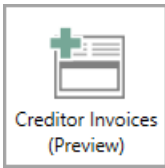


# Creditor Invoices (Preview)

Last Modified on 27/04/2026 4:12 pm AEST



The instructions in this article relate to **Creditor Invoices (Preview)**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Creditor Invoices (Preview) is available as an alternative to Creditor Invoice Work Queues, and joins the first stage of our new Creditor Invoices project. The Preview screen simplifies data entry while still supporting familiar workflows for teams managing fewer invoices.

This article will refer to the fields and configurable areas available in both Creditor Invoices (Preview) and Creditor Invoice Work Queue.

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## Security Setup

Access to **Creditor Invoices (Preview)** and **Creditor Invoices Work Queues**, the two icons that control the creditor invoice process, can be configured in [Security Setup](#).

The other areas to consider for access include: Creditor Invoice - Edit Description, Creditor Invoice configuration, and Creditor Invoice Work Queues - Auto Create All, Hold Creditor Invoices, Search Creditor Invoice Items.

## Configure

The creditor invoice screen can be configured in various areas to assist with a consistent user interface and transaction activity. For details on each field, see the [Creditor Invoice Configuration](#).

## Creditor Invoices

These instructions are for creditor invoices that have not had any document details entered into StrataMax.

1. Search or select **Creditor Invoices (Preview)**.
  - If the creditor list doesn't appear, select the creditor by clicking `...Creditor` field, select the creditor in the list, then click *OK*.
  - If the creditor is not available, click the Master Chart button to add from there, or click the green + button to add a new creditor.
2. Enter the Posting Date and Invoice Number (25 characters).
  - Work Order can be selected to view outstanding Work Orders, and an EFT Reference can be entered for required creditors.
3. Click the +Add button and add:

- Account (expense)
  - Amount (invoice/ credit note)
  - Details (20 characters)
  - More Info (if desired)
4. Review the additional tickboxes and adjust if required:
- OK to Pay: used for Invoice Hub and putting invoices on hold
  - Add Purchase to Asset Register: drop-down will pop up for selection on category and override reference name
  - Bill to Owner: select the Owner to on-charge and the invoice code to apply.
  - Pro-Rata: used to create prepaid expenses and requires the start date and the prepaid expenses account to be set.
5. Click *Save* and proceed to [Payments](#), or *Save and Pay* to use [Payment Entry](#), where you can pay immediately.

## Creditor Invoices Screen Overview

This area provides a detailed description of the available creditor invoice fields, which are available in both the **Creditor Invoices** screens.

**Building:** The building that will pay the invoice.

**Creditor:** This is the creditor that has provided the building with the invoice for payment.

**Posting Date:** The date that will be used to create the transaction.

**Current:** Financial Year. Month: Current Month of the building.

**Bank Balance:** The available bank balance, which is split by fund.

**Unpaid Invoices:** Total of the unpaid invoices.

**ABN:** The registered Australian Business Number for the creditor.

**Pay By:** Either the EFT or BPay Biller Code details are displayed here.

**Invoice Number:** A 25-character limit field available for the invoice number from the creditor. This field is duplicate-tested and will prompt if the same invoice number is used for a creditor in a building.

**Work Order:** Click this to view and finalise any outstanding work orders. This is available to *Show TaskMax Jobs* and prompt the user if configured.

**BPay CRN:** This field will only display when the creditor is set to pay by BPay. This will either contain the last used CRN or be blank, ready for entry.

**EFT Reference:** Used for creditors that require an EFT Reference.

**Add:** Use this to add accounts for the invoice. Repeat for multi-expense invoices.

**Account:** This is the account used for reporting in the Financial Statements.

**Fund:** The Fund that the account is associated with. This can be set if using balance sheet codes for the account.

**Amount:** The amount of the invoice to be paid. This can be set to Invoice or Credit Note.

**GST:** This flag will appear for GST-registered buildings and can be adjusted during entry. The default for the tax code is applied from [Account Maintenance](#).

