PropertyIQ

Supplier Payments

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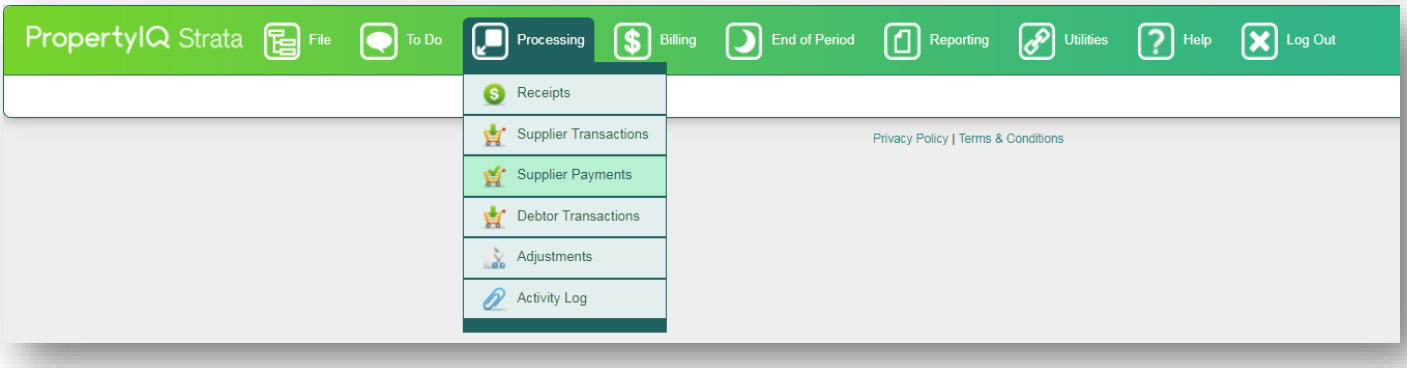
INTRODUCTION TO SUPPLIER PAYMENTS

This manual includes all the steps you will need to follow to process supplier payments. This includes processing a payment run and creating the payment files (ABA or BPay) that you can upload to Active Banking

