Release Notes – Creditor Invoice Refresh

StrataMax has been dedicated to meeting the needs of Strata Managers for over 30 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the StrataMax Online Help

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StrataMax StrataCash TRATAPAY

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1. Creditor Invoice Refresh Overview

The Creditor Invoice interface has been refreshed across both StrataMax and DocMax to deliver a more modern, efficient, and accurate invoice processing experience. These enhancements are designed to streamline daily workflows, reduce administrative effort, and improve data accuracy.

The refreshed Creditor Invoice interface introduces a cleaner, more intuitive user experience while maintaining flexibility. It will be available as an optional preview feature, allowing users to trial the new interface while retaining access to the legacy version for a limited period.

This refresh provides a more efficient, centralised workflow with fewer clicks, reduced data entry, and smarter validation throughout the invoice lifecycle. Whether processing invoices individually or in bulk, these improvements help save time and support confidence in financial accuracy.

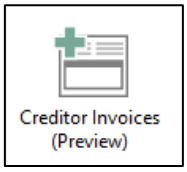
1.1 Enhanced Features

The following enhancements are included in the refreshed Creditor Invoice interface:

- Creditor Invoice (Preview) module user interface.
- Early detection of potential duplicate invoices during both data entry and saving.
- New user permission 'Allow Creation of Invoices with Duplicate Numbers'
- Ability to save invoices to the previous financial year to support year-end (accruals) processes.
- Improve Work Queue navigation, including the ability to skip documents and continue processing.
- Enhanced Work Order selection with visible Work Order counts and advanced search across all fields.
- Bulk Creation of Creditor Invoices directly from your Work Queue.
- Direct creation of Creditor Invoices directly from DocMax.
- Additional Enhancements to Interactive Reports and Creditor Invoice transactions accessed from various searches/modules.

Important note: At this stage Creditor Invoices Refresh enhancements are only available when the feature configuration has been enabled. **If you would like to trial this functionality, please contact support@stratamax.com.**

2. Creditor Invoice (Preview)

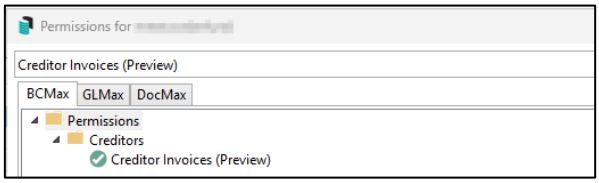


Creditor Invoice (Preview) is available as an alternative to the existing Creditor Invoices, if the user has been granted access via security, and this represents the first stage of the new Creditor Invoice project. The preview interface streamlines invoice data entry while continuing to support familiar workflows, making it ideal for teams processing lower volumes of invoices.

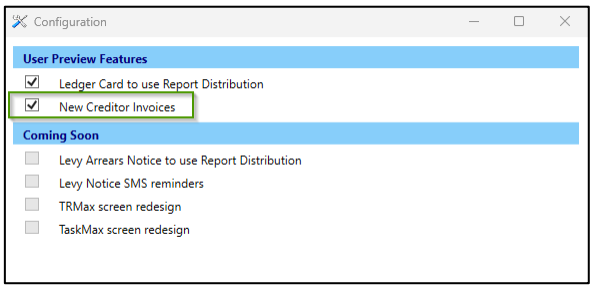
2.1 Security Setup

To access new enhancements the following permissions, need to be granted for BCMax and GLMax:

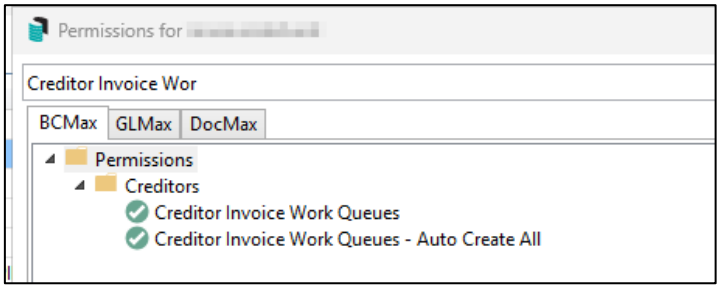
1. Creditor Invoices Preview



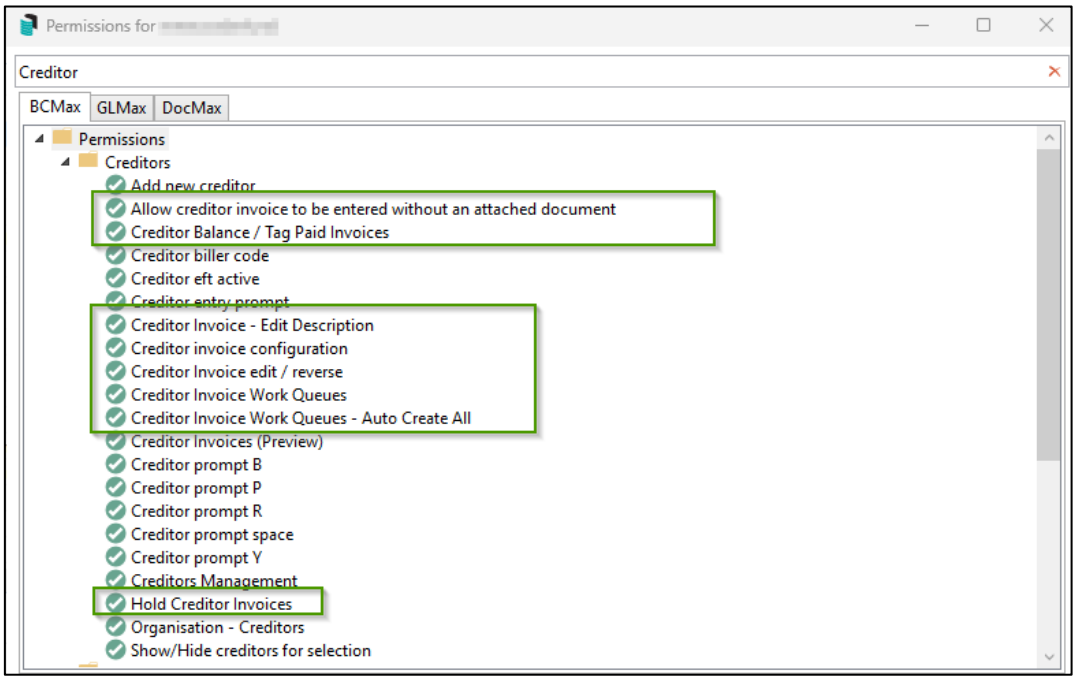
2. User Preview Features New Creditor Invoices is selected under the Username/ Preview Features, located in the bottom right-hand corner of StrataMax.



3. Creditor Invoices Work Queues and Creditor invoices Work-Queues – Auto Create All



4. Other security that may be considered for access for BCMax and GLMax include:
    - Creditor Invoice – Edit Description
    - Creditor Invoice Configuration
    - Creditor Invoice Work Queues – Auto Create All
    - Hold Creditor Invoices
    - Search Creditor Invoice Items
    - Creditor Invoice Edit/Reverse
    - Creditor Balance/ Tag Paid Invoices
    - Allow Creditor Invoice to be entered without an attached document



Please Note – Transaction Entry Edit/Reverse will no longer have an effect on Creditors Management or Search Creditor Invoice items going forward, except if using Creditor Invoices (legacy only).

2.2 Helpful Tips - on the Security Settings if the permissions are granted.

The following information outlines key conditions and permission requirements for accessing functionality withing the refreshed Creditor Invoice features. These apply only when the relevant security permissions have been granted.

Search Creditor Invoices Items (New)

- Edit Description
  Available when the building is not locked by another user, is not lost or inactive, and the invoice is not on the Invoice Hub. Access requires either Creditor Entry – Edit/Reverse or Creditor Invoice – Edit Description permission.
- Creditor Balance / Tag Paid Invoices
  Available when the building is not locked by another user and is not lost or inactive. Access requires either Creditor Entry – Edit/Reverse or Creditor Balance / Tag Paid Invoices permission.
- Edit Invoice Number
  Available when the building is not locked by another user, is not lost or inactive, the transaction has not been reversed, the invoice is not on the Invoice Hub, and the transaction is not in a historical year. Requires Creditor Entry – Edit/Reverse permission.
- Reverse Invoice
  Available when the building is not locked by another user, is not lost or inactive, the invoice has not already been reversed, and the invoice is not on the Invoice Hub. Requires Creditor Entry – Edit/Reverse permission.
- Hold / Unhold Invoice
  Available when the building is not locked by another user, is not lost or inactive, the invoice has not been reversed, and the invoice is not on the Invoice Hub. Access requires either Creditor Entry – Edit/Reverse or Hold Creditor Invoices permission.
- Change Transaction Code
  Available when the building is not locked by another user, is not lost, the invoice has not been reversed, is not on the Invoice Hub, and is not in a historical year. Requires either Change Transaction Code or Creditor Entry – Edit/Reverse permission, provided the transaction is in the current year or the prior year audit has not been completed.
- Change Tax Code
  Available when the building is not locked by another user, it is not lost, the invoice has not been reversed, it is not on the Invoice Hub and is not in historical year. Requires Creditor Entry – Edit/Reverse permission and the building must be BAS registered.

- Allow Duplicate Invoice Numbers
  Requires the Allow Creation of Invoices with Duplicate Numbers permission.

