Creditor Invoice Work Queues

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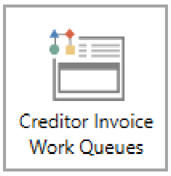


The instructions in this article relate to ***Creditor Invoice Work Queues.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Creditor invoices are processed through the integration between DocMax and StrataMax, using information captured in the DocMax Invoice Details area to support invoice entry and review.

The Creditor Invoices screen supports both automated invoice creation and manual entry, allowing offices to follow workflows that suit their internal processes. This approach provides a consistent and efficient way to review, verify, and process creditor invoices while retaining familiar methods where required.

The instructions in this article relate to StrataMax Version 5.6.157 onwards.

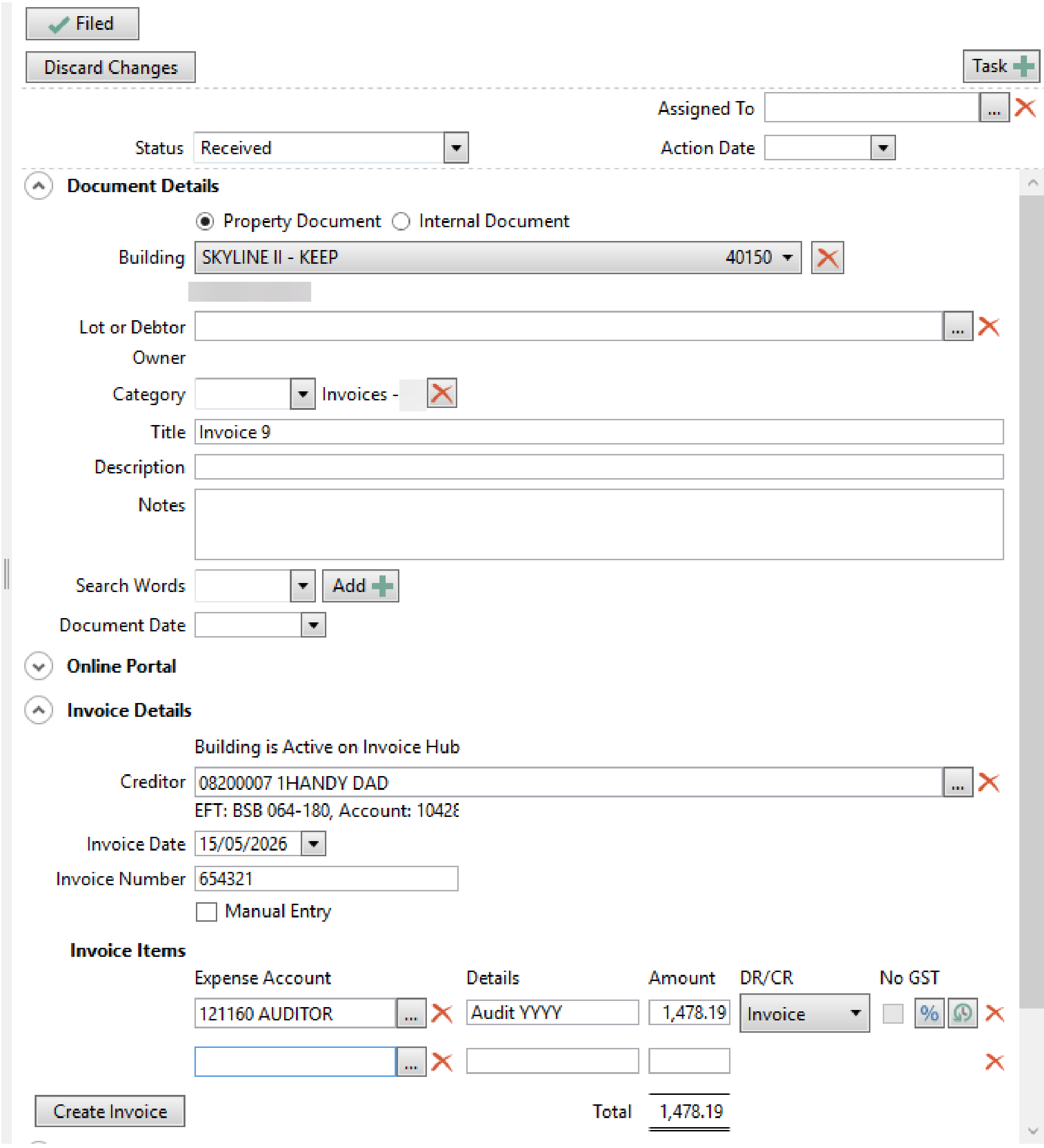
DocMax Work Queue

The setup of the creditor invoice work queue can vary by office, depending on the internal workflow and approval process. The queue layout below is generic, with the *Invoice Details* options explained and the options available to assist when processing invoice information.

