Creditor Invoices

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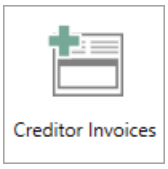


The instructions in this article relate to ***Creditor Invoices***. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Creditor Invoices is an alternative to Creditor Invoice Work Queues and lets you enter a single invoice, bypassing the queue, which can be useful for urgent or one-off scenarios.

This article will refer to the fields and configurable areas available in both Creditor Invoices and Creditor Invoice Work Queues.

Security Setup

Access to ***Creditor Invoices*** and ***Creditor Invoice 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 DocMax.

1. Search or select ***Creditor Invoices***.
    - 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. Click *Select* to add a document from the DocMax window. Navigate and click *Select Document* once the document has been located.
3. Enter:

- Posting Date. This setting can be configured to use Today's date and also allows you to select a date from a previous year to post the invoice to that year. The use of old-year dates can be disabled by *Locking Transactions* or by marking the building for Audit in ***Building Information***. When disabled, old-year dates are not available for posting.
- Review any compliance messages if applicable.
- Invoice Number (25 characters). This field is duplicate-tested, requiring the user to set it to *Allow Duplicate,* and will display an icon for invoices with the same invoice number.
- Work Order can be selected to view outstanding Work Orders with a search screen that supports relevant column display.
- Pay By: If set to BPay, the BPay CRN will be available to enter/ check and set *Default this CRN on the next invoice*.
- EFT Reference: If set to EFT, the EFT reference will be available to enter/ check and set *Default this EFT Reference on the next invoice.*
- If this for a reimbursement for a contact that is being used a GST registered building, there will be an option to set 'Is a Reimbursement'

4. Click the +Add button and add:
    - Account (expense).
    - Amount (invoice/ credit note). If the building is GST registered, you can adjust the tax code if required. This field can be configured to show separate net or gross fields for entry.
    - Details (20 characters)
    - More Info (if desired)
5. Click the +Add button if you need multiple expenses, completing each field as noted above.
6. Review the additional tick boxes 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/ Second Debtor 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.
7. Click *Save* and proceed to *Payments,* or *Save and Pay* to use *Payment Entry,* where you can pay immediately.

Prior Year Invoices

Prior-year invoices are available to enter using old-year dates. You can lock this feature, along with other areas that create transactions at the building level, using the Locked Transactions setting in ***Building Information*** for an immediate result, or globally via ***Month End Rollover***, which sets this field once the year-end has rolled over.

Reverse & Recreate 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***.

Other Actions

OK to Pay

The *OK to Pay* flag is used for buildings that use ***Invoice Hub*** and will usually be unticked for those buildings. This allows the invoice to be uploaded to ***Invoice Hub***. The flag can also be manually toggled on or off for one-off situations where an invoice needs to be handled differently from the default. It can also be used to place invoices on hold, with held invoices released through ***Search Creditor Invoice Items*** (or a similar search screen).

Add to Asset Register

From time to time, when a building purchases items that form part of the building's assets, these can be recorded in the ***Asset Register*** for reporting purposes. A specific reference can also be recorded for each item, and items can be categorised as needed.

Bill to Owner

Bill To Owner allows a creditor invoice, or part of a creditor invoice, to be on-charged to an owner, second debtor, or another building for reimbursement. This flexibility allows expenses to be recovered from the appropriate party while maintaining accurate financial reporting.

