

[Home](#) » [Strata Master](#) » [Using Strata Master](#) » [Accounting](#)



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.

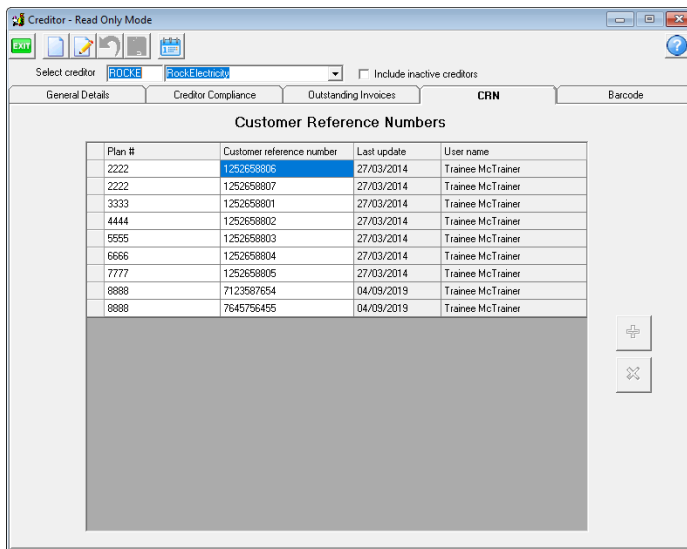
Set up Creditors

- Open Manage > Creditors.
- Select the required Creditor

The screenshot shows the 'Creditor - Read Only Mode' window. The 'General Details' tab is active. The creditor is 'RockElectricity' with a balance of 2,800.00. The 'Pay by' method is set to 'Bulk BPAY'. The 'Biller code' is '88562'. The 'Default description' is 'Electricity Usage' and the 'Expense account' is '190200 Utility-Electricity-Admin'. The 'CRN' tab is also visible.

Field	Value
Select creditor	ROCKE RockElectricity
Include inactive creditors	<input type="checkbox"/>
Creditor	ROCKE RockElectricity
Legal entity	RockElectricity
Primary creditor type	Electricity supplier
Pay by	<input checked="" type="radio"/> Bulk BPAY
Biller code	88562
Record CRN	<input type="checkbox"/>
QR code	<input type="checkbox"/>
Check ABN	ABN 53 004 085 616
GST status	Registered
Issue RfM	E-mail
Service	
Notes	
Direct entry user ID	
Default description	
Expense account	

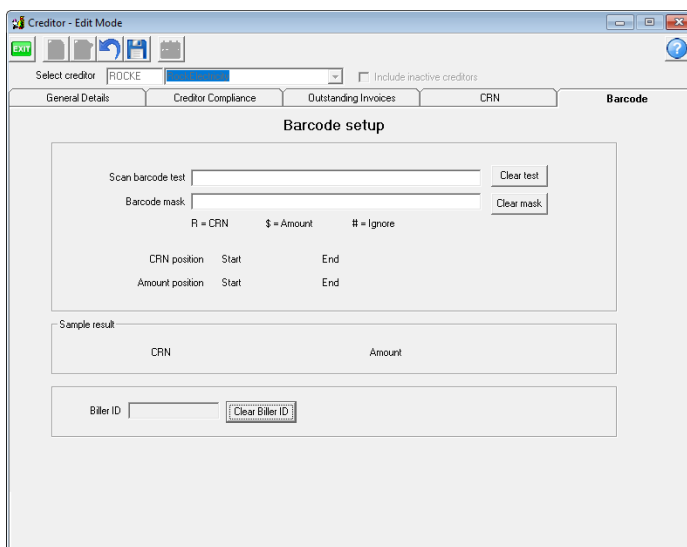
- Select Bulk BPAY as the payment method
- Enter your Biller Code as found on the creditor's invoice
- (Optional) Enter a default description and Expense Account to apply to invoices from this Creditor
- Go to the CRN Tab



- 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



- 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

- 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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