



# 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.

**mri** Management Fees to be Invoiced for  
**JUNE 2024**

Plan no. Code	Main address Fee description	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
<b>2222</b>	<b>Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170</b>					
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
<b>3333</b>	<b>Hordern Place, 23 Victoria Street, POTTS POINT NSW 2011</b>					
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

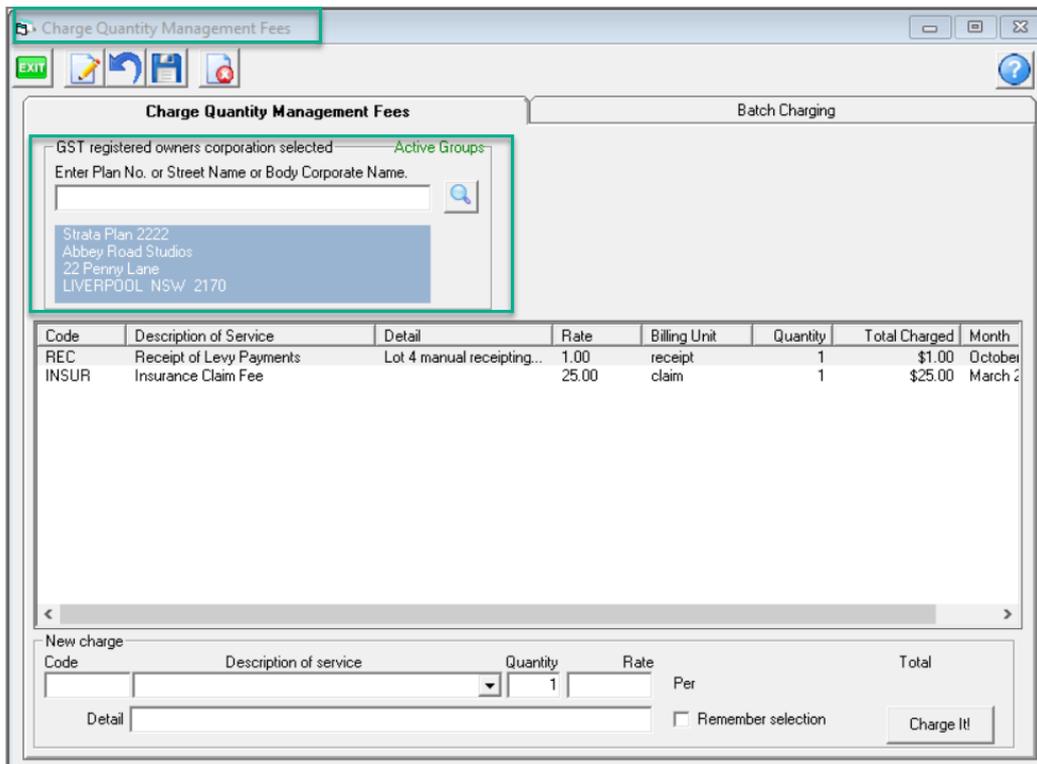
This article will provide information for:

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

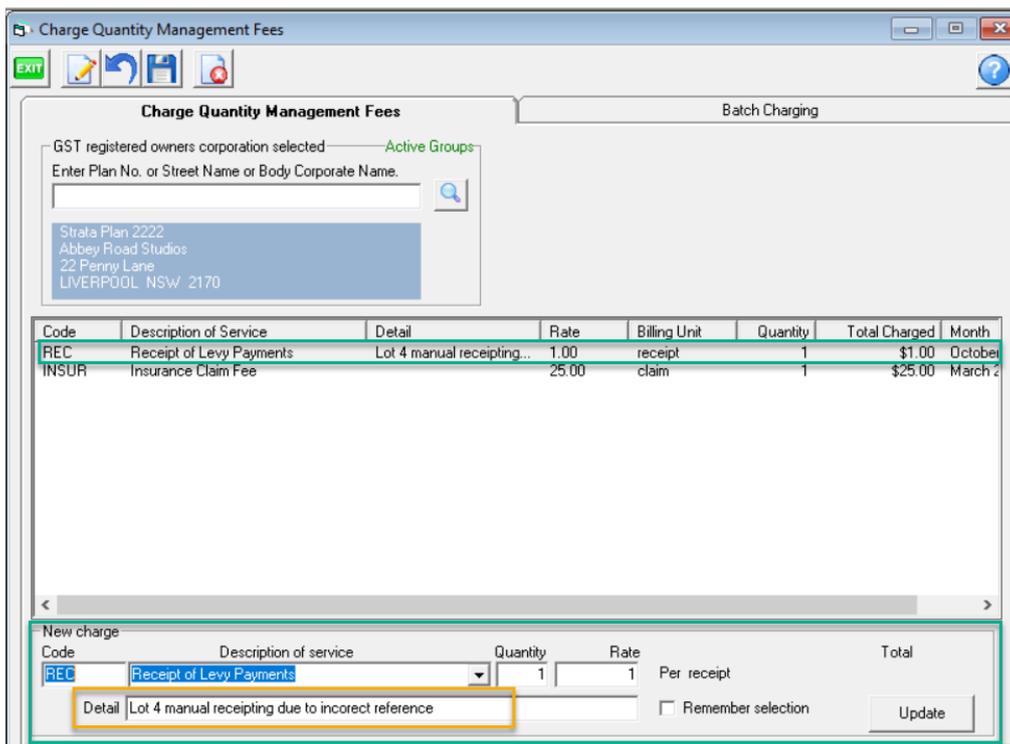
## When the Fee Has Not Yet Been Paid

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

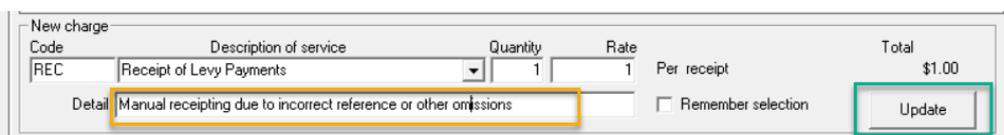
1. Navigate to Accounting > Charge Quantity Management Fees.
2. Enter the relevant Plan number.



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



4. Click the Update button and close out.



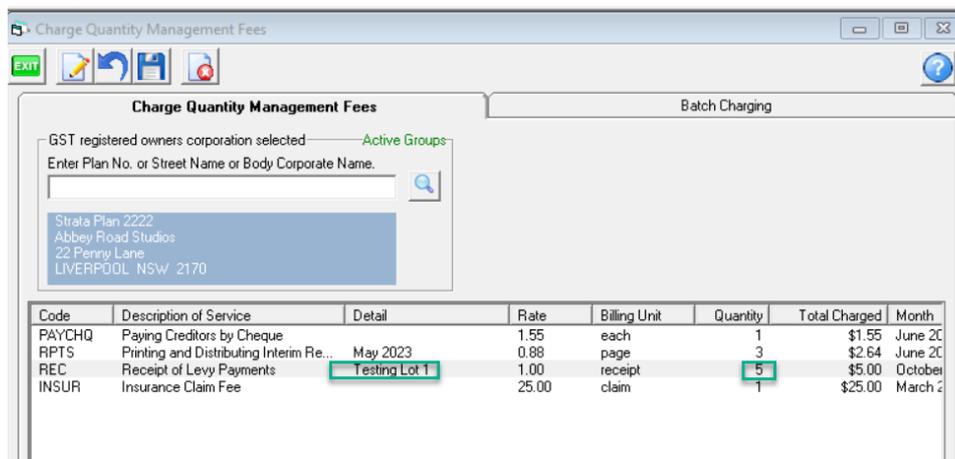
## When the Fee Has Been Paid

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.

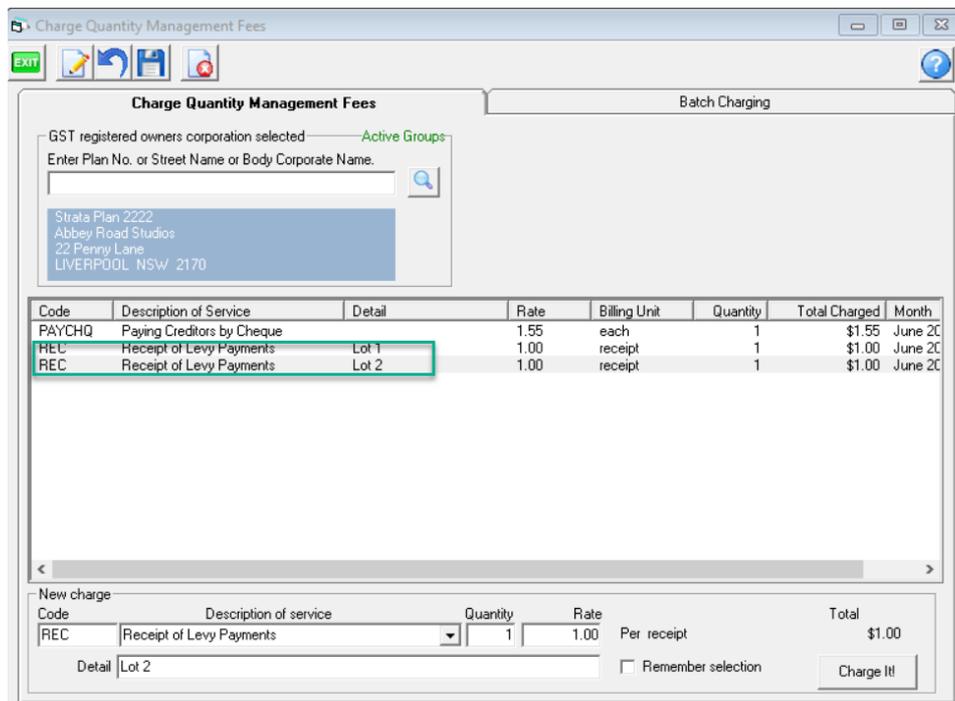
## When to Add Rather Than Edit

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.



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	1	\$25.00	March 2

Adding a fresh line results in 2 relevant records.



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PAYCHQ	Paying Creditors by Cheque		1.55	each	1	\$1.55	June 20
REC	Receipt of Levy Payments	Lot 1	1.00	receipt	1	\$1.00	June 20
REC	Receipt of Levy Payments	Lot 2	1.00	receipt	1	\$1.00	June 20

New charge						
Code	Description of service	Quantity	Rate		Total	
REC	Receipt of Levy Payments	1	1.00	Per receipt	\$1.00	
Detail Lot 2						

Adding a fresh line results in 2 relevant records.

27/06/2024 11:17 am AEST