# Merge Levy Notice Setup

Last Modified on 27/08/2026 3:07 pm AEST




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

***Merge Levy Notice Setup*** allows owners with multiple lots within the same building to be grouped for correspondence, or combined into a single levy notice with one deposit slip and one StrataPay reference number for payment, and sent to one contact via Report Distribution. This is particularly useful for developer-owned lots or where multiple lots are owned by the same individual or entity.

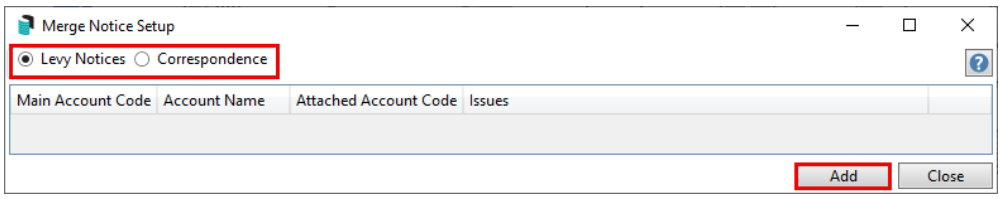
If a lot is sold, when the Change of Ownership is completed in the Roll for one of the lots grouped in Merge Levy Notice Setup, the lot will be automatically removed from the Merge Levy Notice Setup.

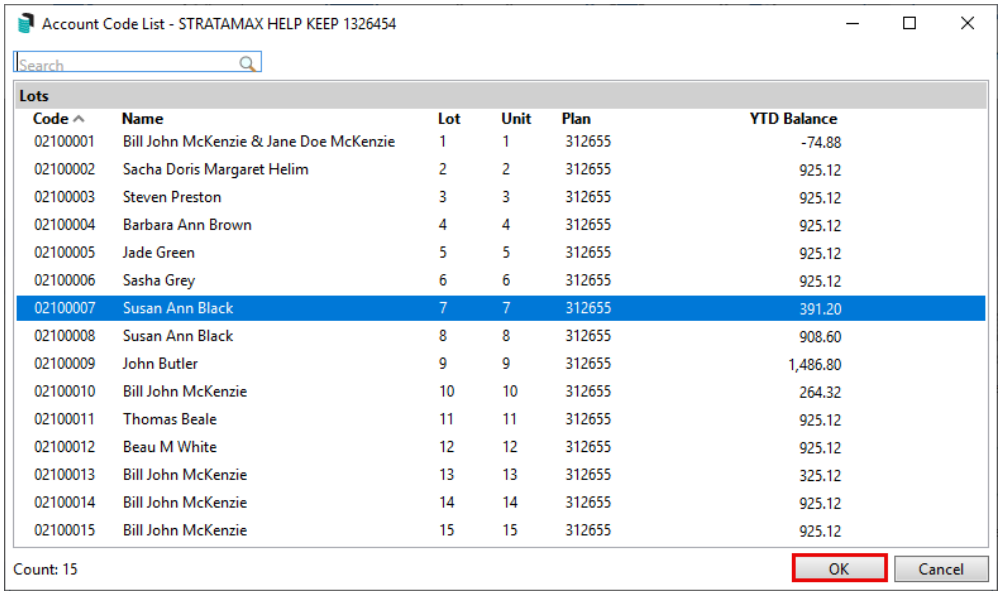
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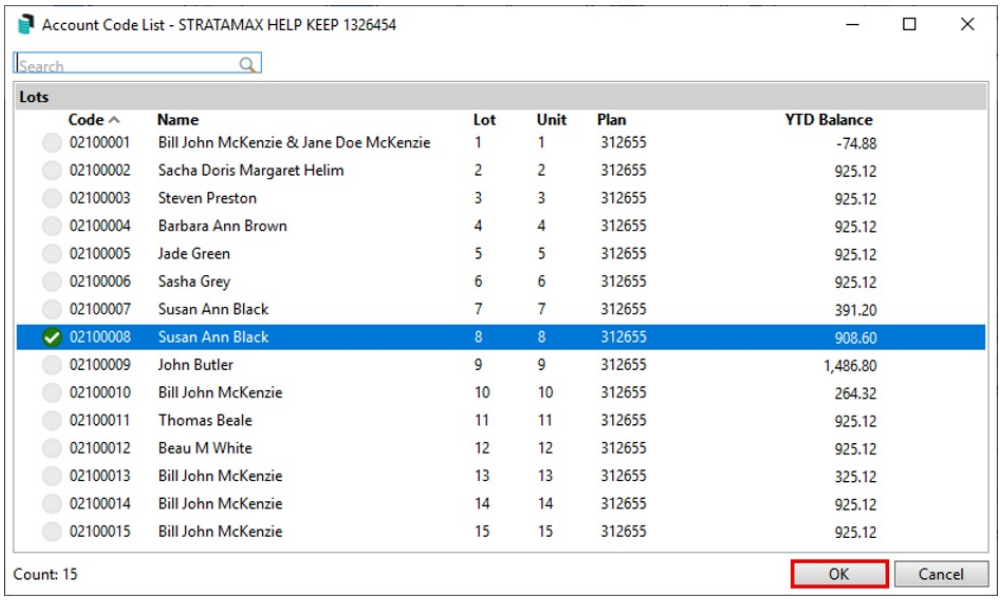
## Adding a Merged Levy Notice Setup

