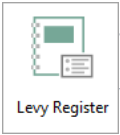


Levy Register

Last Modified on 01/06/2026 11:43 am AEST



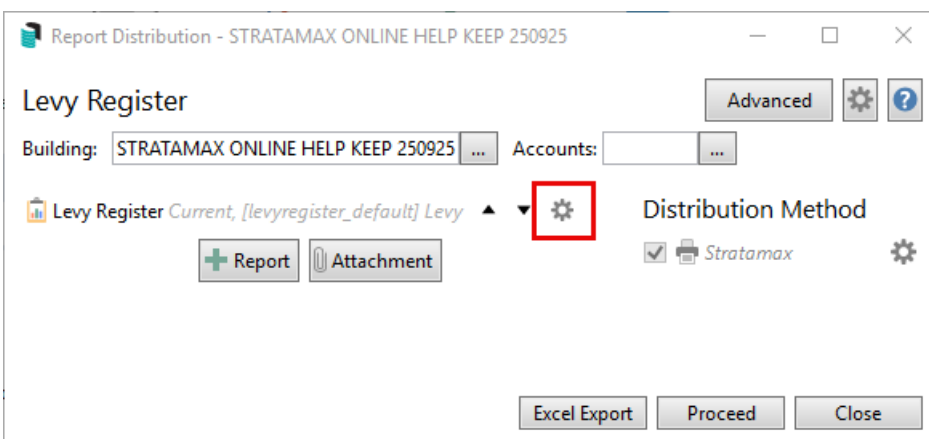
The instructions in this article relate to [Levy Register](#). The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The **Levy Register** provides a summary of all levies for the building, helping you verify the total amount raised for each levy period. It can also be generated at the lot account level, showing how much each lot is required to contribute for each period.

Levy Register Report

The **Levy Register** icon 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 or export to Excel. The Levy Register Summary Report can also be included and saved as a Report Set and additional reports included.

1. Search or select **Levy Register**.
2. Click the template cog wheel to see report settings and templates (for example, tick Proposed Levies Only if appropriate).
3. Click *Accounts* to select an individual Lot if required.
4. The Levy Register Summary Report can also be included if required; click *Report* and select Levy Register Summary or any additional reports.
5. Click *Proceed* or click *Excel Export*.



Levy Register Configuration

1. Search or select **Levy Register**.

2. Click on the cog wheel to open the Configuration screen. This is where you can set Proposed Levies Only, Order By, Template, or set a Local Building Override Template or Letterhead.
3. Click *Close*.
4. Select *Proceed* to produce report as required.

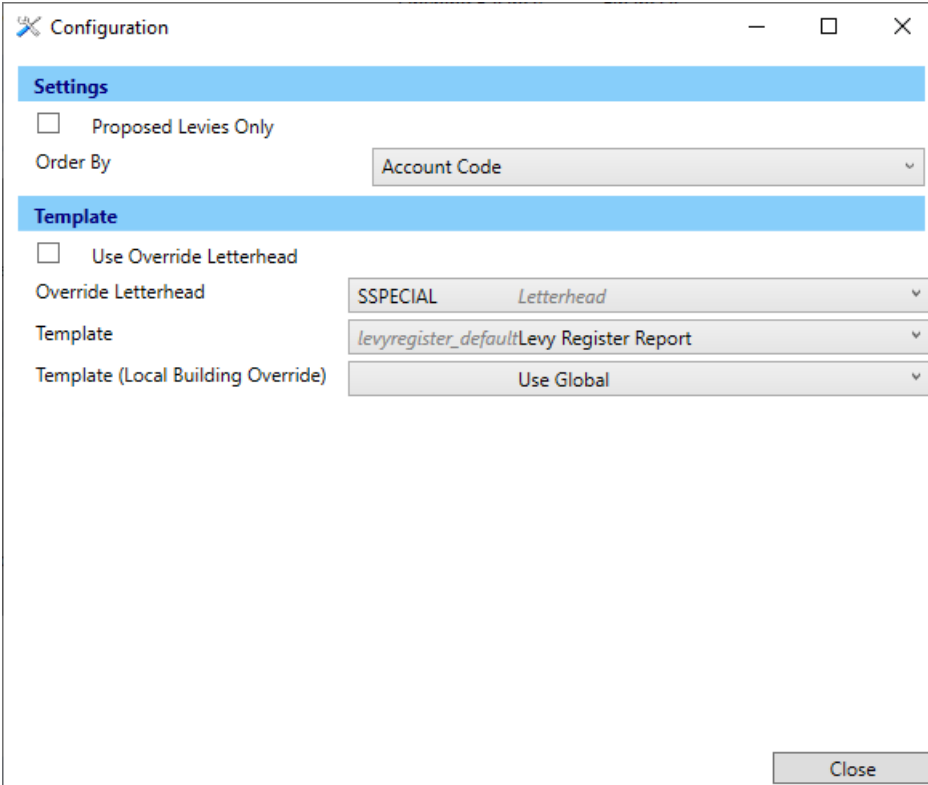
Proposed Levies Only: If ticked, only Levies entered but not yet with an Approval Date will be reported on.

Order By: Select the order to produce the data in.

Use Override Letterhead: Review drop down selection.

Template: Select Template from the list.

Template (Local Building Override): If a different template is required for the selected building, choose from the drop down list, or leave as Use Global.



The image shows a 'Configuration' dialog box with the following settings:

- Settings**
 - Proposed Levies Only
 - Order By: Account Code
- Template**
 - Use Override Letterhead
 - Override Letterhead: SSPECIAL Letterhead
 - Template: levyregister_defaultLevy Register Report
 - Template (Local Building Override): Use Global

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