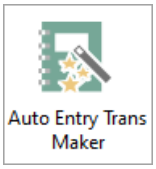
Auto Entry Transaction Maker

Last Modified on 24/09/2026 4:30 pm AEST



The instructions in this article relates to ***Auto Entry Transaction Maker.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Auto Entry Transaction Maker provides a convenient way to create multiple transactions across multiple accounts within the same building. As this feature is currently being phased out, recurring transaction functionality has progressively moved to the areas listed below.

- ***Scheduled Debtor Invoices***
- ***Scheduled Creditor Invoices***
- ***Journal Preparation***

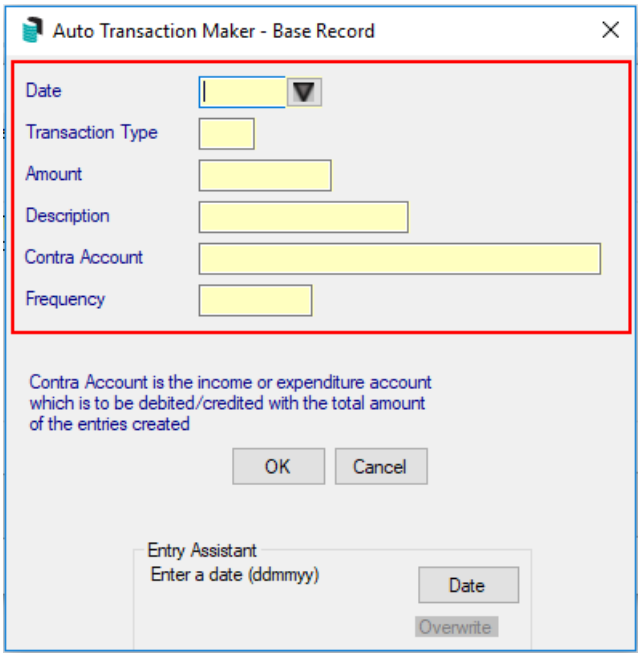
Note: Auto Entry Transaction Maker can still be used to create multiple transactions as outlined in the instructions below.

Creating an Auto Entry Journal

The following instructions will show you how to create journals to post to multiple accounts. Further entries can be added to existing transactions where required.

The below information will include how to create a batch of auto entries. It should be noted that these can have further entries appended to them where required. Applying transaction in this manner can be useful when there are examples of billing has a requirement to be split into blocks.

1. Select the *Options* menu and then *Transaction Maker*.
2. Select Creditor, Debtors or General. This will be the type of transaction created.



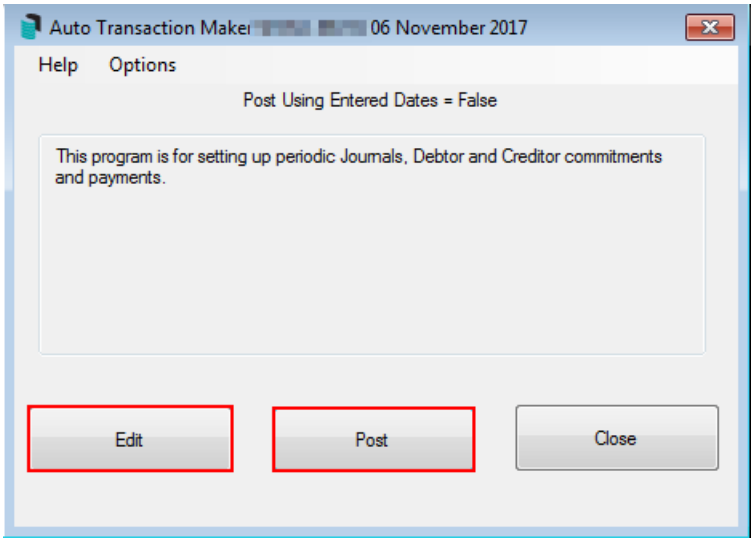
3. Enter the date in the 'Date' field - this is the date the standing journal will process. If the 'Frequency' field is also used, it will repeat based on this date and frequency.
4. The 'Transaction Type' will depend on the transaction you create. It is either Creditor Invoice (C), Debtor Commitment (D) or Journal (J) and will depend who and what you're creating the transaction for.
5. Enter the 'Amount' and the 'Description' of the journal.
6. Select the 'Contra Account' code and the 'Frequency' if this transaction is a repeatable transaction. Note that if a frequency is entered, there is no Final Entry date and this has to be manually added later.
7. Click *OK*.

- If a Creditor Invoice (C) is created, tag the relevant Creditors for this transaction, then click *OK*.
- If a Debtor Commitment (D) is created, select the Invoice Code that these transactions relate to, then click *OK*. You will then need to tag the relevant lots for these transactions then click *OK*.
- If a Journal is created (J), select the account to make up this journal, then click *OK*.

Posting Auto Entry Journals

Posting Auto Entry Transactions will check the next process date and the frequency of all auto entry transactions for the building. If the next process date is today, then the auto entry transactions will then be created in the transaction ledger. This area can be checked if required prior to posting the transactions or can be posted directly from here.

1. If the entry is required to be previewed prior to processing, click *Edit* to view the journals.



2. To post the entry immediately, click *Post*.

Posting these records may cause the records to remain in Auto Entry Transaction Maker under the *Edit* view. These records should be flushed to remove them from the list once the transactions are posted and no longer have any future periodic transactions.