Word .doc Merge Fields

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This article refers to the lists of merge fields available in ***Merge Letters*** and ***Report Distribution*** for Microsoft Word documents. For a list of merge fields included using the .LET StrataMax Letter style, please see this article *Notepad .LET Merge Fields*.

The tables below include the categories and original merge field names available in ***Merge Letters*** and ***Report Distribution***.

Explanatory Reference

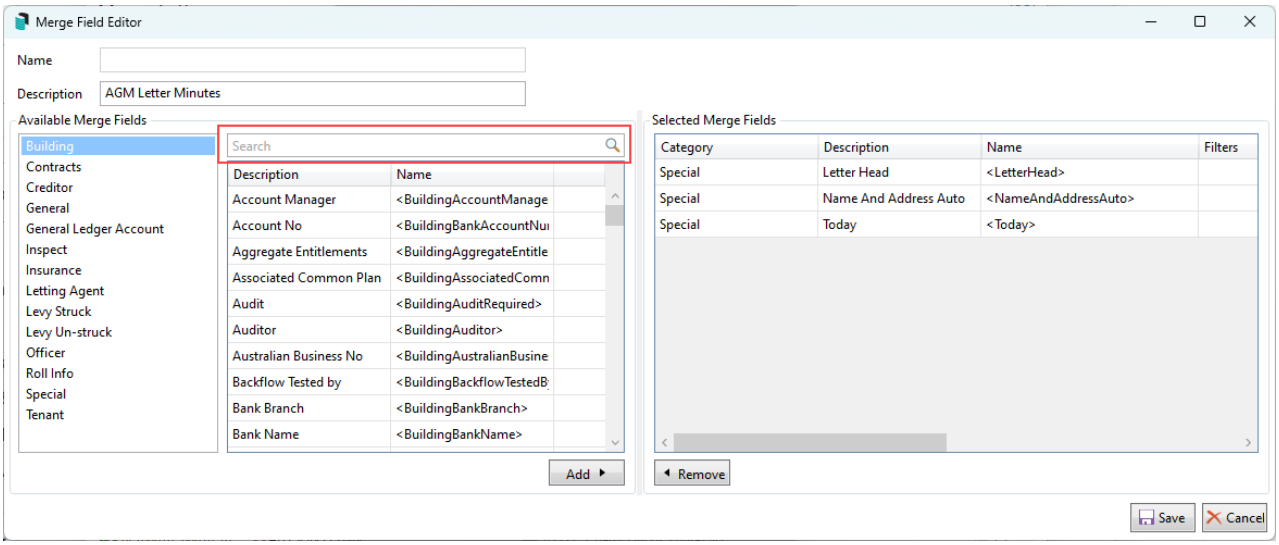
Category	StrataMax Menu Fields are from:
Building Merge Fields	Building Information
Contracts Register Merge Fields	Contracts Register
Creditors Merge Fields	Creditor Maintenance
Data Formatting Merge Fields	Formatting
General Merge Fields	Other Fields
General Ledger Merge Fields	General Ledger & Other Fields
Inspections Merge Fields	Inspections Register
Insurance Merge Fields	Insurance Menu
Letting Agents Merge Fields	Letting Agent Tab
Levy Control Merge Fields	Levy Management
Levies UnStruck Merge Fields	Levy Management
Office Bearers Merge Fields	Office Bearers
Roll Information Merge Fields	Roll
Special Merge Fields	Inserts Merge Code only
Tenant Merge Fields	Lessee

Merge Field Editor

The 'Merge Field Editor' window is where all the available merge fields are; either using the category list to identify merge fields or the search field can assist with locating merge fields to add to a document.

1. Search or select ***Merge Letters*** from Main or Sub-Group.

2. From the Report Selection window, click *Merge Letters*
3. Click *Fields* to display the *Merge Field Editor* screen, where merge fields can be added or removed.
4. Click *Save* to save any merge fields.



