



# Change or Edit a Time Charge Record in Strata Master

For setting up Time Charging and creating Time Charge records, please refer to this article - <https://kb.rockend.com/help/time-charging-in-strata-master>

## To Make a Change to a Time Charge That is Showing in the Diary Item As Not Yet Invoiced

Check the Accounting > Invoice Management Fees preview and the Time Charging figure should be showing. Note it is a cumulative figure for all Diary items for this Plan, so the diary item is the best reference.

1. Highlight the item you want to change

Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	WO 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: 00:00:12.1 [Charge it!]

[Start] [Reset]

Rate for TEST: \$150.00 per hour in 1 minutes increment

Total charge \$15.00 for 00:06 (hh:mm)

3. Click Save



4. Now shows as

Date entered	Time entered	User	Notes	Time spent	Charge	Invoiced?	Work order #	WO 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 -



## Management Fees to be Invoiced for AUGUST 2022

Plan no.	Main address					
Code	Fee description	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

### To Make a Change To a Time Charge That Has Been Invoiced.

You would need to edit in some other manner, suggestions are here -

- If the charge was short, and a larger figure needs to be charged you can go to the Diary Item and add a charge as per this article - <https://kb.rockend.com/help/time-charging-in-strata-master>
- if the Owners Corporation was overcharged, you can provide them with a refund by transferring funds to the trust account and receipting to the Management Fees account that you use for this purpose. Refer to Configure > Management Fees > click on time Charge fee. You can see the account number to refund.

STD	Standard management fee	100.00	month	100.00
TIMECH	Time charging	0.01	time cost	0.01
WORK	Prepare and Issue Work Orders	1.65	each	1.65

Read Only

Code	Description of Service	Rate	Billing unit
TIMECH	Time charging	0.01	time cost

Expense: 154500 Admin-Management Fees-Additional Services - Admin

Include in transaction based fees

Revenue: [ ] [ ]

Receiving into bank account: Rockend Strata Management - General Trust

Levy or Owner Invoice      **Other Receipt to Owners Corporation**      Trust Ledger

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

Strata Plan 4444  
 Chandos Towers  
 11 Chandos Street  
 ST LEONARDS NSW 2069

Investment redemption  
 Refund GST  
 Insurance claim  
 **Other receipt type**

All accounts     Revenue accounts  
 Account: 154500 [Admin-Management Fees-Additional Services-Admin]    Group:

Receipt details:  
 Total amount: 72.00    Payer: Time Charge refund     Banked     Charge fees for manual receiving  
 GST amount: 6.55    Description:    03/10/2022

Cheque details:  
 Cheque amount:    Cheque no.:    Drawer:    BSB:

Bank:    Branch:    BSB:

Note: When you have completed entering your manual receipts for cash and/or cheques you must finalise those receipts in the Accounting > Banking screen and produce your deposit slip(s).

## Other Useful Links

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

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