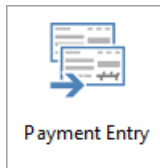


# Payment Entry

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The instructions in this article relate to **Payment Entry**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

**Payment Entry** provides an easy method to manage outgoing one-off payments, reimbursements/ refunds to owners and Agents and part payments and includes the ability to add Internal and External Notes on the Remittance Advice.

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## Payment Entry | Security Setup

The security permission for **Payment Entry** can be found in [Security Setup](#) by filtering *Payment Entry*. There is an additional security permission for '*Allow Entry of EFT/BPAY Details in Payment Entry (except Creditors)*', which users must have set to 'Allow' to be able to enter a change details.

## Payment Entry | Overview

**Payment Entry** is a central interface for users to effectively manage a one-off payment. From this menu users can create either an EFT, BPay or Cheque for several invoices for the same creditor account, or for owner / agent for reimbursements or refunds.

These are the different payment methods available:

### **Pay by EFT**

This option will create a record ready to be processed from **Payments**. Review the BSB and Account Number populated from the Contact, this can be edited if Security Permissions allow. (Select *Pay Immediately* to create payment and proceed to **EFT Manager**).

### **Pay by BPAY**

This option will create a record ready to be processed from **Payments**. Review the Biller Code and CRN populated from the Contact, this can be edited if Security Permissions allow. (Select *Pay Immediately* to create payment and proceed to **EFT Manager**).

### **External direct debit, periodic payment, internet transfer**

This option is for when a payment has been made outside of StrataMax. Any invoices selected will be included

and no cheque or EFT is sent to the bank. The payment is "processed/printed" in [Payments](#) and will be visible on the [Bank Reconciliation](#) until presented at the bank.

### Cheque book

This option is only available when the *Pay by Cheque* radio button is selected and allows users to record a manual cheque book number against the payment.

### Pay Immediately

The option is for immediate payment when the payment method is either EFT or BPAY. Payments created using 'Pay Immediately' are created and added to an separate EFT batch. For all SCM (StrataCash Management Accounts), the payment will automatically be submitted to SCM online for authorisation, all other supported banks, the [EFT Manager](#) screen will appear to manually authorise the payment.

To use the 'Pay Immediately' option the security setting 'Submit or Export EFTs in EFT Manager' is required. The *Pay Immediately* radio button will not be active if permission is not allowed.

Also the BPAY option is only available in StrataMax - [GLMax](#) only has the *Pay by EFT* or *Pay by Cheque* radio buttons.

## Payment Entry | Configuration

The configuration for the **Payment Entry** screen is located in the Payments screen. See [Payments | Configuration](#).

## Urgent Creditor Payment

These brief steps will assist with the most efficient option for making a one-off payment to a creditor, which is not being paid as part of the normal global processing.

1. Enter the **Creditor Invoice**.
2. Use 'Save and Pay' to open **Payment Entry** screen.
3. Check EFT / BPay details plus any other required information.
4. Select either of the below options:
  1. '[Pay Immediately](#)' to skip '**Payments**' and open **EFT Manager** (non-SCM accounts), or submit directly to SCM for authorisation, or
  2. Save to make the payment to be completed in **EFT Manager** and then authorised.

NOTE: The above options may depend on the security permission of the user, for '[Pay Immediately](#)' as outlined below.

# Creditor Payments

Users can use the **Payment Entry** screen to pay a single creditor invoice by selecting a creditor account, view unpaid invoices and either pay all amounts to pay or part pay. This is for EFT/BPAY only. Users must have 'Authorise Payment' permission allowed in **Security Setup**. Payments created using 'Pay Immediately' are automatically marked as printed and added to their own EFT batch, and, therefore, do not need to be processed in **Payments**. For all SCM buildings, the payment will automatically be submitted to SCM online for authorisation; for all other banks, the **EFT Manager** screen will appear to authorise the payment manually.

