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Add a Creditor in Strata Master

This article will assist you to add a creditor in Strata Master, also known as a contractor or a supplier, for the purposes of payment invoices for works done or services provided.

Locate the Creditor Cards

1. Navigate to the card by selecting Manage in the top tool bar and then selecting Creditors from the list



2. This screen opens.

Creditor			
			\bigcirc
Select creditor	 Include inactiv 	e creditors	
General Details Creditor Compliance Outsta	nding Invoices	CRN	Barcode
Creditor	M Active	Balance	
Legal entity	Primary creditor type		•
	Creditor types		^
Creditor contact details			
	Paubu	C Chana C Dirate	
	Bank account no.		
	Record CRN		Email remittances
	QR code		Suppress remittances
	Check ABN ABN	GST	status Unregistered 💌
	Issue R&M		
	Service		
	Notes	,	~
⊢ Insurer			
Commission rate (%)			×
Creditor Invoice	Direct automatic	p. [
description	Direct entry user i	D	
Expense	Expense		
	account		_

Add a New Card With Basic Details

1. Click the Add button

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2. Enter the Name details in Creditor, Legal Entity and select a Primary Creditor Type.

💕 Creditor - Add Mode			- • •
			\bigcirc
Select creditor	💌 📄 Include ina	ctive creditors	
General Details Creditor Compliance	Outstanding Invoices	CRN	Barcode
Creditor MAXIL Max Illawarra Concrete	Active	Balance	
Legal entity Proworth Pty Ld	Primary creditor ty	pe Concretor	

3. Working further down the fields enter the Bank type of payment, ABN and gst status. Also tick relevant boxes above the ABN.

		- onoquo -	DIOX LINY	- Daix Di i	
Bank acco	unt no.	777888999	BSB	082-444	
Record	I CRN		E E	mail remittance:	3
QR	code		🖂 Si	uppress remitta	nces
Check ABN	ABN	77788899944445	GST status	Registered	-

- 4. Click the check ABN button to ensure your number entered is correct.
- 5. Click the add button in the yellow box and add contact details.

😋, Contact Editor			×
	Contact tupe Creditor		7
	Business 🔽	_	-
			-
	S	alutation Bob	
	Business Max Illawarra Conc	rete	-
	1		
	Contact name Bob		
		Primary contact details	
Post Office address		Telephone T	02 3345 3335
Building name		Telephone 2	
Unit/Street no. 56		Mobile	0405 555 555
Street Martha Street		Fax	
Town/Suburb Strathfield		Email for payment remittances	accounts@Mill.com
State NSW	Postcode 2564	Email for R & M	jobs@Mill.com
Country Austrilaia		Email for insurance claims	
		Website	
			· · · · · · · · · · · · · · · · · · ·

6. Click Save on this contact screen



7. Then click Save on the Main Creditor Card screen where the Legal Identity and Creditor type shows.

Gene	eral Details	Creditor Compliance	Outsta	nding Invoices	CRN	Barcode
Creditor	MAXIL	Max Illawarra Concrete		🔽 Active	Balance	NIL
Legal entity	Proworth Pty L	.d		Primary creditor ty	pe Concretor	_

8. The card then saves and looks as below. At this stage you have entered all initial necessary information

Creditor - Read Only Mode			
			\bigcirc
Select creditor MAXIL Max Illawarra Concrete	- Include inacl	tive creditors	
General Details Creditor Compliance Outsta	nding Invoices	CRN	Barcode
Creditor MAXIL Max Illawarra Concrete	🔽 Active	Balance	NIL
Legal entity Proworth Pty Ld	Primary creditor typ	e Concretor	•
Creditor contact details	Creditor type	8	^
Business Confact: Contact person: Bob (Salutation: Bob)	Pay by	C Cheque · O Direc	t Entry C Bulk BPAY
Max Illawarra Concrete	Bank account no	777888999	BSB 082-444
Strathfield NSW 2564 Austriaia	Record CRN		Email remittances
Telephone 1: 02 9545 5555	QR code		Suppress remittances
Mobile: 0405 555 555 Email for payment: accounts@Mill.com	Check ABN ABI	N GS	T status Exempt 🔄
Email for R & M: jobs@Mill.com	Issue R&M	I 🗾 🚽	
	Servic	e	
	Note	200	^
Insurer			
Commission rate (%)			<u> </u>
Creditor Invoice	Direct entry use	er ID	
	Default descrip	tion	
account	Expense account		

