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Edit a Quantity Management Fee Detail in Strata Master

Summary

When the charging of Quantity Management Fees is for a particular Lot or purpose, it is possible to add that detail to the fee and review that information in the Management Fee report.

ľ	Management Fees to be Invoiced for JUNE 2024								
Pla	n no. Code	Main address Fee description	Detail	Quantity	Rate	Billing unit	Total (inc.GST)		
222	2	Abbey Road Studios, 22 Penny Lan	e, LIVERPOOL NSW 2170						
	PAYCHQ	Paying Creditors by Cheque		1	1.55	each	1.55		
_	PAYDE	Paying Creditors by Direct Entry		1	0.55	each	0.55		
	REC	Receipt of Levy Payments	Lot 1	1	1.00	receipt	1.00		
	REC	Receipt of Levy Payments	Lot 2	1	1.00	receipt	1.00		
	ARC	Archive Storage Fee		1	10.00	month	10.00		
	STD	Standard Management Fee		1	100.00	month	100.00		
							114.10		
333	3	Hordern Place, 23 Victoria Street, PC	OTTS POINT NSW 2011						
	PAYDE	Paying Creditors by Direct Entry		1	0.55	each	0.55		
	ARC	Archive Storage Fee		1	10.00	month	10.00		
	STD	Standard Management Fee		1	50.00	month	50.00		

60.55

This article will provide information for:

- When the Fee Has Not Yet Been Paid
- When the Fee Has Been Paid
- When to Add Rather than Edit

When the Fee Has Not Yet Been Paid

When the fee is still visible in the Charge Quantity Management Fee preview, the detail can be edited here.

1. Navigate to Accounting > Charge Quantity Management Fees.

2. Enter the relevant Plan number.

🗗 Charge Quantity Management Fees					
					2
Charge Quantity Management F	ees		Ba	tch Charging	
GST registered owners corporation selected Enter Plan No. or Street Name or Body Corporate Na Strata Plan 2222 Abbey Road Studios 22 Penny Lane LIVERPOOL NSW 2170	Active Groups				
Code Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged Month
REC Receipt of Levy Payments INSUR Insurance Claim Fee	Lot 4 manual receipting	1.00 25.00	claim	1	\$1.00 October \$25.00 March 2
<					>
New charge Code Description of service	Quant	ity Ra	te Per		Total
Detail			Remember	er selection	Charge It!

3. Select the relevant Charge Code, click edit and enter the required detail.

🖏 Charge Quantity Management Fees					
Charge Quantity Management	Fees		Ba	tch Charging	
GST registered owners corporation selected	-Active Groups				
Enter Plan No. or Street Name or Body Corporate N	Name.				
Strata Plan 2222 Abbey Road Studios					
22 Penny Lane LIVERPOOL NSW 2170					
Code Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged Month
REC Receipt of Levy Payments	Lot 4 manual receipting.	. 1.00	receipt	1	\$1.00 Octobe
INSUR Insurance Claim Fee		25.00	claim	1	\$25.00 March 2
<					>
New charge	_				
REC Receipt of Levy Payments	Quan	itity Rate	Per receipt		Total
Detail Lot 4 manual receipting due to incored	t reference		🔲 Rememb	er selection	Update

4. Click the Update button and close out.

	lew charge-					
	Code	Description of service	Quantity	Rate		Total
F	REC	Receipt of Levy Payments		1	Per receipt	\$1.00
	Detail	Manual receipting due to incorrect reference or other on	sions		Remember selection	Update

When the Fee Has Been Paid

Once the fee has been charged through to Creditor Invoicing screen, the detail field is no longer accessible and cannot be edited.

If you have a circumstance where the detail is appearing incorrectly on a report, and needs to be changed, then log a case to Strata Master Support for a workaround involving cancelling the creditor invoice and charging again or repaying the fee back to the Owners Corporation and charging again.

When to Add Rather Than Edit

If adding a charge for a fee already listed, and you wish to add different Lot details, ensure you add a new line. Do not click the existing fee line as a new line is not created. The quantity may increase if your click 'charge it' while your edited detail line will overwrite the previous entry.

🖡 Charge Qu	antity Management Fees						• ×		
× 💽	<u> </u>						0		
	Charge Quantity Management	Fees	1		Batch Charging				
GST regis Enter Plan Strata Plk Abbey R 22 Penn LIVERPO	GST registered owners corporation selected — Active Groups Enter Plan No. or Street Name or Body Corporate Name. Strata Plan 2222 Abbey Road Studios 22 Perny Lane LIVERPOOL NSW 2170								
Code	Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged	Month		
PAYCHQ	Paying Creditors by Cheque		1.55	each	1	\$1.55	June 20		
RPTS	Printing and Distributing Interim Re	May 2023	0.88	page	3	\$2.64	June 20		
REC	Receipt of Levy Payments	Testing Lot 1	1.00	receipt	5	\$5.00	October		
INSUR	Insurance Claim Fee		25.00	claim		\$25.00	March 2		

Adding a fresh line results in 2 relevant records.

Charge Qua	ntity Management Fees					
1 📝						0
	Charge Quantity Management	Fees		Ba	Itch Charging	
GST registe Enter Plan I Strata Plan Abbey Ro 22 Penny	ered owners corporation selected No. or Street Name or Body Corporate I n 2222 ad Studios Lane	Active Groups				
LIVERPÓO Code	DL NSW 2170 Description of Service Description of Service	Detail	Rate	Billing Unit	Quantity	Total Charged Month
HEC	Receipt of Levy Payments	Lot 1	1.00	receipt	1	\$1.00 June 20
۲						,
-New charge						
Code	Description of service	Qu	iantity	Rate		Total
REC	Receipt of Levy Payments	•	1	1.00 Per receipt		\$1.00
Detail	Lot 2			☐ Rememb	er selection	Charge It!

Adding a fresh line results in 2 relevant records.

27/06/2024 11:17 am AEST