# Release Notes – Version 5.6.100

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

Creditors Man	gement - Renee Building KEEP	5656	5								_		$\times$
🛞 Refresh	Export 🔨 Advanced												?
🛨 Field			Condition		Value								
Current Build	ling	•											
Master Chart	Code	•	is equal to	-	• ×								
Creditor Nan	1e	•	starts with	-		×							
Has Balance	or Issues	•	is equal to		● Yes ○ No								
- Status		•	is not any of	•	▼ Banned	×							
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			View Creditor Co	ontact	Invoice Activity Report	t Aged Balar	ices 🏠 Los	ad/Edit/Delete Search	Save Search		Save Search As	Cle	ose

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

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Creditors with Balancing Issues	Global			0×
Creditors with Invoices on hold	Global			Θ×
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#### 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:

P Creditors Management - Renee Building KEE	P 5656		
Refresh Export Advanced	Saved Search: Unpaid Cr	editors Report	
🖶 Field	Condition	Value	
Balance	▼ is greater than	• 0	×
Creditor Name	▼ starts with	•	×

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  ${ar{
  m i}}$
- Payment Type EFT, BPAY or Cheque 骗
- Status None, Preferred.
- Account Manager

Creditors Manag	ement - Renee Building KEEP	5656							- 0	
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2930	states and states a state	08200039	AUSTBROKERS COUNTRYWIDE IN	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

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#### 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.

StrataMax

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#### 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

Creditors Management - Renee Building KEEP 5	656						-	- ×	+ Add Group
S Refresh Export 🔨 Advanced								0	/
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<u>«</u>							_		
	View Creditor	Contact Invoice Activity Repo	rt Aged Balan	ces 🕼 Los	ad/Edit/Delete Search	Save Search	Save Search As	Close	

#### 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  $\checkmark$  to enter the details or select from the dropdown to correct the issue prior to the Payment being advanced to pay.

Creditors Manag	gement - Renee Building KEEP	5656						-		×
S Refresh	Export 🔨 Advanced	1								0
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Master Chart C	lode	<ul> <li>is equal to</li> </ul>	• • ×							
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Creditor	08200019 ALINTA ENERGY	0
Invoice Reference	D0000005	
Invoice Date	01/02/2023	
Description	January Elect Charge	
Invoice Number	ALINTA2345	
Invoice Amount	525.50	
Amount Outstanding	525.50	
Biller Code	7773	
BPAY CRN		•
BPAY CRN cannot be	blank Save	Close

#### 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.

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656	Renee Building KEEP	082	01000	ABC Stra	ita		1,000.0	0 1,000.0	0 0.00	0.00		e	None		
556		082	01000	ABC Stra		Balance: 1,3		0 1,000.0	0 0.00	0.00			None EFT 012-00	03 1321	14
556 5656 Ref	Renee Building KEEP	082	01000	ABC Stra		Balance: 1,3			1,367.00	0.00					
556 5656 Ref	Renee Building KEEP	082		ABC Stra BPAY		Balance: 1,3 Referen	67.00	Invoice total: Credit Note total	1,367.00	Amount		e			
556 5656 Rei Ø 0820005 BYG	Renee Building KEEP nee Building KEEP O MOWING						67.00 nce Description	Invoice total: Credit Note total Exp	1,367.00			e I Amou 0.	EFT 012-00 unt Hold .00 🗆 🗐		
5656 Ret 0 08200005 BVI Invoice Number 235346MOW	Renee Building KEEP nee Building KEEP O MOWING Date					Referen	67.00 nce Description D15 Mowing Jan	Invoice total: Credit Note total Exp uary 139	1,367.00 : 0.00 ense Account	Amount		e I Amou 0.	EFT 012-00		
555 5656 Rei 6 0820005 BVI Invoice Number	Renee Building KEEP nee Building KEEP O MOWING Date 01/02/2023					Referen D0000	67.00 nce Description D15 Mowing Jan D16 Tree Remov.	Invoice total: Credit Note total Exp uary 139 al 139	1,367.00 : 0.00 2nse Account 25 GARDEN & GROUI	Amount 89.00		<b>e</b> 1 Amou 0, 0,	EFT 012-00 unt Hold .00 🗆 🗐		
5656 Ret 0 08200005 BVI Invoice Number 235346MCW 235347MCW	Renee Building KEEP nee Building KEEP O MOWING Date 01/02/2023 01/02/2023					Referen D0000	67.00 nce Description 115 Mowing Jan 216 Tree Removo	Invoice total: Credit Note total Exp uary 139 al 139	1,367.00 0.00 2nse Account 35 GARDEN & GROUI 35 GARDEN & GROUI	Amount 89.00 1,200.00	Paid J	<b>e</b> 1 Amou 0, 0,	EFT 012-00 unt Hold .00		N
5656 Rei \$656 Rei \$0 08200005 BVI Invoice Number 235346MOW 235347MOW	Renee Building KEEP nee Building KEEP O MOWING Date 01/02/2023 01/02/2023	Work Orde		BPAY	CRN	Referen D0000	67.00 nce Description 015 Mowing Jan 016 Tree Remove 017 Edging cut	Invoice total: Credit Note total Exp uary 139 al 139 139	1,367.00 0.00 2nse Account 35 GARDEN & GROUI 35 GARDEN & GROUI	Amount 89.00 1,200.00 78.00 Tag Paid Invoice	Paid J	e I Amou 0. 0. 0. Hole	EFT 012-00 unt Hold .00	N	Ali

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.

<ul> <li>Refresh</li> <li>Field</li> </ul>	Export 🔧 Advanced	Condition	Va	alue						
Current Buildir	ng	•								
Master Chart G	lode	<ul> <li>is equal to</li> </ul>	•	• ×						
Creditor Name		<ul> <li>starts with</li> </ul>	•		×					
Has Balance of	Issues	<ul> <li>is equal to</li> </ul>		Yes O No						
Status		<ul> <li>is not any of</li> </ul>	•	<ul> <li>Banned</li> </ul>						
6 records display	ed	is not any or	-	bunned						
Building Number	Building Name	Creditor Code	Creditor Na	me	Balance	Invoice Total	Credit Note Total	On Hold Total	0 🖪 📷 Status	А
656	Renee Building KEEP	08200001	SUNDRY CR	EDITORS	-40.00	600.00	-640.00	-40.00		
556	Renee Building KEEP	08200003		TAXATION OFFICE	-100.00					
656	Renee Building KEEP	08200005	BYO MOWIN		1 367.00					
	Renee Building KEEP	08200019	ALINTA ENER	RGV	1 382 00	1 382 00	0.00	0.00	I II None	
656 656 656	Renee Building KEEP Renee Building KEEP Renee Building KEEP	08200019 08200020 08201000	ALINTA ENER ALL GLASS V ABC Strata		1,382.00 456.00 1,000.00	456.00	0.00	0.00	None 1	
656 656	Renee Building KEEP	08200020	ALL GLASS V		456.00	456.00	0.00	0.00	B None	
656 656 656	Renee Building KEEP Renee Building KEEP	08200020	ALL GLASS V		456.00	456.00	0.00	0.00	B None	
556 556 556 556 5656 Rer	Renee Building KEEP Renee Building KEEP nee Building KEEP > MOWING	08200020	ALL GLASS V	WORKS Balance: 1,3	456.00	456.00 1,000.00 Invoice total: Credit Note total:	1,367.00 0.00	0.00	None	
556 556 556 5656 Ret © 0820005 BYC	Renee Building KEEP Renee Building KEEP nee Building KEEP > MOWING	08200020 08201000	ALL GLASS V ABC Strata	WORKS Balance: 1,3	456.00 1,000.00 867.00 nce Description	456.00 1,000.00 Invoice total: Credit Note total: Exper	1,367.00	0.00	EFT 012-00	3 1321424 None
656 656 656 5656 Rer Ø 0820005 BYC Invoice Number	Renee Building KEEP Renee Building KEEP nee Building KEEP D MOWING Date	08200020 08201000	ALL GLASS V ABC Strata	WORKS Balance: 1,3 N Referen	456.00 1,000.00 067.00 nce Description 015 Mowing Janc	456.00 1,000.00 Invoice total: Credit Note total: Exper ary 13903	1,367.00 0.00 1,367.00 0.00 nse Account	0.00 0.00 Amount	B None     None     None     EFT 012-00 Paid Amount Hold	
556 556 556 5656 Rer © 0820005 BYO Invoice Number 235346MOW	Renee Building KEEP Renee Building KEEP Dee Building KEEP D MOWING Date 01/02/2023	08200020 08201000	ALL GLASS V ABC Strata	Balance: 1,3 N Referet D0000	456.00 1,000.00 167.00 nce Description 015 Mowing Janu 016 Tree Remova	456.00 1,000.00 Invoice total: Credit Note total: Exper ary 13902 13902	1,367.00 0.00 1,367.00 0.00 1se Account 5 GARDEN & GROUI	0.00 0.00 Amount 89.00	e EFT 012-00 Paid Amount Hold 0.00 🗹 🌗	

#### 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.

Creditors Manag													
Refresh	Export 🔨 Advanced	ł											
Field		C	Condition		Value								
Current Buildin	ng	•											
Master Chart C	Code	▼ is	s equal to	•	• 🗙								
Creditor Name	1	▼ s	starts with	•		×							
Has Balance or	rlssues	▼ is	equal to		● Yes ○ No								
Status		• is	s not any of	•	▼ Banned	×							
5 records display	ed												
Building Number	Building Name		Creditor Code	Creditor	Name	Balance	Invoice Total	Credit Note Total	On Hold Total	0 🖪 🖫	Status		
314	Contraction of the local division of the loc				N MASTER LOCKSMITHS	3,162.00	3,162.00				None		
314	ADMONTON ADM				ED BUILING QLD PTY LT	770.00	770.00				None		_
314					E PLUMBING	14,084.00	14,084.00				Preferred		4
					CESS TECHNICIANS ELECTRICAL PTY LTD	4,500.00 800.00	4,500.00 800.00				None None		
314						800.00				e		734290	088
9314 9314 HO					ELECTRICAL PTY LTD	800.00	800.00	0.00		e	None	734290 Prefe	
14 9314 HO № 08200022 ALL	NOLULU - KEEP JANCE PLUMBING	(			ELECTRICAL PTY LTD Balance: 14,0	800.00	800.00 Invoice total: Credit Note total:	0.00		e	None		
114 9314 HO © 08200022 ALL Invoice Number	NOLULU - KEEP JANCE PLUMBING Date	(	08200233	SILVIOS	ELECTRICAL PTY LTD Balance: 14,0	800.00 184.00 ce Description	800.00 Invoice total: Credit Note total: Exper	0.00 14,084.00 0.00	0.00	e e	None	Prefe	
9314 HO 0 08200022 ALL Invoice Number 3457efdgkfgh-34	NOLULU - KEEP JANCE PLUMBING Date	(	08200233 Drder Hub	SILVIOS	ELECTRICAL PTY LTD Balance: 14,0 CRN Referen	800.00 184.00 ce Description 04 Renee Test	800.00 Invoice total: Credit Note total: <u>Exper 1361</u>	0.00 14,084.00 0.00 sse Account	0.00 Amount	e e Paid Ame 2,00	FT 084-391	Prefe	
14 3314 HO © 08200022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUJF	NOLULU - KEEP JANCE PLUMBING Date 5 01/09/2023	(	08200233 Drder Hub	SILVIOS	ELECTRICAL PTY LTD Balance: 14,0 CRN Referen D00000	800.00 184.00 Ce Description 04 Renee Test 18 Fire Evacuatic	Invoice total: Credit Note total: Experi 1361 n Plan 1362	14,084.00 0.00 see Account 5 FIRE PRTCN-REPAIL	Amount 8,000.00	e e Paid Ame 2,00	FT 084-391	Prefe	
14 3314 HO 0 08200022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUJF 324gGSG334	NOLULU - KEEP LANCE PLUMBING 5 01/09/2023 01/09/2023	(	08200233 Drder Hub	SILVIOS I RPAY	Balance: 14,0 CRN Referen D00000 D00000	800.00 184.00 04 Renee Test 18 Fire Evacuatic 19 Repair Outsid	800.00 Invoice total: Credit Note total: Fxner 1361 n Plan 1362 e Pipes 1580	14,084.00 0.00 SF FIRE PRTCN-REPAIL D FIRE EVACUATION	Amount 8,000.00 600.00	e E Paid Amo 2,00	FT 084-39"	Prefe	
14 1314 HO 0 08200022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUIF 324gGSG334	NOLULU - KEEP JANCE PLUMBING 5 01/09/2023 01/09/2023 01/09/2023	(	08200233 Order Hub Approved	SILVIOS I RPAY	Balance: 14,0 CRN Referen D00000 D00000	800.00 184.00 04 Renee Test 18 Fire Evacuatic 19 Repair Outsid	800.00 Invoice total: Credit Note total: Fxner 1361 n Plan 1362 e Pipes 1580	14,084.00 0.00 SF FIRE PRTCN-REPAIL D FIRE EVACUATION 5 PAINTING - EXTERI	Amount 8,000.00 600.00 1,234.00	e e Paid Ame 2,00	FT 084-39 Sunt Hold 0.00 2 4 0.00 2 4	Prefe	em
114 9314 HO № 08200022 ALL Invoice Number 2457efdgkfgh-34 8599GHGYUIF 324gGSG334	NOLULU - KEEP JANCE PLUMBING 5 01/09/2023 01/09/2023 01/09/2023	(	08200233 Order Hub Approved	SILVIOS I RPAY	Balance: 14,0 CRN Referen D00000 D00000	800.00 184.00 04 Renee Test 18 Fire Evacuatic 19 Repair Outsid	800.00 Invoice total: Credit Note total: Fxner 1361 n Plan 1362 e Pipes 1580	14,084.00 0.00 SF FIRE PRTCN-REPAIL D FIRE EVACUATION 5 PAINTING - EXTERI	Amount 8,000.00 600.00 1,234.00 6,250.00	e e Paid Ame 2,00	FT 084-391	Prefe	
	NOLULU - KEEP JANCE PLUMBING 5 01/09/2023 01/09/2023 01/09/2023	Work O	08200233 Order Hub Approved	RPAY	Balance: 14,0 CRN Referen D00000 D00000	800.00 184.00 ce Description 04 Renee Test 18 Fire Evacuatic 19 Repair Outsid 21 Garden Work	execution execut	14,084.00 0.00 SF FIRE PRTCN-REPAIL D FIRE EVACUATION 5 PAINTING - EXTERI	Amount 8,000.00 600.00 1,234.00 6,250.00 Tag Paid Invoice	E E Pairl Ame 2,00	FT 084-391	Prefe	

#### 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

Creditors N	lanagement -											PI 7073			×
Refresh	Export Advance	_													0
-	Export Advance	a	Contribution		Mahar										9
		_	Condition		Value										
Current B		•													
Master Cl	hart Code	•	is equal to	•	• ×										
Creditor I	Name	•	starts with	•			×								
Has Balar	nce or Issues	•	is equal to		● Yes ○ No										
- Status		•	is not any of	•	▼ Banne	ed 🗙									
5 records di	splayed														
Building Num			Creditor Code	Creditor		Balan			Credit Note Total	On Hold Total	🕕 🖪 🔚 Status	Account Ma	inager		
9314 9314	HONOLULU - KEEP HONOLULU - KEEP		08200007 08200016		N MASTER LOCKSMITH ED BUILING OLD PTY		3,162.00	3,162.00 770.00	0.00						
9314	HONOLULU - KEEP		08200022		E PLUMBING		14.084.00	14,164.00	-80.00						
9314	HONOLULU - KEEP		08200218	ROPE AC	CESS TECHNICIANS		4,500.00	4,500.00	0.00	4,500.00					
9314	HONOLULU - KEEP		08200233	SILVIOS E	ELECTRICAL PTY LTD		800.00	800.00	0.00	0.00	) ၔ None				
9314	100000-000							Balance: 1	4,084.00	Invoice total:	14,164.00		€ EFT 084-391	73429	0887
O820002     O820002     O	2 ALLIANCE PLUMBING									Credit Note total	-80.00			Prefe	erred
Invoice Num 345/etdgktg		Work	Order Hub	BPAY	CRN Refer	ence I 0004 i	Description Renee Test	Expen 13615	se Account FIRE PRICN-REPAII	Amount 8,000.00	Paid Amount Hold 2,000.00 🗹 🤝				^
8599GHGYL	JIF 01/09/2023				D000	0018	Fire Evacuation	Plan 13620	FIRE EVACUATION	600.00	0.00 🗹 🤚				
324qGSG33	4 01/09/2023				D000	0019	Repair Outside	Pipes 15805	PAINTING - EXTERI	1,234.00	0.00 🗔 🤚				
CN8993823	76 01/09/2023				D000	0020	Refund Holding	Bond 13615	FIRE PRTCN-REPAII	-80.00	0.00 🗌 🤚				
0934905676	01/10/2023		Uploaded	i i	D000	0021 (	Garden Works	13905	GARDEN & GROUT	6,250.00	0.00	<b>B</b>			
43654689	01/10/2023				D000	0022 (	Cleaning	13105	CLEANING	80.00	0.00 🗌 🤚				~
												Tag Paid Invoices	Hold All	Unhold	All
					View Cr	editor C	ontact	voice Activity Rep	ort Aged Bala	nces 🔅 Li	oad/Edit/Delete Search	Save Search	Save Search As	CI	ose

