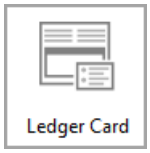
Ledger Card

Last Modified on 13/11/2026 4:53 pm AEST



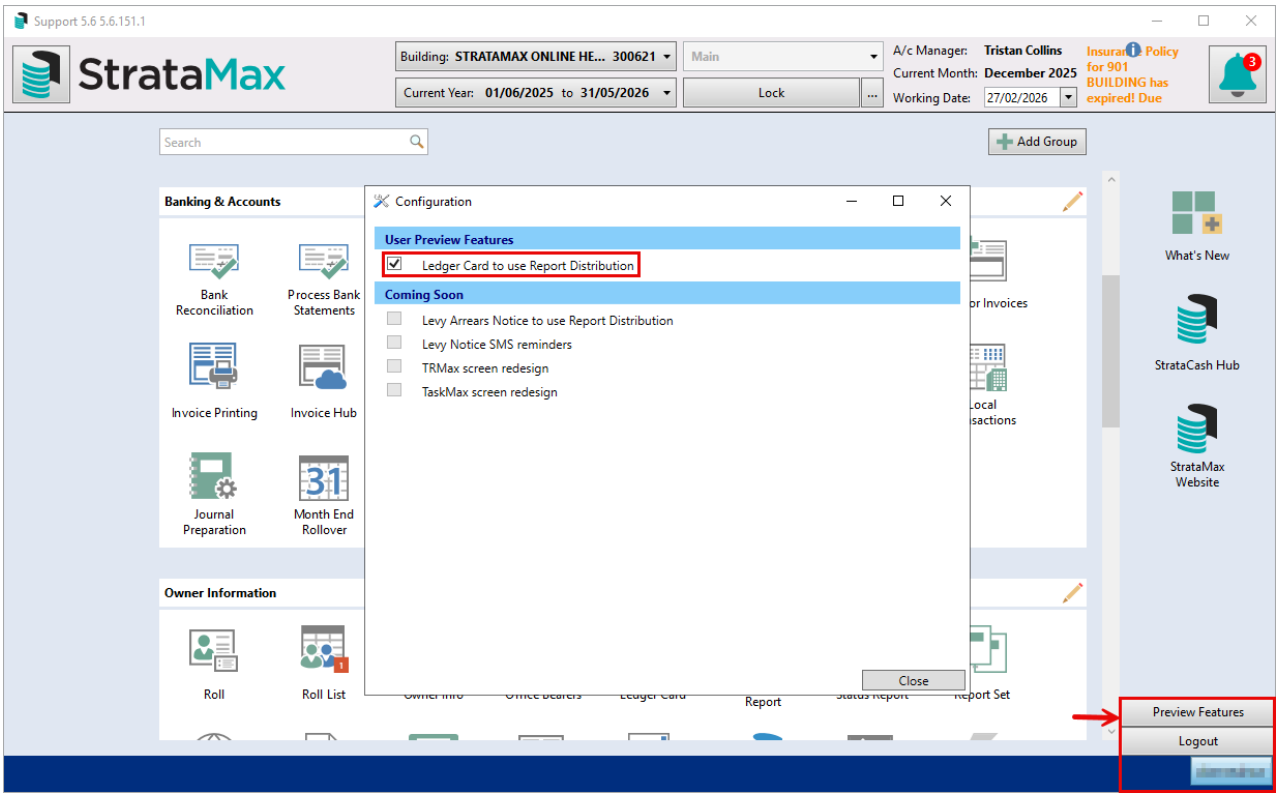
The instructions in this article relate to ***Ledger Card.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The Ledger Card displays a full history of an owner's account, including details of all debits, receipts, and discounts with the most recent transfer and last certificate issue date. The Ledger Card or Statement may be issued to owners and authorised contacts who have been configured in the ***Roll*** to receive information. The deposit slip is also included with the available payment options, with configuration available to apply a custom due date or wording.

Preview Features

If access has been configured for users via ***Security Setup***, this screen can be toggled between the legacy and new versions.

