

Reports / Utilities (Global) | Utilities

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The instructions in this article relate to **Reports / Utilities Global** and the **Utilities** option. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Whilst throughout StrataMax you may print a single report for multiple buildings, the global menu allows for the production of consolidated reporting.

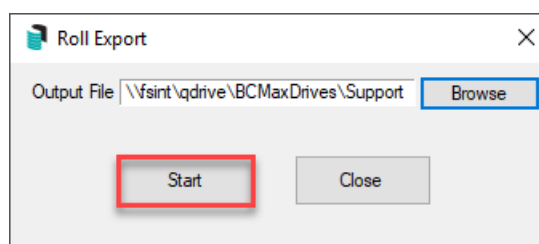
Roll Query

The Roll Query facility allows you to create a report of specific combinations of roll information for all tagged buildings that may not necessarily be available in one of the regular BCMMax reports. The query is saved in BCMMax for future use and the results may be printed or saved. If the results are saved to a file, the information will be in ascii text with no delimiting. Most BCMMax users will view the information generated and maybe print the results.

1. Search or select **Reports / Utilities (Global)**.
2. Click *Utilities > Roll Query*.

Roll Export

1. Search or select **Reports / Utilities (Global)**.
2. Click *Utilities > Roll Export*.
3. To create a ROLLEXP.TXT file, note the Output File pathway/location.
4. Click *Start*.
5. Tag the building/s and click *Ok* and then select *Close* on completion.
6. The roll data has now been exported for the selected building/s into the file.
7. Browse through Windows to the Output File pathway/location to locate the text file.



Legal Action

The *Legal Action* function is for keeping track of Lot A/cs which have been sent to a debt collector for legal action to recover outstanding levies. When there has been a change in the balance of a Lot A/c the Collection Agent will need to be advised by either printing the ledger card for any Lot A/c which has had any action since the last one was sent, or print the Legal action balance report and limit it to the specific agency or notify the agencies by email. Refer to further details in the [Legal Action article](#).

Business Activity Statement

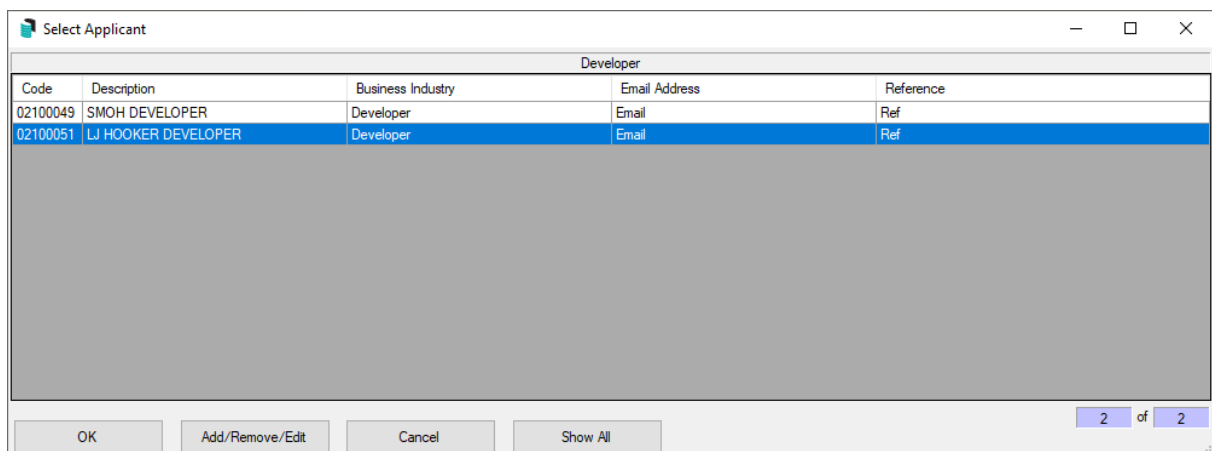
Refer to the [Business Activity Statement](#) icon for a review of all registered buildings, including period and next-end (reporting) date. Use [Search BAS](#) to query BAS for a single property or across the portfolio and for current or past BAS information.

MultiPay Creditors

This function provides the ability to enter creditor commitments to a certain creditor from all or selected buildings. Refer to the [MultiPay article](#).

Developers List

1. Search or select **Reports / Utilities (Global)**.
2. Click *Utilities > Developers List*.



3. Highlight developer name and click *OK*.
4. Select from the list of options available.

Select Option for LJ HOOKER DEVELOPER X

Make List of Developer Pay Lots

Make List of Developer Pay Levies

Make List of Developer Pay Lots and Developer Pay Levies

View Developer Lot List

View Developer Pay Levies

Close