Adding Invoice Details

1. Search or select ***DocMax***.
2. Expand *Work Queues* and navigate to the creditor invoice work queue.
3. From the document properties, expand the *Invoice Details* area.
4. Select the *Creditor* account. If this does not exist:
    - Click *Master Chart* to check if this exists here.
    - If not, click  to create a new creditor account.
5. Enter the *Invoice Date*, if not using the configurable today's date.
6. Enter the *Invoice Number* (25 characters)
7. Enter the *Expense Account*, *Details*, *Amount*, *Invoice* (DR/CR), and adjust the GST flag for registered buildings if *No GST* applies.
8. Flagging *Manual Entry* will prevent the invoice from being auto-created.
9. If preferred, click *Create Invoice* to load the invoice immediately into ***Creditor Invoices*** OR

10. Click the action button in the queue to move the document/ information to the next part of the work flow.



Optional Processing Controls

These are the options for processing controls that can be done in DocMax to assist with managing various scenarios.

Invoice Date

This field can be configured to automatically insert today's date for each new entry.

Expense Account

Automatically selects the most recently used expense account for the building when entering creditor or invoice details.

Manual Entry

Flagging an entry for Manual Entry will exclude the invoice from the auto-create option in***Creditor Invoices (Work Queues)*** to allow for any additional processes to be applied, which include:

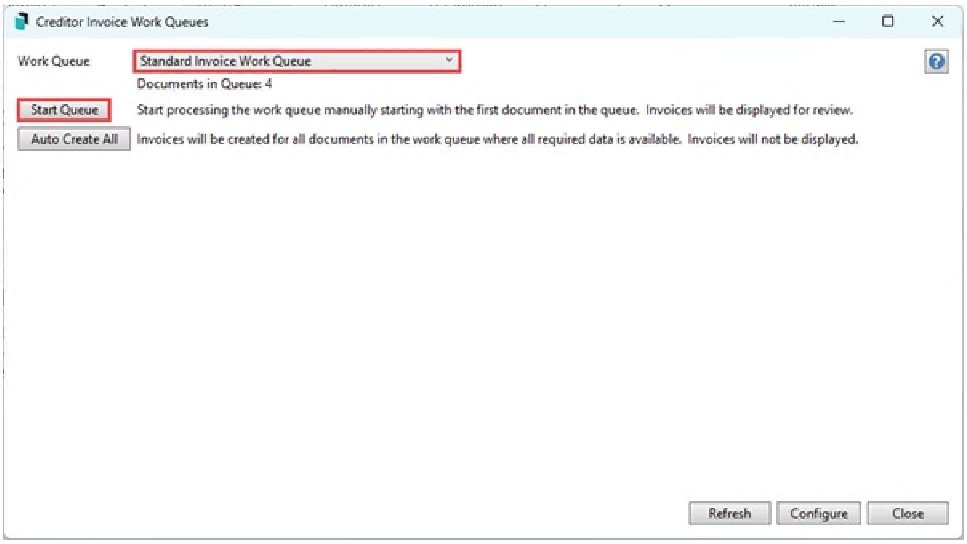
- Add Purchase to Asset Register
- Bill to Owner (both Owner and Second Debtor)
- Pro Rata

Start Queue

After invoices are added to ***DocMax***, they can be processed in the Creditor Invoice Work Queues using the steps below. Any invoices flagged for *Manual Entry* will not appear in this queue, as they require further action when the invoice is saved. For example, adding to the *Asset Register*, *Bill to Owner* or *Pro Rata*.

