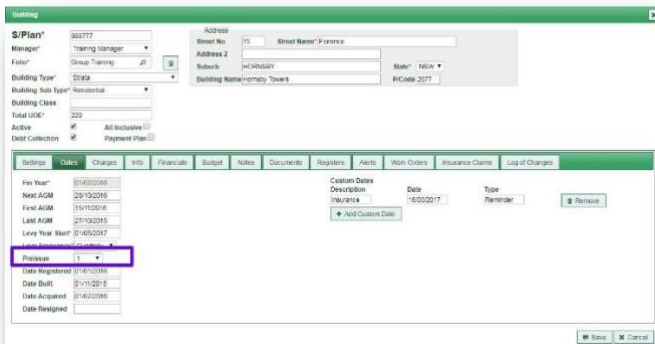


Pre-issue instalments

Pre-issue instalments allow you to set up extra instalments that are due in the in the financial year *after* the one you are creating the budget for. This is useful if you aren't able to get a budget approved until after the first levies should be due. For example, if you are setting up a budget for a financial year from 1st August, 2020 to 31st July, 2021 and you should have levies that are due on 1st August, 2020 but the AGM isn't conducted until 15th September 2020 - leading to a situation where levies would already be past due by the time you have the budget approved. Setting pre-issues for the following year means that you won't be in that situation next year.

The budget process also allows you to manually enter any pre-issues you might have already generated (outside the budgeting process)

The number of pre-issues is set on the building card dates tab. You can set up to four pre-issues for each building.



The screenshot shows the 'Building' window in S/Plant software. The 'Building card dates' tab is active. The 'Pre-issue' dropdown menu is highlighted with a red box, showing a value of '1'. The 'Levy Year Start' is set to 21/05/2017. The 'Custom Date' table shows a date of 16/02/2017 for the 'Insurance' description, with a 'Reminder' type. The 'Date Registered' is 01/01/2016, 'Date Built' is 01/11/2016, 'Date Acquired' is 01/02/2016, and 'Date Reopened' is empty.

Custom Date	Description	Date	Type
16/02/2017	Insurance	16/02/2017	Reminder

This building has one pre-issue, but you can set up to four pre-issues if you need to.

1. If you have previously issued a pre-issue levy outside PropertyIQ you will need to enter the amount of the pre-issue here. This will reduce the individual instalments by the amount entered (the figure you enter is divided equally between all instalments and increase the total budget per UOE by the amount you enter here.
2. Each pre-issue for next year is the same per UOE as this year's instalments, but you can alter by overtyping on this screen if you need to.-

The screenshot shows the 'Instalments' window with a green header and a 'Recalculate' button. The main table is titled '220 Aggregate Units of Entitlement' and contains the following data:

	Admin	Cap. Works	Total per UOE	Total Amount	Due Date	Levy Period	
Pre Issue 1	\$0.000000000	\$0.000000000	\$0.000000000	\$0.000000000	01/09/2020	01/09/2020 - 30/11/2020	<input checked="" type="checkbox"/> Do not strike
Instalment 2	\$78.7037037037	\$0.000000000	\$78.7037037037	\$17,314.8148148148	01/12/2020	01/12/2020 - 28/02/2021	<input type="checkbox"/> Do not strike
Instalment 3	\$78.7037037037	\$0.000000000	\$78.7037037037	\$17,314.8148148148	01/03/2021	01/03/2021 - 31/05/2021	<input type="checkbox"/> Do not strike
Instalment 4	\$78.7037037037	\$0.000000000	\$78.7037037037	\$17,314.8148148148	01/06/2021	01/06/2021 - 31/08/2021	<input type="checkbox"/> Do not strike
Financial Year Total per UOE	\$236.1111111111	\$0.000000000	\$236.1111111111				
Financial Year Aggregate	\$51,944.44	\$0.00	\$51,944.44	\$51,944.44			
Total Proposed Budget	\$51,944.44	\$0.00	\$51,944.44	\$51,944.44			
Next Pre Issue 1	\$78.7037037037	\$0.000000000	\$78.7037037037	\$17,314.8148148148	01/09/2021	01/09/2021 - 30/11/2021	<input type="checkbox"/> Do not strike
Next Year Pre Issue Aggregate	\$17,314.81	\$0.00	\$17,314.81	\$17,314.81			

Below the table is a 'Levy History' link. The 'Report Options' section includes:

- Report Content:** Detailed (selected), Summary
- Budget Breakdown:** Landscape, Portrait
- Budget Summary:** Landscape, Portrait
- Owner Summary:** Split Schedules, Consolidated Schedules
- Date period:** Levy Year, Financial Year
- Report Options:** Group Accounts, Include Estimated Closing Balance
- Report Headings:** Report Type: Proposed (dropdown)
- Proposed Period:** 01/09/2020 to 31/08/2021
- Current Period:** 01/09/2019 to 31/08/2020
- Previous Period:** 01/09/2018 to 31/08/2019

At the bottom are buttons for Export, Print, Accept Budget, Save & Exit, and Exit.