

Release Notes – Levy Management Refresh

StrataMax has been dedicated to meeting the needs of Strata Managers for over 30 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. Levy Management Refresh

1.1 Overview

The Levy Management rewrite is the first stage of the Budget, Levy Management and Arrears re-write. The first stage focuses on providing an improved user interface and experience in Levy Management, while using new fields from Levy Invoice Code Setup to streamline the creation of new levies based on budgets.

1.2 Key Enhancements

1.2.1 Levy Invoice Code Setup

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

- **Type:** Used to identify the levy type and disable a levy invoice code so it can no longer be used:
 - Levies – Regular – To indicate the code is for a Regular Levy
 - Levies – Special – To Indicate the code is for Special Levy
 - Invoices – To indicate the code is for an Invoice charge
 - Disabled – To set a code so it can no longer be used
 - System – To indicate the code is a specific System code (E.g. Overdue Interest or Other)
- **Discount %:** Used to set the default % for discounts which will then be used for creation of all new levies. This can be changed for a particular levy if required.
- **Instalments:** This will set the default number of instalments per levy year. This will be used on Levy Year rollover to set the correct number of instalments.
- **Invoice Codes:** Levy Invoice Code setup will now allow an unlimited number of invoice codes.

1.2.2 Levy Management

Levy Management now has a new user friendly interface which displays key levy information and introduces new terminology as well as streamlined levy creation method.

- 'Strike' has been replaced with Approve
- 'Generate' has been replaced with Create Transactions and Notice
- Add levies based on budget amounts
- Add Prior Manager levies (for when a building has been transferred)
- Add Interim levies (to identify levies added for the next financial year prior to approval at AGM)
- Create custom entitlement schedules anytime
- Configurable view option
- Easier to use Reverse, Edit and Lot Charge view options
- Distribute notices using Report Distribution which provides access to building and contact preference configurations and ability to add additional reports and attachments
- Easier to use Merge Levy Notice Setup
- Easier to use Split Levy Notice Setup with better validation
- GST will be automatically applied to budget amounts for GST Net style buildings during Levy Year rollover.

1.2.3 New Building Setup options

- Add an Account Manager on set up, and set as default for new buildings
- Set months for Levy Year / AGM – Financial Year offset

1.2.4 Utility Billing menu – "Create Custom Import Data"

- Enhanced setup for creating custom charge schedules

2. Levy Invoice Code Setup

2.1 Levy Invoice Code Setup screen

Navigate to Levy Invoice code to view changes to this screen.

- Click the Type drop-down selector to review the additional code types and select the type of Levy Code you want to set up.

Type Levies (Regular) ▾
 Levies (Regular)
 Levies (Special)
 Invoices
 Disabled
 System

Levy Setup
 Instalments: 0 Default Discount %: 0

Advance & Arrears
 Advance Reporting Account: 0962 Arrears Reporting Account: 0222

Other
 Sort Order: 14 Posting Priority: 0 Interest: ☐ Do Not Charge Interest

Invoice code must be between 01 and 99
 Sort order numbers should be unique

- Set the default number of instalments and discount rate (if any) for Regular and Special levies

Type Levies (Regular) ▾

Admin Fund
 Invoice Code: 01 Income Posting Account: 101 Description: Admin Fund Certificate Section: 68 - Administrative (re ▾

Discount
 Invoice Code: 19 Income Posting Account: 1011 Description: Admin Discount

Levy Setup
 Instalments: 4 Default Discount %: 20.00

Advance & Arrears
 Advance Reporting Account: 0961 Arrears Reporting Account: 0221

Other
 Sort Order: 1 Posting Priority: 6 Interest: ☐ Do Not Charge Interest

Income code not found for invoice code 25
 System type is for Other and Interest

The system will use these defaults for any levies created using the set invoice code. The number of Instalments will be used when creating levies from the current or next year Budget.

- Select System for Interest or Other Codes

Type System ▾

Invoice Code: 25 Income Posting Account: Description: Certificate Section: 124 - Other ▾

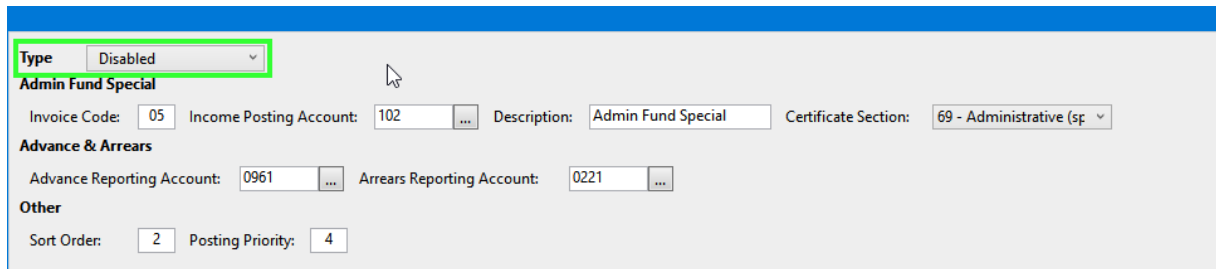
Advance & Arrears
 Advance Reporting Account: 0962 Arrears Reporting Account: 0222

Other
 Sort Order: 15 Posting Priority: 15

Income code not found for invoice code 25
 System type is for Other and Interest

The code will be validated and prevented if not suitable as a System code.

- Set a code as Disabled to prevent use in Levy Management.



Type Disabled

Admin Fund Special

Invoice Code: 05 Income Posting Account: 102 Description: Admin Fund Special Certificate Section: 69 - Administrative (sp)

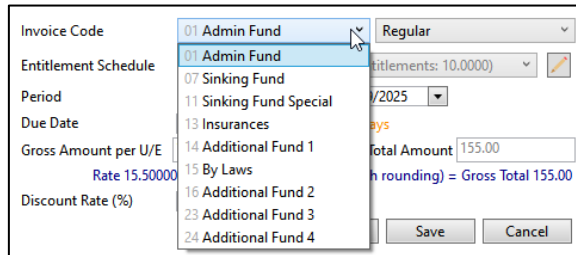
Advance & Arrears

Advance Reporting Account: 0961 Arrears Reporting Account: 0221

Other

Sort Order: 2 Posting Priority: 4

The code will no longer be available for selection in Levy Management.



Invoice Code: 01 Admin Fund

Entitlement Schedule: 01 Admin Fund

Period: 07 Sinking Fund

Due Date: 11 Sinking Fund Special

Gross Amount per U/E: 13 Insurances

Discount Rate (%): 14 Additional Fund 1

Rate 15.50000: 15 By Laws

16 Additional Fund 2

23 Additional Fund 3

24 Additional Fund 4

Regular

Entitlements: 10.0000

/2025

Days

Total Amount: 155.00

(rounding) = Gross Total 155.00

Save Cancel

Navigate to the following Help article for further information [Levy Invoice Code Setup](#)

3. Levy Management

3.1 Levy Management Screen

A new refreshed user interface will be presented when accessing Levy Management after upgrade to this version.

The screenshot shows the 'Levy Management' window. At the top, there's an 'Options' bar with a question mark icon. Below it, several sections are visible: 'Period' (1) with 'Financial Year' and 'Levy Year' ranges; 'Entitlements' (2) with 'Lot Liability' and 'Lot Entitlement' values; 'Levy Year Totals' (3) with 'Total' and 'Less Discount' values; and a 'View' (4) section with 'Group By' and 'Account Group' dropdowns, and a 'Show Historical Levies' checkbox. The main table (5) has columns: '#', 'Period', 'Rate per U/E', 'Due Date', 'Discount Rate', 'Discount Date', 'Generation Date', 'Approved Date', 'Entitlement Schedule', 'Total Charge', and 'Less Discount'. The table is grouped by account group (6), showing '01 Admin Fund - Regular' (7) and '05 Admin Fund - Special'. Each group has a summary row (8) with 'Total', 'Less Discount', 'Budget (Current)', 'Budget (Next)', and 'Instalments'. Below these are individual levy rows with columns for period, rate, due date, discount, generation date, approved date, entitlement schedule, total charge, and less discount. Action buttons like 'Reverse' (9), 'Edit' (10), and 'View Lot Charges' (11) are present. At the bottom, there are buttons for 'Add' (12), 'Approve' (13), 'Create Transactions & Notice' (14), and 'Close' (15). A 'Delete' button (16) is also visible at the bottom right of the table area.

1. Displays Financial and Levy Year periods
2. Displays Entitlements and Liabilities based on State legislation
3. Displays levy Year Totals and Discounts (if any)
4. Allow view to be set by Levy Name or Due Date, Specific or all Account Groups (if any) and can show Historical levies when set.
5. Shows the column headings for levy data – Levy Number (#), Rate Per U/E, Due Date, Discount Rate, Generation Date, Approved Date, Entitlement Schedule, Total Charge, Less Discount
6. Will display Account Group name if there are Account Groups set up
7. Displays Fund Name
8. Configurable Summary of budget totals and instalments
9. Reverse Levy Button where levy has been approved or generated
10. Edit Levy Button where levy has been approved or generated
11. View Lot Charges button
12. Add - Opens option to add levies manually or by budget
13. Opens Approve (Strike) Levies dialogue
14. Opens Create Transactions and Notices (Generate) dialogue
15. Closes Levy Management window
16. Delete option for levies that have not been generated.

This is a close-up of the table from the previous screenshot. It shows the '01 Admin Fund - Regular' group. The table has columns for period, rate, due date, discount, generation date, approved date, entitlement schedule, total charge, and less discount. The last row (49) is highlighted in green. At the bottom right of the table, there is a red circle (16) around the 'Delete' button, next to an 'Edit' button and a 'View Lot Charges' button.

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

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount
01 Admin Fund										
1	01/12/19 to 29/02/20	18.04	01/12/19	0.00		13/10/19	13/10/19	Entitlements	18,040.00	18,040.00
2	01/03/20 to 31/05/20	18.04	01/03/20	0.00		24/01/20	13/10/19	Entitlements	18,040.00	18,040.00
3	01/06/20 to 31/08/20	18.04	01/06/20	0.00		30/04/20	13/10/19	Entitlements	18,040.00	18,040.00
4	01/09/20 to 30/11/20	18.04	01/09/20	0.00		07/08/20	13/10/19	Entitlements	18,040.00	18,040.00
32	01/12/23 to 29/02/24	21.25	01/12/23	0.00		19/10/23	21/07/23	Entitlements	21,250.00	21,250.00
33	01/03/24 to 31/05/24	21.25	01/03/24	0.00		17/01/24	21/07/23	Entitlements	21,250.00	21,250.00
37	01/06/24 to 31/08/24	12.61	01/06/24	0.00		18/04/24	05/04/24	Entitlements	12,605.06	12,605.06
38	01/09/24 to 30/11/24	12.61	01/09/24	0.00		17/07/24	05/04/24	Entitlements	12,605.06	12,605.06
39	01/12/24 to 28/02/25	16.93	01/12/24	0.00		18/10/24	05/04/24	Entitlements	16,927.57	16,927.57
40	01/03/25 to 31/05/25	16.93	01/03/25	0.00		16/01/25	05/04/24	Entitlements	16,927.57	16,927.57
45	01/06/25 to 31/08/25	16.93	01/06/25	0.00		22/04/25	08/04/25	Entitlements	16,927.57	16,927.57

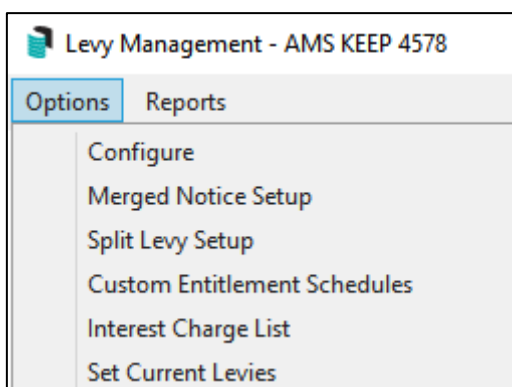
Reversed (cancelled) levies will be displayed in red but are hidden unless 'Show Historical Levies' is ticked.

