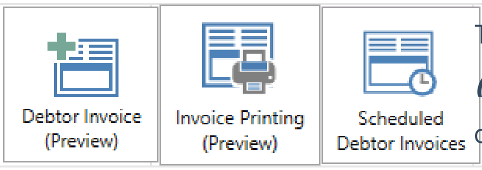
Debtor Invoice (Preview)

Last Modified on 14/09/2026 3:52 pm AEST



The instructions in this article relate to ***Debtor Invoice (Preview).*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Debtor Invoice (Preview) allows you to create invoices for a specific debtor account, including owner and second debtor accounts. It is intended for charges that fall outside standard levy processing and provides a streamlined way to raise and manage debtor invoices, and has support for scheduled debtor invoices though one-off or recurring invoice schedules. This article also includes Debtor ***Invoice Printing (Preview)*** and ***Scheduled Debtor Invoices.***

The instructions in this article relate to StrataMax Version 5.6.161 onwards.

Security Setup

Access to ***Debtor Invoices (Preview)*** can be configured by allowing access to *Invoice Entry* in ***Security Setup***.

The other areas to consider for access include: Debtor invoice configuration, Print Invoices, Print Invoices for second debtors, Scheduled Debtor Invoices, Invoice Entry Edit and Reverse, Invoice Entry notes, View invoice notes.

Configuration

Configuration should be reviewed to ensure that the correct settings are applied.

1. Search or select ***Debtor Invoice (Preview).***
2. Click *Configure* button to set:

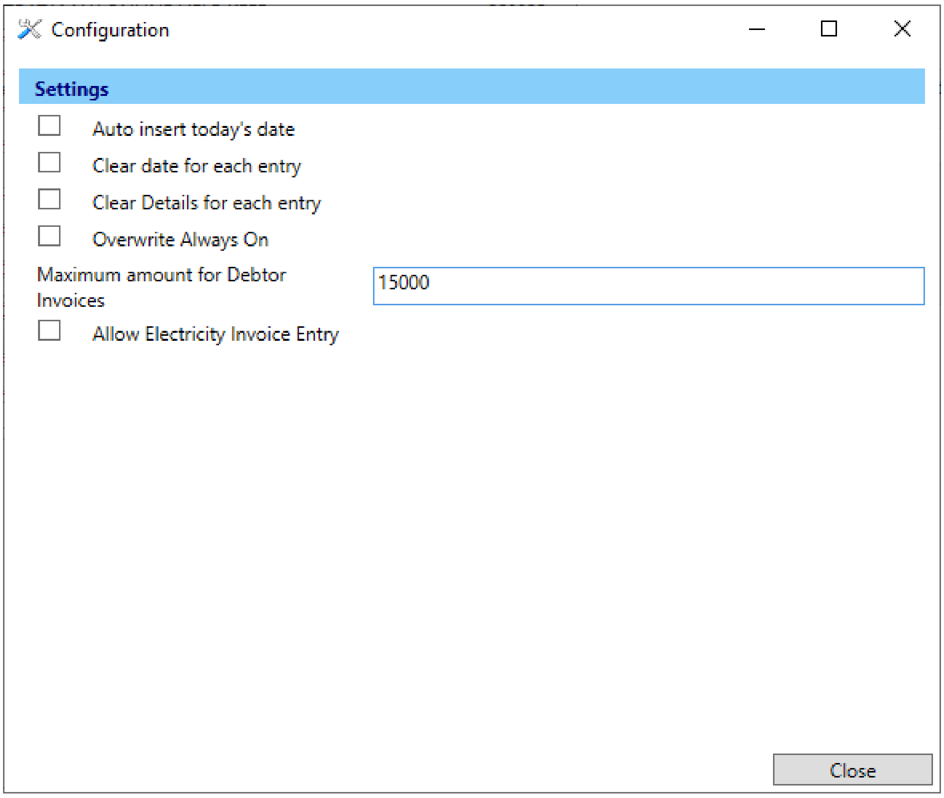
Auto insert today's date
This will automatically insert today's date.

Clear date for each entry
After each entry, this will clear the date field.

Clear details for each entry
After each entry, this will clear the details field.

Overwrite Always On
If set, this will overwrite any existing data in any fields when typing.

The default settings for 'Allow Electricity Invoice Entry' will not be available unless you are in the Utility Group.
Tip: Hover over each setting for a tool tip listing if this is a User or Global setting.



Setting Pay Days

A number of days to pay the invoice can be set in Set Pay Days. This will automatically calculate the due date based on the date that the Debtor Invoice was issued.

1. Search or select ***Debtor Invoice (Preview).***
2. Click Set Pay Days button and set the Number of days till the invoice is due in the Local and/or Global fields.

