

StrataCash Website

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This article covers the features and functions of the StrataCash website.

Accessing StrataCash

Authorised signatories will be required to log into the StrataCash website to approve payments that have been uploaded from StrataMax. The StrataCash website can be accessed in one of the following ways:

- Following the [payment process](#), when the final steps have been completed in the **EFT Manager**, a prompt will appear asking to authorise the payments. Clicking Yes will automatically open the StrataCash website.
- Click the **StrataCash Hub** icon on the right hand side of the StrataMax desktop, select the StrataCash Management Website option and click the *Select* button.
- Access the site through a web browser: <https://secure.stratacash.com.au/> or <http://www.stratacash.com/>

To log in, enter the *Username* and *Password*, provided by the StrataCash team and verify your identify with multi-factor authentication (MFA). For assistance logging in, email service@stratacash.com

Multi-Factor Authentication (MFA)

MFA registration is based on your email address and mobile phone number. You will need to ensure StrataCash has the right email address and mobile number for you. Download the StrataCash MFA App and follow the instructions in the App. This is to ensure the highest level of security for your account. We have prepared our [FAQ's](#) to help answer the common questions relating to MFA. If you're having trouble with the StrataCash MFA App, please contact StrataCash for technical support by phone on 1 800 65 63 68. Further details can also be located on our [StrataCash website](#).

StrataCash Home Page

Once logged in, the home page will be displayed, which is the *Accounts* screen. There are a lot of menus and options on this screen, which this first section will explain in more detail.

Banner Menus

At the top of the page is a banner, which is always on display regardless of which screen is being viewed. In the banner are the menus, which can be clicked:

- The StrataCash logo, *Home* icon or *Accounts* to go to the home screen.

- The *Payments* menu to display the options for *Authorising* payments or *Searching* payments.
- The *Periodic Payments* menu to display options for *Authorising* periodic payments or *Searching* periodic payments.
- The *User* menu will display the options to *Change Password* or *Logout*.



Notifications

Any payments or periodic payments awaiting authorisation will be visible at the top of the screen in blue highlighted notifications. Click the *View* button to view the payments or the 'X' icon on the right to dismiss the notifications.



Account list

The *Search* function acts as a filter to display only certain accounts or transactions.

1. Select the **Office** from the drop-down field.
 - This field will only display if the username logged in permits access to more than one of the Company offices. If there is only one office for the Company this selection will not be visible.
2. Click in the **Building/Entity** field to display a list of available buildings, or type to filter.
3. Tick the appropriate **Account Type** as required.
 - *Operating Accounts* are regular accounts.
 - *Term Deposits* are investment accounts.
 - *Include Closed Accounts* will display accounts closed within the past three years.
4. Click the blue *Search* button.

Account List

Q Search

✕ Clear

Office BCMax Testing (MAX004) ▼

Building / Entity Select the Building / Entity ✕ Clear

Account Type Operating Accounts Term Deposits Include Closed Accounts

Tables can be sorted by column by clicking the column header name once for ascending order and again to reverse to descending order.

Search Account List...

✕ Clear

3 records shown...

	Account	Type	Building / Entity	Current Balance	
Q	12345677	BoQ Bureau Account Type	LANA RESORT VII (2019)	\$0.00	Download Report
Q	123456788	BoQ Bureau Account Type	STRATAMAX ONLINE HELP (11)	\$0.00	Download Report
Q	99118822	BoQ Bureau Account Type	VICTORIA SAMPLE (5554444)	\$100.00	Download Report

Data retrieved May 20, 2020 11:50:28 AM

Column	Explanation
Account	Account number for selected Building / Entity
Type	Operating Account – StrataCash High Yield or StrataCash Advantage Investment Account – StrataCash Term Deposit Closed Account
Building / Entity	Building Name and Number (could also be GLMax Company Account)
Current Balance	Balance of current funds

Download Report

1. Click the Download Report button for the required account.
2. The *Download Report* screen will appear, so select the appropriate options as needed.
3. Click the blue *Download* button.

