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# STRATA Master Version 9.1 Release Notes

## **STRATA Master Version 9.1.2 Release Notes**

Corp – Committee	A change has been made to allow a lot to be self-nominated on the				
	committee tab.				
	When recording details in regard to a property you are now able to record				
	the number of primary and utility lots.				
	The information is displayed at the top of the Corp screen, to the right of				
	Registered and Total lots.				
	When upgrading, Primary lots will be prep-populated with the total number				
	of registered lots on each plan. To update the number of Primary and Utility				
	lots:				
Corp – Primary and Utility lots	Place the Corp screen in Edit mode				
	Record the number of Primary and Utility lots				
	Save				
	The primary and utility lot values can be viewed in Quick reports –				
	Corporations, in the columns to the right of lots.				
	Note: Where the total primary plus utility lots is not equal to the total				
	number of registered lots a message will be displayed on saving, and a				
	warning message will be displayed on the Corp – General tab.				
	Quick Report – Corporations Calculate Mandatory Audits for NSW has				
Mandatory Audit Report	been updated to calculate the audit requirement based on the number of				
	primary lots, not registered lots.				
	A new option has been added to the Meeting Attendance Register to Show				
Meeting Attendance Register	tenant details on the report.				
	Where a valid tenant is recorded on a lot the name of the tenant will be				
Show tenant option	displayed directly under the Owners' contact name on the report.				
	Note: Vote will always default to No.				
	The following issues have been resolved:				
	When running Quick Reports – Meetings – Show plans with 50% or more				
	valid tenancy Print Preview and Print Report had not been activated.				
	The Statement of Key Financial Information was not reporting Income				
	accurately or displaying correctly where the report was more than one page				
	per fund.				
Other Changes	Issuing a Section 184 could not be completed where the Funding Proposal				
	was recorded in a particular format.				
	• When recording a lease commencement date, you are now able to				
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record a future date.
• The Strata Roll Report will now display the local term in Terminology
for Executive Committee.

## **STRATA Master Version 9.1.1 Release Notes**

	To accommodate the change in terminology from Sinking Fund to Capital
	Works Fund the size of the columns for in the Account and Standard Fund
Database Change – Column size	Account tables has been increased for the Name and Description
	columns.

## STRATA Master Version 9.1.0 Release Notes

	All users will now have direct access to the STRATA Master Knowledgebase without the					
	need to enter credentials.					
	A new option is now available to access the STRATA Master Knowledgebase from the					
	Help icon in the Toolbar, in addition to the existing option in Help > Rockend Website >					
Knowledgebase	Knowledgebase.					
	in the lange sources for the source of the s					
	A new column has been added to the Committee tab on the Corp screen named					
	From Dard Lord F. Notes         Name         Reports         Method         Address         Name plane         Name         Earl         Notario         Name					
Corp – Committee	When adding a new committee member you are now able to record which lot nominated					
	the member.					
	When upgrading any existing committee members will have the new field set to <b>None</b> .					
Record the nominator	You are able to edit any existing members to record which lot nominated them to be					
	elected to the committee.					
	When recording a new member on the committee the <b>Nominated by</b> record must be					
	selected. Selection criteria includes any other lot in the plan or <b>None</b> .					
	The Nominator is displayed on the existing Committee Report and on the new Committee					
	Meeting Attendance Register.					
	A new warning message will be displayed on the both the Lot Owner screen and Corp					
	screen for any plans / lots where the nominator lot has changed ownership.					
Corp + Lot Owner screen	The warning on the committee members' lot where their nominators' lot has changed					
	ownership will read: Committee member nomination for this lot may be out-of-date.					
	The warning on the Corp screen will include reference to the members' lot number.					
Update warning messages	This warning will no longer be shown once the committee record is edited, or when the					
	member is removed from the committee.					

