

# Reversing a Status Report Fee Receipt in Strata Master

Should a Conveyancer/Solicitor or a Lot Owner pay a Fee for a Status Report (Certificate) twice, you will have a duplicate receipt. You will be asked to refund the duplicate payment.

Since receipting to account 146500 Status Certificate Fee triggers a charge by your Agency to the Owner Corporation, there are possibly other steps in addition to reversing the receipt.

If a duplicate receipt has been processed, then a duplicate charge in Management Fees will also trigger.

#### The Management Fee

The fee for Status Reports does not process through Quantity Management Fees but through the same channels as the Standard Monthly Management Fee.

The fee charged will show on the Management Fees preview the day after receipting.

reck	end	Managem	ent Fees to be Inv JANUARY 2022	oiced fo	r		
Plan no. Code	Main addre Fee descrip	ss otion	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
2222	Abbey Road	Studios, 22 Penny La	ane, LIVERPOOL NSW 2170				
STC	Status Certific	ate Fee		1	240.00	calculated	240.00
ARC	Archive Stora	ge Fee		1	10.00	month	10.00
STD	Standard Mar	agement Fee		1	100.00	month	100.00
							350.00

If you are able to see the duplicate Fee on the Management report preview, **the cancellation of the receipt will not reflect in the Management Fee report until the next day** when the date on the workstation progresses.

The next day after reversing the duplicate receipt, your Management Report will appear similar to below, with the Status Certificate Fee being zero or having reduced by 1 fee.

Pla	n no. Code	Main address Fee description De	tail Quantity	Rate	Billing unit	Total (inc.GST)
2222	2	Abbey Road Studios, 22 Penny Lane, LIVERPOO	)L NSW 2170			
	STC	Status Certificate Fee	1	0.00	calculated	0.00
	ARC	Archive Storage Fee	1	10.00	month	10.00
	STD	Standard Management Fee	1	100.00	month	100.00
						110.00

#### Reversing the Receipt

1. Go to Accounting > Adjustments > Search/edit transactions and enter filters to locate the Ref Number (Receipt number). The receipt number in the screenshot below is 28.

B- Search/Edit Transactions	- • ×								
	$\bigcirc$								
CGST registered owners corporation selected Active Groups Other Search Criteria									
Enter Plan No. or Street Name or Body Corporate Name. Manager "Select All V									
Q         Date         27/01/2022         Image: Control of the second									
Strata Filan 2222 Abbey Road Studios GST GST									
22 Penny Lane IVEPPIDI NSW 2170 Type "Select All V Status "Select All V Group "Select All	-								
Clear Item type "Select All V									
Account Selection									
Dr C And C Dr Cr	Show transactions created today								
Plan No. Date Group DR account CR account Amount GST Type Status	Reference								
2222 27/01/2022 None Admin-Management Fees-Stand Creditors-Other-Admin Admin 10.00 0.91 Invoice Pay									
2222 27/01/2022 None Admin-Management Fees-Stand Creditors-Other-Admin Admin 100.00 9.09 Invoice Pay	20								
2222 2770172022 None Cash ar bank-Humin - Humin Status Centricate Fees - Admin 120.00 10,91 Uwners Corp. H Norma	1 20								

2. Go to Accounting > Adjustments > Search/Cancel Receipts > change the radio button to 'Owners Corporation' and enter the required Plan number.

Search/Cancel Receipt	
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Search by:	GST registered owners corporation selected Active Group
Owners corporation	
C Trust account receipts	Strata Plan 2222 Abbey Road Studios 22 Penny Lane LIVERPOOL NSW 2170

