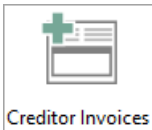


Creditor Invoices

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Instructions in this article relate to **Creditor Invoices**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

New Creditor Invoices

There are several steps that are required from when receiving an invoice from a creditor, to authorising the payment on the StrataCash website, (or other banking websites). Creditor Invoices is only one of those steps, so we recommend referring to the [Payments Process](#) article for the full overview of the entire payment process.

Processing New Invoices

This section steps you through the process of entering and saving a creditor invoice into **Creditor Invoices**.

1. Search or select **Creditor Invoices**, and select a creditor from the list, then click *OK*.
 - If the creditor list doesn't appear, click the down arrow in the *Creditor Name* field, then select the creditor in the list, then click *OK*.
 - If the required creditor is not in the list, it can be added quickly using the green *Plus* button in the top right. See the [Add Creditor Account](#) section below.
2. Select the expense code then click *OK*.
 - If the *Compliance* window appears, click *Confirm Usage* to use the creditor, or *View Details* to view the details of the creditor first.
 - If the required account code is not in the list, it can be added quickly using the green *Plus* button in the top right, refer to [Account Maintenance](#).
3. Enter the *Date*, enter the *Amount* and select whether it's an *Invoice* or a *Credit Note*.
4. Enter in the *Details* (limit 20 characters). This will appear in [Transaction History](#) and Reports.
5. Enter the *Invoice Number* (limit 25 characters).
 - The system automatically checks this for duplicate invoice numbers for the same creditor.
6. Review the *No GST* tick box if applicable. (This option will be disabled if the property is not GST)

Registered).

7. Once all details have been entered, you can either:
 - Click the *Save* button, and proceed with the process in **Payments**. See [Payments](#) for more info.

OR

 - Click the *Save and Pay* button, and **Payment Entry** will open where you can choose to pay the amount immediately. See [Creditor Payments](#) for more info.

Processing Invoices from DocMax Work Queues

This section steps you through the process of saving a creditor invoice, which has first been added to a [DocMax Work Queue](#). There are additional settings that need to be configured in order for the saved invoice to appear on screen. See [Document Attachment](#) for more info.

1. Search or select **Creditor Invoices**, and if an invoice doesn't appear automatically, click the 'Play' button (green arrow) to start the Work Queue.
 - If the *Compliance* window appears, click *Confirm Usage* to use the creditor, or *View Details* to view the details of the creditor first.
2. Check that all the details in the invoice are correct:
 - The *Date* and the *Amount*.
 - The *Details* (limit 20 characters). This will appear in [Transaction History](#) and Reports.
 - The *Invoice Number* (limit 25 characters).
 - The *No GST* check box if applicable. (This option will be disabled if the property is not GST Registered).
 - The *OK To Pay* box.
3. Once all details have been entered, you can either:
 - Click the *Save* button, and proceed with the process in **Payments**. See [Payments](#) for more info.

OR

 - Click the *Save and Pay* button, and **Payment Entry** will open where you can choose to pay the amount immediately. See [Creditor Payments](#) for more info.

Additional On-Screen Buttons

Select by ABN

You may select the creditor by ABN Number, simply click *Select by ABN*, and click in the ABN field and start typing the ABN, select *OK* once you have found the correct creditor. If an ABN has not been entered for this creditor, StrataMax will display a message noting that there is no ABN Number supplied. If no ABN is supplied the system will deduct Withholding Tax from the invoice. Click *Yes or No* to this message.

Account Info

The *Account Info* button opens a separate window with with all the creditor's details; handy for checking account balance, EFT active, contact details, etc.

1. After a creditor is selected and the expense code if prompted, click the *Account Info* button.
2. Click *OK* to close the window and proceed with the creditor invoice.
3. Click the *Edit* button to open **Creditor Maintenance** to update the creditor's details.

