

Unposted Levy Receipt in Strata Master

You may notice an Lot Owners Ledger refers to a receipt as 'unposted'. If this is the case, your bank reconciliation may also be unbalanced.

This article will assist you to change the receipt to Banked and identify

- cause of an unbalanced bank reconciliation,
- a duplicated receipt,
- other receipts that are also still 'unposted'.

The Cause of an Unposted Receipt

When receipting, there is a 'Banked' tick box, which is ticked when the funds are not being receipted from cash or cheque funds. If this 'Banked' box is not ticked, Strata Master will assume the funds are received as cash or cheque and will require a Banking Sheet to be printed and taken to the Bank for depositing.

😰 Receipting		
🔤 🕥	Receipting into bank account:	Rockend Strata Management ITF SP 3333
Levy or Owner Invoice	Other Receipt to Owners Corporation	Trust Ledger
-Selected: Lot 1 / Plan 3333 (GST registered) C Unik/Plan C Lot/Plan C Address C Name C Lot R Lot No. Plan No.	MinJeremy Bulling 1/Hordem Place, 23 Victoria Street, POTTS POINT NSW 2011 Paid to 30/09/2018	0.00 0.00 2,194.20 3 New paid to 30/09/2018
Date Description Adminidue Adminipai	I Capital W Capital W Other due Other paid	Uutstanding Allocation % Discount Group
01/10 Quarterly Admin/C 701.25 0.0 01/01 Quarterly Admin/C 701.25 0.0) 96.25 0.00 0.00 0.00) 96.25 0.00 0.00 0.00	797.50 0.00 0.00 797.50 0.00 0.00
04/05 Lot 1: Debt Reco 25.00 0.0) 0.00 0.00 0.00 0.00	25.00 0.00
22/06 Interest due 504.50 0.0) 69.30 0.00 0.00 0.00) 574.20 0.00
Charge unpaid interest 1,932.40 0.0	0 261.80 0.00 0.00 0.00	0 2,194.20 0.00
Receipt details Total amount [797.50] Payer MrJere Description	ny Bullfrog	Banked Charge fees for manual receipting
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).

In other words, always tick this box if you are manually receipting transactions on the bank statement or download, or if the funds are being re-receipted after a cancellation of a receipt. Allocation of unallocated funds would also require this box to be ticked.

To Change the Receipt from Unposted to Banked

1. Navigate to Accounting in the top toolbar and then select Banking from the drop down menu.

Accounting	Reports	Wizards	Configure	Utility	Win	
Receipti			>			
Banking						
Levy Processing				Ctrl+L		

2. Click the \$ sign and unposted receipts will show. The receipts in this screen will not show in your bank reconciliation.

B Manual Bank Reconciliation				×	
Bank account 3333-45678 - Re	Bank account 3333-45678 - Rockend Strata Management ITF SP 3333				
Plan or Body Corporate Name					
Summary	Depos	sits	Withdray	wals	
BANK STATEMENT			LEDGER		
Balance of statement dated 13/10/2021 🚖 -	\$57,796.80	Balance of Cash at Ba	nk	\$30,224.95	
Plus outstanding deposits	\$0.00	Plus direct deposits		\$0.00	

3. Despite the \$0.00 on the manual bank reconciliation, in the screen below, there is a receipt for \$797.50 for this Plan 3333.

Note : Record the DATE and RECEIPT NUMBER. **This is very important**, otherwise you will later not be able to locate the receipt if it needs to be cancelled.

You may see additional transactions/receipts in the Banking Screen. Check below ** for information in regard to these additional transactions.

🔁 Banking								
📼 💲 🜉 🎍 🖻	J						0	
Current Deposit Form				Historical Deposit Forms				
Total cash \$6,297.50 Total cheques \$0,00 Total deposits \$6,297.50								
Identifier	Date	Receipt no.	Drawer	Cheque no.	Bank	Cheque amt	Total amt	
Unit 9/Lot 9, Plan 4444	21/06/	49				NIL	2,500.00	
Unit 1/Lot 1, Plan 3333	22/06/	12				NIL	797.50	
Unit 5/Lot 105, Plan 6666	04/10/	9				NIL	3,000.00	

5. When ready to proceed, click the preview button, note that a Banking Sheet will be produced for each Plan with a receipt in this screen. And each item will be processed in the next step.

6. Then click the Process button.

7. You will now be able to see the receipts in the Bank Reconciliation as outstanding deposits.

ち Manual Bank Reconciliation							×
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Bank account 3333-45678 - R	Bank account 3333-45678 - Rockend Strata Management ITF SP 3333					-	
Plan or Body Corporate Name							
Summary		De	posits		Withdrawals		
BANK STATEMENT				LEDGER			
Balance of statement dated 13/10/2021 🚖		\$57,796.80	Balance of Cash at Ba	nk		\$31,022.	45
Plus outstanding deposits	_	\$797.50	Plus direct deposits		_	\$0.1	00

8. If the receipt is already showing on the bank statement, click on the Deposits tab and mark the receipt as presented. If the receipt has not yet appeared on the bank statement then wait until it shows and then tick it presented.

9. If you have pushed through a receipt that is a duplicate, go to Accounting > Adjustments > Search/edit transactions and cancel the receipt.

This article will assist - https://kb.rockend.com/help/cancel-a-lot-owner-receipt

When there are Additional Transactions in the Banking Screen **

This means you will need to investigate why the other transactions have not been 'banked' -

- You could have cash and/or cheques in a cash box waiting to be banked. Locate the case and/or cheques and deposit them at the bank.
- Or the relevant Plans may have unbalanced bank reconciliations as these receipts were not cash or cheques and need to be marked 'banked' to push them through to show on the bank reconciliation where they can be marked as 'presented' (which is another word for 'already showing on the bank statement').
- Perhaps the receipts have been noted as missing by someone balancing the bank reconciliation and they have re-processed the receipt. In this case you would need to cancel this receipt or the duplicate processed.

01/05/2025 5:06 pm AEST