

Release Notes – Version 5.6.28

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the [StrataMax Online Help](#)



THE COMPLETE STRATA MANAGEMENT SOLUTION



Contents

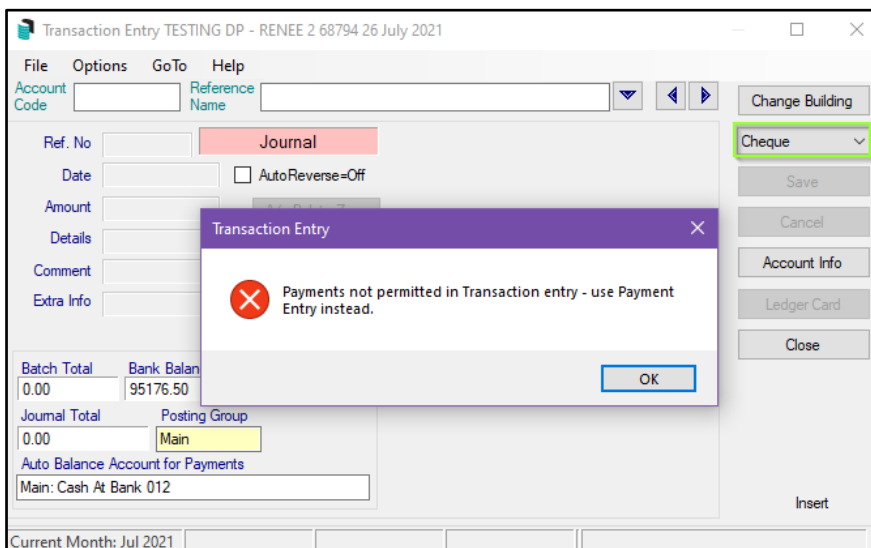
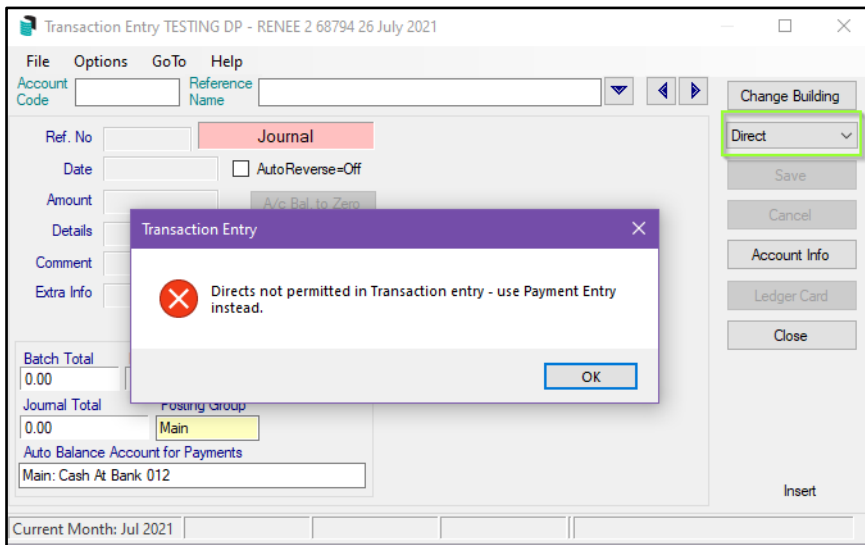
1.	Payment Entry – Overview	3
2.	Security setup – Payment Entry permission	5
3.	Payment Entry – Processes and Options	6
3.1	Creditor Payments.....	8
3.1.1	<i>Pay Immediately – Paying All Invoices available</i>	8
3.1.2	<i>Paying Invoices in Full – Using method ‘Pay using Payments’</i>	11
3.2	Part Paying Invoices.....	12
3.2.1	<i>Part Paying Invoices – Using method ‘Pay Immediately’</i>	12
3.2.2	<i>Part -Pay – Using Method ‘External’</i>	15
3.3	Owner Reimbursements/Refunds.....	17
3.3.1	<i>Reimbursement to Owner – Method ‘Pay using Payments’</i>	17
3.3.2	<i>Reimbursement to Owner – Method ‘External’ with Document Selected</i>	21
3.3.3	<i>Processing Refund to Owner – Method ‘Pay Immediately’</i>	23
3.4	Reimburse any Account other than Owner/Creditor.....	25
4.	Creditor Invoices – Pay and Save	27
5.	Bank Reconciliation – Create Payment	28
5.1	Create Payment – Direct Debits or Manual Payments via bank.....	28
5.2	Create Payment – for an invoice that is entered into the system.....	31
6.	Edit Invoice List– Report to Excel	34

1. Payment Entry – Overview

Payment Entry module has been added to provide a reliable platform to manage outgoing one-off payments, reimbursements and part payments.

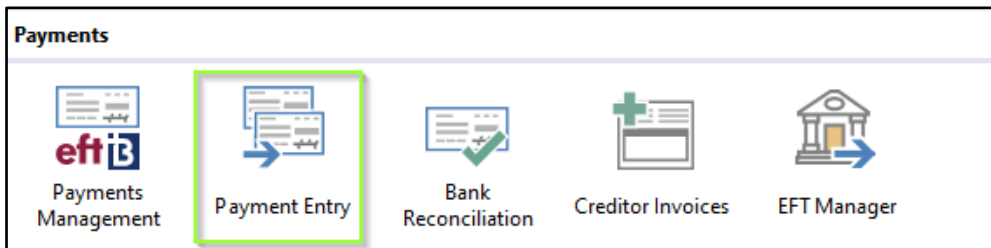
This module is designed as a replacement for the existing ‘Cheque Entry’ process, allowing users to perform a number of different payment options (Pay by EFT, Cheque or BPAY)

Please note: Access to ‘Direct and Cheque Entry via Transaction Entry’ will no longer be accessible and users will be returned the following messages:

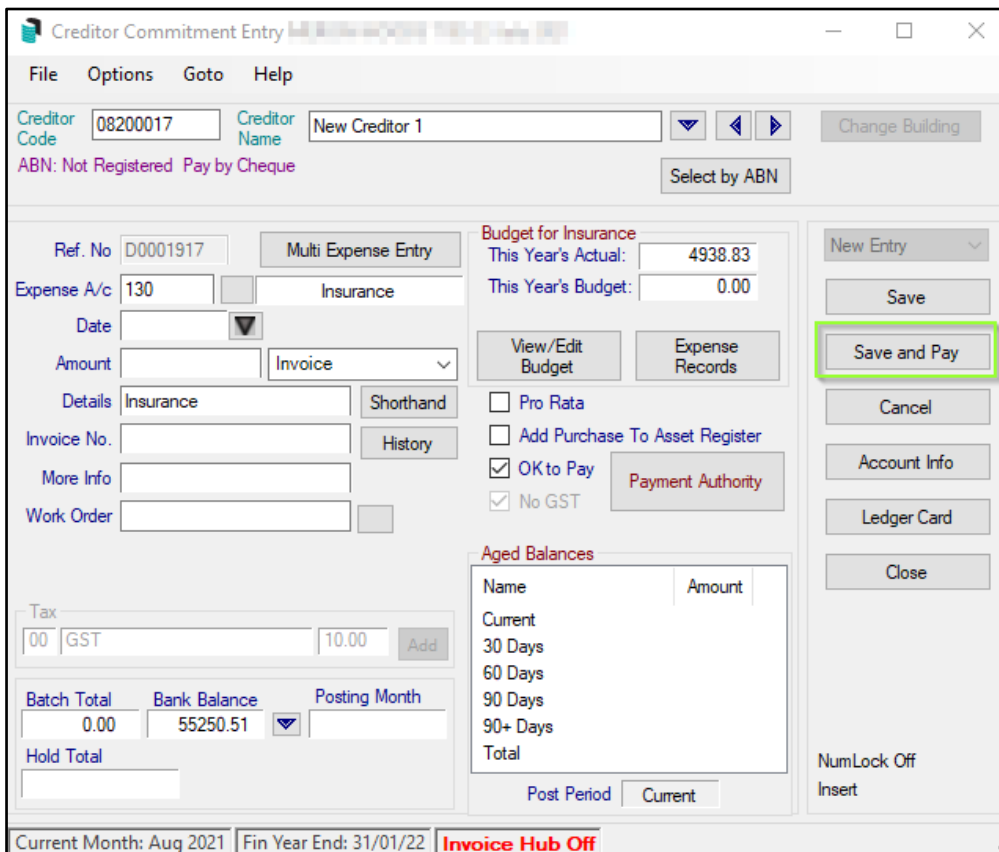


Users can access Payment Entry from different areas of StrataMax if security permissions are granted:

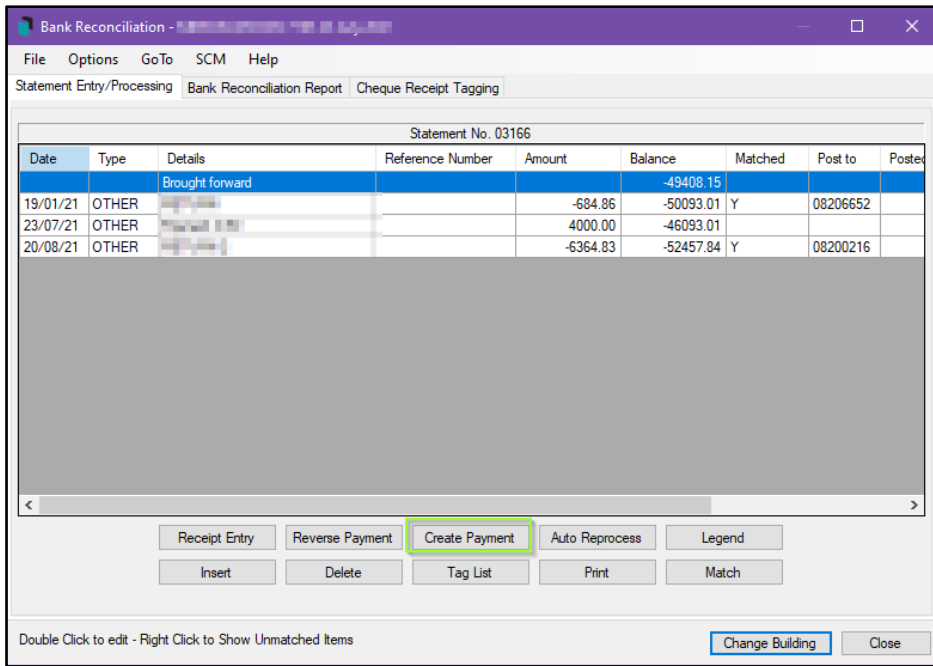
- Desktop menu – Payment Entry



- Creditor Invoices – Save and Pay



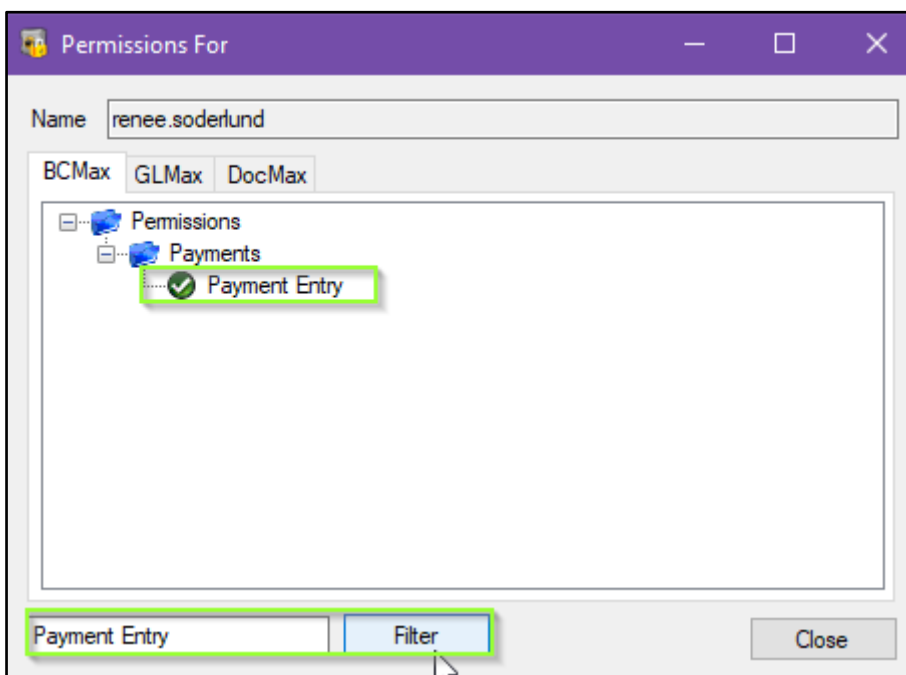
- Bank Reconciliation – Create Payment to post debits to creditors



2. Security setup – Payment Entry permission

To set security for Payment Entry in BCMax and GLMax navigate to ‘Security’ filter for ‘Payment Entry’ and set to Allow, Deny or Inherit as required. This can be set on a user level or User group.