Download Report

×

Enter the start/end dates to download the report.

Start Date 

End Date 

Report Type PDF CSV

Building TEST BUILDING 2 (7726)

Account 92465427 (StrataCash High Yield)

Account Name Body Corporate for TEST BUILDING 2

Close

 Download

4. This will then produce the report in the selected format; PDF or CSV.
5. Open the report, when prompted, and it will open in the associated program.



Bank of Queensland Limited
ABN 32 009 656 740
259 Queen Street, Brisbane QLD 4000



Bank Transaction Report

Report Page No: 1

Body Corporate for TEST BUILDING 2

From	01 Aug 2017
To	04 Sep 2017
Account No	
124-367 	

Date	Details	Reference	Withdrawals	Deposits	Balance
	Brought Forward				27,100.40
04/08/2017	DEPOSIT			10,057.95	37,158.35
04/08/2017	TRANSFER	FROM	AGENT	1,050.75	38,209.10
	STRATPAY-3628534 AGENT	100003	100003		

Account Transactions

From the *Account List* screen, click the required account to view transactions.

Account	Type	Building / Entity ↓
 92251278	StrataCash High Yield	TEST BUILDING 3 (89804)

Set the required date, and if necessary type any terms into the Search field before clicking the blue Search button.

Transactions for Account 92465427

Account Details ▾

◀ Back ✕ Clear

Date Today Last 7 days Last 30 days Custom

Between 05/08/2017 and 04/09/2017

 ✕ Clear

9 records shown...

Date	Reference	Narrative	Debit	Credit
21/08/2017	AGENT 100008	TRANSFER FROM STRATPAY-3699358 AGENT 100008		\$971.00
18/08/2017	000003	PAYMENT TO A/C ID 10469 000003	\$59.30	
16/08/2017	AGENT 100002	TRANSFER FROM STRATPAY-3680811 AGENT 100002		\$970.20

Account Details

Clicking the *Account Details* menu in the top right of the screen will show the account name, number type and balances. This selection will remain selected while logged in.

Account Name	Body Corporate for TEST BUILDING 2	Current Balance	\$33,140.37
Account Number	124-367 92465427	Available Balance	\$33,140.37
Account Type	StrataCash High Yield		

StrataCash Payments

This section is used to authorise payments uploaded from StrataMax and / or search for particular payments. Batches may be displayed for review and then authorisation or rejection can be completed. If there are duplicate payments these will be highlighted for attention.

Payments **37** ▾

Authorise

Payment Batches for Authorisation

Batches are only visible if the signatory has access to authorise payments for the entire portfolio and / or selected office. A signatory with authority on just one or a couple of accounts will not see batches for authorisation, but rather individual payments only.

If payments have been submitted from StrataMax at different times, these batches will be accessible separately, so that each EFT Authority Report is able to be used to assist with verification of payments within the batch.

Red

Contain duplicate payments

Yellow

Are partially processed

White

Are new and require authorisation

Payment Batches for Authorisation (10)

View	BCMax Testing (MAX004) 31/08/2017 11:58:18 AM - 1 payment - \$20.00	
View	BCMax Testing (MAX004) 30/08/2017 2:08:43 PM - 14 payments - \$267.88	
View	BCMax Testing (MAX018) 29/08/2017 2:49:14 PM - 2 payments - \$120.00	
View	BCMax Testing (MAX018) 29/08/2017 1:09:56 PM - 2 payments - \$120.00	
View	BCMax Testing (MAX018) 29/08/2017 1:05:17 PM - 3 payments - \$680.22	
View	BCMax Testing (MAX004) 29/08/2017 12:54:32 PM - 3 remaining payments - \$442.41	
View	BCMax Testing (MAX004) 29/08/2017 12:44:25 PM - 1 payment - \$116.20	
View	BCMax Testing (MAX004) 29/08/2017 12:35:57 PM - 7 remaining payments - \$1,441.99	

Batch Details

The Batch Details drop-down menu provides details of the selected batch.

