CINC Systems

General Accounting

Date: December 19, 2023

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Table of Exhibits

For the sake of brevity in this training manual, references to the menus and submenus will be in this form: Select [**Menu item**]/[*Submenu item*]. For example:

- Select **Banking**/*Bank Accounts*
- Select **Vendors**/*Invoices*

Exhibit 1: Black Bar Menu

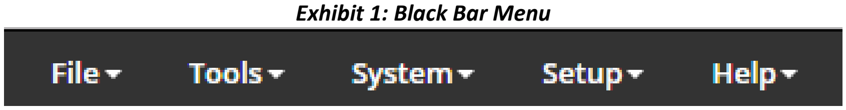
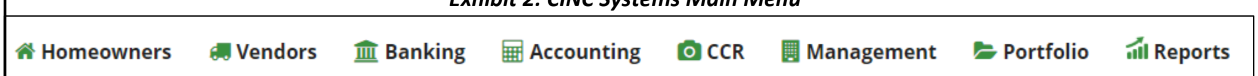


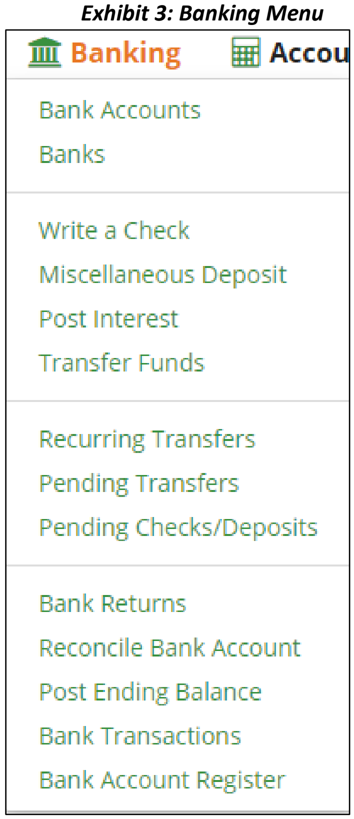
Exhibit 2: CINC Systems Main Menu



Overview

CINC's accounting functions are found under the **Banking** menu. This guide will outline the use of the banking functions.

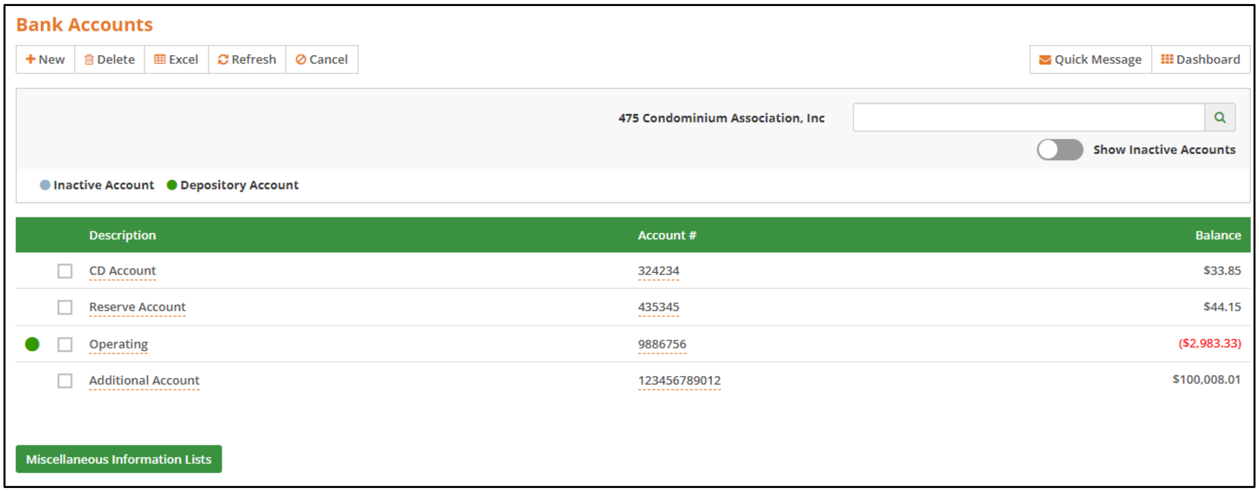
Exhibit 3: Banking Menu



Bank Accounts

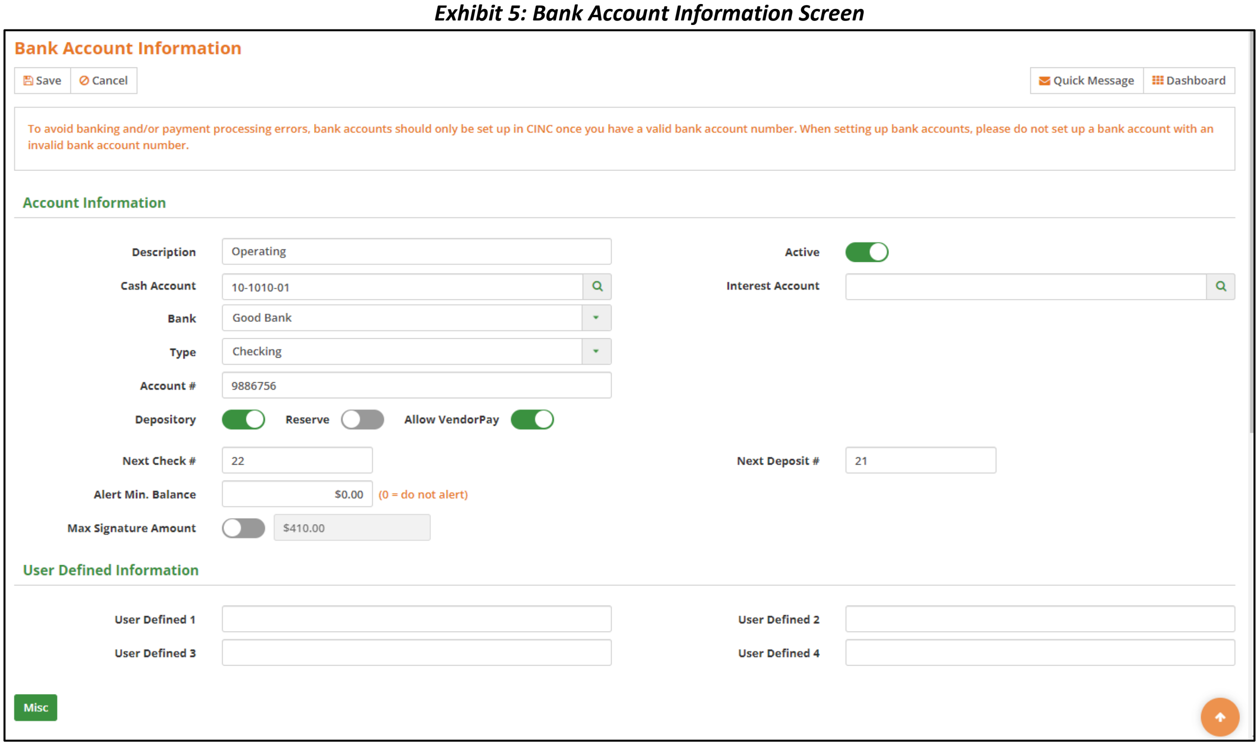
Select **Banking**/*Bank Accounts*. The *Bank Account List* screen displays.

Exhibit 4: Bank Account Screen



The bank account lists provided to CINC have been imported, as shown in *Exhibit 4*. Set up new bank accounts by selecting **New.**

Exhibit 5: Bank Account Information Screen



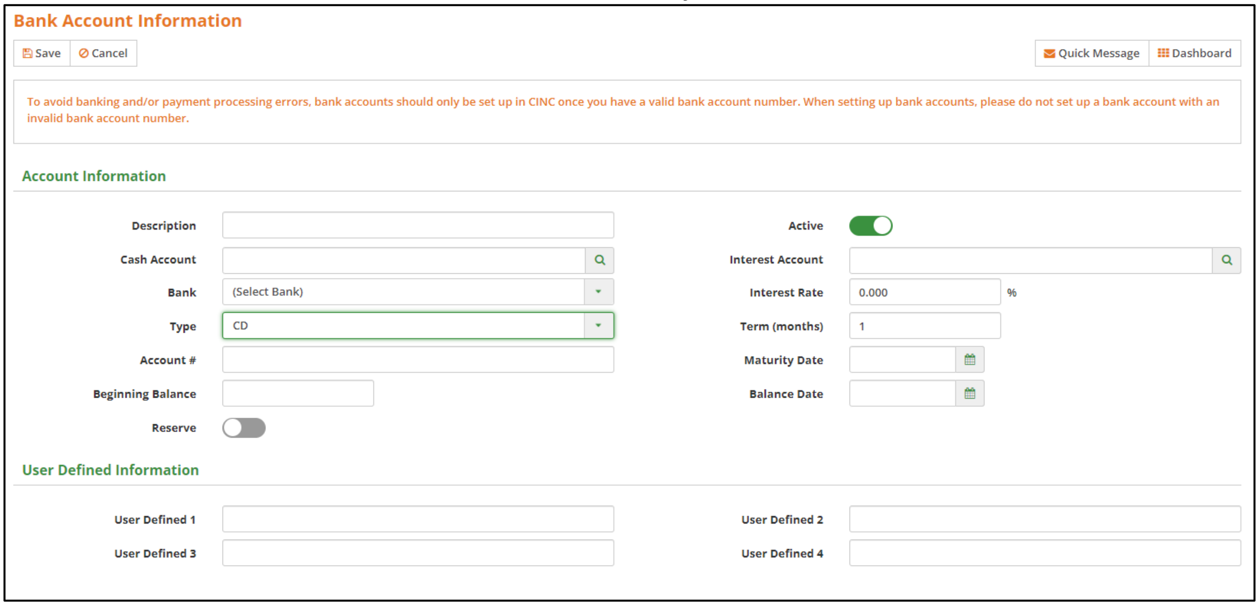
- **Bank Account Description**: Enter the bank name as the first part, the type of account, and the last four digits of the account number (e.g., *FSB-Operating-1234*).

- **Active Toggle**: Determines if the bank account is active.

- **Cash Account**: where to record deposits for this account in the general ledger. Enter a partial name or number or leave blank and click .
- **Interest Account**: Required only if the account is interest-bearing. Enter a partial name or number or leave blank and click .
- **Bank:** the name of the bank in which this account is located.
- **Type:** Select the bank account Type. This can be changed later. However, once a bank account type is switched to CD, it cannot be changed.
- **Account Number**
- **Beginning Balance:** The balance at the time of account creation in CINC. see section Bank Account Register.
- **Balance Date**: The date of the beginning balance.
- **Depository:** Enable if deposits will be made with this account.
- **Reserve:** Enable if this is a reserve account.
- **Next Check Number**: Use either the last check number from the previous system (incremented by 1) or use a new number incrementing the last check number by 1000.
- **Next Deposit Number**: Use either the last deposit slip number from the old system (incremented by 1) or use a new number incrementing the last deposit slip number by 1000.
- **Alert Minimum Balance:** works in conjunction with system alerts. Will alert if balance dips below the indicated amount.
- **Max Signature Amount:** Enter the maximum dollar amount of a check that you wish to print a digital signature for.
- **User Defined Fields:** *Account Open Date, Check Stock Used,* and *Check Stock* were set up as user-defined fields under **System**/*User Defined Fields.*

CD Bank Account Fields

Exhibit 6: CD Bank Account Information Screen



- **Bank Account Description**: Enter the bank name as the first part, the type of account, and the last four digits of the account number (e.g., *FSB-Operating-1234*).
- **Active Toggle**: Determines if the bank account is active.
- **Cash Account**: where to record deposits for this account in the general ledger. Enter a partial name or number or leave blank and click .
- **Interest Account**: Required only if the account is interest-bearing. Enter a partial name or number or leave blank and click .
- **Bank:** the name of the bank in which this account is located.
- **Interest Rate:** Enter a percent amount for the account's interest rate.
- **Type:** Select the bank account Type.
- **Term:** Select the term month amount (CD Only).
- **Account Number**
- **Maturity Date**: Select the maturity date using the calendar (CD Only).

- **Beginning Balance:** The balance at the time of account creation in CINC. see section Bank Account Register.

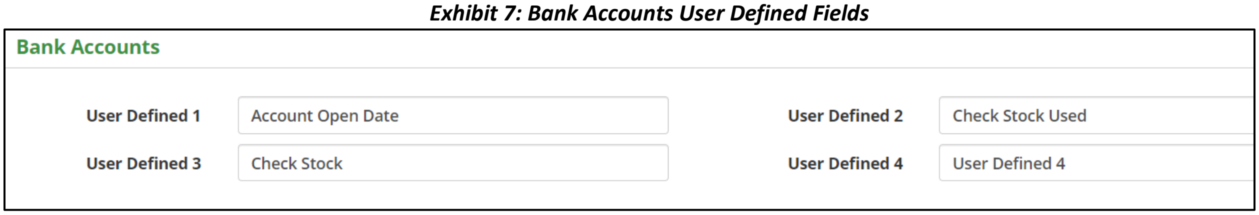
- **Balance Date**: The date of the beginning balance.

- **Reserve:** Enable for your reserve accounts.

- **User Defined Fields:** *Account Open Date, Check Stock Used,* and *Check Stock* were set up as user-defined fields under **System**/*User Defined Fields.*

Bank Account User Defined Fields

Exhibit 7: Bank Accounts User Defined Fields

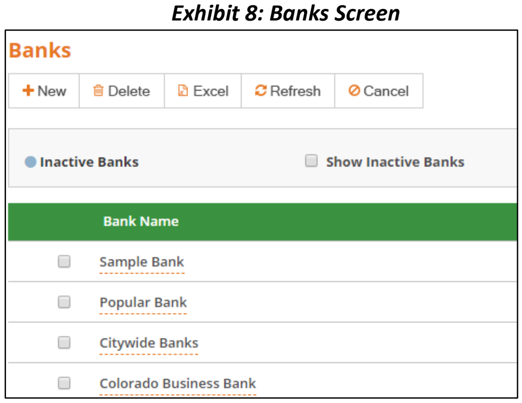


- **Active**: Indicates if bank account is still in use. Will no longer show up on list of accounts unless **Show Inactive Accounts** is checked (see *Exhibit 4*). Accounts are not actually "deleted"

Banks

1. Select **Setup**/*Banks.* All banks should already be in the system. Click **New** to add one.

Exhibit 8: Banks Screen



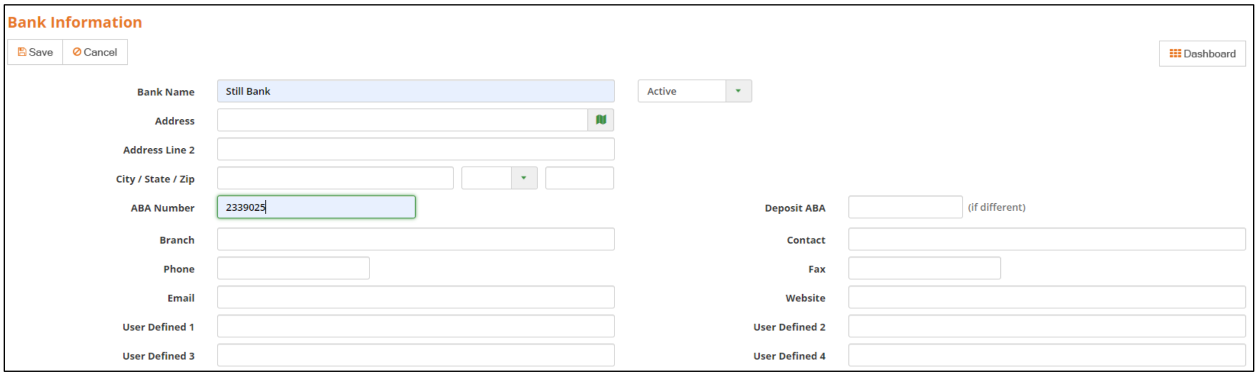
2. Complete the fields. The only two required fields are:

   - **Bank Name**

   - **ABA Number**

3. Click the **Save** button.

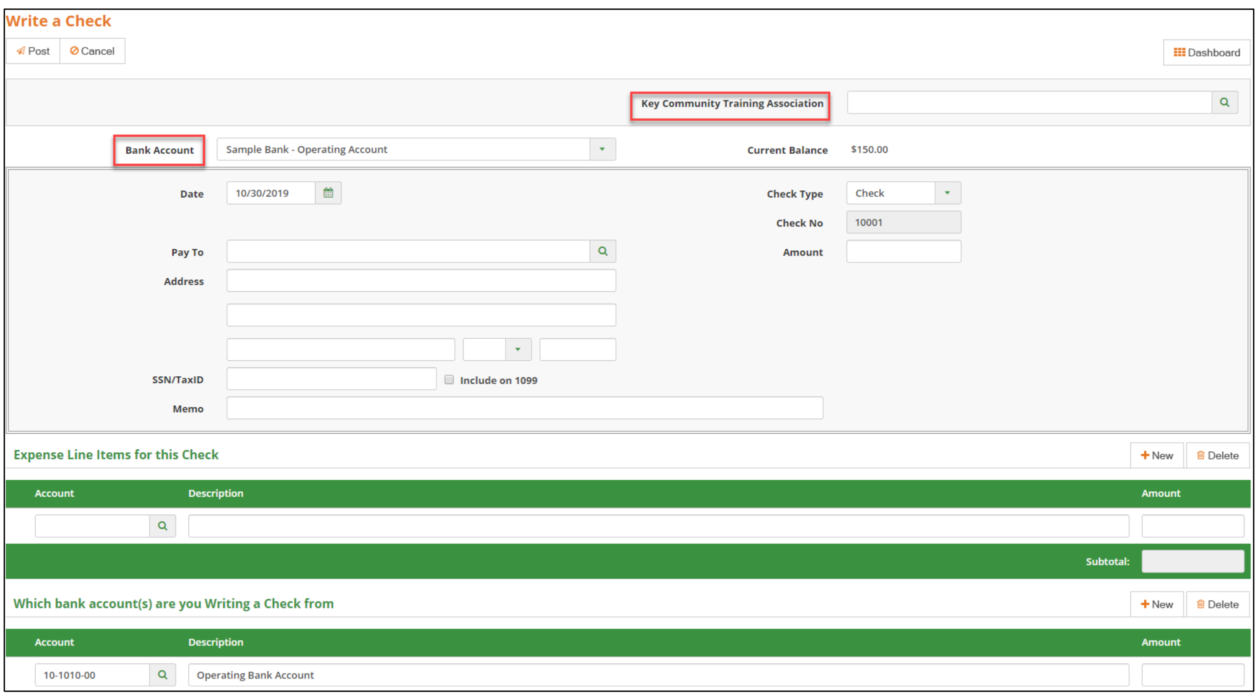
Exhibit 9: Bank Information Screen



Write a Check

1. Select **Banking**/*Write a Check*.

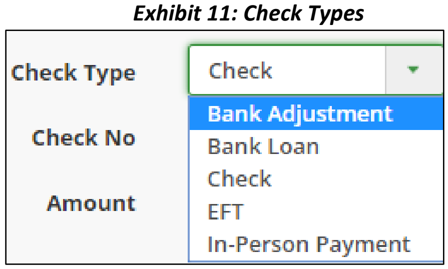
Exhibit 10: Write a Check Screen



2. Select:
   - **Bank Account**
   - **Date**

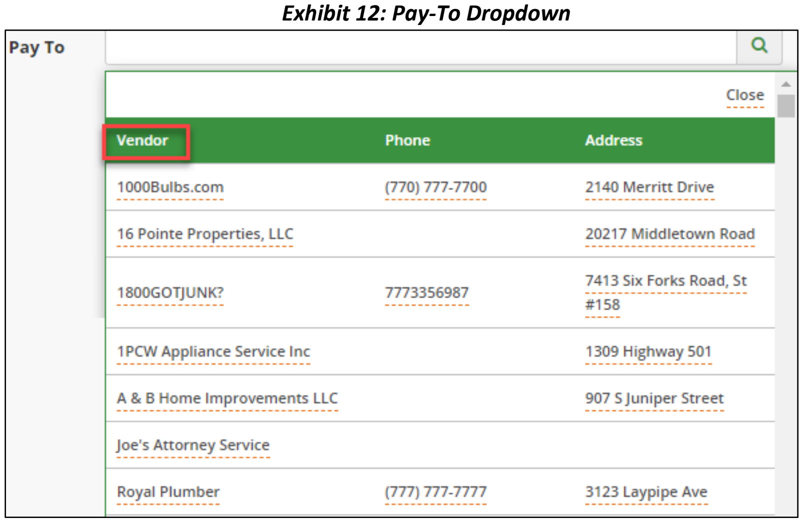
- **Check Type**. Use this screen to:
    - Record bank charges (e.g., *Bank Adjustment*). No check number is issued, but the amount is recorded in a bank account as a reconciling item
    - Record investment losses (e.g., *Bank Adjustment*)
    - Record loan payments (e.g., *Bank Loan*)
    - Record debit card transactions (e.g., *Bank Adjustment*)

Exhibit 11: Check Types



- **Pay To:** Choose from a list of vendors that has been set up or type a name in

Exhibit 12: Pay-To Dropdown



- **Amount**
- **Attachments:** Drag and drop an attachment or click **Browse** to select one from your hard drive. Files over 10MB will not be uploaded.
    - Remove attachments by selecting the checkbox to the left of the attachment and clicking the **Remove** button.

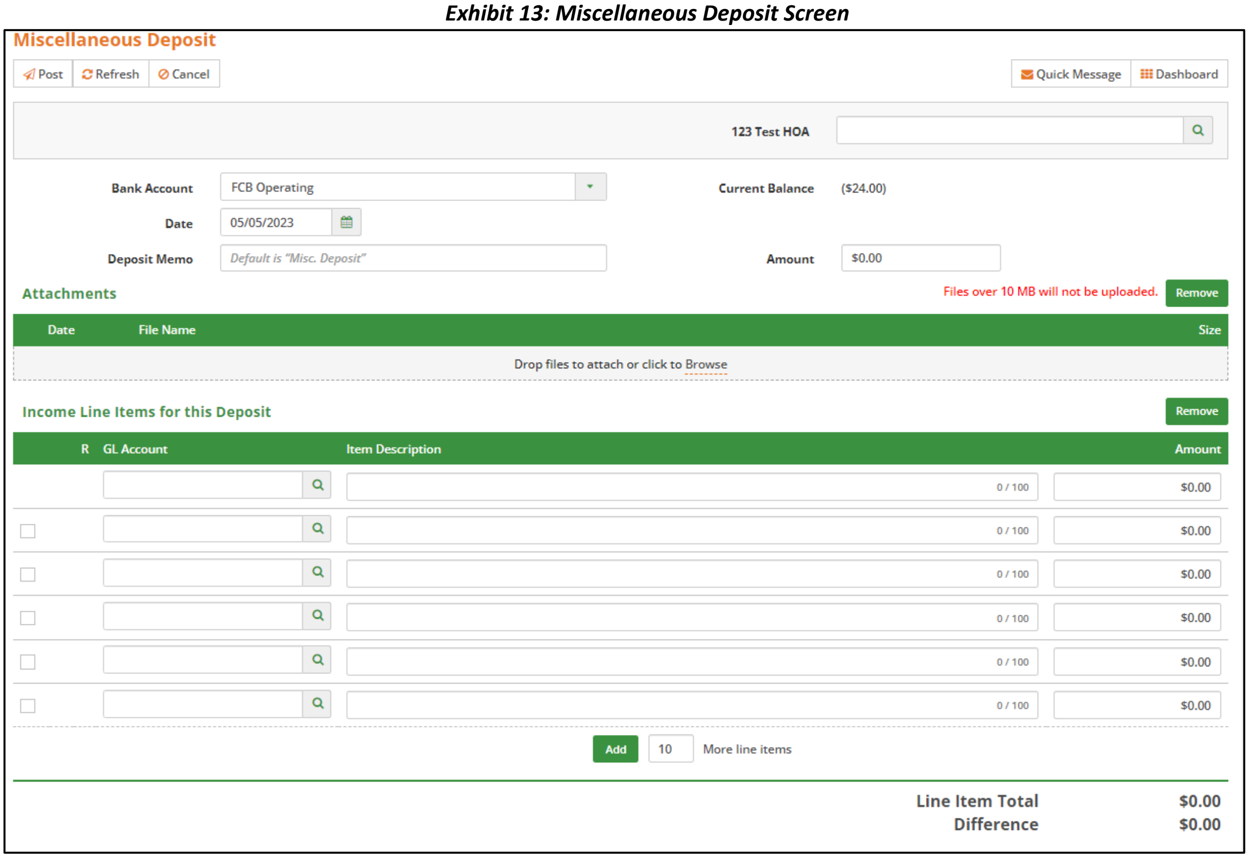
- **Expense Line Items**: Click **New** if more are needed

3. Click **Post**. If a **Check Type** of *Check* is selected, a check will be ready to print in the check printing client. If *Bank Adjustment* or *EFT* is selected, an entry is made in the bank account register.

Miscellaneous Deposit

1. Select **Banking**/*Miscellaneous Deposit*.

Exhibit 13: Miscellaneous Deposit Screen



2. If recording cash deposits or other deposits made at the bank that need to be recorded, select:
    - **Bank Account**
    - **Date**
    - **Description**
    - **Amount**
    - **Deposit Number** is automatically generated
    - **Attachments**: Drag and drop an attachment or click **Browse** to select one from your hard drive. Files over 10MB will not be uploaded.
        - Remove attachments by selecting the checkbox to the left of the attachment and clicking the **Remove** button.

3. For **Deposit Account** and **Income Line Items**, select:
    - **Account Number**
    - **Account Description**
    - **Deposit Amount**

4. Click **Post**. A deposit entry is created in the check register and a deposit slip is made available for printing in the check printing client.

Note: All income line Items are preserved if you are switching between associations while on the **Miscellaneous Deposit** screen. The GL account number will highlight to show an error if the GL account specified for the line item does not exist for a newly selected association.

Post Interest

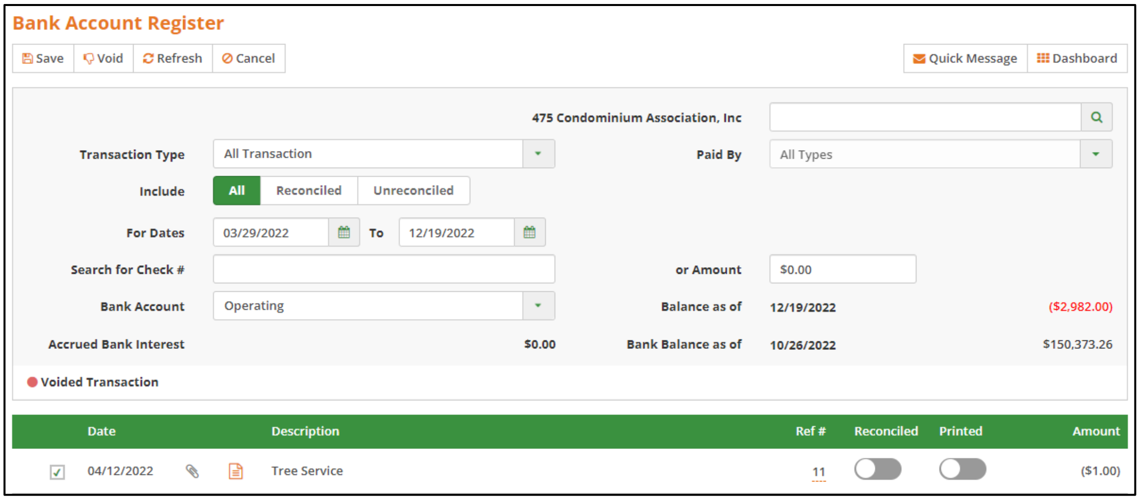
1. Select **Banking**/*Post Interest*

Exhibit 14: Post Interest Screen

2. This is used for interest-bearing accounts, e.g., a money market account. Fill in:
3. Transaction Date
    - **Bank Account**
    - **Description** (default is “Interest”)
    - **Interest Amount**

4. Click **Post**. The *Bank Account Register* screen displays, showing the entry just posted

Exhibit 15: Bank Account Register Screen



Transfer Funds

The **Banking**/*Transfer Funds* screen is used to record movement of money between accounts within CINC. It will also move money at the bank for AI customers. Non-AI customers must physically do that in person or online.

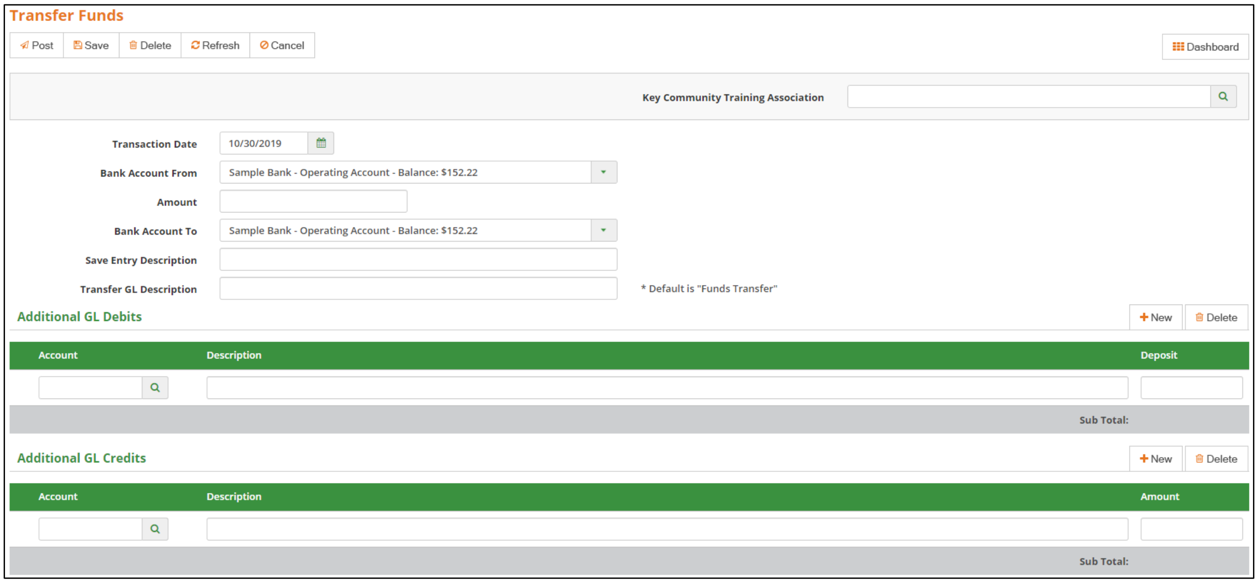
1. Select **Banking**/*Transfer Funds.*

2. Complete the following fields:

   - **Transaction Date** (defaults to current date)
   - **Bank Account From**—Select the account from which to transfer
   - **Amount**—Enter the transfer amount
   - **Bank Account To**—Select the account to which to transfer funds
   - **Save Entry Description**—Required when clicking **Save** to keep this transaction for future use
   - **Transfer GL Description**—Default is “Funds Transfer”

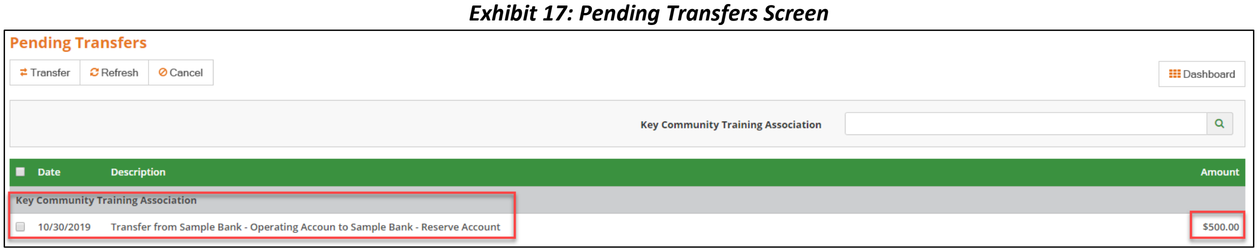
Note: *For a balance sheet that records only operating accounts and a separate sheet that records only reserve accounts,* ***Additional GL Debits*** *and* ***Credits*** *related to this transfer must be recorded.*