Please Note – ‘Payment Entry’ security permissions will need to be setup by the administrator to access this new module. Since this a potentially powerful feature please assign permissions carefully.



3. Payment Entry – Processes and Options

The Payment Entry screen is the central page providing access to everything that is needed to effectively manage a one-off payment. From this screen you can create either an EFT, Cheque or BPay for a number of invoices for the same Account or owner reimbursements/refunds.

There are 3 different ways to payment methods available:

- **Pay Immediately** – EFT/BPAY only if new EFT Manager and remittance advice is being used. Users will need to have 'Authorise Payment' permissions. Payments created using 'Pay Immediately' are marked as printed and added to its own EFT batch. For all SCM users the payment will automatically be submitted to SCM online for authorisation, for all other banks EFT Manager module will launch to manually authorise the payment.

Please Note: If a User does not have security permissions to 'EFT Manager' the 'Pay Immediately' option will not be available on the screen for selection.

BPAY option is only available in BCMax, GLMax will only allow EFT or Cheque selection.

- **Pay using Payments** – When selecting this option, the payment will not be marked as printed. Users will need to go into Payments/ Print payments and print the payments (Chq/EFT) manually as per the usual process
- **External direct debit, periodic payment, internet transfer, Cheque book** – Any Invoices selected will be created and no cheque or EFT is sent to the bank. Payment is marked as printed and will report on the Bank Reconciliation statement until presented through the bank.

When a Creditor is selected the Payment Entry module will list all available unpaid Invoices, Credit Notes and Invoices on hold. The following actions are available:

- **Don't Pay All** – This will clear all Amount to Pay and report '0' to pay against all Invoices in the screen and allow users to enter the amount on each invoice they wish to pay

TESTING DP - RENE 2 68794 - Payment Entry

Account: 08200016 BPAY CRED Date: 26/07/2021 Select Document Bank Balance: 85,176.50

Name: Bpay Cred Amount: 0.00 ABN: 39 444 111 789

Address: [Empty]

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773
 CRN: 2000087903397 Valid

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.00	4,678.00	0
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.00	19,000.00	0

Payment amount must be greater than zero

- **Pay All** – When selected will populate the total Unpaid Amounts to 'Amounts to Pay'

TESTING DP - RENE 2 68794 - Payment Entry

Account: 08200016 BPAY CRED Date: 26/07/2021 Select Document Bank Balance: 85,176.50

Name: Bpay Cred Amount: 23,678.00 ABN: 39 444 111 789

Address: [Empty]

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773
 CRN: 2000087903397 Valid

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.00	4,678.00	4678.00
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.00	19,000.00	19000.00

- **Clear** – Will clear all details on the screen including the selected account

TESTING DP - RENE2 2 68794 - Payment Entry

Account: 08200016 BPAY CRED Date: 26/07/2021 Select Document

Name: Bpay Cred Amount: 23,678.00 ABN: 39 444 111 789

Bank Balance: 85,176.50

BANK BALANCE ADMIN FUND 85,196.50
BANK BALANCE SINKING FUND -20.00

Address:

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773
 CRN: 2000087903397 Valid

Reference	Date	Description	Invoice No.	Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	578.00	4,678.00	4678.00
D0000006	30/06/2021	Garden & Grounds	5689	000.00	19,000.00	19000.00

Clear

Are you sure you want to clear all details?

Yes No

Don't Pay All Pay All Clear Save Close

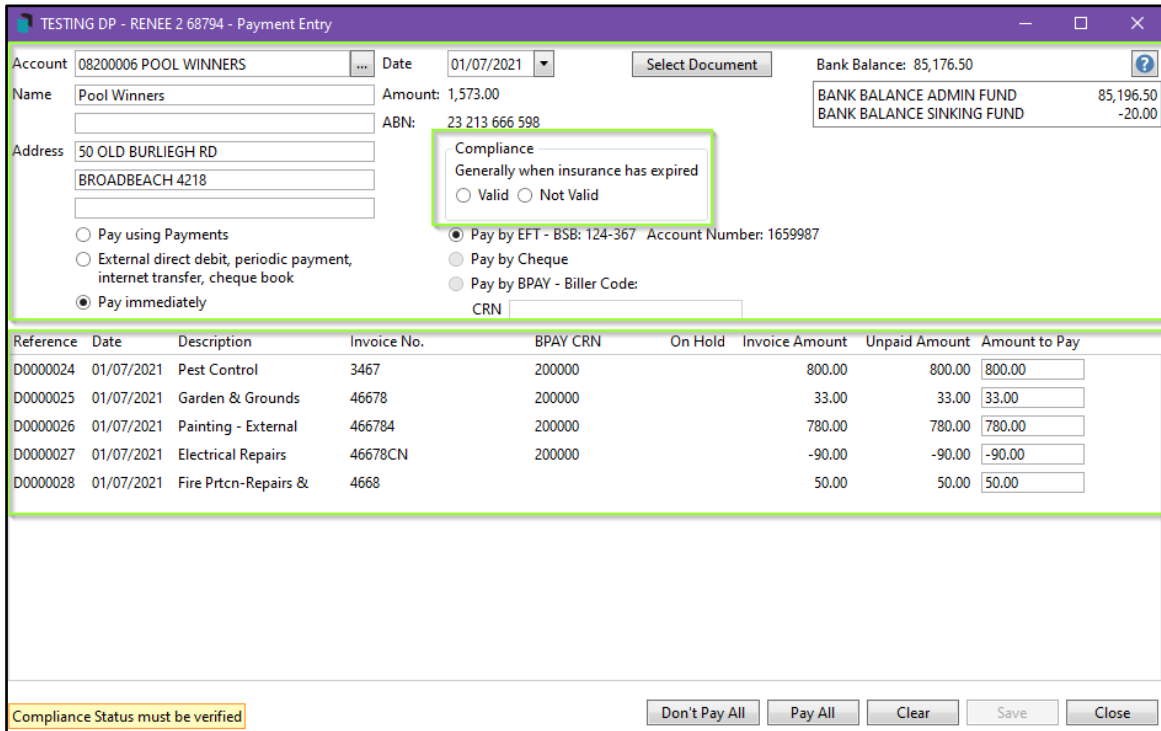
3.1 Creditor Payments

Users can use Payment Entry to pay a one-off Creditor Invoice/s by selecting a creditor account, view unpaid invoices and either pay all amounts to pay or part pay. Users can choose to Pay Immediately, Pay using Payments or External.

3.1.1 Pay Immediately – Paying All Invoices available

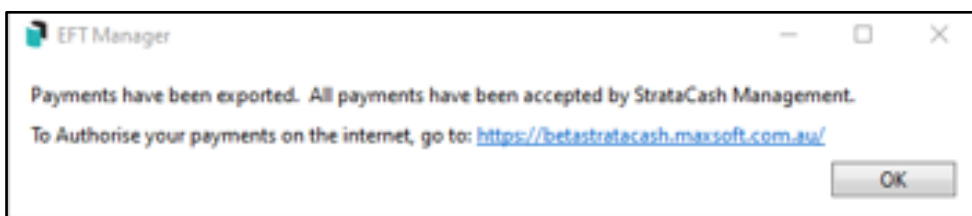
1. Navigate to 'Payment Entry'
2. Select 'Account' (creditor) to pay
3. The screen will populate all the following information
 - Account Number
 - Account Name
 - Address Details
 - Compliance – If Compliance is being used Creditors will be validated and users have the ability to select Valid/Not Valid
 - Select Document (optional)
 - Amount of the unpaid invoices
 - ABN

- Bank Balance
- Split Banking (if setup in the selected Building)
- All Invoices that are unpaid will be listed including Credit Notes



4. Click 'Pay Immediately'
5. To pay all invoices in full – there is no need to change any amounts reported under 'Amount to Pay'
6. Click 'Save'
7. The system will process the payments as per below depending on the Bank:

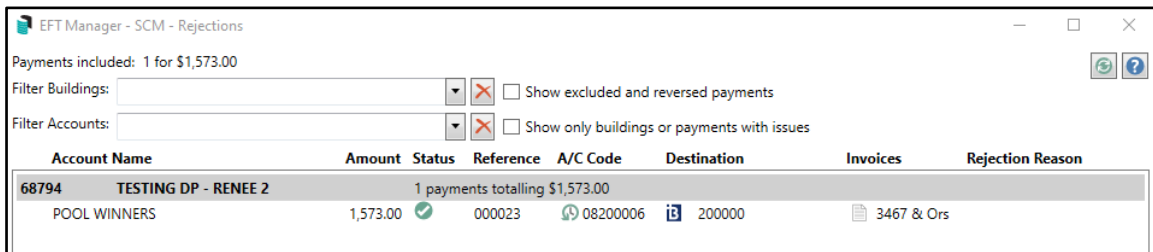
- **SCM** – If the building is utilising Strata Cash Management, the payment will be submitted and if accepted you will be prompted with the below message:



If not accepted, EFT Manager will open and reflect the issues with the submission.

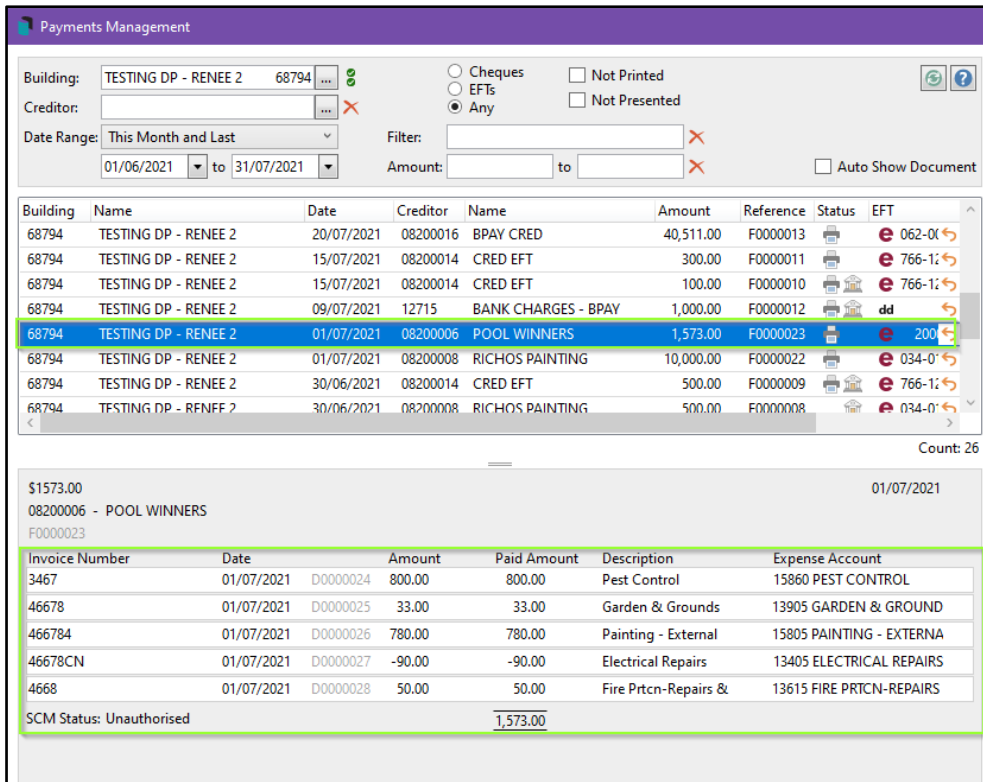
- **Other banks** – The Payments will be created and ‘EFT Manager’ will open reflecting the payments in a new batch to be Authorised as usual through EFT Manager process.

