

Levy Management

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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.

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
			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:	<input type="checkbox"/> 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			X
14	1091	Additional Fund 1	73 - Other				0962	0222	6	8			X
15	1093	By Laws	74 - Other				0963	0223	7	9			X
16	1092	Additional Fund 2	75 - Other				0962	0222	8	10			X
17		Overdue Interest	76 - Interest				0964	0224	9	1			X
18	108	Other	77 - Other				0962	0222	10	2			X
23	1094	Additional Fund 3	123 - Other				0962	0222	11	11			X

+ 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.

The screenshot shows the 'Levy Management - 7th Street 7777' window. It features an 'Options' section at the top with the following details:

- 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:

Below the options is a table of 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): -10,000.00 (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): -5,000.00 (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	

At the bottom of the window are buttons for 'Approve', 'Create Transactions & Notice', 'Add', and 'Close'.

Features include:

- The ability to create new levies manually or by budget; 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

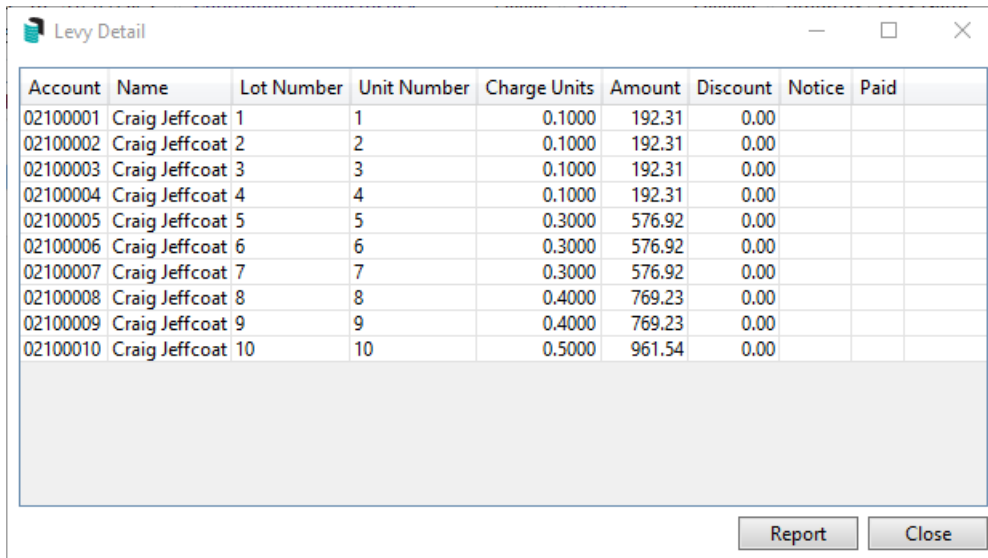
<input checked="" type="checkbox"/>	Building Number	Building Name	Fund	Period	Due	Approved	Gross Amount	Net Amount	Status
<input checked="" type="checkbox"/>	10000	10000-01	LEVIES - ADMINISTRATIVE FUND	01/05/25 to 31/07/25	01/05/2025	23/04/2024	4000.00	4000.00	
<input checked="" type="checkbox"/>	10000	10000-02	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"/>	10000	10000-03	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	2533.32	2533.32	
<input checked="" type="checkbox"/>	10000	10000-04	LEVIES - SINKING FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	
<input checked="" type="checkbox"/>	10000	10000-05	SINKING FUND - 01	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-06	SINKING FUND - 02	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-07	SINKING FUND - 03	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-08	SINKING FUND - 04	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-09	SINKING FUND - 05	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-10	SINKING FUND - 06	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-11	SINKING FUND - 07	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-12	SINKING FUND - 08	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-13	SINKING FUND - 09	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-14	SINKING FUND - 10	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-15	SINKING FUND - 11	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-16	SINKING FUND - 12	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-17	SINKING FUND - 13	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-18	SINKING FUND - 14	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-19	SINKING FUND - 15	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-20	SINKING FUND - 16	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-21	SINKING FUND - 17	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-22	SINKING FUND - 18	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-23	SINKING FUND - 19	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	
<input checked="" type="checkbox"/>	10000	10000-24	SINKING FUND - 20	01/07/25 to 30/09/25	01/07/2025	20/02/2025	0.00	0.00	

Start Close

- New interfaces for Configuration, Merged 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 containing 10 rows of data. The columns are Account, Name, Lot Number, Unit Number, Charge Units, Amount, Discount, Notice, and Paid. The data is as follows:

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, there are two buttons: "Report" and "Close".

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)