Global Transactions

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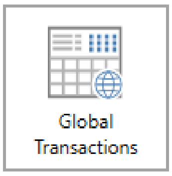


The instructions in this article relate to ***Global Transactions.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Global Transactions can be used to find specific transactions across your portfolio, for example reporting all Income for a particular Tax Code, reviewing all transactions for an expense code or identifying buildings with Non Mutual Income to name some examples. There is the option to add in the Running Balance field to assist with reconciliation of accounts. The results can optionally be exported to excel and used for analysis.

Global Transactions | Security

To access ***Global Transactions*** screen, the user must have the permission set to 'Allow' for 'Global Transactions' under the 'Menus' category.

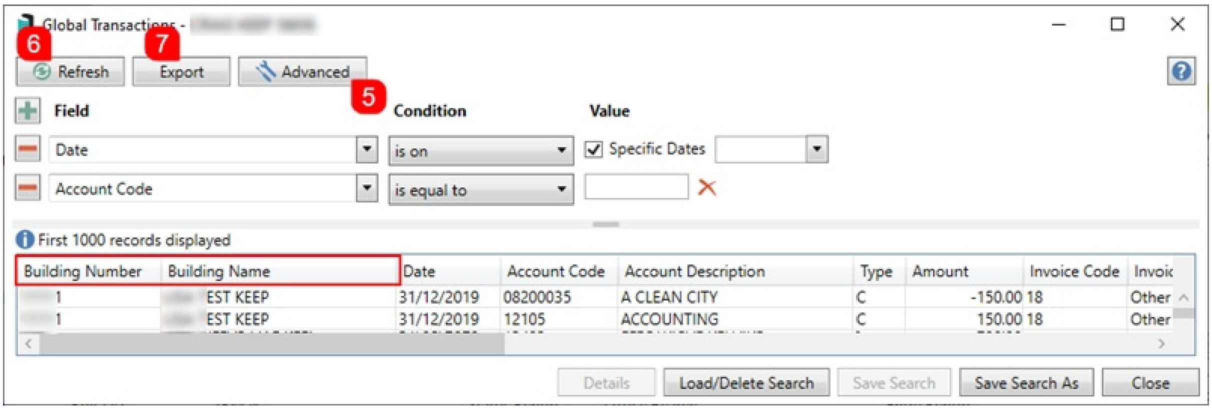
Global Transactions | Overview

Global 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. The transactions can also be searched across different Buildings, Years, Account Groups, Fund Codes and Fund Names and searches can be saved to be produced quickly in the future, with an option to export to Excel. Some examples of searches may be: reporting all Income for a particular Tax Code, reviewing all transactions for an expense code or identify buildings with Non Mutual Income.

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, except for when they have the descriptions listed below. To change a creditor invoice description, you must *follow these steps in* ***Payments Management***.

1. Search or select ***Global Transactions.***
    - The 'Restrict To' fields will default to 'Date' and 'Account Code'.
    - The 'Date' field can be removed to return all transactions
2. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
3. To remove a field, click the red minus button, then click *Refresh*.

4. 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.



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

Global Transactions | Change Transaction Code

This 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. Account codes that are setup to report as either Main or Sub-Accounts may not be transferred between each account type, using this process, journals are recommended.

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 ***Transaction Code Change*** to move between funds.

If account codes within the Balance Sheet code ranges need to be corrected, 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.

