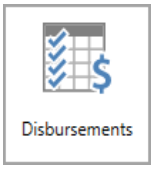
Disbursements

Last Modified on 27/11/2026 8:28 pm AEST



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

Disbursements is designed to automatically record particular events that occur in StrataMax to ***TRMax*** for charging and/or reporting purposes. Once the event has occurred - like printing a levy notice, the disbursements are stored as unprocessed records in ***TRMax*** until they are processed in the ***Process Recoveries*** screen in ***GLMax***. This area also assists with specific state reporting functions, for example, the NSW Section 55.

The charge or price is determined by the selected invoice code, which is configured in ***Edit Invoice List***, in ***GLMax***. Records are not created if the invoice code amount is set to $0.

> It is recommended that the ***Security*** permissions for the ***Disbursements*** screen are restricted to *Administrators* in order to avoid incorrect setup.

Be sure to check out the *Management Fees & Disbursements* video on our video page as well.

Disbursements Setup

The below setup is required to ensure disbursements are charged in accordance with management agreements and/or for ***TRMax*** reporting.

1. Search or select ***Disbursements***.
2. Tick the box next to the disbursement type required (see the below sections for details of each).
3. Click the *Selected Invoice Code* drop-down menu to select the code that will be used to record in ***TRMax***.
4. Tick the additional box if required; *Per Page* or *Per Recipient* (see the below sections for details of each).
5. When done, click *Save*.

To stop a disbursement from being charged, simply remove the tick from its box.

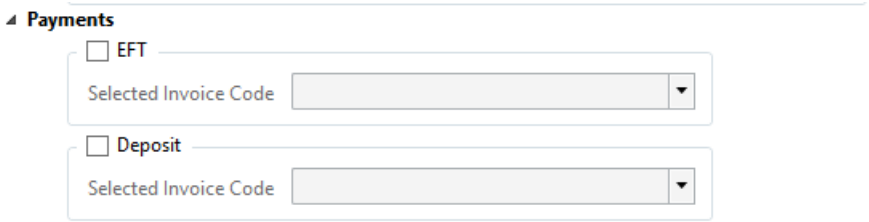
Printing

General Printing
The number of documents printed that are not levy or arrears notices, including StrataMax reports and ***Meeting Hub*** documentation. If the *Per Page* box is ticked, then every page will be counted instead.

Payments

EFT
This records each EFT "printed" or sent via email from the ***Payments*** screen, regardless of the number of pages.

Deposit
The number of deposit slips printed or sent via email. This counts each deposit slip printed or sent, regardless of the number of pages. Deposit slips includes documents produced from the ***Print Deposit Form*** and ***Invoice Printing*** screens.



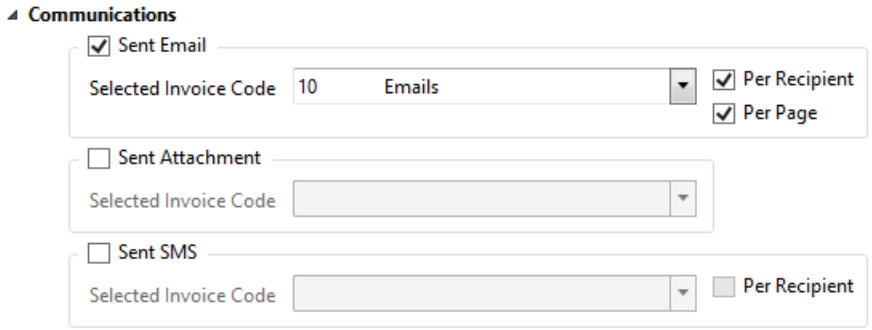
Communications

These disbursements are related to the *Charge* settings found in the ***Communication*** screen. Read the *Charging* information in that article as well as these are directly related to each other.

Sent Email
This will charge each time a single email is sent, but does not observe the number of recipients in that email. For example, an email to four recipients will still only count as one email.
However, by ticking the *Per Recipient* box, it will charge for each recipient of the email e.g. If the *Invoice Code* charge set for emails is $1.00, one email to four recipients will charge $4.00.
If the *Per Page* tick box is ticked, then each charge will be multiplied by the number of pages of the email.