1. Search or select **Payment Entry**.
  - This screen will also automatically open if you choose the *Save & Pay* button in **Creditor Invoices**.
2. In the *Account* field, either start typing the name of the creditor's name or click the ellipsis button [...], and select the required creditor.
3. The *Name* field should automatically populate with the creditor's name.
4. The *Address* field will populate if there is an address for the creditor in **Creditor Maintenance**.
5. The *Date* field will automatically observe the *Working Date* in StrataMax.
  - This date must be in the current month.
6. The *Amount* is the full balance owing to the creditor, and the ABN is populated from the creditor in **Creditor Maintenance**.
7. If compliance is being used in the **Compliance** screen, creditors will be checked and reflected here. There may also be a yellow warning box in the bottom left indicating the compliance status. In some cases you will need to select either the *Valid* or *Not Valid* radio button.
8. Click the *Select Document* button to open **DocMax** and choose a document (most likely an invoice) for the payment.
  - When an invoice is attached, it will be available to view this document attachment via **Creditor Invoices > Options > Transaction History** or in **DocMax**.
9. The *Bank Balance* of the building is displayed for convenience for you to check, and if *split banking has been enabled* in the building, an additional box will display the balances for each fund as well.
10. Tick the *Pay Immediately* box to immediately process the payment in **EFT Manager**. (If not selected the payment can be processed from **EFT Manager** after clicking *Save*).
11. The correct payment method should be selected automatically ('Pay by EFT', 'Pay by BPAY', 'Pay by Cheque'), based on the creditor's settings in **Creditor Maintenance**, however in some cases, you may choose a different radio button manually.
  - If the creditor uses BPAY and invoices entered have different CRN numbers, a CRN is required to be entered manually to match the invoices that are being paid. For invoices that have different CRN, they will need to be paid separately. Any CRN manually entered in this screen will override the CRN for any invoices paid.
  - BPay payments utilise the StrataPay Payables service that have associated fees and charges, including a 0.55 cent transaction fee unless otherwise agreed. Please see the **StrataPay Payables** article for more info.
12. To pay the invoices in full, do not change the amounts under the *Amounts to Pay* column.

13. Click the Save button, and the payment will be processed, and depending on whether the building uses StrataCash or another bank:

- If with StrataCash, the payment will be submitted and if accepted you will be informed that the "payments have been exported. All payments have been accepted by StrataCash Management. To authorise your payments on the internet, go to <https://secure.stratacash.com.au/>" The payment will then be visible in **EFT Manager** in the *Completed Batches*.
- For any other banks, the payments will be created and **EFT Manager** will open, displaying the payments in a new batch.
- The transactions can be reviewed in **Payments Management**, in **Local Transactions** or **Global Transactions**. The Description of a one-off non creditor payment or Sundry EFT Payment can be edited in **Local Transactions**.

Internal & Remittance Advice Notes can be included on payments created from **Payment Entry**.

RS HEIGHTS 9989899 - Payment Entry

Account: 02100012 LIVERSEDGE JAMEY Date: 14/09/2019 Select Document Bank Balance: 0.00

Contact: Jamey Liversedge Amount: 300.00 BANK BALANCE ADMIN FUND 0.00  
BANK BALANCE SINKING FUND 0.00

Name: Mr & Mrs Jamey Liversedge ABN:

Address: 79819 Palmetto Ave  
Paluma  
QLD 4816

Pay by EFT  
BSB: 012-003 Account Number: 121213211  
 Do not email remittance advice  
 Email to default for account  
 Email to other email address

Pay by BPAY  
Biller Code: CRN:

dd External direct debit, periodic payment, internet transfer  
 Pay by Cheque  
 Cheque book  
Reference: 000001  
 Pay Immediately

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
Account: 13105 CLEANING		Date: 14/09/2019	Description: Reimbursement		Amount: 300.00	Fund: ADMINISTRATIVE FUND

Notes (not printed on Remittance Advice): Internal Notes can be entered here

Remittance Advice Notes (printed on Remittance Advice): Any special notes for the owner or contractor can be entered here.

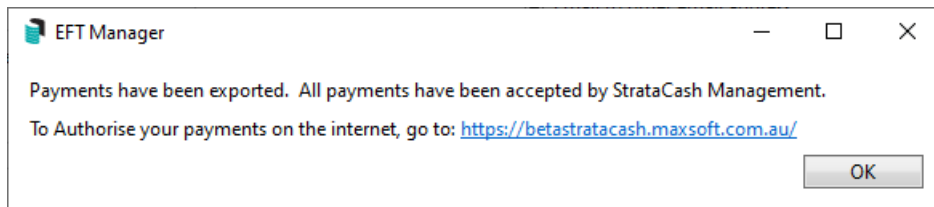
Add Refund Add Reimbursement Clear Save Close

## Part Payments

Invoices can also be part-paid in **Payments Entry**. This is for EFT/BPAY only. Users will need to have 'Authorise Payment' permission allowed in **Security Setup**. Payments created using 'Pay Immediately' are automatically marked as processed and added to their own EFT batch, and therefore do not need to be "printed" in Payments.

