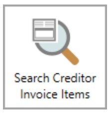
Search Creditor Invoice Items

Last Modified on 16/09/2024 5:36 pm AEST



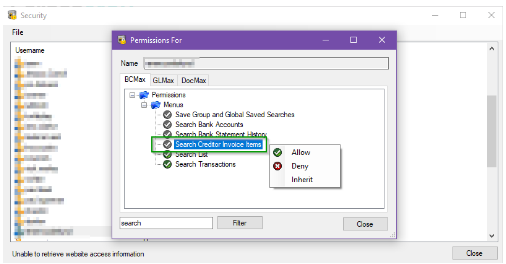
The instructions in this article relate to ***Search Creditor Invoice Items.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Creditor Invoice Items can be used to review any warnings or balance issues as well as find a specific invoice and mark the Creditor Invoice On Hold or to Tag Paid Invoices. Searches can also be completed and data can be extracted into a report used for analysis. An example of using the data to analyse expenses by Contractor Industry is at the bottom of this page.

This menu can be used by team members that are responsible for moving invoices from *Ok to Pay* to *On Hold* between payment runs and can also be used to report all invoices that are marked as On Hold. There is also an option to add an Invoice Hub Status column.

Search Creditor Invoice Items | Security

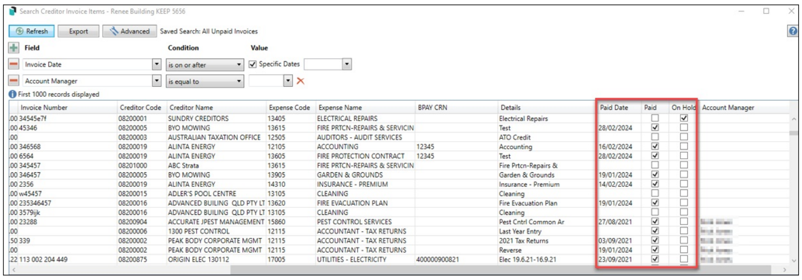
To access ***Search Creditor Invoice Items*** screen, the user must have the permission set to 'Allow' for 'Search Creditor Invoice Items' under the 'Menus' category in ***Security Setup*****.**



Search Creditor Invoice Items

Search Creditor Invoice Items can be used to search Creditor Invoices that have been created based on set values; each column can be clicked on to sort and results can be exported to Excel. Regularly used searches can be saved, such as 'All Invoices On Hold' and 'All Unpaid Invoices'. ***Search Creditor Invoice Items*** will search individual Creditor Invoices rather than Creditor accounts. ***Search Creditor Invoice Items*** will show Paid Date, Paid, on Hold status plus Invoice Hub Status for each individual Creditor entered against a building.

1. Search or select ***Search Creditor Invoice Items.***
2. Adjust search criteria as needed to locate invoices.
    - The 'Invoice Date' field is used to select a specific date or date range, including an old or historic year. Or by removing (click the red 'minus' button) or changing the 'Invoice Date' field to a different field, it will display the full history of transactions.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
4. Based on the selected **Field,** the **Condition** can be changed if required, and then you can change/select the required **Value**.
5. Click the *Advanced* button to display additional tabs down the left side:
    - *Columns* to add, remove, or change the order of the columns.
    - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.)
    - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
6. Click the *Refresh* button to search for the records.
7. If you would like to, you can export the data to an Excel sheet, by clicking the *Export* button.

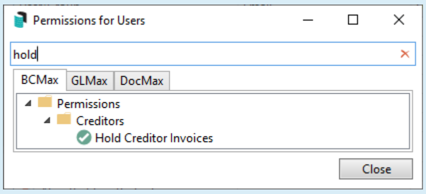


Each column can be clicked on to sort the order of records.

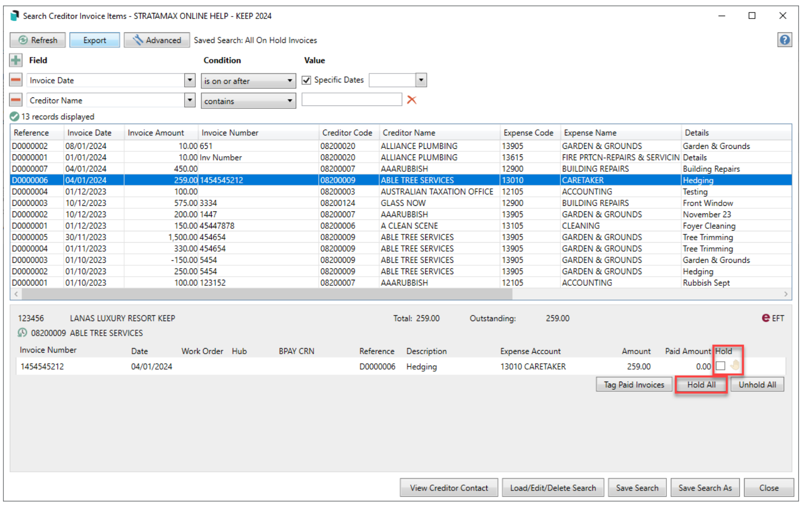
Search Creditor Invoice Items | Place Creditor Invoice On Hold

