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

StrataMax   **StrataCash**   **TRATAPAY**

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 Massages 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:
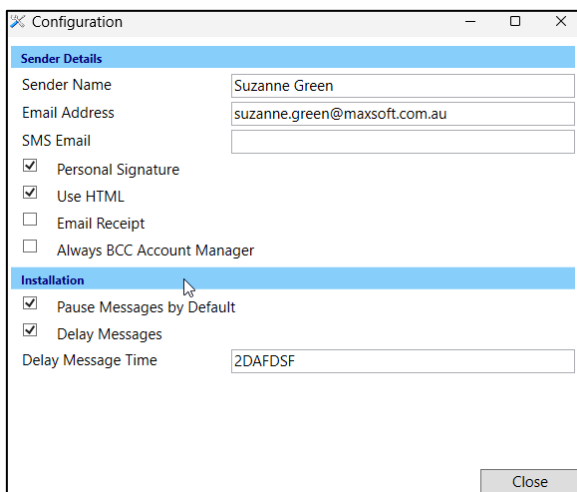
1.1   Update Security Permissions

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
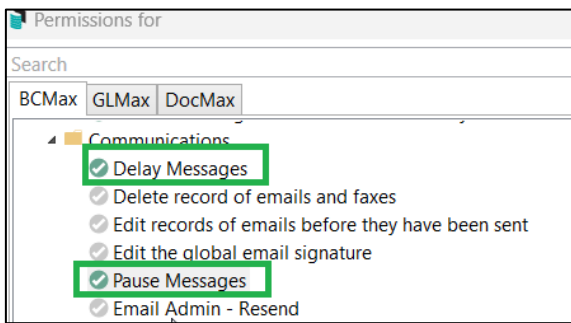
- Right click 'Delay Messages' and or 'Pause Messages,' select required Permission
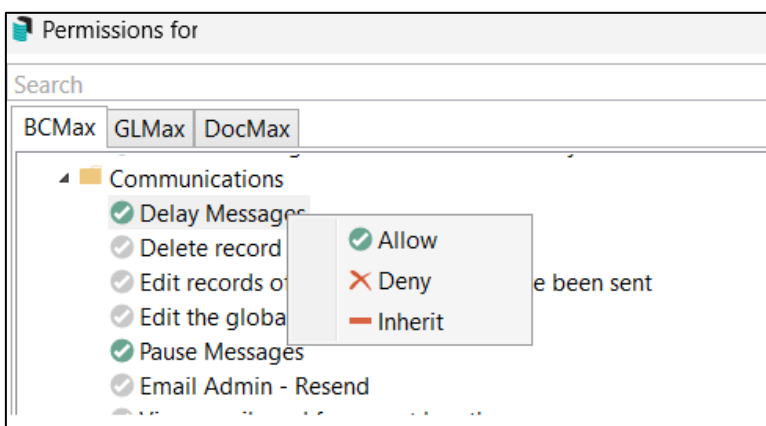
Allow – Users will be able to update the Delay Messages and Pause Messages fields.

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

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.

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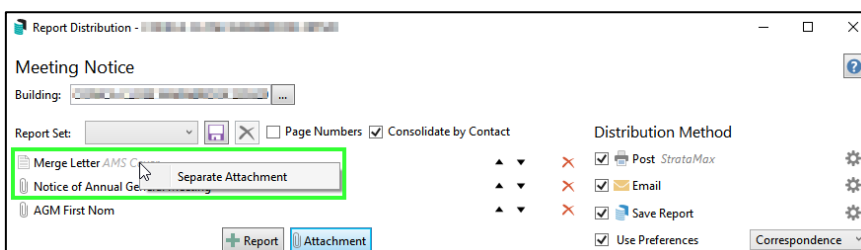
Note: If a document is set as a separate attachment, it will be excluded from documents saved as a single file as per 3.1 above.

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.

StrataMax screens such as TRMax, Disbursements, Management fees will also reflect the change as well as reports from GLMax.
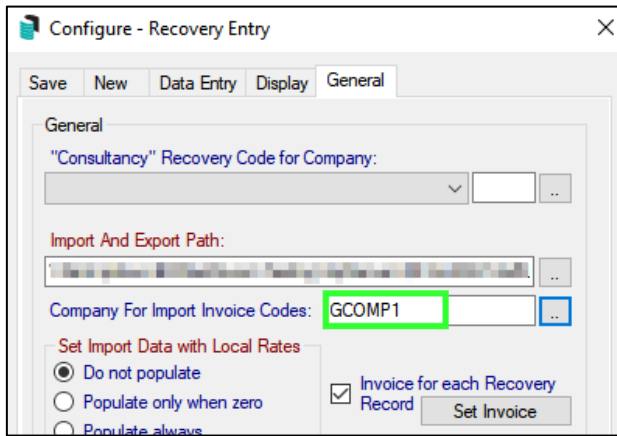
StrataMax Companies (COMP buildings) will not be affected by this change.

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.
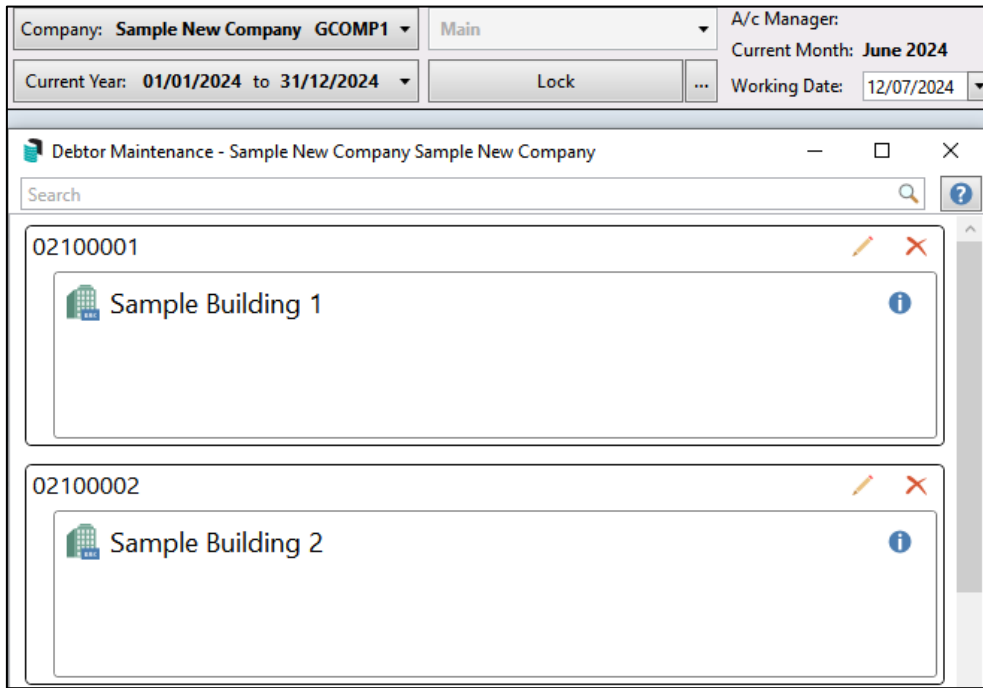
5.4   GLMax Invoices and Month End Financials

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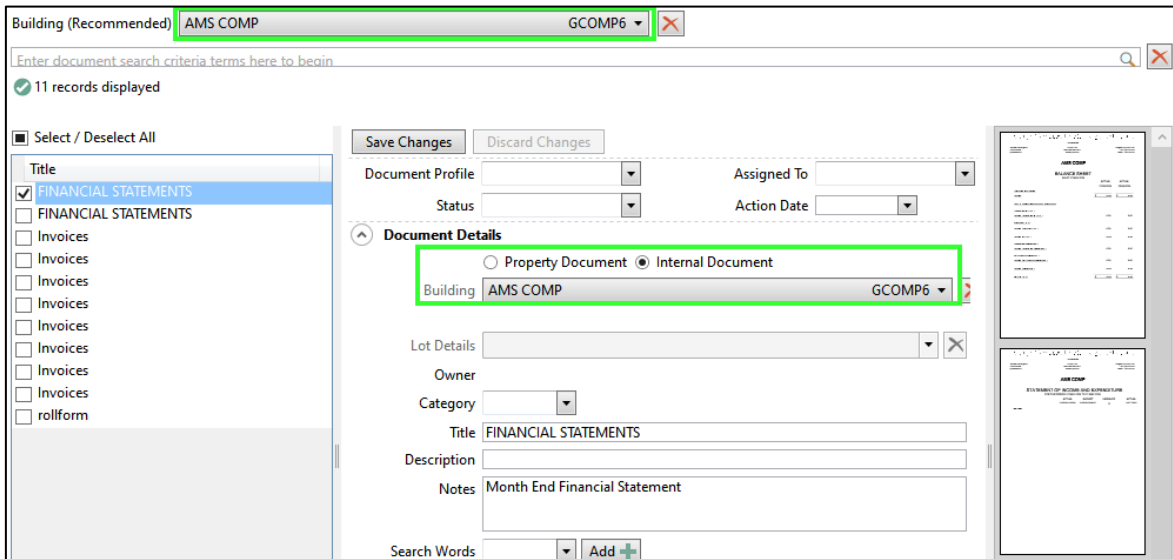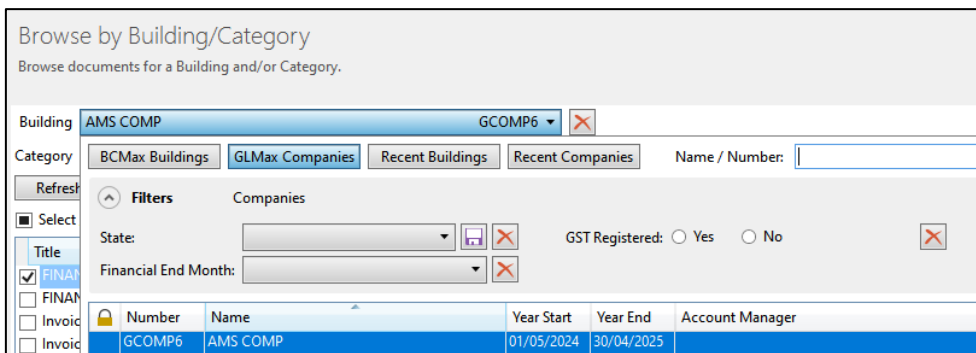
GLMax search filters have been added to DocMax Search and Browse by Building / Category to allow searching for GCOMP documents.

GLMax filter in Search screen
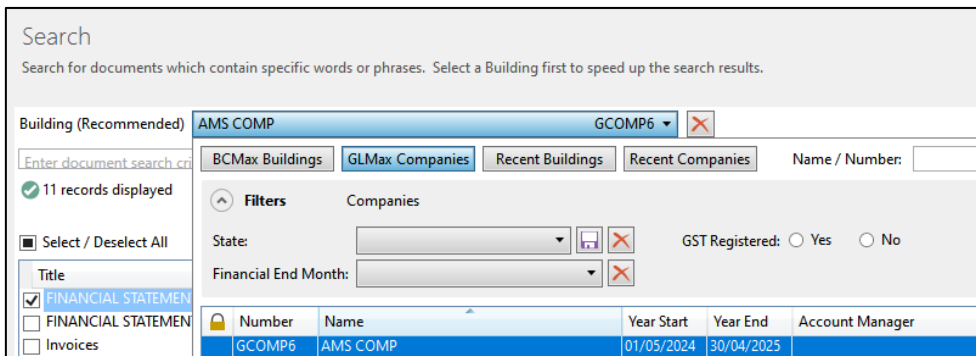
GLMax filter in Browse screen

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

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.

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.
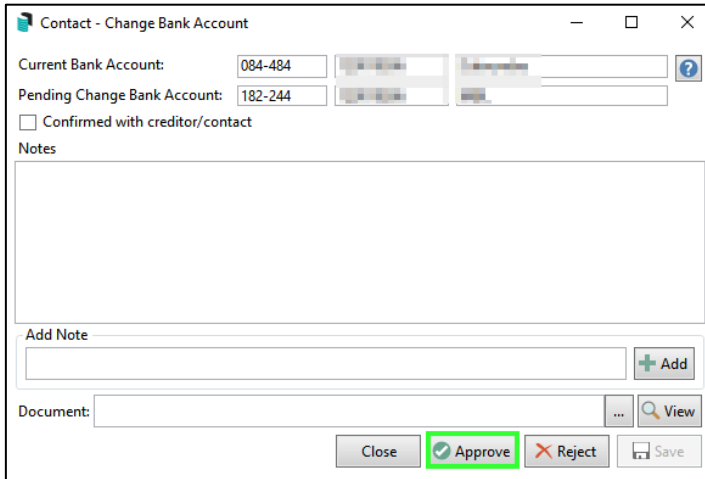
7.   Bank Account Change Approval Process

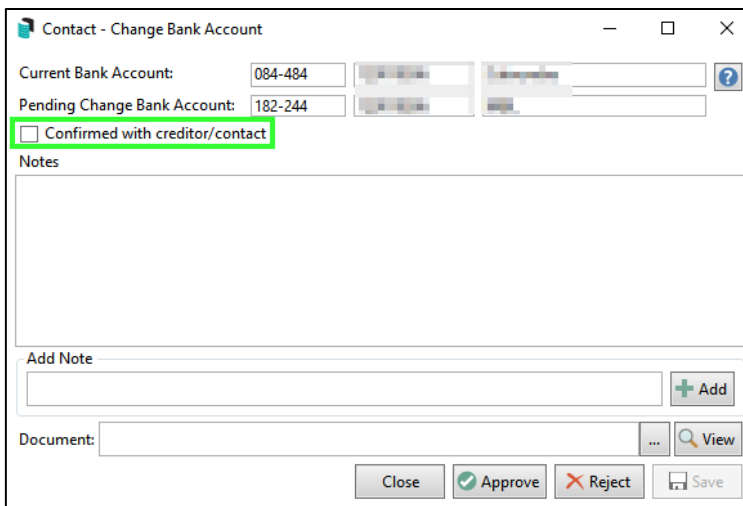### 7.1   Bank Account Change Approval Security Settings

Two new security settings have been added to manage access to Bank Account Change approvals.
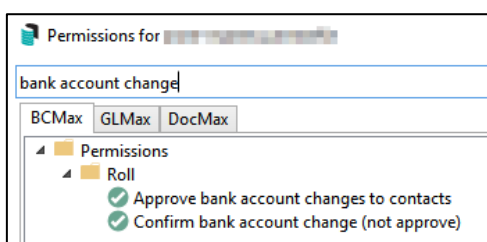
- **'Approve bank account changes to contacts'** set to allow will provide access to Approve or Reject a Bank Account change and set the Confirm bank account changes checkbox. Setting to Deny will prevent access to the Approve and Reject buttons.

