



Schedule Invoice To Be Paid On A Particular Date In Strata Master

Summary

This article will assist you to nominate a particular future due date for an invoice. This date can be entered at any time prior to the payment being processed. The payment will not process prior to this nominated due date.

Steps

1. Click on **Accounting > Enter Creditor Invoices > Creditor Invoices** or click on the Cr Invoice icon in the icon toolbar.



2. When the screen opens:

- Either click Add to enter an invoice, or
- Select the relevant existing invoice from the list by clicking on it.

3. The lower half of the screen then shows the details of that selected invoice.

The screenshot shows the 'Creditor Invoices - Edit Mode' window. The top section displays a search for GST registered owners and a list of invoices. The bottom section shows the details of a selected invoice for 'Intercom repair' with a date due of 25/12/2023. The 'Invoice status' is set to 'On Hold'.

Tran. Date	Date Due	Account	Creditor	Description	Amount	Status	Group	Date
25/10/2021	25/12/2023	153000 Admin-Keys, Cards, Swipes & Remotes Pur...	Unitcom	Intercom repair	56.50	On Hold	None	22/11/2021
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...	100.00	Pay	None	27/10/2022

Total due: \$166.50

Creditor: UNIT Unitcom
 ABN: 66 002 419 936 GST Registered Pay by: Cheque
 Work Order (Optional):
 Amount limit: \$0.00
 Already invoiced: \$0.00

Group: None
 Expense account: Admin-Keys, Cards, Swipes & Remotes Purchased - Admin
 Description: Intercom repair
 Amount: 56.50 GST: 5.14
 Invoice no: 123 Date due: 25/12/2023 Transaction date: 25/10/2021
 Budget: \$0.00 Total YTD: \$0.00

Invoice status: Hold Pay **On Hold**

4. The Date Due field can be edited to a future date. You can do this by highlighting the date and overtyping

or by clicking the drop down arrow beside the date, and selecting a date from the calendar that appears.

	Admin	Capital Works	Total
Cash at bank	1,200.00	400.00	1,600.00
O/S invoices	166.50	NIL	166.50
Net cash	1,033.50	400.00	1,433.50
Reserve funds			NIL
Available cash	1,090.00	400.00	1,490.00
Total investments:			NIL
Group:			
Available cash	\$0.00	\$0.00	\$0.00

Note: If a payment is due on the creditors records on a particular date, it is suggested that you consider time taken to upload the payment to the bank and transfer of funds by the bank, and therefore make the due date a slightly earlier date.

5. Note that the invoice has a status of 'On Hold'. If you date the invoice for the payment date required, but the invoice is still on 'Hold' status, it will not pay. So take the invoice off 'Hold'. You can do this by clicking the button beside the word 'Pay' instead.

6. If you cannot change the status at this time, it may be that there are not enough available funds to pay the invoice. Investigate whether that status will change closer to the payment date or whether other invoices can be put on hold and held back.

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