



Generating a Lot Owner Ledger in Strata Master

Summary

Lot Owner Ledgers detail the levies posted, fees charged, receipts and more on a Lot. Learn how to generate a Lot owner ledger to examine the transactions processed on a specific Lot.

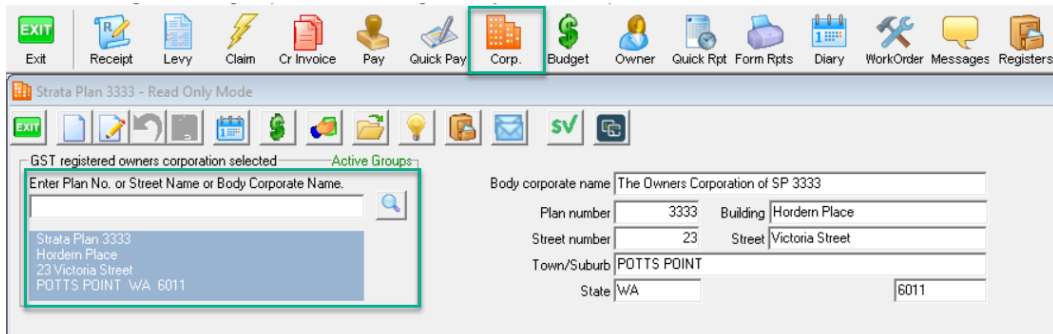
Overview

The main points to note about a lot ledger -

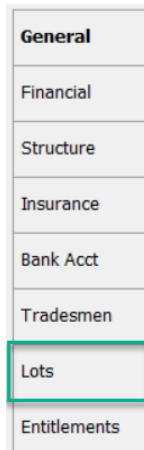
- A lot ledger is relevant to a Lot and continues through multiple owners, so this report is not issued to Lot Owners.
- This article will guide you through the most common method of accessing a quick ledger, which shows the last 2 years.
- A full owner ledger can be accessed through Formatted Reports.

Generating the Ledger

1. Click on the Corp icon in the icon toolbar, and enter the relevant Plan number.



2. Click on the Lots tab on the left hand side of the screen. This opens a lots list.

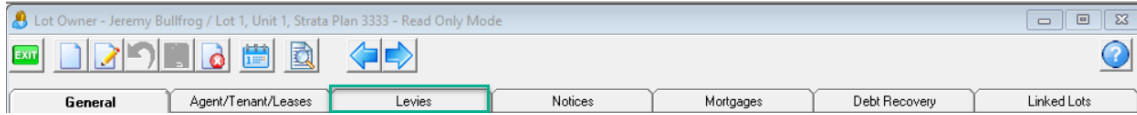


3. Double click on the required Lot. This opens the Lot card and shows various tabs.

Double click here

Unit #	Lot #(s)	Owner	Position	Addt Debtor	Lot Plan #	Address
1	1	Jeremy Bullfrog	Chairman, Secretary	<input type="checkbox"/>		Hordern Place, 23 Victoria Street, POTTS POINT WA 6011
2	2	Peter Rabbit	Treasurer	<input type="checkbox"/>		Hordern Place, 23 Victoria Street, POTTS POINT WA 6011
3	3	Donald Duck		<input type="checkbox"/>		Hordern Place, 23 Victoria Street, POTTS POINT WA 6011
4	4	Donald Duck		<input type="checkbox"/>		Hordern Place, 23 Victoria Street, POTTS POINT WA 6011

4. Select the Levies tab



5. Locate and click the button on the right hand side of the Unpaid Debts list.

General Agent/Tenant/Leases **Levies** Notices Mortgages Debt Recovery Linked Lots

Lot reference number: 1036
 Lot plan number:
 Cheque drawer:
 Branch:
 Bank:
 BSB number:
 Printed receipt message:
 Screen receiving message:
 Reject levy receipts:
 Biller Code: 96503
 CRN: 33334567810368

Contact for levies:
Private Residential Contact
 Salutation: Jeremy
 Jeremy Bullfrog
 Hordern Place
 1/23 Victoria Street
 POTTS POINT NSW 2011
 Mobile: 0428 698 968
 Email: Coral.Conrad@mrisoftware.com

Levy delivery:
 Levy issue print
 Levy issue email

Additional emails:
 Owner
 Agent
 Tenant

Unpaid Debts

Date	Description	Admin Due	Paid	Capital W...	Paid	Other Due	Paid	Outstanding
01/07/2022	Q3 Works Fund L...	\$577.50	\$378.58	\$103.15	\$67.62	\$0.00	\$0.00	\$234.45
01/07/2022	Q3 Com. Garage ...	\$96.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.25
01/10/2022	Q4 Admin/Capital ...	\$577.50	\$0.00	\$103.15	\$0.00	\$0.00	\$0.00	\$680.65
01/10/2022	Q4 Com. Garage ...	\$96.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.25

Click this button to open a ledger

The Lot ledger then opens. This is a ledger covering the last 2 years and all owners through that period.

Note: It is expected that, if an owner sells the Lot, at settlement the solicitor or conveyancer make payment of all funds required to pay any debts owing by that owner. Therefore the new Lot Owner will commence with a clean slate and only owe levies due after date of settlement. However, due to privacy requirements, ledgers are not issued to Lot Owners.



Owner Ledger

Start Date: 01/12/2022
 End Date: 31/12/2026
 Owners: One only

The Owners Corporation of SP 3333		Hordern Place, 23 Victoria Street, POTTS POINT WA 6011										
Lot 1	Unit 1	Jeremy Bullfrog	UE / AE: 10.00 / 40.00									
Levies												
Levy no.	Due date	Frequency	Details	Admin Fund Due	Admin Fund Paid	Capital Works Fund Due	Capital Works Fund Paid	Interest paid	Discount	Levy type	Status	Group
Balance brought forward				968.92		138.68						
1	19/02/2024	Once-off	Lot 1: Resolution fee	240.00	240.00	0.00	0.00	0.00		Owner Invoice	Normal	None
Current position: Unallocated prepayments \$0.00				Levy arrears & owner invoices due \$1,107.60		Interest on levy arrears \$360.57						
Receipts				Admin Fund		Capital Works Fund		Unallocated				
Date	Receipt no.	Subtype	Status	Source	Paid	Interest	Paid	Interest	Paid	Total amount	Cheque no.	Levy no.
19/02/2024	36	Receipt	Banked		240.00	0.00	0.00	0.00	0.00	240.00		1
10/12/2024	37	Receipt	Banked		1,726.08	0.00	273.92	0.00	0.00	2,000.00		

A Full Lot Ledger

A ledger generated through the Lot card will show transactions for 2 years.

When an owner has maintained ownership for longer than 2 years, and your agency has also maintained

management for longer than 2 years, older transactions can be viewed through Formatted Reports.

There is a separate article that shows older transactions on a full ledger.

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