Debtor Adjustment

Last Modified on 31/07/2025 1:57 pm AEST



The instructions in this article relate to **Debtor Adjustment.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*. It is also accessible from with *GLMax*.

Debtor Adjustment has been designed to easily carry out the following in a building's current year, as well as the old year:

- Move a single lot's balance between the *Levy Invoice Codes*; so from the Admin fund to the Sinking/Capital Works/Maintenance/Reserve, or *Other* balance fund, whilst also including options for adding or removing discounts on previous levies.
- Move balances between a single lot's main account and sub account, for example if an owner has paid their utility bill into their levy fund account.
- Move a balance between two *different* lots, including their main or sub accounts, and between difference Owners Corporations (OCs or Account Groups). This can come in handy where an owner owns two properties, and they've paid the levies for both properties into the one lot account (Transfer funds from Utilities to Levies account).
- Reverse interested charged.
- Allocation of funds will be based on the oldest debt's due date first, then for all items that use the same due date based on *Levy Invoice Code* priority.

Debtor Adjustment cannot be opened in the *Old Year* or the *Historical Year*. However, fund reallocations and interest reversals can be performed in the building's *Old Year* by entering the last date of the building's previous financial year, <u>except for when reallocating funds between sub-group</u> lot accounts, or if the building does not have an old year, or the audit flag for this year has been set via *Building Information*.

Before and after processing fund allocations or crediting interest, the lot balance should be checked for each lot. This can be done by producing a *Ledger Card*, or by producing an *Account Dissection Report* to show the balances for the lot by fund if required. This will assist in understanding the outcome before completing the action. If the fund allocations have resulted in a credit and a debit on the same lot, then a *rationalisation of sub balances* should be completed.

If there are any transactions that equal 0.00, *Transaction Report Manager* can be used to hide any transactions on the *Ledger Card*.

Debtor Adjustment Video

This video cover the reversal of interest and the reallocation of funds, both using the Debtor Adjustment menu.

Reallocate funds for a Lot, including allowing or disallowing discounts

This option should be used when balances need to be moved from one fund to another, or if a discount for previous levies needs to be added or removed. There may also be system created transactions to facilitate debit and credits for any reallocation of funds, and in instances where these need to be hidden, use *Transaction Report Manager* to stop these reporting on the *Ledger Card* or *Transaction List*.

Discount Reinstatement Example for Gross payment

Example: The 01/09/22-30/11/22 Admin, Sinking and Insurance levy was due 01/09/22. The Owner has paid above the Gross amount of the levy on the 28/09/22. The Committee have approved the discount reinstatement request.

STATEMENT									
	/ 10 Million 44	est & R = Bandped			5	Statement	Period		
	Contra Marco			01 M	ar 22 to 2	2 Nov 2	2		
			A/c No	9		Lot No	9		
				Page	Number	1 of 1			
						Tr	ansfer Date: 01/08/20		
Date	Туре	Details	Reference	Debit		Credit		Balance	
28/02/22 30/06/22 19/07/22 19/07/22 28/09/22 28/09/22 28/09/22 28/09/22	Admin Fund Jnl Admin Fund Jnl Admin Fund Sinking Fund Insurances Receipt Receipt Receipt	Opening Balance 01/09/22 To 30/11/22 01/09/22 To 30/11/22 01/09/22 To 30/11/22 Admin Fund Sinking Fund Insurances	J0000093 J0000170 I000005 I000034 I0000063 R0000035 RA000035 RB000035	2,	616.61 736.95 122.25 465.16	2,610 2,764 1,122 465	4.45	0.00 -2,616.61 0.00 2,736.95 3,859.20 4,324.36 1,559.91 437.66 -27.50	
31/10/22 31/10/22 31/10/22	Admin Fund Sinking Fund Insurances	01/12/22 To 28/02/23 01/12/22 To 28/02/23 01/12/22 To 28/02/23	10000092 10000121 10000150		736.95 122.25 465.16			2,709.45 3,831.70 4,296.86	

