



Use Quick Pay to Pay a Lot Owner or Creditor in Strata Master

Quick Pay is an option for -

1. Paying a Creditor by cheque where an invoice is being paid immediately.
2. Paying any other payee, including Lot Owners, by EFT (direct entry) or by cheque. Note that if you refund a Lot Owner for a purchase made on behalf of the Strata Plan, and you use this screen, the refund does not reflect on the Lot Owners card or ledger. Your alternative is to apply a Credit Lot to the Lot Owners card. Refer this link - <https://kb.rockend.com/help/how-to-credit-a-lot-in-strata-master>

A Quick Pay entry does not pass through Creditors - Other account but creates a journal in the Plans records as Debit--Expense account and Credit--Cash at Bank.

Basic Steps to Quick Pay

1. select the Quick pay icon from your Icon Toolbar



2. Enter the Plan making the payment.

3. Select one of the payment options using the radio button.

- Other payee by direct entry is for any who does not have a creditor card, and is being paid to their bank account.
- Other payee by cheque is for any who does not have a creditor card, and is being paid by cheque.

- Creditor by cheque is where you wish to pay a creditor using a cheque. For BPay or direct entry payments you would use the creditor invoicing screen.

4. Enter Bank details if required. Tick the 'clear payee details' if you want the details to clear after this payment is processed, otherwise these details will remain in case you want to do another payment to the same person.

The screenshot shows a 'Payment to:' form with the following fields:

- Payee: Bon Smith
- Address: 68 Free Place, BonBEACH
- Account Details:
 - Name: Bon Smith
 - Number: 1561564785
 - BSB: 182-222
- Clear Payee details:

5. Enter amount, description and other relevant details.

The screenshot shows a payment details form with the following fields:

- Work Order (optional): [Dropdown menu]
- Amount limit: \$0.00
- Already invoiced: \$0.00
- Amount: \$56.00
- GST: \$5.09
- Invoice no.: Bunnings
- Group: [Dropdown menu]
- Expense acct: 165000
- Maint Bldg--Electrical Lamps & Tubes - Admin
- Description: Refund for Purchase of lights for common area
- Options:
 - All accounts
 - Expense accts
 - Show accts without budget

6. Note that there is a field to enter an email address for a remittance, and another for selecting a work order or group cost centre if applicable, screenshots above and below.

The screenshot shows a single text input field labeled 'Email remittance to:'.

7. Click the Save button or the printer. The message about dissection is relevant if you are adding another expense account and refund. Click Yes to continue.

The screenshot shows a dialog box titled 'Strata Master' with a question mark icon and the text 'Include latest dissection in payment?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'.

8. The remittance will preview and you can email it from this screen by selecting the envelope.



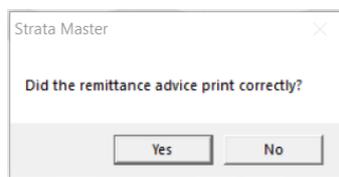
Remittance Advice

Bon Smith
68 Free Place, BonBEACH

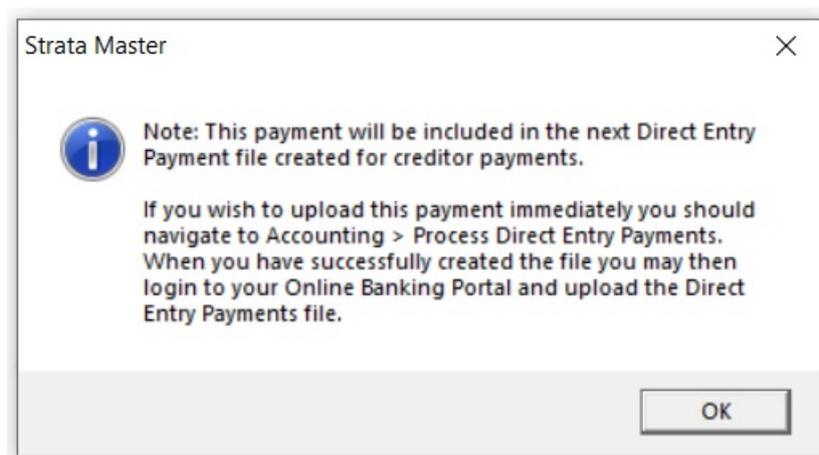
Account details
Name : Bon Smith
Number: 1561564785
BSB : 182-222

Date	Plan	Reference	Description	Amount
19/05/2023	3333	Bunnings	Refund for Purchase of lights for common area	56.00
Direct entry no. 000024		19/05/2023	Total	\$56.00
The Owners Corporation of SP 3333: Hordern Place, 23 Victoria Street, POTTS POINT NSW 2011				

9. Click yes to this message if the remittance was available and no if it did not preview or print. If you click No, the quick pay WILL NOT process.



10. Please read this final message and follow instructions if necessary.



Useful Links

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

<https://kb.rockend.com/help/how-to-pay-invoices-already-entered-in-creditor-invoicing-in-strata-master>

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