

## How to Process a Dishonoured Receipt in STRATA Master

Step 1: Original receipt(s) will need to be cancelled.

Step 2: Process Bank Dishonour Fee

### Cancel Receipts

Levy Receipts -

1. Accounting > Adjustment > Search / Cancel Receipt, on Owner (for levy receipts) enter a Lot No. & Plan No. where a receipt needs to be cancelled off.
2. Enter the receipt date in Show receipts dated from ~ to, then click Search.
3. Click on the receipt(s) to be cancelled, then click Cancel.
4. Enter the reason for cancellation, then click OK.

Non levy receipts - insurance claim etc.

1. Accounting > Adjustment > Search/Cancel Receipt, click on Owners Corporation, select the relevant Plan.
2. Enter the receipt date in Show receipts dated from ~ to, then Search.
3. Click on the receipt(s) to be cancelled, then click Cancel.
4. Enter the reason for cancellation, then click OK.



The reversal of the receipt will occur as at the date of cancellation.

For example, if a receipt was receipted as at 31/3/2014, then cancelled on 5/4/2014, the receipt will still be included in Cash at Bank as at 31/3/2014, and will have been deducted on 5/4/2014 in line with the transactions on the bank statement.

### Process Bank Dishonour Charge

#### **Individual Accounts -**

To enter the bank fees charged, process a Withdrawal via Manual Bank Reconciliation.

#### **General / Pooled Trust -**

Process a journal to the relevant Owners Corporation.

DR - General Ledger Account code used for Dishonours

CR - Cash At Bank

Date - as per bank statement

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