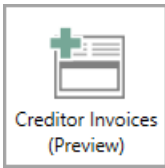


# Creditor Invoices (Preview)

Last Modified on 15/06/2026 3:52 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.

This is a current project that requires activation from the Support Team. Access will be progressively enabled, allowing a smooth and supported transition. If you would like early access, please have your administrator log a request with our Support Team ([support@stratamax.com](mailto:support@stratamax.com)), who will help coordinate timing.

## 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 Screen Overview

This area provides a detailed description of the creditor invoice fields available in both **Creditor Invoices** screens, which are available in both BCMax Buildings and GLMax Companies (for those who use GLMax to pay creditors)

**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, which is available for both current

and old years. [Lock Transactions](#) can be set to prevent old year dates from being applied.

**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. If the method is BPay, a CRN field will be displayed if available, or allow for the CRN to be entered.. This will be validated at the entry point and can be set for *The Default CRN on the next Invoice*

**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. If this is the default EFT reference to be used for that creditor, tick *Default this EFT Reference on the next invoice*

**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 Second Debtors (non-owners), using an Invoice Code (generally Other). Use [Invoice Printing](#) to print the itemised bill for these contact types 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-payment 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.

Building: STRATAMAX ONLINE HELP 1521

Creditor: 08200014 ETERNITY LANDSCAPING & D ... Posting Date: 02/06/2026 Current: 1/26 to 12/26, Month: 6/26  
 Bank Balance: 542,815.81  
 ABN: 95 134 688 234 GST Registered Overdraft Limit: 10,000.00  
 Pay by: EFT - BSB: 066-000 A/C: 2653654 Unverified Unpaid Invoices: 324,574.13  
 Invoice Number: 12345 Duplicate Allow Duplicate  
 Work Order: ...  
 EFT Reference: 123456 Default this EFT Reference on the next invoice

Total: 225.50

Account	Amount	GST	Details	Bill To
Account: 1501 BUILDING REPAIRS Fund: Admin Fund YTD Actual: 0.00 Budget: 0.00	225.50	Invoice	Includes a GST component of 20.50 <input type="checkbox"/> No GST	GST on Expenses

More Info:

- OK to Pay
- Add Purchase To Asset Register
- Bill to Owner
- Pro Rata

Invoice Number has already been used for this creditor

Skip Document Save and Pay Save Clear Close

1 of 1 59%

Properties Open

Earthbound Constructions

INVOICE TO ADDRESS (OPTIONAL - NOT USED)

DATE: 1/26/26  
 INVOICE NUMBER: 281  
 JOB REFERENCE: CHOW 8888882

ORDER BY: JIM BROWN

JOB DESCRIPTION:

WORKS IDENTIFIED IN QUOTE #189

ORDER: Damaged driveway

Subtotal	\$	225.50
GST	\$	20.50
<b>Total owing</b>	<b>\$</b>	<b>246.00</b>

PAYMENT TERMS & CONDITIONS

STRICTLY 15 DAYS FROM THE DATE OF THE INVOICE. SHOULD YOUR ACCOUNT EXCEED OUR TRADING TERMS AND BE PASSED ON FOR COLLECTION ALL COSTS INCLUDING BEST COLLECTION COMMISSION, SUCCESS FEES AND JURY COSTS OF PROCEEDING PAYMENTS WILL BE AT THE LIABILITY OF THE CUSTOMER. THIS INVOICE IS A PAYMENT CLAIM UNDER THE BUILDING AND CONSTRUCTION INDUSTRY PAYMENT ACT 2016. ALL TERMS REMAIN THE PROPERTY OF EARTHBOUND CONSTRUCTIONS UNLESS FULL PAYMENT HAS BEEN RECEIVED. ALL WORK COMPLETED WITH THE QLD BUILDING SERVICES ACT 1981.

THANK YOU FOR USING EARTHBOUND CONSTRUCTIONS

PAYMENT DETAILS

BANK: CBA  
 ACC NAME: EARTHBOUND CONSTRUCTIONS  
 BSB: 066 000  
 ACC: 066 000

## Creditor Invoices

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

- 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.
- Click *Select* to add a document from the DocMax window. Navigate and click *Select Document* once the document has been located.
- 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.
  - 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.*

4. Click the +Add button and add:

- Account (expense)
- Amount (invoice/ credit note)
- Details (20 characters)
- More Info (if desired)

5. 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.

