PropertyIQ

Supplier Transactions

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INTRODUCTION TO SUPPLIER TRANSACTIONS

This manual includes all the steps you will need to follow to upload and process supplier transactions – invoices and credit notes. Invoice or credit note details are entered from the supplier transactions screen in preparation for processing supplier payments. For detailed instructions on processing supplier payments, see the manual "Supplier Payments"

These instructions are for clients who do not use AIM (Automated Invoice Management)

UPLOADING INVOICES/CREDIT NOTES

First, ensure that your invoices are in electronic format. We recommend PDF format so that you can view an image of the invoice on your screen. If your invoices have been received in a paper format, we recommend you scan your invoices and save them to a location on your computer you will remember, (It's a good idea to create a folder specifically for scanned invoices.)
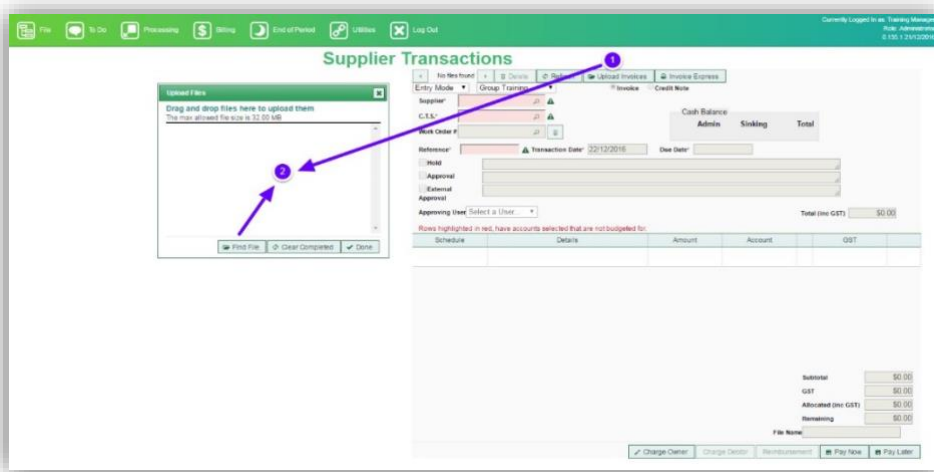
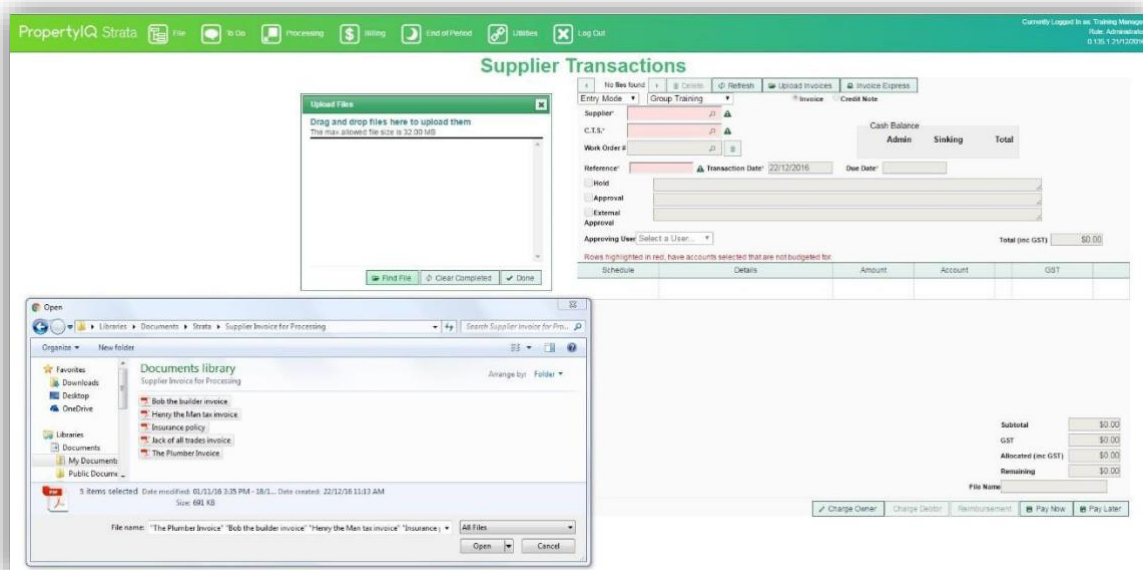To get started, go to and select *Supplier Transactions*.
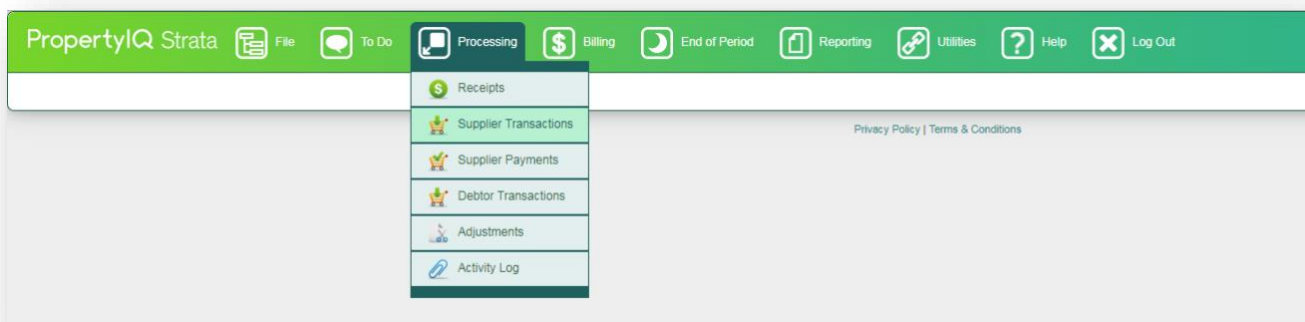
Select *Upload Invoices* to open the upload files window

