Debtor Transactions

TABLE OF CONTENTS

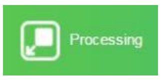
INTRODUCTION TO DEBTOR TRANSACTIONS

Debtors in PropertyIQ are defined as anyone that needs to pay money to the building that is not a lot owner. Debtors can be companies or individuals. Examples of debtors are telecomunication towers on a building that pay rent, a billboard that pays rent to a building or a tenant that purchases a swipe card and the funds need to be receipted into the building.   For detailed information about the Debtors screen and Debtors cards, see the manual “Debtors”

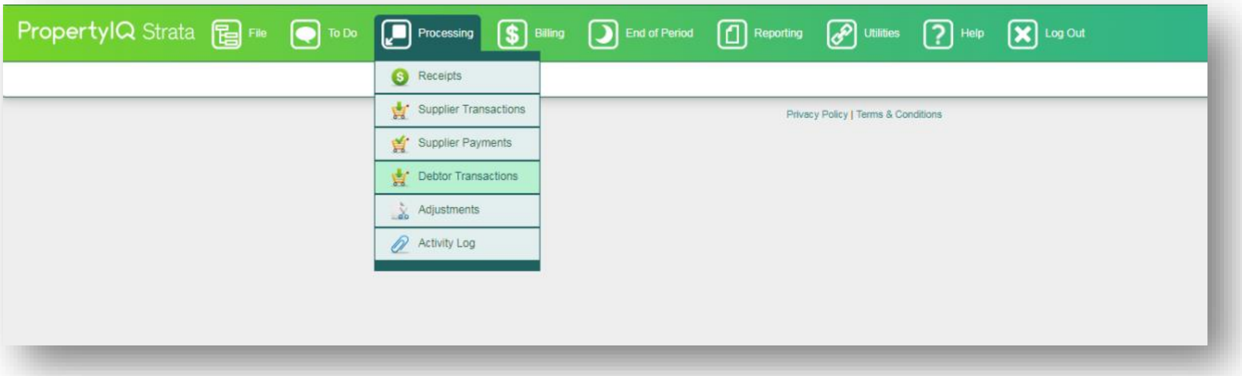
The Debtor transactions area allows you to create invoices and credit notes for Debtors. Invoices are created for anything the Debtor owes to the building and if the building owes the debtor money, (for example if they were overcharged,) you can create a credit note to offset against amounts owed. Once created, your invoices will be recognised when you receive payment and import the TXN File showing the transaction. For more details on receipting, see the Manual “Receipts”.

You can send Debtor Statements from the Due Notices screen. Debtor statements can be emailed or posted and show debtors all amounts they owe. For full details, see the manual “Due Notices and Debtor Statements”