Payments for Authorisation

[Batch Details ^](#)

Office	BCMax Testing (MAX004)	Batch Total	\$2,600.75
Batch submitted	04/09/2017 9:49:01AM	Payments	2

No details

BSB	Number	Name	Amount	Status	From
093-003	005412487	POOL PATROL PY LTD	\$150.00	Unauthorised	TEST BUILDING 2 (7726)

Details selected to provide more information

BSB	Number	Name	Amount	Status	From
093-003	005412487	POOL PATROL PY LTD	\$150.00	Unauthorised	TEST BUILDING 2 (7726)
Reference: 000078		Payee Reference: A/C ID 7726			Account: 124-367

Recent Payment Batches

Will display the details of the last five batches that have been processed by the logged in user, including the date and time the batch was submitted plus the total number of payments and amount. Batches authorised today will display as NEW.

Select a recent payment batch to view payments and current status.

Recent Payment Batches

View	BCMax Testing (MAX004) 30/08/2017 4:01:48 PM - 2 payments - \$35.00
View	BCMax Testing (MAX004) 30/08/2017 2:19:29 PM - 2 payments - \$30.00
View	BCMax Testing (MAX004) 30/08/2017 1:47:09 PM - 3 payments - \$66.00
View	BCMax Testing (MAX004) 30/08/2017 1:40:21 PM - 3 payments - \$60.00
View	BCMax Testing (MAX004) 30/08/2017 11:55:21 AM - 3 payments - \$110.00

Duplicate Payments / Batches

To identify and resolve duplicate payments before submitting payment files to the StrataCash website, review and reverse the duplicate in [StrataMax](#) first. This prevents the need for additional rejection processes on the StrataCash website.

Occasionally, if the duplicate payment is not identified in StrataMax or the infrequent issue which may affect the transmission of the file, which may result in the batch being duplicated on the StrataCash Website. This can be due to internet issues/accessibility when the file is submitted to StrataCash for authorisation.

View	BCMax Testing (MAX018) 29/08/2017 2:49:14 PM - 2 payments - \$120.00	Batch contains duplicate payment.
View	BCMax Testing (MAX018) 29/08/2017 1:09:56 PM - 2 payments - \$120.00	

What determines a duplicate payment?

- A payment reference is the same as another payment
- Both payments are from the same StrataMax Building / Entity;
- Neither payment has been rejected

If the above occurs, it is recommended that the duplicates are reviewed. After confirming a definite duplicate, reject and process the duplicate payment/batch. Then, process the remaining correct payment/batch, which will no longer be represented as a duplicate.

Payments for Authorisation

Batch Details ▾

BSB	Number	Name	Amount	Status	From	Select All:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	063-000	10977004	BLAZE [REDACTED]	\$100.00	Unauthorised	Ala [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	064-123	010158023	SOL [REDACTED]	\$20.00	Unauthorised	Mac [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Authorised / Marked for Authorisation:			\$0.00					
Total Rejected / Marked for Rejection:			\$120.00					
Total Remaining:			\$0.00					
Batch Totals: Authorised (0): \$0.00 Rejected (2): \$120.00 Remaining (0): \$0.00							Process Batch ▶	

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 StrataCash © 2017

Authorise StrataCash Payments

Select batch, if applicable, to review the payments and authorise (or reject) as required.

Payment Batches for Authorisation (9)

[View](#) BMax Testing (MAX004)
4/09/2017 9:49:01 AM - 2 payments - \$2,600.75

Payments will have a status of *Unauthorised* once initially uploaded from StrataMax. Authorised signatories will be able to select to authorise one, several or all payments.

Select All:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

After selection has been made, review and click the blue *Authorise* button.

