

Resubdivision Process

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The instructions in this article relate to **Resubdivision/ Reallocate**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The **Resubdivision/Reallocation** screen is used to simplify the resubdivision of lots and amend lot entitlements for one or more lots.

This menu provides step-by-step screens for data entry and reports to check data validity before processing.

There is also the capacity to add new lots without affecting the entitlements of the existing lots. In the case of a developer, information can be populated from the Roll of an existing lot for the new lots, providing time-efficient, accurate, and streamlined set-up procedures.

This new process removes the need to reverse/delete future levies, as these are updated as part of the process. Additionally, the changes to the resubdivision lot are automatically updated in the **Roll** when the final step is completed.

It is important to study the registered plan and entitlement schedules before starting any of the processes provided by this module to ensure accurate input of the *Date of Registration* and entitlement schedule.

Normally, there will be a remaining balance on extinguished lots (resub lot), which must be reallocated via any of the four options. With these options, it is important to understand that once a lot has been created in StrataMax, it cannot be deleted/ removed but rather extinguished, resubdivided or amended for the overall entitlements.

If the building has levies with custom schedules, take a screenshot of the [Levy Management](#) screen or produce a [levy register](#) report.

It is always strongly recommended to perform a *Custom Data Storage* before proceeding with a resubdivision, and the building should be locked until completed and reviewed.

Please also check out our [video covering the new Resubdivision/Reallocate](#).

If the *Plan/Resubdivision Date* is within a levy period that was generated in the Old Year; the field in **Building Information** called *Audit Done* must be unticked to change to 'N' for the Old Year date as adjustments will be made in the Old Year. If this is not done, no adjustments will be made to the levy.

Before completing the resubdivision, check if the lot to be resubdivided is an **Office Bearer** and apply a date of [termination](#) before proceeding with the below process.

If the lot is in Legal Action, this should also be removed from the [Legal Action](#) area.

If adding new lots to a new building, please see the article for *New Building Setup* process.

Resubdivision to Add New Lots

1. Search or Select **Resubdivision / Reallocate**.
2. From the Main Menu- select *Resubdivide to add new lots*.
3. Enter the Date of Registration in *Plan/ Resubdivision Date*.
4. Select Lot for Resubdivision by clicking on the box with ..., and selecting the lot. The resubdivided lot will automatically have the *Lot Type* changed to 'Resubdivided' in the *Building Information Lot Type Editor screen* at the end of the process.
5. Select *Next* to move to the next setup screen.

Resubdivision / Reallocation of Entitlements

Plan/Resubdivision Date: 17/02/2020

(NOTE: This process will handle adjustments to levies. You do not need to reverse or delete any future levies. No changes are made until the final step, and it is validated and processed as a single step.)

Resubdivide to add new lots
Subdivide a lot into multiple new lots
Lot For Resubdivision 02100006 H L KURK

Change existing lot entitlements
Change entitlements of existing lots, reallocations and amalgamation.

Add new lots
Add new lots without affecting entitlements of existing lots

Next

Plan Setup

| Account Code | Lot Number | Unit Number | Contribution Entitlements | Interest Entitlements | Car Space Number |
|--------------|------------|-------------|---------------------------|-----------------------|------------------|
| 02100015 | 00015 | 15 | 10 | 10 | |
| 02100016 | 00016 | 16 | 10 | 10 | |
| 02100017 | 00017 | 17 | 10 | 10 | |
| 02100018 | 00018 | 18 | 10 | 10 | |
| 02100019 | 00019 | 19 | 10 | 10 | |
| 02100020 | 00020 | 20 | 10 | 10 | |
| 02100101 | 100101 | 101 | 140 | 140 | |

