

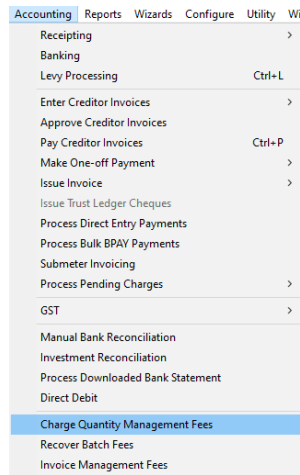


Quantity Management Fees Not Processed in Strata Master

Quantity management fees are often recorded at the time that the service is provided, and then processed and charged to the Plan at the same time as the Management Fees. Some agencies split these 2 functions and process them independently.

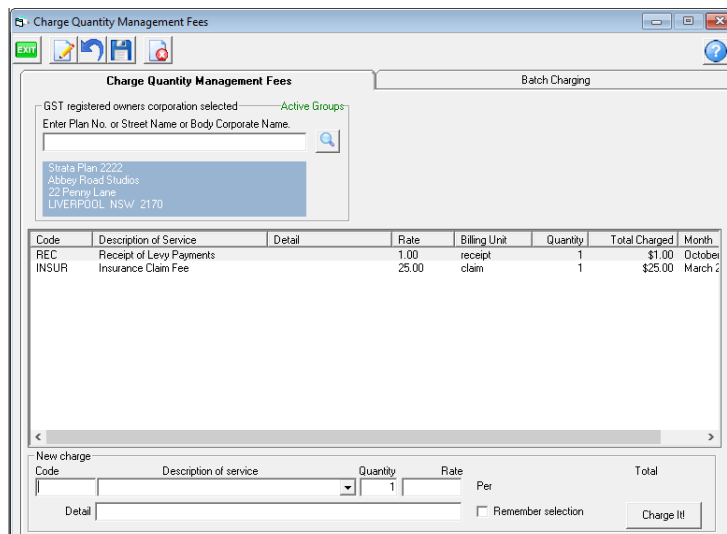
It may be that you have old fees still sitting in the Quantity Management Fees screen, that have been missed and not paid through to your Agency when Management Fees were processed.

You will find records of Quantity Management fees in Accounting > Charge Quantity Management Fees.



The Quantity Management Screen

When the screen opens you must select a Plan. In the screenshot below, you will notice a couple of charges have been recorded but not processed with the relevant Management Fees for March and October, being months in the past.



Steps to Process

1. The charges will not process on a subsequent month so must be manually processed.
2. Record the details from the screen. A screenshot may be useful to you.
3. Click on the Cr Invoicing icon



4. Click the Add button and manually enter the fees to the Creditor "Agency" being your office.

The screenshot shows a software window titled 'Creditor Invoices - Add Mode'. It contains a search field for 'Enter Plan No. or Street Name or Body Corporate Name.' with a search icon. Below the search field, there is a list of search results for 'Strata Plan 2222' at 'Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170'. To the right, there is a text box with the message: 'Last levy notices were printed on 12/08/2019. Last levy notices were emailed on 12/08/2019.' Below this is a table with columns: Tran. Date, Date Due, Account, Creditor, Description, Amount, Status, Group, Date le. The table contains three rows of data. At the bottom of the window, there is a 'Creditor' dropdown menu set to 'AGENCY' and 'Rockend Strata Management', and a 'Show Invoice' button.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date le
25/10/2021	25/10/2021	153000 Admin-Keys, Cards, Swipes & Remotes Pur...	Unitcom	Intercom repair	56.50	On Hold	None	25/10/2021
27/10/2022	27/10/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Archive Storage Fee September...	10.00	Pay	None	27/10/2022
27/10/2022	27/10/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Sep...	100.00	Pay	None	27/10/2022

Total due \$166.50

5. Once you have entered these fees, you can go back to the Charge Quantity Management Fees screen
6. Highlight the items one by one and click the 'delete' button to remove them from the list.

Code	Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged	Month
REC	Receipt of Levy Payments		1.00	receipt	1	\$1.00	October
INSUR	Insurance Claim Fee		25.00	claim	1	\$25.00	March 2



Are There Reports for Uncharged Items

Reports are kept for items processed, yet items in this screen are 'recorded' for future use but not as yet processed. Therefore there isn't a report to show items that are sitting unpaid.

If you split your Management Fees, make sure you remember to process your Quantity Management Fees as well as your Standard Management Fees each month.

30/05/2023 7:17 pm AEST