

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.*

The screenshot shows the 'Account Maintenance' window with a table containing one row: Code 031, Description SECONDARY DEBTORS, Type Second Debtor Main. A modal dialog is open for editing account 031. The dialog fields are: Code 031, Description SECONDARY DEBTORS, Type Second Debt (dropdown), Update Code 030 SUNDRY DEBTORS (dropdown), Report Group (empty), Trading Fund (dropdown), and checkboxes for 'Heading Underline (on financial statements)' and 'Apply Changes To Master Chart & Buildings'. The 'Save' button is highlighted.

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 Srvs Fee	10502	Recov - Elec Srvs Fee
10520	Recovery - Water	10520	Recovery - Water
10521	Recov - Water Admin Fee	10521	Recov - Water Admin Fee
10522	Recov - Water Srvs Fee	10522	Recov - Water Srvs 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 setup, 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.

The screenshot shows the 'Account Maintenance' window with the following fields and values:

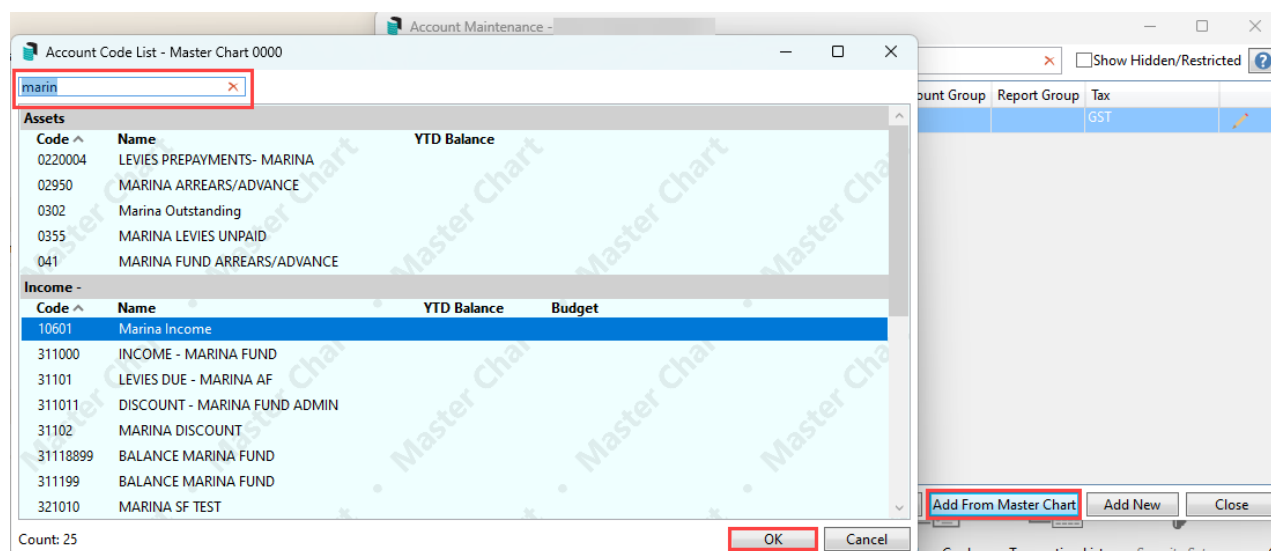
- Code:** 10520
- Description:** Recovery - Water
- Type:** Posting (dropdown)
- Ledger Type:** Income (Revenue) (dropdown)
- Trading Fund:** (empty dropdown)
- System Flag:** None (dropdown)
- Tax Code:** Tax Free (dropdown)
- Default Tax Code:** GST
- ☐ Non Mutual Income
- Comments:** (empty text field)
- Report Group:** (empty text field)
- ☐ Restrict Access
- Category:** (empty dropdown)
- Default Update Codes For Sub-Groups:**
 - By-Laws:** (empty text field) ... X
 - Utilities:** 10520 Recovery - Water ... X
 - Air-Conditioning:** (empty text field) ... X
 - Marina:** (empty text field) ... X
- ☐ Apply Changes To Master Chart & Buildings
- Buttons:** Save, Cancel

To open **Utility Billing**, **Account Maintenance** still requires 101 administrative fund in the main and sub-group to have update codes applied. Check this account on setup and adjust the *Default Update Codes for Sub-Groups* account to match the setup.

