

## Financial Reporting Transactions by Group

### Assigning transactions against a Financial Group

#### Posting Levies

Selecting a financial reporting group when posting a levy will allow you to produce more detailed reports in regard to the levies raised on the Income and Expenditure Statement, as well as a providing more detail when creating a levy positions report.

Note: If you assign a financial reporting group to a levy in error, you can simply reverse the levy posting and re-post the levy with no group selected.

The screenshot shows the 'Levy Notices' window with the following details:

- Enter Plan No. or Strata Name or Body Corporate Name:** Strata Plan 3333, Horden Place, 23 Victoria Street, POTTS POINT NSW 2011
- Select type of levy to be posted:**  Standard Levy (Admin and Capital Works Funds),  Admin Fund Special Levy,  Capital Works Fund Special Levy
- Group:** Building Cladding Replacement, Commercial Garage
- Enter details of standard levies:**
  - First instalment due date: DD/MM/YYYY
  - Instalment frequency: Quarterly
  - Number of instalments: 4
  - Levy discount rate (%): NIL
  - Amount to raise - Admin: \$5,510.00
  - Amount to raise - Capital Works: \$770.00 (Including GST)
  - Description (optional):
  - Levy entitlement set: Levy Entitlement
  - Date of determination: DD/MM/YYYY
  - Levy year: 01/04/2019 To 31/03/2020
- Print Summary:** You must check the summary of the levies before posting. Title prefix:  Proposed,  Approved. Button: Print Summary
- Post Levies:** You may now post the levies that you have calculated. Button: Post Levies

#### Entering Creditor Invoices

When entering a creditor invoice, if the cost should be allocated against a financial reporting group you can simply select the group in the invoice entry screen.

Once the group is selected the available cash for the financial reporting group will also be displayed so you can determine if the invoice should be set to Pay or if you should manually place the funds On-Hold awaiting further income for the group.

Note: STRATA Master will use the total available cash when determining whether the invoice should be set to Pay or On-Hold.

Strata Plan 3333  
 Hordern Place  
 23 Victoria Street  
 POTTS POINT NSW 2011

Last levy notices were printed on 18/09/2018.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Dal
27/11/2020	27/11/2020	165806 Maint Bldg-Fire Protection-Other Equipme...	Sydney Fire Protection	New fire extinguishers and instal...	220.00	Pay	Garage	27/
27/11/2020	27/11/2020	165806 Maint Bldg-Fire Protection-Other Equipme...	David Carr Locksmiths	Rekey and install safe	890.00	Pay	Garage	27/
27/11/2020	27/11/2020	273800 Maint Bldg-Signs & Notice Boards - Capital...	Paint People	Safety Signage	1,205.00	Pay	Cladding	27/
27/01/2022	27/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Archive Storage Fee December ...	10.00	Pay	None	27/
27/01/2022	27/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Decem...	50.00	Pay	None	27/

Total due \$2,675.00

Creditor: DAVCL David Carr Locksmiths  
 ABN: 40093785892 GST Registered Pay by: Cheque  
 Work Order (Optional):  
 Amount limit \$0.00  
 Already invoiced \$0.00

Expense account: Main Bldg-Security Keys - Admin  
 Group: Commercial Garage

Description: Rekey and install safe  
 Amount: 890.00 GST: 80.91  
 Invoice no: 89189 Date due: 27/11/2020 Transaction date: 27/11/2020  
 Budget: \$0.00 Total YTD: \$808.09

	Admin	Capital Works	Total
Cash at bank	40,524.75	-10,299.80	30,224.95
O/S invoices	1,470.00	1,205.00	2,675.00
Net cash	39,054.75	-11,504.80	27,549.95
Reserve funds			NIL
Available cash	39,054.75	-11,504.80	27,549.95
Total investments:			26,415.00
Group: Commercial Garage			
Available cash	-1,110.00	NIL	-1,110.00

Invoice status:  Hold  Pay

## Creating Receipts

### Levy or Owner Invoice

STRATA Master will automatically assign a levy receipt to the financial reporting group which was associated with the levy posting.

### Other Receipt to Owners Corporations

When posting receipts for Insurance Claims or any other general receipts, you are able to select a financial reporting group if required.