8. Once Batch is Authorised, users can view under ‘EFT Manager – Completed Batches’



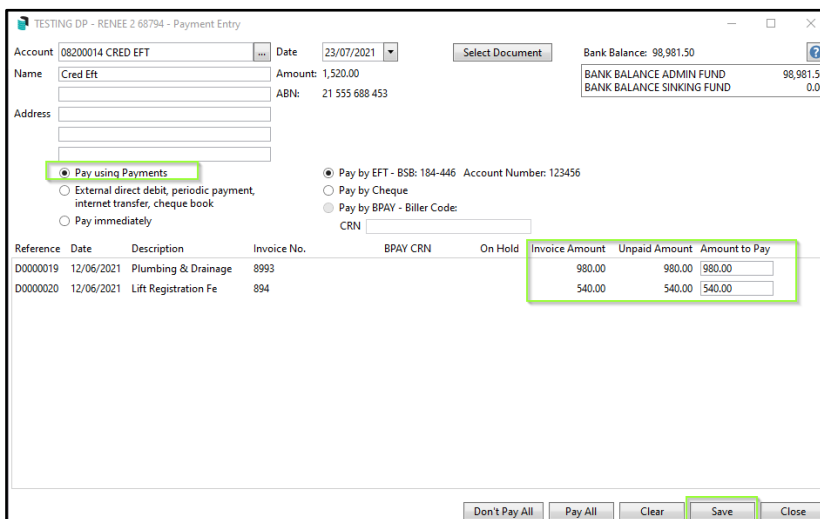
9. All Transactions will be posted correctly

060	01/07/21	08200006	C	P	-780.00	18	P	Painting - External	D0000026	466784
060	01/07/21	15805	C	P	780.00	18		08200006 - Committed	DA000026	466784
060	01/07/21	401	J	P	-780.00			Trf Surplus/Deficit	J0000104	To Cap. A/c
060	01/07/21	004	J	P	780.00			Trf Surplus/Deficit	J0000105	From PL A/c
061	01/07/21	08200006	C	P	90.00	18	P	Electrical Repairs	D0000027	46678CN
061	01/07/21	13405	C	P	-90.00	18		08200006 - Committed	DA000027	46678CN
061	01/07/21	401	J	P	90.00			Trf Surplus/Deficit	J0000106	To Cap. A/c
061	01/07/21	004	J	P	-90.00			Trf Surplus/Deficit	J0000107	From PL A/c
062	01/07/21	08200006	C	P	-50.00	18	P	Fire Piton-Repairs &	D0000028	4668
062	01/07/21	13615	C	P	50.00	18		08200006 - Committed	DA000028	4668
062	01/07/21	401	J	P	-50.00			Trf Surplus/Deficit	J0000108	To Cap. A/c
062	01/07/21	004	J	P	50.00			Trf Surplus/Deficit	J0000109	From PL A/c
063	01/07/21	08200006	P		1573.00			EFT Payment	F0000023	
063	01/07/21	012	J	P	-1573.00			Balancing Entry	J0000110	F0000023

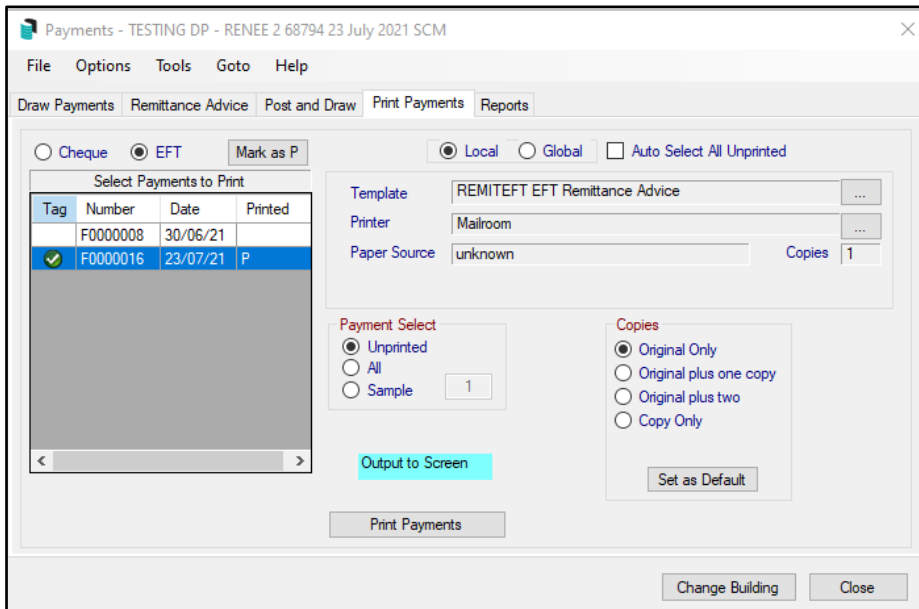


3.1.2 Paying Invoices in Full – Using method ‘Pay using Payments’

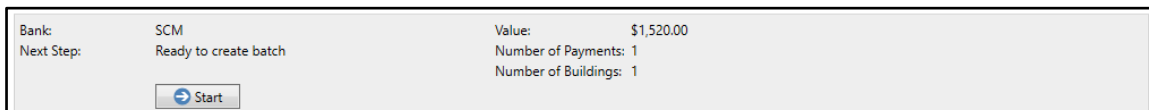
1. Navigate to ‘Payment Entry’
2. Select ‘Account’ to pay
3. The Screen will populate all the following information relative to the selected Account
4. The Unpaid Invoices will be displayed on the screen
5. Select ‘Pay using Payments’ option



6. Amount to Pay can remain the same as you are paying all invoices available
7. Click 'Save' and Close
8. Navigate to 'Payments'
9. Click on 'Print Payments'
10. Highlight the EFT in the list to print
11. EFT will print successfully and be marked with a 'P'



12. Navigate to 'EFT Manager' and create the batch to authorise the Payment



3.2 Part Paying Invoices

Invoices can now be part-paid using 'Payments Entry' and that includes accounts subject to BPay.

3.2.1 Part Paying Invoices – Using method 'Pay Immediately'

1. Navigate to 'Payment Entry'
2. Select 'Account' to pay
3. The Screen will populate all the following information

Account: 08200016 BPAY CRED Date: 23/07/2021 Amount: 34,178.00

Name: Bpay Cred ABN: 39 444 111 789

Bank Balance: 108,981.50

BANK BALANCE ADMIN FUND 108,981.50
BANK BALANCE SINKING FUND 0.00

Address: [Empty fields]

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773

CRN: [Redacted]

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.00	4,678.00	4678.00
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.00	29,000.00	29000.00
D0000013	15/07/2021	Garden & Grounds	55	85869907108		500.00	500.00	500.00

BPAY CRN is required for BPAY payments

Don't Pay All Pay All Clear Save Close

4. As the selected Creditor is set for BPAY and invoices entered have different CRN numbers, a CRN is required to be entered manually to match the Invoices that are being paid

Please note: For Invoices that have different CRN they will need to be paid separately. Any CRN manually entered in this screen will override the CRN for any invoices paid.

5. Enter the relevant 'CRN'
6. Click 'Don't Pay All' – This will clear all the 'Amount to Pay'

TESTING DP - RENEE 2 68794 - Payment Entry

Account: 08200016 BPAY CRED Date: 23/07/2021 Bank Balance: 108,981.50

Name: Bpay Cred Amount: 0.00 ABN: 39 444 111 789

Address: [Empty]

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773
 CRN: 2000087903397 Valid

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.00	4,678.00	0
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.00	29,000.00	0
D0000013	15/07/2021	Garden & Grounds	55	85869907108		500.00	500.00	0

Payment amount must be greater than zero

Buttons: Don't Pay All, Pay All, Clear, Save, Close

7. Enter the amount you wish to part pay for the correct CRN entered.

In this example below, Invoice Amount was \$70,000, Unpaid Amount - \$29000 and the Amount to Pay has been entered as \$10,000

TESTING DP - RENEE 2 68794 - Payment Entry

Account: 08200016 BPAY CRED Date: 23/07/2021 Bank Balance: 108,981.50

Name: Bpay Cred Amount: 10,000.00 ABN: 39 444 111 789

Address: [Empty]

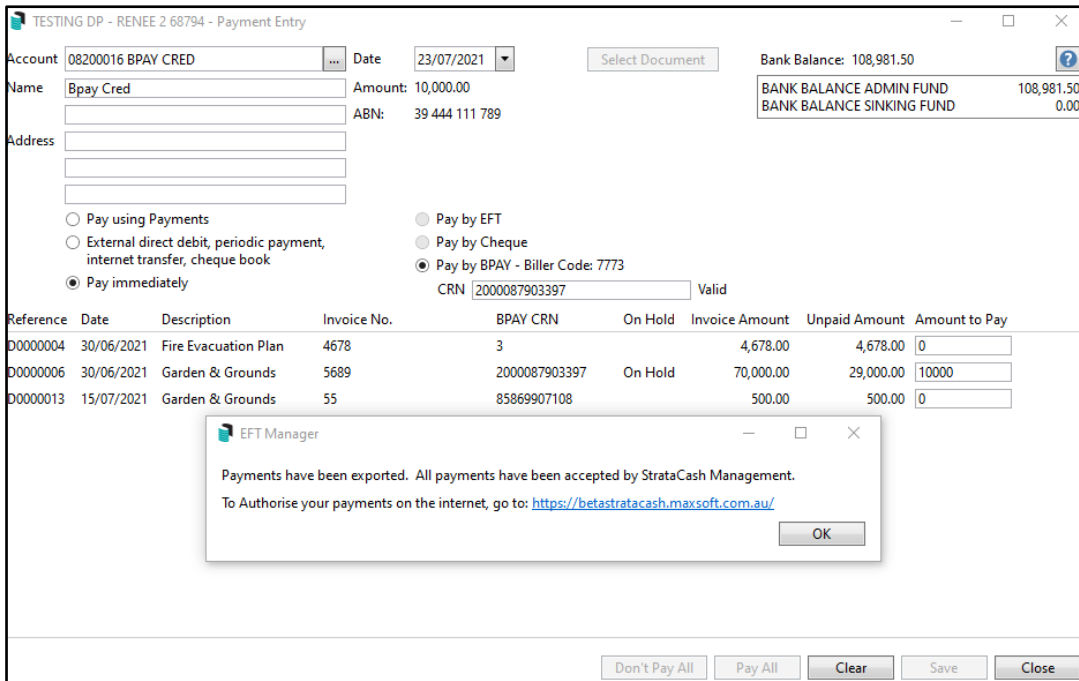
Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 7773
 CRN: 2000087903397 Valid