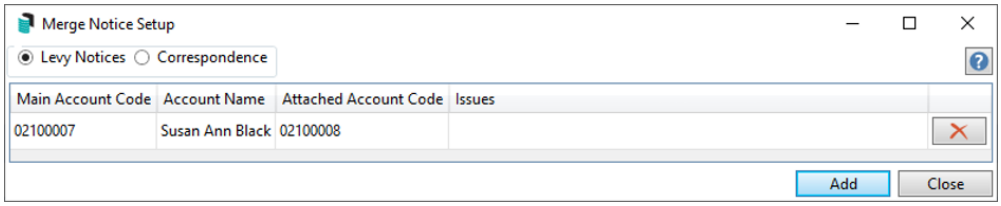
The user will only be able to merge lots with owner details that are identical - this safeguards against accidentally selecting an incorrect lot. A warning message "Different contacts" will appear if the contacts do not match.

1. Search or select ***Merge Levy Notice Setup***.
2. Set *Levy Notices* or *Correspondence* by selecting the applicable radio button and click *Add*.
3. In the next screen, tag the other lot/s required and click *OK*. The Main Account Code (lowest numeric) lot will display along with the Attached Account Code/s.

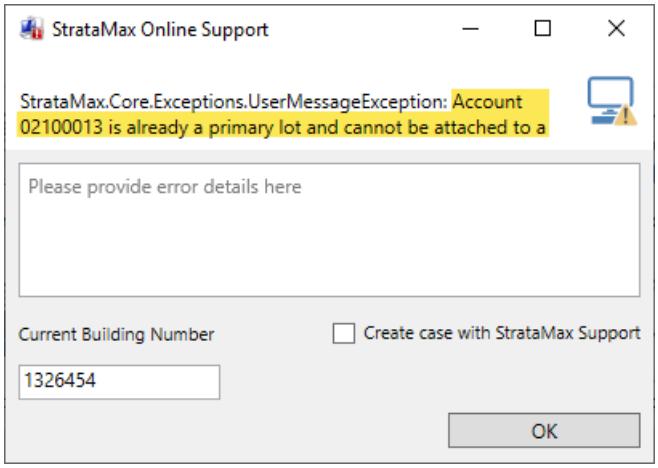





For additional lot/s to be added to an existing setup - for example, where an owner wishes to include an extra lot or has purchased another lot, and the lot number is a lower numerical number than the primary lot of those already merged, you will receive a submitted error similar to the below:




The existing merge must first be deleted and a new merge levy notice setup created, using the lowest lot number as the primary. See the section further below on **Delete a Merge Levy Notice Setup.**

# Direct Debits & Merged Levy Notice

> Merged levy notices do not integrate with the**Direct Debit** system. If Direct Debit payments are required, the original StrataPay reference numbers for each individual lot must be used.

The individual levy notices with the StrataPay reference numbers for each individual lot must be used, with a ***Direct Debit*** setup these are unique to each Lot account.

A merged levy will only display the one StrataPay reference number for the main account and, if used to set up a direct debit, will only pay the balance for this account / lot.

# Merged Levy Notice

The Main Account Code is what will display on the levy notice, and where the levy notice will be stored against in *DocMax*.

