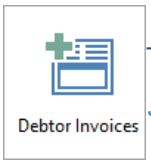
Debtor Invoices

Last Modified on 13/11/2026 9:08 am AEST



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

Debtor Invoices is designed 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, such as legal fees or one-off charges and provides a streamlined way to raise and manage debtor invoices.

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

Security Setup

Access to ***Debtor Invoices*** 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 Invoices.***
2. Click *Configure* button to set.

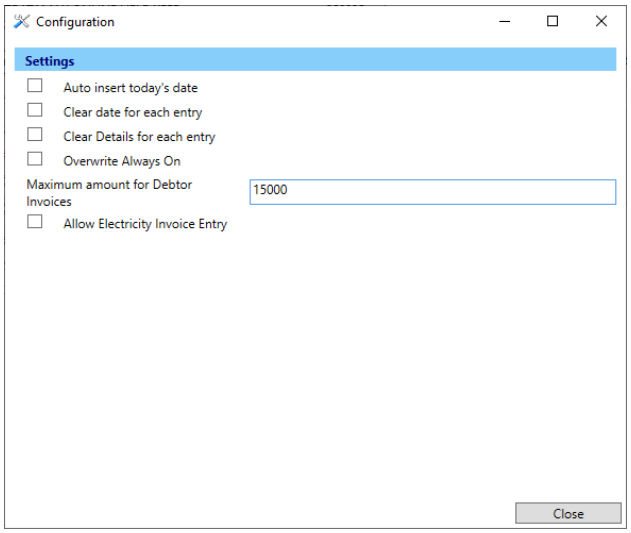
Hover over each setting for a tool tip listing if this is a *User* or *Global* setting.

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.

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 Invoices.***
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.

