



Generate a List of Receipts in Strata Master

Summary

There are a few screens or reports that will provide lists of receipts and the right reports would depend on the information you do have at hand. The options are -

- Formatted Reports for Individual Trust (Plans have their own operating trust account)
- Formatted Reports for Single Trust (Plans share a single operating trust account)
- Quick Reports
- Search/Edit Transactions

Learn how to produce a list of receipts processed in Strata Master through any of the above reports, to obtain the information you are seeking.

Overview

The list in Formatted Reports or Quick Reports is handy in balancing the bank reconciliation or searching for a particular receipt, for example. These reports clearly show the Lot receipted to. In search/edit transactions you can view the user who processed the receipt, and the date receipted, thereby determining whether the receipt was backdated.

Formatted Reports for Individual Trust

To use this option you would need to know the relevant Plan, however you can select a date range. This report provides an easy to read list with basic details.

1. Select the Form Rpts icon in icon toolbar.



2. Scroll down to select 'Receipts' report or select Banking Rpts tab and select 'Receipts' report.
3. Enter the Plan and a date range.
4. Click ok and the report generates.



Receipts

Start date: 14/11/2000
End date: 14/11/2024
Strata Plan: 2222 Abbey Road Studios, 22 Penny Lane, LIVERPOOL WA 6170

Receipt No.	Lot	Payer	Cash	Cheque	Total	Description
25/10/2022 32	1	Mr & Mrs John Lennon & Yoko Ono	1,000.00	0.00	1,000.00	Levy payment for 1/2222
			1,000.00	0.00	1,000.00	
26/10/2022 33	3	Mr George Harrison	600.00	0.00	600.00	Levy payment for 3/2222
			600.00	0.00	600.00	
14/11/2024 34	1	Mr & Mrs John Lennon & Yoko Ono	1,345.76	0.00	1,345.76	Levy payment for 1/2222
			2,716.72	0.00	2,716.72	Levy payment for 2/2222
			4,062.48	0.00	4,062.48	
Totals			\$5,662.48	\$0.00	\$5,662.48	

The report can be printed, saved as an excel, word or pdf file or emailed.



Formatted Reports for Single Trust

To use this option you do not need to know the relevant Plan, and you can select a date range. This report provides an easy to read list with basic details.

1. Select the Form Rpts icon in icon toolbar.



2. Scroll down to select 'Trust Account Receipts' report or select Trust Ledger tab and select 'Trust Account Receipts' report.

