



Utility Debtor Invoices

TABLE OF CONTENTS

Introduction to Utility Debtor Invoices	2
Settings that affect Utility Debtor Invoices	3
Utility Invoice line items.....	3
Create a new sub meter utility line item type	3
Edit a sub meter utility line item.....	4
Final Read Statement	6
Default chart of account codes for utility debtor invoices.....	6
Variable Charges for Utility Debtor Invoices	7
Permission required to process Utility Debtor Invoices	8
Templates used for Utility Debtor Invoices	9
Configuring individual buildings for Utility Debtor Invoices	10
Changing the details of the utility debtor recipient.....	13
What happens if you change the utility recipient for a lot	13
What happens when you process a change of owner for a lot that is configured for Utility Debtor Invoices	14
Information Certificates.....	16
Western Australia	16
South Australia.....	16
Victoria	16
Tasmania	17
New South Wales	17
ACT	18
Queensland	18
Generating Utility Debtor Invoices	19
Gas Utility Notices – Step 1	25
Gas rates	26
Gas Utility Notices - Step 2.....	27
Gas Utility Invoices - Step 3.....	28
Electricity utility notices – Step 1	29
Electricity utility notices – Step 2	30
Electricity Invoices - Step 3	31
Water invoices	32

Water Invoices Step 1	32
Water Invoices Step 2	33
Water Invoices Step 3	34
Other invoices	36
Other Invoices - Step 1	38
Other Invoices - step 2	39
Other Invoices - Step 3	40
Utility Debtor Invoice - Example	42
Utility Summary Report	43
Sending Debtor Statements.....	44
Receipting Debtor Invoices	48
Debtor Reporting.....	49
Debtor Transaction Report	49
Lot arrears list	51
Building Card Financial Reports	52
Debtor Adjustments	54
Credit Transfers.....	54
Debtor Transfers	56
Debtor To Credit	57
Debtor From Credit	58

Utility debtor invoicing allows you to bill lot owners and other third parties (for example tenants) for utilities. You can use this function if you manage buildings that have a main meter and sub meters for each lot, and when it is your role to invoice each lot for their usage. If you use utility debtor invoicing, utility invoices are created for lot owners or others by using an entity in PropertyIQ called a utility invoice debtor that has a separate entity to the lot owner card.

Invoices created using Utility Debtor Invoicing do not show on the lot owners ledger.

Invoices created using Utility Debtor Invoicing are distinct from other levies/fees that the lot is liable to pay and you can choose whether you want utility invoice amounts owing to appear on information certificates or be taken into account when calculating arrears status for meetings.

Feature overview

- Maintain **separate utility debtor ledgers** so that utility charges don't appear on lot owner ledger
- Enable utility debtor invoicing **on a building level**
- Issue detailed utility invoices with **usage graphs**
- Review **utility summary reports** as a record of usage, charges, and rebates
- Manage utility arrears separately to lot arrears using **debtor statements**
- **Include or exclude utility debtor arrears** in information certificates and meeting arrears calculations



If you want to process utility invoicing without creating a separate utility debtor identity for the lot owner, we recommend you use the function **Utility Levies**. For full details see the manual “Utility Levies”.

IMPORTANT: Once utility debtor invoicing is enabled/turned on for a building, it **cannot** be deactivated/turned off.

SETTINGS THAT AFFECT UTILITY DEBTOR INVOICES

Before you get started with Utility Debtor Invoices, you will need to create some items that affect all the buildings you manage and then configure each building that you want to be able to create Utility Debtor Invoices for.

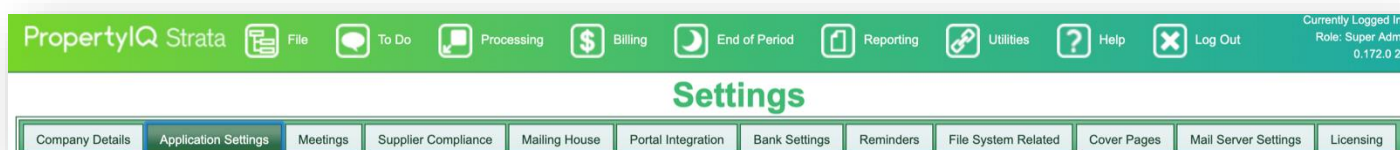
UTILITY INVOICE LINE ITEMS

The first step is to create line items for all the different charge types you need. For example, you might need to invoice gas at a fixed rate – for example, \$0.026 per megajoule (mj); or on a tiered rate, for example \$0.026 per mj for the first 100 mj and then 0.024 per mj thereafter. Rebates may also be applied, which reduce the recipient's invoice.



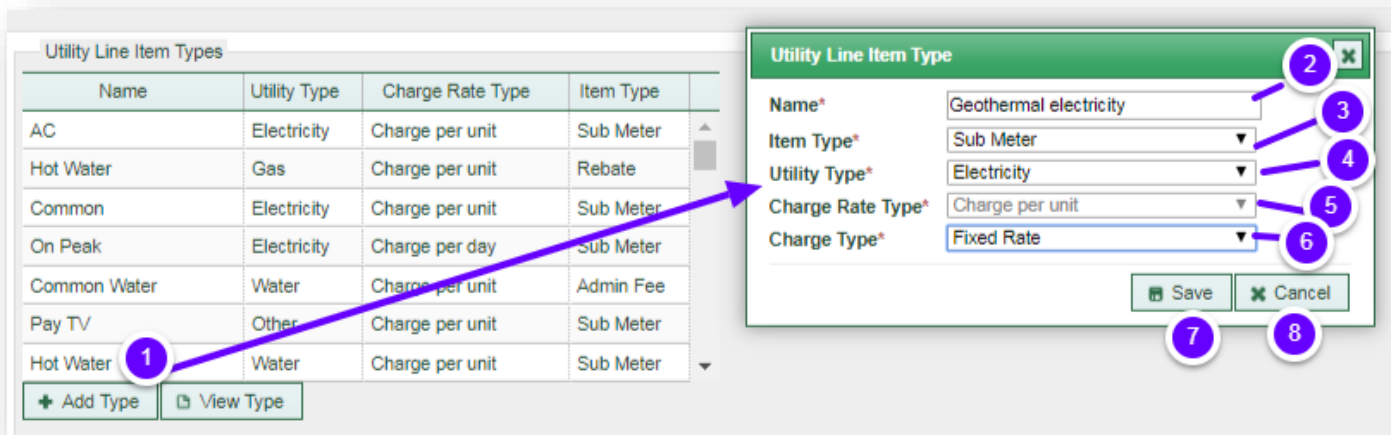
Utilities

To get started, go to **Utilities** and select *Settings*. Select the Applications Settings tab and scroll to the bottom half of the screen



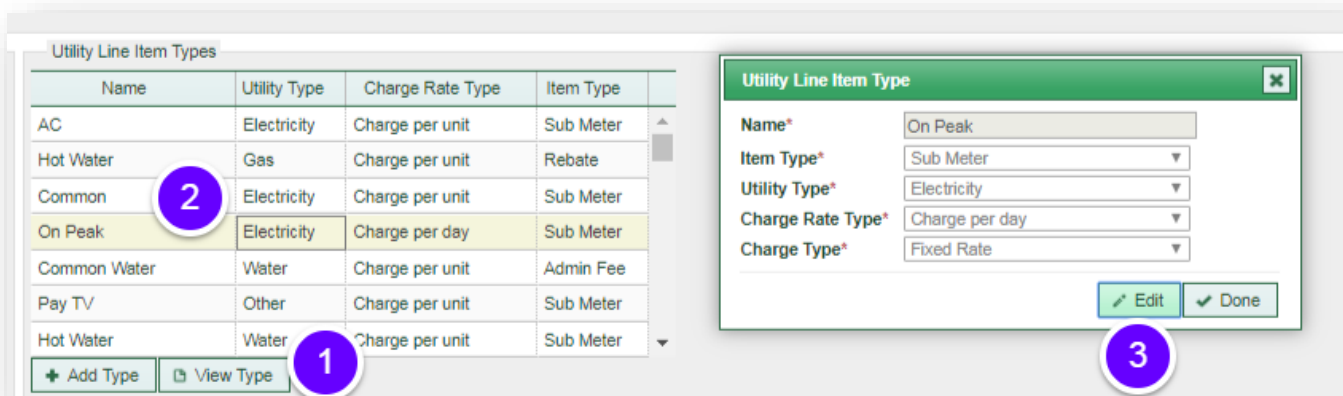
CREATE A NEW SUB METER UTILITY LINE ITEM TYPE

1. Select *Add Type*
2. Enter a name for the line item type
3. Select the item type. The choices are:
 - i. Admin Fee
 - ii. Rebate
 - iii. Sub meter
 - iv. Sundry Fee
4. Select the utility type here. The choices are:
 - i. Gas
 - ii. Electricity
 - iii. Water
 - iv. Other
5. Select the charge type rate. The choices are:
 - i. Charge per unit (if sub meter was selected as the item type, this is the only choice)
 - ii. Charge per day
 - iii. Fixed fee per invoice (if you select Fixed fee per invoice then the charge type is set to fixed rate and you won't be able to alter it)
6. Select the Charge type. The choices are:
 - i. Fixed Rate
 - ii. Tiered Rate
7. *Save* when you are ready
8. *Cancel* to exit without saving your changes



EDIT A SUB METER UTILITY LINE ITEM

1. Highlight the line item you want to edit
2. Select *View Type*
3. Select *Edit*



1. Edit the name here
2. You can edit the type here if this line item type is not already in use. If the line item is already in use you won't be able to edit (you can hover your mouse over the question mark to see the explanation) The choices are:
 - i. Admin Fee
 - ii. Rebate
 - iii. Sub meter
 - iv. Sundry Fee
3. You can edit the utility type here if this line item type is not already in use. If the line item type is already in use you won't be able to edit (you can hover your mouse over the question mark to see the explanation) The choices are:
 - i. Gas
 - ii. Electricity
 - iii. Water
 - iv. Other
4. Edit the charge type rate. The choices are:
 - i. Charge per unit
 - ii. Charge per day
 - iii. Fixed fee per invoice
5. Enter the Chare type. The choices are:
 - i. Fixed Rate
 - ii. Tiered Rate
6. Save when you are ready

Utility Line Item Types

Name	Utility Type	Charge Rate Type	Item Type
AC	Electricity	Charge per unit	Sub Meter
Hot Water	Gas	Charge per unit	Rebate
Common	Electricity	Charge per unit	Sub Meter
On Peak	Electricity	Charge per day	Sub Meter
Common Water	Water	Charge per unit	Admin Fee
Pay TV	Other	Charge per unit	Sub Meter
Hot Water	Water	Charge per unit	Sub Meter

+ Add Type
View Type

Utility Line Item Type

1

2

3

4

5

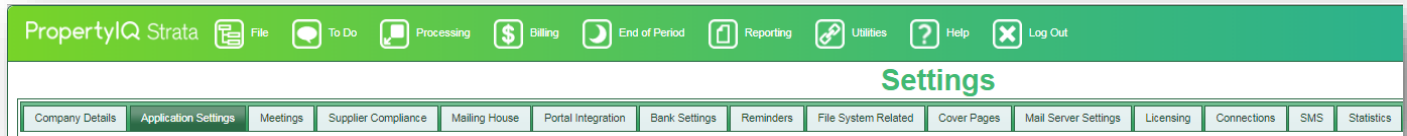
6

Name*
Item Type*
Utility Type*
Charge Rate Type*
Charge Type*

Save
Cancel

FINAL READ STATEMENT

Your debtor invoice templates contain a merge field called {{Final_Read_Statement}} This statement appears on the debtor utility invoice if *Is Final Read* is ticked on the Utility Debtor Invoice screen when generating invoices (see section below – Generating Invoices). The text for the final read statement is entered into the Settings>Application Settings.



1. Enter the text here
2. Save to save your change

The screenshot shows a dialog box titled 'Utility Final Read Statement ?'. It contains a text area for entering the statement. A blue circle with the number '1' points to the text area. At the bottom right, there are 'Save' and 'Cancel' buttons. A blue circle with the number '2' points to the 'Save' button. The text 'Please note: This is your final statement' is displayed above the text area.

DEFAULT CHART OF ACCOUNT CODES FOR UTILITY DEBTOR INVOICES

You should contact an accountant in relation to which chart of accounts codes to use. These are the default chart of account codes that are available for utility invoices.

The screenshot shows the 'Chart of Accounts' window. It has a title bar 'Chart of Accounts' and a close button. Below the title bar, there are tabs for 'All', 'Admin', 'Capital Works', 'Income', 'Expense', 'Asset', 'Liability', and 'Equity'. The 'All' tab is selected. To the right of these tabs, there are buttons for 'All', 'Active', and 'Inactive'. The 'Active' button is selected. Below the tabs, there is a table with columns: Account Name, Account Group, BMC Group, Code, Fund, and Type. The table contains several rows of account codes, including 'Utilities', 'Utilities Receivable', 'Utilities Receivable (GST Free)', 'Utilities Paid in Advance', and 'Utilities Paid in Advance (GST Free)'. The 'Utilities' row is highlighted.

VARIABLE CHARGES FOR UTILITY DEBTOR INVOICES

You can create a variable charge that is triggered whenever a Debtor Utility Invoice is created. This creates a charge to the building the utility invoice is for that creates an invoice to the managing agent when you conduct a Fee Schedules run. For full details about Variable charges, see the manual “Fixed and Variable Charges”

Charge Schedule

Name* Gold Service

	Amount	Posting Account	Category	Charge Back to Client	Charge Back Account
Receipt	\$0.00				
Payment	\$0.00				
Invoice	\$0.00				
Annual Levy Notice	\$10.00	A Management Fee			
Levy Notice	\$0.00				
Special Levy	\$0.00				
Arrears Notice	\$30.00	A Management Fee	Arrears notice	\$30.00	A Arrears Notice Income
Final Notice	\$0.00			\$0.00	
Legal Notice	\$0.00			\$0.00	
Work Order	\$150.00	A Administration Cost			
Quote Charge Per Work Order	\$20.00	A Administration Cost			
Quote Charge Per Quote Request	\$0.00	A Administration Cost			
Meeting	\$0.00				
Insurance Claim	\$100.00	A Management Fee			
Extra Meeting	\$100.00	A Administration Cost			
Info Certificate	\$0.00				
Electricity Notice	\$0.00			\$0.00	
Gas Notice	\$0.00			\$0.00	
Water Notice	\$0.00			\$0.00	
Other Utility Notice	\$0.00			\$0.00	
Mail Merge	\$0.00				
Cash Management Report	\$0.00				
Change of Owner	\$0.00				
Debtor Invoice	\$0.00				
Debtor Utility Invoice	\$2.00	A Administration Fee - Ut			
Debtor Statement	\$0.00				

Save

Cancel

PERMISSION REQUIRED TO PROCESS UTILITY DEBTOR INVOICES

Permissions are edited from the Utilities>Security menu. You will need to have *Utility Invoices* permissions in the billing section. Administrators and the default accounts role have this permission by default, but you may need to add it for any other roles in your company that need to be able to process utility debtor invoices.

Role

Name* Administrator

Description The client administrator of the application. Has all the permissions.

Permissions

Data Access

Data Access Restriction No Data Access Restriction

File

Buildings

View

Add

Edit

Lots

View

Add

Edit

Delete

Property Manager

View

Add

Edit

Suppliers

View

Add

Edit

Edit Payment Details

Delete

Debtors

View

Add

Edit

Bank Accounts

View

Add

Edit

Chart of Accounts

View

Add

Edit

Access Register

View

Add

Edit

Documents

View

Add

Edit

Delete

Portal Control

Templates

View

Add

Edit

Delete

Email Templates

View

Add

Edit

Delete

To Do

Diary

View

Add

Edit

Delete

Work Orders

View

Add

Edit

Delete

Meetings

View

Add

Edit

Delete

Insurance Claims

View

Add

Edit

Delete

Processing

Manual Deposits

View

Add

Edit

Txn Processing

Process

Supplier Transactions

Add

Edit

Delete

Debtor Transactions

Add

Supplier Payments

View

Process

Manage Files

Adjustments

View

Add

Edit

Delete

Activity Logs

View

Add

Edit

Delete

Billing

Billing

Due Notices

Special Levies

Utility Invoices

Fee Schedules

Direct Debit

View Transactions

Process

Building Charges

Configure Charges

TEMPLATES USED FOR UTILITY DEBTOR INVOICES

You will need to ensure the templates needed for utility debtor invoices have been configured to suit your company.

These standard templates are used for utility debtor invoices:

- Utility debtor invoice – Electricity
- Utility debtor invoice – Gas
- Utility debtor invoice – Other Utility
- Utility debtor invoice – Water
- Utility debtor statement

Sample utility debtor invoice – gas. If you have entered a final read statement in Settings>Application Settings and have added the merge field {{Final_Read_Statement}}, your invoice will look something like this.