Ledger Card

The *Ledger Card* is used to view past transactions for a creditor and is useful to check the current invoice against against previously loaded invoices to avoid duplication.

1. After a creditor is selected and the expense code if prompted, click *Ledger Card*.
2. Click *OK* or *Cancel* to exit.

Multi Expense Invoices

If your office uses *DocMax Work Queues*, then there is a good chance that all the details of the invoice have been entered already, including all the separate line items within the invoice that need to be allocated to their own expense code.

There is however, still the option to enter multiple line items, using **Creditor Invoices**, when each line items need to be allocated to different expense codes.

1. Whilst entering the details of an invoice in **Creditor Invoices**, click the *Multi Expense Entry* button.
2. Use the *Expense Account* drop-down menu to select the required expense code.
3. In the *Details* field, enter the details of the line item.
 - This will appear in the general ledger/transaction history.
 - It is limited to 20 alphanumeric characters.
4. Enter the amount of that specific line item into the *Amount* field.
5. Use the *DR/CR* drop-down menu to choose between *Invoice* or *Credit Note*.
6. The For any non-GST expenses, tick the 'No GST' check box.
7. Review the 'Total' to ensure it matches the invoice then click *OK*.

Expense Account	Details	Amount	DR/CR	No GST
13305 INSURANCE - PREMIU	010519 - 300419	2,500.00	Invoice	<input checked="" type="checkbox"/> %
13310 INSURANCE - PREMIU	010519 - 300419	380.00	Invoice	<input type="checkbox"/> %
		Total		
		2,880.00		

8. Click 'Set the total invoice amount to the total entered' once confirmed correct.
9. Once all details have been entered, you can either:
 - Click the *Save* button, and proceed with the process in **Payments**. See *Payments* for more info.

OR

- Click the *Save and Pay* button, and **Payment Entry** will open where you can choose to pay the amount immediately. See *Creditor Payments* for more info.

Pro Rata and Prepayments

There is functionality to allocate an expense amount on a pro rata basis, which basically transfers the 'Pro Rata' amount to the next financial year from the current year when the *Save* button is clicked. This is used when:

- The expense covers a period which is spread over the building's current financial year and the next and
- There is a requirement to record the actual amount applicable to a specific period.

This in essence creates a prepayment for the portion of the invoice that covers a period in the following financial year. However, if the full amount is for the next financial year, the *Pro Rata* feature shouldn't be used, and the payment will need to be entered in full. A journal set will need to be processed in **Journal Preparation** to move the amounts from the *Expense Code* to a *Prepayments Balance Sheet* code. with the *Auto Reverse* box ticked (for both the *Credit* and *Debit* Journals) to create *Auto Reverse Journals*. These journals will automatically take up the expense in the following financial year.

The *Pro Rata* tick box button is located in the center of the screen, next to the *Details* field and *Shorthand* button.

For example:

- Financial Year is 01/04/2020 to 31/03/2021
- Insurance Premium is for 01/05/2019 to 30/04/2021
- Premium Amount is \$12,000.00
- So \$11,016.39 belongs to the current Financial Year (336 Days) and \$983.61 belongs to the next Financial Year (30 Days).

The screenshot shows a software interface for entering an invoice. The 'Ref. No' is D0000002, and the 'Expense A/c' is 13305. The 'Date' is 10/05/19, and the 'Amount' is 0.00. The 'Details' field is empty, and the 'Shorthand' button is visible. The 'Pro Rata' checkbox is checked and highlighted with a red box. Other options include 'Add Purchase To Asset Register', 'OK to Pay', and 'No GST'. A 'Payment Authority' warning icon is also present.

1. Whilst entering the invoice, tick the *Pro Rata* box.
2. When the *Save* button is clicked, a screen will appear with two options, which will determine how the prepayment will be allocated. Depending on which is selected, one of the two screens below will appear:
 - *This Year and Next Year Only* is a daily breakdown.

