



## How to Process a Receipt in Strata Master that is already on the Bank Statement (Basic Receipting)

There are receipts when cash or cheque is received, where the funds need to be taken to the bank, and there are receipts that are already on the Bank Statement such as when you are re-receipting a cancelled receipt.

This article will cover the receipt that is already 'banked' whether recently or a while ago.

### Dating the Receipt - Important Note

It is important to note that it is unusual to backdate a receipt. If you cancel a receipt, it is cancelled as at current date, so you do not back date it. **Otherwise you will have a period of time when both receipts are in play and reports will be incorrect.**

If you are manually receipting items on the bank statement as at yesterdays date, then you may backdate those receipts 1 day.

### To Process

1. Click on the Receipting icon on the toolbar



2. Enter the Lot and Plan and then enter. Below I have highlighted the main entry items - Lot/Plan, Amount being receipted, and tick boxes for Banked and Charging Fees to the Owners Corporation for your time.

**Levy or Owner Invoice**

Selected: Lot 2 / Plan 4444 (GST registered)

Unit/Plan  
  Lot/Plan  
  Address  
  Name  
  Lot Ref

Lot No.  Plan No.

Other Receipt to Owners Corporation

Mr Gregory Tzatzki  
 2 Chandos Towers 1  
 Chandos Street, ST  
 LEONARDS NSW 2065

Trust Ledger

Unallocated B/F 0.00  
 Unallocated 0.00  
**Due 3,178.92**  
 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	
02/01...	Lot 2: Swipe back...	66.00	0.00	0.00	0.00	0.00	0.00	66.00	0.00	0.00	
24/06...	Interest due	521.09	0.00	194.08	0.00	0.00	0.00	715.17	0.00		
Charge unpaid interest		2,334.14	0.00	844.78	0.00	0.00	0.00	3,178.92	0.00		

Receipt details

Total amount     Payer      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. When the funds are being re-receipted or otherwise already on the bank statement, tick the Banked box. Do not change the date unless you have considered this carefully in light of the dating information above.

Banked

24/06/2022

4. When you enter the Amount, you will notice blue ticks appear against levies above.

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	781.17	18.08	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	
02/01...	Lot 2: Swipe back...	66.00	0.00	0.00	0.00	0.00	0.00	66.00	66.00	0.00	
24/06...	Interest due	521.09	0.00	194.08	0.00	0.00	0.00	0.00	715.17		
<input type="checkbox"/> Charge unpaid interest		2,334.14	0.00	844.78	0.00	0.00	0.00	2,379.67	799.25		

Receipt details  
 Total amount  Payer   Banked  Charge fees  
 Description

5. Unless you wish to apply the funds mostly to interest, untick the blue ticks and re-tick as you want it to apply.

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	0.00	799.25	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	
02/01...	Lot 2: Swipe back...	66.00	0.00	0.00	0.00	0.00	0.00	66.00	66.00	0.00	
24/06...	Interest due	521.09	0.00	194.08	0.00	0.00	0.00	715.17	0.00		
<input type="checkbox"/> Charge unpaid interest		2,334.14	0.00	844.78	0.00	0.00	0.00	2,379.67	799.25		

Receipt details  
 Total amount  Payer   Banked  Charge fees  
 Description

6. Then, when happy with the allocation of the funds, click Process.



30/03/2023 6:18 pm AEDT