- 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)

reditor Code	08200022			Balance 14,084.00	Invoices	14,084.00
reditor Nam	e ALLIANCE P	LUMBING			Credit Notes	0.00
					Difference	0.00
Reference	Invoice Date	Invoice Number	Invoice Hub	Description	Outstanding	
0000004	01/09/2023	3457efdgkfgh-345	Approved	Renee Test	6,000.00	Paid
0000018		8599GHGYUIF		Fire Evacuation Plan	600.00	Paid
0000019	01/09/2023	324gGSG334		Repair Outside Pipes	1,234.00	Paid
0000020		CN899382376		Refund Holding Bond	-80.00	🗸 Paid
0000021	01/10/2023		Uploaded	Garden Works	6,250.00	
0000022	01/10/2023	43654689		Cleaning	80.00	✓ Paid

#### 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

Field Current Building Master Chart Co Creditor Name		Condition	Value							
Current Building Master Chart Co Creditor Name	9	_	Value							
Current Building Master Chart Co Creditor Name		_								
Master Chart Co Creditor Name										
Creditor Name										
		<ul> <li>is equal to</li> </ul>	•	• ×	1					
		<ul> <li>starts with</li> </ul>	•		×					
Has Balance or Is	lssues	<ul> <li>is equal to</li> </ul>	● Yes ○	No						
Status		<ul> <li>is not any of</li> </ul>	•	🔹 Banned 🗙						
4 records displayed			1							
	Building Name Renee Building KEEP	Creditor Code 08200001	Creditor Name		ance -40.00	Invoice Total 600.00	Credit Note Total -640.00		I I I Status	
	Renee Building KEEP	08200003	AUSTRALIAN TAXATI		-100.00		-04111			
56 F	Renee Building KEEP Renee Building KEEP	08200019	ALINTA ENERGY		525.50		0.00	525.50		
	ee Building KEEP			Balance: -100.00	· · · ·	Invoice total:	0.00			🖘 Chequ
	TRALIAN TAXATION OFFICE					Credit Note total:	0.00			No
Invoice Number	Date W	/ork Order Hub	BPAY CRN	Reference	Description	Expen	se Account	Amount	Paid Amount Hold	Paid Invoices

- 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

reditor Code 08					
			Balance -100.00	Invoices	0.00
reditor Name A	USTRALIAN TAXATION OFFICE			Credit Notes	-100.00
	voice Date Invoice Number		<b>D</b>	Difference	0.00
eference In	voice Date Invoice Number	Invoice Hub	Description	Outstanding	
onvert journal b	alances to invoices				🕂 Add
Invoice Date	Description	Expense Account	Amo	ount	
×					
Invoice Date	28/02/2023 💌				×
Description	ATO Credit				
More Info	Credit for an Adjustment m	ade			
Expense Accour	· · · · ·				
Amount	-100.00				

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

Creditors Manag	ement - Renee Building KEE	P 5656								_		
Refresh	Export Advanced	ł										
Field		Condition		Value								
Current Buildin		•										
Master Chart C	-	<ul> <li>is equal to</li> </ul>	•	• ×								
Creditor Name		<ul> <li>starts with</li> </ul>			×							
<ul> <li>Has Balance or</li> </ul>	Issues	is equal to		Yes      No								
<ul> <li>Status</li> </ul>		<ul> <li>is not any e</li> </ul>	of 🔹	<ul> <li>Banned</li> </ul>	$\times$							
4 records displaye									0.13	-		
uilding Number	Building Name Renee Building KEEP	Creditor 0 08200001		Name CREDITORS	Balance -40.00	Invoice Total 600.00	Credit Note Total	On Hold Total -40.0	0 🖪 骗	Status		
656	Renee Building KEEP	08200003		IAN TAXATION OFFICE	-100.00							
000	Kenee Building KEEP	08200019	ALINIA E	NERGY	525.50	525.50	0.00	525.5	0 iB	None	_	
556	Renee Building KEEP	08201000	) ABC Strati	a	1,000.00	1,000.00	0.00	0.0	0 6	None		
656	Renee Building KEEP	08201000	) ABC Strati	3	1,000.00	1,000.00	0.00	0.0	0 e	None		
656	Renee Building KEEP	08201000	) ABC Strat	3	1,000.00	1,000.00	0.00	0.0		None		
5656 Ren	ee Building KEEP		) ABC Strati	a Balance: -10	0.00	Invoice total:	0.00	0.0		None	🖼 Cher	2
5656 Ren			) ABC Strate		0.00			0.0		None	N	Ne
5656 Ren	ee Building KEEP			Balance: -1(	0.00	Invoice total: Credit Note total:	0.00	Amount		Show More	N	Ne
5656 Ren 6 0820003 AU3	re Building KEEP STRALIAN TAXATION OFFICI	E		Balance: -10 CRN Refere:	00.00	Invoice total: Credit Note total: Exper	0.00 -100.00		Paid Amou	Show More	N <del>e Informe</del>	Ne
5656 Ren 6 0820003 AU3	ree Building KEEP STRALIAN TAXATION OFFICI Date	E		Balance: -10 CRN Refere:	00.00 nce Description	Invoice total: Credit Note total: Exper	0.00 -100.00 1se Account	Amount	Paid Amou 0.	Show More unt Hold .00 🗌 🍕	N <del>e Informe</del>	Nc at
5656 Ren 6 0820003 AU3	ree Building KEEP STRALIAN TAXATION OFFICI Date	E		Balance: -10 CRN Refere:	00.00 nce Description	Invoice total: Credit Note total: Exper	0.00 -100.00 1se Account	Amount -100.00	Paid Amou 0.	Show More unt Hold .00 🗌 🍕	N <del>: Informe</del>	Nc at
5656 Ren 6 0820003 AU3	ree Building KEEP STRALIAN TAXATION OFFICI Date	E		Balance: -10 CRN Refere:	00.00 nce Description	Invoice total: Credit Note total: Exper	0.00 -100.00 1se Account	Amount -100.00	Paid Amou 0.	Show More unt Hold .00 🗌 🍕	N <del>: Informe</del>	No
5656 Ren 6 0820003 AU3	ree Building KEEP STRALIAN TAXATION OFFICI Date	E		Balance: -10 CRN Refere:	00.00 nce Description	Invoice total: Credit Note total: Exper	0.00 -100.00 1se Account	Amount -100.00	Paid Amou 0.	Show More unt Hold .00 🗌 🍕	N <del>: Informe</del>	Nc at
5656 Ren 6 0820003 AU3	ree Building KEEP STRALIAN TAXATION OFFICI Date	E Work Order Hu		Balance: -10 CRN Refere:	00.00 ne Description 011 ATO Credit	Invoice total: Credit Note total: Exper 1250	0.00 -100.00 1se Account	Amount -100.00 Tag Paid Invoic	Paid Amou 0. es Hole	Show More unt Hold .00 🗌 🍕	N <del>: Informe</del>	Al

#### 2.13 View Creditor Contact

Within the Creditor Management screen, users can retrieve specific Crditor 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.

Field	Advanced	Cor	ntact Details	2		- 0	$\times$			
Current Building		Nam	e	ALLIANCE PL	MBING					
Master Chart Code		Туре		Company						
		Refere	nce Name	ALLIANCE PLUME	G					
				ALLIANCE PLUME	G					
Has Balance or Issues	•	if Addres	ss Title (2)							
Status		Letter		ALLIANCE PLUME	G					
5 records displayed			lian Business							
uilding Number Building N		Austral	lian Compar	y Number 11	4087736				🕕 🖪 🔤 Status	4
14		E P	ostal Addre				^	3,162.00	None     None	
14						17		12,850.00	e Preferred	
14			13 CLARENC	E STREET		Residential/Business		4,500.00	None     None	
			07 33972030 07 33972026			Home ~				
			mail Addres			Pacarrine				
9314				* eplumbinna.com.a					@ EFT 084-391	73429088
08200022 ALLIANCE PLUI	ABING		lank Account			E AI				Preferre
Invoice Number	Date Wor		ISB	Branch	Account N	umber		Amount	Paid Amount Hold	
3457efdgkfgh-345	01/09/2023		084-391	Stones Corner	73429088			8,000.00	2,000.00 🗹 🤚	n in
8599GHGYUIF	01/09/2023	📥 V	Vebsite					600.00	0.00 🗹 🤚	)
324gGSG334	01/09/2023						_	1,234.00	0.00 🗆 🤚	
CN899382376	01/09/2023		ry Preference					-80.00	0.00 🗔 🤚	
0934905676	01/10/2023		Corresponde	ence 🗸 Send by	ost 🗸 Send by email		v	6,250.00	0.00	1
0004000010								Tag Paid Invoices	Hold All	

#### 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.

	gement -										_		>
Refresh	Export 🔨 Advance	d											[
Field		Cond	ition		Value								
Current Buildin	ng	•											
Master Chart C	Code	▼ is equ	ual to	•	• ×								
Creditor Name	e	▼ starts	with	•		×							
Has Balance or	or Issues	▼ is equ	al to		● Yes ○ No								
Status		▼ is not	t any of	•	▼ Banned	×							
5 records display	yed												
Building Number	Building Name	Cree	ditor Code	Creditor	Name	Balance	Invoice Total	Credit Note Total	On Hold Total	🌗 🖪 🔚	Status		
314	A DESCRIPTION OF A DESC		0007		MASTER LOCKSMITHS	3,162.00					None		
314	Contractor (CC)		0016		ED BUILING QLD PTY LT	770.00					None		
314 314	Automatical State		0022 0218		E PLUMBING CESS TECHNICIANS	14,004.00 4,500.00					Preferred None		-
					JESS LECHINICIAINS	4,500.00	4,500.00	0.00	4,500.00				
			0233		LECTRICAL PTY LTD	800.00	800.00	0.00	0.00	e	None		
1314					LECTRICAL PTY LTD	800.00	800.00	0.00	) 0.00	e	None		
9314					LECTRICAL PTY LTD Balance: 14,1	204.00	800.00	) 0.00 14,084.00 -80.00	) 0.00		None T 084-391	734290 Prefe	
9314			0233		Balance: 14,	004.00	Invoice total: Credit Note total:	14,084.00 -80.00	) 0.00		T 084-391		
9314 9314 930 08200022 ALL	LIANCE PLUMBING Date	0820	0233	SILVIOS E BPAY (	Balance: 14,	004.00 Ice Description	Invoice total: Credit Note total: Exper	14,084.00		C EF	T 084-391		
9314 9314 © 08200022 ALL Invoice Number	LIANCE PLUMBING Date	0820	0233 Hub	SILVIOS E BPAY (	Balance: 14/ CRN Referen	004.00 Ice Description 104 Renee Test	Invoice total: Credit Note total: Exper 1361:	14,084.00 -80.00 nse Account	Amount	EF Paid Amor 2,000	T 084-391 unt Hold	Prefe	
9314 9314 9 08200022 ALL Invoice Number 3457efdgkfgh-34	LIANCE PLUMBING Date 45 01/09/2023	0820	0233 Hub	SILVIOS E BPAY (	Balance: 14/ CRN Referen D00000	004.00 ce Description 104 Renee Test 118 Fire Evacuatio	Invoice total: Credit Note total: Exper 1361: 201 Plan 1362	14,084.00 -80.00 nse Account 5 FIRE PRTCN-REPAII	Amount 8,000.00	<b>e</b> EF Paid Amor 2,000 0 0	T 084-391 unt Hold .00 V 🌒 .00 V	Prefe	
9314 9314 9 08200022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUJF	LIANCE PLUMBING Date 45 01/09/2023 01/09/2023	0820	· Hub Approved	BPAY (	Balance: 14/ CRN Referen D00000 D00000	004.00 ce Description 104 Renee Test 118 Fire Evacuatio 119 Repair Outsio	Invoice total: Credit Note total: Exper 1361: on Plan 1362 Je Pipes 1580	14,084.00 -80.00 nse Account 5 FIRE PRTCN-REPAII 0 FIRE EVACUATION	Amount 8,000.00 600.00	<b>e</b> EF Paid Amor 2,000 0 0	T 084-391 unt Hold .00 V 🧶	Prefe	
9314 9314 9314 9314 9300022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUJF 324gGSG334	LIANCE PLUMBING Date 45 01/09/2023 01/09/2023 01/09/2023	0820	0233 Hub	BPAY (	Balance: 14/ CRN Referen D00000 D00000 D00000	004.00 ce Description 104 Renee Test 118 Fire Evacuatio 119 Repair Outsio 20 Refund Holdi	Invoice total: Credit Note total: Exper 1361: on Plan 1362 le Pipes 1580 ng Bond 1361:	14,084.00 -80.00 nse Account 5 FIRE PRTCN-REPAII 0 FIRE EVACUATION 5 PAINTING - EXTERI	Amount 8,000.00 600.00 1,234.00	e EF Paid Amou 2,000 0 0 0 0	T 084-391 unt Hold .00 V 🌒 .00 V	Prefe	
9314 9314 9314 908200022 ALL Invoice Number 3457efdgkfgh-34 8599GHGYUIF 324gGSG334 CN899382376	LIANCE PLUMBING Date 45 01/09/2023 01/09/2023 01/09/2023 01/09/2023	0820	· Hub Approved	BPAY (	Balance: 14/ CRN Referen D00000 D00000 D00000 D00000	004.00 ce Description 104 Renee Test 118 Fire Evacuatio 119 Repair Outsio 20 Refund Holdi	Invoice total: Credit Note total: Exper 1361: on Plan 1362 le Pipes 1580 ng Bond 1361:	14,084.00 -80.00 nse Account 5 FIRE PRTCN-REPAII 0 FIRE EVACUATION 5 PAINTING - EXTERI 5 FIRE PRTCN-REPAII	Amount 8,000.00 600.00 1,234.00 -80.00	C EF Paid Amou 2,000 0 0 0 0 0 0	T 084-391 unt Hold .00 ¥ � .00 ¥ � .00 - � .00 .00	Prefe	erre

Page 1				Invo	oice Activity Report			01/10/2023	3 to 31/10/202
		в	anny	ING I	FORMAT PLAN N	0, 5898			
Date	Creditor A	/cCreditor Name	Amount	Expense	A/cExpense Name	Details	Ref Num	Invoice No	Paid?
		Invoices Processed and On Hold							
01/10/2023	08200016	Advanced Builing Qld Pty Ltd	770.00	12900	Building Repairs	Renee Test Cred INV	D0000014		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 Prtcn-Repairs & Servicing	RENEE TEST DOC	D0000017	458746	On Hold
		Total Processed and On Hold	11,520.00						
		Invoices Processed and Paid							
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	46t457690	Paid
15/10/2023	08201002	Renee Test Creditor	600.00	13405	Electrical Repairs	Electrical Repairs	D000008	3544578	Paid
		Total Processed and Paid	14,835.00		•	•			
		Invoices Processed and Unpaid							
01/10/2023	08200233	Silvios Electrical Pty Ltd	800.00	13630	Fire Annual Audit & Inspection	Renee Test TASK 1	D0000016	58678	Unpaid
		Total Processed and Unpaid	800.00		•				•

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 Bal	ances Rep	ort aged to	o 28/2/20	23		28 H	Feb 2024
		DLULU						
A/c No Name	Telephone	Balance	Current	30 Days	60 Days	90 Days	90+ Days	Last Activi
08200007 24 Seven Master Locksmiths Qld	1300 005575	3,162.00	3,162.00	0.00	0.00	0.00	0.00	01/09/2
08200016 Advanced Builing Qld Pty Ltd	1300 878687	770.00	770.00	0.00	0.00	0.00	0.00	01/10/2
08200022 Alliance Plumbing	07 33972030	14,004.00	14,004.00	0.00	0.00	0.00	0.00	01/10/2
8200218 Rope Access Technicians	1300 297673	4,500.00	4,500.00	0.00	0.00	0.00	0.00	10/10/
8200233 Silvios Electrical Pty Ltd	07 33533288	800.00	800.00	0.00	0.00	0.00	0.00	01/10/
Page Totals: Report Totals:		23236.00 23236.00	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  $~^{ au}$
- 7. Click Add Reimbursement
- 8. Select the Account
- 9. Enter Description, Invoice Number and Amount
- 10. Click on Save

