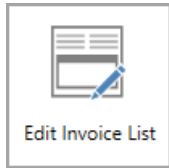


# Edit Invoice List

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The instructions in this article relate to **Edit Invoice List**. 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 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.

Used	Invoice Code	Income Account	Description	Preset Amount
>	00	108	Sundry	0.00
>	20	10445	Levy Notices	1.25

Invoice Code:  Income Posting Account:  Description:

**Fees & Recoveries**

Preset Amount:  ☐ Recovery Already Includes Tax

☐ Create Recovery Invoice In Manager Company Only

Invoice code must have two characters

One or more Manager invoice items have errors

+ Add Save Close

## 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.

Invoice Code Setup - ABC STRATA COMP1

Used	Invoice Code	Income Account	Description	Preset Amount
>	01	10110	Management Fees	0.00
>	19	10450	Work Order Issued	11.00

**Sundry**

Invoice Code: 00 Income Posting Account: 108 Description: Sundry

**Fees & Recoveries**

Preset Amount: 0.00

☐ Recovery Already Includes Tax

☐ Create Recovery Invoice In Manager Company Only

+ Add Save Close

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

Invoice Code Setup

? Delete invoice code?

00 Sundry

Yes No

## 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.).