Lot Owner Screen	A new option named Notices delivery has been added to the Agent/Tenant/Leases tab				
Tenant Notice delivery method	This option is used to determine the tenants' preferred delivery method for Mail Merge				
	documents created through the Meetings data source.				
	On upgrade, all tenants will default to delivery method of <b>Print</b> .				
	Where a valid primary email address is recorded for the tenant contact a delivery method				
	of <b>Email</b> may be selected.				
	NOTE: This delivery method will also be utilised when NSW agencies Issue Notices to				
	tenants.				
	There are two new configuration screens available which will allow you to create default				
	messages to be included on any of the following notices issued through the Levy Wizard:				
	Levy Notice				
	Issue Statement				
	Debt Recovery (Manual and Staged without template)				
	Owner Invoice				
Levy Wizard Messaging	Submeter Invoice				
	Users with the required security access to the Configuration menu should complete the				
Set Agency and/or plan defaults	following steps to utilise default levy wizard messages from the Levy Wizard.				
	Setup Messages				
	Configure > Agency > Option # 3				
	Place the screen in Edit mode, tick the checkbox labelled Levy Wizard Messages, and				
	Save. Levy Wizard messages Use default wording Select this option to automatically display messages on notices, statements and invoices issued from the Levy Wizard. To customise your agency and/or owners corporation default messages launch Configure > Levy Wizard Messages.				
	Configure > Levy Wizard Messages > Agency				
	Place the screen in Edit mode and record default messages for each notice type, and				
	Save.				
	This will establish a default message for notices issued from the Levy Wizard.				
	Configure > Levy Wizard Messages > Owners Corporation				
	Select the Owners Corporation, place the screen in Edit mode, record default messages				
	for each notice type, and Save.				
	This will establish any plan specific messages for notices issued from the Levy Wizard.				

	8- Levy Wizard Message Configuration : Agency Settings
	The wording rescribed on this scores will be displayed on the message section of nutices, statements and invoces.
	Where an owners corporation requires geodic sounding you can set this up in Carlingure > Levy Watand Hessages > Owners Corporation. Where no plan agouits wording exacts the spin-rc and all-wording on this source word. Next: The automatics are dimensing on motions and finite worded in Carlingure > Carlinn # 3 bits of Agency Configuration.
	Levy forder minutes
	Lefter result message
	Debt Recovery - Manual or Statement style nessage
Levy Wizard Messaging	Statement message
	- Cover invico nessige
	0
Set Agency and/or plan defaults	Submetter invocar metsage
	Utilising Default Messages
	When issuing any of the five notice types (listed above) the messages will be produced
	based on the following priority:
	The wording will be based on the Owners Corporation configuration
	• Where no Owners Corporation message is set, the agency message will be used.
	Where no Agency message is recorded users may continue to manually record a
	message.
	When issuing notices for an individual plan, the default wording will be displayed in the
	Additional comment for notices text box.
	Where agency default messages exist a label will be shown on screen Agency default
	exists
	When issuing notices any text which is manually recorded in the additional comments box
	will be displayed on the notices.
	<b>NOTE:</b> Where the font/size is set to MS Sans Serif - 10 pt you are able to display 736
	characters including spaces in the message.
	In response to recent price increases by Australia Post, Macquarie Bank have introduced a
	\$2.75* processing fee to owners who pay DEFT levy notices by Post Billpay at an
	Australia Post outlet.
	The following changes have been made:
	Bank Configuration
	The Post Billpay transaction identifier recorded for Macquarie Bank has been changed to
	442, as instructed by the Bank.
	MBL levy notice slip
	When issuing this notice type the Post BillPay barcode will read an amount due of \$2.75
	more than the amount shown in the <b>Amount Due</b> section of the notice.
Macquarie Bank - DEFT Update	Additional wording is shown on the notice to advise owners of the processing fee.
	Flexible Payment Slip
	When issuing this notice type the Post BillPay barcode will read an amount due of \$2.75
Australia Post surcharge	more than the amount shown in the <b>Amount Due</b> section of the notice.
	Any pre-printed stationery stock will need to be updated to display the wording: Payments
	made at Australia Post will incur a \$2.75 DEFT processing fee.

