Release Notes – Debtor 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

THE COMPLETE STRATA MANAGEMENT SOLUTION

StrataMax StrataCash TRATAPAY

Contents

1. New Debtor Invoice Refresh Overview 3
1.1 Key Functionality 3
1.2 Enhanced Features 3
2. Debtor Invoice (Preview) 4
2.1 Security Setup 4
2.1.1.1. Helpful Tips – Security Settings and Permission Requirements 6
2.2 Debtor Invoice (Preview) Configurations 7
2.3 Debtor Invoice (Preview) 8
2.3.1 Debtor and Building Selection Enhancements 8
2.3.2 Income Account Enhancements 10
2.3.3 Invoice Code Selection 10
2.3.4 Balance and Aged Balance Panels 11
2.3.5 GST Enhancements 13
2.3.6 Date Handling Improvements 13
2.3.7 Fund Handling Improvements 14
2.3.8 Save and Print from Debtor Invoice Preview 14
3. Scheduled Debtor Invoices 16
3.1 Overview – New Scheduled Debtor Invoices 16
3.2 Setting up Scheduled Debtor Invoices 16
3.2.1 One-Time Scheduled Invoices 18
3.2.2 Recurring Schedule Debtor Invoices 19
3.3 Processing Scheduled Debtor Invoices 20
3.3.1 Manual Processing 20
4. Editing and Reversing Debtor Invoices 22
5. Reprint Debtor Invoices 24
5.1 Via Local Transactions 24
5.2 Print Invoices via Invoice Printing (Preview) 25

1. New Debtor Invoice Refresh Overview

The Debtor Invoice interface has been refreshed across both BCMax and GLMax to provide a modern, streamlined user experience with enhanced functionality, improved validation, greater visibility of debtor balances, and support for scheduled debtor invoicing. The refreshed module provides a more consistent experience across BCMax and GLMax while maintaining compatibility with existing debtor invoice workflows.

1.1 Key Functionality

- Modern user interface for debtor invoice creation
- Available in both BCMax and GLMax
- Supports standard invoices and credit notes
- Improved workflow for debtor selection, account selection, and invoice processing
- Automatic debtor balance refresh when the debtor or building is changed
- Ability to select Owner and Second Debtor accounts
- Invoice printing available immediately after the invoice is created

1.2 Enhanced Features

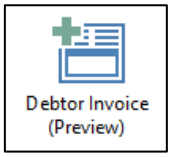
The refreshed Debtor Invoice interface includes the following enhancements to improve usability, data entry accuracy, and overall workflow efficiency:

- Dedicated Notes section integrated directly into the user interface
- Improved entry fields for invoice details and comments
- Logical tab order across all fields to support efficient data entry
- Mandatory fields clearly identified
- Enhanced validation within the user interface
- Improved ledger access directly from debtor and account selections

Important note: The new Debtor Invoice Preview will be available from version 5.6.161. The legacy Invoice Entry, Invoice Entry Second Debtor, and Invoice Printing modules will remain available during the preview period; however, they are planned to be removed in the coming months.

This preview feature will be enabled by default and available to users unless their Invoice Entry permission is set to Deny.

2. Debtor Invoice (Preview)

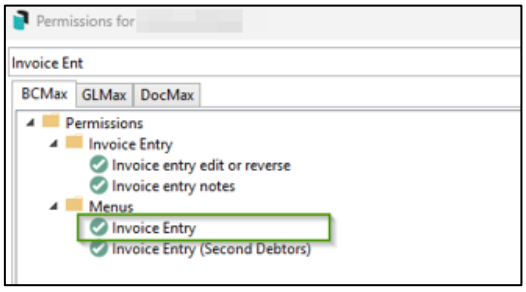


Debtor Invoice (Preview) is available as an alternative to the existing Invoice Entry, Invoice Entry Second Debtors, and Invoice Printing modules, subject to the user's security permissions. The preview interface streamlines invoice data entry while continuing to support familiar workflows, making it suitable for teams that regularly process debtor invoices.

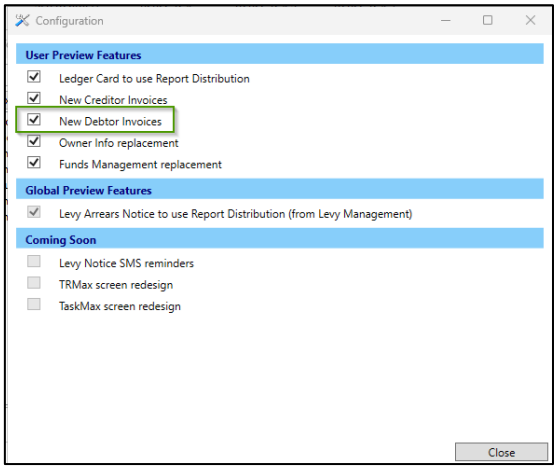
2.1 Security Setup

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

1. Debtor Invoice Preview – if Invoice Entry permission is set to Deny, the user will not be able to access the new module.

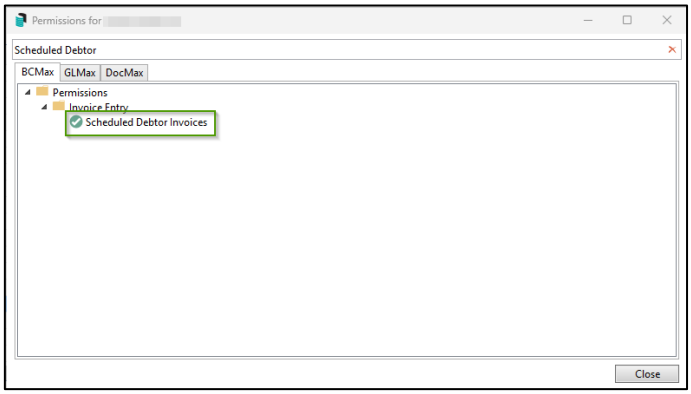


2. User Preview Features – New Debtor Invoices must be selected under Username > Preview Features, located in the bottom right-hand corner of StrataMax.



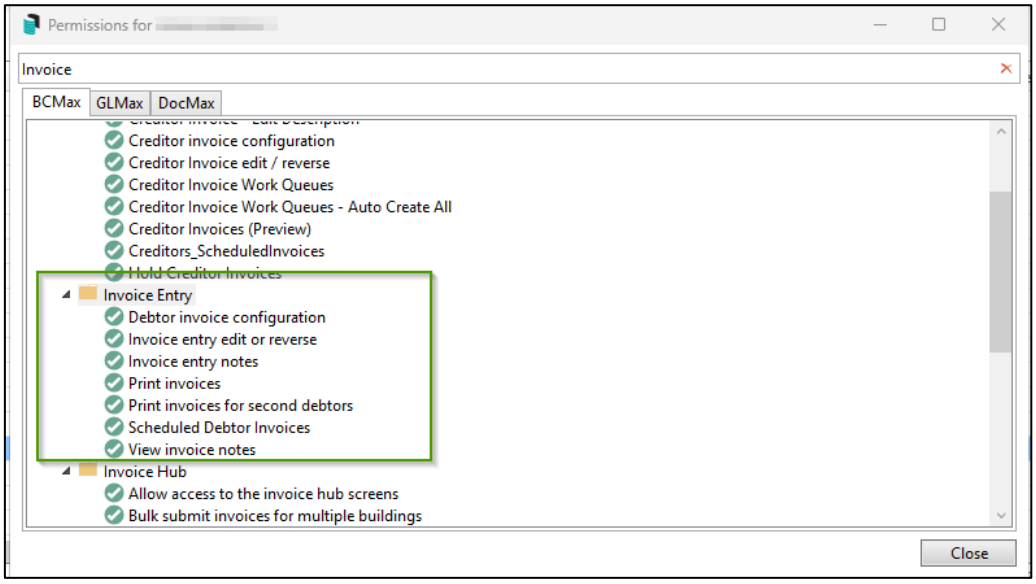
Please note: This preview feature will be enabled by default.

3. Scheduled Debtor Invoices permissions can be configured as Allow, Deny, or Inherit.



4. Additional security permissions may be required to access specific features:

    - Debtor Invoice Configuration – required to access configuration options in the new module
    - Invoice Entry Edit and Reverse – required to access edit and reverse options in local/global transactions or debtors
    - Print Invoices
    - Print Invoices for Second Debtors



2.1.1.1. Helpful Tips – Security Settings and Permission Requirements

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

Debtor Invoice Edit and Reverse

- Edit Description Debtor Invoice
  Available when the building is not locked by another user and is not lost or inactive. Access requires Invoice Entry Edit and Reverse permissions.

