

# Levy Management

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This page contains information relating to the first stage of the Budget, Levy Management & Arrears re-write. The first stage focuses on providing an improved user interface & experience in Levy Management; while utilising new fields from Levy Invoice Code Setup to streamline the creation of new levies based on budgets. Detailed instructions on these changes can be viewed in our [Release Notes](#) and here in our articles on [Levy Management](#), [Levy Invoice Code Setup](#), [Merge Levy Notice](#) and [New Building \(BCMax\)](#).

The content in this article has been released in *StrataMax version 5.6.135* and higher.

## Levy Invoice Code Setup

The **Levy Invoice Code Setup** will include the new fields below. The new fields will minimise the manual steps a user may need when entering levies.

Type - used to identify the levy type and disable a levy invoice code so it can no longer be used.

Discount % - enter the default discount % for the building, this will be used on creation of all new levies.

Instalments Per Year - enter the default number of instalments. This will be used when a levy year-end is rolled to create the correct number of instalments without user intervention.

Levy Invoice Code Setup - STRATAMAX ONLINE HELP KEEP 300621

Interest is calculated monthly at 3%.

Used	Invoice Code	Income Account	Levy Description	Certificate (Balance) Field	Discount Code	Discount Account	Discount Description	Advance Account	Arrears Account	Sort Order	Posting Priority	Cha
<div> <b>Type</b> Levies (Regular)         </div> <div> <b>Admin Fund</b>            Invoice Code: 01 Income Posting Account: 101 Description: Admin Fund Certificate Section: 68 - Administrative (re         </div> <div> <b>Discount</b>            Invoice Code: 19 Income Posting Account: 1011 Description: Admin Discount         </div> <div> <b>Levy Setup</b>            Instalments: 4 Default Discount %: 10         </div> <div> <b>Advance &amp; Arrears</b>            Advance Reporting Account: 0961 Arrears Reporting Account: 0221         </div> <div> <b>Other</b>            Sort Order: 1 Posting Priority: 6 Interest: <input type="checkbox"/> Do Not Charge Interest         </div>												
05	102		Admin Fund Special	69 - Administrative (specie	20	1021	Admin Sp Discount	0961	0221	2	4	
07	201		Sinking Fund	70 - Sinking (regular)	21	2011	Sink Discount	0961	0221	3	5	
11	202		Sinking Fund Special	71 - Sinking (special)	22	2021	Sink Sp Disc	0961	0221	4	3	
13	103		Insurances	72 - Other				0962	0222	5	7	✗
14	1091		Additional Fund 1	73 - Other				0962	0222	6	8	✗
15	1093		By Laws	74 - Other				0963	0223	7	9	✗
16	1092		Additional Fund 2	75 - Other				0962	0222	8	10	✗
17			Overdue Interest	76 - Interest				0964	0224	9	1	
18	108		Other	77 - Other				0962	0222	10	2	
23	1094		Additional Fund 3	123 - Other				0962	0222	11	11	✗

## Levy Management

An easy-to-use interface displaying key information and new terminology. Build levies in a simple view, drill down into lot-specific levies with paid dates, and manage levies by adding, editing, deleting, or reversing them.

Levy Management - 7th Street 7777

Options

**Period**  
 Financial Year: 01/04/2023 to 31/03/2024  
 Levy Year: 01/07/2023 to 30/06/2024

**Entitlements**  
 Contribution Entitlements: 4.0000  
 Interest Entitlements: 4.0000

**Levy Year Totals**  
 Gross: 15,000.00  
 Net: 15,000.00

**View**  
 Group By: Levy Name  
☐ Show All Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Gross Charge	Total Net Charge
<b>01 Admin Fund</b> Total Gross: 10,000.00 Total Net: 10,000.00 Budget (Current): -10,000.00 (Next): -12,000.00 Instalments: 4										
1	01/07/23 to 30/09/23	625.00	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	2,500.00	2,500.00
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="View Lot Charges"/>										
2	01/10/23 to 31/12/23	625.00	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	2,500.00	2,500.00
3	01/01/24 to 31/03/24	625.00	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	2,500.00	2,500.00
4	01/04/24 to 30/06/24	625.00	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	2,500.00	2,500.00
<b>07 Sinking Fund</b> Total Gross: 5,000.00 Total Net: 5,000.00 Budget (Current): -5,000.00 (Next): -6,000.00 Instalments: 4										
5	01/07/23 to 30/09/23	312.50	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	1,250.00	1,250.00
6	01/10/23 to 31/12/23	312.50	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	1,250.00	1,250.00
7	01/01/24 to 31/03/24	312.50	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	1,250.00	1,250.00
8	01/04/24 to 30/06/24	312.50	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	1,250.00	1,250.00

Features include:

- The ability to create new levies manually or by budget in [Levy Management](#); when produced by budget for the levy year being proposed / approved at an AGM, the periods are calculated based on your budgets and the default fields in **Levy Invoice Code Setup**.