Using the document preview, either check or enter all of the details in the invoice are correct with the field information:

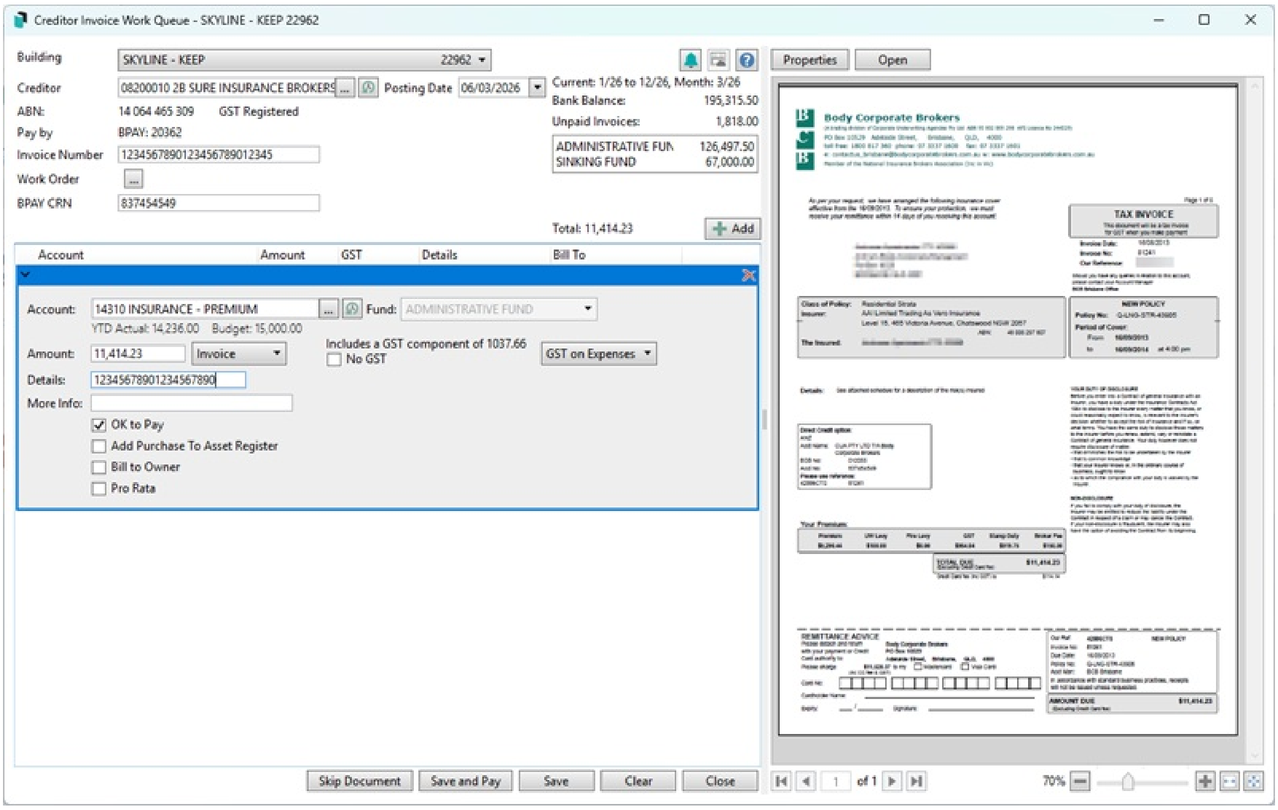
1. Search or select ***Creditor Invoice Work Queues***.
2. The default queue will be displayed in the Work Queue drop-down selection. This can be adjusted to a different queue if required.
3. Click *Start Queue* to begin loading the document preview, then check or enter the creditor invoice fields.



