

Levy Management

Last Modified on 12/08/2025 11:01 am AEST

This page contains information relating to the first stage of the Budget, Levy Management & Arrears re-write. The first stage focuses on providing an improved user interface & experience in Levy Management; while utilising new fields from Levy Invoice Code Setup to streamline the creation of new levies based on budgets. Detailed instructions on these changes can be viewed in our [Release Notes](#) and here in our articles on [Levy Management](#), [Levy Invoice Code Setup](#), [Merge Levy Notice](#) and [New Building \(BCMax\)](#).

Levy Invoice Code Setup

The **Levy Invoice Code Setup** will include the new fields below. The new fields will minimise the manual steps a user may need when entering levies.

Type - used to identify the levy type and disable a levy invoice code so it can no longer be used.

Discount % - enter the default discount % for the building, this will be used on creation of all new levies.

Instalments Per Year - enter the default number of instalments. This will be used when a levy year-end is rolled to create the correct number of instalments without user intervention.

Levy Invoice Code Setup - Vic Craig Keep 1235

Interest is not enabled for this building.

Used	Invoice Code	Income Account	Levy Description	Certificate (Balance) Field	Discount Code	Discount Account	Discount Description	Advance Account	Arrears Account	Sort Order	Posting Priority	Cha	Inte
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Type Levies (Regular) ▾

Admin Fund

Invoice Code: 01 Income Posting Account: 101 Description: Admin Fund Certificate Section: 68 - Administrative (re ▾

Discount

Invoice Code: 19 Income Posting Account: 1011 Description: Admin Discount

Levy Setup

Discount %: 0 Instalments Per Year: 4

Advance & Arrears

Advance Reporting Account: 0961 Arrears Reporting Account: 0221

Other

Sort Order: 1 Posting Priority: 6 Interest: ☐ Do Not Charge Interest

05	102	Admin Fund Special	69 - Administrative (specie	20	1021	Admin Sp Discount	0961	0221	2	4		
07	201	Maintenance Fund	70 - Maintenance (regular,	21	2011	Maint Discount	0961	0221	3	5		
11	202	Sinking Fund Special	71 - Maintenance (special)	22	2021	Sink Sp Disc	0961	0221	4	3		
13	103	Insurances	72 - Other				0962	0222	5	7		
14	1091	Additional Fund 1	73 - Other				0962	0222	6	8		
15	1093	By Laws	74 - Other				0963	0223	7	9		
16	1092	Additional Fund 2	75 - Other				0962	0222	8	10		
17		Overdue Interest	76 - Interest				0964	0224	9	1		
18	108	Other	77 - Other				0962	0222	10	2		
23	1094	Additional Fund 3	123 - Other				0962	0222	11	11		

[+ Add](#) [Bulk Edit Priority](#) [Edit Overdue Interest Accounts](#) [Save](#) [Close](#)

Levy Management

An easy-to-use interface displaying key information and new terminology. Build levies in a simple view, drill down into lot-specific levies with paid dates, and manage levies by adding, editing, deleting, or reversing them.

Levy Management - 7th Street 7777

Options

Period

Financial Year: 01/04/2023 to 31/03/2024

Levy Year: 01/07/2023 to 30/06/2024

Entitlements

Contribution Entitlements: 4.0000

Interest Entitlements: 4.0000

Levy Year Totals

Gross: 15,000.00

Net: 15,000.00

View

Group By: Levy Name

☐ Show All Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Gross Charge	Total Net Charge
<div>01 Admin Fund</div> <div>Total Gross: 10,000.00 Total Net: 10,000.00 Budget (Current): -10,000.00 (Next): -12,000.00 Instalments: 4</div>										
1	01/07/23 to 30/09/23	625.00	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	2,500.00	2,500.00
<div>Delete Edit View Lot Charges</div>										
2	01/10/23 to 31/12/23	625.00	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	2,500.00	2,500.00
3	01/01/24 to 31/03/24	625.00	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	2,500.00	2,500.00
4	01/04/24 to 30/06/24	625.00	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	2,500.00	2,500.00
<div>07 Sinking Fund</div> <div>Total Gross: 5,000.00 Total Net: 5,000.00 Budget (Current): -5,000.00 (Next): -6,000.00 Instalments: 4</div>										
5	01/07/23 to 30/09/23	312.50	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	1,250.00	1,250.00
6	01/10/23 to 31/12/23	312.50	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	1,250.00	1,250.00
7	01/01/24 to 31/03/24	312.50	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	1,250.00	1,250.00
8	01/04/24 to 30/06/24	312.50	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	1,250.00	1,250.00

Approve

Create Transactions & Notice

Add

Close

Features include:

- The ability to create new levies manually or by budget in **Levy Management**; when produced by budget for the levy year being proposed/approved at an AGM, the periods are calculated based on your budgets and the default fields in **Levy Invoice Code Setup**.