1. Enter Number of New Lots (total Lots will automatically update).
2. Enter total of new entitlements- Cancellation of Resub entitlements is shown as a reduction.
3. Tag *No Intro Letter for StrataMax* , as these are issued at a later stage when the Owners Info is updated to the purchasers of the New Lots
4. Auto Fill – enter the *starting Account Number* – ensure the account number entered matches the Starting Lot Number, enter the unit number.
5. Enter the most common entitlement value for the new lots (contribution and interest). For some States there will be only 1 entitlement value per lot (entitlement liability).
6. The table will automatically populate based on the Auto Fill information, with sequential numbers populating to the table
7. Click in each field that requires editing to enter the correct values or on the keyboard press enter to move down to the next field.
8. For staged developments there is usually a new balance lot – ensure the Account Code is edited to match the lot number.
 - o (See example above - Added lots 15 to 20 plus balance lot 101. The final new lot in the table is lot 101, so the account number code is edited to 02100101, as well as the lot number).
9. Ensure all entitlements are correct as per the Registered Schedule of Entitlements, and edit where necessary
10. The entitlements total will update in the top section, as well as showing the reduction by the cancelling of the Resubdivision Lot. This provides a check point that the total entitlements agree with the registered schedule.
11. Select *Next* to move to the next setup screen.

Owners Details

1. This screen is where the owner's details for the new lots are populated.
2. By selecting the *Auto Fill* arrow, a drop-down box appears with the option to *Copy from Existing account* (i.e. Resubdivided Lot) – information from the **Roll** for this lot will be copied to the new lots.
3. There is also an option to select another lot from the existing Roll to emulate details for new lots.
4. Alternatively, manual entry of owner details may be input for any or all new lots.
5. Normally where a staged development is being setup, the new lots are in the name of the Developer until

such time as sales are finalised, therefore at the setup stage the developer will be the owners of all lots.

6. Select *Next* to move to the next setup screen.

Levy Adjustment

Once the levy adjustment process has been completed, these will create Pro-Rata entries in **Levy Management**. These should not be edited. Please contact Support if there an example where this is required.

| Levy | Include | Levy Type | Period | Rate per U/E | Adjustment | Original Total Charge | Adjusted Total Charge |
|-------|-------------------------------------|--------------|----------------------|--------------|---------------------------|-----------------------|-----------------------|
| 00001 | <input checked="" type="checkbox"/> | Admin Fund | 01/02/20 to 30/04/20 | 10.00000000 | Levy total charge changed | 6000.00 | 11000.00 |
| **** | | Admin Fund | 01/02/20 to 16/02/20 | 1.77777778 | Pro-rata 16 of 90 days | | -895.90 |
| 00002 | <input checked="" type="checkbox"/> | Admin Fund | 01/05/20 to 31/07/20 | 10.00000000 | | | |
| 00003 | <input checked="" type="checkbox"/> | Admin Fund | 01/08/20 to 31/10/20 | 10.00000000 | | | |
| 00004 | <input checked="" type="checkbox"/> | Admin Fund | 01/11/20 to 31/01/21 | 10.00000000 | | | |
| 00005 | <input checked="" type="checkbox"/> | Admin Fund | 01/02/21 to 30/04/21 | 10.00000000 | | | |
| 00006 | <input checked="" type="checkbox"/> | Sinking Fund | 01/02/20 to 30/04/20 | 5.00000000 | | | |
| **** | | Sinking Fund | 01/02/20 to 16/02/20 | 0.88888889 | | | |

| Account Code | Updated Charge Amount | Updated Charge Unit |
|--------------|-----------------------|---------------------|
| 02100006 | 1,177.78 | 100 |
| 02100007 | -177.78 | -100 |
| 02100008 | -177.78 | -100 |
| 02100009 | -177.78 | -100 |
| 02100010 | -177.78 | -100 |
| 02100011 | -177.78 | -100 |
| 02100012 | -177.78 | -100 |

