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## Locating Details of an Unpresented Deposit in Strata Master

#### Summary

Learn steps to identify details of an unpresented receipt in the Manual Bank Reconciliation Screen, showing as an outstanding deposit.

B Manual Bank Reconciliation			<b>×</b>
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Bank account 2222-12345 - Rock	end Strata Manageme	nt ITF SP 2222	•
Plan or Body Corporate Name			
Summary	De	posits	Withdrawals
BANK STATEMENT		LEDGER	
Balance of statement dated 02/04/2024 🚖 🗸	\$1,600.00	Balance of Cash at Bank	\$2,100.00
Plus outstanding deposits	\$500.00	Plus direct deposits	\$0.00
	\$2,100.00		\$2,100.00
Less unpresented withdrawals	\$0.00	Less direct charges	\$0.00
Adjusted balance of bank account	\$2,100.00	Adjusted balance of Cash at Bank	\$2,100.00
	The bank acco	ount is reconciled.	

#### Overview

An unpresented deposit may show in the Manual Bank Reconciliation Screen, or on the Bank Reconciliation Summary.

These amounts are designed to represent a deposit of cash or cheques yet to be banked. However in some circumstances they represent a receipt processed without the 'Banked' tickbox being ticked.

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Í	🗈 Manual Bank Re	conciliation							x
	M S	실 <u>©</u>							0
I		Bank account 2222-12345	- Rockend Strat	a Management ITF	SP 2222			-	
	Plan or Body C	Corporate Name							
l		Summary		Deposits			Withdrawals		
	Confirm the following	manual deposits on the bank	statement:						
I	Date	Cash	Cheques	Confirmed	Unconfirmed				
1	03/04/2024	\$500.00	\$0.00	\$0.00	\$500.00	Confirm All			
ш	-						-		

### Steps To Locate the Receipt

1. Note and record the details of the receipt.

The date of the deposit is the date that the deposit was pushed through from the Accounting > Banking screen, but does not represent the date of the receipt. Neither is the total limited to being one receipt, it is a total. You can see a summary of the items in the Historical Deposit Form in the Banking screen.

	Banking					
	× \$					
Ŀ		Current Deposit Form			Deposit Forms	
Ш	Date	Bank Account	Cash	Cheques	Total	Confirmed
Ш	03/04/2024	Rockend Strata Management ITF SP 2222	500.00	NIL	500.00	
Ш	03/04/2024	Rockend Strata Management - General Trust	2,193.44	NIL	2,193.44	
Ш	03/04/2024	Rockend Strata Management ITF SP 3333	2,300.00	NIL	2,300.00	
Ш	03/04/2024	Macquarie Operating Account	17,230.82	NIL	17,230.82	
	04/04/2022	Rockend Strata Management - General Trust	-792.46	NIL	-792.46	Yes

**Note:** Complete details of the deposit are available in the Accounting > Banking screen prior to being pushed through to the Bank Reconciliation > Unpresented Deposit screen. This is a valid reason for checking the Accounting > Banking screen when reconciling. The Lot, date of the receipt and the receipt number are visible in this screen until the banking is cleared and the receipts are pushed through to the Bank Reconciliation screen.

B Banking							
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C	urrent Deposit	Form		His	torical Dep	osit Forms	
Identifier Unit 2/Lot 2, Plan 2222 Unit 5/Lot 5, Plan 7777	Total cash	\$22,224.26 \$0.00 \$22,224.26					
Identifier	Date	Receipt no.	Drawer	Cheque no.	Bank	Cheque amt	Total amt
Unit 2/Lot 2, Plan 2222	03/04/	34	_			NIL	500.00
Unit 5/Lot 5, Plan 7777	05/04/	141				NIL	548.36

2. Present the deposit in the Bank Reconciliation, noting any change to the bank reconciliation.

The receipts will either balance the bank reconciliation or create a difference.

- If the bank reconciliation is balanced, there is nothing further for you to do.
- If the bank reconciliation is thrown out of balance (or continues to be out of balance), and the ledger side is larger than the bank statement side, the receipt represents a duplicate. In this case, you will need to identify the receipt in order to cancel it.