	Deposit Slips – Barcode & OCR						
	Any deposit slips produced for payment at Australia Post will also incur the processing						
	fee.						
	lt is important that when making deposits through Australia Post that the surcharge is paid						
	on top of amounts pre-receipted into STRATA Master to ensure you receive the full						
	amount of the receipt into the bank account.						
	When auto-archiving General Meeting documents from STRATA Master to fileSMART you						
Publish General Meeting Document on Portals	may now elect to publish the document(s) to the Owners and/or the Committee.						
	There have been two new columns added to the Contracts Register to allow users to						
	record if a Reminder has been issued to the Committee and/or Owners to advise them of						
	the contract expiring.						
	The columns are named:						
Registers - Contracts	Communication sent						
	Date sent						
	The two new columns are also displayed in the Quick Report – Registers ~ Show						
Date and Notification Sent	contracts						
	A new Reminder has been created for the notifying of Committees and/or Owners prior to						
	the expiry of an Agency Agreement.						
	To allow immediate use of the new Reminder, during upgrade the Communication sent						
	column for Agency Agreements will be set to No.						
	When issuing a Status Certificate STRATA Master will now record the plan / lot number,						
	name of requestor and the date and time the certificate was produced.						
	This detail can be viewed in Quick Reports – Lots ~ Show status certificate history.						
	To simplify the process of updating levy arrears for settlement a new workflow can be						
	initiated from the Lot Owner screen to calculate the arrears as at the settlement date.						
	Lot Owner Screen						
	<ul> <li>In Read Only, or Edit mode Select the Update Certificate button.</li> </ul>						
Jpdate Status Certificate Workflow	<ul> <li>The name of the last requestor and the date of that request (for the selected lot) is</li> </ul>						
	displayed on the Update screen.						
Report and record arrears	b Update Status Certificate						
	Original certificate issued to:						
	Conveyancing Company						
	Status Certificate Issued 21/10/2016						
	Date of Settlement						
	OK Cancel						
	Enter the Date of Settlement and Click <b>OK</b>						

	da	ate of settlemen	t, and in	cludin	a anv l	evies	which fa	all due b	v or on th	at date i	n the
		tal balance.	t, and m	ordani	ganyi	01100			y or on a		
	Strata 1	Management	Current Ov Ms Sarah	Jane Morg			Strata SYDNE Ph: +8 Fax +8 admin@lookatmy	Management VC Box 99999 VSW 2000 1 2 4141 4141 1 2 4141 4142 shiata.com.au			
			The Owner								
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	Date	Details	Administrative C Fund duebaid Fit	spital Works ind duepaid	Unallocated	interest paid	Total	Balance (-)prepaid			
		Balance brought brward Quarterly Admin/Sinking Levy	0.00 650.00	0.00 200.00	0.00 0.00	0.00	0.00 760.00	0.00 760.00			
	01/04/2016	Levy payment for 4/4444 Quarterly Admin/Sinking Levy	+540.96 650.00	-196.71 200.00	0.00	12.33	-750.00 750.00	12.33 762.33			
	04/06/2015	Levy payment for 4/444 Levy payment for 4/444	-18.25 -540.79	-6.64 -198.66	0.00	0.00	-25.00 -737.44	737.44			
	01/08/2015	Quarterly AdminiSinking Levy Levy payment for 4/4444	550.00 -550.00		0.00	0.00	750.00	750.00			
	01/01/2016	Quarterly Admin/Sinking Levy Quarterly Admin/Sinking Levy		200.00 166.00	0.00	0.00	750.00	760.00			
	11/02/2016 01/04/2016	Levy payment for 4/4444 Quarterly Admin/Sinking Levy	825.00	-234 94 185 00	0.00	40.36 0.00	-1,000.00 990.00	780.36 1,770.36			
	02/06/2016	Fire Safety Updates as per Inspection Requirements		3,000.00	0.00	0.00	3.000.00	4.770.36			
	04/07/2016	Quarterly Admin/Sinking Levy Lot 4: Interest on arreads to 04/07/2016	24.75	0.00	0.00	0.00	24.75	5,780.36 5,785.10			
		Lot 4: Interest on arreads to 04/07/2018	0.00	4.95	0.00	0.00	4.95	5,790.05			
		payemnt received Quarterly Admin/Sinking Levy	-660.29 825.00	-130.06	0.00	0.00	-780.36 990.00	5,009.70			
	06/11/2016	Current balances excluding interest Administrative Fund Capital Works Fund Unallocated Money Fund		9.95							
		Interest due as at 21/11/2016	5.99	9.70 2.94							
		Current balance including interest	\$6,28	2.64							
Report and record arrears	vi	ewed in Quick Re	eports –	Lots	∼ Sho∖	<i>w</i> sta	tus certi	ficate hi	story.		
	4444	4 4 Chandos Steet 1 Dha 4 4 Dhandos Steet 1 Dha	ndos I overs	уансинд Солцы	ry 21/10/2016 08/11/2016	5 19 41 PM 5 4853 PM	<b>\$5,282.64</b> 21	/11/2016			
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		settlement.		i i ali (		weer		e of run	ning the i	eport an	u the