Exhibit 16: Transfer Funds Screen



3. S elect **Post**. The **Pending Transfers** screen displays, showing the transfer just made.

Exhibit 17: Pending Transfers Screen



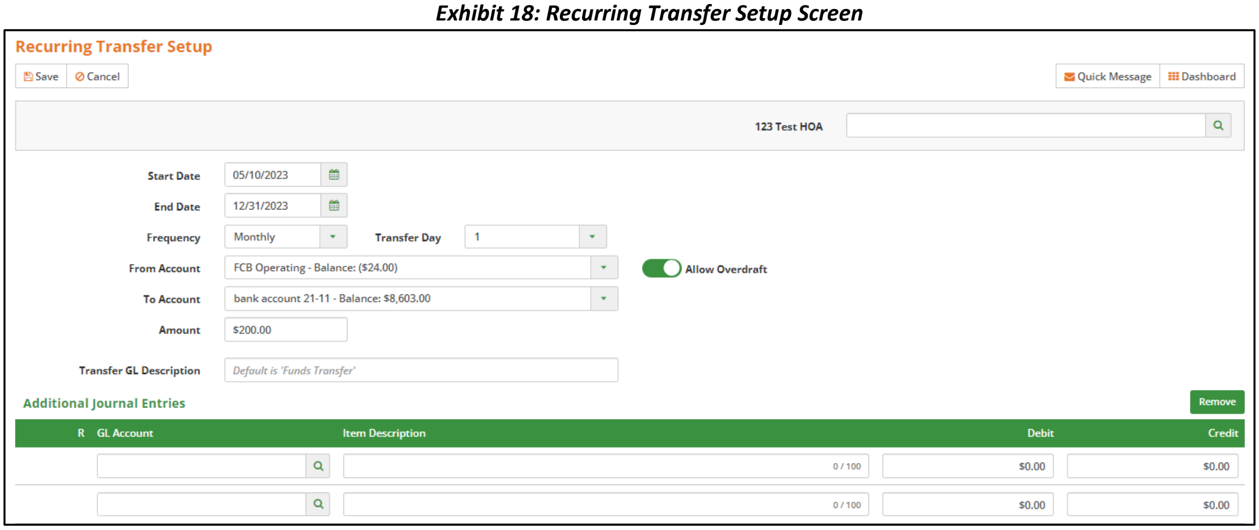
Recurring Transfers

Bank transfers may also be set up as recurring. To create a recurring bank transfer, Select **Banking**/*Recurring Transfers*, then search for and select the desired association. Click **New**. The *Recurring Transfer Setup* screen displays. Complete the following fields and click **Save**:

- **Start Date**: Enter the start date for the transfer
- **End Date**: Enter the end date for the transfer
- **Frequency**: Monthly or Quarterly
- **Transfer Day**: Select the day of the month on which the transfer should occur
- **Bank Account From**: Select the account from which to transfer
- **Allow Overdraft**: Check this box if overdraft is allowed

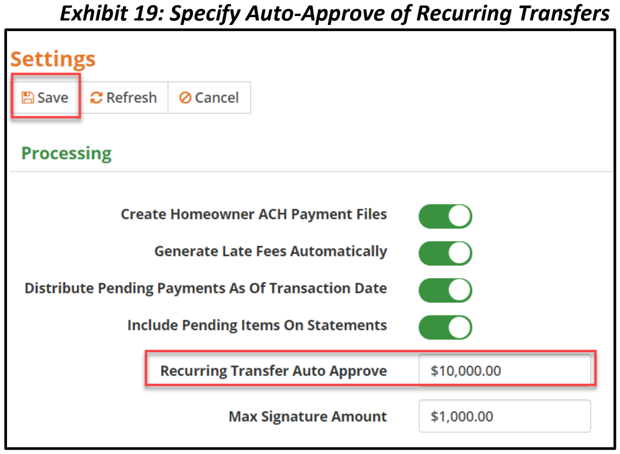
- **Amount**: Enter the transfer amount
- **Bank Account To**: Select the account to which to transfer funds
- **Transfer GL Description**: Enter a transfer description. The default is *Funds Transfer*
- **Additional GL Debits/Credits**: The additional GL account credits and debits must be entered if the reserve accounts are listed on separate financials.

Exhibit 18: Recurring Transfer Setup Screen



To auto-approve bank transfers up to a certain amount, select **System**/*Company Profile*, enter an amount in the **Recurring Transfer Auto Approve** field, and click **Save**. ****NOTE:** If transfers are set to auto-approve, they do not need to be posted on the* Pending Transfers *screen*

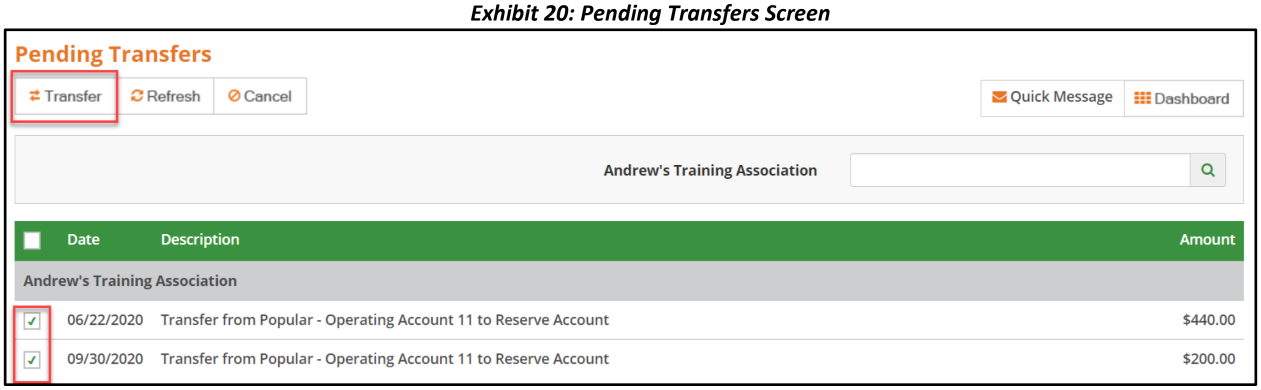
Exhibit 19: Specify Auto-Approve of Recurring Transfers



Pending Transfers

Select **Banking**/*Pending Transfers*. Check the box next to each scheduled transfer, then click **Transfer**

Exhibit 20: Pending Transfers Screen



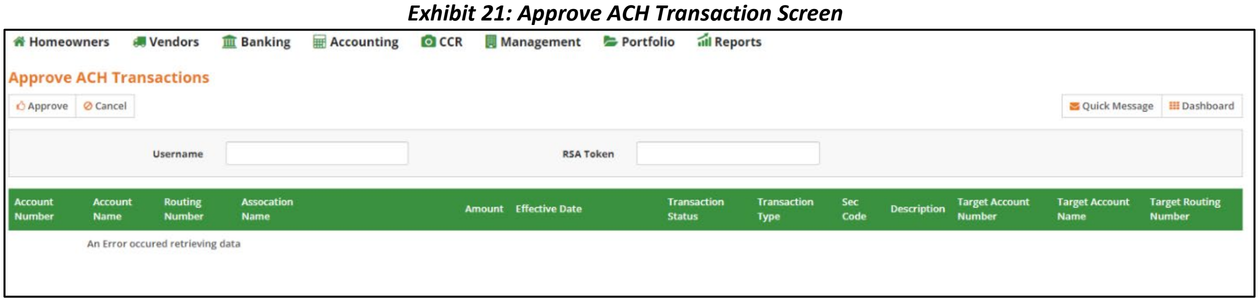
ACH Approval (Pacific Premier Bank Only)

This option is only available to users that interface with Pacific Premier Bank and allows users to review ACH transactions and approve them for Pacific Premier to process. To review ACH transactions:

1. Select **Banking**> *Approve ACH Transactions*. The **Approve ACH Transactions** screen appears.

2. Review the transactions in the list.

Exhibit 21: Approve ACH Transaction Screen

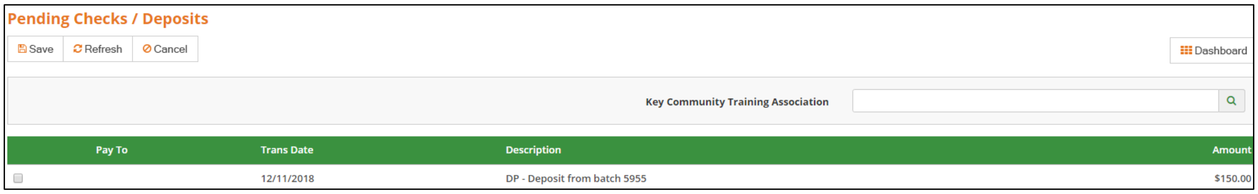


3. Enter your Pacific Premier Bank username (not CINC) and your RSA Token.

Pending Checks and Deposits

Select **Banking**/*Pending Checks and Deposits*.

Exhibit 22: Pending Checks/Deposits Screen



This screen displays deposits and checks that are available to be printed in the *Check Printing Client.* If there is an error, check the box beside the entry in error and press **Save**. It is marked as "saved" then removed from the Client. ***NOTE****: Do the same thing in the Bank Account Register by placing a check in the appropriate box in the "P" column.*

Bank Returns

Select **Banking**/*Bank Returns* to display a list of returned payments. This option is available only for clients who bank with an AI partner bank. They will get emails notifying them of returned payments. If not banking with an AI partner bank, the bank will send notifications via normal methods.

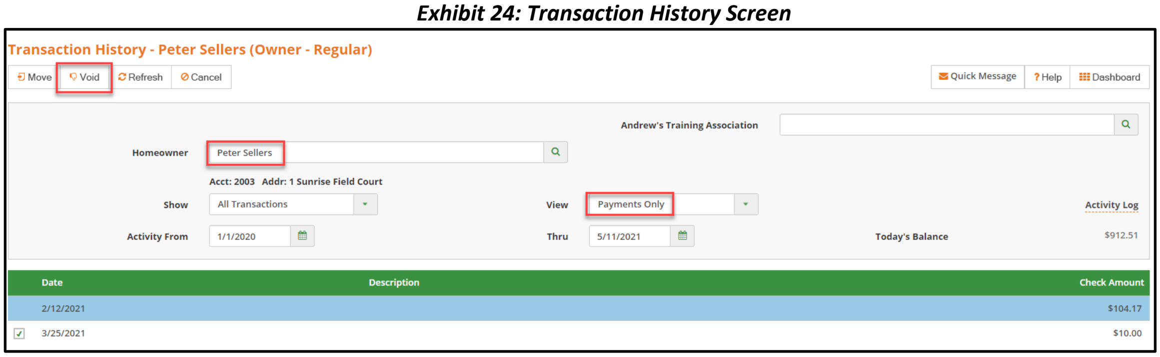
Exhibit 23: Bank Returns Screen

Posting a return as a reconciling item must be done on the homeowner's ledger in *Transaction History*:

1. Select **Homeowners**/*Transaction History* and specify *Payments Only* as the **View**.

2. Check the box beside the payment that is being returned and click **Void**.

Exhibit 24: Transaction History Screen



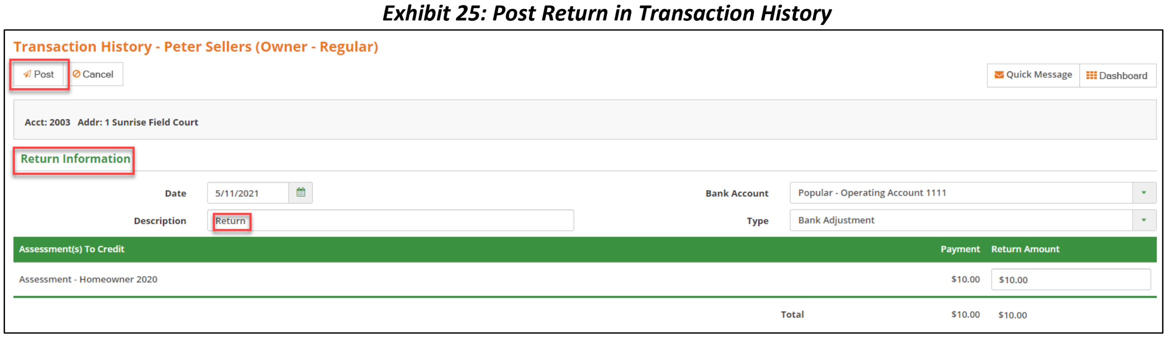
3. Verify/enter the following information on the *Return Payment* screen and click **Post**:

- **Date**—Verify that the **Return Date** matches the *Payment Date*
- **Bank Account**—Verify that the correct bank account is selected

- **Description**—Add additional information to the **Description** to note the return (optional)
- **Type**—*Bank Adjustment*
- **Return Amount**—Verify the amount of the return

4. Under *Return Information*, enter a description and date of return, then click **Post**. This removes the payment from the owner's ledger and puts a reconciliation entry into the bank account register.

Exhibit 25: Post Return in Transaction History



5. On the *Bank Returns* screen, check the box next to the return, then click **Post** to record the date and user's name of who completed the return.

6. If applicable, add an NSF/returned check fee to the homeowner's ledger. Click **New** to open the *Post Transaction* screen, complete the following fields, and click **Save**:

   - **Assessment**—Select the **Assessment Type** from the dropdown menu
   - **Type**—Charge
   - **Apply To**—Regular
   - **Description**—Enter a Description for the charge
   - **Batch**—Create a new batch number
   - **Amount**—Enter the amount of the charge

7. Review and post the batch from the *Batch Posting* screen. Remember to enter the *Close Date* as the same date as the transactions in the batch.

   NOTE: *CINC-Only customers will not see bank returns or check images in CINC*

$0 Bank Returns Overview

Any $0 returns on the **Banking** / *Bank Returns* screen are Notifications of Corrections (NOC), not actual returns. The payment did process.

The $0 return indicates that the homeowner's bank identified the correct routing or account number and corrected the transaction, but it is a courtesy correction and is not guaranteed to be corrected in the future.

These notifications are placed on the **Bank Returns** screen to alert you to correct this information before a future payment is submitted.

The banking Nacha Rules require you to make the change(s) specified in the NOC within six (6) banking days of receipt of the notice OR prior to originating the next ACH item. Failure to make these changes is a violation of Nacha Rules. **Repeat violations of Nacha Rules may result in termination of your ACH origination service. For this reason, we highly recommend that you handle these immediately.**

Common Correction Reason Codes

The following section outlines the most common reason codes and their meaning:

- **C01**: Incorrect DFI / Bank Account Number. This means that the homeowner's bank account number was incorrect on this transaction.
- **C02**: Incorrect transit / routing number. This means that the homeowner's bank routing number was incorrect on this transaction.
- **C03**: Incorrect transit/routing number AND bank account number. This means that both the homeowner's bank routing number and bank account number were incorrect on this transaction.
- **C05**: Incorrect transaction code. This means that the homeowner's bank account was marked incorrectly as a checking or savings account when it was the other.
- **C06**: Incorrect bank account number and transaction code.
- **C07**: Incorrect routing, account number and transaction code.

Addressing $0 Bank Return

1. Select **Homeowners** / *Homeowners*, search for the homeowner, then click the **Transactions** tab from the **Primary Homeowner Information** screen.
2. **Do not** void this payment on the **Transaction History** screen as the homeowner's bank corrected the payment to allow it to process this time. The payment did process.
3. Look at the homeowner's **Transaction History** screen in the **Charge Grouping View** to determine the type of payment that was made. The routing or account number that is provided on the **Bank Returns** screen are the corrected numbers and should be used in future payments. Correct the information based on the type of batch:
    - **ACH Payment**: Update the ACH information on the Homeowner's ACH record, which may be on the **Primary Homeowner Information** or **Additional Address** screen."

