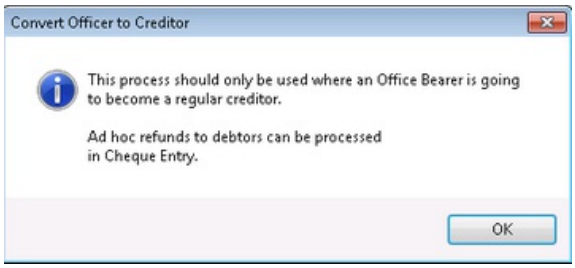
Convert Officer to Creditor

Last Modified on 27/10/2021 1:25 pm AEST

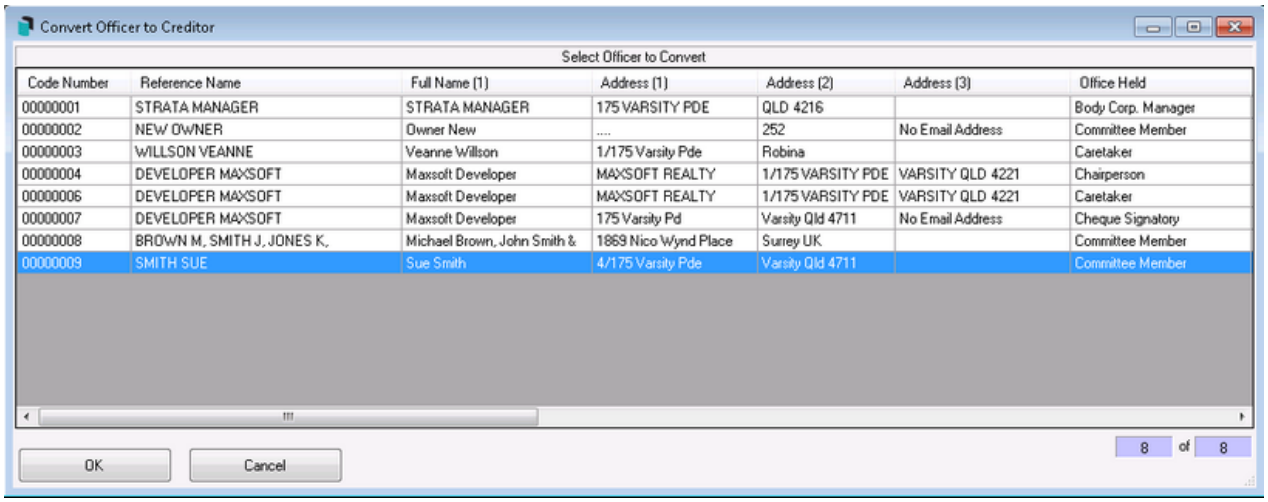
The instructions in this article relate to ***Convert Officer to Creditors*** located by searching or selecting in StrataMax.

If you need to pay an Office Bearer on a regular basis convert them to a creditor without entering all the information a second time. This can be carried out if consistently paying an Office Bearer as a Creditor. For one off reimbursements or refunds refer to Owner Reimbursements.

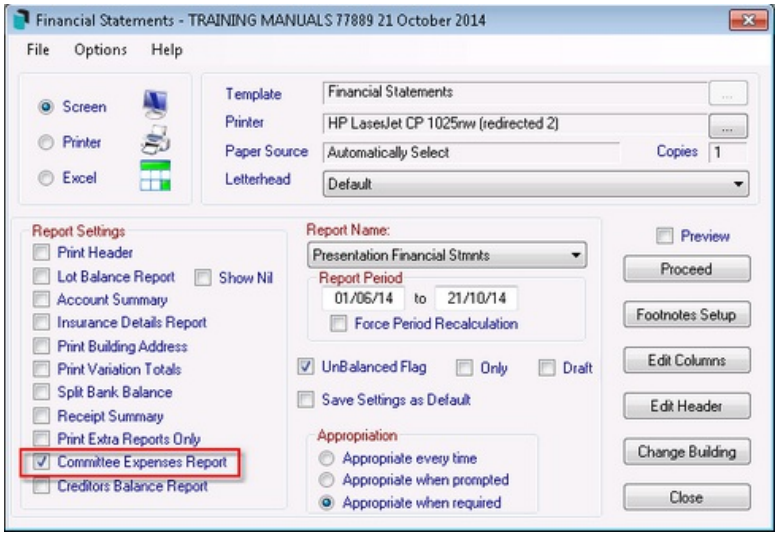
1. Select building using the Building Selector Tool.
2. Search or select ***Convert Officer to Creditors***.
3. Click *OK*.



4. Click *OK* again.
5. Select the Office Bearer from the list and click *OK*.



6. Click *Cancel* > *Cancel* again.
7. When producing Financial Statements the following report can be configured to include details on Committee Expenditure:


Financial Statements - TRAINING MANUALS 77889 21 October 2014
File
Options
Help
Screen
Printer
Excel
Template
Financial Statements
Printer
HP LaserJet CP 1025nw (redirected 2)
Paper Source
Automatically Select
Copies
1
Letterhead
Default
Report Settings
Print Header
Lot Balance Report
Show Nil
Account Summary
Insurance Details Report
Print Building Address
Print Variation Totals
Split Bank Balance
Receipt Summary
Print Extra Reports Only
Committee Expenses Report
Creditors Balance Report
Report Name:
Presentation Financial Stmnts
Report Period
01/06/14
to
21/10/14
Force Period Recalculation
UnBalanced Flag
Only
Draft
Save Settings as Default
Appropriation
Appropriate every time
Appropriate when prompted
Appropriate when required
Preview
Proceed
Footnotes Setup
Edit Columns
Edit Header
Change Building
Close