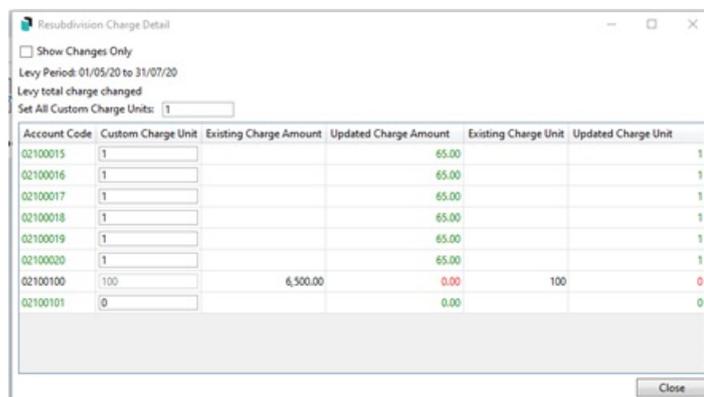
1. The *Plan / Resub Date* will automatically populate at top – based on the date entered in Screen 1, and will also populate the *Date for Levy Adjustment*.
2. However, if the adjustment to levies is required to be affected from a future date (e.g. date of start of next levy period) the *Date for Levy Adjustment* may be edited to the required date.
3. Each levy period is listed, including future levies, and can be included (or un-tick if recalculation is not required), with the pro-rata adjustments for the affected levy period highlighted in Green.
4. The first line for each levy displays the original levy, showing cancellation of the full levy for the Resub Lot, and the New Lots are added and levied for the full period.
5. A second line, *highlighted in Green*, shows the pro-rata debit for the resub Lot and pro-rata credit for the New Lots- calculated from the start of the levy period to the day prior to the date of Registration of the Resubdivision. Period shows the date range for the pro-rata adjustments. If the current levy is unticked for recalculation, (i.e. the Date for Levy Adjustment is to be from the next levy period) the pro-rata adjustment line will be removed.
6. The pro-rata adjustments are automatically calculated based on the number of days prior to the date of registration as a ratio of the days in the levy period.
7. The *Details* button next to each Levy in the table can be clicked to display all details of the charges to the Lots.
8. Any of the Levies may be unticked in the *Include* column to exclude that levy from recalculation. This is

another option for excluding the current levy from recalculation.

9. The future levies in the table will be updated to include the new lots at the appropriate entitlement for each, and set the Resubdivided lot to zero entitlements, and becoming inactive in the *Building Information Lot Type Editor screen*.

Custom Levies

1. If there are Custom levies in the table, and the new Lots are to be included, the *original levy* will need to be edited by clicking on the Details button.
2. A table showing the new Lots will appear and any or all may be included for recalculation by entering a charge rate (either entitlement or appropriate charge rate as per the custom schedule) for each Lot to be added to the Custom levy. The *Set all Custom Charge Units* box can be utilised to auto populate the charge rate to all new Lots. For any Lot to be excluded from the Custom Levy the charge rate is entered as 0.

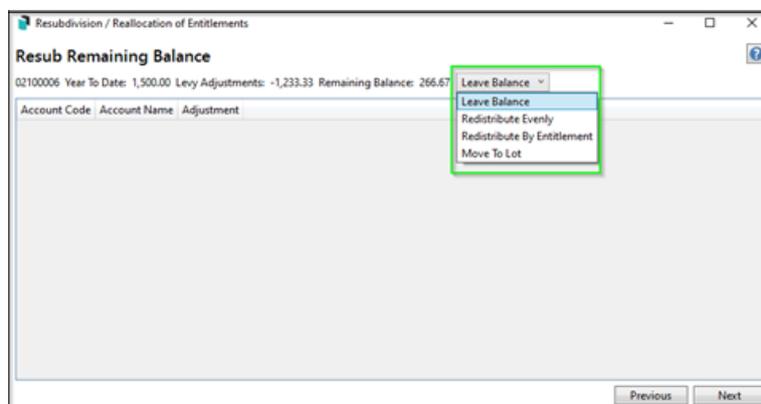


The screenshot shows a window titled "Resubdivision Charge Detail". It has a checkbox for "Show Changes Only" and a "Levy Period: 01/05/20 to 31/07/20". Below that, it says "Levy total charge changed" and "Set All Custom Charge Units: 1". The main part of the window is a table with the following columns: Account Code, Custom Charge Unit, Existing Charge Amount, Updated Charge Amount, Existing Charge Unit, and Updated Charge Unit. The table contains several rows of data, including account codes like 02100015 through 02100101. A "Close" button is visible at the bottom right.

