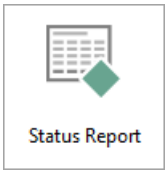
Status Report

Last Modified on 27/11/2026 8:38 pm AEST



The instructions in this article relate to the ***Status Report.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

A Status Report produces relevant information about a building for a set period, with frequency configuration for monthly or quarterly. This report can be sent to ***Office Bearers*** using their contact preferences and will be automatically created for DocMax, ready to be uploaded to the *StrataMax Portal*. It can include payments drawn, receipts received, the bank account balance (based on the operating account and investment accounts set in ***Bank Account Setup***) and owner roll changes. The bank statement, including any term deposit information and financial statements, are the standard reports included with other financial reports also available to be included.

If charging for the distribution of this report is set via ***Disbursements***, this report will create the ***TRMax*** fee based on what is configured in that area.

Reviewing the available reports is recommended before sending/saving the automated reporting version of the ***Status Report*** for the first time.

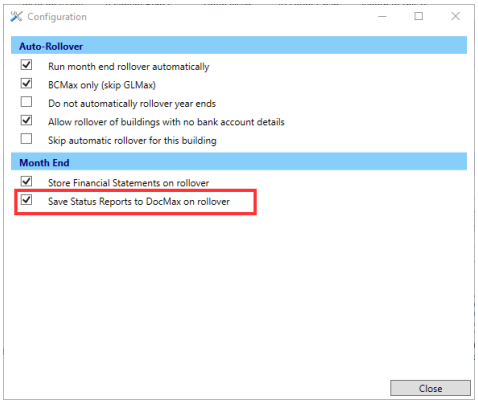
Using the Activity Report/ Annual Summary will include state-specific legislative reporting, such as NSW delegated function and WA annual reporting.

Security Setup

Access to this menu is held within ***Security Setup*** under the *Status Report* menu category.

Automation of Status Report

The status report is set to save to DocMax from the *Rollover Configuration* by default and will use the DocMax Profile called *Monthly Status Reports*. This setting is recommended for auto-storing this report.

