Release Notes – Version 5.6.120

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

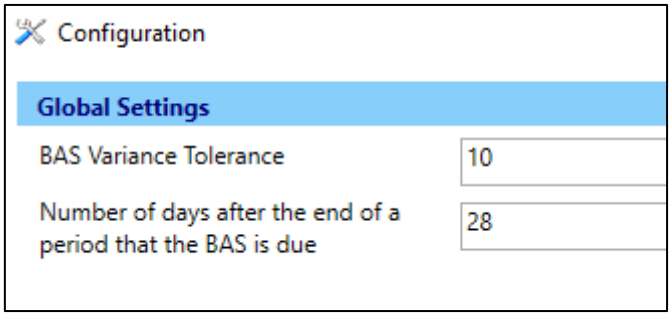
What's New 3
1. BAS Reconciliation Report – Enhancements 3
2. Invoice Hub – Enhancements 3
3. Account Maintenance – New Categories 5
4. New Search Meetings 6
5. Report Distribution – Status Reports 8
5.1 Overview 8
5.2 Report Set and Attachment Defalts 9
5.3 Status and Bank Transaction Report Configuration and Templates 10
5.4 Recipient Filters 14
5.5 Save To DocMax and Status Report Email Template 15
5.6 Month End Rollover 17
5.7 Status Report - Security 18
6. Report Distribution – New reports Added 18
6.1 Transaction List 19
6.2 Financial Statements (Old Year) 21
6.3 Creditor Aged Balance 22
6.4 Unpresented Payments and Receipts 24
6.5 Statement of Key Financial Information 25
6.6 Cash Flow Management Report 26
What's Better 28

What's New

1. BAS Reconciliation Report – Enhancements

The following enhancements have been made to the BAS Reconciliation Report:

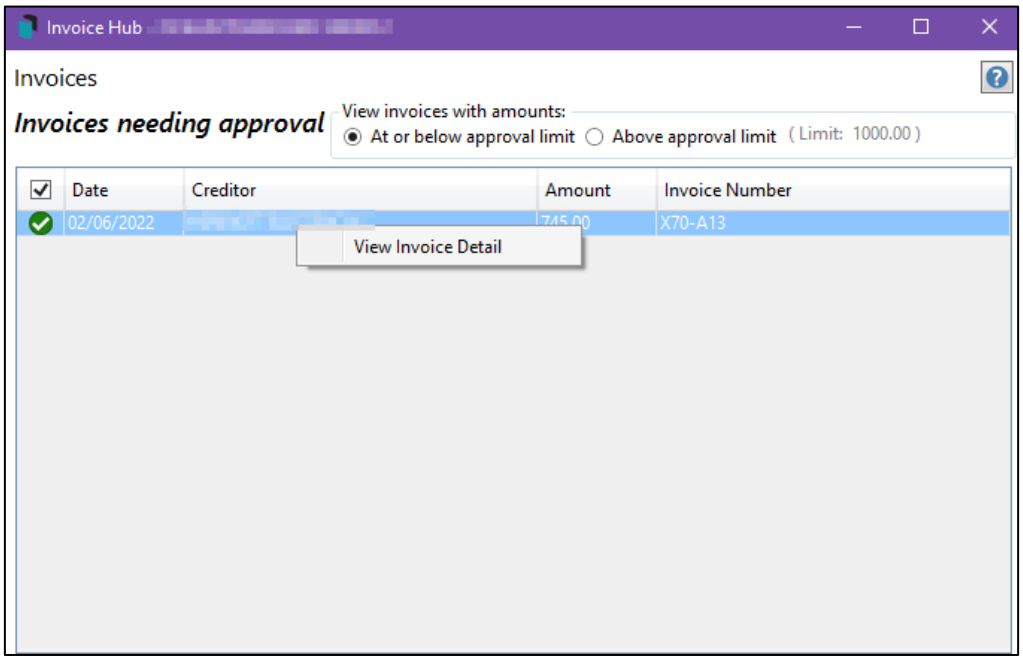
- The template has been modified to allow the BAS Simple, BAS Full, PAYG Withholding and PAYG Instalments sections to be displayed conditionally based on their active status. Each section will now only appear if the respective setting is enabled.
- The Building details section has been updated to include the Company Title field.
- The Payment Due Date has been added to each relevant section (BAS simple, BAS Full, PAYG Withholding and PAYG Instalments) giving users clear visibility of the due dates for payments associated with each section based off the BAS period end plus Configuration Global setting "Number of Days after end of a period that the BAS is due"



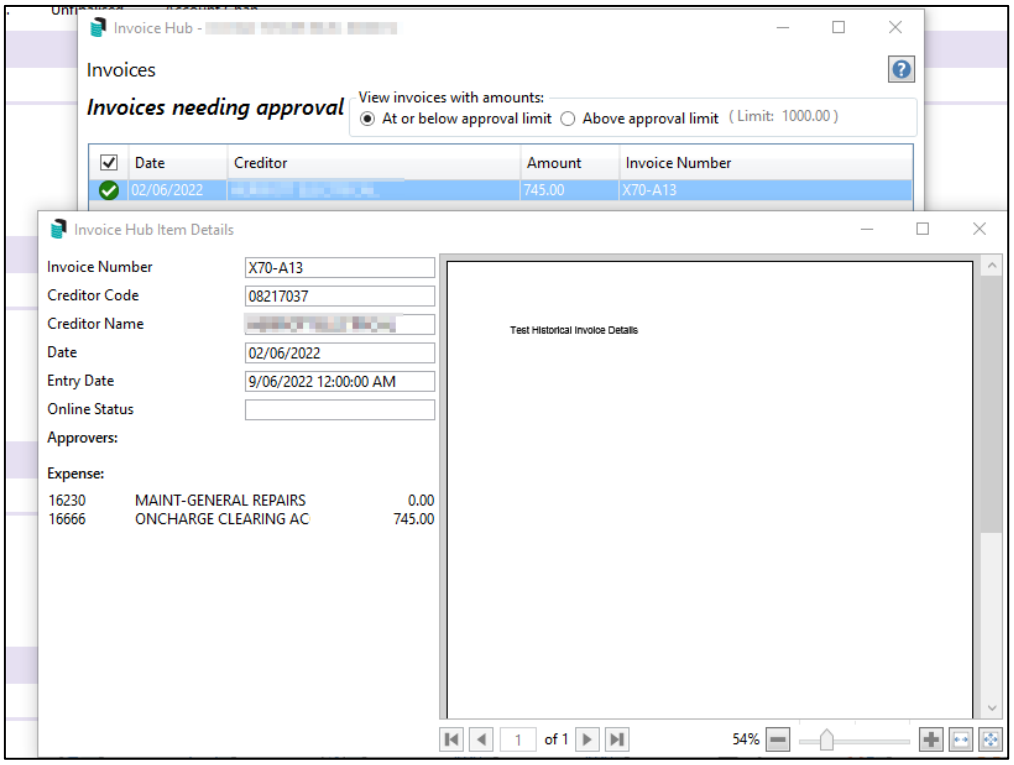
2. Invoice Hub – Enhancements

Users now can view invoice details when using the Invoice Submission Wizard.

Right click on any invoice requiring submission for approval and select View Invoice Details option from the context menu.



Invoice Hub Item Details and a preview of the invoice will be displayed



3. Account Maintenance – New Categories

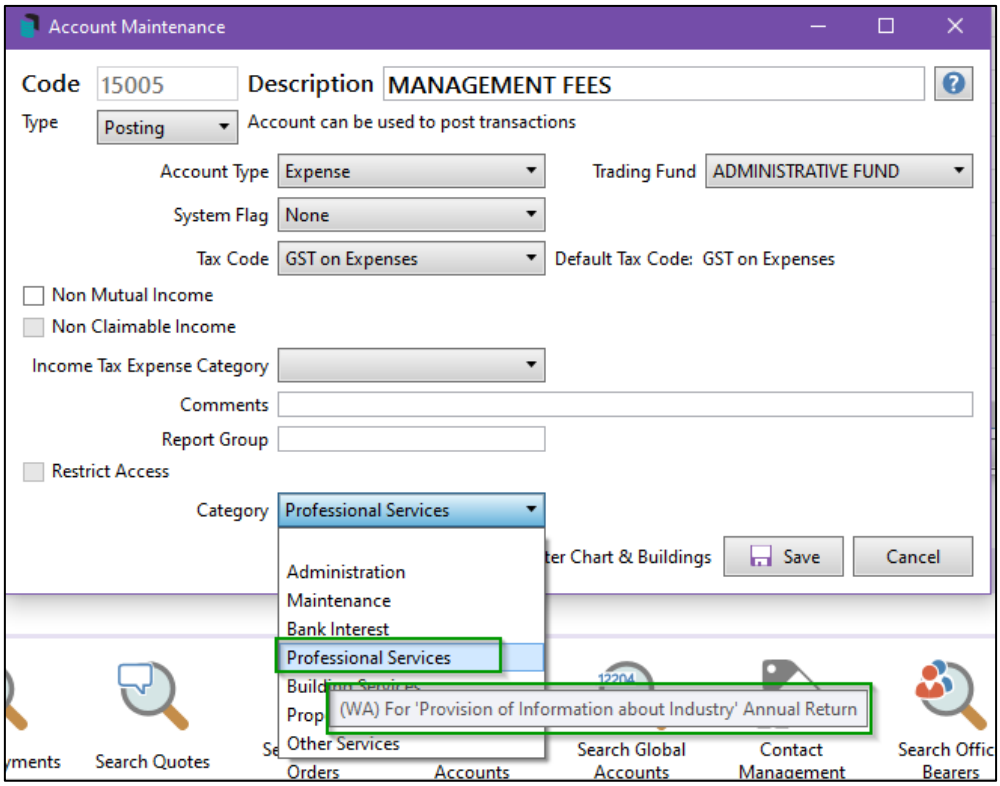
Enhancements have been made to assist Western Australia clients with the Provision of Information about Industry Annual Return under Section 102 - Strata Titles (General) Regulations 2019 - [00-I0-00].pdf (legislation.wa.gov.au).

This update focuses on enabling clients to report total expenditure for the calendar year (January 1st – December 31st) across various account categories. This will help streamline the reporting process and ensure compliance.

Four new financial reporting categories have been introduced to Account Maintenance to facilitate the categorisation of total expenditure:

- Professional Services
- Building Services
- Property Services
- Other Services

Tool tips are provided to advise the user that the category is used for (WA) For 'Provision of Information about Industry' Annual Return.



