

The Advanced Levy Function adding instalments same levy year in Strata Master

For processing Next Levy Instalments in the Levy Year

The Advanced Function is used for a number of different purposes -

- Adding more Defined Descriptions to the Levies
- Processing additional levy instalments within a Levy Year
- Change instalment amounts so one instalment is posted for a higher amount and one a lower amount, for example
- Processing Levies at Take Over of a new plan where some levies were issued by the previous manager.

This Article

This article will show how you can post 3 quarter instalments of a levy year, where the first levy instalment has been processed. This is particularly helpful where budgets are involved and often used where a first instalment is levied prior to the AGM being held, to maintain cash flow while waiting for levy agreement at the AGM.

The first levy instalment has been processed and 3 more instalments are to be processed. We are assuming a levy reduction this year.

This article also assumes some knowledge of, and experience with, the Levy Posting process.

The Owner Card Shows What has Been Processed

Checking a Lot Owner card, the levy for 1/10/2021 has been processed. The AGM has now been held and the other 3 quarter instalments of the year can be processed.

8 Lot Owner - Leyton H	Habit / Lot 2, Unit 2, Own	ers Corporation	n 6666 - Read On	ily Mode					- • •
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General	Agent/Tenant/Leases	s [Levies	Notices	1 I	Mortgages	Debt Reco	overy	Linked Lots
Lot reference number Lot plan number Cheque draver Branch Bank BSR number Printed receipt message Screen receipting message Reject levy receipts Biller Code		C Use owne	r's address @ Us	e agent's address C U Contact for levies - <i>Businese Contact</i> Contact person: Pho- Innercity Managem SyDNEY NSW 22 SyDNEY NSW 22 SyDNEY NSW 22 Helphone 1: 5418 Fax 3410 2444 Levy Email Address	ie tenant's add llip Watson ent 00 4225 @mrisoftware.c	iress C Different of	The second secon	Additional Additional Additional	sitvery y issue print y issue email emails ref ent aart
Crin	3456/88/5102/9			Unpaid Dabite					
Date	Description	Admin Due	Paid Car	nital W Paid	Other Due	Paid D	utstanding		1
01/10/2	Quarterly Admin/S	\$400.00	\$0.00 \$60	0.00 \$0.00	\$0.00	\$0.00 \$4	160.00		

1. Click on the Levy Icon in the toolbar



2. Select 'Calculate Levies'



- 3. Complete the details as normal, noting that the entry is -
 - as 4 quarters even though one has already been processed
 - the full amount to be raised for the year is entered
 - that all 4 levies will fall within the levy year

E Levy Notices			- • •
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GST registered owners corporation selected	Enter details of standard levies		Print Summary
Enter Plan No. or Street Name of Body Corporate Name.	First instalment due date	01/10/2021 🗣 🗸 Advanced 🗆	You must check the summary of the levies before posting.
Dunare Corporation 6668	Instalment frequency	Quarterly	Title prefix
The Champions	Number of instalments	4	(Proposed
COBURG VIC 3058	Levy discount rate (%)	NIL	C Approved
Select type of levy to be posted	Amount to raise - Admin*	\$13,200.00	Print Summan
 Standard Levy (Admin and Capital Works Funds) 	Amount to raise - Sinking*	\$2,200.00 * Including GST	
C Admin Fund Special Levy	Description (optional)		Post Levies
C Capital Works Fund Special Levy	Levy entitlement set	Levy Entitlement	You may now post the levies that you have calculated.
	Date of determination	01/11/2021 🗢 🗸	Post Levies
Group	Levy year	01/08/2021 🗢 To 31/07/2022 🗢 🗸	

Refer this link is you need more assistance on the completion of the fields - https://kb.rockend.com/help/postor-process-a-quarterly-levy-for-a-plan-in-strata-master

4. tick the 'advanced ' box. The screen opens as below, showing -

- The levy already processed as 'previously posted' so it will not be duplicated
- The levy due dates follow on quarterly from the due date selected above
- There are 3 quarters added
- Of the \$13,200 Admin funds to be raised, \$4,000 has already been posted so the balance of \$9,200 is split between the other 3 quarters
- Similarly the Capital Works/Sinking funds are split.

