

# Release Notes – Version 5.6.100

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StrataMax has been dedicated to meeting the needs of Strata Managers for over 30 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



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# What's New

## 1. Streamline Payment Processing

### Creditors and Payment Management Overview

Improved payment processing incorporates upgraded user interfaces strategically designed for a simplified and reliable outgoing payment management process.

The primary objective of this initiative is to optimise the payment process, minimise steps and enhance visibility for more efficient transactions.

The following modules have been replaced and/or enhanced:

1. New Creditor Management Module
  - Interface to provide a search providing details of Creditor Invoices
  - Marking Creditor Invoices on or off hold (replaces Payment Withheld)
  - View warnings of incorrect BPAY and CRN's
  - Reviewing BPAY Reference Details
  - New Balancing tool to tag paid invoices with an option to convert creditor journals to invoices
  - Viewing DocMax Invoices
2. Payment Entry Enhancements for ad-hoc payments
3. Payments - New Electronic Payment option to process BPAY and EFT Payments (replaces Post and Draw for EFT & BPAY)
4. EFT Manager User Interface changes
  - New options to Exclude Invoices or Buildings from Payment Runs
  - Part Payments
5. Emailing Of Remittance Advices with Internal and External Notes
6. Cheque Printing
7. Search Creditors
8. Payment Search

**Important note:** It is essential that there are no EFT payments that have been created in Payments but Printed in Payments, prior to upgrading to this version.

## 2. Creditor Management Module



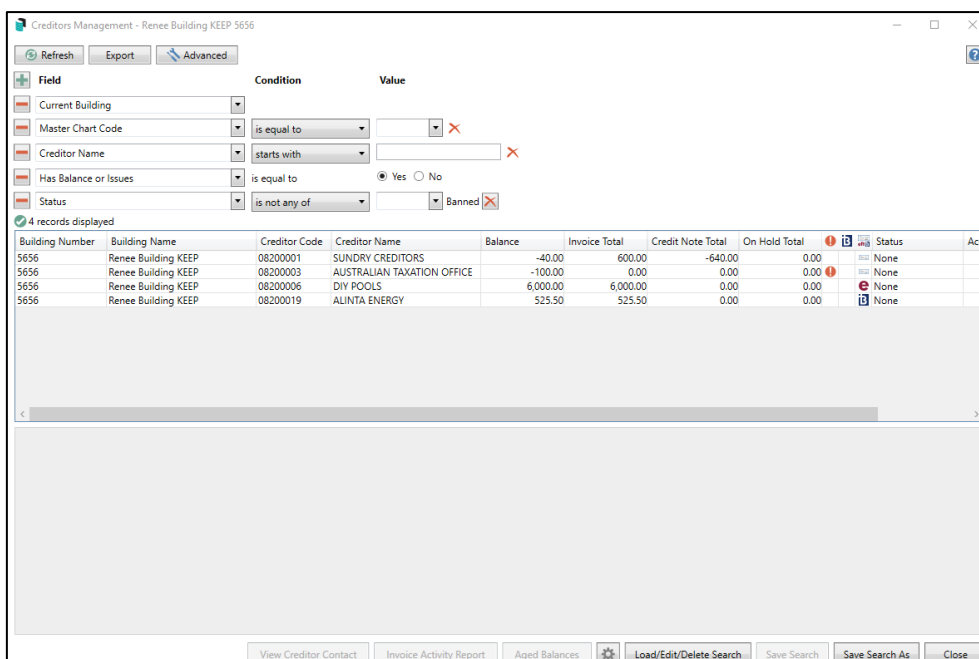
New Creditor Management module is a central page providing access to preview all creditor invoices that have been entered into the system. This module adopts a similar design to the different search menus already available in StrataMax.

Features available in Creditor Management are:

- Easy to view search interface providing details of Creditor Invoices
- Ability to mark Creditors ‘On or Off’ hold with a tick box option
- Check BPAY Reference details
- View warnings of incorrect BPAY CRN
- Single Click access to the DocMax invoice/s
- Balancing Tool now available to tag paid invoices and convert creditor journals to invoices

When accessing the new module, the following default fields will be available:

- Current Building
- Master Chart Code
- Creditor Name
- Has Balance or Issues ‘Yes’
- Status



From this screen you can search for invoices and save regular searches as saved searches for repeat use, examples might be:

- All Unpaid Creditors
- ATO EFT Reference Check
- Creditors with Balancing Issues
- Creditors with Invoices on Hold



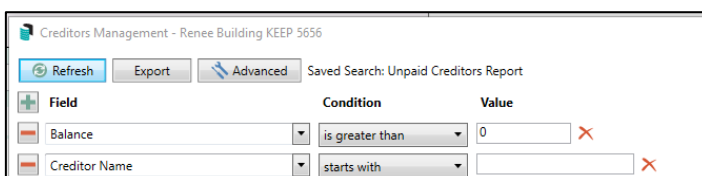
## 2.1 Searching within Creditor Management

Searching within Creditor Management is quick and efficient, users can now drill down into individual creditors. Creditor Management searches can also be saved as a saved search to reuse, set as the default, or added to an individual users own dashboard for quick access using the Load/Edit/Delete and Saved Search as feature.




## 2.2 Search Interface – Creditor Invoice

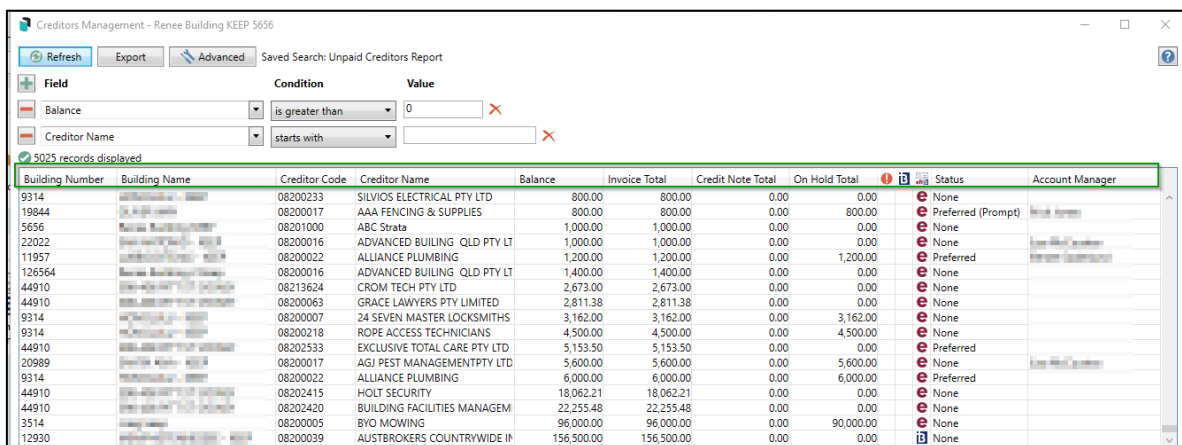
Users can search for any criteria they wish, providing details of Creditor Invoices from that search.

For example, a user may want to see all the unpaid creditors for example by selecting a similar search criteria as per below:



The Creditor Management Search will report a range of information, the below list is some of the most important information available:

- Building Number
- Building Name
- Creditor Code
- Creditor Name
- Balance of the Creditor
- Invoice Total of the Creditor
- Credit Note Total if there are any
- On Hold Total
- Any Warnings or Balance Issues - 
- BPAY Reference or if there are BPAY Issues found like a missing CRN - 
- Payment Type – EFT, BPAY or Cheque - 
- Status - None, Preferred.
- Account Manager



Building Number	Building Name	Creditor Code	Creditor Name	Balance	Invoice Total	Credit Note Total	On Hold Total	Status	Account Manager
9314		08200233	SILVIOS ELECTRICAL PTY LTD	800.00	800.00	0.00	0.00	None	
19844		08200017	AAA FENCING & SUPPLIES	800.00	800.00	0.00	800.00	Preferred (Prompt)	
5656		08201000	ABC Strata	1,000.00	1,000.00	0.00	0.00	None	
22022		08200016	ADVANCED BUILDING QLD PTY LT	1,000.00	1,000.00	0.00	0.00	None	
11957		08200022	ALLIANCE PLUMBING	1,200.00	1,200.00	0.00	1,200.00	Preferred	
126564		08200016	ADVANCED BUILDING QLD PTY LT	1,400.00	1,400.00	0.00	0.00	None	
44910		08213624	CROM TECH PTY LTD	2,673.00	2,673.00	0.00	0.00	None	
44910		08200063	GRACE LAWYERS PTY LIMITED	2,811.38	2,811.38	0.00	0.00	None	
9314		08200007	24 SEVEN MASTER LOCKSMITHS	3,162.00	3,162.00	0.00	3,162.00	None	
9314		08200218	ROPE ACCESS TECHNICIANS	4,500.00	4,500.00	0.00	4,500.00	None	
44910		08202533	EXCLUSIVE TOTAL CARE PTY LTD	5,153.50	5,153.50	0.00	0.00	Preferred	
20989		08200017	AGJ PEST MANAGEMENT PTY LTD	5,600.00	5,600.00	0.00	5,600.00	None	
9314		08200022	ALLIANCE PLUMBING	6,000.00	6,000.00	0.00	6,000.00	Preferred	
44910		08202415	HOLT SECURITY	18,062.21	18,062.21	0.00	0.00	None	
44910		08202420	BUILDING FACILITIES MANAGEM	22,255.48	22,255.48	0.00	0.00	None	
3514		08200005	BYO MOWING	96,000.00	96,000.00	0.00	90,000.00	None	
12930		08200039	AUSTBROKERS COUNTRYWIDE IH	156,500.00	156,500.00	0.00	0.00	None	

### 2.3 Viewing all available Invoice details

Each Creditor that appears on the results grid you can click on to highlight. All the available information for the selected Creditor will appear at the bottom of the grid: allowing users to view all available information in one specific area for a Creditor.

Each invoice entered against the selected creditor will appear in the bottom grid.

### 2.4 Creditor Information for selected Creditor

At the top of the lower section of the grid the selected Creditor information will appear. This information is the overall position of the creditor. Information reported:

- Building Name



- Creditor Name and Number
- Total Balance of the Creditor (all Invoices and Credit Notes)
- Invoice Total for the Creditor (unpaid)
- Credit Note Total of the Creditor
- Payment Details e.g. – BSB & Account Number
- Status of the Creditor

The screenshot shows the 'Creditors Management' window with search filters and a table of creditor records. The filters include: Current Building, Master Chart Code (is equal to), Creditor Name (starts with), Has Balance or Issues (is equal to, Yes/No), and Status (is not any of, Banned). The table lists 5 records with columns for Building Number, Building Name, Creditor Code, Creditor Name, Balance, Invoice Total, Credit Note Total, On Hold Total, Status, and Acc.


Building Number	Building Name	Creditor Code	Creditor Name	Balance	Invoice Total	Credit Note Total	On Hold Total	Status	Acc
9314		08200007	24 SEVEN MASTER LOCKSMITHS	3,162.00	3,162.00	0.00	3,162.00	None	
9314		08200016	ADVANCED BUILDING QLD PTY LTD	770.00	770.00	0.00	770.00	None	
9314		08200022	ALLIANCE PLUMBING	14,004.00	14,084.00	-80.00	12,850.00	Preferred	
9314		08200218	ROPE ACCESS TECHNICIANS	4,500.00	4,500.00	0.00	4,500.00	None	
9314		08200233	SILVIOS ELECTRICAL PTY LTD	800.00	800.00	0.00	0.00	None	

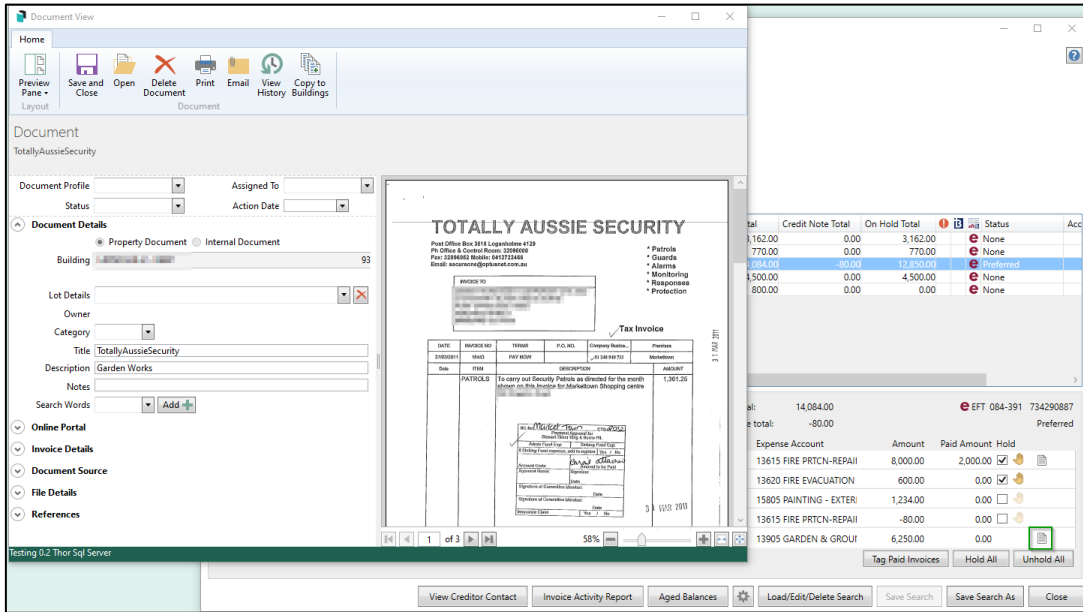
Below the table, a detailed view for creditor 9314 - KEEP (08200022 ALLIANCE PLUMBING) is shown, including a summary of Balance (14,004.00), Invoice total (14,084.00), and Credit Note total (-80.00). A table of invoices follows with columns for Invoice Number, Date, Work Order, Hub, BPAY CRN, Reference, Description, Expense Account, Amount, Paid Amount, and Hold.

Invoice Number	Date	Work Order	Hub	BPAY CRN	Reference	Description	Expense Account	Amount	Paid Amount	Hold
3457efdgkfggh-345	01/09/2023		Approved		D0000004	Renee Test	13615 FIRE PRTCN-REPAI	8,000.00	2,000.00	<input checked="" type="checkbox"/>
8599GHGVUIF	01/09/2023				D0000018	Fire Evacuation Plan	13620 FIRE EVACUATION	600.00	0.00	<input checked="" type="checkbox"/>
324gGSG334	01/09/2023				D0000019	Repair Outside Pipes	15805 PAINTING - EXTERI	1,234.00	0.00	<input type="checkbox"/>
CN899382376	01/09/2023				D0000020	Refund Holding Bond	13615 FIRE PRTCN-REPAI	-80.00	0.00	<input type="checkbox"/>
0934905676	01/10/2023		Uploaded		D0000021	Garden Works	13905 GARDEN & GROUI	6,250.00	0.00	<input type="checkbox"/>

## 2.5 Individual Invoice Information


All available Invoices will report for the selected creditor and quickly advise the user that status of each invoice available.

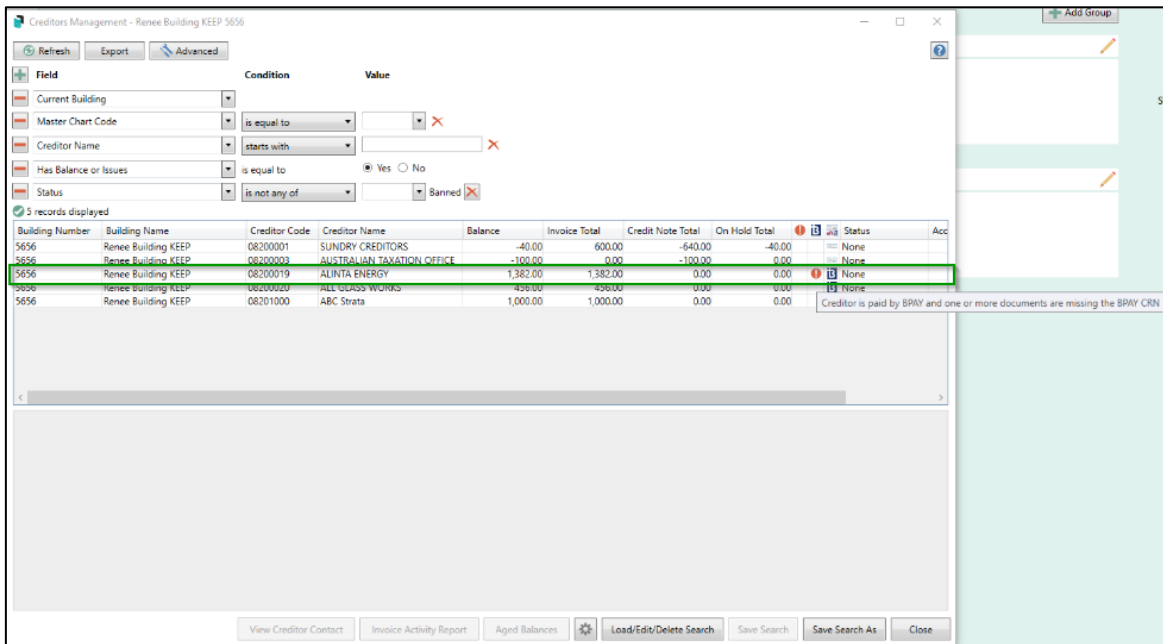
- Amount – Total amount of the Invoice
- Paid Amount – what has already been paid
- Hold – This Hold Flag replaces Payments withheld. The Tick box can be simply ticked or unticked unless the Invoice is uploaded to the Invoice hub waiting for approval
- If an Invoice Document is attached, it will show a Document Icon  that will open the DocMax View window if selected.



## 2.6 BPAY CRN Missing Alert


The Creditor Management module will alert users to potential issues with BPAY, and CRN Numbers associated with a creditor and invoices. This information is displayed in the top grid of the search results.

