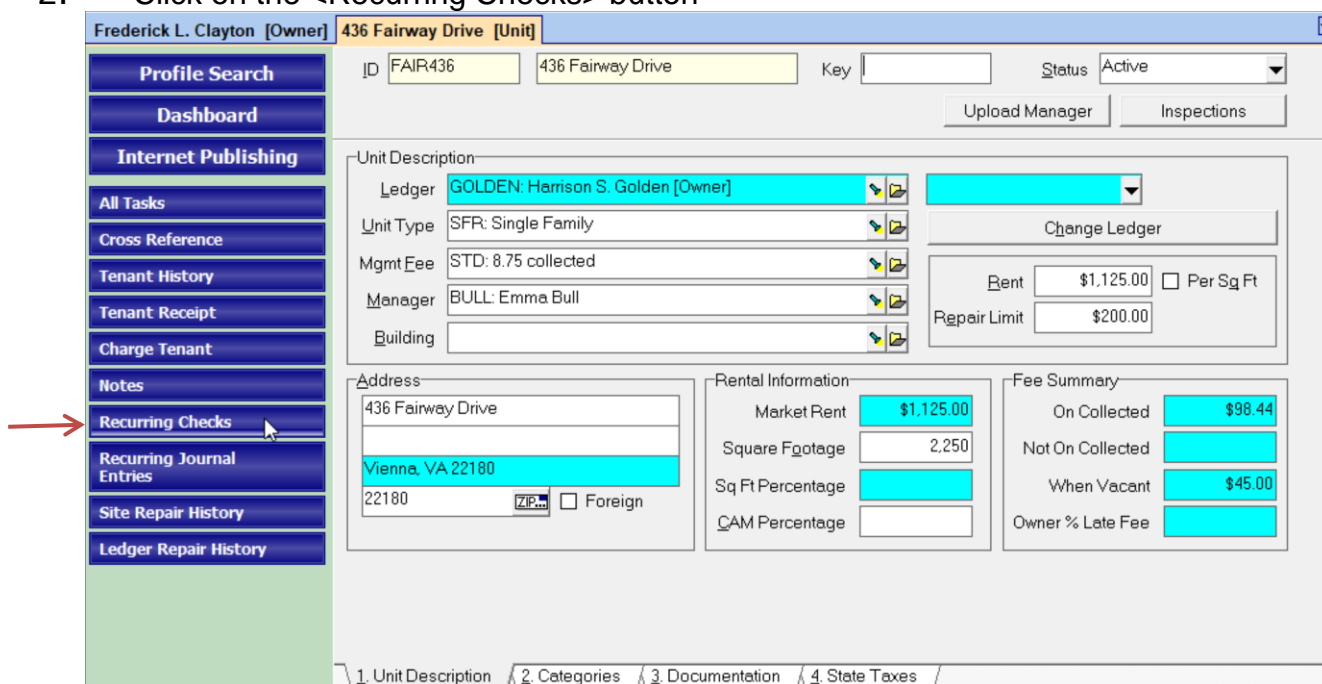


Overview

Mortgage, HOA and any other payments made for the same amount on a scheduled basis can be entered in the appropriate profile (unit, owner, partnership, management group). Checks for these payments are done using the <<AP, Scheduled Payables, Recurring Checks>> function. If the payment will be recurring, but for a different amount, see [How to Document #378](#).

Entering the Recurring Check Information

1. Go to the appropriate profile - usually the unit
2. Click on the <Recurring Checks> button



The screenshot shows the software interface for a unit profile. The breadcrumb trail at the top reads: Frederick L. Clayton [Owner] > 436 Fairway Drive [Unit]. The left sidebar contains a menu with the following items: Profile Search, Dashboard, Internet Publishing, All Tasks, Cross Reference, Tenant History, Tenant Receipt, Charge Tenant, Notes, Recurring Checks (highlighted with a red arrow), Recurring Journal Entries, Site Repair History, and Ledger Repair History. The main content area displays the unit details for '436 Fairway Drive'. The 'Unit Description' section includes fields for Ledger (GOLDEN: Harrison S. Golden [Owner]), Unit Type (SFR: Single Family), Mgmt Fee (STD: 8.75 collected), Manager (BULL: Emma Bull), and Building. The 'Address' section shows 436 Fairway Drive, Vienna, VA 22180. The 'Rental Information' section shows Market Rent (\$1,125.00), Square Footage (2,250), Sq Ft Percentage, and CAM Percentage. The 'Fee Summary' section shows On Collected (\$98.44), Not On Collected, When Vacant (\$45.00), and Owner % Late Fee. At the bottom, there are tabs for 1. Unit Description, 2. Categories, 3. Documentation, and 4. State Taxes.

3. Click on <New>
4. Fill in the form.

Recurring Check

FAIR436: 436 Fairway Drive

Profile Search
Dashboard
Internet Publishing
Profiles
AP
AR
GL
Maintenance
Reports
Mailings

Check Information

Amount: 793.46

Payee: MMTRUST: Minuteman Trust [Vendor]

Bill Code: MORTGAGE: Mortgage Payment

Memo: Account# W74-62-98

Priority: Normal

Style: Unit Address

Payee Name & Address

Minuteman Trust
Box 7215 Drawer 23
Preston, NH 02190
02190 Foreign

Schedule

Schedule: Monthly

Next Scheduled: 5/1/2018

Schedule Expires:

Change Date:

New Amount:

NOTE: If you want to be able to run reports showing the amount paid to a particular mortgage company or HOA, set them up with a vendor profile and select that profile from the drop down list in the Payee field. If that is not important you can simply fill in the name and address information in the [Payee Name and Address] block.

