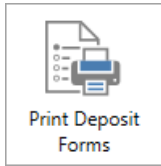


# Print Deposit Forms

Last Modified on 19/12/2023 4:04 pm AEST



The instructions in this article relate to **Print Deposit Forms**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

If you have received a cheque or cash in your office that needs to be deposited into the building's bank account, you can use the **Print Deposit Forms** menu to print a deposit slip for a selected account in StrataMax. This could be monies received for owner levies or insurance refunds, for example. These slips can be used to deposit the funds directly into the bank account at the bank branch or via StrataPay either at Aust Post (cheques) or sent to StrataPay. The benefit of using a deposit form to deposit funds into the bank account is that it will automatically reconcile to the selected account, removing the need to manually allocate the deposit in the [Bank Reconciliation](#) screen later.

A bank account is required, and the details need to be configured in the [Bank Account Setup](#) screen.

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## Bank Deposit Form - BOQ/SCM

Please note that it will no longer be possible to use StrataPay deposit slips to deposit cash at Australia Post branches. For cash deposits, please use the bank's deposit slip instead of the StrataPay deposit slip and visit the bank to make the cash deposit. To do this, you will need to change the deposit slip to the appropriate template by unticking 'StrataPay Deposit'. The Deposit Slip produced will be based on the **Bank Account Setup** for the property. This allows you to deposit cheques or cash at any BOQ branch, or cheques can be sent to StrataCash as well.

1. Search or select **Print Deposit Form**.
2. Untick *StrataPay Deposit*.
3. Select the *Account* for the deposit to post to when banked.
4. Drawer will be populated from the Account, this can be edited if required.
5. Click the Bank selector and select the account to make the deposit against - the branch will be populated from the bank selection.
6. Add the *Amount*.
7. Set the *Deposit Date* (today's date is pre-populated).
8. Add *Notes* if required.
9. Click *Proceed*.
10. Print to Screen first or select Printer to print directly to the printer and click *OK*.

Deposit Form
✕

**StrataPay Deposit**     Blank
 ?

Account:

Drawer:

Bank:

Branch:

Amount Cash:

Amount Cheque:

Deposit Date:

Notes:

History
View Agent Numbers
Proceed
Close

**Bank of Queensland Limited**  
 ABN 32 009 656 740  
 Lvl 6, 100 Skyring Tce, Newstead, QLD 4006

**StrataCash**

## Credit

**Third Party Deposit Reference 100080012**

Teller stamp and initials	No of cheques	Paid in by (signature)	
Drawer	Bank	Branch	

With recourse on all documents. Proceeds of cheques etc. unavailable until cleared. Accepted on the condition that any marking specifying that the deposit is to be applied to a particular drawing is not binding on BOQ or StrataCashManagement. BOQ and StrataCashManagement are not responsible for delays in transmission if lodged at another bank or branch.

For  
**CREDIT of** **BODY CORPORATE FOR**  
**212 ON MARGARET CTS 33840 ABN 29 313 058 766**  
**Third Party Deposit Reference 100080012**

Date	Day	Month	Year
	25	Sep	2023

Cash	10000	00
Cheque		

Free from transfer fee if paid at any BOQ Bank branch

1 0 0 0 0 0 0

⑈ 1000800 1 2⑈
⑈ 1 24 ⑈ 3 6 7 ⑈ 2 2 5 8 2 1 6 8
60

## Bank Deposit Form - Any Bank

The Deposit Slip produced will be based on the **Bank Account Setup** for the property. This allows you to deposit cheques or cash at any bank. The Deposit Slip produced will be based on the Bank Account for the property. Add details as required and proceed.

1. Search or select **Print Deposit Form**.
2. Select the **Account** for the deposit to post to when banked.
3. Drawer will be populated from the Account, this can be edited if required.
4. Click the Bank selector and select the account to make the deposit against - the branch will be populated from the bank selection.
5. Add the **Amount**.
6. Set the Deposit Date (today's date is pre-populated).
7. Add **Notes** if required.
8. Click **Proceed**.

## StrataPay Deposit Form

Please note that it will no longer be possible to use StrataPay deposit slips to deposit cash at Australia Post offices. For cash deposits, please use the [bank's deposit form](#) instead of the StrataPay deposit slip and visit the bank to make the cash deposit. To print a StrataPay deposit form use the following steps:

1. Search or select ***Print Deposit Form***.
2. Ensure *StrataPay Deposit* is ticked (by default).
3. Select the *Account* for the deposit to post to when banked.
4. Drawer will be populated from the Account, this can be edited if required.
5. Click the Bank selector and select the account to make the deposit against - the branch will be populated from the bank selection.
6. Add the *Amount*.
7. Set the *Deposit Date* (today's date is pre-populated).
8. Add *Notes* if required.
9. Click *Proceed*.
10. Select to print to Screen first or select Printer to print directly to the printer and click *OK*.