To place an invoice on hold or take off hold locate the invoice in ***Search Creditor Invoices Items*** and then mark as *Hold* or untick Hold to remove invoice from Hold.

Please note that the *Hold* tick box is controlled by a permission in ***Security Setup*** called 'Hold Creditor Invoices'.



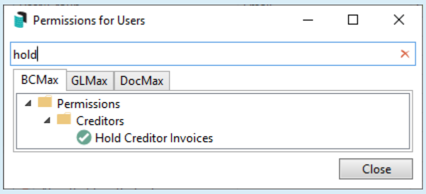
1. Search or select ***Search Creditor Invoice Items.***
2. Use Fields to locate required invoice.
3. Click on the Creditor Invoice record to list any Creditor Invoices for the Creditor Account in the lower half of the screen. Click '*Hold*' to add the tick so that the *Creditor Invoice* is added to *Hold* and excluded from any payment process.



Search Creditor Invoice Items | Move Creditor Invoice off Hold / OK to Pay

Creditor Invoices can be removed from *Hold* and made available for payment with a single button click from ***Search Creditor Invoice Items***.

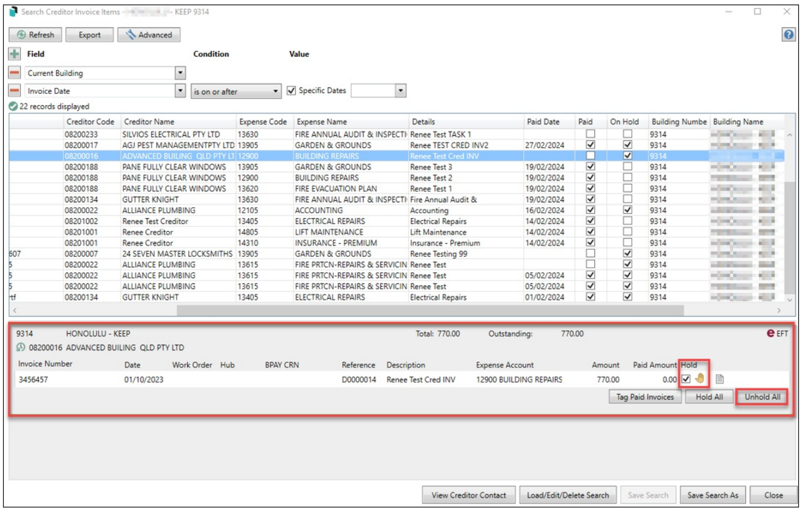
Please note that the *Hold* tick box is controlled by a permission in ***Security Setup*** called 'Hold Creditor Invoices'.



1. Search or select ***Search Creditor Invoice Items***.
2. Locate the Creditor Invoice record by adjusting the Fields as required.
3. Click *Refresh* if changes to Fields are made.

   Tip: Create a Saved Search for On Hold Creditors.
4. Click on the Creditor Invoice record to list any Creditor Invoices for the Creditor Account in the lower half of the screen. Click '*Hold*' to remove the tick so that the *Creditor Invoice* is removed from *Hold* ready for the payment process.

   - If you need all Creditor Invoices for this particular Creditor Account in the building to be on Hold or off Hold, click on the '*Hold All*' and *UnHold All*' to collectively set the status.
   - If the Building is configured for Invoice Hub approval the *On Hold* will not be able to be adjusted until the Invoice has been approved via the Invoice Hub. Refer to the Hub field.

