MultiPay Creditors

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The functionality for this area is designed to raise an invoice for the same creditor across multiple buildings and is accessed via *Reports / Utilities Global* via the Utilities option and is referred to as MultiPay Creditors.

📄 Global Processing	X
File Options Global Group Custom	Utilities Help Email Administrator
Print to Screen Printer File Printer	Roll Query Roll Export Data Storage Interest Debit Balance Verify Merge Letters Legal Action
	Business Activity Statement
	MultiPay Creditors
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	Close

MultiPay Setup

- 1. Open the *Reports / Utilities Global* menu, and click *Utilities > MultiPay Creditors*.
- 2. Click Add.
- 3. In The *MultiPay Setup* screen:
 - Select the building.
 - Select the Creditor.
 - Select Expense A/C.
 - Insert the amount.
 - Enter any relevant details.
 - Enter any required comments.
- 4. Click OK once all fields have been completed.
- 5. Back in the *MultiPay* screen, click the *Auto Add* button.
- 6. Tag all buildings that require creditor invocies, then click OK.

Processing MultiPay Creditor Commitments

- 1. Open the *Reports / Utilities Global* menu, and click *Utilities > MultiPay Creditors*.
- 2. Click the *Process* button.
- 3. Tag the buildings to process and click *OK* (ensure these match the buildings selected in step 5. in the setup section above).
- 4. Click Process.
 - Creditor Invoices will now be created for all tagged buildings, which can be processed in the Payments menu as per the usual payment process.