## NSW Legislation

Fund, previously known as the Sinking Fund.         Terminology       Reports, messages and on screen labels have been updating to ensure the correct terminology is used consistently throughout the program.         Sinking to Capital Works Fund       NOTE: We have not made changes to any transaction records in STRATA Master, where levies have been posted using the term 'Sinking Fund' these are unchanged. Executive Committee is now referred to as the Strata Committee. The change to the term in Terminology has been completed on upgrade for all New South Wales client term in Terminology has been completed on upgrade for all New South Wales client term in Terminology has been completed on upgrade for all New South Wales client term in Terminology is used to her Committee! Owners in regard to an upcoming agency agreement sen provided to the Committee! Owners in regard to an upcoming agency agreement sen recorded in the Contracts Register.         Anew Reminder       A new Reminder has been added to allow agencies to track If the required notice has provided to the Committee! Owners in regard to an upcoming agency agreements an recorded in the Contracts Register.         When your contracts are recorded, you must then launch Manage – Reminders and your preferences to include the Reminder and change the default alerts if required. The default settings are: <ul> <li>1<sup>11</sup> Reminder - 120 days prior to the expiry date of the contract</li> <li>2<sup>10</sup> Reminder - 100 days prior to the expiry date of the contract.</li> </ul> Agency Agreement Reminder     You are able to identify the type of Reminder by looking in the Function column, and will show whether it is the Agency Agreement notification which is overdue, or the Contract lisoft.         Cont	NSVV Legislation				
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Sinking to Capital Works Fund       NOTE: We have not made changes to any transaction records in STRATA Master, where levies have been posted using the term 'Sinking Fund' these are unchanged. Executive Committee is now referred to as the Strata Committee. The change to the arm in Terminology has been completed on upgrade for all New South Wales client A new Reminder has been added to allow agencies to track if the regirden dottee has provided to the Committee/Owners in regard to an upcoming agency agreement are recorded to the Committee/Owners in regard to an upcoming agency agreements are accorded in the Contracts Register.         Agency Agreement Reminder       11 <sup>12</sup> Reminder - 120 days prior to the expiry date of the contract         Agency Agreement Reminder       11 <sup>12</sup> Reminder - 90 days prior to the expiry date of the contract         Agency Agreement Reminder       You are able to identify the type of Reminder by looking in the Function column, and will show whether it is the Agency Agreement notification which is overdue, or the Contract itsef.         Cont       You may continue to monitor the Agency Agreement expiry through the Reminders I taking the Contracts to also be tracked.         To facilitate the running of Strata Committee Meetings a new report has been added to also be tracked.       To facilitate the running of Strata Committee Meetings a new report has been added to also be tracked.	Terminology	Reports, messages and on screen labels have been updating to ensure the correct			
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recorded in the Contracts Register.         When your contracts are recorded, you must then launch Manage – Reminders and your preferences to include the Reminder and change the default alerts if required. The default settings are:         11 <sup>st</sup> Reminder - 120 days prior to the expiry date of the contract         2 <sup>rd</sup> Reminder - 90 days prior to the expiry date of the contract         Agency Agreement Reminder         You are able to identify the type of Reminder by looking in the Function column, and will show whether it is the Agency Agreement notification which is overdue, or the Contract itself.         Agency Agreement Reminder         Cont         You are continue to monitor the Agency Agreement expiry through the Reminders I to king the Contracts to also be tracked.         To facilitate the running of Strata Committee Meetings a new report has been adde the Formatted Reports Menu, under Strata Mgt Reports caled Strata Committees		provided to the Committee/Owners in regard to an upcoming agency agreement expiry.			
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When your contracts are recorded, you must then launch Manage – Reminders and your preferences to include the Reminder and change the default alerts if required. The default settings are:         • 1*1 Reminder - 120 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder - 90 days prior to the expiry date of the contract         • 2 <sup>nd</sup> Reminder         You are able to identify the type of Reminder by looking in the Function column, and will show whether it is the Agency Agreement notification which is overdue, or the Contract itself.         Cont         Cont         Cont         You may continue to monitor the Agency Agreement expiry through the Reminders I ticking the Contracts to also be tracked.         To facilitate the running of Strata Committee Meetings a new report has been adde the Formatted Reports Menu, under Strata Mgl Reports called <b>Strata Committees</b>		recorded in the Contracts Register.			
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• 1** Reminder - 120 days prior to the expiry date of the contract         • 2** Reminder - 90 days prior to the expiry date of the contract         • 2** Reminder - 90 days prior to the expiry date of the contract         • *** Reminder - 90 days prior to the expiry date of the contract         • *** Reminder         • *** Reminder - 90 days prior to the expiry date of the contract         • *** Reminder					
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ticking the Contracts to also be tracked. To facilitate the running of Strata Committee Meetings a new report has been adde the Formatted Reports Menu, under Strata Mgt Reports called <b>Strata Committees</b>					
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the Formatted Reports Menu, under Strata Mgt Reports called Strata Committees		ticking the Contracts to also be tracked.			
		To facilitate the running of Strata Committee Meetings a new report has been added to			
		the Formatted Reports Menu, under Strata Mgt Reports called Strata Committees			
Meeting Attendance.		Meeting Attendance.			

