

Levy Management

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

Levy Management streamlines the process of creating, approving, and issuing levies - either manually or based on the budget. You can also edit or reverse levies, update due dates, and manage the full levy process from start to finish. Once levies are approved, it's easy to generate transactions, create notices, and distribute them using your building and contact preferences. Be sure to review our [Levy Management - Common Processes](#) article outlining the recommended process for managing levies using Budget creation and global distribution.

Levy Management Options

The *Options* menu provides access to configuration settings and Levy Management tools.

1. Search or select **Levy Management**.
2. Click *Options* to access the following:

Configure

The screenshot shows a 'Configuration' window with three sections:

- Settings:**
 - ☐ Levy Income on Discount Date
 - ☒ Show Generated Levies on Balance Sheet
 - ☒ Show Generated Levies on Balance Sheet for buildings not registered for GST
 - ☐ Show Generated Levies on Balance Sheet override disable for this building
 - ☐ Update Levy Due Date on Generation if closer than minimum days from Generation Date
 - Minimum days from Generation Date to Due Date (uses legislation value if larger):
- Tag Conditions:**
 - Start Day (Enter 0 for the day of processing):
 - Days to Include (Enter the number of days from the start day):
- Settings:**
 - ☒ Show Summary Totals
 - ☒ Auto Distribute after Create Transactions/Notice

A 'Close' button is located at the bottom right of the window.

- **Levy Income on Discount Date:** If set, this will apply income on the Discount Date instead of the Due Date if it is after the due date for newly created levies. This is a Global setting and will impact all users.
- **Show Generated Levies on Balance Sheet:** Warning: This setting should not be adjusted without speaking with your Accountant and understanding the ramifications.
An existing configuration that will show generated levies on the balance Sheet for GST registered buildings, if set. This is a Global setting and will impact all users.
Security Permission: Configure Show Generated Levies.
- **Show Generated Levies on Balance sheet for buildings not registered for GST :** Warning: This setting should not be adjusted without speaking with your Accountant and understanding the ramifications. An existing configuration that will show generated levies on the balance sheet for buildings not registered for GST, if set. This is a Global setting and will impact all users.
Security Permission: Configure Show Generated Levies.
- **Show Generated Levies on Balance Sheet override disable for this building :** If set, this will override showing Generated Levies on Balance sheet for the selected building. This is a Global setting and will impact all users.
Security Permission: Configure Show Generated Levies.
- **Update Levy Due Date on Generation if closer than the minimum days from Generation Date :** If set this will automatically set the due date as the correct number of days from generation date based on the state legislative requirements for the building. This is a Global setting and will impact all users.
- **Minimum days from Generation Date to Due Date (Uses legislation value if larger) :** This setting becomes enabled when option 5 is set and allows configuration of the number of days from

Generation Date to Due Date. If the number of days set here is below the legislative requirement for the state, the state legislation value will be used.

- **Set Levy Tag Conditions Start Day:** To set the start day for tagging levies for generation (enter 0 for the day of processing).
- **Set Levy Tag Conditions:** Days to include (enter the number of days from the start day): to set the levies to be tagged for generation based on the number of days from start day.
- **Show Summary Totals:** If set will show the budget totals for each fund next to the fund name.
- **Auto Distribute after Create Transactions/Notice:** If set, levy notices will automatically be distributed once transactions have been created.
- **Close:** Closes the Configuration screen.

Merged Notice Setup

Merge Levy Notice Setup is for selecting lot owners, who own multiple lots, such as a Developer, within a selected building to be grouped together on the one levy notice as well as correspondence to be merged to one contact using Report Distribution. Refer to our [Merged Levy Notice Setup](#) article.

StrataPay direct debits should not be setup based on a StrataPay number from a merged levy notice. If this is done, only the one lots amount will be debited. If any owner wants to setup a direct debit, the various StrataPay numbers should be provided to the owner.

Split Levy Setup

A levy notice can be split by Levy Invoice Code and sent to another address. For example, this could be used when Admin Fund levies are paid by a third party. This will result in *Levy Invoice Code 01 – Admin Fund* being shown, with arrears, on a separate Levy Notice.

1. Search or select **Levy Management**.
2. Click *Options* and select *Split Levy Setup*.
3. Click *Add* to create a new *Split Levy Notice Setup*, or click the pencil icon to edit or the red cross to delete.
4. In the Add Levy Split Setup screen, click the Account Selector to select the Lot Account to be split.
5. Click *OK*.
6. In the next screen, select the fund code for the levy that will be sent to the new contact. For example, if the notice for the Insurance fund levy is to be sent to a different contact, select the Invoice Code for the Insurance fund.
7. Click *Select Contact* to select the recipient contact or to create a new contact.
8. Click *Save*.

The record will be displayed in the Levy Notice Split Setup screen. This will show the Account and the Account Name that has been set to split the notice for, the recipient name for the split notice, and the Invoice Code Name that will be included in the Split Notice.

Custom Entitlement Schedules

Custom Entitlement Schedules can be created as local schedules. Typically, custom levies are used when only some lots need to pay for a certain expense in a building, or if certain lots have different charge units. For example, lift maintenance for a commercial lift, or a pool that is used by only 3 out of 10 lots in the building. The custom schedules are also available with a decimal place, replacing what was previously known as the Entitlement Factor in ***Building Information***.

1. Search or select ***Levy Management***.
2. Click *Options* and select *Custom Entitlement Schedules*.
3. Click *Add* in the Custom Entitlement Schedule screen.
4. Add a title for the schedule – this field is mandatory and will be validated. Enter the Charge Units as required to each applicable Account No.
5. Click *Save* to update the schedule.

To add charge units in bulk, highlight the first lot to be charged, hold Alt-Shift on the keyboard and highlight the last lot to be charged. Click into the Charge Unit field on the last record and release the Alt-Shift keys. Add the number of charge units for each account into the last record field and press Enter. The number of charge units will be added to each selected lot in bulk.

Copy From Existing Schedule

To create a schedule from an existing schedule, click the *Copy From* button. This will present options to select existing schedules which can be saved as custom and modified if necessary.

The *Used* column in the Levy Custom Schedule screen will display *Yes* If a custom schedule has been used to create levies and *No* to indicate that a schedule has not been used.

Interest Charge List

The *Interest Charge List* allows lots and funds (Balance Fields)not to calculate or post overdue interest. By default, all lots are automatically tagged in *Interest Charge List* to calculate and post interest, and all *Balance Fields* (Invoice Codes) will calculate overdue interest.

An example for use of the *Interest Charge List* would be for lots owned by the developer which is not to be charged any overdue interest.

1. Search or select **Levy Management**.
2. Click *Options* and select *Interest Charge List*.
3. Tag any lots that are not to be charged interest and click *Save*.

Set Current Levies

Levies selected as current will display on the **Levy Management** screen by default. For example this can control if any historical levies were required to be displayed.

1. Search or select **Levy Management**.
2. Click *Options* and select *Set Current Levies*.
3. Tag levy periods to be included in the main Levy Management screen and click *OK*.

Levy Management Overview

The options in **Levy Management** allow you to create levies for a variety of purposes, including budget-based levies using the Budget Next Year figure from **Budget Update** (*if there is no next year budget, the current year budget is used*), prior manager levies for transferred buildings, and interim levies for the next financial year.

You can also create custom entitlement schedules if needed. There are options to reverse or edit levies, View Lot Charges including lot paid dates, and apply configuration settings.

Once levies are added and approved, transactions and notices can be created, and notices distributed using Report Distribution, which supports contact preferences and additional attachments or reports. For Net GST-style buildings, GST will be automatically applied during Levy Year rollover. There are also a number of configuration options available to assist with setting preferences.