- **'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.
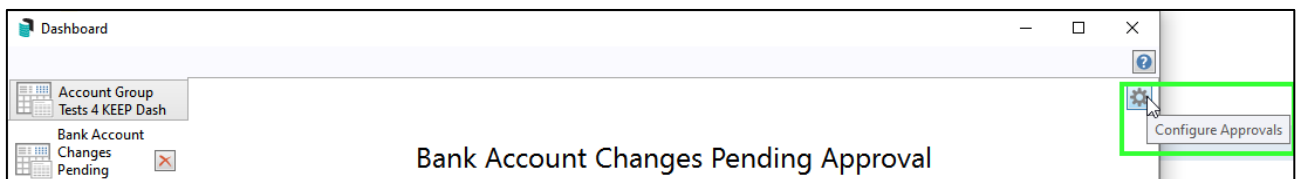

7.2   Bank Account Change Approval Dashboard Configuration

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

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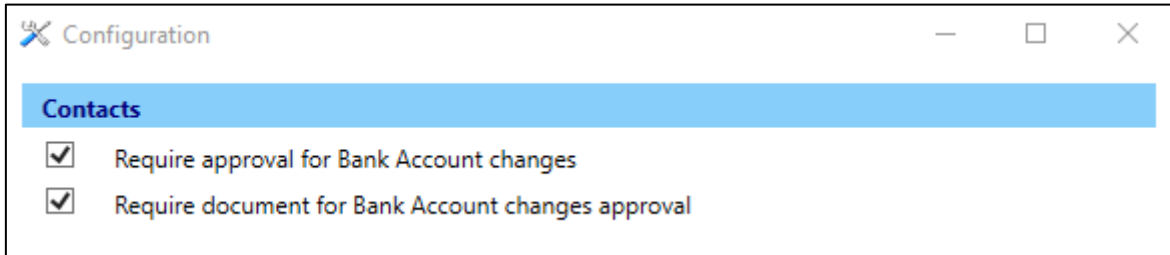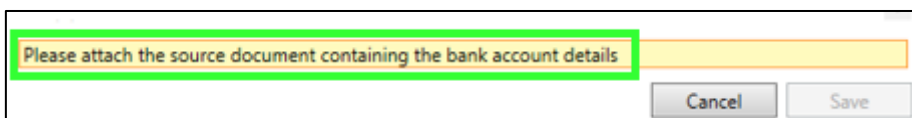
Access to this Dashboard item is reliant on the security permissions set for the Dashboard in Security Setup.

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.

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.

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.

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

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.
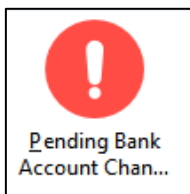
## 7.5   Bank Account Change Pending Approval

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.

- 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.
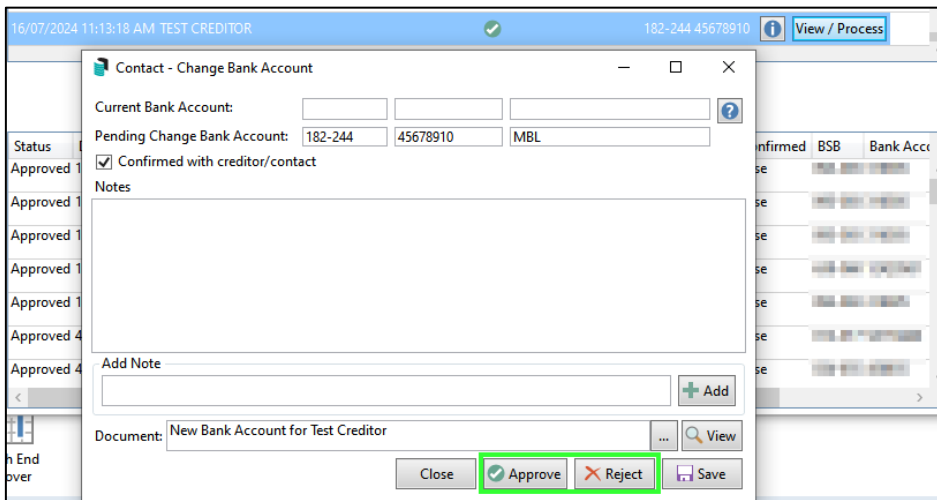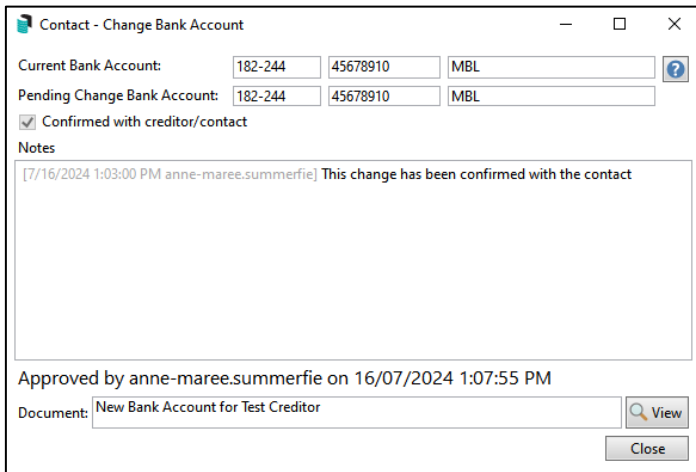

7.6   Recent History

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.

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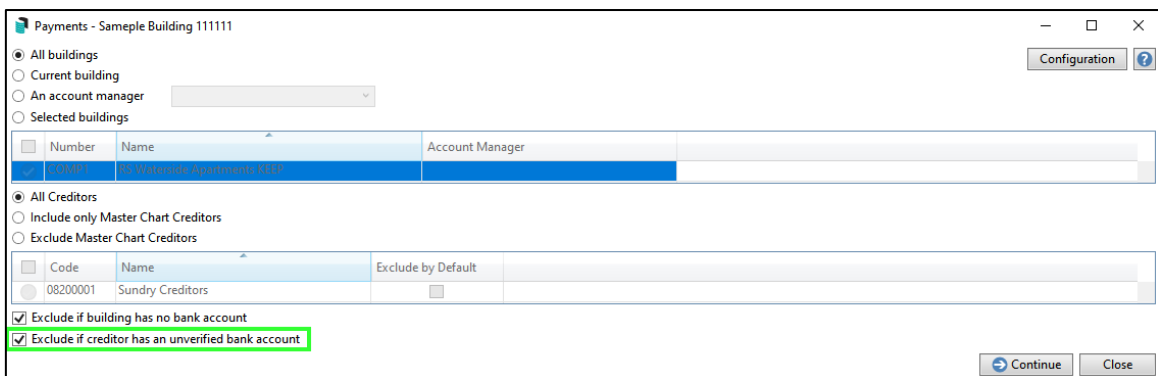
Note: If the setting is not ticked, payments for Creditors with pending changes will be included in the batch but will be flagged with errors and prevent payments for the building to be processed.

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 <u>will</u> process, regardless of it being approved in BCMax.

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.
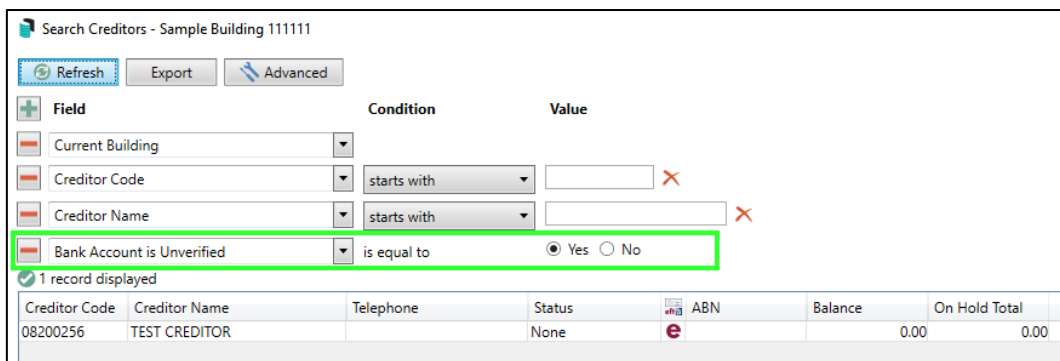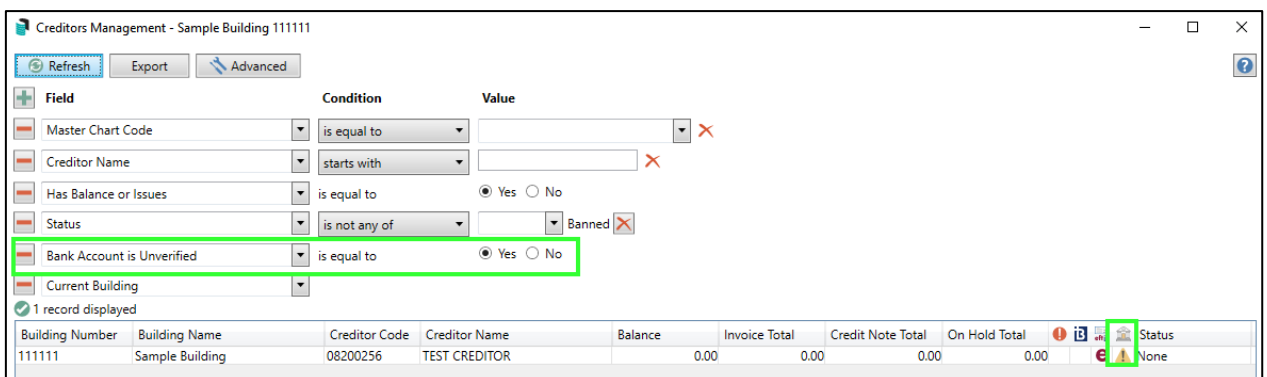

To add a column for the - 'Bank Account is Unverified' field, click Advanced, Columns, select the column and click Add. A column will be added showing the status of the Bank Account.
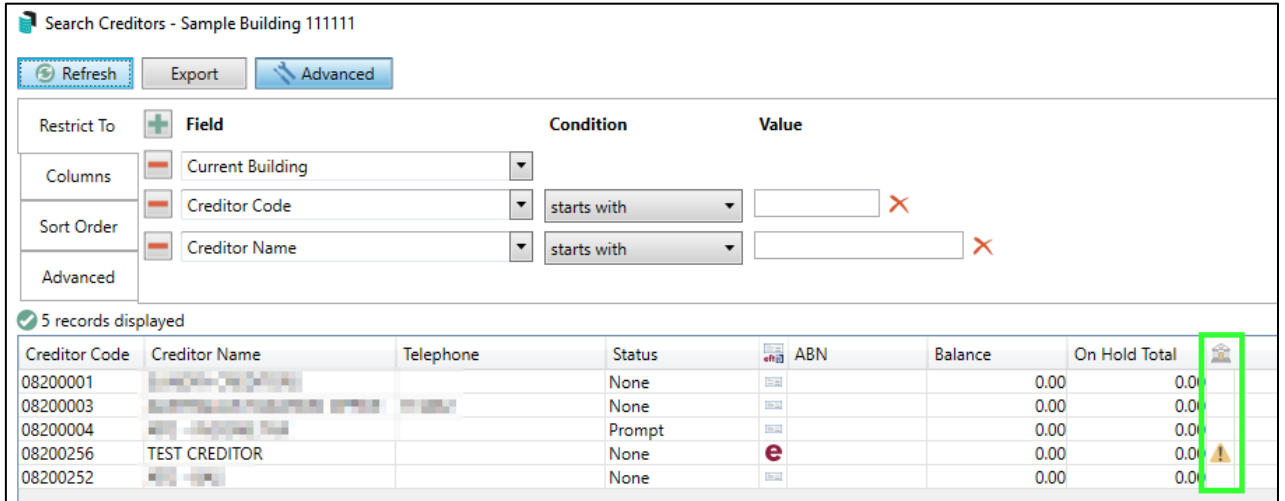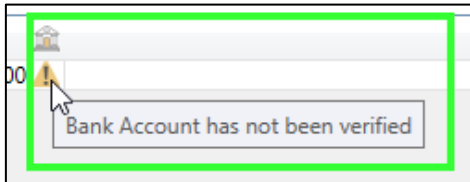
## 8.3   Creditor Management - 'Bank Account is Unverified' field.

