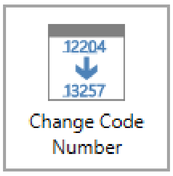
Change Code Number

Last Modified on 27/11/2025 1:08 pm AEST



The instructions in this article relate to ***Change Code Number.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Change Code Number is designed to merge account codes and creditor codes together by combining all transactions into one code. It can also be used to *swap* transactions between account codes, and between creditor codes. This allows for better management of the chart of accounts to consolidate transactions, and tidy up the ***Financial Statement*** reports.

This process is done in the Current Year, but will affect the previous years as well. Therefore, if an audit was completed in a building in an old or historical year, it is highly recommended that reports are saved to ***DocMax*** before using the ***Change Code Number*** menu.

Change Code Number Options Menu

Select the *Options* menu and select from the list.

View Log
There is an option to 'View Log' which will provide the user name, the time and date stamp of when the code changes were completed.

Report
An Excel report can be produced of all the proposed code changes prior to processing.

Import From Another Building
If code changes exist in another building, which have not been processed, these can be imported using the this option. This will list buildings that have unprocessed account codes changes so they can be imported.

Export To Other Buildings
This allows any unprocessed account code changes in this building to be exported into other buildings.

Important: *Once code changes are processed, they will be cleared and will no longer available to use to import from another building to to export to other buildings.*

Delete All

To delete all proposed code changes, from the 'Options' menu, select 'Delete All' to delete the proposed changes.

This will immediately delete all setup code changes, so proceed with caution.

Changing Account Codes

All transactions from one account code will be merged with the transactions from another account code and it will delete the original account code from the local chart of accounts. This does not delete the account code from the Master Chart.

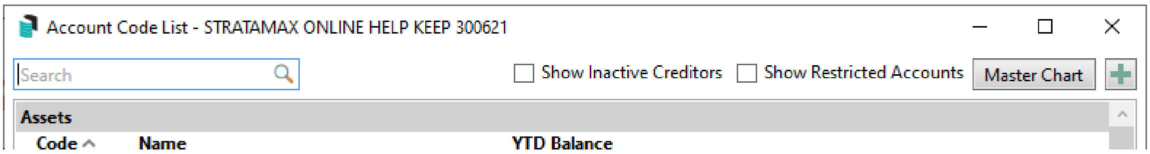
There is also an alternative option to swap transactions between two account codes. If this is used, no account codes will be deleted. Notification messages will be displayed to advise what action will take place.

It is **recommended** to lock the building prior to setup & processing of Change Codes. Unlock the building once the process has been completed.

Merging Account Codes

Merging account codes will merge all transactions from one code into the other and it will delete the original code from the local chart of accounts for that building.

1. Search or select ***Change Code Number***.
2. Click *Add*.
3. In the *Current* field, type the account code name or number or click on the ellipsis button *[...]* to open the 'Account Code List' window to select a code in the local building.
   - Use the *Search* field to search by number or name, and the *Show Inactive Creditor* and/or *Show Restricted Accounts* tick boxes as necessary.



4. In the *New Code* field, type in the account code name or number or click on the ellipsis button *[...]* if you want to select the code from the local chart of accounts. Or to select an account code from the

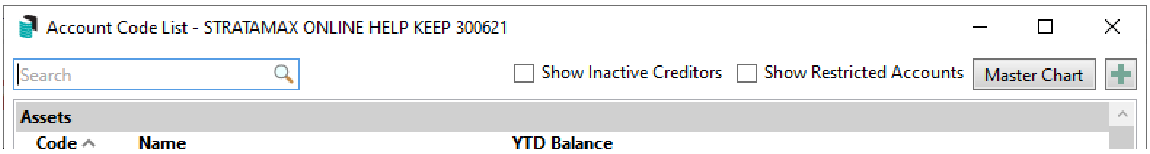
Master Chart, tick the *Master Chart* check box first, then click on the ellipsis button *[...].*

5. Click *Save*.
    - Back in the ***Change Code Number*** main screen, you can continue to add more code changes if needed.
6. Then click *Process Code Changes* to complete the code change. If *Auto Data Storage* is ticked, a data storage will be conducted first before the change is processed.

