Reports / Utilities (Global) | Custom Queries

Last Modified on 07/05/2024 9:45 am AEST

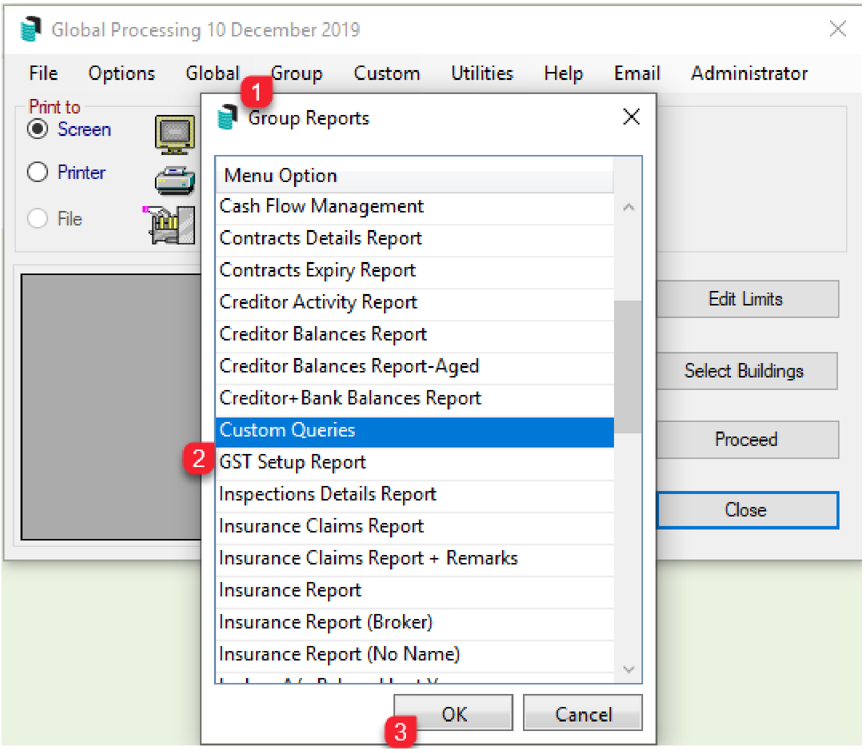
Instructions in this article relate to *Custom Queries,* which is an option in the *Group* menu ***Reports/Utilities Global***. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Custom Queries may be produced for specific a Management Office, Strata Manager, State, or buildings. All Custom Queries are produced in Excel for greater sorting functionality. When selecting buildings the filter can be used to select only lost buildings, buildings for a specific manager etc.

Generating a Custom Query Report

The report will automatically open in Excel, so there is no requirement to set 'Print to' options.

1. Search or select ***Reports / Utilities Global***.
2. Click *Group* to open the *Groups Reports* window.
3. Select *Custom Queries* (scroll down the list a little bit), then click *OK*.

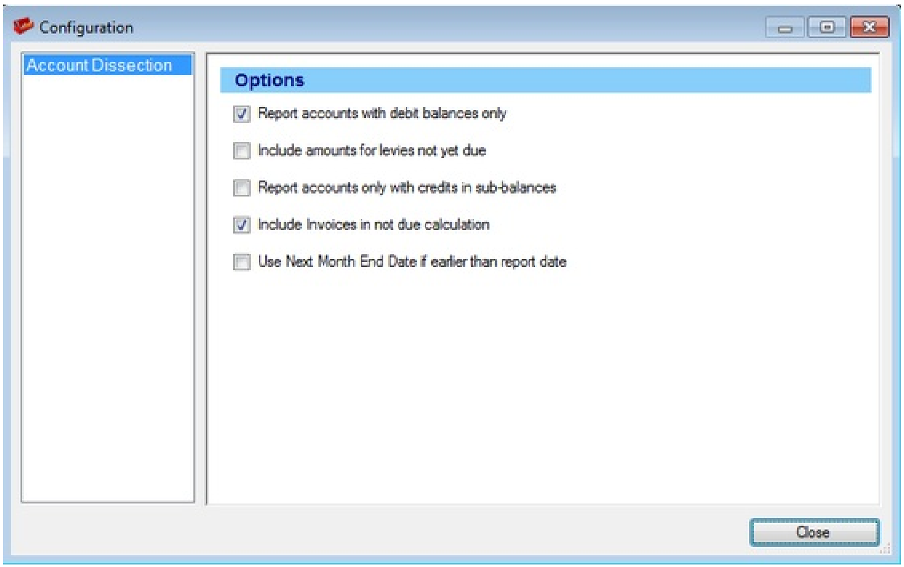


4. Click the *Select Buildings* button on the right, then in *Building List* tag the required building/s and click *OK*.
5. Click the *Proceed* button on the right, and the *Custom Queries* list will appear.
6. Select the Custom Query report required and click *OK*.
7. Please refer to the instructions below for specific details on each report available.