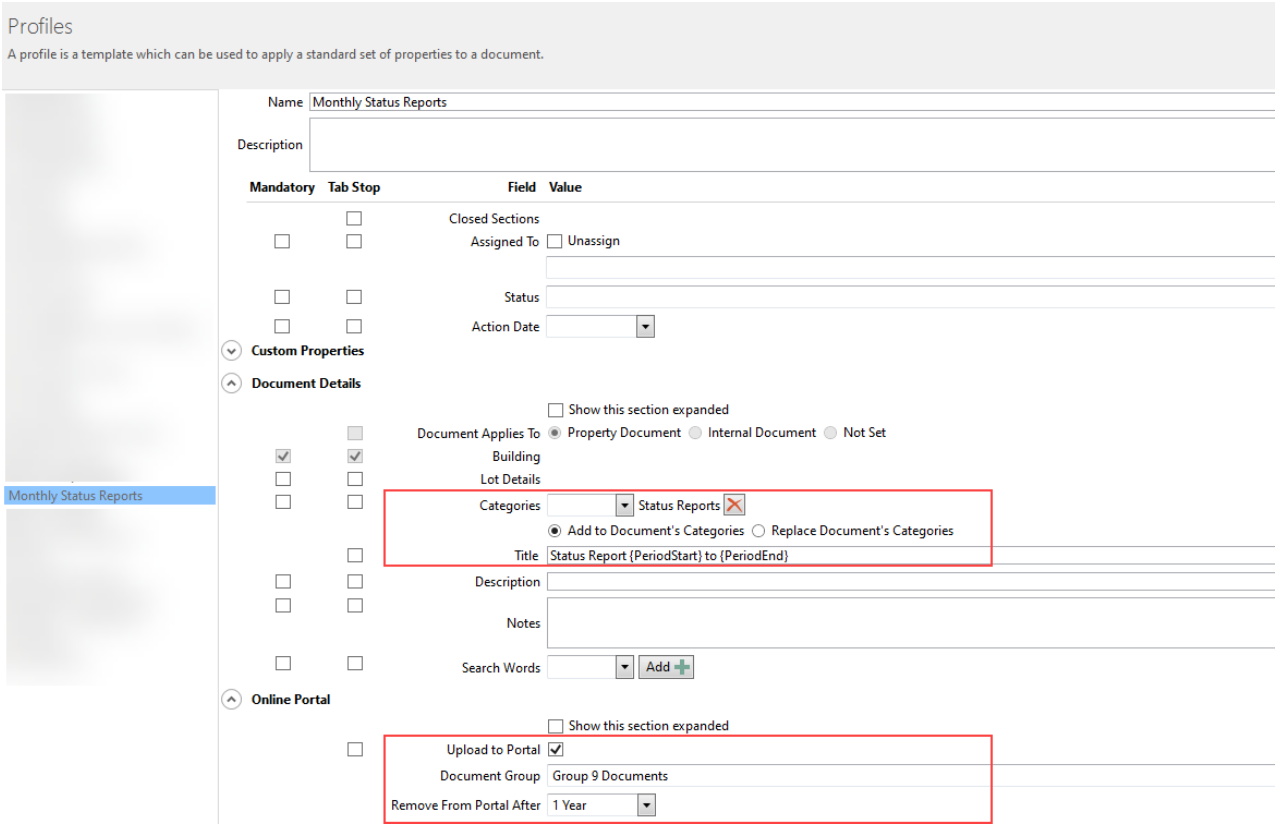


Distributing Status Reports now uses the report distribution interface. Some benefits of this change include adding additional reports from Stratamax as part of the Status Report, such as Aged Balance or any of the reports available in Report Distribution. There is also functionality that includes additional attachments from DocMax, such as newsletters and processes for all buildings. The standard Bank Transaction Report can also be used to report on investment accounts, as outlined below. The current configuration of these standard reports will be migrated.

DocMax Profile Configuration

The available profile is called *the Monthly Status Report* and will include the document category, expiration date, internet group, and report period previously set via the Status Report configuration area. This profile can be reviewed in ***DocMax*** via the Administration tab and will be applied in the Report Distribution window. Use the DocMax merge fields {PeriodStart} and {PeriodEnd} in the title and/or description to ensure the Status Report is filed to DocMax with a recognisable title which is used on the StrataMax Portal.

Generally, this report is available only for the Committee for the Portal. Refer to these*instructions* to enable ***DocMax*** to display the corresponding document group.



