

# Levy Management | New

Last Modified on 25/08/2025 1:33 pm AEST



The instructions in this article relate to **Levy Management**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The content in this article is applicable to *StrataMax version 5.6.135* and higher.

**Levy Management** streamlines the process of creating, approving, and issuing levies - either manually or based on the budget. You can also edit or reverse levies, update due dates, and manage the full levy process from start to finish. Once levies are approved, it's easy to generate transactions, create notices, and distribute them using your building and contact preferences. Be sure to review our [Levy Management - Common Processes](#) article outlining the recommended process for managing levies using Budget creation and global distribution.

## Levy Management Options

The *Options* menu provides access to configuration settings and Levy Management tools.

1. Search or select **Levy Management**.
2. Click *Options* to access the following:

## Configure

The screenshot shows a 'Configuration' window with the following sections:

- Settings:**
  - Levy Income on Discount Date
  - Show Generated Levies on Balance Sheet
  - Show Generated Levies on Balance Sheet for buildings not registered for GST
  - Show Generated Levies on Balance Sheet override disable for this building
  - Update Levy Due Date on Generation if closer than minimum days from Generation Date
- Minimum days from Generation Date to Due Date (uses legislation value if larger):** 30
- Tag Conditions:**
  - Start Day (Enter 0 for the day of processing):** 0
  - Days to Include (Enter the number of days from the start day):** 45
- Settings:**
  - Show Summary Totals
  - Auto Distribute after Create Transactions/Notice

A 'Close' button is located at the bottom right of the window.

- **Levy Income on Discount Date:** If set, this will apply income on the Discount Date instead of the Due Date if it is after the due date for newly created levies. This is a Global setting and will impact all users.
- **Show Generated Levies on Balance Sheet:** an existing configuration that will show generated levies on the balance Sheet for GST registered buildings, if set. This is a Global setting and will impact all users. **Security Permission:** Configure Show Generated Levies.
- **Show Generated Levies on Balance sheet for buildings not registered for GST :** an existing configuration that will show generated levies on the balance sheet for buildings not registered for GST, if set. This is a Global setting and will impact all users. **Security Permission:** Configure Show Generated Levies.
- **Show Generated Levies on Balance Sheet override disable for this building :** if set, this will override showing Generated Levies on Balance sheet for the selected building. This is a Global setting and will impact all users. **Security Permission:** Configure Show Generated Levies.
- **Update Levy Due Date on Generation if closer than the minimum days from Generation Date :** If set this will automatically set the due date as the correct number of days from generation date based on the state legislative requirements for the building. This is a Global setting and will impact all users.
- **Minimum days from Generation Date to Due Date (Uses legislation value if larger) :** This setting becomes enabled when option 5 is set and allows configuration of the number of days from Generation Date to Due Date. If the number of days set here is below the legislative requirement for the state, the state legislation value will be used.
- **Set Levy Tag Conditions Start Day:** (Enter 0 for the day of processing) - to set the start day for tagging levies for generation

- **Set Levy Tag Conditions:** Days to include (Enter the number of days from the start day.): to set the levies to be tagged for generation based on the number of days from start day.
- **Show Summary Totals:** If set will show the budget totals for each fund next to the fund name.
- **Auto Distribute after Create Transactions/Notice:** If set levy notices will automatically be distributed once transactions have been created.
- **Close:** Closes the Configuration screen.

## Merged Notice Setup

Merge Levy Notice Setup is for selecting lot owners, who own multiple lots, such as a Developer, within a selected building to be grouped together on the one levy notice as well as correspondence to be merged to one contact using Report Distribution. Refer to our [Merged Levy Notice Setup](#) article.

StrataPay direct debits should not be setup based on a StrataPay number from a merged levy notice. If this is done, only the one lots amount will be debited. If any owner wants to setup a direct debit, the various StrataPay numbers should be provided to the owner.

## Split Levy Setup

A levy notice can be split by Levy Invoice Code and sent to another address. For example this could be used when Admin Fund levies are paid by a third party. This will result in *Levy Invoice Code 01 – Admin Fund* being shown, with arrears, on a separate Levy Notice.

1. Search or select **Levy Management**.
2. Click *Options* and select *Split Levy Setup*.
3. Click *Add* to create a new *Split Levy Notice Setup* or click the pencil icon to edit or the red cross to delete.
4. In the Add Levy Split Setup screen, click the Account Selector to select the Lot Account to be split.
5. Click *OK*.
6. In the next screen, select the fund code for the levy that will be sent to the new contact. For example, if the notice for the Insurance fund levy is to be sent to a different contact, select the Invoice Code for the Insurance fund.
7. Click *Select Contact* to select the recipient contact or to create a new contact.
8. Click *Save*.

The record will be displayed in the Levy Notice Split Setup screen. This will show the Account and the Account Name that has been set to split the notice for, the recipient name for the split notice and the Invoice Code Name that will be included in the Split Notice.

## Custom Entitlement Schedules

Custom Entitlement Schedules can be created as local schedules. Typically, custom levies are used when only some lots need to pay for a certain expense in a building, or if certain lots have different charge units. For example, lift maintenance for a commercial lift, or a pool that is used by only 3 out of 10 lots in the building.

1. Search or select **Levy Management**.
2. Click *Options* and select *Custom Entitlement Schedules*.
3. Click *Add* in the Custom Entitlement Schedule screen.
4. Add a title for the schedule – this field is mandatory and will be validated. Enter the Charge Units as required to each applicable Account No.
5. Click *Save* to update the schedule.

To add charge units in bulk, highlight the first lot to be charged, hold Alt-Shift on the keyboard and highlight the last lot to be charged. Click into the Charge Unit field on the last record and release the Alt-Shift keys. Add the number of charge units for each account into the last record field and press Enter. The number of charge units will be added to each selected lot in bulk.

## Copy From Existing Schedule

To create a schedule from an existing schedule, click the *Copy From* button. This will present options to select existing schedules which can be saved as custom and modified if necessary.