4. New Search Meetings

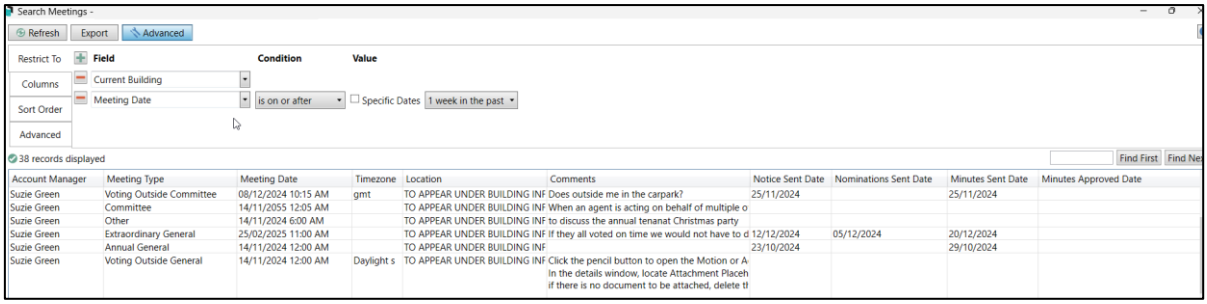
The ability to search for Meetings is now available with this release. The new Search Meetings screen will allow users to view meeting details, create and delete meetings.

The following is a list of new Meeting Types that have been added to the current list on the Building Information and Search Meetings screens:

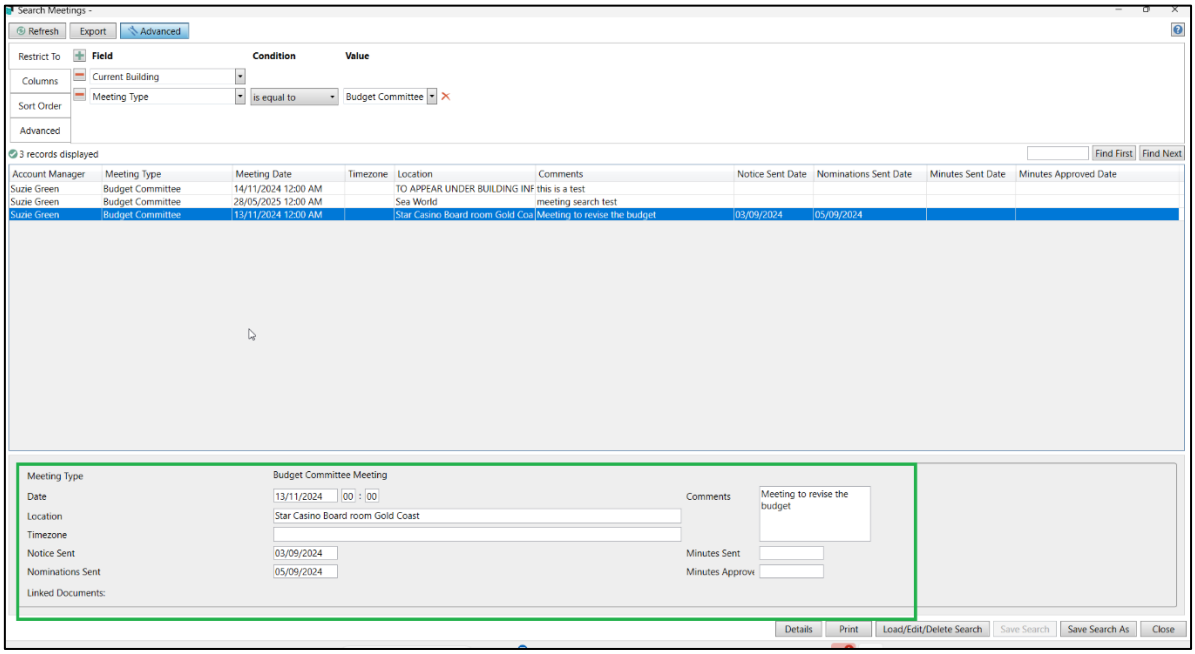
- General Meeting
- First Annual General Meeting
- Council Meeting
- Strata Committee Meeting
- Executive Committee Meeting
- Budget Committee Meeting
- Budget Council Meeting
- Committee Ballot Meeting
- Council Ballot Meeting
- Strata Committee Ballot Meeting
- Executive Committee Ballot Meeting
- General Ballot Meeting
- Flying Meeting
- Voting Outside General Meeting

Access Search Meetings.

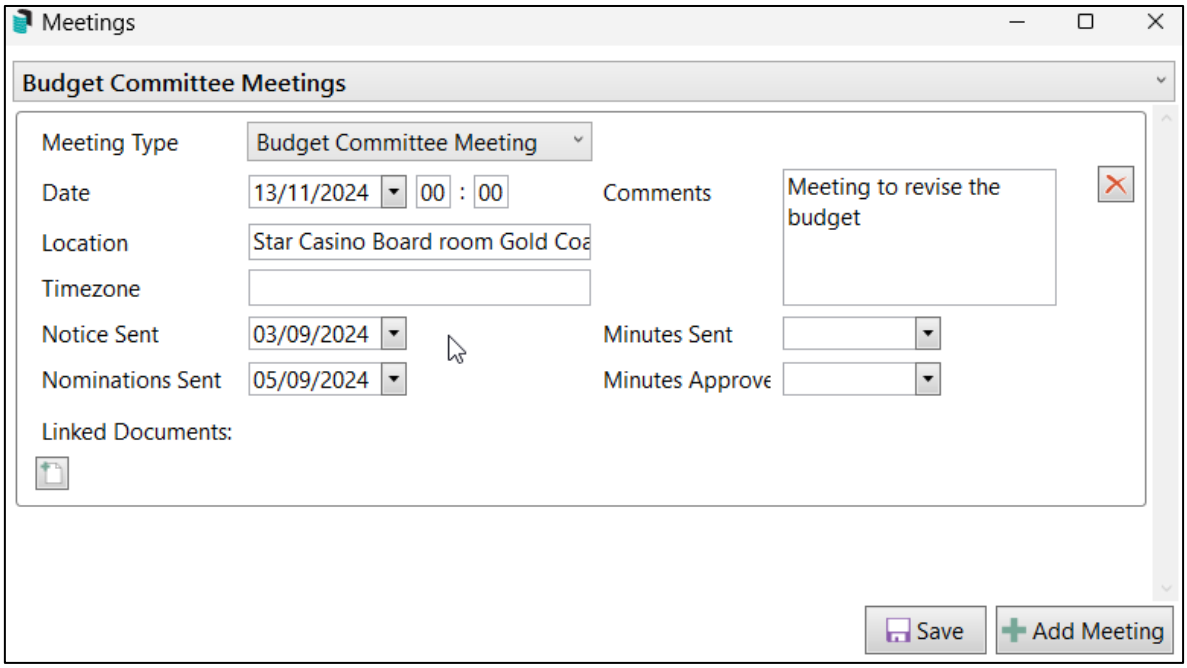
- Navigate to Search Meetings
- Click Refresh



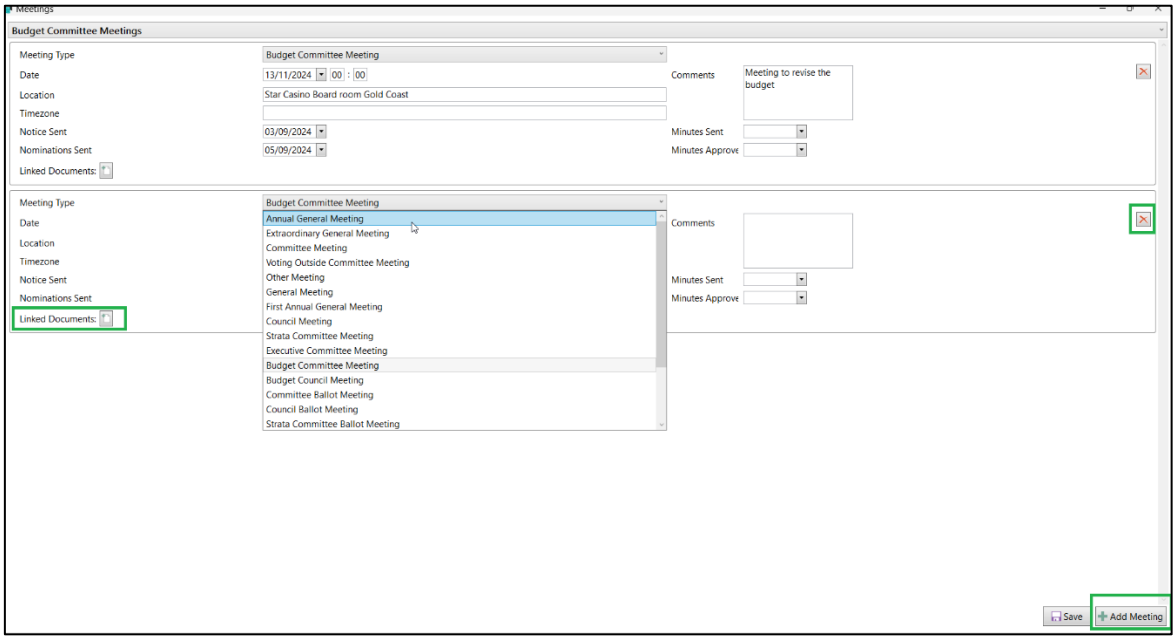
- Click a meeting to view details on display panel



- To edit or create a new meeting, double click the meeting
- A pop-up with meeting details displays



- Click + Add Meeting to create a new meeting
- Option to Link documents
- Option to Delete Meeting
- Meeting Type drop down list allows selection of new and existing Meeting Types

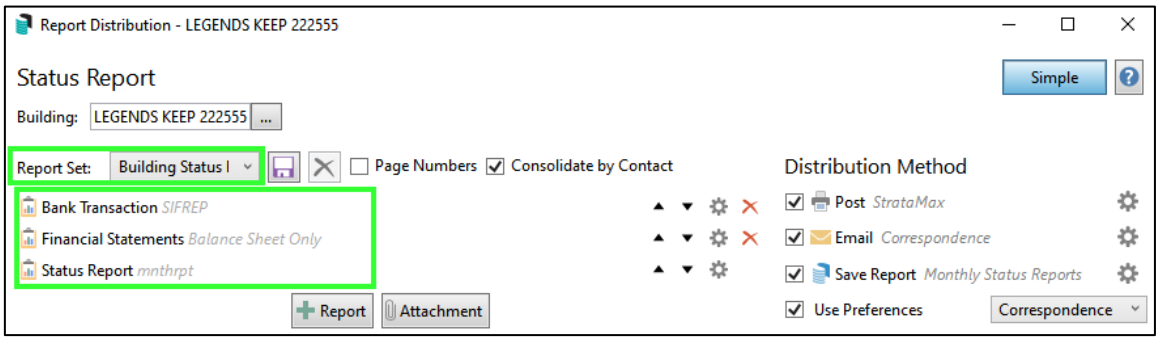


5. Report Distribution – Status Reports

5.1 Overview

Building Status Reports have been incorporated into Report Distribution. Selecting Status Reports will now open the report set in a Report Distribution screen where:

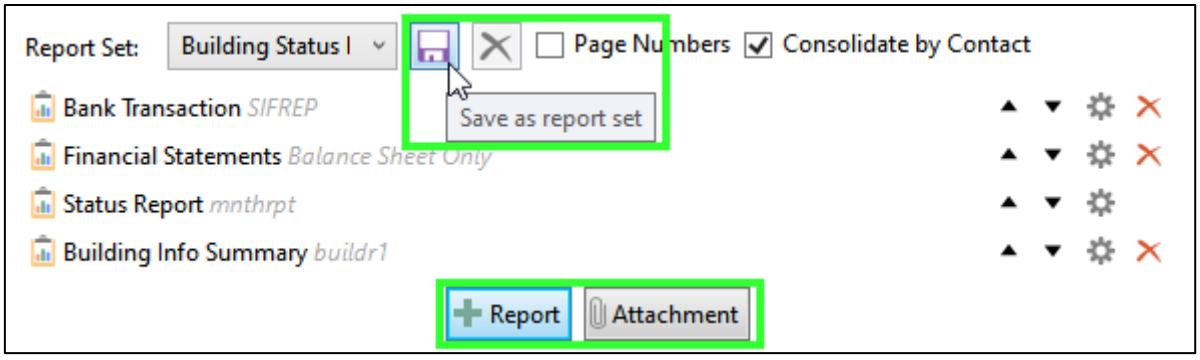
- Additional filter options can be set for distribution
- Additional attachments / reports can be added
- Report can be produced where Split Banking is set
- Bank Transaction report can be set to include Primary as well as Investment bank accounts



5.2 Report Set and Attachment Defalts

On upgrade to this version, a new Report Set will be included in Report Distribution titled Building Status Report. Reports previously set to be added to the Monthly Status Report will be included in the Report Set. Any additional Financial Statement reports that were configured for Month End will be included in the migrated report set.

Additional Reports and Attachments can be added by clicking the Report or Attachment button and selecting the required document. These can be included as a once off distribution or can be added to the default Building Status Report set by clicking the 'Save' icon.



The report order can be set by clicking the up and down arrows beside the report.

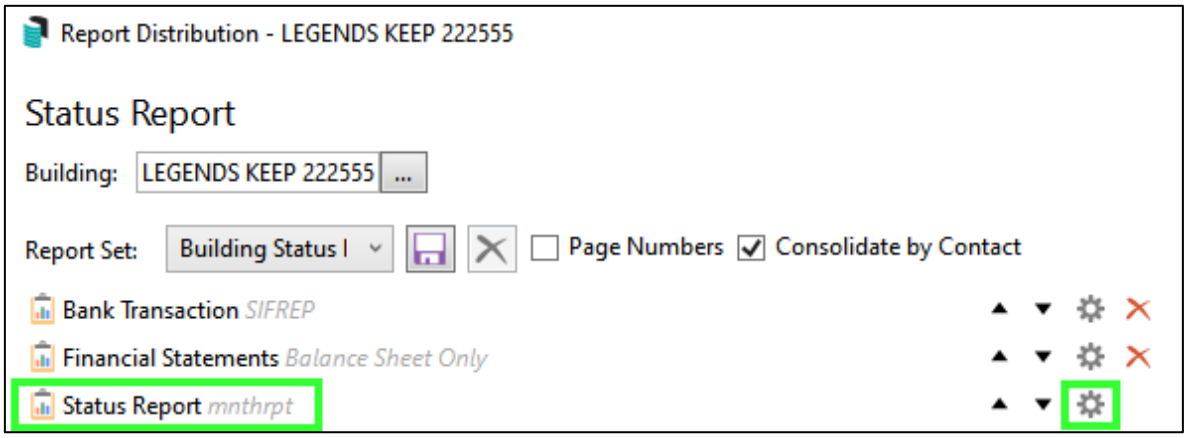
Important Note: Any changes to reports, report templates, report configurations or filter configurations need to be saved using the Save Reports set icon or they will not be retained with the Building Status Report set.

5.3 Status and Bank Transaction Report Configuration and Templates

On upgrade, the Monthly Status Report and Bank Transaction Report configuration settings will be migrated to Report Distribution and can be accessed by clicking the configuration cog beside the Bank Transaction or Status Reports.

5.3.1 Monthly Status Report configuration and templates

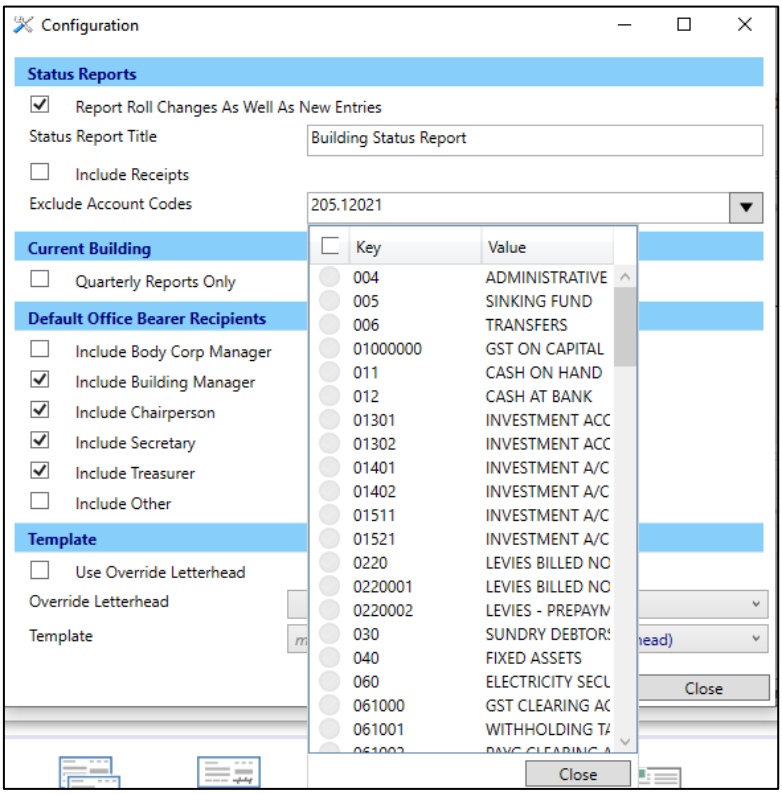
Click into the cog to see available configuration options for the Monthly Status Report.



Configurations that can be set here are:

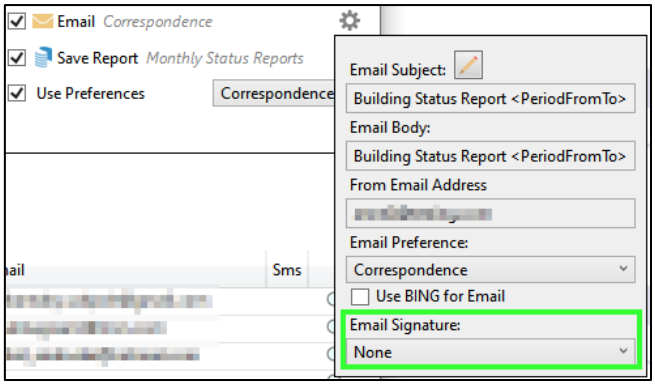
Status Reports

- Report Roll Changes as well as new Entries – will include roll changes and new entries in the report.
- Status Report Title – Tick to edit the title of the report.
- Include Receipts – Tick to include receipt data in the report.
- Exclude Account Codes – Click the drop-down arrow and tag accounts to exclude from the report data.



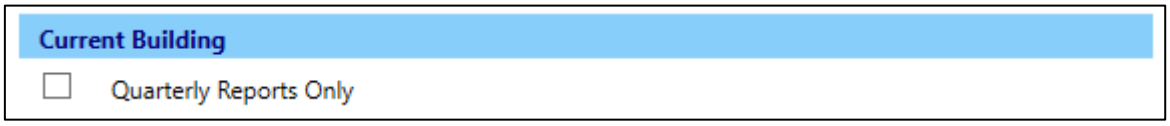
Note: The *Hide Bank A/c No on Attached Statement* configuration has been moved to the Bank Transaction Report configuration. See Section on Bank Transaction Report below.

Note: *The 'No Email Signature'* configuration can be selected in the Email section of Report Distribution which is a standard Report Distribution Option.