- Reverse Debtor Invoice
  Available when the building is not locked by another user, is not lost or inactive, and the invoice has not already been reversed. Access requires Invoice Entry Edit or Reverse permissions.

- Change Income Code
  Available when the building is not locked by another user, is not lost, and the invoice has not been reversed. Access requires Invoice Entry Edit/Reverse permission, provided the transaction is in the current year or the prior year audit/lock transactions has not been set.

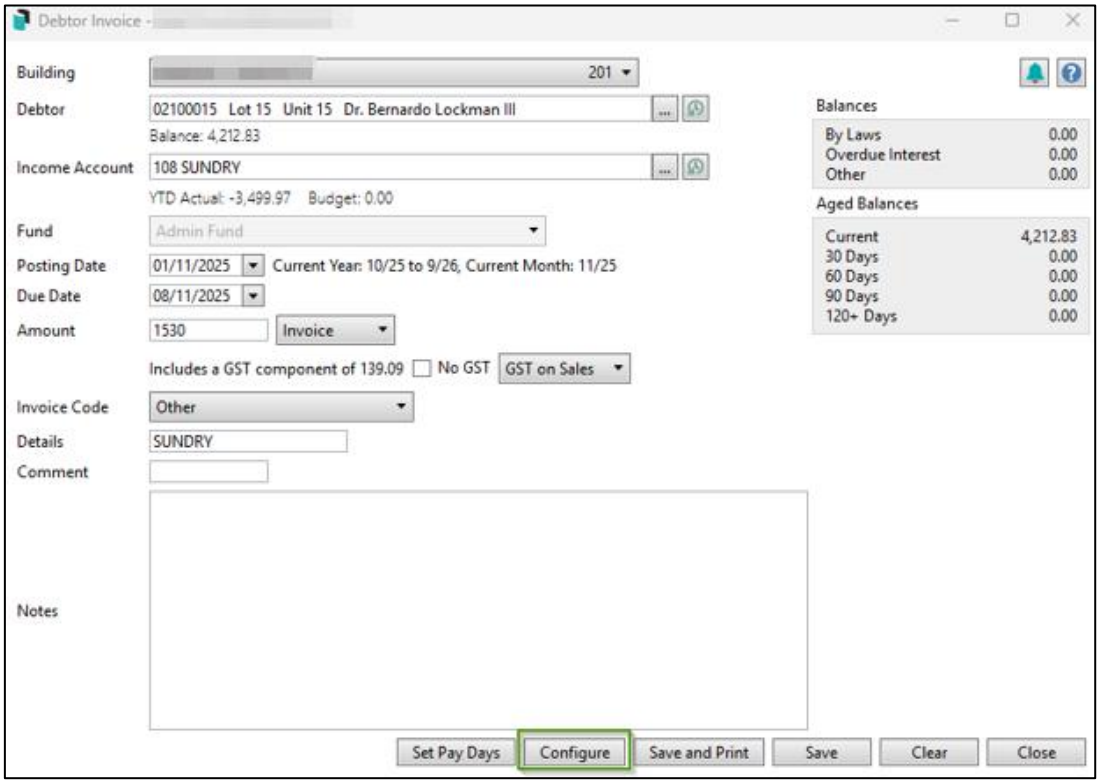
- Change Tax Code
  Available when the building is not locked by another user, is not lost, and the debtor invoice has not been reversed. Access requires Invoice Entry Edit/Reverse permissions, and the building must be BAS registered.

2.2 Debtor Invoice (Preview) Configurations

The Debtor Invoice (Preview) screen uses the same configuration settings as the legacy Invoice Entry module. These settings control various interface elements to provide a consistent user experience across the debtor invoice workflow.

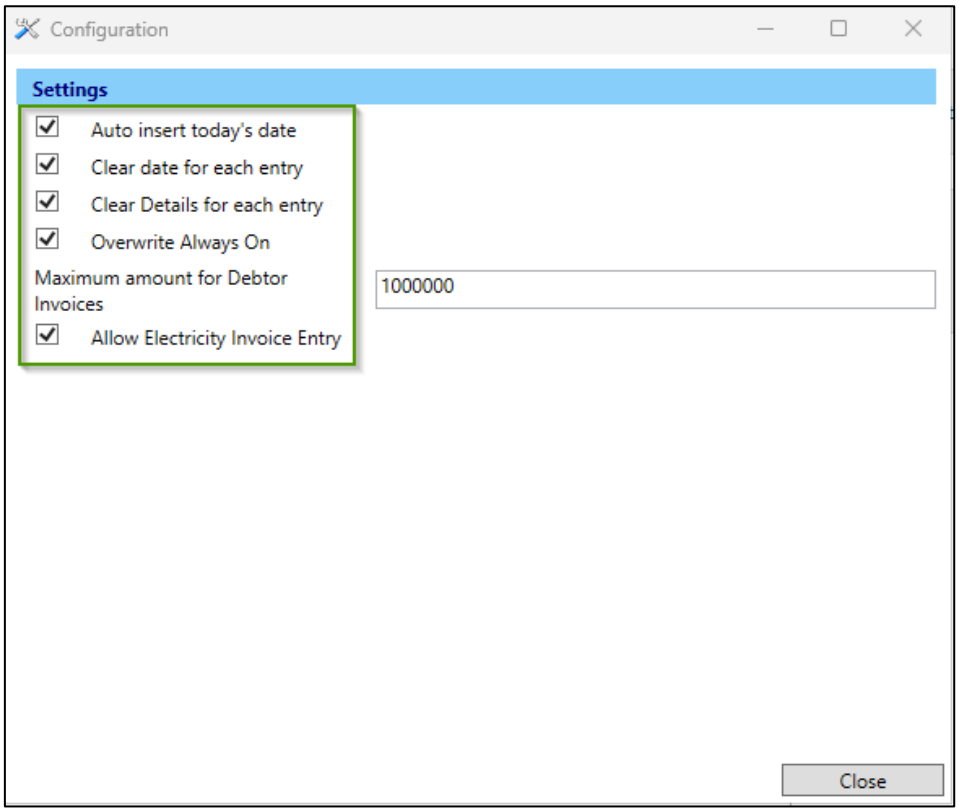
To access this configuration:

1. Navigate to Debtor Invoice (Preview)
2. Select the available Configure option



3. Select the required configuration settings by ticking each option that should be displayed in the user interface

Settings available



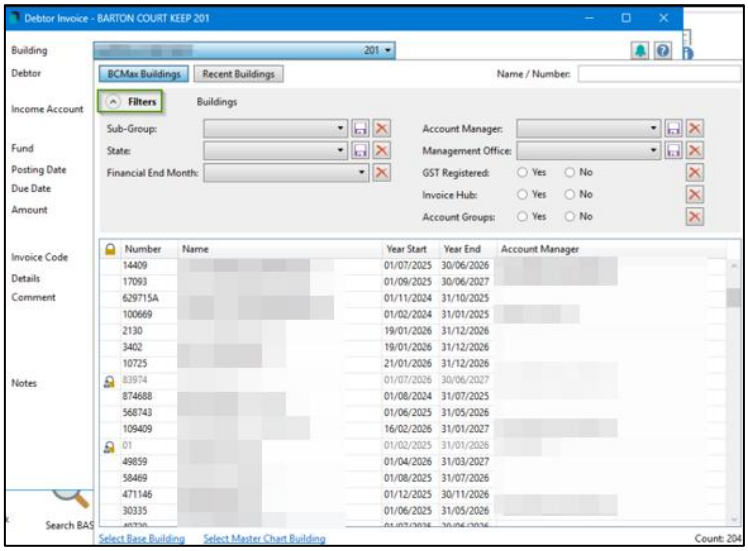
2.3 Debtor Invoice (Preview)

The Debtor Invoice (Preview) module enables users to create debtor invoices for owners, second debtors, and electricity invoice entries.