129	01/04/25 to 30/06/25	1,875.00	01/04/25	0.00		18/02/25	19/05/24		3,750.00	3,750.00
138	01/04/25 to 30/06/25	-1,875.00	01/04/25	0.00		18/02/25	19/05/24		-3,750.00	-3,750.00

3.2 Levy Management Options Menu

The Options menu provides access to configuration settings and Levy Management tools. Click Options to access the following:

- Configure
- Merged Notice Setup
- Split Levy Setup
- Custom Entitlement Schedules
- Interest Charge List
- Set Current Levies



3.2.1 Configure

In the Levy Management screen, click 'Options / Configure' to set levy configurations.

1. 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.
2. Show Generated Levies on Balance Sheet – 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.
3. Show Generated Levies on Balance sheet for buildings not registered for GST – 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.
4. 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.
5. 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.

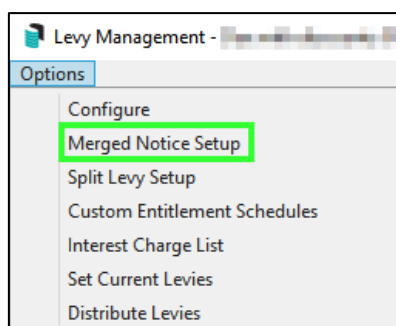
6. Minimum days from Generation Date to Due Date (Uses legislation value if larger) – This setting becomes enabled when option 5 is set and allows configuration of the number of days from Generation Date to Due Date. If the number of days set here is below the legislative requirement for the state, the state legislation value will be used.
7. Set Levy Tag Conditions – Start Day (Enter 0 for the day of processing) – to set the start day for tagging levies for generation
8. 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.
9. Show Summary Totals – If set will show the budget totals for each fund next to the fund name.
10. Auto Distribute after Create Transactions and Notice – Will be set by default on upgrade. This will automatically open report distribution after Create Transactions and Notice is run.

Note: Buildings that have levies which were tagged but did not generate due to error will not produce any notices. We recommend un-tagging any buildings that showed errors from report distribution prior to proceeding with distribution.

11. Close – Closes the Configuration screen.

3.2.2 Merged Notice Setup

In Levy Management, click Options / Merged Notice Setup to open the fresh look Merged Notices screen.



Merged Notice Setup will now allow notices for Levies and/or correspondence for multiple lots to be merged to one contact.

1. Set Levy Notice to create a Merged Notice setup for Levies
2. Set Correspondence to create a Merged Notice setup for Correspondence

3. Click 'Add' to select lots to merge
4. Click 'Close' to close Merged Notice Setup screen.

Note: Any existing setups will be set in this screen on upgrade to the version.

Adding a Merged Notice Setup

Use the following steps to create a new Merged Notice Setup

1. In the 'Add' screen, click on the main account for the setup and click 'OK'

Code ^	Name	Lot	Unit	Plan	YTD Balance
02100001	Developer 123	1	1	010325	0.00
02100002	Developer 123	2	2	010325	235.00
02100003	Developer 123	3	3	010325	235.00
02100004	Developer 123	4	4	010325	235.00

This will close the main selection screen and open the selection screen for lots that will be merged.

2. In the next screen, tag the remaining lots to be included in the merge and click 'OK'

Code	Name	Lot	Unit	Plan	YTD Balance
02100001	Developer 123	1	1	010325	0.00
02100002	Developer 123	2	2	010325	235.00
02100003	Developer 123	3	3	010325	235.00
02100004	Developer 123	4	4	010325	235.00

Count: 4

OK Cancel

The Merged Notice Setup screen will be presented showing the main account selected for the notice as well as the associated attached lots.

Main Account Code	Account Name	Attached Account Code	Issues
02100001	Developer 123	02100002	X
02100001	Developer 123	02100003	X
02100001	Developer 123	02100004	X

Add Close

Deleting a Merged Notice Setup

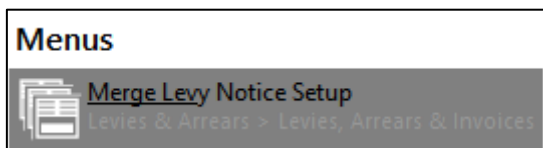
Click the 'x' beside a record to remove the lot from the setup. Click the 'x' beside all the records to remove the setup entirely.

Main Account Code	Account Name	Attached Account Code	Issues
02100001	Developer 123	02100002	X
02100001	Developer 123	02100003	X
02100001	Developer 123	02100004	X

Add Close

Click 'Close' to close out of the Merged Notice Setup Screen.

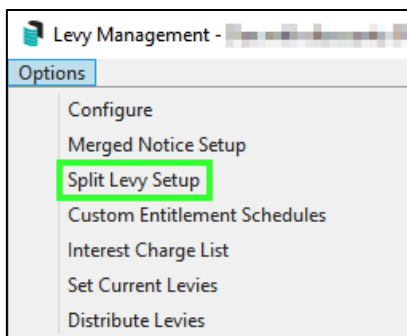
Note: The Merge Levy Notice Setup menu item will also open the new Merged Notice Setup Screen.



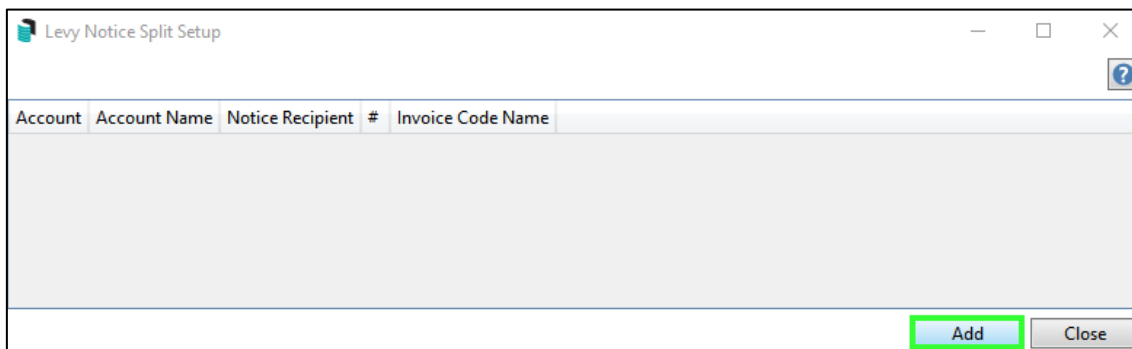
Navigate to the following Help article for further information [Merge Levy Notice Setup](#)

3.2.3 Split Levy Setup

In Levy Management, click Options / Split Levy Setup to open the fresh look Split Levy Setup screen.



The Levy Notice Split Setup screen will open. Click Add to create a new Split Levy Notice Setup.

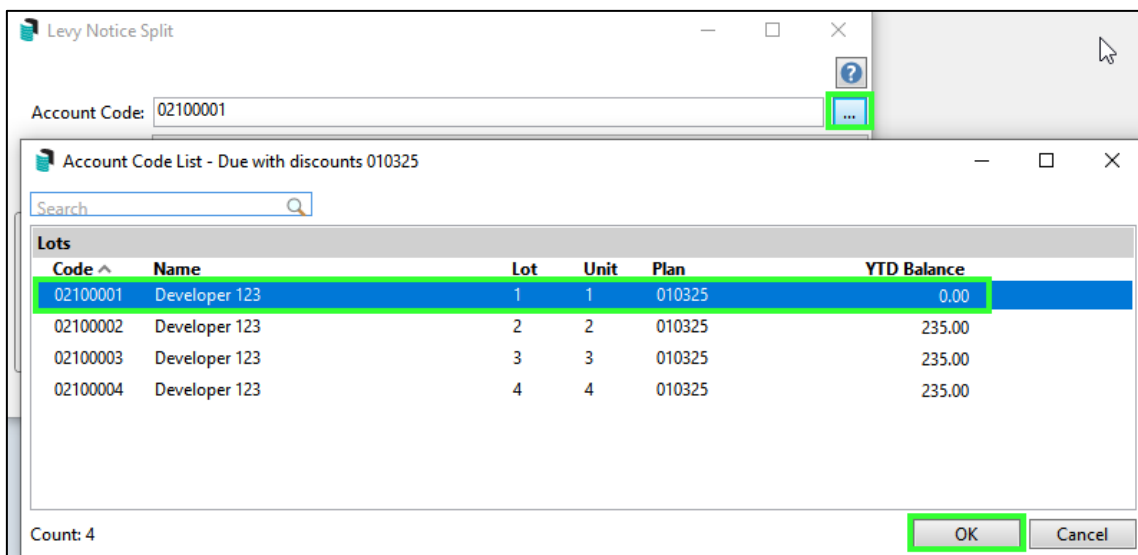


The 'Levy Notice Split Setup' window contains a table with the following headers: Account, Account Name, Notice Recipient, #, and Invoice Code Name. The table is currently empty. At the bottom right, there are two buttons: 'Add' and 'Close'.

Adding a New Split Levy Notice Setup

Use the steps below to create a new Levy Split Setup

1. In the Add Levy Split Setup screen, click the Account Selector to select the Lot Account to be split.
2. Highlight the required Account
3. Click 'OK'



The 'Levy Notice Split' window shows 'Account Code: 02100001' and a dropdown menu. Below it, the 'Account Code List - Due with discounts 010325' window is open, displaying a table of accounts.

Code ^	Name	Lot	Unit	Plan	YTD Balance
02100001	Developer 123	1	1	010325	0.00
02100002	Developer 123	2	2	010325	235.00
02100003	Developer 123	3	3	010325	235.00
02100004	Developer 123	4	4	010325	235.00

The first row of the table is highlighted. At the bottom of the 'Account Code List' window, it says 'Count: 4' and has 'OK' and 'Cancel' buttons.

4. 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.

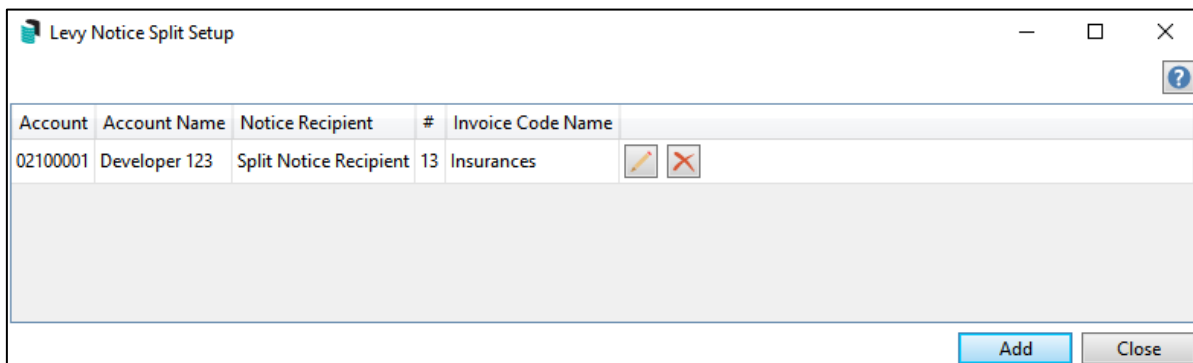
The screenshot shows the 'Levy Notice Split' window. The 'Account Code' field is set to '02100001'. The 'Invoice Code' dropdown menu is open, displaying a list of options. The option '13 Insurances' is highlighted with a green box. To the left of the dropdown, a preview of the 'Split Notice' is visible, showing the address: '441 Engineer Varsity Lakes QLD 4227'.

Invoice Code	Invoice Code Name
01	Admin Fund
05	Admin Fund Special
07	Sinking Fund
11	Sinking Fund Special
13	Insurances
14	Additional Fund 1
15	By Laws
16	Additional Fund 2
19	Admin Discount
20	Admin Sp Discount
21	Sink Discount
22	Sink Sp Disc
23	Additional Fund 3
24	Additional Fund 4



5. Click 'Select Contact' to select the recipient contact or to create a new contact.
6. Click 'Save' to save the record.

