



Issue Lot Owner Statement for One Lot Owner in Strata Master

A Lot Owner Statement can be issued through the Levy Wizard or by issuing a Current Owner Account report.

In this article we will review both methods.

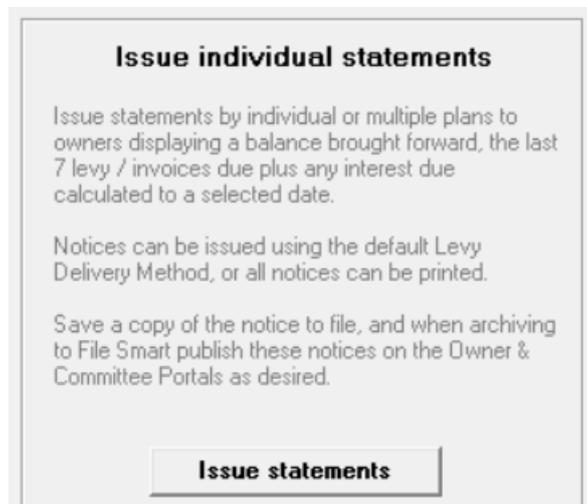
Please note - DO NOT issue Lot Owner Ledgers to Lot Owners. Lot Owner ledgers are aligned to the Lot, not to the Owner, so you could be breaching the Privacy Act by issuing this ledger report.

Lot Owner Statement Through the Levy Wizard

1, Select the Levy Icon.



2. Select the Option to Issue Individual Statements. Click 'Issue Statements' button.



3. Enter the Plan number and

- tick 'save notices to file' if you wish to do so. This can be referred to alter if you save it. This will also open a preview so you can see the statement.
- tick or untick 'charge fees for statements. Tick it is you want to charge the owner.
- select deliver method. Default method relates to the method selected on the relevant Lot Owners card.

Levy Notices

Issue individual statement

One or multiple owners corporations?

Individual owners corporation
 Multiple owners corporations

Select owners corporation

GST registered owners corporation selected Active Groups

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 3333
Hordern Place
23 Victoria Street
POTTS POINT NSW 2011

Enter other options and details

Calculate interest to

Save notices to file

Charge fees for statement(s)

Delivery Method

Use default method Print & Email

Email

Print all

4. Select the owner and use the arrows to move the Lot Owner to the right hand column.

Select lots to issue individual statements

Unit #	Lot #	Levy Contact	Method
2	2	Peter Rabbit	Email
3	3	Donald Duck	Print
4	4	Donald Duck	Print

Unit #	Lot #	Levy Contact	Method
1	1	Jeremy Bullfrog	Email

5. Add additional comments if you wish, note that this would show on all statements issued, so would need to be general in nature.

Additional comment for notices Agency defaults exist

6. Click Finish button.

7. Check your Outlook sent box to ensure the emails send. Remove printed statements from the printer.

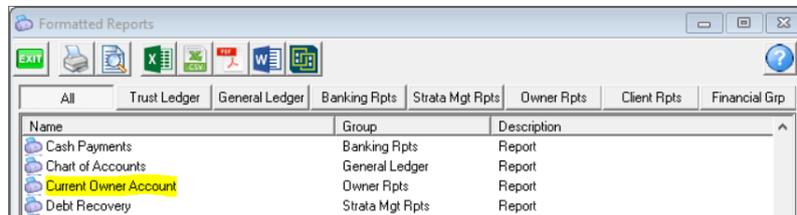
Current Owner Account Report

As the name says, this report list the levies and receipts for the "current' owner.

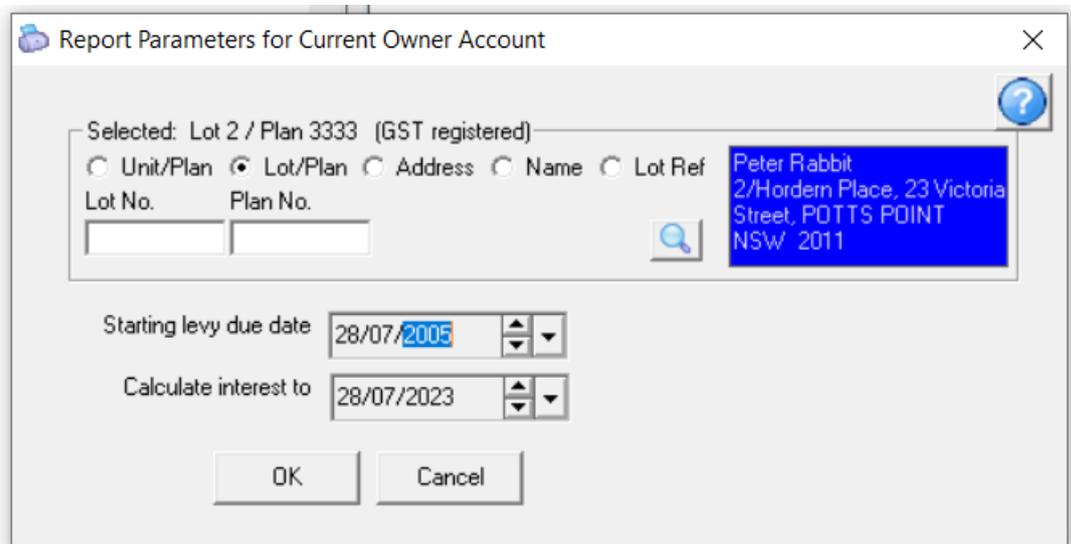
1. Click on Formatted Reports Icon.



