

# PropertyIQ™

## Fee schedules

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#### INTRODUCTION TO FEE SCHEDULES

The Fee Schedules area is where you create invoices to charge your management, activity, and additional fees to your managed buildings.

#### GETTING STARTED

The Fee Schedule screen allows you to determine which fees you want to take.



**FREQUENCY** – The frequency at which you charge each Building comes from your management agreement and is then entered in the Building card – Charges Tab.




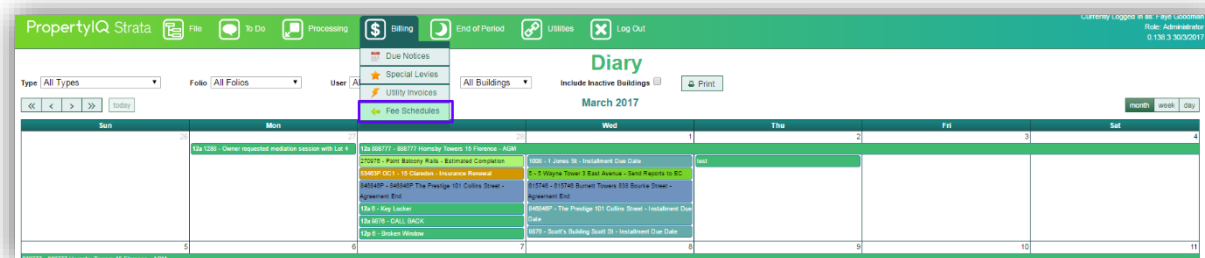
**CHARGE CYCLES** - You can allocate your buildings to different charge cycles. This is entered on the Building Card – Charges Tab. For example, if you charge quarterly, each building's fees may become due on a different month, depending on when you signed the management agreement. You might set up three different schedules, number 1 for January, number 2 for February and number 3 for March. When April comes around you will re-use number 1 because the buildings you billed in January are now due for billing again.

For more information on charges and charge types in PropertyIQ, you can refer to the following resources:

- Videos and help page '[Charges – fixed and variable charges on the building card and activity log](#)'
- Manual '*Buildings – Charges Tab: Fixed and Variable Charges*'
- Manual '*Activity Log*'

## FEE SCHEDULE RUN PROCESS

To get started go to  and select Fee Schedules



1. The default is all buildings. This means that when you click *Process* at the end of this screen, invoices will be generated to charge all your buildings. If you untick you can search for a single building to charge by using the search icon.
2. If the *All Buildings* box is unticked, the search function will be greyed out
3. By default, the fee schedule run will charge all fee frequencies, but you can use the dropdown list to select a single frequency. The choices are:
  - i. Monthly
  - ii. Quarterly
  - iii. Tri-Annual
  - iv. Bi-Annual
  - v. Annual
4. By default, the fee schedule run will be generated for all managers, but you can select an individual manager from the dropdown list.
5. By default, the fee schedule run will charge all folios, but you can select an individual folio from the dropdown list
6. By default, the fee schedule run will charge all charge cycles, but if you have different charge cycles, choose the number of the charge cycle you want to process from the dropdown list. Take particular care with this step if you are using charge cycles. See note in the introduction.
7. Type the invoice date here. This is the date the buildings will be invoiced.
8. Click in the box to tick management fees if you want to charge your standard management fees. Select the date range you want to charge for. This is often charged in advance for the next period.
9. Click in the box to tick *Sundry Charges* if you want to charge fixed sundry charges. Select the date range you want to charge for. These are often charged in advance for the next period.
10. Click *Variable Fees* if you want to charge your variable fees. These will always be charged in arrears as they are only created as they happen. You can click in the circle to generate either a detailed or summary report.
11. Click *Activity Charges* if you want to charge for your activities. These will always be charged in arrears as they are only created as they happen. You can click in the circle to generate either a detailed or summary report.
12. Click *Search* to find all the fees/charges that fit the criteria you have entered.