	When producing the report you must select:
	Owners Corporation
	Meeting date
	Arrears cut off date
	The report will show the following details:
	Lot / Unit number for the Member
	Contact name
	Position on the Committee
Committee Meeting Attendance Report	Voting rights Name on Title
	Nominators lot number
	Lot arrears / prepaid as at the arrears cut off date
	• Lot arrears / prepaid as at the arrears cut off date
	Strata Management Research
	Strata Committees Meeting Attendance Faults 2 et al. Meeting date: 121/2016 Arrears cutoff date: 24/11/2016
	The owners Corporation SP 2222 22 Wexcer Laws, UNI-SPOOL, KWR 2129 Let Unit UE Contact name Position York Name on the Lot Nominated Koninated by Liprepaid
	2         2         200.00 Plase Mounting         Servicely         Yes         6.00         6.00           1         1         200.00 Yes         Chainmain Treasure         Yes         Robundance (str.4)         6.00
	2 Total 0.00 010
	NOTE:
	• Voting is determined using the financial status of the members lot and the
	nominators lot as at the arrears cut off date
	• Where the nominators' lot is recorded as <b>None</b> the financial status is determined
	only on the members lot.
	The new Act allows an Owners Corporation to determine if they wish to offer payment
	plans to owners.
	To enable the recording and reporting of this information additions have been made to
	the Financial tab on the Corp screen.
	To record Payment Plan details, place the Corp screen in Edit mode, Select the checkbox
	and record the details of the Payment Plan in the text box provided, then save.
	Debt Recovery
	Exclude all lots from debt recovery
Corp - Record Payment Plan	Debt collector
	ban Bannermans Lawyers
	Payment Plan approved
	Payment Plan conditions
	×
	This information can be queried and viewed in Quick Reports – Corporations.
	The new Act requires the Information Certificate (Section 184) to provide a method to
	fund Capital Works where the funding plan has not been adhered to.
	To enable the recording and reporting of this information on a plan basis in the Section
	184 Certificate, additions have been made to the Financial tab on the Corp screen.