6. Click *Save* and proceed to *Payments*, or *Save and Pay* to use *Payment Entry*, where you can pay immediately.

## 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

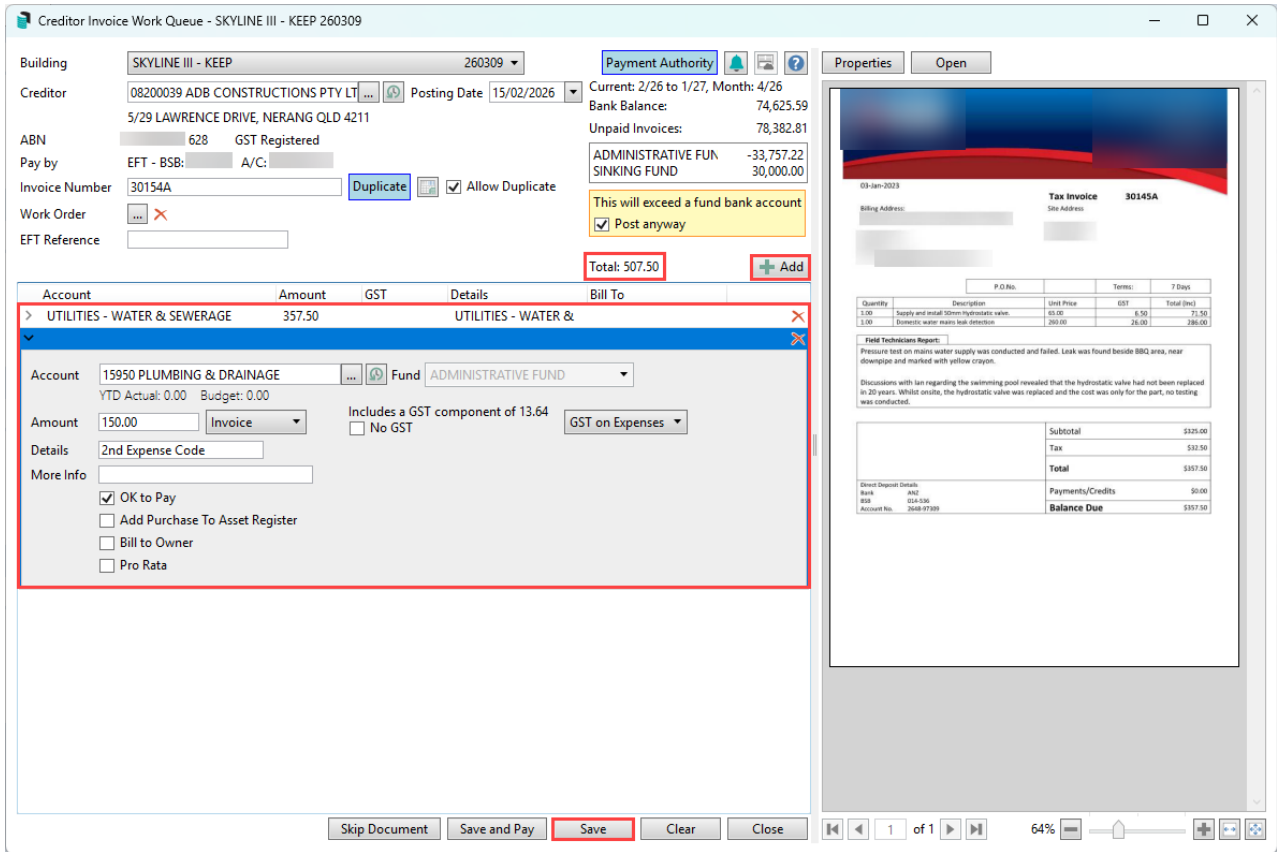
Expense Account	Details	Amount	DR/CR	No GST
129020 INSURANCE - PREMIUM	2026-2027	7,000.00	Invoice	<input type="checkbox"/>
14315 INSURANCE - PREMIUM STAMP DUTY	2026-2027 No GST	730.00	Invoice	<input checked="" type="checkbox"/>
			Invoice	<input type="checkbox"/>
			Credit Note	<input type="checkbox"/>

Total: 7,730.00

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.



