2017

15th Annual

SOUC

January 22-25, 2017 Marco Island, FL

SedonaOffice Overview

PERENNIAL SOFTWARE

Makers of SedonaOffice and AlarmBiller

This Page Intentionally Left Blank

Table of Contents

SedonaOffice Structure

The SedonaOffice system is comprised of three main application components, all of which write to and read from one main database.

Multiple companies may be created for individual business entities and/or for training and testing purposes. The permissions granted to a User determine which companies the individual User will have access to when logging into the software.

SedonaOffice System Components

The three main applications within the SedonaOffice system are:

- SedonaOffice (main application)
- SedonaSchedule
- SedonaSetup

Depending on the permissions granted, individual Users may or may not have access to all three applications. All Users will have access to the SedonaOffice main application.

SedonaOffice Main

The **SedonaOffice Main** application consists of several business modules. Some of these modules are core to the basic functionality of the application which are primarily accounting related. Other modules are optional and may be activated at any time once setup options have been completed to operate the module. Most of the data entry and use of various functions is performed within this main application.

Access to the various modules and functions within each module are controlled by permissions granted to individual Users.

SedonaSchedule

The **SedonaSchedule** application is used primarily for accessing, creating, scheduling, dispatching, and processing Service and Inspection tickets. Features in this application also allow Users to view a listing of Jobs and to perform Job scheduling and installer dispatching. SedonaSchedule is launched from the SedonaOffice Main application.

Access to SedonaSchedule is controlled by permissions granted to individual Users.

SedonaSetup

SedonaSetup is an application which assists your company in setting up your system prior to enabling the software application. Since most of the setup options are in the control of each company, the SedonaOffice system is scalable as a company grows or changes business objectives.

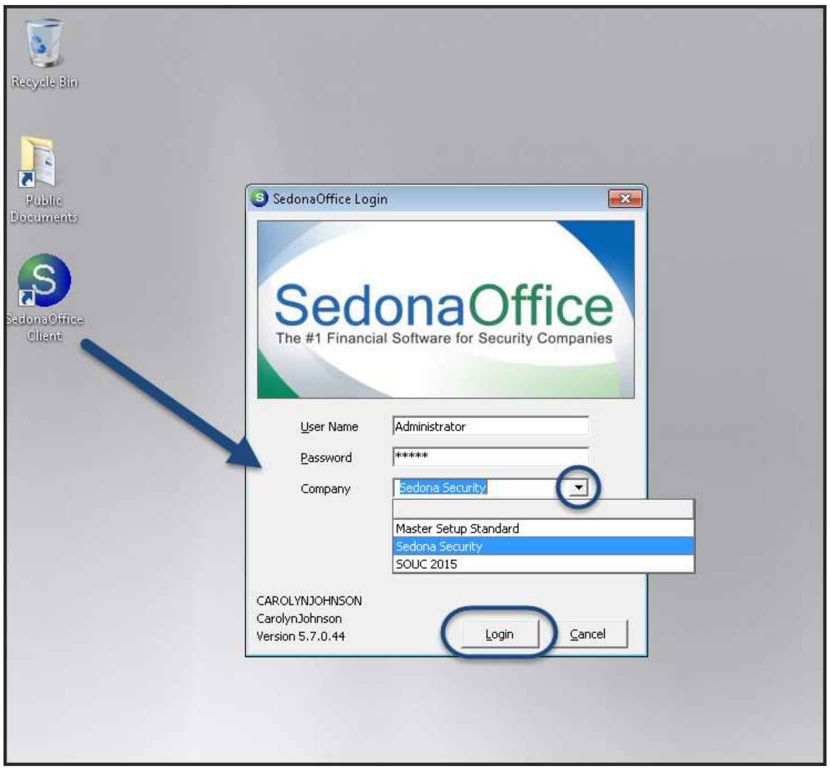
SedonaSetup is the backbone of the entire SedonaOffice system.

Notes

SedonaOffice Applications

SedonaSetup Application

Companies implementing the SedonaOffice system begin by logging into the SedonaOffice Main application with a pre-set User login name and password. Before beginning to use the software to run your business, the tables and options within the **SedonaSetup** application must first be completed. Access to SedonaSetup is achieved after logging into the SedonaOffice Main application and selecting the SedonaSetup option from the main menu.



Notes

Once logged into the SedonaOffice Main application, a list of menu options is displayed on the left side. Selecting the **SedonaSetup** menu option will launch this application.

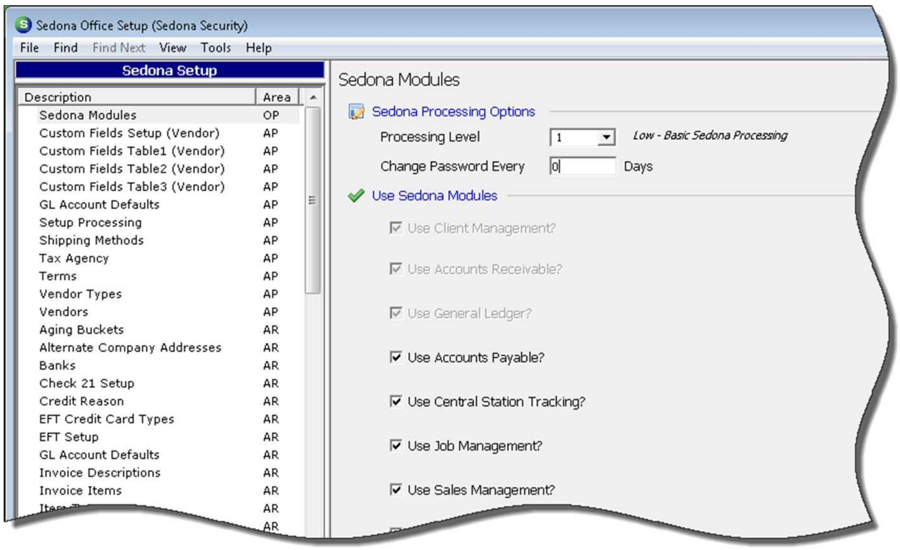
The **SedonaSetup** application is used to access and maintain the setup tables and options that control how transactions are processed for each individual company. The setup tables and options control how data will be saved within the database data tables. There financial and operational setup tables/options that affect all aspects of managing a business. Depending on each company's preferences and the desired result in producing meaningful reports, will determine how a company will implement the setup tables and options within SedonaSetup. Since most of the setup options are in the control of each company, the SedonaOffice system is scalable as a company grows or changes business objectives.

A User will only have access to the SedonaSetup application if the appropriate permissions have been granted. Permissions may be setup to allow a User access to only some of the setup tables/options or all the setup tables and options. All User permissions are entered and maintained within the SedonaSetup application.

Notes

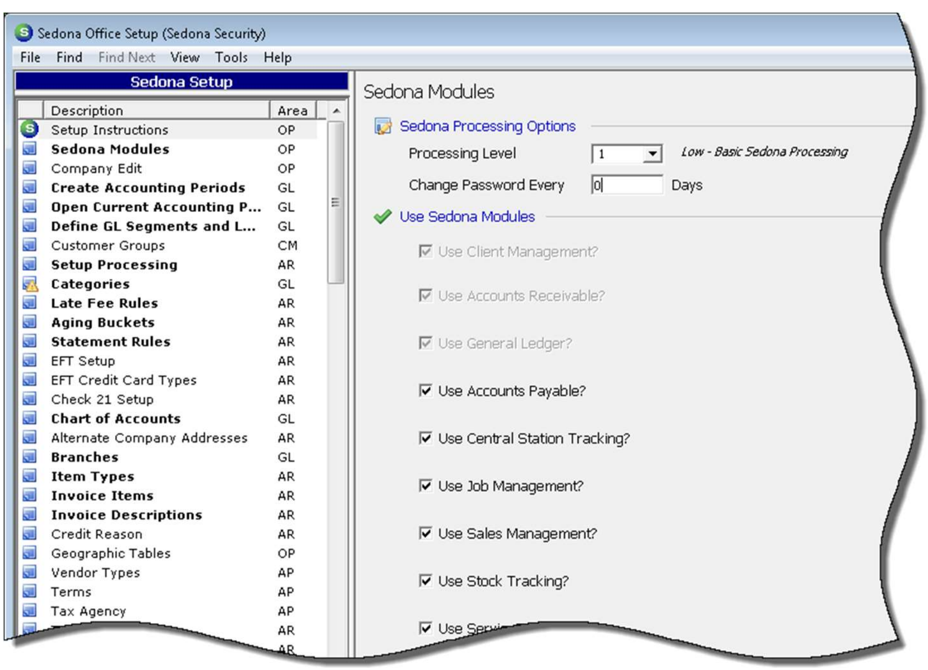
When opening SedonaSetup, the default view displayed is the "Application Order" view. This view lists all the setup tables and options alphabetically and grouped by the SedonaOffice module to which they pertain.

SedonaSetup – Application Order



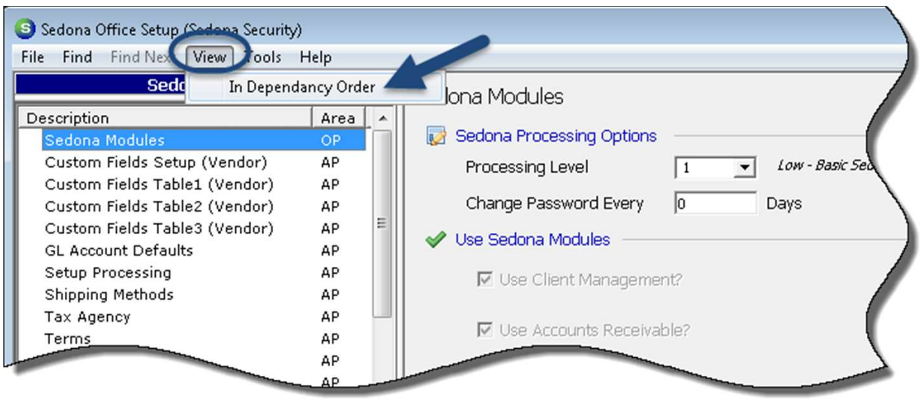
An alternate view, "Dependency Order", lists the setup tables and options in the order they must be completed when initially implementing SedonaOffice. You have the ability to toggle between either view depending on your preference by selecting the preferred order from the View menu.

SedonaSetup – Dependency Order



Toggling between Application or Dependency order is accomplished by clicking on the *View* menu option at the top of the SedonaSetup application.

Setup tables and options may be maintained using either view.



