

Table of Contents

TABLE OF CONTENTS1

THE COMMUNITY SETUP WIZARD.....2

BROWSE THE SAMPLE COMMUNITY3

ADD A NEW COMMUNITY4

GENERAL LEDGER SETUP9

 CHART OF ACCOUNTS 11

ACCOUNTS RECEIVABLE SETUP14

 CHARGE TABLES SETUP 17

 MISCELLANEOUS CHARGES 20

 REQUIRED GL ACCOUNT NUMBERS 22

 CASH APPLICATION TABLE 23

 CHARGE CODES 24

ADDING HOMES & OWNERS.....26

 ENTER OWNER INFORMATION 30

 ENTER RECURRING CHARGES 33

 BEGINNING OWNER BALANCES 34

 ENTERING BEGINNING BALANCES 35

ACCOUNTS PAYABLE SETUP.....37

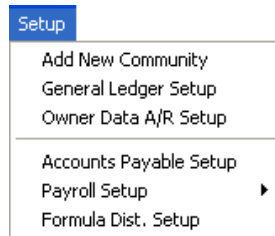
 VENDORS SETUP.....41

The Community Setup Wizard

TOPS PROFESSIONAL™ is a full-featured accounting package that may require extensive setup to prepare for entry of existing community records. Our *Community Setup Wizard* is designed to walk you through the setup of a community in a very simple, step-by-step manor. Nevertheless, you will want to set aside a good chunk of time for this section, as you will need to enter all of your owners, accounts, and other existing records in this section.

The TOPS PROFESSIONAL™ Community Setup Wizard is modularized to allow you to access individual sections even after setup is complete. You may re-enter any part of setup for an existing community at any time without losing data*. This ability allows you to spread setup time over a number of days or even persons without recriminations.

The Community Setup Wizard steps look like this:



You will need certain community information to complete the setup such as:


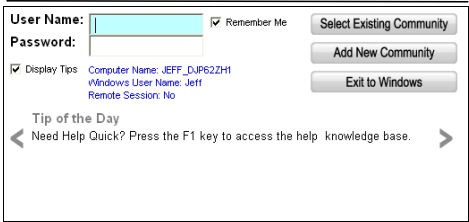
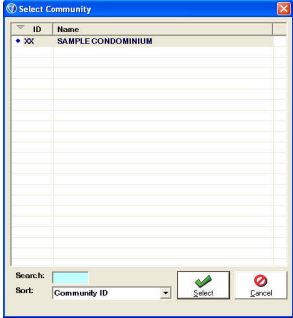
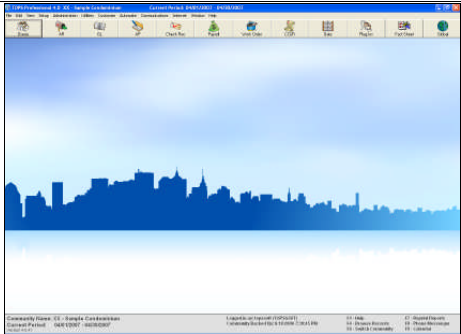
- Community Name
- Mailing Address
- Tax ID
- Return Payment Address
- City, State, Zip Code where the community is located
- Chart of Accounts
- Community Bank Info
- Owner Recurring Charge Amounts
- Home and Owner Info
- AP Vendors

Warning

Before completing the community setup, make sure you consult with your accountant as to accounting methods, chart of accounts, and bank information

Browse the Sample Community

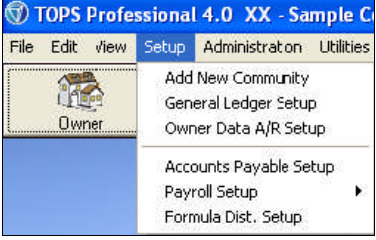

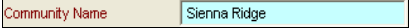


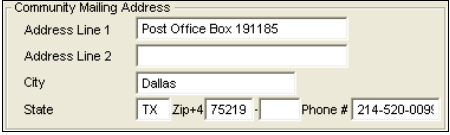
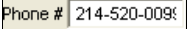
If this is the first time that you are using TOPS PROFESSIONAL™, you will probably want to browse the sample community provided with the program. This will give you the opportunity to discover the many incredible features built into TOPS PROFESSIONAL™. Follow the instructions below to open the Sample Condominium community:


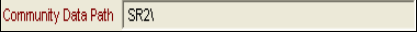
Instructions	Illustrations
<p>1. Double click the TOPS PROFESSIONAL™ icon to run the program.</p> <p><i>If you are running TOPS PROFESSIONAL™ as a 30-day demo, you will see a message containing the number of days left in your evaluation copy.</i></p>	
<p>2. Click Add New Community</p> <p><i>You may access the community setup wizard directly from this screen by clicking the Add New Community button. However, you may also access that wizard from the Setup option on the menu bar later.</i></p> <p><i>This startup screen will be available to you each time you open TOPS PROFESSIONAL. If you wish to de-activate it, simply check the box labeled 'Do not display this screen in the future'.</i></p>	
<p>3. Double click Sample Condominium, or click XX to highlight the community then click OK.</p> <p><i>TOPS PROFESSIONAL™ is shipped with the sample community 'Showcase Condominium', that can be used to learn about TOPS PROFESSIONAL™. You can select that community or click on the Add Community button to go straight to the community setup wizard.</i></p> <p><i>Over time, you may add many communities to the community browser list. You may search for a specific community by name; simply click the Search by Name button in the community list screen.</i></p>	
<p>4. Once you have selected a community, you will see the primary interface of TOPS PROFESSIONAL™.</p> <p>This window displays the name of the community you selected, as well as buttons for each module purchased. You may select a module from here by clicking on the appropriate button.</p> <p><i>We recommend that you take the time to explore the sample community and get familiar with the program interface.</i></p>	

Add a New Community

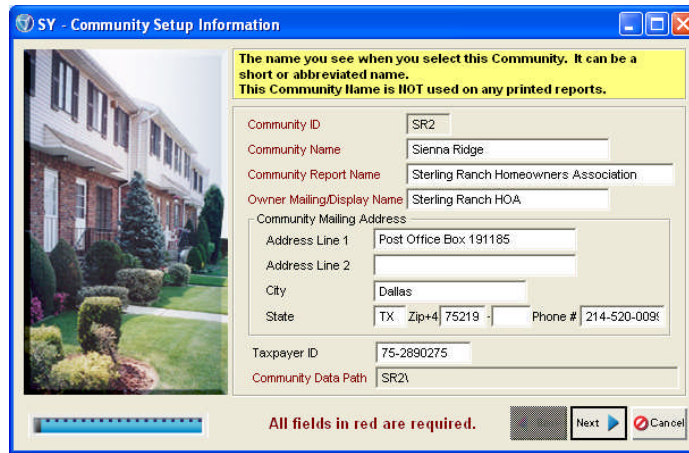
Once you have explored the sample community, you are ready to begin adding your own community. Follow the instructions below to begin the community setup wizard.

Note: Fields labeled in RED are REQUIRED and cannot be left blank.

Instructions	Illustrations
<p>1. From the primary screen, click Setup, Add New Community.</p> <p><i>Note the available options in this menu. To make later changes to your community setup, click the appropriate option here. Although you can select the menu choices from this menu individually, you will automatically be taken through the steps to setup the new community by the Setup Wizard.</i></p>	
<p>2. Enter a Community ID and press <TAB>.</p> <p><i>This is a two or three digit code, under which the data files for this community will be stored. The ID can be letters, numbers, or a combination of both.</i></p>	 <p><i>If you enter a community ID that already exists, TOPS PROFESSIONAL™ will enter 'edit' mode. If you enter an ID that does NOT exist, you will automatically be entered into 'add community' mode.</i></p>
<p>3. Enter the name of your community that will be stored in TOPS PROFESSIONAL. (May be abbreviated) Press <TAB>.</p>	
<p>4. Enter a community name to be displayed on all outgoing reports. Press <TAB>.</p>	
<p>5. Enter a community name to be displayed at the top of the screen, as well as in owner mailings such as form letters and violation reports. Press <TAB>.</p>	
<p>6. Complete the address information for your community, pressing <TAB> to navigate the fields.</p>	
<p>7. Enter the phone number of the community. Press <TAB>.</p>	 <p><i>Type the number exactly as you wish it to be</i></p>

Instructions	Illustrations
<p>8. Complete the Taxpayer ID field, which will be used to print 1099s and W2s. Press <TAB>.</p>	<p><i>formatted (e.g. '(800)123-4567')</i></p> 
<p>9. Review and change, if necessary, the Community Data Path. Press <TAB>.</p> <p><i>This allows you to specify where you want the data files to be stored for this community. The default will always be the drive and directory path where the TOPS PROFESSIONAL™ program is located. You may overtype the drive letter and directory path and specify a new location for any NEW community.</i></p>	 <p><i>Warning: NEVER change the path on an existing community or the programs will not find your existing data files unless you move them to this new location.</i></p>

10. Review the entries for mistakes, and then click **Next**.



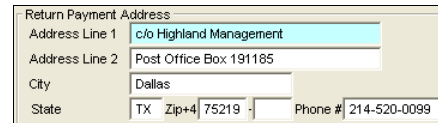
The completed window should look like the image above.

11. Enter the **return payment information** and press <TAB>.

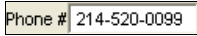
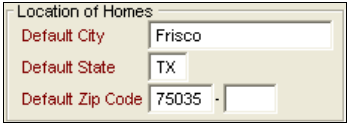

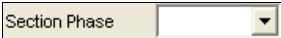

Address Line 1 - The mailing address for the Return Payment Address used on bills, statements, coupons, and collection letters.

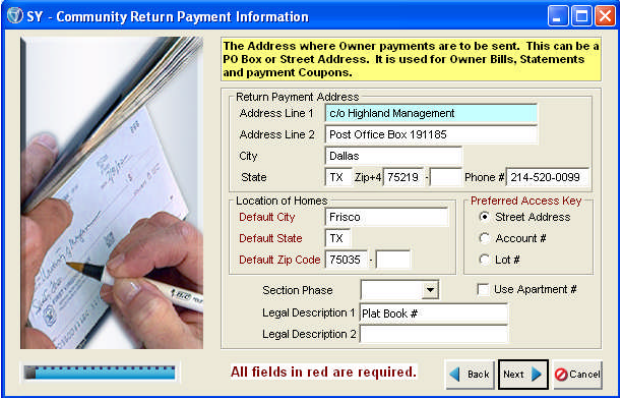
Address Line 2 - Continuation of above. May be skipped if not needed.


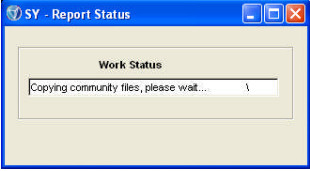

City, State, ZIP - The info for bills, statements, coupons and collection letters; includes Zip + four field.



The second window contains the return mail address for bills, statements and coupons as well as the default location where the homes are so you do not need to enter this information when adding the homes to the system later on.

