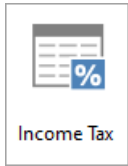


Income Tax

Last Modified on 13/01/2026 9:19 am AEST

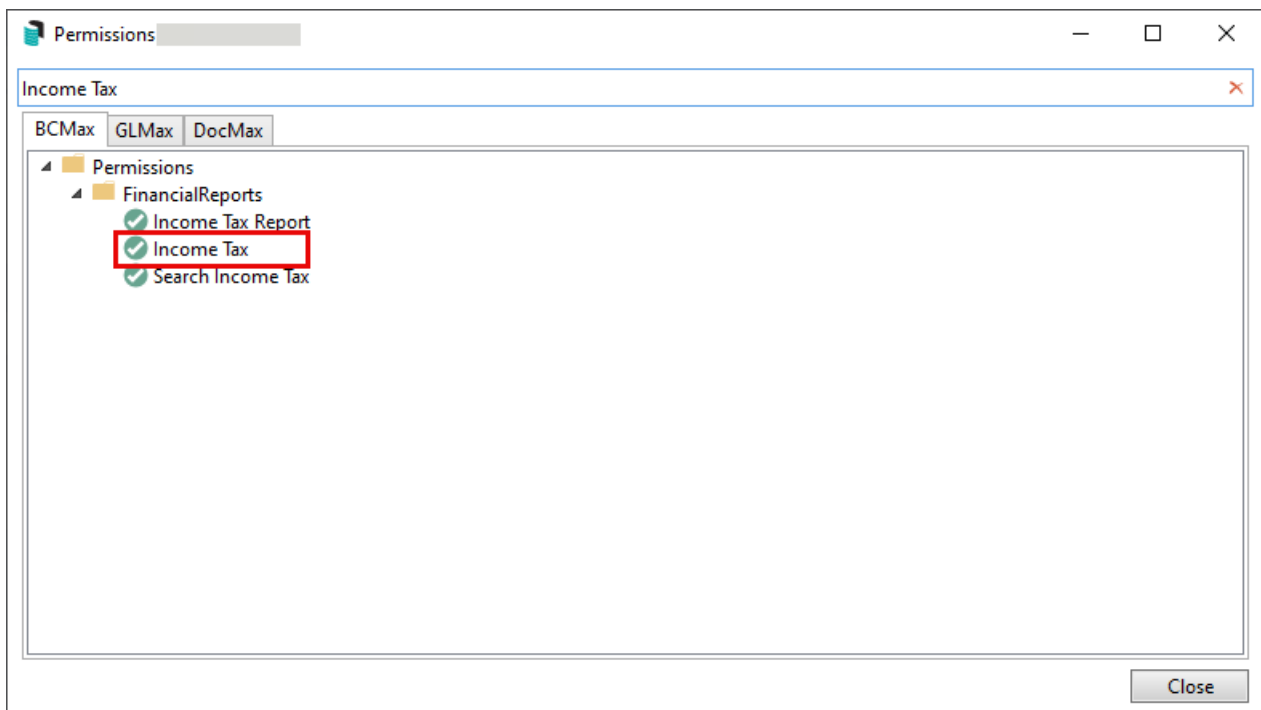


The instructions in this article relate to **Income Tax**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Income Tax will assist with setup and reporting of details required to assist with lodgement of the income tax return. The information will be available to be sent as a report or extracted to Excel for a Tax Agent / Accountant to assist with lodgement to the ATO. There is also the option to view the current year to be prepared and reported for handover of a property to another manager.

Income Tax | Security

To access the **Income Tax**, the user must have permission set to 'Allow' for **Income Tax** under the 'FinancialReports' category in [Security Setup](#).



Income Tax Setup

Income Tax lodgement requires specific details, for transactions in the July - June tax year, to be totalled and then provided to the authorised lodging person. This information is used to correctly calculate the

income tax which can then be lodged and payment processed or refund received.

StrataMax does not assist with the calculation of the amounts for lodgement, but provides the tools to assist with reporting this information.

Correct setup of the specific accounts is required and can be completed in **Account Maintenance**. The accounts required for reporting will be determined by the transactions that are to be applied to the particular account and your accountant is often the most suitable person to assist with identifying these accounts and ensuring the setup is correct.

The areas that are provided for reporting on the Income Tax Report and Search are noted below:

- Income
- Non-Mutual Income
- Fully Claimable Expenses
- Partially Claimable Expenses
- PAYG Instalments (as reported on the BAS)

The **Account Maintenance** options available to assist with assigning to the correct tax reporting area:

- Income Accounts - can be set as Non Mutual Income and can also be set as Non Claimable Income which will exclude being totalled in the Income.
- Expense Accounts - can set be set with an Income Tax Expense Category which may be fully or partially claimable.