Creditor Management

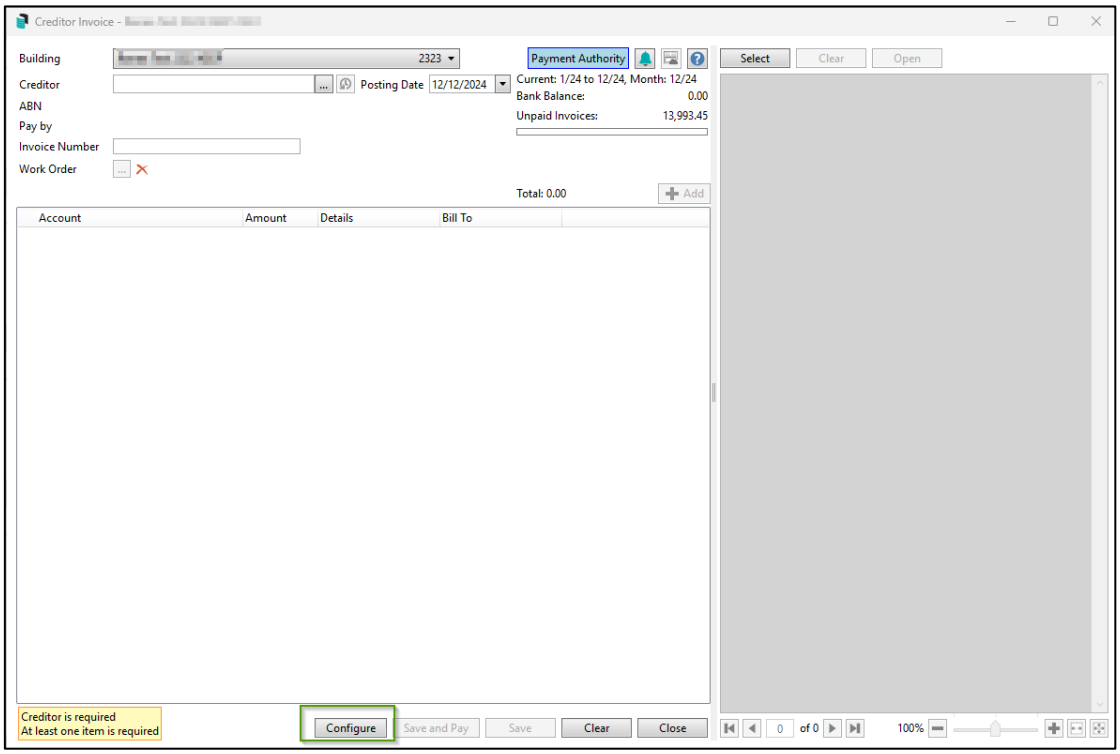
- Hold / Unhold Invoices
  Available when the building is not locked by another user and the invoice is not on the Invoice Hub. Requires either Creditor Entry – Edit/Reverse or Hold Creditor Invoices permission.
- Tag Paid Invoices
  Available when the building is not locked by another user. Requires either Creditor Entry – Edit/Reverse or Creditor Balance / Tag Paid Invoices permission.
- Edit Description
  Available when the building is not locked by another user and the invoice is not on the Invoice Hub. Requires either Creditor Entry – Edit/Reverse or Creditor Invoice – Edit Description permission.
- Edit BPAY CRN
  Available when the building is not locked by another user and Edit BPAY CRN permission has been granted.

2.3 Creditor Invoice (Preview) Configurations

The configurations used for the Creditor Invoice (Preview) screen is the same configuration applied to the legacy Creditor Invoice module. These configurations control various interface elements to ensure a consistent user experience. Certain options will only be displayed in the new user interface when they have been enabled within the configuration settings.

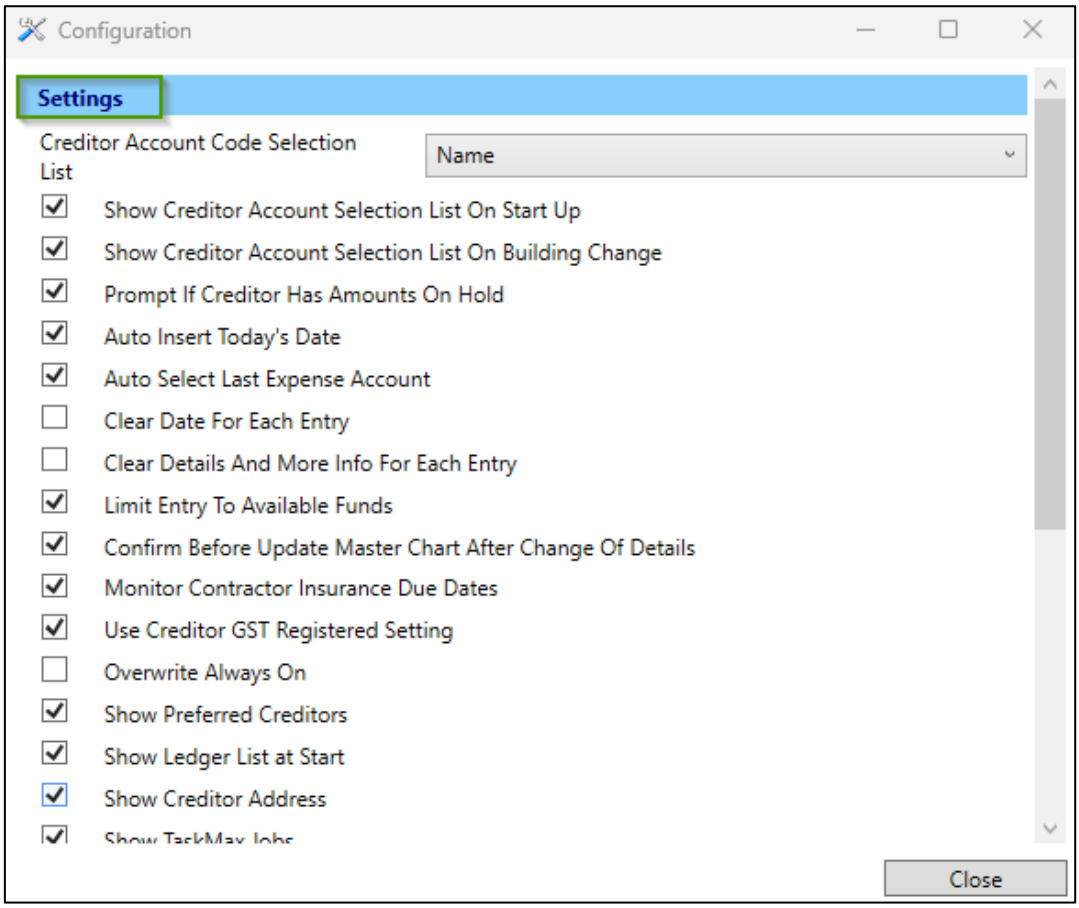
To access this configuration:

- Navigate to Creditor Invoice (Preview)
- Select the configure option available



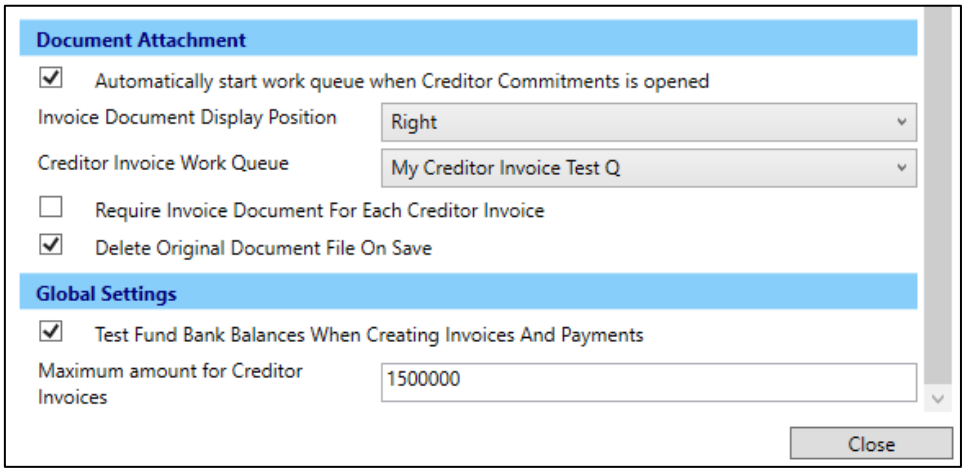
- Select the Configuration settings by selecting (ticking) each option to show in the UI

Settings available



Please Note – 'Prompt If Creditor Has Amounts on Hold' and 'Show Ledger List at Start, are not used in the New Creditor Invoice UI, the Hold amount will always be shown in New Creditor Invoices UI.

Document Attachment configurations and Global Settings



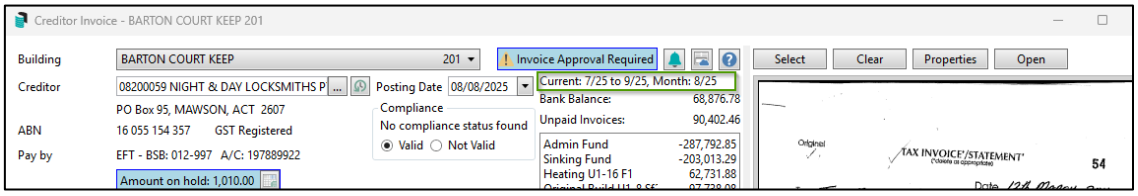
For more detailed information on each setting please visit Creditor Invoices | Configuration | Online Help

2.4 Creditor Invoices (Preview)

The Creditor Invoices (Preview) module enables the creation of creditor invoices where a document has not yet been detailed within StrataMax or DocMax. Depending on the configuration settings applied, a range of information and features may be available on the preview screen.

2.4.1 Invoice Details and Financial Information

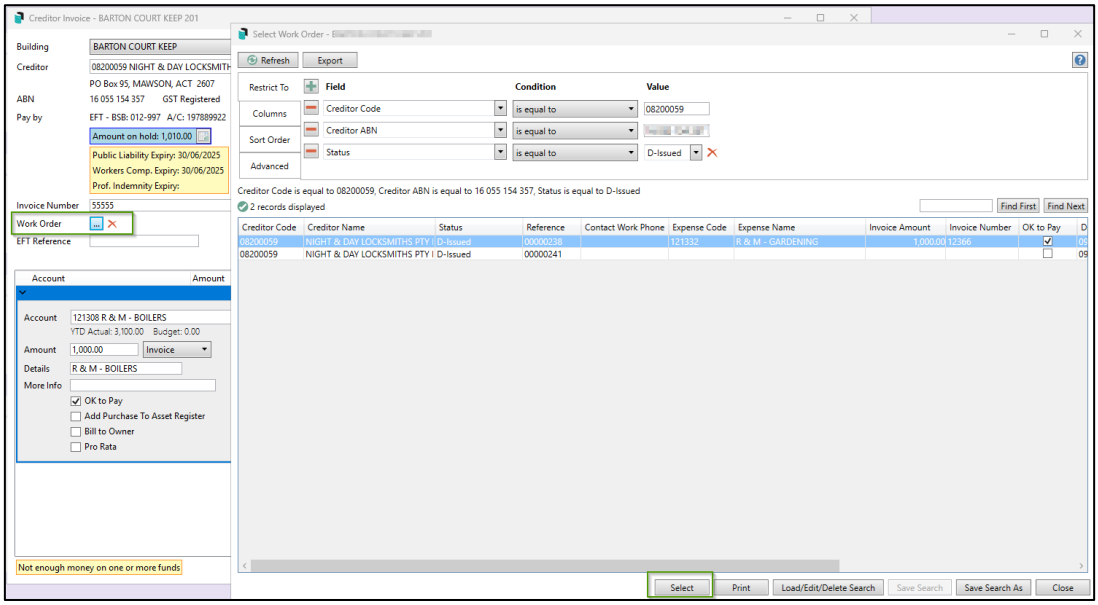
- Building and Creditor details – for Selected building and Creditor
- Creditor Address, ABN and Pay By settings
- Posting Date – this can be the current month for the selected building, or a prior year date may be entered, if an old year exists. This can be used for accruals.
- Current Financial Year and the Buildings current month as per highlighted screenshot below.



