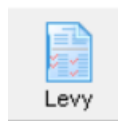


Post or Process a Levy for One Owner

This article will assist you to process/create a Levy for one Lot Owner, or one Lot at a time where only a few Lots in a Plan are affected. This will usually occur where a Levy has been cancelled for a Lot Owner and is to be re-entered.

Important Points

Note that if there are a few Lot Owners who are to be charged a Levy on a regular basis, you can create a new Entitlement Set on the Plan and issue the levy via the Levy icon.



Please read through the instruction below prior to commencing any steps of the process.

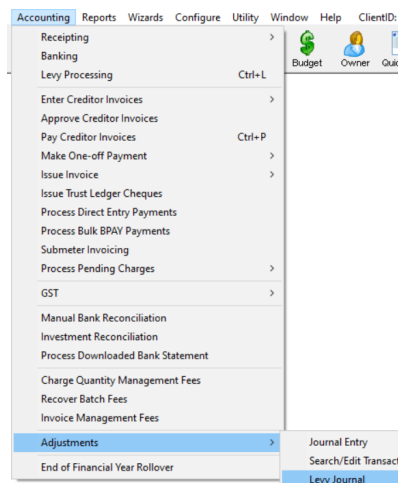
We recommend a **backup** be performed prior to any cancellations, adjustments or processing of unfamiliar transactions. For instruction on how to create a back up, use this link - [Creating a Backup in Strata Master | MRI Knowledgebase \(rockend.com\)](#)

GST

If the Plan is GST Registered, be aware of implications if the levy is to be dated in a prior BAS period. If the levy is being re-entered, after a cancellation, for the same period and the same amount, then the implication is negated/contra'd.

How to Navigate to the Required Screen

1. Select Accounting in the top toolbar, then Adjustments and Levy Journal.



2. Enter lot and Plan, click enter

3. The screen that opens shows levies paid and levies still due. This screen will also show Misc Owner invoices.

Levy Journal - Read Only Mode

Selected: Lot 6 / Plan 6666 (GST registered)

Unit/Plan Lot/Plan Address Name Lot Ref
 Lot No. Plan No. M. Tracy Bayles
 45 Spotsman Road, COBURG VIC 3058

Show unpaid levies only
 Show cancelled levies

| Date Due | Levy Type | Admin Debt | Admin Paid | Capital Works ... | Capital Works ... | Other Debt | Other Paid | Interest Paid | Interest Finalise... |
|------------|-----------|------------|------------|-------------------|-------------------|------------|------------|---------------|----------------------|
| 01/01/2014 | Standard | 302.50 | 302.50 | 137.50 | 137.50 | NIL | NIL | 275.00 | True |
| 01/04/2014 | Standard | 302.50 | 302.50 | 137.50 | 137.50 | NIL | NIL | NIL | True |
| 01/07/2014 | Standard | 302.50 | 302.50 | 137.50 | 137.50 | NIL | NIL | NIL | True |
| 01/10/2014 | Standard | 302.50 | 302.50 | 137.50 | 137.50 | NIL | NIL | NIL | True |
| 01/08/2017 | Standard | 330.00 | NIL | 55.00 | NIL | NIL | NIL | NIL | False |
| 01/11/2017 | Standard | 330.00 | NIL | 55.00 | NIL | NIL | NIL | NIL | False |
| 01/02/2018 | Standard | 330.00 | NIL | 55.00 | NIL | NIL | NIL | NIL | False |
| 01/05/2018 | Standard | 330.00 | NIL | 55.00 | NIL | NIL | NIL | NIL | False |

Levy details:

Status: Normal

Date due: 01/01/2014

Levy type: Standard

Levy frequency: Quarterly

Other fund: []

Group: []

| | Debt | Paid | GST debt | GST paid | Interest paid |
|--------------------|--------|--------|----------|----------|---------------|
| Admin Fund | 302.50 | 302.50 | 27.50 | 27.50 | 203.41 |
| Capital Works Fund | 137.50 | 137.50 | 12.50 | 12.50 | 71.59 |
| Other Fund | NIL | NIL | NIL | NIL | NIL |

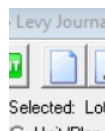
Description: Quarterly Admin/Sinking Levy

Opening balance arrears Final interest taken

4. In the lower half of the screen, levies can be added/posted for an individual Lot Owner. In this example above, the figures relate to a levy already existing on the list.

Process to Post a Levy

5. Click the Add button



6. The levy details in the lower half of the screen then become blank or NIL.

Levy details:

Status: Normal

Date due: 27/08/2021

Levy type: []

Levy frequency: Once-off

Other fund: []

Group: []

| | Debt | Paid | GST debt | GST paid | Interest paid |
|--------------------|------|------|----------|----------|---------------|
| Admin Fund | NIL | NIL | NIL | NIL | NIL |
| Capital Works Fund | NIL | NIL | NIL | NIL | NIL |
| Other Fund | NIL | NIL | NIL | NIL | NIL |

Description: []

Opening balance arrears Final interest taken

7. Complete the fields on the left side. Notice the levy frequency must be 'once-off'.

8. In the monetary fields, enter the Admin and Capital Works figures in the 'debt' column. The gst will auto enter.

Levy details:

Status: Normal

Date due: 27/08/2021

Levy type: Special

Levy frequency: Once-off

Other fund: []

Group: []

| | Debt | Paid | GST debt | GST paid | Interest paid |
|--------------------|---------|------|----------|----------|---------------|
| Admin Fund | \$85.00 | NIL | \$7.73 | \$0.00 | NIL |
| Capital Works Fund | \$40.00 | NIL | \$3.60 | \$0.00 | NIL |
| Other Fund | NIL | NIL | NIL | NIL | NIL |

Description: []

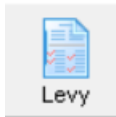
Opening balance arrears Final interest taken

9. Once you are happy with the entry, click 'Save'



10. The levy will then appear on the list above.

11. To print or issue, go to the Levy icon and issue through Print or Email levy Notices.



Notice of Levies Due in August 2021

Owners Corporation Act 2008 Section 31, Owners Corporation Regulations 2016 and Owners Corporation Rules

Tax Invoice

Issued 27/08/2021 on behalf of:

The Owners Corporation of SP 6666
ABN 73996193304
The Champions
45 Sportsman Road
COBURG VIC 3058
for Lot 6 Unit 6
Troy Bayliss

Mr Troy Bayliss
The Champions
6/45 Sportsman Road
St Kilda VIC 3182

| Due date | Details | Amounts due (including GST) (\$) | | Total |
|------------|----------------------------|----------------------------------|--------------|--------|
| | | Admin Fund | Sinking Fund | |
| 27/08/2021 | Special Admin/Sinking levy | 85.00 | 40.00 | 125.00 |
| | Total levies due in month | 85.00 | 40.00 | 125.00 |

Useful Links

[Creating a Backup in Strata Master | MRI Knowledgebase \(rockend.com\)](#)

[Cancelling Levy By Owner | MRI Knowledgebase \(rockend.com\)](#)

03/09/2021 10:46 am AEST