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	Pay Immediately - Paying All Invoices available	8
<i>3.1.2</i>	Paying Invoices in Full - Using method 'Pay using Payments'	11
3.2	Part Paying Invoices	12
<i>3.2.</i> 1	Part Paying Invoices – Using method 'Pay Immediately'	12
3.2.2	Part -Pay - Using Method 'External'	15
3.3	Owner Reimbursements/Refunds	17
3.3.1	Reimbursement to Owner – Method 'Pay using Payments'	17
3.3.2	Reimbursement to Owner – Method 'External' with Document Selecte	d21
3.3.3	Processing Refund to Owner – Method 'Pay Immediately'	.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:



Transaction Entry TEST	TING DP - RENEE 2 68794 26 J	uly 2021			\times
File Options GoTo Account Code	Help Reference Name		▼ 4 ▶	Change Buik	ding
Ref. No	Journal			Cheque	~
Date	Auto Reverse=Off			Save	
Amount Details	Transaction Entry		×	Cancel	
Comment				Account In	fo
Extra Info	Payments not po Entry instead.	ermitted in Transaction entry	y - use Payment	Ledger Ca	rd
				Close	
Batch Total Bank Balar 0.00 95176.50	<u>n</u>		ОК		
Journal Total Postin 0.00 Main	ng Group				
Auto Balance Account for P	ayments				
Main: Cash At Bank 012				Insert	
Current Month: Jul 2021					

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

• Desktop menu – Payment Entry



• Creditor Invoices - Save and Pay

Creditor Commitment Entry	Chick 20	- 🗆 X
File Options Goto Help		
Creditor Code 08200017 Creditor Name New Creditor 1 ABN: Not Registered Pay by Cheque	Select by ABN	Change Building
Ref. No D0001917 Multi Expense Entry Expense A/c 130 Insurance	Budget for Insurance This Year's Actual: 4938.83 This Year's Budget: 0.00	New Entry
Date Amount Invoice V	View/Edit Expense Budget Records	Save and Pay
Details Insurance Shorthand Invoice No. History	 Pro Rata Add Purchase To Asset Register 	Cancel
More Info	OK to Pay Payment Authority No GST	Account Info
	Aged Balances	Ledger Card
Tax 00 GST 10.00 Add Batch Total Bank Balance 0.00 55250.51 Hold Total	Name Amount Current 30 Days 60 Days 90 Days 90+ Days Total Post Period Current	NumLock Off
Current Month: Aug 2021 Fin Year End: 31/01/22 Inv	roice Hub Off	.:

• Bank Reconciliation - Create Payment to post debits to creditors

📑 Bank	Reconciliati	on - 1999 - 199	ren a system					- 🗆	×
File (Options G	ioTo SCM Help							
Statement	Entry/Proces	sing Bank Reconcilia	tion Report Cheque	Receipt Tagging					
				Statement No. 0316	6				
Date	Туре	Details	Refe	erence Number	Amount	Balance	Matched	Post to	Postec
		Brought forward				-49408.15			
19/01/2	1 OTHER	1000			-684.86	-50093.01	Y	08206652	
23/07/2	1 OTHER	Transfer 1991			4000.00	-46093.01			
20/08/2	1 OTHER	100,000			-6364.83	-52457.84	Y	08200216	
<									>
		Receipt Entry	Reverse Payment	Create Payment	Auto Reproc	ess Lege	end		
		Insert	Delete	Tag List	Print	Mat	tch		
Double C	lick to edit - R	light Click to Show Unm	atched Items				Change Build	ing C	ose

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.

Permissions For	—		×
Name renee.soderlund			
BCMax GLMax DocMax			
Permissions			
Payment Entry Filter		Clos	e

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 <u>does not</u> have security permissions to 'EFT Manager' the 'Pay Immediately' option <u>will not</u> 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

TESTI	NG DP - RENEE	2 68794 - Payment Entry										×
Account	08200016 BPA	Y CRED		Date	26/07/2021 💌	Select Docum	ient	Bank B	Jalance: 85,176.50			0
Name	Bpay Cred			Amount: ABN:	0.00 39 444 111 789			BANK BANK	BALANCE ADMIN BALANCE SINKING	FUND G FUND		85,196.50 -20.00
Address				j								
]								
	Pay using F	ayments]	Pay by EFT							
	 External dir internet tra 	ect debit, periodic paymer nsfer, cheque book	nt,		Pay by Cheque Pay by PDAY Piller Cod	ai 7772						
	O Pay immed	liately			CRN 2000087903397	e: ///5	Valid					
Reference	e Date	Description	Inv	oice No.	BPAY CRN	On Hold	Invoice Ar	mount	Unpaid Amount	Amount to F	ay	
D0000004	30/06/2021	Fire Evacuation Plan	467	8	3		4,0	678.00	4,678.00	0		
D000006	30/06/2021	Garden & Grounds	568	9	2000087903397	On Hold	70,0	000.00	19,000.00	0		
Payment	amount must l	oe greater than zero				Don't Pay A	All Pay	y All	Clear	Save		Close

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

TESTI	NG DP - RENE	E 2 68794 - Payment Entry						- 0	×
Account	08200016 BPA	Y CRED	Date	26/07/2021 💌	Select Docum	ent Bank	Balance: 85,176.50		0
Name	Bpay Cred		Amount: ABN:	23,678.00 39 444 111 789		BANK	BALANCE ADMIN F BALANCE SINKING	UND FUND	85,196.50 -20.00
Address									
	Pay using F	Payments		Pay by EFT					
	External di	rect debit, periodic paymer	nt,	Pay by Cheque					
	Pay immed	liately		Pay by BPAY - Biller Code CDN [2000007000007]	: 7773				
	_			CRN 200008/903397		Valid			
Reference	2 Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount A	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	
		\searrow							
					Don't Pay A	II Pay All	Clear	Save	Close

TESTI	NG DP - RENEE	2 68794 - Payment Entry						—		\times
Account	08200016 BPA	(CRED	Date	26/07/2021 💌	Select Document	Bank Balance	e: 85,176.50			0
Name	Bpay Cred		Amount ABN:	: 23,678.00 39 444 111 789		BANK BALAI BANK BALAI	NCE ADMIN F NCE SINKING	UND FUND		85,196.50 -20.00
Address										
	Pay using F	ayments		Pay by EFT						
	 External dir internet tra 	ect debit, periodic paymer nsfer, cheque book	nt,	 Pay by Cheque Pay by BPAY - Biller Cod 	le: 7773					
	O Pay immed	liately		CRN 2000087903397	Valid					
Reference	e Date	Description	Invoice No.		<u> </u>	Amount Unpa	id Amount	Amount to F	Pay	
D000004	30/06/2021	Fire Evacuation Plan	4678	Clear		578.00	4,678.00	4678.00		
D0000006	30/06/2021	Garden & Grounds	5689	Are you sure you w	vant to clear all details?	00.00	19,000.00	19000.00		
					Yes No					
					Don't Pay All	Pay All	Clear	Save	(Close