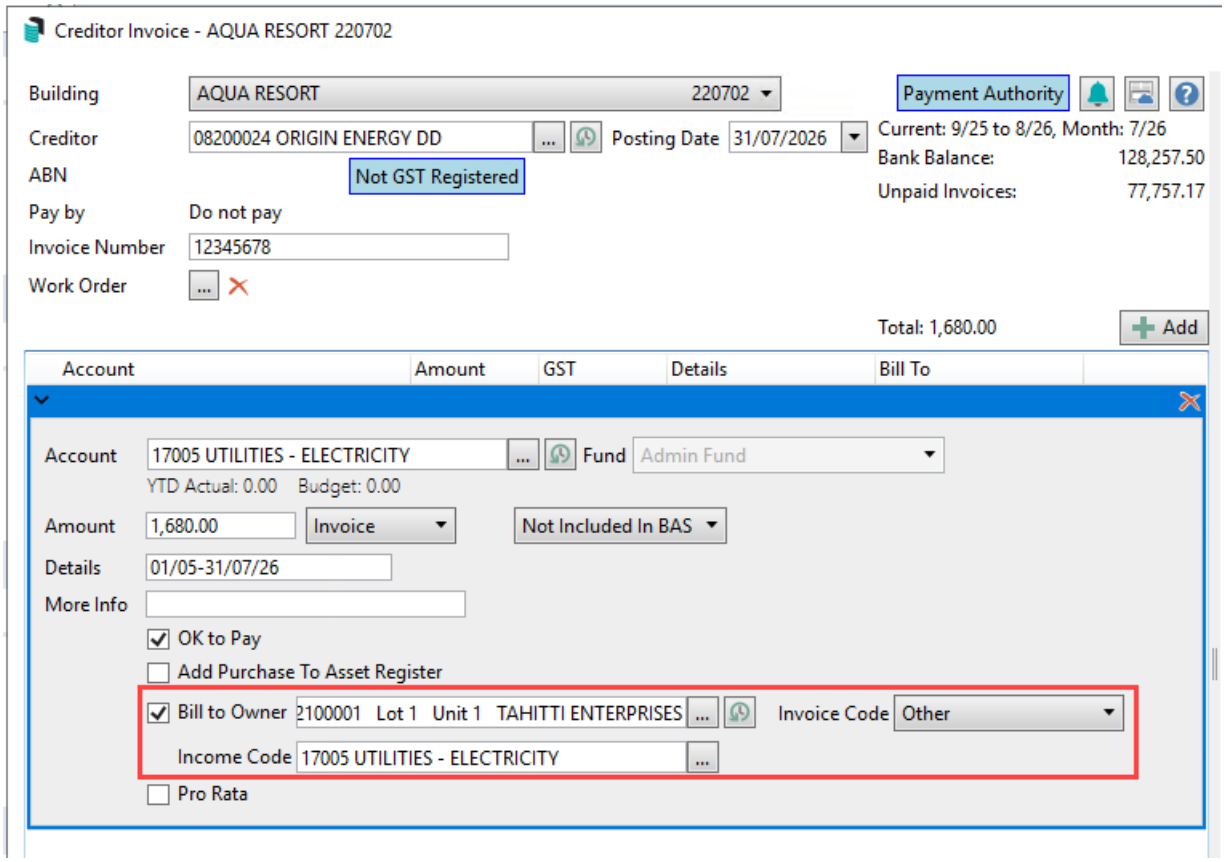
- This feature supports billing to Owners or Second debtors (non-owners, other buildings, third parties, etc.).
- When selected, this area expands so an owner or second debtor can be selected using an invoice code, generally Other.
- The reimbursement can be billed to a different income account instead of the original expense account.
- An invoice can be on-charged either during creditor invoice entry or later using ***Local Transactions***, ***Search Creditor Invoice Items***, or ***Interactive Financials***.
- It is also possible to only on-charge a portion of the Creditor Invoice, by splitting the creditor invoice line items and only using Bill to Owner on the amount that is to be reimbursed to the building.
- Invoice Printing can be used to print the itemised Debtor Invoice where required.

Bill to Owner/ Second Debtor from Creditor Invoices

1. Search or select ***Creditor Invoices Work Queues*** or ***Creditor Invoices***.
2. Complete creditor invoice fields that may be populated from a DocMax Work Queue or are ready

for manual entry.

