Meeting Hub | Merge Fields

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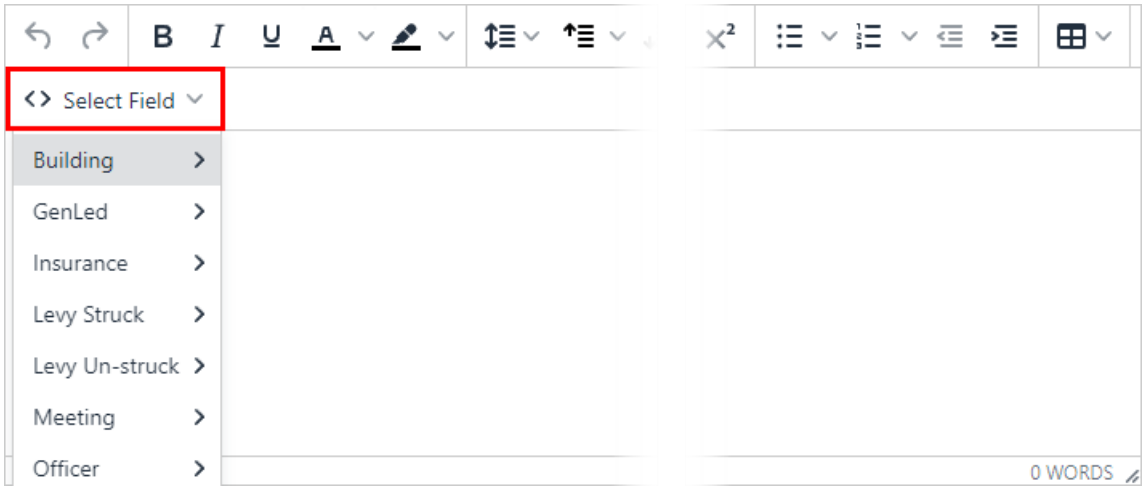
This article provides a reference for merge fields in Meeting Hub motions. The icon for Meeting Hub may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

> Meeting Hub merge fields are only able to be inserted when creating or editing*Standard Motions*.



Meeting Hub Merge Fields | Building

- **Account Manager Email Address**: Selected in ***Building Information***, and the info is in***Account Manager Edit***.
- **Account Manager Name**: Selected in ***Building Information***, and the info is in***Account Manager Edit***.
- **Admin Fund Expenditure Budget**: In ***Budget Update***, in the totalling field near the bottom called 'Total Admin. Expenditure' - account code 189. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of

the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST.

