

Direct Debit Payment

Steps :

1. Set up the direct debit file in finance bank accounts module (collection & payment).
2. Set up the supplier bank accounts.
3. Create supplier invoices.
4. Create direct debit payment runs
5. Indicate the submission date and value date (note : the value must be at least one day later than the submission date and must not be a weekend date).
6. Select the supplier invoices to pay.
7. Review the selection report & bank submission file report.
8. Download the bank submission file.
9. Upload the bank submission file into bank portal. (Ensure the file can be uploaded successfully into bank portal before continue on step 10 and 11)
10. Download the bank return file from bank portal.
11. Upload the bank return file into Qornerstone. (Optional : applicable only when the box of "Require Bank Return File for Payment" is ticked)

Step 1 : Set up the direct debit file in finance bank accounts module.

Finance > Banking > Bank Accounts > Select the Bank Account > Fill in Bank Account Details > Select the Direct Debit File Format > Save.

The screenshot displays the 'Bank Accounts' module in a software application. The top navigation bar includes 'Property', 'Tenant/Own', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The 'Finance' tab is active. The left sidebar shows 'Banking' expanded, with 'Bank Accounts' selected. The main content area shows a table of bank accounts. The table has columns for SN, Account Code, Curr, Bank Account Number, Direct Debit Collection File, and Direct Debit Payment File. The first row is highlighted and contains the values: SN: 1, Account Code: 30000 CASH AT BANK - OCBC, Curr: SGD, Bank Account Number: (empty), Direct Debit Collection File: (empty), and Direct Debit Payment File: (empty). Three yellow circles with numbers 1, 2, and 3 are overlaid on the interface: circle 1 is on the 'Bank Accounts' tab, circle 2 is on the 'Bank Accounts' menu item, and circle 3 is on the 'Bank Account Number' column header.

SN	Account Code	Curr	Bank Account Number	Direct Debit Collection File	Direct Debit Payment File
1	30000 CASH AT BANK - OCBC	SGD			

- General Ledger
- Banking
 - Bank Manager
 - Bank Accounts
 - Cheque Book
 - Bank Reconciliations
 - Receipt Manager
 - New Receipt
 - Receipt Listing
 - Customer Advance Receipts
 - Payment Manager
 - New Payment
 - Payment Listing
 - New Direct Debit Payment
 - Direct Debit Payment Runs
 - Supplier Advance Payments
 - Reversal Manager
 - New Reversal
 - Reversal Listing
- Customer
- Supplier
- Fixed Asset
- Job Costing
- IRAS Submission
- Reports

Bank Account

Select Account Code | QuickPay Service is disabled

Account Code 30000 CASH AT BANK - OCBC

Account Currency SGD

Bank Account Details

Bank OCBC

Bank Code 7339

Bank Account No 123-456-789-01

Branch Code 504

Bank Account Name MCST XXXX

SWIFT Code

SG PayNow Corporate Details

Enable QR Code Yes No

Registered UEN

Direct Debit File Format

Bank Organization ID (Assigned by DBS and only for DBS Account)

Collection File OCBC Giro Fast with Invoice format

View

Require Bank Return File for Collection

Payment File OCBC Giro Fast with Invoice format

View

Require Bank Return File for Payment

Do not tick this if user want to submit the payment first without waiting for bank return file

Remarks

Remarks

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Step 2 : Set up the supplier bank accounts.

Finance > Supplier > Supplier Bank Accounts > New > Select Supplier > Update Bank Details > Save

The screenshot displays a software interface for managing supplier bank accounts. The top navigation bar includes tabs for Property, Tenant/Ow, Finance (highlighted with a yellow circle 1), Maintenance, Portal, and Control Panel. The left sidebar menu shows categories like General Ledger, Banking, Customer, Supplier (highlighted with a yellow circle 2), Invoice Manager, Purchase Manager, and Setup. Under the Supplier category, 'Supplier Bank Accounts' is highlighted with a yellow circle 3. The main content area shows a table titled 'Supplier Bank Accounts' with columns for SN, Contact Code, Contact Name, Bank Name, Account Number, and Active. The table is currently empty, displaying 'No Record Found'. At the bottom right, there are buttons for 'New...' (highlighted with a yellow circle 4) and 'Close'. The status bar at the bottom left indicates 'Record Found: 0'.



Supplier Bank Account

Select Supplier... **5**

Contact Name SC Lift Maintenance Pte Ltd

Contact Code CS/20002

Bank Account Details

Bank Name **6**

Bank Code

Account Number

Branch Code

Account Name SC Lift Maintenance Pte Ltd

Remarks

Remarks

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Step 3 : Create supplier invoices.