| Account Code | Custom Charge Unit | Existing Charge Amount | Updated Charge Amount | Existing Charge Unit | Updated Charge Unit |
|--------------|--------------------|------------------------|-----------------------|----------------------|---------------------|
| 02100015 | 1 | | 65.00 | 1 | 1 |
| 02100016 | 1 | | 65.00 | 1 | 1 |
| 02100017 | 1 | | 65.00 | 1 | 1 |
| 02100018 | 1 | | 65.00 | 1 | 1 |
| 02100019 | 1 | | 65.00 | 1 | 1 |
| 02100020 | 1 | | 65.00 | 1 | 1 |
| 02100100 | 100 | 6,500.00 | 0.00 | 100 | 0 |
| 02100101 | 0 | | 0.00 | | 0 |

3. Future Custom Levies will not automatically update, and will require the new Lots to be added by editing the relevant levy in Levy Management.
4. Select *Next* to move to the next setup screen.

Resub Remaining Balance



The screenshot shows a window titled "Resubdivision / Reallocation of Entitlements". It has a section for "Resub Remaining Balance" with the text "02100006 Year To Date: 1,500.00 Levy Adjustments: -1,233.33 Remaining Balance: 266.67". Below this is a table with columns "Account Code", "Account Name", and "Adjustment". A dropdown menu is open, showing options: "Leave Balance", "Redistribute Evenly", "Redistribute By Entitlement", and "Move To Lot". The "Leave Balance" option is highlighted. "Previous" and "Next" buttons are at the bottom.

| Account Code | Account Name | Adjustment |
|--------------|--------------|------------|
|--------------|--------------|------------|

1. After the levy adjustment process has been completed, there is likely to be a remaining balance on the now

extinguished (cancelled) Resubdivided Lot.

2. This section provides 4 options by which the balance for this Lot can be cleared:
 - *Leave Balance* on the Resub Lot. Often if the pro-rated levy had been paid in full the resub process will result in a credit balance remaining on the Lot. This may be left on the Lot for refunding to the Developer
 - *Redistribute Evenly*. This will distribute any Resub remaining balance on the extinguished Lot evenly to all new Lots (regardless of whether the balance is a debit or credit)
 - *Redistribute by Entitlement*. This option will distribute the Resub remaining balance to the new Lots in relation to each lot's entitlement (contribution)
 - *Move to Lot*. This option is commonly selected where there is a new balance Lot which will be retained by the developer
3. Select *Next* to move to the finalise screen.

Finalise

The very last screen provides a report for the purpose of checking all setup data prior to selecting the *Process Resubdivide Lot* button.

Finalize

Lot Changes:

| Lot Account | Lot No. | Unit No. | Car Space No. | Car Space No. | Contribution Entitlements | Interest Entitlements | Adjustment |
|-------------|---------|----------|---------------|-------------------------|---------------------------|-----------------------|------------|
| 02100007 | 00007 | 7 | | SAM SMITH | 100 | 100 | 44.45 |
| 02100008 | 00008 | 8 | | TRUDIE LANE | 100 | 100 | 44.45 |
| 02100009 | 00009 | 9 | | BRIAN KENT & SUSAN KENT | 100 | 100 | 44.45 |

Levy Adjustments:

| Lot Account | Levy Type | Levy Period | Charge Units | Adjustment Amount | Original Charge Units | Original Amount |
|-------------|------------|----------------------|--------------|-------------------|-----------------------|-----------------|
| 02100006 | Admin Fund | 01/02/20 to 30/04/20 | 0 | -1,000.00 | 100 | 1,000.00 |
| 02100006 | Admin Fund | 01/05/20 to 31/07/20 | 0 | 0.00 | 100 | 1,000.00 |
| 02100006 | Admin Fund | 01/08/20 to 31/10/20 | 0 | 0.00 | 100 | 1,000.00 |

Levy Pro-Rate Adjustments:

| Lot Account | Levy Type | Levy Period | Charge Units | Adjustment Amount | Based Off Levy Period |
|-------------|--------------|----------------------|--------------|-------------------|-----------------------|
| 02100006 | Admin Fund | 01/02/20 to 16/02/20 | 100 | 177.78 | 01/02/20 to 30/04/20 |
| 02100006 | Sinking Fund | 01/02/20 to 16/02/20 | 100 | 88.89 | 01/02/20 to 30/04/20 |
| 02100007 | Sinking Fund | 01/02/20 to 16/02/20 | -100 | -88.89 | 01/02/20 to 30/04/20 |