Corp - Record Funding Proposal Plan	To record Funding Proposals, place the Corp screen in Edit mode, Select the checkbox
	and record the details of the Funding Proposal in the text box provided, then save.
	Record proposals for hunding matters  Proposals Proposals
	The details recorded in the text box will be merged into the Section 184, Section 7 utilising
	the merge field << fundingproposal >>.
	This information can be queried and viewed in Quick Reports – Corporations. The new Act allows an Owners Corporation to appoint a Strata Renewal Committee.
	To enable the recording and reporting of this information additions have been made to
	the Financial tab on the Corp screen.
	To record if a Strata Renewal Committee has been formed and to record any details in
	regard to the Committee, place the Corp screen in Edit mode, Select the <b>Strata Renewal</b>
Corp - Record Strata Renewal	Committee checkbox and record the details of the Committee in the text box provided,
Committee	then save.
	Strafa renevval committee  Strafa renevval comment
	The details recorded will be merged into the Section 184, Section 1 utilising the merge
	fields <> will display Yes or No based on the checkbox and <> will merge the comments
	recorded in the text box.
	This information can be gueried and viewed in Quick Reports – Corporations.
	Section 95 (4) of the Act requires any plans with an Annual Budget of \$250,000 or more or
	100 or more registered lots to complete a mandatory audit at the end of the financial year.
	Part 3 – Clause 21 of the Regulations expand on the way to calculate the Annual Budget,
	where the plan does not have 100 or more registered lots.
	In many cases it will be simple to make this determination, for example where there are
	more than 100 registered lots or where they have bank balances or levies due totalling
	more than the \$250,000 threshold.
	To easily produce a list of plans which require a Mandatory Audit STRATA Master will take
	all opening cash balances <b>less</b> prepaid levies <b>plus</b> receipts and any unpaid levies for the
	financial year.
	A new output has been added to Quick Report – Corporation named Calculate
	Mandatory Audits for NSW.
Mandatory Audit Report	Dir         Ourick Reports           Image: State Control         Image: State Contro         Image: State C
	Hanagati <sup>®</sup> <sup>®</sup> Managati plane <sup>®</sup> Ummanagati plane <sup>®</sup> All plane <sup>®</sup> Calculate Mandetay Audit for NSW <sup>®</sup> Calculate Mandetay Audit for NSW <sup>®</sup>
Quick Reports - Corp	2020         2071 64 00         Ven         1827 440100         Mill         4         Lex Lafeet           2021         2071 64 00         Ven         1928 James Books         190         190         James Books           4444         2001 1521         Ne         Ne others and         KE/L         190         James Books           5945         2005 1521         Ne         Ne others and         KE/L         190         James Books
	To produce a list of plans requiring the mandatory audit, enter a financial year end (in the
	past).
	To report on multiple year ends, you can enter each year end to be reported and select
I	

I	the <b>Add to search</b> icon.
	All plans with a financial year end matching the date entered (date and month only) will b
	displayed providing two columns identifying:
	Mandatory Audit Required column displays Yes or No
	<ul> <li>Audit Reason column will display the method used to reach the outcome, as sho</li> </ul>
	below.
	Criteria Audit Req'd Audit Reason
	< 100 registered lots + < \$250,000 No No criteria met
	> 100 registered lots + < \$250,000 Yes # Registered lots
	< 100 registered lots + > \$250,000 Yes \$\$ calculation
	> 100 registered lots + > \$250,000 Yes # Registered lots
	The new Act has introduced a new Form to be issued when a Strata Information
	Certificate (previously known as Section 109) request is received.
	The new template Section184.doc has been included in the Templates folder when
	upgrading. This new template <b>has not</b> been attached to the Association Type Strata Pla
	NSW as you may wish to customise the template prior to use.
	To change the default template used when issuing a Status Certificate users with the
	required security access to the Configuration menu should launch the Association Type
	screen and complete the following steps:
	Place the screen in Edit mode
	<ul> <li>Click on any Association types setup for Strata Plan – NSW</li> </ul>
	Update Status Certificate to Section 184 - NSW
	Update <b>Template</b> to the name of the template file e.g Section184.doc
	• Save
	Name         Status Centificate Name         Jurisdict         Edit           Community Association         Section 205 - NSW         NSW         NSW           Community Titler Sch         Section 205 - S206         QLD         Name         Strata Plan
	Community Titler Sch., Section 139: SA SA Home Unit Company Section 139: SN NSW Neighbourdo Arso, Section 26: NSW NSW Certificate
	Ovinies: Corporation Section 151 - VIC VIC     Owners: Corporation 2. Section 151 - VIC VIC     Precinct Association Section 25 - NSW NSW     Multiple templates to be separated by a comma
Status Certificate	Strata Corporation Section 11 - SA Strata PHon Section 109 - NSW NSW Strata Scheme Section 133 - WA WA Unit Tde Section 36 - W7 N7 N7 Unit Tde Section 36 - W7 N7
	Unit Tile Section 36 - NZ NZ Include tenants in GM notices Unit Plan Section 37 - NT NT Additional Units Plan Section 119 - ACT ACT Template
Section 184	When launching the report from the Formatted Reports menu, if you wish to update the
	name of the report users with the required security access to the Configuration menu
	should launch the Terminology screen and complete the following steps:
	Place the screen in Edit mode
	Click on any Status Certificate in the Standard term column
	Update Status Certificate to Section 184
	Save
	The new merge fields included in the template are as follows:
	<< fundingproposal >> - Details recorded in Corp – Financial
	<< StrataRenewalCommittee >> - Details recorded in Corp – Financial
	<< StrataRenewalComment >> - Details recorded in Corp – Financial
I	

