

Import Buildings as Debtors

Last Modified on 18/03/2024 12:46 pm AEST

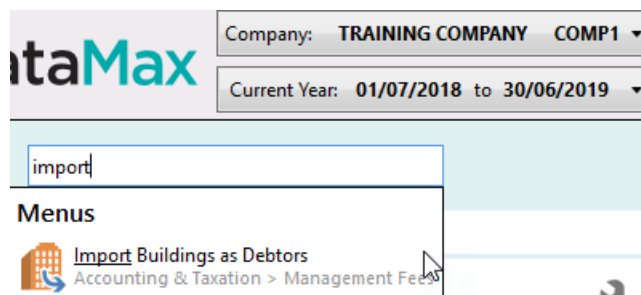
All new buildings must be imported from StrataMax and linked to [GLMax](#) in order to enter management fees in to the [Management Fees Setup](#) menu, and enter disbursements into the [Disbursements](#) menu.

Import a Building as a Debtor

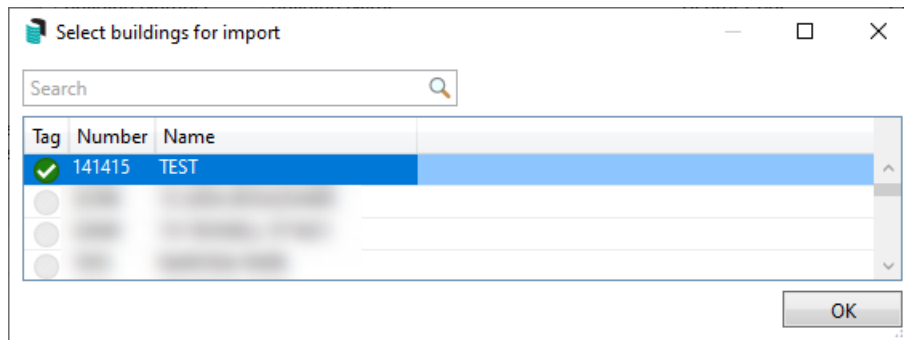
Important Note: When importing a building into [GLMax](#), you must ensure that the following two fields match in the [Building Information](#) menu in [GLMax](#), and your management company record in the [Creditor Maintenance](#) menu in the building (most likely creditor code 08200002).

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

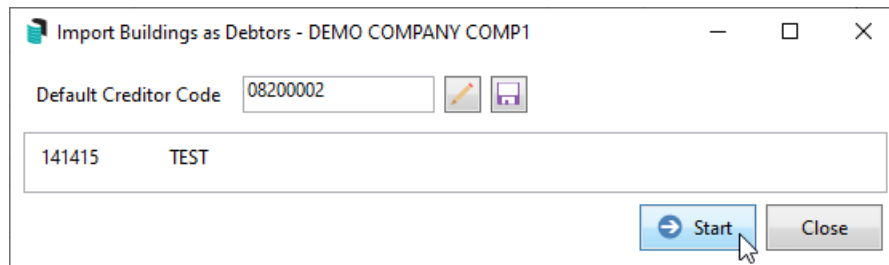
1. Open [GLMax](#) from the building selector tool, and open the [Import Buildings as Debtors](#) menu, and a list of existing buildings will appear.



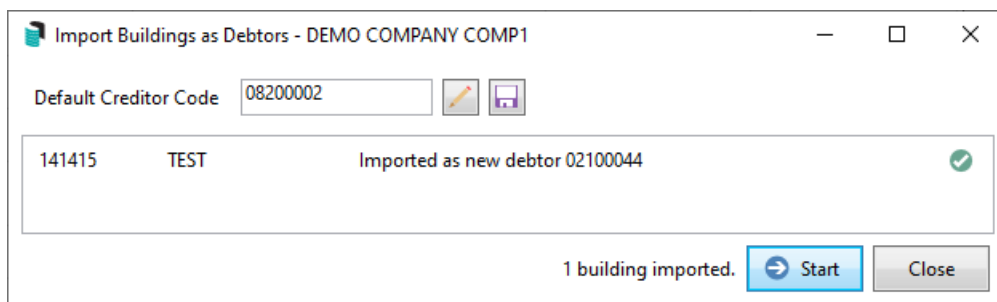
2. Click the *Import Buildings...* button.
3. In the *Select Buildings for import* screen, tag the required building(s) and click *OK*.



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.button.

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.

Building Number	Building Name	Debtor Code	Creditor Code	
6480	[REDACTED]	02100043	08200002	[Pencil] [X]
35413	[REDACTED]	02100024	08200002	[Pencil] [X]
1849	[REDACTED]	02100041	08200002	[Pencil] [X]
131	TRAINING BUILDING - 111111			[Pencil] [X]
56656	[REDACTED]	02100039	08200002	[Pencil] [X]

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.

Building Number: TRAINING BUILDING - 111111

Debtor Code: [Dropdown menu open]

Creditor Code: [Empty]

Filter: tr

Code	Description
02100009	MODE CENTRE
02100023	STRATAMAX ONLINE HELP KEEP
02100027	ASTRA LODGE
02100045	TRAINING BUILDING

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

Building Number: TRAINING BUILDING - 111111

Debtor Code: 02100045 TRAINING BUILDING

Creditor Code: [Dropdown menu open]

Invalid creditor code

Filter: [Empty]

Code	Description
08200001	SUNDRY CREDITORS
08200002	BODY CORP MANAGER
08200003	AUSTRALIAN TAXATION OFFICE

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