Pro Rata Expense for A/c 1300 (Total=12000.00)

Pro Rata Start Date: 01/11/15

Pre-Payments Account: 029

Days This Year: 335

Days Next Year: 31

Next Year Amount: 1016.39

OK Cancel

Entry Assistant
Enter a date (dd/mm/yy) Date Overwrite

- If the *Pro Rata Start Date* is changed, click *OK* and this will updated the pro rata days.

Auto Pro Rata A/c 1300

From the net amount of 12000.00 an amount of 1016.39 will be posted to Next Financial Year.

OK Cancel

- *Spread Over a Period* is spread over a number of months, days or quarters.

Pro Rata Expense for A/c 1300 (Total=12000.00)

Pro Rata Start Date: 01/11/15

Pro Rata Finish Date: 01/11/15

Pre-Payments Account: 029

Monthly(1) or Daily(2) or Quarterly(3): 1

OK Cancel

Entry Assistant
Enter 123 Overwrite

3. Enter the necessary details and click *OK* and the *Pro Rata Transactions* will appear.

Add Purchase to Asset Register

This setting, if checked will allow the details of the Invoice to be entered to the Asset Register if the purchase is an asset.

Payment Authority

Payment Authority are payment instructions that can be set in **Building Information**. When entering a creditor invoice, an icon will appear on this button if instructions have been set in the building, .

1. Click the *Payment Authority* button to access payment conditions for this building.
2. After clicking the *Payment Authority* button, the following will display where more information can be added.

OK to Pay Setting

When the *OK to Pay* box is ticked, the balance for the creditor will be displayed in **Payments**, ready for the payment to be processed. When not ticked, the payment/balance will remain on hold. This can be reviewed in **Creditors Management** or **Search Creditor Invoice Items**.

The default setting for this box is to be ticked, so that any saved invoices immediately are ready to be processed in **Payments**. However, this can be changed per individual building in **Building Information** by changing the setting of the *Auto OK to Pay Creditors* field to unticked 'No'. This is typically done when a building uses the Invoice Hub. See [Invoice Hub](#) article for more info.

History

View the invoice number history, which is useful when entering an invoice for a creditor and checking if the invoice number is a duplicate (although StrataMax has built-in checking to prevent invoice duplication).

Attaching Work Orders

You can also attach a work order relating to the invoice being entered and [Finalise the Work Order](#). There are also a couple of [settings](#) in *File > Configure* that relate to work orders as well. See the [TaskMax Work Orders](#) article for more info.

- *Show TaskMax Jobs* is a *User* settings and will automatically display the *Work Order Lookup* screen after the creditor has been selected for the invoice. It will only display any work orders for the creditor selected in the creditor invoice. This is so the work order can be finalised and connected to the invoice.

- Require Work Order For Each Creditor Invoice is a Global settings and results in a prompt appearing on screen for all users whenever they try to save a creditor invoice without a work order attached.
1. If the **TaskMax** jobs list doesn't appear automatically, click the button at the end of the *Work Order* field to manually view any open jobs in **TaskMax** for this creditor.
 2. Click the *Change Status Filter* button to display work orders with different statuses. For example, to display work orders that have already been finalised in **TaskMax** , but don't have any invoice details.
 3. If necessary, click the *View Job Details* button to review some of the specific details that were entered for the work order.
 4. Click the *Finalise* button if the work order wasn't already finalised previously.

Add Creditor Account

1. Search or select **Creditor Invoices**.
2. If the creditor list doesn't automatically appear, click the down arrow next to the 'Creditor Name' field.
3. Click on the + sign next to the Master Chart button.
4. The *Creditor Master Chart - Edit* window will appear.
5. Click on the *Create / Select Contact* option and either select or create the new Creditor Contact.
6. Click Save.

