

#### ₽

# Creating a Receipting Message For a Lot in Strata Master

### Summary

Learn how to apply a receipting message to a Lot, which will be visible when manually receipting to the Lot through the 'Receipt' icon.



#### Overview

It may be necessary to inform other users of Strata Master of receipting requests of a Lot Owner or the requests of Management. For example a Lot Owner may not be paying his Invoices, leaving them unpaid, making debt recovery more difficult. Management may require that funds be applied against the invoices.

This article shows you the steps to creating a message that will pop up on a receipting screen alerting the person receipting, to the required action.

### Creating the Receipting Message

- 1. Open the Corp screen and select the Lots tab.
- 2. Select the relevant lot, double clicking to open.
- 3. Select the Levies tab.

👃 Lot Owner - Jeremy Bullfrog / Lot 1, Unit 1, Strata	Plan 3333 - Edit Mode						
• BPYHB 🗰 B					$\bigcirc$		
General Agent/Tenant/Leases	Levies	Notices	Mortgages	Debt Recovery	Linked Lots		
Lot reference number 1036 C Use owner's address C Use agent's address C Use tenant's address C Different contact for levies							
Lot plan number		Contact for levies		C Lev	y issue print		

4. Locate the Screen receipting message and enter a short message. Note: the message can accept up to 50 characters (including spaces). Anything keyed in beyond these characters will not be seen on the receipting screen.

👃 Lot Owner - Jeremy B	ullfrog / Lot 1, Unit 1, St	rata Plan 3333 - Edit	Mode							
										<u></u>
General	Agent/Tenant/Lease	s Levie	25	Ν	lotices	Ì	Mortgages	Deb	t Recovery	Linked Lots
General  Agent/Tennt/Leases  Levies  Notices    Lot reference number  1036  © Use owner's address  Use agent's address  Use lennt's address    Lot plan number  1036  © Use owner's address  Use agent's address  Use lennt's address    Cheque drawer					e tenant's ad <i>Contact:</i> x/ 2011 8 2mrisoftware	kdress C Differ	ent contact for les	Levies of C Le C Le C Le C Le C Le C Le C Le C Le	elivery vy issue print gy issue email al emails ner ent nant	
LHN  33334567810368  Unpid Debit										
Date 01/01/20 01/01/20 01/04/20	Description 22 Q1 Admin/Capital 22 Q1 Com. Garage 22 Q2 Admin/Capital	Admin Due      Paid        \$577.50      \$0.00        \$96.25      \$0.00        \$577.50      \$556	Capi ) \$100 ) \$0.0 64 \$100	ital W   1 3.15 0 3.15	Paid \$0.00 \$0.00 \$99.42	Other Due \$0.00 \$0.00 \$0.00	Paid \$0.00 \$0.00 \$0.00	Outstanding \$680.65 \$96.25 \$24.59		

#### 6. Click the Save button.

7. The message will then show in the receipting screen.

😰 Receipting						
a Receipting into bank account: Rockend Strata Management ITF SP 3333						
Levy or Owner Invoice	Other Receipt to Owners Corporation	Trust Ledger				
Selected: Lot 1 / Plan 3333 (GST registered) C Unit/Plan: C Lot/Plan: C Address: C Name: C Lot Ref Lot No. Plan No.	Jeremy Bullingg J-/Hordem Place, 23 Victoria Street, PDTTS POINT NSW 2011 Paid to 31/12/2021 New	0.00 0.00 <b>801.49</b> paid to 31/12/2021				
Date Description Admin due Admin paid	Capital W Capital W Other due Other paid Outstand	ing Allocation % Discount Group				
. 01/01 Q1 Admin/Capital 577.50 0.00 01/01 Q1 Com. Garage 96.25 0.00 01/04 Q2 Admin/Capital 577.50 556.64	103.15 0.00 0.00 0.00 680 0.00 0.00 0.00 0.00 96 103.15 99.42 0.00 0.00 -24	165 0.00 0.00 125 0.00 0.00 Garage				
	Str	ata Master ×				
Charge unpaid interest 1.251.25 556.64	206.30 99.42 0.00 0.00	CK .				

## When The Message is a Long Message

Should you have a particularly long message to be read, you can make the screen receipting message "Refer to Diary for further info before receipting". Then enter the longer message in the Diary for the Plan.

09/08/2024 6:13 pm AEST