Sent Attachment
A new separate option for attachment charges is available if required. This will allow a new charge to be raised for each attachment sent as well as a charge for each email. Remove this tick to not charge for each attachment.

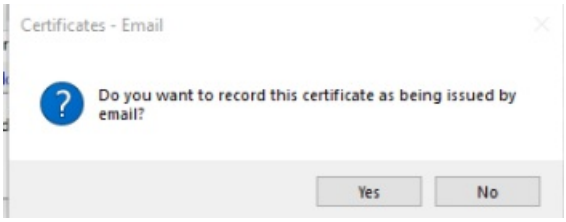
Sent SMS
The number of SMS messages sent out of StrataMax e.g. If the *Invoice Code* amount for SMS is $1.00, one SMS to four recipients will generate one SMS charge of $1.00. However, by ticking *Per Recipient,* one SMS to four recipients will generate a charge of $4.00.



Notices

Issued Certificate
This records & charges for each certificate issued from ***Certificates***. This is only applicable to managers in states where certificate income is recorded in ***TRMax***.

When a certificate is printed or emailed, this charge will occur in addition to the general printing and/or email charges if they are ticked as well. If the global setting in ***Certificates*** (*File* > *Configure*) 'Allow No Records of Emailed Certificate' is enabled, and you then click 'Yes' to the message below, a certificate charge will apply.



Issued Levy Notice
The number of levy and arrears notices issued. This records one unit per lot regardless of how many pages are in the levy notice.

Additional Disbursement settings regarding printing and emailing can be located in Global Levy Notice Configuration.

Work Orders

The below options are an alternative to charging a service fee based on the ***TaskMax*** *configuration*. It is recommended to check those settings in ***TaskMax*** before ticking the boxes here in the ***Disbursements*** screen. Otherwise you may end up charging double for quotes and work orders.

If *General Printing* and *Email Disbursements* are enabled in the ***Disbursements*** screen as well, a charge will already be raised to print or email Quotes and Work Orders. By enabling these options a second charge will be raised for Quotes and Work Orders.

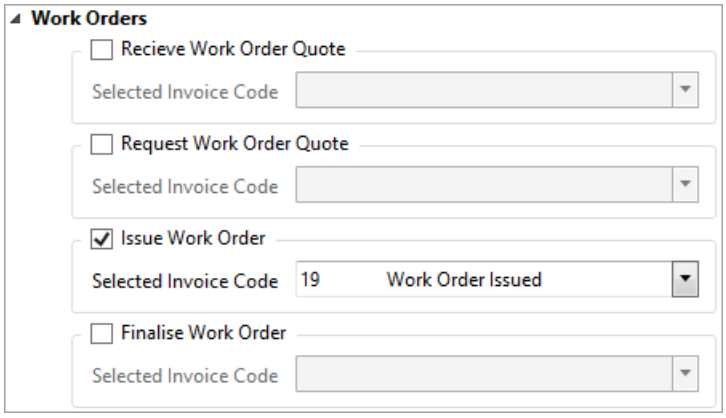
Receive Work Order Quote
The number of work order quote requests received and entered into ***TaskMax***.

Request Work Order Quote
The number of work order quote requests sent from ***TaskMax***. If requesting a quote from 3 contractors each quote request is charged.

To stop this disbursement being charged for quote requests, remove the tick from *Request Work Order Quote* and click *Save*. The ***Disbursements*** settings apply to every building in the portfolio.

Issue Work Order
The number of work orders issued and sent from ***TaskMax*** using the *Issue* button.

Finalise Work Order
The number of work orders that have been finalised in either ***TaskMax*** or ***Creditor Invoices***.



Strata Hub

Updated Strata Hub
This will ensure a ***TRMax*** recovery is created every time a ***Strata Hub*** update is uploaded successfully to the Strata Hub. It is recommended to use ***Management Fee Setup*** for the annual charges