

# Insurance Codes

## Quick Reference Guide

Date: November 15

### Introduction

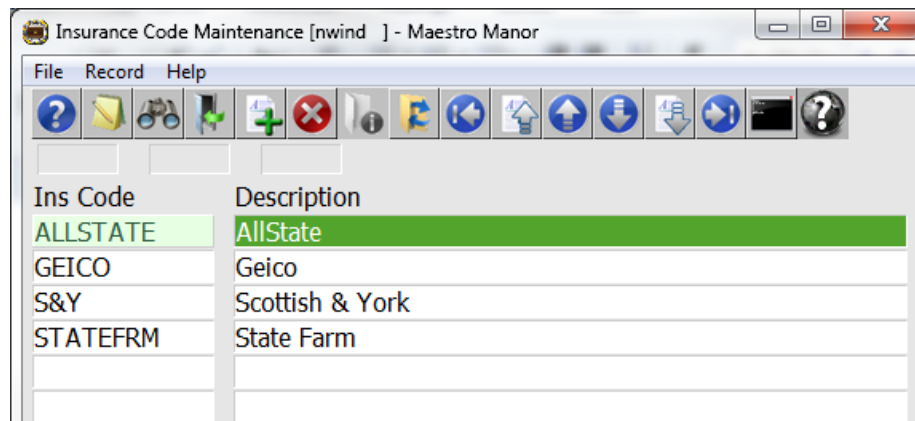
This Quick Reference Guide will guide the user through the process of creating Insurance codes in the Owner Maintenance module.

Insurance codes are not mandatory in the Owner Module however Insurance information is mandatory in some properties; the information captured here is for information only and can be associated with an owner Unit.

### Creating an Insurance Code

To create a new Insurance Code

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



The Insurance Code is a global value that can be used in any property.

The Insurance code can be created by creating (F6) to generate a new line, Enter a maximum of 8 characters in the "Ins Code" field and up to 30 characters for the Description.

Once the Insurance code is created it can be used Look up (F8) in the Insurance Code field on the Owner Units Screen to indicate the insurance company for the particular unit.



Owner Units [rwind] - Maestro Manor

File Record Window Help

Create

Client Code	58662	Jim Comartin
Line Number	1	
Status Code	A	Unit Group Type
Timeshare Type		Building
Interval Type		Room Number
Calendar Type		Interval Code
Int Bi-Annl Flag		Comp. Plcy Code
Exchange Code		Insurance Code
Mtce Fee Schd		Trace Msg
Carry Fwd Years		Lease Number
Carry Bkwd Yrs		Purchase Date
Contract Term		First Use Year
Expiry Date		Sales Person
Closing Date		Conditions of Sale
Effective Date		Last Booked Date
Srvc Charge Code		Last Used Date
Commission Cat.		Charge Workorder
Fee Category		# Days Maximum
Perc. Owned		
Sell Unconfirmed		