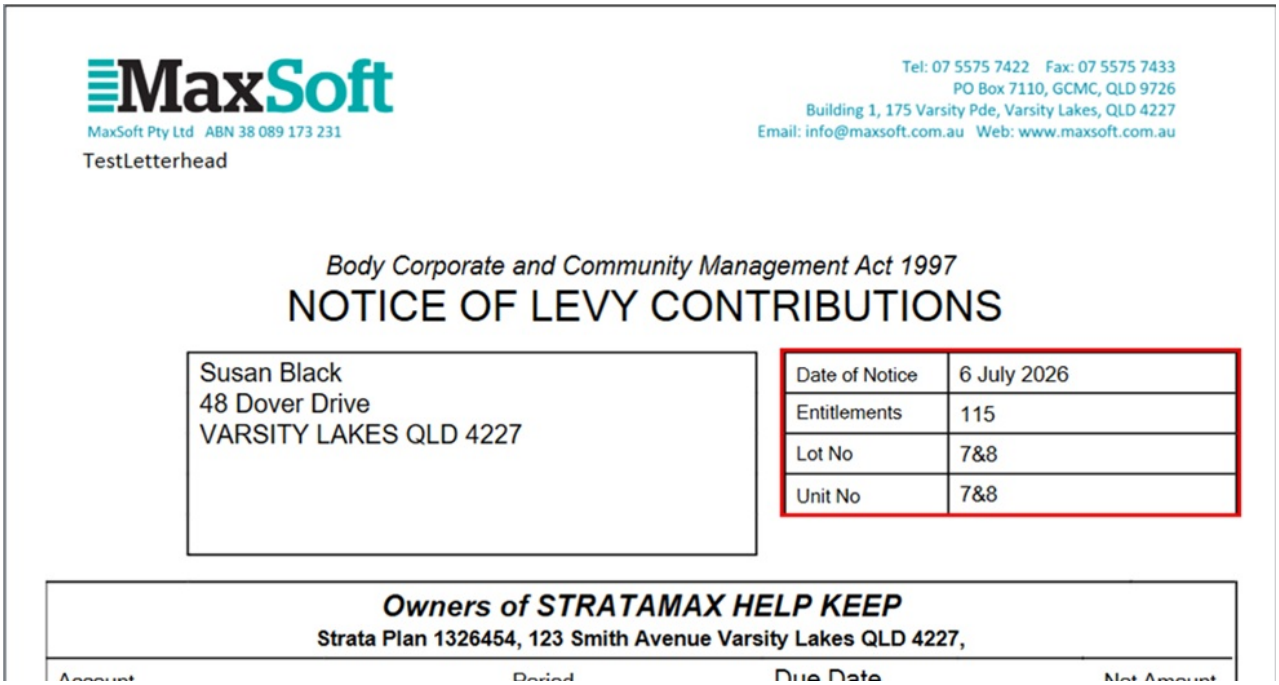
A combined levy notice with one deposit slip will be produced for the lots grouped in***Merge Levy Notice Setup***, with one StrataPay reference number to be provided to the owner.

The single merged Levy Notice will display merged details for the:

- Lot No / Unit Numbers (if more than 20 characters - will display 'Various').
- Levies for each fund will be merged and only display one total.
- Totals will also be merged.

**NOTE:** Ledger Cards are not merged.

| Account Code | Account Description | Amount | Running Balance | Invoice Code Description | Fund Name |
|---|---|---|---|---|---|
| 02100007 | Susan Ann Black | 991.20 | 991.20 | Administrative Fund | ADMINISTRATIVE FUND |
| 02100008 | Susan Ann Black | 908.60 | 1,899.80 | Administrative Fund | ADMINISTRATIVE FUND |
| 02100007 | Susan Ann Black | -600.00 | 1,299.80 | Administrative Fund | ADMINISTRATIVE FUND |



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MaxSoft Pty Ltd ABN 38 089 173 231
TestLetterhead

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Building 1, 175 Varsity Pde, Varsity Lakes, QLD 4227
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*Body Corporate and Community Management Act 1997*

