Release Notes - Version 5.5.99

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the StrataMax Online Help



THE COMPLETE STRATA MANAGEMENT SOLUTION





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1. Resubdivision/Reallocation of Entitlements Overview

A new Resubdivision/Reallocation of Entitlements module has been added to BCMax to simplify the process of Resubdivision and amending existing lot entitlements. This new process provides step-by-step setup screens for entry of data and reporting to confirm the validity of input prior to processing.

Enhancements now allow users to:

- 1. Add new lots without affecting entitlements to existing lots. Information can be populated from the roll of an existing lot for the new lots, allowing time efficient, accurate and streamlined set up procedures.
- 2. Elimination of levy reversals The Plan/Resubdivision date cannot be future dated. This new process eliminates the need to reverse or delete levies not yet generated in the system. Only levies in the current levy period spanning the planned Resubdivision date will be affected, and adjustments are shown as a pro-rata amount on the Ledger Card once the process has been finalised. For the future (ungenerated) levies the charge schedules will be updated.
- 3. Reporting The new feature allows you to print a report and check all details before processing, with provision to go back to the previous screen and make any amendments or deletions. Once each screen has been completed, the 'Next' button is selected to progress.
- 4. Automation the system will now automate the changes to the Resubdivision Lot, including change of name on the roll, amended levy information, and the transfer of a remaining balance as per your selection, thus resetting the account balance back to zero.
- 5. Confirmation at every step of the process the user can confirm that the information is as they intended the outcome to be, reports can be printed for checking the setup, plus the ability to go back to previous screens during the process to make changes if required.

2. Plan/Resubdivision options

There are three different options in the main menu of Resubdivision / Reallocation of Entitlements that can be selected depending on the nature of the Resubdivision / Reallocation:

- Resubdivide to add new lots (subdivide a lot into multiple lots)
- Change existing Lot entitlements (change, reallocation & amalgamation of current lots)
- Add new Lots (without affecting entitlements of existing lots)

Resubdivision / Reallocation of Entitlements 212 ON MARGARET 33840	_		\times
Plan/Resubdivision Date: 31/03/2020			0
NOTE: This process will handle adjustments to levies. You do not need to reverse or delete any future levies. No changes are made un it is validated and processed as a single step.	ntil the fi	inal step,	and
Resubdivide to add new lots			
Subdivide a lot into multiple new lots			
Lot For Resubdivision			
Change existing lot entitlements Change entitlements of existing lots, reallocations and amalgamation.			
Add new lots Add new lots without affecting entitlements of existing lots			
Please select the lot to be resubdivided			
		Ne	t

3. Option 1 – Resubdivide to add new lots:

This option is used to subdivide a lot into multiple new lots.

Once 'Resubdivide to add new lots' (Option 1) is selected from the Main Menu along with the lot for Resubdivision, select 'Next' to continue to set up the plan, enter the Owner details and adjust the levies.

3.1 Plan Setup

After the lot for Resubdivsion is selected in the 'Plan Setup Menu' this will create new lots and unit number in the main StrataMax Roll, including contribution and interest entitlements and car space numbers (if required).

The plan setup requires the number of new lots to be entered. Once the new number of lots are entered the total number of lots in the scheme will be automatically added.

The basic information such as Starting Account Code (which determines the numerical sequence in the table), Lot and Unit numbers as well as the most frequent entitlement values need to be entered in the Auto Fill section.

Please Note: If the starting account number is to be different this can be changed, as well as Lot number and Unit Number and this will then update the table. Account numbers in the table can also be changed to match the Lot number.

Often a new balance lot will have a lot number such as Lot 101 etc, and it's important to change the account number to have the same suffix (i.e. 02100101) This is important as this is the only stage where the account numbers can be edited.

To edit an Account Code to match the Lot number:

- 1. Double click in the Account Code field and input required number
- 2. Repeat for Lot Number.
- 3. If the entitlements are different to the auto fill, edit where required.
- 4. Press enter to move to the next field down.
- 5. Details entered in the Plan Setup will effect the changes in the Roll when processed.
- 6. Click Next screen when completed.

ntribution Entitlements 600 0 600 No Intro Letters For StrataMax erest Entitlements 600 0 600 Interest Entitlements 100 Interest Entitlements: 100 Interest	lumber Of Lots				New	Total				
erest Entitlements 600 0 600 uto Fill arting Account Code: 02100007 Lot: 7 Unit: 7 Contribution Entitlements: 100 Interest Entitlements: 100 ccount Code Lot Number Unit Number Contribution Entitlements Interest Entitlements Car Space Number 100007 00007 7 100 100 100008 00008 8 100 100		•	6	6	12	PI	lan Number	12345		
arting Account Code: 02100007 Lot: 7 Unit: 7 Contribution Entitlements: 100 Interest Entitlements: 100 ccount Code Lot Number Unit Number Contribution Entitlements Interest Entitlements Car Space Number 100007 00007 7 100 100 10008 00008 8 100 100	ontribution En	titlements	600	0	60		No Intro Lette	ers For StrataMa	ox.	
arting Account Code: 02100007 Lot: 7 Unit: 7 Contribution Entitlements: 100 Interest Entitlements: 100 ccount Code: Lot Number Unit Number Contribution Entitlements Interest Entitlements: Car Space Number 100007 00007 7 100 100 100008 00008 8 100 100	terest Entitlem	nents	600	0	60)				
ccount Code Lot Number Unit Number Contribution Entitlements Interest Entitlements Car Space Number 100007 00007 7 100 100 100008 00008 8 100 100	Auto Fill									
100007 00007 7 100 100 100008 00008 8 100 100	Starting Accou	int Code: 0210	00007 Lot: 7	Unit: 7	Contributio	n Entitlements: 1	100 Interes	st Entitlements:	100	
100007 00007 7 100 100 100008 00008 8 100 100			_	N N						
100008 00008 8 100 100	Account Code	Lot Number	Unit Number	Contribution E	ntitlements Int	erest Entitlements	Car Space Nu	umber		
	2100007	00007	7	100	100					
100009 00009 9 100 100	2100008	00008	8	100	100					
	2100009	00009	9	100	100					
100010 00010 10 100 100	2100010	00010	10	100	100					
100011 00011 11 100 100	2100011	00011	11	100	100					
100012 00012 12 100 100	2100012	00012	12	100	100					

Please Note: Information from this screen is made available in Merge letters and included in Welcome packs and StrataMax Intro Letters. There is also a tick box option if you do not wish the information to be used for StrataMax letters in Merge Letters.

Plan Set Up to Add an Account Code out of current Sequence:

In the example below the Resubdivision of Lot 100 into Lots 15-20 plus a new Balance Lot 101. The New Number of Lots is 7. The Starting Account code is 02100015, Lot and Unit are 15, and the most common entitlement value is 10. Note the account code, Lot number and entitlement for the new Balance Lot 101 required editing.

