

## Print a Miscellaneous Owner Invoice or Submeter Invoice

The article will assist you to print or reprint an Owner Invoice.

There are 2 methods, through either the Levy Icon or through Levy Journal.

Please read through the instructions before commencing any steps, to ensure this instruction will resolve your query.

Note - if you enter details in the tariff line in submetering, a reprint of the submeter invoice will not include this line.

## Levy Icon

**This method will reprint and/or email for all Lots.** From Version 14 and above, you can select to 'print and email' to all Lots by default method, or to only email to Lot who have email as default, or to Print all Lots invoices - refer Step 5 below.

1. Click on the Levy Icon in your toolbar



2. Select Issue Invoices or Issue Submetered Invoices, which ever is relevant



3. Enter Plan. Select month that relates to the date of the invoice on the Owners Ledger.

4. Untick Charge fee for invoice(s) if Owners Corporation is not to be charged, for example if the reprint of the invoice is due to actions of your agency. Untick 'save notices to file' if not required.

Levy Notices			- 0 -
📼 🤙			$\bigcirc$
Issue invoices One or multiple owners corporations?	Individual owners corporation Multiple owners corporations	Enter other options and details Issue Invoices for Espatialization	
Select owners corporation	651 registered owners copration selected Active Bioups: Enter Han No. of Street Name of Body Coporate Name Status Ham 3333 Hydrogen Proc. 2) Votatis Street FOTTS FOINT MSW 2011	Print in unit order (° Print in contact order (° Charge fees for involce(s) (° Saver notices to tile (° Delives Method Use default method (° Print & Email Email (° Print all (°	

5. Read delivery method carefully. Some versions differ. **Read the text beside each option.** Selecting 'Print all' ignores default methods on the owners card. If an invoice will not print and you have selected the correct Plan and month, you will need to 'print all' or check the delivery method selected.

Delivery Method—		
Use default meth	nod C	
Email	C	
Print all	. Ignore default method	

6. Click Finish, if you selected email, **the invoices will email now.** If you selected to print, a preview of the invoice will show on screen.

reckend	MISCELLANEOUS	NVOICE	
	Tax Invoice		
		Issued 24/09/2021 on behalf of:	
		The Owners Corporation of SP 3333	3
Mr Donald Duck Mickey's Mansior 1 Calisota Street Duckburg NSW	2099	Hordern Place 23 Victoria Street POTTS POINT NSW 2011 for Lot 4. Unit 4 Donald Duck	
Lot 4: key and swipte card is	sued	<b>GST</b> 14.09	<b>Total</b> 155.00
Chec	Amount Payable:	\$14.09 s Corporation of SP 3335	\$155.00

7. From here you can select the printer button to print, or the envelope to email. If you wish you are able to select the PDF button to save as a PDF to your desktop for emailing or printing later.



8. Click the Exit button to close the preview.

## Levy Journal

This method allows you to reprint an invoice for one owner only at a time. You may need to scan the printed invoice to email to the Lot Owner if you want to email.

1. Go to Accounting > Adjustment > Levy Journal



2. Enter Lot Owners Lot and Plan, or Name and click enter

-Select Lot/Owner-			
⊖ Unit/Plan ⊙ L	ot/Plan C Address C	Name 🔿 Lot Ref 🗌	
Lot No. Plan	No.		
2 444	4		

3. Locate the invoice to be reprinted and highlight it. You may need to scroll down the page if the list of levies and invoices is long.

Selected Let 2/Pan 4444 (ISST registered)     If Grappy Turkiti Let No.     If Grappy Turkiti Turkido Stars, ST Extended Stars, ST Ext	I 🗋 📝	n 🔳 🚺								
Date Due     Levy Type     Admin Pad     Capital Works     Capital Works     Other Pad     Interest Field     Interest Field       01/07/2017     Standard     552:50     200.60     200.60     NIL     NIL     NIL     Tue       01/07/2017     Standard     552:50     200.60     200.60     NIL     NIL     NIL     Tue       01/07/2018     Standard     552:50     200.60     210.60     NIL     NIL     NIL     Tue       01/07/2018     Standard     548:65     548:65     210.60     210.60     NIL     NIL     NIL     Tue       01/07/2018     Standard     548:65     548:65     210.60     210.60     NIL     NIL     NIL     Tue       01/07/2018     Standard     548:65     548:65     210:60     210:60     NIL     NIL     NIL     Tue       01/07/2018     Standard     548:25     548:25     216:30     NIL     NIL     NIL     NIL     Tue       01/07/2019     Standard     582:35	Selected: Lot 2 / C Unit/Plan (* Lot No. Pl	Plan 4444 (GST re Lot/Plan ⊂ Addr an No.	agistered) ess () Name ()	Lot Ref 2/Chang Chandos LEONAF	ony Tzatziki dos Towers, 1 s Street, ST RDS NSW 2065	∏ Sh ∏ Sh	ow unpaid levies o ow cancelled levie	nly s		
√11/1/2017     Standadt     522.50     522.50     200.60     201.60     NIL     NIL     NIL     True       √11/1/2017     Standadt     522.50     520.60     201.60     NIL     NIL     NIL     NIL     True       √11/1/2017     Standadt     548.65     546.65     210.60     210.60     NIL     NIL     NIL     True       √11/1/2017     Standadt     548.65     546.65     210.60     210.60     NIL     NIL     NIL     True       √11/1/2018     Standadt     548.65     546.65     210.60     210.60     NIL     NIL     NIL     True       √11/1/2018     Standadt     548.65     546.65     210.60     210.60     NIL     NIL     NIL     True       √11/1/2018     Standadt     548.65     546.65     210.60     210.60     NIL     NIL     NIL     NIL     True       √11/1/2018     Standadt     582.35     NIL     216.50     NIL     NIL     NIL     NIL     NIL <t< th=""><th>Date Due</th><th>Levy Type</th><th>Admin Debt</th><th>Admin Paid</th><th>Capital Works</th><th>Capital Works</th><th>Other Debt</th><th>Other Paid</th><th>Interest Paid</th><th>Interest Finalis</th></t<>	Date Due	Levy Type	Admin Debt	Admin Paid	Capital Works	Capital Works	Other Debt	Other Paid	Interest Paid	Interest Finalis
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02/01/2021 Owner Invoice 66.00 NIL NIL NIL NIL NIL NIL NIL True	01/10/2019	Standard	582.35	NIL	216.90	NIL	NIL	NIL	NIL	False
	02/01/2021	Owner Invoice	66.00	NIL	NIL	NIL	NIL	NIL	NIL	True

4. Click the Print button above the Lot and Plan number.



5. A preview shows. From here you can select the printer button to print, or the envelope to email. If you wish you are able to select the PDF button to save as a PDF to your desktop for emailing or printing later.

reckend MISCELLANEOUS	INVOICE	
Tax Invoic	e	
Mr Gregory Tzatziki Chandos Towers 2451 Chandos Street ST LEONARDS NSW 2065	Issued 02/07/2021 on behalf of Reprinted 01/10/2021 on behalf of The Owners Corporation of SP 4444 ABN 56003544107 Chandos Towers 1 Chandos Towers 1 Chandos Street STLECNARDS INSW 2005 for Lcl 2 Unt 2 GregoryTzatziki	
	GST	Total
Lot 2: Swipe backdated	6.00	66.00
<b>Amount Payable:</b> Cheques should be made payable to Rockend Str	\$6.00 sta Management - General Tisaf	\$66.00
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PDF, Word, Email,	Sidebar, Print	

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6. Click the Exit button to close the screen.

23/11/2021 6:52 pm AEDT