



Edit or Delete a Quantity Management Fee in Strata Master

You can preview most Quantity Management Fees in Strata Master prior to running the Management Fees.

If the fee has already been 'run' and is in the creditor Invoicing screen, you can delete or edit in that screen. Refer section 'Old Fees from Prior Months' below.

If the fee has been charged to the Owner Corporation and paid to your agency, your agency will need to eft the funds back to the trust account, where it can be receipted back into Strata Master. These steps are not covered in this article.

Fees in Charge Quantity Management Fee Screen

1. Navigate to Accounting > Charge Quantity Management Fees
2. You will see a list of fees charged through for the month and not yet processed through to Creditor Invoices. To edit a fee go to step 3, to cancel a fee go to step 7.

Charge Quantity Management Fees Batch Charging

GST registered owners corporation selected
Enter Plan No. or Street Name or Body Corporate Name.

Owners Corporation 6666
The Champions
45 Spotsman Road
COBURG VIC 3058

Code	Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged	Month
PAYDE	Paying Creditors by Direct Entry		0.55	each	3	\$1.65	November 2020
REC	Receipt of Levy Payments		1.00	receipt	2	\$2.00	August 2021
INSUR	Insurance Claim Fee		25.00	claim	2	\$50.00	July 2022

New charge

Code	Description of service	Quantity	Rate	Per	Total
INSUR	Insurance Claim Fee	1			\$50.00

Detail Remember selection

To Edit

3. Click edit and highlight the fee you wish to edit. Once highlighted you will see further details become visible in the lower part of the screen.

New charge

Code	Description of service	Quantity	Rate	Per	Total
INSUR	Insurance Claim Fee	2	25	Per claim	\$50.00

Detail Remember selection

4. Add the Description, click into the quantity field and change down to 2 or up to 3, or even update the rate being charged.

Charge Quantity Management Fees

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New charge

Code	Description of service	Quantity	Rate	Total
INSUR	Insurance Claim Fee	2	27	\$54.00

Detail Claim for broken windows

Per claim Remember selection

5. Click Update



6. Fee has now been edited.

Code	Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged	Month
PAYDE	Paying Creditors by Direct Entry		0.55	each	3	\$1.65	November 2020
REC	Receipt of Levy Payments		1.00	receipt	2	\$2.00	August 2021
INSUR	Insurance Claim Fee	Claim for bro...	27.00	claim	2	\$54.00	July 2022

To Cancel a Fee

7. Click on the edit button and highlight the fee you wish to cancel.

Charge Quantity Management Fees

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New charge

Code	Description of service	Quantity	Rate	Total
REC	Receipt of Levy Payments	1		\$54.00

Detail

8. Click cancel

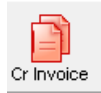


9. The fee will now not show and will not be charged through to the Owners Corporation.

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INSUR	Insurance Claim Fee	Claim for bro...	27.00	claim	2	\$54.00	July 2022

Old Fees from Prior Months

The fee above in Steps 7 to 9 was an old fee from August 2021. It will not process through due to its old date. This fee is cancelled from this screen and, if charge is still to be made, entered directly into the Creditor Invoices screen.



Creditor: AGENCY Rockend Strata Management Show Invoice

ABN: 56003544107 GST Registered Pay by: Direct Entry

Work Order (Optional): Amount limit \$0.00
Already invoiced \$0.00

Expense account: Show accounts without a budget
 Group: 154500 Admin-Management Fees-Additional Services - Admin

Description: Receipt of Levy Payments August 2021 not charged

Amount: \$2.00 GST: \$0.18

Invoice no: N/A Date due: 14/07/2022 Transaction date: 14/07/2022

Budget: \$0.00 Total YTD: \$0.00

Useful Links

<https://kb.rockend.com/help/management-fee-previous-month-not-processed-in-strata-master>

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

<https://kb.rockend.com/help/strata-master-top-tip-92-quantity-based-fees-detail-report>

<https://kb.rockend.com/help/cancelling-management-fees-after-cancelled-debt-recovery-run-in-strata-master>

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