Search Creditor Invoice Items | New

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

Search Creditor Invoice Items is used to review warnings or balance issues on Creditor Invoices, as well as to Reverse or Re-create invoices when edits or adjustments are required. From this menu, you can locate specific invoices, place them On Hold, or Tag Paid Invoices for further action.

This menu is particularly useful for team members responsible for moving invoices between 'OK to Pay' and 'On Hold' during payment cycles, and for reporting on all invoices currently marked as 'On Hold'. Additional columns such as Invoice Hub Status and Payment Reference can be added to assist auditors or committee members in validating invoices included in a payment run. Searches can be saved for ongoing use, and results can be exported to Excel or generated as a PDF-style document.

You can also run customised searches and extract the results into a report for analysis. For example, the data can be used to review expenses by Contractor Industry (see example at the bottom of this page).

Search Creditor Invoice Items | Security

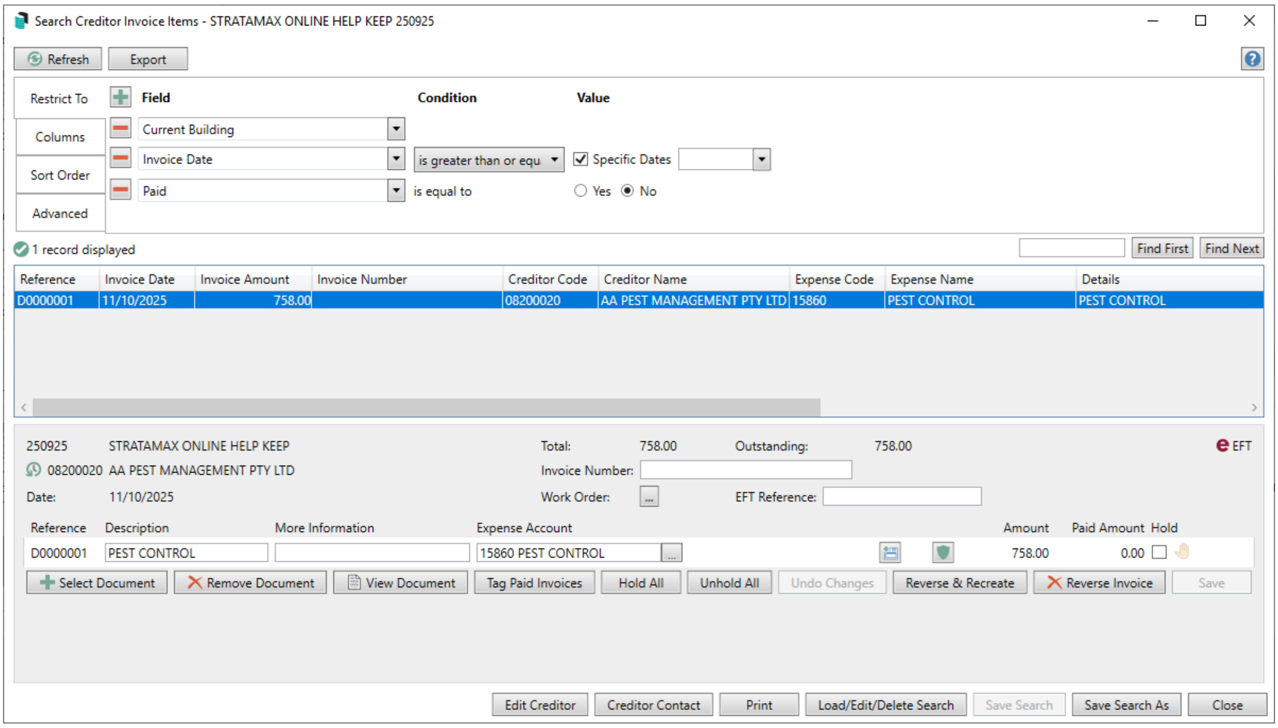
To access ***Search Creditor Invoice Items*** screen, the user must have the permission set to 'Allow' for 'Search Creditor Invoice Items' under the 'Menus' category in ***Security Setup***.

