

#### ₽

# Editing an Expense Account in Search/Edit Transactions in Strata Master

You may have processed an expense and now need to change the General Ledger expense code that has been applied to the transaction.

There are conditions that limit whether you can make the change in the search/edit transaction screen, which is the method this article covers.

## All of the below conditions need to apply before you can make the edit in the search/edit transactions screen $\ \cdot$

- the transaction needs to be dated in the current financial year for this Plan and not rolled over.
- the 2 accounts involved (the original account applied and the account to be changed to ) both need to be in the same Fund, that is Admin or Sinking (Capital Works/Maintenance/Reserve) Funds. In the

example below, you could only select another Capital Works account.

Edit Transaction					×
Read only values					
Plan no. 7777	Type Invoice	Due date 27/03/	2023	User TEST	
Amount 3,200.00	Status Paid	Tran. date 27/03/	2023		
GST NIL		Date entered 27/03/	2023 04:05:42 PM		
Draccount Maint Bldg-General	Replacement - Capital Works				
Craccount Creditors-Other-Cap	oital Works - Capital Works				
Editable values					
Description					
Entry Foyer Floor Replacement			Invoice no	1218	
Expense account 267400	Maint Bldg-General Replac	ement - Capital Works	Group	None	•

• the gst code of both accounts, as recorded in the Chart of Accounts, need to be the same. If one is T and the other E, you cannot use this screen to make the change.

Admin	Administrative Fund	T = GST taxable E = GST exempt	 Stan dard fund account
151600	AdminConsultants	Т	
151800	AdminDepreciation	E	

## If any of the above conditions does not apply, then you will need to make the change by creating journals.

These articles will assist you -

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

https://kb.rockend.com/help/journals-to-correct-gst-on-payments-in-strata-master

If all of the conditions above apply, then you can continue to read on.

### **Steps To Edit**

Receipting		>	ŝ			8	0.0.0	
Banking			Budget	Owner	Quick Rot	Form Rots	Diary	195
Levy Processing	Ctrl+L						,	
Enter Creditor Invoices		>						
Approve Creditor Invoices								
Pay Creditor Invoices	Ctrl+P							
Make One-off Payment		>						
Issue Invoice		>						
Issue Trust Ledger Cheques								
Process Direct Entry Payments								
Process Bulk BPAY Payments								
Submeter Invoicing								
Process Pending Charges		>						
GST		>						
Manual Bank Reconciliation								
1								
Investment Reconciliation								
Investment Reconciliation Process Downloaded Bank Statement								
		_						
Process Downloaded Bank Statement		_						
Process Downloaded Bank Statement Charge Quantity Management Fees								
Process Downloaded Bank Statement Charge Quantity Management Fees Recover Batch Fees		>	Jour	nal Entry				

1. Navigate to Accounting > Adjustments > Search/edit Transactions

- 2.A blank screen opens. Enter Plan number, date range.
- 3. Enter further filters if you wish.

B · Search/Edit Transactions						
📼 📝 🖍 🍝 🔳 其						
GST unregistered owners corporation selected	C Other Search	Criteria				
Enter Plan No. or Street Name or Body Corporate Name.	Manager	*Select All	•			
Q	Date	20/03/2023 🔶 🗸	To 28/	/03/2023 🚔 🗸		
Strata Plan 2222 Oscar Academy	Amount		GST			
1 Oscar Street ST LEONARDS NSW 2065	Туре	Invoice 💌	Status Se	elect All 🔹	Group Select All	•
Clear	Reference	*Select All Invoice	Item type Se	elect All 🔹		
- Account Selection		Journal				
Dr	▼ ⊙ And O	Levy Levy Receipt Owner Invoice Owners Corp. Receipt			•	□ Show transactions created today
Plan No. Date Group DR account	CR account	Payment Amount	GST	Туре	Status Refe	rrence User

4. Click the binoculars to apply the search.



5. a selection of transactions show, locate the transaction you need to change, double click on it. It will then open further details.

🖏 Edit Transaction						×
🚥 🔊 💾						
Read only values						
Plan no. 7777	Туре	Invoice	Due date	27/03/2023	User TEST	
Amount 3,200.00	Status	Paid	Tran. date	27/03/2023		
GST NIL			Date entered	27/03/2023 04:05:42 PM		
Dr account Maint Bldg Cr account Creditors-		•				
Editable values						
Description						
Entry Foyer Floor Rep	acement			Invoice no	1218	
, Expense account	None	•				

6. You will see that the expense shows in the 'editable values' section at the bottom of the screen.

7. Use the drop down list to select the account you want. **If the account you need is not on the list, then journals would be required to make the changed.** 

Expense account	267400	Maint Bldg-General Replacement - Capital Works	-
	,	Maint Bldg-General Replacement - Capital Works	~
		Maint BldgGlass - Admin	
		Maint BldgGutters & Downpipes - Admin	
		Maint Bldg-Gym Equipment - Admin	
		Maint Bldg-Hand Dryers - Admin	
		Maint Bldg-Hardware/Consumables - Admin	
		Maint Bldg-Hire/Leasing of Equipment - Admin	
		Maint Bldg-Hot Water Service - Admin	~

8.Click Save



28/03/2023 7:00 pm AEDT