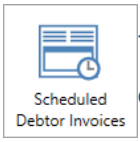
Scheduled Debtor Invoices

Last Modified on 08/10/2026 10:39 am AEST



The instructions in this article relate to ***Scheduled Debtor Invoices.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Scheduled Debtor Invoices has support for one-off or recurring invoice schedules which can be used for future invoice charging. Invoices can be raised against an Owner or Second Debtor account. The same functionality is available in ***GLMax***. A Credit Note option is also available and can be used as a tool to create recurring transactions as a Credit Note to credit a lot owner for items such as reimbursement for lawn mowing or bin duties as well as 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.

Scheduled Debtor Invoices can be created, edited, viewed, processed, and printed. They can be processed manually from the ***Scheduled Debtor Invoices*** screen or automatically by the overnight scheduler when the scheduled date is due.

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.

Scheduled Debtor Invoice | Future Dated Invoice

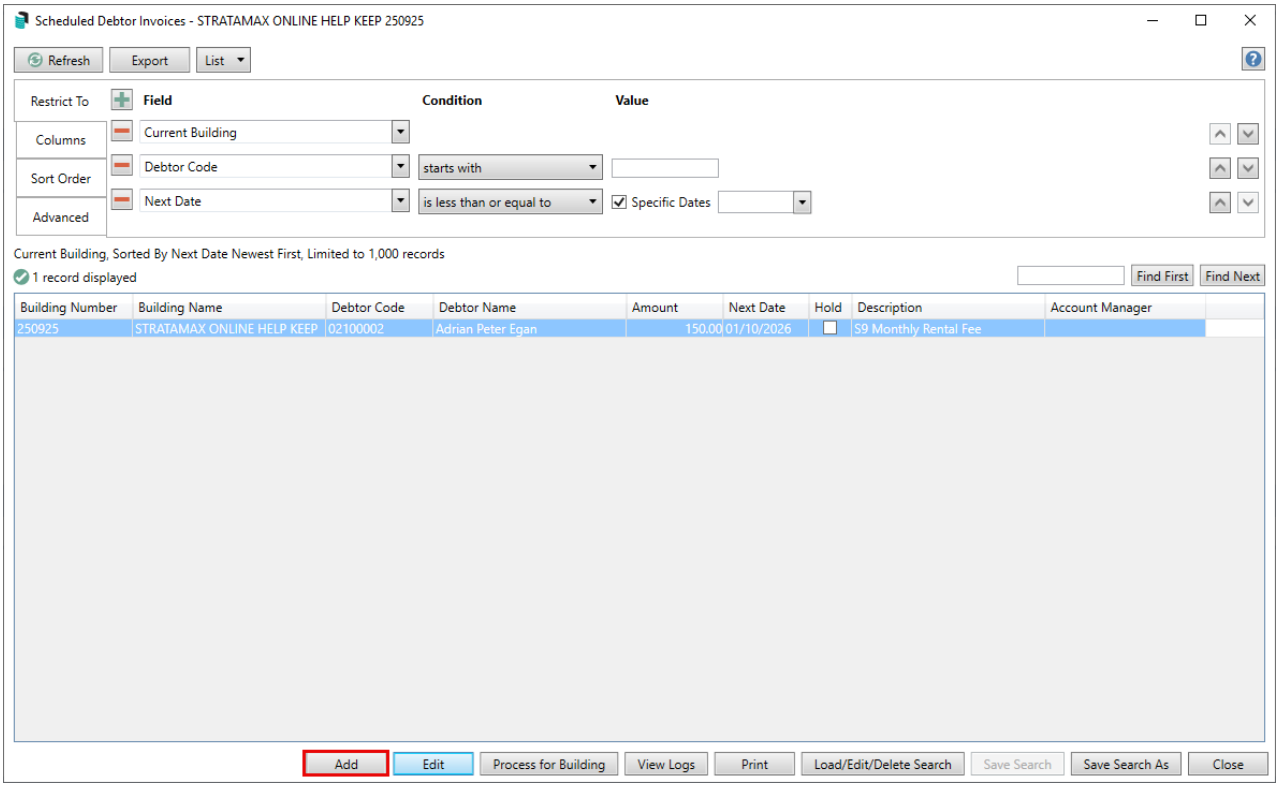
Scheduled Debtor Invoices provides a central location for creating, managing, and processing debtor invoices that are generated automatically at a future date. Designed to support recurring and planned billing requirements, the module allows users to maintain scheduled invoice records in a searchable grid, making it easy to locate and review existing schedules. Users can further refine results using filtering options, export data for external analysis, and generate reports to support invoice management and auditing processes.