Search Creditor Invoice Items

Search Creditor Invoice Items can be used to search and report on Creditor Invoices that have been created. This is also where you can reverse creditor invoices if permission is allowed. Each column can be clicked on to sort, and results can be exported to Excel. Regularly used searches can be saved, such as 'All Invoices On Hold' and 'All Unpaid Invoices'. ***Search Creditor Invoice Items*** will search individual Creditor Invoices rather than Creditor accounts. ***Search Creditor Invoice Items*** will show Paid Date, Paid, on Hold status, plus Invoice Hub Status for each Creditor entered against a building. There is the option to include the Payment Reference column showing the Payment the Invoice was made by.

1. Search or select ***Search Creditor Invoice Items.***
2. Adjust search criteria as needed to locate invoices.
   - The 'Invoice Date' field is used to select a specific date or date range, including an old or historic year. Or by removing (click the red 'minus' button) or changing the 'Invoice Date' field to a different field, it will display the full history of transactions.

3. To add another field, click the green plus button, then select the**Field** by clicking the drop-down menu.
    - The 'Expense Code', 'Creditor Code', Master Chart Code' and 'Bill To Lot Code' fields, when set with the **Condition** 'is any of', will allow for multiple accounts to be selected for the **Field**. To remove the code selection, click the red cross on the set of codes.
4. Based on the selected **Field,** the **Condition** can be changed if required, and then you can change/select the required **Value**.
5. Click the *Advanced* button to display additional tabs down the left side:
    - *Columns* to add, remove, or change the order of the columns.
    - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.).
    - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
6. Click the *Refresh* button to search for the records.
7. If you would like to, you can export the data to an Excel sheet by clicking the*Export* button.