List of Data Formatting Commands with Field Codes

<Building-12-Less(42)days-WordDate-12>

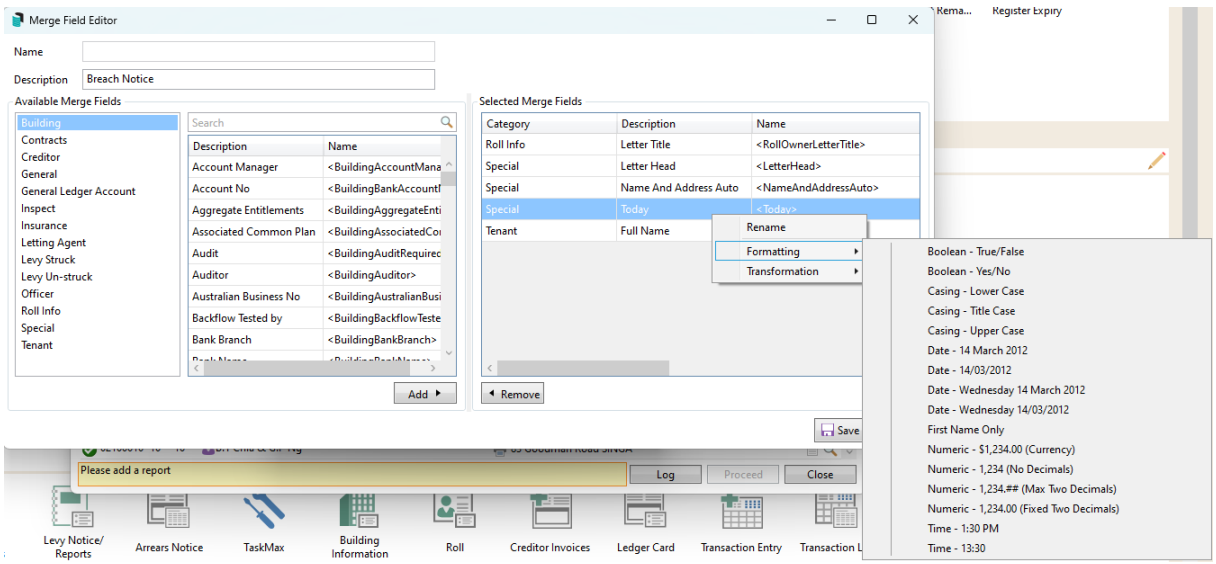
The example above will show the financial year end plus 42 days in the following format: 12 July 2014. If the date format is not specified, StrataMax will use the system date format of your computer.

The field number ('12' in the example above) must be the same in both field positions.

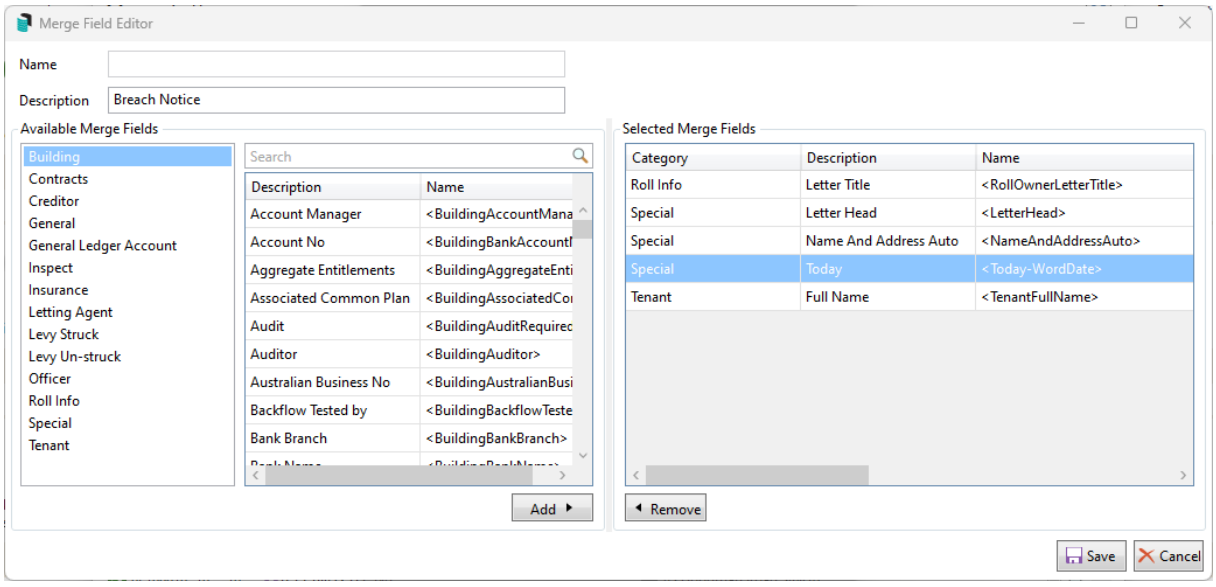
-Trim021	Removes leading 02100000 from owner account codes
-Less(??)Days	Adjust inserted data (if a date) by the number of days inside brackets
-Plus(??)Days	Adjust inserted data (if a date) by the number of days inside brackets
-Less(??)Months	Adjust inserted data (if a date) by the number of months inside brackets
-Plus(??)Months	Adjust inserted data (if a date) by the number of months inside brackets
-WordDate	Prints date in words