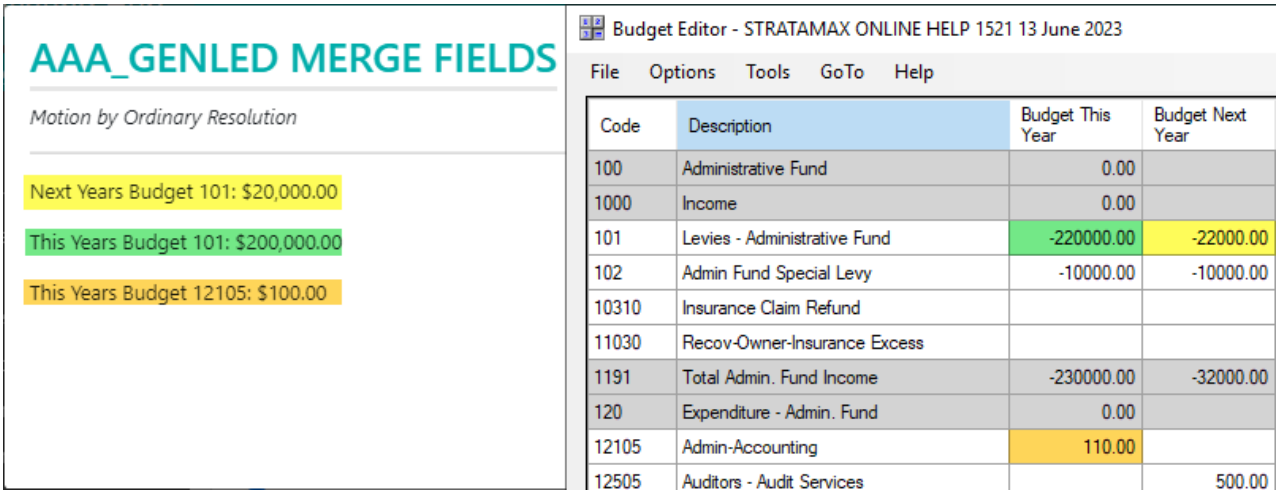
- **Admin Fund Levy Income Budget**: In ***Budget Update***, in the field near the top called 'Levies - Administrative Fund' - account code 101. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST. i.e. $220,000.00 in ***Budget Update*** will display as $200,000.00 in Meeting Hub.
- **Total Number Contribution Entitlements**: In ***Building Information***, in the 'Aggregate Entitlements' field, the number for 'Contribution Entitlements'.
- **Audit Done (Y/N)**: In ***Building Information***, in the 'Financial Year Audit' field, it observes the current year's 'Audit Done' tick box.
- **Auditor Name**: In ***Building Information***, in the 'Financial Year Audit' field, it observes the current year's 'Auditor Name' field.
- **Building Long Name**: In ***Building Information***, check the 'Building Long Name' field.
- **Building Name**: In ***Building Information***, check the 'Body Corporate Name' field.
- **Building Number**: This checks the internal StrataMax database. It's displayed in the *Building Selector.*
- **Building Type**: In ***Building Information***, next to the 'State, Legislation & Type' field, check the 'Type' drop-down menu.
- **Community/Precinct/BMC**: In ***Building Information***, check the 'Community Scheme DP' field.
- **Current Financial Year End Date**: In ***Building Information***, next to the 'Financial Year' field, check the 'End' date.
- **Current Financial Year Start Date**: In ***Building Information***, next to the 'Financial Year' field, check the 'Start' date.
- **Insurance Valuation**: In ***Inspections***, make sure there is a *Category* called 'INSURANCE VALUATION' (needs to use this exact spelling). Check the 'Result' field, which should be a figure without commas or decimals. For example, '125000' will display in Meeting Hub as $125,000.00
- **Last AGM Date**: In ***Building Information***, next to the 'Annual General Meeting' field, check the 'Last Meeting' date.
- **Last Audit Date**: In ***Building Information***, in the 'Financial Year Audit' field, it observes the current year's 'Audit Date' date.
- **Last Committee Meeting Date**: In ***Building Information***, next to the 'Committee Meeting' field, check the 'Last Meeting' date.
- **Last Fire Safety Report Date**: In ***Inspections***, make sure there is a *Category* called 'FIRE SAFETY EQUIPMENT' (needs to use this exact spelling). Meeting Hub checks the date in the 'Last Done' field.
- **Last GM Date**: In ***Building Information***, it will look for the most recent meeting date in the 'Annual General Meeting' and 'Extraordinary General Meeting' fields.
- **Last Insurance Commission Amount Paid**: In ***Building Information***, the 'Insurance Commission Last Amount' field.

- **Last Insurance Commission Paid Date:** In ***Building Information***, the 'Insurance Commission Last Paid' field.
- **Last Insurance Valuation By**: In ***Inspections***, make sure there is a *Category* called 'INSURANCE VALUATION' (needs to use this exact spelling). Check the 'Last Inspected by' field.
- **Last Insurance Valuation Date**: In ***Inspections***, make sure there is a *Category* called 'INSURANCE VALUATION' (needs to use this exact spelling). Check the date in the 'Last Done' field
- **Last Pest Control Date**: In ***Inspections***, make sure there is a *Category* called 'PEST CONTROL' (needs to use this exact spelling). Check the date in the 'Last Done' field.
- **Last Sinking Fund Report By**: In ***Inspections***, make sure there is a *Category* called 'SINKING FUND REPORT' (needs to use this exact spelling). Check the 'Last Inspected by' field.
- **Last Sinking Fund Report Date**: In ***Inspections***, make sure there is a *Category* called 'SINKING FUND REPORT' (needs to use this exact spelling). Check the date in the 'Last Done' field
- **Last Termite Inspection Date**: In ***Inspections***, make sure there is a *Category* called 'TERMITE' (needs to use this exact spelling). Check the date in the 'Last Done' field.
- **Last Workplace H & S Inspection Date**: In ***Inspections***, make sure there is a *Category* called 'WORKPLACE H & S' (needs to use this exact spelling). Check the date in the 'Last Done' field.
- **Next Sinking Fund Report Due**: In ***Inspections***, make sure there is a *Category* called 'SINKING FUND REPORT' (needs to use this exact spelling). Check the 'Next Due' field.
- **Previous Financial Year Start Date**: This checks the internal StrataMax database, and is displayed in the 'Old Year' field in the *Year Selector.*
- **Previous Financial Year End Date**: This checks the internal StrataMax database, and is displayed in the 'Old Year' field in the *Year Selector.*
- **Regulatory Module**: In ***Building Information***, next to the 'State, Legislation & Type' field, check the 'Regulatory Module' drop-down menu.
- **Sinking Fund Expenditure Budget**: In ***Budget Update***, in the totalling field near the bottom called 'Total Sink. Fund Expenditure' - account code 289. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST.
- **Sinking Fund Levy Income Budget**: In ***Budget Update***, in the field near the top called 'Levies - Sinking Fund' - account code 201. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST. I.e. $220,000.00 in ***Budget Update*** will display as $200,000.00 in Meeting Hub.
- **Tenant Representative Name**: In ***Office Bearers***, the must be a currently appointed member (i.e. not resigned) that holds the *Office* of 'Tenant Rep'. Meeting Hub will use the name/characters in the contact's *Address Title (1)* field.