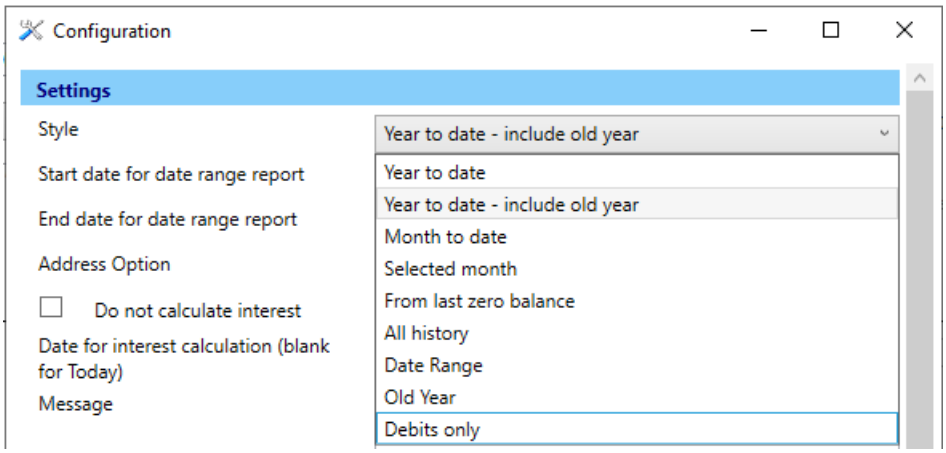
For the individual user, this can be toggled from the Desktop, as shown below, by clicking your username | *Preview Features*. Tick *Ledger Card to use Report Distribution*.