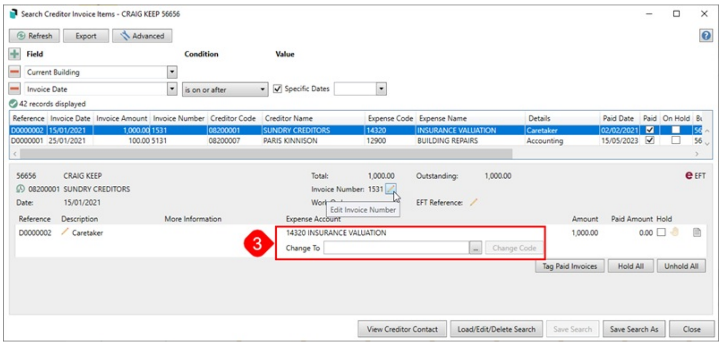


Search Creditor Invoice Items | Change Transaction Code

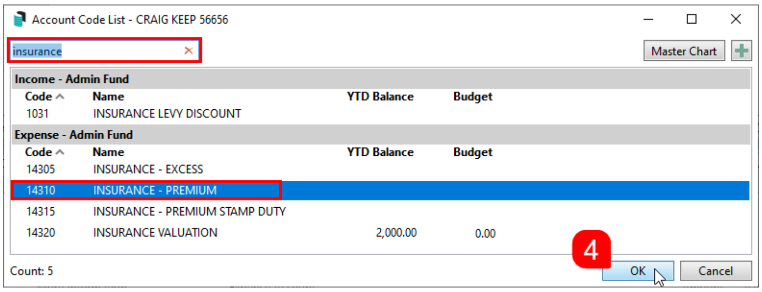
This section covers how to change the expense code of creditor invoices.

Please be aware that the system automatically enters the last code that was used in the 'Change To' field for ease of use so that changing multiple codes can be done more quickly.

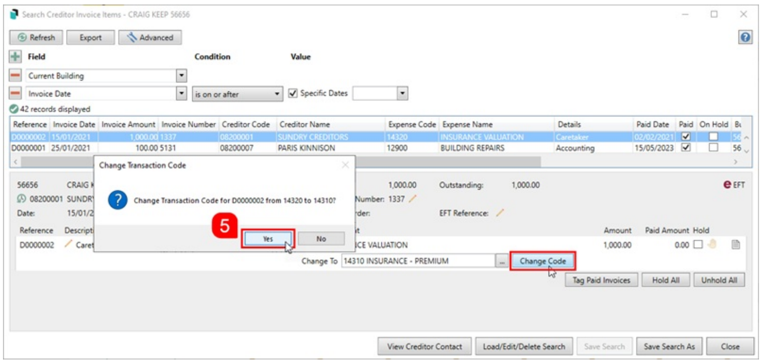
1. Search or select ***Search Creditor Invoice Items.***
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the bottom section of the screen, in the 'Change To' field, start typing the name of the expense code you'd like to change this transaction to, and the 'Account Code List' window will appear where you can continue typing the name.
   - Please be aware that the system automatically enters the last code that was used in the 'Change To' field for ease of use so that changing multiple codes can be done more quickly. Simply remove the existing code if you need to select a different code.



4. Select the code you'd like to change this transaction to and click *OK*, which will take you back to the 'Search Creditor Invoice Items' screen.



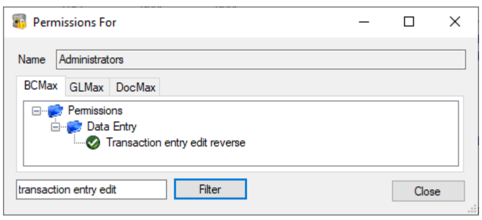
5. The 'Change To' field will now have the new code in it, so click the *Change Code* button, then *Yes* to the confirmation.



6. The new code will be reflected immediately for the transaction.

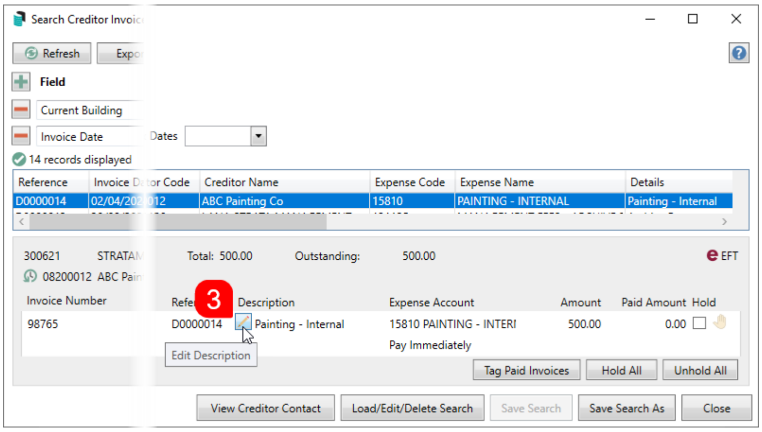
Search Creditor Invoice Items | Edit Description

In order for this function to be available, the permission called 'Transaction entry edit reverse' under the 'Data Entry' category, must be set to 'Allow' in ***Security Setup***.

