

Creating Additional Entitlement Sets

From time to time, charges may need to be posted to some, but not all lots in an Owners Corporation.

By creating an additional entitlement set, these charges can be posted to multiple lots at once, based on a different allocation to the standard lot entitlement/liability.

To create an additional entitlement set:

1. Select the Owner Corporation
2. Click on the Entitlements tab
3. Select Edit (F3)
4. Click on the next available row under Unit Entitlement Sets
5. Enter in name of new entitlement set. E.g. Commercial Insurance, hit TAB to move to next field
6. Total Entitlements - enter the total entitlement amount
7. Entitlement Type - Select Other Entitlement type, hit TAB
8. Enter a further description if required, hit TAB
9. An additional column will now appear in the Lots Entitlement Schedule below the list of entitlement sets
10. Enter the amount (split/share) for each lot as required. This should agree to the Total Entitlements amount added above
11. Save (F5)

Strata Plan 4444 - Edit Mode

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 4444
Chandos Towers
1 Chandos Street
ST LEONARDS NSW 2065

Body corporate name: The Owners Strata Plan 4444

Plan number: 4444 Building: Chandos Towers

Street number: 1 Street: Chandos Street

Town/Suburb: ST LEONARDS

State: NSW Postcode: 2065

General Financial Structure Insurance Bank Acct Tradesmen Lots **Entitlements** Executive Assets

Unit Entitlement Sets

Name	Total Entitlements	Entitlement Type	Description
Levy Entitlement	550.00	Levy Entitlement	
Commercial Insurance	5.00	Other Entitlement	
*			

Lot #	Levy Entitlement	Commercial Insurance
	550.00	5.00
1	55.00	1.00
2	55.00	1.00
3	55.00	1.00
4	55.00	1.00
5	55.00	1.00
6	55.00	0.00
7	55.00	0.00
8	55.00	0.00
9	55.00	0.00
10	55.00	0.00

12. The new Entitlement set can be selected in the Levy Posting screen

Levy Notices

Enter details of standard levies

First instalment due date: 01/07/2015

Instalment frequency: Quarterly

Number of instalments: 4

Levy discount rate (%): NIL

Amount to raise - Admin*: \$1,000.00

Amount to raise - Sinking*: * Including GST

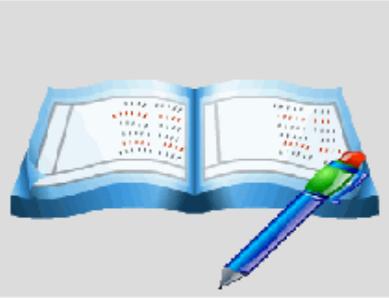
Description (optional):

Levy entitlement set: Commercial Insurance

Date of determination: DD/MM/YYYY

Levy year: 01/07/2015 To: 30/06/2016

Advanced



02/02/2016 10:52 am AEDT