StrataMax – Procedures Assistance Guide

DAILY	DONE	ONLINE HELP
Process Bank Statements: Action any exceptions notes in the unreconciled area including any investment accounts.		Banking Process Process Bank Statements
Roll: Change of Ownership or any other applicable details.		Change Owner
TRMax: Enter daily charges or additional charges if required		Recovery Entry
TaskMax: Enter new quotes or work orders. Action existing quotes and work orders		TaskMax

WEEKLY	DONE	ONLINE HELP
DocMax/Creditor Invoices: Process invoices in Work Queues > Creditor Commitments.		Creditor Invoices
Payments: Global **Payments** and **EFT Manager**. Process and authorise payments before bank cut-off time (3.30pm QLD time)		Payments
Roll Submissions: Process Online Roll Submissions (if owners are submitting them on the portal).		Roll Submissions
Certificates – Issue any requested certificates based on State Legislation		Certificates

MONTHLY – MID MONTH* (timing may vary based on State Legislation / contract)	DONE	ONLINE HELP
Arrears Notice – Issue based on setup timing requirements		Arrears Process
Contracts Register / Contracts Dashboard. Refer to dashboard and any contracts due for expiry, contact committee / contractor to renew.		Dashboard

MONTHLY – END OF MONTH (before rollover)	DONE	ONLINE HELP
Dashboard – Levies Not Generated: to send levies out 40 days prior to due date		Dashboard
Investment Banking – *check Maturing Investment Accounts dashboard for any pending maturity investments. Seek instruction on these.*		Dashboard
Levy Management: Generate / Send levy notices to all applicable buildings (Global)		Global Levy Process
GLMax: **Process Recoveries** – process all TRMax recoveries for the current month.		Process Recoveries

MONTHLY – START OF MONTH	DONE	ONLINE HELP
Bank Rec reconciliation for the last day of the previous month		Process Bank Statements
GLMax: Management Fees – If not auto processing, run **Process Management Fees**.		Process Man Fees
Month End Rollover – roll the month & year ends (unless set for automatic rollovers)		Month End Rollover
Dashboard – Buildings Not Rolled - check all rollovers are complete in both BCMax Buildings and GLMax Companies.		Dashboard
Payments & EFT: Complete **Payments** and **EFT Manager** across all buildings and authorise file before cut off time. (SCM 3.30pm QLD)		Payment Process
Status Reports. These will automatically run based on the configuration and where set, upload to the Portal.		Status Report

QUARTERLY	DONE	ONLINE HELP
Business Activity Statements: Check GST Clearing account reconciles to BAS report (prior to end of quarter). Reporting and saving after end of period.		Business Activity Statement

Payments: Process ATO Payments		ATO Payments
ANNUALLY	DONE	ONLINE HELP
Year End Accounts: Process journals for year-end buildings in Old Year after FYE rollover		Journal Preparation
Budget Update – Prepare proposed budget for AGM & Update post AGM with approved figures (in Old Year)		Budget Update
Levy Management / Levy Year End Rollover – Carry out levy year end rollover to update levies after meetings and strike and issue the levies		Levy Year End Rollover
Office Bearers – update after AGM for current appointed committee members		Office Bearers
Insurance: Update or change insurance policies after paying the creditor invoice		Insurance
*Strata Hub -*Upload Building Data as per NSW Gov requirement.		StrataHub
Management Fee Update – refer to Management Fees and amend and update rates. This also includes referring to the Contracts Register and updating as needed.		Dashboard Man Fee Updates
TAX FINANCIAL YEAR	DONE	ONLINE HELP
Tax Reports – Print *Income Tax Year Report* for Tax Accountant (*Account Maintenance* required to be set with tax codes to function correctly)		Tax Year Report