



Utility Levies

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INTRODUCTION TO UTILITY LEVIES

The Utility Levy functions in PropertyIQ allow you to bill lot owners for utilities such as gas, electricity and water. Utility bills processed from the Utility Levies screen show on the lot ledger. You can also generate a fee to the building and to the utility invoice recipient.

TEMPLATES FOR UTILITY LEVY INVOICING

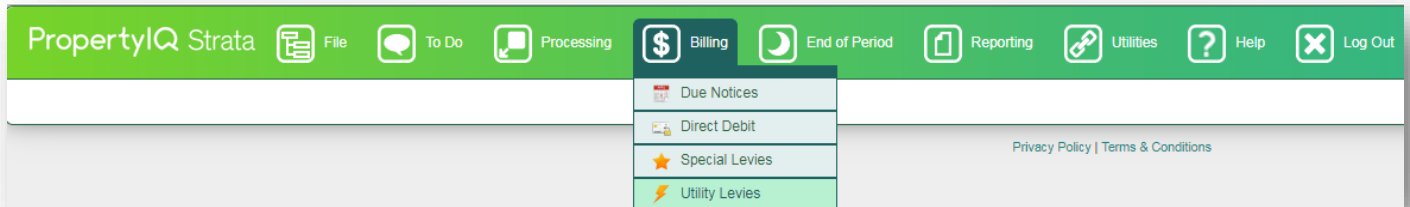
PropertyIQ has standard merge templates for utility invoicing. You may want to edit these for your needs and add your logo etc. For full details about templates, see the manual “Templates”

SETTING UP CHARGES FOR UTILITY LEVY INVOICING

You can set up charges to charge each building for utility levy invoice processing and can also charge the end recipient of the utility invoice. For full details about setting up charges, see the manual “How to set up Fixed and Variable Charges”

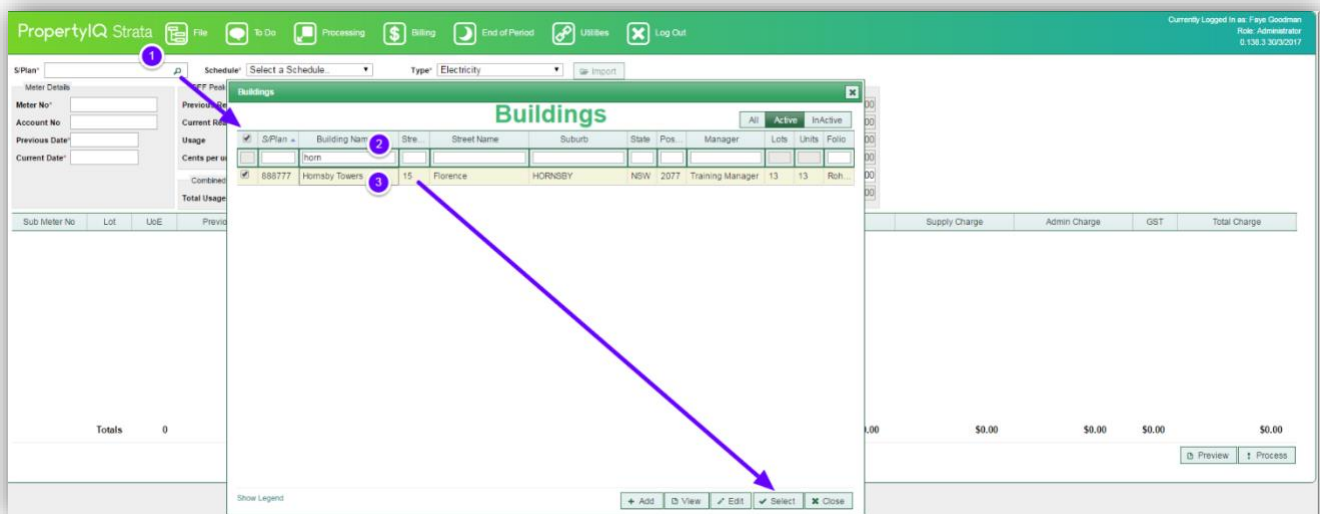
GETTING STARTED


To get started go to  and select Utility Levies



ELECTRICITY LEVY INVOICES

1. First, select the building you want to create electricity invoices for
2. Type some key letters to refine your search and find the Building you want
3. Click on the Building you want and then double click to select or
4. Click *Select* at the bottom of the screen to select



1. If the Building you selected has more than one Contribution Schedule, choose the Contribution Schedule the Utility Invoices income will be allocated to.
2. Select Electricity from the dropdown list.
3. You can import data – see section below – Importing Utility Data
4. Type the meter number for the main building meter from the provider's invoice.  It is not mandatory to enter the main meter details, if you choose not to enter them, you may want to remove the merge fields relating to the main meter from your utility bill notice.
5. Type the electricity provider's account number from the provider's invoice
6. Type the date of the previous reading from the provider's invoice
7. Type the date of the current reading from the provider's invoice


You have the option of entering On Peak and Off Peak values if they apply to your meter.