Add - Manual

If you are not automatically creating levies based on the budget, or if you are creating a custom or one-off special levy, they can be added in manually. The Levy Invoice Code will need to be created or exist in **Levy Invoice Code Setup** and have the *Type* set to 'Special' for a special levy. The create levy screen will open and will be prepopulated with data based on the last levy periods for the fund. This can be edited as required.

1. Search or select **Levy Management**.
2. Click *Add* and select *Manual*.

- Invoice Code Fund: Click the drop-down selector to set the fund by Invoice code (Sort Order is used for the default).
 - Levy Type: Click the drop-down selector to set the levy type. Specific levy types can be set to reflect the nature of the levy. If you are creating a Special levy, the Levy Invoice Code will need to be setup or exist in [Levy Invoice Code Setup](#) with the *Type* as 'Special':
 - Regular Levies
 - Adjustment Levies (re-issue the same period for a different value)
 - Interim Levies
 - Prior Manager Levies (if loading levies from another manager who has issued the levies, select Prior Manager)
 - Entitlement Schedule: Click the drop-down selector to set the Entitlement Schedule.
 - Custom Schedule Setup: Click the 'Edit/Pencil' icon to setup a new Custom Schedule.
 - Determined Date: Default is today's date and can be edited. This date can be used on Levy Notices, however it should be noted that the Approval date is used for Certificates. Approval date will need to be updated to match the Determined date to appear on Certificates.
 - Levy Period: Use the drop-down selectors to open the calendar and set levy period dates.
 - Due Date: Levy Notice Due Date. The number of days from creation to due date will be indicated in orange. Due Date = Period Start + Last Levy (Due Date - Period Start) Days. Period dates will also automatically populate based on previous levies that are entered.
 - Gross amount per U/E: Add the Gross amount per U/E in this field. If more than eight decimal points are added, these will be truncated back to eight in this screen. The gross total amount will be calculated based on this amount & Lot entitlements.
 - Gross Total Amount: Add the Gross Total Amount. The Gross amount per U/E will be calculated based on this amount & Lot entitlements.
 - Rate – displays the rate of entitlements & number of entitlements calculation.
 - Discount Rate (%) – Set the discount rate in this field.

Note: This field will not be displayed unless a Discount Rate is added. If a Discount Rate is applied, the Discount Due Date will default based on state specific legislation.
 - View: Click *View* to see the lot charges based on the new levy setup.
3. Click *Save* to save the new levy. The new levy will be displayed in the **Levy Management** screen with no Approved or Generated date.

Create Levy - STRATAMAX ONLINE HELP KEEP 300621

Invoice Code: 01 Admin Fund Regular

Entitlement Schedule: Contribution Entitlements (Entitlements: 60.0000)

Determined Date: 20/10/2025

Period: 01/08/2026 To 31/10/2026

Due Date: 01/08/2026 Due in 285 days

Gross Amount per U/E: 5.50000000 Gross Total Amount: 330.00

Rate 5.50000000 x 60.0000 entitlements (with rounding) = Gross Total 330.00

Discount Rate (%): 10.00 Discount Date: 01/08/2026

Net Total Amount: 297.00

☐ Disable Interest

View Save Cancel

Zero Levy

When creating manual levies there is an option to allow zero-dollar value (0.00) levies to be saved. The levy period can also be produced on the Levy Notice if the configuration is set to allow this. Refer to step 6 below.

1. Search or select **Levy Management**.
2. Click *Add* and select *Manual*.
3. Select the Invoice Code, Entitlement Schedule as required along with the Period To and Due Date.
4. Enter Gross Amount per U/E as 0.00 - this will activate the check box titled Zero Levy.
5. Tick *Zero Levy* and click *Save*.
6. To produce a Levy Notice with the zero levy period, refer to [Levy Distribution | Configuration](#).

Create Levy - STRATAMAX ONLINE HELP KEEP 300621

Invoice Code: 01 Admin Fund Regular

Entitlement Schedule: Contribution Entitlements (Entitlements: 60.0000)

Determined Date: 20/10/2025

Period: 01/08/2026 To 31/10/2026

Due Date: 01/08/2026 Due in 285 days

Gross Amount per U/E: 0.00000000 Gross Total Amount: 0.00

Rate 0 x 60.0000 entitlements (with rounding) = Gross Total 0.00

☒ Zero Levy

Discount Rate (%): 0

☐ Disable Interest

View Save Cancel

Add - By Budget

Use the *Add By Budget* screen to automatically create levies based on the budget (Next Years Budget column in **Budget Update** or Current Year column if no Next Year) for the upcoming financial year, or for

any remaining levy periods in the current levy year. The system calculates the annual rate per unit of entitlement (U/E) and distributes it evenly across four quarters, or according to the number of instalments defined for the levy code in **Levy Invoice Code Setup**. The levies will be created for the Levy Year, so the Levy Year should reflect the levies being proposed at the AGM.

When adding by budget, if the Levy Year includes three quarters based on this years financial year and one quarter for next year and there is a Next Year Budget, the remaining quarter will be based on the next year budget. So all four quarters will not always be the same. If a levy period crosses the old and current financial years this will be catered for.

Rate = (Next Year Budget - Outstanding Levy Income / Entitlements / Remaining Instalments)

1. Search or select **Levy Management**.
2. Click *Add* and select *By Budget*.
 - Review the *Determination Date*: Generally the date of AGM.
 - Levy Year: Tick this option to roll the Levy Year forward. Review / change the start and end dates for the new Levy Year to coincide with the levy periods being raised at the AGM. Refer to [Levy Year Rollover](#) section below.
 - Calculation: Next Year Budget Approved. Enables levy creation based on the next year's approved budget. If the budget is not yet approved, interim levies will be created instead, and can be amended. Tick if the Next Year Budget has been Approved to set the first levy as approved.
 - Review Levies / untag Levies: Levies can be untagged in this screen if they should not be included in the current process.
 - Hover over a levy to view its calculation details.
3. Click *Save* to store the levies for later approval and generation, or click *Cancel* to close the screen without saving any changes.
4. Levy Periods can be edited in the Levy Management screen if any data requires updating.

Example screen shot below of Budget Next Year at -15000.00.

Budget Editor - LISA KEEP 55 32155 24 June 2025

Code	Description	Budget This Year	Budget Next Year	Actual This Year
100	Administrative Fund			
1000	Income			
101	Levies - Administrative Fund	-10000.00	-15000.00	
1191	Total Admin. Fund Income	-10000.00	-15000.00	
120	Expenditure - Admin. Fund			
189	Total Admin. Expenditure	0.00	0.00	
190	Surplus / Deficit	-10000.00	-15000.00	
199	Administrative Fund Balance	-10000.00	-15000.00	

Financial Year End: 31 May 2026

This Year's Budget:

Next Year's Budget:

Annual Increase: %

Save

Trading Accounts

- Administrative Fund
- Capital Works Fund

☐ Show All Administrative Fund A/cs

Notes

Insert Item

Report

Change Building

Close

GST Registered - Net

Screenshot of using *Add by - Budget*

- 3 instalments created using Budget This Year at \$10,000.00 Plus \$1,000 GST less Income / Entitlements / 1 remaining Instalments.
- Next Financial Year at \$15,000.00 Plus \$1,500 GST less Income / Entitlements / 4 remaining Instalments.