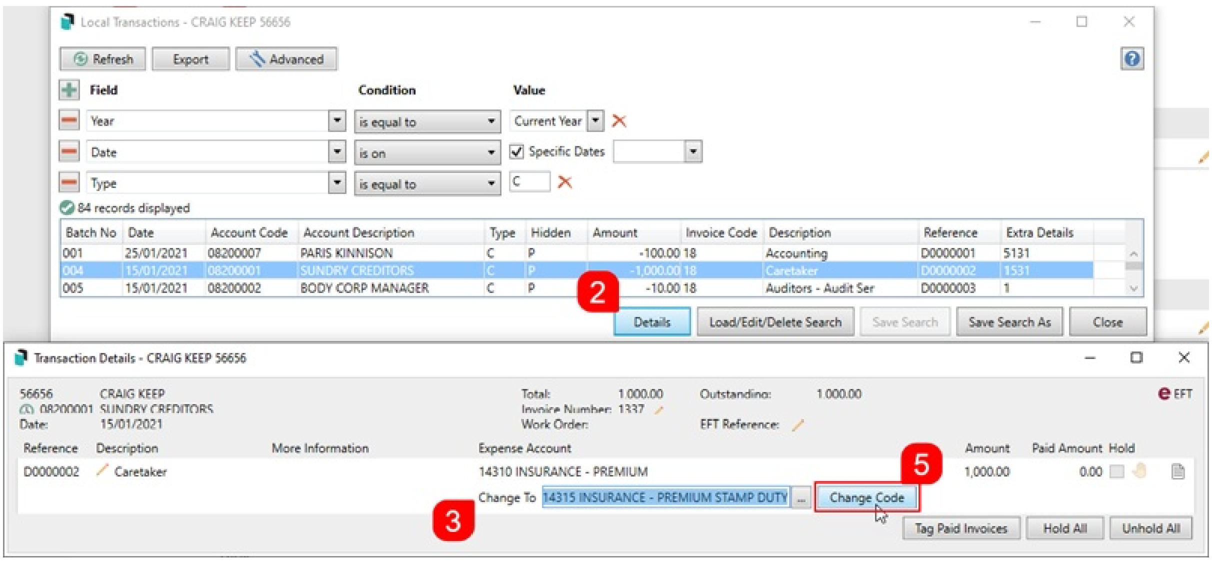
Other types of transactions that may have previously been able to use the ***Transaction Code Change*** process and are required to be changed between funds or account groups should now be rectified using ***Journal Preparation***.

If you have taken over a property from another manager, local account codes may exist for the building, the process to amalgamate the local codes to your master chart of accounts is required. This is done using ***Change Code Number***, which will change all transactions to a new code.

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 Transaction 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')

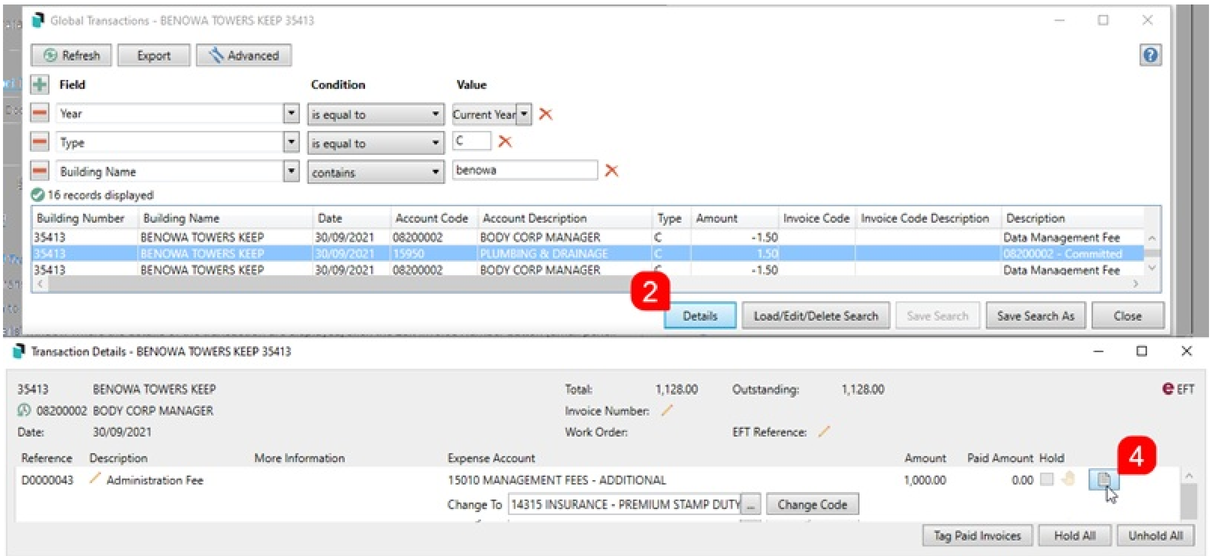
1. Search or select ***Local Transactions*** or ***Global Transactions***, depending on your requirements.
2. Once you have located the required transaction, select it, and click the *Details* button.
3. In the 'Transaction Details' window that appears, and if the transaction code can be changed, the '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.

Global 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.