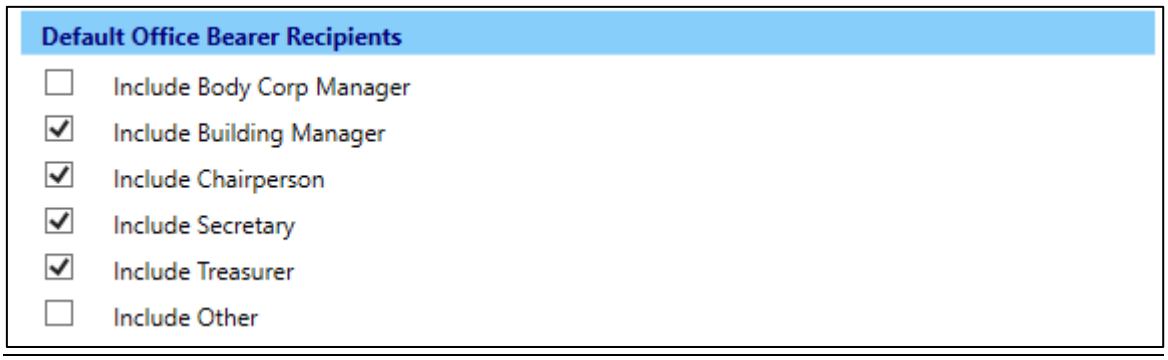
Current Building

- Quarterly Reports Only – Set if the current building requires Quarterly Reports only. E.g. Every quarter end based on Building Financial Year



Default Office Bearer Recipients

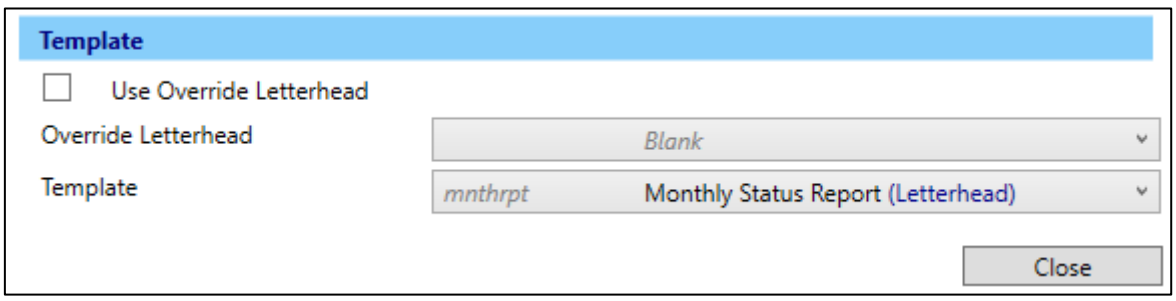
- Tick the default Office Bearer positions that are to receive the report. Office Bearers who have a Status Report set to use the default Status Report settings in Office Bearer Maintenance will receive the report. Office Bearers who have a Status Report override set in Office Bearer Maintenance will use the Office Bearer override.



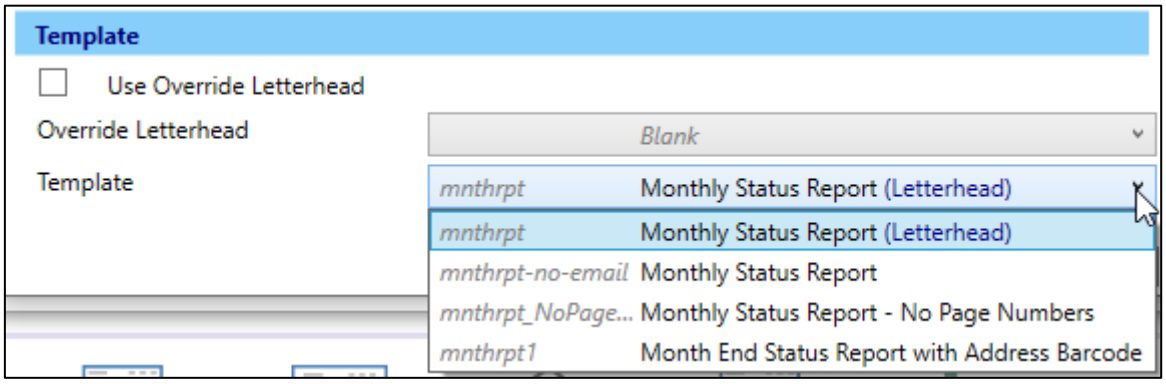
Note: Office Bearers who hold multiple positions will be tagged in the recipient window based on the included positions.

Template

- Use Override Letterhead – Tick to select an override letterhead for the report,
- Template – Click the drop-down arrow to select a Monthly Status Report template.



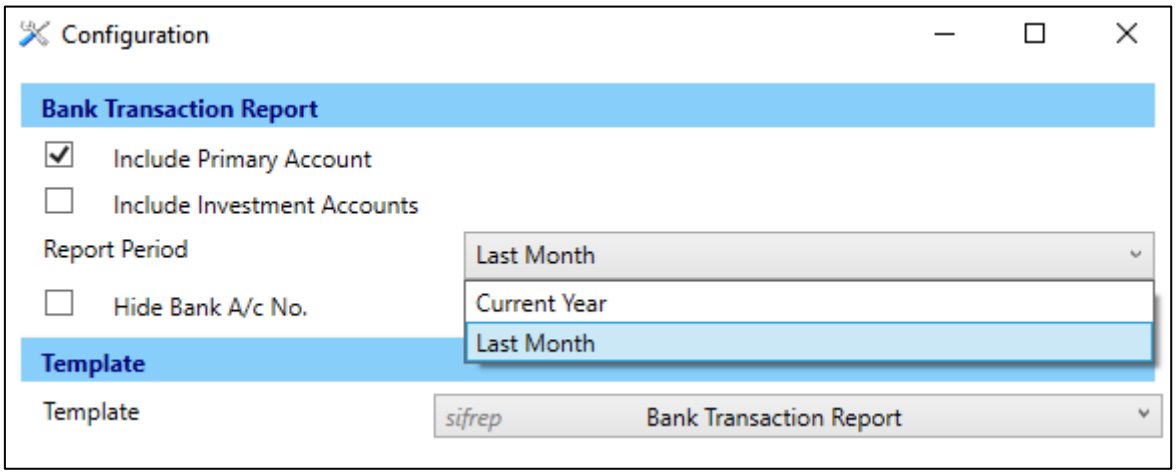
A Monthly Status Report template can be selected by clicking the drop-down arrow beside 'Template.'



5.3.2 Bank Transaction Report

Click the configuration cog beside Bank Transaction to open the configuration for Bank Transaction Report.

- Include Primary Account – Includes Primary Account details
- Include Investment Account – Includes the Investment Account Details
- Report Period - Click the drop-down arrow beside Report Period to select Current Year or last Month Bank Transaction data.
- Hide Bank A/c No - will supress the Bank Account No on the report.



5.4 Recipient Filters

There are several options for filtering recipients. Expand the filter section to see these options.

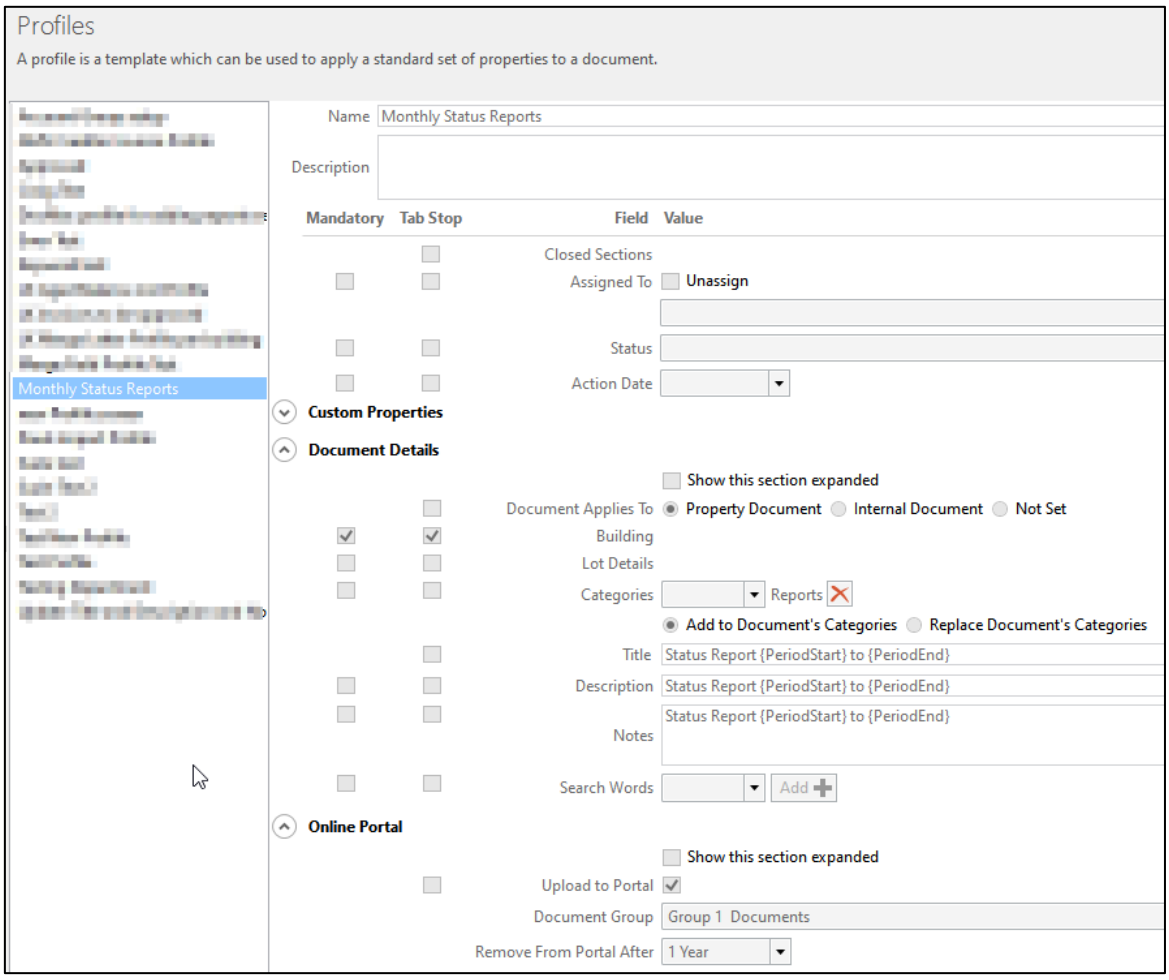
- Include Owner of Lot – Includes owners who are valid Status Report recipients
- Include Non-Owners – Includes Non-Owners who are valid Status Report recipients
- Status Report Recipients – Includes all valid Status Report recipients

The Office Held selections will default to the ones set in Status Report Configuration but can be manually set to include other positions if required.

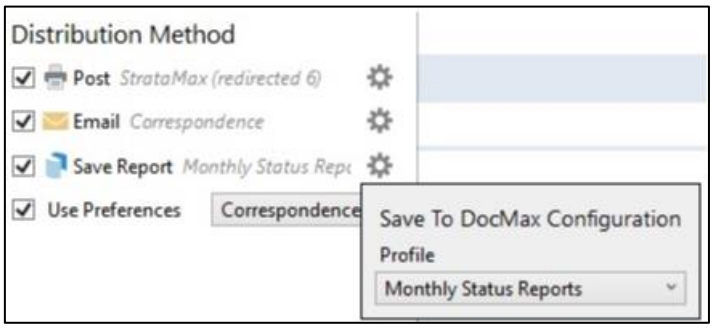
5.5 Save To DocMax and Status Report Email Template

5.5.1 Save To DocMax

On upgrade to this version a new DocMax profile called Monthly Status Reports will be created based on the previous Status Report configurations for DocMax. Document category, expiry and Internet Group details will be applied and the report period will be added to the title.



