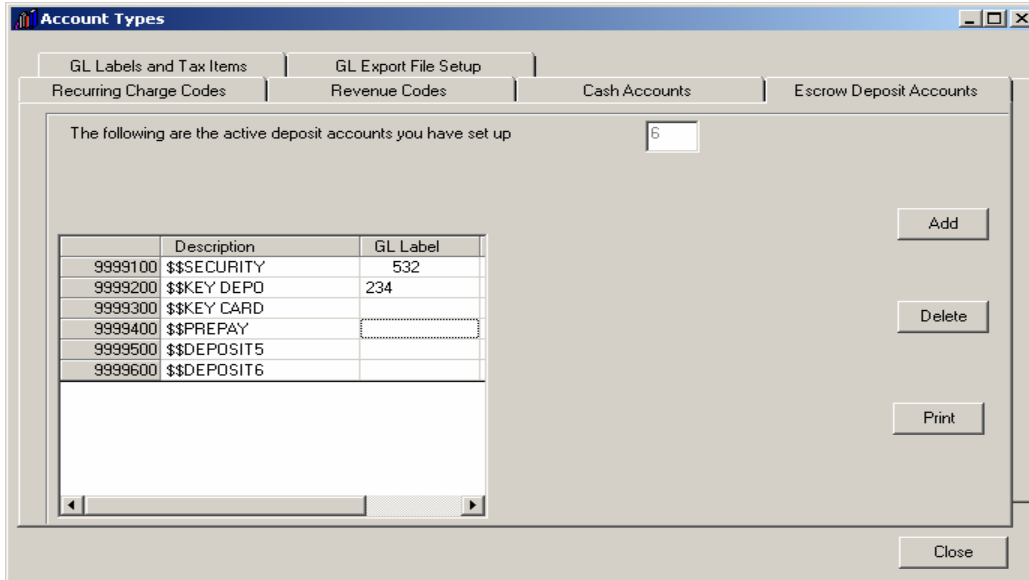


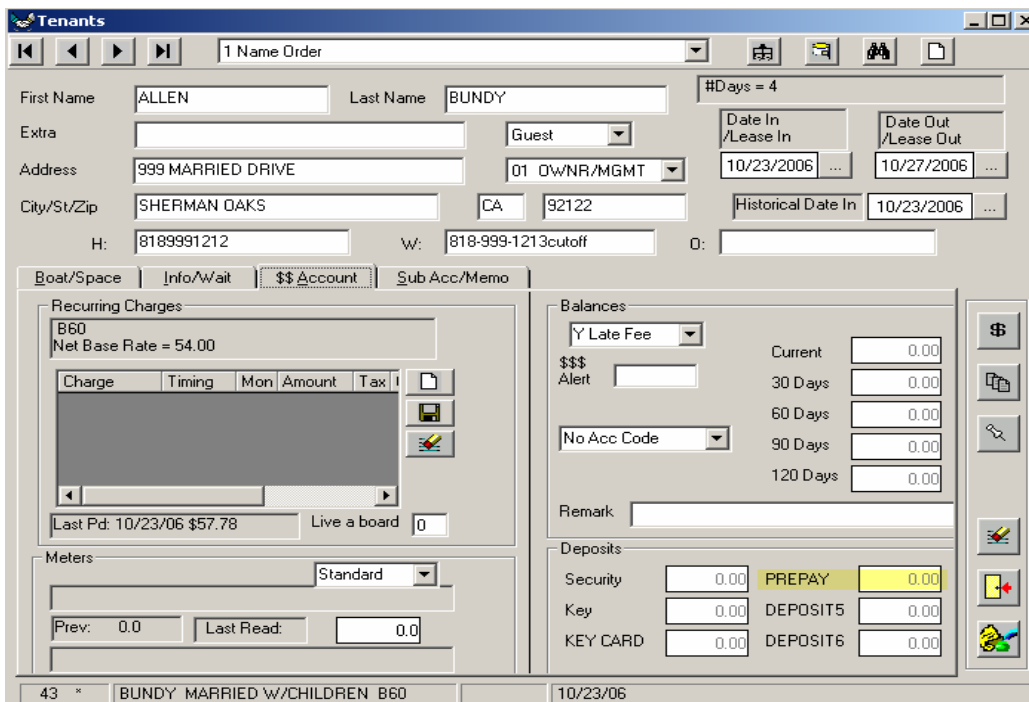
## Initial Setup

Set up an Escrow Deposit for Prepayments under Lists/Account Types/Escrow Deposit . You may set up more than one prepayment escrow account if required. The security and key deposits are required by The Marina Program and cannot be changed. Deposit accounts must start with \$\$.



