

₽

Search for a Transaction

This article will assist you to see what transactions have already been processed in Strata Master, and is a general guide.

Searching for transactions assists you to reconcile your bank statements to Strata Master, ensure there are no duplications and correct your financial reports by checking which accounts are involved in transactions.

The main methods available are -

- 1. Search/edit transactions screen
- 2. Quick Report
- 3. General Ledger

Steps to Search/Edit Transactions Screen

- 1. Click on Accounting in the top toolbar
- 2. Select Adjustments from the drop down menu
- 3. Select Search/Edit Transactions
- 4. You can enter as many search fields as you wish, however it is better to select few and then narrow the search
- 5. For example, enter the Strata Plan and perhaps the date (if you are certain of it), however a date range is often better in case someone back dated the transaction. You may wish to search a wide range but with an amount.

Search/Edit	Transactions									_
• 📝 🕯	ñ 놀 🔳	×I								
-GST registere	ed owners corporatio	n selected	Active Groups	Other Search Crite	nia					
Enter Plan No	o. or Street Name or I	Body Corpora	ate Name.	Manager Sel	lect All	*				
			Q	Date 01/0		_	01/2021 🚔	•		
Strata Plan 3 Hordern Plac				Amount		GST				
23 Victoria S POTTS POI				Type "Sel	lect All	Status Se	lect All 👻	Group	*Select All	
				Deference		Item towns		ſ		
			Clear	Reference		Item type Se	lect All 💌	[
Account Sele	ection		Clear	Reference And O 0r	Cr	Item type Se	lect All		•	
	ection	Group	Clear		Cr Amount		lect All 💽	Status	Refer	created
Dr		Group		▼ @ And C Or	,	GST		Status Normal		created
Dr Plan No. 3333 3333	Date		DR account	And C Or CR account	Amount	GST 31.88 4.38	Туре			created
Dr Plan No. 3333 3333 3333 3333	Date 01/01/2021 01/01/2021 01/01/2021	None	DR account Receivable-Le Receivable-Le	And C Or CR account Levies Due-Ad Levies Due-Ad Levies Due-Ad	Amount 350.65 48.15 350.65	GST 31.88 4.38 31.88	Type Levy	Normal		created
Dr Plan No. 3333 3333 3333 3333 3333	Date 01/01/2021 01/01/2021 01/01/2021 01/01/2021	None None None None	DR account Receivable-Le Receivable-Le Receivable-Le	And C Or CR account Levies Due-Ad Levies Due-Ca Levies Due-Ca	Amount 350.65 48.15 350.65 48.15	GST 31.88 4.38 31.89 4.38	Type Levy Levy Levy Levy	Normal Normal Normal Normal		created
Dr Plan No. 3333 3333 3333 3333 3333 3333	Date 01/01/2021 01/01/2021 01/01/2021 01/01/2021 01/01/2021	None None None None None	DR account Receivable-Le Receivable-Le Receivable-Le Receivable-Le	And C Or CR account Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad	Amount 350.65 48.15 350.65 48.15 350.65	GST 31.88 4.38 31.88 4.38 31.88	Type Levy Levy Levy Levy Levy	Normal Normal Normal Normal Normal		created
Dr Plan No. 3333 3333 3333 3333 3333 3333 3333 3	Date 01/01/2021 01/01/2021 01/01/2021 01/01/2021 01/01/2021 01/01/2021	None None None None None None	DR account Receivable-Le Receivable-Le Receivable-Le Receivable-Le Receivable-Le	And Or CR account Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ca	Amount 350.65 48.15 350.65 48.15 350.65 48.15	GST 31.88 4.38 31.88 4.38 31.88 4.38	Type Levy Levy Levy Levy Levy Levy Levy	Normal Normal Normal Normal Normal Normal		created
Dr Plan No. 3333 3333 3333 3333 3333 3333	Date 01/01/2021 01/01/2021 01/01/2021 01/01/2021 01/01/2021	None None None None None	DR account Receivable-Le Receivable-Le Receivable-Le Receivable-Le	And C Or CR account Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad Levies Due-Ad	Amount 350.65 48.15 350.65 48.15 350.65	GST 31.88 4.38 31.88 4.38 31.88 4.38 31.88	Type Levy Levy Levy Levy Levy	Normal Normal Normal Normal Normal		Created

- 6. Take note of the transaction date, debit and credit accounts used, whether gst is included and the type of transaction. If the transaction is 'journal' for example, you would have to reverse it with a journal.
- You can click on a column heading to sort the transactions in order according to that heading. Clicking on Amount, sorts by amount.