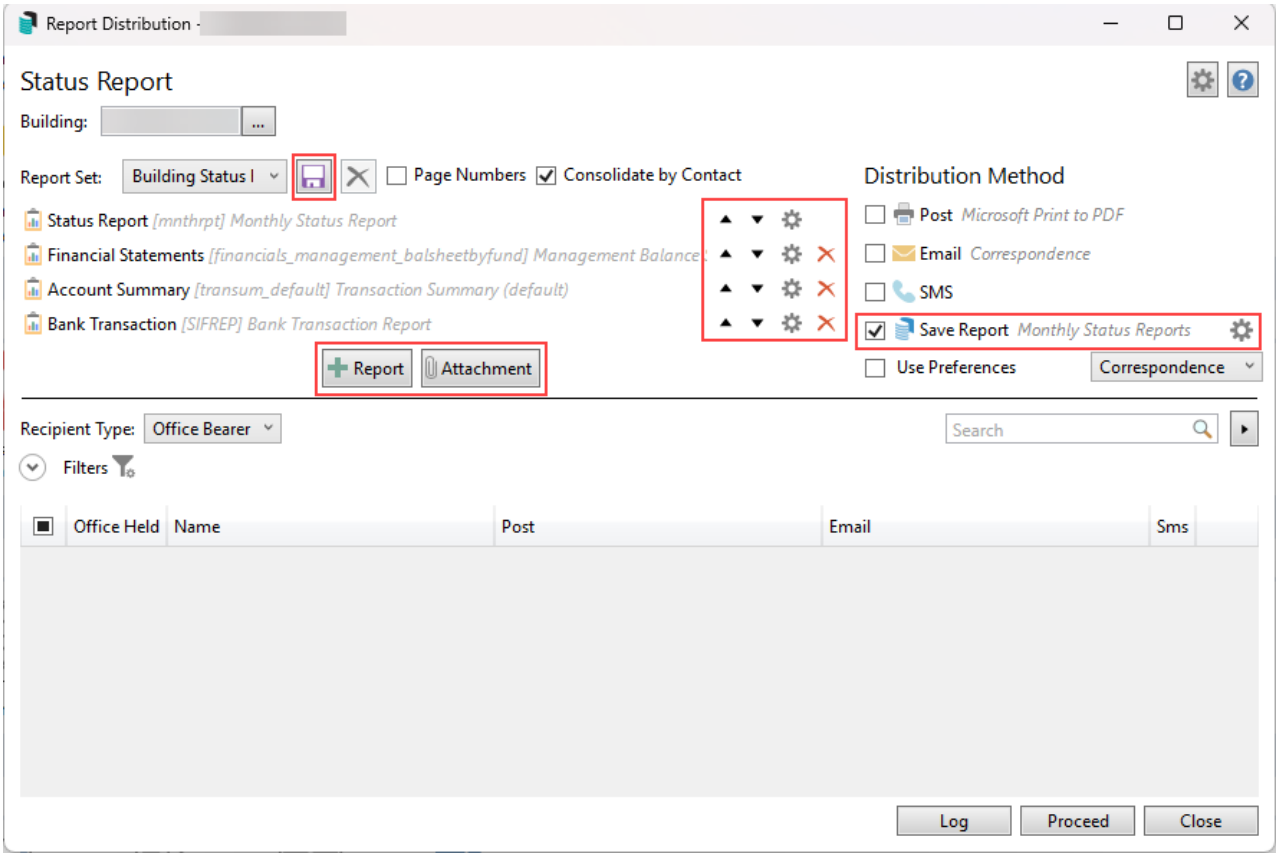
Configuring automated Building Status Report Set

This section covers the configuration of reports for the Status Report.

When *Save Status Reports to DocMax on Rollover* is enabled, the configured reports are automatically saved to ***DocMax*** using the set profile from the Distribution Method without any additional processing. Additional reports and attachments can be included and saved as a report set for consistent automated reporting.

1. Search or select ***Status Report***.
2. The cogwheel accesses each report's configuration settings, which should be reviewed before generating a Status Report and additional attachments for the first time. Click the + Report or Attachment button to add any additional reports/attachments for inclusion in the Status Report.
    - Bank Transaction - select the *Report Period* to align the statement data included with the report. For example, the Last Status Report Period is suggested for Quarterly reporting.
    - Financial Statements - select the format desired for this report. This will be the standard set of financials. Note: If Split Banking is preferred, ensure that Split Bank Balances is set in the Configuration cog.
    - For additional reports, click the + Report button to add, for example,*Account Summary*.
3. Click the *Save* icon to save the configuration, additional reports, or documents as the default for future Status Reports.

If you adjust the existing *Report Set,* including the Distribution Method, click the  to save it as the default.