Buttons: Data Storage Before Process

1. It is strongly recommended that the Print Report button is clicked, and the report checked.
2. The report is in 3 parts:
 - *Lot Changes*: This details the new Lots added to the relevant levies for the selected Date for Levy Adjustment. i.e new Lots added and the Resubdivided Lot deducted. The methodology applied for the Resubdivision, is that the Resubdivide Lot is credited for the full Levy period, and the New lots are debited for the Full Levy period. The pro-rata adjustments (debit or credit) for the period prior to the date for Levy Adjustment are then shown in Levy Pro-Rata Adjustments.
 - *Levy Adjustments*: This section details changes to the *Resubdivision Lot* for all levies. The levy for the Resub period is cancelled and the charge rate for future levies reset to 0.
 - *Levy Pro-rata Adjustments*: This section details the Debit pro-rata charge for the Resubdivision Lot up to the day before date of Registration. In addition the pro-rata credit adjustments applied to the new Lots for the period from the start of the levy period to the day prior to the date of Registration (or

Date for Levy Adjustment, if different).

3. If any data entered is incorrect, click on the *Previous* button at the bottom to return to the appropriate setup screen to edit where required, then click *Next*.
4. Tag *Data Storage Before Process*.
5. Select *Process Resubdivide Lot*.
6. *Close*.

All processes will be run to effect all the changes required to complete the Resubdivision. The **Roll** is updated to rename the Resubdivided Lot as *Resubdivided*, and include the new lots.

Ledger Cards will show the changes, and Levy Notices may be printed for the new lots, if required.

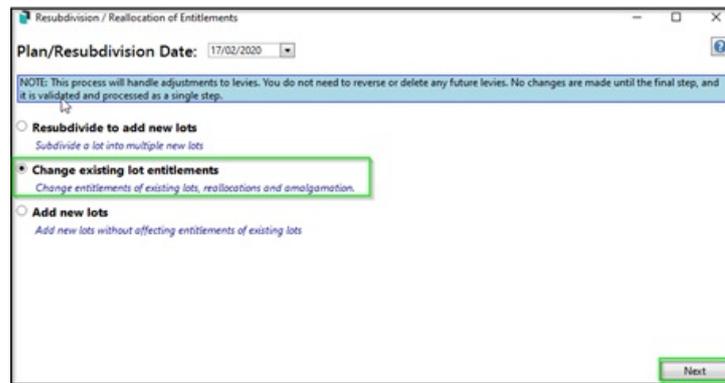
These are normally required if settlements are imminent for the purchasers of the new lots. After settlements are finalised and the **Roll** updated to the purchaser's name, it is normally the appropriate time to issue the *Intro Letters for StrataMax*.

Change Existing Lot Entitlements

This option is selected to change existing lot entitlements for one or more lots, as per the new registration document, or to amalgamate 1 or more lots. Note that an amalgamation will normally require all entitlements from one lot to be moved to another lot (normally both having the same owners), and therefore will process as a reallocation of entitlements. If unsure, please contact support@stratamax.com for advice prior to commencement.

If a lot is being changed to zero/nil entitlements; you will first need to complete the below process and then change the *Lot Type* to 'Resubdivided' in the **Building Information** screen, in the *Lot Type Editor* window.

1. Search or select **Resubdivision/ Reallocation**.
2. Enter the date of Registration of the Change of Entitlements in *Plan/Resubdivision Date*.
3. Select *Change existing lot entitlements*.
4. Select *Next* to move to the next setup screen.



Change Entitlements Screen

1. All existing lots are shown in the table and entitlements can be edited as per the new registration document entitlement schedule.
2. As entitlements are amended the total at top of the pages is updated. The total after all entitlement changes have been updated should match what is shown on the registration document entitlement schedule. This is an important check before proceeding to the next screen.
3. Select *Next* to move to the next setup screen.

Levy Adjustment

Once the levy adjustment process has been completed, these will create pro-rata entries in [Levy Management](#). These should not be edited. Please contact Support if there an example where this is required.

The 'Levy Adjustment' screen shows the recalculated charges to the affected lots, with the system calculating the rate and adjustment of each levy based on the Plan/Resubdivision date entered in the main screen.