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

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

TESTI	NG DP - RENEE	2 68794 - Payment Entry								- 0	×
Account Name Address	08200006 POO Pool Winners 50 OLD BURLII BROADBEACH Pay using F External dir internet tra	EGH RD 44218 Payments ect debit, periodic paymen nsfer, cheque book	Da An Al Al	late mount: BN:	01/07/2021	Select Doct as expired Account No	ument	Bank Balance: 85, BANK BALANCE A BANK BALANCE S	176.50 JDMIN FU	IND UND	85,196.50 -20.00
	Pay Immed	nately			CRN						
Reference	e Date	Description	Invoice	e No.	BPAY CRN	On Hol	d Invoice Am	ount Unpaid An	nount A	mount to Pay	
D0000024	01/07/2021	Pest Control	3467		200000		8	٤ 00.00	800.00 8	00.00	
D0000025	01/07/2021	Garden & Grounds	46678		200000			33.00	33.00 3	3.00	
D000026	01/07/2021	Painting - External	466784	4	200000		7	80.00 7	780.00 7	80.00	
D000027	01/07/2021	Electrical Repairs	46678C	CN	200000		-	90.00 -	90.00 -	90.00	
D000028	01/07/2021	Fire Prtcn-Repairs &	4668					50.00	50.00 5	0.00	
						Dan't Da				Sug	Class

- 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'

📔 EFT Manage	er - SCM - Rejections								- 🗆 X
Payments includ	led: 1 for \$1,573.00								6
Filter Buildings:			•	🗙 🗌 Sho	w excluded and	revers	sed payments		
Filter Accounts:			•	🔀 🗌 Sha	w only buildings	or pa	yments with issue	s	
Account	Name	Amount	Status	Reference	A/C Code	Des	tination	Invoices	Rejection Reason
68794	TESTING DP - RENEE 2		1 paym	ents totalling	\$1,573.00				
POOL WI	NNERS	1,573.00	0	000023	l 08200006	В	200000	📄 3467 & Ors	

9. All Transactions will be posted correctly

060	01/07/21	08200006	С	Р	-780.00	18	Р	Painting - External	D0000026	466784
060	01/07/21	15805	С	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	С	P	90.00	18	P	Electrical Repairs	D0000027	46678CN
061	01/07/21	13405	С	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	С	P	-50.00	18	P	Fire Prtcn-Repairs &	D0000028	4668
062	01/07/21	13615	С	Р	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	Р		1573.00			EFT Payment	F0000023	
063	01/07/21	012	J	P	-1573.00			Balancing Entry	J0000110	F0000023

Building: Creditor:	TESTING DP	- RENEE 2	68794 8		 Chequi EFTs Any 	es 🗌	Not Printed Not Presented				6
Date Range:	: This Month	and Last	~	Filter:				×			
_	01/06/2021	▼ to 31/	07/2021 🔻	Amou	nt:	to		×	□ A	uto Shov	w Docume
Building N	Name		Date	Cred	itor Name		Amo	ount Refere	ance Statu	s EFT	_
68794	TESTING DP -	RENEE 2	20/07/2	2021 0820	00016 BPAY	CRED	40,5	11.00 F000	0013 🖶	е	062-0(🕤
68794	TESTING DP -	RENEE 2	15/07/2	2021 0820	0014 CRED	EFT	3	00.00 F000	0011 🖶	е	766-125
68794	TESTING DP -	RENEE 2	15/07/2	2021 0820	0014 CRED	EFT	1	00.00 F000	JO10 🛛 🖶 🕽	🖹 e	766-125
68794	TESTING DP -	RENEE 2	09/07/2	2021 1271	5 BANK	CHARGES -	BPAY 1,0	00.00 F000	0012 🖶	🚊 dd	5
68794	TESTING DP -	RENEE 2	01/07/	2021 0820	00006 POOL	WINNERS	1,5	73.00 F000	0023 🖶	е	200
68794	TESTING DP -	RENEE 2	01/07/2	2021 0820	0008 RICHC	OS PAINTING	10,0	00.00 F000	J022 🖶	е	034-015
68794	TESTING DP -	RENEE 2	30/06/3	2021 0820	0014 CRED	EFT	5	00.00 F000	J009 🛛 🖶 🕯	🖹 e	766-125
68794 <	TESTING DP -	RENEE 2	30/06/2	021 0820	0008 RICHC)S PAINTING		00.00 F000)008 1	P	034-01
											Count:
\$1573.00 08200006 - F0000023		IERS								01/0	7/2021
Invoice Nu	mber	Date		Amou	nt Pa	id Amount	Description	E	xpense Aco	ount	
3467		01/07	/2021 D00000	24 800.00	8 8	300.00	Pest Control	1	5860 PEST (CONTRO)L
46678		01/07	/2021 D00000	25 33.00	J	33.00	Garden & Gro	unds 1	3905 GARD	EN & GF	ROUND
466784		01/07	/2021 D00000	26 780.00) 7	780.00	Painting - Ext	ernal 1	5805 PAINT	ING - EX	TERNA
46678CN		01/07	/2021 D00000	27 -90.00) -	·90.00	Electrical Rep	airs 1	3405 ELECT	RICAL R	EPAIRS
4668		01/07	/2021 D00000	28 50.00)	50.00	Fire Prtcn-Rep	pairs & 1	3615 FIRE P	RTCN-RF	EPAIRS
SCM Status	e Unauthorise	ed			11	73.00					

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

											_	
TESTI	ING DP - RENEE	2 68794 - Payment Entry								_		×
Account	08200014 CRE	D EFT		Date	23/07/2021 💌	Select Docum	ient	Bank Bala	ance: 98,981.50			0
Name	Cred Eft			Amount:	1,520.00			BANK BA	LANCE ADMIN	FUND	9	8,981.50
				ABN:	21 555 688 453			BANK BA	LANCE SINKIN	G FUND		0.00
Address												
	Pay using F	Payments	nt		Pay by EFT - BSB: 184-446	Account Num	nber: 123456	6				
	internet tra	nsfer, cheque book	nı,		 Pay by BPAY - Biller Code: 							
	O Pay immed	liately			CRN							
Reference	e Date	Description	Invo	ice No.	BPAY CRN	On Hold	Invoice Ar	nount U	npaid Amount	Amount to	Pay	
D0000019	12/06/2021	Plumbing & Drainage	8993					980.00	980.00	980.00		
D0000020	12/06/2021	Lift Registration Fe	894					540.00	540.00	540.00		
						Don't Pay A	All Par	All	Clear	Save		lose
						Dontray	- Fa		Cicul	Juve		iose .

- 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'

Payments - TESTING DP - RENEE 2 68794	23 July 2021 SCM		×
File Options Tools Goto Help			
Draw Payments Remittance Advice Post and	Draw Print Payments Reports		
Cheque EFT Mark as P Select Payments to Print	Local	Global 🗌 Auto Select All Unprinted	
Tag Number Date Printed	Template REMITEFT I	EFT Remittance Advice	
F0000008 30/06/21	Printer Mailroom		
F0000016 23/07/21 P	Paper Source unknown	Copies 1	
٢	Payment Select Unprinted All Sample 1 Output to Screen Print Payments	Copies Original Only Original plus one copy Original plus two Copy Only Set as Default	
		Change Building Clo	se

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

Ba	ank:	SCM	Value:	\$1,520.00
N	ext Step:	Ready to create batch	Number of Payments	1
			Number of Buildings:	1
		Start		

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

P TEST	NG DP - RENEE	E 2 68794 - Payment Entry						- [
Account	08200016 BPA	Y CRED	Date	23/07/2021 💌	Select Docum	ent Bank	Balance: 108,981.50	D	?
Name	Bpay Cred		Amount:	34,178.00 39 444 111 789		BANK	BALANCE ADMIN	FUND G FUND	108,981.50 0.00
Address				33 44 111 705					
	 Pay using F 	ayments		Pay by EFT					
	 External direction 	rect debit, periodic payme	nt,	Pay by Cheque					
	Dav immed	linster, cheque book		Pay by BPAY - Biller Cod	e: 7773				
	Pay Immed	hately		CRN					
Reference	e 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 CRM	l is required fo	r BPAY payments			Don't Pay A	II 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'

