

Account Manager Income Query

Last Modified on 24/06/2025 9:17 am AEST

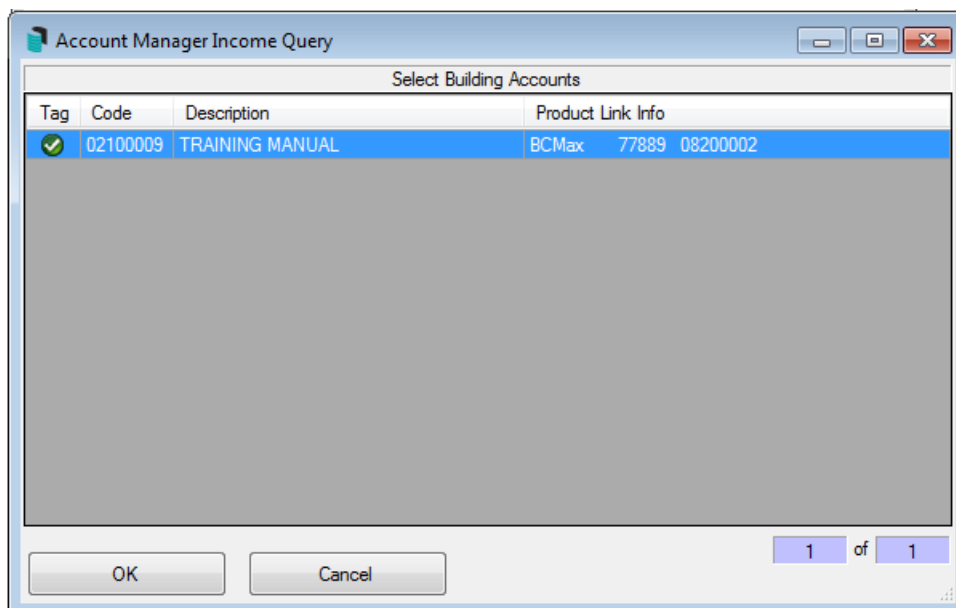
The A/c Manager Income Query produces an income report in Excel showing the total of the income raised for each time an 'Invoice Code' for a building or buildings has been processed, within the specified date range set. This Report can only be run in the Current Financial Year, so we recommend that this is done immediately prior to the Year End Rollover.

This report will also provide a summary of income totals and breaks it down into three different displays types:

- The total income for each invoice code.
- The total income for each Account Manager.
- A list of the Account Managers and the total income raised for each of the Invoice Code.

Creating Account Manager Income Query

1. In GLMax, search or select ***A/c Manager Income Query***.
2. Tag one of more buildings you would like to produce this report for and click **OK**.



3. Enter the 'Start Date' for the period you wish to report on and click **OK**.
4. Enter the 'End Date' and click **OK**.
5. Tag the 'Invoice Codes' you wish to report on and click **OK** (if you don't tag an invoice code it will automatically select all).

Account Manager Income Query

Select Invoice Codes

Tag	Invoice Code	Description	Ledger Code
	00	Sundry	108
✓	23	Management Fee	110
✓	01	Photocopying	1071
	22	BAS	110
✓	02	Laser Copies	1071
	03	Color Copies	1071
	04	Telephone (Inter)	1072
	05	Telephone (Aust)	1072
	06	Faxes (In)	1073
	07	Faxes (Out)	1073
	08	Faxes (Inter)	1073
	09	Postage	1074
	10	Courier	1074
	11	DX	1074
	12	Marbig Folders	1075
	13	Half Arch	1075
	14	A4 Dividers	1075
	15	Minute Book	1075
	16	Multi Tabs	1075
	17	Envelope (Small)	1075

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OK Cancel

6. Tag one or more Account Managers and click **OK**.

Account Manager Income Query

Select Account Managers

Tag	Account Manager	Work Group
	Account Manager	
	Account Manager	
	Account Manager	
	Account Manager	
	Account Manager	
	Account Manager	
	Account Manager	
✓	Account Manager	
✓	Account Manager	
✓	Account Manager	
✓	Account Manager	
✓	Account Manager	
✓	Account Manager	
	Account Manager	

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OK Cancel

Note: If you have an Account Manager that you have deleted off the system and you wish to report all transactions for the building regardless of who managed the building, run the report without selecting any Account Manager, this will then use the dates selected the bring up all transactions.