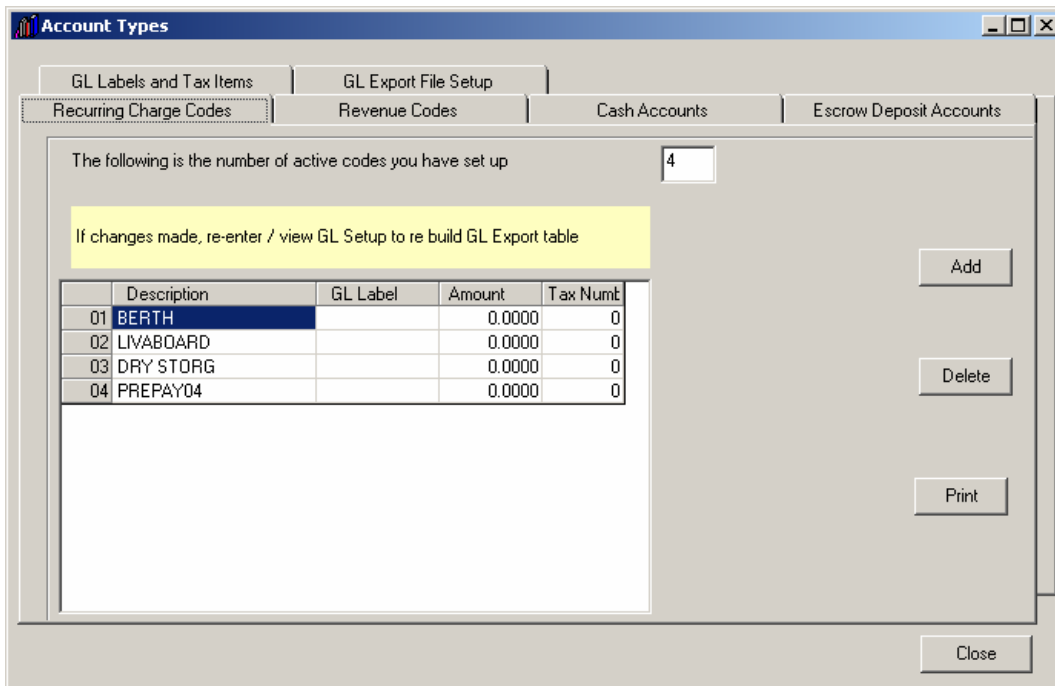
(figure 1.)

The Prepay escrow account will now show up in the Tenant record under the \$\$Account tab,



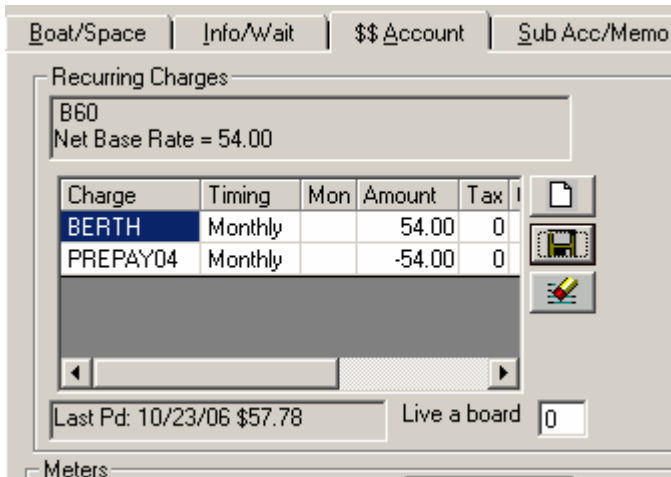
(figure 2.)

Add a Recurring Charge for the Prepayment under the menu option Lists-Account Types choose the tab entitled Recurring Charge Codes. Add another charge to the existing list of recurring charges. The prepayment recurring charge must say PREPAY followed by the number of the escrow deposit set up in Step 1 (figure 1). In this example PREPAY04 will apply to the fourth escrow deposit, which in this case is PREPAY.



