

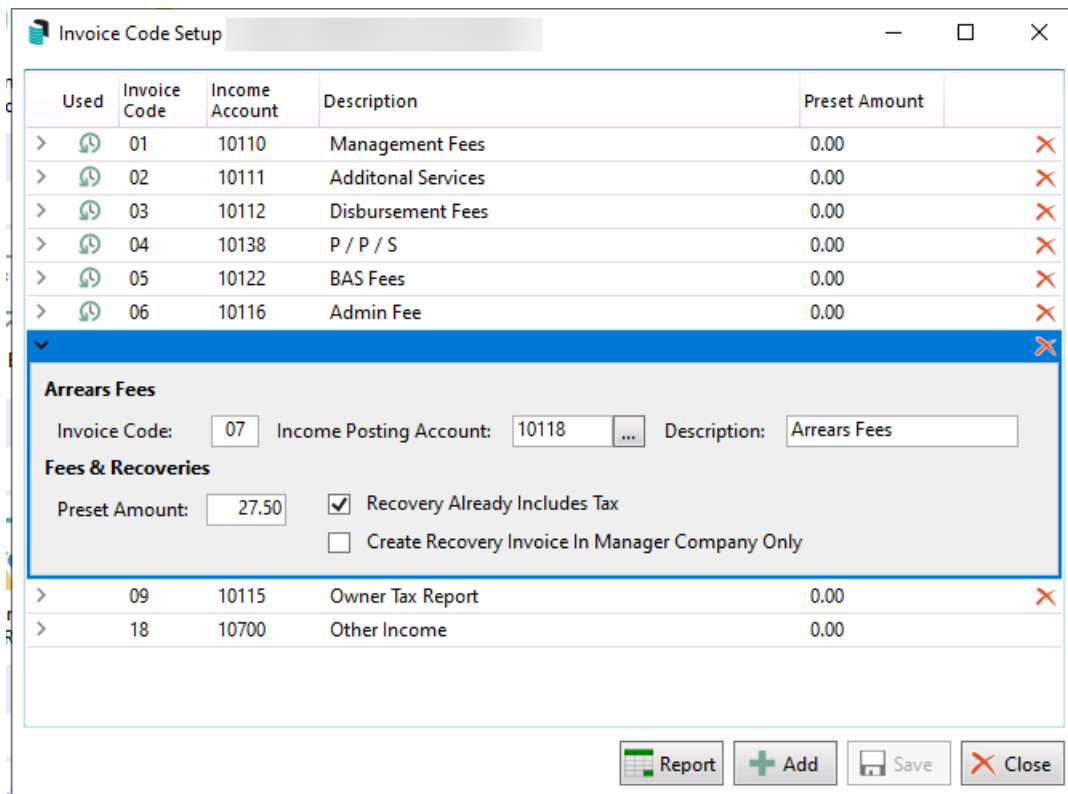
# Arrears - Charge Building

Last Modified on 11/05/2026 9:47 am AEST

The instructions in this article relate to the arrears process and charging the building directly. The arrears process is designed to charge the lot account; this process will bypass it, and it should be carefully considered for each office before adjusting existing configuration and processes. It should also be noted that for multiple stages of arrears, only one fee can apply.

## Edit Invoice List Adjustment

The arrears fee to be charged (for all types) must be entered in GLMax */Edit Invoice Code List*.



## Invoice Link Manager Adjustment

If there is a clearing account used, for example, 06100X Arrears Clearing Account in use, this will need to be adjusted to an expense account for the building, as this process will no longer clear the balance sitting in this account and will become an expense for the building. You may need to create an account code in **Account Maintenance** in BCMAX Buildings first, then copy it to all buildings before updating it in GLMax */ Invoice Link Manager*.

Master Chart / *Account Maintenance*.

GLMax / *Invoice Link Manager*

Income Code	Description	Expense Code	Description	Edit	Delete
10110	MANAGEMENT FEES	130100	MANAGEMENT FEES	Edit	Delete
10111	MANAGEMENT FEES - ADDITIONAL	130200	MANAGEMENT FEES - OTHER	Edit	Delete
10112	MANAGEMENT FEES - DISBURSEMENT	132300	POSTAGE & STATIONERY	Edit	Delete
10116	ADMIN FEE	061003	CLEARING ACCOUNT	Edit	Delete
10118	ARREARS FEES	122545	DISBURSEMENTS	Edit	Delete
10122	BAS PREPARATION FEES	130200	MANAGEMENT FEES - OTHER	Edit	Delete
10138	POSTAGE/STATIONERY/PHONE	132300	POSTAGE & STATIONERY	Edit	Delete
10150	OWNER TAX STATEMENT	061003	CLEARING ACCOUNT	Edit	Delete

## Arrears Fees Setup Review

The arrears fee setup, available via *Arrears Notice* / Tools / Arrears Notice Setup / File / Arrears Fee Setup, requires the same expense account to be assigned. Save the change.

Managers Account Code: 08200002 Change

Fees Account: 122545 Change

Invoice Code: 18 Change

Export

Export to: TRMax Change

Invoice Code: 07 Change

Global  Local Save Delete Close

## Arrears Notice Setup Adjustment

The notices/letters set in **Arrears Notice** / Tools / Arrears Notice Setup will need to be edited to set the arrears fee to \$0.00 for each notice/letter. When editing the notice, the template window appears by default; clicking *Close* takes you to the settings below.

File Help

This program is for setting up a schedule of arrears notices/letters to be sent when a lot account is in arrears.

