

# Vantaca Release Overview for Accountants

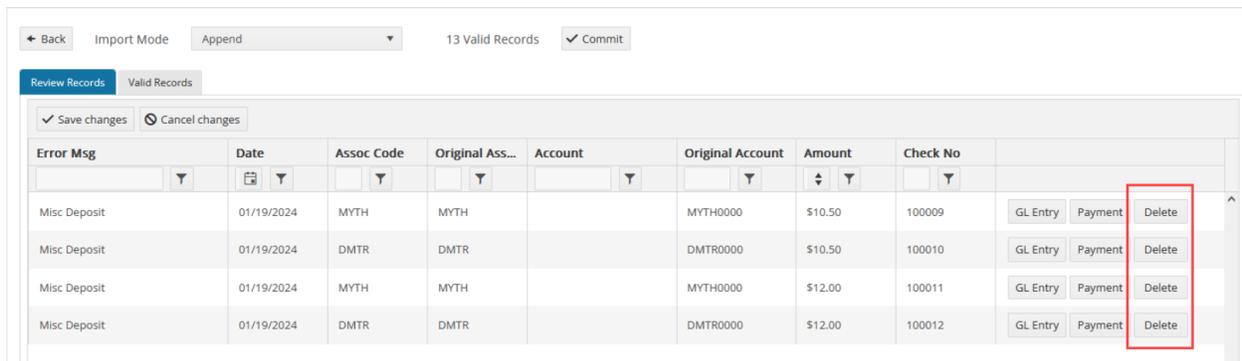
February 8, 2024 Release

## Vantaca Features

### Lockbox – Accounts Receivable

The following changes have been made to **Lockbox** files:

- Added the ability to **Delete** uncommitted Lockbox files.
  - A Delete button has been added to **Settings > Import > Lockbox > Review Records**.

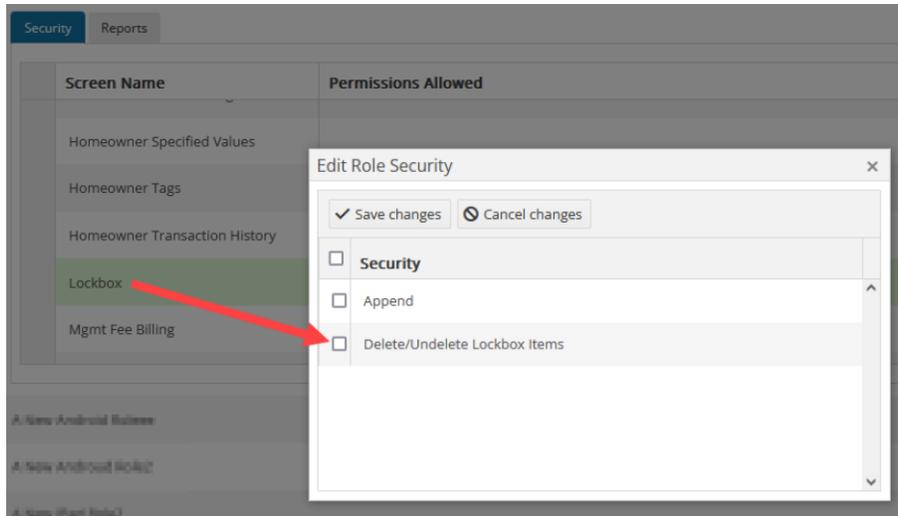


The screenshot shows the 'Review Records' screen in Vantaca. At the top, there are navigation options: 'Back', 'Import Mode' (set to 'Append'), '13 Valid Records', and a 'Commit' button. Below this, there are tabs for 'Review Records' and 'Valid Records'. The main area contains a table with columns: Error Msg, Date, Assoc Code, Original Ass..., Account, Original Account, Amount, Check No, and three action buttons: GL Entry, Payment, and Delete. The 'Delete' button for the first row is highlighted with a red box.