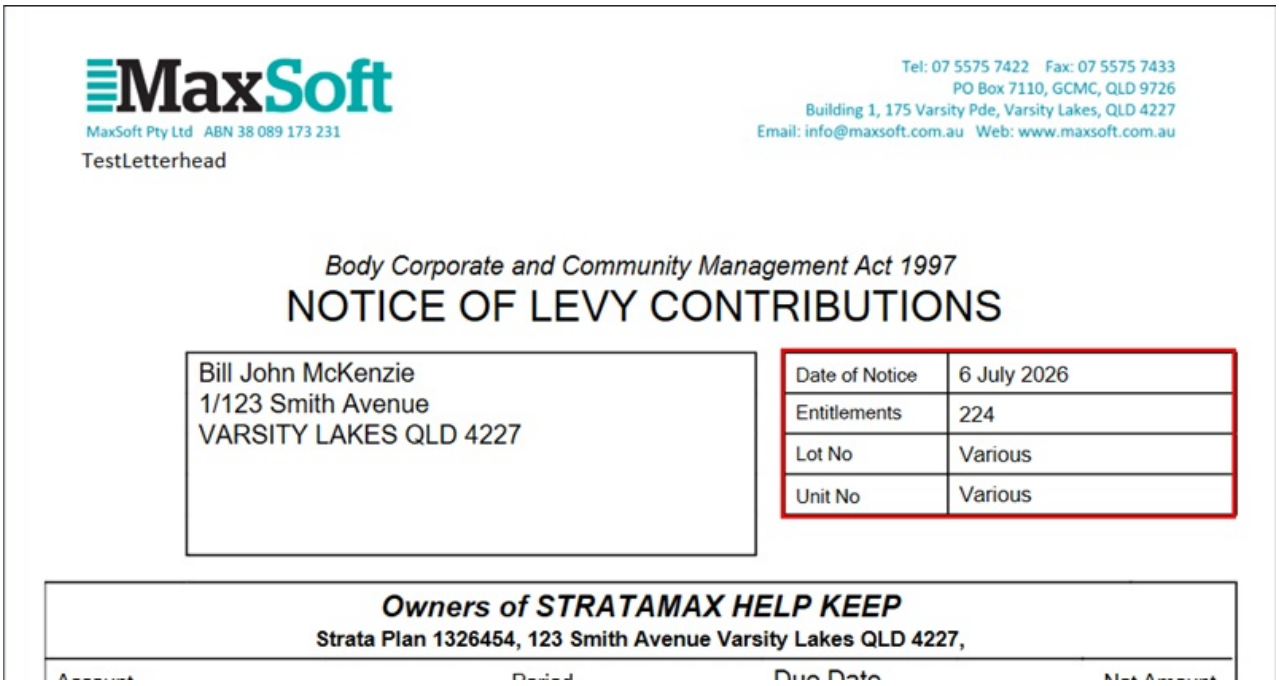
NOTICE OF LEVY CONTRIBUTIONS

Susan Black
48 Dover Drive
VARSITY LAKES QLD 4227

| | |
|---|---|
| Date of Notice | 6 July 2026 |
| Entitlements | 115 |
| Lot No | 7&8 |
| Unit No | 7&8 |

***Owners of STRATAMAX HELP KEEP***
**Strata Plan 1326454, 123 Smith Avenue Varsity Lakes QLD 4227,**

Account | Period | Due Date | Net Amount



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Email: info@maxsoft.com.au Web: www.maxsoft.com.au

*Body Corporate and Community Management Act 1997*

NOTICE OF LEVY CONTRIBUTIONS

Bill John McKenzie
1/123 Smith Avenue
VARSITY LAKES QLD 4227

| | |
|---|---|
| Date of Notice | 6 July 2026 |
| Entitlements | 224 |
| Lot No | Various |
| Unit No | Various |

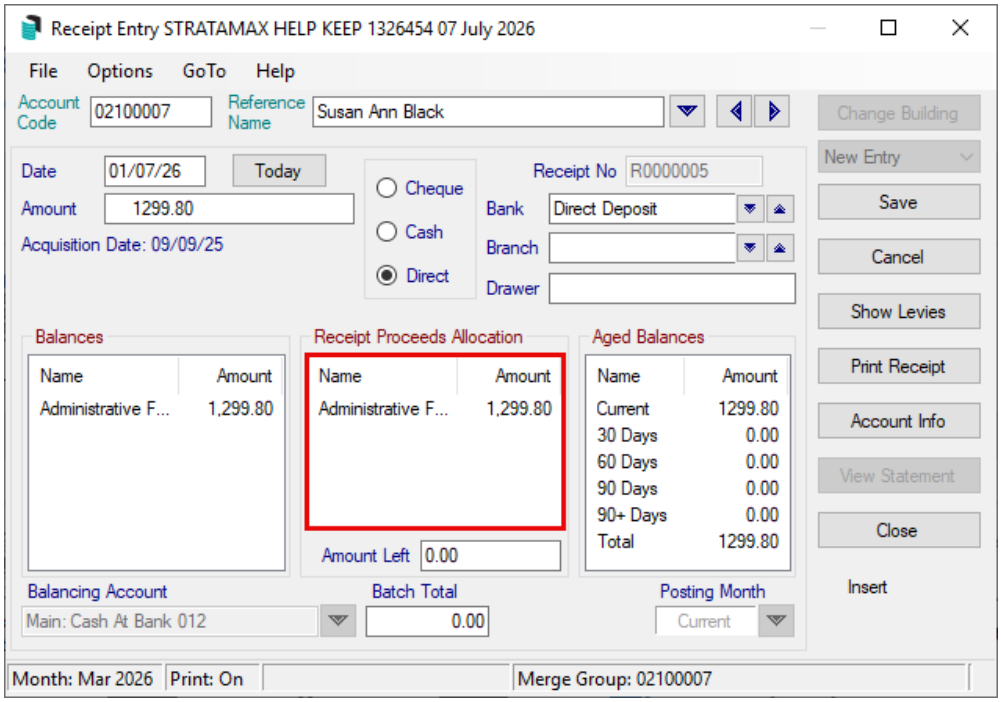
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**Strata Plan 1326454, 123 Smith Avenue Varsity Lakes QLD 4227,**