2.3.1 Debtor and Building Selection Enhancements

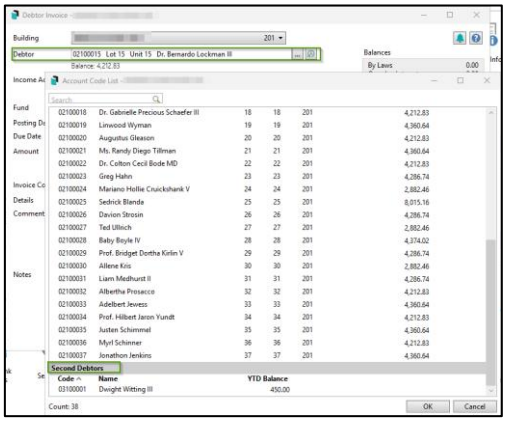
Building Selection

- The current building automatically defaults when the module is opened
- Users can switch buildings directly from the invoice screen
- Building filters and search functionality are available
- Debtor lists automatically refresh when the building is changed
- Set Pay Days automatically refresh when the building is changed

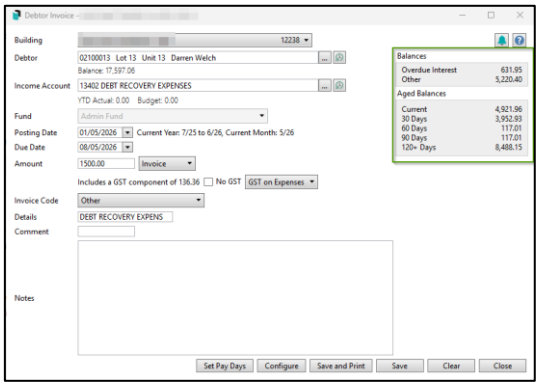


Debtor Selection

- Owner debtors and second debtors are available within the same search



- Improved debtor lookup and search functionality
- Quick access to debtor transaction history
- Balance panels update automatically when the selected debtor change



2.3.2 Income Account Enhancements

Improved Account Lookup

Users can now:

- Search local chart accounts
- Select accounts from the Master Chart
- Create new accounts directly from invoice entry
- View ledger information for selected income accounts
- Access budget and year-to-date information where available

Automatic Detail Population

- Account descriptions automatically populate the invoice details
- Manual data entry is reduced, improving consistency and accuracy

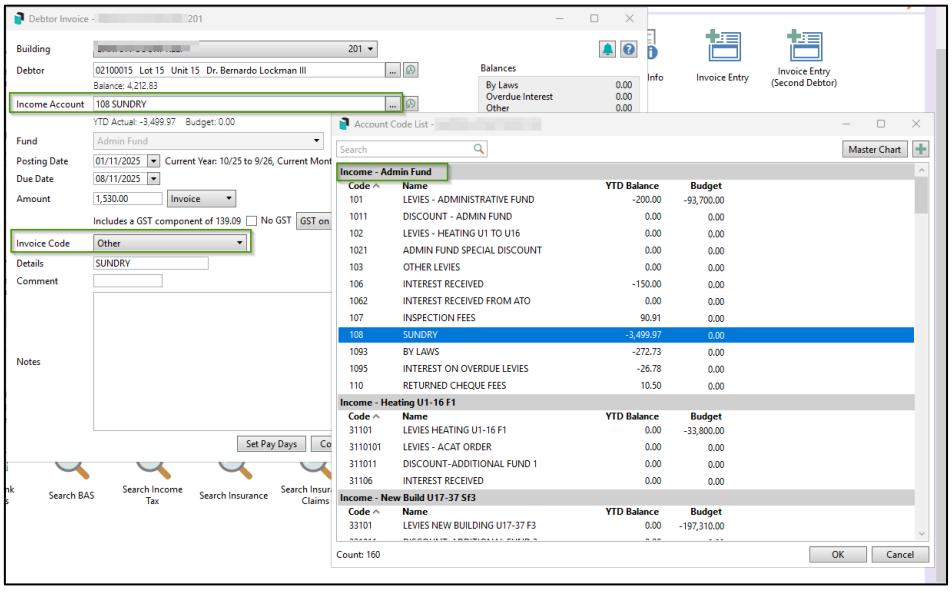
2.3.3 Invoice Code Selection

Invoice Code Improvements

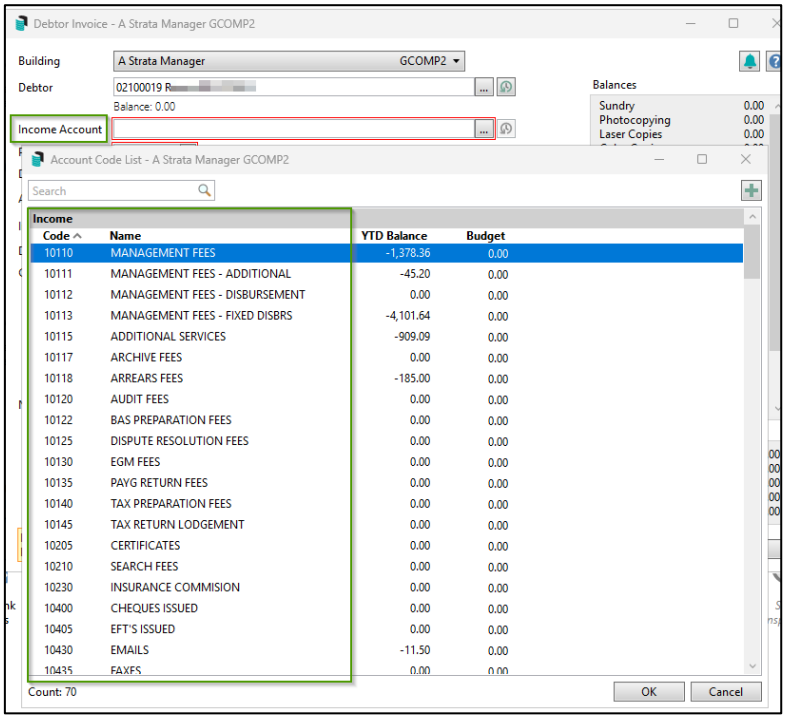
The system now filters invoice codes based on the configured setup.

- Prevents selection of invalid or obsolete codes
- Automatically defaults appropriate invoice codes
- Ensures invoice codes align with configured income accounts
- Provides full GLMax invoice code support

BCMax – Debtor Invoice Preview



GLMax Debtor Invoice Preview



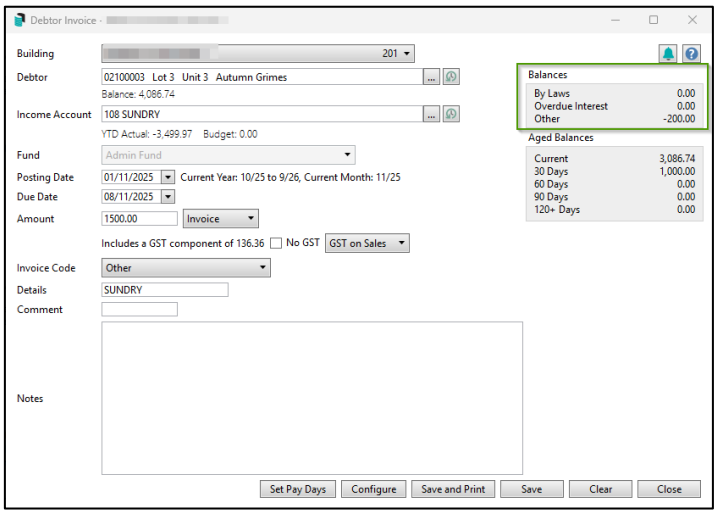
2.3.4 Balance and Aged Balance Panels

Real-Time Balance Visibility

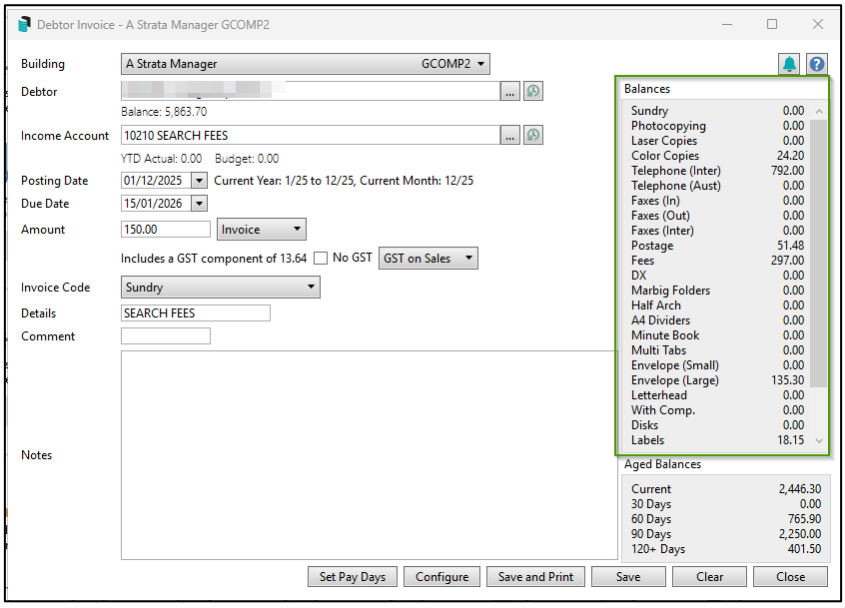
The Debtor Invoice Preview screen now displays real-time balances for the available invoice codes configured in BCMax.