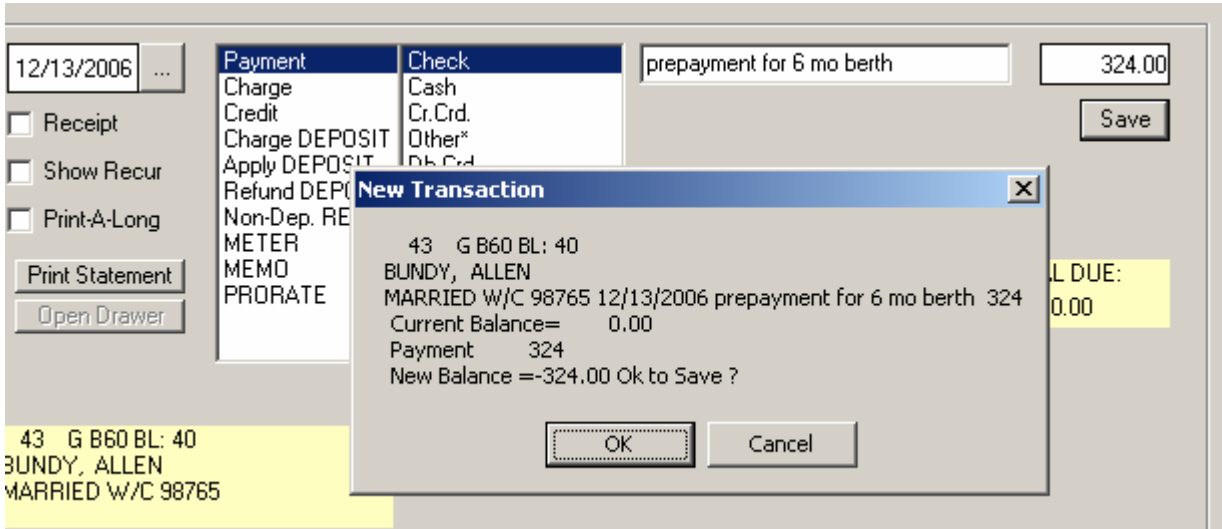
(figure 03.)

Under the \$\$Account tab in the tenant record setup a Prepay4 recurring charge as a negative along with the monthly recurring charge for the rent (or other prepaid charge). This Prepay04 recurring charge will reduce the Prepay escrow each month by the amount specified. **Note:** if the Prepay4 recurring charge exceeds the Prepay escrow balance, only the remaining balance will be applied and the shortage amount will be reflected in the balance due. For example, if the Prepay escrow balance is \$100 and the Prepay3 recurring charge is \$150, the escrow balance will be reduced to zero and there will be a balance due of \$50.



**Receiving a Prepayment**

Under the menu option Transactions – Individual Transactions, post the prepayment as a “payment” and include a comment. After posting this, the prepayment escrow account will show a balance.

