

MAINTENANCE FEES

Enter into your Main Menu, hi-light Maintenance Fee and <ENTER>. This will take you to the Owner Association (Maint. Fee & Taxes) Menu (shown below).

Owner Association (Maint. Fee & Taxes)
>Add Payments and/or manual billings < Edit Owners Accounts Reports Menu Billing Menu Maintenance Menu

1. ADD PAYMENTS AND /OR MANUAL BILLINGS:

Use this option to make any manual entries such as payment's received, debits or credits to an owner file.

Hi-light "Enter payments and/or manual billings" on the menu and <ENTER>, this will bring you to a "Find By" menu. Make your selection from the find by menu to enter into the contract you need. A Maintenance Screen will appear, make sure that you have the right contract by checking the name and the unit/week. If you have the wrong contract press <ESC> and start again.

ENTER TRANSACTION DATE 08/22/2000				Contract# 7593			
Name1: Edwards Clifton And Mary				Unit#1:851__ / 7			
Name2: _____				Unit#2:____ / 0			
Street: 780 Old Jones Rd_____				Unit#3:____ / 0			
City: GREER_____				Other#: 0			
State: SC_ Zip: 29651-____				Occupancy Year: 02/17/2000			
Country: _____				Full-Down Date: 05/30/2000			
Home Phn:864-879-1187				Status: N Date Status Est: 05/30/2000			
Bus Phn:_____				Comment: _____			
Date	CD YR	Description	Maint	Taxes	Other	Credit	Balance
08/03/2000	MF 01	851/7	188.10	0.00	0.00	0.00	188.10
08/03/2000	PT 01	851/7	0.00	18.81	0.00	0.00	206.91

Listed below are the different transaction codes.

DEBITS

MF= Maintenance fee
PT= Property Taxes
RS= Reserve
PH= Phone charges
DM= Damage charges
DB= General Debit

CREDITS

PM= Payment
CR= Credit
RI= Rental Income
RP= Rental Payment
AE= Adjusting Entry

ENTRIES:

Under date, enter in the date for the transaction, e.g. 10-08-89 and press <ENTER>, next enter in the payment code for this transaction and press <ENTER>, enter in the year to apply the transaction to, e.g. 90 and press <ENTER>, then enter in the description, if the payment code PM the description would be "Maint & Tax ". If it is just maintenance simply enter in "Maint " or if it is just for the tax enter in "Tax ". If your resort has maintenance and tax be sure that both are under the description and that the year that the payment is made for is listed also. Press <ENTER> and enter in the exact amount received, using the decimal point (142.52) and press <ENTER>, do not place a minus in front of a number, the computer will add and subtract for you by the payment code that you have entered.

Make sure that all items are correct, if so press <F2> to save. If you have another transaction for this owner repeat the process, if not press <ESC> to leave.

2. EDIT OR CHANGE A PAYMENT OR BILLING:

Hi-light "Edit Owners Account" and <ENTER>. This will bring you to a "Find By" menu, make you selection to enter into the contract that you need to make the adjustments on. The screen will look like the maintenance fee screen. Make sure you have the right account. At the bottom of the screen there are listed 6 options, they are as follows.

QUIT: this will quit and exit the program.

EDIT: allows you to enter into a transaction and make any changes necessary. Once you have selected the transaction you wish to change hi-light "edit" and press <ENTER>, <ENTER> until you reach the field that you need to make the changes in. Make your corrections and press <F2> to save, if you have the wrong transaction press <ESC>.

NEXT: when you enter into "next" it will bring up on the edit line the first transaction done, by continuing pressing <N> it will bring up the next transaction (from the top to the bottom). When you find the transaction that you need go to "edit" or "delete".

LAST: this will let you scan through starting with the last transaction viewed and by continuing to press <L> it will scan from the last transaction back to the first (bottom to top). When you find the transaction that you need go to "edit" or "delete".

DELETE: using "next" or "last" selected

3. REPORTS MENU:

From the Owners Association Menu hi-light "Reports Menu" and <ENTER>. This will take you to the following menu

MAINTENANCE FEE AND TAXES REPORT	
>Current Status Reports	<
Front Desk Report (Writer)	
TRAN Transactions by Transaction Date	
EDATE Transactions by Enty Date	

A. CURRENT STATUS REPORT:

These reports will give you the current status of owners by detail or summary. Hi-light "Current Status Report" and press <ENTER>, it will take you to the following menu.