- The available bank balances, displayed by fund
- Amounts currently on hold
- Amounts on Hold if there are some will appear
- Public Liability and Workers Comp expiry dates (when enabled via configuration and information is set up)
- Invoice Number (up to 25 Characters in length)
- Duplicate invoice validation, which alerts users if the same invoice number already exists for the selected creditor and building. Users with the appropriate permissions may allow duplicate invoice numbers where required.

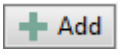
2.4.2 Work Order and Payment References

- Work Order selection is available on the UI to view and finalise outstanding work orders for the selected creditor



- BPay CRN – displays only when the creditor selected is set to pay by BPAY. This will default to the most recent used CRN or allow entry and validation of a new CRN.
- EFT Reference – used for creditors that requires an EFT reference.

2.4.3 Invoice Line Items

- Add option 

– is used to add accounts to the invoice with support of multi-expense invoices.
- Fund, Amount, Details and More Information fields can be populated.

2.4.4 Payment and Additional Processing Options

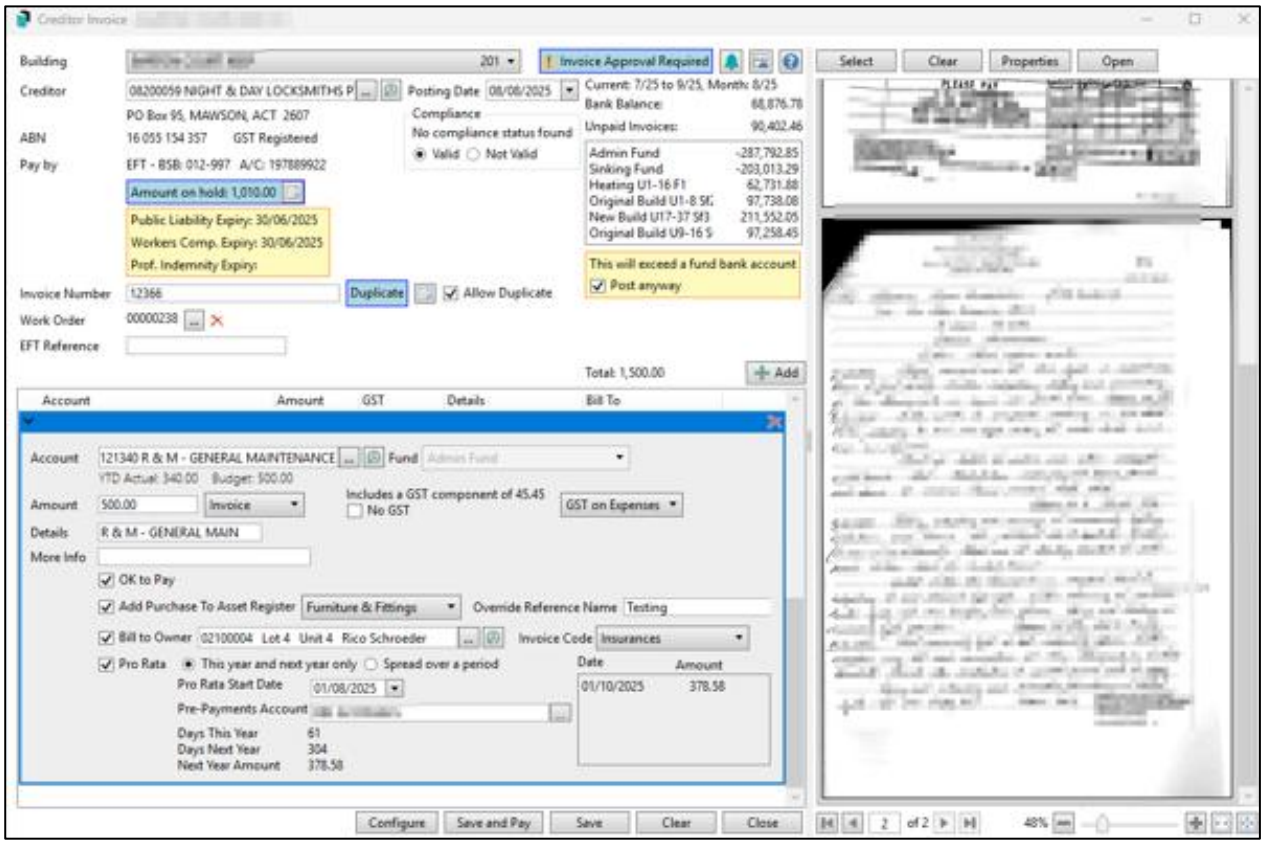
- Ok to pay – controls if the invoice is placed on hold. Buildings using the Invoice Hub will have this option disabled by default but can be toggled on or off as required.
- Add Purchase to Asset Register -When ticked, expanding will allow selection of asset category and override reference name, with the asset automatically added to the Asset Register.
- Bill to Owner - when ticked, this area expands to allow selection of Owner and Invoice Code (generally Other). Use Invoice Printing to print the itemised bill for the Owner where required.
- Pro-Rata – Designed to assist with managing pre-payments using a nominated pre-payments account. Both options create auto -reversing entries for future postings:
    1. This Year and Next Year Only. Which calculates charges based on the Pro-Rata start date and the remaining days in the current and next financial years.

2. Spread Over a Period. Allowing users to define a start and end date along with a payment frequency.

2.4.5 Document Attachment

- Select button – allowing users to attach a document to the creditor invoice. Selecting this option will open DocMax to enable document selection.

Example of Creditor Invoice (Preview) User Interface Sections



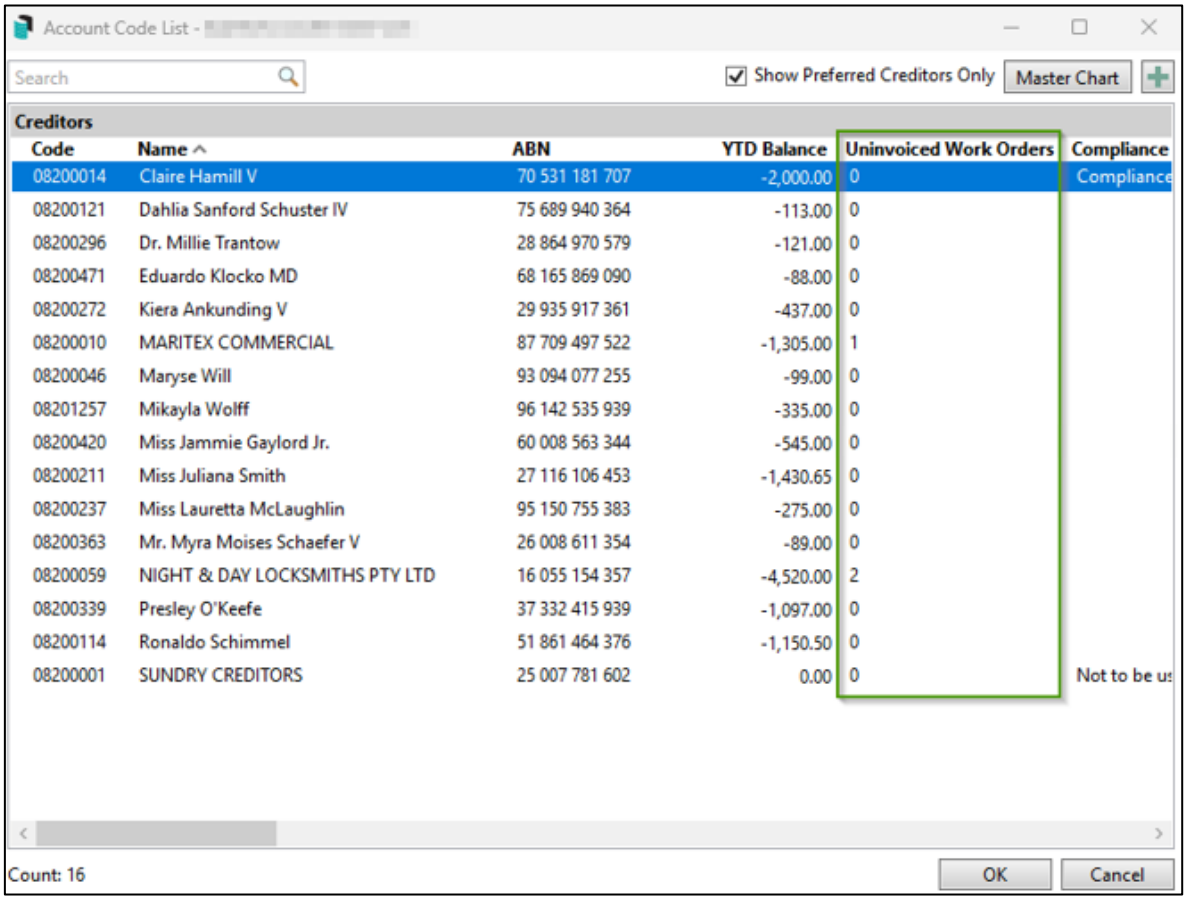
3. Creditor Invoice – Work Orders

3.1 Account Code List - New Uninvoiced Work Orders column

When entering Creditor Invoices via Creditor Invoices (Preview) or Creditor Invoice Work Queues, the work order count is now displayed in the Creditor Account selection list. This enhancement assists users in selecting the appropriate creditor.

Work order selection now uses the enhanced search interface, enabling users to locate work orders using all available search fields.

To view this enhancement, navigate to Creditor Invoice (Preview). When the Creditor Account Code list is displayed, a new column titled *Uninvoiced Work Orders* will appear, showing the number of outstanding (uninvoiced) work orders associated with each creditor.