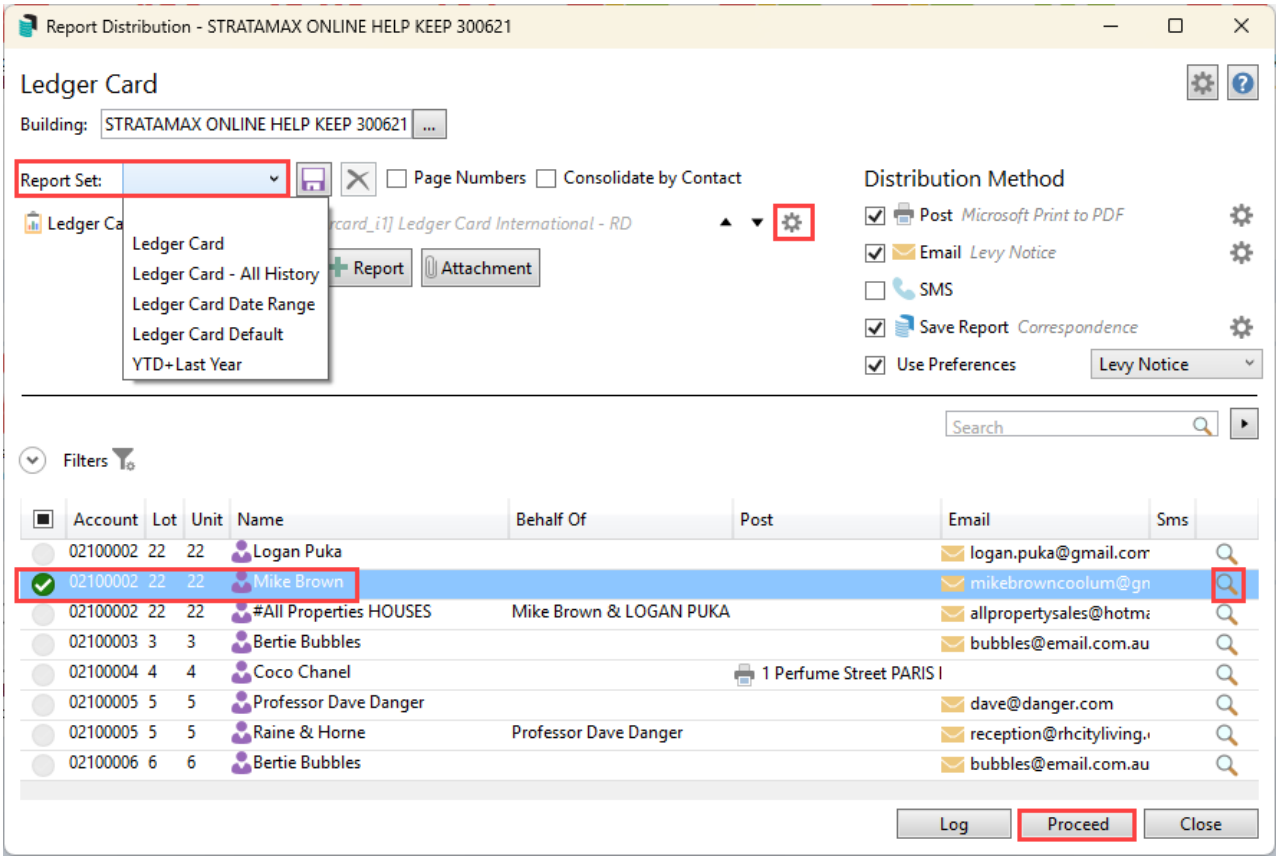
Produce a Ledger Card

This option is designed to produce the information for the ***Roll*** contact. If the ***Ledger Card*** is being produced for internal purposes or requires multiple accounts to be included in one PDF file, use ***Report Set*** to select an internal or other recipient type.

1. Search or select ***Ledger Card***.
2. Select from either a pre-configured Report Set from the drop-down selection, or click the configuration cog wheel to review the configuration - this is where you can set:
    - (User setting) Style: this defines the statement period that the ledger card will produce.



    - Start date for date range report and End date for date range report (use for a specific date range).
    - Do not calculate interest.
    - The Date for interest calculation (blank for Today).
3. Tag the account/s required from the table of owners or click the*Magnifying Glass* (single-contact selection).
4. Include any additional *Reports* or *Attachment* if required.
5. Click the magnifying glass to preview the selected lot report, or click*Proceed* to see all selected lots.



Ledger Card Internal Template

There is the option to change the Ledger Card Template to remove the Owners details, this may assist with producing ledger reports for a Lost Building or including with a Certificate. Also refer to the cogwheel configuration section below as there is an Address Option which can be set to blank or Recipient or owner name only. The following will be available on the Ledger Card Internal template:

- Name and Address **will not** display on the Internal template.
- Lot and Unit number will display.

1. Search or select ***Report Set***.
2. From the list of available reports, search or select *Ledger Card*.
3. Click the configuration cog wheel to review the template, and set this to *Ledger Card - No Recipient.* Click *Close.*
4. Click on the Accounts ... ellipse, tag the account/s required then click *OK* , then *Proceed*.
5. From the preview window, click *Print X Pages, Send X Email, Save to DocMax* button.