PROCESSING SUPPLIER PAYMENTS

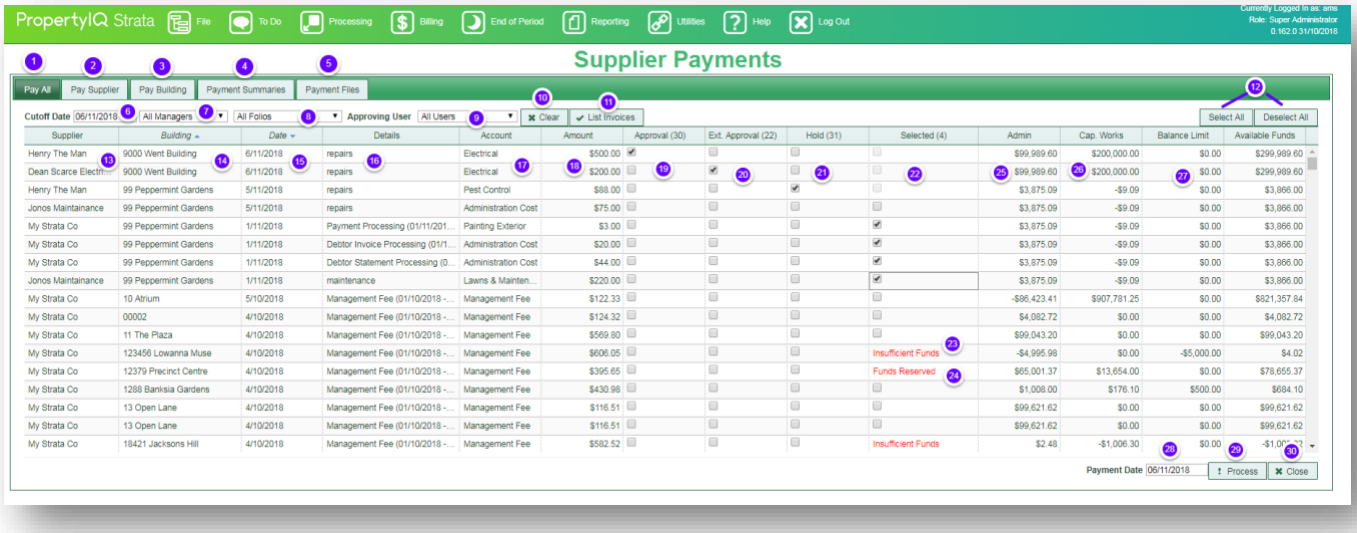
Go to

and select Supplier Payments



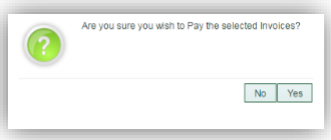
1. *Pay All* to pay all supplier payments due
2. *Pay Supplier* to pay just one supplier
3. *Pay Building* to pay the suppliers for one Building only
4. *Payment Sumaries* to view a list of all payments and create reports (see section below – Payment Summaries)
5. *Payment Files* to see a list of all files created and download them (see section below – Payment Files)
6. The cut off date defaults to today's date, you can select a cut off date to pay all invoices due up to that date
7. *All Managers* is the default but you can filter to show buildings managed by a single manager
8. *All Folios* is the default, but you can filte to show buildings attached to an individual folio

9. *All Approving Users* is the default. Users that need to approve invoices can use this filter to view and approve their own invoices
10. *Clear* to clear any selections on the screen
11. *List invoices* to show invoices that fit the criteria you have entered
12. You can *Select All* to pay all invoices on the screen or *Deselect All*
13. The supplier name shows here
14. The building the payment is for shows here
15. The date the invoice is due shows here
16. The details entered for each invoice line show here
17. The chart of accounts code allocated to the line item shows here
18. The amount of the line item shows here
19. All invoices that were selected as needing internal approval when you entered them via supplier transactions have a tick in this column. Click in this column to approve the invoice if you are authorised to. (or this may be done by another user, such as the strata manager.) You can also click in this column if you want to change an invoice *to* the needing approval status.
20. All invoices that were selected as needing external approval when you entered them via supplier transactions have a tick in this column. Once these have been approved by the committee, you can approve them by clicking here. You can also tick in this column if you want to change an invoice *to* the needing external approval status.
21. Invoices that were selected as *Hold* when you entered them via supplier transactions have a tick in this column. You can untick here for invoices you no longer want held or tick if you want to change the status of an invoice to *Hold*
22. Invoices that are selected and able to be paid show with a tick in this column
23. If a building has insufficient funds to pay the invoice this message shows here. The invoice can't be selected for payment until the building has sufficient funds.
24. If a building has *Reserve Funds* ticked on the building card this message shows here. The invoice can't be selected for payment unless you untick *Reserve Funds* on the building card
25. The balance in the building's admin fund shows in this column
26. The balance in the building's sinking/capital works/reserve/maintenance fund shows in this column
27. If a building has a balance limit entered on its building card, and payment of this invoice would take the balance below that limit, the invoice can't be selected for payment until *either* the building has sufficient funds *or* the balance limit is decreased
28. The payment date defaults to today's date but you can alter if you need to
29. *Process* when you are ready to pay all the selected invoices
30. *Close* to exit the supplier payments screen



You can sort the data on the screen by clicking on a column heading to sort by that heading.

Once you select *Process* you will be prompted to confirm

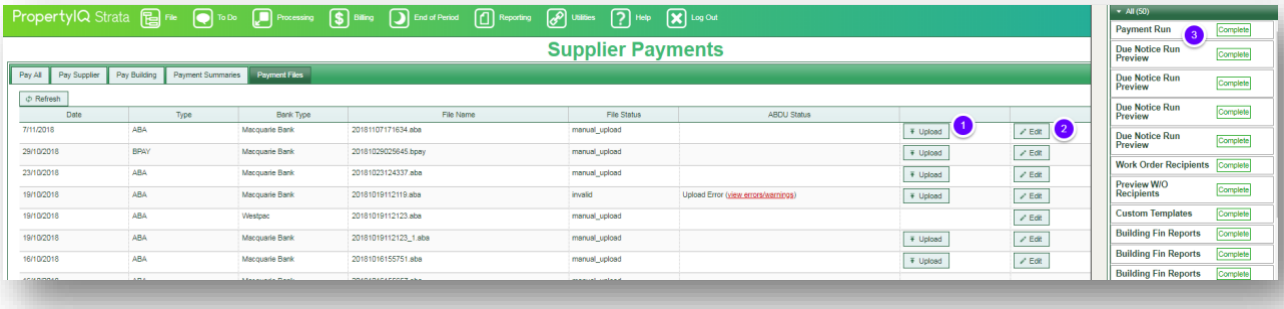


Yes to confirm you wish to proceed. Your payment run will now process.The task bar on the right of your screen will open and you will see your completed job in the list.

