

Cancelling a Debt Recovery Fee from a Lot Owner in Strata Master

This article will assist you to cancel a Misc Owner Invoice for one Lot Owner for Debt Recovery.

If you have more than one Lot Owner Fee to cancel, you will follow these steps for each Lot Owner.

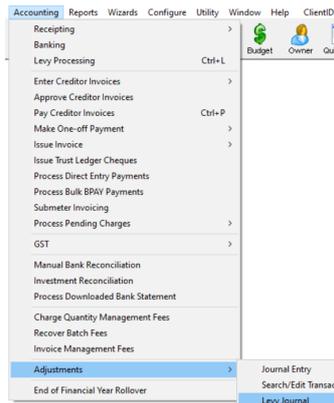
You can use this article to locate and cancel Misc Owner Invoices created for other purposes.

The Process

1. Check the owner ledger to clarify the Misc Owner Invoice to cancel.

Date	Description	Admin Due	Paid	Capital W...	Paid	Other Due	Paid	Outstanding
01/10/2018	Quarterly Admin/C...	\$701.25	\$0.00	\$96.25	\$0.00	\$0.00	\$0.00	\$797.50
01/01/2019	Quarterly Admin/C...	\$701.25	\$0.00	\$96.25	\$0.00	\$0.00	\$0.00	\$797.50
04/05/2022	Lot 1: Debt Reco...	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00

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



3. In the Levy Journal, enter the Lot and Plan number or other selection to bring up required Lots Levy and Misc owner Invoice information. Locate the invoice you wish to cancel.

Date Due	Levy Type	Admin Debt	Admin Paid	Capital Works...	Capital Works...	Other Debt	Other Paid	Interest Paid	Interest Finalise...
01/01/2017	Standard	667.05	667.05	91.00	91.00	NIL	NIL	NIL	True
01/04/2017	Standard	700.40	700.40	95.50	95.50	NIL	NIL	NIL	True
01/07/2017	Standard	700.40	700.40	95.50	95.50	NIL	NIL	NIL	True
01/10/2017	Standard	700.40	700.40	95.50	95.50	NIL	NIL	NIL	True
01/01/2018	Standard	700.40	700.40	95.50	95.50	NIL	NIL	NIL	True
01/04/2018	Standard	701.25	701.25	96.25	96.25	NIL	NIL	NIL	True
01/07/2018	Standard	701.25	701.25	96.25	96.25	NIL	NIL	NIL	True
31/07/2018	Special	400.00	400.00	NIL	NIL	NIL	NIL	NIL	True
01/10/2018	Standard	701.25	NIL	96.25	NIL	NIL	NIL	NIL	False
01/01/2019	Standard	701.25	NIL	96.25	NIL	NIL	NIL	NIL	False
04/05/2022	Owner Invoice	25.00	NIL	NIL	NIL	NIL	NIL	NIL	True

4. Highlight the invoice to be cancelled.

01/01/2019	Standard	701.25	NIL	96.25	NIL	NIL	NIL	NIL	False
04/05/2022	Owner Invoice	25.00	NIL	NIL	NIL	NIL	NIL	NIL	True

5. Click the cancel levy button.



6. Check the Lot Owner Ledger and ensure the fee has been cancelled.

7 If you have invoices to cancel for another owner or Lot, you would follow through these steps for that Owner or Lot.

Useful Links

<https://kb.rockend.com/help/cancel-or-reprint-debt-recovery-notice>

<https://kb.rockend.com/help/cancelling-debt-recovery-for-an-individual-lot-owner>

<https://kb.rockend.com/help/cancelling-management-fees-after-cancelled-debt-recovery-run-in-strata-master>

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