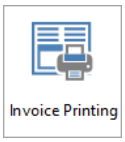
Invoice Printing

Last Modified on 27/07/2026 1:18 pm AEST



The instructions in this article relate to ***Invoice Printing.*** The icon is available on the *StrataMax Desktop* or GLMax Desktop, or found using the *StrataMax Search*.

Invoice Printing will print invoices generated from ***Invoice Entry*** available to both Debtors (Owners) and Second Debtors (non-Owners). The instructions below are for printing all invoices that have not been printed and for reprinting individual invoices where required.

Each invoice entry item has its own invoice reference, displayed as the **M number** and this reference is used to specifically print on the invoice. If this number is not set, all invoices that have been charged to the account will be included. If a previously issued invoice charge needs to be reprinted, identify the relevant invoice number and ensure it falls within the *Invoice Number Range* **Start** and **Finish** fields.

Printing Unprinted Invoices

1. Search or select ***Invoice Printing***.
2. In the *Select Lots* tab (for StrataMax Buildings) or *Select Debtors* tab (for GLMax Companies), tag required accounts.
3. Select the *Message* tab.
    - Type in a temporary message to use for this print only, or select a different message by clicking *Message Maker* and selecting a new message. For more information on the message maker, see Message Maker.
4. Select the *Conditions* tab.
    - **Report Order:** Select one of the following to print the arrears notices in that order:
        - Account Number - Print the invoices in account number order.
        - Alphabetical - Print the invoices in alphabetical order.
    - **Report Period:** These options are only valid for unprinted invoices:
        - Month to Date - Print the invoices for the current month only.
        - Year to Date - Print the invoices for the entire financial year so far.
    - **Invoice Number Range:** This will display the invoice number from the last unprinted invoice.
        - Look in ***Local Transactions*** to identify the transactions that need to be printed. These transaction reference numbers start with an 'M'.
    - **Due Date and Pay Amount:** Enter the number of days from the invoice date to set the due date.

        - Show Nil if Paid - Displays an Invoice with a Nil amount.
        - Show Brought Forward - Displays brought forward amounts if any.
    - **GST:** Select whether to 'Print Non-Taxed' Invoice's by clicking this option to select it.
    - **Update Due Date:** Will update the due date based on today's date plus the number of days from invoice date.
    - **Email/Mail as per Contact Preferences:** This will observe tick boxes under the 'Delivery Preferences' section in the contact card for the lot in the ***Roll*** screen to determine how the invoice will be distributed.
5. Click *Proceed*.

Print All Unprinted Invoices

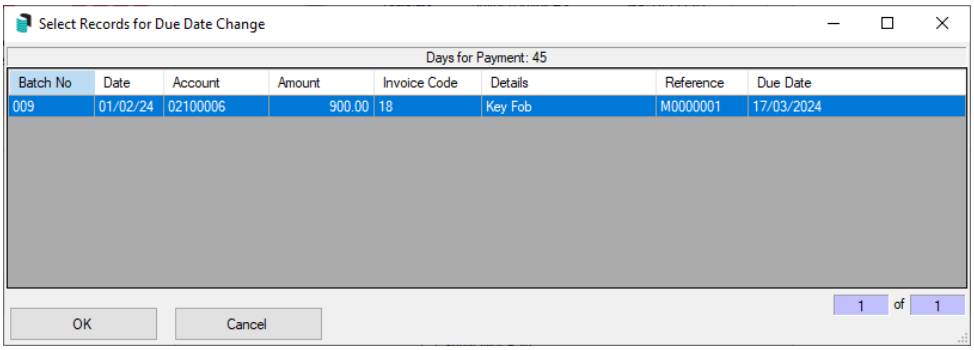
The following instructions can be used to print ALL unprinted invoices in GLMax after the Management Fees and/or Recoveries has been posted. Set the settings in the 'Conditions' tab as required.