Examples include:

- Bylaws
- Overdue Interest
- Other

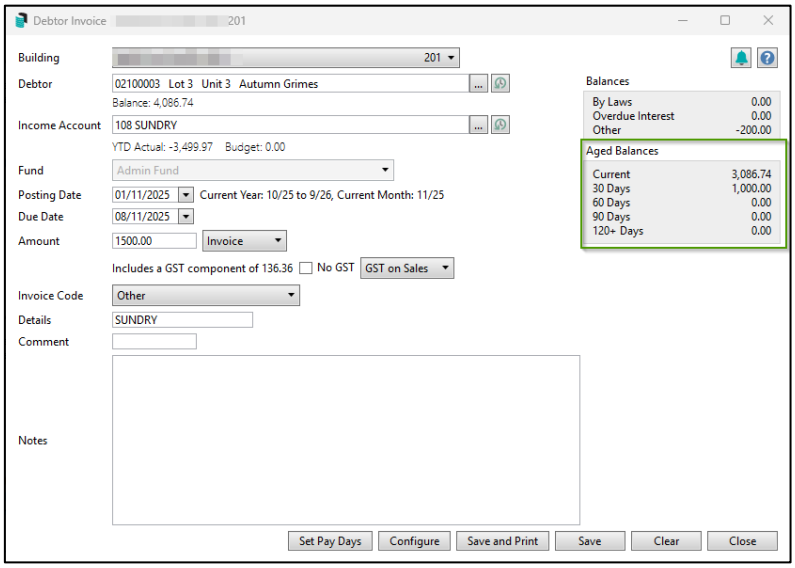


GLMax displays the available invoice codes configured in GLMax



Aged Balances:

- Current Balances
- 30 Days
- 60 Days
- 90 Days
- 120+ Days



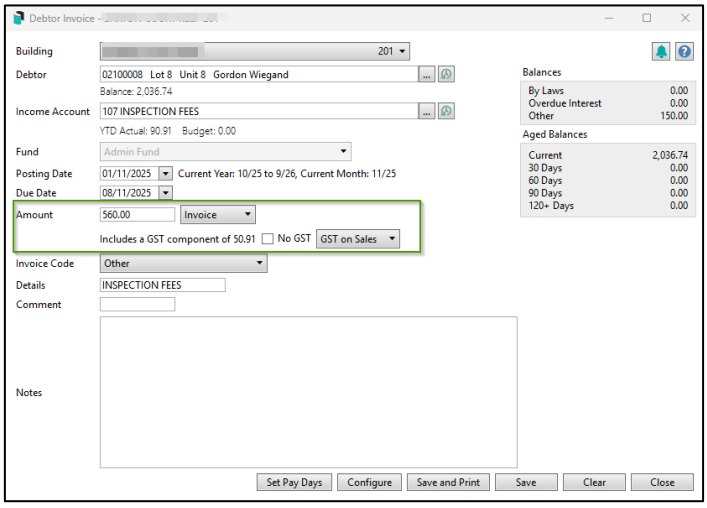
2.3.5 GST Enhancements

The new Debtor Invoice screen supports:

- GST-registered buildings
- Non-GST registered buildings
- Manual override using the No GST option

Enhancements:

- Automatic GST calculations
- Real-time GST value updates
- GST amount visible during invoice creation
- GST code selection when GST is excluded



2.3.6 Date Handling Improvements

Posting Date Enhancements

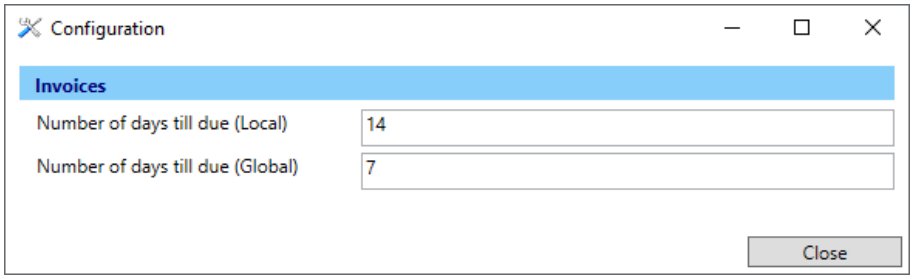
Users can:

- Select dates from a calendar
- Enter dates manually
- Validate dates against financial year controls
- A prior year date may be entered, if an old year exists and the Building is not set as audited or transactions locked in Building Information

Due Date Automation

Due dates are now automatically calculated using Set Pay Days:

- Local (Building) Pay Day settings
- Global Pay Day settings



Additional Improvements

- Immediately refresh when configuration changes.
- Prior-period validation support
- Audit and Lock Transaction enforcement
- Today's Date configuration support

2.3.7 Fund Handling Improvements

Automatic Fund Population

- Fund values automatically populate
- Balance sheet postings require mandatory fund selection
- Validation prevents incomplete entries

2.3.8 Save and Print from Debtor Invoice Preview

The new Debtor Invoice Preview screen introduces a Save and Print option, allowing users to create, preview, and print a debtor invoice directly from the income entry screen without navigating to the separate Invoice Printing module.

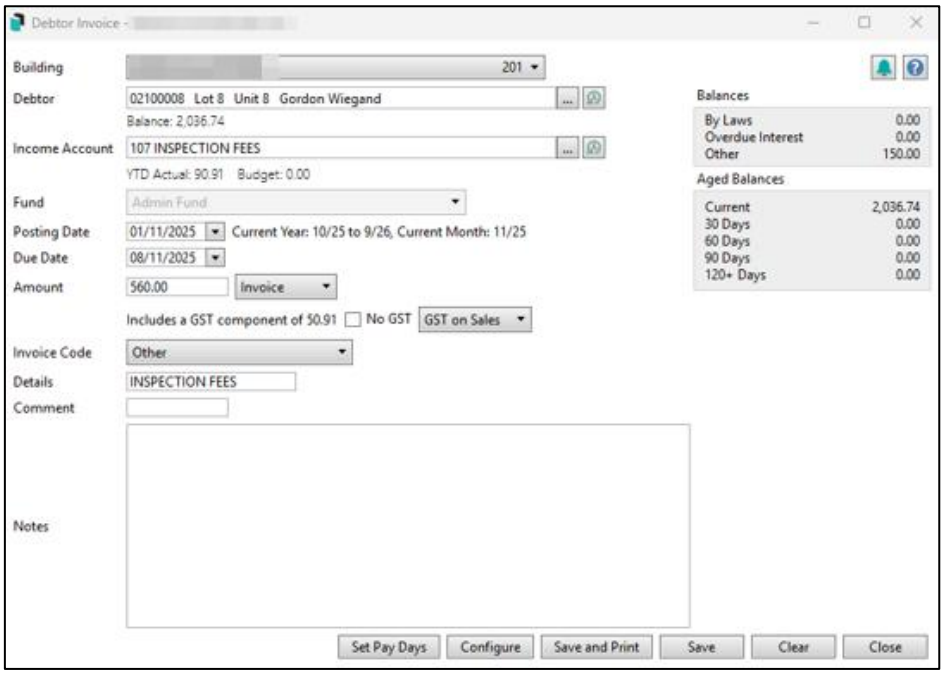
This enhancement will:

- Save and print debtor invoices from a single action
- Automatically open Report Distribution when Save and Print is selected
- Reduce the number of steps required to produce debtor invoices
- Support a selection of invoice templates

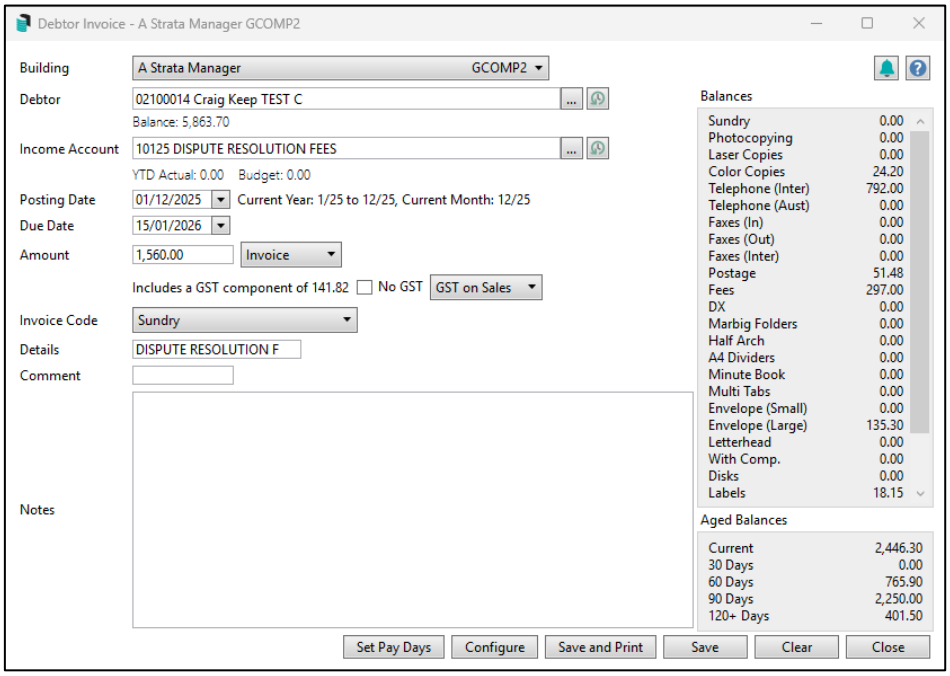
This print feature improves user efficiency by removing the need to open a separate print module and reducing navigation between screens.