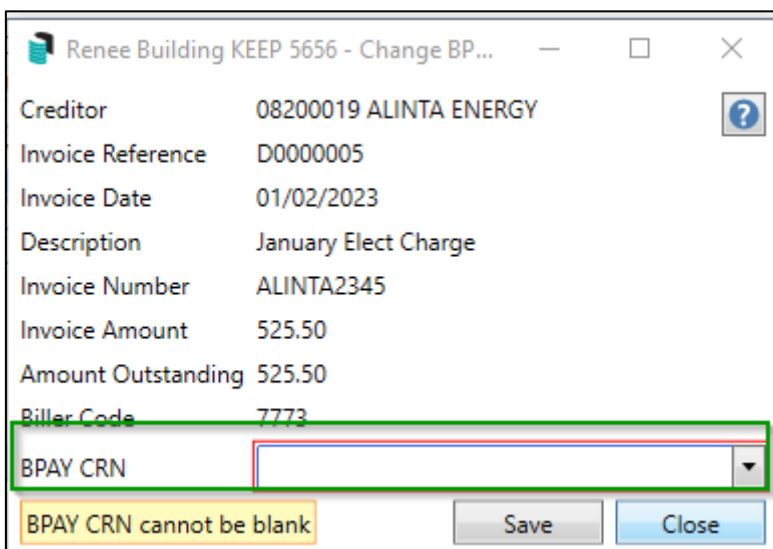
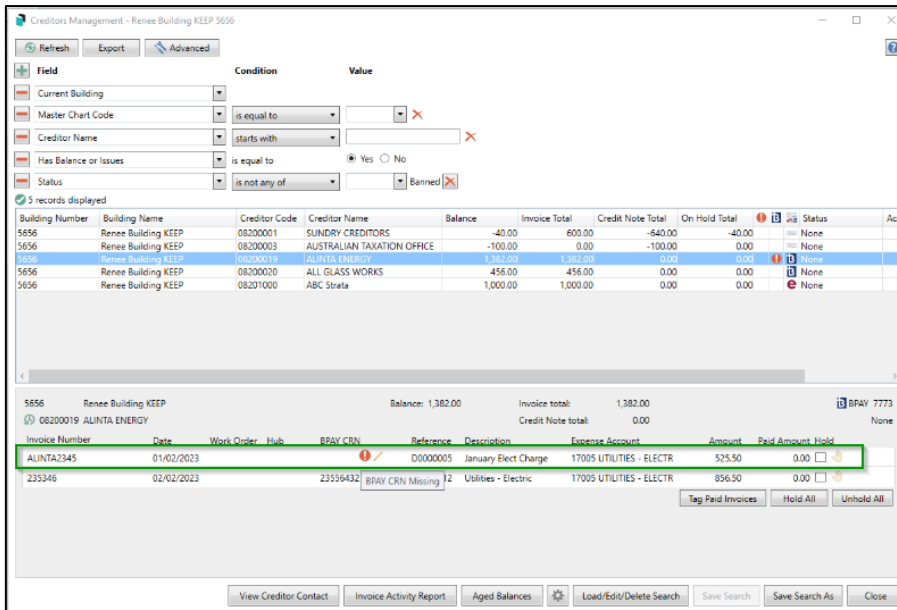
If there is an issue with a missing BPAY and CRN, a notification will be clearly visible on the top grid next to the creditor record indicated with a .



## 2.7 Reviewing the BPAY CRN details

Highlight the creditor that may have the warning alert, you will find further details for each invoice in the reporting section at the bottom of the Creditor Management screen search. This additional information is part of the improvements designed to enhance the precision and accuracy of the payment process.

As you can see from the example showing below, the BPAY CRN is missing, and users can click the  to enter the details or select from the dropdown to correct the issue prior to the Payment being advanced to pay.



## 2.8 Tag Paid Invoices, Hold All and Unhold All

Users can now use the Creditor Management’s new feature to conveniently place all invoices on hold with a single button click or release them collectively without selecting individual line items. This replaces the old process ‘Payments withheld’

Additionally, a ‘Tag Paid Invoices’ function has been added allowing users to easily mark invoices as paid when corresponding Credit Note for example is entered.

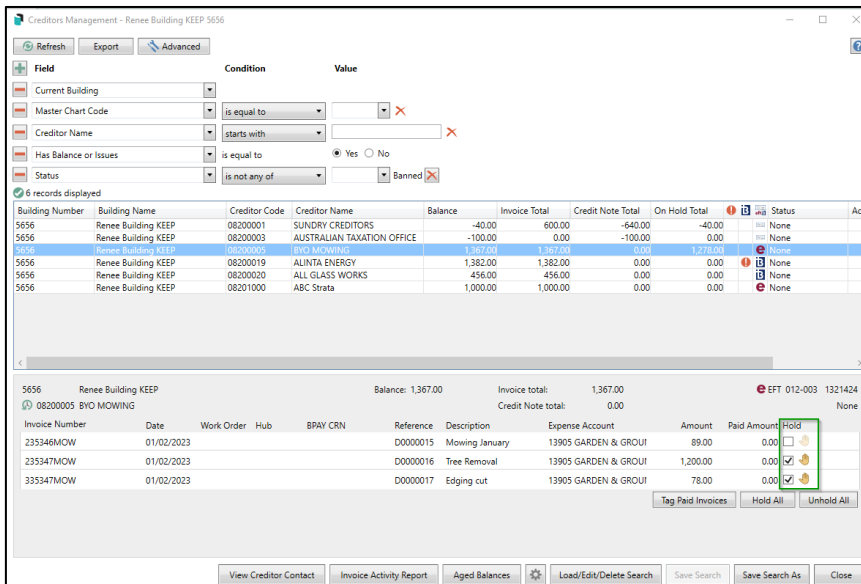
## 2.9 Moving Invoices to On Hold or Off Hold

Unless invoices are on the Invoice Hub for approval users can go into Creditor Management, select a creditor record, and review all Invoices that are available to pay.

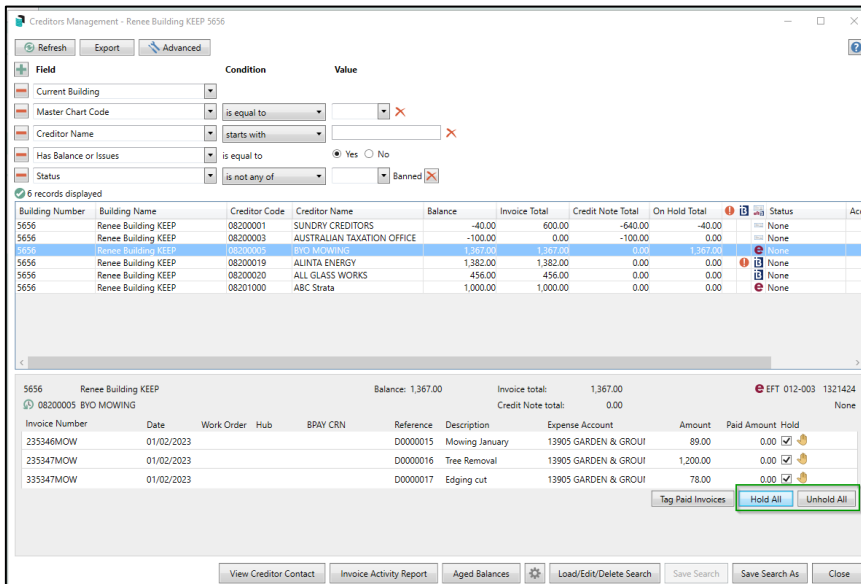
Once the Invoices appear for the selected creditor there will be a hold flag that will either be ticked to be ‘On Hold’ or unticked ‘Ok to Pay.’

To set manually to Hold or Unhold, simply click on the tick or untick the box.

**Please Note:** If an Invoice is set to ‘not ok to pay’ via Creditor Invoice, DocMax or TaskMax the On-hold option will be automatically ticked.



If you need all invoices for this particular Creditor in the building to be on hold or off hold, click on the ‘Hold All’ and Unhold All’ to collectively set the status.

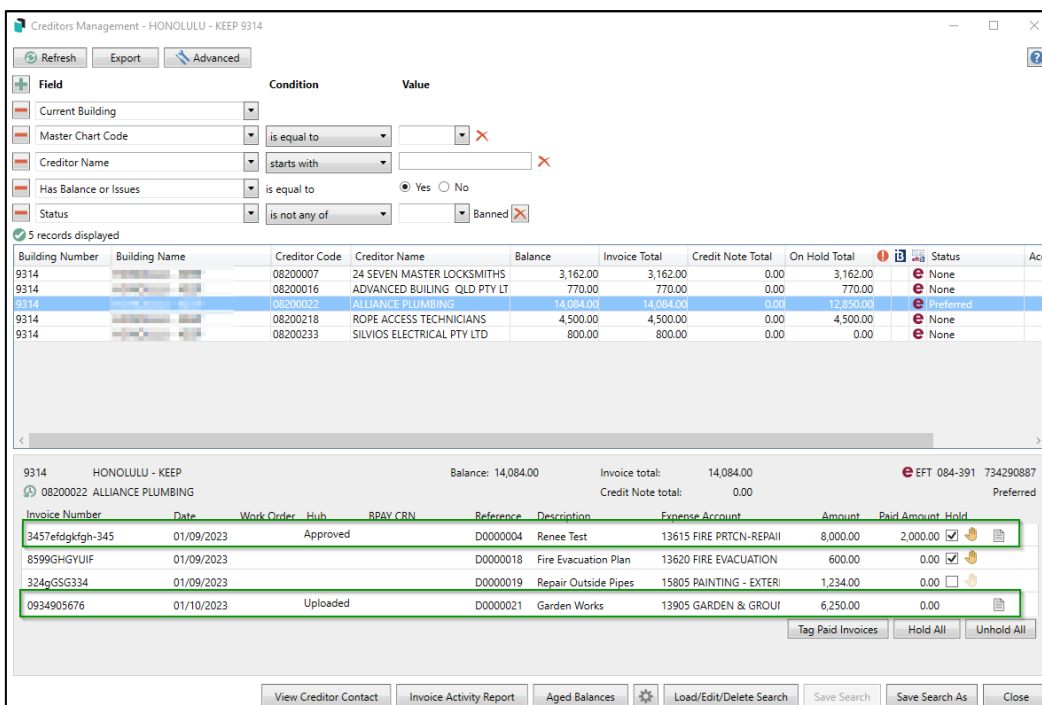


## 2.10 On-Hold Invoices waiting for Invoice Hub Approval

If an Invoice is uploaded to the Invoice Hub for approval the user will not be able to change the On-Hold option until the Invoice has been approved via the Invoice Hub.

Creditor Management will advise the user that an Invoice is on hold and uploaded or approved on the Hub. If the status is uploaded, then the 'On Hold' option will not be available. If the invoice has been approved on the Hub, then the status will show as Approved, and the On-Hold option can be unticked to pay the invoice.

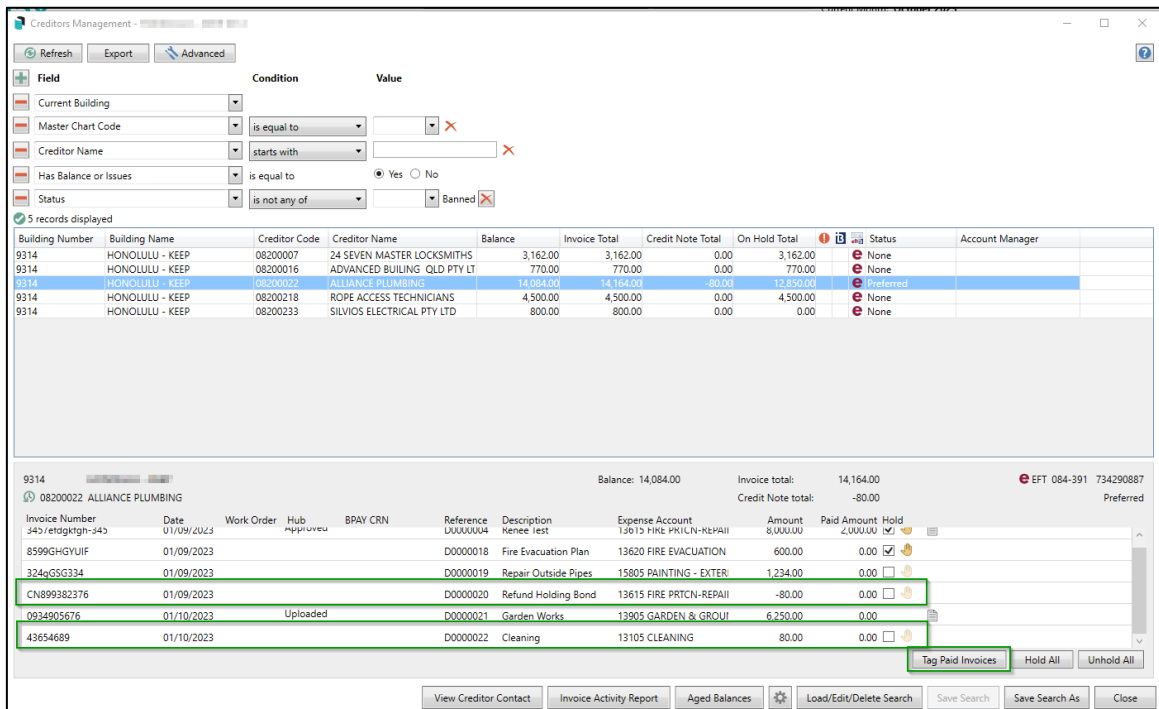
**Please Note** – If the invoice is approved the On-Hold tick box will still appear ticked until unticked manually.



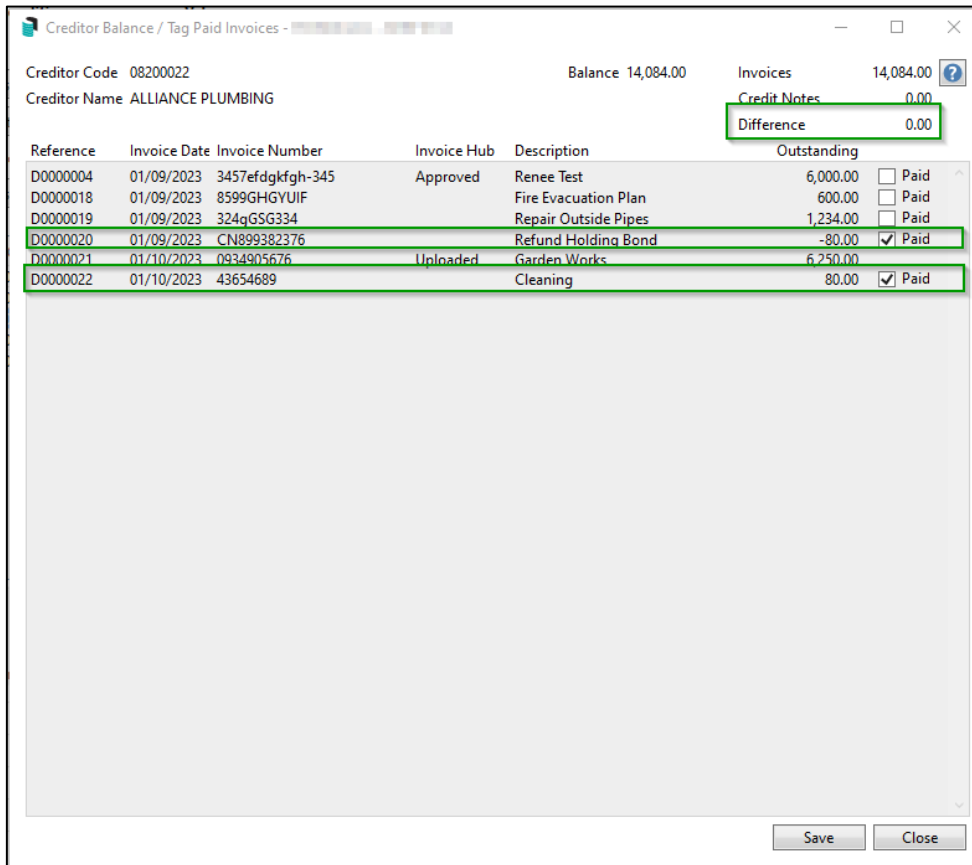
## 2.11 Tagging Paid Invoices

If you have an Invoice that is on hold and not paid that matches a credit note entered it can now easily be Tag as Paid by following the below example:

1. Navigate to Creditor Management
2. Search for the Creditor information that you require
3. Highlight the Creditor Entry you wish to view
4. All Invoice details will show on the bottom section of the Grid



5. Untag the invoice that could be on hold to match the credit note
6. Click Tag Paid Invoices
7. All Available Unpaid Creditor Invoices for the selected Creditor will appear
8. Tag the Credit Note and Invoice off (must equal 0.00)



9. Click 'Save'

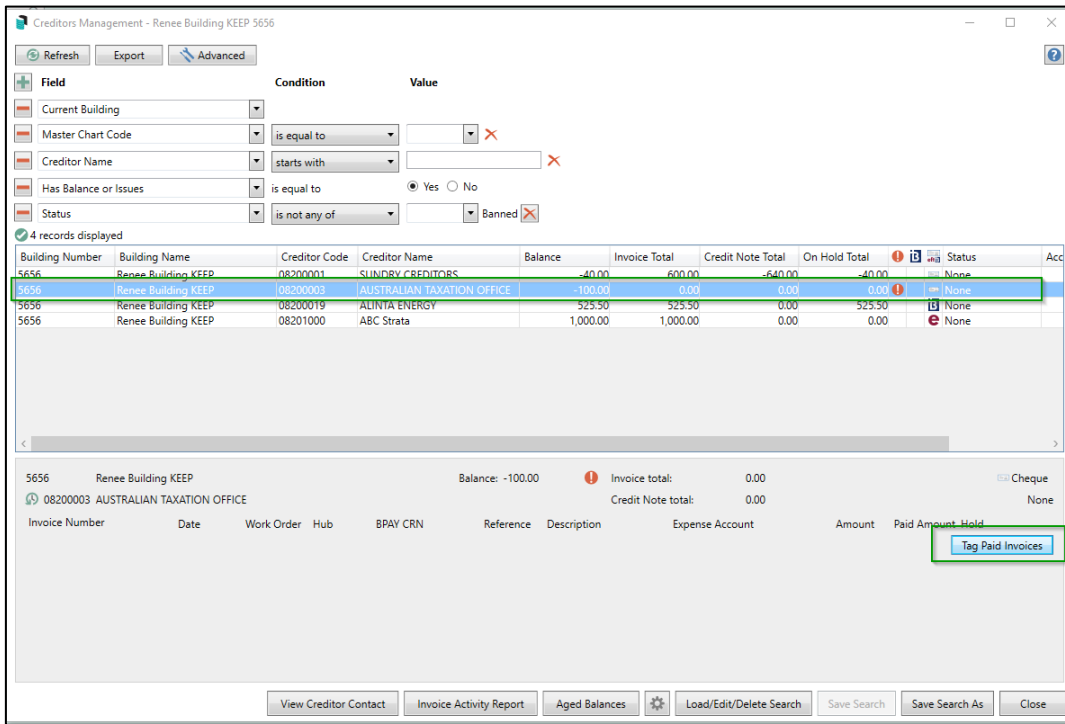
Both the invoice and credit note will now be marked as Paid and will no longer appear in any unpaid searches.

