Search Levies

Last Modified on 02/03/2026 1:45 pm AEST

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

Searches can be saved for continuous use, which can then be optionally exported to Excel or produced into a PDF-style document.

Search Levies | Security

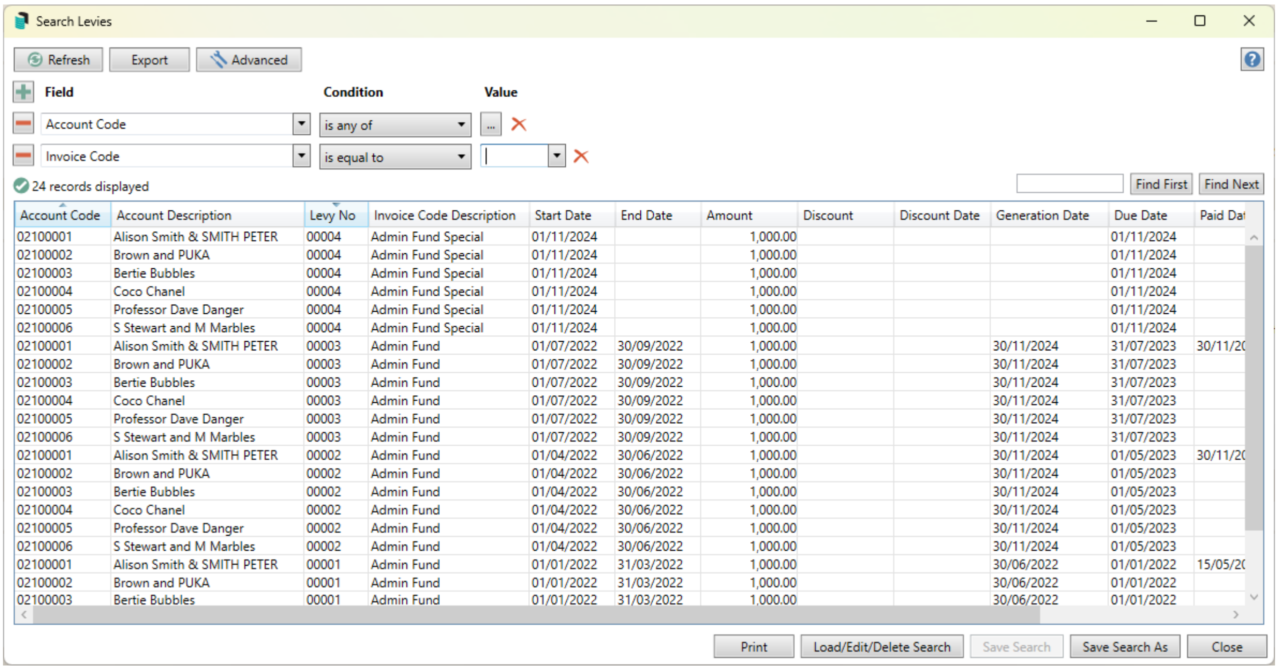
To access ***Search Levies*** screen, the user must have the permission set to 'Allow' for 'Search Levies' under the 'Menus' category in ***Security Setup.***

Search Levies

Search Levies has been designed for users to search and report on levy information for a property. This search returns levy data based on set values, and the default is Account Code and Invoice Code fields with the ability to include other fields; each column can be clicked on to sort and results can be exported to Excel or produced into a PDF-style document.

1. Search or select ***Search Levies.***
2. By default, the fields 'Account Code' and 'Invoice Code' will be applied.
    - By removing (click the red 'minus' button) or changing the 'Invoice Code' field to a different field, it will display invoice/levy items across the building.
    - The 'Account Code' field is used to select a specific account code if you have a requirement to report on a specific lot account code.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
    - The 'Account Code' field, when set with the **Condition** 'is any of', will allow for multiple accounts to be selected for the **Field.** To remove the code selection, click the red cross on the set of codes.
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.