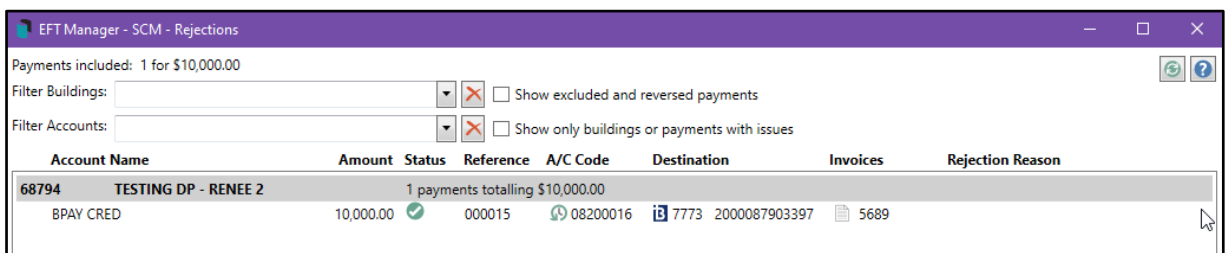
Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.00	4,678.00	0
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.00	29,000.00	10000
D0000013	15/07/2021	Garden & Grounds	55	85869907108		500.00	500.00	0

8. Click 'Save'

9. If SCM - system will return a message advising that payment has been submitted and accepted for Approval



10. Click 'Ok and Close'
11. Completed batch will report in 'EFT Manger/ Completed Batches'



3.2.2 Part - Pay - Using Method 'External'

1. Navigate to 'Payment Entry'
2. Select 'Account' to pay
3. The Screen will populate all the following information

TESTING DP - RENE 2 68794 - Payment Entry

Account: 08200010 JONES ELECTRICAL Date: 23/07/2021 Select Document Bank Balance: 96,961.50

Name: Jones Electrical Amount: 700.00 BANK BALANCE ADMIN FUND 96,961.50
ABN: 72 265 874 575 BANK BALANCE SINKING FUND 0.00

Address: 151 Kortum Place
Burleigh Heads 4223

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 20362
 CRN: 85869907108 Unknown

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000014	15/07/2021	Garden & Grounds	r5555	85869907108		700.00	700.00	700.00

Buttons: Don't Pay All, Pay All, Clear, Save, Close

4. Select 'External direct debit, periodic payment, internet transfer, cheque book'
5. Click in 'Amount to Pay' field to change the amount you wish to Part Pay

TESTING DP - RENE 2 68794 - Payment Entry

Account: 08200010 JONES ELECTRICAL Date: 23/07/2021 Select Document Bank Balance: 96,961.50

Name: Jones Electrical Amount: 250.00 BANK BALANCE ADMIN FUND 96,961.50
ABN: 72 265 874 575 BANK BALANCE SINKING FUND 0.00

Address: 151 Kortum Place
Burleigh Heads 4223

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

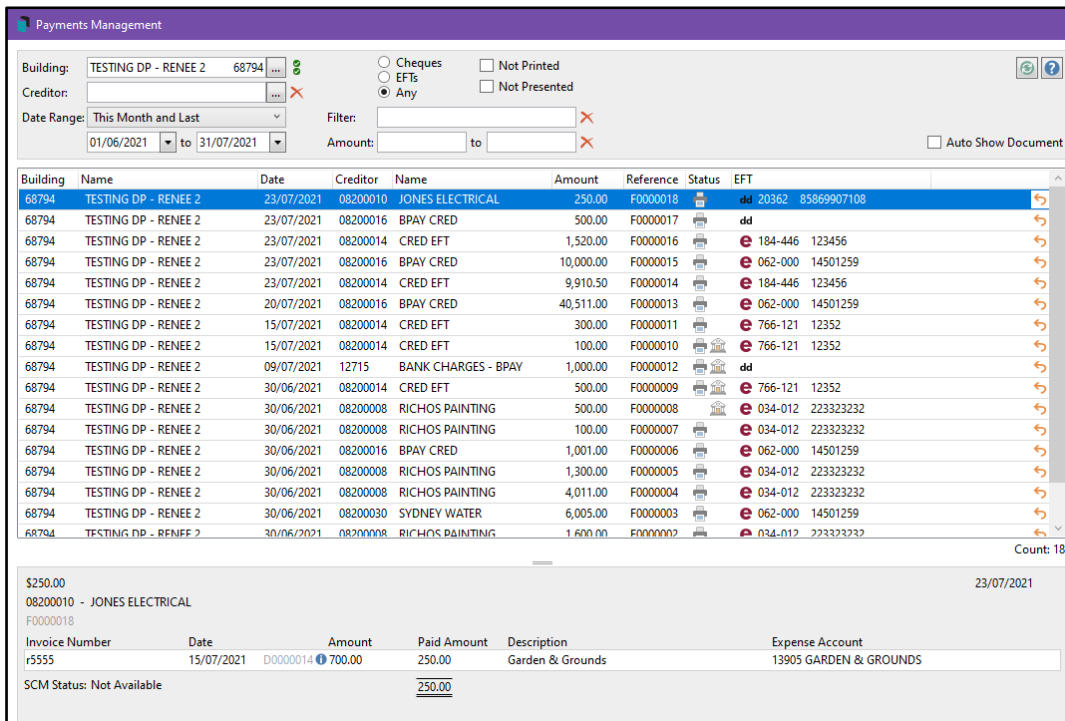
Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code: 20362
 CRN: 85869907108 Unknown

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000014	15/07/2021	Garden & Grounds	r5555	85869907108		700.00	700.00	250

Buttons: Don't Pay All, Pay All, Clear, Save, Close

6. If using the 'External' Option and the Creditor is subject to BPay - the system will automatically select EFT (as this is the only option for this selection)
7. Click on 'Save'

8. The system will process the Direct and payment will be marked as 'Printed'. Payment Management will report the payment transaction as a 'DD' in Payments Management and show as unrepresented on the bank reconciliation.



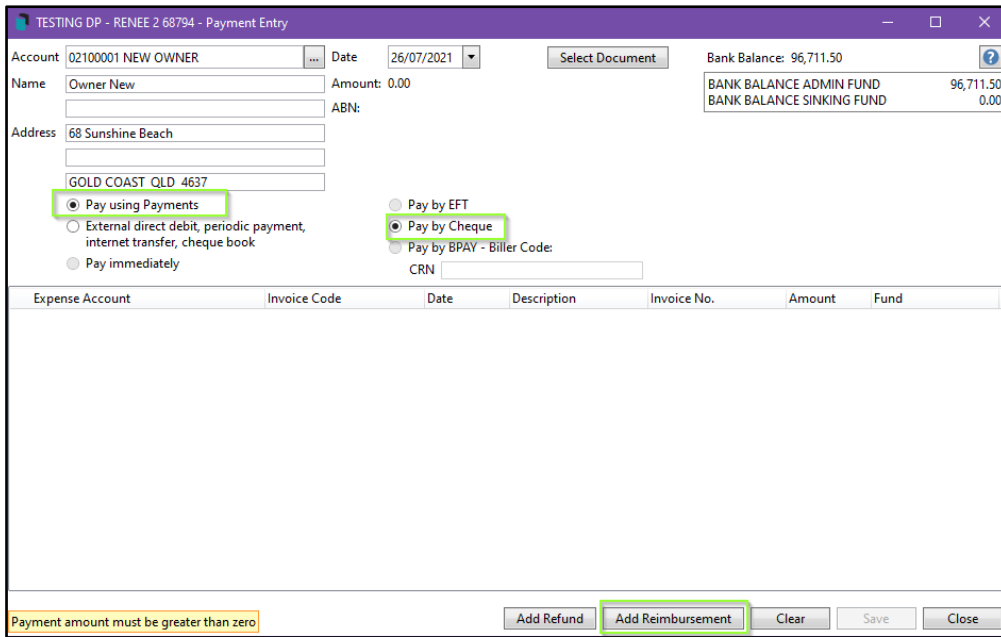
3.3 Owner Reimbursements/Refunds

Owner Reimbursements and Refunds can now be processed as one-off payments using the new Payments Management module. When selecting an owner account, the following two (2) options can be selected:

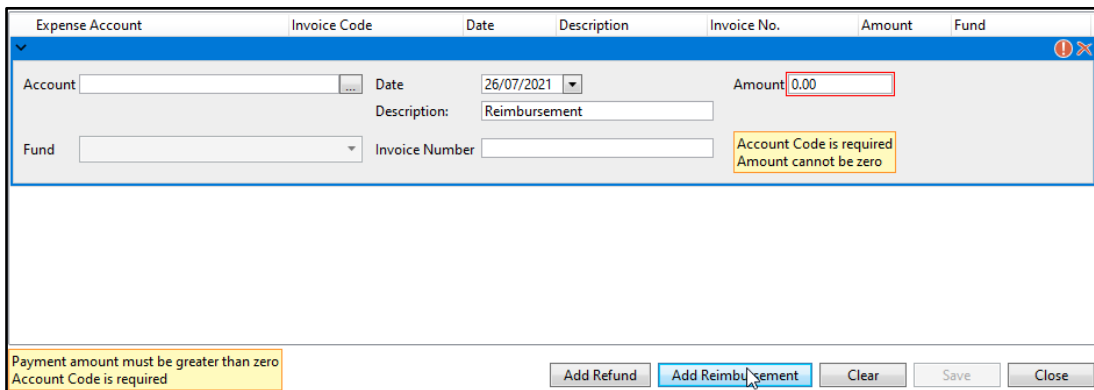
- **Add Refund** – this option is for refunding an owner for an overpayment
- **Add Reimbursement** – this option is to be used to reimburse someone for an invoice that they paid

3.3.1 Reimbursement to Owner – Method 'Pay using Payments'

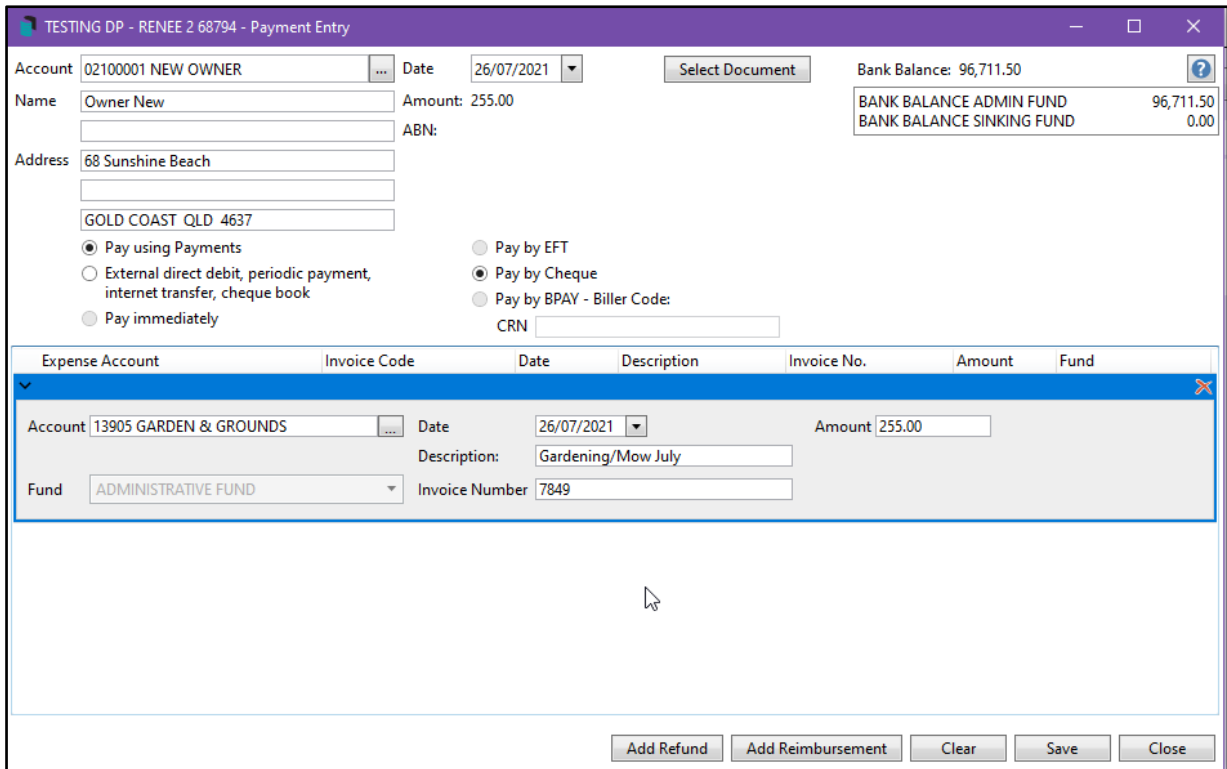
1. Navigate to 'Payment Entry'
2. Select Payment Option – 'Pay using Payments'
3. Click 'Add Reimbursement'