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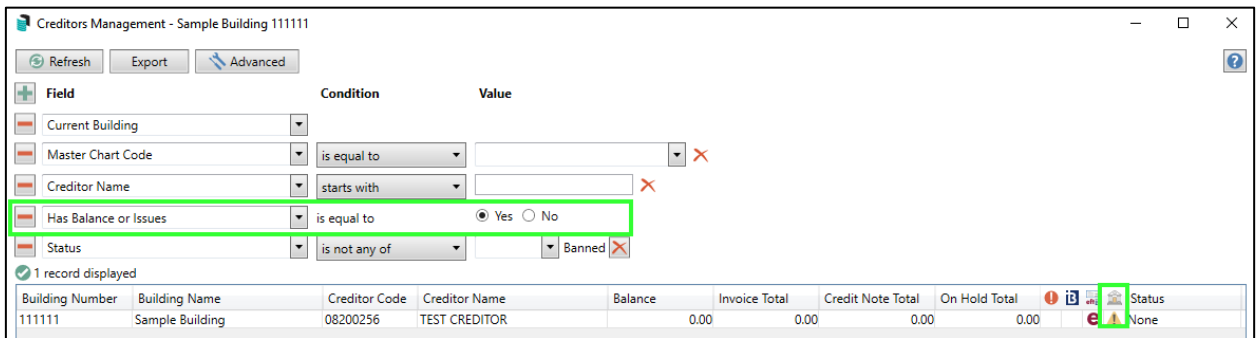
Note: If the Contact Bank Account Changes Approval process has been activated and later de-activated, the - 'Bank Account is Unverified' field will show accounts that had not been verified prior to the de-activation of the Contact Bank Account Changes Approval process.

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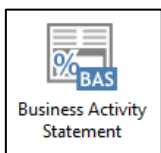
The Business Activity Statement (BAS) system has been upgraded with a new user interface (UI) design to streamline the process of preparing and finalising Business Activity Statements (BAS) and Instalment Activity Statements (IAS).

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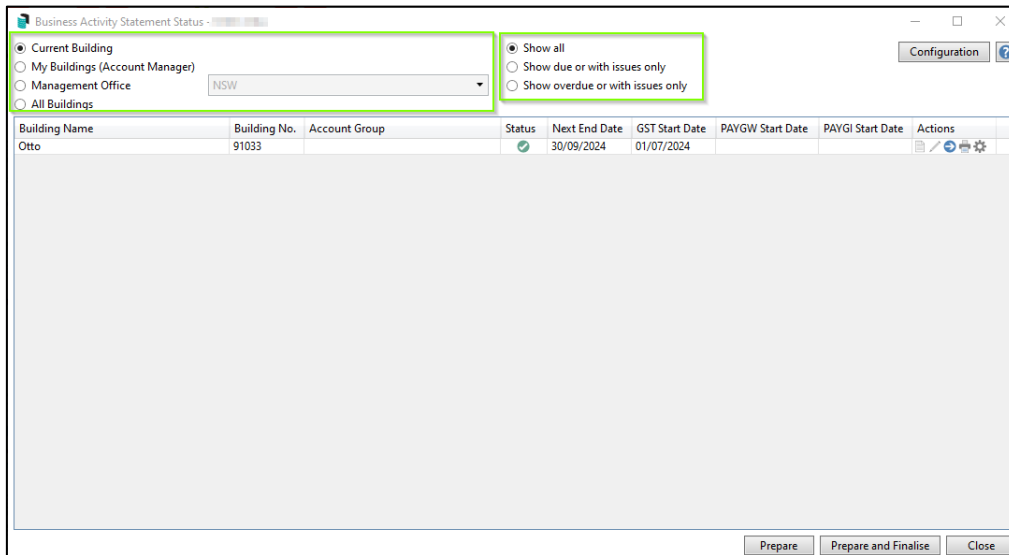
3. **Enhanced Visibility** - The interface provides a comprehensive overview of all BAS and IAS statements allowing users to see the status of each statement at a glance. This clear visibility helps users to quickly identify which statements are pending, submitted and require attention.

    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 __/__/__
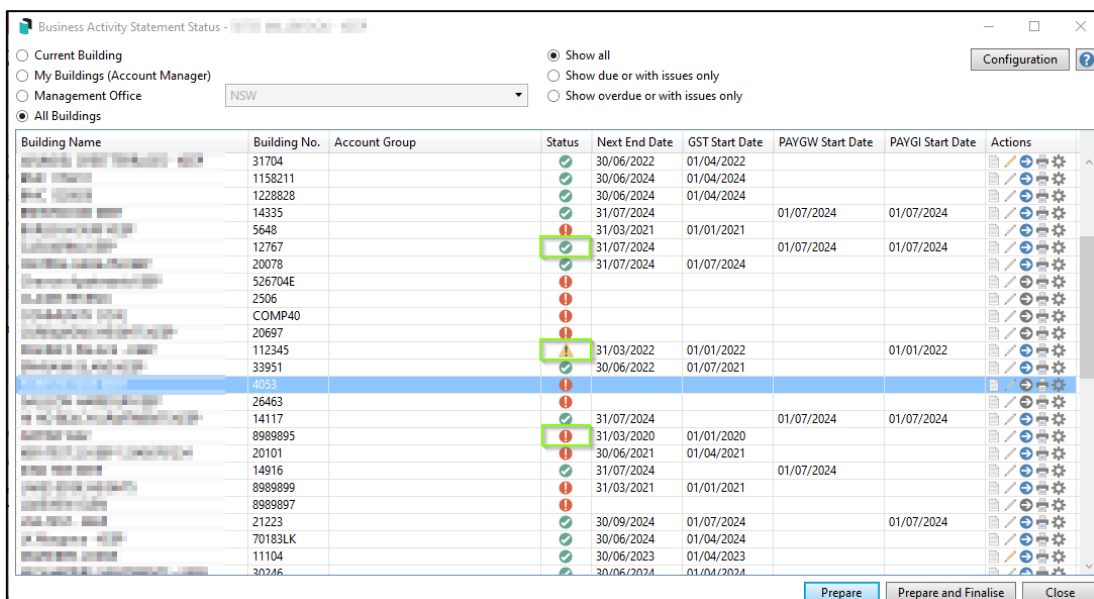
4. **Efficient Preparation and Finalisation** - The new UI will streamline the workflow with clearer instruction to users to finalise the BAS for Lodgement

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.
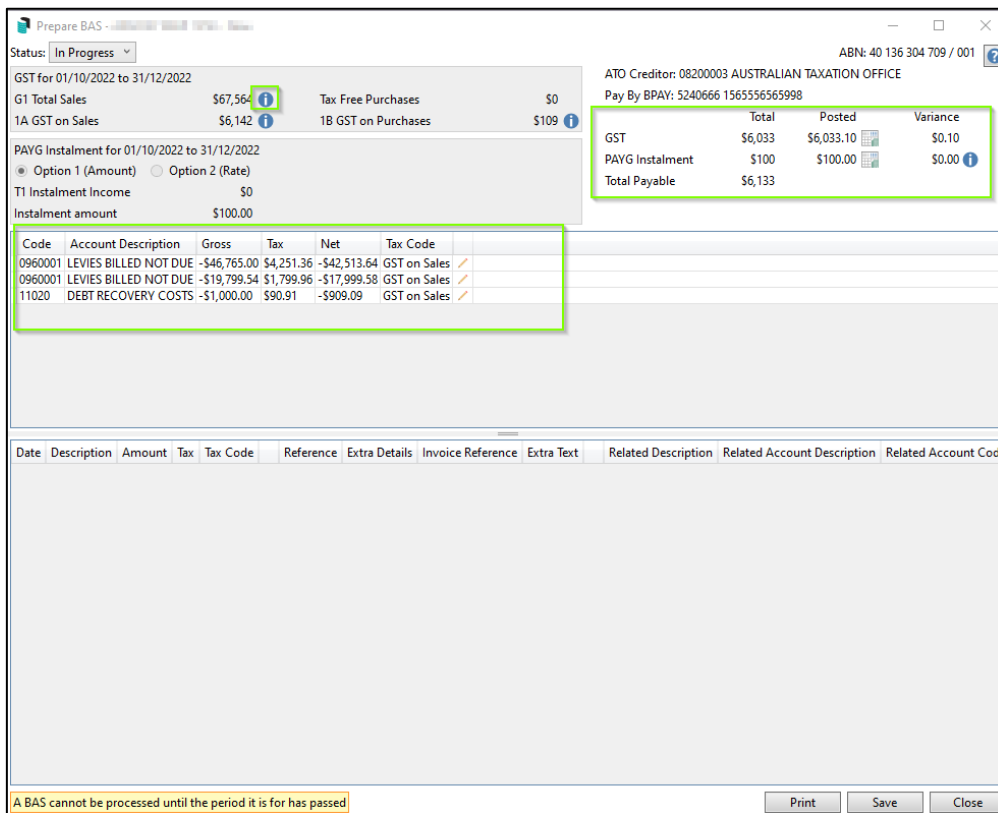
9.1   BAS Configuration

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'
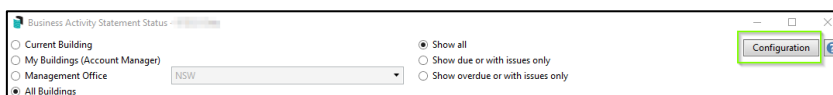
3. The global configuration will appear
4. Two options are available to set:

- **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.
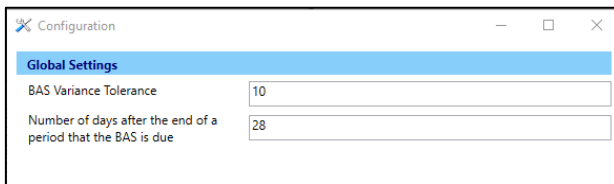
9.2   BAS Actions

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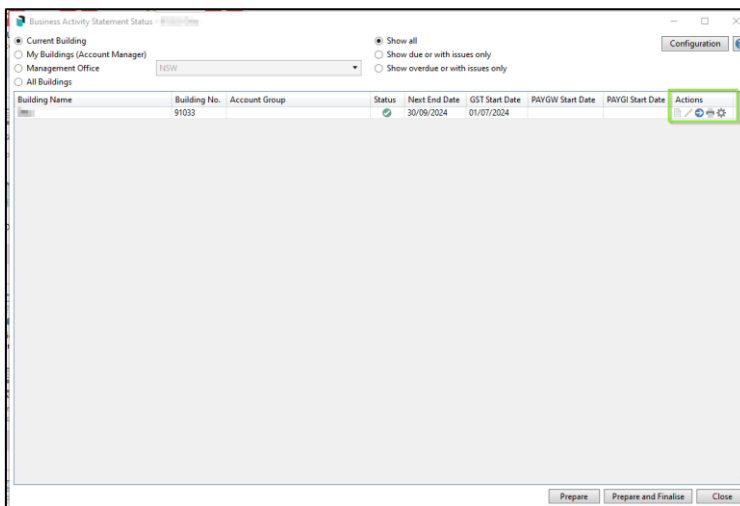
These actions allow the users to:

-    Allow the user to view the Last BAS prepared and finalised

- Edit / Reopen the Last BAS

- ![icon] Check and Prepare the Last Bas

- ![icon] BAS Reconciliation Report

- ![icon] 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 ![icon] 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
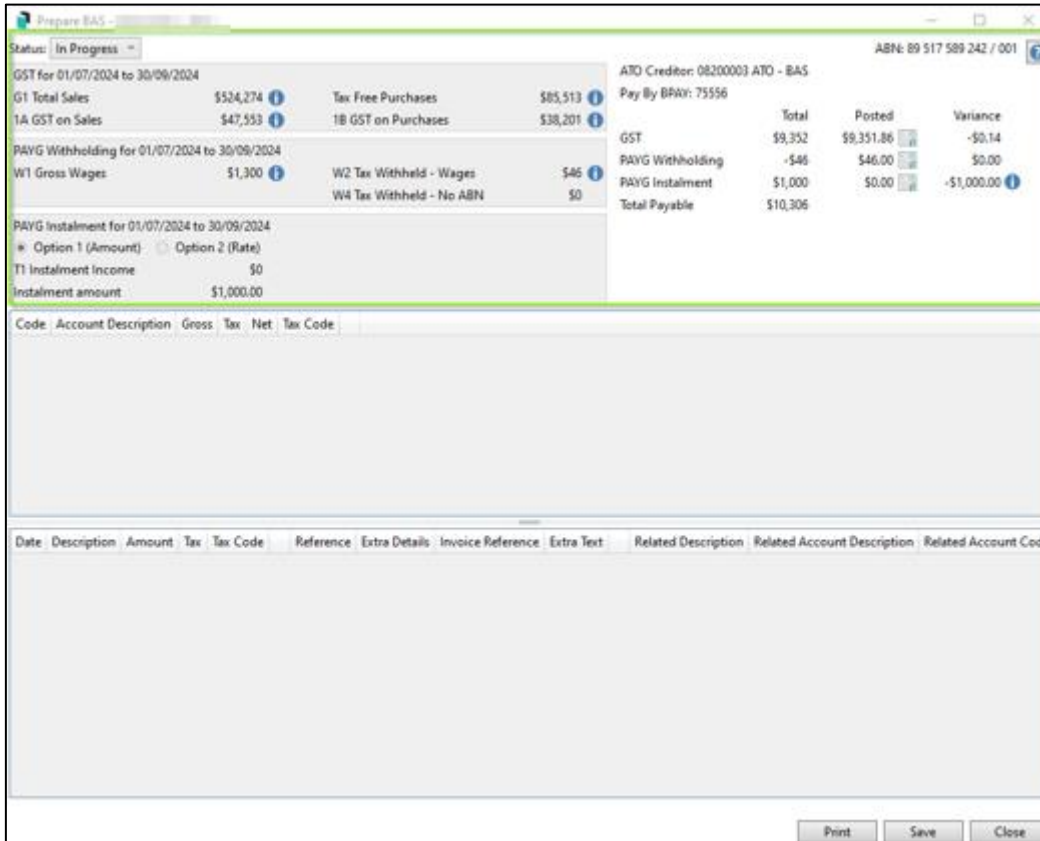
4. Click on the ℹ for any of the Totals

