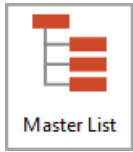


# Master List

Last Modified on 21/08/2025 10:14 am 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*.

Please note that **Master List** has been removed from StrataMax Version 5.6.132 with the same reporting fields available with **Search Local Accounts**.

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**.

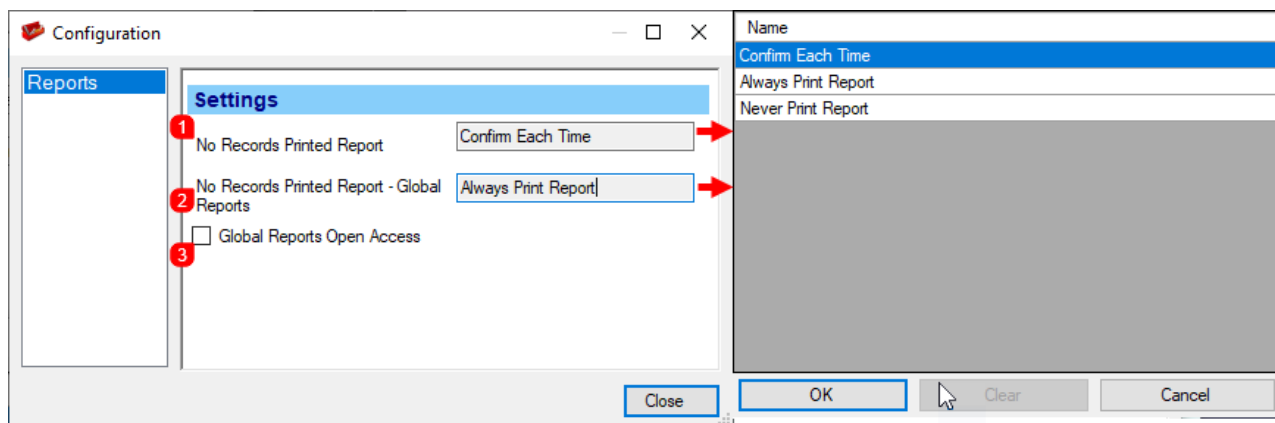
This report lists the following information about each general ledger account code (Excluding creditors [082...] and lot owners accounts [021..]): Code Number, Description, Master Type, List P/L, B/S, +/-, End, U/L, P/L.

## 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.