- 1. Search or select *Debtor Adjustment* and select the top radio button called *Reallocate funds for a lot, incl...*, and click *Next*.
- 2. Select the lot by either typing the owner's name into the *Lot* field, or by clicking the more [...] button to display the *Account Code List* window and double-click the lot.
 - If this building is a multi-OC, with several account groups, you can also click the*Account Group* drop-down (directly under the *Search* field) to select the required Account Group.
- 3. Change the *Posting Date* if necessary by typing in the date in the format of *DDMMYY*, or click the drop-down arrow to display a calendar and click the date.
 - The date cannot be in the future.
 - The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - The transaction will remain in the general ledger in the current month.
 - To post in the Old Year, simply select the last date of the old financial year.
 - The date will restrict to the Current Year if Old Year does not exist or has been flagged as being audited in *Building Information*.
- 4. Type some details (max. 20 characters) that will appear on the ledger card into the *Details* field, and click *Next*.
- 5. Referring to the table of levy periods, tag the required discount period boxes. When tagging these levy periods, if the gross amount was paid when selecting each discount period, the credit of the discount will need to be added to another fund.
 - In some instances, you may see that the figure under the 'Total Due' column is a standard amount, and not a credit (with a '-' symbol). You will need to adjust the figures in the 'Reallocation' field to accommodate this so that no amounts remain unallocated, and green ticks are next to each field.

 01/09/22 to 30/11/22 Sinking Fund 	01/09/2022	224.45	-224.45		-224.45	
01/09/22 to 30/11/22 Admin Fund	01/09/2022	547.39	-547.39	0.00	The Levy is overpaid due to the discount being applied. Reallocate the remaining ba	lance to another item
 01/09/22 to 30/11/22 Insurances 	01/09/2022	93.03	-93.03		-93.03	

6. If necessary, click the Add Fund button and add the credit balance to the 'Reallocation' field.

	Jescription	Due Date	Discount	Total Due	Reallocation		New Total D	ue	
/	Description 01/06/22 to 31/08/22 Admin Fund	01/06/2022	454.09	-	0.00	0	-		
/	01/06/22 to 31/08/22 nsurances	01/06/2022	22.72	-	0.00	0	-		
/	01/09/22 to 30/11/22 Sinking Fund	01/09/2022	224.45	-224.45	 -224.45 × 		-		
	01/09/22 to 30/11/22 Admin Fund	01/09/2022	547.39	-547.39	0.00	0	-547.39		
	01/09/22 to 30/11/22 nsurances	01/09/2022	9 3.03	-93.03	 -93.03 × 	:	-		
/	01/12/22 to 28/02/23 Sinking Fund	01/12/2022	224.45	1,122.25			1,122.25		
	01/12/22 to 28/02/23 Admin Fund	01/12/2022	547.39	2,709.45			2,709.45		
	01/12/22 to 28/02/23 nsurances	01/12/2022	93.03	465.16			465.16		
1	Admin Fund			-	317.48	;	-317.48		

7. Click Next and review the allocation and click Save.

The 'Reinstate Lost Disc' transactions have been created to allow the gross payment received for the Sinking and Insurance funds to be reallocated to the Admin Fund.

	/ III Month	end & M = Monitard			S	Statement	Period	
	2121 Mars	rigton Pitoders Rd			01 M	ar 22 to 22	2	
	P., MOR/10	110, 2020		A/c No	9		Lot No	9
				Page Nu	mber	1 of 1		
-							Tra	nsfer Date: 01/08/20
Date	Туре	Details	Reference	Det	oit	Credi	it	Balance
28/02/22 30/06/22 19/07/22 19/07/22 19/07/22 28/09/22 28/09/22 28/09/22	Admin Fund Jnl Admin Fund Jnl Admin Fund Sinking Fund Insurances Receipt Receipt Receipt		J0000093 J0000170 I0000005 I0000034 I0000063 R0000035 RA000035 RB000035	2,73	16.61 36.95 22.25 65.16	2,616 2,764 1,122 465	.45	0.00 -2,616.61 0.00 2,736.95 3,859.20 4,324.36 1,559.91 437.66 -27.50
28/09/22 28/09/22 28/09/22 28/09/22 28/09/22 28/09/22 31/10/22 31/10/22 31/10/22	Admin Fund Jnl		J0001538 J0001539 J0001540 J0001541 J0001542 J0001543 I0000092 I0000121 I0000150	2,7: 1,1	24.45 93.03 36.95 22.25 35.16	317	7.48 9.03 7.39	-344.98 -120.53 -27.50 -120.53 -667.92 -892.37 1,844.58 2,966.83 3,431.99
				\$11,5		\$8,150	82	\$3,431.99