CURRENT STATUS REPORT	
>Detail Report	<
Summary Report (one line per account)	
Balances more than Zero (summary)	

1. Detail Report:

This report will list every owner and show a detail listing of all transactions, e.g., contract number, date written, customer name, unit and week, the transaction date and description, and will show a one line per transaction and list the dollar amount for the type of transaction (maint. fee, reserve,taxes and credit), then it will give you a balance for each account, and a grand total of each column, e.g. maint. fee, etc.

To print the "Detail Report", hi-light and press <ENTER>, it will take you to the Report box, make your selection and <ENTER>.

2. Summary Report:

This report will list every owner and show a total of transactions, e.g., customer names, unit and week, the transaction date and description (will total dollar amount for this items) for all accounts on a one line per account basis.

To print hi-light "Summary Report" and press <ENTER>, it will take you to the Report box, make you selection and <ENTER>.

3. Balances more than Zero:

This report will not print any account that has a zero balance, only the accounts with monies due. It will print one line per account showing totals for maintenance fees, reserve, taxes, credits and a balance.

To print hi-light "Balances more than Zero" and press <ENTER>, it will take you to the Report box, make you selection and <ENTER>.

B. TRAN TRANSACTIONS BY TRANSACTION DATE:

This will take you to the following menu.

Transactions by Trans. Date	
>PAYMENTS	<
ALL CREDITS	
DEBITS	
Maint & Tax Billings	
SELECT your own codes	

This report is used to list transaction by the date they were entered. You can list by an individual transaction, e.g. a payment, credit, etc. or by a combination of any type of transaction.

1. Payments:

This report will create a printout of all payments made for the dates that you request.

Hi-light "payments" and <ENTER>, it then will ask you for a beginning date enter in the date that you want to start at and <ENTER> then it will ask you for a ending date enter in the date and then <ENTER>. It will then take you to the "Send Report To" box make your selection and continue on. This should match your bank deposit for the day.

2. All Credits:

This report will create a printout of all credits that were given between two dates.

Hi-light "all credits" and <ENTER>, enter in the beginning date and <ENTER>, enter in the ending date and <ENTER>. It will then take you to the "Send Report To" box make your selection and continue on.

3. Debits

This report will create a printout of all debits, e.g. maintenance fees and taxes , phone charges, etc. that were given between two dates.

Hi-light "Debits" and <ENTER>, enter in the beginning date and <ENTER>, enter in the ending date and <ENTER>. It will then take you to the "Send Report To" box make your selection and continue on.

C. EDATE TRANSACTIONS BY ENTRY DATE:

By selecting transaction report by entry date you can create a print out of all transaction that were done on a certain date.

Hi-light "EDATE" and <ENTER>, enter in the ending date and <ENTER>. Your report will print out showing all transaction that were done for the date you entered. This can be used to check back dated entries.

4. BILLING MENU:

Hi-light "Billing Menu" and press <ENTER>, this will take you to the following menu.

Front Desk Billings Menu	
>Bill Owners Accounts	<
Print Invoice MENU	
Print Past Due MENU	
CAL Display Three Month Calendar	

A. BILL OWNER ACCOUNTS:

This selection only bills the owners accounts. Hi-light "Bill Owners Accounts" and press <ENTER>. It will then take you to the billing screen.

Billing Year, enter in a four digit number, e.g. 2002 and press <ENTER>.

First date to start searching from. This is typically the beginning of time (01-01-1980). You might adjust this if you just wanted to examine a group of sales that were written between two specific dates.

"Cutoff for date written". This date should be at least 30 days ago. You could enter -30 for this date. I will then bill everyone who qualifies that was written at least 30 days ago. Your local policies may vary. This is the second date of a date range for contracts written.

Minimum occupancy date, enter in this date. This date becomes important only to the group of deals that fall outside of the date written search above. This date will be the next date your are going to bill owner accounts. If not sure put +30 days in here.

Bill action notice accounts: If you wish to bill contracts that have the action notice date in them (Pending Cancellation) then press Y

It will now ask you if all of the information is right Y/N, if it is correct enter <Y>, if all of the information is not correct enter <N> and try again. When you select Y it will then bill all of the accounts that you have selected by the dates you entered. From here you can go and print the invoices.

