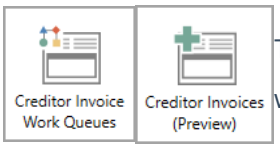
Creditor Invoices | Configuration

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This article covers the various settings and tick boxes in the 'Configuration' window in the ***Creditor Invoices Work Queues*** and ***Creditor Invoices*** screen.

Creditor Invoices | Configuration

Hover over each setting to identify whether it is a *Global* setting, which affects all users, or a *Local* setting, which affects only the current user. To open the *Configuration* window from either ***Creditor Invoices*** screen, click *Configure*.

Settings

Creditor Account Code Selection (User Setting)
The list of creditors will appear sorted by name or number depending on the selection set.

Show Creditor Account Selection List on Start Up (User Setting)
If ticked, a list of creditors will appear when the ***Creditor Invoices*** menu is opened, unless DocMax Work Queues have also been configured to start automatically (see the *Document Attachment* section further down this page).

Show Creditor Account Selection List on Building Change (User Setting)
When a building is selected after clicking the *Change Building* button, a list of creditors will appear.

Prompt If Creditor Has Amounts On Hold (User Setting)
If set, if the creditor has an amount on hold a prompt will appear to advise that the creditor has an amount on hold.

Auto Insert Today's Date (User Setting)
If set, this will insert today's date in the *Date* field.

Auto Select Last Expense Account (User Setting)
If set, this will select the expense code that was used in a previous invoice saved for this particular creditor in the building.

Clear Date For Each Entry (User Setting)
If set, this will clear the date field when the invoice is saved.

Clear Details And More Info For Each Entry (User Setting)
If set, this will clear the details field when the invoice is saved.

Limit Entry To Available Funds (Global Setting)
This will prevent users from saving any invoices that are more than the amount in *Bank Balance* field. Note that this is a *Global Setting.*

Confirm Before Update Master Chart After Change Of Details
If set, when changing details in the ***Creditor Maintenance*** menu, a prompt will ask whether to update the Master Chart with the change. If not set, the Master Chart will be automatically updated.

Monitor Contractor Insurance Due Dates
This setting allows you to monitor the contractor's insurance due dates in the ***TaskMax*** menu. Once you have selected the creditor, the insurance due dates will display above the creditor's name.

Use Creditor GST Registered Settings (Global Setting)
This setting uses the creditor's GST setting entered in the ***Creditor Maintenance*** menu, which will dictate whether the invoice will include or not include GST.

Overwrite Always On (User Setting)
If set, when typing in a field that already has data in it, it will overwrite the data in that field.

Show Preferred Creditors (User Setting)
The list of creditors will show preferred creditors only. This can be toggled on or off using a checkbox on the top right of the creditors list.

Show Ledger List at Start (User Setting)
This setting allows you to view the creditor's ledger list after selecting the creditor. Please note that only creditor invoices will be shown in this list.

Show Creditor Address (User Setting)
When selecting the Creditor, if this is set, it will display the creditor's address.

Show Creditor Email Address (User Setting)
When selecting the Creditor, if this is set, it will display the creditor's email address used for Remittance Advices.

Show TaskMax Jobs (User Setting)
When ticked, it 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 (Global Setting)
When ticked a prompt appearing on screen for all users whenever they try to save a creditor invoice without a work order attached. The prompt can still be overridden though.

Document Attachment

The 'Document Attachment' section relates to the use DocMax Work Queues. If your office does not use DocMax Work Queues as part of the office process or for internal approvals, then this section can be ignored.

Automatically start work queue when Creditor Invoices is opened (User Setting)
When ticked, the DocMax Work Queue set in the *Creditor Invoice Work Queue* setting, will automatically start when the ***Creditor Invoices*** menu is opened.

Invoice Document Display Position (User Setting)
Select the position of the invoice preview screen (we recommend to the right).

Creditor Invoice Work Queue (User Setting)
Select the DocMax Work Queue to use when the ***Creditor Invoices*** menu is opened.

Require Invoice Document For Each Creditor Invoice (Global Setting)
Each invoice will require an invoice attachment before it can be saved.

Delete Original Document File On Save (Global Setting)
If ticked, when an invoice is saved and an invoice attachment is added from the Windows directory, that original file will be deleted.

Global Settings

Test Fund Bank Balances When Creating Invoices and Payments (Global Setting)
If set, when payments are being entered (Creditor Invoices) and created in***Payments,*** split balances will be tested (by fund) to alert if a fund has insufficient funds.

Maximum amount for Creditor Invoices (Global Setting)
This will assist in setting a threshold for any creditor invoice that may be incorrectly entered.

