

Invoice Link Manager

Last Modified on 25/01/2024 3:20 pm AEST

The instructions in this article cover **Invoice Link Manager** in StrataMax, which can be opened from within GLMax.

The **Invoice Link Manager** is used to link GLMax income codes to a expense codes in StrataMax. This is also where the building (debtors) in GLMax is linked to the creditor code in StrataMax for the strata management company.

Linking account codes allows income raised including [management fees](#) & [recoveries](#) to automatically create **Creditor Invoices** to the appropriate expense code in StrataMax. Management fees will require an expense code to be manually selected in **Management Fee Setup** if a link is not setup for an income code used. **TRMax** will not allow recoveries to be entered if the income code used for the recovery is not linked.

Prior to applying any links between StrataMax and GLMax, both the income code in GLMax, and the expense code in StrataMax will need to have been created in **Account Maintenance**.

Link Account Codes

Follow the below steps to link account codes:

1. Access GLMax and search or select **Invoice Link Manager**.
2. Click the *Add Link* button.
3. Select the *Income* code in GLMax and *Expense* codes in the buildings in StrataMax.
4. Click Save.

Edit Linked Codes

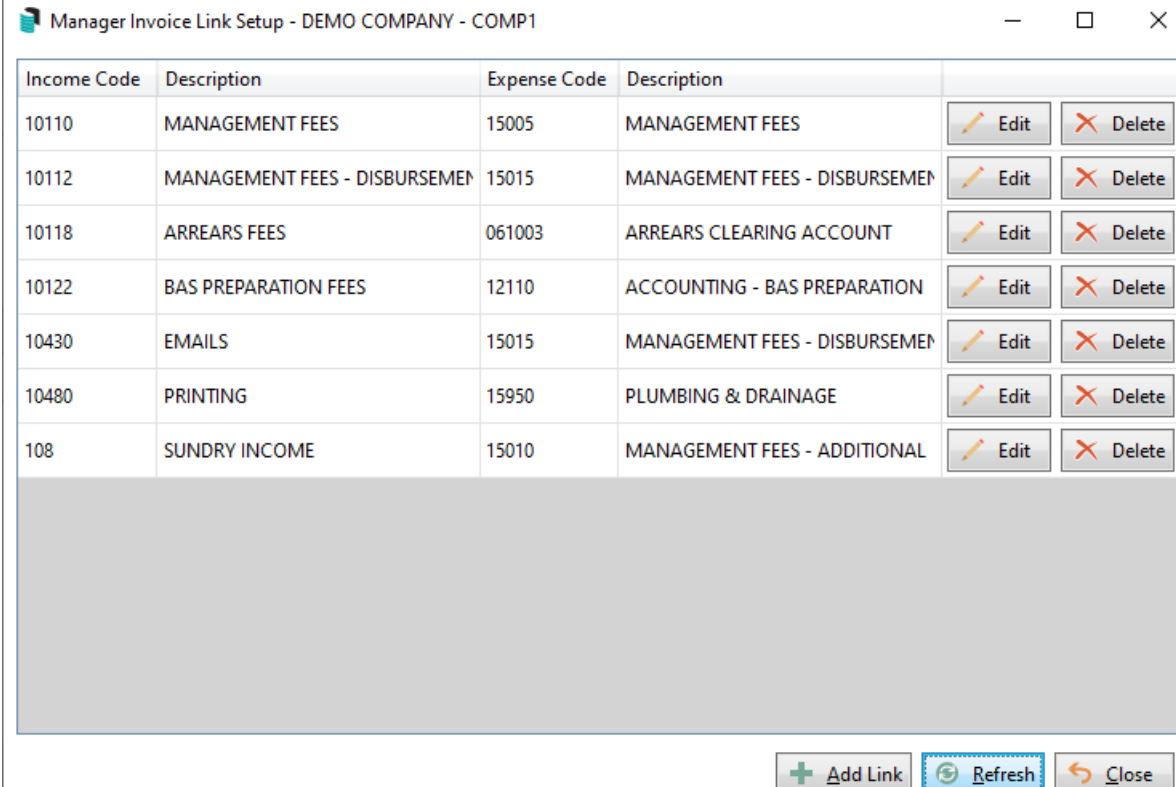
Links can be edited at anytime however only future transactions will use the updated link; follow the below steps to edit a link:

1. Access GLMax and search or select **Invoice Link Manager**.
2. Click the *Edit* button next to the link that requires editing.
3. Change the required account code.
4. Click Save.















Deleting Linked Codes

Links can be deleted at anytime; follow the below steps to delete a link:

1. Access GLMax and search or select **Invoice Link Manager**.
2. Click the *Delete* button next the link that requires deleting, then click Yes to confirm.



The screenshot shows a window titled "Manager Invoice Link Setup - DEMO COMPANY - COMP1". It contains a table with the following data:

Income Code	Description	Expense Code	Description		
10110	MANAGEMENT FEES	15005	MANAGEMENT FEES	 Edit	 Delete
10112	MANAGEMENT FEES - DISBURSEMEN	15015	MANAGEMENT FEES - DISBURSEMEN	 Edit	 Delete
10118	ARREARS FEES	061003	ARREARS CLEARING ACCOUNT	 Edit	 Delete
10122	BAS PREPARATION FEES	12110	ACCOUNTING - BAS PREPARATION	 Edit	 Delete
10430	EMAILS	15015	MANAGEMENT FEES - DISBURSEMEN	 Edit	 Delete
10480	PRINTING	15950	PLUMBING & DRAINAGE	 Edit	 Delete
108	SUNDRY INCOME	15010	MANAGEMENT FEES - ADDITIONAL	 Edit	 Delete

At the bottom of the window, there are three buttons: "+ Add Link", "Refresh" (highlighted with a blue dashed border), and "Close".