

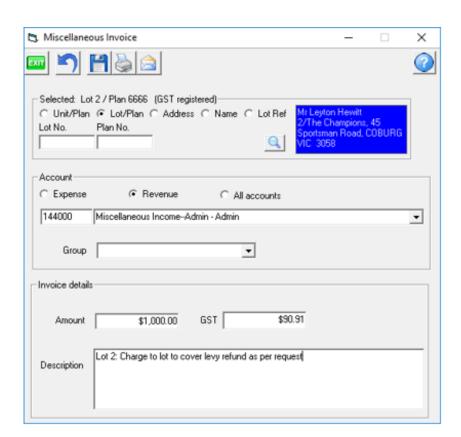


How to Refund Levy When the Lot is not Prepaid in STRATA Master

How to Process a Miscellaneous Owner Invoice

Go to Accounting > Issue Invoice > Issue Miscellaneous Invoice

- 1. Lot/Plan #
- 2. Account Code Select Miscellaneous Income Admin
- 3. Amount Enter amount to be refunded
- 4. The description should make reference to it being a levy refund
- 5. Click Save (F5)



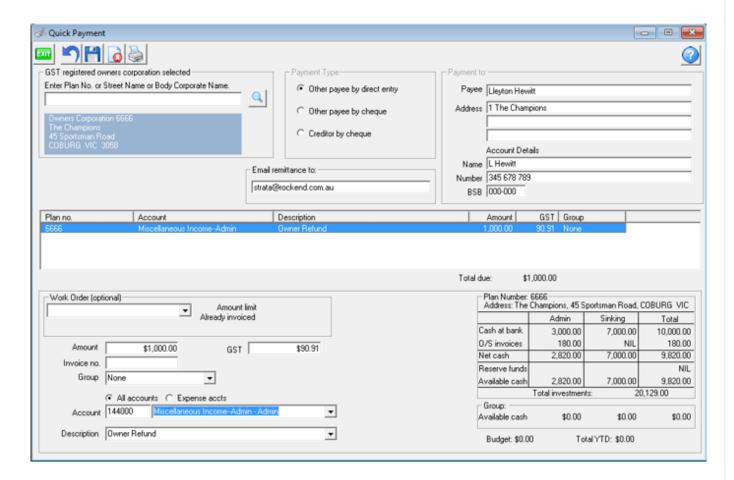
How to Process a Quick Pay via **Accounting > Make one off Payment > Quick Payment**

- 1. Select Other payee by cheque/direct entry
- 2. Email Remittance to if paying by direct entry, enter an email address to send a remittance

- 3. Enter details of owner/person you are refunding
- 4. Enter amount you need to refund (same as above)

NOTE: For the account code, select the same account code used above in the Miscellaneous Owner invoice i.e. Miscellaneous Income Admin

- 5. Click Save and Print
- 6. If Cheque is selected, a cheque/remittance will print
- 7. If Direct Entry is selected, the payment will be included in the next **Direct Entry Payments** run



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