Discount Reinstatement Example for Net payment

Example: The 01/09/22-30/11/22 Admin, Sinking and Insurance levy was due 01/09/22. The Owner has paid below the Net amount of the levy on the 15/09/22. The Committee have approved the discount reinstatement request.

		STATEM	MENT						1
	- second second	e P1, The Johns PT				S	tatement	Period	
	147 1994		01 Mar 22 to 22 Nov 22						
	PALENO		ľ	A/c No	13		Lot No	13	
				ľ	Page Nu	mber	1 of 1		-
-				-				T	ransfer Date: 14/09/15
Date	Туре	Details	Reference		Deb	it	Credit		Balance
28/02/22 30/06/22 19/07/22 19/07/22 19/07/22 15/09/22 15/09/22	Admin Fund Jnl Admin Fund Jnl Admin Fund Sinking Fund Insurances Receipt Receipt	Opening Balance 01/09/22 To 30/11/22 01/09/22 To 30/11/22 01/09/22 To 30/11/22 Admin Fund Sinking Fund	J0000097 J0000174 I000009 I000038 I000067 R0000043 RA000043		2,73 1,12 42	07.81 06.95 22.25 20.14	2,60 2,30 1,12	1.22	0.00 -2,607.81 0.00 2,736.95 3,859.20 4,279.34 1,978.12 855.87
31/10/22 31/10/22 31/10/22	Admin Fund Sinking Fund Insurances	01/12/22 To 28/02/23 01/12/22 To 28/02/23 01/12/22 To 28/02/23	10000096 10000125 10000154		1,12	86.95 22.25 20.14			3,592.82 4,715.07 5,135.21

- 1. Search or select *Debtor Adjustment* and select the top radio button called *Reallocate funds for a lot, incl...*, and click *Next*.
- 2. Select the lot by either typing the owner name into the Lot field, or by clicking the more [...] button

to display the Account Code List window and double-click the lot.

- 3. Change the *Posting Date* if necessary by typing in the date in the format of *DDMMYY*, or click the drop-down arrow to display a calendar and click the date.
 - The date cannot be in the future.
 - The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - The transaction will remain in the general ledger in the current month.
 - To post in the Old Year, simply select the last date of the old financial year.
 - The date will restrict to the Current Year if Old Year does not exist or has been flagged as being audited in *Building Information*.
- 4. Type some details (max. 20 characters) that will appear on the ledger card into the *Details* field, and click *Next*.
- 5. Referring to the table of levy periods, tag the required discount period boxes. Based on the original receipt, if the levy period has been overpaid once the discount is given back, these credits will need to be shifted to another fund.
 - In some instances, you may see that the figure under the 'Total Due' column is a standard amount, and not a credit (with a '-' symbol). You will need to adjust the figures in the 'Reallocation' field to accommodate this so that no amounts remain unallocated, and green ticks are next to each field.

• 01/09/22 to 30/11/22 Sinking Fund	01/09/2022	224.45	-224.45	-224.45	
• 01/09/22 to 30/11/22 Admin Fund	01/09/2022	547.39	-111.66	The Levy is overpaid due to the	discount being applied. Reallocate the remaining balance to another item
 01/09/22 to 30/11/22 Insurances 	01/09/2022	84.03	336.11	336.11	

After the discount has been given and the reallocation of funds.

