



Re-Send a Remittance Advice to a Creditor in Strata Master

A Remittance sent to a Creditor with a Creditor Run may not have been sent due to printer or email issues, or an incorrect email address on record.

Re-Sending Options -

1. Re- send through Outlook.
2. Re-send from Strata Master

Re-Send Through Outlook

This will generally be possible when the recorded email address is incorrect or the creditor cannot locate the Remittance advice.

Locate the sent email in your Out box or Sent box and forward to the correct email address.

Re-Send Through Strata Master

1. Navigate to Accounting > Adjustments > Search/Cancel Payments.
2. Enter selection details to show the require payment.

Payment no.	Type	Date	Amount	Payee	Bank accou...	Bank accou...	Status	Date presen...	Pri
000007	Creditor che...	14/04/2022	460.00	Daintree Ga...	Rockend St...	3333-45678	Presented	14/04/2022	46

3. Highlight the payment and click the print button.



4. A preview opens. Note the preview shows the consolidation of 4 invoices.



Remittance Advice

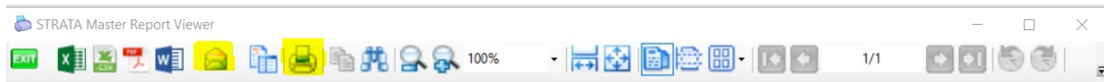
Reprinted: 07/12/2022

Daintree Garden Services
56 Eastern Ave
KINGSFORD NSW 2032

Date	Plan	Reference	Description	Amount
29/01/2021	3333	3211	Lawnmowing Jan 2021	120.00
06/04/2021	3333	3222	Lawnmowing Mar 2021	110.00
27/06/2021	3333	3223	Lawnmowing May 2021	130.00
25/07/2021	3333	3224	Lawnmowing Jul 2021	100.00
Cheque no. 000007			14/04/2022	
			Total	<u>\$460.00</u>

The Owners Corporation of SP 3333, Horden Place, 23 Victoria Street, POTTS POINT NSW 2011

5. Select email or printer icon as required



6. Selecting the email option will open an Outlook email for your complete correct email address and Subject line as required.

7. Selecting printing will open print screen for you to select your printer and other properties of the print.

Sending Bulk Remittances

You will need to re-send remittances as above, selecting creditor one by one.

07/12/2022 7:38 pm AEDT