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Unpresent a Presented Payment in Strata Master

If you accidentally tick a payment presented in the bank reconciliation, you will need to 'unpresent' the payment to show the payment in the bank reconciliation list again.

It would not be advisable to unpresent a payment that has been sent to the other party and presented at the bank or where the other party has received the funds as in an eft. If you have an unusual situation, we recommend you speak with your auditor or seek advice from a suitably qualified Accountant. Strata Master support can advise on functionality within the Software but not on ethical, legal or accounting issues.

You Need The Payment Number First

1. Click on Quick Reports icon in the icon toolbar



2. Select the Payments tab

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I	Corporations Lots Registers Insurance R & M Receipts	Payments Contacts Cr.Invoices Creditors Meetings

3. Locate the payment, usually by search the payee, or filtering by date. Note the payment number on the left hand side.

B Quick Reports		
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Corporations Lots Registers Insurance	R & M Receipts	Payments Contacts Cr.Invoices Creditors Meetings
Owners Corporation Details	Payment Type	Other Search Criteria
Plan No. Manager *Select All 👻	 All payments 	Payee Select All
Street No Street	C Bulk BPAY	Payment no. Batch number
Town	C Cheques	Payment date 29/04/2022 🚔 🗸 To 29/04/2022 🚔 🗸
Managed?	C Other payments C Direct entry C Baument cancellations	C Date presented C Date paid
C Managed plans C Unmanaged plans (• All plans		
Payment num Payment date Date presented Amour	t Presented Payee	Payee email Payee accou Payee accou Payee accou Payee accou
000004 2022-04-29 2022-10-06 3,500.0	0 3,500.00 Whitbreads In	

4. If you cannot see the payment number, click this button and ensure the box beside payment number is ticked.



To Unpresent The Payment

1. Select 'Utility' in the top toolbar



2. Select 'Unpresent a Presented Payment'.



3. Enter the details including payment number including zero's.

B • Unpresent a Presented Payment	×
Bank account	
Macquarie Operating Account	-
Payment type Direct entry	
Payment number 0000004	

4. Click save



5. A message shows wanting confirmation of your intent to unpresent the payment, click Yes, if ok to follow through.

Strata Ma	ster	×
	You are going to unpresent a presented direct entry payment no.: 000004 amount: 53,500.00 date drawn: 29/04/2022 date presented: 06/10/2022 payee: Whitbreads insurance Brokers	
	Make sure that unpresenting this payment is consistent with the bank reconciliation.	
	Continue?	
	Yes No	

6. You will receive a confirmation message if the process is successful.



7. Check the bank reconciliation to ensure the payment is then showing on the withdrawal tab, again.

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	Bank account 34	56-78875 - Macquarie Operating Acc	ount		•
Plan or Body	Corporate Name				
	Summary	Y	Deposits	Y	Withdrawals
	oannaiy				A
Mark as presented	the following withdra	wals on the bank statement (except t	nose pending EFT in ma	genta):	
Mark as presented	the following withdra	wals on the bank statement (except t	nose pending EFT in ma Presented	genta):	·

06/10/2022 8:00 pm AEDT