## 2.12 Tag Paid Invoice – New Tool to Create an Invoice

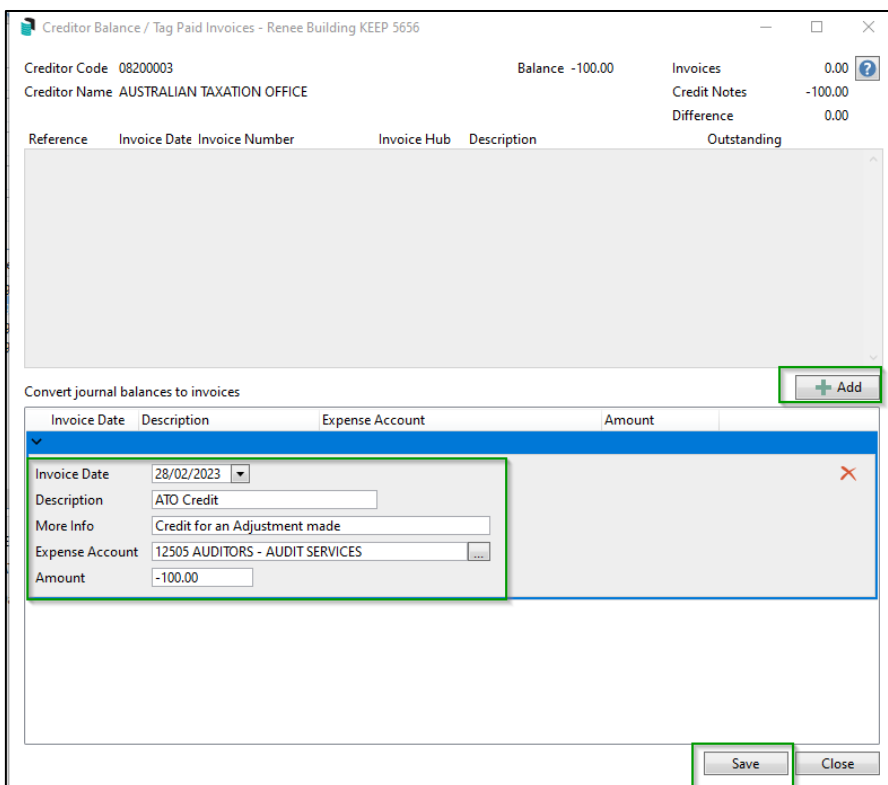
Users can now use Tag Paid invoice to correct Balances that have been journalled to creditors, this tool will allow users to convert a Journal to a creditor to an Invoice.

**Important Note** – Users can no longer journal to a creditor code in the current year. However, Prepaids and Accruals can still be entered via the prior year.

1. Navigate to Creditor Management
2. Search for the Creditor information that you require
3. Highlight the Creditor Entry you wish to view – in the below example there is a Balance of \$-40.00 but no Invoices entered

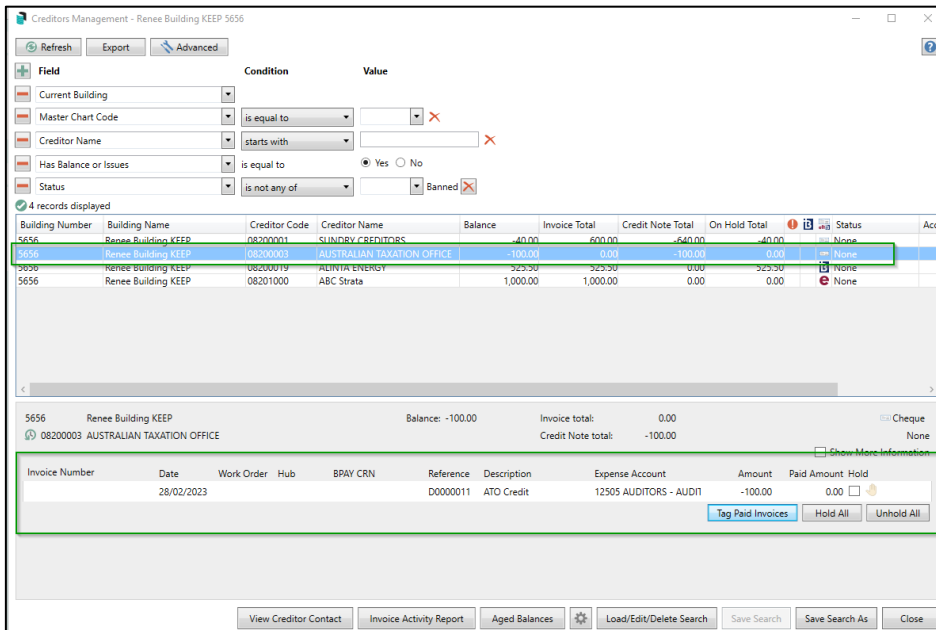


4. Click on Tag Paid Invoices
5. Convert Journal balances to invoices is available
6. Click Add
7. Enter the details into the fields for the Invoice to be created



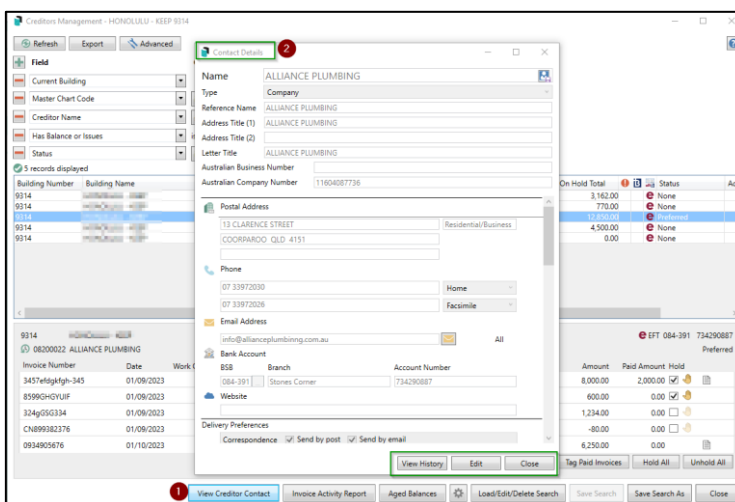


8. Click 'Save'
9. The form will close, and the invoice will now appear in Creditor Management to view.



### 2.13 View Creditor Contact

Within the Creditor Management screen, users can retrieve specific Creditor Contact information. By clicking on 'View Creditor Contact,' the Contact Details form will appear, users can review contact details, access the contact history, and make edits as needed.



## 2.14 Invoice Activity Report

Selecting the Invoice Activity Report the system will use the Report Distribution module, presenting a comprehensive overview of all invoice activities pertaining to the chosen building/s.

The screenshot shows the 'Creditors Management' window with the following search filters:

- Field: Current Building
- Field: Master Chart Code, Condition: is equal to
- Field: Creditor Name, Condition: starts with
- Field: Has Balance or Issues, Condition: is equal to, Value: Yes (selected)
- Field: Status, Condition: is not any of, Value: Banned

5 records displayed

Building Number	Building Name	Creditor Code	Creditor Name	Balance	Invoice Total	Credit Note Total	On Hold Total	Status
9314		08200007	24 SEVEN MASTER LOCKSMITHS	3,162.00	3,162.00	0.00	3,162.00	None
9314		08200016	ADVANCED BUILDING QLD PTY LT	770.00	770.00	0.00	770.00	None
9314		08200022	ALLIANCE PLUMBING	14,004.00	14,084.00	-80.00	12,850.00	Preferred
9314		08200218	ROPE ACCESS TECHNICIANS	4,500.00	4,500.00	0.00	4,500.00	None
9314		08200233	SILVIOS ELECTRICAL PTY LTD	800.00	800.00	0.00	0.00	None

Summary for 9314: Balance: 14,004.00, Invoice total: 14,084.00, Credit Note total: -80.00

Selected record: 08200022 ALLIANCE PLUMBING

Invoice Number	Date	Work Order	Hub	BPAY CRN	Reference	Description	Expense Account	Amount	Paid Amount	Hold
3457efdgkfggh-345	01/09/2023	Approved			D0000004	Renee Test	13615 FIRE PRTCEN-REPAI	8,000.00	2,000.00	<input checked="" type="checkbox"/>
8599GHGYUIF	01/09/2023				D0000018	Fire Evacuation Plan	13620 FIRE EVACUATION	600.00	0.00	<input checked="" type="checkbox"/>
324gGSG334	01/09/2023				D0000019	Repair Outside Pipes	15805 PAINTING - EXTERI	1,234.00	0.00	<input type="checkbox"/>
CN899382376	01/09/2023				D0000020	Refund Holding Bond	13615 FIRE PRTCEN-REPAI	-80.00	0.00	<input type="checkbox"/>
0934905676	01/10/2023	Uploaded			D0000021	Garden Works	13905 GARDEN & GROU	6,250.00	0.00	<input type="checkbox"/>

Buttons at the bottom: View Creditor Contact, Invoice Activity Report (highlighted), Aged Balances, Load/Edit/Delete Search, Save Search, Save Search As, Close.


Page 1

### Invoice Activity Report

01/10/2023 to 31/10/2023

**BUILDING FORMAT PLAN NO. 5898**

Date	Creditor A/c	Creditor Name	Amount	Expense A/c	Expense Name	Details	Ref Num	Invoice No	Paid?
<b>Invoices Processed and On Hold</b>									
01/10/2023	08200016	Advanced Building Qld Pty Ltd	770.00	12900	Building Repairs	Renee Test Cred INV	D0000014	3456457	On Hold
01/10/2023	08200022	Alliance Plumbing	6,250.00	13905	Garden & Grounds	Garden Works	D0000021	0934905676	On Hold
10/10/2023	08200218	Rope Access Technicians	4,500.00	13615	Fire Prcen-Repairs & Servicing	RENEE TEST DOC	D0000017	458746	On Hold
<b>Total Processed and On Hold</b>			<b>11,520.00</b>						
<b>Invoices Processed and Paid</b>									
01/10/2023	08201001	Renee Creditor	523.00	14310	Insurance - Premium	Insurance - Premium	D0000006	6568	Paid
01/10/2023	08201001	Renee Creditor	60.00	14805	Lift Maintenance	Lift Maintenance	D0000007	45467	Paid
01/10/2023	08200022	Alliance Plumbing	500.00	12105	Accounting	Accounting	D0000009	4235647	Paid
01/10/2023	08200134	Gutter Knight	9,000.00	13630	Fire Annual Audit & Inspection	Fire Annual Audit &	D0000010	345678769	Paid
01/10/2023	08200188	Pane Fully Clear Windows	2,000.00	13620	Fire Evacuation Plan	Renee Test 1	D0000011	254568680	Paid
01/10/2023	08200188	Pane Fully Clear Windows	1,652.00	12900	Building Repairs	Renee Test 2	D0000012	45457579	Paid
01/10/2023	08200188	Pane Fully Clear Windows	500.00	13905	Garden & Grounds	Renee Test 3	D0000013	464457690	Paid
15/10/2023	08201002	Renee Test Creditor	600.00	13405	Electrical Repairs	Electrical Repairs	D0000008	3544578	Paid
<b>Total Processed and Paid</b>			<b>14,835.00</b>						
<b>Invoices Processed and Unpaid</b>									
01/10/2023	08200233	Silvios Electrical Pty Ltd	800.00	13630	Fire Annual Audit & Inspection	Renee Test TASK 1	D0000016	58678	Unpaid
<b>Total Processed and Unpaid</b>			<b>800.00</b>						

**Please Note:** Configuration for Invoice Days for Invoice Activity Report for StrataMax Website is available using the  icon. Invoice Days for Invoice Activity can be set here (This is a global setting that will affect all users)

## 2.15 Aged Balance

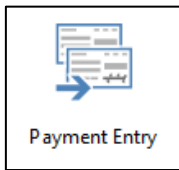
Aged Balances report can be accessed via the Creditor Management screen. This report will report all aged balances for the Month End.

Page 1		Creditor Aged Balances Report aged to 28/2/2023						28 Feb 2024	
A/c No	Name	Telephone	Balance	Current	30 Days	60 Days	90 Days	90+ Days	Last Activity
08200007	24 Seven Master Locksmiths Qld	1300 005575	3,162.00	3,162.00	0.00	0.00	0.00	0.00	01/09/23
08200016	Advanced Building Qld Pty Ltd	1300 878687	770.00	770.00	0.00	0.00	0.00	0.00	01/10/23
08200022	Alliance Plumbing	07 33972030	14,004.00	14,004.00	0.00	0.00	0.00	0.00	01/10/23
08200218	Rope Access Technicians	1300 297673	4,500.00	4,500.00	0.00	0.00	0.00	0.00	10/10/23
08200233	Silvios Electrical Pty Ltd	07 33533288	800.00	800.00	0.00	0.00	0.00	0.00	01/10/23
Page Totals:			23236.00	23236.00	0.00	0.00	0.00	0.00	
Report Totals:			23236.00	23236.00	0.00	0.00	0.00	0.00	

Be sure to review our new Creditor Management article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/creditors-management>

### 3. Payment Entry Enhancements




#### 3.1 Paying a Debtor Ad-Hoc (not a creditor) via EFT or BPAY

Enhancements have been made to enhance Payment Entry to allow users to refund or reimburse a Debtor or Expense code and enter BSB and Account Numbers or, BPAY details manually. The debtor no longer has to have the BSB, and account number set up to create a refund.

#### 3.2 Reimbursement selecting an Expense Code

Payment Entry will allow the user to select an expense code and enter the Name of the person being reimbursed manually. See details below

1. Navigate to Payment Entry
2. Select an Expense Code
3. Enter the Name of recipient
4. Enter the Address of the recipient
5. Select a Document if one needs to be selected
6. Enter an email address manually to email the remittance by clicking the 
7. Click Add Reimbursement
8. Select the Account
9. Enter Description, Invoice Number and Amount
10. Click on Save

Renee Building KEEP 5656 - Payment Entry

Account: 13105 CLEANING Date: 01/02/2023 Select Document Bank Balance: 820.00

Contact: Amount: 1,500.80

Name: Renee Thomas ABN:

Address: 56 Seaview2 Cresent  
RUNAWAY BAY QLD 4296

Pay by EFT  
BSB: 184-446 Account Number: 25698466

Do not email remittance advice  
 Email to other email address: reneethomas@bigpond.com

Pay by BPAY  
Bill Code: CRN:

External direct debit, periodic payment, internet transfer  
 Pay by Cheque  
 Cheque book  
Reference: 000001  
 Pay Immediately

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
Account: 13105 CLEANING		Date: 01/02/2023	Description: Cleaning Costs Reimb	Invoice No.:	Amount: 1,500.80	Fund: ADMINISTRATIVE FUND
			Invoice Number: REM7348459			

Notes (not printed on Remittance Advice) Remittance Advice Notes (printed on Remittance Advice)

Add Reimbursement Clear Save Close

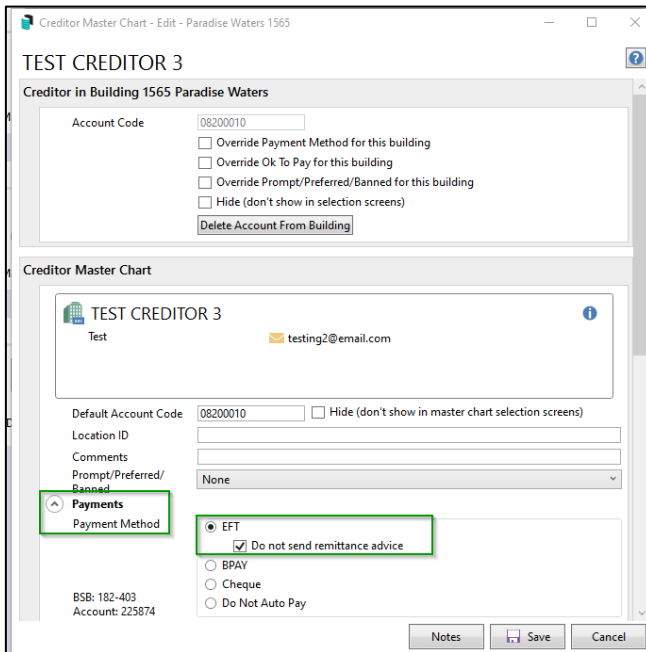
### 3.3 Reimbursing/Refunding an Owner

Payment Entry will allow users to select an Owner and Enter BSB and Account number and BPAY details manually to pay a one-off payment.

