

# StrataCash Periodic Payments

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Periodic Payments is located by searching **StrataCash Hub** or selecting the StrataCash Hub icon on the right-hand side of StrataMax.

Periodic Payments in StrataCash Management are used to setup a re-occurring payment, of a fixed amount to be made to a creditor. This feature is commonly used to pay fixed contractual amounts - i.e. On-site Manager wages / contract. If there is a requirement to pay the same contractor for a different expense, a separate periodic payment will be needed for each expense account. Alternatively, a recurring [journal](#) can be entered to move a portion of the amount to the required expense accounts.

Please be aware that fees and charges may apply to periodic payments. Please speak to your client success manager for more information.

## Periodic Payments - Add

1. Select the Building using the *Building Selector Tool*.
2. Search or select **StrataCash Hub** or click on the **StrataCash Hub** icon in the right-hand corner on the desktop.
3. Select the *Periodic Payments* button.

A prompt 'No Active or unauthorised Periodic Payments exist' may appear if there are no current payments setup for the selected building / plan.

Periodic Payments - STRATAMAX ONLINE HELP 11

Fees and Charges may apply

Refresh Add ?

Reference	Status	Payee	Payee Name	Start Date	End Date	Amount	Frequency
No active or unauthorised Periodic Payments exist							

Close

4. Select *Add*.
5. Select the Payee (Creditor / Debtor) list and locate the correct account.
6. Enter Details to show on Bank Statement.
7. Notes can be entered for internal use.
8. Enter the re-occurring amount for payment.
9. Enter the Start Date (must be later than today and ensure that the first date ).
10. Enter an End Date if applicable.
11. Amend the Frequency as applicable.
12. Select an Expense account, if you would like the payment to apply (Post & Match) automatically on the Bank Rec.
13. Check the entered details and select *Save*.

- The date for payment, if on a non-business day, will process on the first business date before.
- If the payee is not in the list, add from *Creditor Maintenance* or create a new account.
- The selected payee must have EFT details entered, but doesn't have to be set to 'Y' EFT Active.
- Payee and account details, amount and start date (in the future) are required fields.
- If the expense account required is not in the list, add from the Master Chart or create a new account .
- Building must have a bank account and be uploaded for the periodical payment to save.

Periodic Payment Edit - STRATAMAX ONLINE HELP 11

Reference (Create) ?

Payee 08201853 CARETAKER ...  
014-513 85858585

Details Monthly salary in advance (Will show on imported bank statement data with payee name. May be left blank.)

Notes

Amount 1500.75

Start Date 15/03/2020 ▾

End Date 14/03/2021 ▾

Frequency Monthly ▾

Expense Account 13010 CARETAKER ...

Save Close

14. Once the save is complete the details will be submitted to the StrataCash website for authorisation.

Periodic Payments - STRATAMAX ONLINE HELP 11

Fees and Charges may apply Refresh + Add ?

Reference	Status	Payee	Payee Name	Start Date	End Date	Amount	Frequency
00000002	⚠	08201853	CARETAKER	15/03/2020	14/03/2021	1,500.75	Monthly

There are unauthorised changes on the StrataCash Management website

## Authorise a Periodical Payment

1. Log in to the StrataCash website at <https://secure.stratacash.com.au> and select *Periodic Payments*.
2. Select *details* to review (check the dates / amounts / etc).
3. Select individual or all payments to be authorised.
4. Select *Authorise*.
5. At the next screen select *Process* when prompted (click *Cancel* if the payment is not yet ready to authorise).
6. Once the periodical payment has been authorised on the StrataCash website (once the required number of signatories have authorised) this will update the status in StrataMax.

Fees and Charges may apply

Refresh Add ?

Reference	Status	Payee	Payee Name	Start Date	End Date	Amount	Frequency
Reference:	00000002						
Status:	Authorised						
Payee:	08201853 - CARETAKER						
	014-513 85858585						
Amount:	1,500.75	Monthly					
Period:	From 15/03/2020 to 14/03/2021 - Next payment scheduled for 15/04/2020 or previous business day						
Expense Account:	13010 - CARETAKER						
Detail:	Monthly salary in advance						
Notes:							

## Periodic Payment - Edit

A periodic payment can be updated which will require authorisation on the StrataCash website at <https://secure.stratacash.com.au>.

1. Select the Building from the Building Selector Tool.
2. Search or select **StrataCash Hub** or click on the **StrataCash Hub** icon in the right-hand corner on the desktop.
3. Select the *Periodic Payments* button.
4. Highlight the Periodical Payment for amendment / editing and select the *pencil* icon to display the Edit screen.
5. Edit the required details and select *Save* (*all details are able to be amended but not all require authorisation*).

Status will reflect 'Not authorised - changes have not been approved on the StrataCash Management website' until an authorised signatory approves. For the amended payment to be considered as the current payment details, it must be authorised or the originally authorised payment will still be current.

