

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.

rockend Management Fees to be Invoiced for
JANUARY 2022

Plan no. Code	Main address Fee description	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
2222	Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170					
STC	Status Certificate Fee		1	240.00	calculated	240.00
ARC	Archive Storage Fee		1	10.00	month	10.00
STD	Standard Management 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.

Plan no. Code	Main address Fee description	Detail	Quantity	Rate	Billing unit	Total (inc.GST)
2222	Abbey Road Studios, 22 Penny Lane, LIVERPOOL 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.

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	
2222	27/01/2022	None	Cash at Bank-Admin - Admin	Status Certificate Fees - Admin	120.00	10.91	Owners Corp. R...	Normal	28

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

3. Enter date range and click the search button



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

Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype
27/01/2022	28	2222				\$120.00	Banked	Status Cert for Lot 2	Fees collected for as

Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype
27/01/2022	28	2222				\$120.00	Banked	Status Cert for Lot 2	Fees collected for as

5. Click the cancel button.



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

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 received (increase revenue) and a debit for the cancellation of the receipt (decrease revenue).

rockend		General Ledger Account							
		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 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	

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.

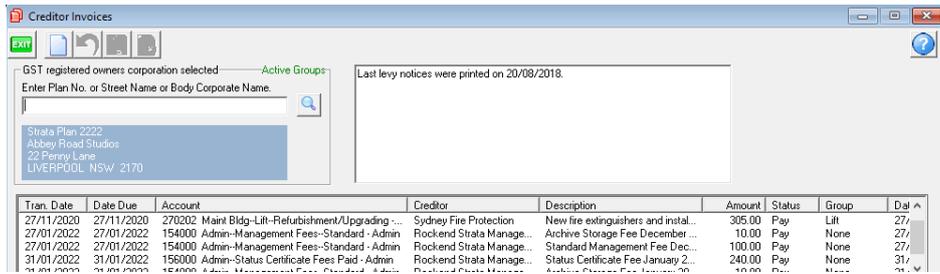
146500 Status Certificate Fees									
01/12/2021			Opening balance					0.00	
27/01/2022	28	Owners Corp. Receipt	Status Cert for Lot 2	120.00	10.91	0.00	109.09	-109.09	
27/01/2022	28	Owners Corp. Receipt	Cancelled: Status Cert for Lot 2	120.00	10.91	109.09	0.00	0.00	
28/01/2022	29	Owners Corp. Receipt	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 Creditors--Other--Admin									
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	Balance
156000 Admin--Status Certificate 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

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



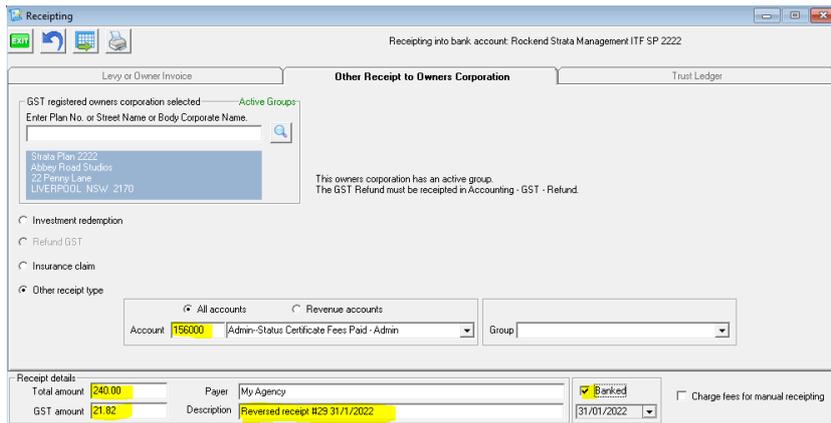
4. To remove the Fee to the Owners Corporation for the reversed receipt, highlight the Creditor Invoice.

Tran Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Dal	
27/11/2020	27/11/2020	270202	Maint Bldg-Lift-Refurbishment/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	27/
27/01/2022	27/01/2022	154000	Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Dec...	100.00	Pay	None	27/
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	31/
31/01/2022	31/01/2022	154000	Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Archive Storage Fee January 20...	10.00	Pay	None	31/

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.



156000		Admin-Status Certificate Fees Paid					
01/12/2021			Opening balance				0.00
31/01/2022			Status Certificate Fee January 2022	240.00	21.82	218.18	0.00
31/01/2022	30		Owners Corp. Receipt	240.00	21.82	0.00	218.18

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-a-journal>

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