

# Levy Management

Last Modified on 08/07/2025 4:16 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*.

Please note the content in this article relates to the StrataMax Pilot version. For previous versions of StrataMax, please refer to ***Levy Management***.

**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.

## 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):
- Tag Conditions**

Start Day (Enter 0 for the day of processing):

Days to Include (Enter the number of days from the start day):
- 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.
- **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.
- **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.
- **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 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 to 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 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.

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. (If loading levies from another manager who has issued the levies, select Prior Manager).
  - Entitlement Schedule: Click the drop-down selector to set the Entitlement Schedule
  - Custom Schedule Setup: Click the 'Edit' icon to setup a new Custom Schedule
  - Levy Period: Use the drop-down selectors to open the calendar and set levy period dates

- Set the Due Date for the notice: The number of days from creation to due date will be indicated in orange.
- 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.
- Gross Total Amount: Add the Gross Total Amount. The Gross amount per U/E will be calculated based on this amount \* Lot entitlements.
- Rate – displays the rate of entitlements \* number of entitlements calculation.
- 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.

- 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.

## 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 or enter the start and end dates for the new Levy Year.
  - 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.

Budget Editor - LISA KEEP 55 32155 24 June 2025

Code	Description	Budget This Year	Budget Next Year	Actual This Year
100	Administrative Fund			
1000	Income			
101	Levies - Administrative Fund	-10000.00	-15000.00	
1191	Total Admin. Fund Income	-10000.00	-15000.00	
120	Expenditure - Admin. Fund			
189	Total Admin. Expenditure	0.00	0.00	
190	Surplus / Deficit	-10000.00	-15000.00	
199	Administrative Fund Balance	-10000.00	-15000.00	

Financial Year End: 31 May 2026

This Year's Budget:

Next Year's Budget:

Annual Increase:  %

Save

Trading Accounts

- Administrative Fund
- Capital Works Fund

☐ Show All Administrative Fund A/cs

Notes

Insert Item

Report

Change Building

Close

GST Registered-Net

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.

**Add Levies From Budgets**

**Determination Date:** 24/06/2025 **Levy Year:** ☐ Levy Year Rollover **Calculation:** ☐ Next Year Budget Approved

**Levy Year:** 01/09/2025 **To:** 31/08/2026

<input checked="" type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
<b>Financial Year: 01/06/2025</b>									
<b>Administrative Fund</b>									
<input checked="" type="checkbox"/>	01/09/25 to 30/11/25	36.67	01/09/25	0.00		Contribution Entitlements	3,666.70	3,666.70	No
<input checked="" type="checkbox"/>	01/12/25 to 28/02/26	36.67	01/12/25	0.00		Contribution Entitlements	3,666.70	3,666.70	No
<input checked="" type="checkbox"/>	01/03/26 to 31/05/26	36.67	01/03/26	0.00		Contribution Entitlements	3,666.70	3,666.70	No
							<b>Total Gross: 11,000.10</b>	<b>Total Net: 11,000.10</b>	<b>Budget: 11,000.00</b>
<b>Capital Works Fund</b>									
<input checked="" type="checkbox"/>	01/09/25 to 30/11/25	73.33	01/09/25	0.00		Contribution Entitlements	7,333.30	7,333.30	No
<input checked="" type="checkbox"/>	01/12/25 to 28/02/26	73.33	01/12/25	0.00		Contribution Entitlements	7,333.30	7,333.30	No
<input checked="" type="checkbox"/>	01/03/26 to 31/05/26	73.33	01/03/26	0.00		Contribution Entitlements	7,333.30	7,333.30	No
							<b>Total Gross: 21,999.90</b>	<b>Total Net: 21,999.90</b>	<b>Budget: 22,000.00</b>
<b>Financial Year: 01/06/2026</b>									
<b>Administrative Fund</b>									
<input checked="" type="checkbox"/>	01/06/26 to 31/08/26	41.25	01/06/26	0.00		Contribution Entitlements	4,125.00	4,125.00	Yes
							<b>Total Gross: 4,125.00</b>	<b>Total Net: 4,125.00</b>	<b>Budget: 16,500.00</b>
<b>Capital Works Fund</b>									
<input checked="" type="checkbox"/>	01/06/26 to 31/08/26	605.00	01/06/26	0.00		Contribution Entitlements	60,500.00	60,500.00	Yes
							<b>Total Gross: 60,500.00</b>	<b>Total Net: 60,500.00</b>	<b>Budget: 242,000.00</b>