In this example, creating the new levies to propose for the next 12 months, the calculation of 'This Year Budget' - 'Income Balance' - 'Outstanding Levy Income' / 'default instalments' created the remaining three levies required based on the current year budget, plus an Interim Levy for the first quarter of the next financial year based on the next year budget.

**Levy Management - 7th Street 7777**

**Options**

**Period**  
Financial Year: 01/04/2024 to 31/03/2025  
Levy Year: 01/07/2023 to 30/06/2024

**Entitlements**  
Contribution Entitlements: 4.0000  
Interest Entitlements: 4.0000

**Levy Year Totals**  
Gross: 15,000.00  
Net: 15,000.00

**View**  
Group By: Levy Name  
☐ Show All Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Gross Charge	Total Net Charge
<b>01 Admin Fund</b> Total Gross: 10,000.00 Total Net: 10,000.00 Budget (Current): -12,000.00 (Next): -12,000.00 Instalments: 4										
1	01/07/23 to 30/09/23	625.00	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	2,500.00	2,500.00
2	01/10/23 to 31/12/23	625.00	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	2,500.00	2,500.00
3	01/01/24 to 31/03/24	625.00	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	2,500.00	2,500.00
4	01/04/24 to 30/06/24	625.00	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	2,500.00	2,500.00
<b>07 Sinking Fund</b> Total Gross: 5,000.00 Total Net: 5,000.00 Budget (Current): -6,000.00 (Next): -6,000.00 Instalments: 4										
5	01/07/23 to 30/09/23	312.50	01/07/23	0.00		01/07/23	01/07/23	Contribution Entitlements	1,250.00	1,250.00
6	01/10/23 to 31/12/23	312.50	01/10/23	0.00		01/10/23	01/10/23	Contribution Entitlements	1,250.00	1,250.00
7	01/01/24 to 31/03/24	312.50	01/01/24	0.00		01/01/24	01/01/24	Contribution Entitlements	1,250.00	1,250.00
8	01/04/24 to 30/06/24	312.50	01/04/24	0.00		01/04/24	01/04/24	Contribution Entitlements	1,250.00	1,250.00

**Add Levies From Budgets**

**Determination Date**: 15/04/2024

**Levy Year**: ☒ Levy Year Rollover  
Levy Year: 01/07/2024 To: 30/06/2025

**Calculation**  
☒ Add GST To Budget  
☐ Next Year Budget Approved

Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
<b>Financial Year: 01/04/2024</b>								
<b>Admin Fund</b>								
01/07/24 to 30/09/24	791.67	01/10/24	0.00		Contribution Entitlements	3,166.68	3,166.68	No
01/10/24 to 31/12/24	791.67	01/01/25	0.00		Contribution Entitlements	3,166.68	3,166.68	No
01/01/25 to 31/03/25	791.67	01/04/25	0.00		Contribution Entitlements	3,166.68	3,166.68	No
						Total Gross: 9,500.04	Total Net: 9,500.04	Budget: 12,000.00
<b>Sinking Fund</b>								
01/07/24 to 30/09/24	395.83	01/10/24	0.00		Contribution Entitlements	1,583.32	1,583.32	No
01/10/24 to 31/12/24	395.83	01/01/25	0.00		Contribution Entitlements	1,583.32	1,583.32	No
01/01/25 to 31/03/25	395.83	01/04/25	0.00		Contribution Entitlements	1,583.32	1,583.32	No
						Total Gross: 4,749.96	Total Net: 4,749.96	Budget: 6,000.00
<b>Financial Year: 01/04/2025</b>								
<b>Admin Fund</b>								
01/04/25 to 30/06/25	750.00	01/07/25	0.00		Contribution Entitlements	3,000.00	3,000.00	Yes
						Total Gross: 3,000.00	Total Net: 3,000.00	Budget: 12,000.00
<b>Sinking Fund</b>								
01/04/25 to 30/06/25	375.00	01/07/25	0.00		Contribution Entitlements	1,500.00	1,500.00	Yes
						Total Gross: 1,500.00	Total Net: 1,500.00	Budget: 6,000.00

**Save** **Cancel**

- The [Create Transactions & Notice](#) button functionality replaces Generate Levies, offering a streamlined interface that displays the transactions being created, while highlighting any potential issues & manages levies with due dates that do not meet legislative requirements.