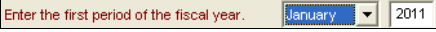

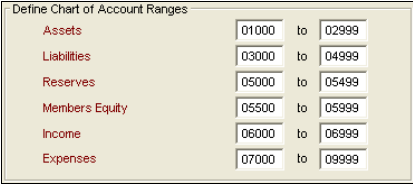

Instructions	Illustrations
<p>12. Enter the phone number for owner inquiries. Type the number exactly as you wish it to be formatted (e.g. '(800)123-4567')</p> <p>Press <TAB>.</p>	 <p><i>The phone number prints as part of the return mail address on bills, statements, coupons, and collection letters.</i></p>
<p>13. Enter the default City, State and Zip Codes for the homes in the community.</p> <p>Press <TAB>.</p> <p><i>This must be the actual place where the homes are located. TOPS PROFESSIONAL™ will use these defaults when addressing bills, statements, coupons, collection letters, special form letters, and mailing labels to owners that live in the community.</i></p>	 <p><i>The Zip + Four entered here becomes the default Zip + Four stored for each home in the property, although you may enter a different Zip + Four + Carrier Route for every home if you wish.</i></p>
<p>14. Select a preferred access key.</p> <p>Press <TAB>.</p> <p><i>The preferred access key defines the primary method to process owner data including maintenance, cash receipts, balance inquiries, etc. TOPS PROFESSIONAL™ will default to the access method you prefer for this community.</i></p>	 <p><i>You can always switch the access method at the time you are selecting a particular owner's files if one of the other access methods is more convenient at the time.</i></p>
<p>15. Select a section phase.</p> <p>Press <TAB>.</p> <p><i>If your community has sections or buildings and you wish to sort owner reports this way, you can activate this field in the property record for each home. You will then be able to enter a section/building number for each home. If you wish to bypass it, leave it blank which means none.</i></p>	 <p><i>You may choose building, section, phase, or none.</i></p>
<p>16. Define an apartment number option.</p> <p>Press <TAB>.</p> <p><i>Check this block if you want to activate an apartment number or unit number for some or all homes in this community. You will then be prompted to enter a number as part of the street address for each home.</i></p>	 <p><i>If you leave this block unchecked, then you will not see an apartment number as part of the street address as you add homes to this community.</i></p>

Instructions	Illustrations
<p>17. Enter labels for any legal description fields</p> <p><i>When you add homes to TOPS PROFESSIONAL™, you have the chance to enter a legal description into the property record for each home. An example might be plat book number. This activates a field in the property record for each home so you may enter this legal description. It is used to store the description, which then prints on certain owner reports.</i></p>	<div data-bbox="954 247 1336 310" style="border: 1px solid black; padding: 5px;"> <p>Legal Description 1 Plat Book #</p> <p>Legal Description 2</p> </div> <p><i>If you do not want to use this capability, you can merely leave this field blank.</i></p> <p><i>The legal description fields cannot be used to sort reports for the community.</i></p>
<p>18. Review the completed entries, and click Next.</p> <div data-bbox="500 535 1117 930" style="border: 1px solid blue; padding: 5px;">  </div> <p><i>The completed window should look like the image above.</i></p>	
<p>19. WARNING: If you see the warning screens (right), you are making changes to an existing community. Clicking on the proceed button will completely erase any existing community data.</p> <p><i>Once the files are recreated for an existing community, all the data is erased and a backup is the only way to restore the erased data.</i></p>	<div data-bbox="1016 1003 1230 1108" style="border: 1px solid blue; padding: 5px;"> <p>SY - TOPS MESSAGE</p> <p>Re-initialize the community data files ?</p> <p>Yes No</p> </div> <div data-bbox="961 1125 1286 1276" style="border: 1px solid blue; padding: 5px;"> <p>SY - WARNING!</p> <p>STOP</p> <p>You are about to Re-Initialize existing data files. You will lose all the information on file for this Community if you Proceed.</p> <p>Are you sure you wish to Proceed?</p> <p>Cancel Proceed</p> </div>
<p>20. Wait for the community files to be generated.</p> <p><i>The files for this new community will be created so you can start to enter information. You will see the processing message window.</i></p>	<div data-bbox="954 1308 1295 1493" style="border: 1px solid blue; padding: 5px;"> <p>SY - Report Status</p> <p>Work Status</p> <p>Creating community files, please wait...</p> </div>

Instructions	Illustrations
<p>21. You may selectively copy community settings from any existing community to another to help speed up the setup process. Simply click Browse Community ID to view the community browser.</p> <p>Click Next to begin the copying process. TOPS PROFESSIONAL™ will copy the files for you, completing the status column as it goes.</p> <p><i>The sample community, XX, is set up with the most common settings. Once you have selected a community in the browser, that community will be the default setting for each field. Leave a field blank if you wish to set up that section manually.</i></p>	
<p>22. As it copies in the setup from an existing community, you will see this processing message showing you that it is actively working.</p>	
<p>23. Congratulations! You have completed setup of your new community. You may now click Next to proceed to G/L setup, or click Finish to quit to the TOPS PROFESSIONAL™ primary window.</p> <p><i>We highly recommend continuing to the G/L setup for a more complete community file.</i></p>	
<p><i>If you previously setup user names and passwords under the administration menu, you can assign the rights to access this new community to one or more of the users, or user groups. You will see the assignment window. Simply click the user or group name to assign them the rights to work with this community.</i></p> <p><i>If a user is NOT given the rights to a community, they will not see that community at all on the community selection window. The community will be hidden from view to that user. This lets you assign communities to just those users that should have access to them.</i></p> <p><i>If no security has been defined, you will not see the community assignment window at all.</i></p>	

General Ledger Setup

Whether you plan to use the General Ledger module or not, certain setup steps must be completed. This includes setting the fiscal year and adding at least some key accounts into the chart of accounts.

Instructions	Illustrations
<p>1. Click the down arrow to select the first month of your fiscal year.</p> <p>Press <TAB> and type the year you will begin tracking records.</p>	 <p><i>TOPS PROFESSIONAL™ will default to January of the current year. You MUST enter a beginning month and year.</i></p>
<p>2. Check the box if you wish to use three digit cost centers.</p> <p><i>The cost center tracking system is fully active across the owner A/R system. Each home can be coded with a cost center to group income by sections or buildings.</i></p>	 <p><i>Cost centers can be used for tracking income and expenses broken out by department.</i></p>
<p>3. Define G/L account ranges, using the <TAB> key to move from field to field.</p> <p><i>Ranges are groups of account number's for organizing your Chart of Accounts. By defining Ranges it will simplify the setup of your Chart of Accounts and Financial Statement Layouts. After defining Ranges, it will automatically create the typical Financial Statement Layouts if you wish.</i></p>	 <p><i>If you copied the community settings from the sample community earlier, the above numbers will automatically be entered.</i></p>
<p>4. Review the completed entries, and click Next.</p>  <p><i>The completed window should look like the image above.</i></p>	

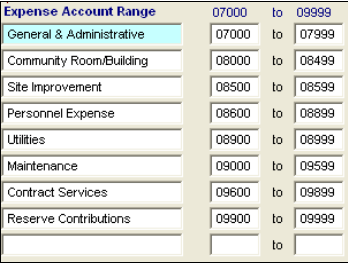

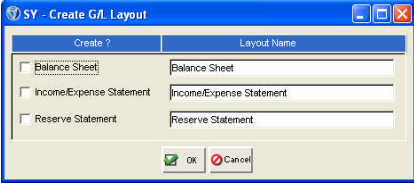
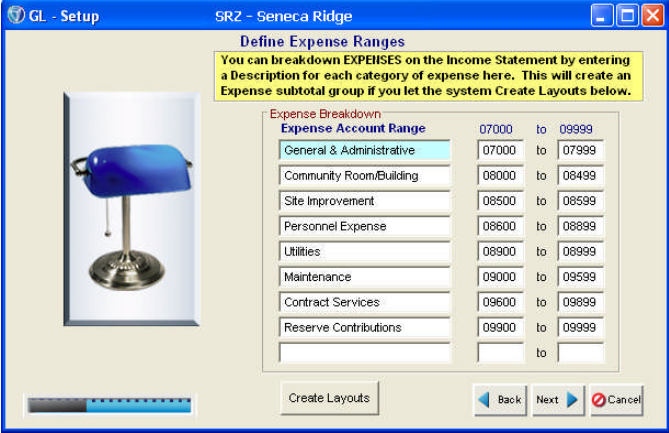
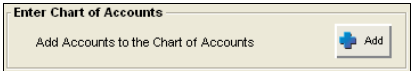
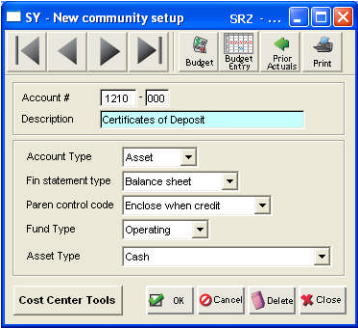
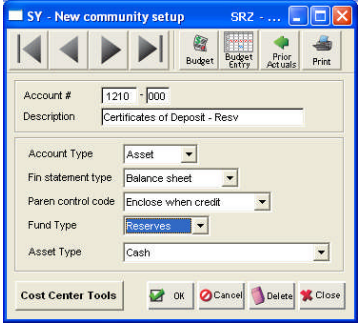

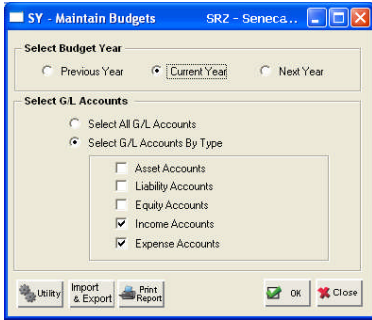
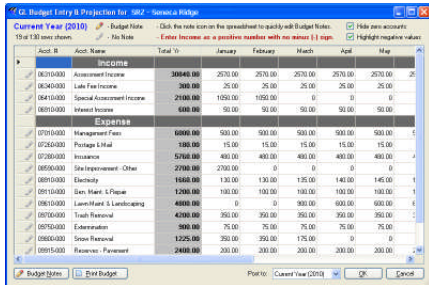

