



Due notices and debtor statements

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INTRODUCTION TO DUE NOTICES

The Due Notices area is where you manage the generation and sending of levy/fee notices to lot owners and debtor statements to debtors. This includes both standard and special Levies, arrears, final and legal notices. You have options to send for all buildings, a folio, single building or by strata manager. Debtor statements are generated here to send to all non-lot owners that have invoices to pay to a building.

TEMPLATES FOR SENDING NOTICES

Before sending any notices, you will need to ensure that standard merge templates have been customised for your company and tested by the Macquarie Transactional banking team to ensure that the barcode and Australia Post charge shows correctly

There are two steps:

STEP 1 - CONFIGURE THE STANDARD MERGE TEMPLATES FOR YOUR COMPANY

Configure the standard merge templates for these types, ensuring you have the correct wording and layout for your state. For full details, see the manual [How to add and edit document and email templates](#)

If you are sending notices for strata title buildings, the merge templates you need are:

- (your State) MBL Due Notice
- (your State) MBL Arrears Notice
- (your State) MBL Final Notice
- (your State) MBL Legal notice.

If you are sending notices for company title buildings, the merge templates you need are:

- (your State) MBL Due Notice (Co)
- (your State) MBL Arrears Notice (Co)
- (your State) MBL Final Notice (Co)
- (your State) MBL Legal notice (Co)

If you are sending notices for community title buildings, the merge templates you need are:
(your State) MBL Due Notice (Ca)
(your State) MBL Arrears Notice (Ca)
(your State) MBL Final Notice (Ca)
(your State) MBL Legal notice (Ca)

Debtor statements for all buildings use the same Standard Merge Template:
Debtor Statement

STEP 2 - HAVE A PREVIEW OF YOUR MERGED NOTICES TESTED

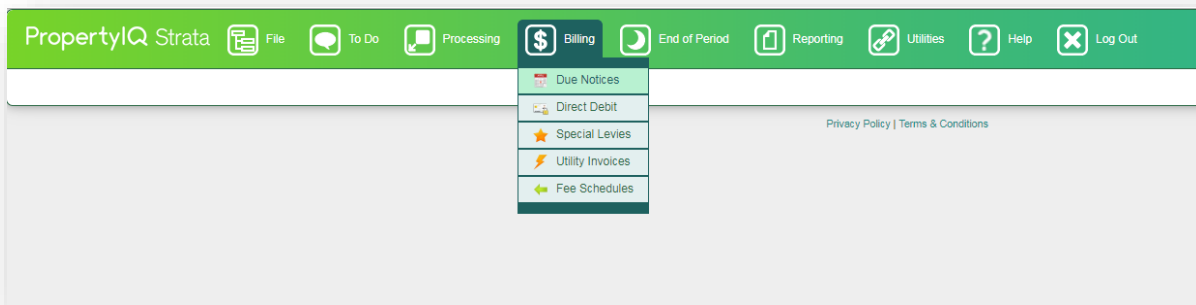
A preview notice needs to be tested prior to sending any notices by the Transactional Banking Team at Macquarie.

The steps you will need to follow are:

1. After locking the opening balances for a building create any upcoming levies/fees using either the Special Levies function or the Budget process. For full details - see the manuals [Step by step guide to getting a building up and running](#), [Setting budgets and Striking levies](#) and [Opening Balances](#)
2. Create a preview of your notices, **but do not Generate** See the section below – [Generating Due Notices](#)
3. Send a PDF copy of one of your previewed notices to your Customer Success Manager. They will forward to the transactional banking team for testing.
4. Your customer Success Manager will advise once your templates have been tested.

GETTING STARTED

To get started, go to  and select *Due Notices*.