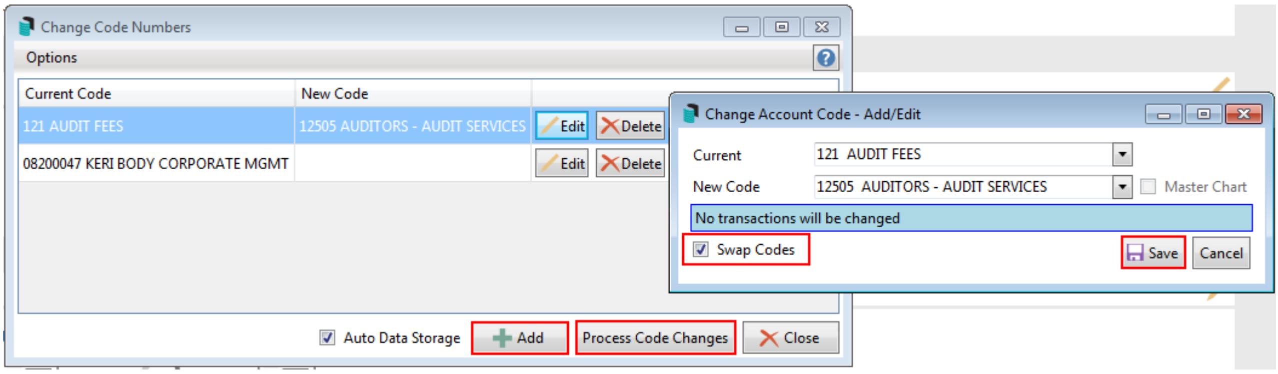
Swapping Account Codes

Using *Swap Codes* will swap all transactions from one account code into the new code. This may be used to move all transactions from one code into a new account code that is added from the Master Chart. This process does not delete the original account code.

1. Search or select ***Change Code Number***.
2. Click *Add*.
3. Type the account code name or number or click on the ellipsis button *[...]* to open the 'Account Code List' window to select a code in the local building.
    - Use the *Search* field to search by number or name, and the *Show Inactive Creditor* and/or *Show Restricted Accounts* tick boxes as necessary.



4. In the *New Code* field, type in the account code name or number or click on the ellipsis button *[...]* if you want to select the code from the local chart of accounts. Or to select an account code from the Master Chart, tick the *Master Chart* check box first, then click on the ellipsis button *[...].*
5. Tick *Swap Codes*, then click *Save*.
    - Back in the ***Change Code Number*** main screen, you can continue to add more code changes if needed.
6. Then click *Process Code Changes* to complete the code change. If *Auto Data Storage* is ticked, a data storage will be conducted first before the change is processed.



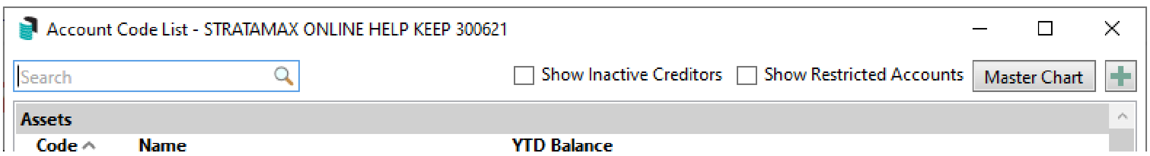
Changing Creditor Codes

Creditor codes can also be merged or swapped. If a creditor code exists in the local chart of accounts but not in the Master Chart, Change Code Number can add the existing creditor code to the Master Chart so it can be used in other buildings.

Merging Creditor Codes

Merging creditor codes will merge all transactions from one code into the other and it will delete the original code from the chart of accounts *in that building.*

1. Search or select ***Change Code Number***.
2. Click *Add*.
3. Type the creditor code name or number or click on the ellipsis button*[...]* to open the 'Account Code List' window to select a code in the local building.
    - Use the *Search* field to search by number or name, and the *Show Inactive Creditor* and/or *Show Restricted Accounts* tick boxes as necessary.



4. In the *New Code* field, type in the account code name or number or click on the ellipsis button*[...]* if you want to select the code from the local chart of accounts. Or to select an account code from the Master Chart, tick the *Master Chart* check box first, then click on the ellipsis button *[...].*
5. Click *Save*.
    - Back in the ***Change Code Number*** main screen, you can continue to add more code changes if needed.
6. Then click *Process Code Changes* to complete the code change. If *Auto Data Storage* is ticked, a data storage will be conducted first before the change is processed.
7. If the Change Code was completed to a Master Chart account code, we recommend using***Account Maintenance*** to copy the account code to the other buildings in your portfolio. This will ensure

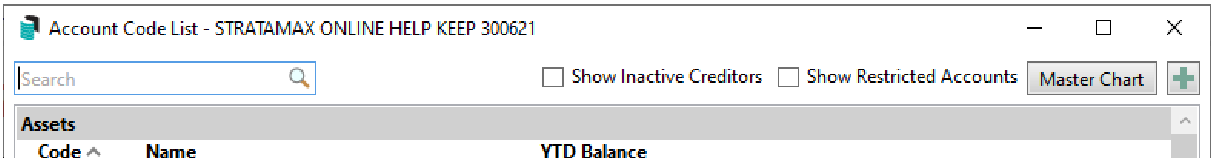
information such as the 'Issue Work Orders By' field are imported from the Master Chart.

Swapping Creditor Codes

Using *Swap Codes* will swap all transactions from one creditor code into the new code. This may be used to move all transactions from one code into a new account code that is added from the Master Chart. This process does not delete the original account code.