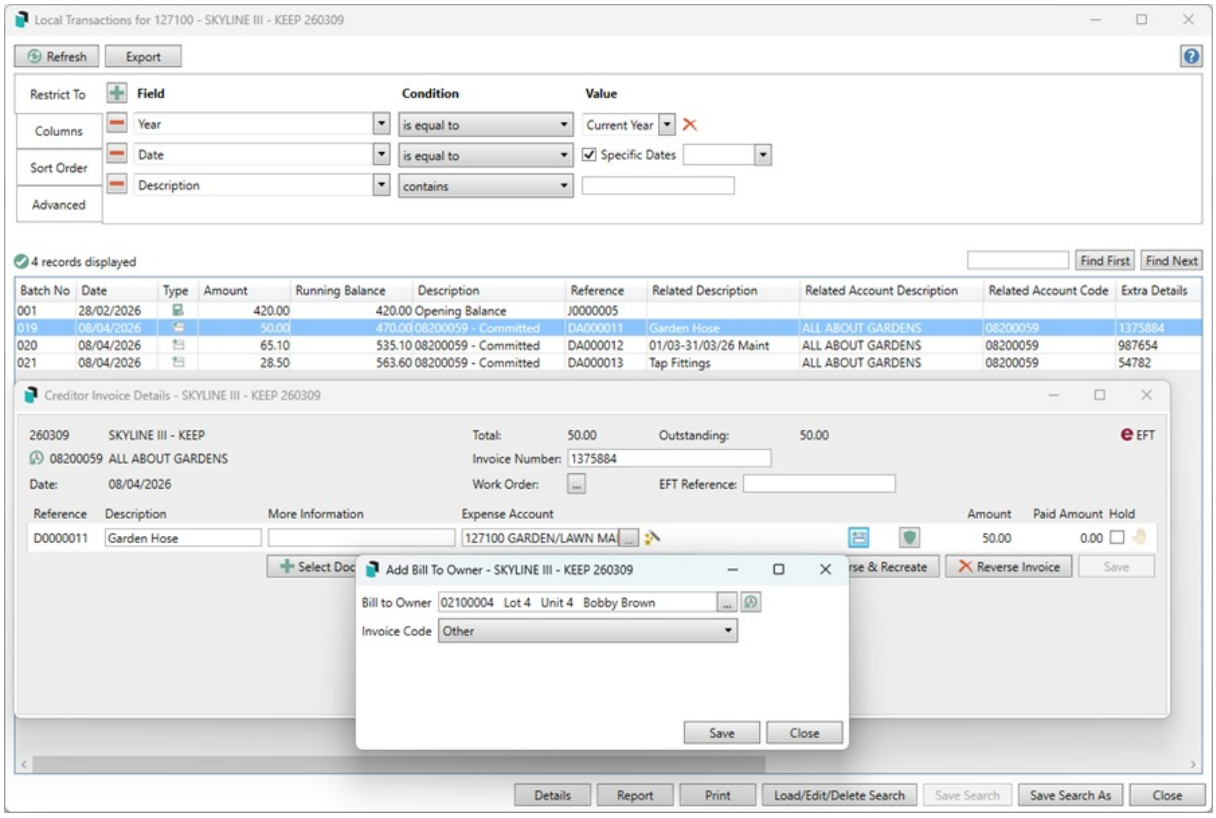
3. Tick *Bill To Owner* to extend the field area for the owner/ second debtor selection and the invoice code. If the income account should be different to the default expense account, select a different account.
4. Click *Save* to finalise the creditor invoice and bill to the Owner or ***Second Debtor*** at the same time.
5. To print an itemised invoice for the owner, use ***Invoice Printing***



Bill to Owner/ Second Debtor 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 or the 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***.

   NOTE: Bill to Owner from Searches is only available for the **current year**.