Arrears Worksheet / Arrears Worksheet Summarised Other

This query will provide a consolidated Account Dissection report based on the report settings selected in the *Options* screen. The 'Arrears Worksheet' will include the balances for each *Invoice Field* (additional funds) instead of consolidating to 'Other'.

The following configuration options will now display, tick the required options and click *Close*.



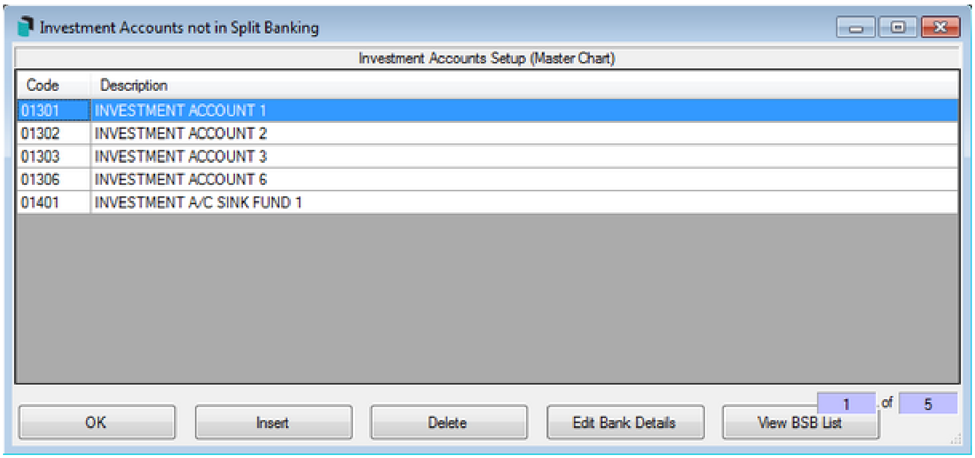
Example of Arrears Worksheet / Arrears Worksheet Summarised Other:

Body Corp No	Body Corporate Name	Account Manager	Code	Lot Number	Unit Number	Admin Fund Balance	Special Admin Fund	Sinking Fund	Special Sinking	Overdue Interest	Other Balance	Year to Date Bal.	Legal Action	Report Date
70161	TRAINING EXAMPLE 1	Training	02100001			302.41	0.00	625.00	0.00	0.00	0.00	927.41	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100002			7057.24	0.00	1875.00	0.00	0.00	0.00	8932.24	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100003			5504.83	0.00	1250.00	0.00	0.00	0.00	6754.83	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100004			3904.83	0.00	1250.00	0.00	0.00	0.00	5154.83	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100005			3704.83	0.00	1250.00	0.00	0.00	0.00	4954.83	No	14/07/2011
70162	TRAINING BUILDING	Training	02100001			1350.00	0.00	225.00	0.00	0.00	0.00	1590.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100002			3600.00	150.00	675.00	0.00	0.00	0.00	4425.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100003			2400.00	100.00	450.00	0.00	0.00	0.00	2950.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100004			2400.00	100.00	450.00	0.00	0.00	0.00	2950.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100005			1590.00	100.00	450.00	0.00	0.00	0.00	2140.00	No	14/07/2011
1234	TRAINING	Training	02100001			929.03	0.00	385.23	0.00	0.00	0.00	1314.26	Yes	14/07/2011
1234	TRAINING	Training	02100002			365.87	0.00	192.62	0.00	0.00	0.00	558.49	Yes	14/07/2011
1234	TRAINING	Training	02100003			931.75	0.00	385.23	0.00	0.00	15.00	1331.98	No	14/07/2011
1234	TRAINING	Training	02100004			817.29	0.00	385.23	0.00	0.00	0.00	1202.52	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100002			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100003			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100004			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100005			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011

Bank Account Statistics

This query will produce a report for the bank account details for specific account codes, as well as specifically tagged fields from ***Building Information***.