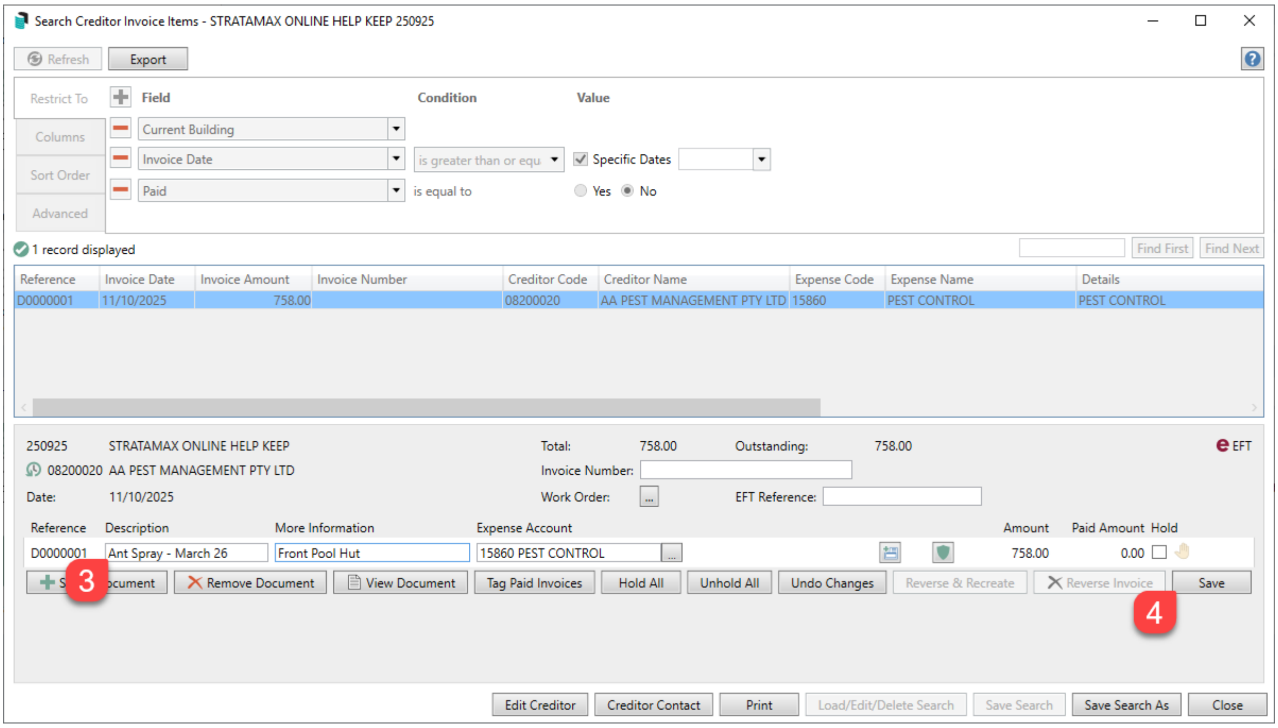


Edit Description & Other Details

You can edit or adjust the Description, More Information, Invoice Number, link and Finalise to a Work Order (unpaid invoice) or edit EFT Reference fields entered to a ***Creditor Invoice*** by using ***Search Creditor Invoice Items***.

1. Search or select ***Search Creditor Invoice Items.***

2. Locate the creditor invoice by adjusting the fields as required, then click *Refresh.*
3. In the lower section of the screen, highlight the relevant record, click into the field to be edited and make the required changes.
4. Click the *Save* button to apply the changes, or the *Undo Changes* button to discard them.

