



Cancel a Batch (Bank Rejects Upload) in Strata Master

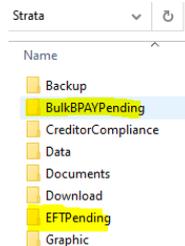
The most usual reasons to cancel a batch for upload include -

- the file is rejected in uploading to the Bank website. The message on the Bank Website should assist you to identify the payment that is causing the rejection
- a payment included in the file is to be cancelled and the file has not yet been uploaded to the Bank (Note that once the file has been uploaded and authorised, the payment has been made so can only possibly be stopped by the Bank, otherwise you will need to seek return of the funds from the creditor).

Your batch could be an ABA (Direct Entry) file or a BPay file.

Caution

If you cancel a batch and then recreate the batch, the original batch will still exist in your Windows File Explorer folder for Bulk Bpay or EFT Pending. In the new batch, the batch number will change as will the batch contents, so ensure the correct batch is uploaded to the bank. Your folders should be on the server in the Strata\$ folder or another shared drive.



There is a time stamp to assist identify the most recent file. We suggest you move any unwanted files into the folder named '.....Processed' as in screen shot below.

Name	Date modified	Type	Size
BulkBPAYProcessed	09/12/2022 9:40 AM	File folder	
DEMO 000003.txt	04/01/2023 4:30 PM	Text Document	1 KB

Locate the Batch File Number

1. The batch number should be on your printed copy, at the top of the page or at the end of the list..

BPAY no.	Payee	Payer acct.no.	Payer BSB	Billier code	CRN	Amount
1	Sydney Water	2222-12345	182-222	1222000	2456789521423	450.00
Total						\$450.00

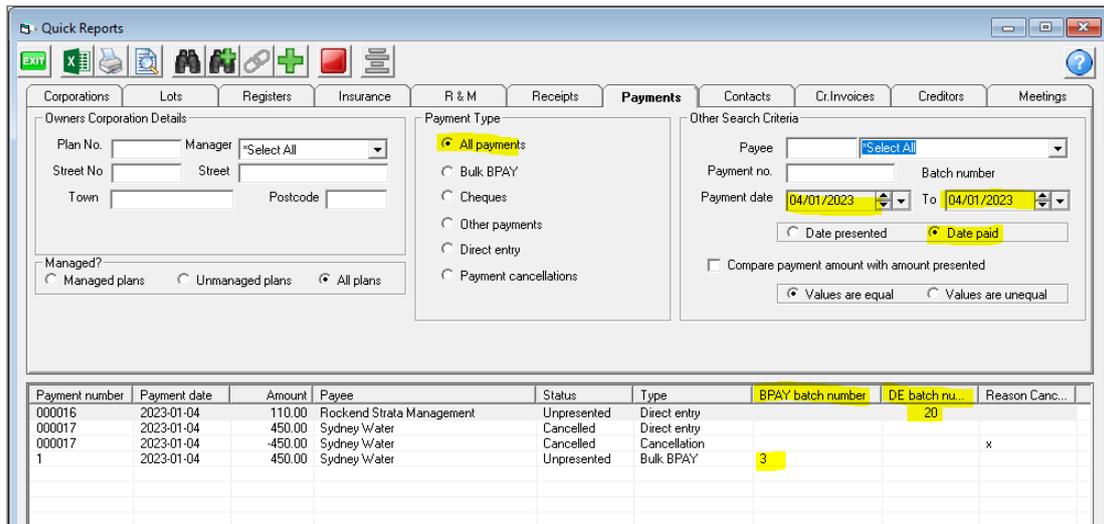


Payments by Direct Entry
04/01/2023

EFT no.	Payee	Payee account no.	Payee BSB	Amount
000064	Electrical Repairs & Service	6478988	112-356	460.00
000016	Rockend Strata Management	12345364	082-222	110.00
Total				\$570.00

