



Accessing the Agency Creditor Card in Strata Master

Creditor Cards are accessible through Manage > Creditors, except for the AGENCY creditor card. The Agency Creditor Card may not be accessible to some users, depending on access rights.

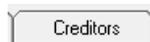
- **The Agency Card should not be edited but will be a view only card.** Contact Strata Master Support if you feel card should be updated.
- Remittances cannot be emailed so ticking the 'email remittances' box will not change the setting.
- To stop management fee invoices from printing, refer this article
- <https://kb.rockend.com/help/stop-or-start-printing-of-management-fee-invoices-in-strata-master>

Where to Find the Agency Card

1. Select Quick Reports icon



2. Select the Creditors tab



3. No need to select filters, simply click the search binoculars.



4. The creditor list opens. At the top of the list will be the Agency card.

5. Highlight the Agency card and click the chainlink.



6. The agency card will then open.

Useful Links

<https://kb.rockend.com/help/stop-or-start-printing-of-management-fee-invoices-in-strata-master>

Access Rights - <https://kb.rockend.com/help/add-a-new-user-or-staff-member-create-log-in-details>