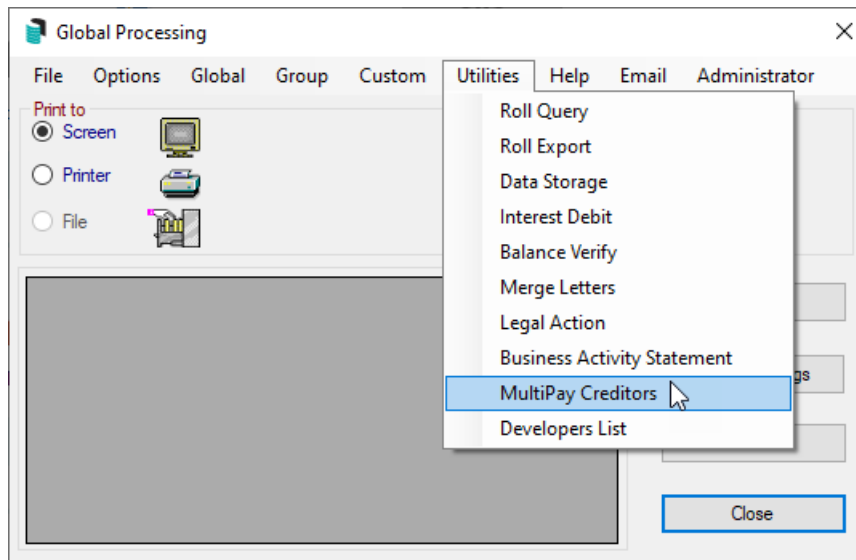


MultiPay Creditors

Last Modified on 27/06/2024 10:13 am AEST

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.



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 invoices, 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](#).