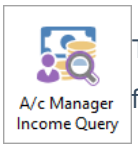
Account Manager Income Query

Last Modified on 23/07/2026 10:51 am AEST



The instructions in this article relate to ***A/c Manager Income Query.*** The icon may be located from ***GLMax*** on your *StrataMax Desktop* or found using the *StrataMax Search*.

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. These reports can be produced from GLMax for a date range and there are three styles of reports:

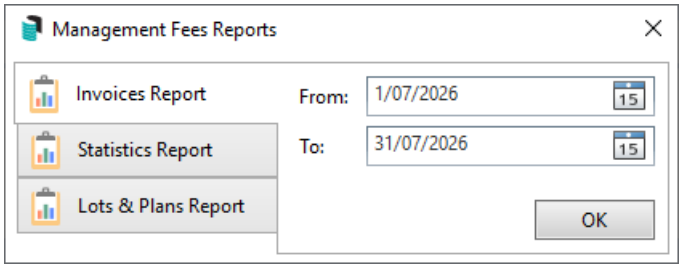
- Income Report (schedule B, additional recoveries, extra charges)
- Statistics Report
- Lots & Plans Report (how many lots & plans under management)

The Account Manager Income Query also provides a summary of income totals and breaks it down into five different display types:

- Management Fees Invoices
- By Building
- By Manager
- By Office
- By Description

Creating Account Manager Income Query

1. From GLMax, select the Company from the Building Selector tool.
2. Search or select ***A/c Manager Income Query.***
3. The Invoices Report tab will be selected - this can be adjusted to Statistics Report or Lots & Plans Report if required.



4. Enter the *From* date for the period you wish to report on.
5. Enter the *To* date and click *OK.*
6. The Excel report will be produced and can be filtered as required. Refer to each tab in Excel for the data reported as Management Fees Invoices, By Building, By Manager, By Office, By Description.

AccountManager	InvoiceCode	InvoiceDescription	TotalFeeAmount
	00	Sundry	105.00
	01	Management Fees	500.00
	04	Tax Return Fee	775.00

Management Fees Invoices | By Building | By Manager | By Office | By Description