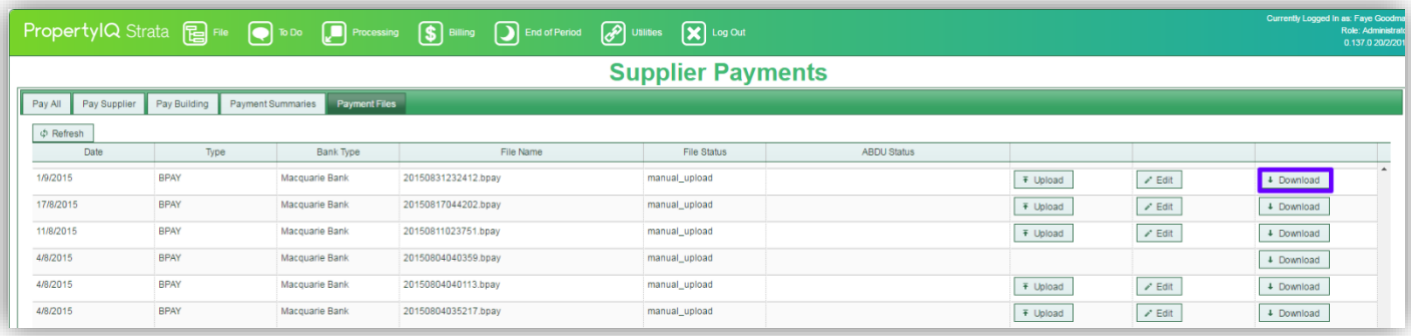
If you use Folios that have different APCA ID's and payment details, PropertyIQ will create separate payment files for each Folio

The Payment files that were created by the payment run will appear on the screen.

1. If you are using Macquarie direct uploads, select *Upload* to use the direct upload link to Macquarie.
2. *Edit* if you want to cancel any of the individual payment lines (see section below – edit a bank file)
3. The completed payment run shows in the job centre on the right of your screen

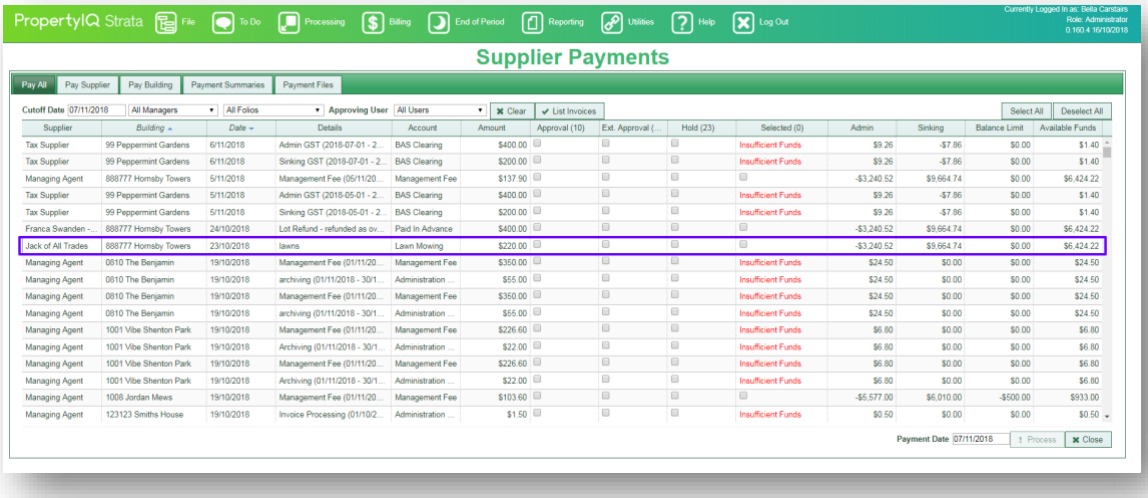


If you are not using the Macquarie direct upload link, select *Download* to save the file to your computer. Then you can log in to the bank and upload manually to the bank.