Code ^	Name	ABN	YTD Balance	Compliance
08200001	SUNDRY CREDITORS			
08200003	AUSTRALIAN TAXATION OFFICE	Exempt		
08200004	ATO - INCOME TAX	Exempt		

BPay Creditor Invoices

If a creditor needs to be paid by BPay, then make sure in **Creditor Maintenance** that BPAY is set, and the *Billers Code* is entered correctly. There is also a tick box for *BPAY CRN is Different on Each Bill*, which determines whether the BPAY CRN number is retained when entering invoices in **Creditor Invoices**. If each payment to this creditor has a different CRN each time, then tick this checkbox.

BPay payments utilise the StrataPay Payables service that have associated fees and charges, including a 0.55 cent transaction fee unless otherwise agreed. Please see the [StrataPay Payables](#) article for more info.

When a BPay invoice is entered, a small amount of time is required to validate the CRN detail. It is recommended to wait up to 10 minutes before processing the payments in **Payments**.

1. Search or select **Creditor Invoices**, and when a list of creditors appear, tag the required creditor and click *OK*.
 - If the creditor list doesn't appear, click the drop-down arrow in the *Creditor Name* field, tag the creditor and click *OK*.
2. Select the expense code then click *OK*.
 - If the *Compliance* window appears, click the *Confirm Usage* button to use the creditor, or the *View Details* button to view the details.
3. To select a document from **DocMax**, click the *Select* button in the top right. (*Skip steps 3 and 4 if no document is being attached*)
4. Navigate to *Add New Document* in **DocMax** and locate the document to add. Once the document has been located, select it and click the *Select Document* button.
5. Enter the *Date*, enter the *Amount* and select whether it's an *Invoice* or a *Credit Note*.
6. Enter in the *Details* (limit 20 characters). This will appear in *Transaction History* and Reports.
7. Enter the *Invoice Number* (limit 25 characters).
 - The system automatically checks this for duplicate invoice numbers for the same creditor.
8. Review the CRN field and review invoice, if the CRN is different; update with the information provided on the invoice. Enter all leading zeros and do not enter with any spaces or hyphens.
9. If all correct, you can either:
 - Click the *Save* button, and you will need to process the payment in **Payments**. See [Payments](#) for more info.
 - OR
 - Click the *Save and Pay* button, and **Payment Entry** will open where you can choose to pay the amount immediately. See [Creditor Payments](#) for more info.

Edit Creditor Invoices

Please be aware of the following restrictions where editing invoices is concerned. These restrictions are in place to protect data integrity and for audit purposes.

- Only an entry created in the current month can be edited, and only details from the date onwards.
- If a creditor invoice has been paid or part paid; the invoice cannot be edited or reversed. A new credit note or creditor invoice should be entered to reflect the required change in creditor balance.

Alternatively, you may also *edit the 'Description' and 'More Info' details using the Payments Management screen.*

- If the expense code used for the invoice is incorrect, use **Transaction Code Change**.
- If the invoice has been saved in the wrong building or against the wrong creditor, edit the invoice amount to zero (0.00) and enter it and save it again with the correct expense code or creditor.
- Creditor invoices can be edited in the current year to amend the BPay CRN and details, but can't amend amounts for prior months or dates.

1. Search or select **Creditor Invoices**.
2. In the top left, there is a drop-down menu, which has *New Entry* by default. Click this and select *Edit*.
3. Click the *Creditor Name* drop-down menu then select the creditor in the list and click *OK*.
4. From the transaction list, select the transaction to edit, which should be then click *OK*.
5. Edit the invoice details, then click *Save* once complete.

You can also change the current posting month to post a creditor invoice to that period (see *Edit Posting Month*). *Current Posting Month* is always determined by the most recent month end rollover for a building. If the month end is February, then the current posting month is March.

Edit Description &/or More Info of a Paid Invoice

To amend a description to a paid invoice, which is printed on the transaction list and other reporting areas please use the below method.