-										
📄 Rene	ee Building KEEP 5656 - Payment Ei	ntry						—		$\times$
Account	13105 CLEANING	Date	01/02/2023 💌	Select	Document	Bank Balance	: 820.00			0
Contact		* Amou	nt: 1,500.80							
Name	Renee Thomas	ABN:								
Address	56 Seaview2 Cresent									
	RUNAWAY BAY QLD 4256									
E E	• e Pay by EFT				email remittance	advice				
		lumber 25698466	]	<ul> <li>Email t</li> </ul>	to other email addı	ress				+
P -	O B Pay by BPAY		_	ren	eethomas@bigpon	d.com				×
	Biller Code				centrate sigpon					
	CRN									
	<ul> <li>dd External direct debit, period</li> <li>Pay by Cheque</li> </ul>	dic payment, internet	transfer							
	Cheque book									
	Reference 000001									
	Pay Immediately									
Expe	nse Account	Invoice Code	Date	Description	Invoice I	No.	Amount	Fund		
Ě										×
Accour	nt 13105 CLEANING	Date			Amo	ount 1,500.80				
Fund	ADMINISTRATIVE FUND		ription: Cleaning (	Costs Reimb						
runa	ADMINISTRATIVE FUND	* invo	ICE Number REIVI73464	29						
Notes (n	ot printed on Remittance Advice)			Remittance Ad	vice Notes (printed	I on Remittanc	e Advice)			
				1 [			,			
					Add Reimburse	ement (	Clear	Save	Clo	se

#### 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 (021xxxxx)
- 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

	- Paradise Waters 1565 —		$\times$
EST CREDITOR 3	3		0
reditor in Building 1565	Paradise Waters		1
Account Code	08200010 Override Payment Method for this building Override Ok To Pay for this building Override Prompt/Prefered/Banned for this building Hide (don't show in selection screes) Delete Account From Building		
reditor Master Chart			
TEST CREDI Test	IOR 3 🔀 testing2@email.com	0	ł
Default Account Cod Location ID	e 08200010 Hide (don't show in master chart selection screen	s)	
Comments Prompt/Preferred/ Banned	None	~	
Payments Payment Method	EFT     I√ Do not send remittance advice		
	Do not send remittance advice     BPAY     Cheque		

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

📄 Rene	e Building KEEP 5656 - Payment Er	try							_		$\times$
Account	02100001 Miss Piper Thomas	[	Date 01/02/20	23 🔻	Select Do	ocument	Bank Balan	ce: 820.00			0
Contact	Miss Piper Thomas	• 4	Amount: 256.30								
Name	Miss Piper Thomas	A	ABN:								
Address	PO Box 576										
	SOUTHPORT QLD 4215										
		umber 25698	445		Email to	mail remittano default for acc	ount				
	O B Pay by BPAY					mas@westnet other email ad					
	Biller Code					other email ac	aress				
	CRN										
	<ul> <li>dd External direct debit, period</li> <li>Pay by Cheque</li> </ul>	ic payment, in	ternet transfer								
	Greque book										
	Reference 000001										
	Pay Immediately										
Expe	nse Account	Invoice Cod	e Da	ate	Description	Invoic	e No.	Amount	Fund		
~											$\times$
Accour	t 13405 ELECTRICAL REPAIRS		Date	04/03/2024	•	An	nount 256.30				
			Description:	Reimburse	ment						
Fund	ADMINISTRATIVE FUND	-	Invoice Number								
Notes (no	ot printed on Remittance Advice)				Remittance Advic	e Notes (print	ed on Remittar	nce Advice)			
					Add Refund	Add Reimbu	rsement	Clear	Save	Clo	ose

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.

Security				-		>
File	_					
Usemame	Type 😼 Permiss	iions For	- 0	×		
ଌ lana.clarke	User				ах.со	
各 laulene.keet	User Name ren	nee.soderlund			ft.com	
各 LauleneLongUsemame	User BCMax (	GLMax DocMax			ne@e	
Sector LKTest	User			_		
各 Imccoustra	User	Permissions				
🂁 local-QA	User	Payments	151 ( 10 h			
💁 Maria.Green	User	Allow Entry of EFT/BPAY Details in Payme	ent Entry (except Creditor	5)	t.com	
💁 melissa.knight	User			Allow		
Semonica.ashton	User					
b nicholas.finnemore	User		8			
b nick.morley	User			Inheri	it 🛛	
💁 nryalls	User					
🔓 paul beet	User				<.com	
💁 paul.ogoman	User					
🔓 phawtin	User					
🔓 ıbarker	User				oft.co	
srenee.soderlund	User Allow Entry	Filter	C	lose	tratam	
<u>a</u> ,						_
			Ad	d User	Close	а

#### 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.

📄 Rene	e Building KEEP 5656 - Payment Er	ntry					_		$\times$
Account	02100001 Miss Piper Thomas	Date 01	/02/2023 💌	Select Do	cument Bank Balan	ce: 820.00			0
Contact	Miss Piper Thomas	▼ Amount: 500	0.00						
Name	Miss Piper Thomas	ABN:							
Address	PO Box 576								
	SOUTHPORT QLD 4215								
	CP Pay by EFT	100500540		0	nail remittance advice efault for account				
		lumber 198598549		0	erault for account nas@westnet.com				
	O B Pay by BPAY				nas@westnet.com ther email address				
	Biller Code				uner ernan audress				- 1
	CRN								
	🔿 dd External direct debit, period	dic payment, internet transf	er						
	🔿 🚥 Pay by Cheque								
	🔘 📟 Cheque book								
	Reference 000001								
	Pay Immediately								
Exper	nse Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund		
~									$\times$
Accoun	t 13405 ELECTRICAL REPAIRS	Date	01/02/202	3 💌	Amount 500.00				
		Description	n: Reimburs	ement					
Fund	ADMINISTRATIVE FUND	<ul> <li>Invoice Nu</li> </ul>	mber 568345						
Notes (no	ot printed on Remittance Advice)			Remittance Advice	Notes (printed on Remitta	nce Advice)			
				Part Payment of 5	0% of Electrical work				
				Add Refund	Add Reimbursement	Clear	Save	Clo	ose

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

Renee Buildin	]	6	Date
SOUTHPORT QLD 4215	Ar	ference No nount	F0000007 \$500.00
		count No	02100001
Date Details 01/02/2023 Reimbursement	Invoice Refe 568345	ence	Amoun \$500.0

#### 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.

📄 Rene	ee Building KEEP 5656 - Payment E	ntry							_		$\times$
Account	02100001 Miss Piper Thomas	[	Date 01/02/20	23 🔻	Select I	Document	Bank Balance	: 320.00			0
Contact	Miss Piper Thomas	• 4	Amount: 500.00								
Name	Miss Piper Thomas	4	ABN:								
Address	PO Box 576										
	SOUTHPORT QLD 4215										
	e Pay by EFT				O Do not	email remittance	advice				
	BSB 184-446 Account N	Jumber 19859	8549		Email to	default for acco	unt				
	O 🖪 Pay by BPAY					iomas@westnet.					
	Biller Code				<ul> <li>Email to</li> </ul>	o other email add	lress				+
	CRN										
	O dd External direct debit, period	dic payment, in	ternet transfer								
	<ul> <li>Pay by Cheque</li> <li>Cheque book</li> </ul>										
	Reference 000001										
	Pay Immediately										
Expe	nse Account	Invoice Cod	e D	ite	Description	Invoice	No.	Amount	Fund		
<b>~</b>											×
Accour	nt 13405 ELECTRICAL REPAIRS		Date	01/02/202	3 💌	Am	ount 500.00				
			Description:	Reimburs	ement						
Fund	ADMINISTRATIVE FUND	Ŧ	Invoice Number	568345	_						
	ot printed on Remittance Advice)				Remittance Adv			e Advice)			
	imburseing the Owner of 50% of t I Work is NOT finished as yet.	he Electricla wo	orks that has been	paid so far.	Part Payment o	f 50% of Electric	I Work				
					Add Refund	Add Reimbur	ement (	Clear	Save	Clo	se

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

Building: Creditor:	Renee Building KE	EP 5656	8 ×	0	FFTe	Not Printed Not Presented	E	kport	6
Date Range	e: All Available		~	Filter:		×			
	<b>▼</b> t		•	Amount:	to	×	🖌 Auto	o Show [	Ocument
Building	Name	D	ate	Creditor	Name	Amount	Reference	Status	Paymer
5656	Renee Building KEE	P 2	8/02/2023	08200019	ALINTA ENERGY	900.00	F0000006		B 75
5656	Renee Building KEE	P 2	8/02/2023	08200005	BYO Mowing	800.00	F0000005	÷.	e 📢
5656	Renee Building KEE	P 2	8/02/2023	08200019	ALINTA ENERGY	500.00	F0000004		B 🗧
5656	Renee Building KEE	EP 2	8/02/2023	08200006	DIY Pools	5,500.00	F000003	÷.	e 🔩
5656	Renee Building KEE	P 1	7/02/2023	08200019	ALINTA ENERGY	980.00	F0000001		B 75
5656	Renee Building KEE	EP C	2/02/2023	08200006	DIY Pools	500.00	F000002		e 🔩
5656	Renee Building KEE	P C	1/02/2023	02100001	Miss Piper Thomas	500.00	F0000008		e 15
	Renee Building KE	.r u	1/02/2023	02100001	Miss Piper Thomas	500.00	F0000007		
	Kenee building KC				Miss riper normas	30000			
¢	Kenee bunung Ku								e 1 Sount:
\$500.00 02100001 F0000007	- Miss Piper Thoma	s					€ Ru	01/02/2 ① Note emittanc	Count: 2023
\$500.00 02100001 F0000007 Invoice No	- Miss Piper Thoma	s Date		Amount	Paid Amount	Description	Reperse A	Note     emittanc     ccount	Count: 2023 is e
\$500.00 02100001 F0000007	- Miss Piper Thoma	s					€ Ru	Note     emittanc     ccount	Count: 2023 is e
\$500.00 02100001 F0000007 Invoice No	- Miss Piper Thoma	s Date		Amount	Paid Amount	Description	Reperse A	Note     emittanc     ccount	Count: 2023 is e

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

Payment	s Management							- C × Add Group	
luilding: Creditor:	Renee Building KEEP	5656 8			Not Printed Not Presented	Export	3 ?		
Date Range:	All Available	~	Filter:		×				StrataCas
	▼ to	-	Amount:	to	×	Auto Show	Document		StrataCas
								Edit Remittance Advice Notes for F0000007 - Renee Building KEEP 5656	- 0
	Name	Date	Creditor	Name	Amount	Reference Status		- contrained norther to cast of roomoon inchee balloning real source	
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	900.00	F0000006	10 75		
5656	Renee Building KEEP	28/02/2023	08200005	BYO Mowing	800.00	F000005 🖶	e 😘	Part Payment of 50% of Electrical work	
5656	Renee Building KEEP	28/02/2023	08200019	ALINTA ENERGY	500.00	F0000004	8 5		
5656	Renee Building KEEP	28/02/2023	08200006	DIY Pools	5,500.00	F000003 🖶	e 😘		
	Renee Building KEEP	17/02/2023		ALINTA ENERGY	980.00	F0000001	13 75		
5656	Renee Building KEEP	02/02/2023	08200006	DIY Pools	500.00	F000002	e 😘		
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F0000008	e 15		
5656	Renee Building KEEP	01/02/2023	02100001	Miss Piper Thomas	500.00	F000007	e 15		
٢							Count: 8		
				_			Count o		
\$500.00 02100001 - F0000007	Miss Piper Thomas					01/02 0 No 0 Remittar			
		te	Amount	Paid Amount	Description	Expense Account	t		
Invoice Nu									
		/02/2023	500.00	500.00	Reimbursement	13405 ELECTRICA	AL REP/		
Invoice Nu				500.00 500.00	Reimbursement	13405 ELECTRICA	AL REP/		we

#### 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.

🐻 Security		- 🗆 X
File Usemame	Permissions For      -      X Name [renee.soderlund BCMax [GLMax] DocMax	rail ^ ne2@testing.com
	Contract     Contract	s@stratamax.com
	Allow     Peny     Inherit	1.mccoustra@stratamax
	Remittance Advice Filter Close	ee@stratamax.com.au
ă	<u> </u>	Add User Close

#### 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.

💀 Permissions For	_		×
Name renee.soderlund BCMax GLMax DocMax Permissions Menue Edit Internal Payment Notes Allow Deny Inherit			
Edit Internal Filter		Close	•

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 tolls 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

All buildings	s				
An account		~			
elected bui	ildings				
Number	Name	Account Manager			
100000	100000	C			
100001	100001	CJ			
100002	100002	CJ			
100003	100003	CJ			
100004	100004	CJ			
100005	100005	CJ			
100006	100006	CJ			
100007	100007	CJ			
100008	100008	CJ			
100009	100009	CJ			
100010	100010	CJ			
100011	100011	CJ			
100012 All Creditors Include only	100012 s y Master Chart Creditors	CJ CJ			
100012 All Creditors Include only Exclude Mas	100012 s y Master Chart Creditors ster Chart Creditors	CI			
100012 All Creditors Include only Exclude Mas Code	100012 s ( Master Chart Creditors ster Chart Creditors Name	CJ Exclude by Default			
100012 All Creditors Include only Exclude Mas Code 08200001	100012 s v Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS	CJ Exclude by Default			
100012 All Creditors Include only Exclude Mas Code 08200001 08200002	100012 s Master Chart Creditors ter Chart Creditors Name SUNDRY CREDITORS RENEE MOWING	CJ Exclude by Default			
100012 All Creditors Include only Exclude Mas Code 08200001 08200002 08200003	100012 s v Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE	CJ Exclude by Default			
100012 All Creditors nclude only Exclude Mas 08200001 08200002 08200003 08200004	100012 s vMaster Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALLAN TAXATION OFFICE ATO - INCOME TAX	CJ			
100012 All Creditors Include only Exclude Mas 08200001 08200002 08200003 08200004 08200005	100012 s Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING	CJ			
100012 All Creditors Include only Exclude Mas Code 08200001 08200002 08200003 08200004 08200005 08200006	100012  V Master Chart Creditors ster Chart Creditors Vame SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIV POOLS	CJ Exclude by Default			
100012 All Creditors Include only Exclude Mas Code 08200001 08200002 08200003 08200004 08200005 08200006 08200007	100012 s v Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS REINEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIV POOLS 24 SEVEN MASTER LOCKSMITHS QLD	CJ Exclude by Default			
100012 All Creditors include only Exclude Mas Code 08200001 08200002 08200003 08200004 08200005 08200005 08200006 08200007 08200008	100012 K Master Chart Creditors ster Chart Creditors SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIY POOLS 24 SEVEN MASTER LOCKSMITHS QLD A CLEAN SCENE	CJ  Exclude by Default  Exclude and			
100012 All Creditors nclude only ixclude Mas Code 08200001 08200002 08200004 08200004 08200005 08200006 08200006 08200007 08200008 08200009	100012 Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIV POOLS 24 SEVEN MASTER LOCKSMITHS QLD A CLEAN SCENE AAARUBBISH	CJ Exclude by Default			
100012 All Creditors Include only Exclude Mar Code 08200001 08200003 08200004 08200005 08200007 08200007 08200007 08200007 08200009 08200009	100012 V Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIY POOLS 24 SEVEN MASTER LOCKSMITHS QLD A CLEAN SCENE AAARUBBISH AARON SPENDIFF'S PLUMBING SERV	CJ Exclude by Default Exclude a log default			
100012 All Creditors include only Exclude Mat Code 08200001 08200003 08200004 08200005 08200005 08200006 08200008 08200007 0820008 0820009 0820001 0820001 0820001	100012 Vaster Chart Creditors ter Chart Creditors SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIV POOLS 24 SEVEN MASTER LOCKSMITHS QLD A CLEAN SCENE AAARUBBISH AARON SPENDIFF'S PLUMBING SERV ABLE TREE SERVICES	CJ  Exclude by Default  Exclude log			
100012 All Creditors Include only Exclude Mas Code 08200001 08200002 08200003 08200004 08200005 08200006	100012 V Master Chart Creditors ster Chart Creditors Name SUNDRY CREDITORS RENEE MOWING AUSTRALIAN TAXATION OFFICE ATO - INCOME TAX BYO MOWING DIY POOLS 24 SEVEN MASTER LOCKSMITHS QLD A CLEAN SCENE AAARUBBISH AARON SPENDIFF'S PLUMBING SERV	CJ Exclude by Default Exclude a log default			

- 4. Payments form will open and present all available invoices to pay or exclude
- 5. Click om 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