Manually generating a Status Report

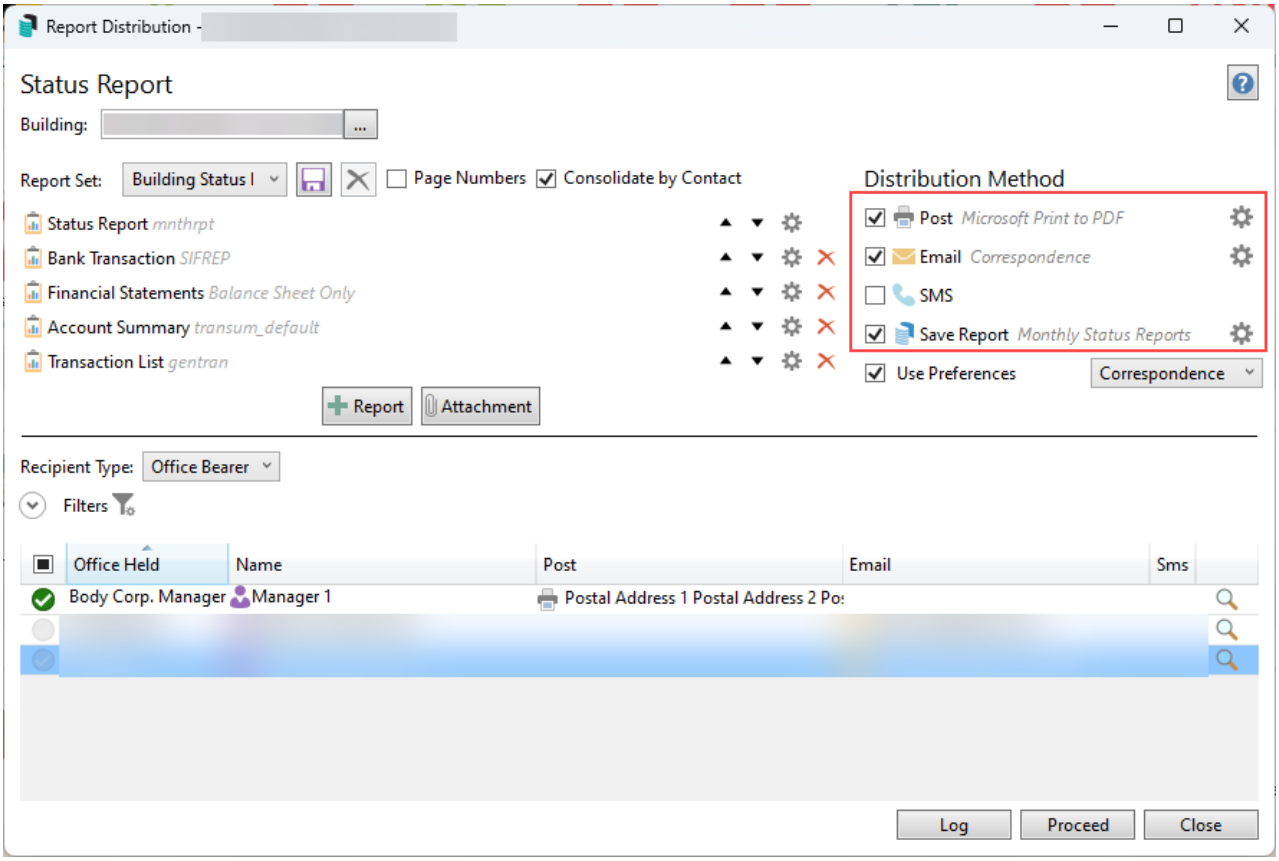
It is recommended that the automated report distribution method be used, which will upload these to DocMax using the set profile. However, if a status report is required to supersede an existing report, it can be produced using the steps below. This process will require a recipient to distribute the report, which can affect the address title on the report.

If a prior period has not been completed and is required for reporting, alternatives must be considered using the ***Report Distribution*** screen. Refer to the *FAQ* below on how to manage these scenarios.

1. Search or select ***Status Report***.
2. If multiple buildings are required, use the Building ... button and tag the required buildings.
3. Review the list of reports included, and if required, click the + Report or Attachment buttons to add additional documents.
4. Click the *Save* icon if these are to a standard set of reports included with each month's status report.
5. Review the *Save Report* area for DocMax and check / select the Profile set. This profile will be used

for any Online Portal upload settings. It will also need a recipient tagged, such as the Body Corporate Manager record.