TESTI	ING DP - RENE	E 2 68794 - Payment Entry									-		×
Account	08200016 BPA	Y CRED	Da	ate	23/07/2021	•	Select Docum	ient	Bank B	alance: 108,981	50		?
Name	Bpay Cred		Ar AB	mount: BN:	0.00 39 444 111 78	9			BANK BANK	BALANCE ADMI BALANCE SINKI	N FUND NG FUND	1	08,981.50 0.00
Address													
		Davmente			Day by EE	r							
	Fyternal di	rayments rest debit, periodic paym	unt		Pay by Er Day by Ch								
	internet tra	insfer, cheque book	ent,		Pay by Ch Day by PD	eque AV - Riller Code	. 7772						
	Pay immed	diately			CRN 200	0087903397		Valid					
Reference	e Date	Description	Invoice	No.		BPAY CRN	On Hold	Invoice An	nount	Unpaid Amoun	t Amount to	Pay	
D0000004	30/06/2021	Fire Evacuation Plan	4678			3		4,6	678.00	4,678.0	0		
D0000006	5 30/06/2021	Garden & Grounds	5689			2000087903397	On Hold	70,0	000.00	29,000.0	0		
D0000013	3 15/07/2021	Garden & Grounds	55		3	85869907108		5	500.00	500.0	0		
												_	
Payment	amount must	be greater than zero					Don't Pay A	All Pay	y 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

TESTI	NG DP - RENEE	2 68794 - Payment Entry						-		×
Account	08200016 BPA	r CRED	Date	23/07/2021 💌	Select Docum	ent Ban	k Balance: 108,981.50)		0
Name	Bpay Cred		Amount	: 10,000.00		BAI	NK BALANCE ADMIN NK BALANCE SINKING	FUND 5 FUND	10	8,981.50 0.00
Address				39 444 111 789						
	 Pay using F External dir internet tra 	'ayments 'ect debit, periodic paymen nsfer, cheque book	ıt,	 Pay by EFT Pay by Cheque Pay by BPAY - Biller Cod 	e: 7773					
	Pay immed	liately		CRN 2000087903397		Valid				
Reference	e Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amour	nt Unpaid Amount	Amount to P	ay	
D000004	30/06/2021	Fire Evacuation Plan	4678	3		4,678.0	0 4,678.00	0		
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397	On Hold	70,000.0	0 29,000.00	10000		
D0000013	15/07/2021	Garden & Grounds	55	85869907108		500.0	0 500.00	0		

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

Account	08200016 BPA	/ CRED	Date	23/07/2021 Select Docur	ment Bank Balance: 108,9	/81.50
Name	Bpay Cred		Amoun	: 10,000.00	BANK BALANCE AD	MIN FUND 108,981.50
			ABN:	39 444 111 789	DAINK DALAINCE SI	
Address						
l l						
	Pay using F	ayments		Pay by EFT		
	 External dir internet tra 	ect debit, periodic paym	ent,	Pay by Cheque		
	 Pav immed 	liately		Pay by BPAY - Biller Code: ///3 CBN 2000000000000000000000000000000000000	W.F.I	
		,		CRN 2000087903397	valid	
Reference	Date	Description	Invoice No.	BPAY CRN On Hold	Invoice Amount Unpaid Amo	ount Amount to Pay
D0000004	30/06/2021	Fire Evacuation Plan	4678	3	4,678.00 4,67	8.00 0
D0000006	30/06/2021	Garden & Grounds	5689	2000087903397 On Hold	70,000.00 29,00	0.00 10000
D0000013	15/07/2021	Garden & Grounds	55	85869907108	500.00 50	0.00 0
		🔋 EFT Manag	er		- 🗆 X	
		Payments hav	e been exporte	 All payments have been accepted by Strata 	Cash Management.	
		To Authorise y	our payments	n the internet, go to: <u>https://betastratacash.r</u>	naxsoft.com.au/	
					ОК	

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

🧧 EFT Manag	ger - SCM - Rejections								-		×
Payments inclu	ided: 1 for \$10,000.00										8 8
Filter Buildings	:		•	🗙 🗌 Sho	w excluded and	reversed payments					
Filter Accounts:											
Account	t Name	Amount	Status	Reference	A/C Code	Destination	Invoices	Rejection Reason			
68794	TESTING DP - RENEE 2		1 paym	ents totalling	\$10,000.00						
BPAY CR	ED	10,000.00	0	000015	l 08200016	2000087903397	5689				ß

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

TESTI	NG DP - RENEE	E 2 68794 - Payment Ent	ry						_		×
Account	08200010 JON	ES ELECTRICAL	Da	ate	23/07/2021 💌	Select Docum	ent B	ank Balance: 96,961.50)		0
Name	Jones Electrica	al	Ar	mount:	700.00		E	ANK BALANCE ADMIN	I FUND	96	5,961.50
			A	BN:	72 265 874 575		E	SANK BALANCE SINKIN	IG FUND		0.00
Address	151 Kortum Pl	ace									
	Burleigh Head	ls 4223									
		Davenanta			Days by EET						
	 Pay using r External dir 	rect debit ineriodic navr	ment		Pay by Cheque						
	internet tra	nsfer, cheque book			Pay by BPAY - Biller Cod	e: 20362					
	 Pay immed 	liately			CRN 85869907108		Unknown				
Reference	e Date	Description	Invoice	e No.	BPAY CRN	On Hold	Invoice Amo	unt Unpaid Amount	Amount to Pa	у	
D0000014	15/07/2021	Garden & Grounds	r5555		85869907108		700	0.00 700.00	700.00		
4											

- 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

TESTI	ING DP - RENE	2 68794 - Payment Enti	У							-		×
Account	08200010 JON	ES ELECTRICAL	Dat	ate	23/07/2021 💌	Select Docum	ent	Bank Bal	ance: 96,961.50			0
Name	Jones Electrica	al	An	mount: a	250.00			BANK BA	ALANCE ADMIN	FUND	96	,961.50
			AB	BN:	72 265 874 575			BAINK BA	ALANCE SINKING	3 FUND		0.00
Address	151 Kortum Pl	ace										
	Burleigh Head	ls 4223										
	O Pay using F	Payments			Pay by FFT							
	 External direction 	rect debit, periodic payn	nent,		Pay by Cheque							
	internet tra	nsfer, cheque book			Pay by BPAY - Biller Cod	e: 20362						
	 Pay immed 	liately			CRN 85869907108		Unknow	n				
Reference	e Date	Description	Invoice	No.	BPAY CRN	On Hold	Invoice Ar	mount L	Jnpaid Amount	Amount to Pa	зу	
D0000014	15/07/2021	Garden & Grounds	r5555		85869907108			700.00	700.00	250		
											_	
						Don't Pay A	ll Pa	y All	Clear	Save	Cl	ose

- 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'

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 unpresented on the bank reconciliation.