Plan Setup	0									6
		C	urrent	New	Resub		Total			
Number Of Lots		15		7		22		Plan Number	190620	
Contribution En	titlements	240		100	-100	24	0	✓ No Intro Lett	ers For Strat	aMax
nterest Entitlem	ents	240		100	-100	24	0			
Starting Accou Account Code				tion Entitlements	ribution Entitlement		Car Space Nu	t Entitlements: 10 mber		
02100015	00015	15	10		10					
02100016	00016	16	10		10					
02100017	00017	17	10		10					
02100018	00018	18	10		10					
	00019	19	10		10					
02100019	00020	20 101	10		10					
02100020										

In States where Lots have a single entitlement, the Plan Setup will show a single column for entitlements.

3.2 Owner Details

This screen has two options to insert new Owners information:

- Auto-Fill from another existing lot from the roll This is handy when you wish to simply dupliate the Developer's details for the Resubdivision of all new lots. The details will default to the Resubdivided Lot unless another lot is selected to emulate.
- Manually entering each lot double click on each line item and enter details

3.2.1 Auto Fill

By selecting the 'Auto Fill 'arrow, a drop down box appears with option to 'Copy from existing Account' this will populate informaton from the roll into the new subdivided lots.

Owners' Details Screen when Auto Fill Selected:

Resubdivisi	on / Reallocation of E	ntitlements							×
Owner De	tails								0
Auto Fill									
Details For	New Lots			Copy F	rom Existing Ac	count:			
Full Name									
Reference Nar	ne								
Phone Numbe	er								
Email Address									
Address Title									
Letter Title									
Address Line 1									
Address Line 2									
Address Line 3									
Account Code	Full Name	Reference Name	Email Address	Phone Number	Address Title	Letter Title	Address Line 1	Address Lin	ne
02100007	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	KE 🔿
02100008	HELEN LOUISE KURK		helenkurk@amail.com	0412123123			PO Roy 1	νΔRISTV Ι Δ	KF ∼ >
							Previous	Next	t

Resubdivision	on / Reallocat	ion of En	titlements					-		×
Owner De	tails									•
Details For	New Lot	s			Copy Fr	om Existing Ac	count: 021	00001 H L KURK		
Full Name		HELEN	LOUISE KURK							
Reference Nan	ne	H L KU	RK							
Phone Numbe	r	0412123	3123							
Email Address		helenku	urk@gmail.com							
Address Title		Mrs H l	Kurk							
Letter Title		Mrs H L	. Kurk							
Address Line 1		PO Box	1							
Address Line 2		VARIST	Y LAKES QLD 4227							
Address Line 3										
Account Code	Full Name		Reference Name	Email Address	Phone Number	Address Title	Letter Title	Address Line 1	Address L	ine
2100007	HELEN LOUI	SE KURK	H L KURK		0412123123	Mrs H L Kurk	Mrs H L Ku	PO Box 1	VARISTY L	AKE
2100008	HELENLIOUI	SE KLIRK			0412123123	Mrs H I. Kurk	Mrs H I Ku	PO Roy 1	VARISTVI	∆KF >
								Previous	Ne	xt

Owner's Details Screen - Auto Fill- when lot is selected to copy from

Complete any blank spaces in fields once auto-fill has transferred current information from roll.

3.2.2 Manual Input (Resubdivided Lot Owner Details)

The other option is to type in all the new subdivided lot owners' details manually. Details from the initial existing lot selected to be Resubdivided (from main menu) populates into all of the new subdivided lots automatically unless another Lot is selected for emulation. To change all the lot details simply double click into any field to edit Owner/information.

In the example below, Lot 7has new details entered manually. The remainder of lots are copied from Lot 6 (original subdivided lot) and are still awaiting changes.

Owner De	etans								?
Account Code	Full Name	Reference Name	Email Address	Phone Numbe	Address Title	Letter Title	Address Line 1	Address Lin	e 2
02100007	SAM SMITH	S SMITH	ssmith@outlook.com	0409987654	Mr S Smith	Mr Smith	Unit 7 Kurk Tow	12 Bienvenu	e Driv
02100008	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	KES Q
02100009	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	(ES Q
02100010	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	(ES C
02100011	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	(ES C
02100012 나궁	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY LA	(ES Q

Owner's Details Screen - Manually Entered details for Lot 7:

3.3 Levy Adjustment

For the resubdivided lots, levies are automatically calculated by the system based on the date of Resubdivision entered at the start of the process. Alternatively, a future date can be entered into 'Date for Levy Adjustment if the recalculation of levies is to be actioned from the start of a future levy period. Each levy period is listed and can be included (or un-tick if not required), with the levy period affected by the Resubdivision date highlighted in green below. The system automatically calculates the amount of pro rata days @ rate per unit entitlement for this period. Click the Details' icon in the Adjustment table to display a pop-up box with the breakdown of this calculation being itemised. Once processed (very last page of process) these details will appear on the ledger card for each lot.

<u>Sample Levy Adjustment Screen – with Details selected for 01/02/2020 to 16/02/2020</u> <u>Pro Rata details breakdown</u>

