

## Changing Management Fee for All Plans in Strata Master

This article will assist you to change a Management Fee to All Strata Plans in your portfolio, in one Global Change. This is so much simpler than changing each Plan one by one.

An example is where the Fee for Emailing Levy Notices for all Strata Plans is to increase from 55 cents to 70 cents.

## To Make the Change

1. Navigate to Configure > Management Fees



2. Select the Fee to be changed

Managemer	t Fees Configuration - Read Only Mode		
1	) III 🙆 🍛 🔯 🂔		
Code	Description of Service	Rate Billing Unit Auto Bil	ling 🔥
ARC	Archive Storage Fee	NIL month Yes	
CORRES	Respond to inward correspondence	16.50 each	
DEBT	Debt Recovery Charges	25.00 each	
DEBT1	Debt Recovery Charge Stage 1	25.00 each	
DEBT2	Debt Recovery Charge Stage 2	50.00 each	
DEBT3	Debt Recovery Charge Stage 3	100.00 each	
DISB	Agency Disbursements	NIL whatever	
EMAILS	Read and respond to Emails	0.55 time cost	
INSUR	Insurance Claim Fee	25.00 claim	
LEVPOS	Printing & Posting Levy Notices	1.65 item	_
LEVYEM	Emailing Levy Notices	0.55 item	
MINUTE	Supply Minute Book / Folder	38.50 each	
PAYBPA	Paying Creditors by BPAY	55.00 each	~
<		100 000	>
Read Only-			
Code	Description of Service	Rate Billing unit	
LEVYEM	Emailing Levy Notices	0.55 item	-
Expense	153800 Admin-Agent Disbursements - Admin	<b>•</b>	
	Include in transaction based fees		
Hevenue	]	<u> </u>	
Annual Consu	umer Price Index (CPI)		
Curre	ntrate 0.0 🗸 % Published/p	eriod	

3. Click 'Edit' and change the rate to the required figure

Code	Description of Service	Rate	Billing Unit	Auto Billing	^
ARC	Archive Storage Fee	NIL	month	Yes	1
CORRES	Respond to inward correspondence	16.50	each		
DEBT	Debt Recovery Charges	25.00	each		
DEBT1	Debt Recovery Charge Stage 1	25.00	each		
DEBT2	Debt Recovery Charge Stage 2	50.00	each		
DEBT3	Debt Recovery Charge Stage 3	100.00	each		
DISB	Agency Disbursements	NIL	whatever		
EMAILS	Read and respond to Emails	0.55	time cost		
INSUR	Insurance Claim Fee	25.00	claim		
LEVPOS	Printing & Posting Levy Notices	1.65	item		
LEVYEM	Emailing Levy Notices	\$0.70	item		
MINUTE	Supply Minute Book / Folder	38.50	each		
PAYBPA	Paying Creditors by BPAY	55.00	each		
DAVCUO	Daving Craditors by Changes	1 55	anah		
				,	_
Edit					
Code	Description of Service	Rate	Billing unit		
LEVYEM	Emailing Levy Notices		70 litem		T

4. Click Save



6. Click Configure > Management Fees again, as in step 1.

7. Highlight the Fee you have just updated as in steps 2 to 3.

8 Click the Green arrow in the Management Fees Configuration toolbar

i		
	F	

9. Click Yes, to the message below if you want to make the change, and No if you want to back out.



10. If you have a couple of Strata Plans that are to pay an amount other than the rate you have just updated, you can go to the Corp screen for those Strata Plans and update them. Be sure to change both the current rate and new rate to have the rate apply immediately.

## Useful Links

https://kb.rockend.com/help/how-to-print-a-schedule-of-management-fees-for-an-individual-corporation

https://kb.rockend.com/help/strata-master-top-tip-93-automated-management-fees

https://kb.rockend.com/help/strata-master-top-tip-23---quantity-management-fees

07/02/2022 7:01 pm AEDT