Building: Creditor:	TESTING DP	- RENEE 2	68794] 8] ★		Cheques EFTs Any	Not Printed Not Presented					۲
Date Range	: This Month	and Last	Ý		Filter:		×					
	01/06/2021	▼ to 31/	07/2021 -]	Amount:	to	×					Auto Show Docume
Building	Name		Date		Creditor	Name	Amount	Reference	Status	EFT		
68794	TESTING DP	RENEE 2	23/	07/2021	08200010	JONES ELECTRICAL	. 250.00	F0000018		dd 20362 8	5869907108	5
68794	TESTING DP -	RENEE 2	23/	07/2021	08200016	BPAY CRED	500.00	F0000017	÷.	dd		5
68794	TESTING DP	RENEE 2	23/	07/2021	08200014	CRED EFT	1,520.00	F0000016	÷.	e 184-446	123456	5
68794	TESTING DP -	RENEE 2	23/	07/2021	08200016	BPAY CRED	10,000.00	F0000015	÷.	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	23/	07/2021	08200014	CRED EFT	9,910.50	F0000014	÷.	e 184-446	123456	5
68794	TESTING DP -	RENEE 2	20/	07/2021	08200016	BPAY CRED	40,511.00	F0000013	÷.	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	15/	07/2021	08200014	CRED EFT	300.00	F0000011	÷.	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	15/	07/2021	08200014	CRED EFT	100.00	F0000010	- - -	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	09/	07/2021	12715	BANK CHARGES - I	BPAY 1,000.00	F0000012	- - -	dd		5
68794	TESTING DP	RENEE 2	30/	06/2021	08200014	CRED EFT	500.00	F0000009	- 🖶 🏛	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	30/	06/2021	08200008	RICHOS PAINTING	500.00	F0000008	Â	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/	06/2021	08200008	RICHOS PAINTING	100.00	F0000007	-	e 034-012	223323232	5
68794	TESTING DP	RENEE 2	30/	06/2021	08200016	BPAY CRED	1,001.00	F0000006	-	e 062-000	14501259	5
68794	TESTING DP	RENEE 2	30/	06/2021	08200008	RICHOS PAINTING	1,300.00	F0000005	-	e 034-012	223323232	5
68794	TESTING DP	RENEE 2	30/	06/2021	08200008	RICHOS PAINTING	4,011.00	F0000004	-	e 034-012	223323232	5
68794	TESTING DP	RENEE 2	30/	06/2021	08200030	SYDNEY WATER	6,005.00	F000003	-	e 062-000	14501259	5
68794	TESTING DP	RENEE 2	30/	16/2021	08200008	RICHOS PAINTING	1 600 00	E000002	<u> </u>	A 034-012	22222222	6
							_					Count:
\$250.00 08200010 - F0000018	- JONES ELEC	TRICAL										23/07/2021
Invoice Nu	umber	Date			Amount	Paid Amount	Description			Expen	se Account	
r5555		15/07	7/2021 D00	00014	700.00	250.00	Garden & Grounds			13905	GARDEN & GROUNDS	5
SCM Status	s: Not Availab	le				250.00						

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

TEST	ING DD - RENEE 2 68794 - Davimer	at Entry							_		×
- IL31	ING DF - REINEE 2 00754 - Paymen	it Littiy	1								
Account	02100001 NEW OWNER		Date	26/07/2021 💌	Select	Document	Bank Bal	ance: 96,711.50			0
Name	Owner New		Amount:	0.00			BANK BA	ALANCE ADMIN F		96,	711.50
			ABN:				DAINEDA	ALAINCE SINKING			0.00
Address	68 Sunshine Beach										
	GOLD COAST QLD 4637										
. L	Pay using Payments			Pay by EFT	_						
	 External direct debit, periodic internet transfer, cheque boo 	: payment, k		Pay by Chequ	Riller Code:						
	Pay immediately			CRN	biller coue.						
Expe	nse Account	Invoice Co	de	Date	Description	Invoice	No.	Amount	Fund		
Payment	amount must be greater than zer	0			Add Refund	Add Reimbur	sement	Clear	Save	Clo	se

4. The payment information window will appear

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund	
~							
Account	Date	26/07/202	I 💌	Amount 0.00			
	Description:	Reimburse	ment				
Fund	 Invoice Num 	ber		Account Code is re Amount cannot be	quired zero		
Payment amount must be greater than zero Account Code is required			Add Refund Add	Reimbulgement	Clear	Save	Close

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

TEST	ING DP - RENEE 2 68794 - Payment	Entry									×
Account	02100001 NEW OWNER		Date	26/07/2021 🔻		Select Document	Bank Balar	ice: 96,711.50			?
Name	Owner New		Amount:	255.00			BANK BAL BANK BAL	ANCE ADMIN F	UND FUND	9	06,711.50 0.00
Address	68 Sunshine Beach		Abn:								
	GOLD COAST QLD 4637										
	Pay using Payments			Pay by EFT							
	 External direct debit, periodic p internet transfer, cheque book 	oayment,		Pay by Cheq Pay by BPAY	ue - Biller Code:						
	Pay immediately			CRN	biller coue.						
Expe	nse Account	Invoice Co	de	Date	Descripti	on In	voice No.	Amount	Fund		
*											\times
			7.0.	20.07	(2021		1 255.00				
Accour	13905 GARDEN & GROUNDS		Date	26/07/	2021		Amount 255.00				
			Descrip	tion: Garde	ning/Mow July						
Fund	ADMINISTRATIVE FUND	Ŧ	Invoice	Number 7849							
					•						
					3						

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

TESTI	NG DP - RENEE 2 68794 - Payment Er	ntry								—		×
Account	02100001 NEW OWNER		Date	26/07/20	21 💌	Select Doct	ument	Bank Balan	ce: 96,711.50			?
Name	Owner New		Amount: ABN:	365.00				BANK BAL	ANCE ADMIN F ANCE SINKING	UND FUND	96,	711.50 0.00
Address	68 Sunshine Beach											
	GOLD COAST QLD 4637											
	Pay using Payments			O Pay b	y EFT							
	 External direct debit, periodic pay internet transfer, cheque book 	/ment,		Pay by Pay by	y Cheque v BPAY - Bil	ler Code:						
	Pay immediately			CRN								
Exper	nse Account	nvoice Co	de	Da	ite	Description	Invoice	No.	Amount	Fund		
> 1390	5 GARDEN & GROUNDS			2	6/07/2021	Gardening/Mow Ju	uly 7849		255.00	ADMIN	IISTRATIV	EFX
~												×
Accourt	t 15860 PEST CONTROL		Date		26/07/2021	•	Am	ount 110.00				
			Descript	tion:	Pest Contr	ol Reimb.						
Fund	ADMINISTRATIVE FUND	*	Invoice	Number	4647							
						Add Refund A	Add Reimburs	ement	Clear	Save	Clo	se

12. Click 'Save' and 'Close'

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

TEST	Remittance	e Advice EE 2 CTS	e 3 68794						
Owner New 68 Sunshine GOLD COA:	: Beach ST QLD 4637	Cheq Amou Accou	Date 26 July 2021 ue No 000001 unt \$365.00 unt No 02100001						
This payment	t is made in full satisfaction	of the following:	following:						
Date	Details	Reference	Amount						
26/07/21 26/07/21	Gardening/Mow July Pest Control Reimb.	7849 4647	255.00 110.00						
The Owners TESTING DP - RENEE 2 B.F.P. 68794	Benk of Queenstand Lin Lvi 8, 100 Skyling Tee, I	elwerl Alers 30 000 656 740 Sevensbauel, QLD 4008	Strata	Cash 000001					
Pay to the order of Ot the sum of ***	vner New Three Hundred and Sixty-Five I)ollars***	\$365.0 For activity of the testimology-series LT2- unity	0 Dones					