GENERATING DUE NOTICES

1. The default tab is Lots. This is where you send notices to lot owners for levies or fees
2. Select generate Due notices
3. Enter the due date range to include due (upcoming) levies/fees with a due date within that range. This uses your selected *Due Notice* template
4. Tick this box if you want to include the lot owner's arrears as a single line item on their due notice. (not usually selected if you are sending separate arrears, final or legal notices.) Note: You will need to have the merge field {{owner_arrears}} in your template for this information to merge.
5. Tick this box if you want to send official arrears notices. This uses your selected *Arrears Notice* template
6. Enter the minimum line item amount outstanding for a single levy/fee that you want to include in the arrears notice run. For example, you may choose not to send these notices if a lot owner owes less than \$50 for a single levy/fee
7. Enter the minimum and maximum days in arrears for a single levy/fee that you want to include in the arrears notice run.
8. Tick this box if you want to send final notices.
9. Enter the minimum line item amount outstanding for a single levy/fee that you want to include in the final notice run. For example, you may choose not to send these notices if a lot owner owes less than \$50 for a single levy/fee.
10. Enter the minimum and maximum days in arrears for a single levy/fee that you want to include in the final notice run.
11. Tick this box if you want to send legal notices in this run.
12. Enter the minimum amount outstanding for a single levy/fee that you want to include in the legal notices run. For example, you may choose not to send these notices if a lot owner owes less than \$50 for a single levy/fee.
13. Enter the minimum and maximum days in arrears for a single levy/fee that you want to include in the legal notice run.
14. Click here if you want to create a strike-back charges for the owners receiving an arrears, final or legal notice. Note: For chargebacks to be generated, you will need to have chargebacks set up on your building card > charges tab > variable charges. For more detail, see the manual [Fixed and variable charges](#)
15. Notices will be sent for buildings by default. If you want to send notices for a single building, click on the search icon to search for the building
16. Notices will be sent for all lots that fit the criteria by default. If you have selected a single building, click on the search icon to select a single lot in that building.
17. Notices will be sent to all folios by default. If you use folios and only want to send notices for a particular folio, click *Selected Folio* and then select the folio you want from the dropdown list.
18. If you want to send notices for one buildings managed by one manager only, use the dropdown list to select the manager you want.
19. The default print order is numeric by strata plan number and then by lot number within each building. Click here if you want the notices to print in order of recipient address.
20. Click here if you want to show any discounted amounts on your notices. Discounts are only applicable if the building has discount rules set up in the building card
21. Click *Search for missing levies* to search for buildings that should have levies due, (based on the stage they are at in their financial year and the number of levy instalments set for that building) but don't. See the section below "Search for missing levies"
22. *Search* to search for lot owners with levies due/overdue that meet the criteria you entered above.

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Due Notices / Statements

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

☒ Generate Due Notices From Date: 01/09/2019 To Date: 30/09/2019 ☒ Include arrears levies in due notices

	Minimum Arrears Amount	Minimum Days Overdue	Maximum Days Overdue
<input checked="" type="checkbox"/> Generate Arrears Notices	\$50.00	7	14
<input checked="" type="checkbox"/> Generate Final Notices	\$50.00	15	30
<input checked="" type="checkbox"/> Generate Legal Notices	\$50.00	31	90

☒ Strike chargeback levies for arrears/final/legal notices

☐ Single Building ☐ Single Lot ☐ Selected Folio ☐ Selected Manager

☐ Order Due Notices By Recipient Address ☐ Include Discount Amounts

S/Plan	Building Name	Lot	Unit	Owner	Amount	Legal Notes	Repayment Plan	Notice Type	Include
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When you select *Search*, you will be prompted to transfer owner credits. If you select *Yes* (recommended), PropertyIQ Will search to see whether any of your owners have credit amounts on their ledger that haven't yet been allocated to a levy.

Do you need to transfer owner credits before processing this Due Notice Run Preview?

Bulk Credit Transfer

Select the date as at which to auto allocate funds. The date will be applied to all transfer receipts, and used to calculate interest/discourt applicable.

Allocate as at date: 07/02/2017

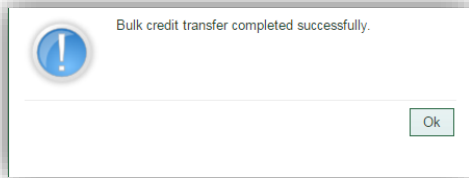
Select buildings to bulk allocate. Click process to automatically allocate credits for all the selected buildings according to the TXN auto-allocation rules.