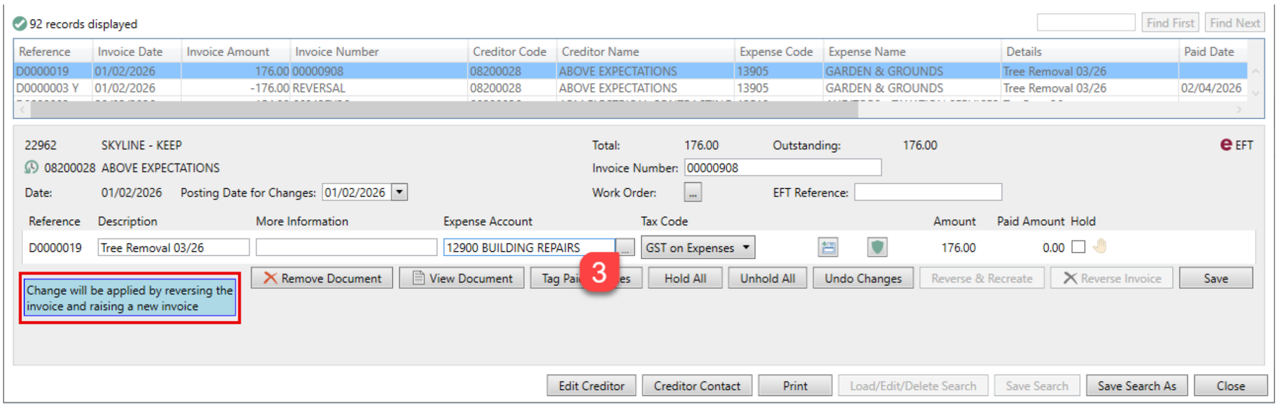


Change Transaction Code

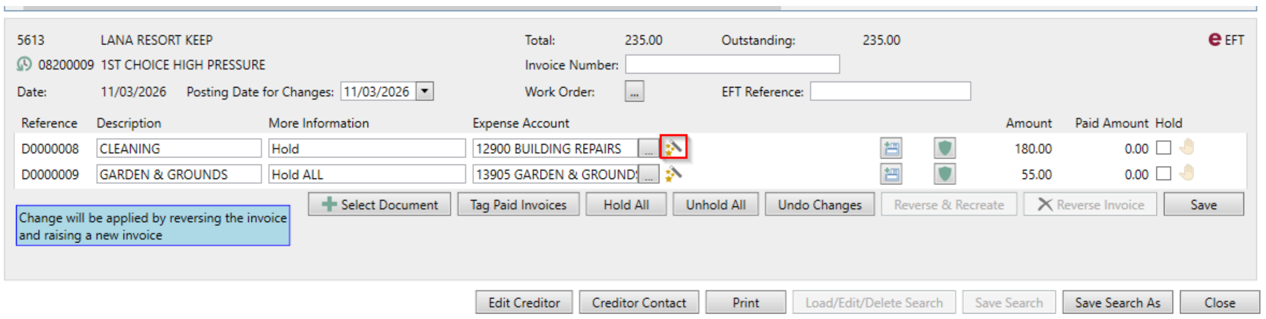
The *Change Transaction Code* function is used to move individual transactions from one expense account code to another. If the two account codes (transfer from and to) are within the same fund or account group, most transaction types may use this process. This function cannot be used on account codes that are set up to report as either Main or Sub-Accounts, so ***Journal Preparation*** will need to be used.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. Click on the eclipse button ... for the *Expense Account* and then select the new Expense Code to update the Creditor Invoice to.
4. Click *Save.*

This process will reverse the original Creditor Invoice and create a new Creditor Invoice to the new expense account.



Tip: The wand icon will *Use the last code used when changing the expense code* This is helpful if adjusting a number of expense codes.



Document Management

Search Creditor Invoice Items allows you to add, view, replace, or remove documents associated with a *Creditor Invoice*. This is particularly useful when a document needs to be updated after the Creditor Invoice has already been processed - for example, if an incorrect invoice was attached in ***DocMax*** and needs to be replaced with the correct document.

Select Document

To add a document to a saved Creditor Invoice.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. Highlight the creditor invoice and click *Select Document* to open ***DocMax*** to locate then click Select Document to be attached.
4. Click *Save*.

Remove Document

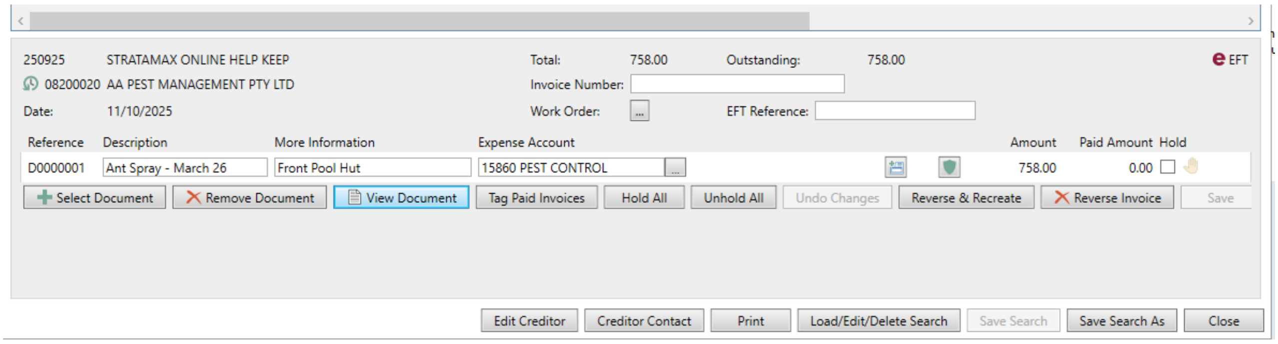
Remove a document associated with a Creditor Invoice when it is no longer required or needs to be replaced.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. Highlight the creditor invoice and click *Remove Document* button. Select Yes to the prompt *Do you want to remove the document from the invoice?*

View Document

To view the document attached to a Creditor Invoice. This can be useful if you need to email, save, or print a copy of the original invoice document.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. Click *View Document* button to open the document in ***DocMax***.