1. Select *Find File* or *Drag and drop files*

If you have multiple invoices to process, hold your shift key down and click on the first and last invoice you want to upload or hold your Ctrl key down to select the invoices you want.

Once you have uploaded all your invoices a preview of each invoice will appear on the left of your screen

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1. Use the arrows to move from one invoice preview to the next
2. *Delete* to remove the invoice/credit note you are currently viewing
3. *Refresh* clears the screen the screen
4. Select *Upload Invoices* to upload more invoices
5. Invoice Express has been discontinued. Ignore this button
6. Use the dropdown to choose your mode – Entry Mode – complete all details; Assign mode – enter basic details
7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card
10. Use the search icon to select the Supplier
11. Use the search icon to select the building the transaction is for
12. If this is a BPay biller, enter the CRN (customer reference number) shown on the supplier invoice
13. If the invoice relates to a work order, use the search icon to find and select the building the work order is for. Once you click *Pay now* or *Pay later*, the work order's status will be altered to *Complete*
14. Enter the invoice reference from the supplier. This is usually the invoice number shown on their invoice
15. The transaction date defaults to today's date but you can alter if you need to. This is usually the date shown on the supplier's invoice
16. The due date defaults to today's date but you can alter if you need to. The due date can be used to filter the supplier payment screen so that you can pay all invoices due to up to that date.
17. If you select *Hold*, you can still complete entering the invoice, but it will be excluded from any payment run until the hold status is removed on the supplier payments screen
18. Select *Approval* if the invoice needs approval by one of your users – you will need to select an approving user
19. Select *External Approval* if the invoice needs external approval by the members of the building's committee/council. This generates an automated email to any committee/council members for the building that are checked as *External Approver* on their committee card once you select *Pay Now* or *Pay Later*
20. If the invoice requires internal approval, select a user from the dropdown here
21. If you have permission to edit supplier payment details, you can edit them here – for example if you noticed that the supplier's payment details on the invoice were different from those you had stored previously.
22. The current balances in the building's admin fund and its sinking/reserve/capital works/maintenance fund show here as well as the overall total balance of the bank account.
23. Enter the total amount of the invoice here

NOTE   See section below – *Entering Line Item Details* to complete invoice entry

SUPPLIER BEING PAID BY DIRECT DEPOSIT

1. Use the arrows to move from one invoice preview to the next
2. *Delete* to remove the invoice/credit note you are currently viewing
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4. Select *Upload Invoices* to upload more invoices
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7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. Use the search icon to select the Supplier
10. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card
11. Use the search icon to select the building the transaction is for
12. If the invoice relates to a work order, use the search icon to find and select the building the work order is for. Once you click *Pay now* or *Pay later*, the work order's status will be altered to *Complete.* To detach this invoice from a work order, select the bin icon
13. Enter the invoice reference from the supplier. This is usually the invoice number shown on their invoice. If you have ticked "check ref inv." on the supplier's card and you have already processed an invoice with this number, you will see this warning on the screen.
14. The transaction date defaults to today's date but you can alter if you need to. This is usually the date shown on the supplier's invoice
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22. Enter the total amount of the invoice here.

