

If a lot owner has paid an upcoming levy that has a discount applied, they should be entered this way:

1. Enter the period *From* date here
2. Enter the period *To* date here
3. Enter the due date here
4. Enter the levy details here
5. Enter the levy total amount for the admin fund here
6. Enter the levy total amount for the capital works/maintenance/reserve/sinking fund here
7. Enter the total amount that would have been owing to the admin fund if there was no discount here.
8. Enter the total amount that would have been owing to the capital works/maintenance/reserve/sinking fund here if there was no discount.
9. Enter the discount amount that applies to the admin fund here – in this example there was \$60 for the admin fund and a 10% discount is applicable, so \$6 is entered here
10. Enter the discount amount that applies to the capital works/maintenance/reserve/sinking fund here – in this example there was \$40 for the capital works/sinking/reserve/maintenance fund, and a 10 % discount is applicable, so \$4 is entered here
11. The discount method is usually set to cash
12. The levy type shows here. Only standard levies may be entered in the upcoming levies area
13. The allocated credit amounts now show here

Owner Opening Balances

Editing the opening balances for 1 1 Pauline Bracks.

Arrears entry:  Summary  Aged

Arrears				Advances		
	Standard Levies	Special Levies	Interest	Admin	Unallocated Credit	Allocated Credit
Admin	\$0.00	\$0.00	\$0.00	Admin	\$0.00	\$60.00
Cap. Works	\$0.00	\$0.00	\$0.00	Cap. Works	\$40.00	\$40.00

Arrears Levies

Period From	Period To	Due Date	Details	Admin Amount	Cap. Works Amount	Discount Method	Type

Upcoming Levies (standard only)

Period From	Period To	Due Date	Details	Admin Am...	Cap. Works A...	Admin Paid	Cap. Works ...	Admin Disco...	Cap. Works ...	Discount Me...	Type
1/10/2018	31/12/2018	1/10/2018	Standard levy	\$60.00	\$40.00	\$60.00	\$40.00	\$6.00	\$4.00	Cash	Standard

Clear Save Close