Edit Levy Paid Dates

The instructions in this article relate to **Edit Levy Paid Dates** which can be found by searching or selecting it from the StrataMax desktop.

These instructions are for changing the date paid of a levy. Generally, we would recommend that you don't change the paid levy date, but it may be that when the building was setup the dates we entered incorrectly.

1. Search or select *Edit Levy Paid Dates*.
2. Select a lot account and click *OK*.
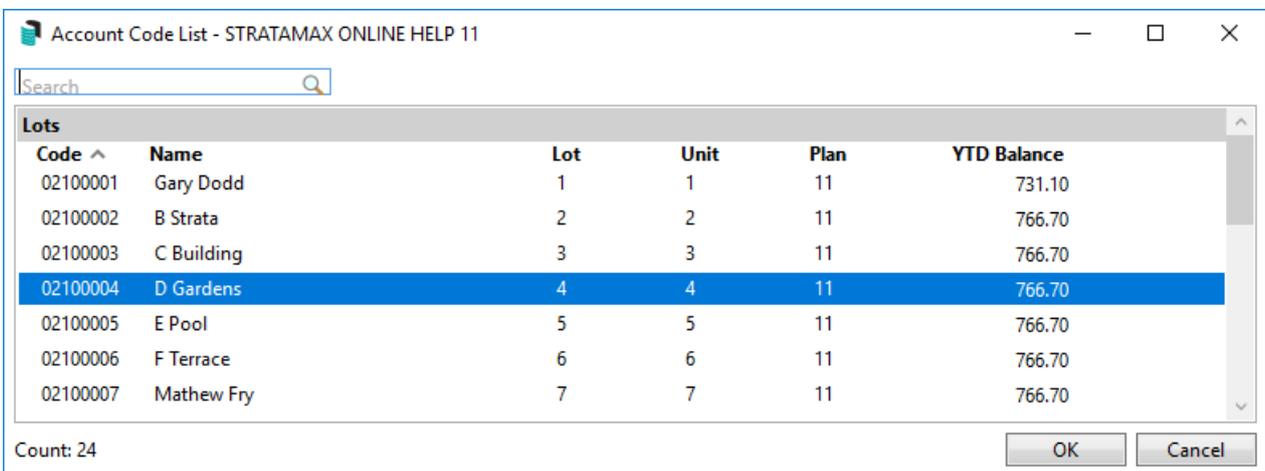
3. Locate and highlight the levy period and click *Edit*.
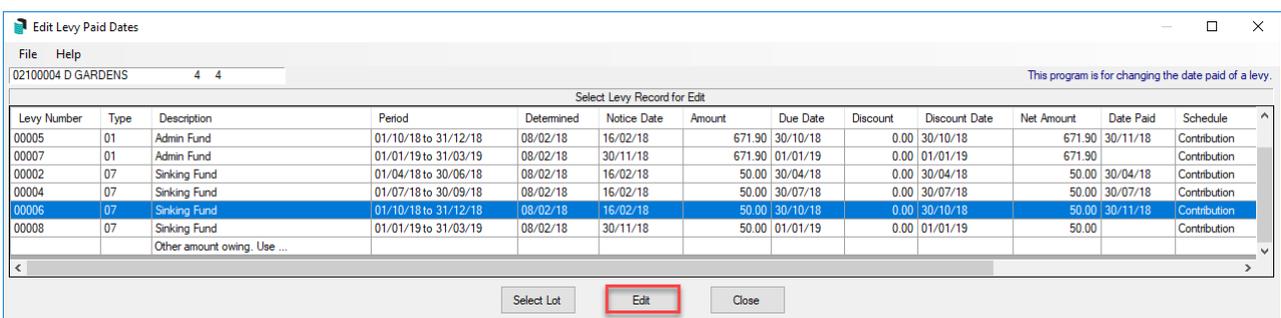
4. Change or enter the date and click *OK*.
5. Click *Close* or click *Select Lot* if you need to change any other levy paid dates.