The screenshot shows the 'Levy Notice Split' window after selecting a contact. The 'Account Code' is '02100001' and the 'Invoice Code' is '13 Insurances'. A green box highlights the 'Select Contact' button. Below this, the 'Split Notice Recipient' section displays the contact details: '441 Engineer Rd Varsity Lakes QLD 4227' and the email address 'admin@slr.com.au'. At the bottom right, the 'Save' button is highlighted with a green box, next to a 'Cancel' button.

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.

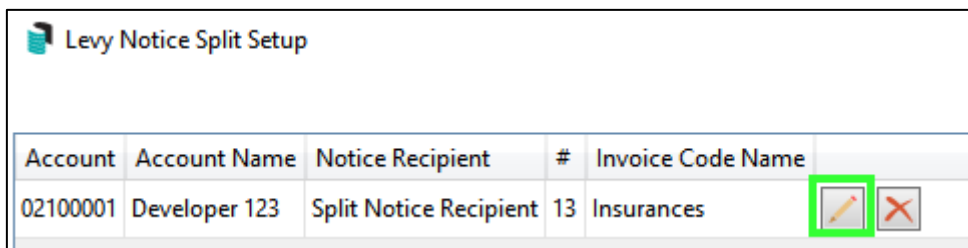


Levy Notice Split Setup



Account	Account Name	Notice Recipient	#	Invoice Code Name	
02100001	Developer 123	Split Notice Recipient	13	Insurances	 

Editing a Split Levy Notice record

To edit a Split Levy Notice record, click the Edit icon beside the record to open in edit mode.

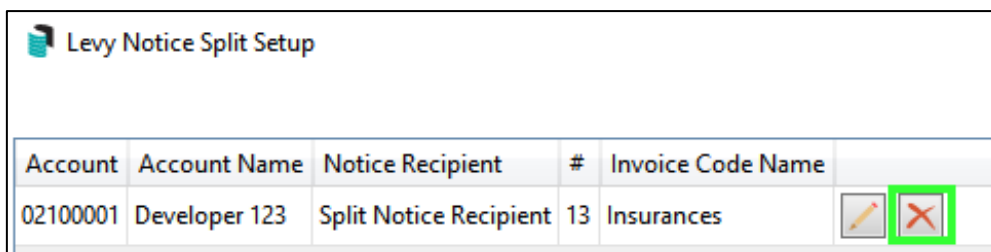


Levy Notice Split Setup



Account	Account Name	Notice Recipient	#	Invoice Code Name	
02100001	Developer 123	Split Notice Recipient	13	Insurances	 

Delete a Split Levy Notice record

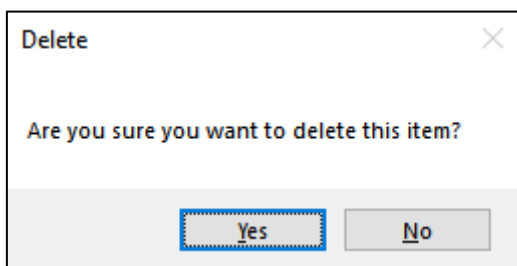
To delete a Split Levy Notice record, click the 'x' icon beside the record.



Levy Notice Split Setup

Account	Account Name	Notice Recipient	#	Invoice Code Name	
02100001	Developer 123	Split Notice Recipient	13	Insurances	 

Confirm by clicking Yes or cancel by clicking No



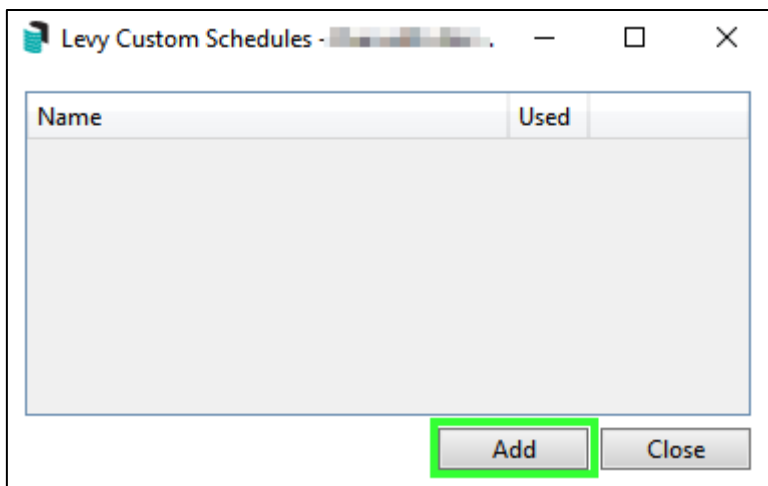
Once deleted, the record will be removed from the setup screen.

3.2.4 Custom Entitlement Schedules

Custom Entitlement Schedules can be created as local schedules without setting up a new levy in the new Custom Entitlement Schedules module. In Levy Management, click Options / Custom Entitlement Schedules to open the fresh look Custom Entitlement Schedules Setup screen.

Please use the steps below to set up a new Custom Entitlement Schedule.

1. Click 'Add' in the Custom Entitlement Schedule screen.



This will open the setup screen.

2. Add a title for the schedule – this field is mandatory and will be validated,

Levy Custom Schedule Edit - [Name]

Name:

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123	1	1	0
02100002	Developer 123	2	2	0
02100003	Developer 123	3	3	0
02100004	Developer 123	4	4	0

Please specify schedule name
Please specify charge units

Total Charge Units: 0

Copy From Save Cancel

1. Add Charge Units as required – this field is mandatory and will be validated,
2. Set the number of charge units for each lot. The total number of charge units will be displayed.
3. Click 'Save' to save the schedule

Levy Custom Schedule Edit - [Name]

Name:

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123	1	1	0
02100002	Developer 123	2	2	2
02100003	Developer 123	3	3	2
02100004	Developer 123	4	4	2

Total Charge Units: 6

Copy From Save Cancel

Hint: 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.

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123	1	1	0
02100002	Developer 123	2	2	0
02100003	Developer 123	3	3	0
02100004	Developer 123	4	4	2

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.

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123	1	1	0
02100002	Developer 123	2	2	2
02100003	Developer 123	3	3	2
02100004	Developer 123	4	4	2

Note: Custom Schedules will also now accommodate decimal points in Charge Units replacing the requirement for Entitlement factors.

Adding a Custom Schedule using an 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.

Levy Custom Schedule Edit - Due with discounts 010325

Name

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123 1	1	1	0
02100002	Developer 123 2	2	2	0
02100003	Developer 123 3	3	3	0
02100004	Developer 123 4	4	4	0

Please specify schedule name
Please specify charge units

Total Charge Units: 0

Copy From

Contribution
Interest
Custom

Select the schedule that matches your requirements.

Levy Custom Schedule Edit - Due with discounts 010325

Name

Account No	Name	Lot No	Unit No	Charge Units
02100001	Developer 123 1	1	1	1.0000
02100002	Developer 123 2	2	2	2.0000
02100003	Developer 123 3	3	3	2.0000
02100004	Developer 123 4	4	4	2.0000

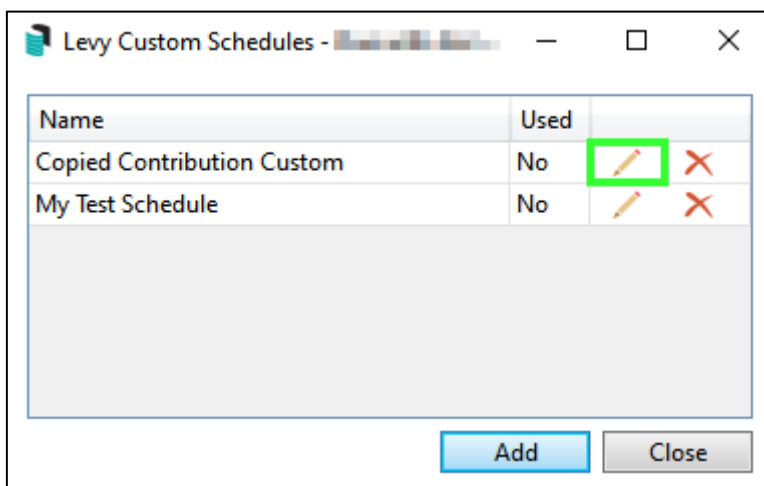
Total Charge Units: 7.0000

Copy From

The schedule can then be modified. Click 'Save' to save as a new custom schedule.

Editing a Custom Schedule

Once a custom schedule has been created, it will be displayed in the Custom Schedule screen. To edit the schedule, click the 'Edit' icon. The schedule will open in edit mode.

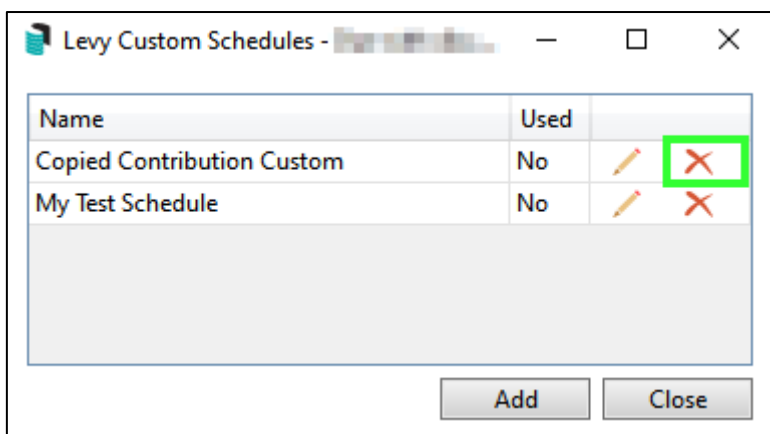


Once editing is complete, click Save to save the changes.

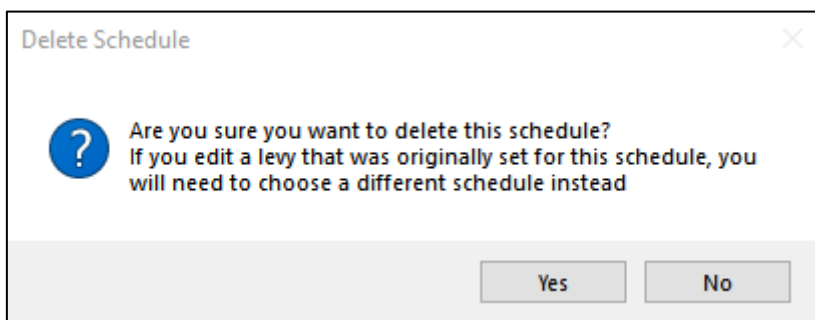
Note: If a custom schedule is edited after a new levy has been created, the levy will use the original schedule values. If the levy needs to use the edited values, it should be deleted or reversed and re-created using the edited schedule values.

Deleting a Custom Schedule

To delete a custom schedule, click the 'x' icon in the Levy Custom Schedule screen.



Confirm the Delete action.

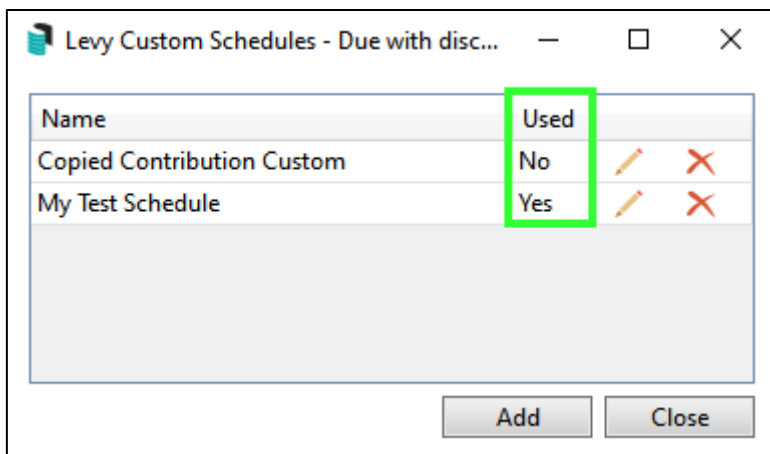


The record will be removed from the Levy Custom Schedule screen.