**Fee Schedule**

☒ All Buildings

Filter

Frequency: All Manager: All Managers

Folio: All Folios Charge Cycle: All Charge Cycles

**Invoice Date** 31/03/2017

**Fees Summary**

Building Count	0
Lot Count	0
Total Management Fee	\$0.00
Total Sundry Fee	\$0.00
Total Variable Fee	\$0.00
Total Activity Fee	\$0.00
Overall Total	\$0.00

**Fixed Fees**

☒ Management Fees From: 01/04/2017 To: 30/04/2017

☒ Sundry Charges From: 01/04/2017 To: 30/04/2017

**Variable Fees**

☒ Variable Fees From: 01/03/2017 To: 31/03/2017

☐ Summary ☒ Detailed

**Activity Charges**

☒ Activity Charges From: 01/03/2017 To: 31/03/2017

☐ Summary ☒ Detailed

Building	Management	Sundry	Variable	Activity	Total	Exclude
----------	------------	--------	----------	----------	-------	---------

Search Preview Process Close

1. After you click search, all the fees/charges that fit the criteria you entered will show on the screen
2. By default, all these items will be charged to the buildings, but if you want to exclude any items you can click in the exclude box
3. If you have a lot of items, use the side bar to scroll up and down and make sure you are happy to process all items.
4. Click on *Preview* to create a PDF preview of the fees/charges you are about to invoice against the buildings. A PDF will open in a new tab
5. Click on *Process* when you are ready to proceed

**Fee Schedules**

☒ All Buildings

Filter

Frequency: All Manager: All Managers

Folio: All Folios Charge Cycle: All Charge Cycles

**Invoice Date** 31/03/2017

**Fees Summary**

Building Count	27
Lot Count	106
Total Management Fee	\$13,383.12
Total Sundry Fee	\$2,040.00
Total Variable Fee	\$442.20
Total Activity Fee	\$603.50
Overall Total	\$16,468.82

**Fixed Fees**

☒ Management Fees From: 01/04/2017 To: 30/04/2017

☒ Sundry Charges From: 01/04/2017 To: 30/04/2017

**Variable Fees**

☒ Variable Fees From: 01/03/2017 To: 31/03/2017

☐ Summary ☒ Detailed

**Activity Charges**

☒ Activity Charges From: 01/03/2017 To: 31/03/2017

☐ Summary ☒ Detailed

Building	Management	Sundry	Variable	Activity	Total	Exclude
18421 Jacksons Hill	\$779.25	\$131.00	\$9.00	\$0.00	\$919.25	<input type="checkbox"/>
10 Tempo	\$112.46	\$183.00	\$32.00	\$0.00	\$327.46	<input checked="" type="checkbox"/>
75486 Liberty City	\$366.04	\$165.00	\$0.00	\$0.00	\$531.04	<input type="checkbox"/>
65236 Avast	\$375.91	\$143.00	\$0.00	\$0.00	\$518.91	<input type="checkbox"/>
123456 Snagit	\$573.52	\$0.00	\$13.20	\$0.00	\$586.72	<input type="checkbox"/>
40023 Gazebo Terraces	\$114.70	\$0.00	\$0.00	\$0.00	\$114.70	<input type="checkbox"/>
6 Belair Apartments	\$110.25	\$0.00	\$0.00	\$220.00	\$330.25	<input type="checkbox"/>
78569425 AMS	\$393.59	\$450.00	\$18.00	\$0.00	\$861.59	<input type="checkbox"/>
8 KCs	\$1,237.01	\$30.00	\$15.40	\$0.00	\$1,282.41	<input type="checkbox"/>
4 Penrith Plaza	\$224.91	\$50.00	\$15.40	\$110.00	\$400.31	<input type="checkbox"/>
11 The Plaza	\$550.00	\$0.00	\$13.20	\$0.00	\$563.20	<input type="checkbox"/>

Search Preview Process Close

PDF Preview – A separate invoice will be generated for each Building that you are charging.

**NSW Company**  
23, Line 2 SYDNEY NSW 2000  
Ph: 45727272 Fax: 72472747  
ABN: 35745747

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S/Plan 1 The Bachelor Pad  
1-8 Hollywood Drive Test  
MURWILLUMBAH NSW 2656

