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Cancel an Allocation Receipt in Strata Master

Have you tried to cancel a receipt and you receive a message that refers to an allocation **receipt?** The message may look like this -



What that means is that the receipt you are trying to cancel, has unallocated funds that were later allocated to another receipt.

An Example

In the example below, of a Lot Owners Ledger, Receipt 36 was allocated to unallocated, not to a levy or owner invoice. Some of those unallocated funds were then allocated to a levy, Admin and Capital Works.

Receipt 36 cannot be cancelled until receipt 37 is cancelled first.

When receipt 37 is cancelled, the funds will be returned to unallocated funds, and you can then cancel receipt 36.

| The Ow | ners Corp | oration of | SP 3333 | | Hordern Place, 23 Victo | oria Street, P | ISW 2011 | | | | |
|------------------------------|-------------|------------|---------|---------|-------------------------|----------------|----------|----------|----------|-------------------------|---------|
| Lot 1 Unit 1 Jeremy Bullfrog | | | | | | | | | UE/AE: | 10.00 / 40.00 | |
| Receipts | | | | Admin F | ks Fund | Unallocated | | | | | |
| Date | Receipt no. | Subtype | Status | Source | Paid | Interest | Paid | Interest | Paid | Total amount Cheque no. | Levy |
| 05/05/2021 | 25 | Receipt | Banked | | 2,100.00 | 0.00 | 375.00 | 0.00 | 0.00 | 2,475.00 | 1, 3, 5 |
| 10/11/2021 | 32 | Receipt | Banked | | 350.00 | 30.97 | 0.00 | 0.00 | 0.00 | 380.97 | 2, 4, 6 |
| 20/10/2022 | 36 | Receipt | Banked | | 0.00 | 0.00 | 0.00 | 0.00 | 900.00 | 900.00 | |
| 20/10/2022 | 37 | Receipt | Banked | | 577.50 | 111.68 | 103.15 | 17.10 | (809.43) | 0.00 | 9, 11, |

To Cancel The Receipts

- 1. Navigate to Accounting > Adjustments > Search/Edit Receipts
- 2. Enter the relevant Lot and Plan and adjust the date range to cover the dates of the receipts.
- 3. Then tick the box that says "Show levy refunds and allocation receipts" and click the search binoculars.

4. The screen below shows the 2 receipts from the ledger. I have highlighted the receipt you would have been trying to cancel.

| s ra | Search/Cancel Receipt | | | | | | | | | | | |
|---|-----------------------|-------------|------|------|-----|-----------------|----------|--------|-------------------------|-------------|--|--|
| | | | | | | | | | | | | |
| Search by: Selected: Lot 1 / Plan 3333 (GST registered) Owner (for levy receipts) C Unit/Plan C Lot/Plan C Address C Name C Lot Ref Jeremy Bullings Owners corporation Lot No. Plan No. Trust account receipts Image: Comparison of the second se | | | | | | | | | | | | |
| Show receipts dated from 13/10/2022 To 20/10/2022 To Show discounts Show cancelled & reversal receipts Show cancelled & reversal receipts | | | | | | | | | | | | |
| | Date | Receipt No. | Plan | Unit | Lot | Owner | Amount | Status | Description | Subtype | | |
| | 20/10/2022 | 36 | 3333 | 1 | 1 | Jeremy Bullfrog | \$900.00 | Banked | Levy payment for 1/3333 | Normal levy | | |
| | 20/10/2022 | 37 | 3333 | 1 | 1 | Jeremy Bullfrog | \$0.00 | Banked | Levy payment for 1/3333 | Normal levy | | |
| | | | | | | | | | | | | |

5. Firstly you need to highlight the receipt 37 that is the allocation receipt showing a \$0.00 amount, and click the cancel button.



6. Click ok to this message BUT NOTE what it says, the cancellation will be at todays date, not backdated.



7 A message comes up to check that you want to cancel the receipt, enter a reason and click 'ok'.

| | Cancel Receipt | × |
|----|---|--------------|
| Da | Do you wish to cancel this receipt? If so, please enter the reason for cancellation. No reason will stop the cancellation. (100 characters max): | OK Cancel |
| | J | |

8. This leaves the receipt 36 to be cancelled using the same process.

| Receipts | | | | | | | | | | |
|----------|------------|-------------|------|------|-----|-----------------|----------|--------|-------------------------|-------------|
| | Date | Receipt No. | Plan | Unit | Lot | Owner | Amount | Status | Description | Subtype |
| | 20/10/2022 | 36 | 3333 | 1 | 1 | Jeremy Bullfrog | \$900.00 | Banked | Levy payment for 1/3333 | Normal levy |
| | | | | | | | | | | |

9. Then check the Lot Owners Ledger to ensure you have correctly cancelled the receipts.

The ledger will show the funds of \$809.43 returned to unallocated and then the \$900 receipt cancelled.

| 05/05/2021 25 | Receipt | Banked | 2,100.00 | 0.00 | 375.00 | 0.00 | 0.00 | 2,475.00 | 1, 3, 5, 7 |
|---------------|---------------------|-----------|----------|----------|----------|---------|----------|----------|--------------------------|
| 10/11/2021 32 | Receipt | Banked | 350.00 | 30.97 | 0.00 | 0.00 | 0.00 | 380.97 | 2, 4, 6, 8 |
| 20/10/2022 36 | Receipt | Cancelled | 0.00 | 0.00 | 0.00 | 0.00 | 900.00 | 900.00 | |
| 20/10/2022 37 | Receipt | Cancelled | 577.50 | 111.68 | 103.15 | 17.10 | (809.43) | 0.00 | 9, 11, 13, |
| 20/10/2022 37 | Receipt | Cancelled | (577.50) | (111.68) | (103.15) | (17.10) | 809.43 | 0.00 | 9, 11, 13, 10, 12, 14 |
| 20/10/2022 36 | Receiptcancellation | Cancelled | 0.00 | 0.00 | 0.00 | 0.00 | (900.00) | (900.00) | 10, 12, 14 |

10. At this point your bank reconciliation ledger side will reduce by \$900 for the cancelled receipt 36, so you now need to decide if it needs re-receipting or not.

Useful Links

https://kb.rockend.com/help/cancel-a-lot-owner-receipt

https://kb.rockend.com/help/unposted-levy-receipt-in-strata-master

https://kb.rockend.com/help/how-to-process-a-receipt-in-strata-master-that-is-already-on-the-bank-statement

https://kb.rockend.com/help/receipt-to-unallocated-funds

https://kb.rockend.com/help/reversing-a-receipt-allocated-to-old-bank-account-after-bank-change

20/10/2022 7:38 pm AEDT