

Billing system specification checklist

Twenty things a property development billing system has to do. Tick what yours does today. There is no score, and no total to feel bad about.

#	CAPABILITY	DOES IT TODAY	MANUAL WORKAROUND	NO
A · BILLING GENERATION				
1	Payment schedules held per unit and per phase, with stage numbers and descriptions	☐	☐	☐
2	Architect certificate held as its own record, with reference number, date, stage and affected units	☐	☐	☐
3	Billing amount pulled from the unit's payment schedule, not keyed in by hand	☐	☐	☐
4	Restrict a billing run to stamped SPA units, as a controlled option	☐	☐	☐
5	Bill without an architect certificate as a logged, approved exception rather than a silent override	☐	☐	☐
B · DISTRIBUTION AND COLLECTION				
6	One action distributes to purchaser, end financier and the financier's solicitor, with no manual letters	☐	☐	☐
7	Differential sum settlement confirmation generated and tracked per unit	☐	☐	☐
8	e-Receipt issued automatically on payment received	☐	☐	☐
9	Reminder and final notice cadence configurable per project	☐	☐	☐
10	Late payment charges computed day to day at the SPA rate, from the correct due date	☐	☐	☐
C · COMPLIANCE				
11	e-Invoices submitted to MyInvois by API on approval, with the UUID returned and stored	☐	☐	☐
12	The 72 hour cancellation window tracked per validated invoice	☐	☐	☐
13	Credit, debit, refund and rebate notes linked to the original document by UUID	☐	☐	☐
14	Buyer TIN validated at booking, before any billing is raised	☐	☐	☐
15	Unit and purchaser data synced to HIMS, with the e-SPA stamp certificate held against the unit	☐	☐	☐
D · CONTROL AND REPORTING				
16	Standing report of architect certificates received but not yet invoiced	☐	☐	☐
17	Aging by unit, by banker and by lawyer, not just by customer	☐	☐	☐
18	Housing Development Account withdrawal documentation supportable per stage	☐	☐	☐
19	Sales progress extract ready for the quarterly Form 7(f) submission	☐	☐	☐
20	Termination recorded before the unit is relisted, with forfeiture computed per the SPA and full history retained	☐	☐	☐

How to read your own ticks

- Every line in the manual workaround column is a person doing a system's job. Headcount cost and single point of failure at once.
- Every line in the no column is either a control you do not have, or a compliance obligation someone is carrying in their head.
- Lines 11 to 15 are not preferences. They are mandated, and the mandate does not care what your system can do.

Use it on your own system first

- Fill it in for the system you run today, first. The gaps are your requirements list.
- Then hand the same sheet to any vendor, including us. Same twenty lines, same three columns.
- Generic receivables modules clear group B and fail A, C and D. That is where property development stops being generic.

FORWARD THIS UP

→ The workaround column is the honest measure of how much of our billing depends on individuals remembering things.

→ Groups A, C and D are the property-specific half. Testing only invoicing and collection tests the easy half.

→ The completed sheet is the requirements document, whatever we decide to do next.