For all SCM buildings, the payment will automatically be submitted to SCM online for authorisation; for all other banks, the **EFT Manager** screen will appear to manually authorise the payment.

1. Search or select **Payment Entry**.
2. In the *Account* field, either start typing the name of creditor's name, or click the ellipsis button [...], and select the required creditor.
3. The *Name* field should automatically populate the with creditor's name.
4. The *Address* field will populate if there is an address for the creditor in **Creditor Maintenance**.
5. The *Date* field will automatically observe the *Working Date* in StrataMax.
  - This date must be in the current month.
6. The *Amount* is the full balance owing to the creditor, and the ABN is populated from the creditor in **Creditor Maintenance**.
7. If compliance is being used, creditors will be checked and users will need to select either the *Valid* or *Not Valid* radio button.
8. Click the *Select Document* button to open **DocMax** and choose a document (most likely an invoice) for the payment.
  - When an invoice is attached, it will be available to view this document attachment via **Creditor Invoices > Options > Transaction History** or in **DocMax**
9. The *Bank Balance* of the building is displayed for convenience for you to check, and if **split banking has been enabled** in the building, an additional box will display the balances for each fund as well.
10. Select the *Pay Immediately* radio button to process the payment to **EFT Manager** stage immediately, or deselect to move to the **EFT Manager** stage when ready.
11. The correct payment method should be selected automatically (EFT, Cheque, BPay), based on the creditor in **Creditor Maintenance**.
  - If the creditor uses BPAY and invoices entered have different CRN numbers, a CRN is required to be entered manually to match the invoices that are being paid. For invoices that have different CRN, they will need to be paid separately. Any CRN manually entered in this screen will override the CRN for any invoices paid.
  - BPay payments utilise the StrataPay Payables service that have associated fees and charges, including a 0.55 cent transaction fee unless otherwise agreed. Please see the **StrataPay Payables** article for more info.
12. Click the *Don't Pay All* button.
13. Type in the required amount that needs to be paid for each line item.
14. Review 'Pay Immediately' option and if selected click the Save button, and the payment will be processed, and depending on whether the building uses StrataCash or another bank:
  - If with StrataCash, the payment will be submitted and if accepted you will be informed that the *"payments have been exported. All payments have been accepted by StrataCash Management. To authorise your payments on the internet, go to <https://secure.stratacash.com.au/>"* The payment will then be visible in **EFT Manager** in the *Completed Batches*.
- 15.



- For any other banks, the payments will be created *EFT Manager* will open, displaying the payments in a new batch.

RS HEIGHTS 9989899 - Payment Entry

Account: 08200252 FELIX BUMBY Date: 14/09/2019 Amount: 1,000.00

Contact: [Dropdown] Name: FELIX BUMBY Address: 192 N Sheffield Ave, Millers Point, NSW 2000

Payment Method:  Pay by EFT,  Pay by BPAY,  External direct debit,  Pay by Cheque,  Cheque book

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0000003	02/08/2019		592711			2,136.63	2,136.63	1000.00

Bank Balance: 0.00

Bank Balance ADMIN FUND: 0.00  
Bank Balance SINKING FUND: 0.00

Notes (not printed on Remittance Advice): Internal Notes can be entered here

Remittance Advice Notes (printed on Remittance Advice): Any special notes for the owner or contractor can be entered here.

Buttons: Don't Pay All, Pay All, Clear, Save, Close

## External Payments

This option is for when a payment has been made outside of StrataMax. Any invoices selected will be created and no cheque or EFT is sent to the bank. The payment is processed in *Payments* and will be visible in *Bank Reconciliation* until presented at the bank.

1. Search or select *Payment Entry*.
2. In the *Account* field, either start typing the name of creditor's name, or click the ellipsis button [...], and select the required creditor.
3. The *Name* field should automatically populate the with creditor's name.
4. The *Address* field will populate if there is an address for the creditor in *Creditor Maintenance*.
5. The *Date* field will automatically observe the *Working Date* in StrataMax.

