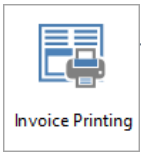
Invoice Printing

Last Modified on 09/11/2026 12:35 pm AEST



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

Invoice Printing 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*** 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.

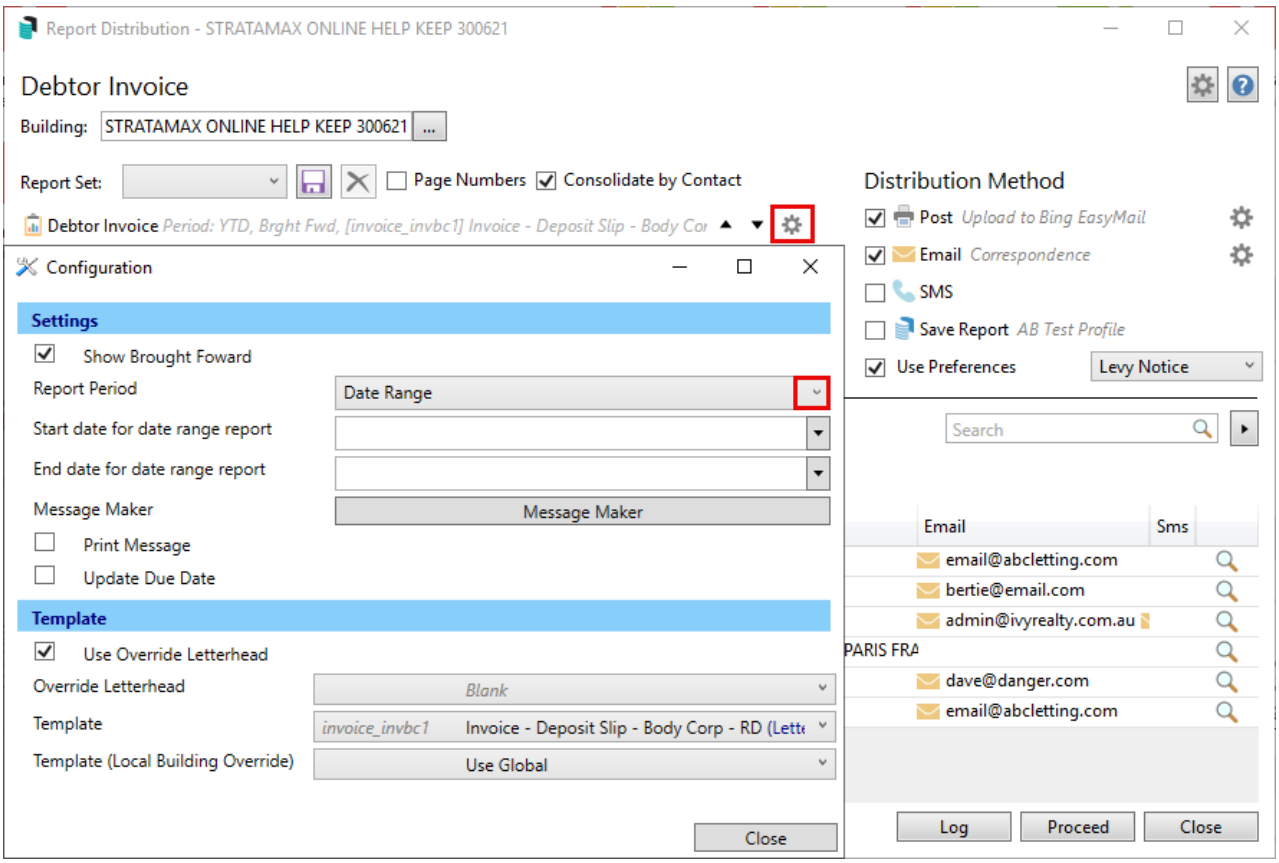
Invoice Printing

To print an Invoice, this can be completed at the 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. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors.
3. Click the cogwheel to view Configuration window.
4. Show Brought Forward (Global Setting): Include the Brought Forward balance on the invoice.
5. The Report Period (User Setting) drop-down contains:
    - Year to date: Produce all invoices for the Current Year to today's date.
    - Year to date - include old year: Produce all invoices for the Current Year to today's date including the Old Year.
    - Month to Date: 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.

