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## Cancel a Posted Levy For All Lots of A Plan

This article will assist you to cancel a Levy Posting that needs to be cancelled on ALL Lots that were included in that posting.

**Note that the cancellations do show on the Lot Owner Ledger, however this ledger is not for providing to Lot Owners**. Lot Owners should be receiving the Customer Owner Account from Formatted Reports.

If you are to cancel a Levy for only 1 or a few of the Plans, then refer to this linked article - **https://kb.rockend.com/help/cancelling-levy-by-owner** 

### Where to Find the Facility to Cancel a Levy Posting

1. Click on Accounting in the top toolbar and then select Adjustments.



2. Select Search/Cancel Levy Posting

Journal Entry
Search/Edit Transactions
Levy Journal
Credit Lot
Search/Cancel Receipts
Search/Cancel Payments
Search/Cancel Bulk BPAY Payments File
Search/Cancel Levy Posting

#### Steps to Cancel a Levy Posting

1. In the screen that opens enter the Plan number, and a date range . Avoid specific dates as this lists according to the date POSTED not due date. Click the search binoculars. A list of levies posted during that period shows.

Search/Cancel Levy Posting Search/Cancel Levy Posting GST registered owners corporation selected Enter Plan No. or Street Name or Body Corporate Name. Strata Plan 4444 Chandos Towes T Chandos Street STLEONARDS NSW 2085	Date posted from 01/12/2021 To 01/12/2022 Show cancelled levy posting	
Posting Date     Levy Due     Plan No.       2022:03:25     12:15 PM     2021:01:01     4444       2022:03:25     12:15 PM     2021:04:01     4444       2022:03:25     12:15 PM     2021:01:01     4444	Levy Type     Description     Total Amount     Status     No.of installment       Standard     Quarterly Admin/Capital Works Levy     \$10,011.00     Normal     1       Standard     Quarterly Admin/Capital Works Levy     \$10,011.00     Normal     1	Admin raised Capital Woi \$6,597.85 \$3,4 \$6,597.85 \$3,4 \$6,597.85 \$3,4 \$6,597.85 \$3,4

3. Read the column 'levy due' for the due date of the levies. Note the date is backwards and is read as yyyy/mm/dd.

In the example above the levies are 1/1/2021, 1/4/2021, 1/7/2021 and 1/10/2021.

# 4. IMPORTANT POINT - if you need to cancel a levy which is not the latest, you should cancel the latest levy and the required levy. Especially if the levy is to be re-posted.

Therefore, if I needed to cancel the levy for 1/4/2021, I would cancel the 1/10/2021 levy first, then the levy for 1/7/2021 and then the levy for 1/4/2021. This is to prevent owners payments against the 1/4/2021 levy being automatically applied by Strata Master to the 1/7/2021 or 1/10/2021 levy or any future levy not shown in the list above.

You would then need to re-post each of the cancelled levies.

- 5. If you are only cancelling the latest posted levy on the Plan, you only 1 levy to cancel.
- 6. Highlight the latest levy you need to cancel and click the cancel button.

Stata Plan 4444 Chandos Steet ST LEUNARDS NSW	Posting corporation select Name or Body D / 2065	sted Corporate Name.		Date posted from 01/12/202 To 01/12/202 ☐ Show cancelled	1 🗣 💌 12 🗣 💌 Hevy posting			
Posting Date	Levy Due	Plan No.	Levy Type	Description	Total Amount Status	No.of installment	Admin raised	Capital Wor
2022-03-25 12:15 PM	2021-01-01	4444	Standard	Quarterly Admin/Capital Works Levy	\$10,011.00 Normal	1	\$6,597.85	\$3,4
2022-03-25 12:15 PM	2021-04-01	4444	Standard	Quarterly Admin/Capital Works Levy	\$10,011.00 Normal	1	\$6,597.85	\$3,4
2022-03-25 12:15 PM	2021-07-01	4444	Standard	Quarterly Admin/Capital Works Levy	\$10,011.00 Normal	1	\$6,597.85	\$3,4
2022-03-25 12:15 PM	2021-10-01	4444	Standard	Quarterly Admin/Capital Works Levy	\$10,011.00 Normal	1	\$6,597.85	\$3,4

7. Click OK to continue.

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\$10,011.00	Normal	1	\$6,597.85	\$
\$10,011.00	Normal	1	\$6,597.85	\$3
A10 011 00			AC E07.05	\$:
Strata Mast	ter		X	\$
<b></b>	You are can Do you wisł	celling levies in a prior n to continue?	r GST period.	
		Yes	No	

8. Another pop up is checking that you really do want to cancel this levy. You enter a reason and click ok.

ev. Cancel Levy Posting	×
Do you wish to cancel this levy posting? If so, please enter the reason for cancellation. No reason will stop the cancellation. (100 characters max)	OK Cancel
	40 507 05
\$1111111111 Normal 1	\$6,597,85

9. A confirmation of the cancellation appears.

1.00 1.00	Normal	1	\$6,597.85 \$6,597.85
St	trata Master		×
	The levy posting	has been canc	elled.
			ок

10. Then the screen no longer shows the cancelled levy.

Search/Cancel Levy Posting							
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GST registered owners corporation selected		Data and 4 from 01/12/202					
Enter Plan No. or Street Name or Body Corporate Name.		Date posted from [01712/202					
		To 01/12/202	2 🚔 🗸				
Strata Plan 4444		Show cancelled	levy posting				
Chandos Towers							
1 Chandos Street							
01 22 01 AND 0 110 W 2000							
Posting Date Levy Due Plan No.	Levy Type Des	cription	Total Amount	Status	No.of installment	Admin raised	Capital Wor
2022-03-25 12:15 PM 2021-01-01 4444	Standard Qua	arterly Admin/Capital Works Levy	\$10,011.00	Normal	1	\$6,597.85	\$3,4
2022-03-25 12:15 PM 2021-04-01 4444	Standard Qua	arterly Admin/Capital Works Levy	\$10,011.00	Normal	1	\$6,597.85	\$3,4
2022-03-25 12:15 PM 2021-07-01 4444	Standard Qua	arterly Admin/Capital Works Levy	\$10,011.00	Normal	1	\$6,597.85	\$3,4
11							

11. Next you follow steps 6 to 10 for the levy due 1/7/2021, and then the levy due 1/4/2021.

### **Useful Links**

#### https://kb.rockend.com/help/cancelling-levy-by-owner

If you wish to cancel receipts prior to cancelled levies -https://kb.rockend.com/help/cancel-a-lotowner-receipt

13/12/2022 7:23 pm AEDT