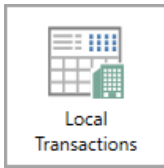


# Local Transactions

Last Modified on 16/05/2025 11:05 am AEST



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

**Local Transactions** has been designed for users to search transactions with the option of applying filters which can assist with reviewing account codes or financial queries. It also replaced *Transaction Entry* and *Transaction History* and can be used to find specific transactions and to extract data that can be used for analysis.

You can also edit the description of a transaction, including sundry non-creditor EFT Payments (Reference starting with 'F'), adjust the GST Tax Code, edit the EFT Reference, and adjust the account code by using the [Change Transaction Code function](#).

The transactions can also be searched across different financial years and searches can be saved to be produced quickly in the future, with an option to export to Excel. Each column can be clicked on to sort and descriptions can also be edited for Directs (reference starting with 'B'), receipts, debtor transactions (Reference starting with 'M0', but not those starting with 'MA'), and journals. There is also a tool to assist with quickly finding fields of text information. Use the top right corner and enter text into this field to search. Click *Find First* or *Find Next* to locate results.

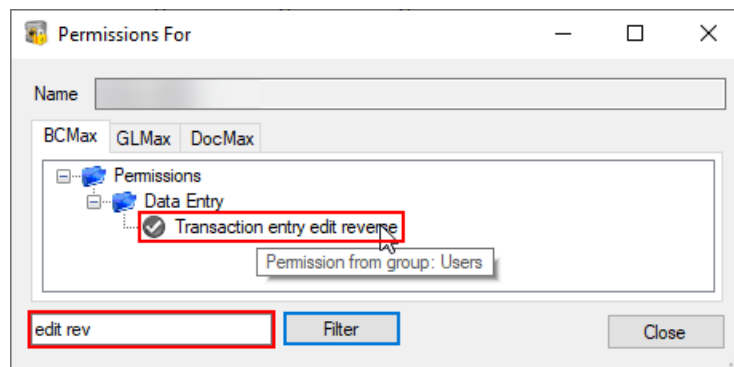
In the Reference column, a reversed transaction will be marked as a Y, and the original transaction will be marked with an X.

- Any transactions with X at the end of the reference are user-initiated transactions that have been reversed.
- Any transaction with Y at the end of the reference, are system generated transactions to reverse a transaction (with the X reference).

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## Local Transactions | Security

To edit the transaction description in **Local Transactions**, the user must have the 'Transaction entry edit reverse' permissions set to 'Allow'.



## Local Transactions | Column Details

This section gives explanations as to what each of the default columns represents.

- **Batch No:** Each journal set/transaction batch is allocated a Batch number, meaning the transactions were created together.
- **Date:** The date the transaction was either entered or the date entered when creating the transaction.
- **Account Code:** The account code the transaction is posted to.
- **Account Description:** The account code's description, which is managed in [Account Maintenance](#).
- **Type:** The type of transaction. Hover your mouse cursor over the icon to display a tooltip. Refer to the article on [Transactions in StrataMax](#).
- **Hidden:** Indicates whether the transaction has been hidden using the [Transaction Report Manager \(Hide Transaction\)](#).
- **Amount:** The amount of the transaction. A minus figure is a credit.
- **Running Balance:** Displays the running balance of the transactions
- **Invoice Code Description:** Only displayed for lot/debtor account transactions. Admin Fund, Sinking Fund, Maintenance Fund, Overdue Interest, Other - all set up in [Levy Invoice Code Setup](#).
- **Description:** The description of the transaction. If this is "Balancing entry" this is the contra side of a batch.
- **Reference:** Each transaction has a unique reference number. Refer to the [Transactions in StrataMax](#) article for further details.
- **Extra Details:** Reports the corresponding transaction reference or invoice number.
- **Extra Text:** The text displayed here will depend on where the transaction was entered. For example, if it was entered via [Payment Entry](#) as an owner refund or reimbursement, it will display the owner's name.
- **Fund Name:** Admin Fund, Sinking Fund, Capital Works Fund, Maintenance Fund, etc.
- **Account Group:** Used in Multi-OC buildings in Victoria to display which OC the transaction is in.
- **Cheque Book Reference:** Only displayed when the transaction *Type* is 'Cheque' and/or the *Reference* starts with a 'C'.
- **Posting Period:** The [Posting Period](#) relates to the month the transaction relates to. July = 17, August = 18, Sept = 19 etc.