The *Used* column in the Levy Custom Schedule screen will display Yes if a custom schedule has been used to create levies and No to indicate that a schedule has not been used.

## Interest Charge List

The *Interest Charge List* allows lots and funds (Balance Fields) to not calculate or post overdue interest. By default, all lots and are automatically tagged in *Interest Charge List* to calculate and post interest, and all *Balance Fields* (Invoice Codes) will calculate overdue interest.

An example for use of the *Interest Charge List* would be for lots owned by the developer which is not to

be charged any overdue interest.

1. Search or select **Levy Management**.
2. Click *Options* and select *Interest Charge List*.
3. Tag any lots that are not to be charged interest and click *Save*.

## Set Current Levies

Levies selected as current will display on the **Levy Management** screen by default. For example this can control if any historical levies were required to be displayed.

1. Search or select **Levy Management**.
2. Click *Options* and select *Set Current Levies*.
3. Tag levy periods to be included in the main Levy Management screen and click *OK*.

## Levy Management Overview

The options in **Levy Management** allow you to create levies for a variety of purposes, including budget-based levies using the Budget Next Year figure from **Budget Update** (*If there is no next year budget, the current year budget is used*), prior manager levies for transferred buildings, and interim levies for the next financial year.

You can also create custom entitlement schedules if needed. There are options to reverse or edit levies, View Lot Charges including lot paid dates, and apply configuration settings.

Once levies are added and approved, transactions and notices can be created, and notices distributed using Report Distribution, which supports contact preferences and additional attachments or reports. For Net GST-style buildings, GST will be automatically applied during Levy Year rollover. There are also a number of configuration options available to assist with setting preferences.

## Add - Manual

If you are not automatically creating levies based on the budget, or if you are creating a custom or one-off special levy, they can be added in manually. The Levy Invoice Code will need to be created or exist in **Levy Invoice Code Setup** and have the *Type* set to 'Special' for a special levy. The create levy screen will open and will be prepopulated with data based on the last levy periods for the fund. This can be edited as required. When adding new

1. Search or select **Levy Management**.
2. Click *Add* and select *Manual*.
  - Invoice Code Fund: Click the drop-down selector to set the fund by Invoice code. (Sort Order is used for the default)
  - Levy Type: Click the drop-down selector to set the levy type. Specific levy types can be set to reflect the nature of the levy. If you are creating a Special levy, the Levy Invoice Code will

need to be setup or exist in **Levy Invoice Code Setup** with the *Type* as 'Special':

- Regular Levies
- Adjustment Levies (re-issue the same period for a different value)
- Interim Levies
- Prior Manager Levies (If loading levies from another manager who has issued the levies, select Prior Manager).

- o Entitlement Schedule: Click the drop-down selector to set the Entitlement Schedule
- o Custom Schedule Setup: Click the 'Edit' icon to setup a new Custom Schedule
- o Levy Period: Use the drop-down selectors to open the calendar and set levy period dates
- o Set the Due Date for the notice: The number of days from creation to due date will be indicated in orange.
- o Gross amount per U/E: Add the Gross amount per U/E in this field. If more than eight decimal points are added these will be truncated back to eight in this screen. The gross total amount will be calculated based on this amount \* Lot entitlements.
- o Gross Total Amount: Add the Gross Total Amount. The Gross amount per U/E will be calculated based on this amount \* Lot entitlements.
- o Rate – displays the rate of entitlements \* number of entitlements calculation.
- o Discount Rate (%) – Set the discount rate in this field.

**Note:** This field will not be displayed unless a Discount Rate is added. If a Discount Rate is applied, the Discount Due Date will default based on state specific legislation.

- o View: Click *View* to see the lot charges based on the new levy setup.

3. Click *Save* to save the new levy. The new levy will be displayed in the **Levy Management** screen with no Approved or Generated date.

**Create Levy**

Invoice Code: 01 Administrative Fund | Regular

Entitlement Schedule: Contribution Entitlements (Entitlements: 500.0000)

Period: 01/08/2025 To 31/10/2025

Due Date: 01/08/2025 Due in 50 days

Gross Amount per U/E: 1.59000000 | Gross Total Amount: 795.00

Rate 1.59 x 500.0000 entitlements (with rounding) = Gross Total 795.00

Discount Rate (%): 20 | Discount Date: 01/08/2025

Net Total Amount: 636.00

View Save Cancel

The **Levy Management** screen will display up to two decimal places rounded up to the nearest digit.

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## Add - By Budget

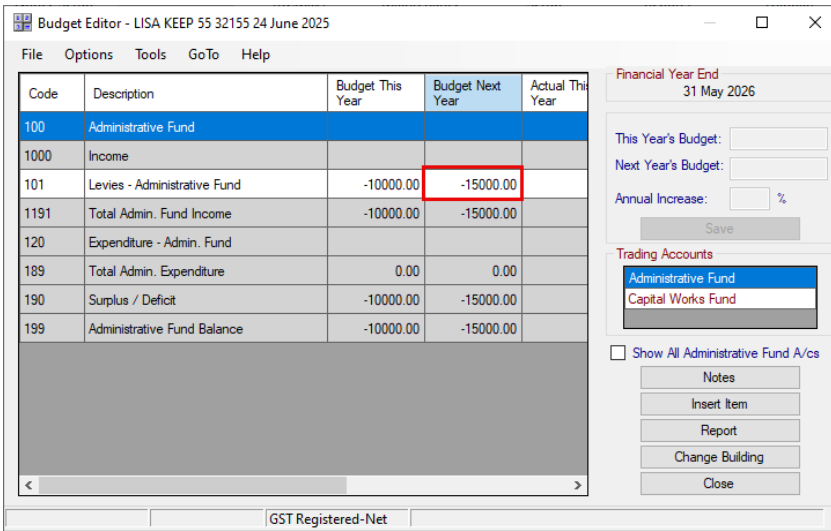
Use the *Add By Budget* screen to automatically create levies based on the budget (Next Years Budget column in **Budget Update** or Current Year column if no Next Year) for the upcoming financial year or for any remaining levy periods in the current levy year. The system calculates the annual rate per unit of entitlement (U/E) and distributes it evenly across four quarters, or according to the number of instalments defined for the levy code in **Levy Invoice Code Setup**. The levies will be created for the Levy Year, so the Levy Year should reflect the levies being proposed at the AGM.