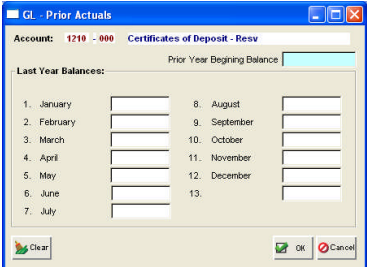


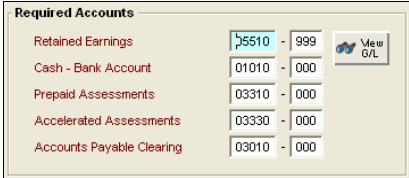
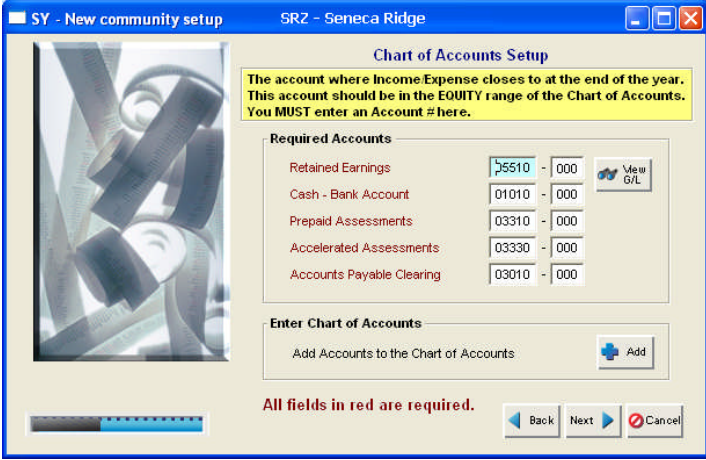
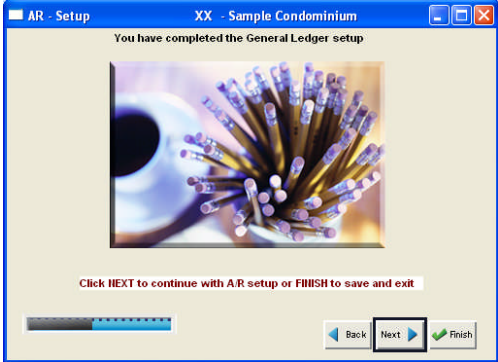
Instructions	Illustrations																																								
<p>5. Type the Description of each expense range followed by the beginning and ending account number range. Use the <TAB> key to move from field to field on the window.</p> <p><i>You can enter up to 9 expense ranges. If you have more than 9, just make the last line the final range to the end of your chart of accounts (ex. 99999). That way, when you enter accounts into your chart of accounts it will recognize the accounts as expenses and give you the correct defaults on the entry window.</i></p>	 <table border="1"> <thead> <tr> <th>Expense Account Range</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>General & Administrative</td> <td>07000</td> <td>to</td> <td>09999</td> </tr> <tr> <td>Community Room/Building</td> <td>08000</td> <td>to</td> <td>08499</td> </tr> <tr> <td>Site Improvement</td> <td>08500</td> <td>to</td> <td>08599</td> </tr> <tr> <td>Personnel Expense</td> <td>08600</td> <td>to</td> <td>08899</td> </tr> <tr> <td>Utilities</td> <td>08900</td> <td>to</td> <td>08999</td> </tr> <tr> <td>Maintenance</td> <td>09000</td> <td>to</td> <td>09599</td> </tr> <tr> <td>Contract Services</td> <td>09600</td> <td>to</td> <td>09899</td> </tr> <tr> <td>Reserve Contributions</td> <td>09900</td> <td>to</td> <td>09999</td> </tr> <tr> <td></td> <td></td> <td>to</td> <td></td> </tr> </tbody> </table> <p><i>The expense account ranges are used to automatically create the Income/Expense Statement Report Layout.</i></p>	Expense Account Range				General & Administrative	07000	to	09999	Community Room/Building	08000	to	08499	Site Improvement	08500	to	08599	Personnel Expense	08600	to	08899	Utilities	08900	to	08999	Maintenance	09000	to	09599	Contract Services	09600	to	09899	Reserve Contributions	09900	to	09999			to	
Expense Account Range																																									
General & Administrative	07000	to	09999																																						
Community Room/Building	08000	to	08499																																						
Site Improvement	08500	to	08599																																						
Personnel Expense	08600	to	08899																																						
Utilities	08900	to	08999																																						
Maintenance	09000	to	09599																																						
Contract Services	09600	to	09899																																						
Reserve Contributions	09900	to	09999																																						
		to																																							
<p>6. Click Create Layouts.</p> <p><i>TOPS PROFESSIONAL™ can automatically create financial statement layouts from the number ranges entered above. These 3 layouts will automatically be created as long as the Account Ranges have been defined: Balance Sheet, Income/Expense Statement, and Reserve Fund Statement.</i></p>																																									
<p>7. Check the boxes to select the desired default layouts. Change the layout names as desired. Click OK to create the layouts.</p> <p><i>The layouts will be created and you will be returned to the expense account range window.</i></p>																																									
<p>8. Review the completed entries, and click Next.</p>  <p><i>The completed window should look like the image above.</i></p>																																									

Chart of Accounts

There are certain accounts that must be part of the chart of accounts. These are accounts used by the general ledger, A/R & owner collections, and accounts payable modules. Each of these five accounts needs to be set up in the chart of accounts.



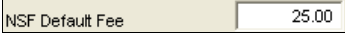
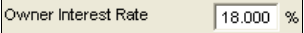
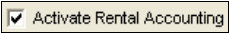
Instructions	Illustrations
<p>9. Click Add Acct. to add/change accounts in the chart of accounts.</p> <p><i>If you copied the community settings from the sample community earlier, TOPS PROFESSIONAL™ will automatically provide you with a chart of accounts. You may still want to change the names or add your own accounts.</i></p>	
<p>10. Create a new account in the G/L.</p> <p>Type the account number and description of the new account.</p> <p>Click OK to create the new account.</p> <p><i>If necessary, change the account type, financial statement type, parentheses control code (when the item value is negative), and fund type. (These are set automatically based on the account number range set earlier).</i></p>	
<p>11. Edit an existing account in the G/L</p> <p>Click the down arrow next to the blank 'account number' field to select the account you wish to edit.</p> <p>Make any desired changes to account name, type, fund, etc.</p> <p><i>The account number may not be altered, once created. To change account numbers, delete the account, and re-add it under the correct account number.</i></p>	
<p>12. Continue to add/edit G/L account numbers. Remember you MUST add these five accounts:</p> <ul style="list-style-type: none"> ▪ Retained Earnings ▪ Cash – Bank Account ▪ Prepaid Adjustments ▪ Accelerated Assessments ▪ Accounts Payable Clearing <p><i>The accounts do not need to be named exactly as the example, but you must have equivalent account numbers for TOPS PROFESSIONAL™ to work properly.</i></p>	



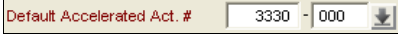

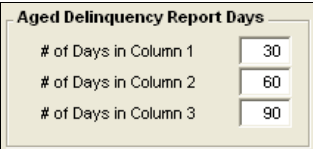
Instructions	Illustrations
<p>13. Click Budget Entry  to enter budgets for budgeted accounts.</p> <p>Generally, Budgets are only entered for Income and Expense Accounts. The Budgets can be printed on the Income/Expense Statement. TOPS gives you a spreadsheet like interface to make it easy for you to enter the Budget. You have two choices for entering Budgets:</p> <ul style="list-style-type: none"> ▪ Enter Yearly Budgets - Enter the entire years Budget in the “Total Yr” column to have the computer straight-line it (divide evenly by 12) for each period so that each period is the SAME amount. ▪ Enter Period Budgets – Skip the “Total Yr” column and arrow over to the months columns to enter the budgets for each period manually. <p>Make sure the “Total Yr” column matches the approved Budgets for each account.</p> <p>You may enter Next Years Budget without affecting the Current Years Budget.</p>	 <p>Typically, you want to enter Budgets for the Current Year (the default) but you can enter them for the Previous Year and Next Year as well. Budgets are usually only entered for Income and Expense Accounts.</p> <p>Click OK to continue to enter Budgets.</p> 
<p>14. Click Prior Actuals  to enter any prior balances into the necessary accounts.</p> <p>These are the ending balances in the General Ledger for the previous fiscal year. Prior actuals can be printed on the financial statements as a comparison with the current year's actuals. You can change any of the figures by picking the line number or use this option: Clear & Reenter Periods – Clear existing balances and enter the Prior Actual amounts for each period over again.</p>	 <p>Keep these simple rules in mind when entering prior actuals:</p> <ul style="list-style-type: none"> ▪ Income - Enter with a minus (-) sign such as - 100 ▪ Expenses - Enter as a positive number such as 100
<p>15. Click Print to view your completed chart of accounts. Ensure the accounts are properly entered.</p>	

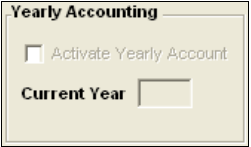
Instructions	Illustrations
<p>16. Click Close to return to the chart of accounts setup window.</p>	
<p>17. Complete the Required Accounts section with the accounts you defined in step 12.</p> <p><i>Click the View G/L Accounts button to select your accounts from a browser list.</i></p>	
<p>18. Review the completed entries, and click Next.</p>  <p>The completed window should look like the image above.</p>	
<p>19. Congratulations! You have completed the General Ledger setup. Click Next to proceed to Accounts Receivable setup, or Finish to stop now.</p> <p><i>You may return to the G/L Setup any time you wish by selecting it from the Community Setup menu. Also, all the information entered through the G/L Setup windows can be changed, deleted or added using the main General Ledger button.</i></p>	

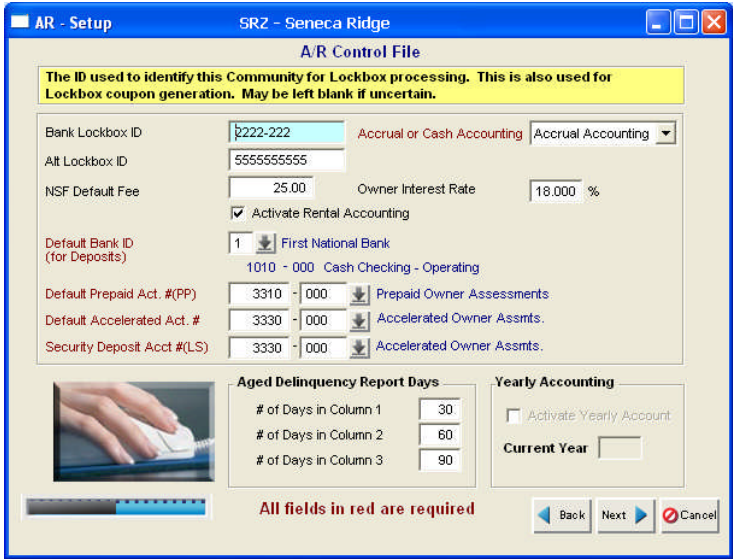
Accounts Receivable Setup

You are now ready to begin the Accounts Receivable setup process. Here is where all of your owner info and recurring owner charges are setup, so it is vital that you complete this section if you plan to be using the accounting portion of your TOPS PROFESSIONAL™ property management system.

