



Annual or 6 Monthly Management Fees in Strata Master

Some Management Agreements with Strata Plans denote the charge of Management Fees as an Annual Charge, 6 monthly or even quarterly.

- The Standard Management Fee in Strata Master is set as a Monthly Fee and charged monthly.
- If you want to charge as any frequency other than monthly, the fee will be set differently, and require a little more manual transacting, albeit it would only be a couple of times a year.
- To make your record keeping less complex, you would endeavour to have all Plans charged at the same frequency and the same months. For example all quarterly and all charged in Feb, May, August and November.
- There are variations to the method in this article. Further variations make it more difficult for Support to provide assistance and you may need to refer to our Education Section.

This article is a guide to those who are already running management fees on different frequencies, as a reminder of processes, or for those who are considering charging at frequencies other than monthly.

Do Not Self Set Up

This article is a guide to how the Management Fees can be processed in other frequencies than monthly, but does not take the place of a set up of the process by our [Education section](#).

We recommend that you undertake a training session with our Education to ensure that the process is fully understood and processes to troubleshoot are also discussed.

For example what to do if you miss a month? If you have Plans being charged quarterly but different months, how will you know how to check if the fees were charged?

The Method

This method involves -

- the setting in Configure > Management Fees, which may be left as NIL or may require editing the rate before processing the fees
- the setting for management fees in the individual plans, which may be left as NIL or may require editing the amount before processing, or may be left as the required individual rate.
- the processing through Quantity Management Fees

Special Notes

If your Agency only charges on the basis of one set period eg Jan and July, for all Plans, you can leave the rates set in the individual Plans. Refer **(**)** below. The Configure > Management Fee will remain on NIL.

Then all you need to do, each 6 months, is go to the section below "To Process the Management Fees".

The Set Up in Configure > Management Fees

To set up the fee, you will be adding the fee to Configure > Management Fees and setting the rate as NIL. This is because it will only be charge once or twice a year, and setting it as nil prevents accidental charging.

1. The fee is added separately to the Standard Management Fee. Do not attempt to simply edit the Standard Management Fee.
2. Click Add
3. Enter details as in screenshot below.

The screenshot shows a window titled "Management Fees Configuration - Read Only Mode". It contains a table of services and a detailed view for the selected service.

Code	Description of Service	Rate	Billing Unit	Auto Billing
6MFEE	6 Monthly Management Fee Jan & Dec	NIL	each	
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	
PAYPBA	Payroll Provisions by PBA	55.00	each	

Read Only

Code	Description of Service	Rate	Billing unit
6MFEE	6 Monthly Management Fee Jan & Dec	NIL	each

Expense: 154000 Admin-Management Fees--Standard - Admin

Include in transaction based fees

Revenue: []

Annual Consumer Price Index (CPI)
Current rate: 0.0 % Published/period: []

4. If you charge the fees Jan & Dec, add that to the Description. Not only is it a reminder, you may also need to add a fee for 6 Monthly Fee charged in March and September for example. **HOWEVER we suggest that you have all Plans on the same charging cycle as it saves changing figures in the individual Plans. Refer extra steps required in section - To Set the Management Fee Prior to Charging IF Plans Have Different Charges**

The screenshot shows a window titled "Management Fees Configuration". It contains a table of services.

Code	Description of Service	Rate	Billing Unit	Auto Billing
6MFEE	6 Monthly Management Fee Jan & Dec	NIL	each	
6MFEE2	6 Monthly Management Fee April & Oct	NIL	each	
ARC	Archive Storage Fee	NIL	month	Yes
CORRES	Respond to inward correspondence	16.50	each	

The Set Up in the Corp screen > Management Fees

1. Navigate to the Corp Screen and click on the Management Fee icon.



2. Check that the required fee is showing in the Corp screen.

Code	Description of service	Current rate	New rate	Cost unit	Auto bill	Scheduled	Auto increme
6MFEE	6 Monthly Management Fee Jan & Dec	NIL	NIL	each		Yes	
6MFEE2	6 Monthly Management Fee April & Oct	NIL	NIL	each		No	
ARC	Archive Storage Fee	20.00	20.00	month	Yes	Yes	

To Set the Management Fee Prior to Charging IF All Plans are Charged the Same Fee

1. Change fee in Configure > Management Fee from NIL to the amount required to be charged. The 6MFEE2 in the screenshot below only applies if not all plans are charge the same fee at the same time of year.