When adding by budget, if the Levy Year includes three quarters based on this years financial year and one quarter for next year and there is a Next Year Budget, the remaining quarter will be based on the next year budget. So all four quarters will not always be the same.

**Rate** = (Next Year Budget - Outstanding Levy Income / Entitlements / Remaining Instalments)

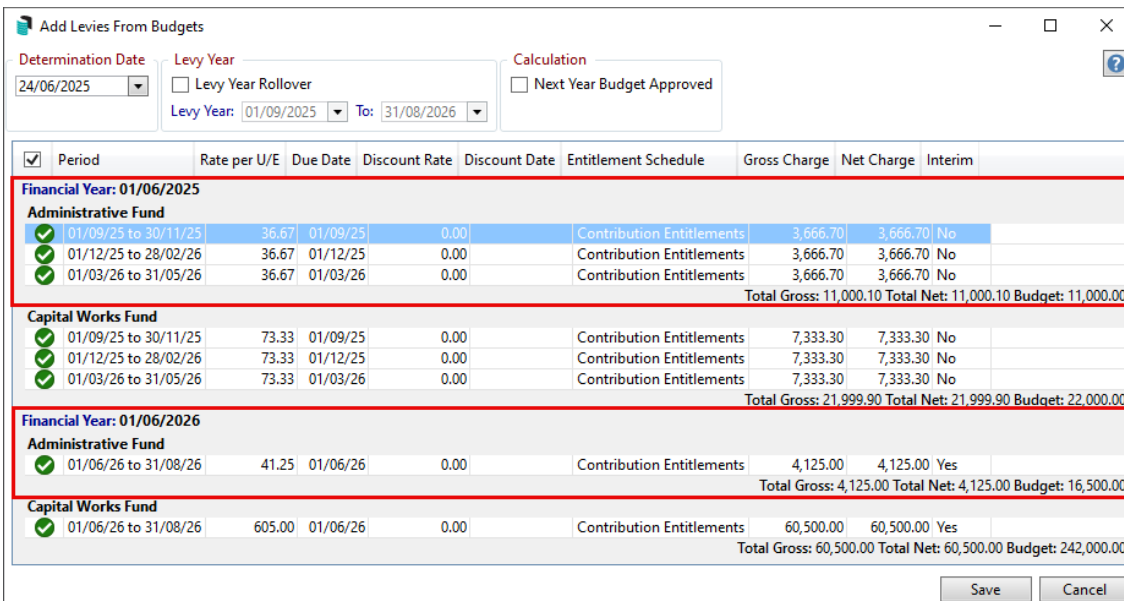
1. Search or select **Levy Management**.
2. Click *Add* and select *By Budget*.
  - Review the *Determination Date*: generally the date of AGM.
  - Levy Year: Tick this option to roll the Levy Year forward. Review / change the start and end dates for the new Levy Year to coincide with the levy periods being raised at the AGM. Refer to [Levy Year Rollover](#) section below.
  - Calculation: Next Year Budget Approved. Enables levy creation based on the next year's approved budget. If the budget is not yet approved, interim levies will be created instead, and can be amended. Tick if the Next Year Budget has been Approved to set the first levy as approved.
  - Review Levies /untag Levies: Levies can be untagged in this screen if they should not be included in the current process.
  - Hover over a levy to view its calculation details.
3. Click *Save* to store the levies for later approval and generation or click *Cancel* to close the screen without saving any changes.

Example screen shot below of Budget Next Year at -15000.00.



Screen shot of using *Add by - Budget*

- 3 instalments created using Budget This Year at \$10,000.00 Plus \$1,000 GST less Income / Entitlements / 1 remaining Instalments.
- Next Financial Year at \$15,000.00 Plus \$1,500 GST less Income / Entitlements / 4 remaining Instalments.



**Note:** GST is automatically applied to budget amounts for Net GST style buildings when the levy year is rolled over.

## Levy Year Rollover

When using the *Add - By Budget* option, if the Levy Year requires adjusting so that interim levies can be created, tick the Levy Year Rollover button and adjust the Levy Year using the calendar or enter the new



dates for the levy period creation. If levy year matches financial year, Interim levies may be required to be entered manually after. The financial year is often different to the levy year; the levy year is what levy periods are being proposed at the AGM. Please watch our short Levy Year End Rollover video below.

1. Search or select **Levy Management**.
2. Click *Add* and select *By Budget*.
3. Tick Levy Year Rollover and change the Levy Year start to match the levy periods being approved at the AGM Meeting. StrataMax will setup any interim levies using the Next Year Budget, if this is not entered, the Current Year Budget will be used. Tick Next Year Budget Approved if completing the levy entry after the AGM.
4. Review Levies /untag Levies: Levies can be untagged in this screen if they should not be included in the current process. Hover over a levy to view its calculation details.
5. Click *Save* to store the levies for later approval and generation or click *Cancel* to close the screen without saving any changes.

Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
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## Levy Year Rollover Video

Watch our short video explaining how to adjust the Levy Year.