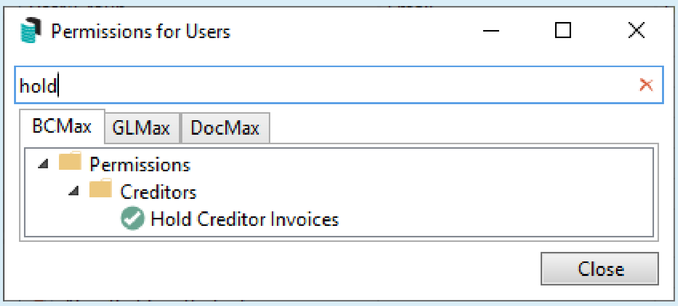


Hold All

To place a Creditor Invoice on hold or take it off hold, locate the invoice in ***Search Creditor Invoices Items*** and then mark it as *Hold* or untick Hold to remove the invoice from Hold.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record and click on the *Hold All* button to mark the Creditor Invoice on Hold and exclude it from the payment process.

Please note that the *Hold* tick box is controlled by the ***Security Setup*** permission 'Hold Creditor Invoices'.



Unhold All

Use this process to remove a Creditor Invoice from hold. Locate the invoice using ***Search Creditor Invoice Items***, then remove the Hold to release the invoice and allow it to proceed for further processing.

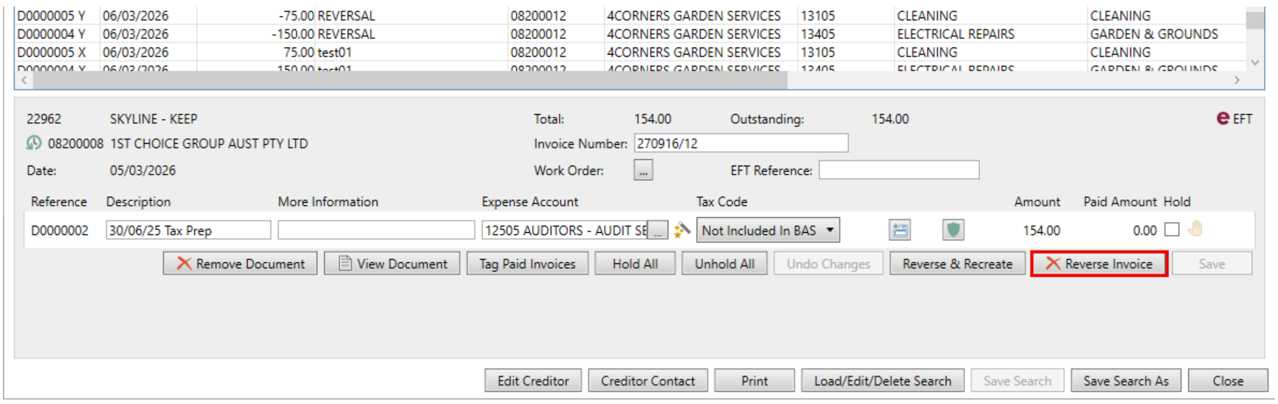
1. Search or select ***Search Creditor Invoice Items.***
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record and click on the *Unhold All* button to mark the Creditor Invoice/s off Hold and ready for payment.

Reverse Invoice

The *Reverse Invoice* option is used to undo a Creditor Invoice that was entered in error or is no longer required. When selected, the system creates a full reversal of the original invoice, removing its financial impact. This cancels the transaction by reversing the amounts posted to accounts.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record and click on the *Reverse Invoice* button to open the Reverse Creditor Invoice screen.
4. Review the *Posting Date* and click *Reverse*.