GETTING STARTED WITH DEBTOR TRANSACTIONS

To get started, go to 

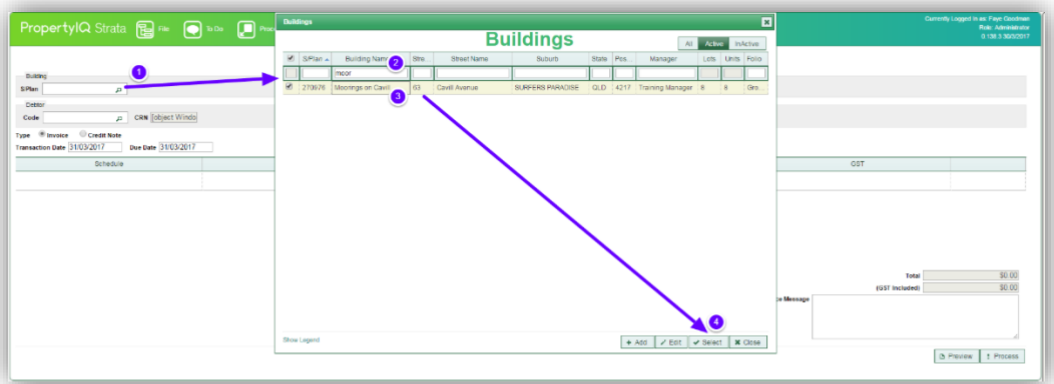
and select *Debtor Transactions*



CREATING AN INVOICE

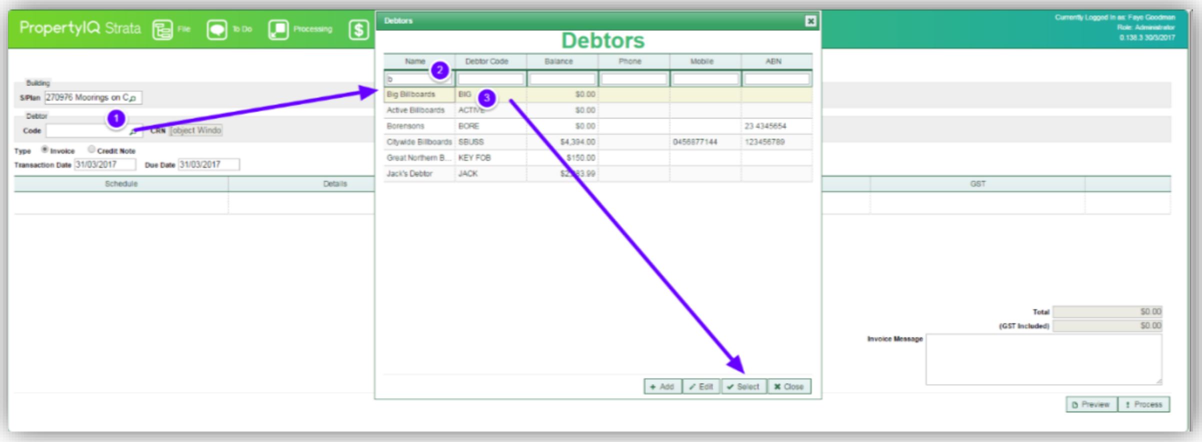
First – select the Building

1. Click on the search icon to start searching for the building the invoice relates to
2. Type some key letters to refine your search and find the building you want
3. Click on the building you want to highlight it and then double click to select it *or*
4. Click on *Select* at the bottom right of the screen



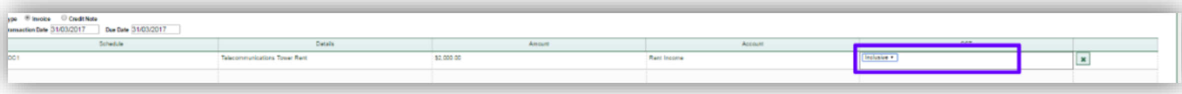
Select the Debtor

1. Click on the search icon to start searching for the Debtor you want
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click on a debtor to highlight them and then double click to select *or*
4. Click on *Select* at the bottom right of the debtor's screen