**FILE COPY**  
**01/07/2020**  
**Ref# 6212**

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**Tax Invoice Summary**

Details	Qty	Rate	Charge	GST	Total
<b>Fixed Charges:</b>					
Management Fee (01/07/2020 - 31/07/2020) - Contribution Schedule	1	\$120.00	\$109.09	\$10.91	\$120.00
Management Fee (01/07/2020 - 31/07/2020) - Lift Maintenance	1	\$112.21	\$102.01	\$10.20	\$112.21
Management Fee (01/07/2020 - 31/07/2020) - Utility Schedule 1	1	\$112.21	\$102.01	\$10.20	\$112.21
Fixed postage (01/07/2020 - 31/07/2020) - Contribution Schedule	1	\$75.00	\$68.18	\$6.82	\$75.00
Software (01/07/2020 - 31/07/2020) - Contribution Schedule	1	\$50.00	\$45.45	\$4.55	\$50.00
Fixed printing (01/07/2020 - 31/07/2020) - Contribution Schedule	1	\$85.00	\$77.27	\$7.73	\$85.00
Archiving (01/07/2020 - 31/07/2020) - Contribution Schedule	1	\$5.00	\$4.55	\$0.45	\$5.00
<b>Sub Total</b>	<b>7</b>				<b>\$559.42</b>
<b>Activity Charges:</b>					
Invoice Processing (01/06/2020 - 30/06/2020) - Utility Schedule 1	1	\$1.00	\$0.91	\$0.09	\$1.00
Invoice Processing (01/06/2020 - 30/06/2020) - Utility 2	1	\$1.00	\$0.91	\$0.09	\$1.00
Invoice Processing (01/06/2020 - 30/06/2020) - Lift Maintenance	1	\$1.50	\$1.36	\$0.14	\$1.50
Work Order Processing (01/06/2020 - 30/06/2020) - Contribution Schedule	1	\$5.00	\$4.55	\$0.45	\$5.00
Activity charge 1 (01/06/2020 - 30/06/2020) - Contribution Schedule	1	\$10.00	\$9.09	\$0.91	\$10.00
Activity Charge 2 (01/06/2020 - 30/06/2020) - Contribution Schedule	1	\$12.00	\$10.91	\$1.09	\$12.00
Activity charge 3 (01/06/2020 - 30/06/2020) - Contribution Schedule	1	\$13.50	\$12.27	\$1.23	\$13.50
<b>Sub Total</b>	<b>7</b>				<b>\$44.00</b>
<b>Total</b>			<b>\$548.56</b>	<b>\$54.86</b>	<b>\$603.42</b>

When you click *Process* you will receive a prompt to confirm that you wish to proceed.

Are you sure you wish to Process this Fee Schedule Run?

The invoices against each of the buildings are now created and a detailed Income Analysis Report will be generated. This will open in a new tab.

**PropertyIQ Strata Testing**  
Global address 1, Global address 2, Global address 3 CANNING VALE WA 2000 ABN: 123456789  
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au  
Printed: 31/03/2017 04:30 pm User: Faye Goodman

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PropertyIQ

Fee schedules

23.07.2020

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The invoices will then be available to process and pay your company from the Supplier Payments Screen. The invoices will also be saved as a supplier invoice against the associated buildings.



For detailed information about Supplier Payments, see the manual “Supplier Payments”.

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged in as: Feja Goodman Role: Administrator 9:18:3 30/03/2017

### Supplier Payments

Pay All Pay Supplier Pay Building Payment Summaries Payment Files

Cutoff Date 30/04/2017 All Managers All Folios Approving User All Users Filter by Supplier Managing Agent Clear List Invoices Select All Deselect All