1. The schedule of levies shows all levies from the [Levy Management](#) schedule, and details of the current and future levies can be viewed by clicking on the details button.
2. The current levies have a pro-rata adjustment line detailing the adjustments to lots with a change of entitlements.
3. Future levies are recalculated based on the new entitlements for each lot.
4. Select *Next* to move to the finalise screen.

| Levy | Include | Levy Type | Period | Rate per U/E | Adjustment | Original Total Charge | Adjusted Total Charge |
|-------|-------------------------------------|--------------|----------------------|--------------|------------|-----------------------|-----------------------|
| 00008 | <input checked="" type="checkbox"/> | Sinking Fund | 01/10/20 to 31/12/20 | 1.00000000 | Details | 1500.00 | 1700.00 € |
| 00009 | <input checked="" type="checkbox"/> | Sinking Fund | 01/01/21 to 31/03/21 | 1.00000000 | Details | 1900.00 | 1900.00 € |
| 00013 | <input checked="" type="checkbox"/> | Insurances | 01/07/20 to 30/06/20 | 0.50000000 | Details | 611.00 | 611.00 € |
| 00014 | <input checked="" type="checkbox"/> | Insurances | 01/10/20 to 31/12/20 | 0.50000000 | Details | 551.00 | 581.00 € |
| 00015 | <input checked="" type="checkbox"/> | Insurances | 01/01/21 to 31/03/21 | 0.50000000 | Details | 251.00 | 251.00 € |
| 00017 | <input checked="" type="checkbox"/> | Admin Fund | 01/07/20 to 16/06/20 | 0.51086957 | Details | -102.18 | -102.18 € |
| 00018 | <input checked="" type="checkbox"/> | Sinking Fund | 01/07/20 to 16/06/20 | 0.51086957 | Details | -102.18 | -102.18 € |

Finalise

Two reports are provided and should be checked prior to selecting *Process Entitlement Changes*

1. New Lots: This lists the Lots that have had a change of entitlements and shows the new entitlements recorded for each lot.
2. Levy Changes: Shows the new entitlements and levy charge for each lot where a change of entitlement has occurred. The report shows current and future levies.
3. *Close*.

Add New Lots

This option allows new lots to be added to the scheme without affecting existing lots (i.e., there is no resub lot).

1. Search or select **Resubdivision/ Reallocation**.
2. Enter the Registration date of the Addition of New Lots in the *Plan/Resubdivision Date* field.
3. Select *Add New Lots*.
4. Select *Next* to move to the next setup screen.

Add Lots / Resubdivision / Reallocation of Entitlements

Start

Plan/Resubdivision Date: 15/10/2022 (Refer to CMS document or Online Help for correct date)

NOTE: This process will handle adjustments to levies. You do not need to reverse or delete any future levies. No changes are made until the final step, and it is validated and processed as a single step.

Resubdivide to add new lots
Subdivide a lot into multiple new lots

Change existing lot entitlements
Change entitlements of existing lots, reallocations and amalgamation.

Add new lots
Add new lots without affecting entitlements of existing lots

Add Linked Debtors In Subgroup

Back Next Cancel

Add New Lots (Linked Debtors in Sub-Group)

If an existing Sub-Group is attached to the Main, there is an option to add these new lots (Debtors) to the Sub-Group simultaneously. If this is the case, tick *Add Linked Debtors in Sub-Group*. This will create a data link between each main **Roll** and the sub-group **Debtor Maintenance** record. [Unlink](#) the data links if these contacts are different between the groups.

1. Search or select **Resubdivision/ Reallocation**.
2. Enter the Registration date of the Addition of New Lots in the *Plan/Resubdivision Date* field.
3. Select *Add New Lots* and tick *Add Linked Debtors in Sub-Group*.
4. Select *Next* to move to the next setup screen.

Once the add new lots process has been finalised, using the below steps to go to the Sub-Group and add meters to the **Utility Billing / Meter Maintenance** area if these new lots are to be included in any utility billing process.