1. Search or select ***Merge Letters*** from Main or Sub-Group.

2. From the Report Selection window, click *Merge Letters.*
3. Click *Fields* to display the *Merge Field Editor* screen.
4. Select the merge field that requires formatting and right-click. Appy Formatting (Full List of commands) or Transformation (Short List of Commands)



5. Select the formatting command to apply.



6. Apply any other formatting commands as needed.
7. Click *Save*.

To update any formatted merge fields, these will need to be deleted and re-added as needed.

Building Merge Fields

The Building Merge Fields extract information entered in the ***Building Information*** menu.

Legacy Merge Field No.	Merge Field Name
231	Account Manager
170	Account No.
11	Aggregate Entitlements
246	Associated Common Plan
22	Audit
87	Auditor
108	Australian Business No.
261	Backflow Tested By
169	Bank Branch
168	Bank Name
2	Body Corp No
3	Body Corporate Name
72	Body Corporate Name - Long Name
223	Builder Address
224	Builder Address
225	Builder Address
228	Builder Comments
233	Builder Fax
227	Builder Mobile
222	Builder Name
226	Builder Telephone
28	Building Valuation Amount
30	Building Valuation Date
50	Committee Spending Limit
237	Community Scheme D.P.
248	CTS No.
199	Date of Construction
9	Date of Registration of Plan
20	Date Taken On
216	Developer Address (1)
217	Developer Address (2)
218	Developer Address (3)
221	Developer Comments

232	Developer Facsimile
220	Developer Mobile
215	Developer Name
219	Developer Telephone
144	Emergency Lighting Last Inspected
145	Emergency Lighting Next Due
241	Facsimile (Charge Units)
12	Financial Year End
244	Financial Year Start
148	Fire Safety Equipment Last Inspected
149	Fire Safety Equipment Next Due
200	Fire Sprinklers
14	First Annual General Meeting
245	Grace Days
239	Higher Interest Period (Days)
76	Insurance Valuation
97	Insurance Valuation By
75	Insurance Valuation Date
163	Interest Days
15	Last Annual General Meeting
265	Last Audit Date
259	Last Backflow Tested
193	Last Committee Meeting Date
252	Last Financial Year End Date
251	Last Financial Year Start Date
71	Last General Meeting
120	Last Insurance Commission Amount
119	Last Insurance Commission Paid
262	Last Maintenance Report
79	Last Meeting Date
13	Levy Year End
110	Lift Registration Next Due
6	Location (1)
7	Location (2)
8	Location (3)
264	Maintenance Report Prepared By
230	Management Fee

111	Meeting Address
16	Next Annual General Meeting
211	Next Annual General Meeting Time
260	Next Backflow Test Due
195	Next Committee Meeting Date
74	Next General Meeting
263	Next Maintenance Report
258	Next Meeting Time
197	No. of Commercial Units
198	No. of Residential Units
201	No. of Storeys
134	Number of Cheques Printed
35	Number of Lifts
10	Number of Lots
133	Number of Notices Printed
135	Number of Pages Printed
62	Number of Pools
136	Overdue Interest By-law number
77	Overdue Levy Interest Rate
229	Overdue Levy Interest Rate (2)
182	Pest Control Last Inspected
183	Pest Control Next Due
242	Photocopies (Charge Units)
5	Plan No
243	Postal Charges
249	Principal/Subsidiary/Stand Alone
234	Registered Address (1)
235	Registered Address (2)
236	Registered Address (3)
247	Regulatory Module
18	Seal Reference
88	Sinking Fund Report - Last
102	Sinking Fund Report - Prepared by
253	SMS's Sent
165	State
141	Tax File Number
240	Telephone (Charge Units)

146	Termite Last Inspected
147	Termite Next Due
250	Total Interest Entitlements
214	Trust Account (Y/N)
4	Type
202	Type of Construction-Floors
203	Type of Construction-Walls
79	Type of Last Meeting
n/a	Web Address
143	Workplace Health & Safety Last Due
142	Workplace Health & Safety Last Inspected
106	Workplace Health & Safety Prepared By

Contracts Register Merge Fields

The ***Contracts Register*** merge fields extract information entered for the chosen contract in the ***Contracts Register*** menu. StrataMax uses the code number, therefore if producing a global merge document, to ensure accuracy of information reported, the same code number would need to be used for same contract types in all your buildings.