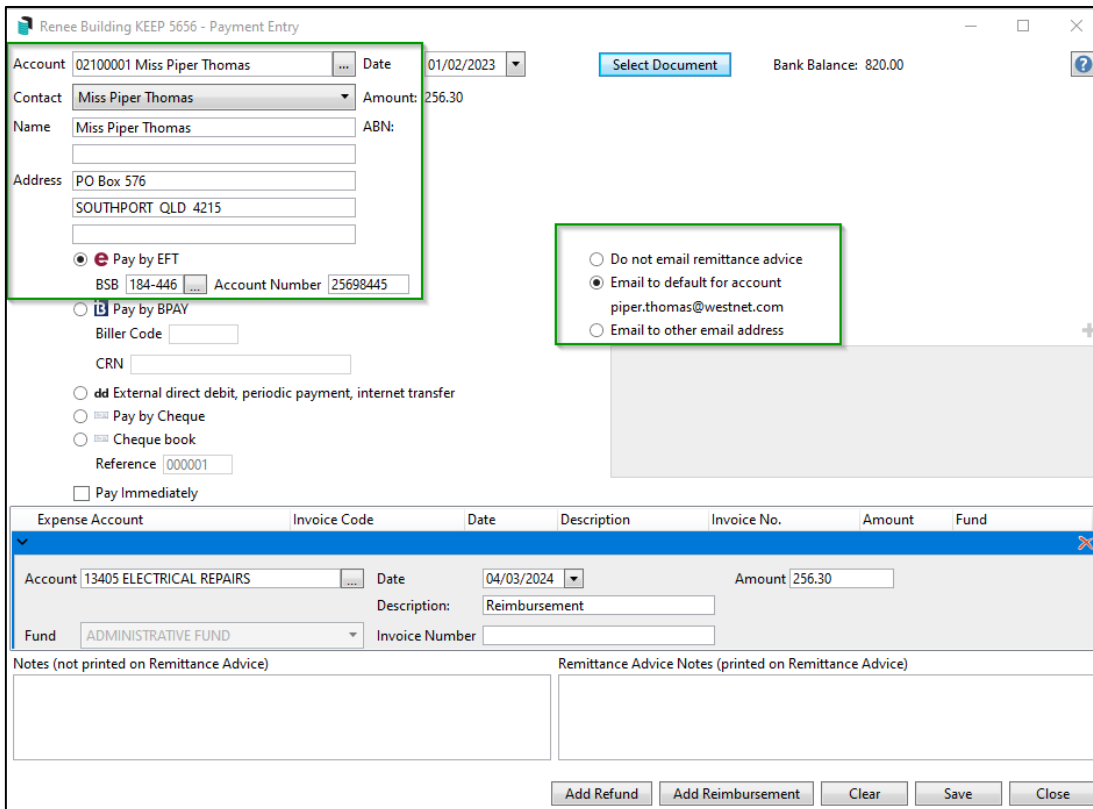
**Please Note** – If the owner contact is set up with a BSB and Account number in the Owner contact this will automatically be populated but if the user has permissions the EFT details can be changed in Payment Entry. To pay an Owner follow the below steps.

1. Navigate to Payment Entry
2. Select an Owners account (021xxxxxx)
3. The Address will be populated from the Roll Contact
4. Select Payment Type
5. Selecting EFT or BPAY users if they have permissions can enter a BSB and Account number or BPAY Details
6. Email will be populated automatically from the Roll Contact (Email to other email address can be selected)

**Please Note** – If the Creditor contact selected in Payment Entry has the setting set to 'Do not send remittance advice' this will automatically populate to not send in Payment Entry



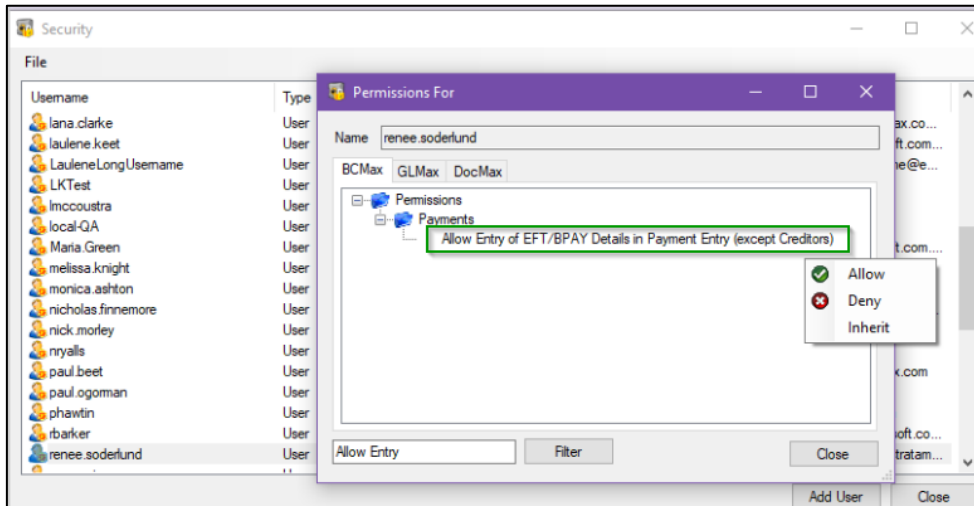
7. Click Add Reimbursement
8. Select the Account
9. Enter Description, Invoice Number and Amount
10. Click on Save



**Important Note** – When a Creditor is selected the 'Pay by EFT' is populated from the Creditor and cannot be manually changed.

### 3.4 Security – Allow Entry of EFT/BPAY Details Except Creditors)

Users must have permissions set to 'Allow' for 'Allowing Entry of EFT/BPAY Details in Payment Entry (except Creditors)' to be able to enter and change details.



### 3.5 Remittance Advice – Internal and External Notes

Internal and External notes can be added to a Remittance Advice in the Payment Entry Screen or Payments Management.

External notes and Internal Notes are saved against the payment and can be reviewed or edited in the Payments Management screen.

### 3.6 Remittance Advice Notes (Printed on Remittance Advice)

Navigate to Payment Entry and select a Creditor/Debtor. Scroll to bottom section of screen. Enter the Remittance Advice Notes and click on save.

Renee Building KEEP 5656 - Payment Entry

Account: 02100001 Miss Piper Thomas Date: 01/02/2023 Bank Balance: 820.00

Contact: Miss Piper Thomas Amount: 500.00

Name: Miss Piper Thomas ABN:

Address: PO Box 576  
SOUTHPORT QLD 4215

Pay by EFT  
 BSB: 184-446 Account Number: 198598549  
 Do not email remittance advice  
 Email to default for account: piper.thomas@westnet.com  
 Email to other email address:

Pay by BPAY  
 Biller Code: CRN:  
 dd External direct debit, periodic payment, internet transfer  
 Pay by Cheque  
 Cheque book  
 Reference: 000001  
 Pay Immediately

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
Account: 13405 ELECTRICAL REPAIRS	Date: 01/02/2023	Amount: 500.00	Description: Reimbursement	Invoice Number: 568345		Fund: ADMINISTRATIVE FUND

Notes (not printed on Remittance Advice):

Remittance Advice Notes (printed on Remittance Advice):  
Part Payment of 50% of Electrical work

Buttons: Add Refund, Add Reimbursement, Clear, Save, Close

The external note will appear on the Remittance Advice when emailed or printed.

Body Corporate Manager Pty Ltd

188 Gold Coast Highway, Southport QLD 4215  
P.O. Box 7139, Gold Coast Mail Centre, Southport QLD 4215  
Telephone: (07) 5572 2706 Fax: (07) 5576 5125 Mobile: 0488 732 982

**Remittance Advice**  
**Renee Building Keep B.U.P. 5656**

Miss Piper Thomas PO Box 576 SOUTHPORT QLD 4215	Date 05 March 2024 Reference No F0000007 Amount \$500.00 Account No 02100001
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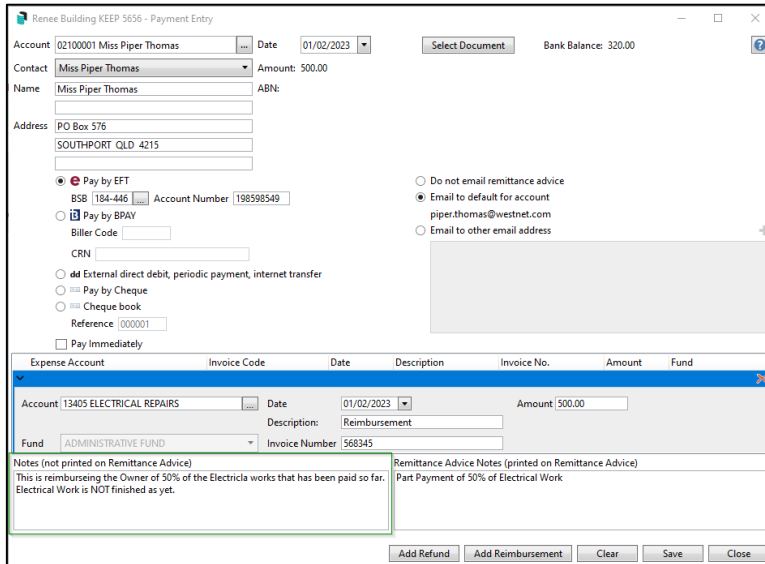
Date	Details	Invoice Reference	Amount
01/02/2023	Reimbursement	568345	\$500.00
	Part Payment of 50% of Electrical work		

**Electronic Funds Transfer Advice**  
Please note that transfer of funds may require up to two working days  
Payment Method: EFT Account: 184-446 198598549 Reference: 02100001 - 000007



### 3.7 Remittance Advice Notes Internal

Navigate to Payment Entry, select a Creditor/Debtor. Scroll to bottom section of screen. Enter Internal notes for a payment to be available to read internally only. This will not appear on the Remittance Advice that is emailed or mailed out.




Be sure to review our new Payment Entry article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/payment-entry>

## 4. Payments Management



### 4.1 Viewing and/or Editing Internal and External Notes

To view or edit a note navigate to Payments Management module. Search for the invoice that you wish to view the notes for, there will be a  icon. If there are no notes for the item, the user will still see the pencil icon which will allow the user to enter a new Remittance Advice and Internal notes.

Any Payment that has notes entered against the payment will be highlight with a



Payments Management

Building: Renee Building KEEP 5656  
 Creditor:   
 Date Range: All Available  
 Filter:   
 Amount: to   
 Cheques  Not Printed  
 EFTs  Not Presented  
 Any  Not Presented  
 Export   
 Auto Show Document

Building	Name	Date	Creditor	Name	Amount	Reference	Status	Payment
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	900.00	F0000006		7
5656	Renee Building KEEP	28/02/2023	08200005	BYO Mowing	800.00	F0000005		0
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	500.00	F0000004		0
5656	Renee Building KEEP	28/02/2023	08200006	DIY Pools	5,500.00	F0000003		0
5656	Renee Building KEEP	17/02/2023	08200019	ALINTA ENERGY	980.00	F0000001		7
5656	Renee Building KEEP	02/02/2023	08200006	DIY Pools	500.00	F0000002		0
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F0000008		1
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F0000007		1

Count: 8

\$500.00  
 02100001 - Miss Piper Thomas  
 F0000007

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
568345	01/02/2023	500.00	500.00	Reimbursement	13405 ELECTRICAL REP

01/02/2023  
 Notes  
 Remittance

Print Reverse

When clicking on the a new form will appear and both Remittance Advice and Internal notes can be viewed, edited or a new note added and saved.

Payments Management

Building: Renee Building KEEP 5656  
 Creditor:   
 Date Range: All Available  
 Filter:   
 Amount: to   
 Cheques  Not Printed  
 EFTs  Not Presented  
 Any  Not Presented  
 Export   
 Auto Show Document

Building	Name	Date	Creditor	Name	Amount	Reference	Status	Payment
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	900.00	F0000006		7
5656	Renee Building KEEP	28/02/2023	08200005	BYO Mowing	800.00	F0000005		0
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	500.00	F0000004		0
5656	Renee Building KEEP	28/02/2023	08200006	DIY Pools	5,500.00	F0000003		0
5656	Renee Building KEEP	17/02/2023	08200019	ALINTA ENERGY	980.00	F0000001		7
5656	Renee Building KEEP	02/02/2023	08200006	DIY Pools	500.00	F0000002		0
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F0000008		1
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F0000007		1

Count: 8

\$500.00  
 02100001 - Miss Piper Thomas  
 F0000007

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
568345	01/02/2023	500.00	500.00	Reimbursement	13405 ELECTRICAL REP

01/02/2023  
 Notes  
 Remittance

Print Reverse

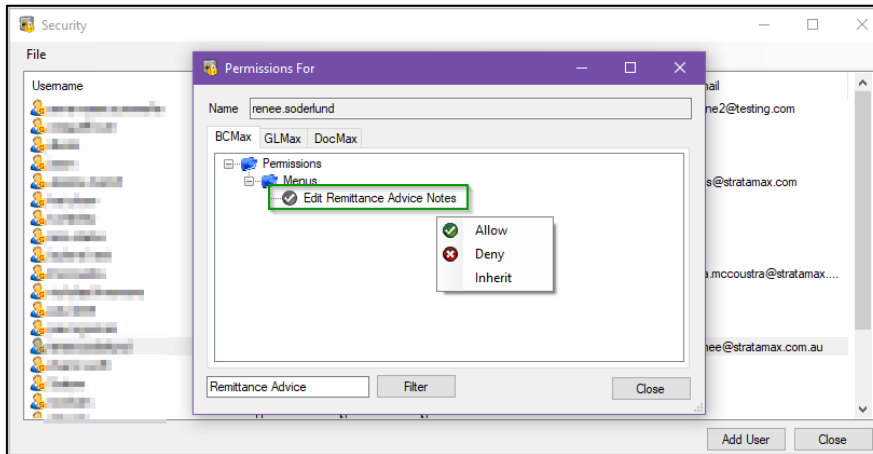
Edit Remittance Advice Notes for F0000007 - Renee Building KEEP 5656

Part Payment of 50% of Electrical work

Save Close

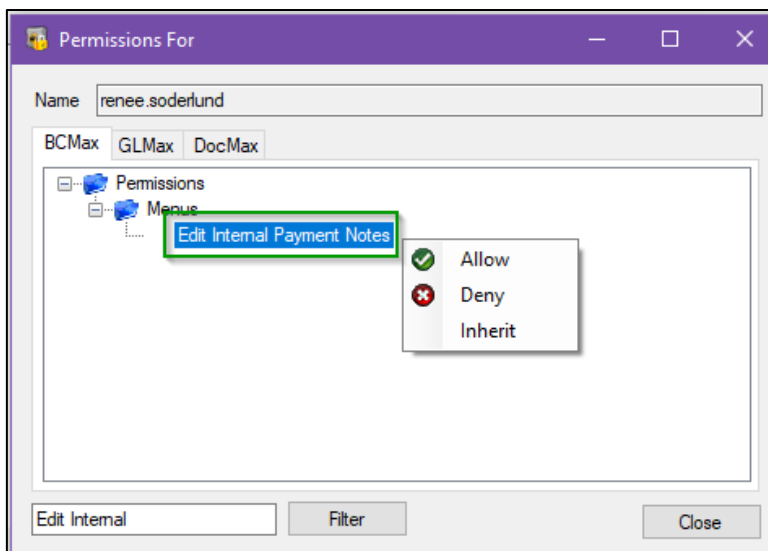
## 4.2 Security – Edit Remittance Advice

Users must have permissions set to 'Allow' for 'Editing Remittance Advice Notes' to be able to edit notes on Remittance Advices.



## 4.3 Security – Editing Internal Release Notes

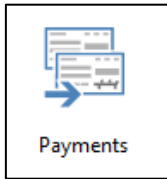
Users must have permissions set to 'Allow' for 'Editing Internal Release Notes' to be able to edit notes on Remittance Advices.



Be sure to review our new Payments Management article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/payments-management>

## 5. Payments – New Electronic Payment option for Processing Payments (replacement for Post and Draw)

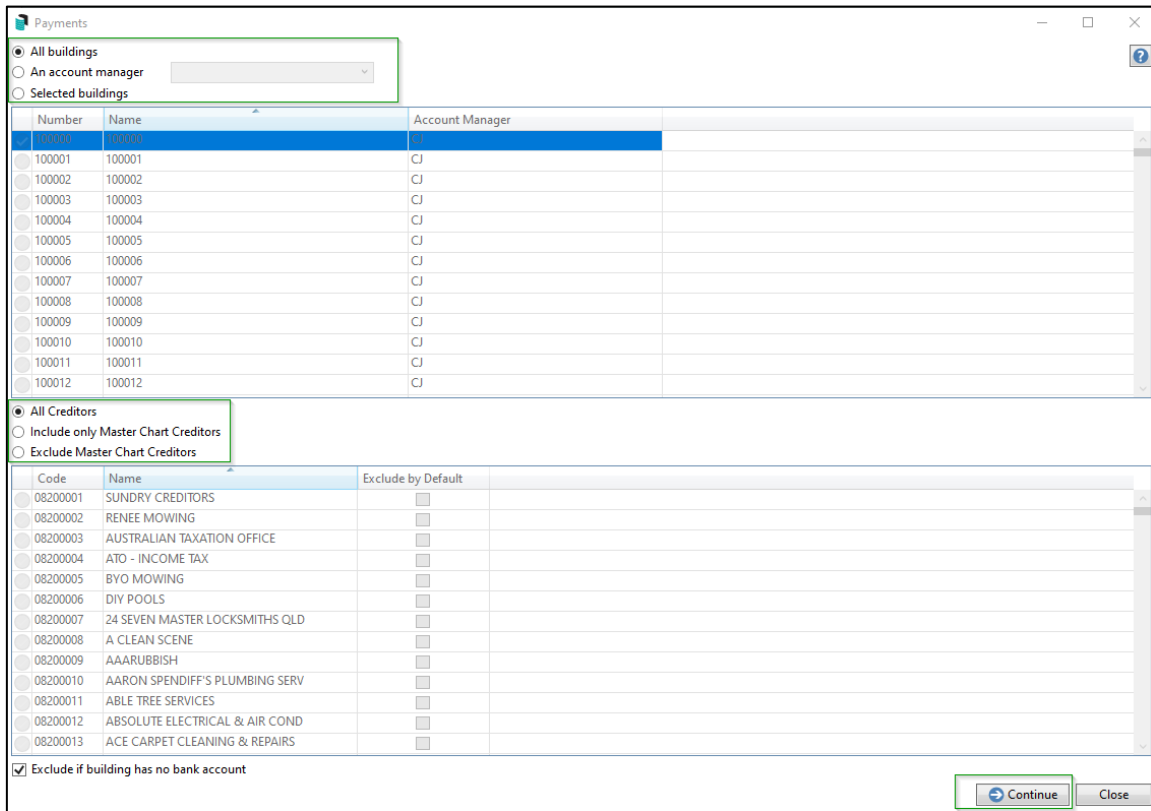


The Payments module is used to draw payments that have been saved in Creditor Invoices and Payment Entry menus facilitating the creation of EFT and BPAY Payments. This new module offers a detailed overview of unpaid invoices and provides tools for effective payment management, including actions like marking invoices on or off hold, making part payments prior to the uploading the payments to the bank via EFT Manager module.

