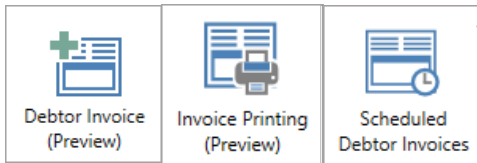


# Debtor Invoice (Preview)

Last Modified on 02/10/2026 12:39 pm AEST



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

**Debtor Invoice (Preview)** allows you to create invoices for a specific debtor account, including owner and second debtor accounts as well as from **GLMax**. It is intended for charges that fall outside standard levy processing and provides a streamlined way to raise and manage debtor invoices, and **Scheduled Debtor Invoices** has support for one-off or recurring invoice schedules which can be used for future invoice charging. This article also includes Debtor **Invoice Printing (Preview)** and **Scheduled Debtor Invoices**.

The instructions in this article relate to StrataMax Version 5.6.161 onwards.

## Security Setup

Access to **Debtor Invoices (Preview)** can be configured by allowing access to *Invoice Entry* in [Security Setup](#).

The other areas to consider for access include: Debtor invoice configuration, Print Invoices, Print Invoices for second debtors, Scheduled Debtor Invoices, Invoice Entry Edit and Reverse, Invoice Entry notes, View invoice notes.

## Configuration

Configuration should be reviewed to ensure that the correct settings are applied.

1. Search or select **Debtor Invoice (Preview)**.
2. Click *Configure* button to set.

Hover over each setting for a tool tip listing if this is a *User* or *Global* setting.

**Auto insert today's date**

This will automatically insert today's date.

### Clear date for each entry

After each entry, this will clear the date field.

### Clear details for each entry

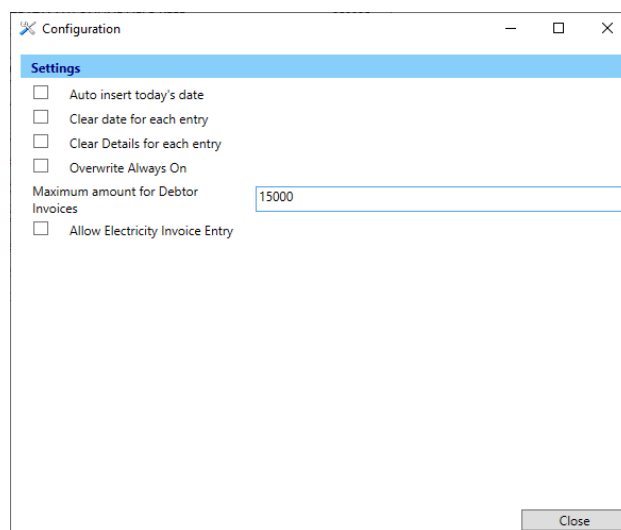
After each entry, this will clear the details field.

### Overwrite Always On

If set, this will overwrite any existing data in any fields when typing.

### Allow Electricity Invoice Entry

will not be available unless you are in the Utility Group.



## Setting Pay Days

A number of days to pay the invoice can be set in Set Pay Days. This will automatically calculate the due date based on the date that the Debtor Invoice was issued.

1. Search or select **Debtor Invoice (Preview)**.
2. Click Set Pay Days button and set the Number of days till the invoice is due in the Local and/or Global fields.

**Please note:** This configuration is not designed to allow for 0 day invoices. If 'Number of days till due (Local)' is set to 0, the system will default to the Global configuration - however if this is also 0, the system will default to 14 days. Refer to Zero Day Invoices for details on zero days until due.

# Debtor Invoice (Preview) Entry

Invoices can be raised against an Owner or Second Debtor account, with the option to apply them to the Current Year or Old Year. The same functionality is available in **GLMax**. A Credit Note option is also available and can be used as a tool to reverse transactions in the Old Year or Current Year by entering the opposite entries and selecting a date which falls in the Old Year Financial year Dates.

1. Search or select **Debtor Invoice (Preview)**.
2. Select the *Debtor* from the ... eclipse. (Click the history icon nest to the Debtor selected to view the ledger for the Account)
3. Select the *Account Code* from the Account Code list presented.
4. Enter the *Posting Date*, Current Year or Old Year dates can be used.
5. Review the *Due Date*, update if required or set automatically using the *Set Pay Days* button.
6. Enter *Amount*. The *Credit Note* can be selected from the drop down option if required.
7. Review GST component if applicable, this can be adjusted as required on entry.
8. Enter *Details*, *Comment* and use *Notes* field for additional information to print on the Invoice.
9. Review all details and then select *Save* or *Save and Print* to print the invoice instantly. See *Save and Print* below for further information.