My Strata Co QLD
 ABN: 57 272 777 777
 4 Ann Street
 BRISBANE QLD 4000
 Ph: 07 5454 6200 Fax: 121213
 10000000_email@deadend.pw
 Principal: Kirsty Lewell

Tax Invoice

Costa Gianapoulos
 PO Box 256
 SURFERS PARADISE QLD 4217

Date Issued	05/04/2019
Account Number	787
Invoice Reference	51

GAS NOTICE
RE: Moorings on Cavill C.T.S. 2709

Gas usage and charges: 02/04/2019 - 04/04/2019 (2 Days)

Supply Address: Lot 5, 63 Cavill Avenue, SURFERS PARADISE QLD 4217

Meter No	Details	Previous	Current	Usage (MJ)	Daily Avg (MJ)	Net Amount (\$)
523	GAS- SM-CPU-TR; 656 units at 0.35c	13,236.00	13,892.00	656.00	328.00	\$2.30
	Gas administration fee; 300c flat fee					\$1.00

Usage and supply charges: \$3.30 inc GST of \$0.09
 Arrears/Credit: \$31.90
Total amount due: \$35.20
Due date: 30/04/2019

Please note: This your final reading.

* 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.deft.com.au or call 18 00 672 162.
 Payments by Credit Card do not require registration and a surcharge may apply.

Pay over the Internet from your Credit Card or pre-registered bank account at www.deft.com.au	Biller Code: 96503 Ref: 65653454 07878	Account: Costa Gianapoulos A/C No: 787 C.T.S.: 2709
Pay by phone from your Credit Card or pre-registered bank account. Call 1300 30 10 60 or 1800 612 8232 7395	Contact your financial institution to make a BPPAY payment from your cheque or savings account.	
Pay by mailing the payment slip with your Cheque to: DEFT Payment Systems GPO Box 541, Brisbane QLD 4001	Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS	All Cheques must be made payable to: Moorings on Cavill

Due Date: 30/04/2019
Total Due: \$35.20

DEFT Reference Number: 65653454 07878

+065653454 07878
<
000000330<4+

CONFIGURING INDIVIDUAL BUILDINGS FOR UTILITY DEBTOR INVOICES

The next step is to configure any buildings that have main and sub meters in preparation for producing the invoices. **Note that once you have enabled and configured a building for utility debtor invoices this cannot be undone.**

STEP 1 – ENABLE UTILITY SUBMETERS FOR A BUILDING

1. From the building card>Settings tab, select *Utility Invoicing*
2. Select *Enable Utility Submeter/Submeter mode*

Building

C.T.S.* 2709

Manager* Anne Fluva

Folio* QLD BRANCH

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 200

Total Int Ent* 200

Active ☒ All Inclusive Fees ☐

Debt Collection ☒ Payment Plan ☐

Address

Street No 63 Street Name* Cavill Avenue

Address 2

Suburb SURFERS PARADISE State* QLD

Building Name Moorings on Cavill P/Code 4217

Plan 270976 Parish SURFERS PARADISE County

Formal Tenancy 50%

Settings Dates Charges Info Financials Budget Notes Documents Registers Alerts Work Orders Insurance Claims Emails Log of Changes

Bank Account

Tax Settings

Original Proprietor

Auditor

Utility Invoicing

Owner Interest

Levy Discount

Parking

Onsite Manager

Caretaker

Enable Utility Submeter / Subledger Mode

Configure Submetered Lots

Include Utility Arrears when determining if a lot is financial for meetings ☐

Include Utility Arrears in Info Certificates ☐

Opening Balances

Schedules Financial Reports Edit Done

You will receive this message – ensure that this building has utility sub-meters installed before proceeding.

?

Only enable this function for buildings that have submeters.

Once enabled, you will be able to select those lots that have submeters. A debtor will be created for the utility recipients of the selected lots and will allow the building to maintain a separate ledger for utilities.

Do you wish to proceed?

Cancel Ok

Select *Ok* to proceed

STEP 2 – CONFIGURE SUBMETERED LOTS

1. Select *Configure Submetered Lots*
2. Select the lots that have sub meters. If all lots in the building have sub-meters, select all
3. *Select*

The screenshot shows the 'Lots' configuration window in the PropertyIQ software. The window has a sidebar on the left with various settings like Bank Account, Tax Settings, Original Proprietor, Auditor, and Utility Invoicing. The main area displays a table of lots. A purple arrow labeled '1' points to the 'Configure Submetered Lots' button in the sidebar. Another purple arrow labeled '2' points to the 'S/Plan' column header in the table. A third purple arrow labeled '3' points to the 'Select' button in the bottom right of the window.

S/Plan	Lot	Unit	CRN	Owner	Street	Street Name	Building Name	Strata Manager Name	Corr.	Delive...
2709	1	1	00000...	Rocco Silvester	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Email
2709	2	2	00000...	Maria Stellino	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Email
2709	3	3	00000...	Boltech Pty Ltd	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post
2709	4	4	00000...	Celia Chan	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post
2709	5	5	00000...	Costa Gianapolous	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post
2709	6	6	00000...	Costa Gianapolous	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post
2709	7	7	00000...	Costa Gianapolous	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post
2709	8	8	00000...	Costa Gianapolous	63	Cavill Avenue	Moorings on Cavill	Anne Fluva	Owner	Post

The process creates a separate debtor identity for each lot selected. The debtor that is created is the utility recipient for each lot. You will receive a message asking you to confirm. Select *Ok* to proceed.

- the debtor's name will be the utility recipient name
- the debtor's address and contact details will be the same as the utility recipient
- the debtor's delivery settings will be the same as the lot's utility recipient delivery setting
- the debtor's 'debtor code' will be the building CTS/SP/OC number followed by the lot number e.g. 123_1

The screenshot shows a confirmation dialog box with a green question mark icon. The text inside the dialog box reads: "This will create a debtor for the utility recipients of the selected lots. These debtors will be linked to the lot. Do you wish to proceed?". At the bottom of the dialog box, there are two buttons: "Cancel" and "Ok".

The debtor that is created is the utility invoice recipient for each lot

Lot/Owner

S/Plan*
2709 Moorings on Cavill 63 Cavill Avenue

Lot*
6
Unit*
6
Street No
63

Street Name*
Cavill Avenue

Suburb*
SURFERS PARADISE

Accessory Unit

UOE*
20

Interest Entitlement*
25

CRN
0000000375

Owner Info

NOTE: This lot owner is linked to 3 other owners

Owner Name*
Costa Gianapolous

(Ah)
075746 8734
Email
346_email@deadend.piq

(Bh)
073948 9845
Salutation
Mr

Mobile
0415453 456
Contact Name
Costa

Fax
07564 7688
Paid to
15/05/2017
Last Settled
01/02/2017

Committee Member: N

Contact
Info
Delivery
Settings
Ledger
Notes
Documents
Alerts
SMS
Emails
Log of Changes

Levy Notices

Annual Notices and Meeting Notices

General Correspondence

Utility Notices

Deliver Utility Notices by: *
☒ email
☐ post

Recipient*

Agent
Owner
Tenant
Other

Name*
Barbara Donovan

Email*
347_tenantEmail@deadend.piq

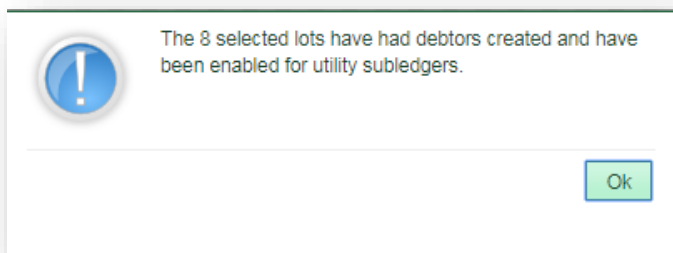
Address
Unit 6/63 Cavill Avenue

Suburb
SURFERS PARADISE
State
QLD
P/Code
4217

View Debtor

Save
Cancel

You will receive confirmation that the debtors have been created:



CHANGING THE DETAILS OF THE UTILITY DEBTOR RECIPIENT

If you need to alter any of the details for a utility debtor recipient (for example their address) you should enter the new details in the lot card (not the debtor card) this information will then sync with the debtor card automatically.

WHAT HAPPENS IF YOU CHANGE THE UTILITY RECIPIENT FOR A LOT

If you change the utility recipient for a lot at any point after the initial configuration you will have some choices.

To change the utility recipient for a lot go to the *Delivery* tab of the lot owner card and select *Utility Notices*. The current utility recipient shows in dark green – in this example it is the tenant.

The screenshot shows the 'Lot/Owner' card interface. The top section contains 'Owner Info' for Celia Chan, including contact details and committee status. Below this is a tabbed interface with 'Delivery' selected. Under 'Delivery', the 'Utility Notices' section is expanded, showing a list of recipients. The 'Tenant' recipient is highlighted in dark green, indicating it is the current utility recipient. The form includes fields for Name, Email, Address, Suburb, State, and P/Code, along with a 'View Debtor' button. At the bottom right are 'Save' and 'Cancel' buttons.

1. Create a new debtor – (recommended) this creates a new debtor with the details of the new utility recipient. The original debtor is not altered.
2. Update existing debtor – the details of the original debtor are overwritten with the details of the new recipient.

(hover your mouse over the question mark for an explanation)

The 'Changed Recipient' dialog box displays the message: 'Changed Utility Recipient. The utility notice recipient has changed for this lot. Do you want to create a new debtor for the recipient or do you want to update the existing debtor?'. It offers two radio button options: 'Create New Debtor' and 'Update Existing Debtor', each followed by a question mark icon. At the bottom right are 'Continue' and 'Cancel' buttons.

WHAT HAPPENS WHEN YOU PROCESS A CHANGE OF OWNER FOR A LOT THAT IS CONFIGURED FOR UTILITY DEBTOR INVOICES

When you process a change of owner, either using the bulk change of owner function from the lots/owners screen, or the single change of owner function from the individual lot card you will need to make some selections. For full details see the manual "Lots/owners screen"

If the lot owner *is* the current utility recipient, a new utility debtor will be created automatically using the new lot owner's details. The original owner will still remain on PropertyIQ with the original owner's details but will not be the recipient for any future invoices.

If the current utility recipient is *not* the lot owner (for example, the tenant currently pays the utilities) you will see the message below.

If the tenant is staying in the property and continues to be the utility recipient, select *Leave as is*

If the tenant is not staying in the property (or will cease to be the utility recipient for another reason) – select *Change to New Owner*

Note: If you have selected for debtor utility invoices to be included on information certificates for the building then any outstanding debt stays with the property. If you have not selected for utility debtor invoices to be included in information certificates, then the debt belongs to the utility recipient.

Change Owner

This is for changing the owner on a lot. If you want to update the details for the current owner, you should do that by clicking 'Edit' on the lot.

Select an existing lot owner as the new owner for this lot, which will also link these lot owners together.

Select Lot To Link To

Or Enter the new owners details below

Owner Details

Owner Name*

Levi Canaghan

Email

levi@gmail.com

(Ah)

Salutation

(Bh)

Contact Name

Mobile

Fax

Owner Address

Mailing Address*

PO Box 20

Suburb

BURWOOD

State

NSW

P/Code

2031

Other

Settlement Date*

02/04/2019

Property Manager

If no property manager is selected, saving will clear the existing manager.

The utility recipient is currently set as "Barbara Donovan".

Do you want to leave the utility recipient as Barbara Donovan or change it to the new owner? *

Leave as is ☐ Change to new owner ☐

Save

Cancel

STEP 3 – CHOOSE THE BUILDING’S ARREARS PREFERENCES

1. Select here to include utility arrears when determining whether a lot is financial for meetings
2. Select here to include utility arrears when generating information certificates.

Note: if you select for utility arrears to be included on information certificates, then any utility debtor invoices stay with the lot if it is sold (they are treated like other levies). If you do not select for them to be included on information certificates, then outstanding debts remain with the debtor. You should consider the implications carefully, as electing not to include utility debts on information certificates will mean that you may potentially have to pursue other utility recipients (usually tenants) for debts outstanding.

Building

C.T.S.* 2709
Manager* Anne Fluva
Folio* QLD BRANCH
Building Type* Strata
Building Sub Type* Residential
Building Class
Module Accommodation
Type Mixed
Total UOE* 200
Total Int Ent* 200
Active ☒
Debt Collection ☒ All Inclusive Fees ☐
Payment Plan ☐

Address
Street No 63 **Street Name*** Cavill Avenue
Address 2
Suburb SURFERS PARADISE **State*** QLD
Building Name Moorings on Cavill **P/Code** 4217
Plan 270976 **Parish** SURFERS PARADISE **County**
Formal Tenancy 50%

Settings | Dates | Charges | Info | Financials | Budget | Notes | Documents | Registers | Alerts | Work Orders | Insurance Claims | Emails | Log of Changes

Bank Account	Owner Interest
Tax Settings	Levy Discount
Original Proprietor	Parking
Auditor	Onsite Manager
Utility Invoicing	Caretaker

This building has utility submeter/subledger mode enabled
[Configure Submetered Lots](#)

Include Utility Arrears when determining if a lot is financial for meetings ☒ 1
Include Utility Arrears in Info Certificates ☐ 2

Opening Balances | Schedules | Financial Reports | Edit | Done

INFORMATION CERTIFICATES

If a building is configured for Utility Debtor invoices and you have selected to include utility arrears on info certificates, you will need to amend your information certificate templates as follows:

WESTERN AUSTRALIA

The following existing merge fields are utilised for debtor utility invoicing in your Section 43 Certificate template.

The merge field {{gas_Amt}} shows the total of all unpaid invoices for the utility type *Gas* for any utility debtors linked to the lot and any unpaid levy amounts struck against *Section 43c - submeter charges for Gas* from the special levies screen.

The merge field {{Elec_Amt}} shows the total of all unpaid invoices for the utility type *Electricity* for all utility debtors linked to the lot and any unpaid levy amounts struck against *Section 43c – submeter charges for Electricity* from the special levies screen.

The merge field {{Water_Amt}} shows the total of all unpaid invoices for the utility type *Water* for all utility debtors linked to the lot and any unpaid levy amounts struck against *Section 43c – submeter charges for Water* from the special levies screen.

The merge field {{Sub_Meter_Amt}} shows the total of all amounts outstanding. This is the total of {{Gas_Amt}}, {{Elec_Amt}} and {{Water_Amt}}

If the building has multiple contribution schedules and you are creating an information certificate for a single schedule, then only amounts owing to the selected schedule will show.

If the building is not configured to include utility arrears on information certificates, then the above amounts will not show on the information certificate.

SOUTH AUSTRALIA

You need to add the following merge fields to your Section 41 template

A new merge field is available called {{Utility_Arrears_Amount}}

The new merge field shows the arrears balance or credit balance of all utility debtors linked to the lot. If there is a negative amount (credit) it shows as a minus amount.

If there is an arrears amount owing and an unallocated credit balance, it shows the arrears amount less any credit. For example, if there is \$100 arrears and a \$50 unallocated credit, it would show \$50 owing.

If the building is not configured to include utility arrears on information certificates, then the merge field shows as \$0.00.

If the building has multiple contribution schedules and you are creating an information certificate for a single schedule, then only amounts owing to the selected schedule will show. If the debtor has an unallocated credit and you are creating an information certificate for a single schedule, then only the unallocated credit for that schedule will show.

VICTORIA

You need to add the following merge field to your Victorian OC Certificate template.

A new merge field is available called {{Utility_Arrears_Amount}}

This merges any arrears or credit balance of all utility debtors linked to the lot if the building is configured to include utility arrears on information certificates.

If there is an arrears balance only it shows as a positive value. For example, \$100.00. If there is a credit balance only, it shows as a negative value. For example, \$-100.00. If there is an arrears balance and an unallocated credit balance it will show as the arrears amount less any credit amount. For example, if there is an arrears balance of \$100 and a credit balance of \$50, the balance will show as \$50.00.

If the building has multiple contribution schedules and you are creating an information certificate for a single schedule, then only amounts owing to the selected schedule will show. If the debtor has an unallocated credit and you are creating an information certificate for a single schedule, then only the unallocated credit for that schedule will show.

TASMANIA

The following existing merge fields are utilised for debtor utility invoice information in your Tasmanian Section 83 Information Certificate.

If the building is configured to include utility arrears, any unpaid utility debtor transactions show in the section called Special Contributions.

There are merge fields that show in the section called *Special Contributions*.

{{Pt3Purpose}} The invoice message or line item description. For example, Electricity Charges to 01/07/2019

{{Pt3Amount}} The gross amount of the invoice.