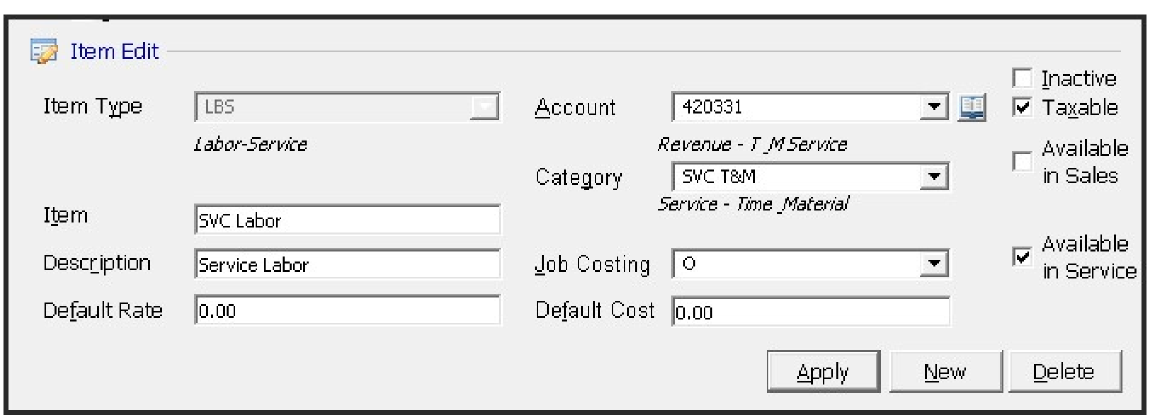
Setup Table/Options Maintenance

When first implementing SedonaOffice, each company spends quite a bit of time entering the preferred values and choices into SedonaSetup. Most setups can easily be added to or changed depending on the company's preferences. Once a company begins using the software and saving data, making changes to setup values should be thought through carefully before making any changes. Changing setup values could affect prior data entered and alter report results.

Setup Table Changes

As mentioned above, making changes to setup values can affect previously saved data. For example, below is an entry from the Invoice Items setup table. If the Item Code were changed to describe a different type of service, any previously created invoices using this Item Code would automatically change to the Item Code change.

If a setup table entry is to be retired, Users should select the *Inactive* option for that setup value. Data previously saved will not change; the setup value would not be available for future use once set to an inactive status.

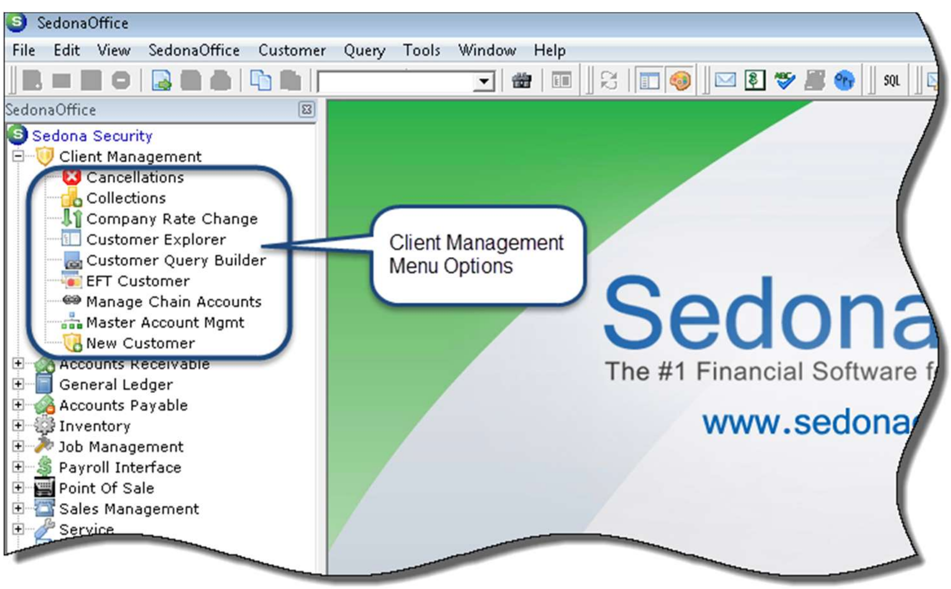


SedonaOffice Main Application

The SedonaOffice Main application consists of several business modules. Some of these modules are core to the basic functionality of the application which are primarily accounting related. Other modules are optional and may be activated at any time once setup options have been completed to operate the module. Most of the data entry and use of various functions is performed within this main application.

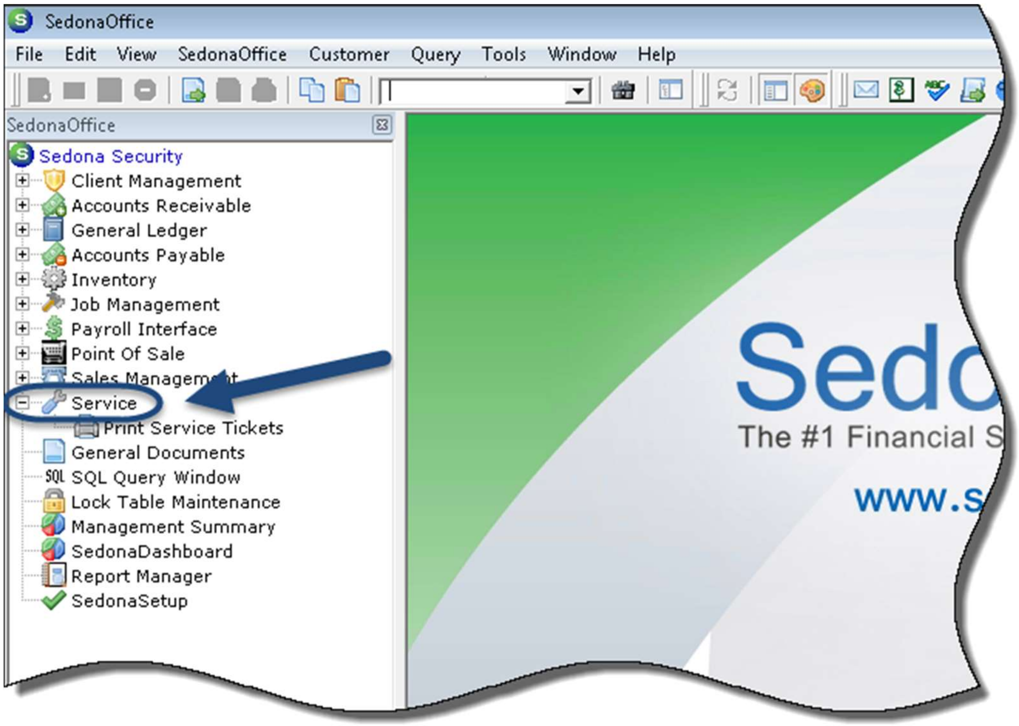
When a User logs into SedonaOffice, the options and functions displayed on the main menu are controlled by permissions granted to individual Users.

Most of the SedonaOffice main application is laid out in a tree fashion. Clicking on a "+" expands a menu tree where more options are revealed. The menu options displayed depend on the permissions granted to the User.



Notes

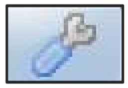
Jobs and to perform Job scheduling and installer dispatching. This application is launched from the SedonaOffice Main application by selecting the Service option from the main menu.



Notes

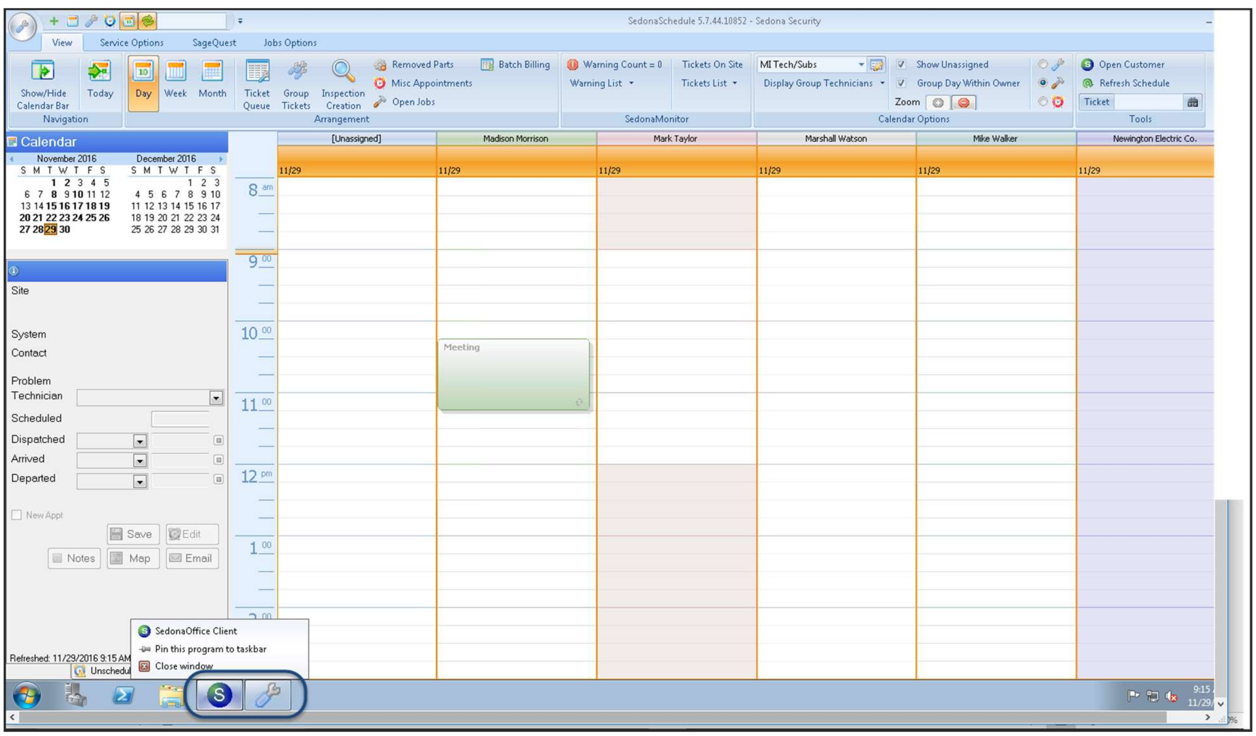
Once SedonaSchedule has been opened, it runs as a separate application from SedonaOffice. Work performed in SedonaSchedule accesses and saves data to the SedonaOffice main database. The ability to perform various functions within SedonaSchedule is controlled by User permissions setup and maintained in SedonaSetup.

When both the SedonaOffice and SedonaSchedule applications are running, two icons will be displayed on the User's taskbar.

 SedonaOffice icon  SedonaSchedule icon

User's needing access to both applications may toggle back and forth between applications by clicking on the desire application icon on the taskbar. If a User has multiple monitors installed, each application may be running on a separate monitor by dragging the application to the desired monitor.

Once SedonaSchedule is running, a User may close the SedonaOffice application if it is not needed. To close the SedonaOffice application, right-click on the SedonaOffice icon on the taskbar and select the *Close Window* option.



Navigation

Navigating in SedonaOffice, SedonaSetup, and SedonaSchedule are a bit different. SedonaSchedule was developed several years after the SedonaOffice main application and was created and uses new and different development tools. Navigation for each application will be discussed in this section.

SedonaOffice Navigation

Once a User has logged into the SedonaOffice application, the User will be presented with a main application menu tree, and other application options. Depending on the permissions granted to the User will determine which options are displayed on the main menu, and which drop-down menus and function buttons are available. The illustration shown below displays the main menu for a User with Administrator permissions; all possible application options are available.