	C.T.S.	Building Name	Manager	Lots	Units	Folio
<input checked="" type="checkbox"/>	18421	Jacksons Hill	Ashley Jones	4	4	ABC ...
<input checked="" type="checkbox"/>	10	Tempo	Training Manager	9	9	Group...
<input checked="" type="checkbox"/>	89756895	Pirandello Lodge	Ashley Jones	3	3	NSW
<input checked="" type="checkbox"/>	5264895	Club House	Ashley Jones	2	2	NSW
<input checked="" type="checkbox"/>	75486	Liberty City	Stephanie Bussinger	2	2	TAS
<input checked="" type="checkbox"/>	65236	Avast	James Jannes	2	2	SA
<input checked="" type="checkbox"/>	856795	Lifestyle Workings	Ashley Jones	2	2	NT
<input checked="" type="checkbox"/>	236598	Myer Bowl	Ashley Jones	4	4	VIA
<input checked="" type="checkbox"/>	123456	Snagit	Ashley Jones	2	2	VIC
<input checked="" type="checkbox"/>	45646	Hendra Mews	James Jannes	0	0	QLD
<input checked="" type="checkbox"/>	40023	Gazebo Terraces	Kerrie	1	1	QLD
<input checked="" type="checkbox"/>	12458	Carltons	James Jannes	0	0	Rohit...
<input checked="" type="checkbox"/>	112233	femlee house	Mark	1	1	SA
<input checked="" type="checkbox"/>	3	HARVARD PLACE	Mark	3	3	Rohit...
<input checked="" type="checkbox"/>	99	Peppermint Gardens	James Jannes	2	2	NSW
<input checked="" type="checkbox"/>	6	Belair Apartments	Ashley Jones			SA

1. The date will default to today's date, but you can change if you want. If you have set up rules to offer discounts on early payment or charge interest on late payment – PropertyIQ will use this date to calculate those amounts.
2. You can tick here to select all or tick individual buildings
3. Click *Process* when you are ready
4. Click *Finish* only after you have completed the process.

Click *OK* to confirm you want to proceed

! You are about to auto allocate credits for 311 lots across 82 buildings. Continue?



CREDIT TRANSFER FOR BUILDINGS WITH MULTIPLE SCHEDULES

If any lot owners have credits in one schedule and unpaid levies in another schedule, you will see the following message. You can choose whether you want the credit to allocate to:

If there is only one schedule with payable levies, it will automatically be selected

If there are payable levies in multiple schedules, you can choose *All Schedules* and credit will be allocated using standard allocation rules

If there are payable levies in multiple schedules, you can choose *All Schedules* to allocate credit using your standard allocation rules, or you can select a specific schedule for credits to be allocated to.

Bulk Credit Transfer Results

Credit for the selected lots has been transferred to levies in the same schedule.

The following lots still have credit, and have unpaid levies in a different schedule. If a cross schedule transfer is appropriate:

- Click 'Process' to immediately transfer the credit from the schedule in 'Schedule Name' to the schedule in the 'Allocate Credit To' drop down.
- If there is only one schedule with payable levies it will already be selected, and you can just click 'Process'.
- If there are payable levies in multiple schedules, choosing 'All Schedules' will allocate credit using the standard allocation rules.

Optionally, you can select a specific schedule for the credit to be applied to before clicking 'Process'.

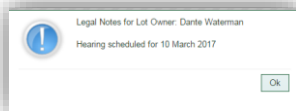
Note: If a schedule contains any negative levies you will see two totals; the sum of positive levies, followed by the sum of negative levies.

S/Plan	Lot	Owner Name	Schedule Name	Credit	Payable Levies	Allocate Credit To	
B1	1	Owner 1 v2 - 'mixed' delivery but all posthgfnfg	Utility Schedule	\$205.00	\$151,097.38	All Schedules ▼	Process

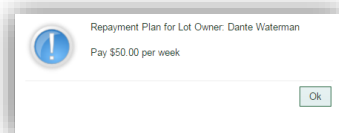
Close

Once the credit transfer process is completed, you will see all levies on the screen that fit the criteria selected above.