• 01/09/22 to 30/11/22 Sinking Fund	01/09/2022	224.45	-224.45	-224.45 ×	-	
• 01/09/22 to 30/11/22 Admin Fund	01/09/2022	✓ 547.39	-111.66	-111.66 ×	-	
• 01/09/22 to 30/11/22 Insurances	01/09/2022	✔ 84.03	336.11	336.11 🗙	-	

6. Click *Next* and review the allocation and click *Save*.

The 'Reinstate Lost Disc' transactions have been created to allow the gross payment received for the Admin and Sinking funds to be reallocated to the Insurance Fund.

		STAT	EMENT					
	- Appellon and	e PL, The Jahres FT			S	Statement	Period	
	147 manual	Road			01 M	ar 22 to 2	2 Nov 22	2
	PLALE NO.	12 0.2 400		A/c No	13	Lot No		13
				Page Nu	ımber	1 of 1		•
-							Trai	nsfer Date: 14/09/15
Date	Туре	Details	Reference	Deb	oit	Cred	it	Balance
28/02/22 30/06/22 19/07/22 19/07/22 19/07/22 15/09/22 15/09/22	Admin Fund Jnl Admin Fund Jnl Admin Fund Sinking Fund Insurances Receipt Receipt	Brought forward Opening Balance Opening Balance 01/09/22 To 30/11/22 01/09/22 To 30/11/22 01/09/22 To 30/11/22 Admin Fund Sinking Fund	J0000097 J0000174 I000009 I0000038 I0000067 R0000043 RA000043	2,73	07.81 36.95 22.25 20.14	2,607 2,301 1,122	.22	0.00 -2,607.81 0.00 2,736.95 3,859.20 4,279.34 1,978.12 855.87
15/09/22 15/09/22 15/09/22 15/09/22 15/09/22 31/10/22 31/10/22 31/10/22	Admin Fund Jnl Sinking Fund Jnl Insurances Jnl Discount Discount Admin Fund Sinking Fund Insurances	Reinstate Lost Disc Reinstate Lost Disc Reinstate Lost Disc Insurance Discount Admin Discount Sink Discount 01/12/22 To 28/02/23 01/12/22 To 28/02/23 01/12/22 To 28/02/23	J0001595 J0001596 J0001597 J0001598 J0001599 J0001600 I0000096 I0000125 I0000154	2; 2,7; 1,1;	11.66 24.45 36.95 22.25 20.14	547	6.11 I.03 I.39 I.45	967.53 1,191.98 855.87 771.84 224.45 0.00 2,736.95 3,859.20 4,279.34
	I		I	\$11,50	02.60	\$7,223	8.26	\$4,279.34

Reallocation of Funds Example

Example: Owner has been billed for Levies and an Invoice, with a recent payment made. This payment was intended for the outstanding invoice and needs to be reallocated all to the Other.

	10 11 11 101	6 Catherali			S	tatement	Period	od					
	11 Karnstry	por Mean		01 Au	Aug 22 to 22 Nov 22								
	1.00000000	PORT GLD 4218		A/c No	No 1 Lot No 1			1					
				Page Nu	mber	1 of 1							
-			Linked				Trai	nsfer Date: 01/07/15					
Date	Туре	Details	Reference	Deb	oit	Cred	lit	Balance					
		Brought forward						0.00					
11/11/22	Admin Fund Jnl	Opening Balance	J0000028	1:	50.00			150.00					
17/11/22	Other	Auto Entry Trans Mak	M0000003	3	50.00			500.00					
22/11/22	Admin Fund	01/02/23 To 30/04/23	10000021	1:	50.00			650.00					
22/11/22	Sinking Fund	01/02/23 To 30/04/23	10000031	48	35.00			1,135.00					
22/11/22	Receipt	Admin Fund	R000008			150	0.00	985.00					
22/11/22	Receipt	Other	RA000008			200	0.00	785.00					

- 1. Search or select *Debtor Adjustment* and select the top radio button called *Reallocate funds for a lot, incl...*, and click *Next*.
- 2. Select the lot by either typing the owner name into the *Lot* field, or by clicking the more [...] button to display the *Account Code List* window and double-click the lot.