1. Tag the fields that you would like to include from ***Building Information***, click *OK*.
2. Tag fields from the Bank Account to be included in the report, click *OK*.
3. To include any investment accounts in the report, use the following screen to insert the Investment Account/s. To do so, click 'Insert' and select the investment account and click *OK*, repeat for each investment account required.
4. Press *OK* to run report – the report will open in Excel.



If the bank account total is not matching, check that the building has the master chart investment account codes available.

Example of Bank Account Statistics Report:

Body Corp No	Body Corporate Name	Bank Account Title (1)	Bank Account Title (2)	Bank Account Title (3)	BSB Number	Bank Account Number	ABN
1234	TRAINING	THE OWNERS	TRAINING	CTS 1234	064-112	10201261	ABN 99 999 999 201
70162	TRAINING - ACCREDITATION	Body Corporate For Training	Accreditation - 70161		014-074	111154125	
1114	TRAINING - ELECTRICITY	The Owners	Training - Electricity	B.F.P. 1114	014-074	12345679	
70161	TRAINING - SESSION 1B	Body Corporate For Training	Accreditation - 70161		183-334	12344879	

Bank Bal YTD	Bank Bal LY	Admin Fund YTD	Admin Fund LY	Sink Fund YTD	Sink Fund LY	Investment A/c's Total	Total Bank Balances	Num of Cheques	Num of EFTs
231.49	75.28	-2075.54	99.35	2772.32	1472.00	0.00	231.49		
15678.00		11376.00	0.00	2250.00	0.00	-10.00	15668.00		
461.10	0.00	554.09	0.00	0.00	0.00	0.00	461.10		
21240.00	16615.00	41514.14	20700.00	6250.00	0.00	0.00	21240.00		

The report screen shot is split into two sections due to the number of columns in the report.

Bank Details for all Selected Banks

This report is primarily for the reporting of information of all banks.

1. Tag the bank/s.
2. Click *OK*.

Committee Extract

This query will produce a report for tagged fields from the Office Bearer's menu, including or excluding resigned members for the selected buildings.

1. Tag the required fields to produce the report.
2. To exclude resigned – Press Exclude Resigned.
3. Click *OK*.

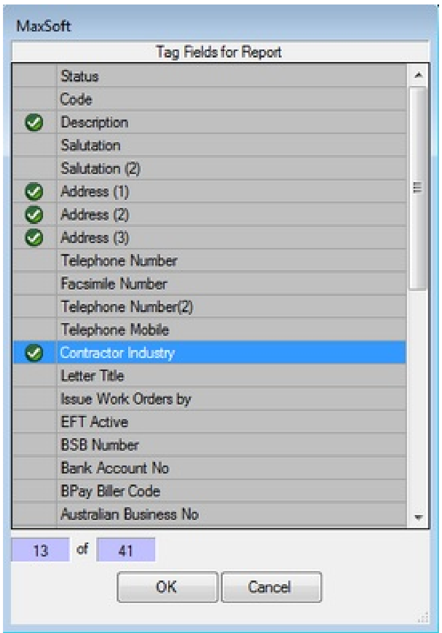
Example of Committee Extract Report:

Body Corporate Name	Body Corp No	Code Number	Reference Name	Full Name (1)	Office Held	Business Telephone	Mobile Telephone	Date of Appointment	EMail	Send Status Reports	Letter Title
TRAINING	1234	00000001	BODY CORPORATE MANAGER	Body Corporate Mgr	Body Corp. Manager	07 3219 3633		21/10/1997		N	
TRAINING	1234	00000003	GRAHAM R J	Rod Graham	Treasurer		0402 565858	8/02/2011	test12389@hotmail.com	Y	Ms Graham
TRAINING	1234	00000004	PAINTER J N	James Painter	Chairperson	3362 0214	0433 558777	8/02/2011	paint@optus.com.au	Y	Ms Painter
TRAINING	1234	00000005	OLDMEADOW E M	Ester Oldmeadow	Secretary		0400 558111	8/02/2011	msold@bigpond.com	N	Ms Oldmeadow

Creditor Maintenance

This query will produce a report for tagged fields from the Creditor Maintenance button, for the selected buildings.

