

BODY CORPORATE RECORDS AND YOUR ON-LINE PORTAL

Stratamax is an industry specific software programme that provides the ability for a body corporate to manage its records. Financial and other records are contained in an electronic format which includes an online information and reporting service for lot owners.

SSKB manage the daily upload of information to the online Portal where all owners and committee are able to access information. The portal is an online site which holds specific information relating to your Body Corporate. Each Body Corporate has the ability to customise their site with additional documents if they wish. SSKB are able to assist with this process.

A committee may wish to have newsletters or a schedule of specific information of general items of importance relative to their building or upcoming events. These documents can all be uploaded by SSKB if required.

Each night all transactions for the day are uploaded to the Portal by SSKB so that payments, receipts and changes to records are available to the committee and owners. All information is secure and available only to authorised owners. The committee can also view and authorise all invoices online so that they can manage payment of accounts quickly and effectively.

Each owners is given personalised pin numbers and access details when they become an owner in the body corporate and they are able to log in and view their details as listed below. Owners with multiple lots can also link their ID's rather than having to use multiple Ids.

The site is able to be accessed via the www.sskb.com.au website from a link on the home page or direct via www.stratamax.com.au/portal. This is invaluable for overseas owners to stay in touch with their Body Corporate. The site is live and accessible 24 hours a day, seven days a week from anywhere in the world. Owners are able to access and view their payments, change their address or view their details.

TWO LEVELS OF ACCESS ARE AVAILABLE:

As an Owner

- Personal Owner information including levy account history
- Financial Statements for the current year
- Insurance details for the current policy held
- Committee and General Meeting minutes and agendas
- Community Management Statement (CMS) / By-Laws + Exclusive use
- Sinking Fund Report
- Asset Register – list of Body Corporate assets
- Submit changes of address / update their details
- Obtain a certificate of currency (chargeable)

As a Committee Member

Additional documents available under your log-in –

- Owners List
- Financial Statements – for the current and previous year
- Committee Members Report – current contact details for committee members
- Unpaid Invoices Report – outstanding invoices

- Invoice Activity Report – Report detailing all invoices and whether paid or not
- Aged Balance List
- Monthly Status Report – this is a monthly report generated at the end of the first week of the following month and includes all activity for the building. The report includes details of:
 - All cheques and EFT's drawn
 - All receipts and payments, including bank charges etc for the month.
 - Bank account details such as the balance of the account, un-presented cheques and credits and total funds available are also included.
 - Details of roll changes such as updated address details and changes of ownership are also included.

For those committee members who like to check on transactions each month, this report is invaluable as the reports stay on Stratamax continuously for a given 12 month period.

These reports are listed under “as a Committee Member”. The reports are updated each night so that the information is current. Once you have access to these additional reports you will be able to email these to yourself or view online. The Status Report is a valuable tool for committee members and is generated and uploaded to the Portal at the beginning of each month so that you can keep track of all transactions carried out for the previous month.

Committee members are automatically updated to the Committee level when their details are entered into the Body Corporate electronic records as a committee member. Therefore, your user ID and password remain the same. Once a committee member is registered, the system will recognise the change in their status and when they next log in they will see a new button “Show Committee Reports and Documents”.

Individual Strata Documents

SSKB manually uploaded the Community Management Statement, Sinking Fund Report and minutes and agendas for each building to the site. Other documents which may be requested by the Committee for access either by owners or just committee members can be requested for upload.

Customised Website Pages

The Portal now has the ability to be customised so that individual strata schemes can opt to have their own specialised page as well as the Home Page. This feature would suit schemes that have various common area facilities where information could be provided on their usage, rules and availability. Also schemes that are active in providing information to lot owners and produce their own newsletter could post current news and upcoming events.

The Invoice Hub

Stratamax provides an online Invoice Approval System which allows for invoices to be scanned by SSKB and uploaded and sent to the authorised committee member/s to approve and sign off for payment. The system will then forward the approved invoice for payment to SSKB. SSKB then processes cheques or EFT payments once the authorised invoice is received.

If there are any queries regarding the invoice, the system will log the invoice for query and it will go on hold so that SSKB can investigate the query. This is an efficient way to pay creditors, with the added bonus of all invoices also being captured electronically for future access.