Error Msg	Date	Assoc Code	Original Ass...	Account	Original Account	Amount	Check No	GL Entry	Payment	Delete
Misc Deposit	01/19/2024	MYTH	MYTH		MYTH0000	\$10.50	100009	GL Entry	Payment	Delete
Misc Deposit	01/19/2024	DMTR	DMTR		DMTR0000	\$10.50	100010	GL Entry	Payment	Delete
Misc Deposit	01/19/2024	MYTH	MYTH		MYTH0000	\$12.00	100011	GL Entry	Payment	Delete
Misc Deposit	01/19/2024	DMTR	DMTR		DMTR0000	\$12.00	100012	GL Entry	Payment	Delete

- Clicking the button will prompt the following confirmation message, "Are you sure you want to delete this item for \$10.50? This item was deposited at the bank. If further action is required, please contact the bank."
  - The **Translation** and **Unmatched** tabs will no longer be displayed on the Review Records screen.
  - Users will need to enable the **Delete/Undelete Lockbox Items** permission under **Settings > Roles > Import > Lockbox**.

# Vantaca Release Overview for Accountants



- Added the **Deleted Lockbox Items** tab to **Settings > Import**.

## Imports

Undelete									
<input type="checkbox"/>	Error Msg	Date	Assoc Code	Original Ass...	Account	Original Account	Amount	Check No	
<input type="checkbox"/>	- Less than Balance	01/05/2024	1818	1818	181838305	181838305	\$0.70	123	
<input type="checkbox"/>	- Less than Balance	01/06/2024	1818	1818	181846963	181846963	\$0.80	124	
<input type="checkbox"/>	- Less than Balance	01/01/2024	1818	1818	181834783	181834783	\$0.20	127	
<input type="checkbox"/>	- Less than Balance	01/04/2024	1818	1818	181838210	181838210	\$0.50	130	
<input type="checkbox"/>	- Less than Balance	01/05/2024	1818	1818	181847060	181847060	\$0.60	131	
<input type="checkbox"/>	- Less than Balance	01/06/2024	1818	1818	181847096	181847096	\$0.70	132	

- Tab will display all deleted lockbox items.
- Users with the **Delete/Undelete Lockbox Items** permission can Undelete deleted Lockbox items by using the checkbox on each deleted item or using the select all checkbox in the column header, and clicking **Undelete**.
  - Attempting to Undelete a deleted item that **is in a closed fiscal period** will prompt the following confirmation message, "The date of one or more of the selected items falls within a closed fiscal period. Please reopen the fiscal period in order to undelete the item(s)."
  - Attempting to Undelete an item that **is not in a closed fiscal period** will prompt the following confirmation message, "The selected items will be moved to a file on the Lockbox Review Records screen to be committed. Are you sure you wish to undelete the selected item(s)?"
    - Undeleted entries will each be reassigned a new valid Lockbox File ID.

# Vantaca Release Overview for Accountants

## Imports

Undelete									
<input type="checkbox"/>	Error Msg	Date	Assoc Code	Original Ass...	Account	Original Account	Amount	Check No	
<input type="checkbox"/>	- Less than Balance	01/05/2024	1818	1818	181838305	181838305	\$0.70	123	
<input type="checkbox"/>	- Less than Balance	01/06/2024	1818	1818	181846963	181846963	\$0.80	124	
<input type="checkbox"/>	- Less than Balance	01/01/2024	1818	1818	181834783	181834783	\$0.20	127	
<input type="checkbox"/>	- Less than Balance	01/04/2024	1818	1818	181838210	181838210	\$0.50	130	
<input type="checkbox"/>	- Less than Balance	01/05/2024	1818	1818	181847060	181847060	\$0.60	131	
<input type="checkbox"/>	- Less than Balance	01/06/2024	1818	1818	181847096	181847096	\$0.70	132	

- A **System Activity Note** will now be created whenever any of the following Lockbox deletion actions are taken:
  - Delete Lockbox Item

01/22/2024 12:41:49 PM	Tyus1	Note - Import - Lockbox - Delete Item	An item for the amount \$7.50 was deleted from lockbox file ID 729.
------------------------	-------	---------------------------------------	---

- Undelete Lockbox Item

01/19/2024 1:49:06 PM	Elena	Note - Import - Lockbox - Undelete Item	An item for the amount \$279.00 was undeleted and moved to the Review Records screen for lockbox file ID 724.
-----------------------	-------	---	---

