

Edit Invoice List

Last Modified on 22/05/2023 12:21 pm AEST

The instructions in this article relate to **Edit Invoice List** (Invoice Code Setup), which can be opened from within **GLMax**.

Edit Invoice List (Invoice Code Setup)

Edit Invoice List is where invoice codes are created in **GLMax** for each type of item that a Strata Management company charges their buildings - outlined the management agreement. These invoice codes can be used to charge through **Invoice Entry** in **GLMax**, through **TRMax** for additional charges and services, or they can be used to charge regular **Management Fees**. They are also used in the automatic charging, which is set up in **Disbursements**.

These invoice codes can have a dollar value to charge for recurring services (tax returns, BAS preparation fees, etc.), items on a per usage basis (pages printed, hourly rate, certificates etc.), or they can be left as a zero dollar value for those items that have may have a variable charge between buildings (management fees).

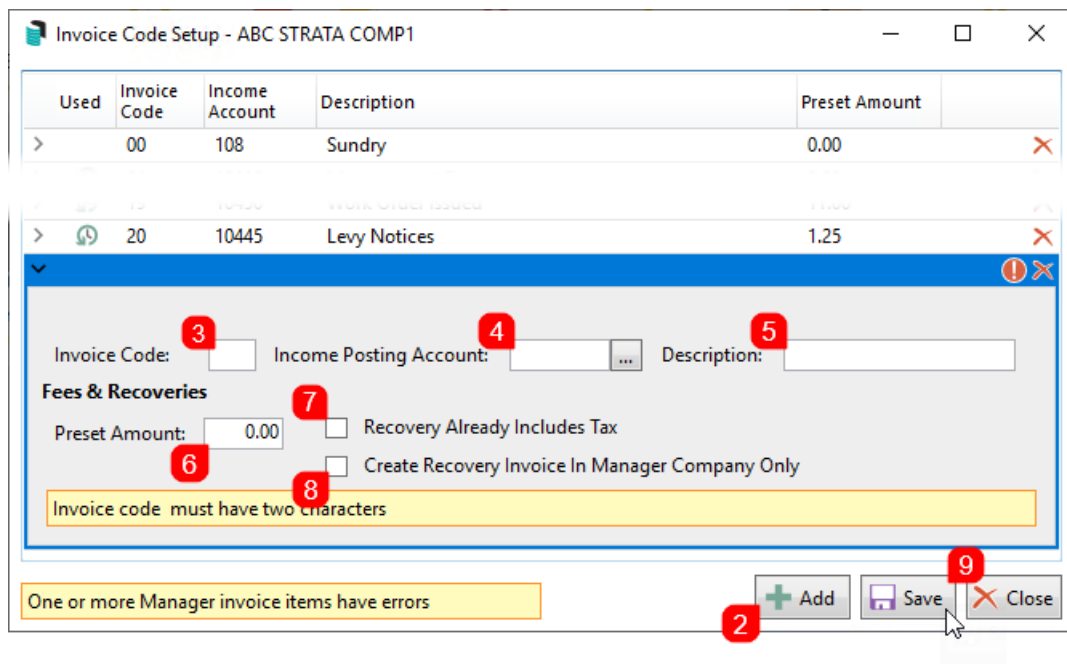
These invoice codes must be linked to a **GLMax** income code, which is then linked to a StrataMax expense code in each building. This will allow any charges for a building to be reported on the **GLMax** income code, and also reported on the buildings **Financial Statement** as an expense. The set up of the link between **GLMax** and StrataMax has two steps, the first is to create the invoice codes and link them to a **GLMax** income code, and the second is done in **Invoice Link Manager** where the **GLMax** income code is linked to a StrataMax expense code.

Used	Invoice Code	Income Account	Description	Preset Amount	
>	00	108	Sundry	0.00	
>	01	10110	Management Fees	0.00	
>	02	10480	Laser Copies	0.50	
>	03	10480	Color Copies	1.50	
>	04	10500	Telephone (Inter)	0.00	
>	05	10500	Telephone (Aust)	0.00	
>	06	10435	Faxes (In)	2.00	
>	07	10435	Faxes (Out)	2.00	
>	08	10435	Faxes (Inter)	5.00	
>	09	1074	Postage	0.65	
>	10	10112	Emails	0.40	
>	11	1074	DX	2.00	
>	12	1075	Marbig Folders	2.50	
>	13	1075	Half Arch	2.80	
>	14	1075	A4 Dividers	0.90	
>	15	1075	Minute Book	8.00	
>	16	1075	Multi Tabs	2.00	
>	17	1075	Envelope (Small)	1.10	

