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## View Standard Management Fees Charged to Strata Plans in Strata Master

When making changes to Standard Management Fees for a whole Portfolio or Agency, it is a good practice to check the list of Fees first. There may be one plan that has a fee individually negotiated.

If you have a number to update, by checking this list you can see whether to make those changes individually or Agency wide and then reisntate the couple that have a negotiated figure.

1. Select the Quick Reports icon in top toolbar.



## 2. Select the Corporations Tab

🗗 Quick Reports			
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Corporations Lots	Registers Insurance	R&M	Receipts

3. Select the icon representing the columns available

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10	-	=	-	

4. Untick all unnecessary columns, but ensure the column "monthly Fee" is ticked

🖏 Configure Colu —		$\times$
Check/uncheck all coli	umns 🔽	
Column	Show	^
IOwnersCorporationID	✓	
Plan #	~	
Body corporate name	✓	
Address for sorting		
Suburb for sorting		
Tax year end		
Financial year end		
Last levy notice printed		
Last levy notice emailed		
Association type	✓	
Jurisdiction		
Date built		
Date registered		
Initial period		
Address		
Lots		
Primary lots		
Utility lots		
Residential lots		
Commercial lots		
Retirement lots		
Other lots		
Manager		
Monthly fee		
ABN		~

5. Click the search binoculars

## 6. The screen opens as below

IOwnersCorpora	Plan #	Body corporate name	Association type	Monthly fee	Normal levy fre	Last standard le	Levy discount r	Levy disc. grac.
1	4444	The Owners Corporation of SP 4444	Strata Plan	\$70.00	Quarterly	2019-10-01	0%	0
2	5555	The Owners Corporation of SP 5555	Strata Plan	\$300.00	Quarterly		0%	0
3	2222	The Owners Corporation of SP 2222	Strata Plan	\$110.00	Quarterly	2019-01-01	0%	0
4	6666	The Owners Corporation of SP 6666	Owners Corpor	\$60.00	Quarterly	2022-01-01	0%	0
5	3333	The Owners Corporation of SP 3333	Strata Plan	\$60.00	Quarterly	2019-01-01	0%	0
6	7777	The Owners Corporation of SP 7777	Strata Plan	\$100.00	Quarterly	2019-06-01	0%	0
8	8888	The Owners Corporation of Strata Plan 8	Strata Plan	\$100.00	Quarterly	2019-06-01	0%	0
9	9999	The Owners Corporation for SP 9999	BMC	\$0.00	Quarterly	2018-11-01	0%	0
10	6767	Owners of Strata Plan 6767	Strata Scheme	\$450.00	Quarterly		0%	0

7. From the list you can see a list of the Standard Management Fees configured. You can see any without a fee, for example.

9	9999	The Owners Corporation for SP 9999	BMC	\$0.00	Quarterly	2018-11-01	0%	0
		THE OF 10 10 100 1000	01 · D1	400.00		004.0.00.04		<u> </u>

8. You can also print the list or save it to excel.

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