



# Property Regular Payments Report

From version 20.0.05, the Property Regular Payments Report allows you to report on information saved in the Reg. Payments Tab of the Property Master File. This report includes Creditor details, reference numbers for their regular payments and the properties those payments are for.

To view the Property Regular Payments Report, go to:

- **Reports > Property > Regular Payments**
- To refine your search, select the filters required

Regular Payments Report
✕

**Selection**

Month to Print:

Status:

All

Range: Start at Alpha Index:   
Finish at Alpha Index:

Select:

**Advanced**

Manager:

Class:

Account types:

Sort and filter by Area Code

Area Code:

Orientation  
F1

Font Select  
F2

Printer Select  
F3

Print - F12

Preview - F11

Export - F10

Cancel - ESC

- Click Preview

PROPERTY REGULAR PAYMENT REPORT

For All Managers  
Active Status: Active

From: 1 to: ZZZZZZZZZZ - All Properties

Alpha Mgr	Address	Creditor Alpha	Creditor Name	Reference No
AQUA19 CK	19 Aqua Place Brisbane QLD 4000	BRONNIE WATER	Bronnie's Cleaning Services Water Board	12345 4335678899
ARCH34 CK	34 Archer Street ANNANDALE NSW 2038	ROCKCOUN ROCKWATER	Rock Council Rock Water	50008252001 223987001
BAY23/04 CK	4/23 Bay Street BALMAIN NSW 2041	LEICHCOUN ROCKWATER	Leichhardt Municipal Council Rock Water	25852481 223987002
BEACH96 CK	96 Beach Street COOGEE BEACH NSW 2034	AON ROCKCOUN ROCKWATER	AON Insurances Rock Council Rock Water	0014622 50008252003 223987003
BILLY22/6 CK	6/22 Billyard Avenue Elizabeth Bay NSW 2011	SYDCITY	Sydney City Council	9786574

Regular Payments can be added or removed through the Property Profile, on the Reg. Payment Tab.

**To Add**, simply click on the Add button and enter the information required before saving the Property Profile with the OK-F12 button.

**To Remove**, simply highlight the payment reference line you wish to remove and click the Remove button, before saving the Property Profile with the OK-F12 button.

Property Details

Alpha index: ARCH34 Active

Address: 34 Archer Street

Suburb: ANNANDALE State: NSW P/Code: 2038

Reminders | Gained/Lost | Maintenance | Inspections | Information | **Reg. Payments**

Creditor Alpha	Creditor Name	Pay Method	Notes	Reference No
ROCKCOUN...	Rock Council	EFTC	Council	50008252001
ROCKWATER	Rock Water	EFTC	Water	223987001

Add Remove

Items found: 2

Cancel - ESC  
Action - F1  
Clear - F2  
Delete - F3  
Add Mode - F4  
Search - F7  
Replicate - F8  
Last Edits - F9  
OK - F12

24/03/2023 6:19 pm AEDT