I	
	<> - Lists unpaid owner invoice values
	<> - Lists unpaid owner invoice dates
	<> - Total of unpaid owner invoices
	<b>NOTE:</b> The list of unpaid owner invoices is completed under Section 11 of Section 184.
	This list excludes submeter invoices.
	The new Act introduces new rights for tenants in Strata Schemes.
	A number of changes have been made which allow a <b>valid tenant</b> to receive meeting
	notices and be included in a calculation to determine the requirement of a Tenant
	Representative on a plan by plan basis.
Tenente	A valid tenant in STRATA Master is based on the following criteria associated with the
Tenants –	Agent/Tenant/Leases tab on the Lot Owner Screen
What is a valid tenancy?	Owner occupied checkbox is not ticked
	Commencement date for a lease is recorded against the lot
	Tenant contact details are recorded
	General Agent/femal/Level Laves Notes Notes Data Data Data Data Data Data Data Dat
	Anus-Radio/Coner
	147 Devalut, Steel 13 LEONARGS KIW 2005.
	Notes
	Per and Present Leases
	Internation
	Where more than 50% of registered lots in a Strata Plan have a valid tenancy, a Meeting
	of Tenants may be held to elect a Tenant Representative to be part of the Strata
	Committee.
	As the Meeting of Tenants must be held prior to the Annual General Meeting, the method
	to determine if the meetings must be held has been added to the existing Quick Reports –
	Meetings search.
	To view a list of plans which must hold a Meeting of Tenants select the new output option
	Show plans with 50% or more valid tenancy.
Quick Reports – Meetings	
	Any plans which have 50% or more lots with a valid tenancy and have a meeting scheduled
	in Meeting Register will be displayed.
Identify plans with 50% or more tenancy	Coporation Lots Peptine Insurance II.1.1.1 Recepts Pennetic Contacts Orlinoces Ceditor Meetings Onum Coporation Detail. Output Option
	Plan.Na.         Manager (Sector All)           Sect No         Sect No           Sect No         Sect No
	Tem         Postude         ^* Don-tabl         Holds invest [0:1680/VVV 3] - 1o [0:5680/VVV 3] - Management and [0:5680/VVV 3] - 1o [0:5680/VVV 3] - Management and [0:5680/VVV 3] - 1o [0:5680/VVV 3] - Vest and die [0:5680/VVV 3] - 1o [0:5680/VVV 3] - Vest and die [0:5680/VVVV 3] - Vest and die [0:5680/VVVVV 3] - Vest and die [0:5680/VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV
	Manggot Manggot plans C Umanaged plans C Ad plans
	Part II Addens by control Manager I. No. of Art.   Provided every etc.   Meeting larger   Standa   Meeting date
	Plan B. Addens this soldware. Ministerin Ministerin Expension Review Meetings
	To reduce the search results you may enter further criteria such as Meeting Type, Meeting

I	date and so on.
	The existing Mail Merge for Meetings has been expanded to include a new option <b>Show</b>
	lots with a valid tenancy.
	This option will return a list of lots which have a valid tenancy, and will allow you to select
	Tenant contact details to create a Meeting notice if required.
Reports - Mail Merge	This will enable you to issue a Meeting of Tenant notice via Mail Merge.
	Where you need to differentiate recipients by delivery method you may select the relevant
	delivery method for the tenant contact.
Meeting of Tenants	Search for Meetings - C
	Meetings
	GST unregistend owners coposition selected     Cetter Plan No. of Sheet Name or Body Coposite Name.     Meeting type     Select All     Meeting date     DD/MM/YYY (b] •
	Structs There 2022  Structure Lines  St
	Manager Select AI     Sheet     Sheet
	Town Platcode Plan No Lot Addees Lot Addees Lot Addees Lot Addees Name Salutation Addees
	Z222         1         1         1/22 Wesc.         LVEBPOL         Hit a Burs.         Duroset         2/22 Wesc.           2222         2         2         2/22 Wesc.         LVEBPOL         Mchael Cak         1         Paramet.
	Tenants in NSW Strata Schemes must now receive a copy of all general meeting notices,
	regardless of the percentage of tenanted lots. The Act allows for the delivery of these
	notices to be via the Notice Board but this will not be possible in all plans.
	To enable tenants to receive a copy of a general meeting notice (excluding any meeting
	attachments) users with the required security access to the Configuration menu should
	launch the Association Type screen and complete the following steps:
laous Avenda	
lssue Agenda	Place the screen in Edit mode
	<ul> <li>Click on any Association types setup for Strata Plan – NSW</li> </ul>
	Tick Include tenants in GM notices
Include Tenants	Save
	Edit
	Name Status Status Section 184 - NSW
	Certificate Template [Section184.doc
	Multiple templates to be separated by a comma Jurindiction NSW
	Additional
	Template
	When issuing an Agenda for any general meetings linked to an Association type with the
	Include tenants in GM Notices selected, the distribution list will display any valid tenants
	in the distribution screen.