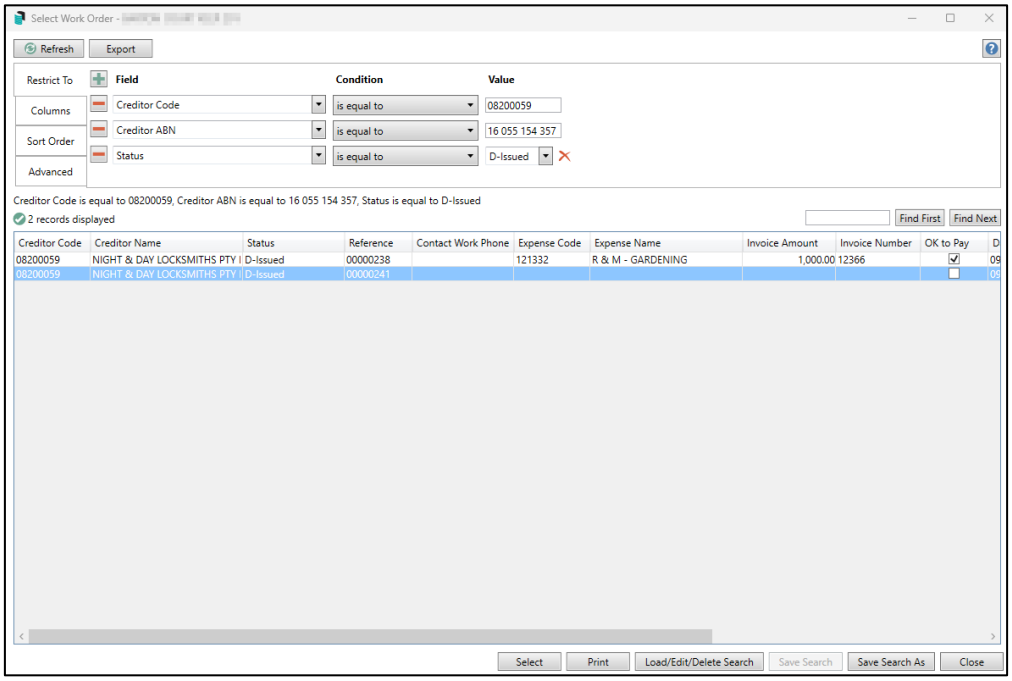


3.2 Selecting Work Order using search interface

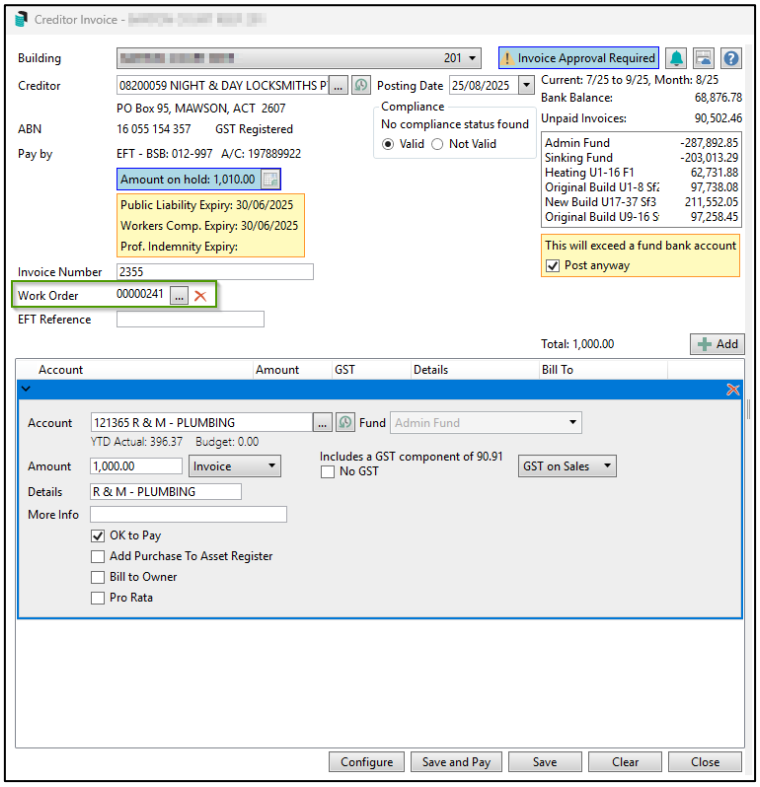
When using Creditor Invoices (Preview), users will now be prompted if the selected creditor has outstanding uninvoiced work orders.

Work order selection is performed through the enhanced search interface, enabling users to locate specific work orders using all available search fields. This enhancement improves efficiency and accuracy when selecting and finalising work orders during invoice processing.

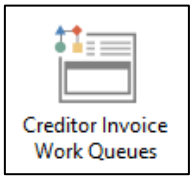
Please Note – This feature is also available via Creditor Invoice Work Queue.



User highlights the Work Order and clicks on the Select option. This will populate the Work Order into the Creditor Invoice user interface as shown in the example below:

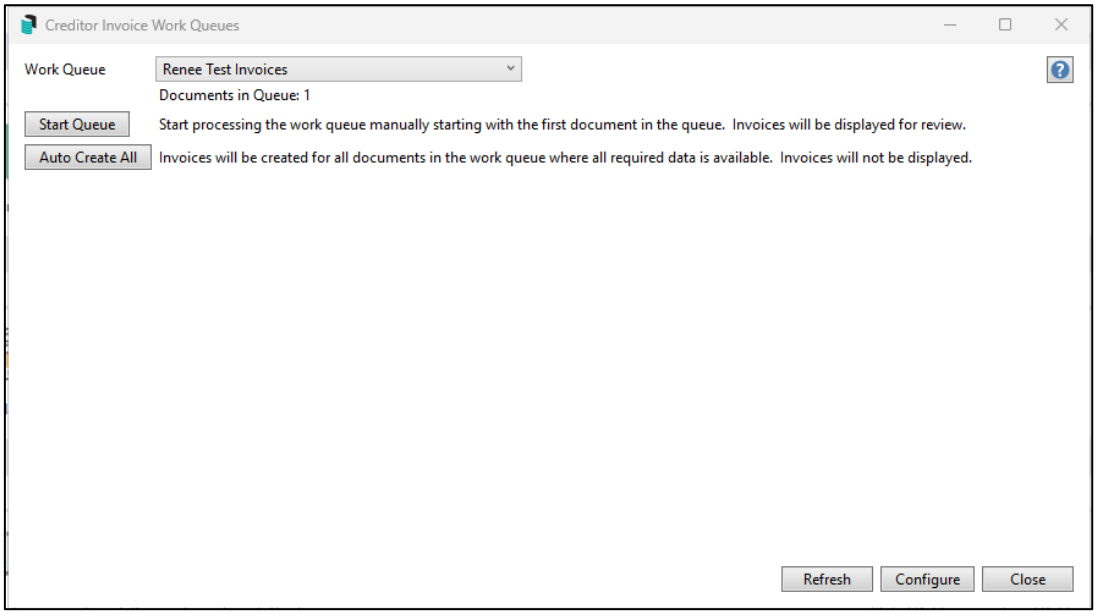


4. Creditor Invoice Work Queues



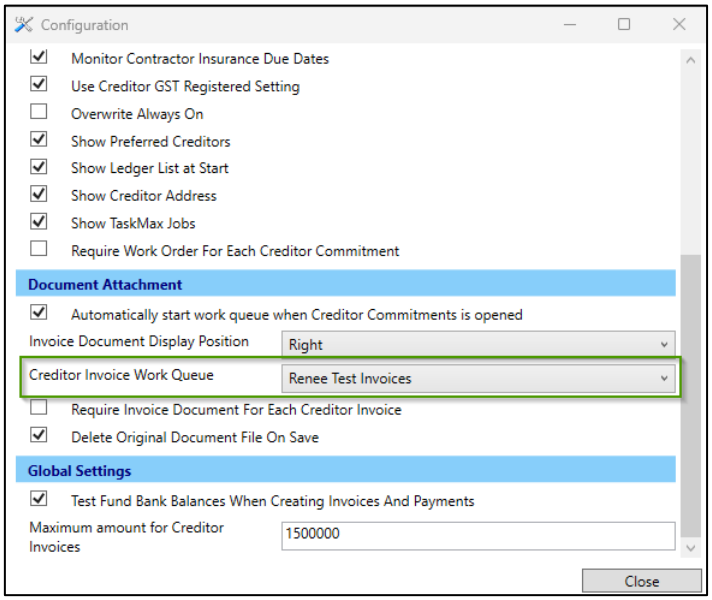
A new module, Creditor Invoice Work Queues, is now available and has been designed to enhance the daily workflow for processing creditor payments. This enhancement brings DocMax and StrataMax together, delivering smarter and more automated data entry driven by information captured within the DocMax Invoice Details area.

The new module provides a cleaner, modernised interface that supports both automated processing and familiar manual entry workflows. Whether users choose to adopt automation or continue with a traditional approach, the 'Creditor Invoice Work Queues' module offers a faster, more intuitive way to review and process creditor invoices.

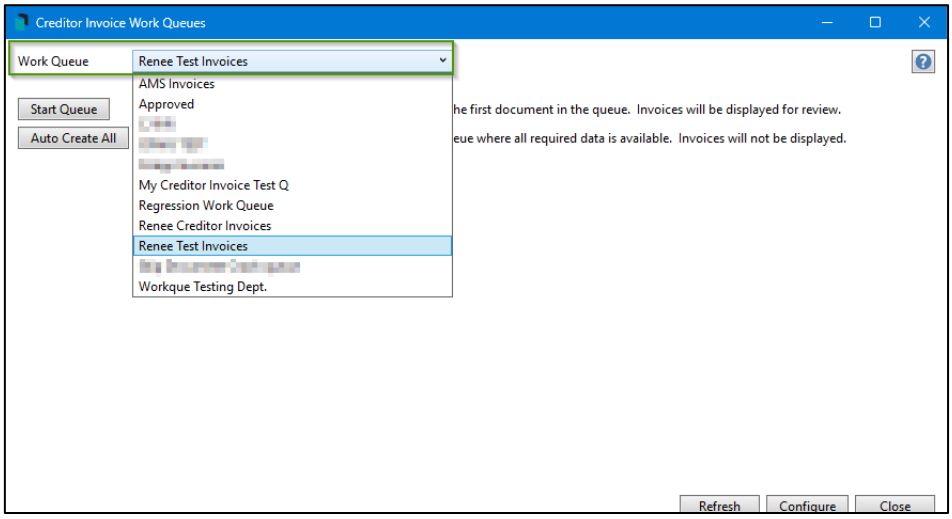


4.1 Default - Work Queue

When the module is opened, a default work queue is automatically selected. This default is determined by the configuration settings accessed via Creditor Invoice (Preview) or Creditor Invoice Work Queues.



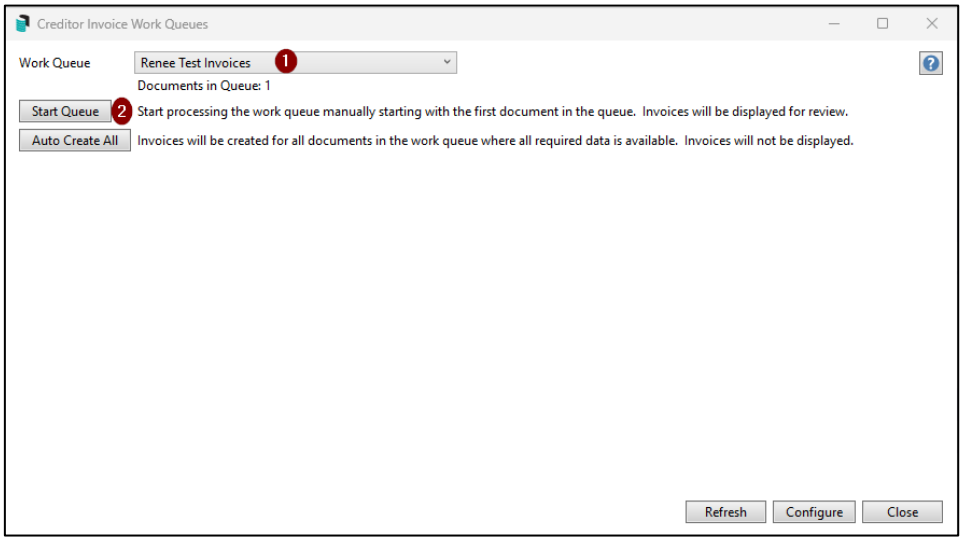
When this configuration is enabled, the selected work queue will be used as the default. Users can change to a different work queue as required by selecting the drop-down arrow shown below.