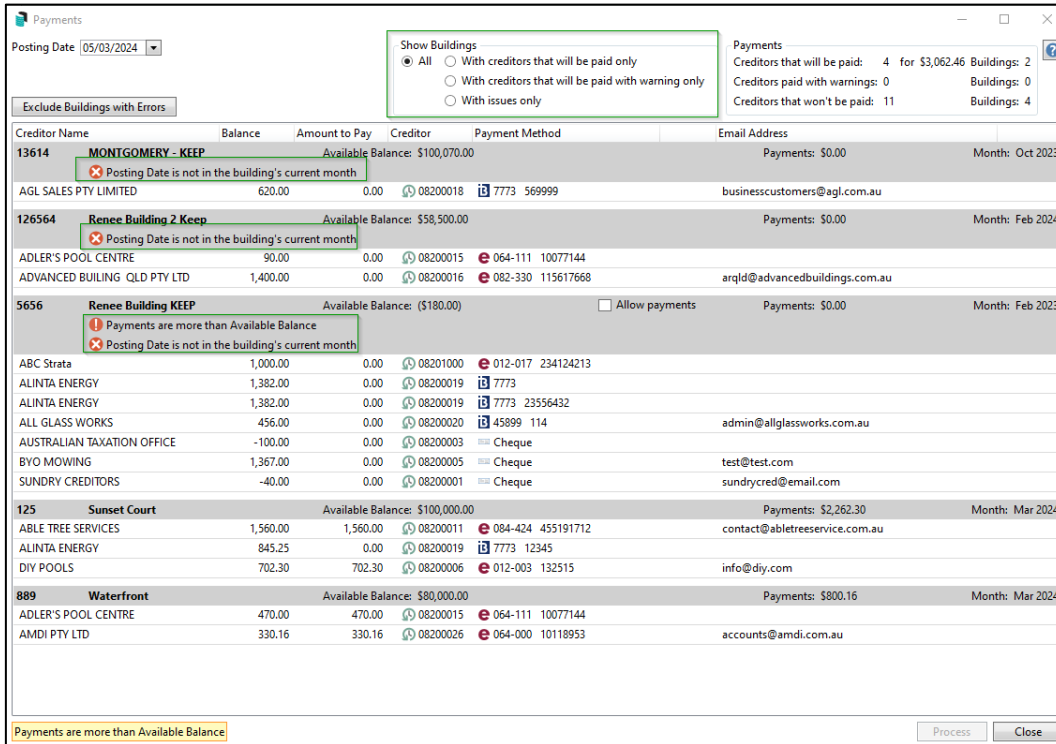
### 5.1 Processing Payments

The Payment menu provides selection criteria to manage payments to draw once invoices have been created usually via Creditor Invoices, Payment Entry, Management Fees/Recoveries or TaskMax. All buildings and all creditors can be selected, or a subset for example a particular Account Manager to create payments. Following the below steps to access this new enhancement.

1. Navigate to 'Payments'
2. Select from building options:
  - All Buildings – To create payments for the full StrataMax portfolio
  - An Account Manager – select an individual Account Manager and the properties they are listed for
  - Selected Buildings – to tag individual or a subset of buildings
3. Select from the Creditors options:
  - All Creditors – Include all creditor accounts global and local with an invoice for payment
  - Include only Master Chart Creditors – will not include local creditors
  - Exclude Master Chart Creditors – Local creditors will be included, plus creditors matching the master Chart that have not been selected below to exclude)
  - Click on Continue

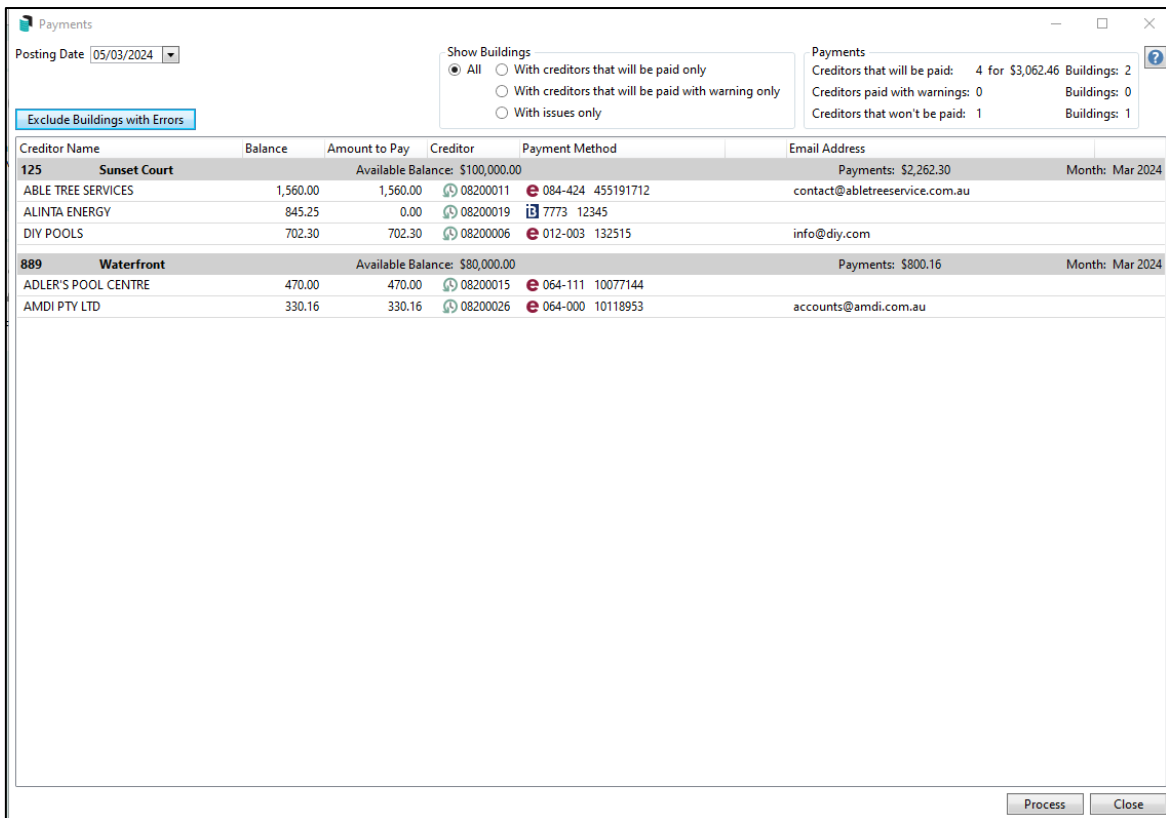


4. Payments form will open and present all available invoices to pay or exclude
5. Click on Show Buildings – All
6. Review any errors and adjust or exclude as required (Alternatively exclude the errors and address them afterwards) see example below before excluding buildings with errors



7. Click 'Exclude Buildings with Errors'

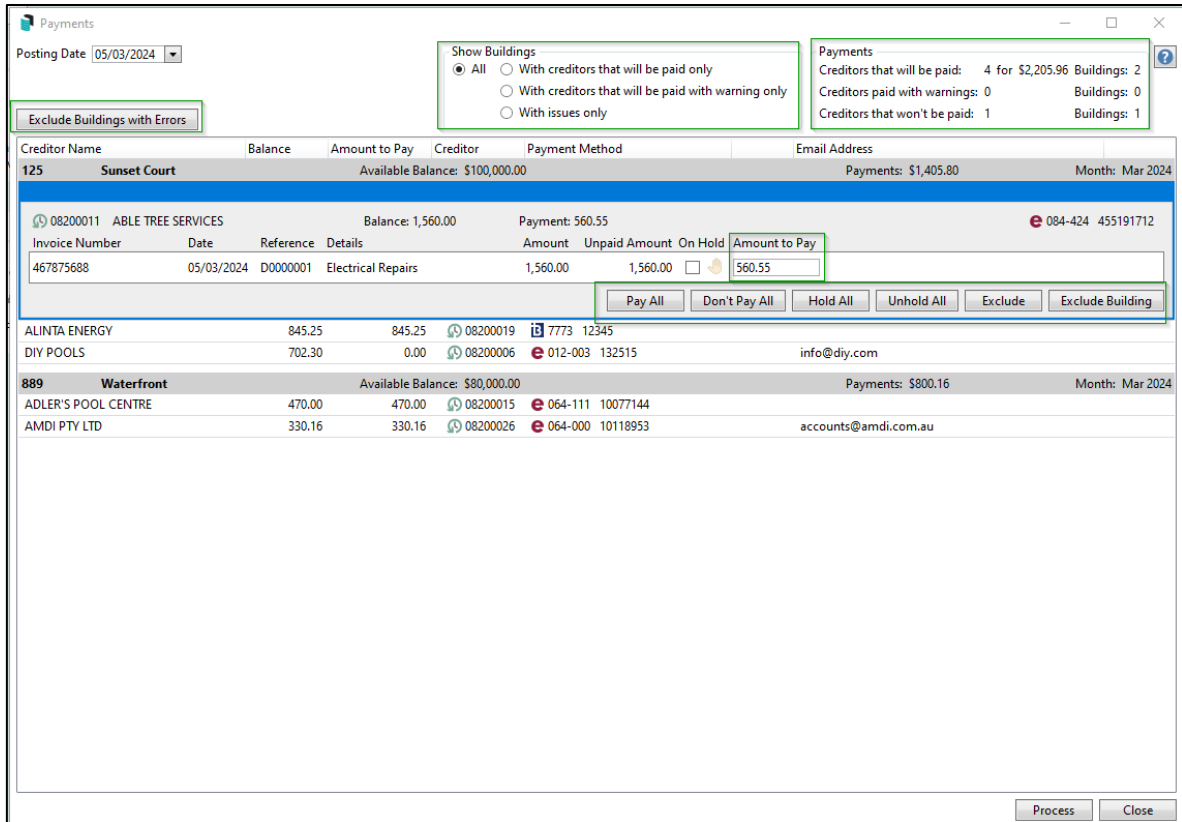
8. All Buildings that have no issues will then be displayed – see example below



9. To view an individual invoice to click on the entry

- 10. Options will appear to allow the user to set as:
  - Pay All – If selected will create a payment for the full unpaid amount, removing any on-hold amounts (unless they are on the Invoice Hub waiting for approval)
  - Do not Pay All – Excludes this creditor from the current payment batch, does not place the creditors Invoice on hold
  - Hold All – Will place all creditor invoices on hold for the selected creditor
  - Unhold All – Removes the On Hold flag for the selected creditor
  - Exclude – If selected will exclude the selected payment from this run. The Invoice will be included in the next run
  - Exclude Building – This option will exclude all invoices for the selected building. These invoices will be included in the next run
- 11. If the full amount of the Invoice is not to be paid, an amount can be manually entered into the Amount to Pay field and the invoice will only pay the part payment entered.
- 12. The Payments section on the form will confirm”
  - Creditors that will be paid and the amount
  - Creditors pay with warnings
  - Creditors that will not be paid
  - Number of Buildings

### Example of Part Payment



### Example of Unhold all for a selected Creditor

The screenshot shows the 'Payments' window with the following details:

- Posting Date: 05/03/2024
- Show Buildings:  All,  With creditors that will be paid only,  With creditors that will be paid with warning only,  With issues only
- Payments summary: Creditors that will be paid: 5 for \$5,227.71 Buildings: 2; Creditors paid with warnings: 0 Buildings: 0; Creditors that won't be paid: 0 Buildings: 0
- Excluded Buildings: Exclude Buildings with Errors
- Creditor 125 **Sunset Court**: Available Balance: \$100,000.00; Payments: \$4,427.55; Month: Mar 2024. Includes ABLE TREE SERVICES and ALINTA ENERGY.
- Creditor 08200006 **DIY POOLS**: Balance: 2,022.30; Payment: 2,022.30; 012-003 132515. Includes invoices 3457459 (Cleaning) and 2356 (Building Repairs). The 'On Hold' column has checkboxes and input fields for 702.30 and 1320.00. The 'Unhold All' button is highlighted.
- Creditor 889 **Waterfront**: Available Balance: \$80,000.00; Payments: \$800.16; Month: Mar 2024. Includes ADLER'S POOL CENTRE and AMDI PTY LTD.
- Buttons: Pay All, Don't Pay All, Hold All, **Unhold All**, Exclude, Exclude Building, Process, Close.

### Example of Hold All for a selected Creditor

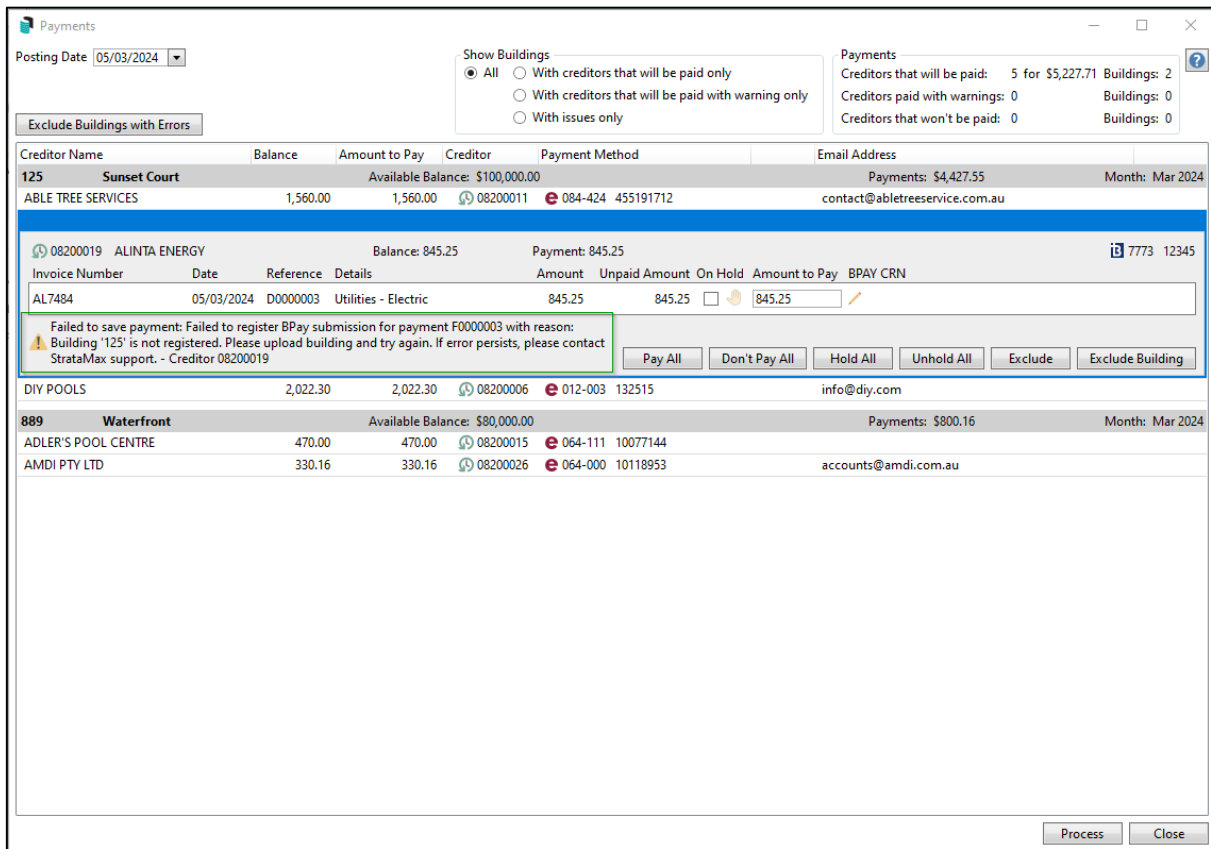
The screenshot shows the 'Payments' window with the following details:

- Posting Date: 05/03/2024
- Show Buildings:  All,  With creditors that will be paid only,  With creditors that will be paid with warning only,  With issues only
- Payments summary: Creditors that will be paid: 4 for \$3,205.41 Buildings: 2; Creditors paid with warnings: 0 Buildings: 0; Creditors that won't be paid: 1 Buildings: 1
- Excluded Buildings: Exclude Buildings with Errors
- Creditor 125 **Sunset Court**: Available Balance: \$100,000.00; Payments: \$2,405.25; Month: Mar 2024. Includes ABLE TREE SERVICES and ALINTA ENERGY.
- Creditor 08200006 **DIY POOLS**: Balance: 2,022.30; Payment: 0.00; 012-003 132515. Includes invoices 3457459 (Cleaning) and 2356 (Building Repairs). The 'On Hold' column has checkboxes and input fields for 0 and 0. The 'Hold All' button is highlighted.
- Creditor 889 **Waterfront**: Available Balance: \$80,000.00; Payments: \$800.16; Month: Mar 2024. Includes ADLER'S POOL CENTRE and AMDI PTY LTD.
- Buttons: Pay All, Don't Pay All, **Hold All**, Unhold All, Exclude, Exclude Building, Process, Close.