3. Enter a date range.

4. Click ok and the report generates.



Trust Account Receipts

Start date: 01/10/2021
End date: 31/10/2024

Receipt	Date	Plan	Lot	Payer	Description	Method	Trust Account	Amount
117	25/03/2022	4444	1	Ms Linni Fettucini	Admin/Capital Works Levy 01/01/2021	Direct	Strata Control	185.81
118	25/03/2022	4444	2	Mr Gregory Tzatzaki	Admin/Capital Works Levy 01/01/2021	Direct	Strata Control	185.81
119	25/03/2022	4444	3	Mrs Janelle Linguni	Admin/Capital Works Levy 01/01/2021	Direct	Strata Control	557.38
120	25/03/2022	4444	5	Ms Rae Lasagna	Admin/Capital Works Levy 01/04/2020-01/01/2022	Direct	Strata Control	3,946.01
121	25/03/2022	4444	6	Boscaiola & Company Pty Ltd	Admin/Capital Works Levy 01/04/2020-01/01/2022	Direct	Strata Control	3,946.01
122	25/03/2022	4444	7	Mr David Canelloni	Admin/Capital Works Levy 01/04/2018-01/01/2022	Direct	Strata Control	12,707.83
123	25/03/2022	4444	8	Mr & Mrs David & Robyn Tagliatelli	Admin/Capital Works Levy 01/10/2019-01/01/2022	Direct	Strata Control	6,614.04
125	25/03/2022	4444	9	Mr Mark Mascaponi	Admin/Capital Works Levy 01/10/2019-01/01/2022	Direct	Strata Control	6,958.89
126	25/03/2022	4444	10	Mr Anthony Carbonara	Admin/Capital Works Levy 01/07/2019-01/01/2022	Direct	Strata Control	7,738.65
127	04/04/2022	7777	3	Ms Charliz Theron	Quarterly Admin/Capital Works Levy 01/06/2020	Direct	Strata Control	11.60
128	04/04/2022	7777	8	Dr Halle Berry	Quarterly Admin/Capital Works Levy 01/03/2020-01/08	Direct	Strata Control	471.50
129	04/04/2022	7777	10	Mr Viggo Mortenson	Quarterly Admin/Capital Works Levy	Direct	Strata Control	111.64
130	04/04/2022	8888	4	Mr Dwight Schulte	Quarterly/Capital Works Levy 01/12/2019-01/09/2020	Direct	Strata Control	573.57
131	04/04/2022	8888	2	Jim Halper	Carpet Damage Payment 21/12/2019	Direct	Strata Control	140.00
132	04/04/2022	9999	2	Leslie Knope	Quarterly Admin/Sinking Levy 01/02/20-01/01/21	Direct	Strata Control	1,876.48
133	04/04/2022	9999	3	Anne Perkins	Key Replacement Payment 09/01/2020	Direct	Strata Control	180.00
134	04/04/2022	4444	1	Ms Linni Fettucini	Admin/Capital Works Levy 01/01/21-31/12/2021	Direct	Strata Control	792.46
134	04/04/2022	4444	1	Cancelled: Ms Linni Fettucini	Cancelled: Admin/Capital Works Levy 01/01/21-31/12/	Cash	Strata Control	-792.46
135	04/04/2022	4444	1	Ms Linni Fettucini	Quarterly Admin/Capital Works Levy	Direct	Strata Control	150.00

The report can be printed, saved as an excel, word or pdf file or emailed.



Quick Reports

To search quick reports, you have filters available according to the information you have at hand. You can select a plan or leave the Plan field empty and search all Plans, for example. You can enter a specific date or a date range. Receipt type is also a common search filter. This is an excellent report when some basic factors are unknown, such as the type of receipt.

1. Select the Quick Reports icon. Then select the Receipts tab.



2. Filter as required. Be careful to not exclude receipts from being list. This will occur when your filters 'filter out' some transactions. In the example below the Plan is left blank and only a date range entered.

3. The information provided by the search can also be filtered using the filter button, to remove unwanted columns or types of data.



4. When ready click the search binoculars and the search results generate, providing a list of receipts.

ReceiptID	Receipt #	Receipt date	Amount total	Description	Plan #	Lot #	Date & time entered	Reason Cancelled
466	26	2021-10-03	2,475.00	Admin/Capital...	3333	2	05/04/2022 1:48:24 PM	
472	32	2021-11-10	380.97	Com. Garage A...	3333	1	05/04/2022 2:21:05 PM	
474	34	2021-10-03	186.12	Q3/Q4 Com. G...	3333	2	05/04/2022 2:23:40 PM	
475	35	2021-11-10	1,300.00	Admin/Capital...	3333	3	05/04/2022 4:42:53 PM	

The report can be printed, saved as an excel file or previewed.



Search/Edit Transactions

Apart from date, amount and gst, search/edit transactions will show which account the receipt was

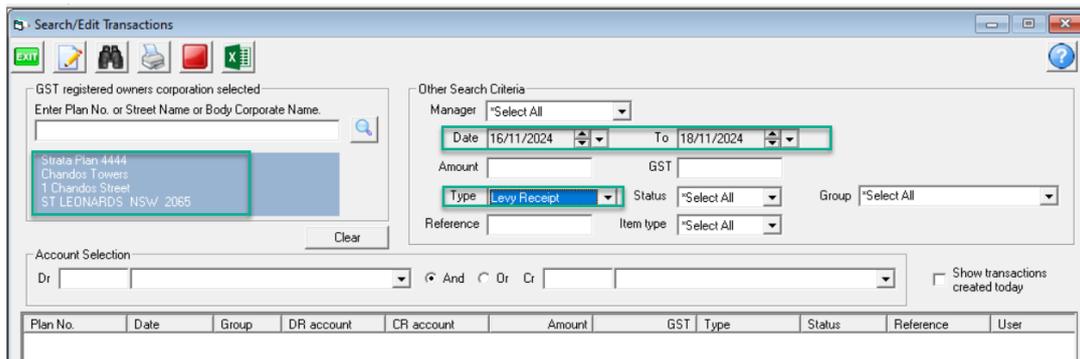
processed to and the user who processed the receipt, with the date and time received. It may be found that the user backdated the receipt.