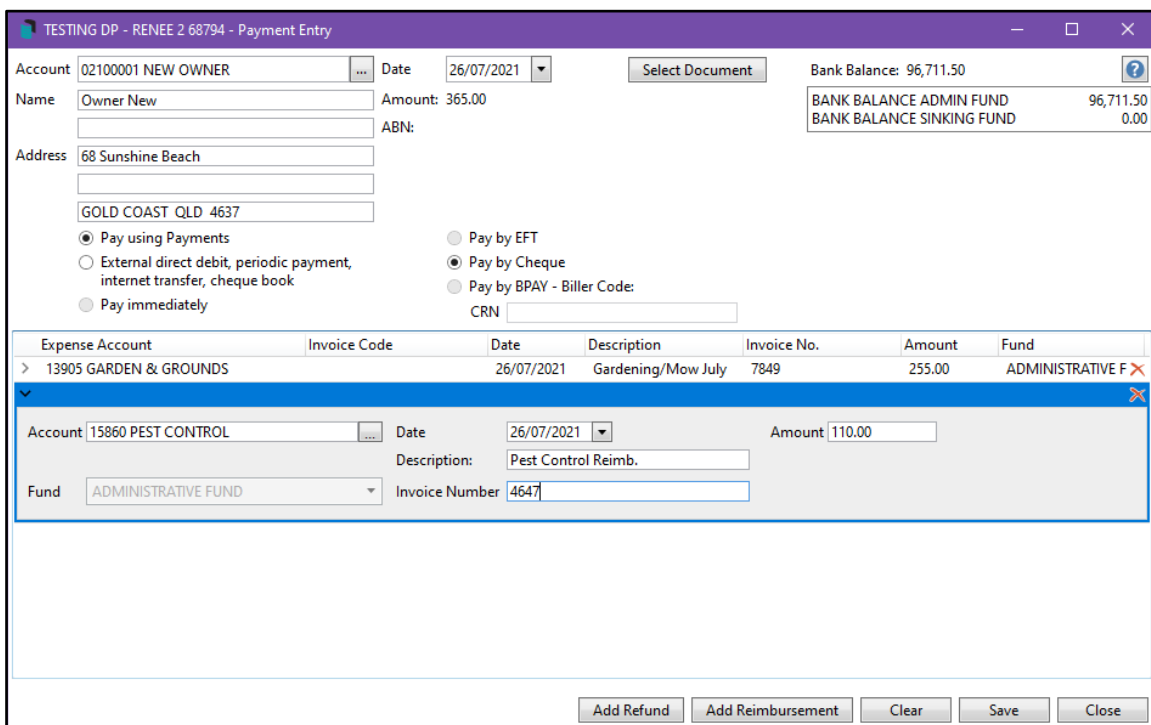
4. The payment information window will appear



5. Select the 'Account' using the drop down for the Reimbursement
6. Enter 'Amount'
7. Enter 'Description'
8. Change Description if required
9. Enter the Invoice Number



10. If there is more than one Invoice to Reimburse click 'Add Reimbursement'
11. Another window will appear to enter the required information



12. Click 'Save' and 'Close'

13. Navigate to 'Payments'
14. Click on 'Print Payments'
15. Select 'Cheque' to print
16. Click 'Print Payment'

Remittance Advice


TESTING DP - RENEE 2 CTS 68794

Owner New 68 Sunshine Beach GOLD COAST QLD 4637	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;">Date</td></tr> <tr><td colspan="2" style="text-align: center;">26 July 2021</td></tr> <tr><td>Cheque No</td><td style="text-align: right;">000001</td></tr> <tr><td>Amount</td><td style="text-align: right;">\$365.00</td></tr> <tr><td>Account No</td><td style="text-align: right;">02100001</td></tr> </table>	Date		26 July 2021		Cheque No	000001	Amount	\$365.00	Account No	02100001
Date											
26 July 2021											
Cheque No	000001										
Amount	\$365.00										
Account No	02100001										


This payment is made in full satisfaction of the following:

Date	Details	Reference	Amount
26/07/21	Gardening/Mow July	7849	255.00
26/07/21	Pest Control Reimb.	4647	110.00

The Owners
 TESTING DP - RENEE 2
 B.F.P. 68794



Bank of Queensland Limited ABN 33 009 050 740
 Lvl 6, 100 Skyring Tce, Newstead, QLD 4006



CHEQUE NUMBER **000001**
 26/07/21

\$365.00
For and on behalf of The Owners
 TESTING DP - RENEE 2
 B.F.P. 68794

Pay to the order of **Owner New**

the sum of *****Three Hundred and Sixty-Five Dollars*****

Not Negotiable

Transactions will be saved successfully and all details can be viewed in Payment Management

Please Note: If External option is selected the ' DD' will be reported against the payment and show in Payment Management as follows:

Building: TESTING DP - RENEE 2 68794 Cheques Not Printed
 Creditor: EFTs Not Presented
 Date Range: This Month and Last Filter: Amount: Auto Show Document
 01/06/2021 to 31/07/2021 Any

Building	Name	Date	Creditor	Name	Amount	Reference	Status	EFT
68794	TESTING DP - RENEE 2	26/07/2021	02100001	NEW OWNER	365.00	C0000001		
68794	TESTING DP - RENEE 2	23/07/2021	08200010	JONES ELECTRICAL	250.00	F0000018	dd	
68794	TESTING DP - RENEE 2	23/07/2021	08200016	BPAY CRED	500.00	F0000017	dd	
68794	TESTING DP - RENEE 2	23/07/2021	08200014	CRED EFT	1,520.00	F0000016	184-446	123456
68794	TESTING DP - RENEE 2	23/07/2021	08200016	BPAY CRED	10,000.00	F0000015	062-000	14501259
68794	TESTING DP - RENEE 2	23/07/2021	08200014	CRED EFT	9,910.50	F0000014	184-446	123456
68794	TESTING DP - RENEE 2	20/07/2021	08200016	BPAY CRED	40,511.00	F0000013	062-000	14501259
68794	TESTING DP - RENEE 2	15/07/2021	08200014	CRED EFT	300.00	F0000011	766-121	12352
68794	TESTING DP - RENEE 2	15/07/2021	08200010	CRED EFT	100.00	F0000010	766-121	12352
68794	TESTING DP - RENEE 2	09/07/2021	12715	BANK CHARGES - BPAY	1,000.00	F0000012	dd	
68794	TESTING DP - RENEE 2	30/06/2021	08200014	CRED EFT	500.00	F0000009	766-121	12352
68794	TESTING DP - RENEE 2	30/06/2021	08200008	RICHOS PAINTING	500.00	F0000008	034-012	223323232
68794	TESTING DP - RENEE 2	30/06/2021	08200008	RICHOS PAINTING	100.00	F0000007	034-012	223323232
68794	TESTING DP - RENEE 2	30/06/2021	08200016	BPAY CRED	1,001.00	F0000006	062-000	14501259
68794	TESTING DP - RENEE 2	30/06/2021	08200008	RICHOS PAINTING	1,300.00	F0000005	034-012	223323232
68794	TESTING DP - RENEE 2	30/06/2021	08200008	RICHOS PAINTING	4,011.00	F0000004	034-012	223323232

Count: 19

\$365.00 26/07/2021
 02100001 - NEW OWNER
 C0000001

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
7849	26/07/2021	255.00	255.00	Gardening/Mow July	13905 GARDEN & GROUNDS
4647	26/07/2021	110.00	110.00	Pest Control Reimb.	15860 PEST CONTROL
		<u>365.00</u>			

3.3.2 Reimbursement to Owner – Method ‘External’ with Document Selected

1. Navigate to ‘Payment Entry’
2. Select ‘Owners Account’ via the drop-down
3. Select ‘Payment Option’ – ‘External direct debit, periodic payment, internet transfer, cheque book
4. Click ‘Select Document’
5. Select document from ‘DocMax’
6. Click ‘Add Reimbursement’
7. Enter all details on the payment entry form

8. Click 'Save and Close'
9. Invoice transactions will be created

Example - Transactions posted

049	26/07/21	107		60.00	Inspection Reimb.	F0000019	
049	26/07/21	012	P	-60.00	Balancing Entry	J0000084	F0000019
049	26/07/21	401	P	-60.00	Trf Surplus/Deficit	J0000085	To Cap. A/c
049	26/07/21	004	P	60.00	Trf Surplus/Deficit	J0000086	From PL A/c

Example - Payment Entry after saving

3.3.3 Processing Refund to Owner – Method ‘Pay Immediately’

1. Navigate to ‘Payment Entry’
2. Select ‘Account’ from drop down
3. Information will be populated on the screen for selected account
4. Select ‘Pay Immediately’
5. If the Owner has EFT details stored the BSB and Account No. will be reported on screen and ‘Pay by EFT’ will be automatically selected

TESTING DP - RENE 2 68794 - Payment Entry

Account: 02100001 NEW OWNER Date: 26/07/2021 Select Document Bank Balance: 96,286.50

Name: Owner New Amount: 0.00 BANK BALANCE ADMIN FUND 96,286.50
ABN: BANK BALANCE SINKING FUND 0.00