Example of Debtor Invoice (Preview) User Interface

BCMax



GLMax



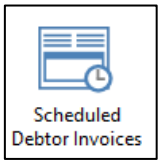
3. Scheduled Debtor Invoices

A new Scheduled Debtor Invoices module has been introduced to automate recurring and future-dated debtor invoice creation. Users can schedule debtor invoices to be generated on a one-time or recurring basis, reducing manual processing and helping ensure invoices are raised consistently and on time.

The module integrates with the new Debtor Invoice functionality and provides improved visibility through processing logs, reporting, saved searches, and dashboard integration.

3.1 Overview – New Scheduled Debtor Invoices

A new module has been added to BCMax and GLMax, allowing users to create, manage, and process future debtor invoices automatically.



Key Enhancements:

- Dedicated Scheduled Debtor Invoices module
- Accessible through Search and Desktop menu options
- Displays scheduled invoice records in a searchable grid
- Supports filtering, exporting, and reporting
- Available to users with the appropriate security permissions and New Debtor Invoice Preview enabled

3.2 Setting up Scheduled Debtor Invoices

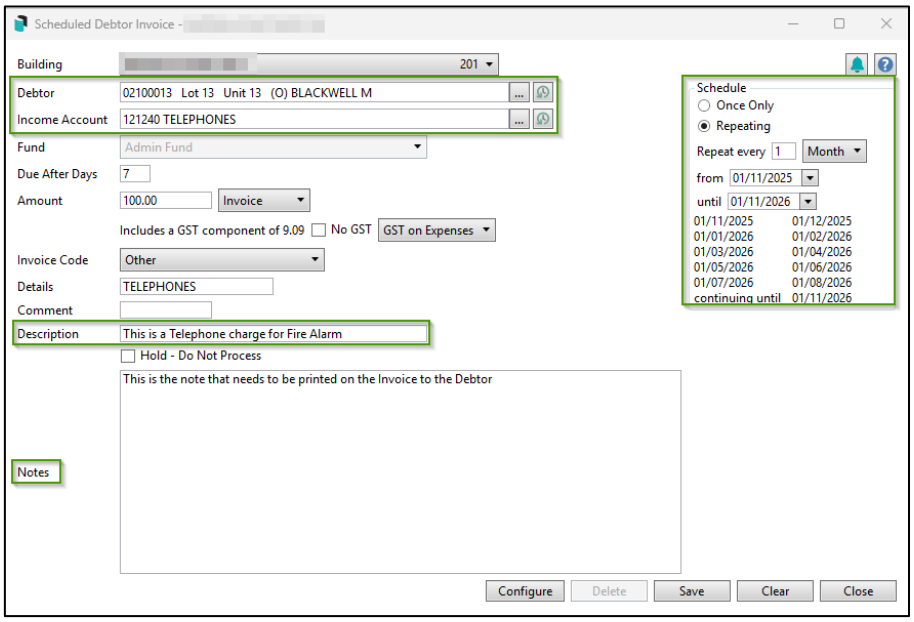
To set up a Scheduled Debtor Invoice:

4. Navigate to 'Scheduled Debtor Invoices', subject to user permissions.
5. The Scheduled Debtor Invoices screen will open in search view.
6. Select 'Add'.
7. The New Scheduled Debtor Invoice screen will appear. This screen closely aligns with the new Debtor Invoice module and uses the same configuration settings.
8. Select the debtor for the scheduled invoice
9. Select the income account

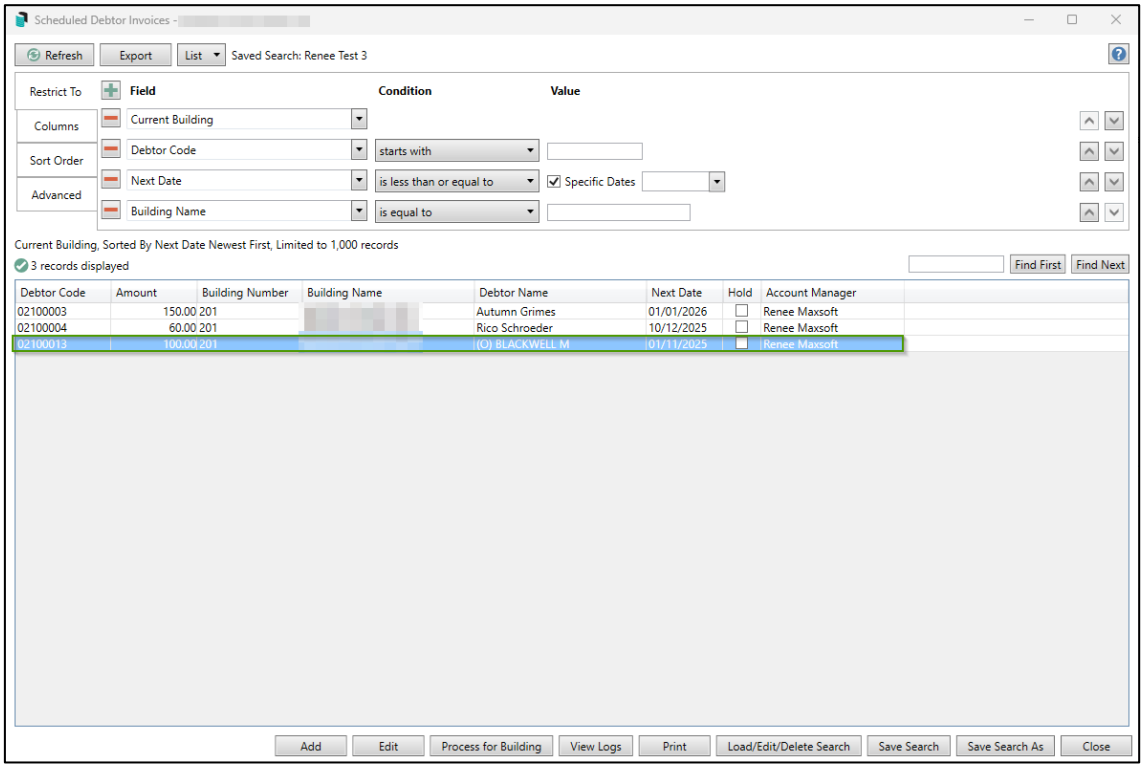
10. Enter the Due After Days value, with 7 days used as the default
11. Enter the invoice amount
12. Review the invoice code. The invoice code defaults to Other but can be changed by the user
13. Enter the description for the scheduled debtor invoice

    Important note: This is a mandatory field. The description does not appear on the invoice itself; however, it is displayed in the Scheduled Debtor Invoices search results.

14. Select whether the schedule is' Once Only' or' Repeating'
15. If Repeating is selected, enter both the From date and Until date
16. Recurring dates will be displayed in the user interface
17. Complete the remaining invoice details, including Notes if required
18. Select 'Save'



19. Once saved, the scheduled debtor invoice will appear in Scheduled Debtor Invoices and will be available for manual processing by building or automatic processing through the overnight scheduler



Note: Use Invoice Printing (Preview) to print any invoices after processing.

