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Account Required is Not Found in Selection Given in Strata Master

The drop down selections for General Ledger Accounts are found in a variety of processes.

The options selected here will assist you to work out why you cannot find the account number you are looking for.

Editing the Account Number Through Search/Edit Transactions

1. You have located the transaction to be edited in Accounting > Adjustments > Search/Edit transactions screen. You need to change the account number that was selected when processed.

B - Search/Edit Transactions	
📼 📝 🖍 😹 📕 💵	
GST registered owners corporation selected Active Groups	Other Search Criteria
Enter Plan No. or Street Name or Body Corporate Name.	Manager *Select All
	Date 01/01/2018 🚖 ▼ To 02/02/2023 🖨 ▼
Strata Plan 3333 Hordern Place	Amount 75.00 GST
23 Victoria Street POTTS POINT NSW 2011	Type "Select All V Status "Select All V Group "Select All
Clear	Reference Item type *Select All
Account Selection]
Dr	▼ ⊙ And ⊂ Or Cr □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Plan No. Date Group DR account	CR account Amount GST Type Status Reference
3333 03/01/2022 None Maint BldgGe	CreditorsOther 75.00 NIL Invoice Paid 9997
3333 02/02/2023 None CreditorsOther	Cash at Bank 75.00 NIL Payment Normal 000024

2. Clicking on the transaction, you have the account number showing under 'Editable Values', however when you browse through the drop down list of accounts you can select instead of 167200, you cannot find the account you require. The cause can be gst or the Fund - read on.

5. Edit Transaction					×
• •					
Read only values					
Plan no. 3333	Type Invoice	Due date	10/01/2022	User TEST	
Amount 75.00	Status Paid	Tran. date	03/01/2022		
GST NIL		Date entered	05/04/2022 04:18:49 PM		
Dr account Maint Bldg-General Rep	airs - Admin				
Craccount Creditors-Other-Admin -	Admin				
Editable values					
Description					
Repair boundary fence 02/01/2021			Invoice no	9997	
Expense account 167200	Maint Bldg-Genera	al Repairs - Admin		None	•

3. Go to Formatted Reports > Chart of Accounts. Locate the 2 relevant accounts (being the account number selected and the account number that is to be selected) and check to see if they have the same GST code. As in the example below, you could not edit a transaction from 191000 to 191200. That is because 191000 has a gst code of T (Taxable)while 191200 has a gst code of E (exempt.

191000	UtilityWaste Management T	
191200	UtilityWater & Sewerage E	

4. Your options are -

- make the edit through a manual journal.
- add a new account in Chart of Accounts for your required title but with a GST code that matches the
 account you need to change. In the example below, this addition of an account with a T code, would
 be relevant as some bank charges have gst implications.

	Expense		
	150200	AdminAccounting	т
	153800	AdminAgent Disbursements	Т
	153801	AdminAgent Disburst-Couriers	Т
	153802	AdminAgent Disburst-Other	Т
Ì	153803	AdminAgent Disburst-Photocopying	Т
	153804	AdminAgent Disburst-Postage	Т
	153805	AdminAgent Disburst-Stationery	Т
	153806	AdminAgent DisburstTelephone, Fax & Email	Т
	150400	AdminApplication Fee-CTT Tribunal	Т
	150600	AdminASIC Filing Fees	Т
	150800	AdminAuditorsAudit Services	Т
	150900	AdminAuditorsTaxation Services	Т
	151000	AdminBad Debts-Admin	Т
	151400	AdminBank Charges	E
	151401	AdminBank Charges-Account Fees	E
	151402	AdminBank Charges-Bpay	E
	151403	AdminBank Charges-Dishonour Fees	E
	151404	AdminBank Charges-Taxes	E
	151405	AdminBank Charges-Taxes-B4D	E
	151406	AdminBank Charges-Taxes-FID	E
	151407	AdminBank Charges-With GST	T

5. If the Fund between the 2 relevant accounts differs eg one is Admin Fund while the other is Sinking, you will need to process with manual Journals to make the change. Article link here -

https://kb.rockend.com/help/move-transactions-between-admin-and-capital-works-sinking-in-strata-master

Selecting an Account When Creating a Transaction eg Quick Pay

1. When processing a transaction where an account is to be selected, you will see fields similar to the below example. If you click the drop down menu in the example here, you will only see expense accounts that are included in the budget.

0.	All accounts 🙆	Expense accts	Show accts without budget
Expense acct			•
Description			•

2. If you tick 'Show accts without budget' you will see all expense accounts in the drop down list.

	C All accounts	 Expense accts 	Show accts without b	oudget
Expense acct				•
Description				•

3. Not looking for an expense account? Click the radio button beside 'All accounts'. Be aware that, if you are making a payment and you select a revenue or liability account, that will result in a negative figure in many reports (a figure in brackets).

	All accounts C Expense accts	
Account		•
Description		•

4. Similarly, if Receipting, your normal default account would be a revenue account.

C Investment redemption	1				
C Insurance claim					
Other receipt type					
	C All accounts	Revenue accounts			
	Account		Group		•
Receipt details]
Total amount	Payer			Banked	Charge fees for manual receipting
	Description				

5. Not wanting a revenue account? Click the radio button beside 'All accounts'. Be aware that, if you are making a receipt and you select an expense or asset account, that will result in a negative figure in many reports (a figure in brackets).

Chart of Accounts

You Chart of Accounts will assist you determine which category your preferred account comes under.

1. Find the Form Reports Icon



2. Select Chart of Accounts from the list

Deart of Accounts

General Ledger

Report

3. Locate your preferred account and note the heading, is it an Admin account or Sinking Fund account? Is it an Asset, Liability, Expense, Revenue or Proprietorship (Owner Equity) account? Make note of the number and the gst status.



Chart of Accounts

Admin	Administrative Fund	T = GST taxable E = GST exempt t	Budget Standardfund emplate account
Proprieto	rship		
100500	Operating Surplus/Deficit-Admin	E	Y
101000	Owners Equity-Admin	E	Y
Asset			
121000	Cash at BankAdmin	E	Y

4, If you need to add a suitable General Ledger Account code, refer this instruction before doing sohttps://kb.rockend.com/help/add-an-account-to-chart-of-accounts

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