Address: 68 Sunshine Beach
GOLD COAST QLD 4168

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

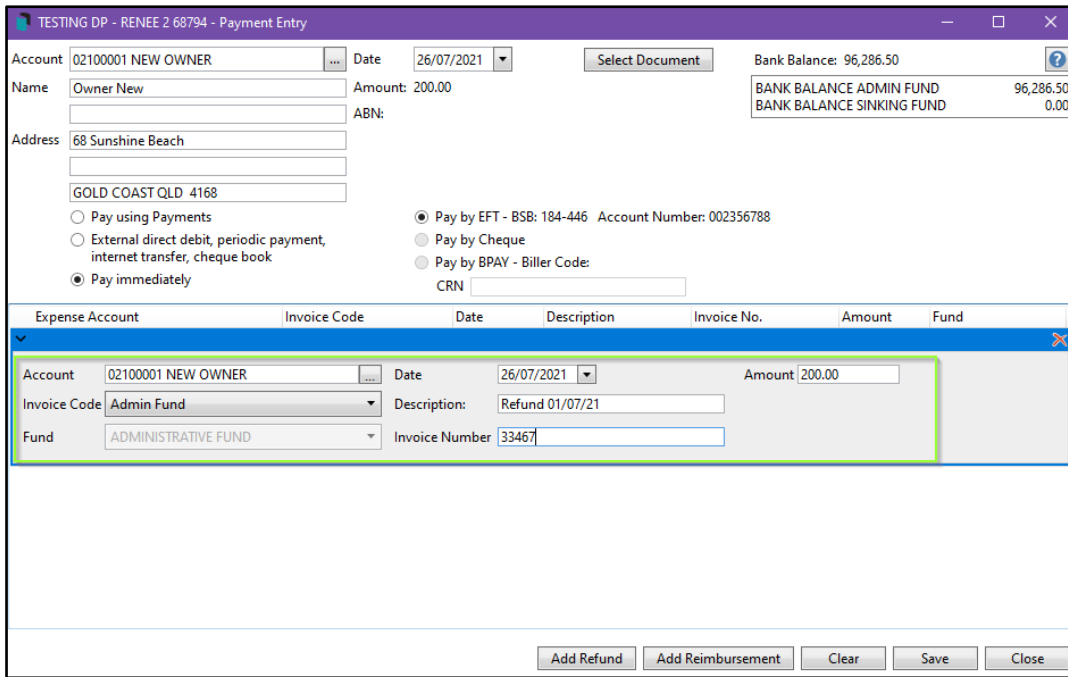
Pay by EFT - BSB: 184-446 Account Number: 002356788
 Pay by Cheque
 Pay by BPAY - Biller Code:

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund

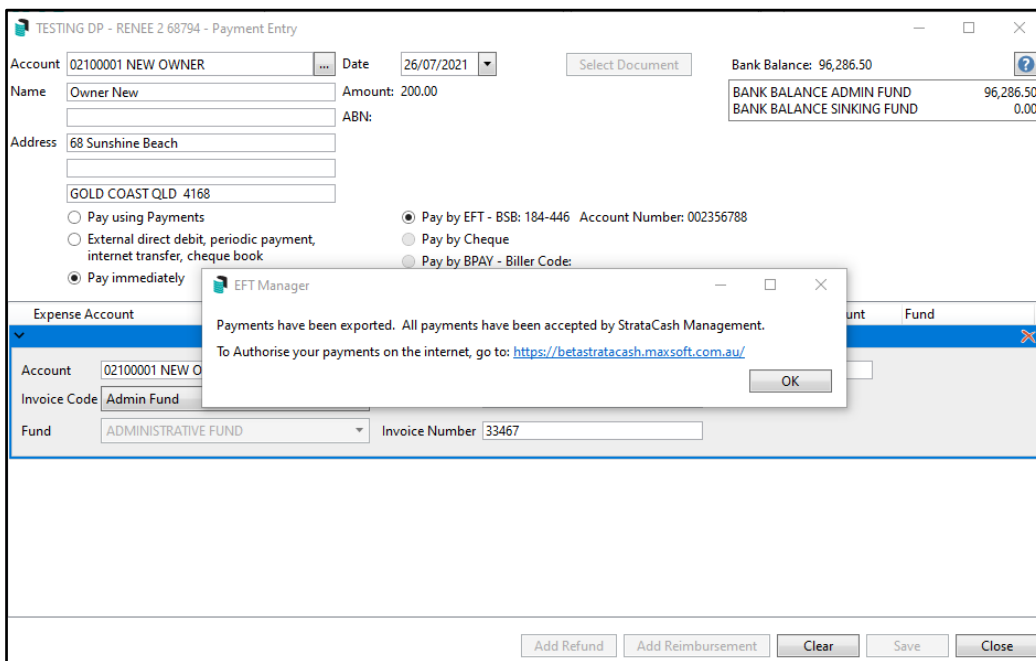
Payment amount must be greater than zero

Add Refund Add Reimbursement Clear Save Close

6. Click ‘Add Refund’
7. Payment Information window will appear
8. Select the ‘Invoice Code’
9. Enter the ‘Amount’ for refund



- 10. Click 'Save and Close'
- 11. Payments will be processed via SCM immediately all other banks, EFT Manager will open to allow authorisation as per normal process.



3.4 Reimburse any Account other than Owner/Creditor

Reimbursements can now be processed as one-off payments using the new Payments Management module when selecting for example an Expense Account:

1. Navigate to 'Payment Entry'
2. Select 'Account' from drop down e.g. expense code
3. Enter 'Name and Address'
4. Select either 'Pay using Payments' – Cheque or External direct debit, periodic payment, internet transfer, cheque

TESTING DP - RENEE 2 68794 - Payment Entry

Account: 15805 PAINTING - EXTERNAL Date: 26/07/2021 Select Document

Name: Renee Reimbursement Amount: 0.00

Address: 6 Waterview Parade

SURFERS PARADISE QLD 4234

Pay using Payments
 External direct debit, periodic payment, internet transfer, cheque book
 Pay immediately

Pay by EFT
 Pay by Cheque
 Pay by BPAY - Biller Code:

CRN

Bank Balance: 96,066.50

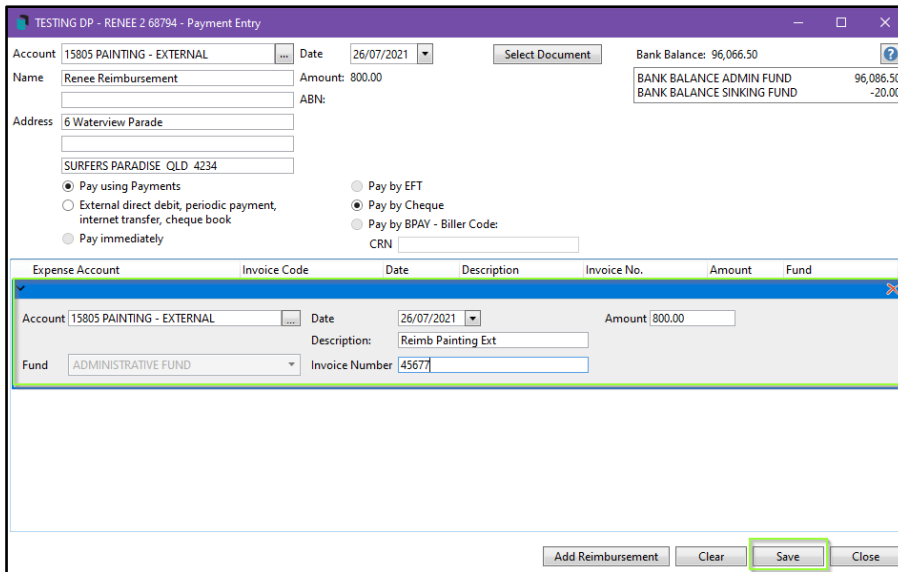
BANK BALANCE ADMIN FUND	96,086.50
BANK BALANCE SINKING FUND	-20.00

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
-----------------	--------------	------	-------------	-------------	--------	------

Payment amount must be greater than zero

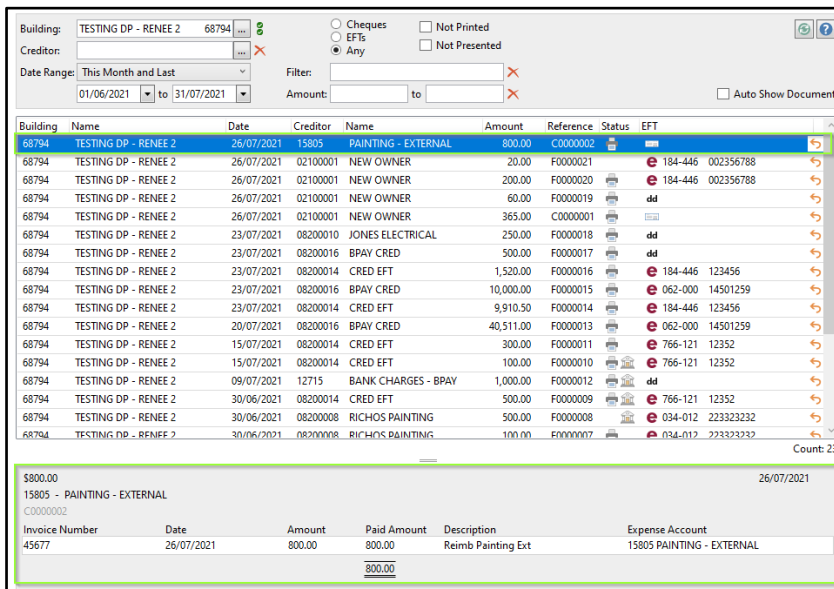
Add Reimbursement Clear Save Close

5. Click 'Add Reimbursement'
6. Complete the payment Information – see example below



7. Navigate to 'Payments'
8. Click on 'Print Payments'
9. Select 'Payment'
10. Print
11. Payment Remittance Cheque/EFT will be produced and normal processes will need to be carried out

Example - Payment Management after payment is processed



Example Transactions posted:

052	26/07/21	15805	P		800.00							
052	26/07/21	012	J	P	-800.00			Reimb Painting Ext	C0000002			17
052	26/07/21	401	J	P	-800.00			Balancing Entry	J0000089	C0000002		17
052	26/07/21	004	J	P	800.00			Trf Surplus/Deficit	J0000090	To Cap. A/c		17
052	26/07/21							Trf Surplus/Deficit	J0000091	From PL A/c		17

4. Creditor Invoices – Pay and Save

In addition to the new Payment Entry desktop module users can now access Payment Entry via Creditor Invoices. This is used to pay a creditor immediately after the invoice is entered.

To utilise Save and Pay option, follow the below steps:

1. Navigate to 'Creditor Invoices'
2. Select the 'Creditor code' from drop down
3. Enter the details of the invoice or credit note, invoice details and inv. No.
4. Click 'Save and Pay'

Creditor Commitment Entry TESTING DP - RENEE 2 68794 26 July 2021

File Options Goto Help

Creditor Code: 08200008 Creditor Name: Richos Painting

ABN: 47 211 212 121 (Not Registered) Pay by EFT - BSB: 034-012 A/c: [Select by ABN]

Ref. No: D0000022 Multi Expense Entry

Expense A/c: 15810 Painting - Internal

Date: 01/07/21

Amount: 10000.00 Invoice

Details: Painting - Internal Shorthand

Invoice No: 001 History

More Info: Total invoice

Work Order: []

Budget for Painting - Internal

This Year's Actual: []

This Year's Budget: []

View/Edit Budget Expense Records

Pro Rata

Add Purchase To Asset Register

OK to Pay Payment Authority

No GST

Aged Balances

Name	Amount
Current	0.00
30 Days	-5500...
60 Days	0.00
90 Days	0.00
90+ Days	0.00
Total	-5500...

Post Period: Current

Total Amount for Invoice No. 001 = \$10000.00

Tax: 00 GST 10.00 Add

Batch Total: 0.00 Bank Balance: 95176.50 Posting Month: []

Hold Total: -5500.00 Posting Group: []

NumLock Off Insert

Current Month: Jul 2021 | Fin Year End: 31/12/21 | Invoice Hub Off

5. 'Payment Entry' module will appear, automatically populating the selected creditor
6. Select Payment method e.g. 'Pay Immediately'

- Invoice details for the new invoice will appear in the list with the 'Amount to Pay' populated – In this example there were other unpaid invoices listed which are reported as '0' unless the amount to pay is adjusted manually or 'Pay all' is selected.

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000002	28/06/2021	Fire Protection Cont	4678		On Hold	8,000.00	5,500.00	0
D0000022	01/07/2021	Painting - Internal	001			10,000.00	10,000.00	10000.00

- If the full amount of the invoice entered needs to be paid click on 'Save'
- Payment will be processed and submitted to SCM or through EFT Manager for approval for all other bank types.