- Delete Lockbox File

01/19/2024 1:37:38 PM	Elena	Note - Import - Lockbox - Delete File	<table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Type</td> <td>Lockbox - NCB - bankimages/973098_C\dev\Test2\LB011995_11142023.txt</td> </tr> <tr> <td>Association</td> <td>N/A</td> </tr> <tr> <td>Date</td> <td>11/14/2023</td> </tr> <tr> <td>File ID</td> <td>722</td> </tr> </tbody> </table>	Field	Value	Type	Lockbox - NCB - bankimages/973098_C\dev\Test2\LB011995_11142023.txt	Association	N/A	Date	11/14/2023	File ID	722
Field	Value												
Type	Lockbox - NCB - bankimages/973098_C\dev\Test2\LB011995_11142023.txt												
Association	N/A												
Date	11/14/2023												
File ID	722												

- Each Entry will display the following information:
  - Note Time
  - Author
  - Activity
  - Comment/Note

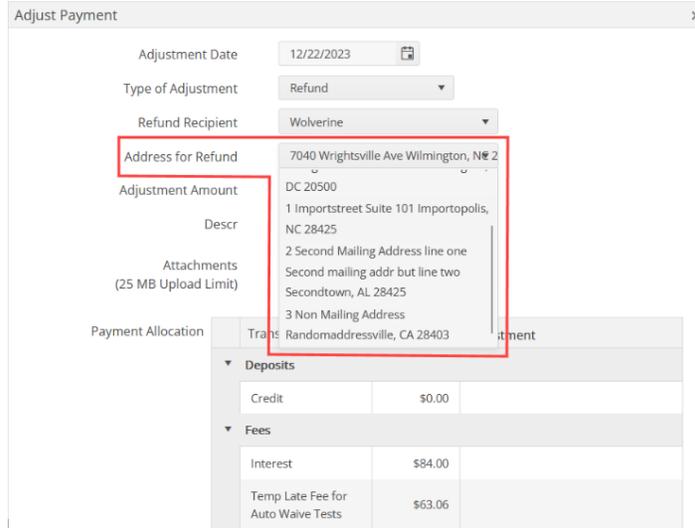


# Vantaca Release Overview for Accountants

## Owner Refund – Accounts Payable

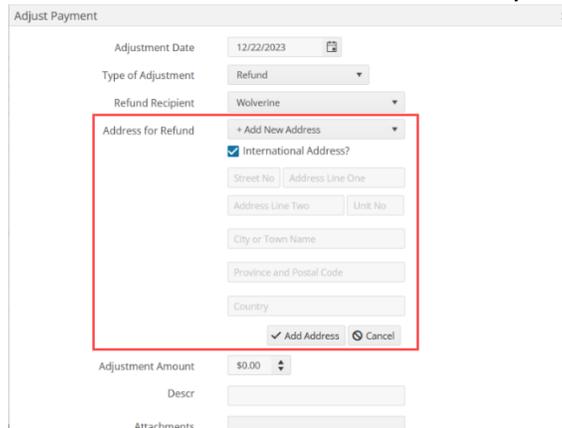
The following changes have been made to Homeowner Refunds:

- Added the ability to manually select the address where the refund will be mailed to.
  - The **Address for Refund** dropdown has been added to the **Adjust Payment** form:



The screenshot shows the 'Adjust Payment' form with the 'Address for Refund' dropdown menu open. The dropdown lists several address options, including '7040 Wrightsville Ave Wilmington, NC 28425', 'DC 20500', '1 Importstreet Suite 101 Importopolis, NC 28425', '2 Second Mailing Address line one', 'Second mailing addr but line two Secondtown, AL 28425', '3 Non Mailing Address', and 'Randomaddressville, CA 28403'. The dropdown is highlighted with a red box.

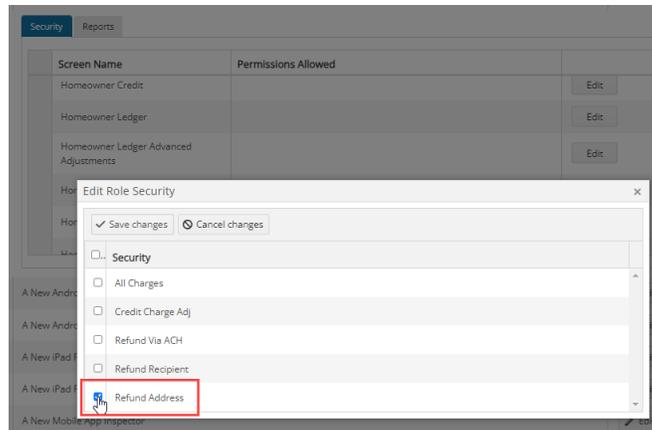
- Any property, mailing, and primary mailing addresses will be available as dropdown options.
- +Add New Address can be used to manually enter a new address.