The SedonaOffice main application is comprised of three major components:

- **Application Menu** – contains pull down menus for options and functions that may be used from time to time. Definitions for each menu option is available in the Online Help.

- **Function Buttons** – activate various functions, options and. Depending on which form is currently displayed, some of the Function buttons may be dimmed/unavailable for use. When hovering the mouse over a function button, the label for that button will be displayed below the button. Detailed information for each function button is available in the Online Help.

  Main Application Menu Tree – this is the most frequently used area of the application to access the various modules of the application to perform daily activities.

SedonaOffice Main Application Menu Tree

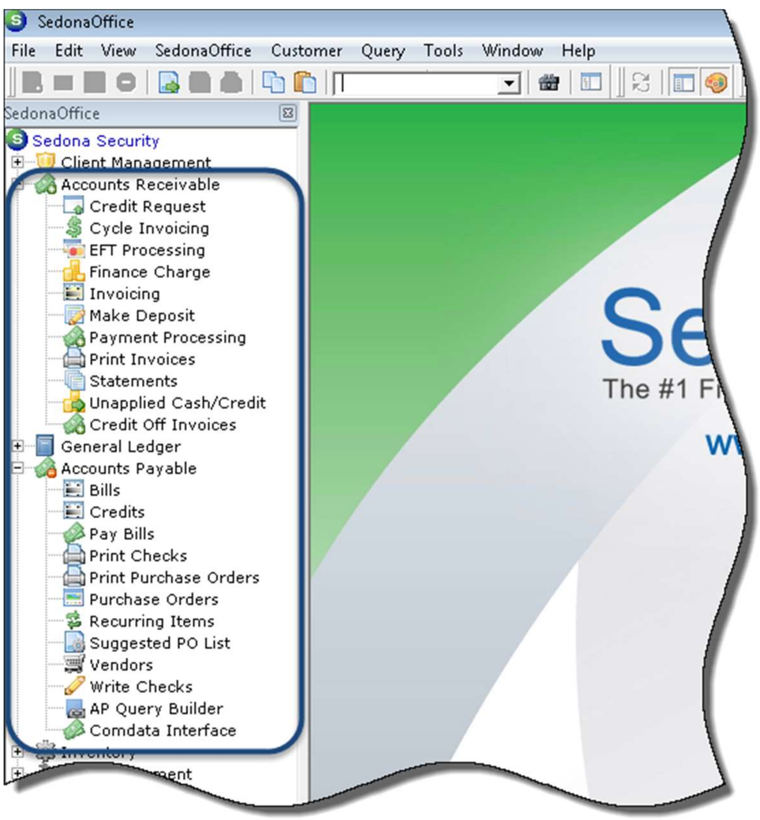
The main menu tree is the most frequently used navigation area of SedonaOffice. This main menu lists the major Modules along with other options. Each Module contains multiple options and functions. A Module tree will expand by clicking on the ⊞ symbol to the left of the module name; additional options are displayed from which to make a selection. A single click on a module option will initiate that option/function.

The options listed when expanding the tree of a module are based upon the User's security permissions. For example, the User may have access to the Accounts Receivable module but not have access to Cycle Invoicing. If this were true, the Cycle Invoicing option would not appear on the User's list of menu options.

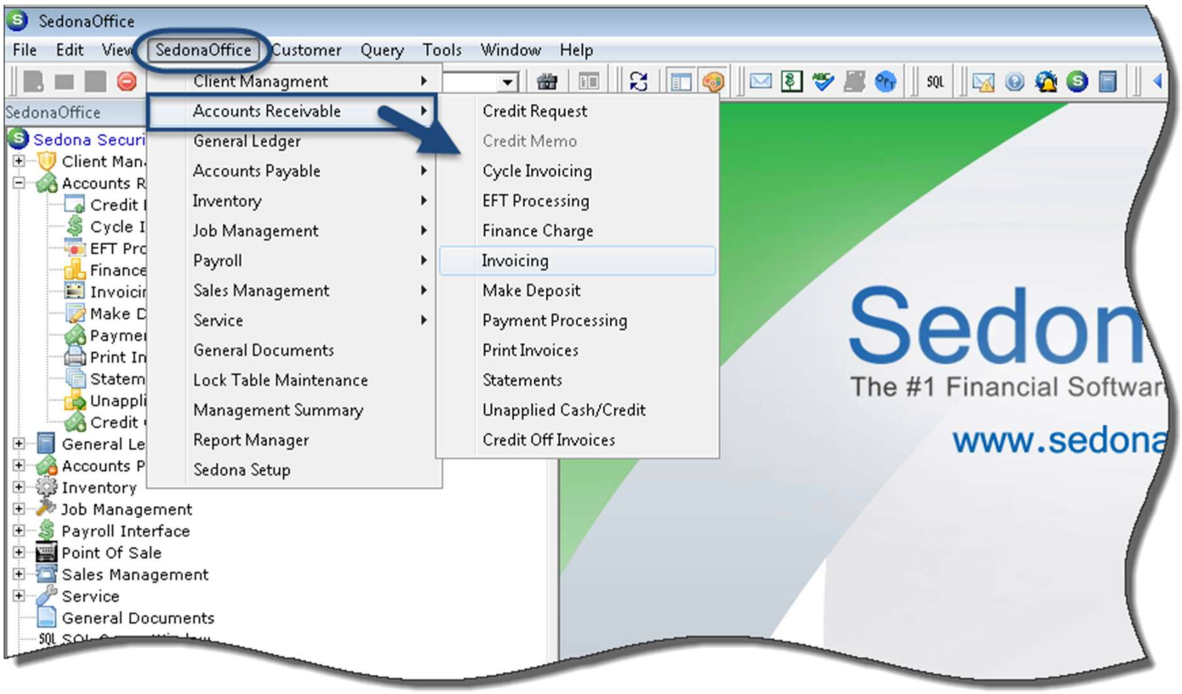
Many functions may be performed directly from the Main Application Menu Tree based upon the User's security permissions. The main application modules are:

Client Management	Accounts Receivable	Accounts Payable
General Ledger	Inventory	Job Management
Service	Sales Management	Payroll

Below is an example of the expanded menus for Accounts Receivable and Accounts Payable.



The SedonaOffice pull down menu may be used as an alternate to the Main Application Menu Tree for navigating to the modules and their individual functions. When using this navigation method, all available options and functions within each module are displayed, however options where permission has not been granted to the User will be dimmed out and not available for selection.



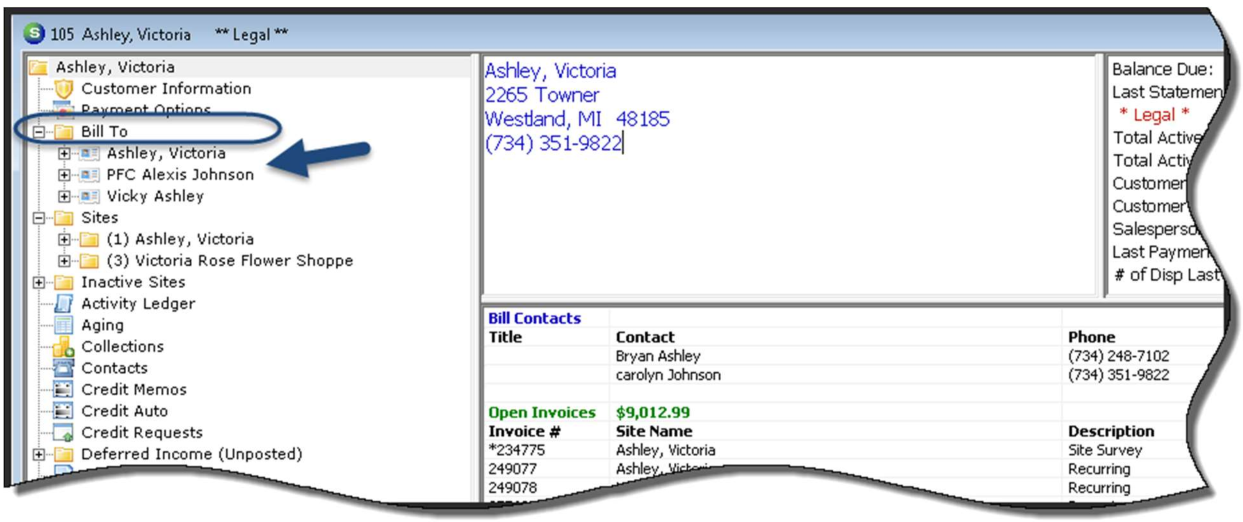
Notes

The Customer Explorer Navigation

Most data transactions processed in SedonaOffice are customer related. In SedonaOffice, customer related information is displayed within **The Customer Explorer**. The Customer Explorer was designed to be a one-stop customer service tool which displays customer information and transactions related to a customer, its sites and systems.

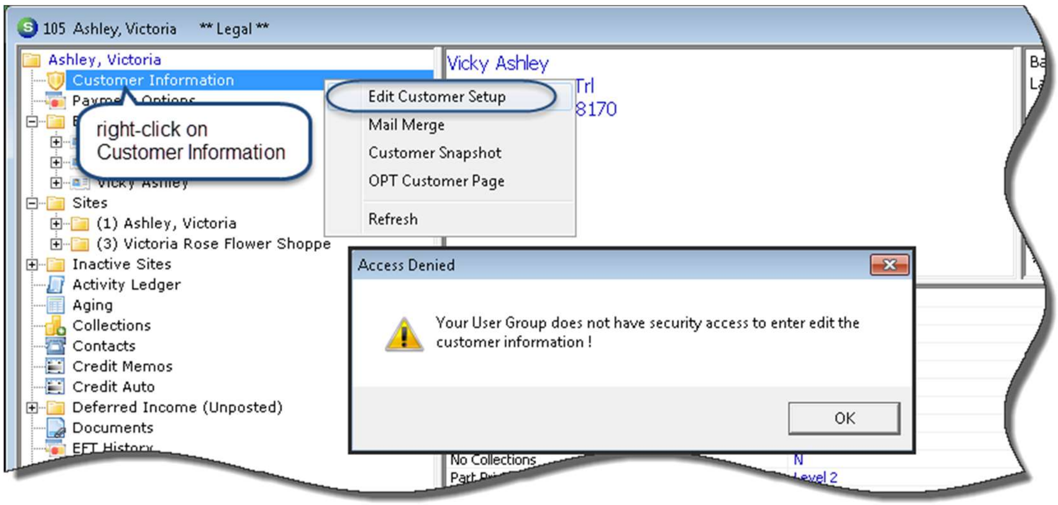
Navigating within a Customer Explorer record is performed mainly from the Customer Tree (left panel of the Customer Explorer). Customer information is laid out in a tree fashion - clicking on the + symbol to the left of an item or double-clicking on the menu item, will expand the tree to display additional information or options.

In the example below, the customer tree was expanded for the Bill To which now exposes three billing addresses for this customer.



Many options and functions are accessed by using a right mouse click on a customer tree option. For example, if we highlight (left-click once) Customer Information, then right-click, several options are displayed. If we select the option *Edit Customer Setup*, the Customer Setup Information form would be displayed if the User has been granted permission to edit customer information. If the User does not have permission to edit customer information, a message will be presented advising the User they do not have permission to perform that function.