	17/02/2020	 Date For Levy 	/ Adjustment	17/02/	2020 💌					
e for levy iffected	adjustment is i	usually the Registratior	n Date for the F	Resub. Pl	an. However you	may choo	se to use the start of	the next perio	od if require	d.
Include	Levy Type	Period	Rate per U/E	Adjustr	ment		Original Total Charg	e Adjusted 1	otal Charge	e 5
\checkmark	Admin Fund	01/02/20 to 30/04/20	10.0000000	Details	Levy total charge	changed	6000.0	0	11000.00) c
	Admin Fund	01/02/20 to 16/02/20	1.77777778	Details	Pro-rata 16 of 90	days			-888.90	5
✓	Admin Fund	01/05/20 to 31/07/20	10.00000000	Details	Resubdivisio	n Charge I	Detail	-		×
~	Admin Fund	01/08/20 to 31/10/20	10.00000000	Details	Levy Period: 01/0	- 12/20 to 16	V02/20			
~	Admin Fund	01/11/20 to 31/01/21	10.00000000	Details			, 62, 20			
~	Admin Fund	01/02/21 to 30/04/21	10.00000000	Details	Account Code	Updated	Charge Amount	Updated Cha	rge Unit	
✓	Sinking Fund	01/02/20 to 30/04/20	5.00000000	Details	02100006		1,177.78			100
	-		0.00000000	0.11						-100
	Sinking Fund	01/02/20 to 10/02/20	0.00000009	Details	02100009		-177.78			-100
					02100010		-177.78			-100
					02100011		-177.78			-100
					02100012		-177.78			-10
	ffected Include V V V	ffected Include Levy Type Image: Admin Fund Im	Admin Fund 01/02/20 to 30/04/20 Admin Fund 01/02/20 to 30/04/20 Admin Fund 01/02/20 to 16/02/20 Admin Fund 01/02/20 to 31/07/20 Admin Fund 01/05/20 to 31/07/20 Admin Fund 01/08/20 to 31/01/20 Admin Fund 01/08/20 to 31/01/20 Admin Fund 01/01/20 to 31/01/20 Admin Fund 01/02/20 to 30/04/21	Admin Fund O1/02/20 to 30/04/20 Rate per U/E Admin Fund 01/02/20 to 30/04/20 10.0000000 Admin Fund 01/02/20 to 16/02/20 1.77777778 Admin Fund 01/05/20 to 31/07/20 10.0000000 Admin Fund 01/08/20 to 31/01/20 10.0000000 Admin Fund 01/01/20 to 31/01/20 10.0000000 Admin Fund 01/01/20 to 31/01/21 10.0000000 Admin Fund 01/02/21 to 30/04/20 5.0000000 Admin Fund 01/02/20 to 30/04/20 5.0000000	Admin Fund 01/02/20 to 30/04/20 Rate per U/E Adjustr Admin Fund 01/02/20 to 30/04/20 10.00000000 Details Admin Fund 01/02/20 to 30/04/20 10.00000000 Details Admin Fund 01/02/20 to 31/07/20 10.00000000 Details Admin Fund 01/05/20 to 31/07/20 10.00000000 Details Admin Fund 01/08/20 to 31/01/20 10.00000000 Details Admin Fund 01/11/20 to 31/01/21 10.00000000 Details Admin Fund 01/02/21 to 30/04/21 10.00000000 Details Admin Fund 01/02/20 to 30/04/20 5.0000000 Details	Include Levy Type Period Rate per U/E Adjustment Include Levy Type Period Rate per U/E Adjustment Image: Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge Admin Fund 01/02/20 to 16/02/20 1.7777777 Details Levy total charge Admin Fund 01/02/20 to 31/07/20 10.0000000 Details Image: Period: 01/0 Admin Fund 01/08/20 to 31/10/20 10.0000000 Details Image: Period: 01/0 Admin Fund 01/02/21 to 30/04/21 10.0000000 Details Levy Period: 01/0 Image: Admin Fund 01/02/20 to 30/04/20 5.0000000 Details Account Code Image: Admin Fund 01/02/20 to 16/02/20 0.8888889 Details Account Code Image: Sinking Fund 01/02/20 to 16/02/20 0.8888889 Details 02100006 Image: Sinking Fund 01/02/20 to 16/02/20 0.8888889 Details 02100006 Image: Sinking Fund 01/02/20 to 16/02/20 0.8888889 Details 02100010	Include Levy Type Period Rate per U/E Adjustment Include Levy Type Period Rate per U/E Adjustment Image: Admin Fund 01/02/20 to 30/04/20 10.00000000 Details Levy total charge changed Admin Fund 01/02/20 to 16/02/20 1.77777778 Details re-rata 16 of 90 days Admin Fund 01/05/20 to 31/07/20 10.0000000 Details Resubdivision Charge I Admin Fund 01/02/20 to 31/07/20 10.0000000 Details Resubdivision Charge I Admin Fund 01/02/20 to 31/01/21 10.0000000 Details Recount Code Updated Image: Admin Fund 01/02/21 to 30/04/21 10.0000000 Details Account Code Updated Image: Sinking Fund 01/02/20 to 16/02/20 0.88888889 Details 02100006 02100007 Image: Sinking Fund 01/02/20 to 16/02/20 0.88888889 Details 02100008 02100010 02100010 02100010 02100010 02100011 02100011 02100011 02100011 02100011 02100011 02100	Include Levy Type Period Rate per U/E Adjustment Original Total Charge Include Levy Type Period Rate per U/E Adjustment Original Total Charge Include Levy Type Period Rate per U/E Adjustment Original Total Charge Include Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge changed 6000.0 Admin Fund 01/02/20 to 16/02/20 1.77777778 Details Io-rata 16 of 90 days Image: Charge Detail Image: Admin Fund 01/02/20 to 31/07/20 10.0000000 Details Levy Period: 01/02/20 to 16/02/20 Image: Charge Detail Image: Admin Fund 01/02/21 to 30/04/21 10.0000000 Details Pro-rata 16 of 90 days Image: Admin Fund 01/02/20 to 30/04/20 5.0000000 Details Account Code Updated Charge Amount 02100006 1,177.78 02100007 -177.78 02100008 -177.78 02100007 -177.78 02100010 -177.78 02100010 -177.78 02100010 <t< td=""><td>Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Image: Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge changed 6000.00 Image: Adjusted T Image: Admin Fund 01/02/20 to 16/02/20 1.7777777 Details Image: Adjusted T Image: Adjusted T</td><td>Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted Total Charge Include Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge changed 6000.00 11000.00 Admin Fund 01/02/20 to 16/02/20 1.77777778 Details ro-rata 16 of 90 days </td></t<>	Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted T Image: Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge changed 6000.00 Image: Adjusted T Image: Admin Fund 01/02/20 to 16/02/20 1.7777777 Details Image: Adjusted T Image: Adjusted T	Include Levy Type Period Rate per U/E Adjustment Original Total Charge Adjusted Total Charge Include Admin Fund 01/02/20 to 30/04/20 10.0000000 Details Levy total charge changed 6000.00 11000.00 Admin Fund 01/02/20 to 16/02/20 1.77777778 Details ro-rata 16 of 90 days

Users have the option to set the start of the next period if required by unticking the current levy period box in column 'Include.'

The schedule for Future Levies (not yet generated) will be updated to the new entitlements and the new lots will be added if ticked.

If there are 'Custom levies', they will show in the Levy Adjustment Screen as two period rates like the Administrative and Sinking Fund. 'Details' gives the breakdown of each levy charge changed and Pro Rata amount for adjustment which will be processed to account once Resubdivision is finalised. If new lots are required to be included in the Custom Levy, select the 'Details' on the Original Custom Levy and the schedule for the new Lots will open, enabling the charge units to be set. If any of the new Lots are to be excluded from the Custom Levy , enter the charge rate as 0.

Custom levy "Insurance" in Levy Adjustment Screen

Levy	Include	Levy Type	Period	Rate per U/E	Adjustment	Original Total Charge	A
80000	\checkmark	Sinking Fund	01/10/20 to 31/12/20	1.00000000	Details	600.00	
00009	\checkmark	Sinking Fund	01/01/21 to 31/03/21	1.0000000	Details	600.00	
00012	✓	Insurances	01/04/20 to 30/06/20	0.50000000	Details Levy total charge changed	300.00	
****		Insurances	01/04/20 to 30/04/20	0.16483516	Details Pro-rata 30 of 91 days		
00013	✓	Insurances	01/07/20 to 30/09/20	0.50000000	Details	300.00	
00014	\checkmark	Insurances	01/10/20 to 31/12/20	0.50000000	Details	300.00	
00015	\checkmark	Insurances	01/01/21 to 31/03/21	0.5000000	Details	300.00	

Custom Levy "Details" for editing:

Show Chang	-					
Levy Period: 01/ .evy total charge	05/20 to 31/07/20 a changed					
-	Charge Units: 1					
Account Code	Custom Charge Unit	Existing Charge Amount	Updated Charge Amount	Existing Charge Unit	Updated Charge Unit	
02100015	1		65.00			
02100016	1		65.00			
02100017	1		65.00			
02100018	1		65.00			
02100019	1		65.00			
02100020	1		65.00			
02100100	100	6,500.00	0.00	100		
02100101	0		0.00			

3.4 Resub remaining Balance

There are now four different options to allocate the remaining balance on the resubdivided lot:

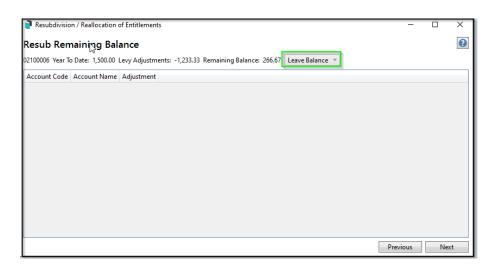
- 1. Leave Balance (no change to levy)
- 2. Redistribute Evenly (amount of entitlements for subdivision are divided equally)
- 3. Redistribute by Entitlement (based on unit entitlement of new lots)
- 4. Move to Lot (monies are transferred to a designated lot)

Depending on which option is selected, details will appear in this menu accordingly.

Resub Remaining Balance Screen showing all Options available for Selection:

Resubdivision / Reallocation of Entitlements		-		×
Resub Remaining Balance				?
02100006 Year To Date: 1,500.00 Levy Adjustments: -1,233.33 Remaining Balance: 266.67	Leave Balance Leave Balance Redistribute Evenly Redistribute By Entitlement Move To Lot			
		Previous	Ne	xt

Resub Remaining Balance Screen with Leave balance option selected:



Resub Remaining Balance Screen with Redistribute Evenly option selected:

•	on / Reallocation				0
Kesub Ken	naining Bal	ince			•
2100006 Year T	o Date: 1,500.00	evy Adjustments: -1,233.3	33 Remaining Balance: 266.67 Redistribute Evenly ≚		
Account Code	Account Name	Adjustment			
02100007	S SMITH	44.45			
2100008	H L KURK	44.45			
2100009	H L KURK	44.45			
2100010	H L KURK	44.45			
2100011	H L KURK	44.45			
2100012	H L KURK	44.45			
02100006	H L KURK	266.70			

Resub Remaining Balance Screen with Redistribute by Entitlement option selected:

Resubdivisio	on / Reallocation	of Entitlements		_		×
Resub Ren	naining Bal	ance				?
02100006 Year T	o Date: 1,500.00	Levy Adjustme	ts: -1,233.33 Remaining Balance: 266.67 Redistribute By Entitlement 💙			
Account Code	Account Name	Adjustment				
02100007	S SMITH	44.45				
02100008	H L KURK	44.45				
02100009	H L KURK	44.45				
02100010	H L KURK	44.45				
02100011	H L KURK	44.45				
02100012	H L KURK	44.45				
02100006	H L KURK	-266.70				
				Previous	Ne	.+
				Frevious	ive	κι.

Resub Remaining Balance Screen with Move to Lot "7" selected:

🗿 Resubdivisio	n / Reallocation	of Entitlements	- 0	×
Resub Ren	naining Bal	ance		?
	-		nts: -1,233.33 Remaining Balance: 266.67 Move To Lot 💙 Destination Lot: 02100007 🗸	
Account Code	Account Name	Adjustment		
02100007	S SMITH	266.67		
02100006	H L KURK	-266.67	N	
			2	
			Previous	lext

Custom Levies, when adding new Lots in a Subdivision, Resub Balance Remaining Options are available for Custom levies and are Redistribute Evenly, Redistribute by Entitlement and Move Balance to Another Lot. All processes are the same as above for processing of Resubdivision for custom levies which just show the adjustment for the original lot and in the case of Move To, new amounts adjusted on that particular lot. If any new subdivided lots need to have a custom levy set up for the future, proceed to do so in Levy Management as per Stratamax Instructions.

3.5 Finalise

The final screen in the process is 'Finalise' which lists all the proposed changes for each Lot based on information inputted at each menu stage. This can still be edited if required by selecting the 'previous' button which takes you back to the previous menu:

- Lot Changes (roll/entitlement edits)
- Levy Adjustments (Regular levy periods)
- Levy Pro-Rata Adjustments (pro-rata calculations allowing for Resubdivision date made by the system)

It is recommended to select 'Print Report' and check all the details entered are correct. Three pages will appear:

- New Owners' Details for the Roll.
- All adjustments to the levy period for the Resubdivided Lot,
- Pro- rata adjustments for the new Lots.

There is a checkbox box here to perform data storage before processing Resubdivision.

Finalise Screen – with all proposed changes to Roll/Levy prior to processing:

Finalise									•
ot Changes:									
Lot Account	Lot No.	Unit No.	Car Space No.	Car Space No.	Cor	tribution Entitlements	Interest Entitlements	Adjustment	
02100007	00007	7		SAM SMITH	100		100	44.45	
02100008	80000	8		TRUDIE LANE	100		100	44.45	
02100009	00009	9		BRIAN KENT &	SUSAN KENT 100		100	44.45	
Levy Adjustme	ents:								
Lot Account	Levy Typ	e Lev	y Period	Charge Units	Adjustment Amount	Original Charge Units	Original Amount		
02100006	Admin F	und 01/	02/20 to 30/04/20	0	-1,000.00	100	1,000.00		Ξ.
02100006	Admin F	und 01/	05/20 to 31/07/20	0	0.00	100	1,000.00		
02100006	Admin F	und 01/	08/20 to 31/10/20	0	0.00	100	1,000.00		
.evy Pro-Rata	Adjustme	ents:				1			
Lot Account	Levy Typ	e Lev	vy Period	Charge Units	Adjustment Amount	Based Off Levy Period	ł		
02100006	Admin F	und 01/	/02/20 to 16/02/20	100	177.78	01/02/20 to 30/04/20			Ξ,
02100006	Sinking F	und 01/	/02/20 to 16/02/20	100	88.89	01/02/20 to 30/04/20			1
02100007	Sinking F	und 01/	02/20 to 16/02/20	-100	-88.89	01/02/20 to 30/04/20			
			Print Rep	ort Process	s Resubdivide Lot 🛛 🗸	Data Storage Before Pr	ocess		

Example of Resubdivision Report - using Resub Remaining Balance Option of Redistribute Evenly (Page 1) showing Lot Changes:

		STAI			ivision Setup MAT PLAN NO. 12345		
New Lots:							
Code	Name	Lot Unit	Car# UE	int/E	Email	Phone	Address
02100007 1	SAM SMITH	00007 7	100	100	sumith@outlook.com	0409987654	Unit 7 Kurk Towers 12 Bienvenue Drive CURRUMBIN WATERS QLD 4223
02100008 1	TRUDIE LANE	00000 0	100		tane@gmai.com	0403456123	10 Sunny Street PALM BEACH QLD 4221
	BRIAN KENT &	00009 9	100		bskent@gmail.com		125 Jewell Parade MIAMI QLD 4220
	RODNEY &	00010 10	100		barwis2@gnail.com		Unit 2/34 Seaguil Avenue MERMAID BEACH QLD 4217
	NICHAEL	00011 11	100		mikeb@outlook.com		Unit 11 Kurk Towers 12 Biervenue Drive CURRUMBINW ATERS QLD 4223
02100012 1	THOMAS &	00012 12	100	100	goldentrs@gmail.com	0403987654	PO Box 45 BURLEIGH HEADS DC QLD 4220
03 Mar 2020	10:03:47 AM	1				F	Rage 1

Example of Resubdivision Report - using Resub Remaining Balance Option of Redistribute Evenly (Page 2) showing Levy Changes:

Levy Ch	anges:					
Code	Levy	Period	Unit	Amount	Original unit	Original Amount
02100006	00001	01/02/20 to 30/04/20	0.00	-1,000.00	100.00	1,000.00
02100006	00002	01/05/20 to 31/07/20	0.00	0.00	100.00	1,000.00
02100006	00003	01/08/20 to 31/10/20	0.00	0.00	100.00	1,000.00
02100000	00004	01/11/20 to 31/01/21	0.00	0.00	100.00	1,000.00
02100006	00005	01/02/21 to 30/04/21	0.00	0.00	100.00	1,000.00
02100006	00006	01/02/20 to 30/04/20	0.00	-500.00	100.00	500.00
02100006	00007	01/05/20 to 31/07/20	0.00	0.00	100.00	500.00
02100006	00000	01/08/20 to 31/10/20	0.00	0.00	100.00	500.00
02100006	00009	01/11/20 to 31/01/21	0.00	0.00	100.00	500.00
02100006	00010	01/02/21 to 30/04/21	0.00	0.00	100.00	500.00

Once the Resubdivision process has been completed the roll will be updated. Stratamax login and password letters are available to print with information available in Merge Letters along with the Welcome letter. Ledger cards are upated with the levy information showing the pro rata breakdown of the levy period affected according to date inserted for resubdivsion. Levy Notices can be printed for the new Lots.

arch	Q					
ots						
Code ^ 02100001	Name HELEN LOUISE KURK	Lot 00001	Unit 1	Plan 12345	YTD Balance 1,500.00	
02100002	HELEN LOUISE KURK	00002	2	12345	1,500.00	
02100003	HELEN LOUISE KURK	00003	3	12345	1,500.00	
02100004	HELEN LOUISE KURK	00004	4	12345	1,500.00	
02100005	HELEN LOUISE KURK	00005	5	12345	1,500.00	
02100006	RESUBDIVIDED	00006	6	12345	-0.03	
02100007	SAM SMITH	00007	7	12345	1,277.78	
02100008	TRUDIE LANE	00008	8	12345	1,277.78	
02100009	BRIAN KENT & SUSAN KENT	00009	9	12345	1,277.78	
02100010	RODNEY & TAMARA BARRETT	00010	10	12345	1,277.78	
02100011	MICHAEL BROWN	00011	11	12345	1,277.78	
02100012	THOMAS & MARY GOLDEN	00012	12	12345	1,277.78	

Example of a Roll following a Resubdivision:

Please Note:

- Original lots of building (1-5) remain unchanged.
- Lot 6 (Resubdivided Lot) is now noted as "*Resubdivided*"
- New lots 7-12 show the levy amounts for pro rata levies and including any balance transferred from Lot 6.

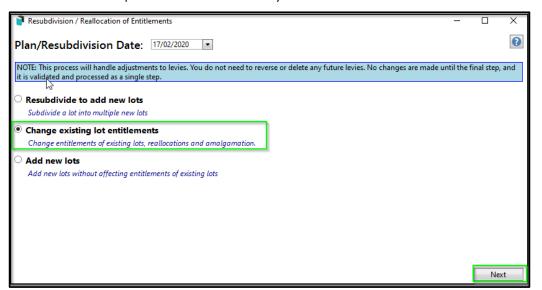
<u>New Lot Ledger Card (Example) post Resubdivision with "Redistribute Evenly" option</u> in resub Remaining balance screen.