- 3. Change the *Posting Date* if necessary by typing in the date in the format of *DDMMYY*, or click the drop-down arrow to display a calendar and click the date.
 - The date cannot be in the future.
 - The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - The transaction will remain in the general ledger in the current month.
 - To post in the *Old Year*, simply select the last date of the old financial year.
 - The date will restrict to the Current Year if Old Year does not exist or has been flagged as being audited in *Building Information*.
- 4. Type some details (max. 20 characters) that will appear on the ledger card into the *Details* field, and click *Next*.
- 5. Referring to the table of levy periods, enter the necessary allocations, then clickNext.

Debtor Adjustment OCEANIA KEEP 101023						ı ×
Enter reallocation of funds for 02100001 - CATTE	RALL R & S					0
Description	Due Date 01/08/2022	Discount	Total Due	Reallocation 0.00	New To	tal Due
• 01/08/22 to 31/10/22 Admin Fund	01/08/2022		-	0	-	
 01/11/22 to 31/01/23 Sinking Fund 	01/11/2022		-	Ø	-	
O1/11/22 to 31/01/23 Admin Fund Levy Amount: 150.00	01/11/2022		-	-150 🗙	150.00	
Other - M0000003 Auto Entry Trans Mak Administrative Fund	01/12/2022		150.00	150.00 ×	-	
 01/02/23 to 30/04/23 Sinking Fund 	01/02/2023	97.00	485.00		485.00	
 01/02/23 to 30/04/23 Admin Fund 	01/02/2023	30.00	150.00	0.00	150.00	

6. Review the allocation and click Save.

STATEMENT

	Mr R & Mrs	S Catterall			S	tatement	Perio	ł	
	11 Kensing	iton Mews E POINT QLD 4216			01 Au	ug 22 to 2	2 Nov	22	
		POINT QLD 4210		A/c No	1		Lot N	0	1
				Page Nu	mber	1 of 1			
-			Linked					Transf	fer Date: 01/07/15
Date	Туре	Details	Reference	Deb	oit	Cred	lit		Balance
11/11/22 17/11/22 22/11/22 22/11/22 22/11/22 22/11/22 22/11/22 22/11/22	Admin Fund Jnl Other Admin Fund Sinking Fund Receipt Receipt Admin Fund Jnl Other Jnl	Brought forward Opening Balance Auto Entry Trans Mak 01/02/23 To 30/04/23 01/02/23 To 30/04/23 Admin Fund Other Reallocate Funds Reallocate Funds	J0000028 M000003 I000021 I000031 R000008 RA00008 J000091 J000092	35 15 48	50.00 50.00 50.00 35.00	20	0.00 0.00 0.00		0.00 150.00 500.00 650.00 1,135.00 985.00 785.00 935.00 785.00

Reallocate funds between Lots and Second Debtors

This is the appropriate option when moving balances between two different lots in the same building, in the main group, or between a lot and a second debtor.

- 1. Search or select **Debtor Adjustment** and select the radio button *Reallocate funds between Lots and* Second Debtors, then click Next.
- 2. Select the lot the balance is being moved <u>to</u> by clicking the more [...] button and selecting the lot.
 - If this building is a multi-OC, with several account groups, you can also click the *Account Group* drop-down (directly under the *Search* field) to select the required Account Group.
- 3. Select the lot from which the balance is being moved by clicking the more[...] button and selecting the lot.
 - If this building is a multi-OC, with several account groups, you can also click the *Account Group* drop-down (directly under the *Search* field) to select the required Account Group.
- 4. Change the *Posting Date* if necessary (this can be in the *current* or *old* year).
 - 1. The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - 2. The transaction will remain in the general ledger in the current month.
- 5. In the *Details* field, type the appropriate wording and click Next.
 - 1. This will appear in both lots' Details field on the ledger card.
 - 2. This field is limited to 20 characters due to limited space on the ledger card.