3. Enter date range and click the search button



4. Locate the receipt, highlight the whole line to be a blue colour.

1.30	Search/Cancel F	Receipt								- 8 %
EXI	M 🖪	è								$\bigcirc$
	Search by: C Owner (for lev; Owners corpor Trust account	y receipts) ration receipts	- GST register Enter Plan N Strata Plan Abbey Roa 22 Penny L LIVERPOO	ed owners ( lo, or Street 2222 d Studios .ane IL NSW 21	corporation Name or Bo 70	selected .	Active Groups			
s	Show receipts date	ed from 27/0 <sup>-</sup>	1/2022 🚖	🔻 to 🛛	27/01/2022	2	Show discounts	ds & allocation r eceipts	eccipts	
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s	Show receipts date	ed from 27/0	1/2022 🖨	v to i	27/01/2022	2 🖨 🗸	Show ascounts Show levy refund Show credit lot re Receipts Amount	ds & allocation r eceipts Status	Snow cancelled & reversal receipts	Subtype
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5. Click the cancel button.

6. Note the caution to NOT backdate receipts if you are going to re-receipt, click ok.



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7. Enter reason for cancelling the receipt and click ok.

8. Once you have reversed the receipt, you will need to return the funds to the payer, usually being a Conveyancer or a Lot Owner.

You can do this by making a payment direct from the bank website, since you now have not receipted the funds, or more correctly and preferred by Auditors, is to receipt the funds to a Suspense account or Miscellaneous Income, and then make a Quick pay payment from that selected account to the payer. Link to Quick Pay instruction is here - https://kb.rockend.com/help/payments-by-quick-pay-strata-master

### The General Ledger Account

Checking the General Ledger Account for 146500, you will see a Credit when the funds are receipted (increase revenue) and a debit for the cancellation of the receipt (decrease revenue).

		reckei	nd Gener	al Ledger Account				
			s The Ow	Start Date: 01/12/2021 End Date: 28/01/2022 The Owners Corporation of SP 2222				
Date	Reference	Tran. type	Description	Tran. amount	GST	Debit	Credit	Balance
146500	Statu	is Certificate Fees						
01/12/2021			Opening balance					0.00
27/01/2022	28	Owners Corp. Receipt	Status Cert for Lot 2	120.00	10.91	0.00	109.09	-109.09
27/01/2022	28	Owners Corp. Receipt	Cancelled: Status Cert for Lot 2	120.00	10.91	109.09	0.00	0.00

#### What if Management Fees have already been processed?

1. Checking the General Ledger, you will see that the revenue account 146500 entry is automatically reversed when the receipt is cancelled, as this is where the receipt is recorded.

146500		Status Certificate Fees						
01/12/2021			Opening balance					0.00
27/01/2022	28	Owners Corp. Receipt	Status Cert for Lot 2	120.00	10.91	0.00	109.09	-109.09
27/01/2022	28	Owners Corp. Receipt	Cancelled: Status Cert for Lot 2	120.00	10.91	109.09	0.00	0.00
28/01/2022	29	Owners Corp. Receipt	Gladesville Settlements Lot 3	240.00	21.82	0.00	218.18	-218.18
31/01/2022	29	Owners Corp. Receipt	Cancelled: Gladesville Settlements Lot 3	240.00	21.82	218.18	0.00	0.00

2. However the Management Fee, when processed through Accounting > Invoice Management Fees then is passed to Creditors. This is not linked to the receipt so is not automatically reversed. It remains as a Credit in Creditors Other 132500 and a debit in expense account Status Certificate Fees Paid 156000.

132500	Cree	ditorsOtherAdmin						
01/12/2021			Opening balance					-650.00
27/01/2022		Invoice	Archive Storage Fee December 2021	10.00	0.00	0.00	10.00	-660.00
27/01/2022		Invoice	Standard Management Fee December 2021	100.00	0.00	0.00	100.00	-760.00
31/01/2022		Invoice	Status Certificate Fee January 2022	240.00	0.00	0.00	240.00	-1,000.00
31/01/2022		Invoice	Archive Storage Fee January 2022	10.00	0.00	0.00	10.00	-1,010.00
31/01/2022		Invoice	Standard Management Fee January 2022	100.00	0.00	0.00	100.00	-1,110.00
Date	Reference	Tran. type	Description	Tran. amount	GST	Debit	Credit	Balanc
156000	Admi	nStatus Certificate	Fees Paid					
01/12/2021			Opening balance					0.0
31/01/2022		Invoice	Status Certificate Fee January 2022	240.00	21.82	218.18	0.00	218.1

