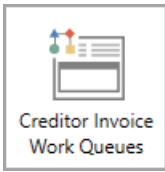


Creditor Invoices Work Queues

Last Modified on 17/04/2026 9:42 am AEST



The instructions in this article relate to **Creditor Invoice Work Queues**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Introducing the first stage of our new Creditor Invoices project—designed to elevate your workflow. This initial release brings DocMax and StrataMax together like never before, delivering smarter, more automated data entry driven by the details captured in the DocMax Invoice Details area.

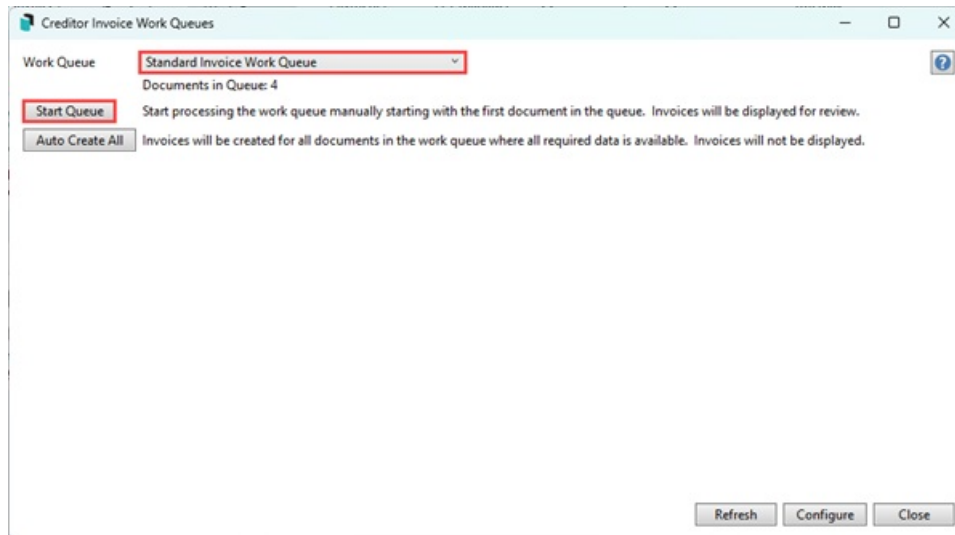
You'll also enjoy a cleaner, modernised screen that supports both automated processing and the familiar manual entry workflow. Whether you're ready to embrace automation or prefer a traditional approach, this new experience gives you a faster, more intuitive way to review and process creditor invoices.

Start Queue

After invoices are added to **DocMax**, they can be processed in the Creditor Invoice Work Queues using the steps below.

Using the document preview, either check or enter all of the details in the invoice are correct with the field information:

1. Search or select **Creditor Invoice Work Queues**.
2. The default queue will be displayed in the Work Queue drop-down selection. This can be adjusted to a different queue if required.
3. Click *Start Queue* to begin loading the document preview, then check or enter the creditor invoice fields.



4. Using the document preview, either check or enter all the details on the invoice to ensure they match the field information.
 - Building
 - Creditor (*ABN* and *Pay By* details will display below the creditor)
 - Posting Date
 - Invoice Number (25 characters)
 - Work Order
 - EFT Reference
 - Account
 - Amount
 - GST Flag (available for GST-registered buildings)
 - Details (20 characters)
5. Click *Save* to prepare the invoice for *Payments*, or *Save and Pay* to create the payment immediately, ready for a one-off EFT.
6. To skip to the next invoice in the queue, click *Skip Document* if required.