- **Online Payment**: The incorrect information was submitted through WebAxis. Go to **Administration** / *Payment History* / View Payment History in the WebAxis Admin Portal to determine if it was a one-time or recurring payment and to see who submitted the payment.

    - The **Emulate** field on the **Payment History Details** screen will show you who submitted the payment. If the field displays "Registered User", the homeowner submitted the payment. If it was a management company user, the user's name displays.

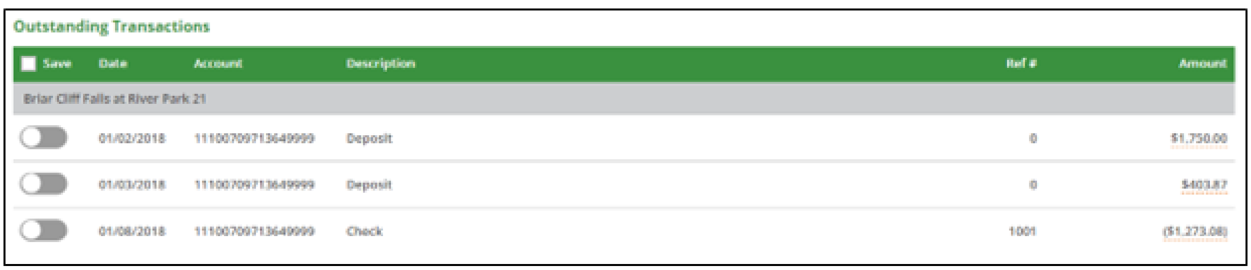
    - If the return came from a recurring payment, delete the recurring payment and notify the homeowner that they need to set up a new recurring payment with the corrected bank routing/account/type of account information.

    - If the return came from a one-time payment, notify the homeowner that the banking information they entered is incorrect and they need to enter the correct information on future payments.

Reconcile Bank Transactions

1. Select **Banking**/*Reconcile Bank Transactions* and select all associations to view a list of outstanding and matched bank transactions*.* The view defaults to *Bank Transactions.*

Exhibit 26: Reconcile Bank Account Screen



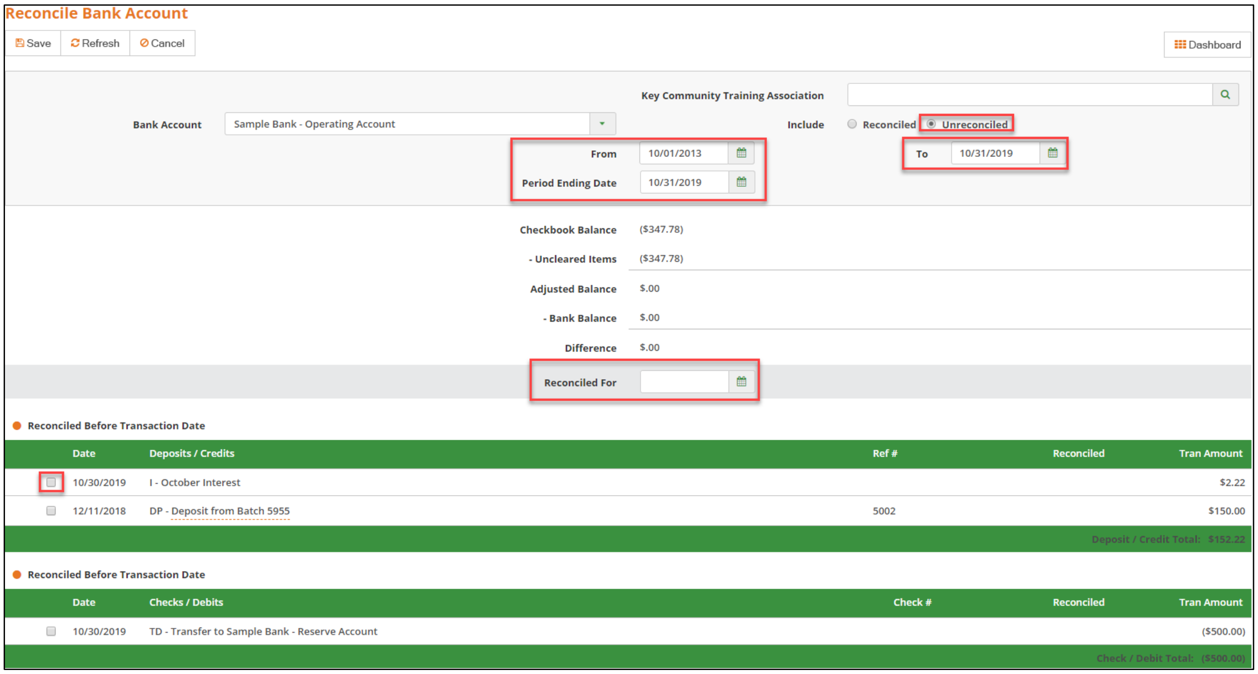
- Credits appear as a positive amount, and debits are displayed within parentheses to denote a negative amount.

- If working with a partner bank, the first screen (*Bank Transactions*) auto-populates. If not, click the *Checkbook Transactions* tab.

2. Specify the **From**, **To** (usually statement ending date), and **Period Ending** (same as statement ending) dates.

3. Check **Unreconciled** and click **Refresh**. All unreconciled items are displayed.

Exhibit 27: Checkbook Transactions



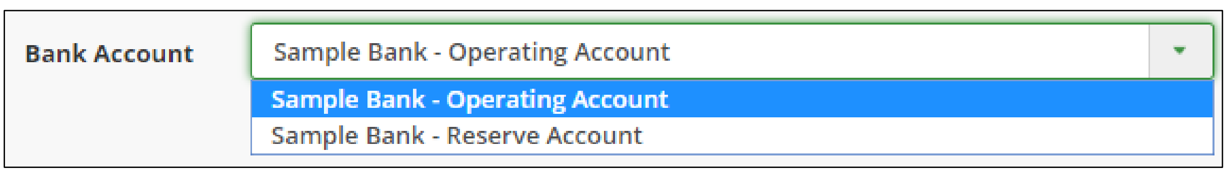
4. Select the checkbox box to the left of the entries to reconcile. Enter a date in the **Reconciled For** field. Click **Save**.

5. The reconciled entry no longer displays. To un-reconcile the entry, remove the **Reconciled For** date, check the box beside the entry, and click **Save**.

Viewing Reconciled Bank Transactions

Toggle among all bank accounts using the **Bank Account** dropdown.

Exhibit 28: Bank Account Dropdown



To view reconciled entries, it is advisable to specify the current month only.

Select the *Research Payments* tab and enter a date range to search for lockbox transactions posted for that period. Everything the bank presented in the lockbox as well as payments posted in CINC are displayed.

Money should never be deleted or moved between associations because it has been recorded at the bank for that account. If there is a difference between what was posted to the HOA in CINC and what the bank presented that day, it will be shown here.

Click on an underlined link to see what was moved or deleted from the lockbox file for the day. If something is deleted, it must still be recorded on the homeowner's ledger with the same date so it would combine with this total and make up the reconciled item. Examples of things recorded at the bank versus things recorded in CINC include:

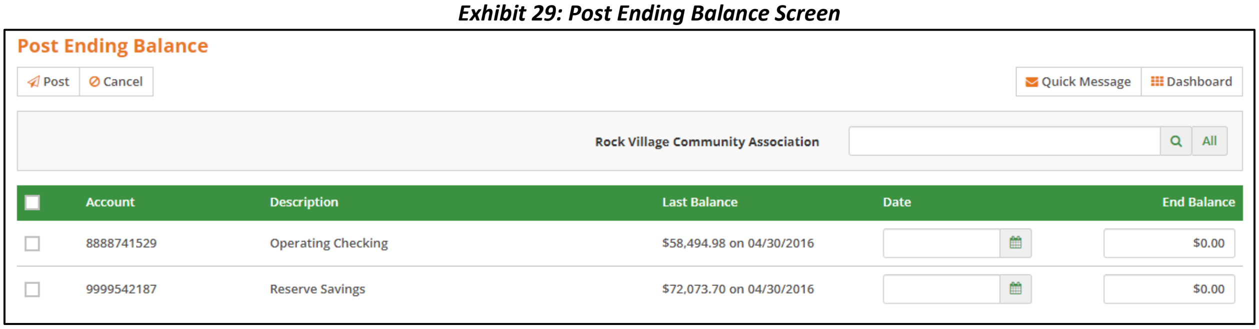
- **Skipped ACH Payments**—If an ACH payment was skipped, the ACH deposit at the bank would be less than the ACH batch amount. The payment must be voided from the homeowner's ledger to correct the unreconciled item.
- **Auto-Drafts**—Vendor payments that are paid by auto-draft through the vendor but have not yet cleared.

Unposted Lockbox Payments—Verify the *Pending Payments* and *Batch Posting* screens for lockbox payments or auto-payment batches that have not yet been posted.

Daily Bank Account Reconciliation—Post Ending Balance

Reconciliation works only when there is a bank balance posted. To do this, select **Banking**/*Post Ending Balance.* When a statement is received, come to this screen. For accounts not reported by AI, check accounts, fill in balance ending date and balance from statement.

Exhibit 29: Post Ending Balance Screen



Do this for each account, for each association. Click **Post**.

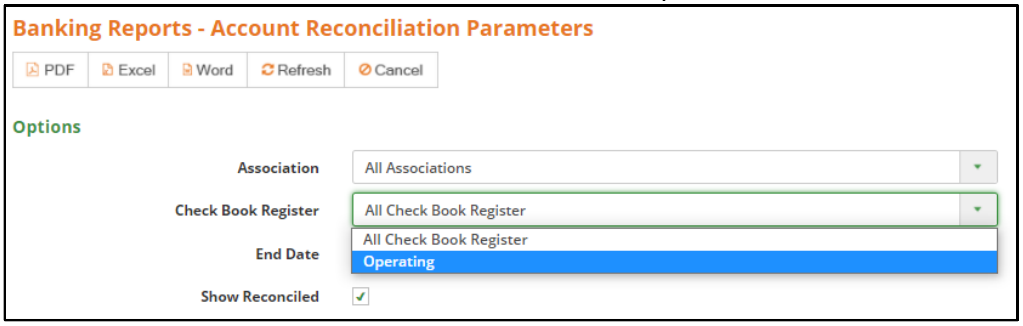
Bank Account Reconciliation Report

To run the Bank Account Reconciliation Report, complete the following steps:

1. Select **Reports**/*Banking Reports* and select the Account Reconciliation Report. Complete the following fields and click **PDF** to run the report:

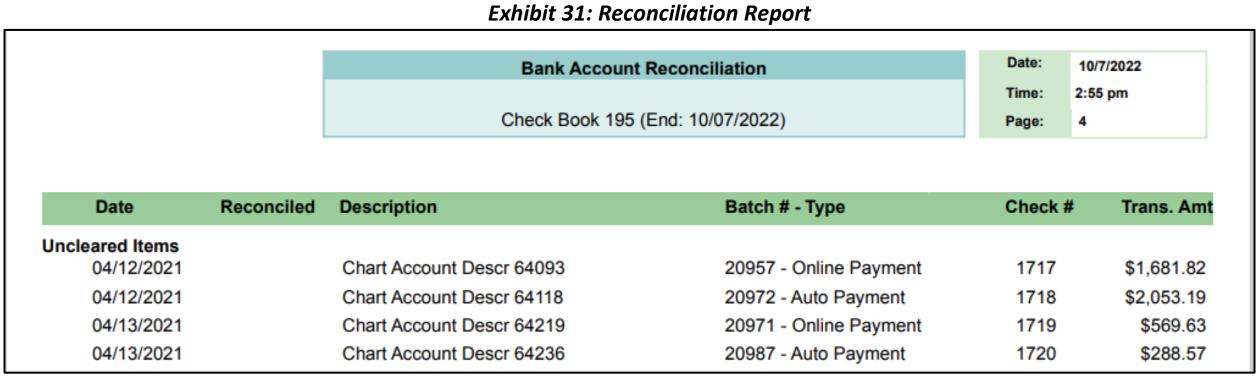
   - **Association**—All associations
   - **Check Book Register**—Select *All Checkbook Register* or a specific account
   - **End Date**—Enter an end date (e.g., last day of the month)
   - **Show Reconciled**—Check this box to include reconciled items

Exhibit 30: Account Reconciliation Report Screen



2. Open the PDF and type *Ctrl-F* to open a search box. Type in the word "difference" to quickly navigate to the difference areas of the Bank Account Reconciliation report. Differences should be listed as *$-* if accounts are in balance.

Exhibit 31: Reconciliation Report



Bank Account Reconciliation

Check Book 195 (End: 10/07/2022)

Date: 10/7/2022
Time: 2:55 pm
Page: 4

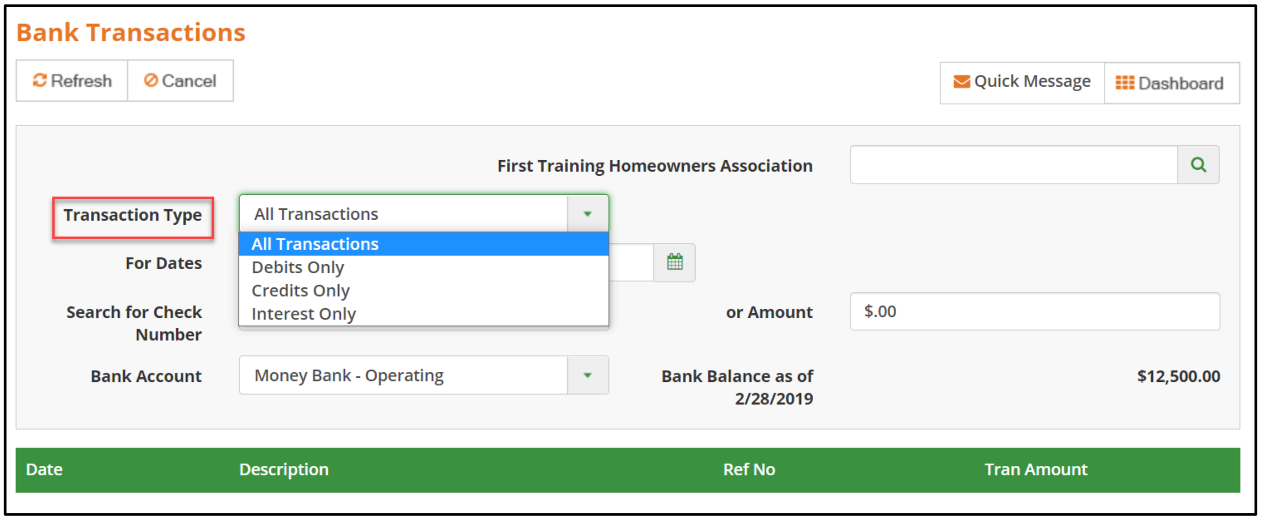
Date	Reconciled	Description	Batch # - Type	Check #	Trans. Amt
Uncleared Items					
04/12/2021		Chart Account Descr 64093	20957 - Online Payment	1717	$1,681.82
04/12/2021		Chart Account Descr 64118	20972 - Auto Payment	1718	$2,053.19
04/13/2021		Chart Account Descr 64219	20971 - Online Payment	1719	$569.63
04/13/2021		Chart Account Descr 64236	20987 - Auto Payment	1720	$288.57

Bank Transactions

The *Bank Transactions* screen is available for customers working with a partner bank and displays transactions that have cleared the bank account (including check images). To access the *Bank Transactions* screen, select **Banking**/*Bank Transactions*. Search for and select the desired association using any of these search filters:

- **Transaction Type**—Select *All Transactions, Debits Only, Credits Only,* or *Interest Only* from the dropdown.
- **For Dates**—Enter a date range.
- **Search for Check Number/Amount**—Enter a check number and/or dollar amount.
- **Bank Account**—Select the bank account for which to view transactions from the dropdown.