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

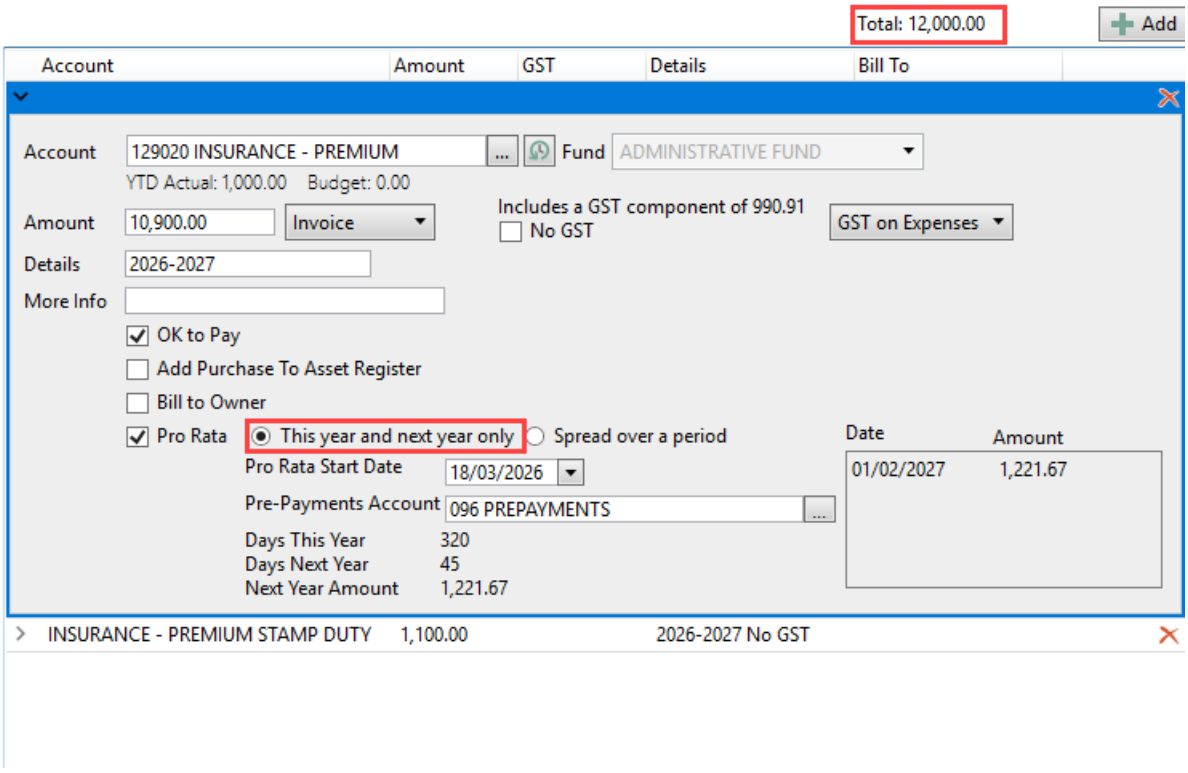
Pro-Rata Allocation

$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*** 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.

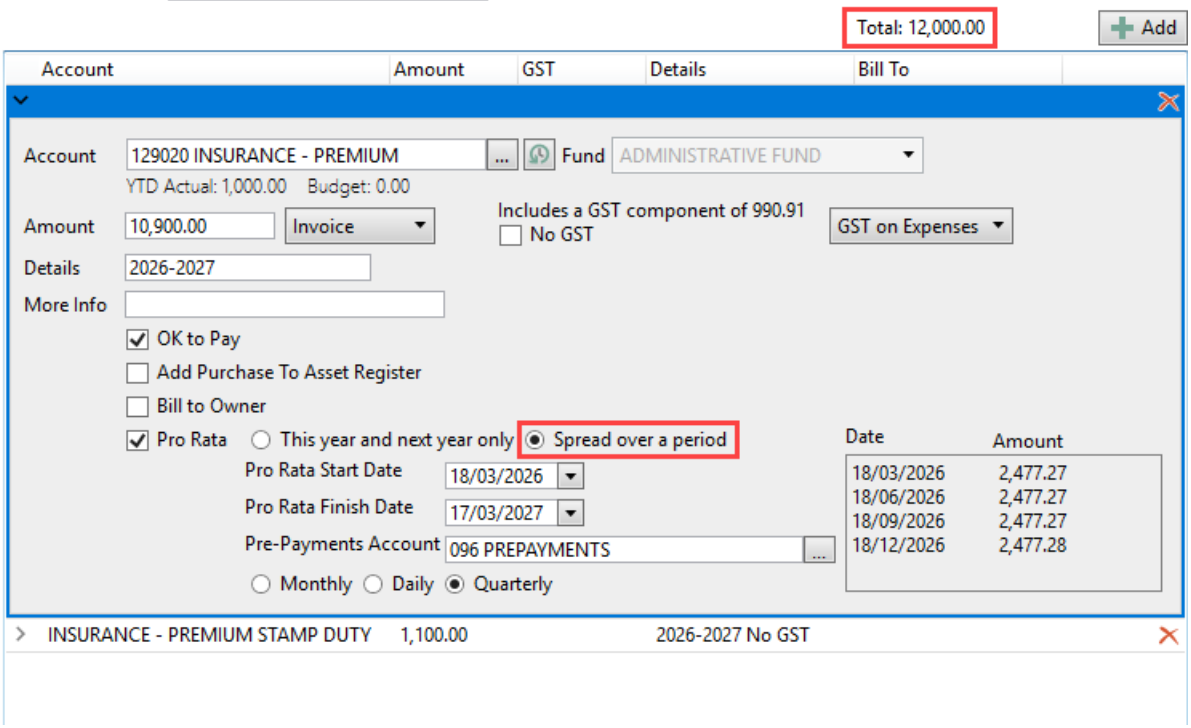


Pro Rata | Spread over a period

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*** 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.



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.

