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Adding Additional Information to a Levy Notice

Information can be added to a Levy Notice in three ways:

1. Additional text can be added to the notice between the levy detail and the payment slip.

Levy Wizard > Issue Levy Notices or Accounting > Levy Processing > Issue Levy Notices > Additional Comments for Notices field.

Enter text either by typing directly or copy/paste. Be aware that space is limited between the Levy information and the remittance slip.

Levy Notices								
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Issue levy notices				Select lot	s to issue I	levy notices		
Individual owners corporation	Unit # 1	Lot #	Levy Contact Mr & Mrs John Lennon & Yoko On	Method Email		Unit # Lot #	Levy Contact	Method
C Multiple owners corporations	2 3	2	Mr Paul McCartney Mr George Harrison	Email Email	>			
Select ormers corporation BST registered owners corporation selected Active Groups Enter Pan No. or Selected Active Groups Enter Pan No. or Selected Active Groups Abbey Road Studios 2.2 Perceptuals 2.2 P					< >> <<			
Additional comment for notices Agency defaults e	exist A	ttachments	3	_	문			
					*			Finish

2. Use the attachments field provided in the Issue Levy Notices screen, to add an attachment. Click the green + and browse to your document. You can attach meeting minutes if you wish.

3. Additional Page

Create a document and Save As 'levynoticecomment.pdf'. Save this document to \\Strata\$\Data on your server.

19/08/2024 7:07 pm AEST