The power and features of the Customer Explorer will be discussed later in this document.

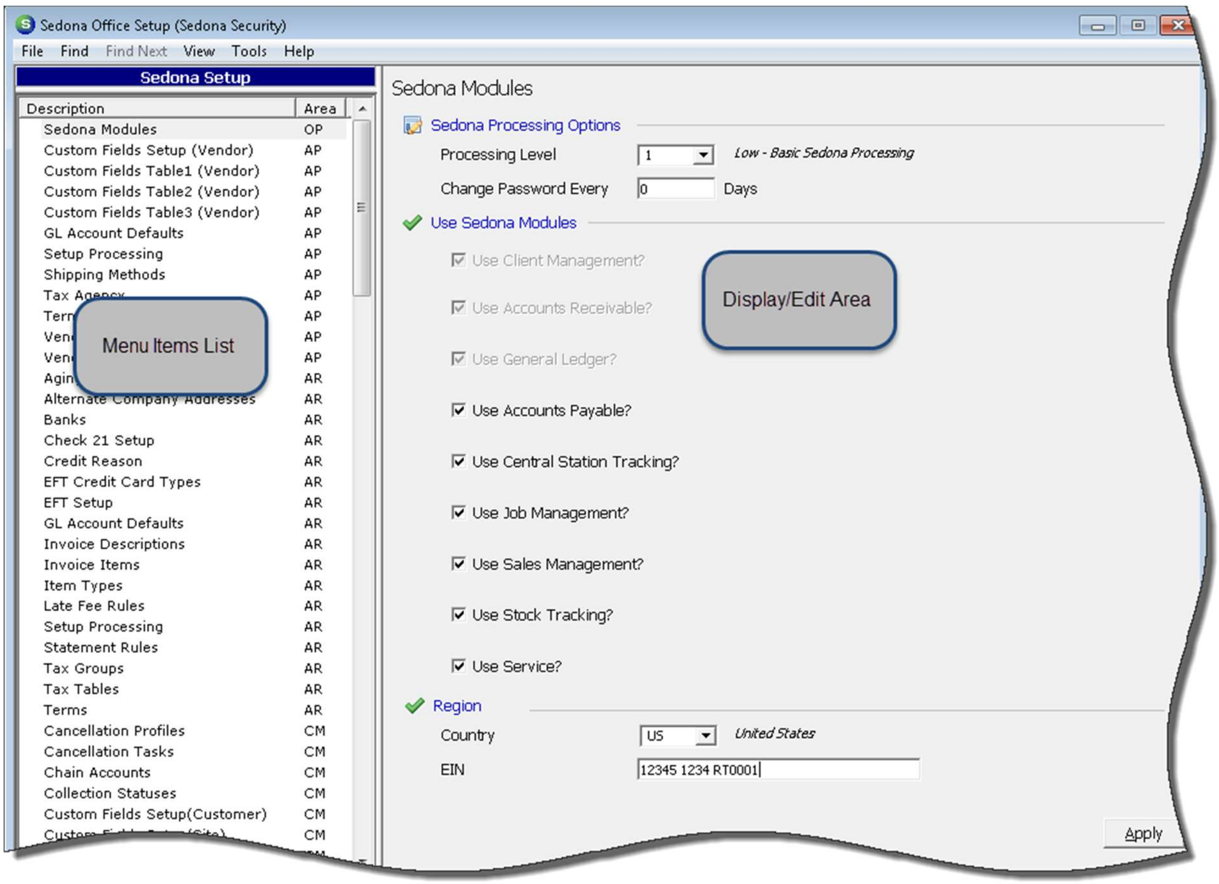


Notes

SedonaSetup Navigation

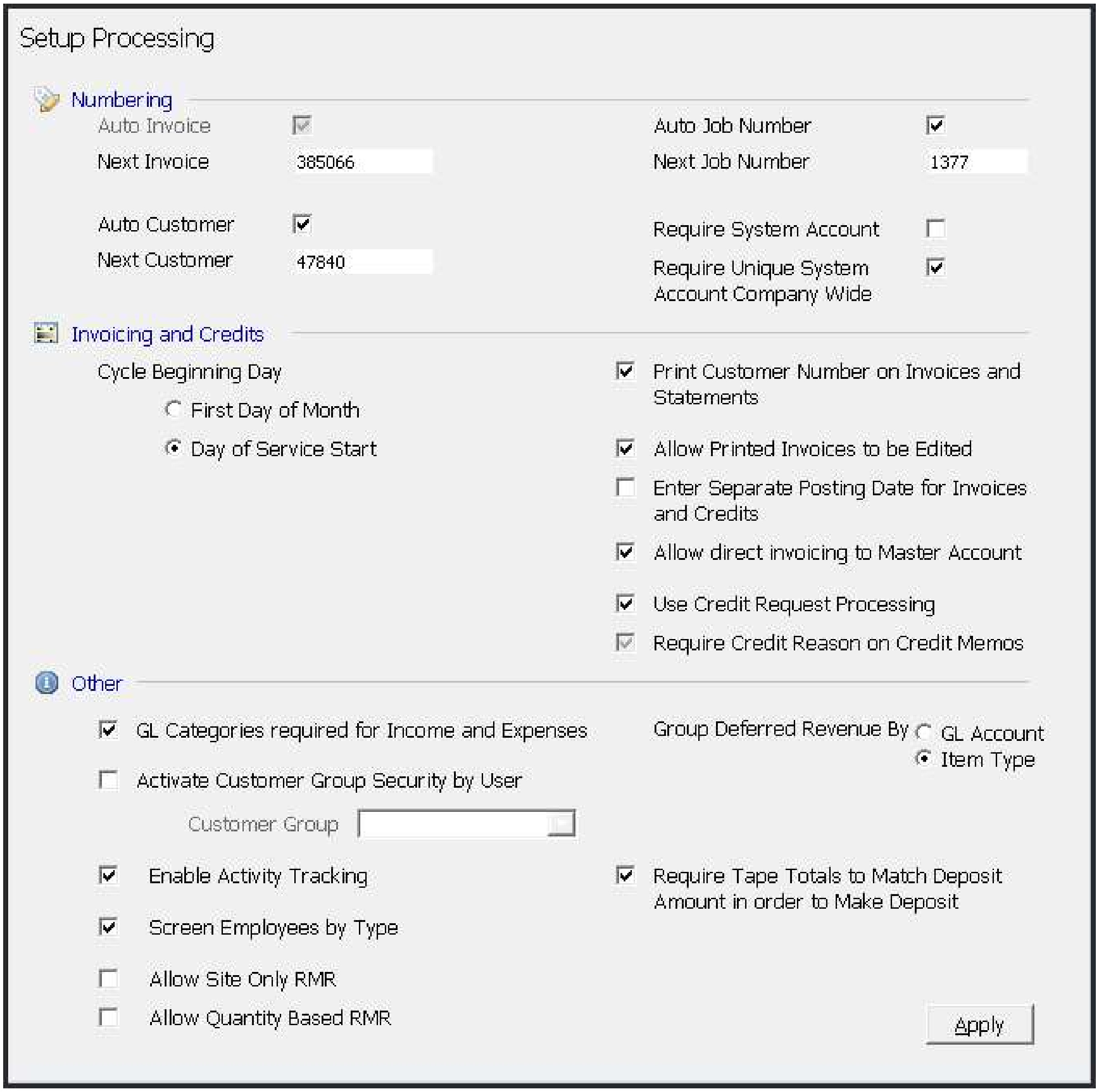
Navigation with SedonaSetup is accomplished by highlighting a menu item then navigating within the form that is displayed. There are two types of setup forms:

- Preferences - a form with data entry fields and possibly checkboxes which indicate a company's preferences.
- Setup Tables – a form used to enter and maintain choices that are displayed to User's while in a data entry field where a drop-down arrow is present.



Preference Forms

Preference forms such as the Accounts Receivable Setup Processing form (shown below) is used to enter beginning invoice numbers, job numbers and displays several checkboxes for controlling features within this module.



Setup Table Forms

Setup Table forms are used to enter new setup values, edit existing values, or delete setup values. Most of the setup tables have an option to mark an entry as Inactive. We strongly suggest using the *Inactive* option rather than deleting a setup table entry. In many cases, if a User attempts to delete an entry in a setup table, a message will be presented indicating that item may not be deleted because it has already been previously used and is linked to a data record. To maintain the integrity of your company's SedonaOffice database, always use caution when thinking about deleting anything. Once something is deleted, it is gone forever – there is no "un-do" option available.

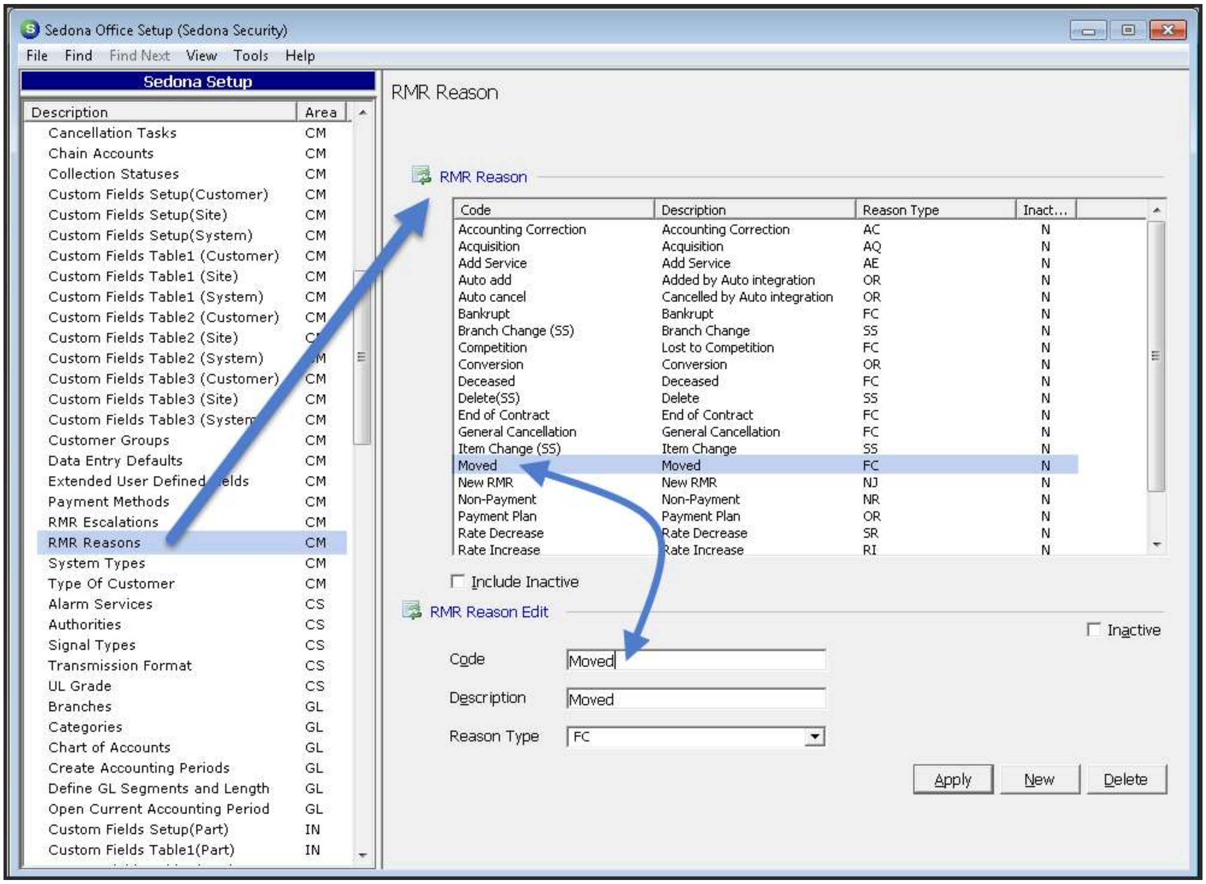
If a User has access to one or more setup tables/preference areas of SedonaSetup, that individual has the power to add, edit or delete those setups to which they have access.

