

Direct Debit Collection

Steps :

1. Set up the direct debit file in finance bank accounts module (collection & payment).
2. Set up the Tenant bank accounts.
3. Create Tenant/Owner invoices(Recurring Billing).
4. Create direct debit collection 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. User can select the Tenant ID for collection or leave it to All Active Tenants.
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 first row is selected, and its details are visible below the table.

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

Require Bank Return File for Collection



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

Payment File OCBC Giro Fast with Invoice format

Require Bank Return File for Payment

Remarks

Remarks

Remarks text area



Step 2 : Set up the tenant bank accounts.

Tenant/Owner > Tenancy > Tenant Bank Accounts > New > Select Tenant > Update Bank Details for Direct Debit Collection > Save

The screenshot displays a web application interface for managing tenant bank accounts. The top navigation bar includes tabs for Property, **Tenant/Owner**, Finance, Maintenance, Portal, and Control Panel. The left sidebar shows a 'Tenancy' menu with 'Tenant Bank Accounts' highlighted. The main content area features a table titled 'Tenant Bank Accounts' with columns for SN, Tenant ID, Tenant Name, Bank Name (Collection), Account Number (Collection), Bank Name (Refund), Account Number (Refund), and Active. The table is currently empty, displaying 'No Record Found'. A 'New...' button is visible at the bottom right of the table area.

SN	Tenant ID	Tenant Name	Bank Name (Collection)	Account Number (Collection)	Bank Name (Refund)	Account Number (Refund)	Active
No Record Found							

Record Found: 0 | [New...](#) [Close](#)

Tenant Bank Account

 Select Tenant...

Click to select the Tenant/Owner ID/unit to create the bank details

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Tenant Name

Tenant ID

Active Yes No

Bank Account Details for Direct Debit Collection

Bank Name

Bank Code

Account Number

Branch Code

Account Name

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Direct Debit Authorisation (DDA)

Bank Account Details for Direct Debit Refund

Bank Name

Bank Code

Account Number

Branch Code

Account Name

Enter the correct tenant/owner bank account details

Remarks

Remarks

Other Information

Field #1

Field #2

Field #3

Field #4

Field #5

7

New | Last Updated By is Not Available

Save

Close

Step 3 : Recurring Billing.

Tenant/Owner > Tenant Billing > New Recurring Billing > Invoice & Effective Date > Billing Options > Invoice Title(optional) > Select Tenant/SP > Next > View Billing Computation Report > Next > Submit

The screenshot displays the 'New Recurring Billing' interface. The top navigation bar includes 'Tenant/Owner', 'Finance', 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar shows 'Tenant Billing' and 'Billing Manager' with 'New Recurring Billing' selected. The main content area is titled 'New Recurring Billing' and has a progress bar with steps: 1 - Enter Billing Details, 2 - Data Selection, 3 - Data Computation, and 4 - Post Billing. The form fields are as follows:

- 1. **Billing Number**: New
- 2. **Effective Date**: 01 May 2021
- 3. **Contract Selection**: All Contracts
- 4. **Charge Code Selection**: All Charge Codes
- 5. **Data Selection**
- 6. **Computation**
- 7. **Post Billing**

Additional fields include:

- Invoice Date**: 01 May 2021
- Effective Date**: 01 May 2021
- Billing Options**: Retrospective Billing, Recurring Billing
- Invoice Title**: MF/SF - MAY - JUL 2021
- Rounding Option**: 2 Decimal Places
- Negative Amount Item**: Create Invoice Entry
- Ad-Hoc Request**: Disabled

The 'Contract Selection' section has radio buttons for:

- All Active Contracts
- Range by Contract ID (From: [dropdown], To: [dropdown])
- Selected Contracts
- Exclude Selected Contracts

Below this is a table with columns: SN, Contract ID, Tenant Name. A 'Select Contracts...' button is above the table. A 'Next' button is highlighted in the bottom right corner.

*Note : select "All Active Contracts" to generate invoices for all active tenants/SPs or use the "Select Contracts" function to generate invoice for particular tenant/SP only.

