

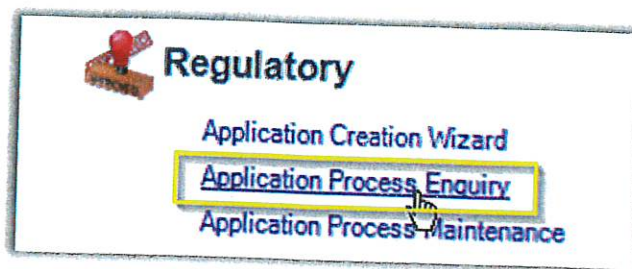
How to create a PDCIL association charge

Using the information provided by the Customer Service Officer

- Payee's name (Note: If payee is calling to pay on behalf of a company, use company name)
- Payee's current address for invoicing purposes
- Address of the property associated with the PDCIL
- Contact phone number

You will need the payee's **Name ID** and the **PDCIL** numbers

Go to **Application Process Enquiry**



A screenshot of a web form titled 'Application Process' with a 'General' tab. Under the heading 'Choose a Destination Function.', there are four radio button options: 'Application Process Maintenance' (selected), 'Letter Processing', 'Events List', and 'Charges List'. Below these are two input fields: 'Application ID:' and 'Primary Group:'. The 'Application ID:' field contains the text 'like' and is followed by a dropdown menu showing 'PDCIL23/0001', which is highlighted with a yellow box. The 'Primary Group:' field contains an equals sign '='.

Step 1

Enter **PDCIL** number in the *Application ID:* Field, then Enter

Rams - Application Process

ID: Keyborough Community Infrastructure Levy Resident

Address: 9 Desmond Street KEYSBOROUGH VIC 3173
 Legal Description: Lot 34 PS 745240 Vol 11905 Fol 621
 Owner Name: (Emm. Bennett) Vijayakrini Sujeendran & Sujeendran Sivalingam
 Applicants: No applicants recorded
 Property No: 534115, Assessment No: Land No: 540125 Area: 519.0000 Sq Metres, Land No: 540130 Area:

Status and Decision

Status:

Completion Date:

Stage/Decision:

Application Details

Full Details: Keyborough Community Infrastructure Levy Resident

Process ID:

Categorisation

Module Code: Rams
 Primary Group: Community Infrastructure Le...
 Primary Category: Keyborough Community Inf...

Costing

Charge Balance:

Log

Related Applications

Note
There is no Applicant associated with the application

Note
And no charge either

Sections to Display

- Status and Decision
- Application Details
- Categorisation
- Costing
- Log
- Related Applications
- Clock and Target Details
- Custom Fields
- Miscellaneous
- Attachments
- ☒ Expand All ☐ Collapse All

Related Data

- Associations (2)**
 - ☒ Primary Land(1)
 - ☒ Primary Property
- Attributes (0)**
- Memos (0)**

Costing

Charge Balance:

Log

Related Applications

Custom Fields

Date Created: 06/07/2023

Step 2
Right-Click on **Associations** and select **Add a new Association**

Add a new Association
☒ Add a new Association
☐ Maintain All Associations

Step 3

Click on **Magnifying Glass** icon

Association

Association ID:

Association Type:

Key1:

Key2:

Association Types

Search: rama

Drag a column header here to group by that column

Association Type	Description
bagRamApp	Bags to Rams
cmRamAp	eRequest Caller
ramAdvice	Advice Agency
ramAniExC	Excess Cat
ramAniExD	Excess Dogs
ramAnimal	Animal
ramAppAsso	Associated Applicant
ramApplct	Applicant
ramArchtec	Architect

Step 4
Select on **ramApplct** then

Association

Association ID: (Autogenerate)

General

Association Type:* ramApplct Applicant

Process Ctr:* 418806 PDCIL23/0001 - Keysborough Community Infrastructure Levy Resident

Name Ctr:* 247773 Miroslav Tadic

Sequence: []

Date Effective: []

Date Ended: []

Step 5
Enter name id number in **Name Ctr:*** field

Association

Association ID: (Autogenerate)

General

Association Type:* ramApplct Applicant

Process Ctr:* 374135 PDCIL21/0010 - Keysborough Community Infrastructure Levy Resident

Name Ctr:* 269061 Sovjanya Ka

Sequence: []