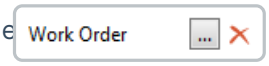
Work Orders

When the creditor account list is displayed, the *Uninvoiced Work Orders* column shows the number of outstanding work orders for each creditor. This helps users identify the correct creditor and review any

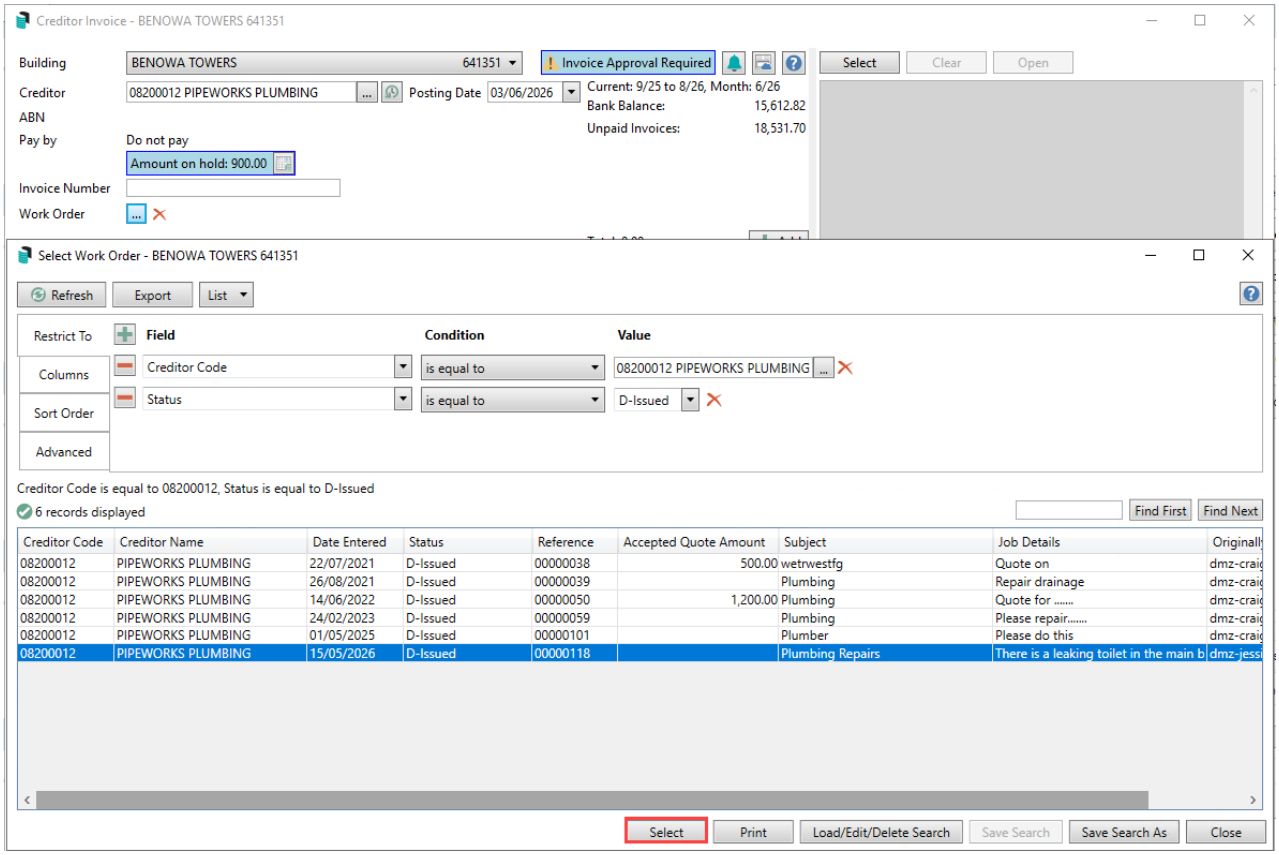
work orders that still need to be invoiced.

If the selected creditor has outstanding uninvoiced work orders, the user can be prompted to review them. Work orders can then be selected using the enhanced search interface, which provides available search fields to locate the required work order and populate it in the creditor invoice for finalisation on any unpaid invoices.

Select and finalise a work order in Creditor Invoices

1. Open ***Creditor Invoices*** 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. Review the *Uninvoiced Work Orders* count shown for the creditor.
4. If configured, the Work Order search screen will display. If not, click the 

field to display this screen.
5. Use the available search fields to locate the required work order.
6. Highlight the work order and click *Select*.
7. The selected work order is then populated into the creditor invoice.
8. If the selection of that particular work order needs to be removed, click the  to clear the selection.