1. Search or select **Payments Management**.
2. Adjust the *Date Range* if needed and select *Any* for all payment types (if not presented in the list).
3. Find the creditor record, and use the *Filter* area if needed.
4. At the bottom of the screen, click the *Pencil* icon and amend the description as needed, then click *Save*.

Count: 129

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
6010	14/02/2022	76.00	76.00	Garden Waste Rem	13910 GARDEN WASTE
			<u>76.00</u>		

Edit Creditor Invoice Description

Creditor 08200097 GREENSAKS

Invoice Reference D0000249

Description

More Info

Reverse Creditor Invoices

If an invoice was entered in a prior month and now needs to be reversed or deleted, the below instructions will apply. If the payment for this invoice has been attempted and is not presented, it will first need to be reversed in [Payments Management](#).

If the creditor invoice was saved in the building prior/old financial year and requires reversing from the Old Year (check with auditor); journals will be required using [Journal Preparation](#):

- Debit (DR) the Creditor 082XXXXX Account Code.
- Credit (CR) the Expense A/c or a Prior Year Adjustment A/c.

Alternatively, a [Credit Note](#) (see the [Recording a Credit Note from a Creditor](#) section below) can be entered in the current year (if appropriate) to remove the balance of the previous creditor invoice.

1. Search or select **Creditor Invoices**.
2. In the top left, there is a drop down box, which has *New Entry* by default. Click this and select *Reverse*.
3. Select the Creditor from the *Creditor Name* drop down list then click *OK*.
4. If there are any configured checks for compliance, click *Confirm Usage* or work orders lookup, click *Cancel*.
5. From the transaction list, select the invoice to reverse then click *OK*.
6. Review the details. The 'Date' field can be changed if required. All of the other field will be greyed out as this is creating a reversal of the original entry.
7. Click *Save* once checked.
8. If there has been a document attached to the original invoice, there will be a prompt to confirm: *This document is already attached to an invoice. Are you sure you wish to continue?* Click *Yes*.

The screenshot displays a software window for reversing a creditor invoice. The interface includes a menu bar (File, Options, Goto, Help) and a toolbar with buttons like Reverse, Ledger Card, Cancel, Save, Close, Change Building, Account Info, and Save and Pay. The main form contains the following fields and sections:

- Creditor Code:** 08200039
- Creditor Name:** (empty)
- ABN:** Not Registered
- Ref. No:** D0000199
- Expense A/c:** 12505
- Date:** 05/01/23
- Amount:** 100.00
- Budget for Auditors - Audit Services:** This Year's Actual: 9264.54, This Year's Budget: (empty)
- Tax:** 00 GST, 10.00
- Aged Balances Table:**

Name	Amount
Current	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
90+ Days	-125.00
Total	-125.00
- Status Bar:** Current Month: Nov 2022 | Fin Year End: 31/01/23 | Invoice Hub Yes | GST Registered | No DocMax File Selected

Current Posting Month is always determined by the most recent month end rollover for a building. If the

month end is February, then the current posting month is March.

Delete Creditor Invoices

If the creditor invoice is required to be reversed or cancelled and was entered in this Current Year, then you will need to use 'Reverse' mode and follow the steps above in '[Reverse Creditor Invoices](#)' to delete the creditor invoice.

If the creditor invoice was saved in the building prior/old financial year and requires reversing from the Old Year (check with auditor); journals will be required using [Journal Preparation](#):

- Debit (DR) the Creditor 082XXXXX Account Code.
- Credit (CR) the Expense A/c or a Prior Year Adjustment A/c.

Alternatively, a [Credit Note](#) (see the [Recording a Credit Note from a Creditor](#) section below) can be entered in the current year (if appropriate) to remove the balance of the previous creditor invoice.

Create Credit Note

A [Credit Note](#) can be used to remove the balance of the previous creditor invoice in the *Old or Historical Year*. If a credit note is required to a creditors account, for example if there was an over payment, then this can be entered using [Creditor Invoices](#) and selecting the [Credit Note](#) option. This will create a debit transaction and the credit note will offset against any further invoices until the value of the credit note is met.

