



Change a Biller Code on a Creditor Payment in Strata Master

Bpay payments to creditors will require a Biller Code or Biller ID. This article will show you where to edit this information.

An Example

The example payment below for Sydney Water has an incorrect Biller Code of 1222000 (note this is a fictional number and only for this example).

The screenshot shows the 'Creditor Invoices - Edit Mode' window. At the top, it indicates 'GST registered owners corporation selected' and 'Active Groups'. Below this is a search field for 'Enter Plan No. or Street Name or Body Corporate Name' with a dropdown menu showing 'Strata Plan 2222, Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170'. To the right, a text box states 'Last levy notices were printed on 12/08/2019. Last levy notices were emailed on 12/08/2019.'

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date Is
25/10/2021	25/10/2021	153000 Admin-Keys, Cards, Swipes & Remotes Pur...	Unitcom	Intercom repair	56.50	On Hold	None	25/10/2021
04/01/2023	04/01/2023	191200 Utility-Water & Sewerage - Admin	Sydney Water	Water Usage 1/9/22 to 31/12/22	450.00	On Hold	None	04/01/2023

Below the table, the 'Total due' is \$506.50. The 'Creditor' field is set to 'SYDWA Sydney Water' with a dropdown arrow. The 'Biller Code' is '1222000' and 'ABN: 49776225038'. The 'Pay by' is 'Bulk BPAY'. There are fields for 'Work Order (Optional)', 'Amount limit', and 'Already invoiced'. The 'Group' is 'None' and the 'Expense account' is 'Utility-Water & Sewerage - Admin'. The 'Description' is 'Water Usage 1/9/22 to 31/12/22' and the 'Amount' is '450.00'. The 'Invoice no.' is '1111', 'Date due' is '04/01/2023', and 'Transaction date' is '04/01/2023'. The 'CRN' is '2456789521423' and 'Budget' is '\$0.00'. The 'Total YTD' is '\$0.00'. On the right, there is a 'Plan Number: 2222' and 'Address: Abbey Road Studios, 22 Penny Lane, LIVERPOOL'. A summary table shows 'Cash at bank', 'D/S invoices', 'Net cash', 'Reserve funds', and 'Available cash' with values for 'Admin', 'Capital/Works', and 'Total'.

Where to Correct the Biller Code

1. Navigate to Manage in the top toolbar and then select Creditors

The screenshot shows the 'Manage' menu with the following options: 'Diary (Ctrl+D)', 'Registers (Ctrl+H)', 'Reminders Configuration', 'Creditors' (highlighted), 'Owners Corporations (Ctrl+O)', and 'Owners (Ctrl+N)'.

2. Enter relevant creditor

The screenshot shows the 'Creditor - Read Only Mode' window. The 'Select creditor' field is set to 'SYDWA Sydney Water'. There is a checkbox for 'Include inactive creditors'. Below the window, there are tabs for 'General Details', 'Creditor Compliance', 'Outstanding Invoices', 'CRN', and 'Barcode'.

3. On the right hand side of the Creditor card, you will see the Biller Code.

The screenshot shows a software interface for a creditor card. At the top, there is a checkbox for 'Active' which is checked, and a 'Balance' field showing '545.00'. Below this, there is a dropdown menu for 'Primary creditor type' set to 'Water supplier'. A list of 'Creditor types' is shown below it. The 'Pay by' section has three radio buttons: 'Cheque', 'Direct Entry', and 'Bulk BPAY', with 'Bulk BPAY' selected. The 'Biller code' field is highlighted in yellow and contains the value '1222000'. There are also checkboxes for 'Record CRN', 'QR code', 'Email remittances', and 'Suppress remittances'. At the bottom, there is a 'Check ABN' button, an 'ABN' field with '49776225038', and a 'GST status' dropdown menu set to 'Exempt'.

4. Click edit and click into the Biller code field



5. Backspace or highlight and click delete on your keyboard, and re-enter the Biller Code correctly

6. Then click Save



7. Click EXIT to close the screen.



8. Upon reopening the creditor invoicing screen, the Biller Code has updated in the payment to that creditor.

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04/01/2023	04/01/2023	191200 Utility-Water & Sewerage - Admin	Sydney Water	Water Usage 1/9/22 to 31/12/22	450.00	On Hold	None	04/01/

Total due \$506.50

Creditor: SYDWA Sydney Water
Biller Code: 1232000 ABN: 49776225038 GST Exempt Pay by: Bulk BPAY
Plan Number: 2222
Address: Abbey Road Studios, 22 Penny Lane, LIVERPOOL

Useful Links

<https://kb.rockend.com/help/cancel-a-batch-bank-rejects-upload-in-strata-master>

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