



Time Charging in Strata Master

This article will provide steps to process time charging fees to your management fees.

To check that your management fees are set to allow and record time charging, please review this quick video - <https://kb.rockend.com/help/sm-top-tips-strata-master-top-tip-105-charge-time-as-a-management-fee>

Where Does the Time Charge Record

Time charging is timed, recorded and edited if needed, in the Corporations Diary records.



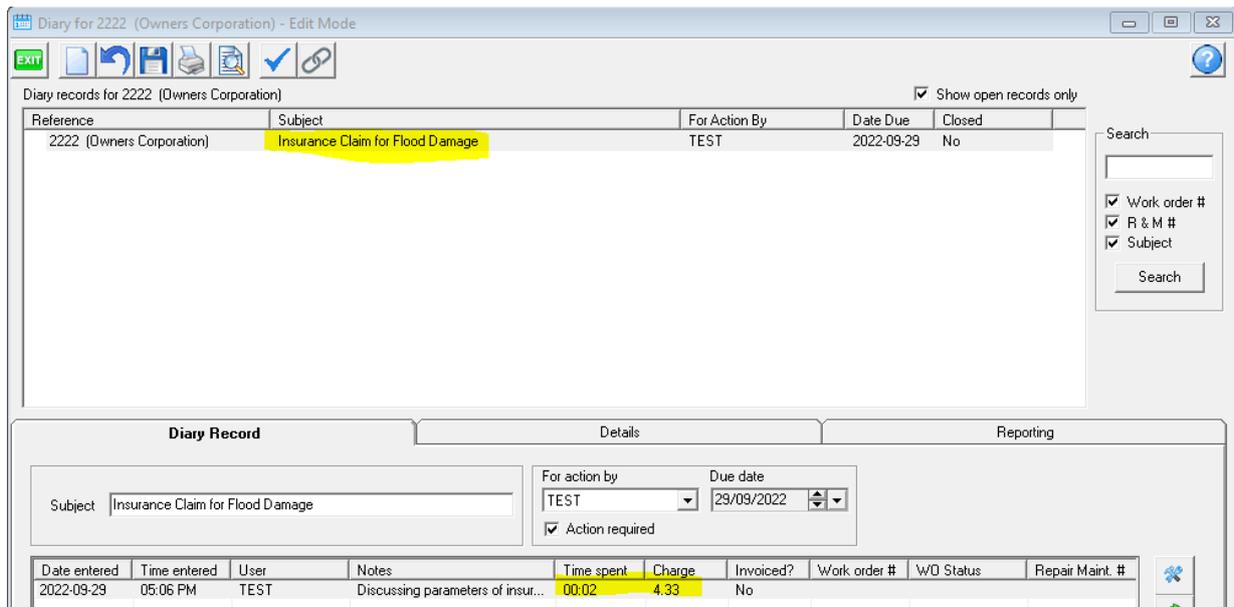
It will then show in your Invoice Management Fees Preview screen until Management Fees are invoiced.



How Would a Time Charge Entry Appear in the Diary Record?

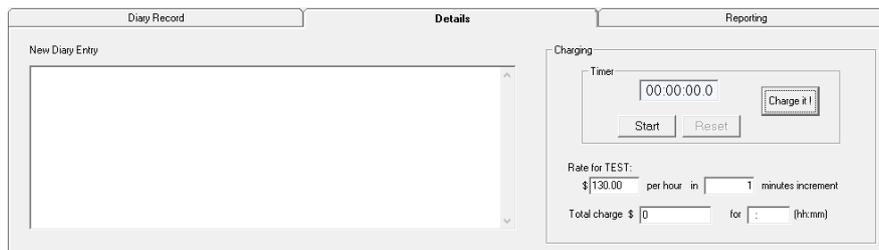
Depending on your purpose, it can show as

- A subject heading such as 'Time Charge Record for,', or
- within a diary entry for a Repair or Insurance Claim, you would see it as a time charge in the Diary Record as highlighted below.



Steps for new time charge

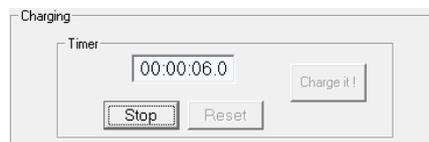
1. Click details tab and click Start



2. Enter rate and increment

As pictured above \$130 per hour is entered and 1 minute increments.

3. Click stop when call or activity is done. The start button changes to a Stop button when the timer is active.

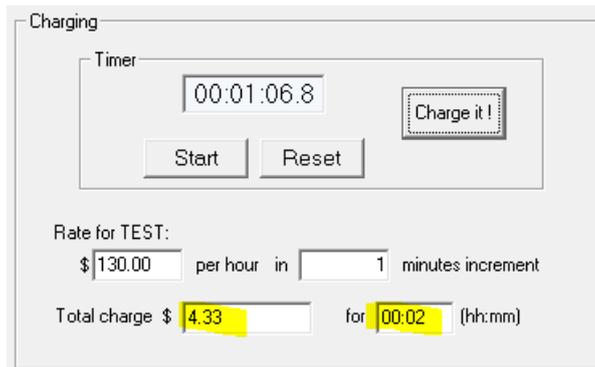


4. Add 'New diary Entry' detailing the call or activity



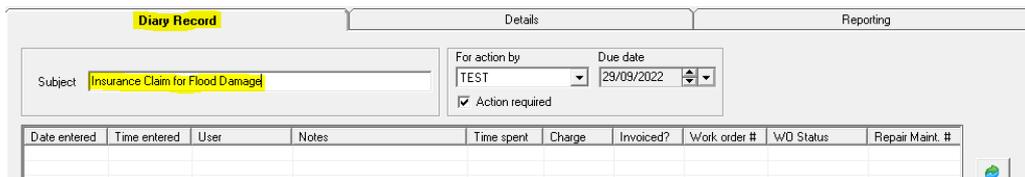
5. Click 'charge it' button. The Charge and time now show. The screenshot below shows a charge for 2

minutes as call went for over 1 minute.