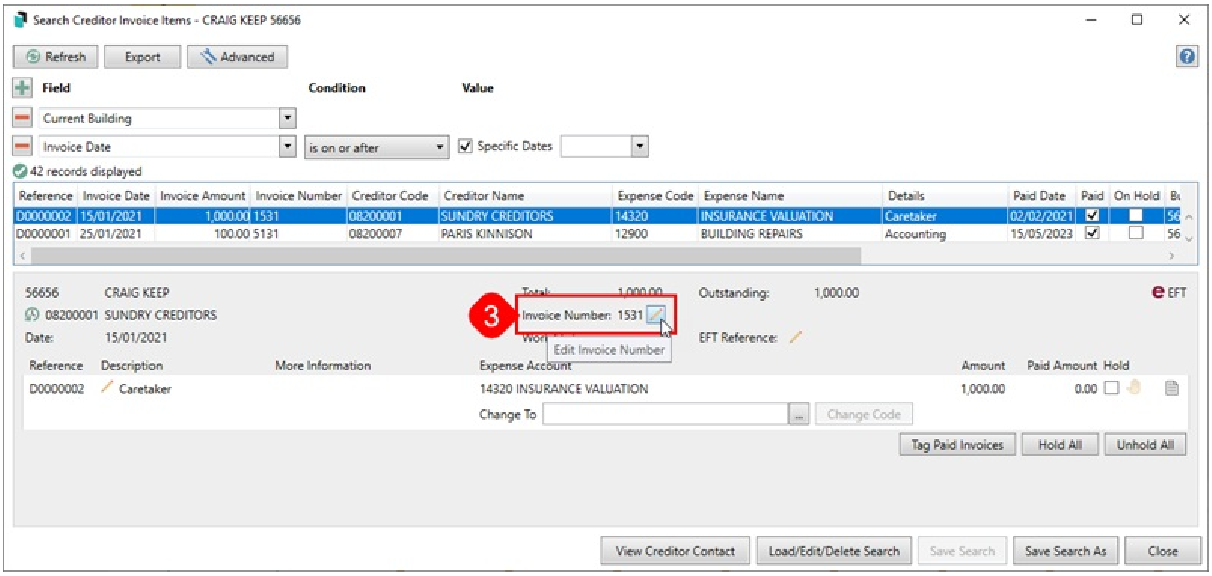
5. The ***DocMax*** 'Document View' window will open with the document displayed.

Global Transactions | Edit Invoice Number

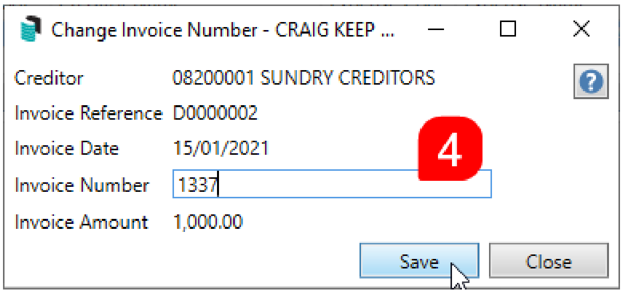
This section covers how to edit the invoice number of creditor invoices. This can also be done in the ***Search Creditor Invoice Items*** and ***Local Transactions*** screens.

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*.
3. In the bottom section of the screen where the details of the transaction are displayed, click the *Edit Invoice*

Number button (small pencil button next to the 'Invoice Number').



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.



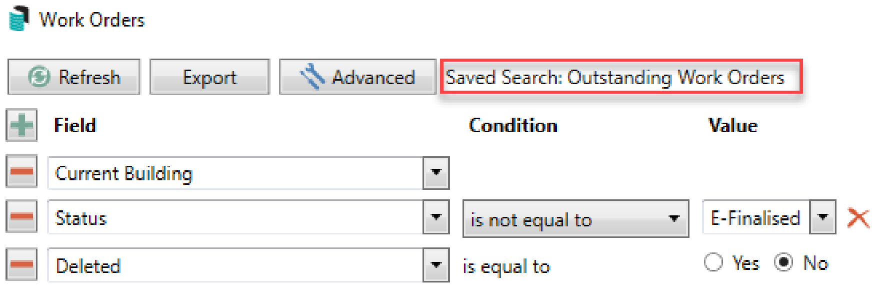
Global Transactions | Saved Searches

'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.

'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.

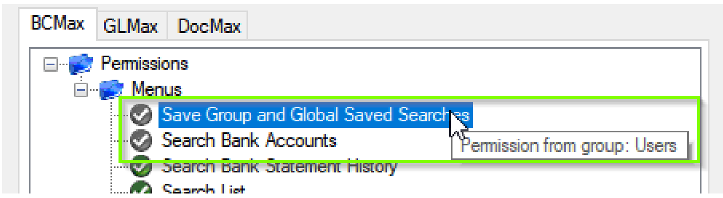
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