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 68	794 8	0 C	Cheques	Not Printed					3
Creditor:			🗙	۲	Any	Not Presented					
Date Range	e: This Month	and Last	~	Filter:		×					
	01/06/2021	▼ to 31/07/202	21 🔻	Amount:	to	×				Auto Show	w Document
Building	Name		Date	Creditor	Name	Amount	Reference	Status	EFT		^
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNER	365.00	C0000001	-	-		5
68794	TESTING DP -	RENEE 2	23/07/2021	08200010	JONES ELECTRICAL	250.00	F0000018	-	dd		5
68794	TESTING DP -	- RENEE 2	23/07/2021	08200016	BPAY CRED	500.00	F0000017	-	dd		5
68794	TESTING DP -	- RENEE 2	23/07/2021	08200014	CRED EFT	1,520.00	F0000016	-	e 184-446	123456	5
68794	TESTING DP -	- RENEE 2	23/07/2021	08200016	BPAY CRED	10,000.00	F0000015	—	e 062-000	14501259	5
68794	TESTING DP -	- RENEE 2	23/07/2021	08200014	CRED EFT	9,910.50	F0000014	-	e 184-446	123456	5
68794	TESTING DP -	· RENEE 2	20/07/2021	08200016	BPAY CRED	40,511.00	F0000013	-	e 062-000	14501259	5
68794	TESTING DP -	- RENEE 2	15/07/2021	08200014	CRED EFT	300.00	F0000011	÷	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	15/07/2021	08200014	CRED EFT	100.00	F0000010	-	e 766-121	12352	5
68794	TESTING DP -	· RENEE 2	09/07/2021	12715	BANK CHARGES - /	BPAY 1,000.00	F0000012	-	dd		5
68794	TESTING DP -	· RENEE 2	30/06/2021	08200014	CRED EFT	500.00	F0000009	- -	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	500.00	F0000008	Â	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	100.00	F000007	-	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200016	BPAY CRED	1,001.00	F0000006	-	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	1,300.00	F0000005	-	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	4,011.00	F0000004	÷	e 034-012	223323232	5 ~
<											>
											Count: 19
\$365,00										26/0	07/2021
02100001	- NEW OWNE	ÆR									1/2021
C0000001											
Invoice N	umber	Date		Amount	Paid Amount	Description		Exp	ense Account		
7849		26/07/2021		255.00	255.00	Gardening/Mow July		139	05 GARDEN &	GROUNDS	
4647		26/07/2021		110.00	110.00	Pest Control Reimb.		158	60 PEST CONT	ROL	
					365.00						
	_			_				_	_	_	

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

TEST	ING DP - RENEE 2 68794 - Payment Entry	-						_		×
Account	02100001 NEW OWNER	Date 26/07/	2021 💌	Select Docum	ent 🗙	Bank Balance	: 96,346.50			0
Name	Owner New	Amount: 60.00				BANK BALAN	NCE ADMIN F	UND	9	6,346.50
		ABN:				BANK BALAN	NCE SINKING I	FUND		0.00
Address	68 Sunshine Beach]								
	GOLD COAST QLD 4637]								
	Pay using Payments	Pay	by EFT							
	 External direct debit, periodic payment, internet transfer, sharpis hook 	Pay	by Cheque							
	Pay immediately	Pay	by BPAY - Biller	Code:						
	• Pay initiately	CRI	N							
Expe	nse Account Invoice C	ode	Date [Description	Invoice I	No.	Amount	Fund		
~										\times
Accour	nt 107 INSPECTION FEES	. Date	26/07/2021	•	Amo	unt 60.00				
		Description:	Inspection Re	imb.						
Fund	ADMINISTRATIVE FUND	Invoice Numbe	er 45678							
<u> </u>										
				Add Refund Add	Reimburs	ement	Clear	Save	C	lose

- 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

Building: Creditor:	TESTING DP	- RENEE 2 6	8794 🖇	000	Cheques EFTs Any	Not Printed Not Presented					60
Date Range	This Month	and Last	~	Filter:		×					
	01/06/2021	▼ to 31/07/2	021 💌	Amount:	to	×					Auto Show Document
Building	Name		Date	Creditor	Name	Amount	Reference	Status	EFT		^
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNER	60.00	F0000019	•	dd		5
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNER	365.00	C0000001	-	(****)		5
68794	TESTING DP -	RENEE 2	23/07/2021	08200010	JONES ELECTRICAL	250.00	F0000018	-	dd		5
68794	TESTING DP -	RENEE 2	23/07/2021	08200016	BPAY CRED	500.00	F0000017	-	dd		5
68794	TESTING DP -	RENEE 2	23/07/2021	08200014	CRED EFT	1,520.00	F0000016	-	e 184-446	123456	5
68794	TESTING DP -	RENEE 2	23/07/2021	08200016	BPAY CRED	10,000.00	F0000015	-	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	23/07/2021	08200014	CRED EFT	9,910.50	F0000014	-	e 184-446	123456	5
68794	TESTING DP -	RENEE 2	20/07/2021	08200016	BPAY CRED	40,511.00	F0000013	-	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	15/07/2021	08200014	CRED EFT	300.00	F0000011	÷.	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	15/07/2021	08200014	CRED EFT	100.00	F0000010	- 🖶 🏦	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	09/07/2021	12715	BANK CHARGES - I	3PAY 1,000.00	F0000012	+	dd		5
68794	TESTING DP -	RENEE 2	30/06/2021	08200014	CRED EFT	500.00	F000009	- 🖶 🏦	e 766-121	12352	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	500.00	F000008	<u></u>	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	100.00	F000007	-	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200016	BPAY CRED	1,001.00	F0000006	-	e 062-000	14501259	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	1,300.00	F0000005	-	e 034-012	223323232	5
68794	TESTING DP -	RENEE 2	30/06/2021	08200008	RICHOS PAINTING	4 011 00	F000004	<u> </u>	A 034-012	222222222	6 ×
											Count: 20
\$60.00											26/07/2021
02100001	- NEW OWNE	R									
F0000019											
Invoice Nu	imber	Date		Amount	Paid Amount	Description			E	xpense Account	
45678		26/07/202	1	60.00	60.00	Inspection Reimb.			1	07 INSPECTION FEES	
SCM Statu	: Not Availab	le			60.00						

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

TEST	ING DP - RENEE 2 68794 - Payment Entry						-	- 0	- ×
Account	02100001 NEW OWNER	Date	26/07/2021 🔻	Select D	Ocument	Bank Balance: 96	5,286.50		0
Name	Owner New	Amount:	0.00			BANK BALANCE BANK BALANCE	ADMIN FUND SINKING FUND		96,286.50 0.00
Address	68 Sunshine Beach								
	GOLD COAST QLD 4168								
	O Pay using Payments		Pay by EFT - B	SB: 184-446 Accoun	t Number: 002356	788			
	 External direct debit, periodic payme 	nt,	Pay by Cheque	e					
	internet transfer, cheque book		Pay by BPAY -	Biller Code:					
	 Pay immediately 		CRN						
Exper	nse Account Invo	ice Code	Date	Description	Invoice N	o. Ar	mount Fu	ind	
Payment	amount must be greater than zero			Add Refund	Add Reimburser	ment Clear	r Save	2	Close