Instructions	Illustrations
<p>1. If you plan to use a bank Lockbox to automate the community’s cash receipts, enter the bank assigned Bank Lockbox ID and, if needed, an Alt Lockbox ID (could be used for a Management Company ID). Press <TAB>.</p> <p><i>Up to a 13-digit code identifying this community for Electronic Bank Lockbox interfacing.</i></p>	 <p><i>We recommend leaving these fields blank (skipped) unless you use bank lockboxing.</i></p>
<p>2. Click the down arrow to select an accounting type, either Accrual or Cash Accounting. Press <TAB>.</p> <ul style="list-style-type: none"> ▪ Accrual - recognizes income when due, regardless of when payments are received ▪ Cash - recognizes income only when payments are received. <p><i>What you select here will affect the Charge Tables and Misc. Charges when you define them later in the setup.</i></p>	 <p><i>Cash accounting is easier to understand for non-accounting people while Accrual is a more accurate, but sophisticated, way to handle the accounting. TOPS recommends Cash Accounting.</i></p>
<p>3. Enter the dollar amount of bounced check fees. Press <TAB>.</p> <p><i>When a payment adjustment is processed for a bounced check, the owner’s account will automatically be charged this fee once the check is backed out.</i></p>	 <p><i>You may leave this field blank if it does not apply to this community.</i></p>
<p>4. Enter the annual interest rate to be charged to delinquent owners. Press <TAB>.</p>	 <p><i>If you do not charge interest, you may leave this field blank.</i></p>
<p>5. Checkmark this box for a rental community where you wish to turn on Security Deposit, Vacancy Tracking and Lease Expiration Reporting. Even if you do NOT checkmark this box, you can still enter Renter records as part of setting up the homes and owners later on, but unless this box is checked, Renters cannot have balances due.</p>	


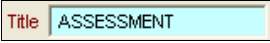



Instructions	Illustrations
<p>6. Click the down arrow to set the Default Bank ID. Press <TAB>.</p> <p><i>This is the bank account where the cash receipts will be deposited. It is automatically setup as Bank ID number 1 with the name Bank # 1.</i></p>	 <p><i>You may change the Bank Name later in the setup.</i></p>
<p>7. Enter the default Prepaid Account Number. Press <TAB>.</p> <p><i>This is the G/L Acct. number where owner overpayments (called Pre-paids or Credits) are tracked. Under accrual accounting, this would be a liability. Under cash accounting, it would be an income account.</i></p>	 <p><i>This field should automatically be filled in from the required accounts. You may change it by browsing the chart of accounts with the down arrow button.</i></p>
<p>8. Enter the default Accelerated Account Number. Press <TAB>.</p> <p><i>This is the G/L Acct. number where TOPS PROFESSIONAL™ handles accelerated owner charges when delinquent owners continually miss payments. Under accrual accounting, this would be a liability. Under cash accounting, it would be an income account.</i></p>	 <p><i>This field should automatically be filled in from the required accounts. You may change it by browsing the Chart of Accounts with the down arrow button.</i></p>
<p>9. If Rental Accounting is checked, then you will need to enter a GL Account # for tracking Renter Security Deposits.</p> <p><i>This is the G/L Acct. number where TOPS PROFESSIONAL™ records renter security deposits. Under accrual accounting, this would be a liability. Under cash accounting, it might be an income account—although you should check with your accountant for correct instructions.</i></p>	 <p><i>Use the down browse arrow to select the GL Account # or to add a new Account to the Chart of Accounts.</i></p>
<p>10. Enter Aged Delinquency Report Days. Press <TAB>.</p> <p><i>Later, you can print delinquency reports based on the values entered here. We recommend periods of 30, 60, and 90 days.</i></p>	

Instructions	Illustrations
<p>11. Checking the Yearly Accounting box changes the way owner balances are tracked. Each charge and payment transaction then has a year appended to it. By tracking owner charges this way, you can print reports showing an aging broken down by year.</p> <p><i>If you checkmark Activate Yearly Account, then you will need to enter the Current Year to give the AR Module a starting year to append to all owner AR transactions.</i></p>	

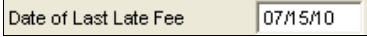

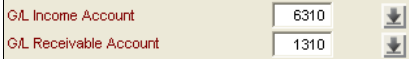

<p>12. Review the completed entries, and click Next.</p>  <p><i>The completed window should look something like the image above.</i></p>
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Charge Tables Setup

Charge tables are used for setting up recurring charges to the owners as well as late fee amounts charged to delinquent owners. Charge tables can be easily maintained and updated as the charge amounts change. TOPS PROFESSIONAL™ allows up to 10 charge tables for each community. Each charge table can contain up to 99 categories for different amounts or levels of charges. This is handy where different sized units pay different amounts.

Instructions	Illustrations
<p>13. Note the name of your main charge table.</p> <p><i>The default name of the main charge table is A1, which is automatically generated by the system. Subsequent tables will be named C1 through C9.</i></p>	
<p>14. Enter the title of your main charge table. Press <TAB>.</p> <p><i>The default title should be 'Assessments', but you may choose to name it differently, such as 'Common Charges', 'Maintenance Fees', or 'Dues'.</i></p>	
<p>15. Click the down arrow to select the frequency the charges will be applied. Press <TAB>.</p>	 <p><i>Select from Monthly, Semi-Annually, Bi-Monthly, Quarterly, and Annually.</i></p>
<p>16. Enter the last date this charge was applied to the owners in the community. Press <TAB>.</p> <p><i>i.e. If charges are applied on the first of each month, this field should contain the first of this month.</i></p>	 <p><i>Remember to enter dates in six digits without any characters between. e.g. 071500</i></p>
<p>17. Click the down arrow to select a method for charges applied to the owners. Press <TAB>.</p> <p><i>Choose from 5 different ways to handle the charge tables.</i></p> <ul style="list-style-type: none"> ▪ Flat Dollar Amount - Creates a table with 99 categories to store the charge amounts. ▪ % of Property Value - The table will store a rate to be multiplied by the assessed value of the home which is stored in the property record*. 	 <ul style="list-style-type: none"> ▪ Total Amount X % Ownership - Takes the total amount of the charge and spreads it based on the percentage of ownership on record for each home. There can only be one category, which should be the total amount of the charge to be spread*. ▪ Enter Amount in Property Record - Use this only when the number of charge amounts (levels) is too many to fit in the 99 categories of the charge table**.

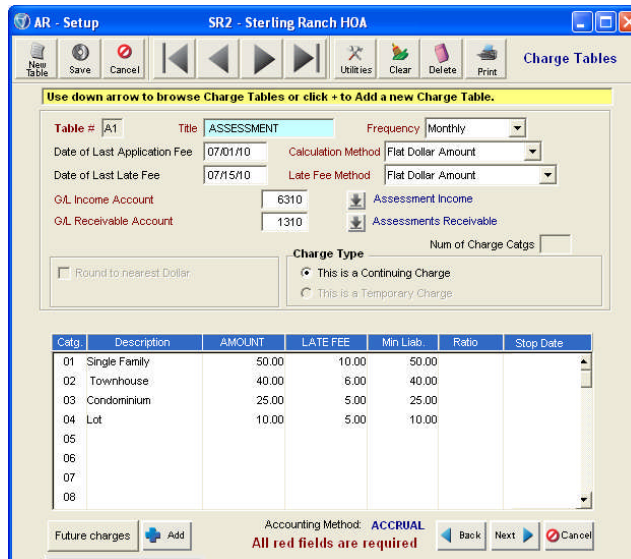
* Gives the option to round to the nearest dollar amount.

Instructions	Illustrations
<ul style="list-style-type: none"> ▪ Sq. Ft. X Rate - The table will store a rate to be multiplied by the square footage of the home, which is stored in the property record*. 	
<p>18. Enter the last date a late charge was applied to the owners in the community. Press <TAB>.</p> <p><i>i.e. if late fees are applied on the fifth of each month, this field should contain the fifth of this month.</i></p>	 <p><i>Remember to enter dates in six digits without any characters in between. e.g. 071500</i></p>
<p>19. Click the down arrow to select a calculation method for late fees applied to the owners. Press <TAB>.</p> <ul style="list-style-type: none"> ▪ Flat Dollar Amount - \$10.00 ▪ Percent of Unpaid Balance - 10% <p><i>If you are using the percentage method, enter the application percentage rather than the annual percentage rate. (18% annually = 1.5% monthly fee)</i></p>	 <p><i>You MUST select one of these options, even if there is NO LATE FEE. The default option is Flat dollar amount.</i></p> <p><i>These amounts will be charged to delinquent owners every time late fees are applied.</i></p>
<p>20. Enter the G/L account numbers for the Income and Receivable accounts. Press <TAB>.</p> <p><i>If you chose the cash accounting method on the previous screen, only the income option will be available here.</i></p>	 <p><i>Click the down arrow to select from the chart of accounts.</i></p>
<p>21. Enter the charge categories, pressing <TAB>. to navigate between fields.</p> <p><i>The minimum liability is the amount, which, if owed, will trigger the late fee. If an owner owes LESS than this amount, a late fee will NOT be charged.</i></p>	 <p><i>You may add up to 99 charge categories.</i></p>

** Avoid using this method if possible since it means you have to individually change the amounts for every home when the assessment amounts change for a new year. The method you choose for this community will control the appearance of the Assessment Table. By far, the most common method is Flat Dollar Amount.

Instructions	Illustrations
<p>22. Charge Type. Charge Table A1 is the “Master” charge table, meaning, it always contains ongoing charges for Assessments and Maintenance Fees for the owners. Therefore, the A1 Charge Table is always a Continuing Charge.</p> <p>If you setup additional Charge Tables (C1-C9), you can elected whether those additional Charge Tables are Temporary, such as a special assessment that may only be levied against owners for 6 months. If it is a Temporary Charge, then select that Charge Type. You can then enter the Start and End Date for this owner charge.</p>	<div data-bbox="933 220 1323 294" style="border: 1px solid black; padding: 5px;"> <p>Charge Type</p> <p><input checked="" type="radio"/> This is a Continuing Charge</p> <p><input type="radio"/> This is a Temporary Charge</p> </div> <p><i>A Continuing Charge, like the A1 Charge Table, has no Stop Date. Any Charge Table, A1 or C1 – C9, can be a Continuing Charge.</i></p> <div data-bbox="933 430 1323 504" style="border: 1px solid black; padding: 5px;"> <p>Charge Type</p> <p><input type="radio"/> This is a Continuing Charge</p> <p><input checked="" type="radio"/> This is a Temporary Charge: Stop Date <input type="text"/></p> </div> <p><i>A Temporary Charge, Tables C1 – C9, can have a Stop Date, meaning, once this date is reached, the owners will no longer be charged.</i></p> <p><i>The default is that each Charge Table is a Continuing Charge.</i></p>

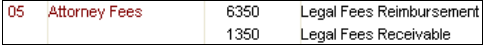

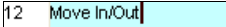

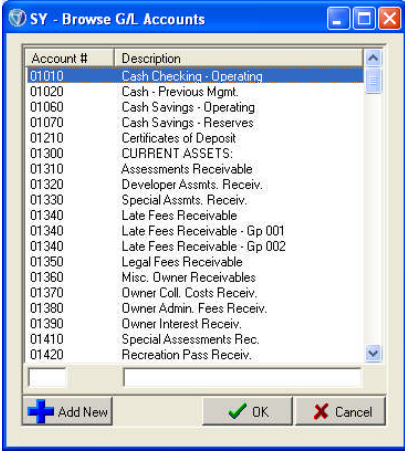
23. Review the completed entries, and click **Next**.



The completed window should look like the image above.

Miscellaneous Charges

The miscellaneous charges file is a table, which contains the G/L account numbers from the chart of accounts, which TOPS PROFESSIONAL™ will use for handling charges for such things as late fees, NSF Charges, attorney fees, administration fees (collection action costs) and other miscellaneous (unscheduled) charges. A charge is not active unless an account number from the chart of accounts is assigned to it. While there are a number of pre-defined charges, you may also define up to seven user-defined miscellaneous charges here. These might be used for things such as a move-in/move-out charge, resale package, lockout charge, etc.