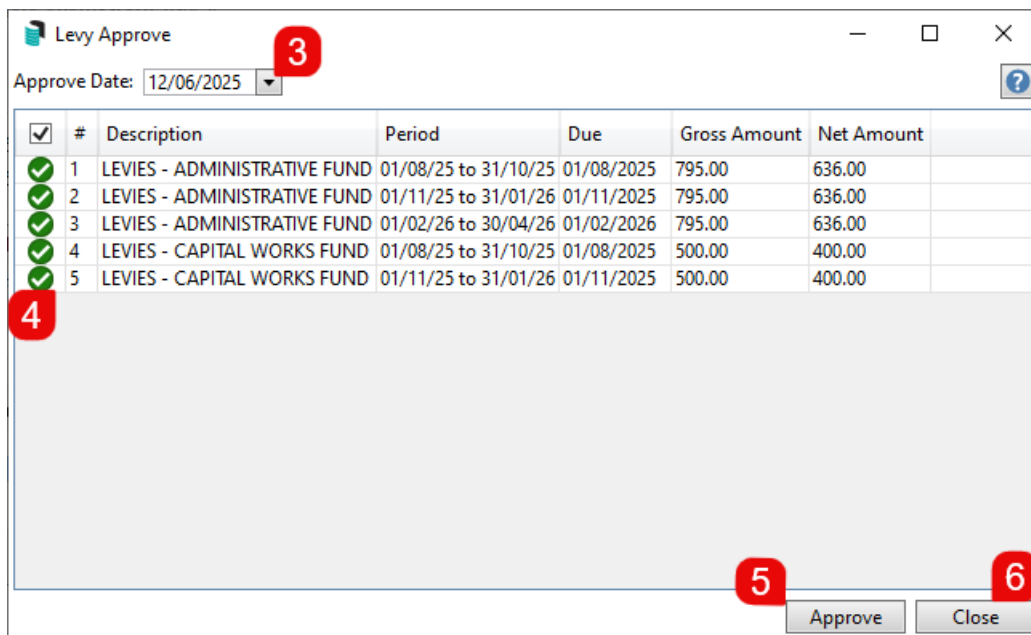
Next levy year levies are green in colour to make them more easily identifiable. Historical levies will be coloured grey.

## Approve

Once levies have been created manually or by budget, they need to be Approved (previously known as

Strike/Struck).

1. Search or select **Levy Management**.
2. Click the *Approve* button to open the Approval screen.
3. Review the Approved Date: This will be Today's date, set the date you'd like to record as the approval date.
4. Untag any levies that are not ready for approval.
5. Click *Approve* to finalise and approve the selected levies.
6. Click *Close* to close the screen.



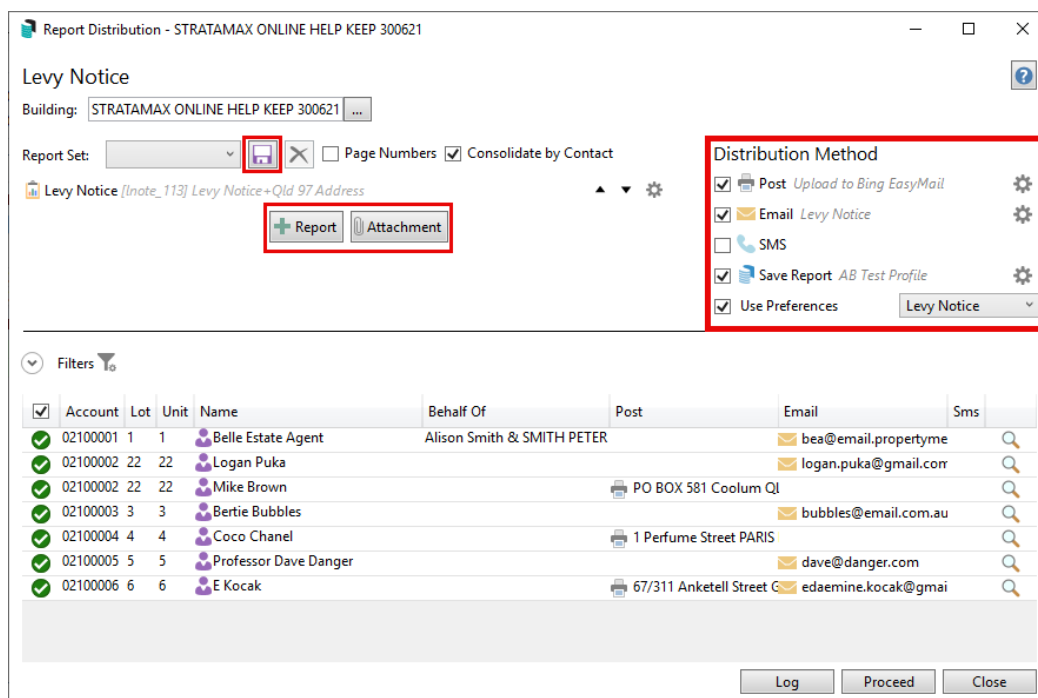
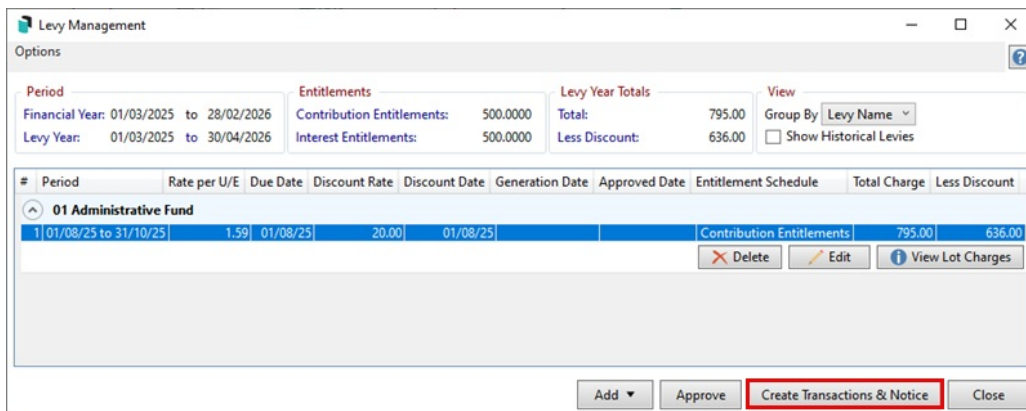
## Create Transactions & Notice

After levies are approved, you can generate the related transactions and notices by selecting *Create Transactions and Notices*. Levies will be tagged for generation based on the *Levy Tag Conditions* set in your Configuration. This is also where you can review buildings for generation. There is an option to Override Due Date Validation if required, details below.