Creditor Invoices Screen Overview

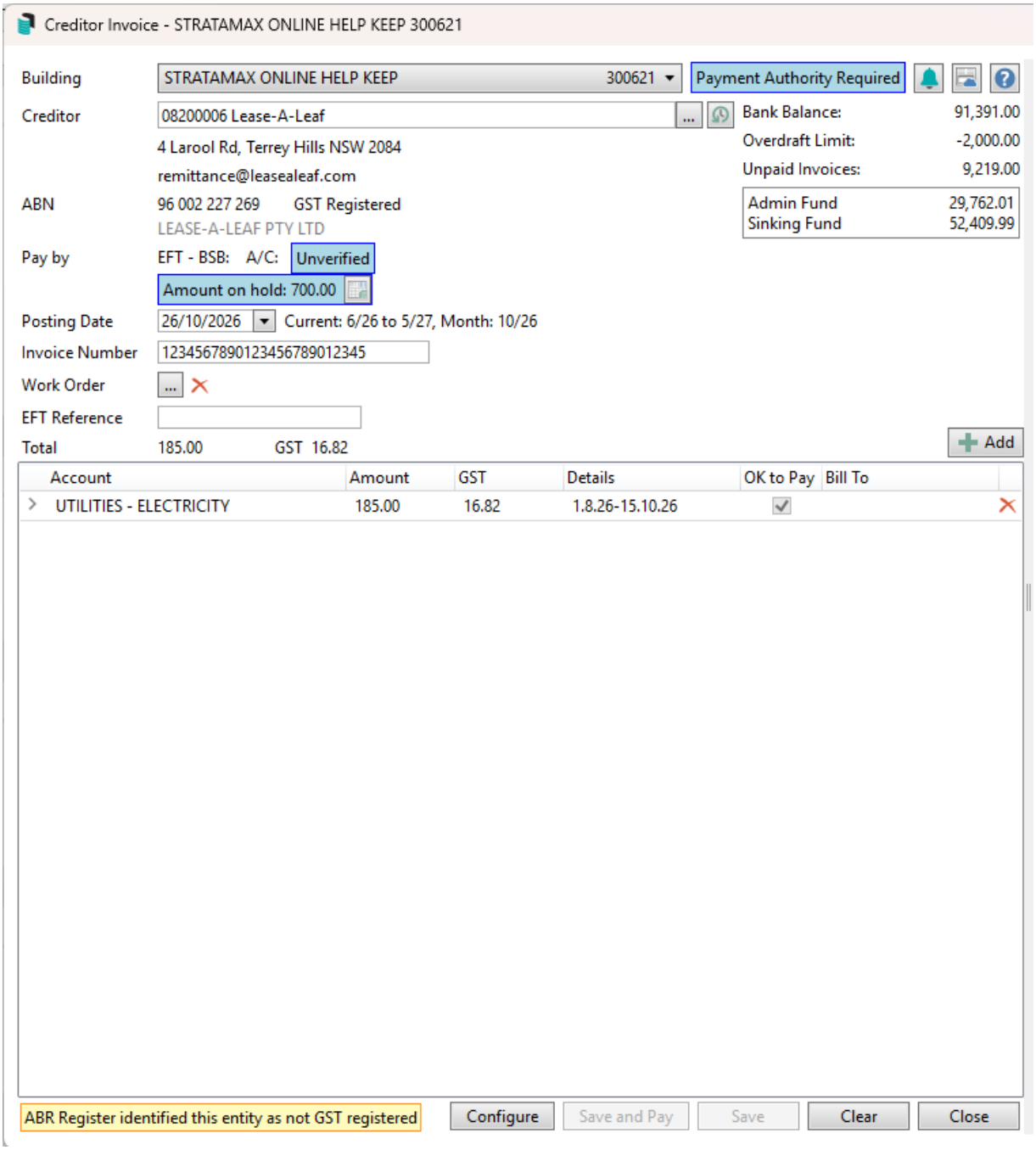
This area provides a detailed description of the creditor invoice fields available in both***Creditor Invoices*** screens, which are available in both BCMax Buildings and GLMax Companies (for those who use GLMax to pay creditors)

Building: The building that will pay the invoice.
Creditor: This is the creditor that has provided the building with the invoice for payment and can include address and email for display which will assist in confirming the correct creditor has been selected.
Posting Date: The date that will be used to create the transaction, which is available for both current and old years. Lock Transactions can be set to prevent old year dates from being applied.
Current: Financial Year. Month: Current Month of the building.
Creditor Status: When Creditor Maintenance is updated in either the local or master chart area for preferred, prompt or banned, there will be a display of this in the creditor invoice screen.
Compliance: When compliance is active, there will be a display that supports the valid or not valid status, including  that will display a tooltip with further information available around the compliance status, including the license details.
Payment Authority: The text Payment Authority will display, and if turned on in***Building Information*** will display Payment Authority Required.
Creditor Status: ***Creditor Maintenance*** records set locally or at Master Chart level to Preferred, Prompt, or Banned will be displayed.
Bank Balance: The available bank balance, which is split by fund.
Unpaid Invoices: Total of the unpaid invoices.
ABN: The registered Australian Business Number for the creditor. This will be validated with the ABR site, similarly to the ***Creditor Maintenance*** area.
Pay By: Either the EFT or BPay Biller Code details are displayed here. If the method is BPay, a CRN field will be displayed if available, or allow for the CRN to be entered.. This will be validated at the entry point and can be set for *The Default CRN on the next Invoice*