5. The Transactions making up total will appear in the grid to check and review
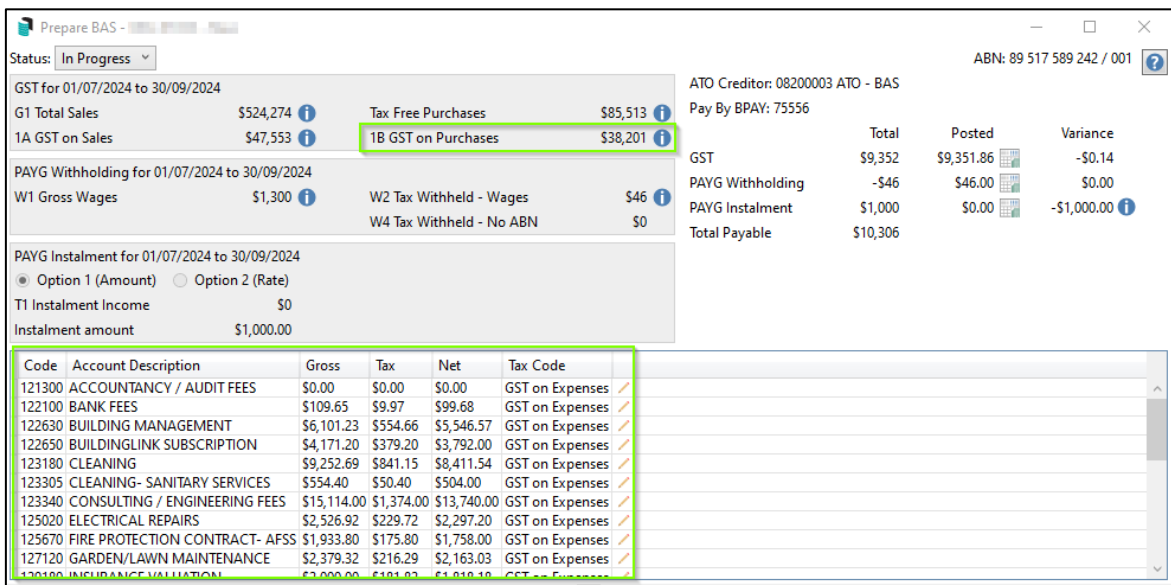
6. Click an available code and a list of transactions will appear to review, check, and modify if needed
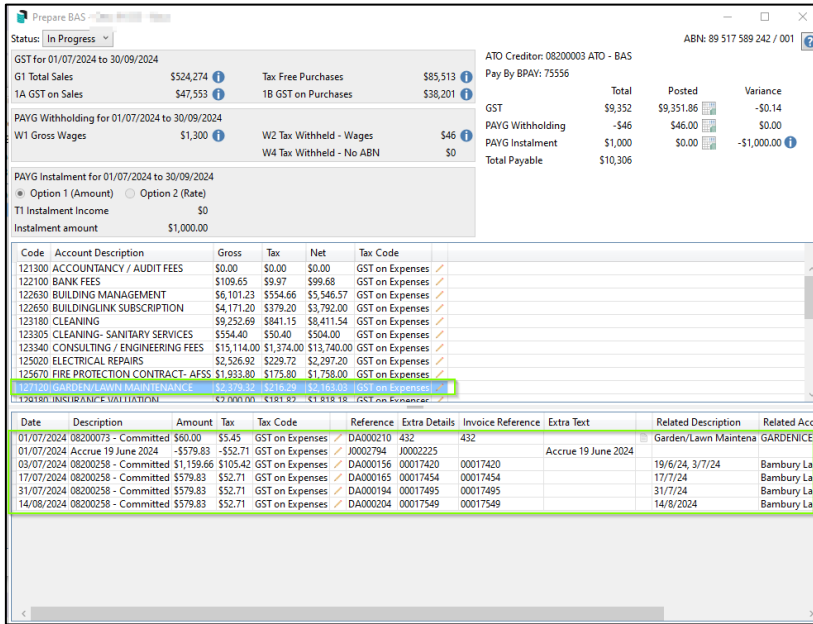
7. To Edit a Tax Code, click on the 'Pencil' to edit
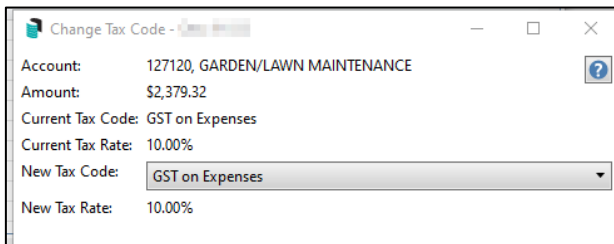
8. If an invoice is attached to a transaction this can be viewed by clicking on the document icon next to the transaction
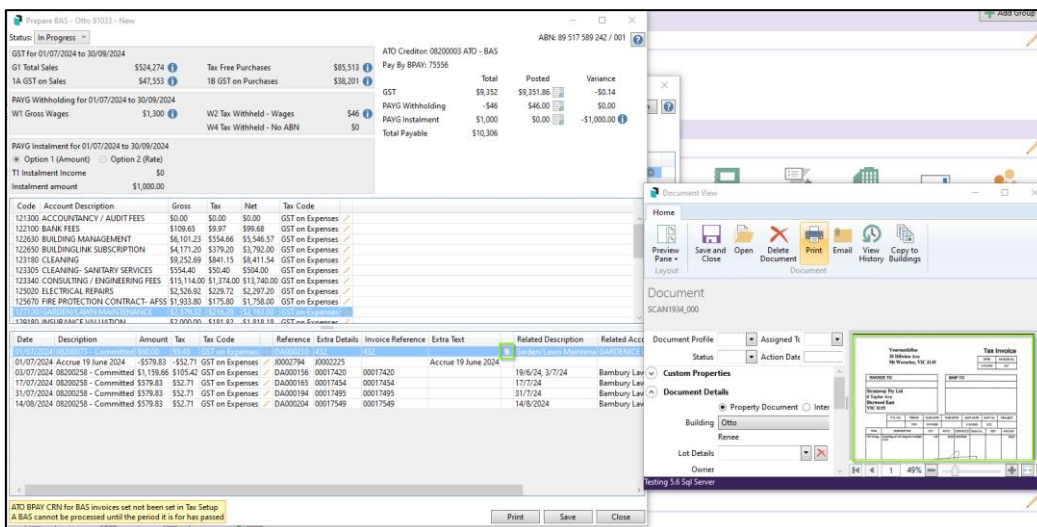
9. If GST Account Transactions Clear Account need to be searched and looked at closely this can be done from the 'Prepare Bas Screen' using the ⊞ icon under the Posted column. This will open the Local Transaction Search and be defaulted to the BAS statement period. Filters can be changed or modified in the search.
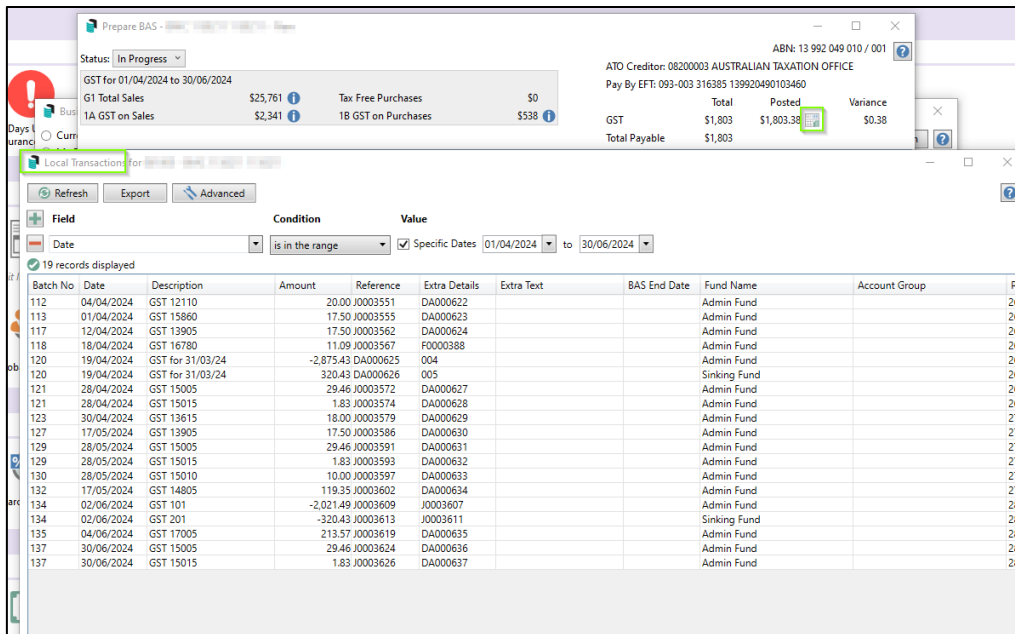
Please Note: If there is a PAYG Instalment Variance, transactions will be created to reconcile to the Instalment Account when finalising the BAS.

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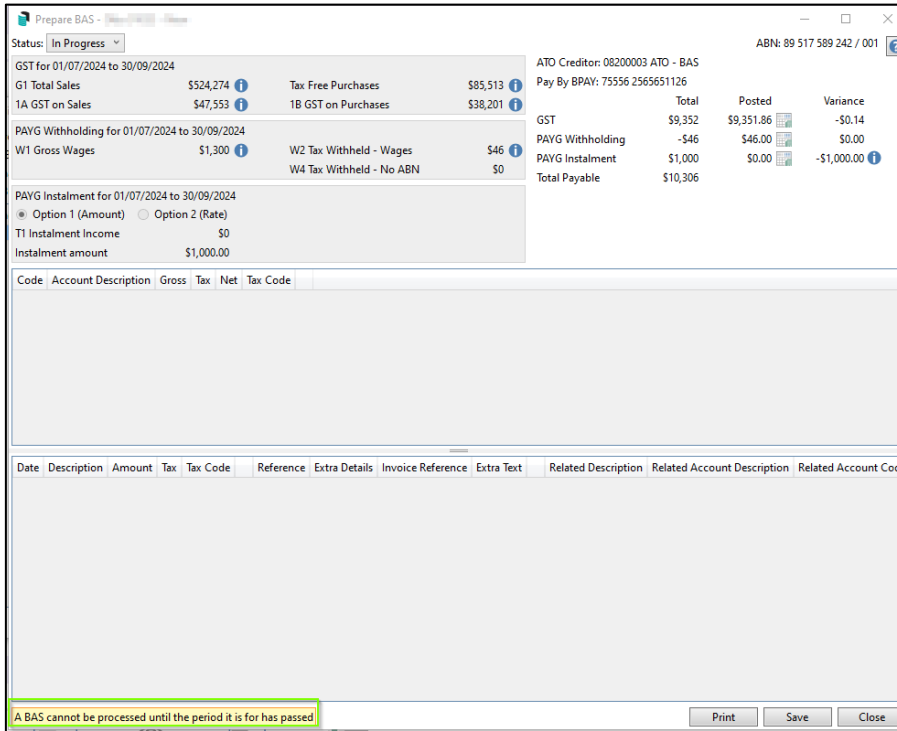
10. To Print the Bas Report from the Business Activity Statement module, click on the
     icon, and BAS report will report.