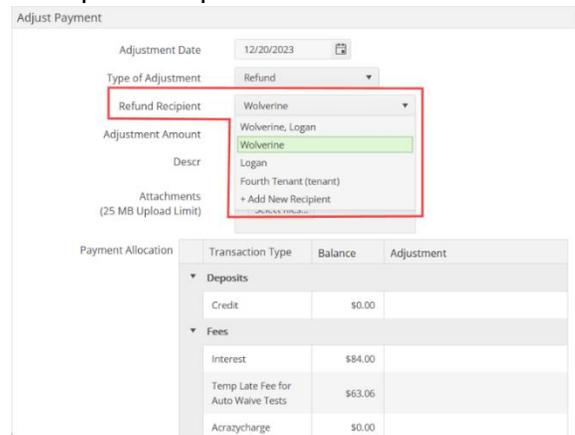
The screenshot shows the 'Adjust Payment' form with the '+Add New Address' dropdown option selected. The dropdown menu is open, showing a form to enter a new address. The form includes fields for 'Street No', 'Address Line One', 'Address Line Two', 'Unit No', 'City or Town Name', 'Province and Postal Code', and 'Country'. There is also a checkbox for 'International Address?' and buttons for 'Add Address' and 'Cancel'. The dropdown menu is highlighted with a red box.

- A Refund Address permission has been added to **Settings > Roles > Homeowner > Homeowner Ledger Advanced Adjustments** which will control the ability to use the **+Add New Address** dropdown option:

# Vantaca Release Overview for Accountants

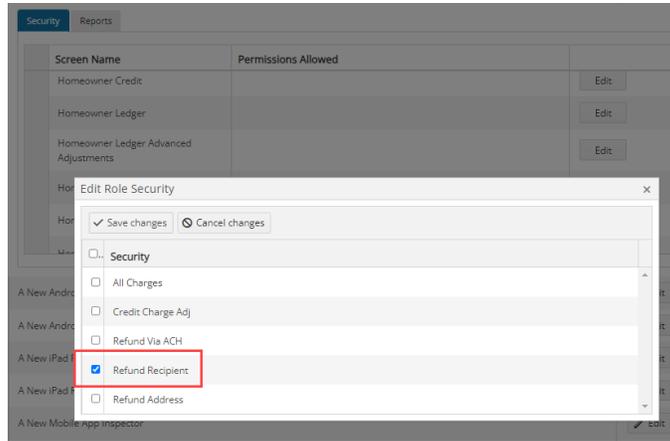


- Added the ability to manually select who receives a refund.
  - The Refund Recipient dropdown has been added to the Adjust Payment form:



- Homeowner, Primary Owner, Second Owner, Primary Tenant, etc will appear on the dropdown, if available for the property, as available options.
  - +Add New Recipient can be used to manually enter a new recipient's information.
    - Textbox supports up to 200 characters.
    - Recipient will not be added to the account and only viewable on the refund they were added to.
  - A **Refund Recipient** permission has been added to **Settings > Roles > Homeowner > Homeowner Ledger Advanced Adjustments** which will control the ability to use the **+Add New Recipient** dropdown option:

# Vantaca Release Overview for Accountants



- Added the ability to attach refund documentation to an invoice when refunding.
  - An **Attachments** field has been added to the Adjust Payment form:

Payment Allocation	Transaction Type	Balance	Adjustment
Deposits			
	Credit	\$0.00	
Fees			
	Interest	\$154.00	
	Temp Late Fee for Auto Waive Tests	\$116.22	
	Acrazycharge	\$0.00	

- Any uploaded attachments can be viewed via the green paperclip icon on the invoice action item and in the Board and Homeowner Portal.
- Updated the Invoice and Check Processing function to accommodate the new abilities to select the Address for Refund and Refund Recipient when performing a refund.
  - The new refund name and address, when applicable, will be displayed on the check, invoice details, and service provider invoice details.

## Invoice Date – AP/AR

Invoice Date will now represent the date that the invoice was paid on the **Invoice > Ready for Payment** screen.