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MANAGE HOUSEHOLD WALLET i

Webster01
4421 Kissena Blvd

Balance:
\$814.00

+ Add Transaction

Search All ▾

Search Transactions

Clear

Search

Showing 1 to 6 of 6 entries

←
1
→

TRANSACTION					ACTIONS
ID	NAME	AMOUNT	DATE ADDED	NOTES	
38	Initial-import VOID	\$400.00	5/1/2025		⋮
35	Plus 564	\$564.00	4/16/2025		⋮

Admins add Wallet amounts manually, or import them via a spreadsheet-compatible file.

A single import file can include both positive amounts for Wallet balances and negative amounts to generate one-off invoices. Note, however, that if you import both a negative amount and a positive balance for the same Household or Member in the same import file, these transactions will not offset or cancel each other out.

To remove a transaction that adds funds to a Wallet, Admins void the transaction. When you add or void Wallet funds, the system creates a time- and date-stamped record for financial tracking. Note that individual community Members cannot add to the balance in a Wallet, and that a Wallet with a \$0 balance is not visible to the corresponding Household or Member.

Household and Member Wallets function completely separately. Each can be used only to pay invoices from their respective types of

dues. Balances cannot cross over automatically from a Household Wallet to a Member one-off invoice or vice versa. Residents cannot use either a Household or a Member Wallet balance to pay for One-Time Charges, Event Registrations or Amenity Reservations, or Amenity Damage Fees.

If a Member wants to transfer a positive Household Wallet balance to a Member Wallet—or vice versa—then an Admin can void the amount in one Wallet and add the corresponding amount to the other Wallet. Each transaction will generate a tracking record.

If you have synced your Admin Dashboard to a QuickBooks Online account, payments made with Wallet funds will show up in QuickBooks.

If you have set up Financials to create records that represent residents' online payments, any payments made with Wallet funds will show up in Financials as transactions.

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Households)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

The screenshot shows the 'HOUSEHOLDS' management interface. On the left is a sidebar with navigation options: Onboarding, Admin Dashboard, Account, Manage Site, Membership, Households (highlighted with a red 'A'), Addresses, Household Form, Household Imports, Features, and Forms. The main area is titled 'HOUSEHOLDS' with an information icon. It includes a search bar with 'Search Title' and 'Search Organizations' buttons, and a 'Show Inactive' toggle. Below the search bar, it says 'Showing 1 to 1 of 1 entries (filtered from 28 total entries)'. A table lists household entries with columns: ADDRESS, TITLE, WALLET BALANCE, TYPE, CITY, STATE, ZIP, MEMBERS, and ACTIONS. One entry is shown: 4421 Kissena Blvd, Webster01, \$814.00, Owner, Flushing, NY, 11355. A red 'B' is next to the title. The ACTIONS column has a three-dot menu with options: View Household, Edit Household, Add Invoice (highlighted with a red 'C'), View Members, Manage Wallet, Deactivate Household, and Delete Household. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 28 total entries)'.

Create a Household Wallet Invoice (Negative Amount)

When you add or import a negative amount into a Household Wallet, the system automatically generates a one-off invoice in that amount and e-mails the invoice to the Household. **Note that if you import a negative balance for a specific Household, you DO NOT need to create a separate Household Wallet invoice for that amount.**

A Household Wallet invoice covers an amount that an individual Household owes outside of any current dues that you have set up in the system. Only use a Household Wallet invoice to collect money that a Household owes beyond and outside of any current or late payment. Otherwise, you will create a duplicate request for payment.

Add a Household Wallet invoice manually through Households

- A** Click on the “Households” tab and then the “Households” tab below it to reach the “HOUSEHOLDS” window.
- B** Locate the Household you want to invoice. Scroll through the list or use search to find them. (For information on how to search for specific Households, please see the [“Search for Households”](#) topic in the “Households” section of online help.)
- C** In the “Actions” column, click on the three-dots menu and choose “Add Invoice.”

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Households)

ADD INVOICE
Invoicing Household
Webster01 - 4421 Kissena Blvd

1. Invoice Details

Invoice Details

Invoice Name* **D**

Amount* **E**

Due Date* **F**

When would you like the invoice to be due?* **G**

Add Invoice Instructions **H**

Sending Invoice on 05/10/2025

Should this due be required for Member Access?* **I**

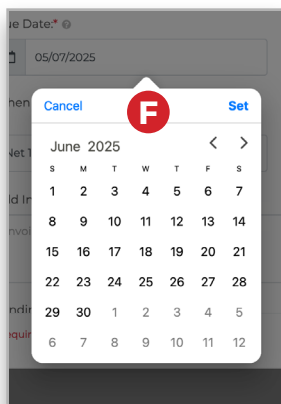
J

*Required Information

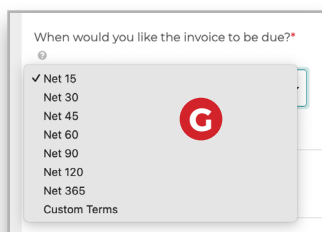
Cancel Next →

D and **E** Enter a distinctive name for the invoice and the amount you want to bill.

F Click in the “Due Date” box to open a calendar window. Click on the arrows below the “Set” link to change the month. The due date must be at least one day after the date on which you create the invoice. After you select a due date, click on the “Set” link.



G Select payment terms from the “When would you like the invoice to be due?” dropdown menu. If you choose “Custom Terms,” enter the



number of days in the “Custom Terms” box that appears. This establishes the maximum amount of time between the invoice due date and the date on which it is e-mailed to the Household. **If the number of days in the terms exceeds the number of days between the due date and the day after the creation date, the invoice goes out the day after you create it.**

H Use the “Add Invoice Instructions” box to display more information on the invoice.

I Use the “Should this due be required for Member Access?” radio buttons to limit the Household members’ website access until they pay this invoice.

J Click on the “Next” button to advance to the second page of the setup window.

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Households)

K “Enable Partial Payments” allows Households to pay in multiple separate installments. Note (1) that you cannot activate both partial payments and late fees, and (2) that activating partial payments does not set a payment schedule.

L Activate “Enable Service Fees” so the Household pays the transaction fees, not the community.

M Activate the “Enable Interest-Based Fee” checkbox to apply a simple or compound interest-based late fee with configurable grace period and optional recurrence.

N Activate the “Enable Flat Fee” checkbox to apply a flat-amount late fee with configurable grace period and optional recurrence.

O When you are happy with your one-off invoice setup, click on the “Save” button.

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Member Details)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

MEMBERS ⓘ
184 Members

Search All Search Members Clear Search

*Search categories marked with an asterisk support multi-word search text.

Show Inactive ☐ Filter To Never Logged In ☐

All: webster x

Showing 1 to 1 of 1 entries (filtered from 215 total entries)

MEMBER	PHONE	WALLET BALANCE	ST	ROLE	LAST LOGIN	ACTIVE	ACTIONS
Jane Webster nbc Carroll@nbc Carroll.com	317-220-7605	\$1,441.94	TX	Admin			- Download Member Report - View Member - Manage Wallet - Add Invoice

Showing 1 to 1 of 1 entries (filtered from 215 total entries)

Create a Household Wallet Invoice (Negative Amount)

When you add or import a negative amount into a Household Wallet, the system automatically generates a one-off invoice in that amount and e-mails the invoice to the Household. **Note that if you import a negative balance for a specific Household, you DO NOT need to create a Household Wallet invoice for that amount.**

A Household Wallet invoice covers an amount that an individual Household owes outside of any current dues that you have set up in the system. Only use a Wallet invoice to collect money that a Household owes beyond and outside of any current or late payment. Otherwise, you will create a duplicate request for payment.