Off Peak

8. Type the previous reading figure from the provider's invoice
9. Type the current reading figure from the provider's invoice
10. The Usage amount will populate automatically once the readings are entered
11. Type the cost per unit from the provider's invoice

On Peak

12. Type the previous reading figure from the provider's invoice
13. Type the current reading figure from the provider's invoice
14. The Usage amount will populate automatically once the readings are entered
15. Type the cost per unit from the provider's invoice
16. Click on Enter Usage values if you want to enter the usage amount in the usage column. If this is unticked, you will enter the previous reading and current reading figures and the usage will calculate automatically.
17. The "left over" amount will populate here automatically once the values are entered below. This is the amount that is left after you have allocated the amounts to each lot/meter. This is usually considered to be the amount for common property usage.
18. If there is common property electricity usage on this account you have three options.
 - i. Ignore – this will leave the "left over" amount unallocated to any lot owner and you would just pay the total bill through supplier payments without being able to recoup from the lot owners
 - ii. Divide evenly – this divides the "left over" amount evenly between all the sub-meters
 - iii. Pro-rata – this divides the "left over" amount between all meters, based on the lot's Units of Entitlement
19. Click on the box to open the calendar and select the date you want to show the lot owner's invoices due
20. Click on the box to open and select the date you want to show the lot owner's invoices
21. If the Building you selected is not registered for GST – then free is the default and you will not be able to alter this. If

the Building you select is registered for GST you can choose the GST status from the dropdown list.  You may want to consult your accountant about whether you want to choose GST. The choices are:

- i. Inclusive – totals include GST
 - ii. Exclusive – GST is added at the end
 - iii. Free
22. If the charge schedule for this Building includes a fee with a chargeback to the lot owner for processing electricity invoices, the amount charged to each lot shows here.
23. The total Off Peak amount will populate automatically from the information you entered in the Off Peak section
24. The total On Peak amount will populate automatically from the information you entered in the On Peak section
25. If you enter rebate amounts in the rebates column for each meter/lot, then the total of all rebates will show here.
26. If the provider charges a supply charge, type the amount here. This will be divided evenly between all the lot sub meters
27. The total charge will populate automatically, based on the figures you entered in the On Peak and Off Peak areas plus the supply fee, (if any)

Plan: 888777 Hornsby Towers 15 Flc.p Schedule: Contribution Schedule Type: Electricity

Meter Details: Meter No: 434543 Account No: 403232 Previous Date: 01/01/2017 Current Date: 31/03/2017

OFF Peak: Previous Reading: 435434.00 Current Reading: 568765.00 Usage: 133331.00 Cents per unit: 0.75

ON Peak: Previous Reading: 34545.00 Current Reading: 41656.00 Usage: 7111.00 Cents per unit: 0.80

Other: Enter Usage Values: ☒ Common Usage: 350.00 Due Date: 30/04/2017 Notice Date: 03/04/2017 GST: Free

Charge: Admin Charge/Lot: \$0.00 OFF Peak: \$999.98 ON Peak: \$56.89 Less: Rebates: \$8.00 Supply Charge: \$55.00 Total Charge: \$1,103.87

Sub Meter No	Lot	UoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge	Admin Charge
1	20	20	23343.00	26555.00	3212.00	31.82	\$24.41	\$4.00	\$4.23	
2	10	10	23434.00	28868.00	5434.00	15.91	\$41.01	\$0.00	\$4.23	
3	10	10	19132.00	23475.00	4343.00	15.91	\$32.80	\$4.00	\$4.23	
4	20	20	32123.00	39779.00	7656.00	31.82	\$57.85	\$0.00	\$4.23	
5	20	20	12545.00	22090.00	9545.00	31.82	\$72.07	\$0.00	\$4.23	
6	20	20	15434.00	20888.00	5454.00	31.82	\$41.28	\$0.00	\$4.23	
7	20	20	6565.00	12800.00	6235.00	31.82	\$47.16	\$0.00	\$4.23	

Annotations: If Enter Usage Values is Unticked, enter the current reading in Usage. If Enter Usage Values is Ticked, enter the Usage amount in Usage.

Adding the Lot/meters details

1. Type the meter number for each meter in this column. You will only need to do this once as PropertyIQ will remember these the next time you generate utility invoices for that Building.
2. All the lots in the building will automatically populate. If some of the lots don't have a sub meter. For example if they are carpark lots, then don't enter a meter number and they will be ignored.
3. The units of entitlement for each lot will populate automatically
4. Type the previous reading for each meter in this column. You will only need to do this once as PropertyIQ will remember current usage and populate it as the previous reading for the next time you create utility invoices.
5. If "Enter Usage Values" is unticked, type the current meter reading for each meter in this column
6. If "Enter Usage Values" is ticked, enter the amount of usage for each meter in this column
7. The common usage will populate automatically and the amount is determined by whether you chose to ignore, pro-rata or divide evenly the common property allocation, which is the "left-over" amount after amounts have been allocated to each lot/meter.
8. The utility charge for each lot/meter shows in this column
9. You can type any rebates to the lot owners in this column. You will only have to do this once as the program will remember them and populate them the next time you create utility invoices for this Building.
10. The supplier's supply charge entered above is divided evenly between all lots/meters and shows in this column
11. The admin charge per lot owner shows in this column
12. If the building is GST registered, and you have chosen Inclusive or exclusive, the GST amount being charged to each lot/ meter shows in this column
13. The total charge to each lot/owner shows in this column. It is made up of the usage charge, each sub meter's share of the common usage, minus any rebates, plus their share of any supply charge, any admin charge and any GST.
14. Click *Preview* to create a PDF preview report of the invoices. This will create a job in your job centre on the right of your screen.
15. Click *Process* when you are ready to process the invoices