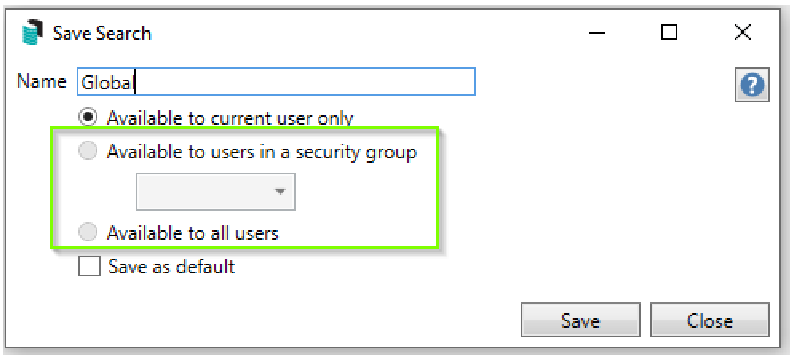


Saved Searches | Security Setup Permissions

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.

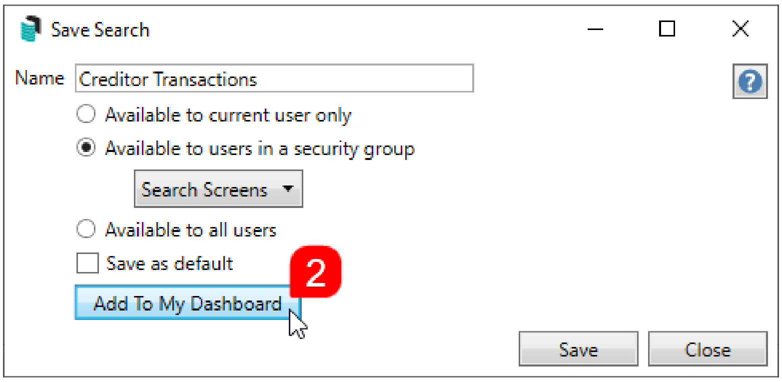
Saved Searches | Add To My Dashboard

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.

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	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:

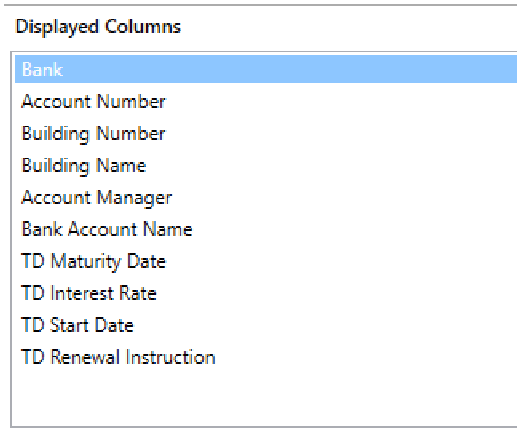
Displayed Columns
Building Number
Building Name
Account Manager
Account Manager Assistant Name
Strata Finance Manager Name
Asset Manager Name

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

Restrict To:

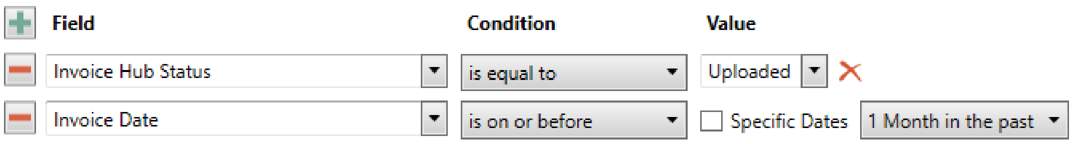
Field	Condition	Value
Building Number	is equal to	
Status	is not equal to	Removed
Account Code	is not equal to	012 - CASH AT BANK
TD Maturity Date	is in the next 30 days	
TD Renewal Instruction	is empty	

Displayed Columns:

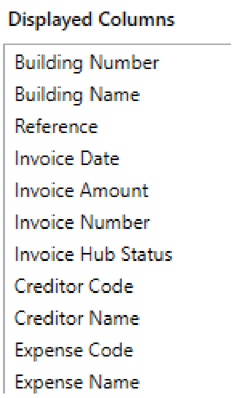


Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

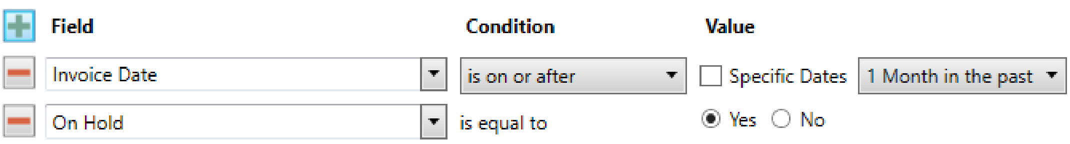


Displayed Columns:



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

Restrict To:



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