- This date must be in the current month.
6. The *Amount* is the full balance owing to the creditor, and the ABN is populated from the creditor in **Creditor Maintenance**.
  7. If compliance is being used, creditors will be checked and users will need to select either the *Valid* or *Not Valid* radio button.
  8. Click the *Select Document* button to open **DocMax** and choose a document (most likely an invoice) for the payment.
    - When an invoice is attached, it will be available to view this document attachment via **Creditor Invoices** / Options / Transaction History or in **DocMax**.
  9. The *Bank Balance* of the building is displayed for convenience for you to check, and if *split banking has been enabled* in the building, an additional box will display the balances for each fund as well.
  10. Select the *External direct debit, periodic payment, internet transfer, book* radio button.
  11. The only payment method available for this type of payment is *Pay by EFT*.
  12. If you don't want to pay the full balance owing to the creditor, click the *Don't Pay All* button, then type in the required amount that needs to be paid for each line item.

STRATAMAX ONLINE HELP 104105 - Payment Entry

Account: 08200005 ABC STRATA PTY LTD Date: 31/05/2021 Select Document Bank Balance: 10,463.15

Name: ABC Strata Pty Ltd Amount: 1,000.00

Address: PO Box 20, BURLEIGH HEADS, QLD 4220 ABN: 55 137 679 406

Compliance: No compliance status found (Valid selected)

Payment Method: Pay by EFT (selected)

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0002952	31/05/2021	Management Fees	65432			1,000.00	1,000.00	500.00

Buttons: Don't Pay All, Pay All, Clear, Save, Close

13. Click the Save button.
  - A transaction type of *Direct* will be written to the general ledger, and the payment is "printed" in **Payments**. In **Payments Management**, the payment transaction will be recorded as a "DD" and shown as unpresented on the **Bank Reconciliation**.

## Owner/ Debtor Reimbursements

This option should be selected when a lot owner has paid for goods or services and is owed money from the building. This option should NOT be used if an owner has overpaid their levies - please follow **Owner Refunds** for that purpose.

Alternatively, if the owner would rather receive a credit on their lot account, please create and save a credit invoice (see **New Credit Invoice**).

This section covers how owner reimbursements can be processed as one-off payments. You can enter multiple line items for the same invoice number to accommodate multiple expense codes for more accurate financial reporting. If the payment requires approval prior to payment you will need to create the Debtor as a Creditor account & load a Creditor Invoice to upload to the Invoice Hub and not use the Payment Entry tool.

1. In order for owner/ agent/ debtor to be reimbursed by EFT, their bank details should be entered in the **Roll**, in their contact card.
2. Search or select **Payment Entry**.
3. In the *Account* field, either start typing the owner's name and ensure the Lot A/c is selected, or debtor account code, or click the ellipsis button [...], and select the required account and Contact.
  - If you are paying an Agent, or there is more than one lot owner contact in the **Roll**, select the Contact from the drop-down Contact selection.
  - If the building is a Multi OC, then you will need to select the OC from the *Account Group* drop-down menu, located in the top left of the *Account Code List* window.

RS HEIGHTS 9989899 - Payment Entry

Account: 02100012 LIVERSEDGE JAMEY Date: 14/09/2019 Select Document

Bank Balance: 0.00

Contact: Jamey Liversedge Amount: 300.00

Name: Mr & Mrs Jamey Liversedge ABN:

Address: 79819 Palmetto Ave, Paluma, QLD 4816

BANK BALANCE ADMIN FUND	0.00
BANK BALANCE SINKING FUND	0.00

4. The *Name* field should automatically populate with the Contact name.
5. The *Address* field will populate with the Contact address.
6. The *Date* field will automatically observe the *Working Date* in StrataMax.
  - This date must be in the current month.
7. Optionally, you can click the *Select Document* button to open **DocMax** and choose a document related to the reimbursement.
  - When an invoice is attached, it will be available to view this document attachment via **Creditor Invoices > Options > Transaction History** or in **DocMax**.
8. The *Bank Balance* of the building is displayed for convenience for you to check, and if *split banking has been enabled* in the building, an additional box will display the balances for each fund as well.
9. If the owner's bank details have been entered in the **Roll**, then the *Pay by EFT* radio button will automatically be selected.
  - If you tick *Pay Immediately* the payment will process to **EFT Manager**.
10. Click the *Add Reimbursement* button, and additional fields will appear for this item.