As per standard Report Distribution functions, the report can be saved to DocMax using the pre-configured Monthly Status Reports profile.

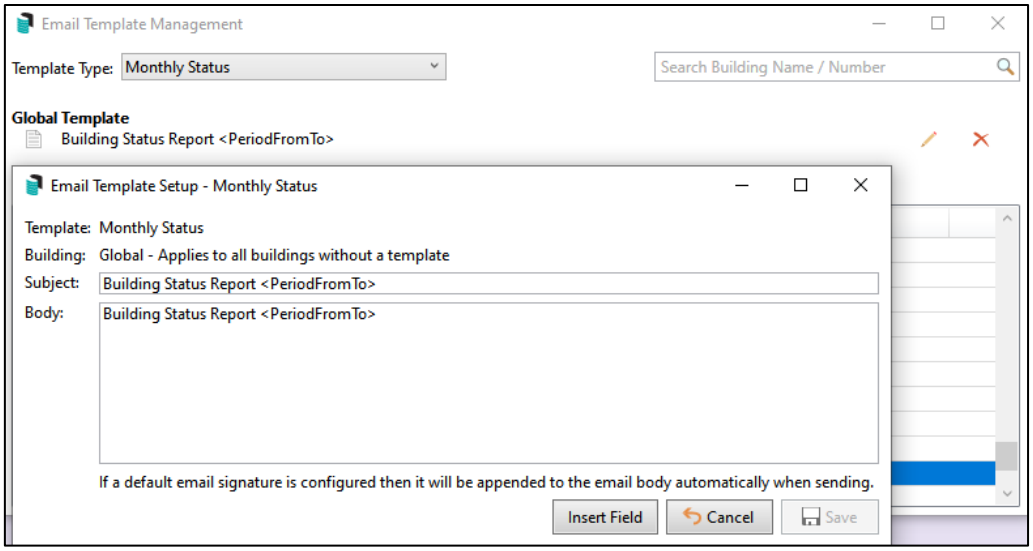


If a report has been added to DocMax and another is generated for the reporting period, the original will be superseded in DocMax by the latest report.

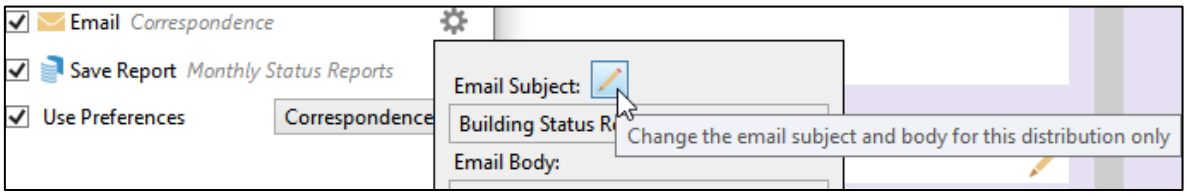
5.5.2 Status Report Email Template

The pre-set Status Report Email Template can be configured in Email Template Manager. Open Email Template Manager, select the Monthly Status template type and click the edit icon to modify the template if required.

Use the <PeriodFromTo> field to include the period dates for the report in the email subject or body..



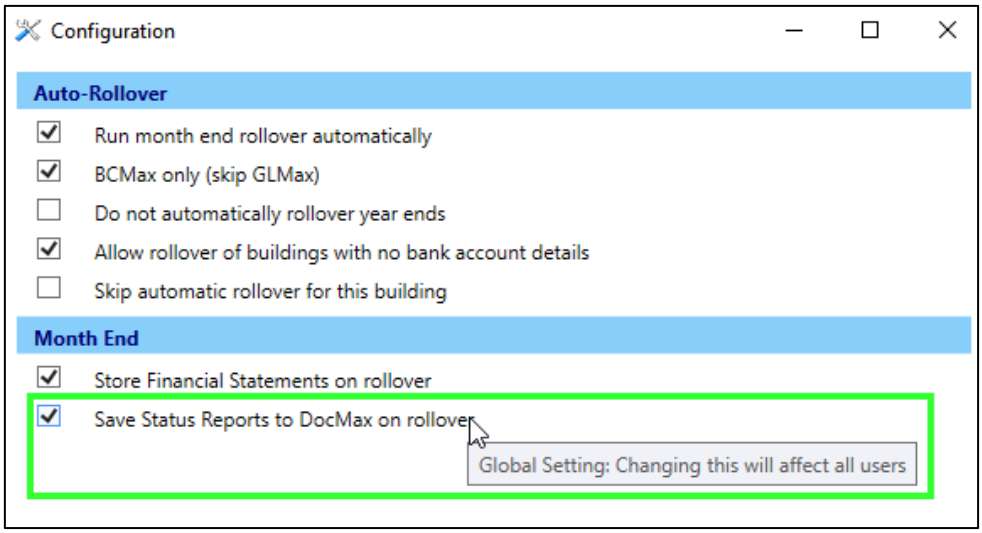
The template can also be edited as a once off from the Report Distribution screen by clicking the Email Subject Edit icon as per current functionality.



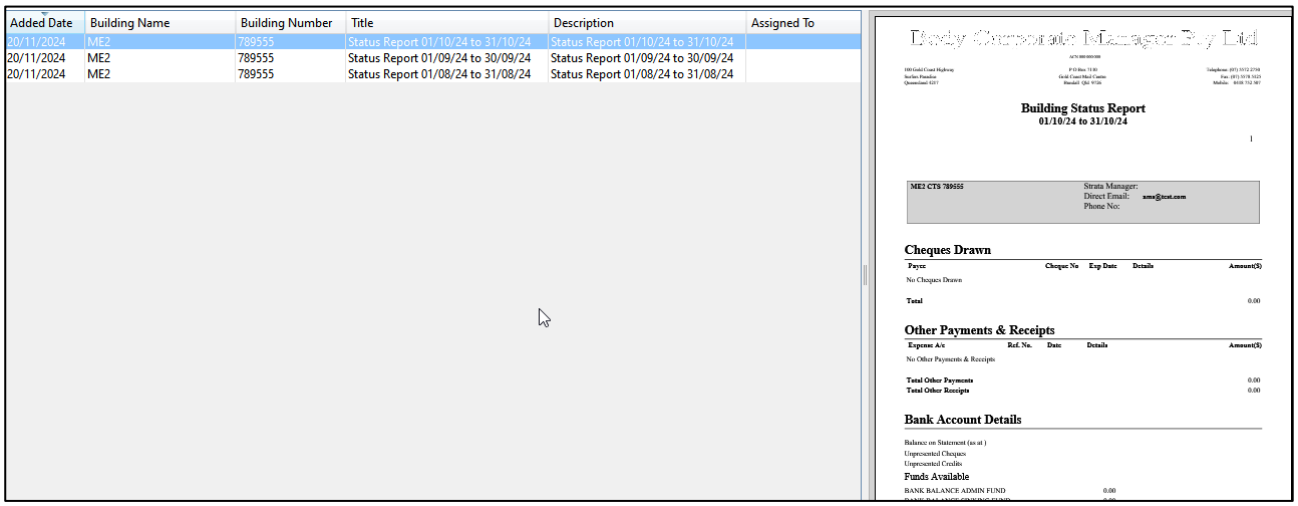
5.6 Month End Rollover

A new option has been added to Month End Rollover configuration to allow Status Reports to be auto saved to DocMax when a Month End Rollover is done. Navigate to Month End Rollover / Option / Rollover Configuration to see and set this configuration. This will be set by default on upgrade if a user had set 'Send to Webdocs' in the previous version.

This is now a Global setting which will affect all users.



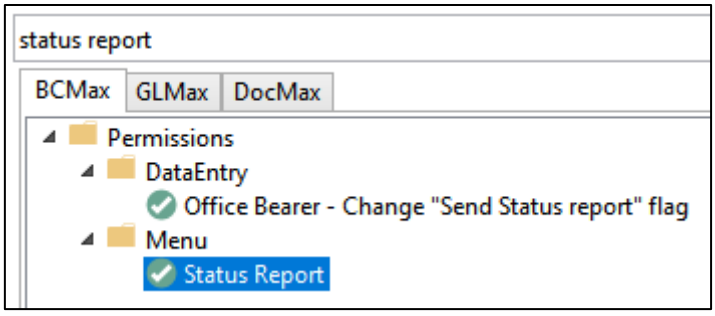
On Rollover the report will be auto saved using the Monthly Status Report DocMax profile configurations.



Please Note: We recommend Status Report configurations are reviewed on upgrade to this version.

5.7 Status Report - Security

Security Permissions for the Status Report module and Office Bearer Status Report configuration has not changed. The same permissions will be applied on upgrade to this version.



6. Report Distribution – New reports Added

The following new reports have been added to Report Distribution

- Transaction List
- Financial Statements (Old)
- Creditor Aged Balance
- Unpresented Payments and Receipts
- Statement of Key Financial Information

- Cash Flow Management

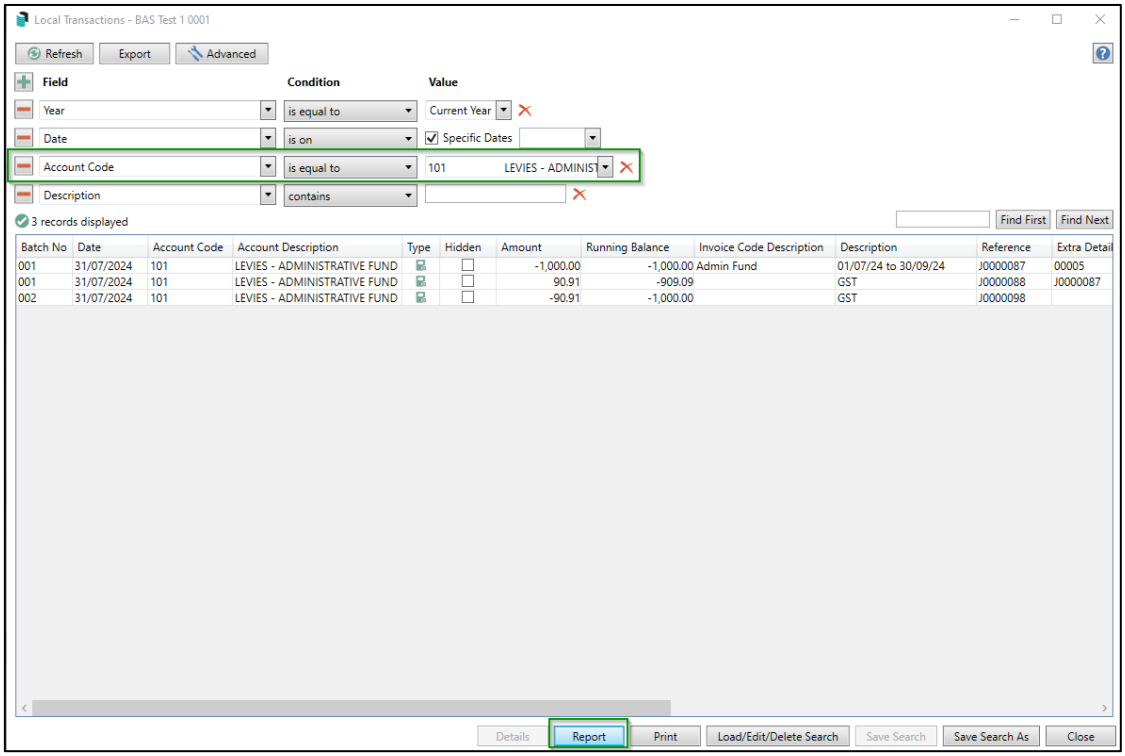
6.1 Transaction List

Transaction Lists have been incorporated into Report Distribution to allow users to:

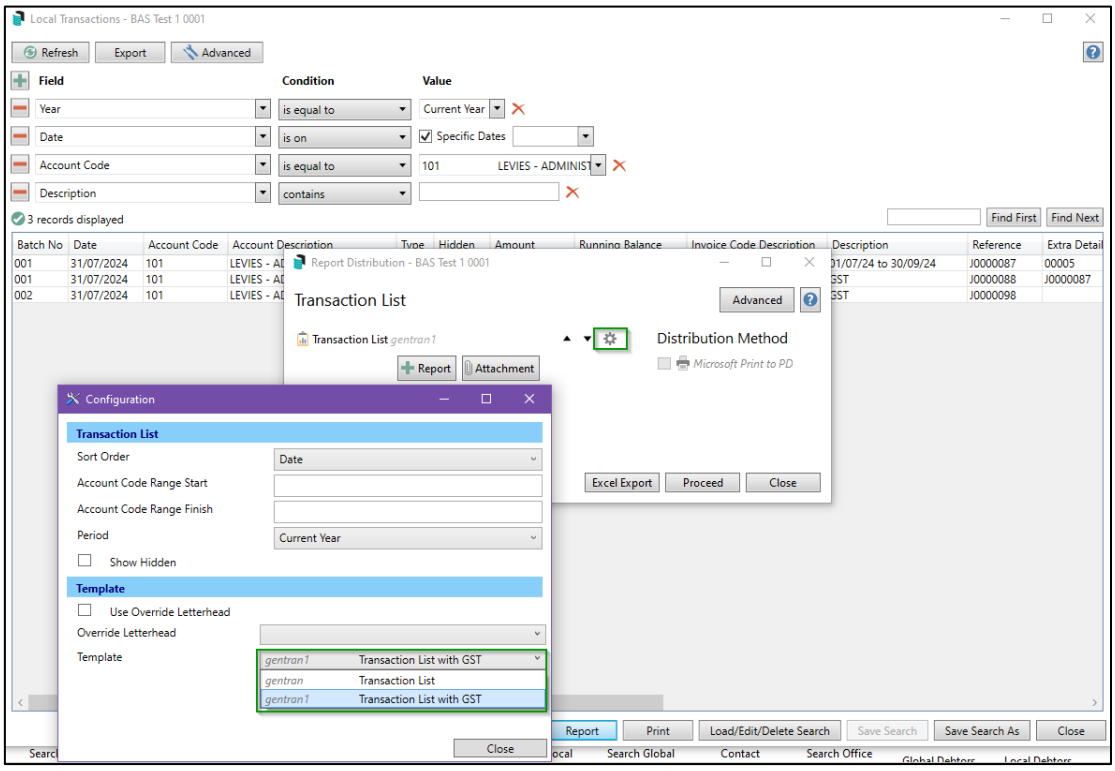
- Add additional filter options
- Additional attachments / reports can be added
- Report and attachments can be sent Post, Email and saved in DocMax

To run a report via searches, follow the below steps:

1. Navigate to 'Local Transactions' for example
2. Enter required search fields and columns
3. Click on 'Refresh'
4. Once all results are showing select 'Report'

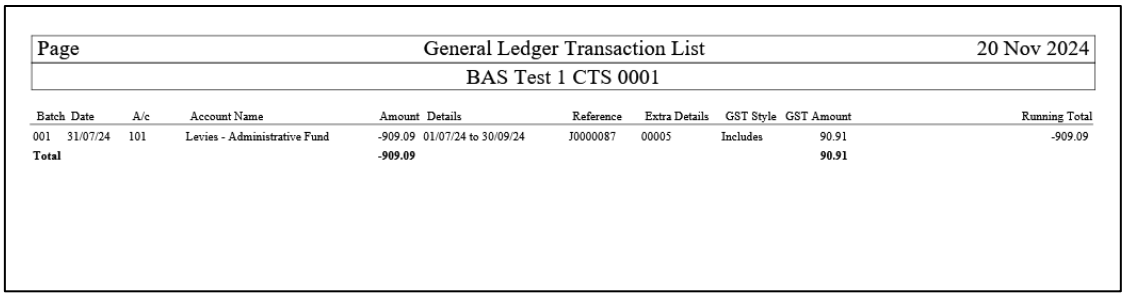


5. Report Distribution will open
6. Select Settings for 'Transaction List'
7. Select required Template GENTRAN1 or GENTRAN



8. Click on Proceed
9. Report will publish to screen to distribute

Example of Template gentran1 (Transactions list with GST)

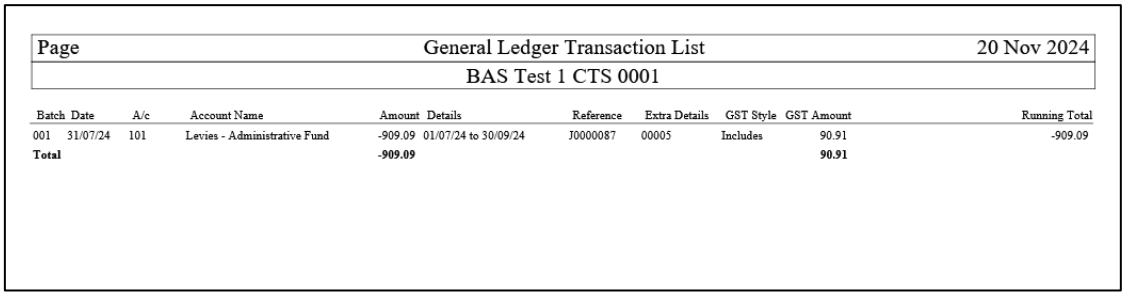


Page | General Ledger Transaction List | 20 Nov 2024

BAS Test 1 CTS 0001

Batch	Date	A/c	Account Name	Amount	Details	Reference	Extra Details	GST Style	GST Amount	Running Total
001	31/07/24	101	Levies - Administrative Fund	-909.09	01/07/24 to 30/09/24	J0000087	00005	Includes	90.91	-909.09
Total				**-909.09**					**90.91**	

Example of Template gentran (Transaction List)



Page | General Ledger Transaction List | 20 Nov 2024

BAS Test 1 CTS 0001

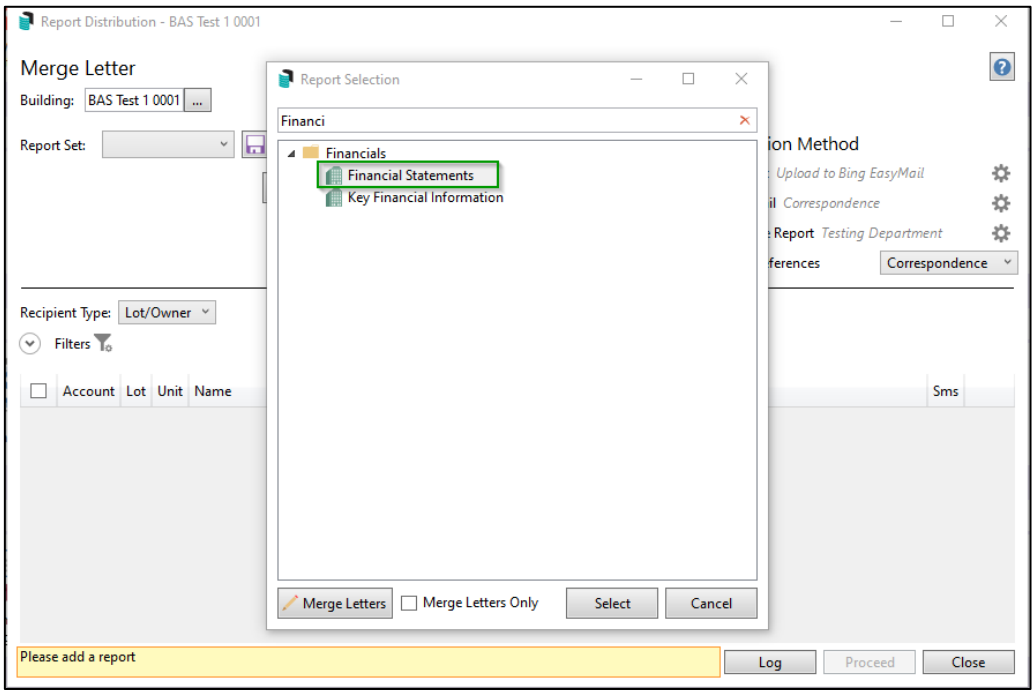
Batch	Date	A/c	Account Name	Amount	Details	Reference	Extra Details	GST Style	GST Amount	Running Total
001	31/07/24	101	Levies - Administrative Fund	-909.09	01/07/24 to 30/09/24	J0000087	00005	Includes	90.91	-909.09
Total				**-909.09**					**90.91**	

Please Note – The old Transaction List Reports are still available, but we encourage users to use the Search Transaction List reports for accuracy.