Note: If a custom Schedule is deleted after a new levy has been created, the levy will use the original schedule values. If the levy needs to be edited, a new schedule will need to be selected.

Used and unused Custom Schedules

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.

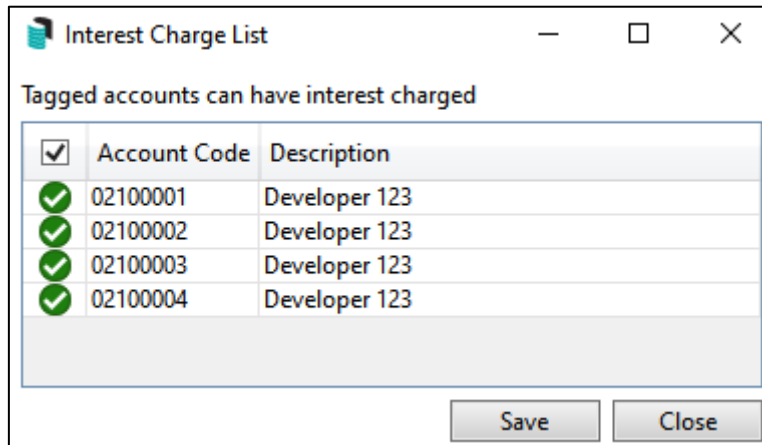


Note: Custom Schedules can also be accessed in the Levy Management / Add / Manual screen.

3.2.5 Interest Charge List

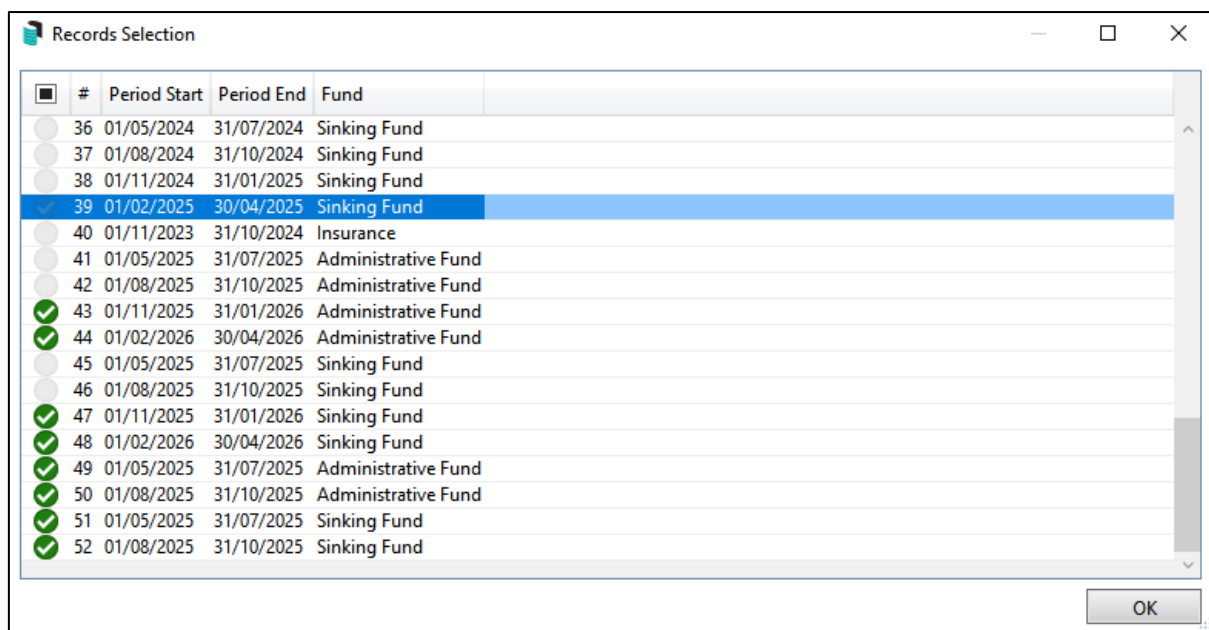
A fresh look Interest Charge List screen has been introduced with this version. Navigate to Levy Management / Options and Click Interest Charge List to see the new screen. The functionality of this screen has not changed.

Tag any lots that are not to be charged interest and click Save.



3.2.6 Set Current Levies

Navigate to Levy Management / Options and click 'Set Current Levies' to view and set current levies. Tag levies in this screen and click OK to set as current. Levies set as current will display on the Levy Management screen by default.



3.2.1 Minimum Arrears Amount Configuration

The Minimum Arrears Amount configuration setting has been removed from Levy Management and is now included in the Arrears Notice Configuration options.

Navigate to Arrears Notices, click File / Configure to access the setting.

The screenshot shows a 'Configuration' window with a 'Settings' tab. The 'Minimum Arrears Amount' field is highlighted with a green border and contains the value '100'. Other settings include checkboxes for 'Always show last active global message', 'Show Interest separately', 'Show Other separately', and 'Email copy to owner/s'. There are also dropdown menus for 'New Owner Arrears Days' (0), 'Arrears Days Key Field' (Notice Receipt Date), and 'Arrears Record Detail' (Arrears Notice Fee). A 'Close' button is at the bottom right.

Existing Minimum Arrears Amount configurations will be migrated to this location.

3.3 Levy Management Reports Menu

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

The screenshot shows a menu with 'Options' and 'Reports' tabs. The 'Reports' tab is selected, showing a list of options: 'Distribute Levies', 'Levy Register', 'Levy Register Quarterly', and 'Levy Generation Schedule'. On the left, there are labels for 'Period', 'Financial', and 'Levy Year'.

3.3.1 Distribute Levies

Levy notices that have been generated can be distributed or re-distributed by using the 'Distribute' option. Navigate to Levy Management / Options and click Distribute Levies to open notices in Report Distribution. Standard Report Distribution settings apply such as template settings, correspondence preferences and adding reports and attachments.

The default Levy Notice email template will be used when Report Distribution is opened from Levy Management.

Report Distribution - Due with discounts 010325

Levy Notice

Building: [Building Selection]

Report Set: [Report Set Selection] [Print] [Close] ☐ Page Numbers ☒ Consolidate by Contact

Levy Notice (note_143) [Up] [Down] [Settings]

[+ Report] [Attachment]

Distribution Method

☒ Post StrataMax [Settings]

☒ Email Levy Notice [Settings]

☒ Save Report [Settings]

☒ Use Preferences [Levy Notice]

Filters [Filter Icon]

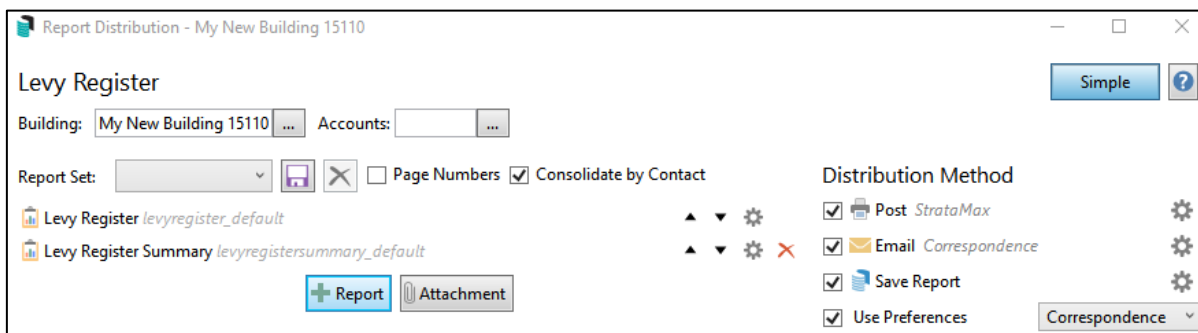
<input checked="" type="checkbox"/>	Account	Lot	Unit	Name	Behalf Of	Post	Email	Sms
<input checked="" type="checkbox"/>	02100001	1	1	Developer 123		Levy Notice Address 1 Levy Notice	admin@123developments.com	[Search]
<input checked="" type="checkbox"/>	02100002	2	2	Developer 123		Levy Notice Address 1 Levy Notice	admin@123developments.com	[Search]
<input checked="" type="checkbox"/>	02100003	3	3	Developer 123		Levy Notice Address 1 Levy Notice	admin@123developments.com	[Search]
<input checked="" type="checkbox"/>	02100004	4	4	Developer 123		Levy Notice Address 1 Levy Notice	admin@123developments.com	[Search]

[Log] [Proceed] [Close]

3.3.2 Levy Register Report

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.

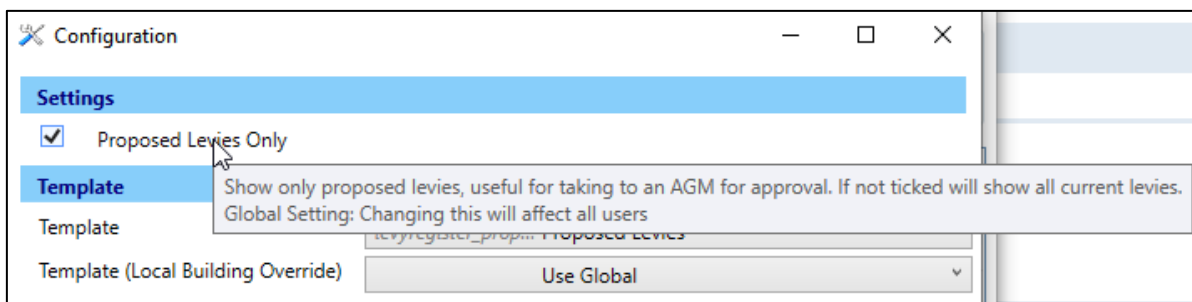
To use these reports, click the Report menu in Levy Management and select levy Register. Additional Reports can be included, and specific accounts can be selected. Click the template cog to see report settings and templates.



Configuration

- Tick 'Proposed Levies only' to produce unapproved levies only. This is useful for AGM meetings.
- Untick to show all current levies

This is a Global Setting which will affect all users

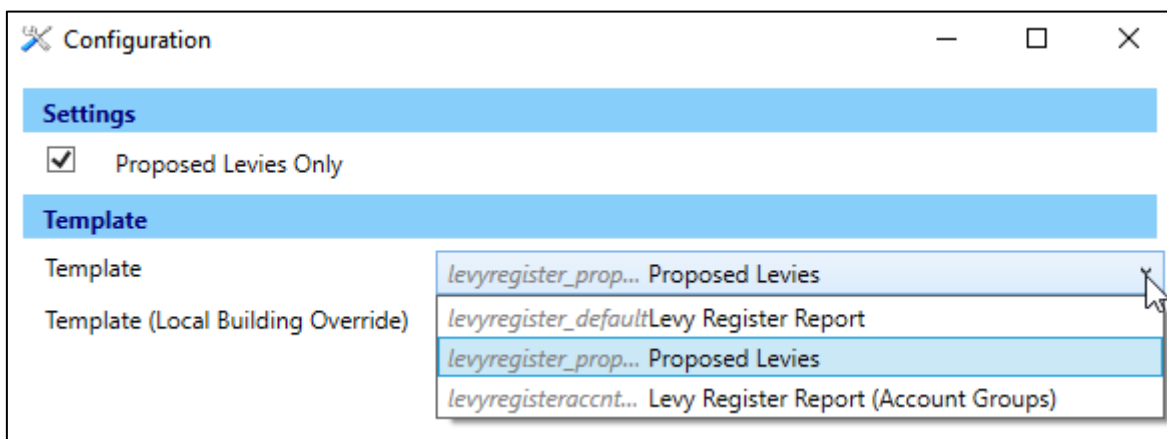


Template

- Click the template selector drop down arrow to select the report template.