Add a Household Wallet invoice manually through Member Details

- A** Click on the “Membership” tab and then the “Members” tab to reach the “MEMBERS” window.
- B** Locate a member of the Household that you want to invoice. Scroll through the list or use search to find them. (For information on how to search for specific Members, please see the “[Filter the Member List](#)” topic in the “Membership” section of online help.)
- C** In the “Actions” column, click on the three-dots menu and choose “View Member.”

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Member Details)

▼ 4421 Kissena Blvd - Webster01

D + Add Invoice

D Scroll down to the “MEMBER HOUSEHOLDS” section of the window. Locate the applicable Household and click on the “+Add Invoice” button to access the “ADD INVOICE” window.

ADD INVOICE
Invoicing Household
Webster01 - 4421 Kissena Blvd

1. Invoice Details

2. Add Fees

Invoice Details

Invoice Name* **E**

Amount* **F**

Due Date* **G**

When would you like the invoice to be due?* **H**

Add Invoice Instructions **I**

Sending Invoice on 05/10/2025

Should this due be required for Member Access?* **J**

☐ Yes

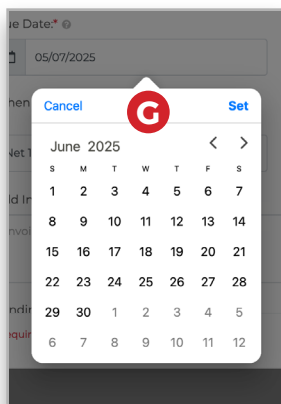
☒ No

*Required Information

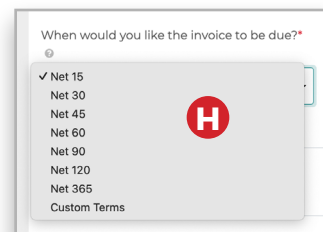
Cancel Next → **K**

E and **F** Enter a distinctive name for the invoice and the amount you want to bill.

G Click in the “Due Date” box to open a calendar window. Click on the arrows below the “Set” link to change the month. The due date must be at least one day after the date on which you create the invoice. After you select a due date, click on the “Set” link.



H Select payment terms from the “When would you like the invoice to be due?” dropdown menu. For “Custom Terms,” enter the number of days in the “Custom Terms” box that appears. Payment terms set the maximum amount of time between the invoice e-mailing date and the invoice due date. **If the terms contain more days than the time span between the creation date plus one day and the due date, the invoice goes out the day after you create it.**



HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Member Details)

I Use the “Add Invoice Instructions” box to display additional information on the invoice.

J Use the “Should this due be required for Member Access?” radio buttons to prevent the Household member from accessing Members-only content on your community website until they remit payment for the full amount of this invoice.

K Click on the “Next” button to advance to the second page of the setup window.

L On the “Add Fees” tab, “Enable Partial Payments” allows Household members to pay in multiple separate installments. Note (1) that you cannot activate both partial payments and late fees, and (2) that activating partial payments does not set a payment schedule.

M With “Enable Service Fees” active, the resident pays transaction processing fees, not the community.

ADD INVOICE

Invoicing Household

Webster01 - 4421 Kissena Blvd

1. Invoice Details

2. Add Fees

Invoice Details

Invoice Name* **E**

Amount* **F**

Due Date* **G**

When would you like the invoice to be due?* **H**

Add Invoice Instructions **I**

Sending Invoice on 05/10/2025

Should this due be required for Member Access?* **J**

*Required Information

Cancel

Next **K**

ADD INVOICE

Invoicing Household Webster01

Invoice Details

2. Add Fees

Add Fees

Enable Partial Payments **L**

Enable Service Fees **M**

Late Fees

Enable Interest Based Fee **N**

Enable Flat Fee **O**

*Required Information

Back

Save **P**

Enable Service Fees **M**

A service fee will be added to all new payments for this due. The service fee will be the base value of the payment multiplied by the percentage selected below. The dollar amount selected below will then be added to the total.

Credit/Debit Card Payment

ACH (Electronic Bank to Bank) Payment

For a \$100 payment, the fee paid with this configuration would be \$3.94 with a total payment of \$103.94

For a \$100 payment, the fee paid with this configuration would be \$1.01 with a total payment of \$101.01

HOUSEHOLD WALLET: CREATE A ONE-OFF INVOICE (Member Details)

ADD INVOICE

Invoicing Household - Webster01

Invoice Details

2. Add Fees

Add Fees

Enable Partial Payments ?

Note: Late fees cannot be applied to dues that allow partial payments.

Enable Service Fees ?

Late Fees

Enable Interest Based Fee ?

Enable Flat Fee ?

*Required Information

Back

Save

N Activate the “Enable Interest-Based Fee” checkbox to apply one simple or compound interest-based late fee. This late fee type offers configurable grace periods and can recur.

O Activate the “Enable Flat Fee” checkbox to apply one or more flat-amount late fees. This late fee type also offers configurable grace periods and can recur.

Enable Interest Based Fee ?

Interest Based Fee

Interest type

Simple

Compound

Percent

%

Grace Period

0

days

Frequency

Once

Daily

Weekly

Monthly

Quarterly

Bi-Annually

Yearly

Enable Flat Fee ?

Enable Flat Fee ?

Flat Fee

Amount

\$ 0

Grace Period

0

days

Frequency

Once

Daily

Weekly

Monthly

Quarterly

Bi-Annually

Yearly

+ Add Another

P When you are happy with your one-off invoice setup, click on the “Save” button.

hoastart

by Membershine

©2026 HOA Start v.04.17.26

HOUSEHOLD WALLET: CREATE AN INVOICE OR BALANCE (Import)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

The screenshot shows the 'HOUSEHOLDS' management interface. On the left is a sidebar with navigation options: Onboarding, Admin Dashboard, Account, Manage Site, Membership, Households (highlighted with a red 'A'), Addresses, Household Form, Household Imports, Features, Forms, and Payments. The main area displays a table of households with columns: ADDRESS, TITLE, WALLET BALANCE, TYPE, CITY, STATE, ZIP, MEMBERS, and ACTIONS. Below the table, it says 'Showing 1 to 20 of 25 entries'. A dropdown menu is open from the 'Households Actions' button (marked with a red 'B'), showing options: Edit Types, Download Households, Download Household Members, Import Invoices or Balance (marked with a red 'C'), Download Invoices or Balance, New Household, Add Label to Filtered Households, and Remove Label from Filtered Households. The table contains 8 rows of household data.