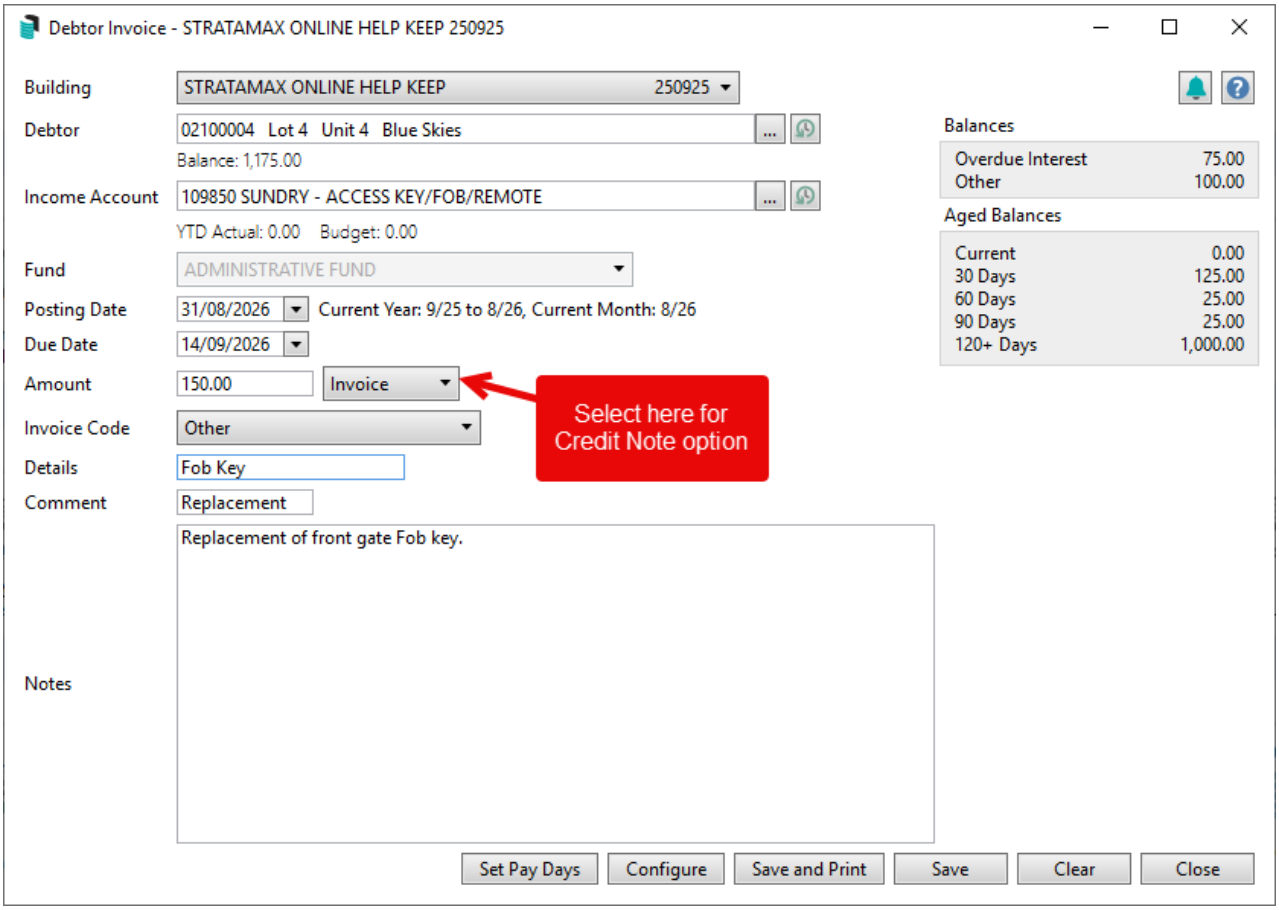
Debtor Invoice Entry

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 Invoices***.
2. Select the *Debtor* from the ... eclipse. (Click the history icon next to the Debtor selected to view the ledger for the Account).
3. Select the *Income Account Code* from the Account Code list presented. Additional Account Codes can be added from the Master Chart or created in *Account Maintenance*.
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. The *Details* will display on the Ledger Card and the *Notes* display on the Invoice.
9. Review all details and then select *Save* or *Save and Print* to print the invoice instantly. See *Save and Print* and *Invoice Printing* below for further information on how to produce and send the invoice either by Post or Email.

If multiple invoices are required for the Debtor, enter the first invoice and click Save. Then, reselect the Debtor and enter the next invoice. Repeat this process for any additional invoices and then print from ***Invoice Printing***.



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 Invoices.***
2. Once the Debtor Invoice has been created as per the above steps for Debtor Invoice Entry.
3. Click *Save and Print* which will option 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 review the configuration and click *Proceed*.

Invoice Printing

Printing a debtor invoice can be completed at entry stage from Debtor Invoice icon and*Save and Print* selected, or from ***Invoice Printing*** which will open the Debtor Invoice Report Distribution screen.

There are two email templates available; the email template 'Debtor Invoice' is used when *Save and Print* is selected from ***Debtor Invoices*** or when an invoice is reprinted from ***Local Transactions***. The email template 'Debtor Invoices Summary' is used when printing invoices from ***Invoice Printing***.

Secondary Debtors

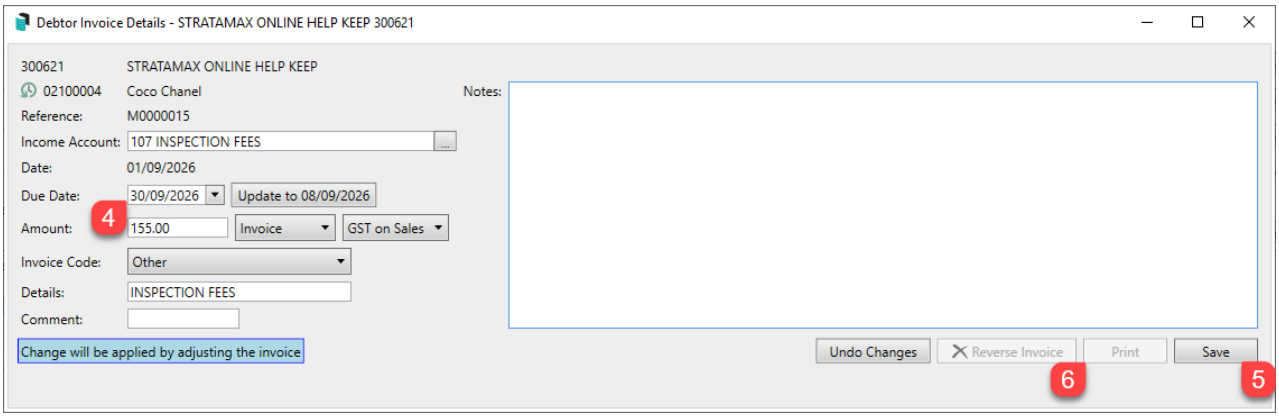
Secondary Debtors can be used to bill charges outside of the standard levy process. Common examples include storage space fees or rental charges for common property used by tenants or external parties.

Once a ***Secondary Debtors*** account has been created, invoices can be raised through ***Debtor Invoices*** and then printed via ***Invoice Printing***. The Second Debtor main account can be set in ***Account Maintenance***.