Legacy Merge Field No.	**Merge Field Name**
14	Basis of Remuneration
4	Category
2	Code Number
15	Commencement Date
30	Common Property Group
6	Contract Address (1)
7	Contract Address (2)
8	Contract Address (3)
5	Contractor Name
18	Copy of Agreement on File?
20	Date of Advice from Financier
21	Date of Withdrawal of Financier
10	Delegated Powers
9	Details of Duties
31	Doc ID (DocMax Document ID)
11	Estimated Cost of Contract

13	Estimated Cost of Outlays
12	Estimated Cost of Remuneration
29	Expiry Date
28	Increase Due
27	Increase Rate
26	Last Renewal Date
19	Name of Financier
24	Next Option Renewal Date
25	Option Notice Period
17	Option Notice Period
3	Options
16	Reference Number
23	Termination Date
22	Workers Comp Number

Creditors Merge Fields

The Creditors Merge Fields are directly from the data in ***Creditor Maintenance***.

Legacy Merge Field No.	**Merge Field Name**
42	Accountant's Name
34	Address (1)
35	Address (2)
36	Address (3)
58	Australian Business No.
100	Bank Account No.
99	BSB Number
60	Builders Licence Details
2	Code
65	Comments (1)
111	Contractor Industry
3	Description
98	EFT Active
130	Email Address
52	Facsimile Number
115	GST Registered

57	Indemnity Insurer
56	Issue Work Orders by
108	Letter Title
62	Licence Expiry Date
105	Location ID
129	Maxinfo Reg No.
95	PAYG Tax Rate
64	Prof. Indemnity Expiry Date
55	Prof. Indemnity Policy No.
82	Prompt/Preferred Banned
85	Public Liability Expiry Date
119	Public Liability Insurer
120	Public Liability Policy No.
53	Salutation
45	Salutation (2)
103	Telephone Mobile
51	Telephone Number
102	Telephone Number (2)
63	Workers Comp Expiry Date
112	Workers Comp Insurer
54	Workers Comp No.

Data Formatting

Data formatting changes the format from which they are entered in StrataMax. The benefit of applying data formatting is that it changes the format without merging and then editing the dates or calculating other dates.

For example, you may have inserted the 'Financial Year End' merge field (BuildingFinancialYearEnd), without applying any data formatting so that the date would display as *DD/MM/YY*. However, when the *'DayAndWordDate'* formatting merge field is applied to the financial year-end merge field, it will display as Thursday, 16 June 2023.

Adding Data Formatting

After the merge document has been created and all required merge fields are inserted, the below data formatting can be applied.

1. From the Merge Field Editor, select the *Category* list, select the appropriate merge field from within the category and click *Add* to add this to the *Selected Merge Field* area.

2. From the table of Selected Merge Fields, right-click and select *Formatting*. Select the formatting requirement for the field.
    - For example, «Building Financial YearEnd-DateandWordDate» will be displayed on Thursday, 16 June 2023.

This contains the format of *<<Today>>* merge field with data formatting applied with a Plus (??) Days format for one month with an additional Word Date format

Merge Field Name	**Example**
WordDate	Inserts Day and Date entered: Thursday 14/07/23
DayAndWordDate	Inserts Day and Word Date: Thursday 14th July 2020
First Name Only	Inserts First Name from the Full Name entered in the Roll
Less (??) Months	Deducts the # of months entered (??) from the date of the merge field chosen
Less (??) Days	Deducts the # of days entered (??) from the date of the merge field chosen
Money	Money format $0.00
Plus (??) Days	Adds the Number of Days inserted from the chosen field
Plus (??) Months	Adds the Number of Months inserted from the chosen field
Slash Date	This will remove the / between the numbers
Time12Hour	12 Hour Format: 10:00am
Title Case	This will use Title Case (same as Word)
Trim 021	Lot Owner Account number starts with 021, inserting this merge field before the account number will remove the first three digits
Trim Left(?)	This will remove the account number leaving just the lot number
Word Date	Displays in Word Date Format

Adding Transformation

Adding transformation will allow for merge fields to have a calculation applied to the merge field to wither add or remove characters or days when using date fields and can be useful when trying to produce a document that contains a reference to a date based on another date or removes the account number references when using these merge fields.