1. Search or select **Levy Management**.
2. Click *Create Transactions & Notice*.
3. Set the date of Generation – defaults to today's date.
4. Set the *Adjustment date for Due Date* Can be set manually or will use default days set in configuration or number of days required by legislation if more than the set default number of days.
5. Filter levies by due date
6. Select one or more buildings (For Global Levy Generation).
7. Tag levies to be created. Review Due date column. If Due Date is before the minimum notice period and you do not wish to adjust the Due Date to be inline with the legislation set, tick *Override Due*

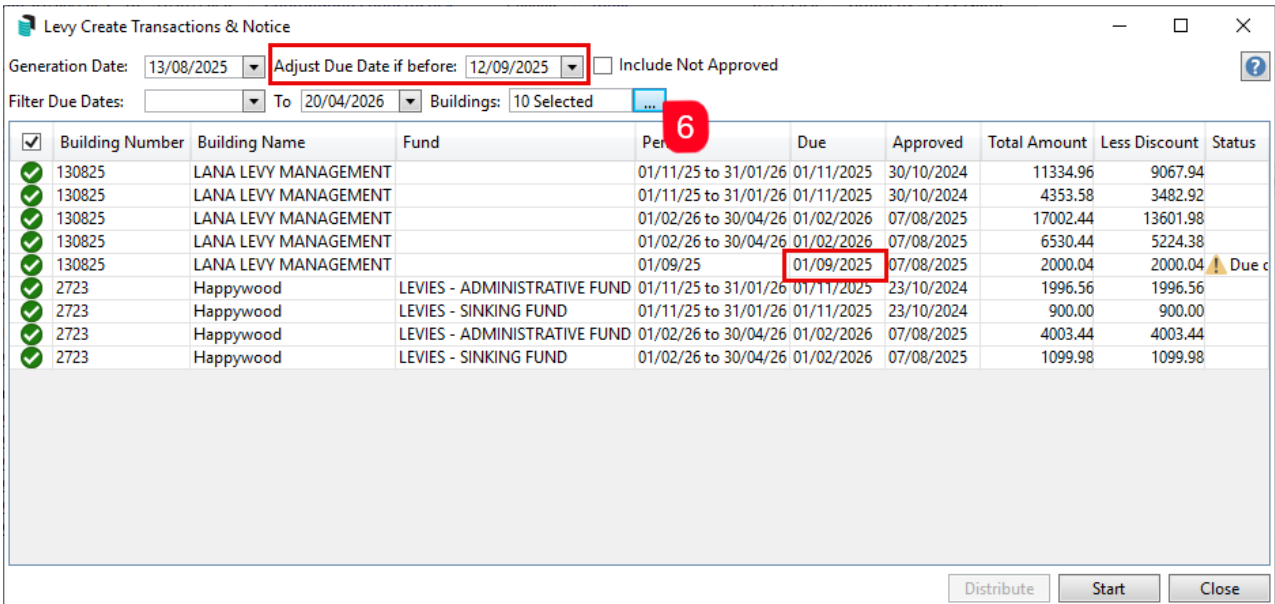
### Date Validation.

8. To include levy periods not yet Approved, tick *Include Not Approved* to create transactions and notices.
9. Click *Start* to create transactions and notices for tagged levies. The status column will show a green tick when generated successfully and display any relevant warnings or validation messages.
10. Click *Close*.
11. Once notices and transactions have been created, the *Distribute* button will be enabled. Click *Distribute* to open the Report Distribution screen and distribute notices using available preferences. Additional Reports & Attachments can be included if required.
12. Click *Close* to close the screen.



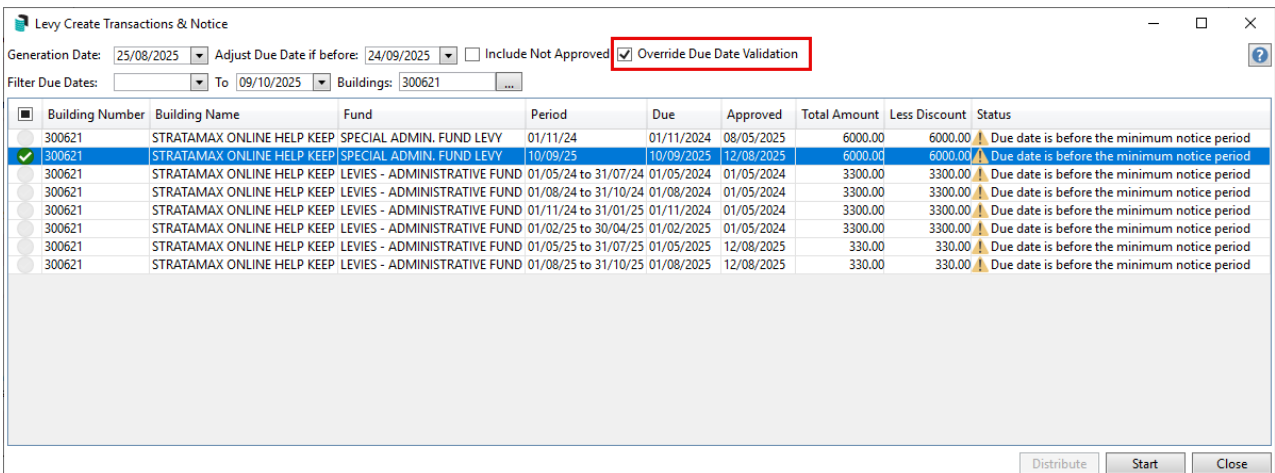
## Adjust Due Date if before:

If the Due Date of the Levy Period is inside the expected notice date period, there is an option to enter a date so that the Due date updates to this date.