STATEMENT Mr S Smith Unit 7 Kurk Towers 12 Bienvenue Drive CURRUMBIN WATERS OLD 4223 Statement Period 01 Feb 20 to 20 Feb 20 Arc No 7 Let No 7 Page Number 1 of 1 Type Brought forward 01/02/20 Admin Fund 17/02/20 Sinking Fund 1/02/20				KURK	TOWER	S CTS 1	12345	5			
Bit of Tkurk Towers 12 Bienvenue Drive CURRUMBIN WATERS OLD 4223 1 Feb 20 to 29 Feb 20 Atc No 7 Los No 7 Date Type Details Reference Debit Credit Balance 17/02/20 17/02/20 20/2020 Admin Fund Sinking Fund Sinking Fund 01/02/20 To 30/04/20 01/02/20 To 30/04/20 10/02/20 Sinking Fund 1000002 01/02/20 To 30/04/20 10/02/20 Sinking Fund 1,000.00 0.00 01/02/20 To 30/04/20 10/02/20 Sinking Fund 1,000.00 0.00 11/02/20 Sinking Fund 1,002.00 0.00 11/02/20 Sinking Fund 1,277.78 1.222.22 1.222.24 1.227.78 20/02/20 Sinking Fund Juni Tri From 02100008 J0000020 14.82 1,277.78 1.227.78 20/02/20 Sinking Fund Juni Tri From 02100008 J0000020 14.82 1,277.78 20/02/20 Sinking Fund Juni 60 Days 30 Days Current BALANCE DUE: \$1,277.78		_			STATE	MENT					
Unit 7 Kurk Towers 12 Bienvenue Drive CURRUMBIN WATERS OLD 4223 I Feb 20 to 29 Feb 20 Ale No 7 Los No 7 Date Type Details Reference Debit Credit Balance 17/02/20 17/02/20 20/02/20 Admin Fund 01/02/20 To 30/04/20 10000013 10000027 10000013 10000027 500.00 17/7.78 20/02/20 Sinking Fund 01/02/20 To 70.004/20 1000003 10000027 500.00 88.89 1.322.22 20/02/20 Sinking Fund 17/7 Pore Rata 16 Days 20/02/20 Sinking Fund 17/7 Pore Rata 16 Days 20/02/20 Sinking Fund 17/7 Pore Rata 16 Days 20/02/20 Sinking Fund 1.227.78 1.227.78 20/02/20 Sinking Fund 1.277.78 Sinking Fund 1.277.78 Sinking Fund 1.277.78 Sinking Fund 1.277.78 Sinking Fund 1.277.78 Sinking Fund 1.277.78											
OF PB 2010 2012 The CURRUMBIN WATERS OLD 4223 Total Total Total Total Date Type Details Reference Debit Credit Balance 17/0220 Admin Fund Brought forward 01002 07 a 30/04/20 10000027 500.00 177.78 522.22 17/0220 Sinking Fund Pro Rata 18 Days 100000034 500.00 177.78 1,322.22 17/0220 Sinking Fund Pro Rata 18 Days 100000034 29.83 1,223.33 1,222.22 17/0220 Sinking Fund Pro Rata 18 Days 100000034 29.83 1,223.24 1,222.22 17/0220 Sinking Fund Tri From 02100006 J0000020 14.82 1,277.78 28/02/20 Sinking Fund Jml Tri From 02100006 J0000020 14.82 51.644.45 5286.67 51.277.78 Core 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE: \$1.277.78								s	itatement	Period	
Aic No 7 Let No 7 Date Type Details Reference Debit Credit Balance 17/02/20 Admin Fund 01/02/20 To 30/04/20 I0000013 1,000.00 17/77.78 Balance 17/02/20 Admin Fund 01/02/20 To 30/04/20 I0000031 1,000.00 17/77.78 0000002 107/02/20 Sinking Fund There Rate 10 Bays 10000034 1,222.22 1,222.22 1,222.22 1,222.22 2,000000 88.89 1,222.22 1,222.22 1,222.22 1,222.22 1,222.23 1,222.26 1,222.26 1,223.33 1,223.33 1,223.33 1,223.23 1,227.78 Ver 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE								01 Fe	eb 20 to 2	9 Feb 20	
Date Type Details Reference Debit Credit Balance 17/02/20 17/02/20 28/02/20 Admin Fund Admin Fund 17/02/20 28/02/20 Brought forward 01/02/20 To 30/04/20 10/02/20 To 30/04/20 10/02/20 To 30/04/20 10/02/20 To 30/04/20 28/02/20 10000013 1,000.00 500.00 1,000.00 1777.78 0.00 82222 500.00 28/02/20 Sinking Fund Sinking Fund Jml Trf From 02100005 10000020 J0000020 500.00 177.78 88.89 1,233.33 1,282.98 28/02/20 Sinking Fund Jml Trf From 02100005 J0000020 14.82 1,277.78 28/02/20 Sinking Fund Jml Trf From 02100005 J0000020 51,544.45 \$286.67 \$1,277.78 Cver 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE: \$1,277.78					LD 4223		A/c No	7		Lot No	7
Date Type Details Reference Debit Credit Balance 17/02/20 17/02/20 Sinking Fund Sinking Fund 28/02/20 Sinking Fund Jin Brought forward Of 10/22 0 To 30/04/20 Ver Rata 18 Days 10000013 10000027 10000027 10000027 500.00 1,000.00 1777.78 1233.33 1,282.96 1,282.22 1,222.22 1,222.22 1,222.22 1,222.23 1,222.26 1,222.26 1,227.78 177.78 1233.33 1,282.96 1,277.78 28/02/20 Sinking Fund Jin Tif From 02100005 J0000020 J0000020 14.82 1,277.78 29/02/20 Sinking Fund Jin Tif From 02100005 J0000020 14.82 \$1,544.45 \$286.07 \$1,277.78 Civer 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE: \$1,277.78							Page Nu	imber	1 of 1		
Tr/1/2020 Admin Fund 17/10/200 Brought forward 01/10/2/20 To 30/04/20 10000013 1,000.00 0.00 17/10/200 Sinking Fund Sinking Fund 20/02/20 Brought forward 01/02/20 To 30/04/20 10000013 1,000.00 1777.78 1222.22 20/02/20 Admin Fund Admin Fund Sinking Fund Trf From 02100008 J0000019 28.8.89 1.222.22 20/02/20 Admin Fund Juni Sinking Fund Trf From 02100008 J0000020 14.82 1.277.78 20/02/20 Sinking Fund Juni Sinking Fund Juni Trf From 02100008 J0000020 14.82 \$1,277.78 20/02/20 Sinking Fund Juni Sinking Fund Juni Sinking Fund Juni Trf From 02100008 J0000020 14.82 \$1,277.78 Cver 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE: \$1,277.78		_							_		
17/02/20 Admin Fund Admin Fund 17/02/20 01/02/20 To 30/04/20 10/00/0013 1,000.00 177.78 822.22 17/02/20 Sinking Fund 01/02/20 To 30/04/20 10/00/007 600.00 177.78 822.22 17/02/20 Sinking Fund 01/02/20 To 30/04/20 10/00/007 500.00 177.78 82.22 12/02/20 Sinking Fund Admin Fund Jnl Trf From 02100006 10000027 500.00 88.89 1.233.33 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl Trf From 02100006 J0000020 14.82 1.277.78 29/02/20 Sinking Fund Jnl<	Date		Туре	Detai	s	Reference	Deb	bit	Cred	lit	Balance
Over 90 Days 90 Days 60 Days 30 Days Current BALANCE DUE: \$1,277.78	17/02/20 17/02/20 17/02/20 29/02/20	Adn Sink Sink Adn	nin Fund king Fund king Fund nin Fund Jnl	01/02/20 To 30/04 Pro Rata 16 Days 01/02/20 To 30/04 Pro Rata 16 Days Trf From 0210000	/20	10000020 10000027 10000034 J0000019	51	00.00 29.63 14.82	8	8.89	1,000.00 822.22 1,322.22 1,233.33 1,262.96 1,277.78
		_					\$1,5	44.45	\$26	6.67	\$1,277.78
	Over 90 Da	ays	90 Days	60 Days	30 Days	Current 1.277.78		NCE			1,277.78

Please Note: the Administrative and Sinking Fund pro rata amounts are listed separetely as well as the transferred balances from Lot 6.

4. Option 2 – Change Existing Lot Entitlements

This option is used to change entitlements of existing lots, reallocations and amalgamations. When changes are made the totals for either Contribution or Interest will be updated automatically.



4.1 Changing Entitlements

Follow the below steps to change existing lot contribution or interest entitlements:

- 1. Select the second option from the first screen 'Change existing lot entitlements'
- 2. Click on 'Next'
- 3. Reallocation of Entitlement screen will appear where changes can be manually entered
- 4. Double click on the areas that require manual changes
- 5. Enter changes to the entitlements (in the example below Lot 1 is amended)

Note: Totals will also be adjusted accordingly.

4.2 Levy Adjustment

After making the changes to the Entitlements and clicking next the 'Levy Adjustment' screen will appear. This will report the automatic system calulations of the rate and adjustment for each of the Lots affected, based on the 'Plan/ Resubdivision Date' entered in main screen.