General Merge Fields

These general merge fields are very similar to the General Ledger merge fields, with the only difference being the General merge fields will report the merge field selected for either a lot owner, officer, creditor etc. As opposed to the General Ledger merge fields where you may select the year-to-date balance

merge field and select *012 Cash At Bank* to report the balance of the account.

Legacy Merge Field No.	Merge Field Name
30	30 Days
31	60 Days
32	90 Days
33	90+ Days
68	Admin Fund Balance
85	Admin Paid to Date
101	Advertising OK (Default=Y)
37	Alternative Notice Address (1)
38	Alternative Notice Address (2)
39	Alternative Notice Address (3)
12	Amount Updated
95	Annual Increase (%)
26	Apr Actual/Budget
18	Aug Actual/Budget
7	Balance Sheet (YN)
88	Bank
100	Bank Account No
89	Branch
99	BSB Number
67	BuildingCode
50	Car Space No
47	Carried Forward
133	Charge Interest (YN)
2	Code
65	Comments
61	Committee Member (YN)
54	Company Nominee
94	Contractor Industry
29	Current
64	Date of Arrears Notice
63	Date of Mortgagee Advice
62	Date of Transfer Advice
22	Dec Actual/Budget
3	Description
130	Email Address

9	End Report Flag (X_)
48	Entitlements
52	Facsimile Number
24	Feb Actual/Budget
78	First Activity
55	First Mortgagee
57	First Mortgagee Address (2)
59	First Mortgagee Facsimile
60	First Mortgagee Nominee
58	First Mortgagee Telephone
56	First Mortgagee's Address (1)
44	First Mortgagee's Address (3)
42	First Mortgagee's Address (4)
92	Interest Debit Date
23	Jan Actual/Budget
17	Jul Actual/Budget
28	Jun Actual/Budget
79	Last Activity
91	Last Arrears Notice
40	Last Year Amount Updated
13	Last Year Balance
132	Last Year Tax Amount
108	Letter Title
119	Levy Notice Address 1
120	Levy Notice Address 2
121	Levy Notice Address 3
114	Lot Number
25	Mar Actual/Budget
27	May Actual/Budget
10	Month to Date Bal.
93	Next Year Levy
16	Next Years Budget
34	Notice Address (1)
35	Notice Address (2)
36	Notice Address (3)
21	Nov Actual/Budget
20	Oct Actual/Budget

77	Other Balance
76	Overdue Interest Balance
113	Owner(s) Full Name
6	P/L Report (YN)
46	Payment Terms
43	Permanent Proxy
129	Plan No.
66	Postcode
14	Previous Year Bal.
34	Residential Address (1)
35	Residential Address (2)
36	Residential Address (3)
53	Salutation
45	Salutation (2)
73	Section 124(2) Balance
74	Section 30 (7) Balance
75	Section 33(3) & 33(4) Balance
72	Section 38A(3) Balance
19	Sep Actual/Budget
8	Should Be (+/-)
86	Sink Paid to Date
70	Sinking Fund Balance
69	Special Admin Fund Balance
71	Special Sinking Fund Balance
41	Split Lot Details
117	Storage Space
131	Tax Code
103	Telephone Mobile
51	Telephone Number
102	Telephone Number (2)
15	This Years Budget
4	Type (H/P/1-9X)
5	Underline Total? (YN)
49	Unit Number
96	Update Code
82	Use Alt Address for Levy Notice
112	Workers Comp No.

11	Year to Date Bal.

General Ledger Merge Fields

The general ledger merge fields allow you to select a merge field, then select the general ledger account code to report the information. As an example this would be used to report the Year-to-Date balance for the 'Cash at Bank' account.