StrataMax

🗿 Payment	ts						- 🗆 >
'osting Date	05/03/2024				is ith creditors that will be paid only ith creditors that will be paid with warning on		,062.46 Buildings: 2 Buildings: 0
Exclude Bu	uildings with Errors			0 W	fith issues only	Creditors that won't be paid: 11	Buildings: 4
Creditor Nar	me	Balance	Amount to Pay	Creditor	Payment Method	Email Address	
13614	MONTGOMERY - KEEP		Available Bala	ince: \$100,070.0	)	Payments: \$0.00	Month: Oct 20
	😵 Posting Date is not in	n the building's cu	rrent month				
AGL SALES	PTY LIMITED	620.00	0.00		I 7773 569999	businesscustomers@agl.com.au	
126564	Renee Building 2 Keep		Available Bala	ince: \$58,500.00		Payments: \$0.00	Month: Feb 20
	😢 Posting Date is not in	n the building's cu	rrent month				
ADLER'S PC	DOL CENTRE	90.00	0.00		<b>e</b> 064-111 10077144		
ADVANCED	BUILING QLD PTY LTD	1,400.00	0.00	O8200016     O8200016     O	<b>@</b> 082-330 115617668	arqld@advancedbuildings.com.au	
5656	Renee Building KEEP		Available Bala	ince: (\$180.00)	Allow payments	Payments: \$0.00	Month: Feb 2
	<ul> <li>Payments are more t</li> <li>Posting Date is not in</li> </ul>		nce				
ABC Strata		1,000.00	0.00	<u>()</u> 08201000	C 012-017 234124213		
ALINTA ENE	ERGY	1,382.00	0.00		7773		
ALINTA ENE	ERGY	1,382.00	0.00		7773 23556432		
ALL GLASS	WORKS	456.00	0.00		45899 114	admin@allglassworks.com.au	
AUSTRALIA	AN TAXATION OFFICE	-100.00	0.00	O     O	== Cheque		
BYO MOWI	ING	1,367.00	0.00		== Cheque	test@test.com	
SUNDRY CF	REDITORS	-40.00	0.00	r 08200001 🖓	== Cheque	sundrycred@email.com	
125	Sunset Court		Available Bala	ince: \$100,000.0	)	Payments: \$2,262.30	Month: Mar 2
	SERVICES	1,560.00	1,560.00	<u> </u>	<b>e</b> 084-424 455191712	contact@abletreeservice.com.au	
ABLE TREE S	EPGV	845.25	0.00	O8200019     O8200019     O	7773 12345		
ABLE TREE S	ENGT			@ 0000000	<b>@</b> 012-003 132515	10.00	
		702.30	702.30	🔊 08200006	C 012-003 132313	info@diy.com	
ALINTA ENE DIY POOLS		702.30		G9 08200006	C 012-003 132313		Month: Mar 2
ALINTA ENE DIY POOLS 889		702.30			<b>e</b> 064-111 10077144	Payments: \$800.16	Month: Mar 2

- 7. Click 'Exclude Buildings with Errors'
- 8. All Buildings that have no issues will then be displayed see example below

Exclude	te 05/03/2024 💌 Buildings with Errors			0	With creditors that will be paid only With creditors that will be paid with warning only With issues only	Creditors paid with warnings: 0 Creditors that won't be paid: 1	- C × 062.46 Buildings: 2 Buildings: 0 Buildings: 1
Creditor N		Balance		Creditor	Payment Method	Email Address	
125	Sunset Court			ince: \$100,000.0		Payments: \$2,262.30	Month: Mar 2024
	E SERVICES	1,560.00	1,560.00	O8200011     O8200011     O	-	contact@abletreeservice.com.au	
ALINTA E		845.25	0.00		<b>B</b> 7773 12345		
DIY POOI	.S	702.30	702.30		C 012-003 132515	info@diy.com	
889	Waterfront		Available Bala	ince: \$80,000.00		Payments: \$800.16	Month: Mar 2024
ADLER'S	POOL CENTRE	470.00	470.00	O8200015     O8200015     O	<b>e</b> 064-111 10077144		
AMDI PT	( LTD	330.16	330.16	O8200026     O  O     O	<b>@</b> 064-000 10118953	accounts@amdi.com.au	
							Process Close

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

🔰 Pa	yments												$\times$
	g Date 05/03/2024 • ude Buildings with Error				0	With creditors	that will be paid that will be paid ly	arning only		Payments Creditors that will be paid: Creditors paid with warnings Creditors that won't be paid:	: 0	05.96 Buildings: Buildings: Buildings:	0
Credit	tor Name	Ba	alance	Amount to Pay	Creditor	Payment Me	thod		Em	ail Address			_
125	Sunset Court				ance: \$100,000.0					Payments: \$1,405.80		Month: M	/lar 2024
Inve	08200011 ABLE TREE Si pice Number 875688	Date	Reference D0000001	Balance: 1,5 Details Electrical Repairs		Payment: 560. Amount Ur 1,560.00	55 1paid Amount ( 1,560.00	 Amount to	o Pay	7	e	084-424 45519	1712
							Pay All	't Pay All	H	lold All Unhold All	Exclude	Exclude Build	ding
ALIN	TA ENERGY		845.25	845.25	O8200019     O8200019     O	B 7773 12	345		_				-
DIY P	POOLS		702.30	0.00	O8200006     O8200006     O	<b>e</b> 012-003	132515		inf	o@diy.com			
889	Waterfront			Available Bal	ance: \$80,000.00					Payments: \$800.16		Month: N	1ar 2024
	R'S POOL CENTRE		470.00			<b>e</b> 064-111							
AIVID	I PTY LTD		330.16	330.16		<b>e</b> 064-000	10110300		ace	counts@amdi.com.au			
											P	rocess C	Close

#### Example of Unhold all for a selected Creditor

osting Date 05/03/202	4 💌			0	With credito With credito		aid only aid with warning only	Cred	nents litors that will be paid: litors paid with warning	js: O	27.71 Buildings: 2 Buildings: 0
Exclude Buildings with	n Errors			0	With issues	only		Cred	litors that won't be paid	d: 0	Buildings: 0
Creditor Name		Balance	Amount to Pay	Creditor	Payment I	dethod		Email Ad	dress		
125 Sunset C	Court		Available Bala	nce: \$100,000.0	DO				Payments: \$4,427.55		Month: Mar
ABLE TREE SERVICES		1,560.00	1,560.00	r 08200011	-	4 455191712		contact	@abletreeservice.com.a	au	
ALINTA ENERGY		845.25	845.25		3 7773	12345					
08200006 DIY PO     0	OLS		Balance: 2,02	2.30	Payment: 2,	022.30					e 012-003 13251
Invoice Number	Date	Reference	Details		Amount	Unpaid Amount	On Hold Amount t	o Pay			
3457459	05/03/2024	D0000002	Cleaning		702.30	702.30	702.30				
2356	05/03/2024	D0000004	Building Repairs		1,320.00	1,320.00	1320.00				
						Pay All	Don't Pay All	Hold A	Unhold All	Exclude	Exclude Buildin
89 Waterfr	ont		Available Bala	nce: \$80,000.00	D				Payments: \$800.16		Month: Mar
ADLER'S POOL CENTRE	ε	470.00	470.00		<b>e</b> 064-11	1 10077144					
AMDI PTY LTD		330.16	330.16		<b>e</b> 064-00	0 10118953		account	s@amdi.com.au		
											rocess

#### Example of Hold All for a selected Creditor

sting Date 05/03/2024			0	lings With creditors With creditors With issues on	that will be pa		rning only	Creditor	ts s that will be paid: s paid with warnings s that won't be paid:	a 0	05.41 Buildings: 2 Buildings: 0 Buildings: 1
Exclude Buildings with E	rrors		0	with issues on	y			Creditor	s that won't be paid:		Buildings: 1
reditor Name	Balance			Payment Met	thod		E	mail Addre			
25 Sunset Cou			Balance: \$100,000.						ments: \$2,405.25		Month: Mar 20
BLE TREE SERVICES		560.00 1,560.0						contact@al	oletreeservice.com.a	u	
LINTA ENERGY		845.25 845.3	25 🕜 08200019	9 🖪 7773 123	45						
O8200006 DIY POO     O	LS	Balance: 2	,022.30	Payment: 0.00							e 012-003 132515
Invoice Number	Date Refer	ence Details		Amount Un	paid Amount			Pay			
3457459	05/03/2024 D0000	0002 Cleaning		702.30	702.30	🗹 🤚 [	0				
2356	05/03/2024 D0000	0004 Building Repairs		1,320.00	1,320.00	🗹 🤚 [	0				
					Pay All	Don't	Pay All	Hold All	Unhold All	Exclude	Exclude Building
89 Waterfron	ıt	Available 8	alance: \$80,000.0	0				Pay	/ments: \$800.16		Month: Mar 20
DLER'S POOL CENTRE		470.00 470.0	0 🕜 08200015	5 ၔ 064-111	10077144						
MDI PTY LTD		330.16 330.1	I6 🚯 08200026	5 <b>e</b> 064-000	10118953			accounts@	amdi.com.au		

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

# 14. System will return any warnings if there are any before processing– See example below

With creditors that will be paid with warning only       Creditors paid with warnings: 0       Buildir         Exclude Buildings with Errors       With issues only       Creditors that won't be paid: 0       Buildir         Creditor Name       Balance       Amount to Pay       Creditor       Payment Method       Email Address         125       Sunset Court       Available Balance: \$100,000.00       Payments: \$4,427.55       Month         ABLE TREE SERVICES       1,560.00       1,560.00       08200011       0845.25       Payment: \$45.25         Invoice Number       Date       Reference       Details       Amount       Unpaid Amount On Hold Amount to Pay       BPAY CRN         AL7484       05/03/2024       D000003       Ubilities - Electric       845.25       845.25           Building '125' is not registered. Please upload building and try again. If error persists, please contact       Pay All       Don't Pay All       Hold All       Unhold All       Exclude       Exclude Exclude E         DIY POOLS       2,022.30       2,022.30       08200006       012-003       132515       info@diy.com	Payments								- 🗆 ×
Exclude Buildings with Errors       Creditor Name       Balance       Amount to Pay       Creditor       Payment Method       Email Address         125       Sunset Court       Available Balance:       \$100,000.00       Payments:       \$4,427.55       Month         ABLE TREE SERVICES       1,560.00       ① 08200011       © 084-424       455191712       contact@abletreservice.com.au         Invoice Number       Date       Reference       Details       Amount       Unpaid Amount On Hold Amount to Pay       BPAY CRN         AL7484       05/03/2024       00000003       Utilities - Electric       845.25       845.25       845.25       Image: Creditor 08200019       Exclude Ex	Posting Date 05/03/2024 💌			IIA () ()	With creditors With creditors	that will be pa		Creditors that will be paid: 5 f Creditors paid with warnings: 0	or \$5,227.71 Buildings: 2 Buildings: 0
125       Sunset Court       Available Balance: \$100,000.00       Payments: \$4,427.55       Month         ABLE TREE SERVICES       1,560.00       1,560.00       0 8020011       € 084-424       455191712       contact@abletreeservice.com.au         Imvoice Number       Date       Reference       Details       Amount       Unpaid Amount       On Hold       Amount to Pay       BPAY CRN         AL7484       05/03/2024       D0000003       Utilities - Electric       845.25       845.25       € 845.25       ✓         AL7484       05/03/2024       D0000030       Utilities - Electric       845.25       @ 845.25       ✓       ✓         AL7484       05/03/2024       D0000030       Utilities - Electric       845.25       @ 845.25       ✓       ✓         AL7484       05/03/2024       D0000030       with reason:       ●	Exclude Buildings with Error	rs		0	With issues or	nly		Creditors that won't be paid: 0	Buildings: 0
ABLE TREE SERVICES       1,560.00       1,560.00       0 08200011       © 084-424       455191712       contact@abletreeservice.com.au         Image: Contact (Contact (Con	Creditor Name	Balance	Amount to Pay	Creditor	Payment Me	thod		Email Address	
© 08200019       ALINTA ENERGY       Balance: 845.25       Payment: 845.25       Payment: 845.25       Payment: 845.25         Invoice Number       Date       Reference       Details       Amount       Unpaid Amount       On Hold       Amount to Pay       BPAY CRN         AL7484       05/03/2024       D0000003       Utilities - Electric       845.25       845.25       845.25       845.25       Image: Comparison of payment Failed to registered.       Pay all       Don't Pay All       Unhold All       Exclude	125 Sunset Court		Available Bala	ince: \$100,000.0	0			Payments: \$4,427.55	Month: Mar 202
Invoice Number       Date       Reference       Details       Amount       Unpaid Amount       On Hold       Amount       Depay 2000000000000000000000000000000000000	ABLE TREE SERVICES	1,560.00	1,560.00		<b>e</b> 084-424	455191712		contact@abletreeservice.com.au	
Failed to save payment: Failed to register BPay submission for payment F0000003 with reason:         A Building '125' is not registered. Please upload building and try again. If error persists, please contact         StrataMax support Creditor 08200019         DIY POOLS       2,022.30       Q) 08200006       C 012-003       132515       info@diy.com         889       Waterfront       Available Balance: \$80,000.00       Payments: \$800.16       Month         ADLER'S POOL CENTRE       470.00       Q) 08200015       C 064-111       10077144				25	-		On Hold Amount to	Pay BPAY CRN	2 7773 12345
A Building '125' is not registered. Please upload building and try again. If error persists, please contact       Pay All       Don't Pay All       Hold All       Unhold All       Exclude       Exclude f         DIY POOLS       2,022.30       2,022.30       0 08200006       € 012-003       132515       info@diy.com         889       Waterfront       Available Balance: \$80,000.00       Payments: \$800.16       Month         ADLER'S POOL CENTRE       470.00       \$0 08200015       € 064-111       10077144	AL7484	05/03/2024 D0000003	Utilities - Electric		845.25	845.25	845.25	1	
889         Waterfront         Available Balance: \$80,000.00         Payments: \$800.16         Month           ADLER'S POOL CENTRE         470.00         \$0.000015         € 064-111         10077144         10077144	A Building '125' is not reg	istered. Please upload build				Pay All	Don't Pay All	Hold All Unhold All Exc	lude Exclude Building
ADLER'S POOL CENTRE 470.00 470.00 🔊 08200015 😋 064-111 10077144	DIY POOLS	2,022.30	2,022.30		<b>e</b> 012-003	132515		info@diy.com	
	889 Waterfront		Available Bala	ince: \$80,000.00	)			Payments: \$800.16	Month: Mar 202
AMDI PTY LTD 330.16 330.16 (\$ 06200026 C 064-000 10118953 accounts@amdi.com.au	ADLER'S POOL CENTRE	470.00	470.00		<b>e</b> 064-111	10077144			
	AMDI PTY LTD	330.16	330.16		<b>e</b> 064-000	10118953		accounts@amdi.com.au	

- 15. Exclude the Building and correct the issue later
- 16. Payments will be processed
- 17. 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

File		$\times$
Usemame Name renee.soderlund ne2@testing BCMax GLMax DocMax	.com	^
Sestratamax	.com	
Reverse Presented Payments     Search Payments     Reports	₽stratamax	
Unpresented Payments and Receipts Report     v     ree@stratam	ax.com.au	
Add User	Close	~