{{Pt3DueDate}} The due date of the invoice.

{{Pt3Determined1}} The date the invoice was created.

The merge field {{Pt3Arrears}} shows the balance of all transactions listed as *Amount Outstanding* at the bottom of the special contributions table.

The merge field {{Pt3Credit}} shows the unallocated credit balance of all utility debtors linked to the lot.

NEW SOUTH WALES

The NSW Section 184 Certificate shows utility debtor amounts under Section 4 “Amounts payable for additional amenities or services.

The merge field {{Pt4Purpose1}} shows the invoice message or the line item details. For example, “Electricity Charges to 1.7.2019”

The merge field {{Pt4Amount1}} shows the gross amount of the invoice

The merge field {{Pt4DueDate1}} shows the date the invoice is due

The merge field {{Pt4Determined1}} shows the date the invoice was created

The merge field {{Pt4Arrears}} should be added in the “Current Arrears” section. This shows the total of all arrears shown in Section 4

The merge field {{Pt4Credit}} shows the credit balance of all utility debtors for that lot

Note: if you create an information certificate for a single schedule, then only debtor amounts owing to that schedule will show on the certificate

ACT

The Section 119 Information Certificate has a new merge field called {{Utility_Arrears_Amount}}. This shows the arrears balance or credit balance of all utility debtors linked to the lot.

If there is an arrears amount it shows as a positive amount. For example, \$100.00

If there is a credit balance it shows as a negative amount. For example, -\$50.00

If there is an arrears balance and an unallocated credit balance, this shows as the arrears amount less any credit. For example, arrears of \$100 less credit of \$50 would show the figure \$50.00 here

Note: If the building is not configured to include utility arrears on information certificates, this will show as \$0.00

QUEENSLAND

The Queensland section 205 Certificate shows utility debtor invoice amounts under section 3 'Other amounts payable to the Body Corporate:

The merge field {{Oth_Description}} shows the invoice message or the line item details. For example, "Electricity Charges to 1.7.2019"

The merge field {{Oth_Label}} shows which fund the amount is owed to (admin or maintenance fund or both)

The merge field {{Oth_Amount}} shows the gross amount of the invoice

The merge field {{Oth_Due}} shows the date the invoice is due

The merge field {{Oth_Overdue}} shows the total amount overdue

The merge field {{Unallocated_Credit}} shows any unallocated credits

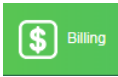
The section called "Summary of amounts due but unpaid" shows the utility arrears credit or debit balance

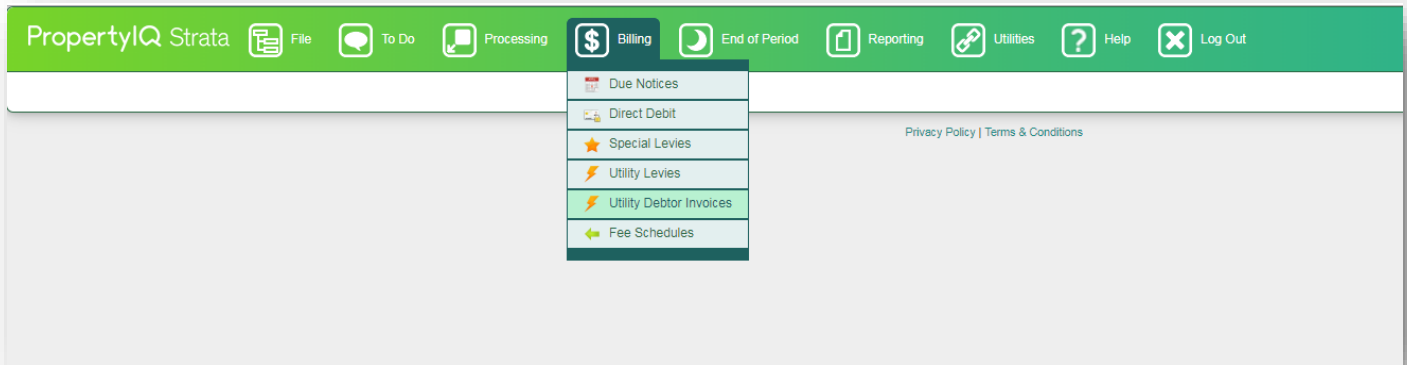
The merge field {{Unpaid_Other}} shows the total of all amounts in the {{Other_Overdue}} fields. If there are unpaid amounts as well as unallocated credits showing in section 3, then this will show the amount owing minus any unallocated credits.

The merge field {{Total_Unpaid}} shows the total amount owing, minus any unallocated credits.

Note: if you create an information certificate for a single schedule, then only debtor amounts owing to that schedule will show on the certificate.

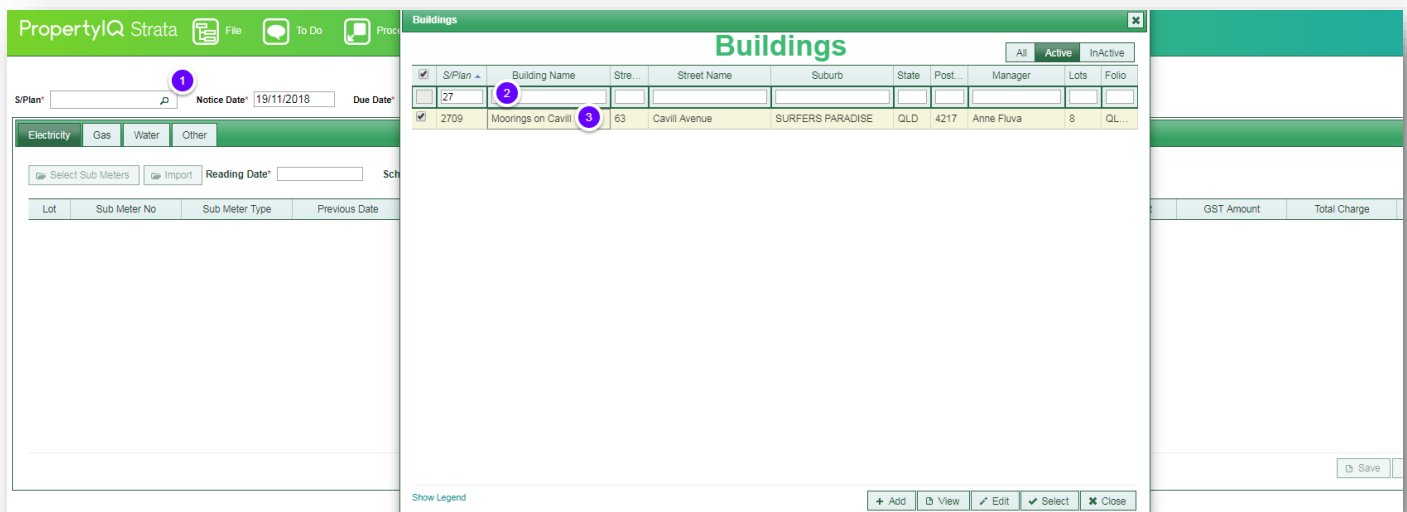
GENERATING UTILITY DEBTOR INVOICES

To get started go to  and select *Utility Debtor Invoices*

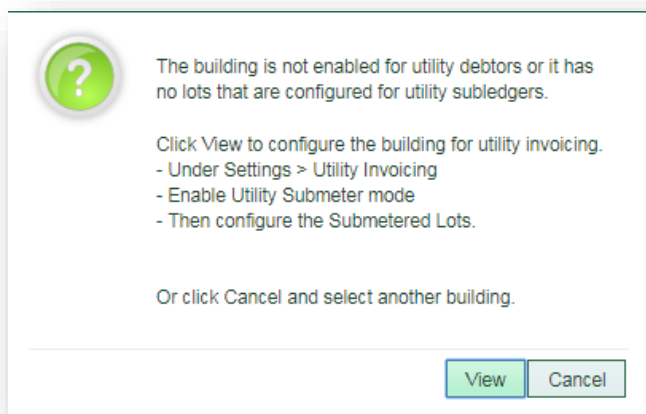


First, select the building

1. Select the search icon
2. Enter some key letters in any of the empty boxes on the top line
3. Select the building you want



If the building is not already configured for debtor utility invoicing, you will see this message:



Select *View* to open the building card and enable debtor utility invoicing – see section above “configuring a building for utility debtor invoices”

If the building is configured for debtor utility invoicing, proceed.

1. The selected building shows here
2. Enter the date you want to appear on the notice by clicking here to open the calendar
3. Enter the date the invoices are due by clicking here to open the calendar
4. You can choose to enter usage values here (if this is not ticked you need to enter the reading values)
5. Select the type of utility
6. Enter the date the reading was taken
7. Select the schedule the utilities are for if the building has multiple schedules
8. Select the sub meters

PropertyIQ Strata

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

Currently Logged in as:
Role: Super Administrator
0 164 0 16/11/2018

Utility Debtor Invoices

1 2709 Moorings on Cayo 2 Notice Date: 22/11/2018 3 Due Date: 12/12/2018 4 Enter Usage Values ☒

5 Electricity Gas Water Other

6 Reading Date: 15/11/2018 7 Schedule: Mooring Standard Contribu

8 Select Sub Meters Import

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST Amount	Total Charge	Actions
-----	--------------	----------------	---------------	------------	------------------	-----------------	-------	--------------	--------	---------------	------------	--------------	---------

If the building already has sub meters enabled, the sub meter screen pops up. To use existing sub meters for this bill run:

1. Select Add Sub Meters
2. Select all sub meters here by clicking on the box on the top line
3. Select individual sub meters by clicking the boxes individually
4. You can add more sub meters or edit existing sub meters here
5. Select the sub meters you want to invoice

The screenshot shows the PropertyIQ Strata interface with the 'Sub Meters' window open. The window has tabs for 'All', 'Electricity', 'Gas', 'Water', and 'Other'. The 'Gas' tab is selected. A table lists 8 sub meters, all of which are selected. The table columns are: Lot, Unit, Sub Meter No, Sub Meter Type, and Utility Type. At the bottom of the window, there are buttons for '+ Add/Edit Sub Meters', 'Select (8)', and 'Close'.

Lot	Unit	Sub Meter No	Sub Meter Type	Utility Type
1	1	123	GAS- SM-CPU-TR	Gas
2	2	223	GAS- SM-CPU-TR	Gas
3	3	323	GAS- SM-CPU-TR	Gas
4	4	423	GAS- SM-CPU-TR	Gas
5	5	523	GAS- SM-CPU-TR	Gas
6	6	623	GAS- SM-CPU-TR	Gas
7	7	723	GAS- SM-CPU-TR	Gas
8	8	823	GAS- SM-CPU-TR	Gas

If you haven't already created sub-meters for the building, you need to create them.

1. If the building doesn't have any existing sub-meters, none show here
2. Select *Add/Edit Sub Meters*

The screenshot shows the PropertyIQ Strata interface with the 'Sub Meters' window open. The window has tabs for 'All', 'Electricity', 'Gas', 'Water', and 'Other'. The 'Gas' tab is selected. The table is empty. At the bottom of the window, there are buttons for '+ Add/Edit Sub Meters', 'Select (0)', and 'Close'.

Lot	Unit	Sub Meter No	Sub Meter Type	Utility Type
-----	------	--------------	----------------	--------------

1. The type you selected from the main utility debtors screen shows here
2. Select the sub meter type from the dropdown list – these are the sub meter types you created in application settings
3. Select the chart of accounts code you want to allocate the income to when the invoices are paid
4. You can add sub meter types here if you need to – these can be edited later if you need to from application settings
5. The GST status shows here – you can choose a different status from the dropdown list if you need to
6. This screen shows lots that have been selected for submetering via the buildings card > Utility invoicing > Configure Sub metered Lots show here. Enter the sub meter number for each lot

Add/Edit Sub Meters

Utility Type

Electricity

Sub Meter Type

On Peak

+

Add Sub Meter Type

Chart of Account *

⌵

GST*

Free

⌵

Lot	Unit	Sub Meter No
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	

Save

Close

1. The sub-meter type you selected shows here
2. The GST status shows here – use the dropdown list to alter if you need to
3. The chart of account code you selected shows here
4. The sub meter numbers show here
5. If any lots don't have a sub meter, leave this line blank
6. Save when you are ready

Add/Edit Sub Meters

Utility Type
Electricity

Sub Meter Type
Elec- SM-CPU-FR

Chart of Account *
A Electricity Income

GST *
Free

+ Add Sub Meter Type

Lot	Unit	Sub Meter No
1	1	37
2	2	38
3	3	29
4	4	
5	5	22
6	6	32
7	7	41
8	8	25

6

Save
Close

1. Select individual meters to invoice or select all meters
2. *Select*

Sub Meters

Sub Meters

All
Electricity
Gas
Water
Other


<input checked="" type="checkbox"/>	Lot ▲	Unit	Sub Meter No	Sub Meter Type	Utility Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	1	1	37	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	2	2	38	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	3	3	29	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	5	5	22	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	6	6	32	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	7	7	41	Elec- SM-CPU-FR	Electricity
<input checked="" type="checkbox"/>	8	8	25	Elec- SM-CPU-FR	Electricity










2

+ Add/Edit Sub Meters
✓ Select (7)
✕ Close

Note: If you need to process utility invoices for more than one type of utility. For example, for gas and electricity – you need to process separate utility debtor invoices for each type.

GAS UTILITY NOTICES – STEP 1

1. Use the calendar to select the notice date here
2. Use the calendar to select the date the invoices are due here
3. Select here to enter usage values. If entering usage values, you don't need to enter the current reading as PropertyIQ will calculate this based on the previous reading plus the usage entered
4. Enter the reading date here
5. If the building has multiple schedules, select the schedule the utility invoices relate to
6. Select the line item for these invoices here. You can create different gas rates for each line item. See "Gas Rates" below for full details.
7. The tiers and amounts for this gas rate show here
8. The lot number shows in this column
9. The sub-meter number shows in this column
10. The sub-meter type shows in this column
11. The previous reading date shows in this column. Note: If this is the first time you are processing invoices for these meters, you need to enter the previous reading.  Enter the date for the top line then move your mouse to the next line – the date you entered in the top line will populate automatically
12. The number of days from the previous reading to the reading date you entered in step 4 shows here.
13. The previous reading shows here. Note: if this is the first time you have processed invoices for these meters, you will need to enter the previous reading here
14. If you are *not* entering usage values, you need to enter the current reading here. If you are entering usage values, this column will populate automatically based on the previous reading plus the usage
15. If you are entering usage values, enter the usage for each sub meter in this column. The current reading column will then populate automatically – previous reading plus usage.
16. Enter any usage credits in this column. This will reduce the usage by the number of units you enter
17. The charge amount shows here. This is calculated on the usage x rate(s) – any usage credits
18. If the owner of this meter is entitled to a rebate, enter the dollar amount of the rebate in this column. This reduces the charge amount by the dollar value you enter
19. If the building is registered for GST, the amount of GST for each meter shows in this column
20. The total charge for each meter shows in this column. This is the amount that will be invoiced to the utility debtor.
21. You can remove individual line items by clicking here.
22. *Save* to save your allocations and come back later
23. *Save and Continue* to proceed to Step 2

PropertyIQ Strata          Currently Logged In as: **as**
Role: Super Administrator
0.165.0.3 31/12/2018

Utility Debtor Invoices

S/Plan: 2709 Moorings on Cap Notice Date: 13/12/2018 Due Date: 27/12/2018 Enter Usage Values ☒









Electricity Gas Water Other

Reading Date: 05/12/2018 Schedule: Moorings Standard Contribut

GAS- SM-CPU-TR

Tiered Charge Rate: AGL 2019

From	To	Cents per unit
0	3000	0.35
3000	99999999	0.23

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST Amount	Total Charge	Actions
1	123	GAS- SM-CPU-TR	1/9/2018	95	12345.00	17390.00	5045.00	0.00	\$15.20	\$0.00	\$0.00	\$15.20	
2	223	GAS- SM-CPU-TR	1/10/2018	65	2345.00	6690.00	4345.00	10.00	\$13.57	\$0.00	\$0.00	\$13.57	
3	323	GAS- SM-CPU-TR	1/10/2018	65	2435.00	10747.00	8312.00	0.00	\$22.72	\$15.00	\$0.00	\$7.72	
4	423	GAS- SM-CPU-TR	1/10/2018	65	3158.00	12282.00	9124.00	0.00	\$24.59	\$0.00	\$0.00	\$24.59	
5	523	GAS- SM-CPU-TR	1/10/2018	65	2145.00	12580.00	10435.00	0.00	\$27.60	\$0.00	\$0.00	\$27.60	
6	623	GAS- SM-CPU-TR	1/10/2018	65	1756.00	17190.00	15434.00	0.00	\$39.10	\$0.00	\$0.00	\$39.10	
7	723	GAS- SM-CPU-TR	1/10/2018	65	2145.00	26688.00	24543.00	0.00	\$60.05	\$0.00	\$0.00	\$60.05	
8	823	GAS- SM-CPU-TR	1/10/2018	65	2135.00	36591.00	34456.00	0.00	\$82.85	\$0.00	\$0.00	\$82.85	

GAS RATES

You can create multiple gas rates that can be selected for each sub meter line item type.

