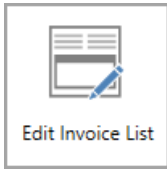


# Edit Invoice List

Last Modified on 08/08/2024 9:16 am AEST



The instructions in this article relate to **Account Maintenance**. The icon may be located from within **GLMax** on your *StrataMax Desktop* or found using the *StrataMax Search*.

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## Edit Invoice List (Invoice Code Setup)

**Edit Invoice List** is where invoice codes are created in **GLMax** for each type of item that a Strata Management company charges their buildings - outlined the management agreement. These invoice codes can be used to charge through **Invoice Entry** in **GLMax**, through **TRMax** for additional charges and services, or they can be used to charge regular **Management Fees**. They are also used in the automatic charging, which is set up in **Disbursements**.

These invoices codes can have a dollar value to charge for recurring services (tax returns, BAS preparation fees, etc.), items on a per usage basis (pages printed, hourly rate, certificates etc.), or they can be left as a zero dollar value for those items that have may have a variable charge between buildings (management fees).

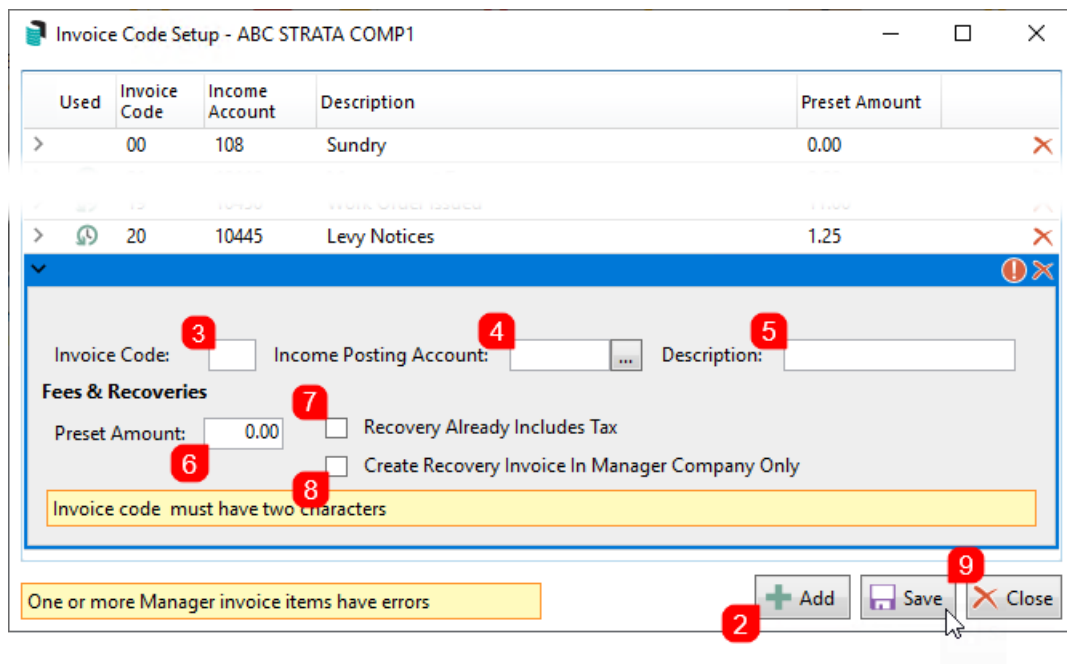
These invoice codes must be linked to a **GLMax** income code, which is then linked to a StrataMax expense code in each building. This will allow any charges for a building to be reported on the **GLMax** income code, and also reported on the buildings **Financial Statement** as an expense. The set up of the link between **GLMax** and StrataMax has two steps, the first is to create the invoice codes and link them to a **GLMax** income code, and the second is done in **Invoice Link Manager** where the **GLMax** income code is linked to a StrataMax expense code.

Used	Invoice Code	Income Account	Description	Preset Amount	
>	00	108	Sundry	0.00	
>	01	10110	Management Fees	0.00	
>	02	10480	Laser Copies	0.50	
>	03	10480	Color Copies	1.50	
>	04	10500	Telephone (Inter)	0.00	
>	05	10500	Telephone (Aust)	0.00	
>	06	10435	Faxes (In)	2.00	
>	07	10435	Faxes (Out)	2.00	
>	08	10435	Faxes (Inter)	5.00	
>	09	1074	Postage	0.65	
>	10	10112	Emails	0.40	
>	11	1074	DX	2.00	
>	12	1075	Marbig Folders	2.50	
>	13	1075	Half Arch	2.80	
>	14	1075	A4 Dividers	0.90	
>	15	1075	Minute Book	8.00	
>	16	1075	Multi Tabs	2.00	
>	17	1075	Envelope (Small)	1.10	

Add   
 Save   
 Close

## Creating a New Invoice Code

1. Access **GLMax**, and open the **Edit Invoice List** menu.
2. Click the **Add** button, and a new section will appear in the list of existing **Invoice Codes**.
3. Enter the **Invoice Code** number (can be a combination of any two alphanumeric characters).
4. Enter the **Income Posting Account** by clicking the *ellipsis [...]* button and selecting the code from the list.
5. Enter the name of the recovery item in the **Description** field.
6. Enter the amount to be charged for this item in the **Preset Amount** field, which will be the unit price when entering a new **TRMax Recovery**. If the item is has a variable cost and will be charged at the time of entering, enter the amount as 0.00.
7. Tick **Recovery Already Includes Tax** if the invoice code should not have GST added when **TRMax** recoveries are processed.
8. Tick **Create Recovery Invoice in Manager Company Only** if the recoveries are only to be created against the **GLMax** debtors, but not process through to StrataMax.
9. When done, click the **Save** button.



## Editing an Invoice Code

*Invoice Codes* can be edited at any point in time. If the *Description* is edited and the *Invoice Code* is being used in the **Management Fees Setup** menu, the edited *Description* will be applied automatically.

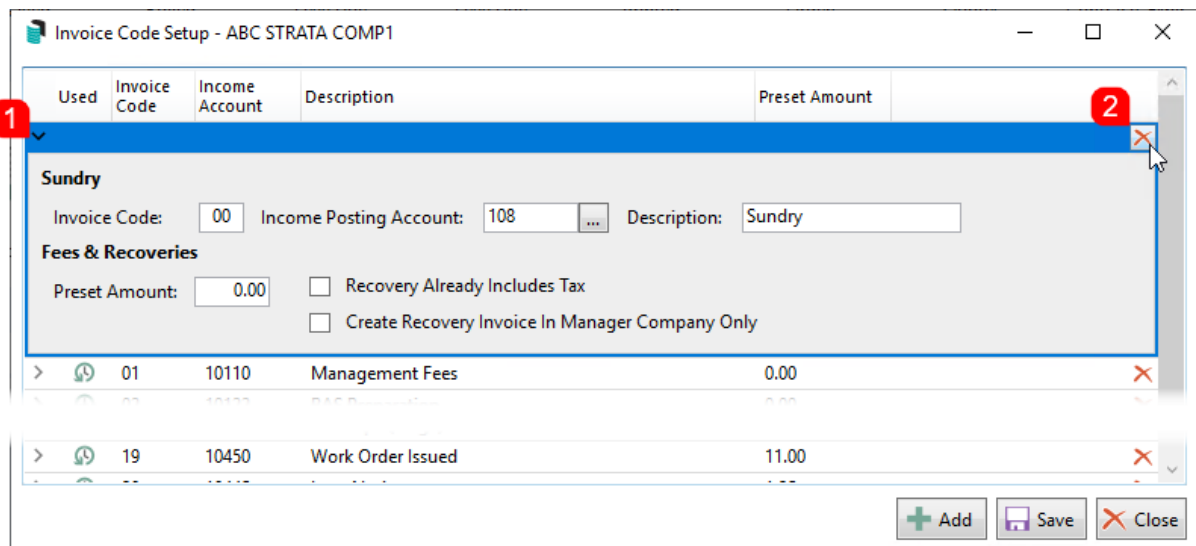
1. Open the **Edit Invoice List** menu.
2. Click the *Invoice Code* to edit.
3. Edit required fields and click the Save button when done.

Editing a Preset Amount will only effect new TRMax recoveries that are entered.

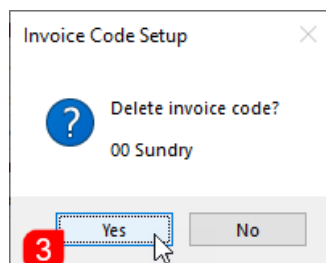
## Delete an Invoice Code

*Invoice Codes* can only be deleted if they have not been used. If it has already been used, then a clock icon will be displayed in the *Used* column.

1. Open the **Edit Invoice List** menu.
2. Click the delete icon (the red cross located on the right side) on the *Invoice Code* to delete.



3. Click on the Yes button when prompted to confirm.



## Edit Invoice List | Report

1. Open the **Edit Invoice List** menu.
2. Click the **Report** button at the bottom of the menu.
3. Excel will open displaying a row for each invoice item and a column for each value (invoice code, income account, etc.)