# 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

ayme	nts included: 22 for \$8,270.16							9
ilter B	uildings:		• 🗙 🗆 Sho	w excluded a	nd reversed payr	ments	tor and other payments	
ilter A	ccounts:		V No	والمراجع والمراجع	ngs or payments		tor payments only (20 for \$7,270.16)	
					5		payments only (2 for \$1,000.00)	
	Account Name	Amount	Status	Reference	A/C Code	Destination	Invoices Wanagement rees	
1026	9 JACKSONVILLE - KEEP		Available Balance:	(\$9,356.25)	📙 2 paym	ents totalling \$1,500.00		
	ADVANCED BUILING QLD PTY LTD	1,000.00	Included 🕤 💳	000003	O8200016     O8200016     O	<b>e</b> 082-330 115617668	12587	
	ADVANCED BUILING QLD PTY LTD	500.00	Included 🕤 🗕	000004		<b>e</b> 082-330 115617668	748888	
2098	4 SAN JOSE - KEEP		Available Balance:	\$0.00	🙏 1 paym	ents totalling \$400.00		
	AGL SALES PTY LIMITED	400.00	Included 🕤 🗕	000001	O8200018     O8200018     O	<b>49346 85869907108</b>	34457579tg	
2098	9 SANTA ANA - KEEP		Available Balance:	\$97,787.11	5 payments	totalling \$2,658.00		
	ADVANCED BUILING QLD PTY LTD	608.00	Included 🕤 🗕	000038		C 082-330 115617668	V 445657889	
	ADVANCED BUILING QLD PTY LTD	1,000.00	Included 🕤 💳	000039		<b>e</b> 082-330 115617668	V 445657889	
	AGL SALES PTY LIMITED	150.00	Included 🕤 💳	000040	O8200018     O8200018     O	B 7773 2000087903397	132131	
	AGL SALES PTY LIMITED	600.00	Included 🕤 💳	000041	O8200018     O8200018     O	<b>B</b> 7773 2000087903397	📄 132131 & Ors	
	AGL SALES PTY LIMITED	300.00	Included 🕤 💳	000042	A 08200018 A 08200018	1773 2000087903397	Fire Protection	
2465	2 SAN DIEGO - KEEP		Available Balance:	\$0.00	🔔 2 paym	ents totalling \$1,800.00		
	AGL SALES PTY LIMITED	800.00	Included 🕤 💳	000001	O8200018     O8200018     O	7773 27538818000	34457579tg	
	AGL SALES PTY LIMITED	1,000.00	Included 🕤 💻	000002		27538818000	34457579tg	
5656	Renee Building KEEP		Available Balance:	(\$1,400.00)	👃 2 paym	ents totalling \$1,000.00		
	Miss Piper Thomas	500.00	Included 🕤 💻	000007	<b>(</b> ) 02100001	<b>e</b> 184-446 198598549	568345	<ul> <li>Bank Account entered manually</li> </ul>
	Miss Piper Thomas	500.00	Included 🕤 💳	000008	O2100001     O2100001     O	<b>e</b> 184-446 198598549	568345	<ul> <li>Bank Account entered manually</li> </ul>
889	Waterfront		Available Balance:	\$0.00	🔔 2 paym	ents totalling \$800.16		
	Adler's Pool Centre	470.00	Included 🕤 🗕	000001	O8200015     O8200015     O	<b>e</b> 064-111 10077144	87438986	🛕 🖲 Account Name changed
	AMDI PTY LTD	330.16	Included 🕤 💻	000002	O8200026     O  O     O	<b>e</b> 064-000 10118953	MOW1243 & Ors	
9900	0 99000		Available Balance:	\$0.00	🙏 2 paym	ents totalling \$12.00		
	BYO Mowing	10.00	Included 🕤 🗕	000001	O8200005     O8200005     O	C 012-003 1321424	tester	🛕 🖲 Account Name changed
	ABC Strata	2.00	Included 🕤 🗕	000002	lb 08201000	<b>e</b> 012-017 234124213	Management Fees	· · ·

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

ayme	ts to be emailed: 13 for \$6,100.16			Payments not t	o be emailed: 7 for \$2,085.0	0		3
ilter B	uildings:		• ×	Show all	Show to email 🔿 Show no	ot to email		
ilter A	counts:		• ×					
	Account Name		Reference	A/C Code	Destination	Invoices Management Fees	Email Address	
1026			2	totalling \$1,500.	20			_
	dvanced Builing Qld Pty Ltd	1.000.00	000003	© 08200016	e 082-330 115617668	12587	argld@advancedbuildings.com.au	
	dvanced Builing Qld Pty Ltd	500.00	000004	08200016	<b>e</b> 082-330 115617668	748888	argld@advancedbuildings.com.au	
				47	•			
2098	GL Sales Pty Limited	400.00	1 payments 000001	totalling \$400.00	7773 85869907108	34457579tg	businesscustomers@aql.com.au	
	loc suics r ly chined	400.00	000001	69 082000 18	B mis essessance	34437379tg	businesscustomers@agi.com.au	
2098			3 payments	totalling \$1,050.	00 2 no email total	ling \$1,608.00		
	dvanced Builing Qld Pty Ltd	608.00	000038	O8200016     O8200016     O	<b>e</b> 082-330 115617668	V 445657889		
	dvanced Builing Qld Pty Ltd	1,000.00	000039	O8200016     O8200016     O	<b>e</b> 082-330 115617668	V 445657889		
	GL Sales Pty Limited	150.00	000040	O8200018     O8200018     O	3 7773 2000087903397	132131	businesscustomers@agl.com.au	
	GL Sales Pty Limited	600.00	000041	O8200018     O8200018     O	3 7773 2000087903397	132131 & Ors	businesscustomers@agl.com.au	
	GL Sales Pty Limited	300.00	000042		B 7773 2000087903397	Fire Protection	businesscustomers@agl.com.au	
2465	BARDERS AND		2 payments	totalling \$1,800.	00			
	GL Sales Pty Limited	800.00	000001	O8200018     O8200018     O	7773 27538818000	34457579tg	businesscustomers@agl.com.au	
	GL Sales Pty Limited	1,000.00	000002	O8200018     O8200018     O	7773 27538818000	34457579tg	businesscustomers@agl.com.au	
5656	Renee Building KEEP		2 payments	totalling \$1,000.	00			
1	Aiss Piper Thomas	500.00	000007	O2100001     O2100001     O	<b>e</b> 184-446 198598549	568345	piper.thomas@westnet.com	
1	Aiss Piper Thomas	500.00	800000	O2100001	<b>e</b> 184-446 198598549	568345	piper.thomas@westnet.com	
889	Waterfront		1 payments	totalling \$330.16	i 1 no email total	ling \$470.00		
	dler's Pool Centre	470.00	000001	08200015	<b>e</b> 064-111 10077144	87438986		
	MDI PTY LTD	330.16	000002	O8200026     O  O     O	€ 064-000 10118953	MOW1243 & Ors	accounts@amdi.com.au	
9900	99000		1 payments	totalling \$10.00	1 no email total	lina \$2.00		
	YO Mowing	10.00	000001	08200005	e 012-003 1321424	tester	test@test.com	
	BC Strata	2.00	000002	O8201000     O8201000     O	<b>e</b> 012-017 234124213	Management Fees		
								_

# 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.

ayment	to be emailed: 13 for \$6,100.16			Payments not t	to be emailed: 7 for \$2,085.0	D		3
lter Bui	dings:		• ×	● Show all ⊂	) Show to email () Show no	ot to email		
ilter Acc	ounts:		• ×	]				
	count Name		Reference	A/C Code	Destination	Invoices Management Fees	Email Address	
10269	Providence - Salar		2 payments	totalling \$1,500.0	00			
Ad	vanced Builing Qld Pty Ltd	1,000.00	000003	O8200016     O8200016     O	<b>e</b> 082-330 115617668	12587	arqld@advancedbuildings.com.au	
Ad	vanced Builing Qld Pty Ltd	500.00	000004	O8200016     O8200016     O	<b>e</b> 082-330 115617668	748888	arqld@advancedbuildings.com.au	
20984	March 1997		1 payments	totalling \$400.00	)			
AG	L Sales Pty Limited	400.00	000001	O8200018     O8200018     O	3 7773 85869907108	34457579tg	businesscustomers@agl.com.au	
20989	1000.000.007		3 payments	totalling \$1,050.0	00 2 no email total	ling \$1,608.00		
Ad	vanced Builing Qld Pty Ltd	608.00	000038	O8200016     O8200016     O	<b>e</b> 082-330 115617668	V 445657889		
Ad	vanced Builing Qld Pty Ltd	1,000.00	000039	O8200016     O8200016     O	<b>e</b> 082-330 115617668	V 445657889		
AG	L Sales Pty Limited	150.00	000040	O8200018     O8200018     O	7773 2000087903397	132131	businesscustomers@agl.com.au	
AG	L Sales Pty Limited	600.00	000041	O8200018     O8200018     O	2000087903397	132131 & Ors	businesscustomers@agl.com.au	
AG	L Sales Pty Limited	300.00	000042	O8200018     O8200018     O	3 7773 2000087903397	Fire Protection	businesscustomers@agl.com.au	
24652	BARDON AND		2 payments	totalling \$1,800.0	00			
AG	L Sales Pty Limited	800.00	000001	O8200018     O8200018     O	7773 27538818000	34457579tg	businesscustomers@agl.com.au	
AG	L Sales Pty Limited	1,000.00	000002	O8200018     O8200018     O	3 7773 27538818000	34457579tg	businesscustomers@agl.com.au	
5656	Renee Building KEEP		2 payments	totalling \$1,000.0	00			
Mi	ss Piper Thomas	500.00	000007	O2100001	<b>e</b> 184-446 198598549	568345	piper.thomas@westnet.com	
Mi	ss Piper Thomas	500.00	000008	O2100001	<b>e</b> 184-446 198598549	568345	piper.thomas@westnet.com	
889	Waterfront		1 payments	totalling \$330.16	i 1 no email total	ling \$470.00		
Ad	ler's Pool Centre	470.00	000001	O8200015     O8200015     O	<b>e</b> 064-111 10077144	87438986		
AN	IDI PTY LTD	330.16	000002	O8200026     O8200026     O	<b>e</b> 064-000 10118953	MOW1243 & Ors	accounts@amdi.com.au	
99000	99000		1 payments	totalling \$10.00	1 no email total	ling \$2.00		
BY	D Mowing	10.00	000001	O8200005     O8200005     O	<b>e</b> 012-003 1321424	tester	test@test.com	
AB	C Strata	2.00	000002	O8201000     O8201000     O	<b>e</b> 012-017 234124213	Management Fees		

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

EFT Manager - Su	1000 km/					- 0	_	×
er i Manager - 30				View Completed Batches	Configure References		۲	
	Continue	Batch Started:	19/01/2024 10:02 AM					
Bank: Next Step:	MBL Batch created - print authority report and authorise	Number of Payments: Number of Buildings:						
Bank: Next Step:	MBL Batch created - print authority report and authorise	Number of Payments: Number of Buildings:						
Bank: Next Step:	MBL Batch created - print authority report and authorise	Value: Number of Demost Number of LEFT Mar Batch Idi Batch Starter						
Bank: Next Step:	MBL Batch created - print authority report and authorise	Value: Number of F Number of F Batch Id: Batch Started:	Emails have been sent. OK 19/02/2024 3:22 PM					
Bank: Next Step:	ANZ Ready to create batch	Value: Number of Payments: Number of Buildings						
Bank: Next Step:	MBL Ready to create batch	Value: Number of Payments: Number of Buildings:						
Bank: Next Step:	SCM No payments to export							v

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

Coast Highway radise d 4217	Geld C	O Bex 7110 oast Mail Centre dall Qid 9726		Telephone: (07) Fax: (07) Mobile: 94
Renee E	Remittar Building			5656
Miss Piper Thor	nas			late
PO Box 576			05 Ma	rch 2024
SOUTHPORT C	LD 4215		Reference No	F0000007
			Amount	\$500.00
			Account No	02100001
Date Det	ails	Invoice	Reference	Amount
01/02/2023 Rei Part Payment of 50	mbursement	568345		\$500.00

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

Building: Creditor:	Renee Building KEE		8 ×		EET.	Not Printed Not Presented		E	xport 🕤
Date Range:	All Available			Filter		×			
	• to	·	•	Amount:	to	×		🗹 Aut	o Show Docume
Building	Vame	Dat	e	Creditor	Name	Amount	Reference	Status	Payment Meth
5656	Renee Building KEEP	28	02/2023	08200019	ALINTA ENERGY	900.00	F0000006		12 7773 12
5656	Renee Building KEEP	28	02/2023	08200005	BYO Mowing	800.00	F0000005	-	e 012-003
5656	Renee Building KEEF	28	02/2023	08200019	ALINTA ENERGY	500.00	F0000004		12345
5656	Renee Building KEEP	28	02/2023	08200006	DIY Pools	5,500.00	F0000003	÷.	e 012-003
5656	Renee Building KEEF	17	02/2023	08200019	ALINTA ENERGY	980.00	F0000001		B 7773 122
5656	Renee Building KEEP	02	02/2023	08200006	DIY Pools	500.00	F0000002		e 012-003
5656	Renee Building KEEF	01	02/2023	02100001	Miss Piper Thomas	500.00	F0000008	÷	e 184-446
5656	Renee Building KEEP	01	02/2023	02100001	Miss Piper Thomas	500.00	F0000007		<b>e</b> 184-446
C.									Court
\$500.00					_	_	[	_	01/02/2023
\$500.00 02100001 -	Miss Piper Thomas			_	-	_	[	<b>O</b> R	
\$500.00 02100001 - F0000007 Invoice Nut	mber	Date		Amount	Paid Amount	Description		ise Acco	01/02/2023 Notes / lemittance / unt
\$500.00 02100001 - F0000007 Invoice Nut	mber	Date 11/02/2023		Amount 500.00	500.00	Description Reimbursement		ise Acco	01/02/2023 Notes / Jemittance /
< \$500.00 02100001 - F0000007 Invoice Nui \$68345	mber							ise Acco	01/02/2023 Notes / lemittance / unt

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

00 Gold Coust Highway arfers Paradise Jacensland 4217		P O Box 7110 Gold Coast Mail Centre Bandall. Qld. 9726		Telephone: (07) 5572 Fax: (07) 5578 Mobile: 0418 75
	Remitt	tance Ad	vice	
	Sunset C	ourt B.U.F	P. 125	
Austral	ian Tax Office		[	Date
				arch 2024
			Cheque No Amount	000001 \$1420.05
			Account No	08200004
This pay	ment is made in full sat	tisfaction of the foll		
Date	Details	Referer		Amount
05/03/24	Accounting	35467		1,420.05
	<b>realth</b> Bank	٠		

## 8.2 Security - Cheques Printing

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

🐻 Security	- 🗆	$\times$
File Usemame Usemame BCMax GLMax DocMax	hail ne2@testing.com	^
Cheque Printing     Schedule Report     S	s@stratamax.com	
Cheque reprint Mark cheque as printed	a.mccoustra@stratamax	
	nee@stratamax.com.au	
Cheque Filter Close		~
	Add User Close	•

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:

1	Search Cre	ditor Invoice Item	ns - Renee Building	KEEP 5656								_		×
6	Refresh	Export	🐴 Advanced											?
÷	Field			Condit	ion Va	lue								
-	Current E			·		_								
	Invoice E	Date	1	is on o	rafter 🔻 🗸	Specific Dates	•							
Ref	erence	Invoice Date	Invoice Amount	Invoice	Number	Creditor Code	Creditor Nam	e	Expense Code	Expense Na	me	Details		
					Load Search			_						
									0					
					All Invoices On Hold		User		⊜⁄× ⊜∕×					
					All Unpaid Invoices		Global		© / X					
					_									
									Close					
											C C 1			
							View (	Creditor Contact	Load/Edit/Del	ete Search	Save Search	Save Search As	Clo	ose

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.