Available templates are

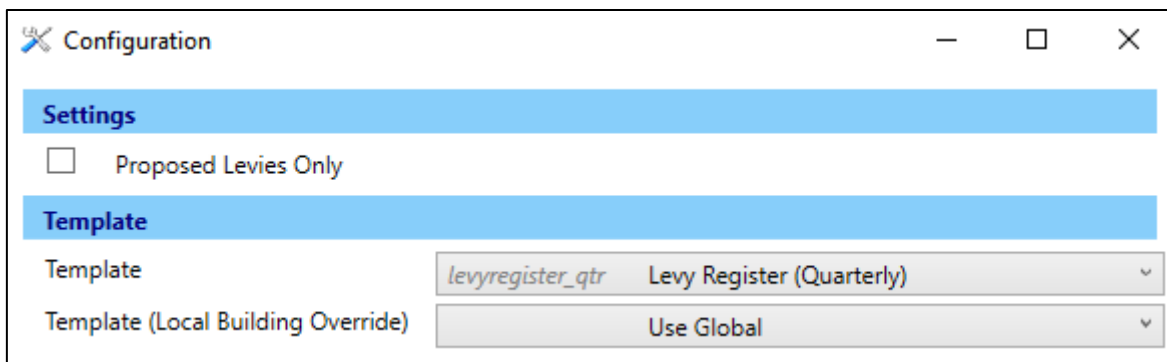
1. Levy Register Report - (Default) Shows all current levies or proposed levies only if set.
2. Proposed Levies - Shows only non-approved proposed levies
3. Levy Register Report (Account Groups) for use in Account Group buildings



Templates can be set for global use, or a local building override template can be set.

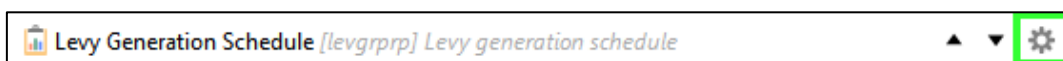
3.3.1 Levy Register Report Quarterly

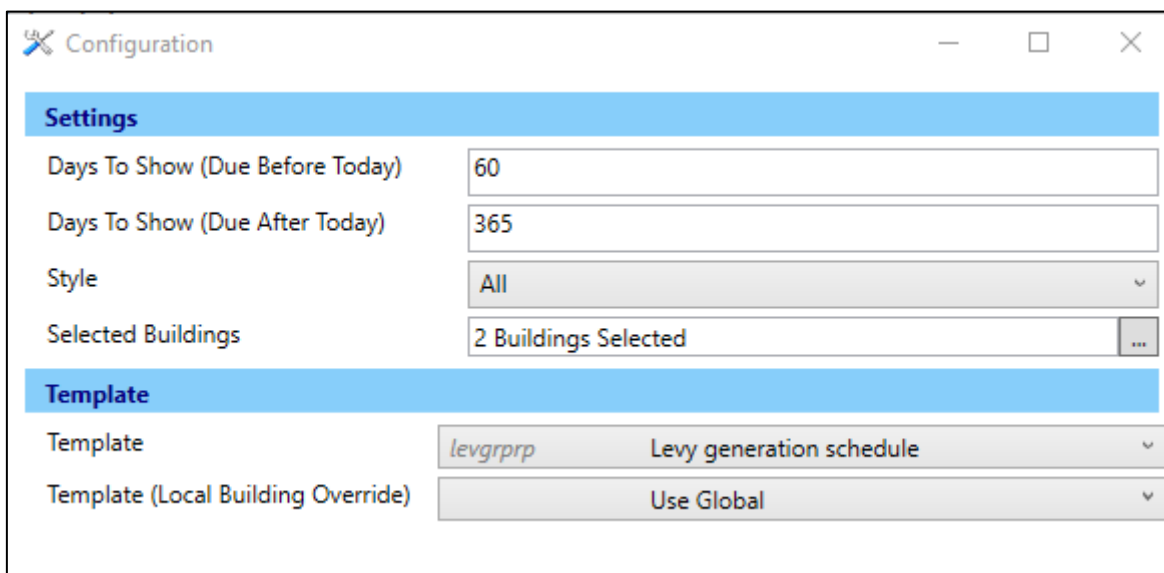
Levy Register Quarterly – Shows levies by quarterly periods. To use this report, click the Report menu in Levy Management and select levy Register Quarterly. Additional Reports can be included, and specific accounts can be selected. Click the template cog to see report settings..



3.3.1 Levy Generation Schedule

Levy Generation Schedule will open the Levy Generation Schedule Report in Report Distribution and will default to Internal Recipients. Click the configuration cog beside template to configure the report output.





The screenshot shows a 'Configuration' window with two main sections: 'Settings' and 'Template'. The 'Settings' section includes fields for 'Days To Show (Due Before Today)' (60), 'Days To Show (Due After Today)' (365), a 'Style' dropdown menu (set to 'All'), and 'Selected Buildings' (2 Buildings Selected). The 'Template' section includes a 'Template' dropdown menu (set to 'levgrprp' with 'Levy generation schedule' as a tooltip) and a 'Template (Local Building Override)' dropdown menu (set to 'Use Global').

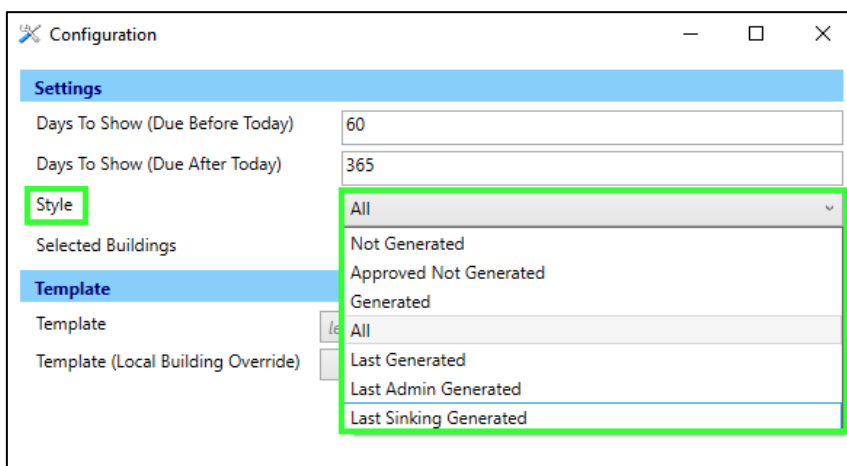
Settings

Set the date range for the report using Days to Show (Due Before Today) and Days to Show (Due After Today) fields.

Click the Style drop down selector to set what data should be on the report.

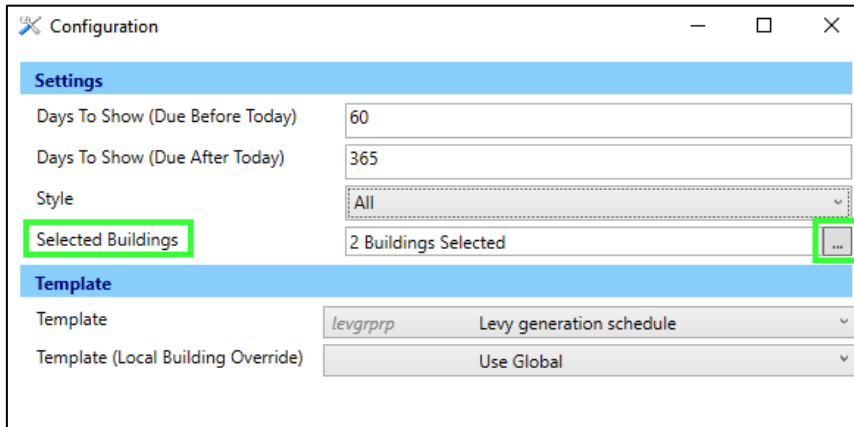
Select from:

- Not Generated
- Approved Not Generated
- Generated
- All
- Last Generated
- Last Admin Generated
- Last Sinking Generated



This screenshot shows the 'Configuration' window with the 'Style' dropdown menu open. The 'Style' field is highlighted with a green box. The dropdown menu lists the following options: 'All', 'Not Generated', 'Approved Not Generated', 'Generated', 'All', 'Last Generated', 'Last Admin Generated', and 'Last Sinking Generated'. The 'All' option is currently selected.

Select Buildings to produce global reports. Click the icon beside Select Buildings to tag all or some buildings to report.



Configuration

Settings

Days To Show (Due Before Today) 60

Days To Show (Due After Today) 365

Style All

Selected Buildings 2 Buildings Selected

Template

Template levgrp Levy generation schedule

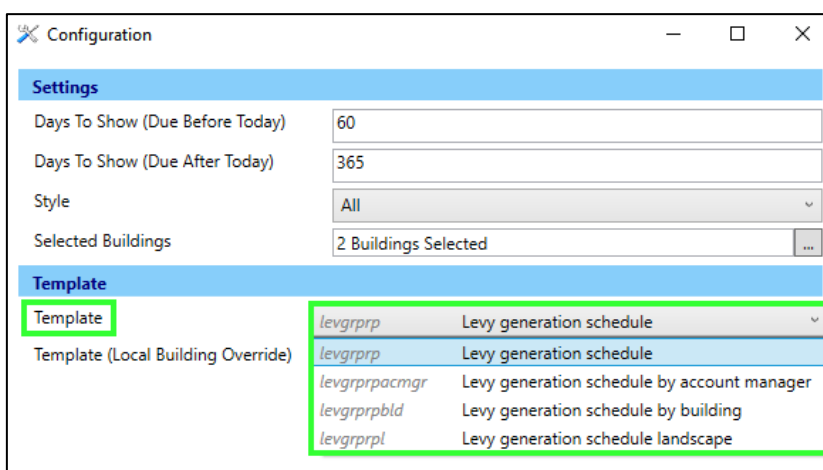
Template (Local Building Override) Use Global

Note: This will default to the building selected in the Levy Management screen if no buildings are selected.

Template

Click the drop down arrow beside Template to set the required template.

- Levy Generation Schedule Default
- Levy Generation Schedule by account manager
- Levy Generation Schedule by building
- Levy generation Schedule landscape



Configuration

Settings

Days To Show (Due Before Today) 60

Days To Show (Due After Today) 365

Style All

Selected Buildings 2 Buildings Selected

Template

Template levgrp Levy generation schedule

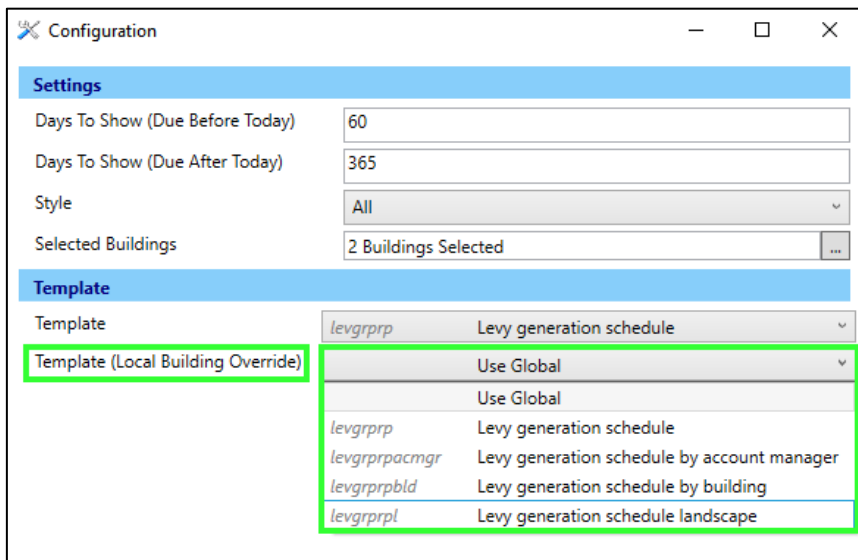
Template (Local Building Override) levgrp Levy generation schedule

