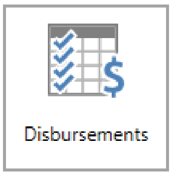
Disbursements

Last Modified on 12/03/2025 2:50 pm 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.

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*.

To stop a disbursement from being charged, simply remove the tick from its box.

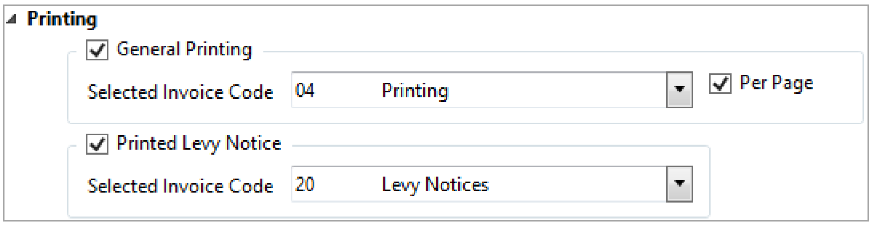
Printing

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.



Payments

Printed Cheques

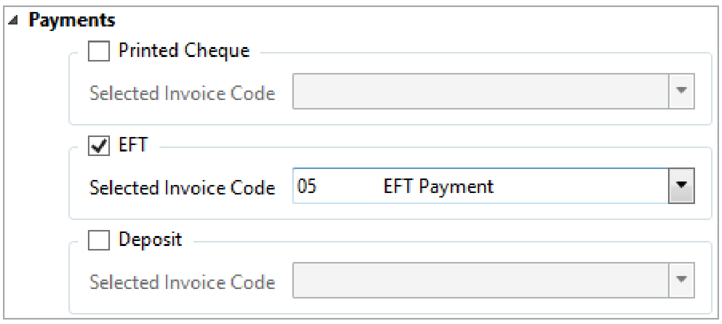
This counts each cheque printed from the ***Payments*** screen, regardless of the number of pages.

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.



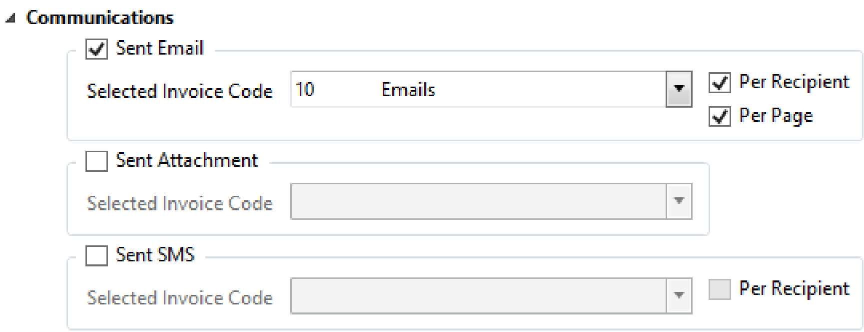
Communications

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.

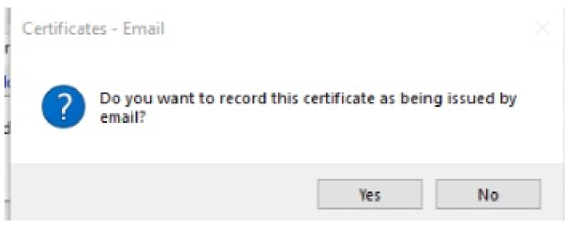
Sent SMS
The number of SMS messages sent out of StrataMax. E.g. If the *Invoice Code* amount for SMS is $1.00, one SMS to four recipients will generate one SMS charge of $1.00. However, by ticking *Per Recipient,* one SMS to four recipients will generate a charge of $4.00.



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.

