

## Print a Miscellaneous Owner Invoice or Submeter Invoice

The article will assist you to print or reprint an Owner Invoice.

There are 2 methods, through either the Levy Icon or through Levy Journal.

**Please read through the instructions before commencing any steps, to ensure this instruction will resolve your query.**

Note - if you enter details in the tariff line in submetering, a reprint of the submeter invoice will not include this line.

### Levy Icon

**This method will reprint and/or email for all Lots.** From Version 14 and above, you can select to 'print and email' to all Lots by default method, or to only email to Lot who have email as default, or to Print all Lots invoices - refer Step 5 below.

1. Click on the Levy Icon in your toolbar



2. Select Issue Invoices or Issue Submetered Invoices, which ever is relevant

**Issue invoices**

Issue invoices by individual or multiple plans, based on the month they are due. Invoices can be issued using the default Levy Delivery Method, or all invoices can be printed.

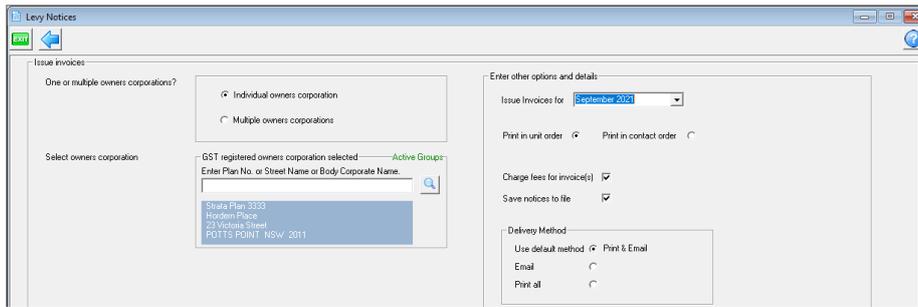
Save a copy of the invoice to file, and when archiving to File Smart publish these invoices on the Owner & Committee Portals as desired.

Default settings for the automatic recovery of costs when printing or emailing invoices are displayed and can be changed if required.

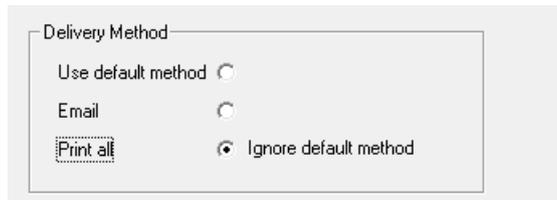
**Issue invoices**

3. Enter Plan. Select month that relates to the date of the invoice on the Owners Ledger.

4. Untick Charge fee for invoice(s) if Owners Corporation is not to be charged, for example if the reprint of the invoice is due to actions of your agency. Untick 'save notices to file' if not required.



5. Read delivery method carefully. Some versions differ. **Read the text beside each option.** Selecting 'Print all' ignores default methods on the owners card. If an invoice will not print and you have selected the correct Plan and month, you will need to 'print all' or check the delivery method selected.



6. Click Finish, if you selected email, **the invoices will email now.** If you selected to print, a preview of the invoice will show on screen.



7. From here you can select the printer button to print, or the envelope to email. If you wish you are able to select the PDF button to save as a PDF to your desktop for emailing or printing later.



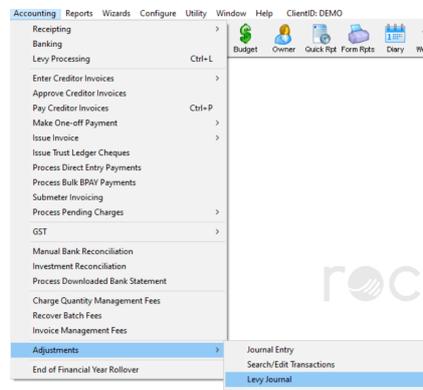
8. Click the Exit button to close the preview.



## Levy Journal

**This method allows you to reprint an invoice for one owner only at a time.** You may need to scan the printed invoice to email to the Lot Owner if you want to email.