Date Effective: 16-Nov-2022

Date Ended: []

Notes

Step 6
Enter today's date in **Date Effective:** field

This creates the association between the **PDCIL** with the **Applicant**. This will take you back to **Rams – Application Process** window

My Workplaces My Reports and Files Announcements Reminders Preferences

Home Cashier Supervisor Reports

Maintain help back home close clear retrieve

Note

There is now an Applicant associated with the application

Application Process

PDCIL21/0010 Keysborough Community Infrastructure Levy Resident

Address: 16 Dominique Place KEYSBOROUGH VIC 3173

Legal Description: Lot 1 PS 831984 Vol 12370 Fol 335

Applicant: Sowjanya Kanuri (party) Sowjanya Kanuri & Sidhar Kanuri

ment No: Land No: 557860 Area: 0.0000

Status: Current

Completion Date:

Save Delete

Links to other Functions

Charges List

Events List

Conditions List

Letter Processing

Step 7

Go to **Events List** on the left side panel

In the Events List window

Events (6)

Description	Status
Print Advice Letter/ Fee Enquiry	Current
Print Advice Letter/ Fee Enquiry	Past
Application entered	Past
Create RamApplct Association CS Step 1	Future
Generate Levy Charge - CS Step 2	Future
Send Reminder Letter to Owner and Surveyor?	Future
(New Event)	Future