Debtor Adjustment STRATAMAX ONLINE HELP 11	_	×
Select Lot or Second Debtor to adjust		
То		
Lot 02100020 T COLLINS		
From		
Lot 02100010 T A S COLLINS		
Posting Date 13/08/2019 -		
Details SMOH		
Previous Next		

6. In this screen, **Enter the funds to add to...**, enter the amounts that need to be added to the Lot, and click *Next*.

Debtor Adjustment STRATAMAX (ONLINE HELP 11					_		Х
Enter funds to add to 02100020 - T	COLLINS							
Description	Due Date	Discount	Total Due	Reallocation		New	v Total Due	
• 01/01/19 to 31/03/19 Admin Fund	01/01/2019		671.90			Ð	-	^
• 01/10/19 to 31/12/19 Admin Fund	01/10/2019	134.38	1,343.80	1,343.80	×		-	
• 01/10/19 to 31/12/19 Sinking Fund	01/10/2019		50.00			Ð	-	
✓ 01/01/20 to 31/03/20	01/01/2020	5.00	50.00	50.00	$\mathbf{\times}$			
Interest - Sinking Fund	31/03/2019		1.24	✓ 1.24	×		-	~
Add Fund Previous Next				Allocated Tot	al: !	5,060.96	5	

7. In this screen, **Enter funds to remove from...**, enter the amounts that need removing from the Lot, and click *Next*.

Pebtor Adjustment STRATAN	IAX ONLINE HELP 11				_		×
Enter funds to remove from 021	00010 - T A S COLLIN	IS					
Description	Due Date	Discount	Total Due	Reallocation	New	Total Du	e
 Admin Fund 			-5,146.51	-5060.96 🗙	-85.5	5	^
• 01/04/18 to 30/06/18				٩			
01/10/18 to 31/12/18 Sinking Fund	30/10/2018		-	0)	-	~
+ Add Fund				Allocated Total: -5	,060.9¢	5	
Previous Next							

 This final screen, Review and save, gives you the last opportunity to check the balance movements before clicking the *Save* button to finalise.

Debtor Adjustment STR/	ATAMAX ONLINE HEI	LP 11		_	×
Review and save					
From 02100010 - T A S COL	LINS				
Fund Admin Fund Reallocate to 02100020 - T	COLLINS	Amount -\$5,060.96	Discount		
Fund Admin Fund Sinking Fund Overdue Interest	Amount \$4,703.30 \$250.00 \$107.66	Discount			
Posting Date: 13/08/2019 Details: SMOH					
Previous Save	New				

9. Once done, you can either click the *New* button to start another balance movement or close this window.

Reallocate balances between Sub Group Lots

This option will transfer a balance from a lot in the main group to/from a lot in the sub group. An example of when this will be used is when the lot owner makes a payment for both groups using the same reference number.

1. Search or select *Debtor Adjustment* and select the radio button *Reallocate between Lots and*

Second Debtors, then click Next.

- 2. Select the *Sub Group* radio button, and then use the drop-down to choose the Sub Group type, for example, *Utilities.*
- 3. Select the lot the balance is being moved <u>to</u> by either typing the owner name into the top*Lot* field, which will display the lot list, or by clicking the more [...] button.
- 4. Select the lot from which the balance is being moved by either typing the owner name into the bottom *Lot* field, which will display the lot list, or by clicking the more *[...]* button.
- 5. Change the *Posting Date* if necessary.
 - It must be in the current financial year and <u>cannot</u> be posted in the *Old Year*.
 - The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - The transaction will remain in the general ledger in the current month.
- 6. In the *Details* field, type the appropriate wording and click *Next*.
 - This will appear in both lots' Details field on the ledger card.
 - This field is limited to 20 characters due to limited space on the ledger card.