Levy Create Transactions & Notice

Generation Date: 01/01/2025 Adjust Due Date if before: 01/02/2025 ☐ Include Not Approved

Filter Due Dates: To Buildings: 24 Selected

✓	Building Number	Building Name	Fund	Period	Due	Approved	Gross Amount	Net Amount	Status
✓	000001	000001	LEVIES - ADMINISTRATIVE FUND	01/05/25 to 31/07/25	01/05/2025	23/04/2024	4000.00	4000.00	
✓	000002	000002	LEVIES - CAPITAL WORKS FUND	01/05/25 to 31/07/25	01/05/2025	23/04/2024	3025.76	3025.76	
✓	000003	000003	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	2533.32	2533.32	⚠
✓	000004	000004	LEVIES - SINKING FUND	01/07/25 to 30/09/25	01/07/2025	20/02/2025	1333.32	1333.32	⚠
✓	000005	000005					0.00	0.00	
✓	000006	000006					0.00	0.00	
✓	000007	000007					0.00	0.00	
✓	000008	000008					0.00	0.00	
✓	000009	000009					0.00	0.00	
✓	000010	000010					0.00	0.00	
✓	000011	000011					0.00	0.00	
✓	000012	000012					0.00	0.00	
✓	000013	000013					0.00	0.00	
✓	000014	000014					0.00	0.00	
✓	000015	000015					0.00	0.00	
✓	000016	000016					0.00	0.00	
✓	000017	000017					0.00	0.00	
✓	000018	000018					0.00	0.00	
✓	000019	000019					0.00	0.00	
✓	000020	000020					0.00	0.00	
✓	000021	000021					0.00	0.00	
✓	000022	000022					0.00	0.00	
✓	000023	000023					0.00	0.00	
✓	000024	000024					0.00	0.00	

Start Close

- New interfaces for Configuration, [Merged Levy Notice](#) & [Split Levy Setup](#).
- The Merge Notice functionality will be released after completing the levy notice stage. This feature will allow the Main Account Code to be set, determining the Lot Address displayed on the notice and the lot where the notice will be filed in DocMax.
- Split Levy will allow for contact card selection and notices to be emailed to non-owners if required.
- Effortlessly create and modify custom levy entitlement schedules for any building.
- Lot Entitlements can now be set, including decimal points; buildings using the current Entitlement Factor setting will be adjusted on upgrade.

Levy Detail

Account	Name	Lot Number	Unit Number	Charge Units	Amount	Discount	Notice	Paid
02100001	Craig Jeffcoat 1	1	1	0.1000	192.31	0.00		
02100002	Craig Jeffcoat 2	2	2	0.1000	192.31	0.00		
02100003	Craig Jeffcoat 3	3	3	0.1000	192.31	0.00		
02100004	Craig Jeffcoat 4	4	4	0.1000	192.31	0.00		
02100005	Craig Jeffcoat 5	5	5	0.3000	576.92	0.00		
02100006	Craig Jeffcoat 6	6	6	0.3000	576.92	0.00		
02100007	Craig Jeffcoat 7	7	7	0.3000	576.92	0.00		
02100008	Craig Jeffcoat 8	8	8	0.4000	769.23	0.00		
02100009	Craig Jeffcoat 9	9	9	0.4000	769.23	0.00		
02100010	Craig Jeffcoat 10	10	10	0.5000	961.54	0.00		

Report Close

## Levy Year Video

Watch our video on how to set the Levy Year to match the AGM levy decisions, where we demonstrate how to update the Levy Year, and we also discuss the levy reporting options available.

## Next Stages

The following stages of the Budget, Levy Management & Arrears re-write will focus on budgets & reporting. Some of the key aims are:

- Easy-to-use budget interface & new functions such as budget notes.
- Enhanced budget workflow from creating a proposed budget to approving the budget.
- Improved budget reporting, including proposed levies by lot.
- Enhanced meeting hub integration so levy information can merge into motions.
- Levy Distribution to use Report Distribution interface.
- Merge levy functions to be released to allow control over the Main Account (Primary Lot.)