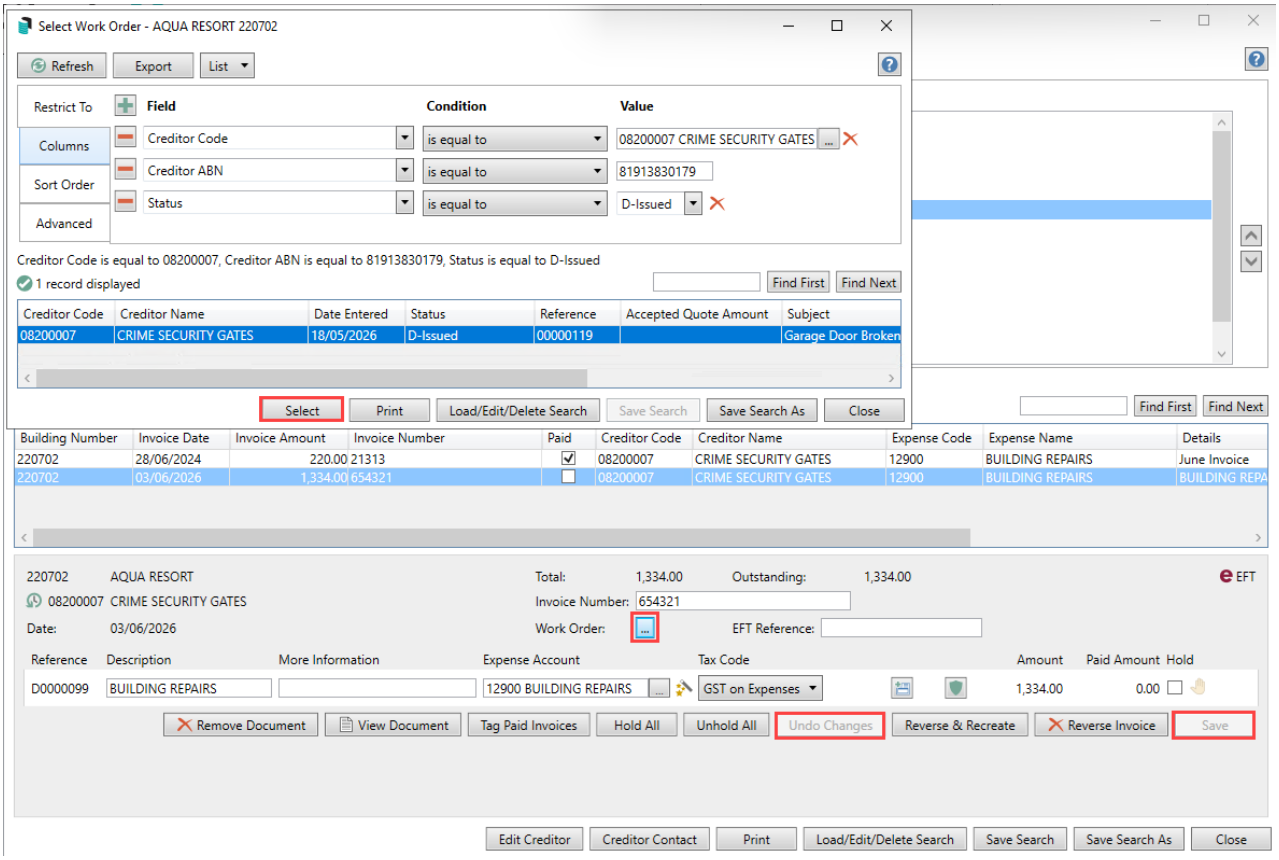


Select and finalise a work order in Search Screens

Work Orders can be finalised retrospectively for any unpaid invoices, and users can complete this action

via various search screens, including ***Search Creditor Invoice Items, Local Transactions, Interactive Reports,*** and ***DocMax*** - Invoice Details***.***

1. Search or select a search screen as described above.
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.



Payment Authority

Payment Authority are payment instructions that can be set in***Building Information***. When entering a creditor invoice, an icon will appear on this Payment Authority text box which can be hovered on to display the instructions if instructions have been set in the building.

1. Search or select Creditor Invoices.
2. Hover over the *Payment Authority Required* text to access payment conditions for this building.