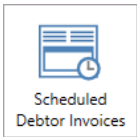


Scheduled Debtor Invoices

Last Modified on 07/10/2026 4:01 pm AEST



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

Scheduled Debtor Invoices has support for one-off or recurring invoice schedules which can be used for future invoice charging. Invoices can be raised against an Owner or Second Debtor account. 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.

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.

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

RefreshExportList

Restrict To

Field

Condition

Value

Columns

Sort Order

Advanced

Current Building

Debtor Code

Next Date

starts with

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 FirstFind 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	☐	S9 Monthly Rental Fee	

AddEdit

Process for BuildingView LogsPrintLoad/Edit/Delete SearchSave SearchSave Search AsClose

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

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	☐	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	☐	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