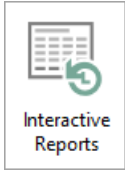


# Interactive Reports

Last Modified on 14/05/2026 2:22 pm AEST



The instructions in this article relate to the **Interactive Reports** screen. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

**Interactive Reports** has been designed to review financial statements for the property's current and old year, and drill into any account code to view the transactions, payment details, as well as any attached documents, such as invoices.

## Using Interactive Reports

**Interactive Reports** include a number of reporting tools that can be used to assist with account queries; each account code can be clicked to view transactions. Some include *Levies in Arrears* and *Levies in Advance*, which enable the user to select between different reporting formats.

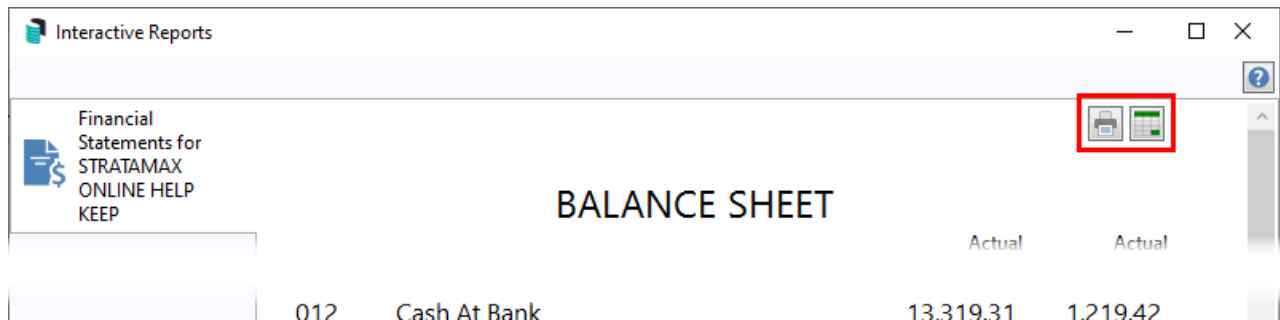
The **Security Setup** setting is titled 'Interactive reports' and access must be granted to use this menu. Please discuss access with your office Administrator responsible for StrataMax Security Setup.

1. Search or select **Interactive Reports**.
2. Click on the *Account Code* line or the icon to the left of the account code number, and depending on what type of code you click on, either an additional tab will be opened to the left, or a new window will appear, resembling one of the StrataMax 'Search' screens.
3. Click *Export* to export the results to Excel, or click *Report* to produce a Transaction Report PDF-style report using the Report Distribution window.
4. Click the red 'X' button to close a tab, or the *Close* button to close the 'Search' window.

Transactions will be ordered by selected financial year based on the transaction date followed by previous financial year; column names can be clicked on to change the sort order.

## Print Financial Statements

A copy of the *Presentation Financial Statement* can be printed by clicking on the *Printer* icon at the top right of the page, and a set of financials can also be exported by clicking on the *Excel* icon.



		Actual	Actual
012	Cash At Bank	13,319.31	1,219.42

## Arrears & Advance Lot Account Codes

The Arrears & Advance account codes on the Balance Sheet are totalling accounts. Clicking on accounts codes that relate to lot balances will open a tab that provides a list of all lots with an account balance. The format displayed is based on whether the user selects the *Lot Balances* or the *Lot Account Dissection* icon; if the account code name is selected, the default format displayed will be *Lot Balances*.

Clicking on a the button for a lot will open the *Local Transactions* window for the lot's code with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, etc.

Interactive Reports

Financial Statements for STRATAMAX ONLINE HELP KEEP

## BALANCE SHEET

		Actual 30/09/24	Actual 31/05/24
<b>OWNERS FUNDS</b>			
004	Administrative Fund	-9,520.77	-9,594.69
005	Sinking Fund	-52,930.00	-52,930.00
	<b>TOTAL</b>	<u>-62,450.77</u>	<u>-62,524.69</u>
<b>THESE FUNDS ARE REPRESENTED BY</b>			
<b>CURRENT ASSETS</b>			
012	Cash At Bank	61,456.00	61,356.00
0221	Levies In Arrears	4,900.00	4,900.00
0222	Other Arrears	900.00	900.00
0224	Interest On Overdue Levies	325.57	288.49

Lot Balances

Interactive Reports

Financial Statements for STRATAMAX ONLINE HELP KEEP

Account Code	Lot Number	Unit Number	Administrative Fund	Sinking Fund	Other	Total
02100001	1	1	-3944.80	0	0	-3944.80
02100002	22	22	1000.00	0	65.32	1065.32
02100003	3	3	1000.00	0	65.32	1065.32
02100004	4	4	1000.00	0	65.32	1065.32
02100005	5	5	1000.00	0	65.32	1065.32
02100006	6	6	900.00	0	964.29	1864.29