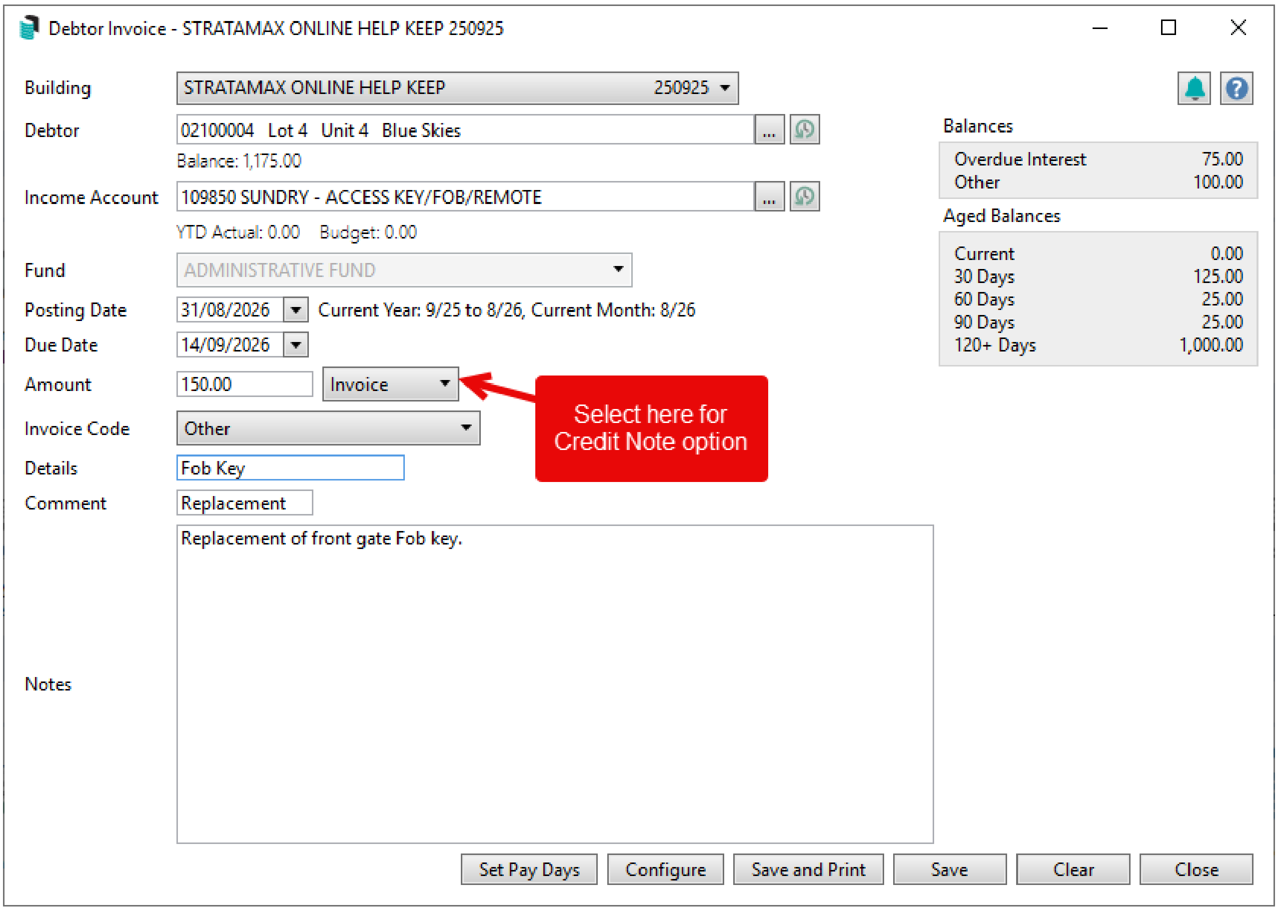
> ***Please note:*** This configuration is not designed to allow for 0 day invoices. If 'Number of days till due (Local)' is set to 0, the system will default to the Global configuration - however if this is also 0, the system will default to 14 days. Refer to Zero Day Invoices for details on zero days until due.

Debtor Invoice (Preview) Entry

Invoices can be raised against an Owner or Second Debtor account, with the option to apply them to the

Current Year or Old Year. A Credit Note option is also available and can be used as a tool to reverse transactions in the Old Year or Current Year by entering the opposite entries and selecting a date which falls in the Old Year Financial year Dates.

1. Search or select ***Debtor Invoice (Preview)***.
2. Select the *Debtor* from the ... eclipse. (Click the history icon nest to the Debtor selected to view the ledger for the Account)
3. Select the *Account Code* from the Account Code list presented.
4. Enter the *Posting Date*, Current Year or Old Year dates can be used.
5. Review the *Due Date*, update if required or set automatically using the *Set Pay Days* button.
6. Enter *Amount*. The *Credit Note* can be selected from the drop down option if required.
7. Review GST component if applicable, this can be adjusted as required on entry.
8. Enter *Details*, *Comment* and use *Notes* field for additional information to print on the Invoice.
9. Review all details and then select *Save* or *Save and Print* to print the invoice instantly. See *Save and Print* below for further information.



Save and Print

Once the Debtor Invoice has been created and sved, there is an option to instantly *Save and Print*. This option will open the Debtor Invoice Report Distribution.