📄 Debtor Adjustr	ment DEBTOR ADJUSTMENT 0504	_	×
Select Lot or Sec	ond Debtor to adjust		
То			
O Main			
Sub Group	tilities		•
Lot 02	2100002 PETER GRIFFIN		
From			
 Main 			
O Sub Group			•
Lot 02	2100002 PETER GRIFFIN		
Posting Date 13/0	8/2019 🔻		
Details Elect	tricity		
Previous	Next		

7. Enter the funds to add to..., enter the amounts that need to be added to the Lot, and clickNext.

📄 Debtor Adjustn	nent DEBTOR ADJUSTMENT 05	04			_	Х
Enter funds to add	d to 02100002 - PETER GRIFFI	N				
Description	Due Date	Total Due	Reallocation	New Total Due		
Electricity		48.80	48.80 ×	-		
+ Add Fund				Allocated Total: 48	8.80	
Previous	Next					

8. Enter funds to remove from..., enter the same amount in a fund to move the balance from the Lot,

and click Next.

Debtor Adjustment DEBTOR	ADJUSTMENT 0504				_		×
Enter funds to remove from 02	2100002 - PETER GRIFF	IN					
Description	Due Date	Discount	Total Due	Reallocation	New	Total Du	Je
 Admin Fund 			-2,268.75	-48.80 🗙	-2,2	19.95	
• 01/04/19 to 30/06/19 Admin Fund	30/04/2019	150.00	-	0		-	
• 01/04/19 to 30/06/19 Sinking Fund	30/04/2019	75.00	-	0		-	
+ Add Fund				Allocated Total:	48.80		
Previous Next							

9. **Review and save** allows you to check the balance movements before clicking the *Save* button to finalise.

Pebtor Adjustment DEBTO	R ADJUSTMENT 05	04			_	×
Review and save						
From 02100002 - PETER GRIFF	FIN					
Fund		Amount	Discount			
Admin Fund		-\$48.80				
Reallocate to 02100002 - PETE	R GRIFFIN (Subgro	oup Utilities)				
Fund	Amount	Discount				
Electricity	\$48.80					
Posting Date: 13/08/2019						
Details: Electricity						
Previous Save	New					

10. Once done, you can either click the *New* button to start another balance movement or close this window.

Before and after processing fund allocations or crediting interest, the lot balance should be checked for each lot. This can be done by producing a *Ledger Card*, or by producing an *Account Dissection Report* to show the balances for the lot by fund if required. This will assist in understanding the outcome before completing the action. If the fund allocations have resulted in a credit and a debit on the same lot, then a *rationalisation of sub balances* should be completed.

If there are any transactions that equal 0.00, *Transaction Report Manager* can be used to hide any transactions on the *Ledger Card*.

Reverse Charged Interest / Credit Interest

This function is used to reverse or credit charged interest for a single lot. If the interest has been paid, when using this function and applying for the credit, there will be an additional screen to apply this credit balance to a levy fund.

- Search or select *Debtor Adjustment* and select the radio button *Reverse Charged Interest*, then click *Next*.
- 2. Select the lot to reverse the interest by either typing the owner name into the top*Lot* field, which will display the lot list, or by clicking the more *[...]* button.
- 3. Change the *Posting Date* if necessary.
 - The date must be in the current financial year, but it cannot be in the future.
 - The date will affect its position on the owner's ledger card as it is sorted chronologically.
 - The transaction will remain in the general ledger in the current month.
- 4. In the Details field, type the appropriate wording and click Next.
 - This will appear in the *Details* field on the ledger card.
 - This field is limited to 20 characters due to limited space on the ledger card.
- 5. In this screen, select the periods for interest reversal and click Next.