Add Levies From Budgets

Determination Date: 24/06/2025

Levy Year: ☒ Levy Year Rollover

Calculation: ☐ Next Year Budget Approved

Levy Year: 01/09/2025 To: 31/08/2026

<input checked="" type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
Financial Year: 01/06/2025									
Administrative Fund									
<input checked="" type="checkbox"/>	01/09/25 to 30/11/25	36.67	01/09/25	0.00		Contribution Entitlements	3,666.70	3,666.70	No
<input checked="" type="checkbox"/>	01/12/25 to 28/02/26	36.67	01/12/25	0.00		Contribution Entitlements	3,666.70	3,666.70	No
<input checked="" type="checkbox"/>	01/03/26 to 31/05/26	36.67	01/03/26	0.00		Contribution Entitlements	3,666.70	3,666.70	No
							Total Gross: 11,000.10	Total Net: 11,000.10	Budget: 11,000.00
Capital Works Fund									
<input checked="" type="checkbox"/>	01/09/25 to 30/11/25	73.33	01/09/25	0.00		Contribution Entitlements	7,333.30	7,333.30	No
<input checked="" type="checkbox"/>	01/12/25 to 28/02/26	73.33	01/12/25	0.00		Contribution Entitlements	7,333.30	7,333.30	No
<input checked="" type="checkbox"/>	01/03/26 to 31/05/26	73.33	01/03/26	0.00		Contribution Entitlements	7,333.30	7,333.30	No
							Total Gross: 21,999.90	Total Net: 21,999.90	Budget: 22,000.00
Financial Year: 01/06/2026									
Administrative Fund									
<input checked="" type="checkbox"/>	01/06/26 to 31/08/26	41.25	01/06/26	0.00		Contribution Entitlements	4,125.00	4,125.00	Yes
							Total Gross: 4,125.00	Total Net: 4,125.00	Budget: 16,500.00
Capital Works Fund									
<input checked="" type="checkbox"/>	01/06/26 to 31/08/26	605.00	01/06/26	0.00		Contribution Entitlements	60,500.00	60,500.00	Yes
							Total Gross: 60,500.00	Total Net: 60,500.00	Budget: 242,000.00

Save Cancel

Note: GST is automatically applied to budget amounts for Net GST style buildings when the levy year is rolled over.

Levy Year Rollover

When using the *Add - By Budget* option, if the Levy Year requires adjusting so that interim levies can be created, tick the Levy Year Rollover button and adjust the Levy Year using the calendar, or enter the new dates for the levy period creation. If levy year matches financial year, Interim levies may be required to be entered manually after. The financial year is often different to the levy year; the levy year is what levy periods are being proposed at the AGM. You can also adjust the Levy Year forwards or backwards if rolled too far, untick the levy periods if you do not require new levy periods. Please watch our short Levy Year End Rollover video below.

1. Search or select **Levy Management**.
2. Click *Add* and select *By Budget*.
3. Tick *Levy Year Rollover* and change the Levy Year start to match the levy periods being approved at the AGM Meeting. StrataMax will setup any interim levies using the Next Year Budget. If the Next Year Budget is not entered, the Current Year Budget will be used. Tick *Next Year Budget Approved* if completing the levy entry after the AGM.
4. Review Levies / untag Levies: Levies can be untagged in this screen if they should not be included

in the current process. Hover over a levy to view its calculation details. Edits can be applied once saved in Levy Management.

- Click *Save* to store the levies for later approval and generation, or click *Cancel* to close the screen without saving any changes.

Add Levies From Budgets

Determination Date: 03/09/2025

Levy Year: ☒ Levy Year Rollover

Levy Year: 01/05/2026 To: 30/04/2027

Calculation: ☐ Next Year Budget Approved

<input checked="" type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
Financial Year: 01/06/2026									
Admin Fund									
<input checked="" type="checkbox"/>	01/06/26 to 31/08/26	229.16666667	01/06/26	0.00		Contribution Entitlements	13,750.02	13,750.02	Yes
<input checked="" type="checkbox"/>	01/09/26 to 30/11/26	229.16666667	01/09/26	0.00		Contribution Entitlements	13,750.02	13,750.02	Yes
<input checked="" type="checkbox"/>	01/12/26 to 28/02/27	229.16666667	01/12/26	0.00		Contribution Entitlements	13,750.02	13,750.02	Yes
<input checked="" type="checkbox"/>	01/03/27 to 31/05/27	229.16666667	01/03/27	0.00		Contribution Entitlements	13,750.02	13,750.02	Yes
							Total Gross: 55,000.08	Total Net: 55,000.08	Budget: 55,000.00

Save Cancel

The Levy Year can be edited from *Add - By Budget* and tick Levy Year Rollover then edit the dates as required. This is helpful if you have rolled the levy year too far.

Levy Year Rollover Video

Watch our short video explaining how to adjust the Levy Year.

Next levy year levies are green in colour to make them more easily identifiable. Historical levies will be coloured grey.

Approve

Once levies have been created manually or by budget, they need to be Approved (previously known as Strike / Struck).

- Search or select **Levy Management**.

2. Click the *Approve* button to open the Approval screen.
3. Review the Approved Date: This will be Today's date, set the date you'd like to record as the approval date.
4. Untag any levies that are not ready for approval.
5. Click *Approve* to finalise and approve the selected levies.
6. Click *Close* to close the screen.

<input checked="" type="checkbox"/>	#	Description	Period	Due	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	1	LEVIES - ADMINISTRATIVE FUND	01/08/25 to 31/10/25	01/08/2025	795.00	636.00
<input checked="" type="checkbox"/>	2	LEVIES - ADMINISTRATIVE FUND	01/11/25 to 31/01/26	01/11/2025	795.00	636.00
<input checked="" type="checkbox"/>	3	LEVIES - ADMINISTRATIVE FUND	01/02/26 to 30/04/26	01/02/2026	795.00	636.00
<input checked="" type="checkbox"/>	4	LEVIES - CAPITAL WORKS FUND	01/08/25 to 31/10/25	01/08/2025	500.00	400.00
<input checked="" type="checkbox"/>	5	LEVIES - CAPITAL WORKS FUND	01/11/25 to 31/01/26	01/11/2025	500.00	400.00

Create Transactions & Notice

After levies are approved, you can generate the related transactions and notices by selecting *Create Transactions and Notices*. Levies will be tagged for generation based on the *Levy Tag Conditions* set in your Configuration. This is also where you can review buildings for generation. There is an option to Override Due Date Validation if required, details below.

1. Search or select **Levy Management**.
2. Click *Create Transactions & Notice*.
3. Set the date of Generation – defaults to today's date.
4. Set the *Adjustment date for Due Date* Can be set manually or will use default days set in configuration or number of days required by legislation if more than the set default number of days.
5. Filter levies by due date.
6. Select one or more buildings (for Global Levy Generation).
7. Tag levies to be created. Review Due date column. If Due Date is before the minimum notice period and you do not wish to adjust the Due Date to be inline with the legislation set, tick *Override Due Date Validation*. Refer to instructions below.
8. To include levy periods not yet Approved, tick *Include Not Approved* to create transactions and

notices.

9. Click *Start* to create transactions and notices for tagged levies. The status column will show a green tick when generated successfully and display any relevant warnings or validation messages.
10. Click *Close*.
11. Once notices and transactions have been created, the levy notices can be distributed. The Report Distribution screen will open, however if closed you can access from Reports / *Distribute Levies* to open the Report Distribution screen and distribute notices using available preferences. Additional Reports & Attachments can be included if required. Refer to **Global Distribution** below.
12. Click *Close* to exit the screen.

Levy Management - STRATAMAX ONLINE HELP Keep 2025

OptionsReportsFeedback?

