



How to Refund a Levy Payment to an Owner in STRATA Master

Overview

STRATA Master can create a levy refund by cheque or EFT. This is used when there is to be a physical transfer of cash back to a lot owner. As a rule, STRATA Master will only allow a refund to be processed where a lot has a pre-paid/unallocated balance.

If the lot does not have a prepaid or unallocated balance, refer to article [How to Refund Levy When the Lot is not Prepaid in STRATA Master](#)

Go to **Accounting > Adjustments > Refund Levy**

- **Lot / Plan** - Select the Lot and Plan number

Refund Details

- **Payment Type** - Select the payment type. **NOTE:** STRATA Master will default to Direct Entry, change to Cheque if required
- **Refund To** - Confirm/update the 'Refund to' details section
- **Total Amount** - Enter the amount you wish to refund in the field 'Total Amount'

NOTE: This does not need to the balance of pre-paid/unallocated - a part can be issued

- **Description** - Add to or change as required

Refund Allocation

- Using the grid at the bottom of the screen, select the fee(s) paid to be included in the refund.

NOTE: If no line items appear, there is neither a prepaid balance nor unallocated monies on this lot

- Click on **Process > Print (F7)** You have now saved the levy refund and the system will print/email a cheque/remittance
- If paying via Direct Entry the payment will be included in the next **Direct Entry Payments** run.

Refund Levy Refunding from bank account: Rockend Strata Management - General Trust

Selected: Lot 1 / Plan 6666 (GST registered)

Unit/Plan
 Lot/Plan
 Address
 Name
 Lot Ref
 Ms Cathy Freeman
1/The Champions, 45
Sportsman Road, COBURG
VIC 3058

Lot No. Plan No. 🔍

Payment Type
 Direct entry
 Cheque

Refund details

Refund to:

Name	Ms Cathy Freeman
Address	The Champions
	1/45 Sportsman Road
	NORTH SYDNEY NSW 2060

Total amount
 Description

Account details

Name
 Number
 BSB

Email remittance to:

Date	Description	Admin due	Admin paid	Sinking due	Sinking paid	Other due	Other paid	Total prepaid	Allocation
✓ 01/08/14	Quarterly Admin/Si...	\$302.50	\$302.50	\$137.50	\$137.50	\$0.00	\$0.00	\$0.00	\$440.00
✓ 01/10/14	Quarterly Admin/Si...	\$302.50	\$302.50	\$137.50	\$137.50	\$0.00	\$0.00	\$0.00	\$440.00
✓ 01/11/14	Quarterly Admin/Si...	\$302.50	\$302.50	\$137.50	\$137.50	\$0.00	\$0.00	\$0.00	\$440.00
✓ 01/01/15	Quarterly Admin/Si...	\$302.50	\$302.50	\$137.50	\$137.50	\$0.00	\$0.00	\$0.00	\$440.00
✓ 01/02/15	Quarterly Admin/Si...	\$302.50	\$165.00	\$137.50	\$75.00	\$0.00	\$0.00	\$0.00	\$240.00
		\$1,512.50	\$1,375.00	\$687.50	\$625.00	\$0.00	\$0.00	\$0.00	\$2,000.00

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