Levy and Arrears Reports

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There are various reports available to identify outstanding balances for a building and any interests or discounts applicable. The instructions in this article will provide information for those reports.

Account Dissection Report

Account Dissection produces a report that is a breakdown of a lot owner's account balance in each of the building's funds, such as Administrative Fund, Sinking Fund, interest and other levies. By default the report will not include any levies where the due date is after the report date, but this can be changed.

1. Search or select ***Account Dissection.***
2. In the top left of *Report Setup* screen, there are three radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report.
    - *Printer:* Prints the report without any preview.
    - *Excel:* Exports the report to *Excel*.
3. In the top right, you can chose the template you want by clicking the top ellipsis button [...] next to *Template*.
4. There is also an ellipsis button *[...]* to chose a *Printer*, how many copies of the report you would like to print, and the paper source.
5. Set any limits by double-clicking the blank cell next to the corresponding fields.
    - *Select Codes:* Presents a list of lot accounts to select. Tag the required lots and click*OK*.
    - *Amount Start:* Type the number of the first value of a range to search for.
    - *Amount Finish:* Type the number of the last value of a range to search for.
    - *Report Nil Balance Item (YN):* If left blank the report will not include any lots without a balance.
    - *Include Not Due Levies:* This will increase the Balance and Current columns in the report, as it includes any levies generated with a due date after the report date.
    - *Account Group:* This is designed for Multi OC buildings. To report only a single*Account Group*, add the Account Group number in the *Limit Data* field.
    - *Report All Account Groups:* Type a "Y" to generate the report for all Account Groups. This will show each Account Group on separate pages. If exported to Excel, the report will show each Account Group on a separate tab.
6. Click the *Options* menu to select either *Code Number Order* to sort the report by code number (in increasing order) or *Name Order* to sort by name (A - Z).
7. Click *OK*.

Aged Balance List

The Aged Balance List report is designed to calculate according to the 'Posting Period' of each transaction; ageing by the month the transaction was applied in - for example if an invoice is entered on the last day of the month it is Current, the next day being the first day of the month means the invoice will age into the 30+ Days balance group. Use the Aged Balance List when a report of outstanding owner balances by age or arrears position is required. The Aged Balance contains all balances for the lot, including Interest. To report globally or on multiple buildings use ***Report Set***.

Aged Balance List Report

When a lot has been put into legal action it will show the asterisk (*) symbol at the end of the owner's name and also after the last arrears date. Due to lack of space, the date will display as 010115 instead of 01/01/15 while in legal action.

1. Search or select ***Aged Balance List***.
2. In the top left of *Report Setup* screen, there are three radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report with options to print, email or save the report as a PDF, or in DocMax.
    - *Printer:* Prints the report without any preview.
    - *Excel:* Exports the report to *Excel*.
3. In the top right, you can chose the template you want by clicking the top ellipsis button *[...]* next to *Template*.
4. There is also an ellipsis button *[...]* to chose a *Printer*, how many copies of the report you would like to print, and the paper source.
5. Set any limits by double-clicking the blank cell next to the corresponding fields.
    - *Select Codes:* Presents a list of lot accounts to select. Tag the required lots and click *OK*.
    - *Name Start:* Type the first single or few characters of the first name of a range to search for.
    - *Name Finish:* Type the first single or few characters of the last name of a range to search for.
    - *Amount Start:* Type the number of the first value of a range to search for.
    - *Amount Finish:* Type the number of the last value of a range to search for.
    - *Report Nil Balance Item (YN):* If left blank the report will not include any lots without a balance.
    - *Include Not Due Levies:* This will increase the Balance and Current columns in the report, as it includes any levies generated with a due date after the report date.
    - *Current and Over:* Type a 'Y' to display lots accounts that a have an arrears balance that is current and older. The system does this by default.
    - *Thirty Days and Over:* Type a 'Y' to only display lots accounts that a have an arrears balance

that is 30 days and older.
    - *Sixty Days and Over:* Type a 'Y' to only display lots accounts that a have an arrears balance that is 60 days and older.
    - *Ninety Days and Over:* Type a 'Y' to only display lots accounts that a have an arrears balance that is 90 days and older.
    - *Over Ninety Days:* Type a 'Y' to only display lots accounts that a have an arrears balance that is current and older.
6. Click the *Options* menu to select either *Code Number Order* to sort the report by code number (in increasing order) or *Name Order* to sort by name (A - Z).
7. Click *OK*.

Interest Calculation

See ***Interest Calculation*** for more information.

Levy Arrears Pre-Issue

The Pre-issue report is an indication of which arrears notices will issue. Use this report prior to issuing Arrears Notices, produce a Global or per Building Pre-Issue Report to Excel which provides a report of owners currently overdue for the selected buildings, these are the columns that will be displayed:

- Building Name and Number.
- Account Manager.
- The Lot Number and Unit Number.
- Arrears Notice Type to be issued.
- Days Overdue.
- Total amount of levy arrears Overdue.
- If the lot is set to Arrears Notice Disabled.
- Last Arrears Notice Date.
- Legal Action Date.
- Date of Acquisition.
- Committee Member.

