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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).

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Where to Correct the Biller Code

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

Manage	Accounting	Reports	Wizards	Cc
Diar	у		Ctrl+D	
Reg	isters	Ctrl+H		
Rem	ninders Configu		_	
Cree	ditors			
Owr	ners Corporatio	ins	Ctrl+0	
Owr	ners		Ctrl+N	

2. Enter relevant creditor

😭 Creditor - Read Only Mo	de			
Select creditor SYDWA	Sydney Water	💌 📄 Include ina	ctive creditors	
General Details	Creditor Compliance	Outstanding Invoices	CRN	Barcode

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

🔽 Active		Balance	545.00
Primary creditor type	Water supplier		•
Creditor types			^
Pay by	C Cheque	C Direct Entry	Bulk BPAY
Biller code	1222000		
Record CRN		E	mail remittances
QR code		🗖 S	uppress remittances
Check ABN ABN	49776225038	GST status	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.
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8. Upon reopening the creditor invoicing screen, the Biller Code has updated in the payment to that creditor.

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Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date la
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				Total due	\$506.50			
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Useful Links

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

05/01/2023 6:55 pm AEDT