In this example, creating the new levies to propose for the next 12 months, the calculation of 'This Year Budget' - 'Income Balance' - 'Outstanding Levy Income' / 'default instalments' created the remaining three levies required based on the current year budget plus an Interim Levy for the first quarter of the next financial year based on the next year budget.

Levy Management - 7th Street 7777

Options

Period: Financial Year: 01/04/2024 to 31/03/2025
Levy Year: 01/07/2023 to 30/06/2024

Entitlements: Contribution Entitlements: 4.0000
Interest Entitlements: 4.0000

Levy Year Totals: Gross: 15,000.00
Net: 15,000.00

View: Group By: Levy Name
☐ Show All Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Gross Charge	Total Net Charge
01 Admin Fund Total Gross: 10,000.00 Total Net: 10,000.00 Budget (Current): -12,000.00 (Next): -12,000.00 Instalments: 4										
1	01/07/23 to 30/09/23	625.00	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	2,500.00	2,500.00
2	01/10/23 to 31/12/23	625.00	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	2,500.00	2,500.00
3	01/01/24 to 31/03/24	625.00	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	2,500.00	2,500.00
4	01/04/24 to 30/06/24	625.00	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	2,500.00	2,500.00
07 Sinking Fund Total Gross: 5,000.00 Total Net: 5,000.00 Budget (Current): -6,000.00 (Next): -6,000.00 Instalments: 4										
5	01/07/23 to 30/09/23	312.50	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	1,250.00	1,250.00
6	01/10/23 to 31/12/23	312.50	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	1,250.00	1,250.00
7	01/01/24 to 31/03/24	312.50	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	1,250.00	1,250.00
8	01/04/24 to 30/06/24	312.50	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	1,250.00	1,250.00

Add Levies From Budgets

Determination Date: 15/04/2024
Levy Year: ☒ Levy Year Rollover
Levy Year: 01/07/2024 To: 30/06/2025
Calculation: ☒ Add GST To Budget
☐ Next Year Budget Approved

Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
Financial Year: 01/04/2024								
Admin Fund								
01/07/24 to 30/09/24	791.67	01/10/24	0.00		Contribution Entitlements	3,166.68	3,166.68	No
01/10/24 to 31/12/24	791.67	01/01/25	0.00		Contribution Entitlements	3,166.68	3,166.68	No
01/01/25 to 31/03/25	791.67	01/04/25	0.00		Contribution Entitlements	3,166.68	3,166.68	No
Total Gross: 9,500.04 Total Net: 9,500.04 Budget: 12,000.00								
Sinking Fund								
01/07/24 to 30/09/24	395.83	01/10/24	0.00		Contribution Entitlements	1,583.32	1,583.32	No
01/10/24 to 31/12/24	395.83	01/01/25	0.00		Contribution Entitlements	1,583.32	1,583.32	No
01/01/25 to 31/03/25	395.83	01/04/25	0.00		Contribution Entitlements	1,583.32	1,583.32	No
Total Gross: 4,749.96 Total Net: 4,749.96 Budget: 6,000.00								
Financial Year: 01/04/2025								
Admin Fund								
01/04/25 to 30/06/25	750.00	01/07/25	0.00		Contribution Entitlements	3,000.00	3,000.00	Yes
Total Gross: 3,000.00 Total Net: 3,000.00 Budget: 12,000.00								
Sinking Fund								
01/04/25 to 30/06/25	375.00	01/07/25	0.00		Contribution Entitlements	1,500.00	1,500.00	Yes
Total Gross: 1,500.00 Total Net: 1,500.00 Budget: 6,000.00								

Save Cancel

- The [Create Transactions & Notice](#) button functionality replaces Generate Levies, offering a streamlined interface that displays the transactions being created while highlighting any potential issues & manages levies with due dates that do not meet legislative requirements.

Levy Create Transactions & Notice

Generation Date: 01/01/2025 Adjust Due Date if before: 01/02/2025 ☐ Include Not Approved