1. The strata plan number shows here
2. The building name shows here (if applicable)
3. The lot number shows here
4. The unit number shows here
5. The lot owners name shows here
6. Select *View Lot* to open the lot owner's card
7. The total amount owing that fits this line item shows here. I.E. in this screenshot, this lot owner has a debt of \$3099.65 that fits the criteria you entered above for receiving a final notice.
8. Click here to see any notes you have made about legal action on the *Legal Action* accordion in the lot owner card. For detailed information on setting up these notes, see the manual "Lots Owners"



9. Click here to see any notes you have made about repayment plans on the *Repayment Plans* accordion in the lot owner card. For detailed information on setting up these notes, see the manual "Lots Owners"



10. The type of notice the lot owner is due to receive, based on the criteria you entered in the top half of the screen, shows here.
11. By default, all lot owners that have levies/fees that fit the criteria you entered in the top half of the screen will be ticked to receive a notice. If you wish to exclude any owners from this notice run, you can click to exclude them.
12. Invert reverses your previous selection. I.E. If you previously had two debtors selected on the screen and selected *Invert*, the two selected will be de-selected and the remaining debtors will be selected.
13. *Select all* selects all the debtors showing on the screen
14. *De-select all* de-selects all the debtors showing on the screen
15. The notice date defaults to today's date and shows here.
16. *Preview* to generate a PDF preview of your notices. It is recommended that you always preview before generating a notice run.
17. *Generate* when you are ready to send the notices. This will email all lot owners that are ticked to receive their notices by email and create a PDF for all lot owners that are ticked to receive their notices by post. If you are using Bing Mailing service, the job will be sent to Bing immediately. If your owners are using the owner's portal, their notices will now appear on the portal.

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Due Notices / Statements

Generate Due Notices From Date: 01/09/2019 To Date: 30/09/2019 ☒ Include arrears levies in due notices

	Minimum Arrears Amount	Minimum Days Overdue	Maximum Days Overdue
<input checked="" type="checkbox"/> Generate Arrears Notices	\$50.00	7	14
<input checked="" type="checkbox"/> Generate Final Notices	\$50.00	15	30
<input checked="" type="checkbox"/> Generate Legal Notices	\$50.00	31	90

☒ Strike chargeback levies for arrears/final/legal notices

☐ Single Building ☐ Single Lot

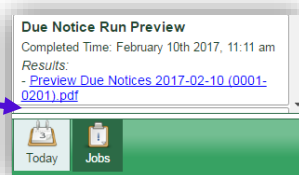
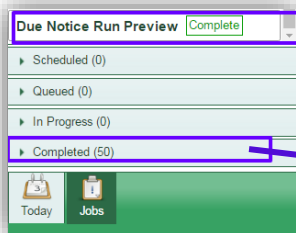
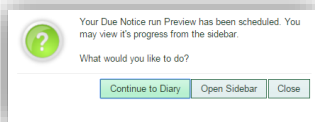
☐ Selected Folio ☐ Selected Manager

☐ Order Due Notices By Recipient Address ☐ Include Discount Amounts


S/Plan	Building Name	Lot	Unit	Owner	Amount	Legal Notes	Repayment Plan	Notice Type	Include
693	Infinity Tower 11 James Street, PERTH	10	101	Alex Woolbank	\$687.50			Final	<input checked="" type="checkbox"/>
693	Infinity Tower 11 James Street, PERTH	12	102	Benjamin Green	\$687.50			Final	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	1	201	Sara Swanden	\$679.15	<input type="button" value="View Legal Note"/>	<input type="button" value="View Repayment Plan"/>	Legal	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	1	201	Sara Swanden	\$5,621.52	<input type="button" value="View Legal Note"/>	<input type="button" value="View Repayment Plan"/>	Due	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	1	201	Sara Swanden	\$400.00	<input type="button" value="View Legal Note"/>	<input type="button" value="View Repayment Plan"/>	Final	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	2	2	Maddison Furness	\$807.00			Legal	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	2	2	Maddison Furness	\$5,956.97			Due	<input checked="" type="checkbox"/>
888	Cascade Gardens 15 Arkstone Drive, BALLARAT	2	2	Maddison Furness	\$236.10			Final	<input checked="" type="checkbox"/>

Notice Date: 19/08/2019

When you select *Preview*, you will see this message. The preview generates a job in your job centre on the right of your screen.



Scroll through your notices and check for errors.

1. Click on the PDF to open it and print for owners that receive their notices by post.  If you are using Bing Mailing House, those notices being posted will be automatically sent to the mail house for sending.
2. Lot owners that receive their notices by email will now have been emailed.
3. If you are using the owner's portal, notices will now show on those owner's portal accounts. For detailed information about the portal see the manual "Owner's Portal".