ADDRESS	TITLE	WALLET BALANCE	TYPE	CITY	STATE	ZIP	MEMBERS	ACTIONS
121 Harrison St	Harrison01	\$200.00	Owner	Flushing	NY	11355	2	
125 Warfield Ln	Shuster01	\$100.00	Owner	Flushing	NY	11355	2	
132 Harrison St	Wayne01	\$200.00	Owner	Flushing	NY	11355	2	
125 Harrison St	Garfield01	\$189.33	Owner	Flushing	NY	11355	1	
144 Warfield Ln	Carson01	\$190.00	Owner	Flushing	NY	11355	2	
134 Warfield Ln	Moore01	\$0.00	Owner	Flushing	NY	11355	2	
138 Benway Ln	West01	\$992.00	Owner	Flushing	NY	11355	2	

Create a Household Wallet invoice (negative amount) or balance (positive amount)

When you add or import a negative amount into a Household Wallet, the system automatically generates a one-off invoice in that amount and e-mails the invoice to the Household. **Note: If you import a negative amount for a specific Household, DO NOT create an invoice for that amount, or you will create duplicate billing.**

The same import file that brings in negative amounts and creates one-off invoices also can bring in positive amounts. These positive values become Household Wallet balances that Household members can use to pay regular invoices, or invoices created through adding or importing a negative amount into a Household Wallet.

Import Household Wallet balances and one-off invoice amounts

- A** Click on the “Households” tab and then the “Households” tab below it to reach the “HOUSEHOLDS” window.
- B** Click on the “Households Actions” button to open its dropdown menu.
- C** Select “Import Invoices or Balance” to begin the import process.

HOUSEHOLD WALLET: CREATE AN INVOICE OR BALANCE (Import)

HOUSEHOLD WALLET IMPORT i

D
+ Import Household Transactions i

Clear
Search

Incomplete Only ☐

D In the “HOUSEHOLD WALLET IMPORT” window, click on the “+Import Household Transactions” button to get started.

E Click on the “Download Import Template” button to download a copy of the CSV file into which you’ll enter your invoice and balance data.

F Fill in the import template. Positive values create Household Wallet balances that Members can apply to Household dues invoices. Negative values prompt the system to create and send out one-off invoices. The “Notes” column is optional.

F

	A	B	C	D	E	F	G	H	I	J	K
1	Household Title	Country	Address Line 1	Address Line 2	City	State	ZIP	Transaction Amount	Transaction Name	Notes	Is Paid
2	Harrison01	United States	121 Harrison St		Flushing	New York	11355	-53	Back balance	Old late fee	FALSE
3	Shuster01	United States	125 Warfield Ln		Flushing	New York	11355	22	Amenity credit	Gazebo	
4	Wayne01	United States	132 Harrison St		Flushing	New York	11355	38	Overpayment	Assessment	
5	Garfield01	United States	125 Harrison St		Flushing	New York	11355	14	Overpayment	Assessment	
6	Carson01	United States	144 Warfield Ln		Flushing	New York	11355	-97	Back balance	Old late fee	TRUE
7	Moore01	United States	134 Warfield Ln		Flushing	New York	11355	44	Amenity credit	Clubhouse	
8	West01	United States	138 Benway Ln		Flushing	New York	11355	132	Pool keys, refund	Sublet	
9	Warren01	United States	156 Benway Ln		Flushing	New York	11355	-102	Back balance	Old late fee	FALSE

H

H Enter True/False, Yes/No, or 1/0 values in the “Is Paid” field on negative amounts to create one-off invoices that automatically are marked Paid.

Once you complete and save the input template, click on **G** the “Browse” button to access your file. After you select it, the “IMPORT WALLET DATA” window shows **I** the import filename.

IMPORT WALLET DATA x

Download Import Template

Or

Browse

IMPORT WALLET DATA x

Download Import Template

Or

File: import-household-transactions.csv Remove File

Terms

Due Date

View Summary
Cancel

J Enter payment terms in the “Terms” box, and click in the “Due Date” box to set when payment is due. Note that these settings only apply to negative amounts that become one-off invoices.

K Click on the “View Summary” button to upload the file and allow the system to review your data.

L The “HOUSEHOLD WALLET TRANSACTIONS IMPORT SUMMARY” window shows how many records will or won’t import successfully.

HOUSEHOLD WALLET TRANSACTIONS IMPORT SUMMARY x

Please review your import. If everything looks correct, you can finish the import by clicking the button below.

New Transactions: 12

Failed Rows: 0

Import
Close

M If you’re satisfied with the summary results, click on the “Import” button to finish the process. To stop the process so you can adjust your import file, click on the “Close” button.

HOUSEHOLD WALLET: CREATE A BALANCE (Member Details)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

The screenshot shows the 'MEMBERS' page in the HOA Start system. The left sidebar contains navigation tabs: Onboarding, Admin Dashboard, Account, Manage Site, Membership (highlighted with a red 'A'), Members (with a red 'B'), Member Form, Member Approval, Committees, Tags, Boardroom, Sub-Admin Roles, and Households. The main content area shows a search bar with 'Search All' and 'Search Members' buttons. Below the search bar, there are filters for 'Show Inactive' and 'Filter To Never Logged In'. A search result for 'Jane Webster' is displayed, showing her phone number, wallet balance of \$1,441.94, and role of Admin. A red 'B' is placed over the member's name. A dropdown menu is open next to the member's name, showing options: 'Download Member Report', 'View Member' (with a red 'C'), 'Manage Wallet', and 'Add Invoice'. At the bottom of the page, a 'Household Wallet' section shows a balance of '\$814.00' and a 'View Wallet' link with a red 'D'.

Create a Household Wallet Balance (Positive Amount)

Household and Member Wallets are completely separate. Each can be used only to pay invoices for their respective types of dues.

A Household Wallet balance represents payment greater than the amount of Household dues owed. Invoices do not accept payment for more than their face value, so a positive balance must come from outside the invoice payment system itself.

Admins can add to a Household Wallet if the Household has a positive payment balance outside of and beyond any current invoice in the system. To add funds to a Household Wallet, you can accept an offline payment or set up a One-Time Charge to collect the applicable funds.

Add a Household Wallet balance manually through Member Details

- A** Click on the “Membership” tab and then the “Members” tab to reach the “MEMBERS” window.
- B** Locate a member of the Household to whose balance you want to add. (For information on how to search for specific Members, please see the “[Filter the Member List](#)” topic in the “Membership” section of online help.)
- C** In the “Actions” column, click on the three-dots menu and choose “View Member.”

In the “MEMBER DETAILS” window, locate the “MEMBER HOUSEHOLDS” section. **D** Click on the “View Wallet” link to access the “MANAGE HOUSEHOLD WALLET” window.

HOUSEHOLD WALLET: CREATE A BALANCE (Member Details)

← back to households

← back to members

MANAGE HOUSEHOLD WALLET i

Webster01
4421 Kissena Blvd

E

Balance:
\$814.00

F

+ Add Transaction

Search All ▾

Search Transactions

G

Clear

Search

Showing 1 to 7 of 7 entries

← 1 →

H	I	J	K	L	M
↑↓ TRANSACTION ID	↑↓ NAME	↑↓ AMOUNT	↑ DATE ADDED	↑↓ NOTES	ACTIONS
72	Admin Created Transaction	(\$35.00)	5/7/2025		⋮
55	Monthly dues	(\$100.00)	5/7/2025	Autogenerated on use of wallet balance	⋮
35	Special assessment credit	\$564.00	4/16/2025		⋮
22	Voluntary credit	\$135.00	4/16/2025		⋮
15	Transfer of Member Wallet balance	\$200.00	3/12/2025	Balance transfer at resident request	⋮
6	Transfer of Member Wallet balance	\$150.00	2/25/2025	Balance transfer at resident request	⋮
5	Return of extra key fobs VOID	\$100.00	2/25/2025	Loaned equipment	⋮

Showing 1 to 7 of 7 entries

← 1 →

The “MANAGE HOUSEHOLD WALLET” window opens from the “Manage Wallet” Action item for an individual Household.