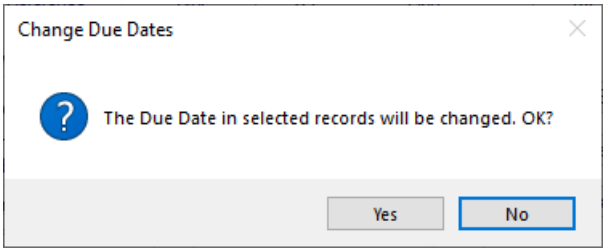
1. In the GLMax company, search or select ***Invoice Printing***.
2. Select the *Conditions* tab. Make adjustments as required.
3. Click *Proceed.* This will tag all accounts.
4. The Invoices can be printed, emailed, saved as a pdf or saved to DocMax.

Change Due Date for Existing Invoices

When an Invoice is created, a number of days to pay the invoice can be set in Invoice Entry (Due Date). This will automatically calculate the due date based on the date that the Invoice was issued. The 'Set Pay Days' is located in Invoice Entry / File and the Set Pay Days can be local or global. If required this date can be changed before printing an Invoice;

1. Search or select ***Invoice Printing***.
2. Options / Change Due Date for Existing Invoices.
3. Select the invoice to be adjusted and click *OK.*





Reprinting a Printed Invoice

Invoices that have been printed can be reprinted. The invoice number will need to be identified and entered into the *Invoice Number Range* fields. Use ***Local Transactions*** to identify the transactions that need to be printed. These transaction reference numbers start with an 'M'. If the original invoice was raised in a prior year, use ***Local Transactions*** to identify the M reference. Once that is known, use the year selector tool to pick the year the invoice relates to and reprint.

1. Go to ***Ledger Card***, then tag the account and click *Proceed*.
2. Look at the transaction to identify the M Reference number and note this.
    - Look in ***Local Transactions*** to identify the transactions that need to be printed. These transaction reference numbers start with an 'M'.
3. Go to ***Invoice Printing*** and in the *Select Debtors* or *Select Lots* tab, tag the account.
4. Then in the *Conditions* tab, enter the M Reference Number in the 'Start' field. The 'Finish' field can be left blank.
5. Click *Proceed*.

Tax Invoice Stamp Setup

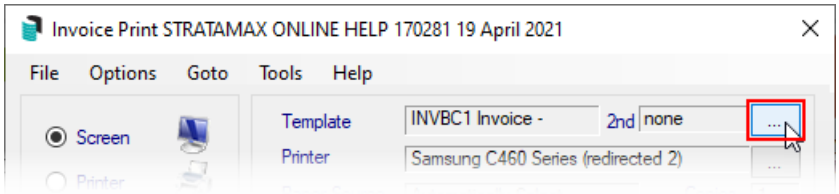
If you are adding a *Tax Invoice Stamp* to the Invoice and need to adjust the location of the stamp, you can follow the steps below. This is only applicable if the building is registered for GST and the *GST Registered* field in the ***Building Information*** menu has a 'Y' in it.
If the building is not GST registered but an ABN is entered the Australian Business No. field in the ***Building Information*** menu, the ABN will display however the wording *Tax Invoice* will not.

1. Search or select ***Invoice Printing***.
2. Select *Tools >Tax Invoice Stamp Setup*.
3. Type in the new *Horizontal* and/or *Vertical* location as a distance measured from the left edge of the page. The measurement is in 300th of an inch, meaning 300 = 1 inch.
    - Tip: Try halving or doubling the number in the first instance to gauge how much difference it makes.
4. Click *OK*.
5. Print a test invoice and check the location is correct.

Invoice Templates

The ledger cards can be configured to use certain templates. Instead of having to test each levy template, here is a PDF with the ledger card templates available, for your convenience: invoice templates

1. Click the ellipsis button next to the *Template* field in the top right of the menu.



2. In the *Template Selection* screen, select the template required, and either click the *Select as Global* button to use the template for all buildings, or click *Select as Local* to use this template for the current building only.
    - If you would like to preview the template first, select the template, then click the *Preview* button at the bottom.
    - To change the preview style, click *Options > Preview Style > Field Names* or *Field Numbers.*
3. Make sure you select the *Deposit* in the bottom section of the screen, and click the *Select as Global* button.
4. Click *Close* to close the *Template Selection* screen.

Tip: A StrataMax Upload must be completed before the StrataPay Reference Number becomes active for payment processing. Uploads are processed automatically overnight. If you need a debtor to make a payment immediately, you can manually initiate a StrataMax Upload from the ***StrataMax*** icon.