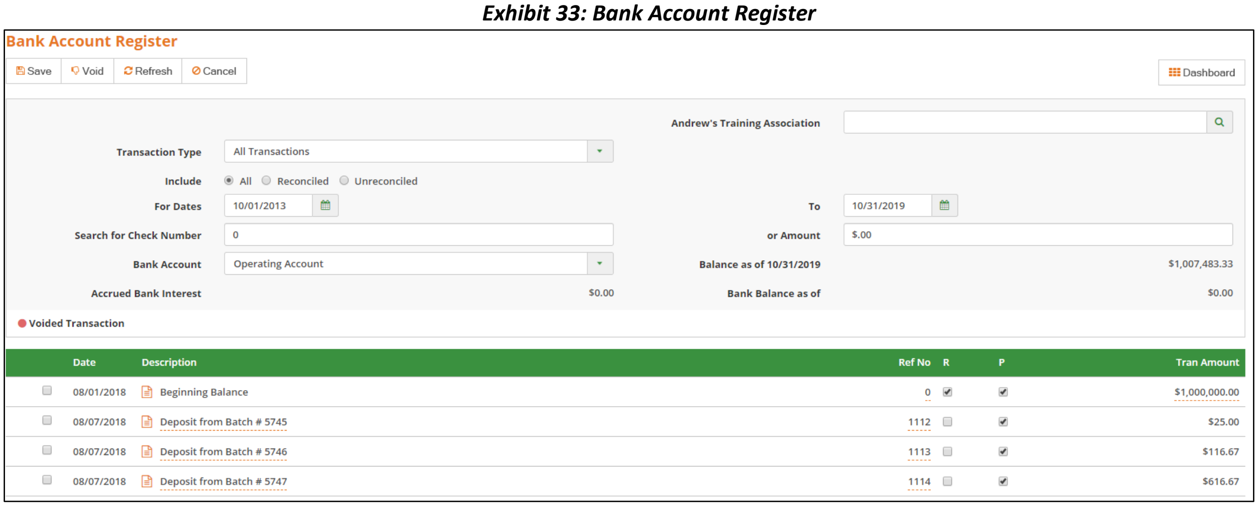
Exhibit 32: Bank Transactions



Bank Account Register

Select **Banking**/*Bank Account Register.* Select an association and any other desired parameters (*Balance, Check Number, Amount*, etc.), then click **Refresh**. The **Balance as of** is today's date and is based on GL entries in the system. Sort on any column. Alerts will be issued if checkbook and GL balances get out of alignment.

Exhibit 33: Bank Account Register



- **Bank Balance:** Updates as a result of posting an ending balance (see section *Daily Bank Account* Reconciliation—Post Ending Balance*).*

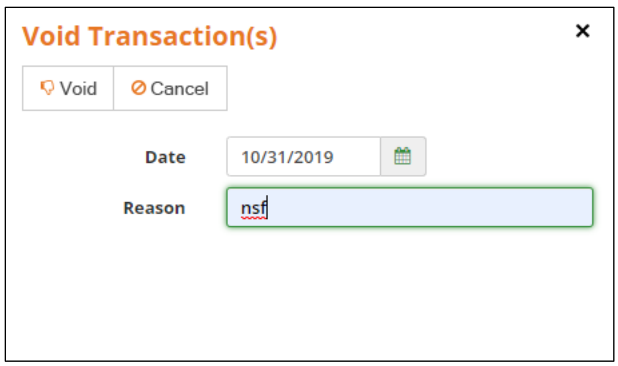
- **Beginning Balance:** Underlined; click to modify amount and add a reason, then click **Save**.

- **Date**: If there is a check listed and it has cleared, click on the underlined date to see an image of the check.

- **Description**: Fillable field.
- **Ref No**: check number if it is a check. Click underlined link to see GL assignment for entry.
- **R**: Item has been reconciled.
- **P**: Item has been printed.

Items in red have been voided. To void an item, check the box beside it, then click **Void**. In the popup box, enter a reason and click **Void**.

Exhibit 34: Void Transaction Screen



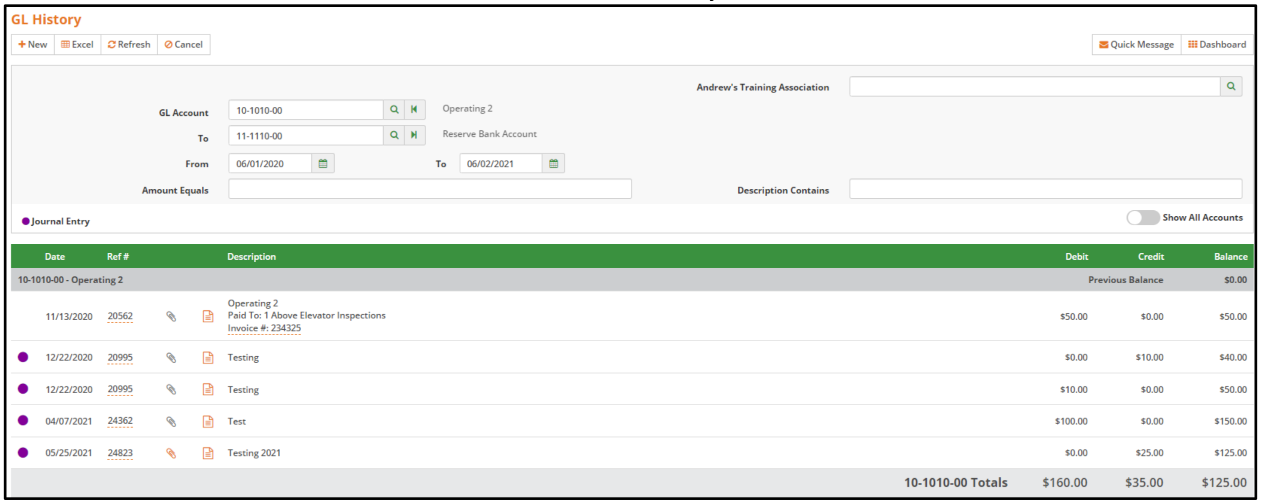
Accounting

GL History

The GL History screen provides GL account number history, per association. Select **Accounting**/*GL History*. Choose a GL account (or a range of accounts) to review activities for that account. Search by:

- **GL Account**—Search for and select or enter the account number or name or a range thereof
- **From/To Dates**—Enter a specific date or a date range
- **Amount Equals**—Enter a dollar amount
- **Description Contains**—Enter a portion of or a complete entry description

Exhibit 35: GL History Screen



If a journal entry has been made, that line item is marked with a purple dot.

Delete manual journal entries from this screen by clicking on the date and pressing **Delete**. JEs are the only entries that can be removed from this screen.

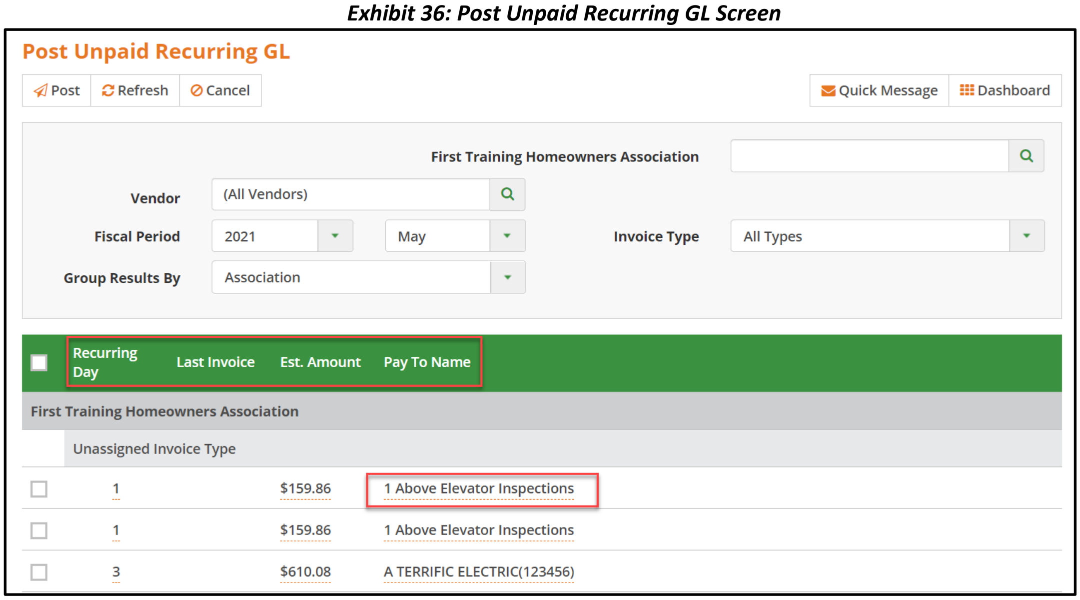
Click on a number in the **Ref No** column to see the other side of that GL entry.

Post AP Invoice

The *Post AP Invoice* screen includes invoices that have been flagged as *Recurring* and allows the user to post an invoice for an estimated payment mount prior to receiving the actual invoice. To post an invoice:

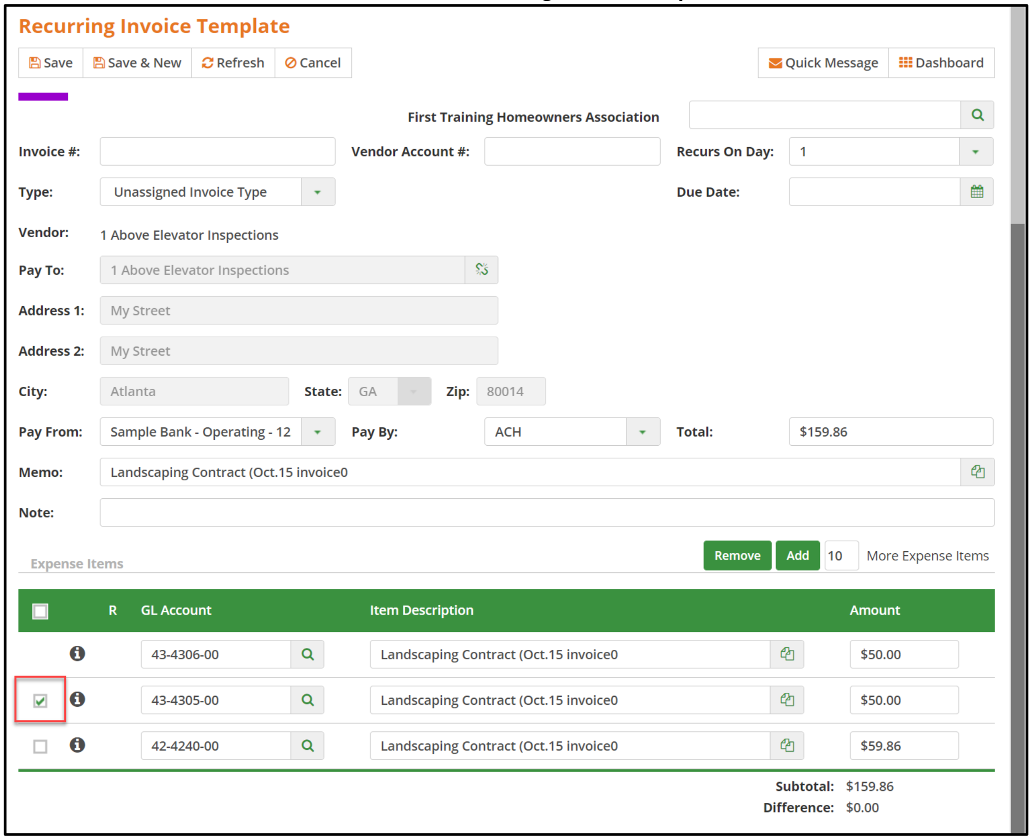
1. Select **Accounting**/*Post AP Invoice*, then search for and select the desired association. Click on the *Recurring Day, Est. Amount*, or *Pay to Name* link to open the invoice.

Exhibit 36: Post Unpaid Recurring GL Screen



2. Make any necessary changes to the *Invoice Amount, Recurs on Day*, etc.
3. Click **Save**.

Exhibit 37: Recurring Invoice Template

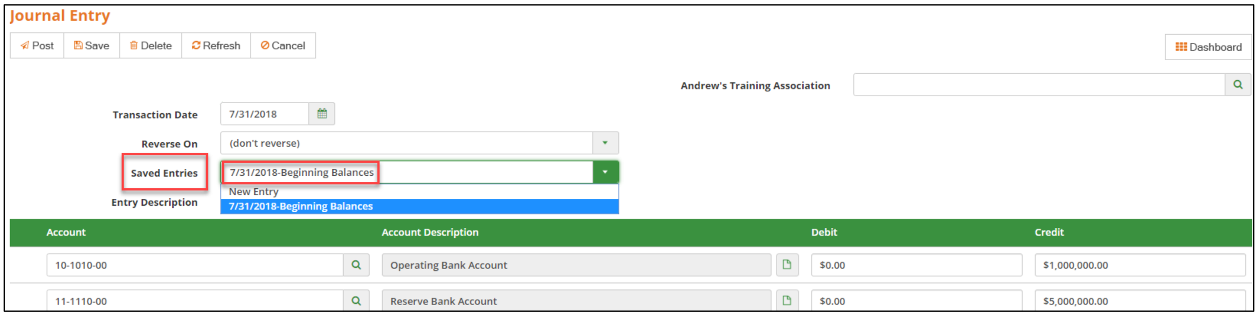


Journal Entries

Select **Accounting**/*Journal Entries.* Except for entering beginning GL balances for reporting, it is unnecessary to create a JE in CINC because when entries are posted, the transaction is recorded on the homeowner's ledger and the GL entry is created at the same time. Manual JEs posted from this screen to a bank account (A/R or A/P) will cause the account to be out of balance in CINC.

If there are previously saved entries, bring them up under the **Saved Entries** dropdown. Save beginning balances for all communities that are brought in to CINC by pressing **Save** after making entries. Debits and credits must be balanced in order to post an entry.

Exhibit 38: Journal Entry Screen



If financial reports are run and there are errors, select **Accounting**/*GL History*, find the highlighted manual journal entry, click on the **Ref No**, and delete it. Then go back to the JE screen, correct the problem, save, and repost it.

Chart of Accounts

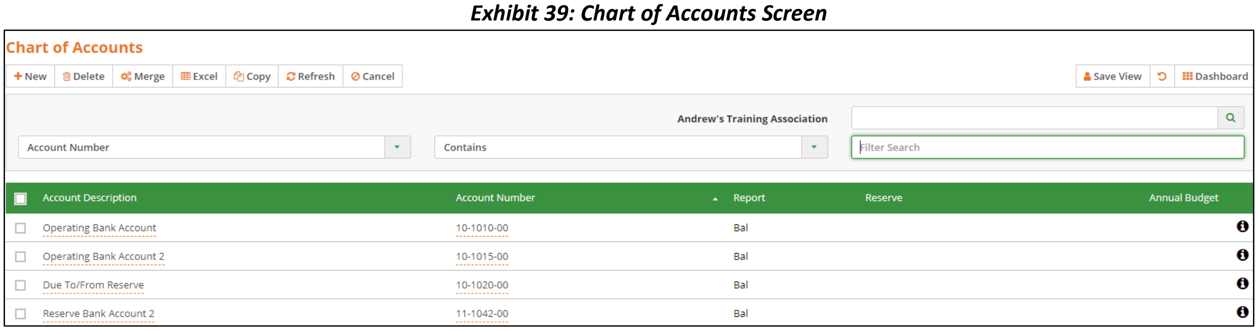
Select **Accounting**/*Chart of Accounts.* Search for an association by either *Account Number* or *Description*.

Add COA

Click **New** to add a COA and complete these fields:

- **Account Description**
- **Account Number (using format shown)**
- **Report Type**
  - **Balance Sheet**
  - **Income Statement**
- **Typical Balance**
  - **Debit**
  - **Credit**
- **Reserve Account**: Check if there will be a separate set of financials created

Exhibit 39: Chart of Accounts Screen



Click Mass Update at the bottom of the screen to add a new account to ALL associations or to specific multiple associations.