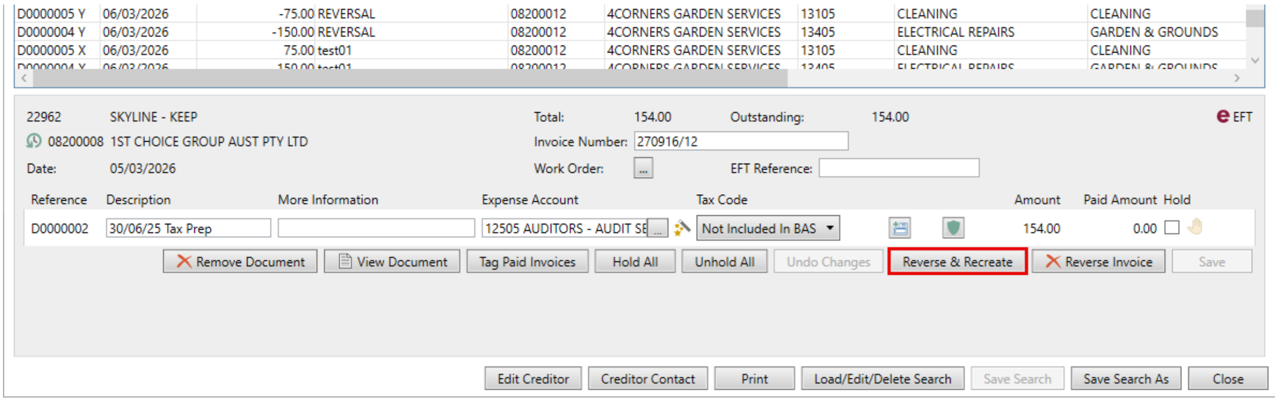
Please note: When a Creditor Invoice is reversed there will be an X and a Y Reference for the original Creditor Invoice in the general ledger/ transactions.



Reverse & Recreate

Use this process to reverse and replace a Creditor Invoice when a full replacement of the original transaction is required. This allows you to make adjustments to the invoice amount, details or posting date - for example, moving the Creditor Invoice to the prior financial year by applying an Old Year date or editing /updating the amount.

1. Search or select ***Search Creditor Invoice Items.***
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record and click on the *Reverse & Recreate* button.
4. From the Reverse and Recreate Creditor Invoice screen, make amendments as required and click *Save*.

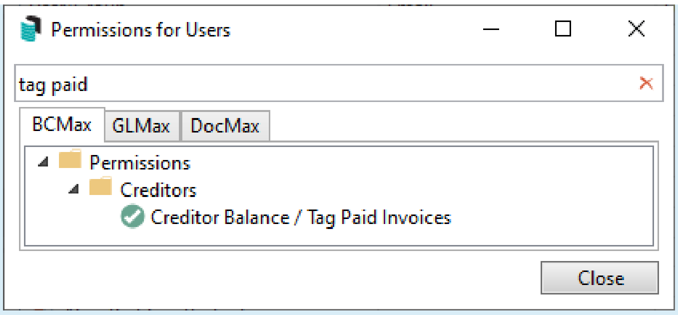


Tag Paid Invoices

If there is an Invoice that is on Hold and not paid that matches a Credit Note entered, it can be tagged as paid. Once tagged as paid, the Creditor Invoices will no longer display in any Unpaid Invoice searches or reports.

1. Search or select ***Search Creditor Invoice Items***.
2. Locate and select the creditor by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant creditor invoice record and click on the *Tag Paid Invoices* button to view all available unpaid Creditor Invoices for the selected Creditor account.
4. Tag/tick the Credit Note and Creditor Invoice, the *Difference* must equal 0.00 to be able to click *Save*.

Please note that the button *Tag Paid Invoices* is controlled by a permission in ***Security Setup*** called 'Creditor Balance / Tag Paid Invoices'.



Edit Creditor

The *Edit Creditor* button will become active once a transaction is selected in the list of results. Clicking the button will open the 'Creditor Details - Edit' screen, where the creditor's details can be managed. See *Creditor Details - Edit* for more information.

