

# Utility Billing | Create Account and Levy Invoice Codes

Last Modified on 18/08/2025 10:46 am AEST

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 for account code 031, 'SECONDARY DEBTORS', of type 'Second Debtor Main'. A modal dialog is open for editing this account. The dialog fields are: Code (031), Description (SECONDARY DEBTORS), Type (Second Debt), Update Code (030 SUNDRY DEBTORS), Report Group (Trading Fund), and a checkbox for 'Heading Underline (on financial statements)'. There is also a checkbox for 'Apply Changes To Master Chart & Buildings' and 'Save' and 'Cancel' buttons.

| Code | Description       | Type               | System Flag | Account Group | Report Group | Tax |
|------|-------------------|--------------------|-------------|---------------|--------------|-----|
| 031  | SECONDARY DEBTORS | Second Debtor Main |             |               |              |     |

## 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 Svc Fee   | 10502                        | Recov - Elec Svc 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.

The screenshot shows the 'Account Maintenance' window with the following details:

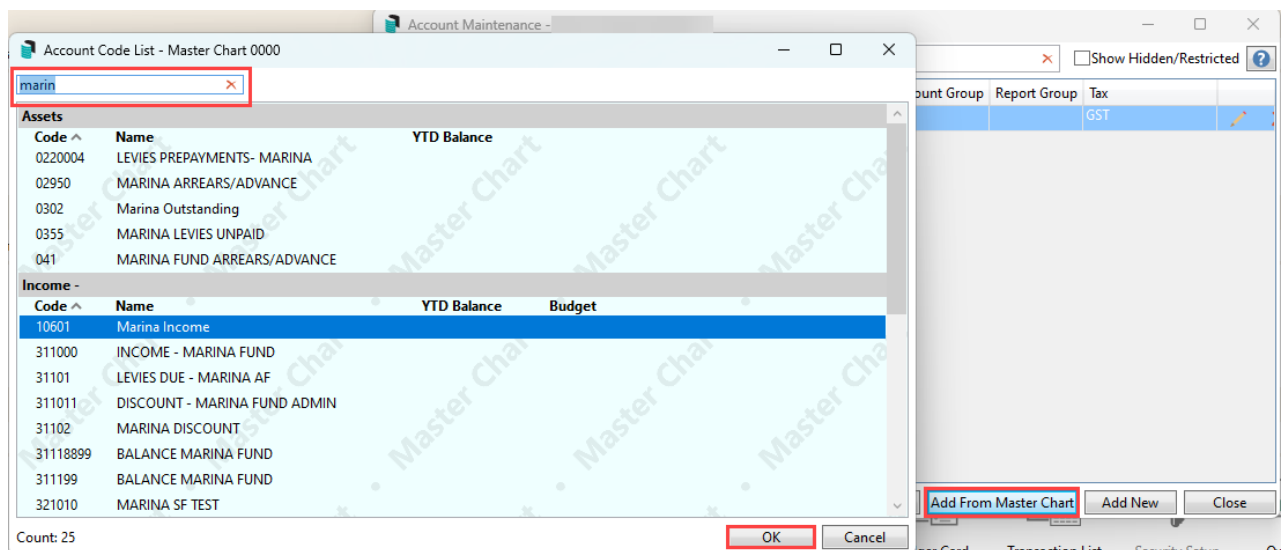
- Code:** 10520
- Description:** Recovery - Water
- Type:** Posting (dropdown menu)
- Ledger Type:** Income (Revenue) (dropdown menu)
- Trading Fund:** (empty dropdown menu)
- System Flag:** None (dropdown menu)
- Tax Code:** Tax Free (dropdown menu)
- Default Tax Code:** GST
- ☐ Non Mutual Income
- Comments:** (text field)
- Report Group:** (text field)
- ☐ Restrict Access
- Category:** (dropdown menu)
- Default Update Codes For Sub-Groups:**
  - By-Laws: (empty field) ... ✖
  - Utilities: 10520 Recovery - Water ... ✖
  - Air-Conditioning: (empty field) ... ✖
  - Marina: (empty field) ... ✖
- ☐ 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 |
|------------------------------|--------------|---------------------------------|---------------------------------|---|---------------|------------------|----------------------|-----------------|-----------------|------------|------------------|-----------------|
| <b>Water</b>                 |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |                 |
|                              | 27           | Income Posting Account: 1041    | Description: Water              | Balance Field: 68   |               |                  |                      |                 |                 |            |                  |                 |
| <b>Discount</b>              |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |                 |
|                              |              | Income Posting Account:         | Description:                    |   |               |                  |                      |                 |                 |            |                  |                 |
| <b>Advance &amp; Arrears</b> |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |                 |
|                              |              | Advance Reporting Account: 0961 | Arrears Reporting Account: 0221 |   |               |                  |                      |                 |                 |            |                  |                 |
| <b>Other</b>                 |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |                 |
|                              |              | 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 | Cha Inte |
|------------------------------|--------------|---------------------------------|---------------------------------|---|---------------|------------------|----------------------|-----------------|-----------------|------------|------------------|----------|
| <b>Marina Admin</b>          |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |          |
|                              | 01           | Income Posting Account: 10601   | Description: Marina Admin       | Balance Field: 68 - Administrative (re  |               |                  |                      |                 |                 |            |                  |          |
| <b>Discount</b>              |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |          |
|                              | 19           | Income Posting Account: 1011    | Description: Admin Discount     |   |               |                  |                      |                 |                 |            |                  |          |
| <b>Advance &amp; Arrears</b> |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |          |
|                              |              | Advance Reporting Account: 0961 | Arrears Reporting Account: 0221 |   |               |                  |                      |                 |                 |            |                  |          |
| <b>Other</b>                 |              |                                 |                                 |   |               |                  |                      |                 |                 |            |                  |          |
|                              |              | 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 (speci  | 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

Start1/04/2024End31/03/2025

Month End

Previous31/03/2024Current30/04/2024

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

Code31101DescriptionLEVIES

TypePostingAccount can be used to post transactions

Ledger TypeIncome (Revenue)Trading FundMARINA FUND

System FlagNone

Tax CodeDefaultDefault Tax Code: GST

☐ Non Mutual Income

Comments

Report Group

☐ Restrict Access

Category

Update Code31101 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 Fund**Invoice 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