Account Code	Account Description	Levy No	Invoice Code Description	Start Date	End Date	Amount	Discount	Discount Date	Generation Date	Due Date	Paid Dat
02100001	Alison Smith & SMITH PETER	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100002	Brown and PUKA	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100003	Bertie Bubbles	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100004	Coco Chanel	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100005	Professor Dave Danger	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100006	S Stewart and M Marbles	00004	Admin Fund Special	01/11/2024		1,000.00				01/11/2024	
02100001	Alison Smith & SMITH PETER	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	30/11/20
02100002	Brown and PUKA	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	
02100003	Bertie Bubbles	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	
02100004	Coco Chanel	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	
02100005	Professor Dave Danger	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	
02100006	S Stewart and M Marbles	00003	Admin Fund	01/07/2022	30/09/2022	1,000.00			30/11/2024	31/07/2023	
02100001	Alison Smith & SMITH PETER	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	30/11/20
02100002	Brown and PUKA	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	
02100003	Bertie Bubbles	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	
02100004	Coco Chanel	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	
02100005	Professor Dave Danger	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	
02100006	S Stewart and M Marbles	00002	Admin Fund	01/04/2022	30/06/2022	1,000.00			30/11/2024	01/05/2023	
02100001	Alison Smith & SMITH PETER	00001	Admin Fund	01/01/2022	31/03/2022	1,000.00			30/06/2022	01/01/2022	15/05/20
02100002	Brown and PUKA	00001	Admin Fund	01/01/2022	31/03/2022	1,000.00			30/06/2022	01/01/2022	
02100003	Bertie Bubbles	00001	Admin Fund	01/01/2022	31/03/2022	1,000.00			30/06/2022	01/01/2022	

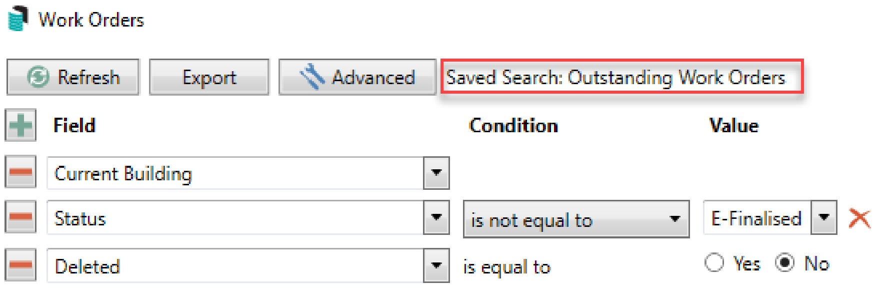
Search Levies | Saved Searches

'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.

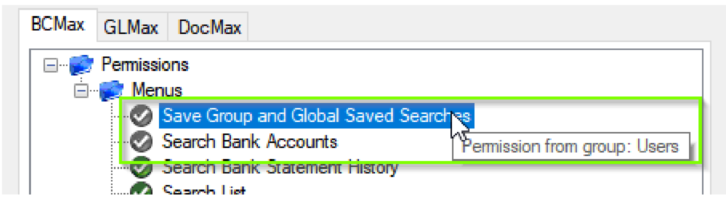
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

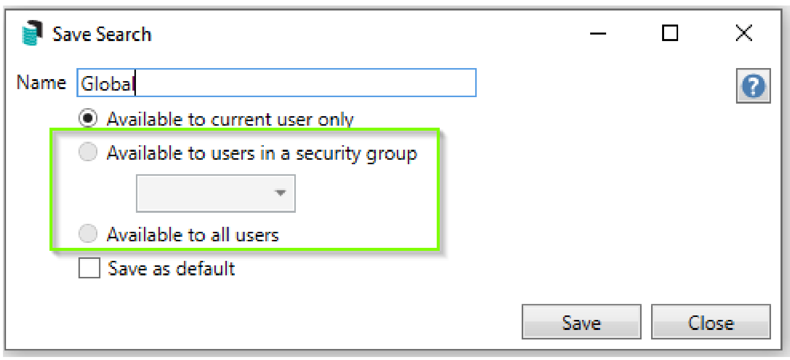


Saved Searches | Security Setup Permissions

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

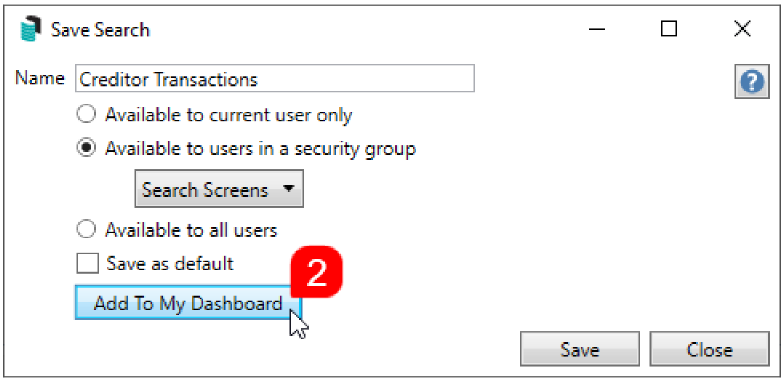
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required 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.