🔋 Res	ubdivisio	n / Reallocatio	n of Entitlements HOU	ston towers	2017		- 0	×
Levy	Adjus	tment						?
Plan/Re	sub Date	31/05/2020	 Date For Levy 	Adjustment	31/05/2020 💌			
The dat Levies a		adjustment is i	usually the Registration	Date for the F	esub. Plan. However you may choo	ose to use the start of th	e next period if require	d.
Levy	Include	Levy Type	Period	Rate per U/E	Adjustment	Original Total Charge	Adjusted Total Charge	Scł
00003	✓	Admin Fund	01/05/20 to 31/07/20	20.0000000	Details Levy total charge changed	160.00	140.00	Co
****		Admin Fund	01/05/20 to 30/05/20	6.52173913	Details Pro-rata 30 of 92 days		6.52	Co
****		Admin Fund	31/05/20 to 31/07/20	13.47826087	Details Pro-rata 62 of 92 days		175.22	Co
00004	✓	Sinking Fund	01/05/20 to 31/07/20	15.00000000	Details Levy total charge changed	120.00	105.00	Co
****		Sinking Fund	01/05/20 to 30/05/20	4.89130435	Details Pro-rata 30 of 92 days		4.89	Co
****		Sinking Fund	31/05/20 to 31/07/20	10.10869565	Details Pro-rata 62 of 92 days		131.41	Co
							Dentione	
							Previous Nex	t

4.3 Finalise Reallocation of Entitlements

The final screen in the process is 'Finalise 'which lists all the proposed changes for each Lot based on information inputted at each menu stage. This can still be edited if required by selecting the 'previous' 'button which takes you back to the previous menu:

- Lot Changes (roll/entitlement edits)
- Levy Adjustments (Regular levy periods)
- Levy Pro-Rata Adjustments

📄 Resubdivi	sion / Realloc	ation o	of Entitlements						_		\times
Finalise											?
Lot Changes:											
Lot Account	Lot No. Un	it No.	Car Space No.	Owner Name	Entitlements	Adjust	ment				
02100001					13		0.00				
Levy Adjustm	ents:										
Lot Account	Levy Type	Levy	y Period	Charge Units	Adjustment	Amount	Original Charge Units	Original Amount			
02100001	Admin Fund	I 01/0	05/20 to 31/07/20	0		-20.00	1	20.00			
02100001	Sinking Fun	d 01/0)5/20 to 31/07/20	0		-15.00	1	15.00			
Levy Pro-Rata	Adiustments										
Lot Account	· ·		y Period	Charge Units	Adjustment	Amount	Based Off Levy Period				
02100001	Admin Fund	I 01/0)5/20 to 30/05/20	1		6.52	01/05/20 to 31/07/20				~
02100001	Sinking Fun		05/20 to 31/07/20			131.41					
02100001	Admin Fund	I 31/0)5/20 to 31/07/20	13		175.22	01/05/20 to 31/07/20				~
			Print Report	Process Ch	ange Of Entitle	ements	✓ Data Storage Before	e Process			
								Prev	vious	Clo	se

It is recommended to select 'Print Report' and check all the details entered are correct. Report will include:

- Resubdivision Setup
- Levy Changes

Finalise Screen – "Report" After Change Existing Lot Entitlements entered:

Page 1 "New Lots"

New Lots:	Resubdivision Setup BUILDING UNITS PLAN NO. 66	535874	
Code Name	Lot Unit Car# U/E Int / E Email	Phone Address	
02100001 Totals:	13 0 13 0		
25 Aug 2020 02:00:58		Page 1	

Page 2 Report - Levy Changes

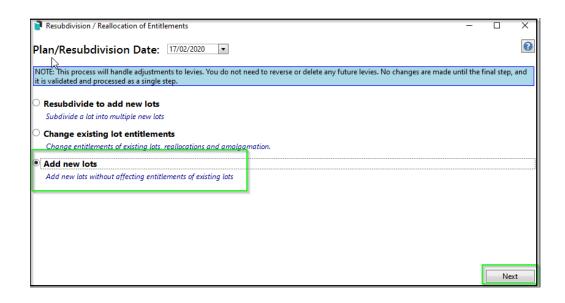
	EVILDING UNITS PLAN NO. 66535874									
Code	Levy	Period	Unit	Amount	Original unit	Original Amou				
02100001	00003	01/05/20 to 31/07/20	0	-20.00	1.00	20.0				
02100001	00004	01/05/20 to 31/07/20	0	-15.00	1.00	15.0				
Totals:			0	-35.00	2	35.0				

Page 3 Report - Levy Pro-rata Adjustments

Code	Levy	Pro-rata Period	Unit	Amount	Pro-rata From Period
02100001	00003	01/05/20 to 30/05/20	1	6.52	01/05/20 to 31/07/20
02100001	00004	31/05/20 to 31/07/20	13	131.41	01/05/20 to 31/07/20
02100001	00003	31/05/20 to 31/07/20	13	175.22	01/05/20 to 31/07/20
02100001	00004	01/05/20 to 30/05/20	1	4.89	01/05/20 to 31/07/20
Totals:			28	318.04	

5. Option 3 – Add New Lots

The final option available is 'Add new lots. This is used when new lots need to be added without affecting entitlements of existing lots.



5.1 Plan Setup

This is the same as before, requiring number of lots to be entered (outlined with a red box), with 'Total' number of lots adjusting automatically. Enter the Starting Account code Lot and Unit number to match the first new Lot number. Ensure the account code number correlates with the Lot Number.

Contribution and Interest entitlements are automatically entered based on the Auto Fill setup, but can be edited if required. The information box at bottom of screen provides prompts as to what information is required to proceed.

Please Note: for Custom Levies , the custom levy entitlements (charge Unit) must be entered manually (if required) by selecting Details in the Levy Screen:

Plan Setup)								(
		Cu	irrent	New	Total				
Number Of Lots		8	4		12	Plan Number	66535874]	
Entitlements		8	4		12	No Intro Lette	ers For StrataMax		
Auto Fill									
Starting Accou	nt Code: 0210	00009 Lot: 0	Unit: 0	Entitle	ements: 1]			
Account Code	Lot Number	Unit Number	Entitlements	Car Space N	Number				
02100009			1						
02100010			1						
02100011			1						
02100012			1						
					ß				
					45				

Plan Setup Menu - after new lot number is added

5.2 Owner Details

This screen has two options to insert new Owners information:

- Auto-Fill from another existing lot from the roll This is handy when you wish to simply dupliate the Developer's details for the Resubdivision of all new lots. The details will default to the Resubdivided Lot, unless another lot is selected to emulate.
- Manually entering each lot double click on each line item and enter details

5.2.1 Auto Fill

By selecting the 'Auto Fill' arrow, a drop down box appears with option to 'Copy from existing Account'. This will populate informaton from the roll into the new subdivided lots.

