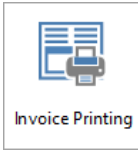


Invoice Printing

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

Invoice Printing is for printing invoices using Report Distribution for a specific debtor account, including owner and second debtor accounts as well as from **GLMax**. Invoices can be created using [Debtor Invoice](#) or [Scheduled Debtor Invoices](#).

Security Setup

Access to **Debtor Invoices** 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.

Invoice Printing

To print an Invoice, this can be completed at entry stage from [Debtor Invoice](#) icon using the *Save and Print* button, or from **Invoice Printing** which will open the Debtor Invoice Report Distribution screen.

1. Search or select **Invoice Printing**.
2. Tag the Lot or Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors.
3. Click the cogwheel to view Configuration options. The Report Period section can be adjusted for a range.
 - Year to date: Produce all invoices for the Current Year to today's date.
 - Year to date - include old year: Produce all invoices for the Current Year to today's date including the Old Year.
 - Month to Date: Produce all invoices created for the Current Month to today's date.
 - All history: all invoices.
 - Date range: Enter in a *Start date for date range* report and *End Date for date range* report for

invoices required.

- Show Brought Forward: Include the Brought Forward balance on the invoice.
- Message Maker: Opens [Message Maker](#).
- Print Message: Tick to include the message from Message Maker.
- Update Due Date: Update the Due Date of the original Invoice.

4. Click *Proceed*.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

Debtor Invoice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set: [Dropdown] [Print] [X] [Page Numbers] [Consolidate by Contact]

Debtor Invoice Period: YTD, [invoice_invbc1] Invoice - Deposit Slip - Body Corp - RD [Cogwheel icon]

Configuration

Settings

☐ Show Brought Forward

Report Period: Year to date [Red box]

Start date for date range report: [Dropdown]

End date for date range report: [Dropdown]

Message Maker: Message Maker

☐ Print Message

☐ Update Due Date

Template

Template: invoice_invbc1 Invoice - Deposit Slip - Body Corp - RD (Lettr)

Template (Local Building Override): Use Global

Distribution Method

☒ Post Snagit

☒ Email Correspondence

☒ Save Report

☒ Use Preferences

Search: [Search bar]

Email: [List of email addresses]

Sms: [Dropdown]

Log Proceed Close

Second Debtor Invoice Printing

To print an Invoice for a Second Debtor, this can be completed at entry stage from [Debtor Invoice](#) icon using the *Save and Print* button, or from **Invoice Printing** which will open the Debtor Invoice Report Distribution screen.

1. Search or select **Invoice Printing**.
2. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors. Tag the Debtor and review the Distribution Method, include any additional attachments clicking the +Report or Attachment button. Adjust the *Recipient Type* to *Other Debtor* to access the list of Secondary Debtors.
3. Click the cogwheel to view Configuration options. The Report Period section can be adjusted for a range.
 - Year to date: Produce all invoices for the Current Year to today's date.
 - Year to date - include old year: Produce all invoices for the Current Year to today's date including the Old Year.
 - Month to Date: Produce all invoices created for the Current Month to today's date.
 - All history: all invoices.
 - Date range: Enter in a *Start date for date range* report and *End Date for date range* report for

invoices required.

- Show Brought Forward: Include the Brought Forward balance on the invoice.
- Message Maker: Opens [Message Maker](#).
- Print Message: Tick to include the message from Message Maker. Update Due Date: Update the Due Date of the original Invoice.

