

When an Invoice has Been Paid from the Wrong Plan

When an invoice has been paid from the wrong plan, the plan that should have paid for the invoice needs to reimburse the plan that actually paid the invoice. Please note there are different instructions if you operate individual accounts or a general (pooled) trust.



The original payment to the creditor does not need to be cancelled

Individual Bank Account Configuration

From the plan that should have paid the invoice:

1) Process a Quick Pay transaction

- Payable to the Owners Corporation who paid the invoice
- From the expense account that the invoice should have been paid from

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Owners Corporation 6666
The Champions
45 Sportsman Road
COBURG VIC 3058

Payment Type

Other payee by direct entry

Other payee by cheque

Creditor by cheque

Payment to:

Payee: Strata Plan 5555

Address: Hudson Court
28 Hudson Street
Sydney NSW 2000

Account Details

Name: Strata Plan 5555

Number: 123456789

BSB: 182-000

Plan no.	Account	Description	Amount	GST	Group
Total due: \$0.00					

Work Order (optional):

Amount: \$100.00 GST: \$0.09

Invoice no.: 123456

Group:

All accounts Expense accts Show accts without budget

Expense acct: 163000 Maint Bldg-Cleaning - Admin

Description: Reimburse SP5555 for Rockend Cleaning Services Inv#123456

Plan Number: 6666
Address: The Champions, 45 Sportsman Road, COBURG VIC

	Admin	Sinking	Total
Cash at bank	3,000.00	7,000.00	10,000.00
D/S invoices	180.00	NIL	180.00
Net cash	2,820.00	7,000.00	9,820.00
Available cash	2,820.00	7,000.00	9,820.00
Total investments:			20,129.00

Group:

Available cash			
\$0.00	\$0.00	\$0.00	\$0.00

From the plan that should not have paid the invoice

2) When the quick payment from the other plan is shown on the bank statement; process a receipt

- Receipt Type: Other Receipt to Owners Corporation
- You can choose either to;
 - Select the original expense code the incorrect invoice was paid from, as the receipt will offset the original payment OR
 - A different account may be selected if required.

General / Pooled Trust Account Instructions

If General Trust Account, 2 journal entries need to be processed in the plans. No cash transfers are required at the bank, as the funds are paid from the general trust, only the record of the payment needs to be amended.

1. For the plan that should not have paid for the invoice

DR Cash At Bank (select Admin or Sinking)

CR GL account to account for the expense (select Admin or Sinking)

2. For the plan that should have paid for the invoice

DR GL account to account for the expense (select Admin or Sinking)

CR Cash At Bank (select Admin or Sinking)

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