Legacy Merge Field No.	Merge Field Name
30	30 Days
31	60 Days
32	90 Days
33	90+ Days
68	Admin Fund Balance
85	Admin Paid to Date
101	Advertising OK (Default=Y)
37	Alternative Notice Address (1)
38	Alternative Notice Address (2)
39	Alternative Notice Address (3)
12	Amount Updated
95	Annual Increase (%)
26	Apr Actual/Budget
18	Aug Actual/Budget
7	Balance Sheet (YN)
88	Bank
100	Bank Account No
89	Branch
99	BSB Number
67	BuildingCode
50	Car Space No
47	Carried Forward
133	Charge Interest (YN)
2	Code
65	Comments
61	Committee Member (YN)
54	Company Nominee
94	Contractor Industry

29	Current
64	Date of Arrears Notice
63	Date of Mortgagee Advice
62	Date of Transfer Advice
22	Dec Actual/Budget
3	Description
130	Email Address
9	End Report Flag (X_)
48	Entitlements
52	Facsimile Number
24	Feb Actual/Budget
78	First Activity
55	First Mortgagee
57	First Mortgagee Address (2)
59	First Mortgagee Facsimile
60	First Mortgagee Nominee
58	First Mortgagee Telephone
56	First Mortgagee's Address (1)
44	First Mortgagee's Address (3)
42	First Mortgagee's Address (4)
92	Interest Debit Date
23	Jan Actual/Budget
17	Jul Actual/Budget
28	Jun Actual/Budget
79	Last Activity
91	Last Arrears Notice
40	Last Year Amount Updated
13	Last Year Balance
132	Last Year Tax Amount
108	Letter Title
119	Levy Notice Address 1
120	Levy Notice Address 2
121	Levy Notice Address 3
114	Lot Number
25	Mar Actual/Budget
27	May Actual/Budget
10	Month to Date Bal.

93	Next Year Levy
16	Next Years Budget
34	Notice Address (1)
35	Notice Address (2)
36	Notice Address (3)
21	Nov Actual/Budget
20	Oct Actual/Budget
77	Other Balance
76	Overdue Interest Balance
113	Owner(s) Full Name
6	P/L Report (YN)
46	Payment Terms
43	Permanent Proxy
129	Plan No.
66	PostCode
14	Previous Year Bal.
34	Residential Address (1)
35	Residential Address (2)
36	Residential Address (3)
53	Salutation
45	Salutation (2)
73	Section 124(2) Balance
74	Section 30 (7) Balance
75	Section 33(3) & 33(4) Balance
72	Section 38A(3) Balance
19	Sep Actual/Budget
8	Should Be (+/-)
86	Sink Paid to Date
70	Sinking Fund Balance
69	Special Admin Fund Balance
71	Special Sinking Fund Balance
41	Split Lot Details
117	Storage Space
131	Tax Code
103	Telephone Mobile
51	Telephone Number
102	Telephone Number (2)

15	This Years Budget
4	Type (H/P/1-9X)
5	Underline Total? (YN)
49	Unit Number
96	Update Code
82	Use Alt Address for Levy Notice
112	Workers Comp No.
11	Year to Date Bal.

Inspections Merge Fields

The inspections merge fields extract information entered for the chosen inspection type. StrataMax uses the code number, therefore if producing a global merge document, to ensure accuracy of information reported, the same code number would need to be used for same type of inspections in all of your buildings.

Legacy Merge Field No.	**Merge Field Code**
2	Code
3	Category
4	Period
5	Next Due
6	Last Done
7	Last Inspection by (Code)
8	Last Inspected by
9	Result
10	Result Rating
11	Report Doc ID
12	Property Details A/C
12	Property Details
14	Special Instructions

Insurance Merge Fields

The Insurance merge fields are the same as in ***Insurance***. You may extract the data for each policy type, StrataMax uses the code number, therefore if producing a global merge document, to ensure accuracy of information reported, the same code number would need to be used for same insurance policy types in all of your buildings.

Legacy Merge Field No.	Merge Field Name
11	Broker/Agent
12	Broker/Agent (1)
13	Broker/Agent (2)
2	Code
16	Comments
5	Company
17	Date Last Paid
8	Due Date
9	Excess Details (1)
10	Excess Details (2)
15	Facsimile
6	Policy Number
3	Policy type
7	Premium
4	Sum Insured
14	Telephone

Letting Agent Merge Fields

The letting agents merge fields use the letting agent added to the particular lot owner in the ***Roll***.

