



Post An Equal Amount Levy in Strata Master

This article will assist you to post a Levy that is to be divided equally between Lots. It could be all Lots of the Owners Corporation or only a few Lots.

There are 2 parts to this instruction -

1. Creating an Entitlement Set for Equal Division of entitlements and therefore invoicing of the levy in equal amounts.
2. Posting the Levies to the Lots.

If you already have an entitlement set for the equal division between the required Lots, then you can go straight to Part 2.

Creating An Entitlement Set

If levies to be posted are equal amounts for all lots or selected lots, a new unit entitlement set that has an equal entitlement for each lot needs to be set up. When posting levies, this equal unit entitlement set needs to be selected.

1. Click Corp. Icon and select the Building that needs a new unit entitlement set.
2. Click Entitlements and click Edit. A new blank line will appear under Unit Entitlement Sets.
3. Enter the Name of the new Unit Entitlement Set that reflects the nature of the new Unit Entitlement, for example, Equal Share. Word limit 20 characters including spaces applies. This Name will appear as one of the dropdown arrow menu when selecting Levy entitlement set on Levy Wizard when posting levies.
4. Total Entitlements: if 5 lots are to be levied, enter 5 under Total Entitlements.
5. Entitlement Type: new Entitlement Type can be configured under Configure / Entitlement Types if there is not one as there can only be one Levy Entitlement Type. In the screenshot below, you will see that the Entitlement Type selected from the drop down list available is 'Other Entitlement' as 'Levy Entitlement' is required for the Standard Entitlement set.
6. Enter the Description if necessary.
7. Enter the Entitlement to the applicable lots. From the example above, enter 1 to the lots that are to be levied for the total of 5.0 total entitlements.

Note - the Total at the top of the Lot list will update as each Lot is edited and then should equal the Total Entitlements.

8. Click 'Save'

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 Corporation of SP 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

Unit Entitlement Sets			
Name	Total Entitlements	Entitlement Type	Description
Levy Entitlement	550.00	Levy Entitlement	
Equal Share	5.00	Other Entitlement	Equal Share Entitlement

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

Posting the Levies to the Lots.

1. Levy Wizard > Calculate and / or post levies

EXIT Receipt Levy Claim Cr Invoice Pay

Levy Notices

Calculate and/or post levies

All levies are posted to the general ledger from this screen, including special levies.

You are also able to produce a proposed levy summary without posting transactions.

Calculate levies

2. Enter or select owners corporation > Select type of levy to be posted, selected Group if applicable.
3. Enter details of levies selected above and ensure to choose the Equal Share entitlement set up above when nominating Levy Entitlement Set. Example as below.

STRATA Master then will calculate and post the levy to the lots to which the Equal Share Unit Entitlements are applicable only.

Levy Notices

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

Select type of levy to be posted:

Standard Levy (Admin and Capital Works Funds)

Admin Fund Special Levy

Capital Works Fund Special Levy

Group: []

Enter details of standard levies:

First instalment due date: 01/07/2022 Advanced

Instalment frequency: Quarterly

Number of instalments: 4

Levy discount rate (%): NIL

Amount to raise - Admin*: \$2,500.00

Amount to raise - Capital Works*: \$3,000.00 * Including GST

Description (optional): Equal Share Levy for Carport Repairs

Levy entitlement set: Equal Share

Date of determination: 01/06/2022

Levy year: 01/01/2022 To 31/12/2022

Print Summary

You must check the summary of the levies before posting.

Title prefix:

Proposed

Approved

Print Summary

Post Levies

You may now post the levies that you have calculated.

Post Levies

1. If Levy Description needs to change to include the levy periods, tick Advanced and click Next. Edit the Description to include the levy periods as below by double clicking on the existing description.

Instalment	Due date	Admin	Capital Works	Total	Phantom	Previously posted	Description
1	01/07/2022	\$625.00	\$750.00	\$1,375.00	<input type="checkbox"/>	<input type="checkbox"/>	Equal Share Levy for Carport Repairs July 2022
2	01/10/2022	\$625.00	\$750.00	\$1,375.00	<input type="checkbox"/>	<input type="checkbox"/>	Equal Share Levy for Carport Repairs
3	01/01/2023	\$625.00	\$750.00	\$1,375.00	<input type="checkbox"/>	<input type="checkbox"/>	Equal Share Levy for Carport Repairs
4	01/04/2023	\$625.00	\$750.00	\$1,375.00	<input type="checkbox"/>	<input type="checkbox"/>	Equal Share Levy for Carport Repairs

Notes

1 Instalments marked as phantoms will not be posted to the general ledgers.

2 Previously posted instalments will be reassigned to the new levy posting.

2 .Ensure to click Print Summary and click on Approved if approved, then click Next.

Print Summary

You must check the summary of the levies before posting.

Title prefix:

Proposed
 Approved

Post Levies

You may now post the levies that you have calculated.

3. If Approved selected, 'Approved Levy Postings for The Owners Corporation of XXXX' will be the title of the Summary. If Proposed selected, 'Proposed Levy Postings for The Owners Corporation of XXXX' will be the title of the Summary.

Approved Levy Posting for
The Owners Corporation of SP 4444
ABN 56003544107

First instalment due date: 01/07/2022 Discount: Nil
Instalment frequency: Quarterly Group: General
Number of instalments: 4 Entitlement set: Equal Share
Description: Equal Share Levy for Carport Repairs Levy determination date: 01/06/2022

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Capital Works Fund	Total
2	2	1.00	500.00	600.00	1,100.00
3	3	1.00	500.00	600.00	1,100.00
6	6	1.00	500.00	600.00	1,100.00
7	7	1.00	500.00	600.00	1,100.00
8	8	1.00	500.00	600.00	1,100.00
Totals		5.00	\$2,500.00	\$3,000.00	\$5,500.00
GST included in amounts to be raised			\$227.20	\$272.80	\$500.00
Amount to be raised per unit of entitlement			\$500.00	\$600.00	\$1,100.00

The following advanced instalment settings were used:

Due date	Description	Administrative Fund	Capital Works Fund	Total	Comment
01/07/2022	Equal Share Levy for Carport Repairs July 2022	625.00	750.00	1,375.00	
01/10/2022	Equal Share Levy for Carport Repairs	625.00	750.00	1,375.00	
01/01/2023	Equal Share Levy for Carport Repairs	625.00	750.00	1,375.00	
01/04/2023	Equal Share Levy for Carport Repairs	625.00	750.00	1,375.00	
		\$2,500.00	\$3,000.00	\$5,500.00	

4. Click Post Levies. STRATA Master will display a following message. Click OK if everything entered is correct and therefore needs to be proceeded.

Strata Master ✕

You are about to post levies to the levy ledger.

If you have not thoroughly checked the report of the trial levy calculation, you should do so before posting levies.

If you want to proceed to post levies, click OK. If you want to redo the levy calculation before posting levies, click Cancel, then move back through the wizard and make the appropriate changes.

5. Upon clicking OK, STRATA Master displays another message 'The levies have been posted'. At this stage, the equal amount of levies have been posted to the lots which have the equal share unit entitlements.

22/06/2022 1:25 pm AEST