Posting Owner Maintenance Fees
Quick Reference Guide

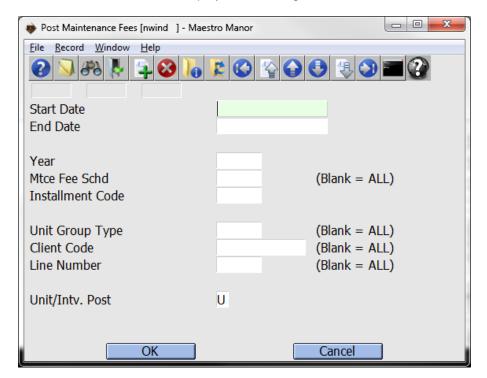Published Date: November 15

Introduction

This Quick Reference Guide will guide the user through the process Posting Maintenance Fees in the owner Maintenance module.

Maintenance Fees typically are posted monthly to owners accounts and represent all constant fees setup in Owner Management Maintenance.

Posting Maintenance Fees

To post Maintenance Fees:

➔ Begin on the Owner Management Main Screen,
➔ Select the Accounting menu
➔ Select Post Maintenance Fees to display the following screen.

Maintenance Fees may be posted at any time of the month however should be posted before the process past commission function is preformed

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Complete the fields based on the chart below.

Field Title	Description
Start Date	Look Up (F8) or Type the first day of the month being processed
End Date	Look Up (F8) or Type the Last day of the month being processed*
Year	Type in the year being processed
Mtce Fee Schd	Look Up (F8) or Type the Maintenance Fee to be processed, if all maintenance fees are set up for this date and should be posted leave this the field blank
Installment Code	Look Up (F8) or Type Installment Code to be processed
Unit Group Type	Look Up (F8) or Type Unit Group Type, if all Unit Group Types should be posted leave the field blank
Client Code	Look Up (F8) or Type Client Code, if all Client Codes should be posted leave the field blank*
Line Number	<u>Only use if using a specific Client Code</u>. Look Up (F8) or Type Line Number, in all other scenarios leave the field blank*
Unit/Intv. Post	if posting by unit select "U" if by Interval select "I"

* Note: If one owner is selling or transferring ownership and the partial maintenance fee should be posted, the user can:

- Type in the End Date the date of owner transfer,
- Type in the client code of the owner,
- If not all maintenance fees are to be charged at this time Specific line number.

An important reminder to be aware of is, the posting is quick and can be reposted. If you suspect that the charges did not post check before re posting.