Instructions	Illustrations
<p>24. Review predefined owner charges, and edit accounts as necessary.</p> <p>To edit G/L account numbers:</p> <ol style="list-style-type: none"> 1. Click on the G/L number you wish to edit 2. Backspace four times 3. Type the new G/L number 4. Press <TAB>. 	 <p>If you chose accrual accounting, it is vital that each charge code contains two G/L accounts: an income (profit and loss) and a receivable (asset) account number. Cash accounting users need only select an income account number.</p>
<p>25. Click Add to add a new Misc. Charge Code</p>	
<p>26. Type in a description of the charge code Press <TAB>.</p>	
<p>27. Click the down arrow to browse the chart of accounts.</p>	
<p>28. Scroll down to find the appropriate account. Once found, double click the account number to select it. Press <TAB>.</p> <p>You may not find an appropriate account number in the chart of accounts. If you do not, you may add a new account by clicking the Add New button in the G/L account browser window.</p>	

Instructions

Illustrations

29. Continue to add charge codes until all of the miscellaneous charges have been added. Review the completed entries, and then click **Next**.



The completed window should look like the image above

Required GL Account Numbers

There are charges that must exist for TOPS PROFESSIONAL™ to properly handle the Owners' A/R functions. You must set up a charge table, and assign G/L account numbers from the chart of accounts for each of the following lines in the table.

Code	Charge Description	Type	Accrual	Cash
01	Late Fees	Income Receivable	Income Asset	Income ~Skip~
02	NSF Charge	Income Receivable	Income Asset	Income ~Skip~
03	Admin Fees	Income Receivable	Liability* (or Income) Asset	Liability* (or Income) ~Skip~
04	Owner Interest	Income Receivable	Income Asset	Income ~Skip~
05	Attorney's Fees	Income Receivable	Income (or Expense) Asset	Income (or Expense) ~Skip~
06	Work Order Charges	Income Receivable	Income Asset	Income ~Skip~
07	Misc. Owner Charges	Income Receivable	Income Asset	Income ~Skip~
08	Special Assessment	Income Receivable	Income Asset	Income ~Skip~

* Make this a liability if you are a *management company* and you wish to receive the income from delinquency action charges (Ex. automatic certified letter charges). Make this an income account if the *community* will receive the money from these charges.

Cash Application Table

The cash application table allows you to define, for this community, the order in which owner payments are to be automatically applied by the cash receipts program, in the event an owner owes monies for more than one charge type. The table will provide a consistent means of applying payments. You may override the proposed distribution of a payment as you are entering payments.

Consider the Order of the Table

You should give some consideration as to the order that payments will be applied. Ask yourself – “Do I want payments applied first to 'Recurring Charges', then 'Late Fees', then 'Attorneys Fees'?” and so forth.

Recurring Charges First:

Applying owner payments to charge table balances first, then the remaining miscellaneous charges (including late fees), is a more lenient order since it will help prevent late fees from being charged if an owner does not pay the entire balance due on his account. Late fees are only charged on delinquent recurring charge balances, not on miscellaneous charges due.

Recurring Charges Last:

Applying owner payments first to all the miscellaneous charges due, such as late fees, attorneys fees, administrative fees, collection costs, etc., and then to assessments and optional charges last is a more strict order, since it may compound the charging of late fees on previously applied late fees. This is because owner payments will be applied to the miscellaneous charges due first, possibly leaving recurring charges still outstanding the next time late fees are charged.

Selecting an Order

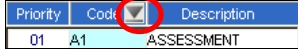
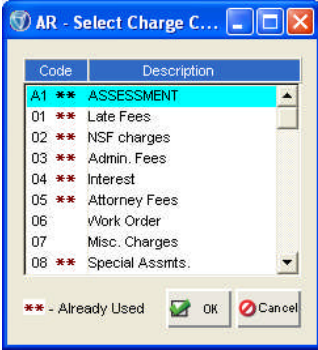

You must realize that any order you choose can create disputes with delinquent owners. You may wish to check with the Board of Directors and request a board motion to establish the order of payment application as a policy resolution.


Naturally, the courts are the final recourse to solve disputes over the method of payment application but the consistency provided by this table may be the basis of a good defense in such a dispute.

Charge Codes

You are ready to enter the charge codes in the order that payments are to be applied. You may enter eleven charge codes in this table. If there are not enough lines for all of your charge codes, put the main ones in this table. When posting owner cash receipts, TOPS PROFESSIONAL™ WILL apply payments against charges that are not defined in this table, but it will do so only after trying to satisfy the charge codes in this table first. As you enter cash receipts, you can distribute a payment to any active charge codes – not just the ones in this table.


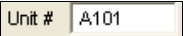

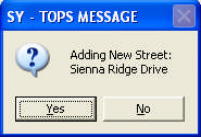


The order of priority when distributing payments is: 01 = Highest, 11 = Lowest. Proceed to complete the table.

Instructions	Illustrations
<p>30. Click the down arrow.</p>	
<p>31. Double click the charge code you wish to be applied FIRST. Press <TAB>.</p> <p>32. Follow steps 30 and 31 until you have completed the desired order.</p> <p><i>You may set up to 11 charge codes. It is OK to have blank lines in this table if you do not use all 11 lines.</i></p>	
<p>33. Review the completed entries, and click Next.</p>	 <p><i>The completed window should look like the image above</i></p>

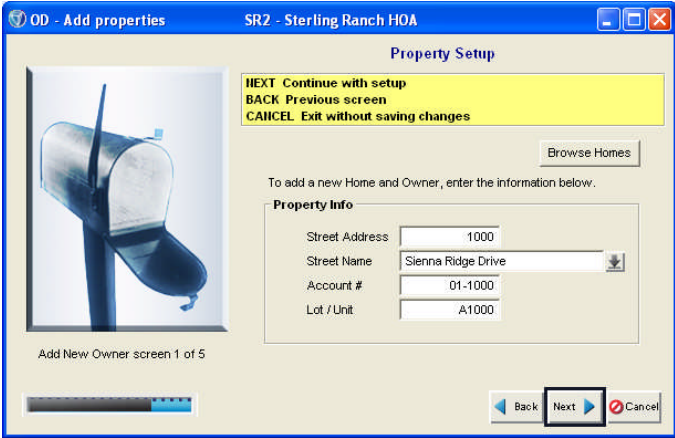

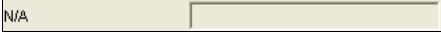

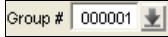
Instructions	Illustrations
<p>34. Congratulations! You have completed the accounts receivable setup. Click Next to proceed to community setup, or Finish to stop now.</p> <p><i>You may return to the A/R Setup any time you wish by selecting it from the Community Setup menu.</i></p>	


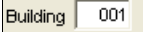



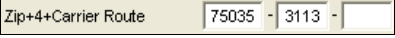
Adding Homes & Owners

You are now ready to add the Homes and Owners for this new community. Following the directions below, you may begin to enter the information about the home, regardless of who owns it.

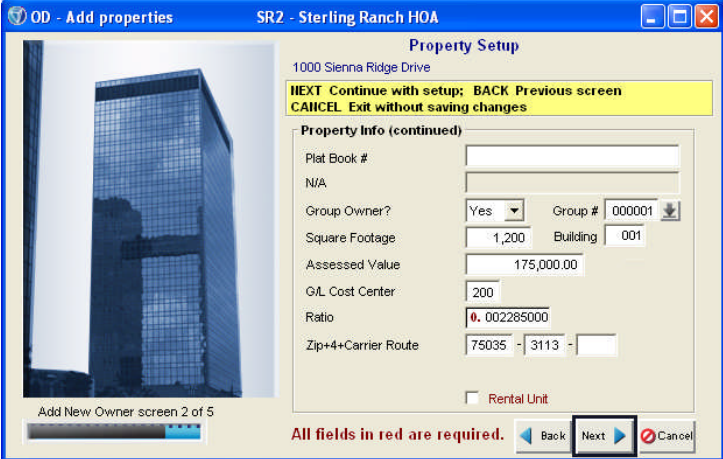
Instructions	Illustrations
<p>1. Type the street address of a home. Press <TAB>.</p> <p><i>This is a house number only! Do not enter the street name here. You may enter numbers or letters in this field.</i></p>	 <p><i>This should be the physical location of the home, even if the owner lives elsewhere.</i></p>
<p>2. Enter the unit number of the home. Press <TAB>.</p>	 <p><i>If you did not check the 'Use Apartment #' box earlier, this option will not be available.</i></p>
<p>3. Enter the street name on which the home is located. Press <TAB>.</p> <p><i>Earlier, you entered the city, state, and zip code of the community. This address will automatically use that data. You may enter up to 35 characters in this field. Click the down arrow to select an existing street in the community.</i></p>	 <p><i>If you are adding a new street, you will see this message:</i></p>  <p><i>Click Yes to add the new street or No to re-enter or select an existing street.</i></p>
<p>4. Enter the desired account number of the home* . Press <TAB>.</p> <p><i>If you do not wish to use street address to identify this home, enter the desired account number here. This may be used as the default method for accessing homeowner records.</i></p>	 <p><i>You may enter up to 12 characters in this field. Leave it blank if you wish to store owner records by street address.</i></p>
<p>5. Enter the Lot or Unit number of the home* . Press <TAB>.</p> <p><i>If you do not wish to use street address to identify this home, enter the desired lot or unit number here. This may be used as the default method for accessing homeowner records.</i></p>	 <p><i>You may enter up to 10 characters in this field. Leave it blank if you wish to store owner records by street address.</i></p>

* Do not use spaces when entering in this field. (OK – 12-345 or 12345, NO – 12 345)
Alphabetic characters will automatically be shifted to 'ALL CAPS'.