1. Navigate to Accounting > Adjustments > Search/edit transactions.

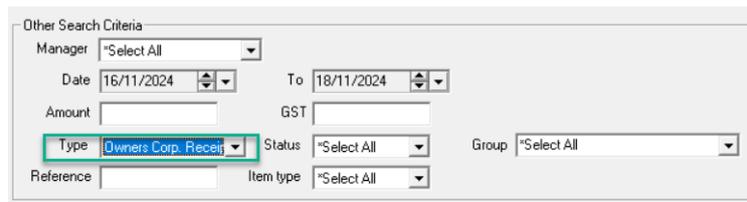


2. Enter filters that are relevant to your search. Do not 'over-filter' as you may find that you exclude the very transaction you are searching for.

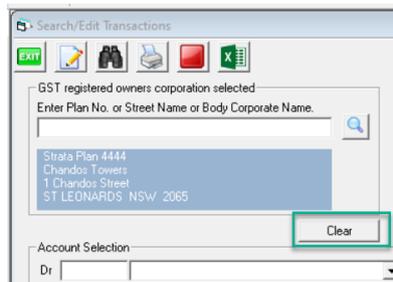
In the example below we have selected a relevant Strata Plan, a date range and a Levy Receipt type of receipt.



3. You have the option to select 'Owners Corp receipt' or leave as 'Select All'.



3. You do not need to enter a Plan. Click the 'clear' button if you wish to remove the Plan from the filter.



4. Click the search binoculars and the search results will appear.

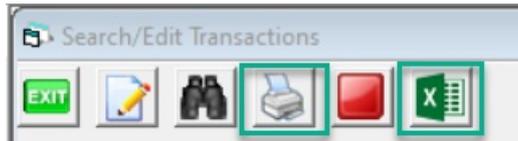
Plan No.	Date	Group	DR account	CR account	Amount	GST	Type	Status	Reference
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	138.07	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	55.23	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Prepaid Levies...	Cash at Bank...	467.29	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	333.77	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	133.52	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Prepaid Levies...	Cash at Bank...	45.10	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	32.21	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Prepaid Levies...	12.89	NIL	Levy Receipt	Normal	Allocation
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	120.00	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	62.05	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Interest on Arre...	43.63	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Interest on Arre...	22.56	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	120.00	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	62.05	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Interest on Arre...	40.64	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Interest on Arre...	21.01	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	21.13	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Receivable-Le...	10.92	NIL	Levy Receipt	Normal	175
4444	18/11/2024	None	Cash at Bank...	Interest on Arre...	11.63	NIL	Levy Receipt	Normal	175

5. Scroll to the right and further information is visible including the login of the user who processed the

receipts along with the date and time.

GST	Type	Status	Reference	User	Description	DR creditor	CR creditor	Date & time entered
NIL	Levy Receipt	Normal	Allocation	TEST	Allocation of unallocated m...			18/11/2024 2:27:49 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Transfer of unallocated mo...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Allocation of unallocated m...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Transfer of unallocated mo...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Allocation of unallocated m...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Transfer of unallocated mo...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	Allocation	TEST	Allocation of unallocated m...			18/11/2024 2:27:50 PM
NIL	Levy Receipt	Normal	175	TEST	Levy payment for 1/4444			18/11/2024 2:28:33 PM
NIL	Levy Receipt	Normal	175	TEST	Levy payment for 1/4444			18/11/2024 2:28:33 PM
NIL	Levy Receipt	Normal	175	TEST	Interest on arrears: Levy pa...			18/11/2024 2:28:33 PM
NIL	Levy Receipt	Normal	175	TEST	Levy payment for 1/4444			18/11/2024 2:28:33 PM
NIL	Levy Receipt	Normal	175	TEST	Levy payment for 1/4444			18/11/2024 2:28:33 PM

You have the option to Print the list generated or save to excel.



19/11/2024 9:11 am AEDT