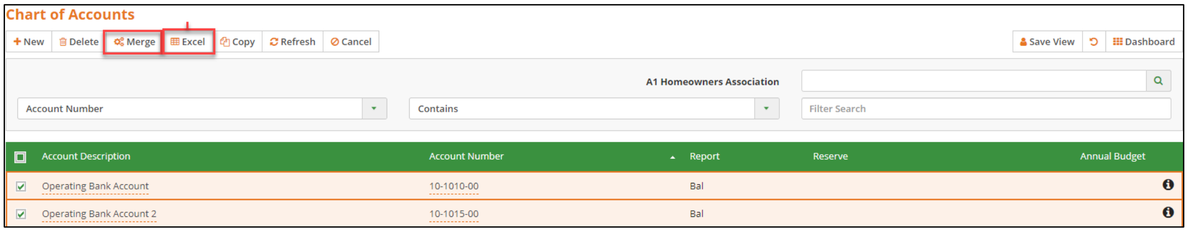
Delete COA

COAs may be deleted if they are not being used. Check the box next to the entry to be deleted and click **Delete**, then confirm on the popup.

Merge COA

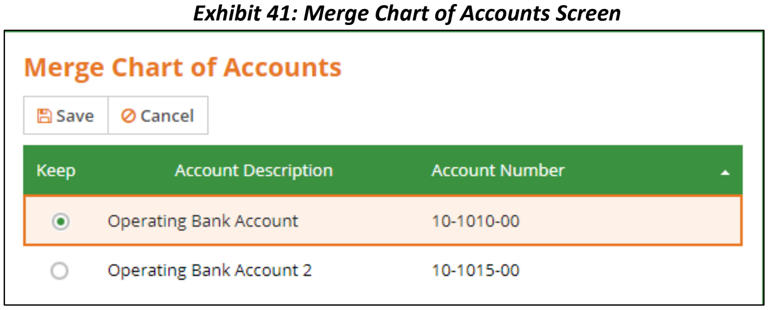
Combine multiple accounts into one with the Merge function. Select two or more accounts and click **Merge**.

Exhibit 40: Chart of Account Functions



In the popup, select the *Account Description* name to keep, then click **Save**.

Exhibit 41: Merge Chart of Accounts Screen



Export COA to Excel

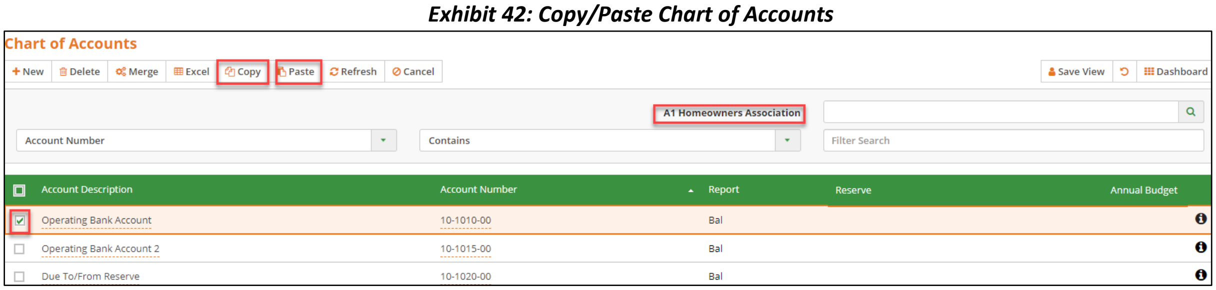
Select the account(s) to be exported to an Excel report, then click **Excel** (see *Exhibit 39*). A report is generated and stored in the default download directory.

Copy a COA

To copy an existing COA to a different community:

1. Select the *Homeowner's Association* from which to copy.
2. Select an **Account Description** and click **Copy**. In the popup, select either *All Accounts* or *Selected Accounts* and press **Accept**. Confirm selection in the next popup.

Exhibit 42: Copy/Paste Chart of Accounts

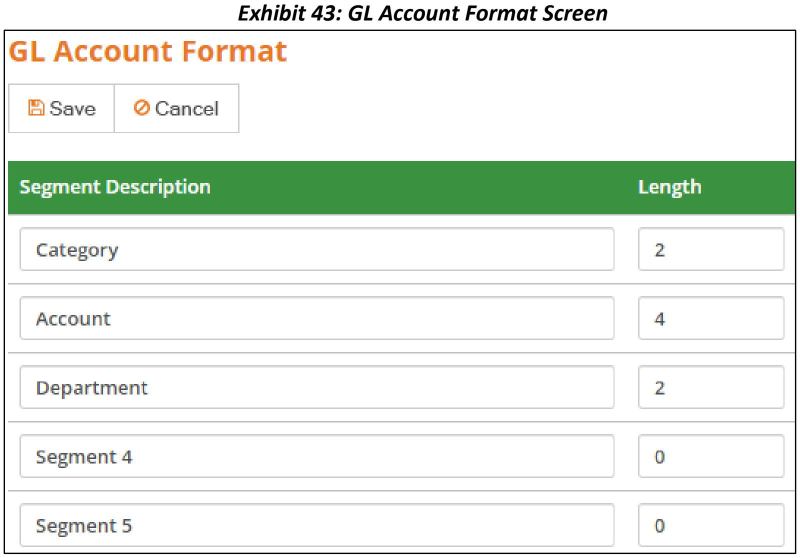


3. Back on the *Chart of Accounts* screen, select the HOA to which to copy the COA(s), then press **Paste**.

Set the GL Account Format

Select **Accounting**/*GL Account Format.* Specify up to five segments for an account number, then press **Save**.

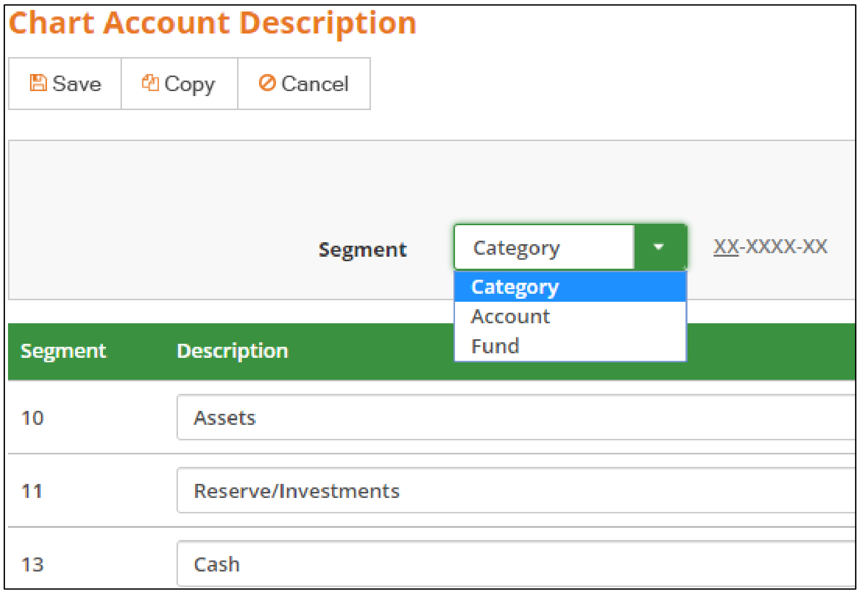
Exhibit 43: GL Account Format Screen



GL Segment Descriptions

Select **Accounting**/*GL Segment Descriptions* to specify the way financials will be displayed. The first two digits (*Category*) are used to group similar accounts together. The next four digits are *Account* numbers, and the last two are *Fund* numbers. Copy from one community to another using the **Copy** function.

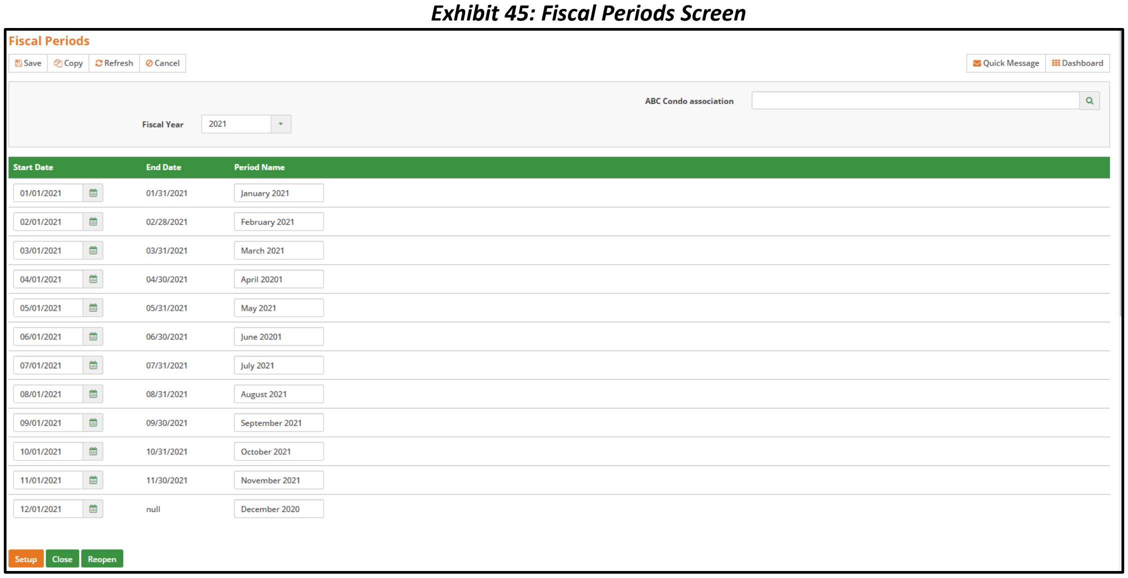
Exhibit 44: COA Segment Description Screen



Fiscal Periods

Select **Accounting**/*Fiscal Periods* to set up fiscal periods and their start dates for a calendar year for each association. Select an association, enter each line, then click **Save**. Fiscal years can be configured up to 15 years beyond the current calendar year.

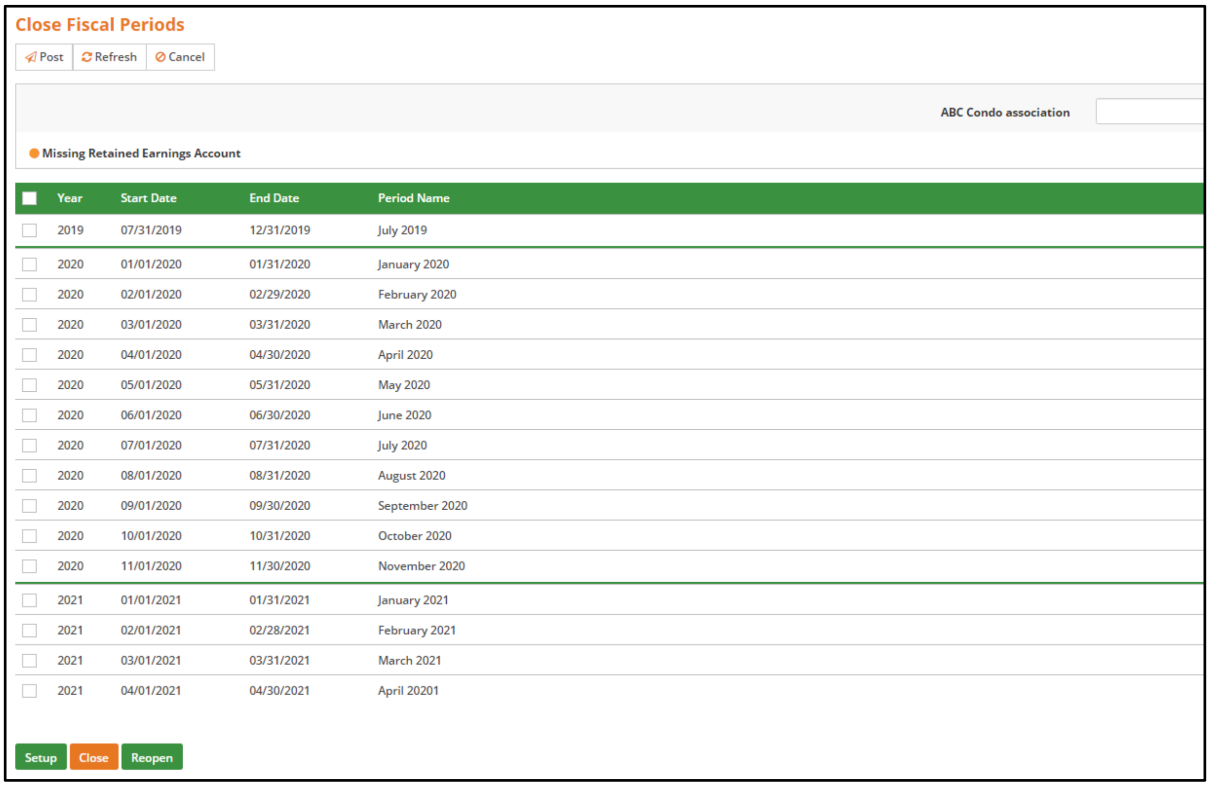
Exhibit 45: Fiscal Periods Screen



Close/Reopen a Fiscal Period

Select the **Close** tab to close a fiscal period. Close the appropriate period each month (and all previous months) or close them all at the end of the fiscal year. Select the periods to close, then click **Post**. This posts a retained earnings entry to the GL.

Exhibit 46: Close Fiscal Periods Screen


Close Fiscal Periods

Post | Refresh | Cancel

ABC Condo association

Missing Retained Earnings Account

Year	Start Date	End Date	Period Name
2019	07/31/2019	12/31/2019	July 2019
2020	01/01/2020	01/31/2020	January 2020
2020	02/01/2020	02/29/2020	February 2020
2020	03/01/2020	03/31/2020	March 2020
2020	04/01/2020	04/30/2020	April 2020
2020	05/01/2020	05/31/2020	May 2020
2020	06/01/2020	06/30/2020	June 2020
2020	07/01/2020	07/31/2020	July 2020
2020	08/01/2020	08/31/2020	August 2020
2020	09/01/2020	09/30/2020	September 2020
2020	10/01/2020	10/31/2020	October 2020
2020	11/01/2020	11/30/2020	November 2020
2021	01/01/2021	01/31/2021	January 2021
2021	02/01/2021	02/28/2021	February 2021
2021	03/01/2021	03/31/2021	March 2021
2021	04/01/2021	04/30/2021	April 20201

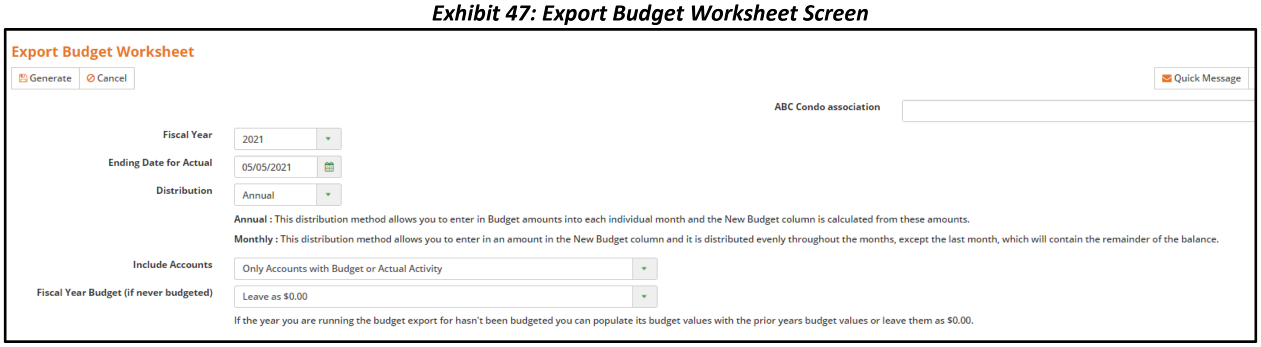
Setup | Close | Reopen

To reopen a fiscal year, click the **Reopen** tab, select the period(s) to reopen, and press **Save**.