1	D. Distribute Agenda - D
	8 bits will be enailed
	A for will be prived IP Piet malling page 2 meters will be enabled 3 meters will be enabled 3 meters will be prived 3 meters will be prived
	Lot II Unit II Name Enal address Part Enal Name A 4 4 Sash Jane Morgan sental/@ordessonab.com.au Pd
	5     5     Maray Lindle James     iental/@professionals.com.au     26     □       6     6     Data Main Pip-Lid     ie/de@dataman.com.au     □     27
	7     7     David Campon Buyers     dord @buyers con.su     Image: Constraint of the
	10     10     Arithory John Michell     ientabliggedessonals con au     20       11     Storage A     Romany Jane Blown     isotemic digenessonals con au     20
	12 Stoage B Sankh Jane Morgan Sankhargan (Qinorgan con 2014) 13 Stoage C Data Main Ply Uid info@datasanan con au 2016
	14 Stronge D Data Main Phy Ud w/o@datamain.com.au
	1     1     Marco Malandi     marco melandicity prantile con au     Image: Control of the control of th
	Charge fees for printing     One Cancel     Cancel
	The tenants are shown at the end after the owners, and will display the delivery method
	as selected for the Tenant contact on the Agent/Tenant/Leases tab on the Lot Owner
	Screen.
Issue Agenda	
	The tenant details are displayed blue as will the label count to help identify the tenants
	separate to the owners.
	When sorting on the distribution screen the sort will be completed within the Owners list
	and Tenants list separately.
	When incluing the notice STRATA Meeter will issue a notice with any attachments to
	When issuing the notice STRATA Master will issue a notice with any attachments to
	Owners and a notice <b>without</b> attachments to Tenants.
	Charges for printing and emailing agendas for tenants will apply at the same rate per page
	or per agenda charged for issuing owners agendas.
	NOTE:
	• When archiving the meeting notice, only a full copy of the notice (as issued to the
	Owners) is archived.
	• If required, you may issue a full agenda to tenants via email by including them as
	Additional contacts on the notices tab.
	When printing an agenda the owners and tenants agendas will be sent to the printer
	The new Act now requires a new financial report to be distributed to Owners to be tabled as a single print job.
	at the Annual General Meeting. See the Help File for further details in regard to the new
	report.
	The Statement of Key Financial Information can be produced from either the Formatted
	Reports or AGM Preparation menu.
	AGM Preparation defaults the report to be produced first, but the report is not selected
	by default.
	To change the order or inclusion of AGM Preparation reports launch the Manage – AGM
•	

	Preparation screen and change as required.
Statement of Key Financial Information	
	No. The second secon
	Notes are recorded on the report to explain how the amounts are determined, and
	whether GST is included/excluded from the report based on the GST status of each Owners Corporation.
	NOTE: When determining the total income for the period, STRATA Master excludes any
	receipts created during the opening balance process.

#### Other Changes

The following issues have been resolved:

Opening Balance Entry – Preview	<ul> <li>After previewing financial reports where the user opts to change entries prior to</li></ul>
Reports	posting, in some circumstances transactions were being removed in error.
Deleting Agents or Tenants	<ul> <li>Users were unable to delete an Agent or Tenant due to an error recording the action in the Audit Trail.</li> </ul>

08/12/2016 2:20 pm AEDT