levgrpacmgr Levy generation schedule by account manager

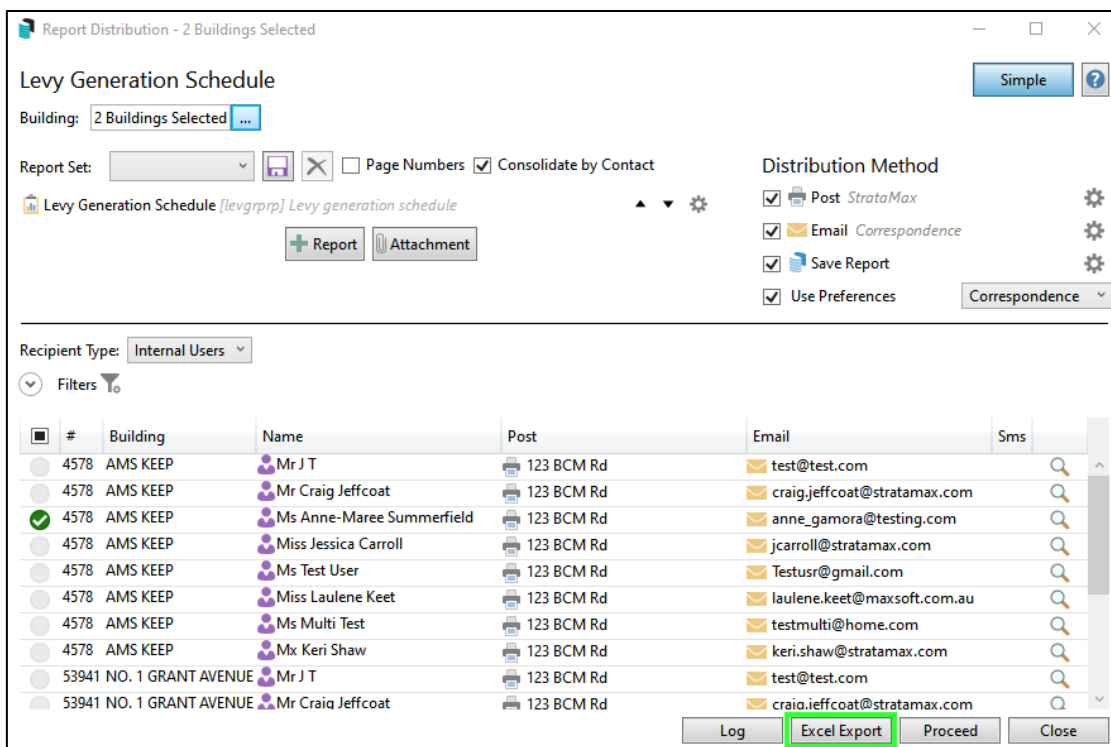
levgrpbld Levy generation schedule by building

levgrprpl Levy generation schedule landscape

Click the drop down arrow beside Template (Local Building Override) to set a local template for the selected building only.

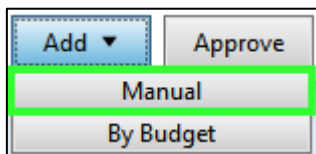


This report can also be exported to Excel by clicking 'Excel Export' in the Report Distribution screen.



3.4 Add New Levies – Manual

In the Levy Management screen, click Add / Manual to manually add a new levy.



The Create Levy screen will open and will be prepopulated with data based on the last levy periods for the fund. These can be modified, as necessary.

1. Invoice Code Fund – Click the drop-down selector to set the fund by Invoice code
2. Levy Type – Click the drop-down selector to set the levy type.
3. Entitlement Schedule – Click the drop-down selector to set the Entitlement Schedule
4. Custom Schedule Setup – Click the 'Edit' icon to setup a new Custom Schedule
5. Levy Period – Use the drop-down selectors to open the calendar and set levy period dates
6. Set the Due Date for the notice – The number of days from creation to due date will be indicated in orange.
7. 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.

Note: The Levy Management screen will only display up to two decimal places rounded up to the nearest digit.

8. Gross Total Amount – Add the Gross Total Amount. The Gross amount per U/E will be calculated based on this amount * Lot entitlements.
9. Rate – displays the rate of entitlements * number of entitlements calculation.
10. Discount Rate (%) – Set the discount rate in this field.

Note: If there is a default Discount rate set for the Invoice Code in Levy Invoice Code setup, this rate will be pre-populated

11. Discount Date – Set the discount date.

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.

The 'Create Levy' dialog box contains the following fields and controls, numbered for reference:

- 1: Window title bar
- 2: Invoice Code dropdown (01 Admin Fund)
- 3: Regular dropdown
- 4: Entitlement Schedule dropdown (Contribution Entitlements (Entitlements: 4.0000))
- 5: Period dropdown (01/08/2025 To 31/10/2025)
- 6: Due Date dropdown (01/08/2025) and Due in 77 days text
- 7: Gross Amount per U/E text box (235.00000000)
- 8: Gross Total Amount text box (940.00)
- 9: Rate calculation text: Rate 235.00000000 x 4.0000 entitlements (with rounding) = Gross Total 940.00
- 10: Discount Rate (%) text box (20)
- 11: Discount Date dropdown (01/08/2025)
- 12: View button
- 13: Save button
- 14: Cancel button

Net Total Amount: 752.00

12. View – Click 'View' to see the lot charges based on the new levy setup.

The 'Levy Charges' dialog box displays a table with the following data:

Account	Lot	Unit	Charge Units	Amount	Discount
02100001	1	1	1.00	235.00	47.00
02100002	2	2	1.00	235.00	47.00
02100003	3	3	1.00	235.00	47.00
02100004	4	4	1.00	235.00	47.00

OK

13. Save – Click Save to save the new levy. The new levy will be displayed in the Levy Management screen with no Approved or Generated date.

14. Cancel – Click cancel to close the setup screen without saving.

3.4.1 Levy Types

Specific levy types can be set to reflect the nature of the levy. They are as follows

Levies – Regular

- Regular Levies
- Adjustment Levies
- Interim Levies
- Prior Manager Levies

Levies – Special

- Special Levies
- Prior manager Levies

3.5 Add New Levies – Budget

This screen can be used to automatically create levies for the levy periods in the new financial year or remaining levies in current year. The system automatically calculates the annual Rate per U/E and will split it evenly across 4 quarters or will use the number of instalments set by default for the code in Levy Invoice Code Edit.

This screen has the following options:

1. Determination Date field – To set the Determination Date.
2. Levy Year date fields – Tick to roll the Levy year and set the required dates.
3. Calculation – Next Year Budget Approved setting – Set the calculation based on Next Year budget. If Next Year budget is not approved proposed Levies are created.
4. Save – Click save to save the levies for approval and generation.
5. Cancel – Click Cancel to close the screen without saving.

Levis in this screen can be untagged if they should not be included.

Add Levies From Budgets

Determination Date: 20/05/2025

Levy Year: ☒ Levy Year Rollover Levy Year: 01/07/2025 To: 30/06/2026

Calculation: ☒ Next Year Budget Approved

This determines if the levies after the financial year end are 'interim' levies

<input checked="" type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
Financial Year: 01/07/2025									
Admin Fund									
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	0.14	01/07/25	0.00		Entitlements	55,000.00	55,000.00	No
<input checked="" type="checkbox"/>	01/10/25 to 31/12/25	0.14	01/10/25	0.00		Entitlements	55,000.00	55,000.00	No
<input checked="" type="checkbox"/>	01/01/26 to 31/03/26	0.14	01/01/26	0.00		Entitlements	55,000.00	55,000.00	No
<input checked="" type="checkbox"/>	01/04/26 to 30/06/26	0.14	01/04/26	0.00		Entitlements	55,000.00	55,000.00	No
							Total Gross: 220,000.00	Total Net: 220,000.00	Budget: 220,000.00
Capital Works Fund									
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	0.09	01/07/25	0.00		Entitlements	38,249.98	38,249.98	No
<input checked="" type="checkbox"/>	01/10/25 to 31/12/25	0.09	01/10/25	0.00		Entitlements	38,249.98	38,249.98	No
<input checked="" type="checkbox"/>	01/01/26 to 31/03/26	0.09	01/01/26	0.00		Entitlements	38,249.98	38,249.98	No
<input checked="" type="checkbox"/>	01/04/26 to 30/06/26	0.09	01/04/26	0.00		Entitlements	38,249.98	38,249.98	No
							Total Gross: 152,999.92	Total Net: 152,999.92	Budget: 153,000.00

Save Cancel

Hint: Hover over a levy to see the calculation.

Financial Year: 01/07/2025									
Admin Fund									
✓	01/07/25 to 30/09/25	0.14	01/07/25	0.00	Entitlements	55,000.00	55,000.00	No	
✓	01/10/25 to 31/12/25	0.14	01/10/25	0.00	Entitlements	55,000.00	55,000.00	No	
✓	01/01/26 to 31/03/26	Rate = (Next Year Budget (220,000.00) - Outstanding Levy Income (0.00)) / 405,800.00 Entitlements / 4 Remaining Instalments							
✓	01/04/26 to 30/06/26	0.14	01/04/26	0.00	Entitlements	55,000.00	55,000.00	No	
						Total Gross: 220,000.00 Total Net: 220,000.00 Budget: 220,000.00			

Note: GST will be automatically applied to budget amounts for Net GST style buildings on Levy Year rollover.

Missing Budget Accounts

Budget Accounts that do not have any data will be displayed as a warning only in the Add Levies by Budget screen.

Budget not set for accounts: 1030101,1030101,1030102,1030102,102301,102301,102302,102302	Save	Cancel
--	------	--------

3.5.1 Levy Year End Rollover

Levy Year End Rollover can be performed from within the Add Levies From Budget screen. For clients where Levy Year end is not offset to the Financial Year we recommend this option be used to correct the Levy Year offset so the system can determine whether Levies should be added as Interim until next year's budget is approved at the AGM.

Options

Period
 Financial Year: 01/07/2024 to 30/06/2025
 Levy Year: 01/07/2024 to 30/06/2025

Entitlements
 Lot Liability: 5018.0000
 Lot Entitlement: 5016.0000

Levy Year Totals
 Total: 260,766.78
 Less Discount: 260,766.78

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

#	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Generation Date	Approved Date	Entitlement Schedule	Total Charge	Less Discount
Add Levies From Budgets										
Determination Date		Levy Year		Calculation						
21/05/2025		<input checked="" type="checkbox"/> Levy Year Rollover		<input type="checkbox"/> Next Year Budget Approved						
		Levy Year: 01/10/2024 To: 30/09/2025								
<input checked="" type="checkbox"/>	Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim	
001 - Office Building										
Financial Year: 01/07/2025										
Admin Fund - Regular										
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	10.49	01/07/25	0.00		Lot Liability	52,634.99	52,634.99	Yes	
							Total Gross: 52,634.99	Total Net: 52,634.99	Budget: 210,539.65	
Maint Fund - Regular										
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	2.85	01/07/25	0.00		Lot Liability	14,300.01	14,300.01	Yes	
							Total Gross: 14,300.01	Total Net: 14,300.01	Budget: 57,200.00	
002 - Car Spaces										
Financial Year: 01/07/2025										
Admin Fund - Regular										
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	11.46	01/07/25	0.00		Lot Liability	824.96	824.96	Yes	
							Total Gross: 824.96	Total Net: 824.96	Budget: 3,300.00	

If next year budget has already been approved, tick the Next Year Budget Approved option to set the first levy as approved.

Add Levies From Budgets

Determination Date
21/05/2025

Levy Year
☒ Levy Year Rollover
 Levy Year: 01/10/2024 To: 30/09/2025

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
001 - Office Building									
Financial Year: 01/07/2025									
Admin Fund - Regular									
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	10.49	01/07/25	0.00		Lot Liability	52,634.99	52,634.99	No
							Total Gross: 52,634.99	Total Net: 52,634.99	Budget: 210,539.65
Maint Fund - Regular									
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	2.85	01/07/25	0.00		Lot Liability	14,300.01	14,300.01	No
							Total Gross: 14,300.01	Total Net: 14,300.01	Budget: 57,200.00
002 - Car Spaces									
Financial Year: 01/07/2025									
Admin Fund - Regular									
<input checked="" type="checkbox"/>	01/07/25 to 30/09/25	11.46	01/07/25	0.00		Lot Liability	824.96	824.96	No
							Total Gross: 824.96	Total Net: 824.96	Budget: 3,300.00

For buildings that have not had a Levy Year Rollover performed for some time, the Levy Year can now be rolled to the required date even it is for more than one or several years. Set the dates required in the Levy Year fields and click save to roll to the current Levy Year.