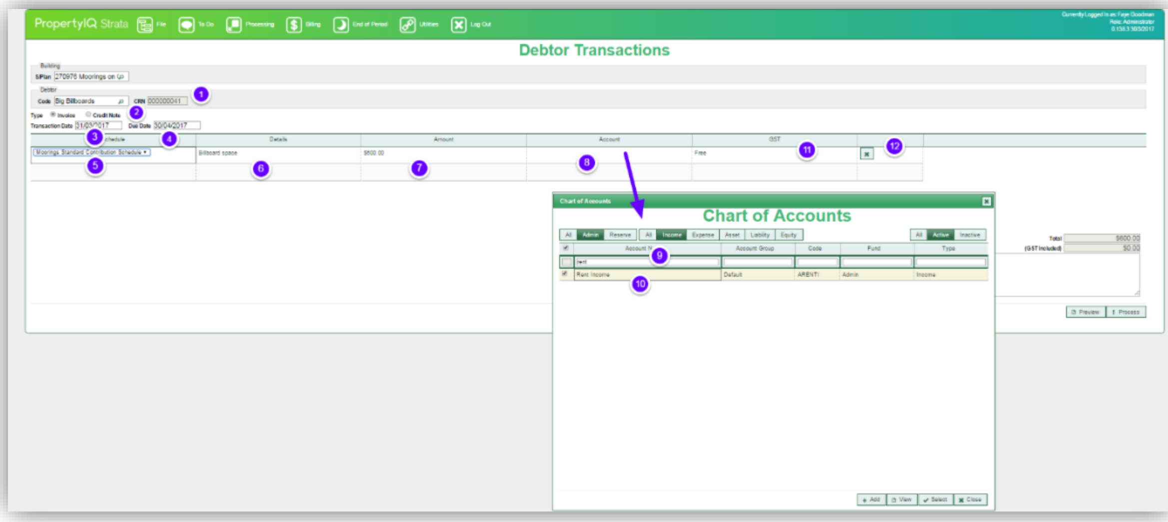


Complete the details

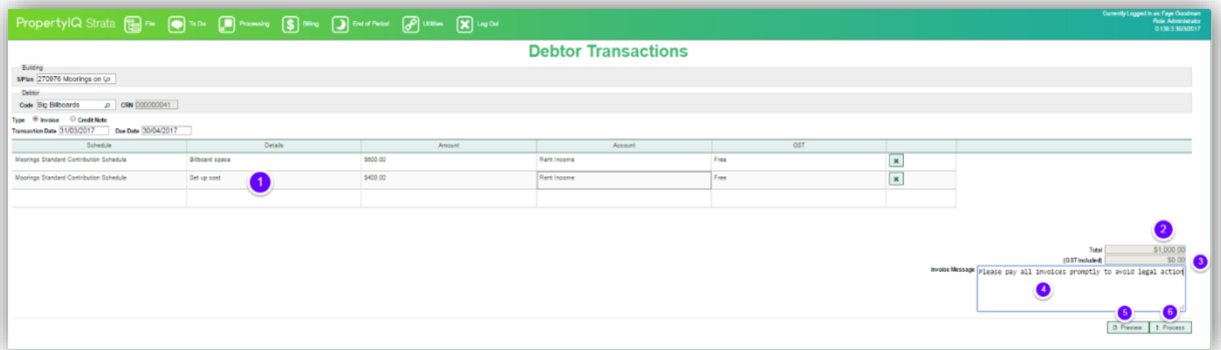
1. The CRN is an identifying customer number that automatically allocates to each debtor when they are created. This number identifies the debtor when receipts from them appear on your .txn files during the receipting process. The CRN automatically populates in this field once the debtor is selected
2. Click to select whether this is an invoice or credit note – see below for credit note instructions
3. Type the invoice creation date here
4. Type the date the invoice is due
5. If the building you selected has more than one contribution schedule, select the schedule this invoice item relates to from the dropdown list
6. Type the details of this item
7. Type the total amount of this item
8. Click on the search icon in the *Account* box to find the chart of accounts code you want to allocate this invoice item to
9. By default the chart of accounts screen will show all active income items, but you can toggle your view here. Type some key letters in any of the empty boxes on the top line to refine your search.
10. Click on the item you want, to highlight it, and then double click to select it
11. If your building is not ticked as registered for GST, the status of the item will be *Free* and you can't alter it. If your building is registered for GST, the status of the item will default to *Inclusive* but you can click on the dropdown list to select *Free* if the item is GST Free.



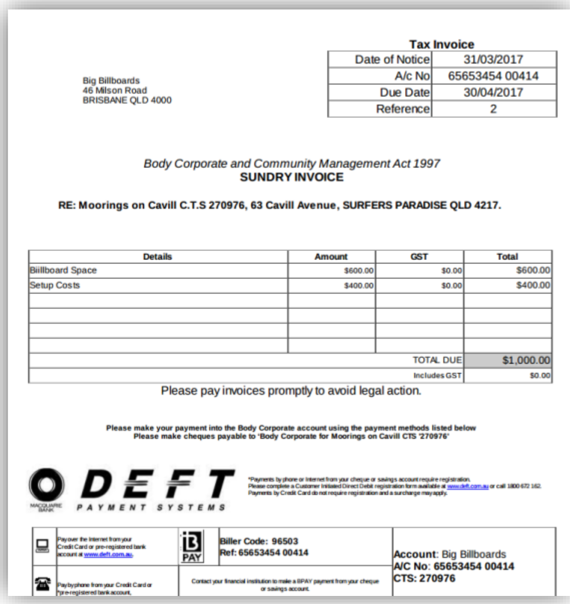
12. You can click on the cross at the end of the line to delete a line item.



1. You can continue to add more line items by clicking on the next line and following the steps above
2. The total of your invoice shows here
3. If your invoice includes GST, the total GST will show here
4. You can type a message to appear on the invoice if you want here (optional)
5. Click *Preview* to generate a PDF preview of the invoice document
6. Click *Process* when you are ready to generate the invoice.



