

Release Notes – Version 5.6.113

StrataMax has been dedicated to meeting the needs of Strata Managers for over 30 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the [StrataMax Online Help](#)



THE COMPLETE STRATA MANAGEMENT SOLUTION



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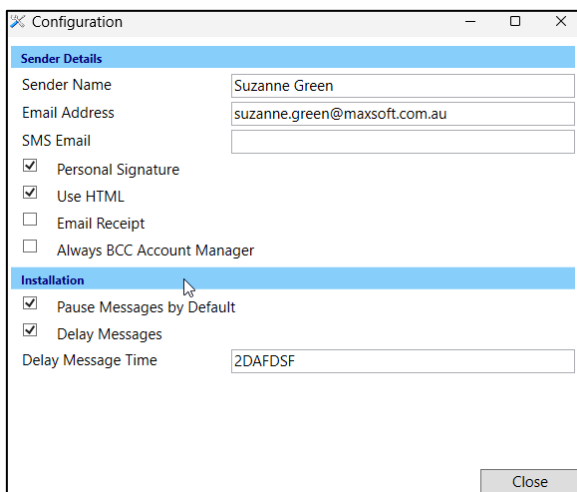
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What's New

1. Communications – New Security

New security permissions have been added, that can be assigned to Pause Messages by Default and Delay Messages. Security permissions assigned to Delay Messages also apply to Delay Message Time field.

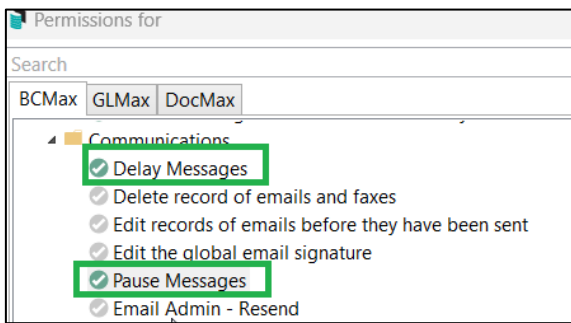
The 'Pause Messages by Default' and 'Delay Messages' fields are located under the Communications module / Options/ Communications setup as per example below:



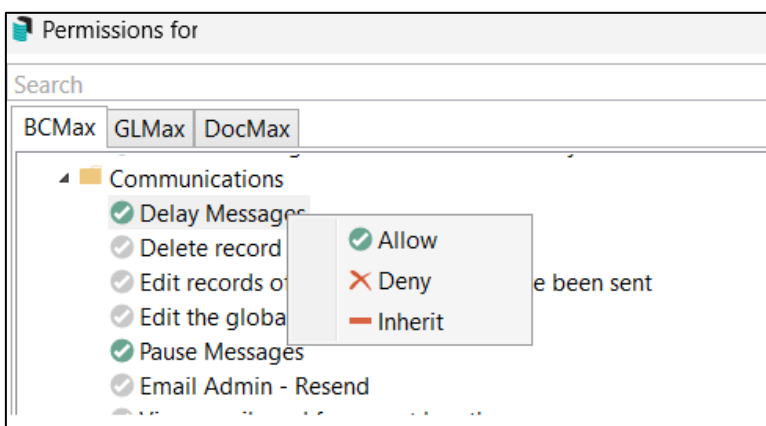
1.1 Update Security Permissions

To assign new security permissions:

- Navigate to 'Security Setup'
- Right click the 'User or Group' that needs permissions set
- Select 'Edit Permissions'
- Enter 'Communications' into the Search Field



- Right click 'Delay Messages' and or 'Pause Messages,' select required Permission



Allow – Users will be able to update the Delay Messages and Pause Messages fields.

Deny – Users will not be able to update the Delay Messages and Pause Messages fields.

Inherit – Users will have permissions allocated to the Group they are assigned to

2. ACT Unit Titles Certificate – Certificate Amendments

2.1 Embedded Network Details

In accordance with the updated legislation ACT Certificate Section 119 / Info Editor will now provide the ability to record details regarding Embedded Network Providers.

If any of the utility services within the unit's plan are a part of an embedded network:

- (i) a statement about which utility service the embedded network applies to; and
- (ii) the name of the embedded network provider.

To add this information to the Certificate:

- Navigate to Certificates
- Click Info Editor
- Click into the text fields beside the Name of the Embedded Network Provider and / or Which utility service the embedded network applies to.
- Add the network details as required for the selected buildings only or for all buildings as a global default.
- Click Save Changes.

The screenshot shows a window titled "Certificate Information Editor" with a dropdown menu set to "Section 119A - ACT - Unit Titles (Management) Act 2011". Below the dropdown is a table with three columns: "Field", "Text (this building only)", and "Text (global default for this ce)". The table contains several rows, with the last two rows highlighted in blue. The first highlighted row is "Name of the embedded network provider" with sub-headers "Local Network provider" and "Global Network Provider". The second highlighted row is "Which utility service the embedded network applies to" with sub-headers "Local Network Services" and "Global Network Services". A "Save Changes" button is located at the bottom right of the window.

Field	Text (this building only)	Text (global default for this ce)
Sealing Clause		
Corporation borrowings		
Corporation sustainability infrastructure		
Application to the Planning and Land Authority for an extension of the crown lease		
Ongoing development approval conditions		
Name of the embedded network provider	Local Network provider	Global Network Provider
Which utility service the embedded network applies to	Local Network Services	Global Network Services

Save Changes

The text will be output to the new section on the certificate when produced.

Unit Titles (Management) Act 2011

UNIT TITLE SALE CERTIFICATE

Section 119 (1) (a)

Units Plan No.

Embedded Network

If any of the utility services within the units plan are a part of an embedded network

(i) Which utility service the embedded network applies to
Local Network Services

(ii) The name of the embedded network provider
Local Network provider

2.2 Certificate Title and Section numbers

As per the legislation, the title of the Certificate has been amended from Unit Title Certificate to Unit Title Sale Certificate. Section numbers have also been removed from Subheadings.

Unit Titles (Management) Act 2011

UNIT TITLE SALE CERTIFICATE

Section 119 (1) (a)

The Owners - Units Plan No.

Unit No:

The above Corporation hereby certifies, pursuant to the Unit Titles Act, Section 119, the contributions payable under the Act in respect of the above unit are as follows:

Entitlements	
Unit Entitlement:	55
Total Building Entitlements:	1,000

Managing Agent

Name and address of manager (if any) appointed under Section 50 is:

Contact Phone Number:

Corporation's records can be inspected at

Address:

Contact Phone Number:

Members of Corporation's executive committee

3. Report Distribution Enhancements

3.1 Save as a Single File

Two new save options are now available in the Report Distribution preview page which provides the ability to save Meeting Hub and Merge Letter / Report distributions with multiple attachments as a single file. The change has been incorporated into BCMMax Report Distribution and Meeting Hub Meeting Distribution.

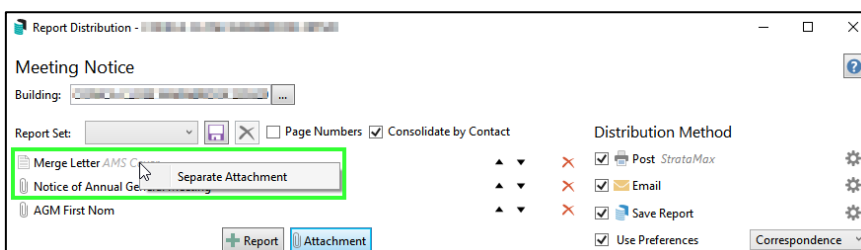
To see this change, navigate to Report / Meeting Hub Distribution, create a distribution with one or more attachments and proceed to the Report Publish screen. The top window will show two new options.

- Click the 'Save to DocMax' icon to open the DocMax Add Documents module and save the distribution as a single file to DocMax
- Click the 'Save to Disk' icon to open a save to .pdf dialogue window and save the distribution as a single pdf file.



3.2 Separate attachments

Distributions with multiple attachments will now be defaulted with 'Separate Attachment' unticked. The was previously defaulted to ticked. Navigate to Report / Meeting Hub Distribution, create a distribution with one or more attachments and right click one of the attachments to see the change or set the document as a separate attachment.



Note: If a document is set as a separate attachment, it will be excluded from documents saved as a single file as per 3.1 above.

4. Local and Global Transactions – Change Code

The last selected code will be retained after a Transaction code is changed. This is a per user configuration.

When changing codes one after another, the results in Local Transactions will update without the need to click Refresh.

GLMax Enhancements Overview

This release incorporates enhancements whereby the GLMax and StrataMax systems have been merged to be more streamlined and consistent.

Changes to note with regards to GLMax on upgrade to this version are:

- GLMax Companies will be renamed from COMPx to GCOMPx.
- GLMax Creditors and Debtors will use the new contact management screens.
- GLMax and StrataMax Creditors will now use the same Creditor contact table.
- GCOMP companies can be selected in DocMax and set as Internal Documents
- GLMax Invoices will now be stored in DocMax.
- GLMax Account Maintenance has been upgraded to the new format.

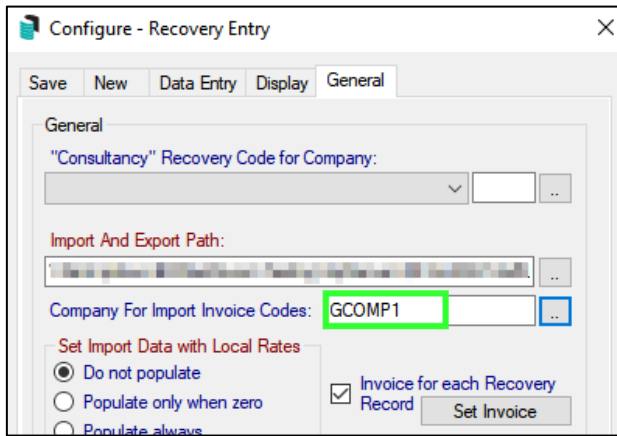
5. GLMax Merge Enhancements

5.1 GLMax Company name change

GLMax Companies have been renamed from COMPx to GCOMPx. Companies can still be selected in the same way but will show G at the beginning of each GLMax Company.

Number	Name	Year Start	Year End	A
GCOMP6	Sample New Company	01/05/2024	30/04/2025	
GCOMP3	Sample New Company	01/07/2023	30/06/2024	
GCOMP4	Sample New Company	01/01/2024	31/12/2024	
GCOMP5	Sample New Company	01/01/2024	31/12/2024	
GCOMP1	Sample New Company	01/01/2024	31/12/2024	
GCOMP2	Sample New Company	01/09/2023	31/08/2024	

StrataMax screens such as TRMax, Disbursements, Management fees will also reflect the change as well as reports from GLMax.



StrataMax Companies (COMP buildings) will not be affected by this change.

5.2 GLMax Creditors upgrade to Contact Management

StrataMax and GLMax Creditors have been merged and GLMax Creditor Maintenance and will now present Creditors in the Contact Management format. This means all Creditors will be available for selection in GLMax or StrataMax.

Selecting and adding Creditor contacts is now consistent with BCMax. Please see the Help link below for more information about Creditor Maintenance.

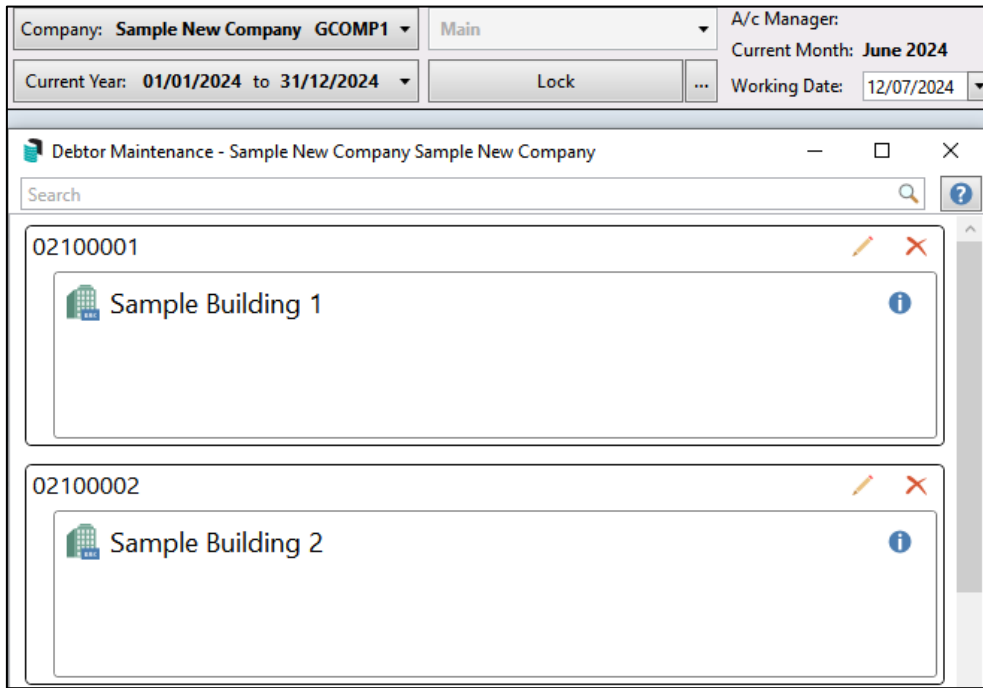
[Creditor Maintenance](#)

Please Note: Any unused GLMax creditors will be removed on upgrade.

Please Note: If a Creditor with BPay Payment Type is used for a Creditor Invoice in GLMax, the payment type will default to cheque as BPay is not supported in GLMax.

5.3 GLMax Debtors upgrade to Contact Management

GLMax Debtor Maintenance will now present the new Contact Management format and can be managed in the same way as StrataMax Debtors.



5.4 GLMax Invoices and Month End Financials

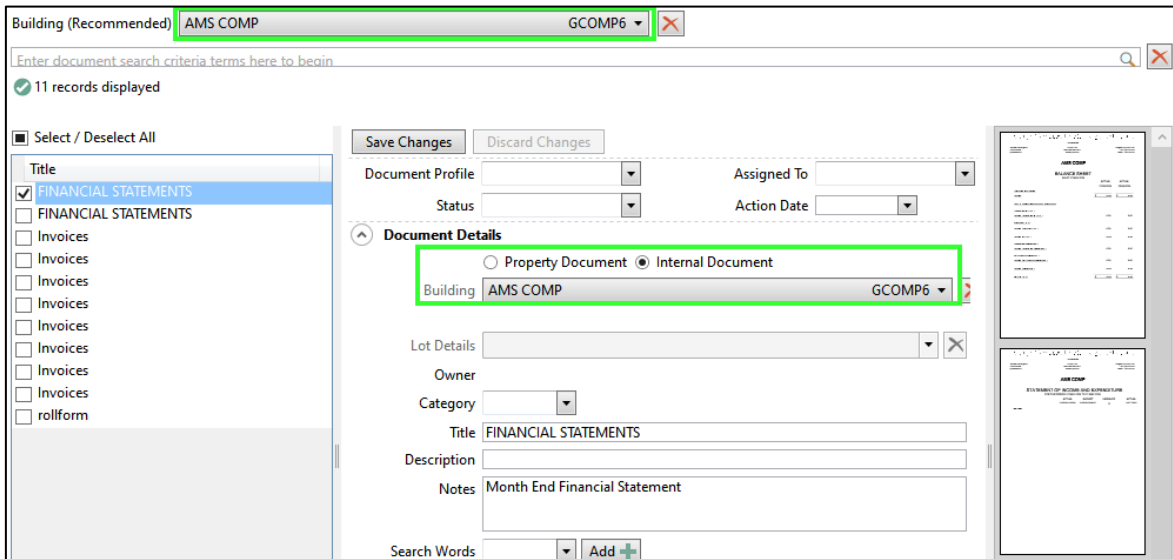
Invoices generated from Invoice Printing in GLMax will now be stored in DocMax as well as Stored Reports. Month End Financial Statements for GLMax companies will also be added to DocMax.

The associated GCOMP will be set as the building, see [Section 5.5](#) for further details regarding GLMax and DocMax changes.

5.5 DocMax Changes

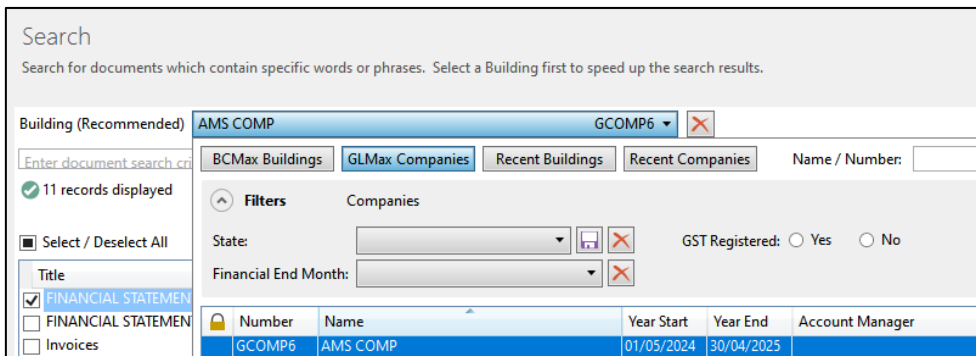
GLMax GCOMP buildings will now be available in DocMax where documents from GLMax can be added as Internal documents only. Lot selection will be disabled if a GCOMP building is set.

Stored reports from GLMax will be added with the associated GCOMP pre-filled as an Internal Document.

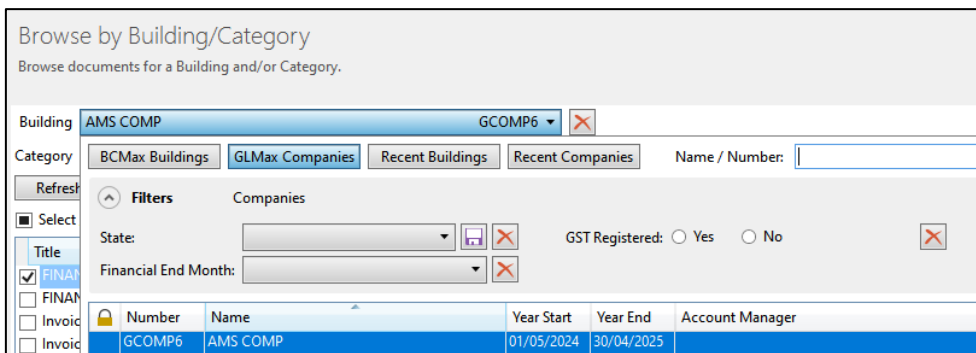


GLMax search filters have been added to DocMax Search and Browse by Building / Category to allow searching for GCOMP documents.

GLMax filter in Search screen



GLMax filter in Browse screen



GCOMP Buildings can also be selected in Advanced and Saved Searches using the Building Name and Building Number fields.

Advanced Search
 Customised search with specific criteria. The results can be displayed in your preferred layout.

Restrict To	Field	Condition	Value
Columns	Building Name	is equal to	Sample New Company
Sort Order	Building Number	is equal to	GCOMP1

Search 4 records displayed

Added Date	Building Name	Building Number	Title	Description	Assigned To
06/06/2024	Sample New Company	GCOMP1	Creditor Info List	Creditor Info List	
06/06/2024	Sample New Company	GCOMP1	Creditor Info List	Creditor Info List	
06/06/2024	Sample New Company	GCOMP1	FINANCIAL STATEMENTS		
04/06/2024	Sample New Company	GCOMP1	Creditor Invoice Activity Rej		

6. GLMax Account Maintenance Enhancement

Account Maintenance in GLMax will now present in the new format to be consistent with StrataMax Account Maintenance. This will provide the same enhanced validation that has been introduced to Applicant Maintenance in StrataMax.

Search or open Account Maintenance in a GComp building to see the new screen for GLMax.

Account Maintenance - Sample New Company GCOMP1

Search Show Hidden/Restricted ?

Code	Description	Type	System Flag	Account Group	Report Group	Tax
003	CAPITAL ACCOUNT	Header				/ X
004	10,000 SHARES OF \$1,00 EACH	Equity				/ X
005	UNCALLED & UNISSUED CAPITAL	Equity				/ X
006	ACCUMULATED PROFIT/LOSS	Equity				/ X
007	CAPITAL RESERVE	Equity				/ X
0098	TOTAL	Total2				/ X
0099	THESE FUNDS ARE REPRESENTED BY	Total1				/ X
010	CURRENT ASSETS	Header				/ X
01000000	GST ON CAPITAL	Asset	GST Gross			/ X
011	CASH ON HAND	Asset				/ X
012	CASH AT BANK	Asset				/ X
021	DEBTORS CONTROL	Debtor Main				/ X
022	STOCK ON HAND	Asset				/ X
0221	DEBTORS ARREARS	Calculated				/ X
0222	OTHER DEBTOR ARREARS	Calculated				/ X

Count: 118 Export Log Add New Close

To learn more about the new Account Maintenance format please navigate to the following Help file:

[Account Maintenance](#)

Contact Bank Account Change Approval Process Overview

Optional workflow for managing Creditor / Contact Bank Accounts entered into StrataMax will be available in this release. This feature is designed to help manage the workflow where users enter or amend bank details, call, or contact the creditor/contact to verify the changes and sometimes request additional information and approve the changes once sufficient information has been received.

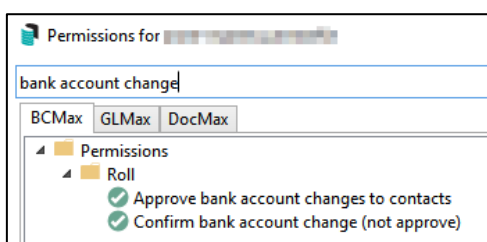
Features include:

- Ability to enter or update bank account details while the old BSB and account also displays in the contact card.
- Payments will not be processed for a creditor/contact that has pending bank account changes.
- Desktop Dashboard to identify pending bank account changes & whether the changes have been confirmed with the creditor/contact.
- Ability to attach documents that team members can refer to.
- Ability to record time stamped notes that cannot be edited or deleted.
- Separate security permissions to allow changes to be marked as 'Confirmed with creditor/contact' and to mark the changes as 'Approved'. Only once marked as approved will payments process to the creditor/contact.

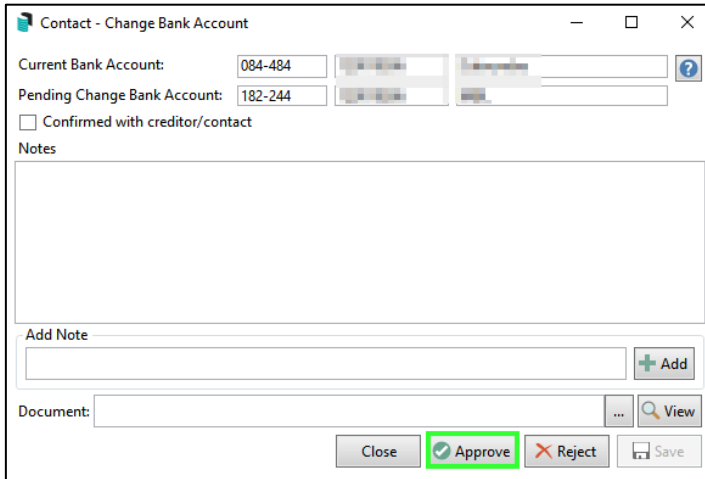
7. Bank Account Change Approval Process

7.1 Bank Account Change Approval Security Settings

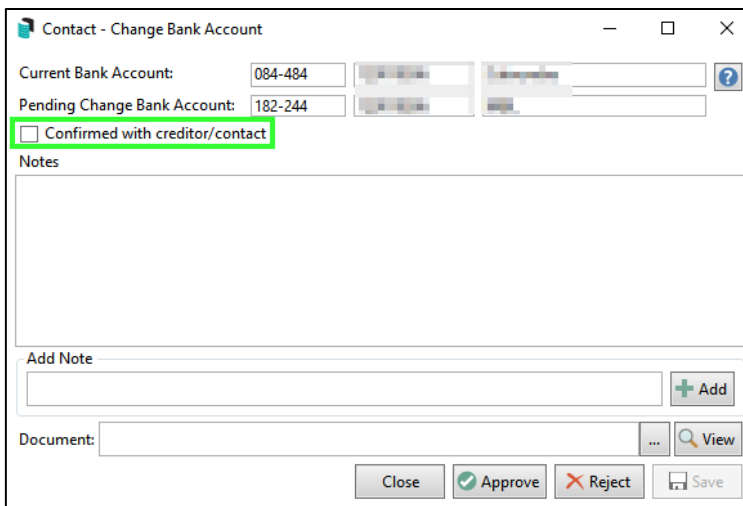
Two new security settings have been added to manage access to Bank Account Change approvals.



- ‘Approve bank account changes to contacts’ set to allow will provide access to Approve or Reject a Bank Account change and set the Confirm bank account changes checkbox. Setting to Deny will prevent access to the Approve and Reject buttons.



- ‘Confirm bank account changes’ set to Allow will provide access to the ‘Confirmed with creditor/contact’ checkbox but does not allow access to Approve or Reject a bank account change. Setting to Deny will disable the checkbox.

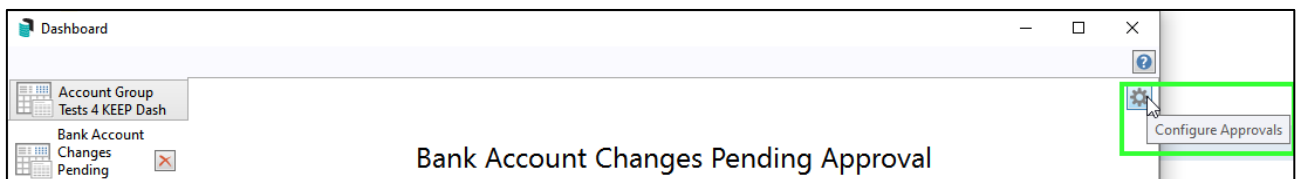


7.2 Bank Account Change Approval Dashboard Configuration

The configuration setting to switch on the Bank account Change Approval mode is in a new Dashboard item called Pending Bank Account Approval Changes.

The screenshot shows a configuration window titled 'Dashboard Configuration'. It includes a 'Report' dropdown set to 'Pending Bank Account Changes', a 'Display Title' field with the same text, and a 'Bank Account Changes Pending Approval' section. This section has a 'Display Type' dropdown set to 'Traffic Light', a checked 'Show On Desktop' option, and two input fields for 'Lower Limit Value' (30) and 'Upper Limit Value' (45). Below these is the text 'Number of outstanding bank account changes'. A 'Preview' section shows three icons: a green checkmark, a yellow warning triangle, and a red exclamation mark. A 'Save' button is at the bottom right.

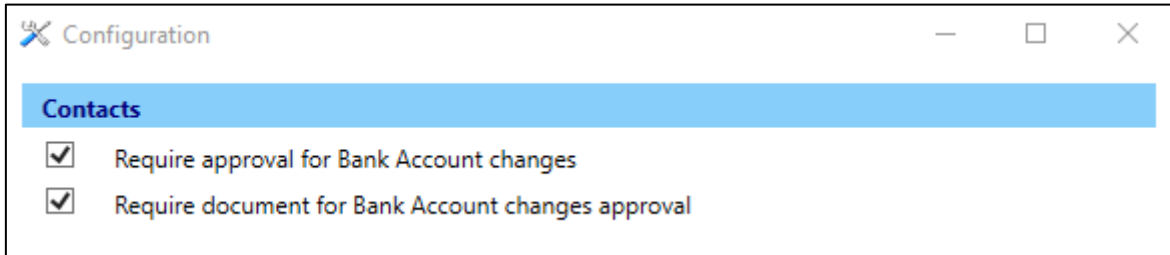
Once added to the desktop, click into the Dashboard item, and click the configuration cog to activate or deactivate approval requirements.



In the configuration there are two options.

- **'Require approval for bank account changes'** – setting this will activate the Bank Change approval screen which can be accessed from the contact card, or the Bank Account changes Dashboard. Bank Account changes will need to be approved before updating in the contact card.
- **'Require document for Bank Account changes approval'** – setting this will only allow save of a Bank Account change once a verification document has been added to the request.

Note: The Require document for Bank Account changes approval setting will not be enabled unless Require approval for Bank Account Changes is set.

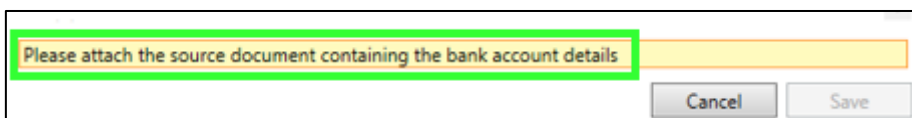


Access to this Dashboard item is reliant on the security permissions set for the Dashboard in Security Setup.

7.3 Bank Account Change Approval in Creditor Maintenance

If configured, the Bank Account changes icon will be displayed in a contact card where a bank account change has been made, or a new bank account is added. To see this change open a contact card, click the edit icon, and make a change or add a new bank account.

If 'Require document for Bank Account changes approval' is set, a validation message will also be displayed and save will be disabled until one is added.



Contact Details

Name: TEST CREDITOR

Type: Company

Reference Name: TEST CREDITOR

Address Title (1): TEST CREDITOR

Address Title (2):

Letter Title: TEST CREDITOR

Australian Business Number:

Australian Company Number:

Postal Address:

Phone:

Email Address: accounts@testing.com.au

Bank Account

BSB	Branch	Account Number
182-244	MBL	45678910

Effective/Current - BSB: Account Number:

Website:

Delivery Preferences

Correspondence: Send by post Send by email

Levy Notice: Send by post Send by email

Utility Bill: Send by post Send by email

Please attach the source document containing the bank account details

Cancel Save

This screen will show the current bank account (if any) and the new pending account.

- Tick the 'Confirmed with Creditor / contact' if the change has been confirmed with the contact in writing or verbally.
- Type a note into the Add Note field and click 'Add' to add a timestamped note.
- Click the Add Document icon to add an approval document from DocMax or an external source.
- Click View to open the attached document in DocMax for preview.
- Click Save to save the changes.

Contact - Change Bank Account

Current Bank Account: [] [] [] [?]

Pending Change Bank Account: 182-244 45678910 MBL

Confirmed with creditor/contact

Notes

[7/16/2024 11:09:11 AM] Called this creditor to confirm the bank account change

Add Note [] [+ Add]

Document: New Bank Account for Test Creditor [...] [View]

[Close] [Save]

The validation for document message will no longer display in the contact card and the change to the bank account will show as pending.

- Click Save in the contact card to save the changes.

If this is a new bank account, the card will show the new pending account and the current account as blank.

Bank Account

BSB	Branch	Account Number
182-511 [...]	Macquarie Bank Limited	12358887

⚠ Effective/Current - BSB [] Account Number []

Website []

If this is a change of bank accounts, the card will show the current account and the pending account.

Bank Account

BSB	Branch	Account Number
012-030 [...]	Broadway	78952223

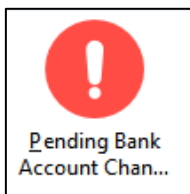
⚠ Effective/Current - BSB 186-300 Account Number 303845366

Website []

Once saved, those who have access can approve or reject the change in the Bank Account Change contact details screen. This is accessed from the Contact Card itself as per above or through the Pending Bank Account Changes Dashboard. [See Section 7.4.](#)

7.4 Pending Bank Account Change Approval Dashboard

After setting up the Bank Account Change Approval Dashboard any pending bank account changes will be presented in the Pending Bank Account Changes Dashboard. Click into the dashboard item to see the pending changes.



7.5 Bank Account Change Pending Approval

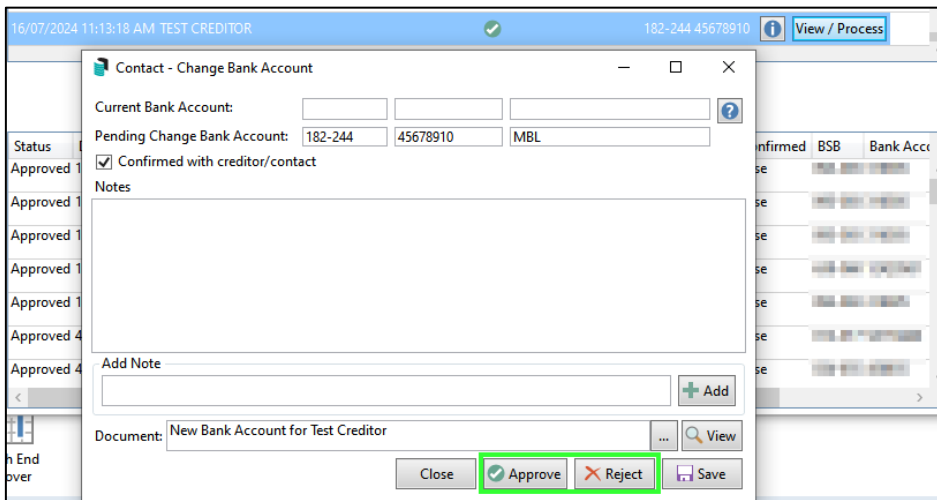
This screen will show contacts where there are pending changes.

- The Date column shows the date the original change was made.
- The name column shows the contact the change was made for.
- The Confirmed column indicates if the 'Confirmed with creditor / contact' checkbox has been ticked.
- The Current column shows the current bank account (if any).
- The Pending column shows the new, pending account number.

Date	Name	Confirmed	Current	Pending	
10/07/2024 3:37:10 PM	12345678901234567890			124-074 11344264	View / Process
10/07/2024 3:37:10 PM	098765432109876543			084-223 689770450	View / Process
10/07/2024 3:37:10 PM	1098765432109876543			332-022 720126728	View / Process
10/07/2024 3:37:10 PM	2109876543210987654			014-211 181998518	View / Process
10/07/2024 3:37:10 PM	3210987654321098765			034-143 144699	View / Process
12/07/2024 2:40:55 PM	4321098765432109876	✓	034-243 247986	034-243 24786237	View / Process
16/07/2024 11:13:18 AM	TEST CREDITOR	✓		182-244 45678910	View / Process

- The 'i' icon opens the contact card in review mode.

- The View/Process will open the Contact – Change Bank Account screen where the change can either be Approved or Rejected.



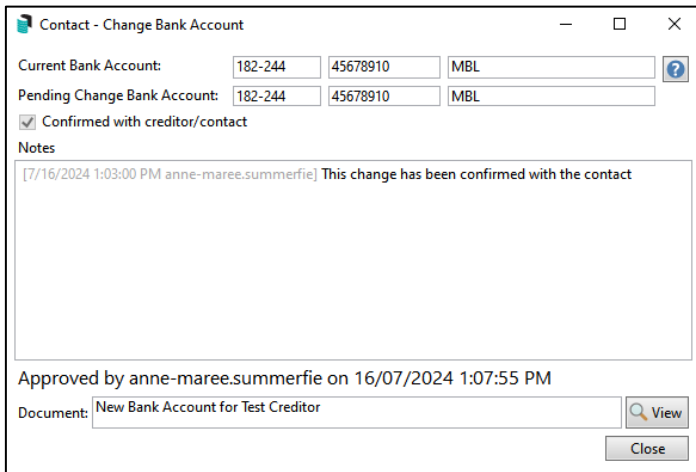
7.6 Recent History

Once approved, the record will be moved to the Recent History window which will show:

- The status as Approved or Rejected.
- The date the record was processed.
- The user who processed the approval / rejection
- The date the change was entered in the contact card.
- Confirmation status
- The new / changed account number.
- The 'i' icon opens the contact card in review mode.

Recent History							
Status	Date Processed	Processed By	Date Entered	Name	Confirmed	BSB	Bank Account Number
Approved	16/07/2024 1:07:55 PM	anne-maree.summerfie	16/07/2024 11:13:18 AM	TEST CREDITOR	True	182-244	45678910

- The View button will open the Contact – Change Bank Account window.

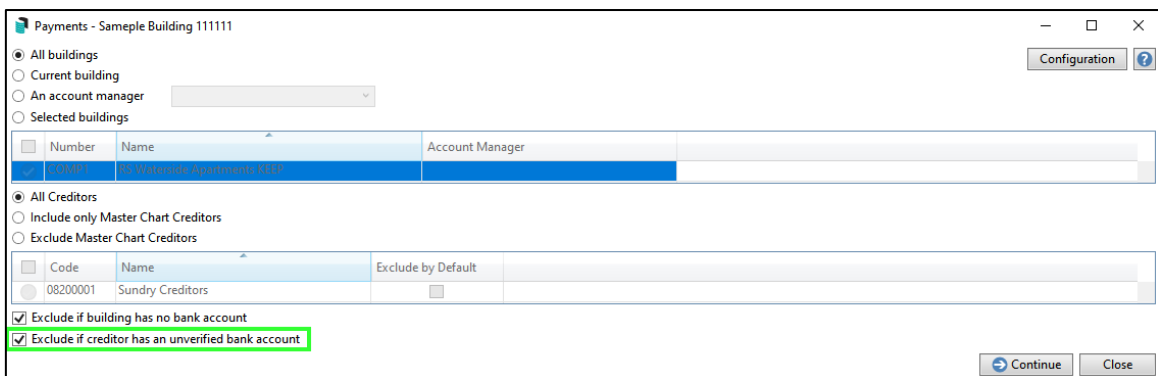


8. Payments, Search Creditors and Creditor Management

8.1 Payments – Exclude if creditor has an unverified bank account.

An option has been added on first screen of Payments which enables users to exclude creditors with unverified bank accounts if the Contact Bank Account Changes Approval process has been activated.

Ticking this will remove any payments for Creditors with pending changes from the payment batch.



Note: If the setting is not ticked, payments for Creditors with pending changes will be included in the batch but will be flagged with errors and prevent payments for the building to be processed.

8.1.1 Periodic Payments

Where the Contact Bank Account Changes Approval process has been activated and an unverified change has been made to a creditor with a periodic payment, the periodic payment status will be changed to Unauthorised.

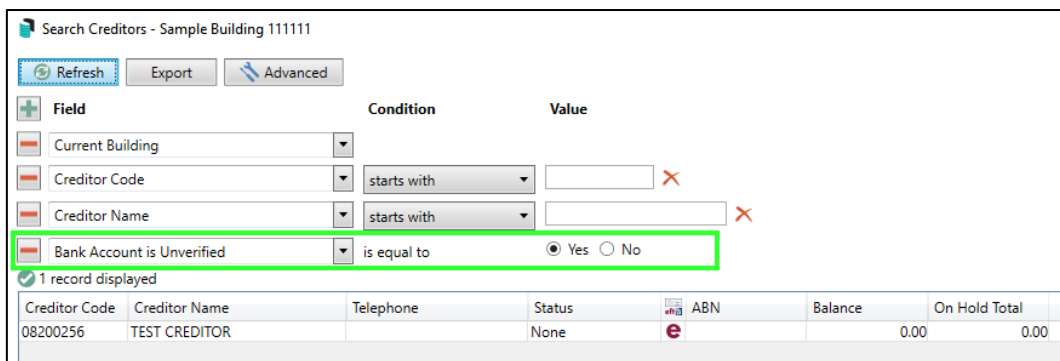
Please Note – as soon as SCM gets told of new bank account details, it will show as unauthorised, but that will not stop SCM from processing using the previous account details.

Once the new one is authorised on SCM it will process, regardless of it being approved in BCMMax.

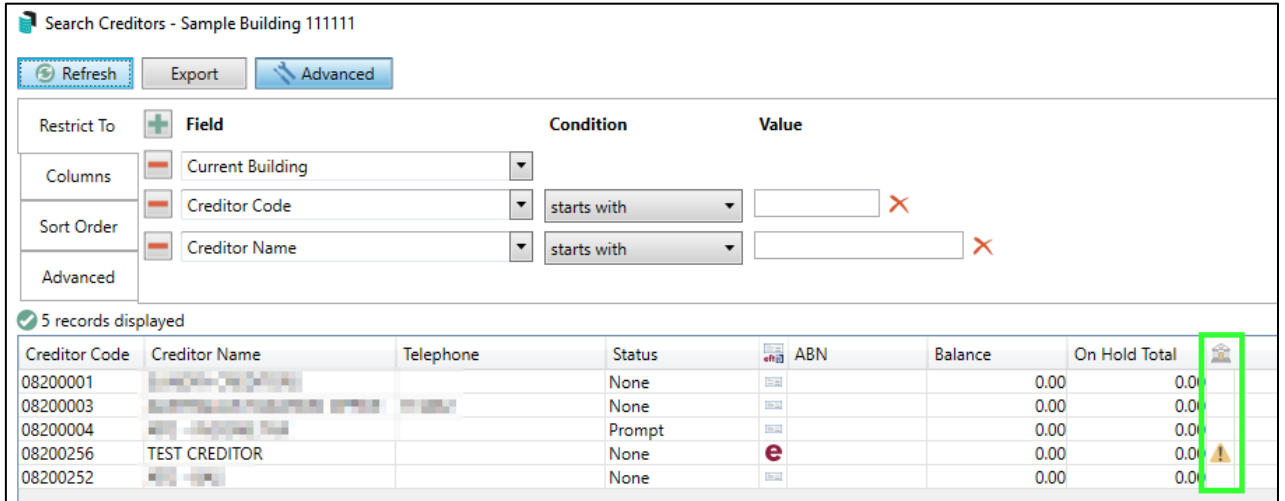
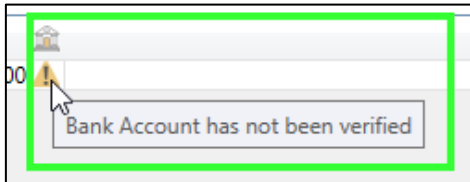
8.2 Search Creditors – 'Bank Account is Unverified' field.

A new search field and column has been added to Search Creditors to assist in identifying creditors with unverified accounts.

Open Search Creditors and click add to add the field. Use the dropdown selector to select the – 'Bank Account is Unverified' search field. Set a value and click refresh to display the results.



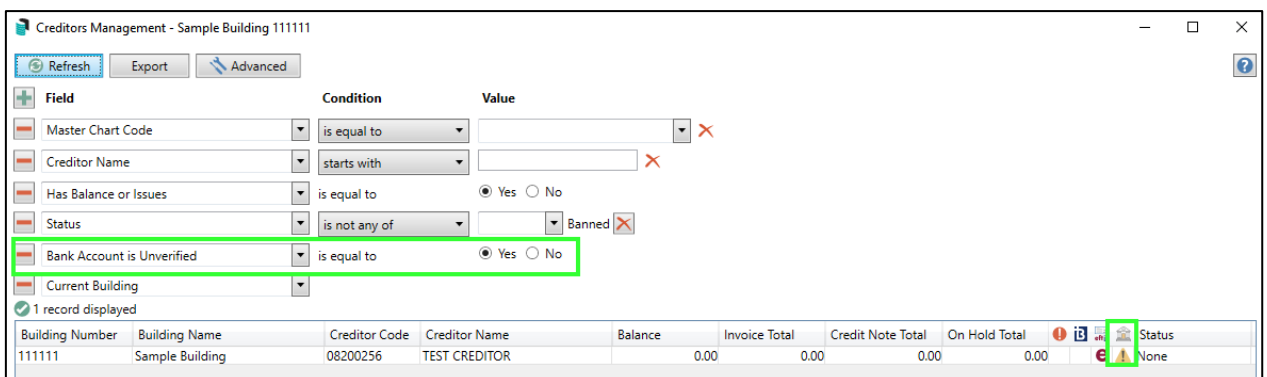
To add a column for the – 'Bank Account is Unverified' field, click Advanced, Columns, select the column and click Add. A column will be added showing the status of the Bank Account.



8.3 Creditor Management – 'Bank Account is Unverified' field.

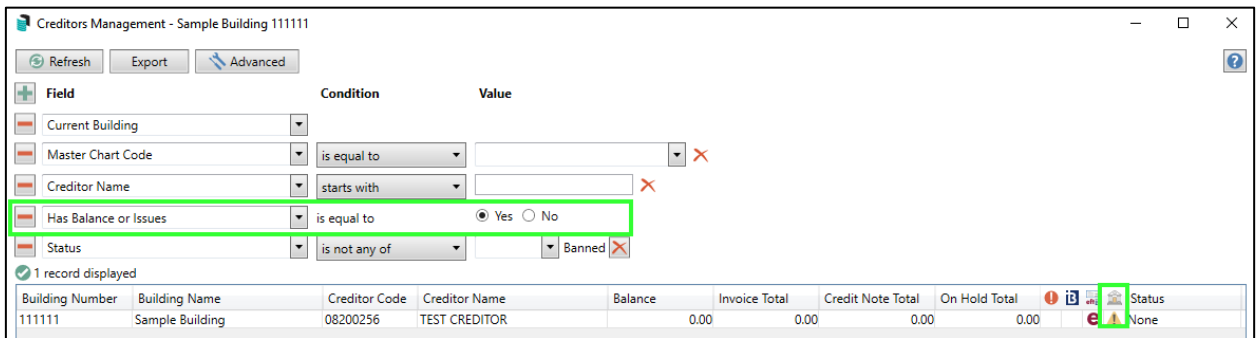
A new search field and column has been added to Creditor Management to assist in identifying creditors with unverified accounts.

Open Creditor Management and click add to add the field. Use the dropdown to select the – 'Bank Account is Unverified' search field. Set a value and click refresh to display the results.



The Bank account is Unverified column will be automatically added to the Creditor Management search where the Contact Bank Account Changes Approval process

has been activated. The query will run in conjunction with the 'Has Balance Issues' query.



Note: If the Contact Bank Account Changes Approval process has been activated and later de-activated, the - 'Bank Account is Unverified' field will show accounts that had not been verified prior to the de-activation of the Contact Bank Account Changes Approval process.

Business Activity Statement/Tax Enhancement

This release includes several improvements to the current Business Activity Statement and Income Tax processes and provides tools to assist with accurate reconciliation and reporting for lodgement to the ATO, either directly using SBR or via the ATO portal by a registered BAS/Tax Agent or Accountant.

Tax Year Reporting has also been enhanced removing the existing Tax Year Setup and Tax Year Financial Statements and replaced with a more robust process.

Employee payments for wages has also been introduced in this version, managing wages.

By making the following key changes the process is will now be more transparent and user-friendly, the system aims to support better financial management.

Business Activity Changes/ IAS

- Business Activity Statement new user interface
- Business Activity Statements are no longer calculated or stored on month end
- New BAS Reconciliation Report
- New BAS Search
- Access all BAS/IAS setup via Building Information and Account Group setup
- Account Group – Changes to allow separate Business Activity Statements
- Building Information / GST Setup – PAYG Clearing changed to PAYG Instalment Clearing
- Building Information / GST Setup – Withholding Tax Clearing changed to PAYG Withholding Clearing
- ABN Branch added to Account Group
- Data entry restrictions for periods when BAS has not been completed have been removed
- GST Accounts form – ‘Instalment Tax Calculated for Each BAS Period’ removed. Replaced by PAYG Instalment option in Tax Setup
- Config ‘Number of days after the end of a period that the BAS is due’ can now be set by the user
- Tax Codes adjustments

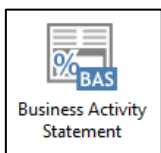
Other Changes/Features

- Journal Preparation Enhancements
- New module Pay Employees / Search Pay Employees
- Added ability to change Tax Code on existing debtor invoice and sundry payments (via local/global transaction searches) or creditor invoices (via creditor invoice item and local/global transaction searches)
- Added BAS End Date to transaction searches
- Non mutual Income – updated to use transactions search instead of a report
- Print Journal Prep Archive – changed selection from items to batches
- Added ability to change Tax Code on existing debtor invoice and sundry payments (via local/global transaction searches) or creditor invoices (via creditor invoice item and local/global transaction searches)
- Added support for EFT Reference on creditor invoices – feeds through to the payment

The following areas have been identified as obsolete and have now been removed as the new processes have replaced the need for these:

- Removed Business Activity Statements option from Global Run
- Removed GST Validate from Data Integrity form
- Removed GST Balance Adjustments
- Removed Edit Tax Rate List
- Global query 'Last BAS/ATO Report'
- Global Report - GST Reconciliation (Last BAS)
- remove BAS Details (Business Activity Adjustments) Report
- remove GST Reconciliation report
- remove Business Activity Details Report
- Standing Journals for PAYG Instalment Option 1 will be deleted from standpmtdat as the BAS process will post these when finalising the BAS
- PAYG Withholding Tax credit notes will no longer be created
- GLMax menu option Zero Balance Accounts has been removed
- Remove ability to auto reverse journals from transaction entry (now in journal prep)
- Stop saving invoice code on creditor invoices
- Tax Year Financial Statements
- Remove Tax Year Report

9. Business Activity Statement Enhancements



The Business Activity Statement (BAS) system has been upgraded with a new user interface (UI) design to streamline the process of preparing and finalising Business Activity Statements (BAS) and Instalment Activity Statements (IAS).

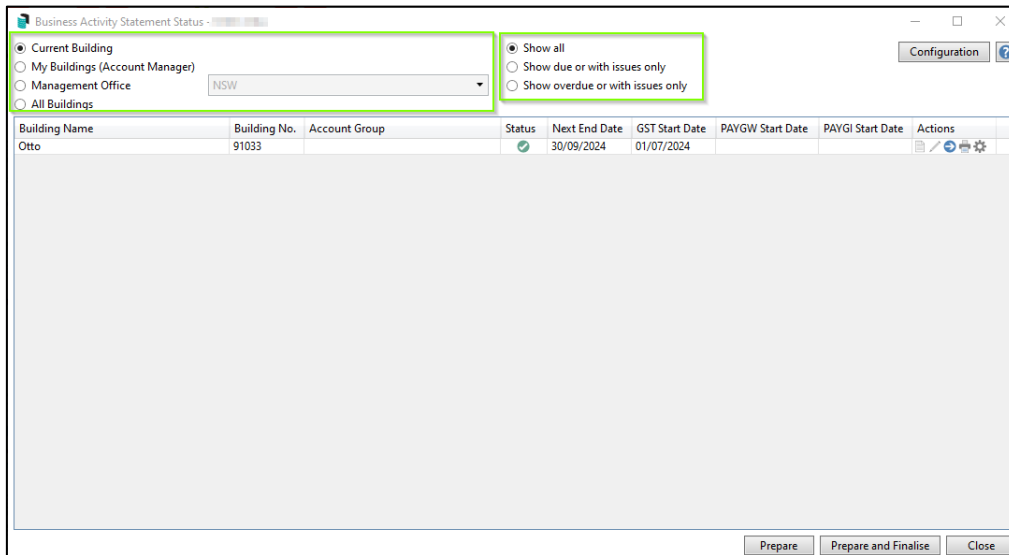
This enhancement aims to improve user experience, efficiency, and accuracy.

Several Key features of this module enhancement include:

1. **Streamlined Interface** - The new UI presents a modern, intuitive design and simplifies navigation and task management. Users will find it easier to access and interact with various functions speeding up the BAS preparation and finalisation.
2. **Advanced Filtering Options** - Users can now utilise the advanced filtering options to sort and view statements based on different criteria such as:
 - Current Building
 - My Building (Account Manager)
 - Management Office (by State)
 - All buildings




As well as by status:

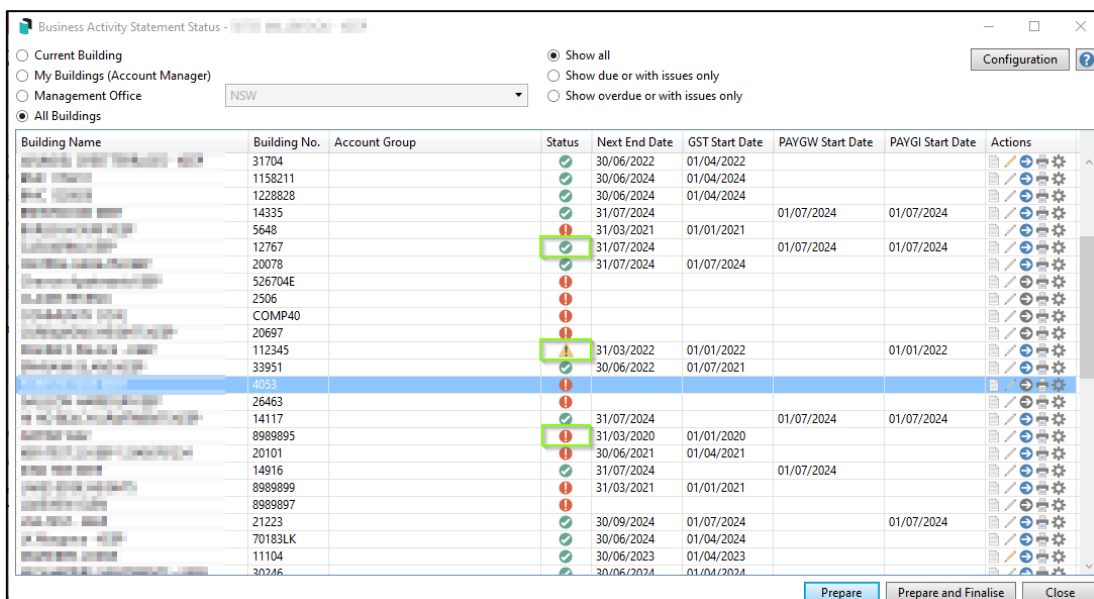
- Show all - Will show all BAS statements/IAS
- Show due with issues - Will show all the Buildings Due that have issues
- Show overdue or with issues only - Overdue or Buildings with issues



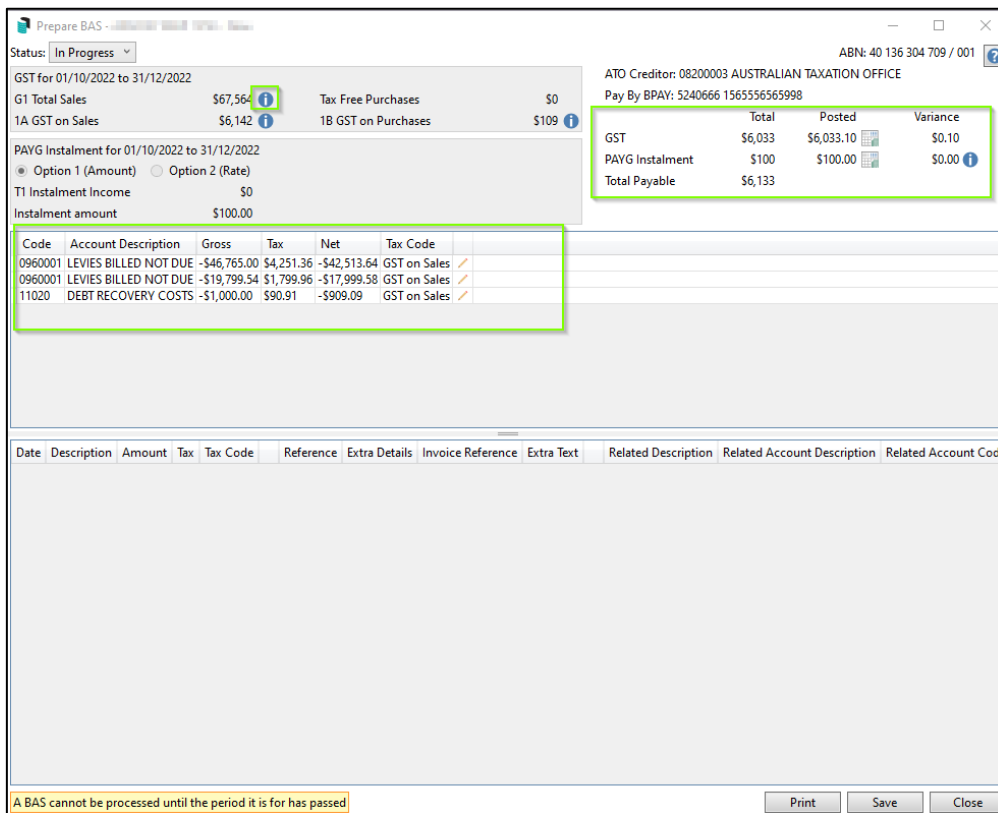
3. **Enhanced Visibility** – The interface provides a comprehensive overview of all BAS and IAS statements allowing users to see the status of each statement at a glance. This clear visibility helps users to quickly identify which statements are pending, submitted and require attention.

The following example shows some different status's

-  shows the Current BAS is completed
-  shows a warning and tool tip will be available to advise the user of the issue of status
-  shows a warning that BAS is due by ___/___/___



4. **Efficient Preparation and Finalisation** – The new UI will streamline the workflow with clearer instruction to users to finalise the BAS for Lodgement
5. **Improved Accuracy** – With better visibility users can now view totals and the breakup of transactions from the Business Activity Report module to confirm the accuracy of the BAS/IAS statements before finalising and lodging.

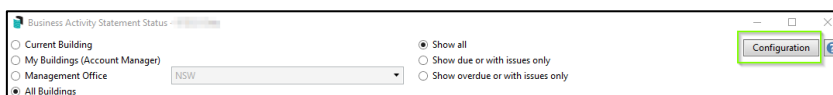


9.1 BAS Configuration

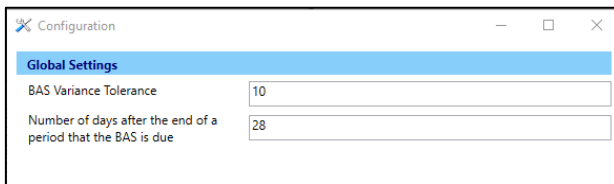
There are configurations that the Statements are going to use when preparing and finalising BAS/IAS Statements.

To set the configurations follow the below steps:

1. Navigate to 'Business Activity Statements'
2. Click on 'Configure'

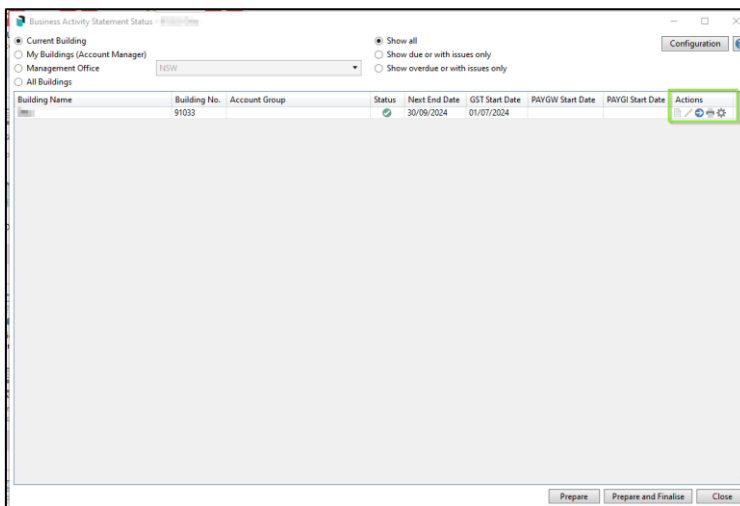


3. The global configuration will appear
4. Two options are available to set:
 - **BAS Variance Tolerance** – This setting determines the rounding tolerance applied to BAS Statements.
 - **Number of Days after the end of a period the BAS is due** – This setting enables the system to indicate if the BAS statements are overdue, based on the due date after the end of period.








9.2 BAS Actions

On the main screen of the Business Activity Statements (BAS) module, users can utilise several actions to both prepare and finalise BAS statements.



These actions allow the users to:


-  Allow the user to view the Last BAS prepared and finalised
-  Edit / Reopen the Last BAS

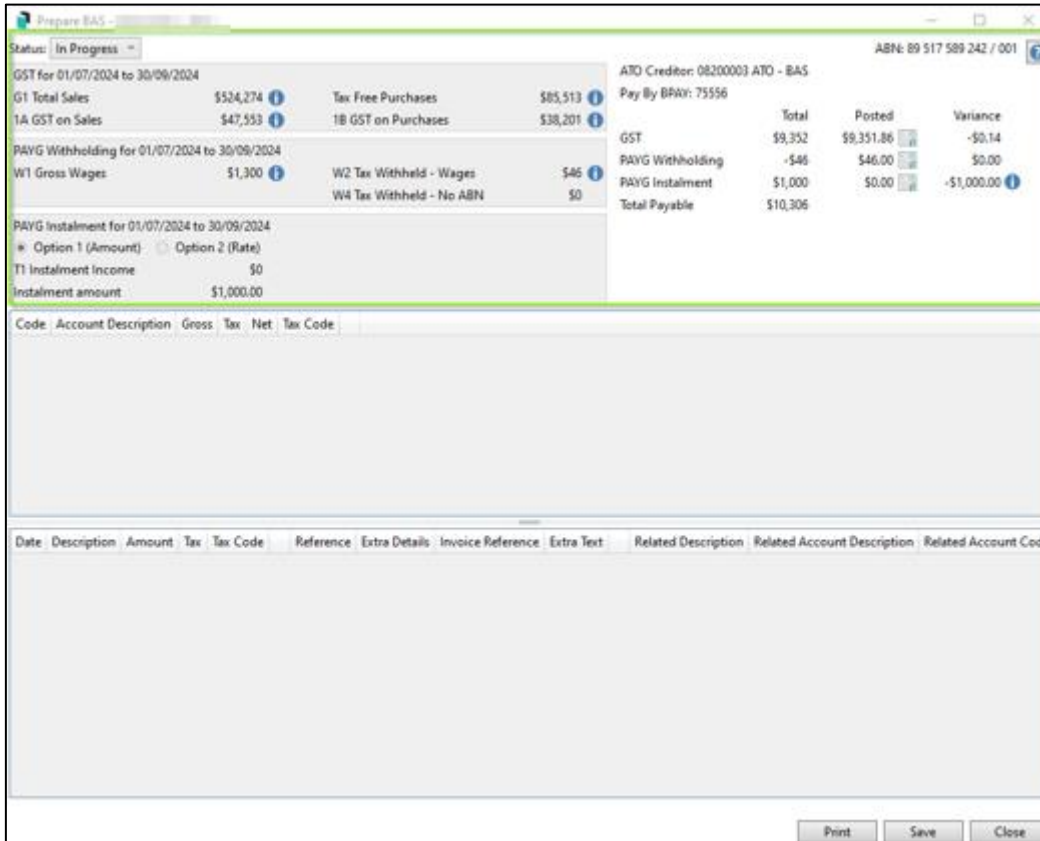
-  Check and Prepare the Last Bas
-  BAS Reconciliation Report
-  Tax Setup – which is a quick review of the Building Information Tax Setup that users can populate the BAS Reference and CRN Number if missing


All above selection options do show tooltips to users to assist them.

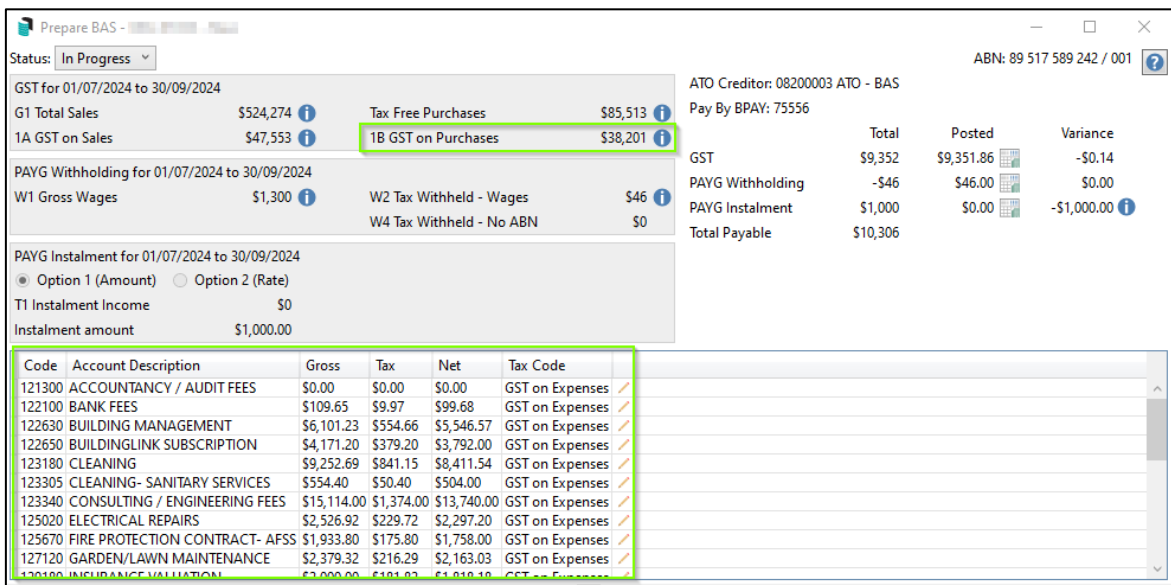
9.3 Checking and Preparing a BAS/IAS

Checking and Preparing the BAS/IAS is now simplified, and users can view all transactions that make up the totals of each section of the BAS before Finalising. To check and prepare a BAS statement prior to finalising, follow the below steps:

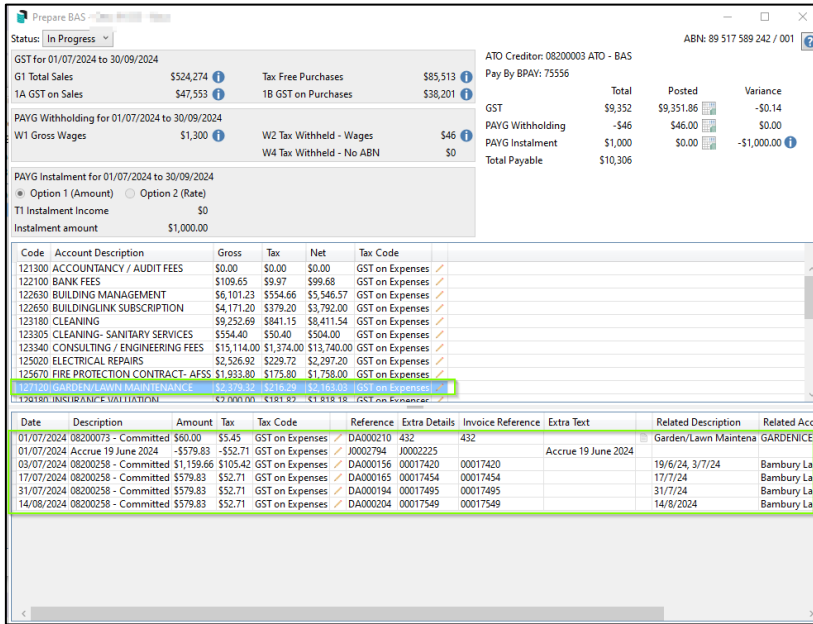
1. Simply click the  which will open the Prepare Bas form for the selected building
2. The Prepare Bas screen will appear
3. The GST Bas Period and Totals for BAS, PAYG Withholding (if setup) and PAYG (if also set up) and overview of the Totals, Posted and Variance will be available



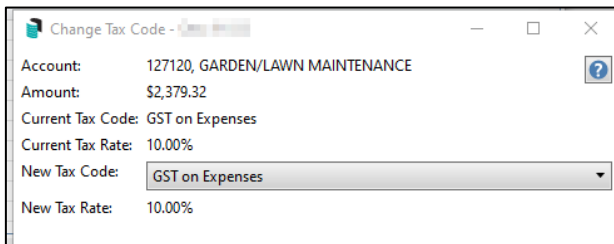
4. Click on the  for any of the Totals
5. The Transactions making up total will appear in the grid to check and review



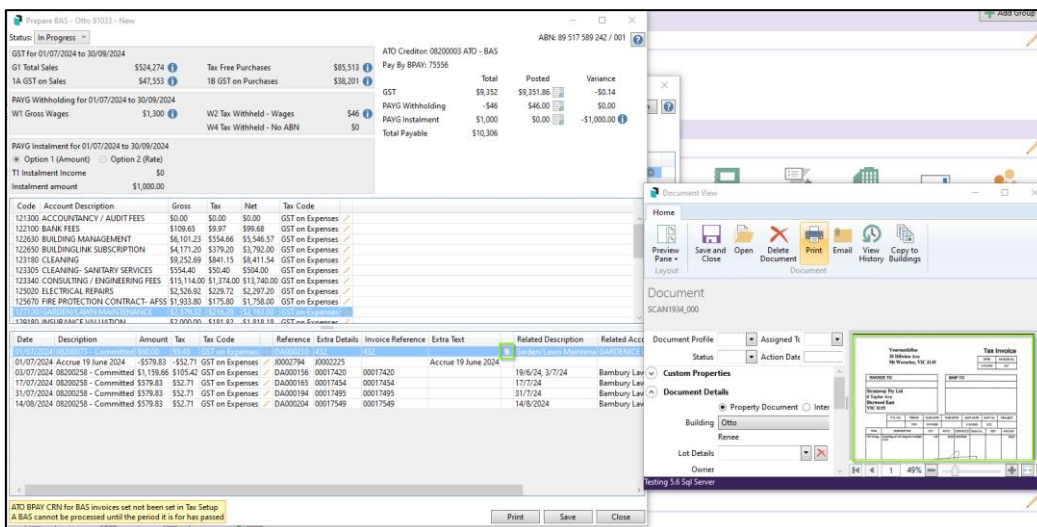
6. Click an available code and a list of transactions will appear to review, check, and modify if needed




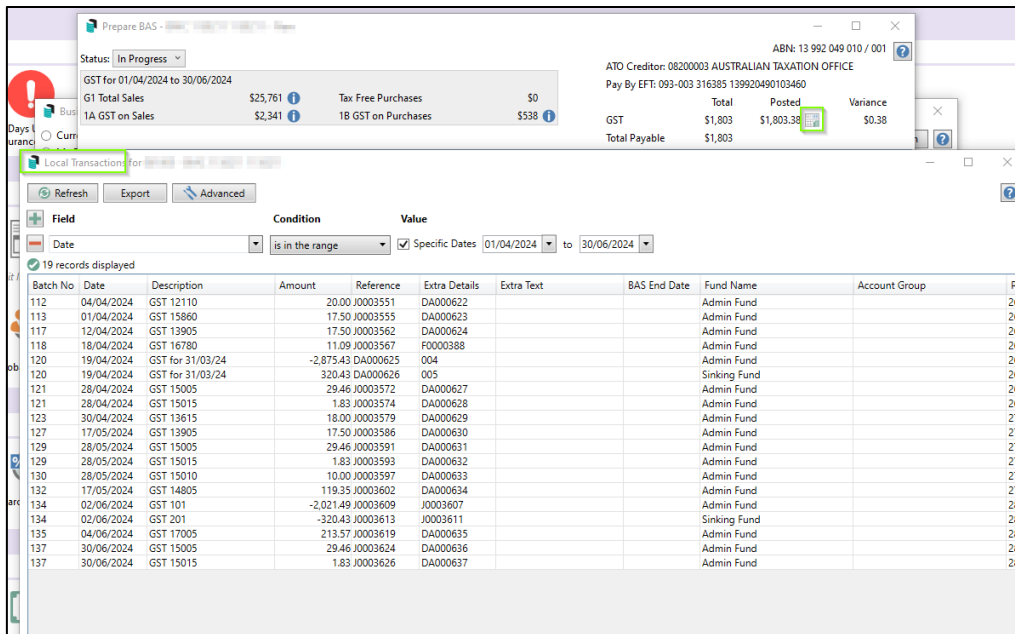
7. To Edit a Tax Code, click on the 'Pencil' to edit



8. If an invoice is attached to a transaction this can be viewed by clicking on the document icon next to the transaction



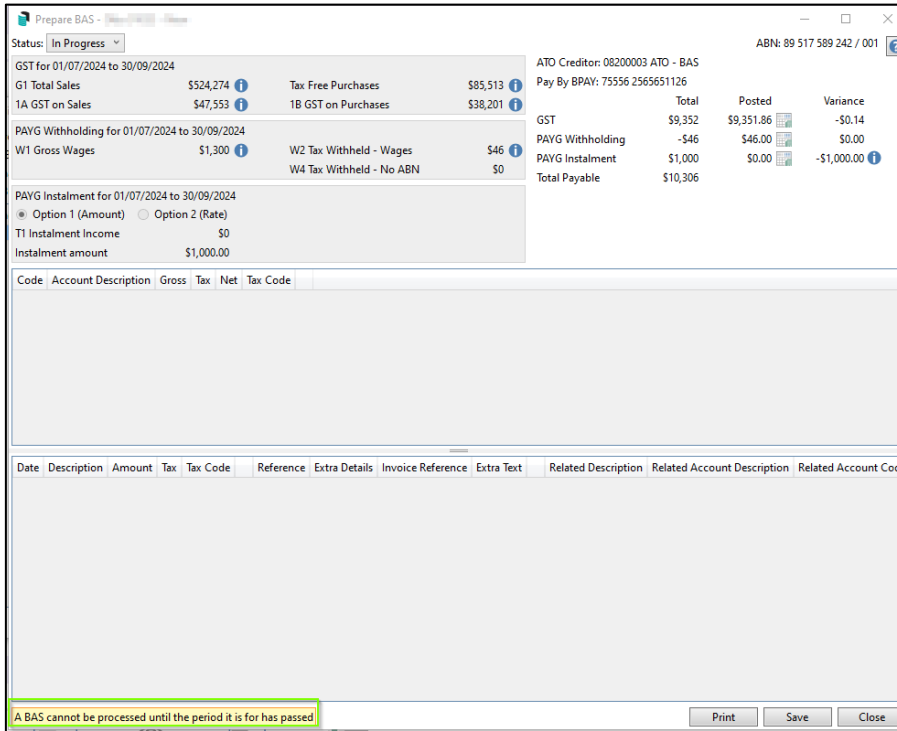
- If GST Account Transactions Clear Account need to be searched and looked at closely this can be done from the 'Prepare Bas Screen' using the  icon under the Posted column. This will open the Local Transaction Search and be defaulted to the BAS statement period. Filters can be changed or modified in the search.




Please Note: If there is a PAYG Instalment Variance, transactions will be created to reconcile to the Instalment Account when finalising the BAS.

If there are validation issues the Prepare BAS Screen will advise the user there is something invalid.

Example below shows that the BAS in the example cannot be processed until period it is for has passed (Building in August 2024 but BAS period is 01/07/24 to 30/09/24)



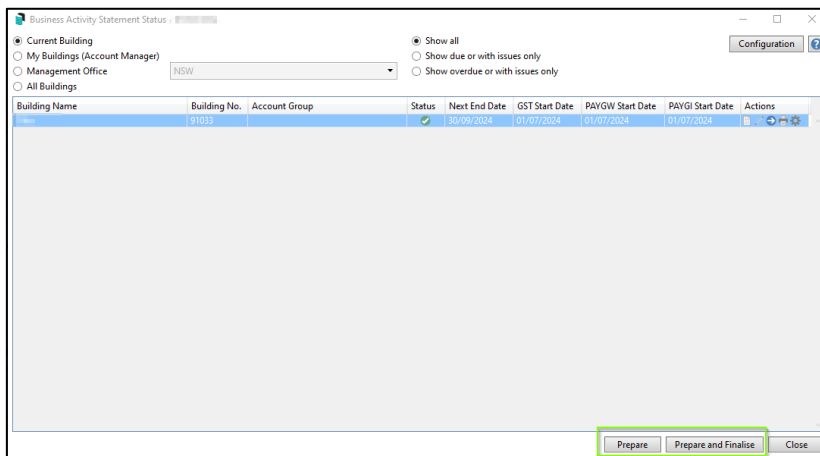
10. To Print the Bas Report from the Business Activity Statement module, click on the  icon, and BAS report will report.

Body Corporate Manager Pty Ltd			
ACN 989 888 888			
188 Gold Coast Highway Surfers Paradise Queensland 4217		P O Box 7130 Gold Coast Mail Centre Queensland 4225	
		Telephone: (07) 5572 2750 Fax: (07) 5576 9128 Mobile: 0829 752 907	
89 517 589 242 / 001		23/09/2024	
GST for 01/07/2024 to 30/09/2024			
G1 Total Sales	524,274	Tax Free Purchases	85,513
G2 Export Sales		G10 Capital Purchases	
G3 Other GST Free Sales		G11 Non-capital Purchases	
1A GST on Sales	47,553	1B GST on Purchases	38,201
		Total	9,352.00
		Posted	9,351.86
		Variance	-0.14
PAYG Withholding for 01/07/2024 to 30/09/2024			
W1 Gross Wages	1,300	W2 Tax Withheld - Wages	46
		W4 Tax Withheld - No ABN	0
		Total	46.00
		Posted	46.00
		Variance	0.00
PAYG Instalment for 01/07/2024 to 30/09/2024 (Option 1 - Amount)			
T1 Instalment Income	0	T2 Instalment Rate	
T3 Varied Rate		T4 Reason	
		Total	1,000.00
		Posted	0.00
		Variance	-1,000.00
GST Free Expenses			
138250 UTILITIES- WATER & SEWERAGE		Purchases	17,878.32
230380 LOAN FEES & CHARGES- INTEREST			0.00
		G1	0.00
GST Free Sales			
1095 INTEREST ON OVERDUE LEVIES			137.88
2095 INTEREST ON OVERDUE LEVIES			1,045.35
GST on Expenses			
121300 ACCOUNTANCY / AUDIT FEES		Purchases	0.00
122100 BANK FEES			109.65
122630 BUILDING MANAGEMENT			6,101.23
122650 BUILDINGLINK SUBSCRIPTION			4,171.20
123180 CLEANING			9,252.69
123305 CLEANING- SANITARY SERVICES			554.40
123340 CONSULTING / ENGINEERING FEES			15,114.00
125020 ELECTRICAL REPAIRS			2,526.92
125670 FIRE PROTECTION CONTRACT- AFSS			1,933.80
127120 GARDEN/LAWN MAINTENANCE			2,379.32
129180 INSURANCE VALUATION			2,000.00
129200 INTERNET/ABN			52.32
130120 LEGAL EXPENSES			2,758.26
130260 LIFT MAINTENANCE			8,280.93
130270 LIFT MAINTENANCE- TELEPHONE			371.80
131110 MANAGEMENT FEES			3,583.33
131170 MANAGEMENT FEES- DISBURSEMENTS			1,158.67
131230 MANAGEMENT FEES- SCHEDULE B/D			3,080.00
133440 POOLS/SPAS/SAUNA- MAINTENANCE			839.30
134120 REP & MAINT- GARAGE DOORS			253.00
134160 REP & MAINT- GENERAL BUILDING			4,816.93
134180 REP & MAINT- GENERAL PLUMBING			1,441.00
134260 REP & MAINT- LOCKS/KEYS			973.40
138220 UTILITIES- ELECTRICITY			10,754.47

9.4 Prepare and Finalise BAS/IAS

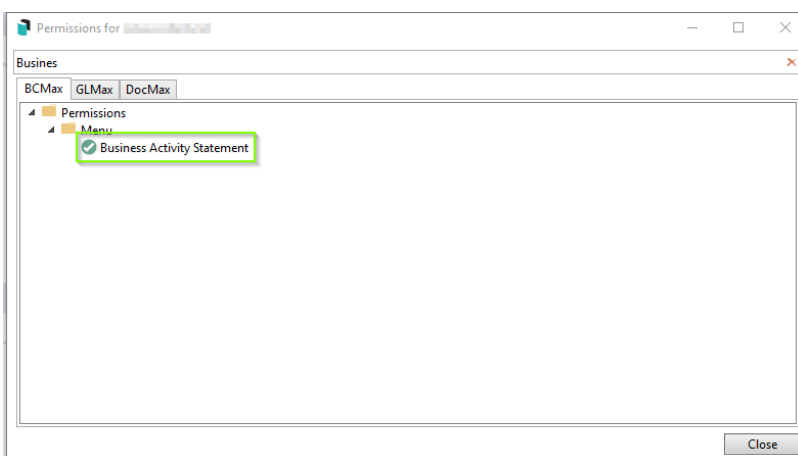
In the BAS module, there are two (2) options at the bottom of the screen 'Prepare and Prepare and Finalise'.

- **Prepare option** – Will Prepare BAS's that are due but have not been prepared yet – this will assist users in preparing the BAS statements
- **Prepare and Finalise** – Prepare and Finalise BAS that are due but have not been finalised yet. The BAS's will be all finalised, closed off and the ATO transactions will be created for all Instalment and Tax types.

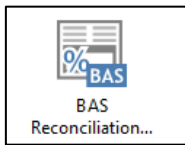


9.5 Security – Business Activity Statements

Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access Business Activity Statements users must have permissions granted for 'Business Activity Statement' for BCMax and GLMax.



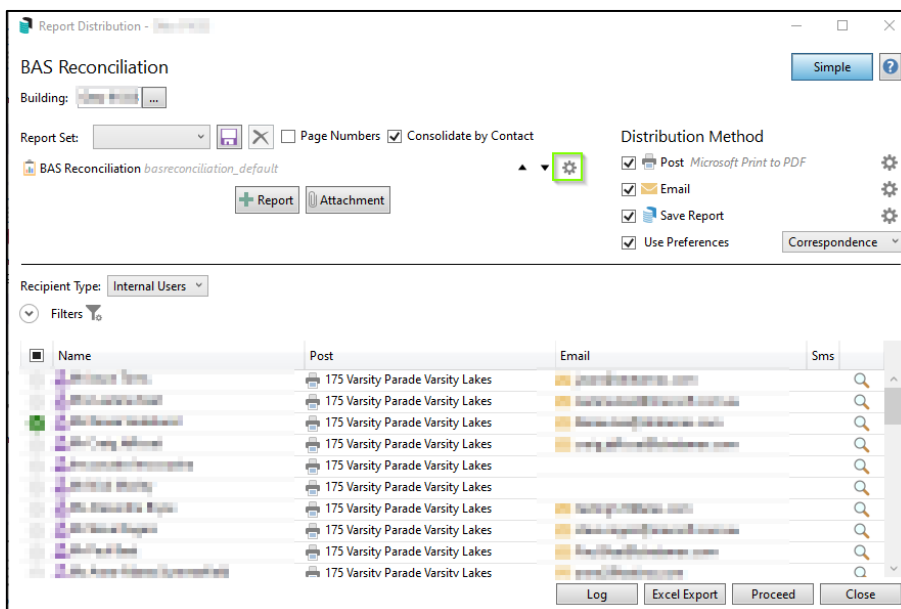
10. Bas Reconciliation Report



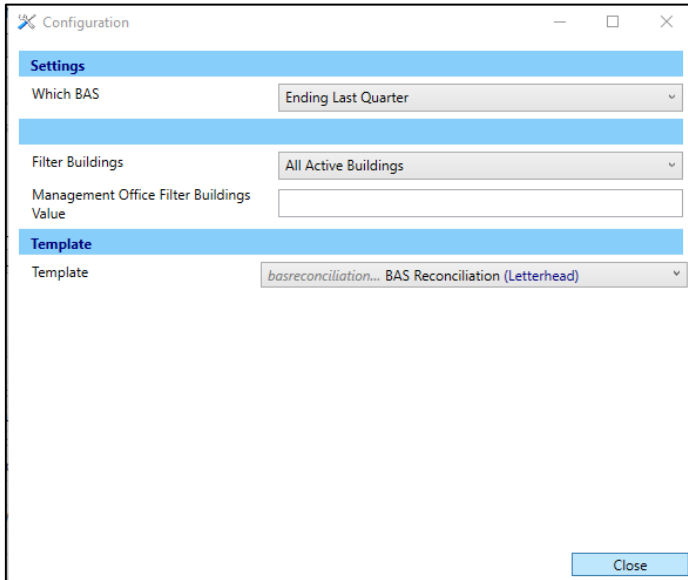
The BAS Reconciliation Report provides comprehensive details for either a single building or across your entire portfolio, facilitating lodgement with the ATO through your accountant, tax agent, or via the ATO Portal using SBR. This report covers GST, PAYG, and Withholding Tax for a specified period.

To access this new feature, follow the below steps:

1. Navigate to BAS Reconciliation Report
2. Selected Building will be defaulted for the report
3. For all buildings across portfolio select building eclipse and select buildings that need reports
4. Select 'Recipient/s'
5. Select Configuration cogwheel (shown below)



6. Set which BAS option for 'Ending Last Quarter' or 'Ending Last Month'
7. Use the Filter Buildings to choose the selection for buildings
8. Select Management Office Filter Buildings if required
9. 'basreconciliation' (Letterhead) will default



10. Click Close

11. Proceed

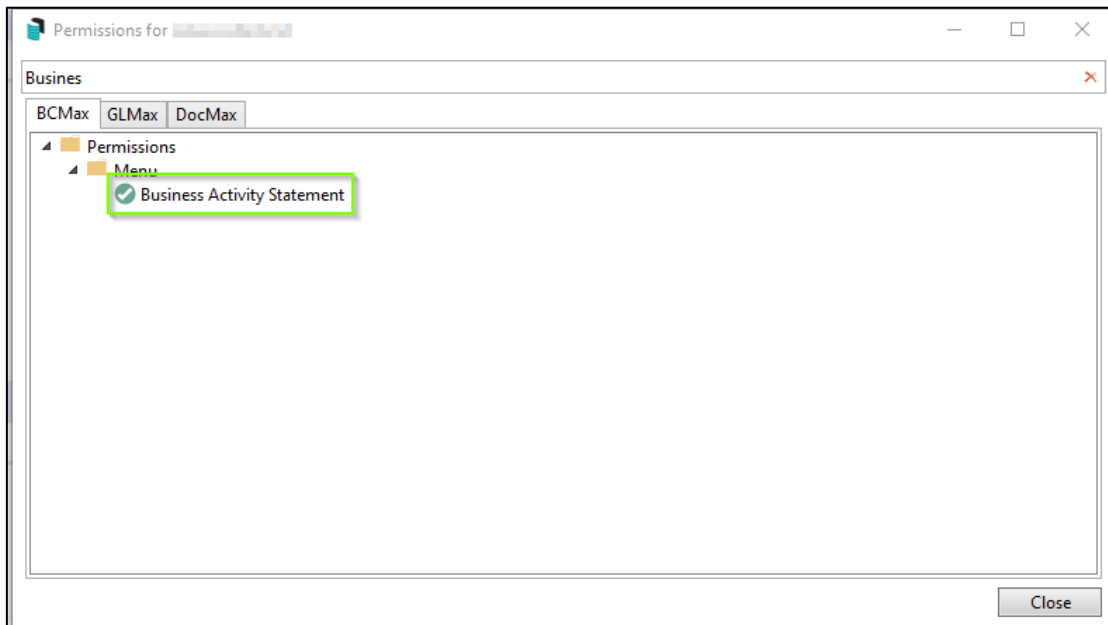
Report will appear and will be printed/emailed.

Please Note – The BAS Reconciliation Report can also be Exported to Excel

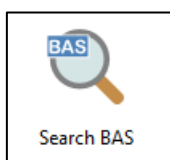
Body Corporate Manager Pty Ltd			
180 Gold Coast Highway Sales Point Queensland 4217		P.O. Box 7119 Gold Coast Mail Centre Bundaberg QLD 4726	Telephone: (07) 5572 2766 Fax: (07) 5578 5123 Mobile: 0418 252 507
28/08/2024			
GST for 01/07/2024 to 30/09/2024			
G1 Total Sales	524,274	Tax Free Purchases	85,513
G2 Export Sales		G10 Capital Purchases	
G3 Other GST Free Sales		G11 Non-capital Purchases	
1A GST on Sales	47,553	1B GST on Purchases	38,201
		Total Posted	9,352.00
		Variance	9,351.88
			-0.14
PAYG Withholding for 01/07/2024 to 30/09/2024			
W1 Gross Wages	1,300	W2 Tax Withheld - Wages	48
		W4 Tax Withheld - No ABN	0
		Total Posted	48.00
		Variance	48.00
			0.00
PAYG Instalment for 01/07/2024 to 30/09/2024 (Option 1 - Amount)			
T1 Instalment Income	0	T2 Instalment Rate	
T3 Varied Rate		T4 Reason	
		Total Posted	1,000.00
		Variance	0.00
			-1,000.00
GST Free Expenses		Purchases	
138250 UTILITIES- WATER & SEWERAGE			0.00
230380 LOAN FEES & CHARGES- INTEREST			67,634.77
			0.00
GST Free Sales		G1	
1095 INTEREST ON OVERDUE LEVIES			137.88
2095 INTEREST ON OVERDUE LEVIES			1,045.35
			0.00
GST on Expenses		Purchases	
121300 ACCOUNTANCY / AUDIT FEES			0.00
122100 BANK FEES			109.65
122630 BUILDING MANAGEMENT		6,101.23	554.66
122650 BUILDINGLINK SUBSCRIPTION		4,171.20	379.20
123180 CLEANING		9,252.69	841.15
123305 CLEANING- SANITARY SERVICES		554.40	50.40
123340 CONSULTING / ENGINEERING FEES		15,114.00	1,374.00
125020 ELECTRICAL REPAIRS		2,526.92	229.72
125670 FIRE PROTECTION CONTRACT- AFSS		1,933.80	175.80
127120 GARDEN/LAWN MAINTENANCE		2,379.32	216.29
129180 INSURANCE VALUATION		2,000.00	181.82
129200 INTERNET/BNB		52.32	4.75
130120 LEGAL EXPENSES		2,758.26	250.75
130260 LIFT MAINTENANCE		8,280.93	752.81
130270 LIFT MAINTENANCE- TELEPHONE		371.80	33.80
131110 MANAGEMENT FEES		3,583.33	325.76
131170 MANAGEMENT FEES- DISBURSEMENTS		1,158.67	105.33
131230 MANAGEMENT FEES- SCHEDULE B/D		3,080.00	280.00
133440 POOLS/SPAS/SAUNA- MAINTENANCE		839.30	76.30
134120 REP & MAINT- GARAGE DOORS		253.00	23.00
134160 REP & MAINT- GENERAL BUILDING		4,816.93	437.90
134180 REP & MAINT- GENERAL PLUMBING		1,441.00	131.00
134260 REP & MAINT- LOCKS/KEYS		973.40	88.50
138220 UTILITIES- ELECTRICITY		10,754.47	977.68

10.1 Security – BAS Reconciliation Report

Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access BAS Reconciliation Reports users must have permissions granted for 'Business Activity Statement' for BCMax and GLMax.




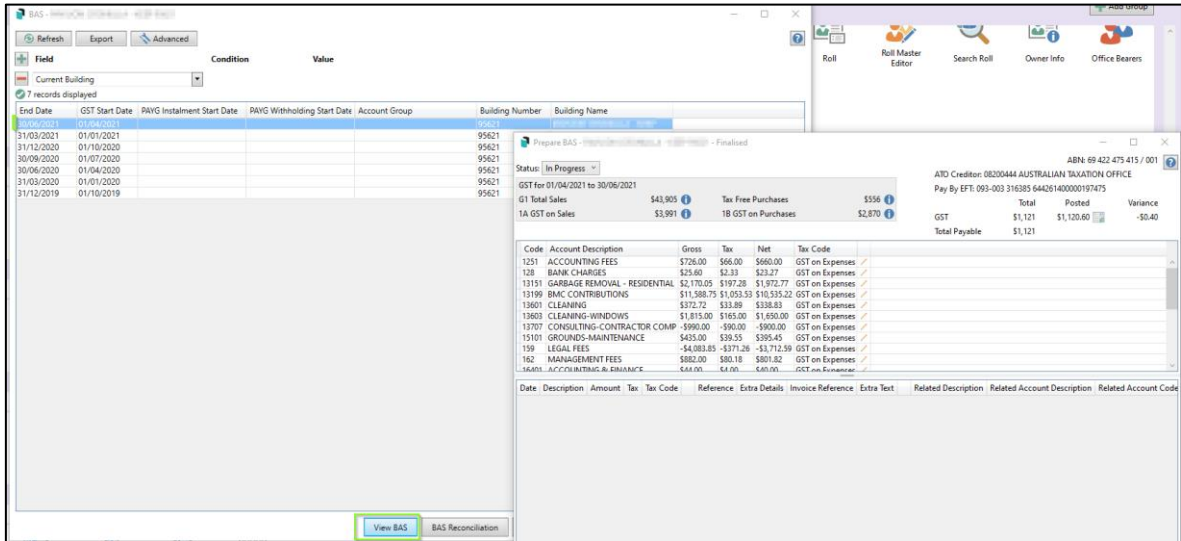
11. Search Bas



The new 'Search BAS' feature allows users to access and view past completed BAS statements and generate reports. Additionally, users can directly access the 'View BAS' and 'BAS Reconciliation Report' for the selected period from the BAS Search.

To access this new feature, follow the below steps:

1. Navigate to 'BAS Search' if access is granted
2. The Current Building search for BAS will appear
3. Select a BAS period to view
4. Click on 'View BAS'
5. Prepare BAS finalised screen will appear
6. Select  will allow users to view the transactions making up the totals



7. Click on 'Bas Reconciliation' if access is granted
8. Click on 'Ok' to Report Template screen
9. 'Bas Reconciliation Report' will appear

Body Corporate Manager Pty Ltd			
180 Gold Coast Highway Surfers Paradise Queensland 4217		P O Box 7118 Gold Coast Mail Centre Bundall QLD 9726	Telephone: (07) 5752 2789 Fax: (07) 5758 5125 Mobile: 0418 752 597
GST for 01/04/2021 to 30/06/2021			31/12/2021
G1 Total Sales	43,905	Tax Free Purchases	556
G2 Export Sales		G10 Capital Purchases	
G3 Other GST Free Sales		G11 Non-capital Purchases	
1A GST on Sales	3,991	1B GST on Purchases	2,870
		Total	1,121.00
		Posted	1,120.80
		Variance	-0.40
W1 Gross Wages		W2 Tax Withheld - Wages	
		W4 Tax Withheld - No ABN	
		Total	
		Posted	
		Variance	
T1 Instalment Income		T2 Instalment Rate	
T3 Varied Rate		T4 Reason	
		Total	
		Posted	
		Variance	
GST Free Expenses		Purchases	
17604 SERVICES-WATER USAGE		556.95	0.00
GST on Expenses		Purchases	
1251 ACCOUNTING FEES		726.00	66.00
128 BANK CHARGES		25.60	2.33
13151 GARBAGE REMOVAL - RESIDENTIAL		2,170.05	197.28
13199 BMC CONTRIBUTIONS		11,588.75	1,053.53
13601 CLEANING		372.72	33.89
13603 CLEANING-WINDOWS		1,815.00	165.00
13707 CONSULTING-CONTRACTOR COMP		-990.00	-90.00
15101 GROUNDS-MAINTENANCE		435.00	39.55
159 LEGAL FEES		-4,083.85	-371.26
162 MANAGEMENT FEES		882.00	80.18
16401 ACCOUNTING & FINANCE		44.00	4.00
16406 BUILDING CONSULTANT		-9,240.00	-840.00
16407 MEETING ATTENDANCE		354.10	32.19
16408 STRATA MANAGER CONSULTANCY		407.91	37.08
166 DISBURSEMENTS		676.76	61.53
16801 PEST CONTROL-SERVICE		220.00	20.00
17418 REP & MAINT-GENERAL BUILDING		1,950.50	177.32
17419 REP & MAINT-LOCKS		-566.50	-51.50
17602 SERVICES-GAS		3,392.54	308.42
23199 BMC CONTRIBUTIONS		3,915.00	355.91
23705 CONSULTING/ENGINEERING FEES		13,398.00	1,218.00
259 LEGAL FEES		4,083.85	371.26
GST on Sales		G1	
101 LEVIES - ADMINISTRATIVE FUND		38,178.98	3,470.82
201 LEVIES - CAPITAL WORKS FUND		5,726.84	520.62

12. Instalment Activity Statement (IAS)

Instalment Activity Statements (IAS) is now supported in StrataMax and processed in the same way a Business Activity Statement would be (BAS) using the Business Activity module.

Please Note – For the IAS to be supported in the BAS Statement, the PAYG Instalment setup needs to be completed in Building Information for the information to flow through to the statements.

Example of a Monthly IAS Statement below:

Code	Account Description	Gross	Tax	Net	Tax Code
	W1 Gross Wages	\$0			
	W2 Tax Withheld - Wages		\$0		
	W4 Tax Withheld - No ABN		\$0		
	PAYG Withholding for 01/07/2024 to 31/07/2024		\$0		
	T1 Instalment Income	\$0			
	Instalment amount	\$1,000.00			

	Total	Posted	Variance
PAYG Withholding	\$0	\$0.00	\$0.00
PAYG Instalment	\$1,000	\$0.00	-\$1,000.00
Total Payable	\$1,000		

13. Income Tax (Tax Year Reporting)

Income Tax lodgement reporting has been enhanced to provide more accurate information in line with the details required by Australian Taxation Office (ATO) Information from StrataMax will be used to complete annual July –June Tax requirements for a building. The information can be transposed online or to a manual ATO form for lodgement by a Registered Tax Agent pr authorised public officer.

For accurate reporting, the setup of accounts will need to be correct and maintained in Account Maintenance.

Please Note – A month end rollover is no longer needed to produce Income Tax Report. Please ensure that your June BAS is saved prior to running your Income Tax Report.

We are not the Accountants we are providing you the tools to produce your Income Tax Report figures based on your chart of accounts and the tax agent/Accountant would use to do the calculations.

Several Key features of this module include:

1. **Streamlined Interface** - The new UI presents a modern, intuitive design and simplifies navigation and task management. Users will find it easier to access and interact with various functions speeding up the Tax Financial prepare and reporting.
2. **Enhanced Visibility** - The interface provides a comprehensive overview of all Income Tax Reports allowing users to see the status of each Income Tax Report at a glance. This clear visibility helps users to quickly identify which statements are pending or completed.

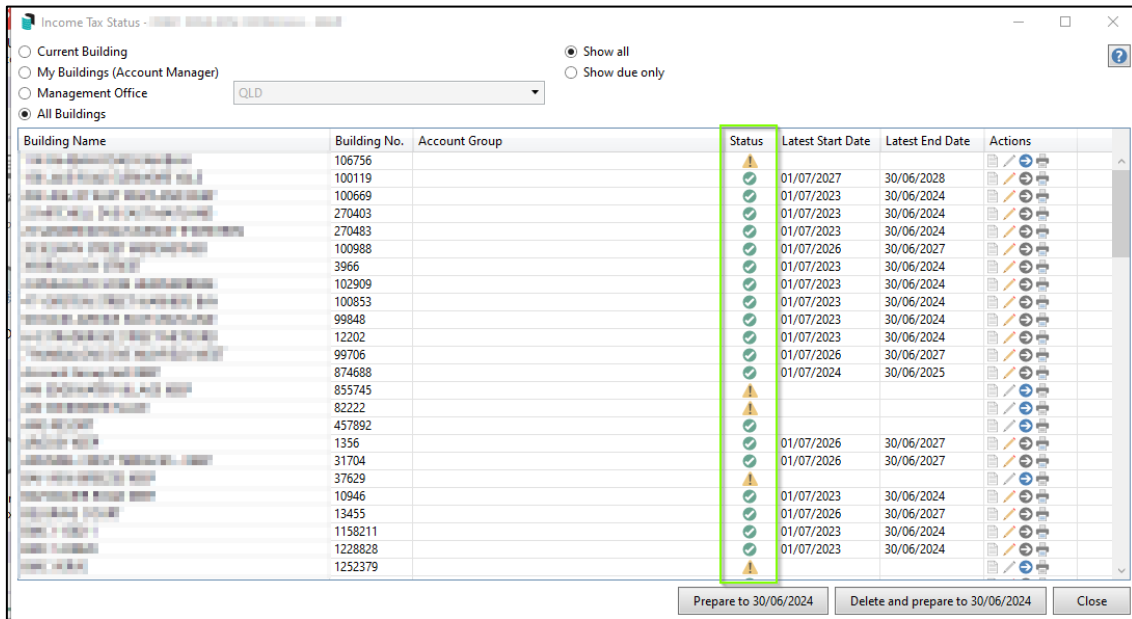
The following example shows some different statuses



shows the next Income Tax period ends for example 30/06/25



Shows a warning and tool tip will be available to advise the user of the issue of status normally that the Income Tax has not been prepared

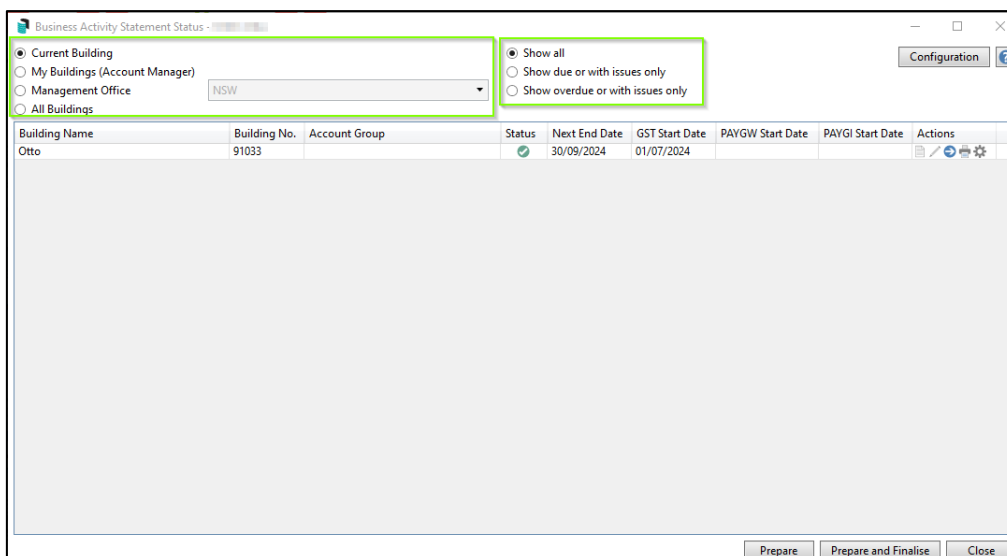


3. **Advanced Filtering Options** – Users can now utilise the advanced filtering options to sort and view Income Tax Reports based on different criteria such as:

- Current Building
- My Building (Account Manager)
- Management Office (by State)
- All buildings



As well as by status:

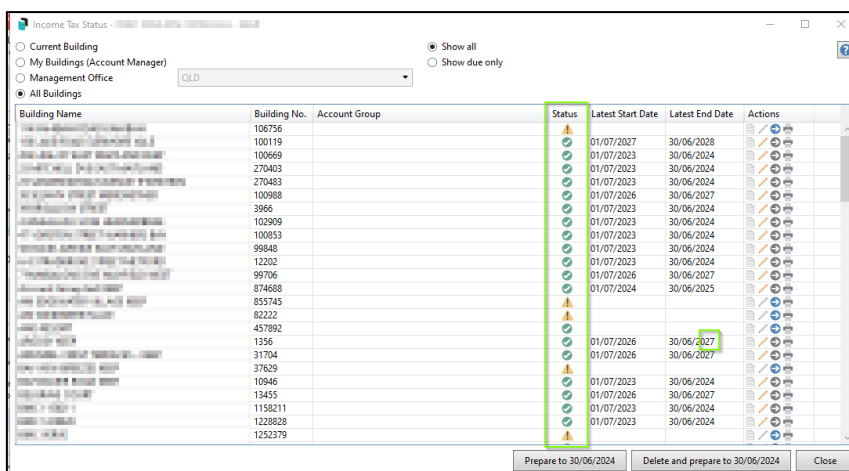
- Show all – Will show all BAS statements/IAS
- Show due with issues – Will show all the Buildings Due that have issues
- Show overdue or with issues only – Overdue or Buildings with issues



- Enhanced Visibility** – The interface provides a comprehensive overview allowing users to see the status of the Income Tax at a glance. This clear visibility helps users to quickly identify which statements are pending, completed or require attention.

The following example shows some different status's

-  shows the Current BAS is completed
-  Shows a warning and tool tip will be available to advise the user of the issue of status



Building Name	Building No.	Account Group	Status	Latest Start Date	Latest End Date	Actions
...	106756	...	⚠️	01/07/2027	30/06/2028	...
...	100119	...	✅	01/07/2023	30/06/2024	...
...	100669	...	✅	01/07/2023	30/06/2024	...
...	270403	...	✅	01/07/2023	30/06/2024	...
...	270483	...	✅	01/07/2023	30/06/2024	...
...	100988	...	✅	01/07/2026	30/06/2027	...
...	3966	...	✅	01/07/2023	30/06/2024	...
...	102909	...	✅	01/07/2023	30/06/2024	...
...	100853	...	✅	01/07/2023	30/06/2024	...
...	99848	...	✅	01/07/2023	30/06/2024	...
...	12202	...	✅	01/07/2023	30/06/2024	...
...	99706	...	✅	01/07/2026	30/06/2027	...
...	974688	...	✅	01/07/2023	30/06/2024	...
...	855745	...	⚠️	01/07/2024	30/06/2025	...
...	82222	...	⚠️			...
...	457892	...	⚠️			...
...	1356	...	✅	01/07/2026	30/06/2027	...
...	31704	...	✅	01/07/2026	30/06/2027	...
...	37629	...	✅	01/07/2023	30/06/2024	...
...	10946	...	✅	01/07/2023	30/06/2024	...
...	13455	...	✅	01/07/2026	30/06/2027	...
...	1158211	...	✅	01/07/2023	30/06/2024	...
...	1228828	...	✅	01/07/2023	30/06/2024	...
...	1252379	...	⚠️	01/07/2023	30/06/2024	...

- Efficient Preparation and Finalisation** – The new UI is designed will streamline the workflow with clearer instruction to users to finalise Income Tax Reports
- Improved Accuracy** – With better visibility users can now view totals and the breakup of transactions for Income, Non-Mutal Income, Fully Claimable and Partly Claimable Expenses.

13.1 Preparing Income Tax Reports



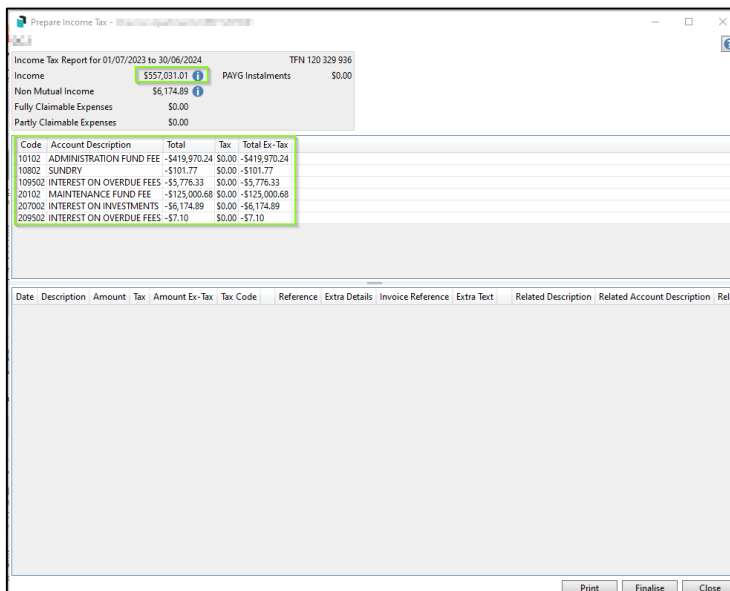
Income Tax

Income Tax status is a new module available to allow and review all information that is to be provided to assist tax agent/accountants to prepare the income tax return.

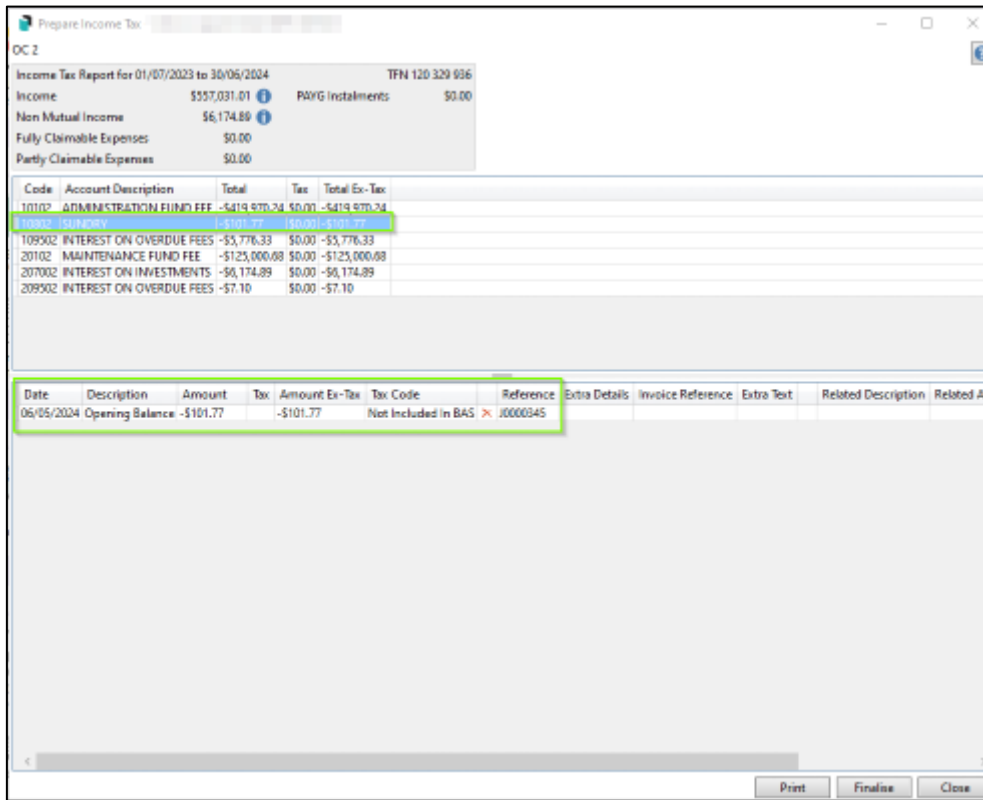
Reporting will be provided for:

- Total Income (all income accounts excluding those set as Non-Claimable Income)
- Non-Mutual Income
- Fully claimable Expenses
- Partially Claimable Expenses
- PAYG Instalments as report on the BAS for the reporting period

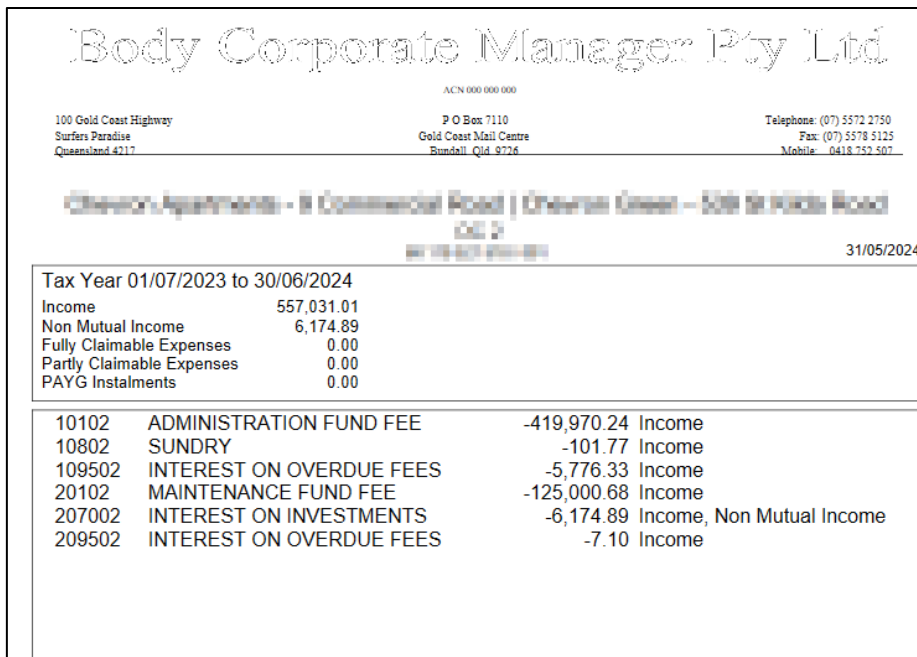
1. Navigate to 'Income Tax' if permissions are granted
2. Click on the to open the Prepare Income Tax
3. All totals that are available based on the Chart of Accounts will appear
4. Click on the to view all the transactions making up the totals



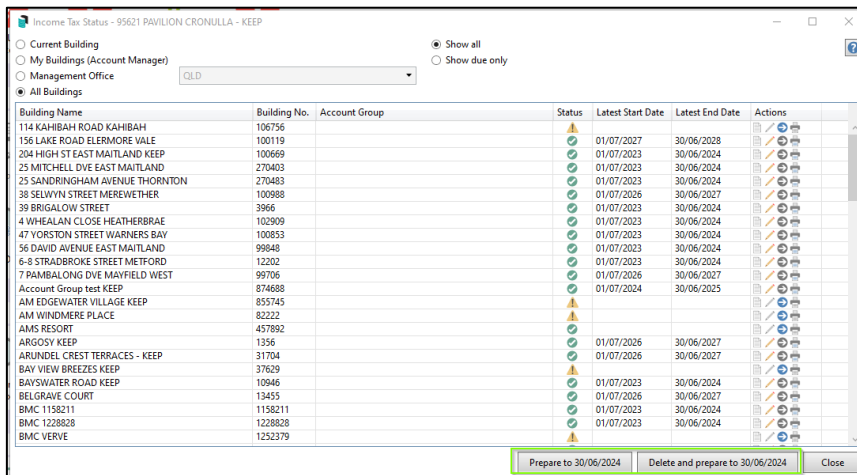
5. Click on the individual transactions to drill into the transaction
6. Option will be available to remove Transaction from Income Tax Report by clicking on the



7. Validation will appear if the building does not have a TFN set up and will not allow the user to Finalise.
8. 'Print Option' available to Print the Income Tax Report

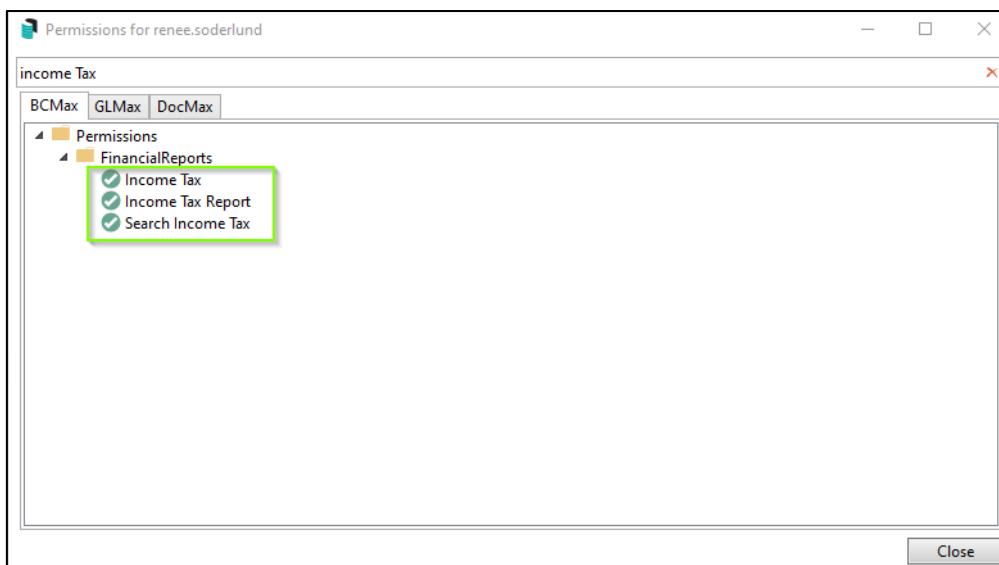


9. **Prepare to Date option** – will prepare the current period for all buildings that have not been generated already or have extra transactions.
10. **Delete and Prepare** – will prepare the current period for all buildings – deletes the current period first if it was already generated. This will allow uses to regenerate if there have been new transactions or changes since generation.



13.2 Security Income Tax

Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access Income Tax, Income Tax Report and Searching Income Tax, users must have permissions granted to the following security permissions:



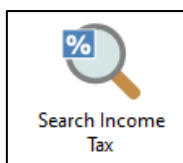
13.3 Account Maintenance Enhancements

Enhancements have been made to account maintenance for further tax definition which will assist in making sure that the Income Tax Report is reporting correctly based on the Account Maintenance setup.

- Non-Claimable Income – **to be excluded from Income**
- Income Tax expense category – **fully or partially claimable**
- Non-Mutual Income

The screenshot shows the 'Account Maintenance' window for account 1251, 'ACCOUNTING FEES'. The 'Type' is 'Posting'. The 'Account Type' is 'Expense' and the 'Trading Fund' is 'Admin Fund'. The 'System Flag' is 'None' and the 'Tax Code' is 'Default'. The 'Default Tax Code' is 'GST on Expenses'. There are checkboxes for 'Non Mutual Income' and 'Non Claimable Income'. The 'Income Tax Expense Category' dropdown is open, showing 'Partly Claimable' and 'Fully Claimable' options. There is a 'Restrict Access' checkbox and an 'Apply Changes To Master Chart & Buildings' checkbox. The 'Save' and 'Cancel' buttons are at the bottom right.


14. Search Income Tax

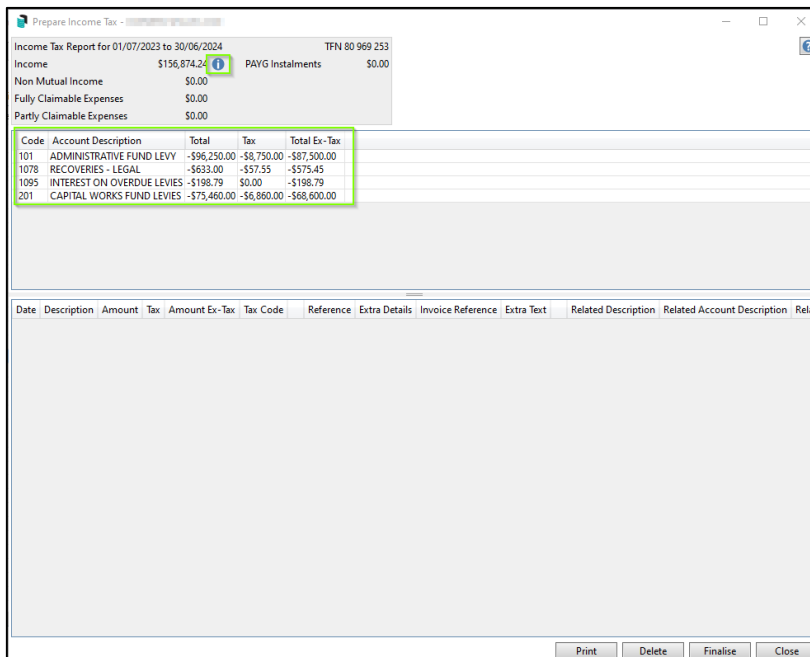


The new 'Search Income Tax' feature gives users access to past completed Income Tax Reports for viewing and reporting. Users can also directly access the 'View Income Tax' and 'Income Tax Report' for the selected period.

To access this new feature, follow the below steps:

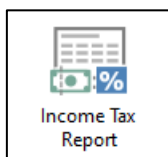
1. Navigate to 'Search Income Tax' if access is granted
2. The Current Building search for BAS will appear to view all remove the current building filter
3. Select an Income Tax Report to view
4. Click 'View Income Tax'
5. 'Prepare Income Tax' screen will appear

6. Select  will allow users to view the transactions making up the totals



7. User can Print, Delete, or Finalise from this screen
8. Click Print
9. Income Tax Report will appear

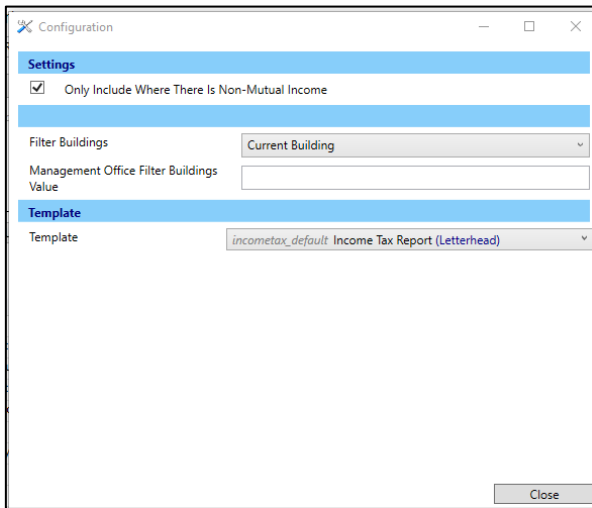
15. Income Tax Report



This new feature allows users to create 'Income Tax Reports' using a template, which can then be distributed to Tax Agents or Accountants. The reports will be the same as those generated in the Income Tax module.

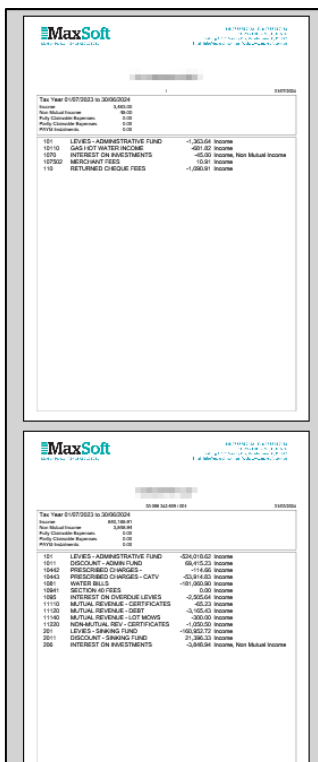
To report, follow the below steps:

1. Navigate to 'Income Tax Report'
2. Click on the cogwheel for Configuration options

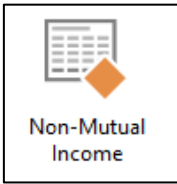


- Option to ‘Only include where there is Non-Mutual Income’ (Global Setting)
 - Filter Buildings – Can be selected to filter current, All Active Buildings, My Buildings or Management Office
3. Click on Recipient to receive the Income Tax Reports
 4. Click on Proceed
 5. Report will Print or Email based on communication settings

Example below will be emailed or printed as one PDF with multiple buildings as all buildings were selected on the configuration:

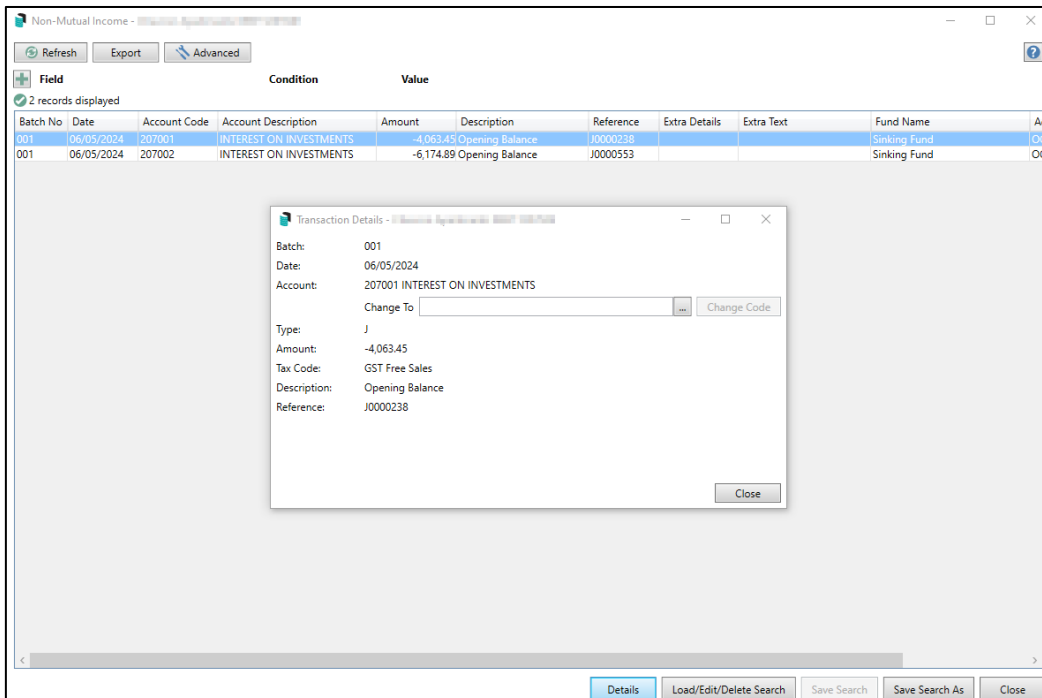


16. Non-Mutual Income



The Non-Mutual Income search will report transactions for a specific date range (usually July – June tax year) where the account code is setup as non-mutual in Account Maintenance. Searches can be amended and saved for continuous use, plus the information can be exported to Excel. This search is for the selected Building only.

Non-mutual Income is any income that is not received from Owners, (mutual income) such as interest on investment accounts / term deposits, lease of common property - i.e. telecommunications tower etc. It is recommended that the setup of non-mutual accounts should be completed based on advice of a registered tax agent / accountant.



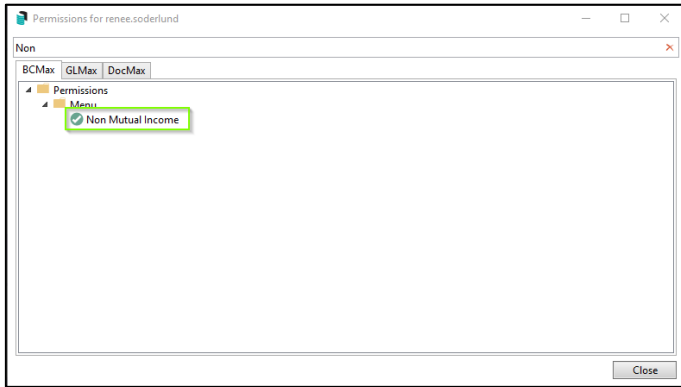
Field	Condition	Value
Batch No	Date	Account Code
001	06/05/2024	207001
001	06/05/2024	207002

Batch No	Date	Account Code	Account Description	Amount	Description	Reference	Extra Details	Extra Text	Fund Name
001	06/05/2024	207001	INTEREST ON INVESTMENTS	-4,063.45	Opening Balance	J0000238			Sinking Fund
001	06/05/2024	207002	INTEREST ON INVESTMENTS	-6,174.89	Opening Balance	J0000553			Sinking Fund

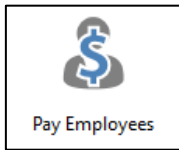
Batch:	001
Date:	06/05/2024
Account:	207001 INTEREST ON INVESTMENTS
Type:	J
Amount:	-4,063.45
Tax Code:	GST Free Sales
Description:	Opening Balance
Reference:	J0000238

16.1 Security – Non-Mutual Income

Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To Non-Mutual Income, users must have permissions granted to the following permission:



Pay Employees



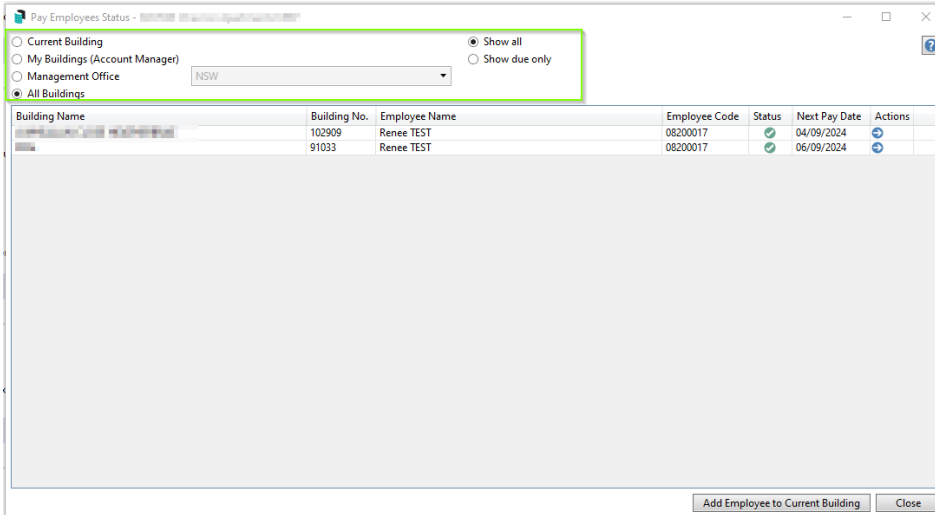
The new 'Pay Employees' module is designed to simplify wage payments and superannuation processes for buildings that employ staff. It automates and manages recurring transactions, including employee wages, superannuation contributions, and tax reporting.

17. Adding Employee for Wages

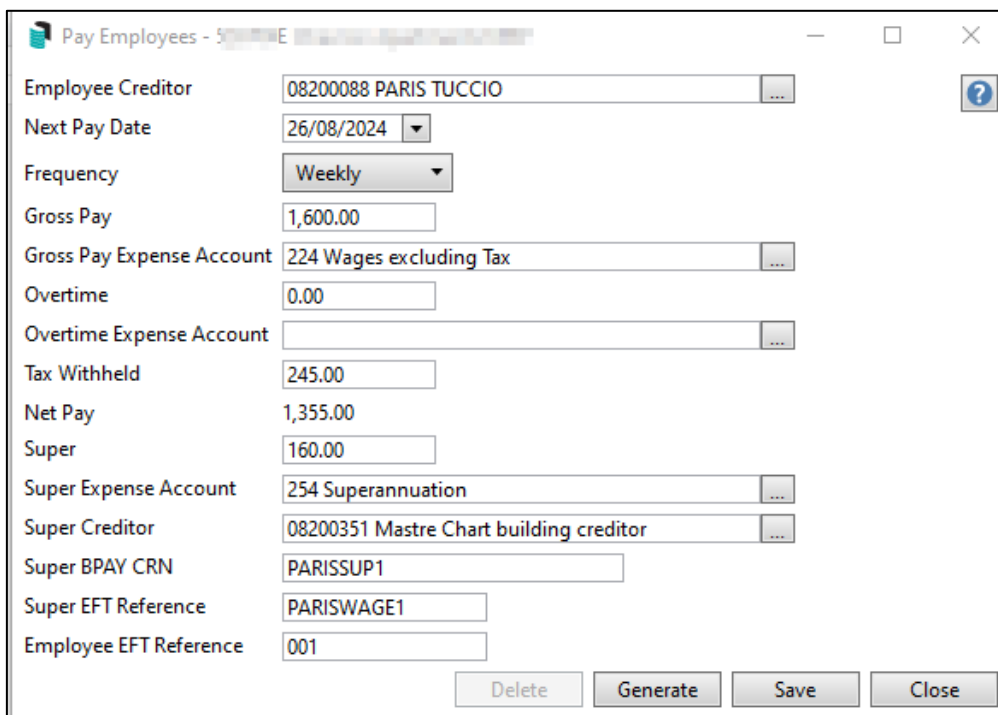
Setting up recurring wage payments for employees and to generate transactions for regular wage disbursements will ensure accurate and timely payments to employees based on the setup of the wages.

To setup the recurring wages, follow the below steps:

1. Navigate to 'Pay Employees' if permissions are granted
2. 'Pay Employees Status' module will open
3. Sort filters are available
 - Current Building
 - My Buildings (Account Manager)
 - Management Office
 - All Buildings
 - Show all and Show due only
4. For this example, 'All Buildings has been selected and Show all





5. Pre-existing Employee setups will appear in the grid
6. Click on 'Add Employee to Current Building' option
7. Pay Employee form will open
8. Complete all the required information (example below)



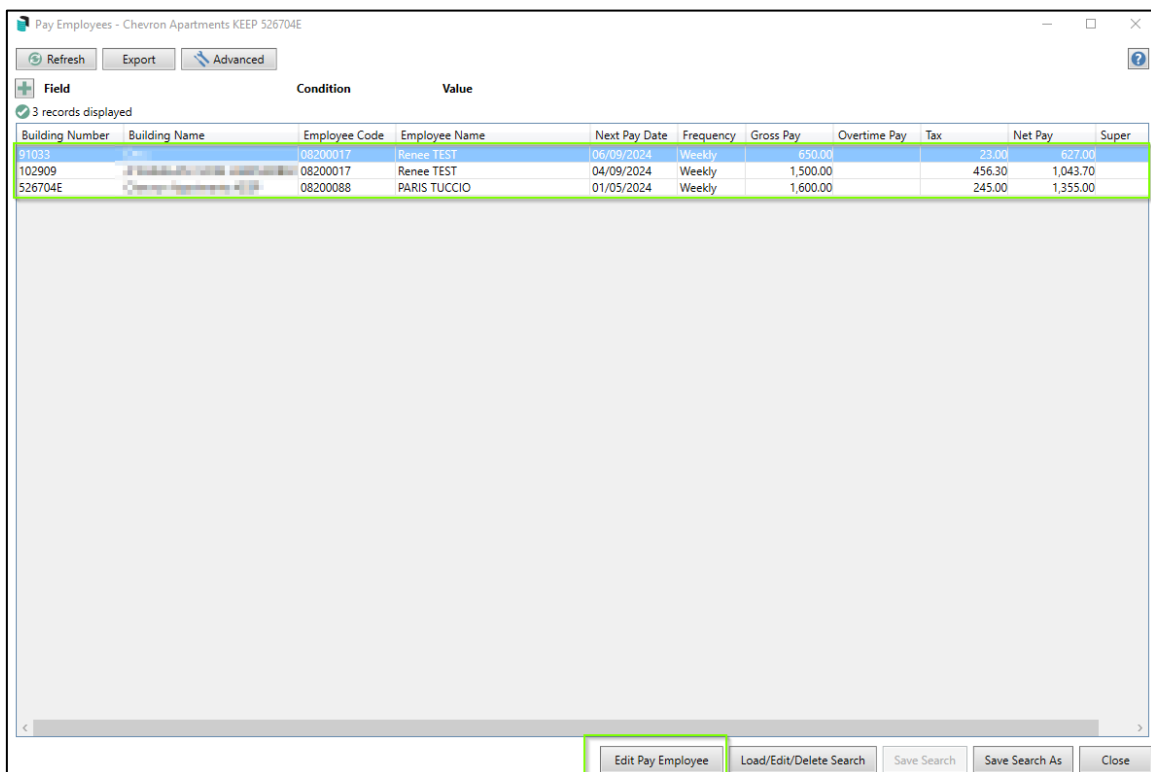
9. Click Save
10. Employee will appear on the grid of all employees based on the filter
11. Status will show the current state of the employee wages

 the next Wage is due on .../.../...

 Employees pay has not been generated

12. Click on the  Action to generate the employee entries that are not generated and showing as 
13. Click on Generate

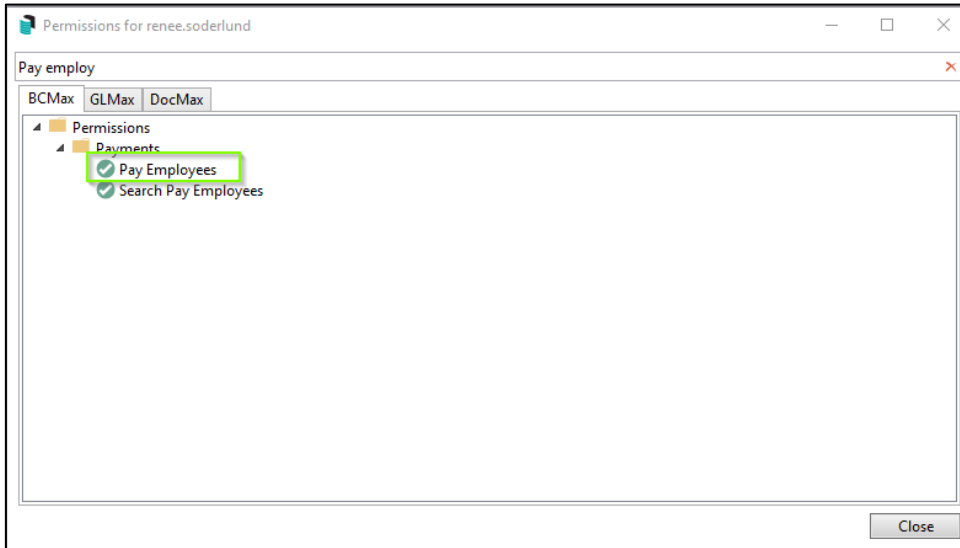
Wage entries will be generated, and creditor invoices will be available to pay the employee and superannuation.



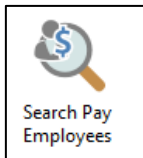
Please Note – Pay Employees does not calculate the amount of tax, leave entitlements, and does not produce payslips.

17.1 Security – Pay Employees

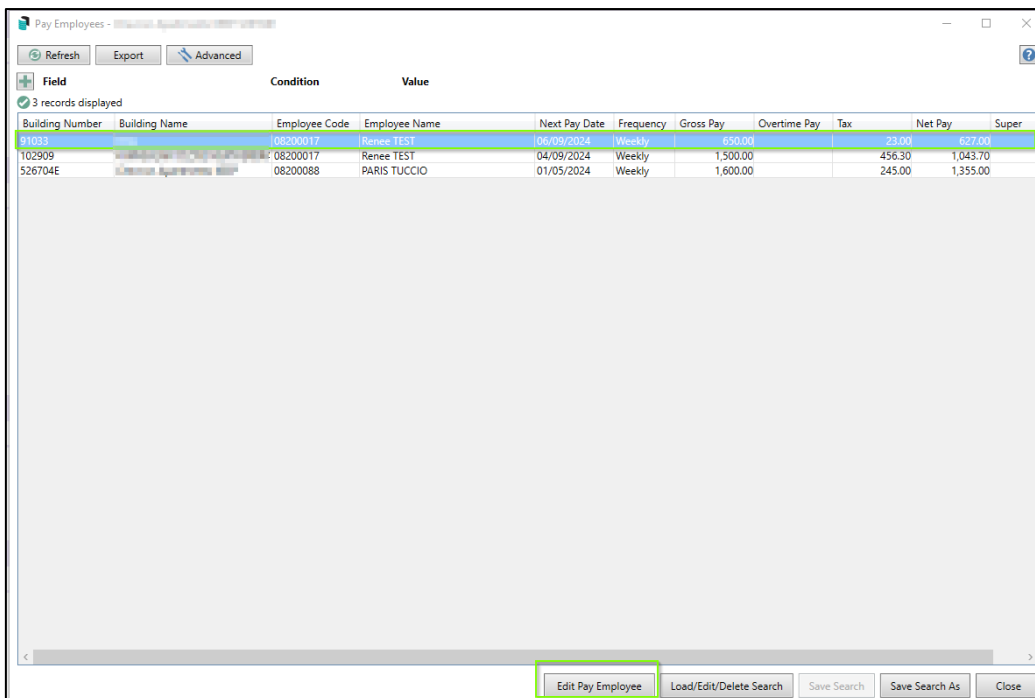
Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access 'Pay Employees,' users must have permissions granted to the following security permissions:



18. Search Pay Employees

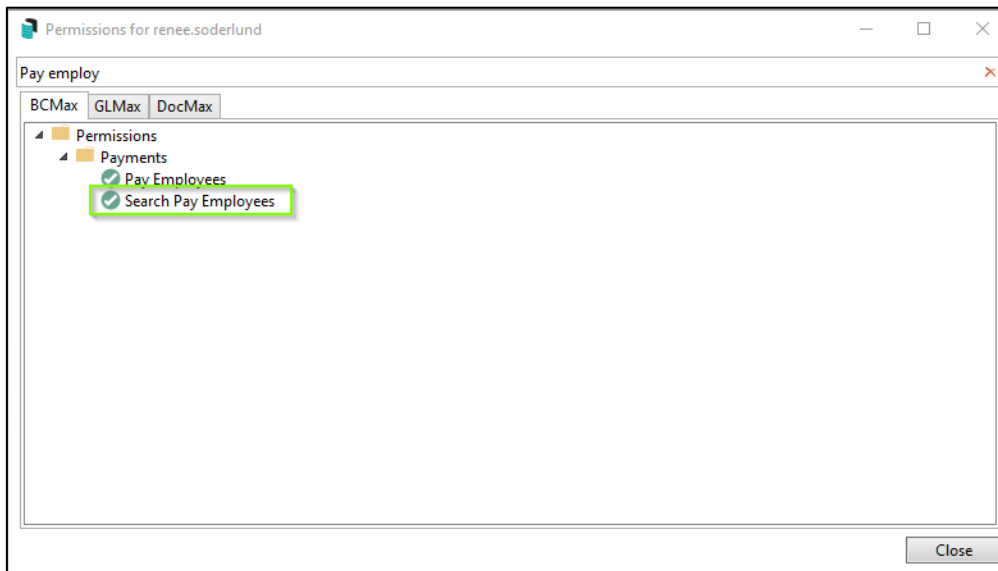


Search Pay Employees is available to review current employees and the setup. From the search, users can Edit Pay Employees if they have permission to.



18.1 Security – Search Pay Employees

Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access 'Search Pay Employees,' users must have permissions granted to the following security permissions:



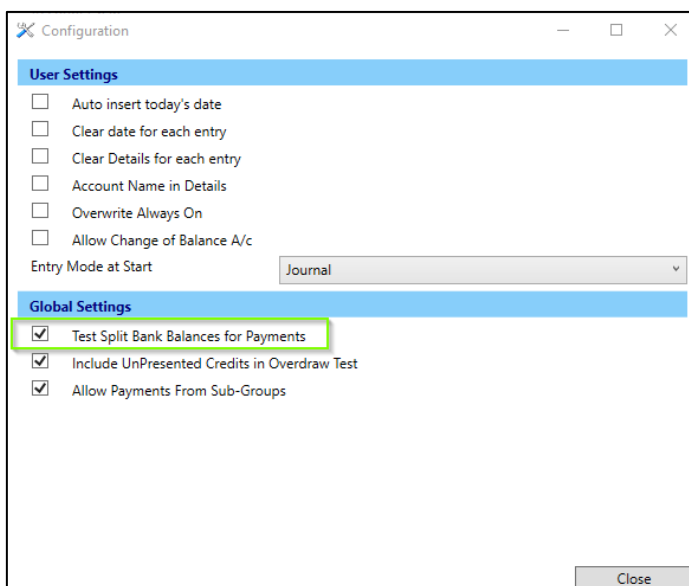
Bank Balances Enhancements

Bank Balances User Interface (UI) has been enhanced to provide more accurate information of Bank Balances. The enhanced changes will give the users a clearer picture of all Bank Balances available based on the configuration of the building.

18.2 Bank Balance module changes

The Bank Balances module will now show individual breakups of Bank Accounts based on the configuration of the Building:

- All Funds
- Account Groups
- Separate Funds (based on the Split Banking configuration being turned on under Transaction Entry/ Configure



The Users will be presented with

- Bank Balance
- Overdraft / Minimum if available
- GST and PAYG
- Available Funds

Example of a Building with Account Groups setup

All Account Groups			
All Funds			
Bank Balance	652,859.29		
Overdraft / Minimum	0.00		
GST and PAYG	-17,677.95		
Available Funds	635,181.34		
OC 1 Whole Building			
All Funds			
Bank Balance	285,422.81		
Overdraft / Minimum	0.00		
GST and PAYG	4,842.76		
Available Funds	290,265.57		
OC 1 Whole Building ADMINISTRATIVE FUND			
Bank Balance	74,156.14		
Overdraft / Minimum	0.00		
GST and PAYG	12,041.91		
Available Funds	86,198.05		
OC 1 Whole Building MAINTENANCE FUND			
Bank Balance	211,266.67		
Overdraft / Minimum	0.00		
GST and PAYG	-7,199.15		
Available Funds	204,067.52		
OC 2 Residential			
All Funds			
Bank Balance	211,899.28		
Overdraft / Minimum	0.00		
GST and PAYG	-23,418.90		
Available Funds	188,480.38		
OC 2 Residential ADMINISTRATIVE FUND			
Bank Balance	86,314.19		
Overdraft / Minimum	0.00		
GST and PAYG	-19,569.91		
Available Funds	66,744.28		
OC 2 Residential MAINTENANCE FUND			
Bank Balance	125,585.09		
Overdraft / Minimum	0.00		
GST and PAYG	-3,848.99		
Available Funds	121,736.10		
OC 3 Commercial			
All Funds			
Bank Balance	155,537.20		
Overdraft / Minimum	0.00		
GST and PAYG	898.19		
Available Funds	156,435.39		
OC 3 Commercial ADMINISTRATIVE FUND			
Bank Balance	91,705.20		
Overdraft / Minimum	0.00		
GST and PAYG	-7,523.39		
Available Funds	84,181.81		
OC 3 Commercial MAINTENANCE FUND			
Bank Balance	63,832.00		
Overdraft / Minimum	0.00		
GST and PAYG	8,421.58		
Available Funds	72,253.58		

Print Close

Example of Building with 'Test Split Bank Balances' configuration off

All Funds	
Bank Balance	9,998.50
Overdraft / Minimum	0.00
GST and PAYG	1,323.99
Available Funds	11,322.49

Print Close

Example of Building with 'Test Split Bank Balances' configuration on

All Funds	
Bank Balance	9,998.50
Overdraft / Minimum	0.00
GST and PAYG	1,323.99
Available Funds	11,322.49

ADMINISTRATIVE FUND		SINKING FUND	
Bank Balance	9,998.50	Bank Balance	0.00
Overdraft / Minimum	0.00	Overdraft / Minimum	0.00
GST and PAYG	781.91	GST and PAYG	542.08
Available Funds	10,780.41	Available Funds	542.08

18.3 Bank Balances Report

A new report is now available which will show the complete breakdown of the Bank Balances based on the configuration setup.

Users can print this new template report from the Bank Balances screen.

Example of Report with Account Groups setup

BANK ACCOUNT BALANCE REPORT				
<i>TABLE WITH 5 COLUMNS: A 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 - 18 - 19 - 20</i>				
	Balance	Overdraft	GST/PAYG	Available Funds
All Account Groups All Funds	386,974.28	0.00	-25,569.20	361,405.08
OC 1 All Funds	205,324.32	0.00	-15,284.69	190,039.63
OC 1 OPERATING FUND	197,905.73	0.00	-14,468.31	183,437.42
OC 1 MAINTENANCE FUND	7,418.59	0.00	-816.38	6,602.21
OC 2 All Funds	181,649.96	0.00	-10,284.51	171,365.45
OC 2 OPERATING FUND	101,967.14	0.00	-1,595.96	100,371.18
OC 2 MAINTENANCE FUND	79,682.82	0.00	-8,688.55	70,994.27

Building Information /GST/Account Group Building Enhancements

GST setup and ATO Creditor selection is now available in Building Information/GST area.

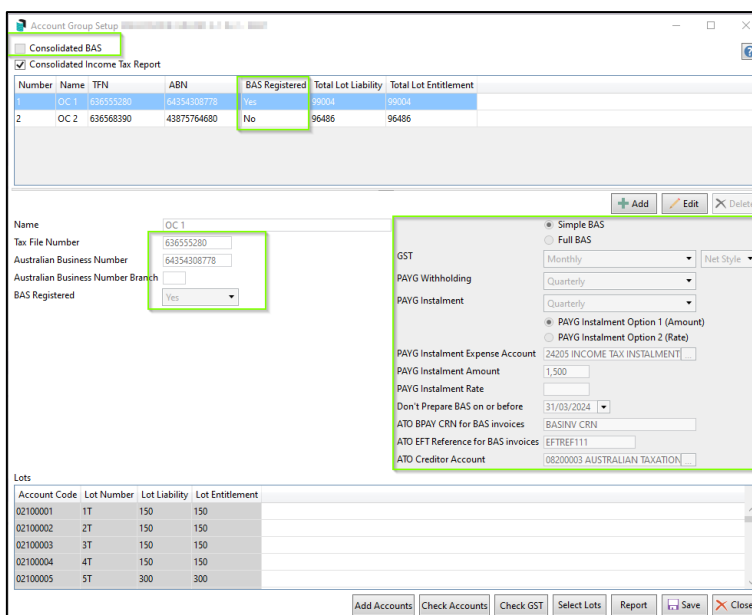
If the building has Account Groups setup the GST setup is also available in the Account Group module for those buildings that do not want consolidated BAS's, if to remain consolidated the registration can be completed separately for GST/PAYG Instalment / PAYG Withholding Tax in Building Info.

19. Account Group Setup and Building Information changes

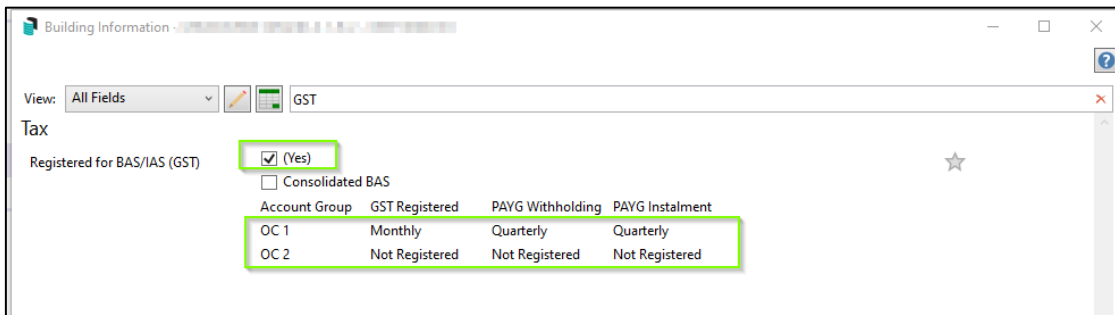
The Account Group Setup now has the ability to have a separate registration setup or remain consolidated.

Navigate to Account Group Setup. The new options are available at the top of the setup screen

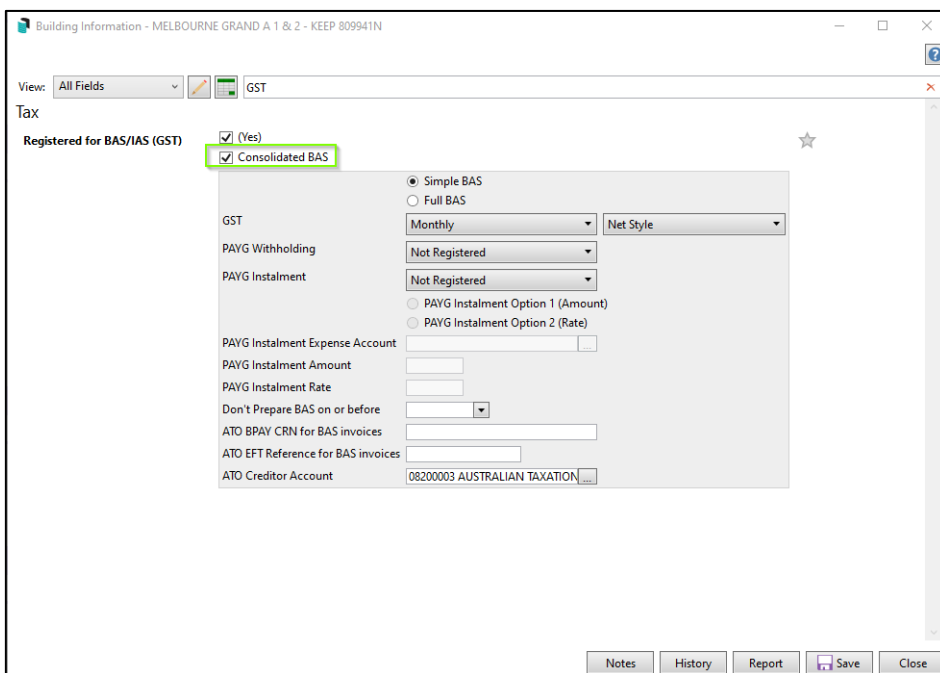
- Consolidated BAS** – This option is selected will combined all account groups when producing a Business Activity Statement. When this is selected all setup will be via Building Information. If the option is not ticked all registration detail will need to be completed via Account Group Setup.



Building Info for the above Setup will look similar to the below:



If a consolidated BAS is needed, then this will need to be set in Building Information by ticking Consolidated BAS. Once the option is ticked all registration details will be set in Building Information.



- **Consolidated Income Tax Report** – This option when selected will combine all account groups into one (1) Income Tax Report.

If Consolidated Tax Report is not ticked the Income Tax Report can be generated for each account group setup.

20. Important links that should be looked at after update

<https://smhelp.stratamax.com/help/gst-and-tax#pre-update-tasks-that-can-be-completed-now>

<https://smhelp.stratamax.com/help/gst-and-tax#post-update-tasks>

What's Better

- Creditor Maintenance – When doubling clicking the ABN number an exception was raised and the window closed. This has been rectified and no longer occurs.
- Invoice Hub – System was returning errors when adding Creditor Override Approver that has been set as an Approver in a non-override different layer. This has been resolved.
- Communications Setup – Tool tips for Pause Messages by Default and Delay Messages have been updated to indicate settings are Global settings.
- Merge Letters – when generating a Ledger card with setting style 'From last zero balance,' this was causing the system to crash. This has now been resolved.
- Roll Change Ownership – Previously the system allowed duplicate contacts to be added to the Roll. Validation will now prevent adding a duplicate contact when a roll change of ownership is carried out.
- Move Fund Balances – when moving funds between the Sinking Fund and Administration Fund, the Posting Period was not matching the Posting date. This has been rectified and no longer occurs
- Report Distribution – Preview Save/DocMax Button and Save to pdf were picking up wrong document if another document was highlighted
- TRMax – Custom Invoice Rates were not being deleted when a building was deleted causing data issues for other buildings with custom rates.
- Search Transactions – A crash was occurring if the description was edited in the change code screen.
- Search Transactions – Search details will now be refreshed after a code change in Search View screen.
- Change Building Number and Delete Building – Issues changing building number and deleting buildings have been resolved.