Utility Billing | Create Account and Levy Invoice Codes

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This article covers setting up account codes and levy invoice codes, which is integral to setting up the utility sub-group.

The utility subgroup is one type 'attached' to the main group (building). For utility billing to function, new account codes must be created in each group, which will be used for billing, fees, and fund transfers. Tariffs also need to be set up, as they are used to bill an individual debtor for all utility charges, administrative costs, and other fees. As a general rule, each income account code is assigned to each Tariff, set up in the **Utility Billing** menu, and will be linked to the same account code in the main building.

The other subgroups, which can include a *Marina* or *Air Conditioning* type, use **Levy Management** to bill the debtors and include the update code process, which is set via **Account Maintenance** and outlined below.

Each account code will have transactions that need to be *linked* to the main building via an *update code.* When the billing is done, these will report immediately to the account codes set. It is recommended to set update codes the same in the main and sub-group as this creates a simplified setup between each group.
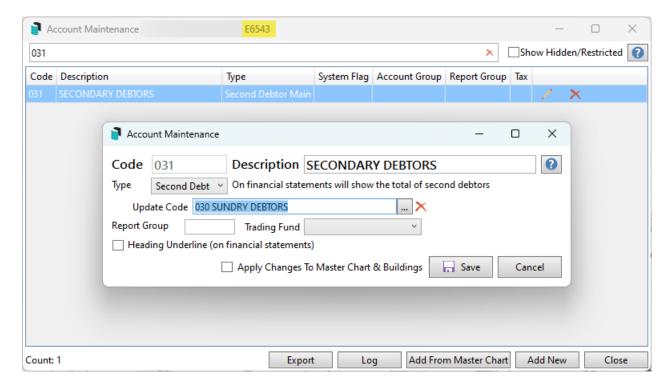
> Before creating account codes in the main group and sub-group, it's highly recommended that you determine all account codes required for the billing process (see the table of example codes below).

Create New Account Codes in the Main Building

The table below refers to a utility billing subgroup setup that uses all three utility types: electricity, water, and gas. Not all accounts may be required depending on the processes being applied to the subgroup. For example, if the arrears are not used, the clearing account balance sheet and income codes may not be necessary.

> If a utility sub-group exists and has been operating, these codes should have been created, meaning this step can be skipped. These existing account codes will be ready to be copied from the *Master Chart* to the sub-group building, as outlined in the next section.

1. From the building selector tool, select the sub-group Building from the *Main* change to the *Sub-Group* type.
2. Search or select **Account Maintenance**.
3. Select the required account code as noted below to complete the setup.
4. From the *Update Code* field, select the Main reporting account code.
5. Click *Save*.

   *TIP: Tick Apply Changes to Master Chart & Buildings to include this for all buildings.

Balance Sheet

Sub-Group Account Code	Sub Group Account Name	Main Group Account Code	Main Group Account Name
021	Levies in Arrears	0226	Utility Arrears
031	Second Debtors	0227	Utility Finalised Arrears
061005	Utility Arrears Clearing A/C	061005	Arrears Clearing Account

Sub-Group Examples of Account Codes:

Income Code in Sub-Group (Billing and Charges)		Update Code in Main Building	
10500	Recovery - Electricity	10500	Recovery - Electricity
10501	Recov - Elec Admin Fee	10501	Recov - Elec Admin Fee
10502	Recov - Elec Srvc Fee	10502	Recov - Elec Srvc Fee

10520	Recovery - Water	10520	Recovery - Water
10521	Recov - Water Admin Fee	10521	Recov - Water Admin Fee
10522	Recov - Water Srvc Fee	10522	Recov - Water Srvc Fee
10530	Recovery - Gas	10530	Recovery - Gas
10531	Recov - Gas Admin Fee	10531	Recov - Gas Admin Fee
10532	Recov - Gas Srvc Fee	10532	Recov - Gas Srvc Fee
10540	Recov - Arrears Fees	10540	Recov - Arrears Fees
10541	Recov - Interim/Final Read	10541	Recov - Interim/Final Read
10542	Recov - Disconnection Fee	10542	Recov - Disconnection Fee

Marina / Air-Conditioning Sub-Group setup

Before applying the setup for a Marina or Air-Conditioning Sub-Group, the key areas to consider are where the income and expenses should be reported. If these types of accounts should be included in the Administrative Fund, a simple setup can be applied to apply the update codes, and these will be reported in the Main *Financial Statements* for this fund. If this sub-group type should report the income and expenditure in its fund in the Main Group, an additional *Trading Fund Setup* should be applied.

