

# Creating special levies to correct errors made when entering lot owner positions

You can't adjust lot owner positions after you have locked the balances, but there are other options for fixing any errors you might have made when entering lot owner positions.

To reduce the amount owed by a lot owner, create a special levy for a negative amount.

- If you entered a lot owner as having arrears and later find out they are not actually in arrears, create a special levy with a negative amount for the value of the incorrect arrears. For example, if you had entered arrears of \$400 when doing opening balances, create a special levy for that owner for the amount of \$-400.
- If you accidentally entered interest owing or missed a discount you can create a special levy with a negative amount for the interest you entered or the discount amount you missed.
- If you create negative special levies to offset against a positive levy, you will need to use the Processing>Adjustments>From Credit function to complete the process. For full instructions, see the manual "Adjustments"

To increase the amount owed by a lot owner, create a special levy for a positive amount

- If you missed an upcoming levy that a lot owner owes, create a special levy for the amount owed.
- If you missed entering interest that is owed, you can create a special levy for the amount owed.