Tax Invoice

Julie
50 Good Street
WESTMEAD NSW 2145
WESTMEAD NSW 2145

Date of Notice 10/02/2017

ARREARS NOTICE

Strata Schemes Management Act 1996

RE: Strata Plan 690, Lot 20, Unit 1111
1-7 Pye, WESTMEAD NSW 2145.

Due Date	Ref.	Details	Admin	Sinking	Int/Disc	Due
16/11/2016	14		\$20.00	\$40.00		\$60.00
16/11/2016	10		\$25.00	\$30.00		\$55.00
16/11/2016	15		\$25.00	\$30.00		\$55.00
16/11/2016	19		\$25.00	\$25.00		\$50.00
16/11/2016	23		\$60.00	\$0.00		\$60.00
16/11/2016	24		\$40.00	\$0.00		\$40.00
TOTAL AMOUNT DUE \$577.50						

In Arrears: \$577.50

Section 79(2) of the Strata Schemes Management Act 1996 provides for interest on unpaid levies to be charged at 10% pa

CHECK FOR MISSING LEVIES

The search for missing levies function allows you to look for buildings that *should* have levies due during the period you selected on the screen, but don't. PropertyIQ looks at the financial year dates of each building and the number of instalments entered for each building to calculate whether there *should* be levies due.



The missing levies search does not generate levies. You will need to investigate each building on the list to see why there are no levies, and if necessary, generate them either through the budget process or the special levies function.

1. Select *Check for Missing Levies*
2. You will now see a list of all buildings that have been detected as having missing levies. You can scroll to view them or click *Print* to print a PDF Report.

	Min. Amount Overdue	Min. Days Overdue
Arrears Notices	\$50.00	30
Final Notices	\$50.00	60
Legal Notices	\$50.00	90

S/Plan	Period From	Period To	Manager
161616	1/7/2020	30/9/2020	Marcus Bottomley
161616	1/7/2020	30/9/2020	Marcus Bottomley
STRATA 123	1/7/2020	30/9/2020	Natalia Breen
1008	1/7/2020	30/9/2020	Rebecca
1008	1/7/2020	30/9/2020	Rebecca
0810	1/7/2020	30/9/2020	Ashley Jones
789456	1/7/2020	30/9/2020	Jeremiah Fulstone
95221	1/7/2020	30/9/2020	Jack Robinson

Missing Levies Report from 01/07/2020 to 31/07/2020

Building	Period From	Period To	Manager
75486 Liberty Grove 8 Westbourne Street	01/07/2020	30/09/2020	Anne Fluva
75486 Liberty Grove 8 Westbourne Street	01/07/2020	30/09/2020	Anne Fluva
65236 Victory Tower 31 Maritime Place	15/07/2020	14/10/2020	Anne Fluva
123456 Lowanna Muse 57-61 Lowanna Street	01/07/2020	30/09/2020	AMS Mick
123456 Lowanna Muse 57-61 Lowanna Street	01/07/2020	30/09/2020	AMS Mick
40023 Gazebo Terraces 12 Little Street	01/07/2020	30/09/2020	Kerrie
40023 Gazebo Terraces 12 Little Street	01/07/2020	30/09/2020	Kerrie
112233 fernlee house 1 fernlee parade	15/07/2020	14/10/2020	Mark

DEBTOR STATEMENTS

Debtor statements are utilised for entities other than lot owners that need to pay money to a building.

1. Select the *Debtors* tab
2. Enter a minimum balance here – if the debtor owes less than this figure, they will not receive a statement
3. Select a cut-off date for your statements. This will include any debtors with an amount owing that is due *prior* to this date
4. Choose whether you want to include any debtors that have a credit balance
5. You can select to send statements to debtors that owe money to a single building
6. If you use folios, you can select to send notices to debtors that owe money for a single folio
7. You can select a single debtor
8. You can select to send statements for debtors that owe funds only to buildings managed by a single manager
9. *Search* to look for debtors that meet the criteria you have entered

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Currently Logged In as: Bella Carstairs
Role: Administrator
0.179.4.1 19/7/2019

Due Notices / Statements

Lots Debtors

Generate Statements

Min Balance \$20.00 Cutoff Date 31/07/2019

☒ Include debtors in credit

Additional Filters

☐ Single Building ☐ Single Debtor

☐ Folio ☐ Manager

☐ Debtor Type

Search

Invert Select All Deselect All

S/Plan	Building Name	Debtor Name	Amount	Credit	Date of Last Statement	Utility Debtor	Include
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Statement Date 19/08/2019 Preview Generate

You will be prompted to transfer credits before processing this Debtor Statement run. It is recommended that you transfer to ensure that all debtors have any payments allocated against any outstanding invoices.