5. Bank Reconciliation – Create Payment

Bank Reconciliation/Statement Entry/Processing has been enhanced by adding a new 'Create Payment' option. This new option will replace the need to process directs to Creditor accounts.

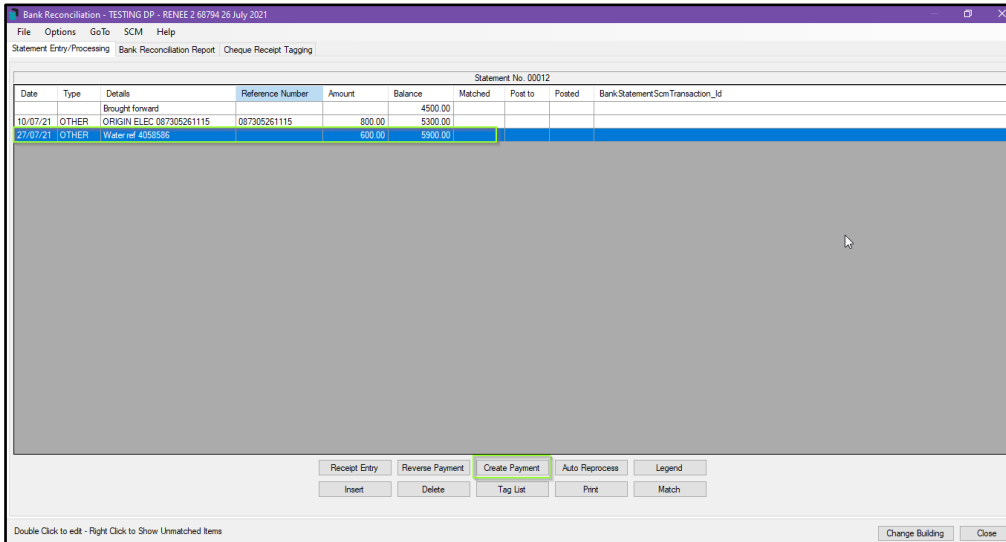
When Create Payment option is selected the system will launch the new 'Payment Entry' module.

5.1 Create Payment – Direct Debits or Manual Payments via bank

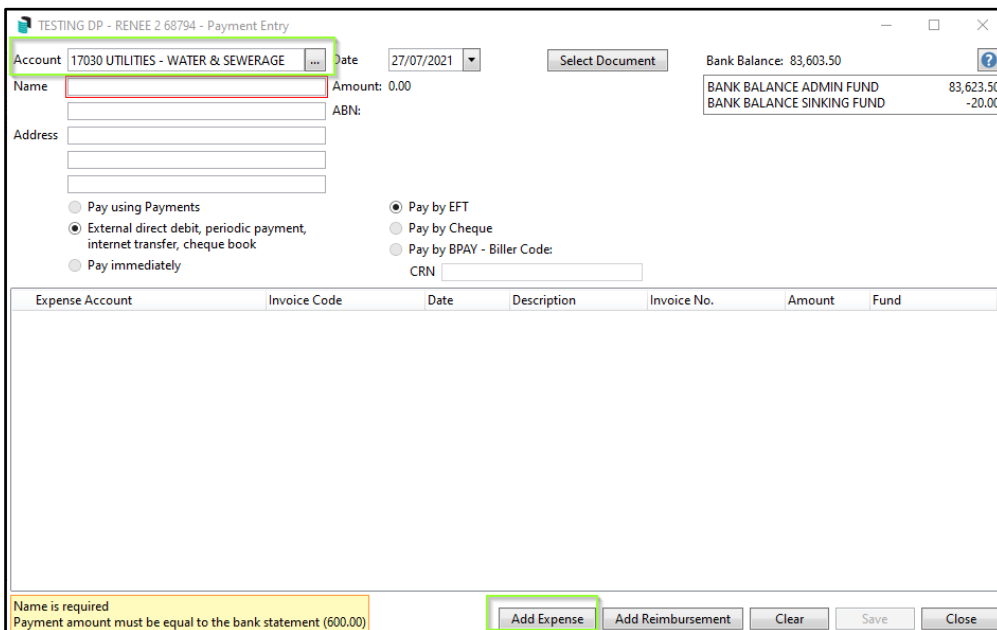
If an amount is showing on the Bank Statement that reflects a payment that was created online directly from the Body Corporate bank account manually e.g.

Electricity or Water or a Direct Debit set by an external utilities company, follow the below steps using Create Payment:

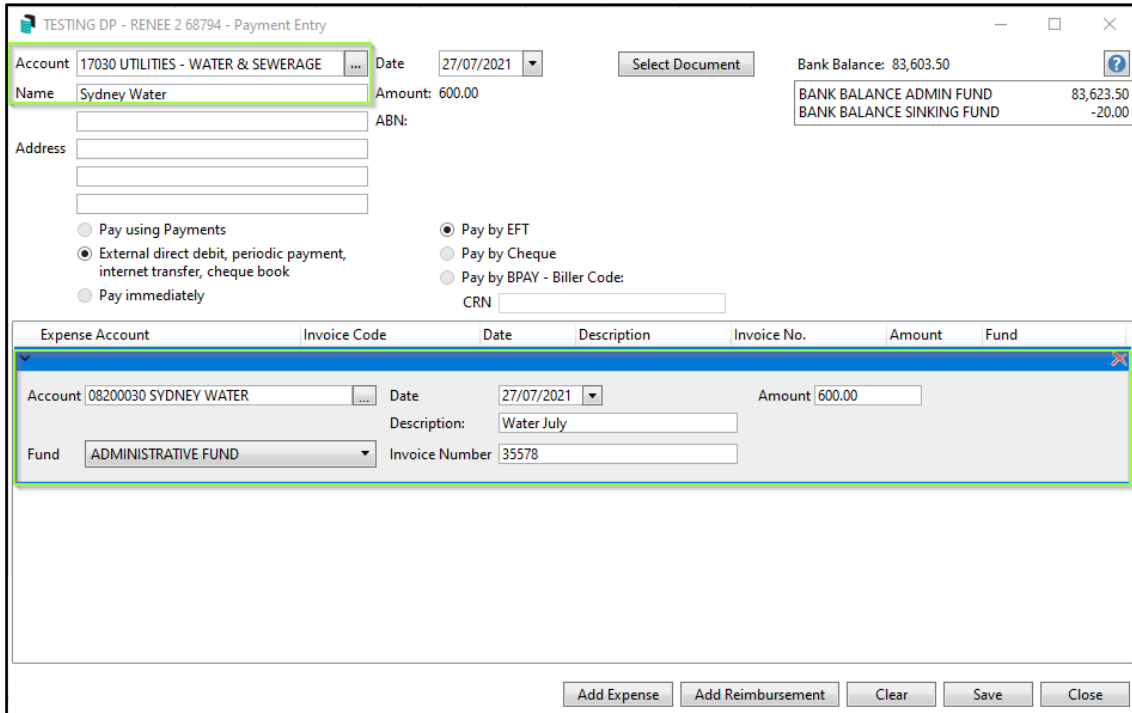
1. Navigate to Bank Reconciliation
2. Select the Debit Entry that is not posted



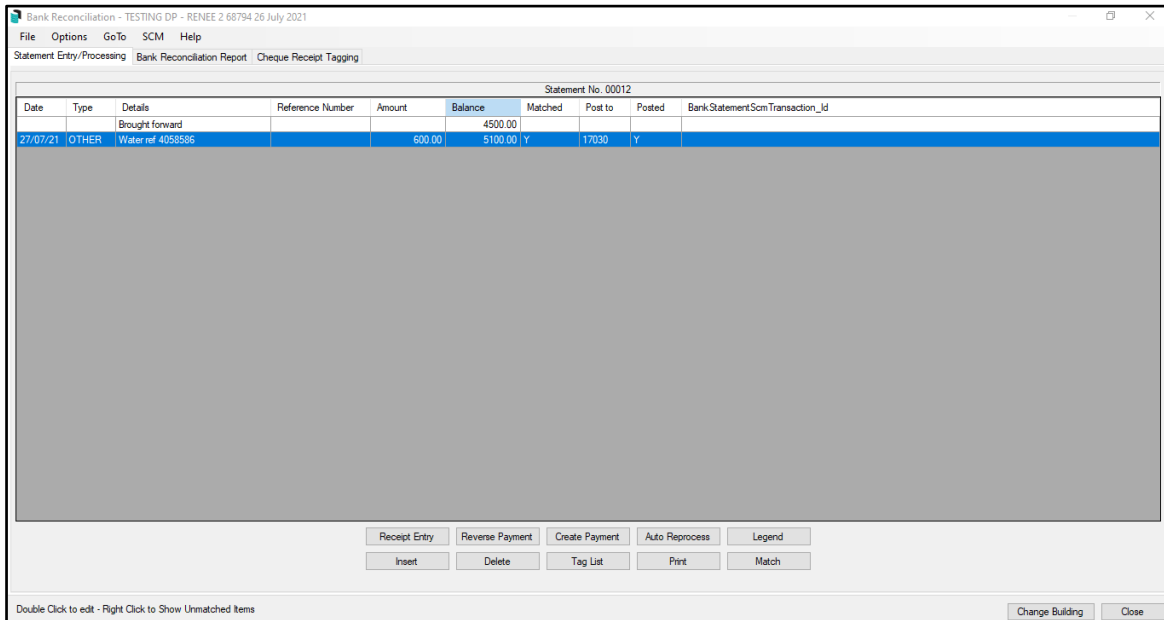
3. Select 'Expense Code' you wish to use for the Payment
4. Click on the 'Add Expense' option e.g. Water & Sewerage



5. Enter all the details as per below example:



6. Click Save
7. The entry will be automatically Matched and posted



8. Click 'Auto Process'
9. Bank Rec will be finalised successfully
10. Transactions will be stored in the system successfully

Example – Payment Management – Recording the Transactions Created via bank Rec/Create Payments

The screenshot shows the 'Payments Management' window. At the top, there are search filters for Building (TESTING DP - RENE 2, 68794), Creditor, Date Range (This Month and Last, 01/06/2021 to 31/07/2021), and Amount. There are also checkboxes for Cheques, EFTs, Any, Not Printed, and Not Presented. Below the filters is a table of transactions with columns: Building, Name, Date, Creditor, Name, Amount, Reference, Status, and EFT. The first row is highlighted in blue.