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.
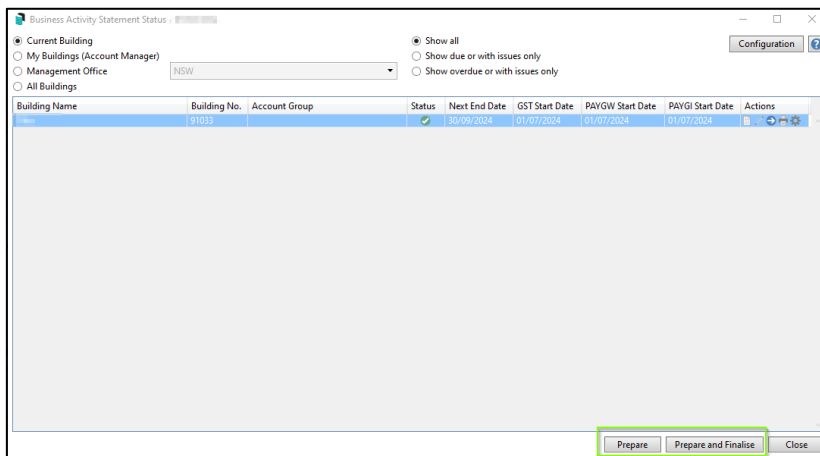
9.5   Security – Business Activity Statements

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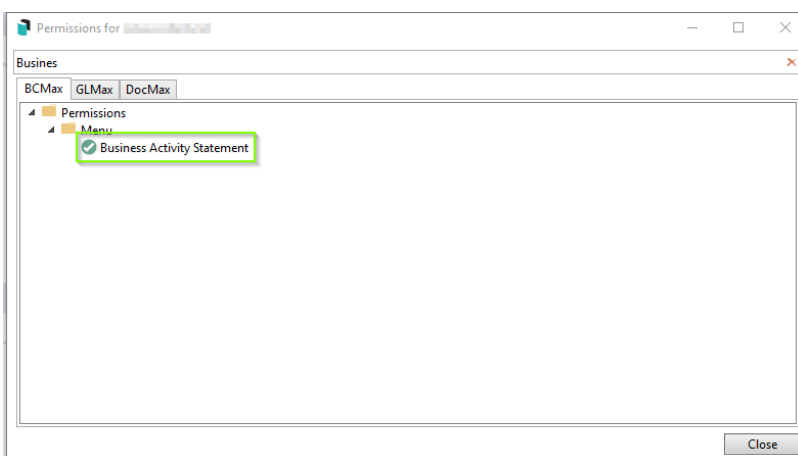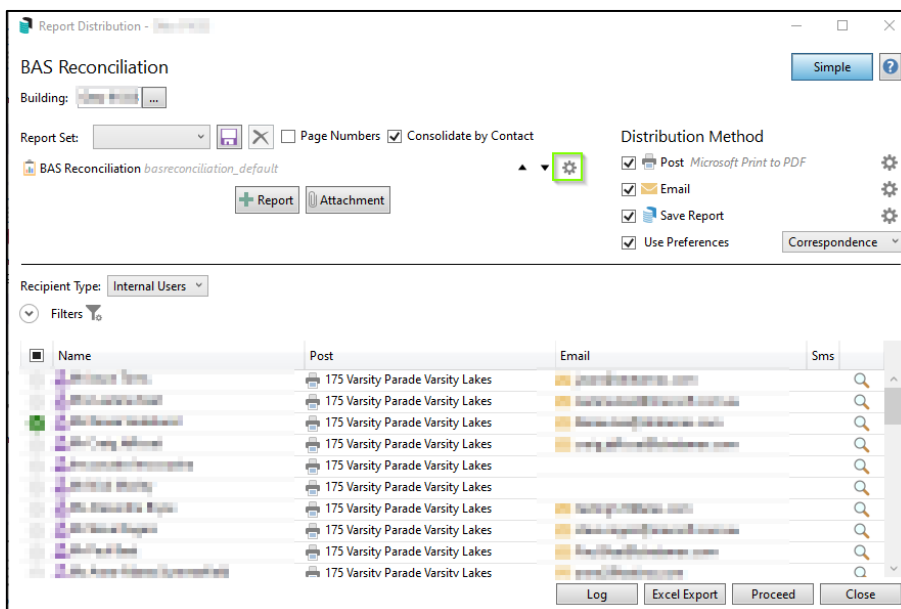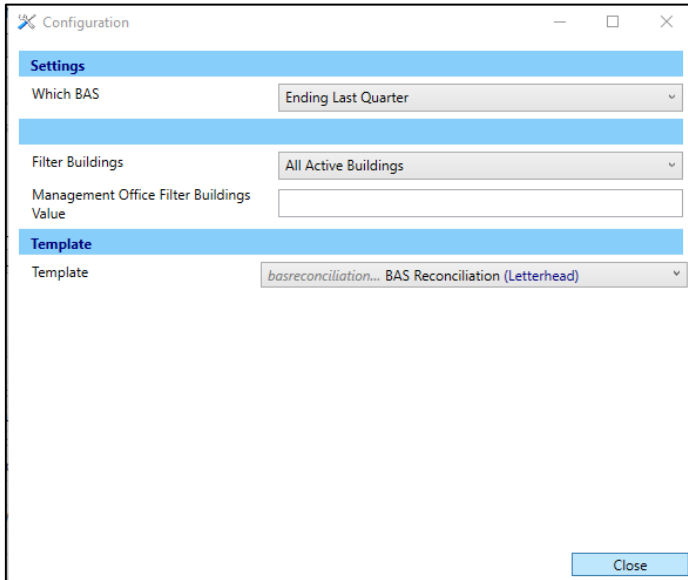
10. Bas Reconciliation Report
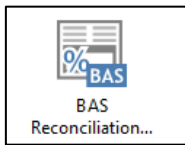
The BAS Reconciliation Report provides comprehensive details for either a single building or across your entire portfolio, facilitating lodgement with the ATO through your accountant, tax agent, or via the ATO Portal using SBR. This report covers GST, PAYG, and Withholding Tax for a specified period.

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. 'basreconcilation' (Letterhead) will default

10. Click Close
11. Proceed

Report will appear and will be printed/emailed.

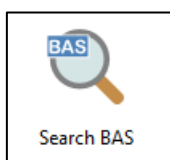**Please Note -** The BAS Reconciliation Report can also be Exported to Excel

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.
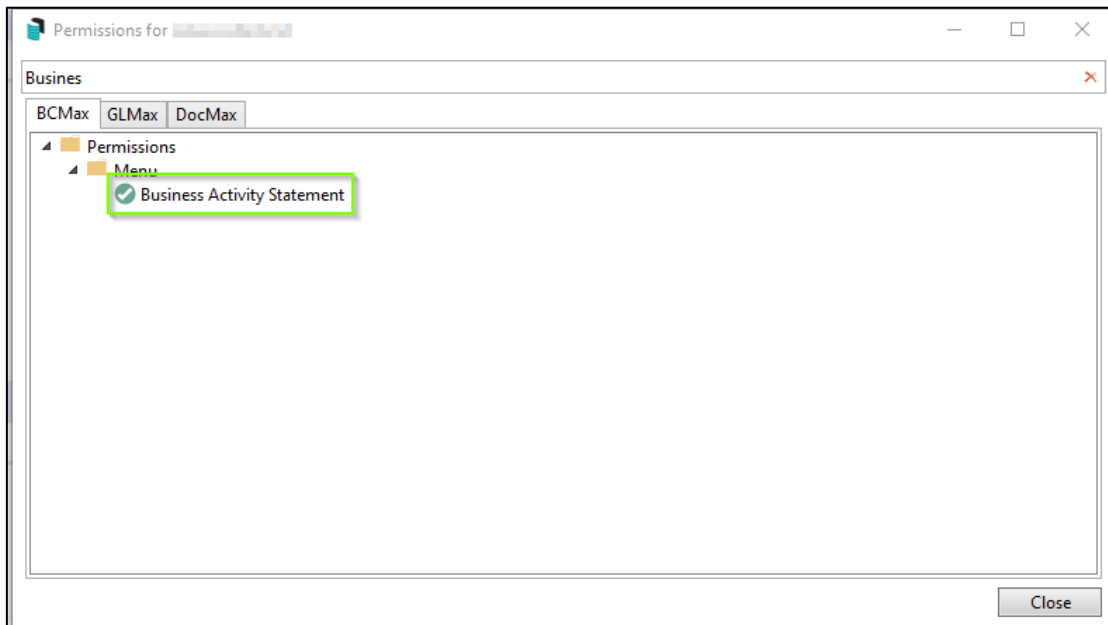

11.   Search Bas

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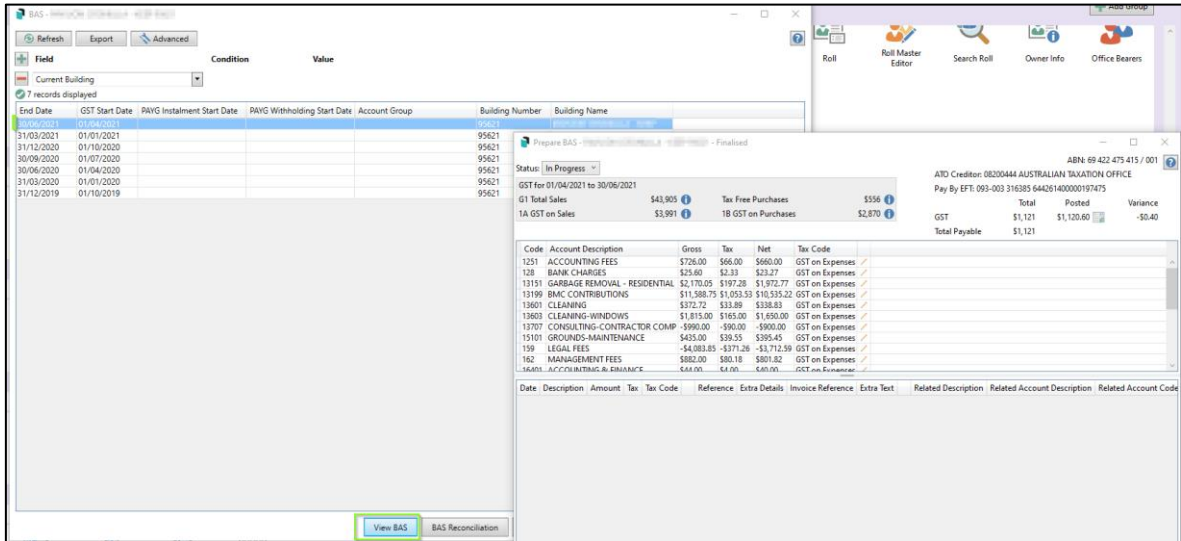
7. Click on 'Bas Reconciliation' if access is granted
8. Click on 'Ok' to Report Template screen
9. 'Bas Reconciliation Report' will appear

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:

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.
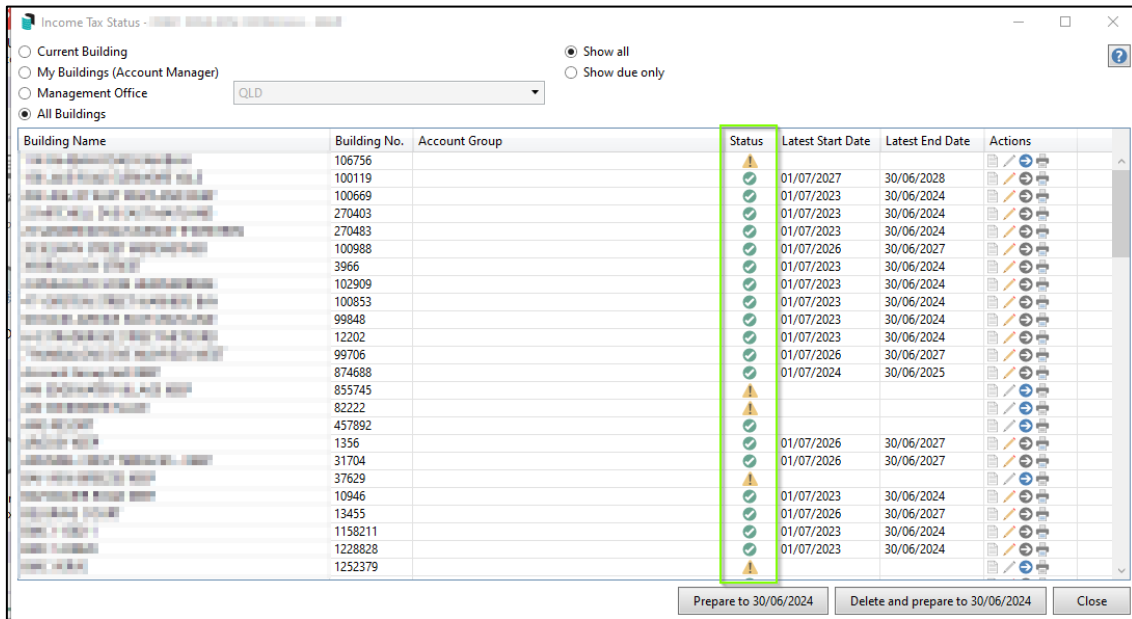
    The following example shows some different statuses

 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)
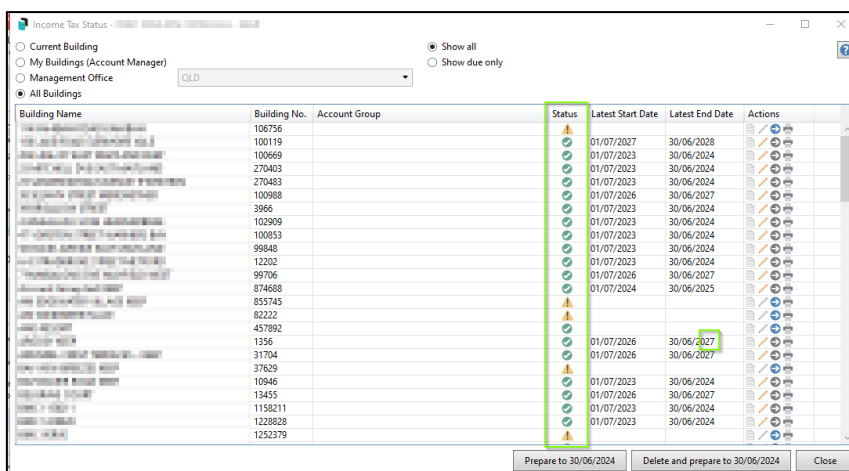- Management Office (by State)
- All buildings