Debtor Invoice - STRATAMAX ONLINE HELP KEEP 250925

Building

STRATAMAX ONLINE HELP KEEP 250925

Debtor

02100004 Lot 4 Unit 4 Blue Skies

Balance: 1,175.00

Income Account

109850 SUNDRY - ACCESS KEY/FOB/REMOTE

YTD Actual: 0.00 Budget: 0.00

Fund

ADMINISTRATIVE FUND

Posting Date

31/08/2026

Current Year: 9/25 to 8/26, Current Month: 8/26

Due Date

14/09/2026

Amount

150.00

Invoice

Invoice Code

Other

Details

Fob Key

Comment

Replacement

Notes

Replacement of front gate Fob key.

Balances

|                  |        |
|------------------|--------|
| Overdue Interest | 75.00  |
| Other            | 100.00 |

Aged Balances

|           |          |
|-----------|----------|
| Current   | 0.00     |
| 30 Days   | 125.00   |
| 60 Days   | 25.00    |
| 90 Days   | 25.00    |
| 120+ Days | 1,000.00 |

Select here for Credit Note option

Set Pay Days

Configure

Save and Print

Save

Clear

Close

## Save and Print

Once the Debtor Invoice has been created and saved, there is an option to instantly *Save and Print*. This option will open the Debtor Invoice Report Distribution.

1. Search or select ***Debtor Invoice (Preview)***.
2. Once the Debtor Invoice has been created as per the above steps for Debtor Invoice Entry.
3. Click *Save and Print* which will open the Debtor Invoice Report Distribution screen.
4. The Lot or Debtor will be tagged, and you can review the Distribution Method, include any additional attachments clicking the +Report or Attachment button and click *Proceed*.

## Invoice Printing (Preview)

To print a Debtor Invoice, this can be completed at entry stage and *Save and Print* selected, or from ***Invoice Printing (Preview)*** which will open the Debtor Invoice Report Distribution screen.

1. Search or select ***Invoice Printing (Preview)***.
2. Tag the Lot or Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button. Click the cogwheel to view Configuration options including Year to Date, or Month to Date or a date range.
3. Click *Proceed*.

## Edit Due Date | Reprint Debtor Invoice

The Due Date of a Debtor Invoice can be amended before the Invoice is printed. You can either enter a Due Date manually or select the *Update To* button to automatically calculate a new Due Date based on the configured Invoice Notice Pay Days settings calculating from the Date of the Invoice. The calculation applies Local settings first, then Global settings, and if neither is configured, a default of 14 days is used. Once the required Due Date has been set, the invoice can be printed.

1. Search or select ***Local Transactions*** or ***Interactive Reports*** or ***Local Debtors***.
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click Details.
4. Edit the Due Date or click *Update To* if the calculation is the required Due Date.
5. Click *Save*.
6. Click *Print* to produce the Debtor Invoice in Report Distribution.

Debtor Invoice Details - STRATAMAX ONLINE HELP KEEP 300621

300621 STRATAMAX ONLINE HELP KEEP

02100004 Coco Chanel

Reference: M0000015

Income Account: 107 INSPECTION FEES

Date: 01/09/2026

Due Date: 30/09/2026 Update to 08/09/2026

Amount: 155.00 Invoice GST on Sales

Invoice Code: Other

Details: INSPECTION FEES

Comment:

Change will be applied by adjusting the invoice

Undo Changes Reverse Invoice Print Save

## 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** or **Interactive Reports**. Debtor Invoices will have a Reference starting with M000XX.

1. Search or select **Local Transactions** or **Interactive Reports** or **Local Debtors**.
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click Details.
4. Make any changes to the Debtor Invoice and click **Save** or click **Reverse Invoice** to reverse.
5. Select Posting Date for the reversal and Save.