Plan Setup

1. Check the new *Plan number* from the registration document.
2. Enter Number of New Lots (total lots will automatically update).
3. Tag *No Intro Letter for StrataMax* , as these are issued at a later stage when the Owners Info is updated to purchasers of the New Lots.
4. Auto Fill – enter the starting Account Number – ensure the account number entered matches the Starting Lot Number, enter the unit number.
5. Enter the most common entitlement value for the new Lots (contribution and interest) – for some states there will be only 1 entitlement value for each Lot.
6. The table will automatically populate based on the Auto Fill information, with sequential numbers populating to the table.
7. Click in each field that requires editing to enter the correct values. Press enter to move to the next field down - this streamlines the data entry where large numbers of Lots are added.

8. Select *Next* to move to the next setup screen.

Plan Setup - Import Excel spreadsheet

Depending on what how many lots are in the building, if this information is available via Excel there is an option to import this information at the plan setup screen. This information does need to be formatted with certain columns as per the example below before importing this spreadsheet.

| | A | B | C | D | E | F | G | H |
|---|----------|------------|---------------------------|-----------------------|---------|-----------|-----------------|------------------------|
| 1 | Code | Lot_Number | Contribution_Entitlements | Interest_Entitlements | Unit_No | Car_Space | Building_Number | Plan_Registration_Date |
| 2 | 02100005 | 5 | 1 | 1 | 5 | | | 1/10/19 |
| 3 | 02100006 | 6 | 1 | 1 | 6 | | | 1/10/19 |
| 4 | 02100007 | 7 | 1 | 1 | 7 | | | 1/10/19 |
| 5 | 02100008 | 8 | 1 | 1 | 8 | | | 1/10/19 |
| 6 | 02100009 | 9 | 1 | 1 | 9 | | | 1/10/19 |
| 7 | 02100011 | 11 | 1 | 1 | 11 | | | 1/10/19 |
| 8 | 02100012 | 12 | 1 | 1 | 12 | | | 1/10/19 |

1. Tag *No Intro Letter for StrataMax* , as these are issued at a later stage when the Owners Info is updated to purchasers of the New Lots.
2. Auto Fill – select the Excel icon and locate the completed spreadsheet and click *Open*
3. Check the new Plan number from the Registration document and enter this.

4. Review the table of the plan setup and check that each entry is as expected.
5. Click *Next*.

Owner Details

1. This screen is where the Owner's details for the new Lots are populated.
2. By selecting the Auto Fill arrow, a drop-down box appears with the option to *Copy from Existing account*. Select the Lot from the existing Roll to emulate details for new Lots.
3. Alternatively, manual entry of Owner details may be input for any or all new Lots.
4. Select *Next* to move to the next setup screen.

Levy Adjustment

Once the levy adjustment process has been completed, these will create Pro-Rata entries in **Levy Management**. These should not be edited. Please contact Support if there an example where this is required.

1. The *Plan / Resub Date* will automatically populate at top – based on the date entered in Screen 1 and will also populate the *Date for Levy Adjustment*.
2. However, if the adjustment to levies is required to be affected from a future date (e.g. date of start of next levy period) the *Date for Levy Adjustment* may be edited to the required date.
3. The 'Levy Adjustment' screen displays all levies from the **Levy Management** schedule.
4. The original levies for the current period (in which the New Lots registration date occurs), showing the new Lots added.
5. A second line, highlighted in green for the current levies is inserted showing the pro-rata adjustments to be posted for the new Lots. If the current levy is unticked for recalculation (i.e. start of next levy period selected for date of Levy Adjustment) the pro-rata adjustment line will be removed.
6. The pro-rata adjustments are automatically calculated based on the number of days prior to the date of registration as a ratio of the days in the levy period.
7. The *Details* button next to each levy in the table can be clicked to display all details of the charges to the lots.
8. Any of the levies may be unticked in the *Include* column to exclude that levy from adjustments. This is another option for excluding the current levy from recalculation.
9. The future levies in the table will be updated to include the new Lots at the appropriate entitlement for each lot.
10. Select *Next* to move to the finalise screen.

Finalise

The last page reports the proposed changes, in three sections:

- New Lots.
- Pro-rata adjustments for the new Lots for the period of the levy prior to date of Registration.
- When data is checked and correct, select *Process Add Lots* to complete the process.