Period

Financial Year: 01/05/2025 to 30/04/2026
Levy Year: 01/05/2026 to 30/04/2027

Entitlements

Contribution Entitlements: 100.0000
Interest Entitlements: 100.0000

Levy Year Totals

Total: 172,500.10
Less Discount: 169,166.70

View

Group By: Levy Name
☐ Show Historical Levies

#	Period	Rate per U/E	Net Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	Purpose/Reason
01 Admin Fund												
1	01/08/25 to 31/10/25	166.66666667	150.00000000	01/08/25	10.00	01/08/25	01/08/25	01/08/25	Contribution Entitlements	16,666.70	15,000.00	
										Delete	Edit	View Lot Charges
2	01/11/25 to 31/01/26	166.66666667	150.00000000	01/11/25	10.00	01/11/25			Contribution Entitlements	16,666.70	15,000.00	
3	01/02/26 to 30/04/26	166.66666667	166.66666667	01/02/26	0.00				Contribution Entitlements	16,666.70	16,666.70	
9	01/05/26 to 31/07/26	0.00000000	0.00000000	01/05/26	0.00				Contribution Entitlements	0.00	0.00	
10	01/08/26 to 31/10/26	125.00000000	125.00000000	01/08/26	0.00				Contribution Entitlements	12,500.00	12,500.00	
11	01/11/26 to 31/01/27	125.00000000	125.00000000	01/11/26	0.00				Contribution Entitlements	12,500.00	12,500.00	
12	01/02/27 to 30/04/27	125.00000000	125.00000000	01/02/27	0.00				Contribution Entitlements	12,500.00	12,500.00	
05 Admin Fund Special												
17	01/03/26	125.00000000	125.00000000	01/03/26	0.00				Contribution Entitlements	12,500.00	12,500.00	Roof Restorations
16	01/05/26	125.00000000	125.00000000	01/05/26	0.00				Contribution Entitlements	12,500.00	12,500.00	This is the purpose reason
07 Sinking Fund												
5	01/08/25 to 31/10/25	100.00000000	100.00000000	01/08/25	0.00				Contribution Entitlements	10,000.00	10,000.00	
6	01/11/25 to 31/01/26	100.00000000	100.00000000	01/11/25	0.00				Contribution Entitlements	10,000.00	10,000.00	
7	01/02/26 to 30/04/26	100.00000000	100.00000000	01/02/26	0.00				Contribution Entitlements	10,000.00	10,000.00	
8	01/05/26 to 31/07/26	75.00000000	75.00000000	01/05/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
13	01/08/26 to 31/10/26	75.00000000	75.00000000	01/08/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
14	01/11/26 to 31/01/27	75.00000000	75.00000000	01/11/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
15	01/02/27 to 30/04/27	75.00000000	75.00000000	01/02/27	0.00				Contribution Entitlements	7,500.00	7,500.00	

Add

Approve

Create Transactions & Notice

Close

Adjust Due Date if before

If the Due Date of the Levy Period is inside the expected notice date period, there is an option to enter a date so that the Due Date updates to this date. In the example below, the Due Date will adjust from 01/09/2025 to 12/09/2025.

Levy Create Transactions & Notice

Generation Date: 13/08/2025 Adjust Due Date if before: 12/09/2025 ☐ Include Not Approved

Filter Due Dates: To 20/04/2026 Buildings: 10 Selected

	Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
✓	130825	LANA LEVY MANAGEMENT		01/11/25 to 31/01/26	01/11/2025	30/10/2024	11334.96	9067.94	
✓	130825	LANA LEVY MANAGEMENT		01/11/25 to 31/01/26	01/11/2025	30/10/2024	4353.58	3482.92	
✓	130825	LANA LEVY MANAGEMENT		01/02/26 to 30/04/26	01/02/2026	07/08/2025	17002.44	13601.98	
✓	130825	LANA LEVY MANAGEMENT		01/02/26 to 30/04/26	01/02/2026	07/08/2025	6530.44	5224.38	
✓	130825	LANA LEVY MANAGEMENT		01/09/25	01/09/2025	07/08/2025	2000.04	2000.04	⚠ Due c
✓	2723	Happywood	LEVIES - ADMINISTRATIVE FUND	01/11/25 to 31/01/26	01/11/2025	23/10/2024	1996.56	1996.56	
✓	2723	Happywood	LEVIES - SINKING FUND	01/11/25 to 31/01/26	01/11/2025	23/10/2024	900.00	900.00	
✓	2723	Happywood	LEVIES - ADMINISTRATIVE FUND	01/02/26 to 30/04/26	01/02/2026	07/08/2025	4003.44	4003.44	
✓	2723	Happywood	LEVIES - SINKING FUND	01/02/26 to 30/04/26	01/02/2026	07/08/2025	1099.98	1099.98	

Distribute Start Close

Override Due Date Validation

If the message *Due date is before the minimum notice period* is listed in the Status, and the Due Date is to remain as set in **Levy Management**, possibly due to urgent special levy requirements, tick the **Override Due Date Validation** box to proceed with the levy generation and Create Transactions & Notice.

Please be aware that this tick box will only be available with the appropriate permission in **Security Setup** called 'Override Levy Generation Due Date Validation'.

Levy Create Transactions & Notice

Generation Date: 25/08/2025 Adjust Due Date if before: 24/09/2025 ☐ Include Not Approved ☒ Override Due Date Validation

Filter Due Dates: To 09/10/2025 Buildings: 300621

	Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
	300621	STRATAMAX ONLINE HELP KEEP	SPECIAL ADMIN. FUND LEVY	01/11/24	01/11/2024	08/05/2025	6000.00	6000.00	⚠ Due date is before the minimum notice period
✓	300621	STRATAMAX ONLINE HELP KEEP	SPECIAL ADMIN. FUND LEVY	10/09/25	10/09/2025	12/08/2025	6000.00	6000.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/05/24 to 31/07/24	01/05/2024	01/05/2024	3300.00	3300.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/08/24 to 31/10/24	01/08/2024	01/05/2024	3300.00	3300.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/11/24 to 31/01/25	01/11/2024	01/05/2024	3300.00	3300.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/02/25 to 30/04/25	01/02/2025	01/05/2024	3300.00	3300.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/05/25 to 31/07/25	01/05/2025	12/08/2025	330.00	330.00	⚠ Due date is before the minimum notice period
	300621	STRATAMAX ONLINE HELP KEEP	LEVIES - ADMINISTRATIVE FUND	01/08/25 to 31/10/25	01/08/2025	12/08/2025	330.00	330.00	⚠ Due date is before the minimum notice period

Distribute Start Close

Global Distribution

Levy Notices that have been generated can be distributed or re-distributed by using the **Distribute** option. The default Levy Notice email template will be used when Report Distribution is opened from **Levy Management**. Levy Notices will be stored in **DocMax** and in the document shortcut within the **Roll** as well as **Stored Reports**. The email body included with the Levy Notice can be set or adjusted from **Email Template Manager**.

Transactions and Levy Notices can be created globally by tagging all or multiple buildings in the *Create Transactions and Notice* screen.

1. Search or select **Levy Management**.
2. Click *Create Transactions & Notice*.
3. Review the *Generation Date*.
4. Review *Adjust Due Date if before*.
 - If the Due Date is to remain as set in **Levy Management**, possibly due to urgent special levy requirements, tick the setting *Override Due Date Validation* to proceed with the levy generation and Create Transactions & Notice.
5. Click the *Buildings* selection and tag buildings as required.
6. Click *Select*. The buildings will be set for global generation. Levies that fall into the Tag Conditions period will be pre-tagged. Check the Status column for any warnings.
7. Click *Start* to create transactions and notices for tagged levies. The status column will show a green tick when generated successfully, and display any relevant warnings or validation messages.
8. Once notices and transactions have been created, they will be distributed if the *Auto Distribute after Create Transaction/Notice Setting* is configured, or click *Distribute* to open the Report Distribution screen and distribute notices using available preferences and additional reports if required.

