Import Buildings as Debtors

Last Modified on 01/09/2026 2:46 pm AEST

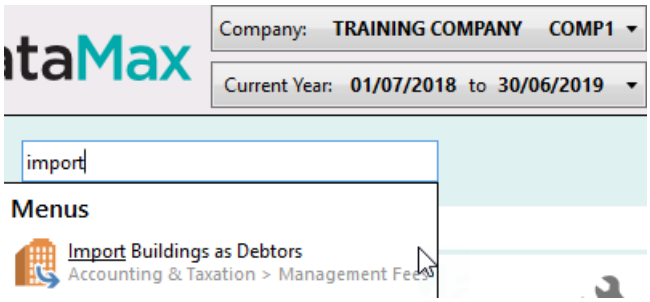
All new buildings must be imported from StrataMax and linked toGLMax in order to enter management fees in to the ***Management Fees Setup*** menu, and enter disbursements into the ***Disbursements*** menu.

Import a Building as a Debtor

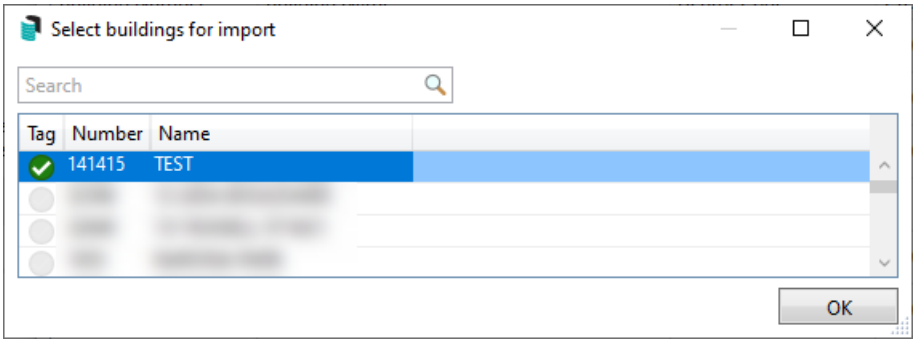
Important Note: When importing a building into ***GLMax***, the building must have an Address entered in ***Building Information*** and you must ensure that the following two fields match in the ***Building Information*** menu in ***GLMax***, and your management company record in the ***Creditor Maintenance*** menu in the building (most likely creditor code 08200002).

- Australian Business No.
- GST Registered (Y/N)

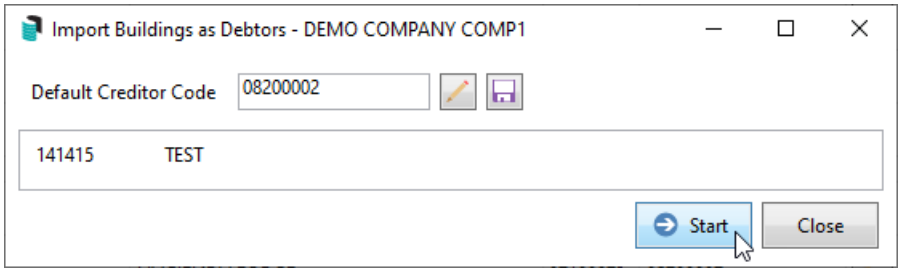
1. Open ***GLMax*** from the building selector tool, and open the ***Import Buildings as Debtors*** menu, and a list of existing buildings will appear.



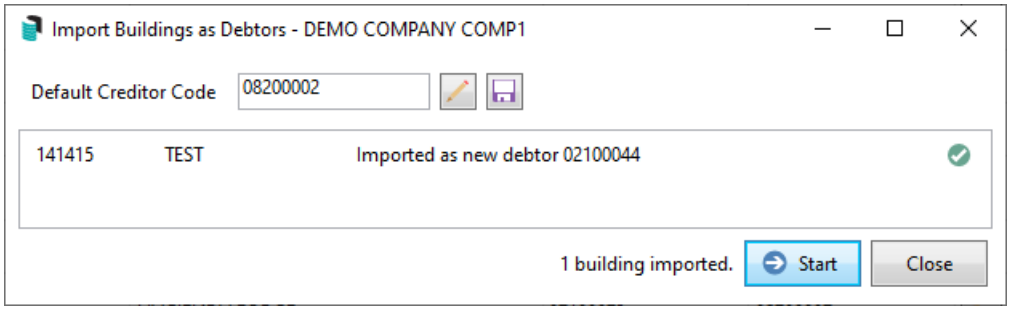
2. Click the *Import Buildings...* button.
3. In the *Select Buildings for import* screen, tag the required building(s) and click *OK*.



