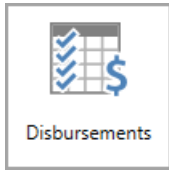


# Disbursements

Last Modified on 06/12/2024 9:52 am AEST



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

**Disbursements** is designed to automatically record particular events that occur in StrataMax to **TRMax** for charging and/or reporting purposes. Once the event has occurred - like printing a levy notice, the disbursements are stored as unprocessed records in **TRMax** until they are processed in the **Process Recoveries** screen in **GLMax**.

The charge or price is determined by the selected invoice code, which is configured in **Edit Invoice List**, in **GLMax**. Records are not created if the invoice code amount is set to \$0.

It is recommended that the **Security** permissions for the **Disbursements** screen are restricted to **Administrators** in order to avoid incorrect setup.

Be sure to check out the **Management Fees & Disbursements** video on our video page as well.

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## Disbursements Setup

The below setup is required to ensure disbursements are charged in accordance with management agreements and/or for **TRMax** reporting.

1. Search or select **Disbursements**.
  2. Tick the box next to the disbursement type required (see the below sections for details of each).
  3. Click the *Selected Invoice Code* drop-down menu to select the code that will be used to record in **TRMax**.
  4. Tick the additional box if required; *Per Page* or *Per Recipient* (see the below sections for details of each).
  5. When done, click **Save**.
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To stop a disbursement from being charged, simply remove the tick from its box.

## Printing

### General Printing

The number of pages printed that are not levy or arrears notices, including StrataMax reports and [Meeting Hub](#) documentation. This records each page printed.

### Printed Levy Notice

The number of levy and arrears notices printed. This records one unit per lot regardless of how many pages are in the levy notice. If *Per Page* is ticked, then every page will be counted instead.

The screenshot shows a 'Printing' settings panel with two sections. The first section, 'General Printing', has a checked checkbox and includes a 'Selected Invoice Code' field with the value '04', a dropdown menu currently showing 'Printing', and a checked 'Per Page' checkbox. The second section, 'Printed Levy Notice', also has a checked checkbox and includes a 'Selected Invoice Code' field with the value '20' and a dropdown menu currently showing 'Levy Notices'.

## Payments

### Printed Cheques

This counts each cheque printed from the [Payments](#) screen, regardless of the number of pages.

### EFT

This records each EFT "printed" or sent via email from the [Payments](#) screen, regardless of the number of pages.

### Deposit

The number of deposit slips printed or sent via email. This counts each deposit slip printed or sent, regardless of the number of pages. Deposit slips includes documents produced from the [Print Deposit Form](#) and [Invoice Printing](#) screens.

The screenshot shows a 'Payments' settings panel with three sections. The first section, 'Printed Cheque', has an unchecked checkbox and a 'Selected Invoice Code' dropdown menu. The second section, 'EFT', has a checked checkbox, a 'Selected Invoice Code' field with the value '05', and a dropdown menu currently showing 'EFT Payment'. The third section, 'Deposit', has an unchecked checkbox and a 'Selected Invoice Code' dropdown menu.

## Communications

These disbursements are related to the *Charge* settings found in the [Communication](#) screen. Read the [Charging](#) information in that article as well as these are directly related to each other.

### Sent Email

This will charge each time a single email is sent, but does not observe the number of recipients in that email. For example, an email to four recipients will still only count as one email. However, by ticking the *Per Recipient* box, it will charge for each recipient of the email. E.g. If the *Invoice Code* charge set for emails is \$1.00, one email to four recipients will charge \$4.00.

If the *Per Page* tick box is ticked, then each charge will be multiplied by the number of pages of the e-mail.

### Sent Attachment

A new separate option for attachment charges is available if required. This will allow a new charge to be raised for each attachment sent as well as a charge for each email. Remove this tick to not charge for each attachment.

### Sent SMS

The number of SMS messages sent out of StrataMax. E.g. If the *Invoice Code* amount for SMS is \$1.00, one SMS to four recipients will generate one SMS charge of \$1.00. However, by ticking *Per Recipient*, one SMS to four recipients will generate a charge of \$4.00.

▲ **Communications**

Sent Email

Selected Invoice Code: 10    Emails     Per Recipient     Per Page

Sent Attachment

Selected Invoice Code: [ ]

Sent SMS

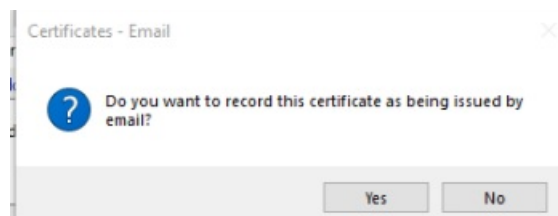
Selected Invoice Code: [ ]     Per Recipient

## Certificates

### Issued Certificate

This records & charges for each certificate issued from [Certificates](#). This is only applicable to managers in states where certificate income is recorded in [TRMax](#).

When a certificate is printed or emailed, this charge will occur in addition to the general printing and/or email charges if they are ticked as well. If the global setting in [Certificates](#) (*File > Configure*) 'Allow No Records of Emailed Certificate' is enabled, and you then click 'Yes' to the message below, a certificate charge will apply.