Levy Create Transactions & Notice

Generation Date: 18/06/2025 Adjust Due Date if before: 18/07/2025 ☐ Include Not Approved ☐ Override Due Date Validation

Filter Due Dates: To Buildings: 040625

<input type="checkbox"/>	Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
<input checked="" type="checkbox"/>	040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/08/25 to 31/10/25	01/08/2025	18/06/2025	795.00	636.00	
<input type="checkbox"/>	040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/11/25 to 31/01/26	01/11/2025	18/06/2025	795.00	636.00	
<input type="checkbox"/>	040625	LANA APARTMENTS	LEVIES - ADMINISTRATIVE FUND	01/02/26 to 30/04/26	01/02/2026	18/06/2025	795.00	636.00	
<input checked="" type="checkbox"/>	040625	LANA APARTMENTS	LEVIES - CAPITAL WORKS FUND	01/08/25 to 31/10/25	01/08/2025	18/06/2025	500.00	400.00	
<input type="checkbox"/>	040625	LANA APARTMENTS	LEVIES - CAPITAL WORKS FUND	01/11/25 to 31/01/26	01/11/2025	18/06/2025	500.00	400.00	

Distribute Start Close

9. Review Report Distribution options - additional *Reports & Attachments* can be included once off or saved as a Report Set for future use.

10. Ensure *Save Report* is ticked where you can select a DocMax Profile and copies of Levy Notices will be stored here in **DocMax**, as well as in the Roll Document List in the **Roll** for each lot. Review all settings before clicking *Proceed*.

To send a duplicate levy notice to owners where their levy preference is set to email and the agent is receiving levies on the owners behalf, ensure 'Duplicate - Copy to Owner' is ticked within the filters.

Filters

Committee Member
☒ All ☐ Exclude ☐ Only

Lot Type
☒ Include Car Spaces ☒ Include Storage Spaces

Duplicate
☒ Copy to owner

Consolidate by Contact: This option will consolidate the Levy Notice and any attachments into one pack for distribution. With this configuration selected, any Contact that owns multiple lots or is receiving notices on behalf of owners (example agents) will deliver one instance, including all documentation batched into report order. For multiple buildings, this Contact will receive one for each.

Please Note: If an Agent is receiving Levy Notices on behalf of 10 lots; one document will be stored against the first lot in DocMax regardless of who owns the lot. It is not recommended to use this setting for global levy distribution.

Report Distribution - TRAINING BUILDING 12345

Levy Notice

Building: TRAINING BUILDING 12345

Report Set: ☒ Levy Notice ☐ Page Numbers ☐ Consolidate by Contact

Levy Notice [Inote_84] Levy Notice+Qld 1997+GST StrataPay

+ Report Attachment

Distribution Method

☒ Post Snagit 2025 (redirected 5)

☒ Email Levy Notice

☒ Save Report Levy Notice

☒ Use Preferences Levy Notice

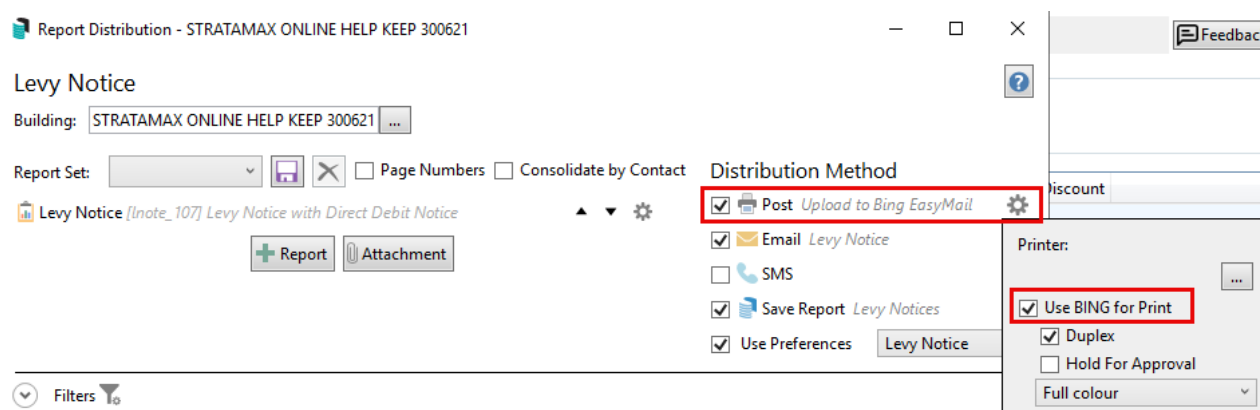
Filters

<input checked="" type="checkbox"/>	Account	Lot	Unit	Name	Behalf Of	Post	Email	Sms
<input checked="" type="checkbox"/>	02100001	1	1	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100002	2	2	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100003	3	3	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100004	4	4	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100005	5	5	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100006	6	6	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100007	7	7	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		
<input checked="" type="checkbox"/>	02100008	8	8	Developer / Original Owner		1 Developer Dr BRISBANE QLD 40		

Log Proceed Close

Distribute Levies uses the Report Distribution method to send Levy Notices (same process as *Merge Letters / Meeting Hub*).

- The only valid way to send Levy Notices to BING is via the **Bing EasyPost API**.
- In the Report Distribution screen, ensure the option **Use BING for Print** is checked.



If the **Mailroom** option is selected (legacy method), the system will:

- Spawn a separate program per print file (hundreds or more in a large levy run).
- Cause the levies process to crash, resulting in:
 - Partial prints received at BING.
 - Emails not being sent.
- Require the entire **Printing and Emailing** process to be repeated.

Distribute Levies | Configuration

1. Search or select **Levy Management**.
 2. Click *Reports*.
 3. Click *Distribute Levies* and click on the cog wheel to open the Configuration screen. This is where you can set the Template, or set a Local Building Override Template or Letterhead, Levy Notice Text and review additional configuration.
- Show Arrears: Displays amounts that are in arrears. Recommended to be ticked.
 - Require Postal Address Even For Email: A postal address is included on a Levy Notice where there are split contacts with the same email address and Levy Notice preference is set to email. This setting will use the first contact postal address for display on the Levy Notice when emailing (Global Setting).
 - Show Zero Amount Levies: If a Zero Levy (0.00) has been created, this can be Approved and

Generated and printed on a Levy Notice. This setting will show zero amount levies on the Levy Notice when issued from Levy Management / Distribution (Global Setting).

Levy Notice

Building: [Building Name]

Report Set: [Report Set Name]

Levy Notice [Inote_107]

Configuration

Levy Notice

- ☒ Show Arrears
- ☐ Require Postal Address Even For Email
- ☒ Print Interest Words
- ☒ Show Zero Amount Levies

Levy Notice Title: [MODIFIED LEVY NOTICE TITLE]

Levy Notice Text: [PLEASE REFER ENQUIRIES TO THE OFFICE]

Template

- ☐ Use Override Letterhead

Override Letterhead: [Dropdown Menu]

Template: [Inote_107] Levy Notice with Direct Debit Notice (Letterh)

Template (Local Building Override): [Use Global]

Close

Log Proceed Close

Account	Lot	Unit
02100001	1	1
02100001	1	1
02100002	2	2
02100003	3	3
02100004	4	4
02100006	6	6

Distribute Levies | Log

In the report distribution logs there is the ability to include the Email or Postal Address of where Levy Notices were sent. This is helpful to identify if a particular Levy Notice was emailed or posted. From the *Advanced* button, add in the fields Email Addresses and Postal Address Line 1, 2 and 3 and Recipient Account to report on this detail.