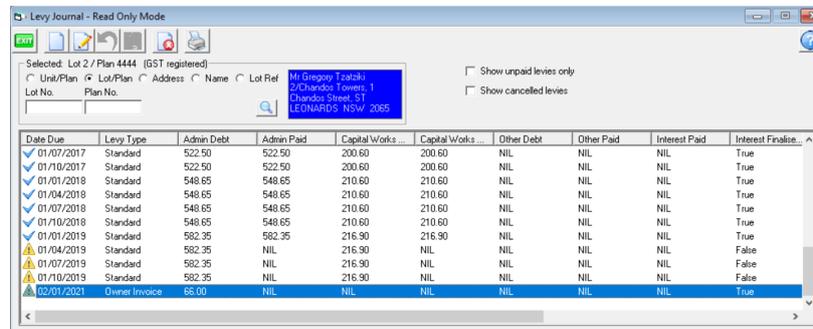
1. Go to Accounting > Adjustment > Levy Journal



2. Enter Lot Owners Lot and Plan, or Name and click enter



3. Locate the invoice to be reprinted and highlight it. You may need to scroll down the page if the list of levies and invoices is long.



Levy Journal - Read Only Mode

Selected: Lot 2 / Plan 4444 (GST registered)

Unit/Plan Lot/Plan Address Name Lot Ref

Lot No. Plan No.

Mr Gregory Tatzki  
2 Chandos Towers 1  
Chandos Street, ST  
LEONARDS NSW 2085

Show unpaid levies only  
 Show cancelled levies

Date Due	Levy Type	Admin Debt	Admin Paid	Capital Works ...	Capital Works ...	Other Debt	Other Paid	Interest Paid	Interest Finalise...
01/07/2017	Standard	522.50	522.50	200.60	200.60	NIL	NIL	NIL	True
01/10/2017	Standard	548.65	548.65	210.60	210.60	NIL	NIL	NIL	True
01/01/2018	Standard	548.65	548.65	210.60	210.60	NIL	NIL	NIL	True
01/07/2018	Standard	548.65	548.65	210.60	210.60	NIL	NIL	NIL	True
01/10/2018	Standard	548.65	548.65	210.60	210.60	NIL	NIL	NIL	True
01/01/2019	Standard	582.35	582.35	216.90	216.90	NIL	NIL	NIL	True
01/04/2019	Standard	582.35	NIL	216.90	NIL	NIL	NIL	NIL	False
01/07/2019	Standard	582.35	NIL	216.90	NIL	NIL	NIL	NIL	False
01/10/2019	Standard	582.35	NIL	216.90	NIL	NIL	NIL	NIL	False
02/01/2021	Owner Invoice	66.00	NIL	NIL	NIL	NIL	NIL	NIL	True

4. Click the Print button above the Lot and Plan number.



5. A preview shows. From here you can select the printer button to print, or the envelope to email. If you wish you are able to select the PDF button to save as a PDF to your desktop for emailing or printing later.



MISCELLANEOUS INVOICE

Tax Invoice

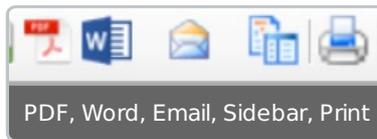
Issued 02/07/2021 on behalf of  
Reprinted 01/10/2021 on behalf of  
The Owners Corporation of SP 4444  
ABN 56003544107  
Chandos Towers  
1 Chandos Street  
ST LEONARDS NSW 2065  
for  
Lot 2 Unit 2  
Gregory Tzatziki

Mr Gregory Tzatziki  
Chandos Towers  
2/451 Chandos Street  
ST LEONARDS NSW 2065

	OST	Total
Lot 2: Swipe backdated	6.00	66.00

**Amount Payable: \$6.00 \$66.00**

Cheques should be made payable to Rockend Strata Management - General Trust



6. Click the Exit button to close the screen.



23/11/2021 6:52 pm AEDT