**Details:** A 20-character field that includes the details about the work completed for the invoice. This will be reported on in various Reports and Search Screens.

**More Info:** A 30-character field which can be output in various Search Screens.

**OK to Pay:** This field controls whether the invoice is placed on hold. Buildings that use the [Invoice Hub](#) will have this off by default. It can be toggled on or off in any building.

**Add Purchase to Asset Register:** When ticked, this area expands to allow selection of the category and Override Reference Name, and will add the item to the *Asset Register*.

**Bill To Owner:** When ticked, this area expands to allow selection of Owner and Invoice Code (generally Other). Use *Invoice Printing* to print the itemised bill for the Owner where required.

**Pro-Rata:** This option is designed to assist in managing pre-payments and can be set with two options using a set pre-payments account. Both of these options 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.

**Skip Document:** This will skip the current document in the queue and move to the next one.

**Save and Pay:** This will save the invoice and provide the *Payment Entry* screen, which can bypass *Payments* using the *Pay Immediately* facility.

**Save:** This will save the invoice.

**Clear:** To clear all of the entered information, click *Clear*.

**Close:** This will close the *Creditor Invoice* screen.

## Multi Expense Creditor Invoices

When entering an invoice that relates to multiple expenses, it can be split across each expense type. This can be done in both DocMax and the Creditor Invoices screens.

### DocMax

1. Whilst entering the invoice details in *DocMax*, when setting the expense account, another line will

be available to add the next expense. These can be a standard invoice or a credit note.

2. Enter the *details* and *amount*, and adjust to a credit note where required. For any non-GST expenses, tick the *No GST* check box.
3. Add all expenses as needed and check that the total matches the invoice.
4. Use the action button from the Work Queue to save the information, or click *Save and Close*.

**Invoice Details**

Building is not Active on Invoice Hub

Creditor: 08200010 2B SURE INSURANCE BROKERS P/L  
BPAY: Biller Code 20362, CRN:

Invoice Date: 09/04/2026

Invoice Number: 00177745

**Invoice Items**

Expense Account	Details	Amount	DR/CR	No GST
129020 INSURANCE - PREMIUM	2026-2027	7,000.00	Invoice	<input type="checkbox"/>
14315 INSURANCE - PREMIUM STAMP DUTY	2026-2027 No GST	730.00	Invoice	<input checked="" type="checkbox"/>
			Invoice	<input type="checkbox"/>
			Credit Note	<input type="checkbox"/>
<b>Total</b>		<b>7,730.00</b>		

Create Invoice

## Creditor Invoices

1. Whilst entering the invoice in **Creditor Invoices**, click the *+Add* button to add further expense codes.
2. Enter the *amount*, for any non-GST expenses, tick the *No GST* check box, *details*, *OK to Pay* flag.
3. Check the invoice total, then click *Save* and proceed to *Payments*, or *Save and Pay* to use *Payment Entry*, where you can pay immediately.

Creditor Invoice Work Queue - SKYLINE III - KEEP 260309

Building: SKYLINE III - KEEP 260309

Creditor: 08200039 ADB CONSTRUCTIONS PTY LTD  
5/29 LAWRENCE DRIVE, NERANG QLD 4211

ABN: 628 GST Registered

Pay by: EFT - BSB: A/C:

Invoice Number: 30154A

Work Order: X

EFT Reference:

Payment Authority: Current: 2/26 to 1/27, Month: 4/26  
Bank Balance: 74,625.59  
Unpaid Invoices: 78,382.81

ADMINISTRATIVE FUN -33,757.22  
SINKING FUND 30,000.00

This will exceed a fund bank account  
 Post anyway

Total: 507.50 **+ Add**

Account	Amount	GST	Details	Bill To
UTILITIES - WATER & SEWERAGE	357.50		UTILITIES - WATER &	