1. Search or select **Levy Management**.
2. Click *Reports* and *Distribute Levies*.
3. Select *Logs*.
4. From *Advanced* button select *Columns* tab and include Recipient Account, Email Addresses and Postal Line 1, 2 & 3 in the Display Columns and *Refresh*.
5. Click *Print* to produce the information into a PDF report or *Export* to open into Excel.

Search Report Distribution Logs

Refresh Export Advanced Saved Search: Email / Post

Field Condition Value

Start Date/Time is on or before Specific Dates Today

Report Title is equal to

950 records displayed Find First Find Next

Start Date/Time	Report Title	User	Buildings	Email Addresses	Postal Address Line 1	Postal Address Line 2	Postal Address Line 3	Recipient Account
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621	bea@email.propertyme.com				02100001
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621		PO Box 7172	SIPPY DOWNS QLD 4556		02100001
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621	logan.puka@gmail.com				02100002
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621		PO BOX 581	Coolum QLD 4573		02100002
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621	bubbles@email.com.au				02100003
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621		1 Perfume Street	PARIS FRANCE 1512121321		02100004
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621	dave@danger.com				02100005
10/11/2025 12:09:48 PM	Levy Notice	ana.clarke	300621	edaemine.kocak@gmail.com	67/311 Anketell Street	Greenway ACT 2900		02100006

Reports

The *Reports* menu provides access to Report Distribution to Distribute Levy Notices, run the Levy Register Report and Levy Generation Schedule.

Levy Register

The Levy Register Report option opens the Levy Register Report in Report Distribution, and provides the ability to generate the default (Current) Levy Register, report for Proposed Levies and report for Account Groups. You also have the option to select Accounts and produce the Levy Register for individual lot accounts. The Levy Register Summary Report can also be included and saved as a Report Set.

1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Register*.
4. Click the template cog to see report settings and templates (for example, Proposed Levies).
5. Click *Accounts* to select an individual Lot if required.
6. The Levy Register Summary Report can also be included if required; click Report and select Levy Register Summary.
7. Click *Proceed*.

Levy Register

Building: Accounts:

Report Set: ☐ Page Numbers ☒ Consolidate by Contact

Levy Register - Quarterly Report

1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Register - Quarterly*
4. Click the template cog to see report settings and templates (for example, Proposed Levies Only, untick for Approved Levies).
5. Click *Accounts* to select an individual Lot if required.
6. Click *Proceed*.

Example of Levy Register - Quarterly Report:

Lot	Unit	Fund	01/11/24 to 31/01/25	01/02/25 to 30/04/25	01/05/25 to 31/07/25	01/08/25 to 31/10/25	Total
1	1	Administrative Fund	759.15	759.15	759.15	759.15	3,036.60
1	1	Capital Works Fund	130.00	130.00	130.00	130.00	520.00
							3,556.60
2	2	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
2	2	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							3,351.40
3	3	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
3	3	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							3,351.40
4	4	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
4	4	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							3,351.40
5	5	Administrative Fund	715.35	715.35	715.35	715.35	2,861.40
5	5	Capital Works Fund	122.50	122.50	122.50	122.50	490.00
							3,351.40
6	6	Administrative Fund	759.15	759.15	759.15	759.15	3,036.60
6	6	Capital Works Fund	130.00	130.00	130.00	130.00	520.00
							3,556.60

The Register Summary Report

The Levy Register Summary can be produced to summarise the levies for the building and be used to confirm the amount being raised for each levy period. This report can produce the approved or proposed levies to excel based on the configuration.

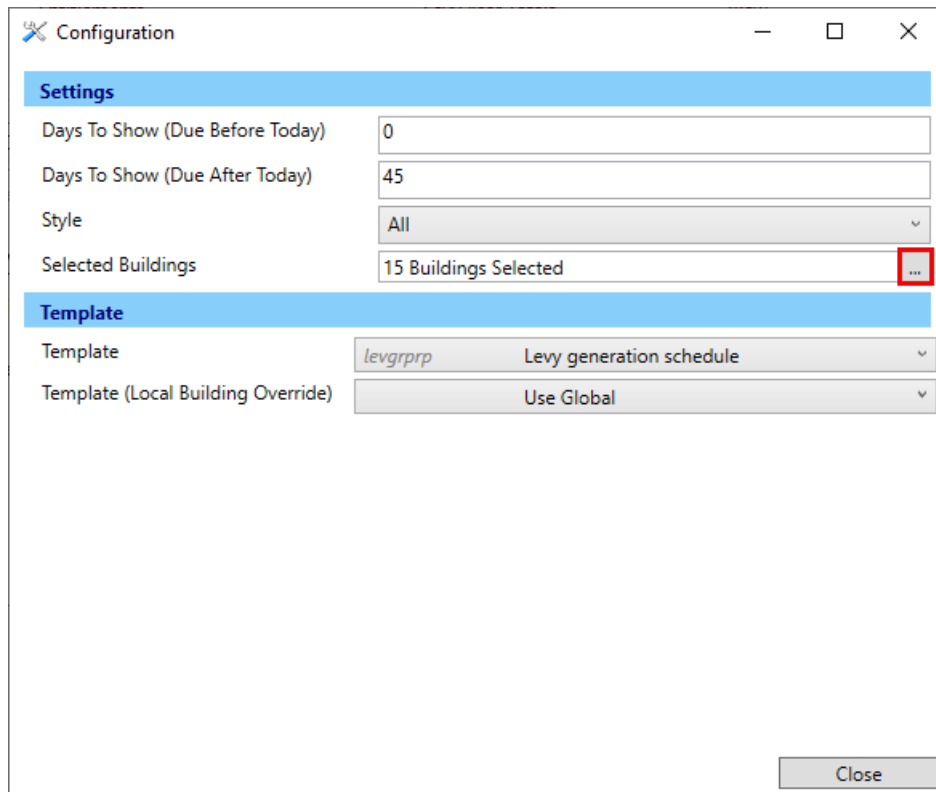
1. Search or select **Levy Management**. Click *Reports*.
2. Select *Levy Register Summary*.
3. Click the template cog to see report settings and templates (for example, Proposed Levies Only, untick for Approved Levies).
4. Click *Excel Export* to produce the report to Excel, or Proceed to screen.

Levy Generation Schedule

Selecting the *Levy Generation Schedule* will open the Levy Generation Schedule Report in Report Distribution and will default to Internal Recipients, the Selected Buildings will need to be selected from the Configuration cog.

The *Levy Generation Schedule* produces a report on levies that have been entered into StrataMax. This can be used to report on levies which have not been generated within a specific period. In this report, if a building has no next year levies noted, and a *Levy Year End Roll Over* has not been completed, the first levy of the year will be reported in grey with an asterisk. *Levy Generation Schedule* will print one consolidated report of the information for the buildings selected in the configuration cog, and is available in an Excel Export.

1. Search or select **Levy Management**.
2. Click *Reports*.
3. Select *Levy Generation Schedule*.
4. Click the template cog to see report settings and templates.
 - Click the *Style* drop down selector to set what data should be on the report.
 - Click the *... Selected Buildings* and tag the required buildings. Click *Close*.
5. Review *Report Distribution* options click *Excel Export* to open in Excel.
6. Click *Proceed*.



The screenshot shows a 'Configuration' window with two main sections: 'Settings' and 'Template'. In the 'Settings' section, there are four fields: 'Days To Show (Due Before Today)' with value '0', 'Days To Show (Due After Today)' with value '45', 'Style' with a dropdown menu set to 'All', and 'Selected Buildings' with a text field showing '15 Buildings Selected' and a red-bordered ellipsis button to its right. The 'Template' section has two rows: 'Template' with a dropdown menu showing 'levgrprp' and 'Levy generation schedule', and 'Template (Local Building Override)' with a dropdown menu showing 'Use Global'. A 'Close' button is located at the bottom right of the window.