3.2.1 One-Time Scheduled Invoices

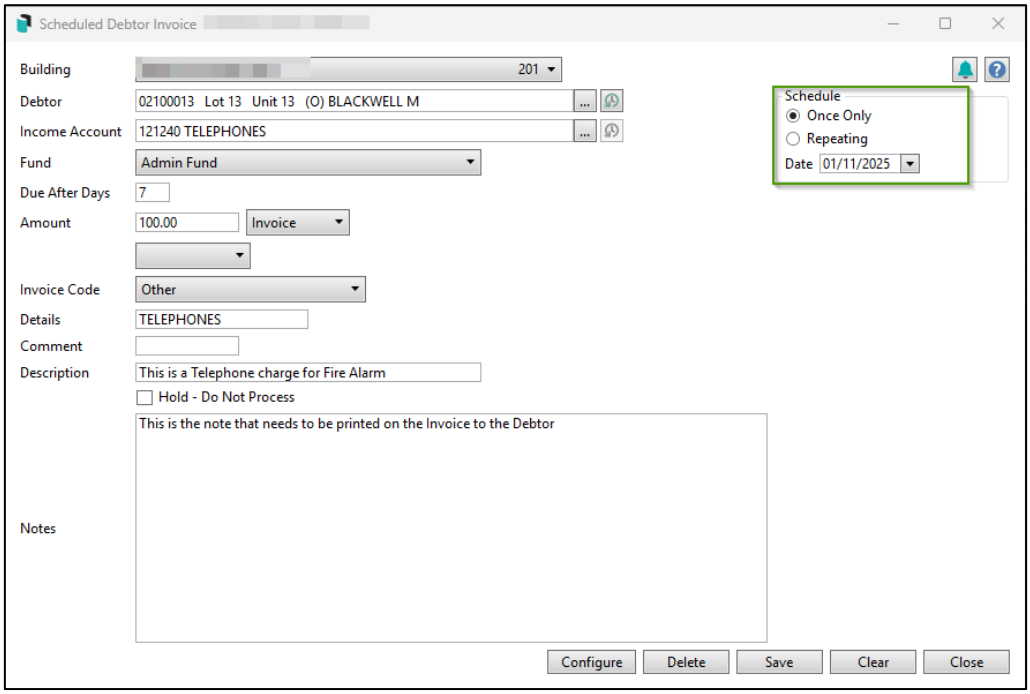
Users can create debtor invoices that are generated once on a specified future date by selecting Add within the module and choosing the Once Only option.

Key Features:

- Select a building and debtor
- Enter invoice details and account information
- Schedule for a single future invoice
- Support for historical dates where building configurations permit
- Automatic creation when processing occurs

Benefits:

- Ideal for future charges that only need to be raised once
- Eliminates the need to remember future billing requirements



3.2.2 Recurring Schedule Debtor Invoices

Users can create debtor invoices that automatically repeat at defined intervals.

Supported recurrence types include:

- Weekly
- Monthly
- Month End

Users can also specify:

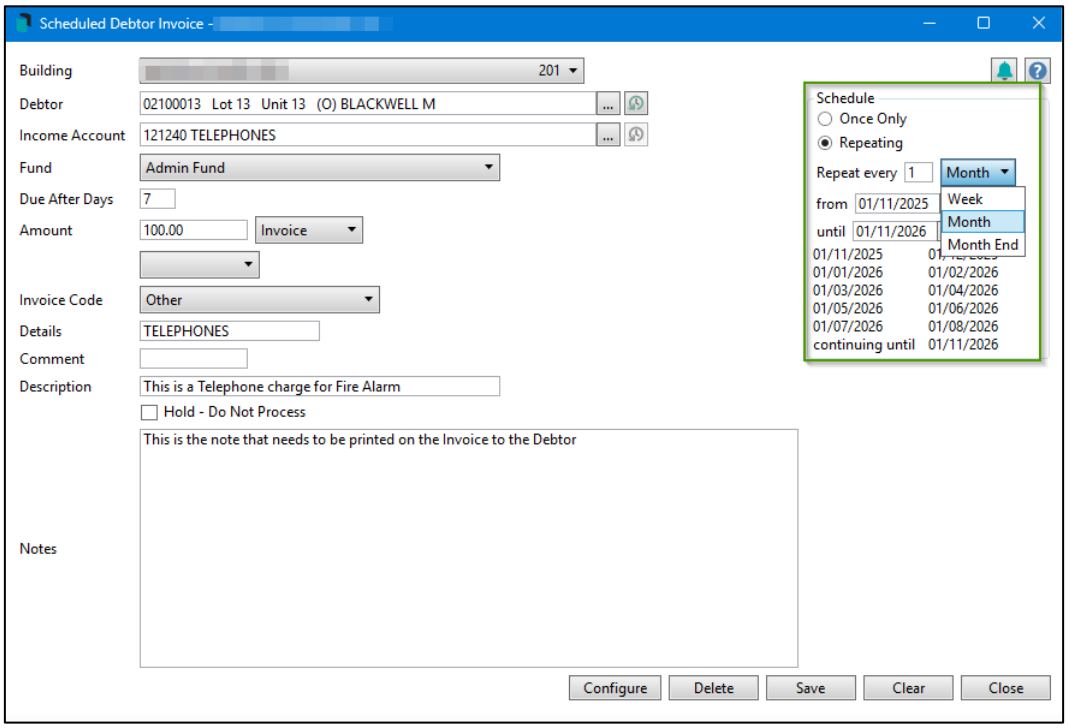
- Repeat intervals (e.g., every month, every 2 months)
- Start date
- End date

Features

- Flexible scheduling options
- Automatic generation of recurring invoices
- Ongoing invoice creation without manual intervention

Benefits

- Perfect for recurring fees and regular debtor charges
- Reduces administration effort
- Improves billing consistency



3.3 Processing Scheduled Debtor Invoices

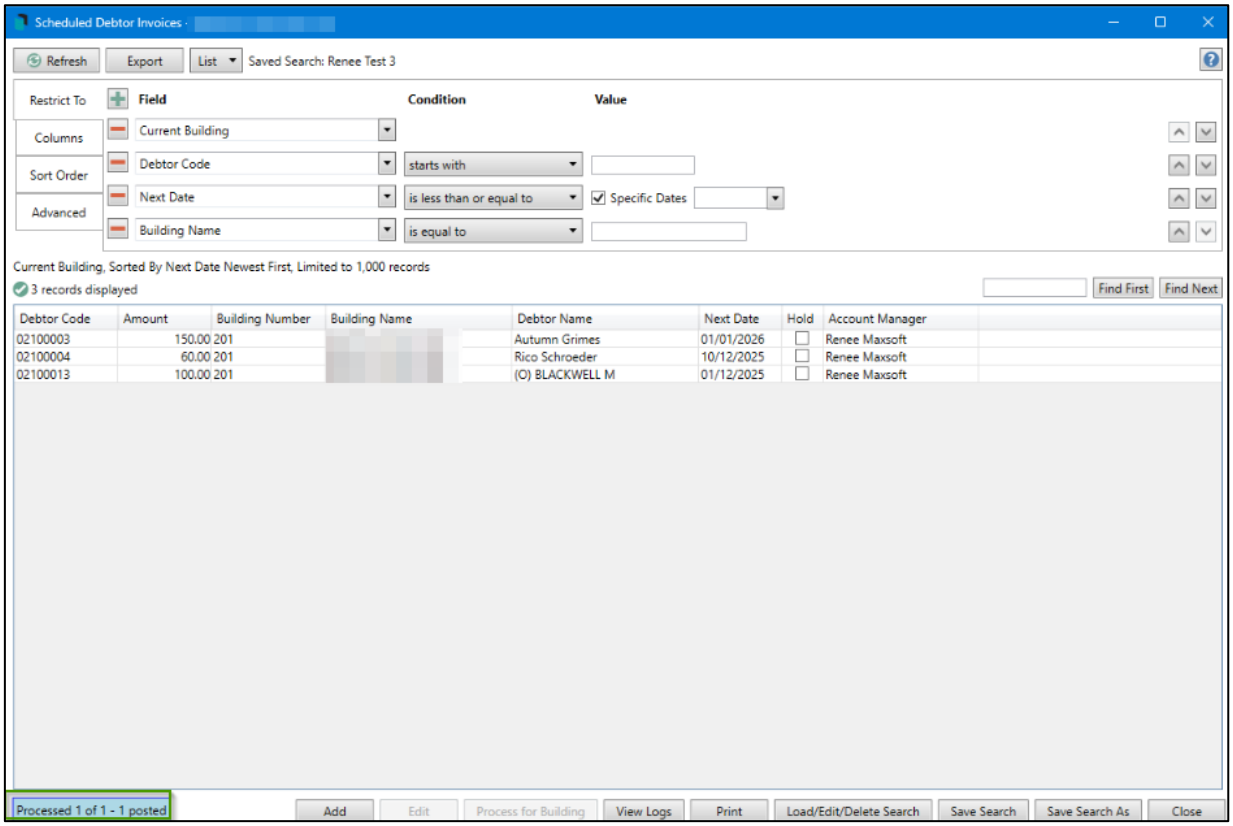
Scheduled Debtor Invoices can be processed in two ways:

- Manually – 'Process for Building'
- Automatically – via the nightly scheduler

3.3.1 Manual Processing

To manually process a scheduled debtor invoice:

1. Navigate to 'Scheduled Debtor Invoices.'
2. Select a building
3. Click 'Process for Building.' This will process scheduled debtor invoices for the currently selected building only
4. After processing and posting the invoices, the system will display a confirmation message showing how many invoices were processed, how many were posted successfully, and whether any failed

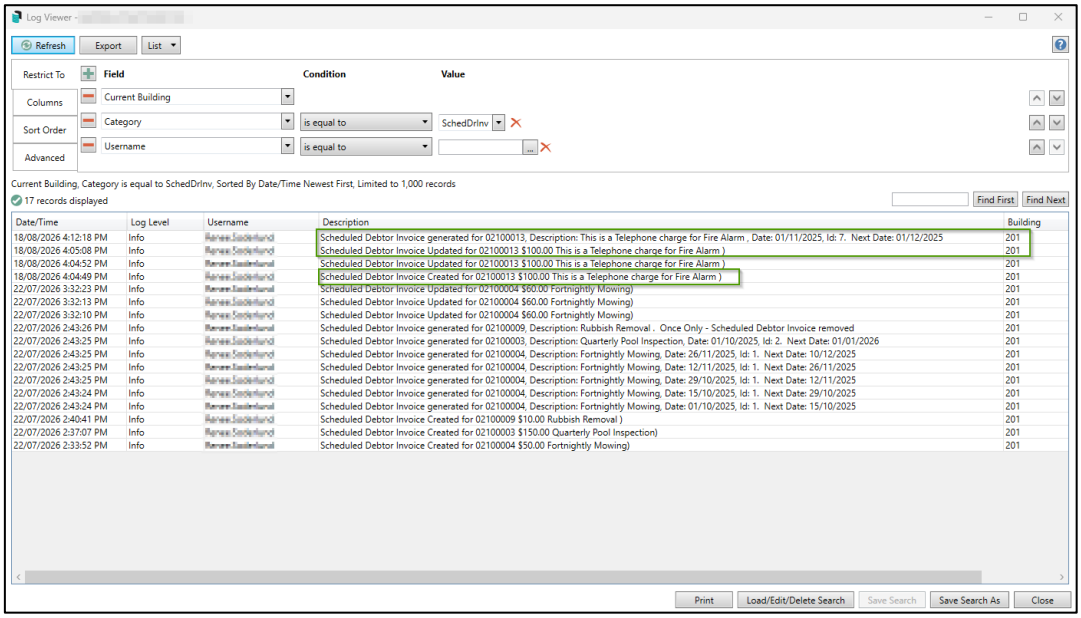


5. If any postings fail, or if you need to confirm what was processed, the 'View Log' option is available.

3.3.2 View Logs

Logs are available to review all actions that occur when schedules are processed. The log includes:

- Scheduled Debtor Invoice creation records
- Scheduled Debtor Invoice generation records
- Scheduled Debtor Invoice update records
- Any errors that prevent scheduled invoice generation



Logs can be printed or exported. Additional filters and columns can also be added and saved as a search for future use.

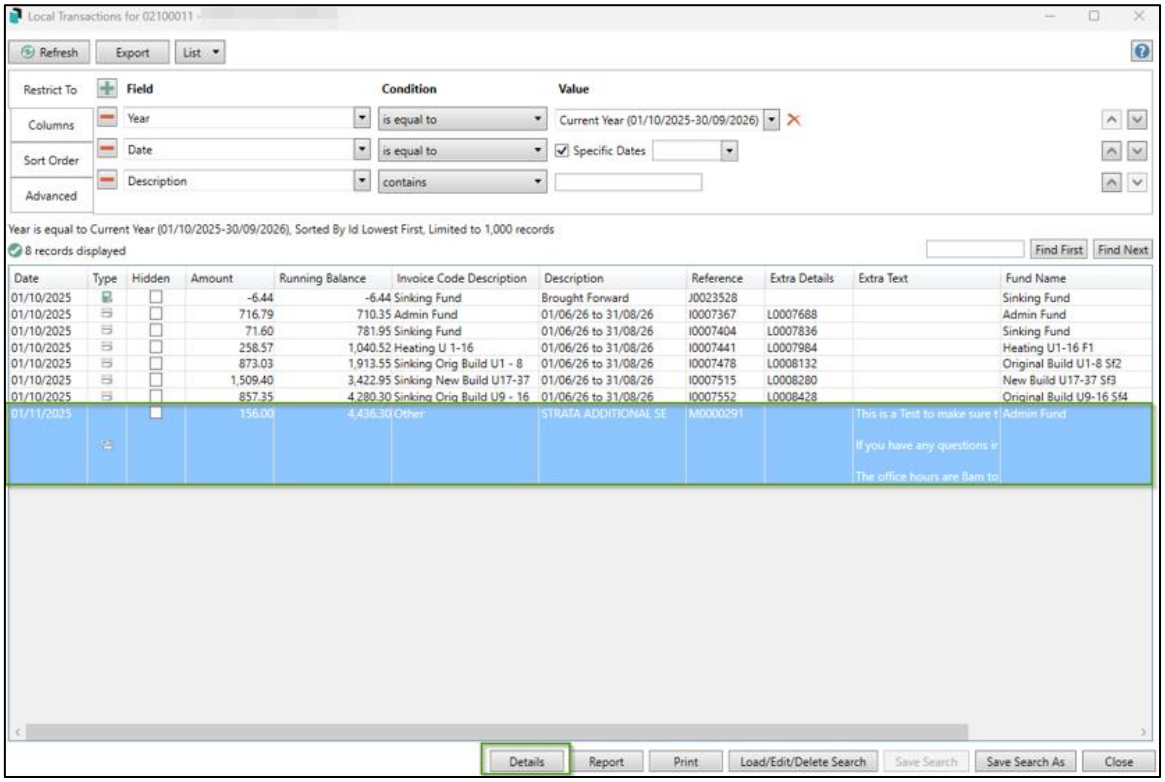
4. Editing and Reversing Debtor Invoices

Debtor invoices can be edited or reversed from the following areas:

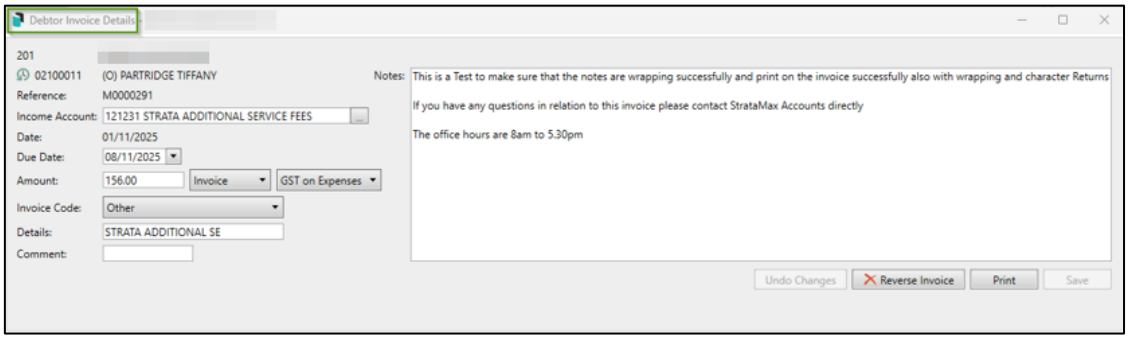
- Local Transactions
- Global Transactions
- Local Debtors
- Global Debtors

The example below outlines the process using Global Debtors.

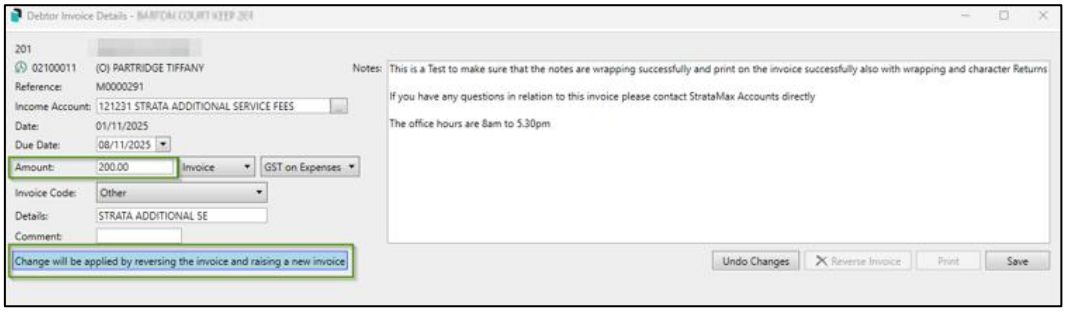
1. Navigate to 'Global Debtors'
2. Select the debtor associated with the debtor invoice that requires amendment
3. Highlight the transaction associated with the debtor invoice



4. Select 'Details'
5. The Debtor Invoice Details screen will open and display the full invoice details.
6. Edit the available fields or notes, where permitted.
7. Alternatively, select 'Reverse Invoice' to reverse the invoice in full.