PropertyIQ Strata File To Do Processing Billing End of Period Utilities Log Out Currently Logged In as: Faye Goodman Role: Administrator 01/03/2017

Plan: 270976 Moorings on Cavill 63 Schedule: Moorings Standard Contrib Type: Gas Gas Rates: Energy Australia Import

Meter Details

Meter No: ECS543454
 Account No: 5467534543
 Previous Date: 01/01/2017
 Current Date: 31/03/2017

Gas Meter Reading

Previous Reading: 7554.00
 Current Reading: 26000.00
 Energy Unit Used: 18446.00
 Avg Cents/Unit: 3.14
 Coefficient: 1.00

Gas Rates

From (units): 0 To (units): 100 Rate (cents/unit): 10.00
 100 1000 5.00
 1000 9999999 3.00

Other

Enter Usage Values ☒
 Common Usage: 273.00
 Common Usage*: Prorata
 Due Date: 30/04/2017
 Notice Date: 03/04/2017
 GST: Free

Charge

Admin Charge/Lot: \$0.00
 OFF Peak: \$578.38
 ON Peak: \$0.00
 Less: Rebates: \$40.00
 Supply Charge: \$45.00
 Total Charge: \$583.38

Sub Meter No	Lot	UoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge	Admin Charge	GST	Total Charge
1	2	20	3234.00	7359.00	4125.00	27.30	\$130.20	\$20.00	\$5.63	\$0.00	\$0.00	\$115.82
2	20	1876.00	6219.00	4343.00	27.30	\$137.03	\$0.00	\$5.63	\$0.00	\$0.00	\$142.66	
3	40	2134.00	6457.00	4323.00	54.60	\$137.26	\$0.00	\$5.63	\$0.00	\$0.00	\$142.89	
4	40	3111.00	3541.00	430.00	54.60	\$15.19	\$0.00	\$5.63	\$0.00	\$0.00	\$20.82	
5	20	0.00	1943.00	1943.00	27.30	\$61.78	\$20.00	\$5.63	\$0.00	\$0.00	\$47.40	
6	20	0.00	780.00	780.00	27.30	\$25.31	\$0.00	\$5.63	\$0.00	\$0.00	\$30.94	
7	20	0.00	945.00	945.00	27.30	\$30.49	\$0.00	\$5.63	\$0.00	\$0.00	\$36.11	
8	20	0.00	1284.00	1284.00	27.30	\$41.12	\$0.00	\$5.63	\$0.00	\$0.00	\$46.74	

PDF Preview

Preview Utility Notices

Completed Time: April 4th 2017, 9:05 am

Results:

[- Preview Utility Notices 2017-04-04.pdf](#)

Today Jobs

ELECTRICITY NOTICE
 From 01/01/2017 to 31/03/2017 (89)

RE: Hornsby Towers Strata Plan 888777, Lot 13, 15 Florence, HORNSBY NSW 2077.

Meter No 434543	Account No 403232323	CHARGES	
Sub Meter 13	Lot No 13	Usage Charge	\$494.09
		Supply Charge	\$4.23
Previous Reading	56454.00	Admin Charge	\$0.00
Current Reading	122111.00	Less Rebate	\$0.00
TOTAL USAGE	65657	Common Charge	\$0.20
		GST	\$0.00
		Total Due if paid by 30/04/2017	\$498.52

ODEFT PAYMENT SYSTEMS

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

Payment by Internet from your Credit Card or pre-registered bank account at www.odeft.com.au	Biller Code: 96503 Ref: 555888888 03733	Account: Hornsby Towers admin Owner: Franca Swindells Lot No: 13
Pay by phone from your Credit Card or pre-registered bank account. Call 1800 672 162 or +61 8 9331 7395.	Contact your financial institution to make a BPAY payment from your cheque or savings account.	
Pay by post from your cheque or Credit Card to ODEFT Payment Systems Locked Bag 2501, Perth WA 6001.	Pay in person at any Australia Post Office using Cash, Cheque or EFTPOS. Payments made at Australia Post will incur a \$2.75 DEFT processing fee.	
DEFT Reference Number: 555888888 03733		Total Due \$498.52

When you select *Process*, you will receive a message to confirm that you wish to proceed.

Are you sure you wish to process these sub meter readings?

No Yes

Yes to confirm you are happy to proceed.

The invoices will now be produced in your job centre on the right of your screen. Lot owners or other utility invoice recipients with email as their delivery method will now be emailed and PDF invoices will be created for those with post as their delivery method. Delivery preferences are set on the lot owner card, in the delivery notices tab, utility notices accordion.

Utility Notices

Completed Time: April 4th 2017, 10:04 am

Results:

- [Utility Notices 2017-04-04.pdf](#)

No Notices needed to be Emailed

Today Jobs

GAS INVOICES

1. First, select the building you want to create gas invoices for
2. Type some key letters to refine your search and find the Building you want
3. Click on the building you want and then double click to select *or*
4. *Select* at the bottom of the screen to select

PropertyIQ Strata

File To Do

S/Plan: Suburb: Select a Schedule:

Meter Details

Meter No:

Account No:

Previous Date:

Current Date:

OFF Peak

Previous Reading: 0.00

Current Reading: 0.00

Usage: 0.00

Cents per unit: 0.00

Combined

Total Usage: 0.00

Sub Meter No	Lot	Unit	Previous Reading	Current Reading
Totals 0				

Buildings

All Active InActive

S/Plan	Building Name	Str	Street Name	Suburb	State	Pos	Manager	Lots	Units	Folio
270976	Moongies on Cavill	63	Cavill Avenue	SURFERS PARADISE	QLD	4217	Training Manager	8	8	Gro...