## Local Transactions | Search Transactions

1. Search or select **Local Transactions**.
2. Use the 'Year' field to select a year value, including Current Year, Old Year or Historic Year. Or by removing or changing the 'Year' field to a different field, it will display the full history of transactions.
3. Use the 'Date' field to select a specific date or date range.

Field	Condition	Value
Year	is equal to	Current Year
Date	is on	Specific Dates
Account Code	is equal to	X

4. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
  - Based on the selected **Field**, the **Condition** can be changed if required, and then you can change/select the required **Value**.
5. Click the *Advanced* button to display additional tabs down the left side:
  - *Columns* to add, remove, or change the order of the columns.
  - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.).
  - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
6. Click the *Refresh* button to search for the records.
7. If you would like to, you can export the data to an Excel sheet, by clicking the *Export* button.

Field	Condition
Year Code	is on
Date	is on
Account Code	is equal to

8. In addition you can save this search, including the filters, columns, etc. by saving it as a 'Saved Search'.  
See the [Local Transactions | Saved Searches](#) section below.

## Local Transactions | Edit Transaction Description

1. You can either double-click the record/transaction you would like to edit or select the transaction and click the *Details* button.
2. If the *Description* can be edited, there will be a grey line round the text.
3. Edit the text (limited to 20 characters) and click *Save*.

Transaction Details - STRATAMAX ONLINE HELP 104105

Batch:	001
Date:	16/06/2020
Account:	014 RECEIVABLES
Type:	J
Presented:	P
Amount:	-5.63
Description:	BOQ Inte To 31/05/20
Reference:	J0073352
Extra Details:	J0073239
Extra Text:	TD22320440

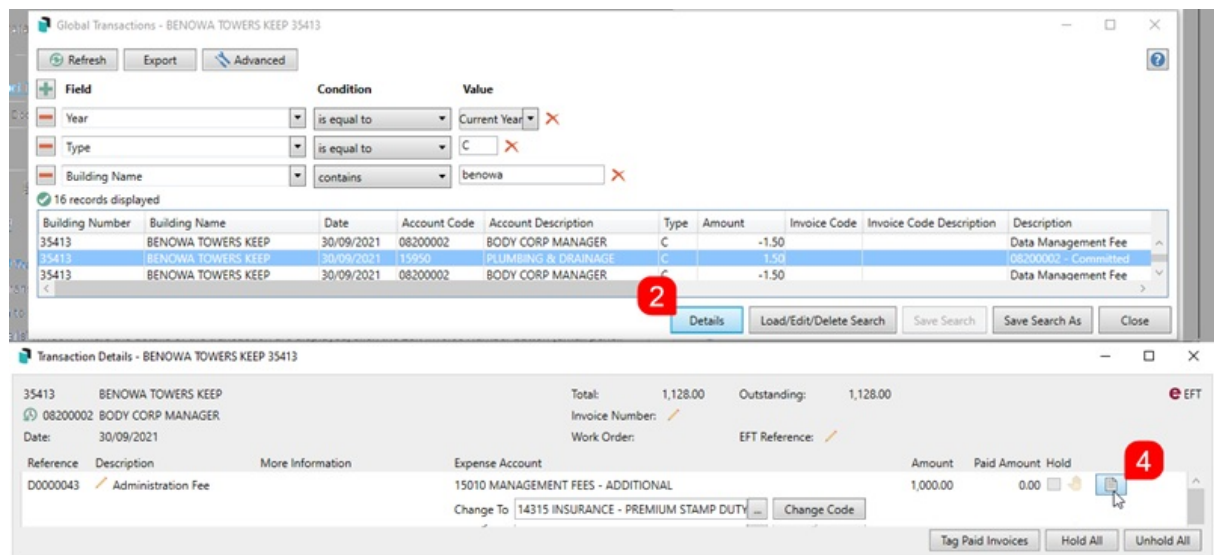
Save Close

4. The description will not update automatically on the **Local Transactions** screen, so the *Refresh* button will need to be clicked again to see the updated *Description* text.