4.2 Start Queue

The 'Start Queue' option allows users to begin manual processing of invoices in the selected work queue, starting with the first available document. Each invoice is presented for review before processing.

1. Navigate to 'Creditor Invoice Work Queues'.
2. Select the Work Queue (or use the default queue).

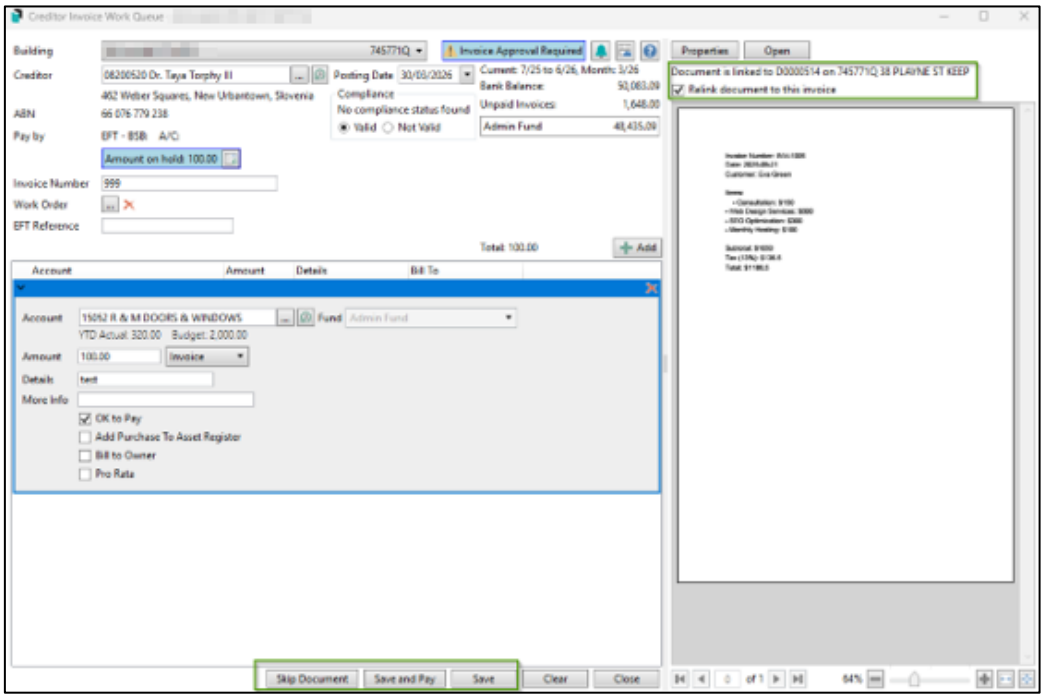


3. Document preview window will open.
4. Check or enter all the details on the invoice to ensure they match the field information, some of the main areas are:

    - Building
    - Creditor Information
    - Posting Date

- Invoice Number
- Work Order
- EFT Reference
- Account
- Amount
- GST Flag (available for GST-registered buildings)
- Details
- Compliance

5. The System will validate if the Invoice is linked to another Invoice and IF not uploaded to the Invoice Hub for approval, then a Relink option is available.
6. Properties option is available to view the Invoice in the Document View.
7. Open option is available to Open the Document.

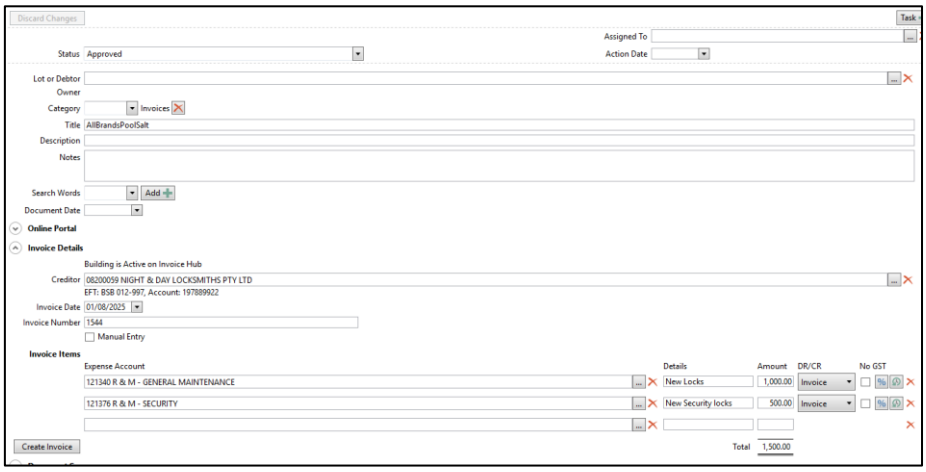


8. Click the Save to prepare the invoice for Payments or Save and Pay to create the payment immediately ready for a one-off EFT.
9. To Skip to the next invoice in the queue, click on Skip Document if required.
10. Clear option will clear all details loaded in the Creditor invoice Work Queue.

Please note: If the selected building is locked by another user, the system will display a validation message. In this scenario, the *Skip Document* option can be used to move to the next invoice in the queue.

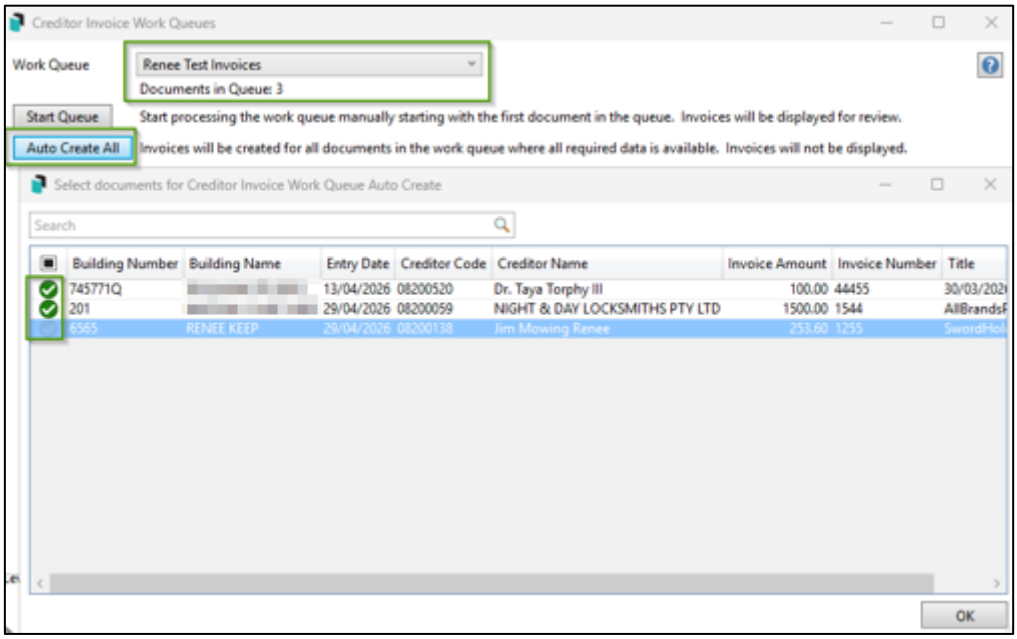
4.3 Auto Create All

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

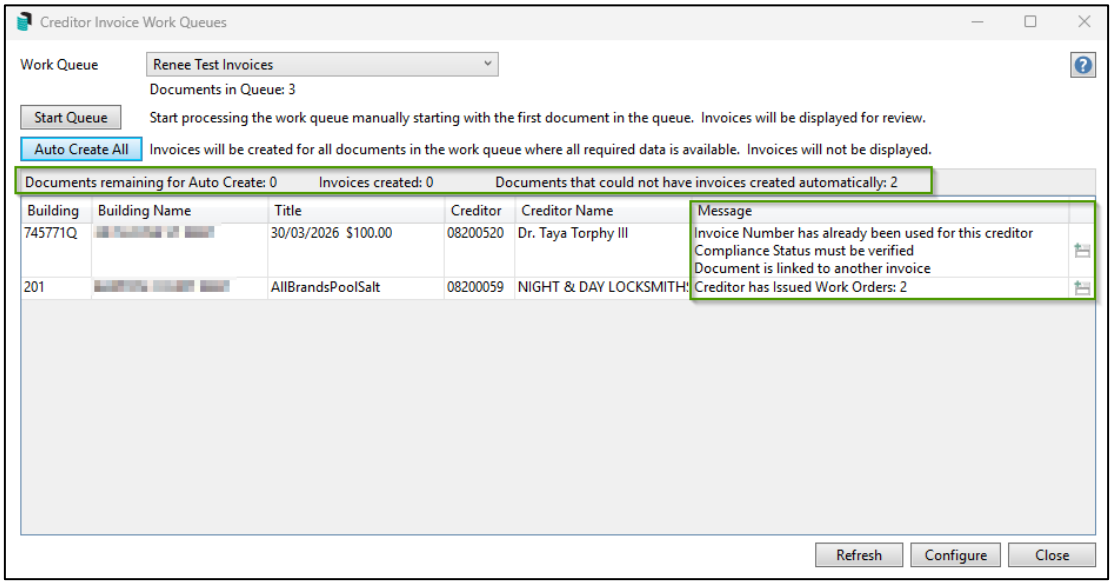


To Auto Create All, follow the below steps:

1. Navigate to 'Creditor Invoice Work Queues'.
2. Click 'Auto Create All'.
3. All available invoices in the selected queue will appear as ready for processing and pre-tagged.
4. Each column can be sorted as required.
5. If any Invoices should not be processed, untag them.
6. Click on Ok to process the tagged invoices.



7. Each Invoice creates a Transaction, any exceptions are reported with a message explaining why it was not created.
8. Each invoice line 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 future processing.