- 8. The status will show if the transaction has been cancelled.
- 9. You cannot cancel or reverse transactions in this section.

Steps to Quick Reports Searches

1. Click on Quick Rpt icon in icon toolbar



- 2. You can enter a Plan number or leave it blank and search all Plans.
- 3. Most often you would be selecting the tabs for Receipts, Payments or Cr Invoices.
- 4. Once again start with fewer search filters and then narrow as required. Especially use a wide date range first.
- If you are searching Payments, note the radio buttons for 'Date presented' and 'Date paid', selecting 'Date paid' will also show if presented.

Payment date	DD/MM/YYY	To DD/MM/YYYY 🚔 ▾
	Date presented	C Date paid

- 6. As in point 7 above, you can click on a column heading and sort transaction in that order.
- 7. EFT Pending status means that the Payment has been pushed through 'Pay' but is still waiting to be added to a Direct Entry or ABA file. Status Unpresented means that the Direct Entry file has been created, and Presented means it has been ticked as presented in the Bank Reconciliation because it was on the bank statement. Note that Batch number show in case the batches need to be reversed.

Payer accoun	Status	Туре	BPAY batch num
9876-54321	Presented	Direct entry	
9876-54321	Presented	Bulk BPAY	2
9876-54321	Presented	Creditor cheque	
9876-54321	Presented	Direct entry	

Steps to General Ledger

 The General Ledger shows every account and every transaction in that account, whether gst in involved, and whether the transaction was a debit or a credit, whether it reduced the balance of the account or increased it. The reference number matches another entry in another account, so shows you what 2 accounts were involved in that transaction. This is valuable if you are needing to process journals.

2. There are 2 methods of accessing General Ledger. Firstly via Formatted Reports > General Ledger. Secondly via Reports > general Ledger Reports.

چ 🗟					
GST registered ow	ners corporation selected Activ	/e Groups-			
Enter Plan No. or S Strata Plan 3333 Hordern Place 23 Victoria Street POTTS POINT N	treet Name or Body Corporate Name.	٩			Month Year at period 1 2021 d period 1 2021
-Account		mta			
Account C Expense	C Revenue G All accou				Neg
Account C Expense Account number	C Revenue	unts		ccount number	Name Crob on Mand
Account C Expense Account number 100500	C Revenue C All accou Name Operating Surplus/Deficit-Admin		1	21500	Cash on Hand
Account C Expense Account number 100500 101000	C Revenue C All accou Name Operating Surplus/Deficit-Admin Owners Equily-Admin		1	21500 23500	Cash on Hand Land & Buildings
Account C Expense Account number 100500 101000 121000	C Revenue C All accou Name Operating Surplus/Deficit-Admin Owners Equity-Admin Cash at Bank-Admin		1	21500 23500 25100	Cash on Hand Land & Buildings Plant & Equipment-At Cost
Account C Expense Account number 100500 101000 121000 122000	C Revenue C All accou Name Densting Surplus/Deficit-Admin Owners Equity-Admin Cash at Bark-Admin Deposits		1 1: 1:	21500 23500	Cash on Hand Land & Buildings
Account C Expense Account number 100500 101000 121000	C Revenue C All accou Name Operating Surplus/Deficit-Admin Owners Equity-Admin Cash at Bank-Admin		1	21500 23500 25100	Cash on Hand Land & Buildings Plant & Equipment-At Cost