Each column can be clicked on to sort the order of transactions.

## Local Transactions | View Document/Invoice

1. Search or select **Global Transactions** or **Local Transactions**.
2. Locate and select the transaction by adjusting the **Fields** as required, then clicking *Refresh*.
3. Click the *Details* button to display the 'Transaction Details' window.
4. In the 'Transaction Details' window where the details of the transaction are displayed, click the *Document* icon on the far right.



5. The [DocMax](#) 'Document View' window will open with the document displayed.

## Local Transactions | Change Transaction Code

If you have taken over a property from another manager, local account codes may exist for the new building that do not align with your master chart of accounts. If you need to merge or move all of the local transactions from one expense code to another expense code, then you should use [Change Code Number](#).

The [Change Code](#) function is used to move individual transactions from one income or expense account code to another. If the two account codes (transfer from and to) are within the same fund or account group, most transaction types may use this process. This function cannot be used on account codes that are setup to report as either Main or Sub-Accounts, so [Journal Preparation](#) will need to be used.

If the building is configured for the [Invoice Hub](#) and the Creditor Invoice is pending approval, [Change Transaction Code](#) cannot be used until the Creditor Invoice has been Approved and is no longer on the [Invoice Hub](#). If a Creditor Invoice has been part paid, the Creditor Invoice will need to be fully paid before the [Change Transaction Code](#) tool can be used.

If a Change Transaction Code is completed to a transaction, the [Tax Code](#) should be reviewed at the same time due to the creation of new transactions. The tax code may need to be amended on the original or amended account code to ensure the GST is applied correctly. Refer to the [Edit Tax Code](#) information for steps to complete this.

If the two account codes (transfer from and to) are for different funds or account groups within a property, only expense transactions that have been created via the [Creditor Invoices](#) menu will be able to use this process. Creditor invoice transactions are identifiable by a 'D' reference. This may exclude some transactions such as

**TaskMax** services fees from using this *Change Code* to move transactions between funds.

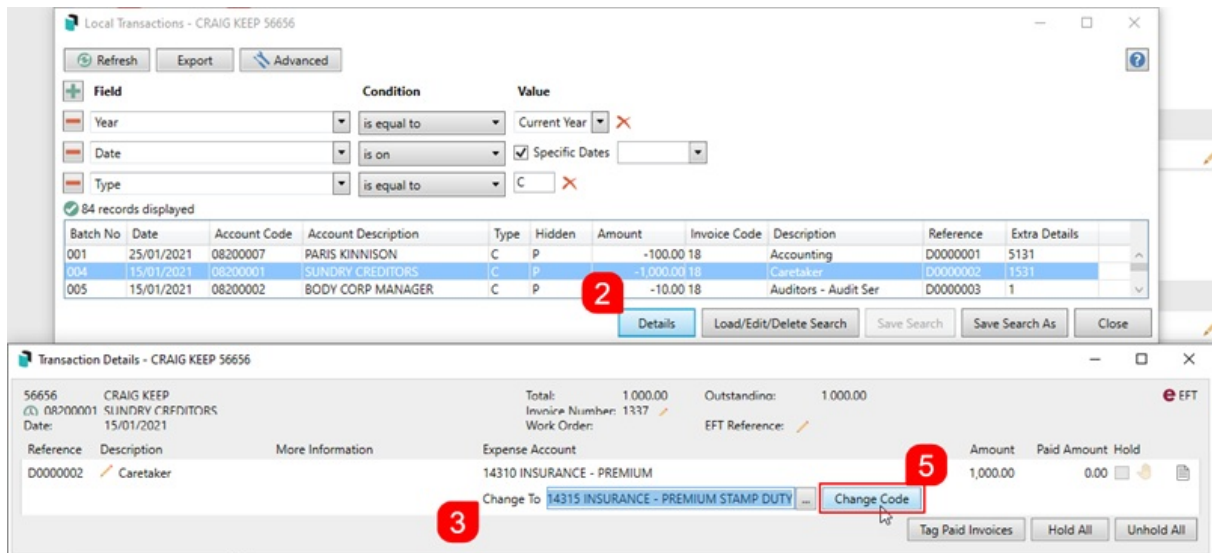
If account codes within the Balance Sheet code ranges need to be changed or moved, this can be done using **Journal Preparation**. However take extreme care as Balance Sheet account codes are often totalling accounts and adjustments should be done within the income and expense code ranges instead.