Supplier	Building	Date	Details	Account	Amount	Approval (32)	Exit Approval (11)	Hold (21)	Selected (0)	Admin	Reserve	Balance Limit	Available Funds
Managing Agent	18421 Jacksons Hill	31/03/2017	Invoice Processing (01/03/2017 - 31/03/2017)	Administration C...	\$0.00					\$5,101.44	-\$1,006.30	\$0.00	\$4,095.14
Managing Agent	18421 Jacksons Hill	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$216.97					\$3,371.10	\$0.00	\$0.00	\$3,371.10
Managing Agent	18421 Jacksons Hill	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$562.28					\$5,101.44	-\$1,006.30	\$0.00	\$4,095.14
Managing Agent	18421 Jacksons Hill	31/03/2017	Administration Costs (01/04/2017 - 31/03/2017)	Administration C...	\$50.00					\$5,101.44	-\$1,006.30	\$0.00	\$4,095.14
Managing Agent	270976 Moorings on Cavill	31/03/2017	March Activities (01/03/2017 - 31/03/2017)	Management Fee	\$10.00					\$7,950.00	\$20,000.00	\$0.00	\$27,950.00
Managing Agent	270976 Moorings on Cavill	31/03/2017	xxx (01/03/2017 - 31/03/2017)	Management Fee	\$10.00					\$7,950.00	\$20,000.00	\$0.00	\$27,950.00
Managing Agent	270976 Moorings on Cavill	31/03/2017	xxx (01/03/2017 - 31/03/2017)	Management Fee	\$110.00					\$7,950.00	\$20,000.00	\$0.00	\$27,950.00
Managing Agent	270976 Moorings on Cavill	31/03/2017	March Activities (01/03/2017 - 31/03/2017)	Management Fee	\$110.00					\$7,950.00	\$20,000.00	\$0.00	\$27,950.00
Managing Agent	40023 Gazebo Terraces	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$114.70					\$0.00	\$0.00	\$0.00	\$0.00
Managing Agent	439435P1	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$2,249.10					Insufficient Funds	-\$966.00	\$1,000.00	\$0.00
Managing Agent	5 Wayne Tower	31/03/2017	meeting preparation (01/03/2017 - 31/03/2017)	Management Fee	\$20.00					\$108,169.63	-\$10,203.50	\$0.00	\$97,966.13
Managing Agent	5 Wayne Tower	31/03/2017	disbursements (01/04/2017 - 31/03/2017)	Administration C...	\$55.00					\$108,169.63	-\$10,203.50	\$0.00	\$97,966.13
Managing Agent	5 Wayne Tower	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$590.39					\$108,169.63	-\$10,203.50	\$0.00	\$97,966.13
Managing Agent	5 Wayne Tower	31/03/2017	Arc hiving (01/04/2017 - 31/03/2017)	Administration C...	\$22.00					\$108,169.63	-\$10,203.50	\$0.00	\$97,966.13
Managing Agent	5555L The House	31/03/2017	Management Fee (01/04/2017 - 31/03/2017)	Management Fee	\$2,811.38					Insufficient Funds	\$584.52	\$450.00	\$0.00
Managing Agent	5555L The House	31/03/2017	Invoice Processing (01/03/2017 - 31/03/2017)	Wages	\$12.00					\$584.52	\$450.00	\$0.00	\$1,044.52

Payment Date 31/03/2017 1 Process Close

## FEE SCHEDULE REPORTS

A detailed Income Analysis Report will be generated as part of the Fee Schedule run.

You can generate Income Analysis and Payment Analysis Reports at any time under the Reporting menu.



For more information about Income Analysis and/or Payment Analysis Reports, see the manual “Reporting”.

## FEE SCHEDULE INVOICES

The invoices generated by the Fee Schedule run can be viewed at any time in the building’s documents under the ‘Supplier Invoice’ document type, with the name “[Building] Management Agent Invoice #[Inv number] [Inv date].pdf”. They can also be viewed in the Supplier card>Documents tab of the managing agent supplier.

The invoice will contain your company details, the building details, and an itemised list of charges.

1. “Fixed Charges” will appear here. These include charges of type *management fees* and *sundry charges*.
2. “Activity Charges” will appear here. These include charges of type *variable charges* and *activity log charges*.