## Override Due Date Validation:

If the Due Date is to remain as set in **Levy Management**, possibly due to urgent special levy requirements, tick this setting *Override Due Date Validation* to proceed with the levy generation and Create Transactions & Notice.



## Global Distribution

Levy notices that have been generated can be distributed or re-distributed by using the *Distribute* option. The default Levy Notice email template will be used when Report Distribution is opened from **Levy Management**. Levy Notices will be stored in **DocMax** and in the document shortcut within the **Roll**.

Transactions and Levy Notices can be created globally by tagging all or multiple buildings in the *Create Transactions and Notice* screen.

1. Search or select **Levy Management**.
2. Click *Create Transactions & Notice*.

3. Review the *Generation Date*.

4. Review *Adjust Due Date if before*.

If the Due Date is to remain as set in **Levy Management**, possibly due to urgent special levy requirements, tick the setting *Override Due Date Validation* to proceed with the levy generation and Create Transactions & Notice.

5. Click the *Buildings* selection and tag buildings as required.

6. Click *Select*. The buildings will be set for global generation. Levies that fall into the tag conditions period will be pre-tagged. Check the Status column for any warnings.

7. Click *Start* to create transactions and notices for tagged levies. The status column will show a green tick when generated successfully and display any relevant warnings or validation messages.

8. Once notices and transactions have been created, they will be distributed if the *Auto Distribute after Create Transaction/Notice Setting* is configured or click *Distribute* to open the Report Distribution screen and distribute notices using available preferences and additional reports if required.

Levy Create Transactions & Notice

Generation Date: 18/06/2025 Adjust Due Date if before: 18/07/2025  Include Not Approved  Override Due Date Validation

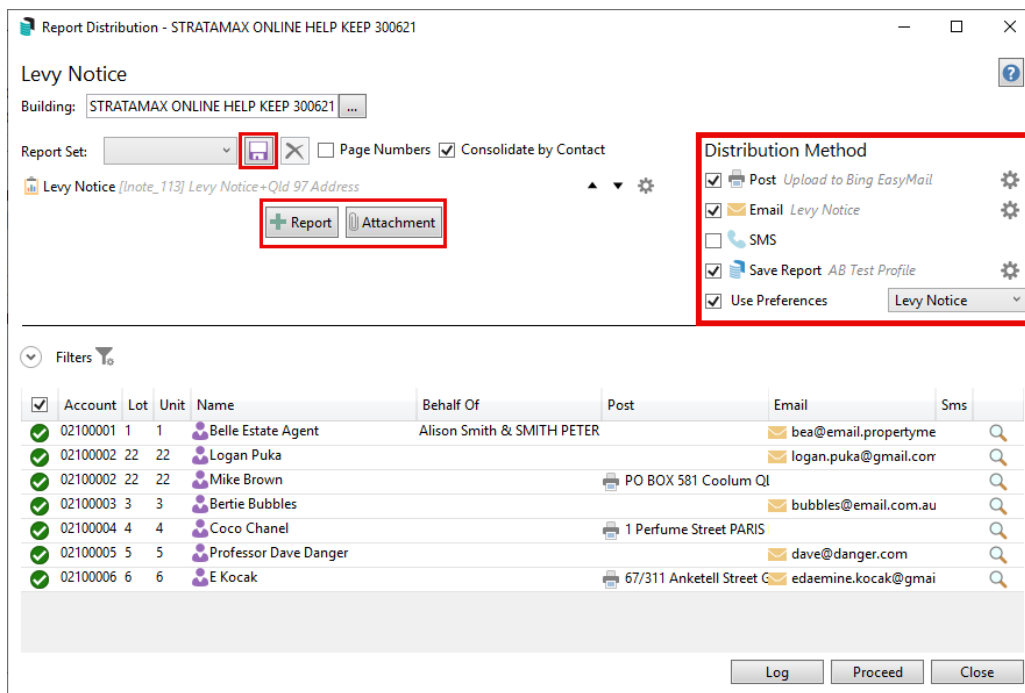
Filter Due Dates: To Buildings: 040625

Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/08/25 to 31/10/25	01/08/2025	18/06/2025	795.00	636.00	
040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/11/25 to 31/01/26	01/11/2025	18/06/2025	795.00	636.00	
040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/02/26 to 30/04/26	01/02/2026	18/06/2025	795.00	636.00	
040625	LANA APARTMENTS	LEVIES - CAPITAL WORKS FUND	01/08/25 to 31/10/25	01/08/2025	18/06/2025	500.00	400.00	
040625	LANA APARTMENTS	LEVIES - CAPITAL WORKS FUND	01/11/25 to 31/01/26	01/11/2025	18/06/2025	500.00	400.00	

Distribute Start Close

9. Review Report Distribution options, additional *Reports & Attachments* can be included once off or saved as a Report Set for future use. Ensure *Save Report* is ticked where you can select a DocMax Profile and copies of Levy Notices will be stored here in **DocMax**, as well as in the Roll Document List in the **Roll** for each lot.

10. Click *Proceed*.



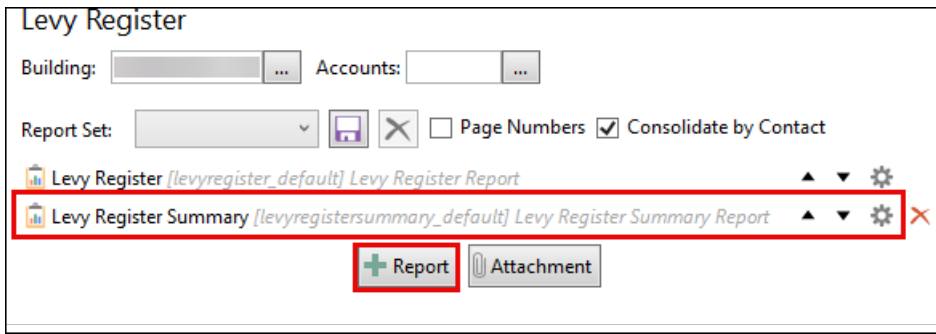
## Reports

The *Reports* menu provides access to Report Distribution to Distribute Levy Notices, run the Levy Register Report and Levy Generation Schedule.