Finance > Supplier > Invoice Manager > New Supplier Invoice > Select Supplier > Next > Select PO Number (if any) > Finish > Save

Finance Maintenance Portal Control Panel

Home Page New Supplier Invoice x

New Supplier Invoice 1 - Supplier's Name 2 - Select Purchase Orders 3 - Copy From 4 - Invoice Currency

1. **Supplier's Name**
ABC PEST MANAGEMENT PTE LTD

2. **PO Number(s)**
No PO Number

3. **Invoice Number**
Please Select

4. **Invoice Currency**
SGD Singapore Dollar

Please select the Supplier from the followings:-

Select Supplier Find What:

Contact Code	Supplier Name
12288	Eric & Company Ltd
199002307R	TRANE DISTRIBUTION PTE LTD
200406375W	LIONG CONSTRUCTION PTE LTD
200410167W	CERTIS CISCO SECURITY TECHNOLOGY PTE LTD
BBQ321	BBQ Electric Manager
CCIC123	Condo Image Company
CS/20001	Cleaning Tech Co
CS/20002	Happy Landscape Company
CS/20003	Swimming Pool Pte Ltd
CS/20004	Tree Pruning Co Ltd
CS/20005	Playground Tech Ltd
CS/20006	Pest Terminator Pte Ltd
CS/20007	Eagle Pte Ltd
CS/20008	Lind Lifts Technology PL
CS/21002	ABC PEST MANAGEMENT PTE LTD
Lift2020SS	Lift Maintenance Co Ltd
Trellis001	Trellis Clean Pte Ltd

View Inactive Records | Record Found: 17 |

Back Next

Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page New Supplier Invoice x

New Supplier Invoice 1 - Supplier's Name 2 - Select Purchase Orders 3 - Copy From 4 - Invoice Currency

1. **Supplier's Name**
ABC PEST MANAGEMENT PTE LTD

2. **PO Number(s)**
Demo/PO/2104018

3. **Invoice Number**
Please Select

4. **Invoice Currency**
SGD

Non-PO Invoice
 Pending PO Invoice
 Select PO Numbers from the followings

Select Purchase Order(s) 6

Find What:

PO Number	Date	Contact Name	Amount	Curr	<input type="checkbox"/>
Demo/PO/2104018	29 Apr 2021	ABC PEST MANAGEMENT PTE LTD	500.00	SGD	<input checked="" type="checkbox"/>

Total Page: 1

Supplier Name Invoice Date

Invoice Number Due Date Credit Term

PO Number(s) Demo/PO/2104018

Invoice Details

Description Item Code

Quantity/UOM Unit Price (SGD)

Account Code GST Category

Profit Centre GST Inclusive

Permit No

PO/Item No

SN	<input type="checkbox"/>	<input type="checkbox"/>	Item Code/Item Description	Quantity/UOM	Unit Price	Amount	GST
			Account Code	Permit No	Purchase Order/Item No	GST Incl	
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PEST CONTROL - MAY 21	1	500.00	500.00	Y
			61310 Pest Control Services				