Settings	
Days To Show (Due Before Today)	0
Days To Show (Due After Today)	45
Style	All
Selected Buildings	15 Buildings Selected ...

Template	
Template	levgrprp Levy generation schedule
Template (Local Building Override)	Use Global

Close

Edit Levy

Sometimes it's required to edit an existing levy. This can be done for levies that have or haven't been approved, and levies that have or haven't been generated. When editing a levy, interest and discounts will not change, in order to reverse interest or discounts the levy will need to be reversed or **Debtor Adjustments** can be used. When editing a levy to zero, a reversal will be completed, creating a credit levy of the original levy with a new number. Reversed (cancelled) levies will be displayed in red and are hidden unless *Show Historical Levies* is ticked

1. Search or select **Levy Management**.
2. Highlight the levy period to be adjusted.
3. Click *Edit* button.
4. Adjust levy period details as required.
5. Click *Save*.

Levy Management - STRATAMAX ONLINE HELP Keep 2025
Options
Reports
Feedback
?

Period
Financial Year: 01/05/2025 to 30/04/2026
Levy Year: 01/05/2025 to 30/04/2027

Entitlements
Contribution Entitlements: 100.0000
Interest Entitlements: 100.0000

Levy Year Totals
Total: 172,500.10
Less Discount: 169,166.70

View
Group By: Levy Name
☐ Show Historical Levies

#	Period	Rate per U/E	Net Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	Purpose/Reason
01 Admin Fund												
1	01/08/25 to 31/10/25	166.66666667	150.00000000	01/08/25	10.00	01/08/25	01/08/25	01/08/25	Contribution Entitlements	16,666.70	15,000.00	
										Delete Edit View Lot Charges		
2	01/11/25 to 31/01/26	166.66666667	150.00000000	01/11/25	10.00	01/11/25			Contribution Entitlements	16,666.70	15,000.00	
3	01/02/26 to 30/04/26	166.66666667	166.66666667	01/02/26	0.00				Contribution Entitlements	16,666.70	16,666.70	
9	01/05/26 to 31/07/26	0.00000000	0.00000000	01/05/26	0.00				Contribution Entitlements	0.00	0.00	
10	01/08/26 to 31/10/26	125.00000000	125.00000000	01/08/26	0.00				Contribution Entitlements	12,500.00	12,500.00	
11	01/11/26 to 31/01/27	125.00000000	125.00000000	01/11/26	0.00				Contribution Entitlements	12,500.00	12,500.00	
12	01/02/27 to 30/04/27	125.00000000	125.00000000	01/02/27	0.00				Contribution Entitlements	12,500.00	12,500.00	
05 Admin Fund Special												
17	01/03/26	125.00000000	125.00000000	01/03/26	0.00				Contribution Entitlements	12,500.00	12,500.00	Roof Restorations
16	01/05/26	125.00000000	125.00000000	01/05/26	0.00				Contribution Entitlements	12,500.00	12,500.00	This is the purpose reason
07 Sinking Fund												
5	01/08/25 to 31/10/25	100.00000000	100.00000000	01/08/25	0.00				Contribution Entitlements	10,000.00	10,000.00	
6	01/11/25 to 31/01/26	100.00000000	100.00000000	01/11/25	0.00				Contribution Entitlements	10,000.00	10,000.00	
7	01/02/26 to 30/04/26	100.00000000	100.00000000	01/02/26	0.00				Contribution Entitlements	10,000.00	10,000.00	
8	01/05/26 to 31/07/26	75.00000000	75.00000000	01/05/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
13	01/08/26 to 31/10/26	75.00000000	75.00000000	01/08/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
14	01/11/26 to 31/01/27	75.00000000	75.00000000	01/11/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
15	01/02/27 to 30/04/27	75.00000000	75.00000000	01/02/27	0.00				Contribution Entitlements	7,500.00	7,500.00	

Add
Approve
Create Transactions & Notice
Close

Reverse Levy

There may be times when a levy is required to be reversed entirely, or for a complete replacement of a levy period, date and discount. Firstly check if the levy has a discount as this will affect how you proceed. [Edit Levy](#) should be used in most instances and is recommended. When reversing a levy, a reversal will be completed, creating a credit levy of the original levy with a new number. Reversed (cancelled) levies will be displayed in red and are hidden unless *Show Historical Levies* is ticked. [Add Levy - Manual](#) can be used to enter a replacement levy if required. There is a Security permission for 'Reverse Levy' which can be set.

Please note: Using *Edit* to adjust a Levy, is the recommended process rather than a reversal.

1. Search or select **Levy Management**.
2. Highlight the levy period to be reversed and click *Reverse*.
3. If the levy period has a Discount Rate a prompt to reverse the discount will display, select *Yes* or *No*.
4. A credit levy will be created in **Levy Management** for the reversal.

Levy Management - STRATAMAX ONLINE HELP Keep 2025

Options Reports Feedback ?

Period
Financial Year: 01/05/2025 to 30/04/2026
Levy Year: 01/05/2026 to 30/04/2027

Entitlements
Contribution Entitlements: 100.0000
Interest Entitlements: 100.0000

Levy Year Totals
Total: 172,500.10
Less Discount: 169,166.70

View
Group By: Levy Name
☐ Show Historical Levies

#	Period	Rate per U/E	Net Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	Purpose/Reason
01 Admin Fund												
1	01/08/25 to 31/10/25	166.66666667	150.00000000	01/08/25	10.00	01/08/25	01/08/25	01/08/25	Contribution Entitlements	16,666.70	15,000.00	
2	01/11/25 to 31/01/26	166.66666667	150.00000000	01/11/25	10.00	01/11/25		15/01/26	Contribution Entitlements	16,666.70	15,000.00	
3	01/02/26 to 30/04/26	166.66666667	166.66666667	01/02/26	0.00		14/11/25	15/01/26	Contribution Entitlements	16,666.70	16,666.70	
									Reverse	Edit	View Lot Charges	
9	01/05/26 to 31/07/26	0.00000000	0.00000000	01/05/26	0.00			15/01/26	Contribution Entitlements	0.00	0.00	
10	01/08/26 to 31/10/26	125.00000000	125.00000000	01/08/26	0.00			15/01/26	Contribution Entitlements	12,500.00	12,500.00	
11	01/11/26 to 31/01/27	125.00000000	125.00000000	01/11/26	0.00				Contribution Entitlements	12,500.00	12,500.00	
12	01/02/27 to 30/04/27	125.00000000	125.00000000	01/02/27	0.00				Contribution Entitlements	12,500.00	12,500.00	
05 Admin Fund Special												
17	01/03/26	125.00000000	125.00000000	01/03/26	0.00		14/11/25	15/01/26	Contribution Entitlements	12,500.00	12,500.00	Roof Restorations
16	01/05/26	125.00000000	125.00000000	01/05/26	0.00			15/01/26	Contribution Entitlements	12,500.00	12,500.00	This is the purpose reason
07 Sinking Fund												
5	01/08/25 to 31/10/25	100.00000000	100.00000000	01/08/25	0.00			15/01/26	Contribution Entitlements	10,000.00	10,000.00	
6	01/11/25 to 31/01/26	100.00000000	100.00000000	01/11/25	0.00			15/01/26	Contribution Entitlements	10,000.00	10,000.00	
7	01/02/26 to 30/04/26	100.00000000	100.00000000	01/02/26	0.00				Contribution Entitlements	10,000.00	10,000.00	
8	01/05/26 to 31/07/26	75.00000000	75.00000000	01/05/26	0.00				Contribution Entitlements	7,500.00	7,500.00	
13	01/08/26 to 31/10/26	75.00000000	75.00000000	01/08/26	0.00			15/01/26	Contribution Entitlements	7,500.00	7,500.00	
14	01/11/26 to 31/01/27	75.00000000	75.00000000	01/11/26	0.00			15/01/26	Contribution Entitlements	7,500.00	7,500.00	
15	01/02/27 to 30/04/27	75.00000000	75.00000000	01/02/27	0.00			15/01/26	Contribution Entitlements	7,500.00	7,500.00	

Add Approve Create Transactions & Notice Close

Reverse Levy

Do you want to reverse discounts while reversing this levy

Yes

No

Cancel

Yes = Any receipts to lots with a discount for the levy period will be reversed (Recommended).