One main rule to remember when using SedonaOffice – *"Just because you can does not mean you should"*.

Notes

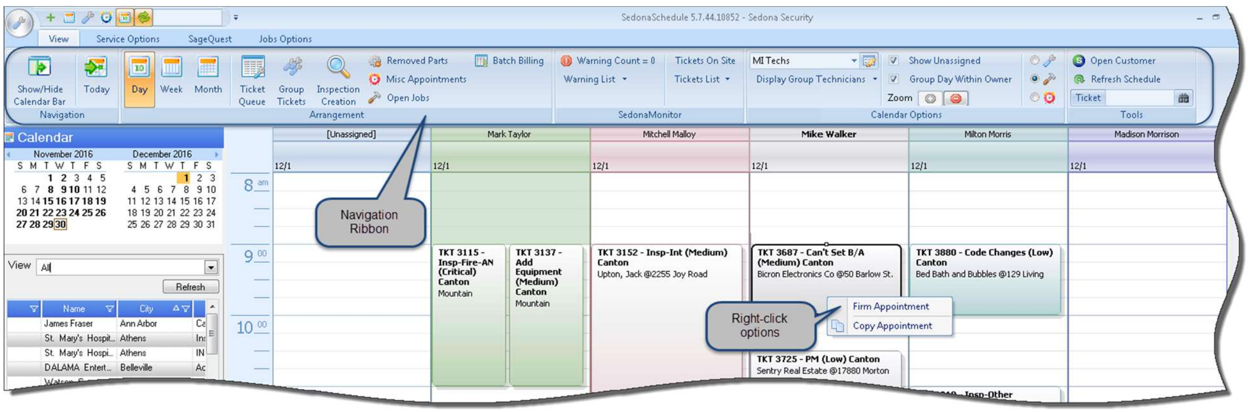
To enter a new value or edit an existing value in a Setup Table, highlight the setup table option within the Items list on the left. On the right side of the application a two-tiered form will be displayed. The top tier will display the existing active entries for the setup table. When highlighting an entry in the top tier, that setup value entry will be displayed in the lower tier.

A setup entry may be edited and then saved by clicking the Apply button. New entries are created by clicking on the New button, filling in the data entry fields, then clicking the Apply button to save.



SedonaSchedule Navigation

Navigating within SedonaSchedule is quite a bit different that the SedonaOffice main application. Across the top of the application is a Ribbon containing option buttons which are used to access additional Ribbons and various areas and functions of SedonaSchedule. There are a few right-click options that are available within the scheduling board, but for the most part, the ribbon buttons will take you to the area in which you need to work.



Notes

This Page Intentionally Left Blank

The Customer Structure/Relationships

The majority of data transactions processed in SedonaOffice are customer related. A Customer, in SedonaOffice, is a business or individual with which your company has a business relationship to provide products and/or services.

There a two different customer structures available; *Regular Customers* and *Master Accounts*. Regular customers are used mostly in residential situations or for customers with one to ten sites. Master accounts are typically used for large commercial situations and provide special options for invoicing and managing these types of customers that are not available for Regular Customers.

Each Customer is attached to certain relationship elements that provide the structure for business transactions. The relationship elements associated with a Customer are:

- **Bill To's** – A Bill To is a mailing address where invoices and/or statements may be sent. A single Customer may be associated with up to 5,000 unique Bill To Addresses. Each Customer must have at least one Bill To Address. Bill To's are used in many areas throughout the software. You may assign a specific Bill To record to an individual Site, specific types of invoices, specific recurring lines and may be used to override on an individual invoice basis.

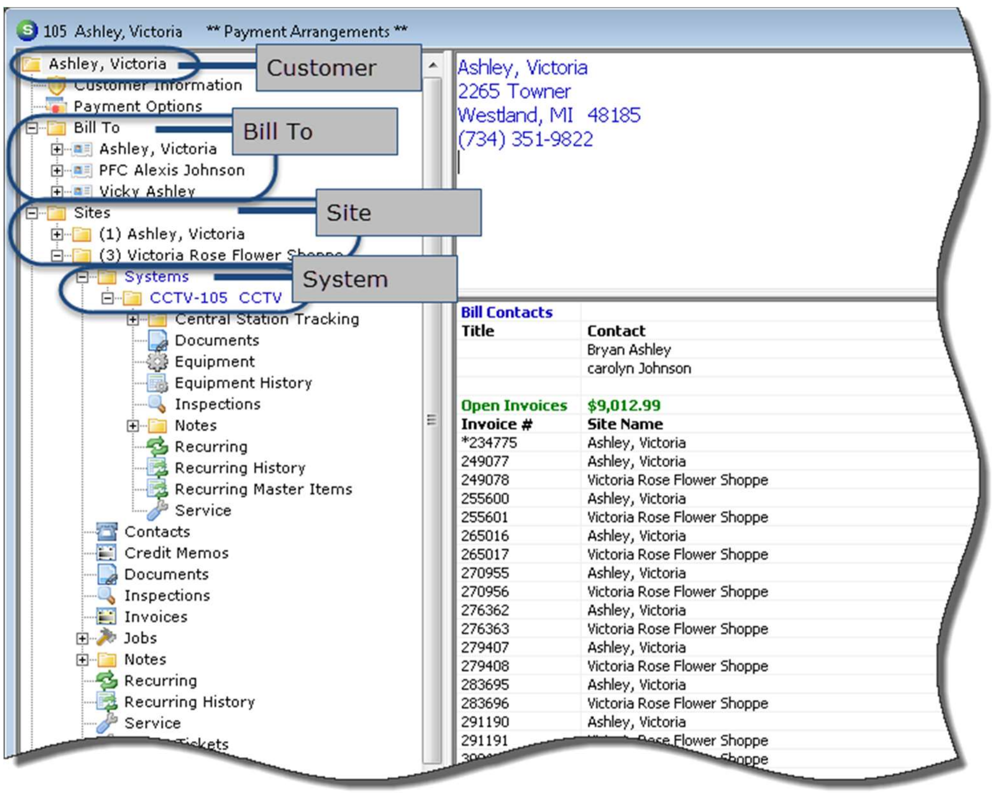
- **Sites** – A Site is the physical location where a system is installed and/or where your company provides services for a Customer. A Customer may be linked to an unlimited number of Sites; however, we recommend a maximum of 10. Customers with more than 10 Sites typically function better using the Master Account customer structure type. Each Customer must be linked to at least one Site.

- **Systems** – A System is a set of equipment installed at a Site. A single Site may be linked to an unlimited number of Systems. The most typical system types are Intrusion, Fire, CCTV, and Access Control. A System is probably the most important element of the Customer Structure from an operations standpoint. Service Tickets, Inspection Tickets, Jobs, and Recurring Revenue (optionally) are all linked to a System record.

Regular Customer Structure

The Regular Customer structure typically consists of four levels; the Customer, Bill To, Site and System. Each unique Customer must have at least one Bill To, and at least one Site. The fourth optional level is the System. System records are only required if any of the following applies:

- SedonaOffice is interfaced with Bold Manitou and the System is a monitored account
- The SedonaSchedule module is implemented
- The SedonaOffice Job Management module is implemented
- Recurring Services are linked to a System



Notes

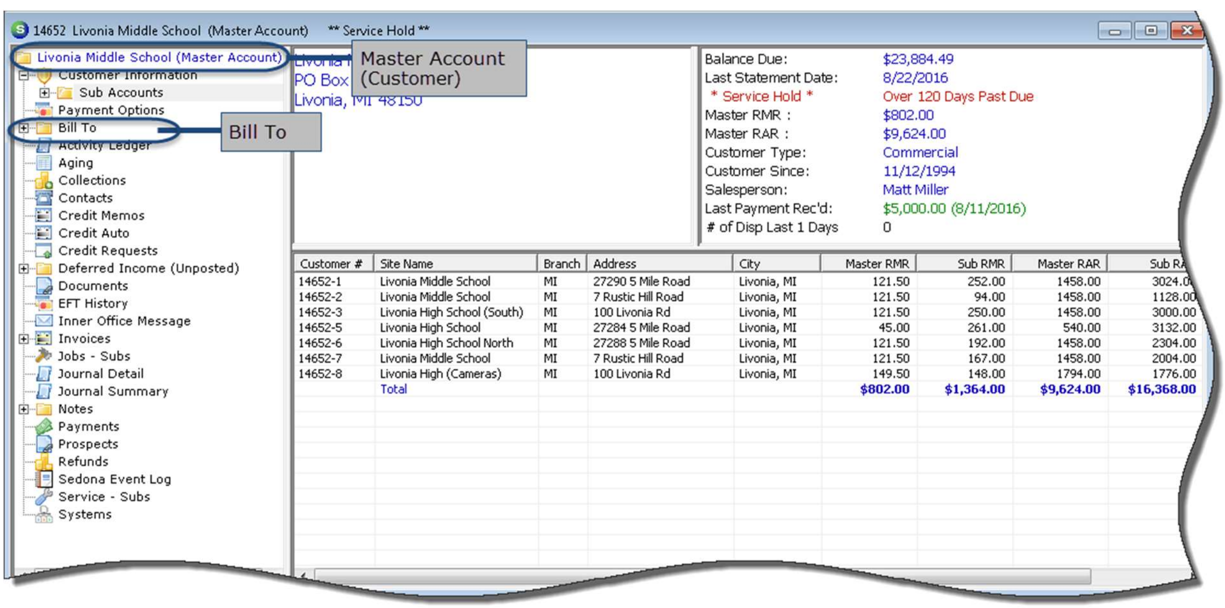
Master Account Structure

The Master Account Customer structure was developed to better handle the large amounts of data of several customers grouped under the umbrella of one customer – the Master Account. When a Regular Customer Explorer record is opened, the software is loading quite bit of information into memory for easy access for viewing and/or editing. This includes all the information for the customer, its sites, systems, contacts, recurring lines and all transactions that have ever been created linked to the customer. As time goes on, more transactional history accumulates for the Customer and each time the customer record is accessed, it takes longer amounts of time to open the customer record. In our experience, once a customer has ten (10) sites, the amount time it takes to open the customer record is very slow due to the large number of accumulated transactional activity.