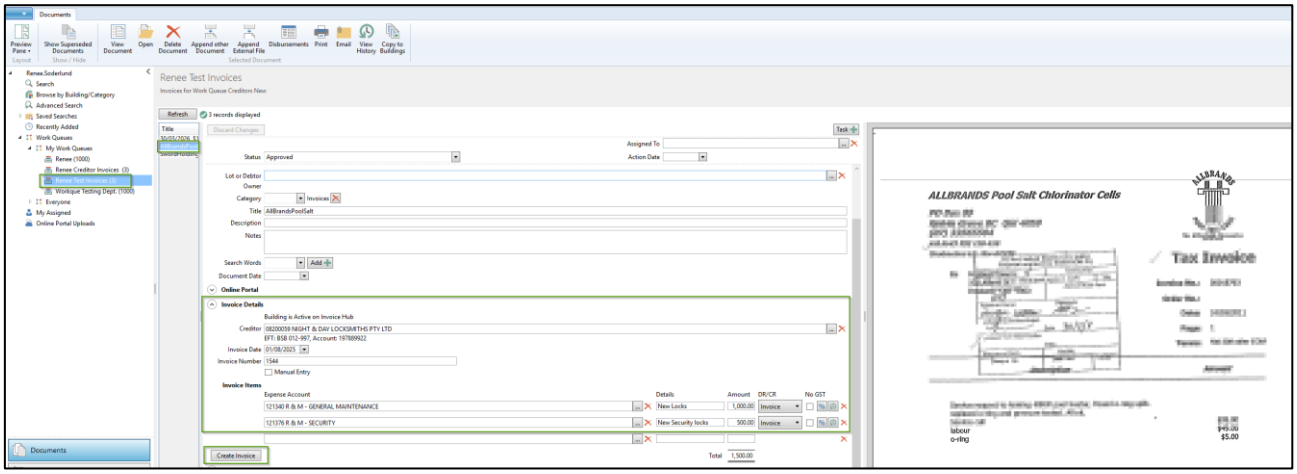


5. DocMax - Creation of Creditor Invoices

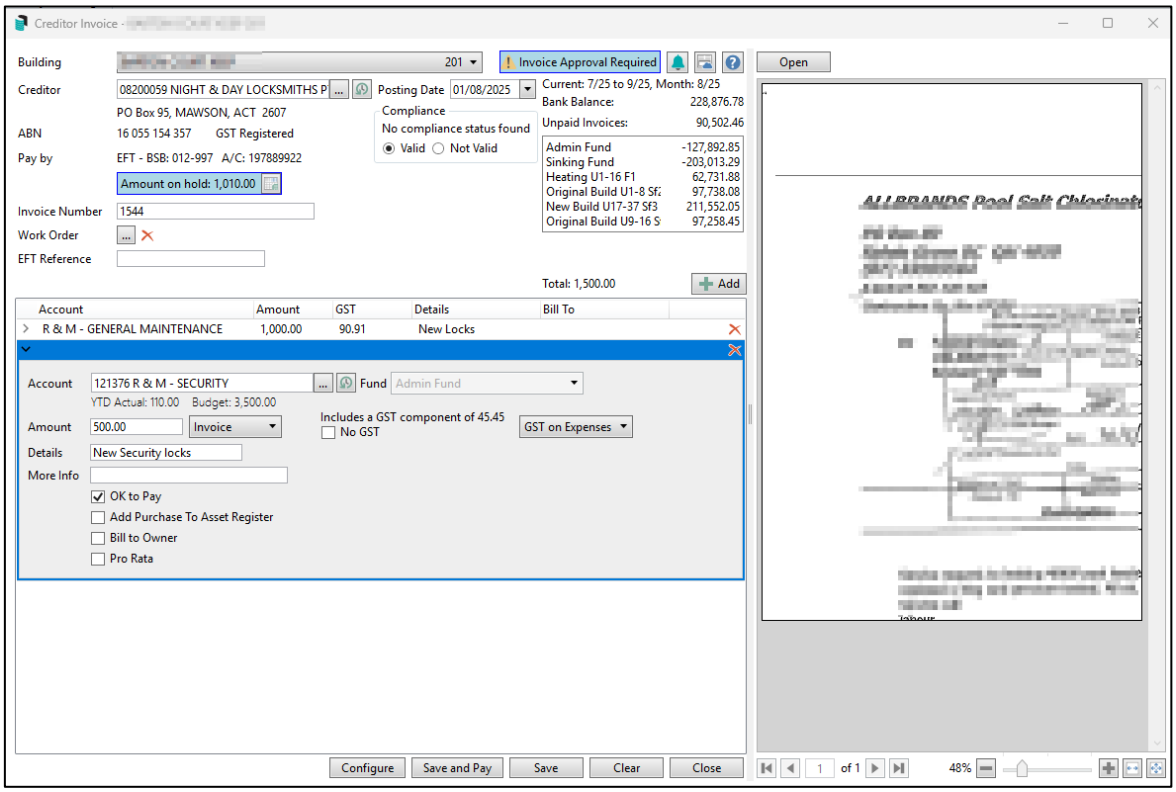
Where data entry and validation are completed directly within the DocMax Work Queue, users can now save creditor invoices directly from DocMax using the new 'Create Invoice' option available under DocMax > Invoice Details. This new process maintains the same validation rules and integrity checks applied through the Creditor Invoice interface.

To access the new features in DocMax:

1. Navigate to DocMax.
2. Select the Work Queue for Creditors Invoices.
3. Select Document or Add a New Document.
4. Enter all the information can be populated into Invoice Details if not already



5. Click on 'Create invoice' new option.
6. This will open the Creditor Invoice interface.
7. Any data populated in the Invoice Details of DocMax will be populated in the Creditor Invoice interface to be reviewed and saved.

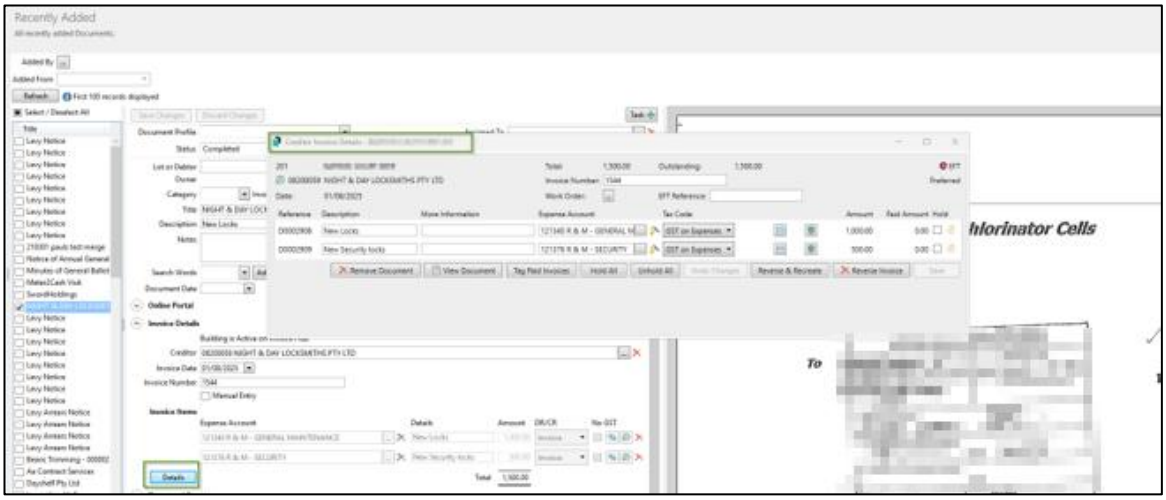


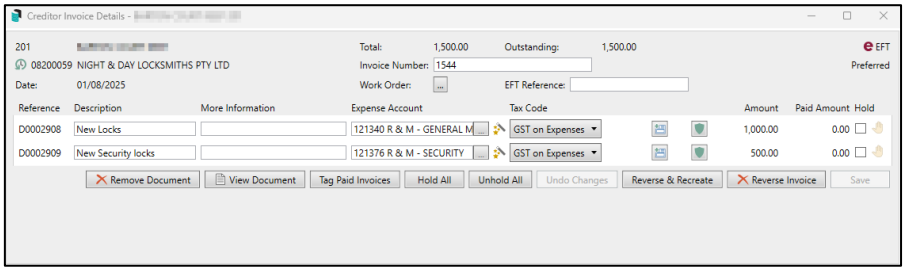
6. DocMax – Details

Users can now access Creditor Invoice Details directly from DocMax using the new 'Details' option available under the Invoice Details section of the document properties once the invoice has been processed.

Once the Creditor Invoice Details screen is open, users can perform the following actions:

- Attach and Remove linked Documents (if not active on the Invoice Hub).
- Edit Description.
- Add More Information.
- Change Transaction Code.
- Change Tax Code.
- Change Invoice Number.
- Add EFT Reference Numbers.
- Add a Pro-Rata.
- Bill to Owner.
- Select the to use the last code used when changing the expense account.
- Tag Paid Invoices.
- Hold All.
- Unhold All.
- Undo Changes.
- If the Invoice is already Paid the Reverse Invoice and Reverse & Recreate options will also be available.





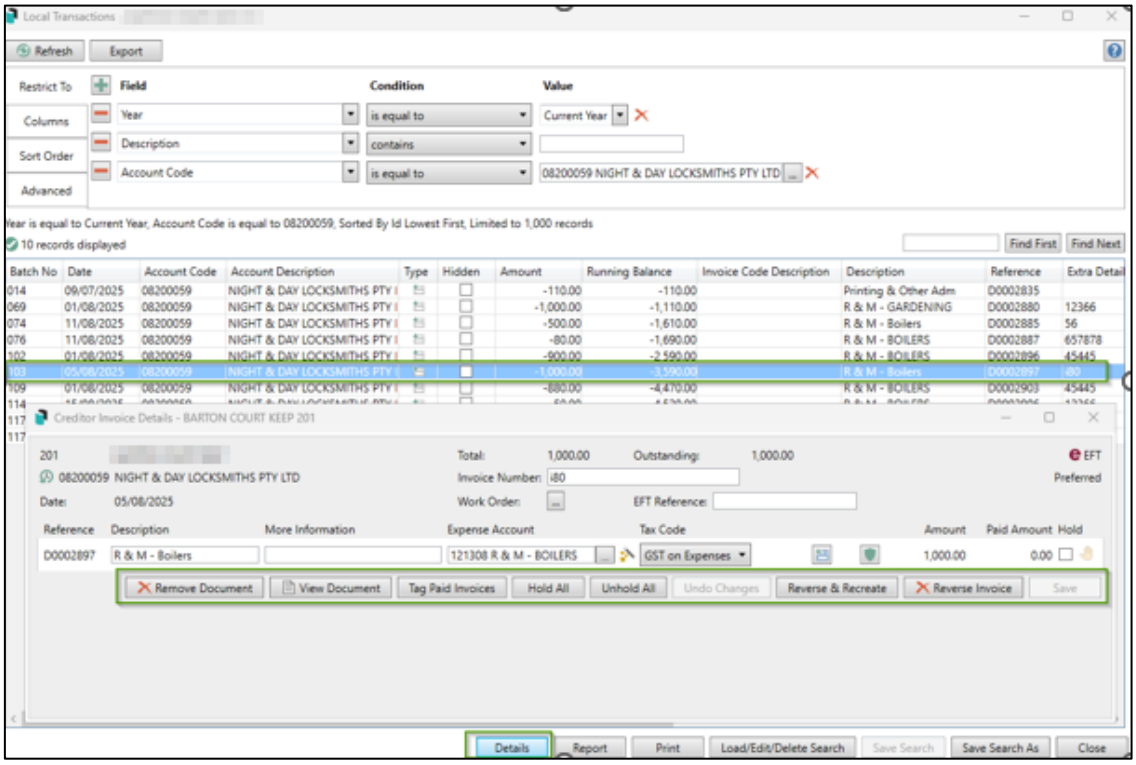
7. Additional Enhancements

As part of the Creditor Invoice Refresh, several additional enhancements have been made to further improve and streamline creditor workflows.

