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Course Name

Level

COURSE OUTLINE

Webinar : Rates Billing

Intermediate

Overview:

The content will cover preparation and raising of Rates and Charges.

Who Should Attend:

The course is designed to provide an experienced rates clerk with a refresher on this annual process for Council rating. However, this course is also aimed at new users of the system, who will receive a comprehensive overview of all of the programs and processes involved in raising rates income using SynergySoft.

Course Outline:

Valuations

- Post Revaluations
- Reconcile Valuations

Rates Modelling Review

- Process Rates and Charges Model

Apply Rates Model

- How to apply a Rates Model for Billing

Preparation for Billing

- Reports
- Parameters
- Charging Codes
- Property Data

Rates Billing Process

- Initiate Rates Billing
- Finalise Rates Billing

Billing Confirmation

- Recommended Reports to Confirm Billing



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Notice Production

- Recommended Preliminary Checks
- Notice Production
- Schedule Production

Post Billing Functions

- Review Functions Required After Billing

Other Rating Considerations

- Review Other Process Required as a result of Billing

Pre-requisite:

Participants must have attended an ITV Rates Modelling Course in order to attend this session.

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To lodge your Booking or for further information please contact Ann Bull on (08) 9315 7009 or email ann.bull@itvision.com.au