Contracts Register

Last Modified on 04/08/2025 4:35 pm AEST

Contracts

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

This menu is for recording any contractual agreements the property has entered into. Depending on the property state this register may be required to be maintained and included with the state specific certificate(s).

We also have the *Registers Video*, which covers Contracts Register.

The *Dashboard* can be configured for 'Contract Register Expiry' to assist with monitoring and reporting on contract expiry date.

Create New Contract Register Record

- 1. Search or select *Contracts.*
- 2. Click Cancel to close the list.
- 3. Click New.
- 4. Click Next Code and the Account Code will populate and you will need to add the Description.

🗃 Add New Code - Contracts Register - 🗆 X								
File He	lp							
Account Code Description								
	Master List	AUTOO	Local List					
Code	Reference Name	Add This One	Code Number	Reference Name				
801	STRATA MANAGEMENT		803	CARETAKING & LETTING AGRE	EMENT			
802	MAXSOFT BUILDING MGR	Cancel						
803	CARETAKING & LETTING AGREEMENT							
		Next Code						
		Record Number: 3						
		Total Records: 3						

- 5. Click Add This One.
- 6. Complete all the details (there are 31 fields however the mandatory fields are 4, 14, 15 and 16).
 - The *Category* list can be edited using the *Edit Pick List* screen.
- 7. To link to a document in DocMax, right click in field 31*Doc ID* to launch *DocMax* and search for document.
- 8. Click *Select Document* and *Save* (an Id number will be entered into field 312).
- 9. Click Save and Exit.

Co	ontracts Register STRATAMAX ONLINE	HELP 11			-		×
de	803	Description Caretaking	g & Letti	ng Agreement		New	
	Name	Data	^			Delete	
17	Ontions	Data		Save		Report	
18	Copy of Agreement on File?	Y					
19	Name of Financier	Suncorp Bank		Cancel		Exit	
20	Date of Advice from Financier	15/07/19					
21	Date of Withdrawal of Financier						
22	Workers Comp Number						
23	Termination Date						
24	Next Option Renewal Date						
25	Option Notice Period						
26	Last Renewal Date			Entry Assistant			
27	Increase Rate			Enter any characters (30)			
28	Increase Due						
29	Expiry Date						
30	Common Property Group			Switch			
31	Doc Id	10138	~				
Т			>				
				Overwrite			
1 of 29							

Edit or Delete a Contract Register Record

You can delete or edit a contract record locally.

- 1. Search or select *Contracts.*
- 2. To edit, select the record and make the changes click Save.
- 3. To delete, select the record and click the *Delete* button and answer yes to the questions, *Delete this record?', 'Are you sure?'.*

Contracts Register Report

- 1. Search or select Contracts.
- 2. Click Cancel to close the list.
- 3. Click Report.
- 4. Set printing options as you require, and click OK to proceed.
- 5. The report will now be displayed, and available to print.

The Contracts Register dates use two digit dates therefore for example 10/03/32 may be interpreted as 10/03/1932 on some reports; this is based on a Microsoft Windows setting. Further information is available on the link - *Report Troubleshooting*.

Certificates - Include Contracts Register Report

A Contracts Register Report can be configured to be included with Certificates.

- 1. Search or select *Certificates*.
- 2. Select the Report Settings tab.
- 3. Tick Print Contracts Register.
- 4. If this report is required to be printed with each Certificate, clickAlways.

Certificates - STRATAMAX ONLINE HELP 11 06 April 2020									
File Options GoTo	Special Help								
 Screen Printer 	Template Printer Paper Source Letterhead	Section 205 Standard \\fsint\HP Laserjet M506 B7A SI Automatically Select Default	M Traini	ng Copies	···· ··· 1 ~				
Cover Letter CERTCOV									
Lots Applicant Sealing		ungs		Proceed	d				
		Info Editor							
	[Document Inclusion							
		Change Building							
Close Close Close Print Contracts Register Print Financial Statements Current Year Old Year None									
Print Cover Letter always Print Cover Letter for each Certificate always									