**Save** **Cancel**

**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 Levies are being proposed at the AGM. Watch our short video explaining how to [Aligning the Levy Year with Financial Year](#).

**Add Levies From Budgets**

**Determination Date:** 12/06/2025 **Levy Year:** ☒ Levy Year Rollover **Calculation:** ☐ Next Year Budget Approved

**Levy Year:** 01/08/2025 **To:** 31/07/2026

<input type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
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**Save** **Cancel**



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 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.

The screenshot shows the 'Levy Approve' window. At the top, there is a title bar with a minus, maximize, and close button. Below the title bar, the 'Approve Date' is set to '12/06/2025' with a dropdown arrow. A red circle with the number '3' is next to the date. Below the date is a table with 7 columns: a checkbox, '#', 'Description', 'Period', 'Due', 'Gross Amount', and 'Net Amount'. The table contains 5 rows of data, all with green checkmarks in the first column. A red circle with the number '4' is next to the first row. Below the table is a large grey rectangular area. At the bottom right, there are two buttons: 'Approve' and 'Close'. A red circle with the number '5' is next to the 'Approve' button, and a red circle with the number '6' is next to the 'Close' button.

<input checked="" type="checkbox"/>	#	Description	Period	Due	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	1	LEVIES - ADMINISTRATIVE FUND	01/08/25 to 31/10/25	01/08/2025	795.00	636.00
<input checked="" type="checkbox"/>	2	LEVIES - ADMINISTRATIVE FUND	01/11/25 to 31/01/26	01/11/2025	795.00	636.00
<input checked="" type="checkbox"/>	3	LEVIES - ADMINISTRATIVE FUND	01/02/26 to 30/04/26	01/02/2026	795.00	636.00
<input checked="" type="checkbox"/>	4	LEVIES - CAPITAL WORKS FUND	01/08/25 to 31/10/25	01/08/2025	500.00	400.00
<input checked="" type="checkbox"/>	5	LEVIES - CAPITAL WORKS FUND	01/11/25 to 31/01/26	01/11/2025	500.00	400.00

## 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.

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.
8. Tick *Include Not Approved* to create transactions and notices for levies that have not yet been Approved.
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 and additional reports if required.
12. Click *Close* to close the screen.

The screenshot shows the 'Levy Management' window with the 'Options' tab selected. The 'Period' section shows 'Financial Year: 01/03/2025 to 28/02/2026' and 'Levy Year: 01/03/2025 to 30/04/2026'. The 'Entitlements' section shows 'Contribution Entitlements: 500.0000' and 'Interest Entitlements: 500.0000'. The 'Levy Year Totals' section shows 'Total: 795.00' and 'Less Discount: 636.00'. The 'View' section has a 'Group By' dropdown set to 'Levy Name' and a 'Show Historical Levies' checkbox. Below this is a table with columns: #, Period, Rate per U/E, Due Date, Discount Rate, Discount Date, Generation Date, Approved Date, Entitlement Schedule, Total Charge, and Less Discount. The table shows one entry for '01 Administrative Fund' with a period of '01/08/25 to 31/10/25'. At the bottom, there are buttons for 'Add', 'Approve', 'Create Transactions & Notice' (highlighted with a red box), and 'Close'.