STRATAMAX ONLINE HELP KEEP CTS 1521

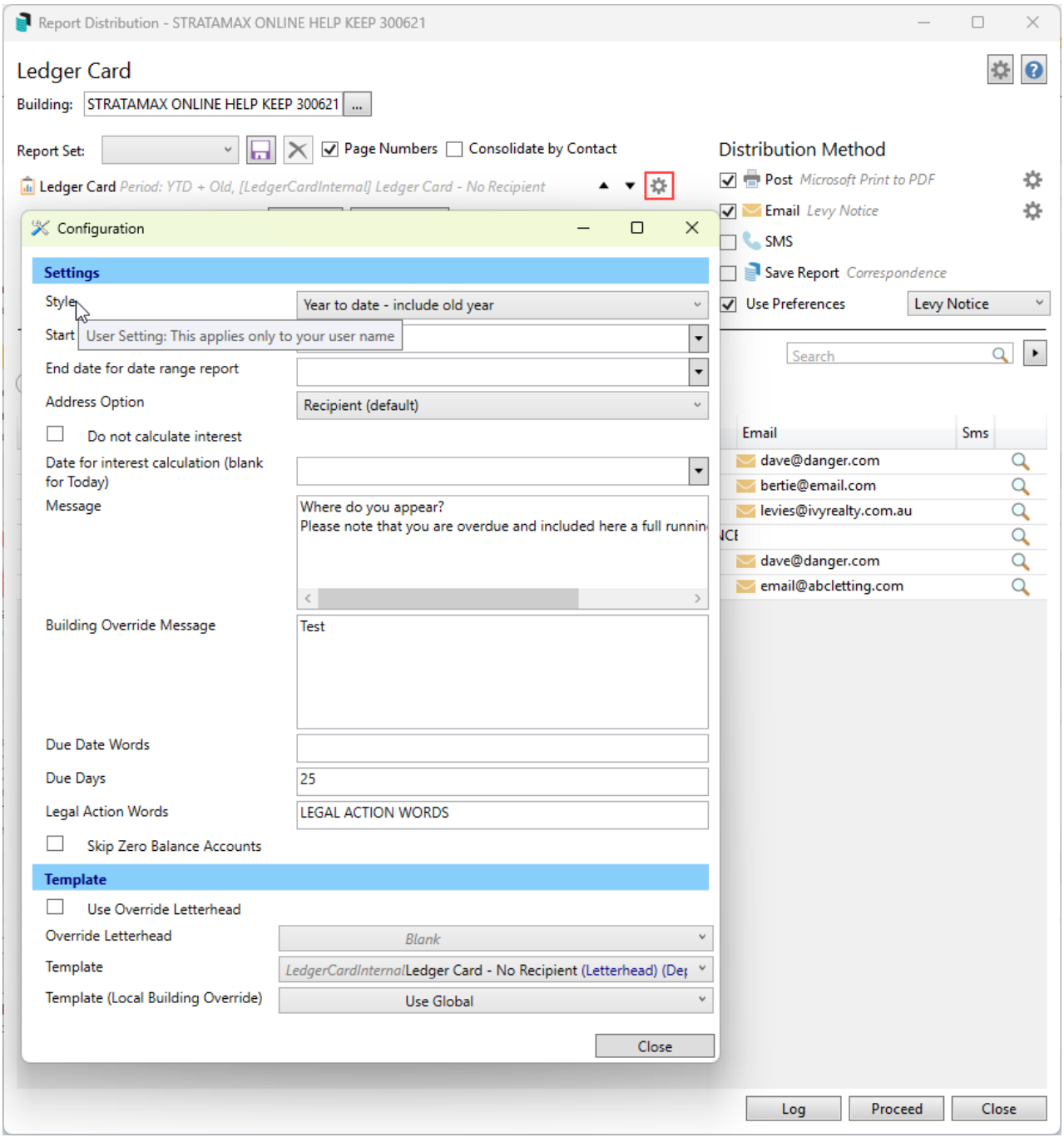
ABN 69 333 333 333

STATEMENT

Statement Period			
01 Jun 21 to 08 Dec 25			
A/c Number	2		
Lot Number	22	Unit Number	22