When entering a credit note to bring the creditor balance to \$0; ensure all invoices are not on hold. When the credit note is saved the unpaid invoices will automatically be marked as processed and therefore will not report on the Unpaid Invoices Report.

By completing the credit note, this allows StrataMax to complete the transaction with the appropriate *Reference Type (D)* to the *Creditor Account Code*.

1. Search or select [Creditor Invoices](#).
2. Select the expense code then click *OK*.
 - If the *Compliance* window appears, click *Confirm Usage* to use, or *View Details* to view the details of the creditor.
3. Enter the *Date*, enter the *Amount* and select [Credit Note](#).
4. Enter in the Details (limit 20 characters). This will appear in [Transaction History](#) and reports.
5. Enter the Invoice Number (limit 25 characters).
 - The system automatically checks this for duplicate invoice numbers for the same creditor.

- Click Save.
- Open the *Transaction List* to confirm the credit note has applied as intended.

Options after saving a Creditor Invoice

There are several options where you can complete various processes to add saved creditor invoices to different areas in StrataMax for the year to date transactions.

Batch No	Date	Account Code	Presented	Amount	Description	Reference	Ex
001	03/05/19	02100001	P	250.00	01/04/19 to 30/06/19	I0000001	LOC
001	03/05/19	02100002	P	250.00	01/04/19 to 30/06/19	I0000002	LOC
001	03/05/19	02100003	P	250.00	01/04/19 to 30/06/19	I0000003	LOC
001	03/05/19	02100004	P	250.00	01/04/19 to 30/06/19	I0000004	LOC
001	03/05/19	02100005	P	250.00	01/04/19 to 30/06/19	I0000005	LOC
001	03/05/19	101	P	-1250.00	01/04/19 to 30/06/19	J0000001	000
001	03/05/19	0220001	P	1250.00	Admin Fund	J0000002	
001	03/05/19	0960001	P	-1250.00	Admin Fund	J0000003	
001	03/05/19	401	P	1250.00	Trf Surplus/Deficit	J0000004	To
001	03/05/19	004	P	-1250.00	Trf Surplus/Deficit	J0000005	Fro
002	03/05/19	02100001	P	100.00	01/04/19 to 30/06/19	I0000006	LOC
002	03/05/19	02100002	P	100.00	01/04/19 to 30/06/19	I0000007	LOC
002	03/05/19	02100003	P	100.00	01/04/19 to 30/06/19	I0000008	LOC
002	03/05/19	02100004	P	100.00	01/04/19 to 30/06/19	I0000009	LOC
002	03/05/19	02100005	P	100.00	01/04/19 to 30/06/19	I0000010	LOC
002	03/05/19	201	P	-500.00	01/04/19 to 30/06/19	J0000006	000
002	03/05/19	0220001	P	500.00	Capital Works Fund	J0000007	
002	03/05/19	0960001	P	-500.00	Capital Works Fund	J0000008	
002	03/05/19	402	P	500.00	Trf Surplus/Deficit	J0000009	To
002	03/05/19	005	P	-500.00	Trf Surplus/Deficit	J0000010	Fro

- To access these functions, after saving the the invoice, whilst in *Creditor Invoices* click *Options > Transaction List*.
- When the *Transaction List* window opens, the following can be performed:

Reverse

Reverse will contra the original entry and all fields except the date field will be greyed out.

- Highlight the Creditor Account' (082) that needs to have the transaction reversed then click *Reverse*.
- This particular *Account Code* will display all transactions entered for the current year, select the transaction and click *OK*.
 - If the entry was done in the current month, a prompt will advise that you can edit the transaction. Click *Yes to edit now?* then make the necessary changes.
- Click *Save* to confirm.