Event Process: Event D... Completed Completed

Step 8

Select **Completed** in the **CS Step 1** in the **Events List**

Generate Levy Charge **CS Step 2**

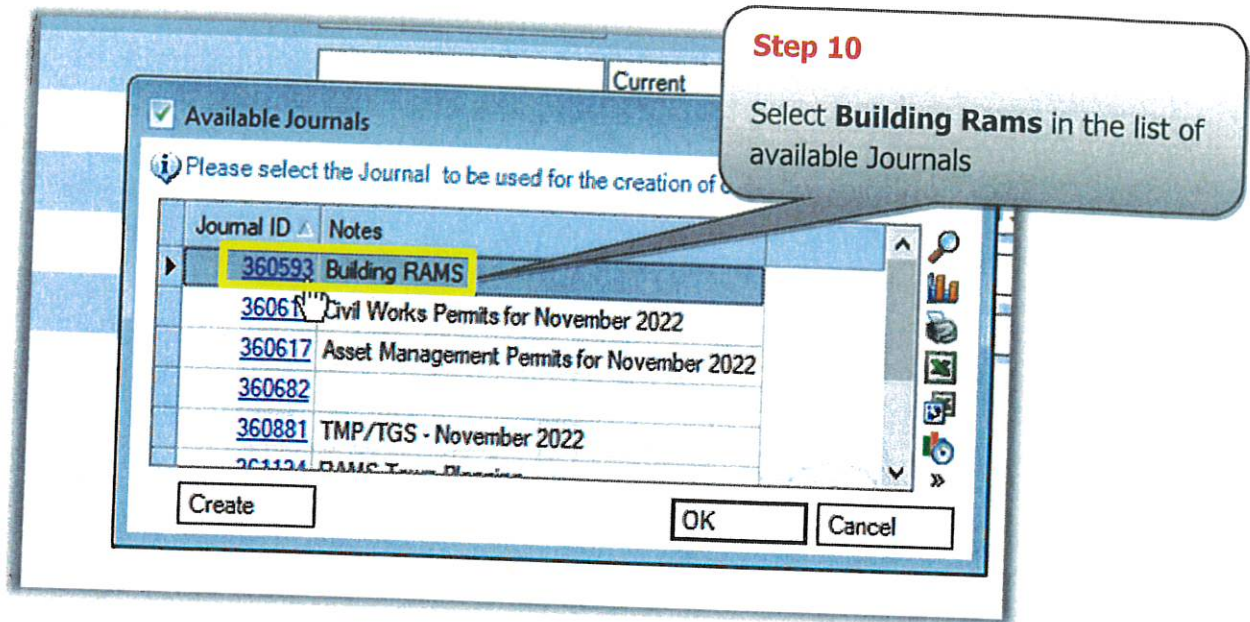
Print Advice Letter/ Fee Enquiry

Event Process: Event D... Description

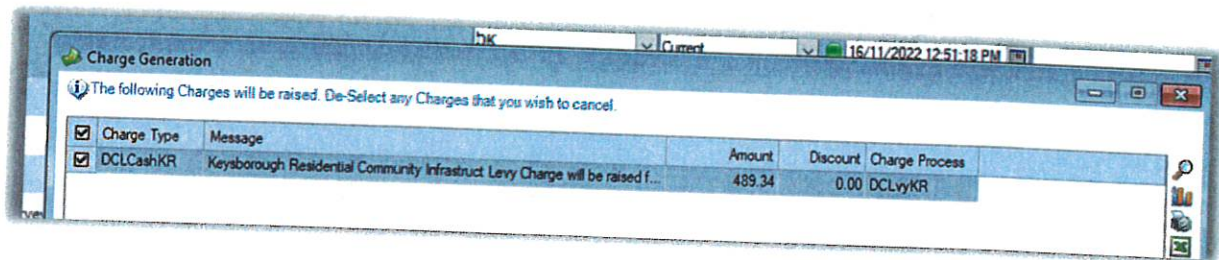
OK Event completed OK

Step 9

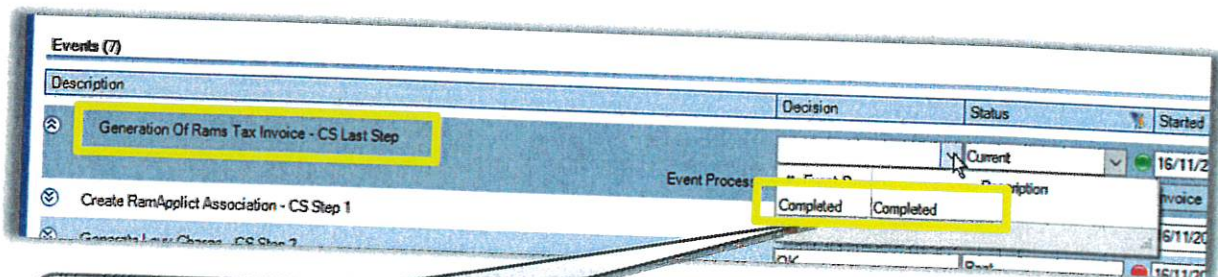
Select **OK – Event Completed OK** in the **CS Step 2** in the **Events**



The charge will appear, press **OK**



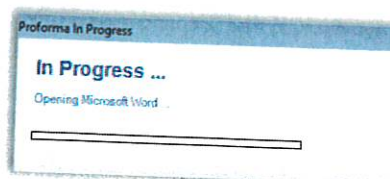
Returning to **Events List**



Step 11

Select **Completed** in the **Generation of Rams Tax Invoice – CS Last Step**

It will generation the invoice



PDCIL21/0010 - 16 Dominique Place KEYSBOROUGH VIC 3173 - Objective ECM Navigator (objective:8008)

File Edit Commands View Handy Windows Help

Back Forward Up My H... Handy View Refresh Tasks Add D... New ... Edit Release Publish Prope...

PR Planning Applications PDCIL21/0010 - 16 Dominique Place KEYSBOROUGH VIC 3173

Name	Id
PDCIL Initial Residents Advice	A8838993
Rules Tax Invoice	A9291583

Print off or send via email as required.

Rams - Application Process

ID: PDCIL21/0010 Keyborough Community Infrastructure Levy Resident

Address: 16 Dominique Place KEYSBOROUGH VIC 3173
 Legal Description: Lot 1 PS 831884 Vol 13220 Fol 115
 Owner Assoc: (From
 Applicant: Sonjanya Ka
 Property No: 523210, A

Status and Decision

Status: Current
 Completion Date:
 Stage/Decision: Fee Raised Fees Raised

Application Details

Full Details: Keyborough Community Infrastructure Levy Resident

Process ID: 374135

Categorisation

Module Code: Rams Rams
 Primary Group: PDCIL Community Infrastructure Levy
 Primary Category: DCUKeyRes Keyborough Community Infrastructure Levy Resident

Costs

Charge Balance: 489.34 Payable Balance

Related Applications

Clock and Target Details

Note

There is now a charge in the
Costing: Charge Balance field

Advise officer to contact customer and process the payment as required.