1. From the gas line item type, use the search icon to search for a gas rate
2. The view defaults to Active rates, but you can switch your view to *All* or *Inactive*
3. If you have any existing rates, they show here, click on a rate to select it
4. *Add* to create a new rate
5. *Clone* to clone an existing rate you have highlighted
6. *View* to view an existing rate you have highlighted
7. *Select* to select an existing rate you have highlighted

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

Utility Debtor Invoices

SPlan: 2709 Moorings on Cay Notice Date: 13/12/2018 Due Date: 27/12/2018 Enter Usage Values

Electricity Gas Water Other

+ Add Sub Meters Import Reading Date: Schedule: Select a Schedule...

GAS- SM-CPU-TR (1)

Tiered Charge Rate: AGL Discounted

From	To	Cents per unit
0	20	10
20	40	20
40	60	30
60	99999999	40

Gas Rates (2)

All Active Inactive

Name	Code
AGL 2019	AGL2019
AGL 2018	4533
Energy Australia	EAUST
AGL Discounted	AGLG
Energy AUS	EA 1

(3)

(4) Add (5) Clone (6) View (7) Select X Close

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit
1	123	GAS- SM-CPU-TR	1/10/2018		12345.00	12666.00	321.00	0.00
2	223	GAS- SM-CPU-TR	1/10/2018		2345.00	2779.00	434.00	10.00
3	323	GAS- SM-CPU-TR	1/10/2018		2435.00	2850.00	415.00	0.00
4	423	GAS- SM-CPU-TR	1/10/2018		3158.00	3483.00	325.00	0.00
5	523	GAS- SM-CPU-TR	1/10/2018		2145.00	2490.00	345.00	0.00
6	623	GAS- SM-CPU-TR	1/10/2018		1756.00	2190.00	434.00	0.00
7	723	GAS- SM-CPU-TR	1/10/2018		2145.00	2468.00	323.00	0.00
8	823	GAS- SM-CPU-TR	1/10/2018		2135.00	2458.00	323.00	0.00

Charge Actions

\$116.40	Remove
\$157.60	Remove
\$139.00	Remove
\$118.00	Remove
\$126.00	Remove
\$161.00	Remove
\$117.20	Remove
\$117.20	Remove

Save Save and Continue

GAS UTILITY NOTICES - STEP 2

The next step is to add any sundries – admin fees etc

1. Select *Edit Sundries*
2. The utility type is pre-selected
3. Select the type of rebate/fee here from the dropdown list. The available types are determined by the line item types you created in your application settings
4. Select the chart of account code you want to allocate this income to
5. You can add more sundry/rebate/fee line item types here
6. Select the GST status
7. Select the lots you want to include
8. *Save*

PropertyIQ Strata

S/Plan* 2709 Moorings on Cap... Notice Date* 13/12/2018

Electricity Gas Water Other

Edit Sundries 1 Billing Date* 05/12/2018 Schedule*

Lot	Sub Meter No	Sub Meter Type
1 (1)		
2 (1)		
3 (1)		
4 (1)		
5 (1)		
6 (1)		
7 (1)		
8 (1)		

Expand All Collapse All

Sundries / Rebates / Admin Fees

Utility Type Gas 2

Sundry/Rebate/Fee Gas administration fee 3 + Add Sundry/Rebate/Fee 5

Chart of Account * A Utilities Receivable 4 GST* Inclusive 6

Lot	Unit	Include	Effective Date
1	1	<input checked="" type="checkbox"/>	
2	2	<input checked="" type="checkbox"/>	
3	3	<input checked="" type="checkbox"/>	
4	4	<input checked="" type="checkbox"/>	
5	5	<input checked="" type="checkbox"/>	
6	6	<input checked="" type="checkbox"/>	
7	7	<input checked="" type="checkbox"/>	
8	8	<input checked="" type="checkbox"/>	

7

8 Save Close

GAS UTILITY INVOICES - STEP 3

Once you have selected any admin/rebate/fee items you can proceed

1. Enter the cents per invoice for each sundry/admin/rebate line item
2. Click on the + or – symbols to expand or collapse individual items
3. The lot each invoice item applies to shows in this column
4. The sub meter number shows here (not applicable for admin/rebate/fee items)
5. The sub meter type shows here
6. The previous reading date shows in this column
7. The number of days in this period shows here
8. The previous reading shows in this column
9. The current reading shows here
10. Usage shows in this column
11. Any usage credits show in this column
12. Charges for each invoice line item show here
13. Any charge credits show here
14. Any GST amounts show in this column
15. Total charge for each invoice line item shows here
16. *Expand all* to expand all lines
17. *Collapse all* to collapse all lines
18. If this is the final read for these meters, select here to include the final read statement in the invoices
19. *Back* to go back to the previous screen
20. *Preview* to preview the invoices. It is recommended that you always preview before processing
21. When you select *Process*, Gas utility invoices will be created. Recipients that receive their invoices by email will be emailed, a PDF will be generated for recipients that receive their invoices by post. If you use Bing mailing house, a job will be sent to Bing for recipients that receive their notices by post.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: sm
Role: Super Administrator
0 18/08/2018

Utility Debtor Invoices

SPlan: 2709 Moorings on Carap Notice Date: 13/12/2018 Due Date: 05/12/2018 Enter Usage Values

Electricity Gas Water Other

Edit Sundries Reading Date: 11/12/2018 Schedule: Moorings Standard Contribution

Gas administration fee

Cents per invoice: 100

	Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST	Total Charge
1 (2)					101					\$16.20	\$0.00	\$0.09	\$16.20
1	123		GAS- SM-CPU-TR	1/9/2018	101	12345.00	17390.00	5045.00	0.00	\$15.20	\$0.00	\$0.00	\$15.20
			Gas administration fee							\$1.00	\$0.00	\$0.09	\$1.00
2 (2)					71					\$14.57	\$0.00	\$0.09	\$14.57
2	223		GAS- SM-CPU-TR	1/10/2018	71	2345.00	6690.00	4345.00	10.00	\$13.57	\$0.00	\$0.00	\$13.57
			Gas administration fee							\$1.00	\$0.00	\$0.09	\$1.00
3 (2)					71					\$23.72	\$15.00	\$0.09	\$8.72
3	323		GAS- SM-CPU-TR	1/10/2018	71	2435.00	10747.00	8312.00	0.00	\$22.72	\$15.00	\$0.00	\$7.72
			Gas administration fee							\$1.00	\$0.00	\$0.09	\$1.00
4 (2)					71					\$25.59	\$0.00	\$0.09	\$25.59
4	423		GAS- SM-CPU-TR	1/10/2018	71	3158.00	12282.00	9124.00	0.00	\$24.59	\$0.00	\$0.00	\$24.59
			Gas administration fee							\$1.00	\$0.00	\$0.09	\$1.00
5 (2)					71					\$28.60	\$0.00	\$0.09	\$28.60
5	523		GAS- SM-CPU-TR	1/10/2018	71	2145.00	12580.00	10435.00	0.00	\$27.60	\$0.00	\$0.00	\$27.60
			Gas administration fee							\$1.00	\$0.00	\$0.09	\$1.00
6 (2)					71					\$40.10	\$0.00	\$0.09	\$40.10
6	623		GAS- SM-CPU-TR	1/10/2018	71	1756.00	17190.00	15434.00	0.00	\$39.10	\$0.00	\$0.00	\$39.10
GST Total: \$0.73 Overall Total: \$278.67													

Expand All Collapse All

Is Final Read ☐ Back Preview Process

ELECTRICITY UTILITY NOTICES – STEP 1



Add fixed and tiered rate items in step 1. Sundries and admin fees are added in step 2

1. Open the calendar by clicking here and entering the notice date (usually today's date)
2. Open the calendar by clicking here and entering the due date
3. Select here to enter usage values. If entering usage values, you don't need to enter the current reading as PropertyIQ will calculate this based on the previous reading plus the usage entered
4. Open the calendar by clicking here and enter the reading date
5. If the building has multiple contributions schedules, select the schedule from the dropdown list
6. The line item types you have created meters for show here. You can click on each to open and view the rates
7. The lot the meter is for shows here
8. The sub meter number shows here
9. The sub meter type for each line item shows here
10. The previous reading date shows here. If this is the first time you have processed invoices for this sub-meter, enter the date of the previous reading.
11. The number of days in this period shows here
12. If this is the first time you have processed invoices for this sub meter, you will need to enter the previous reading details here if you're not entering usage values
13. Enter the current reading here if you're not entering usage values. PropertyIQ will calculate the charge based on the current reading value less the previous reading value
14. If entering usage values, enter them in this column. PropertyIQ calculate the charge based on the usage value and populate the previous reading based on Previous reading plus usage.
15. If any of the meters have a usage credit, enter it here, this will reduce the usage value by the credit amount entered here.
16. The charge PropertyIQ has calculated shows here
17. If any of the meters have a charge credit, enter the amount here. This will reduce the charge amount by the value entered here.
18. If GST is applicable, it shows in this column
19. The total charge to be invoiced shows here
20. You can remove a line item by selecting *Remove*
21. Save if you want to save the details and come back later to process
22. Save and continue to proceed to step 2

PropertyIQ Strata

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

Currently Logged In as: admin
Role: Super Administrator
0.104.0 15/11/2018

Utility Debtor Invoices

SPlan: 2709 Moorings on Carpa Notice Date: 30/11/2018 Due Date: 31/12/2018 Enter Usage Values

Electricity Gas Water Other

Select Sub Meters Import Reading Date: 29/11/2018 Schedule: Moorings Standard Contribu

Elec- SM-CPU-FR
Elec- SM-CPU-TR

Tiered Charge Rate: Tiered 2

From	To	Cents per unit
0	1000	20
1000	99999999	40

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST Amount	Total Charge	Actions
2	38	Elec- SM-CPU-FR	1/9/2018	89	0.00	276.00	276.00	54.00	\$44.40	\$0.00	\$0.00	\$44.40	Remove
2	29	Elec- SM-CPU-FR	1/9/2018	89	975.60	1317.60	342.00	0.00	\$114.71	\$0.00	\$0.00	\$114.71	Remove
3	3	Elec- SM-CPU-TR	1/9/2018	89	1066.20	1390.20	324.00	0.00	\$108.67	\$0.00	\$0.00	\$108.67	Remove
4	4	Elec- SM-CPU-TR	1/9/2018	89	0.00	365.00	365.00	0.00	\$73.00	\$20.00	\$0.00	\$53.00	Remove
5	22	Elec- SM-CPU-FR	1/9/2018	89	706.12	1090.12	384.00	0.00	\$82.80	\$0.00	\$0.00	\$82.80	Remove
5	5	Elec- SM-CPU-TR	1/9/2018	89	0.00	414.00	414.00	0.00	\$128.79	\$0.00	\$0.00	\$128.79	Remove
6	32	Elec- SM-CPU-FR	1/9/2018	89	1117.67	1336.67	219.00	0.00	\$64.20	\$0.00	\$0.00	\$64.20	Remove
6	6	Elec- SM-CPU-TR	21/11/2018	8	0.00	0.00	0.00	0.00	\$73.45	\$0.00	\$0.00	\$73.45	Remove
7	41	Elec- SM-CPU-FR	21/11/2018	8	928.00	928.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	Remove

Save Save and Continue

ELECTRICITY UTILITY NOTICES – STEP 2

If there are admin or sundry fees to add, select them on this screen.

1. Edit Sundries
2. The Utility Type shows here
3. Choose a line item type you have already created
4. Select the chart of accounts code you want to allocate these sundries/admin/rebate items to
5. You can add more sundries/admin/rebate items
6. Select the GST status for this line item here
7. Select the sub meters you want to include
8. Save



Repeat the process if you need to add more than one line item type

PropertyIQ Strata File To Do Processing Billing

O/Corp: 2709 Moorings on Cap Notice Date: 20/03/2019 Due Date: Enter

Electricity Gas Water Other

Edit Sundries 1

ing Date: 01/03/2019 Schedule: Moorings Standard Contribu

Lot	Sub Meter No	Sub Meter Type	Previous Date
1 (2)			181
2 (2)			151
3 (2)			151
4 (2)			151
5 (2)			151
6 (2)			151
7 (2)			151
8 (2)			151

Expand All Collapse All

Sundries / Rebates / Admin Fees

Utility Type: Gas 2

Sundry/Rebate/Fee: GAS-AF-CPD-FR 3

Chart of Account: A Utility Account 4

GST: Inclusive 6

5 Add Sundry/Rebate/Fee

Lot	Unit	Include	Effective Date
1	1	<input checked="" type="checkbox"/>	
2	2	<input type="checkbox"/>	
3	3	<input type="checkbox"/>	
4	4	<input type="checkbox"/>	
5	5	<input type="checkbox"/>	
6	6	<input type="checkbox"/>	
7	7	<input type="checkbox"/>	
8	8	<input type="checkbox"/>	

7

8 Save Close

Charge	Charge Credit	GST	Total Charge
\$16.20	\$0.00	\$0.09	\$16.20
\$14.57	\$0.00	\$0.09	\$14.57
\$23.72	\$15.00	\$0.09	\$8.72
\$25.59	\$0.00	\$0.09	\$25.59
\$28.60	\$0.00	\$0.09	\$28.60
\$40.10	\$0.00	\$0.09	\$40.10
\$61.05	\$0.00	\$0.09	\$61.05
\$83.85	\$0.00	\$0.09	\$83.85

GST Total: \$0.73 Overall Total: \$278.67

Is Final Read Back Preview Process

ELECTRICITY INVOICES - STEP 3

1. Expand or collapse individual line items by clicking on the + or – symbols, or you can *expand all* or *collapse all*
2. The sundries/rebate/admin line item type(s) you selected above show here
3. The lot number shows here
4. Sub meter numbers show here
5. Sub meter types show here
6. Previous reading date shows here (not applicable for sundries/rebates/admin line item types)
7. The number of days included in this invoice period shows here
8. Previous reading amount shows here (not applicable for sundries/rebates/admin line item types)
9. Current reading amount shows here (not applicable for sundries/rebates/admin line item types)
10. Usage shows here (not applicable for sundries/rebates/admin line item types)
11. Any usage credits you entered on the previous screen show here
12. The total charge shows here
13. Any charge credits show here
14. GST shows in this column
15. Total charge shows here
16. If this is the final read for – tick here to include the *final read* statement on the utility invoice
17. *Back* to go back to the previous screen
18. *Preview* to preview the utility invoices
19. When you select *Process*, Electricity utility invoices will be created. Recipients that receive their invoices by email will be emailed, a PDF will be generated for recipients that receive their invoices by post. If you use Bing mailing house, a job will be sent to Bing for recipients that receive their notices by post.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: admin Role: Super Administrator 0.9945 19/11/2018

Utility Debtor Invoices

SPlan: 2709 Moorings on Cayo Notice Date: 03/12/2018 Due Date: Enter Usage Values ☒

Electricity Gas Water Other

Edit Sundries Reading Date: 30/11/2018 Schedule: Moorings Standard Contribu Elec-AF-CPD-FR 2

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST	Total Charge
1 (3)	1	Elec- SM-CPU-TR	1/9/2018	90	0.00	314.00	314.00	0.00	\$150.34	\$0.00	\$0.00	\$150.34
1	37	Elec- SM-CPU-FR	1/9/2018	90	891.21	1152.21	261.00	0.00	\$62.80	\$0.00	\$0.00	\$62.80
1		Elec- AF-CPD-FR		90				0.00	\$87.54	\$0.00	\$0.00	\$87.54
2 (3)				90					\$0.00	\$0.00	\$0.00	\$0.00
2	2	Elec- SM-CPU-TR	1/9/2018	90	0.00	276.00	276.00	54.00	\$159.11	\$0.00	\$0.00	\$159.11
2	38	Elec- SM-CPU-FR	1/9/2018	90	975.60	1317.60	342.00	0.00	\$44.40	\$0.00	\$0.00	\$44.40
2		Elec- AF-CPD-FR		90				0.00	\$114.71	\$0.00	\$0.00	\$114.71
3 (3)				90					\$0.00	\$0.00	\$0.00	\$0.00
4 (2)				90					\$181.87	\$28.00	\$0.00	\$161.87
5 (3)				90					\$62.80	\$0.00	\$0.00	\$62.80
6 (3)				90					\$192.99	\$0.00	\$0.00	\$192.99
7 (3)				90					\$98.05	\$0.00	\$0.00	\$98.05
8 (3)				9					\$149.97	\$0.00	\$0.00	\$149.97
8 (3)				9					\$172.26	\$0.00	\$0.00	\$172.26

