



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.

Unit #	Lot #	Levy Contact	Method
1	1	Mr & Mrs John Lennon & Yoko Ono	Email
2	2	Mr Paul McCartney	Email
3	3	Mr George Harrison	Email
4	4	Mr Ringo Starr	Print

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.