Payments for Authorisation

Batch Details ▾

← Back	↻ Refresh	✕ Clear					<input type="checkbox"/> Details
2 records shown...							
BSB	Number	Name	Amount	Status	From	Select All:	
093-003	005412487	POOL PATROL PY LTD	\$150.00	Unauthorised	TEST BUILDING 2 (7726)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
182-222	301926960	CHU INSURANCE	\$2,450.75	Unauthorised	TEST BUILDING 2 (7726)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Total Authorised / Marked for Authorisation:			\$2,600.75				
Total Rejected / Marked for Rejection:			\$0.00				
Total Remaining:			\$0.00				
Batch Totals: Authorised (2): \$2,600.75 Rejected (0): \$0.00 Remaining (0): \$0.00						Authorise >	

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Once 'Authorise' is selected on the payment/s and the Authorise button is clicked, the summary will be provided onscreen to confirm and the payment/s will be updated.

Process Payments

✕

Payments will be processed as follows:

	Amount	Number
<input checked="" type="checkbox"/> Authorised	\$2,600.75	2
<input type="checkbox"/> Rejected	\$0.00	0
Remaining	\$0.00	0
Total	\$2,600.75	2

[Cancel](#)

[Process](#)

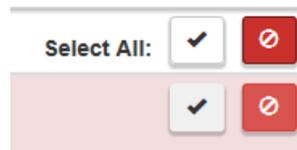
If all the payments in the batch are authorised and / or rejected, the Recent Payment Batches will be updated and reflect NEW for batches processed today.

Recent Payment Batches

View	BCMax Testing (MAX004) 31/08/2017 1:11:15 PM - 2 payments - \$2,600.75	NEW
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Reject Payments

Payments will have a status of Unauthorised when initially uploaded from StrataMax. Authorised signatories will be able to select one, several or all payments to reject.



After rejecting the payment on the SCM website, the payment can be reversed in StrataMax. See the information for the payment reversal process - [Printed in Payments, Processed in EFT Manager, Not Authorised on SCM](#) , for more information.

Payments Display

Column	Explanation
BSB & Account Number	Supplier / Creditor account details
Name	Supplier / Creditor name (check
Amount	Total amount payable, may include several invoices
Status	Authorised / Unauthorised / Partially authorised / Rejected by signatory (or StrataCash),
From	StrataMax Building Name and Number (in brackets)

Payment Search

Use the Search option to locate specific payments. This allows the following options:

- Selection of a Building / Entity
- Period for Searching
- Date selection to provide further options
- Details button to show additional details for each payment

Payment Search

← Back 🔍 Search ✖ Clear 🔗 Details

Office BCMaX Testing (MAX004) ▼

Building / Entity Select the Building / Entity ✖ Clear

Date Submitted Today Last 7 days Last 30 days Custom Between 📅 and 📅

✖ Clear

📌 2 records shown...

Submitted	BSB	Number	Name	Amount	Status	From	
04/09/2017	182-222	301926960	CHU INSURANCE Reference: 000079 Payee Reference: A/C ID 7726	\$2,450.75	Partially Authorised 04/09/2017 09:54AM Alex Bryse	TEST BUILDING 2 (7726) Account: 124-367 92465427	🔗 View Batch
04/09/2017	093-003	005412487	POOL PATROL PY LTD Reference: 000078 Payee Reference: A/C ID 7726	\$150.00	Partially Authorised 04/09/2017 09:54AM Alex Bryse	TEST BUILDING 2 (7726) Account: 124-367 92465427	🔗 View Batch

Data retrieved Sep 4, 2017 9:54:54 AM

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Filter Status Column

The Search function for Payments allows the Status column to be filtered by a particular Status to reduce the records being displayed.

Periodic Payments

Periodic payments are created, amended or cancelled from StrataMax (StrataCash icon on the Desktop), but must be authorised or rejected on the StrataCash Website.

Periodic Payments 2 ▲

Authorise

🔍 Search

Authorising or Rejecting Periodic Payments

Periodic Payments for Authorisation will identify if it is a new, amendment or cancellation of an existing periodic payment. Only those requiring authorisation will be displayed, and the search function can be used to locate additional transactions that have been previously submitted.