Other types of transactions that may have previously been able to use the *Change Code* function and are required to be changed between funds or account groups should now be rectified using **Journal Preparation**.

Any code changes will also be logged in the **Log Viewer** and can be searched for with the *Category* called 'Transaction'. It's also important to remember that the *Change Code* function is not available for the following transaction types and scenarios:

- Balance Sheet codes.
- Non-posting accounts.
- Sub and main (including debtor and creditor).
- Hidden transactions.
- GST transactions (description 'GST').
- Building locked by another user.
- 'Change Transaction Code' permission is not set to 'Allow' in **Security Setup**.
- Historical Years
- Old Year if the building is marked as 'Audited'.
- Appropriation transactions (description 'Trf Surplus/Deficit')

1. Search or select **Local Transactions** or **Global Transactions**, depending on your requirements.
2. Once you have located the required transaction, select it, and click the *Details* button.
3. In the 'Transaction Details' window that appears, and if the transaction code can be changed, the 'Change To' field will be displayed.
  - Please be aware that the system automatically enters the last code that was used in the 'Change To' field for ease of use so that changing multiple codes can be done more quickly. Simply remove the existing code if you need to select a different code.
4. Click the ellipsis button [...] and the 'Account Code List' window will appear where you can locate and select the required code.
5. Back in the 'Transaction Details' window, the selected code will be in the 'Change To' field, so click the *Change Code* button.



6. Click Yes when the confirmation appears.
7. You will need to click the *Refresh* button in order to see the code change appear in the table of records displayed.

## Local Transactions | Edit Invoice Number

This section covers how to edit the invoice number of Creditor Invoices. This can also be done in the [Search Creditor Invoice Items](#) and [Local Transactions](#) screens.

1. Search or select [Search Creditor Invoice Items](#), [Global Transactions](#), or [Local Transactions](#).
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh*.
  - If you are using the [Global Transactions](#) or [Local Transactions](#) screens, you will need to click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details of the transaction are displayed, click the *Edit Invoice Number* button (small pencil button next to the 'Invoice Number').

Search Creditor Invoice Items - CRAIG KEEP 56656

Refresh Export Advanced

Field Condition Value

Current Building

Invoice Date is on or after Specific Dates

42 records displayed

Reference	Invoice Date	Invoice Amount	Invoice Number	Creditor Code	Creditor Name	Expense Code	Expense Name	Details	Paid Date	Paid	On Hold	Bl
D0000002	15/01/2021	1,000.00	1531	08200001	SUNDRY CREDITORS	14320	INSURANCE VALUATION	Caretaker	02/02/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	56
D0000001	25/01/2021	100.00	5131	08200007	PARIS KINNISON	12900	BUILDING REPAIRS	Accounting	15/05/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	56

56656 CRAIG KEEP

08200001 SUNDRY CREDITORS

Date: 15/01/2021

Total: 1,000.00 Outstanding: 1,000.00

Invoice Number: 1531

Work Edit Invoice Number

EFT Reference:

Reference	Description	More Information	Amount	Paid Amount	Hold
D0000002	Caretaker		1,000.00	0.00	<input type="checkbox"/>

Expense Account 14320 INSURANCE VALUATION

Change To Change Code

Tag Paid Invoices Hold All Unhold All

View Creditor Contact Load/Edit/Delete Search Save Search Save Search As Close

4. The 'Change Invoice Number' window will appear, and the *Invoice Number* field can be edited. Click Save when done.

- The 'Change Invoice Number' window will close, and the change can be observed immediately.

Change Invoice Number - CRAIG KEEP ...

Creditor 08200001 SUNDRY CREDITORS

Invoice Reference D0000002

Invoice Date 15/01/2021

Invoice Number 1337

Invoice Amount 1,000.00

Save Close

## Local Transactions | Edit Tax Code

This section covers how to edit the tax code on individual transactions that may be in the current or prior period, or the Old Year. This can also be done in the [Search Creditor Invoice Items](#) or [Local Transactions](#) screen.