Local Transactions - STRATAMAX ONLINE HELP KEEP 250925

Refresh Export List

| Restrict To | Field        | Condition   | Value                                              |
|-------------|--------------|-------------|----------------------------------------------------|
| Columns     | Year         | is equal to | Current Year (01/09/2025-31/08/2026)               |
| Sort Order  | Date         | is equal to | <input checked="" type="checkbox"/> Specific Dates |
| Advanced    | Account Code | is equal to |                                                    |
|             | Description  | contains    |                                                    |
|             | Reference    | starts with | M                                                  |

Debtor Invoice Details - STRATAMAX ONLINE HELP KEEP 250925

250925 STRATAMAX ONLINE HELP KEEP

02100004 Blue Skies

Reference: M0000093

Income Account: 109850 SUNDRY - ACCESS KEY/FOB/REMOTE

Date: 27/08/2026

Due Date: 10/09/2026

Amount: 150.00 Invoice

Invoice Code: Other

Details: Access Key

Comment: Replace Fob

Notes: Replacement Fob for front access gate.

Undo Changes Reverse Invoice Print Save

| Date       | Account Code | Description                 | Amount  | Invoice Code | Details              | Comment  | Action  |
|------------|--------------|-----------------------------|---------|--------------|----------------------|----------|---------|
| 27/08/2026 | 02100004     | Blue Skies                  | 150.00  | Other        | Access Key           | M0000093 | Replace |
| 27/08/2026 | 109850       | SUNDRY - ACCESS KEY/FOB/REM | -150.00 | Other        | 02100004 - Committed | MA000093 | Replace |

Details Report Print Load/Edit/Delete Search Save Search Save Search As Close

## Prior Year Debtor Invoices

Prior-year Debtor 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.

## Scheduled Debtor Invoice | Future Dated Invoice

Scheduled Debtor Invoices provides a central location for creating, managing, and processing debtor invoices that are generated automatically at a future date. Designed to support recurring and planned billing requirements, the module allows users to maintain scheduled invoice records in a searchable grid, making it easy to locate and review existing schedules. Users can further refine results using filtering options, export data for external analysis, and generate reports to support invoice management and auditing processes.

1. Search or select ***Scheduled Debtor Invoices***.
2. Search view will open, use the Field options to search for Debtor Invoices or click *Add* to create a new entry.
3. Enter Debtor Invoice details, income account, enter Due Days, Invoice Amount, review Invoice Code.
4. Enter a Description for the schedule debtor invoice.  
Important: The Description field is mandatory. The description does not appear on the generated invoice, however, it is displayed in the Scheduled Debtor Invoices search results.
5. Select whether the schedule is *Once Only* or *Repeating*, if Repeating, enter the *From Date* and *Until Date*.
6. Add *Notes* and *Save*.
7. The scheduled debtor invoice is created and appears in the ***Scheduled Debtor Invoices***, where it can be viewed, searched, and managed. The schedule is then available for processing either manually using the *Process for Building* button or automatically through the overnight scheduler, depending on your organisation's configuration.

**Note:** After invoices have been processed and generated, use ***Invoice Printing (Preview)*** to review and print the invoices if required.

Scheduled Debtor Invoices - STRATAMAX ONLINE HELP KEEP 250925

Refresh Export List

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

Columns **Current Building**

Sort Order **Debtor Code** starts with

Advanced **Next Date** is less than or equal to ☒ Specific Dates

Current Building, Sorted By Next Date Newest First, Limited to 1,000 records

1 record displayed

| Building Number | Building Name              | Debtor Code | Debtor Name       | Amount | Next Date  | Hold                     | Description           | Account Manager |
|-----------------|----------------------------|-------------|-------------------|--------|------------|--------------------------|-----------------------|-----------------|
| 250925          | STRATAMAX ONLINE HELP KEEP | 02100002    | Adrian Peter Egan | 150.00 | 01/10/2026 | <input type="checkbox"/> | S9 Monthly Rental Fee |                 |

Add Edit Process for Building View Logs Print Load/Edit/Delete Search Save Search Save Search As Close

