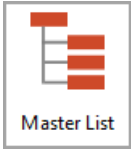# Master List

Last Modified on 25/01/2024 3:18 pm AEST

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

The **Master List** is used to produce a report for the chart of accounts and each building. This report shows the *Code Number* and *Name* for each account together with its type (posting, heading or total) and location. The *Master Chart Building* and the *Base Building* also have access to the **Master List.**

This report lists the following information about each general ledger account code (Excluding creditors [082...] and lot owners accounts [021..]): Code Number, Description, Master Type, List P/L, B/S, +/-, End, U/L, P/L.

Running the Master List Report

1. Select building using the Building Selector Tool or either *Select Base Building* to run the Master List from the Base (template) or *Select Master Chart Building*.
2. Search or select **Master List**.
3. Click *Proceed*.

> The general ledger account codes are configured in **Account Maintenance**.

Master List Configuration
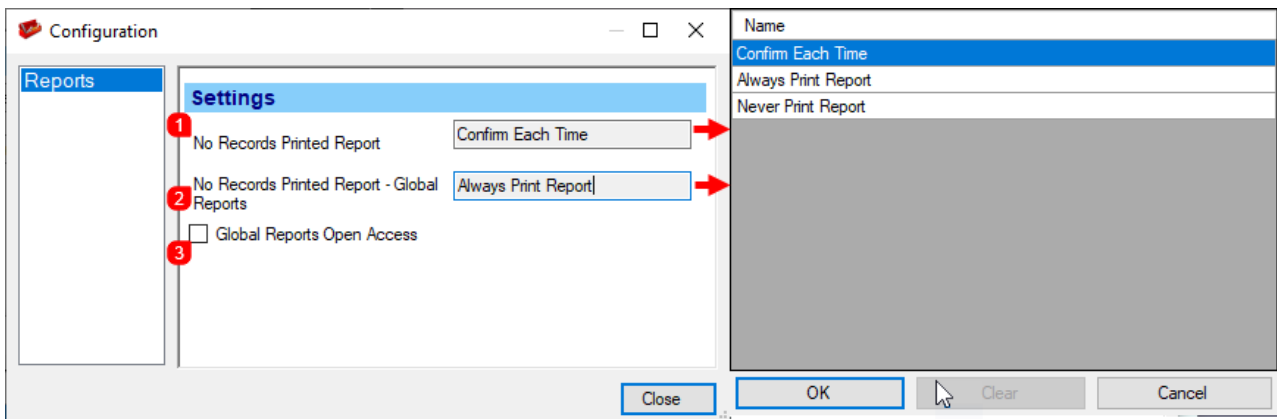
1. No Records Printed Report

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.

Master List Reporting Options

The below information will apply to all areas of output for the report.

1. Select building using the *Building Selector Tool*.
   - You can also select the *Base Building* or *Master Chart Building* if you would like to export the report those accounts to Excel.
2. Search or select **Master List**.
3. Select the *Options* menu and the either:
   - *Code Number Order* to print in number order.
   - *Name Order* to print in alphabetical order.
4. Select the output as either *Screen*, *Printer* or *Excel*.
5. Double-click in the *Select Codes* field if you want to report on specific or a range of codes, then tag the relevant codes and click *OK*.
6. Back in the **Master List** screen, click *OK*.
7. List will now be displayed on screen/printed/Excel.