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# Basic Steps to Setting Up a New Plan or Owners Corporation

This article will assist with the overview of details that need to be entered and the order in which to enter them. The order of entry is important to the efficient and fault free functioning of Strata Master. If using this article, some experience is assumed of various functions of Strata Master along with navigation around Strata Master.

It is recommended that training be undertaken by any new user of Strata Master prior to setting up an Owners Corporation. Contact training for further details by email on education.apac@mrisoftware.com or log into our website using this link Rockend Customer Lounge - MRI Software | AU

NOTE - There are a number of steps, and the process will take some time, so this article is a BRIEF list of steps. If you require a more in depth detail of steps, it may indicate training is required.

Once the details in this article are entered, the financial details will need to be entered if this is not a new development. The financial details are called Opening Balances and once again, **training should be undertaken in Opening Balances**. Support can assist with specific and individual queries encountered while entering opening balances, but are unable to assist with the whole process. Support does not provide training.

# **Checklist of Information Required**

Documentation Required prior to Entering a New Owners Corporation into Strata Master -

- A bank account name, account number and BSB number for the bank
- A copy of the current Insurance Policy for the scheme
- A copy of the latest Insurance Valuation if available
- A copy of the Registered Plan showing the Schedule of Unit of Entitlements
- The ABN and Tax File No of the Corporation
- The GST Registration Status of the Corporation and method of reporting to the Taxation Authority The common property Title Deed
- Name, address and contact details of the original owner, the builder and the developer
- Lists of all owners names, addresses and contact details
- Names, address and contact details for real estate agents managing lots in the scheme

## The Procedure

### 1. Add the Corporation Bank Account

Go to Configure > Bank Accounts > Click the Add button > Enter details and tick boxes for Active and Operating Account. Note that the Plan number is not linked at this stage.

Bank Account	s Configuration	Read Only Mode			
•		6		Show only active bank	accounts
Bank	Branch	Account Name	Account No.	Strata Plans	
Macquarie Bank	Sydney	Rockend Strata Manag	9876-54321	4444, 2468, 7777, 88	88, 9999
Macquarie Bank	Sydney	Rockend Strata Manag		3333	
Macquarie Bank		Investment Account - S		4444	
Macquarie Bank		Investment Account - S		4444	
Macquarie Bank		Investment Account - S		6666	
Macquarie Bank		Investment Account	4548-46383	6666	
Macquarie Bank		Mac Invest	0393-81716	3333	
Westpac Bankir		Westpac Super Saver	77-6655	3333	
Macquarie Bank		Macquarie Invest - Capi		7777	
Macquarie Bank		Macquarie Operating A	3456-78875 0987-62346	6666 8888	
Macquarie Bank Macquarie Bank		Super Saver Investment Investment Account - S		2222	
Macquarie Bank Macquarie Bank		The Owners of Strata P	4585-55688	2222	
Macquarie Bank	Sydney	Investment Account - S	9098-64552	5555	
Macquarie Bank	Perth	Owners of Strata Plan 6	0676-76767	6767	
< .					>
Read Only					
				Operating Account	
Bank	MBL	r BSB 345-789	3	Last receipt no. 0	
Account no.	4585-55688	Branch Sydney		Last cheque no.	
Account name	The Owners of St	rata Plan 6723		Bpay biller code	
Allocated BSB		Allocated account		PayWay biller code	

#### 2. Add the Insurance Creditor

Go to Manage > Creditors > Add > enter details. An example is below, however you will enter details as appropriate to your creditor and business requirements. For example, you may select a different default account. You may wish to tick 'email remittances'.

Add an Insurance Broker also, if applicable.

🛀 Creditor - Edit Mode			
Select creditor OBE OBE Mercantile Mutual Insurance	▼ Include inactive		0
General Details Creditor Compliance Outst	anding Invoices	CRN	Barcode
Creditor QBE QBE Mercantile Mutual Insurance	✓ Active	Balance	NIL
Legal entity QBE Mercantile Mutual Insurance	Primary creditor type	insurance Company	-
Condition contact details Provide Contact Riskness Cantact BE Mescaritle Mutual Inscance Level 188 PM Steet SYONEY NSW 2000 Telephone 1-1300 365 788 Face 8777 5555 Email for payment: coal contad/fermiothwase.com Email for payment: coal contad/fermiothwase.com Evaluation of the All coal contad/fermiothwase.com Webder www.dpa.com.au	Pay by Bank account no. 4 Record CRN F QR code F		hty C Buk BAY BSB [112:22] Enal tentiances Suppress remitances tatus Registered
Commission rate (%)			~
Creditor Invoice Default, [Insurance Prenium ("period] Expense [159100 [Insurance-Preniums -Admin ]	Direct entry user ID Default description Expense account	,	×

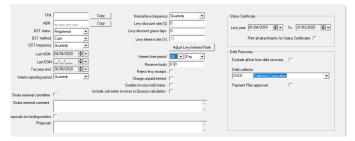
## 3. Add Owners Corporation/Plan

Click on the Corp. icon in your toolbar and click Add, screen looks as below. Items with a red dot need to be completed. Refer to existing Plans in your database for your preferred set up/wording.

