

Levy Renumber

Last Modified on 13/06/2025 4:25 pm AEST

Important

This function is used by our support team. Please contact our [support team](#) if you have any queries about this process.

There may be occasions where the levy number sequence is out of order and this may occur for a number of reasons. If you notice that the levy numbers are not in order of the earliest levy period having the lowest levy number please contact our support team as soon as possible.

We have provided some examples below of correct and incorrect levy numbering.

Note: Don't worry if there are some levy numbers missing - there are reasons that they don't appear in the list.

Below is a screen shot from within Levy Maintenance and shows the correct numbering of the levies with the earliest period levy with the lowest number. To check the numbering, search or select Levy Maintenance and then select a fund eg: Admin Fund.

The screenshot displays the 'Levies - TRAINING SOLUTIONS 19831 27 June 2019' window. The 'Maintenance' tab is active, showing a list of levies. The 'Period' section indicates the Financial Year from 01/03/19 to 29/02/20 and the Levy Year from 01/03/19 to 29/02/20. The 'Total for Current Levy Year' section shows 8 instalments, with a Gross of 218.00000000 and a Net of 218.00000000. The 'Entitlements' section shows a Contribution of 50. The 'Show All Levies' checkbox is checked. The 'All Levies' table lists the following levies:

Invoice Code	Levy Name	Number	Description	Period	Rate per U/E	Due Date
01	Administrative Fund	00001	Administrative Fund	01/03/19 to 31/05/19	35.00000000	01/03/19
05	Admin Fund Special	00002	Administrative Fund	01/06/19 to 31/08/19	35.00000000	01/06/19
07	Sinking Fund	00003	Administrative Fund	01/09/19 to 30/11/19	35.00000000	01/09/19
11	Sinking Fund Special	00004	Administrative Fund	01/12/19 to 29/02/20	35.00000000	01/12/19
		00005	Sinking Fund	01/03/19 to 31/05/19	13.00000000	01/03/19
		00006	Sinking Fund	01/06/19 to 31/08/19	13.00000000	01/06/19
		00007	Sinking Fund	01/09/19 to 30/11/19	26.00000000	01/09/19
		00008	Sinking Fund	01/12/19 to 29/02/20	26.00000000	01/12/19

The 'Show All' button is highlighted, indicating that all levies are displayed. The 'View Log', 'Cancel', 'Change Building', and 'Close' buttons are also visible at the bottom of the window.

Below is a screen shot from within Levy Maintenance and shows the incorrect numbering of the levies with the earliest period levy having a high number.

File Options Goto Help

Maintenance Strike Generate Resubdivision

Period

Financial Year: 01/03/19 to 29/02/20

Levy Year: 01/03/19 to 29/02/20

Total for Current Levy Year

Number of Instalments: 8

Gross: 218.00000000 Net: 218.00000000

Entitlements

Contribution: 50

Interest:

☒ Show All Levies

Invoice Code	Levy Name
01	Administrative Fund
05	Admin Fund Special
07	Sinking Fund
11	Sinking Fund Special

All Levies

Number	Description	Period	Rate per U/E	DueDate
00001	Administrative Fund	01/03/19 to 31/05/19	35.00000000	01/03/19
00002	Administrative Fund	01/06/19 to 31/08/19	35.00000000	01/06/19
00004	Administrative Fund	01/09/19 to 30/11/19	35.00000000	01/09/19
00003	Administrative Fund	01/12/19 to 29/02/20	35.00000000	01/12/19
00005	Sinking Fund	01/03/19 to 31/05/19	13.00000000	01/03/19
00006	Sinking Fund	01/06/19 to 31/08/19	13.00000000	01/06/19
00007	Sinking Fund	01/09/19 to 30/11/19	26.00000000	01/09/19
00008	Sinking Fund	01/12/19 to 29/02/20	26.00000000	01/12/19

Edit

New

Delete

Show All

View

View Log

Cancel

Change Building

Close