The screenshot shows the 'Account Maintenance' window with the following details:

- Code:** 12900
- Description:** BUILDING REPAIRS
- Type:** Posting
- Account Type:** Expense
- Trading Fund:** Admin Fund
- System Flag:** None
- Tax Code:** Default
- Default Tax Code:** GST on Expenses
- Non Mutual Income:** ☐ (highlighted with a red box)
- Non Claimable Income:** ☐ (highlighted with a red box)
- Income Tax Expense Category:** (highlighted with a red box, dropdown menu open)
- Report Group:** Partly Claimable (highlighted with a red box), Fully Claimable (highlighted with a red box)
- Restrict Access:** ☐
- Category:** (dropdown menu)
- Buttons:** Save, Cancel
- Footer:** ☐ Apply Changes To Master Chart & Buildings

Building Information

- Set the *Tax File Number* (TFN) as this is **required** for completion of the Income Tax for the selected Building / Plan.

TIP: Locate where TFN's are missing using **Search Buildings** to select all of the portfolio and add display column TFN then restrict to TFN is empty. This will show all Buildings that will need an update for the TFN field to be completed in **Building Information**.

Buildings

Refresh Export Advanced

Restrict To	Field	Condition	Value
Columns	Building Name	starts with	
Sort Order	TFN	is empty	
Advanced	Account Manager	is equal to	

4 records displayed

Building Number	Building Name	TFN	ABN	Status	Account Manager

Master Chart Report

To assist with the classification of accounts to define the accounts for amending in the setup above, use the Local Accounts in the Master Chart to see the current portfolio setup. Then the Export can be provided to an accountant / tax agent to help with classification.

1. Search or select Local Accounts.
2. Amend the search:
 1. Restrict to: Account Type is any of Revenue and Expense (see below for more options).
 2. Columns: Add - Income Tax Expense Category / Non-Mutual Income / Non-Claimable Income.
 3. Refresh.
 4. Export.

Local Accounts - Master Chart 0000

Refresh Export Advanced

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	
Sort Order	Description	starts with	
Advanced	Account Type	is any of	Revenue Expense
	Income Tax Expense Category	is equal to	
	Non Claimable Income	is equal to	<input type="radio"/> Yes <input type="radio"/> No
	Non-Mutual Income	is equal to	<input type="radio"/> Yes <input type="radio"/> No

532 records displayed

Account Code	Description	Income Tax Expense Category	Non Claimable Income	Non-Mutual Income	Default Tax Code
101	LEVIES - ADMINISTRATIVE FUND		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales
10100	UTILITY INCOME		<input type="checkbox"/>	<input type="checkbox"/>	GST Free Expenses
1011	DISCOUNT - ADMIN FUND		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales
102	SPECIAL ADMIN. FUND LEVY		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales
1021	ADMIN FUND SPECIAL DISCOUNT		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales
103	INSURANCE LEVY		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales
1031	INSURANCE LEVY DISCOUNT		<input type="checkbox"/>	<input type="checkbox"/>	GST on Sales

This will provide the Master Chart of Accounts and the current classification if any displayed in the added columns.

Income Tax Status

Income tax is designed to report information from each Building / Plan, to use for lodgement of the annual income tax return to the ATO. Once the reporting period has been completed and the information reviewed, this can be reported using [Income Tax Report](#) for a combined PDF Report or can be exported into Excel, using Search BAS, which may be easier to use for the person completing the lodgement.

1. Search or select **Income Tax**.
2. Select from options:
 - Current building: ensures only the Income Tax for the current selected building (noted at the top of the window) are displayed.
 - My Buildings (Account Manager): to select an individual Account Manager name and the properties they are listed for.
 - Management Office: select from drop down.
 - All Buildings: to tag individual or a subset of buildings.
3. Select to:
 - Show all - all buildings based on above selection.
 - Show due only - buildings that are due for review for the income tax year completed but not yet prepared.
4. Select 'Prepare to 30/06/**'.
5. Send the [Income Tax Report](#) to accountant / tax agent or use [Search Income Tax](#) for alternative Excel option to produce a report to provide to your Tax Agent or Account.