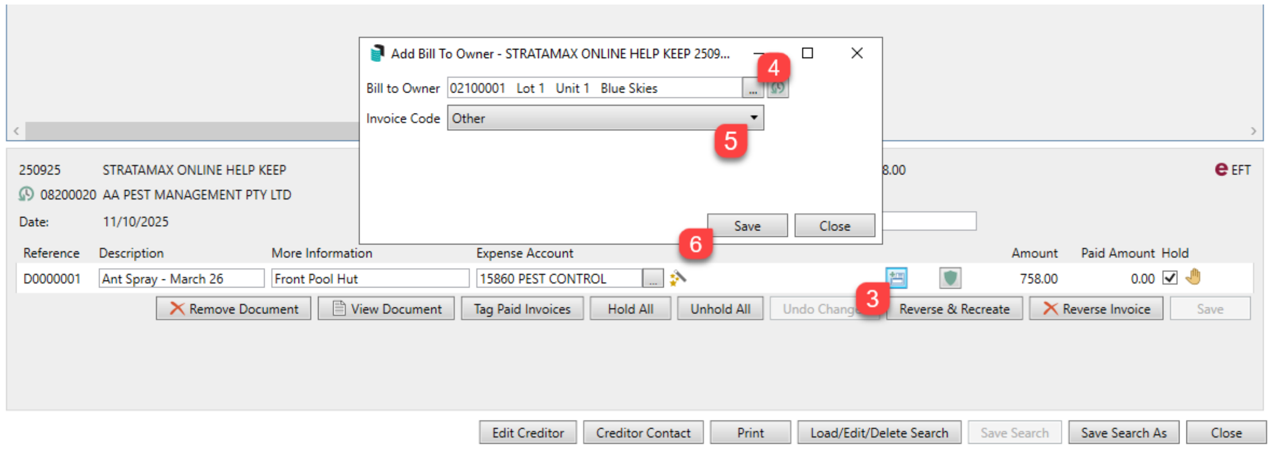
Creditor Contact

The *Creditor Contact* button will become active once a transaction is selected in the list of results. Clicking the button will open the 'Contact Details' screen where the creditor's contact details can be managed.

Bill to Owner

If a Creditor Invoice has been entered and this needs to be billed back to the Owner or Second Debtor (non-owner), it can be completed in the creditor invoice screen at the time of entry or from ***Search Creditor Invoice Items*** or ***Local Transactions*** after the invoice has been saved. Refer to our instructions on Bill to Owner.

1. Search or select ***Search Creditor Invoice Items***.
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record and click on the Bill to Owner icon.
4. In the Add Bill To Owner screen, select the Owner or Second Debtor in the *Bill to Owner* field.
5. Then select the Invoice Code to charge this item to and click *Save*.
6. To print an itemised invoice for the owner, use ***Invoice Printing****.*



Pro Rata

This option will assist with managing prepayments and can be set with two options using a set prepayments account. Both of these selections will create auto-reverse entries ready for the future dates to arrive and post the transactions.

- This Year and Next Year Only. This method will use the Pro Rata start date and calculate how many days remain in the current year and next year for billing.
- Spread Over a Period. Set a Pro Rata Start Date and Finish Date, along with a payment frequency.

There is functionality to allocate an expense amount on a pro rata basis, which transfers the 'Pro Rata' amount to the next financial year from the current year when the *Save* button is clicked. This is used when:

- The expense covers a period which is spread over the building's current financial year and the next and
- There is a requirement to record the actual amount applicable to a specific period.