4. Using the document preview, either check or enter all the details on the invoice to ensure they match the field information.
   - Building
   - Creditor (*ABN* and *Pay By* details will display below the creditor)
   - Posting Date
   - Invoice Number (25 characters)
   - Work Order
   - EFT Reference
   - Account

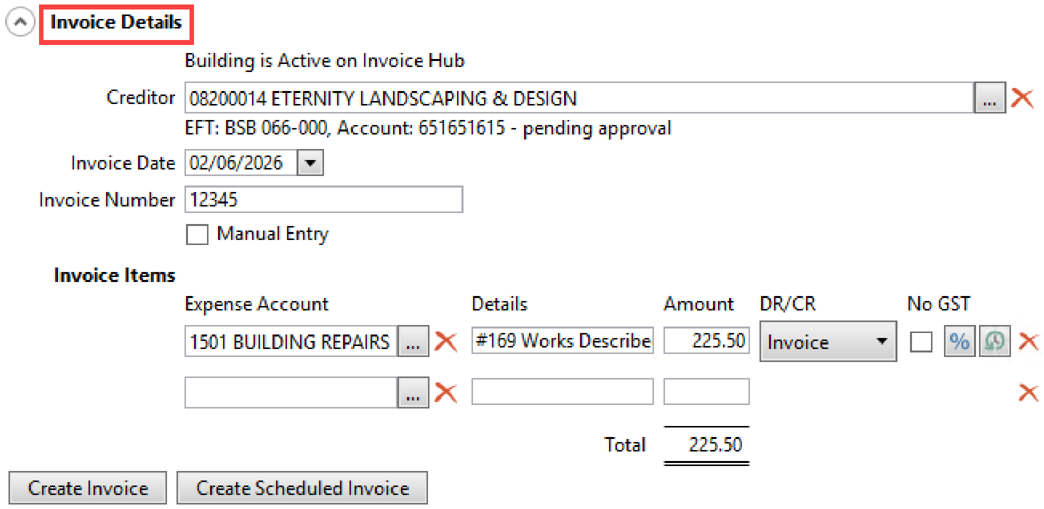
- Amount
- GST Flag (available for GST-registered buildings)
- Details (20 characters)

5. Click *Save* to prepare the invoice for *Payments*, or *Save and Pay* to create the payment immediately, ready for a one-off EFT.
6. To skip to the next invoice in the queue, click *Skip Document* if required.