General Leager Account

Start Date: 01/01/2019 End Date: 28/02/2019

The Owners Corporation of SP 3333									
Reference	Tran. type	Description	Tran. amount	GST	Debit	Credit	Balance		
Cash at BankAdmin									
		Opening balance					42,276.60		
000005	Payment	Archive Storage Fee January 2019	10.00	0.00	0.00	10.00	42,266.60		
000005	Payment	Standard Management Fee January 2019	50.00	0.00	0.00	50.00	42,216.60		
6	Payment	Transfer to investment	1,200.00	0.00	0.00	1,200.00	41,016.60		
Inves	stmentsAdmin								
		Opening balance					0.00		
	Journal	Interest on investment	100.00	0.00	100.00	0.00	100.00		
	Journal	Bank fee on investment	20.00	0.00	0.00	20.00	80.00		
6	Payment	Transfer to investment	1,200.00	0.00	1,200.00	0.00	1,280.00		
Rece	ivableLeviesA	dmin							
		Opening balance					1,102.50		
	Levy	Lot 1: Quarterly Admin/Capital Works Levy (Standar	701.25	0.00	701.25	0.00	1,803.75		
	Levy	Lot 2: Quarterly Admin/Capital Works Levy (Standar	701.25	0.00	701.25	0.00	2,505.00		
	Levy	Cancelled levy for lot: 1/3333	701.25	0.00	0.00	701.25	1,803.75		
	Levy	Lot 1: (Standard)	401.25	0.00	401.25	0.00	2,205.00		
	Cast 000005 6 Inves	Cash at Bank-Admin 000005 Payment 000005 Payment 6 Payment Investments-Admin Journal Journal Journal 6 Payment Receivable-Levies-A Levy Levy Levy	Reference Tran. type Description Cash at Bank-Admin Opening balance 000005 Payment Opening balance Archive Storage Fee January 2019 000005 Payment Standard Management Fee January 2019 6 Payment Transfer to investment Fee January 2019 6 Description Opening balance Journal Infereston investment Journal Bank fee on investment 6 Payment Transfer to investment 6 Payment Toransfer to investment 0 Dogming balance Unimit Bank fee on investment 0 Payment Toransfer to investment 0 Payment Toransfer to investment 0 Dogming balance Unit Quarterly Admin/Capital Works Levy (Standar 0 Levy Cancelled levy for lot. 17333	Reference Tran. type Description Tran. amount Cash at Bank-Admin Opening balance 000005 Payment Archive Storage Fee January 2019 10.00 000005 Payment Archive Storage Fee January 2019 10.00 50.00 6 Payment Transfer to investment 1200.00 1200.00 Investments-Admin Opening balance 000005 100.00 100.00 Journal Interest on investment 20.00 100.00 1200.00	Reference Tran. type Description Tran. amount GST Cash at Bank-Admin Opening balance 000005 Payment Opening balance 000005 0.000	Reference Tran. type Description Tran. amount GST Debit Cash at Bank-Admin Depring balance Depring balance 000005 Payment Archive Storage Fee January 2019 10.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00 0.00 1.200.00	Reference Tran. type Description Tran. amount GST Debit Credit Cash at Bank-Admin		

Back-Up

Prior to making any adjustments, cancellations, reversals, or entries you are unsure of, it is good practice to run a back up. Go to File and select 'back up'. You may rename the back up if you wish, to include 'prior to cancellation' for example. If you make a mistake in doing that cancellation, you can restore to that back up.

If you restore, be aware that other users will also lose whatever they have entered since the back up, so best to forewarn them.

It is not usually necessary to back up documents at that time.

When To Contact Strata Master Support

If you locate errors and find you do not know how to process these transactions, you may log a case for Strata Master Support to assist.

If you would like further assistance with a complex Accounting issue, we have qualified and experienced Consultants you can contact from our Consultant list \mathscr{Q} .

We highly recommend Training in Accounting for Strata Managers, contact our Education Team on education.apac@mrisoftware.com.

Further Links that may be useful -

https://kb.rockend.com/help/bank-reconciliation-does-not-balance

https://kb.rockend.com/help/direct-entry-payment-returned---individual-accounts

https://kb.rockend.com/help/how-to-searchcancel-payments-in-strata-master

https://kb.rockend.com/help/when-an-invoice-has-been-paid-from-the-wrong-plan

11/10/2023 6:10 pm AEDT