



## Overview

This explains how to set up and execute the function to create a file to send to SouthData so they can create statements to send to members.

## One Time

Enter a 3 digit OCR code on tab 3 of the Association Profile. This code will be appended to the SouthData client number entered in Setup. codes longer than 3 will be truncated to 3.

Maple HOA [Association]

ID: MAPLE | Maple HOA | Status: Active

Upload Board Documents | Upload Documents

1099s: Taxpayer ID: 22-2323456 | Taxpayer Name: Maple Homeowners Association

Statements: Statement Style: MS: Member statement | Schedule: Monthly | Next Scheduled: 3/26/2019 | Schedule Expires: | Last Printed: | Coupon Remittance Note: [Empty]

OCR Coupon: 5 5 5 5 4 4 4 4 4 3 3 3 3 2 2 2 2 1 1 1 1 1 0 0 0 0  
8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2

OCR: [Empty]

OCR Code: 135

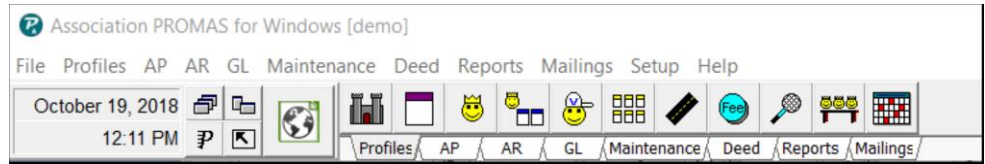
OCR Substitution Placeholders:  
A - Association OCR Code | U - Unit OCR Code | P - Payer OCR Code | \$ - Amount Due | D - Due Day  
I - Unit ID | E - Payer ID | @ - Amount Due if Late | M - Due Month | Y - Due Year

1. Address & Accounting | 2. Fees and Notices | 3. Taxes and Statements | 4. Categories

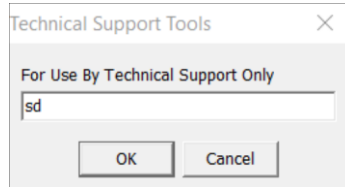
## Each Time

If you want the statement to include next month's Dues charge, use AR, Scheduled Fees to charge dues for next month.

Double click on time on the main taskbar.



Enter sd and click <OK>.



Click on <Setup>.



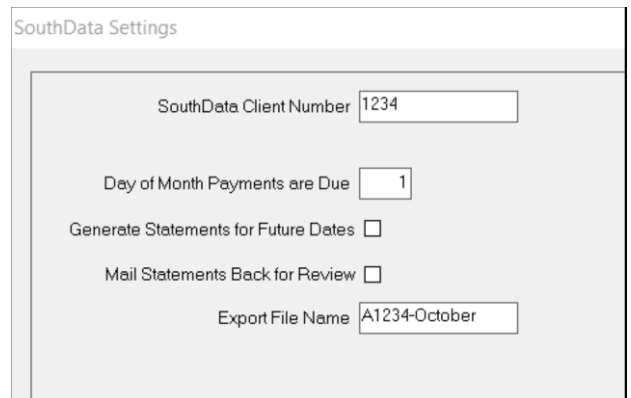
Enter the SouthData Client Number.  
Day of Month Payments are Due - usually 1.  
Generate Statements for Future Dates - mark this checkbox if you are creating statements for a future month and want the statement date and due date to be based on the beginning date in the statement date range. If this box is unmarked, statement date and due date will be based on the ending statement date.  
Example: Today is Sept 25, statement date range is 10/1 - 10/31. With box marked, the statement date will be 10/1, due date will be 10/1. With box unmarked, statement date will be 10/31, due date will be 11/1.

Mail Statements back for Review - mark this checkbox if you want to review statements before they are mailed.

Export File Name - enter the filename for the file that will be created.

Click <Save>.

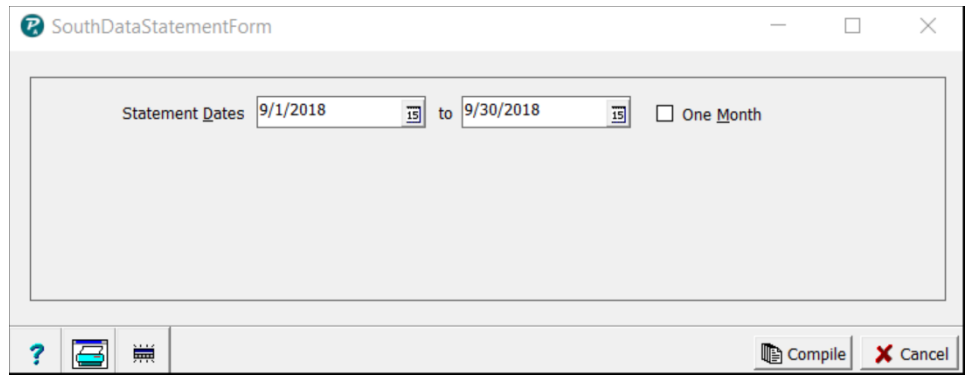
Click <Export Statements>.



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Enter the Statement Dates - start and end. This could be the start of the current month through the start of next month or the start of next month through the end of next month.

Note: entering an end date and clicking the One Month checkbox will fill in a start date 30 days prior to the end date.



Click <Compile>.

The file will be created in the Export folder of the database you are logged into.

The file will be a .txt file with the filename chosen in Setup.