Scheduled Debtor Invoice - STRATAMAX ONLINE HELP KEEP 250925

Building STRATAMAX ONLINE HELP KEEP 250925

Debtor 02100002 Lot 2 Unit 2 Adrian Peter Egan

Income Account 108 SUNDRY

Fund ADMINISTRATIVE FUND

Due After Days 14

Amount 150.00 Invoice

Invoice Code Other

Details Storage Cage

Comment Monthly

Description S9 Monthly Rental Fee

☐ Hold - Do Not Process

Storage Cage charge

Notes

Configure Delete Save Clear Close

**Schedule**

☐ Once Only

☒ Repeating

Repeat every 1 Month

from 01/10/2026

until 01/10/2027

01/10/2026 01/11/2026

01/12/2026 01/01/2027

01/02/2027 01/03/2027

01/04/2027 01/05/2027

01/06/2027 01/07/2027

continuing until 01/10/2027

## Process Scheduled Debtor Invoices

Scheduled Debtor Invoices can be processed manually using the *Process for Building* function in ***Scheduled Debtor Invoices*** or automatically through the overnight scheduler. To manually process scheduled debtor invoices:

1. Search or select ***Scheduled Debtor Invoices***.
2. Search view will open, use the Field options to ensure the correct Current Building is selected.
3. Click *Process for Building* to process only the selected Current Building.
4. Once processing and postings are complete, a confirmation message is displayed.

Scheduled Debtor Invoices - STRATAMAX ONLINE HELP KEEP 250925

Refresh Export List

Restrict To **Field** Condition Value

Columns ☐ Current Building

Sort Order ☐ Debtor Code starts with

Advanced ☐ Next Date is less than or equal to ☒ Specific Dates

Current Building, Sorted By Next Date Newest First, Limited to 1,000 records

1 record displayed Find First Find Next

| Building Number | Building Name              | Debtor Code | Debtor Name       | Amount | Next Date  | Hold                     | Description           | Account Manager |
|-----------------|----------------------------|-------------|-------------------|--------|------------|--------------------------|-----------------------|-----------------|
| 250925          | STRATAMAX ONLINE HELP KEEP | 02100002    | Adrian Peter Egan | 150.00 | 01/10/2026 | <input type="checkbox"/> | S9 Monthly Rental Fee |                 |

Add Edit **Process for Building** View Logs Print Load/Edit/Delete Search Save Search Save Search As Close

## Editing and Reversing

Debtor Invoices can be edited or reversed, if Security Setup permissions allow, from the following areas:

- Local Transactions
- Global Transactions
- Local Debtors
- Global Debtors
- Interactive Reports
- Scheduled Debtor Invoices

1. Search or select ***Scheduled Debtor Invoices***.
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click *Edit*.
4. Make any changes to the Debtor Invoice and click *Save*.

- If record is to be deleted, click *Delete*.
- Click *Clear* to remove all data and re-enter as required and *Save*.

Scheduled Debtor Invoices - STRATAMAX ONLINE HELP KEEP 250925

Refresh Export List

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

Columns: Current Building

Sort Order: Debtor Code starts with

Advanced: Next Date is less than or equal to ☒ Specific Dates

Current Building, Sorted By Next Date Newest First, Limited to 1,000 records

1 record displayed

| Building Number | Building Name              | Debtor Code | Debtor Name       | Amount | Next Date  | Hold                     | Description           | Account Manager |
|-----------------|----------------------------|-------------|-------------------|--------|------------|--------------------------|-----------------------|-----------------|
| 250925          | STRATAMAX ONLINE HELP KEEP | 02100002    | Adrian Peter Egan | 150.00 | 01/10/2026 | <input type="checkbox"/> | S9 Monthly Rental Fee |                 |

Add Edit Process for Building View Logs Print Load/Edit/Delete Search Save Search Save Search As Close

Scheduled Debtor Invoice - STRATAMAX ONLINE HELP KEEP 250925

Building: STRATAMAX ONLINE HELP KEEP 250925

Debtor: 02100002 Lot 2 Unit 2 Adrian Peter Egan

Income Account: 108 SUNDRY

Fund: ADMINISTRATIVE FUND

Due After Days: 14

Amount: 155.00 Invoice

Invoice Code: Other

Details: Storage Cage

Comment: Monthly

Description: S9 Monthly Rental Fee

☐ Hold - Do Not Process

Storage Cage charge

Notes

Schedule

☐ Once Only

☒ Repeating

Repeat every 1 Month

from 01/10/2026

until 01/10/2027

|                             |            |
|-----------------------------|------------|
| 01/10/2026                  | 01/11/2026 |
| 01/12/2026                  | 01/01/2027 |
| 01/02/2027                  | 01/03/2027 |
| 01/04/2027                  | 01/05/2027 |
| 01/06/2027                  | 01/07/2027 |
| continuing until 01/10/2027 |            |

Configure Delete Save Clear Close