B. PRINT INVOICE MENU:

Hi-light "Print Invoice Menu" and press <ENTER>, this will take you to the following menu.

Invoice Menu
>Print Invoices for today's billings <
Reprint Invoices from another date
Print Invoices from a file
Edit Invoice text file

Invoices will only print invoices that have a balance unless changed by your administrator.

1.Print Invoices for Today's Billing:

Hi-light "Print Invoice for Today's Billing and press <ENTER>. This will print invoices that you billed today. Be sure that you paper is in correctly. If you need to change the format use "Edit Invoice Text".

2. Reprint Invoices from another date:

Hi-light "Reprint Invoices" and press <ENTER>. It will then ask you to "Enter date to invoice", enter in the date that you billed and it will reprint those invoices for you.

3. Print Invoices from a file:

Hi-light Print Invoices from a file" and press <ENTER>. When you create invoices you can send them to a file to be edited or reprinted at a later date. It will ask you what file you would like to print, enter this and continue on.

4. Edit Invoice text file:

Hi-light "Edit Invoice text file" and press <ENTER>. This is the actual letter that is sent to the customer for billing. If you need to make any adjustments be very careful that you do not change any of the variables, e.g. maint.

Read under mail merge or entry fill in the Lyrix documentation for further details.

C. PRINT PAST DUE LIST:

Hi-light "Print Past Due List" and press <ENTER>, it will tell you that it is printing a list of people who have a balance, it will then ask you to "enter the late days". If you make a mistake on entering the number such as a date, it will ask you "redo from start y/n" if you then enter in the number of days (60) it will run the list. Enter in the amount of days to be late, it will then print a report showing all people you owning monies for more than the number of days you have entered.

D. PRINT PAST DUE MAINT STATEMENTS:

Hi-light "Print Past Due Maint Statements" and press <ENTER>, it will tell you that it is preparing statements for all who owe money, and tell you that it will prompt you to put paper in the print. It then will then ask you to "enter the late days". Enter in the amount of days to be late, it will then print past due maintenance statements for all owners owing monies for more than the number of days you have entered.

E. EDIT PAST DUE TEXT FILE:

Hi-light "Edit Past Due" and press <ENTER>. This will take you to Lyrix, and to the letter used for past due accounts. This is the actual letter that is sent to the customer for billing. If you need to make any adjustments be very careful that you do not change any of the variables, e.g. maint.

D. CAL DISPLAY THREE MONTH CALENDAR:

By hi-lighting this and pressing <ENTER> you can display on the screen a three month calendar, showing last month, this month and the next month.

5. MAINTENANCE MENU:

By hi-lighting "Maintenance Menu" and pressing <ENTER> it will take you to the following menu.

FD MAINTENANCE MENU
>RATE Edit Maintenance Fee Rate File <

A. RATE:

This will take you to a lyrix file in which you will be able to make any adjustments to the dollar amount of the maintenance fees. It will show you an example of how to set up the maintenance fee, these examples will follow a "#". Below inside of the box is an example of this file. Remember that all lines that begin with a "#" are comments and only tell and show you how to set up the dollar amount, the numbers that are in bold type is where you would enter in the actual maintenance fee amount. The first number is the unit number, the second is the maintenance fee, the third is the tax amount.

EXAMPLE

```
# Magna Computer Corp. 1988
#
#This file lists the maintenance fees and taxes for each year there must
be two #comas on each line. If there are no property taxes listed
separately for that #year put a zero in its place. The word end must
appear at the end of the list.
#
# 1998 maintenance fee's based upon this grid
#
# Phase   I   II & III
#           # EFF   120.00 125.00
# 1 Bed   179.00 186.00
# /* units are listed as such:      */
# year    YY                               /*year
# number

# UNIT,    maint.fee    ,    taxes    /* data line*/
```

```
# end /*
termination */
#
# /* There must be two commas on every line of data */
year 88
        138,120,0
        144,120,0
        146,120,0
        155,186,25

end
year 89
        118,25,0
end
```

There are two things that you must remember, one that if there is no taxes enter a zero, and that there must be two commas on every line of data, e.g. unit, maint, and tax, if you are missing a comma it will not work. This is a lyrix file you must exit and save (in text mode) just as you would in any lyrix file.