

Utility Billing | Create Account and Levy Invoice Codes

Last Modified on 03/02/2026 9:21 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' dialog box. At the top, the code '031' is selected. The main table shows one row for 'SECONDARY DEBTORS' with a 'Type' of 'Second Debtor Main'. A sub-dialog is open, showing the details for account code '031'. The 'Description' is 'SECONDARY DEBTORS'. The 'Type' is 'Second Debt'. The 'Update Code' field contains '030 SUNDRY DEBTORS'. The 'Report Group' and 'Trading Fund' fields are empty. There is a checkbox for 'Heading Underline (on financial statements)' which is unchecked. A checkbox for 'Apply Changes To Master Chart & Buildings' is checked. At the bottom of the sub-dialog are 'Save' and 'Cancel' buttons. The main dialog has buttons for 'Export', 'Log', 'Add From Master Chart', 'Add New', and 'Close'.

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
012	Cash at Bank	012	Cash at Bank

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

- **Financial records must remain in balance.** For levy-related transactions (codes **012**, **0220**, and the related income account), the update codes to *main* must either all be set or all be clear.
- **Levies in advance or arrears are calculation-only values** derived from the building's levy setup. They are not posting codes and therefore cannot be synchronised between the subgroup and main. Changing the update code on these items will not have any impact.
- **Financial records must remain in balance.** For banking transactions (code **012** and the related posting code—for debtors, typically **021**), the update codes to *main* must again be consistently set or clear.
- **Financial accuracy requires balanced entries.** One-sided transactions cannot be posted directly to income or expense accounts without the corresponding balance sheet entry.

Before applying the setup for a Marina or Air-Conditioning Sub-Group, the key areas to consider are where to report income, expense and balance sheet (debtor account's). 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.

Balance Sheet Codes in Sub-Group		Update Code in Main Building	
012	Cash at Bank	012	Cash at Bank
021	Levies in Arrears	021	Levies in Arrears

0220	Levies Billed Not Yet Due	0220	Levies Billed Not Yet Due
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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

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.

Account Maintenance

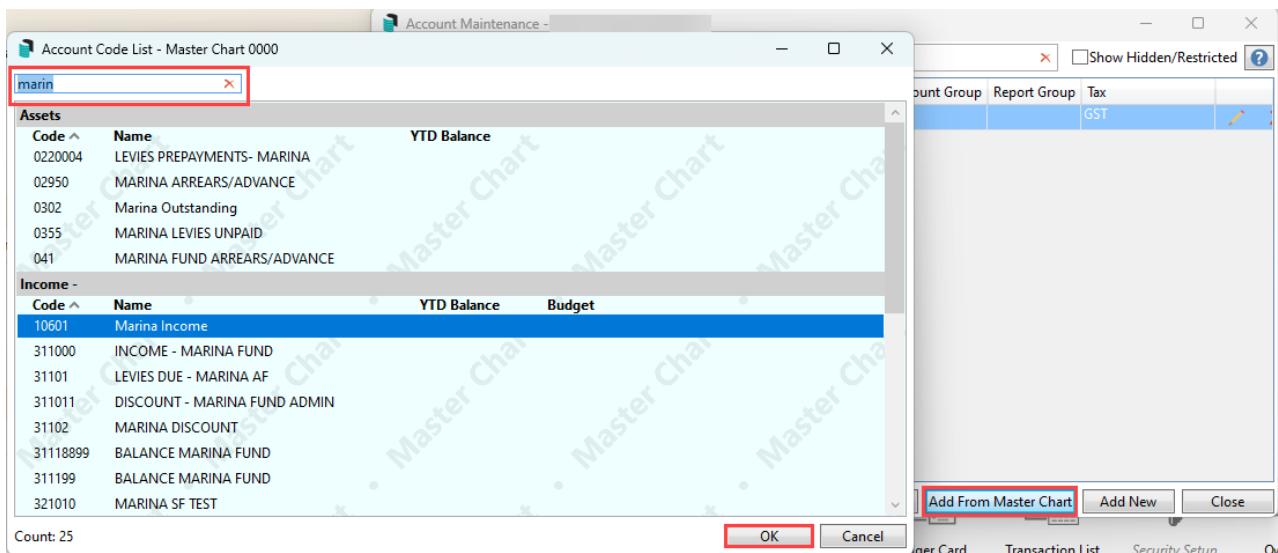
Code	10520	Description	Recovery - Water	?
Type	Posting	Account can be used to post transactions		
Ledger Type	Income (Revenue)	Trading Fund		
System Flag	None			
Tax Code	Tax Free	Default Tax Code: GST		
<input type="checkbox"/> Non Mutual Income <input type="text"/> Comments <input type="text"/> Report Group				
<input type="checkbox"/> Restrict Access <input type="text"/> Category				
Default Update Codes For Sub-Groups				
By-Laws	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="X"/>	
Utilities	10520 Recovery - Water	<input type="button" value="..."/>	<input type="button" value="X"/>	
Air-Conditioning	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="X"/>	
Marina	<input type="text"/>	<input type="button" value="..."/>	<input type="button" value="X"/>	
<input type="checkbox"/> Apply Changes To Master Chart & Buildings <input type="button" value="Save"/> <input type="button" value="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				
18	108	Other	77		0962	0222	4	2				

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 (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		

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 Month End

Start	1/04/2024	End	31/03/2025	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
3118899	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

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 (speci	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