

## Fixed and variable charges

### WHAT TRIGGERS EACH VARIABLE CHARGE?

Charge Type	Trigger	Included in Fee Schedules run when <i>below date</i> falls within fee schedule invoice period
Receipt	Receipt processed via .txn file.	Receipt date
Payment	Payment processed via Supplier payments.	Invoice payment date
Invoice	Invoice processed via Supplier transactions and <i>Pay Now</i> or <i>Pay Later</i> selected.	Invoice transaction date
Annual levy notice	Annual levy notice created by acceptance of budget	Notice created date
Levy notice	Levy or fee notice for due (upcoming) levies or fees generated by the Due Notices process	Notice created date
Special levy	Special levy notice for due (upcoming) special levies generated by the Due Notices process	Notice created date
Arrears	Arrears notice generated by the Due Notices process <i>Note: you can also set a chargeback option on the variable charges schedule that will create a charge to the lot owner at the same time (provided "Strike chargeback levies for arrears/final/legal notices is ticked on the Due Notices screen</i>	Notice created date
Final	Final notice generated by the Due Notices process <i>Note: you can also set a chargeback option on the variable charges schedule that will create a charge to the lot owner at the same time (provided "Strike chargeback levies for arrears/final/legal notices is ticked on the Due Notices screen</i>	Notice created date
Legal	Legal notice generated by the Due Notices screen. <i>Note: you can also set a chargeback option on the variable charges schedule that will create a charge to the lot owner at the same time (provided "Strike chargeback levies for arrears/final/legal notices is ticked on the Due Notices screen)</i>	Notice created date
Work order	Each time a work order document is generated.  ! To check what charges will be applied, go to Work Order > Documents tab and review documents saved as document type 'work order'. For example, 5 work order documents = 5 work order charges.	Work Order <b>document</b> created date
Quote charge per work order	When at least one quote request document is generated against a work order, charged once only.  ! PIQ will look at documents of type 'quote request' and will only ever charge ONCE per work order that has any quote requests attached to it. As soon as a work order has this charge applied it will not charge again, even if new quote requests are issued in the future using the same work order.  ! To check what charges will be applied, go to Work Order > Documents tab and review documents saved as document type 'quote request'. For example, 5 quote request documents = 1 quote request charge.	Quote request <b>document</b> created date
Quote charge per quote request	Each time a quote request document is generated.  ! To check what charges will be applied, go to Work Order > Documents tab and review documents saved as document type 'quote request'. For example, 5 quote request documents = 5 quote request charges.	Quote request <b>document</b> created date

Meeting	AGM created (but charged using the date of the meeting)	Meeting date
Insurance Claim	Insurance claim created (but charged using submitted date)	Insurance claim submitted date
Extra meeting	Extraordinary General Meeting or General meeting (but not due until the date of the meeting)	Meeting date
Info certificate	When you select the Publish icon on the information certificate	Certificate created date
Electricity Notice	When an electricity notice invoice is created using the Utility levies screen	Notice created date
Gas Notice	When a gas notice invoice is created using the Utility Levies screen	Notice created date
Water Notice	When a water notice invoice is created using the Utility Levies screen	Notice created date
Other Utility Notice	When an <i>Other</i> notice invoice is created using the Utility Levies screen	Notice created date
Mail Merge	When a lot mail merge is completed	Document created date
Cash management report	Each cash management report that is sent a committee/council member using the Reporting>bulk deliver function	Report created date
Change of owner	When a change of owner is completed for any lot in the building	Date change of owner is processed/completed
Debtor invoice	When a debtor invoice is entered and saved	Invoice created date
Debtor statement	When a debtor statement is generated from the Due Notices screen	Statement created date