Period
Financial Year: 01/07/2024 to 30/06/2025
Levy Year: 01/07/2018 to 30/06/2019

Entitlements
Entitlements: 96.0000

Levy Year Totals
Total: 0.00
Less Discount: 0.00

View
Group By: Levy Name
☐ Show Historical Levies

Add Levies From Budgets

Determination Date
04/06/2025

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

Calculation
☐ Next Year Budget Approved

Period	Rate per U/E	Due Date	Discount Rate	Discount Date	Entitlement Schedule	Gross Charge	Net Charge	Interim
Financial Year: 01/07/2024								
01/07/24 to 31/12/24	567.71	01/07/24	0.00		Entitlements	54,500.16	54,500.16	No
01/01/25 to 30/06/25	567.71	01/01/25	0.00		Entitlements	54,500.16	54,500.16	No
						Total Gross: 109,000.32	Total Net: 109,000.32	Budget: 1,192,923.99

Save Cancel

3.6 Approve Levies (Formerly Strike)

Once levies have been created manually or by budget, they need to be Approved (Struck). Click the Approve button in the Levy Management screen to open the Approval screen.

Previously known as 'Strike'. Mark levies as approved from an AGM

The Approval screen will open showing levies that are ready for approval.

1. Approved Date – Set the date for Approval
2. Approve – Click Approve to complete the approval process
3. Close – Click close to close the screen without approving

Levies can be untagged in this screen if they are not ready to be approved.

Levy Approve

Approve Date: 20/05/2025

<input checked="" type="checkbox"/>	#	Description	Period	Due	Gross Amount	Net Amount
<input checked="" type="checkbox"/>	199	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	55000.00	55000.00
<input checked="" type="checkbox"/>	200	LEVIES - ADMINISTRATIVE FUND	01/10/25 to 31/12/25	01/10/2025	55000.00	55000.00
<input checked="" type="checkbox"/>	201	LEVIES - ADMINISTRATIVE FUND	01/01/26 to 31/03/26	01/01/2026	55000.00	55000.00
<input checked="" type="checkbox"/>	202	LEVIES - ADMINISTRATIVE FUND	01/04/26 to 30/06/26	01/04/2026	55000.00	55000.00
<input checked="" type="checkbox"/>	203	LEVIES - CAPITAL WORKS FUND	01/07/25 to 30/09/25	01/07/2025	38249.98	38249.98
<input checked="" type="checkbox"/>	204	LEVIES - CAPITAL WORKS FUND	01/10/25 to 31/12/25	01/10/2025	38249.98	38249.98
<input checked="" type="checkbox"/>	205	LEVIES - CAPITAL WORKS FUND	01/01/26 to 31/03/26	01/01/2026	38249.98	38249.98
<input checked="" type="checkbox"/>	206	LEVIES - CAPITAL WORKS FUND	01/04/26 to 30/06/26	01/04/2026	38249.98	38249.98

Approve Close

3.7 Create Transactions and Notice

Notices can be created after levies are approved by selecting Create transactions and Notices. Levies will be tagged for generation based on the Levy Tag Conditions set in configurations.

Click Create Transactions and Notice to review features of this screen.

Levy Create Transactions & Notice

Generation Date: 29/05/2025 Adjust Due Date if before: 28/06/2025 ☐ Include Not Approved

Filter Due Dates: To Buildings: 54782

<input checked="" type="checkbox"/>	Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
<input checked="" type="checkbox"/>	54782	AMS Generate	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	29/05/2025	17000.00	17000.00	
<input checked="" type="checkbox"/>	54782	AMS Generate	LEVIES - ADMINISTRATIVE FUND	01/10/25 to 31/12/25	01/10/2025	29/05/2025	17000.00	17000.00	
<input checked="" type="checkbox"/>	54782	AMS Generate	LEVIES - SINKING FUND	01/07/25 to 30/09/25	01/07/2025	29/05/2025	130000.00	130000.00	
<input checked="" type="checkbox"/>	54782	AMS Generate	LEVIES - SINKING FUND	01/10/25 to 31/12/25	01/10/2025	29/05/2025	130000.00	130000.00	

Distribute Start Close

1. Sets the date of Generation – defaults to today's date.

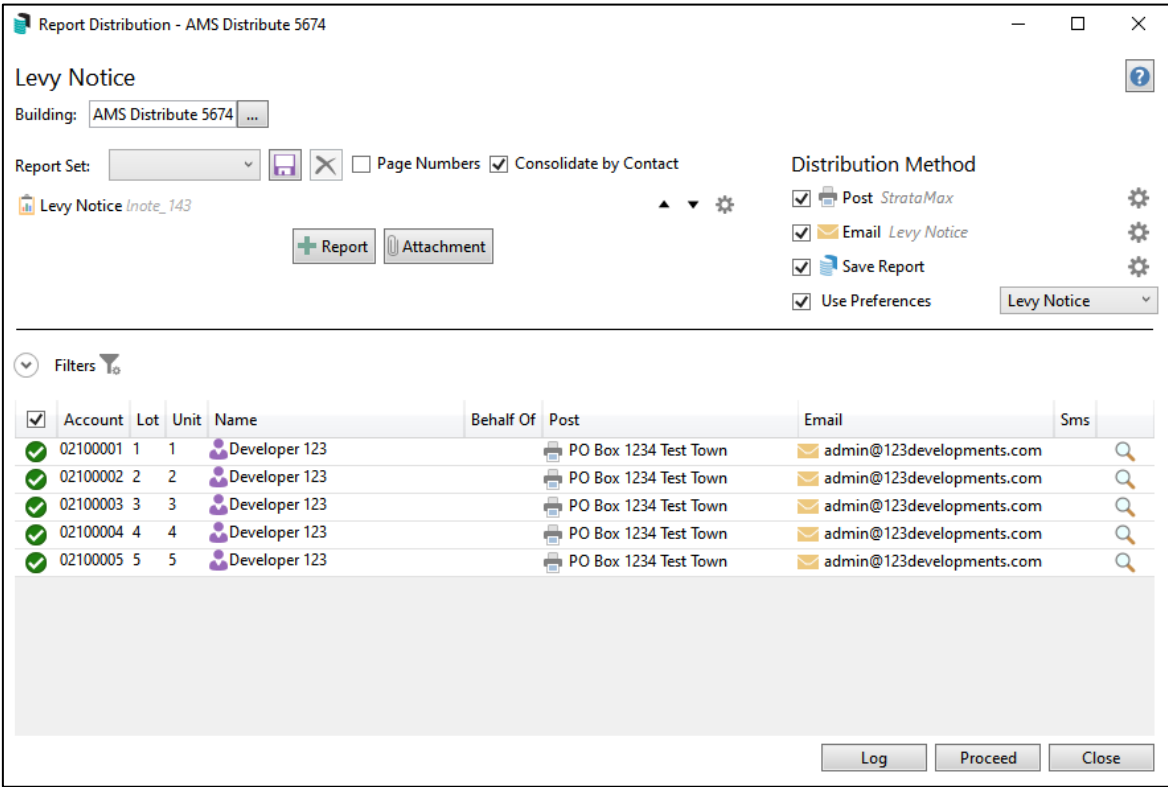
2. Sets the Adjustment date for Due Date. Can be set manually or will use default days set in configuration or number of days required by legislation if more than the set default number of days.
3. Filter levies by due date – This will pre-populate the “To” date based on default days set in configuration.
4. Select one or more buildings (For Global Levy Generation)
5. Tag levies to be created
6. Tick Include Not Approved to create transactions and notices to include levies that have not yet been Approved.

Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
4578	AMS KEEP	LEVIES - ADMINISTRATIVE FUND	01/03/25 to 31/05/25	01/06/2025		574.00	574.00	Next year levy
4578	AMS KEEP	LEVIES - ADMINISTRATIVE FUND	01/06/25 to 31/08/25	01/06/2025		574.00	574.00	Next year levy
4578	AMS KEEP	LEVIES - ADMINISTRATIVE FUND	01/09/25 to 30/11/25	01/09/2025		574.00	574.00	Next year levy

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.

Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
5674	AMS Distribute	LEVIES - ADMINISTRATIVE FUND	01/07/25 to 30/09/25	01/07/2025	29/05/2025	17000.00	17000.00	✓
5674	AMS Distribute	LEVIES - ADMINISTRATIVE FUND	01/10/25 to 31/12/25	01/10/2025	29/05/2025	17000.00	17000.00	✓
5674	AMS Distribute	LEVIES - SINKING FUND	01/07/25 to 30/09/25	01/07/2025	29/05/2025	13000.00	13000.00	✓
5674	AMS Distribute	LEVIES - SINKING FUND	01/10/25 to 31/12/25	01/10/2025	29/05/2025	13000.00	13000.00	✓
5674	AMS Distribute	LEVIES - ADMINISTRATIVE FUND	01/01/26 to 31/03/26	01/01/2026	29/05/2025	17000.00	17000.00	✓
5674	AMS Distribute	LEVIES - ADMINISTRATIVE FUND	01/04/26 to 30/06/26	01/04/2026	29/05/2025	17000.00	17000.00	✓

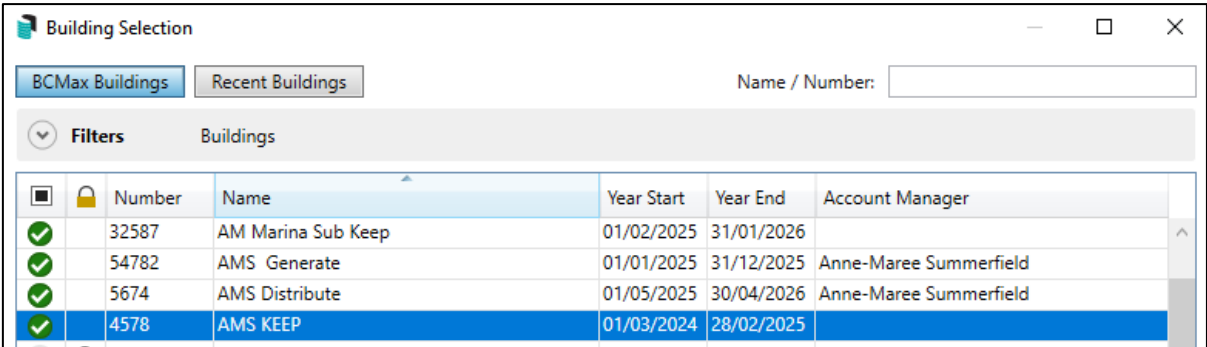
8. Click close to Close the screen.
9. Once notices and transactions have been created, the Distribute button will be enabled. Click Distribute to open the Report Distribution screen and distribute notices using available preferences and additional reports if required.



3.7.1 Global Levy Generation and Distribution

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

Open Create Transactions and Notice, click the 'Building' selector and tag buildings as required.



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.