🗃 Resubdivisio	on / Realloca	ation of Entitlemen	its					_		×
Öwner De	tails									?
🔿 Auto Fill										
Details For	New Lot	ts			Сору	From Existin	ig Account: 0	2100001 H L KUR	<	
Full Name		HELEN LOUISE	KURK							
Reference Nan	ne	H L KURK								
Phone Numbe	er	0412345678								
Email Address		helenkurk@gm	ail.com							
Address Title		Mrs H L Kurk								
Letter Title		Mrs H L Kurk								
Address Line 1		PO Box 1								
Address Line 2		VARISTY LAKES	QLD 4227							
Address Line 3										
Account Code	Full Name	Reference Name	Email Address	Phone Number	Address Title	Letter Title	Address Line	1 Address Line 2	Address	Line 3
02100007	HELEN LOU	H L KURK		0412345678	Mrs H L Kurk	Mrs H L Kui	PO Box 1	VARISTY LAKES		^
02100008	HELENLO			0412345678	Mrs H I Kurk	Mrs H I Kui	PO Roy 1	νΔRISTV Ι ΔΚΕς		>
								Previous	1	lext

5.2.2 Manual Input (Resubdivided Lot Owner Details)

The other option is to type in all the new subdivided lot owners' details manually. Details from the initial existing lot selected to be Resubdivided (from main menu) populates into all of the new subdivided lots automatically unless another Lot is selected for emulation. To change all the lot details simply double click into any field to edit Owner/information.

In the example below, Lot 7 has new details entered manually. The remainder of lots are copied from Lot 6 (original subdivided lot) and are still awaiting changes.

Owner De	cano								
Account Code	Full Name	Reference Name	Email Address	Phone Numbe	Address Title	Letter Title	Address Line 1	Address L	ine 2
02100007	SAM SMITH	S SMITH	ssmith@outlook.com	0409987654	Mr S Smith	Mr Smith	Unit 7 Kurk Tow	12 Bienver	nue Dr
02100008	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY L	AKES
2100009	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY L	AKES
2100010	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY L	AKES
2100011	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY L	AKES
2100012	HELEN LOUISE KURK	H L KURK	helenkurk@gmail.com	0412123123			PO Box 1	VARISTY L	AKES

5.3 Levy Adjustment

Levies are automatically calculated by the system, each levy period is listed and can be included (or un-tick if not required), with the levy period affected by the Resubdivision date highlighted in green. The system automatically calculates the amount of pro rata days @ rate per unit entitlement for the adjusted period.

By selecting the 'Details' icon in the Adjustment column the breakdown of this calculation is itemised for you. Once processed (on Finalise Screen) these details will appear on the ledger card for each lot providing breakdown of information.

Res	ubdivisio	n / Reallocatio	n of Entitlements				- 🗆 X		
Levy	Adjus	tment					0		
Plan/Re	sub Date:	17/02/2020	 Date For Levy 	y Adjustment 🛽 1	7/02/2020 🔹				
	e for levy iffected	adjustment is	usually the Registration	n Date for the Res	ub. Plan. However you may choo	se to use the start of th	e next period if required.		
Levy	Include	Levy Type	Period	Rate per U/E A	djustment	Original Total Charge	Adjusted Total Charge !		
00001	~	Admin Fund	01/02/20 to 30/04/20	10.00000000 D	etails	6000.00	12000.00		
••••		Admin Fund	01/02/20 to 16/02/20	Resubdivisi	on Charge Detail			-	
00002	1	Admin Fund	01/05/20 to 31/07/20		/02/20 to 16/02/20				
00003	~	Admin Fund	01/08/20 to 31/10/20						
00004	~	Admin Fund	01/11/20 to 31/01/21	Account Code 02100007	Updated Charge Amount		-177.78 Updated Charge Un	iit	-100
00005	~	Admin Fund	01/02/21 to 30/04/21	02100007			-177.78		-100
00006	~	Sinking Fund	01/02/20 to 30/04/20	02100009			-177.78	N	-100
	V			02100010 02100011			-177.78	2	-100 -100
****		Sinkina Fund	01/02/20 to 16/02/20	02100011			-177.78		-100
									Close

5.4 Finalise

The very last page reports the proposed changes, into three sections:

• Lot Changes (roll/entitlement edits)

- Levy Adjustments (Regular levy periods)
- Levy Pro-Rata Adjustments (automatic pro-rata calculations based on the Date for Levy Adjustment)

At this point, 'Print Report' can be selected to review the details entered. If necessary, any changes can then be made. Two Pages will be generated for the report:

Report Page 1-New Lots:

Resubdivision Setup STANDARD FORMAT PLAN NO. 12345									
New Lot	ts:								
Code	Name	Lot	Unit	Car # U/E	Int / E	Email	Phone	Address	
02100007	HELEN LOUISE	00007	7	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	
02100008	HELEN LOUISE	80000	8	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	
02100009	HELEN LOUISE	00009	9	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	
02100010	HELEN LOUISE	00010	10	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	
02100011	HELEN LOUISE	00011	11	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	
02100012	HELEN LOUISE	00012	12	100	100	helenkurk@gmail.com	0412345678	PO Box 1 VARISTY LAKES QLD 4227	

<u>Report Page 2- Levy Pro-rata Adjustments :</u>

Resubdivision Setup STANDARD FORMAT PLAN NO. 12345										
Levy Pro	-rata Adji	ustments:								
Code	Levy	Pro-rata Period	Unit	Amount Pro-rata From Period						
02100007	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						
02100007	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100008	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100008	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						
02100009	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						
02100009	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100010	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100010	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						
02100011	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						
02100011	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100012	00006	01/02/20 to 16/02/20	-100.00	-88.89 01/02/20 to 30/04/20						
02100012	00001	01/02/20 to 16/02/20	-100.00	-177.78 01/02/20 to 30/04/20						

When all input data is verified as correct, select 'Process Add Lots' to complete the process. We recommend the Data Storage option also be set at this stage.

Important Note: When Selecting Option three of Resubdivision Menu – Add New Lots, please note you will need to manually add in the Custom Levy Entitlement (charge rate) for the new Lots (if required) by selecting "Details" in the Levy Screen:

Plan/Re	sub Date	16/07/2020	Date For Levy	Adjustment	16/07/2020			
	e for levy ffected	adjustment is	usually the Registration	Date for the F	Resub. Plan. However you may choo	se to use the start of th	e next period if required	L.
Levy	Include	Levy Туре	Period	Rate per U/E	Adjustment	Original Total Charge	Adjusted Total Charge	;
80000	\checkmark	Sinking Fund	01/10/20 to 31/12/20	1.00000000	Details Levy total charge changed	1500.00	1700.00	(
00009	~	Sinking Fund	01/01/21 to 31/03/21	1.00000000	Details	1500.00	1500.00	(
00013	4	Insurances	01/07/20 to 30/09/20	0 50000000	Details	611.00	611.00	(
00014	✓	Insurances	01/10/20 to 31/12/20	0.50000000	Details	551.00	561.00	¢
00015	•	Insurances	01/01/21 to 31/03/21	0.50000000	Details	251.00	251.00	(
00037	•	Admin Fund	01/07/20 to 16/08/20	0.51086957	Details	-102.18	-102.18	(
00038		Sinking Fund	01/07/20 to 16/08/20	0.51086957	Details	-102.18	-102.18	C