



How to Pay Invoices Already Entered in Creditor Invoicing in Strata Master

This article will assist you to Pay invoices that have been previously entered to the creditor invoicing screen.



This is the next step in the processing of creditors or Invoices. This is actioned through the Pay button.



There are many variations to how you may wish to make payments. You may wish to pay -

- all invoices that are due for payment and have funds to allocate.
- all invoices for one Plan only.
- all invoices for one Creditor only.
- one invoice for one Plan only.

This article will take you through these options.

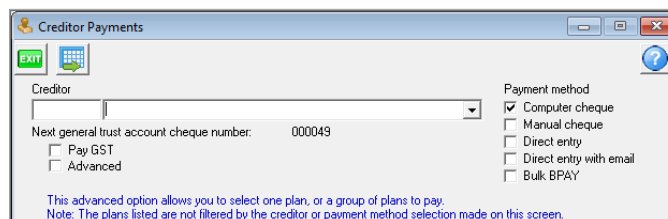
Pay All Invoices That Are Due for Payment and Have Funds to Allocate

Note

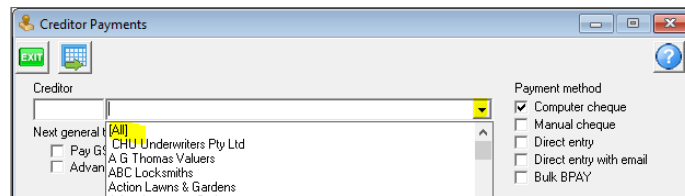
Not all invoices listed in the Creditor Invoicing screen will be due for payment. Not all invoices will be able to be paid due to lack of funds.

Once this process has been run you will need to check the Outstanding Creditor Invoices report to see what items have not been paid, and investigate the reason why they have not paid.

1. Click on the 'Pay' icon as pictured above.
2. The screen opens.



3. Select 'All' from the creditor drop down list



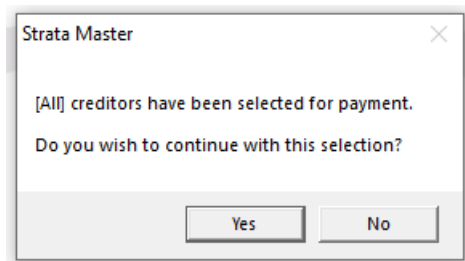
4. Tick every box on the right hand to process all invoices set to pay by cheque, EFT and BPay. You may not have all these options in your data.



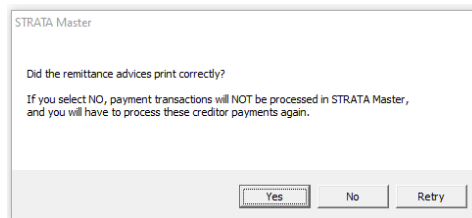
5. Click the Process button.



6. Click Yes if you wish to continue,



7. A message shows, for you to check that the invoices paid list (remittance advice) have printed. If you click no, the payments WILL NOT process.

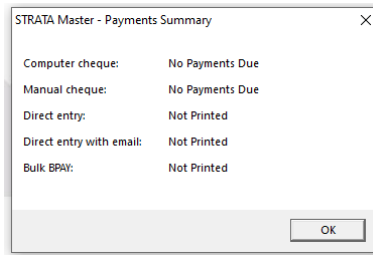


Remittances to be Emailed

Payment No.	Creditor	Inv. Date	Plan	Reference	Description	Amount
000025	Joe's Handyman Services					\$75.00
	03/01/2022 3333			9997	Repair boundary fence 02/01/2021	\$75.00
000066	Betta Slide Doors & Windows					\$195.00
	20/10/2021 4444			654654	Reglaze Broken Window Unit 4 - 15/10/2021	\$195.00
000067	BMW Constructions Pty Ltd					\$10,000.00
	25/08/2021 4444			852852	Demolition Stage - Carpet/Stair Replacement	\$10,000.00
000068	Brooks Irrigation					\$370.00
	01/10/2021 4444			669988	Clear blocked garden irrigation system	\$370.00
000069	Rheem Australia Pty Ltd					\$4,600.00
	05/04/2022 8888			3355775	Replace Faulty HWS	\$2,100.00
	20/03/2021 9999			987945	Replace Faulty HWS	\$2,500.00

8. A message appears to inform you of what type of payments have processed. It is at this point you may note that an expected payment is not listed or indicated in the pop up. You can process that payment after you investigate the cause for its non-payment.

If payments are due and successful, the pop up message will say 'Successful'.



Pay All Invoices For One Plan Only

After step 4 above and before clicking to Process :

1. Tick the Advanced box

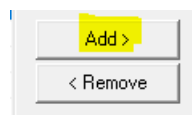
A form for selecting a creditor. It includes a "Creditor" dropdown menu with "[All]" selected. Below it, there is a field for "Next general trust account cheque number:" with the value "000049". There are two checkboxes: "Pay GST" (unchecked) and "Advanced" (checked).

2. Highlight the required Plan.

A table titled "All plans with invoices approved for payment". The table has two columns: "Plan" and "Body corporate name". The row for Plan 2222 is highlighted in blue.

Plan	Body corporate name
9999	The Owners Corporation for SP 9999
2222	The Owners Corporation of SP 2222
3333	The Owners Corporation of SP 3333
4444	The Owners Corporation of SP 4444
6666	The Owners Corporation of SP 6666
7777	The Owners Corporation of SP 7777
8888	The Owners Corporation of Strata Plan 8888

3. Click 'Add' to select the Plan which moves it to the right hand column.



A table titled "Plans selected for payment". The table has two columns: "Plan" and "Body corporate name". The row for Plan 2222 is highlighted in blue.

Plan	Body corporate name
2222	The Owners Corporation of SP 2222

4. Then click the process button as in step 5 above and continue through to step 8.

Pay All Invoices For One Creditor Only

1. This is as for the '**Pay All Invoices That Are Due for Payment and Have Funds to Allocate**' section above, but instead of selecting "All" in step 3, select the required creditor from the drop down list.

2. If your list is long, you can enter the Creditors Alpha, or even start typing the creditors name in the creditor screen.

A form for selecting a creditor. It includes a "Creditor" dropdown menu with "Brooks Irrigation" selected. The text "BRIR" is visible in the input field.

3. Then continue as for step 4 to step 8 above.

Useful Links

<https://kb.rockend.com/help/creditor-invoice-is-not-paying-in-strata-master>

<https://kb.rockend.com/help/how-to-process-invoices-in-strata-master>

<https://kb.rockend.com/help/filesmart-creditor-invoicing-fsci-screen>

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