# 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**.

# 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

If an invoice has been entered and needs to be billed back to the Owner or a Second Debtor (Non-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/ Second Debtor from Creditor Invoices

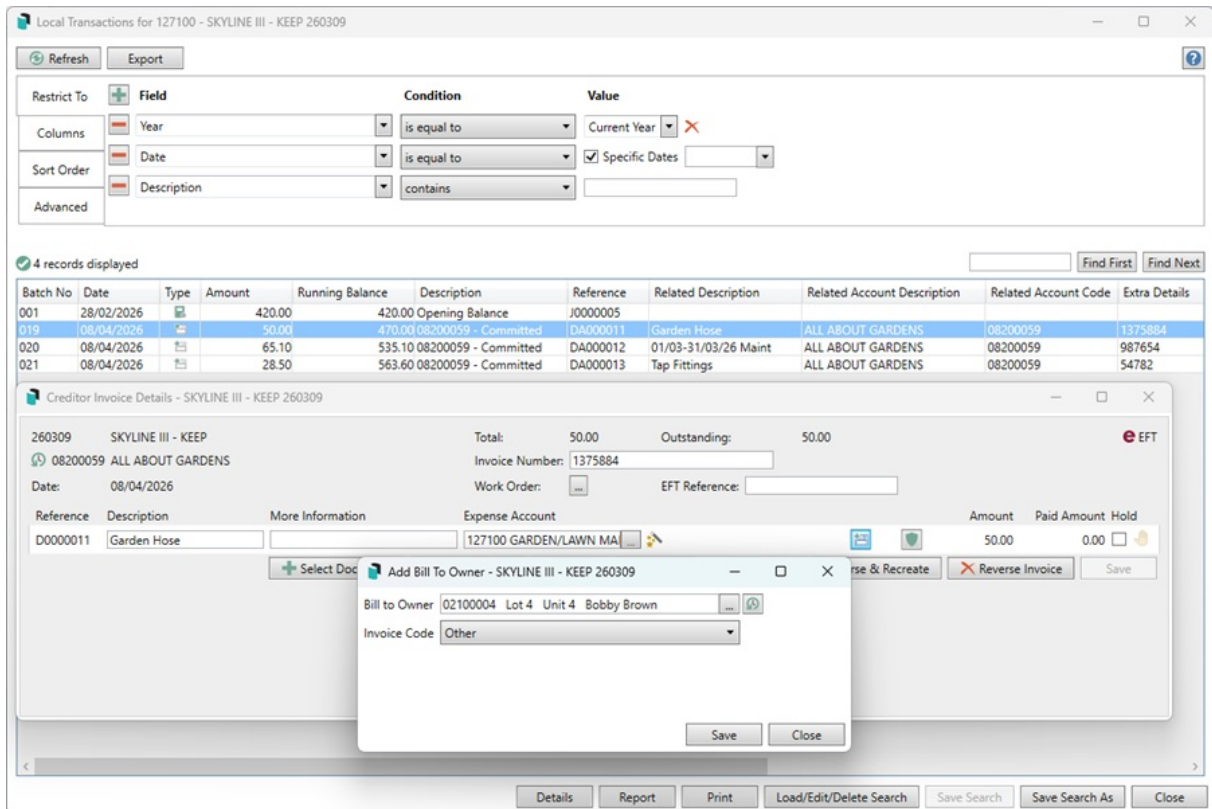
1. Search or select **Creditor Invoices Work Queues** or **Creditor Invoices (Preview)**.
2. Complete creditor invoice fields that may be populated from a DocMax Work Queue or are ready for manual entry.
3. Tick **Bill To Owner** to extend the field area for the owner/ second debtor selection and the invoice code.
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*.