At any time, a Regular Customer can be manually converted into a Master Account with Subaccounts. When a User decides to perform this action, the Customer information is converted into the Master Account and each Site record is converted into a Subaccount and linked to the Master Account automatically.

A Master Account structure differs from the Regular Customer in that the Master Account has no Sites or Systems, rather is the parent of Subaccounts. A Subaccount is a Regular Customer linked to a Master Account. Products and services rendered to a Subaccount customer may be invoiced directly to the Subaccount or to the Master Account.

A Master Account structure contains three levels; the Master Account [Customer], Bill To, and Subaccounts. Each unique Subaccount linked to the Master Account typically has four levels to the structure; the Subaccount (which is a Customer), at least one Bill To, at least one Site and optionally but most likely at least one System.



Master Account/Subaccount Advantages

The Master Account customer structure is designed to better manage large volumes of data being retrieved. When opening a Master Account and its Subaccounts, the software pre-loads into memory, the transactional data linked directly to the Master Account. Within the Master Account Customer Explorer record is a Subaccount option to view the list of all Subaccounts linked to the Master Account. When you want to work with a Subaccount, you select from this list and open just that one Subaccount customer, its structure and transactional data. You may have multiple Subaccounts open at the same time.

When using Master Accounts, multiple Users are able to work with individual Subaccount records without affecting other Users. If a User wanted to edit information on a Customer with many Sites, the software would automatically lock that customer record and other Users would be in view only mode until the User making changes has saved their work.

Another advantage of using Master/Subaccounts is the ability to invoice for recurring services directly to the Master Account or to the Subaccount; this enables you to maintain separate accounts receivable for the Master and each of its Subaccounts. You may also have some recurring services invoice to the Master Account and others invoice to the Subaccount. For example, the corporate office may be paying for monitoring services and the branch offices may be paying for the service agreement.

Notes

The Power of The Customer Explorer

As mentioned earlier in this document, The Customer Explorer was designed to be a one-stop customer service tool so that any employee taking a call from a customer is able to answer nearly any question related to the customer’s account without having to transfer the call to another department.

Using the Customer Explorer, all information related to the customer including invoicing, service, and installations may be located quickly and easily by a User. This empowers individual Users to have information readily available to them rather than having to contact another department to provide needed information. Once a User masters navigating within the Customer Explorer, finding information is a snap!

Many accounting, administrative and operational functions may be initiated directly from the Customer Explorer. Below is a list of some functions that may be accomplished directly from the Customer Explorer.

- Setting up or modifying information related to the account structure (Bill To, Contacts, Sites, Systems)
- Creating, viewing and printing invoices and credits
- Creating and printing a single customer statement
- Viewing payment history
- Viewing entire accounts receivable history
- Entering, viewing or modifying notes (including collection notes)
- Attaching or viewing documents
- Creating new or viewing service tickets
- Creating new or viewing installation jobs

Notes

The Customer Explorer Components

The Customer Explorer is divided into four panes of information:

Customer Tree

The Customer Tree is the main area for navigating within the Customer Explorer. It is used to locate and display setup information and transactional data related to the customer.

Account Information

When first opening a Customer Explorer record, this pane will display the Customer Name and the primary billing information for the Customer. The information changes when clicking on additional Bill To records or clicking on a Site from the customer tree.

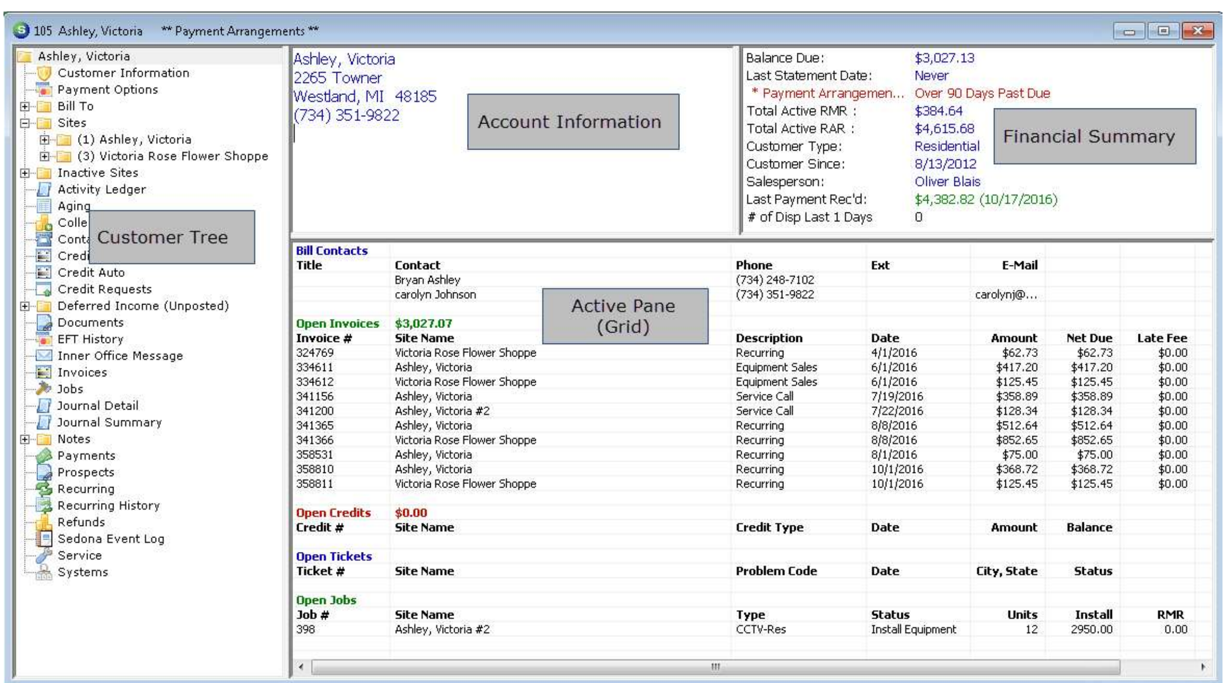
Financial Summary

This pane displays the accounts receivable balance and other financial statistics for the customer.

Active Pane (Grid)

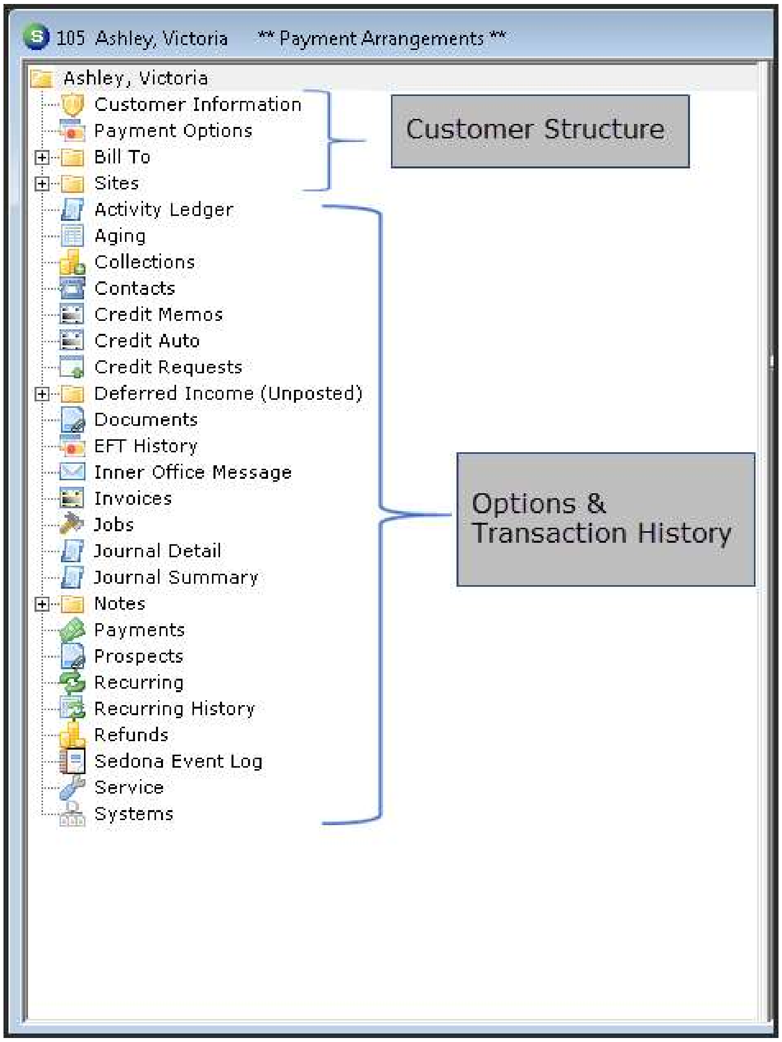
When clicking on an option within the Customer Tree, any information available for that option is displayed within the Active Pane. This area is also referred to as the Grid area. When first opening a Customer Explorer record, this pane will display:

- All active billing contacts
- All open invoices
- All unapplied payments & credits and credit requests
- All open service/inspection tickets
- All open jobs



The Customer Tree

The Customer Tree consists of two main sections: The Customer Structure and Options & Transaction History. Depending on the permissions of a User, many activities may be performed directly from the Customer Explorer record, from editing customer related information to creating invoices, jobs, service tickets etc.



The Customer Tree – Customer Structure

Functions available within the Customer Structure include viewing, adding, editing and deleting existing data along with the ability to generate certain customer reports. Some Customer Structure tree options offer additional options when right-clicking on that item.

User security permissions are the most extensive for items within the customer structure. Permissions may be granted for the customer, site, and system levels. Security options include allowing a User to add, edit or delete elements of the customer structure. The software has built-in safeguards to prevent deleting data which would affect the integrity of the database. If a user has been granted permission to delete, such as a System record, and there are historical transactions linked to the system record, the software will not allow the deletion of the record.

Customer Structure Tree Design

Understanding the layout of the customer structure will make navigating and locating information much easier and faster.

For Regular Customers - Each account consists of at least three tiers; Customer, Bill To, and Site. System records are optional, however if a company is installing and servicing their accounts, a system record will most likely be created during the initial account setup.

For Master Accounts – Each Master Account consists of two tiers; Customer and Bill To. Subaccounts are created and attached to a Master Account from the customer explorer of the Master Account. The Subaccount structure is the same as a Regular Customer.

Notes

The customer structure may be expanded or collapsed by clicking on the + or − icons shown to the left of an item on the customer tree.

Image #1 below illustrates a collapsed customer structure. Notice there is a + to the left of Bill To and Sites. The presence of the plus sign indicates there is additional information that may be expanded.

Image #2 below illustrates a partially expanded customer structure. This example shows there are two Bill To records, and three Site records attached to this customer.