Account: 15950 PLUMBING & DRAINAGE Fund: ADMINISTRATIVE FUND  
YTD Actual: 0.00 Budget: 0.00  
Amount: 150.00 Invoice  
Details: 2nd Expense Code  
More Info:  OK to Pay,  Add Purchase To Asset Register,  Bill to Owner,  Pro Rata

Field Technician Report: Pressure test on mains water supply was conducted and failed. Leak was found beside BBQ area, near downpipe and marked with yellow crayon. Discussions with Ian regarding the swimming pool revealed that the hydrostatic valve had not been replaced in 20 years. Whilst onsite, the hydrostatic valve was replaced and the cost was only for the part, no testing was conducted.

Subtotal	5325.00
Tax	532.50
<b>Total</b>	<b>5857.50</b>
Client Deposit Details	Payments/Credits
Bank: 642	\$0.00
BSB: 624-636	\$0.00
Account No: 2648-97399	<b>Balance Due</b>
	5357.50

Skip Document Save and Pay **Save** Clear Close

# Reverse & Recreate and Reverse Invoice

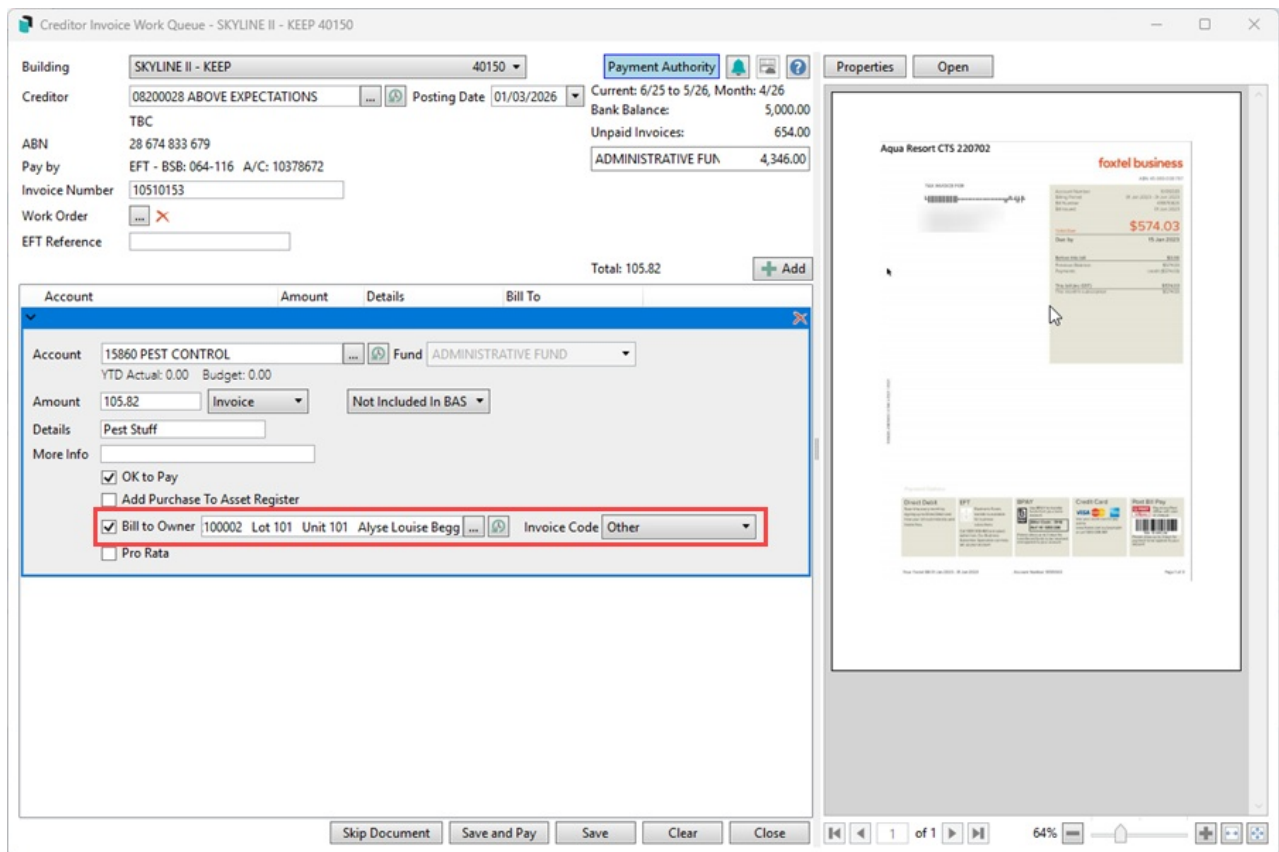
Reversing and Recreating (which allows the invoice to be edited), as well as reversing an invoice, can be performed from *Local Transactions*, *Search Creditor Invoice Items*, or *Interactive Reports*.

