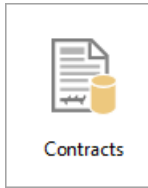


# Contracts Register

Last Modified on 29/01/2024 12:44 pm AEST



The instructions in this article relate to the **Contracts** register. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

This menu is for recording any contractual agreements the property has entered into. Depending on the property state this register may be required to be maintained and included with the state specific certificate(s).

We also have the *Registers Video*, which covers Contracts Register.

The *Dashboard* can be configured for 'Contract Register Expiry' to assist with monitoring and reporting on contract expiry date.

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## Create New Contract Register Record

1. Search or select **Contracts**.
2. Click *Cancel* to close the list.
3. Click *New*.
4. Click *Next Code* and the Account Code will populate and you will need to add the *Description*.

**Add New Code - Contracts Register**

File Help

Account Code: 804      Description:

Overwrite

Master List	
Code	Reference Name
801	STRATA MANAGEMENT
802	MAXSOFT BUILDING MGR
803	CARETAKING & LETTING AGREEMENT

Add This One

Cancel

Next Code

Record Number: 3

Total Records: 3

Local List	
Code Number	Reference Name
803	CARETAKING & LETTING AGREEMENT

5. Click *Add This One*.
6. Complete all the details (there are 31 fields however the mandatory fields are 4, 14, 15 and 16).
  - The *Category* list can be edited using the *Edit Pick List* screen.
7. To link to a document in DocMax, right click in field 31 *Doc ID* to launch *DocMax* and search for document.
8. Click *Select Document* and *Save*. (A Id number will be entered into field 312).
9. Click *Save* and *Exit*.

**Contracts Register**      STRATAMAX ONLINE HELP 11

File Help

Code: 803      Description: Caretaking & Letting Agreement

Name	Data
17 Options	
18 Copy of Agreement on File?	Y
19 Name of Financier	Suncorp Bank
20 Date of Advice from Financier	15/07/19
21 Date of Withdrawal of Financier	
22 Workers Comp Number	
23 Termination Date	
24 Next Option Renewal Date	
25 Option Notice Period	
26 Last Renewal Date	
27 Increase Rate	
28 Increase Due	
29 Expiry Date	
30 Common Property Group	
31 Doc Id	10138

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Save      Cancel

New      Delete      Report      Exit

Entry Assistant  
Enter any characters (30)

Switch

Overwrite

## Edit or Delete a Contract Register Record

You can delete or edit a contract record locally.

1. Search or select **Contracts**.
2. To edit, select the record and make the changes click *Save*.
3. To delete, select the record and click the *Delete* button and answer yes to the questions, *Delete this record?*, *'Are you sure?'*

## Contracts Register Report

1. Search or select **Contracts**.
2. Click *Cancel* to close the list.
3. Click *Report*.
4. Set printing options as you require, and click *OK* to proceed
5. The report will now be displayed, and available to print.

The Contracts Register dates use two digit dates therefore for example 10/03/32 may be interpreted as 10/03/1932 on some reports; this is based on a Microsoft Windows setting. Further information is available on the link - [Report Troubleshooting](#).



## Certificates - Include Contracts Register Report

A Contracts Register Report can be configured to be included with Certificates.

1. Search or select **Certificates**.
2. Select the *Report Settings* tab.
3. Tick *Print Contracts Register*.
4. If this report is required to be printed with each Certificate, click *Always*.

Certificates - STRATAMAX ONLINE HELP 11 06 April 2020

File Options GoTo Special Help

Screen   
 Printer 

Template Section 205 Standard ...  
Printer \\fsint\HP Laserjet M506 B7A SM Training ...  
Paper Source Automatically Select Copies 1  
Letterhead Default

Cover Letter CERTCOV

Lots Applicant Sealing Clause **Report Settings**

Use Text instead of Com. Prop. register  
 Common Property Annexure Always  
 Print Cover Letter   
 Print Cover Letter with each Certificate  
 Edit before print  New Owner Form

Calculate Current Interest  
 **Print Contracts Register**

Print Financial Statements  
 Current Year  Old Year  None

Print Cover Letter always  Print Cover Letter for each Certificate always