No = Discount will remain on the lot. If later decided that the discount should be reversed, this will need to be removed using **Debtor Adjustments**.

View Lot Charges

A Levy Charge Schedule report can be viewed listing each Lot Account, Charge Unit, Gross Amount, Net Amount / Discount and the Date Paid.

1. Search or select **Levy Management**.
2. Highlight the levy period to be viewed.
3. Click **View Lot Charges** to view the Levy Detail of each Lot Account, including the Date Paid for the Lot.
4. Click **Report** to produce a Levy Charge Schedule report for the selected levy period.

Levy Management
Options
Reports
Feedback
?

Period
Financial Year: 01/03/2025 to 28/02/2026
Levy Year: 01/06/2025 to 31/07/2026

Entitlements
Contribution Entitlements: 500.0000
Interest Entitlements: 500.0000

Levy Year Totals
Total: 3,385.00
Less Discount: 2,708.00

View
Group By: Levy Name
☐ Show Historical Levies

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount	
01 Administrative Fund											
1	01/08/25 to 31/10/25	1.59	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
									Reverse	Edit	View Lot Charges
2	01/11/25 to 31/01/26	1.59	01/11/25	20.00	01/11/25	18/06/25	18/06/25	Contribution Entitlements	795.00	636.00	
3	01/02/26 to 30/04/26	1.59	01/02/26	20.00	01/02/26		18/06/25	Contribution Entitlements	795.00	636.00	
07 Capital Works Fund											
4	01/08/25 to 31/10/25	1.00	01/08/25	20.00	01/08/25	18/06/25	18/06/25	Contribution Entitlements	500.00	400.00	
5	01/11/25 to 31/01/26	1.00	01/11/25	20.00	01/11/25		18/06/25	Contribution Entitlements	500.00	400.00	

Add
Approve
Create Transactions & Notice
Close

Levy Detail

Account	Name	Lot Number	Unit Number	Charge Units	Amount	Discount	Notice	Paid
02100001		1	1	25.0000	868.75	0.00		
02100002		2	2	25.0000	868.75	0.00	26/06/25	
02100003		3	3	25.0000	868.75	0.00		
02100004		4	4	25.0000	868.75	0.00		

Report
Close

Charge Schedule				02 Jul 2025
Strata Plan No.				
Administrative Fund			14/07/25 to 13/10/25	
Account Number	Lot Number	Charge Units	Gross Amount	Net Amount
02100001	1	25.0000	868.75	868.75
02100002	2	25.0000	868.75	868.75
02100003	3	25.0000	868.75	868.75
02100004	4	25.0000	868.75	868.75

Multi Owners Corporation (OC)

The levy functionality for a Multi Owners Corporation (OC), configured in [Account Group Setup](#), is the same as any Plan. There is an Account Group selector available in the following areas:

- Levy Management
- Add - Manual
- Distribute Levies

- Levy Register
- Levy Register (Quarterly)
- Levy Register Summary
- Levy Generation Schedule

Levy Management

Options Reports

Period: Financial Year: 01/08/2025 to 31/07/2026
Levy Year: 01/08/2025 to 31/07/2026

Entitlements: Lot Liability: 8601.0000
Lot Entitlement: 8601.0000

Levy Year Totals: Total: 153,958.50
Less Discount: 153,958.50

View: Group By: Levy Name Account Group: All All
CP 1
CP 2
☐ Show Historical Levies

#	Period	Rate per U/E	Net Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Discount
CP 1											
01 Admin Fund											
6	01/08/25 to 31/10/25	5.09270000	5.09270000	01/08/25	0.00		16/06/25	07/11/24		43,802.31	43,802.31
7	01/11/25 to 31/01/26	5.09280000	5.09280000	01/11/25	0.00		16/09/25	07/11/24		43,803.17	43,803.17
Reverse Edit View Lot Charges											
07 Maintenance Fund											
17	01/08/25 to 31/10/25	0.43600000	0.43600000	01/08/25	0.00		16/06/25	07/11/24		3,749.60	3,749.60
18	01/11/25 to 31/01/26	0.43610000	0.43610000	01/11/25	0.00		16/09/25	07/11/24		3,750.46	3,750.46
23	01/02/26 to 30/04/26	0.63880000	0.63880000	01/02/26	0.00			06/10/25		5,493.68	5,493.68
24	01/05/26 to 31/07/26	0.63890000	0.63890000	01/05/26	0.00			06/10/25		5,494.54	5,494.54
25	01/08/26 to 31/10/26	0.53750000	0.53750000	01/08/26	0.00			06/10/25		4,622.50	4,622.50
26	01/11/26 to 31/01/27	0.53750000	0.53750000	01/11/26	0.00			06/10/25		4,622.50	4,622.50
CP 2											
02 WasteManagement											
11	01/08/25 to 31/10/25	1.23370000	1.23370000	01/08/25	0.00		16/06/25	07/11/24		9,499.49	9,499.49
12	01/11/25 to 31/01/26	1.23380000	1.23380000	01/11/25	0.00		16/09/25	07/11/24		9,500.26	9,500.26
19	01/02/26 to 30/04/26	1.87430000	1.87430000	01/02/26	0.00			06/10/25		14,432.11	14,432.11
20	01/05/26 to 31/07/26	1.87440000	1.87440000	01/05/26	0.00			06/10/25		14,432.88	14,432.88
21	01/08/26 to 31/10/26	1.55410000	1.55410000	01/08/26	0.00			06/10/25		11,966.57	11,966.57
22	01/11/26 to 31/01/27	1.55410000	1.55410000	01/11/26	0.00			06/10/25		11,966.57	11,966.57

Add Approve Create Transactions & Notice Close

Add - Manual Levy

Create Levy - 4C WINGED FOOT DRIVE OC 1 & 2 834456D

Invoice Code: 01 Admin Fund Regular

Account Group: CP 1

Entitlement Schedule: Lot Liability for CP 1 (Entitlements: 8601.0000)

Determined Date: 28/10/2025

Period: 01/02/2026 To 30/04/2026

Due Date: 01/02/2026 Due in 96 days

Gross Amount per U/E: 5.09280000 Gross Total Amount: 43,803.17

Rate 5.09280000 x 8601.0000 entitlements (with rounding) = Gross Total 43803.17

Discount Rate (%): 0

☐ Disable Interest

View Save Cancel

Report Distribution

Levy Notice

Building:

Report Set:

Account Group:

Consolidated
CP 1
CP 2

Levy Notice [Inote_multioc208c] Levy Notice + Ledger of Debt Payments List

Report

Attachment

Distribution Method

☒ Post Microsoft Print to PDF

☒ Email Levy Notice

☐ SMS

☐ Save Report Levy Notices

☒ Use Preferences

Levy Notice

Filters

<input checked="" type="checkbox"/>	Account	Lot	Unit	Name	Behalf Of	Post	Email	Sms
<input checked="" type="checkbox"/>	02100001	1	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100001	1	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100002	2	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100003	3	3				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100003	3	3				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100003	3	3				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100004	4	4				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100004	4	4				<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	02100005	5	5				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Log

Proceed

Close