Show Legend

+ Add View Edit Select Close

0.00 \$0.00 \$0.00 \$0.00

Preview Process

1. If the building you selected has more than one contribution schedule, select the schedule from the dropdown list
2. Select *Gas* from the dropdown list
3. Click on the search icon to select a pre-loaded gas rate. To add a gas rate, see section below “Add a Gas Rate”
4. Click on a gas rate and then double click to select it *or*
5. Click on the Select button at the bottom of the screen

1. Type the meter number here
2. Type the account number here from the provider's invoice
3. Type the date of the previous reading here from the provider's invoice
4. Type the date of the current reading here from the provider's invoice
5. Type the amount of the previous reading here from the provider's invoice
6. Type the amount of the current reading here from the provider's invoice
7. The energy units used will populate automatically from the information entered above
8. The average cents per unit is calculated from the pre-loaded gas rate
9. The co-efficient shows here. I.E a co-efficient of 1 will calculate the lot/meter rate by a factor of 1, a co-efficient of 2 would multiply it by a factor of 2 and so on. Co-efficients are sometimes used by Energy companies to vary the amount charged. For example, if the quality of the gas in a particular period is really good then the user might need less gas to get the same result. The company might multiply the normal gas rate by a factor of 2. If the quality is just the normal quality, then they would just multiply by a factor of 1.
10. The details of the gas rate will show here automatically once the gas rate is selected
11. Click on *Enter Usage values* if you want to enter the usage amount in the usage column. If this is unticked, you will enter the previous reading and current reading figures and the usage will calculate automatically.
12. If the charge schedule for this building includes an administration fee with a chargeback to the lot owner for processing electricity invoices, the amount charged to each lot shows here.
13. The total minus any admin charge will populate here automatically
14. On Peak doesn't apply to this gas rate so this box is greyed out
15. If you entered any rebate amounts in the lots/meters details, the total of all rebates will appear here
16. If the provider charges a supply charge, type the amount here. This will be divided evenly between all the lots/meters
17. The total charge will populate automatically, based on the usage figures you entered plus the supply fee, (if any)

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

S/Plan* 270976 Moorings on Cavill 63 Schedule* Moorings Standard Contrib Type* Gas Gas Rates* Energy Australia Import

Meter Details

Meter No* ECS543454
Account No 5467534543
Previous Date 01/01/2017
Current Date 31/03/2017

Gas Meter Reading

Previous Reading 7554.00
Current Reading 26000.00
Energy Unit Used 18446.00
Avg Cents/Unit 3.14
Coefficient 1.00

Gas Rates

From (units) 0
To (units) 100
Rate (cents/unit) 10.00
5.00
3.00

Other

Enter Usage Values*
Common Usage* 2193.00
Common Usage* Ignore
Due Date* 30/04/2017
Notice Date* 03/04/2017
GST* Free

Charge

Admin Charge/Lot \$0.00
OFF Peak \$578.38
ON Peak \$0.00
Less: Rebates \$40.00
Supply Charge \$45.00
Total Charge \$583.38

Sub Meter No	Lot	UoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge
1	1	20	3234.00	5669.00	2435.00	0.00	\$76.35	\$20.00	
2	2	20	1876.00	6219.00	4343.00	0.00	\$136.18	\$0.00	
3	3	40	2134.00	6457.00	4323.00	0.00	\$135.55	\$0.00	
4	4	40	3111.00	3311.00	200.00	0.00	\$6.27	\$0.00	
5	5	20	0.00	1943.00	1943.00	0.00	\$60.92	\$20.00	
6	6	20	0.00	780.00	780.00	0.00	\$24.46	\$0.00	
7	7	20	0.00	945.00	945.00	0.00	\$29.63	\$0.00	
8	8	20	0.00	1284.00	1284.00	0.00	\$40.26	\$0.00	

if Enter Usage Values is unticked, enter the current reading in this column

If Enter Usage Values is ticked, enter the usage in this column

Preview Utility Notices

Completed Time: April 4th 2017, 9:05 am

Results:

[Preview Utility Notices 2017-04-04.pdf](#)

Today Jobs

PDF Preview

Bailey Brown
Unit 11/5 Florence Street
HORNSBY NSW 2077

Tax Invoice
12343434
Date of Notice 04/04/2017

GAS USAGE NOTICE
From 01/01/2017 to 02/04/2017 (\$91)

RE: Hornsby Towers Strata Plan 888777, Lot 10, 15 Florence, HORNSBY NSW 2077.

Meter No 345	Account No 3455	CHARGES	
Sub Meter 10	Lot No 10	Usage Charge	\$2.36
		Supply Charge	\$1.11
Previous Reading 4565.00		Admin Charge	\$10.00
Current Reading 5461.00		Less Rebate	\$0.00
TOTAL USAGE 896		Common Charge	\$0.14
		GST	\$0.00
		Total Due if paid by 30/04/2017	\$13.61

DEFT PAYMENT SYSTEMS

*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 by the internet from your Credit Card or pre-registered bank account. www.deft.com.au

Pay by phone from your Credit Card or pre-registered bank account. Call 1800 30 10 90 or 02 8222 7385

Pay by mail with your cheque to DEFT Payment Systems Locked Bag 2501, Perth WA 6001.