NOTE: If a lot has already issued all the setup notices types, these will not be reported. Use the *Levy Arrears Manager* to identify these prior to the Pre-Issue report to assist with amending the current status or adding to Legal Action.

Levy Balance Control Report

This older style report is no longer required in the levy process. We recommend the following levy

reports if review is needed prior to Levy Generation.

- ***Search Levies***
- ***Levy Register***
- *Levy Generation Schedule*

This report was historically optional to produce for future levies, prior to Levy Generation. Levies will be tagged automatically based on the configuration and tag conditions in ***Levy Management*** will tag the levies to report, if they are due to be generated based on the number of days set in the ..

1. Search or select ***Levy Notice / Reports***
2. Click the *Options* > *Levy Balance Control Report.*
3. In the top left of *Report Setup* screen, there are two radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report with options to print, email, save (as PDF), or save to DocMax.
    - *Printer:* Prints the report without any preview.
4. In the top right click the ellipsis button *[...]* to chose the printer, how many copies of the report you would like to print, and the paper source.
5. You can click the drop-down menu to chose a different*Letterhead*, but generally most will have only one.
6. Click *Change Building* and tag the building as required, or use the keyboard shortcut**Ctrl + A** to tag all buildings, then click *OK* (the next levy period should be tagged already). This report is one report per Building and must be closed to produce the next report, if tagging multiple buildings.
7. Click *Proceed.*

Levy Register

The Levy Register can summarise the levies for the building, and be used to confirm the amount being raised for each levy period. It can also be produced for a lot, displaying the amount each lot would pay for each levy period. Refer to our article on Levy Register to access via the ***Levy Register*** icon or below from ***Levy Management.*** Produce a Levy Register when a report is required on levies raised for a levy period.

1. Search or select ***Levy Management***.



2. Click the *Reports* > *Levy Register.*
3. .Click ... to select Accounts or the Cog Wheel to review configuration. If no lots are tagged,

StrataMax will include all lots in the report.

4. Click *Proceed*.

Levy Charge Schedule Report

This report displays information such as the levy period, the charge units (contribution and interest entitlements), the amount, etc. and is limited to a specific levy period for a specific fund (Admin, Sinking/Cap Works/Maintenance, Insurance, etc.). The template for this report cannot be changed, but it can be produced in Excel for further modification if needed.

1. Search or select ***Levy Management***.



2. Select the levy period, then click the *View Lot Charges* button.
3. When the Levy Detail screen appears, click the *Report* button.
4. In the Report Distribution screen, review settings and Proceed.

Next Year Discounts

This serves to provide a break down of the balance sheet line item 'Next Year Discounts' under the *Liabilities* section in the ***Financial Statement***. *Next Year Discounts* will automatically post to the account codes that have been set up for discounts in the new financial year; the description will show as 'Brought Forward'.

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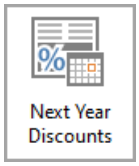
BALANCE SHEET
AS AT 31 JULY 2019

	ACTUAL 31/07/2019	ACTUAL 31/12/2018
TOTAL ASSETS	54,870.72	0.00
LIABILITIES		
Creditors	11,748.93	0.00
Accruals	(10.00)	0.00
Next Year Discounts	(5.00)	0.00
Levies In Advance	2,976.98	0.00
TOTAL LIABILITIES	14,710.91	0.00

1. Search or select ***Next Year Discounts***.

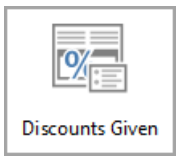


2. Immediately a list will display with discounts posted since the last levy generation.
3. Click the *Report* button.
4. In the top left of *Report Setup* screen, there are two radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report with options to print, email, save (as PDF), or save to DocMax.
    - *Printer:* Prints the report without any preview.
5. Click the *Proceed* button.
6. Clicking the *Change View* button will display additional columns in the window.
7. Click *Export* to open the report in Excel, or *Print to display a preview.*
8. When finished, click *Close*.

Reporting Discounts Given

Discounts Given displays a report for levies with discounts for an individual fund.

1. Search or select ***Discounts Given***.



2. Highlight the levy and click *OK*.
3. Click the *Report* button to proceed to the next step, or *OK* to close.
4. After clicking *Report* the *Select Report Order* window appears to chose *Date Order* or *Account Code Order*.
5. In the top left of *Report Setup* screen, there are two radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report with options to print, email, Save, or add to ***DocMax***.
    - *Printer:* Prints the report without any preview.
6. Ticking the *Preview* box will display the report in a table before.
7. In the top right click the ellipsis button *[...]* to chose the printer, how many copies of the report you would like to print, and the paper source.
8. No further amendments should be required, so just click *Proceed*.