The table below refers to the Marina or Air Conditioning setup using a simple Admin Fund type. Once these accounts have been created, it is recommended that you review the *Levy Invoice Code Setup* to ensure they are set correctly. This will allow *Levy Management* to create the charges using the correct income accounts. When the setup is complete and the sub-group is in use, a *Certificate* can also be produced to include the lot data for the marina fund.

Income Code in Sub-Group (Billing and Charges)		Update Code in Main Building	
10500	Air Conditioning	10500	Air Conditioning Billed
10502	Recovery - Air Con Srvc Fee	10502	Recovery - Air Con Srvc Fee
10600	Marina Fund	10600	Marina Fund
10601	Marina Fund - Annual Fee	10601	Marina Fund - Annual Fee

System Account Codes

The following system codes in the sub-group will be automatically linked to their main corresponding account group. These are:
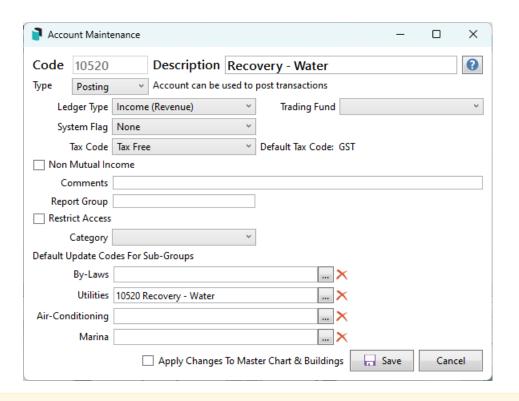
Sub-Group System Account Codes	Update Code	Main System Account Codes
Opening Admin. Balance	195	Opening Admin. Balance

Administrative Fund (Surplus/Deficit)	401	Administrative Fund (Surplus/Deficit)
Total Funds Brought Forward	409	Total Funds Brought Forward
Cash at Bank	012	Cash at Bank
Levies Billed Not Yet Due	0220	Levies Billed Not Yet Due

Creating Update Code in the Master Chart

Update codes can be assigned in the Master Chart building, allowing any new sub-group to include these accounts, ready for immediate use. The instructions below refer to creating these at the Master Chart level.

1. From the building selector tool, select the Master Chart Building.
2. Search or select **Account Maintenance**.
3. Click *Add New* to create the income account used in the main building to report the utility income. Example 10520 Recovery - Water. If the utility type does not include GST, refer to the *Tax Code* field and set *Tax Free*.
4. Click *Save* to add this account code to the Master Chart. Search for this same account code using the *Search* field.
5. Click the *pencil* icon to set the *Default Update Codes for Sub-Groups*, which will be used for reporting in the sub-group. Example 10520 Recovery—Water.
6. Click *Save.*
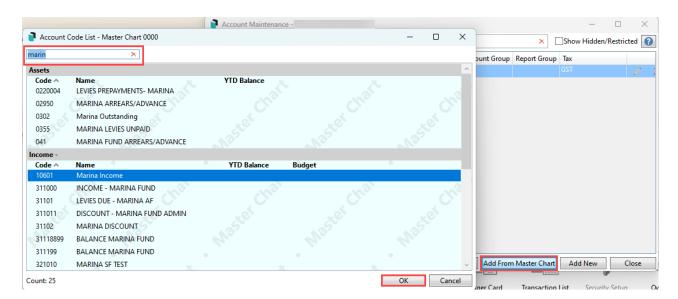7. Repeat steps 3-5 for any further account codes required.