Export Budget Worksheet

Select **Accounting**/*Export Budget Worksheet*. To import a budget to CINC, download a spreadsheet with the correct format to import data into CINC. **Ending Date** defaults to the last day of last month but can be changed. Choose a **Distribution** method of *Annual* or *Monthly* (see screen for descriptions). Monthly amounts may be manipulated if they total the annual amount.

Exhibit 47: Export Budget Worksheet Screen



The worksheet request is queued, and an alert will display when it has been generated.

Exhibit 48: Queue

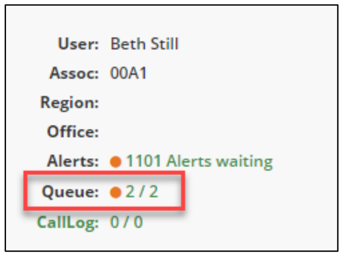
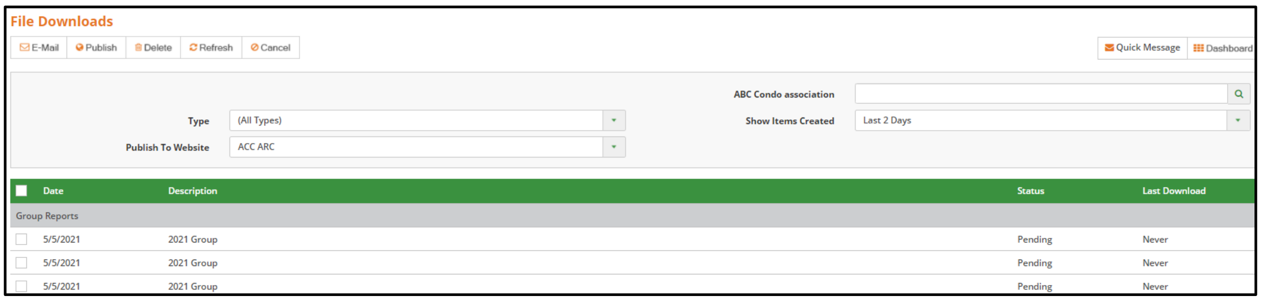


Exhibit 49: File Downloads Screen



Import Budget

Select **Accounting**/*Import Budget*. Select a completed budget worksheet to import, then click **Import**. If the *Reconcile Budget* screen displays, it may mean there is an invalid chart account number (not found in the COA). It will ask if it should add that number to the COA.

Reports

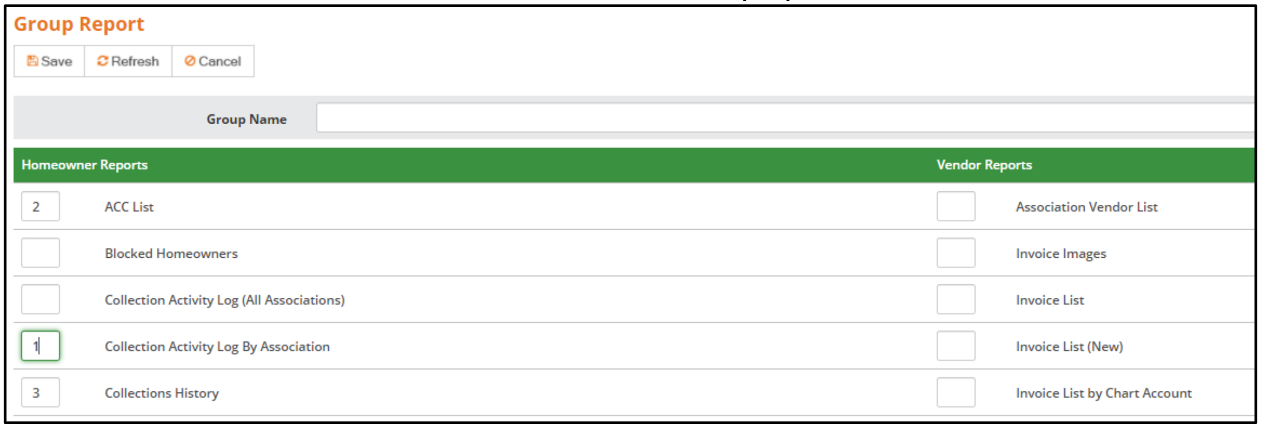
Accounting Reports

Select **Reports**/*Accounting Reports*. This is where balance sheets, income statements, etc., are generated.

Group Reports

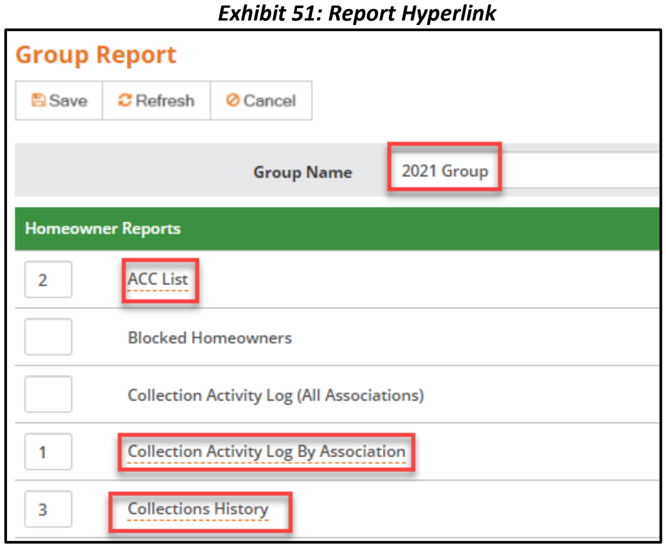
Select **Reports**/*Group Reports*. Set up group reports at month end. Click **New** and specify *Group Name*. These may be preliminary financial reports that a manager can review before final copies are produced. Once this group of reports is named, a list of every report in the system is displayed. There are empty boxes beside each report name. Rank the reports in the desired order, then click **Save**.

Exhibit 50: Create New Group Reports



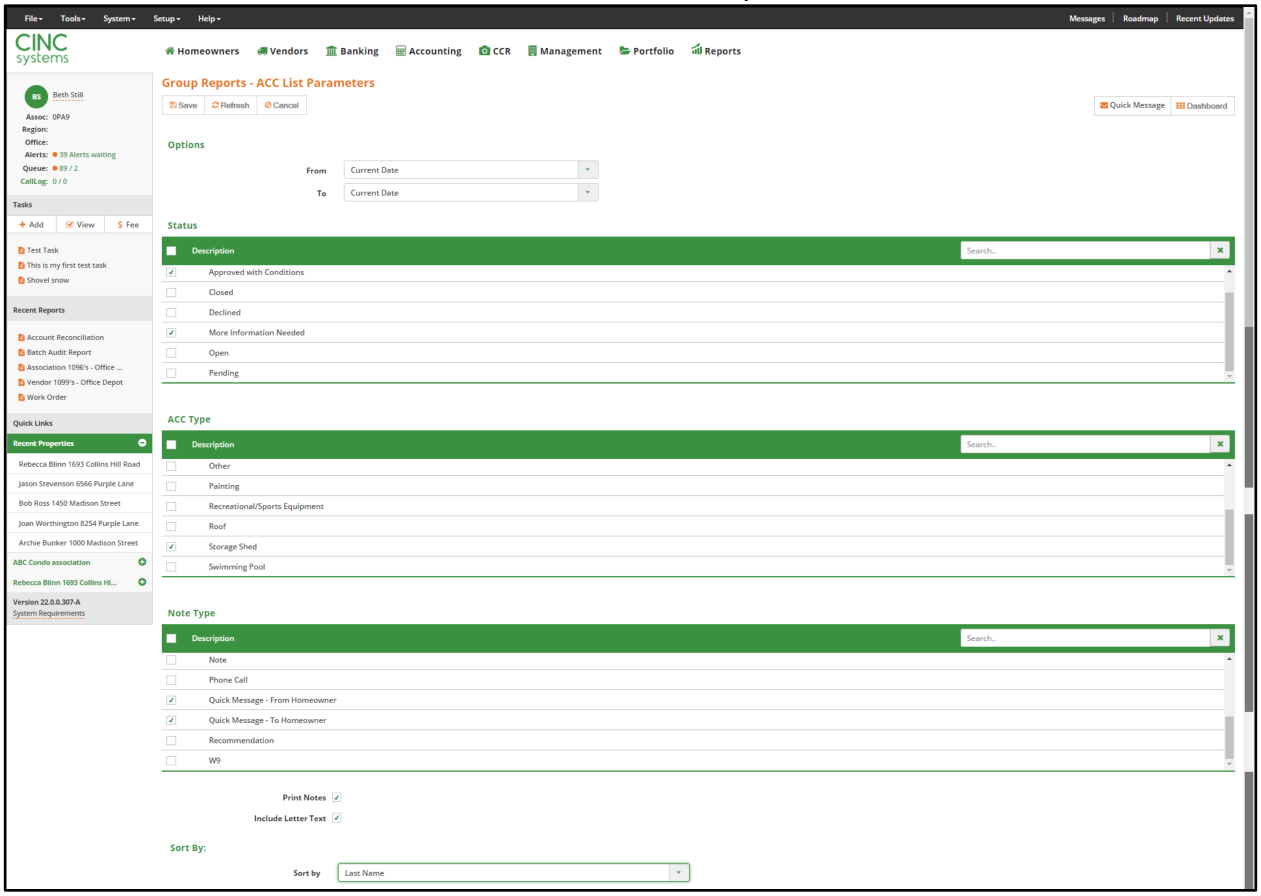
Each selected report name is now a hyperlink.

Exhibit 51: Report Hyperlink



Click on these links to set parameters for each report, then click **Save**.

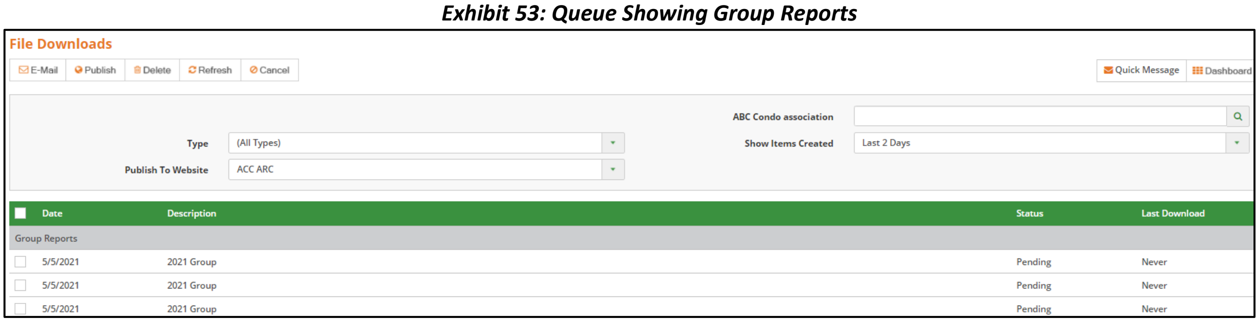
Exhibit 52: Homeowner List Report Screen



***NOTE**: Running a report before setting all the parameters will cause an error message to display*

Back on the *Group Report List* screen, select the group of reports to run, then click **Generate**. The report(s) will run in the background and will be listed in the Queue (see *Exhibit 47*). Review the reports here.

Exhibit 53: Queue Showing Group Reports



To email a report to a specific association's board members, for instance, select the association, check the box next to the desired reports, then click **E-Mail**. The *Email Reports* screen displays; fill in the required information, then click **E-Mail**.

***NOTE**: This only works if a list of board members for this association has been set up.*

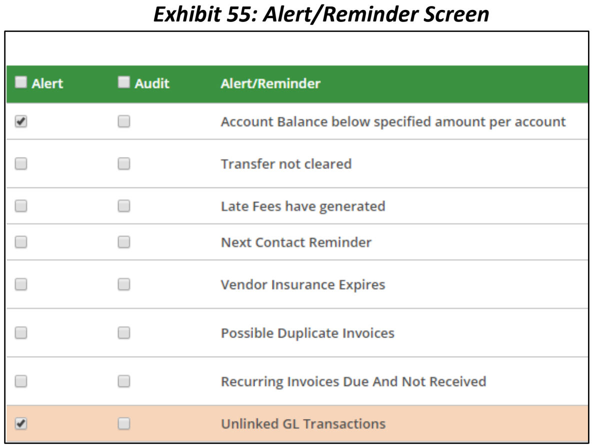
Exhibit 54: Email Reports Screen

Alerts

Select **File**/*Alerts/Reminders.* Select **All Associations** and check the box under *Alert* to set up alerts. The following accounting alerts must be checked in order for CINC to run the alerts automatically on a daily basis:

- Unlinked GL Transactions
- AR Out of Balance (Accrual)
- Balance Sheet Inquiry
- Imbalance: Checkbook vs GL Cash Account

Exhibit 55: Alert/Reminder Screen



Click **Save** to run the checked alerts. They will show in the menu on the left side of the screen. Click on the green **Alerts** hyperlink to display all alerts and reminders.

Exhibit 56: Alerts Queue

User: Beth Still
Assoc: (All Associations)
Region:
Office:
Alerts: 42 Alerts waiting
Queue: 5 / 2
CallLog: 0 / 0

Click on a specific alert to be taken to the appropriate screen in which to address the problem. Alerts must be managed daily.

Exhibit 57: Listing of Generated Alerts

Current Alerts/Reminders

Refresh | Cancel

Alert/Reminder	Association
Account Balance below specified amount per account	First Training Homeowners Association
Account Balance below specified amount per account	Oceanside Homeowners Association
AR Out of Balance(Accrual)	Linda's Training Association
AR Out of Balance(Accrual)	Kim O
Imbalance: Checkbook vs. G/L Cash Account	First Training Homeowners Association
Imbalance: Checkbook vs. G/L Cash Account	First Training Homeowners Association

Tools

Prepaid/AR Balancing

Use **Tools** to drill down on specific alerts to find and fix issues. For instance, to address an alert that AR is out of balance, select **Tools**/*Prepaid AR/Balancing.* Here transactions posted to the homeowner ledger versus what is posted in GL are displayed.

Exhibit 58: Prepaid/AR Balancing Screen

Prepaid/AR Balancing

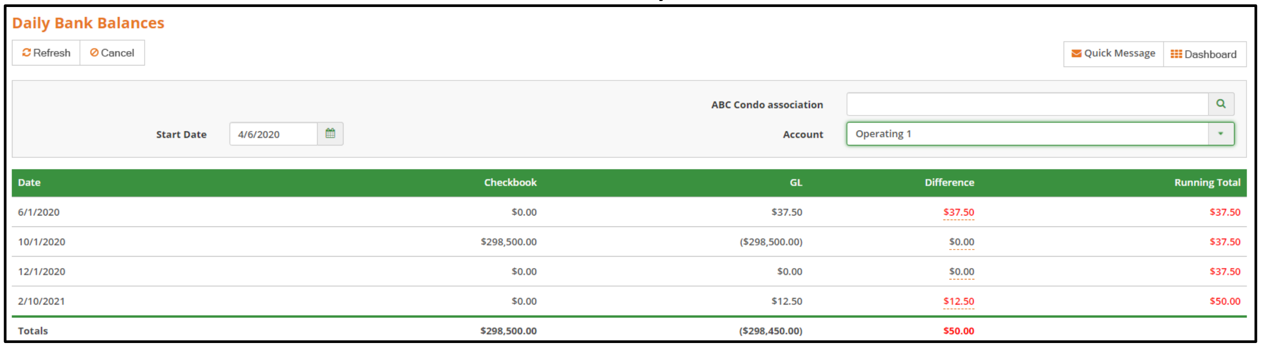
Refresh | Cancel

Association	Prepaid		
	GL	Tran	Difference

Bank Daily Balances

Select **Tools**/*Bank Daily Balances* and run this query when checkbook and GL are out of balance to see differences.