RS HEIGHTS 9989899 - Payment Entry

Account: 02100012 LIVERSEDGE JAMEY Date: 14/09/2019 Select Document Bank Balance: 0.00

Contact: Jamey Liversedge Amount: 300.00

Name: Mr & Mrs Jamey Liversedge ABN:

Address: 79819 Palmetto Ave  
Paluma  
QLD 4816

Pay by EFT  
 BSB: 012-003 Account Number: 121213211  
 Pay by BPAY  
 Biller Code: CRN:  
 External direct debit, periodic payment, internet transfer  
 Pay by Cheque  
 Cheque book  
 Reference: 000001  
 Pay Immediately

Do not email remittance advice  
 Email to default for account  
 Email to other email address

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
Account: 13105 CLEANING		Date: 14/09/2019	Description: Reimbursement		Amount: 300.00	Fund: ADMINISTRATIVE FUND

Notes (not printed on Remittance Advice): Internal Notes can be entered here  
 Remittance Advice Notes (printed on Remittance Advice): Any special notes for the owner or contractor can be entered here.

Buttons: Add Refund, Add Reimbursement, Clear, Save, Close

11. Select the *Expense Account*.
12. The *Date* field will automatically be set to the same date as the *Date* field at the top of the **Payment Entry** screen, but can be changed if needed.
13. Type in the *Amount* for this one item, and tick the *No GST* box if GST doesn't apply to this item. Otherwise the GST component will be displayed.
14. The *Description* will automatically be populated with "Reimbursement", but can be changed if needed.
15. The *Invoice Number* is for the number on the invoice paid by the owner.
16. You can either click the *Add Reimbursement* button to add more invoices or line items to the same invoice number or click the *Save* button to commit the payment.
17. Continue to **EFT Manager**.

## Owner / Debtor Refunds

This option should be selected for situations where a lot owner has overpaid their levies and has requested a refund from the building. This option should NOT be used if an owner is owed money for goods or services that they have paid for - please follow [Owner Reimbursements](#) for that purpose.

Alternatively, if the owner would rather receive a credit on their lot account, please create and save a credit invoice (see [New Credit Invoice](#)).

This section details how owner refunds can be processed as one-off payments using **Payment Entry**. If the payment requires approval prior to payment you will need to create the Debtor as a Creditor account & load a Creditor Invoice to upload to the Invoice Hub and not use the Payment Entry tool.

1. In order for owner/ agent/ debtor to be reimbursed by EFT, their bank details should be entered in the **Roll**, in their contact card.
2. Search or select **Payment Entry**.
3. In the *Account* field, either start typing the owner's name or debtor account code, or click the ellipsis button [...], and select the required account and Contact.
  - If you are paying an Agent, or there is more than one lot owner contact in the **Roll**, select the Contact from the drop down Contact selection.
  - If the building is a Multi OC, then you will need to select the OC from the *Account Group* drop-down menu, located in the top left of the *Account Code List* window.

Bank Balance: 0.00	
BANK BALANCE ADMIN FUND	0.00
BANK BALANCE SINKING FUND	0.00

4. The *Name* field will automatically populate with the Contact name.
5. The *Address* field will populate with the Contact address.

RS HEIGHTS 9989899 - Payment Entry

Account 02100012 LIVERSEDGE JAMEY Date 14/09/2019 Select Document Bank Balance: 0.00

Contact Jamey Liversedge Amount: 1,000.00

Name Mr & Mrs Jamey Liversedge ABN:

Address 79819 Palmetto Ave  
Paluma  
QLD 4816

Pay by EFT  
 BSB 012-003 Account Number 121213211  
 Do not email remittance advice  
 Email to default for account  
 Pay by BPAY  
 Biller Code  
 CRN  
 Email to other email address  
 dd External direct debit, periodic payment, internet transfer  
 Pay by Cheque  
 Cheque book  
 Reference 000001  
 Pay Immediately

Expense Account	Invoice Code	Date	Description	Invoice No.	Amount	Fund
02100012 LIVERSEDGE JAMEY	Admin Fund	14/03/2024	Refund		1,000.00	ADMINISTRATIVE FUND

Notes (not printed on Remittance Advice)  
Internal Notes can be entered here

Remittance Advice Notes (printed on Remittance Advice)  
Any special notes for the owner or contractor can be entered here.