Adding Master Chart Account Codes to a Sub-Group Building

Once the Master Chart of Account Codes has been set as above, the below instructions can be used to add these to a building that includes a sub-group.

1. From the building selector tool, select the sub-group Building from the *Main* change to the *Sub-Group* type.
2. Search or select **Account Maintenance**.
3. Click *Add From Master Chart* and either search by account number or name, or scroll through to add the account codes as needed.
4. Once located, click OK.

Copying account codes to Sub-Group Buildings

The Master Chart allows you to copy account codes to a building. Click here to review the instructions for completing this process. This can help you add the pre-set account codes without creating them again in a building.

Levy Invoice Code Setup

This area should be checked for all Utility Billing type Sub-Groups, and the nominated income account should be adjusted to match what is being applied in **Utility Billing**.

1. Within the utility sub-group, search or select *Levy Invoice Code Setup*.
2. Refer to invoice code 27 and amend the income posting account to match what *Utility Billing* uses.
3. Change the *Description* to match the Utility Sub-Group type.
4. Repeat for any other income accounts that are being applied.
5. Click *Save* and close.

Levy Invoice Code Setup - Marina Fund

Below is a simple example of a Marina Fund Levy Invoice Code table that uses the standard Administrative Fund for reporting.

Levy Invoice Code Setup - Marina Fund using Trading

Fund Setup

When a building has been set to include an additional fund to manage the Sub-Group, this is managed via the *Trading Fund Setup* for both groups and includes separate account codes for balance sheet, profit and loss and system account codes. Once this has been set, a *Levy Invoice Code Setup* must also be included that matches the additional fund set up.

Marina Sub-Group - Trading Fund Setup

Account Maintenance using additional Trading Fund income account with update codes to match

Levy Invoice Code Setup table example from Sub-Group:

Levy Invoice Code Setup - Marina Building M54784

Interest is not enabled for this building.

Used	Invoice Code	Income Account	Levy Description	Certificate (Balance) Field	Discount Code	Discount Account	Discount Description	Advance Account	Arrears Account	Sort Order	Posting Priority	Charge Interest
	01	101	Marina Admin	123 - Other	19	1011	Admin Discount	0961	0221	1	9	✗
	05	102	Marina Special	69 - Administrative (specia	20	1021	Admin Discount Spec.	0961	0221	2	7	✗
	07	201	Marina Sinking	70 - Sinking (regular)	21	2011	Sink Discount	0961	0221	3	8	✗
	11	202	Marina Sink Special	71 - Sinking (special)	22	2021	Sink Discount Spec.	0961	0221	4	6	✗

✗

Marina Trading Fund

Invoice Code: `13`   Income Posting Account: `31101` `...`   Description: `Marina Trading Fund`   Balance Field: `72 - Section 38A(3)`

Discount

Invoice Code: `    `   Income Posting Account: `        ` `...`   Description: `                `

Advance & Arrears

Advance Reporting Account: `0962` `...`   Arrears Reporting Account: `0222` `...`

Other

Sort Order: `5`   Posting Priority: `3`   Interest: ◉ Levies (Charge Interest) ○ Invoices (Charge Interest) ○ Do Not Charge Interest

Used	Invoice Code	Income Account	Levy Description	Certificate (Balance) Field	Discount Code	Discount Account	Discount Description	Advance Account	Arrears Account	Sort Order	Posting Priority	Charge Interest
	14	1092	Additional Fund 2	73 - Section 124(2)				0962	0222	6	4	✗
	15	1093	By Laws	74 - Section 30				0963	0223	7	2	✗
	16	1094	Additional Fund 3	75 - Section 33				0962	0222	8	5	✗
	17	1095	Overdue Interest	76 - Interest				0962	0222	9	1	✗
↻	18	108	Other	77 - Other				0962	0222	10	10	✗

➕ Add   ✎ Bulk Edit Priority   ✎ Edit Overdue Interest Accounts   💾 Save   ✗ Close