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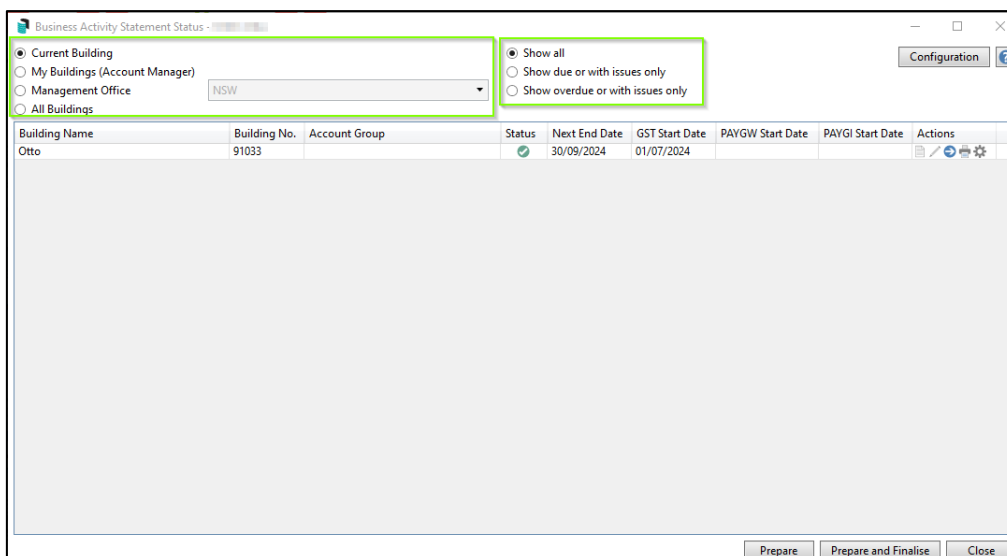
4. **Enhanced Visibility** - The interface provides a comprehensive overview allowing users to see the status of the Income Tax at a glance. This clear visibility helps users to quickly identify which statements are pending, completed or require attention.

   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

5. **Efficient Preparation and Finalisation** - The new UI is designed will streamline the workflow with clearer instruction to users to finalise Income Tax Reports

6. **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
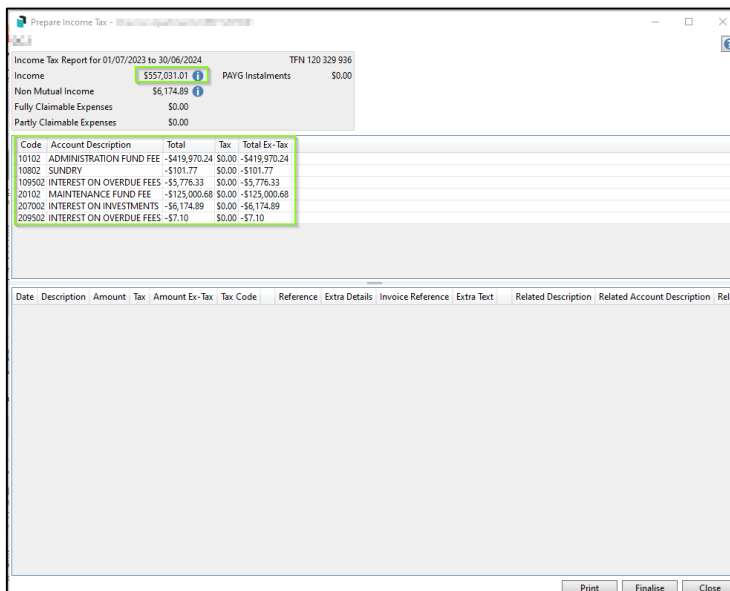
5. Click on the individual transactions to drill into the transaction
6. Option will be available to remove Transaction from Income Tax Report by clicking on the
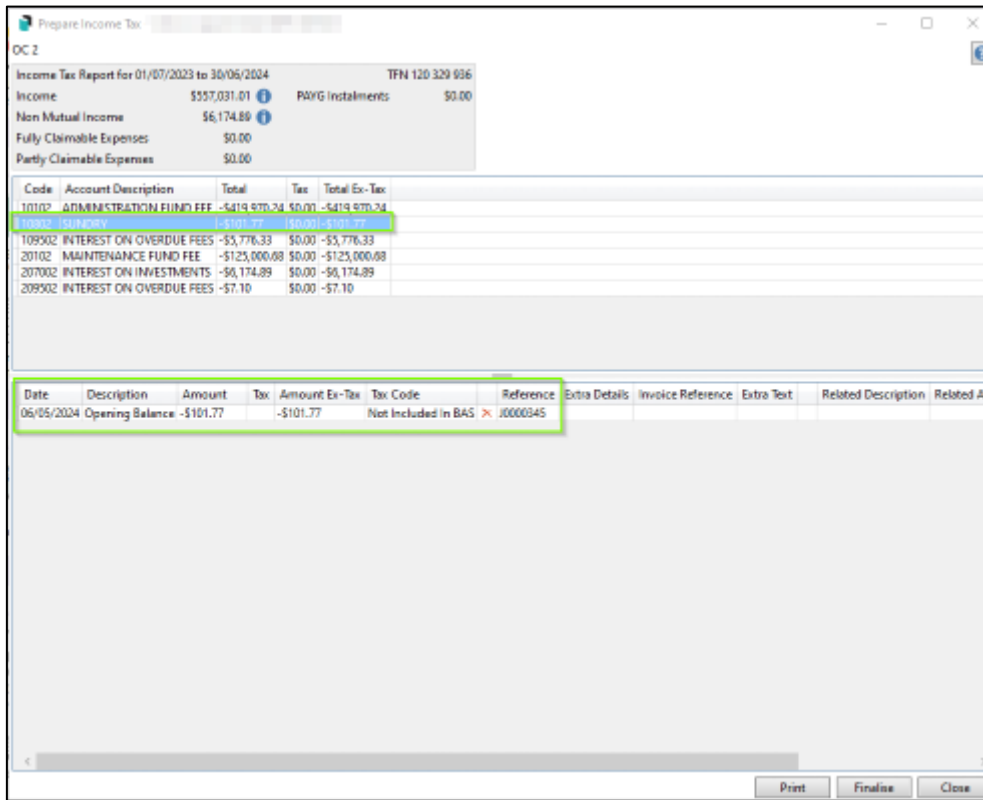
7. Validation will appear if the building does not have a TFN set up and will not allow the user to Finalise.

8. 'Print Option' available to Print the Income Tax Report
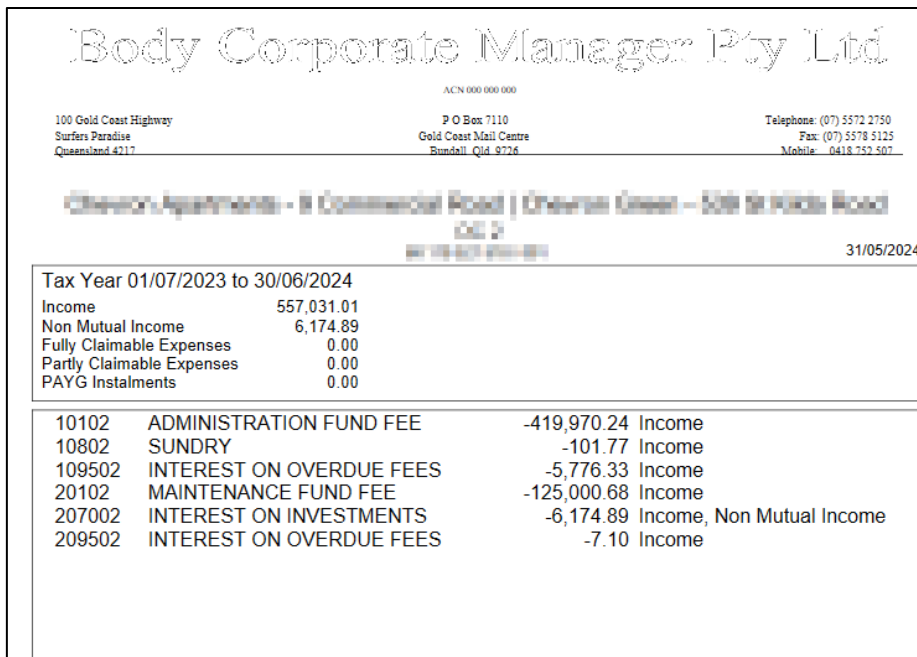
9. **Prepare to Date option** – will prepare the current period for all buildings that have not been generated already or have extra transactions.

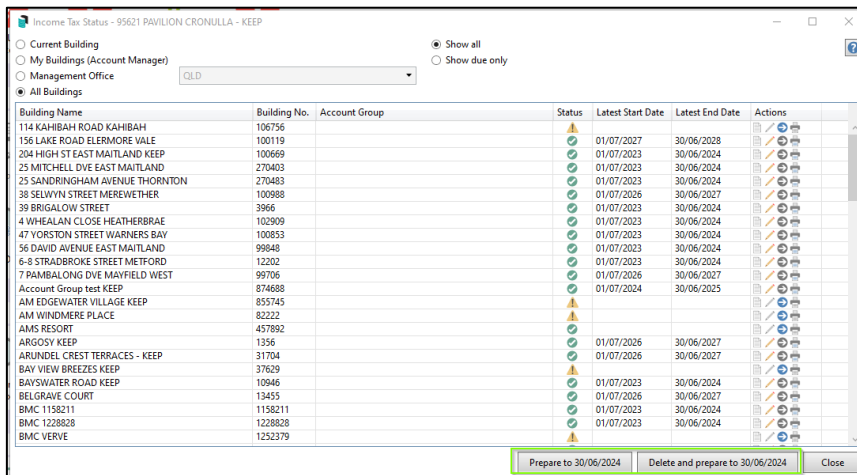10. **Delete and Prepare** - will prepare the current period for all buildings – deletes the current period first if it was already generated. This will allow uses to regenerate if there have been new transactions or changes since generation.

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:
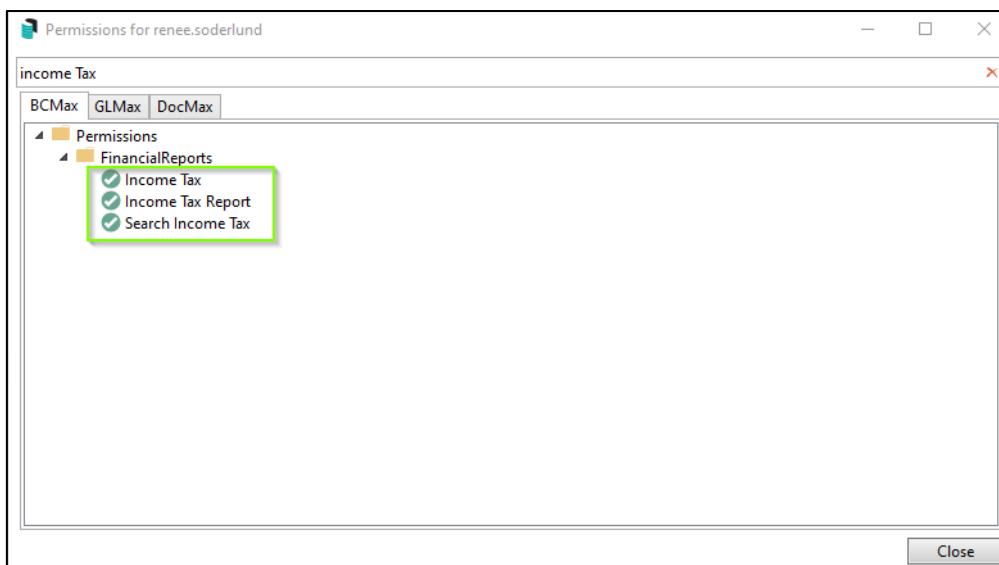
13.3 Account Maintenance Enhancements

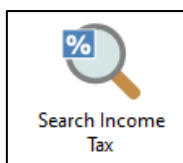Enhancements have been made to account maintenance for further tax definition which will assist in making sure that the Income Tax Report is reporting correctly based on the Account Maintenance setup.

