

Installment Code Maintenance

Quick Reference Guide

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Introduction

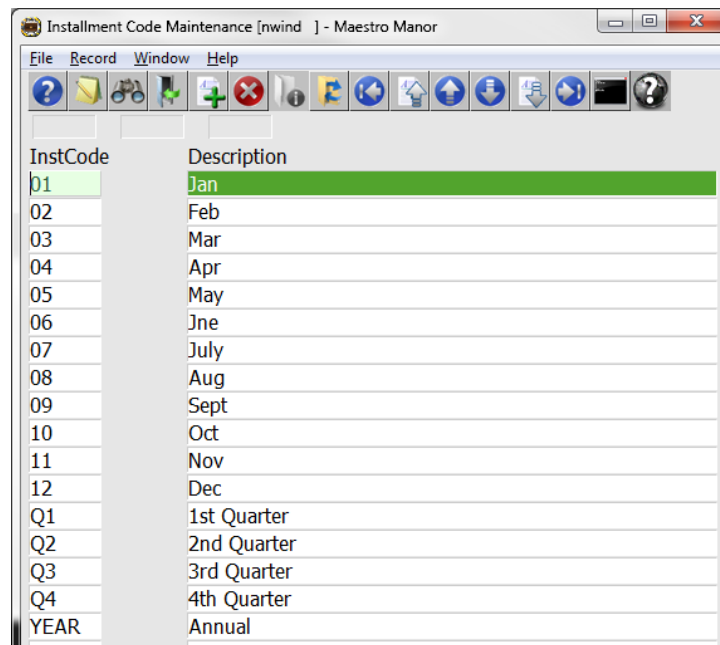
This Quick Reference Guide will guide the user through the process of creating and using Installment Codes in the Owner Management Module.

Installment codes are used to setup Maestro Maintenance fees that are charged on a monthly, quarterly or any cyclical time period required.

Setup

To create or review existing installment codes:

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Codes menu
- ➔ Select Installment Code Maintenance to display the following screen.



InstCode	Description
01	Jan
02	Feb
03	Mar
04	Apr
05	May
06	Jne
07	July
08	Aug
09	Sept
10	Oct
11	Nov
12	Dec
Q1	1st Quarter
Q2	2nd Quarter
Q3	3rd Quarter
Q4	4th Quarter
YEAR	Annual

By default the on screen display is based on the property the user has logged into. As each property using Maestro's Owner module may have unique installment strategies. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, a new installment can be created by creating (F6) to generate a new line, enter a maximum of 4 characters in the "InstCode" field and up to 30 characters for the Description



Establishments can have different installment strategies per property, per unit grouping and can be processed monthly, quarterly, and annual or any cycle required to post recurring charges such as ownership dues, television, internet and/or utilities etc.

It is important to note that even when no maintenance fees are being charged, at least one default code must be created for the mandatory field on the owner unit screen

Once the Installment Codes are created they are used in the Maintenance Fee Setup.

For further information refer to the QRG Maintenance Fee Maintenance.