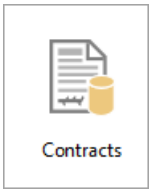
Contracts Register

Last Modified on 17/10/2025 3:10 pm AEST



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*.

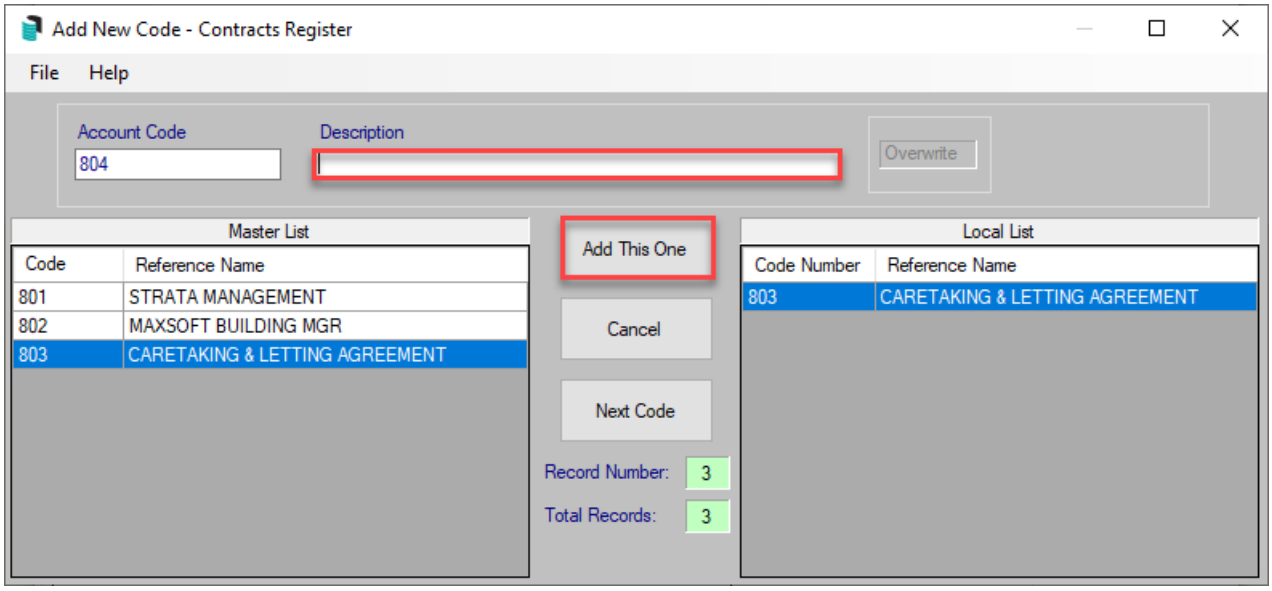
This menu is for recording any contractual agreements the property has entered into. Depending on the property state this register may be required to be maintained and included with the state specific certificate(s).

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

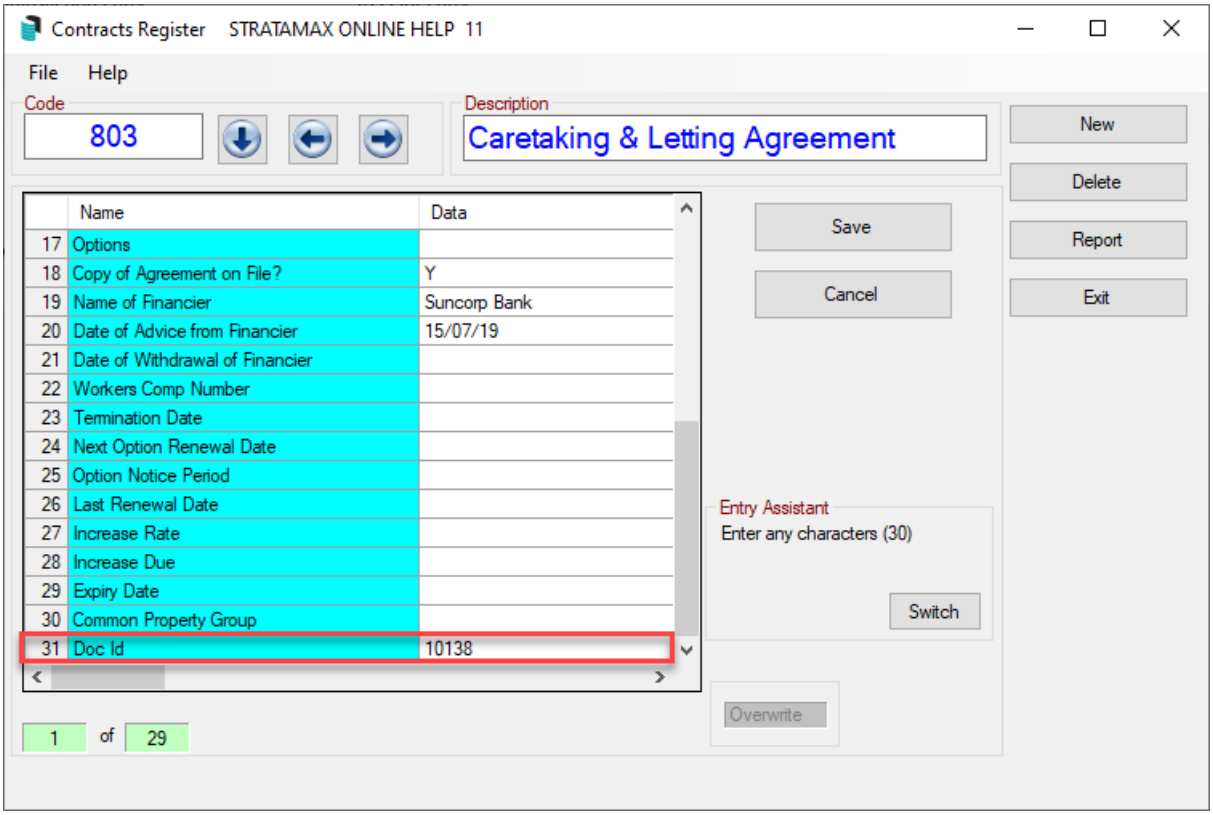
The ***Dashboard*** can be configured for 'Contract Register Expiry' to assist with monitoring and reporting on contract expiry date.

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*.



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.*



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*.