- E Current Household Wallet balance.
- F Click on the “+Add Transaction” button to enter a new Household Wallet balance amount.
- G Search for specific transactions by Transaction ID, Name, Amount, or Notes.
- H System-assigned transaction ID number.

- I Name assigned to a transaction, or the name of a dues item paid with Household Wallet funds.
- J Transaction amount. Parentheses denote a manually applied or Member-instigated payment.
- K Date of the transaction.
- L Admin- or system-generated transaction notes.
- M Click on the “ACTIONS” column three-dots menu to View or Void an individual transaction. Note that you cannot remove voided transactions.

HOUSEHOLD WALLET: CREATE A BALANCE (Member Details)

[← back to households](#)
[← back to members](#)

MANAGE HOUSEHOLD WALLET i

Webster01
4421 Kissena Blvd

Balance:
\$814.00

F + Add Transaction

Search All ▾

Search Transactions

Clear

Search

Showing 1 to 7 of 7 entries

←

1

→

TRANSACTION ID	NAME	AMOUNT	DATE ADDED	NOTES	ACTIONS
72	Admin Created Transaction	(\$35.00)	5/7/2025	1	⋮
55	Monthly dues	(\$100.00)	5/7/2025	2 Autogenerated on use of wallet balance	⋮
35	Special assessment credit	\$564.00	4/16/2025	3	⋮
22	Voluntary credit	\$135.00	4/16/2025	4	⋮
15	Transfer of Member Wallet balance	\$200.00	3/12/2025	5 Balance transfer at resident request	⋮
6	Transfer of Member Wallet balance	\$150.00	2/25/2025	6 Balance transfer at resident request	⋮
5	Return of extra key fobs VOID	\$100.00	2/25/2025	7 Leaned equipment	⋮

Showing 1 to 7 of 7 entries

←

1

→

The “MANAGE HOUSEHOLD WALLET” window lists transactions paid with a Household Wallet balance, and credits added to or voided from the Household Wallet. **Note that the “MANAGE HOUSEHOLD WALLET” window DOES NOT list one-off invoices unless they are paid with Household Wallet balance funds, as follows:**

1. as an online payment by the Household member through the community website, Member Portal, or mobile app, **or**
2. as a payment recorded manually by the Admin through the Household member’s Member Details record on the Admin Dashboard

1 Manual payment applied by an Admin to an invoice for a Household dues item.

2 Household dues payment made online by a Household member using Household Wallet balance funds.

3 4 5 6 Household Wallet credits, added by an Admin either manually or by import.

7 Voided Household Wallet credit, shown crossed out and with “VOID” symbol.

To create a transaction, click on F the “+Add Transaction” button.

HOUSEHOLD WALLET: CREATE A BALANCE (Member Details)

ADD TRANSACTION

Transaction Name* **N** Amount* **O**

Transaction Name \$ 0.00

Note **P**

300 maximum characters

Cancel Submit **Q**

The first two fields on the “ADD TRANSACTION” window **N** and **O** are required for obvious reasons. The third field **P** is optional.

N Give your transaction a name that will make the identity and purpose of this Household Wallet balance amount obvious from an administrative standpoint.

O Enter the amount of the transaction in dollars and cents.

P Add a note that describes or explains the reason for this Household Wallet balance amount. Your note can be up to 300 characters in length.

Q When you are happy with your Household Wallet Balance transaction setup, click on the “Submit” button to finish creating the transaction. To cancel the transaction setup and return to the “MANAGE HOUSEHOLD WALLET” window, click on the “Cancel” button.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

The screenshot shows the 'HOUSEHOLDS' window in the HOA Start system. On the left is a sidebar with navigation tabs: Onboarding, Admin Dashboard, Account, Manage Site, Membership, **Households** (marked with a red 'A'), Addresses, Household Form, Household Imports, Features, Forms, and Payments. The main area is titled 'HOUSEHOLDS' with an information icon. It includes a search bar with 'Search Title' and 'Search Organizations' buttons, and a 'Show Inactive' toggle. Below the search bar, it says 'Showing 1 to 2 of 2 entries (filtered from 94 total entries)'. A table lists households with columns: ADDRESS, TITLE, WALLET BALANCE, TYPE, CITY, STATE, ZIP, MEMBERS, and ACTIONS. The first row shows '4421 Kissena Blvd' (marked with a red 'B'), 'Webster01', '\$814.00', 'Owner', 'Flushing', 'NY', '11355'. The ACTIONS column for this row has a dropdown menu with options: View Household, Edit Household, Add Invoice, View Members, **Manage Wallet** (marked with a red 'C'), Deactivate Household, and Delete Household. Below the table, it says 'Showing 1 to 2 of 2 entries (filtered from 94 total entries)'.

View and void Household Wallet Balance transactions

The “MANAGE HOUSEHOLD WALLET” window itemizes the transactions added to a Household Wallet and payments made on Household dues with Household Wallet funds. These payments include Admins’ use of Household Wallet funds to mark invoices paid through the Admin Dashboard, and Household members’ use of Household Wallet funds to make online payments for Household invoices, including one-off invoices.

Void individual positive transactions from Household Wallets in the “MANAGE HOUSEHOLD WALLET” window. This action reduces the Household Wallet Balance. To ensure transparency and proper tracking, voided transactions remain listed. To void a one-off Household invoice, view the Member Details for a Household member and choose “Mark Payment.”

View/Void Household Wallet transactions through Households (Positive Amount)

- A** Click on the “Households” tab and then the “Households” tab below it to reach the “HOUSEHOLDS” window.
- B** Locate the Household whose Household Wallet transaction you want to void. Scroll through the Households list or use search to find them. (For information on how to search for specific Households, please see the “[Search for Households](#)” topic in the “Households” section of online help.)
- C** In the “Actions” column, click on the three-dots menu and choose “Manage Wallet.”

See the next page for an alternate way to access the “MANAGE HOUSEHOLD WALLET” window.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

Onboarding

Admin Dashboard

Account

Manage Site

Membership

Members

Member Form

Member Approval

Committees

Tags

Boardroom

Sub-Admin Roles

Households

MEMBERS

184 Members

Members Actions

Search All

Search Members

Clear

Search

*Search categories marked with an asterisk support multi-word search text.

Show Inactive

Filter To Never Logged In

All: webster

Showing 1 to 1 of 1 entries (filtered from 215 total entries)

1

MEMBER	PHONE	WALLET BALANCE	ST	ROLE	LAST LOGIN	ACTIVE	ACTIONS
Jane Webster nbc Carroll@nbc Carroll.com	317-220-7605	\$1,441.94	TX	Admin			Download Member Report View Member Manage Wallet Add Invoice

Showing 1 to 1 of 1 entries (filtered from 215 total entries)

4421 Kissena Blvd - Webster01

+ Add Invoice

Access Type: Owner

Household Members:
Jane Webster
jane-webster@jane-webster.com

Household Labels:

Household Wallet:
\$814.00

View Wallet

View/Void Household Wallet Transactions through Member Details (Positive Amount)

- A

Click on the “Membership” tab and then the “Members” tab to reach the “MEMBERS” window.
- B

Locate a member of the Household whose Household balance includes one or more transactions that you want to void. (For information on how to search for specific Members, please see the “Filter the Member List” topic in the “Membership” section of online help.)