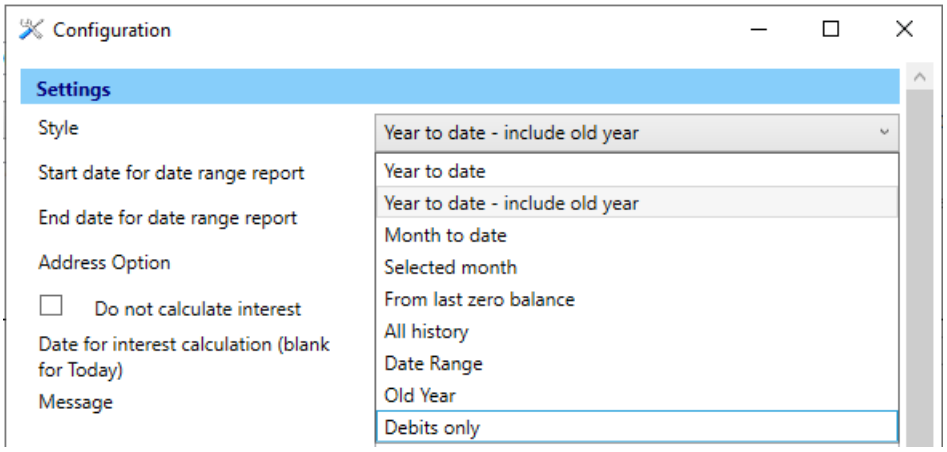
Transfer Date: 23/01/24

Ledger Card | Cogwheel Configuration



Settings

Style (User setting) - see below for the available style reporting.



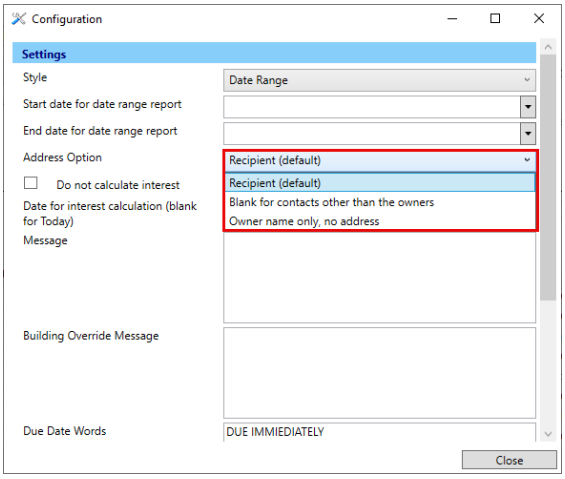
- Year to Date - will report from the beginning of the current financial year to today's date.
- Year to Date - include old year - will report from the beginning of the prior financial year to today's date.
- Month to Date - will report based on the 'current month' for the building.
- Selected Month - reports the current month.
- From Last Zero Balance - will locate the last time the selected account had a balance of $0.00 and report to today's date.
- All History - will report all transactions for the selected account.
- Date Range: Start & End date for date range report - enter date range required.
- Old Year: reports the Financial Old Year transactions.
- Debits only: displays only Debit transactions on the account.

NOTE: The top of the ledger card or ledger statement will show the Statement Period. Use this to determine if the correct style has been selected.

Address Option

When producing a Ledger Card and including with an Arrears Notice from Report Distribution, the Address Option can be configured to display for recipients such as Owners or Agents from the following options;

- **Recipient (Default)** – The recipient's name and address are displayed on the Ledger Card.
- **Blank for contacts other than the owner** – When the recipient is not the owner, no address information is displayed on the Ledger Card.
- **Owner's name only, no address** – Only the owner's name is displayed. No address information is shown.



Do Not Calculate Interest

Ticking this setting will stop the Ledger Card from calculating interest.

Date for Interest Calculation (blank for today)

This field will assist with entering a date for interest calculation. An example where this would be useful includes providing the Ledger Card with interest as at a certain date for settlement purposes.

Message (Global)

Text entered here will appear on the second page of the Ledger Card for all buildings.

Building Override Message (Building)

Text entered here will appear for just that building on the second page of the Ledger Card for all buildings.

Due Date Words

This will change the date or wording on the Ledger Card's deposit slip in the bottom right, provided a template with a deposit slip is being used. There is a 20-character limit.

Due Days

This setting is a number of days setting, which will produce the Ledger Card's deposit slip due date in the bottom right based on the number of due days entered here. It cannot display the specific due date for each levy period, as there may be several levies issued throughout the year.

Edit Legal Action Words

This will change the wording on the Ledger Card when the owner is placed in*legal action*. Where the legal action words are placed will depend on the template that is being used for the Ledger Card. The wording is also limited to 30 characters, including spaces.

Legal Action Words

Wording set in this field will produce on the Ledger Card when an Owner has been added to Legal Action.

Skip Zero Balance Accounts (Global)

Using this setting to skip zero-balance accounts from being produced.

