



## 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 restate the couple that have a negotiated figure.

1. Select the Quick Reports icon in top toolbar.



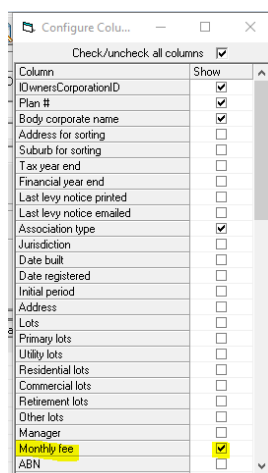
2. Select the Corporations Tab



3. Select the icon representing the columns available



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



5. Click the search binoculars



6. The screen opens as below

ID	OwnersCorpora...	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.

ID	OwnersCorpora...	Plan #	Body corporate name	Association type	Monthly fee	Normal levy fre...	Last standard le...	Levy discount r...	Levy disc. grac.
9		9999	The Owners Corporation for SP 9999	BMC	\$0.00	Quarterly	2018-11-01	0%	0

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

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