

Cancel a Credit to a Lot

This article will assist you to cancel a receipt to a Lot Owner's ledger where the receipt was due to a Credit Lot processed to the Lot.

Important notes about Receipt Cancellations -

- When a receipt is cancelled, it is cancelled at the current date. A cancellation cannot be back dated.
- Cancellations of a receipt from an earlier BAS period, being at current date, does not affect a prior BAS return
- Always run a back up prior to cancellations, adjustments or any unfamiliar processes. File > Backup. This enables you to restore and start again if necessary. Click this link to an instruction on how to create a backup - [Creating a Backup in Strata Master | MRI Knowledgebase \(rockend.com\)](#)

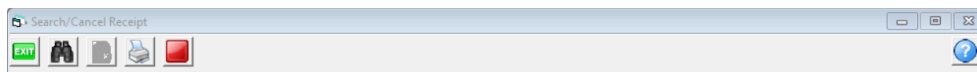
The Process

1. Check the Lot owner ledger and note the receipt details - date, amount and receipt number.
2. Take note of the sub-type. In the example below, the sub type is 'credit' where the amount of \$323 was given as a Credit Lot.

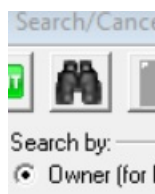
Current position: Unallocated prepayments \$0.00 Levy arrears & owner invoices due \$0.00 Interest on levy arrears \$0.00

Receipts		Admin Fund		Capital Works Fund		Unallocated		Total amount	Cheque no.	Levy no.	
Date	Receipt no.	Subtype	Status	Source	Paid	Interest	Paid				Interest
20/07/2021	26	Receipt	Banked		5.00	0.00	0.00	0.00	0.00	5.00	3
03/09/2021	28	Receipt	Banked		21,829.08	825.51	270.27	75.14	0.00	23,000.00	1, 2, 4, 5
03/09/2021	29	Credit	Posted		323.00	0.00	0.00	0.00	0.00	323.00	5

3. Go to Accounting > Adjustments > Search/Cancel Receipts



4. Ensure radio button is on Owner (for levy receipts), and enter Lot and Plan number
5. Enter date range to cover the date of the Credit Lot receipt to be cancelled and click the binoculars to search



6. You will notice the receipts are listed in the same order as on the owner ledger.

Receipts										
Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype	
20/07/2021	26	2222	4	4	Mr Ringo Starr	\$5.00	Banked	Levy payment for 4/2222	Normal levy	
03/09/2021	28	2222	4	4	Mr Ringo Starr	\$23,000.00	Banked	Levy payment for 4/2222	Normal levy	

7. However, if the receipt to be cancelled has a subtype other than 'Receipt' it will not show on the list. You will notice tick boxes beside the date range.

Show discounts
 Show cancelled & reversal receipts
 Show levy refunds & allocation receipts
 Show credit lot receipts

8. Tick the box 'Show credit lot receipts' and click the binoculars again.

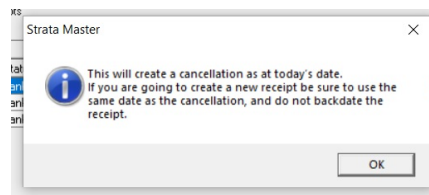
Show discounts
 Show cancelled & reversal receipts
 Show levy refunds & allocation receipts
 Show credit lot receipts

9. Further receipts will show on the list. Highlight the receipt you wish to cancel and click the cancel button

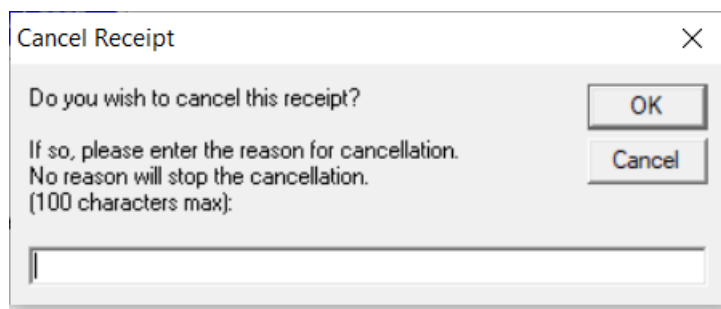
Receipts										
Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype	
20/07/2021	26	2222	4	4	Mr. Ringo Starr	\$5.00	Banked	Levy payment for 4/2222	Normal levy	
03/09/2021	28	2222	4	4	Mr. Ringo Starr	\$23,000.00	Banked	Levy payment for 4/2222	Normal levy	
03/09/2021	29	2222	4	4	Mr. Ringo Starr	\$323.00	Posted	Lot 4: Credit adjustment on interest paid	Credit	



10. You will receive a pop up informing you of the cancellation being dated current date.



11. A pop up then requires a reason for the cancellation. At this point you can back out of the cancellation by clicking on 'cancel'. To continue, click OK.



12. Check the owner ledger to ensure you have cancelled the required receipt.

Receipts											
Date	Receipt no.	Subtype	Status	Source	Admin Fund		Capital Works Fund		Unallocated		Levy no.
					Paid	Interest	Paid	Interest	Paid	Total amount	
20/07/2021	26	Receipt	Banked		5.00	0.00	0.00	0.00	0.00	5.00	3
03/09/2021	28	Receipt	Banked		21,829.08	825.51	270.27	75.14	0.00	23,000.00	1, 2, 4, 5
03/09/2021	29	Credit	Cancelled		323.00	0.00	0.00	0.00	0.00	323.00	5
03/09/2021	29	Credit cancellation	Cancelled		(323.00)	0.00	0.00	0.00	0.00	(323.00)	5

Should you have any issues determining which receipt to cancel, contact support through your MyMRI portal, or call 1300 657 700.

Useful Links

[How to Credit a Lot in Strata Master | MRI Knowledgebase \(rockend.com\)](#)

[Receipt to Unallocated Funds | MRI Knowledgebase \(rockend.com\)](#)

03/09/2021 11:25 am AEST