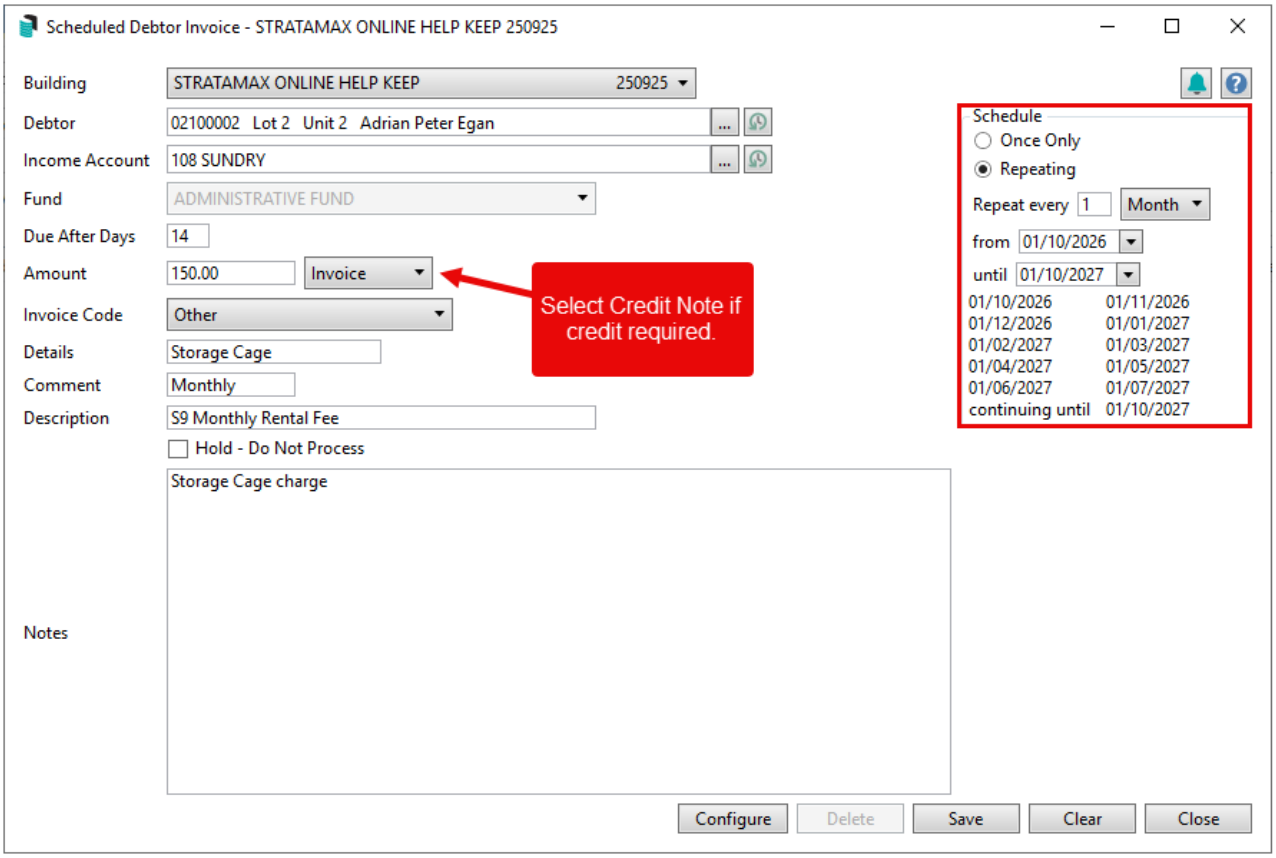
1. Search or select ***Scheduled Debtor Invoices.***
2. Search view will open, use the Field options to search for Debtor Invoices or click *Add* to create a new entry.

3. Enter Debtor Invoice details, income account, enter Due Days, Invoice Amount (drop down for *Invoice* or *Credit Note*), review Invoice Code.
4. Enter a Description for the schedule debtor invoice.