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 - OCEANIA 2 E221010

Interest is not enabled for this building.

Used	Invoice Code	Income Account	Levy Description	Balance Field	Discount Code	Discount Account	Discount Description	Advance Account	Arrears Account	Sort Order	Posting Priority	Charge Interest
Water Invoice Code: 27 Income Posting Account: 1041 Description: Water Balance Field: 68												
Discount Invoice Code: Income Posting Account: Description:												
Advance & Arrears Advance Reporting Account: 0961 Arrears Reporting Account: 0221												
Other Sort Order: 1 Posting Priority: 4 Interest: <input checked="" type="radio"/> Levies (Charge Interest) <input type="radio"/> Invoices (Charge Interest) <input type="radio"/> Do Not Charge Interest												
28	060	Security Deposit	69		0962	0222	2	3				?
17	1095	Interest	76		0962	0222	3	1				X
18	108	Other	77		0962	0222	4	2				X

+ Add Bulk Edit Priority Edit Overdue Interest Accounts Save 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 - Sub-Group 101 Test M65478

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
Marina Admin Invoice Code: 01 Income Posting Account: 10601 Description: Marina Admin Balance Field: 68 - Administrative (re												
Discount Invoice Code: 19 Income Posting Account: 1011 Description: Admin Discount												
Advance & Arrears Advance Reporting Account: 0961 Arrears Reporting Account: 0221												
Other Sort Order: 1 Posting Priority: 9 Interest: <input checked="" type="radio"/> Levies (Charge Interest) <input type="radio"/> Invoices (Charge Interest) <input type="radio"/> Do Not Charge Interest												
05	10605	Marina - Annual Fee	69 - Administrative (specie	20	1021	Admin Discount Spec.	0961	0221	2	7		X
07	201	Marina Sinking	70 - Sinking (regular)	21	2011	Sink Discount	0961	0221	3	8		X

+ Add Bulk Edit Priority Edit Overdue Interest Accounts Save Close

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 - Marina Building M54784

Trading Fund Setup Marina Building

Financial Year Start: 1/04/2024 End: 31/03/2025

Month End Previous: 31/03/2024 Current: 30/04/2024

Trading Funds

	Account Code	Account Name	Overdue Interest Code	Section Header Code	Expense Total Code	Brought Forward Code	Section Total Code	Appropriation Code	Capital Balance Code
✓	004	ADMINISTRATIVE FUND	1095	100	189	195	199	401	409
✓	005	SINKING FUND	2095	200	289	295	299	402	409
✓	00701	MARINA FUND	311095	31100	31189	31195	31199	4031	409
✓	00702	CUSTOM 2 FUND	321095	32100	32189	32195	32199	4032	409

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

Account Maintenance - Marina Building M54784

Search

Code Description

26005	PLANT & EQUIPMENT
289	TOTAL SINK. FUND EXPENDITURE
290	SURPLUS / DEFICIT
295	OPENING SINKING FUND BALANCE
299	SINKING FUND BALANCE
31100	MARINA FUND
311000	INCOME
31101	LEVIES
311095	INTEREST ON OVERDUE LEVIES
31119000	GST ON INCOME
311191	TOTAL INCOME
31120	EXPENDITURE
31188999	GST ON EXPENSES
31189	TOTAL EXPENDITURE
31190	SURPLUS/DEFICIT

Count: 156

Account Maintenance

Code: 31101 Description: LEVIES

Type: Posting Account can be used to post transactions

Ledger Type: Income (Revenue) Trading Fund: MARINA FUND

System Flag: None

Tax Code: Default Default Tax Code: GST

☐ Non Mutual Income

Comments:

Report Group:

☐ Restrict Access

Category:

Update Code: 31101 LEVIES









☐ Apply Changes To Master Chart & Buildings

Save Cancel










Export Log Add From Master Chart Add New Close



Levy Invoice Code Setup table example from Sub-Group:

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 (specie	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 FundInvoice Code: Income Posting Account: ... Description: Balance Field: **Discount**Invoice Code: Income Posting Account: ... Description: **Advance & Arrears**Advance Reporting Account: ... Arrears Reporting Account: ...**Other**Sort Order: Posting Priority: Interest: ☒ Levies (Charge Interest) ☐ Invoices (Charge Interest) ☐ Do Not 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