Receiving into bank account: Rockend Strata Management - General Trust

Levy or Owner Invoice | **Other Receipt to Owners Corporation** | Trust Ledger

GST registered owners corporation selected  
 Enter Plan No. or Street Name or Body Corporate Name.  
 Strata Plan 4444  
 Chandos Towers  
 1 Chandos Street  
 ST LEONARDS NSW 2065

Investment redemption  
 Refund GST  
 Insurance claim  
 Other receipt type

All accounts  Revenue accounts  
 Account: [ ] Group: [ ]

## Adjustments

### Search/Edit Transactions

Displaying financial reporting groups in the search filters on screen.

Search/Edit Transactions

Owners Corporation Selector  
Enter Plan No. or Street Name or Body Corporate Name.

Other Search Criteria  
 Manager: \*Select All  
 Date: DD/MM/YYYY To: DD/MM/YYYY  
 Amount: GST:  
 Type: \*Select All Status: \*Select All Group: \*Select All  
 Reference: Item type: \*Select All

Account Selection  
 Dr: Cr:  
 Show transactions created today

Plan No.	Date	Group	DR account	CR account	Amount	GST	Type	Status	Reference	User
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## Journals

You are able to create journal entries to adjust balances within any fund, by selecting the financial reporting group if required.

Journal Entry

Ledger  
 General Ledger  
 GL with auto reversal  
 Trust Ledger

GST registered owners corporation selected Active Groups  
 Enter Plan No. or Street Name or Body Corporate Name.  
 Strata Plan 3333  
 Hordern Place  
 23 Victoria Street  
 POTTIS POINT NSW 2011

Accounts  
 Debit: Credit:  
 Group:

Details  
 Date: 22/03/2022  
 Amount: \$0.00  
 Description:

## Formatted Reports

### Groups in Formatted Reports

A sub-set of formatted reports named Financial Grp is available. Reports will be available to display the financial reporting group allocations.

The screenshot shows a software window titled "Formatted Reports". At the top, there are navigation tabs: "All", "Trust Ledger", "General Ledger", "Banking Rpts", "Strata Mgt Rpts", "Owner Rpts", "Client Rpts", and "Financial Grp". Below the tabs is a table with three columns: "Name", "Group", and "Description". The table lists various reports, some of which are marked as "Group" reports. The "Name" column includes items like "Budget - Group", "Cancelled Entries", "Cash Management", etc. The "Group" column lists categories such as "Financial Grp", "Banking Rpts", "Client Rpts", "General Ledger", "Owner Rpts", "Strata Mgt Rpts", and "Financial Grp". The "Description" column for all items is "Report".

Name	Group	Description
Budget - Group	Financial Grp	Report
Cancelled Entries	Banking Rpts	Report
Cash Management	Client Rpts	Report
Cash Management - Group	Financial Grp	Report
Cash Payments	Banking Rpts	Report
Chart of Accounts	General Ledger	Report
Current Owner Account	Owner Rpts	Report
Debt Recovery	Strata Mgt Rpts	Report
Debt Recovery History	Owner Rpts	Report
Detailed Arrears	Owner Rpts	Report
Detailed Expenses	Client Rpts	Report
Detailed Expenses - Group	Financial Grp	Report
Detailed Revenue	Client Rpts	Report
Detailed Revenue - Group	Financial Grp	Report
Diary Notes	Client Rpts	Report
Expenditure	Client Rpts	Report
Expenditure By Account	Client Rpts	Report
GST	General Ledger	Report
GST Detail	General Ledger	Report
General Ledger Account	General Ledger	Report
Insurance	Client Rpts	Report
Investment Reconciliation Summary	Banking Rpts	Report
Investments	Banking Rpts	Report
Invoices Due	Strata Mgt Rpts	Report
Journal	General Ledger	Report
Levies Due	Strata Mgt Rpts	Report
Levy Positions	Client Rpts	Report
Levy Positions - Group	Financial Grp	Report
Levy Postinn	Strata Mgt Rpts	Report

## Useful Links

To set up Groups - <https://kb.rockend.com/help/what-is-a-group-in-strata-master>

<https://kb.rockend.com/help/strata-master-top-tip-64---financial-group-reports-on-portals>

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