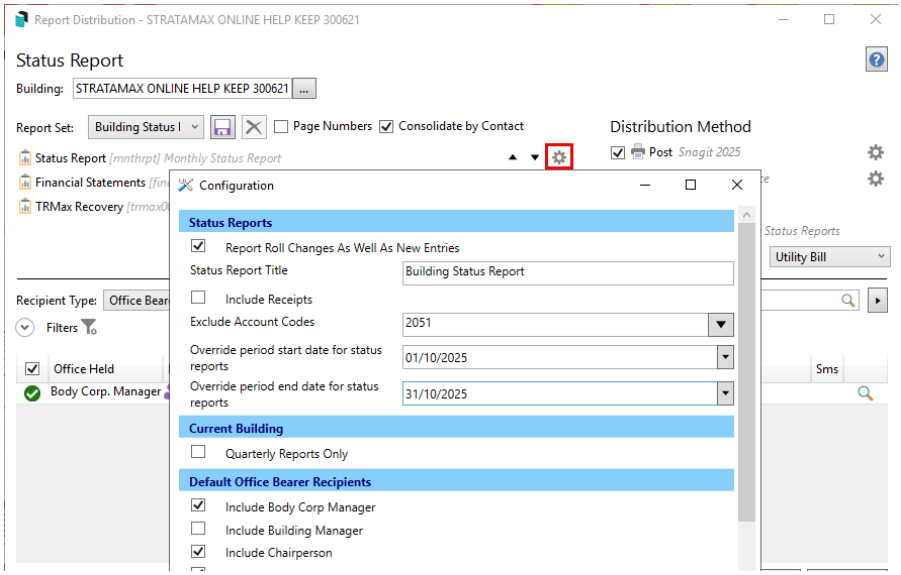
6. Click *Proceed*.
7. From the preview window, click *Proceed* again to finalise the report.



Generating a previous period Status Report

Generate a Status Report for a period that was not produced using the instructions below. Please note that the override period applied to run the reports will be reset to the current period (monthly or quarterly) when the Report Distribution window is closed. This tool can be used to send Office Bearers recipients and / or upload to the Portal via DocMax. Please note the DocMax version will include a recipients name and is recommended to use the Body Corporate Manager record.

1. Search or select ***Status Report***.
2. Click the cogwheel on the Status Report template and enter the *Override period start date for status reports* and *Override period end date for status reports.* Click *Close*.



3. Check the Reports and Attachments included and click their respective buttons to add more if required.
4. Review the Distribution Method and select the options accordingly. For example, if this is to upload to DocMax via a profile - tick *Save report* and check the profile set. NOTE: The recommended Office Bearer to use if applying this method is the Body Corporate Manager record. This report may be set to upload to the Portal and should not include specific Office Bearer address information.
5. Click *Proceed* to preview the report, and *Proceed* again to distribute the report to the tagged Office Bearers / including the DocMax option.
6. Click *Close* to finalise the process and reset the dates back to the current period.

Configuration

Status Reports

Report Roll Changes As Well As New Entries (Global)
This option will add changes to the roll and new entries. If the property has just been set up, it will include all owners as new entries, but these will not be included in the following report.

Status Report Title (Global)
Use this field to adjust the wording used for the report's title.

Include Receipts (Global)
Receipts will be included in the report.

Exclude Account Codes (Global)
This will allow for a drop-down selection, and specific account codes can be tagged to exclude from the report data. An example of this may include Banking Transaction Fees. If this is applied and the ***Financial Statements*** use the *Account Summary*, this should be reviewed and set to exclude the same account similarly.

Current Building

Quarterly Reports Only (Building)
When selected, this enables specific buildings to create quarterly reports while keeping all the other buildings set to a monthly report. This individual building setting will need to be set for each building, which requires quarterly reports, which will be produced each quarter based on a building's financial year.

Default Office Bearer Recipients

This section is for selecting the default ***Office Bearers*** (Global) that should receive the Status Report. You can also configure this for each office bearer in a specific building, by opening the ***Office Bearers*** screen, editing the office bearer, and selecting an option from the *Status Reports* drop-down menu. Office bearers who hold multiple positions will be tagged in the recipient window based on the included position.

Template

Use Override Letterhead (Global)
If multiple letterheads are available, ticking this will allow the letterhead to be selected from the field below, and set which one is to be used when producing the Status Report.

Template (Global)
Use this area to change the template that the Status Report outputs with.

Bank Transaction Report Configuration

Include Primary Account (User)
Tick this setting to include the main operating account.

Include Investment Accounts (User)
Tick this setting to include any investment accounts. Statement data must be available to report with and does not include any accounts set in Other Investment Accounts in ***Process Bank Statements***.

Report Period (User)
This will control the bank transaction reporting period, which can be set to the last month, the current year or the last status report period.

When the Bank Transaction Report is added to a Status Report, it reports the same period as the Status Report, even if that period is in a historical year. Check that *Financial Year* in its configuration is set to *Default*.