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

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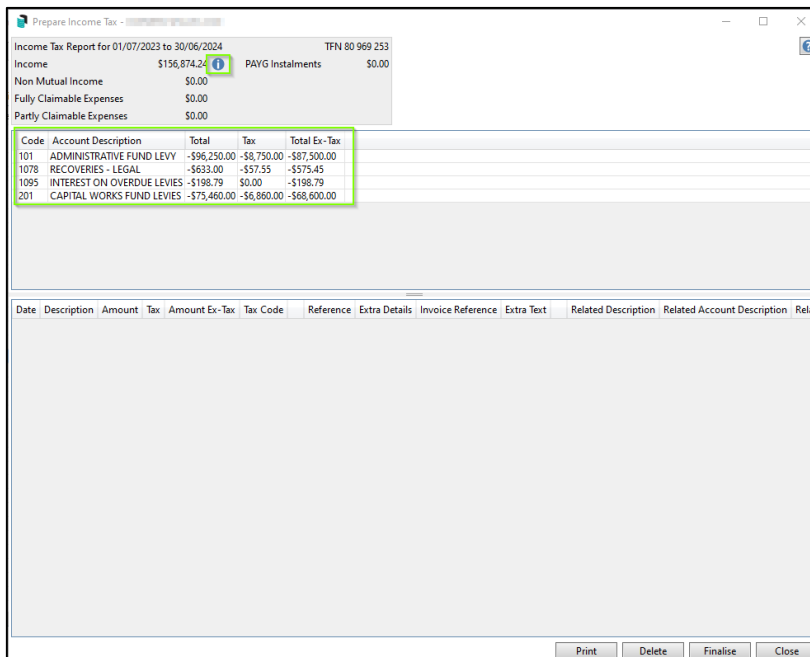
7. User can Print, Delete, or Finalise from this screen
8. Click Print
9. Income Tax Report will appear

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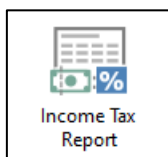
This new feature allows users to create 'Income Tax Reports' using a template, which can then be distributed to Tax Agents or Accountants. The reports will be the same as those generated in the Income Tax module.

To report, follow the below steps:

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

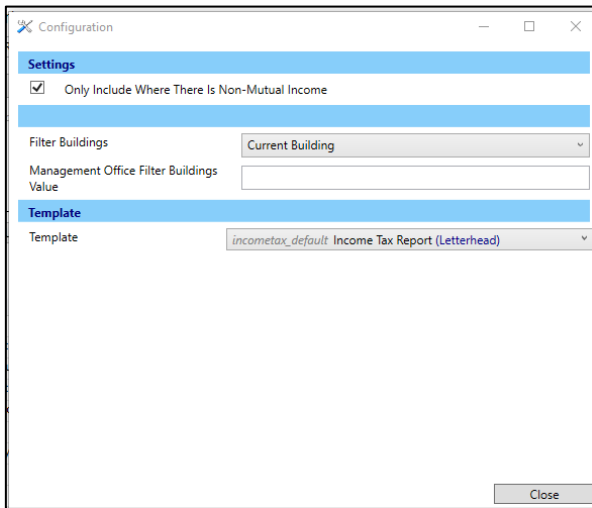- Option to 'Only include where there is Non-Mutual Income' (Global Setting)

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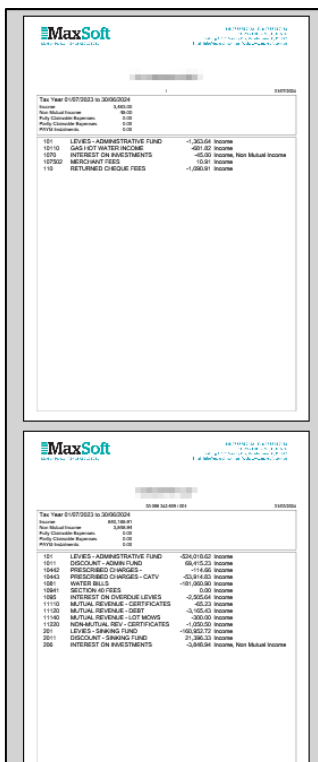
16. Non-Mutual Income
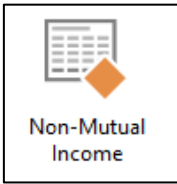
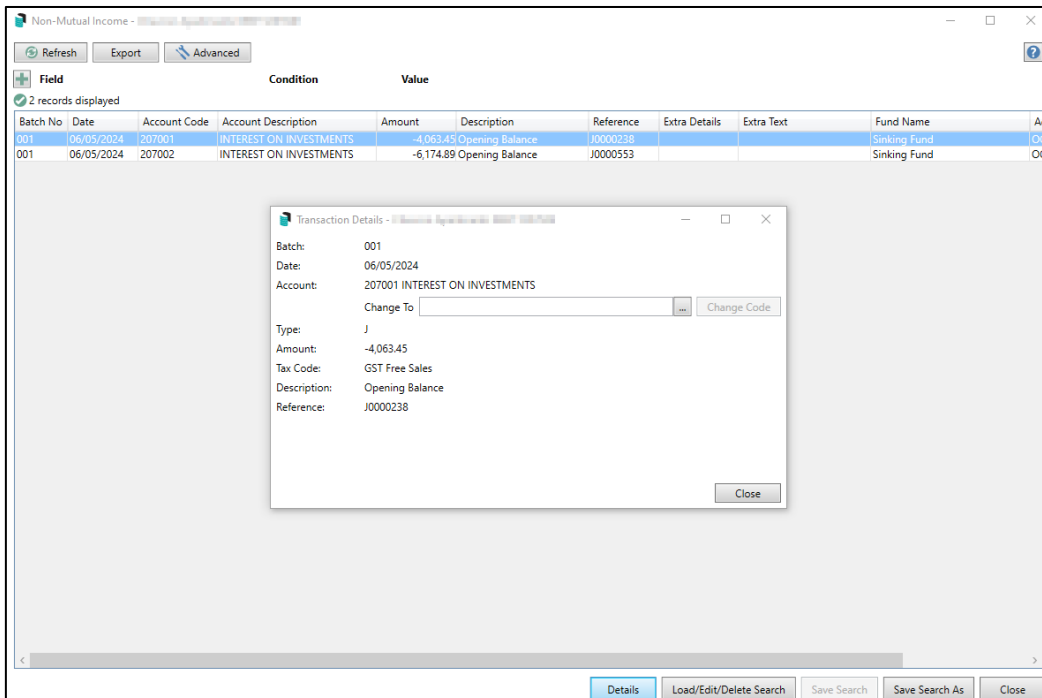The Non-Mutual Income search will report transactions for a specific date range (usually July – June tax year) where the account code is setup as non-mutual in Account Maintenance. Searches can be amended and saved for continuous use, plus the information can be exported to Excel. This search is for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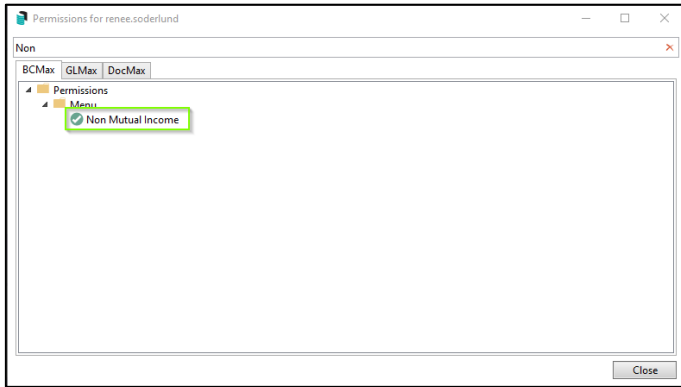
16.1   Security – Non-Mutual Income

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
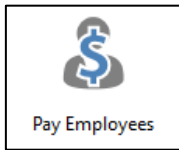
Pay Employees

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.
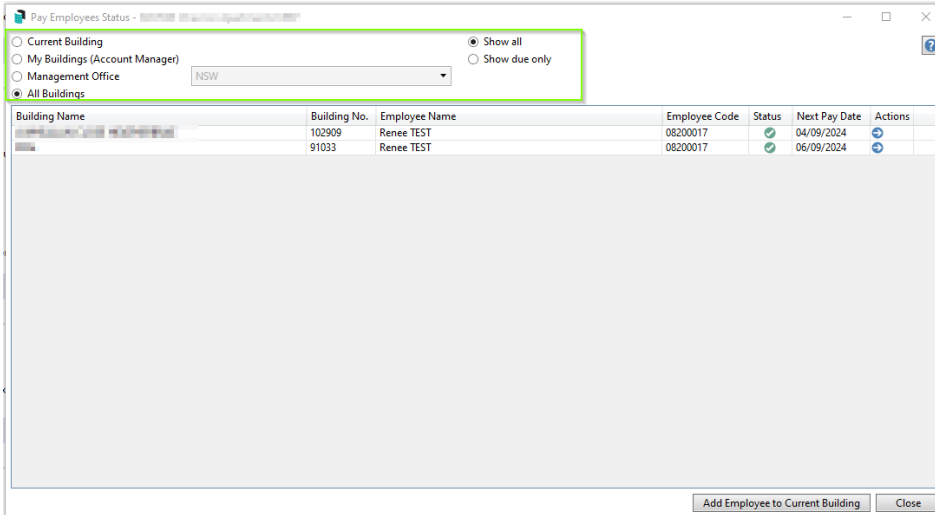
To setup the recurring wages, follow the below steps:

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)
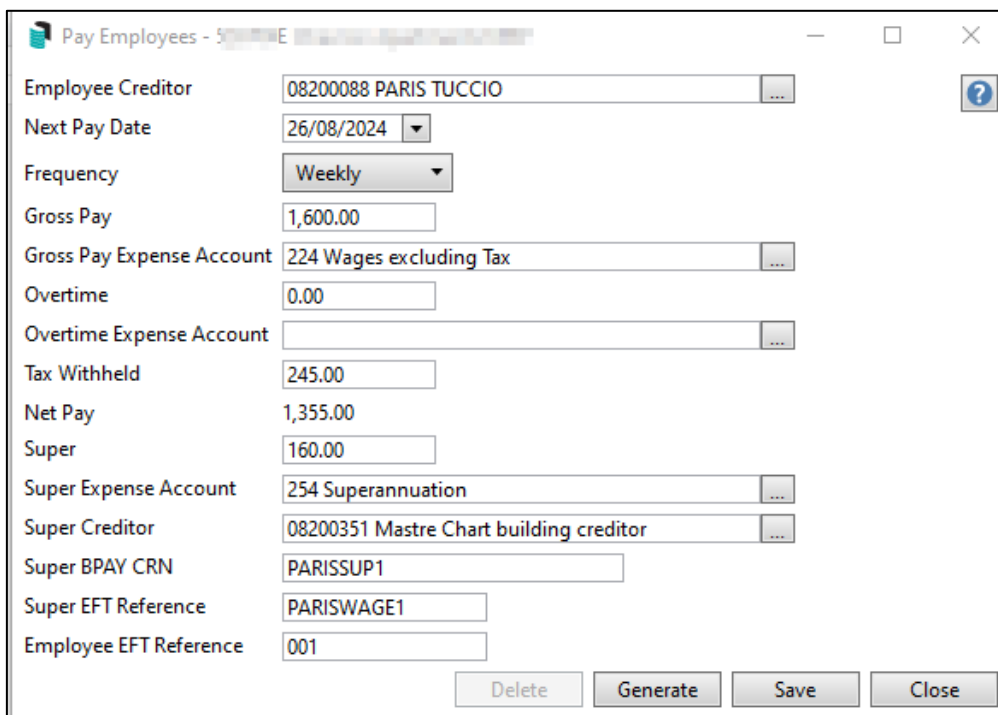

9. Click Save
10. Employee will appear on the grid of all employees based on the filter
11. Status will show the current state of the employee wages

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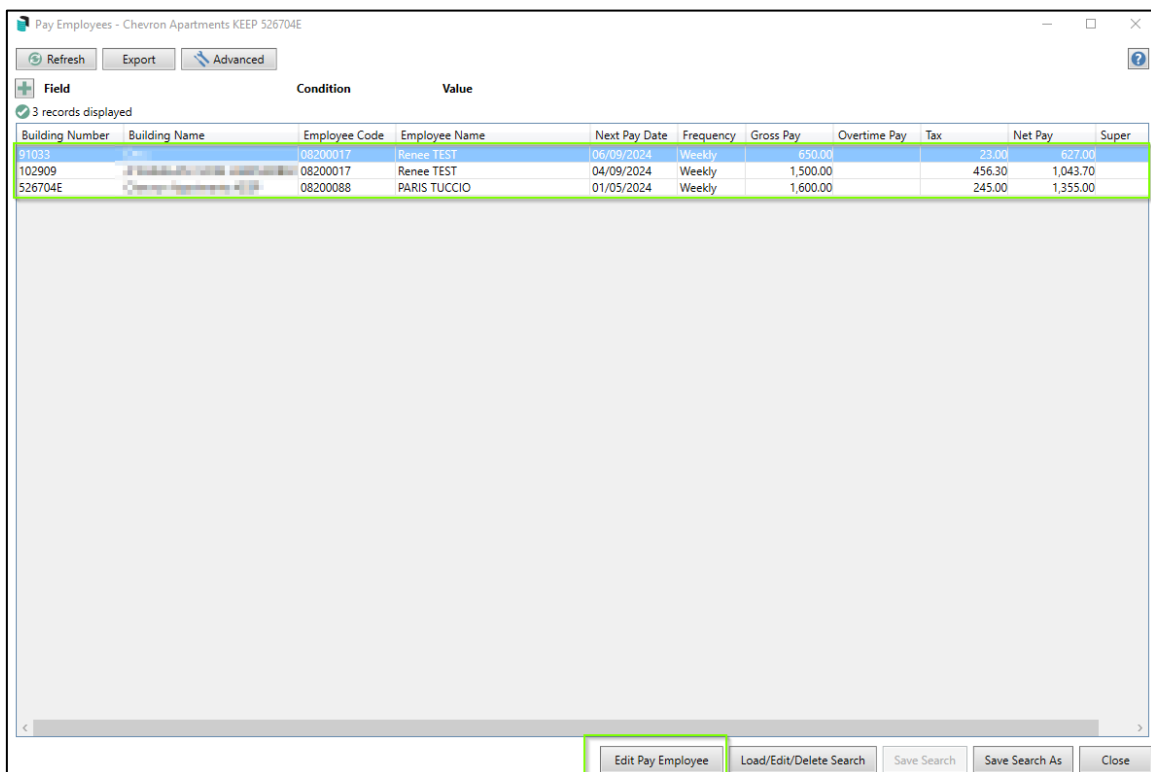
Please Note - Pay Employees does not calculate the amount of tax, leave entitlements, and does not produce payslips.