## Bill to Owner

If an invoice has been entered and needs to be billed back to the Owner, it can be done in the creditor invoice screen at the time of entry, or retrospectively from *Local Transactions*, *Search Creditor Invoice Items*, or *Interactive Financials* after the invoice has been saved.

## Bill to Owner from Creditor Invoices

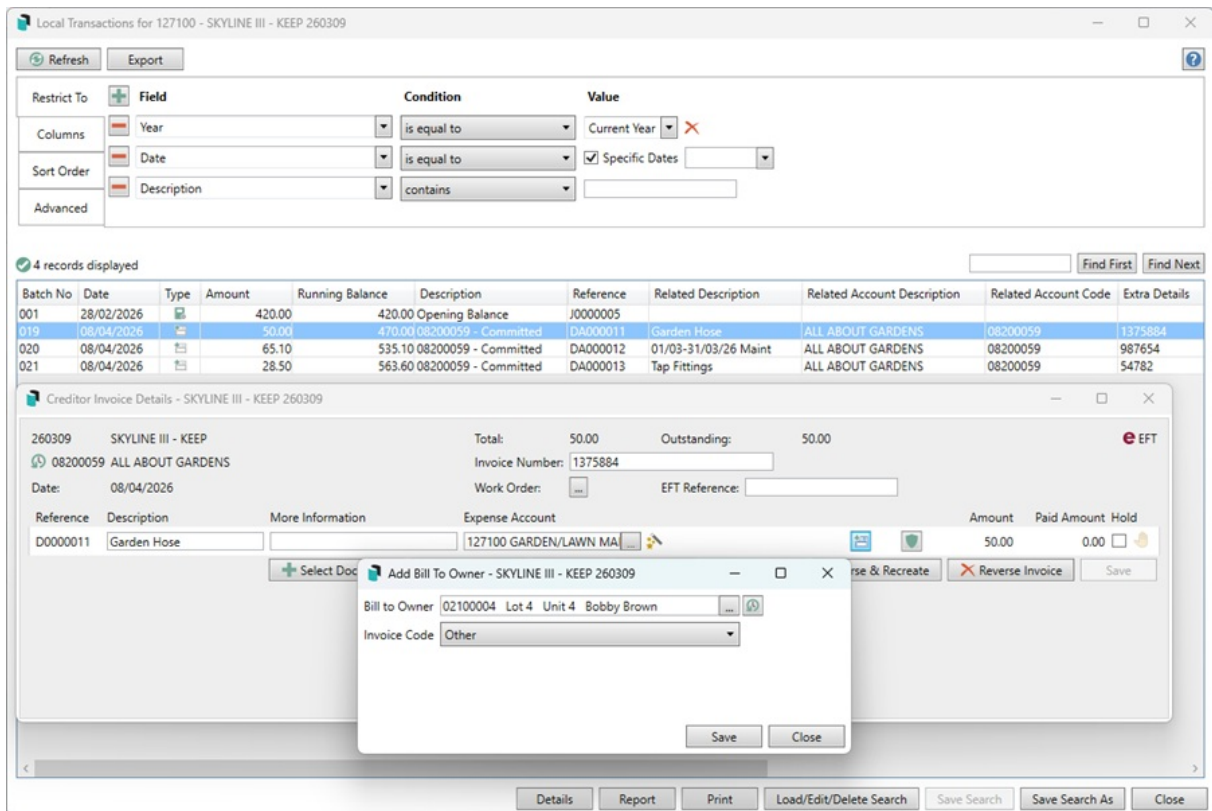
1. Search or select *Creditor Invoices Work Queues* or *Creditor Invoices (Preview)*.
2. Complete creditor invoice fields that may be populated from a DocMax Work Queue or are ready for manual entry.
3. Tick *Bill To Owner* to extend the field area for owner selection and invoice code.
4. Click *Save* to finalise the creditor invoice and bill to the Owner at the same time.
5. To print an itemised invoice for the owner, use *Invoice Printing*



