

# ACCOUNTS RECEIVABLE

## ENTER TRANSACTIONS

- NSF processing with penalty charges
- Calculate interest on liened accounts
- Sundry deposits
- Cash deposits
- LMR deposit (rentals)
- Security deposit (rentals)

## DISPLAY ACCOUNT

- Balance by age
- Balance by charge type
- Display documents linked to unit account
- Display notes on individual transactions
- Send account statement by email – pdf format

## REPORTS

- Aged Receivables
  - > Includes lien notes or extended notes
- Receivables by charge type
  - > Includes lien notes or extended notes
- Post-dates & PAPs on file
- Statement of accounts
  - > Standard statement
  - > WORD merge data
  - > Template document merge
- NSF notices
- Bank deposit slips
  - > separate cash from cheques
  - > Royal Bank and Scotiabank MICR-coded deposit slips
- Transaction report
- Cumulative transaction report organized by unit account
- Unit fee and % ownership report
- LMR deposits and accumulated interest (Rental)

## MONTHLY FUNCTIONS

- Charge fees to unit accounts
- Cash payments to unit accounts
- Charge late payment penalties
- Charge late interest penalties
- Write-off small balances
- Process refunds and payouts
  - > Loads accounts payable for processing
- Utility billing
  - > Generate invoices to unit accounts
- Import spreadsheet for billing
  - > Generate invoices to unit accounts
- Process standard functions automatically
  - > Month-end closing
  - > Charge Late Interest
  - > Charge monthly fees
  - > Cash payments
  - > Print deposit slip
- Transmit PAP information to banks

## UTILITIES

- Edit unit fee definitions
- Edit transaction definitions
- Month-end closing
- Calculate and post LMR interest (rentals)
- Reverse transactions
- Re-calculate unit balances
- Re-date transactions
- Delete transactions