Pay in person at any Australia Post Office using Cash, Cheque or EFTPOS. Payments made at Australia Post will incur a \$2.75 DEFT processing fee.

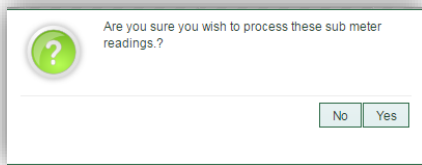
Pay by post using Australia Post. Payments made at Australia Post will incur a \$2.75 DEFT processing fee.

Account: Hornsby Towers admin
Owner: Bailey Brown
Lot No: 10

All Cheques must be made payable to: Hornsby Towers admin

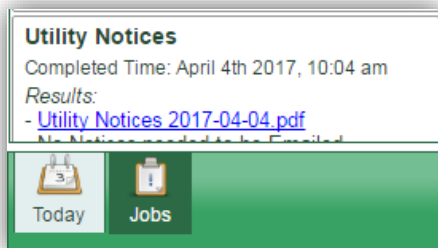
Total Due \$13.61

When you select *Process*, you will receive a message to confirm that you wish to proceed



Yes to confirm you are happy to proceed.

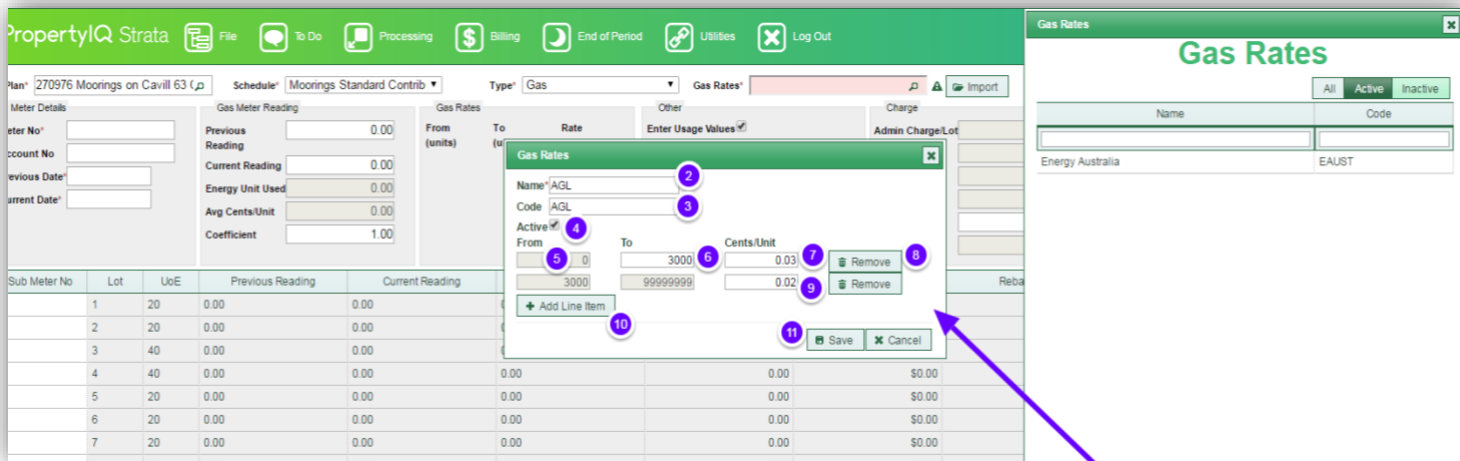
Lot owners or other utility invoice recipients with email as their delivery method will now be emailed and PDF invoices will be created for those with post as their delivery method. Delivery preferences are set on the lot owner card, in the delivery notices tab, utility notices accordion.



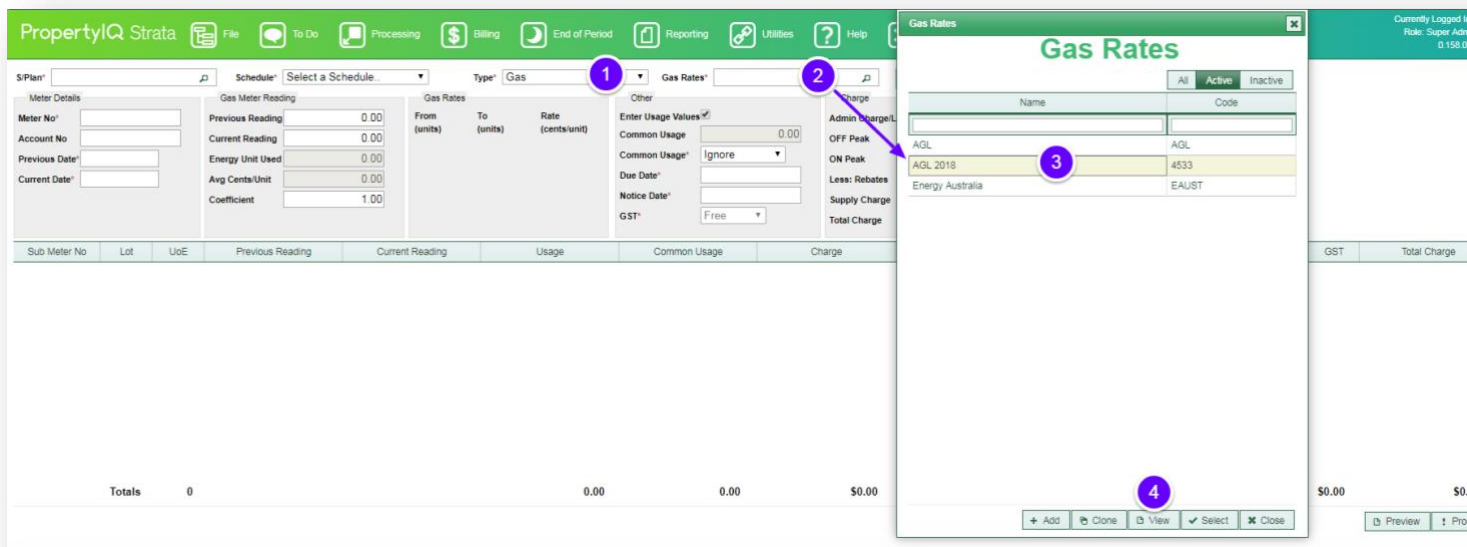
ADDING A GAS RATE

Once the gas rates box is open you can add, clone, edit or make existing gas rates inactive.

1. Click on the *+Add* button to add a new gas rate
2. Type a name for the gas rate (usually the provider name)
3. Type a code for the gas rate
4. The gas rate will be active by default, but you can untick it later if you want to inactivate it
5. The first rate will be "From" 0
6. If you only have one line item the "To" value will be 999999. You can enter the maximum number of units for that rate once you have a second line item.
7. Type the amount of cents being charged per unit.
8. You can remove any line item by clicking *Remove* (so long as there is at least one line item still in use)
9. Type the amount of cents being charged per unit.
10. Click the *+Add Line Item* button to add new line items.
11. Click Save to save the new gas rate when you are ready
12. You can also clone an existing rate by clicking on it to highlight it and then clicking *Clone*
13. Click on the *View* button to view an existing Gas Rate
14. Click on *Select* to select an existing Gas Rate



1. Select *Gas* as the type
2. Click on the search icon to search for existing gas rates
3. Click on the gas rate you want to edit,
4. Click *View*



Edit the gas rate as needed and click *Save*

Gas Rates

Name* AGL 2018

Code 4533

Active ☒

From	To	Cents/Unit	
0	500	0.05	Remove
500	900	0.02	Remove
900	99999999	0.01	Remove

+ Add Line Item

Save

Cancel

WATER INVOICES

1. First, select the building you want to create water invoices for
2. Type some key letters to refine your search and find the Building you want
3. Click on the building you want and then double click to select *or*
4. Click on *Select* at the bottom of the screen to select

PropertyIQ Strata

SPlan*

OFF Peak

Previous Reading 0.00

Current Reading 0.00

Usage 0.00

Cents per unit 0.00

Combined

Total Usage 0.00

Sub Meter No

Lot

USE

Previous Reading

Cur

Totals 0

Buildings

SPlan

Building Name

Stre

Street Name

Suburb

State

Pos

Manager

Lots

Units

Folio

moor

Moorigs on Cavill

63

Cavill Avenue

SURFERS PARADISE

QLD

4217

Training Manager

8

8

Gro

+ Add

View

Edit

Select

Close

Admin Charge

GST

Total Charge

0.00

\$0.00

\$0.00

\$0.00

Preview

Process

1. If the building you selected has more than one contribution schedule, select the schedule these invoices relate to from the dropdown list
2. Select *Water* as the type from the dropdown list
3. You can also import data – see the section below on importing
4. Type the meter number here
5. Type the account number here from the provider's invoice
6. Type the date of the previous reading here from the provider's invoice
7. Type the date of the current reading here from the provider's invoice
8. Type the amount of the previous reading here from the provider's invoice
9. Type the amount of the current reading here from the provider's invoice
10. The water units used will populate automatically from the information entered above
11. Type to cents per unit cost here
12. On/off peak doesn't apply to water but you may have two different rates, for example after a certain amount of water is used, the rate increases, if so you can enter a second rate in this column
13. Click on Enter Usage values if you want to enter the usage amount in the usage column. If this is unticked, you will enter the previous reading and current reading figures and the usage will calculate automatically.
14. The "left over" amount will populate here automatically once the values are entered below. This is the amount that is left after you have allocated the amounts to each lot/meter. This is usually considered to be the amount for common property usage.
15. If there is common property electricity usage on this account you have three options.
 - i. Ignore – this will leave the "left over" amount unallocated to any lot owner and you would just pay the total bill through supplier payments without being able to recoup from the lot owners
 - ii. Divide evenly – this divides the "left over" amount evenly between all the sub-meters
 - iii. Pro-rata – this divides the "left over" amount between all meters, based on the lot's Units of Entitlement
16. Click on the box to open the calendar and select the date you want to show the lot owner's invoices due
17. Click on the box to open and select the date you want to show the lot owner's invoices created
18. If the Building you selected is not registered for GST – then free is the default and you will not be able to alter this. If the Building you select is registered for GST you can choose the GST status from the dropdown list. The choices are
 - i. Inclusive – totals include GST
 - ii. Exclusive – GST is added at the end
 - iii. Free
19. If the charge schedule for this Building includes an administration fee for processing electricity invoices, and you have a chargeback to charge the lot owners, the amount that will be charged to each lot shows here.
20. The total minus any admin charge will populate here automatically
21. *On Peak* doesn't apply to this water account
22. If you entered any rebate amounts in the lots/meters details, the total of all rebates will appear here
23. If the provider charges a supply charge, type the amount here. This will be divided evenly between all the lots/meters
24. The total charge will populate automatically, based on the figures you entered plus the supply fee, (if any)

OTHER UTILITY INVOICES

PropertyIQ also has provision for other utility invoices. For example, geothermal energy.

