



## Cancel a Cheque in Strata Master

This article will assist you to cancel an unpresented cheque when the cheque is recent and when the cheque is lost or stale (old).

The first part will cover how to cancel the cheque and then cover the extra steps or issues with lost or old cheques

### Finding the Cheque Details

1. Navigate to Accounting > Manual Bank Reconciliation.
2. Click on the withdrawal tab.

The screenshot shows the 'Manual Bank Reconciliation' window. The 'Bank account' is '2222-12345 - Rockend Strata Management ITF SP 2222'. The 'Plan or Body Corporate Name' is empty. The window is divided into 'Summary', 'Deposits', and 'Withdrawals' tabs. The 'Withdrawals' tab is active, showing a 'BANK STATEMENT' and a 'LEDGER'.

BANK STATEMENT		LEDGER		
Balance of statement dated	09/05/2023	\$2,600.00	Balance of Cash at Bank	\$1,946.00
Plus outstanding deposits		\$0.00	Plus direct deposits	\$0.00
		\$2,600.00		\$1,946.00
Less unpresented withdrawals		\$654.00	Less direct charges	\$0.00
Adjusted balance of bank account		\$1,946.00	Adjusted balance of Cash at Bank	\$1,946.00

The bank account is reconciled.  
You should save this reconciliation.

3. Note the details of the cheque including date and cheque number.

The screenshot shows the 'Withdrawals' tab with a table of cheque details. The table has columns for Date, Chq/EFT No., Payee, Presented, and Unpresented. A single row is visible for a cheque dated 09/05/2023, Chq no. 000003, Payee Tom Dooley, with a Presented amount of \$0.00 and an Unpresented amount of \$654.00.

Date	Chq/EFT No.	Payee	Presented	Unpresented
09/05/2023	Chq no. 000003	Tom Dooley	\$0.00	\$654.00

Buttons: Present All, Present DEs

### How to Cancel the Cheque

1. Navigate to Accounting > Adjustments > Search/Cancel Payments.
2. Filter to the Plan, the date of the cheque and other filters as required, for example, payment type Quick Cheque or Creditor Cheque.

3. Click the search binoculars.



4. The cheque should show in the screen. Highlight the cheque.

Payment no.	Type	Date	Amount	Payee	Bank accou...	Bank accou...	Status	Date presen...	Pr
000003	Quick cheque	09/05/2023	654.00	Tom Dooley	Rockend St...	2222-12345	Unpresented	01/01/1900	Nil

5. Then click the cancel button.



6. Enter a reason in the pop up screen and click ok.

7. Check your manual bank reconciliation to ensure the cheque has been deleted from that screen.

Date	Chq/EFT No.	Payee	Presented	Unpresented
Total un-presented withdrawals \$0.00				

## Lost Cheques

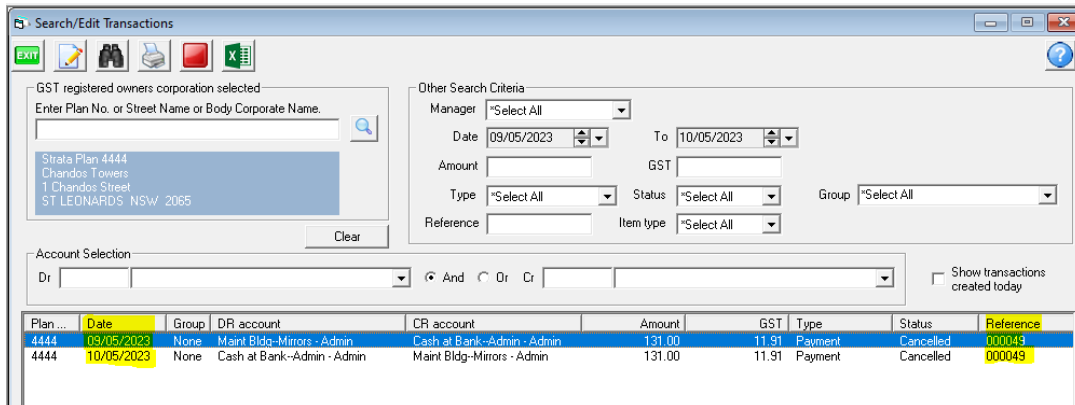
### Contact Your Bank

If you have cancelled the cheque because it has been reported lost (misplaced or even stolen) contact your bank and report the loss to them, letting them know that the cheque has been cancelled.

They will make a record so that the cheque will dishonour if later found and banked.

### Impact of Cancellation on Past Financials

When you cancel a cheque, the date of cancellation is current date, so there is no impact to past financials or gst.



### Reissuance

You will then either issue a new cheque or process a payment to the payee/creditor by EFT.

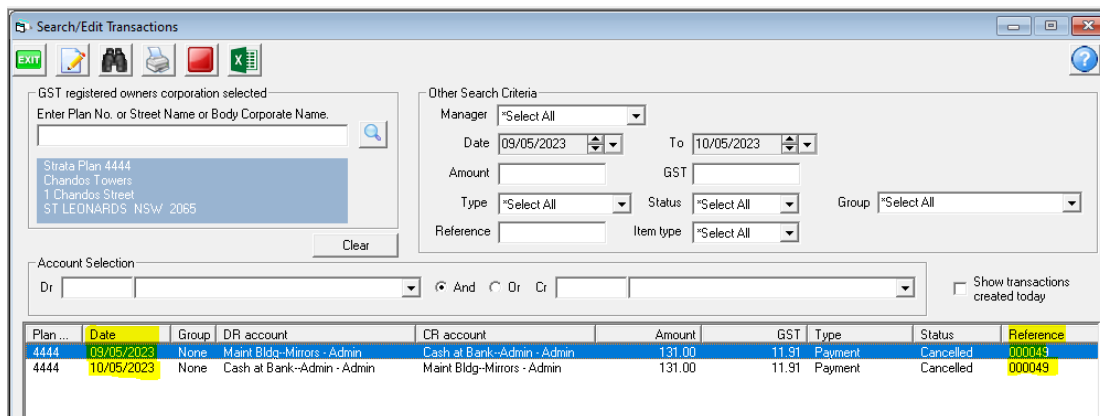
### Stale Cheques (cheques over 15 months old)

#### No Need To Contact Your Bank

The cheque cannot be presented at the bank if found, because once a cheque is stale, it cannot be deposited and honoured.

### Impact of Cancellation on Past Financials

When you cancel a cheque, the date of cancellation is current date, so there is no impact to past financials or gst.



### Reissuance

As for lost cheques above, you may wish to reissue a cheque to the payee/creditor or process a payment by EFT.

### Presented Cheque

If a cheque has been presented it is because it has been received and banked by the payee, or your office

has re-receipted the funds.

It is possible to un-present a cheque that has been ticked presented in error.

Please log a case with Strata Master Support to address this issue.

10/05/2023 9:50 am AEST