New Recurring Billing

1 - Enter Billing Details | 2 - Data Selection | **3 - Data Computation** | 4 - Post Billing

1. **Billing Number**
TEST1/TBR/2104001

2. **Effective Date**
01 May 2021


3. **Contract Selection**
All Contracts


4. **Charge Code Selection**

Offline Task is disabled!

Message
Data computation has been successfully run!

Next Action

 **View Billing Computation Report** 7

 Next ▶▶▶ Post Billing

TEST/TID/200005 - CINDY										
MF	MANAGEMENT FUND	01 May 2021 - 31 Jul 2021	912#08-21	TEST/TCO/200005	01 May 2021	31 Jul 2021	3m	600.00	Quarterly	600.00
MF	GST for MF	GST for MF			01 May 2021	31 Jul 2021	3m	7.00	%	42.00
SF	SINKING FUND	01 May 2021 - 31 Jul 2021	912#08-21	TEST/TCO/200005	01 May 2021	31 Jul 2021	3m	60.00	Quarterly	60.00
SF	GST for SF	GST for SF			01 May 2021	31 Jul 2021	3m	7.00	%	4.20
Sub-Total										706.20
Page Total										4,472.60
Report Summary										
Charge Code	Type	Invoice Description			Number of Tenants	Number of Contracts	Billable Amount			
MF Management Fund	CH	MANAGEMENT FUND			5	5	3,800.00			
MF Management Fund	GST	GST for MF			5	5	266.00			
SF Sinking Fund	CH	SINKING FUND			5	5	380.00			
SF Sinking Fund	GST	GST for SF			5	5	26.60			
Report Total										4,472.60

***Note :** Click the "View Billing Computation Report" the download the computation report and ensure the amount generated are accurate before click next and submit.

Step 4-11 : Create direct debit collection runs

Tenant/Owner > Tenant Receipt > New Direct Debit Collection > Submission Date & Value Date > Select Tenant Accounts > Next > View Selection Report > Download Bank Submission File > Next > Upload Bank Return File

CS DEMO 123 | **Property** | **Tenant/Owner** | Finance | Maintenance | Portal | Control Panel

Home Page | New Direct Debit Collection x

New Direct Debit Collection | 1 - Enter Collection Details | 2 - Data Selection | 3 - Post Receipts

1. **Run Number**
New

2. **Submission Date**
19 Sep 2022

3. **Value Date**
20 Sep 2022

4. **Tenant Selection**
All Tenants

5. **Data Selection**

6. **Post Receipt**

Please enter the following fields:-

Submission Date 19 Sep 2022

Value Date 20 Sep 2022 *Date debit/credit to be effected*

Bank Account 1200-1001 BANK CURRENT A/C- 1

Tenant Selection

All Active Tenants

Range by Tenant ID

From [] To []

Selected Tenants Exclude Selected Tenants

[Add Tenant...](#)

SN	Tenant ID	Tenant Name
Click Add Tenant to add new row		

Navigation: << Back | Next >>

New Direct Debit Collection 1 - Enter Collection Details 2 - Data Selection 3 - Post Receipts

- 1. Run Number
CSDem/DDC/2209001
- 2. Submission Date
19 Sep 2022
- 3. Value Date
20 Sep 2022
- 4. Tenant Selection
All Tenants
- 5. Data Selection
DONE!
- 6. Post Receipt

Message

Data selection has been successfully run!
Run Number: CSDem/DDC/2209001
Total Record(s) Selected: 17

Next Action

- View Selection Report
- View Bank Submission File Report
- Download Bank Submission File
- Next Post Receipts

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Click to view the selection report

Back Action

- Re-run Data Selection
- Re-Enter Collection Details

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New Direct Debit Collection 1 - Enter Collection Details 2 - Data Selection **3 - Post Receipts**

1. **Run Number**
CSDM/DDC/2209001

2. **Submission Date**
19 Sep 2022

3. **Value Date**
20 Sep 2022

4. **Tenant Selection**
All Tenants

5. **Data Selection**
DONE!

6. **Post Receipt**

Batch No

<Auto-Assigned>

Bank Return File

View | Browse...

Submit

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Click to upload the bank return file downloaded from bank portal