   Important: The Description field is mandatory. The description does not appear on the generated invoice, however, it is displayed in the Scheduled Debtor Invoices search results. The *Notes* will display on the Invoice.
5. Select whether the schedule is *Once Only* or *Repeating*, if Repeating, enter the *From Date* and *Until Date*.
6. Add *Notes* and *Save* then click *Close.*
7. The scheduled debtor invoice is created and appears in the***Scheduled Debtor Invoices***, where it can be viewed, searched, and managed. The schedule is then available for processing either manually using the *Process for Building* button or automatically through the overnight scheduler, depending on your organisation's configuration.

   Note: After invoices have been processed and generated, use***Invoice Printing*** to review and print the invoices if required.





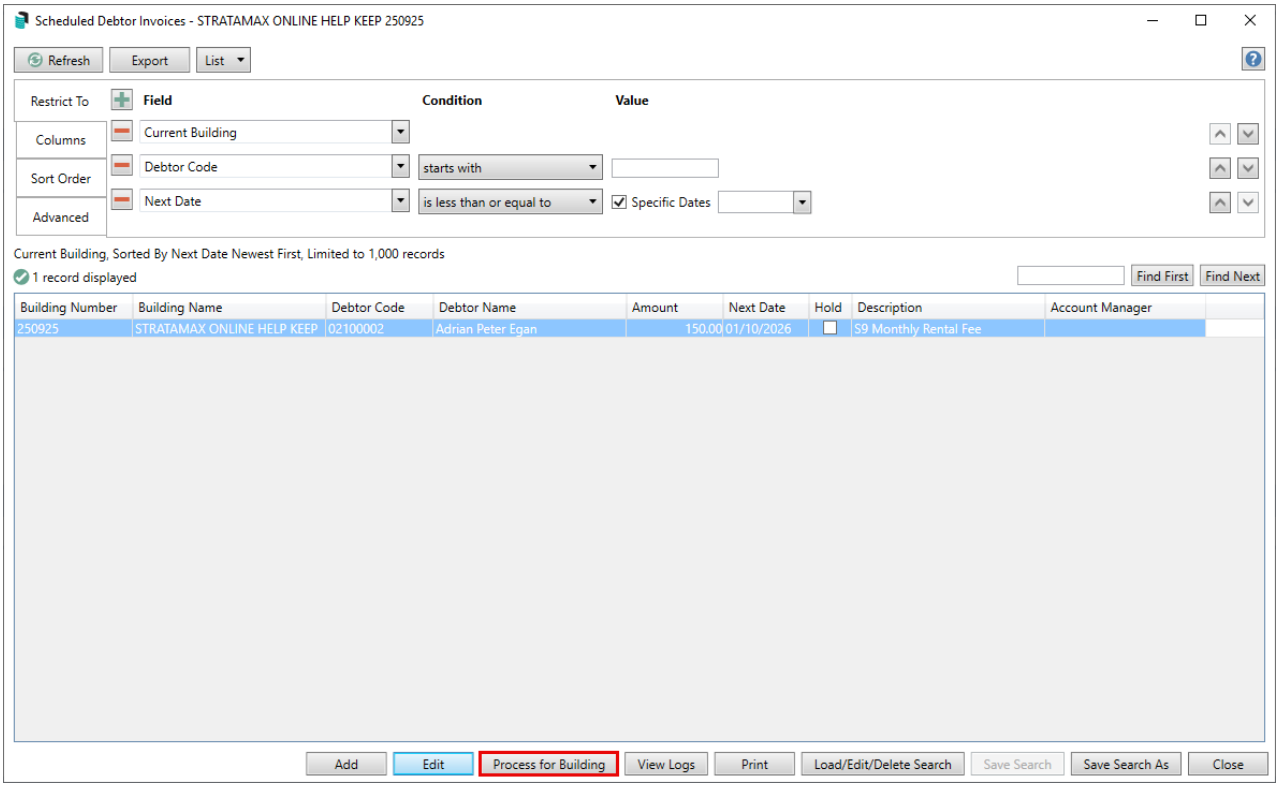
Process Scheduled Debtor Invoices

Scheduled Debtor Invoices can be processed manually using the *Process for Building* function in ***Scheduled Debtor Invoices*** or automatically through the overnight scheduler.

