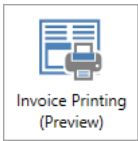


Invoice Printing

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

Invoice Printing (Preview) is for printing invoices using Report Distribution for a specific debtor account, including owner and second debtor accounts as well as from **GLMax**. Invoices can be created using **Debtor Invoice** or **Scheduled Debtor Invoices**.

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.

Invoice Printing

To print an Invoice, this can be completed at entry stage from **Debtor Invoice** icon using the *Save and Print* button, or from **Invoice Printing** which will open the Debtor Invoice Report Distribution screen.

1. Search or select **Invoice Printing**.
2. Tag the Lot or Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button.
3. Click the cogwheel to view Configuration options. The Report Period section can be adjusted for a range.
 - Year to date: will produce all invoices for the Current Year to today's date.
 - Year to date - include old year: will produce all invoices for the Current Year to today's date including the Old Year.
 - Month to Date: will produce all invoices created for the Current Month to today's date.
 - All history: all invoices.
 - Date range: enter in a *Start date for date range* report and *End Date for date range* report for invoices required.

- Show Brought Forward: Include the Brought Forward balance on the invoice.
- Message Maker: opens [Message Maker](#).
- Print Message: Tick to include the message from Message Maker.
- Update Due Date: Update the Due Date of the original Invoice.

4. Click *Proceed*.

How to reprint a 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

How to reprint multiple Invoices

To print multiple invoices use the *Date range* option in the configuration cogwheel in **Invoice Printing**. The date range is similar and easier than the previous Invoice Number range.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

Debtor Invoice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set: Page Numbers Consolidate by Contact

Debtor Invoice Period: YTD, [invoice_invbc1] Invoice - Deposit Slip - Body Corp - RD

Configuration

Settings

Show Brought Forward

Report Period: Year to date

Start date for date range report

End date for date range report

Message Maker

Print Message

Update Due Date

Template

Template: invoice_invbc1 Invoice - Deposit Slip - Body Corp - RD (Lettr

Template (Local Building Override): Use Global

Distribution Method

Post Snagit

Email Correspondence

Save Report

Use Preferences

Correspondence

Search

Email Sms

bskies@home.com.au

adrian70@live.com.au

windsor4030@hotmail.com

bskies@home.com.au

danielle.outram@outlook.com

bskies@home.com.au

nikki.sargeant@gmail.com

bskies@home.com.au

Log Proceed Close

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.

The screenshot displays the 'Local Transactions - STRATAMAX ONLINE HELP KEEP 250925' window. The search filters are set as follows:

Restrict To	Field	Condition	Value
Columns	Year	is equal to	Current Year (01/09/2025-31/08/2026)
Sort Order	Date	is equal to	☒ Specific Dates
Advanced	Account Code	is equal to	
	Description	contains	
	Reference	starts with	M

The 'Debtor Invoice Details' window for invoice 250925 is shown below. The invoice details are:

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 Code: Other
Details: Access Key
Comment: Replace Fob

Notes: Replacement Fob for front access gate.

Buttons: Undo Changes, Reverse Invoice, Print, Save

Line	Date	Account	Description	Amount	Invoice Code	Details	Reference	Action
122	27/08/2026	02100004	Blue Skies	150.00	Other	Access Key	M0000093	Replace
122	27/08/2026	109850	SUNDRY - ACCESS KEY/FOB/REM	-150.00	Other	02100004 - Committed	MA000093	Replace

Buttons: Details, Report, Print, Load/Edit/Delete Search, Save Search, Save Search As, Close