1. Search or select ***Debtor Invoice (Preview).***
2. Once the Debtor Invoice has been created as per the above steps for Debtor Invoice Entry.
3. Click Save and Print which will option the Debtor Invoice Report Distribution screen.
4. The Lot or Debtor will be tagged and you can review the Distribution Method, include any additional attachments clicking the +Report or Attachment button and click *Proceed*.

Invoice Printing (Preview)

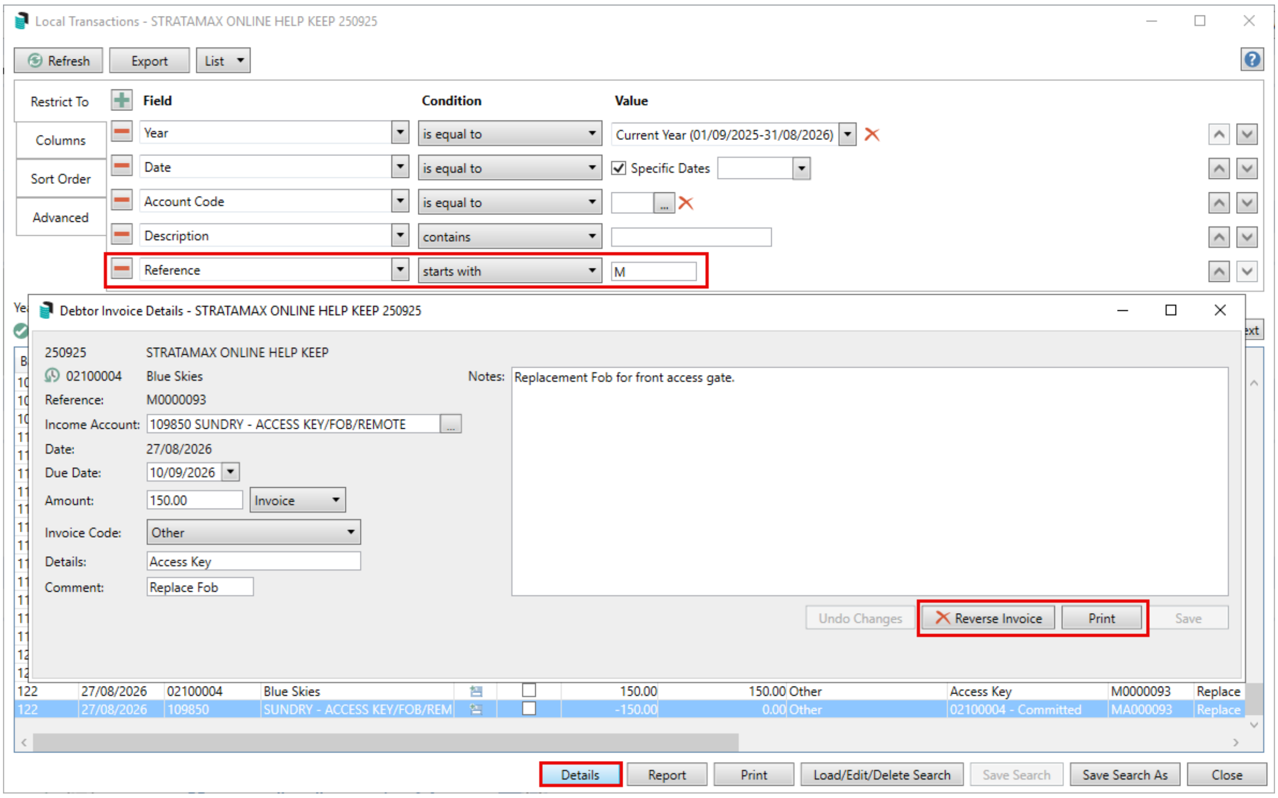
To print a Debtor Invoice, this can be completed at entry stage and *Save and Print* selected, or from ***Invoice Printing (Preview)*** which will open the Debtor Invoice Report Distribution screen.

1. Search or select ***Invoice Printing (Preview).***
2. Tag the Lot or Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button. Click the cogwheel to view Configuration options including Year to Date, or Month to Date or a date range.
3. Click *Proceed.*

Reverse & Recreate Invoice

Reversing and Recreating (which allows the invoice to be edited), as well as reversing an invoice, can be performed from ***Local Transactions*** or ***Interactive Reports.*** Debtor Invoices will have a Reference starting with M000XX.

1. Search or select ***Local Transactions*** or ***Interactive Reports.***
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click Details.
4. Make any changes to the Debtor Invoice and click *Save* or click *Reverse Invoice* to reverse.
5. Select Posting Date for the reversal and Save.



Prior Year Debtor Invoices

Prior-year Debtor Invoices are available to enter using old-year dates. You can lock this feature, along with other areas that create transactions at the building level, using the Locked Transactions setting in ***Building Information*** for an immediate result, or globally via***Month End Rollover***, which sets this field once the year-end has rolled over.