PDF Preview



Big Billboards
46 Milson Road
BRISBANE QLD 4000

Tax Invoice

Date of Notice	31/03/2017
A/c No	65653454 00414
Due Date	30/04/2017
Reference	2

Body Corporate and Community Management Act 1997
SUNDRY INVOICE

RE: Moorings on Cavill C.T.S 270976, 63 Cavill Avenue, SURFERS PARADISE QLD 4217.

Details	Amount	GST	Total
Billboard Space	$600.00	$0.00	$600.00
Setup Costs	$400.00	$0.00	$400.00
		TOTAL DUE	$1,000.00
		Includes GST	$0.00

Please pay invoices promptly to avoid legal action.

Please make your payment into the Body Corporate account using the payment methods listed below
Please make cheques payable to 'Body Corporate for Moorings on Cavill CTS 270976'

DEFT PAYMENT SYSTEMS

Pay over the internet from your Credit Card or pre-registered bank account at www.deft.com.au

Pay by phone from your Credit Card or pre-registered bank account.

Biller Code: 96503
Ref: 65653454 00414

Contact your financial institution to make a BPAY payment from your cheque or savings account.

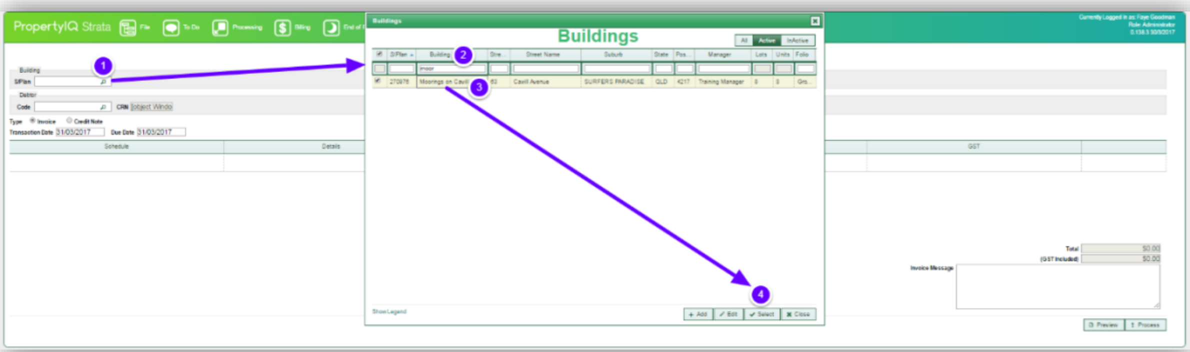
Account: Big Billboards
A/C No: 65653454 00414
CTS: 270976

When you click *Process*, the invoice will be emailed to the debtor if they have Email set as their delivery method. If they have post set as their delivery method, a PDF will be created for you to print, and if you use Bing mailing house a job will be sent to Bing immediately.

CREATING A CREDIT NOTE

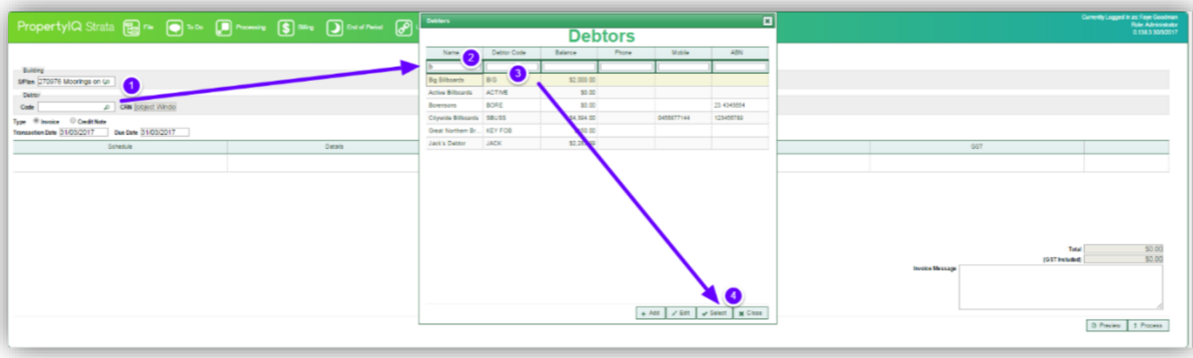
First Select the Building

1. Click on the search icon to start searching for the building the credit note relates to
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click on the building you want, to hightlight it, and then double click to select *or*
4. Click *Select*