- C

In the “Actions” column, click on the three-dots menu and choose “View Member.”
- In the “MEMBER DETAILS” window, scroll down to the “MEMBER HOUSEHOLDS” section.

D

Click on the “View Wallet” button to access the “MANAGE HOUSEHOLD WALLET” window.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

← back to households
← back to members

MANAGE HOUSEHOLD WALLET i

Webster01
4421 Kissena Blvd
E
Balance: \$814.00
F + Add Transaction

Search All ▾

G
Clear Search

Showing 1 to 7 of 7 entries ← 1 →

H TRANSACTION ID	I NAME	J AMOUNT	K DATE ADDED	L NOTES	M ACTIONS
72	Admin Created Transaction	(\$35.00)	5/7/2025		⋮
55	Monthly dues	(\$100.00)	5/7/2025	Autogenerated on use of wallet balance	⋮
35	Special assessment credit	\$564.00	4/16/2025		⋮
22	Voluntary credit	\$135.00	4/16/2025		⋮
15	Transfer of Member Wallet balance	\$200.00	3/12/2025	Balance transfer at resident request	⋮
6	Transfer of Member Wallet balance	\$150.00	2/25/2025	Balance transfer at resident request	⋮
5	Return of extra key-febs VOID	\$100.00	2/25/2025	Loaned equipment	⋮

Showing 1 to 7 of 7 entries ← 1 →

The “MANAGE HOUSEHOLD WALLET” window opens from the “Manage Wallet” Action item for an individual Household, or the “View Wallet” item in the “MEMBER HOUSEHOLDS” section of the “MEMBER DETAILS” window. These are the individual categories of data you can review here.

- E Current Household Wallet balance.
- F Click on the “+Add Transaction” button to enter a new Household Wallet balance amount.
- G Search for specific transactions by Transaction ID, Name, Amount, or Notes.
- H System-assigned transaction ID number.

- I Name assigned to a transaction, or the name of a dues item paid with Household Wallet funds.
- J Transaction amount. Parentheses denote a manually applied or Household member-instigated payment.
- K Date of the transaction.
- L Admin- or system-generated transaction notes.
- M Click on the “ACTIONS” column three-dots menu to View or Void an individual transaction. Note that you cannot remove voided transactions.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

[← back to households](#)
[← back to members](#)

MANAGE HOUSEHOLD WALLET i

Webster01
4421 Kissena Blvd

Balance:
\$814.00

F + Add Transaction

Search All ▾

Search Transactions

Clear

Search

Showing 1 to 7 of 7 entries

←

1

→

TRANSACTION ID	NAME	AMOUNT	DATE ADDED	NOTES	ACTIONS
72	1 Admin Created Transaction	(\$35.00)	5/7/2025		⋮
55	2 Monthly dues	(\$100.00)	5/7/2025	Autogenerated on use of wallet balance	⋮
35	3 Special assessment credit	\$564.00	4/16/2025		⋮
22	4 Voluntary credit	\$135.00	4/16/2025		⋮
15	5 Transfer of Member Wallet balance	\$200.00	3/12/2025	Balance transfer at resident request	⋮
6	6 Transfer of Member Wallet balance	\$150.00	2/25/2025	Balance transfer at resident request	⋮
5	7 Return of extra key fobs VOID	\$100.00	2/25/2025	Loaned equipment	⋮

Showing 1 to 7 of 7 entries

←

1

→

The “MANAGE HOUSEHOLD WALLET” window lists transactions paid with a Household Wallet balance, and credits added to or voided from the Household Wallet. **Note that the “MANAGE HOUSEHOLD WALLET” window DOES NOT list one-off invoices unless they are paid with Household Wallet balance funds, as follows:**

1. as an online payment by the Household member through the community website, Member Portal, or mobile app, **or**
2. as a payment recorded manually by the Admin through the Household member’s Member Details record on the Admin Dashboard

- 1 Manual payment applied by an Admin to an invoice for a Household dues item.
- 2 Household dues payment made online by a Household member using Household Wallet balance funds.
- 3 4 5 6 Household Wallet credits, added by an Admin either manually or by import.
- 7 Voided Household Wallet credit, shown crossed out and with “VOID” symbol.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

← back to households

← back to members

MANAGE HOUSEHOLD WALLET ⓘ

Webster01
4421 Kissena Blvd

Balance:
\$814.00

+ Add Transaction

Search All ▾

Search Transactions

Clear

Search

Showing 1 to 7 of 7 entries

←

1

→

TRANSACTION ID	NAME	AMOUNT	DATE ADDED	NOTES	ACTIONS
72	Admin Created Transaction	(\$35.00)	5/7/2025		View Transaction Void Transaction
55	Monthly dues	(\$100.00)	5/7/2025	Autogenerated on use of wallet balance	

To view or void a transaction from the “MANAGE HOUSEHOLD WALLET” window, click on **L** its “ACTIONS” three-dots menu and choose either “View Transaction” or “Void Transaction.” **Note that you cannot void a Household Wallet one-off invoice from the “MANAGE HOUSEHOLD WALLET” window. See the following page for information on how to void a Household Wallet one-off invoice from the “MEMBER DETAILS” window.**

VIEW TRANSACTION ×

Transaction Name ⓘ

Special Assessment Credit

Note ⓘ

Amount ⓘ

\$564.00

M

Done

The “VIEW TRANSACTION” window provides the same information that’s visible on the “MANAGE MEMBER WALLET” window, but annotated with tooltips that explain each piece of information. To close the “VIEW TRANSACTION” window, click on the **M** “Done” button.

VOID TRANSACTION ×

Are you sure you want to void this transaction?

Please review the information below.

Transaction Identifier ⓘ

34

Transaction Name ⓘ

Special Assessment Credit

Amount ⓘ

\$564.00

N

O

Void

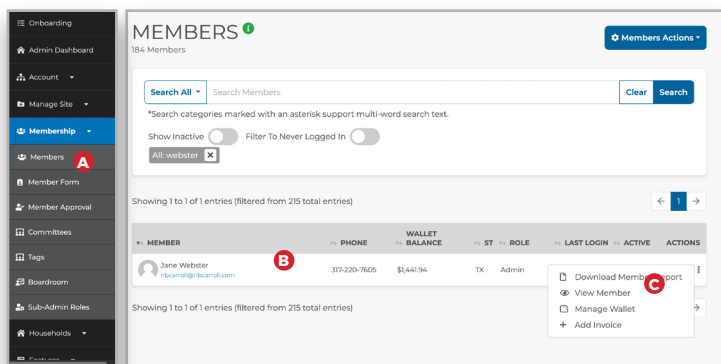
Cancel

Review and confirm your action in the “VOID TRANSACTION” window. To proceed, click on **N** the “Void” button; to close the window without voiding the transaction, click on **O** the “Cancel” button.

HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, Member Details)

View/Void Household Wallet one-off invoices through Member Details (Negative Amount)

Household Wallet one-off invoices DO NOT appear in the “Dues and Fees” section of your Admin Dashboard. Look for these one-off invoices on the “MEMBER DETAILS” window’s “MEMBER HOUSEHOLDS” section. In the “Actions” column, click on the “Mark Payment” icon to void a Household Wallet one-off invoice.



