

Import Buildings as Debtors

Last Modified on 24/06/2025 9:40 am AEST

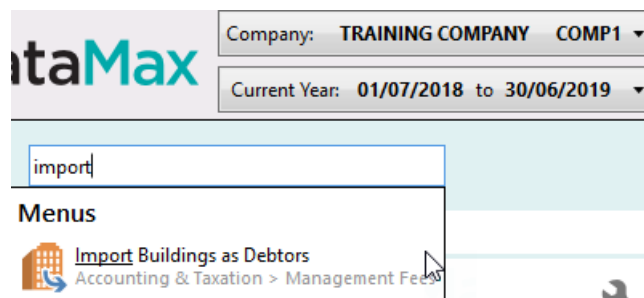
All new buildings must be imported from StrataMax and linked to [GLMax](#) in order to enter management fees in to the [Management Fees Setup](#) menu, and enter disbursements into the [Disbursements](#) menu.

Import a Building as a Debtor

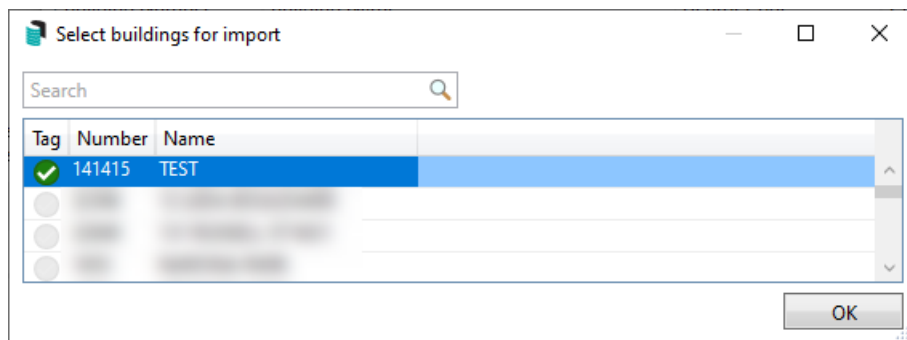
Important Note: When importing a building into **GLMax**, you must ensure that the following two fields match in the [Building Information](#) menu in **GLMax**, and your management company record in the [Creditor Maintenance](#) menu in the building (most likely creditor code 08200002).

- Australian Business No.
- GST Registered (Y/N)

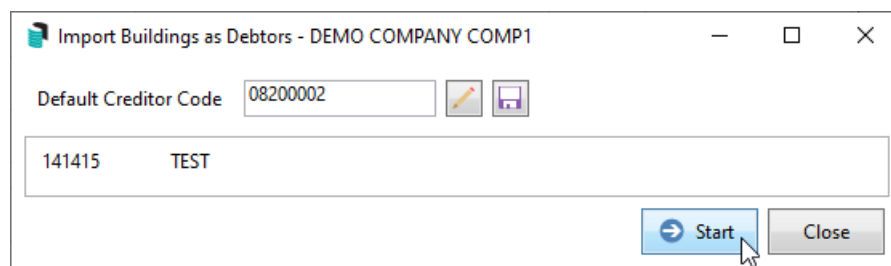
1. Open **GLMax** from the building selector tool, and open the **Import Buildings as Debtors** menu, and a list of existing buildings will appear.



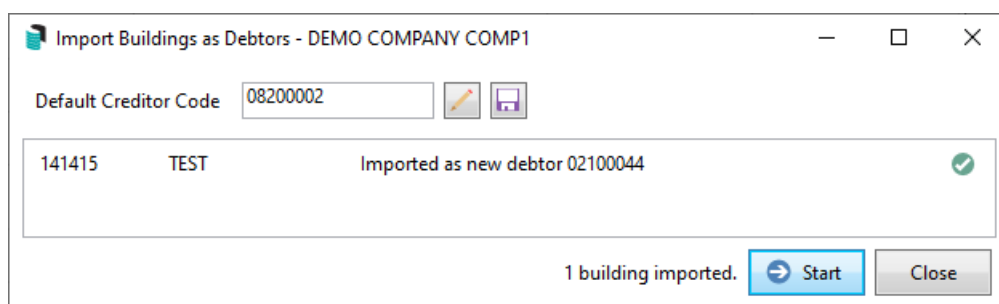
2. Click the *Import Buildings...* button.
3. In the *Select Buildings for imports* screen, tag the required building(s) and click *OK*.



4. In the *Default Creditor Code* field, the creditor code for your Strata Management company (08200002) should already be present. If it's not, click the pencil button to the right and select your Strata Management company.
 - By clicking the Save button (3.5" disk), it will save whichever code is in the field at that moment as the default code from that point onward.



5. Click the *Start* button, and moments later a confirmation will appear on screen.



6. The process is now done, so all relevant screens can be closed.

Linking Debtors with Creditors

In [GLMax](#) a debtor account exists for each building, and the debtor number that is allocated to the debtor will link and update in [BCMax](#) in the building. This link is necessary in order to process automatically create invoice transactions to your Strata Management company when [processing recoveries](#), or [processing management fees](#).

1. Open **GLMax** from the building selector tool, and open the **Import Buildings as Debtors** menu, and a list of existing buildings will appear.
2. If there is a building in the list that doesn't have a *Debtor Code* or *Creditor Code*, then there is no current link, and it will need to be created.

Building Number	Building Name	Debtor Code	Creditor Code
6480		02100043	08200002
35413		02100024	08200002
1849		02100041	08200002
131	TRAINING BUILDING - 111111		
56656		02100039	08200002

3. Click the *Pencil* button to the right, and the *New Building Manager Link* window will appear.
4. Click the drop-down menu for the *Debtor Code* field and select the matching building name.

Building Number: TRAINING BUILDING - 111111

Debtor Code: [Dropdown menu open]

Creditor Code: [Empty]

Filter: tr

Code	Description
02100009	MODE CENTRE
02100023	STRATAMAX ONLINE HELP KEEP
02100027	ASTRA LODGE
02100045	TRAINING BUILDING

5. Click the *Creditor Code* drop-down menu and select your Strata Management company creditor, which will most likely be 08200002.

Building Number: TRAINING BUILDING - 111111

Debtor Code: 02100045 TRAINING BUILDING

Creditor Code: [Dropdown menu open]

Invalid creditor code

Filter: [Empty]

Code	Description
08200001	SUNDRY CREDITORS
08200002	BODY CORP MANAGER
08200003	AUSTRALIAN TAXATION OFFICE

6. Click the Save button and the building should then be in the list of linked buildings.