5566         D0000011         28/02/2023         -100.00         08/20003         ALISTALIAN TAXATION OFFICE         22/05         AUD           125564         D0000003         01/12/2023         90.00 w45457         08/20015         ADLERS POOL CENTRE         11305         CLEA           125564         D0000005         01/12/2023         90.00 w45457         08/20015         ADLERS POOL CENTRE         11305         CLEA           19844         D00000064         01/02/2024         11000 Imr         08/20014         A-ARTENNA & SECURITY CAME 14306         INSU           19844         D00000064         01/02/2023         500.00 LONGINVUHCHC122557890         08/200015         SUNDRY CERDITORS         14320         INSU           19844         D00000064         01/02/2023         500.00 LONGINVUHCHC122557890         08/200015         SUNDRY CERDITORS         14320         INSU           19844         D00000015         01/09/2023         62/00.05596         08/200018         ALIS ALES PTUINTED         13905         GARI           19844         D00000015         01/09/2023         12/200.02         12/200.02         ALIS ALES PTUINTED         13930         GARI           1984         D00000015         01/09/2023         12/200.02         3/24565         08/200	Field			Condition		Val	ue									
Prid         is equal to         Vis         No           First 1000 records displayed         First 1000 records displayed         Imoice Number         Creditor Code         Creditor Code         Creditor Code         Creditor Code         Expense Code <th>Invoice Date</th> <th></th> <th>•</th> <th>is on or after</th> <th>•</th> <th>-</th> <th>Specific Dat</th> <th>es</th> <th>•</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Invoice Date		•	is on or after	•	-	Specific Dat	es	•							
Total records displayed         Expense Code         E	Account Mana	iger	•	is equal to	•		•	×								
Building Number         Building Name         Reference         Invoice Date         Invoice Number         Creditor Code         Creditor Name         Expense Code         Expense	Paid		• is	s equal to		0	Yes 🖲 No									
656         00000011         28/02/023         -100.00         0820003         AUSTALLAN TAVATION OFFICE         2255         ALD           225544         00000003         01/02/023         900.00 w45457         08200016         AUSTALLAN TAVATION OFFICE         2255         ALD           9844         00000005         01/02/022         10.00 in/v         0820016         AUVANCED BUILING QLD PTY LTI 13105         CLEA           9844         00000005         01/02/022         10.00 in/v         0820016         ALVANCED BUILING QLD PTY LTI 13105         CLEA           9844         0000005         01/02/022         10.00 in/v         0820016         ALVANCED BUILING QLD PTY LTI 13105         CLEA           9844         0000005         01/02/023         500.00 in/strygrygr00         0820017         ALAF FENCINE & SUPPLIES         15018         MAA           4556         00000015         01/09/2023         500.00 in/SUR 2023 456980         08200013         SUNDRY CREDITORS         14320         INSU           1957         00000005         30/08/2023         155.000.01 NSUR 2023 456980         08200012         ALLEAR ADVINDOWS         13630         FIRE           1957         00000006         30/09/2023         12.000.02 35677         08200018         ALLEAR ADVINDOWS	First 1000 record	ls displayed														
26564         D0000003         01/12/2023         90.00 w/3457         08.20015         ADLERS ProD. CENTRE         13105         CLEA           9844         D0000005         10/05/2024         14.00.00 3579/jk         0820014         A-ANTENNA & SECURTY CAME         13065         CLEA           9844         D0000064         01/10/2023         800.00 yhygygrj00         0820017         AAA FENINA & SECURTY CAME         13055         INSU           9844         D0000064         01/10/2023         800.00 yhygygrj00         0820017         AAA FENINA & SECURTY CAME         14320         INSU           9844         D0000003         03/02/2023         50.00 LONKINNUMLHEQ1234567890         08200017         AAA FENINA & SECURTY CAME         14320         INSU           9844         D0000001         01/09/2023         62.00 4569         08200018         ACLASES PTV LIMITED         13905         GAR           9814         D0000001         01/09/2023         12.00.00 236567         08200018         ALIANCE PLUMBING         13630         FIRE           1957         D00000017         01/09/2023         -100.00         0820012         ALLANCE PLUMBING         13630         FIRE           1957         D00000017         01/09/2023         -100.00         08200124	Building Number			Reference	Invoice Da	ate	Invoice Ar	mount	Invoice Number		Creditor Code	Credito	r Name		Expense Code	e Expen
26564         D0000005         01/02/2024         14.00.00 3579jk         082001/6         ADVANCED BUILING CLD PTY LT 13105         CLE           9844         D0000062         10/05/2022         10.00 lmy         082001/7         AA-ANTENA SECURITY CAME 14306         IIIIAS           9844         D0000063         01/05/2022         10.00 lmy         082001/7         AA-ANTENA SECURITY CAME 14306         IIIIAS           9844         D0000063         01/06/2023         800.00 yhtypygygi00         082001/7         AA-ANTENA SECURITY CAME 14306         IIIIAS           9844         D0000003         03/08/2023         500.00 I/ONGINVN/UMCHEQ123456900         0820001         SUNDRY CREDITORS         14320         IIIIS           9844         D0000003         03/08/2023         156,500.00 INSUR 2023 456907         08200018         AGL SALES PYT LIMITED         13905         GARA           9857         D0000004         01/09/2023         1200.00 23677         0820018         PANE FULIV CLEAR WINDOWS         13630         FIRE           1987         D0000004         01/09/2023         600.00 23677         0820018         ROPE ACCESS TECHNICIANS         13630         FIRE           1987         D0000004         01/09/2023         600.00 23677         0820018         ROPE ACCESS TECHNICIAN	656	Republication (CO)		D0000011	28/02/202	3		-100.00			08200003	AUSTRA	LIAN TAXATION	OFFICE	12505	AUDITI
26564         D0000005         01/02/2024         1,400.00 3579jk         Q820016         ADVANCED BUILING (10. PTY LIT 13105         CLEA           9844         D0000005         10/02/2024         10.00 Invy         D8200016         AA-ANTENA & SECURITY CAME H3056         INSU           9844         D0000005         10/07/2022         800.00 yhygygygi0         Q820017         AA-ANTENA & SECURITY CAME H3056         INSU           9844         D0000005         01/07/2023         800.00 yhygygygi0         Q820017         AA-ANTENA & SECURITY CAME H3056         INSU           9844         D0000015         01/07/2023         620.00 4569         Q820018         Ad-ANTENA & SECURITY CAME H3205         INSU           9814         D0000015         01/09/2023         1,200.00 23456         Q8200018         AUSTRONCES COUNTRYNDE IN 14310         INSU           1957         D0000005         01/09/2023         1,200.00 235677         Q820018         AUSTRONCES COUNTRYNDE IN 14310         INSU           1957         D0000005         10/07/2023         600.00 23577         Q820018         ROPE ACCESS TECHNICANS 13650         FIRE           1957         D0000004         01/09/2023         10.000         Q820016         C800016         S00.00 (C1/01.00.00.00.00.00.00.00.00.00.00.00.00.0	26564			D000003	01/12/202	3		90.00	w45457		08200015	ADLER'S	POOL CENTRE		13105	CLEAN
9844         0000004         01/10/2023         800.00.9/bygygyg0         0820017         AAA FENCING & SUPPLIES         1518         MAA           956         0000003         03/80/2023         500.00 (I/s0/2023 600.0014)         01/10/2023         1500         01/00/2024         0200003         03/80/2023         0500         01/00/2024         0200003         03/80/2023         0500         01/00/2023         0200003         03/80/2023         0500         01/00/2023         0200003         03/80/2023         155/500.00         01/00/2023         0200003         03/80/2023         15/500.00         0220456         08200018         ALLIANCE PLUMBING         1430         10/80           1957         00000001         01/80/2023         10/00/2023         600.00         025677         0820018         PAR FULLY CLEAR WINDOWS         13630         FIRE           1957         00000004         01/80/2023         600.00         25677         0820018         PAR FULLY CLEAR WINDOWS         13630         FIRE           1957         00000004         01/80/2023         600.00         25677         0820018         ROPE ACCESS TECHNICALS         13630         FIRE           2699         00000004         01/80/2023         770.00         456457         08200016         AUA	26564			D0000005	01/02/202	4		1,400.00	3579ijk		08200016	ADVANO	ED BUILING QL	D PTY LT	13105	CLEAN
4556         D0000003         03/08/7023         50000 (D/08/07/01/04/07/01/02/03/04/04/04/04/04/04/04/04/04/04/04/04/04/	9844	Contraction and the		D0000062	10/05/202	2		10.00	Inv		08200014	A+ANTE	INNA & SECURIT	Y CAME	14306	INSUR
2614         00000015         01/09/0223         620.00.4569         00200018         Acl SALES PY LIMITED         13905         CARL           2930         D0000001         30/08/2023         156,500.00 INSUR 2023 I45698765         08200039         ALISTROKERS COUNTRYWIDE IN 14310         INSUR           1957         D0000001         30/08/2023         156,500.00 INSUR 2023 I45698765         08200039         ALISTROKERS COUNTRYWIDE IN 14310         INSUR           1957         D0000003         01/09/2023         600.00 235677         08200188         PAR FULLY CLEAR WINDOWS         13630         FIRE           1957         D0000001         10/09/2023         600.00 235677         08200188         PAR FULLY CLEAR WINDOWS         13630         FIRE           2069         D0000001         10/09/2023         -100.00         08200218         ROPE ACCESS TECHNICANS         13615         FIRE           314         D0000014         01/10/2023         770.00 456457         0820016         AUXANCED BUILING (LD PTY LI 12000         BUIL           0         020022         AULIANCE PULMIRING         13615         FIRE         13615         FIRE           314         D0000014         01/10/2023         770.00 456457         0820016         AUXANCED BUILING (LD PTY LI 12000         BUI	9844	Statement State		D0000064	01/10/202	3		800.00	yhbygygygi00		08200017	AAA FEN	NCING & SUPPLI	ES	15018	MANA
2930         00000001         30/08/2023         156,500.00.INSUB 2023 Id5698765         08200039         AUSTBROKERS COUNTRYWIDE IN 14310         INSUB 1957           1957         00000001         01/09/2023         1,200.00 2456         08200022         ALLIANCE PLUMBING         13630         FIRE           1957         00000004         01/09/2023         600.00 25677         08200022         ALLIANCE PLUMBING         13630         FIRE           0269         00000014         01/09/2023         -100.00         08200021         ALLIANCE PLUMBING         13630         FIRE           0269         00000014         01/09/2023         -100.00         45576         08200021         ALLIANCE PLUMBING         13635         FIRE           0269         00000014         01/09/2023         4500.00         45576         08200021         ALLIANCE PLUMBING         13615         FIRE           184         00000014         01/09/2023         8000.00         455746         08200012         ALLIANCE PLUMBING         13615         FIRE           194         00000014         01/09/2023         8000.00         645746         08200016         ADVANCE PLUMBING         19711 12500         BUIL           00000014         01/09/2023         70000         5456457	4556	THE AVERAGE STREET		D0000003	03/08/202	3		500.00	LONGINVNUMCHEQ1234	567890	08200001	SUNDRY	CREDITORS		14320	INSUR
1957         0000003         01/09/2023         12,000.023456         08200022         ALLANCE PLUMBING         13630         FIRE           1957         00000034         01/09/2023         600.00.236677         08200122         ALLANCE PLUMBING         13630         FIRE           0269         00000014         01/09/2023         -100.00         0820021         ALLANCE PLUMBING         13630         FIRE           0269         00000014         01/09/2023         -100.00         0820021         ALLBRANDS POOL SALT CHLOR (12105         ALCC           14         00000014         01/07/2023         4500.00.454766         08200216         ROPE ACCESS TECHNICIANS         13615         FIRE           14         00000014         01/10/2023         770.00.454547         0820016         ALLANCE PLUMBING (LD PTY LT 12000         BULL           14         00000014         01/10/2023         770.00.454547         0820016         ADVANCED BULING (LD PTY LT 12000         BULL           16         00000014         01/10/2023         770.00.454547         0820016         ADVANCED BULINA (LT PL 10/07/07/07/07/07/07/07/07/07/07/07/07/07	3614	AND A CONTRACT OF A		D0000015	01/09/202	3		620.00	4569		08200018	AGL SAL	ES PTY LIMITED		13905	GARDE
1957         D0000004         01/09/2023         600.00 25677         08200188         PANE FULLY CLEAR WINDOWS         13330         FIRE           0269         D0000004         30/09/2023         -100.00         06200021         ALBRANDS POOL SAIT CHLOR (12105         ACCC           0314         D0000011         10/10/2023         600.00 255746/stph-345         06200021         ALBRANDS POOL SAIT CHLOR (12105         ACCC           134         D0000014         01/09/2023         600.000 255746/stph-345         06200012         ALBRANDS POOL SAIT CHLOR (12105         ACCC           134         D0000014         01/09/2023         8.000.00         245746/stph-345         06200012         ALBRANG PULMEING         13615         FIRE           134         D0000014         01/09/2023         8.000.00         Outstanding:         6,000.00         4.01/41.MARC PULMEING         13615         FIRE           9314         HONOLULU - KEEP         Totai: 8,000.00         Outstanding:         6,000.00         Certain Marce PULMEING         PULVI MARTER PULVE MARKER         Certain Marce PULVI MARKER         Certai	2930	And Article and the		D0000001	30/08/202	3	1	56,500.00	INSUR 2023 145698765		08200039	AUSTBR	OKERS COUNTR	YWIDE IN	14310	INSUR
0269         00000006         30/09/2023         -100.00         0820021         ALLBANDS POOL SUIT CHUCK (12105)         ACCC           314         D00000017         10/10/2023         4500.00 45746         08200218         ALLBANDS POOL SUIT CHUCK (12105)         FREE           314         D00000017         10/10/2023         4500.00 45746         08200218         ALLBANDS POOL SUIT CHUCK (12105)         FREE           314         D00000014         01/10/2023         7700.00 457457         08200016         ALLBANCS PULINING QLD PTY II 12500         BUIL           314         D00000014         01/10/2023         7700.00 457457         08200016         ALLBANCS PULINING QLD PTY II 12500         BUIL           314         D0000014         01/10/2023         7700.00 457457         08200016         ALLBANCS PULINING QLD PTY II 12500         BUIL           314         HONOLULU - KEEP         Total: 8,000.00         Outstanding:         6,000.00         Certain State Stat	1957	THE OWNER AND ADDRESS		D0000003	01/09/202	3		1,200.00	23456		08200022	ALLIANO	E PLUMBING		13630	FIRE AI
314         D0000017         10/10/2023         4,500.00         458746         08200218         ROPE ACCESS TECHNICIANS         13615         FIRE           314         D0000017         10/10/2023         4,500.00         3474645(h)=345         08200022         ALLIANCE PLUMARING         13615         FIRE           314         D0000014         01/10/2023         77000/3456457         08200027         ALLIANCE PLUMARING         13615         FIRE           9314         HONOLULU - KEEP         Total: 8,000.00         Outstanding:         6,000.00         €1700         Prefer           00200022         ALLIANCE PLUMBING         Total: 8,000.00         Outstanding:         6,000.00         €1700         Prefer           Invoice Number         Date         Work Order         BPAY CRN         Reference         Description         Expense Account         Amount         Paid Amount Hold           3457etdgkrgh-345         01/09/2023         Approved         D0000004         Reference         13615 FIRE PRTCN-REPAil         8,000.00         2,000.00         Image: Reference         Image: Reference         Reference         Image: Reference         Image: Reference         Reference         Image: Reference         Reference         Image: Reference         Image: Reference         Image: Reference	1957	A REAL PROPERTY AND A REAL PROPERTY.		D0000004	01/09/202	3		600.00	235677		08200188	PANE FU	JLLY CLEAR WIN	DOWS	13630	FIRE AI
B14         D0000004         [01/09/0023         £ (0000004/101/09/0023)         EINER         D12/0000014         D12/00000014         D12/000000014         D12/000000014         D12/000000014         D12/000000004         D12/000000014         D12/000000004         D12/0000000014         D12/000000004         D12/000000004         D12/000000004         D12/000000000000000000000000000000000000	0269	INCOMPANY AND		D0000006	30/09/202	3		-100.00			08200021	ALLBRA	NDS POOL SALT	CHLOR (	12105	ACCOL
1314         D0000014         01/10/2023         770/00 356457         08200016         ADVANCED BUILING CLD PTY LT 12000         BUILING CLD PTY LT 12000           9314         HONOLULU - KEEP         01/00/2023         F453/00 Reset Ten 3006047         04 F01/31 M ETTP 10 OPTI-UIT 12 12000         EVEN           00 08200022 ALLIANCE PLUMBING         Total: 8,000.00         Outstanding:         6,000.00         €fei reset           00 08200022 ALLIANCE PLUMBING         Date         Work Order         BPAY CRN         Reference         Description         Expense Account         Amount         Paid Amount Hold           3457efdgkrgh-345         01/09/2023         Approved         D0000004         Rene Test         13615 FIRE PRTCN-REPAIL         8,000.00         2,000.00         Image: Standard Stand	314	PERSONAL PROPERTY.		D0000017	10/10/202	3		4,500.00	458746		08200218	ROPE AG	CCESS TECHNICI	ANS	13615	FIRE PI
9314 HONOLULU - KEEP Totak: 8,000.00 Outstanding: 6,000.00 € € € © 08200222 ALLANCE FLUMMEING Portern Invoice Number Date Work Order Hub BPAY CRN Reference Description Expense Account Amount Paid Amount Hold 3457efdgkfgh-345 01/09/2023 Approved D0000004 Renee Test 13615 FIRE PRTCN-REPAIL 8,000.00 2,000.00 ♥ €									3457efdgkfgh-345							FIRE PI
9314     HONOLULU - KEEP     Total: 8,000.00     Outstanding: 6,000.00               Prefer            90 08200022 ALLIANCE PLUMBING              Porters               Prefer               Prefer            Invoice Number         Date         Work Order         Hub         BPAY CRN         Reference         Description         Expense Account         Amount         Paid Amount Hold           3457efdgkrgh-345         01/09/2023         Approved         D0000004         Renee Test         13615 FIRE PRTCN-REPAII         8,000.00         2,000.00	314	a designation with the		D0000014	01/10/202	3		770.00	3456457		08200016	ADVANO	ED BUILING QL	D PTY LT	12900	BUILDI
Image: Space Statistics         Prefer         Prefer           Invoice Number         Date         Work-Order         Hub         BPAY CRN         Reference         Description         Expense Account         Amount         Poid Amount         Hold           3457efdgkrgh-345         01/09/2023         Approved         D0000004         Renee Test         13615 FIRE PRTCN-REPAIL         8,000.00         2,000.00         Image: Preference				DODOOODE	01/00/202	2		E 460.00	D T 20050507		00200007	24 CEVE	AL MACTER LOCK	CLAITUC	12005	CARDI
Invoice Number Date Work Order Hub BPAV CRN Reference Description Expense Account Amount Paid Amount Hold 3457efdgkfgh-345 01/09/2023 Approved D0000004 Renee Test 13615 FIRE PRTCN-REPAII 8,000.00 2,000.00 🗹 🍨 📄	9314 HO	NOLULU - KEEP							Total: 8,000.00 Out:	standing	g: 6,000.00					e eft
3457efdgk/gh-345         01/09/2023         Approved         D0000004         Renee Test         13615 FIRE PRTCN-REPAIL         8,000.00         2,000.00         Ø         Image: Comparison of the prtch of the pr	O8200022 ALL     O8200022     O8200022     O  O     O	LIANCE PLUMBING														Preferred
	Invoice Number	Date W	ork (	Order Hub	BPAY	CRN		Reference	e Description	Exp	ense Account		Amount			
Taq Paid Invoices Hold All Unhold Al	3457efdgkfgh-34	45 01/09/2023		Appro	ved			D000000	4 Renee Test	136	515 FIRE PRTCN-	REPAIL	8,000.00	2,0	00.00 🗹 🤚	
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View Creditor Contact Load/Edit/Delete Search Save Search As Glos																Close