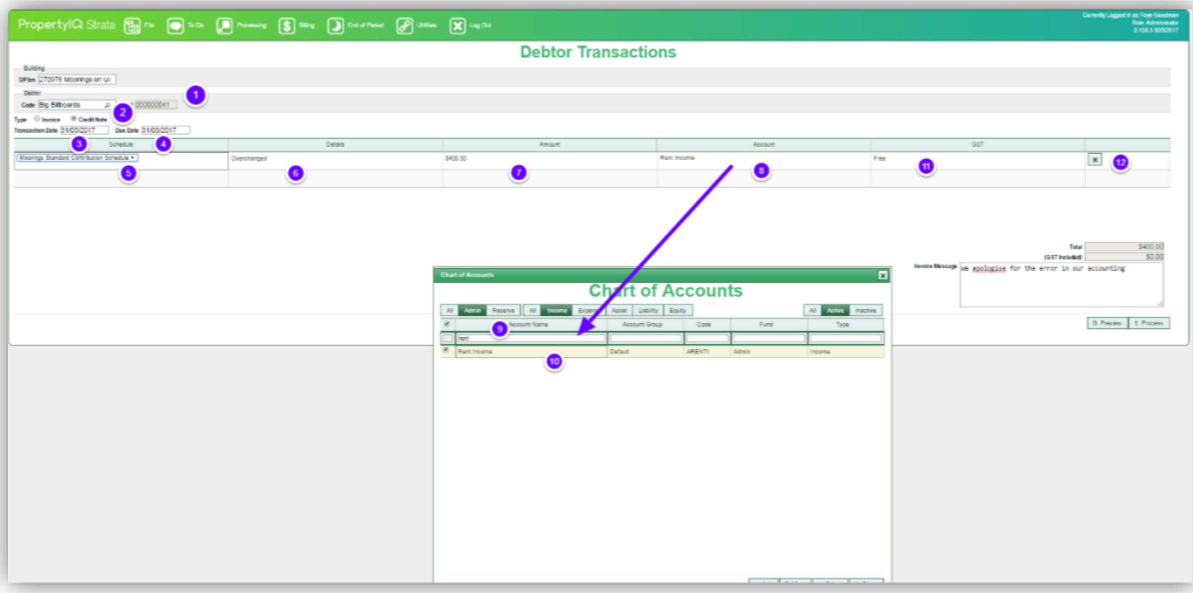
Select the Debtor

1. Click on the search icon to search for the debtor you want
2. Type some key letters in any of the empty boxes on the top row to refine your search
3. Click on a debtor to highlight them and then double click *or*
4. Click *Select*



Complete the details

5. The CRN is an identifying customer number that automatically allocates to each Debtor when they are created. This number identifies the debtor when receipts from them appear on your .txn files during the receipting process. The CRN automatically populates in this field once the debtor is selected
6. Click to select whether this is an invoice or credit note
7. Enter the date the credit note is created
8. Enter the date the credit note is due
9. If the building you selected has more than one contribution schedule, select the schedule this credit note relates to from the dropdown list
10. Type the details of this credit note
11. Type the total amount of the credit note
12. Click on the search icon in the *Account* box to find the chart of accounts code you want to allocate this item to
13. By default the chart of accounts screen will show all active income items, but you can toggle your view from the top. Type some key letters in any of the empty boxes on the top line to refine your search.
14. Click on the item you want, to highlight it, and then double click to select it
15. If the building is not ticked as registered for GST, the status of the item will be *Free* and you can't alter it. If the Building is ticked as registered for GST, the status of the item will default to *Inclusive*, but you can alter the status to *Free* if the items is GST free.
16. You can click on the cross at the end of the line to delete a line item.



1. The total of the credit note shows here
2. The amount of GST (if any) shows here
3. You can type a message here if you want (optional)
4. Click *Preview* to generate a PDF preview of your credit note
5. Click *Process* when you are ready to generate the credit note.