Do you need to transfer credits before processing this Debtor Statement Run?

No Yes

1. You can select all buildings here
2. *Process*
3. *Finish* when you have finished transferring credits

Bulk Credit Transfer

Select the date as at which to auto allocate funds. The date will be applied to all transfer receipts, and used to calculate interest/discount applicable.
 Allocate as at date

Select the buildings to bulk allocate. Click process to automatically allocate credits for all the selected buildings according to the TXN auto-allocation rules.
 NOTE: Only allocates against principal amounts and will not allocate against any interest due.

1

	S/Plan	Building Name	Manager	Lots	Units	Folio
<input checked="" type="checkbox"/>	18421	Jacksons Hill	Ashley Jones	4	4	A Gr...
<input checked="" type="checkbox"/>	10	Altrum	Training Manager	9	9	B Folio
<input checked="" type="checkbox"/>	5264895	Club House	Ashley Jones	2	2	NSW...
<input checked="" type="checkbox"/>	75486	Liberty Grove	Anne Fluvia	2	2	TAS...
<input checked="" type="checkbox"/>	65236	Victory Tower	Anne Fluvia	2	2	SA F...
<input checked="" type="checkbox"/>	236598	Myer Bowl	Ashley Jones	4	4	WA B...
<input checked="" type="checkbox"/>	123456	Lowanna Muse	Ashley Jones	2	2	ACT...
<input checked="" type="checkbox"/>	45646	Hendra Mews	James James	0	0	QLD...
<input checked="" type="checkbox"/>	40023	Gazebo Terraces	Kerrie	1	1	QLD...
<input checked="" type="checkbox"/>	112233	fernlee house	Mark	1	1	SA F...
<input checked="" type="checkbox"/>	99	Peppermint Gardens	Ashley Jones	2	2	NSW...
<input checked="" type="checkbox"/>	6	Belair Apartments	Ashley Jones	3	3	SA F...
<input checked="" type="checkbox"/>	78569425	AMIS	Rebecca	1	1	TEA...
<input checked="" type="checkbox"/>	8	KCs	Ashley Jones	1	1	NSW...
<input checked="" type="checkbox"/>	4	Penrith Plaza	Anne Fluvia	2	2	Rohif...
<input checked="" type="checkbox"/>	123123		Jack Dobinson	1		QLD...

2 3

1. The Strata Plan or OC the debt belongs to shows here
2. The building name (if applicable) and address details show here
3. The debtor's name shows here
4. You can open the debtor's card by clicking here
5. The outstanding amount for each debtor that fits your criteria shows here. I.E the amount that is due prior to the cut-off date you entered above.
6. If any of the debtors have an unallocated credit balance, the amount shows here
7. If you have previously sent statement(s) to this debtor, the date of the last statement shows here
8. If you use Debtor Utility Invoicing, the lot the invoice relates to shows here
9. By default, all debtors that fit the criteria you entered will be included, but you can untick any debtors you don't want to include
10. Invert reverses your previous selection. I.E. If you previously had two debtors selected on the screen and selected *Invert*, the two selected will be de-selected and the remaining debtors will be selected.
11. *Select all* selects all the debtors showing on the screen
12. *De-select* all de-selects all the debtors showing on the screen
13. The statement date defaults to today's date but you can alter if you want to
14. *Preview* creates a PDF preview of your statement
15. *Generate* creates the statements. Debtors that have nominated email as their method of delivery will be emailed. A PDF statement will be generated for Debtors that have nominated post as their method of delivery

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: Bella Carstairs
Role: Administrator
0.179.4.1 19/7/2019

Due Notices / Statements

Generate Statements

Min Balance: \$1.00 Cutoff Date: 31/07/2019 ?