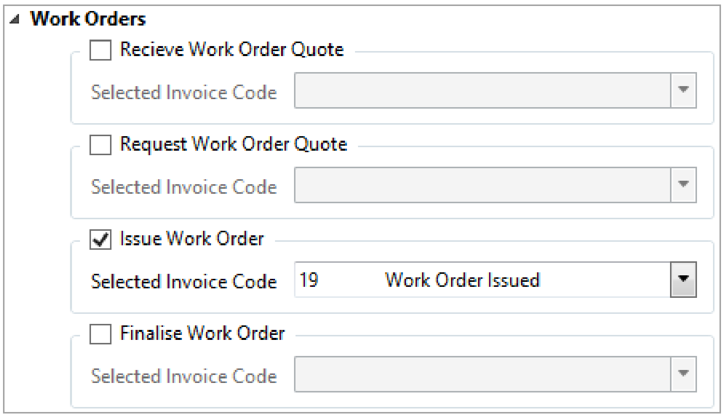
If *General Printing* and *Email Disbursements* are enabled in the ***Disbursements*** screen as well, a charge will already be raised to print or email Quotes and Work Orders. By enabling these options a second charge will be raised for Quotes and Work Orders.

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.

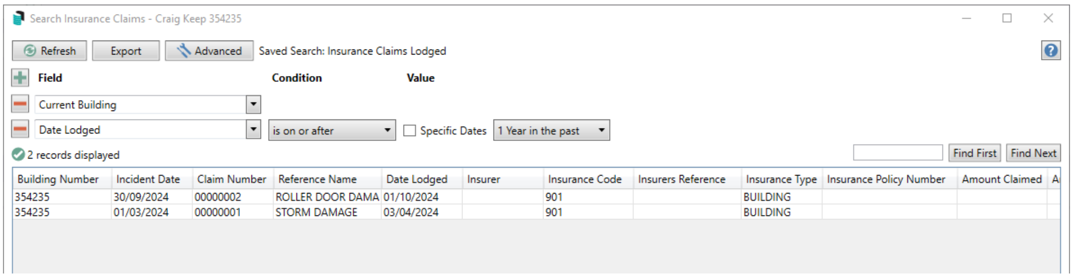
Finalise Work Order
The number of work orders that have been finalised in either ***TaskMax*** or ***Creditor Invoices***.



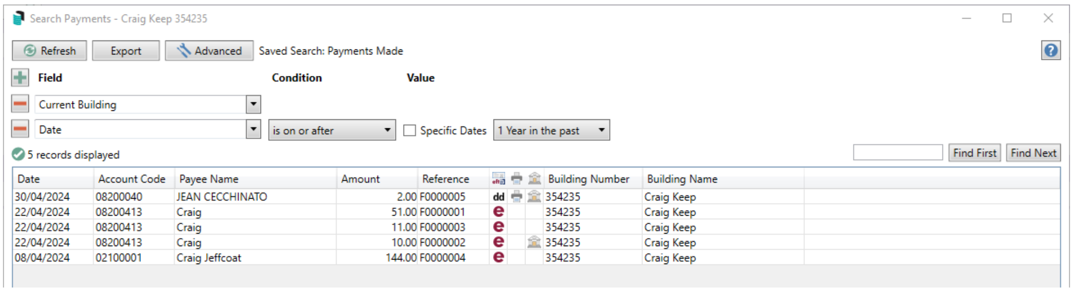
Reporting / Functions Performed

There are varying state legislative requirements around reporting functions performed by managers; section 55 in the NSW Strata Legislation as an example. If the disbursements are setup to record, TRMax has reports that are available that can be run for a specific date range and include additional recoveries entered manually into TRMax. The recommended TRMax report template to get this data is the Period Report - Summary.

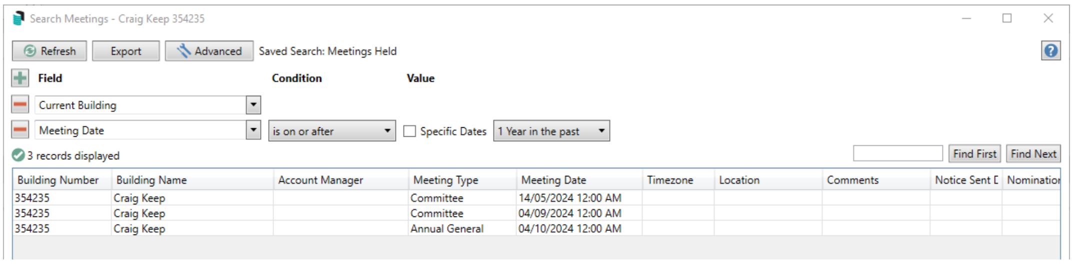
In addition to reporting from TRMax, searches can be used to report to excel &/or be saved as a Dashboard for quick reference. Some examples are provided below:



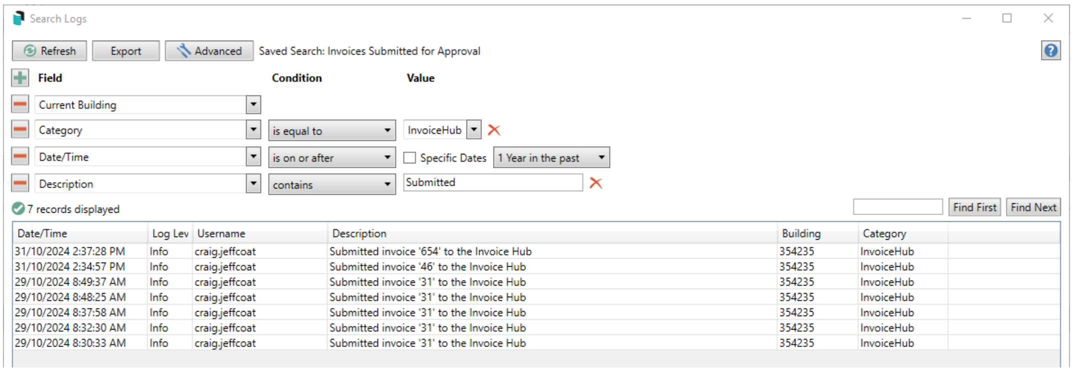
Building Number	Incident Date	Claim Number	Reference Name	Date Lodged	Insurer	Insurance Code	Insurers Reference	Insurance Type	Insurance Policy Number	Amount Claimed	A
354235	30/09/2024	00000002	ROLLER DOOR DAMA	01/10/2024		901		BUILDING			
354235	01/03/2024	00000001	STORM DAMAGE	03/04/2024		901		BUILDING			



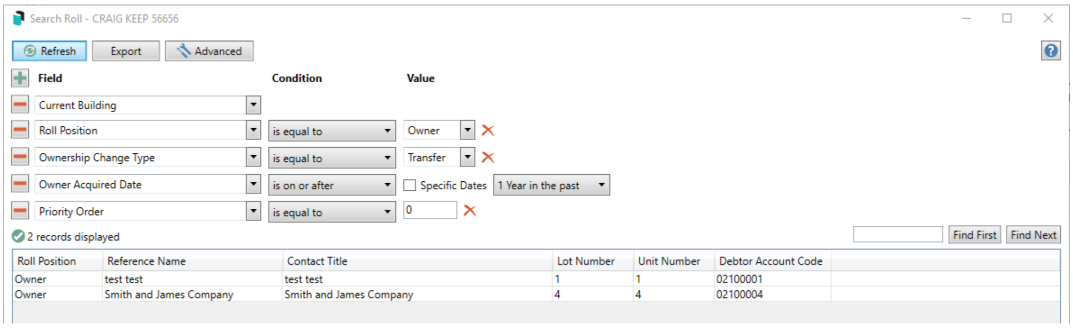
Date	Account Code	Payee Name	Amount	Reference				Building Number	Building Name
30/04/2024	08200040	JEAN CECCHINATO	2.00	F0000005	dd			354235	Craig Keep
22/04/2024	08200413	Craig	51.00	F0000001	e			354235	Craig Keep
22/04/2024	08200413	Craig	11.00	F0000003	e			354235	Craig Keep
22/04/2024	08200413	Craig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



Building Number	Building Name	Account Manager	Meeting Type	Meeting Date	Timezone	Location	Comments	Notice Sent D	Nominatio
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					



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



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