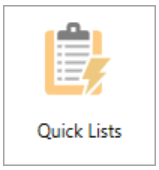
Quick List

Last Modified on 12/11/2026 9:43 am AEST



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

Quick Lists remains available for accessing selected StrataMax data tables and exporting the results to Excel. However, transaction reporting is limited to the current and previous financial years.

For transaction searches and reporting, ***Local Transactions*** is recommended. It supports reporting across all financial years, including historical years, and provides additional options for editing transaction information and updating document references.

General Ledger Transactions

The General Ledger Transaction List from Quick List can quickly report the current year's transactions to Excel. In this area, you can also combine transactions between the old and current years and produce this in a report or to Excel. This area can also utilise filters to quickly compare transactions between the old and current year.

For transaction searches and reporting, ***Local Transactions*** is recommended. It supports reporting across all financial years, including historical years, and provides additional options for editing transaction information and updating document references.

1. Search or select ***Quick List***.
2. Select 'General Ledger Transactions' from the list. A list of current year transactions will appear.
3. Click *Report* to produce a report of the transactions to Excel.

Change Building: Changes to the selected building from the building list.

Apply Grid From Other Grid: Used with Filters to apply the filter to the bottom window. Used when both the old year and current year windows are displayed.

Report: Reports the current year transactions to Excel. If filters are used, this will report on the filtered transactions.

Old Year: Displays the old year transactions in the top window and the current year transactions in the bottom window.

Filters

To use the filter, click on to a transaction cell you wish to filter, then **right click**. This will apply a filter to the transaction list.

Filter By: This will apply the filter to the list of transactions.

Clear Filter: Will clear the filter applied and will display all the transactions.

Undo Last Filter: This will undo the last applied filter.

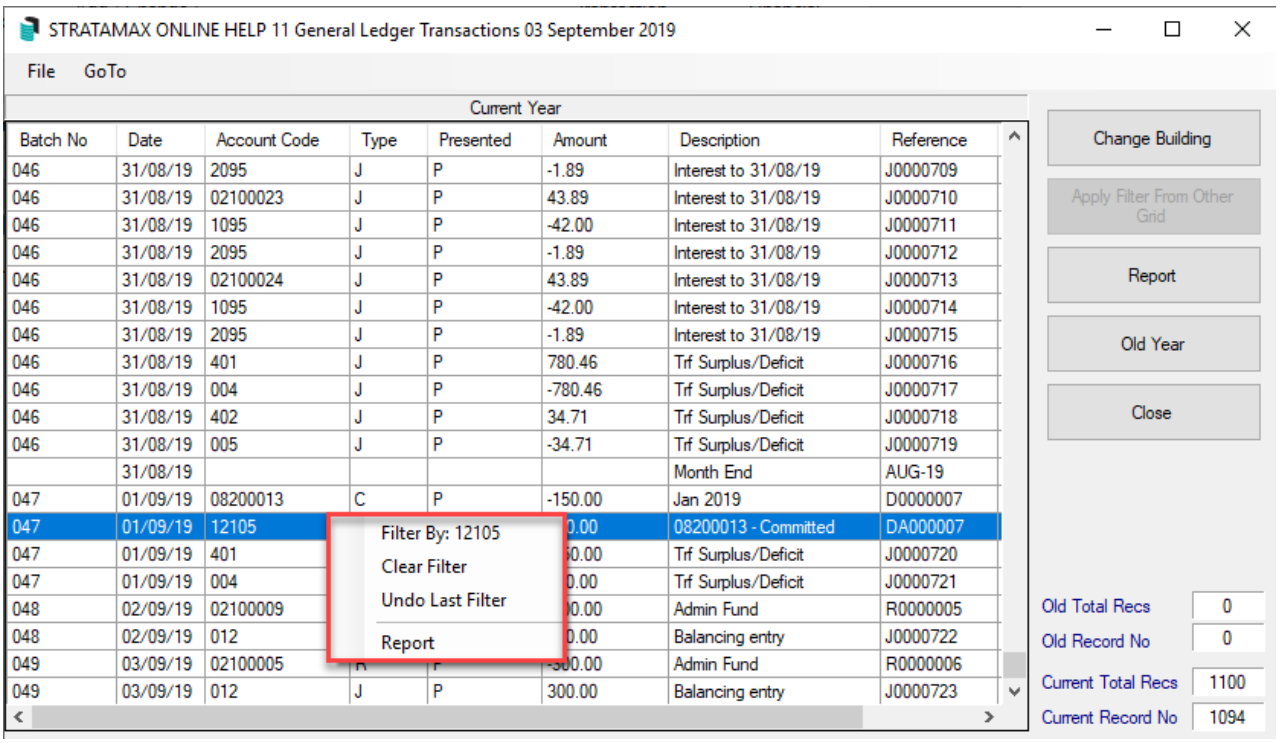
Report: This will report to Excel the displayed transactions.

If both Old Year and Current Year transactions are displayed (using the 'Old Year' button), the user can filter a transaction in the Old Year (top) window, then click 'Apply Filter From Other Grid' to apply the filter to the Current Year (bottom) window.

If the current display doesn't have the column required, additional columns may be available in 'File', 'Set Display Fields'. Select the extra columns for display and Ok. Retry the filter options above once the added column is displayed.

Combined Year Transaction Report

1. Search or select ***Quick Lists***.
2. Select the *GoTo* menu and then *Combined Year Transaction Report*.
3. A screen will appear that will display a list of all the account codes, tag the account codes you wish to produce a combined transaction report.
4. A General Ledger Transaction List screen will appear. Tick *Preview* to bring the report up in a table, from here the user can export to Excel, otherwise click *Proceed* without *Preview* ticked to bring a report to PDF. No need to tag any other codes in this screen.



General Ledger Accounts

This provides a grid view of all account codes including their month to date balance, last year balance and account type.

For transaction searches and reporting, ***Local Transactions*** is recommended. It supports reporting across all financial years, including historical years, and provides additional options for editing transaction information and updating document references.

1. Search or select ***Quick List***.
2. Click *General Ledger Accounts* > *OK*.

Roll

This is a list of all lots and historical records of changes that can be reported in Excel.

1. Search or select ***Quick List***.
2. Click *Roll* > *OK*.

Bank Statement Transactions

This is a report of all the transactions found in the Bank Rec that can be reported in Excel.

1. Search or select ***Quick List***.
2. Click *Bank Rec* > *OK*.

Notes

This will list all the notes in the building, use the Filter settings to filter for a specific note type.

1. Search or select ***Quick List***.
2. Click *Notes* > *OK*.