1. Tag the required fields to produce the report.
2. Click *OK*.



Creditor Payments Volume

This query will produce a report for all selected buildings for a specific period

1. Tag All or Specific Creditor Account Codes to report.
2. Click *OK*.

GLMax Debtor Compare

This report will compare the GLMax Body Corporate Management Debtors balance to the BCMax Creditor record balance. This report will only be 100% effective if the GLMax Company is reconciling the Debtor receipts via the GLMax Bank Account, it will however provide a quick report to determine the amount unpaid to the GLMax Company from the BCMax Buildings.

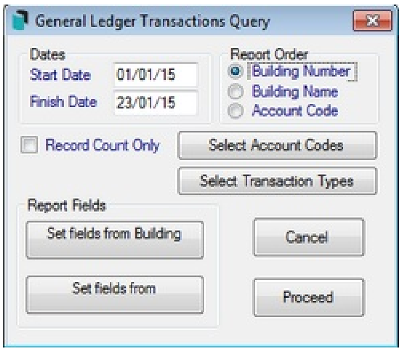
This report does not require any specific settings.

1. Select GLMax Debtor Compare.
2. If there is more than one management company set in GLMax, select the appropriate company.

General Ledger Transactions

This report is for extracting individual transactions for a certain period, set to specific criteria as required.

1. Select *General Ledger Transactions*.
2. Enter a Start and Finish Date.
3. Select the Report Order: Click either Building Number /Building Name / Account Code.
4. Click on Select Account Codes, Tag account codes required to report and click *OK.*
5. Click on Transaction Types, only Tag transaction Types to report those only and click OK. (No need to tag all to report all, this will be automatic).
6. Click on Set fields from Building Info, then tag required fields and click *OK*.
7. Click on Set fields from Transactions, then tag required fields and click *OK*.
8. Click *Proceed*.



Example of General Ledger Transaction Report:

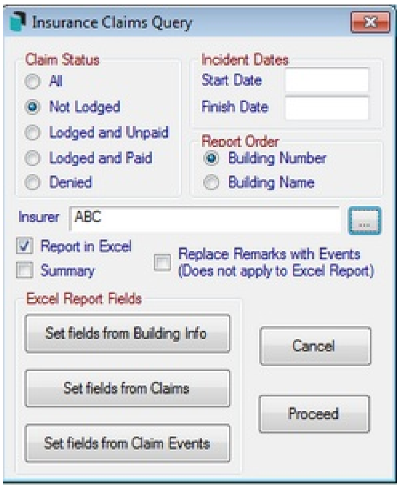
Body Corp No	Body Corporate Name	Financial Year Start Date	Date	Account Code	Type	Presented	Amount	Invoice Code	Description	Reference	Extra Details
1234	TRAINING	1/12/2010	1/12/2010	206	P	P	-5.10	00	Credit Interest	B0000054	
1234	TRAINING	1/12/2010	4/01/2011	206	P	P	-4.07	00	Credit Interest	B0000061	
1234	TRAINING	1/12/2010	1/02/2011	206	P	P	-3.18	00	Credit Interest	B0000065	
1234	TRAINING	1/12/2010	1/03/2011	206	P	P	-2.38	00	Credit Interest	B0000069	
1234	TRAINING	1/12/2010	25/03/2011	108	J	P	-15.00			J0000421	R0000047
1234	TRAINING	1/12/2010	25/03/2011	108	R	P	110.00	01	Deposit	R0000048	Direct Dep.
1234	TRAINING	1/12/2010	27/05/2011	206	R		-4.55		Interest NM test	R0000049	

This example shows all the 'Interest Received' transactions for a particular Building for a particular period as well as including Financial Year End from Building Info.

Insurance Claims Report

This report will generate a global report for ***Insurance Claims*** and can be defined by the status of a claim and may include fields from ***Building Information***.

1. Click on the Insurance *Claim Status* required.
2. Enter the *Start* and *Finish Dates*.
3. In *Report Order*: select either *Building Number* or *Building Name*.
4. Click the ellipsis *[...]* button to select an insurer, click on the Insurer and click *OK*.
5. Tick *Report in Excel* to produce the report in Excel.
6. Click *Set Fields from Building Info*, then tag required fields and click *OK*.
7. Click *Set Fields from Claims*, then tag required fields and click *OK*.
8. Click *Set Fields from Claim Events*, then tag required fields and click *OK*.
9. Click *Proceed*.

