

TRAINING REFERENCES



Cancel a Levy Posting

To cancel a Levy Posting:
Accounting > Adjustments > Search /Cancel Levy Posting.



- Always cancel the levy with the most future date first
- Ensure that all four quarters are cancelled

See the STRATA Master Help File for more info: Search for **Cancelling Levy Postings**



Cancel a Creditor Invoice

To cancel a Creditor invoice:

1. Select the Creditor Invoice button on the toolbar
2. Select the invoice you wish to cancel
3. Cancel the invoice

See the STRATA Master Help File for more info: Search for **Cancelling Receipts**



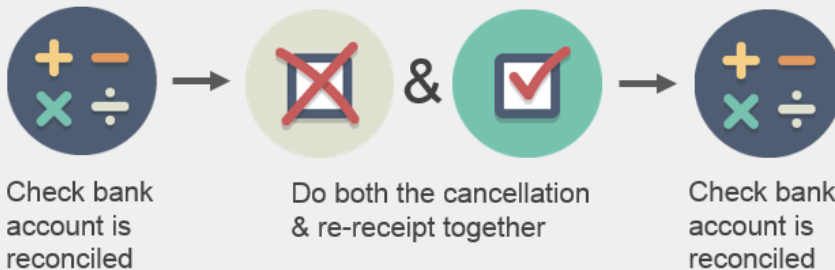
Cancel Management Fees

- When you run Management Fees, an invoice is created. This invoice can be edited or cancelled before payment from the Creditor Invoice screen.
- If you need to cancel a Management Fee, follow the steps above on how to Cancel a Creditor Invoice.

See the STRATA Master Help File for more info: Search for **Cancelling a Creditor Invoice**



Cancel a Receipt



Follow these steps when cancelling a receipt

1. Always check the bank account is reconciled: **Accounting > Manual Bank Reconciliation**
2. Cancel the Receipt: **Accounting > Adjustments > Search/Cancel Receipt**
3. Create new receipt for lot owner: **Receipts > Levy or Owner Invoice**
4. Check the bank account is reconciled: **Accounting > Manual Bank Reconciliation**

See the STRATA Master Help File for more info: Search for **Cancelling Receipts**

TRAINING REFERENCES



Cancel a Payment

- Only unpresented payments can be cancelled.
- Cancelling Direct Entry & BPAY Payments are multi-step processes.

Direct Entry Payments

- 1 a) Find the DE Batch Number: use **Quick Reports > Payments > Direct Entry** Output Option
b) Cancel the Bank File go to, **adjustments > Cancel DE Payments**
- 2 a) Cancel the Payment Adjustments > Search / Cancel Payments
- 3 a) Process bank file for correct payment go to Accounting > Process Direct Entry Payments

BPAY Payments

- 1 a) Find the BPAY Batch Number: **Quick Reports > Payments > Bulk BPAY** output option (select to **show BPAY Batch number** column)
b) Cancel Bulk BPAY file: **Adjustments > Search / Cancel bulk BPAY file**
- 2 a) Cancel the Payment: **Adjustments > Search / Cancel Payments**
- 3 a) Process BPAY file for correct payments, go to: **Accounting > Process BPAY** and select **recreate batch**, enter **batch number** cancelled to recreate the file for correct transactions

See the STRATA Master Help File for more info: Search for **Cancelling Payments**



- Always enter a reason why a transaction is cancelled. This info is written on the audit trail.
- Always back up before cancelling transactions



View Cancelled Transactions

To view **Cancelled Entries**: Form Reports > Cancelled Entries

To view **Cancelled Payments**:

1. Quick Reports > Payments
2. At Payment Type, select Payment Cancellations