



Receipting Unidentified Funds to a Single Trust Account in Strata Master

When you run a single trust account for multiple Strata Plans/Owners Corporations, hereon referred to as Plans, you may from time to time have a credit on the bank statement that cannot be verified as to which Lot and Plan to allocate the funds.

This article will show you where to record the funds so your bank reconciliation can be balanced and the funds be recorded as required in trust accounting.

Navigate to the Receipting Screen

1, Click on the Receipt icon in the Icon toolbar.



2. Select the 'Trust Ledger' tab



Enter the Receipting Screen Details

3. Select Trust ledger account as 'Unidentified Money' from the drop down list. Refer screenshot example below.

4. Enter the amount as on the bank statement, and in Payer field enter any details that are on the Bank Statement, whether numbers or letters. Refer screenshot example below.

5. Complete the description, tick the 'Banked' box and Charge fees if required by your office policy.

Receiving into bank account: Rockend Strata Management - General Trust

Levy or Owner Invoice Other Receipt to Owners Corporation **Trust Ledger**

Trust ledger account to credit: **Unidentified Money**

Receipt details
 Total amount: 1,430.00 Payer: **Mrs Jones "levy payment"** Banked
 Description: **Name not recognised and amount does not correspond** 27/01/2023

Charge fees for manual receiving

Cheque details
 Cheque amount: Cheque no.: Drawer:
 Bank: Branch: BSB:

6. Click the Process button or print and process if you prefer.



Check Your Reports

7. It is important to check that the transaction has saved. You could check that your Bank Reconciliation now balances.

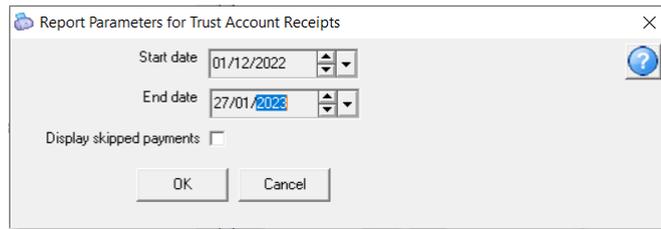
8. Alternatively or in addition, click on Form Reports icon.



8. Select Trust Account Receipts

Strata Roll	Strata Mgt Rpts	Report
Trust Account Cashflow	Banking Rpts	Report
Trust Account Payments	Trust Ledger	Report
Trust Account Receipts	Trust Ledger	Report
Trust Ledger Account	Trust Ledger	Report
Trust Ledger Journal	Trust Ledger	Report
Trust Ledger Transactions	Trust Ledger	Report
Trust Ledger Trial Balance	Trust Ledger	Report
Unpresented Withdrawals	Banking Rpts	Report
Voting Register	Strata Mgt Rpts	Report

9. Enter the date range and click ok to preview.



10. The report opens and you can view your transaction showing in the list.



Trust Account Receipts
 Start date: 01/12/2022
 End date: 27/01/2023

Receipt	Date	Plan	Lot	Payer	Description	Method	Trust Account	Amount
172	27/01/2023			Iris Jones 'levy payment'	Name not recognised and amount does not correspond	Direct	Unidentified Money	1,430.00
								\$1,430.00

11. There is another report in the Formatted reports for Receipts. However if you have a single trust you will get a message that there are no transactions.

