

Last Modified on 30/07/2025 11:05 am AEST



The instructions in this article relate to **Payments.** The icon may be located on your *StrataMax Desktop* and in GLMax or found using the *StrataMax Search*.

The *Payments* icon is used to create payments that have been saved in the *Creditor Invoices* and *Payment Entry* menus, and create EFT, cheques and BPay payments. This screen provides a detailed overview of unpaid invoices and the tools to manage the payment of invoices, including marking invoices on or off hold, and part payment of invoices prior to uploading the payments to the bank via the *EFT Manager* icon. These instructions also apply for any Company's in GLMax.

View our webinar recording showcasing the Payment Process.

## **Payments | Security**

To access **Payments**, the user must have permission set to 'Allow' for **Payments** under the 'Menus' category in **Security Setup.** 

The Hold tick box is also controlled by a permission in Security Setup called 'Hold Creditor Invoices'.

## **Payments | Configuration**

To access the 'Configuration' window, the user must have a permission called 'Edit the configuration of Payments' set to 'Allow' in *Security Setup*. Note that the settings in this window also affect the *Payment Entry* screen.

- 1. Search or select Payments.
- 2. Click the *Configuration* button in the top right of the *Payments* window.
- 3. In the 'Configuration' window there are two headers; 'Payment Entry' and 'Payments' each for their respective screens.
  - Cheque Book Next Cheque Number: Affects the 'Cheque Book' radio button in Payment
     Entry, setting the next number in the 'Reference' field. See Payment Entry | Cheque Book
  - Allow Cheques in Payments and Payment Entry: This setting is useful as it prevents cheques

from being used by mistake when the 'EFT' radio button has not been selected as the creditor's payment method in *Creditor Maintenance. See Creditor Maintenance / Payments.* When not ticked, then the 'Pay by Cheque' and 'Cheque Book' radio buttons will both be inactive in the *Payment Entry* screen. In the *Payments* screen, there will be an on-screen notification saying 'Payment by cheque is disallowed by configuration'.

Payments - STRATAMAX ONLINE HELP KEEP 300621				<b>0</b> - • ×
All buildings				Configuration
Configuration -	- C	]	×	
Payment Entry				
Cheque Book - Next Cheque 1				~
Payments				
Allow Cheques in Payments and Payment Entry				
	(	Close		

## **Payment Processing**

The Payments menu provides selection criteria to manage which payments to pay once invoices have been created via *Creditor Invoices*, *Payment Entry* or Management Fees/Recoveries. All buildings and all creditors can be selected, or a subset for a particular Account Manager can be selected to create payments. The *Payments* menu provides functionality for Creditor Invoices to be marked either on or off hold, be excluded or amended for a part payment.

To make an 'Urgent Creditor Payment', please use Payment Entry.

- 1. Search or select *Payments*.
- 2. Select from building options:
  - All buildings: To create payments for the full StrataMax portfolio.
  - *Current building*: Ensures only the payments for the current selected building (noted at the top of the window) are processed.
  - *An account manager*: To select an individual Account Manager name and the properties they are listed for.
  - Selected buildings: To tag individual or a subset of buildings.
- 3. Select from the Creditors options:
  - All Creditors: Include all creditor accounts global or local with an invoice for payment.
  - Include only Master Chart Creditors: Will not include local creditors.
  - Exclude Master Chart Creditors: Local creditors will be included, plus creditors matching the master chart that have not been selected below to be excluded (tick any code to be excluded, set as default to retain setting).
- 4. Click Continue.

]	Payments -	STRATAMAX ONLINE HELP KEEP 300621						_		×
<ul> <li>O</li> <li>O</li> <li>O</li> <li>O</li> </ul>	All buildings Current build An account i Selected buil	s <b>2</b> ding manager Idings	Ŷ					Configu	uration	?
	Number	Name	-	Account Mar	nager					
~	1235131	VIC MULTI KEEP								$\sim$
	1J	JAS RESUB KEEP								
	9370	FREDERICK VILLAS - 123456KEEP								$\sim$
0 0 0	All Creditors Include only Exclude Mas	Master Chart Creditors								
	Code	Name	Exclude by	/ Default						
	08200001	SUNDRY CREDITORS	[							$\sim$
	08200002	BODY CORP MANAGER	[							
	08200003	AUSTRALIAN TAXATION OFFICE								$\sim$
✓	Exclude if bu	uilding has no bank account				4	Cont	inue	Clos	e

- Review Show Buildings and select from the options / Click All (note options just changes what is displayed and does not change what payments will be processed. To exclude payments use the Exclude Buildings with Errors option or Exclude & Exclude Building buttons).
- 6. Review any errors or warnings (refer to Payments | Warning Messages below) and adjust or exclude as required (or alternatively click *Exclude Buildings with Errors* and attend to them afterwards).
- From this screen you can adjust any Creditor Invoices to be Part Paid, placed On Hold, Unhold or Exclude payments as required. Refer to button explanations below.
  - The On Hold tick box controlled by a permission in Security Setup called 'Hold Creditor Invoices'.
- 8. Click *Exclude Buildings with Errors* to remove any payments requiring further investigation or action.
- 9. Click *Process*. The next screen displays the Number of Payments and Value of Payments. Click *Export* to view a report of the payments made in Excel.
- Proceed to *EFT Manager* stage and *Cheques Printing* if there are Cheques included in the batch of payments.