2. Select Current Owner Account from the list of reports.



3. Enter the Lot and Plan number and select a wide date range. Selecting a narrow date range may affect the summary at the bottom of the report.



4. Click OK



5. The report can be emailed or printed or saved.



6.



Current Owner Account

Peter Rabbit

Lot 2 Unit 2

The Owners Corporation of SP 3333

Hordern Place, 23 Victoria Street, POTTS POINT NSW 2011

Purchased: 07/11/2001 UE / AE: 10.00 / 40.00

Date	Details	Administrative Fund due/paid	Capital Works Fund due/paid	Unallocated	Interest paid	Total	Balance (-)prepaid
	Balance brought forward	0.00	0.00	0.00		0.00	0.00
01/01/2021	Q1 Admin/Capital Works Fund Levy	525.00	93.75	0.00	0.00	618.75	618.75
01/01/2021	Q1 Com. Garage Admin Levy	87.50	0.00	0.00	0.00	87.50	706.25
01/04/2021	Q2 Admin/Capital Works Fund Levy	525.00	93.75	0.00	0.00	618.75	1,325.00
01/04/2021	Q2 Com. Garage Admin Levy	87.50	0.00	0.00	0.00	87.50	1,412.50
20/04/2021	Q1/Q2 Com. Garage Admin Levy 2021	-175.00	0.00	0.00	0.00	-175.00	1,237.50
01/07/2021	Q3 Admin/Capital Works Fund Levy	525.00	93.75	0.00	0.00	618.75	1,856.25
01/07/2021	Q3 Com. Garage Admin Levy	87.50	0.00	0.00	0.00	87.50	1,943.75
01/10/2021	Q4 Admin/Capital Works Fund Levy	525.00	93.75	0.00	0.00	618.75	2,562.50
01/10/2021	Q4 Com. Garage Admin Levy	87.50	0.00	0.00	0.00	87.50	2,650.00
03/10/2021	Admin/Capital Works Fund Levy 2021	-2,100.00	-375.00	0.00	0.00	-2,475.00	175.00
03/10/2021	Q3/Q4 Com. Garage Admin Levy 2021	-175.00	0.00	0.00	11.12	-186.12	0.00
01/01/2022	Q1 Admin/Capital Works Fund Levy	577.50	103.15	0.00	0.00	680.65	680.65
01/01/2022	Q1 Com. Garage Admin Levy	96.25	0.00	0.00	0.00	96.25	776.90
01/04/2022	Q2 Admin/Capital Works Fund Levy	577.50	103.15	0.00	0.00	680.65	1,457.55
01/04/2022	Q2 Com. Garage Admin Levy	96.25	0.00	0.00	0.00	96.25	1,553.80
01/07/2022	Q3 Works Fund Levy	577.50	103.15	0.00	0.00	680.65	2,234.45
01/07/2022	Q3 Com. Garage Admin Levy	96.25	0.00	0.00	0.00	96.25	2,330.70
01/10/2022	Q4 Admin/Capital Works Fund Levy	577.50	103.15	0.00	0.00	680.65	3,011.35
01/10/2022	Q4 Com. Garage Admin Levy	96.25	0.00	0.00	0.00	96.25	3,107.60
28/07/2023	Current balances excluding interest						
	Administrative Fund	2,695.00					
	Capital Works Fund	412.60					
	Unallocated Money Fund	0.00					
		<u>3,107.60</u>					
	Interest due as at 28/07/2023				372.07		
	Current balance including interest						<u><u>\$3,479.67</u></u>

28/07/2023 7:32 pm AEST