S/Plan 1 The Bachelor Pad  
1-8 Hollywood Drive  
MURWILLUMBAH NSW 2656

**TAX INVOICE**  
**01/05/2020**  
**Ref# 6137**

Tax Invoice Summary

Details	Qty	Rate	Charge	GST	Total
<b>Fixed Charges:</b>					
Management Fee (01/05/2020 - 31/05/2020) - Contribution Schedule	1	\$112.21	\$102.01	\$10.20	\$112.21
Management Fee (01/05/2020 - 31/05/2020) - Lift Maintenance	1	\$112.21	\$102.01	\$10.20	\$112.21
Management Fee (01/05/2020 - 31/05/2020) - Utility Schedule 1	1	\$112.21	\$102.01	\$10.20	\$112.21
Fixed postage (01/05/2020 - 31/05/2020) - Contribution Schedule	1	\$75.00	\$68.18	\$6.82	\$75.00
Software (01/05/2020 - 31/05/2020) - Contribution Schedule	1	\$50.00	\$45.45	\$4.55	\$50.00
Fixed printing (01/05/2020 - 31/05/2020) - Contribution Schedule	1	\$85.00	\$77.27	\$7.73	\$85.00
Archiving (01/05/2020 - 31/05/2020) - Contribution Schedule	1	\$5.00	\$4.55	\$0.45	\$5.00
<b>Sub Total</b>	<b>7</b>				<b>\$551.63</b>
<b>Activity Charges:</b>					
Invoice Processing (01/04/2020 - 30/04/2020) - Utility Schedule 1	1	\$1.00	\$0.91	\$0.09	\$1.00
Invoice Processing (01/04/2020 - 30/04/2020) - Utility 2	1	\$1.00	\$0.91	\$0.09	\$1.00
Invoice Processing (01/04/2020 - 30/04/2020) - Lift Maintenance	1	\$1.50	\$1.36	\$0.14	\$1.50
Work Order Processing (01/04/2020 - 30/04/2020) - Contribution Schedule	2	\$5.00	\$9.09	\$0.91	\$10.00
Mail Merge Processing (01/04/2020 - 30/04/2020) - Lift Maintenance	2	\$2.30	\$4.18	\$0.42	\$4.60
<b>Sub Total</b>	<b>7</b>				<b>\$18.10</b>
<b>Total</b>			<b>\$517.93</b>	<b>\$51.80</b>	<b>\$569.73</b>

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## FEE SCHEDULE CHARGES IN FINANCIAL REPORTS

**Management Fees and Sundry Charges** will always be itemised in building financial reports e.g. 4 sundry charges will appear as 4 line items in the report.

**Activity Charges and Variable Charges** will appear in building financial reports either *itemised* or *consolidated*, depending on your Application Settings. By default, activity and variable charges will be itemised.

### Itemised activity and variable charges

If charges are itemised, 4 activity charges will appear as 4 line items in the report.

### Consolidated activity and variable charges

If charges are consolidated, *variable and activity charges* created by the Fee Schedule run will be consolidated/grouped into one generic line item per invoice for certain financial reports in PIQ.

This improves readability of the reports and significantly reduces the number of pages in each report.

This feature is optional and is enabled by an application setting (see [Application Setting to consolidate fee schedule charges](#) below). When the setting is enabled, it will affect the following financial reports:

- Income and Other Expenses report
- Funds Management report
- Cash Management report

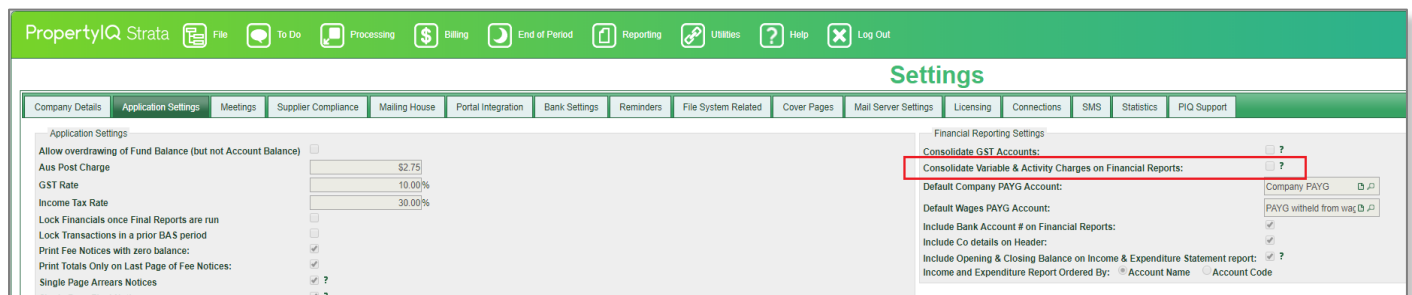
## APPLICATION SETTING TO CONSOLIDATE FEE SCHEDULE CHARGES IN REPORTS

You can enable an application setting to consolidate variable and activity charges in the following financial reports:

- Income and Other Expenses report
- Funds Management report
- Cash Management report

This setting is disabled by default and must be enabled by clients for this functionality to work. When this setting is enabled, the specified financial reports will consolidate/group all variable and activity charges created by the Fee Schedule run into one generic line item per invoice.

You can enable this setting under Utilities > Settings > Application Settings and ticking the '*Consolidate variable & activity charges on financial reporting*' checkbox.