Creditor Invoice Work Queue - SKYLINE - KEEP 22962

Building: SKYLINE - KEEP 22962

Creditor: 08200010 2B SURE INSURANCE BROKERS GST Registered Posting Date: 06/03/2026 Current: 1/26 to 12/26, Month: 3/26

ABN: 14 064 465 309 Bank Balance: 195,315.50

Pay by: BPAY: 20362 Unpaid Invoices: 1,818.00

Invoice Number: 1234567890123456789012345 ADMINISTRATIVE FUN 126,497.50

Work Order: SINKING FUND 67,000.00

BPAY CRN: 837454549

Total: 11,414.23

Account: 14310 INSURANCE - PREMIUM Fund: ADMINISTRATIVE FUND

YTD Actual: 14,236.00 Budget: 15,000.00

Amount: 11,414.23 Invoice Includes a GST component of 1037.66

Details: 12345678901234567890

More Info: OK to Pay Add Purchase To Asset Register Bill to Owner Pro Rata

Properties Open

Body Corporate Brokers
 151-153 Victoria Avenue, Melbourne, VIC 3000
 Tel: 03 9593 1234 Fax: 03 9593 1234
 www.bodycorporatebrokers.com.au

TAX INVOICE
 Invoice Date: 15/03/2013
 Invoice No: 12345
 Clear Reference: 12345

CLASS OF POLICY
 Accidental Death
 AAI Limited Trading As: Vero Insurance
 Level 19, 405 Victoria Avenue, Cheltenham VIC 3192

NEW POLICY
 Policy No: G4432-376-43202
 Period of Cover: From 18/03/2013 at 4:00 pm

Item	Description	Amount	GST	Total
1	14310 INSURANCE - PREMIUM	11,414.23	1037.66	12,451.89
TOTAL DUE		11,414.23		

REMITTANCE ADVISOR: Body Corporate Brokers
 Please advise of any changes to your account details to the account manager.

AMOUNT DUE: 11,414.23

BPAY: 20362

Auto Create All

This feature will create transactions for invoices that have been pre-filled in DocMax with the *Invoice Details*.

Status: Received
 Assigned To:
 Action Date:

Document Details
 Online Portal
 Invoice Details

Building is not Active on Invoice Hub
 Creditor:
 Invoice Date:
 Invoice Number:

Expense Account	Details	Amount	DR/CR	No GST
14310 INSURANCE - PREMI	Details	1,049.48	Invoice	<input type="checkbox"/> % <input type="button" value="↺"/>
14315 INSURANCE - PREMI	Stamp Duty	919.75	Invoice	<input type="checkbox"/> % <input type="button" value="↺"/>
				<input type="checkbox"/> % <input type="button" value="↺"/>
		Total	1,969.23	

Document Source
 File Details
 References

1. Search or select **Creditor Invoice Work Queues**.
2. The default queue will be displayed in the Work Queue drop-down selection. This can be adjusted to a different queue if required.
3. Click *Auto Create All*.
4. All available invoices in the queue will appear as ready for processing and pre-tagged. Each column can be sorted as required. If any invoices should not be processed, un-tag them. Click *OK* to process the tagged invoices.

Creditor Invoice Work Queues

Work Queue: Standard Invoice Work Queue

Documents in Queue: 6

Start processing the work queue manually starting with the first document in the queue. Invoices will be displayed for review.

