

# Creditor, Debtor & Account Maintenance FAQ

Last Modified on 08/11/2024 3:30 pm AEST

With the changes to **Account Maintenance** (formally known as **Add/Change/Delete**), the page below includes some of the most frequently asked questions about how this area works.

## Security and Permissions

**Q.** I have updated an account code however the option 'Apply changes to Master Chart & Buildings' is not available to tick; how can I access this option?

**A.** A user must have the permission Data Entry > "Apply Account changes to Master Chart & Buildings" allowed in **Security Setup**.

**Q.** We have marked Creditors inactive in the past &/or hidden in the new interface as we do not want them to be used; are we able to restrict who can mark & unmark a creditor as hidden?

**A.** Yes there is a security permission in the category of Creditors called "Show/Hide creditors for selection"; if a user does not have this permission allowed they will not be able to change the Hide setting.

**Q.** What security permission is now used to control adding and editing Bank Account details now contact cards hold this information for individuals and companies?

**A.** There is one permission which is "Add or Edit contact bank account". The previous permissions that no longer apply will be removed in a future update.

## Account Maintenance

**Q.** When opening the Account Maintenance window, some codes are greyed, and some are selectable. Why is this, and can I remove the ones I don't need to view?

13002	COUNCIL CHARGES - WASTE DISPOS	Expense					Tax Free	✍	✗
13010	INSURANCE CLAIMS	Expense					GST	✍	✗
13100	LICENCES & PERMITS	Expense					Tax Free	✍	✗
1311	LIFT LICENSE	Expense					Tax Free	✍	✗
1312	LIFT MAINTENANCE	Expense					GST	✍	✗
1313	LIFT TELEPHONE LINE	Expense					GST	✍	✗
132	FEES & PERMITS	Expense					GST	✍	✗
1321	FEES ARREARS NOTICE	Expense					GST	✍	✗
133	MEETING EXPENSES	Expense					GST	✍	✗
13301	FIRE EQUIPMENT MAINTENANCE	Expense					GST	✍	✗
13501	GROUNDS CONTRACT	Expense					GST	✍	✗
13502	GROUNDS MAINTENANCE	Expense					GST	✍	✗
13503	GROUNDS MISCELLANEOUS	Expense					GST	✍	✗
13507	GROUNDS TREE REMOVAL	Expense					GST	✍	✗
13509	GROUNDS WASTE DISPOSAL	Expense					GST	✍	✗
137	PEST CONTROL	Expense					GST	✍	✗
13761	POOL - CHEMICALS	Expense					GST	✍	✗
137612	POOL - INSPECTION FEE	Expense					GST	✍	✗
13764	POOL - REPAIRS & MAINTENANCE	Expense					GST	✍	✗
143	INSURANCE	Expense					GST	✍	✗
144	PREPARE TAX RETURNS	Expense					GST	✍	✗
1442	INSURANCE CLAIMS PAID	Expense					GST	✍	✗
148	LEGAL EXPENSES - DEBT COLLECT	Expense					GST	✍	✗
14901	LIFT MAINTENANCE CONTRACT	Expense					GST	✍	✗
14902	LIFT MAINTENANCE CALLOUTS	Expense					GST	✍	✗
14903	LIFT REGISTRATION	Expense					GST	✍	✗
14904	LIFT TELEPHONE	Expense					GST	✍	✗
15001	MAINTENANCE	Expense					GST	✍	✗

A. To allow for accurate reporting from StrataMax & DocMax Account Codes that may have been previously deleted from such actions as Delete Codes will appear greyed out like this. To toggle between current and hidden codes, tick the *Show Hidden/Restricted* tick box.

The screenshot shows the 'Account Maintenance' window with a search bar and a 'Show Hidden/Restricted' checkbox. The table below represents the data shown in the window:

Code	Description	Type	System Flag	Account Group	Report Group	Tax		
<b>003</b>	<b>OWNERS FUNDS</b>	<b>Header</b>					✍	✗
004	ADMINISTRATIVE FUND	Equity					✍	✗
005	SINKING FUND	Equity					✍	✗
006	TRANSFERS	Equity					✍	✗
0098	TOTAL	Total2					✍	✗
0099	THESE FUNDS ARE REPRESENTED BY	Total1					✍	✗
<b>010</b>	<b>CURRENT ASSETS</b>	<b>Header</b>					✍	✗
011	CASH ON HAND	Asset					✍	✗
012	CASH AT BANK	Asset					✍	✗
01300	BANK BALANCE ADMIN FUND	Calculated					✍	✗
01302	INVESTMENT ACCOUNT 2	Asset					✍	✗
01400	BANK BALANCE SINKING FUND	Calculated					✍	✗
01401	INVESTMENT A/C SINKING FUND	Asset					✍	✗
01402	INVESTMENT A/C SINKING FUND 2	Asset					✍	✗
01510	BANK BALANCE ADDITIONAL FUND 1	Calculated					✍	✗

Count: 136

Buttons: Export, Log, Add From Master Chart, Add New, Close

Q. In prior versions we could use **Master Chart Filter** to add an account code to multiple buildings; how do I do this now **Master Chart Filter** is no longer available?