## CONSOLIDATION OF CHARGES IN FINANCIAL REPORTS

The consolidation of variable and activity charges will affect the following financial reports:

- [Income and Other Expenses report](#)
- [Funds Management report](#)
- [Cash Management report](#)

The consolidation rules and behaviour are different for each type of report. You can read more about each report below, including some examples of itemised vs consolidated charges.

## INCOME AND OTHER EXPENSES REPORT

Consolidation rules for the Expenses & Other Income Report are:

- When generating the report in accrual mode, charges are grouped by invoice within each account
- When generating the report in cash mode, charges are grouped on a payment and invoice level within each account
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
  - 'Date' = invoice date
  - 'Ref' = invoice reference number, when in **accrual** basis mode**OR**
  - 'Ref' = payment reference number of the invoice, when in **cash** basis mode
  - 'Description' will appear as "Activity Charges [invoice date period]"

- Even if there is only 1 transaction being consolidated, the description format will remain the same
- If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
- 'Amount' = sum of consolidated charges

Example of consolidated fee schedule charges in the Expenses & Other Income Report (accrual mode):

**Setting for 'Consolidate Variable & Activity Charges on Financial Reports'**  
**= DISABLED**

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**Expenses & Other Income - C.T.S. 198**  
**"FLORENCE STREET APARTMENTS"**  
**18 FLORENCE STREET, BRISBANE, QLD 4000**  
For the Financial Period 01/07/2020 to 08/07/2020

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**Administrative Fund - Expenses**

<b>Administration Cost</b>				
Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Activity Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	\$6.36	\$6.36
08/07/2020	6187	Activity Charge 3 (01/07/2020 - 31/07/2020) My Strata Co	\$8.18	\$14.54
08/07/2020	6187	Activity Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	\$4.55	\$19.09
08/07/2020	6187	Work Order Processing (01/07/2020 - 31/07/2020) My Strata Co	\$54.55	\$73.64
08/07/2020	6187	Sundry Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	\$4.55	\$78.19
08/07/2020	6187	Levy Instalment Notice (01/07/2020 - 31/07/2020) My Strata Co	\$5.00	\$83.19
08/07/2020	6187	Sundry Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	\$9.09	\$92.28
<b>Total for Administration Cost</b>			<b>\$92.28</b>	
<b>Management Fee</b>				
Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Management Fee (01/07/2020 - 31/07/2020) My Strata Co	\$90.91	\$90.91
<b>Total for Management Fee</b>			<b>\$90.91</b>	
<b>Total for Administrative Fund - Expenses</b>				<b>\$183.19</b>



5 line items INTO 1 line item

**Setting for 'Consolidate Variable & Activity Charges on Financial Reports'**  
**= ENABLED**

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**Expenses & Other Income - C.T.S. 198**  
**"FLORENCE STREET APARTMENTS"**  
**18 FLORENCE STREET, BRISBANE, QLD 4000**  
For the Financial Period 01/07/2020 to 08/07/2020

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**Administrative Fund - Expenses**

<b>Administration Cost</b>				
Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Activity Charges (01/07/2020 - 31/07/2020) My Strata Co	\$78.64	\$78.64
08/07/2020	6187	Sundry Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	\$4.55	\$83.19
08/07/2020	6187	Sundry Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	\$9.09	\$92.28
<b>Total for Administration Cost</b>			<b>\$92.28</b>	
<b>Management Fee</b>				
Date	Ref.	Details	Amount	Balance
08/07/2020	6187	Management Fee (01/07/2020 - 31/07/2020) My Strata Co	\$90.91	\$90.91
<b>Total for Management Fee</b>			<b>\$90.91</b>	
<b>Total for Administrative Fund - Expenses</b>				<b>\$183.19</b>



## FUNDS MANAGEMENT REPORT

Consolidation rules for the Funds Management Report are:

- Charges are grouped on a payment then invoice level
  - if charges are paid, charges are grouped by payment then invoice
  - if charges are not paid, charges are grouped by invoice
- Charges are also grouped on an chart of account level in Section 5 of the report, or on a supplier level in Sections 6 & 7 of the report
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
  - 'Date' = invoice date **or** payment date
    - invoice date if charges are not paid
    - payment date if charges are paid
  - 'Particulars/Supplier' = name of the supplier and "Activity Charges [invoice date period]"
    - Even if there is only 1 transaction being consolidated, the description format will remain the same
    - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
  - 'Admin' = sum of consolidated Admin Fund charges (GST excl), otherwise is \$0.00
  - 'GST' for Admin = sum of GST on consolidated Admin Fund charges, otherwise is \$0.00
  - 'Sinking/Cap Works/Maint' = sum of consolidated Sinking/Cap Works/Maint Fund charges (GST excl), otherwise is \$0.00
  - 'GST' for Sinking/Cap Works/Maint = sum of GST on consolidated Sinking/Cap Works/Maint Fund charges, otherwise is \$0.00
  - 'Total' = Total amount consolidated charges (inc GST)

