

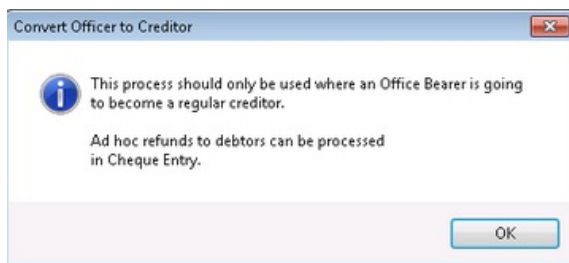
Convert Officer to Creditor

Last Modified on 20/06/2025 3:00 pm AEST

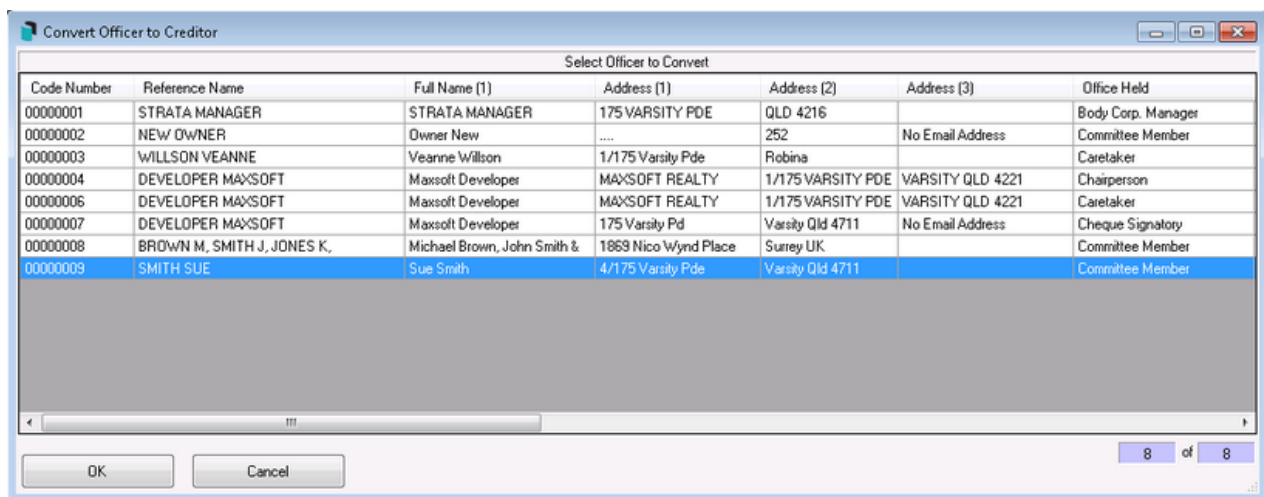
The instructions in this article relate to **Convert Officer to Creditors** located by searching or selecting in StrataMax.

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 Strmnts
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