The screenshot shows the 'Levy Create Transactions & Notice' window. The 'Generation Date' is set to '12/06/2025'. The 'Adjust Due Date if before' dropdown is highlighted with a red box and a red circle with the number 1. The 'Include Not Approved' checkbox is checked. The 'Filter Due Dates' section has 'To' and 'Buildings: 33 Selected' fields. Below this is a table with columns: Building Number, Building Name, Fund, Period, Due, Approved, Total Amount, and Less Discount. The table lists various buildings and their associated levies. At the bottom, there are buttons for 'Distribute', 'Start' (highlighted with a red box), and 'Close'.

# Global Levy Generation and 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**. If levy notices need to be issued at a later date for multiple buildings, use **Levy Notice/ Reports**.

Transactions and 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**.
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.

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	

9. Review Report Distribution options and **Proceed**.

# Reports

## Levy Register

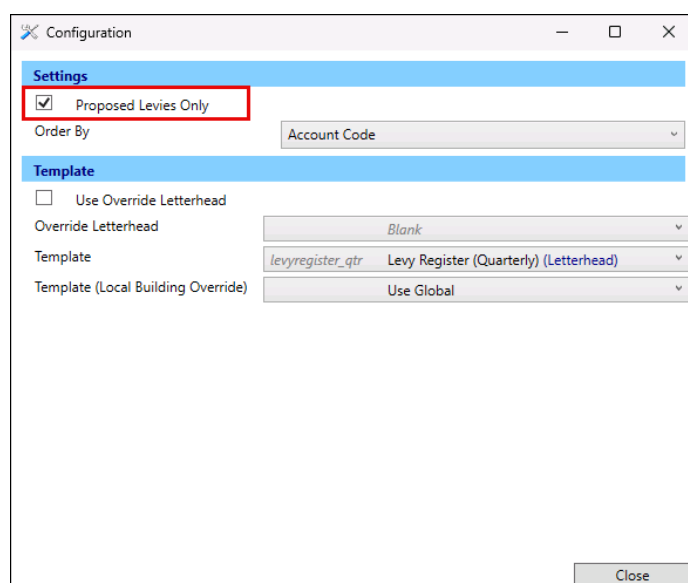
The Levy Register Report option opens the Levy Register Report in Report Distribution and provides the ability to generate the default (Current) Levy Register, report for Proposed Levies and report for Account Groups.

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 *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 *Proceed*.



The screenshot shows a 'Configuration' window with two main sections: 'Settings' and 'Template'. In the 'Settings' section, the 'Proposed Levies Only' checkbox is checked and highlighted with a red rectangle. Below it is an 'Order By' dropdown menu set to 'Account Code'. The 'Template' section includes a 'Use Override Letterhead' checkbox (unchecked), an 'Override Letterhead' dropdown set to 'Blank', a 'Template' dropdown set to 'levyregister\_qtr Levy Register (Quarterly) (Letterhead)', and a 'Template (Local Building Override)' dropdown set to 'Use Global'. A 'Close' button is located at the bottom right of the window.

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>

## 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.

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 ?

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

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	
01 Administrative Fund											
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	
									Reverse	Edit	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	
07 Capital Works Fund											
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. [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.

The screenshot shows the 'Levy Management' window with a table of levy periods. The table has columns: #, Period, Rate per U/E, Due Date, Discount Rate, Discount Date, Generation Date, Approved Date, Entitlement Schedule, Total Charge, and Less Discount. The first section is '01 Administrative Fund' with three rows. Row 1 is highlighted, and a red box highlights the 'Reverse' button in the 'Entitlement Schedule' column. The second section is '07 Capital Works Fund' with two rows.

#	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
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	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	18/06/25	Contribution Entitlements	500.00	400.00

The dialog box titled 'Reverse Levy' contains the text 'Do you want to reverse discounts while reversing this levy' and three buttons: 'Yes', 'No', and 'Cancel'.

**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.

Levy Management

Options

Reports

Feedback

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

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	
01 Administrative Fund											
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	
									Reverse	Edit	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	
07 Capital Works Fund											
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

Levy Detail

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		

Report

Close

Charge Schedule				02 Jul 2025
Strata Plan No.				
Administrative Fund			14/07/25 to 13/10/25	
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