Management Fees Configuration - Edit Mode

Code	Description of Service	Rate	Billing Unit	Auto Billing
6MFEE	6 Monthly Management Fee Jan & Dec	\$650.00	each	
6MFEE2	6 Monthly Management Fee April & Oct	NIL	each	
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	20.50	each	

Edit

Code	Description of Service	Rate	Billing unit
6MFEE	6 Monthly Management Fee Jan & Dec	650.00	each

Expense: 154000 Admin-Management Fees-Standard - Admin

Include in transaction based fees

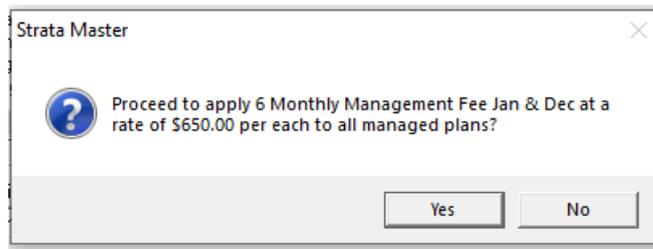
Revenue: _____

Annual Consumer Price Index (CPI)
Current rate: 0.0 % Published/period: _____

2. Click the green arrow to make the change in all Plans.



3. Click ok to the next message, confirming you wish to change the amount recorded in all Plans.



4.. All Plans now show that fee

Management Fees for Strata Plan 4444 - Read Only Mode

Code	Description of service	Current rate	New rate	Cost unit	Auto bill	Scheduled	Auto increm
6MFEE	6 Monthly Management Fee Jan & Dec	650.00	650.00	each		Yes	
6MFEE2	6 Monthly Management Fee April & Oct	480.00	480.00	each		Yes	
ARC	Archive Storage Fee	20.00	20.00	month	Yes	Yes	
CORRES	Respond to inward correspondence	16.50	16.50	each		Yes	
DEBT	Debt Recovery Charges	25.00	25.00	each		Yes	
DEBT1	Debt Recovery Charge Stage 1	25.00	25.00	each		No	
DEBT2	Debt Recovery Charge Stage 2	50.00	50.00	each		No	
DEBT3	Debt Recovery Charge Stage 3	100.00	100.00	each		No	
DISB	Agency Disbursements	20.00	20.00	whatever		Yes	
EMAILS	Read and respond to Emails	0.55	0.55	time cost		Yes	
INSUR	Insurance Claim Fee	25.00	25.00	claim		Yes	
LEVPDS	Printing & Posting Levy Notices	1.65	1.65	item		Yes	
LEVYEM	Emailing Levy Notices	0.95	0.95	item		Yes	
MINUTE	Supply Minute Book / Folder	38.50	38.50	each		Yes	
PAYBPA	Paying Creditors by BPAY	55.00	55.00	each		Yes	
PAYCHO	Paying Creditors by Cheque	1.55	1.55	each		Yes	

Read Only

Code	Service	Current rate	New rate	Billing unit (per)
6MFEE	6 Monthly Management Fee Jan & Dec	650.00	650.00	each

Fee subject to auto increment for the selected fee code. This fee is manually processed.