## Work Orders

The below options are an alternative to charging a service fee based on the [TaskMax configuration](#). It is recommended to check those settings in [TaskMax](#) before ticking the boxes here in the [Disbursements](#) screen. Otherwise you may end up charging double for quotes and work orders.

If *General Printing* and *Email Disbursements* are enabled in the [Disbursements](#) screen as well, a charge will already be raised to print or email Quotes and Work Orders. By enabling these options a second charge will be

raised for Quotes and Work Orders.

### Receive Work Order Quote

The number of work order quote requests received and entered into **TaskMax**.

### Request Work Order Quote

The number of work order quote requests sent from **TaskMax**. If requesting a quote from 3 contractors each quote request is charged.

### Issue Work Order

The number of work orders issued and sent from **TaskMax** using the *Issue* button.

### Finalise Work Order

The number of work orders that have been finalised in either **TaskMax** or **Creditor Invoices**.

**Work Orders**

- Recieve Work Order Quote  
Selected Invoice Code [dropdown]
- Request Work Order Quote  
Selected Invoice Code [dropdown]
- Issue Work Order  
Selected Invoice Code 19 Work Order Issued [dropdown]
- Finalise Work Order  
Selected Invoice Code [dropdown]

## Reporting / Functions Performed

There are varying state legislative requirements around reporting functions performed by managers. If the disbursements are setup to record, TRMax has reports that are available that can be run for a specific date range. The recommended TRMax report template is Period Report - Summary.

In addition to reporting from TRMax, searches can be used to report to excel &/or be saved as a Dashboard for quick reference. Some examples are provided below:



Search Insurance Claims - Craig Keep 354235

Refresh Export Advanced Saved Search: Insurance Claims Lodged

Field Condition Value

Current Building

Date Lodged is on or after Specific Dates 1 Year in the past

2 records displayed

Building Number	Incident Date	Claim Number	Reference Name	Date Lodged	Insurer	Insurance Code	Insurers Reference	Insurance Type	Insurance Policy Number	Amount Claimed	A
354235	30/09/2024	00000002	ROLLER DOOR DAMA	01/10/2024		901		BUILDING			
354235	01/03/2024	00000001	STORM DAMAGE	03/04/2024		901		BUILDING			

Search Payments - Craig Keep 354235

Refresh Export Advanced Saved Search: Payments Made

Field Condition Value

Current Building

Date is on or after Specific Dates 1 Year in the past

5 records displayed

Date	Account Code	Payee Name	Amount	Reference	Building Number	Building Name
30/04/2024	08200040	JEAN CECCHINATO	2.00	F0000005	354235	Craig Keep
22/04/2024	08200413	Craig	51.00	F0000001	354235	Craig Keep
22/04/2024	08200413	Craig	11.00	F0000003	354235	Craig Keep
22/04/2024	08200413	Craig	10.00	F0000002	354235	Craig Keep
08/04/2024	02100001	Craig Jeffcoat	144.00	F0000004	354235	Craig Keep

Search Meetings - Craig Keep 354235

Refresh Export Advanced Saved Search: Meetings Held

Field Condition Value

Current Building

Meeting Date is on or after Specific Dates 1 Year in the past

3 records displayed

Building Number	Building Name	Account Manager	Meeting Type	Meeting Date	Timezone	Location	Comments	Notice Sent	Nomination
354235	Craig Keep		Committee	14/05/2024 12:00 AM					
354235	Craig Keep		Committee	04/09/2024 12:00 AM					
354235	Craig Keep		Annual General	04/10/2024 12:00 AM					

Search Logs

Refresh Export Advanced Saved Search: Invoices Submitted for Approval

Field Condition Value

Current Building

Category is equal to InvoiceHub

Date/Time is on or after Specific Dates 1 Year in the past

Description contains Submitted

7 records displayed

Date/Time	Log Lev	Username	Description	Building	Category
31/10/2024 2:37:28 PM	Info	craig.jeffcoat	Submitted invoice '654' to the Invoice Hub	354235	InvoiceHub
31/10/2024 2:34:57 PM	Info	craig.jeffcoat	Submitted invoice '46' to the Invoice Hub	354235	InvoiceHub
29/10/2024 8:49:37 AM	Info	craig.jeffcoat	Submitted invoice '31' to the Invoice Hub	354235	InvoiceHub
29/10/2024 8:48:25 AM	Info	craig.jeffcoat	Submitted invoice '31' to the Invoice Hub	354235	InvoiceHub
29/10/2024 8:37:58 AM	Info	craig.jeffcoat	Submitted invoice '31' to the Invoice Hub	354235	InvoiceHub
29/10/2024 8:32:30 AM	Info	craig.jeffcoat	Submitted invoice '31' to the Invoice Hub	354235	InvoiceHub
29/10/2024 8:30:33 AM	Info	craig.jeffcoat	Submitted invoice '31' to the Invoice Hub	354235	InvoiceHub

Search Roll - CRAIG KEEP 56656

Refresh Export Advanced

Field Condition Value

Current Building

Roll Position is equal to Owner

Ownership Change Type is equal to Transfer

Owner Acquired Date is on or after Specific Dates 1 Year in the past

Priority Order is equal to 0

2 records displayed

Roll Position	Reference Name	Contact Title	Lot Number	Unit Number	Debtor Account Code
Owner	test test	test test	1	1	02100001
Owner	Smith and James Company	Smith and James Company	4	4	02100004

