



## Edit a Creditor Invoice in Strata Master

### Summary

This article will step through navigation to the Creditor Invoicing screen, for those new to Strata Master, and then lists edits that can be made.

### Overview

Creditor invoicing screen shows invoices entered as due for payment but not yet paid.

You may need to edit the details of an invoice already sitting in the Creditors Invoice screen, having been previously entered but with changes required.

Alternatively, a payment made may have been reversed due to being rejected at bank, and after being pushed back into Creditor Invoicing, requires editing before payment being attempted again.

### The Creditor Invoicing Screen

1. Select the "Cr Invoice" icon in the toolbar.



2. Enter the relevant Plan number under which the invoice can be found, and click enter on your keyboard.

### Making the Edits

1. Highlight the invoice you wish to edit. The lower half of the screen then populates details of that invoice.

Creditor Invoices - Edit Mode

EXIT [Icons]

GST registered owners corporation selected — Active Groups

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 3333  
Hordern Place  
23 Victoria Street  
POTTS POINT NSW 2011

Last levy notices were printed on 27/04/2022.  
Last levy notices were emailed on 14/04/2022.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date Issued
03/01/2022	10/01/2022	167200 Maint Bldg-General Repairs - Admin	Joe's Handyman Services	Repair boundary fence 02/01/2...	75.00	Pay	None	05/04/2022
10/01/2022	15/01/2022	191200 Utility-Water & Sewerage - Admin	Sydney Water	Water Usage 01/10/2021-31/1...	95.00	On Hold	None	05/04/2022
27/10/2022	27/10/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Archive Storage Fee September...	10.00	Pay	None	27/10/2022
27/10/2022	27/10/2022	154000 Admin-Management Fees-Standard - Admin	Rockend Strata Manage...	Standard Management Fee Sep...	65.00	Pay	None	27/10/2022

Total due \$245.00

Creditor: JOES [Joe's Handyman Services] Show Invoice

ABN: GST Unregistered Pay by: Direct Entry

Work Order (Optional): [ ] Amount limit Already invoiced \$0.00

Expense account [167200 Maint Bldg-General Repairs - Admin] Show accounts without a budget

Group: None

Description: Repair boundary fence 02/01/2021

Amount: 75.00

Invoice no: 9997 Date due: 10/01/2022 Transaction date: 03/01/2022

Budget: \$2,000.00 Total YTD: \$529.55

Plan Number: 3333  
Address: Hordern Place, 23 Victoria Street, POTTS POINT

	Admin	Capital Works	Total
Cash at bank	5,201.87	1,514.25	6,716.12
O/S invoices	245.00	NIL	245.00
Net cash	4,956.87	1,514.25	6,471.12
Reserve funds			NIL
Available cash	5,051.87	1,514.25	6,566.12
Total investments:			NIL

Group: Available cash \$0.00 \$0.00 \$0.00

Invoice status:  Hold  Pay

2. You can edit the following :

- The Creditor, by selecting from the drop down list
- The work order number, by selecting from the drop down list if relevant
- The Group, by selecting from the drop down list.
- The account selected, by ticking 'show accounts without a budget' and selecting from the drop down list.
- The Description, by selecting from the drop down list or by keying in a new Description.
- The Amount, by keying in a new amount. Note the gst field may be relevant and visible but should adjust to 1/11th of the Amount.
- The Invoice number, by keying in a new number
- The Date due and Transaction dates can also be changed, however you may find some restrictions on selectable date dates.
- The Invoice status can be changed from Hold to Pay or from Pay to Hold, simply by clicking the radio button beside the preferred status.

3. Click the Save button when happy with the edits made.

## Related Articles

[Cancel a Batch when a Creditor payment needs to be edited](#)

[Then Reverse the Creditor Payment back to Invoicing](#)

[Paying an invoice in instalments or paying a part](#)

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