Add
 Save
 Close

Creating a New Invoice Code

1. Access **GLMax**, and open the **Edit Invoice List** menu.
2. Click the **Add** button, and a new section will appear in the list of existing **Invoice Codes**.
3. Enter the **Invoice Code** number (can be a combination of any two alphanumeric characters).
4. Enter the **Income Posting Account** by clicking the *ellipsis [...]* button and selecting the code from the list.
5. Enter the name of the recovery item in the **Description** field.
6. Enter the amount to be charged for this item in the **Preset Amount** field, which will be the unit price when entering a new **TRMax Recovery**. If the item is has a variable cost and will be charged at the time of entering, enter the amount as 0.00.
7. Tick **Recovery Already Includes Tax** if the invoice code should not have GST added when **TRMax** recoveries are processed.
8. Tick **Create Recovery Invoice in Manager Company Only** if the recoveries are only to be created against the **GLMax** debtors, but not process through to StrataMax.
9. When done, click the **Save** button.



Editing an Invoice Code

Invoice Codes can be edited at any point in time. If the *Description* is edited and the *Invoice Code* is being used in the **Management Fees Setup** menu, the edited *Description* will be applied automatically.

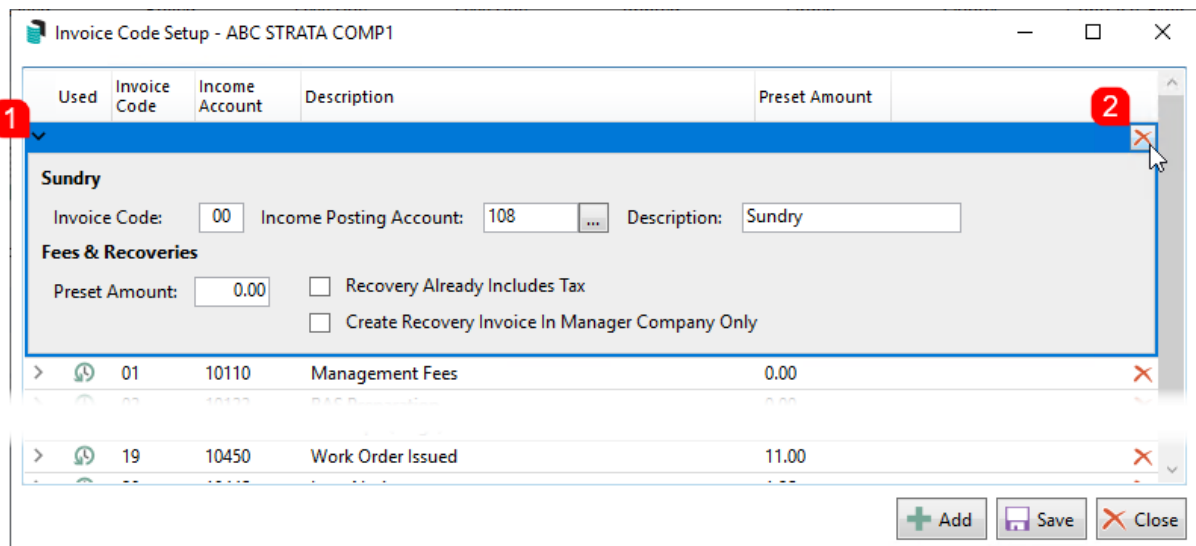
1. Open the **Edit Invoice List** menu.
2. Click the *Invoice Code* to edit.
3. Edit required fields and click the Save button when done.

Editing a Preset Amount will only effect new TRMax recoveries that are entered.

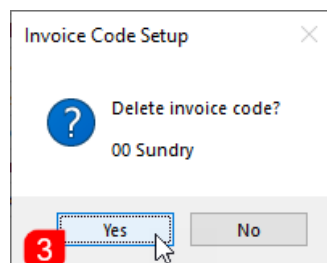
Delete an Invoice Code

Invoice Codes can only be deleted if they have not been used. If it has already been used, then a clock icon will be displayed in the *Used* column.

1. Open the **Edit Invoice List** menu.
2. Click the delete icon (the red cross located on the right side) on the *Invoice Code* to delete.



3. Click on the Yes button when prompted to confirm.



Edit Invoice List | Report

1. Open the **Edit Invoice List** menu.
2. Click the **Report** button at the bottom of the menu.
3. Excel will open displaying a row for each invoice item and a column for each value (invoice code, income account, etc.)