6. Message Maker (Global Setting): Opens *Message Maker*.
7. Print Message (Temporary): Tick to include the message from Message Maker.
8. Update Due Date (Temporary): Update the Due Date of the original Invoice.
9. Click *Close* to close the Configuration window.
10. Click *Proceed.*

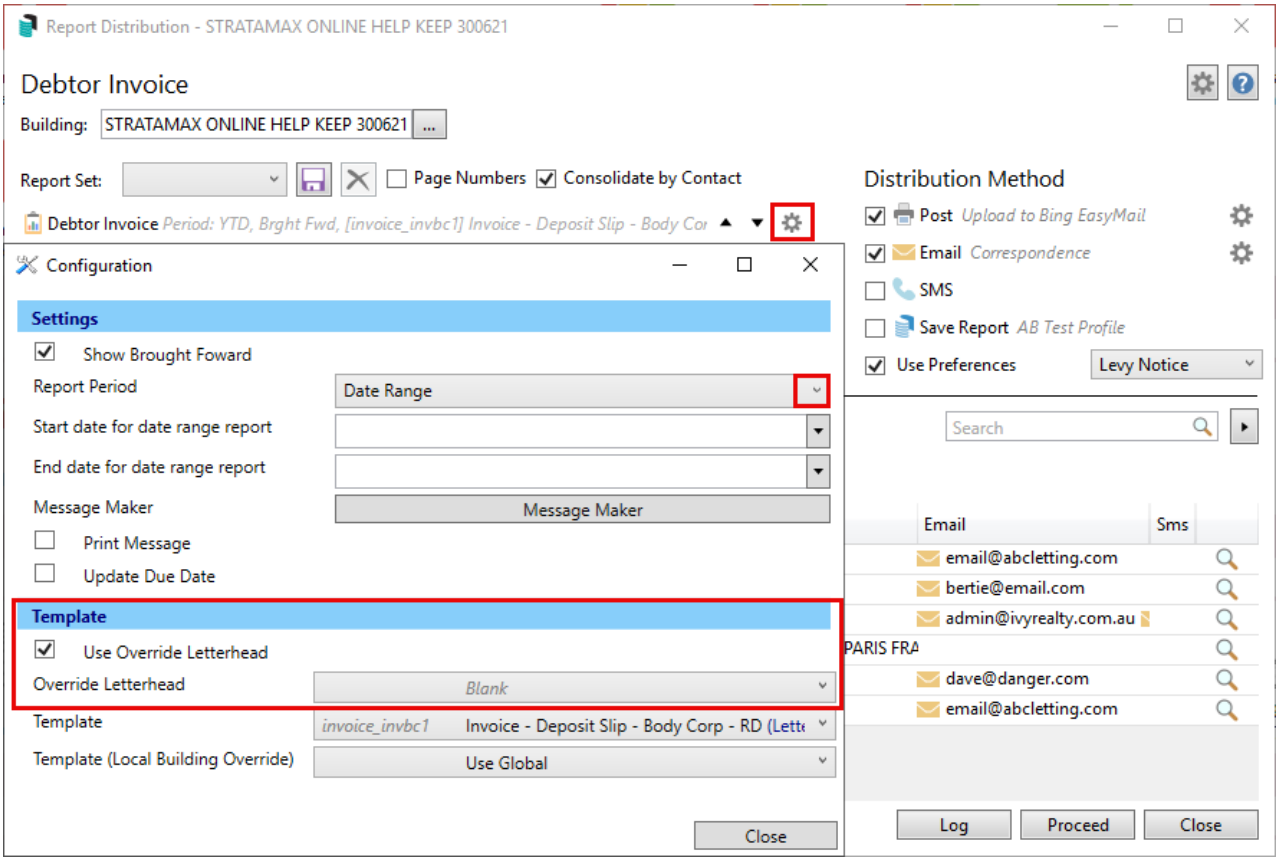


Invoice Printing | Blank Letterhead

To print an Invoice without a letterhead, this can be completed at the 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 window and tick *Use Override Letterhead* and adjust the Override Letterhead to *Blank.*
4. Click *Close* to close the Configuration window.

5. Click *Proceed.*



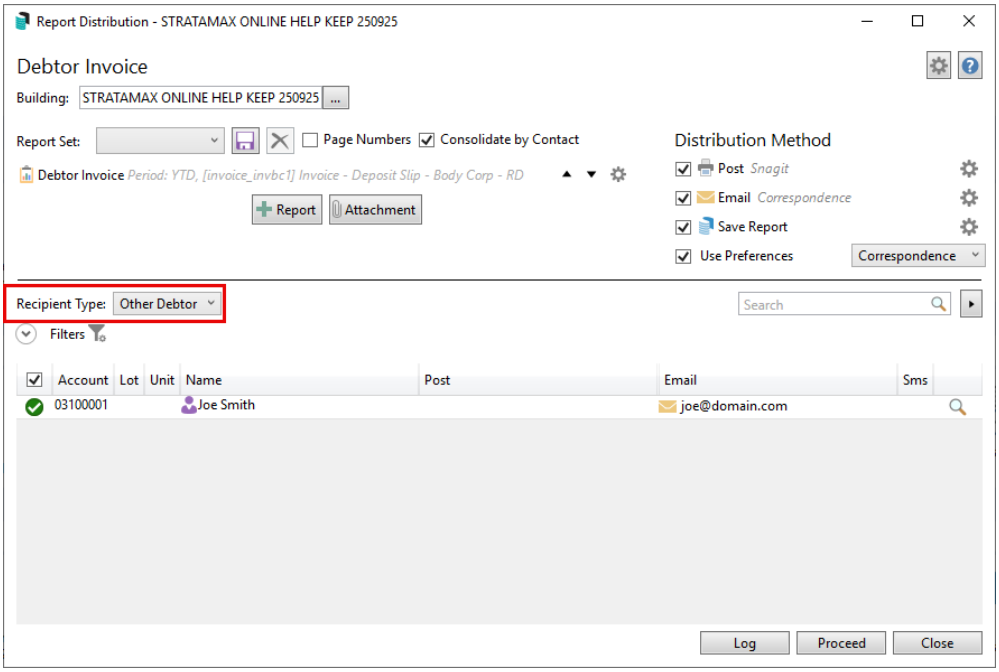
Second Debtor Invoice Printing

To print an Invoice for a Second Debtor, this can be completed at the 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. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors. Tag the Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors.
3. Click the cogwheel to view Configuration window.
4. Show Brought Forward (Global Setting): Include the Brought Forward balance on the invoice.
5. The Report Period (User Setting) drop-down contains.
    - Year to date: Produce all invoices for the Current Year to today's date.
    - Year to date - include old year: Produce all invoices for the Current Year to today's date including the Old Year.
    - Month to Date: 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.

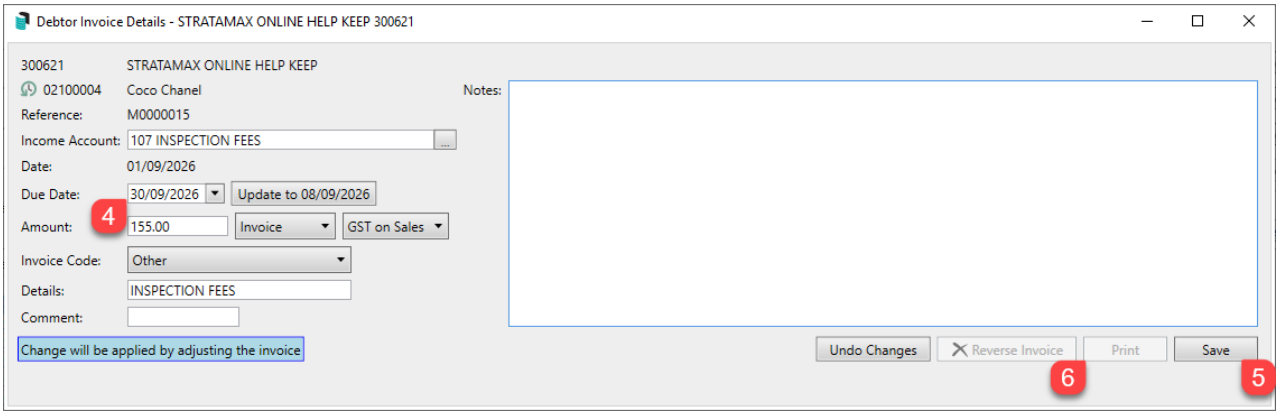
6. Message Maker (Global Setting): Opens *Message Maker*.
7. Print Message (Temporary): Tick to include the message from Message Maker.
8. Update Due Date (Temporary): Update the Due Date of the original Invoice.
9. Click *Close* to close the Configuration window.
10. Click *Proceed.*



How to reprint a Debtor Invoice

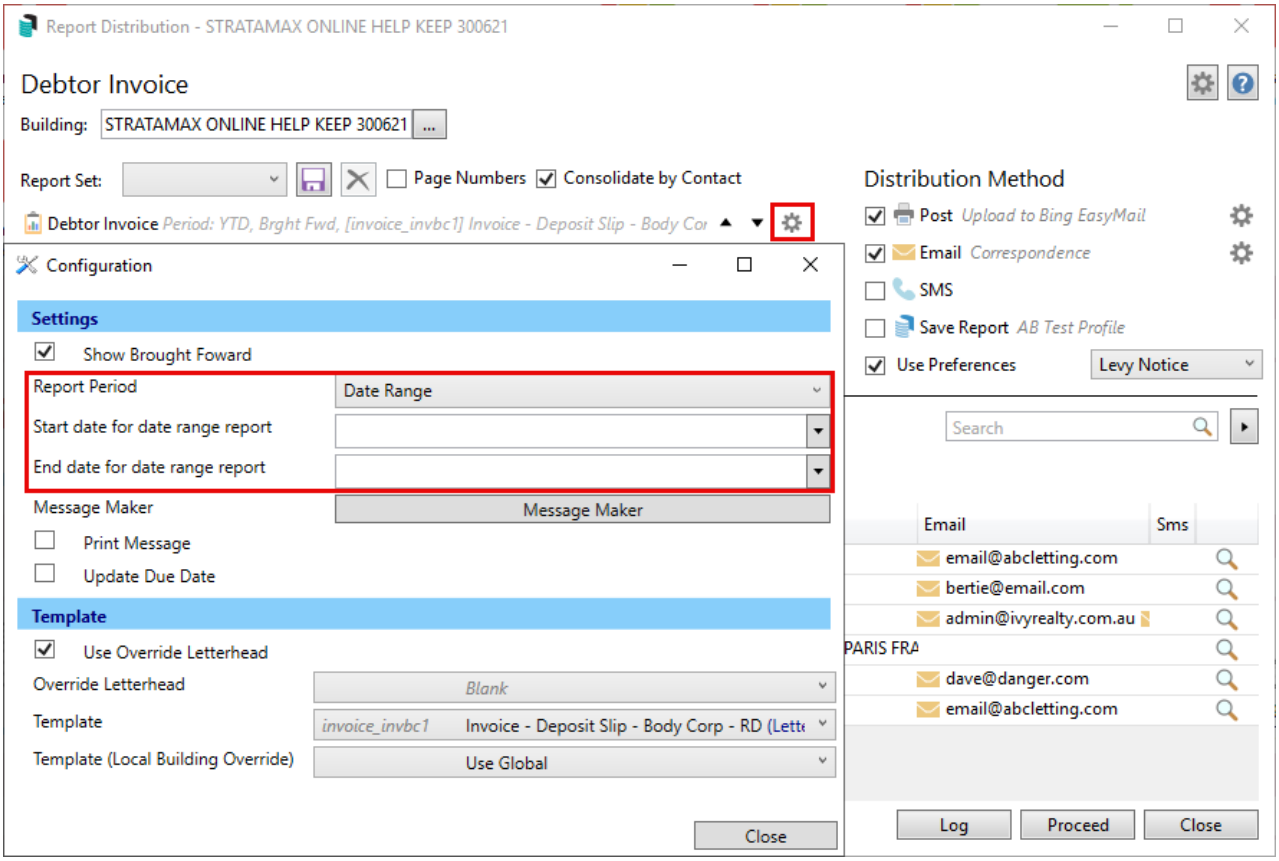
The Due Date of a Debtor Invoice can be amended before the Invoice is printed. You can either enter a Due Date manually or select the *Update To* button to automatically calculate a new Due Date based on the configured Invoice Notice Pay Days settings calculating from the Date of the Invoice. The calculation 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. Locate the Invoice number M00XXX and print following the below:

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.



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 than the previous Invoice Number range.



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*.