A. From the Master Chart select **Account Maintenance** and then click on the button to copy account to other buildings. This will allow you to tag multiple buildings.

Code	Description	Type	System Flag	Account Group	Report Group	Tax			
01105	CASH ON HAND 5	Asset							
012	CASH AT BANK	Asset							
01300	BANK BALANCE ADMIN FUND	Calculated							
01301	INVESTMENT ACCOUNT 1	Asset							
0130102	INVESTMENT ACCOUNT 1 2	Asset							
0130103	INVESTMENT ACCOUNT 1 3	Asset							
01302	INVESTMENT ACCOUNT 2	Asset							
0130202	INVESTMENT ACCOUNT 2 2	Asset							
0130203	INVESTMENT ACCOUNT 2 3	Asset							
01400	BANK BALANCE SINKING FUND	Calculated							
01401	INVESTMENT A/C SINKING FUND	Asset							
0140102	INVESTMENT A/C SINKING FUND 2	Asset							
0140103	INVESTMENT A/C SINKING FUND 3	Asset							
01402	INVESTMENT A/C SINK FUND 2	Asset							
0140202	INVESTMENT A/C SINK FUND 2 2	Asset							

Count: 703

Export Log Add New Close

Q. We allowed Account Managers to change the Account Code Name (Description) to suit the requirements per building; can we still do this and how do we avoid this updating other buildings?

A. From the **Account Maintenance** menu click on edit pencil of the required account code and update the 'Description' field. If only updating the 'Description' for the building you are in, ensure 'Apply Changes to Master Chart & Buildings' is unticked.

Q. If we use the option Apply Changes to Master Chart & Buildings; will this update the account code in all buildings?

A. The account code changes will only be applied to buildings where the account code description prior to the edit matches. For instance if changing 01401 from Admin Investment to Investment Admin Fund; the changes will only be applied to account code 01401 where the description is Admin Investment. This is consistent with how the old **Master Chart Filter** worked.

## Debtor Maintenance

Q. At times we record tenants details in the Debtor for billing purposes however we like to keep the roll lot linked to the debtor; can we still do this and is there anything we should be aware of?

A. Links can still be used and when created the user will be warned that the account names do not match. To avoid updating the Debtor with any incorrect details you must remove the link before completing a Change of Details in the roll. You can update the roll Contact Card if required as this will not change the Debtor information as it uses its own contact card.

## Creditor Maintenance

The Creditor 'Default Account Code' number identifies the Master Chart Creditor record used for the Creditor. This may differ to the 'Account Code' number in the building and is populated as part of a Building Transfer, during the Building Transfer creditors in the building are matched to the Master Chart based on matching BSB, Bank Account and ABN or Contact Name and this field is populated if a match is found.

When the Creditor 'Default Account Code' field is blank, this means there is no matching Creditor in the Master Chart. You can add a record to the Master Chart by unticking the *Hide* tick box and the allocated number may differ, however, the Creditor details will be aligned.

Currently, we still recommend using the **Change Code Number** process after a building transfer using the **Post Building Transfer Process**, so creditors in the building are using the same code from the Master Chart.

As the Payments enhancements are due to be released very soon, this process may be skipped until updated and payment for the local building can be completed independently in the interim.

Creditor Master Chart - Edit -

## SPL SECURITY SOLUTIONS PTY LTD

**Creditor in Building**

Account Code: 08200131

- Override Payment Method for this building
- Override Ok To Pay for this building
- Override Prompt/Preferred/Banned for this building
- Hide (don't show in selection screens)

Delete Account From Building

**Creditor Master Chart**

SPL SECURITY SOLUTIONS PTY LTD

PO Box 9373  
GOLD COAST MC QLD 9726

accounts@spl.com.au  
5531 5107  
5588 8111

Default Account Code: 08285969  Hide (don't show in master chart selection screens)

Location ID:

Comments:

Prompt/Preferred/Banned: None

**Payments**

Payment Method:  EFT

- Do not send remittance advice
- BPAY
- Cheque
- Do Not Auto Pay

Notes Save Cancel

**Q.** When selecting a Creditor to be paid by EFT we are unable to save Bank Account details and we cannot save the record. How do we enter the bank account details?