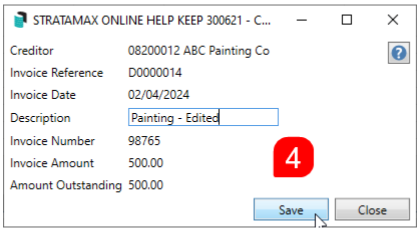


1. Search or select ***Search Creditor Invoice Items.***

2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
3. In the bottom section of the screen, click the *Edit Description* button (small pencil button under the 'Description' header).



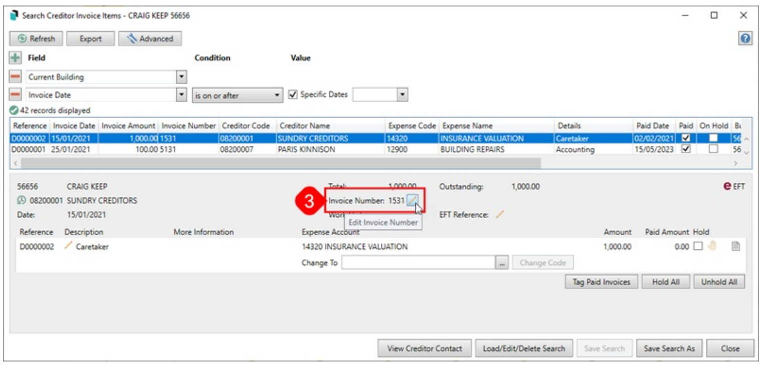
4. The 'Change Description' window will appear, and the *Description* field can be edited. Click *Save* when done.
   - The 'Change Description' window will close, and the change can be observed immediately.



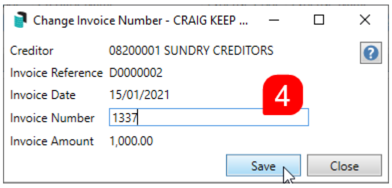
Search Creditor Invoice Items | Edit Invoice Number

This section covers how to edit the invoice number of creditor invoices. This can also be done in the ***Global Transactions*** and ***Local Transactions*** screens.

1. Search or select ***Search Creditor Invoice Items***, ***Global Transactions***, or ***Local Transactions***.
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh.*
   - If you are using the ***Global Transactions*** or ***Local Transactions*** screens, you will need to click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details of the transaction are displayed, click the *Edit Invoice Number* button (small pencil button next to the 'Invoice Number').



4. The 'Change Invoice Number' window will appear, and the *Invoice Number* field can be edited. Click *Save* when done.
   - The 'Change Invoice Number' window will close, and the change can be observed immediately.

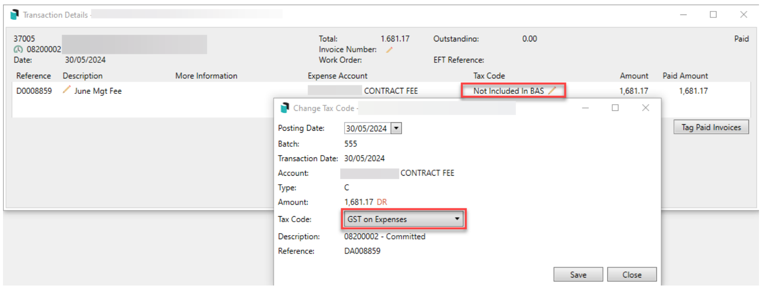


Search Creditor Invoice Items | Edit Tax Code

This section covers how to edit the tax code on individual transactions that may be in the current or prior period, or the Old Year. This can also be done in the ***Search Creditor Invoice Items*** or ***Local Transactions*** screen.

> Tax code changes, for the current period, can also be edited in the ***Business Activity Statement***.

1. Search or select ***Local Transactions*** or ***Search Creditor Invoice Items***.
2. Locate and select the Income / Expense code for the tax code adjustment by adjusting the fields as required, then clicking *Refresh.*
   - If you are using the ***Local Transactions*** screen, you will need to click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details of the transaction are displayed, click the *Edit Tax Code* button (small pencil button next to the 'Invoice Number').