Building Number	Building Name	Fund	Period	Due	Approved	Total Amount	Less Discount	Status
✓		LEVIES - ADMINISTRATIVE FUND	01/03/25 to 31/05/25	01/03/2025	09/04/2025	0.00	0.00	Due date is before the minimum notice period
✓		LEVIES - ADMINISTRATIVE FUND	01/06/25 to 31/08/25	01/06/2025	09/04/2025	10666.67	10666.6	Due date is before the minimum notice period
		LEVIES - ADMINISTRATIVE FUND	01/09/25 to 30/11/25	01/09/2025	09/04/2025	10666.67	10666.6	
		LEVIES - ADMINISTRATIVE FUND	01/12/25 to 28/02/26	01/12/2025	09/04/2025	10666.67	10666.6	
		LEVIES - ADMINISTRATIVE FUND	01/03/26 to 31/05/26	01/03/2026	09/04/2025	8000.02	8000.0	Next year levy
		LEVIES - ADMINISTRATIVE FUND	01/06/26 to 31/08/26	01/06/2026	09/04/2025	8000.02	8000.0	Next year levy
		LEVIES - SINKING FUND	01/03/25 to 31/05/25	01/03/2025	09/04/2025	0.00	0.00	Due date is before the minimum notice period
		LEVIES - SINKING FUND	01/06/25 to 31/08/25	01/06/2025	09/04/2025	0.00	0.00	Due date is before the minimum notice period
		LEVIES - SINKING FUND	01/09/25 to 30/11/25	01/09/2025	09/04/2025	0.00	0.00	
		LEVIES - SINKING FUND	01/12/25 to 28/02/26	01/12/2025	09/04/2025	0.00	0.00	
		LEVIES - SINKING FUND	01/03/26 to 31/05/26	01/03/2026	09/04/2025	0.00	0.00	Next year levy
		LEVIES - SINKING FUND	01/06/26 to 31/08/26	01/06/2026	09/04/2025	0.00	0.00	Next year levy

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.

Once notices and transactions have been created, the Distribute button will be enabled. Click Distribute to open the Report Distribution screen and distribute notices using available preferences and additional reports if required.

If unexpected errors are generated, the message below will be displayed.

Unexpected error. Please try again later

Check the Levy Generation log to view the error by opening Log Viewer, set Category as LEVYGEN.LOG and refresh.

Log Level	Username	Description
Error		StrataMax.Core.Exceptions.StrataMaxDataCorruptionException: Account missing with flag GeneratedLeviesBilledNotDue, type Liability, in building

3.7.1 Report Distribution – Global and Local Levy Notice Templates

Global and Local Templates can now be set for Levy Notice Distribution. This can be set through Distribution in Levy Management or by going to Merge Letters / select Levy Notice. Click the template configuration cog to set a local or global template.

Configuration

Levy Notice

☐ Print Interest Words

Levy Notice Title

Levy Notice Text

Template

☐ Use Override Letterhead

Override Letterhead

Template

Template (Local Building Override)

Navigate to [Levy Management](#) to review Help articles with regards to the new Levy Management process.

4. Security – Changed, Removed and Retained Items

4.1 Changed Security Items

Some Security item names have been changed to align with changed terminology.

- Strike Levies has been changed to Approve Levies

✓ Approve Levies

- Generate Levies has been modified to Generate Levies (Create Transactions and Notice)

✓ Generate levies (Create transactions and notice)

4.2 Removed Security Items

Some Security items have been removed as they are no longer required

- Change Levy Code
- Edit Levy Paid Dates
- Levy Renumber

4.3 Retained Security Items

The following Levy Management Security Items have been retained with no changes.

- Levy Management
- Delete Levy
- Levy Year End Rollover
- Edit Levy
- Edit Generated Levy
- Merge Levy Notice Setup

5. New Building setup

Two new options have been added to the New BCMax Building (BCMax) setup screen.

5.1 Levy Year / AGM Offset

The Levy Year start date can now be offset with the Financial Year to indicate when levies are approved at the AGM. Navigate to 'New Building (BCMax)' and set the Levy Year / AGM offset by 0, 1, 2, 3, 4, 5 or 6 months. Click the 'Save' icon to set the offset as default. This set number of months to offset will default to this number each time a new building is created.

Add New Building - My New Building 15110

Building Name: My New Building

Building Number: 15110

Financial Year Start: 01/05/2025

Financial Year End: 30/04/2026

Date of Registration of Plan: 01/05/2025

Plan Number: 15110

Current Month: May

Manager Company: AMCOMP KEEP (GCOMP2)

Levy Year / AGM: 3

State / Country: Australia - QLD

Building Type: Building Format Plan (E

Regulatory Module: Accommodation

Credit Card Fees: Surcharged to Payer

BPAY Biller Code: None

GST Style: Net

Default ATO Creditor: 08200003 AUSTRALIAN TAXA

Account Manager: Anne-Maree Summerfi

Status: ☒ Active ☐ Inactive

Save **Cancel**

When the building is saved, Levy management will show the Levy Year as offset by this number of months to the Financial Year and helps to determine if levies should be interim.

Levy Management - My New Building 15110

Options

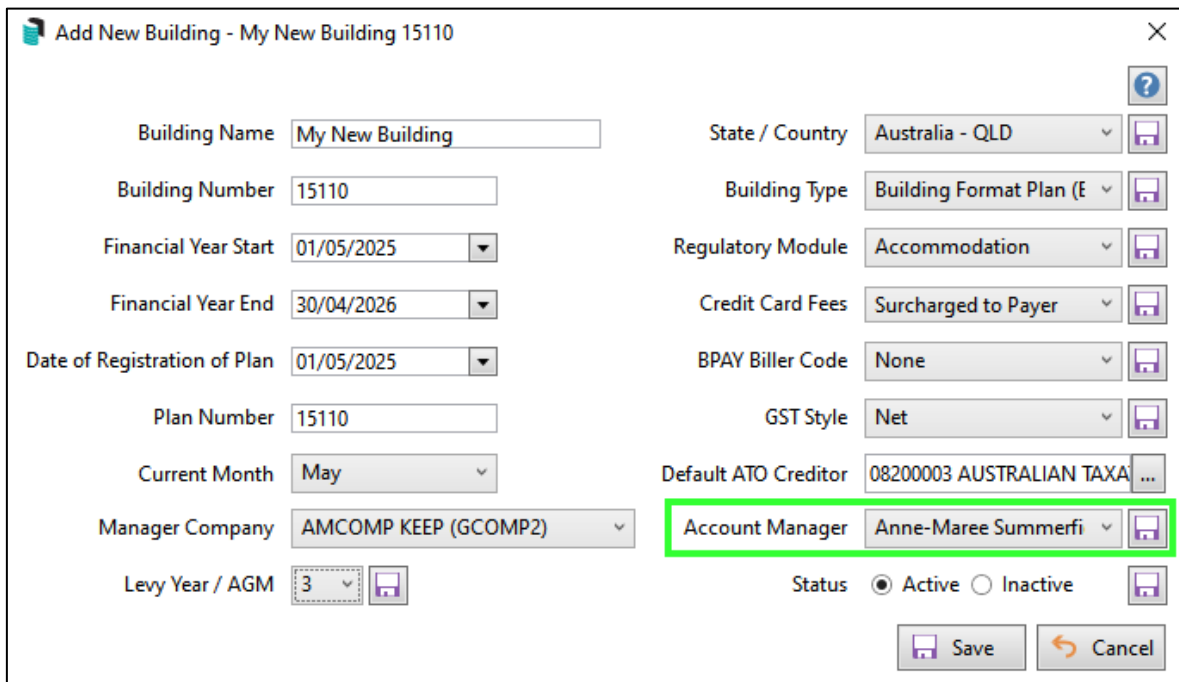
Period

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

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

5.2 Account Manager Default

The ability to set an Account Manager will now be available in the New Building (BCMax) screen. This value can be set as default by clicking the 'Save' icon. The value will be stored and pre-populated each time the New Building setup is accessed. This can be changed manually as required.



Add New Building - My New Building 15110

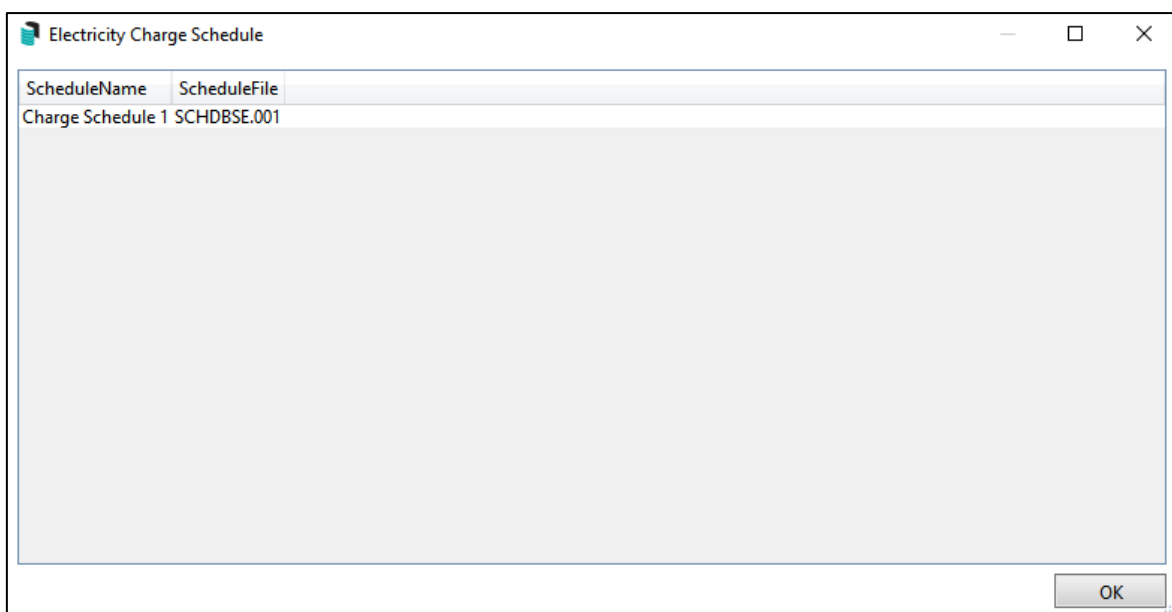
Building Name	My New Building	State / Country	Australia - QLD
Building Number	15110	Building Type	Building Format Plan (E
Financial Year Start	01/05/2025	Regulatory Module	Accommodation
Financial Year End	30/04/2026	Credit Card Fees	Surcharged to Payer
Date of Registration of Plan	01/05/2025	BPAY Biller Code	None
Plan Number	15110	GST Style	Net
Current Month	May	Default ATO Creditor	08200003 AUSTRALIAN TAXA...
Manager Company	AMCOMP KEEP (GCOMP2)	Account Manager	Anne-Maree Summerfi
Levy Year / AGM	3	Status	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

Save **Cancel**

6. Utility Billing – Create Custom Import Data

Create Custom Import Data will use the new Custom Schedule user interface. Navigate to Utility Billing / Options / Create Custom Import Data.

Click View Charge Schedule to view schedules.

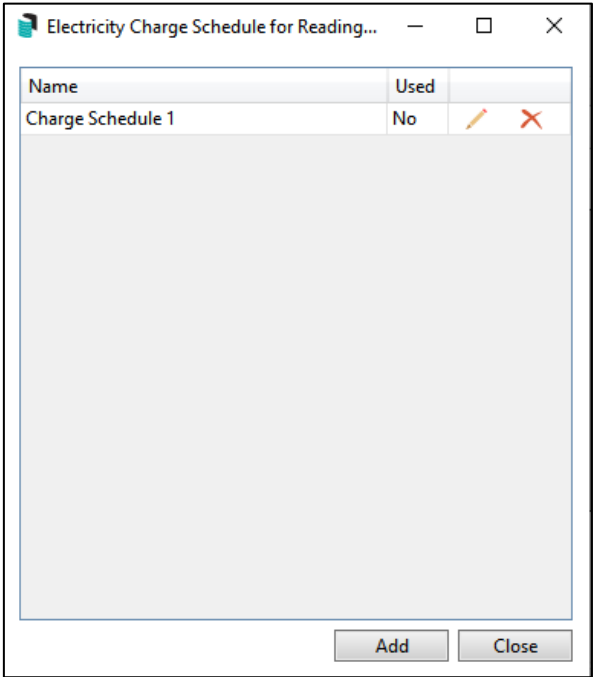


Electricity Charge Schedule

ScheduleName	ScheduleFile
Charge Schedule 1	SCHDBSE.001

OK

Click Edit Charge Schedules to edit a schedule or add a new one.



7. Help and FAQ Articles

The following articles have been created to provide further information.

- [Levy Management](#)
- [Levy Invoice Code Setup](#)
- [Merge Levy Notice Setup](#)
- [Levy Management FAQ](#)