**A.** The bank account details are stored within the contact card; click on the contact card icon (i) indicated below and edit the contact ensuring all required details are included (The security permission "Add or Edit contact bank account" is required to update the bank account fields). Storing the bank account & ABN details within the contact card allows for consistent recording of individuals & companies details in StrataMax. This allows the contact to be used for various positions and also allows for merge tools based on the ABN and/or Bank Accounts, further enhancements will be release in the future to manage bank account changes.

Creditor Master Chart - Edit - 100001 100001

### Hamish Maintenance

Creditor in Building 100001 100001

Account Code: 08201001

Override Payment Method for this building


Override Ok To Pay for this building

Override Prompt/Preferred/Banned for this building

Hide (don't show in selection screens)

[Delete Account From Building](#)

#### Creditor Master Chart

Hamish Maintenance 

ham@maintenance.com

Default Account Code: 08201001  Hide (don't show in master chart selection screens)

Location ID: \_\_\_\_\_

Comments: \_\_\_\_\_

Prompt/Preferred/Banned: None

**Payments**

Payment Method:

EFT

Do not send remittance advice

BPAY

Cheque

Do Not Auto Pay

BSB: \_\_\_\_\_

Account: \_\_\_\_\_

Minimum Payment Amount: \_\_\_\_\_

Contact does not have Bank account number and BSB entered

Contact does not have an Australian Business Number entered (and not exempt)

[Notes](#) [Save](#) [Cancel](#)

**Q.** We have edited the bank account for a Creditor Contact and receiving a prompt about the "Effective/Current BSB" and to "Please attach the source document containing the bank account details".

**A.** The Approve Bank Account Change configuration has been set and will require approval of all bank account changes. Refer to our article on [Bank Account Change Approval Process](#).

**Contact Details**

Name: ABC Painting Co

Type: Company

Reference Name: ABC Painting Co

Address Title (1): ABC Painting Co

Address Title (2):

Letter Title: ABC Painting Co

Australian Business Number: 62096505949

Australian Company Number:

Mobile: 0412345678

Email Address: info@abcpaint.com, wo@abcpaint.com

Bank Account: BSB 124-367 (367) STRATACASH, Account Number 098765433

Effective/Current - BSB 124-367 Account Number 09876543

Delivery Preferences: Correspondence  Send by post  Send by email; Levy Notice  Send by post  Send by email; Utility Bill  Send by post  Send by email

Please attach the source document containing the bank account details

Buttons: Cancel, Save

**Q.** When we go to update a Creditor the save button is greyed out and the below is appearing; how do we update the Creditors details?

ABR Register identified this entity as GST registered

**A.** A Creditor record must match the ABR Register therefore if identified as GST registered the creditor must have GST Registered ticked. Once ticked the save button will become available again as the Creditor record now matches the ABR Register. For Creditors that are registered for GST however the invoices do not contain GST, ensure the relevant expense code is setup with the correct Tax Code in [Account Maintenance](#).

**Q.** We have noticed some creditors that had previously been deleted now appear in some buildings again, why is this?

**A.** In the past StrataMax held a record in every financial year for a creditor; this allowing a creditor to be deleted from the current & old year if there was no activity however retained in prior years where transactions exist. To assist in reducing database & backup sizes now only a single record for a creditor in a building exists and is required if the creditor has had activity. The option 'Hide – don't show in selection screens' can be used so the creditor is not displayed in selection screens unless the 'show inactive' option is selected.

The creditor record is required to avoid errors when running reports, looking up payments, invoices etc. A creditor can only be deleted if it has had no activity across all financial years. To assist in reducing old data it is **recommended** to use the [Data Health Dashboard](#) to manage the retention of Lost Buildings and also Historic Financial Years.

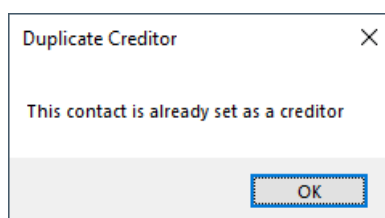
**Q.** Why has the function 'Default Account Code' been added into Creditor Maintenance?

**A.** Creditor Account Codes will become less relevant with the use of Default Account Codes. In the past having two account codes meant both would need to be updated if changes were required as they were separate records; now if the Default Account Code is populated with a different number it doesn't matter which record is updated as information will update in both records. This helps reduce post building transfer tasks.