1. Select the *Details* button at the top of the screen to display additional fields of the payments.

Periodic Payments for Authorisation

<input type="button" value="Back"/> <input type="button" value="Refresh"/> <input type="button" value="Clear"/> <input type="button" value="Details"/>							
3 records shown...							
BSB	Number	Name	Amount	Frequency	Status	From	Select All: <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	093-003 151313	Pollack Insuranc	\$15.00	Month End	Unauthorised	TEST BUILDING 2 (7726) Account: 124-367 92465427	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	124-155 005451654	Paint City Mango	\$4,444.46	Weekly	Unauthorised	TEST BUILDING 2 (7726) Account: 124-367 92465427	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	124-155 00151651	Lea Insurance Br	\$34.00	Fortnightly	Unauthorised	TEST BUILDING 2 (7726) Account: 124-367 92465427	<input checked="" type="checkbox"/> <input type="checkbox"/>
Total Marked for Authorisation:			\$4,493.46				
Total Marked for Rejection:			\$0.00				
Total Remaining:			\$0.00				
Total:			\$4,493.46				
Data retrieved Dec 4, 2017 10:06:14 AM							<input type="button" value="Authorise >"/>

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- Select to *Authorise* or *Reject* and then Authorise, review the displayed summary and then click the Process button.

Process Periodic Payments

Payments will be processed as follows:

		Amount	Number
<input checked="" type="checkbox"/>	Authorised	\$4,493.46	3
<input type="checkbox"/>	Rejected	\$0.00	0
	Remaining	\$0.00	0
	Total	\$4,493.46	3

Periodic Payments Display

Column	Explanation
Icon (far left)	A plus icon indicates a new periodic payment A cross icon indicates cancelling a periodic payment A pencil icon indicates an amendment to an existing periodic payment
BSB & Number	Supplier / Creditor account details
Name	Supplier / Creditor name
Amount	Total amount payable
Frequency	How often payment is to be made

Status	Authorised (Active) Authorised Unauthorised Partially Authorised Rejected by Signatory (or StrataCash), Superseded
From	StrataMax Building Name and Number (in brackets)

Details Display

Column	Explanation
Ref	StrataMax EFT Reference / Payment number and details if entered
From	Original Start Date
To	Final Payment Date if set
Next	Next Payment Due Date
Status	Authorised (Active) Authorised Unauthorised Partially authorised Rejected by signatory (or StrataCash), Superseded
Account	StrataMax Building account BSB and Number

Periodic Payments Search

Selection of Building / Entity and selecting Search will limit the records displayed. Additionally, selecting the filter for Frequency and / or Status can be used to reduce the items even further.

Periodic Payment Search

← Back
🔍 Search
✕ Clear
📄 Details

Office BCMax Testing (MAX004) ▼

Building / Entity TEST BUILDING 1 (16392) ✕ Clear

✕ Clear

📌 9 records shown...

	BSB	Number	Name	Amount	Frequency ▼	Status ▼	From
+	014-596	550011221	Gold Coast Plumb	\$142.27	Month End	Authorised (Active)	TEST BUILDING 1 (16392)
✍	484-799	550011221	MULTI BLAST	\$20.00	Quarterly	Rejected by Signatory	TEST BUILDING 1 (16392)
✍	484-799	550011221	MULTI BLAST	\$20.00	Quarterly	Authorised (Active)	TEST BUILDING 1 (16392)
✕	084-424	550011221	Bethian Pty Ltd	\$23.15	Annually	Authorised	TEST BUILDING 1 (16392)
✍	084-424	550011221	Bethian Pty Ltd	\$23.15	Annually	Authorised	TEST BUILDING 1 (16392)
+	484-799	550011221	MULTI BLAST	\$20.00	Quarterly	Authorised	TEST BUILDING 1 (16392)