The Owr	ers Corpora	ation of SP 2222			Abbey Road	Studios, 22 I	<sup>o</sup> enny Lane	, LIVERPOOL	NSW 2170				
Lot 2	Unit 2	Mr Paul McC	artney							UE / AE: 25	0.00 / 1,000.0	0	
Levies													
Lew					Admir	n Fund	Capital	Works Fund	Interest				
	late Frequency	/ Details			Due	Paid	D	ue Paid	paid Di	scount Levy type	e Stat	us Gi	roup
		Balance brought for	ward		750.00		250.0	0					
1 03/04/2	2024 Once-off	Lot 2: Interest on arre	ears to 03/04	2024	231.99	0.00	0.0	0.00	0.00	Owner In	voice Norr	nal Ne	one
2 03/04/2	2024 Once-off	Lot 2: Interest on arre	ears to 03/04	2024	0.00	0.00	77.3	3 0.00	0.00	Owner In	voice Norr	nal No	one
Current	position: Unallo	cated prepayments \$	0.00		Levy arrears &	owner invoice	s due \$1,3(	09.32	Interest on	levy arrears \$2	84.11		
Receipts						Admin Fun	1	Capital Works	Fund	Unallocated			
Date	Receipt no. Su	btype St	tatus S	ource		Paid	Interest	Paid	Interest	Paid To	otal amount Che	que no.	Levy no
03/04/2024	34 Rec	ceipt Ba	anked			375.00	0.00	125.00	0.00	0.00	500.00	1	
3/04/2024	35 Re/	ceipt Bi	anked			375.00	0.00	125.00	0.00	0.00	500.00		

3. Consider the amount. Does the amount represent a fee amount, or a levy fee amount ? Is there a receipt that was thought to not have been receipted, so was receipted again?

This will assist you to search the receipts records in Accounting > Adjustments > Search/Edit Transactions to see if a fee receipt has been duplicated, or other duplication and lead to a quick resolution without further searching.

4. If you need to search further, go to Accounting > Adjustments > Search/edit Transaction screen. Filter your search -

• to a wide date field from a selected date, to the date as shown in the unpresented deposit screen at

step 1. As mentioned above, the date in the Manual bank reconciliation screen is the date the receipt was pushed through from the Banking screen.

• enter the amount and search type as Owners Corp receipt.

B Search/Edit Transactions		• <b>X</b>
🔤 📝 🧥 🔌 📕 💶		
GST registered owners corporation selected Active Groups	Other Search Criteria	
Enter Plan No. or Street Name or Body Corporate Name.	Manager *Select All	
	Date 01/01/2020 🗣 🔻 To 30/04/2024 🚔 💌	
Strata Plan 2222 Abbey Road Studios	Amount 500.00 GST	
22 Penny Lane LIVERPOOL NSW 2170	Type Owners Corp. Receip V Status "Select All V Group "Select All	-
Clear	Reference Item type *Select All	
Account Selection		
Dr	And C Dr Cr     Show trans.     created tod	

**Note:** Searching the amount for Levy Receipts may not yield any results as the Admin and Sinking Fund amounts show separately in Search/edit transactions.

5. In Quick Reports > Receipts screen search the Plan and wide dates.

This screen shows the total of the receipt, without splitting it into Admin and Sinking.

Scrolling across we find that these 2 receipts #34 and #35 were both receipted to Lot 2. A check of the bank statement will show only 1 x \$500 to Lot 2, so the receipt #35 can be cancelled.

D Quick Reports							
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Corporations Lots Registers Ins	rance R & M Receipts Payments Contacts Cr.Invoices Creditors	Meetings					
Owners Corporation Details	Other Search Criteria						
Plan No. 2222 Manager *Select All	▼ Received 01/01/2024 € ▼ To 30/04/2024 € ▼						
Street No Street	Receipt no. Batch no.						
Town Postcode	Payment by						
	Receipt type Select All						
Managed plans C Unmanaged plans C All plans Output Options C Show receipts C Show allocation							
Receipt # Receipt date Amount total	mount by cheque Cheque no. Drawer Bank Branch	BSB					
35 2024-04-03 500.00	1L						

6. Order the search in step 5 by Lot and see if there are duplicates for one lot but on different dates.

This is because the receipt that went through the Banking screen will show a date that it was pushed through to the Bank Reconciliation screen, rather than the receipted date. Once again a check of the bank statement will confirm if one receipt is a duplicate.

7. If needed review the possibility of multiple receipts comprising the total. Look for receipts groups together when ordered by date.

8 Finally, ticking off the Bank statement credit column to the Quick Reports> Receipts tab will show a receipt in Strata Master not ticked off.

This will be because the receipt is not on the bank statement.

**Note:** In Quick Reports, cancelled receipts will show however the date could be well after the original receipt.

19/04/2024 11:12 am AEST