

A photograph of three business professionals in a modern office setting. A woman with blonde hair stands in the background, smiling. In the foreground, a woman with grey hair and glasses sits at a table, pointing at a document. A man with glasses and a beard sits next to her, also smiling and looking at the document. The background shows large windows and indoor plants.

# Release Notes

Version 10  
9 July 2018

# STRATA Master

# Feature Summary

## Delegated Functions Reporting

A new delegated functions report to combine standard annual reports into one for a plan

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## Pre-meeting online voting via the Owner and Committee Member portals

Using the Meeting Master Wizard in STRATA Master, you can now set up online pre-meeting voting for General Meetings

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## Multiple Dissection Invoices using fileSMART Invoicing Workflow

STRATA Master Version 10 with fileSMART Version 7.8 introduces the ability to process an invoice with multiple dissections

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## Option to include Sub-meter Invoices in the Quorum Calculation

A new option is available to include outstanding sub-meter invoices in the Quorum calculation

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## View Linked Invoices in fileSMART Archive in STRATA Master

In various places in STRATA Master, to make viewing related invoices easier, there is now a link to the invoice in fileSMART

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## Estimated Commissions on the Insurance Policy Screen

Estimated Commission Amount can now be recorded on the Insurance Policy screen

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## Investment Account Changes

Two additional fields and a new reminder has been added for bank account configurations

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## GST Reporting for New Zealand

For databases configured for NZ, GST reporting amounts will include cents and all references to ATO will be displayed as IRD on the GST Report

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# Feature Details

## Delegated Functions Report

The Delegated Functions Report allows you to generate a collection of reports from one screen.

The Delegated Functions Report can be renamed in the Configure > Terminology screen, and the new name will display after restarting STRATA Master.

To generate the report, select Delegated Functions Report from the Reports menu.

1. Select a plan.
2. Set a date range. The default date range will be the last month, but this can be changed to generate the report for a smaller or larger date range.
3. All reports will be selected by default. Deselect the reports you do not want to include in the results.
4. Select the Preview or Print button.

Delegated Functions Report

EXIT [Print] [Preview]

Owners Corporation Selector  
Enter Plan No. or Street Name or Body Corporate Name. [Search]

Report period  
Start date: 02/06/2018 [Up] [Down]  
End date: 02/07/2018 [Up] [Down]

Function Select All

- Financial Management**
  - Bank Accounts ☒
  - Levies posted ☒
  - Receipts processed ☒
  - Debt Recovery ☒
  - Payment Plans ☒
  - Agency Payments ☒
  - Creditor Payments ☒
- Maintaining Records**
  - Strata Certificates issued ☒
  - Strata Change of Ownership notices ☒
  - Owner Information updated ☒
- Meeting Management**
  - Meetings called ☒
- Arranging Work to Common Property**
  - Quotes requested ☒
  - Work Orders issued ☒
- Insurances**
  - Details of Policies held ☒
  - Details of Claims processed ☒
  - Details of Commissions ☒

# Pre-meeting Online Voting via the Owner and Committee Member Portals

Managing meetings in STRATA Master is now even easier with the added functionality of Pre-meeting Online Voting introduced in Version 10.

Owners can now vote online before the start of a General Meeting with the addition of a few simple steps to your existing process.

Using STRATA Master Version 10, you are now able to;

- Configure Online Voting; including configuring plans and meetings for online voting

☒ Online Voting Approved

29/06/2018

[View Online Voting References](#)

Contracts		Keys		Meetings		Proxy/Nominee		Improvements/By Laws		Compliance	
Meeting Register											
Type	Status	Days req'd for notice	Meeting Date	Arrears Cut Off Date	Meeting Time	Allow Online Voting	Cut Off Date	Cut Off Time			
AGM - Annual General Meeting	Not Started	14	15/07/18	15/07/18	06:00 PM	<input checked="" type="checkbox"/>	15/07/18	05:00 PM			
CM - Committee Meeting	Not Started	10	01/07/18	01/07/18	05:00 PM	<input type="checkbox"/>					
GM - General Meeting	Meeting Folk	8	18/06/18	18/06/18	05:00 PM	<input checked="" type="checkbox"/>	18/06/18	05:00 PM			
GM - General Meeting	Notice Prep	14	01/05/18	01/05/18	06:00 PM	<input type="checkbox"/>					
GM - General Meeting	Meeting Prep	14	01/05/18	01/05/18	06:00 PM	<input type="checkbox"/>					

- Set up a fee to charge clients for Online Voting

Management Fees Configuration - Read Only Mode

Code

Description of Service

Rate

Billing Unit

Auto Billing

AGEND

Issue Emailed Agenda

5.00

agenda

AGENDA

Issue Printed Agenda

0.11

page

ARC

Archive Storage Fee

NIL

month

Yes

DISB

Agency Disbursements

NIL

month

Yes

INS

Insurance Claims

10.00

each

PHO

Photocopying

NIL

page

PMVOTE

Pre-Meeting Electronic Voting

55.00

agenda

PRTE

Email Levy Notice

0.77

each

PRTPdd

Print Levy Notice

0.77

each

REG

Register By-Laws

NIL

registration

RPT

Monthly/Quarterly Report Fee

NIL

month

SCHB

SCHEDULE B Time Charges

NIL

each

SMS

SMS Charges

0.85

each

STD

Standard Management Fee

NIL

month

Yes

Read Only

Code

Description of Service

Rate

Billing unit

PMVOTE

Pre-Meeting Electronic Voting

55.00

agenda

Expense

154400

Admin-Other Expenses-Admin - Admin

☐

Include in transaction based fees

Revenue

Annual Consumer Price Index (CPI)

Current rate

0.3

%

Published/period

- Use the Meeting Wizard to send Voting Invitations to owners
- View Voting Reporting; including the voting register and audit trail reporting for meetings

See **Online Voting with the Meeting Wizard** in the Help File for more information on using this feature.

## Multiple Dissection Invoices using fileSMART Invoicing Workflow

STRATA Master Version 10 with fileSMART Version 7.8 introduces the ability to process an invoice with multiple dissections directly from the fileSMART Creditor Invoices screen in STRATA Master.

- Invoices can be flagged for multiple dissections from fileSMART Workflow or from the fileSMART Creditor Invoices screen in STRATA Master
- Dissections can be saved and edited from the fileSMART Creditor Invoices screen before processing

fileSMART Creditor Invoices

Creditor: Lokation Strata  
ABN: 51824753556  
Payment Method: Direct Entry

GST registered owners corporation:  
Strata Plan 4444  
The Owners of SP 4444  
Chandos Towers  
1 Chandos Street  
ST LEONARDS NSW 2065

Notes:  
Last levy notices were printed on 12/09/2017.  
Foxtel installed. Owners to pay for connection  
2 quotes for repairs  
Last levy notices were emailed on 03/06/2017.

fileSMART Workflow History

Date & Time	Actioned By	Action	Workflow Comment
14/06/2018	gb	Created	
14/06/2018	gb	Appro...	Please approve
14/06/2018	gb	Arch...	

Display only: ☒ Valid ☒ Warnings ☒ Invalid

Inc	Creditor Name	Plan No.	CRN	Inv	Description	Work Order	W/O Close	Trans.Date	Due Date	Expense	Amount	GST	Status	Dissect	Grid
	Lokation Strata	4444		123456	Invoice			14/06/18	14/06/18	190200	602.41	0.00	Pa	<input checked="" type="checkbox"/>	

Invoice count: 1

☐ Show accounts without a budget  
☐ Ignore CRN

Group: [ ] Expense Acct: 190200 [Utility-Electricity - Admin] [Update]

Comment: Inactive creditor.

[Show Invoice] [Charge Owner]

Last processed on 20/09/2017 at 10:15 AM by Administrator

See **Multiple Dissection Invoices** in the Help File for more information on using this feature.

## Option to Include Submeter Invoices in the Quorum Calculation

A new option is available to include outstanding sub-meter invoices in the Quorum calculation on the Meeting Attendance Register for all plans. This option is available on the Financial tab of the Corporation screen for an individual plan.

TFN: 850444555  
ABN: 56 003 544 107  
GST status: Registered  
GST method: Cash  
GST frequency: Quarterly  
Last AGM: 11/03/2018  
Last EGM: DD/MM/YYYY  
Tax year end: 30/06/2010  
Interim reporting period: Quarterly  
Strata renewal committee: ☐

Normal levy frequency: Quarterly  
Levy discount rate (%): 0  
Levy discount grace days: 0  
Levy interest rate (%): 10  
Interest free period: 34 Day  
Reserve funds: 0.00  
Reject levy receipts: ☐  
Charge unpaid interest: ☐  
Creditor invoice hold status: ☐  
Include sub-meter invoices in Quorum calculation: ☒

In various places in STRATA Master, to make viewing related invoices easier, there is now a link to the invoice in fileSMART.

- Quick Reports**

Corporations   Lots   Registers   Insurance   **R & M**   Receipts   Payments   Contacts   Cr Invoices   Debtors   Meetings

**Owner's Corporation Details**

Plan No.  Manager   
 Street No  Street   
 Town  Postcode

Managed?  
☒ Managed plans   ☐ Unmanaged plans   ☐ All plans

**Output option**

☐ Quotes  
☒ Work orders

**Work Order Criteria**

Date reported  To   
 Date ordered  To   
 Date completed  To   
 Creditor   
 Status   
 Work order no.   
 R & M no.

☐ Invoice amount greater than cost limit

Order number	Tradesman	Plan #	For action by	Date reported	Date ordered	Date completed	Status	Advice method	Cost limit	Amount invoiced	fileSMART Inv...	reported by	Re
000001	Fire Control	4444	Traines	2013-04-22	2013-04-22		Awaiting A...		1,500.00	NIL		avid Canelloni	04
000002	Kevin Joyce P...	4444	Traines McTras...	2013-05-24	2013-05-20	2013-05-24	Completed	E-mail	250.00	NIL	<a href="#">Show Invoice</a>	entury 21 Ban...	02
000003	Eastern Subur...	4444	Traines McTras...	2013-05-24	2013-05-24	2013-05-24	Completed	E-mail	NIL	280.00			
000004	D G Evans PL...	4444	Traines McTras...	2013-05-24	2013-05-24	2013-05-24	Completed	E-mail	NIL	150.00			
000005	D G Evans PL...	4444	Traines McTras...	2013-05-24	2013-05-24	2013-05-24	Completed	E-mail	1,800.00	1,800.00	<a href="#">Show Invoice</a>		
000007	ABC Locksmiths	4444	Traines McTras...	2014-01-15	2014-01-16		Sent	E-mail	NIL	220.00			
000008	PARPAMATT...	4444	Traines McTras...	2014-01-24	2014-01-24	2014-01-24	Completed		NIL	203.50			
000009	D G Evans PL...	4444	Traines McTras...	2014-02-25	2014-02-25		Sent		100.00	NIL	<a href="#">Show Invoice</a>		
000010	D G Evans PL...	4444	Traines McTras...	2014-02-27	2014-02-27		Sent		200.00	NIL			

9 records found

- Quick Reports**

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Corporations	Lots	Registers	Insurance	R & M	Receipts	Payments	Contacts	Cr.Invoices	Credits	Meetings
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**Divers Corporation Details**

Plan No.  Manager

Street No.  Street

Town  Postcode

Managed?  
☒ Managed plans   
 ☐ Unmanaged plans   
 ☐ All plans

**Other Search Criteria**

Transaction date From

Date due From

Amount  Invoice no.

User

Status  ☐ Check GST

Creditor  Creditor payment method

Expense account

☐ Show only invoices greater than authorized cost limit

Plan #	Address for so.	Trans. date	Data due	Expense acc.	Expense account	Creditor	fileSMART Inv..	Credits AEN	Amount	GST %
4444	Chandos Stee.	2012-01-17	2012-02-01	159100	Insurance-Premiums - Admin	Corporate Ho		6,003,195.504	6,100.00	554.95
4444	Chandos Stee.	2012-02-01	2012-02-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2207240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-03-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns	Show invoice	2007240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-03-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-02-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	235.00	20.91
4444	Chandos Stee.	2012-02-01	2012-06-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-09-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns	Show invoice	2007240916	220.00	20.00
4444	Chandos Stee.	2012-02-01	2012-07-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-03-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	245.00	22.27
4444	Chandos Stee.	2012-02-01	2012-10-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns	Show invoice	2007240916	225.00	20.45
4444	Chandos Stee.	2012-02-01	2012-11-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	245.00	22.27
4444	Chandos Stee.	2012-02-01	2012-12-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	235.00	21.36
4444	Chandos Stee.	2012-02-01	2012-01-01	179400	Main Grounds-Lawns & Gardenin...	Action Lawns		2007240916	250.00	22.73
4444	Chandos Stee.	2012-02-09	2012-02-09	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-02-09	2012-02-09	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-02-09	2012-02-09	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-02-09	2012-02-09	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-07-12	2012-07-12	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-07-12	2012-07-12	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-07-12	2012-07-12	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-07-12	2012-07-12	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-10-01	2012-10-01	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-10-01	2012-10-01	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-12-09	2012-12-09	153800	Admin-Agent Disbursements - Admin	Rockland Ste		6003554107	20.00	1.82
4444	Chandos Stee.	2012-12-09	2012-12-09	154000	Admin-Management Fees-Stands.	Rockland Ste		6003554107	50.00	4.95
4444	Chandos Stee.	2012-12-09	2012-12-09	167200	Main Bldg-General Repairs - Admin	Betta Slide D		80505003359	985.00	89.95
4444	Chandos Stee.	2012-12-09	2012-12-09	172202	Main Bldg-Planning-Draught & S...	D G Evans Pro		77		



- Outstanding invoices processed in the fileSMART Creditor Invoices screen now display a button that links to the invoice in fileSMART.

**Creditor Invoices - Edit Mode**

GST registered owners corporation selected  
 Enter Plan No. or Street Name or Body Corporate Name:  
 Strata Plan 4444  
 Chandos Towers  
 1 Chandos Street  
 ST LEONARDS NSW 2065

Last levy notices were printed on 31/07/2014.  
 Last levy notices were emailed on 08/07/2013.  
 Four storey brick building with one lift.  
 Restricted keys with ABC Locksmiths.  
 No pets allowed.  
 Foxtel installed. Owners need to pay for connection.  
 Two quotes for repairs over \$2500.  
 Code for security entry gate is #786#

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date last updated
24/01/2014	24/01/2014	190200 Utility-Electricity - Admin	PARRAMATTA CITY CO...	Council Rates	203.50	On Hold	None	28/01/2014
24/01/2014	24/01/2014	190200 Utility-Electricity - Admin	PARRAMATTA CITY CO...	Council Rates	203.50	On Hold	None	28/01/2014
24/01/2014	24/01/2014	190200 Utility-Electricity - Admin	PARRAMATTA CITY CO...	Council Rates	203.50	On Hold	None	28/01/2014
24/01/2014	24/01/2014	190200 Utility-Electricity - Admin	PARRAMATTA CITY CO...	Council Rates	203.50	On Hold	None	28/01/2014
24/01/2014	24/01/2014	190200 Utility-Electricity - Admin	PARRAMATTA CITY CO...	Council Rates	203.50	On Hold	None	28/01/2014

Total due \$912,592.20

Creditor: ParaCou **PARRAMATTA CITY COUNCIL** **Show Invoice**

Bill Code: 5710499071 ABN: GST Registered Pay by: Bulk BPAY  
 Work Order (Optional): Amount limit \$0.00  
 Already invoiced \$0.00

Expense account: ☐ Show accounts without a budget  
 Group: None 190200 Utility-Electricity - Admin

Description: Council Rates  
 Amount: 203.50 GST: 18.50  
 Invoice no.: Date due: 24/01/2014 Transaction date: 24/01/2014  
 CRN: 50105022 Budget: \$750.00 Total YTD: \$0.00

Plan Number: 4444  
 Address: Chandos Towers, 1 Chandos Street, ST LEONARDS

	Admin	Capital Works	Total
Cash at bank	1,056.49	11,765.31	12,821.80
O/S invoices	904,452.20	8,140.00	912,592.20
Net cash	-903,395.71	3,625.31	-899,770.40
Reserve funds			NIL
Available cash	-10,728.91	10,951.31	222.40
Total investments:		30,220.00	

Group:  
 Available cash \$0.00 \$0.00 \$0.00

Invoice status:  
☒ Hold ☐ Pay **On Hold**

## Estimated Commissions on the Insurance Policy Screen

Estimated Commission Amount can now be recorded on the Insurance Policy screen. The estimated amount also displays on the Insurance Quick report and on the new Delegated Functions Report.

**Insurance Policy**

Company: QBE Mercantile Mutual Insurance

Policy number: 811006

Policy start date: 31/12/2014 ☒ Record Commission

Renewal date: 31/12/2015 Estimate: 534.80

Last premium: 5,348.00 Due: NIL

Date paid: 14/12/2014 Received: NIL

Broker:

Policy type: Strata

Notes:

☒ Active policy

# Investment Account Changes

## Additional Entry Fields for Investment Accounts

Two new fields have been added to Bank Account Configuration when Operating Account is unticked on an individual account:

- Expiry - a date field listing the end date or maturity of the investment term.
- Rate - the percentage rate of interest, which can be entered to 2 decimal places.

The screenshot shows a 'Bank Account Configuration' form titled 'Edit'. It contains several input fields and checkboxes. The 'Expiry' field is a date picker set to 'DD/MM/YYYY' and the 'Rate' field is a text input set to '0.00'. These two fields are enclosed in a red rectangular box. Other fields include 'Bank' (NAB), 'BSB' (032-288), 'Account no.' (21424-4444), 'Branch', 'Account name' (Term deposit for SP 5545), 'Allocated BSB', 'Allocated account', 'Active' (checked), 'Operating Account' (unchecked), 'Last receipt no.' (0), 'Last cheque no.', 'Bpay biller code', 'PayWay biller code', and 'Manual cheques' (unchecked).

The new fields can be viewed:

- On the Corporation window, on the Bank Account tab
- Quick Reports, on the Corporation tab, selecting Show Bank Accounts
- On the Reminders screen if the Investment Account reminder has been activated

## Reminders - Investment Maturity

A new reminder has been added:

### Investment Account

This reminder can be configured to display when an investment account is approaching its expiry (or maturity) date.


Where the expiry has been entered in Configure → Bank Accounts and linked to a plan in the Corporation window, Bank Account tab, a reminder can be triggered based on the number of days before the expiry date.

The reminder window will display the Bank, Account number, and rate of interest (if entered). When the Reminder is double-clicked, the user will be taken to the Corporation window, Bank Account tab.



# GST Reporting for New Zealand

For databases configured for NZ, GST reporting amounts will include cents and all references to ATO will be displayed as IRD on the GST Report.



**GST Report**  
to assist completion of  
a Business Activity Statement  
for period from 01/04/2000 to 30/09/2018  
Grafton Road  
GST no. 013 932 626

**Calculations for front of Business Activity Statement and worksheet**

GST accounting method: Accrual

GST owed to the IRD from sales	\$	GST the IRD owes from purchases	\$
Total sales (including GST) (G1)	366,282.55	Non-capital purchases (G11 & G12)	232,619.07
Other GST-free sales (G3 & G5)	9,816.05	GST-free purchases (G14 & G16)	7,502.53
Total sales subject to GST (G6)	356,466.50	Total purchases subject to GST (G17)	225,116.54
GST on sales (G9)	45,740.50	GST on purchases (G20)	28,671.80

**Summary for back of Business Activity Statement**

	\$
GST on sales (1A)	45,740.50
GST on purchases (1B)	28,671.80
Net GST (1A-1B)*	17,068.70

\* Because the net GST is positive, this is the amount of GST you have to pay to the IRD on behalf of the body corporate.

**Confirmation of Creditor GST Balance**

General	Admin	Long Term MF	Total
GST Payable (Refundable)	771.80	16,296.90	17,068.70
Creditor - GST Balance currently is	(321.00)	0.00	(321.00)

## Other Changes

- A new feature has been added to provide the option to exclude duplicate contacts when using the Mail Merge Wizard.
- Changes to the Owner & Committee Member Portals to remove instances of 'Executive Committee'
- The Proposed Levy Report has been updated so that references to 'Capital Works' have been changed to 'Sinking Fund' for NSW plans based Association types of; Neighbourhood Association, Home Unit Company, Precinct Association, Community Association
- SMTP encryption methods have been added to extend security when sending bulk SMS messages.
- Email address validation now allows email addresses containing symbols (for example +, &) to be saved.

# What we fixed

Defect Details	
Quick Reports	An error when attempting to show linked bank account from Quick Reports has been resolved.
	An issue where a non-creditor payee details could not be searched for in the Quick Reports > Payments screen has been fixed
Search in Mail Merge	An error when searching for Owner/Lots in mail merge has been resolved
Invoices where description was changed	An error occurring when paying an invoice where the description was changed in the 'Search/Edit Transactions' screen has been resolved
fileSMART Creditor Invoices Screen	An error when deselecting a row by clicking on the grid header on the 'fileSMART Creditor Invoices' screen has been resolved
	An issue in the fileSMART Creditor Invoices screen highlighting the wrong invoice as the duplicate when duplicate detection is enabled in Agency Configuration has been resolved
Generic BPAY Levy Notice Slip	An error with a BSB label appearing on the a 'Generic BPAY Levy Notice slip' has been resolved
Diary Report	An error when running the Diary Report for a large date range has been resolved