### Levy Register

The Levy Register Report option opens the Levy Register Report in Report Distribution and provides the ability to generate the default (Current) Levy Register, report for Proposed Levies and report for Account Groups. You also have the option to select Accounts and produce the Levy Register for individual lot accounts. The Levy Register Summary Report can also be included and saved as a Report Set.

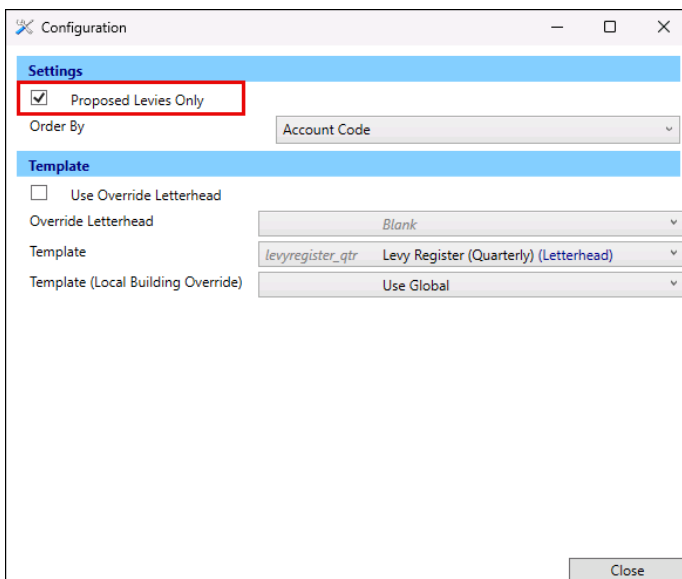
1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Register*.
4. Click the template cog to see report settings and templates. (For example, Proposed Levies)
5. Click *Accounts* to select an individual Lot if required.
6. The Levy Register Summary Report can also be included if required; click Report and select Levy Register Summary.
7. Click *Proceed*.



## Levy Register - Quarterly Report

The Levy Register - Quarterly Report, shows levies by each lot and quarterly period. This report can be produced in Report Distribution and provides the ability to generate the default Levy Register (Quarterly), there is an option to produce this report for Proposed Levies Only.

1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Register - Quarterly*.
4. Click the template cog to see report settings and templates. (For example, Proposed Levies Only).
5. Click *Accounts* to select an individual Lot if required.
6. Click *Proceed*.



Example of Levy Register - Quarterly Report:

## Proposed Levies Strata Plan No.

Lot	Unit	Fund	01/11/24 to 31/01/25	01/02/25 to 30/04/25	01/05/25 to 31/07/25	01/08/25 to 31/10/25	Total
1	1	Administrative Fund	759.15	759.15	759.15	759.15	3,036.60
1	1	Capital Works Fund	130.00	130.00	130.00	130.00	520.00
							<b>3,556.60</b>
2	2	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
2	2	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							<b>3,351.40</b>
3	3	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
3	3	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							<b>3,351.40</b>
4	4	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
4	4	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							<b>3,351.40</b>
5	5	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
5	5	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							<b>3,351.40</b>
6	6	Administrative Fund	759.15	759.15	759.15	759.15	3,036.60
6	6	Capital Works Fund	130.00	130.00	130.00	130.00	520.00
							<b>3,556.60</b>

## Levy Generation Schedule

Selecting the *Levy Generation Schedule* will open the Levy Generation Schedule Report in Report Distribution and will default to Internal Recipients, the Selected Buildings will need to be selected from the Configuration cog.

The *Levy Generation Schedule* produces a report on levies that have been entered into StrataMax. This can be used to report on levies which have not been generated within a specific period. In this report, if a building has no next year, levies noted, and a *Levy Year End Roll Over* has not been completed, the first levy of the year will be reported in grey with an asterisk. *Levy Generation Schedule* will print one consolidated report of the information for the buildings selected in the configuration cog, and is available in an Excel Export.

1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Generation Schedule*
4. Click the template cog to see report settings and templates.
  - Click the *Style* drop down selector to set what data should be on the report.
  - Click the ... *Selected Buildings* and tag the required buildings. Click *Close*.
5. Review *Report Distribution* options click *Excel Export* to open in Excel.
6. Click *Proceed*.



The screenshot shows a 'Configuration' window with two main sections: 'Settings' and 'Template'. The 'Settings' section includes fields for 'Days To Show (Due Before Today)' (0), 'Days To Show (Due After Today)' (45), 'Style' (All), and 'Selected Buildings' (15 Buildings Selected). The 'Template' section includes 'Template' (levgrprp Levy generation schedule) and 'Template (Local Building Override)' (Use Global). A red box highlights the '...' button next to the 'Selected Buildings' field. A 'Close' button is located at the bottom right of the window.

## Edit Levy

Sometimes it's required to edit an existing levy. This can be done for levies that have or haven't been approved, and levies that have or haven't been generated. When editing a levy, interest and discounts will not change, in order to reverse interest or discounts the levy will need to be reversed or **Debtor Adjustments** can be used. When editing a levy to zero, a reversal will be completed, creating a credit levy of the original levy with a new number. Reversed (cancelled) levies will be displayed in red and are hidden unless *Show Historical Levies* is ticked

1. Search or select **Levy Management**.
2. Highlight the levy period to be adjusted.
3. Click *Edit* button.
4. Adjust levy period details as required.
5. Click *Save*.

Levy Management

Options Reports Feedback ?

<b>Period</b>	<b>Entitlements</b>	<b>Levy Year Totals</b>	<b>View</b>
Financial Year: 01/03/2025 to 28/02/2026	Contribution Entitlements: 500.0000	Total: 3,385.00	Group By: Levy Name
Levy Year: 01/06/2025 to 31/07/2026	Interest Entitlements: 500.0000	Less Discount: 2,708.00	<input type="checkbox"/> Show Historical Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	
<b>01 Administrative Fund</b>											
1	01/08/25 to 31/10/25	1.59	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
									<span>Reverse</span>	<span>Edit</span>	<span>View Lot Charges</span>
2	01/11/25 to 31/01/26	1.59	01/11/25	20.00	01/11/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
3	01/02/26 to 30/04/26	1.59	01/02/26	20.00	01/02/26		18/06/25	Contribution Entitlements	795.00	636.00	
<b>07 Capital Works Fund</b>											
4	01/08/25 to 31/10/25	1.00	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	500.00	400.00	
5	01/11/25 to 31/01/26	1.00	01/11/25	20.00	01/11/25		18/06/25	Contribution Entitlements	500.00	400.00	

Add Approve Create Transactions & Notice Close

## Reverse Levy

There may be times when a levy is required to be reversed for a complete replacement of a levy period, date and discount. Firstly check if the levy has a discount as this will affect how you proceed. [Edit Levy](#) should be used in most instances. When reversing a levy, a reversal will be completed, creating a credit levy of the original levy with a new number. Reversed (cancelled) levies will be displayed in red and are hidden unless *Show Historical Levies* is ticked. [Add Levy - Manual](#) can be used to enter a replacement levy if required.

1. Search or select **Levy Management**.
2. Highlight the levy period to be reversed.
3. If the levy period has a Discount Rate a prompt to reverse the discount will display, select **Yes** or **No**.
4. A credit levy will be created in **Levy Management** for the reversal.

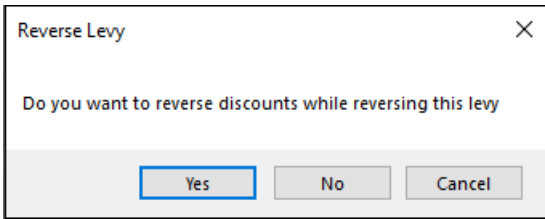
Levy Management

Options Reports Feedback ?

<b>Period</b>	<b>Entitlements</b>	<b>Levy Year Totals</b>	<b>View</b>
Financial Year: 01/03/2025 to 28/02/2026	Contribution Entitlements: 500.0000	Total: 3,385.00	Group By: Levy Name
Levy Year: 01/06/2025 to 31/07/2026	Interest Entitlements: 500.0000	Less Discount: 2,708.00	<input type="checkbox"/> Show Historical Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	
<b>01 Administrative Fund</b>											
1	01/08/25 to 31/10/25	1.59	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
									<span>Reverse</span>	<span>Edit</span>	<span>View Lot Charges</span>
2	01/11/25 to 31/01/26	1.59	01/11/25	20.00	01/11/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
3	01/02/26 to 30/04/26	1.59	01/02/26	20.00	01/02/26		18/06/25	Contribution Entitlements	795.00	636.00	
<b>07 Capital Works Fund</b>											
4	01/08/25 to 31/10/25	1.00	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	500.00	400.00	
5	01/11/25 to 31/01/26	1.00	01/11/25	20.00	01/11/25		18/06/25	Contribution Entitlements	500.00	400.00	

Add Approve Create Transactions & Notice Close



**Yes** = Any receipts to lots with a discount for the levy period will be reversed (Recommended).

**No** = Discount will remain on the lot. If later decided that the discount should be reversed, this will need to be removed using **Debtor Adjustments**.

## View Lot Charges

A Levy Charge Schedule report can be viewed listing each Lot Account, Charge Unit, Gross Amount, Net Amount/Discount and the Date Paid.

1. Search or select **Levy Management**.
2. Highlight the levy period to be viewed.
3. Click **View Lot Charges** to view the Levy Detail of each Lot Account, including the Date Paid for the Lot..
4. Click **Report** to produce a Levy Charge Schedule report for the selected levy period.

The screenshot shows the "Levy Management" software interface. At the top, there are tabs for "Options" and "Reports". Below this, there are summary sections for "Period", "Entitlements", "Levy Year Totals", and "View".

**Period:** Financial Year: 01/03/2025 to 28/02/2026; Levy Year: 01/06/2025 to 31/07/2026

**Entitlements:** Contribution Entitlements: 500.0000; Interest Entitlements: 500.0000

**Levy Year Totals:** Total: 3,385.00; Less Discount: 2,708.00

**View:** Group By: Levy Name;  Show Historical Levies

The main table displays the following data:

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount
<b>01 Administrative Fund</b>										
1	01/08/25 to 31/10/25	1.59	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00
									<input type="button" value="Reverse"/> <input type="button" value="Edit"/> <input type="button" value="View Lot Charges"/>	
2	01/11/25 to 31/01/26	1.59	01/11/25	20.00	01/11/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00
3	01/02/26 to 30/04/26	1.59	01/02/26	20.00	01/02/26		18/06/25	Contribution Entitlements	795.00	636.00
<b>07 Capital Works Fund</b>										
4	01/08/25 to 31/10/25	1.00	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	500.00	400.00
5	01/11/25 to 31/01/26	1.00	01/11/25	20.00	01/11/25		18/06/25	Contribution Entitlements	500.00	400.00

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

Account	Name	Lot Number	Unit Number	Charge Units	Amount	Discount	Notice	Paid
02100001		1	1	25.0000	868.75	0.00		
02100002		2	2	25.0000	868.75	0.00		26/06/25
02100003		3	3	25.0000	868.75	0.00		
02100004		4	4	25.0000	868.75	0.00		

<b>Charge Schedule</b>		02 Jul 2025		
<b>Strata Plan No.</b>				
<b>Administrative Fund</b>		<b>14/07/25 to 13/10/25</b>		
Account Number	Lot Number	Charge Units	Gross Amount	Net Amount
02100001	1	25.0000	868.75	868.75
02100002	2	25.0000	868.75	868.75
02100003	3	25.0000	868.75	868.75
02100004	4	25.0000	868.75	868.75