Filter Due Dates: To Buildings: 24 Selected

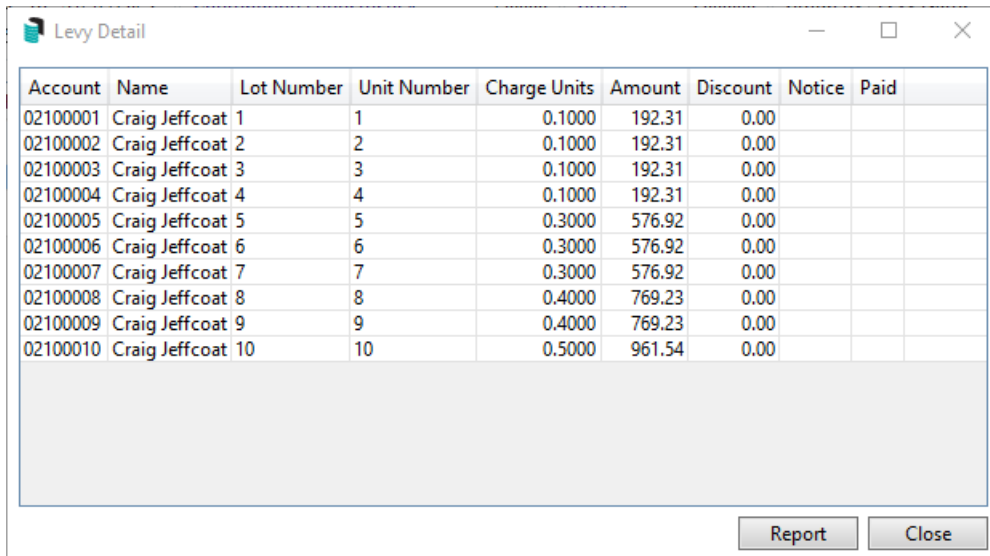
<input checked="" type="checkbox"/>	Building Number	Building Name	Fund	Period	Due	Approved	Gross Amount	Net Amount	Status
<input checked="" type="checkbox"/>	10000	10000	LEVIES - ADMINISTRATIVE FUND	01/05/25 to 31/07/25	01/05/2025	23/04/2024	4000.00	4000.00	
<input checked="" type="checkbox"/>	10001	10001	LEVIES - CAPITAL WORKS FUND	01/05/25 to 31/07/25	01/05/2025	23/04/2024	3025.76	3025.76	
<input checked="" type="checkbox"/>	10002	10002	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	2533.32	2533.32	
<input checked="" type="checkbox"/>	10003	10003	LEVIES - SINKING FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10004	10004	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10005	10005	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10006	10006	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10007	10007	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10008	10008	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10009	10009	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10010	10010	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10011	10011	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10012	10012	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10013	10013	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10014	10014	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10015	10015	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10016	10016	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10017	10017	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10018	10018	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10019	10019	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10020	10020	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10021	10021	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10022	10022	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10023	10023	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10024	10024	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	

Start Close

- New interfaces for Configuration, [Merged Levy Notice & Split Levy Setup](#).
- The Merge Notice functionality will be released after completing the levy notice stage. This feature

will allow the Main Account Code to be set, determining the Lot Address displayed on the notice and the lot where the notice will be filed in DocMax.

- Split Levy will allow for contact card selection and notices to be emailed to non-owners if required.
- Effortlessly create and modify custom levy entitlement schedules for any building.
- Lot Entitlements can now be set, including decimal points; buildings using the current Entitlement Factor setting will be adjusted on upgrade.



The screenshot shows a window titled "Levy Detail" with a table of levy information. The table has columns for Account, Name, Lot Number, Unit Number, Charge Units, Amount, Discount, Notice, and Paid. The data is organized by lot number, with each lot having multiple units. The total amount for each lot is shown in the last row of each group.

Account	Name	Lot Number	Unit Number	Charge Units	Amount	Discount	Notice	Paid
02100001	Craig Jeffcoat	1	1	0.1000	192.31	0.00		
02100002	Craig Jeffcoat	2	2	0.1000	192.31	0.00		
02100003	Craig Jeffcoat	3	3	0.1000	192.31	0.00		
02100004	Craig Jeffcoat	4	4	0.1000	192.31	0.00		
02100005	Craig Jeffcoat	5	5	0.3000	576.92	0.00		
02100006	Craig Jeffcoat	6	6	0.3000	576.92	0.00		
02100007	Craig Jeffcoat	7	7	0.3000	576.92	0.00		
02100008	Craig Jeffcoat	8	8	0.4000	769.23	0.00		
02100009	Craig Jeffcoat	9	9	0.4000	769.23	0.00		
02100010	Craig Jeffcoat	10	10	0.5000	961.54	0.00		

At the bottom right of the window are two buttons: "Report" and "Close".

Levy Year Video

Watch our video on how to set the Levy Year to match the AGM levy decisions where we demonstrate how to update the Levy Year and we also discuss the levy reporting options available.

Next Stages

The following stages of the Budget, Levy Management & Arrears re-write will focus on budgets & reporting. Some of the key aims are:

- Easy-to-use budget interface & new functions such as budget notes
- Enhanced budget workflow from creating a proposed budget to approving the budget
- Improved budget reporting, including proposed levies by lot
- Enhanced meeting hub integration so levy information can merge into motions
- Levy Distribution to use Report Distribution interface
- Merge levy functions to be released to allow control over the Main Account (Primary Lot)