Payment Process

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This article covers the process for making creditor payments, reporting options, sending of Remittance Advice and uploading data via the ***EFT Manager***, cancelling payments, part payment of invoices, and other useful tips.

The processing of payments can be completed for a single building, multiple buildings or all buildings (globally) for one or more creditors. StrataMax can also differentiate between EFT and BPay payments without the need to do a separate process for each. Remittance Advices for EFT and BPay payments can be emailed directly to the creditor when uploading the payment file.

> 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.

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1. Add an Invoice to DocMax Using an Invoice Profile

Use an invoice ***Profile*** when adding an invoice to ***DocMax***. The selected profile will populate the *Status* and *Category*; there may be other fields that populate based on the profile settings. The following is a generic process of how a profile is applied and the invoice details that can be entered.

1. Add the invoice to ***DocMax*** using your preferred method, such as drag and drop, the Outlook add-in or Dropbox.
2. Select the invoice profile from *Document Profile,* which will assign the status and category (and, if configured, other document properties)
3. Select the *Building* if the building has not populated from the *Auto prefill* configuration.
4. Review *Title*. This is automatically populated with the invoice file name, or may include DocMax merged data once added.
5. *Invoice Details* are available to complete now, or as the document progresses through the queue and invoice lifecycle; you may complete them at that stage.

   If completing *Invoice Details,* the fields available include:
   - *Creditor*. Once selected, the payment information will display. There are options to search the Master Chart or add a creditor (with ***Security Setup*** permission)
   - *Invoice Date*.
   - *Invoice Number*.

6. Enter the required information under ***Invoice Items***:
    - Expense Account
    - Details (20 characters)
    - Amount
    - $ DR/CR and adjust as required.
    - No GST

Refer to DocMax Profiles for more information about profiles.

> If your office does not use ***DocMax*** or its Work Queues, you can still proceed with entering the invoice details and saving it in ***Creditor Invoices***. However, the invoice won't be attached to the transaction in the general ledger, which can be viewed in ***Interactive Reports***, for example. Nor will you be able to upload the invoice to the ***Invoice Hub*** for approval.

2. Save Creditor Invoices

After the invoice has been added to the DocMax Work Queue, you can open ***Creditor Invoices*** to check over the invoice details and save it. The steps for this part of the payment process has been detailed in *Processing Invoices from DocMax Work Queues*.

3. Search Creditor Invoice Items

Between payment runs, ***Search Creditor Invoice Items*** menu can be used to mark invoices as on hold or to produce reports. This is an optional step as the ***Payments*** menu allows invoices to be marked as on hold, be excluded or setup for part payment.

4. Processing Payments

The ***Payments*** menu provides a detailed overview of unpaid invoices and the tools to manage the payment of invoices, part payments, on or off hold from one screen. Please refer to ***Payments*** for the steps to review and create payments in ***Payments***.

5. Payments Management Review

After the payments have been created during the Payments stage, each payment can be reviewed with

a copy of the creditor invoice displayed on the right in ***Payments Management***. There is the option to report on each property and for a certain date range to allow a check of all payments against the invoices prior to uploading the ABA file in the EFT Manager stage.

6. EFT Manager

Once the ***Payments*** process has completed, the ABA file needs to be created and uploaded to the bank's website for authorisation, which is the final step in StrataMax before proceeding to send the Remittance Advice emails. Please follow the steps in *EFT Manager | Preparing Payments* article. Ensuring to click the button to Send Remittance Advice Emails.

7. StrataCash Authorisation

Please refer to *Authorise StrataCash Payments* for steps to authorise (or reject) payments on the StrataCash website.