Income Tax Status - 96322 THE ACCRUAL AVENUE

☐ Current Building
















☒ My Buildings (Account Manager)

☐ Management Office

☐ All Buildings

☒ Show all

☐ Show due only

Building Name	Building No.	Account Group	Status	Latest Start Date	Latest End Date	Actions
LATROBE LANE	558764		✓	01/07/2023	30/06/2024	  
MERMAID LANE	587756		✓	01/07/2023	30/06/2024	  
ONE HOUSE	131		✓	01/07/2023	30/06/2024	  
THE ACCRUAL AVENUE	96322		✓	01/07/2023	30/06/2024	  
WESTERN HEIGHTS	24323		✓	01/07/2023	30/06/2024	  

Prepare to 30/06/2024

Delete and prepare to 30/06/2024

Close

Income Tax Amendments

Amendments to the reported totals in the Income Tax, can be completed by:

- Amending accounts in Account Maintenance.
- By excluding specific transactions on an individual Building / Plan.
- Adding new transactions on an individual Building / Plan, dated in the reporting period.

Global Amendments

Account Maintenance is used to update the reporting for Income Tax with the specific fields as outlined below. These should be reviewed and may be advised to be adjusted by an accountant or tax agent. These steps should also be used when there have been multiple individual transactions updated across the portfolio.

1. From either the Master Chart Building or the local building, search or select **Account Maintenance**.
2. From the Account Maintenance window, use the *Search* field from the Account code list to enter either the description or number of the required account code. Click the pencil icon to edit the selected account.
3. Review the tax fields and update accordingly:
 - Non-Mutual Income
 - Non Claimable Income
 - Partly Claimable Expense
 - Fully Claimable Expense
4. *Apply Changes to Master Chart & Buildings* should be reviewed and selected if all buildings are to also be updated.
5. Click *Save, then Close Account Maintenance*.
6. *Search or select Income Tax*.
7. *Select* either
 - 'Delete and prepare to 30/06/20**' if the Income Tax was already prepared prior to the above amendments, or
 - 'Prepare to 30/06/20**' if the period has not be prepared already.
8. Send **Income Tax Report** to accountant / tax agent or use **Search Income Tax** for alternative Excel option.

Prepare to 30/06/2024

Delete and prepare to 30/06/2024

Individual Amendments

Adding or removing specific transactions can be completed to an individual Building. These updates can then be applied and reports issued. If adjustments are made to multiple Buildings, use the Global Amendment instructions to update the complete portfolio if required.

Add Specific Transactions to Income Tax Reporting

After the reporting period is complete, transactions may still be added, updated and re-reported. This may occur when information is not always available prior to the end of the Tax Year. i.e. Interest amounts

to be included.

Add the required transactions / journals / adjustments to the select Building/s, ensure that the date is within the reporting period - i.e. Interest Income (Non-Mutual) for 30/06/20**.

Example

Journal Preparation Set - THE ACCRUAL AVENUE 96322

Journal Set Totals: 55.99 DR 55.99 CR **Balance: 0.00**

Date: 30/06/2024 Reason: Interest to 30.06.24 Frequency: Once Only ☐ Auto Reverse ☐ On Hold

	Account	DR	CR	Invoice Code	Fund	Details	Explanation
> 001	2070 INTEREST ON INVESTMENTS		55.99		SINKING FUND	Interest to 30.06.24	✗
> 002	01401 INVESTMENT A/C SINKING FUND	55.99			SINKING FUND	Interest to 30.06.24	✗

1. Search or select **Income Tax**, then choose the required display settings.
2. Locate the Building / Plan for adjustment.
3. Select the appropriate action:
 - **Edit Latest Income Tax Period, selecting 'Yes' to update with any new transactions if there have been changes.**
 - Prepare a New Income Tax Period, if this has not yet been done for the current period.
4. Select the blue info icon in the top summary section to show the related accounts and totals.
5. Select the Account where the adjustment was applied (either Income or Non-Mutual Income in example above) to confirm is now correct.
6. Select Finalise once all amounts are as expected.

NOTE: The Print option is available, for the selected Building, to produce the Income Tax report.

Prepare Income Tax - THE ACCRUAL AVENUE 96322

Income Tax Report for 01/07/2023 to 30/06/2024 TFN 204 100 783

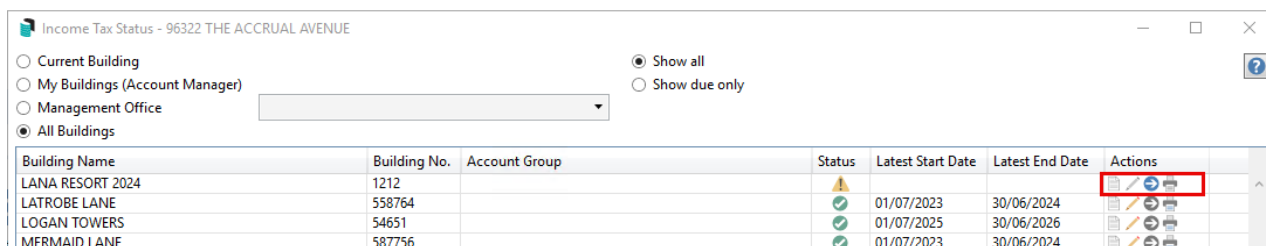
Income	\$4,360.87	PAYG Instalments	\$0.00
Non Mutual Income	\$360.87		
Fully Claimable Expenses	\$2,200.00		
Partly Claimable Expenses	\$0.00		