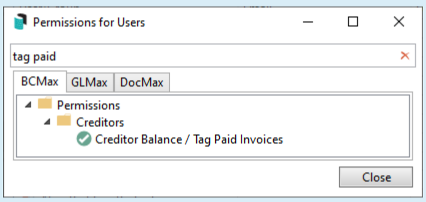
4. The 'Change Tax Code' window will appear, and the Tax Code field can be edited. Click *Save* when done to process the adjustment transactions..
   - The 'Change Tax Code' window will close, and the updated tax code can be observed immediately.
5. Close the Transaction Details window and select Refresh to show the adjusted transactions.

> The adjusting GST transactions will be dated the original Posting Date, this can be amended if required prior to saving.

Search Creditor Invoice Items | Tag Paid Invoices

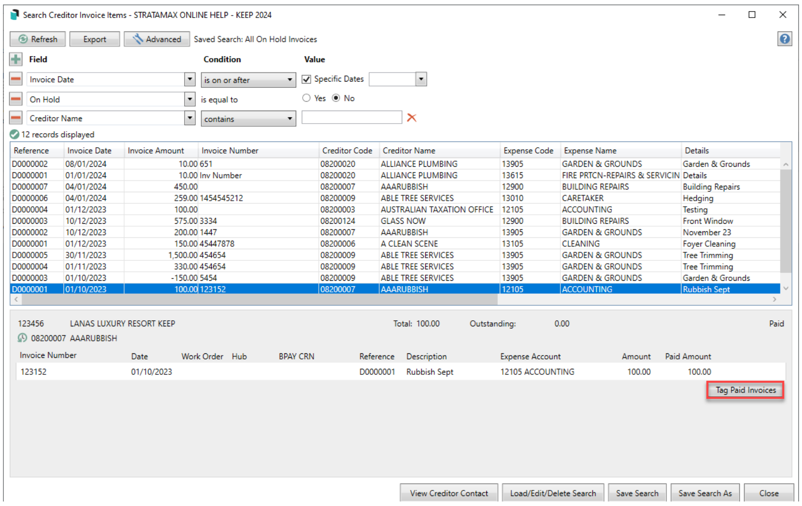
If there is a Creditor Invoice that is on Hold and not paid that matches a Credit Note entered, the Creditor Invoice can be tagged as paid. Once tagged as paid, the Creditor Invoices will no longer display in any Unpaid Invoice searches or reports.

> Please note that the button *Tag Paid Invoices* is controlled by a permission in ***Security Setup*** called 'Creditor Balance / Tag Paid Invoices'.



1. Search or select ***Search Creditor Invoice Items.***
2. Locate the Building/Creditor record by adjusting the Fields as required.

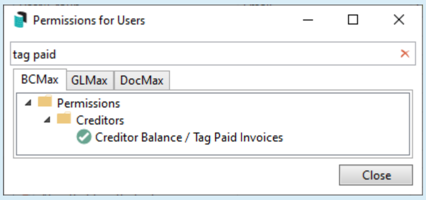
   Tip: Click *Refresh* if changes to Fields are made. Or use a Saved Search for On Hold .
3. Select the Creditor Code and view the details in the grid in the lower half of the screen.
4. Untag to remove from Hold any Creditor Invoices which match the Credit Note balance.
5. Click *Tag Paid Invoices* to view all available unpaid Creditor Invoices for the selected Creditor code.
6. Tag/tick the Credit Note and Creditor Invoice, the *Difference* must equal 0.00 to be able to click *Save*.



Search Creditor Invoice Items | Tag Paid Invoices - Convert Journal Balances to Invoices

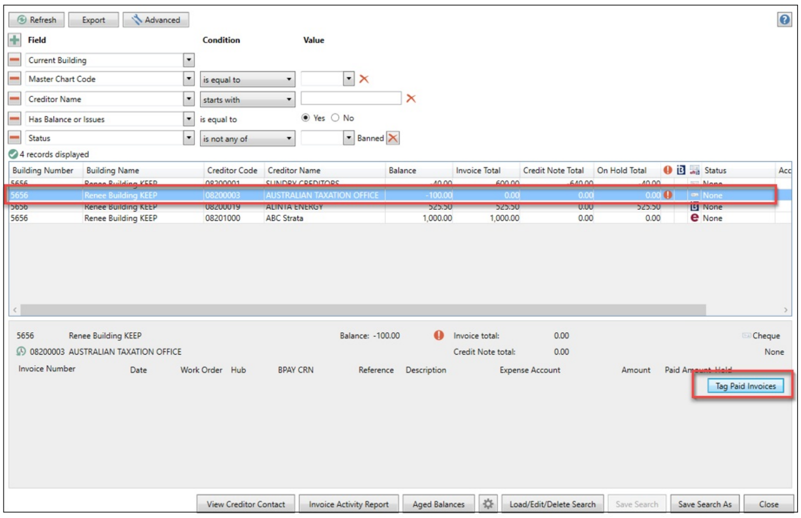
Use *Tag Paid Invoice* to correct Balances that have been journaled to Creditor accounts, this tool will convert a Journal to a Creditor account to a *Creditor Invoice*. A journal may have been entered to a Creditor account to adjust the balance, such as an ATO adjustment, however Creditor Invoices are required for any balance to a Creditor account so this tool will assist with moving the journal and creating a Creditor Invoice.