Please note: If the income account or amount is changed, a validation message will advise that the change will be applied by reversing the original invoice and raising a new invoice. If only the details or notes are updated, the validation message will advise that the change will be applied by adjusting the existing invoice.



5. Reprint Debtor Invoices

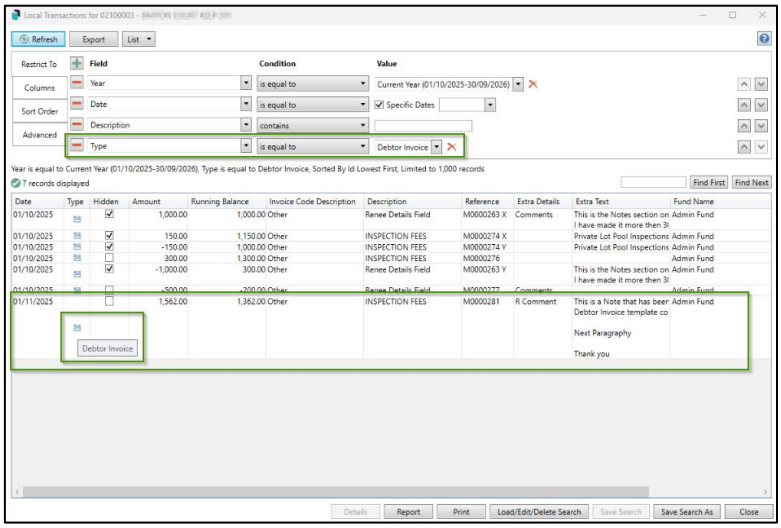
Debtor invoices can be reprinted from several areas within the system, depending on the user's workflow and security permissions.

- Local Transactions
- Global Transactions
- Local Debtors
- Global Debtors
- Invoice Printing (Preview)

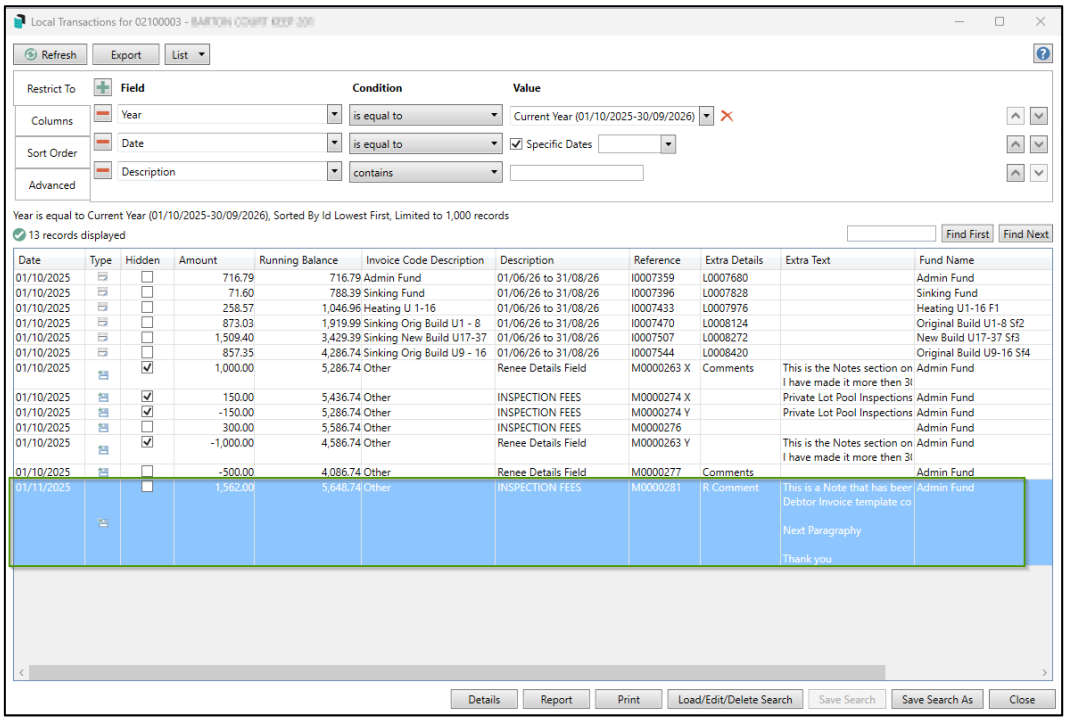
5.1 Via Local Transactions

1. Navigate to 'Local Transactions'
2. Select the transaction associated with the debtor invoice that needs to be printed or reprinted

   Please note: Adding the 'Type' field can help identify debtor invoices within the transaction records which are referenced starting with a "M".



3. Highlight the transaction associated with the debtor invoice



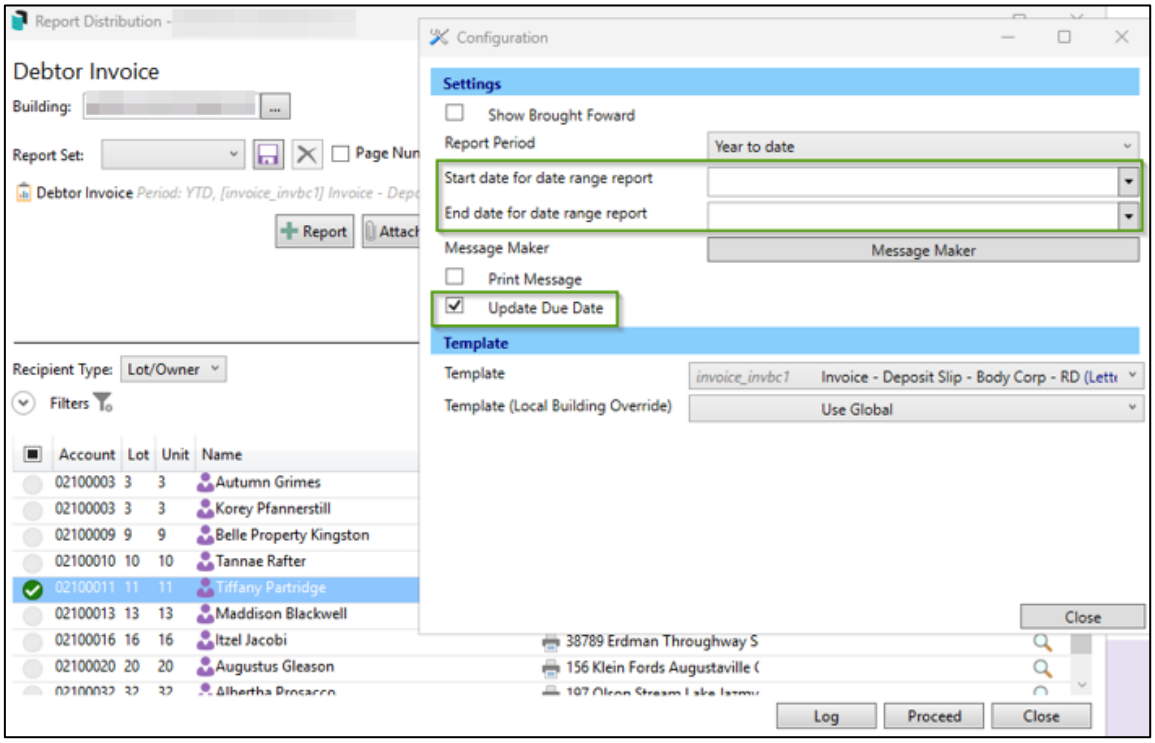
4. Select 'Details'
5. The Debtor Invoice Details screen will open and display the full debtor invoice details.
6. Select 'Print'
7. Report Distribution will open
8. Select 'Proceed'
9. The invoice will be reprinted

5.2 Print Invoices via Invoice Printing (Preview)

Users can also print or reprint debtor invoices directly from Invoice Printing (Preview). Selecting this module opens Report Distribution, where the debtor can be selected and print configuration options can be adjusted before the invoice is reprinted.

The following configuration options are available before printing:

- Show Brought Forward
- Report Period

    - Year to date
    - Year to date – include old year
    - Month to date
    - All history
    - Date range (see below)

- Start Date and End Date (with Report Period set as 'Date Range')
- Message Maker / Print Message
- Update Due Date, which recalculates the due date using the Set Pay Days configured in Debtor Invoices and the current StrataMax working date.