Manual Processing

To manually process scheduled debtor invoices:

1. Search or select ***Scheduled Debtor Invoices.***
2. Search view will open, use the Field options to ensure the correct Current Building is selected.
3. Click *Process for Building* to process only the selected Current Building.
4. Once processing and postings are complete, a confirmation message is displayed.
5. If any postings fail, or if you need to confirm what was processed, click *View Logs*.



Automatic Processing

Scheduled Debtor Invoices can also be processed automatically by the overnight scheduler.

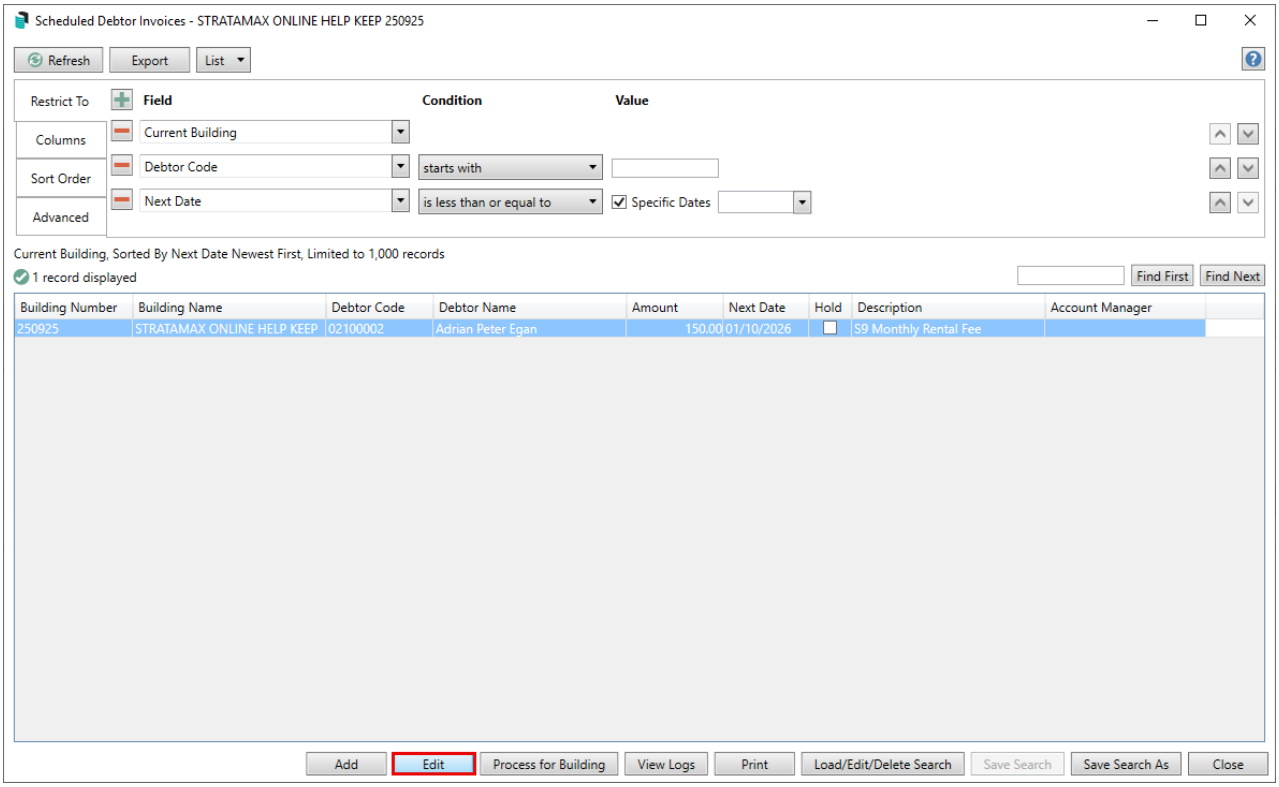
Invoices will generate when the scheduled date is due, being on or before the current date, and will continue to generate automatically until the schedule end date is reached.