Select owners corp	Image: Source State         Image: Source State	Body corporate name Plan numbe Street numbe Town/Suburb		Building Street	Postcode	Registere Tol	al lots 0 Utility lots ar end 00/MM//////	• 0 0 •
General		- Plan Number				Notes		
Financial		Address: NSW		Capital Works	Total			
		Cash at bank	NIL	Capital Works	NIL			
Structure		0/S invoices	NIL	NIL	NIL			
Insurance	Click here to add photo	Net cash Reserve funds	NIL	NIL	NIL			
Insurance	and proto	Available cash	NIL	NIL	NIL			
Bank Acct			Total investment	ts:	NL			
		Receivable-Std Receivable-Special	0.00	0.00	0.00			
Tradesmen		necewate-special	0.00	0.00	0.00			
Lots			Last levy notice		Manual 🗐 🕶			
Entitlements			Last levy notice e .ast levy notice e		M/////			
Committee						Varnings Financial year and finished		
Build Mgr	Online Voting Approved     DD /MM////// 🗣 🗸					Bank account has not been assign	ved.	
Assets								

4. Click on the following tabs, in this order and enter details. Check existing Plans for your preferred wording and set up where relevant. **Click SAVE after each tab is completed.** 

- Bank Account > Select the plan from the drop down list. If the Bank account is not showing, check your set up in Configure > Bank Accounts.
- Financial Tab > Enter details ensuring that the gst status is correct. Errors in this entry are difficult to correct once transactions have commenced. Example below



- Structure Tab > Select association type, enter management commenced date and original owner details if a new development or if known. Other details may also be relevant to enter. The Other addresses section is for Plans with more than one street frontage.
- Insurance Tab > click New on right hand side of the table. The Insurance Policy window opens. Enter details. Repeat for further insurance policies. NOTE - additional insurance policy listings must have unique policy numbers, otherwise Strata Master detects duplicates. Once listed, click on each policy to add coverage details.

				Policy					Show active on	by .
Company	Policy Num	ber Policy Start D	ate Renewal Date			Broker	Type	Notes		_
QBE Mercantile Mutual I	Insurance 495864	31/03/2018	31/03/2019	\$8,500.00	31/03/2018		0 Building			
										-
¢									-	>
				Coverage Detai	Is for Selected F	folicy				, ,
	Sum Insured	Excess	Notes	Coverage Detai	is for Selected F	folicy	 			, ,
overage		Excess \$1.000.00		Coverage Detai	is for Selected F	tolicy				, 
Coverage				Coverage Detai	is for Selected F	'olicy				, 
Coverage Cutcing Public Liability	\$3,100,000	\$1,000.00		Coverage Detai	is for Selected F	tolicy				, 
Coverage Culding Public Liability Contents	\$3.100.000 \$20.000.000 \$250.000	\$1,000.00 \$0.00 \$0.00		Coverage Detai	is for Selected F	folicy				>
< Coverage Subling Public Liability Contents Loss of Renit Tablety Guarantee	\$3.100.000 \$20.000.000	\$1,000.00 \$0.00		Coverage Detai	is for Selected F	'olicy				>

 Lots Tab > generally all lots are added at the same time. However it is possible to add individual lots. The actual Lot must be created before the owners details are added. Click on create Lots on the right hand side of the table. You can add them as a bulk and then adjust the levy entitlements in the next step. Then enter the number of Primary and Utility Lots for the Plan at the top of the Owners Corp Screen.

🗅 New Lots 🛛 🕹
Number of new lots
Levy unit entitlement per lot
Lot number and unit number are the same 🥅
Additional debtor
Lot plan number
Physical address for lots
Hordern Place, 23 Victoria Street, POTTS POINT NSW 201 💌
OK Cancel

• Add Entitlements to the added Lots.

				Unit Entitlement Sets		
	Name	Total Entitlements	Entitlement Type	Description	Show on Portals	•
•	Levy Entitlement	40.00	Levy Entitlement		<b>V</b>	
	Garage	10.00	Commercial Garage			
۰						
						-
L	ot # Levy Entitleme	nt Garage				 _
L	ot # Levy Entitleme 40.					 _
L		0 10.00				_
L	40.	0 10.00				 _
L	40.	0 10.00 0 10.00 0 0.00				_

• Back to the Lots Tab to add the Owner details and contact information. Open each Lot, click edit add name on title, click binoculars in the contact square, select existing card if one exists, otherwise click add and enter Lot Owner details. It is preferred that owner name is added on one line.

				le Mr&Mrs ▼		hn & Yoko		
			First nar Other nam	ne				
				Lot	ts			
	Unit #	Lot #(s)	Owner	Position	Addtl Debtor	Lot Plan #	Address	-
►	1	1	Mr John Lennon & Ms Yoko Ono	Chairman, Treasurer			Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170	
	2	2	Mr Paul McCartney	Secretary			Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170	
	3	3	Mr George Harrison				Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170	
	4	4	Mr Ringo Starr				Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170	

- Add additional contacts to Lot Owners along with completing the individual tabs within each Lot eg Agent/Tenant/Leases, Levies, Notices.
- Check reports to ensure information is accurate and complete. Go to Formatted Reports icon and select Owner Rpts tab. Open Owners List, tick additional details box, and check the details. Then check the Strata Roll.
- Back to the Corp screen for the new Owners Corporation/Plan and complete Committee tab

As you can see, the process above is brief and assumes a user entering information has experience with Strata Master.

If you need some assistance with any step along the way, then log a support case through**MyMRI portal** or call 1300 657 700 and ask for a. Provide as much information as possible about your query and what step you are working on.

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