



## DEFT Creditors Setup and Use guide for Rest v15.0.06

**Note:** The below functionality has been removed in Rest Professional Version 20 as it is no longer required.

As of 1 October 2016, DEFT levy notices are subject to a Macquarie Bank processing fee of \$2.75 when paid via Post Billpay over the counter at an Australia Post outlet.

Rest Professional Version 15.0.06 makes provision for the processing of these levy notices without the additional fee, since the majority of levy notices processed in Rest are not paid over the counter at Australia Post.

### Identifying a DEFT Levy Notice subject to the processing fee

To determine whether a levy notice will include the processing fee of \$2.75 in the scanned barcode, view the payments page of the notice. The following message will display:

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### Prerequisites

Rest Professional users who also use File Smart Barcoded Invoice processing are advised to upgrade to File Smart Version 7.5.3 to ensure the amount is captured in File Smart without the \$2.75 processing fee.

### Changes to barcode setup functionality for existing DEFT Creditors

#### Existing barcode setup functionality prior to Rest Version 15.0.06

Prior to 1 October 2016, DEFT levy notices were scanned into Rest and File Smart with a barcode starting with 168 were set up as per the example below:

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- The sample amount matches the amount contained in the amount portion of the scanned barcode
- The Biller ID starts with 168
- Unused zeroes in the scanned barcode are stripped out automatically during the barcode template setup

#### Existing DEFT Creditors upgraded to Rest Professional Version 15.0.06

As of Rest Professional V15.0.06, all existing Creditors configured for DEFT levy notices in REST with a Biller ID starting with 168 will be assigned a second Biller ID starting with 422 to ensure seamless processing of notices with and without the new levy notice included.

Immediately after upgrading to Rest Professional Version 15.0.06, these pre-existing Creditors will display the additional information as per the example below:

- A second Biller ID starting with 422 is assigned on upgrade
- Explanatory text displays to assist with barcode template setup

## New DEFT Creditor Barcode Template setup

When scanned into Rest profes during Creditor Barcode Template setup, the \$2.75 processing fee will be automatically deducted from the amount when setting up a DEFT Creditor with a barcode starting with 422. This will demonstrate that payments not made over the counter at Australia Post will not include the \$2.75 processing fee.

Please see the example below for a guide on setting up the new barcode:

- The sample amount does not match the amount contained in the amount portion of the scanned barcode
  - The amount in the barcode includes the processing fee of \$2.75
  - This amount is automatically deducted to calculate the amount without the fee
- Explanatory text displays to assist with barcode template setup
- The Biller ID starts with 422, and a second Biller ID starting with 168 is assigned
- Unused zeroes in the scanned barcode are stripped out automatically during the barcode template setup

**Note:** Rest Professional will not allow a new DEFT Creditor to be created if a creditor with the same Biller ID starting with 168 or 422 exists. If a duplicate creditor is detected, Rest Professional will display a warning message. When this occurs, please follow the steps above in **Existing DEFT Creditors upgraded to Rest Professional V15.0.06** to modify the existing creditor.

## Paying DEFT Levy Notices over the counter at Australia Post

When a DEFT levy notice with a scanned barcode starting with 422 is paid via Post Billpay over the counter at an Australia Post outlet, a \$2.75 processing fee is applicable as per the levy notice.

## File Smart Barcoded Invoice Processing Workflow

- When processing a new DEFT levy notice with a barcode starting with 422 in File Smart Version 7.5.3, the \$2.75 processing fee will be automatically deducted from the amount in the barcode scan line when scanning the barcode.
- Existing DEFT levy notices with a barcode starting with 168 will continue to process as per current functionality.