Instructions	Illustrations
<p>6. Review the completed entries, and click Next.</p>	 <p style="text-align: center;"><i>The completed window should look like the image above</i></p>
<p>7. Enter the value for the first legal description. Press <TAB>.</p> <p><i>This applies to the two 'legal description' fields you had the option of adding in the initial setup. If you did not use these fields, skip to step 9.</i></p>	
<p>8. Enter the value for the second legal description. Press <TAB>.</p> <p><i>This applies to the two 'legal description' fields you had the option of adding in the initial setup. If you did not use these fields, skip to step 9.</i></p>	
<p>9. Click the down arrow to select YES or NO for group owner. Press <TAB>.</p> <p><i>If the owner of this house owns a number of properties in the community, and you wish to have group billing, reports and labels, select YES.</i></p>	 <p style="text-align: center;"><i>If you selected 'no' in step 9, skip to step 11.</i></p>
<p>10. Click the down arrow to select the group number. Press <TAB>.</p> <p><i>You must first create owner groups before you may select from them. Add the first property owned by a group owner, defining them as a group owner. Later, when adding additional properties owned by this owner, select them from this field.</i></p>	

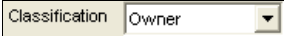
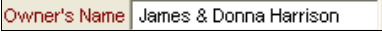



Instructions	Illustrations
<p>11. Enter the square footage of the home. Press <TAB>.</p> <p><i>This is an optional field. The square footage may be used times a cost rate as an alternative method for calculating recurring charges using the charge tables.</i></p>	 <p>You may enter up to seven characters into this field.</p>
<p>12. Enter the section number if this home is a part of a section or building. Press <TAB>.</p>	 <p>If you wish to group the homes on reports by section, building, or phase, enter the number.</p>
<p>13. Enter the assessed value of this home, if desired. Press <TAB>.</p> <p><i>The assessed value, as determined by the state or local tax assessor, may be used times a rate as an alternative method for determining recurring charges.</i></p>	 <p>You may enter up to ten characters into this field.</p>
<p>14. Enter the G/L cost center for this home. Press <TAB>.</p> <p><i>You now* have an opportunity to enter a department number, cost center or neighborhood number for the home. Using cost centers, you can track owner income and receivables for sections of the community, by department or by year.</i></p>	 <p>You may enter up to three characters into this field.</p>
<p>15. Enter the ratio of ownership. Press <TAB>.</p> <p><i>This field allows you to record the percentage (%) of ownership or voting shares for this home. Normally, this is only needed for a condominium. This information will show on several owner reports, including the annual meeting report. You can also use it to spread a charge table amount across all homes in the community.</i></p>	 <p>You may enter up to nine digits into this field. It may be left blank if it does not apply to this community.</p>
<p>16. Enter the Zip Code, Plus Four, and Carrier Route of the home.</p> <p><i>TOPS PROFESSIONAL™ will use this when addressing mailing labels, bills, statements, and coupons unless there is an alternate mailing address for the owner of this home.</i></p>	 <p>Notice that the default answer is the zip code plus four from the owner control. If this is correct, you may simply press <TAB> to accept it.</p>

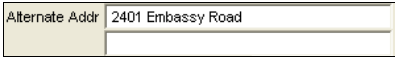
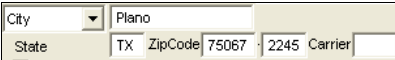
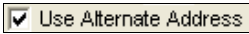
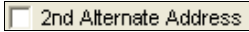
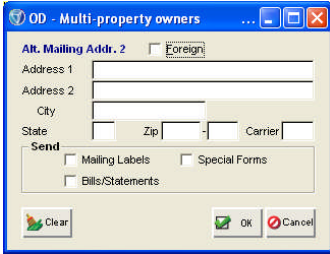
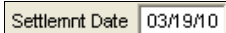
* This option will only appear if you answered yes to the question, 'Are G/L Profit Centers Used?' on page 9, when you did the G/L setup. If you wish to use cost centers they must first be defined in the G/L Chart of Accounts by selecting General Ledger from the setup menu option.

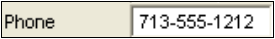
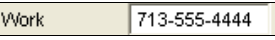
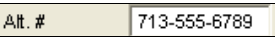


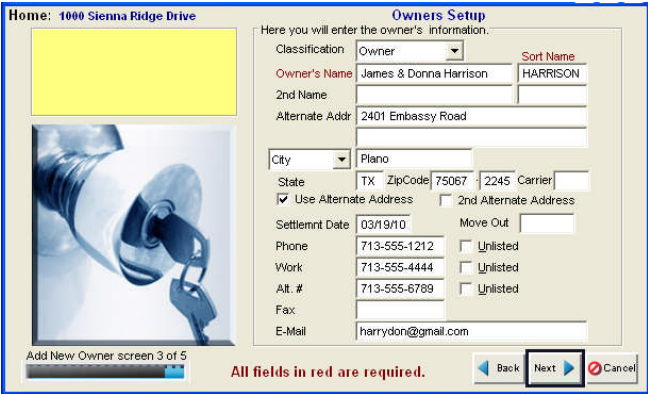
Instructions	Illustrations
<p>For Owners with an Offsite Mailing Address you will be able to enter the Zip Code + Four + Carrier Route as you set-up the Owner information on the next window.</p>	
<p>17. If this home is a rental unit and you wish to activate accounting, meaning, you wish to record rental income and other charges for the tenant, then checkmark this box.</p>	<div style="text-align: center;"> <input type="checkbox"/> Rental Unit </div> <p><i>If you leave this unchecked, you can still enter renter records in addition to the owners, but you will not be able to levy charges or enter payments for the renters.</i></p>
<p>18. Review the completed entries, and click Next.</p> <div style="text-align: center;">  </div> <p><i>The completed window should look like the image above</i></p>	

Enter Owner Information

You will now begin entering specific owner information for this home. Each home may contain up to four owner classifications: owner, previous owner, renter, and developer. These classifications allow you to generate a property history, tracking all activity involving this property.

Instructions	Illustrations
<p>19. Click the down arrow to select an owner classification. Press <TAB>.</p> <p><i>This code defines the type of owner record you are entering for this home. From these codes, you can print selected reports that include some or all of these owner classes.</i></p>	 <p>You may select from these types: owner, previous owner, renter, and developer. Recurring charges can only be activated for owners and developers.</p>
<p>20. Enter the name of the owner (or renter, previous owner, or developer). Press <TAB>.</p> <p><i>The first and last name of the owner. This name is used for owner reports, mailing labels, reports & notices, etc. If the owner is a business, rather than an individual, type the business name in this field.</i></p>	 <p>You may enter up to thirty-five characters into this field.</p> <p><i>If there is no owner name entered for this home, the system will not recognize this home as settled. No recurring charges will be calculated by the system until an owner is added.</i></p>
<p>21. Enter the sort name for this owner class. Press <TAB>.</p> <p><i>This is usually the last name of the owner. This field is used by the system when doing name search functions and for printing reports by owner name. Enter a sort name for each owner.</i></p>	 <p>You may enter up to twenty characters into this field. Typed characters will automatically be upshifted to 'ALL CAPS'.</p>
<p>22. Enter a second owner name. Press <TAB>.</p> <p><i>If the home is owned by two persons, this field may be used for the 2nd owner name. It may also be used for the spouse name, but the 2nd name does NOT print on letters or mailing labels due to space limitations.</i></p>	 <p>You may enter up to thirty-five characters into this field. If desired, this field may be left blank.</p>
<p>23. Enter the sort name for the second owner. Press <TAB>.</p> <p><i>This is usually the last name of the owner. This field is used by the system when doing name search functions and for printing reports by owner name. Enter a sort name for each owner.</i></p>	 <p>You may enter up to twenty characters into this field.</p>


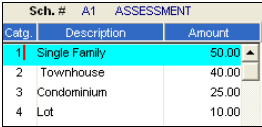

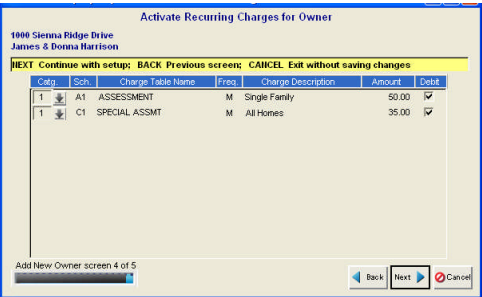

Instructions	Illustrations
<p>24. Enter an alternate address for the owner. Press <TAB>, enter the secondary address line, if needed, and press <TAB>.</p> <p><i>If the owner has an offsite mailing address (other than where the home is located), where all correspondence for the home is to be sent, these fields are used.</i></p>	 <p><i>You may enter up to thirty characters into these fields.</i></p> <p><i>If the owners live in the community and want their mail from the association sent there, do not enter anything in these fields.</i></p>
<p>25. Enter the city, state, and zip code of the alternate address. Press <TAB>.</p>	 <p><i>You may enter up to twenty characters into the city field, two in the state field, five, then four in the zip code fields and four in the Carrier field.</i></p>
<p>26. Click the checkbox to set the alternate address as the default.</p> <p><i>Check this box if there is an alternate address entered in the fields above and you wish to use this address for mailing labels, correspondence, and bills for this owner.</i></p>	 <p><i>Leave the box blank if you wish to use the property address (the address within the community).</i></p>
<p>27. Click the checkbox if you wish to add another alternate address. Press <TAB>.</p> <p><i>Check this box to enter a 2nd offsite address. (This might be the address of an individual, working on behalf of the owner; it might also be used if the owner has another address for part of the year.) If this box is checked, you will be able to enter the 2nd alternate address.</i></p>	 <p><i>If you did not check this box, skip to step 29.</i></p>
<p>28. Complete the fields for the second alternate address, pressing <TAB>. to navigate between the fields. When done, click OK.</p> <p><i>If checked, the boxes for mailing labels, bills, statements, and special forms mean that these items will be sent to this address in addition to the alternate address on the first window.</i></p>	
<p>29. Enter the settlement date. Press <TAB>.</p> <p><i>The date the current owner actually became the legal owner of the home. For a renter this can be the lease date. This information is printed on owner reports. It can be useful when you need to determine who owned a particular home during a certain period.</i></p>	 <p><i>Remember to enter dates in six digits without any characters between: 031910.</i></p>

Instructions	Illustrations
<p>30. Enter the primary phone number* of this owner. Press <TAB>.</p> <p><i>Typically, this field would store the home phone of the owner, but may contain a business phone number, as well. e.g. for a developer or previous owner</i></p>	 <p><i>Phone numbers are not formatted by TOPS PROFESSIONAL™ so you may enter any value up to thirteen characters.</i></p>
<p>31. Enter the work number* of this owner. Press <TAB>.</p> <p><i>Some managers prefer to use this field to enter an extension of the primary phone number.</i></p>	 <p><i>Remember to format this field exactly as you wish it to be displayed.</i></p>
<p>32. Enter an alternate number* for this owner. Press <TAB>.</p> <p><i>You may use this field to store an emergency contact number, or a mobile phone, or pager number.</i></p>	 <p><i>Consistency is the key to nice reports. Set a standard for all phone numbers.</i></p>
<p>33. Enter a fax number for this owner. Press <TAB>.</p>	
<p>34. Enter an e-mail address for this owner. Press <TAB>.</p>	
<p>35. Review the completed entries, and click Next.</p>  <p><i>The completed window should look like the image above</i></p>	

* If you (or the owners) do not wish to print this phone number on the telephone directory report, check the unlisted box to suppress it.

Enter Recurring Charges

Next, TOPS PROFESSIONAL™ will prompt you to enter recurring charges for this home. Here is where you will add any charges that occur on a regular basis. Charge codes may be selected from the charge code table you created earlier in the A/R setup.

Instructions	Illustrations
36. Click the down arrow .	
37. Double click the charge category for the first recurring charge. <i>Continue to select the appropriate Charge Category for each Charge Table that applies to this home until all recurring charges are complete and look correct.</i>	
38. Check the debit checkbox if you wish to direct debit the owner's bank account for this charge.	
39. Review the completed entries, and click Next .  <p style="text-align: center;"><i>The completed window should look like the image above</i></p>	
40. Congratulations! You have completed the setup for one home.  <p>If you wish to add beginning balances for this owner, click Beginning Balance. Otherwise, click Next to add another home.</p> <p style="text-align: center;"><i>Go to step 41 to set a beginning balance, or return to step 1 to add another home.</i></p>	

Beginning Owner Balances

The beginning balance function allows you to capture the beginning balances, both delinquent and credit, for homes within the community.

Prerequisites

Before entering the beginning owner balances, you must have completed the setup of charge tables, miscellaneous charges, and the cash application table, which are all part of the owner and A/R setup.