Template

Use Override Letterhead

This tickbox will ensure the override letterhead, if available, is printed on the Ledger Card. It will be set in conjunction with the field below.

Override Letterhead

If there are multiple letterheads available, this is where you can pick the override letterhead to be used. A *Blank* letterhead can be set if required for the Ledger Card. Ensure the*Use Override Letterhead* option is ticked.

Template

There are two templates to choose from:

- Statement/Ledger Card - Deposit Slip (used for Owner Distribution)
- Ledger Card - No Recipient - Deposit Slip (used for internal purposes and produced in***Report Sets***)
- Ledger Report (does not include the Deposit Slip and contains the receipients contact details when produced)

Template (Local Building Override)

The default is *Use Global,* and if a local building override is required, select the required template.

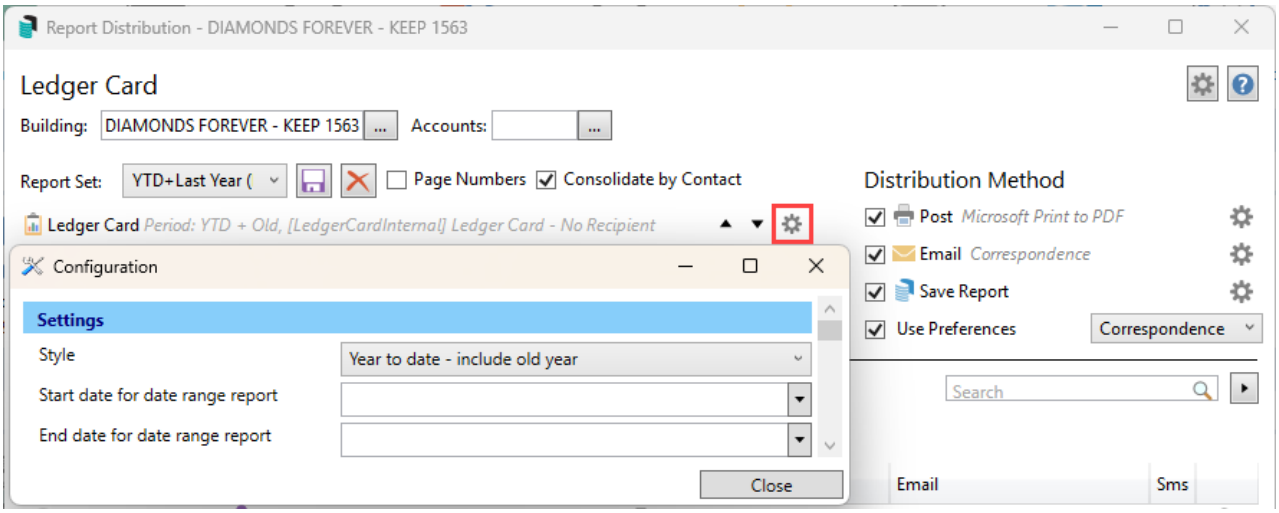
Report Sets

Each ledger card style and period can be set as a report set, ensuring a clean list of options and avoiding changes to the global template. Once these have been saved, the ledger card for the preferred format will be selected from the Report Set drop-down list.
Note: The cogwheel settings, including Do not calculate interest, are not controlled by any Security Setup permission. Any user who can open the Ledger Card can change them, and the change applies globally. If you need a consistent result across your team, set up a Report Set for each variation you use and have staff select the Report Set instead of changing the cogwheel. See Report Sets below.