4. In the *Default Creditor Code* field, the creditor code for your Strata Management company (08200002) should be already be present. If it's not, click the pencil button to the right and select your Strata Management company.
    - By clicking the Save button (3.5" disk), it will save whichever code is in the field at that moment as the default code from that point onward.



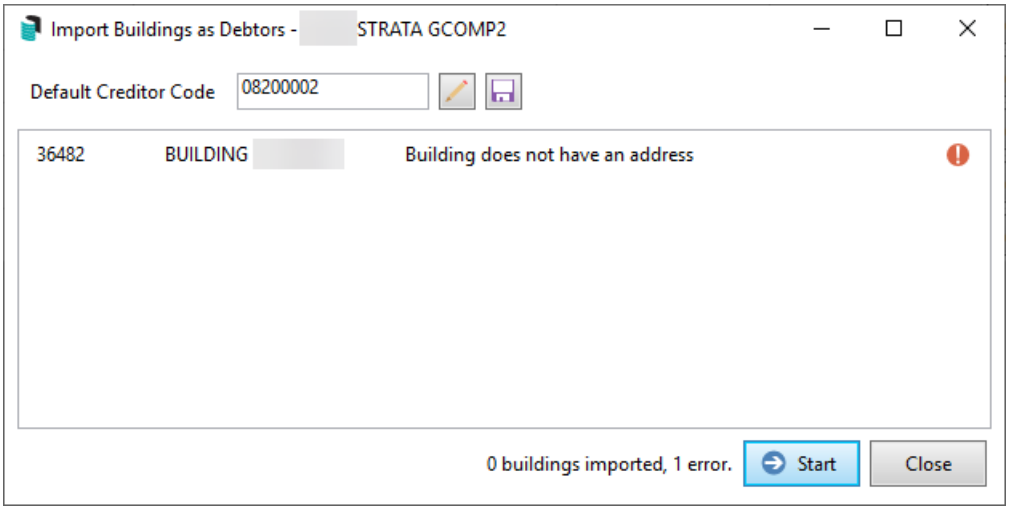
5. Click the *Start* button, and moments later a confirmation will appear on screen.