Hide Bank A/c No. On Attached Statement (Global)
The bank account number will be excluded if you attach the bank transaction report to the status report.

Template

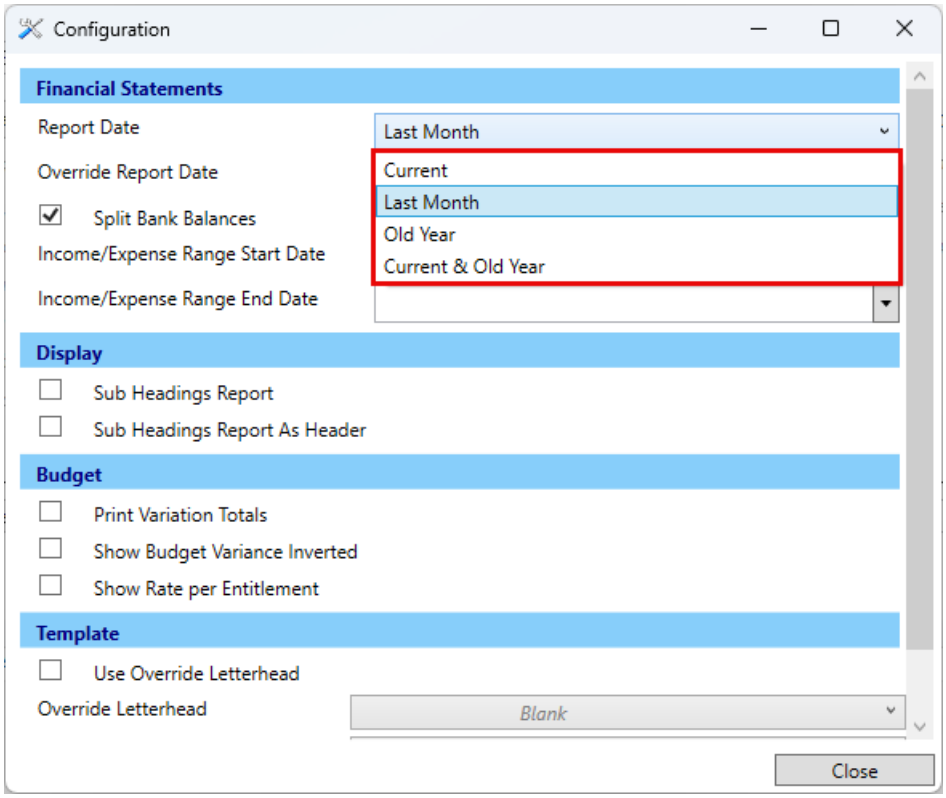
Template (Global)
There is only one template available for selection and display here.

Financial Statements Configuration

Report Date (User)
The options are *Current*, *Last Month*, *Old Year* and *Current & Old Year*. When the financial statements are included with the Status Report, they report from the start of the selected financial year to the end date set in the Status Report configuration.

With *Current & Old Year*, the report includes two separate sets of financial statements: the current year from its start, then the full old year.

The reports do not report across financial years.



Display (User)
Both sub heading areas must apply the ***Account Maintenance*** setup to use this setting.
Sub Headings Reports Report.
Sub Headings Report as Header.

Budget (User)
Print Variation Totals.
Show Budget Variance Inverted.
Show Rate per Entitlement.

Template

Use Override Letterhead (Global)
If multiple letterheads are available, ticking this will allow the letterhead to be selected from the field below, and set which one is to be used when producing the Status Report.

Template (Global)