Auto increment for the owners corporation

Auto increment date: DD/MM/YYYY

Use CPI

Use 0.00 %

5. If you have any Plans that are to be charged a figure that differs, navigate to the Corp screen > Management Fees icon and manually make the change in the Plan

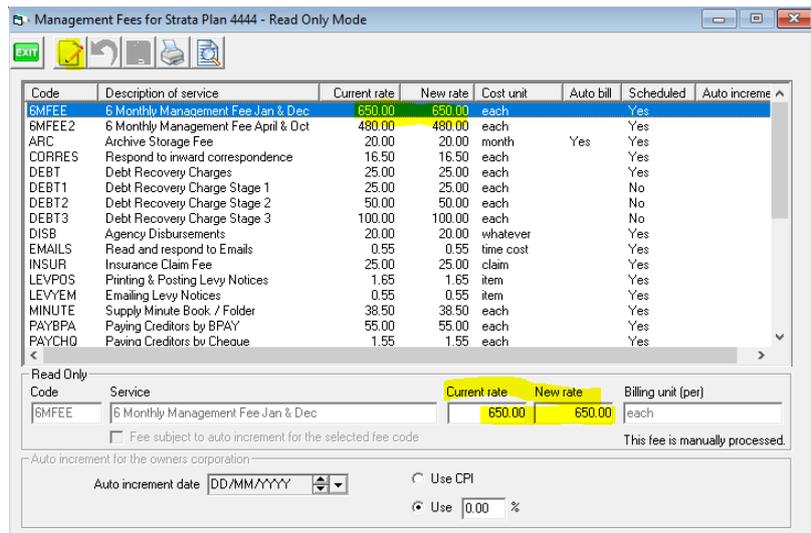
6. Once the fees have been charged, you will navigate back to the Configure > Management Fees screen and change the amount of the Fee back to NIL.

To Set the Management Fee Prior to Charging IF Plans Have Different Charges

In this case you will not make a change in the Configure > Management Fee screen, however the changes will be made in the individual Corp screens.

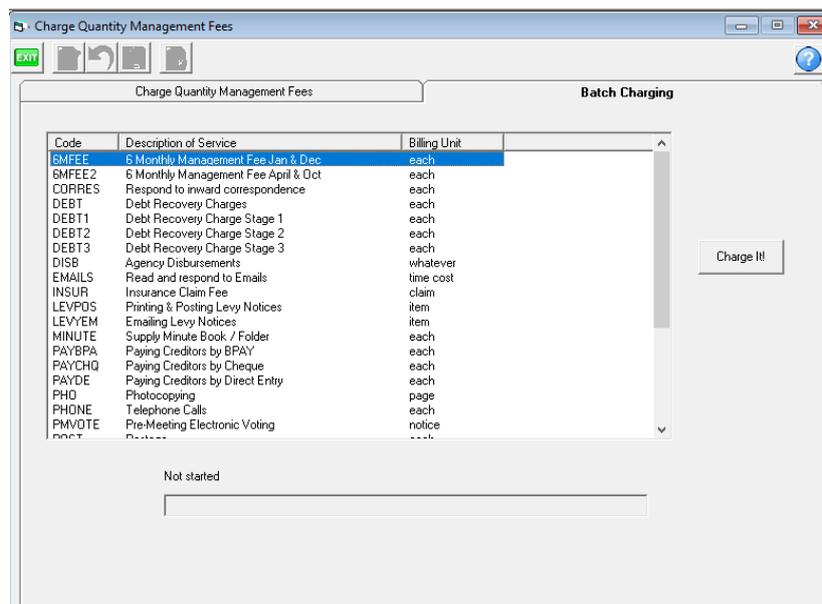
This requires opening each Plans Corp screen, clicking on the Management Fee icon, and editing the 6MTHFEE to the required amount by entering the fee in BOTH the current rate and new rates fields.

As mentioned above (**refer** in the Special Notes**) this section can be done once and left if there is no risk that the fee will be charged at any other time.