## 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 Invoice</span> <span>Includes a GST component of 990.91 <input type="checkbox"/> No GST</span> <span>GST on Expenses</span> </div> <div style="margin-top: 5px;">           Details: 2026-2027            More Info: <input type="text"/> </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 blue; padding: 5px;"> <p>Account: 129020 INSURANCE - PREMIUM <span style="float: right;">Fund: ADMINISTRATIVE FUND</span>            YTD Actual: 1,000.00 Budget: 0.00</p> <p>Amount: 10,900.00 <span style="margin-left: 20px;">Invoice</span> <span style="margin-left: 20px;">Includes a GST component of 990.91</span> <span style="float: right;">GST on Expenses</span>  <input type="checkbox"/> No GST</p> <p>Details: 2026-2027</p> <p>More Info: <input type="text"/></p> <p><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="" type="radio"/> Spread over a period</p> <p>Pro Rata Start Date: 18/03/2026 <span style="margin-left: 20px;">Date</span>            Pro Rata Finish Date: 17/03/2027 <span style="margin-left: 20px;">Amount</span></p> <p>Pre-Payments Account: 096 PREPAYMENTS</p> <p><input type="radio"/> Monthly <input type="radio"/> Daily <input checked="" type="radio"/> Quarterly</p> <table border="1" style="width: 100%; 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>					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													
18/03/2026	2,477.27													
18/06/2026	2,477.27													
18/09/2026	2,477.27													
18/12/2026	2,477.28													
<p>&gt; INSURANCE - PREMIUM STAMP DUTY 1,100.00 2026-2027 No GST <span style="float: right;">X</span></p>														

## 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

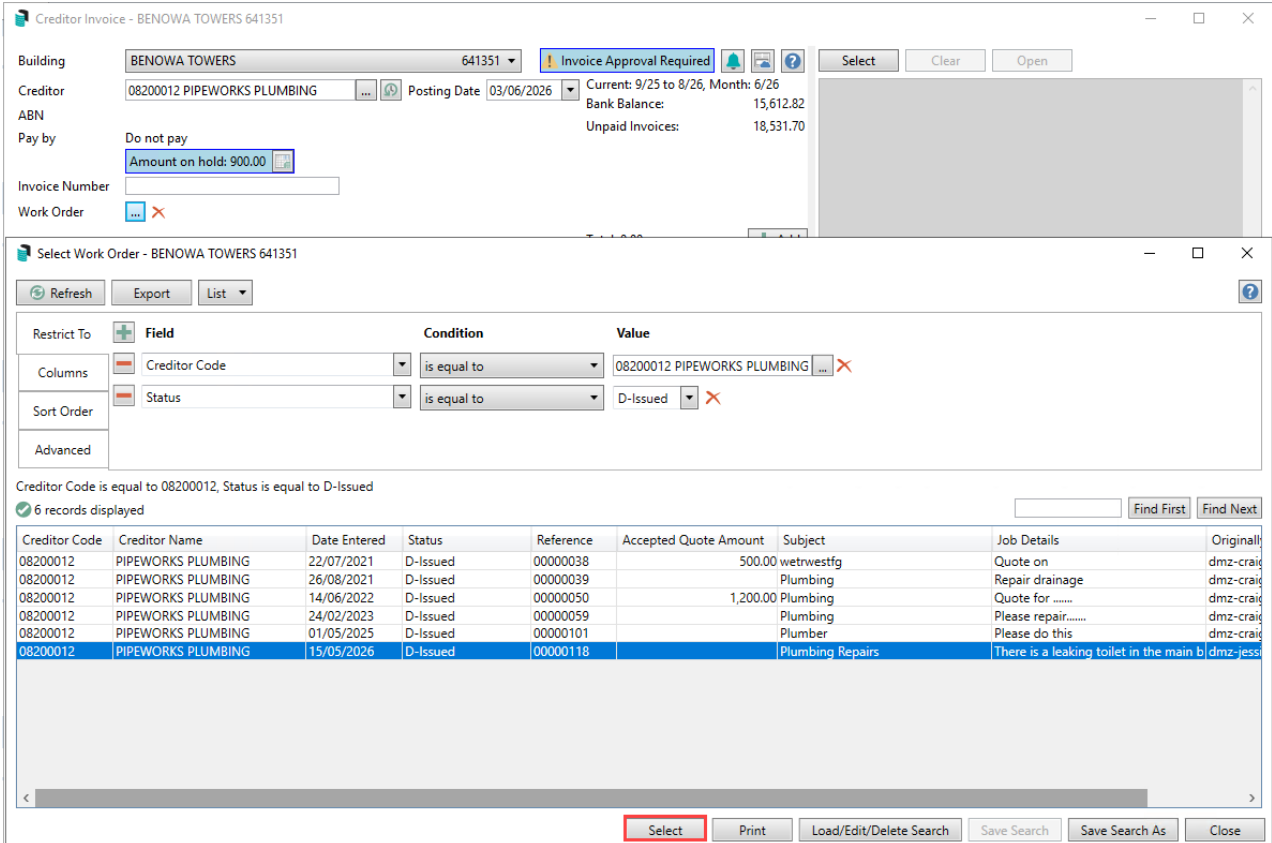
When the creditor account list is displayed, the *Uninvoiced Work Orders* column shows the number of outstanding work orders for each creditor. This helps users identify the correct creditor and review any work orders that still need to be invoiced.