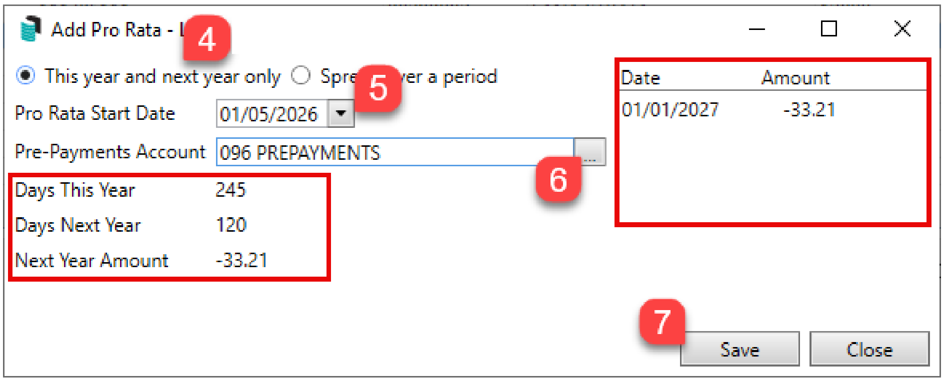
This in essence creates a prepayment for the portion of the invoice that covers a period in the following financial year. However, if the full amount is for the next financial year, the *Pro Rata* feature shouldn't be used, and the payment will need to be entered in full. A journal set will need to be processed in ***Journal Preparation*** to move the amounts from the *Expense Code* to a *Prepayments Balance Sheet* code, with the *Auto Reverse* box ticked (for both the *Credit* and *Debit* Journals) to create *Auto Reverse Journals*. These journals will automatically take up the expense in the following financial year.

Pro Rata | This year and next year only

This option will assist in managing prepayments, such as an Insurance Premium with the period covering two financial years. If a Creditor Invoice has been processed and a portion is for the Next Financial Year, the option *This year and next year only* can be selected.

1. Search or select ***Search Creditor Invoice Items***.
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*

3. In the lower section of the screen, highlight the relevant record and click on the Pro Rata shield icon.
4. Select *This year and next year only.* The balance will be split based on the number of days that fall into each financial year.
5. Enter the Pro Rata Start Date.
6. Select the Pre Payments Account. A list of Balance Sheet Liability accounts from ***Account Maintenance*** will be available.
7. Review the Next Year Amount and select *Save.*

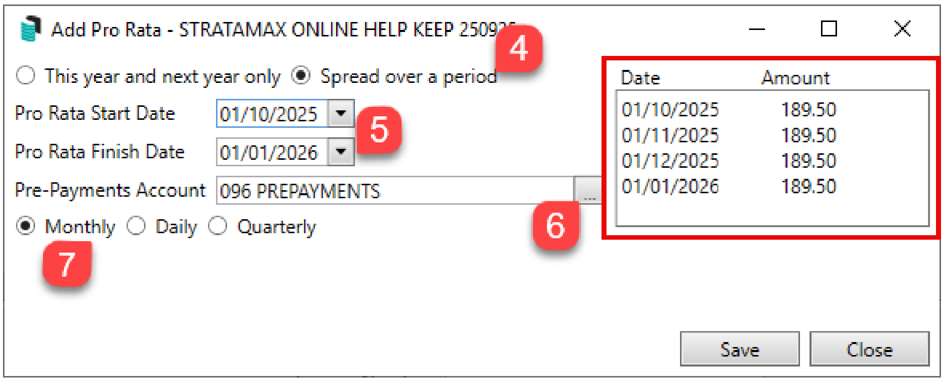


Please note: The batch of future-dated journals will be pending in ***Auto Reverse Journals.*** The original Creditor Invoice Reference Number D00XXX will be noted in the Extra Details of the general ledger/transactions.

Pro Rata | Spread over a period

This option will assist in managing prepayments, with the option to calculate and split over a period of time, such as Monthly, Daily or Quarterly.

1. Search or select ***Search Creditor Invoice Items***.
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the lower section of the screen, highlight the relevant record, then click the *Pro Rata* shield icon.
4. Select *Spread over a period.*
5. Enter the Pro Rata Start and Finish Dates.
6. Select the Pre-Payments Accounts. A list of Balance Sheet Liability accounts from ***Account Maintenance*** will be available.
7. Select either *Monthly, Daily or Quarterly* to calculate the split amounts.
8. Review the Amount and click *Save*.


Add Pro Rata - STRATAMAX ONLINE HELP KEEP 250925
This year and next year only
Spread over a period
Pro Rata Start Date
01/10/2025
Pro Rata Finish Date
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Pre-Payments Account
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01/10/2025 189.50
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Save
Close
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6
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