
NSF				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOAFEE
UNPAID				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOAFEE