

StrataMax – Procedures Assistance Guide

DAILY	DONE	ONLINE HELP
Download transaction files from banking institution (unless StrataCash Management)		Process Bank Statements
Process Bank Statements: Action any exceptions notes in the unreconciled area including any investment accounts.		Banking Process Process Bank Statements
Roll Submissions: Process Online Roll Submissions (if owners are submitting them on the portal).		Roll Submissions
Roll: Change of Ownership or any other applicable details.		Change Owner
TRMax: Enter daily charges or additional charges if required		Recovery Entry
TaskMax: Enter new quotes or work orders. Action existing quotes and work orders		Setup / Config
DocMax/Creditor Invoices: Process invoices in Work Queues > Creditor Invoices		Creditor Invoices
Payments: Process Payments for all buildings. Authorise payments before bank cut-off time		Payments
WEEKLY	DONE	ONLINE HELP
DocMax/Creditor Invoices: Process invoices in Work Queues > Creditor Invoices.		Creditor Invoices
Payments: Process Payments for all buildings. Authorise payments before bank cut-off time		Payments
MONTHLY – MID MONTH* (timing may vary based on State Legislation / contract)	DONE	ONLINE HELP
Reports Utilities Global: Group > Cash Flow Management. Transfer funds to cash at bank and investment accounts where required.		Group Reports
Dashboard - Days Until Insurance Due to Expire. Check for any Insurance Due Dates approaching & renew & update details in Insurance.		Dashboard
Arrears Notice – Issue based on setup timing requirements		Arrears Process
Search Inspections – review to determine scheduling for required inspections		Search Inspections
MONTHLY – END OF MONTH (before rollover)	DONE	ONLINE HELP
Dashboard – Levies Not Printed: to send levies out 40 days prior to due date		Dashboard
Dashboard - Investment Banking – check <i>Maturing Investment Accounts dashboard</i> for any pending maturity investments. Seek instruction on these.		Dashboard
Levy Notice/Reports: Print / Send / Email levy notices to all applicable buildings (Global)		Global Levy Process
GLMax: Process Recoveries – process all TRMax recoveries for the current month		Process Recoveries
MONTHLY – START OF MONTH	DONE	ONLINE HELP
Bank Reconciliation - reconciliation for the last day of the previous month		Bank Reconciliation
Month End Rollover – roll the month & year ends (unless set for automatic rollovers)		Month End Rollover
Dashboard – Buildings Not Rolled.		Dashboard
Only after the Month End and Year Ends have been rolled – proceed with the following:		

GLMax: Process Management Fees – Preview & Process Fees (this will post all Management Fees) if contract is payable in advance		Process Management Fees
Payments: Payment run for the company and process EFTs		Payment Process
Status Reports. Run the status reports across globally and upload to DocMax where required.		Status Report
QUARTERLY	DONE	ONLINE HELP
Business Activity Statements: Check GST Clearing account reconciles to BAS report (prior to end of quarter). Reporting and saving after end of period.		Business Activity Statement
ATO SBR BAS Lodgement (if using): How to find pending, pre-fill, pre-lodge and lodge – bulk or individually.		ATO SBR Client
Payments: Process ATO Payments		ATO Payments
ANNUALLY	DONE	ONLINE HELP
Tax Reports – Print Tax Year Reports for Tax Accountants to assist with lodgement		Tax Year Report
Year End Accounts: Process journals for year-end buildings in Old Year after FYE rollover		Journal Preparation
Budget Update – Prepare proposed budget for AGM & Update post AGM with approved figures (in Old Year)		Budget Update
Levy Management / Levy Year End Roll – Carry out levy year end rollover to update levies after meetings and strike and issue the levies		Levy Year End Rollover
Office Bearers – update after AGM for current appointed committee members		Office Bearers
Insurance: Update or change insurance policies after paying the creditor invoice		Insurance
TIME CRITICAL	DONE	ONLINE HELP
Tax Reports – Print Tax Year Financial Statements for Tax Accounts (Must be run end of June or in July)		Tax Year Report
GLMax: Before FYE rollover produce A/c Manager Income Query and any required reports under Invoice Link Manager.		Account Manager Income Query