Creating the Ledger Card Report Set

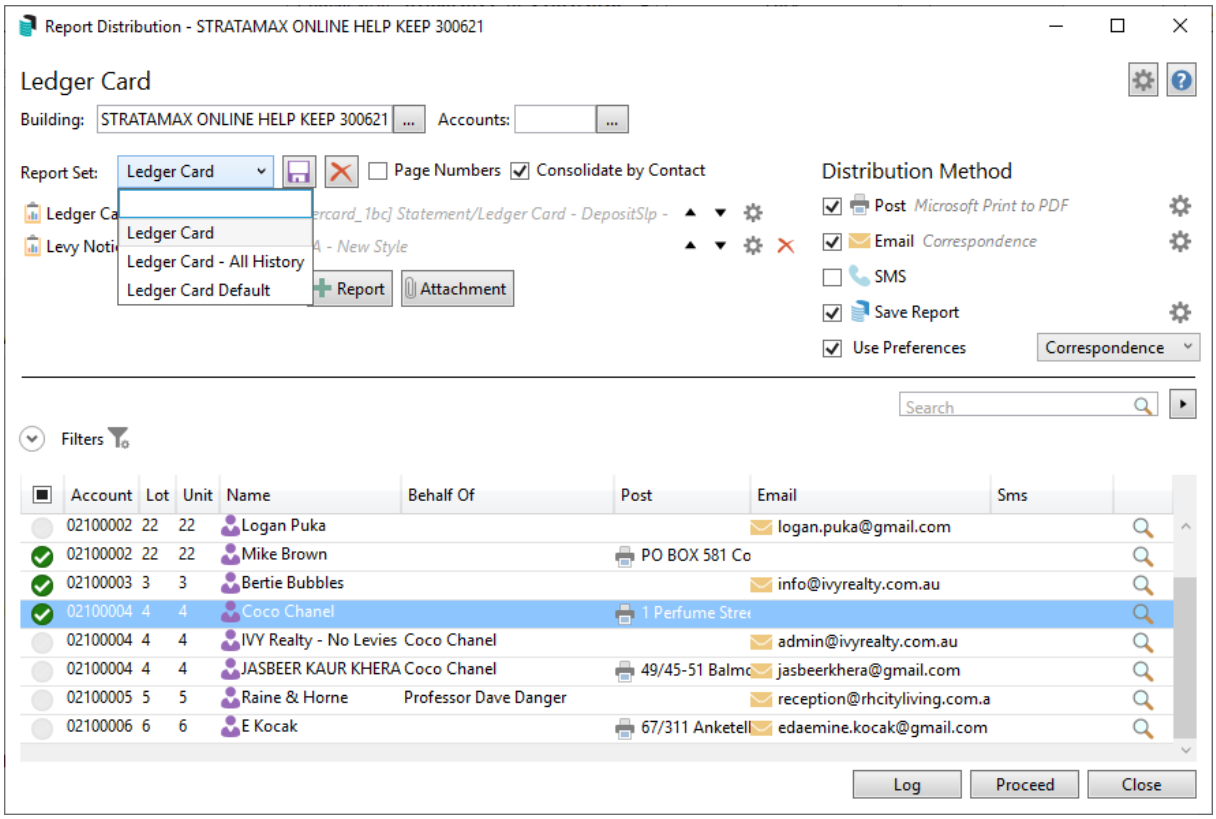
1. Search or select ***Ledger Card***.
2. Click the cogwheel on the Ledger Card template and set a style. Click*Close*.
3. Next to the Report Set drop-down, click the *Save* icon and give the Report Set a name. Example: Year to Date (based on the style)
4. In the report set drop-down list, select the blank line, then click the cogwheel again to set the next style.

5. Next to the Report Set drop-down, click the *Save* icon, then give the next Report Set a name.
6. Repeat for each style.