Expand All Collapse All

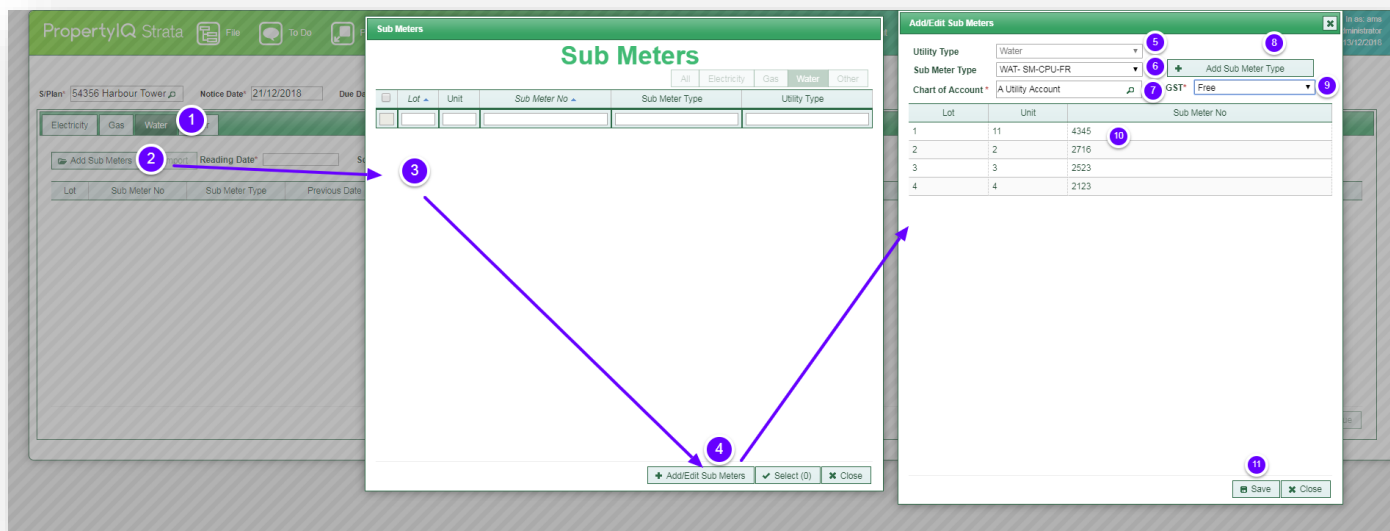
GST Total: \$0.00 Overall Total: \$1,167.20

Is Final Read ☐ Back Preview Process

WATER INVOICES

The first step is to select the Sub Meters. If the building does not have sub meters set up for water, you will need to set them up.

1. After selecting the building, select *Water*
2. *Add Sub Meters*
3. Any existing sub meters show here
4. If there are no sub meters showing, select Add/Edit sub meters
5. The utility type is set to water
6. Select the sub meter type. The available types are determined by the line item types you created in your application settings
7. Select a chart of accounts code to allocate these line items to
8. You can add more sub meter types here. For full details, see the section on page 1 of this manual "Utility Line Items"
9. Select the GST status here
10. Enter the sub meter numbers here
11. *Save*



WATER INVOICES STEP 1

1. The building you selected shows here
2. Enter the notice date here
3. Enter the due date for notices here
4. Select here to enter usage values. If entering usage values, you don't need to enter the current reading as PropertyIQ will calculate this based on the previous reading plus the usage entered
5. Select *Water*
6. You can add more sub meters here if you need to
7. Open the calendar by clicking here and enter the reading date
8. If the building has multiple contribution schedules, select the schedule from the dropdown list
9. Enter the cents per unit value here
10. The lot the meter is for shows here
11. The sub meter number shows here
12. The sub meter type for each line item shows here
13. The previous reading date shows here. If this is the first time you have processed invoices for this sub-meter, enter the date of the previous reading.
14. The number of days in this period shows here
15. If this is the first time you have processed invoices for this sub meter, you will need to enter the previous reading details here if you're not entering usage values
16. Enter the current reading here if you're not entering usage values. PropertyIQ will calculate the charge based on the current reading value less the previous reading value
17. If entering usage values, enter them in this column. PropertyIQ calculate the charge based on the usage value and populate the previous reading based on Previous reading plus usage.
18. If any of the meters have a usage credit, enter it here, this will reduce the usage value by the credit amount entered here.
19. The charge PropertyIQ has calculated shows here
20. If any of the meters have a charge credit, enter the amount here. This will reduce the charge amount by the value entered here.
21. If GST is applicable, it shows in this column
22. The total charge to be invoiced shows here
23. You can remove a line item by selecting *Remove*
24. Save if you want to save the details and come back later to process
25. Save and continue to proceed to step 2

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: admin Role: Super Administrator 0 165.0 3/12/2018

SPlan# 2709 Moorings on Campus Notice Date# 13/12/2018 Due Date# 27/12/2018 Enter Usage Values ☒

Electricity Gas Water **Water**

Add Sub Meters Import Reading Date# 12/12/2018 Schedule# Moorings Standard Contribut... WAT-SM-CPU-FR Cents per unit# 0.32

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST Amount	Total Charge	Actions
1	453	WAT-SM-CPU-FR	1/10/2018	72	213454.00	230908.00	17454.00	0.00	\$55.85	\$0.00	\$5.08	\$55.85	Remove
2	454	WAT-SM-CPU-FR	1/10/2018	72	345434.00	370799.00	25365.00	500.00	\$79.57	\$0.00	\$7.23	\$79.57	Remove
3	455	WAT-SM-CPU-FR	1/10/2018	72	332456.00	365312.00	32856.00	0.00	\$105.14	\$20.00	\$7.74	\$85.14	Remove
4	456	WAT-SM-CPU-FR	1/10/2018	72	34564.00	51039.00	16475.00	0.00	\$52.72	\$0.00	\$4.79	\$52.72	Remove
5	457	WAT-SM-CPU-FR	1/10/2018	72	234345.00	258132.00	23787.00	0.00	\$76.12	\$0.00	\$6.92	\$76.12	Remove
6	458	WAT-SM-CPU-FR	1/10/2018	72	34545.00	62109.00	27564.00	0.00	\$88.20	\$0.00	\$8.02	\$88.20	Remove
7	459	WAT-SM-CPU-FR	1/10/2018	72	425456.00	457610.00	32154.00	0.00	\$102.89	\$0.00	\$9.35	\$102.89	Remove
8	460	WAT-SM-CPU-FR	1/10/2018	72	63723.00	93368.00	29645.00	0.00	\$94.86	\$0.00	\$8.62	\$94.86	Remove

Save Save and Continue

WATER INVOICES STEP 2

If there are admin or sundry fees to add, select them on this screen.

1. Edit Sundries
2. The type defaults to *Water*
3. Choose a line item type you have already created
4. Select the chart of accounts code you want to allocate these sundries/admin/rebate items to
5. You can add more sundries/admin/rebate items
6. Select the GST status for this line item here
7. Select the sub meters you want to include
8. *Save*

PropertyIQ Strata File To Do Processing Billing

SPlan: 2709 Moorings on Cap Notice Date: 13/12/2018 Due Date: 27/12/2018 Enter

Electricity Gas Water Other

Edit Sundries 1 Date: 12/12/2018 Schedule: Moorings Standard Contribut

Lot	Sub Meter No	Sub Meter Type	Previous Date	N
1 (1)			72	
2 (1)			72	
3 (1)			72	
4 (1)			72	
5 (1)			72	
6 (1)			72	
7 (1)			72	
8 (1)			72	

Expand All Collapse All

Sundries / Rebates / Admin Fees

Utility Type: Water 2

Sundry/Rebate/Fee: WAT- AF-CPD-FR 3

Chart of Account: A Utility Income 4

GST: Free 6

5 Add Sundry/Rebate/Fee

Lot	Unit	Include	Effective Date
1	1	<input checked="" type="checkbox"/>	
2	2	<input checked="" type="checkbox"/>	
3	3	<input checked="" type="checkbox"/>	
4	4	<input checked="" type="checkbox"/>	
5	5	<input checked="" type="checkbox"/>	
6	6	<input checked="" type="checkbox"/>	
7	7	<input checked="" type="checkbox"/>	
8	8	<input type="checkbox"/>	

7

8 Save Close

Charge	Charge Credit	GST	Total Charge
\$13.75	\$0.00	\$1.25	\$13.75
\$93.82	\$0.00	\$8.53	\$93.82
\$258.93	\$0.00	\$23.54	\$258.93
\$298.18	\$15.00	\$25.74	\$283.18
\$216.01	\$0.00	\$19.64	\$216.01
\$218.62	\$0.00	\$19.87	\$218.62
\$262.70	\$0.00	\$23.88	\$262.70
\$225.82	\$0.00	\$20.53	\$225.82

GST Total: \$142.98 Overall Total: \$1,572.82

Is Final Read Back Preview Process

WATER INVOICES STEP 3

1. The rate you selected shows here
2. Expand or collapse individual line items by clicking on the + or – symbols,
3. You can *expand all* or *collapse all* here
4. The lot number shows here
5. The sub meter number shows here
6. The sub meter type shows here
7. Previous reading date shows here (not applicable for sundries/rebates/admin line item types)
8. The number of days included in this invoice period shows here
9. Previous reading figure shows here (not applicable for sundries/rebates/admin line item types)
10. Current reading figure shows here (not applicable for sundries/rebates/admin line item types)
11. Usage shows here (not applicable for sundries/rebates/admin line item types)
12. Any usage credits you entered on the previous screen show here
13. The charge shows here
14. Any charge credits you entered on the previous screen show here
15. GST shows here if applicable
16. The total charge for each meter shows here
17. Tick *Final Read* if this is the final read for these invoices. This enables the final read clause to show on the utility invoices
18. *Back* to go back to the previous screen
19. *Preview* to preview the utility invoices
20. When you select *Process*, Water utility invoices will be created. Recipients that receive their invoices by email will be emailed, a PDF will be generated for recipients that receive their invoices by post. If you use Bing mailing house, a job will be sent to Bing for recipients that receive their notices by post.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: ame Role: Super Administrator 0.166.0 13/12/2018

Utility Debtor Invoices

Plan: 2709 Moorings on Car... Notice Date: 19/12/2018 Due Date: 23/01/2019 Enter Usage Values ☒

Electricity Gas Water Other

Edit Sundries Reading Date: 18/12/2018 Schedule: Moorings Standard Contrib... WAT-AF-CPD-FR 1

2	Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST	Total Charge
1 (2)					78					\$297.70	\$0.00	\$27.06	\$297.70
1	4	656666	5	6	78	8	9	10	11	12	13	14	15
			WAT-SM-CPU-TR	1/10/2018	78	0.00	3477.00	3477.00	0.00	\$297.70	\$0.00	\$27.06	\$297.70
			WAT-AF-CPD-FR	1/10/2018	78					\$0.00	\$0.00	\$0.00	\$0.00
2 (2)					78					\$382.40	\$0.00	\$34.76	\$382.40
2		555555	WAT-SM-CPU-TR	1/10/2018	78	0.00	4324.00	4324.00	0.00	\$382.40	\$0.00	\$34.76	\$382.40
			WAT-AF-CPD-FR	1/10/2018	78					\$0.00	\$0.00	\$0.00	\$0.00
3 (2)					78					\$73.40	\$0.00	\$6.67	\$73.40
4 (2)					78					\$43.90	\$0.00	\$3.99	\$43.90
5 (2)					78					\$93.20	\$0.00	\$8.47	\$93.20
6 (2)					78					\$106.40	\$0.00	\$9.67	\$106.40
7 (2)					78					\$114.50	\$0.00	\$10.41	\$114.50
8 (1)					78					\$136.70	\$0.00	\$12.43	\$136.70

3 ☒ Expand All ☒ Collapse All

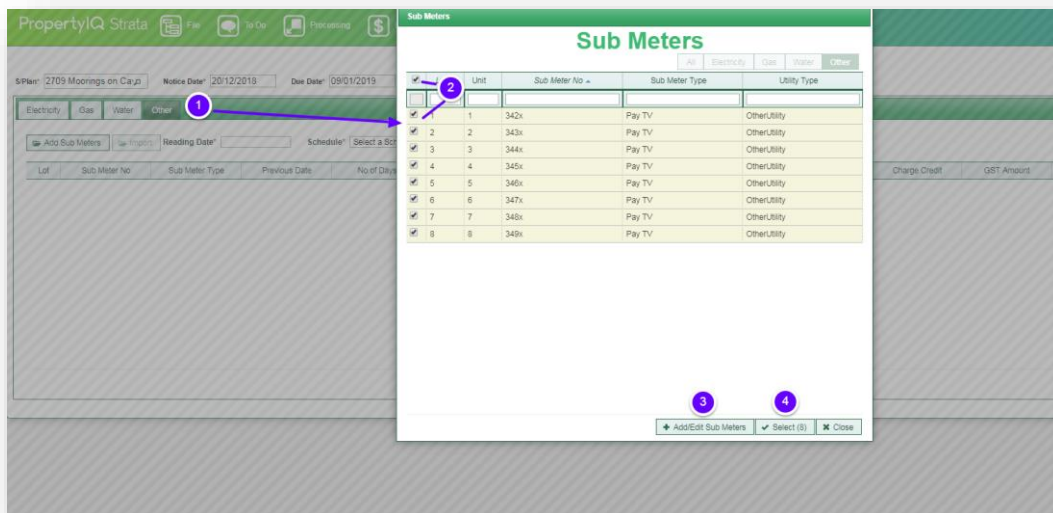
GST Total: \$113.47 Overall Total: \$1,248.20

Is Final Read ☐

OTHER INVOICES

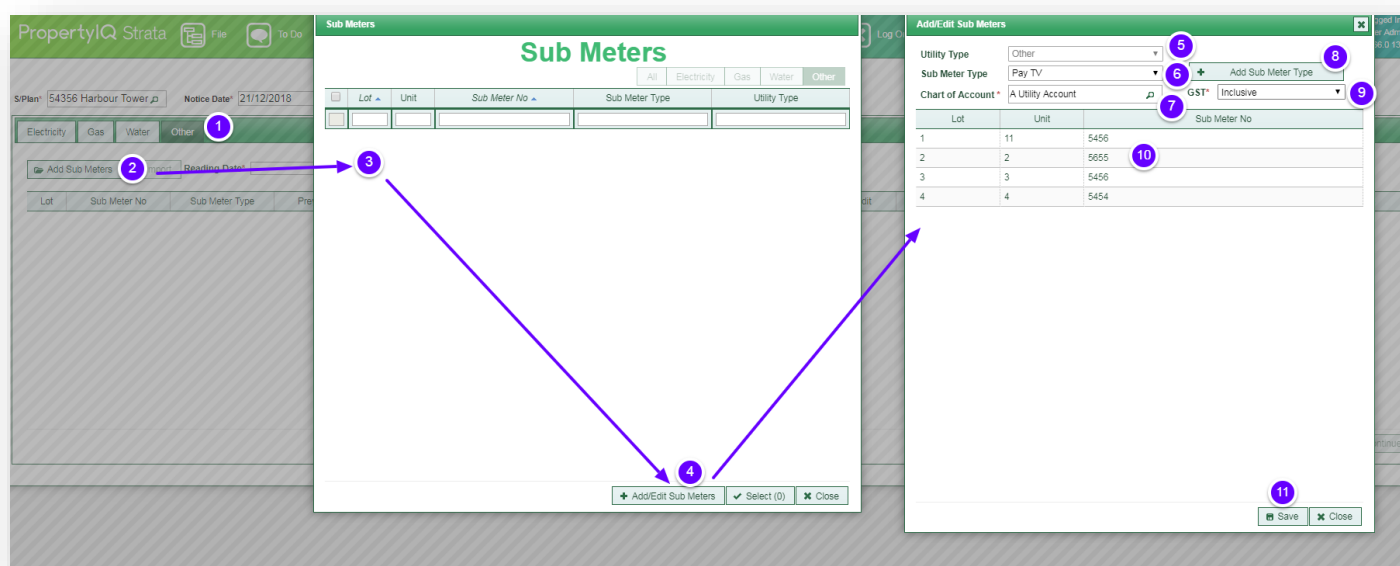
The first step is to select the Sub Meters.

1. After selecting the building, select other
2. You can select all meters from the top line or select the individual meters you want to bill
3. You can add/edit sub meters here
4. *Select*



If there are no *other* sub meters for this building, you first need to create them.