Payment Options	
 Tel: 1300 552 311 Ref: 1000 0049 4	Telephone: Call this number to pay by credit card. International: +613 8648 0158
 www.stratamax.com.au Ref: 1000 0049 4	Internet: Make credit card payments online Visit www.stratamax.com.au
 www.stratapay.com/ddr Ref: 1000 0049 4	Direct Debit: Make auto payments from your credit card or bank account. Visit stratapay.com/ddr to register
 Biller Code: 74633 Ref: 1000 0049 4	BPay: Contact your participating financial institution to make a payment from your cheque or savings account using BPay.
 Billpay Code: 3599 Ref No: 1000 0049 4	In Person: Present this bill at any Post Office to make cheque or EFTPOS payments.
 Make cheque payable to: StrataPay 1000 0049 4	Mail: Send cheque with this slip by mail to: <b>StrataPay, Locked Bag 9 GCMC, Bundall Qld 9726 Australia</b>
 BSB: 067-970 Account No: 1000 0049 4 (Applies to this bill only)	Internet Banking - EFT: Use this BSB and Account Number to pay directly from your bank account in Australian Dollars (AUD). Account Name: StrataPay Bank: CBA, Sydney, Australia.

All payments made through StrataPay payment options are subject to User Terms and Conditions available at www.stratapay.com or by calling 1300 135 610 or email info@stratapay.com. By using the payment options provided by StrataPay you are taken to have read and understood these User Terms and Conditions prior to using StrataPay. Credit card acceptance is subject to notation above. Additional charges may apply.



StrataPay Reference  
**1000 0049 4**

Amount	Due Date
<b>\$1,000.00</b>	<b>01 Jan 22</b>

STRATA MANGEMENT  
300621/02100002 Lot 22/22

A Smith  
208/1 The Piazza  
WENTWORTH POINT NSW 2127



\*3599 10000494

## Print a Deposit Form - Blank

A blank deposit form can be produced based on the Bank Account Setup and when banked the funds will not allocate automatically in the **Bank Reconciliation**, an example may be an Insurance Claim cheque.

1. Search or select **Print Deposit Form**.
2. Ensure **Blank** is ticked.
3. Enter the **Drawer** details.
4. Click the **Bank** selector and select the account to make the deposit against - the branch will be populated from the bank selection.
5. Set the **Deposit Date** (today's date is pre-populated).
6. Add **Notes** if required.
7. Click **Proceed**.
8. Select to print to Screen first or select **Printer** to print directly to the printer and click **OK**.

Deposit Form
✕

**Blank** ?

Drawer

Bank  ...

Branch

Deposit Date  ▼

Notes

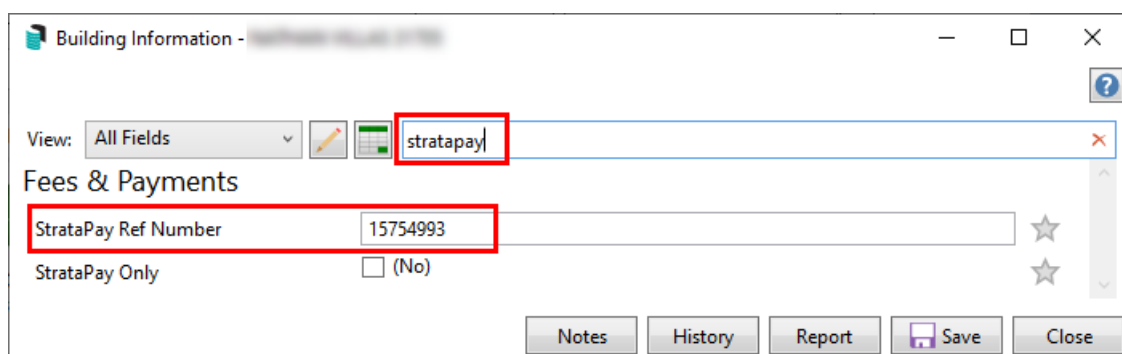
# Deposit Form Troubleshooting

## History

Click the 'History' button to review data for deposit forms that have been printed previously.

## StrataPay Ref Number Setup

Before printing a deposit slip, you will need to check that the 'StrataPay Ref Number' field in **Building Information** is populated. It should do this automatically when the building has a bank account number in the **Bank Account Setup** screen, lots present in the **Roll**, and is also included in the **StrataMax menu** to be uploaded daily. Still, it's best to check. If there is no StrataPay Ref Number, please contact our Support Team.



The screenshot shows a software window titled "Building Information". At the top, there is a "View:" dropdown menu set to "All Fields" and a search bar containing the text "stratapay". Below this, the "Fees & Payments" section is visible. A red box highlights the "StrataPay Ref Number" field, which contains the value "15754993". Below this field is a checkbox labeled "StrataPay Only" which is currently unchecked. At the bottom of the window, there are five buttons: "Notes", "History", "Report", "Save", and "Close".