Building	Name	Date	Creditor	Name	Amount	Reference	Status	EFT
68794	TESTING DP - RENE 2	27/07/2021	17030	UTILITIES - WATER & SEWER	600.00	F0000024	dd	
68794	TESTING DP - RENE 2	26/07/2021	08200014	CRED EFT	90.00	C0000003		
68794	TESTING DP - RENE 2	26/07/2021	15805	PAINTING - EXTERNAL	800.00	C0000002		
68794	TESTING DP - RENE 2	26/07/2021	02100001	NEW OWNER	20.00	F0000021	e 184-446	002
68794	TESTING DP - RENE 2	26/07/2021	02100001	NEW OWNER	200.00	F0000020	e 184-446	002
68794	TESTING DP - RENE 2	26/07/2021	02100001	NEW OWNER	60.00	F0000019	dd	
68794	TESTING DP - RENE 2	26/07/2021	02100001	NEW OWNER	365.00	C0000001		
68794	TESTING DP - RENE 2	23/07/2021	08200010	JONES ELECTRICAL	250.00	F0000018		
68794	TESTING DP - RENE 2	23/07/2021	08200016	BPAY CRED	500.00	F0000017	dd	
68794	TESTING DP - RENE 2	23/07/2021	08200014	CRED EFT	1,520.00	F0000016	e 184-446	123
68794	TESTING DP - RENE 2	23/07/2021	08200016	BPAY CRED	10,000.00	F0000015	e 062-000	145

Count: 27

Below the table, a detailed view of the selected transaction is shown:

\$600.00 27/07/2021
 17030 - UTILITIES - WATER & SEWERAGE
 F0000024

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
35578	27/07/2021	600.00	600.00	Water July	08200030 SYDNEY WATER

SCM Status: Not Available

Example – Transactions being stored for the Bank Reconciliation entry

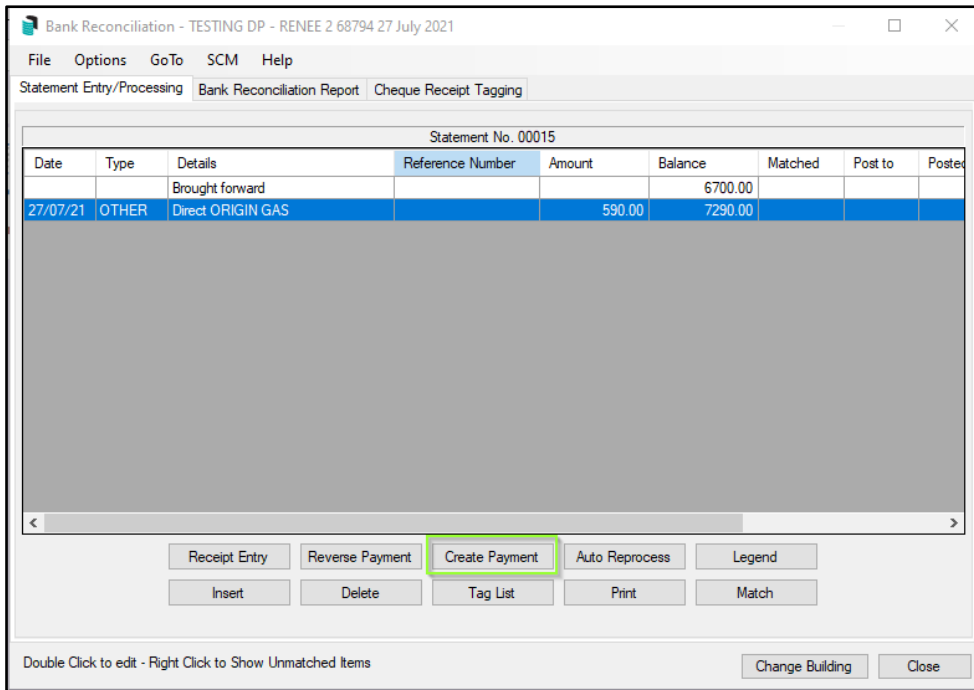
068	27/07/21	08200030	P	600.00	Water July	F0000024	
068	27/07/21	012	P	-600.00	Balancing Entry	J0000119	F0000024

5.2 Create Payment – for an invoice that is entered into the system

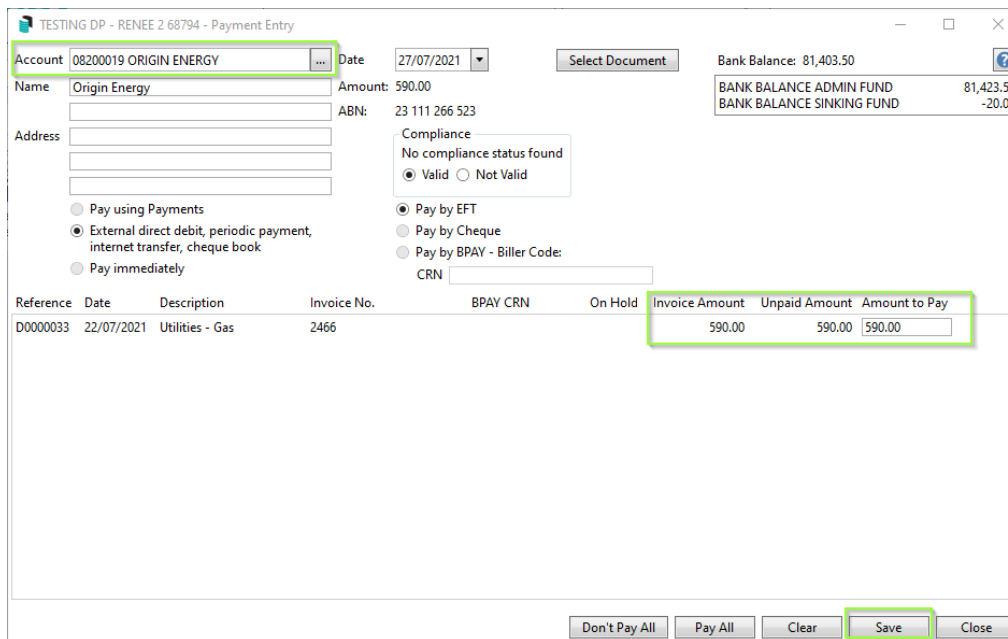
If a payment shows on the unprocessed Bank Statement for an Invoice that has been entered into the system, users can now select 'Create Payment' to match to the Invoice entered which will match and present the payment successfully:

Follow the below instructions for this example:

1. Navigate to 'Bank Reconciliation'
2. The Payment will appear on unprocessed Statement
3. Highlight the entry as shown below



4. Click 'Create Payment'
5. Select 'Creditor Account'
6. Invoices previously entered into the system will appear to allow allocation



7. Click 'Save'
8. Click 'Auto Reprocess'
9. Statement will be finalised and the payment to the Creditor will be marked as Presented and Paid

Transactions will be saved successfully

072	22/07/21	08200019	C	P	-590.00	18	P	Utilities - Gas	D0000033	2466	17
072	22/07/21	17010	C	P	590.00	18		08200019 - Committed	DA000033	2466	17
072	22/07/21	401	J	P	-590.00			Trf Surplus/Deficit	J0000126	To Cap. A/c	17
072	22/07/21	004	J	P	590.00			Trf Surplus/Deficit	J0000127	From PL A/c	17
073	27/07/21	08200019	P	P	590.00			EFT Payment	F0000026		17
073	27/07/21	012	J	P	-590.00			Balancing Entry	J0000128	F0000026	17

Payment Management will reflect the entry as per below example

Building: ✔

Creditor: ✘

Date Range: Filter:

to Amount: to

Cheques Not Printed

EFTs Not Presented

Any

Auto Show Document

Building	Name	Date	Creditor	Name	Amount	Reference	Status	EFT
68794	TESTING DP - RENEW 2	27/07/2021	08200019	ORIGIN ENERGY	590.00	F0000026	dd	
68794	TESTING DP - RENEW 2	27/07/2021	08200019	ORIGIN ENERGY	800.00	F0000025	dd	
68794	TESTING DP - RENEW 2	27/07/2021	17030	UTILITIES - WATER & SEWER	600.00	F0000024	dd	
68794	TESTING DP - RENEW 2	26/07/2021	08200014	CRED EFT	90.00	C0000003		
68794	TESTING DP - RENEW 2	26/07/2021	15805	PAINTING - EXTERNAL	800.00	C0000002		
68794	TESTING DP - RENEW 2	26/07/2021	02100001	NEW OWNER	20.00	F0000021	e	184-446 002356788
68794	TESTING DP - RENEW 2	26/07/2021	02100001	NEW OWNER	200.00	F0000020	e	184-446 002356788
68794	TESTING DP - RENEW 2	26/07/2021	02100001	NEW OWNER	60.00	F0000019	dd	
68794	TESTING DP - RENEW 2	26/07/2021	02100001	NEW OWNER	365.00	C0000001		
68794	TESTING DP - RENEW 2	23/07/2021	08200010	JONES ELECTRICAL	250.00	F0000018	dd	
68794	TESTING DP - RENEW 2	23/07/2021	08200016	BPAY CRED	500.00	F0000017	dd	
68794	TESTING DP - RENEW 2	23/07/2021	08200014	CRED EFT	1,520.00	F0000016	e	184-446 123456
68794	TESTING DP - RENEW 2	23/07/2021	08200016	BPAY CRED	10,000.00	F0000015	e	062-000 14501259
68794	TESTING DP - RENEW 2	23/07/2021	08200014	CRED EFT	9,910.50	F0000014	e	184-446 123456
68794	TESTING DP - RENEW 2	20/07/2021	08200016	BPAY CRED	40,511.00	F0000013	e	062-000 14501259
68794	TESTING DP - RENEW 2	15/07/2021	08200014	CRED EFT	300.00	F0000011	e	766-121 12352
68794	TESTING DP - RENEW 2	15/07/2021	08200014	CRED EFT	100.00	F0000010	e	766-121 12352

Count: 29

\$590.00 27/07/2021

08200019 - ORIGIN ENERGY

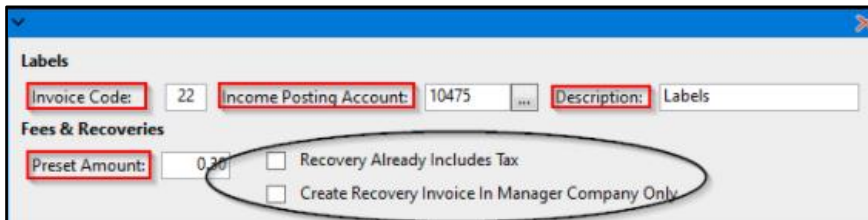
F0000026

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
2466	22/07/2021	D0000033 590.00	590.00	Utilities - Gas	17010 UTILITIES - GAS

SCM Status: Not Available 590.00

6. Edit Invoice List– Report to Excel

Enhancements have been made to the Edit Invoice List report. All available fields (as per below) will now be exported to Excel.



To run the Report, follow the below steps:

1. Navigate to GLMax
2. Select 'Edit Invoice List'
3. Click on 'Report'
4. Excel will open and report all available fields below:

Invoice Code	Income Account	Description	Preset Amount	Recovery Already Includes Tax	Create Recovery Invoice in Manager Co Only
00	108	Sundry	0.00	False	False
01	10470	Photocopying	0.50	False	False
02	10470	Laser Copies	0.50	False	False
03	10470	Color Copies	1.50	False	False
04	10500	Telephone (Inter)	0.00	False	False
05	10500	Telephone (Aust)	0.00	False	False
06	10435	Faxes (In)	2.00	False	False
07	10435	Faxes (Out)	2.00	False	False
08	10435	Faxes (Inter)	5.00	False	False
09	10475	Postage	0.65	False	False
15	10485	Minute Book	8.00	False	False
17	10475	Envelope (Small)	1.10	False	False
18	10475	Envelope (Large)	1.50	False	False
22	10475	Labels	0.30	False	False

What's Better

- Minor issue has been addressed around the display only of GST on 'No-GST' accounts in Creditor Invoices Multiple Expenses.
- Enhancements have been made to the Funds Management Report to exclude rationalise transactions in Proprietors sections 1, 2 and 3.
- Minor issue has been addressed when running a Quick List – Bank Statement Transactions. Please note that all data will now report under Current Year.
- Certificates will no longer report zero value Levies /reversed levies.
- Legal Action – Ledger Card will always show the Legal Action wording regardless of the Account Balance if the Lot is still in Legal Action.
- Enhancements have been to DocMax searches, if the search cannot be evaluated the system will now return a message advising the user of the issue.
- Enhancements have been made to show the list of templates and any new style templates can now be previewed
- Minor issues have been resolved when editing global agent/mortgagee In the Roll where there are multiple email addresses.