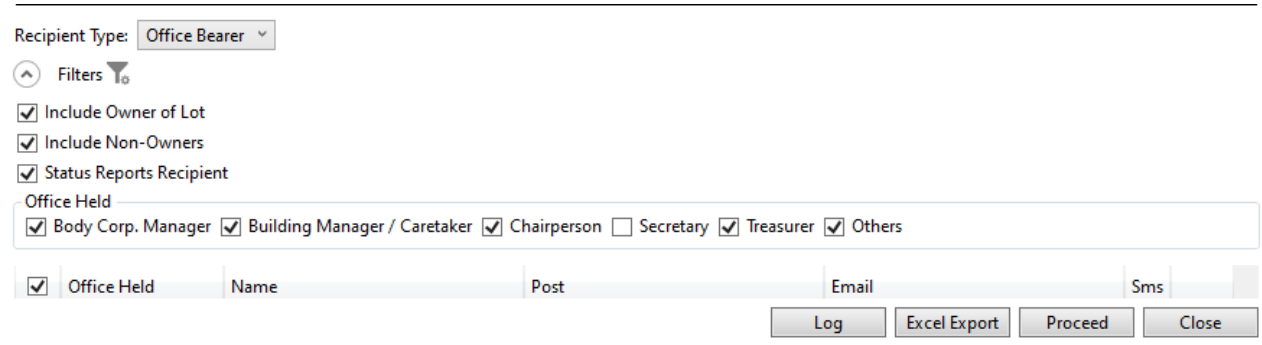
Use this area to change the Financial Statement template.

Recipient Filters

Several options exist for filtering recipients. Expand the filter section from the Recipient Type to see these options, and these are used in conjunction with the ***Office Bearer*** setup.

- Include Owner of Lot – Includes owners who are valid Status Report recipients.
- Include Non-Owners – This includes non-owners who are valid Status Report recipients.
- Status Report Recipients – Includes all valid Status Report recipients.

The Office Held selections will default to the ones set in Status Report Configuration but can be manually set to include other positions if required.



Email Template

The email template can be set using these *instructions*, and if *No Email Signature* is required, it can be selected from the email cogwheel in the Report Distribution screen.

Distributing the Status Report

The *Report Distribution* process will be used to distribute the ***Status Report*** to the required ***Office Bearer*** recipients. It is similar to a lot-specific report, just for a different group.

FAQ - Status Report

Q: What do we do if a Status Report that was not generated for a prior period is missing?
A: Within the *Status Report configuration* option, set the *Override Period Start & End Date for Status Reports* to produce a report for a prior period.

Q: How do we access old saved Status Reports?
A: Previously generated Status Reports will be available in ***DocMax***. To retrieve a report copy, use a search to refine by category or building. These reports must have been generated in the past, and if they were not done, alternative reporting will need to be considered to create a report set similar to a Status Report using the steps in the above Q&A.

Q: We use the Quarterly reporting style, and when producing the report, it is blank; why is this and how

do we see the current report?
A: Quarterly reports will be available in the following month of that particular quarter and will be produced when previewed. If the month has not yet rolled over for the quarterly cycle, it will not display a report, and ***DocMax*** can be referred to for the previous quarterly report.

Q: If we need to regenerate a Status Report for a specific period that has already been completed, will it create a duplicate in DocMax? And what happens if it's set to upload to the Portal?
A: If you need to regenerate a Status Report, you'll need to go through the Report Distribution window and tag a recipient (such as the Body Corporate Manager contact). Before doing this, it's best to pause emails in Communication to prevent unnecessary emails from being sent.

- For the current period: Open the *Building Selector* tool, select the buildings you need (Ctrl+A to tag all), tick *Save Report for DocMax,* and click *Proceed*. In the preview window, click *Proceed* again to finalise.
- For a past period: Use the *Override Period Start Date and Override Period End Date for Status Reports* setting to enter the required date before following the same steps.

Once the report is generated, delete any paused emails from the Communication log and confirm that the revised report is available in ***DocMax***. The previous report will be superseded, and only the updated version will be displayed on the Portal**.**

Q: The Transaction List is available on the Report Distribution screen and ready to include in the Status Report Set. When adding this type and adjusting the start and finish account codes, it appears with all codes and does not filter. Why does it not apply the filter that has been set?
A: Report sets do not include saved user settings by design. They are designed for many users to run and allow consistent reports for each person that runs them. The Status Report set that includes the ability to add the Transaction List in a user set, which means that these do not apply. Using an alternative like the Account Summary, which will include a list of expenditures for a building, is a recommended report.

Q. If there is an investment account set in Bank Account Setup with the Term Deposit Maturity Date and Interest rate populated does this information report on the Status Report?

A. Yes, if the information has been added to ***Bank Account Setup***, this information will be displayed in the *Bank Account Details* area of the Status Report itself.