Other Fields To Complete If Relevant

1. You may wish to enter the creditors preference for a method of contact. You can select from the drop down list.

Issue R&M	•	
Service	E-mail Fax In person	
Notes	Left message Letter Telephone Voice-mail	^
		~

2. You may wish to enter a default Description for invoices entry and select an expense account for invoices. In this situation we would search the drop down list for Maint - Concrete or similar. **Note that these can be changed when entering invoices if needed.**

Creditor Invoice Default description	veway works	
Expense account		•
	Admin-Subscriptions - Admin	^
	Admin-Telephone Charges - Admin	
	AdminTelephone ChargesFire Protection	
	AdminTelephone ChargesOffice - Admin	
	AdminTelephone ChargesSecurity Syste	
	AdminTraining - Admin	
	AdminTransfer to Admin Fund - Capital W	
	AdminTransfer to Canital Works Fund - Au	~

3. There is also a Notes field for additional information.

The Tabs on The Creditor Card

There are 4 extra tabs on the Creditor Card

General Details	Creditor Compl	iance	Outstanding Invoices	CRN	Barcode	
Last used 13.	/01/2023		System calculated compliance status			
ast manual status updated DD	/MM/1111	Manu	al compliance status	▼ Code:		
		WH	S compliance status	-		
Туре	Sum Insured	Expiry date	Comments		Status	^
						_
						- 1
						-
						_
						_
						_
						V

- Creditor Compliance as shown will record the Licence and Registration details of this creditor as required. Your office may maintain this information, or you may have an outsourced group manage the Compliance for you. changes to this method will require advising MRI.
- Outstanding Invoices shows a list of invoices received and processed in Creditor invoicing that are unpaid.
- CRN and Barcode tabs only apply to Creditors who are paid by BPay. The CRN tabs lists the Reference numbers (CRN) for each Plan that uses this Creditor. While the Barcode tab allows the invoices to be scanned and the details to be entered into File Smart. Notice these are greyed out for this creditor as this creditor is not paid by Bpay.

If you look at a Creditor that does use BPay, the tabs appears as below. Refer the Useful Links below for more on BPay.

1 IGH #	Customer refe	rence number Las	st update	User name		
2222	20001111122	23 27/	/03/2014	Trainee McTraine	r	
2222	20001111122	22 27/	/03/2014	Trainee McTraine	r	
3333	20001111122	24 27/	/03/2014	Trainee McTraine	r	
4444	20001111122	25 27/	/03/2014	Trainee McTraine	r	
5555	20001111122	26 27/	/03/2014	Trainee McTraine	r	
6666	20001111122	27 27/	/03/2014	Trainee McTraine	r	
7777	20001111122	28 27/	/03/2014	Trainee McTraine	r	
General Det	ils Creditor Compliance	e Outstanding Inv	voices	CRN	Barcode	
		Barcode setu	up			

End 36

Amount

Amount position Start 28

Clear Biller ID

CRN

Sample result

Biller ID 051

Useful Links

https://kb.rockend.com/help/update-a-bpay-crn-reference-number-in-strata-master

https://kb.rockend.com/help/setup-a-gst-creditor-and-paying-gst

https://kb.rockend.com/help/barcode-scanning-for-creditor-invoices-in-strata-master-and-filesmart

https://kb.rockend.com/help/changing-creditor-compliance-in-strata-master

https://kb.rockend.com/help/adding-or-changing-a-creditor-card-description

https://kb.rockend.com/help/editing-a-description-on-a-creditor-invoice

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