Code	Account Description	Total	Tax	Total Ex-Tax
2070	INTEREST ON INVESTMENTS	-\$360.87	\$0.00	-\$360.87

Date	Description	Amount	Tax	Amount Ex-Tax	Tax Code	Reference	Extra Details	Invoice Reference	Extra Text	Related Description	Related Account
30/06/2024	Interest to 30.06.24	-\$55.99		-\$55.99	Not Included in BAS	J0000091	00000002001				
30/06/2024	Interest 30.06.24	-\$152.44		-\$152.44	Not Included in BAS	R0000001					
30/06/2024	Interest 30.06.24	-\$152.44		-\$152.44	Not Included in BAS	R0000001					

Delete Specific Transactions from Income Tax Reporting

1. Search or select **Income Tax**, then choose the required display settings.
2. Locate the Building / Plan for adjustment.
 - Select the appropriate action:
 - View latest Income Tax Period (a view of the last completed period).
 - **Edit Latest Income Tax Period, selecting Yes to update with any new transactions if there have been changes.**
 - Prepare a New Income Tax Period, if this has not yet been done for the current period.



Building Name	Building No.	Account Group	Status	Latest Start Date	Latest End Date	Actions
LANA RESORT 2024	1212		⚠			[Edit] [Delete] [Print]
LATROBE LANE	558764		✓	01/07/2023	30/06/2024	[Edit] [Delete] [Print]
LOGAN TOWERS	54651		✓	01/07/2025	30/06/2026	[Edit] [Delete] [Print]
MERMAID LANE	587756		✓	01/07/2023	30/06/2024	[Edit] [Delete] [Print]

3. Select the blue info icon in the top summary section to show the related accounts and totals.
4. Select the Account for adjustment.
5. In the bottom section, use the 'X' to delete the appropriate transactions.
6. Select 'Yes' to confirm to remove the transaction, repeat if required.
7. Select Finalise once all adjustments are complete.

NOTE: The Print option is available, for the selected Building, to produce the Income Tax report.

Prepare Income Tax - LATROBE LANE

Income Tax Report for 01/07/2023 to 30/06/2024 TFN

Income	\$131,818.16	PAYG Instalments	\$0.00
Non Mutual Income	\$0.00		
Fully Claimable Expenses	\$0.00		
Partly Claimable Expenses	\$0.00		

Code	Account Description	Total	Tax	Total Ex-Tax
101	LEVIES - ADMINISTRATIVE FUND	-\$62,499.90	-\$5,681.80	-\$56,818.10
201	LEVIES - MAINTENANCE FUND	-\$82,500.06	-\$7,500.00	-\$75,000.06

Date	Description	Amount	Tax	Amount Ex-Tax	Tax Code	Reference	Extra Details	Invoice Reference	Extra Text	Related Description	Related Ac
31/07/2023	01/07/23 to 30/09/23	-\$31,249.95	-\$2,840.90	-\$28,409.05	GST on Sales	00000516	00022				
31/07/2023	01/07/23 to 30/09/23	-\$31,249.95	-\$2,840.90	-\$28,409.05	GST on Sales	00000516	00022				

Print Delete Finalise Close

Delete a Specific Income Tax Report

If transactions are excluded by mistake, the income tax may be deleted and then re-prepared to re-set all the totals and transactions for the reporting period.

1. Search or select **Income Tax**, then choose the required display settings. Locate the Building / Plan for adjustment.
 - Select the appropriate action (either option will offer the delete):
 - View latest Income Tax Period (a view of the last completed period).
 - Edit Latest Income Tax Period, selecting Yes to update with any new transactions if there have been changes.
2. Check the correct Building and period are displayed, then select 'Delete', click 'Yes' to 'Are you sure you want to delete this Income Tax Report' which will close and return to the Income Tax Status screen.
3. Select 'Prepare a New Income Tax Period' to refresh all the details and include all transactions for the period.
4. Review and finalise to complete.

Manual / Incomplete Income Tax Reporting

Not all Buildings / Plans may provide the required information for the complete tax year. This is due to the information on StrataMax only being available for a portion of the current tax year. This often occurs when a new setup is completed and opening balances include/exclude details that may have to be manually collated from a prior manager/software records. For instructions on how to use **Local Transactions**, which will allow the data for transactions created for periods available in StrataMax, see [here](#).