Tax code changes, for the current period, can also be edited in the [Business Activity Statement](#).

1. Search or select [Local Transactions](#) or [Search Creditor Invoice Items](#).
2. Locate and select the Income / Expense code for the tax code adjustment by adjusting the fields as required, then clicking *Refresh*.
  - If you are using the [Local Transactions](#) screen, you will need to click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details of the transaction are displayed, click the *Edit Tax Code* button (small pencil



button next to the 'Invoice Number').

The screenshot shows the 'Transaction Details' window with a table of transactions. The first transaction is highlighted: Reference D0008859, Description June Mgt Fee, Amount 1,681.17, and Tax Code Not Included in BAS. A 'Change Tax Code' dialog is open over this transaction. The dialog fields are: Posting Date 30/05/2024, Batch 555, Transaction Date 30/05/2024, Account CONTRACT FEE, Type C, Amount 1,681.17 DR, Tax Code GST on Expenses (highlighted with a red box), Description 08200002 - Committed, and Reference DA008859. Buttons for 'Save' and 'Close' are at the bottom right of the dialog.

Reference	Description	More Information	Expense Account	Tax Code	Amount	Paid Amount
D0008859	June Mgt Fee		CONTRACT FEE	Not Included in BAS	1,681.17	1,681.17

Change Tax Code -

Posting Date: 30/05/2024  
Batch: 555  
Transaction Date: 30/05/2024  
Account: CONTRACT FEE  
Type: C  
Amount: 1,681.17 DR  
Tax Code: GST on Expenses  
Description: 08200002 - Committed  
Reference: DA008859

Save Close

4. The 'Change Tax Code' window will appear, and the Tax Code field can be edited. Click Save when done to process the adjustment transactions..
  - The 'Change Tax Code' window will close, and the updated tax code can be observed immediately.
5. Close the Transaction Details window and select Refresh to show the adjusted transactions.

The adjusting GST transactions will be dated the original Posting Date, this can be amended if required prior to saving.

## Local Transactions | Transaction List Report

A General Ledger Transaction List can be produced for the selected transaction. The Report Distribution screen allows for additional reports to be configured as well as additional documents from DocMax added. The option to Post, Email and save in DocMax is also available along with selecting the Account Code Range, Sort Order and Template selection for Transaction List with GST from the Configuration Cog Wheel.

1. Search or select **Local Transactions** or **Global Transactions** depending on your requirements.
2. Once you have located the required transaction, select it, and click the **Report** button. This will open the Report Distribution screen where you can adjust the Configuration of the General Ledger Transaction List if required. Additional Reports can be included by clicking the **Report** button.
3. Select the Cog Wheel to open the **Configuration** and edit the Sort Order, Template or Account Code Range. To produce the "Transaction List with GST" select the gentran1 template.
4. Review the Distribution Method and Recipient Type and click **Proceed** to produce the Transaction List Report.

Local Transactions - STRATAMAX ONLINE HELP KEEP 300621

RefreshExportAdvanced

Field

Condition

Value

Year

is equal to

Current Year

Date

is on

☒ Specific Dates

Account Code

is equal to

Description

contains

238 records displayed

Find FirstFind Next

Batch No	Date	Account Code	Account Description	Type	Hidden	Amount	Running Balance	Invoice Code Description	Description	Reference	Extra De
032	30/05/2024	061000	GST CLEARING ACCOUNT		<input type="checkbox"/>	-9.09	90.91		GST 131125	J0000593	
032	30/05/2024	195	OPENING ADMIN. BALANCE		<input type="checkbox"/>	-90.91	0.00		Last Year Entry	J0000594	Approp.
032	30/05/2024	409	TOTAL FUNDS BROUGHT FORWA		<input type="checkbox"/>	90.91	90.91		Last Year Entry	J0000595	Approp.
032	30/05/2024	004	ADMINISTRATIVE FUND		<input type="checkbox"/>	-90.91	0.00		Last Year Entry	J0000596	Approp.
033	27/09/2024	08200012	ABC Painting Co		<input checked="" type="checkbox"/>	111.00	111.00		Painting - External	D0000027 Y	REVERSA
033	27/09/2024	16805	TELEPHONE CHARGES		<input checked="" type="checkbox"/>	-111.00	0.00		08200012 - Committed	DA000027 Y	REVERSA
033	27/09/2024	16805	TELEPHONE CHARGES		<input checked="" type="checkbox"/>	10.09	10.09		GST	J0000597	DA00000
033	27/09/2024	061000	GST CLEARING ACCOUNT		<input checked="" type="checkbox"/>	-10.09	0.00		GST 16805	J0000598	DA00000
033	27/09/2024	401	ADMINISTRATIVE FUND		<input type="checkbox"/>	100.91	100.91		Trf Surplus/Deficit	J0000599	To Cap.