Title	Template	2nd Te
Arrears (Vic) Final...	LEVARR44	DEPOS

Arrears (Vic) Final Notice

Days Overdue: 28

Amount of Arrears: 100.00

Arrears Fee: 0.00 3

Output Ledger Card  4

2 Edit Delete Edit Letter View Log Close

Use earliest due date for overdue days calculation (Default is latest due date)

Include Journal arrears in Not Due calculation  Include Other balance in Arrears

Print Notice only if there are Levy Arrears

Default Overdue Days (used for Other) 14

1 Global Settings

Copy Global Settings to this building

## Disbursements

The **Disbursements** screen will be used regularly to toggle the arrears invoice code to charge under the Printing and Communications areas. Remember to set the invoice code before running the process, and either set it back to the standard invoice codes or remove it if it is not used for regular levies or communications. If these are not toggled back, unrequired charges will apply to any printed levy notices and email attachments.

Disbursements Setup - [Redacted] X

?

**Printing**

General Printing  
Selected Invoice Code [Redacted]  Per Page

Printed Levy Notice  
Selected Invoice Code 07 Arrears Fees

**Payments**

Printed Cheque  
Selected Invoice Code [Redacted]

EFT  
Selected Invoice Code [Redacted]

Deposit  
Selected Invoice Code [Redacted]

**Communications**

Sent Email  
Selected Invoice Code [Redacted]  Per Recipient  Per Page

Sent Attachment  
Selected Invoice Code 07 Arrears Fees

Sent SMS  
Selected Invoice Code [Redacted]  Per Recipient

**Certificates**

Issued Certificate  
Selected Invoice Code [Redacted]

**Work Orders**

Receive Work Order Quote  
Selected Invoice Code [Redacted]

Save

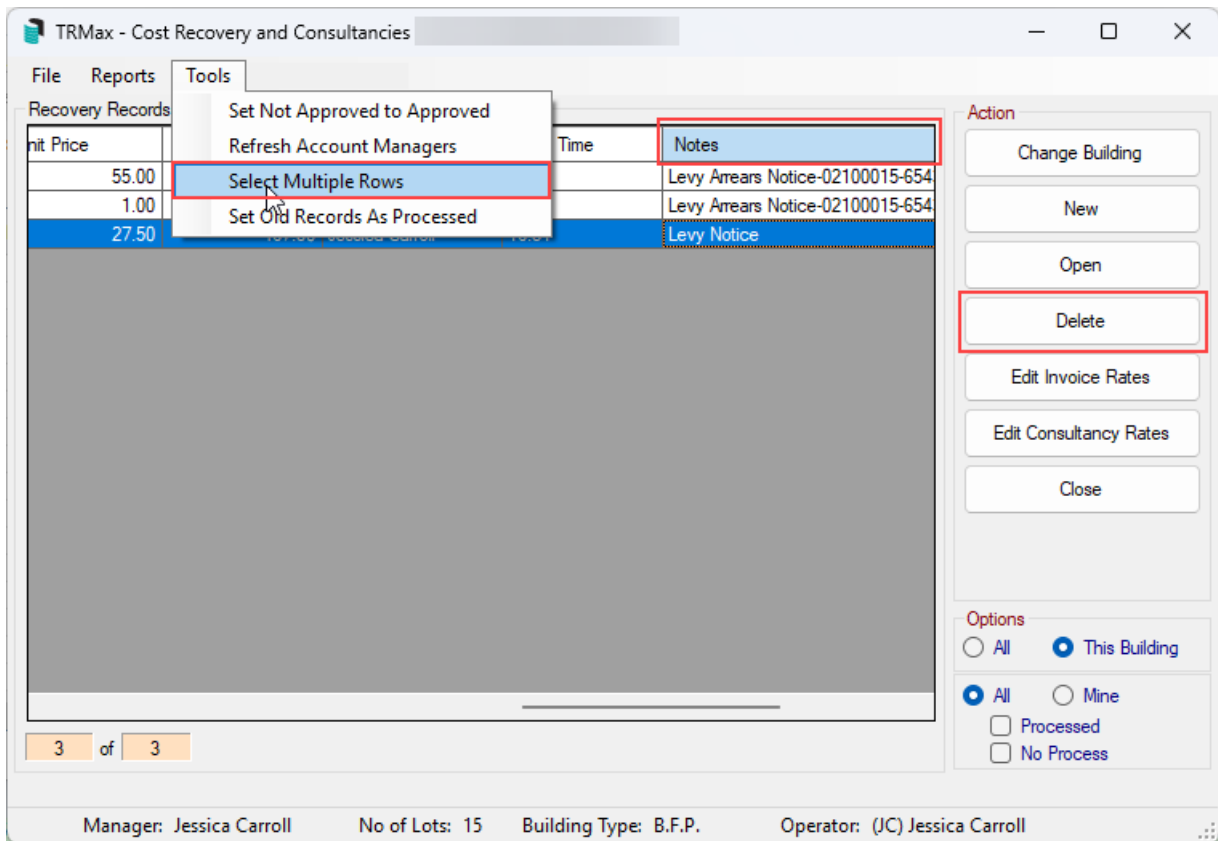
## Process Arrears

Once the above is set, the process will remain the same; refer to the [Common Processes - Levy Arrears Process](#).

## Troubleshooting

If the disbursement setup has been forgotten and incorrectly charged for levy notices and communication attachments, these can be removed on bulk by opening TRMax / scrolling to the right to locate the Notes column and clicking on the header to sort this information.

Once the information been located, use *Tools* / Select Multiple Rows / highlight first record of Levy Notice in the notes column, hold Shift on the keyboard and click the last record to select all. Click *Delete*.



## Other areas to consider

- TRMax will be ready to process these fees back to the Strata Manager like any other recovery.
- Clearing the Arrears Flags will be done using the [View Log](#) option.