



Batch Charging Management Fees in Strata Master

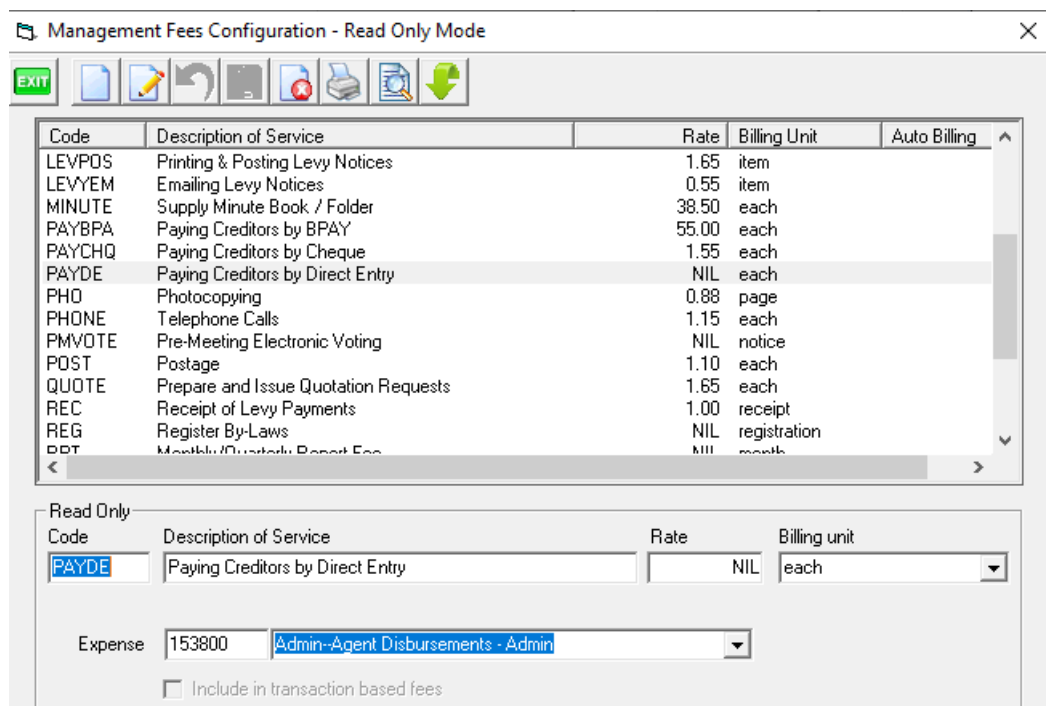
Batch Charging is a process that charges for a single server to ALL Owners Corporations (Plans) that have that service included in their management fee schedule.

If a Plan has a zero amount for that service fee, they will not be charged.

Please read this article through before commencing any set or process, as errors can result in a lengthy correction process.

To Set Up A Service Fee for Batch Charging

1. The fee in the Configure > Management Fees is set as zero amount and can be pushed to all Plans, using the green arrow.



Code	Description of Service	Rate	Billing Unit	Auto Billing
LEVPOS	Printing & Posting Levy Notices	1.65	item	
LEVYEM	Emailing Levy Notices	0.55	item	
MINUTE	Supply Minute Book / Folder	38.50	each	
PAYBPA	Paying Creditors by BPAY	55.00	each	
PAYCHQ	Paying Creditors by Cheque	1.55	each	
PAYDE	Paying Creditors by Direct Entry	NIL	each	
PHO	Photocopying	0.88	page	
PHONE	Telephone Calls	1.15	each	
PMVOTE	Pre-Meeting Electronic Voting	NIL	notice	
POST	Postage	1.10	each	
QUOTE	Prepare and Issue Quotation Requests	1.65	each	
REC	Receipt of Levy Payments	1.00	receipt	
REG	Register By-Laws	NIL	registration	
RPT	Monthly/Quarterly Report Fee	NIL	month	

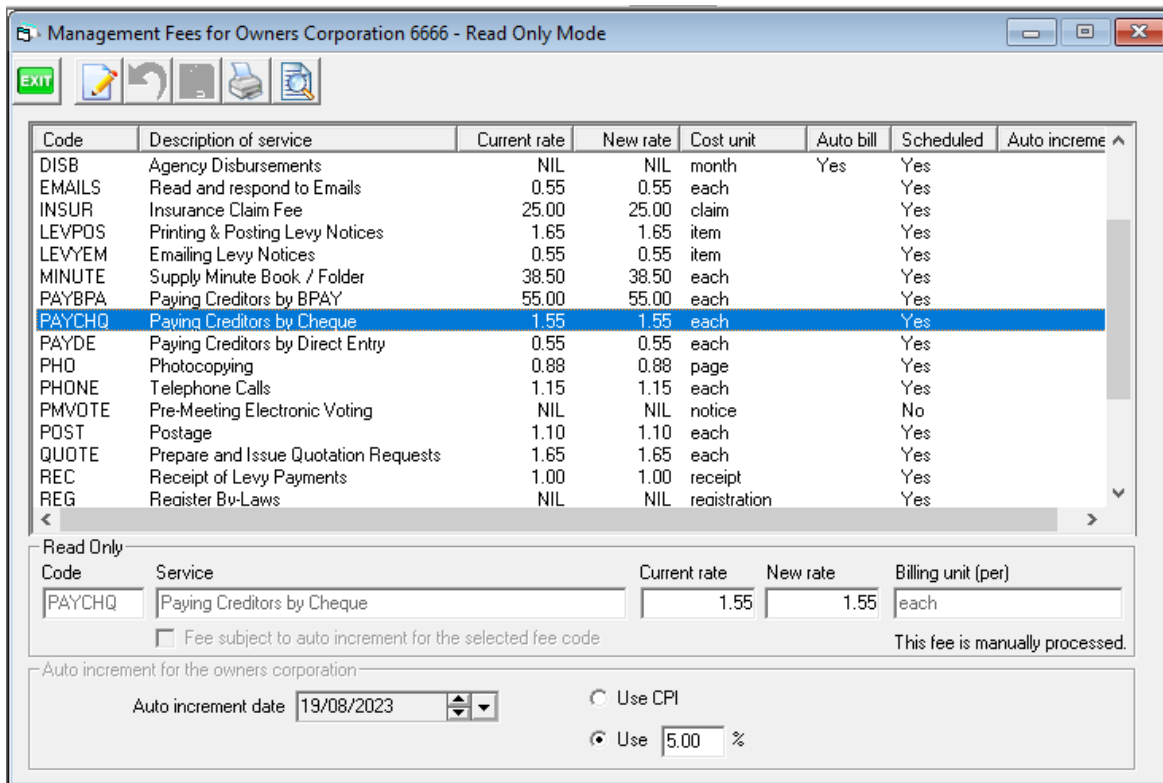
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Code	Description of Service	Rate	Billing unit
PAYDE	Paying Creditors by Direct Entry	NIL	each

Expense: 153800 Admin-Agent Disbursements - Admin

Include in transaction based fees

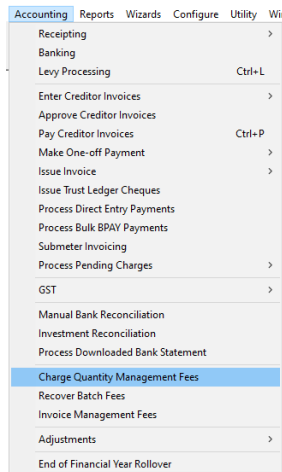
2. The fee is then entered to the Plans Management Fee schedule with the amount to be charged. Note that the fee includes gst if your agency is registered for gst.



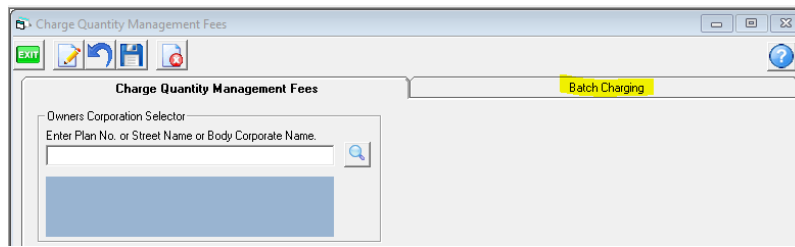
- Alternatively, if you wish, you can set up a charge figure in the Configure > Management Fee screen and push that fee, using the green arrow, to all Plans, then manually change relevant Plans charge to zero. **Be aware that** if in the future the green arrow is used to 'push the fee through to all plans, that these plans would then show a charge and need to be made zero again.

To Process a Batch Charge

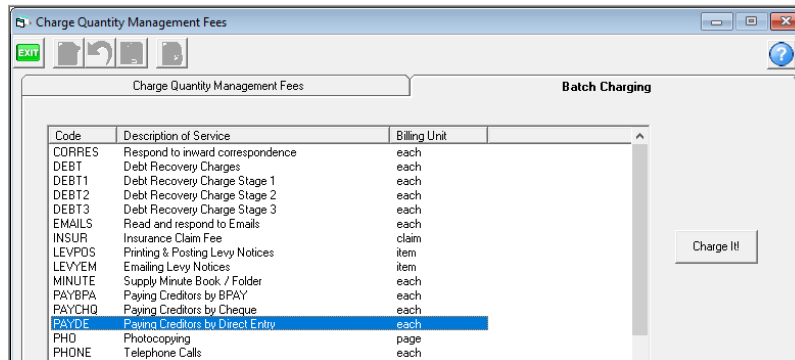
- Select Charge Quantity Management Fees on the Accounting menu to open the Charge Quantity Management Fees form.



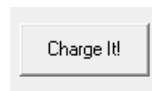
- Select the Batch Charging tab.



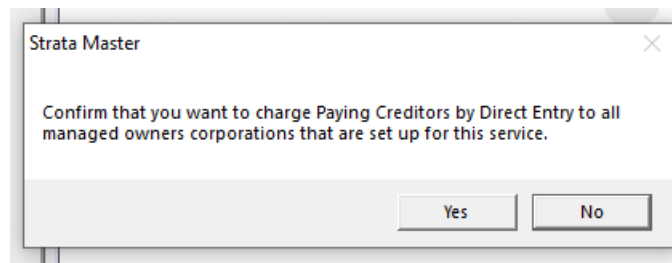
3. Select the service from the list of chargeable services.



4. Click the Charge It! button.



5. Respond when STRATA Master asks to confirm that you want to charge for the selected service to all managed owners corporations that are set up for charging this service. The default is No, but in most cases you will want to click Yes.



6. The charged fee shows on the preview of Management Fees. Note that some Plans are not charged.

4444	Chandos Towers, 1 Chandos Street, ST LEONARDS NSW 2065				61.55
	PAYDE Paying Creditors by Direct Entry	1	0.55	each	0.55
	DISB Agency Disbursements	1	20.00	month	20.00
	ARC Archive Storage Fee	1	20.00	month	20.00
	STD Standard Management Fee	1	50.00	month	50.00
					90.55
5555	Hudson Court, 28 Hudson Street, SYDNEY NSW 2000				
	PAYDE Paying Creditors by Direct Entry	1	0.55	each	0.55
					0.55
6666	The Champions, 45 Sportsman Road, COBURG VIC 3058				
	PAYDE Paying Creditors by Direct Entry	1	0.55	each	0.55
	ARC Archive Storage Fee	1	20.00	month	20.00
	STD Standard Management Fee	1	40.00	month	40.00
					60.55
7777	Oscar Academy, 1 Oscar Street, ST LEONARDS NSW 2065				
	STD Standard Management Fee	1	100.00	month	100.00
					100.00
8888	United Gardens, 1 Manchester Road, Sydney NSW 2009				
	STD Standard Management Fee	1	100.00	month	100.00
					100.00

Accidentally Charged Plans That Should Not Be Charged

If you accidentally charge a Plan that should not have been charged :

- The charge can be cancelled when it shows in the Creditor Invoicing screen.

- It will be necessary to individually cancel each charge for each Plan accidentally charged.

25/06/2024 6:19 pm AEST