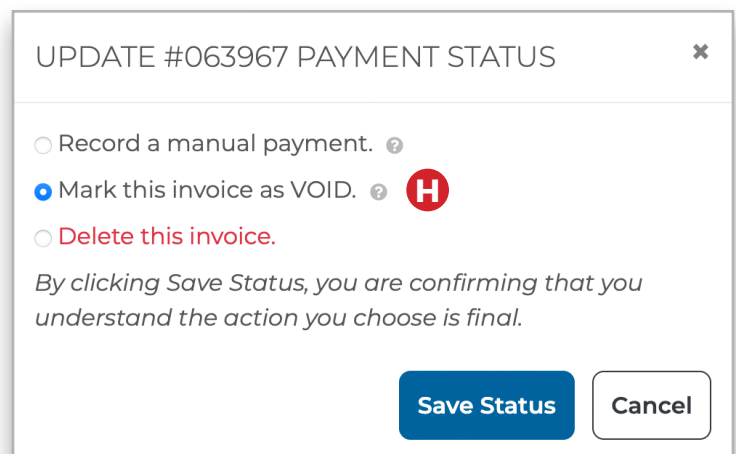
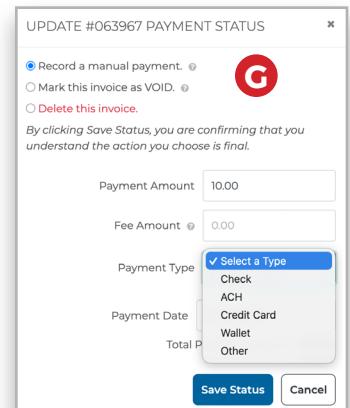
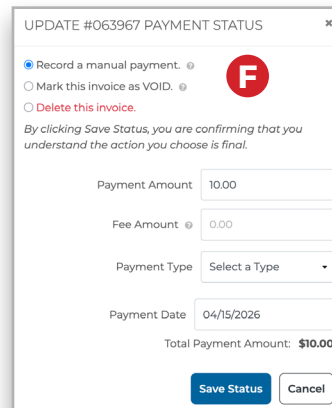
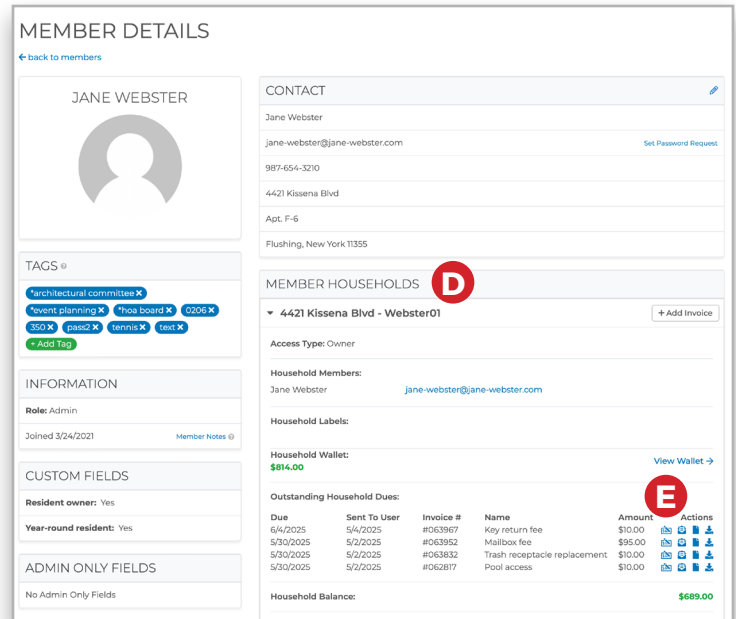
View/Void Household Wallet one-off invoices through Member Details (Negative Amount)

A Click on the “Membership” tab and then the “Members” tab to reach the “MEMBERS” window.

B Find a member of the Household whose one-off invoice you want to void (For information on how to search for specific Members, please see the “[Filter the Member List](#)” topic in the “Membership” section of online help.) **C** In the “Actions” column, click on the three-dots menu and choose “View Member.”

D In the “MEMBER DETAILS” window, find the invoice in the “MEMBER HOUSEHOLDS” section. Click on the **E** “Mark Payment” icon.

F In the “UPDATE PAYMENT STATUS” window, activate **H** the “Mark this invoice as VOID” radio button and click on the “Save Status” button to void the invoice. (You also can **G** apply Household Wallet balance funds to a Household invoice.) Review “[How to Remove Unwanted Invoices](#)” to learn more about optimized invoice removal.



HOUSEHOLD WALLET: VIEW/VOID TRANSACTIONS (Households, AR Dashboard)

AR DASHBOARD

Current Overdue Invoices

Days Overdue	Count
1-30 days	48
31-60 days	12
60+ days	4

64 overdue
285 total invoices sent

Current Amount Owed

\$19,200.00
owed from 64 overdue invoices

Current Late Fees Owed

\$4,800.00
owed in late fees

Current Members/Households Overdue

- 12 members with overdue invoices
- 28 households with overdue invoices

Outstanding Invoices

Search Invoices

Search by member/household name, due name, or invoice number.

Filter by: All | Invoice Type: All | Members | Households | Included Invoices: Not Yet Late | Late | Paid

Active: Active Dues | Inactive Dues

Showing 1 to 20 of 64 entries

MEMBER/HOUSEHOLD	DUE NAME	AMOUNT DUE	DUE DATE	INVOICE	ACTIONS
10 Davidson Ave	2025 Dues	\$675.00	5/1/2025	#189046 Sent 4/1/2025	⋮
24 Davidson Ave	2025 Dues	\$675.00	5/1/2025	#189062 Sent 4/1/2025	⋮
10 Davidson Ave	2025 Special Assessment	\$925.00	5/1/2025	#189103 Sent 4/1/2025	⋮
24 Davidson Ave	2025 Special Assessment	\$925.00	5/1/2025	#189147 Sent 4/1/2025	⋮

Actions menu for the first invoice:

- Mark Payment
- Resend Invoice
- Invoice Notes
- Download Invoice
- Waive Late Fee

View/Void Household Wallet one-off invoices through AR Dashboard (Negative Amount)

A Click on the “Financials” tab and then the “AR Dashboard” tab to reach the “AR DASHBOARD” window.

Find the one-off invoice you want to void. (For information on how to search the AR Dashboard, please see the “[How to Use the AR Dashboard](#)” topic in the “Financials” section of online help.)

B In the “Actions” column, click on the three-dots menu and choose “Mark Payment.”

C In the “UPDATE PAYMENT STATUS” window, set the radio buttons to “Mark this invoice as VOID.”

Click on the **D** “Save Status” button to complete the process.

UPDATE PAYMENT STATUS

☒ Record a manual payment.
 ☐ Mark this invoice as VOID.
 ☐ Delete this invoice.

By clicking Save Status, you are confirming that you understand the action you choose is final.

Payment Amount: 10.00
 Fee Amount: 0.00
 Payment Type: Select a Type
 Payment Date: 04/15/2026
 Total Payment Amount: \$10.00

Save Status Cancel

UPDATE PAYMENT STATUS

☐ Record a manual payment.
 ☒ Mark this invoice as VOID.
 ☐ Delete this invoice.