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

Refresh Export	Advanced S	aved Search: All Unpaid Invoices									
+ Field		Condition Val	ue								
Invoice Date	•	is on or after 🔹 🗸	Specific Dates	•							
Account Manager	•	is equal to 🔻	• 🗙								
First 1000 records displayed											
Invoice Number	Creditor Code	Creditor Name	Expense Code	Expense Name	BPAY CRN	Details	Paid Date	Paid	On Hold	Account Manager	
00 34545e7f	08200001	SUNDRY CREDITORS	13405	ELECTRICAL REPAIRS		Electrical Repairs			~		
00 45346	08200005	BYO MOWING	13615	FIRE PRTCN-REPAIRS & SERVICIN		Test	28/02/2024	-			
00	08200003	AUSTRALIAN TAXATION OFFICE	12505	AUDITORS - AUDIT SERVICES		ATO Credit					
00 346568	08200019	ALINTA ENERGY	12105	ACCOUNTING	12345	Accounting	16/02/2024	✓ ✓			
00 6564	08200019	ALINTA ENERGY	13605	FIRE PROTECTION CONTRACT	12345	Test	28/02/2024	$\checkmark$			
00 345457	08201000	ABC Strata	13615	FIRE PRTCN-REPAIRS & SERVICIN		Fire Prtcn-Repairs &					
00 346457	08200005	BYO MOWING	13905	GARDEN & GROUNDS		Garden & Grounds	19/01/2024	-			
00 2356	08200019	ALINTA ENERGY	14310	INSURANCE - PREMIUM		Insurance - Premium	14/02/2024	~			
00 w45457	08200015	ADLER'S POOL CENTRE	13105	CLEANING		Cleaning					
00 235346457	08200016	ADVANCED BUILING QLD PTY	LT 13620	FIRE EVACUATION PLAN		Fire Evacuation Plan	19/01/2024	~			
00 3579ijk	08200016	ADVANCED BUILING QLD PTY	LT 13105	CLEANING		Cleaning					
00 23288	08200904	ACCURATE JPEST MANAGEMEN	IT 15860	PEST CONTROL SERVICES		Pest Cntrl Common Ar	27/08/2021	<b>V</b> <b>V</b>		Section and sections.	
00	08200006	1300 PEST CONTROL	12115	ACCOUNTANT - TAX RETURNS		Last Year Entry		~		Mark Arrest	
50 339	08200002	PEAK BODY CORPORATE MGM	F 12115	ACCOUNTANT - TAX RETURNS		2021 Tax Returns	03/09/2021	-		State Street	
00	08200002	PEAK BODY CORPORATE MGM	F 12115	ACCOUNTANT - TAX RETURNS		Reverse	19/01/2024	-		Mark Agence	
22 113 002 204 449	08200875	ORIGIN ELEC 130112	17005	UTILITIES - ELECTRICITY	400000900821	Elec 19.6.21-16.9.21	23/09/2021	~		Mark Arrest	

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

7 AGJ PEST MAR 6 ADVANCED BI	e IMBING IMBING IMBING IMBING IMBING TECHNICIANS RICAL PTY LTD	Expense Code 13105 13905 13615 15805 13620	Pecific Dates		Paid Date	Paid	<ul> <li>✓</li> </ul>	Building Number 9314 9314	Build HONC HONC
Code Creditor Nam     ALLIANCE PLU     ALLIANCE PLU	e IMBING IMBING IMBING IMBING IMBING TECHNICIANS RICAL PTY LTD	Expense Code 13105 13905 13615 15805 13620	Expense Name CLEANING GARDEN & GROUNDS FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Cleaning Garden Works Refund Holding Bond	Paid Date	-	<ul> <li>✓</li> </ul>	9314	HONC
Code Creditor Nam     ALLIANCE PIL     AROPE ACCESS     SILVIOS ELECT     AGJ PEST MAI     G ADVANCED BI	e IMBING IMBING IMBING IMBING TECHNICIANS RICAL PTY LTD	Expense Code 13105 13905 13615 15805 13620	Expense Name CLEANING GARDEN & GROUNDS FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Cleaning Garden Works Refund Holding Bond	Paid Date	-	<ul> <li>✓</li> </ul>	9314	HONO
2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 3 ROPE ACCESS 3 SILVIOS ELECT 7 AGJ PEST MAN 6 ADVANCED BI	MBING MBING MBING MBING MBING TECHNICIANS RICAL PTY LTD	13105 13905 13615 15805 13620	CLEANING GARDEN & GROUNDS FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Cleaning Garden Works Refund Holding Bond	Paid Date	-	<ul> <li>✓</li> </ul>	9314	HONO
2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 2 ALLIANCE PLU 3 ROPE ACCESS 3 SILVIOS ELECT 7 AGJ PEST MAN 6 ADVANCED BI	MBING MBING MBING MBING MBING TECHNICIANS RICAL PTY LTD	13105 13905 13615 15805 13620	CLEANING GARDEN & GROUNDS FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Cleaning Garden Works Refund Holding Bond	Paid Date	-	<ul> <li>✓</li> </ul>	9314	HONO
ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     SILVIOS ELECT     AGJ PEST MAH     ADVANCED BI	IMBING IMBING IMBING IMBING TECHNICIANS RICAL PTY LTD	13905 13615 15805 13620	GARDEN & GROUNDS FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Garden Works Refund Holding Bond					
ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ALLIANCE PLU     ROPE ACCESS     SILVIOS ELECT     AGJ PEST MAR     ADVANCED BI	IMBING IMBING IMBING TECHNICIANS RICAL PTY LTD	13615 15805 13620	FIRE PRTCN-REPAIRS & SERVICIN PAINTING - EXTERNAL	Refund Holding Bond				9314	
2 ALLIANCE PLU 2 ALLIANCE PLU 8 ROPE ACCESS 3 SILVIOS ELECT 7 AGJ PEST MAR 6 ADVANCED BI	IMBING IMBING TECHNICIANS RICAL PTY LTD	15805 13620	PAINTING - EXTERNAL						
2 ALLIANCE PLU 8 ROPE ACCESS 3 SILVIOS ELECT 7 AGJ PEST MAR 6 ADVANCED BI	IMBING TECHNICIANS RICAL PTY LTD	13620						9314 9314	HON HON
8 ROPE ACCESS 3 SILVIOS ELECT 7 AGJ PEST MAN 6 ADVANCED BU	TECHNICIANS RICAL PTY LTD		FIRE EVACUATION PLAN	Repair Outside Pipes Fire Evacuation Plan			~	9314	HON
3 SILVIOS ELECT 7 AGJ PEST MAN 6 ADVANCED BI	RICAL PTY LTD	13615	FIRE PRTCN-REPAIRS & SERVICIN				<ul> <li>✓</li> </ul>	9314	HON
7 AGJ PEST MAR 6 ADVANCED BI		13630	FIRE ANNUAL AUDIT & INSPECTI					9314	HON
6 ADVANCED BU	VAGEMENTPTY LTD		GARDEN & GROUNDS	Renee TEST CRED INV2	27/02/2024	~	~	9314	HON
	JILING OLD PTY LT		BUILDING REPAIRS	Renee Test Cred INV			~	9314	HON
8 PANE FULLY C	LEAR WINDOWS	13905	GARDEN & GROUNDS	Renee Test 3	19/02/2024	~		9314	HON
8 PANE FULLY C	LEAR WINDOWS	12900	BUILDING REPAIRS	Renee Test 2	19/02/2024	~		9314	HON
8 PANE FULLY C	LEAR WINDOWS	13620	FIRE EVACUATION PLAN	Renee Test 1	19/02/2024	$\checkmark$		9314	HON
4 GUTTER KNIG	HT	13630	FIRE ANNUAL AUDIT & INSPECTI	Fire Annual Audit &	19/02/2024	✓		9314	HON
2 ALLIANCE PLU		12105	ACCOUNTING	Accounting	16/02/2024	~	~	9314	HON
									HON
1 Renee Credito	r	14805	LIFT MAINTENANCE	Lift Maintenance	14/02/2024	~		9314	HON
- KEEP			Total: 8,000.0	0 Outstanding: 6	000.00				er
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Date Wo	ork Order Hub	BPAY CRN	Reference Descriptio	on Expense Acco	ount	Amoun	t Paid	Amount Hold	
01/09/2023	Approv	ed	D0000004 Renee Tes	t 13615 FIRE P	RTCN-REPAII	8,000.00	0	2,000.00 🗹 🤚	
		_			Ta	g Paid Invo	oices	Hold All Unh	nold All
	2 Renee Test Crd 1 Renee Credito - KEEP LUMBING Date Wo	2 Renee Test Creditor 1 Renee Creditor - KEEP JUMBING Date Work Order Hub	2 Renee Test Creditor 13405 1 Renee Creditor 14805 - KEEP LUMBING Date Work Order Hub BPAY CRN	2 Renee Test Creditor     13405 ELECTRICAL REPAIRS     Renee Creditor     14805 LIFT MAINTENANCE     KEEP     Total: 8,000.0 LUMBING     Date Work Order Hub BPAY CRN Reference Description	2 Renee Test Creditor     13405 ELECTRICAL REPAIRS Electrical Repairs     Renee Creditor     14805 LIFT MAINTENANCE Lift Maintenance     KEEP     Total: &0.00.00 Outstanding: 6,     LUMBING     Date Work Order Hub BPAY CRN Reference Description Expense Acco	2         Renee Test Creditor         13405         ELECTRICAL REPAIRS         Electrical Repairs         14/02/2024           1         Renee Test Creditor         14805         LIFT MAINTENANCE         Lift Maintenance         14/02/2024           - KEEP         Total:         8,000.00         Outstanding:         6,000.00           UMBING         Date         Work Order         Hub         BPAY CRN         Reference         Description         Expense Account           01/09/2023         Approved         D0000004         Renee Test         13615 FIRE PRTCIN-REPAIL	2         Renee Test Creditor         13405         ELECTRICAL REPAIRS         Electrical Repairs         14/02/2024         Image: Creditor           1         Renee Creditor         14805         LIFT MAINTENANCE         Lift Maintenance         14/02/2024         Image: Creditor           - KEEP         Total: 8,000.00         Outstanding:         6,000.00         Cutstanding:         6,000.00           UMBING         Date         Work Order         Hub         BPAY CRN         Reference         Description         Expense Account         Amoun           01/09/2023         Approved         D0000004         Renee Test         13615 FIRE PRTCN-REPAIL         8,000.00	2 Renee Teet Creditor     13405 ELECTRICAL REPAIRS Electrical Repairs     14/02/2024      1     Renee Creditor     14805 LIFT MAINTENANCE     Lift Maintenance     14/02/2024     1     14805     LIFT MAINTENANCE     Lift Maintenance     14/02/2024     1     1     1     14805     LIFT MAINTENANCE     Lift Maintenance     14/02/2024     1	2     Renee Test Creditor     13405     ELECTRICAL REPAIRS     Dectrical Repairs     14/02/2024     Image: Creditor       1     Renee Test Creditor     14805     LIFT MAINTENANCE     Lift Maintenance     14/02/2024     Image: Creditor     9314       - KEEP     Total: 8,000.00     Outstanding:     6,000.00       UUMBING     Date     Work Order     Hub     BPAY CRN     Reference     Description     Expense Account     Amount     Paid Amount Hold       01/09/2023     Approved     D0000004     Renee Test     13615 FIRE PRTCN-REPAIL     8,000.00     2,000.00     Image: Creditor

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

9	Refresh	Export	🔨 Advanced												[
•	Field			Conditio	on	Valu	ie								
	Current Buildi	ing	•	]											
	Invoice Date		•	is on or	after	▼ ✓ S	pecific Dates	•							
122	2 records displ	<u> </u>													
r		Creditor Code	e Creditor Nam	2	E	xpense Code	Expense Name		Details		Paid Date	Paid	On Hol	Building Numbe	r Build
		08200022	ALLIANCE PLU			3105	CLEANING		Cleaning			✓		9314	HON
		08200022	ALLIANCE PLU			3905	GARDEN & GROUNDS		Garden Works				✓	9314	HONO
		08200022	ALLIANCE PLU			3615	FIRE PRTCN-REPAIRS &	SERVICIN				✓		9314	HONO
		08200022	ALLIANCE PLU			5805	PAINTING - EXTERNAL		Repair Outside P					9314	HONO
		08200022	ALLIANCE PLU			3620	FIRE EVACUATION PLAN		Fire Evacuation F				✓	9314	HONO
		08200218	ROPE ACCESS			3615	FIRE PRTCN-REPAIRS &						✓	9314	HONO
		08200233 08200017	SILVIOS ELECT AGJ PEST MAN			3630	FIRE ANNUAL AUDIT & GARDEN & GROUNDS	INSPECTI	Renee TEST CREE		27/02/2024	✓	✓	9314 9314	HONO
		08200017	ADVANCED BL				BUILDING REPAIRS		Renee Test Cred		21/02/2024	•	~	9314	HONG
		08200016	PANE FULLY CI			2900 3905	GARDEN & GROUNDS		Renee Test 3	INV	19/02/2024	<b>v</b>	~	9314	HONG
		08200188	PANE FULLY C			2900	BUILDING REPAIRS		Renee Test 2		19/02/2024	<ul> <li>✓</li> </ul>		9314	HONG
		08200188	PANE FULLY C			3620	FIRE EVACUATION PLAN	a	Renee Test 1		19/02/2024	<ul> <li>✓</li> </ul>		9314	HONO
		08200138	GUTTER KNIG			3630	FIRE ANNUAL AUDIT &			+ &	19/02/2024	<ul> <li>✓</li> </ul>		9314	HONO
		08200022	ALLIANCE PLU			2105	ACCOUNTING	INST LCTT	Accounting		16/02/2024	✓	~	9314	HONO
		08201002	Renee Test Cre			3405	ELECTRICAL REPAIRS		Electrical Repairs		14/02/2024	✓	Π	9314	HONO
		08201001	Renee Credito		1	4805	LIFT MAINTENANCE		Lift Maintenance		14/02/2024	~		9314	HONO
							i				i.		_		>
93.	14	- KFF	:p				Tota	al: 6.250.0	0 Outstand	ina: 6.25	0.00				<b>e</b> FF
0	08200022 41	LIANCE PLUME	RING												Preferre
	voice Number			🗖										Amount	
				rk Order I		BPAY CRN		Descriptio		xpense Accour		Amount			-
09	34905676	1	01/10/2023		Uploaded		D000021	Garden W	orks 1	3905 GARDEN	& GROUI	6,250.00	)	0.00	
				_		-								Tag Paid	Invoices