Example of consolidated fee schedule charges in the Funds Management Report:

Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = <b>DISABLED</b>						
<b>Report on Management of Funds - C.T.S. 198</b> <b>"FLORENCE STREET APARTMENTS"</b> <b>18 FLORENCE STREET, BRISBANE, QLD 4000</b> For the Financial Period 01/07/2020 to 08/07/2020						
<b>5. Money EXPENDED from each fund for the period -</b>						
Date	Particulars	Admin	GST	Sinking	GST	TOTAL
<b>Administration Cost</b>						
08/07/20	Activity Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	6.36	0.64	0.00	0.00	7.00
08/07/20	Activity Charge 3 (01/07/2020 - 31/07/2020) My Strata Co	8.18	0.82	0.00	0.00	9.00
08/07/20	Activity Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	4.55	0.45	0.00	0.00	5.00
08/07/20	Work Order Processing (01/07/2020 - 31/07/2020) My Strata Co	54.55	5.45	0.00	0.00	60.00
08/07/20	Sundry Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	4.55	0.45	0.00	0.00	5.00
08/07/20	Levy Instalment Notice (01/07/2020 - 31/07/2020) My Strata Co	5.00	0.50	0.00	0.00	5.50
08/07/20	Sundry Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	9.09	0.91	0.00	0.00	10.00
	<b>Account Total</b>	<b>92.28</b>	<b>9.22</b>	<b>0.00</b>	<b>0.00</b>	<b>101.50</b>
<b>Management Fee</b>						
08/07/20	Management Fee (01/07/2020 - 31/07/2020) My Strata Co	90.91	9.09	0.00	0.00	100.00
	<b>Account Total</b>	<b>90.91</b>	<b>9.09</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Total Expenditure</b>	<b>183.19</b>	<b>18.31</b>	<b>0.00</b>	<b>0.00</b>	<b>201.50</b>



5 line items INTO 1 line item

Setting for 'Consolidate Variable & Activity Charges on Financial Reports' = <b>ENABLED</b>						
Report on Management of Funds - C.T.S. 198 "FLORENCE STREET APARTMENTS" 18 FLORENCE STREET, BRISBANE, QLD 4000 For the Financial Period 01/07/2020 to 08/07/2020						
5. Money EXPENDED from each fund for the period -						
Date	Particulars	Admin	GST	Sinking	GST	TOTAL
<b>Administration Cost</b>						
08/07/20	Activity Charges (01/07/2020 - 31/07/2020) My Strata Co	78.64	7.86	0.00	0.00	86.50
08/07/20	Sundry Charge 2 (01/07/2020 - 31/07/2020) My Strata Co	4.55	0.45	0.00	0.00	5.00
08/07/20	Sundry Charge 1 (01/07/2020 - 31/07/2020) My Strata Co	9.09	0.91	0.00	0.00	10.00
	<b>Account Total</b>	<b>92.28</b>	<b>9.22</b>	<b>0.00</b>	<b>0.00</b>	<b>101.50</b>
<b>Management Fee</b>						
08/07/20	Management Fee (01/07/2020 - 31/07/2020) My Strata Co	90.91	9.09	0.00	0.00	100.00
	<b>Account Total</b>	<b>90.91</b>	<b>9.09</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Total Expenditure</b>	<b>183.19</b>	<b>18.31</b>	<b>0.00</b>	<b>0.00</b>	<b>201.50</b>

## CASH MANAGEMENT REPORT

Consolidation rules for the Cash Management Report are:

- Charges are grouped on a payment (same payment date/Ref number) and invoice level within each account
- When generating the report in consolidated schedule mode, charges will be grouped across schedules
- When generating the report in split schedule mode, charges will be grouped by schedule
- Consolidated charges will appear as one line item in the report as follows:
  - 'Date' = invoice payment date
  - 'Ref' = invoice payment reference number
  - 'Payee' = supplier name
  - 'Details' will appear as "Activity Charges [invoice date period]"
    - Even if there is only 1 transaction being consolidated, the description format will remain the same
    - If the invoice date period selected for the variable and activity charges differ, it will display the oldest invoice From date and the most recent invoice To date of the line items being consolidated
  - 'Amount' = sum of consolidated charges

*Example of consolidated fee schedule charges in the Cash Management Report:*

Setting for 'Consolidate Variable & Activity Charges on Financial Reports'  
= **DISABLED**

**Cash Management Report - C.T.S. 198**  
**"FLORENCE STREET APARTMENTS"**  
**18 FLORENCE STREET, BRISBANE, QLD 4000**

For the period 01/07/2020 to 08/07/2020

**Levy Income - Consolidated**

Lot	Owner Name	Bal Bfwd 01/07/2020	Levies Due this period	Special Levy	Paid this period	Discount Amounts	Closing Balance	Interest Due
1	Owner 2	\$300.00	\$150.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00
2	Owner 2	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
<b>Owner Totals - Consolidated</b>		<b>\$600.00</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>

**Administrative Fund - Payments - Consolidated**

<b>Administration Cost</b>					
Date	Reference	Payee	Details	Amount	
08/07/2020	D/D#1	My Strata Co	Levy Instalment Notice (01/07/2020 - 31/07/2020)	\$5.50	
08/07/2020	D/D#1	My Strata Co	Sundry Charge 1 (01/07/2020 - 31/07/2020)	\$10.00	
08/07/2020	D/D#1	My Strata Co	Sundry Charge 2 (01/07/2020 - 31/07/2020)	\$5.00	
08/07/2020	D/D#1	My Strata Co	Work Order Processing (01/07/2020 - 31/07/2020)	\$60.00	
08/07/2020	D/D#1	My Strata Co	Activity Charge 3 (01/07/2020 - 31/07/2020)	\$9.00	
08/07/2020	D/D#1	My Strata Co	Activity Charge 1 (01/07/2020 - 31/07/2020)	\$5.00	
08/07/2020	D/D#1	My Strata Co	Activity Charge 2 (01/07/2020 - 31/07/2020)	\$7.00	
<b>Total Administration Cost</b>				<b>\$101.50</b>	
<b>Management Fee</b>					
Date	Reference	Payee	Details	Amount	
08/07/2020	D/D#1	My Strata Co	Management Fee (01/07/2020 - 31/07/2020)	\$100.00	
<b>Total Management Fee</b>				<b>\$100.00</b>	
<b>Total for Administrative Fund - Payments</b>				<b>\$201.50</b>	



5 line items INTO 1 line item

Setting for 'Consolidate Variable & Activity Charges on Financial Reports'  
= **ENABLED**

**Cash Management Report - C.T.S. 198**  
**"FLORENCE STREET APARTMENTS"**  
**18 FLORENCE STREET, BRISBANE, QLD 4000**

For the period 01/07/2020 to 08/07/2020

**Levy Income - Consolidated**

Lot	Owner Name	Bal Bfwd 01/07/2020	Levies Due this period	Special Levy	Paid this period	Discount Amounts	Closing Balance	Interest Due
1	Owner 2	\$300.00	\$150.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00
2	Owner 2	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
<b>Owner Totals - Consolidated</b>		<b>\$600.00</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>

**Administrative Fund - Payments - Consolidated**

<b>Administration Cost</b>					
Date	Reference	Payee	Details	Amount	
08/07/2020	D/D#1	My Strata Co	Sundry Charge 1 (01/07/2020 - 31/07/2020)	\$10.00	
08/07/2020	D/D#1	My Strata Co	Sundry Charge 2 (01/07/2020 - 31/07/2020)	\$5.00	
08/07/2020	D/D#1	My Strata Co	Activity Charges (01/07/2020 - 31/07/2020)	\$86.50	
<b>Total Administration Cost</b>				<b>\$101.50</b>	
<b>Management Fee</b>					
Date	Reference	Payee	Details	Amount	
08/07/2020	D/D#1	My Strata Co	Management Fee (01/07/2020 - 31/07/2020)	\$100.00	
<b>Total Management Fee</b>				<b>\$100.00</b>	
<b>Total for Administrative Fund - Payments</b>				<b>\$201.50</b>	