3. It can also be seen in Creditors screen until paid through a Creditors run.

Creditor Invoices						
GST registered owners corporation selected Active Groups	st levy notices were printed on 20/08/	/2018	_			
Enter Plan No. or Street Name or Body Corporate Name.  Strate Plan 2222 Abby Road Studios 22 Perry Lane LIVERPOOL NSW 2170						
Tran. Date Date Due Account	Creditor	Description	Amount	Status Gi	roup	Dallin
27/11/2020 27/11/2020 270202 Maint Bldg-Lift-Refurbishment/Upgra 27/01/2022 27/01/2022 154000 Admin-Management Fees-Standard	ding Sydney Fire Protection Admin Bockend Strata Manage	New fire extinguishers and instal Archive Storage Fee December	305.00 10.00	Pay Lit Pay N	ft :	27/
27/01/2022 27/01/2022 154000 Admin-Management FeesStandard - 31/01/2022 31/01/2022 156000 AdminStatus Certificate Fees Paid - 4	Admin Rockend Strata Manage dmin Bockend Strata Manage	Standard Management Fee Dec Status Certificate Fee January 2	100.00	Pay No Pay N	one	27/
21 /01 /2022 21 /01 /2022 1Ex000 Adult Municipal Eric Counded	Adult Durland Cure Name	A	10.00	n N		v

4. To remove the Fee to the Owners Corporation for the reversed receipt, highlight the Creditor Invoice.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Dal 🔨
27/11/2020	27/11/2020	270202 Maint BldgLiftRefurbishment/Upgrading	Sydney Fire Protection	New fire extinguishers and instal	305.00	Pay	Lift	27/
27/01/2022	27/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage	Archive Storage Fee December	10.00	Pay	None	277
27/01/2022	27/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage	Standard Management Fee Dec	100.00	Pay	None	277
31/01/2022	31/01/2022	156000 Admin-Status Certificate Fees Paid - Admin	Rockend Strata Manage	Status Certificate Fee January 2	240.00	Pay	None	317
31/01/2022	31/01/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage	Archive Storage Fee January 20	10.00	Pav	None	317 🔨

5. Then click the Cancel button.



6. **If you have already run the Creditors and your Agency has received the funds**, you will need to have the funds returned back to the trust account. When the funds show on the bank statement you can receipt the funds, selecting account 156000. This will create a debit to cash at bank (to increase cash) and credit to account 156000 (to reduce the expense), thereby negating the previous debit to account 156000.

💰 Receipting			
🔤 🎦 🖳 🎽	à	Receipting into bank account: Rockend	Strata Management ITF SP 2222
Levy	y or Owner Invoice	Other Receipt to Owners Corporation	Trust Ledger
ST registered owners Enter Flan No. or Street Strade Flan No. or Street Strade Flan 2222 Abbey Road Studio UVERFNOL NSW 22 C Investment redemption C Refund GST Insurance claim Other receipt type	corporation selected Actin Name or Body Corporate Name.	Group     This generals corporation has an active group.     The GST Refund must be receipted in Accounting - GST - F	letund.
Total amount 240.00	Payer My /	gency	Charge fees for manual receipting

156000		AdminStatus Certifica	te Fees Paid					
01/12/2021			Opening balance					0.00
31/01/2022		Invoice	Status Certificate Fee January 2022	240.00	21.82	218.18	0.00	218.18
31/01/2022	30	Owners Corp. Receipt	Reversed receipt#29 31/1/2022	240.00	21.82	0.00	218.18	0.00

## Useful Links

https://kb.rockend.com/help/payments-by-quick-pay-strata-master

For steps to locate and access the General Ledger - https://kb.rockend.com/help/how-to-create-or-enter-ajournal

07/02/2022 6:46 pm AEDT