Local Transactions for 02100006 - STRATAMAX ONLINE HELP KEEP 300621

Refresh Export Advanced

Field Condition Value

Year is equal to Current Year

Date is on  Specific Dates

6 records displayed

Batch No	Date	Type	Amount	Description	Reference	Related Description	Related Account Description	Related Account Code	Extra Details
000	01/06/2024		900.00	Brought Forward	J0000475				
000	01/06/2024		57.49	Brought Forward	J0000476				
000	01/06/2024		900.00	Brought Forward	J0000477				
001	30/06/2024		2.22	Interest to 30/06/24	J0000493				
014	31/07/2024		2.29	Interest to 31/07/24	J0000529				
015	31/08/2024		2.29	Interest to 31/08/24	J0000541				

Details Print Load/Edit/Delete Search Save Search Save Search As Close

### Levies billed not yet due A/c 0220

When levies have generated before the due date, the income entries are posted to the '0220' code in preparation for posting on the due date of the levy. This account code is commonly not listed on the Financial Statements (unless configured) and Interactive Reports can be used to view this account code if required.

## Creditor Balance Account Codes

Clicking the creditors balance sheet account code (082) under the *Current Liabilities* header will open a new window called 'Creditor Balances', which displays a list of any creditors with a current balance.

This screen has the same features and functions as the [Search Creditor Invoice Items](#) screen, with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, tag paid invoices, place invoices on hold, etc.

The screenshot shows the 'Creditor Balances' window for account code 082. The window title is 'Creditor Balances - STRATAMAX ONLINE HELP KEEP 300621'. The account code 082 is highlighted in a red box, along with its balance of -1,586.00 and a sub-total of -1,475.00. Below the header, there are filtering options for 'Current Building', 'Creditor Name' (set to 'starts with'), and 'Has Balance' (set to 'is equal to' with 'Yes' selected). A table displays 4 records:

Creditor Code	Creditor Name	Balance	Invoice Total	Credit Note Total	On Hold Total
08200012	ABC Painting Co	111.00	111.00	0.00	0.00
08285380	CHU STRATA INSURANCE	450.00	450.00	0.00	0.00

Below the table, there is a summary for account code 300621: STRATAMAX ONLINE HELP KEEP, Balance: 111.00, Invoice total: 111.00, Credit Note total: 0.00. A summary for account code 08200012: ABC Painting Co, Yes - Approved, is also shown. An invoice list is displayed with columns: Invoice Number, Date, Work Order, Hub, BPAY CRN, Reference, Description, Expense Account, Amount, Paid Amount, Hold. One invoice is shown: 27/09/2024, 88884444, D0000023, Painting - External, 15805 PAINTING - EXTERI, 111.00, 0.00. At the bottom, there are buttons for 'View Creditor Contact', 'Invoice Activity Report', 'Aged Balances', 'Print', 'Load/Edit/Delete Search', 'Save Search', 'Save Search As', and 'Close'.

## Income and Expense Account Codes

Clicking on an expense account code will open the *Local Transactions* window for the code with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, etc.

The screenshot shows the 'Local Transactions' window for account code 15805. The window title is 'Local Transactions for 15805 - STRATAMAX ONLINE HELP KEEP 300621'. The account code 15805 is highlighted in a red box, along with its description 'Painting - External', amount 111.00, and balance 0.00. Above this, there is a summary for 'EXPENDITURE - ADMIN. FUND' with account code 12105, Accounting, 0.00, and 500.00. Below the header, there are filtering options for 'Year' (set to 'is equal to' with 'Current Year' selected) and 'Date' (set to 'is on' with 'Specific Dates' checked). A table displays 3 records:

Batch No	Date	Type	Amount	Description	Reference	Related Description	Related Account Description	Related Account Code	Extra Details	Extra Text	Invoice Code	Invoice Code
017	26/09/2024		100.00	08200012 - Committed	DA000022 X	Painting - External	ABC Painting Co	08200012	099999			
020	26/09/2024		-100.00	08200012 - Committed	DA000022 Y	Painting - External	ABC Painting Co	08200012	REVERSAL			
021	27/09/2024		111.00	08200012 - Committed	DA000023	Painting - External	ABC Painting Co	08200012				

At the bottom, there are buttons for 'Details', 'Print', 'Load/Edit/Delete Search', 'Save Search', 'Save Search As', and 'Close'.