Demo/PO/2104018 / 1 N

Click Add Item to add new row

Select All

Sub-Totals

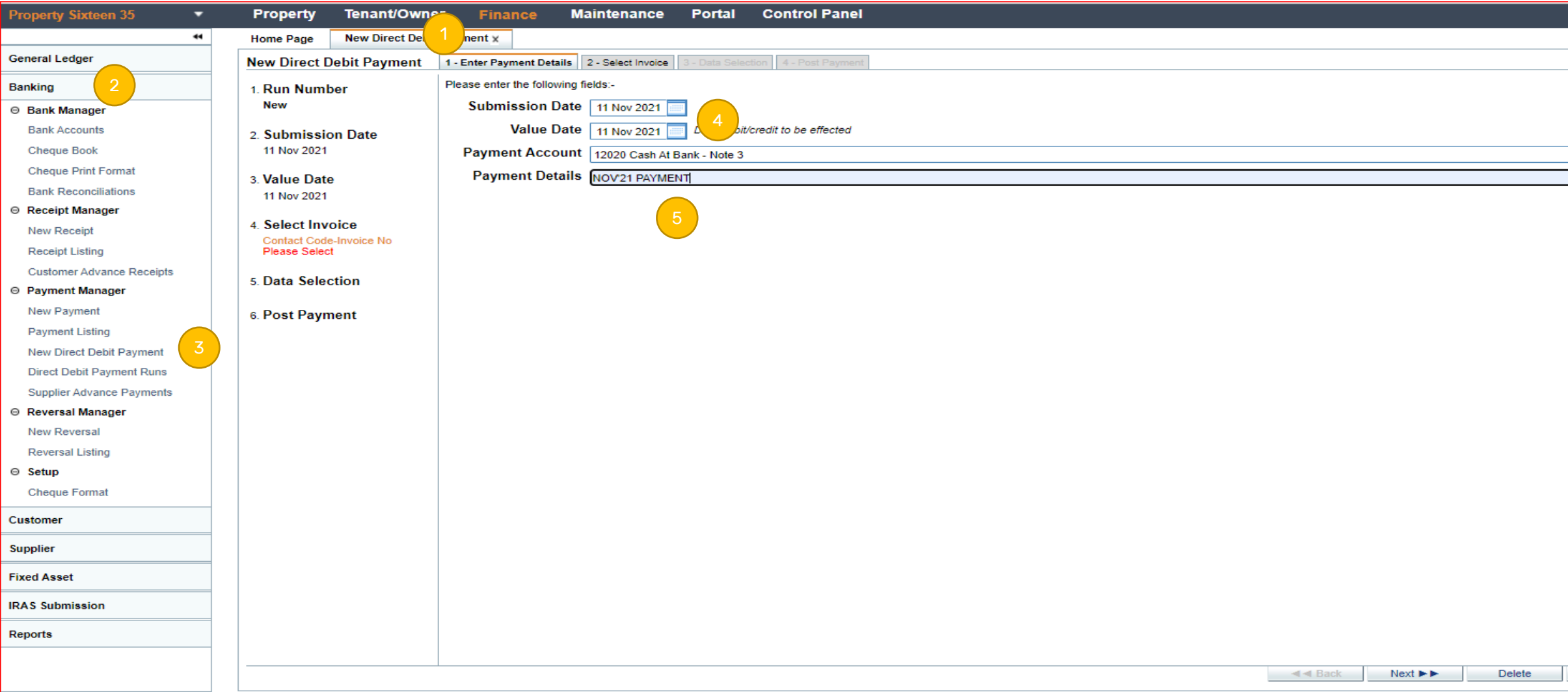
Tax Amount % Edit

Total Amount (SGD) 7

ew | Last Updated By is Not Available |

Step 4-11 : Create direct debit payment runs

Finance > Banking > New Direct Debit Payment > Submission Date & Value Date > Payment Details > Next > Select Supplier Accounts > Next > View Selection Report > Download Bank Submission File > Next > Upload Bank Return File



Property Sixteen 35 | Property | Tenant/Owner | **Finance** | Maintenance | Portal | Control Panel

Home Page | **New Direct Debit Payment** | Payment x

New Direct Debit Payment | 1 - Enter Payment Details | 2 - Select Invoice | 3 - Data Selection | 4 - Post Payment

Please enter the following fields:-

1. **Run Number**
New

2. **Submission Date**
11 Nov 2021

3. **Value Date**
11 Nov 2021

4. **Select Invoice**
Contact Code-Invoice No
Please Select

5. **Data Selection**

6. **Post Payment**

Submission Date 11 Nov 2021

Value Date 11 Nov 2021

Payment Account 12020 Cash At Bank - Note 3

Payment Details NOV21 PAYMENT

Navigation: Back | Next | Delete

New Direct Debit Payment

- 1 - Enter Payment Details
- 2 - Select Invoice
- 3 - Data Selection
- 4 - Post Payment

- 1. Run Number
New
- 2. Submission Date
11 Nov 2021
- 3. Value Date
11 Nov 2021
- 4. Select Invoice
Contact Code-Invoice No
Please Select
- 5. Data Selection
- 6. Post Payment

Select Supplier Invoice to make payment

- 1 - List
- 2 - Search

Find What:

Contact Code	Supplier Name	Invoice No	Invoice Date	Due Date	Curr	Balance
CS/19003	Tim Technology Pte Ltd	Inv 2341	01 Nov 2021	01 Nov 2021	SGD	1,000.00
Total Page: 1						

Record Found: 1 |

1. Run Number

/DDP/2111001

2. Submission Date

11 Nov 2021

3. Value Date

12 Nov 2021


4. Select Invoice

Contact Code-Invoice No
CS/19003-Inv 2341


5. Data Selection





DONE!

6. Post Payment


 Message



Data selection has been successfully run!
Total Record(s) Selected: 1

 Next Action

-  [View Selection Report](#)
-  [View Bank Submission File Report](#)
-  [Download Bank Submission File](#)
-  [Next ▶▶ Post Payments](#)

8

 Back Action

-  [Re-Select Invoice](#)
-  [Re-Enter Payment Details](#)

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New Direct Debit Payment 1 - Enter Payment Details 2 - Select Invoice 3 - Data Selection **4 - Post Payment**

1. Run Number

/DDP/2111001

2. Submission Date

11 Nov 2021

3. Value Date

12 Nov 2021

4. Select Invoice

Contact Code-Invoice No
CS/19003-Inv 2341

5. Data Selection

DONE!

6. Post Payment

Bank Return File View | Browse...

Submit

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