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 (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. Review the *Uninvoiced Work Orders* count shown for the creditor.
4. If configured, the Work Order search screen will display. If not, click the Work Order ... X 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.




**Creditor Invoice - BENOWA TOWERS 641351**

Building: BENOWA TOWERS 641351 | Invoice Approval Required | Select | Clear | Open

Creditor: 08200012 PIPEWORKS PLUMBING | Posting Date: 03/06/2026 | Current: 9/25 to 8/26, Month: 6/26

Bank Balance: 15,612.82 | Unpaid Invoices: 18,531.70

Pay by: Do not pay | Amount on hold: 900.00


Invoice Number: | Work Order: 


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**Select Work Order - BENOWA TOWERS 641351**

Refresh | Export | List

Restrict To: Field | Condition | Value

Columns: Creditor Code | is equal to | 08200012 PIPEWORKS PLUMBING 

Sort Order: Status | is equal to | D-Issued 

Advanced

Creditor Code is equal to 08200012, Status is equal to D-Issued

6 records displayed

Creditor Code	Creditor Name	Date Entered	Status	Reference	Accepted Quote Amount	Subject	Job Details	Original
08200012	PIPEWORKS PLUMBING	22/07/2021	D-Issued	00000038	500.00	wetrwestfg	Quote on	dmz-craig
08200012	PIPEWORKS PLUMBING	26/08/2021	D-Issued	00000039		Plumbing	Repair drainage	dmz-craig
08200012	PIPEWORKS PLUMBING	14/06/2022	D-Issued	00000050	1,200.00	Plumbing	Quote for .....	dmz-craig
08200012	PIPEWORKS PLUMBING	24/02/2023	D-Issued	00000059		Plumbing	Please repair.....	dmz-craig
08200012	PIPEWORKS PLUMBING	01/05/2025	D-Issued	00000101		Plumber	Please do this	dmz-craig
08200012	PIPEWORKS PLUMBING	15/05/2026	D-Issued	00000118		Plumbing Repairs	There is a leaking toilet in the main b	dmz-jess

Select | Print | Load/Edit/Delete Search | Save Search | Save Search As | Close

## 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.

Select Work Order - AQUA RESORT 220702

Refresh Export List

Restrict To: **Field** **Condition** **Value**

Columns	Creditor Code	is equal to	08200007 CRIME SECURITY GATES
Sort Order	Creditor ABN	is equal to	81913830179
Advanced	Status	is equal to	D-Issued

Creditor Code is equal to 08200007, Creditor ABN is equal to 81913830179, Status is equal to D-Issued

1 record displayed

Creditor Code	Creditor Name	Date Entered	Status	Reference	Accepted Quote Amount	Subject
08200007	CRIME SECURITY GATES	18/05/2026	D-Issued	00000119		Garage Door Broken

Select Print Load/Edit/Delete Search Save Search Save Search As Close

Building Number	Invoice Date	Invoice Amount	Invoice Number	Paid	Creditor Code	Creditor Name	Expense Code	Expense Name	Details
220702	28/06/2024	220.00	21313	<input checked="" type="checkbox"/>	08200007	CRIME SECURITY GATES	12900	BUILDING REPAIRS	June Invoice
220702	03/06/2026	1,334.00	654321	<input type="checkbox"/>	08200007	CRIME SECURITY GATES	12900	BUILDING REPAIRS	BUILDING REPA

220702 AQUA RESORT Total: 1,334.00 Outstanding: 1,334.00 EFT

08200007 CRIME SECURITY GATES Invoice Number: 654321

Date: 03/06/2026 Work Order:  EFT Reference:

Reference	Description	More Information	Expense Account	Tax Code	Amount	Paid Amount	Hold
D0000099	BUILDING REPAIRS		12900 BUILDING REPAIRS	GST on Expenses	1,334.00	0.00	<input type="checkbox"/>

Remove Document View Document Tag Paid Invoices Hold All Unhold All Undo Changes Reverse & Recreate Reverse Invoice Save

Edit Creditor Creditor Contact Print Load/Edit/Delete Search Save Search Save Search As Close