Select the building and contribution schedules in the same way as you would for all types of utility Invoices. Select *Other* from the dropdown list and complete the details from the provider's invoice.

Sub Meter No	Lot	UoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge	Admin Charge	GST	Total Charge
3	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	0				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

IMPORTING DATA

If the data is provided to you in a spreadsheet, you can import the information into PropertyIQ.

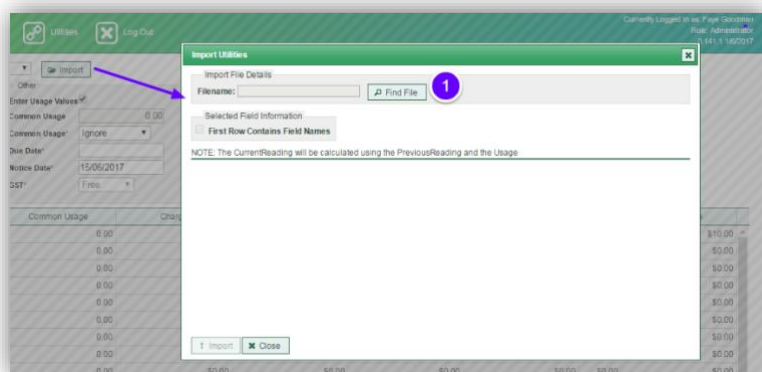


You can export the Lot owner information from the Lot Owner screen and use this as a base for your meter data. For full details, see the manual "Lot Owners Screen".

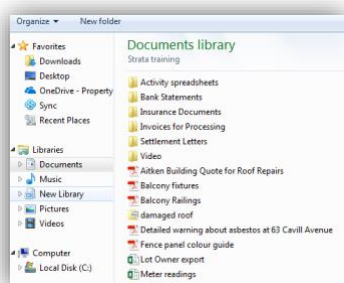
1. From the utility invoices screen, select your building
2. Select a contribution schedule if the building has more than one.
3. Select a utility invoice type
4. Once these items have been selected, the *Import* button will no longer be greyed out. Click on it to find the spreadsheet you want to import

Sub Meter No	Lot	UoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge	Admin Charge	GST	Total Charge
1	20	3754.00	3754.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
2	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	20	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	10	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	20				0.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00

1. Click on *Find File*



Select the file you want

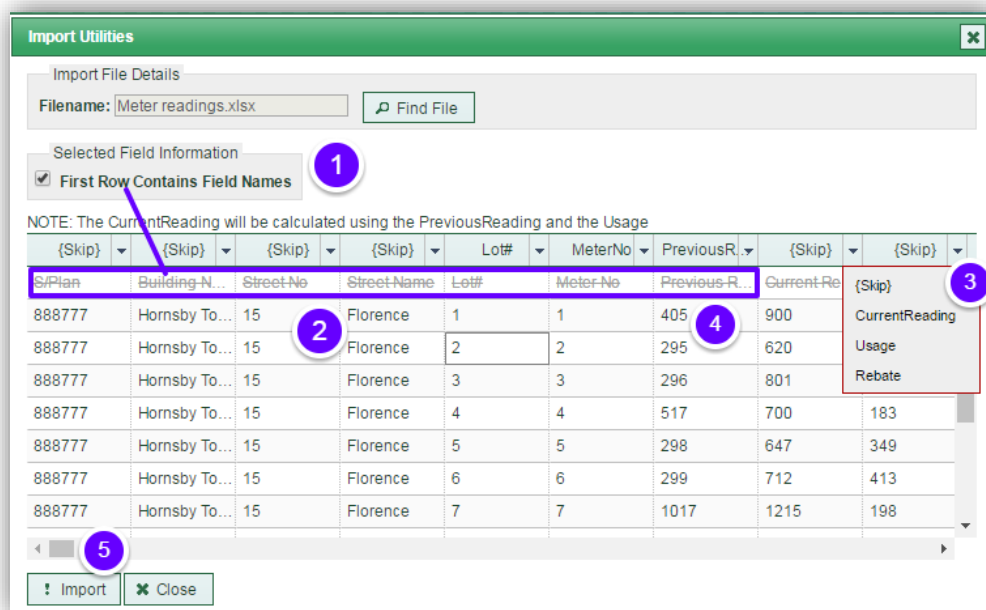


Your spreadsheet must have the following information:

- i. Lot Number
- ii. Meter Number
- iii. Previous Reading
- iv. Current Reading
- v. Usage
- vi. It is optional to enter rebate information if applicable

S/Plan	Building Name	Street No	Street Name	Lot#	Meter No	Previous Reading	Current Reading		Name
888777	Hornsby Towers	15	Florence	1	1	405	900		495 Franca Swindells
888777	Hornsby Towers	15	Florence	2	2	295	620		325 Maddison Furness
888777	Hornsby Towers	15	Florence	3	3	296	801		505 Ellery Borenson
888777	Hornsby Towers	15	Florence	4	4	517	700		183 Sally Bennett
888777	Hornsby Towers	15	Florence	5	5	308	547		348 Caroline Liu