Batch number: 20

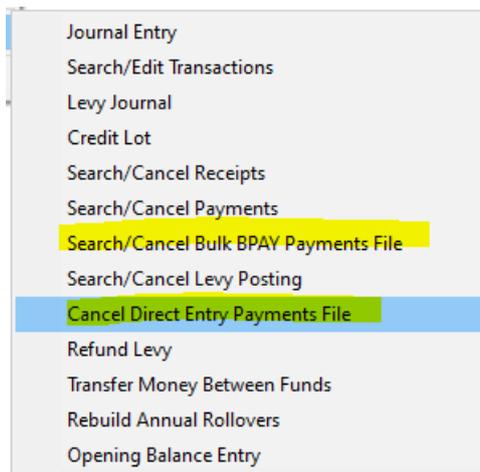
2. Alternatively, you can find the batch number in Quick Reports. Note the payment numbers, especially of any payment that will need to be cancelled.



Payment number	Payment date	Amount	Payee	Status	Type	BPAY batch number	DE batch nu...	Reason Canc...
000016	2023-01-04	110.00	Rockend Strata Management	Unpresented	Direct entry		20	
000017	2023-01-04	450.00	Sydney Water	Cancelled	Direct entry			
000017	2023-01-04	-450.00	Sydney Water	Cancelled	Cancellation			x
1	2023-01-04	450.00	Sydney Water	Unpresented	Bulk BPAY	3		

Cancelling the Batch

1. Navigate to Accounting > Adjustments > Search/Cancel Bulk BPay Payments File for a BPay batch or Cancel Direct Entry Payments File for an aba/Direct entry EFT batch.



- Journal Entry
- Search/Edit Transactions
- Levy Journal
- Credit Lot
- Search/Cancel Receipts
- Search/Cancel Payments
- Search/Cancel Bulk BPAY Payments File
- Search/Cancel Levy Posting
- Cancel Direct Entry Payments File**
- Refund Levy
- Transfer Money Between Funds
- Rebuild Annual Rollovers
- Opening Balance Entry

2. The screen below opens (this example is BPay) and enter the batch number and click the search binoculars. All the payments in that batch will show. Note there are no amounts.

Batch no.	Payment no.	Payment date	Payee	Bank account name
3	1	04/01/2023	Sydney Water	Rockend Strata Management ITF SP 2222

3. When happy that you have the correct batch, by checking the **payment numbers and payment date matches the checks in 'Locate the Batch File Number' section** above.

4. Click the cancel button to cancel the batch. Note that cancelling the batch does not cancel the payments, simply the created bank batch.

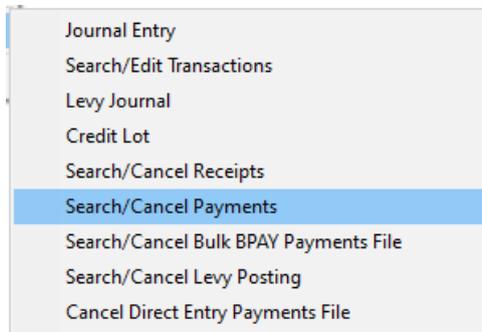


5. A check pop up appears requiring you to click ok to confirm cancelling the batch. Then you click ok to the confirmation pop up letting ou know the cancellation has been processed.

If you have an incorrect Biller Code and your bank is Macquarie Bank, you are still using this process to push the payment back to Creditor invoicing. Refer this link to edit the Biller Code once the payment is in Creditor Invoicing screen - <https://kb.rockend.com/help/change-a-biller-code-on-a-creditor-payment-in-strata-master>

Cancelling the Payment

1. Navigate to Accounting > Adjustments > Search/Cancel Payments



2. Enter filter fields as required to locate the payment to be cancelled. If there are more than 1 payments to be cancelled, you will need to cancel them one by one. Perhaps enter payment date and payee, or Plan and date range for example.

