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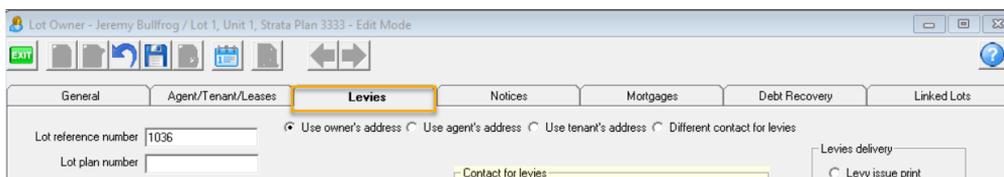
4. Locate the Screen receipting message and enter a short message. Note: the message can accept up to 50 characters (including spaces). Anything keyed in beyond these characters will not be seen on the receipting screen.
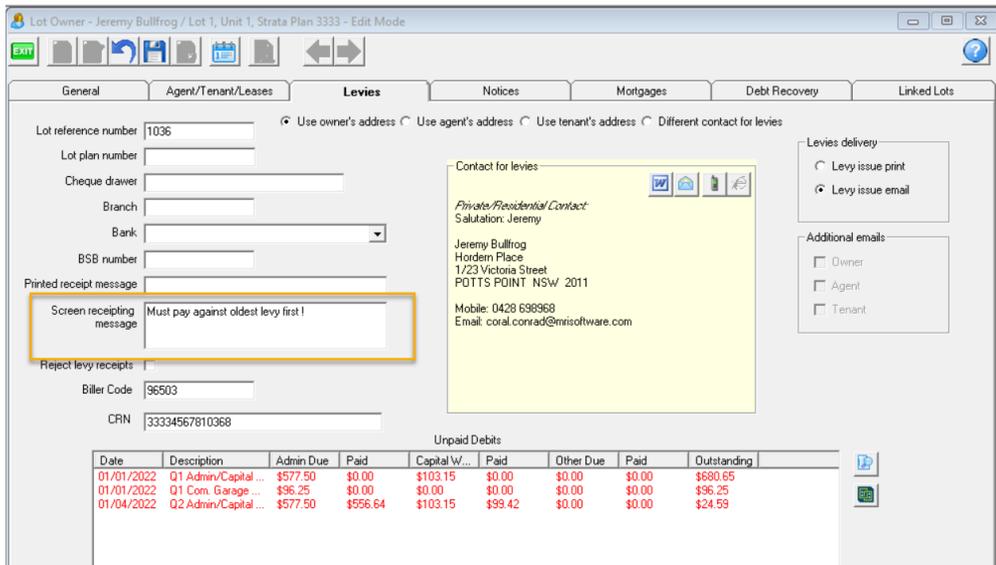
6. Click the Save button.

7. The message will then show in the receipting screen.
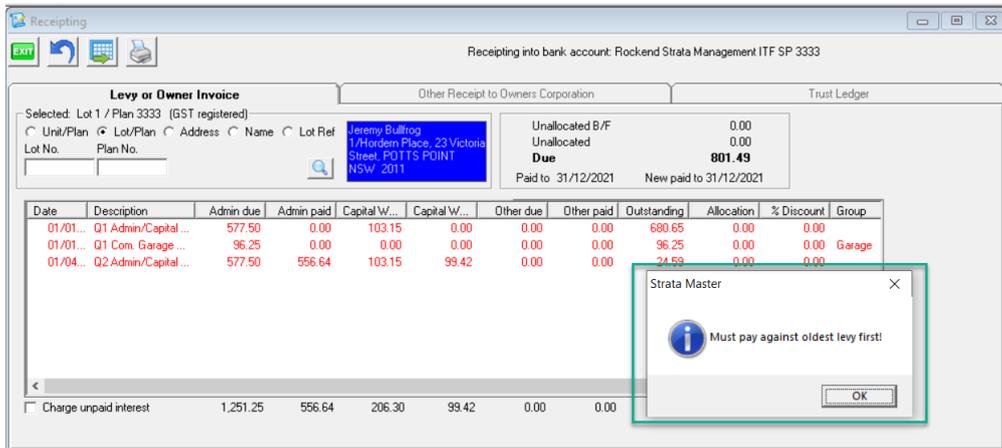
When The Message is a Long Message

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.