**Q.** In Creditor Maintenance there is an option 'Current Building Only'; why would I need to use this option?

**A.** This option is defaulted to being ticked however at times you may need to add a Creditor to the building that is already in another building but not in your Master Chart. Untick this option and then search for the required Creditor and select Add to Current Building. While this option is unticked, Creditors from all buildings and the Master Chart are displayed therefore duplicates may appear. Creditors that are not already in the building you are in will not show an account code number.

**Q.** When we select a Contact to add to the Creditor record, a message appears stating the contact is already set as a Creditor however no positions are listed in the Contact Card. How do I find this Creditor?



**A.** In Creditor Management unselect Current Building Only and the Creditor should then be able to be located. Contact Cards do not list positions for Lost Buildings therefore it is likely the Contact Card is associated with a Creditor however it is only used in Lost Buildings.

**Q.** We have transferred a building that contained several creditors that are in our Master Chart however the Default Account Code was not populated; why is this and what should we do?

**A.** This can occur when data in the Creditor records do not match. During the transfer in if the BSB, Bank Account Number and ABN or Contact Name of a creditor in the building matches a Master Chart Creditor the field will be populated with the Master Chart Account Code. If those did not match and you have a Creditor in the Master Chart; it is recommended to use the Change Code process however you may need to review the data to ensure the correct details are kept.

**Q.** We have transferred a building that contained several creditors that we have never used; do we need to add them to the Master Chart?

**A.** It is no longer a requirement to add Creditors to the Master Chart with the changes coming to Payments etc. If you do want to create a Master Chart record untick the Hide option and the next available Master Chart Creditor Code will populate; there is no need to edit the number as it does not have to match the buildings Creditor Account Code. You cannot enter a Creditor Code that has already been used.

**Q.** How do we add an additional ABN to a creditor?

**A.** A creditor cannot have more than one ABN, so a second creditor contact card with the same details (name, addr. email, etc.) would need to be created with a different ABN.

**Q.** How do we add an additional bank account to a creditor?

**A.** A creditor cannot have more than one bank account, so a second creditor contact card with the same details (name, addr. email, etc.) would need to be created with a different bank account.

**Q.** How do we view the logs of changes due to the old function that was called Master Chart Filter?

**A.** In [Log Viewer](#) search for the Category of Filter.log.

**Q.** How do we report the last activity date of Creditors now?

**A.** Use Search Creditors to report the last activity date. Search Creditors allows a user to configure which fields to include, allows for reporting one or multiple buildings and exports to Excel.

**Q.** How do I remove or delete a creditor from a building?

**A.** If the creditor has not been used in the building, a red cross will appear next to the record enabling you to delete it from the building in **Creditor Maintenance**. If the creditor has been used and is no longer required in a building, you can use the pencil icon to edit the local creditor area and select *Hide*, which will hide the record and

prevent it from being used. **Note:** Creditors that are used in the current and last financial year cannot be deleted due to reporting purposes.

Creditor Details - Edit

### HIGH PERF. ROOF TILING P/L

Creditor in Building 5786

Account Code: 08200104

Override Payment Method for this building

EFT Reference: [ ]

BPAY CRN: [ ]

Override Ok To Pay for this building

Override Prompt/Preferred/Banned for this building

Hide (don't show in selection screens)

Delete Account From Building

Creditor Master Chart

HIGH PERF. ROOF TILING P/L

Default Account Code: 08200021  Hide (don't show in master chart selection screens)

Location ID: 2

Comments: [ ]

Prompt/Preferred/Banned: None

**Payments**

Payment Method:  EFT  Do not send remittance advice  BPAY

Notes Save Cancel

## Data Links

**Q.** In Western Australia the outstanding amount for utility billing must be included on certificates therefore the lot must be linked to the debtor; has this changed with the new data links?

**A.** At this stage you can link the Roll and Debtor records, however, you must remove the link before completing a Change of Details. You can update the roll Contact Card if required and this will not change the Debtor information.

## Direct Debit Menu (Owners Bank Account Details)



**Q.** In *Direct Debit*, in the *Options* menu 'Debtor Bank Account Setup', the buttons are greyed out. We previously used this menu to enter owners bank account details for refunds and reimbursements. How do we enter details now?

**A.** Contact cards now store the bank account details and these details are used for payments. Any bank account details that were previously entered into Debtor Bank Account Setup will be migrated to the lots contact cards. To enter and edit a roll contacts bank account details a user must have the permission of Roll / 'Add or Edit contact bank account' allowed.

---