Payment no.	Type	Date	Amount	Payee	Bank accou...	Bank accou...	Status	Date presen...	Pri
000016	Direct entry	04/01/2023	110.00	Rockend St...	Rockend St...	2222-12345	Unpresented	01/01/1900	NII
1	Bulk BPAY	04/01/2023	450.00	Sydney Water	Rockend St...	2222-12345	EFT pending	01/01/1900	NII

3. Highlight payment to be cancelled.

Payment no.	Type	Date	Amount	Payee	Bank accou...	Bank accou...	Status	Date presen...	Pr
000016	Direct entry	04/01/2023	110.00	Rockend St...	Rockend St...	2222-12345	Unpresented	01/01/1900	NIL
1	Bulk BPAY	04/01/2023	450.00	Sydney Water	Rockend St...	2222-12345	EFT pending	01/01/1900	NIL

4. Click the cancel button.



5. A message appears to check that you want to cancel this payment, if you wish to go ahead, enter a reason and click ok.

6. The payment will be found back in creditor Invoicing screen for the relevant Plan. Note the status is 'on hold', allowing you time to edit the details in this screen.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date Iss
25/10/2021	25/10/2021	153000 Admin-Keys, Cards, Swipes & Remotes Pur...	Unitcom	Intercom repair	56.50	On Hold	None	25/10/2021
04/01/2023	04/01/2023	191200 Utility-Water & Sewerage - Admin	Sydney Water	Water Usage 1/9/22 to 31/12/22	450.00	On Hold	None	04/01/2023

Total due \$506.50

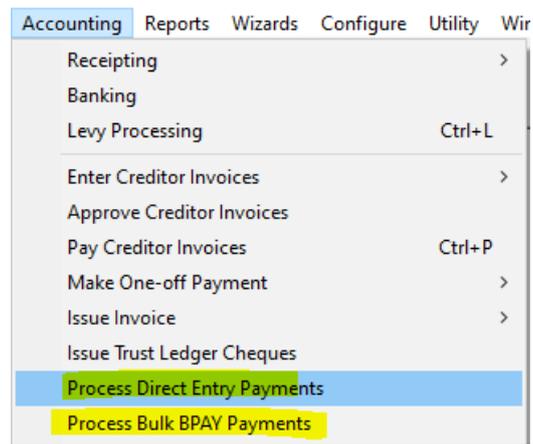
7. If you wish to edit the payment, click on it and edit in the lower section of the screen, then click Save.

Creditor: SYDWA Sydney Water
 Biller Code: 1222000 ABN: 49776225038 GST Exempt Pay by: Bulk BPAY
 Work Order (Optional):
 Amount limit: \$0.00
 Already invoiced: \$0.00
 Expense account: Utility-Water & Sewerage - Admin
 Group: None
 Description: Water Usage 1/9/22 to 31/12/22
 Amount: 450.00
 Invoice no.: 1111 Date due: 04/01/2023 Transaction date: 04/01/2023
 CRN: 2456789521423 Budget: \$0.00 Total YTD: \$0.00
 Plan Number: 2222
 Address: Abbey Road Studios, 22 Penny Lane, LIVERPOOL
 Cash at bank: 640.00 Admin: 250.00 Total: 890.00
 O/S invoices: 506.50 Capital Works: NIL Total: 506.50
 Net cash: 133.50 Reserve funds: 250.00 Total: 383.50
 Available cash: 640.00 Total investments: 250.00 Total: 890.00
 Invoice status: Hold Pay **On Hold**

8. If you want to cancel the payment altogether, click the cancel button.



9. You may proceed to recreate the batch without the cancelled payment, OR you can correct the cancelled payment, push it through PAY again, and then create the batch including this payment. Take note of the new batch number on the report that prints out.



Useful Links

<https://kb.rockend.com/help/change-a-biller-code-on-a-creditor-payment-in-strata-master>

<https://kb.rockend.com/help/editing-a-description-on-a-creditor-invoice>

<https://kb.rockend.com/help/adding-or-changing-a-creditor-card-description>

05/01/2023 6:53 pm AEDT