1. Click here if your spreadsheet has the field names in the top row.
2. If any of the field names in your spreadsheet are not relevant to meter readings, choose skip from the dropdown list and the program will ignore them for this import
3. Choose the fields that are relevant for each column
4. The information will fill into the fields
5. Click *Import* when you are ready



Import Utilities

Import File Details
 Filename:

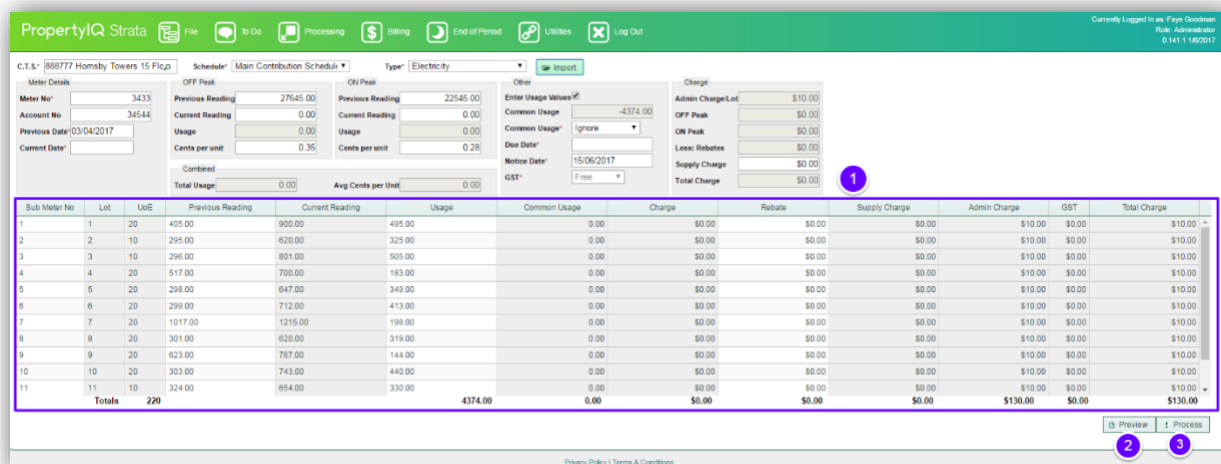
Selected Field Information
☒ **First Row Contains Field Names** (1)

NOTE: The CurrentReading will be calculated using the PreviousReading and the Usage

{Skip}	{Skip}	{Skip}	{Skip}	Lot#	MeterNo	PreviousR...	Current Re	{Skip}	{Skip}
S/Plan	Building No...	Street No	Street Name	Lot#	Meter No	Previous R...	Current Re	{Skip}	{Skip}
888777	Hornsby To...	15	Florence	1	1	405	900	CurrentReading	
888777	Hornsby To...	15	Florence	2	2	295	620	Usage	
888777	Hornsby To...	15	Florence	3	3	296	801	Rebate	
888777	Hornsby To...	15	Florence	4	4	517	700		183
888777	Hornsby To...	15	Florence	5	5	298	647		349
888777	Hornsby To...	15	Florence	6	6	299	712		413
888777	Hornsby To...	15	Florence	7	7	1017	1215		198

(2) (3) (4) (5)

1. The information will now populate the *Utility Invoices* screen.
2. Click *Preview* to create a PDF preview of your invoices. This creates a job in the job centre on the right of your screen
3. Click *Process* when you are ready. This creates a job in your job centre, creates PDF documents for those lot owners that need to be mailed, emails those that need to be emailed, and uploads to any owner's portal accounts.



PropertyIQ Strata

Currently Logged In as: Faye Goodman
Role: Administrator
0 141 1 18/05/17

C.T.S. 888777 Hornsby Towers 15 Flap

Schedule: Main Contribution Schedule Type: Electricity

Meter Details
 Meter No: 3433
 Account No: 34544
 Previous Date: 03/04/2017
 Current Date:

Previous Reading: 27645.00
 Current Reading: 0.00
 Usage: 0.00
 Cents per unit: 0.35
 Combined Total Usage: 0.00
 Avg Cents per unit: 0.00

Off Peak: 27645.00
 On Peak: 22545.00
 Previous Reading: 0.00
 Current Reading: 0.00
 Usage: 0.00
 Cents per unit: 0.28

Enter Usage Values
 Common Usage: -4374.00
 Common Usage: Ignore
 Date Date: 15/06/2017
 Notice Date: Free
 GST: Free

Charge
 Admin Charge/Lot: \$10.00
 OFF Peak: \$0.00
 ON Peak: \$0.00
 Less: Rebates: \$0.00
 Supply Charge: \$0.00
 Total Charge: \$0.00

Sub Meter No	Lot	LoE	Previous Reading	Current Reading	Usage	Common Usage	Charge	Rebate	Supply Charge	Admin Charge	GST	Total Charge
1	1	20	405.00	900.00	495.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
2	2	10	295.00	620.00	325.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
3	3	10	296.00	801.00	505.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
4	4	20	517.00	700.00	183.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
5	5	20	298.00	647.00	349.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
6	6	20	299.00	712.00	413.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
7	7	20	1017.00	1215.00	198.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
8	8	20	301.00	620.00	319.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
9	9	20	623.00	787.00	164.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
10	10	20	303.00	743.00	440.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
11	11	10	324.00	654.00	330.00	0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
Totals	220				4374.00	0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	\$130.00

(1) (2) (3)

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