Details

Report

Print

Load/Edit/Delete Search

Save Search

Save Search As

Close

Report Distribution - STRATAMAX ONLINE HELP KEEP 300621

Transaction List

Simple

☒ Page Numbers☐ Consolidate by Contact

Transaction List

ReportAttachment

Distribution Method

☒ Post Microsoft Print to PDF☐ Email Correspondence☐ SMS☒ Save Report☒ Use Preferences

Correspondence

Recipient Type: Internal Users

Filters

Name	Post	Email	Sms
Mr Gareth Goslett	Swift Street Office Address 99 Office Address	gareth.goslett@gmail.com	
sharon.swift sharon.swift	Swift Street Office Address 99 Office Address		
Mr Steve Rogers	Swift Street Office Address 99 Office Address	admin3@bcm.com.au	
Ms Lana Clarke	Swift Street Office Address 99 Office Address	lana.clarke@stratamax.com.au	
Mrs Laulene Keet	Swift Street Office Address 99 Office Address	laulene.keet@maxsoft.com.au	
Ms Denise Williamson	Swift Street Office Address 99 Office Address	denise.williamson@stratamax.com	
lauren.newshaw lauren.newshaw	Swift Street Office Address 99 Office Address		
ph ph	Swift Street Office Address 99 Office Address		
Miss Keri Shaw	Swift Street Office Address 99 Office Address	keri.shaw@stratamax.com	
Mrs Cheryl Kelly	Swift Street Office Address 99 Office Address	cheryl@stratamax.com	

Log

Excel Export

Proceed

Close

**Configuration**

**Transaction List**

Sort Order: Account Code, Date

Account Code Range Start:

Account Code Range Finish:

Period: Current Year

☐ Show Hidden

**Template**

☐ Use Override Letterhead

Override Letterhead: Blank

Template:

gentran	Transaction List
gentran	Transaction List
gentran1	Transaction List with GST

Close

## Local Transactions | Saved Searches

'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later. There is also a tool to assist with quick-finding fields of text information. Use the top right corner and enter text into this field to search. Click *Find First* or *Find Next* to locate results.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

If a Saved Search is loaded/opened this will be noted at the top of the search screen.

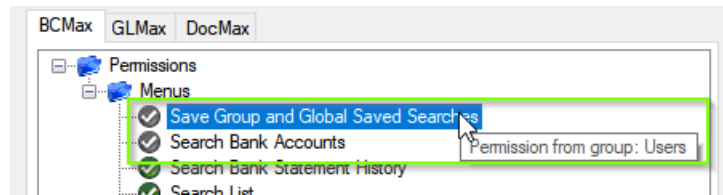
**Work Orders**

Refresh Export Advanced **Saved Search: Outstanding Work Orders**

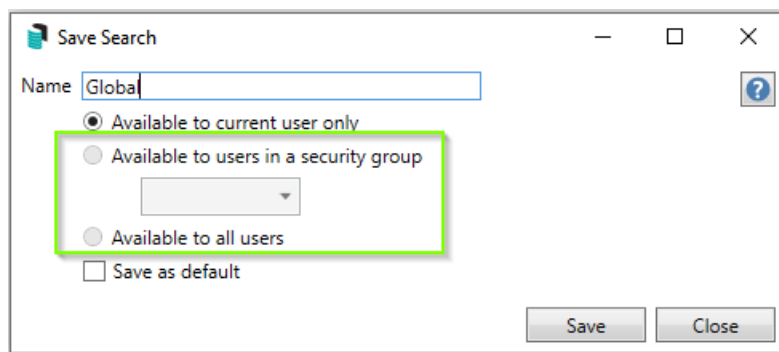
Field	Condition	Value
Current Building		
Status	is not equal to	E-Finalised
Deleted	is equal to	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called 'Save Group and Saved Searches' under the 'Menus' category in [Security Setup](#). You can also type the word 'Search' into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow' then the ability to save a search for all users or a user group will be inactive.



## Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
  - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.
5. Select one of the three radio buttons, depending on your requirement:
  - *Available to current user only* will save the search for the current user only.
  - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
  - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen/icon is opened.

## Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

When a *Saved Search* is loaded/opened, the *Saved Search* name will be noted at the top of the search screen.

## Saved Searches | Edit a Saved Search

1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.

## Saved Searches | Add To My Dashboard

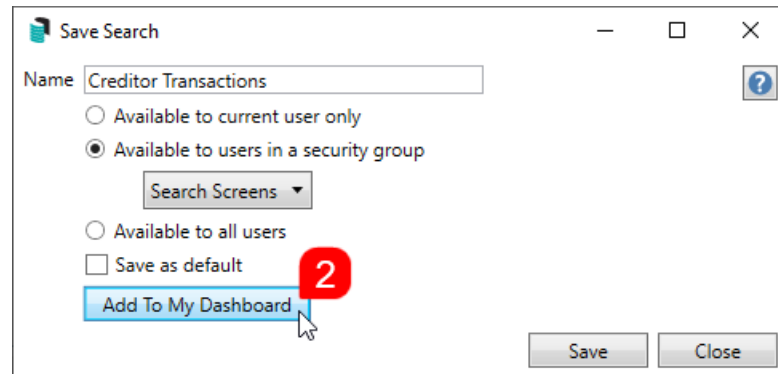
There is the option to add certain searches to your own *Dashboard*. This is limited to your own *Dashboard* only (you cannot add it to the *Dashboard* of another user or group), and only available in these specific 'Search' screens:

- *Search Office Bearers*
- *Search Bank Accounts*
- *Search Creditor Invoice Items*
- *Search Work Orders*
- *Search Quotes*
- *Search Building*
- *Search Inspections*
- *Search Levies*
- *Management Fees Report*

1. Follow the steps to set up a new *Saved Search*, or edit a *Saved Search* (see the two relevant sections

above).

2. In the 'Save Search' window, click the *Add To My Dashboard* button.



3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See [Display Types](#) for more information.
7. Tick *Show On Desktop* if preferred.
8. Depending on which *Display Type* was chosen, the fields for the different number values will change. Observe the *Preview* to assist with picking the right number values suited to the *Display Type*.
9. Click the *Save* button.
10. Back in the 'Save Search' screen, there are now buttons to *Edit Dashboard* and *Delete Dashboard*.
11. Click the *Close* buttons on any remaining screens.

## Export and Print

Each search can be exported to Excel or produced as a PDF-style report, and the column display for these reports will be included.

- *Export*—If there are more than 1000 results, Check the *Advanced* tab / Advanced area to report the maximum. Click *Export* for an Excel report.
- *Print*—Check the cogwheel from the *Report Distribution* screen to change fonts and set the letterhead style. This print style will produce the report based on the column width. Click *Print* for a PDF-style report.