## Bill to Owner from Search Screens

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

3. In the lower section of the screen, double-click the relevant record, or click *Details* on the record, then click the Bill to Owner icon.
4. From the Bill to Owner icon, select the owner's lot account 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 Creditor Invoice

Where an invoice covers expenses across two financial years, the Pro Rata feature can be used to create a prepayment for the portion relating to the following year, using either *This Year and next year only* or *Spread over a period*. Both will require a Prepayments Balance Sheet code and will sit in the **Auto Reverse Journals** area until the future date arrives, and will be systematically posted. This ensures expenses are recorded in the correct financial period when the invoice is saved.

However, if the full amount is for the next financial year, the Pro Rata feature shouldn't be used; the payment must 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 | Example:

- Financial Year: 1 February 2026 to 31 January 2027
- Insurance Period: 18 March 2026 to 17 March 2027
- Total Premium: \$12,000.00

Because the insurance period spans two financial years, StrataMax splits the premium based on the number of days in each financial year.

### **Day Calculation**

#### **Current Financial Year:**

18 March 2026 to 31 January 2027 = 320 days

#### **Next Financial Year:**

1 February 2027 to 17 March 2027 = 45 days

Total Insurance Period: 365 days

### **Pro-Rata Allocation**

\$10,520.55 allocated to the current financial year (320 days)

\$1,479.45 allocated to the next financial year (45 days)

## **Pro Rata | This Year and Next Year Only**

1. Search or select ***Creditor Invoices (Preview)*** or ***Creditor Invoices (Work Queues)***.
2. Once in the Creditor Invoices screen, either check the fields populated from the work queue or add the standard invoice field information.
3. Tick Pro Rata, and select *This year and next year only*.
4. Enter the *Pro Rata Start Date* and select the *Pre-Payments Account*.
5. A calculation will be provided for the number of days in each year, with the amount due to be posted in the next financial year.
6. Click *Save* to finalise the invoice, which will also create an ***Auto Reverse Journals*** for the next financial year.

Total: 12,000.00 + Add

Account	Amount	GST	Details	Bill To				
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>Account: 129020 INSURANCE - PREMIUM</span> <span>Fund: ADMINISTRATIVE FUND</span> </div> <div style="font-size: small; margin-top: 5px;">YTD Actual: 1,000.00 Budget: 0.00</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Amount: 10,900.00</span> <span>Invoice</span> <span>Includes a GST component of 990.91</span> <span>GST on Expenses</span> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> No GST         </div> <div style="margin-top: 5px;">           Details: 2026-2027         </div> <div style="margin-top: 5px;">           More Info:         </div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> OK to Pay  <input type="checkbox"/> Add Purchase To Asset Register  <input type="checkbox"/> Bill to Owner  <input checked="" type="checkbox"/> Pro Rata           <span style="margin-left: 10px;"> <input checked="" type="radio"/> This year and next year only             <input type="radio"/> Spread over a period           </span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="font-size: x-small;">               Pro Rata Start Date: 18/03/2026                Pre-Payments Account: 096 PREPAYMENTS                Days This Year: 320                Days Next Year: 45                Next Year Amount: 1,221.67             </div> <table border="1" style="font-size: x-small; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/02/2027</td> <td>1,221.67</td> </tr> </tbody> </table> </div> </div>					Date	Amount	01/02/2027	1,221.67
Date	Amount							
01/02/2027	1,221.67							
> INSURANCE - PREMIUM STAMP DUTY 1,100.00 2026-2027 No GST								