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

									_
TESTI	NG DP - RENEE 2 68794 - Paymen	t Entry							
Account	02100001 NEW OWNER	C	ate 26/07/2021	▼ Sele	t Document	Bank Balance: 96,286.50		•	
Name	Owner New	۵	mount: 200.00			BANK BALANCE ADMIN F		96,286.5	0
		Δ	BN:			BAINK BALANCE SINKING	FUND	0.0	<u> </u>
Address	68 Sunshine Beach								
	GOLD COAST QLD 4168								
	Pay using Payments		Pay by EF	T - BSB: 184-446 Acco	unt Number: 0023	356788			
	 External direct debit, periodic internet transfer, cheque book 	payment,	Pay by Ch	ieque					
	Pay immediately	·	Pay by BP	AY - Biller Code:					
	,		CKN						_
Exper	nse Account	Invoice Code	e Date	Description	Invoice	e No. Amount	Fund		L.
~								>	
Accour	ot 02100001 NEW OWNER		Date	26/07/2021 💌		Amount 200.00			
Invoice	Code Admin Fund		 Description: 	Refund 01/07/21					
Fund	ADMINISTRATIVE FUND		 Invoice Number 	33467					
									_
				Add Refund	Add Reimbur	rsement Clear	Save	Close	

- 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.

TEST	ING DF	- RENEE 2 68794	- Payment Entry						_	
Account Name Address	count 02100001 NEW OWNER		Date Amount: ABN:	26/07/2021 200.00	Select	Document	Bank Balance: 96,2 BANK BALANCE AI BANK BALANCE SI	86.50 DMIN FUND NKING FUND	96,286.50 0.00	
	 GOLL Pa Ex inf Pa 	y using Payments ternal direct debit ternet transfer, cho y immediately	8 , periodic payment, eque book		 Pay by EFT - BSB: 184- Pay by Cheque Pay by BPAY - Biller Company 	446 Accou ode:	nt Number: 00235	6788 - 🗆 ×	1	
Exper Accour Invoice	Pay immediately Expense Account O2100001 NEW O voice Code Admin Fund Expense Account O2100001 NEW O Voice Code Admin Fund			exported. syments or	StrataCash Manag cash.maxsoft.com	gement. au/ OK	unt Fund	×		
Fund		ADMINISTRATIVE	E FUND	▼ In	voice Number 33467					
					Ac	ld Refund	Add Reimburs	ement Clear	Save	Close

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

•									_	
TEST	NG DP - RENEE 2 68794 - Payment Entry							-		×
Account	15805 PAINTING - EXTERNAL	Date	26/07/2021 🔻	Select D	ocument	Bank Balar	nce: 96,066.50			0
Name	Renee Reimbursement	Amount	0.00			BANK BAL	ANCE ADMIN FUN	ND	9	6,086.50
		ABN:				DAINE DAL	ANCE SINKING TO			-20.00
Address	6 Waterview Parade									
	SURFERS PARADISE QLD 4234									
	Pay using Payments		Pay by EFT							
	 External direct debit, periodic paymer 	t,	Pay by Cheq	ue						
	internet transfer, cheque book		Pay by BPAY	- Biller Code:						
	Pay immediately		CRN							
Exper	nse Account Invoi	ce Code	Date	Description	Invoid	e No.	Amount	Fund		
						\$				
Payment	amount must be greater than zero				Add Reimbu	ursement	Clear	ave	С	lose

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

_													
TESTI	NG DP - RENEE 2 68794 - Payment	Entry									-		×
Account	15805 PAINTING - EXTERNAL		Date	26/07/20	21 💌		Select Docur	ment	Bank Bala	nce: 96,066.50)		0
Name	Renee Reimbursement		Amount:	800.00					BANK BA	ANCE ADMI	I FUND	1	96,086.50
			ABN:						BAINK BAI	LANCE SINKIN	IG FUND		-20.00
Address	6 Waterview Parade												
	SURFERS PARADISE QLD 4234												
	Pay using Payments			Pay b	y EFT								
	 External direct debit, periodic p internet transfer, cheque book 	payment,		Pay b	y Chequ	e Pill C I							
	 Pay immediately 			Pay by	у ВРАЧ -	Biller Code	5						
				CRIN									
Exper	nse Account	Invoice Co	de	Da	ite	Descri	ption	Invoice I	No.	Amount	Fund		×
			_										
Accour	it 15805 PAINTING - EXTERNAL		Date		26/07/2	021 💌		Amo	ount 800.00				
			Descrip	otion:	Reimb F	Painting Ex	t						
Fund	ADMINISTRATIVE FUND	*	Invoice	Number	45677								
<u>.</u>													
							Ad	ld Paimhurs	amont	Clear	Sava		loca
1							Ad	iu keimpursi	ement	Clear	Salve		liose

- 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

Building: Creditor:	TESTING DP - RENEE	2 68794 2		EFTs Any	Not Printed Not Presented					3
Date Range:	This Month and Las	t Y	Filter:		×					
	01/06/2021 💌 to	31/07/2021 💌	Amount:	to	×				Auto S	how Documen
Building N	lame	Date	Creditor	Name	Amount	Reference	Status	EFT		^
68794	TESTING DP - RENEE	2 26/07/	2021 15805	PAINTING - EXTERN	VAL 800.00	C0000002	•			5
68794	TESTING DP - RENEE	2 26/07/	2021 02100001	NEW OWNER	20.00	F0000021		e 184-446	002356788	5
68794	TESTING DP - RENEE	2 26/07/	2021 02100001	NEW OWNER	200.00	F0000020	-	e 184-446	002356788	5
68794	TESTING DP - RENEE	2 26/07/	2021 02100001	NEW OWNER	60.00	F0000019	-	dd		5
68794	TESTING DP - RENEE	2 26/07/	2021 02100001	NEW OWNER	365.00	C0000001	÷.	1000		5
68794	TESTING DP - RENEE	2 23/07/	2021 08200010	JONES ELECTRICAL	. 250.00	F0000018	÷.	dd		5
68794	TESTING DP - RENEE	2 23/07/	2021 08200016	BPAY CRED	500.00	F0000017	-	dd		5
68794	TESTING DP - RENEE	2 23/07/	2021 08200014	CRED EFT	1,520.00	F0000016	÷	e 184-446	123456	5
68794	TESTING DP - RENEE	2 23/07/	2021 08200016	BPAY CRED	10,000.00	F0000015	÷.	e 062-000	14501259	5
68794	TESTING DP - RENEE	2 23/07/	2021 08200014	CRED EFT	9,910.50	F0000014	÷.	e 184-446	123456	5
68794	TESTING DP - RENEE	2 20/07/	2021 08200016	BPAY CRED	40,511.00	F0000013	÷.	e 062-000	14501259	5
68794	TESTING DP - RENEE	2 15/07/	2021 08200014	CRED EFT	300.00	F0000011	÷.	e 766-121	12352	5
68794	TESTING DP - RENEE	2 15/07/	2021 08200014	CRED EFT	100.00	F0000010	- -	e 766-121	12352	5
68794	TESTING DP - RENEE	2 09/07/	2021 12715	BANK CHARGES - I	BPAY 1,000.00	F0000012	- - -	dd		5
68794	TESTING DP - RENEE	2 30/06/	2021 08200014	CRED EFT	500.00	F0000009	- 🖶 🏦	e 766-121	12352	5
68794	TESTING DP - RENEE	2 30/06/	2021 08200008	RICHOS PAINTING	500.00	F0000008	<u></u>	e 034-012	223323232	5
68794	TESTING DP - RENEE	2 30/06/	2021 08200008	RICHOS PAINTING	100.00	E0000007	<u> </u>	A 034-012	222222222	Count: 2
\$800.00 15805 - PA C0000002	INTING - EXTERNAL								2	6/07/2021
Invoice Nur	mber D	ate	Amount	Paid Amount	Description		Ex	pense Accour	ıt	
45677	2	5/07/2021	800.00	800.00	Reimb Painting Ext		15	805 PAINTING	- EXTERNAL	
				800.00						