- Once the user is happy with the payments that are reported on the Payment screen – Press Process



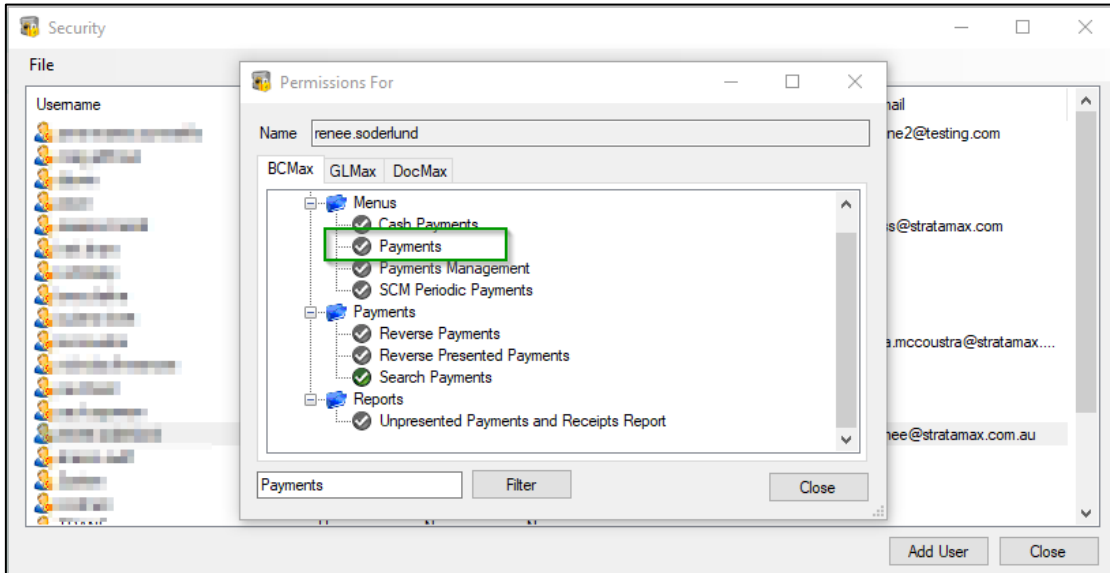
- System will return any warnings if there are any before processing– See example below



- Exclude the Building and correct the issue later
- Payments will be processed
- Navigate to EFT Manager to Print Remittance Advices and upload payments to the bank

## 5.2 Security – Payments

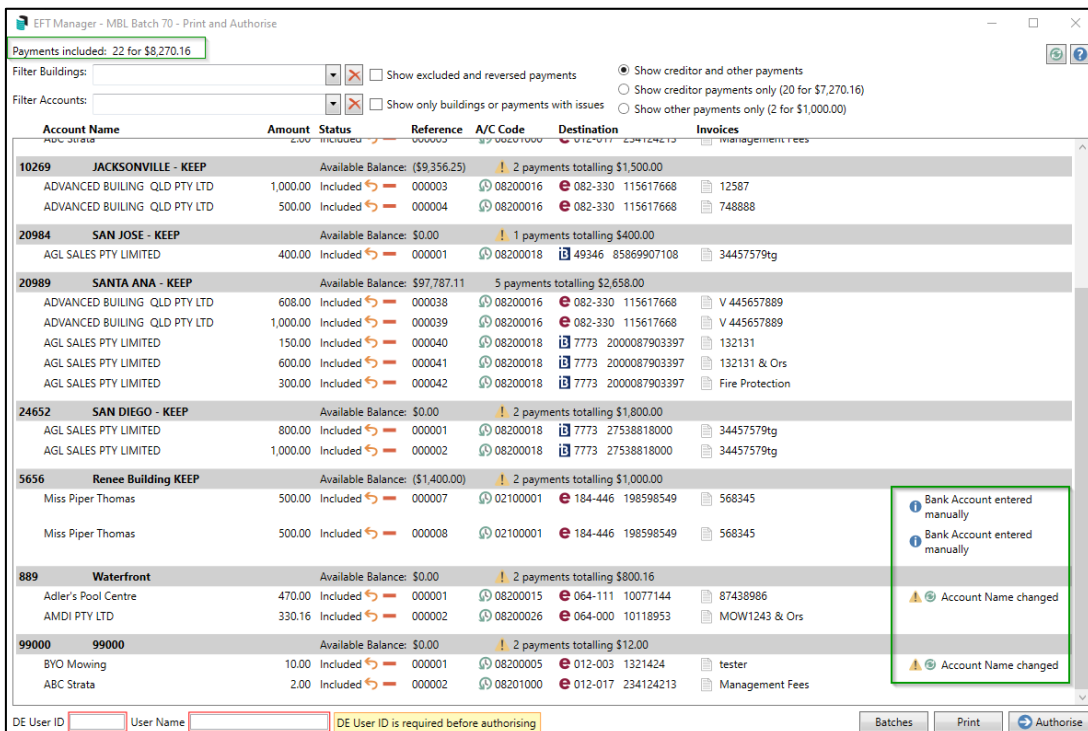
To access 'Payments' users must have permissions set to 'Allow' for 'Payments' module



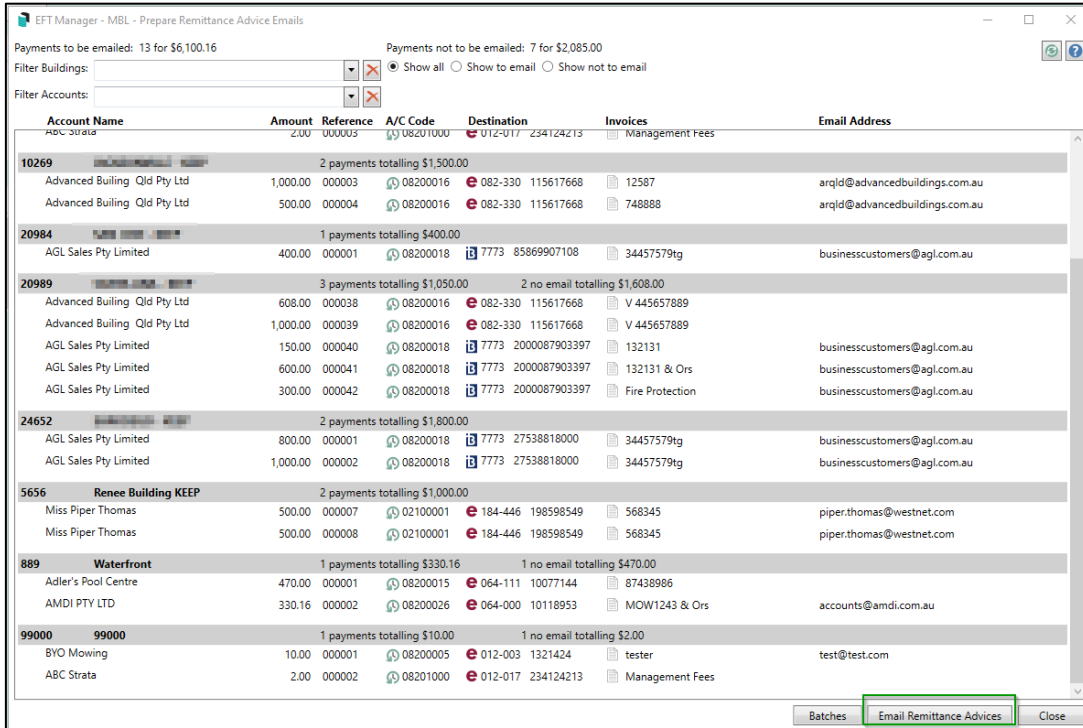
## 6. EFT Manager User Interface changes

Enhancements have been made to EFT Manager. Once a batch is selected and the Print and Authorise screen appears the following new changes will be seen.

- The Batch Total will now show at the top of the screen
- If an Account Name has been changed there will be a warning to alert the user which can be clicked and confirmed
- New warning that a Bank Account has been entered manually which may need to be investigated

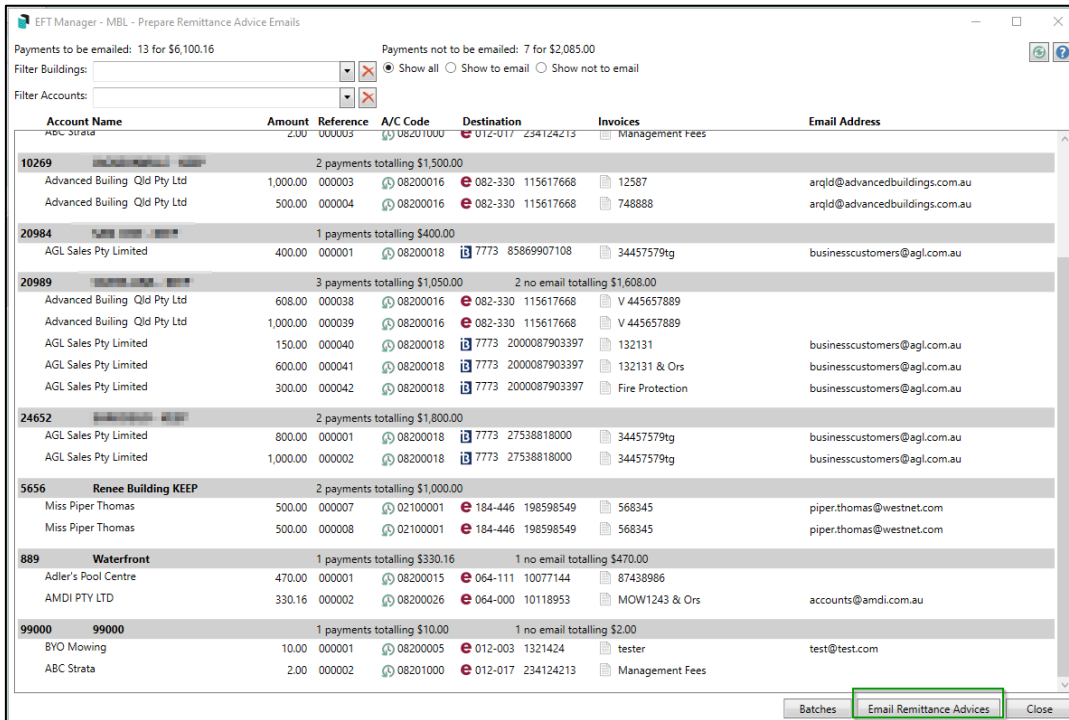


Once Authorised is selected and payments have been exported successfully and finalised there is a new option to Email Remittance Advices.

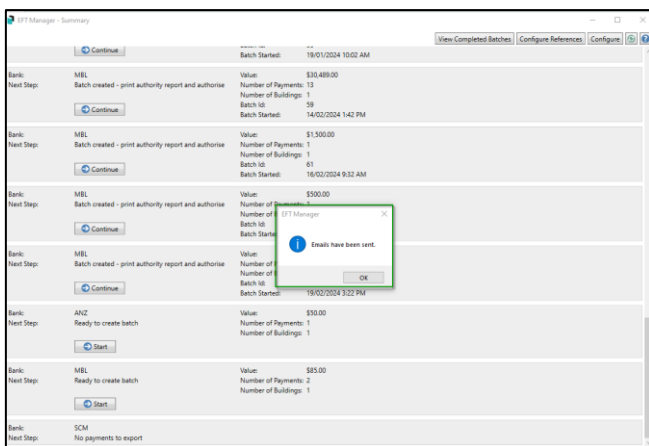


## 7. Emailing Of Remittance Advices with Internal and External Notes

Once Payments have been authorised in EFT Manager there is a new option available to Email Remittance Advices. When this new option is selected any creditor contacts that are set to email remittance advices and have a valid email address saved will have a Remittance Advice emailed.



Once the Email Remittance Advice is selected the following message will appear



Remittance Advices will be available to view via Communications, example of Remittance Advice template available to all users

Body Corporate Manager Pty Ltd  
171 988 8888

188 Gold Coast Highway  
 Harold Park QLD  
 Queensland 4217

P O Box 7119  
 Gold Coast Mail Centre  
 Mailbox 156 9736

Telephone: (07) 5732 2700  
 Fax: (07) 5731 8123  
 Mobile: 0418 732 567

### Remittance Advice

#### Renee Building Keep B.U.P. 5656

Miss Piper Thomas PO Box 576 SOUTHPORT QLD 4215	Date	05 March 2024
	Reference No	F0000007
	Amount	\$500.00
	Account No	02100001

Date	Details	Invoice Reference	Amount
01/02/2023	Reimbursement Part Payment of 50% of Electrical work	568345	\$500.00

### Electronic Funds Transfer Advice

Please note that transfer of funds may require up to two working days

Payment Method: EFT    Account: 184-446 198598549    Reference: 02100001 - 000007

**Please Note** – To print or edit Remittance Advice notes navigate to Payments Management

The screenshot shows the 'Payments Management' window. At the top, there are filters for Building (Renee Building KEEP 5656), Creditor, Date Range (All Available), and Amount. Below the filters is a table of transactions:

Building	Name	Date	Creditor Name	Amount	Reference	Status	Payment Method
5656	Renee Building KEEP	28/02/2023	08200019 ALINTA ENERGY	900.00	F0000006		1773 1Z
5656	Renee Building KEEP	28/02/2023	08200005 BYO Mowing	800.00	F0000005		012-003
5656	Renee Building KEEP	28/02/2023	08200019 ALINTA ENERGY	500.00	F0000004		12345
5656	Renee Building KEEP	28/02/2023	08200006 DIY Pools	5,500.00	F0000003		012-003
5656	Renee Building KEEP	17/02/2023	08200019 ALINTA ENERGY	880.00	F0000001		1773 1Z
5656	Renee Building KEEP	02/02/2023	08200006 DIY Pools	500.00	F0000002		012-003
5656	Renee Building KEEP	01/02/2023	02100001 Miss Piper Thomas	500.00	F0000008		184-446
5656	Renee Building KEEP	01/02/2023	02100001 Miss Piper Thomas	500.00	F0000007		184-446

Below the table, a summary for the selected entry (01/02/2023) is shown:

500.00  
 02100001 - Miss Piper Thomas  
 F0000007

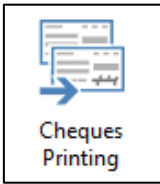
Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
568345	01/02/2023	500.00	500.00	Reimbursement	13405 ELECTRICAL REPAIRS

Buttons for 'Print' and 'Reverse' are visible at the bottom.

Be sure to review our new EFT Manager article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/eft-manager-56>

## 8. Cheques Printing



Once a Payment is processed using the new Payments module or Payment Entry the Cheque can be printed via Cheque Printing (similar to the old Post and Draw module)

### 8.1 Printing Cheques

1. Navigate to Cheque Printing
2. Click on Print Payments
3. Tag the cheque that needs to be printed click on Print Payments.
4. Cheque will be printed, see example below

**Body Corporate Manager Pty Ltd**

ACN 980 000 000

188 Gold Coast Highway      P.O. Box 7110      Telephone: (07) 5572 2700  
 Surfers Paradise      Gold Coast Mail Centre      Fax: (07) 5578 5125  
 Queensland 4217      Beaudell Quay 9726      Mobile: 0418 752 507

**Remittance Advice**  
**Sunset Court B.U.P. 125**

<b>Australian Tax Office</b>	<b>Date</b>
	5 March 2024
	<b>Cheque No</b> 000001
	<b>Amount</b> \$1420.05
	<b>Account No</b> 08200004

This payment is made in full satisfaction of the following:

Date	Details	Reference	Amount
05/03/24	Accounting	35467	1,420.05

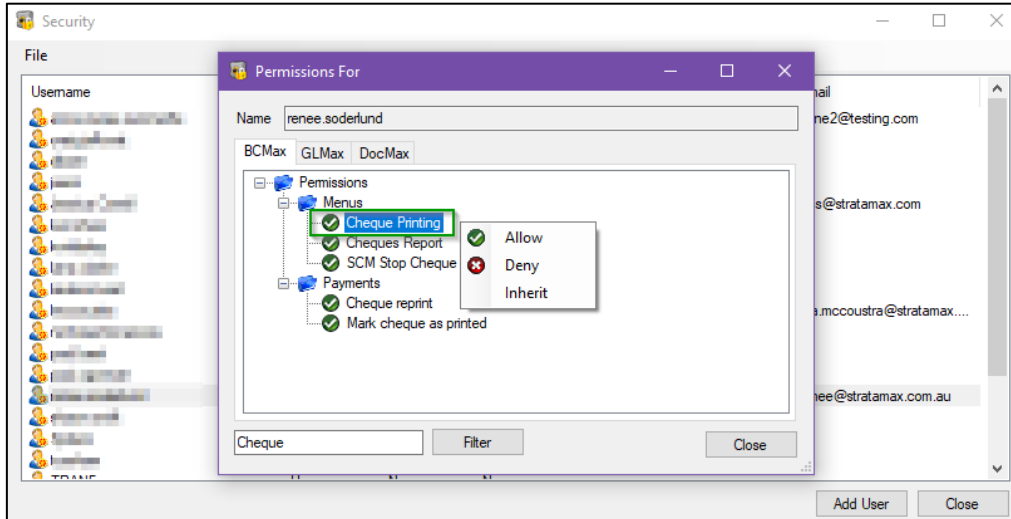
**Commonwealth Bank**  
Commonwealth Bank of Australia

Pay to the order of      Australian Tax Office  
 the sum of      One Thousand Four Hundred and Twenty  
 The Owners      Dollars and Five Cents      **\$1,420.05**  
 Sunset Court

⑈00000⑈ 754⑈ 184⑈ 1256⑈ 9855⑈

## 8.2 Security – Cheques Printing

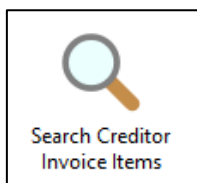
To access Cheque Printing, users must have permissions set to 'Allow' for 'Cheque Printing'



Be sure to review our new Cheques Printing article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/cheques-printing>

## 9. Search Creditor Invoice Items



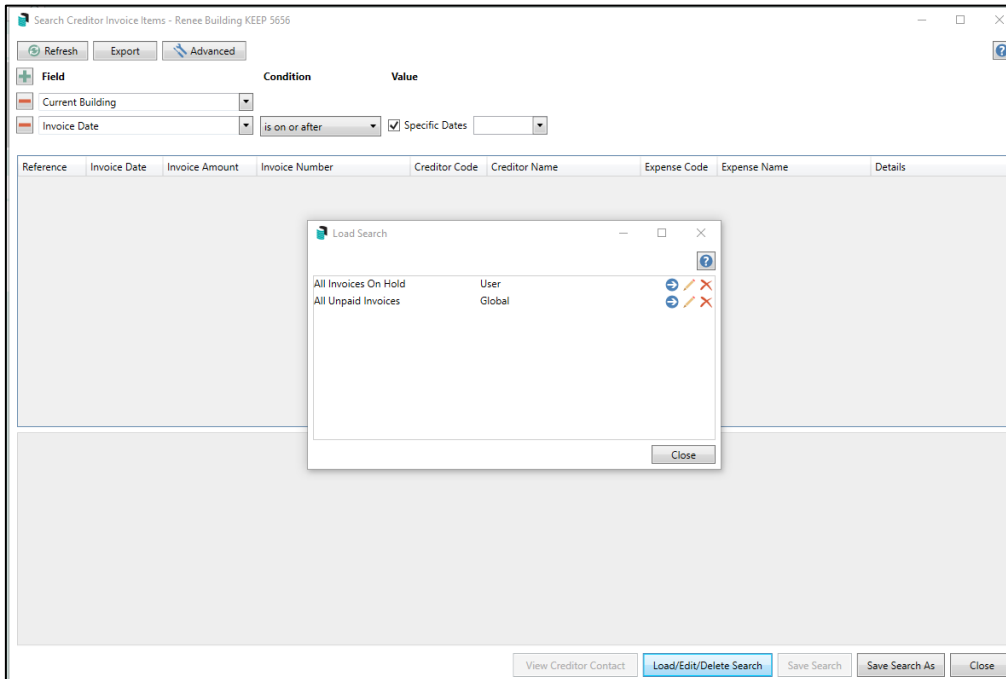
Search Creditor Invoice Items can be located on your StrataMax Desktop or found using the StrataMax Search option.