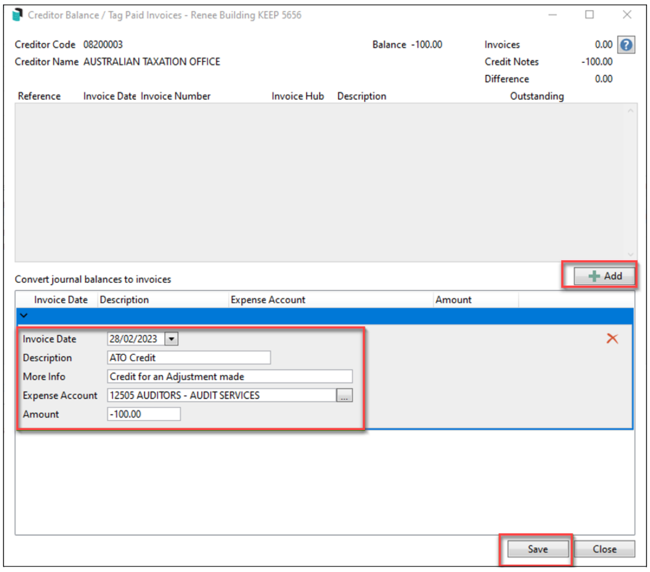
Please note that the button *Tag Paid Invoices* is controlled by a permission in ***Security Setup*** called 'Creditor Balance / Tag Paid Invoices'.

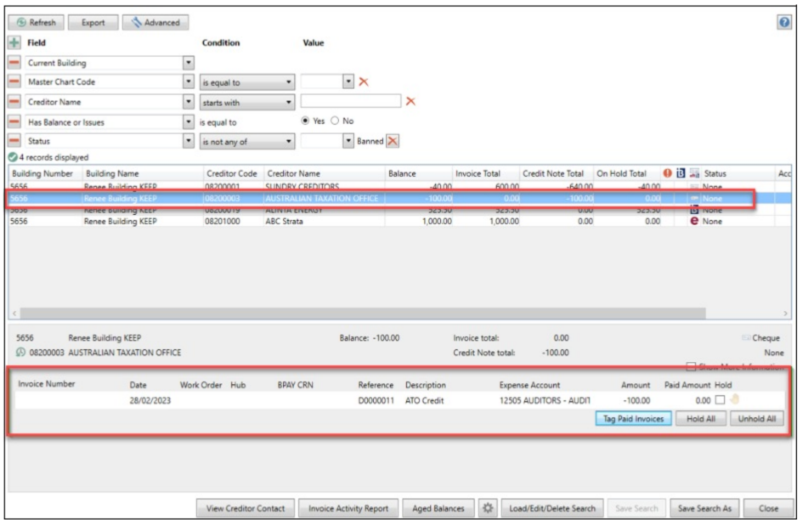


1. Search or select ***Search Creditor Invoice Items***.
2. Locate the Building/Creditor record by adjusting the Fields as required.
   - **Tip**: Click *Refresh* if changes to Fields are made. Or use a Saved Search for On Hold .
3. Select the Creditor account and view the details in the grid in the lower half of the screen.
4. Select *Tag Paid Invoices*.
5. 'Convert journal balances to invoices' will be available in the lower half of the screen.
6. Click *Add*.
7. Enter the details into the fields for the *Creditor Invoice* to be created.
8. Click *Save*.

Please see the example below of a balance on the Australian Taxation Office ATO Creditor account due to a Journal being entered to make an adjustment to the Creditor account balance. The Convert Journal Balances to Invoice tool will create a Creditor Invoice for the balance.