Example - Payment Management after payment is processed

Example Transactions posted:

C)52	26/07/21	15805			800.00		Reimb Painting Ext	C000002		
0)52	26/07/21	012	J	P	-800.00		Balancing Entry	J0000089	C000002	17
0)52	26/07/21	401	J	P	-800.00		Trf Surplus/Deficit	J0000090	To Cap. A/c	17
0)52	26/07/21	004	J	P	800.00		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	▼ 4 ▶	Change Building
ABN: 47 211 212 121 (Not Registered) Pay by EFT - BSB: 03	34-012 A/c: Select by ABN	
Ref. No D0000022 Multi Expense Entry	Budget for Painting - Internal This Year's Actual:	New Entry \sim
Expense A/c 15810 Painting - Internal	This Year's Budget:	Save
Date 01/07/21 Amount 10000.00 Invoice ✓	View/Edit Expense Budget Records	Save and Pay
Details Painting - Internal Shorthand	Pro Rata	Cancel
Invoice No. 001 History	Add Purchase To Asset Register	Account Info
More Info Total invoice	Ok to Pay Payment Authority No GST	
Work Order		Ledger Card
Total Amount for Invoice No. 001 - \$10000.00	Aged Balances	Close
	Name Amount	
00 GST 10.00 Add	30 Days -5500	
	60 Days 0.00	
Batch Total Bank Balance Posting Month	90 Days 0.00	
Hold Total Posting Group	Total -5500	Numl ook Off
-5500.00	Post Period Current	Insert
Current Month: Jul 2021 Fin Year End: 31/12/21 Invo	ice 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.

TESTI	ING DP - RENE	2 68794 - Payment Entry						_		\times
Account	08200008 RICH	HOS PAINTING	Date	01/07/2021 💌	Select Docum	ient Bank	Balance: 95,176.50			0
Name	Richos Paintin	g	Amount: ABN:	10,000.00 47 211 212 121		BANK	BALANCE ADMIN	FUND G FUND	95	,196.50 -20.00
Address	35 Carlton dve	2								
	Miami, QLD, 4	220								
	Pay using F	ayments		Pay by EFT - BSB: 034-012	2 Account Num	nber: 223323232				
	 External dir internet tra 	rect debit, periodic payme nsfer, cheque book	ent,	Pay by Cheque Pay by BPAY - Biller Code						
	O Pay immed	liately		CRN						
Reference	e Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pa	у	
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		
										·
					Don't Pay A	All Pay All	Clear	Save	Clo	ose

- 8. If the full amount of the invoice entered needs to be paid click on 'Save'
- 9. 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

🧧 Bank Re	conciliatio	- TESTING DP - RENEE 2 68794 26	July 2021										-	۵	×
File Op	tions G	oTo SCM Help													
Statement E	ntry/Process	ing Bank Reconciliation Report C	heque Receipt Tagging												
	Ŧ	D.1.1	D/ N-1			Stateme	ant No. 00012								
Date	Type	Details Description	Heterence Number	Amount	Balance 4500.00	Matched	Post to	Posted	Bankstate	mentScm i ransacti	on_ia				
10/07/21	OTHER	OBIGIN ELEC 087305261115	087305261115	800.00	5300.00										
27/07/21	OTHER	Water ref 4058586	007003201110	600.00	5900.00										
												D			
			[Receipt Entry	Reverse Payme	ent Creat	te Payment	Auto Rep	rocess	Legend]				
				Insert	Delete	1	ag List	Prin	x	Match					
Double Click	to edit - Ri	ght Click to Show Unmatched Items											Change Building	0	lose

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

TEST	ING DP - RENEE 2 68794 - Pa	yment Entry							-		\times
Account	17030 UTILITIES - WATER &	SEWERAGE	Date	27/07/2021 🔻	Selec	t Document	Bank Balanc	e: 83,603.50			0
Name			Amount ABN:	t: 0.00			BANK BALA BANK BALA	NCE ADMIN F NCE SINKING	UND FUND	8	3,623.50 -20.00
Address											
	 Pay using Payments External direct debit, per 	iodic payment,	,	 Pay by EFT Pay by Chequ 	ie						
	 Pay immediately 	book		Pay by BPAY - CRN	Biller Code:						
						_					

5. Enter all the details as per below example:

P TEST	ING DP - RENEE 2 68794 - Payment Entry							—		\times
Account	17030 UTILITIES - WATER & SEWERAGE	Date	27/07/2021 💌	Select [Document	Bank Balan	ce: 83,603.50			?
Name	Sydney Water	Amount:	600.00			BANK BALA	NCE ADMIN F	UND	8	3,623.50
		ABN:				BANK BALA	ANCE SINKING	FUND		-20.00
Address]								
]								
	Pay using Payments	1	Pay by EFT							
	 External direct debit, periodic payment, internet transfer, cheque book 		Pay by Cheque							
	Pay immediately		Pay by BPAY - B CRN	iller Code:						
Expe	nse Account Invoice Co	ode	Date	Description	Invoice N	No.	Amount	Fund		
~										×
Accourt	at 08200030 SYDNEY WATER	Date	27/07/202	H 💌	Amo	unt 600.00				
Account		Descript	ion: Water Jul	/						
Fund	ADMINISTRATIVE FUND	Invoice	Number 35578							
		_								
				Add Expense	Add Paimhurse	mont	Clear	Cauro	CI	lose

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

Bank F	Reconciliatio	n - TESTING DP - RENEE 2 68794 2	6 July 2021								đ	×
File (Jptions G	olo SCM Help	Channel Branchet Transfer									
Adcenteric	Ling/11006s	any bank reconcilation report C	uneque necelpt Tagging									
						Statemer	nt No. 00012	2				
Date	Туре	Details	Reference Number	Amount	Balance	Matched	Post to	Posted I	Bank Statement Scm Transaction_Id			
27/07/2		Brought forward		00.00	4500.00	~	17020	v				
2110112	OTHEN	wateriel 4006066		600.00	5100.00		17030					
			[Receipt Entry	Reverse Payme	ent Create	e Payment	Auto Repro	cess Legend			
			[Insert	Delete	Ta	ag List	Print	Match			
a de ci	iak ta adit Di	ight Click to Show Upmatched Roma										~
ouble Cl	ick to eait - Hi	ight Click to Show Unmatched Items								Change Buildin	g (Jose