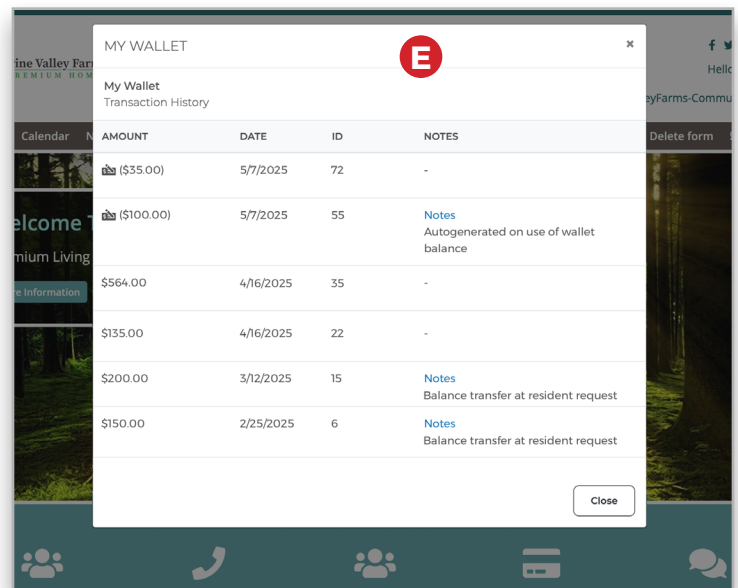
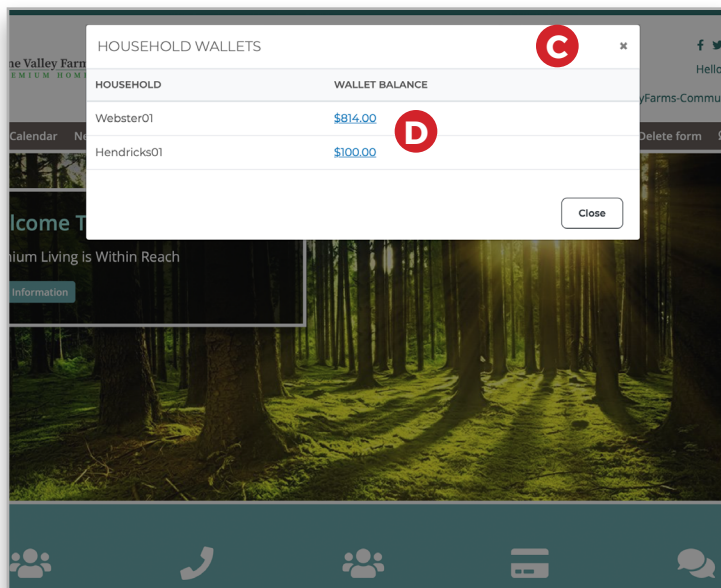
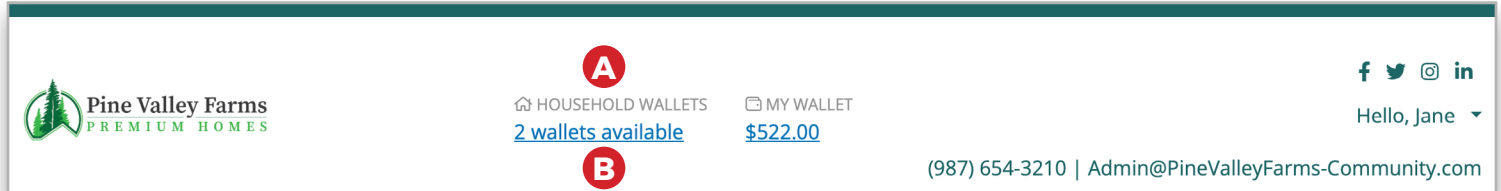
By clicking Save Status, you are confirming that you understand the action you choose is final.

Save Status Cancel

HOUSEHOLD WALLET: VIEW BALANCE AND TRANSACTIONS (Public site)

A **positive** Wallet balance provides a Household or Member with funds they can apply to a current or late invoice.

A **negative** amount added to a Wallet prompts the system to send a **one-off invoice** in that amount.



View Household Wallet balance and transactions (Public site)

Residents may be members of one or more Household. If a resident has at least one Household Wallet balance that is greater than \$0, every page of the community website includes a link to view the details of the balance. **Note that because this is a Member feature, it is not available through the Admin Dashboard.**

View Household Wallet balance details

A Load your community website and log in. If you have a Household Wallet balance greater than \$0, you will see a “HOUSEHOLD WALLETS” item at the top of every website page. **B** The clickable link below it states the amount of your Household Wallet balance, if you have only one.

If you have more than one Household Wallet balance available, the link text states “[X] Wallets Available.” Click on the link to open **C** the “HOUSEHOLD WALLETS” window, which displays the Household Title and Household Wallet balance for each applicable Household.

In the “HOUSEHOLD WALLETS” window, click on **D** the Household Wallet balance amount to view a list of all transactions that have not been voided by an Admin. Items in parentheses are payments made with Household Wallet balance funds for one-off invoices assigned through the Household Wallet or for invoices from regular Household dues items. In the “Notes” column, click on a “Notes” link to view **E** any comments associated with that transaction.

HOUSEHOLD WALLET: USE A BALANCE TO PAY AN INVOICE

IMPORTANT NOTES

Household members can pay Household dues item invoices with Household Wallet balance funds. Admins can use these funds to make manual payments on Household members' behalf.

For Admins

If a Household member asks you to credit their Household Wallet balance funds toward an amount due on an invoice for a Household dues item, process this as a standard manual payment, and select the Wallet as the source of the payment (instead of a check or other sources).

For information on how to mark an invoice as paid, see [“Mark Payments on Dues and Fees”](#) in the “Dues and Fees” section of online help.

Note that if the Wallet balance is less than the amount due, you can credit a partial payment if the dues item is set up to accept them. For information on how to set up a dues item to accept partial payments, see the [“Create a New Dues and Fees Item”](#) topic in the “Dues and Fees” section of these instructions.

For Members

A Household member can use a Household Wallet balance to pay invoices for Household dues items. Note the following important points about Wallet balances.

A Household member cannot pay a Household dues item invoice with a Member Wallet balance, or a Member dues item invoice with a Household Wallet balance. To switch a balance between the two Wallets, a Household member must ask an Admin to void the balance from one Wallet and add it to the other Wallet in a separate transaction.

Make a Payment

JW

▼

Monthly

Household assessment
 Webster01

Due Date
6/25/2025

Amount Due
\$100.00

Choose Payment Method

Visa *****4242

+ Add New

☒ Use Webster01 wallet (\$503.00)

Invoices

☒ 6/25/2025 - Order #091946 **\$100.00**

Payment Amount

\$

100.00

Service Fee

\$0.00

Wallet Balance

\$503.00

Total Payment Amount

\$100.00

Make a Payment



Pine Valley Farms
PREMIUM HOMES

HOUSEHOLD WALLETS

2 wallets available

MY WALLET

\$522.00

[f](#)
[t](#)
[@](#)
[in](#)

Hello, Jane

(987) 654-3210 | Admin@PineValleyFarms-Community.com

Home
Calendar
Newsfeed
About
Members
Contact Us
Donations!
Realtors & Prospective Owners
Delete form



Pay Your Dues Here

You'll be able to see all dues relative to your account.

If you've paid by check, please allow time for processing.

Check your full payment history at the bottom of the page.

One-Time Assessment

One Time

4220 Kissena Blvd

Member Due: Jane Webster

Balance Due

\$100.00

Due Date

7/1/2025

Payment Information

Visa *****4242

edit

Make a Payment

Roof-Repair Assessment

One-Time

4220 Kissena Blvd

Member Due: Jane Webster

Balance Due

\$500.00

Due Date

5/20/2025

Payment Information

Visa *****4242

edit

Make a Payment

MAKE PAYMENT

Select which invoices you would like to make a payment on below

Invoices

☒	5/9/2025	Order #063967	\$10.00
-------------------------------------	----------	---------------	---------

Payment Amount

10.00

☒ Use my wallet balance of 814.00

Service Fee: \$0.00

Total Payment Amount: \$10.00

Make Payment

Close

Payment History

Date	Due Type	Due Name	Household	Due Amount Paid	Service Fee	Misc/Late Fee	Paid By	Payment Type
3/28/2025	Amenity	All-day Clubhouse with Charge	N/A	\$50.00	\$2.12	\$0.00	Jane Webster	Made a payment of \$52.12 more info

Payments made using Wallet balance funds are not subject to transaction fees. The funds are applied directly to the amount due with no need for transaction processing, so no transaction processing fees are added to the payment.



HOUSEHOLD WALLET: USE A BALANCE TO PAY A ONE-TIME CHARGE

IMPORTANT NOTES

Along with card and ACH payments, invoices from dues and fees or one-off invoices from Wallets accept Wallet-based payments using balance funds from the Wallet that matches the type of invoice (Household or Member).

However, One-Time Charges (OTCs) accept payments with balance funds from either type of Wallet, as well as card and ACH payments. In addition, OTCs accept split payments that use Wallet balance funds plus a card or ACH.

For Admins

Only Members can pay for OTCs. These special payment options do not qualify for manual payments entered by an Admin through the Admin Dashboard. The Member must visit your website, Member Portal, or mobile app, and make the payment there. This section documents how to pay for an OTC with Wallet balance funds so Admins will understand the process and can answer Member questions.

For Members

A Household member can pay for a One-Time Charge with either Household or Member Wallet balance funds. This is different from Household and Member invoices, for which the Wallet must match the type of invoice (Household or Member).

**Pine Valley Farms**
PREMIUM HOMES

 HOUSEHOLD WALLET  MY WALLET

[2 wallets available](#) [\\$1,713.00](#)



One-Time Charges

Mailbox Replacement

Amount

\$150.00



Order a replacement mailbox.
Your price includes installation.

 **Make Payment**



Pine Valley Farms
PREMIUM HOMES

HOUSEHOLD WALLETS

2 wallets available

MY WALLET

\$522.00

[f](#)
[t](#)
[@](#)
[in](#)

Hello, Jane

(987) 654-3210 | Admin@PineValleyFarms-Community.com

Home
Calendar
Newsfeed
About
Members
Contact Us
Donations!
Realtors & Prospective Owners
Delete form



Pay Your Dues Here

You'll be able to see all dues relative to your account.

If you've paid by check, please allow time for processing.

Check your full payment history at the bottom of the page.

One-Time Assessment

One Time

4220 Kissena Blvd

Member Due: Jane Webster

Balance Due

\$100.00

Due Date

7/1/2025

Payment Information

Visa *****4242

edit

Make a Payment

Roof-Repair Assessment

One-Time

4220 Kissena Blvd

Member Due: Jane Webster

Balance Due

\$500.00

Due Date

5/20/2025

Payment Information

Visa *****4242

edit

Make a Payment

MAKE PAYMENT

Select which invoices you would like to make a payment on below

Invoices

☒	5/9/2025	Order #063967	\$10.00
-------------------------------------	----------	---------------	---------

Payment Amount

10.00

☒ Use my wallet balance of 814.00

Service Fee:

\$0.00

Total Payment Amount:

\$10.00

Make Payment

Close

Payment History

Date	Due Type	Due Name	Household	Due Amount Paid	Service Fee	Misc/Late Fee	Paid By	Payment Type
3/28/2025	Amenity	All-day Clubhouse with Charge	N/A	\$50.00	\$2.12	\$0.00	Jane Webster	Made a payment of \$52.12 more info

Payments made using Wallet balance funds are not subject to transaction fees. The funds are applied directly to the amount due with no need for transaction processing, so no transaction processing fees are added to the payment.



HOUSEHOLD WALLET: **DOWNLOAD WALLET DATA** (Households)

A **positive Wallet balance** provides a Household or Member with funds they can apply to a current or late invoice.

A **negative amount added to a Wallet** prompts the system to send a **one-off invoice** in that amount.

Onboarding

Admin Dashboard

Account

Manage Site

Membership

Households

Addresses

Households

Household Form

HOUSEHOLDS

Search All

Search Organizations

Showing 1 to 20 of 25 entries

ADDRESS	TITLE	WALLET BALANCE	TYPE	CITY	STATE	ZIP	MEMBERS	ACTIONS
121 Harrison St	Harrison01	\$200.00	Owner	Flushing	NY	11355	2	
125 Warfield Ln	Shuster01	\$100.00	Owner	Flushing	NY	11355	2	
132 Harrison St	Wayne01	\$200.00	Owner	Flushing	NY	11355	2	

Households Actions

Edit Types

Download Households

Download Household Members

Import Invoices or Balance

Download Invoices or Balance

New Household

Add Label to Filtered Households

Remove Label from Filtered Households

Download Household Wallet data (positive and negative amounts)

Download a CSV file that contains the positive and negative values you have added to Member Wallets, both manually and via import. Open the file in your favorite spreadsheet program.

Download Household Wallet data

- A

Click on the “Households” tab and then the “Households” tab below it o reach the “HOUSEHOLDS” window.
- B

Click on the “Households Actions” button to open its dropdown menu.

C

 Select “Download Invoices or Balance” to begin the process.

LEGEND

	1	2		3	4	5	6	7
	Household							
1	Title	Country	Address Line 1	Address Line 2	City	State	ZIP	Transaction Identifier
2	Wayne01	United States	132 Harrison St		Flushing	New York	11355	80
3	Moore01	United States	134 Warfield Ln		Flushing	New York	11355	75
4	Carson01	United States	144 Warfield Ln		Flushing	New York	11355	73
5	Warren01	United States	156 Benway Ln		Flushing	New York	11355	70
6	Shuster01	United States	125 Warfield Ln		Flushing	New York	11355	49
								Transaction Amount
								Transaction Name
								Notes
								Is Voided
								44
								Amenity credit
								Clubhouse
								TRUE
								-55
								Mailbox fee
								New key
								FALSE
								-66
								Pool keys
								2 keys
								FALSE
								22
								Amenity credit
								Gazebo
								TRUE
								-182
								2024 dues
								Late fees
								FALSE

- 1

 Household Title of the Household.
- 2

 Household Address (multiple fields).
- 3

 Numeric identifier assigned to the transaction.
- 4

 Positive or negative amount added.
- 5

 Name assigned to the transaction.
- 6

 Optional notes.
- 7

 Has someone voided the transaction (TRUE) or not (FALSE)?