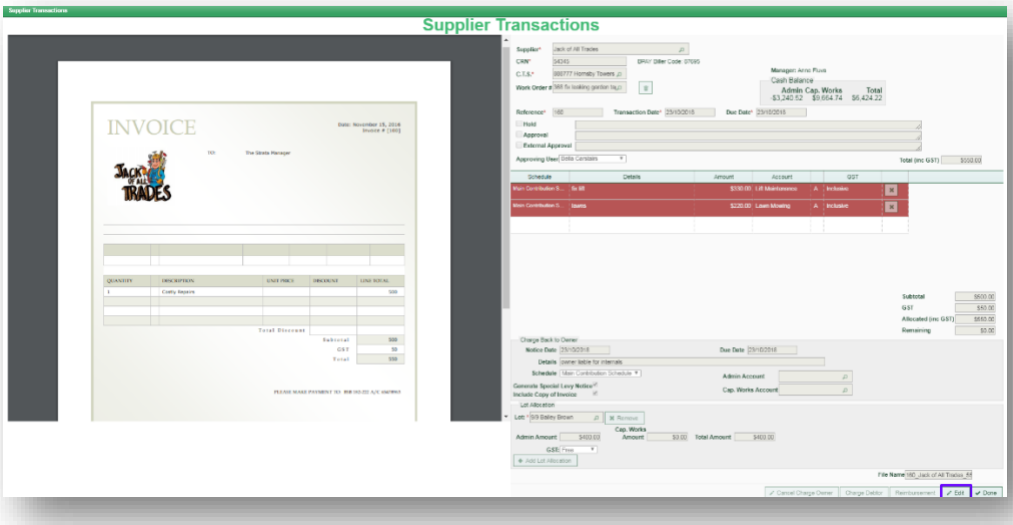
HOW TO EDIT A SUPPLIER INVOICE FROM THE PAYMENTS SCREEN

You can edit a supplier payment from the payments screen by double clicking on the invoice line to open the supplier transaction screen



Select *Edit*, make the edits you need and then *Save*

There may be restrictions on editing if the invoice relates to a former BAS period or financial year.

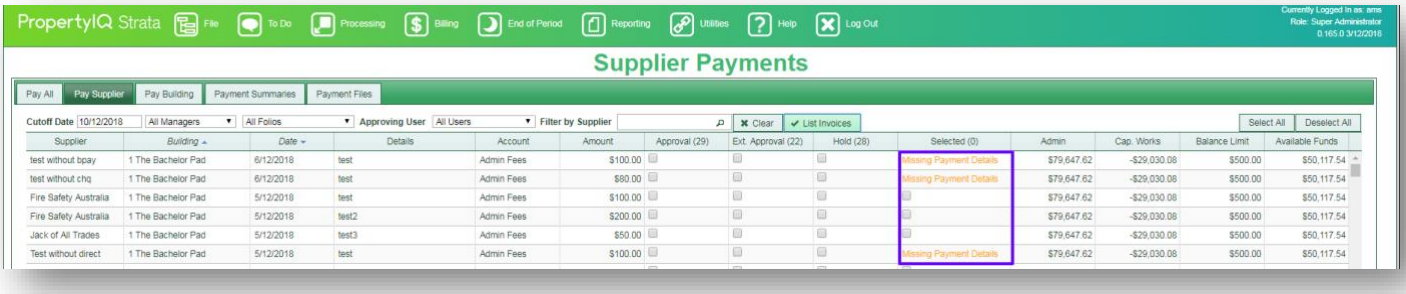


SUPPLIERS WITH NO PAYMENT DETAILS RECORDED

The *Selected* column shows suppliers that don't have sufficient payment details to process payments to them.

If suppliers do not have the following details as a minimum, you will need to edit their supplier card before processing any payments to them.

- BPay payment method – biller code field
- Direct payment method – BSB, account number and account title
- Cheque payment method – payee