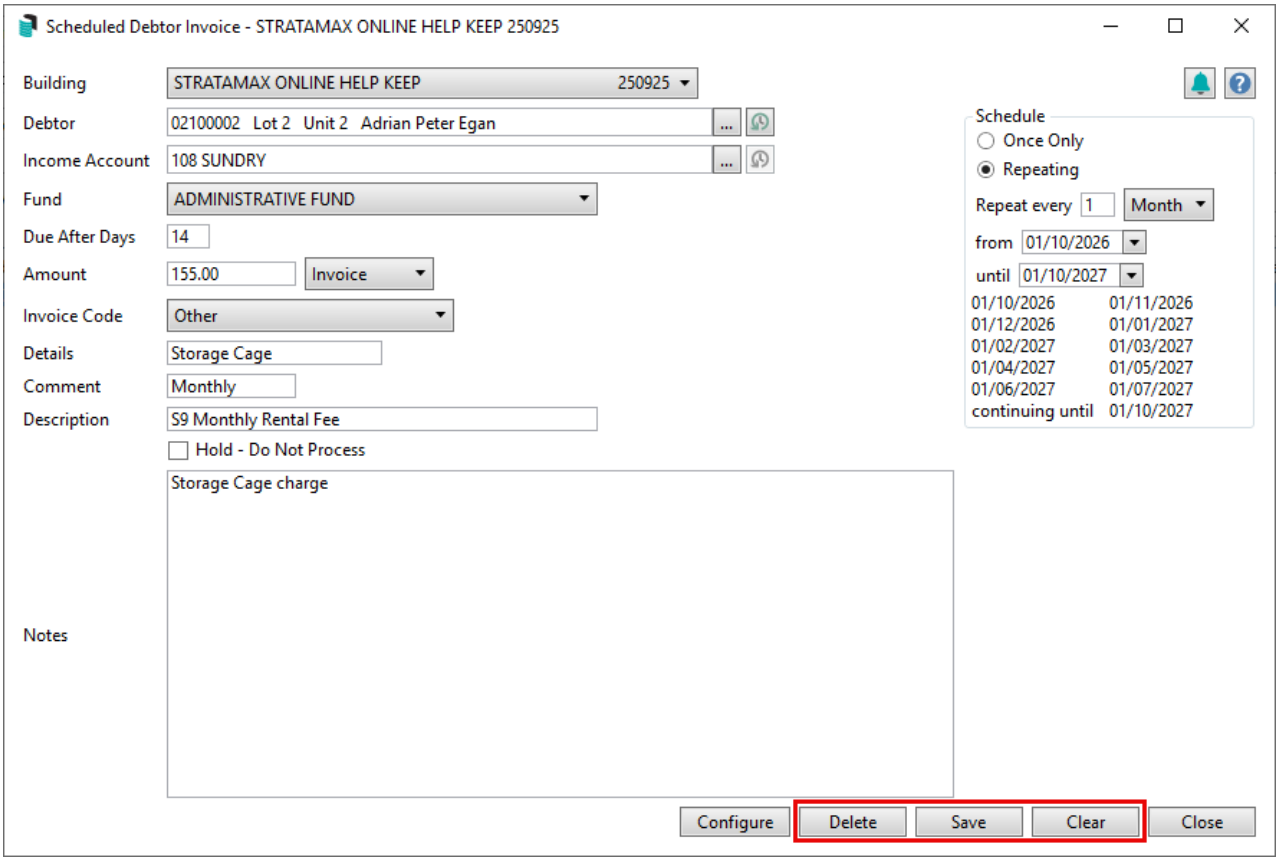
Editing and Reversing

Debtor Invoices can be edited or reversed, if Security Setup permissions allow, from the following areas:

- Local Transactions
- Global Transactions
- Local Debtors
- Global Debtors
- Interactive Reports
- Scheduled Debtor Invoices

1. Search or select ***Scheduled Debtor Invoices.***
2. Locate the Debtor Invoice using the search functions and click Refresh.
3. Highlight the record and click *Edit.*
4. Make any changes to the Debtor Invoice and click*Save.*
    - If record is to be deleted, click*Delete.*
    - Click *Clear* to remove all data and re-enter as required and*Save.*





Transferred Buildings with Active Schedules

If a building is transferred from another company and has active scheduled debtor invoices at the time of

transfer, those schedules will automatically be placed on hold.

They will remain visible in ***Scheduled Debtor Invoices*** so they can be reviewed and accepted as required.