Bill to Owner

There may be instances where an Invoice that has been paid by the Strata is to be on charged to an Owner. In

these instances Bill to Owner can be used to move the expense from the Expense Code to the Owner's account. The initial Creditor Invoice must be entered firstly.

1. Search or select **Creditor Invoices**.
2. Go to the *Options > Transaction History*.
3. Highlight the transaction which has an expense code in the 'Account Code' column and the creditor code in the 'Reference' column, then click the *Bill To Owner* button on the right.

Batch No	Date	Account Code	Presented	Amount	Description	Reference	Extra Details
047	17/01/22	402	P	2739.98	Trf Surplus/Deficit	J0007081	To Cap. A/c
047	17/01/22	005	P	-2739.98	Trf Surplus/Deficit	J0007082	From PL A/c
048	01/11/21	08202059	P	-500.00	Test with CJ	D0001195	13212
048	01/11/21	16380	P	500.00	08202059 - Committed	DA001195	13212
048	01/11/21	16380	P	-45.45	GST	J0007083	DA001195
048	01/11/21	061000	P	45.45	GST 16380	J0007084	DA001195
048	01/11/21	401	P	-454.55	Trf Surplus/Deficit	J0007085	To Cap. A/c
048	01/11/21	004	P	454.55	Trf Surplus/Deficit	J0007086	From PL A/c
049	01/11/21	08202059	P	-500.00	12412	D0001196	132121
049	01/11/21	16380	P	500.00	08202059 - Committed	DA001196	132121
049	01/11/21	16380	P	-45.45	GST	J0007087	DA001196
049	01/11/21	061000	P	45.45	GST 16380	J0007088	DA001196
050	01/11/21	061000	P	45.45	GST 16380	J0007092	DA001197
050	01/11/21	401	P	-454.55	Trf Surplus/Deficit	J0007093	To Cap. A/c

4. When the 'Account Code List' window appears, select the lot to charge and click *OK*.
5. Then the 'Invoice Codes' window will appear; select *Invoice Code '18 / Other'* and click *OK*.
6. To confirm the charge has been added to the lot, produce and check a **Ledger Card** or a **Transaction List**.
7. A separate **Invoice** can be printed for the Lot A/c to send if required.

Add to Asset Register

A creditor invoice that was entered to pay for an asset can have the expense side added to the **Asset Register**.

1. Highlight the expense record required and click *Add to Asset Register*.
2. Select from the *Pick List* the type of asset the purchase is and click *Select*.
3. The *Details of the Supplier* will be confirmed. Check these details and click *OK* or update if required.
4. Check the *Expense* has been added to the **Asset Register**.

View Document

View the document that is attached to a creditor invoice, select the row with the Creditor Account Code (082) record and click the *View Document* button.

Select File for DocMax

This is how you can add or replace a document to a creditor invoice, after it has been processed. For example if the wrong invoice document was used in DocMax and it now needs to be replaced with a different document.

1. Search or select **Creditor Invoices**.
2. In the top left of the window, click *Options > Transaction History*.

3. Locate an entry that has the creditor code (starting with '082') and select it, then click the *Select File for DocMax* button on the right.
4. In the **DocMax** 'Select Document' window use either the *Advanced Search* to locate the invoice document, or use the *Browse by Building/Category* or *Add New Folder Location* to add a network folder location.
5. Once located, click the *Select Document* button in the ribbon at the top.
6. Click *Close*. To check if the invoice image successfully attached, click the *View Document* button.

Remove DocMax Link

If a document has been added to a creditor invoice and it needs to be removed;

1. Search or select **Creditor Invoices**/ Options/ Transaction History.
2. highlight the Creditor Account Code (082) record with a *D* reference and click the *Remove DocMax Link* button.

Make Pro Rata

To retrospectively make a payment pro rata, highlight the row with the creditor account code (082) in the *Account Code* column and a *D* reference number in the *Reference* column and click the *Make Pro Rata* button, then follow the steps detailed above in the [Pro Rata and Prepayments](#) section.