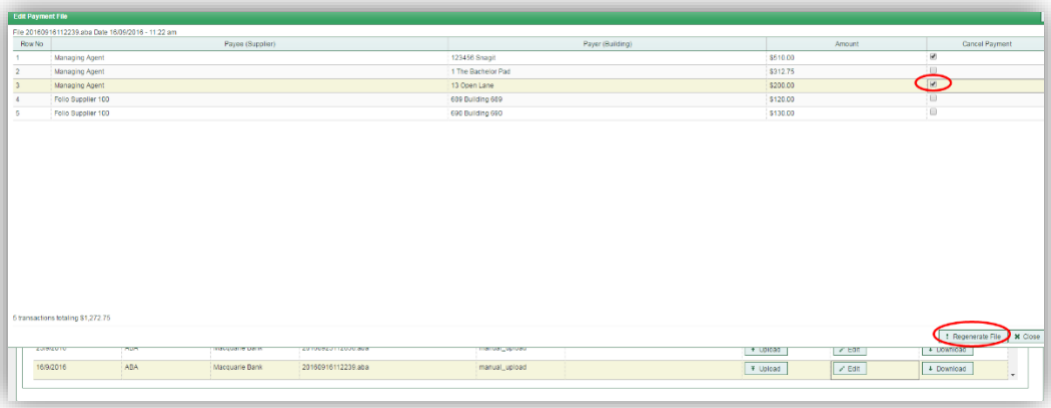
HOW TO EDIT A BANK FILE

If you need to delete one or more payment items from a file you can edit the file.

1. Go to the *Payment Files* Screen
2. Select the bank file you want to edit and click *Edit*

Tick any line items you want to remove or edit any payment details if you need to

Regenerate File to create a new file



NOTE If you are using the direct upload function and the file has already been authorised by active banking this function is no longer available.

RESTRICTIONS ON PAYMENT FILES FOR THOSE USING AUTO UPLOAD/DOWNLOAD FUNCTION (ABDU)

1. For users of Active Banking direct uploads and downloads, there are restrictions on the editing/uploading of payment files that have already been uploaded as part of the supplier payments process to remove the risk of making duplicate payments.

   When you click *Upload*, the file will be sent to Active Banking uploads/downloads (ABDU). The status will update to *Upload in Progress* and will then progress to some of the other statuses below. Once the file has one of these statuses, you won't see the *Upload* option again.

   - Pending authorisation
   - Unknown
   - Partially authorised
   - Authorised pending balance
   - Pending accept
   - Pending posting (BPay only)
   - Expired
   - Deleted
   - Declined
   - Upload errors

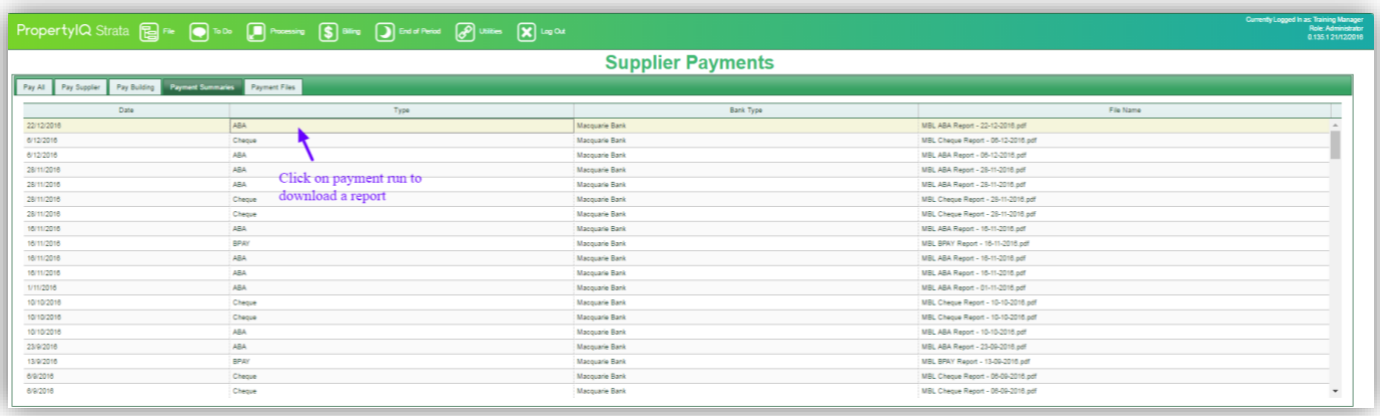
   You will be able to see the edit function for files with the statuses of:

   - Expired
   - Deleted
   - Declined
   - Upload errors

PAYMENT SUMMARIES TAB

The Payment Summaries tab shows all previous payment runs and their method.

Click on a payment run to create a detailed report of that payment run.



Your report will open in a separate tab

My Strata Company

Direct Payment Summary for MBL ABA file 20170602133953.aba

Printed: 02/06/2017 01:39 pm User: ams

Details	Bank Account	Title	Trace Account	Lodgement	Tran Code	Amount
Managing Agent	123-456 1212121	title	182-222 542687965		50	$55.00
75486 Liberty City	182-222 542687965	Liberty City	182-222 542687965	D/D#4	13	$55.00

1 records Debits = $55.00 Credits = $55.00 Nett Amount = $0.00