Payment Processing

Last Modified on 23/09/2024 8:53 am AEST

IMPORTANT! Macquarie Bank Cheques

For our clients that bank with Macquarie, please be aware as of 1st November this year, Macquarie plans to phase out cheques. Please see their announcement page for more information.

When a building is being transferred to another management company that banks with Macquarie, the building's funds should be transferred via EFT.

Moving forward, you should untick the below configuration in Payments > Configuration. When this is unticked, you will not be able to select the 'Pay by Cheque' radio button in the **Payment Entry** screen.

💥 Configuration	_		\times
Payment Entry			
Cheque Book - Next Cheque 1 Number			
Payments			
Allow Cheques in Payments and Payment Entry			
		Clos	e

In both the **Payment Entry** and **Payments** screens, you will see a warning that if a payment is setup to be paid via cheque, it will not be able to be processed.

Payments -									- 0	×
osting Date 31/03/2021 .	1			Show Bu	Idings			Payments		
	,			AI	 With creditors 	that will be paid only		Creditors included: 1	for \$1.00 Buildings	1
					 With creditors 	that will be paid with warr	ing only	Creditors included with warnings: 0	Buildings	: 0
Exclude Buildings with Error	8				 With issues on 	ły		Creditors that won't be paid: 1	Buildings	: 1
reditor Name	B	alance	Amount to Pay	Creditor	Payment Me	thod	E	mail Address		
Payments a	are more than	Available Ba		lance: (\$5,62	1.50)	Allow pay	ments	Payments: \$1.00	Month: 1	Mar 2
Payment b	y cheques is d			lance: (\$5,62	1.50)	Allow pay	ments	Payments: \$1.00		
	y cheques is d		alance		Payment: 1.00	No complia	nce status fo			Mar 20
Payment b	y cheques is d		slance configuration				nce status fo			
• Payment b	y cheques is d its		elance y configuration Balance: 1.0		Payment: 1.00	No complia	nce status fo Not Valid	und		
Payment b	y cheques is d nts Date	Reference	elance y configuration Balance: 1.0		Payment: 1.00	No complian Valid O npaid Amount On Hold J	nce status fo Not Valid	und		

The very handy Search Creditors screen can be used to identify creditors that have recently had account activity and are set up to be paid via cheque. This will no doubt be very useful when contacting creditors to let them know that BSB & account numbers will be required for any future invoices to be paid.

Refresh Expo	t 🔨 Advanced					
+ Field		Condition	Va	lue		
- Last Activity		is on or after	•	Specific Dates	1 Year in the past	•
Pay By	-	is equal to	▼ Ch	eque 🔹 🗙		