Legacy Merge Field No.	Merge Field Code
5	ACN
6	Address Title 1
7	Address Title 2
50	Advertising Ok (Default=Y)
49	Building Number
29	Car Space Number
16	Category/Acquisition Type/Capacity
46	Change Flag
1	Code
26	Comments
40	Committee Meeting Minutes
39	Committee Meeting Notices
30	Committee Member
37	Co-Owner Addresses

18	Date Appointed/Acquired
20	Date of Receipt of Notice
19	Date Withdrawn/Discharged/Removed
27	Email Address
25	Fax
4	Full name of Agent
45	Global Reference
36	Letter Title
42	Levy Notice Address 1
43	Levy Notice Address 2
44	Levy Notice Address 3
48	Levy Notice Address Ref
38	Lot Number
3	Lot Owner Name
24	Mobile
17	Notes/Brief Description
12	Notice Address 1
13	Notice Address 2
14	Notice Address 3
21	Ranking/Lease Term
35	Reference No.
8	Res/Bus Address 1
9	Res/Bus Address 2
10	Res/Bus Address 3
47	Service Address Ref
41	Storage Space No.
22	Telephone (1)
23	Telephone (2)
34	Time
28	Unit Number
31	Use Notice Address for Notices
15	User Name

Levy Control Merge Fields

The levy control merge fields extract the levies entered in***Levy Management***. The levy control fields only use levies which have been struck but not necessarily generated.

Prior to inserting the merge fields for levies, print a Levy Register (Summary Only). For each Levy Type, a number of levies will be listed, if there are four levies listed for the Administration Fund and you would like the last levy to appear in your merge document, then this would be 'Levy Number 4'.

For the first Levy Type e.g. Administrative Fund

- Levy Number 1 = first levy on the Levy Register
- Levy Number 2 = second levy on the Levy Register
- Levy Number 3 = third levy on the Levy Register
- Levy Number 4 = fourth levy on the Levy Register (and so on)
- The same will apply to each *Levy Type*, e.g. Sinking Fund, Insurance, Special etc.

> For each levy control merge field, you will need to select a *Levy Type* and then the *Levy Number*.

Identifying Levy Control Merge Fields

- <LevyControl0113> Levy Control Merge Field/Levy Type 01 (Admin Fund)/Levy Number 1/Merge Field 3
- <LevyControl0745> Levy Control Merge Field/Levy Type 07 (Sinking Fund)/Levy Number 4/Merge Field 5

If you are not sure of the 'Levy Type' number (check invoice codes in ***Levy Management***).

Legacy Merge Field No.	**Merge Field Name**
3	Description
4	Determine Date
8	Discount Date
9	Discount Rate
7	DueDate
15	Entitlement Schedule
11	Generation Date
10	Net Ent. Rate
1	Number
5	Period
13	Purpose/Reason
6	Rate per U/E
14	Regular/Special (0/1)
12	Strike Date
17	Total Gross Charge

18	Total Net Charge
2	Type

Levies Unstruck Merge Fields

The levies unstruck merge fields extract the levies entered in***Levy Management***, which have not been struck or generated. Similar to the 'Levy Control' merge fields, when inserting the 'Levy Control' merge fields, the *Levy Number* will start from the first unstruck levy not the levies already struck or generated.

> For each 'Levies Unstruck' merge field, you will need to select a*Levy Type* and then the *Levy Number*.

Identifying Levies Unstruck Merge Fields

- <LevyPrep0113> Levies Unstruck Merge Field/Levy Type 01 (Admin Fund)/Levy Number 1/Merge Field 3
- <LevyPrep0745> Levies Unstruck Merge Field/Levy Type 07 (Sinking Fund)/Levy Number 4/Merge Field 5

If you are not sure of the 'Levy Type' (check invoice codes in***Levy Management***).

Legacy Merge Field No.	**Merge Field Name**
3	Description
4	Determine Date
8	Discount Date
9	Discount Rate
7	DueDate
15	Entitlement Schedule
11	Generation Date
10	Net Ent. Rate
1	Number
5	Period
13	Purpose/Reason
6	Rate per U/E
14	Regular/Special (0/1)
12	Strike Date
17	Total Gross Charge
18	Total Net Charge

2	Type

Office Bearers Merge Fields

The officers/office bearers/committee members merge fields obtained from the ***Office Bearers*** screen. You may extract the merge data for each person currently on the committee. As the committee member may have more than one position and this information is contained within the building, preparing a 'generic' merge document would involve inserting each combination of positions. Alternatively, if preparing a notice of AGM, edit the original and insert those committees that have been nominated.