☐ Include debtors in credit

Additional Filters

☐ Single Building ☐ Single Debtor


☐ Folio ☐ Manager

☐ Debtor Type

S/Plan	Building Name	Debtor Name	Amount	Credit	Date of Last Statement	Utility Debtor	Include
99999	The Bachelor Pad 1-7 Hollywood Drive, MURWILLUMBAH	Active Billboards	\$150.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
99999	The Bachelor Pad 1-7 Hollywood Drive, MURWILLUMBAH	Anne B. Mateo	\$50.00	\$0.00	19/8/2019	Lot: 65	<input checked="" type="checkbox"/>
99999	The Bachelor Pad 1-7 Hollywood Drive, MURWILLUMBAH	Annie's Flowers	\$50.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
99999	The Bachelor Pad 1-7 Hollywood Drive, MURWILLUMBAH	Citywide Billboards	\$3,720.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
99999	The Bachelor Pad 1-7 Hollywood Drive, MURWILLUMBAH	Tenant at SP 5, Lot 1	\$60.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
161616	The tasmanian 53 Hobart Street, HOBART	Citywide Billboards	\$150.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
161616	The tasmanian 53 Hobart Street, HOBART	Great Northern Brewery	\$300.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>
621345	Open Lane 1 - 3 Open Lane, BRISBANE	Coca Cola	\$147.00	\$0.00	19/8/2019		<input checked="" type="checkbox"/>

Statement Date: 19/08/2019

Preview generates this message

 Your Debtor Statement Run Preview has been scheduled. You may view it's progress from the sidebar.

What would you like to do?

Click on the completed job

Scheduled (0)

Completed (52)

Debtor Statement Run Preview

Completed Time: October 9th 2018, 4:21 pm

Results:

[Preview Debtor Statement 2018-10-09.pdf](#)

Review your statements and check carefully for errors

Generate triggers this message. Click *Proceed* when you are ready

FINAL WARNING - Please ensure you have applied debtor credits as required, reviewed your settings and reviewed the statements list.

Cancel to make amendments.

Proceed to send this job to the BG Server. Once finished it will appear in the Completed section of the sidebar.

 Cancel  Proceed

Your debtor statement will look something like this:

My Status Co QLD
 ABN: 512277777
 8 Ann Street
 BRISBANE QLD 4000
 Ph: 07 5454 6200 Fax: 131213
 100000000_email@bwadentpaq
 Principal: Kelly Lewdlyn

Statement
 99999999

Big Billboards
 45 Milson Road
 BRISBANE QLD 4000


Date of Notice	09/10/2018
A/c No	35235235 00414

RE: The Bachelor Pad C.T.S 1
1-8 Hollywood Drive, MURWILLUMBAH NSW 2656







According to our records the following amounts remain outstanding.

Due Date	Invoice Reference	Details	Amount	Paid	Total
21/05/2018	9	Hello	\$2,000.00	\$0.00	\$2,000.00
TOTAL OUTSTANDING					\$2,000.00

Please make your payment into the Body Corporate account using the payment methods listed below
 Please make cheques payable to 'Body Corporate for The Bachelor Pad CTS 1'



*Payments by phone or internet from your cheque or savings account require registration.
 Please complete a Customer Initiated Direct Debit registration form available at www.dft.com.au or call 13 00 672 162.
 Payments by Credit Card do not require registration and a surcharge may apply.

<p> Pay over the internet from your Credit Card or pre-registered bank account at www.dft.com.au.</p> <p> Pay by phone from your Credit Card or pre-registered bank account. Call 1300 30 10 90 or 04 46 12 8 232 7395</p> <p> Pay by making this payment slip with your Cheque to: DEFT Payment Systems GPO Box 141, Brisbane QLD 4001</p>	<p> Biller Code: 96503 Ref: 35235235 00414</p> <p>Contact your financial institution to make a BPAY payment from your cheque or savings account.</p> <p> POST billpay Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS</p>	<p>Account: Big Billboards A/C No: 35235235 00414 CTS: 1</p> <p>All Cheques must be made payable to: The Bachelor Pad CTS 01</p>
		Total Due \$2,000.00
DEFT Reference Number: 35235235 00414		

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0002000000<2+