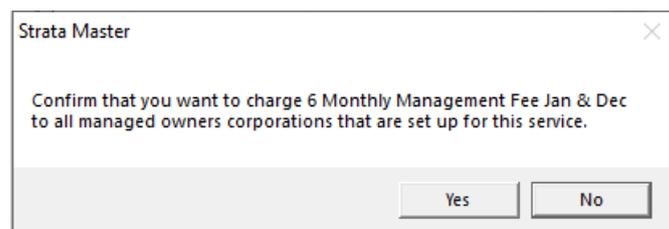


To Process The Management Fees

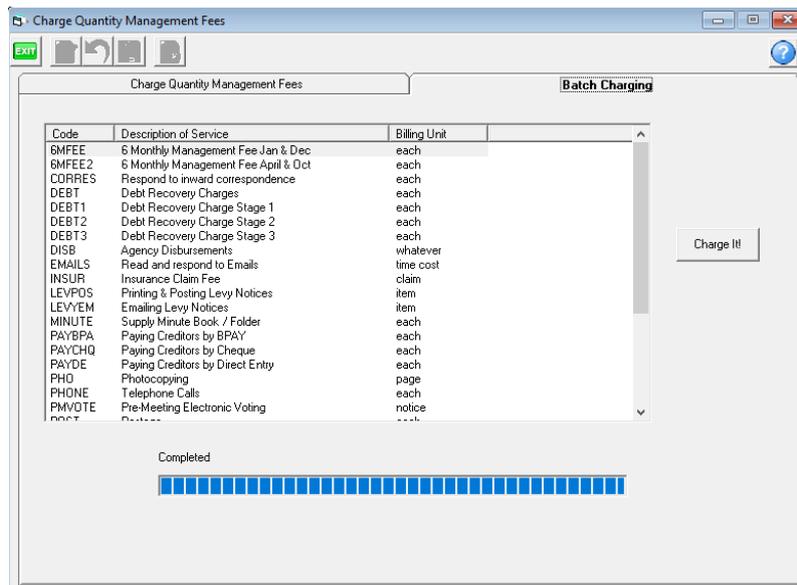
1. Navigate to Accounting > Charge Quantity Management Fees
2. Click on the Batch Charging tab, select the fee you wish to charge, and click "Charge It!"



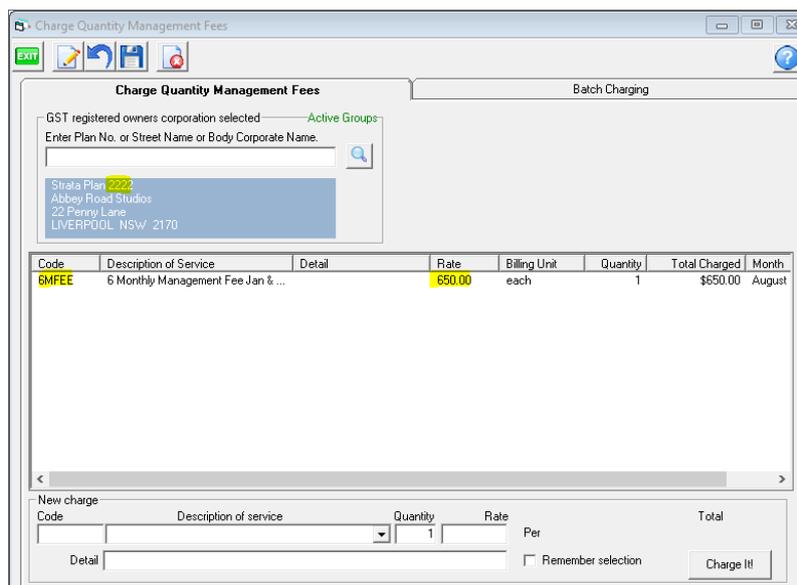
3. You will get a confirmation message that this fee will charge to All Plans with this fee, click Yes if you wish to proceed.



4. The fees will process and you will see a notation that the charge is completed.



5. On the Charge Quantity Management Fees tab, for relevant Plans, you will see the fee added to the Quantity Management Fees ready for adding to your monthly fees. Once this has been charged through in a Management Fee run, you will see the fee is no longer on the list. In this case below, the July fee has been charged late and in August, oops.



To Reset Management Fees for Next Period

Remember to Navigate to the Management Fee screens that were updated and change back to NIL rate.

Special Notes

If your Agency only charges on the basis of one set period eg Jan and July, you can leave the amounts set in the individual Plans. The Configure > Management Fee will remain on NIL. Then all you need to do is go to the section below "To Process the Management Fees".

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