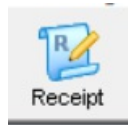


Receipt to Unallocated Funds

This article will assist you to receipt funds directly to unallocated funds, and not levies or interest. This can occur when the funds are to be refunded to the owner, or held for another purpose. The owner may have several Lots and it appears that the funds may need to be split.

Process

Click on the Receipt Icon or go to Accounting > Receiving > Single



1. Enter the Lot and Plan number and click enter
2. Note in the top right hand corner there is a figure for Unallocated, in this example being 0.00

Receiving into bank account: Rockend Strata Management - General Trust

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 Mainara
 4/Chandos Towers, 1
 Chandos Street, ST
 LEONARDS NSW 2055

Unallocated B/F 0.00
 Unallocated 0.00
Due 2,915.18
 Paid to: 31/03/2019 New paid to: 31/03/2019

Date	Description	Admin due	Admin paid	Capital W...	Capital W...	Other due	Other paid	Outstanding	Allocation	% Discount	Group
01/04...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
01/07...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
01/10...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
27/08...	Interest due	377.01	0.00	140.42	0.00	0.00	0.00	517.43	0.00		
Charge unpaid interest		2,124.06	0.00	791.12	0.00	0.00	0.00	2,915.18	0.00		

Charge unpaid interest 2,124.06 0.00 791.12 0.00 0.00 0.00 2,915.18 0.00

Receipt details: Total amount Payer: Ms Sarah Mainara Banked Charge fees for manual receipting
 Description:

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

Note: When you have completed entering your manual receipts for cash and/or cheques you must finalise those receipts in the Accounting > Banking screen and produce your deposit slip(s).

3. Enter the amount to be receipted, tick the banked box if the funds are already on the bank statement, or are being receipted after a cancellation of a receipt. Untick charge fees if you wish.
4. Note that Strata Master will allocate blue ticks to the left of levies and/or interest.

Receiving into bank account: Rockend Strata Management - General Trust

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 **Ms Sarah Mainara** Unallocated B/F 0.00
 Lot No. Plan No. **4/Chandos Towers, 1** Unallocated 0.00
Chandos Street, ST **Due** **2,915.18**
LEONARDS NSW 2065 Paid to 31/03/2019 New paid to 31/03/2019

Date	Description	Admin due	Admin paid	Capital W.	Capital W...	Other due	Other paid	Outstanding	Allocation	% Discount	Group
01/04...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	616.58	182.57	0.00	
01/07...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
01/10...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
27/08...	Interest due	377.01	0.00	140.42	0.00	0.00	0.00	0.00	517.43		
Charge unpaid interest		2,124.06	0.00	791.12	0.00	0.00	0.00	2,215.18	700.00		

Receipt details: Total amount 700.00 Payer Ms Sarah Mainara Description Banked Charge fees for manual receiving
 27/08/2021

5. It is important to click on ALL of the blue ticks to remove them. You will then see the receipt amount in the unallocated figure.

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 **Ms Sarah Mainara** Unallocated B/F 0.00
 Lot No. Plan No. **4/Chandos Towers, 1** Unallocated 700.00
Chandos Street, ST **Due** **2,915.18**
LEONARDS NSW 2065 Paid to 31/03/2019 New paid to 31/03/2019

Date	Description	Admin due	Admin paid	Capital W.	Capital W...	Other due	Other paid	Outstanding	Allocation	% Discount	Group
01/04...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
01/07...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
01/10...	Quarterly Admin/C...	582.35	0.00	216.90	0.00	0.00	0.00	799.25	0.00	0.00	
27/08...	Interest due	377.01	0.00	140.42	0.00	0.00	0.00	517.43	0.00		

6. If you want to enter a description, do so, for example you may reference the receipt number that has been cancelled.

7. Click process



8 Check the Lot Owner ledger and ensure the funds are showing in the unallocated total

Date	Receipt no.	Subtype	Status	Source	Admin Fund Paid	Admin Fund Interest	Capital Works Fund Paid	Capital Works Fund Interest	Unallocated Paid	Unallocated Total	Amount	Cheque no.	
01/10/2019	Quarterly	Quarterly Admin/Capital Works Levy			582.35	0.00	216.90	0.00	152.41	0.00%	Standard	Normal	None
Current position: Unallocated prepayments \$700.00					Levy arrears & owner invoices due \$2,215.18			Interest on levy arrears \$0.00					

9. Funds can then be returned to the owner via Refund Levy function, or held. The funds may auto allocate to a future levy posting.

To check unallocated figures on Lots, go to the Formatted Reports > Levy Positions > scroll to last page. There is a listing of all Lots holding unallocated funds along with the amount held.

27/08/2021 12:10 pm AEST