Add Refund Add Reimbursement Clear Save Close

6. The *Date* field will automatically observe the *Working Date* in StrataMax.
  - This date must be in the current month.
7. Optionally, you can click the *Select Document* button to open *DocMax* and choose a document related to the refund.
8. The *Bank Balance* of the building is displayed for convenience for you to check, and if *split banking has been enabled* in the building, an additional box will display the balances for each fund as well.
9. If the owner's bank details have been entered from the contact card, then the *Pay by EFT* radio button will automatically be selected, and you will have the choice of ticking *Pay Immediately* to proceed to **EFT Manager** once saved.
10. Click the *Add Refund* button, and additional fields will appear for this item.
11. The *Account* field will populate automatically with the account that was selected at the top of the **Payment Entry** screen.
12. The *Date* field will automatically be set to the same date as the *Date* field at the top of the **Payment Entry** screen but can be changed if needed.
13. Type in the *Amount* for this one item, and tick the *No GST* box if GST doesn't apply to this item.
14. Select the *Invoice Code*, corresponding to the required levy fund (Admin / Sinking/Cap Works/Maint, etc.)
15. You can click the *Add Refund* button to add more invoices or line items to the same invoice number or click the *Save* button to commit the payment. Continue to **EFT Manager**.

The Description of a one-off non creditor payment or Sundry EFT Payment can be edited in **Local Transactions**.

## Reverse Owner Refund or Owner Reimbursement

If an Owner Refund or Reimbursement has been entered and processed and requires reversing, **Payments Management** will be the area used and once reversed, the transaction will need to be re-created if payment is still required.

1. Search or select **Payments Management**.
2. Using the filters, apply a date range if required. The *Filter* field can also be used to locate the debtor record (021) if needed.

The screenshot shows the 'Payments Management' window. At the top, there are fields for 'Building' and 'Creditor'. Below these are filter options: 'Cheques', 'EFTs', and 'Any' (selected). There are also checkboxes for 'Not Printed' and 'Not Presented'. A red box highlights the 'Date Range' dropdown set to 'All Available' and the 'Filter' field containing '02100005'. Below the filters is a table with columns: Building, Name, Date, Creditor, Name, Amount, Reference, Status, and EFT. The table contains three rows of data. A red box highlights the 'EFT' column for the first row, which contains a red 'e' and a blue arrow icon.

Building	Name	Date	Creditor	Name	Amount	Reference	Status	EFT
6543		18/09/2023	02100005		50.00	F0000035		e 1 ↻
6543		21/02/2022	02100005		5.00	F0000020		e 1 ↻
6543		30/09/2021	02100005		500.00	F0000018		e 1 ↻

3. From the list of records, select the appropriate transaction and click *Reverse*. The Payment and Invoice information will be available to reverse. Review and check this information, and click *Reverse* to confirm.

The screenshot shows the 'Payments Management - Reverse Payment' dialog box. At the top, it asks 'Are you sure you want to reverse this payment?' with a blue box around the text. To the right, 'Posting Date' is set to '18/09/2023'. Below this, the transaction details are displayed: '\$50.00' and '18/09/2023'. The details include '02100005 - [redacted]' and 'F0000035'. A table shows the transaction details: 'Invoice Number', 'Date', 'Amount', 'Paid Amount', 'Description', and 'Expense Account'. The 'Amount' and 'Paid Amount' are both 50.00, and the 'Description' is 'Refund'. A red box highlights the 'Reverse' button at the bottom right.

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
	18/09/2023	50.00	50.00	Refund	02100005

4. This has now removed the payment and either the **Owner Refund** or **Reimbursement** transaction and can be created again if needed.

## Payment Entry | Cheque Book

This option is only available when the *Pay by Cheque* radio button is selected and allows users to record a manual cheque book number against the payment in the *Reference* field.