Examples:

- **Building Financial Year: Jan 2024–Dec 2024, Tax Year: July 2023 – June 2024**

Building installed with opening balances in Jan 2024. Problem: Data for July – Dec 2023 is not available in StrataMax, extra reports will be required.

- **Building Financial Year: May 2023–Apr 2024, Tax Year: July 2023 June 2024**

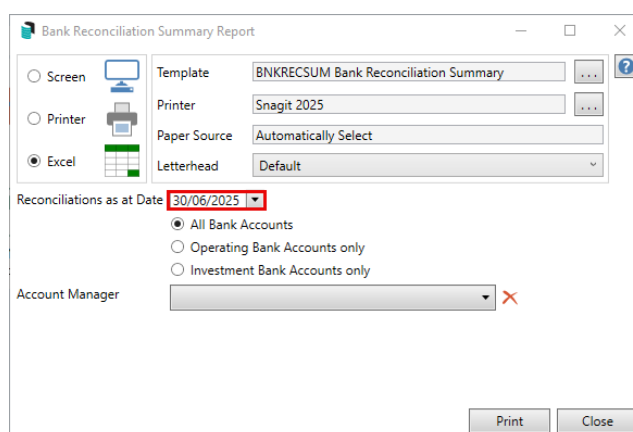
Building installed March 2024 with opening balances – i.e. opening balance journal would cover period May 2023 – March 2024. Tax year report would cover July 2023 – June 2024, including opening balance, so may need to exclude opening balances from **Income Tax** and provide extra reports.

- **Building installed without profit and loss figures from prior manager.**

No data for period not installed in StrataMax. Two reports will need to be combined for tax year reporting.

Bank Reconciliation Summary Report

This report may also be used to clarify the Cash at Bank at a point in time for all bank accounts, including investment accounts. Review the article for [Bank Rec Summary Report](#).



The screenshot shows a software window titled "Bank Reconciliation Summary Report". On the left, there are three radio buttons for output format: "Screen", "Printer", and "Excel" (which is selected). To the right of these are fields for "Template" (set to "BNKRECSUM Bank Reconciliation Summary"), "Printer" (set to "Snagit 2025"), "Paper Source" (set to "Automatically Select"), and "Letterhead" (set to "Default"). Below these is a "Reconciliations as at Date" dropdown menu showing "30/06/2025". Underneath is a group of three radio buttons: "All Bank Accounts" (selected), "Operating Bank Accounts only", and "Investment Bank Accounts only". At the bottom left is an "Account Manager" dropdown menu with a red "X" icon to its right. At the bottom right are "Print" and "Close" buttons.

Tax Year Balance Sheet

Using Report Distribution, the Financial Statements can be produced using an 'override report date'. This allows the Balance Sheet template, to be selected, to reflect figures as at 30 June. This report may be supplied alongside the [Income Tax Report](#) to verify the Balance Sheet totals.

NOTE: If Income and Expenditure reports are included, they will display data from the start of the building's financial year. These figures should not be used for income tax calculations. For accurate tax reporting, please follow the Income Tax instructions provided above.

1. Search or select **Report Set**, then select Financial Statements.
2. Select the configuration cogwheel to:
 1. Enter the Override Report Date (30/06/**).
 2. Amend the template to Balance Sheet Only.
 3. Click Close.
3. Use the Building selector to tag the required Buildings.
4. Select Save Report (only) to save each report to DocMax.
 1. Select the cogwheel to apply a DocMax profile.
5. Select Proceed, to view onscreen.
6. Select Proceed to save a copy to each Building in DocMax with the selected profile.

Report Distribution - 7 Buildings Selected

Untitled

Building: 7 Buildings Selected

Report Set: **Financial Statements** *Balance Sheet Only* *Balance Sheet Only*

☐ Page Numbers ☒ Consolidate by Contact

Distribution Method

☐ Post Snagit 2025

☐ Email Correspondence

☐ SMS

☒ Save Report

☐ Use Preferences

Correspondence

Recipient Type: Internal Users

Filters

#	Building	Name	Post	Email	Sms
100					
100					
100					
100					
100					
100					
100					
100					
100					
100					

Configuration

Report Date: Current

Override Report Date: 30/06/2025

☐ Split Bank Balances

Display

Close Log Proceed Close

NOTE: If the reports are required to be sent externally to a tax agent / accountant, this can be done from DocMax with the use of **Export Documents**. This export could also be inclusive of the **Income Tax Report** if also in DocMax.