



Charge Fees Each Month (or Quarter)

Property Management Solutions for Over 30 Years

The dues amount and schedule is entered in the FEE Profile. The FEE profile can be assigned to the Association, Subdivision, Location or Unit.

A fee profile is created for each set of charges to members of an association. The fee profile can be assigned to a unit, location, subdivision and Association profile. Click in the charge field to display the additional fields that make up the charge block. More than one charge can be included in each fee profile. To enter a second or third charge block, click in the white area below the bottom charge.

Find Association Fee

Search for:

Sort by ID
 Sort by Name

ID	Name
DUES A	2-BEDROOM CONDO DUES
DUES B	3-BEDROOM CONDO DUES

Select | Group View

Find List Active | Create New Copy from Selected Profile

+ New | Edit | Cancel

2-BEDROOM CONDO DUES [Association Fee]

ID: DUES A | 2-BEDROOM CONDO DUES

Charge	Description
DUES: Monthly Assessment	Monthly \$263.12 Flat Fee

Amount: \$263.12 | Method: Flat Fee

Schedule: Monthly | Bounding: Round to Nearest Penny

Next Scheduled: 7/1/2018 | Percentage:

Schedule Expires: | Memo:

Define as many different fee profiles as are needed.

- If some units pay \$100, some pay \$120 and some pay \$130, set up three profiles and assign them to the unit, location or subdivision profile.

1601 Nectarine Unit A1 [Unit]

ID: A1 | 1601 Nectarine Unit A1 | Status: Active

Location: | Subdivision: | Association: PALMS: The Palms Condo

Owner: MAURER: Kathleen Maurer | Bill Payer: | Fees: DUES A: 2-BEDROOM CONDO DUES

Lot Size: | Square Footage: | CAM %: | Assessed Value: | OCR Code: 80

- If all units pay the same amount, or use the same formula, set up one profile and assign it to the association profile. Leave the fee field in the unit profile blank.

The Palms Condo [Association]

ID: PALMS | The Palms Condo | Status: Active

Upload Board Documents | Upload Documents

Association Fees: | Late Fees: | Notice Letters: | NSF Charge: | Rate Table: | Total of Lot Sizes: | Total of Square Footage: | Calculate Totals From Units

See Fees based on Factors or Square Footage below for information on charging your fees that way.

The appropriate fees for the unit are charged to the member or designated bill-payer. If no member or bill payer is designated for a unit then no fees are charged.

1. Go to <<Profiles, Fees>>
2. Click the <New> button
3. Enter an ID and Long Description
4. Select the Receivable Code to use when the charge is posted.
5. Enter the [Amount] of the fee.
6. Choose the [Schedule] from the drop down list.
7. Choose the [Method] - fees can be a flat amount or based on a percentage.
8. Click <Save>

Once the FEE profile has been assigned to the Association, Subdivision, Location or Unit profile you are ready to charge fees on a regular basis.

1. Select <<AR, Scheduled Fees>>.
2. Change the [Scheduled Through] date if necessary. If you are posting the fee charges at the end of the month for next month change the date to next month
3. Click the <Compile> button. A list of members to be charged displays on the screen.
4. Review the candidates on the screen and make any changes necessary.
5. Print a report if you wish by clicking the <Report> button.
6. Click the <Post> button to record the charges.

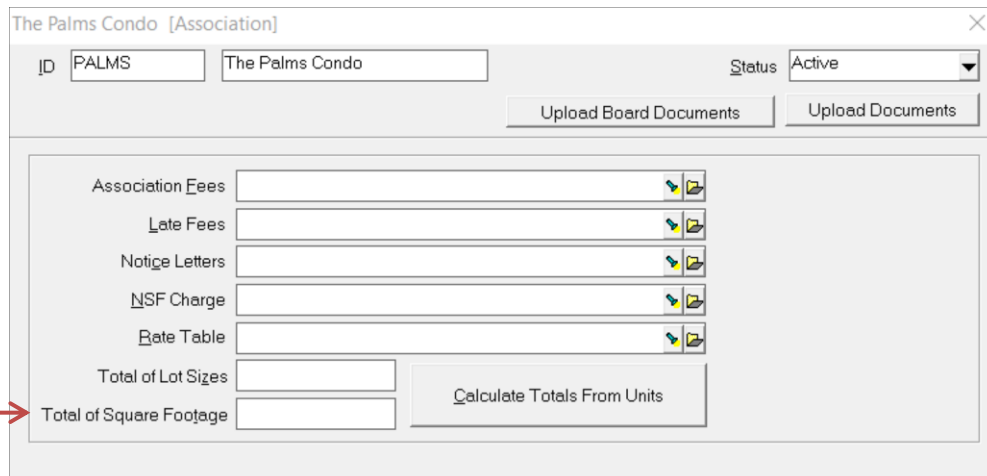
The member history for each member charged now reflects the amount they owe for fees. You can view or edit these in <AR, Member History>, Unpaid Charges tab.

As part of the posting process the FEE Profile, [Next Scheduled] field is updated (incremented based on the schedule).

Charge	Description
DUES: Monthly Assessment	Monthly \$263.12 Flat Fee
Amount	\$263.12
Method	Flat Fee
Schedule	Monthly
Bounding	Round to Nearest Penny
Next Scheduled	8/1/2018
Schedule Expires	
Percentage	
Memo	

Fees based on Factors or Square Footage

If your association bases its assessment on square footage, the square footage amount for each unit is entered in the Unit Profile. The total square footage is entered or calculated in the Association Profile.



In the Association Fee Profile, enter the total amount of the assessment in the Amount field. Choose as the Method Share of Square Footage. The fee amount will be computed by dividing the total square footage by the unit square footage and then multiplying that by the total assessment amount.

If you use factors rather than square footage, use the same method.

Example 1 – Factors

Total annual assessment of \$27,225

- Units 1-5 with factor of .125
- Units 6-8 with factor of .265
- Unit 9 with factor of .395

Association Profile – Total Square Footage – 1815

Unit Profiles – Units 1-5 with Square Footage of 125; Units 6-8 with Square Footage of 265; Unit 9 with Square Footage of 395

Fee Profile – Amount of \$2,268.50 ($\$27,225 / 12$ to get monthly assessment); Method of Share of Square Footage

Scheduled Receivables, Fees

When you compile, each unit will be charged the correct assessment amount:

- Units 1-5 -- \$283.59
- Units 6-8 -- \$601.15
- Unit 9 -- \$896.06