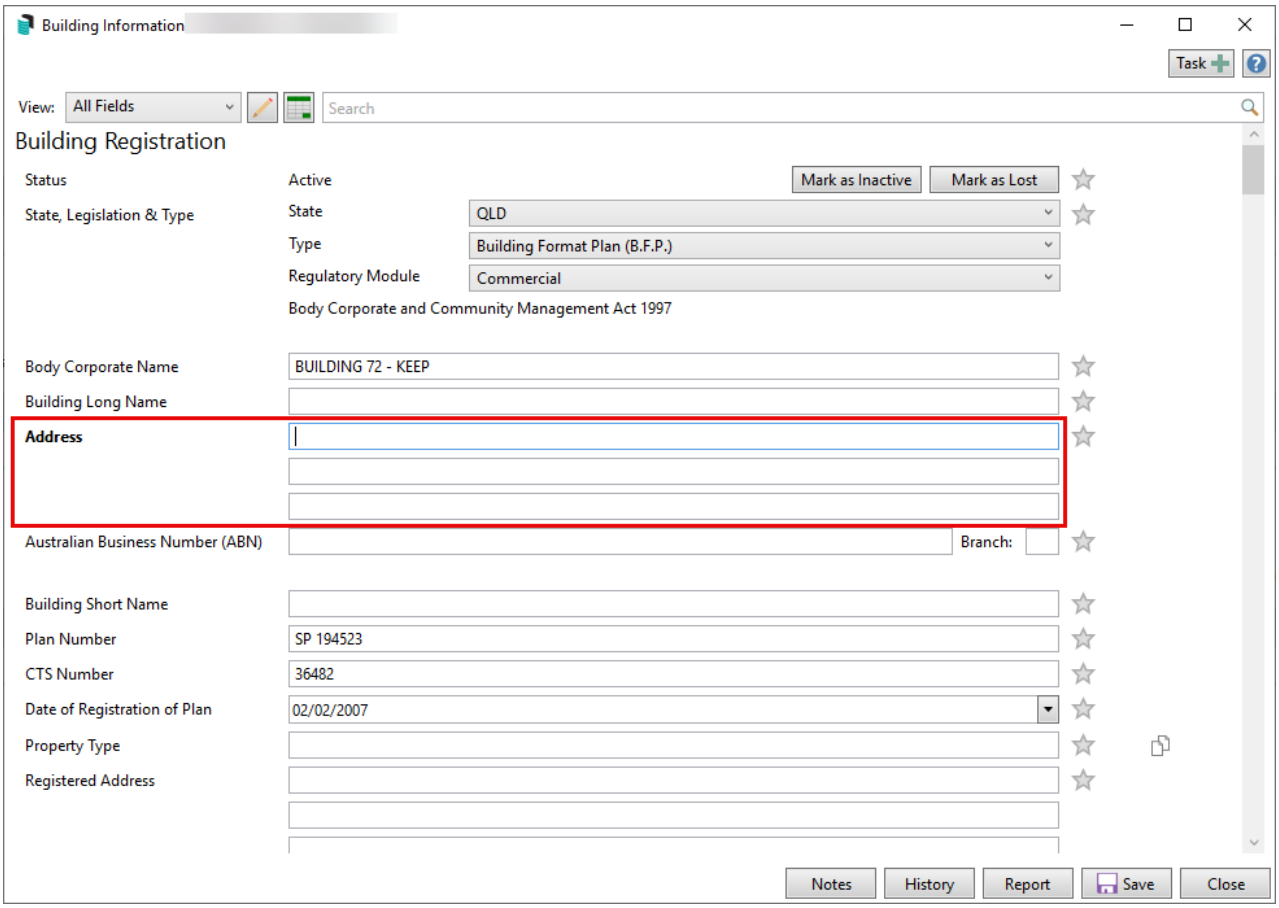


6. The process is now done, so all relevant screens can be closed.

Please note:

If the message *Building does not have an address* is received when selected in ***Import Buildings as Debtors***. The *Address* field in ***Building Information*** must be entered to proceed with the Import Buildings as Debtors.



