
BPAY Setup and Use

Bulk BPAY is a payment method often available for making payments to utility companies and councils. Version 11.5 of Strata Master expanded the list of available banks that are able to utilise Bulk BPAY as a payment method to include;

- Macquarie Bank
- Westpac Payments Plus
- Commbiz
- NAB Connect
- Bankwest

In addition to allowing payment by a bank file upload, most utility invoices will allow for a barcode to be scanned for efficient bulk entry of invoice details, either via a handheld barcode scanner or using File Smart Creditor Invoicing.

Set up Creditors

- Open Manage > Creditors.
- Select the required Creditor

The screenshot shows the 'Creditor - Read Only Mode' window. The 'General Details' tab is active, showing the creditor 'RockElectricity' with a balance of 2,800.00. The 'Pay by' field is set to 'Bulk BPAY', and the 'Biller code' is '8852'. The 'Expense account' is '130200 Utility-Electricity - Adm'. The 'CRN' tab is also visible.

- Select Bulk BPAY as the payment method
- Enter your Biller Code as found on the creditor's invoice
- (Optional) Enter a default description and Expense Account to apply to invoices from this Creditor
- Go to the CRN Tab

The screenshot shows the 'Creditor - Read Only Mode' window with the 'CRN' tab active. The 'Customer Reference Numbers' table is displayed with the following data:

Plan #	Customer reference number	Last update	User name
2222	1252658006	27/03/2014	Trainee McTrainer
2222	1252658807	27/03/2014	Trainee McTrainer
3333	1252658801	27/03/2014	Trainee McTrainer
4444	1252658802	27/03/2014	Trainee McTrainer
5555	1252658803	27/03/2014	Trainee McTrainer
6666	1252658804	27/03/2014	Trainee McTrainer
7777	1252658805	27/03/2014	Trainee McTrainer
8888	7123587654	04/09/2019	Trainee McTrainer
8888	7645756455	04/09/2019	Trainee McTrainer

- Click the Plus Button
- Select a plan from the drop down menu
- Enter the relevant Customer Reference Number (CRN) for that plan.
- Repeat the above 3 steps for each plan
- Note: A CRN can also be entered and saved during invoice entry when a BPAY Creditor

is selected on the Creditor Invoice screen.

Complete the Optional Steps below if you are using a Barcode Scanner or File Smart

- Go to the Barcode Tab

Creditor - Edit Mode

Select creditor: ROCKE Include inactive creditors

General Details | Creditor Compliance | Outstanding Invoices | CRN | **Barcode**

Barcode setup

Scan barcode test

Barcode mask

R = CRN \$ = Amount # = Ignore

CRN position Start End
Amount position Start End

Sample result

CRN Amount

Biller ID

- Click in the Scan Barcode Test field
- Scan the barcode of an invoice for this creditor
- In the Barcode mask field, enter # for each digit of the barcode to ignore, enter R for each digit of the barcode that is part of the CRN, and enter \$ for each digit of the barcode that reflects the amount of the invoice. For the invoice below, we would mask as follows:

TAX INVOICE

RockElectricity

Property Address

POST billpay

8851252658803000041450

Biller Code: 88552 Ref No: 125 265 8803

BPAY: via internet or phone banking. Credit Card limit \$1000.

Direct Debit payments: for information about direct debit, please ring 12 34 56.

Payment number
125 265 8803

Please pay by
08/04/14

Total amount due
\$ 414.50

Barcode: 8851252658803000041450

Mask: ###RRRRRRRRRR\$\$\$\$\$\$\$\$

If you look at the sample result section towards the bottom of the screen, you will see the CRN and Amount that you have masked. If this matches the invoice, you have

successfully masked this creditor barcode.

Entering Invoices

Invoices can be entered in 3 ways:

1. Creditor Invoice Screen
2. File Smart Creditor Invoicing
3. Bulk Creditor Invoices Screen

To use the bulk creditor invoice screen, follow the steps below:

- Access **Accounting > Enter Creditor Invoices > Bulk Creditor Invoices**

Line #	Barcode scan	Plan no.	CRN	Description	Date due	Amount	GST	On hold status	Group
1									

- Enter the creditor
- Enter the Expense Account Code (if a default has not been set up in **Manage > Creditors**)
- Enter a description for the invoices (if a default has not been set up in **Manage > Creditors**)
- Double-click on Line 1 in the Barcode Scan Field so that the cursor is flashing
- Scan your first invoice. If your CRN has been entered and Barcode masked successfully in the set up phase, your plan number, CRN and amount will fill in automatically.
- Repeat this step for all invoices
- Once invoices are entered, click the Validate invoices button.
- Click Preview
- Click Process and Save Invoices

All processed invoices will now appear in the outstanding invoices section of the creditor invoice screen.

Paying Creditors using BPAY

- Click the Pay Icon
- Enter a specific creditor or select [All]
- Select Bulk BPAY as the payment method
- Click Process Payments

Generating a BPAY Payment File

- Click Accounting > Process Bulk BPAY Payments
- Select your bank format from the drop down menu
- View or adjust the file path where this payment file will be created.
- Click OK to create the payment file.
- Then upload this file to your bank.

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