1. After selecting the building, select *Other*
2. *Add Sub Meters*
3. Any existing sub meters show here
4. If there are no sub meters showing, select Add/Edit sub meters
5. The utility type is set to *Other*
6. Select the sub meter type. The available types are determined by the line item types you created in your application settings
7. Select a chart of accounts code to allocate these line items to
8. You can add more sub meter types here. For full details, see the section on page 1 of this manual "Utility Line Items"
9. Select the GST status here
10. Enter the meter numbers here
11. *Save*



OTHER INVOICES - STEP 1

1. Enter the notice date here
2. Enter the due date for notices here
3. Select here to enter usage values. If entering usage values, you don't need to enter the current reading as PropertyIQ will calculate this based on the previous reading plus the usage entered
4. Select *Other*
5. Open the calendar by clicking here and enter the reading date
6. If the building has multiple contribution schedules, select the schedule from the dropdown list
7. Enter the cents per unit value here
8. The lot the meter is for shows here
9. The sub meter number shows here
10. The sub meter type for each line item shows here
11. The previous reading date shows here. If this is the first time you have processed invoices for this sub-meter, enter the date of the previous reading.
12. The number of days in this period shows here
13. If this is the first time you have processed invoices for this sub meter, you will need to enter the previous reading details here if you're not entering usage values
14. Enter the current reading here if you're not entering usage values. PropertyIQ will calculate the charge based on the current reading value less the previous reading value
15. If entering usage values, enter them in this column. PropertyIQ calculate the charge based on the usage value and populate the previous reading based on previous reading plus usage.
16. If any of the meters have a usage credit, enter it here, this will reduce the usage value by the credit amount entered here.
17. The charge PropertyIQ has calculated shows here
18. If any of the meters have a charge credit, enter the amount here. This will reduce the charge amount by the value entered here.
19. If GST is applicable, it shows in this column
20. The total charge to be invoiced shows here
21. You can remove a line item by selecting *Remove*
22. *Save* if you want to save the details and come back later to process
23. *Save and continue* to proceed to step 2

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

Utility Debtor Invoices

O'Corp 2709 Moorings on Cap Notice Date 20/03/2019 Due Date 03/04/2019 Enter Usage Values

Electricity Gas Water Other

Add Sub Meters Import Reading Date 20/03/2019 Schedule Moorings Standard Contribution Pay TV Cents per unit 20

Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST Amount	Total Charge	Actions
1	342x	Pay TV	1/1/2019	78	0.00	421.00	421.00	24.00	\$79.40	\$0.00	\$7.22	\$79.40	Remove
2	343x	Pay TV	1/1/2019	78	0.00	221.00	221.00	0.00	\$44.20	\$15.00	\$2.65	\$29.20	Remove
3	344x	Pay TV	1/1/2019	78	0.00	231.00	231.00	0.00	\$46.20	\$0.00	\$4.20	\$46.20	Remove
4	345x	Pay TV	1/1/2019	78	0.00	321.00	321.00	0.00	\$64.20	\$0.00	\$5.84	\$64.20	Remove
5	346x	Pay TV	1/1/2019	78	0.00	211.00	211.00	0.00	\$42.20	\$0.00	\$3.84	\$42.20	Remove
6	347x	Pay TV	1/1/2019	78	0.00	452.00	452.00	0.00	\$90.40	\$0.00	\$8.22	\$90.40	Remove
7	348x	Pay TV	1/1/2019	78	0.00	540.00	540.00	0.00	\$108.00	\$0.00	\$9.82	\$108.00	Remove
8	349x	Pay TV	1/1/2019	78	0.00	450.00	450.00	0.00	\$90.00	\$0.00	\$8.18	\$90.00	Remove

Save Save and Continue

OTHER INVOICES - STEP 2

If there are admin or sundry fees to add, select them on this screen.

1. Edit Sundries
2. The type defaults to *Other*
3. Choose a line item type you have already created
4. Select the chart of accounts code you want to allocate these sundries/admin/rebate items to
5. You can add more sundries/admin/rebate items
6. Select the GST status for this line item here
7. Select the sub meters you want to include
8. Save

PropertyIQ Strata File To Do Processing Billing

Sundries / Rebates / Admin Fees

Utility Type Other Sundry/Rebate/Fee Fee per invoice Add Sundry/Rebate/Fee Chart of Account GST Inclusive

Lot Unit Include Effective Date

1	1	✓	
2	2	✓	
3	3	✓	
4	4	✓	
5	5	✓	
6	6	✓	
7	7	✓	
8	8	✓	

Save Close

Charge	Charge Credit	GST	Total Charge
\$79.40	\$0.00	\$7.22	\$79.40
\$44.20	\$15.00	\$2.65	\$29.20
\$46.20	\$0.00	\$4.20	\$46.20
\$64.20	\$0.00	\$5.84	\$64.20
\$42.20	\$0.00	\$3.84	\$42.20
\$90.40	\$0.00	\$8.22	\$90.40
\$108.00	\$0.00	\$9.82	\$108.00
\$90.00	\$0.00	\$8.18	\$90.00

GST Total: \$49.96 Overall Total: \$549.60

Is Final Read Back Preview Process

OTHER INVOICES - STEP 3

1. The rate you selected shows here
2. Expand or collapse individual line items by clicking on the + or – symbols, or you can *expand all* or *collapse all* here
3. The lot number shows here
4. The sub meter number shows here
5. The sub meter type shows here
6. Previous reading date shows here (not applicable for sundries/rebates/admin line item types)
7. The number of days included in this invoice period shows here
8. Previous reading figure shows here (not applicable for sundries/rebates/admin line item types)
9. Current reading figure shows here (not applicable for sundries/rebates/admin line item types)
10. Usage shows here (not applicable for sundries/rebates/admin line item types)
11. Any usage credits you entered on the previous screen show here
12. The charge shows here
13. Any charge credits you entered on the previous screen show here
14. GST shows here if applicable
15. The total charge for each meter shows here
16. Tick *Final Read* if this is the final read for these invoices. This enables the final read clause to show on the utility invoices
17. *Back* to go back to the previous screen
18. *Preview* to preview the utility invoices
19. When you select *Process*, Other utility invoices will be created. Recipients that receive their invoices by email will be emailed, a PDF will be generated for recipients that receive their invoices by post. If you use Bing mailing house, a job will be sent to Bing for recipients that receive their notices by post.

PropertyIQ Strata

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

Currently Logged In as: admin
Role: Super Administrator
01/11/2019 15:00:00

Utility Debtor Invoices

OCorp: 4356 The Mariner 7 M.P. Notice Date: 21/03/2019 Due Date: 17/04/2019 Enter Usage Values

Electricity Gas Water Other

Edit Sundries Reading Date: 20/03/2019 Schedule: Main Contribution Schedule

Fee per invoice 1
Cents per invoice: 1000

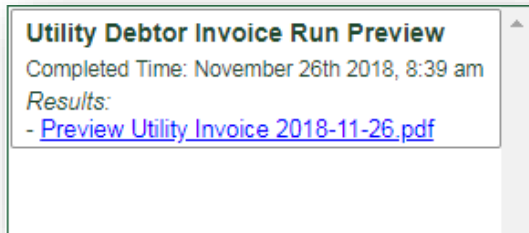
Lot	Sub Meter No	Sub Meter Type	Previous Date	No of Days	Previous Reading	Current Reading	Usage	Usage Credit	Charge	Charge Credit	GST	Total Charge
1 (2)	21	Play TV	1/1/2019	78	0.00	435.00	435.00	0.00	\$53.50	\$0.00	\$0.00	\$53.50
1		Fee per invoice		78					\$43.50	\$0.00	\$0.00	\$43.50
2 (2)				78					\$10.00	\$0.00	\$0.00	\$10.00
3 (2)				78					\$55.40	\$0.00	\$0.00	\$55.40
4 (2)				78					\$56.50	\$0.00	\$0.00	\$56.50
4 (2)				78					\$62.10	\$0.00	\$0.00	\$62.10

Expand All Collapse All

Is Final Read: ☐ Back Preview Process

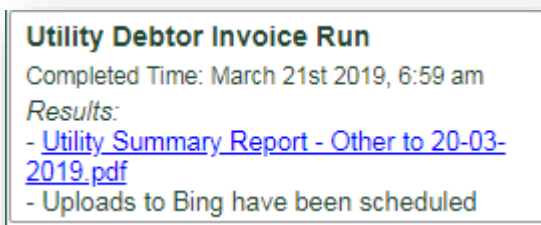
GST Total: \$0.00 Overall Total: \$227.50

A Preview of your utility notice run is recommended before processing. This creates PDF previews in your job centre on the right of your screen but does not send any invoices to your lot owners



When you select *Process*, Invoices will be finalised. Debtors who receive their utility invoices via email will be emailed. A PDF invoice is created for all debtors that receive theirs by post. If you use Bing Mailing house, the job will be sent to Bing.

The job centre on the right of your screen will look something like this (this account is using Bing Mailing House – if you are not using Bing Mailing house, a PDF version of each invoice will show here. You can click on the PDF to open and print each invoice.



NSW Company
ABN: 357 457 47
23
Line 2
SYDNEY NSW 2000
Ph: 45727272 Fax: 72472747
10000003_email@deadend.piq

Tax Invoice
99999999

Tenant Name
Unit 1/10 Hollywood Drive
MURWILLUMBAH NSW 2656

Date Issued	14/07/2020
Account Number	8789
Invoice Reference	23

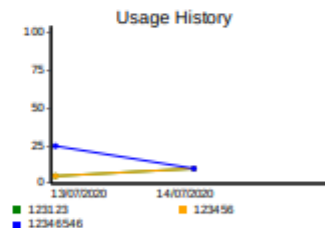
ELECTRICITY NOTICE
RE: The Bachelor Pad S/Plan 1

Electricity usage and charges: 13/07/2020 - 14/07/2020 (1 Days)

Supply Address: Lot 1, 1-8 Hollywood Drive, MURWILLUMBAH NSW 2656

Meter No	Details	Previous	Current	Usage (kWh)	Daily Avg (kWh)	Net Amount (\$)
123123	Common; 500c per unit	43,572.00	43,582.00	10.00	10.00	\$50.00 + \$5.00CR
123456	On Peak; 1 days at 500c per day	30.00	40.00	10.00	10.00	\$50.00 + \$5.00CR
12345646	Off Peak; 500c per unit	25.00	35.00	10.00	10.00	\$50.00 + \$5.00CR
	Government Relief Applied; 0c flat fee					\$0.00
	Supply Fee; 50c per unit			30.00		\$15.00

Usage and supply charges: \$151.00 inc GST of \$13.73
Arrears/Credit: \$178.50
Total amount due: \$329.50
Due date: 14/07/2020



*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.deft.com.au or call 1800 672 162.
Payments by Credit Card do not require registration and a surcharge may apply.

Pay over the Internet from your Credit Card or pre-registered bank account at www.deft.com.au .	Billers Code: 96503 Ref: 352352300 87892	Account: Tenant Name A/C No: 8789 S/Plan: 1
Pay by phone from your Credit Card or pre-registered bank account. Call 1300 30 10 90 or toll-free 1800 672 162.	Contact your financial institution to make a BPAY payment from your cheque or savings account.	
Pay by mailing this payment slip with your Cheque to: DEFT Payment Systems, GPO Box 141, Brisbane QLD 4001.	Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS.	All Cheques must be made payable to: The Bachelor Pad CTS GL
1442 352352300 87892		Due Date: 14/07/2020 Total Due: \$329.50
DEFT Reference Number: 352352300 87892		

+352352300 87892

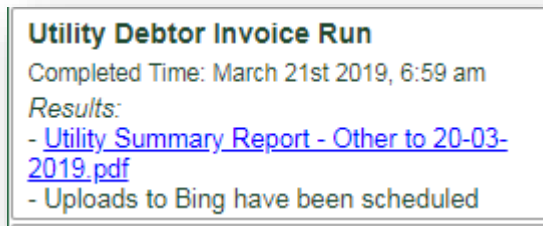
<

000015100<2+

UTILITY SUMMARY REPORT

When you process utility debtor invoices and generate/deliver the utility invoices to recipients, a Utility Summary Report will also be created as a record of what has been billed (including usage, charges and rebates).

The report can be viewed as part of the completed job within your job centre. Screenshot below.



The report is also saved in building documents under Document Type called *Utility Report*, with document name of "Utility Summary Report – [utility type] to [read date].pdf"

Sample Utility Summary Report

Best Strata Level 15, , 111 Eagle Street BRISBANE VIC 4000 ABN: 32 345 645 Ph: 13 13 21 Email: rohits@propertyiq.com.au Printed: 21/03/2019 06:12 am User: ams														Page 1
Utility Summary Report - Other to 20/03/2019 4356 "THE MARINER" 7 MARINERS DRIVE, TOWNSVILLE, QLD														
Lot	Account Name	Tariff	Meter No	Previous Date	Previous Read	Reading Date	Current Read	Days	Months	Usage	Charge	Charge Credit	Running Total	
1	Bryie Whitton	Pay TV	21	01/01/2019	0	20/03/2019	435	78	2	435.00	\$43.50		\$43.50	
1	Bryie Whitton	Fee per invoice				20/03/2019					\$10.00		\$53.50	
	Bryie Whitton Total										\$53.50			
2	Shaleni Gounden	Pay TV	22	01/01/2019	0	20/03/2019	454	78	2	454.00	\$45.40		\$98.90	
2	Shaleni Gounden	Fee per invoice				20/03/2019					\$10.00		\$108.90	
	Shaleni Gounden Total										\$55.40			
3	Colyton Pty Ltd	Pay TV	23	01/01/2019	0	20/03/2019	465	78	2	465.00	\$46.50		\$155.40	
3	Colyton Pty Ltd	Fee per invoice				20/03/2019					\$10.00		\$165.40	
	Colyton Pty Ltd Total										\$56.50			
4	Colyton Pty Ltd	Pay TV	24	01/01/2019	0	20/03/2019	521	78	2	521.00	\$52.10		\$217.50	
4	Colyton Pty Ltd	Fee per invoice				20/03/2019					\$10.00		\$227.50	
	Colyton Pty Ltd Total										\$62.10			
	Pay TV Total										\$187.50			
	Fee per invoice Total										\$40.00			
	Overall Total										\$227.50			

SENDING DEBTOR STATEMENTS

You can generate Debtor Statements from the Due Notices Screen.

1. On the Due Notices Screen, 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 a single building
6. If you use folios, you can select a single folio
7. You can select a single debtor
8. You can select a single manager
9. Click *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: [User Name]
Role: Super Administrator
9:16:01 3/10/2019

Due Notices / Statements

Debtors

Generate Statements

Min Balance: \$50.00 Cutoff Date: 30/09/2018

☐ Include debtors in credit

Additional Filters

☐ Single Building ☐ Single Debtor

☐ Folio: All Folios ☐ Manager: All Managers

Search

S/Plan	Building Name	Debtor Name	Amount	Credit	Date of Last Statement	Include
--------	---------------	-------------	--------	--------	------------------------	---------

Statement Date: 09/10/2018 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: This 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	Atrium	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 Fluva	2	2	TAS...
<input checked="" type="checkbox"/>	65236	Victory Tower	Anne Fluva	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 Jannes	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	AMS	Rebecca	1	1	TEA...
<input checked="" type="checkbox"/>	8	KCs	Ashley Jones	1	1	NSW...
<input checked="" type="checkbox"/>	4	Penrith Plaza	Anne Fluva	2	2	Rohit...
<input checked="" type="checkbox"/>	123123		Jack Dobinson	1		QLD...

2 3

1. Details show in this line
2. 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
3. The statement date defaults to today's date but you can alter if you want to
4. *Preview* creates a PDF preview of your statement
5. *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

Generating logged in as Role: Super Administrator 0.160.1 3/10/2018

Due Notices / Statements

Generate Statements

Min Balance Cutoff Date ?