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

🕤 Refresh	Export	Advanced									
Field		Condition		Value							
Current	Building	•									
Invoice	Date	<ul> <li>is on or after</li> </ul>	r 🔻	✔ Specific Dates 🔹							
22 records	s displayed										
	Creditor Code	Creditor Name	Expense Code	Expense Name	Details	Paid Date	Paid	On Hold	Building Numbe	Building Na	me
	08200233	SILVIOS ELECTRICAL PTY LTD	13630	FIRE ANNUAL AUDIT & INSPECTI	Renee Test TASK 1				9314	-	100
	08200017	AGJ PEST MANAGEMENTPTY LTD	13905	GARDEN & GROUNDS	Renee TEST CRED INV2	27/02/2024	~	~	9314	100.000	1.0
	08200016	ADVANCED BUILING QLD PTY LT	12900	BUILDING REPAIRS	Renee Test Cred INV			✓	9314		
	08200188	PANE FULLY CLEAR WINDOWS	13905	GARDEN & GROUNDS	Renee Test 3	19/02/2024	~		9314	-0-0-0-0	- 19
	08200188	PANE FULLY CLEAR WINDOWS	12900	BUILDING REPAIRS	Renee Test 2	19/02/2024	~		9314	-	
	08200188	PANE FULLY CLEAR WINDOWS	13620	FIRE EVACUATION PLAN	Renee Test 1	19/02/2024	~		9314	- Contractory	100
	08200134	GUTTER KNIGHT	13630	FIRE ANNUAL AUDIT & INSPECTI	Fire Annual Audit &	19/02/2024	✓		9314	- Contractor	100
	08200022	ALLIANCE PLUMBING	12105	ACCOUNTING	Accounting	16/02/2024	✓	✓	9314	-	
	08201002	Renee Test Creditor	13405	ELECTRICAL REPAIRS	Electrical Repairs	14/02/2024	~		9314	-0.0	100
	08201001	Renee Creditor	14805	LIFT MAINTENANCE	Lift Maintenance	14/02/2024	✓		9314	-	
	08201001	Renee Creditor	14310	INSURANCE - PREMIUM	Insurance - Premium	14/02/2024	✓		9314	-	100
	08200007	24 SEVEN MASTER LOCKSMITHS	13905	GARDEN & GROUNDS	Renee Testing 99			✓	9314	1000	100
	08200022	ALLIANCE PLUMBING	13615	FIRE PRTCN-REPAIRS & SERVICIN	Renee Test			✓	9314	1.00	
	08200022	ALLIANCE PLUMBING	13615	FIRE PRTCN-REPAIRS & SERVICIN	Renee Test	05/02/2024	✓	✓	9314		
	08200022	ALLIANCE PLUMBING	13615	FIRE PRTCN-REPAIRS & SERVICIN	Renee Test	05/02/2024	~	✓	9314	-	
	08200134	GUTTER KNIGHT	13405	ELECTRICAL REPAIRS	Electrical Repairs	01/02/2024	$\checkmark$	$\checkmark$	9314	-040	-
314	HONOLULU - K	EED			Total: 770.00 Out	itstanding: 77	0.00				е
		ILING QLD PTY LTD			101011 110100 00	ionanig. , ,	0.00				Ĩ
	imber	Date Work Order Hub	BPAY C	RN Reference Descri	ption Expens	se Account	Am	ount Pai	d Amount Hold		
nvoice Nu				D0000014 Renee	Test Cred INV 12900	BUILDING REPAIRS	7	70.00	0.00 🔽 🤚		
		01/10/2023									
nvoice Nu 456457		01/10/2023				001201101101			I Invoices Hol		nhold

## 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.

le							
Jsemame	Туре	Permissions For		-		×	Т
anne-maree.summerfie	User						
craig jeffcoat	User	Name renee.soderlund					
dborin	User						
jason	User	BCMax GLMax DocMax					
Jessica.Carroll	User	- Permissions					
keri.shaw	User	- Menus					
kwhiteley	User	Search Creditor Invoice Items					
lana.clarke	User	0	Allow				
laulene.keet	User	•	Deny				
Imccoustra	User		Inherit	- I			
nicholas.finnemore	User						
paul beet	User						
paul.ogoman	User						
renee.soderlund	User						
sharon.swift	User						
System	User						
tcosham	User	Search Creditor Filter			Close		
TOANE		ocoron or carcanon Tritter			Close	,	

## 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

P Search Credi	tors - Paradise Waters 1565											-		×
<ul> <li>Refresh</li> <li>Field</li> </ul>	Export 🔨 Advanced		Condition	Value										?
Current Bu	ilding	•												
Creditor Co		_	starts with 💌		×									
Creditor Na	ame	•	starts with 🔹				×							
🖉 12 records di	splayed													
	Creditor Name	Te	elephone	Status		ABN		Balance		On Hold Total				
08200001	SUNDRY CREDITORS			lone		36162	236884		0.00					
08200002	RENEE TEST COMPANY			lone	е				0.00					
08200003	AUSTRALIAN TAXATION OFFICE			lone	iB				0.00					
08200004	ATO - INCOME TAX			lone	1623				0.00					
08200008	TEST CREDITOR 1			lone	е				0.00					
08200009	TEST CREDITOR 2			lone	е				0.00					
08200014	AMS CREDITOR			lone		42887	741055		0.00					
08200030	SUZAN LANDA			lone	162				0.00					
08200040	JEAN CECCHINATO			lone	1622				0.00					
08200376	SWIFT RUBBER STAMPS			lone			862914		0.00					
08200378 08200379	WALLY'S MASTER BLASTER GERONTO HOLDINGS PTY LTD			None			113941 286470	9	00.00					
				View Credito	r Cont	act		2 nvoice Items	] [ L	oad/Edit/Delete Search	Save Search	Save Search As	CI	lose

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

	🔧 Advance	-									
Refresh Export	Advance										
Field		Condi	tion	Value							
Invoice Date		▼ is on a	or after	▼ ✓ Spe	cific Dates	•					
1 record displayed											
ference Invoice Date			Number		reditor Code Cred		Expense Code Expense N		Details	01	
000002 01/03/2024	g	00.00 34234		08	200378 WALI	LY'S MASTER BLASTER	13620 FIRE EVACI	UATION PLAN	Fire Evacuatio	n Plan	
565 Paradise Wa	aters				Te	otal: 900.00 Outsta	ınding: 900.00				e
565 Paradise Wa 9 08200378 WALLY'S MJ					Τε	otal: 900.00 Outsta	nding: 900.00				e
		Work Order	Hub	BPAY CRN		otal: 900.00 Outsta Description	nding: 900.00 Expense Account	Amount	Paid Amount		e
08200378 WALLY'S MA	ASTER BLASTER	Work Order	Hub Uploaded	BPAY CRN	Reference		,	Amount 900.00	Paid Amount 0.00		e
08200378 WALLY'S Ma	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		
08200378 WALLY'S Ma	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		
08200378 WALLY'S MA	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		
08200378 WALLY'S MA	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		
08200378 WALLY'S Ma	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		
08200378 WALLY'S Ma	ASTER BLASTER Date	Work Order		BPAY CRN	Reference	Description	Expense Account		0.00		

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.'

	+ Field		Condition		Value					
Columns	Payee Na	me	▼ starts with	-	BYO		>	×		
Sort Order	-									
Advanced	-									
12 records o	displayed									_
Date	Account Code	Payee Name	Amount	Reference		🟦 Buil	ding Number	Building Name	EFT Batch Status	
8/02/2024	08200005	BYO Mowing		00 F0000002	е	1000		100002		
8/02/2024	08200005	BYO Mowing		00 F0000001	е	9900		99000		
8/02/2024	08200005	BYO Mowing		00 F0000001	е	1000		100000		
5/02/2024	08200005	BYO Mowing		00 F0000001	е	1000		100002		
/12/2023	08200005	BYO Mowing		00 F0000020	е -			performance - enter	Complete	
/12/2023	08200005	BYO Mowing		00 F0000019	е	2098		STATE AND DESCRIPTION OF	Complete	
3/12/2023	08200005	BYO Mowing		00 F0000018	е	2098		And in state of the	Complete	
5/12/2023	08200005	BYO Mowing		00 F0000022	e			Configuration and the	Complete	
5/12/2023	08200005	BYO Mowing		00 F0000021	e			Section Columbia	Complete	
)/11/2023	08200005	BYO Mowing		00 F0000003	e	3514		craig keep	Submitted - reverse or exclude failed payments	
										_
/02/2023	08200005	BYO Mowing	800.	00 F0000005	e	565	D	Renee Building KEEP	Complete	-
1/11/2023 8/02/2023	08200005	BYO Mowing BYO Mowing	50.	00 F0000001 00 F0000005	e	3514		craig keep Renee Building KEEP	Batch created - print authority report and authorise [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'

🔞 Security			-		×
File Usemame	Type User User User User User User User Use	Permissions For         Name       renee.soderlund         BCMax       GLMax       DocMax         Permissions       Payments       Image: Allow         Search Payments       Image: Allow       Deny         Inherit       Search Payment       Filter	- C	X	
			Add User	Clos	e

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

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

# 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.

File Options Goto Help			Select Ci	ear Properties	Open		~ }	
New Entry Ledger Card	Cancel	Save						
Close Change Building	Account Info	Save and Pay	S.	G.S Sustain	AUGUS. 43 1953 2013 2	£2	ialist	5
reditor 08200010 Creditor Test Creditor 3				Phone:	Fax: Fax:	VIC 160		
BN: Not Registered Pay by EFT - BSB: 182-403 A/c: 225874 Adress: Test		Select by ABN				Invoice No: Date Label:	31/10	283 0/2007
Ref. No D0000005 Multi Expense Entry Expense A/c 13405 ELECTRICAL REPAIRS Date 01/03/23	Budget for Electrical Repairs This Year's Actual This Year's Budget:	500.00		MCaray Citel 17 Martin Bant Cashidi Via 2012		Deliver To:		
Amount 1560.00	View/Edt Budget	Expense Records			Tax Invoice			
Details Testing Shoths Invoice No. 1234567890123456789212345 Histor	y Add Purchase To Asset Reg	gister	Item Code	Description General Gardening	Unit Price 165.00	Quantity 1.00	GST 15.00	Total 165.00
More Info	OK to Pay	Payment Authority						
	Aged Balances							
Teal Anount for Invoice No. 1234567890123456789212345 - \$1550.00 Tal. 00 057 10.00 Bach Tatal Bank Blance Potting Month 0.00 577 10.00	Name Amoun Current 30 Days 60 Days 90 Days 90 Days Total	nt		[	APPROVED 2			
0.00 97236.70 V					APPROVED			

## 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.

Creditor Master Chart - Edit - H	HONOLULU - KEEP 9314 —		×
Renee Creditor			0
e 👘 🚛 Renee Credito	or	0	^
Postal Address			
Default Account Code	08201001 Hide (don't show in master chart selection screer		
Location ID		15/	
Comments			
Prompt/Preferred/	None		
Banned	None		
Payments			
Payment Method	O EFT		
	BPAY     BPay Biller Code		
	BPay CRN is different on each bill		
	Do not send remittance advice		
	O Cheque		-
BSB: 184-446 Account: 25699856	O Do Not Auto Pay		
Minimum Payment			1
Amount			
Credit limit			_
Ok To Pay	● Use Building Setting ○ Always OK To Pay ○ On Hold		
🔿 Тах			
	GST registered		
ABN:	✓ ABN Exempt		
PAYG tax rate			~
	Notes Save	Can	cel
		_	_

## 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'

osting out	≈ 06/03/2024 ·			Show Buildings		Payments	6
outing back out of 2024				creditors that will be paid only		for \$2,500.00 Buildings: 2	
				<ul> <li>With</li> </ul>	creditors that will be paid with warning or	nly Creditors included with warnings: 0	Buildings: 0
Exclude Buildings with Errors			O With	issues only	Creditors that won't be paid: 4	Buildings: 2	
Creditor Na	ame	Balance	Amount to Pay	Creditor	Payment Method	Email Address	
1565	Paradise Waters		Available Ba	lance: \$100,000.0	0	Payments: \$1,500.00	Month: Mar 20
GERONTO	HOLDINGS PTY LTD	1,500.00	1,500.00	O8200379     O8200379     O	C 032-564 401199	geoffdillenbeck@gmail.com	
	BBER STAMPS	763.30	0.00		<b>C</b> 034-065 190664	swiftgraphics@bigpond.com.au	
WALLY'S N	MASTER BLASTER	900.00	0.00	O8200378     O8200378     O	C 064-430 11549878	admin@wallysmasterblaster.com.au	1
15599	Renee Test Electricity		Available Ba	lance: \$0.00		Payments: \$0.00	Month: Feb 2
	😣 Posting Date is not						
	HOLDINGS PTY LTD	1,562.00	0.00		<b>e</b> 032-564 401199	geoffdillenbeck@gmail.com	
WALLY'S N	MASTER BLASTER	560.00	0.00	O8200378     O8200378     O	€ 064-430 11549878	admin@wallysmasterblaster.com.au	
89	Renee Waterview		Available Ba	lance: \$0.00	Allow payme	ents Payments: \$1,000.00	Month: Mar 2
	Payments are more	e than Available Bal	lance for 004 BANK	BALANCE ADM	N FUND (Balance 0.00, Invoices 1,000.00)		
		1,000.00	1,000.00	(A) 08200376	Contract 190664	swiftgraphics@bigpond.com.au	
SWIFT RUE	BBER STAMPS	1,000.00	1,000.00	270000000	004-000 190004	swingraphics@bigponu.com.au	
SWIFT RUE	BBER STAMPS	1,000.00	1,000.00	270020070	C 034-003 130004	swirtgraphics@bigponu.com.au	
SWIFT RUE	BBER STAMPS	1,000.00	1,000.00	270220310	CON-003 130004	swingraphics@orgpone.com.au	
WIFT RUE	3BER STAMPS	1,000.00	1,000.00	2) 0120070	000000000000000000000000000000000000000	swirgiapincs@oigponu.com.au	
WIFT RUE	SBER STAMPS	1,000.00	1,000.00	2)040000		swingipintsprogrampona.com.au	
WIFT RUE	SBER STAMPS	1,000.00	1,00000	2)040000		зинтупарля зарадотны солгаа	
WIFT RUE	BBER STAMPS	1,000.00	1,000.00		<b>C</b> 00-003 13000	terrigiaprincagunguona.contau	
WIFT RUE	BEER STAMPS	1,000.00	1,000.00			Initial and a second	
WIFT RUE	BEER STAMPS	1,000.00	1,000.00			umgapincar ngyonocon ar	
WIFT RUE	BBER STAMPS	1,000.00	1,000.00			umgapincagungconconnae	
WIFT RUE	BBER STAMPS	1,000.00				un gaprica en gonia con ao	
WIFT RUE	BBER STAMPS	1,000.00				umgapincagungconconnae	
WIFT RUE	BBER STAMPS	1,00000				un gaprica en gonia con ao	
WIFT RUE	BBER STAMPS	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				umgapincagu gunia curi au	
WIFT RUE	BBER STAMPS	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				umgapincagu gunia cun au	
WIFT RUE	BER STAMPS					un gaprica en gunia con au	
WIFT RUE	BER STAMPS	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				umgapincagu guniacunaa	

## 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 10.

Payments														_		$\times$
sting Date	31/03/2024 💌				Show Buildin		that will be paid	Lenki		Payme	nts ors included		1 6 60	600.00.1	Buildings: 1	
							that will be paid		na only			with warning			Buildings: (	
		_			-	With issues on			ig citiy		ors that won		1		Buildings: 1	
	ldings with Error			l			,									· ·
reditor Nam	Paradise Wate		alance	Amount to Pay	Creditor alance: \$100,6	Payment	Method		ayments	Email A	Address	· \$8,600.00			Month: Ma	202
565	Paradise Wate		Available Ba		slance: \$100,6	/6./0		Allow p	ayments		Admin F		100			
	• rayments i	ine more than	Available be	indirec.							Sinking		100,	667.50 9.20	600. 8,000.	
O820037	8 WALLY'S MA	STER BLASTER	۲	Balance: 9,	500.00	Payment:	3,600.00							e 064-	430 11549	878
Invoice Nu	mber	Date	Reference	Details		Amount	Unpaid Amou	int On Hold	Amount	to Pay						
34234		06/03/2024	D000002	Fire Evacuation PI	an	900.00	900	00	On Invoid	e Hub	1					
34645789		18/03/2024	D0000007	Fire Evacuation PI	an	600.00	600	00 🗌 🤚	600.00							
956598		18/03/2024	D000008	General Replacem	ients	8,000.00	8,000	00 🗌 🤚	8000.00							
							Pay A	Don	't Pay All	Hold		nhold All	Exclude	Exc	lude Buildi	ina

## 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.

<b>v</b>		
Apply to:	Operating Accounts     O Investment Accounts	×
Туре:	Fee Y	
Details:	○ Starts With ○ Contains ④ Do not compare	
Reference:	● Starts With ○ Contains ○ Do not compare	
	FEE	
	Post To     Create Bank Transfer	
Account Code:	107502 MERCHANT FEES	
Update Bank Statement Details To:		

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.

<b>~</b>		
Apply to:	Operating Accounts O Investment Accounts	×
Туре:	Fee Y	
Details:	○ Starts With <u>○</u> Contains <sup>●</sup> Do not compare	
Reference:	○ Starts With	
	FEE	
	● Post To ○ Create Bank Transfer	
Account Code:	107502 MERCHANT FEES	
Update Bank Statement Details To:		

### 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.

<b>~</b>		
Apply to:	Operating Accounts     O Investment Accounts	×
Туре:	Fee v	
Details:	○ Starts With ○ Contains	
Reference:	$\odot$ Starts With $\bigcirc$ Contains $\bigcirc$ Do not compare	
	FEE	
	Post To     Create Bank Transfer	
Account Code:	107502 MERCHANT FEES	
Update Bank Statement Details To:		

**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.

$\geq$	Email Address		+
	extra@testing.com	All	
	remittance@testing.com	Remittance Advice	
<u></u>	Bank Account		Correspondence
	BSB Branch Account Numb	er	Levy Notice
			Utility Billing
-	Website		Work Orders
			Invoice Hub
Deliv	ery Preferences		Committee Correspondence
	Correspondence 🗌 Send by post 🗹 Send by email		
	Level Nation Sand by past of Sand by amail		Remittance Advice

# 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 then 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