Information Needed

You will need a breakdown of the individual balances due from each owner so that you can load the amount of recurring charges, late fees, attorneys fees, interest, miscellaneous expenses and any other outstanding balances. This gives TOPS PROFESSIONAL™ a starting place for determining delinquency action and for preparing delinquency reports.

No G/L Entries


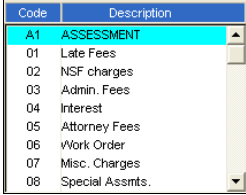

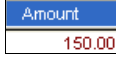
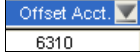
No Cash Receipt Journal or General Ledger transactions are created by this program. This is not done because, we assume with a new community that you will be loading G/L balances that include the beginning owner balances. If this program generated G/L transactions, they would duplicate your beginning general ledger balances.

You only need to enter beginning balances for Owners that owe money or have credit balances as of the date you are starting up this community. If they do not have a balance, you do not need to enter any beginning balance.

You may enter an aged breakdown of the balance if you wish, by entering separate dates on each beginning balance. There is a maximum of 20 line items for loading beginning owner balances.

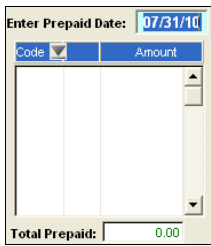
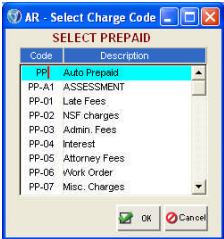
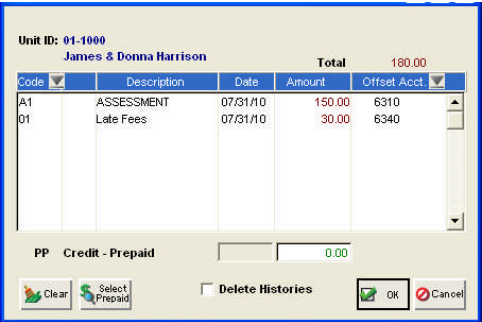

Entering Beginning Balances

You can perform several functions with this section. They are: enter beginning owner balances, change beginning owner balances, erase owner payment histories, and re-sequence payment histories by date. Each of these options is covered below.

Instructions	Illustrations
41. Click the down arrow next to 'code'. Press <TAB>.	
42. Double click the charge code for the first beginning balance. Press <TAB> twice. <i>You may also type the charge code directly into the column.</i>	
43. Enter the date as of which you are capturing beginning balances. Press <TAB>. <i>This is the effective date of the balance due entry, which is then used for aging balances due throughout the software. Generally, this should be the LAST day of the period just before starting TOPS PROFESSIONAL™.</i>	 <p><i>You MUST enter a date for each beginning balance item.</i></p>
44. Enter the amount * of the beginning balance for this charge code. Press <TAB>.	
45. Enter the offset account number . Press <TAB>. <i>This should have been entered automatically if you setup your accrual accounting type as described previously.</i>	 <p><i>Cash accounting types need not worry about this field.</i></p>

* You can use a minus sign on the transaction if you need to enter a credit balance for a charge. Simply type this sign (-) before entering the amount. If no minus sign is entered, it means it is a balance due rather than a credit balance.

Although you can enter a credit balance as described above, the preferred method is to enter it on the credit – prepaid line at the bottom of the window. This creates a credit balance that the system will automatically apply against future charges.



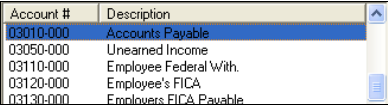
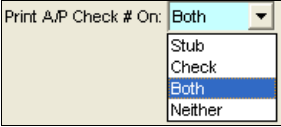
Instructions	Illustrations
<p>Entering Owner Credit Balances</p> <p>46. Prepaid Owner Balances mean owners with beginning balances that are credits rather than balances due.</p> <p><i>You can enter the amount of the credit either as a general credit (PP Charge Code) or earmark the credit so it only gets applied against a particular Charge Code (PP – A1 would only apply the credit against future A1 charges).</i></p>	
<p><i>Select the PP Charge Code where you wish to enter the Beginning Credit Balance.</i></p> <p><i>Remember, you also have the option of entering the credit directly to a Charge Code (like A1) with a minus (-) sign. But if you enter the credit this way, the credit will show on Owner Balance Due reports rather than on the Prepays Report. It's not a problem as long as you understand the way the credits are handled in TOPS Professional™.</i></p> <p><i>For owners with a credit balance, select a Prepaid (PP) Charge Code:</i></p> <p>PP – General Credit PP-XX – The credit is only applied against future charges for the XX Charge Code.</p>	
<p>47. Continue to add beginning balances, following steps 41-46. When you have completed the beginning balances for this home, click OK.</p>	
<p>48. Checkmark the Delete Histories checkbox if you wish to wipe out the existing owner history for this owner and enter new Beginning Owner Balances.</p> <p><i>If you are setting up a new community, you would most likely NOT want to check this box. It would erase any payment history records on file for this owner.</i></p>	

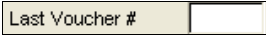

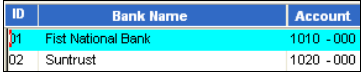
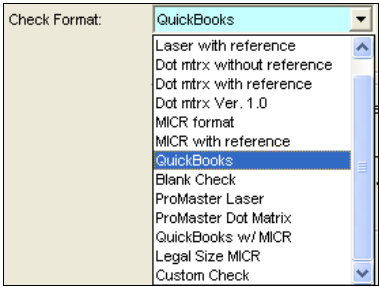
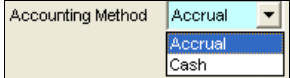
Click **Next** and go to step 1 to add another home, or click **Finish** to complete community setup.

Accounts Payable Setup

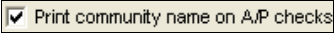
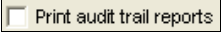
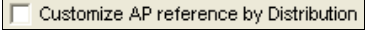
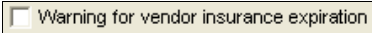
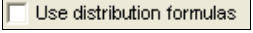
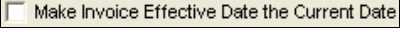
The accounts payable module is where you can enter invoices to be paid, and write checks to pay the expenses of the community. Before any invoices can be entered or checks printed, you must setup the A/P module. Although you can perform the setup on the normal A/P menu, for your convenience the two steps are presented here as well.

The community setup wizard ends at entering homes & owners in the community setup section you just completed. It does not take you through the A/P setup. You must return to the setup menu and click on A/P Setup.

Instructions	Illustrations
<p>1. From the main TOPS PROFESSIONAL™ window, click Setup. Click Accounts Payable Setup.</p> <ul style="list-style-type: none"> ▪ Control Info – configures the handling of the accounts payable functions and sets the default actions for A/P. For set up instructions, click Control Info and continue to step 2. ▪ Vendor – a company or individual whom you are paying for goods or services, using the A/P system. For instructions, click Vendors and continue to step 15. 	
<p>2. You must enter an AP Clearing Account # whether you plan to do Cash or Accrual Accounting. Click the down arrow next to 'Account #' to browse the Chart of Accounts.</p>	
<p>3. Double click the primary account for accounts payable. Press <TAB> twice.</p> <p><i>This is the A/P clearing account. Typically a liability account, it is required for standard A/P transactions.</i></p>	
<p>4. Click the down arrow and select a location to print the A/P check number. Press <TAB>.</p> <p><i>Depending on the type of checks you ordered for use with the A/P system, (do they have the check number preprinted on the check and stub?) answer this question. You MUST select one of these options so you know what check number the A/P system has assigned to a printed check.</i></p>	

Instructions	Illustrations									
<p>5. Enter the last voucher number * . Press <TAB>.</p> <p><i>A Voucher is a numbering system designed so TOPS PROFESSIONAL™ can keep track of bills and manual checks. Since vendor invoices tend to use different invoice numbers, the voucher number gives the A/P system a uniform way of tracking A/P transactions.</i></p>	 <p>This field automatically stores the LAST voucher number used by TOPS PROFESSIONAL™. You may enter a new voucher number or leave it blank.</p>									
<p>6. Click the down arrow next to default cash.</p>										
<p>7. Double click the default bank account through which this community will be processing transactions. Press <TAB>.</p>	 <table border="1"> <thead> <tr> <th>ID</th> <th>Bank Name</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Fist National Bank</td> <td>1010 -000</td> </tr> <tr> <td>02</td> <td>Suntrust</td> <td>1020 -000</td> </tr> </tbody> </table>	ID	Bank Name	Account	01	Fist National Bank	1010 -000	02	Suntrust	1020 -000
ID	Bank Name	Account								
01	Fist National Bank	1010 -000								
02	Suntrust	1020 -000								
<p>8. Click the down arrow and select a check format from the list. Press <TAB>.</p> <ul style="list-style-type: none"> ▪ With reference – prints the invoice reference field on the check and the stub. This reference field is used to describe the invoice purpose. ▪ Without reference – prints the invoice reference field on the check only. ▪ Dot Matrix version 1.0 – If you are using Real World 1.0 checks, select this option. ▪ MICR format – If you purchased the MICR printing interface to print blank checks with magnetic ink, select this option. ▪ QuickBooks – If you are using QuickBooks compatible checks, select this option. ▪ Many Others 										
<p>9. Click the down arrow and select an accounting method for A/P. Press <TAB>.</p> <ul style="list-style-type: none"> ▪ Cash - Recognizes the expense from paying an invoice only when the A/P check is issued. Up until an Invoice is paid, no expense for it is recorded in the general ledger. However, you can see the pending invoice when you do a vendor inquiry or print the A/P open item report. ▪ Accrual - Recognizes the expense from an invoice as of the date you specify when the invoice is 'posted' regardless of when the check is issued to pay the invoice. The other side of the invoice expense distribution goes to the liability account A/P clearing. 										

* We do not recommend that you change this number. However, if you do, understand that every time you add a new voucher it will automatically increment from the last voucher number stored here.

Instructions	Illustrations
<p>10. Click to select or deselect the checkbox labeled ‘Print community name on A/P checks’. Press <TAB>.</p> <p><i>Depending on the checks you ordered you may already have the community name preprinted on the checks. If so, leave the check box blank.</i></p>	
<p>11. Click to select or deselect the checkbox labeled ‘Print audit trail reports’. Press <TAB>.</p> <p><i>If you leave this field blank, you CANNOT reprint the A/P reports themselves but you can still regenerate the audit trail using the G/L source reprint report from the G/L print reports menu.</i></p>	 <p><i>You can elect to suppress the printing of posting registers for bills, manual checks, and adjustments.</i></p>
<p>12. Click if you wish to have the ability to enter a separate description for each line item of expense distribution when entering invoices to be paid.</p>	
<p>13. Click to select or deselect the checkbox labeled ‘Warning for vendor insurance expiration’.</p> <p>Press <TAB>.</p> <p><i>Check this box to activate the warning system. If you open an invoice for a vendor whose expiration date is past the current date, you will see a warning pop-up window. You may continue to enter and post invoices, but you will know to contact the vendor to get updated policy info.</i></p>	 <p><i>Check the box to activate the warning system or leave blank if you do not want to use this feature.</i></p>
<p>14. Click to select or deselect the checkbox labeled ‘Use distribution formulas’. Press <TAB>.</p> <p><i>Check this box too if you want to setup formulas to distribute invoice expenses to certain set expense accounts or cost centers. This feature is primarily used by condominiums where expenses need to be distributed across each building or in master associations where expenses are distributed across sections of the community.</i></p>	 <p><i>Check the box to activate this option or leave it blank if you do not want to use it.</i></p>
<p>15. Click to make the invoice “Effective Date” today’s date when you are entering invoices to be paid. The “Effective Date” is the date the expense is recorded for an invoice if using Accrual Accounting.</p>	

Instructions	Illustrations
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16. Congratulations! You have completed the control information for the accounts payable module. Review your answer to ensure they are correct, and then click **OK**.

The screenshot shows a software window titled "General" with the following fields and options:

- General:**
 - Account Number: 03010 - 000
 - Account Description: Accounts Payable
 - Print A/P Check # On: Both
 - Last Voucher #: (empty)
 - Default Cash: 1 | 01010 - 000
 - Cash Checking - Operating
 - Check Format: QuickBooks
 - Accounting Method: Accrual
- Printing:**
 - Print community name on A/P checks
 - Print audit trail reports
- Options:**
 - Customize AP reference by Distribution
 - Warning for vendor insurance expiration
 - Use distribution formulas
 - Make Invoice Effective Date the Current Date


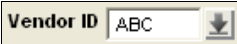
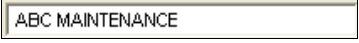
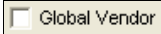
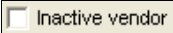
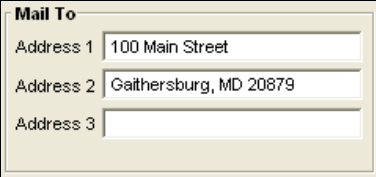
Buttons for "OK" and "Cancel" are located at the bottom right of the window.

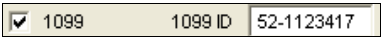
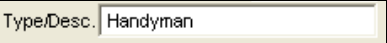


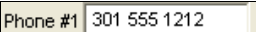
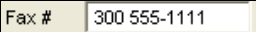

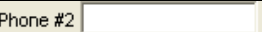

The completed window should look like the image above.


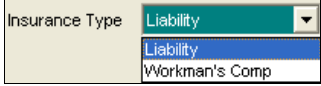
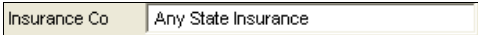
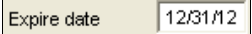
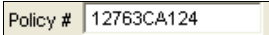

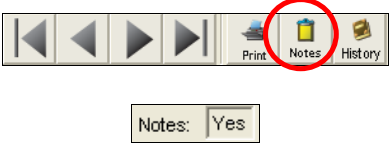
Vendors Setup

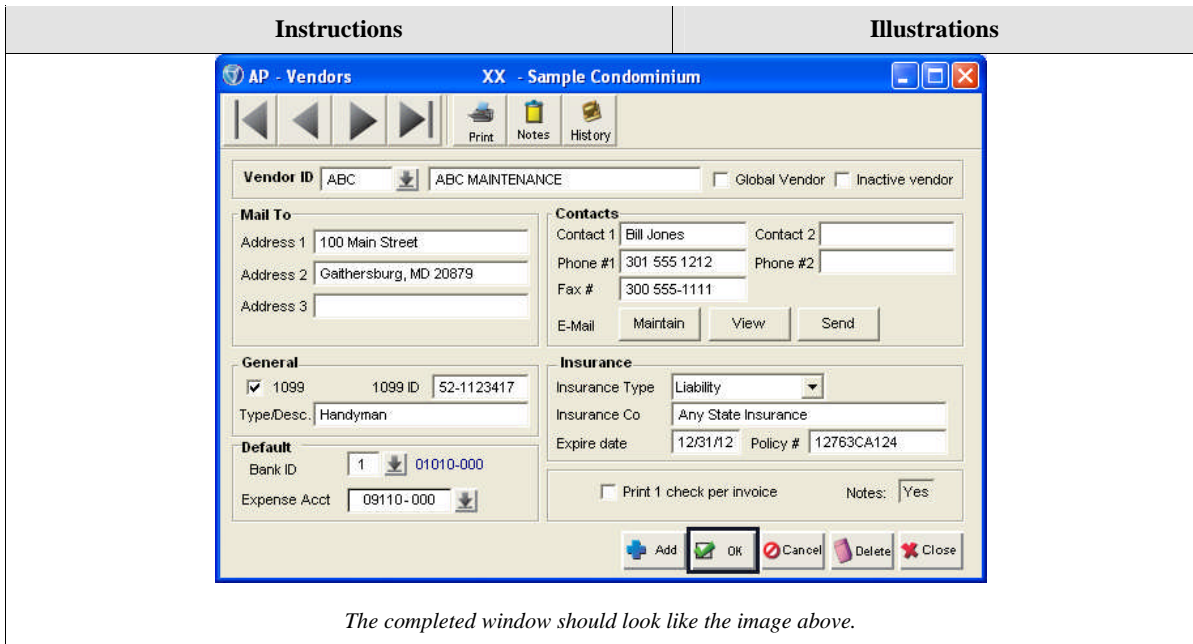
A vendor must exist in the system before a check can be issued or an A/P transaction can be recorded against them. Use this section to add, change, and delete vendors, and to print a vendor list or labels. Through the vendor info you can control whether a vendor gets a 1099. Furthermore, you can store the default G/L account number used to charge off.

Vendors can be copied from an existing community to a new community using the express setup function (see Adding a New Community). This saves time when setting up a new community, as you would only need to add the vendors that are unique to that community.

Instructions	Illustrations
<p>17. Click Add New to add a new vendor.</p>	
<p>18. Type a vendor ID (up to 6 characters). Press <TAB>.</p> <p><i>This is a unique code used by the system to store the information for this vendor. This field value must be unique to identify each vendor. You may enter either an actual number or an alphabetic abbreviation of the Vendor's name.</i></p>	 <p><i>After six characters, the cursor will automatically advance to the next field.</i></p>
<p>19. Enter the name of the vendor.</p> <p><i>If the vendor name is an individual (instead of a business name), enter the last name first, followed by a comma and a space, then the first name. This is so the individual will be sorted alphabetically by last name instead of first name, so you can locate him easily in your files.</i></p>	 <p><i>You may enter up to twenty-five characters into this field. At least one character is required.</i></p>
<p>20. Checkmark if you are adding a “Global Vendor”. This means you want the vendor to show-up in all communities.</p> <p><i>An example of this would be a utility company or the management company itself. By making a Global Vendor, you can change or update the vendor info in any community which will then update that vendor record everywhere it exists.</i></p>	
<p>21. You can make a vendor “Inactive”, meaning, you no longer plan to process payments for the vendor.</p>	
<p>22. Enter the mailing address of the vendor, pressing <TAB> to navigate the fields. Press <TAB>.</p> <p><i>Enter the street address on one or two lines. Enter the city, state, and zip code on a separate line. If you need only two lines, use lines 1 and 2, leaving 3 blank.</i></p>	 <p><i>You may enter up to twenty-five characters.</i></p>

Instructions	Illustrations
<p>23. Check the 1099 checkbox if this vendor receives a 1099 at the end of the year. Press <TAB>.</p> <p><i>Unincorporated companies or individuals who provide labor, materials, goods, or services should get a 1099 for any payments from the community. Expense reimbursements (mileage, supplies, etc.) need not be reported on a 1099.</i></p>	 <p><i>If you check the checkbox, you will be prompted to enter a Federal Tax ID (SS number) for this vendor.</i></p>
<p>24. Enter a Type/Desc, if desired. Press <TAB>.</p> <p><i>Enter any additional information or comments you wish to have on file for this vendor, up to 25 characters. e.g. Handyman or Lawn Contractor</i></p>	
<p>25. Enter a default expense account for this vendor. Press <TAB>.</p> <p><i>Enter the default expense account number. It is an optional entry. If you enter a G/L account number here, you can automatically expense invoices from this vendor to this account at the time you enter the purchases.</i></p>	 <p><i>Click the down arrow to browse the chart of accounts. Double click on the desired account number to select it.</i></p>
<p>26. Enter the primary contact name for this vendor. Press <TAB>.</p>	 <p><i>You may enter up to fifteen characters into this field.</i></p>
<p>27. Enter the phone number for this vendor. Press <TAB>.</p> <p><i>This may be the main vendor phone number, or a number for the primary contact.</i></p>	 <p><i>You may enter up to twelve characters into this field.</i></p>
<p>28. Enter the fax number for this vendor. Press <TAB>.</p>	 <p><i>You may enter up to twelve characters into this field.</i></p>
<p>29. Enter the secondary contact name for this vendor. Press <TAB>.</p> <p><i>This is a 2nd name of a person to contact at the vendor's site.</i></p>	 <p><i>You may enter up to fifteen characters into this field.</i></p>
<p>30. Enter the second phone number for this vendor. Press <TAB>.</p>	 <p><i>You may enter up to twelve characters into this field.</i></p>
<p>31. Enter the e-mail address for this vendor. You may then email Work Orders or other communications to the vendor.</p>	

Instructions	Illustrations
<p>Press <TAB>.</p> <p><i>If there are multiple email addresses for a vendor, you can checkmark which is the Primary and what other addresses are Active. The Active email addresses can be used to send emails, such as a Work Order, to a vendor.</i></p>	 <p>The vendor email address is unlimited as are the number of email addresses you can store for each vendor.</p>
<p>32. Click the down arrow and select an insurance type for this vendor. Press <TAB>.</p> <p><i>This field is used with the insurance expiration warning. You can fill in the information even if you are not using the warning system.</i></p>	 <p>Choose from Liability or Workman's Compensation.</p>
<p>33. Enter the name of the vendor's insurance company. Press <TAB>.</p>	
<p>34. Enter the insurance expiration date. Press <TAB>.</p> <p><i>This field is required for the insurance expiration warning.</i></p>	
<p>35. Enter the policy number of this vendor's insurance policy. Press <TAB>.</p>	
<p>36. Check the checkbox to print one check per invoice for this vendor. Press <TAB>.</p> <p><i>This can be a handy feature if you want a separate check for each invoice entered for this vendor. Utility bills are sometimes best handled in this manner so payments are not applied to the wrong customer account number by the vendor's staff.</i></p>	
<p>37. Click notes on the toolbar to add notes for this vendor, if desired. Press <TAB>.</p> <p><i>The notes field will display 'Yes' to inform you of any notes added to this vendor record.</i></p>	
<p>38. Congratulations! You have added a vendor to your community, and completed A/P setup. Review your answer to ensure they are correct, and then click OK to add another vendor, or Close to finish setup.</p>	



This completes all the basic steps for new community setup. For more detailed information, read the manual sections on Owner Database, AR and AP modules.

Global Vendor Maintenance

As you leave the vendors window you will see the question: Make changes for all communities? If you answer yes, it will add this vendor to ALL communities in TOPS PROFESSIONAL™. If you accept the default answer of no, the change will only apply to this community.