## Periodic Payment - Cancel

Cancelling a periodic payment will update the status to the StrataCash website for authorisation. The cancellation must be authorised to confirm the cancellation of the payment.

1. Select the Building from the Building Selector Tool.
2. Search or select **StrataCash Hub** or click on the **StrataCash Hub** icon in the right-hand corner on the desktop.
3. Select the *Periodic Payments* button.
4. Highlight the Periodical Payment for cancellation and select the *cross* icon.

5. Select *Yes* to the prompt to cancel (select *No* if not required to be cancelled).
6. Log into the StrataCash website at <https://secure.stratacash.com.au> and authorise the cancellation.

Periodic Payments - STRATAMAX ONLINE HELP 11

Fees and Charges may apply

Refresh Add ?

Reference	Status	Payee	Payee Name	Start Date	End Date	Amount	Frequency
Reference: 00000003	Status: Authorised	Payee: 08201853 - CARETAKER	014-513 85858585			Amount: 1,500.00	Monthly
Period: From 16/03/2020 to 15/03/2021 - Next payment scheduled for 16/03/2020 or previous business day							
Expense Account: 13010 - CARETAKER							
Detail: Monthly Salary							
Notes: Contract start 15.03.19							

Periodic Payments

Are you sure you want to cancel Periodic Payment 00000003 for 08201853 CARETAKER?

Yes No

The Periodic Payment cancellation will be submitted to StrataCash Management for authorisation. Once authorised the status will update to cancelled on the website and it will be removed from Periodical Payments in StrataMax.

If the cancellation is rejected on the StrataCash Management website the originally authorised payment will still be current and active and the status will be *Authorised*.

## View Log

The log will update and record details from the use of the StrataCash Hub icon. This can be checked via the Log Viewer if required as noted below.

1. Search or select **Log Viewer**.
2. Include the Category of *SCM Audit* and any other fields of restriction.
3. Click *Refresh* to view the results. The description lines will report the same for all types of Periodic Payment requests.

Search Logs

Refresh Export Advanced

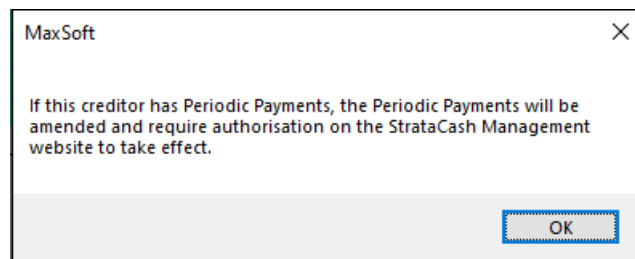
Field	Condition	Value
Category	is equal to	SCM Audit
Username	is equal to	

38 records displayed

Date/Time	Log Level	Username	Description	Building	Category
27/09/2022 1:46:09 PM	Info		Periodic Payment submitted to StrataCash Management (00000001 for		SCM Audit
27/09/2022 1:46:09 PM	Info		Periodic Payment saved (00000001)		SCM Audit
2/09/2022 6:53:31 AM	Info		Periodic Payment submitted to StrataCash Management (00000001 for		SCM Audit
2/09/2022 6:53:31 AM	Info		Periodic Payment saved (00000001)		SCM Audit
17/08/2022 12:12:48 PM	Info		Periodic Payment submitted to StrataCash Management (00000001 for		SCM Audit
17/08/2022 12:12:48 PM	Info		Periodic Payment saved (00000001)		SCM Audit
17/08/2022 11:30:17 AM	Info		Periodic Payment submitted to StrataCash Management (00000001 for		SCM Audit
17/08/2022 11:30:17 AM	Info		Periodic Payment saved (00000001)		SCM Audit

## Creditor Account details update (existing Periodic Payment)

If Creditor bank account details have been updated and synchronised in StrataMax, a message will appear when the account is updated in **Creditor Maintenance** to prompt the user that Periodical Payments will be amended automatically and require authorisation on the StrataCash Management website at <https://secure.stratacash.com.au>.



Ensure that the StrataCash Management website is checked regularly for amendments that require authorisation. This will ensure payments are made to the correct account.

Periodic Payments - STRATAMAX ONLINE HELP 11

Fees and Charges may apply

Refresh Add ?

Reference	Status	Payee	Payee Name	Start Date	End Date	Amount	Frequency
Reference:	00000005						
Status:	Not authorised - changes have not been approved on the StrataCash Management website						
Payee:	08201853 - CARETAKER						
	014-513-85858585	014-513	85858577				
Amount:	1,500.00	Monthly					
Period:	From 16/03/2020 to 15/03/2021 - Next payment scheduled for 16/03/2020 or previous business day						
Expense Account:	13010 - CARETAKER						
Detail:	Monthly Salary						
Notes:	Contract start 15.03.19						

## Payments Management & Periodic Payments Video

Your browser does not support HTML5 video.