🖣 Debtor Adj	ustment STRATAMAX ONLINE HELP 11				_
Select charge	ed interest to reverse for 02100020 - T CO	ILLINS			
Charge date	Invoice Code	Levy	Charged	Outstanding	Reverse
31/12/2018	Interest - Administrative Fund	00007	8.56	-	
31/12/2018	Interest - Sinking Fund	00008	0.64	-	
30/04/2019	Interest - Sinking Fund	00008	0.64	-	
31/05/2019	Interest - Administrative Fund	00007	8.40	-	✓
31/05/2019	Interest - Sinking Fund	00008	0.63		✓

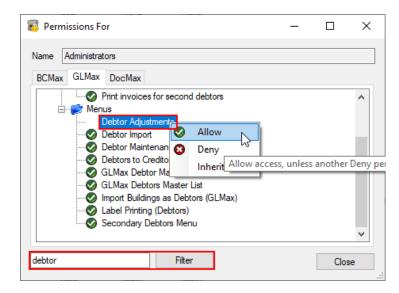
- 6. If this interest has been paid, either using an existing fund or click*Add Fund* to allocate the credit balance to a fund. Click *Next*.
- 7. In this final screen, Review and save, check the changes made one last time before clicking Save.

Before and after processing fund allocations or crediting interest, the lot balance should be checked for each lot. This can be done by producing a *Ledger Card*, or by producing an *Account Dissection Report* to show the balances for the lot by fund if required. This will assist in understanding the outcome before completing the action. If the fund allocations have resulted in a credit and a debit on the same lot, then a *rationalisation of sub balances* should be completed.

If there are any transactions that equal 0.00, *Transaction Report Manager* can be used to hide any transactions on the *Ledger Card*.

Debtor Adjustment in GLMax

Debtor Adjustment can be used in GLMax to easily reallocate funds within a building or reallocating funds between buildings. In order to access *Debtor Adjustment* in GLMax, you must have the 'Allow' permission in *Security Setup*.



Reallocate Funds for a Building

- 1. From the Building Selector Tool, open your GLMax company.
- Search or select *Debtor Adjustment* and select the radio button *Reallocate funds for a Debtor*, then click *Next*.
- 3. Select the building to adjust by typing the building name into the top*Debtor* field, which will display the building list, or by clicking the ellipsis [...] button.
- 4. Change the *Posting Date* if necessary by typing in the date in the format of *DDMMYY*, or clicking the drop-down arrow to display a calendar and click the date.
 - The date must be in the current month.
 - To post in the Old Year, select the last date of the old financial year.
 - The date will be restricted to the Current Year if Old Year has not been audited.
- 5. Type some explanatory notes into the Details field, and click Next.
 - This will appear in the *Details* field on the general ledger.
 - This field is limited to 20 characters.
- 6. Enter amounts into the 'Reallocation' fields to the appropriate invoice code/s, or click the 'Add Fund' button in the bottom left to select another invoice code to reallocate.
- 7. Click Next, and the Review and save screen will appear.
- 8. Check over the amounts, and click the *Save* button to commit the changes, or click the *Previous* button to make further changes.

Reallocate Funds between Buildings

- 1. From the *Building Selector Tool*, open your GLMax company.
- 2. Search or select *Debtor Adjustment* and select the radio button *Reallocate funds between Debtors,* then click *Next.*
- 3. Select the building the balance is going 'To' and the building the balance is coming 'From' by either typing the building name into their respective fields, which will display the building list or by clicking the ellipsis [...] button.
- 4. Change the *Posting Date* if necessary by typing in the date in the format of *DDMMYY*, or clicking the drop-down arrow to display a calendar and click the date.
 - The date must be in the current month.
 - To post in the Old Year, simply select the last date of the old financial year.
 - The date will be restricted to the Current Year if Old Year has not been audited.
- 5. Type some explanatory notes into the Details field, and click Next.
 - This will appear in the *Details* field on the general ledger.
 - This field is limited to 20 characters.
- In the Enter Funds to Add screen, enter the amount into the 'Reallocation' fields for the required invoice code/s or click the 'Add Fund' button in the bottom left to select another invoice code to reallocate. Then click Next.
- 7. In the *Enter Funds to Remove* screen, enter the amount into the 'Reallocation' fields to the required invoice code/s, or click the 'Add Fund' button in the bottom left to select another invoice code to reallocate. Then click *Next.*
- 8. In the Review and save screen, check over the amounts, click the Save button to commit the changes, or click the Previous button to make further changes.