

Return Address Editor

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Instructions in this article relate to **Return Address Editor**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Return Address Editor is used for setting up the Return Address information printed on invoices, levy notices, and other notices where a return address for payment is used rather than directly depositing the amount at the bank. The address may be exclusive to the current building, or global and shared by all. This is also dependent on the template that you are using and StrataPay deposit slips have a return address already printed on the deposit slip.

There may be a global address for all buildings and a specific local address set for some buildings if that is required. If there is a local address for a building, then it will be used rather than the global. Otherwise the global address will be used on these notices and invoices.

StrataMax suggest setting your company's address as the Global (Default) return address.

Change Global Return Address

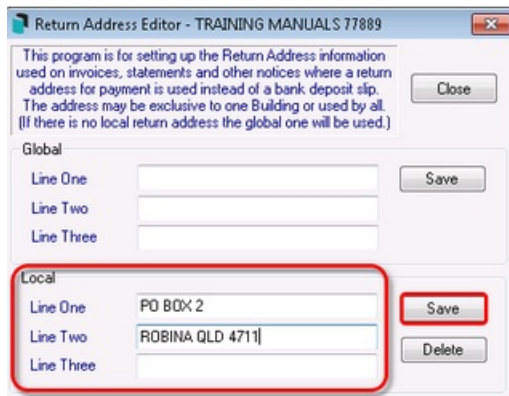
1. Search or select **Return Address Editor**.
2. Update the global address to what is required.
3. Type in the address as it should appear on an envelope. It will now appear on all of the buildings notices and other documents depending on which levy or report template has been chosen for the building. Do not type the building name in here. The name of the building will automatically be printed above this address on the notices.

A screenshot of the 'Return Address Editor' window. The window title is 'Return Address Editor - TRAINING MANUALS 77889'. It contains a text area with instructions: 'This program is for setting up the Return Address information used on invoices, statements and other notices where a return address for payment is used instead of a bank deposit slip. The address may be exclusive to one Building or used by all. (If there is no local return address the global one will be used.)'. Below this are two sections: 'Global' and 'Local'. The 'Global' section has three input fields: 'Line One' (PO BOX 259), 'Line Two' (VARSITY QLD 4711), and 'Line Three' (empty). A 'Save' button is next to the 'Line One' field. The 'Local' section has three input fields: 'Line One', 'Line Two', and 'Line Three', with 'Save' and 'Delete' buttons to their right. A red box highlights the 'Global' section and its 'Save' button.

4. Click Save.

Change the Local Address

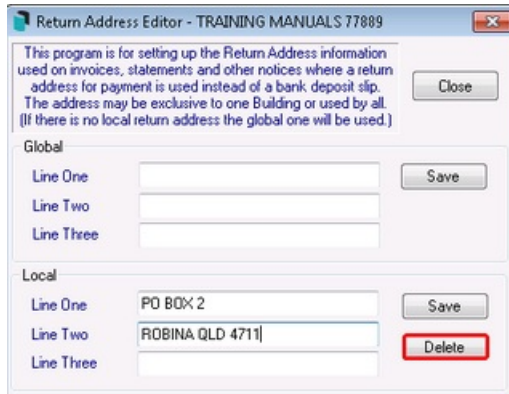
1. Search or select **Return Address Editor**.
2. Type in the address as it should appear on an envelope. Do not type the building name here. It will appear twice because the name of the building will automatically be printed above this address on the notices
3. Click Save.



The screenshot shows a window titled "Return Address Editor - TRAINING MANUALS 77889". It contains a text box with instructions: "This program is for setting up the Return Address information used on invoices, statements and other notices where a return address for payment is used instead of a bank deposit slip. The address may be exclusive to one Building or used by all. (If there is no local return address the global one will be used.)". Below this are two sections: "Global" and "Local". The "Global" section has three empty text boxes labeled "Line One", "Line Two", and "Line Three", with a "Save" button to the right. The "Local" section has three text boxes labeled "Line One", "Line Two", and "Line Three". The "Line One" box contains "PO BOX 2", and the "Line Two" box contains "ROBINA QLD 4711". There are "Save" and "Delete" buttons to the right of the "Local" section. A red box highlights the "Local" section and its buttons.

Delete the Local Address

1. Search or select **Return Address Editor**.
2. Click *Delete*.
3. When asked: 'Delete local Return Address?' click Yes.
4. Click Save when finished editing the return addresses.



This screenshot is identical to the one above, but the "Delete" button in the "Local" section is highlighted with a red box, indicating the next step in the process.