

# Base Building

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This article explains the purpose of the Base Building, what and how it can be configured, and what menus are accessible in it.

The Base Building is essentially a template building that StrataMax uses to copy information from when a **New Building** is created. The information that should be entered into the Base Building is anything common to all buildings in the StrataMax portfolio, such as the Strata Manager as an office bearer, account codes and default creditors to be added to new buildings. This will save time and effort each time as new building is created, as users won't have to enter all the information into a completely blank building.

Any new information entered in the Base Building is only added to any new buildings created from that point onward. This new information will not be copied to existing buildings.

## Open the Base Building:

1. Click the Building Selector Tool.
2. Click the *Select Base Building* link at the bottom left of the building list.

The screenshot shows the StrataMax software interface. At the top, there is a header with the StrataMax logo and a dropdown menu for 'Building: BASE BUILDING DUMMY'. Below this, there are several tabs: 'BCMax Buildings', 'GLMax Companies', 'Recent Buildings', and 'Recent Companies'. A search box labeled 'Name / Number:' is also present. Below the tabs, there is a 'Filters' section and a table of buildings. The table has columns for 'Number', 'Name', 'Year Start', 'Year End', and 'Account Manager'. The first row shows '11 STRATAMAX ONLINE HELP' with 'StrataMax Training' as the account manager. The second row shows '260619 MEETING HUB' with 'StrataMax Training' as the account manager. The third row shows '5554444 V...RIA SAMPLE' with 'StrataMax Training' as the account manager. At the bottom left of the table, there are two links: 'Select Base Building' and 'Select Master Chart Building'. A red circle '2' highlights the 'Select Base Building' link. At the bottom right of the table, it says 'Count: 26'. A red circle '1' highlights the 'Building: BASE BUILDING DUMMY' dropdown menu.

Number	Name	Year Start	Year End	Account Manager
11	STRATAMAX ONLINE HELP	01/01/2020	31/12/2020	StrataMax Training
260619	MEETING HUB	01/01/2020	31/12/2020	StrataMax Training
5554444	V...RIA SAMPLE	01/02/2019	31/01/2020	StrataMax Training

## Available Menus in Base Building

This is an exhaustive list of all the menus that are available from within the Base Building. We have also

provided some reasons as to *why* it would be useful to enter information in each menu.

## Accounting and Taxation

### Account Maintenance

Review *Account Maintenance* for the account codes to be included in new building setups, this is critical since it will determine which account codes are available, and is where codes should be copied (individually and in bulk) from the *Master Chart* to the Base Building. Review the GST accounts are available to ensure the correct accounts will be in any newly setup GST Registered Building / Plan.

### Search Global Accounts

A full list of the chart of accounts can be reported from *Search Global Accounts*. This area offers a detailed report that includes Type, P/L, B/S, Main Sub, Update Code and Account Group. This can be useful to refer to when attempting any clean up of data. This is also available in Excel.

## Creditors and Payments

### Creditor Maintenance

Creditor accounts that are frequently used should be entered in *Creditor Maintenance*, such as the Strata Management company and the ATO Creditor for BAS and Income Tax. Any Creditor records that may be used less frequently will still exist in the *Master Chart*, ready to be added to any local building as required.

### Search Creditors

*Search Creditors* can produce a report that details the creditors available. This report is available for Excel.

## Levies & Arrears

### Levy Invoice Code Setup

Configure the base *Levy Invoice Code Setup*. This is critical for each building in order to determine which funds are available for levies.

## Property Setup

### Insurance

All insurance codes will exist in the Master Chart, and the Base Building can be set to include only the most frequently used policies in *Insurance*. By reviewing the insurance policies in the Base Building can

help reduce unused policies in new buildings.

## Office Bearers

Accessing the *Office Bearers* from the Base Building is available, and allows for the Body Corporate Manager record to be reviewed. If any changes are to be made against the Body Corporate Manager record, this should be done via the *Body Corp. Manager Maintenance* menu.

## Common Property Register

Although the *Common Property Register* is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Contracts

Although *Contracts Register* is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Disputes

Although *Disputes* is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Document Amendment

Although *Document Amendment* menu is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Inspections

Although *Inspections* is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Lot Improvements

Although the *Lot Improvements* menu is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Other Registers

Although the *Other Registers* menu is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every building.

## Restricted Issues

Although the *Restricted Issues* menu is available from the Base Building and performs in the same way as it does from a local building, there aren't many instances where this would be applicable across every

building.

## Returned Mail

Set the *Returned Mail* address.

## Bank Account Setup

If the majority of the buildings are with the same bank, complete the common bank details in *Base Account Setup*. This will only have to change for buildings which have a different bank.

## Body Corp. Manager & Body Corp Manager Maintenance

*Manager Maintenance* should be configured already, and shouldn't need to be changed in the Base Building. Check *Office Bearers*.

## Data Storage

This menu performs in the exact same way as it does from any other building, or Master Chart. Purely used to back up the Base Building.

## Trading Fund Setup

This menu is used to set up any trading funds, such as Admin and Sinking/Capital Works/Maintenance, which are installed by default. Any additional funds that are common to new buildings can be entered into *Trading Fund Setup*.