

## Ð

# How to Enter / Process Creditor Invoices in Strata Master

## Summary

Invoices can be entered/processed in a number of ways -

1. In Strata Master in the Creditor Invoicing screen, as covered in this article.

2. In Strata Master in the Quick Pay screen -https://kb.rockend.com/help/payments-by-quick-paystrata-master

3. In File Smart through workflow, which syncs into the File Smart Creditor Invoicing screen in Strata Master

4. In Strata Connect which syncs through to Strata Master.

There are also additional steps and variations should validation be required through Accounting > Approve Creditor Invoices. These steps are not included in this article.

## Training

Also note that the entering of invoices is offered as training when a new agency commences using Strata Master, due to the number of processing options. Training can also be sought for new users of Strata Master or users new to this process.

To Enter an Invoice

1. Click on the Cr Invoice icon in the Icon Toolbar.



2. A blank screen opens. Click Add.



3. Enter the Plan number and the proceed to enter the invoice details in the lower portion of the screen.

Dreditor Invoices				
				0
GST registered owners corporation selected Active Groups Last levy notices were printed on 12/08/2019.				
Enter Plan No. or Street Name or Body Corporate Name. Last levy notices were emailed on 12/08/2019.				
Q				
Strata Plan 2222				
Abbey Road Studios				
LIVERPOOL NSW 2170				
Tran. Date Date Due Account Creditor Description		Amount	Status Grou	p Date la
25/10/2021 25/10/2021 153000 Admin-Keys, Cards, Swipes & Remotes Pur Unitcom Intercom repair	·	56.50	On Hold None	25/10/
27/10/2022 27/10/2022 154000 Admin-Management Fees-Standard - Admin Rockend Strata Manage Archive Storag 27/10/2022 27/10/2022 154000 Admin-Management Fees-Standard - Admin Rockend Strata Manage Standard Man	ge Hee September agement Fee Sep	10.00	Pay None Pay None	27/10/
			,	
<				>
	Total due	\$166.50		
Creditor 📃 🚺 🥒 🖿 Show Invoice				
	Plan Number: 22	22		
Work Order (Optional):	Address: Abbey	Road Studios,	22 Penny Lane, Ll	VERPOOL
Already invoiced \$0.00	Cosh at book	Admin 750.00	Capital Works	Total
	0/S invoices	750.00	250.00 NII	166 50
	Net cash	583.50	250.00	833.50
Expense account Show accounts without a budget	Reserve funds			NIL
Group 🔽	Available cash	640.00	250.00	890.00
Description	Т	otal investmen	ts:	NIL
Amount NIL	Group:	¢0.00	40.00	\$0.00
Invoice no. Date due 12/05/2023 🖨 🗸 Transaction date 12/05/2023 🚔 🗸	Available Cash	\$U.UU	\$0.00	φ0.00
	Invoice status	Dev		
Budget: \$0.00 Total YTD: \$0.00	(• Hold (•	ray		

#### 4. Minimal fields to be completed are

- Creditor (from drop down list),
- Expense account, here you may need to tick the box 'show accounts without a budget' to get a full list to choose from
- Description of the expense, usually being what works were done and whether for a particular Lot
- Amount, and
- Dates, due and date of the invoice.

Creditor	WIND	Windowline					- 🗅 🥒		Show Invo	ice
	ABN: 33 379 -Work Order (	363 614 Optionall:	GST Regi	stered	Pay by: Chequ	Je				
		o prioritaj.			-		Amount lin Already invoice	nit :d	\$0.00 \$0.00	
Group			•	Expense a 164600	account Maint Bldg	Doors	☑ Show acc & Windows - Adm	counts with	hout a budg	et 💌
Description	Seal repair fro	ont window						•		
Amount		\$256.00	GS	т	23.27					
Invoice no.	1555		Date du	ie 17/ <u>05</u> /	2023 🚔 🗸	Т	ransaction date 1	0/05/202	3 븆 🗸	
					Bue	dget: \$0	).00 T	otal YTD:	\$0.00	

5. If linked to a work order, you can use the drop down box to select.

Work Order (Optional):	
	•

6. If you are a new user, check this drop down box and see if any groups are listed. If groups are listed, check with your colleagues as to whether a group applies before you enter the invoice. A group is a 'cost centre'. For information about groups, refer this link - https://kb.rockend.com/help/what-is-a-group-in-strata-master

Group		-
scription	Commercial Garage	
Amount	Lift Upgrade Building Defect Rectification	

7. Invoice number is usually entered, however if non exists you can leave it blank, however it is better to enter NA, which is short for Not Applicable.

8. The invoice status is set on Pay by default. An invoice must show 'pay' before it will pay through the next stage. However this can be changed to 'Hold' if it required that the invoice is held for a while without payment. If the invoice is paid and then the payment cancelled, the invoice will return to this screen as 'Hold'.

Group: Available cash	\$0.00	\$0.00	\$0.00
<mark>−Invoice status</mark> ⊂ Hold    ● Pay	I		

## Can an Entered Invoice be Edited?

While in Creditor Invoicing screen, the invoice can be edited.

While in the creditor invoicing screen, the invoice has not had funds allocated, however there is a total showing invoices awaiting allocation of funds, along with funds left if all invoices were allocated funds. The invoices can also be deleted if not required. The reports affected by an invoice deletion is the Outstanding Invoices and Outstanding Creditors reports along with a reduction in the Creditors Other figure on the Balance Sheet.

## The Next Stage - Pay

The next stage is when an invoice is allocated funds from the available cash to pay the invoice.



### **Useful Links**

To bypass Creditor Invoicing - https://kb.rockend.com/help/payments-by-quick-pay-strata-master

02/01/2025 2:11 pm AEDT