



Corp Screen Plan Search Shows More Than One Plan With Same Number in Strata Master

Summary

When entering a plan number in the Corp screen, a drop down list will display choices relevant to the numbers or letters you have entered. Since you should only have one plan for each plan number, you may find the exact same number listed more than once.

Strata Master is designed to accurately detect any duplications of Plan numbers, however learn how to confirm that the Plan is only entered once.

Overview

When entering the first letters or numbers of a Plan in the Corp screen, the search function generates a list of possible selections based on what you have entered. The example below shows that entering SP shows a Plan with SP as part of the Plan number along with an address commencing with Sp.

Owners Corporation - No Record Loaded

Owners Corporation Selector

Enter Plan No. or Street Name or Body Corporate Name.

sp

SP2222

Sportsman Road 45

Body corporate name

Plan number

Street number

Town/Suburb

State

When entering the first letters or numbers of a Plan in the Corp screen, you may see duplications in the drop down list. This duplication can be caused by the search locating the entered number in a few fields. The number may also be entered in a related Corp.

Strata Plan 3333 - Read Only Mode

GST unregistered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

2222

2222

2222

2222

Body corporate name 2222

Plan number 3333

Street number 23

Town/Suburb POTTS POINT

State NSW

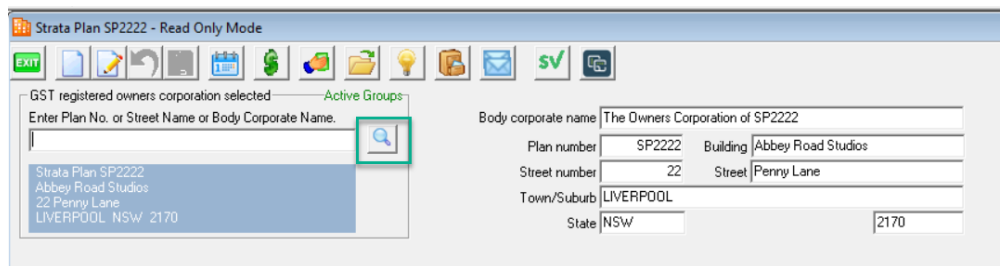
Check To Ensure There Is No Duplication of the Strata Plan

There are two options available for this check:

1. Through the corp screen you are currently viewing
2. Through Quick Reports

Through The Corp Screen

1. Select the magnifying glass.



Strata Plan SP2222 - Read Only Mode

Active Groups

Enter Plan No. or Street Name or Body Corporate Name.

Body corporate name: The Owners Corporation of SP2222

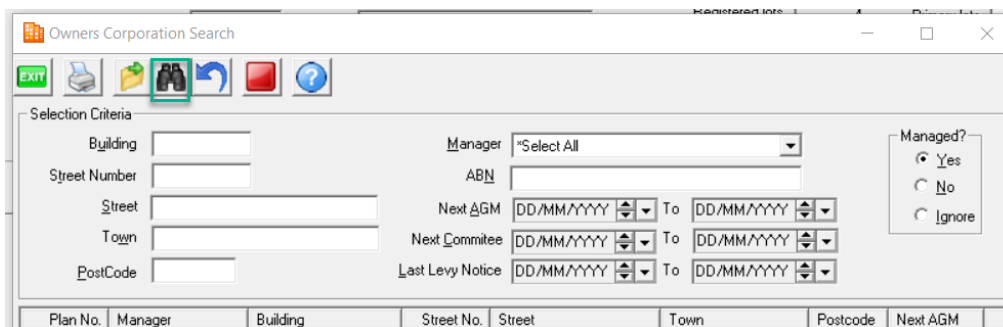
Plan number: SP2222 Building: Abbey Road Studios

Street number: 22 Street: Penny Lane

Town/Suburb: LIVERPOOL

State: NSW 2170

2. Leaving the filters all blank, click the search binoculars.



Owners Corporation Search

Selection Criteria

Building: [] Manager: *Select All

Street Number: [] ABN: []

Street: [] Next AGM: DD/MM/YYYY To DD/MM/YYYY

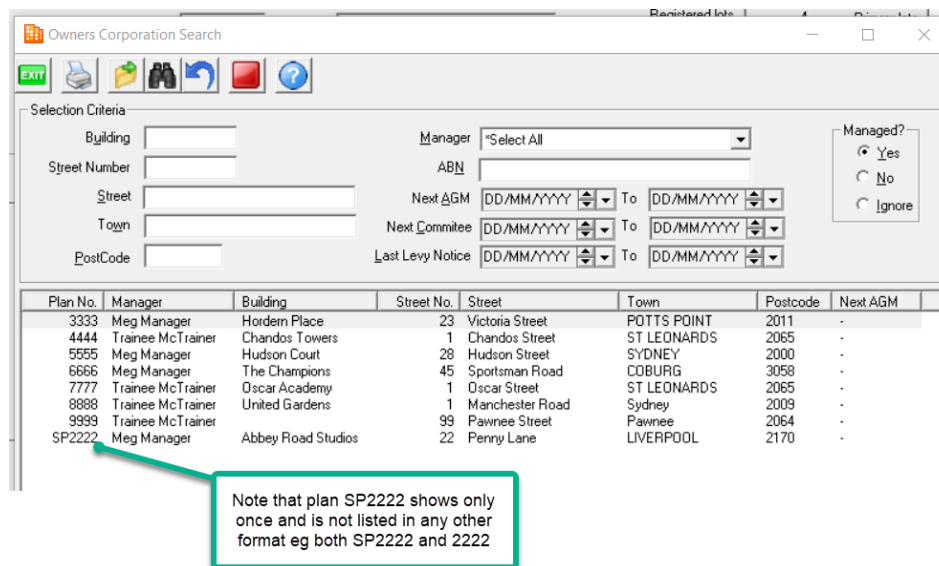
Town: [] Next Committee: DD/MM/YYYY To DD/MM/YYYY

PostCode: [] Last Levy Notice: DD/MM/YYYY To DD/MM/YYYY

Managed? Yes No Ignore

Plan No.	Manager	Building	Street No.	Street	Town	Postcode	Next AGM
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3. When the list of Strata Plans shows, ensure this plan number only shows once.



Owners Corporation Search

Selection Criteria

Building: [] Manager: *Select All

Street Number: [] ABN: []

Street: [] Next AGM: DD/MM/YYYY To DD/MM/YYYY

Town: [] Next Committee: DD/MM/YYYY To DD/MM/YYYY

PostCode: [] Last Levy Notice: DD/MM/YYYY To DD/MM/YYYY

Managed? Yes No Ignore

Plan No.	Manager	Building	Street No.	Street	Town	Postcode	Next AGM
3333	Meg Manager	Hordern Place	23	Victoria Street	POTTS POINT	2011	-
4444	Trainee McTrainer	Chandos Towers	1	Chandos Street	ST LEONARDS	2065	-
5555	Meg Manager	Hudson Court	28	Hudson Street	SYDNEY	2000	-
6666	Meg Manager	The Champions	45	Sportsman Road	COBURG	3058	-
7777	Trainee McTrainer	Oscar Academy	1	Oscar Street	ST LEONARDS	2065	-
8888	Trainee McTrainer	United Gardens	1	Manchester Road	Sydney	2009	-
9999	Trainee McTrainer		99	Pawnee Street	Pawnee	2064	-
SP2222	Meg Manager	Abbey Road Studios	22	Penny Lane	LIVERPOOL	2170	-

Note that plan SP2222 shows only once and is not listed in any other format eg both SP2222 and 2222

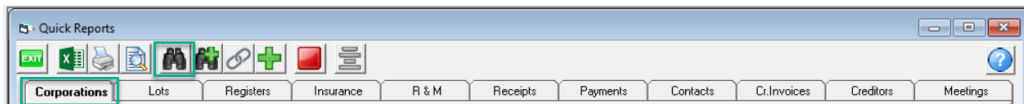
Through Quick Reports

Alternatively, you will find a list of Strata Plans on the Corporations tab in Quick Reports.

1. Navigate to the Quick Reports icon in the toolbar.



2. Select the Corporations tab (usually the selected tab when you open Quick Reports) and then click the search binoculars.



A list of managed Strata Plans is then displayed.

Plan #	Body corporate name	Address for sorting	Suburb for s...
4444	The Owners Corporation of SP 4444	Chandos Street 1 Chandos Towers	ST LEONA...
5555	The Owners Corporation of SP 5555	Hudson Street 28 Hudson Court	SYDNEY
SP2222	The Owners Corporation of SP2222	Penny Lane 22 Abbey Road Studios	LIVERPOOL
6666	The Owners Corporation of SP 6666	Sportsman Road 45 The Champions	COBURG
3333	The Owners Corporation of SP 3333	Victoria Street 23 Hordern Place	POTTS POI...
7777	The Owners Corporation of SP 7777	Oscar Street 1 Oscar Academy	ST LEONA...
8888	The Owners Corporation of Strata Plan 8...	Manchester Road 1 United Gardens	Sydney
9999	The Owners Corporation for SP 9999	Pawnee Street 99	Pawnee

3. Click on the 'Plan #' header and the Strata Plans will list in number order.

Note that you would need to check to see if the Plan is listed with and without a prefix.

<Plan #	Body corporate name	Address for sorting	Suburb for s...
3333	The Owners Corporation of SP 3333	Victoria Street 23 Hordern Place	POTTS POI...
4444	The Owners Corporation of SP 4444	Chandos Street 1 Chandos Towers	ST LEONA...
5555	The Owners Corporation of SP 5555	Hudson Street 28 Hudson Court	SYDNEY
6666	The Owners Corporation of SP 6666	Sportsman Road 45 The Champions	COBURG
7777	The Owners Corporation of SP 7777	Oscar Street 1 Oscar Academy	ST LEONA...
8888	The Owners Corporation of Strata Plan 8...	Manchester Road 1 United Gardens	Sydney
9999	The Owners Corporation for SP 9999	Pawnee Street 99	Pawnee
SP2222	The Owners Corporation of SP2222	Penny Lane 22 Abbey Road Studios	LIVERPOOL

When To Contact Support

As mentioned, Strata Master us designed to detect duplications of Plan numbers when a Strata Plan is being entered, so it would be rare to see a duplication. There is usually a simple reason for a plan number showing multiple times in a general search list that is searching a number of fields.

If you find a Plan listed twice then log a case with Support supplying screenshots of the relevant screen.

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