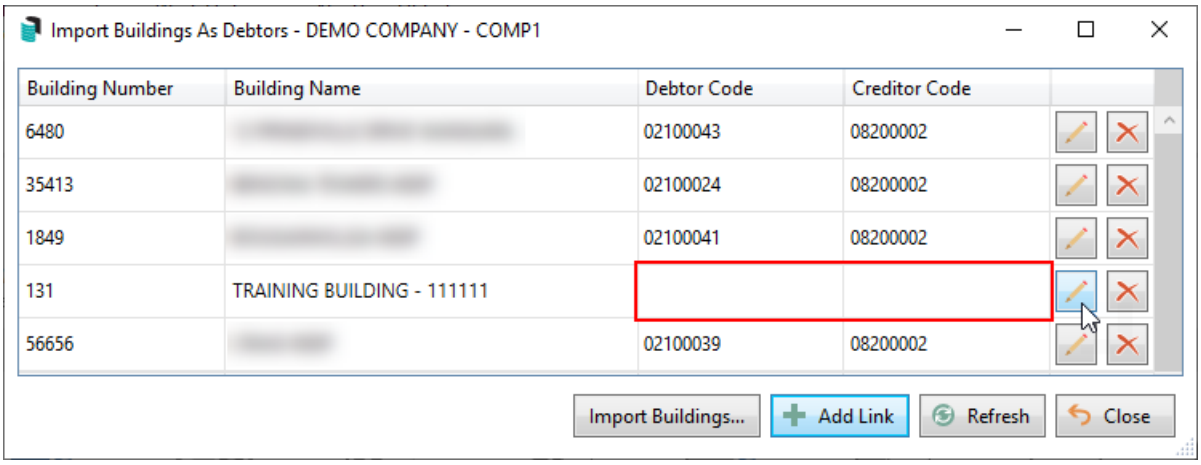


Linking Debtors with Creditors

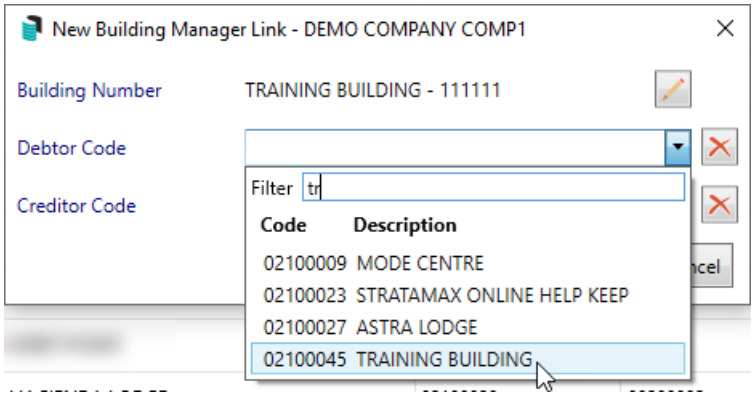
In GLMax a debtor account exists for each building, and the debtor number that is allocated to the debtor will link and update in BCMax in the building. This link is necessary in order to process automatically create invoice transactions to your Strata Management company when processing recoveries, or processing management fees.

1. Open ***GLMax*** from the building selector tool, and open the ***Import Buildings as Debtors*** menu, and a list of existing buildings will appear.

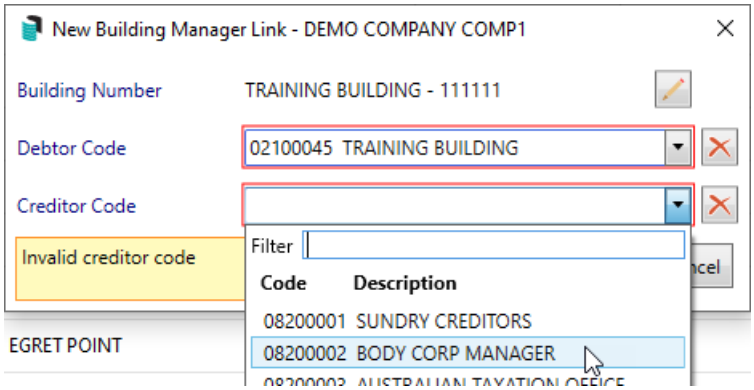
2. If there is a building in the list that doesn't have a *Debtor Code* or Creditor Code, then there is no current link, and it will need to be created.



3. Click the *Pencil* button to the right, and the *New Building Manager Link* window will appear.
4. Click the drop-down menu for the *Debtor Code* field and select the matching building name.



5. Click the *Creditor Code* drop-down menu and select your Strata Management company creditor, which will most likely be 08200002.



6. Click the Save button and the building should then be in the list of linked buildings.

How to Move a Building Between GLMax Companies

This process is used when a building needs to be moved from one GLMax Company to another without a physical building move, and where the same manager and drive remain unchanged.

This applies to:

- Moving one building or bulk moving multiple buildings.
- Portfolio restructures.
- Internal company changes within GLMax.

> Do not remove the building link in one GLMax company and import it into another. Doing so will cause management fees to be re-invoiced from the original contract start date, resulting in incorrect debtor balances and income that must be manually reversed via journals.

1. Terminate Existing Management Fees

- Edit the current management fees in Management Fee Setup.
- Enter a termination date for the fees.

2. Process TRMax Recoveries

- Process any outstanding recoveries.

3. Delete GLMax Link

- From the current GLMax Company, remove the building from Invoice Link Manager.

4. Import the Building into the New GLMax Company

- Import the building as a new debtor from Invoice Link Manager.

5. Setup New Management Fees

- Enter Management Fees in ***Management Fee Setup***.
- Use a current start date.