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# Downloading a Bank File to Strata Master

The process of downloading a bank file is usually covered by our Education section, after the setup of the Electronic Banking in Strata Master. This article is not a replacement for training.

This article is a general list of basic steps with some cautions, as a reminder to those who have covered this process before and are having difficulty.

# **Download Set up**

1. Select Configure in the top toolbar and then select Download form the menu list.



2. Your bank will show in the list, click on it and note the recorded file path. This is the instruction for Strata Master as to where the file will be found.

🔄, Download Configuration		×
== <u>}</u>		
Name Name		
Macquare bank		
	Download Configuration Settings	
	Name Macquarie Bank	
	File path C:\Strata\Download\*.txt	
	Format Macquarie Download	

3. Check that the file is saved in the location designated by the path is step 2 above.

Name	Date modified	Туре	Size
Processed	28/03/2023 4:20 PM	File folder	
20190506107.txt	11/04/2023 5:10 PM	Text Document	35 KB

## **Processing the Download File**

4. Process a backup. **You may need to restore to this backup** if there is an issue in the download. Do not skip this step. You are bringing a file into Strata master that has come from other platforms and through Windows File Explorer so it can corrupt or fail part way through.

File	View	Manage	Accounting	Reports	Wizards					
	Printer	Selector								
	Login as Different User									
	Backup	5								
	Restore									
	Export									
	Export BAS Summary									
	Export Income Tax Calculation Worksheet									
	Upgrad	Upgrade Strata Master								
	Exit									

5. Select Accounting from your top toolbar, and then select Process Downloaded Bank Statement.

Acc	ounting	Reports	Wizards	Configure	Utility	Wir
	Receipti Banking	ing 1				`
	Levy Pro	ocessing			Ctrl+L	.
	Enter Cr	editor Inve	pices			>
	Approv	e Creditor	Invoices			
	Pay Cre	ditor Invoi	ces		Ctrl+P	·
	Make O	ne-off Pay	ment			>
	Issue In	voice				>
	Issue Tre	ust Ledger	Cheques			
	Process	Direct Ent	ry Paymen	ts		
	Process	Bulk BPAY	Payments			
	Process	Pending (	Charges			>
	GST					>
	Manual	Bank Reco	onciliation			
	Investm	ent Recon	ciliation			
	Process	Download	led Bank St	atement		
	Charge	Quantity N	/lanageme	nt Fees		
	Recover	Batch Fee	5			
	Invoice	Managem	ent Fees			
	Adjustn	nents				>
	End of F	inancial Y	ear Rollove	r		

6. The file you downloaded from your bank website, and that you then saved in the Download file, now shows in the Strata Master screen.

B • Downloaded Bank Statement Processing	<b>—</b>
Download to process Macquarie Bank C:\Strata\Download\*.txt,	
Print receipts 🔲 Include bank balances in report 🔲 Exception report	Preview reports
Downloaded files	
20190506107.txt	Select All

6. It is VERY IMPORTANT to **check the date of the file you want to download**. You could accidentally process one that has already been downloaded, and would then need to restore and start again or manually

reverse all the duplicated receipts.

B D	ownloaded Bank Statement Processing	<b>—</b>
EXIT		
D	ownload to process <mark>Macquarie Bank</mark> C:\Strata\Download\*.txt,	
Prin	at receipts 🔲 Include bank balances in report 🔲 Exception report 🔽 Pre	eview reports 🔽
	Downloaded files	
	20190505854.txt	Select All
	20190506107.txt	

7. Always tick to receive the exception report (items that need to be manually processed) and it is a very good idea to preview reports.

If you wish you can print receipts and include bank balances in the report, for the record. It can be useful if you have to later re-create a bank reconciliation.

8. Select you file you are to process and click the Process button.

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9. Continue as required, printing the reports or saving to file.

10. Once download has processed, immediately check the bank reconciliation summary in **Formatted Reports.** If a number of Plans are out-of-balance, this may indicate an incomplete download. Check the exception report to see if it is likely that the manual transactions to be done are the difference. If it looks like you may need to restore to the backup created in step 4, do so and run the download file again.

In the example below, the difference is simply because the bank statement balance has not been entered and this can be done manually. The other Plans are all balanced. So there would be no reason to restore.

Bank account	Bank balance	Outstanding deposits	Unpresented withdrawals	Adjusted bank balance	Balance of Cash at Bank	Difference
3456-78875 - Macquarie	86,726.96	0.00	0.00	86,726.96	86,726.96	0.00
Operating Account 9876-54321 - Rockend Strata Management - General Trist	258,154.56	0.00	10,638.10	247,516.46	247,516.46	0.00
2222-12345 - Rockend Strata Management ITF SP 2222	0.00	0.00	0.00	0.00	1,600.00	-1,600.00
3333-45678 - Rockend Strata Management ITF SP 3333	8,176.12	0.00	1,460.00	6,716.12	6,716.12	0.00
12452-2335 - Rockend Strata Management ITF SP 5555	0.00	0.00	0.00	0.00	0.00	0.00
	Total bar	nk account re	conciliation	for portfolio		
Total bank balances						\$353,057.64
Plus total outstanding de	posits					\$0.00
						\$353,057.64
Less total unpresented w	ithdrawals					\$12,098.10
Adjusted total of bank ba	lances					\$340,959.54
Total balance of Cash at	Bank Accounts in	n the general lea	dgers			\$342,559.54
Total difference						\$1,600.00

#### **Useful Links**

https://kb.rockend.com/help/bank-download-failed

https://kb.rockend.com/help/cancel-a-lot-owner-receipt

https://kb.rockend.com/help/bank-reconciliation-does-not-balance

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