Master List A/c Group

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The instructions in this article relate to *Master List A/c Group.* The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Please note that *Master List A/c Group* as been removed from StrataMax Version 5.6.132 with the same reporting fields available with *Search Local Accounts*.

Within StrataMax, each building has a Master List A/c Group included. This report displays the code and description for each account together with its type. E.g. if it is a posting, heading or total account code. The account group column is to assist with a Multi OCs in Victoria. The account group setup defines how the system will treat the account code and what corporation it should be reporting within.

Produce Master List A/c Group Report

To produce a report of all account codes in the chart of accounts for the selected building following the below steps;

- 1. Search or select *Master List A/c Group.*
- 2. Certain account codes or an account group can be selected to be reported on individually by limiting the data in the *Limits* area.

Limits Limit Name Limit Data Select Codes Account Group OK Cancel	Report Setup - Master L File Options Help Screen O Printer Excel	ist-Account Grou Template Printer Paper Source	p STRATAMAX ONLINE HELP . GENMSGRP Master Lis-Accour HP DJ 2130 series (redirected 6 Automatically Select	nt Groups
Cancel	Limits Limit Name Select Codes	Limit D	ata	
				Cancel

3. If *Preview* is selected, the Master List A/c Group Report will appear in a grid format.

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Screen Screen Printer Excel	Template Printer Paper Source	GENMSGRP Master Lis-Accour HP DJ 2130 series (redirected 6 Automatically Select	•
imits Limit Name	Limit D	-1-	Preview
Select Codes Account Group		a.a	ок
			Cancel

4. Click *OK* to produce report.

Adjust Master List A/c Group Report Sort Order

The accounts codes to be listed in account code order, or name order for the account codes to be listed alphabetically using the description.

- 1. Search or select *Master List A/c Group.*
- 2. Click Options > Code Number Order.

Type Key

- H = Header Account Code.
- P = Posting Account Code which can have journals created manually.
- X = Totalling.

Master List A/c Group Configuration

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			Confirm Each Time	
Reports			Always Print Report	
	Settings		Never Print Report	
	No Records Printed Report Conf	fimn Each Time 🔶		
	2 No Records Printed Report - Global Alwa Reports	ays Print Report		
	Global Reports Open Access			
	T			
]			
		Close	OK Clear	Cancel

1. No Records Printed Report

If a report produces no records, choose what happens:

- Confirm Each Time
- Always Print Report
- Never Print Report

2. No Records Printed Report - Global Report

If a report produces no records, choose what happens:

- Confirm Each Time
- Always Print Report
- Never Print Report

3. Global Reports Open Access

If ticked, the the global report process will not check locked buildings.