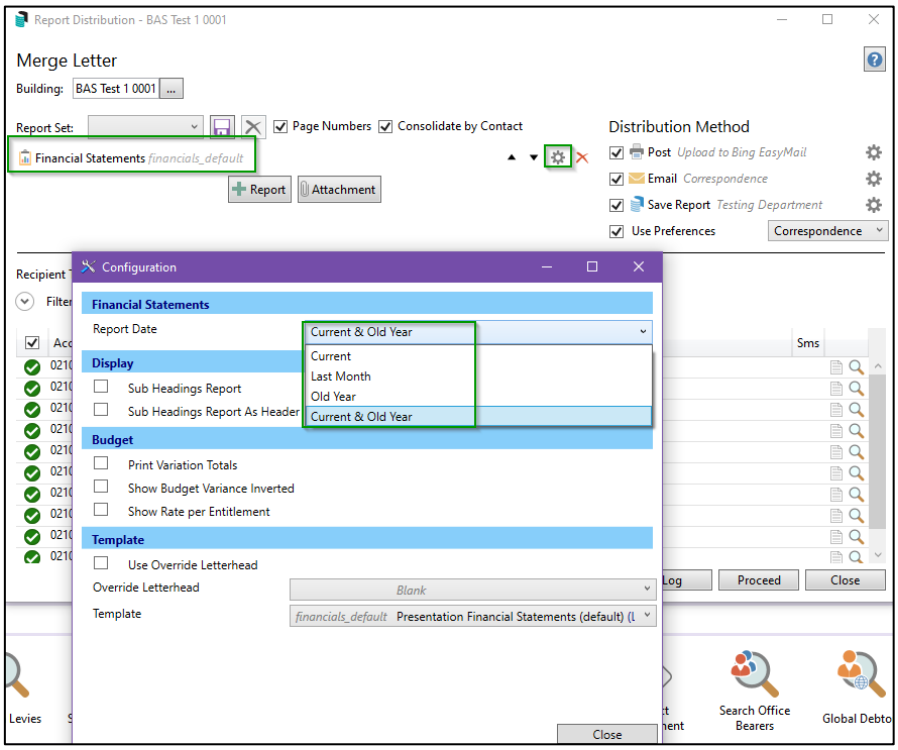
6.2 Financial Statements (Old Year)

Financial Statements (Old Year) can now be produced using Report Distribution. Users can access this report by following the below steps:

1. Navigate to Merge Letters
2. Untick 'Merge Letters Only'
3. Enter 'Financial' in search field
4. Select Financial Statements



5. Click 'Select'
6. Click on the 'Settings Option'
7. Select the Report Date e.g. Old Year

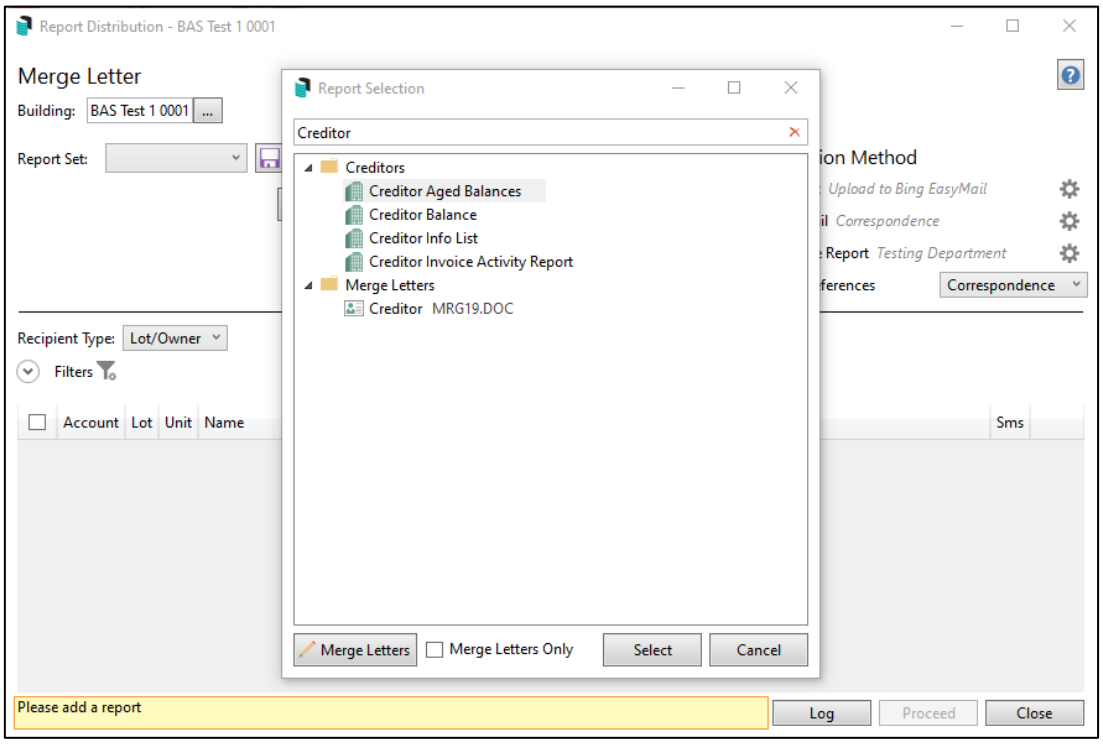


8. Select 'Close'
9. Select the Recipient
10. Click 'Proceed'
11. Report for selected period will appear on screen to distribute

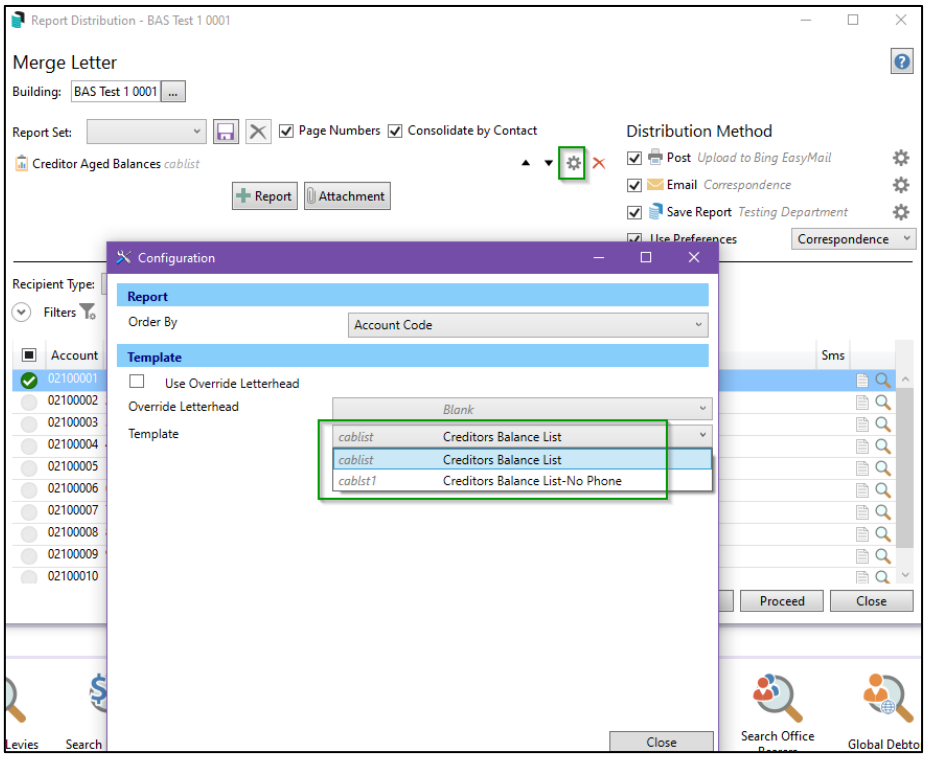
6.3 Creditor Aged Balance

Creditors Aged Balance Report can now be produced using Report Distribution. Users can access this report by following the below steps:

1. Navigate to 'Merge Letters'
2. Untick 'Merge Letters Only'
3. Enter 'Creditors' in search field
4. Select 'Creditors Aged Balance'



5. Select Recipient
6. Select Creditor Aged Balance template using the settings option



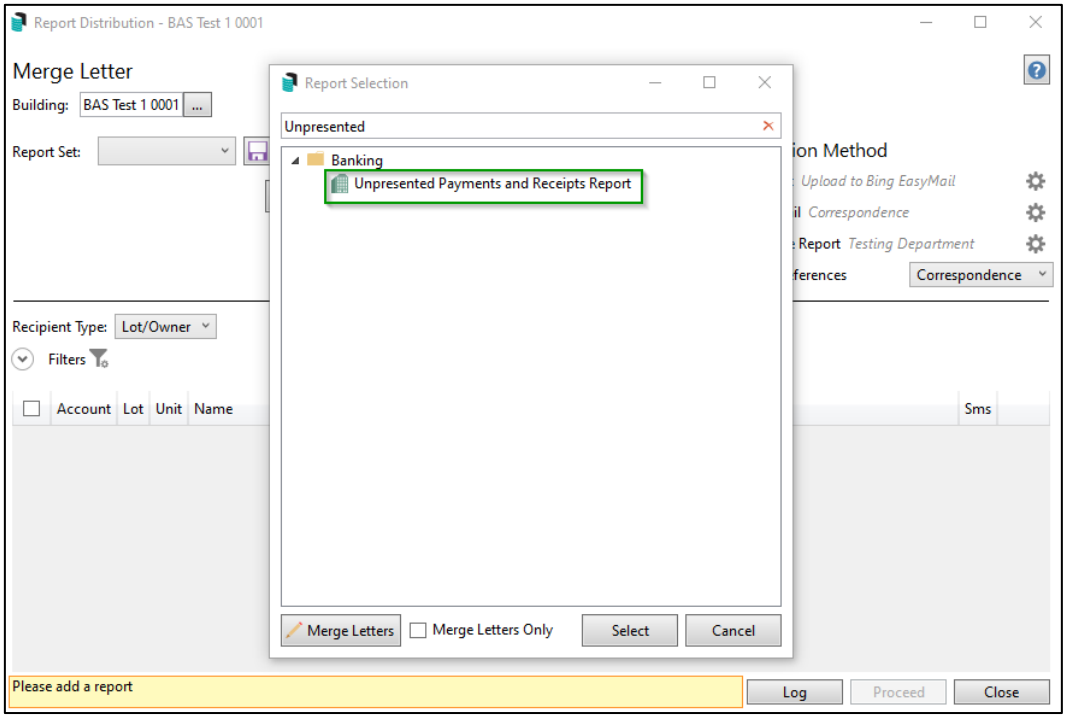
7. Click 'Close'
8. Click 'Proceed'

9. Creditors Age Balance Report will appear on screen to distribute

6.4 Unpresented Payments and Receipts

Unpresented Payments and Receipts (previously called Unpresented Credits Report and Unpresented Payments report) can now be produced using Report Distribution. Users can access this report by following the below steps:

1. Navigate to Merge Letters
2. Untick 'Merge Letters Only'
3. Enter 'Unpresented'
4. Select 'Unpresented Payments and Receipts Reports'

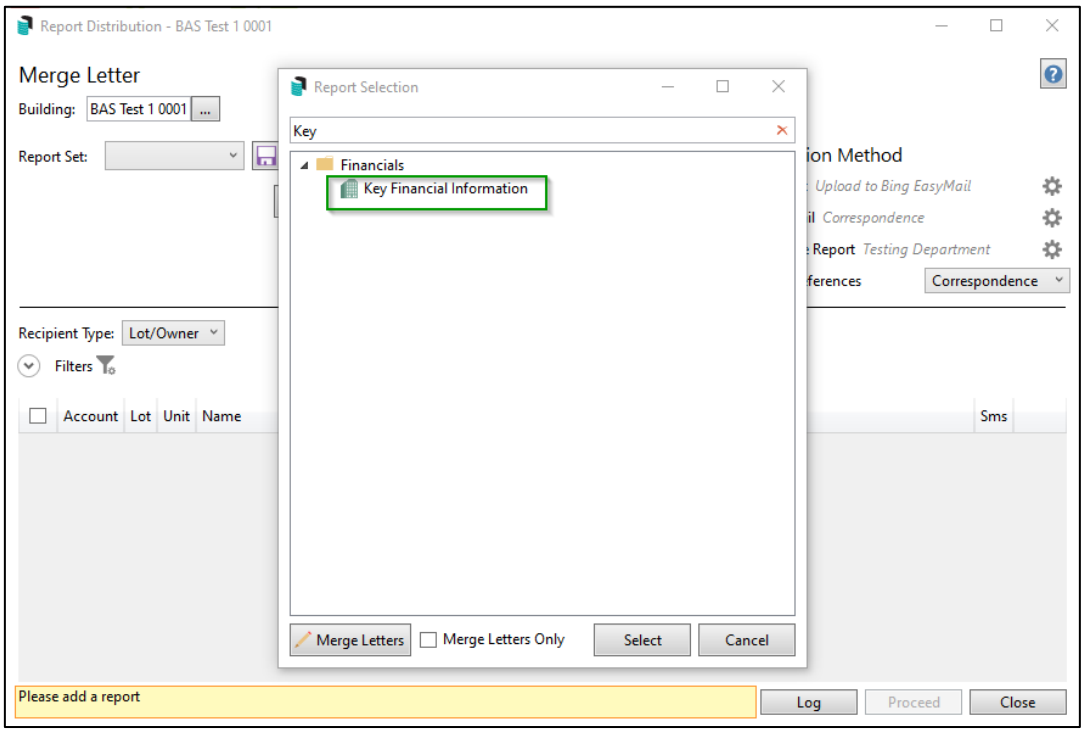


5. Select Recipient
6. Click 'Proceed'
7. Unpresented Payments and Receipts report will appear on screen for distribution

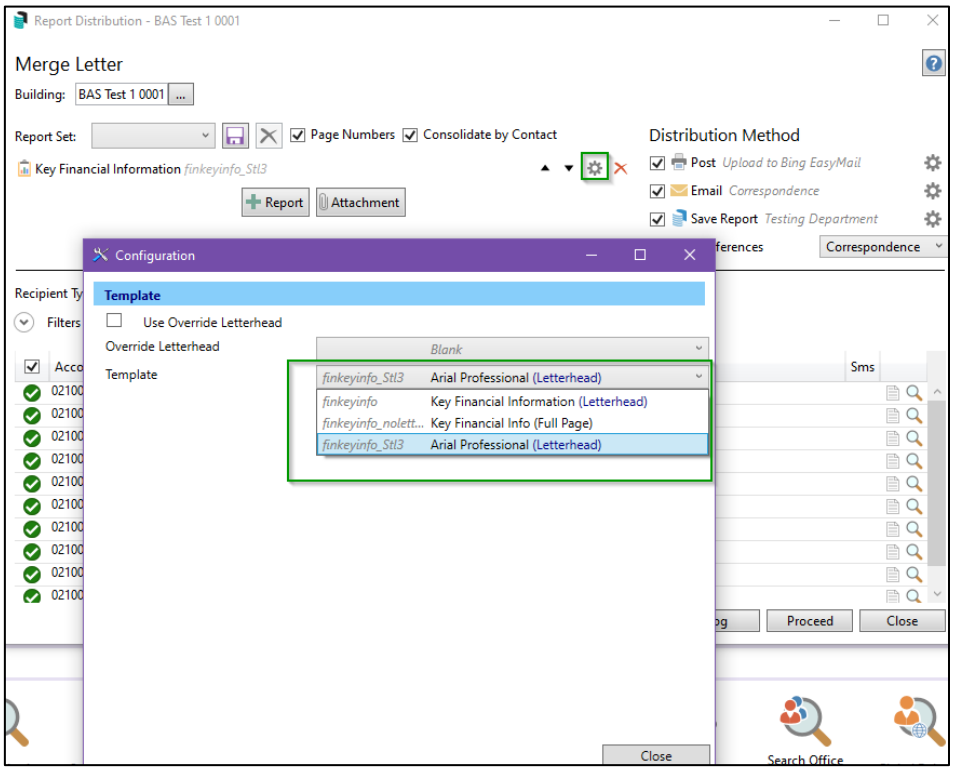
6.5 Statement of Key Financial Information

Statement of Key Financial Information can now be produced using Report Distribution. Users can access this report by following the below steps:

1. Navigate to Merge Letters
2. Untick 'Merge Letters Only'
3. Enter 'Key'
4. Select 'Key Financial Information'



5. Click 'Select'
6. Select Recipient
7. Select the 'Settings Option' to select template

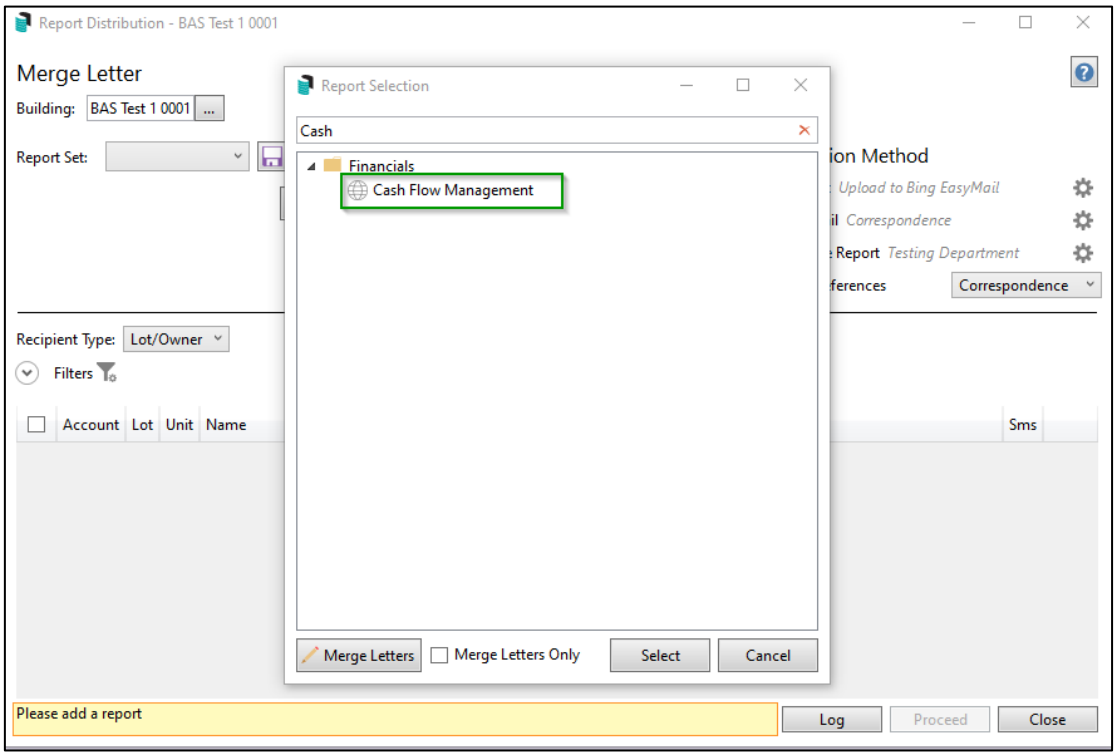


8. Click on 'Close'
9. Click on 'Proceed'
10. Key Financial Information report will appear on screen for distribution

6.6 Cash Flow Management Report

Cash Flow Management Report can now be produced using Report Distribution. Users can access this report by following the below steps:

1. Navigate to Merge Letters
2. Untick 'Merge Letters Only'
3. Enter 'Cash'
4. Select 'Cash Flow Management'



5. Click 'Select'
6. Select Recipient
7. Click on Proceed
8. Cash Flow Management report will appear on screen for distribution

What's Better

- Invoice Hub - Under the Invoice Submission Wizard the users can now right click on the Invoices needing approval and view the Invoice details
- Journal Preparation – 'On-Hold' tick box was not functioning correctly; this has now been resolved
- Invoice Hub – Change Building option is now available under Invoice Hub/Options
- Account Maintenance – Validation has been added to prevent specifying an 'Account Group' for account 012
- Reports/ Utilities Global – when accessing Reports/Utilities (Global) from Base or Master Chart building the system was crashing. This has now been disabled for Base and Master Chart buildings
- Building Information/History – Changes made to Registered for BAS/IAS (GST) now appear in the Field column of Building information History.
- Roll Details Confirmation – Roll Details Confirmation was only generating a page for the first owner, and not subsequent ones. . Changes have been made and both owners will now report correctly.
- Change Tax Code - When change tax code was done via Business Activity Statements module the Description, Extra Details and Extra Text was being removed from the Original Transaction. This has now need resolved.
- Change GST Style - When changing GST Style, the system was not including all transactions from the financial start date. Transactions for the first day of the financial year were being omitted and not changed. This has now been corrected.
- Finalise Business Activity Statement - Errors were occurring when using PAYG Instalment to a balance sheet account (with no trading fund) this has now been resolved and will default to the first trading fund when balance sheet is used that does not have a trading account.
- Change Code - Change Code will now allow Change Code Numbers where System Codes, GST and Tax Codes are set..
- Processing Management Fees/Recoveries - Performance issue processing Management Fees / Recoveries with invoice saving to DocMax turned on have been fixed.