This new search now available can be user to find a specific invoice and mark as On Hold or Tag Paid Invoices.

### 9.1 Searching for specific invoices

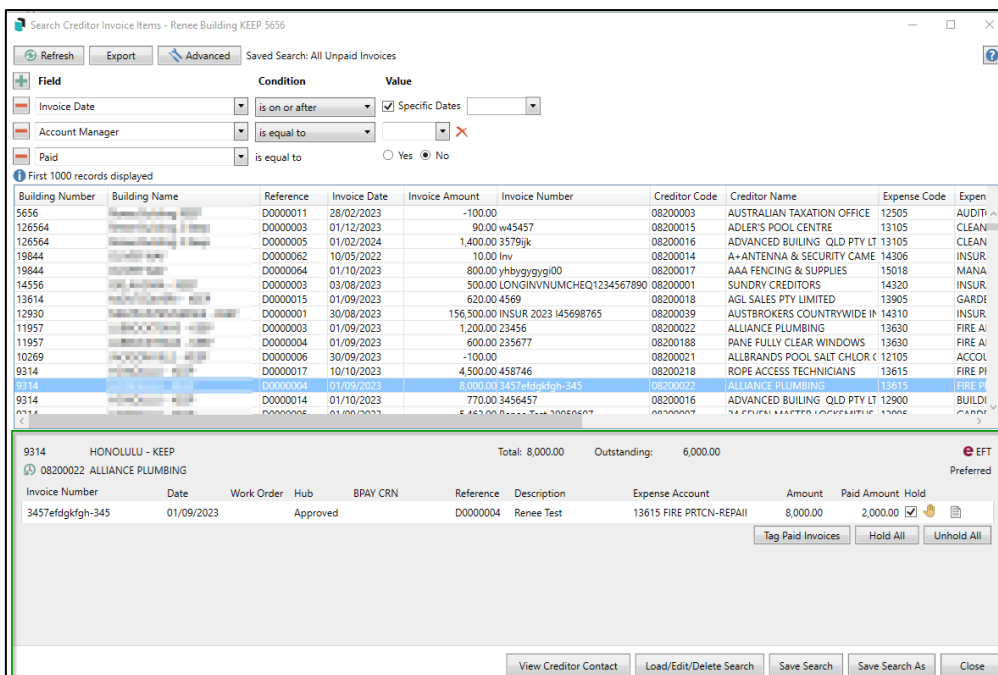
Similar view to the other search facilities available in StrataMax. Users can load the search criteria that they are looking for or use the Saved Searches that may be available.

Examples below of suggested Saved Searches for Creditor Invoice Items:



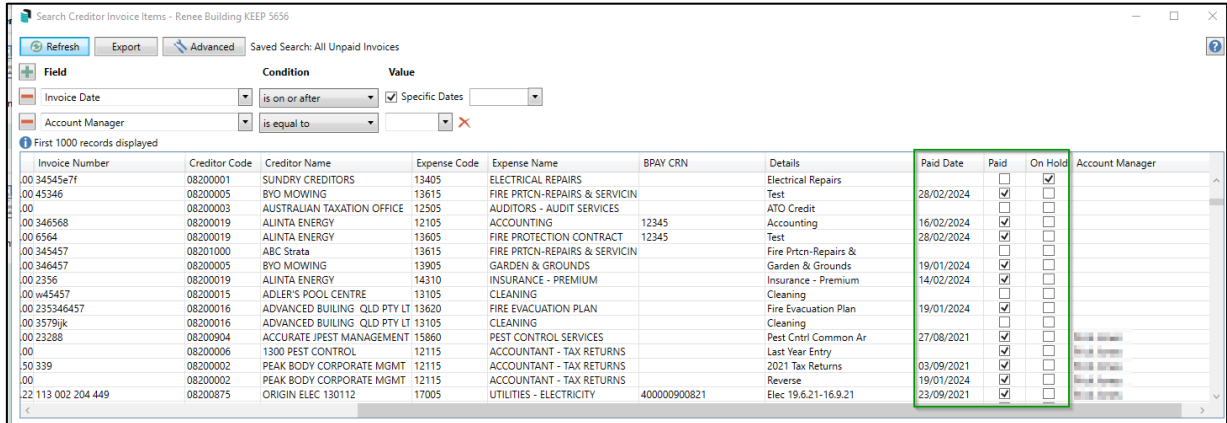
The Creditor Invoice Search is used to search an individual Invoices not a Creditor. When selecting an Invoice to view the information below will be available to the user which can be extracted into a report used for analysis.

As an example, this new search could be used to go through unpaid invoices and putting invoices on Hold or taking off Hold.





The Search Creditor Invoice Items will show Paid Date, Paid, on Hold status for each individual Creditor entered against a building.

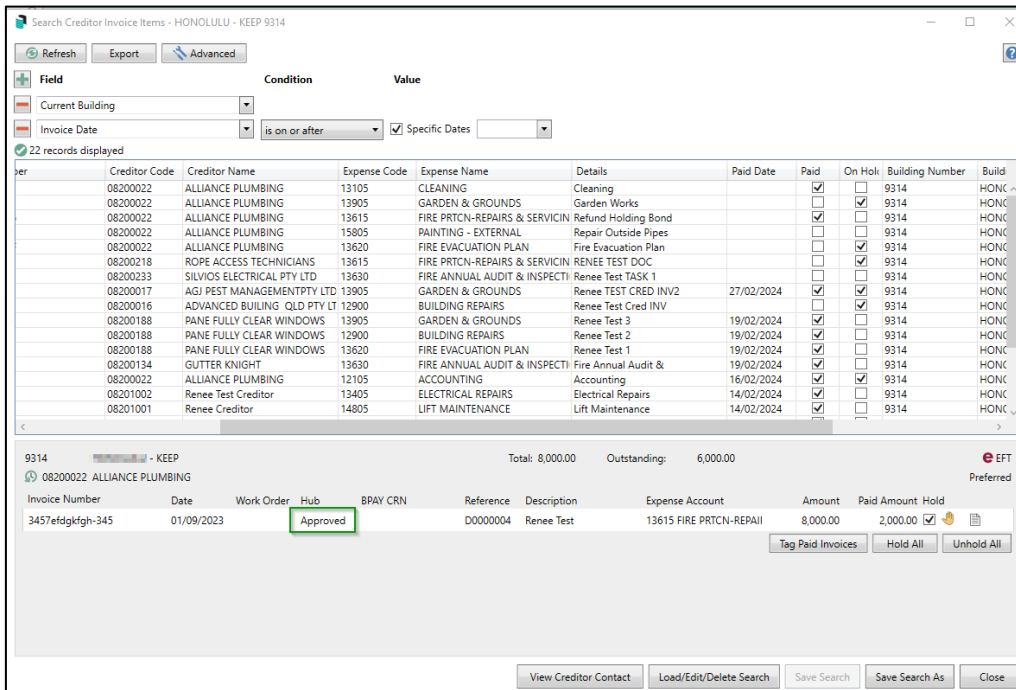


Once Invoice is selected the detailed information will appear in the bottom section of the Search Creditor Items module.

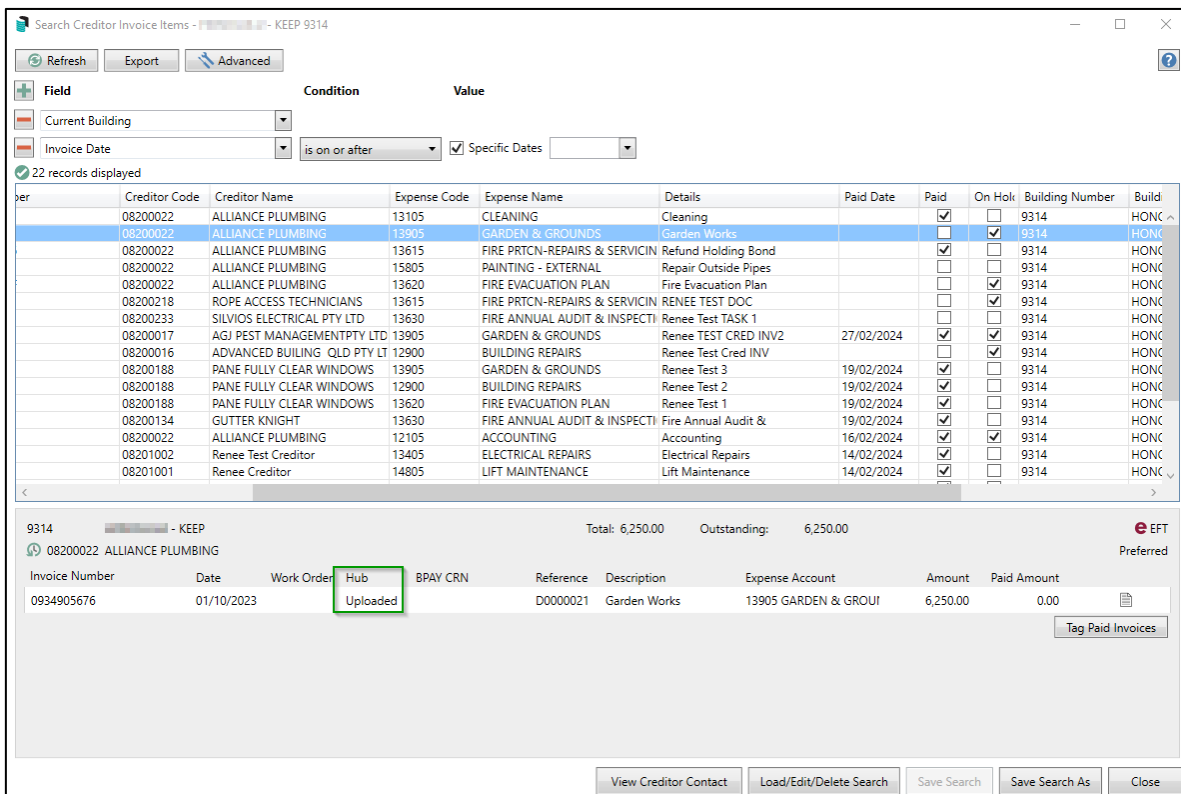
Users can see all the invoice details as per below:

- Total of the Invoices
- What is outstanding to Pay
- The Payment type EFT, BPAY or Cheque
- Creditor Name
- Building Name
- Invoice Number
- Invoice Date
- Hub Uploaded or Approved status will show
- Hold option to set (will only appear if the Hub is blank or shows approved)
- BPAY CRN numbers
- Reference
- Description
- Expense Code
- Amount
- Paid Amount
- DocMax icon to view the attached Invoice

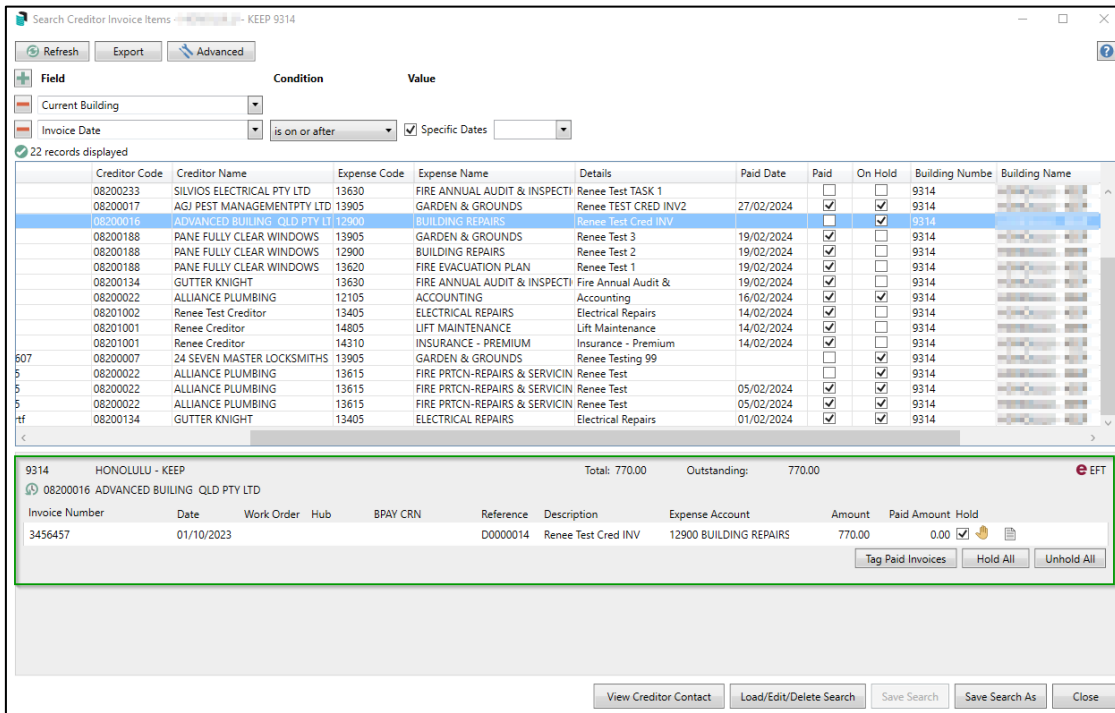
Example of Invoice details for Creditor that is Approved on the Hub – user can untick the hold option to allow the invoice to be paid



Example of Invoice details for Creditor that is on Hub for Approval – The On-Hold options are not available

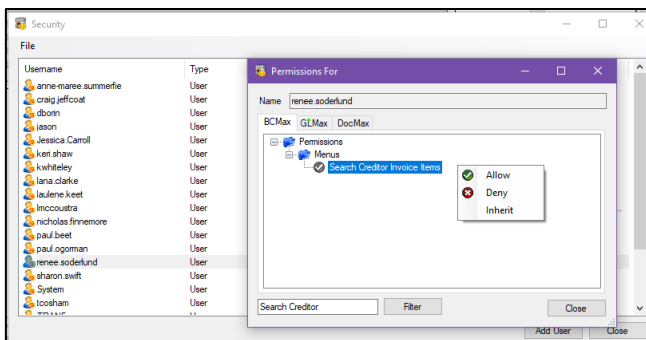


Example of Invoice details for Creditor belonging to a building not active on the hub



## 9.2 Security – Search Creditor Invoice Items

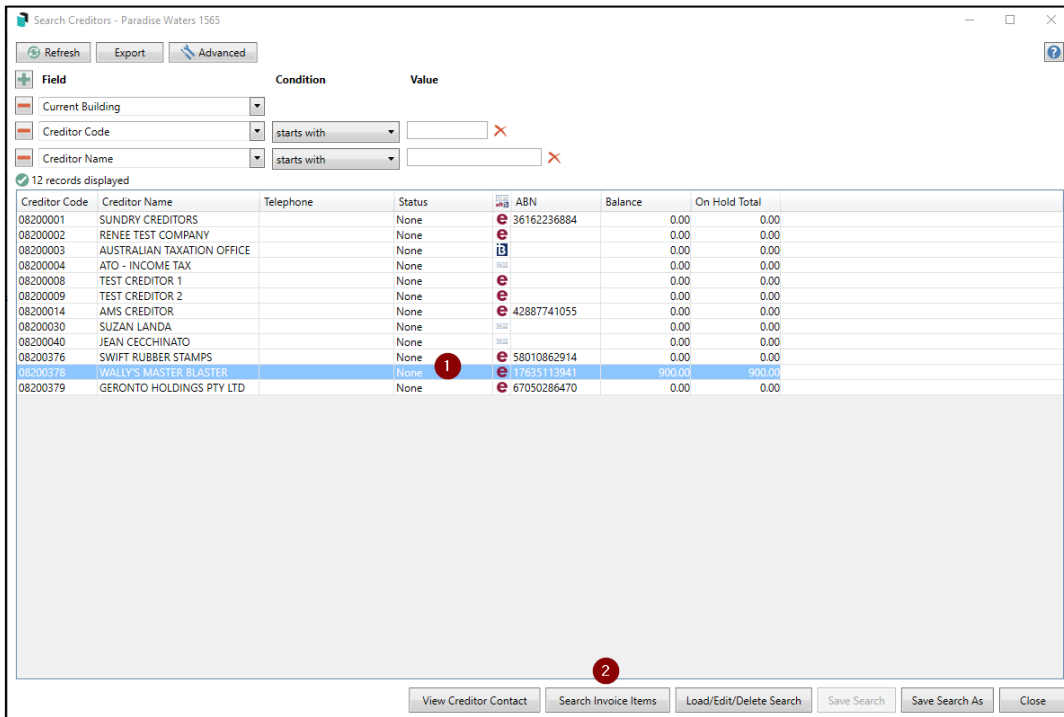
To access Search Creditor Invoice Items module, users must have permissions set to 'Allow' for 'Search Creditor Invoice Items' under the menu category.