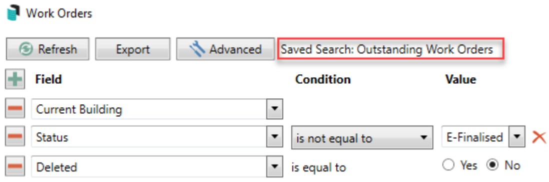
Search Creditor Invoice Items | Saved Searches

'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

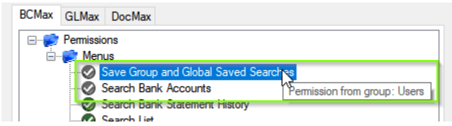
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

> If a Saved Search is loaded/opened this will be noted at the top of the search screen.

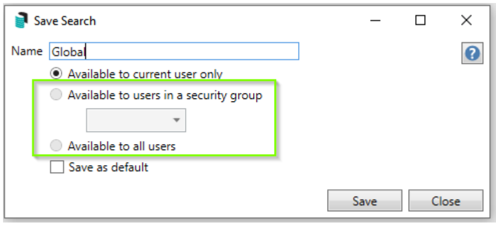


Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called 'Save Group and Saved Searches' under the 'Menus' category in ***Security Setup***. You can also type the word 'Search' into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow' then the ability to save a search for all users or a user group will be inactive.



Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
   - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.
5. Select one of the three radio buttons, depending on your requirement:
   - *Available to current user only* will save the search for the current user only.
   - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
   - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen/icon is opened.

Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

> When a Saved Search is loaded/opened, the Saved Search name will be noted at the top of the search

screen.

Saved Searches | Edit a Saved Search

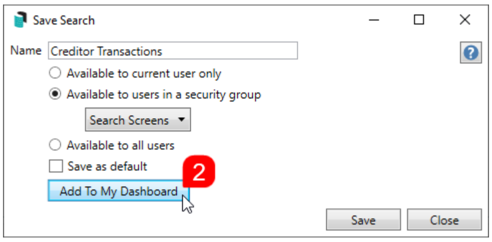
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.

Saved Searches | Add To My Dashboard

There is the option to add certain searches to your own ***Dashboard***. This is limited to your own ***Dashboard*** only (you cannot add it to the ***Dashboard*** of another user or group), and only available in these specific 'Search' screens:

- ***Search Office Bearers***
- ***Search Bank Accounts***
- ***Search Creditor Invoice Items***
- ***Search Work Orders***
- ***Search Quotes***
- ***Search Building***
- ***Search Inspections***
- ***Search Levies***
- ***Management Fees Report***

1. Follow the steps to set up a new Saved Search, or edit a Saved Search (see the two relevant sections above).
2. In the 'Save Search' window, click the *Add To My Dashboard* button.



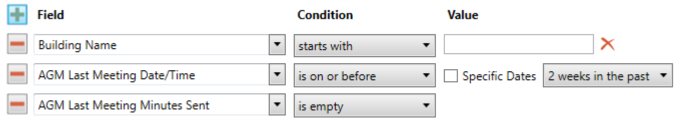
3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See *Display Types* for more information.
7. Tick *Show On Desktop* if preferred.
8. Depending on which *Display Type* was chosen, the fields for the different number values will change. Observe the *Preview* to assist with picking the right number values suited to the *Display Type.*
9. Click the *Save* button.
10. Back in the 'Save Search' screen, there are now buttons to *Edit Dashboard* and *Delete Dashboard.*
11. Click the *Close* buttons on any remaining screens.

Examples of Searches for Dashboard

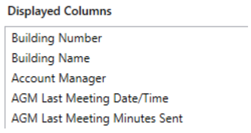
The below are some examples of saved searches that can be used as a dashboard to either prompt based on particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes and your particular setup of Restrict To, Display Columns and Sort Order may vary to suit your requirements.

Last AGM where minutes have not been sent (Search Buildings)

Restrict To:



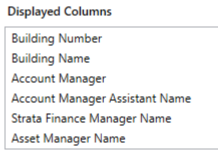
Displayed Columns:



Assigned Team Members (Search Buildings)

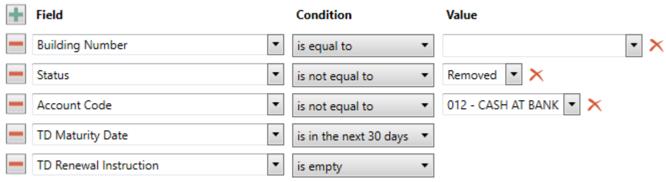
Restrict To: No requirements however you may filter by Account Manager for example

Displayed Columns:

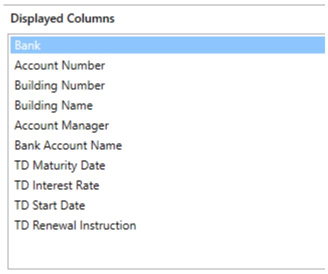


Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

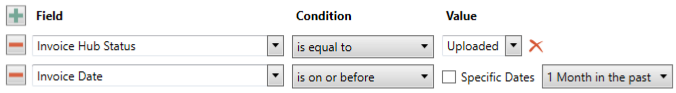


Displayed Columns:

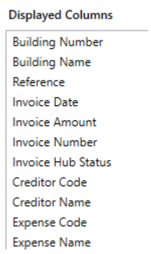


Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

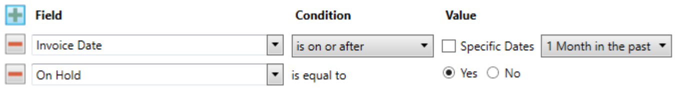


Displayed Columns:

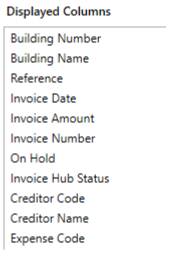


Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

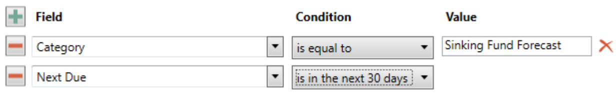


Displayed Columns:

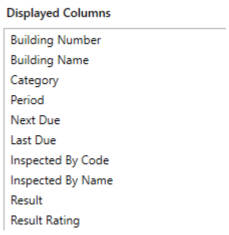


Inspections due in next 30 days (Search Inspections)

Restrict To: setting the category to specific values allows dashboards specific to inspection types.



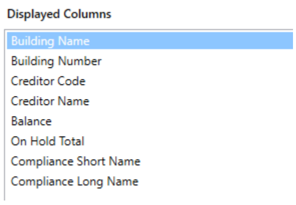
Displayed Columns:



Identify Creditors with no Compliance Code that have had recent activity

Restrict To:

Displayed Columns:



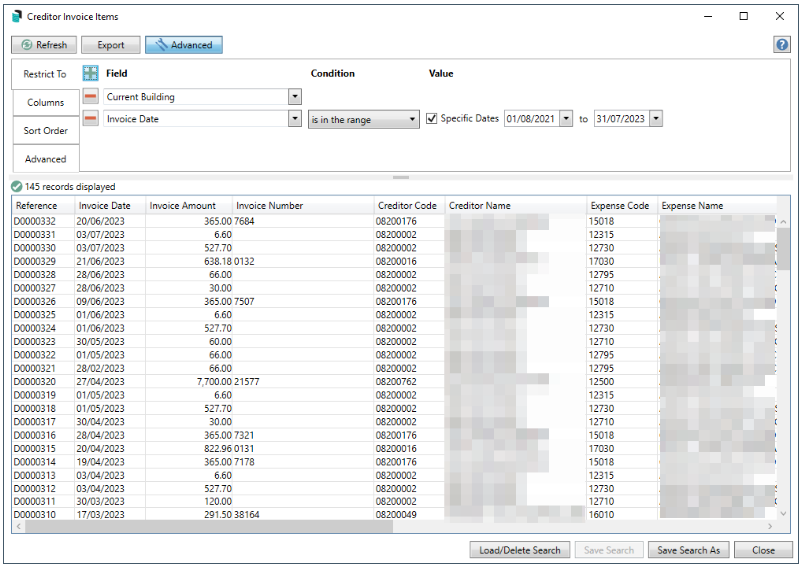
Analysing Expenditure by Contractor Industry or Expense

The ***Search Creditor Invoice Items*** allows data from the building or across the portfolio to be exported to excel based on columns and date ranges you configure. This data along with tools in excel can be useful for analysing expenditure and producing reports for internal and external use.

1. Search or select ***Search Creditor Invoice Items.***
2. Configure the search based on your requirements using the 'Fields'. The example below is based on exporting information for a building for the date range of 01/08/2021to 31/07/2023.
3. Click the 'Columns' tab and ensure any required columns are added. In the example below the 'Contractor

Industry' column has been added.

4. Click the 'Advanced' tab and change the maximum number to 'Unlimited'. (Note that Excel may restrict the number of lines available to report).
5. Click the *Refresh* button to display the results.
6. Click the *Export* button.
7. Use Excel functions such as Pivot Tables and Charts to present data in suitable ways based on your requirements. *See this Microsoft Office website article* for instructions regarding Pivot Charts.



Example using Pivot Tables and Charts: