

BODY CORPORATE RECORDS AND YOUR ON-LINE PORTAL

SSKB manage the daily upload of information to the On-line Portal for Owners and Committee to access information. The portal holds specific information relating to your Body Corporate. Each Body Corporate can customise their site with additional documents if they wish. SSKB can assist with this process.

Committee members are automatically updated to the Committee section 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 you are registered as a Committee member, the system will recognise the change in status when you next log in.

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 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.

As a Committee Member

Additional documents available under your log-in are:

- 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”. 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.

The Invoice Hub

The Committee can also view and authorise all invoices on-line through the use of the Invoice Hub so that they can manage payment of accounts quickly and effectively.

SSKB upload and invoices to the Hub for authorised Committee member/s to approve for payment. SSKB will process cheques or EFT payments once the authorised invoices are 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.