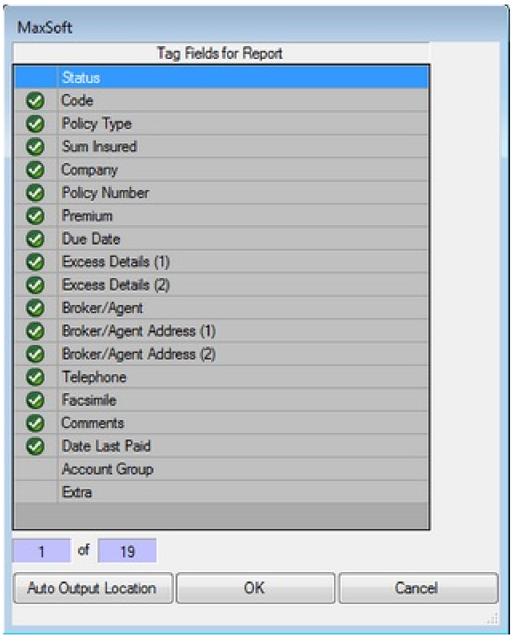


Example of Insurance Claims Report:

Body Corporate Name	Body Corp No	Code	Policy Type	Sum Insured	Company	Policy Number	Premium	Due Date	Date Last Paid
TRAINING	1234	901	BUILDING	835,120	Zurich Australian Insurance	432000218GST	1,421.02	2/12/2011	30/11/2010
TRAINING	1234	902	PUBLIC LIABILITY	10.000,000	Zurich Australian Insurance	432000218GST		2/12/2011	30/11/2010
TRAINING	1234	904	OFFICE BEARERS LIAB	1000,000	Zurich Australian Insurance	432000218GST		2/12/2011	30/11/2010
TRAINING	1234	914	WORKERS COMPENSATION		WorkCover Queensland	WCA100132808	250.00	30/06/2011	30/08/2010
TRAINING	1234	915	LOSS OF RENT	125,268	Zurich Australian Insurance	432000218GST		2/12/2011	30/11/2010
TRAINING	1234	918	FIDELITY GUARANTEE	50,000	Zurich Australian Insurance	432000218GST		2/12/2011	30/11/2010
TRAINING	1234	919	VOLUNTARY WORKERS	100K/1000	Zurich Australian Insurance	432000218GST		2/12/2011	30/11/2010
TRAINING BUILDING	70162	901	BUILDING	1000000	Craigs Insurance	POL 1111111	1,200.00	1/08/2009	1/06/2008
TRAINING BUILDING	70162	902	PUBLIC LIABILITY	500000	Company Insurance	POL 1111111	-	1/08/2009	1/06/2008
TRAINING BUILDING	70162	903	COMMON CONTENTS	10000	Company Insurance	POL 1111111		1/08/2009	1/06/2008
TRAINING BUILDING	70162	9041	OFFICE BEARERS	$10,000.00	Company Insurance	POL 1111111		1/08/2009	1/06/2008
TRAINING - SESSION 1B	70161	901	BUILDING	1000000	Company Insurance	POL 1547897	1,200.00	1/06/2011	1/06/2008
TRAINING - SESSION 1B	70161	902	PUBLIC LIABILITY	500000	Company Insurance	POL 1547897	-	1/06/2011	1/06/2008
TRAINING - SESSION 1B	70161	903	COMMON CONTENTS	10000	Company Insurance	POL 1547897		1/06/2011	1/06/2008
TRAINING - SESSION 1B	70161	9041	OFFICE BEARERS	10000	Company Insurance	POL 1547897		1/06/2011	1/06/2008

Insurance Extract

1. Tag fields required to report and click *OK*.



Last BAS/ ATO Report

This report will show the Last BAS period end, amount, ATO Creditor Code and ATO Creditor balance.

1. This report does not require any specific settings – click *Proceed*.

Example of LAST BAS/ ATO Report:

Body Corporate Name	Body Corp No	BAS Period End	Net BAS Amount	ATO Code	ATO Balance
TEST STRATA PLAN	82124	30/06/2011	3718.00		
ABC BUILDING	28835	30/06/2011	12663.00	08210500	0.00
TRAINING	70012	30/06/2011	-4659.00	08200444	4659.00

Levy Records with Paid Dates

This report will detail, by account, levies raised for each fund, date of generation, amount for each fund and payment / balance details. The 'Show Summary' will consolidate this information for each Building instead of each account.

1. Enter the 'Start Date' and click *OK*.
2. 'Show in Excel' will report all information shown; or for a summary click *Show Summary*, then click *Show in Excel*.

Month End Dates

This will report the Building Name, Number Financial Year End and the Last Month End.

1. This report does not require any specific settings – click Proceed.

Example of Month End Dates Report:

Body Corporate Name	Body Corp No	Financial Year End	Last Month End
TRAINING BCMAX 2 - TASK 1	24109	31/05/2009	30/06/2008
TRAINING - ACCREDITATION	70162	31/05/2009	30/06/2010
TRAINING - ELECTRICITY	1114	30/04/2010	30/06/2010
TRAINING - SESSION 1B	70161	31/05/2010	30/06/2010
TRAINING ACCRED 4	40000	31/12/2010	30/06/2010
TRAINING ACCREDITATION 2	28107	31/05/2009	30/06/2010
TRAINING ACCREDITATION 2 2009	26262	31/10/2009	30/06/2010
TRAINING ACCREDITATION 3	9876	31/05/2010	30/06/2010
TRAINING	1234	30/11/2011	30/04/2011

New Development (NSW) Initial Period

This report is for reporting on New Developments in NSW to determine if the Initial Period has passed. The initial period is determined when more than 1/3 of the entitlements have been sold /transferred. This will assist to calculate the latest date for the First AGM which is two months after the transfer date that created the Initial Period. The report shows the aggregate entitlements, total of transferred entitlements, date of 1/3 transfer and also the last date that the AGM can be held –i.e. 2 months after 1/3 transfer. The 'First Annual General Meeting' date in Building Info must be blank.

Example of New Development (NSW) Initial Period Report:

Building Number	Building Name	A/c Code	A/c Name	Lot Number	Entitlements	Transfer Date
7071	SP 7071		Date of Registration of Plan		1000.00	8/09/2006
7071	SP 7071	02100003	P.R.FLEISCH & D.C.FLEISCH	00003	167.00	4/01/2005
7071	SP 7071	02100004	JE PTY LIMITED	00004	154.00	18/02/2008
7071	SP 7071	02100001	MS SYL NAH	00001	183.00	19/02/2008
7071	SP 7071		Entitlements Sold		504.00	
7071	SP 7071		Initial Period End Date		0.00	19/02/2008
7071	SP 7071		Last Date of First AGM		0.00	18/04/2008

Initial Period end is the date of trasfer where 2/3 of entitlements are sold
Last Date of First AGM is calculated 2 months after Initial Period End Date

Overdraft Report

This will report the balance of the Cash at Bank, Overdraft Amount and reason for the same.

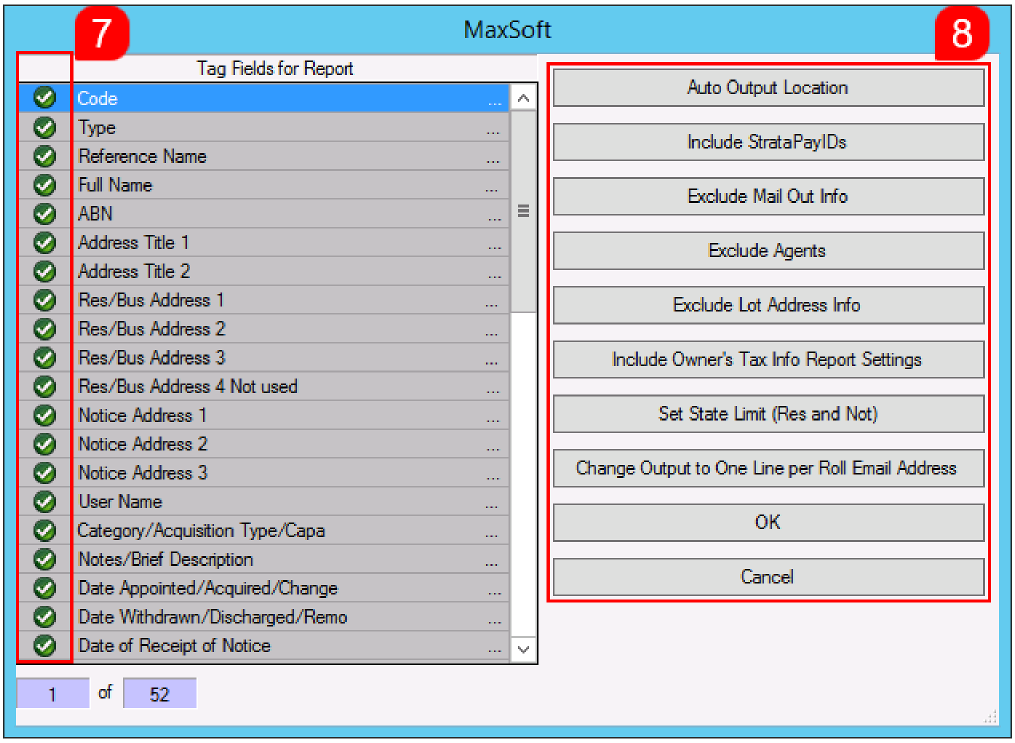
Example of Overdraft Report:

Building Number	Building Name	Date	New OD Amount	Reason	User Name	Balance	Stored OD Value
1234	TRAINING	22/06/2011	0.00	Per BCM	lmccoustra	231.49	0.00

Owner Extract

This report will allow all Owners / Agent records to be extracted, based on specific fields from the Roll and can include StrataPay Reference Numbers, Mail Out Preferences (including Agents), Email Address, Lot Address Editor and Owner Tax Report preferences. The report is useful if wanting to identify what lots a Real Estate Agent manages as these can be reported on separate lines if *Include Agents* is selected.

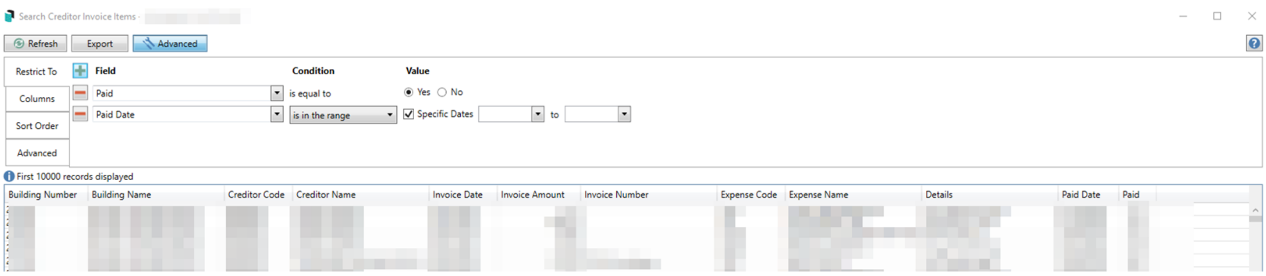
1. Search or select ***Reports / Utilities Global***.
2. Click the *Group* menu, and the list of *Groups Reports* will appear.
3. Select *Custom Queries* (scroll down the list a little bit), then click *OK,* which will close the list.
4. Click the *Select Buildings* button on the right, then in *Building List* tag the required building/s and click *OK*.
5. Click the *Proceed* button on the right, and the *Custom Queries* list will appear.
6. Select *Owner Extract* (scroll down the list a little bit) and click *OK*.
7. The window with the *Tag Fields for Report* list will appear, so tag the required fields to include in the report.
8. Some of the labels on the buttons on the right side are dynamic and will change when you click them. For example, clicking the 'Exclude Agents' button will change it to 'Include Agents'. This means that Agent information will be excluded from the extract. This is how to toggle between including and excluding the additional information.



9. When ready, click *OK* and the extract will open in Excel. You must use the 'Save As' option for saving so that you can choose where to the the .xlsx file.

Payment Statistics

This report has been replaced by ***Search Creditor Invoice Items***. ***Search Creditor Invoice Items*** allows for customisable search criteria to be created and saved including date ranges, building details, supplier/creditor details, payment details, and more.



Unpresented Cheques (EFT) & Credits Report

This report has been removed from Custom Queries can is now located here as Unpresented Payments and Receipts Report. This report can be produced to assist with identifying stale cheques, receipts that have been presented at the Bank, Payments that might not have been processed correctly. This report should be generated prior to Financial Year End Rollover to assist with any adjustments which might be required.