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.

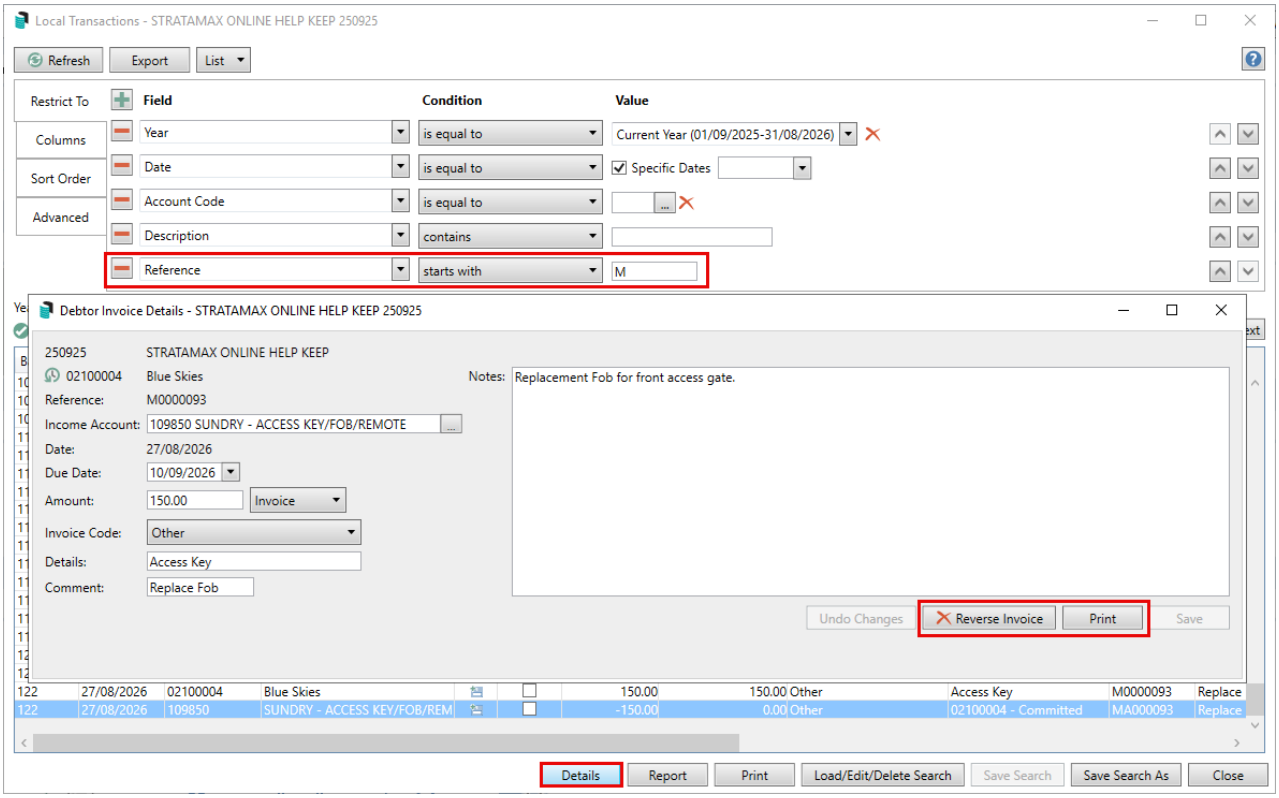
1. Search or select ***Local Transactions*** or ***Interactive Reports*** or ***Local Debtors.***
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click Details.
4. Edit the Due Date or click *Update To* if the calculation is the required Due Date.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



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*. If a replacement Invoice is required select *Print*.



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

Recurring invoice schedules can be set and used for future invoice charging and processing. Refer to our article on ***Scheduled Debtor Invoices***.

Creditor Invoices and On-Charging to Second Debtors

You can use the *Bill to Owner* area in ***DocMax*** and in ***Creditor Invoices*** to on-charge a creditor invoice from the building to a secondary debtor. If the invoice has already been paid and the on-charge needs to be completed retrospectively, this can also be processed from a range of search screens.

The debtor must already exist in the building before it is available to select in the list. When the invoice is on-charged, the process creates a StrataMax invoice for the secondary debtor, including a deposit slip with payment options.

Reporting Debtors (Second Debtors)

See the ***Debtors List*** and ***Secondary Debtors List*** article to report these contacts. Second Debtors can also be included in reports created from Local and Global Debtors icons by adding fields **Debtor Name**, **Lot Number**, **Account Code**.