Exhibit 59: Run Daily Balances Screen


Daily Bank Balances

Refresh | Cancel | Quick Message | Dashboard

ABC Condo association

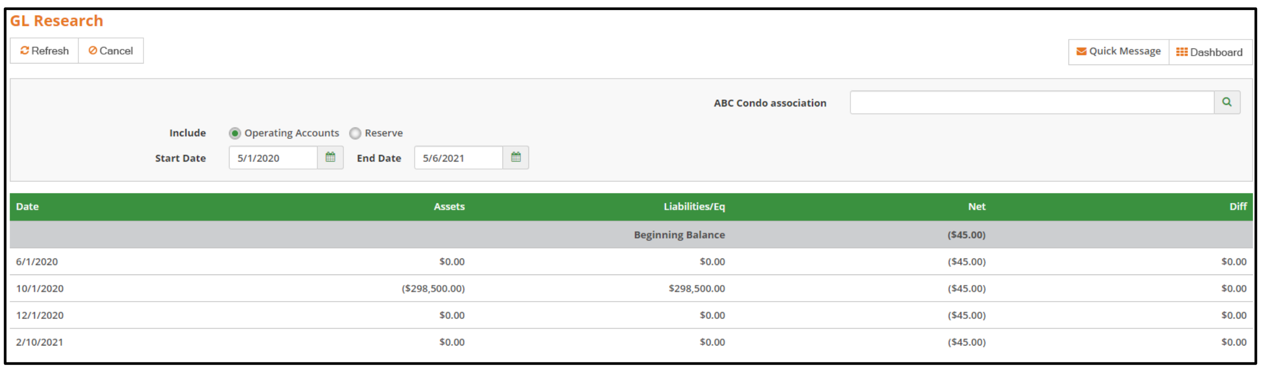
Start Date 4/6/2020 | Account Operating 1

Date	Checkbook	GL	Difference	Running Total
6/1/2020	$0.00	$37.50	$37.50	$37.50
10/1/2020	$298,500.00	($298,500.00)	$0.00	$37.50
12/1/2020	$0.00	$0.00	$0.00	$37.50
2/10/2021	$0.00	$12.50	$12.50	$50.00
Totals	$298,500.00	($298,450.00)	$50.00	

GL Research

Select **Tools**/*GL Research* to run a query when a balance sheet is not in balance. It compares assets to liabilities and flags the differences. If running a separate balance sheet for the reserve account, toggle between operating and reserve accounts.

Exhibit 60: GL Research Screen


GL Research

Refresh | Cancel | Quick Message | Dashboard

ABC Condo association

Include: Operating Accounts | Reserve

Start Date 5/1/2020 | End Date 5/6/2021

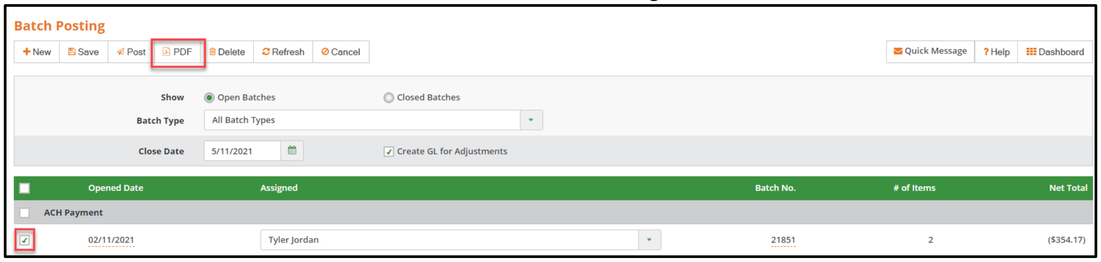
Date	Assets	Liabilities/Eq	Net	Diff
		Beginning Balance	($45.00)	
6/1/2020	$0.00	$0.00	($45.00)	$0.00
10/1/2020	($298,500.00)	$298,500.00	($45.00)	$0.00
12/1/2020	$0.00	$0.00	($45.00)	$0.00
2/10/2021	$0.00	$0.00	($45.00)	$0.00

Lockbox Payments—CINC-Only Customers

Another daily function is to verify that the lockbox has been posted for the previous day:

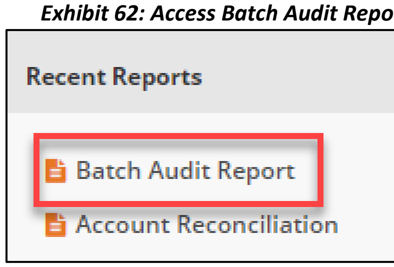
1. Select **Homeowners**/*Pending Payments* and import transactions, specify *All Associations* and check **Post All Associations**, then press **Refresh**. If there are pending payments, they will be displayed.
2. Press **Post**. This creates a batch called *Autopayment*.
3. Select **Homeowners**/*Batch Posting*. Run and review the Batch Audit Report:
   a. Check the box beside the entries to be reported on and click **PDF**

Exhibit 61: Batch Posting Screen



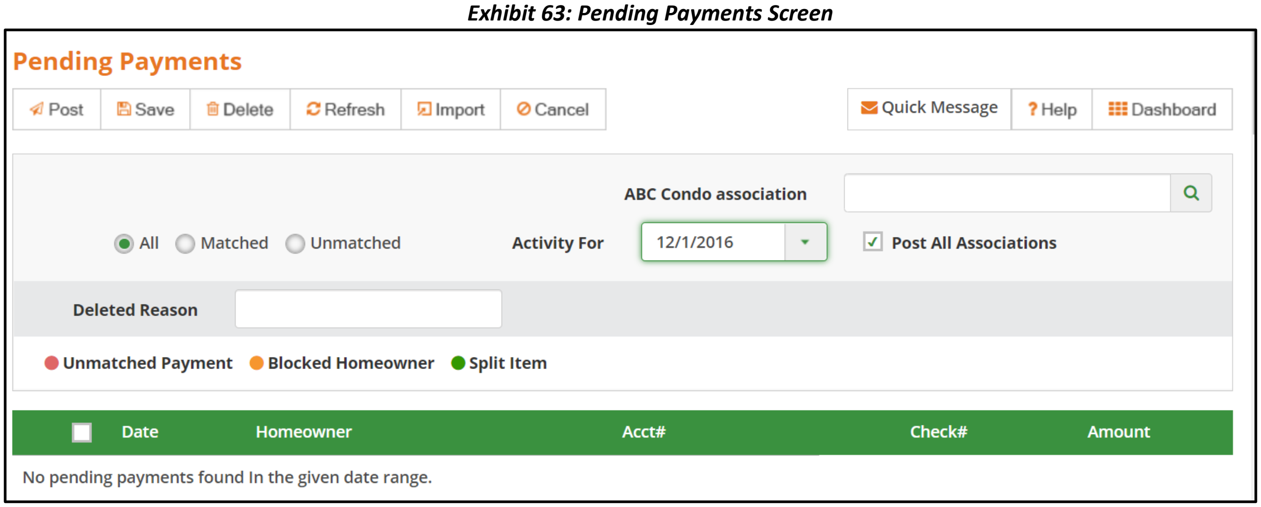
4. Click *Batch Audit Report* on the left menu under **Recent Reports**.

Exhibit 62: Access Batch Audit Report



5. If any checks are returned, post them to the homeowner ledgers to generate the reconciling item. AI customers will also perform daily bank reconciliations. Always transfer all funds needed daily or monthly, depending on how the system is set up.

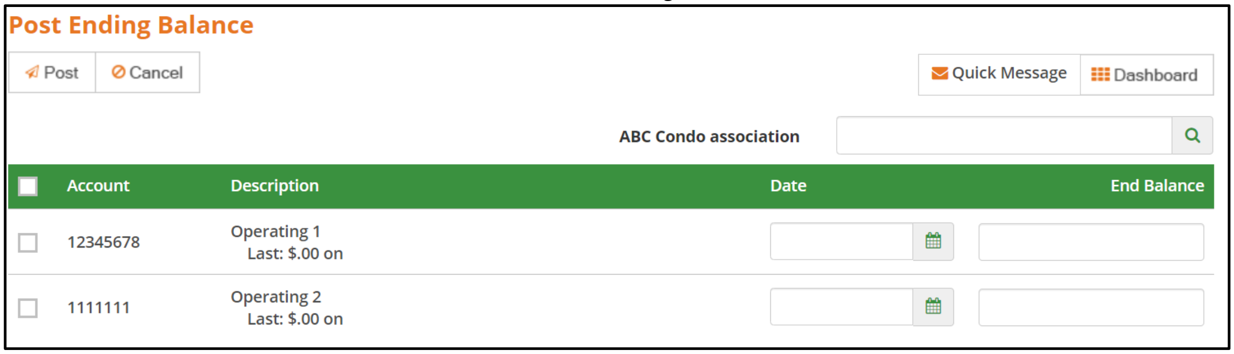
Exhibit 63: Pending Payments Screen



Monthly Functions

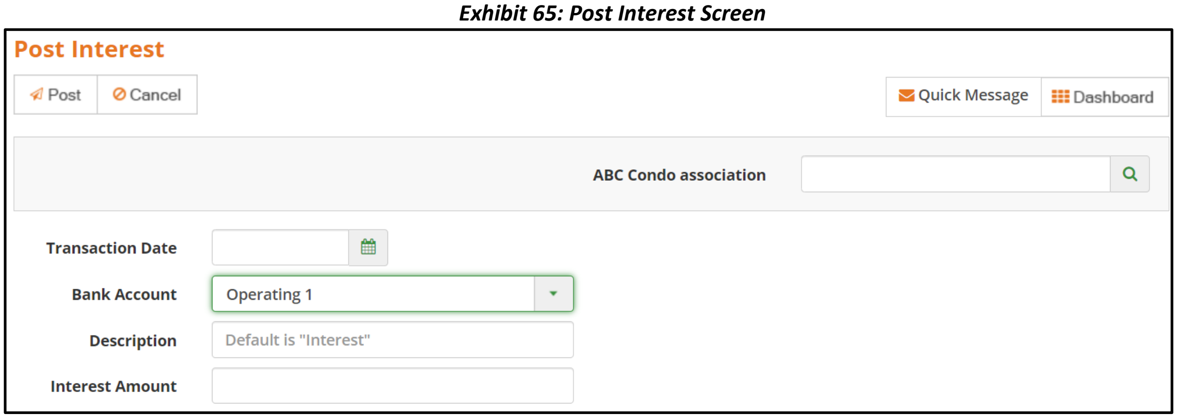
1. Select **Banking**/*Post Ending Balance* to post the ending balance from bank statements for non-AI accounts.

Exhibit 64: Post Ending Balance Screen



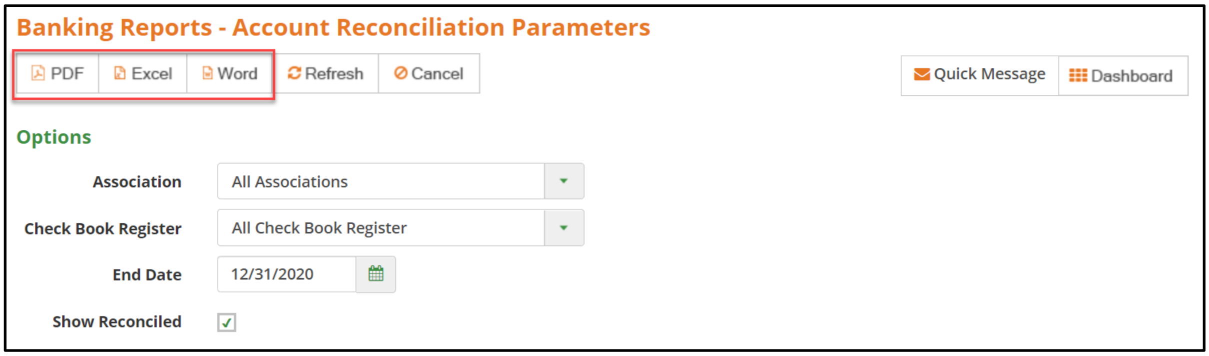
2. Select **Banking**/*Post Interest* for interest-bearing non-AI accounts.

Exhibit 65: Post Interest Screen



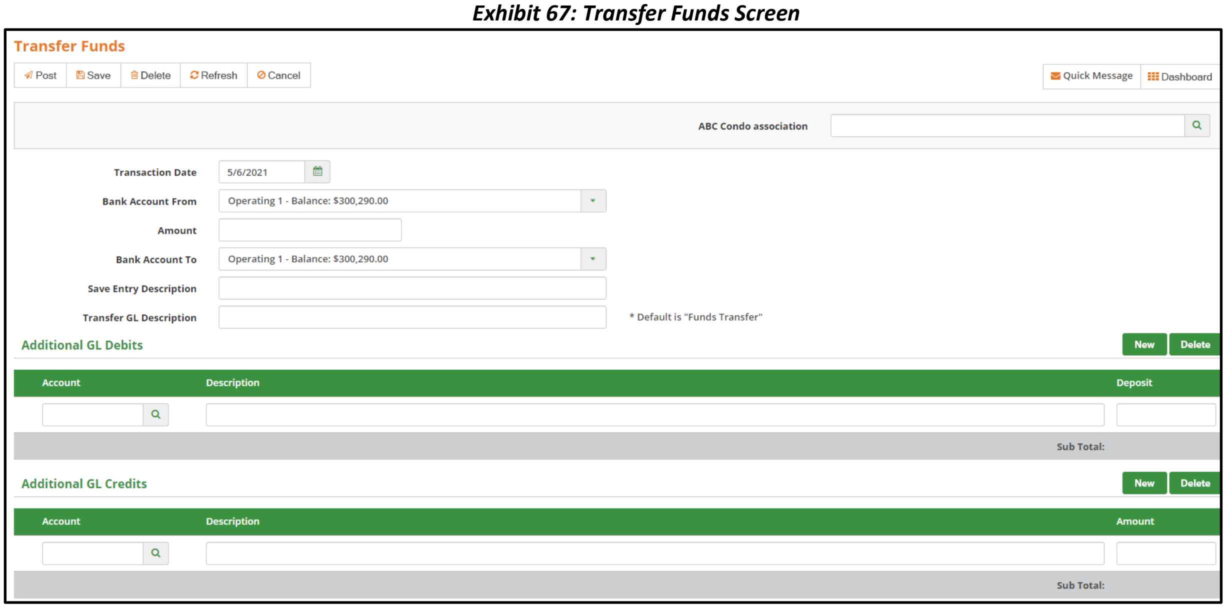
3. Complete the bank reconciliation.
4. Select **Reports**/*Banking Reports* and select *Account Reconciliation.* Choose the parameters and select *.PDF, Excel,* or *Word* as the exported report format.

Exhibit 66: Account Reconciliation Parameters Screen



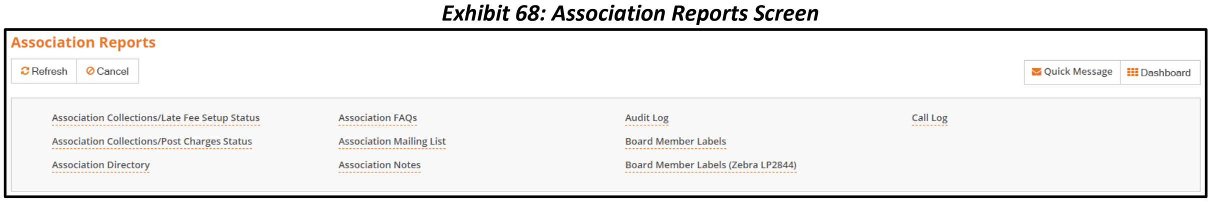
5. Select **Banking**/*Transfer Funds* to do a monthly reserve transfer based on a saved entry.

Exhibit 67: Transfer Funds Screen



6. Select **Reports**/*Association Reports,* run required reports, then go to the queue and email reports to board members. Or if using CINC websites, they can be published to the community website.

Exhibit 68: Association Reports Screen



NOTE*: If closing fiscal periods every month, do so after publishing financials*