Meeting Hub Merge Fields | GenLed

When inserting 'GenLed' merge fields, an account code will need to be selected for each merge field. Check the ***Budget Update*** screen to see which codes have been used for each budget item for the building. Remember to observe both the 'Budget This Year' and 'Budget Next Year' columns.

- **Next Years Budget (acct code)**: In ***Budget Update***, under the 'Budget Next Year' column, check the figure for the selected code. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST. i.e., 110.00 in ***Budget Update*** will display as $100.00 in Meeting Hub.
- **This Years Budget (act code)**: In ***Budget Update***, under the 'Budget This Year' column, check the figure for the selected code. Note that the figure in Meeting Hub does not include GST, so if the building is GST registered and it says 'GST Registered-Net' at the bottom of the ***Budget Update*** screen, the figure in ***Budget Update*** will include GST. i.e., 110.00 in ***Budget Update*** will display as $100.00 in Meeting Hub.



Meeting Hub Merge Fields | Insurance

When inserting 'Insurance' merge fields, a policy will need to be selected. More often than not, we recommend using '901 - BUILDING' as this will most likely be the building's main policy, which is kept up to date and used throughout the system to check due dates, paid dates, premium cost, etc.

- **Insurance Broker/Agent (code):** In ***Insurance***, check the 'Broker/Agent' field.
- **Insurance Company (code):** In ***Insurance***, check the 'Company' field.
- **Insurance Due Date (code):** In ***Insurance***, check the 'Due Date' field.
- **Insurance Excess Details 1 (code):** In ***Insurance***, check the 'Excess Details (1)' field.
- **Insurance Excess Details 2 (code):** In ***Insurance***, check the 'Excess Details (1)' field.
- **Insurance Policy Number (code):** In ***Insurance***, check the 'Policy Number' field.
- **Insurance Policy Type (code):** In ***Insurance***, check the 'Policy Type' field.

- **Insurance Premium (code):** In ***Insurance***, check the 'Premium' field.
- **Insurance Sum Insured (code):** In ***Insurance***, check the 'Sum Insured' field.

Meeting Hub Merge Fields | Levy Struck & Un-Struck

When inserting 'Levy Struck' and 'Levy Un-Struck' merge fields, a levy fund/invoice code will need to be selected, as well as an index number for the period. All data for these fields are from the ***Levy Management*** screen.

Only the below levy funds/invoice codes can be selected in Meeting Hub. Any levies for other levy funds/invoice codes will need to be entered manually.

- 01 - Admin
- 05 - Admin Fund Special
- 07 - Sinking/Cap Works, Maint Fund
- 11 - Sinking/Cap Works, Maint Fund Special

Levy Struck

All data for these fields are from the***Levy Management*** screen and observes any levies that have been struck.

- Levy Struck Discount Rate (Fund Code + Index Number): Discount Rate (01, 1)
- Levy Struck Due Date (Fund Code + Index Number):Due Date (01, 1)
- Levy Struck Period (Fund Code + Index Number):Period (01, 1)
- Levy Struck Rate Per U/E (Fund Code + Index Number):Rate per U/E (01, 1)
- Levy Struck Total Gross Charge (Fund Code + Index Number):Total Gross Charge (01, 1)
- Levy Struck Total Net Charge (Fund Code + Index Number):Total Net Charge (01, 1)

Levy Un-Struck

All data for these fields are from the***Levy Management*** screen and observes any levies that have not yet been struck.

- Levy Un-Struck Discount Rate (Fund Code + Index Number):Discount Rate (01, 1)
- Levy Un-Struck Due Date (Fund Code + Index Number):Due Date (01, 1)
- Levy Un-Struck Period (Fund Code + Index Number):Period (01, 1)
- Levy Un-Struck Rate Per U/E (Fund Code + Index Number):Rate per U/E (01, 1)
- Levy Un-Struck Total Gross Charge (Fund Code + Index Number):Total Gross Charge (01, 1)

- Levy Un-Struck Total Net Charge (Fund Code + Index Number):Total Net Charge (01, 1)

Meeting Hub Merge Fields | Meeting

All data for these fields are within Meeting Hub, in the meeting details screen, and entered during the meeting creation process.

- Meeting Date & Time
- Meeting Location
- Meeting Location Details
- Meeting Location State
- Meeting Time Zone
- Meeting Type
- Nominated By Lot Number

Meeting Hub Merge Fields | Officer

All data for these fields are obtained from the ***Office Bearers*** screen.

- Full Name
- Office Held
- Owner of Lot