



How to Process an Allocation Receipt

To distribute unallocated money to levies/charges, we create a NIL receipt.

MENU > ACCOUNTING/ RECEIPTING

1. Enter the Lot and Plan number
2. In the top right hand corner the 'Unallocated B/F' amount will be shown, (this is the total unallocated amount which can be assigned to any charges listed)
3. Ensure the 'Total amount' field is NIL

Receipt details
Total amount

4. Tick the 'Banked' box

Banked Charge fees for manual receipting
20/12/2022

5. Leave date as the current date
6. The receipt allocation shows where STRATA Master has assigned the unallocated balance to. This is indicated by a BLUE tick at the beginning of the line and the amount showing in the 'Allocation' column.

Date
 01/01...

7. To change the suggested allocation, de-select ALL line entries (that means to remove the blue ticks by clicking on them), then click on the levies/charges you wish to allocate the money to.
8. Click Process (F9)

Receipting

Receipting into bank account Rockend Strata Management ITF SP4444

Levy or Owner Invoice Other Receipt to Owners Corporation Trust Ledger

Selected: Lot 4 / Plan 4444 (GST registered)

Unit/Plan
 Lot/Plan
 Address
 Name
 Lot Ref

Lot No. Plan No.

Ms Sarah Marinara
 4/Chandos Towers, 1
 Chandos Street ST
 LEONARDS NSW 2065

Unallocated B/F 300.00
 Unallocated 0.00
Due 2,163.00
 Paid to 30/06/2014 New paid to 30/06/2014

Date	Description	Admin due	Admin paid	Sinking due	Sinking paid	Other due	Other paid	Outstanding	Allocation	% Discount	Group
25/06/14	Lot 4	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	
01/07/14	Quarterly Admin/Si...	338.25	0.00	165.00	0.00	0.00	0.00	353.25	150.00	0.00	
01/10/14	Quarterly Admin/Si...	338.25	0.00	165.00	0.00	0.00	0.00	503.25	0.00	0.00	
01/01/15	Quarterly Admin/Si...	338.25	0.00	165.00	0.00	0.00	0.00	503.25	0.00	0.00	
01/04/15	Quarterly Admin/Si...	338.25	0.00	165.00	0.00	0.00	0.00	503.25	0.00	0.00	
Charge unpaid interest		1,503.00	0.00	660.00	0.00	0.00	0.00	1,863.00	300.00		

Receipt details
 Total amount: NIL Payer: Ms Sarah Marinara Banked Charge fees for manual receiving
 Description: 25/06/2014

Cheque details
 Cheque amount: Cheque no.: Drawer: Bank: Branch: BSB: -

9. Check Lot Owner ledger and ensure allocation has occurred.

20/12/2022 6:42 pm AEDT