7.1 Creditor Invoice Transactions

A range of additional functionality has been added to Creditor Invoice Transactions and can be accessed via the following areas:

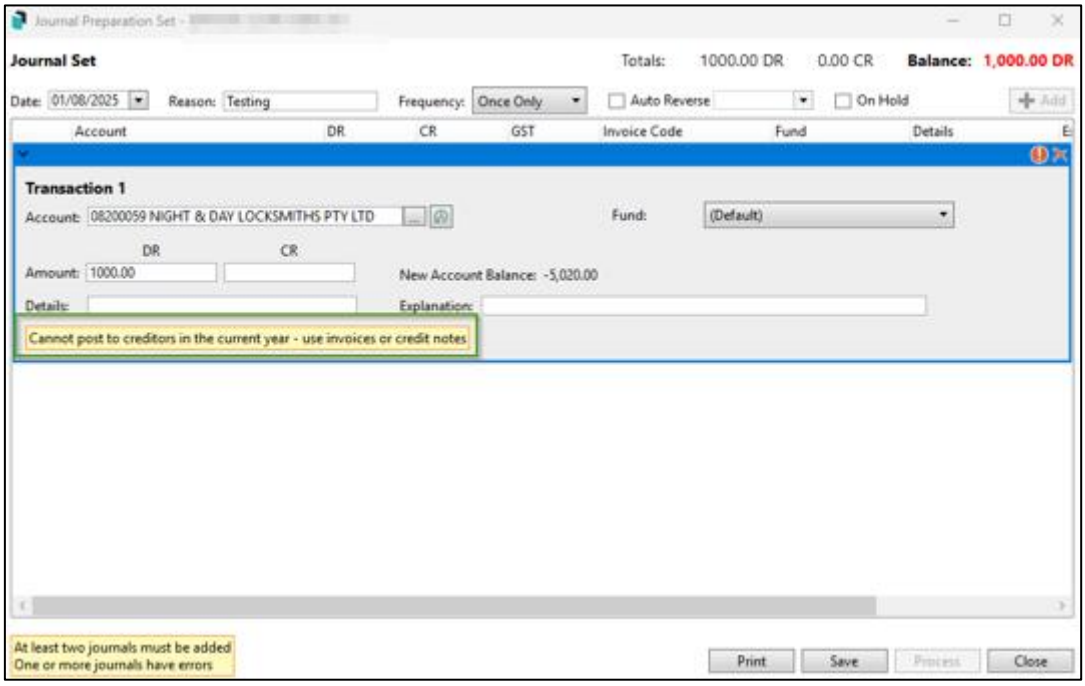
- Interactive Reports.
- Search Creditor Invoices.
- Local and Global Transactions.
- Creditor Management.



7.2 Journal Prep – posting to Creditors

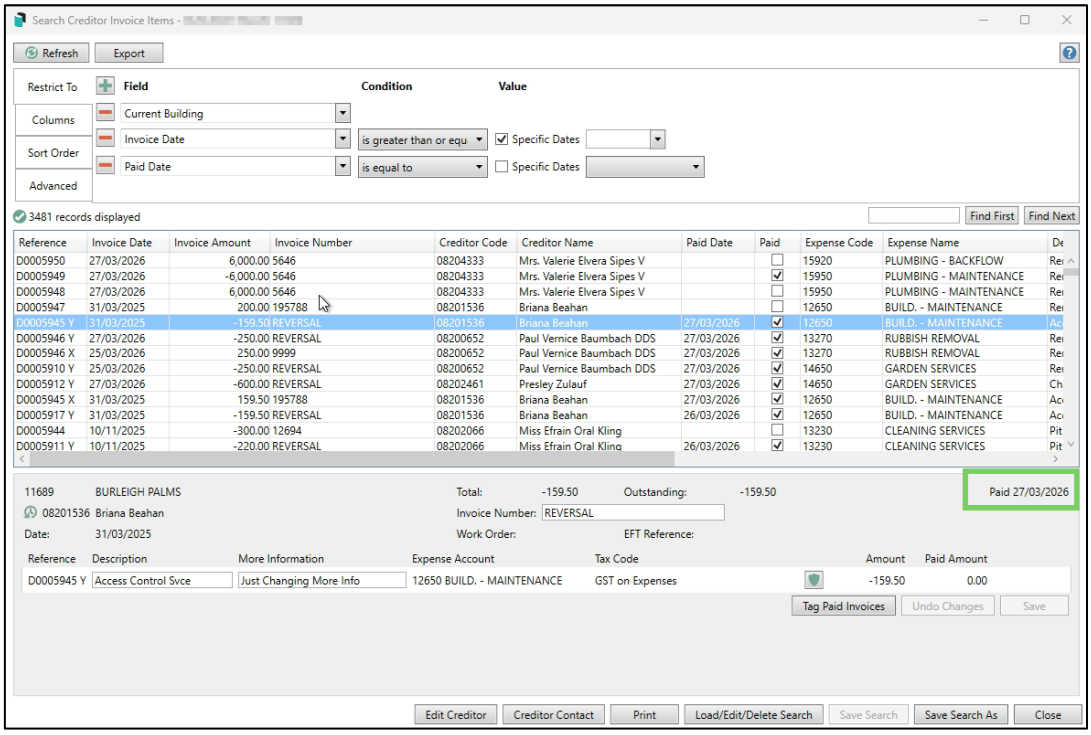
Once the legacy Creditor Invoices module is decommissioned, users will no longer be able to select a creditor code when creating journals. While both the Creditor Invoices (Preview) and legacy modules remain available, the system will display a validation message advising that posting to creditors in the current financial year is not permitted, and that invoices or credit notes must be used instead.

Journaling to creditors in a prior financial year will remain permitted at this stage, however it is recommended that the use of Creditor Invoices (Preview) is used to enter an invoice / credit note to the old year, if security permissions have been granted.



7.3 Paid Date – Transaction Detail screens

Additional paid date fields have been added to the user interface. These are available across several areas, including 'Search Creditor Invoice Items, 'Interactive Financials,' and 'Local and Global Transactions',' wherever the Creditor Invoice Details screen can be accessed.



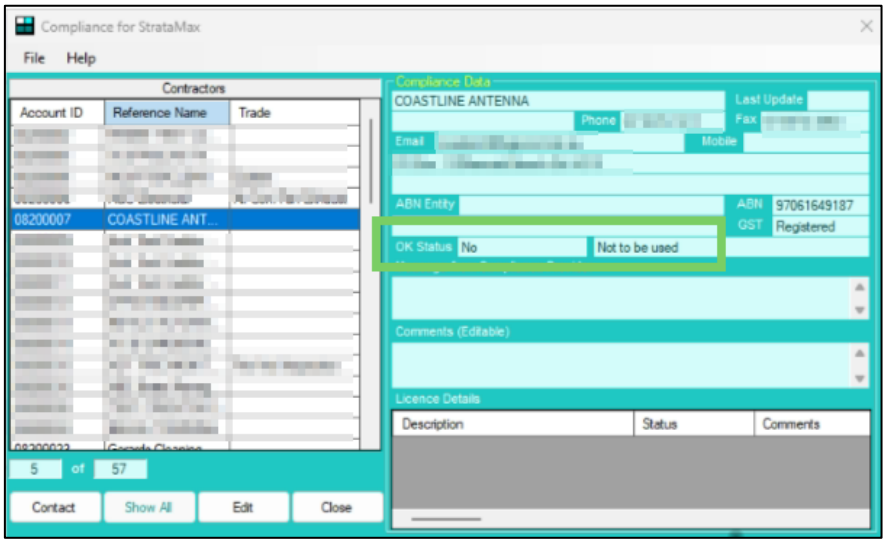
7.4 DocMax – Creditor Compliance Status

New fields are now available within the DocMax Advanced Search. These include:

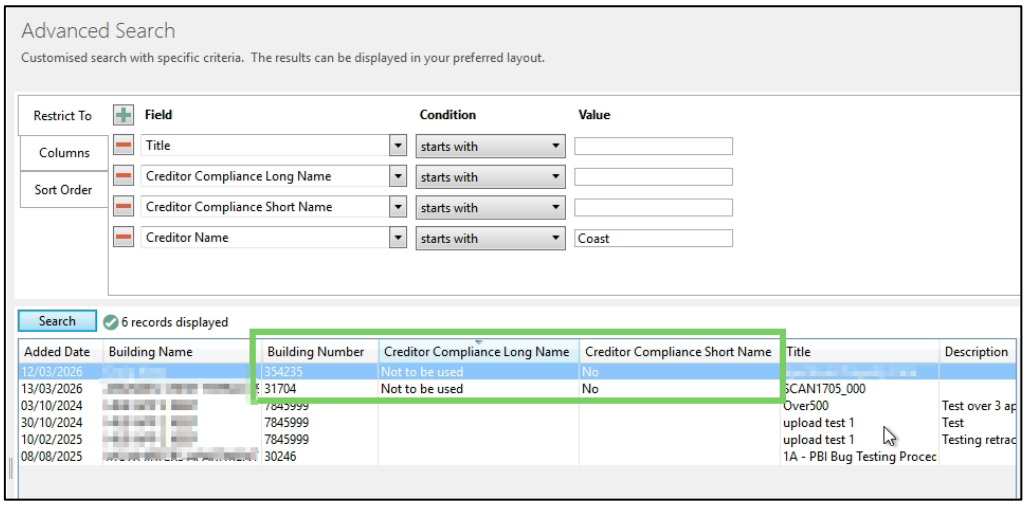
- Creditor Compliance Long Name
- Creditor Compliance Short Name

To utilise these fields, they must be added to the DocMax Advanced Search criteria and included as columns in the report output. Where compliance information has been configured for these fields, the search will return the relevant records accordingly.