Invoice Number: A 25-character limit field available for the invoice number from the creditor. This field is duplicate-tested and will prompt if the same invoice number is used for a creditor in a building.
Work Order: Click this to view and finalise any outstanding work orders. This is available to *Show TaskMax Jobs* and prompt the user if configured.
Is a Reimbursement: This is an option that can be set for contact cards that are not GST registered and will allow for buildings that are GST registered to be marked for expenses to include or exlude GST.
BPay CRN: This field will only display when the creditor is set to pay by BPay. This will either contain the last used CRN or be blank, ready for entry.
EFT Reference: Used for creditors that require an EFT Reference. If this is the default EFT reference to be used for that creditor, tick *Default this EFT Reference on the next invoice*
Add: Use this to add accounts for the invoice. Repeat for multi-expense invoices.
Account: This is the account used for reporting in the Financial Statements.
Fund: The Fund that the account is associated with. This can be set if using balance sheet codes for the account.
Amount Inl GST / Amount Ex GST: The amount of the invoice to be paid. This can be set to Invoice or Credit Note from the dropdown list. These two fields are controlled for including or excluding GST in the configure area and available for GST registered buildings.
GST: This flag will appear for GST-registered buildings and can be adjusted during entry. The default for the tax code is applied from ***Account Maintenance***.
Details: A 20-character field that includes the details about the work completed for the invoice. This will be reported on in various Reports and Search Screens.
More Info: A 30-character field which can be output to Search Creditor Invoice Items and various Search screens. The data entered here is also included on the Remittance Advice and can be used if additional characters are required in conjunction with the Details field.
OK to Pay: This field controls whether the invoice is placed on hold. Buildings that use the ***Invoice Hub*** will have this off by default. It can be toggled on or off in any building. This line will also display a collapsed view to show OK to Pay which will be useful for multiple line invoices.
Add Purchase to Asset Register: When ticked, this area expands to allow selection of the category and Override Reference Name, and will add the item to the ***Asset Register***.
Bill To Owner: When ticked, this area expands to allow selection of Owner and Second Debtors (non-owners), using an Invoice Code (generally Other). A different income account can also be set to invoice with. Use ***Invoice Printing*** to print the itemised bill for these contact types where required.
Pro-Rata: This option is designed to assist in managing pre-payments and can be set with two options using a set pre-payment account. Both of these options will create auto-reverse entries ready for the future dates to arrive and post the transactions.

- This Year and Next Year Only. This method will use the Pro-Rata start date and calculate how many days remain in the current year and next year for billing.
- Spread Over a Period. Set a Pro Rata Start Date and Finish Date, along with a payment frequency.

Skip Document: This will skip the current document in the queue and move to the next one.
Save and Pay: This will save the invoice and provide the ***Payment Entry*** screen, which can bypass ***Payments*** using the *Pay Immediately* facility.
Save: This will save the invoice.
Clear: To clear all of the entered information, click *Clear*.
Close: This will close the ***Creditor Invoice*** screen.


Creditor Invoice - STRATAMAX ONLINE HELP KEEP 300621
Building
STRATAMAX ONLINE HELP KEEP 300621
Payment Authority Required
Creditor
08200006 Lease-A-Leaf
4 Larool Rd, Terrey Hills NSW 2084
remittance@leasealeaf.com
ABN
96 002 227 269 GST Registered
LEASE-A-LEAF PTY LTD
Pay by
EFT - BSB: A/C:
Unverified
Amount on hold: 700.00
Posting Date
26/10/2026
Current: 6/26 to 5/27, Month: 10/26
Invoice Number
123456789012345678901234 5
Work Order
EFT Reference
Total
185.00
GST 16.82
Bank Balance: 91,391.00
Overdraft Limit: -2,000.00
Unpaid Invoices: 9,219.00
Admin Fund 29,762.01
Sinking Fund 52,409.99
Add
Account
Amount
GST
Details
OK to Pay
Bill To
UTILITIES - ELECTRICITY
185.00
16.82
1.8.26-15.10.26
ABR Register identified this entity as not GST registered
Configure
Save and Pay
Save
Clear
Close