## Pro Rata | Spread over a period

If the invoice is being spread over a period, the available frequencies include monthly, daily, and quarterly. The calculation based on the frequency will determine an equal amount across each period. If daily is used, the calculation for the next year will include the remaining total daily amount.

1. Search or select **Creditor Invoices (Preview)** or **Creditor Invoices (Work Queues)**.
2. Once in the Creditor Invoices screen, either check the fields populated from the work queue or add the standard invoice field information.
3. Tick Pro Rata, and select *Spread over a period*.
4. Enter the *Pro Rata Start Date* and *Pro Rata Finish Date* and select the *Pre-Payments Account*.
5. Set the frequency with either *Monthly* or *Daily* or *Quarterly*.
6. A calculation will be provided for the number of days in each period, with the amount due to be posted in the next financial year.
7. Click *Save* to finalise the invoice, which will also create an **Auto Reverse Journals** for the next financial year.

Total: 12,000.00
+ Add

Account	Amount	GST	Details	Bill To										
<div style="border: 1px solid #0070c0; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>Account</span> <span>129020 INSURANCE - PREMIUM</span> <span>Fund</span> <span>ADMINISTRATIVE FUND</span> </div> <p style="font-size: small;">YTD Actual: 1,000.00 Budget: 0.00</p> <div style="display: flex; justify-content: space-between;"> <span>Amount</span> <span>10,900.00</span> <span>Invoice</span> <span>Includes a GST component of 990.91</span> <span>GST on Expenses</span> </div> <p style="font-size: small;"> <input type="checkbox"/> No GST         </p> <div style="display: flex; justify-content: space-between;"> <span>Details</span> <span>2026-2027</span> </div> <div style="display: flex; justify-content: space-between;"> <span>More Info</span> <span></span> </div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> OK to Pay  <input type="checkbox"/> Add Purchase To Asset Register  <input type="checkbox"/> Bill to Owner  <input checked="" type="checkbox"/> Pro Rata              <input type="radio"/> This year and next year only              <input checked="" style="border: 1px solid red;" type="radio"/> Spread over a period         </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="font-size: small;">           Pro Rata Start Date: 18/03/2026            Pro Rata Finish Date: 17/03/2027            Pre-Payments Account: 096 PREPAYMENTS  <input type="radio"/> Monthly              <input type="radio"/> Daily              <input checked="" type="radio"/> Quarterly         </div> <table border="1" style="font-size: x-small; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>18/03/2026</td><td>2,477.27</td></tr> <tr><td>18/06/2026</td><td>2,477.27</td></tr> <tr><td>18/09/2026</td><td>2,477.27</td></tr> <tr><td>18/12/2026</td><td>2,477.28</td></tr> </tbody> </table> </div> </div>					Date	Amount	18/03/2026	2,477.27	18/06/2026	2,477.27	18/09/2026	2,477.27	18/12/2026	2,477.28
Date	Amount													
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18/06/2026	2,477.27													
18/09/2026	2,477.27													
18/12/2026	2,477.28													

## Pro Rata Adjustments Creditor Invoice

Pro-rata creditor invoices cannot be edited or deleted.

If a pro-rata entry needs to be changed, first review the [Auto Reverse Journals](#) and update or delete them if required.

If the creditor invoice still has an outstanding balance, apply a credit note to reverse the original entry. A new invoice can then be entered for the correct amount, if necessary.