☐ Include debtors in credit

Additional Filters

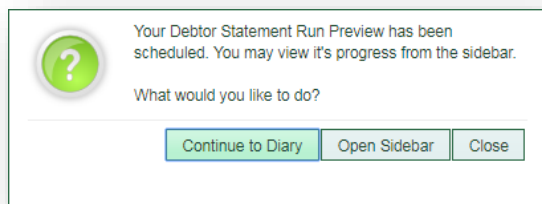
☐ Single Building ☐ Single Debtor

☐ Folio ☐ Manager

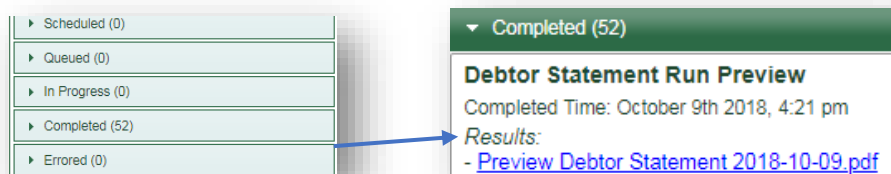
S/Plan	Building Name	Debtor Name	Amount	Credit	Date of Last Statement	Include
1	The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH	Active Billboards	\$100.00	\$0.00		<input checked="" type="checkbox"/>
1	The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH	Annie's Flowers	\$50.00	\$0.00		<input checked="" type="checkbox"/>
1	The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH	Big Billboards	\$2,000.00	\$0.00		<input checked="" type="checkbox"/>
1	The Bachelor Pad 1-8 Hollywood Drive, MURWILLUMBAH	Citywide Billboards	\$3,720.00	\$0.00		<input checked="" type="checkbox"/>
4	Penrith Plaza 1 Smith, BAYBROOK	Big Billboards	\$100.00	\$0.00		<input checked="" type="checkbox"/>
4	Penrith Plaza 1 Smith, BAYBROOK	Citywide Billboards	\$1,000.00	\$0.00		<input checked="" type="checkbox"/>
5	Wayne Tower 3 East Avenue, GLENELG	Andersons	\$1,000.00	\$0.00		<input checked="" type="checkbox"/>
5	Wayne Tower 3 East Avenue, GLENELG	Jack's Debtor	\$2,072.00	\$0.00		<input checked="" type="checkbox"/>

Statement Date

Preview generates this message

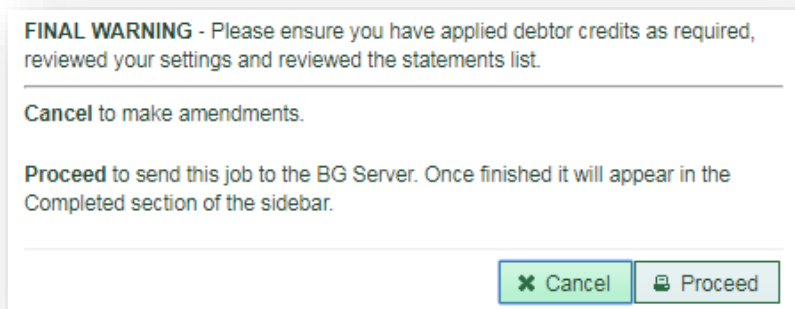


Click on the completed job



Review your statements and check carefully for errors.

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



Your debtor statement will look something like this:

My Stasia Co QLD
ABN: 5727277777
4 Ann Street
BRISBANE QLD 4000
Ph: 07 5454 6290 Fax: 121213
10000000_email@desdend.pq
Principal Kirsty Llewellyn

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'

MACQUARIE
BANK

*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.deft.com.au or call 18 00 672 162.
Payments by Credit Card do not require registration and a surcharge may apply.

	<small>Pay over the internet from your Credit Card or pre-registered bank account at www.deft.com.au.</small>		Billers Code: 96503 Ref: 35235235 00414
	<small>Pay by phone from your Credit Card or *pre-registered bank account. Call 1300 301090 or Int +612 8 232 7395</small>	<small>Contact your financial institution to make a BPAY payment from your cheque or savings account.</small>	
	<small>Pay by mailing this payment slip with your Cheque to: DEFT Payment Systems GPO Box 141, Brisbane QLD 4001</small>		<small>Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS</small>
			<small>All Cheques must be made payable to: The Bachelor Pad CTS 01</small>
<div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: left;"><small>*442 35235235 00414</small></div></div>			Total Due \$2,000.00
DEFT Reference Number: 35235235 00414			

+035235235 00414 <000200000<2+

RECEIPTING DEBTOR INVOICES

When your utility invoice recipients pay their invoices, the funds are receipted in .txn file in the same way that levy/fee payments are receipted. PropertyIQ will identify that there is an invoice owing for that debtor using the unique identifier

Receipts				
Filename	DebtorTxn44.txn	Customer Name	Aussie made strata	Customer Number 00243
Description	ACCOUNT TRANSACTIONS	Total Debits	0	Number of Transactions 1
Remitter	MACQUARIE BANK	Total Credits	1	Number of Accounts 1
Informational (0) Adjustments (0) Unallocated (0) Allocated (1)				
Tran#	Account	Tran Type	Details	Amount
000001	57587888 182-222	Debtor-deposit	BPAY Payment DEFT Bpay 0000020700 9999 Rohit's Building 13 Gliselle S/Plan 9999	\$100.00

DEBTOR REPORTING

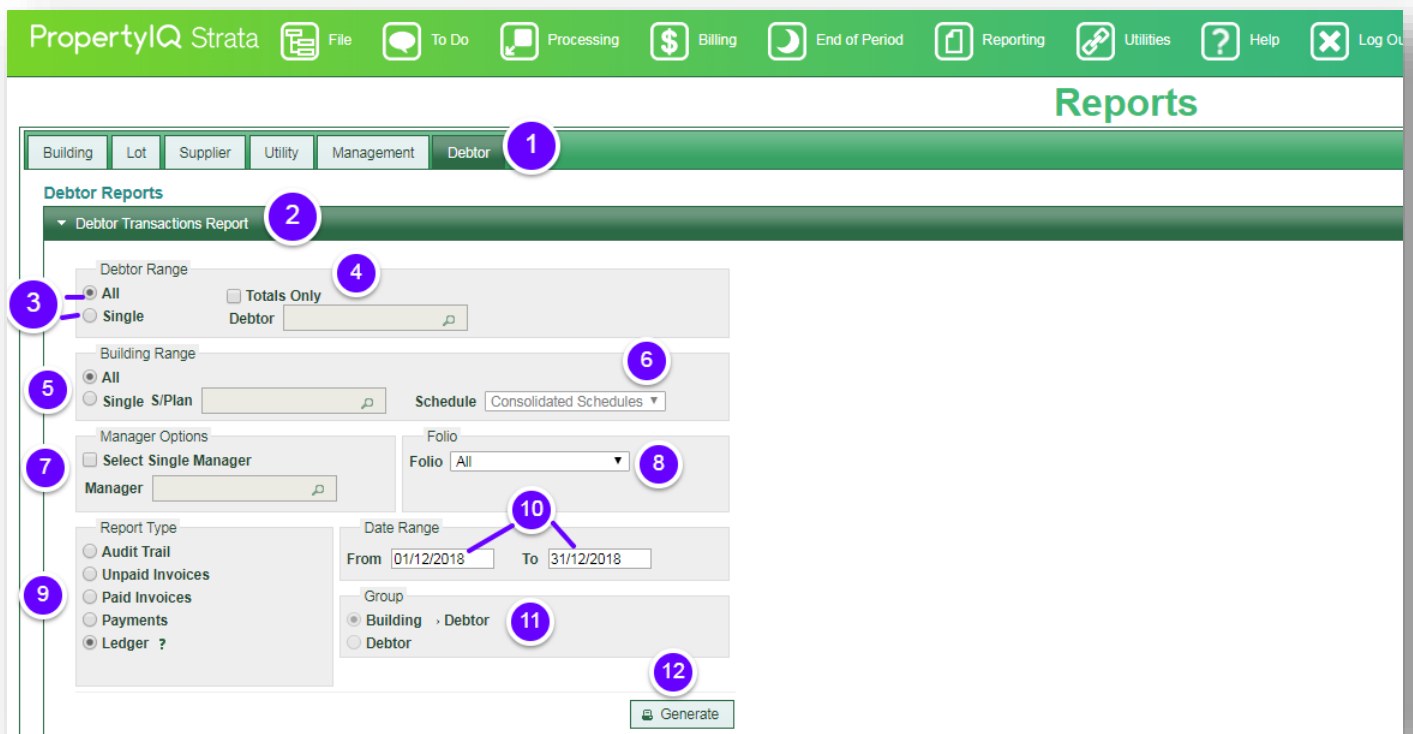
Debtor reports allow you to manage the status of debtor transactions.



DEBTOR TRANSACTION REPORT

The Reporting menu option – Debtors - allows you to create reports for all or single buildings, all or single debtors. You can also generate this report as a debtor's ledger.

1. From the reporting menu, select *Debtor*
2. Open *Debtor Transaction Report*
3. Select *All* or *Single*. If you choose *Single*, use the search icon to select the debtor
4. Select whether you want to generate totals only
5. Select *All* buildings or a *single* building. If you chose single, use the search icon to find the building
6. If you chose a single building and the building has multiple contribution schedules, you can choose to print for consolidated or individual schedules
7. By default, the report prints for all managers, but you can select to print for a single manager
8. If you use Folios, you can select to print for a single Folio
9. Choose the report type. To create a debtor ledger, select *Ledger* as the report type. (you can hover your mouse over the question mark to see this message “Similar to the audit trail but will also include opening balances and closing balances for debtors”)
10. Select a date range
11. Choose the report grouping. If you have chosen the report type *Ledger*, the only choice is the format *Building- Debtor*
12. *Generate* sends a job to the job centre on the right of your screen.



The ledger option shows the opening and closing balance for each debtor

Best Strata

Debtor Ledger from 01/12/2018 to 31/12/2018

Printed: 07/12/2018 at 16:34:23

User: ams

Page 1

Date	Reference	Details	S/Plan	Debit	Credit	Balance
Building: 1 The Bachelor Pad						
Active Billboards						
01/12/2018		Opening Balance	1	\$980.00		\$980.00
		Debtor Closing Balance		\$980.00	\$0.00	\$980.00
Annies Flowers						
01/12/2018		Opening Balance	1	\$30.00		\$30.00
		Debtor Closing Balance		\$30.00	\$0.00	\$30.00
Big Billboards						
01/12/2018		Opening Balance	1	\$2,000.00		\$2,000.00
		Debtor Closing Balance		\$2,000.00	\$0.00	\$2,000.00
Citywide Billboards						
01/12/2018		Opening Balance	1	\$3,720.00		\$3,720.00
		Debtor Closing Balance		\$3,720.00	\$0.00	\$3,720.00
		Building Total		\$6,730.00	\$0.00	\$6,730.00
Building: 4 Penrith Plaza						
Big Billboards						
01/12/2018		Opening Balance	4	\$100.00		\$100.00
		Debtor Closing Balance		\$100.00	\$0.00	\$100.00
Citywide Billboards						
01/12/2018		Opening Balance	4	\$1,000.00		\$1,000.00
		Debtor Closing Balance		\$1,000.00	\$0.00	\$1,000.00
		Building Total		\$1,100.00	\$0.00	\$1,100.00
Building: 5 Wayne Tower						
Andersons						
01/12/2018		Opening Balance	5	\$1,000.00		\$1,000.00
		Debtor Closing Balance		\$1,000.00	\$0.00	\$1,000.00
Jack's Debtor						
01/12/2018		Opening Balance	5	\$2,072.00		\$2,072.00
		Debtor Closing Balance		\$2,072.00	\$0.00	\$2,072.00
		Building Total		\$3,072.00	\$0.00	\$3,072.00
Building: 9 The Terrace						
Andersons						
01/12/2018		Opening Balance	9	\$150.00		\$150.00
		Debtor Closing Balance		\$150.00	\$0.00	\$150.00
		Building Total		\$150.00	\$0.00	\$150.00

LOT ARREARS LIST

The Lot arrears list report allows you to print all arrears, debtor utility arrears or lot arrears. If you choose to print all arrears, the report separates utility debtor arrears from levy/fee arrears.

1. From the Reporting menu, select the *Lot* tab
2. If you use folios in your company, you can select the folios you want to print the report for
3. Select the arrears you want to include in the report. The choices are:
 - i. All – includes both debtor and levy/fee arrears
 - ii. Debtor arrears – only shows debtor utility invoice arrears
 - iii. Lot arrears excluding utility debtors – only shows levy/fee arrears
 - iv. Lot arrears including utility debtors – shows both levy/fee arrears and utility debtor arrears but separates levy/fee arrears from utility debtor arrears
4. You can print the report for all buildings or select a single building
5. If you choose to print for a single building, use the search icon to find and select the building you want to report on
6. You can print the report for a single manager
7. If you choose to print for a single manager, use the search icon to find and select the manager you want to report on
8. Click on the box to open the calendar and select the arrears up to and including date
9. Click on the box to open the calendar and select the interest up to date
10. Select the Print sequence.
11. Select summary or detailed format
12. Select the minimum days overdue you want to include in the report
13. Select the minimum arrears amount you want to include in the report
14. Select your included preferences
15. *Export to CSV* generates an Excel Spreadsheet
16. *Generate* creates the report in PDF format

The screenshot displays the PropertyIQ Strata Reporting interface. The top navigation bar includes icons for File, To Do, Processing, Billing, End of Period, Reporting (highlighted with a red box), Utilities, Help, and Log Out. Below the navigation bar, the 'Reports' section is active, and the 'Lot' tab is selected under the 'Arrears List' heading. The interface contains several input fields and checkboxes, each marked with a red circle and a number corresponding to the steps in the list above:

- 1: 'Lot' tab in the top navigation bar.
- 2: 'Folio' dropdown menu.
- 3: 'Arrears Type' dropdown menu.
- 4: 'Single Building' checkbox.
- 5: Search icon for buildings.
- 6: 'Single Manager' checkbox.
- 7: Search icon for managers.
- 8: 'Arrears Up To And Including' date field.
- 9: 'Calculate Interest Up To And Including' date field.
- 10: 'Print Sequence' dropdown menu.
- 11: 'Report Format' section with 'Detailed' and 'Summary' radio buttons.
- 12: 'Days Overdue' input field.
- 13: 'Minimum Arrears' input field.
- 14: 'Include Last Notice Details' checkbox.
- 15: 'Export to CSV' button.
- 16: 'Generate' button.

Other visible options include 'New Page Per Building' checkbox, 'Include Email Addresses' checkbox, 'Split Arrears Into Fund Type' checkbox, and 'Group Arrears By Schedule' checkbox.

Sample lot arrears report

Affairs List as at 21/03/2019. Interest Calculated as at 21/03/2019
C.T.S. 2709 - Moorings on Cavill, Manager: Anne Fluva

Printed: 21/03/2019 07:44 am

User: ams

Page 1

Lot	Name	Phone	Due Date	Details	Overdue	Interest	Total Due
C.T.S. 2709 Moorings on Cavill 63 Cavill Avenue, SURFERS PARADISE				Manager: Anne Fluva	Bank Balance: \$30000		
1	Rocco Silvester		01/10/2016	Standard levy from 01/10/2016 to 30/11/2016 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$150.00	\$0.00	\$150.00
	Legal Action Notes: Handed to J R Pook and Co for legal proceedings on 1.7.2017		01/12/2016	Upcoming Levy from 01/12/2016 to 31/12/2016 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$500.00	\$0.00	\$500.00
			01/01/2017	Standard Levy Moorings Standard Contribution Schedule from 01/01/2017 to 31/03/2017 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$527.95	\$0.00	\$527.95
			31/01/2017	Special Levy for urgent roof repairs (Instalment 1) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$500.00	\$0.00	\$500.00
			28/02/2017	Special Levy for urgent roof repairs (Instalment 1) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$1,666.67	\$0.00	\$1,666.67
			28/02/2017	Special Levy for urgent roof repairs (Instalment 1) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$1,666.67	\$0.00	\$1,666.67
			31/03/2017	Special Levy for urgent roof repairs (Instalment 2) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$1,666.67	\$0.00	\$1,666.67
			31/03/2017	Special Levy for urgent roof repairs (Instalment 2) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$1,666.67	\$0.00	\$1,666.67
			31/03/2017	Special Levy for urgent roof repairs (Instalment 2) <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$500.00	\$0.00	\$500.00
			01/04/2017	Standard Levy Moorings Standard Contribution Schedule from 01/04/2017 to 30/06/2017 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$527.95	\$0.00	\$527.95
			01/07/2017	Standard Levy Moorings Standard Contribution Schedule from 01/07/2017 to 30/09/2017 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$527.95	\$0.00	\$527.95
			01/10/2017	Standard Levy Moorings Standard Contribution Schedule from 01/10/2017 to 31/12/2017 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$527.95	\$0.00	\$527.95
			01/10/2018	Quarterly contriution from 01/10/2018 to 31/01/2019 <i>Last Notice Date: 12/05/2018 Type: legal</i>	\$1,900.00	\$0.00	\$1,900.00
Owner Total					\$12,026.48	\$0.00	\$12,026.48
	Rocco Silvester		30/11/2018	Elec- SM-CPU-FR; 33.54c per unit (invoice ref: 5)	\$62.79	\$0.00	\$62.79
			02/12/2018	Elec- SM-CPU-FR; 33.54c per unit (invoice ref: 11)	\$152.27	\$0.00	\$152.27
			02/12/2018	Elec- SM-CPU-FR; 33.54c per unit (invoice ref: 17)	\$48.63	\$0.00	\$48.63
Debtor Total					\$263.69	\$0.00	\$263.69
Lot Total					\$12,592.17	\$0.00	\$12,592.17