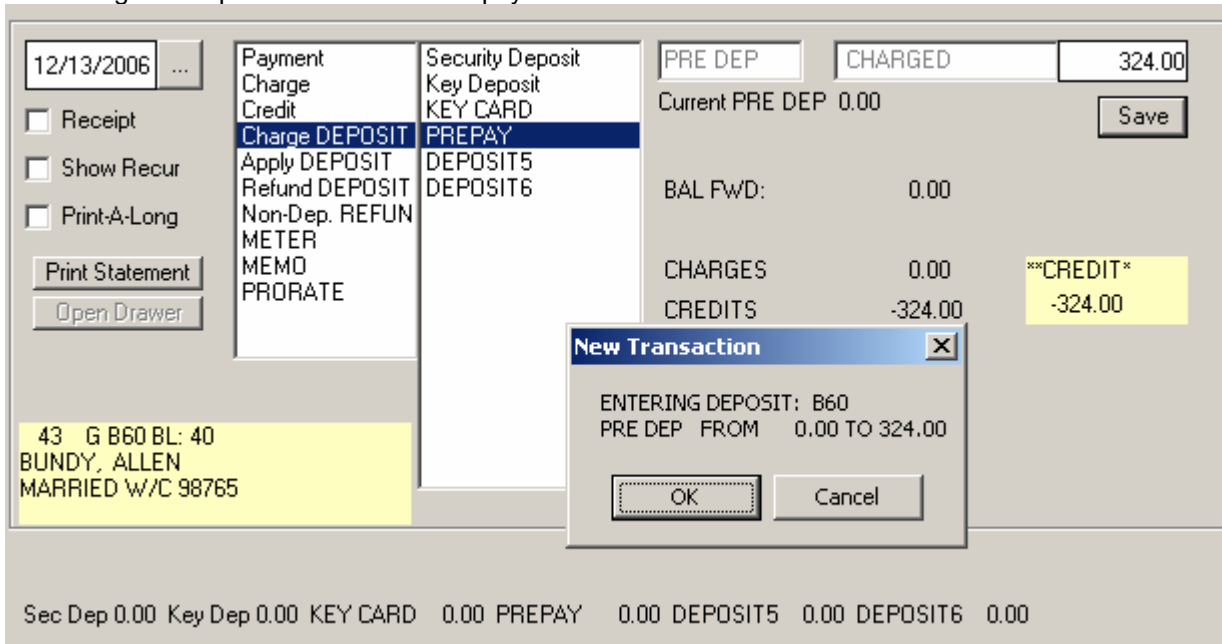


The screenshot shows a software interface for recording a transaction. A date of 12/13/2006 is selected. A dropdown menu is open, showing options like Payment, Charge, Credit, etc. The 'Payment' option is selected. The amount 324.00 is entered in a field. A 'Save' button is visible. A 'New Transaction' dialog box is overlaid, displaying the following information:

43 G B60 BL: 40	
BUNDY, ALLEN	
MARRIED W/C 98765	12/13/2006 prepayment for 6 mo berth
Current Balance=	0.00
Payment	324
New Balance =	-324.00

The dialog also asks 'Ok to Save?' and has 'OK' and 'Cancel' buttons. In the background, a yellow highlight shows 'BAL DUE: 0.00'.

Next charge the deposit and select the Prepay escrow account.



The screenshot shows the same software interface. The date is 12/13/2006. The dropdown menu is open, and 'Charge DEPOSIT' is selected. The amount 324.00 is entered. A 'Save' button is visible. A 'New Transaction' dialog box is overlaid, displaying the following information:

ENTERING DEPOSIT: B60	
PRE DEP FROM	0.00 TO 324.00

The dialog also has 'OK' and 'Cancel' buttons. In the background, a yellow highlight shows '\*\*\*CREDIT\* -324.00'. At the bottom of the screen, a status bar shows: 'Sec Dep 0.00 Key Dep 0.00 KEY CARD 0.00 PREPAY 0.00 DEPOSIT5 0.00 DEPOSIT6 0.00'.



Under Individual Transactions or History, you will see that the prepay escrow reflects the deposit amount.

**Individual Transactions**

Date	Comment	Amount	
12/13/06	prepayment for 6 mo berth	-324.00	CHC
12/13/06	PRE DEP CHARGED	324.00	
12/13/06	PRE DEP 0 to 324.00 MEMO		

Buttons: History, Delete, Close

Date: 12/13/2006

Receipt  
 Show Recur  
 Print-A-Long

Payment  
 Charge  
 Credit  
 Charge DEPOSIT  
 Apply DEPOSIT  
 Refund DEPOSIT  
 Non-Dep. REFUN  
 METER  
 MEMO  
 PRORATE

0.00

BAL FWD: 0.00

CHARGES 324.00    **\*\*BAL DUE: 0.00**

CREDITS -324.00

43 G B60 BL: 40  
BUNDY, ALLEN  
MARRIED W/C 98765

Sec Dep 0.00 Key Dep 0.00 KEY CARD 0.00 **PREPAY 324.00** DEPOSIT5 0.00 DEPOSIT6 0.00

<b>DEPOSITS:</b>	
Security Deposit 0.00	Key Deposit 0.00
KEY CARD 0.00	
<b>PREPAY 324.00</b>	
DEPOSIT5 0.00	
DEPOSIT6 0.00	
<b>RECURRING CHARGES:</b>	
01 BERTH M 54.00	04 PREPAY04 M -54.00



Once the recurring charges are posted after the monthly close, the berth (or other recurring charge) will automatically be charged and the funds removed from the prepaid escrow account.

**DEPOSITS:**

Security Deposit	0.00	Key Deposit	0.00
KEY CARD	0.00		
PREPAY	270.00		
DEPOSIT5	0.00		
DEPOSIT6	0.00		

**RECURRING CHARGES:**

01 BERTH	M	54.00	04 PREPAY04	M	-54.00
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12/13/2006 Period 12 December 2006

BUNDY, ALLEN 43