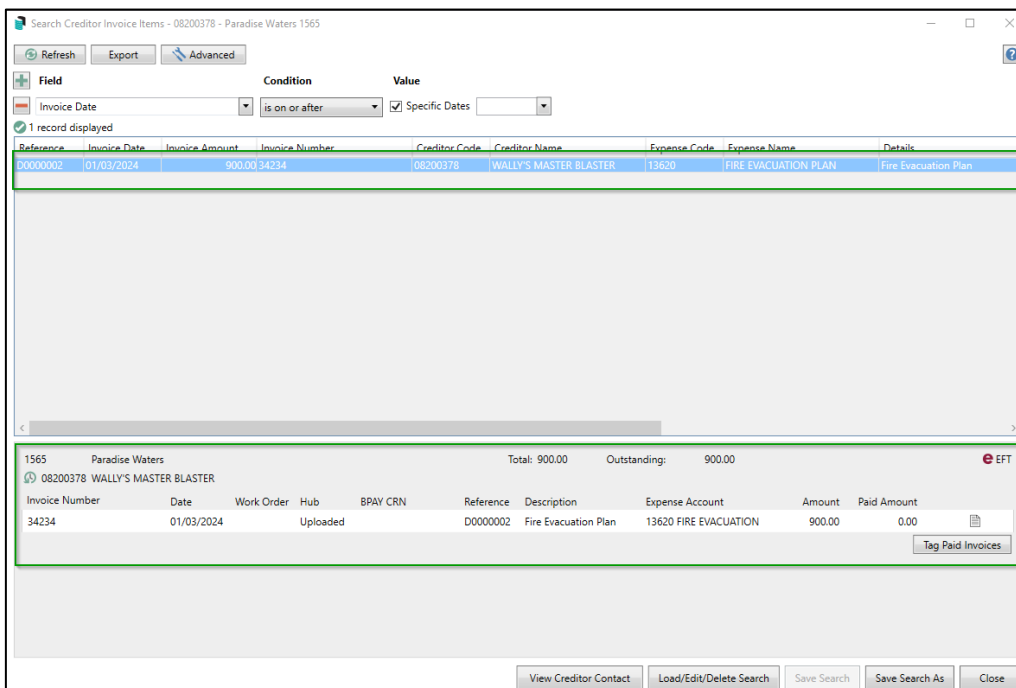
## 9.3 Search Creditor – New Option

A new option is now available to open Creditor Invoice Items from the Search Creditor screen.

1. Navigate to Search Creditor
2. Select a Creditor Record
3. Select Search Invoice Items



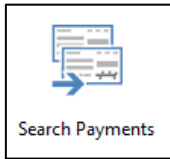
4. Search Creditor Invoices Items module will open, and all Invoices for the Selected will appear



Be sure to review Search Creditor Invoice Items article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/search-creditor-invoice-items>

## 10. Search Payments



New Search is now available ‘Search Payments.’ If permissions are granted, this new Search will assist with querying payments using a large number of different fields for an individual Buildings or available to search globally.

Search Payments has been designed for convenience so that users can save a selection of fields, columns and a specific sort order and also save a particular search as a saved search to reuse later.

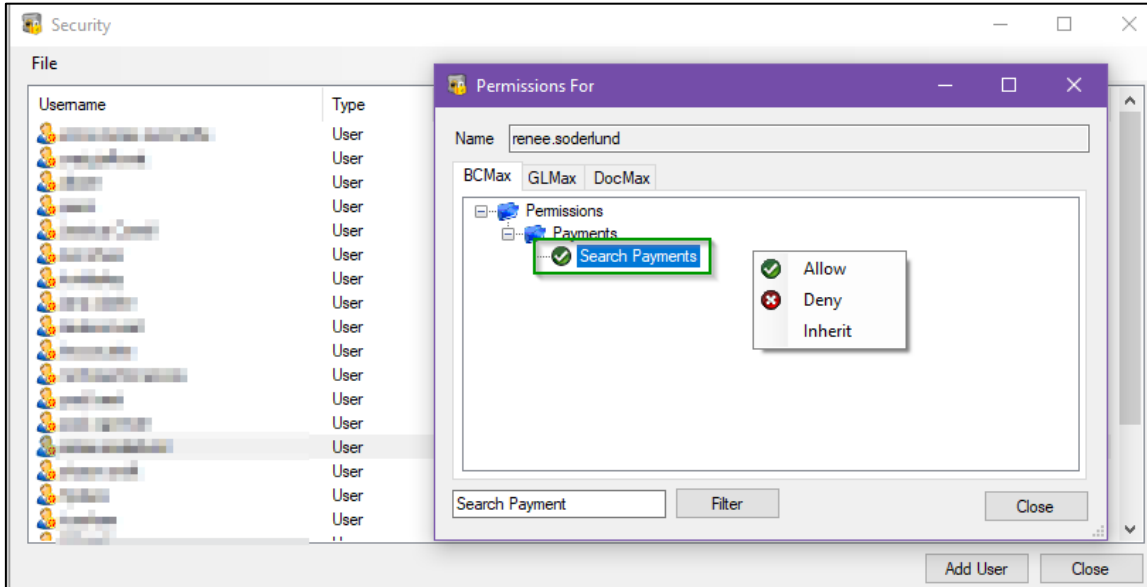
The Search Payments can be exported for extracting the information. It will show a range of different information depending on what the user is searching for and can even provide the EFT Batch Status for any payments that may have been submitted, reversed or batches created and not authorised.

An example of Search Payments below shows all Invoices that are available for the Payee Name starts with ‘BYO.’

Date	Account Code	Payee Name	Amount	Reference	Building Number	Building Name	EFT Batch Status
28/02/2024	08200005	BYO Mowing	75.00	F0000002	100002	100002	
28/02/2024	08200005	BYO Mowing	10.00	F0000001	99000	99000	
28/02/2024	08200005	BYO Mowing	10.00	F0000001	100000	100000	
26/02/2024	08200005	BYO Mowing	10.00	F0000001	100002	100002	
30/12/2023	08200005	BYO Mowing	50.00	F0000020	20989		Complete
28/12/2023	08200005	BYO Mowing	1,500.00	F0000019	20989		Complete
28/12/2023	08200005	BYO Mowing	95.00	F0000018	20989		Complete
25/12/2023	08200005	BYO Mowing	160.00	F0000022	20989		Complete
25/12/2023	08200005	BYO Mowing	45.00	F0000021	20989		Complete
20/11/2023	08200005	BYO Mowing	9.00	F0000003	3514	craig keep	Submitted - reverse or exclude failed payments
11/11/2023	08200005	BYO Mowing	50.00	F0000001	3514	craig keep	Batch created - print authority report and authorise
28/02/2023	08200005	BYO Mowing	800.00	F0000005	5656	Renee Building KEEP	Complete

## 10.1 Security – Payment Search

New security permissions have been added to grant permissions to access Payment Search. Users must have permissions set to 'Allow' for 'Search Payments'



Be sure to review our new Search Payments article on StrataMax Online Help using the link below.

<https://smhelp.stratamax.com/help/search-payments>

## 11. Other Enhancements – Under Creditors and Payment Management enhancements

### 11.1 Extended Creditor Invoice Numbers

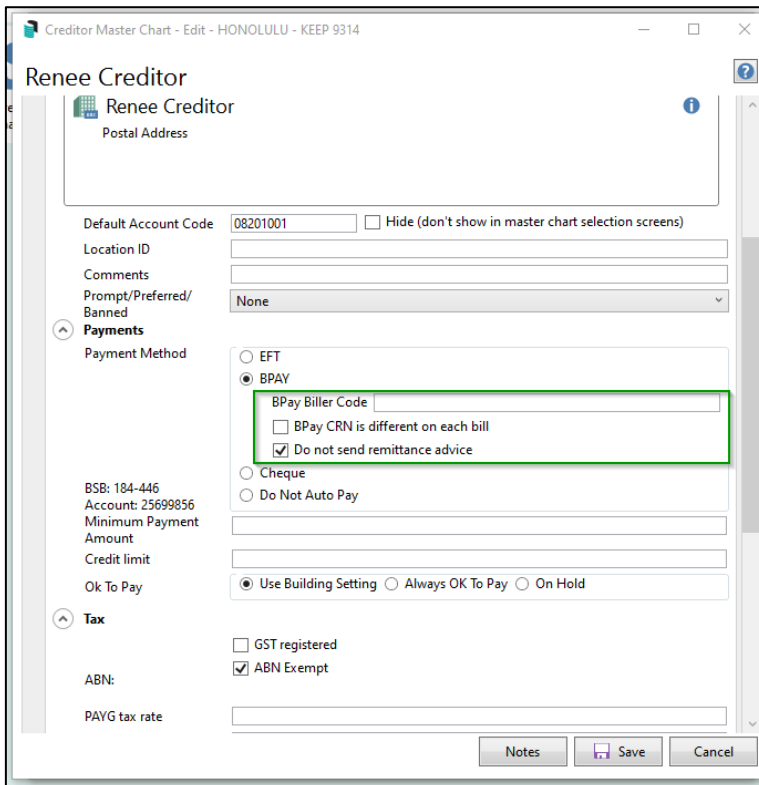
The Creditor Invoice Module Invoice number field has been enhanced to allow users to enter up to 25 Characters. This will allow the full invoice numbers to be seen on EFT/BPAY Remittance Advices.

'Do Not Send Remittance' advice has been added to the BPAY option and BPAY CRN fields will now be on a separate row, so it is not cut off.



## 11.2 Creditor Maintenance – Do Not Send Remittance

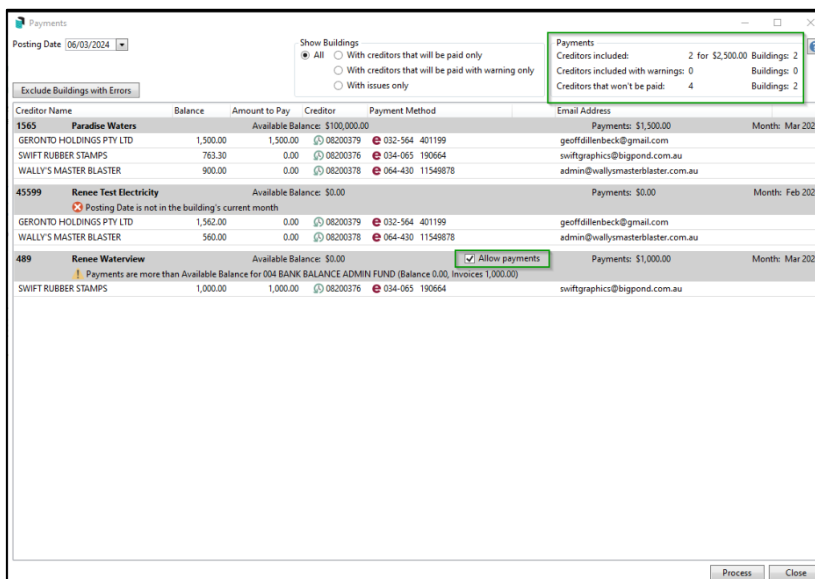
‘Do Not Send Remittance’ advice has been added as a separate setting for BPAY. The ‘BPAY CRN is different on each bill’ has also been moved to a separate row so this is no longer cut off.



### 11.3 Payments – User Interface wording changes


The New Payment module wording has been changed since first designed. The behaviours have not changed, the labels have been updated to indicate they are showing what is included not what has no errors and will be paid. Changes to labels are:

- ‘Creditors that will be paid’ will now show as ‘Creditors Included’
- ‘Creditors Paid with warnings will now show as ‘Creditors included with warnings’

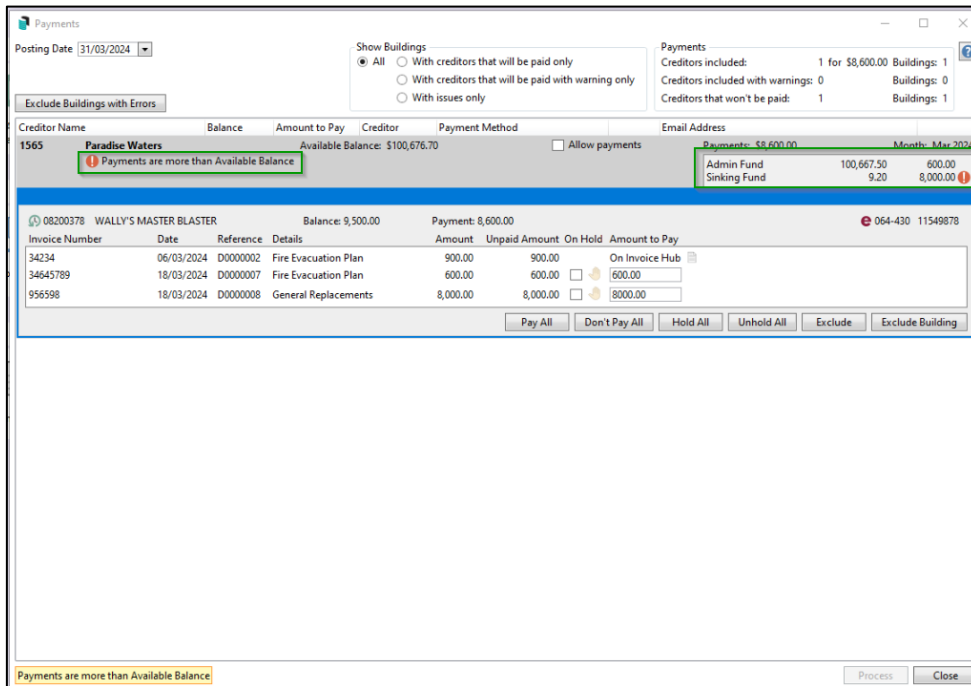


### 11.4 Payments – Display Bank Balances for each Fund

If the setting in Transaction Entry/File/Configuration/ ‘Test Split Bank Balances for Payments’ is ticked the system will now display the Bank Balance by fund in the Payment module screen for users to see the balances.

If there is a payment that exceeds one of the fund balances the system will alert the user by showing a .





## 12. Bank Reconciliation – Banking Legends

### 12.1 Reference Field

Local and Global legends have been enhanced so that a legend can look at the reference field in the Statement data instead of or as well as the description. The ability to set Details or Reference fields to 'Do Not Compare' has also been added.

Navigate to Bank Reconciliation and click Global or Local Legends to see the change. Click Add to create a new legend or an existing one can be edited to include a Reference setting.

Click 'Starts With' or 'Contains' to add specific text from transaction references to be used in Bank Reconciliation Auto Processing. For example, if the text 'Fee' is added to the Reference text field where Reference is set to 'Starts With', the system will look at transactions that start with the Reference text 'Fee' and auto process to the set account code.

The screenshot shows a configuration window with the following settings:
 

- Apply to:  Operating Accounts  Investment Accounts
- Type: Fee
- Details:  Starts With  Contains  Do not compare
- Reference:  Starts With  Contains  Do not compare
- Reference text field: FEE
- Post To:  Post To  Create Bank Transfer
- Account Code: 107502 MERCHANT FEES
- Update Bank Statement Details To: (empty field)

If the text 'Fee' is added to the Reference text field where Reference is set to 'Contains', the system will look at transactions that contain the Reference text 'Fee' and auto process to the set account code.

The screenshot shows the same configuration window as above, but with the following changes:
 

- Details:  Starts With  Contains  Do not compare
- Reference:  Starts With  Contains  Do not compare
- Reference text field: FEE
- Post To:  Post To  Create Bank Transfer
- Account Code: 107502 MERCHANT FEES
- Update Bank Statement Details To: (empty field)

## 12.2 Do Not Compare

The ability to set 'Do Not Compare' for either the Details or the Reference field is also available. setting this will remove the text field and the system will not look at the set field in the transaction record on the Statement. For example, if 'Do Not Compare' is set on the Details field, the system will not look at any detail text from the Statement.

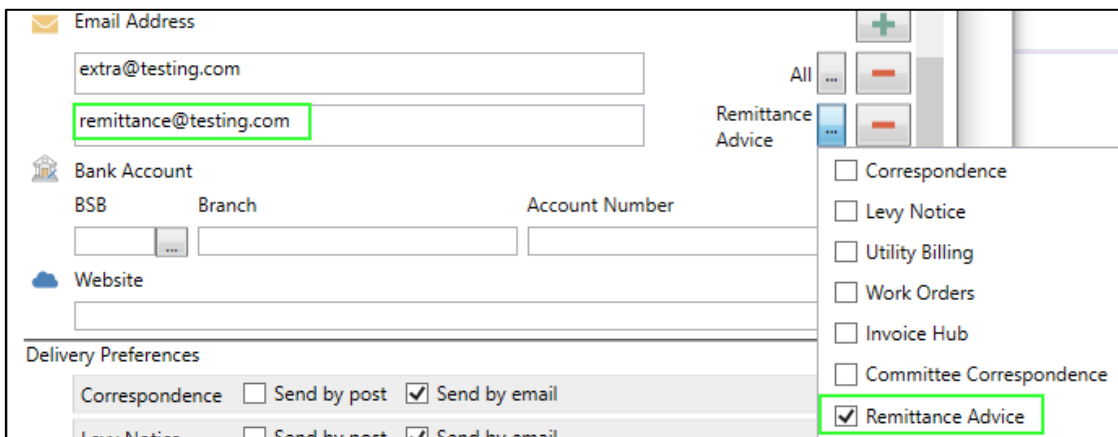
The screenshot shows the configuration window with 'Do not compare' selected for the Details field:
 

- Apply to:  Operating Accounts  Investment Accounts
- Type: Fee
- Details:  Starts With  Contains  Do not compare
- Reference:  Starts With  Contains  Do not compare
- Reference text field: FEE
- Post To:  Post To  Create Bank Transfer
- Account Code: 107502 MERCHANT FEES
- Update Bank Statement Details To: (empty field)

**Please Note:** If 'Do Not Compare' is set for one of the fields, the other must include some comparison text.

### 13. Emailing Remittance Advice – Remittance Email Address

A specific email address can now be added to use for emailing Remittance Advice notices. Navigate to the contact card for the Creditor, Second Debtor or Owner, select the contact you want to set a specific Remittance email address for and click edit. Click 'Add' to add an email address and tick the Remittance box. EFT Remittances will be sent to this address.



# What's Better

- Custom Purpose Email – TaskMax will now look at correct specific purpose address when emailing a Creditor.
- Email Search Logs – An error when opening an attachment that has been archived (over 1 month old) when it is stored on disk was being generated. These files will now be available for viewing.
- Cheque Print – An error when selecting 'Microsoft Print to PDF' which clears the Paper Source has been corrected.
- Account Maintenance – URL for the Help icon has been updated to open to Account Maintenance Search
- Creditor Maintenance – Changes to Payment Method was logging the wrong way around and not correctly logging Building override
- Creditor Maintenance – Payment Method changes were not synchronising in Creditor Invoices where change is made in the Master Chart building
- Payments and Payment Entry – errors were being returned if a building had a Building Name longer than sixteen characters, Short Name was blank, and an EFT was trying to be processed.
- Payments and Payment Entry – Changed Payment Entry and Payments to retrieve split bank balances direct from Transaction Fund Breakup without using split banking setup tables