Refresh Export Advanced Saved Search: Creditor Transactions

Field Condition Value

Current Building is equal to Yes No

On Hold is equal to

Contractor Industry is equal to

218 records displayed

Building	Building Name	Reference	Paid Date	Paid	On Hold	Invoice Date	Invoice Amount	Invoice Number	Contractor Industry	Creditor Code	Creditor Name	Expense Code	Expense
		D0000164	30/07/2024	✓	<input type="checkbox"/>	30/07/2024	39.86			08200002		15030	MANAGE
		D0000163	30/07/2024	✓	<input type="checkbox"/>	30/07/2024	66.00			08200002		14605	LEGAL &
		D0000162	26/07/2024	✓	<input type="checkbox"/>	18/07/2024	2,654.65	3877987		08200192		14315	INSURAN
		D0000161	26/07/2024	✓	<input type="checkbox"/>	18/07/2024	32,548.66	3877987		08200192		14310	INSURAN
		D0000160	30/07/2024	✓	<input type="checkbox"/>	11/07/2024	176.00	12055	Accountant	08200202		12510	AUDITOR
		D0000159	30/07/2024	✓	<input type="checkbox"/>	22/07/2024	957.00	148		08200663		24610	LEGAL SE
		D0000158	05/08/2024	✓	<input type="checkbox"/>	19/07/2024	5,247.00	1003	Gardener	08200683		13905	GARDEN
		D0000157	05/08/2024	✓	<input type="checkbox"/>	19/07/2024	1,606.00	1004	Gardener	08200683		14455	IRRIGATI
		D0000156	24/07/2024	✓	<input type="checkbox"/>	17/07/2024	148.30	1636	Handyman	08200541		13950	GENERAL

Edit Creditor View Creditor Contact Print Load/Edit/Delete Search Save Search Save Search As Close

## Examples of Searches for Dashboard

The below are some examples of saved searches that can be used as a dashboard to either prompt based on particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes and your particular setup of Restrict To, Display Columns and Sort Order may vary to suit your requirements.

### Last AGM where minutes have not been sent (Search Buildings)

Restrict To:

Field	Condition	Value
Building Name	starts with	
AGM Last Meeting Date/Time	is on or before	<input type="checkbox"/> Specific Dates 2 weeks in the past
AGM Last Meeting Minutes Sent	is empty	

Displayed Columns:

#### Displayed Columns

Building Number  
Building Name  
Account Manager  
AGM Last Meeting Date/Time  
AGM Last Meeting Minutes Sent

### Assigned Team Members (Search Buildings)

Restrict To: No requirements however you may filter by Account Manager for example













Displayed Columns:

#### Displayed Columns

Building Number  
Building Name  
Account Manager  
Account Manager Assistant Name  
Strata Finance Manager Name  
Asset Manager Name

### Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

 Field	Condition	Value
 Building Number	is equal to	<input type="text"/>  
 Status	is not equal to	Removed  
 Account Code	is not equal to	012 - CASH AT BANK  
 TD Maturity Date	is in the next 30 days	
 TD Renewal Instruction	is empty	







Displayed Columns:

#### Displayed Columns

Bank  
Account Number  
Building Number  
Building Name  
Account Manager  
Bank Account Name  
TD Maturity Date  
TD Interest Rate  
TD Start Date  
TD Renewal Instruction

### Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

 Field	Condition	Value
 Invoice Hub Status	is equal to	Uploaded  
 Invoice Date	is on or before	<input type="checkbox"/> Specific Dates <input checked="" type="checkbox"/> 1 Month in the past 

Displayed Columns:






#### Displayed Columns

Building Number  
Building Name  
Reference  
Invoice Date  
Invoice Amount  
Invoice Number  
Invoice Hub Status  
Creditor Code  
Creditor Name  
Expense Code  
Expense Name

### Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

 Field	Condition	Value
 Invoice Date	is on or after	<input type="checkbox"/> Specific Dates 1 Month in the past
 On Hold	is equal to	<input checked="" type="radio"/> Yes <input type="radio"/> No





Displayed Columns:

#### Displayed Columns

Building Number  
Building Name  
Reference  
Invoice Date  
Invoice Amount  
Invoice Number  
On Hold  
Invoice Hub Status  
Creditor Code  
Creditor Name  
Expense Code

### Inspections due in next 30 days (Search Inspections)

Restrict To: setting the category to specific values allows dashboards specific to inspection types.

 Field	Condition	Value
 Category	is equal to	Sinking Fund Forecast 
 Next Due	is in the next 30 days	




Displayed Columns:

#### Displayed Columns

- Building Number
- Building Name
- Category
- Period
- Next Due
- Last Due
- Inspected By Code
- Inspected By Name
- Result
- Result Rating

## Identify Creditors with no Compliance Code that have had recent activity

Restrict To:

	Field	Condition	Value
	Compliance Short Name	is empty	
	Last Activity	is in the last 7 days	

Displayed Columns:

#### Displayed Columns

- Building Name
- Building Number
- Creditor Code
- Creditor Name
- Balance
- On Hold Total
- Compliance Short Name
- Compliance Long Name