



How to Refund Levy When the Lot is not Prepaid in STRATA Master

How to Process a Miscellaneous Owner Invoice

Go to **Accounting > Issue Invoice > Issue Miscellaneous Invoice**

1. Lot/Plan #
2. **Account Code** - Select Miscellaneous Income Admin
3. **Amount** - Enter amount to be refunded
4. The description should make reference to it being a levy refund
5. Click **Save (F5)**

Miscellaneous Invoice

EXIT Undo Save Print Mail ?

Selected: Lot 2 / Plan 6666 (GST registered)

Unit/Plan Lot/Plan Address Name Lot Ref

Lot No. Plan No.

Mr Leyton Hewitt
2/The Champions, 45
Sportsman Road, COBURG
VIC 3058

Account

Expense Revenue All accounts

144000 Miscellaneous Income-Admin - Admin

Group

Invoice details

Amount GST

Description

How to Process a Quick Pay via **Accounting > Make one off Payment > Quick Payment**

1. Select Other payee by cheque/direct entry
2. Email Remittance to – if paying by direct entry, enter an email address to send a remittance

3. Enter details of owner/person you are refunding
4. Enter amount you need to refund (same as above)

NOTE: For the account code, select the same account code used above in the Miscellaneous Owner invoice i.e. Miscellaneous Income Admin

5. Click **Save** and **Print**
6. If Cheque is selected, a cheque/remittance will print
7. If Direct Entry is selected, the payment will be included in the next **Direct Entry Payments** run

Quick Payment

EXIT [Icons]

GST registered owners corporation selected
 Enter Plan No. or Street Name or Body Corporate Name.

 Owners Corporation 6666
 The Champions
 45 Sportsman Road
 COBURG VIC 3058

Payment Type
 Other payee by direct entry
 Other payee by cheque
 Creditor by cheque

Payment to:
 Payee: Leyton Hewitt
 Address: 1 The Champions

 Account Details
 Name: L Hewitt
 Number: 345 678 789
 BSB: 000-000

Email remittance to:

Plan no.	Account	Description	Amount	GST	Group
6666	Miscellaneous Income-Admin	Owner Refund	1,000.00	90.91	None

Total due: \$1,000.00

Work Order (optional)
 Amount limit Already invoiced

Amount: \$1,000.00 GST: \$90.91
 Invoice no.:
 Group: None
 All accounts Expense accts
 Account: 144000 Miscellaneous Income-Admin - Admin
 Description: Owner Refund

Plan Number: 6666
 Address: The Champions, 45 Sportsman Road, COBURG VIC

	Admin	Sinking	Total
Cash at bank	3,000.00	7,000.00	10,000.00
O/S invoices	180.00	NIL	180.00
Net cash	2,820.00	7,000.00	9,820.00
Reserve funds			NIL
Available cash	2,820.00	7,000.00	9,820.00
Total investments:		20,129.00	

Group:
 Available cash: \$0.00 \$0.00 \$0.00
 Budget: \$0.00 Total YTD: \$0.00

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