

### Change a Levy Description

This article will assist you to change a Levy Description on a Levy, for example, you may need to change the description from Standard Levy Quarter 1 to Levy 1 July 20xx to 30 Sept 20xx.

Note that once a Levy Notice has been saved in your Document Management System or File Smart, the saved document will not change. **You cannot change the description on an already Posted Levy by Bulk.** 

#### **Bulk Change**

# Previously posted levies will have to remain as they are, however you can change the description of levies you are in the process of posting.

1. Go to the Levy icon and select 'Calculate Levies'. If you are entering these levies for the first time, you will enter the information as normal. At this point, you can enter a General Description or if one instalment, you can enter a description specific to that instalment. To adjust the instalment descriptions, tick the advanced box.



3. The advanced screen opens as below.

GST register	red owners corpo	ration selected		Enter	details of	standard levies-		Print Summary	
Enter Plan N	lo. or Street Name	e or Body Corpora	te Name.		First inst	alment due date	01/10/2021 🗣 🗸 Advanced 🔽	You must check the summary	of the levies before posting.
Owners Co The Champ 45 Sportsm COBURG	rporation 6666 sions an Road VIC 3058				Number	of instalments	4	Propose     Approve	ed
Select type ( ( Stand	:s Funds)	Amount to raise - Admin" Amount to raise - Sinking"			\$13,200.00 \$2,200.00 * Including GST	Print Summary			
C Admir		Description (optional)				Post Levies			
C Capit		Levy entitlement set			Levy Entitlement 💌	You may now post the levies	now post the levies that you have calculated.		
					Dated	f determination	01/10/2021		
Group			•			Levy year	01/08/2021 V To 31/07/2022 V	Post Lev	ies
Check & adj	ust advanced ins	talment posting							
Instalment	Due date	Admin	Capital Works	Total	Phantom	Previously pos	ed Description		Notes
1	01/10/2021	\$4,000.00	\$600.00	\$4,600.00			Quarterly Admin/Sinking Levy		1 Instalments marked as
2	01/01/2022	\$3,066.67	\$533.33	\$3,600.00			Quarterly Admin/Sinking Levy		phantoms will not be
3	01/04/2022	\$3,066.67	\$533.33	\$3,600.00			Quarterly Admin/Sinking Levy		ledgers
4	01/07/2022	\$3,066.66	\$533.34	\$3,600.00			Quarterly Admin/Sinking Levy		
									<ol> <li>Previously posted instalments will be reassigned to the new levy posting.</li> </ol>

4. If you open the screen and any previously posted levy is visible, then that levy may duplicate. You would have to go to Accounting > Adjustments > Search/cancel Levy Posting. Note that all of these changes/cancellations will show on the owners ledgers. The best course of action is to change the first date of instalment to exclude that previously posted levy.

## As a precaution, ensure you have created a back up that you can restore to, prior to posting levies.

5. If the instalments are editable, and have not yet been posted, double click at the end of the existing text to add or single click and it will overtype existing text

Description Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy 6. Add the required dates.

Description Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy January to March 2022

7. Print the Summary as normal and then Post the Levies.

#### Change to an Individual Lot

- 1. Go to Accounting > Adjustments > Levy Journal
- 2. Enter Lot and Plan or use Name etc to access required Lot records.
- 3. Click edit and highlight the Levy that requires a description change.

Date Due	Levy Type	Admin Debt	Admin Paid	Capital Works	Capital Works	Other Debt	Other Paid	Interest Paid	Interest Finalise A
V 01/01/2018	Standard	937.50	937.50	125.00	125.00	NIL	NIL	NIL	True
V 01/04/2018	Standard	1,000.00	1,000.00	156.25	156.25	NIL	NIL	NIL	True
V 01/07/2018	Standard	1,000.00	1,000.00	156.25	156.25	NIL	NIL	NIL	True
23/08/2018	Owner Invoice	NIL	NIL	100.00	100.00	NIL	NIL	NIL	True
1 27/08/2018	Owner Invoice	5.50	NIL	NIL	NIL	NIL	NIL	NIL	True
A 01/10/2018	Standard	1,000.00	NIL	156.25	NIL	NIL	NIL	NIL	False
1/01/2019	Standard	1,000.00	NIL	156.25	NIL	NIL	NIL	NIL	False
1/04/2021	Special	50.00	NIL	NIL	NIL	NIL	NIL	NIL	False
1/05/2021	Special	10,000.00	NIL	NIL	NIL	NIL	NIL	NIL	False
A									-

4. The details of the levy show on the screen as below

-1	evu details									
	Status	Normal				Debt	Paid	GST debt	GST paid	Interest paid
	Date due	01/10/2018			Admin Fund	1,000.00	NIL	NIL	NIL	NIL
	Levy type	Standard		•	Capital Works Fund	156.25	NIL	NIL	NIL	NIL
	Levy frequency	Quarterly		•	Other Fund	NIL	NIL	NIL	NIL	NIL
	Other fund		•	•	Description Qu	arterly Admin/	Capital Works Lev	/y		
	Group			•			🗇 Opening ba	lance arrears	🗖 Final	interest taken

EXIT

5. In the description field, edit as required.

Description Quarterly Admin/Capital Works Levy October to Dec 2018

- 6. Click the Save button
- 7. Click Exit to close the screen

22/10/2021 12:39 pm AEDT