

Invoicing Submeters in Strata Master

This article covers the process of invoicing for a utility invoice, paid by the Owners Corporation/Plan that needs to be split between various Lots within a Plan. The Lot Owners pay their submeter invoice and those funds are refunded to the Owner Corporation/Plan when receipted.

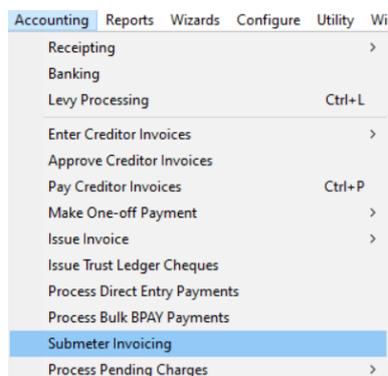
Submetering must be set up first for any meter, before invoicing can be processed. This is a once off set up. Click this link to learn how to set up submetering - <https://kb.rockend.com/help/set-up-submetering-in-strata-master>

Note -

- We recommend you process a **back up prior to invoicing**, as interruptions to the process or issues with printers/emails, may require considerable delays. It may be quicker and easier to restore back to the pre-process position and start again, depending on how much work other users have done in the meantime.
- **The 'Save' button is best only used at the end of the process**, on those occasions when the invoices are not being printed or emailed at that time. They can be sent later. The Save button will save invoices to the owner ledger.
- **The invoicing set up needs to be completed prior to invoicing.** Instructions here - <https://kb.rockend.com/help/set-up-submetering-in-strata-master>
- **Invoices are applied to the Lot Owners ledger for payment.** If a property has a tenant, the invoice should go to the Property Managing Agent. Refer set up on the Lot card for Levies delivery.

Navigating to Invoicing for Submeters

Select Accounting in your top toolbar > Select Submeter Invoices from that menu list.



Information to be Entered

Much of the information showing on this screen, when first opened, will come from the set up in Corp > light bulb (submetering) for the relevant Plan.

Only the areas with white background can be edited or entered in this screen.

- You can allocate part of the invoice to common use, and split by equal share, or by levy entitlement.
- You can enter the usage by reading or unit used
- The tariff line can be used, however will not show on reprinted invoices
- Ensure tick boxes are relevant for whether to charge for invoices and save a copy of the invoices to your document management.

Invoicing Process

1. Select Meter number, that matches the invoice, from the drop down list.

Master meter number	6563634
Service	6563634
Charge fees for invoice(s)	<input checked="" type="checkbox"/>
	1155463

2. Enter dates for commencement of period on the invoice, reading date and payment due date.

Service period start	02/04/2018	Payment due date	01/12/2021
Reading	0	Units used	0
Date read	DD/MM/YYYY		
		Sub meters total	0
			\$0.00
			\$0.00

3. If the meter has been set up to record meter readings, enter the current meter reading figure into the 'Reading' field. Strata Master will calculate the Units used since the last reading figures entered in the Corp screen set up or from the last submeter invoice.

Reading	216878	Units used	1280	\$0.00
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4. If the meters are setup to record readings, you can change the automatically calculated units used if necessary. If you are not recording readings, simply enter the units used by the master meter. Eg below is entering the units used.

Units used
256
192
281
199

5. Enter the total charge including GST **for the units used** as recorded by the master meter. Strata Master calculates the balance of units as common use units.

Units used	1280	\$1,050.00
Sub meters total	928	\$761.25
Common use units	352	\$288.75

6. This will then calculate a figure for each Lot according to the units entered or the readings.

Prev. reading	Current reading	Units used	Rebate	Usage charge	Common charge
71435		256		\$210.00	\$72.19
48776		192		\$157.50	\$72.19
35333		281		\$230.51	\$72.19
60054		199		\$163.24	\$72.19

7 Enter the total supply charge including GST.

Supply charge	15
Administration charge	\$0.00
Invoice total	\$1,065.01

8. If you setup the meters to charge the owners corporation a fee for administration of the submetered service invoicing, the administration charge will be displayed. The administration charge includes GST.

The tick below is in the Corp screen submeter set up with the Admin Fee set in Configure > Management Fees.

- **If the invoices printed OK** and you are sure that the owners have been correctly invoiced for the submetered service, click Yes to proceed with posting all the invoices.
- If you detect a problem in the invoicing, click Cancel to return to the Invoicing for Submetered Services form, then make changes and repeat from Step 12.

Useful Links

<https://kb.rockend.com/help/submetering-changing-the-lots-listed-on-a-meter>

<https://kb.rockend.com/help/submeter-invoicing-did-not-complete>

<https://kb.rockend.com/help/print-or-email-a-miscellaneous-owner-invoice-or-sub-meter-invoice>

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