

Management Fee Previous Month Not Processed in Strata Master

This article will assist where the Management Fees have been processed to current month, however it is believed that a previous months Management Fees were not processed.

In this context we will note that Standard Management Fees will, for some Agencies, be processed separately. So the checks here will include checking Quantity Management Fees.

As is recommended, before beginning any steps in a Knowledge Base article, read the article right through to ensure this is the article you require and your access rights allow you to complete the steps.

Navigating to Management Fees

Select Accounting from your top toolbar > from the drop down menu select Invoice Management Fees > the screen opens as below screenshot.

Important Background

Once the Management fees rolls over to the next month (in this case below is February) but you haven't processed January yet, you will need to process January, or any previous month, manually.



Combined or Split ?

Go to Configure > Agency > Management Fees tab > note the selected option in the drop down for "auto bill & quantity based and management fee process" Standard means the Standard fees and quantity management fees will process together. **This article relates to Standard fees** but will provide a general guideline to those who Split their fees. A split fee article will be available in due course.

🖪, Agency Configu	uration - Edit Mode							×
	A							
General Details	Options #1	Options #2	Option #3	Trust Account	Bank Account	Stationery	Management Fees	Licensing
		Mana	gement fee					
		Auto	bill & quantity based ma	nagement fee process	Split	•		
					Standard			
	Description			Fee Des	cription		Default Value	I
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You would also notice that, on the Invoice Management Screen as screenshot at the top of this article, would

not have the 'split management fee process' greyed out.

The Process for Standard Fees and Quantity Management Fees

- 1. This step is important to ensure you don't charge the OC's twice -
 - Check Quick Reports > Payments tab
 - Enter your agency as creditor
 - Enter dates covering January and put the bullet dot beneath the date on 'date paid'. Good practice is to widen the range in case the fees were run late in prior month (December in this example) or early in the next month (February in this example).
 - Then check that the fees for January are not showing as being paid.

🔂 Quick Reports										
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Payment num Payment date	Date presented	Amount	Presented	Payee	Payee email	Payee accou	Payee accou	Payee acc	cou Payee accou	
								Strata No	a Master records matched your se	arch c

- 2. If no payments made, go to Accounting > Invoice Management Fees -
 - Select tab 'Reprint Management fee invoices' and
 - Select January 2022 and
 - Save to file if required
 - Print

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	Selected month-			

3. You will see a preview invoice for each Plan. These fees on the list will need to be manually processed in Creditor Invoicing. The list will include Standard Fees and Quantity Management fees if any were processed.

rg	ckend	Management Fee January 202	es for 2		
				TAX	NVOICE
				Reprinted:	09/02/2022
To: Strata Plan 3333 Hordern Place 23 Victoria Street POTTS POINT NSW 2011 ABN:			From: Rockend Rockend 29-57 CH ST LEOI ABN: 56	t hristie Street NARDS NSW 2065 003544107	5
Code	Fee Description	Quantity	Rate	Billing Unit	Total
STC	Status Certificate Fee	1	\$240.00	Calculated	\$240.00
ARC	Archive Storage Fee	1	\$10.00	Permonth	\$10.00
STD	Standard Management Fee	1	\$50.00	Permonth	\$50.00
			Amo	ount Payable:	300.00
				GST Component:	27.28

4. Select tab for Quantity based fees detail report and print off.

🗊 Invoice Management Fees		
		<u>(</u>
Charge monthly fees & invoice	Reprint management fee invoices	Quantity based fees detail report
C Individu Multiple ow From plan	el owners corporation (° Multiple owners co ners corporation selection criteria [^Ary Manager" To alte range From January 2022	rporations V
	To January 2022	•

You should get one list for all Plans. These fees on the list will need to be manually processed in Creditor Invoicing. Note that Status Cert Fees and most other fees show on both reports, (unless you use Split fee processing) so do not duplicate.

roc	ke	nd Qua	ntity Based Fees Detail January 2022	Report			
Plan no. Month	Code	Fee description	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
2222 Jan 2022	STC	Status Cartificate Eco			240.00	calculated	240.00
		Status Certificate ree		1	240.00	-	240.00

Useful Links

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

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

https://kb.rockend.com/help/changing-management-fee-for-all-plans-in-strata-master

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