*St legitied owner coprotion sected First instainent due date (1/10/2021) * Advanced Select type of levy to be posted • Anount to raise - Sinking* Second Capital Works Funds Capital Works Fund Special Levy Capital Works Fund Special Levy C Due date Advanced instainent posting Instainent Due date Admin Capital Works State of the levies of the levies that you have calculated works Fost Levies You may now post the levies that you have calculated works Instainent Due date Admin Special Levy Cotal Works Fund Special Levy Cotal Works F						81.0	
Annual Care Sinking Annual Care - Sinking Description (optional) Levy entitement et: Levy Entitement Det determination Or/0/2/202 Sinking Annual Care - Sinking Description Or/0/2/202 Sinking Annual Care - Sinking Description Or/0/2/202 Sinking Sinking Annual Care - Sinking Description Or/0/2/202 Sinking Sin	-BST registered owners corpor Enter Plan No. or Street Name Owners Corporation 6666 The Champions 45 Sportsman Road COBURG VIC 3058 Select type of levy to be poster	ation selected or Body Corporat	e Name.	Enter details of standard levi First instalment due de Instalment frequent Number of instalment Levy discount rete (% Amount to reise - Admir	B Advanced de [01/10/2021 Image: Constraint of the second of	Print Summary You must check the summary o Tille prefix C Approved Print Summa	the levies before posting.
Click of digets & direct instanties (point) Capital Works Total Phantom Previous/posted Description Notes Notes 1 01/00/202 \$4,000.00 \$600.00 \$600.00 \$600.00 \$600.00 \$600.00 \$100.00	Standard Levy (Admin - Admin Fund Special Le Capital Works Fund Sp Group Group Deack 1, edited advanced inst	and Lapital Work vy ecial Levy	s hundsj	Amount to raise - Sinking Description (optiona Levy entitlement s Date of determination Levy yea	Including GST 0	Post Levies You may now post the levies the Post Levie	nat you have calculated.
1 61/19/2020 \$4,600.00 \$4,600.00 Guately Admin/Sining Levy 1 11/12/20200 11/12/20200 11/12/20200 11/12/20200 11/12/20200 11/12/20200 11/12/202000 11/12/202000 11/12/2020000 11/12/2020000 11/12/20200000 11/12/20200000 11/12/202000000 11/12/202000000 11/12/	Unstalment Due date	ament posting Admin	Capital Works	Total Phantom Previouslus	posted Description		Notes
ressigned to it levy poting.	1 01/30/2021 2 01/01/2022 3 01/04/2022 4 01/07/2022	\$4,000.00 \$3,066.67 \$3,066.67 \$3,066.66	\$600.00 \$533.33 \$533.33 \$533.34	\$4,600.00 / / / / / / / / / / / / / / / / /	Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy		 Instalments marked a phantoms will not be posted to the genera ledgers. Previously posted instalments will be
							reassigned to the new levy posting.

5. If you wish, you can at this point edit the description of the Levies

Γ.	Lheck & adjust advanced instalment posting										
	Instalment	Due date	Admin	Capital Works	Total	Phantom	Previously posted	Description			
	1	01/10/2021	\$4,000.00	\$600.00	\$4,600.00		✓	Quarterly Admin/Sinking Levy			
	2	01/01/2022	\$3,066.67	\$533.33	\$3,600.00			Quarterly Levy 1/1/2022 to 31/03/2022			
	3	01/04/2022	\$3,066.67	\$533.33	\$3,600.00			Quarterly Levy 1/4/2022 to 30/6/2022			
	4	01/07/2022	\$3,066.66	\$533.34	\$3,600.00			Quarterly Levy 1/7/2022 to 30/9/2022			

6. You could also change due dates and even increase an instalment and increase another one to compensate

Check & adjust advanced instalment posting									
Instalment	Due date	Admin	Capital Works	Total	Phantom	Previously posted	Description		
1	01/10/2021	\$4,000.00	\$600.00	\$4,600.00		✓	Quarterly Admin/Sinking Levy		
2	02/01/2022	\$3,066.67	\$633.33	\$3,700.00			Quarterly Levy 1/1/2022 to 31/03/2022		
3	01/04/2022	\$3,066.67	\$433.33	\$3,500.00			Quarterly Levy 1/4/2022 to 30/6/2022		
4	01/07/2022	\$3,066.66	\$533.34	\$3,600.00			Quarterly Levy 1/7/2022 to 30/9/2022		

7. When happy that this is what you want to post, continue as normal with Previewing the Proposed Levies and Approving and the Posting the Levies.

Notes

It is your decision as to whether you will process the 4 quarters together in this manner, using the Advanced function, or whether you elect to process 3 quarters only from due date of 1/1/2022 and reduce the amount to raise accordingly.

Useful Links

https://kb.rockend.com/help/post-or-process-a-quarterly-levy-for-a-plan-in-strata-master

https://kb.rockend.com/help/post-or-process-a-once-off-levy-for-a-plan-in-strata-master

https://kb.rockend.com/help/levy-posted-to-wrong-fund

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