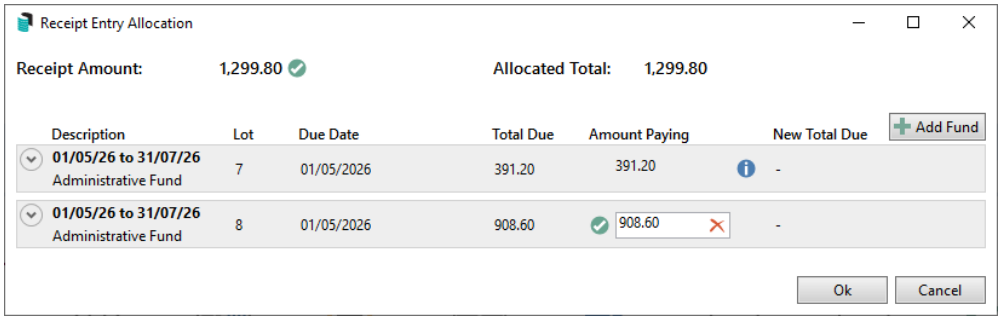
Account | Period | Due Date | Net Amount

## Process Merge Levy Receipts

When allocating a receipt, this will apply in the bank reconciliation for all balances across all merged lots.

Clicking in the ***Receipt Proceeds Allocation*** will open to show the fund allocation, which can be updated prior to saving. Allocation may apply based on due date or other receipt configuration selections.

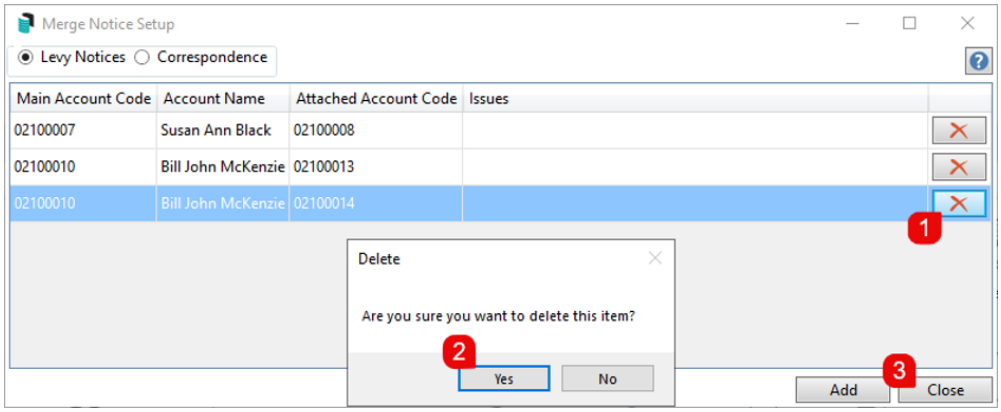



# Delete a Merge Levy Notice Setup

Individual accounts can be selected and removed / deleted as required.

1. Search or select ***Merge Levy Notice Setup***.
2. Click the '*X*' beside a record to remove the account or one of the merged lots.
3. When the message appears '*Are you sure you want to delete this item?*'click *Yes*.
4. Click *Close.*
5. Repeat to remove the required lots - there is currently no option to delete all accounts at once.


Merge Notice Setup
Levy Notices
Correspondence
Main Account Code
Account Name
Attached Account Code
Issues
02100007
Susan Ann Black
02100008
02100010
Bill John McKenzie
02100013
02100010
Bill John McKenzie
02100014
1
Delete
Are you sure you want to delete this item?
2
Yes
No
3
Add
Close