5. Click <Save>

Paying the Recurring Checks

There are two options for doing the recurring checks — Recurring Checks and Recurring Checks as Invoices.

- Recurring Checks prints one check for each payment.

Scheduled Payables

Invoice Checks

Recurring Checks

Recurring Checks as Invoices

Transfer Property Surplus to and Recover Deficits from Owners

Distribution Checks

ACH Distribution Batch

Scheduled Through: 10/3/2018

Limit to Schedule:

Restrict Payer to:

Restrict Payee to:

Recurring Checks

Due Date	Payer	Payee	Amount	
3/1/2019	FAIR436: 436 Fairway Drive	Concord Green HOA [Vendor]	\$134.50	<input type="checkbox"/> Skip
3/1/2019	FAIR436: 436 Fairway Drive	Minuteman Trust [Vendor]	\$236.00	<input type="checkbox"/> Skip
3/1/2019	MAIN212: 212 Main Street	Concord Green HOA [Vendor]	\$125.00	<input checked="" type="checkbox"/> Skip
3/1/2019	OAK2118: 2118 Oak Street	Patriot National [Vendor]	\$477.38	<input type="checkbox"/> Skip

All Checks /
 Selected Checks /
 Selected Checks Below Minimum /
 Skipped Checks

One check will be created for each of the above line items.

- If you want to consolidate more than one recurring check amount on a check — i.e., if you want to combine several HOA payments for several units on one check, or mortgage payments for several units on a check to the same mortgage company, use the Recurring Checks as Invoices function.

Scheduled Payables

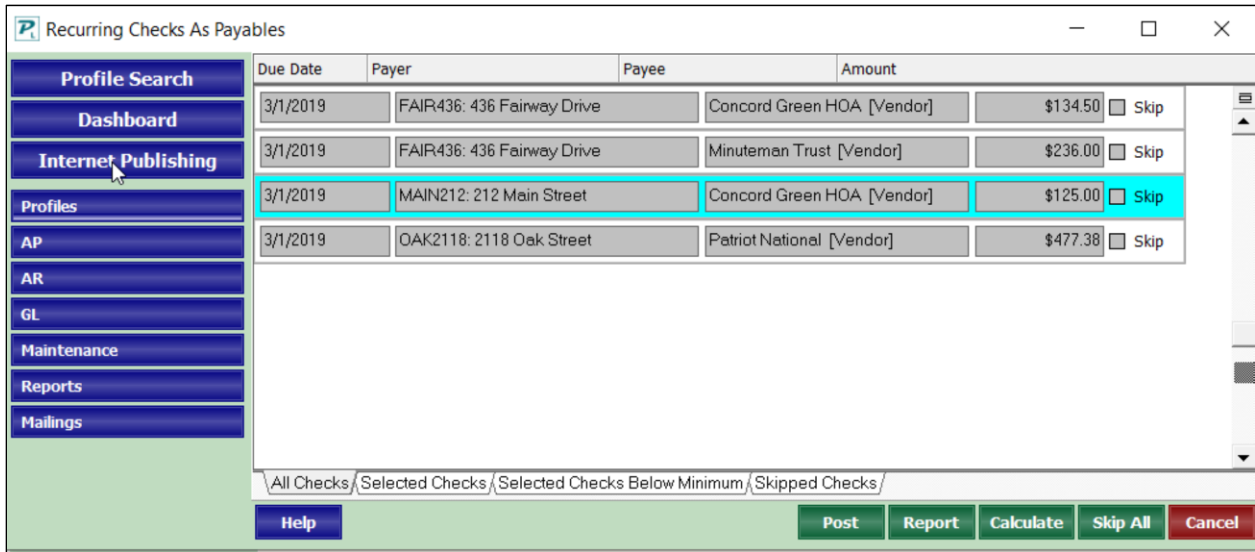
Invoice Checks
 Recurring Checks
 Recurring Checks as Invoices
 Transfer Property Surplus to and Recover Deficits from Owners
 Distribution Checks
 ACH Distribution Batch

Scheduled Through: 3/3/2019

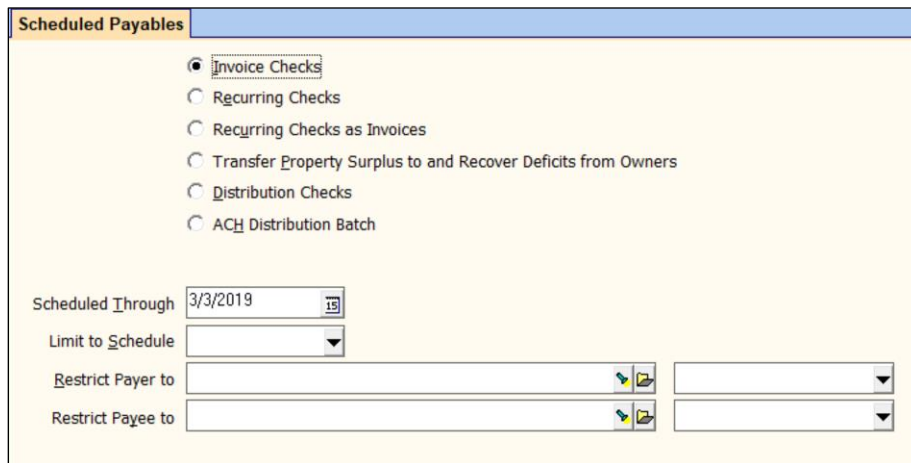
Limit to Schedule:

Restrict Payer to:

Restrict Payee to:



When you post, each line will be turned into an invoice. You can then compile invoice checks.



Invoice checks will combine multiple line items for the same vendor onto one check. So when you post, in the example below, 2 line items will be put on one check to Concord Green HOA.

