



Unable to Edit a Transaction in Search/Edit Transactions in Strata Master

Summary

Some transactions can be edited in the Search/Edit Transactions screen. When clicking on the transaction, a pop up box will show editable fields. This article will assist clarify when you cannot edit the fields you wish to edit.

If a required field is not editable in this screen, you can generally do so with Journals.

Overview

The editing of fields can be divided into 4 categories -

- Fields editable for all time.
- Fields editable up to Annual Rollover of a Plan.
- Fields are only editable with journals.
- Unpaid invoices.

Once the Annual Rollover is processed, many fields are then locked in the search/edit transaction screen, and then require journals to adjust. Find the Financial Year End in the Corp screen.

The screenshot shows a software window titled "Strata Plan 3333 - Read Only Mode". It contains several input fields and a table. The fields include: "Body corporate name" (The Owners Corporation of SP 3333), "Plan number" (3333), "Building" (Hordern Place), "Street number" (23), "Street" (Victoria Street), "Town/Suburb" (POTTS POINT), "State" (NSW), and "Financial year end" (31/03/2022). The "Financial year end" field is highlighted with a green border. A table on the right shows lot counts: Registered lots (4), Total lots (4), Residential lots (0), Commercial lots (n), Primary lots (4), Utility lots (0), Retirement lots (0), and Other lots (n). The window also has a search bar and a list of active groups.

Note that any changes made through the search/edit transactions screen will be reflected in the Audit Trail report.

Fields Editable for All Time

Fields that can be edited for all time are generally those listed below. Note there can be variations in this -

- Descriptions of invoices and payments
- Invoice numbers
- Descriptions of levies, levy receipts and owners corp receipts
- Descriptions of Journals
- Cancelled transactions

The screenshot shows the 'Edit Transaction' window with the following fields:

- Read only values:** Plan no. 3333, Type Invoice, Due date 31/01/2021, User TEST, Amount 120.00, Status Paid, Tran. date 29/01/2021, GST 10.91, Date entered 05/04/2022 04:14:41 PM, Dr account Maint Grounds--Lawns & Gardening - Admin, Cr account Creditors--Other--Admin - Admin.
- Editable values:** Description Lawnmowing Jan 2021, Invoice no 3211.
- Message:** Transaction is in a completed financial year.

Fields Editable Up to Rollover of a Plan

The following fields are editable in this screen until a relevant Plan has been 'rolled over' to its new financial year. Once the financial year rolls over, the fields are in the read only values section. The transactions can be edited after rollover however, using journals.

- Expense accounts with the same gst code in Chart of Accounts
- Expense accounts with the same Fund eg Admin or Sinking Fund
- Income accounts for standard accounts such as status certificate fees and strata inspection fees.

This screenshot is identical to the one above, but with the 'Dr account' field 'Maint Grounds--Lawns & Gardening - Admin' highlighted with a green border.

Fields Only Editable With Journals

Some items are prohibited from being changed in this screen by legislation. The following changes require journal entries to edit anything but the basic details -

- Accounts where the 2 involved accounts have different gst codes in Chart of Accounts.
- Accounts where the 2 involved accounts are in different Funds eg Admin or Sinking.
- Dates of transactions.

Edit Transaction

EXIT [Refresh] [Save]

Read only values

Plan no. 3333 Type Invoice Due date 31/01/2021 User TEST

Amount 120.00 Status Paid Tran. date 29/01/2021

GST 10.91 Date entered 05/04/2022 04:14:41 PM

Dr account Maint Grounds--Lawns & Gardening - Admin

Cr account Creditors--Other--Admin - Admin

Editable values

Description Lawnmowing Jan 2021 Invoice no 3211

Transaction is in a completed financial year.

Unpaid Invoices

Unpaid invoices are changed in the Creditor Invoices screen. There is a note to this effect in the Editable values section as below.

Edit Transaction

EXIT [Refresh] [Save]

Read only values

Plan no. 5555 Type Invoice Due date 31/08/2021 User TEST

Amount 350.00 Status On Hold Tran. date 02/09/2021

GST NIL Date entered 05/04/2022 11:07:50 AM

Dr account Maint Bldg--Pest/Vermin Control - Admin

Cr account Creditors--Other--Admin - Admin

Editable values

Description Pest Control August 2021 Invoice no 9876

Account still unpaid - use invoice entry to change.

Related Articles

[Journals to Correct GST on Payments](#)

[Journals to Correct GST on Receipts](#)

[Check Chart of Accounts for GST Codes](#)

[Move Transaction From One Fund to Another](#)

[Change the Date of a Transaction](#)

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