



How to Process a Receipt for Cash or Cheque in Strata Master (Basic Receipting)

There are receipts when cash or cheque is received, where the funds need to be taken to the bank.

This article will cover the receipt for funds not yet showing on the bank statement.

Dating the Receipt - Important Note

It is important to note that it is unusual to backdate a receipt. Backdating receipts can create unbalanced Bank reconciliations. If you are receipting funds that still need to be banked, use current date.

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 received, 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 Tzatzaki
 2/Chandos Towers, 1
 Chandos Street, ST
 LEONARDS NSW 2065

Unallocated B/F 0.00
 Unallocated 0.00
Due 3,178.92
 Paid to 31/03/2019 New paid to 31/03/2019

Trust Ledger

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 are yet to be banked, **do not** tick the Banked box. As soon as the Banked box left unticked, Strata Master knows that the receipt is for cash or cheque.



4. When you enter the Amount, you will notice blue ticks appear against levies above. Unless you wish to apply the funds as shown by the ticks, untick the blue ticks and re-tick as you want it to apply. In the example below, the Lot Owner has sent a cheque for \$70 to cover the Swipe Card invoice of \$66.00. \$4 has then been applied to the oldest Levy.