NOTE   See section below – *Entering Line Item Details* to complete invoice entry

SUPPLIER BEING PAID BY CHEQUE

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5. Invoice Express has been discontinued. Ignore this button
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7. If you use folios, choose the folio this invoice is for from the dropdown list
8. Select whether this is an invoice or a credit note
9. Use the search icon to select the Supplier
10. The supplier's compliance status shows here. For full details about supplier compliance, see the manual "Suppliers and the Supplier card
11. Use the search icon to select the building the transaction is for
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20. If you have permission to edit supplier payment details, you can edit them here – for example if you noticed that the supplier's payment details on the invoice were different from those you had stored previously.

21. The current balances in the building's admin fund and its sinking/reserve/capital works/maintenance fund show here as well as the overall total balance of the bank account.
22. Enter the total amount of the invoice here.

NOTE

See section below – *Entering Line Item Details* to complete invoice entry

ENTERING LINE ITEM DETAILS

1. Line items show in red if the building has not budgeted for the selected chart of accounts code or in green if the building has budgeted for the selected line item.
2. If the building has multiple contribution schedules, select the relevant schedule in this column
3. Enter a description for each line item in this column

4. Enter the amount of each line item in this column
5. Use the search icon to select the chart of accounts code you want to allocate to each line item.
6. Choose the GST status of the line item from the dropdown list. The options available depend on whether the building is registered for GST, the Supplier is registered for GST and whether the chart of accounts code is GST applicable. If you choose GST exclusive, enter the amount pre-GST and 10 % GST will be added in the totals area at the bottom of the page. If you choose GST inclusive, enter the total amount of the line item including GST. If GST is not applicable, i.e. the chart of accounts code, the supplier or the building are not GST applicable - the status shows as free and you won't be able to alter it.
7. Click on the X to remove the line item
8. You can select a line item and view its current budget position here. This shows the figure that was budgeted for as well as the amount that has already been been expended for this chart of accounts code during the current budget period.
9. The subtotal, GST, allocated GST and remaining amounts show here
10. file name of the uploaded image shows here
11. Click here if you want to allow payment of individual line items when processing supplier payments
12. Select *Charge owner* if you need to recover the amount from the owner. See details below – *Charge Owner*
13. Select *Pay Now* to process immediately - this is a useful function if you just need to pay one invoice quickly. This takes you to the Supplier Payments screen where this invoice only will show for you to pay.
14. Select *Pay Later* to send the invoice to the Supplier Payments queue. When you select *Pay Later* the next invoice will you uploaded will appear on your screen ready for processing.

ASSIGN MODE

Assign mode allows you to upload the invoice/credit note with basic details. The balance of the information can be added later.

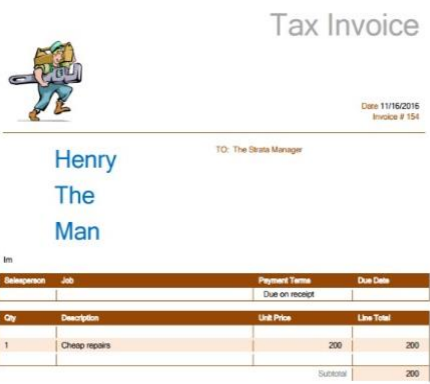## ON-CHARGING PART OR ALL OF AN INVOICE TO LOT OWNERS

You can select *Charge Owner* to on-charge an owner. The invoice will still be paid out of the nominated account for that building but you can then recover the funds from the owner by creating a special levy notice.

1. Enter the date you want to appear on the notice

2.   Enter the date you want to make the notice due
3.   You can enter a description here
4.   Select the contribution schedule you want the incoming money receipted to
5.   Select the chart of accounts code you want to allocate to the incoming money
6.   *Generate special levy notice* if you want to generate a notice and tick to include a copy of the invoice with it
7.   Use the Search icon to find the lot owner you want to recover the money from
8.   Enter the amount you want to recover from the owner. You can recover all or part of the invoice amount. You can allocate to more than one lot by selecting *Add Lot Allocation*