- 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

Payments	s Managemen	nt									
Building: Creditor:	TESTING DP	- RENEE 2	68794 🖇	0	Cheques EFTs Any	Not Print	ed Inted				6
Date Range:	This Month	and Last	~	Filter:			\mathbf{x}				
	01/06/2021	▼ to 31/07/	2021 💌	Amount:		to	×			Auto Show	Document
Building N	Name		Date	Creditor	Name		Amount	Reference	Status	EFT	^
68794	TESTING DP -	RENEE 2	27/07/2021	17030	UTILITIES - V	WATER & SEWER	600.00	F0000024	<u>- 1</u>	dd	5
68794	TESTING DP -	RENEE 2	26/07/2021	08200014	CRED EFT		90.00	C000003			5
68794	TESTING DP -	RENEE 2	26/07/2021	15805	PAINTING -	EXTERNAL	800.00	C000002	-	10 g	5
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNE	R	20.00	F0000021		e 184-446	002 🕤
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNE	R	200.00	F0000020	-	e 184-446	002 🕤
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNE	R	60.00	F0000019	-	dd	5
68794	TESTING DP -	RENEE 2	26/07/2021	02100001	NEW OWNE	R	365.00	C0000001	-		5
68794	TESTING DP -	RENEE 2	23/07/2021	08200010	JONES ELEC	TRICAL	250.00	F0000018	-	dd	5
68794	TESTING DP -	RENEE 2	23/07/2021	08200016	BPAY CRED		500.00	F0000017	-	dd	5
68794	TESTING DP -	RENEE 2	23/07/2021	08200014	CRED EFT		1,520.00	F0000016	-	e 184-446	123.5
68794 <	TESTING DP -	RENEE 2	23/07/2021	08200016	BPAY CRED		10,000.00	F0000015	•	e 062-000	1451 ~5 ~ >
											Count: 27
\$600.00 17030 - UT F0000024	nlities - Wat	ER & SEWERAG	iΕ							27/07/	/2021
Invoice Nur	mber	Date		Amount	Paid Am	ount Descrip	tion	Ex	pense A	count	
35578		27/07/20	21	600.00	600.00	Water J	uly	08	200030 S	YDNEY WATER	
SCM Status:	: Not Availabl	e			600.00						

Example – Transactions being stored for the Bank Reconciliation entry

068	27/07/21	08200030	Р	600.00	Water July	F0000024	
068	27/07/21	012	Р	-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

	Bank R	econciliatio	on - TESTING DP - RE	NEE 2 68794 27 J	July 2021			-		\times
	File Op	otions G	oTo SCM Help							
S	tatement E	ntry/Process	sing Bank Reconcilia	tion Report Che	que Receipt Tagging					
Г					Statement No. 000	115				
Γ	Date	Type	Details	-	Reference Number	Amount	Balance	Matched	Post to	Poster
ŀ		.,,,==	Brought forward				6700.00			
	27/07/21	OTHER	Direct ORIGIN GAS			590.00	7290.00			
	<									>
			Descipt Entry	Devene Deven	unt Consta Resumant	Auto Denne		and a		
			Receipt Entry	neverse rayme	Create Paymen	Auto Reproc	Leg	enu		
			Insert	Delete	Tag List	Print	Mat	tch		
0	Double Click	k toedit - Ri	ght Click to Show Unm	atched Items				Change Buildi	ng (Close

- 4. Click 'Create Payment'
- 5. Select 'Creditor Account'

6. Invoices previously entered into the system will appear to allow allocation

Account	08200019 ORIC	GIN ENERGY	Dat	ite	27/07/2021 🔻	Select Docume	ent Bank	Balance: 81,403.50			?
Name Address	Origin Energy		Am AB	nount: 3N:	590.00 23 111 266 523 - Compliance		BANK	BANK BALANCE ADMIN FUND BANK BALANCE SINKING FUND		81,423 -20	
					Valid O Not Valid						
	 Pay using F External dir internet tra Pay immed 	rayments rect debit, periodic payr nsfer, cheque book liately	ment,		Pay by EFT Pay by Cheque Pay by BPAY - Biller Code: CRN						
Reference	Date	Description	Invoice	No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to I	Day	
0000033	22/07/2021	Utilities - Gas	2466			l	590.00	590.00	590.00		1
						Don't Pay Al	I Pay All	Clear	Save	C	lose

- 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	С	Р	-590.00	18	Р	Utilities - Gas	D0000033	2466	17
072	22/07/21	17010	С	Р	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	Р	-590.00			Balancing Entry	J0000128	F0000026	17

Payment Management will reflect the entry as per below example

Building:	TESTING DP	- RENEE 2	68794 8) Cheques	Not Printed Not Presented					60
Dete De	This has set				Ally	~					
Date Kang	e: This Wonth	and Last	· ·	Filter:		<u> </u>					_
	01/06/2021	▼ to 31/	07/2021 💌	Amount:	to	×					Auto Show Document
Building	Name		Date	Creditor	Name	Amount	Reference	Status	EFT		^
68794	TESTING DP -	- RENEE 2	27/07/	/2021 08200019	ORIGIN ENERGY	590.00	F0000026	台盒	dd		5
68794	TESTING DP -	- RENEE 2	27/07/	/2021 08200019	ORIGIN ENERGY	800.00	F0000025		dd		5
68794	TESTING DP -	- RENEE 2	27/07/	/2021 17030	UTILITIES - WATER	& SEWER. 600.00	F0000024	- -	dd		5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 08200014	CRED EFT	90.00	C000003				5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 15805	PAINTING - EXTER	NAL 800.00	C000002	-	100 M		5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 02100001	NEW OWNER	20.00	F0000021		e 184-446	002356788	5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 02100001	NEW OWNER	200.00	F0000020	÷	e 184-446	002356788	5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 02100001	NEW OWNER	60.00	F0000019	÷	dd		5
68794	TESTING DP -	- RENEE 2	26/07/	/2021 02100001	NEW OWNER	365.00	C0000001	.			5
68794	TESTING DP -	- RENEE 2	23/07/	/2021 08200010	JONES ELECTRICA	L 250.00	F0000018	-	dd		5
68794	TESTING DP -	- RENEE 2	23/07/	/2021 08200016	BPAY CRED	500.00	F0000017	÷	dd		5
68794	TESTING DP -	- RENEE 2	23/07/	/2021 08200014	CRED EFT	1,520.00	F0000016	-	e 184-446	123456	5
68794	TESTING DP -	- RENEE 2	23/07/	/2021 08200016	BPAY CRED	10,000.00	F0000015	÷	e 062-000	14501259	5
68794	TESTING DP -	- RENEE 2	23/07/	/2021 08200014	CRED EFT	9,910.50	F0000014	-	e 184-446	123456	5
68794	TESTING DP -	- RENEE 2	20/07/	/2021 08200016	BPAY CRED	40,511.00	F0000013	-	e 062-000	14501259	5
68794	TESTING DP -	- RENEE 2	15/07/	/2021 08200014	CRED EFT	300.00	F0000011	-	e 766-121	12352	5
68794	TESTING DP	- RENIFE 2	15/07/	/2021 08200014	CRED FET	100.00	F0000010	—	A 766-121	12352	← ×
											Count: 29
\$590.00											27/07/2021
08200019	- ORIGIN ENE	RGY									
F0000026											
Invoice N	umber	Date		Amount	Paid Amount	Description			Expense A	ccount	
2466		22/07	7/2021 D0000	033 590.00	590.00	Utilities - Gas			17010 UTIL	ITIES - GAS	
SCM Statu	ıs: Not Availab	le			590.00						
SCM Statu	ıs: Not Availab	le	,2021 00000		590.00				noto one		

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.

×	×
Labels	
Invoice Code: 22 Income Posting Account: 10475 Description: Labels	
Fees & Recoveries	
Preset Amount: 0,20 Recovery Already Includes Tax	
Create Recovery Invoice In Manager Company Only	

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.