BUILDING CARD FINANCIAL REPORTS

Building Financial Reports

Report Selection

☐ Balance Sheet
☐ Income and Expenditure Statement
☐ Lot Positions
☐ Fund Management
☒ Cash Management
☐ Account Ledger
☐ Trust Trial Balance
☐ Owner Ledger
☐ Owner Transaction Summary
☐ Header Sheet
☒ Expenses & Other Income
☐ Key Financial Information
☐ Debtor Positions
☐ All

☐ Include Last Year Balances
☒ Include Last Year Balances
☒ Include Current Budget 12 Months
☐ Group Accounts
☐ Group Accounts
☐ Filter By
☐ Summary

Basis

Accrual

Global Report Settings

☒ Consolidated Schedules
☐ Split Schedules
☐ Single Schedule
☐ Include Manager Name
☐ Publish to Portal

Date Range Selection

Select	Description	FROM	TO
<input type="radio"/>	Financial Year to Date	26/10/2017	25/10/2018
<input type="radio"/>	1st Quarter	26/10/2017	25/01/2018
<input type="radio"/>	2nd Quarter	26/01/2018	25/04/2018
<input type="radio"/>	3rd Quarter	26/04/2018	25/07/2018
<input type="radio"/>	4th Quarter	26/07/2018	25/10/2018
<input type="radio"/>	1st Half Year	26/10/2017	25/04/2018
<input type="radio"/>	2nd Half Year	26/04/2018	25/10/2018
<input type="radio"/>	Final	26/10/2017	25/10/2018
<input checked="" type="radio"/>	Date Range	26/10/2017	26/11/2018
<input type="radio"/>	Previous Financial Year	26/10/2016 to 25/10/2017	

☐ Simulate New Fin Year

Debtor income show in the *Other Receipts* section of the Cash Management Report

Best Strata

Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 32 345 645
Ph: 13 13 21 Email: rohits@propertyiq.com.au
Printed: 26/11/2018 03:20 pm User: ams

Page 2

Cash Management Report - S/Plan 888777 "HORNSBY TOWERS" 15 FLORENCE, HORNSBY, NSW 2077 For the period 26/10/2017 to 26/11/2018

Other Receipts - Consolidated (Continued)

Levy Income

Date	Reference	Received From	Details	Amount
24/10/2018	216	Big Billboards	TRF: rent	\$3,000.00CR
24/10/2018	219	Big Billboards	TRF: rent	\$3,000.00
24/10/2018	217	Big Billboards	TRF: rent	\$500.00
24/10/2018	221	Big Billboards	TRF: rent	\$3,000.00CR
26/10/2017	147	Big Billboards	Receipt for invoice 5	\$3,000.00
26/10/2017	212	Big Billboards	Receipt for invoice 5	\$500.00CR
Total Levy Income				\$0.00

Rent Income

Debtor income shows against the chart of accounts code it was allocated to in the Expenses and Other Income Report

Best Strata

Level 15, , 111 Eagle Street BRISBANE NSW 4000 ABN: 32 345 645
Ph: 13 13 21 Email: rohits@propertyiq.com.au
Printed: 26/11/2018 03:25 pm User: ams

Page 4

Expenses & Other Income - S/Plan 888777 "HORNSBY TOWERS" 15 FLORENCE, HORNSBY, NSW 2077 For the Financial Period 26/10/2017 to 26/11/2018 (Opening Balances as at 26/10/2017)

Rent Income

Date	Ref.	Details	Amount	Balance
07/11/2017	2	Debtor Invoice - Annual fee Big Billboards	\$454.55	\$454.55
16/04/2018	3	Debtor Invoice - Billboard rent Big Billboards	\$454.55	\$909.10
10/10/2018	6	Debtor Invoice - credit Big Billboards	\$-2,000.00	\$-1,090.90
Total for Rent Income			\$-1,090.90	

Swipe Card Income

Date	Ref.	Details	Amount	Balance
27/03/2018	348	Lot# 4 Special Levy - Swipe Card Access item	\$68.18	\$68.18
08/11/2018	7	Debtor Invoice - Key Deposit Bailey Brown	\$50.00	\$118.18
09/11/2018	8	Debtor Invoice - Key Deposit F Swanden	\$50.00	\$168.18
Total for Swipe Card Income			\$168.18	

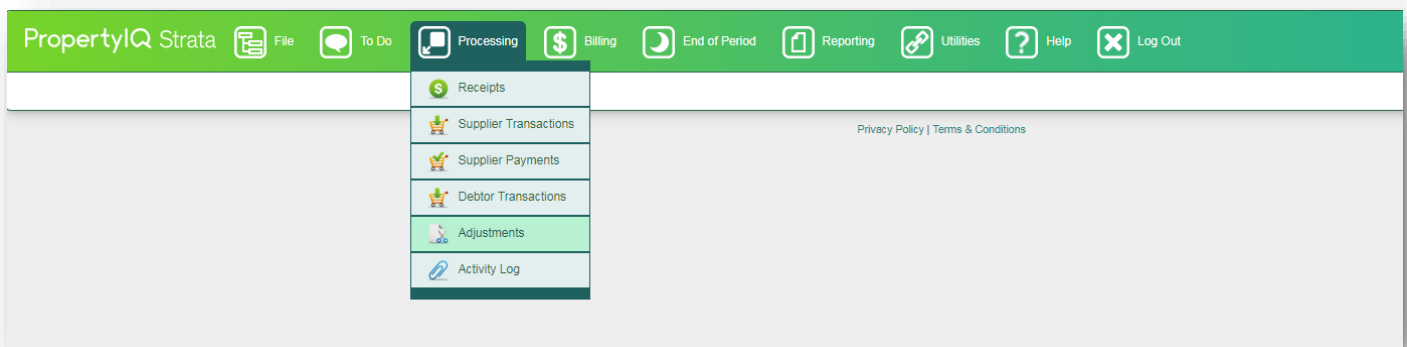
Unallocated Funds

Date	Ref.	Details	Amount	Balance
26/10/2017	125	Other Receipt - Unallocated deposit: DEFT Bpay 0000000301	\$559.25	\$559.25
26/10/2017	126	Other Receipt - Unallocated deposit: DEFT Bpay 0000250000	\$559.25	\$1,118.50
26/10/2017	124	Other Receipt - Unallocated deposit: DEFT Bpay 0000000294	\$250.00	\$1,368.50
26/10/2017	120	Other Receipt - Unallocated deposit: DEFT Bpay 0000000294	\$250.00	\$1,618.50
26/10/2017	100	Other Receipt - Transfer to lot 1	\$454.55	\$2,073.05
26/10/2017	98	Other Receipt - Transfer to lot 1	\$-227.27	\$1,845.78
Total for Unallocated Funds			\$1,845.78	

Total for Administrative Fund - Other Income \$55,487.97

DEBTOR ADJUSTMENTS

You can make adjustments for debtors from the Processing>Adjustments menu.



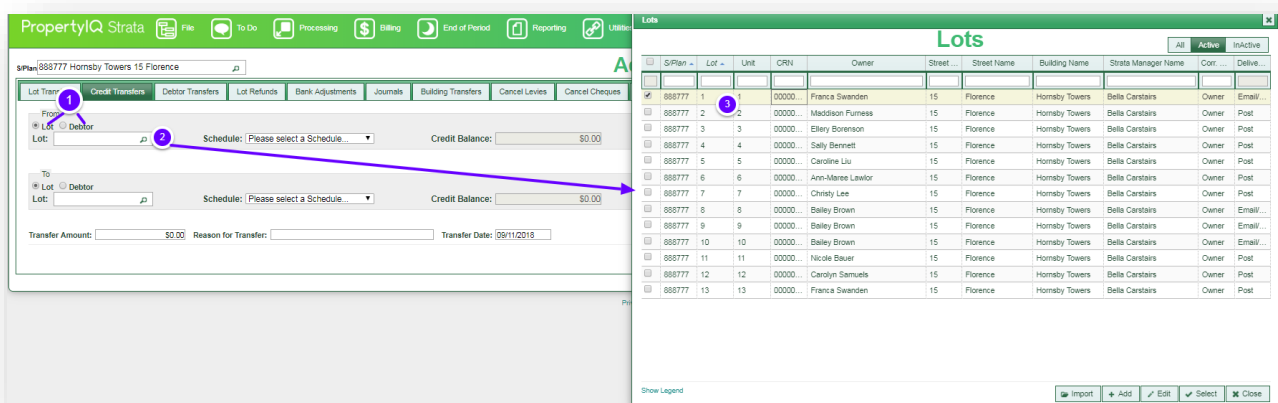
Adjustments must always be made for a single building at a time, so you first need to select the building the debtor transaction relates to.

CREDIT TRANSFERS

Credit transfers allow you to move credit amounts from one lot to another, from one debtor to another, or between lot owners and debtors within a building. Owner credit transfers are often used for an owner that owns more than one lot in a building but could be used if you have receipted to the wrong lot in error and need to correct it. Transfers between owners and debtors are often utilised where the lot owner also has a debtor identity.

First select the building you want to work with. See the steps in the “Getting Started” section above.

1. Select whether the credit transfer is coming from a lot owner or a debtor
2. Use the search icon to start searching for the lot owner or debtor you want to transfer credit from. Note: the lot owner or debtor must have a credit balance before you can transfer to another lot.
3. Click on the lot owner or debtor you want and then double click to select. In this example, the transfer is *coming from* a lot owner. Note: only lots belonging to the selected building or debtors with invoices for the selected building show on the screen.



1. Select whether the credit transfer is *going to* a lot owner or a debtor
2. Select the debtor or lot owner the credit is *going to*. In this example the credit is *going to* a debtor

The screenshot shows the 'Credit Transfers' window in PropertyIQ Strata. The 'From' section is set to 'Lot' with 'Lot: 1/1 Franca Swanden' and 'Schedule: OC1'. The 'Credit Balance' is \$1,128.56. The 'To' section is set to 'Debtor' with 'Debtor: F Swanden' and 'Credit Balance: \$0.00'. The 'Transfer Amount' is \$0.00, 'Reason for Transfer' is empty, and 'Transfer Date' is 09/11/2018. A purple arrow points from the 'Debtor' dropdown to the 'Debtors' pop-up window.

The 'Debtors' pop-up window shows a table of debtors:

Name	Debtor Co...	Balance	Phone	Mobile	Email	S/Plan	Lot	Owner Na...
Big Billbo...	BIG	\$6,990.00	1300 545 ...	0413 434 ...	accounts...			
Fletchers ...	FLET	\$230.00						
Annies FL...	ANN	\$130.00						
Bailey Br...	BROWN	\$50.00			baileybro...			
F Swanden	FSWAN	\$50.00			fswanden...			

1. The lot owner/debtor you are transferring credit *to* shows here
2. If you are transferring from a lot owner and the building has multiple contribution schedules, select the schedule the transfer is going from here
3. The existing credit balance of the lot owner the credit is being transferred from shows here
4. The lot owner or debtor the credit is being transferred *to* shows here
5. Any existing credit balance belonging to the owner or debtor the transfer is going *to* shows here
6. Enter the amount you want to transfer
7. Enter a reason for the transfer. This will show on each lot owner's/debtor's ledger.
8. The transfer date defaults to today's date but you can alter if you want
9. *Process* when you are ready

The screenshot shows the 'Adjustments' window in PropertyIQ Strata. The 'From' section is set to 'Lot' with 'Lot: 1/1 Franca Swanden' (1), 'Schedule: OC1' (2), and 'Credit Balance: \$1,128.56' (3). The 'To' section is set to 'Debtor' with 'Debtor: F Swanden' (4) and 'Credit Balance: \$0.00' (5). The 'Transfer Amount' is \$100.00 (6), 'Reason for Transfer' is 'Transfer to pay for key deposit' (7), and 'Transfer Date' is 12/11/2018 (8). A 'Process' button is at the bottom right (9).

You will receive a prompt to confirm you want to proceed

FINAL WARNING - Are you sure you wish to Process this Credit Transfer?

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.

Yes to continue.

DEBTOR TRANSFERS

The Debtor Transfers tab allows you to transfer debtor credits – you can “unpay” a debtor invoice and create an unallocated credit for the debtor and then allocate that credit to another debtor invoice.

1. Adjustments are always made for a single building at a time - select the building the debtor's transaction relates to
2. Select the *Debtor Transfers* tab
3. Use the search icon to find the debtor you want to make transfers for
4. *To Credit* is the default tab

Name	Debtor Code	Balance	Phone	Mobile	A/N
Big Billboards	BIB	\$5,080.00	1300 545 345	0413 434 435	43 234 232 434
Fletcher's Group	FLET	\$230.00			
Amnes Flowers	ANN	\$150.00			

1. Use the search icon
2. Type some key letters to refine your search
3. Click to highlight the debtor you want and then double click or Select at the bottom of the page

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: sm
Role: Super Administrator 0.161.1.23/10/2018

55 Plan 888777 Hornsby Towers 15 Florence

Adjustments

Lot Transfers Credit Transfers **Debtor Transfers** Refunds Bank Adjustments Journals Building Transfers Cancel Levies Cancel Cheques Levy Maintenance Supplier Transactions

Debtor: Debtor: Credit Balance: \$0.00

To Credit From Credit

Transfer Date: 24/10/2018 Transfer Amount: \$0.00

Transfer from Invoice Line Items:

Ref #	Date	Schedule	Details	Principle Paid

Line Item Receipts:

Date	Ref	Details	Amount

Click process to transfer all line item receipts to credit. The invoice line item will become fully unpaid.

DEBTOR TO CREDIT

1. By default, today's date is shown, but you can alter if you want to
2. Select the line item you want to make "unpaid"
3. You need to "unpay" the whole amount of the line item you have highlighted shows here— the amount shows here
4. The receipt for the line item shows here
5. *Process* to make the line item wholly unpaid

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: sm
Role: Super Administrator 0.161.1.23/10/2018

55 Plan 888777 Hornsby Towers 15 Florence

Adjustments

Lot Transfers Credit Transfers **Debtor Transfers** Refunds Bank Adjustments Journals Building Transfers Cancel Levies Cancel Cheques Levy Maintenance Supplier Transactions

Debtor: Debtor: Credit Balance: \$500.00

To Credit From Credit

Transfer Date: 24/10/2018 Transfer Amount: \$2,500.00

Transfer from Invoice Line Items:

Ref #	Date	Schedule	Details	Principle Paid
2	7/11/2017	OC1	Annual fee	\$600.00
5	25/5/2018	OC1	rent	\$2,500.00

Line Item Receipts:

Date	Ref	Details	Amount
26/10/2017	147	Receipt for invoice 5	\$1,000.00
26/10/2017	212	Receipt for invoice 5	-\$500.00

Click process to transfer all line item receipts to credit. The invoice line item will become fully unpaid.

DEBTOR FROM CREDIT

The *From Credit* Process allows you to allocate any credit balance a debtor has against any transactions that the debtor owes.

1. Select *From Credit*
2. Select the debtor you want to allocate the *From Credit* to
3. The debtor's current credit balance shows here. You can allocate up to the amount a debtor has on hand as a credit balance. This debtor has a credit balance of \$500 but we only want to allocate \$400 in this process
4. The default is today's date, but you can alter if you need to
5. Enter the amount you want to transfer here. This debtor has a credit balance of \$500 but in this example we are only allocating \$400.
6. As you allocate against each line item the allocated balance and the remaining balance updates
7. Enter the amount you want to transfer to each line item. In this example, \$200 is being allocated against two different line items. You do not need to allocate the total amount owing for a line item.
8. When the total transfer amount has been allocated against line item(s) the Process button is no longer greyed out and you can complete the *From Credit* process

The screenshot shows the 'Adjustments' window in PropertyIQ Strata. The 'Debtor Transfers' tab is active, showing a debtor named 'Big Billboards' with a credit balance of \$500.00. The 'From Credit' process is being initiated for a transfer amount of \$400.00. The transfer date is 24/10/2018. The table below shows the allocation of the \$400.00 against various invoice line items.

Ref #	Invoice Date	Schedule	Details	Amount	Amount Paid	Outstanding	Transfer to Line Item
2	7/11/2017	OC1	Annual fee	\$500.00	-\$900.00	\$1,400.00	\$0.00
3	16/4/2018	OC1	Billboard rent	\$500.00	\$0.00	\$500.00	\$200.00
5	25/5/2018	OC1	rent	\$5,000.00	\$2,500.00	\$2,500.00	\$200.00
6	19/10/2018	OC1	credit	-\$2,000.00	\$0.00	-\$2,000.00	\$0.00

The 'Process' button is visible at the bottom right, indicating the process is complete.