The 'Charging' dialog box contains a 'Timer' section with a digital display showing '00:01:06.8'. Below the timer are 'Start' and 'Reset' buttons, and a 'Charge it!' button. The 'Rate for TEST:' section shows '\$130.00 per hour in 1 minutes increment'. The 'Total charge \$ 4.33 for 00:02 (hh:mm)' is displayed at the bottom.

6 To diary record tab, add Subject line and click save



The 'Diary Record' screen shows the 'Subject' field with 'Insurance Claim for Flood Damage'. The 'For action by' dropdown is set to 'TEST' and the 'Due date' is '29/09/2022'. A table below shows the following data:

Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	W/O Status	Repair Maint. #

7 The details of the time charge item shows on the diary record screen with amount to be charged and time spent

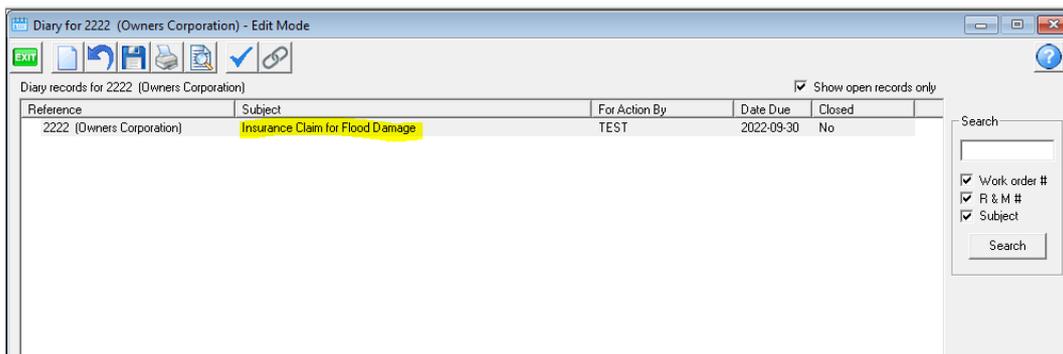


The 'Diary Record' screen shows the same subject. The table below now contains one row of data:

Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	W/O Status	Repair Maint. #
2022-09-29	05:06 PM	TEST	Discussing parameters of insur...	00:02	4.33	No			

To Add to an Existing Time Charge Diary Item

1. Highlight the existing item you wish to add time charging to as shown below.



The 'Diary for 2222 (Owners Corporation) - Edit Mode' window shows a table with one row highlighted:

Reference	Subject	For Action By	Date Due	Closed
2222 (Owners Corporation)	Insurance Claim for Flood Damage	TEST	2022-09-30	No

2. Continue for steps 1 to 7 above **except** click 'reset' before starting the timer, if the timer is showing a time.



The 'Timer' dialog box shows a digital display with '00:00:12.1'. The 'Reset' button is highlighted in yellow.

3. Also, **no need to add Subject in point 6** above as the subject has already been entered

To Change or Adjust the Time or Amount

1. Highlight the item you want to change

Diary Record				Details			Reporting		
Subject: Insurance Claim for Flood Damage				For action by: TEST	Due date: 30/09/2022				
				<input checked="" type="checkbox"/> Action required					
Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	WD Status	Repair Maint. #
2022-09-30	04:21 PM	TEST	Discussing parameters of insur...	00:02	4.33	No			
2022-09-30	04:23 PM	TEST	Discussion with insurance com...	00:06	13	No			

2. Click on the details tab and edit the amount and/or time as required

Charging

Timer:

Rate for TEST:
\$ per hour in minutes increment

Total charge \$ for (hh:mm)

3. Click Save



4. Now shows as

Diary Record				Details			Reporting		
Subject: Insurance Claim for Flood Damage				For action by: TEST	Due date: 30/09/2022				
				<input checked="" type="checkbox"/> Action required					
Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	WD Status	Repair Maint. #
2022-09-30	04:21 PM	TEST	Discussing parameters of insur...	00:02	4.33	No			
2022-09-30	04:23 PM	TEST	Discussion with insurance com...	00:06	15	No			

In the Accounting > Invoice Management Fees, in the preview screen, the time charging is cumulative -

Plan no.	Main address	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
2222	Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170					
	TIMECH Time charging		1	19.33	time cost	19.33
	ARC Archive Storage Fee		1	10.00	month	10.00
	STD Standard Management Fee		1	100.00	month	100.00
						129.33

Useful Links

A quick video - <https://kb.rockend.com/help/sm-top-tips-strata-master-top-tip-105-charge-time-as-a>

management-fee

30/09/2022 6:43 pm AEST