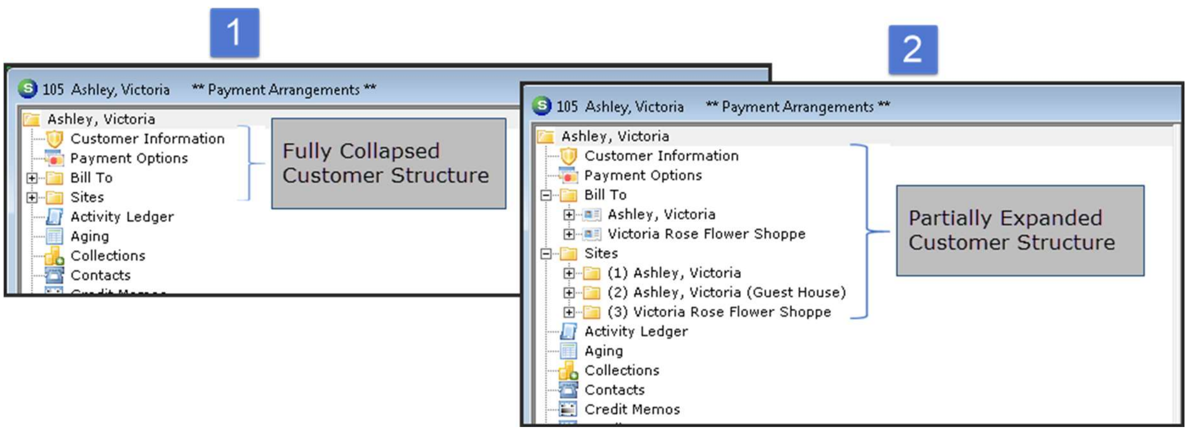
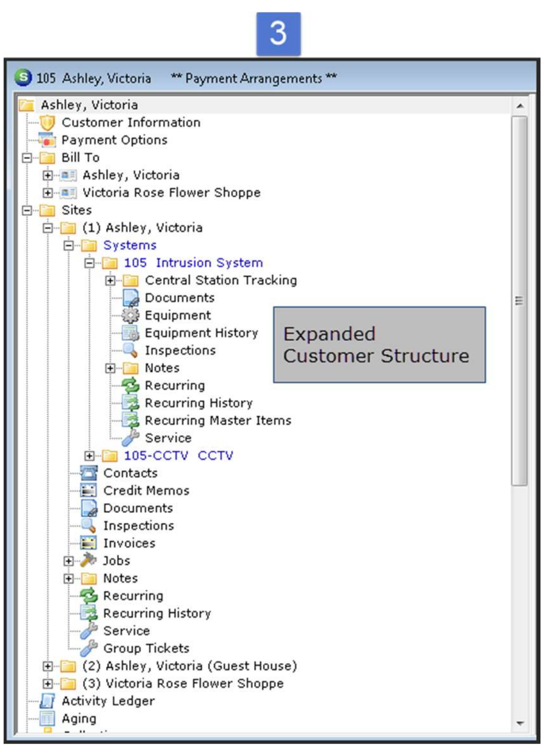
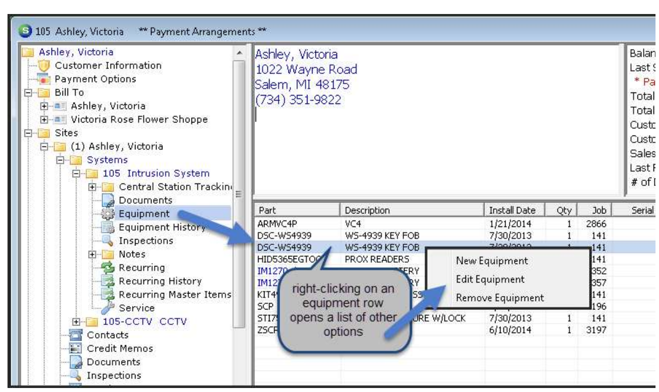


Image #3 below illustrates an expanded customer structure for one of the Sites down to the System level.

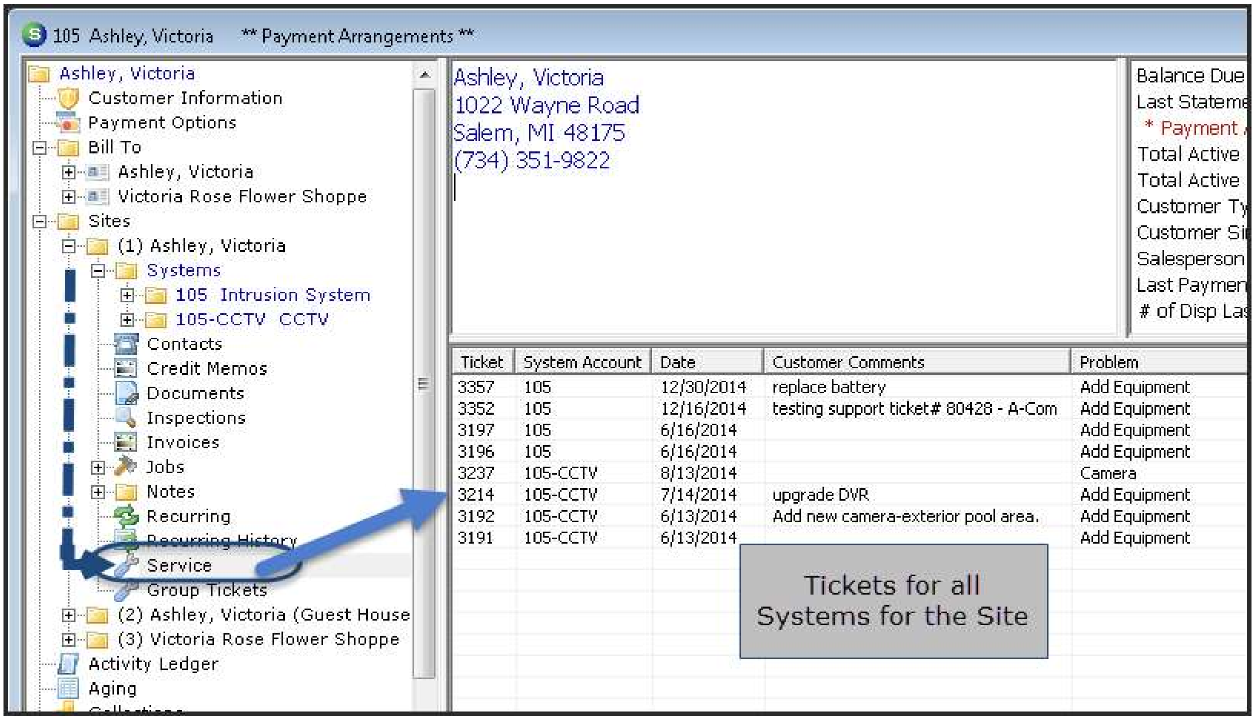


When clicking on option within the customer tree, any history for that item will display in the Active Pane. Right-click options are availble for many menu items within the Active Pane or from the customer tree.



Within the Site level of the customer tree are additional tree options. Options pertaining to System type information correspond to all the Systems linked to the Site, such as Recurring Lines, Tickets, Inspections, and Notes. For example, if you click on Service, all tickets for all systems for the Site would display in the Active Pane.

Options not related to a System would pertain to the specific Site such as Invoices, Credit Memos, and Site Contacts.

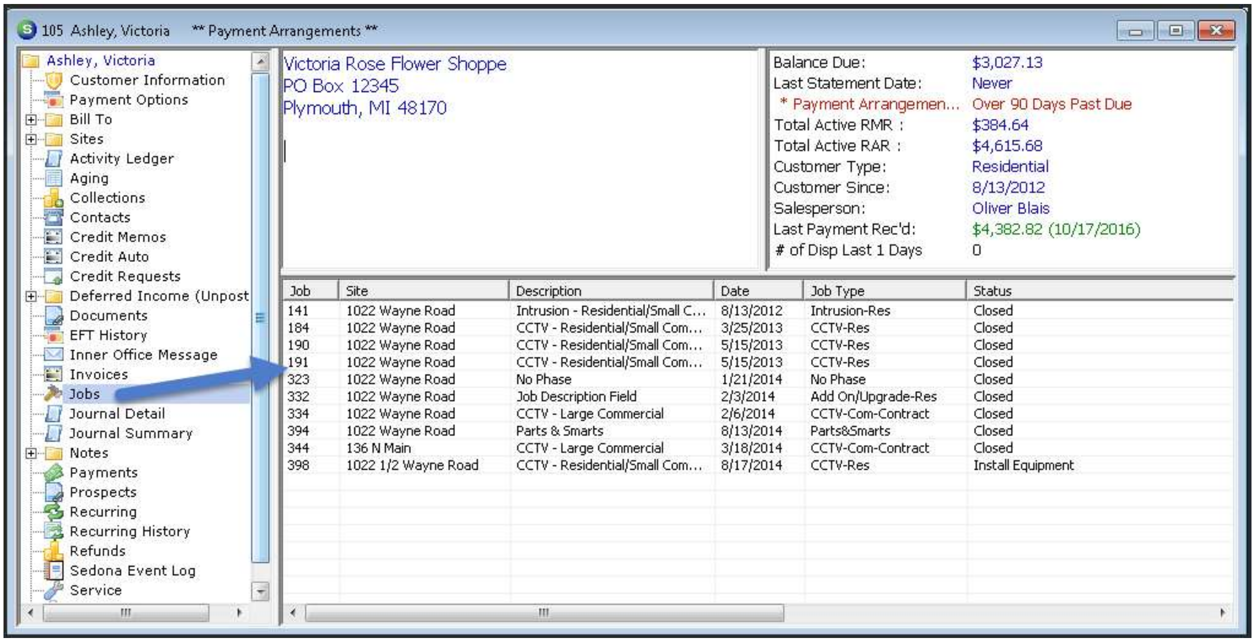


Notes

The Customer Tree – Options & Transaction History

The Options & Transaction History area of the Customer Tree is organized alphabetically beginning with the Activity Ledger option and ending with the Systems option. The options in this area of the Customer Tree will list all the activity for all Sites and all System linked to the Customer.

Many of the tree options have right-click options available. Depending on the permissions granted to the User, some of the right-click options may not be available.