Legacy Merge Field No.	Merge Field Name
6	Address (1)
7	Address (2)
8	Address (3)
11	Business Telephone
2	Code Number (Account Code Number)
15	Comments (1)
16	Comments (1)
19	Date of Appointment
20	Date of Resignation
29	Email
14	Facsimile
4	Full Name (1)
12	Home Telephone
13	Mobile Telephone
10	Office Held
21	Owner of Lot (Lot No.)
3	Reference Name (Reference Name Entered)

Roll Information Merge Fields

Roll Information merge fields are directly from the data in***Roll***.

Legacy Merge Field No.	Merge Field Name
5	ACN
6	Address Title 1

7	Address Title 2
50	Advertising OK
29	Car Space Number
16	Category/Acquisition Type/Capacity
1	Code
26	Comments
40	Committee Meeting Minutes
39	Committee Meeting Notices
30	Committee Member
37	Co-Owner Addresses
18	Date Appointed/Acquired
20	Date of Receipt of Notice
19	Date Withdrawn/Discharged/Removed
27	Email Address
25	Fax
4	Full Name
36	Letter Title
42	Levy Notice Address 1
43	Levy Notice Address 2
44	Levy Notice Address 3
38	Lot Number
24	Mobile
17	Notes/Brief Description
12	Notice Address 1
13	Notice Address 2
14	Notice Address 3
21	Ranking/Lease Term
3	Reference Name
8	Res/Bus Address 1
9	Res/Bus Address 2
10	Res/Bus Address 3
41	Storage Space No.
22	Telephone (1)
23	Telephone (2)
28	Unit Number
31	Use Notice Address for Notices
15	User Name

Special Merge Fields

The 'Special Merge' field categories have been designed as a quick point for different merge fields.

Merge Field Name	Merge Field Code	Explanation:
Account Manager Email	<AccountManagerEmail>	Account Manager as Email (***Account Manager Edit***)
Address Bar Code	<AddressBarCode>	
Address Bar Code DPIP	<AddressBarCodeDPIP>	
Address Bar Code SortID	<AddressBarCodeSortID>	
Company Title	<CompanyTitle>	Building Long Name (***Building Information***)
CTS	<CTS>	Community Title Scheme No. (Qld Only)
Letter Head	<LetterHead>	Insert your company Letterhead into the merge document
Login ID	<LoginID>	StrataMax Online Portal login ID for Welcome Letters
LoginIDCheck	<LoginIDCheck>	Merges the owner's 9-digit StrataPay Reference number
Login Password	<LoginPassword>	StrataMax Online Portal login password
Name And Address	<NameAndAddress>	
Name And Address Auto	<NameAndAddressAuto>	
Name And Levy Notice Address	<NameAndLevyNoticeAddress>	
Name And Levy Notice Address Auto	<NameAndLevyNoticeAddressAuto>	
Name And Notice Address	<NameAndNoticeAddress>	
Plan Number	<PlanNumber>	Plan Number **(*Building Information)***
Regulation Module	<RegulationModule>	Regulation Module **(*Building Information)***
Today	<Today>	Automatically Insert Today's Date

Tenant Merge Fields

The 'Tenant Merge Fields' are directly from the information entered in the Lessee Tab in the***Roll***.

Legacy Merge Field No.	Merge Field Name
5	ACN
6	Address Title 1
7	Address Title 2
50	Advertising OK
49	Building Number
29	Car Space Number
16	Category/Acquisition Type/Capacity
46	Changed Flag
1	Code
26	Comments
40	Committee Meeting Minutes
39	Committee Meeting Notices
30	Committee Member
37	Co-Owner Addresses
18	Date Appointed/Acquired/Change
20	Date of Receipt of Notice
19	Date Withdrawn/Discharged/Removed
27	Email Address
25	Fax
45	Global Reference
4	Full Name of Lessee
36	Letter Title
42	Levy Notice Address 1
43	Levy Notice Address 2
44	Levy Notice Address 3
38	Lot Number
3	Lot Owner Name
24	Mobile
17	Notes/Brief Description
12	Notice Address 1
13	Notice Address 2
14	Notice Address 3
21	Ranking/Lease Term
3	Reference Name
35	Reference No.

8	Res/Bus Address 1
9	Res/Bus Address 2
10	Res/Bus Address 3
47	Service Address Ref
41	Storage Space No.
22	Telephone (1)
23	Telephone (2)
34	Time
28	Unit Number
31	Use Notice Address for Notices
15	User Name