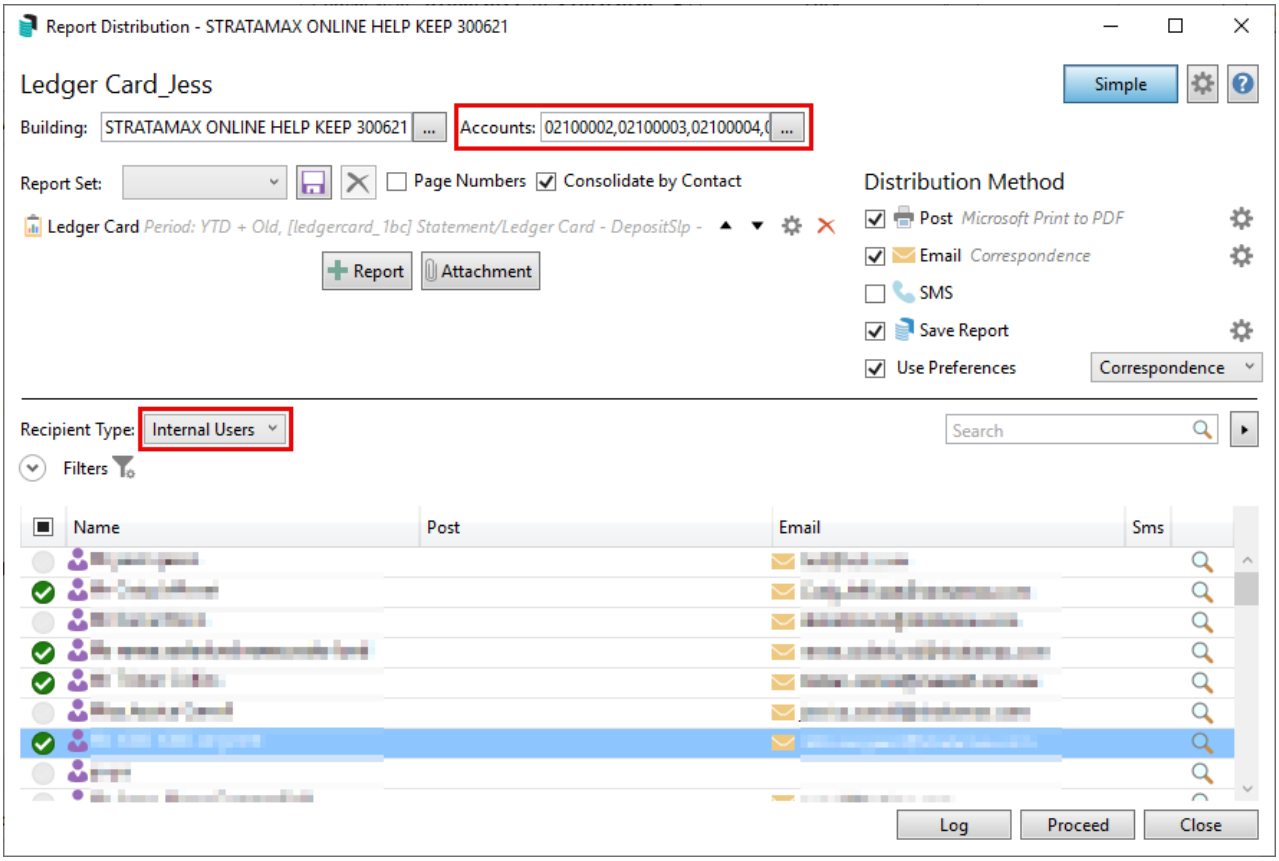


Distributing the Ledger Card Report Set

1. Search or select ***Ledger Card***.
2. From the Report Set drop-down list, select the style required.
3. Either use the search to locate the Owner, or scroll to find the record.
4. Tag the record(s) to preview the ledger card(s) and click *Proceed* from the preview window.



If the Ledger Card is required for internal purposes, use***Report Set*** to select the Accounts and produce this for internal users.


Report Distribution - STRATAMAX ONLINE HELP KEEP 300621
Ledger Card_Jess
Simple
Building: STRATAMAX ONLINE HELP KEEP 300621
Accounts: 02100002,02100003,02100004,
Report Set:
Page Numbers
Consolidate by Contact
Ledger Card Period: YTD + Old, [ledgercard_1bc] Statement/Ledger Card - DepositSlp -
Report
Attachment
Distribution Method
Post Microsoft Print to PDF
Email Correspondence
SMS
Save Report
Use Preferences
Correspondence
Recipient Type: Internal Users
Search
Filters
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Post
Email
Sms
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Proceed
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