

Reprint a Receipt in Strata Master

Summary

Receipts are generally not printed at the time of receiving funds due to the electronic manner of payments.

This article will assist should you be asked to print a receipt after the receipt has been processed and contains the following -

- Information Required Prior to Reprinting
- Reprint a Lot Receipt
- Reprint an Owners Corporation Receipt

Information Required Prior to Reprinting

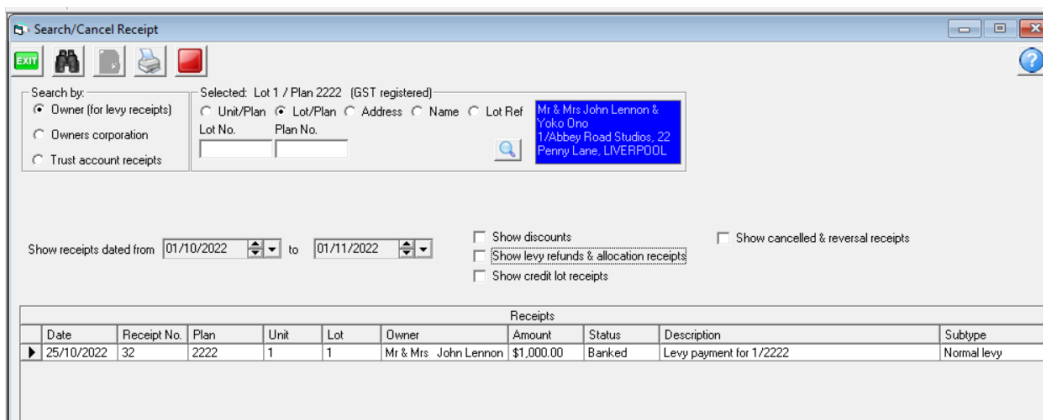
You will require a date of the receipt, a receipt number and the Lot and Plan Number if a Lot Owner receipt. An approximate date of the receipt may be sufficient for you to locate the required receipt.

You can get this information from these sources -

- Accounting > Adjustments > Search/Edit transactions
- The Lot ledger receipts section
- The general ledger for Cash at Bank

Reprint a Lot Receipt

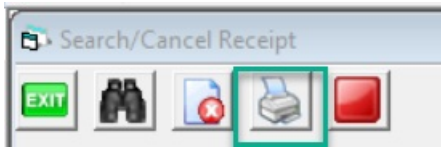
1. Navigate to Accounting > Adjustments > Search/Cancel Receipts and select the 'Owner (for levy receipts)' button.
2. Filter to locate the receipt you are required to reprint. Usual filters are the Lot and Plan and then a suitable date range.



3. Highlight the required receipt

Receipts									
Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype
25/10/2022	32	2222	1	1	Mr & Mrs John Lennon	\$1,000.00	Banked	Levy payment for 1/2222	Normal levy

4. Click the printer button



5. The receipt will preview. From here you can email the receipt, or print it to pdf or Word or a physical printer.

STRATA Master Report Viewer

Use these buttons to select an action - print, save, email.

Trust Account Receipt

Receipt No. 32 Reprinted: 06/02/2025 Date: 25/10/2022
 The Owners Corporation of SP 2222
 Lot 1
 Abbey Road Studios
 22 Penny Lane
 LIVERPOOL WA 6170

Mr & Mrs John Lennon & Yoko Ono
 Liverpool House
 1/22 Penny Lane
 LIVERPOOL NSW 2170

Paid from 01/03/2021 to 31/05/2021

Date	Description	Admin	Capital Works	Unallocated	Outstanding	Interest	Paid
01/03/2021	Quarterly Admin/Capital Works Levy	\$750.00	\$250.00	\$0.00	\$0.00	\$0.00	\$1,000.00
TOTAL PAID (Direct deposit \$1,000.00, GST component \$8091)							\$1,000.00

Levy payment for 1/2222
 Payment made by: Mr & Mrs John Lennon & Yoko Ono Per: Rockland

Reprint an Owners Corporation Receipt

1. Navigate to Accounting > Adjustments > Search/Cancel Receipts and select 'Owners Corporation' button.
2. Filter to locate the receipt you are required to reprint. Usual filters are the Plan and then a suitable date range.

Search by:

Owner (for levy receipts)

Owners corporation

Trust account receipts

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 4444
 Chandos Towers
 1 Chandos Street
 ST LEONARDS NSW 2065

Show receipts dated from 19/02/2019 to 21/02/2019

Show discounts Show cancelled & reversal receipts
 Show levy refunds & allocation receipts
 Show credit lot receipts

Receipts									
Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype
19/02/2019	44	4444				\$400.00	Banked	Payment for Carpet Replacement	Normal owners corp
19/02/2019	45	4444				\$120.00	Banked	Payment for Light Fix	Normal owners corp
21/02/2019	48	4444				\$926.00	Banked	BAS return refund	GST refund

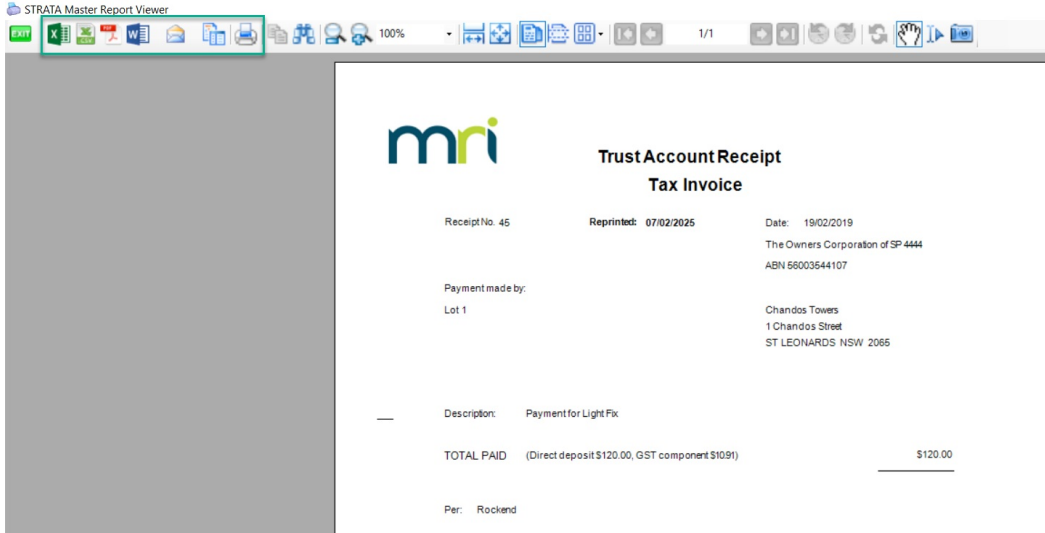
3. Highlight the required receipt

Receipts									
Date	Receipt No.	Plan	Unit	Lot	Owner	Amount	Status	Description	Subtype
19/02/2019	44	4444				\$400.00	Banked	Payment for Carpet Replacement	Normal owners corp
19/02/2019	45	4444				\$120.00	Banked	Payment for Light Fix	Normal owners corp
21/02/2019	48	4444				\$926.00	Banked	BAS return refund	GST refund

4. Click the printer button.



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11/02/2025 1:45 pm AEDT