Notes

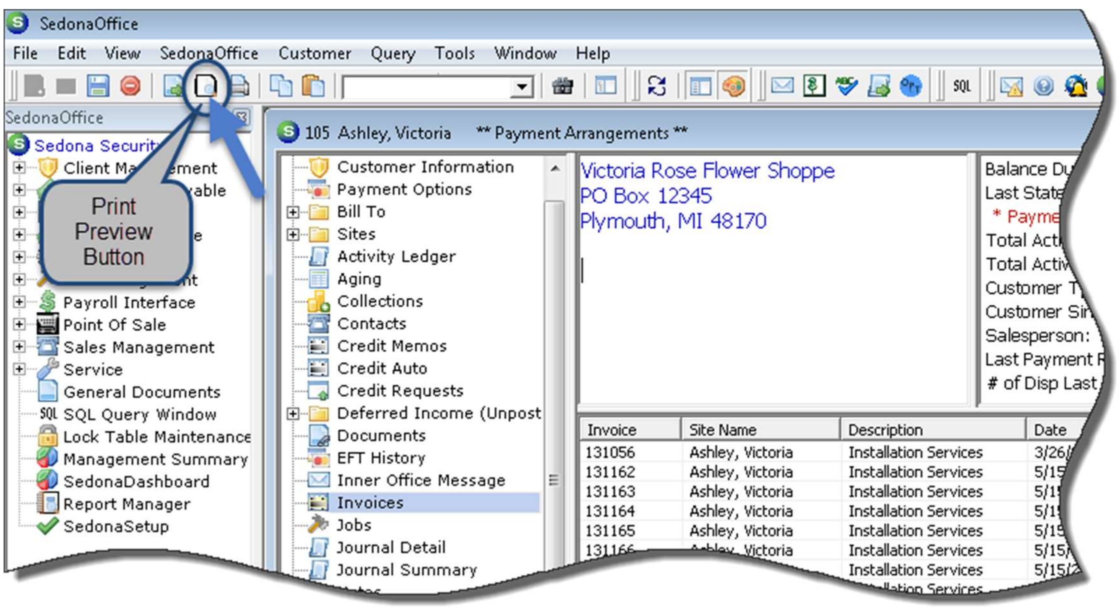
Customer Explorer Reports

Options & Transaction History Reports

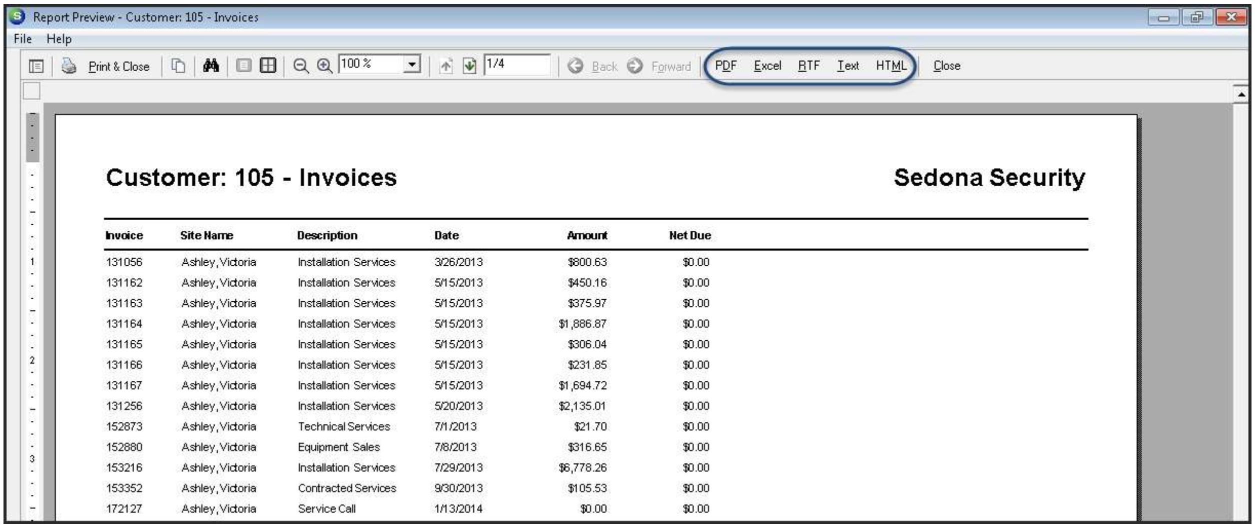
Built-in reports are another feature of the Customer Explorer. If you need to print historical information, clicking on one of the options (within the Options & Transaction History area of the Customer Tree) then clicking on the Print Preview button from the Function Buttons toolbar will display a report of all the data available for the customer tree option selected.

Note: Clicking on the *Aging* or *Collections* customer tree options will produce the Customer Snapshot report. There are no predesigned reports within the customer explorer for these to items.

In the example below, we have selected to print the invoice history. The report generated will include every invoice that was ever posted to the customer's account. For customers with a long history with your company, this could be a very long report and take a few seconds to generate – be patient, the report will appear on your screen.



Once the report is displayed, you may print or export the data into a file; PDF, Excel, RTF, Text or HTML. The export type buttons are located at the top of the report preview window.



Customer: 105 - Invoices | Sedona Security

Invoice	Site Name	Description	Date	Amount	Net Due
131056	Ashley, Victoria	Installation Services	3/26/2013	$800.63	$0.00
131162	Ashley, Victoria	Installation Services	5/15/2013	$450.16	$0.00
131163	Ashley, Victoria	Installation Services	5/15/2013	$375.97	$0.00
131164	Ashley, Victoria	Installation Services	5/15/2013	$1,886.87	$0.00
131165	Ashley, Victoria	Installation Services	5/15/2013	$306.04	$0.00
131166	Ashley, Victoria	Installation Services	5/15/2013	$231.85	$0.00
131167	Ashley, Victoria	Installation Services	5/15/2013	$1,694.72	$0.00
131256	Ashley, Victoria	Installation Services	5/20/2013	$2,135.01	$0.00
152873	Ashley, Victoria	Technical Services	7/1/2013	$21.70	$0.00
152880	Ashley, Victoria	Equipment Sales	7/8/2013	$316.65	$0.00
153216	Ashley, Victoria	Installation Services	7/29/2013	$6,778.26	$0.00
153352	Ashley, Victoria	Contracted Services	9/30/2013	$105.53	$0.00
172127	Ashley, Victoria	Service Call	1/13/2014	$0.00	$0.00

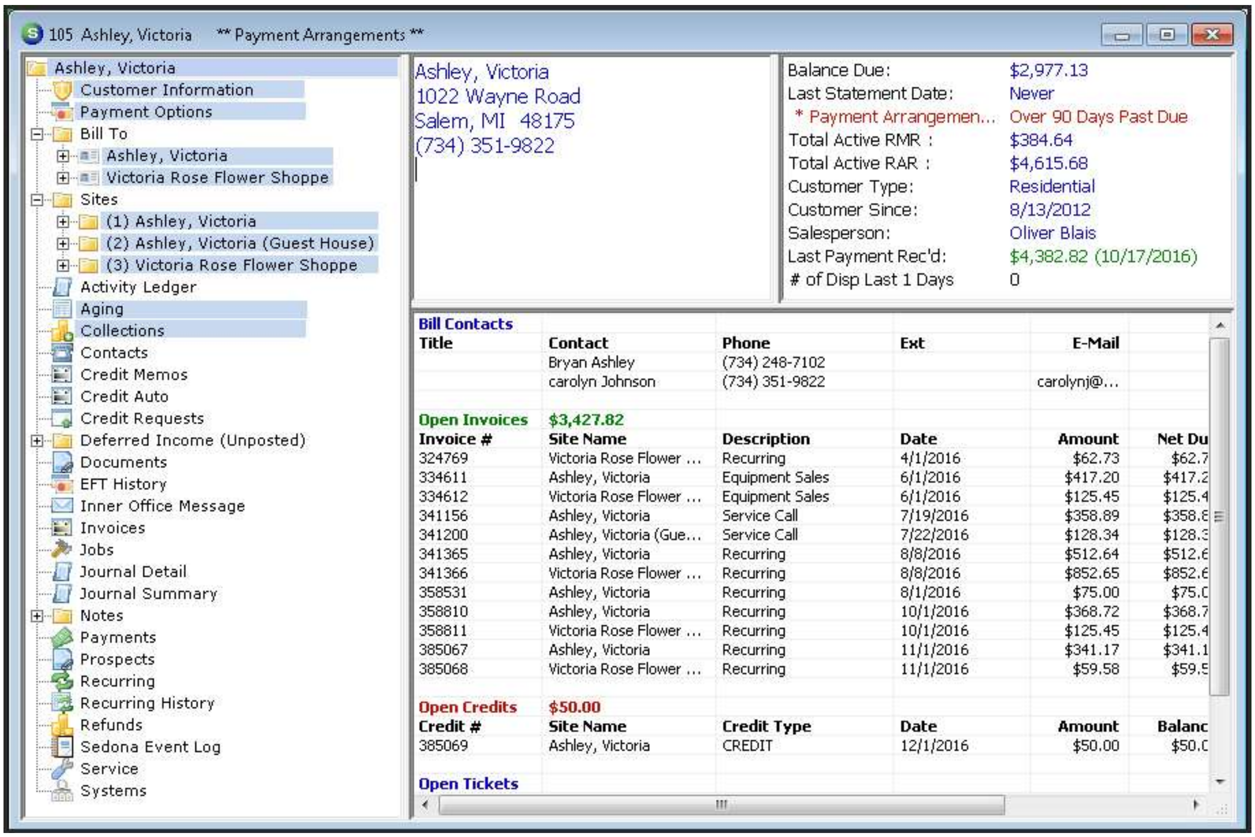
Notes

Customer Structure Reports

The Customer Snapshot report provides information regarding the customer's account which was designed to capture the current state of the customer. Information included on this report includes:

Primary Bill To Information	Financial Summary	Open Invoices & Credits
Site Information	System Information	Active RMR by Site/System

When clicking on any of the highlighted customer tree options below, then clicking on the print preview button will generate the Customer Snapshot report. You may also click in any area of the Account Information or Financial Summary panes then click the print preview button to produce this report.



Sample Customer Snapshot Report

105

Customer Snapshot

12/1/2016

Ashley, Victoria
1022 Wayne Road
Salem, MI 48175
(734) 351-9822

Balance Due:	2,977.13
Last Late Fee:	12/30/1899
Total Active RMR:	384.64
Collection Status:	Payment Arrangements
Customer Type:	Residential
Customer Since:	08/13/2012
Salesperson:	Oliver Blais
Last Payment:	4,382.82 [10/17/2016]
AutoPay Type:	
Branch:	MI

Open Invoices

Invoice #	Date	Description	Amount	Net Due	PO Number	Site Name
324769	04/01/16	Recurring	62.73	62.73		Victoria Rose Flower Shoppe
334611	06/01/16	Equipment Sales	417.20	417.20	5678	Ashley, Victoria
334612	06/01/16	Equipment Sales	125.45	125.45		Victoria Rose Flower Shoppe
341156	07/19/16	Service Call	358.89	358.89		Ashley, Victoria
341200	07/22/16	Service Call	128.34	128.34		Ashley, Victoria (Guest House)
341365	08/08/16	Recurring	512.64	512.64	5678	Ashley, Victoria
341366	08/08/16	Recurring	852.65	852.65		Victoria Rose Flower Shoppe
358531	08/01/16	Recurring	75.00	75.00	5678	Ashley, Victoria
358810	10/01/16	Recurring	368.72	368.72	5678	Ashley, Victoria
358811	10/01/16	Recurring	125.45	125.45		Victoria Rose Flower Shoppe
385067	11/01/16	Recurring	341.17	341.17	5678	Ashley, Victoria
385068	11/01/16	Recurring	59.58	59.58		Victoria Rose Flower Shoppe
			3,427.82	3,427.82		

Item	Cycle	RMR	Next Cycle	Start Date	End Date	
Intrusion Monitoring	M	27.78	12/01/16	05/01/16		3
Lease	Q	23.75	02/01/17	11/01/16		28
MON-Taxable	M	42.75	12/01/16	11/01/16		513
MON-Tax	M	59.37	12/01/16	11/01/16		712
		153.65				1,84

Notes