

# Debtor Import

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The instructions in this article relates to *Debtor Import* which can be found by searching or selecting it from the GLMax desktop.

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The *Debtor Import* menu will import debtors (owners) from StrataMax or transfer in debtors from another GLMax company to be used in this company as a debtor. There are other functions in this area but they are reserved for StrataMax Support.

## Import From BCMax

This function will allow you to copy information from an owner record in a StrataMax building to be used in this company. This allows you to easily copy the information already recorded in StrataMax.

1. Click *Import from BCMax* and select a building. A list of the owners in that building will appear.
2. Tag the owner to import, then click *OK*. This will add the owner directly to Debtor Maintenance in GLMax.

## Transfer in GLMax

This function will allow you to transfer in debtors from other companies to be used in this company. This allows you to easily copy the information already recorded in StrataMax.

1. Click *Transfer in GLMax* and select a GLMax company. A list of debtors in that company will appear.
2. Tag the debtor to import, then click *OK*. This will add the debtor directly to Debtor Maintenance in GLMax.