1. Search or select **Payment Entry**.
2. In the *Account* field, either start typing the name of the creditor's name, or click the ellipsis button [...], and select the required creditor.
3. The *Name* field should automatically populate with the creditor's name.
4. The *Address* field will populate if there is an address for the creditor in **Creditor Maintenance**.
5. The *Date* field will automatically observe the *Working Date* in StrataMax.
  - This date must be in the current month.
6. The *Amount* is the full balance owing to the creditor, and the ABN is populated from the creditor in **Creditor Maintenance**.
7. If compliance is being used, creditors will be checked, and users must select either the *Valid* or *Not Valid* radio button.
8. Click the *Select Document* button to open **DocMax** and choose a document (most likely an invoice) for the payment.
  - When an invoice is attached, it will be available to view this document attachment via **Creditor Invoices > Options > Transaction History** or in **DocMax**
9. The *Bank Balance* of the building is displayed for convenience for you to check, and if *split banking has been enabled* in the building, an additional box will display the balances for each fund as well.
10. If the creditor doesn't have EFT details entered in their record in **Creditor Maintenance**, then the *Pay by Cheque* radio button will automatically be selected, without the option to change it.
11. From the payment methods on left, select the *Cheque book* radio button, and type in the *Reference* number. (Set Cheque Number).
12. If you don't want to pay the full balance owing to the creditor, type in the required figure into the *Amount to Pay* field.
13. Click the Save button, then close **Payment Entry**.

The screenshot shows the 'Payment Entry' form in the STRATAMAX system. The form is titled 'STRATAMAX ONLINE HELP 104105 - Payment Entry'. It contains several fields and sections:

- Account:** 08200767 ONLINE HELP CREDITOR (Callout 2)
- Date:** 31/05/2021 (Callout 5)
- Select Document:** Button (Callout 8)
- Bank Balance:** 8,963.15 (Callout 9)
- Name:** Online Help Creditor (Callout 3)
- Amount:** 100.00 (Callout 6)
- ABN:** 24 830 236 406 (Callout 6)
- Address:** GPO Box 100, BRISBANE QLD 4001 (Callout 4)
- Compliance:** No compliance status found. Radio buttons for Valid (selected) and Not Valid (Callout 7)
- Payment Methods:**
  - Pay using Payments
  - External direct debit, periodic payment, internet transfer
  - Cheque book** (selected, Callout 11) with Reference field: 000001
  - Pay immediately
  - Pay by EFT
  - Pay by Cheque** (selected, Callout 10)
  - Pay by BPAY - Biller Code: CRN
- Table:**

Reference	Date	Description	Invoice No.	BPAY CRN	On Hold	Invoice Amount	Unpaid Amount	Amount to Pay
D0002954	31/05/2021	Landscaping Contract	112			100.00	100.00	100 (Callout 12)
- Buttons:** Don't Pay All, Pay All, Clear, **Save** (Callout 13), Close

## Cheque Book | Payments Management

In **Payments Management**, the cheque book payment will appear with the *Cheque Number* displayed in the details section.

The screenshot shows the 'Payments Management' window. At the top, there are search filters for Building (STRATAMAX ONLINE HEI 104105), Creditor, Date Range (All Available), and Amount. There are also checkboxes for 'Cheques', 'EFTs', 'Any', 'Not Printed', and 'Not Presented'. A 'Filter' and 'Amount' range are also present. Below the filters is a table of transactions:

Building	Name	Date	Creditor	Name	Amount	Reference	Status
104105	STRATAMAX ONLINE HELP	31/05/2021	08200767	ONLINE HELP CREDITOR	100.00	C0000588	
104105	STRATAMAX ONLINE HELP	28/08/2020	08200611	DEPT NATURAL RES. MINES/	132.00	C0000587	

Count: 13

Below the table, a detailed view of a \$100.00 payment is shown for the date 31/05/2021. The creditor is '08200767 - ONLINE HELP CREDITOR'. A red box highlights the text 'C0000588 - Cheque Number 000001'. Below this, an invoice table is displayed:

Invoice Number	Date		Amount	Paid Amount	Description	Expense Account
112	31/05/2021	D0002954	100.00	100.00	Landscaping Contr	1310 LANDSCAPIN
				<u>100.00</u>		

A 'Reverse' button is located at the bottom right of the details section.

## Cheque Book | Bank Reconciliation

If an invoice has been entered and *Cheque Book* was used in **Payment Entry**, when the payment clears and is downloaded to **Bank Reconciliation**, the transaction on the bank statement will automatically *Match* with the cheque book payment in the ledger and *Post* it to the creditor's account, so no manual action should be required.

The **Log Viewer** Category for **Payment Entry** is CHQDRAWN.LOG