Payments	s - PALMY PALACE 2603	24								-	- 🗆	×
Posting Date 09/04/2024 8 Exclude Buildings with Errors			Show Buildings All O With creditors that will be paid only With creditors that will be paid with warning only With issues only				Payments Creditors included: Creditors included with warnings Creditors that won't be paid:	1 for \$150.00 : 0 0	0 Buildings: Buildings: Buildings:	1 0 0		
Creditor Nam	ne	Balance	Amount to Pay	Creditor	Payment	Method			Email Address			
96322	The Accrual Avenue		Available B	alance: (\$1,8	23.43)		Allow	payments	Payments: \$150.00		Month: A	pr 2024
	07 CRIME SECURITY G	ATES	Balance: 1	50.00	Payment: 1	150.00				е	124-367 35	4654
Invoice Nu	mber Date	Reference	Details		Amount	Unpaid	Amount On Hold	d Amount to	o Pay			
1321321	06/11,	2023 D000002	Gate / Lift Repair		150.00		150.00 🔲 🤚	150.00				
							Pay All Do	n't Pay All	Hold All Unhold All	Exclude	Exclude Build	ling
					7							
										9		
										Proce	ss C	lose

The following options are available for each Creditor Invoice;

*Pay All:* Select to create a payment of the full Unpaid Amount, removing any amounts On Hold, unless they are on the Invoice Hub awaiting approval.

*Don't Pay All:* Excludes this creditor from the current payment batch, does not place Creditor Invoice on hold.

*Hold All:* Will place all creditor invoices on hold for the selected creditor. This is controlled by a permission in *Security Setup* called 'Hold Creditor Invoices'.

**Unhold All:** Removes On Hold flag for this creditor. This is controlled by a permission in **Security Setup** called 'Hold Creditor Invoices'.

*Exclude*: Exclude this payment from this run. These invoices will be included in the next run.

*Exclude Building:* Exclude this entire building. These invoices will be included in the next run.

## Payments | Warning Messages

When processing payments from the *Payments* icon, if a warning message is noted, there is the option to *Exclude Buildings with Errors* or review each warning and action as required. There is also the option to tick 'Allow payment'.

- 1. Search or select Payments.
- 2. Select from building options:

All buildings. To create payments for the full StrataMax portfolio.

*An account manager*: To select an individual Account Manager name and the properties they are listed for.

*Selected buildings*: To tag individual or a subset of buildings.

3. Select from the Creditors options:

All Creditors: Include all Creditor accounts global or local with an invoice for payment.

Include only Master Chart Creditors: Will not include local creditors.

*Exclude Master Chart Creditors:* Local creditors will be included, plus creditors matching the master chart that have not been selected below to be excluded (tick any Code to be excluded, set as Default to retain setting).

- 4. Click Continue.
- 5. Review Payments screen for warnings and action.
- 6. Click Process.

Payments	;								- C	) >
Posting Date	19/03/2024 💌		Show E	uildings		Pa	yments			
-			All	<ul> <li>With credit</li> </ul>	ors that will be paid on	ly Cr	editors included:	109 for \$720,594.96	Buildings	: 35
				<ul> <li>With credit</li> </ul>	ors that will be paid wit	h warning only Cr	editors included with warnings:	7	Buildings	: 7
Exclude Bui	Idings with Errors			<ul> <li>With issues</li> </ul>	only	Cr	editors that won't be paid:	303	Buildings	: 102
Creditor Nan	ie	Balance	Amount to Pay	Creditor	Payment Method		Email Address			
395	3113 SURFERS PARADIS	E	Available Bal	ance: \$1,188,887	.92	Allow payments	Payments: \$27,94	47.00	Month: N	1ar 2024
	Payments are more the Compliance Status is	ian Available Bal not valid	ance							
ATO		27,947.00	27,947.00	O8200037     O8200037     O	e 093-003 310	0	payment@ato.gov.au			
	PITT ST SYDNE	Y	Available Bal	ance: \$855,034.2	5		Payments: \$0.00		Month: N	1ar 2024
ATO - BAS		-22,380.00	0.00	O8200003     O8200003     O	3 75556					
	STREET		Available Bal	ance: \$0.00			Payments: \$0.00		Month: S	ep 2023
	Posting Date is not in Building is locked by	the building's cu	urrent month							
	ALASIA DTVLTD	55,000,00	0.00	(I) 08285988	e 084-572		info@cartsnparts.com.au			
ECAR AUSTR	ALASIA PTY LID	33,000.00			-					

**Allow payments:** Tick this option to allow the payment to proceed to EFT Manager, ignoring any warnings.

**Posting Date is not in the building's current month:** Complete a *Month End Rollover* to bring the building up to the correct Current Month in line with the Working Date to be able to create any payments.

**Compliance Status is not valid:** Review the *Compliance* Status set for the Creditor account. Tick 'Allow payments' if payment can proceed.

**Compliance Status must be verified:** Review the *Compliance* Status set for the Creditor account. Tick 'Allow payments' if payment can proceed.

**Building is locked by 'username':** This building is currently locked. Refer to the username noted, payments cannot be created while the building is locked.

**Payments are more than Available Balance:** The total payments are more than the Available Balance for the building. The available balance is made up of the bank balance less unpresented payments.