Compliance information that has to be made available for the Report to return results



Example of Advanced Search for the Compliance Status's

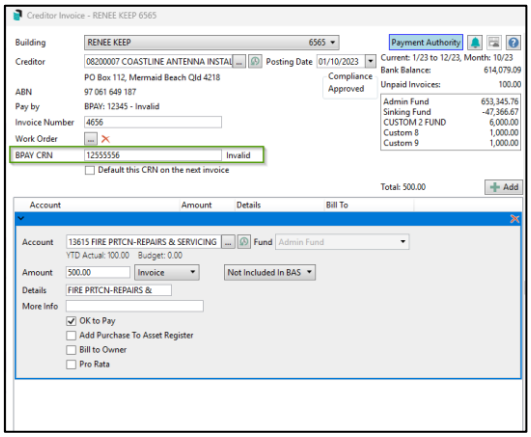


8. Upcoming Enhancements – 5.6.154

Further enhancements scheduled for deployment in version 5.6.154 include:

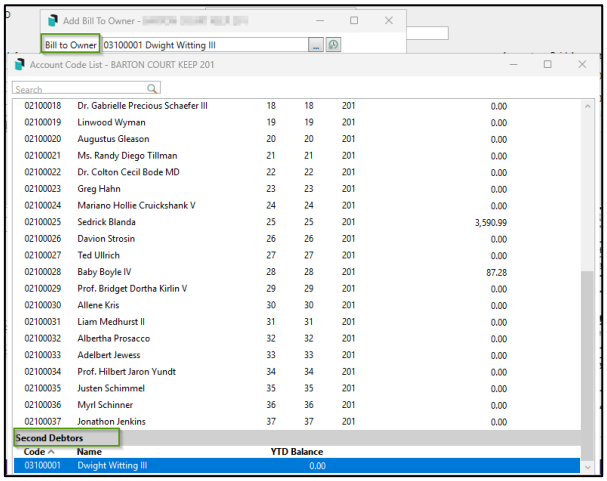
8.1 BPAY and CRN

BPAY biller codes and CRNs will now be validated when entering a Creditor Invoice using Creditor Invoices (Preview). An invoice cannot be created if the biller code or CRN is invalid. However, users will still be able to save the invoice if validation cannot be performed due to the validation service being unavailable.



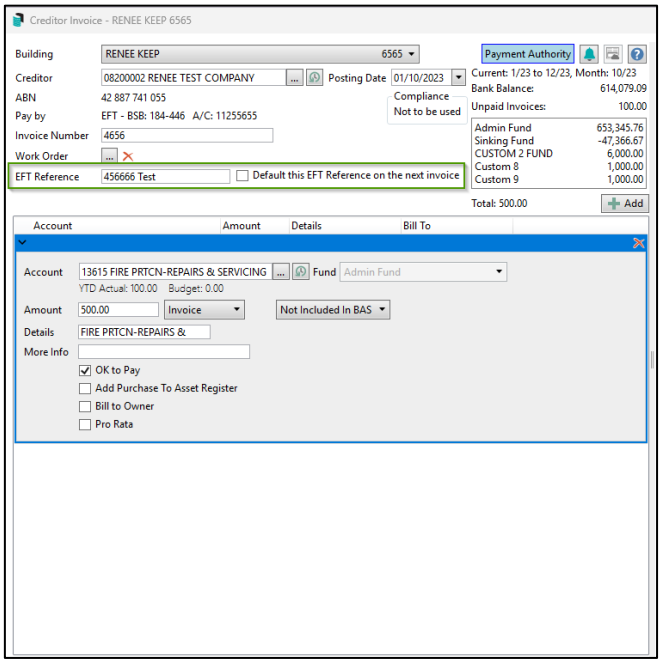
8.2 Bill to Owner – Via Creditor Invoices (Preview) or Creditor Invoices Details screen

'Bill to Owner' has been renamed to 'Bill to Debtor,' with second debtors now available for selection within the account range.



8.3 EFT Reference

When entering a Creditor Invoice via the Creditor Invoices (Preview), a selection box is available, consistent with the BPAY functionality. If the field is populated, users will have the option to 'Default this Reference on the next invoice.'



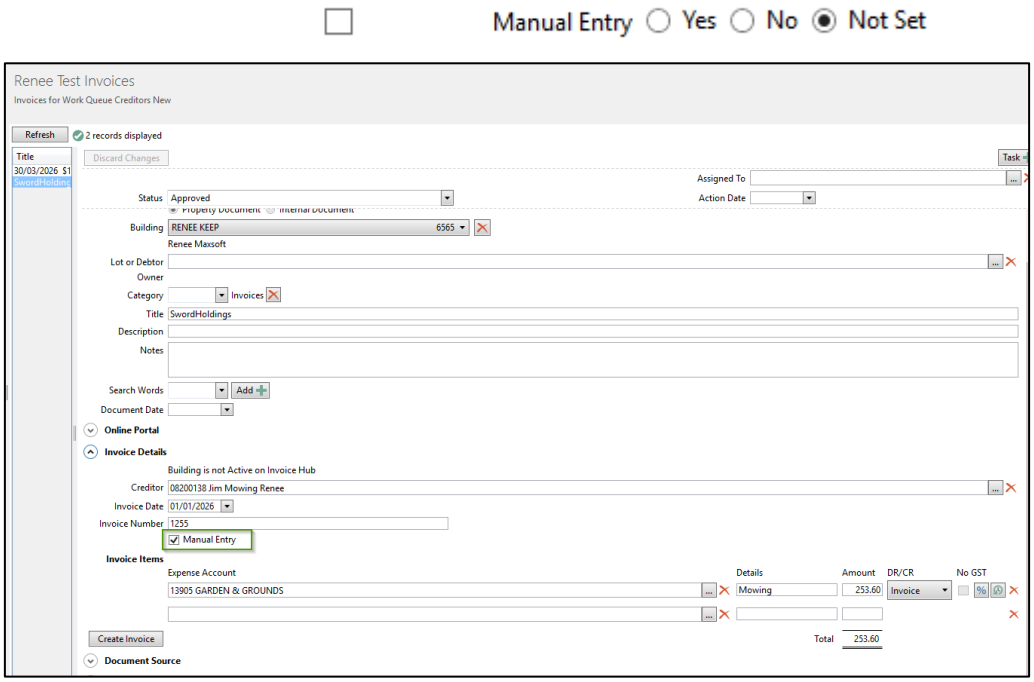
8.4 DocMax – Manual Entry

A new 'Manual Entry' option is now available in DocMax properties under Invoice Details. When selected, this option prevents the document from being automatically processed in the 'Creditor Invoices Work Queues.'

This allows users to select additional actions before the invoice is created. Actions that may require use of the Manual Entry:

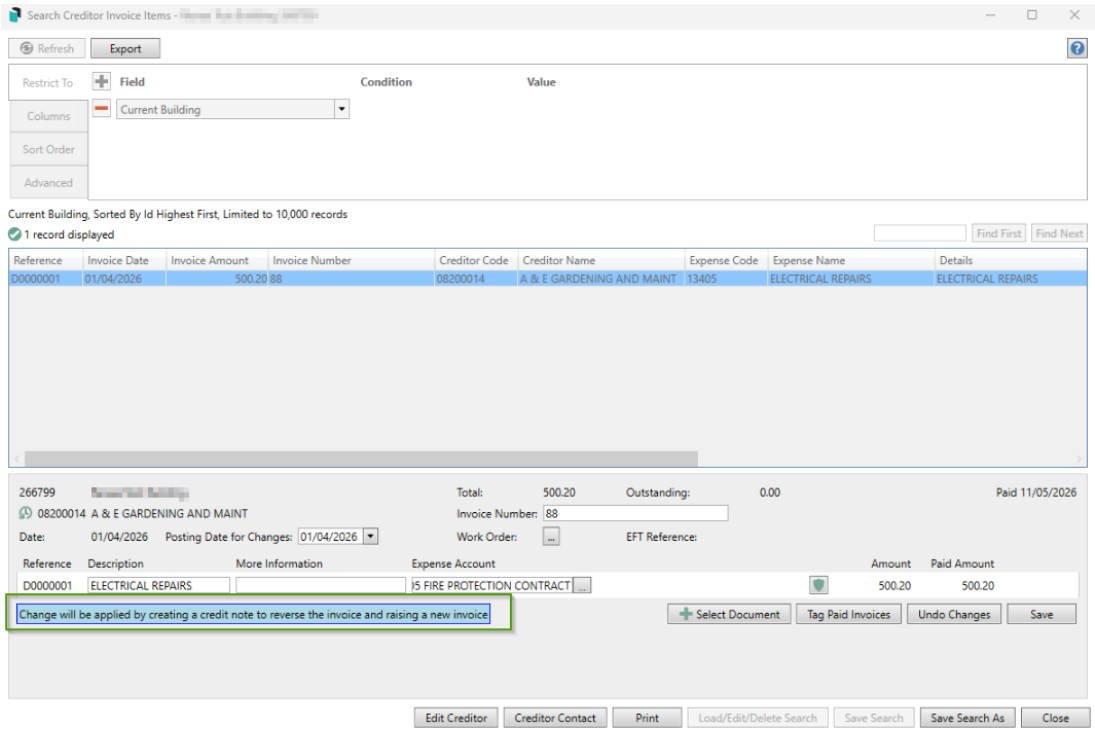
- Bill to Debtor
- Add Purchase to Asset Register
- Finalise Uninvoiced Work Orders
- Create Pro-Rata records.

This option has also been added to DocMax Profiles in the Invoice details settings.



8.5 Editing Expense code paid in the Prior Year – Via Search Creditor Invoice Items

When editing an expense code, on a transaction that was paid in the prior year, the system will now validate the change and show "Change will be applied by creating a credit note to reverse the invoice and raising a new invoice', the original and reversal invoices will also be hidden.


Search Creditor Invoice Items -
Refresh
Export
Restrict To
Columns
Sort Order
Advanced
Field
Condition
Value
Current Building
Current Building, Sorted By Id Highest First, Limited to 10,000 records
1 record displayed
Find First
Find Next
Reference
Invoice Date
Invoice Amount
Invoice Number
Creditor Code
Creditor Name
Expense Code
Expense Name
Details
D0000001
01/04/2026
500.20
88
08200014
A & E GARDENING AND MAINT
13405
ELECTRICAL REPAIRS
ELECTRICAL REPAIRS
266799
Total:
500.20
Outstanding:
0.00
Paid 11/05/2026
08200014 A & E GARDENING AND MAINT
Invoice Number:
88
Date:
01/04/2026
Posting Date for Changes:
01/04/2026
Work Order:
EFT Reference:
Reference
Description
More Information
Expense Account
Amount
Paid Amount
D0000001
ELECTRICAL REPAIRS
5 FIRE PROTECTION CONTRACT
500.20
500.20
Change will be applied by creating a credit note to reverse the invoice and raising a new invoice
Select Document
Tag Paid Invoices
Undo Changes
Save
Edit Creditor
Creditor Contact
Print
Load/Edit/Delete Search
Save Search
Save Search As
Close