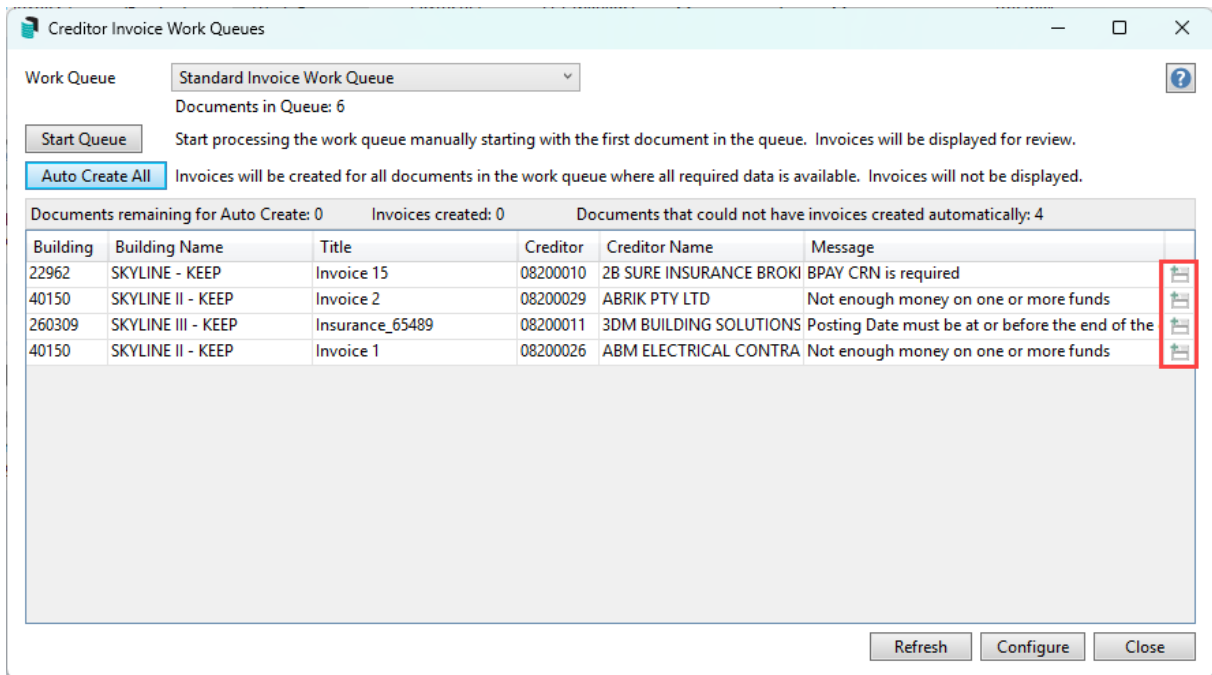
Invoices will be created for all documents in the work queue where all required data is available. Invoices will not be displayed.

Select documents for Creditor Invoice Work Queue Auto Create

Search

<input checked="" type="checkbox"/>	Building Number	Building Name	Entry Date	Creditor Code	Creditor Name	Invoice Amount	Invoice Number	Title
<input checked="" type="checkbox"/>	22962	SKYLINE - KEEP	05/03/2026	08200010	2B SURE INSURANCE BROKERS P/L	1969.23	4288CTS	Invoice 15
<input checked="" type="checkbox"/>	22962	SKYLINE - KEEP	05/03/2026	08200014	A CLEAN HOUSE WASHING	302.50	0004099	Invoice 16
<input checked="" type="checkbox"/>	22962	SKYLINE - KEEP	05/03/2026	08200026	ABM ELECTRICAL CONTRACTING	50.00	Invoice #	Foxtel
<input checked="" type="checkbox"/>	40150	SKYLINE II - KEEP	09/03/2026	08200029	ABRIK PTY LTD	176.00	0000908	Invoice 2
<input checked="" type="checkbox"/>	260309	SKYLINE III - KEEP	09/03/2026	08200011	3DM BUILDING SOLUTIONS PTY LTD	7131.71	00177745	Insurance_65489
<input checked="" type="checkbox"/>	40150	SKYLINE II - KEEP	09/03/2026	08200026	ABM ELECTRICAL CONTRACTING	154.00	66842FY26	Invoice 1

- Each invoice creates a transaction, and any exceptions are reported with a message explaining why it was not created.



- Each item will have a create invoice icon next to the message column. Click this to create an immediate invoice, or close the window to leave any remaining items in the work queue, which will remain available for processing.

Auto Create Exceptions

The Exceptions window includes examples of invoices that can be manually created using the *Create Invoice* icon, as well as those that cannot be finalised in this window due to specific restrictions.

- BPay Invoices.
- Outstanding TaskMax Work Orders.
- No Creditor or invoice details entered.

Not available to create invoice scenarios

- The Posting Date must be on or before the end of the current month. This will require the [Month End Rollover](#) process to be applied first, before the invoice can be finalised.
- Not enough money in one or more funds. This will require funds in the bank account before the invoice can be finalised.

Reverse & Recreate and Reverse Invoice

[Reversing and Recreating](#) (which allows the invoice to be edited), as well as [reversing](#) an invoice, can be performed from *Local Transactions*, *Search Creditor Invoice Items*, or *Interactive Reports*.