

1 Receivable Summary By Account

*Property=ame411
*mm/yy=03/2011 - 03/2011

2 Account	3 Name	4 Balance Forward	5 Charge	6 Receipt	7 Ending Balance
4444-000	DUES	-2,490.00	2,040.00	2,555.00	-3,005.00
4101-000	KEY/REMOTE INCOM	0.00	0.00	0.00	0.00
4105-000	LATE CHARGE	0.00	10.00	5.00	5.00
4145-000	MISC. INCOME	0.00	0.00	0.00	0.00
4035-000	SPECIAL ASSESSME	0.00	0.00	0.00	0.00
		-2,490.00	2,050.00	2,560.00	-3,000.00

Understanding Your Monthly Summary By Account

1. Receivable Summary by Account

The Receivable Summary by Account breaks down the totals at the bottom of the Receivable Summary by Tenant/Charge report. The totals at the bottom of both reports will match each other.

This report displays the totals of all charges and receipts that have been applied to the homeowners' accounts, organized by the account name, such as, Dues, Key Remote Income, Late Charge, Misc. Income, Special Assessment, Parking, and Fine, etc.

2. Account

The account number refers to specific income accounts in our accounting program.

3. Name

Each account has a specific name which shows where money has been allocated.

4. Balance Forward

The Balance Forward column on the current month's Receivable Summary by Account will match the Ending Balance from the previous month's report. These figures will show either as a zero-balance, a positive number (amount still due), or a negative number (amount paid in advance) by the association as a collective group.

5. Charge

The Charge column shows all of the current charges for the month. If the report is for the month of May, those charges are for the May Dues, Special Assessment, Late Charges, Parking, Locker, or Storage fees, and any fines for that month. Charge backs for plumbing or a common area maintenance fee (that was not the Association's responsibility) as well as fees for Keys and Remotes also show on this report.

6. Receipt

The Receipt column shows the total of all monies paid by the homeowners against all current and outstanding charges, again broken down by Dues, Late Charges, etc.

7. Ending Balance

The Ending Balance is calculated for each account by adding the amount in the Balance Forward column to the Charge column, then subtracting the Receipt column. (Balance Forward + Charge – Receipt)

The Ending Balance is the sum of unpaid charges plus the total of payments made in the current month, including those made in the current month as prepayment for next month.

Remember, the Balance Forward column only shows the total of past due charges while the Ending Balance is a combined total of past due balances, current payments and prepayments for the month. This can be confusing, but reviewing the Receivable Summary by Tenant/Charge report will help you see which homeowner may have a balance due and which one may have already paid in advance.