1. Search or select ***Change Code Number.***
2. Click *Add*.
3. Type the creditor code name or number or click on the ellipsis button *[...]* to open the 'Account Code List' window to select a code in the local building.

- Use the *Search* field to search by number or name, and the *Show Inactive Creditor* and/or *Show Restricted Accounts* tick boxes as necessary.



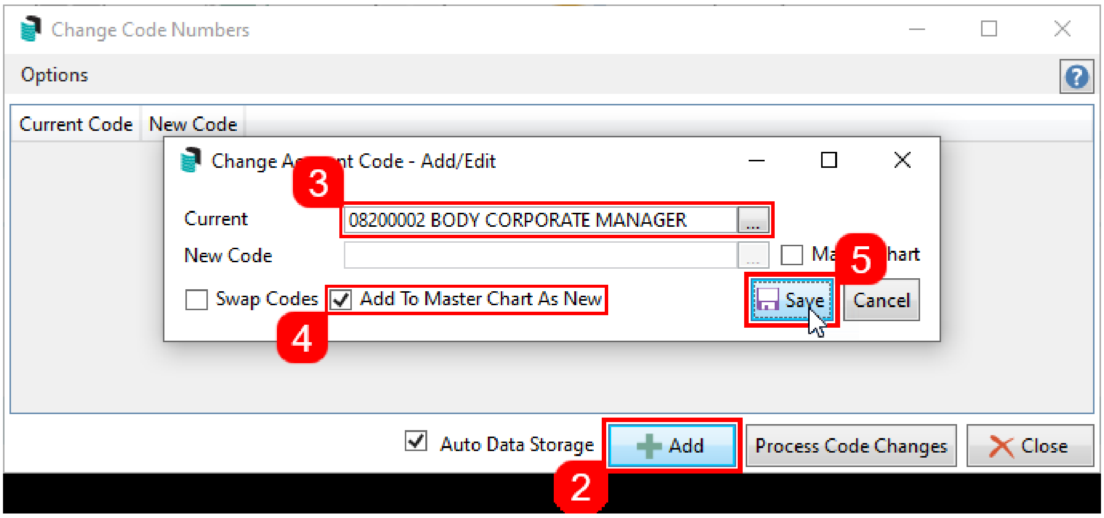
- In the *New Code* field, type in the account code name or number or click on the ellipsis button *[...]* if you want to select the code from the local chart of accounts. Or to select an account code from the Master Chart, tick the *Master Chart* check box first, then click on the ellipsis button *[...].*
- Tick *Swap Codes*, then click *Save*.
  - Back in the ***Change Code Number*** main screen, you can continue to add more code changes if needed.
- Then click *Process Code Changes* to complete the code change. If *Auto Data Storage* is ticked, a data storage will be conducted first before the change is processed.

Adding a Local Creditor Code to the Master Chart

If a creditor code exists in the local chart of accounts but not in the Master Chart, Change Code Number can add that creditor code to the Master Chart using the next global creditor code available, then import the new creditor code number into the building with all its transactions.

> This is a useful process when management of a building has been transferred in either by StrataMax Support, or using the ***Transfer In/Out*** function.

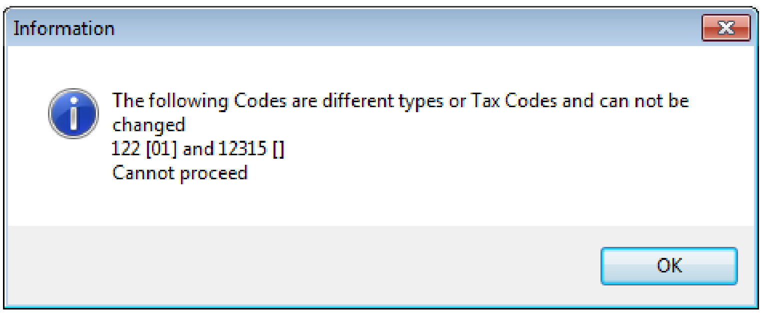
1. Search or select ***Change Code Number***.
2. Click *Add*.
3. Type the creditor code name or number or click on the ellipsis button *[...]* to open the code selection list in the local building to search for the creditor.
4. Tick *Add To Master Chart As New.*
5. Click *Save*.
   - Back in the ***Change Code Number*** main screen, you can continue to add more code changes if needed.
6. Then click *Process Code Changes* to complete the code change. If *Auto Data Storage* is ticked, a data storage will be conducted first before the change is processed.



Change Code Troubleshooting

Tax Codes

The Tax Code for account codes being merged, changed or swapped needs to be the same. A message will indicate if the Account Codes selected do not have the same Tax Codes as per the example below. Amend one of both of the account tax codes so that they match. This can be updated in ***Account Maintenance***.



Changing between Account Groups or Trading Funds

Changing account codes between 'Account Groups' or 'Trading Funds' cannot be done via Change Code

Number - Journal Preparation must be used instead. There will be prompts to confirm that this action cannot be done. System Account Codes are not available for selecting in this screen.