4. Click *Proceed*.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

Debtor Invoice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set: Debtor Invoice

Page Numbers ☐ Consolidate by Contact ☒

Debtor Invoice Period: YTD, [invoice_invbc1] Invoice - Deposit Slip - Body Corp - RD

Report Attachment

Distribution Method

☒ Post Snagit ☒ Email Correspondence ☒ Save Report ☒ Use Preferences

Correspondence

Recipient Type: Other Debtor

Search

Filters

Account	Lot	Unit	Name	Post	Email	Sms
03100001			Joe Smith		joe@domain.com	

Log Proceed Close

How to reprint a Debtor Invoice

The Due Date of a Debtor Invoice can be amended before the Invoice is printed. You can either enter a Due Date manually or select the *Update To* button to automatically calculate a new Due Date based on the configured Invoice Notice Pay Days settings calculating from the Date of the Invoice. The calculation applies Local settings first, then Global settings, and if neither is configured, a default of 14 days is used. Once the required Due Date has been set, the invoice can be printed.

1. Search or select **Local Transactions** or **Interactive Reports** or **Local Debtors**.
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click *Details*.
4. Edit the Due Date or click *Update To* if the calculation is the required Due Date.
5. Click *Save*.
6. Click *Print* to produce the Debtor Invoice in Report Distribution.

Debtor Invoice Details - STRATAMAX ONLINE HELP KEEP 300621

300621 STRATAMAX ONLINE HELP KEEP

02100004 Coco Chanel

Reference: M0000015

Income Account: 107 INSPECTION FEES

Date: 01/09/2026

Due Date: 30/09/2026 Update to 08/09/2026

Amount: 155.00 Invoice GST on Sales

Invoice Code: Other

Details: INSPECTION FEES

Comment:

Change will be applied by adjusting the invoice

Undo Changes Reverse Invoice Print Save

How to reprint multiple Invoices

To print multiple invoices use the *Date range* option in the configuration cogwheel in **Invoice Printing**. The date range is similar and easier than the previous Invoice Number range.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

Debtor Invoice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set: Page Numbers Consolidate by Contact

Debtor Invoice Period: YTD, [invoice_invbc1] Invoice - Deposit Slip - Body Corp - RD

Configuration

Settings

Show Brought Forward

Report Period Year to date

Start date for date range report

End date for date range report

Message Maker Message Maker

Print Message

Update Due Date

Template

Template invoice_invbc1 Invoice - Deposit Slip - Body Corp - RD (Lettr

Template (Local Building Override) Use Global

Distribution Method

Post Snagit

Email Correspondence

Save Report

Use Preferences Correspondence

Search

Email Sms

bskies@home.com.au

adrian70@live.com.au

windsor4030@hotmail.com

bskies@home.com.au

danielle.outram@outlook.com

bskies@home.com.au

nikki.sargeant@gmail.com

bskies@home.com.au

Log Proceed Close

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** or **Local Debtors**.
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.

The screenshot displays two windows from the STRATAMAX ONLINE HELP KEEP 250925 application.

The top window, titled "Local Transactions - STRATAMAX ONLINE HELP KEEP 250925", contains search filters. The "Restrict To" section has the following criteria:

Field	Condition	Value
Year	is equal to	Current Year (01/09/2025-31/08/2026)
Date	is equal to	☒ Specific Dates
Account Code	is equal to	
Description	contains	
Reference	starts with	M

The bottom window, titled "Debtor Invoice Details - STRATAMAX ONLINE HELP KEEP 250925", shows details for invoice 250925. The "Notes" field contains: "Replacement Fob for front access gate."

The "Details" section includes the following information:

- Reference: M0000093
- Income Account: 109850 SUNDRY - ACCESS KEY/FOB/REMOTE
- Date: 27/08/2026
- Due Date: 10/09/2026
- Amount: 150.00
- Invoice Code: Other
- Details: Access Key
- Comment: Replace Fob

The bottom of the window shows a table with the following data:

Line	Date	Account	Description	Amount	Other	Access Key	Invoice
122	27/08/2026	02100004	Blue Skies	150.00	150.00	Access Key	M0000093
122	27/08/2026	109850	SUNDRY - ACCESS KEY/FOB/REM	-150.00	0.00	02100004 - Committed	MA000093

Buttons at the bottom of the window include: Details, Report, Print, Load/Edit/Delete Search, Save Search, Save Search As, and Close.