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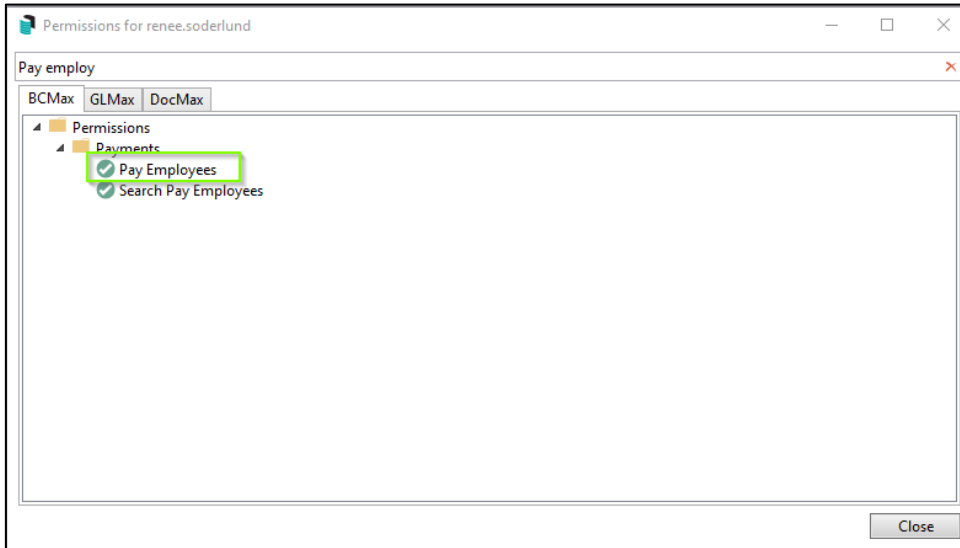
18. Search Pay Employees
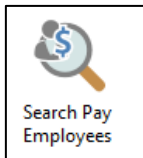
Search Pay Employees is available to review current employees and the setup. From the search, users can Edit Pay Employees if they have permission to.

18.1   Security – Search Pay Employees

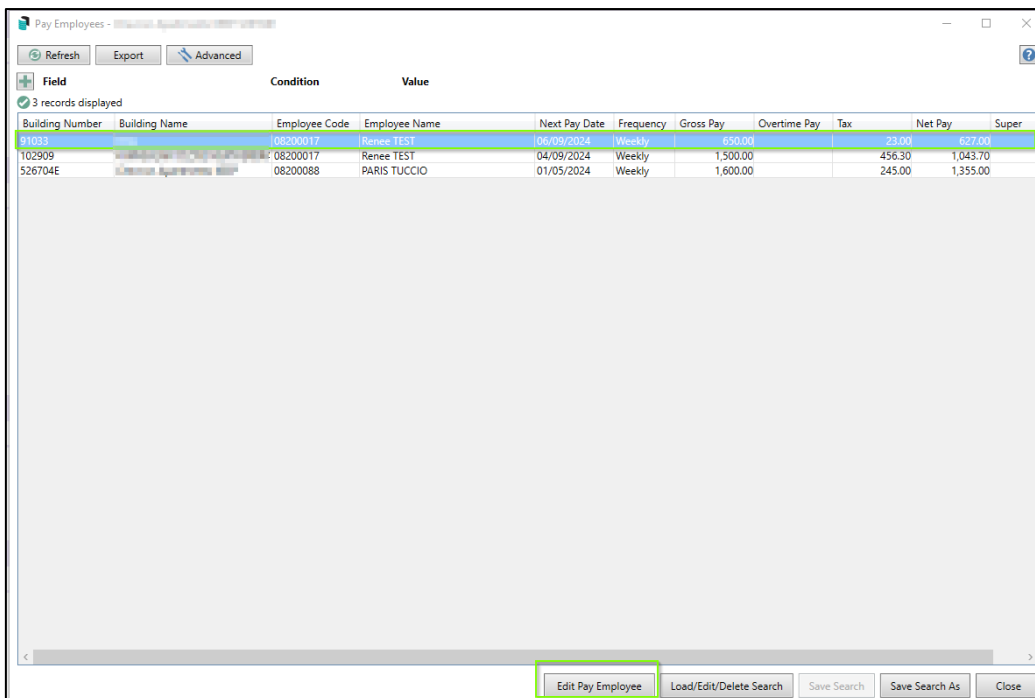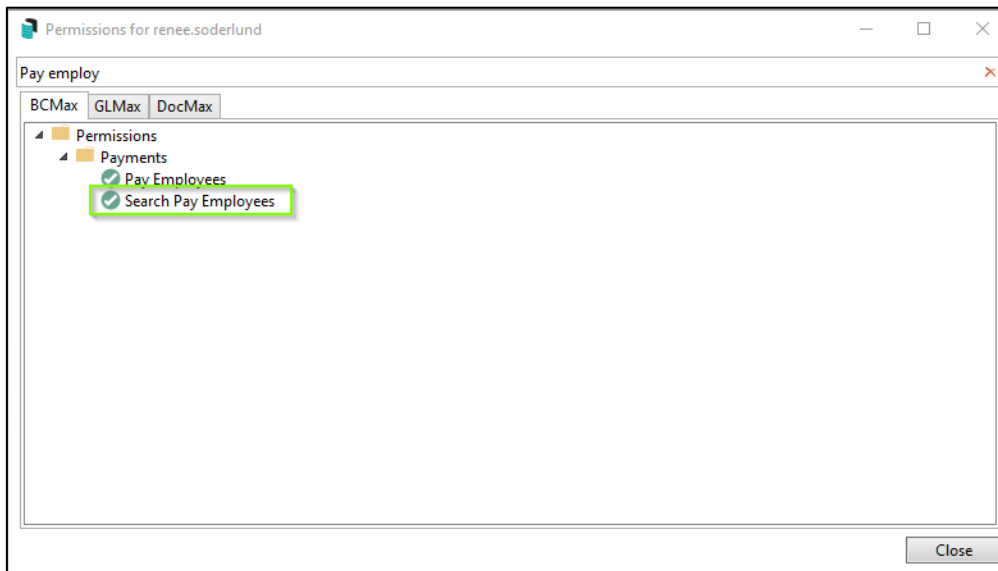Permissions can be set to allow, deny, or inherit for users, groups or to specific buildings. To access 'Search Pay Employees,' users must have permissions granted to the following security permissions:

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
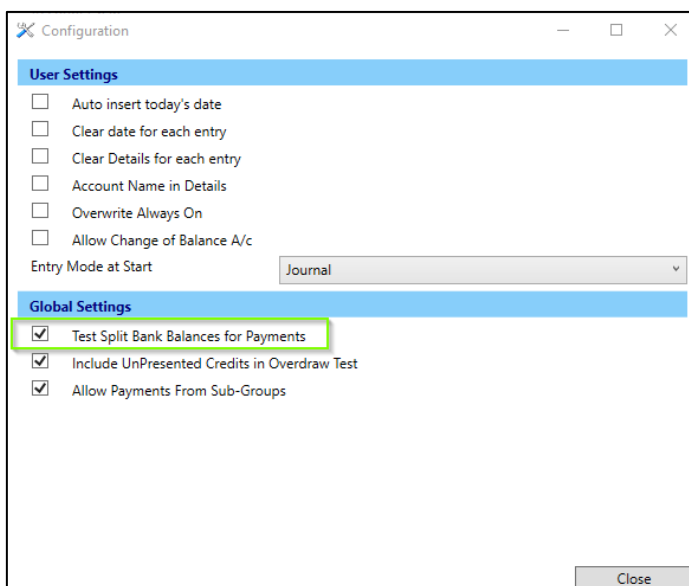
The Users will be presented with

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

Example of a Building with Account Groups setup

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

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

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

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.
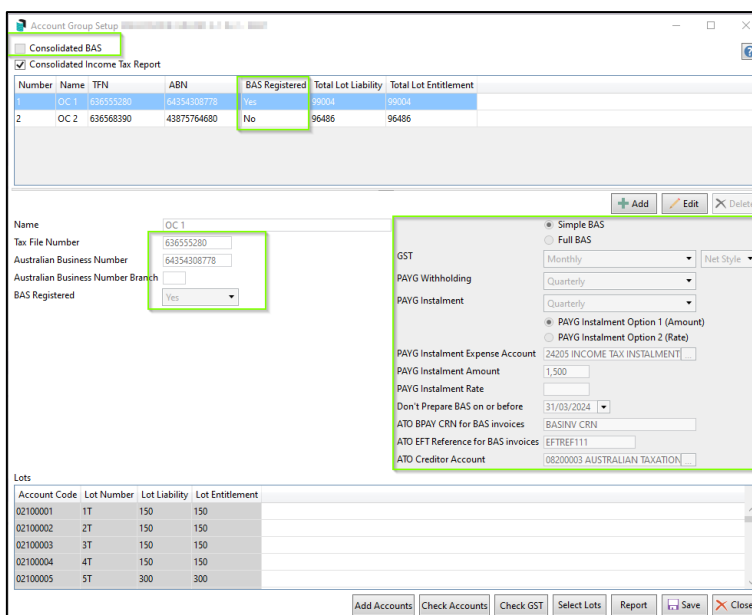
Building Info for the above Setup will look similar to the below:
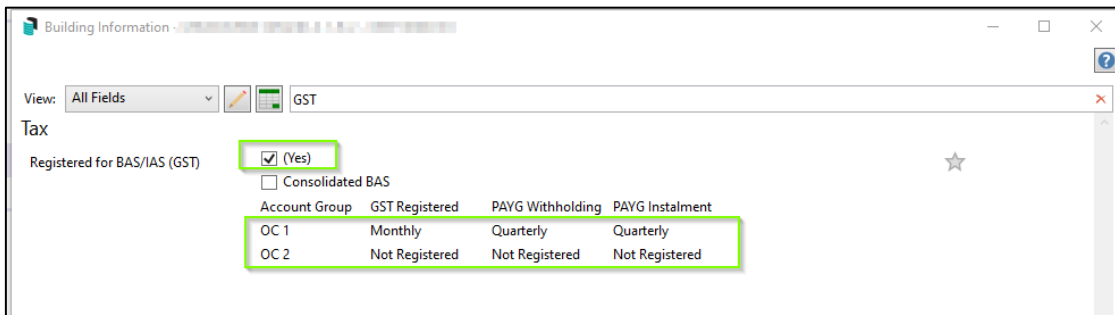
If a consolidated BAS is needed, then this will need to be set in Building Information by ticking Consolidated BAS. Once the option is ticked all registration details will be set in Building Information.
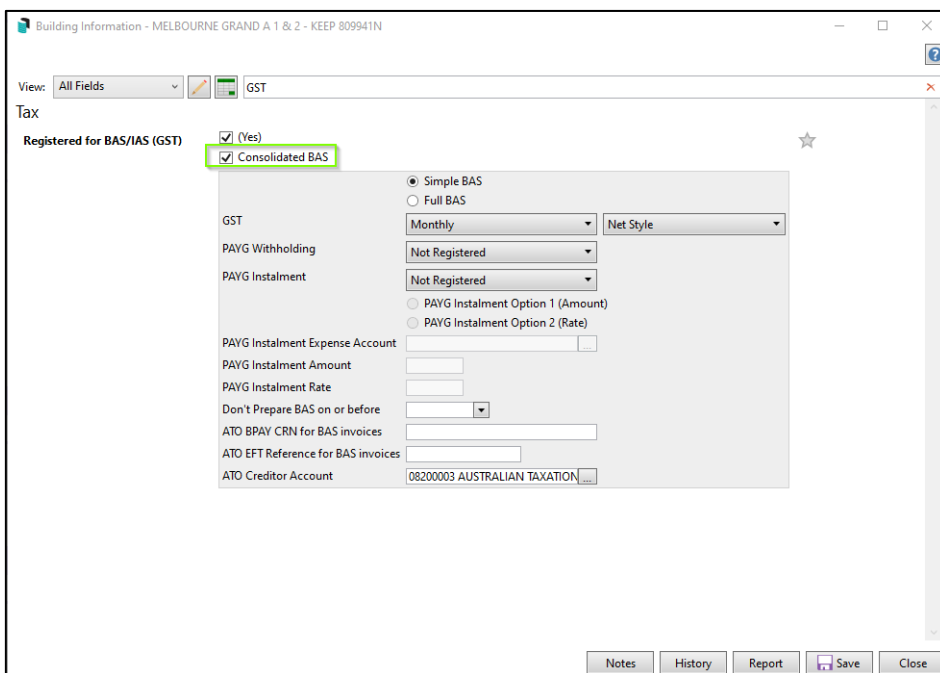
- **Consolidated Income Tax Report** - This option when selected will combine all account groups into one (1) Income Tax Report.

  If Consolidated Tax Report is <u>not</u> 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

20. Important links that should be looked at after update

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.