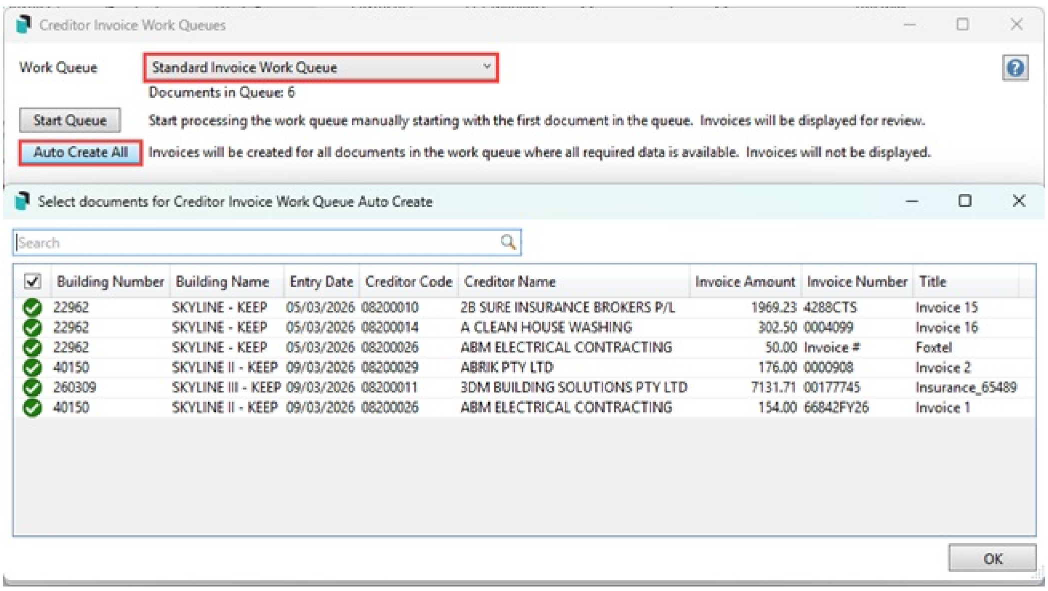


Auto Create All

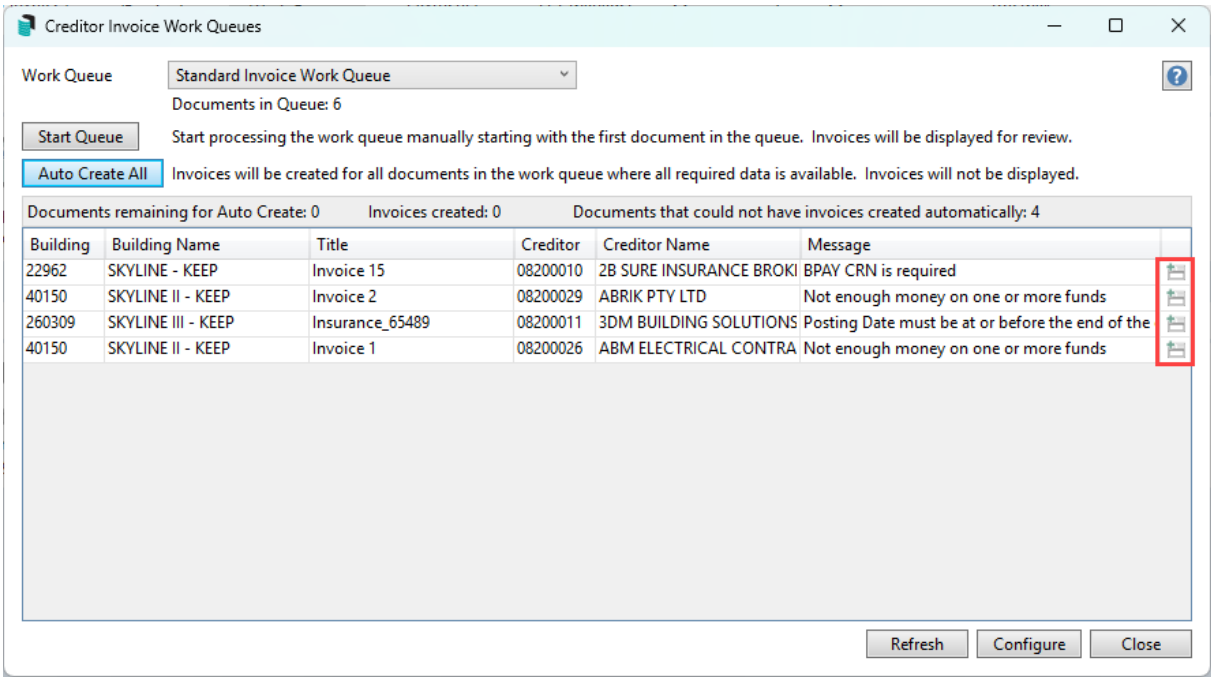
This feature will create transactions for invoices that have been pre-filled in DocMax with the *Invoice Details*. Any invoices that have other areas to update, for example, Bill to Owner (Owner and Second Debtors), Pro-Rata entries or adding the item to the Asset Register, can be flagged for *Manual Entry* and will be excluded from this process.



1. Search or select ***Creditor Invoice Work Queues***.
2. The default queue will be displayed in the Work Queue drop-down selection. This can be adjusted to a different queue if required.
3. Click *Auto Create All*.
4. All available invoices in the queue will appear as ready for processing and pre-tagged. Each column can be sorted as required. If any invoices should not be processed, un-tag them. Click *OK* to process the tagged invoices.



5. Each invoice creates a transaction, and any exceptions are reported with a message explaining why it was not created.



6. Each item will have a create invoice icon next to the message column. Click this to create an immediate invoice, or close the window to leave any remaining items in the work queue, which will remain available for processing.

Auto Create Exceptions

The exceptions window includes examples of invoices that can be manually created using the*Create Invoice* icon, as well as those that cannot be finalised in this window due to specific restrictions.

- BPay Invoices.
- Outstanding TaskMax Work Orders.
- No creditor or invoice details entered.

Not available to create invoice scenarios

- The Posting Date must be on or before the end of the current month. This will require theMonth End Rollover process to be applied first, before the invoice can be finalised.
- Not enough money in one or more funds. This will require funds in the bank account before the invoice can be finalised.

Reverse & Recreate and Reverse Invoice

Reversing and Recreating (which allows the invoice to be edited), as well asreversing an invoice, can be performed from ***Local Transactions***, ***Search Creditor Invoice Items***, or ***Interactive Reports***.