



## Bank Statement to Show Creditor Name from Strata Master

When you make payments to creditors, it is preferable that the Bank Statement shows the relevant creditors name so that you can quickly note which payments to tick as presented on your bank reconciliation, especially when there are 2 payments for the same amount, but also to quickly scan the bank statement to see if a payment has been uploaded to the bank.

Manual Bank Reconciliation

Bank account: 3333-45678 - Rockend Strata Management ITF SP 3333

Plan or Body Corporate Name: [Empty]

Summary Deposits **Withdrawals**

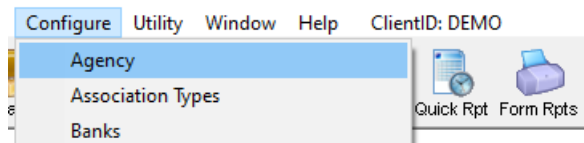
Mark as presented the following withdrawals on the bank statement (except those pending EFT in magenta):

Date	Chq/EFT No.	Payee	Presented	Unpresented
27/04/2022	Chq no. 000008	Essential Fire Systems	\$0.00	\$560.00
27/04/2022	DE no. 000021	Complete Cleaners	\$0.00	\$700.00
27/04/2022	DE no. 000022	O'Brien Glass Pty Ltd	\$0.00	\$200.00
Total unpresented withdrawals				\$1,460.00

Buttons: Present All, Present DEs

If your Bank Statement shows your agency name instead, this article will show you a how to change that to the relevant creditors name. This will only occur going forward.

1. Select Configure > Agency



2. Select Options #1 tab

Agency Configuration - Read Only Mode

General Details **Options #1** Options #2 Option #3 Trust Account Bank Account Stationery Management Fees Licensing

3. In the section titled 'Direct Entry' locate the tick box for Display Payee Details. This refers to the Creditors on the bank statement.

Direct Entry

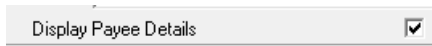
APCA user ID: 124567

User Name: Rockend Agency

Description: [Empty]

Display Payee Details

4. Click edit button and tick the box.



5. Click Save



6. Click Exit to close the screen.



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