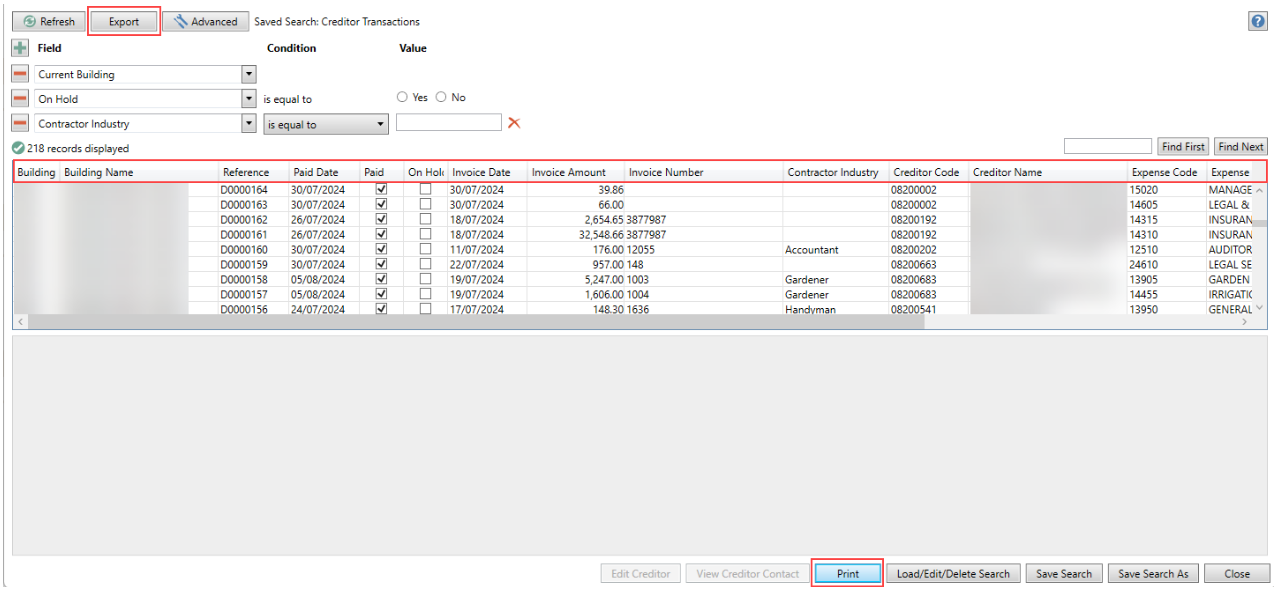


3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See *Display Types* for more information.
7. Tick *Show On Desktop* 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.

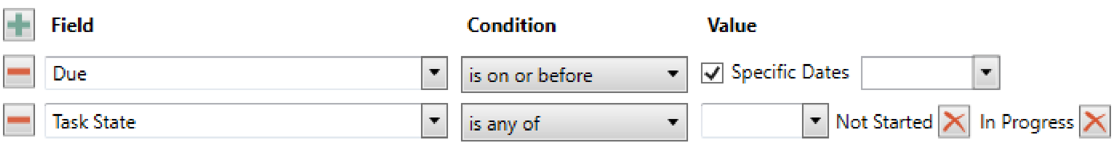


Examples of Searches for Dashboard

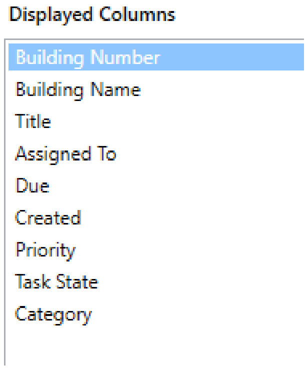
The below are some examples of saved searches that can be used as a dashboard to either prompt based on particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes, and your particular setup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

All Overdue Tasks (Search Tasks)

Restrict To:

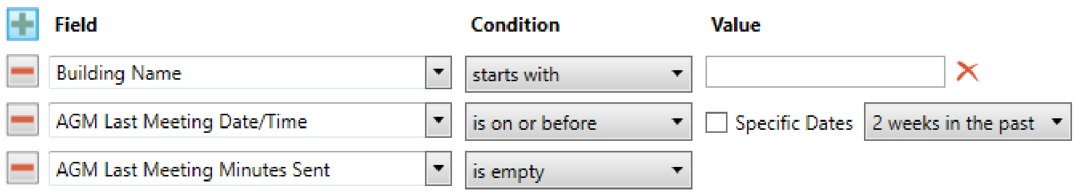


Displayed Columns:

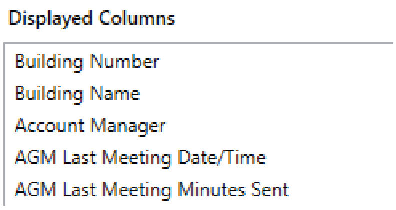


Last AGM where minutes have not been sent (Search Buildings)

Restrict To:



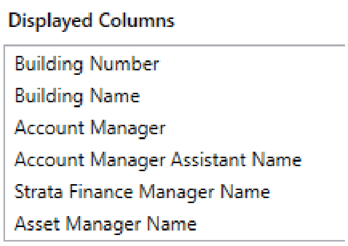
Displayed Columns:



Assigned Team Members (Search Buildings)

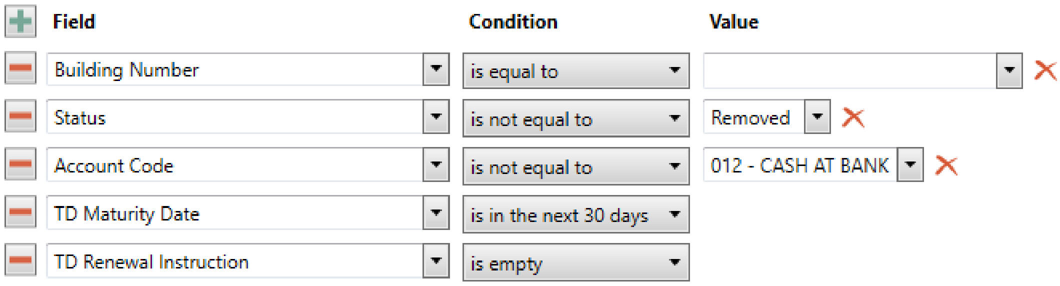
Restrict To: No requirements, however you may filter by Account Manager for example.

Displayed Columns:

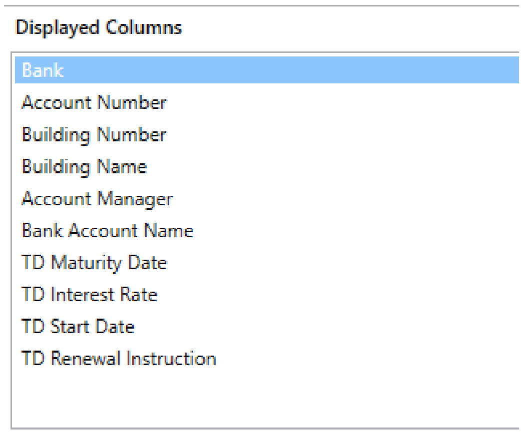


Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

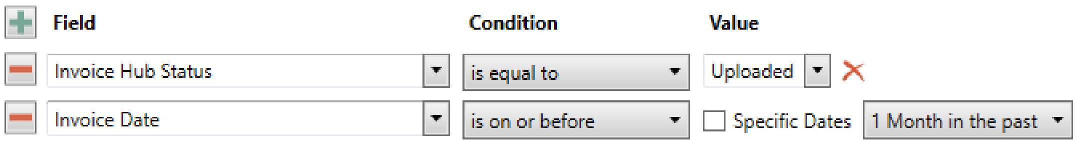


Displayed Columns:

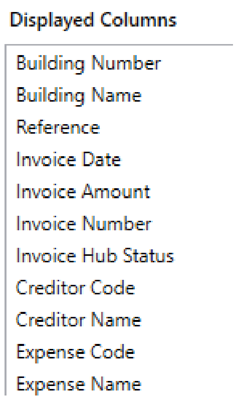


Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

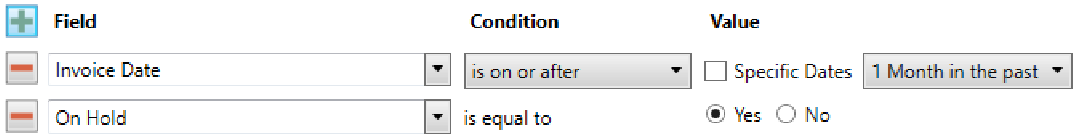


Displayed Columns:

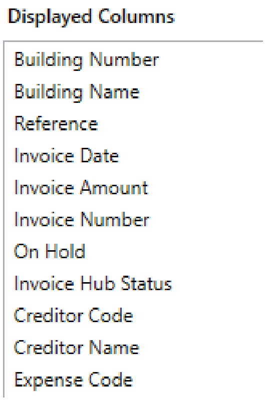


Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

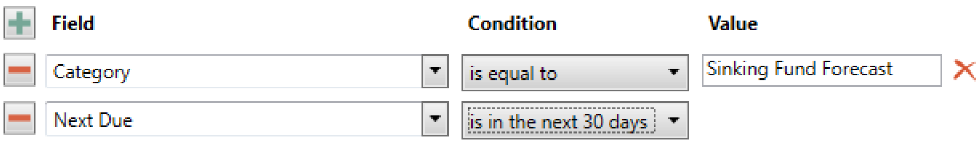


Displayed Columns:

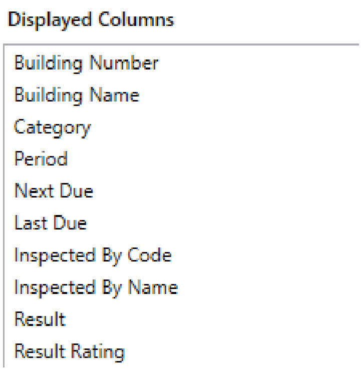


Inspections due in next 30 days (Search Inspections)

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



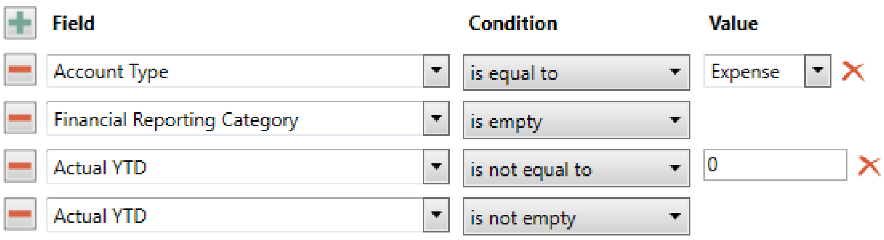
Displayed Columns:



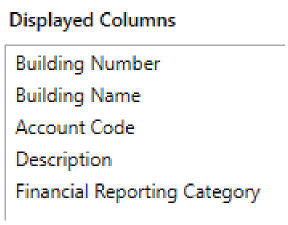
Identify expense account codes without a category (Search Global Accounts)

Useful for ensuring the NSW State of Key Financial Information is accurate; this relies on account codes having a category set in Account Maintenance.

Restrict To:



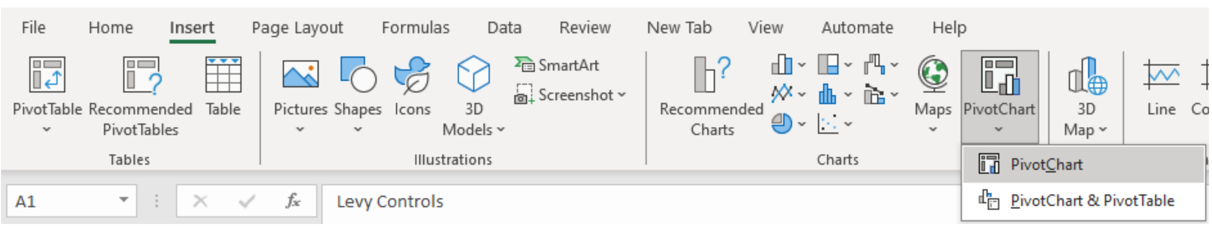
Displayed Columns:



Search Levies | Excel Charts

Search functions were designed to provide quick access to data that can easily be exported to excel based on your requirements. Once data is in excel, tools such as Create Pivot Table and Create Pivot Charts are a great way to display data in different ways that can assist owners & committee in interpreting data.

1. Use the steps above to get the required data from Search Levies (for the below chart the Due Date, Invoice Code Description and Amount fields are required). If there are more than 1000 records, remember to change the maximum number of records to retrieve to unlimited.
2. Click on *Export.*
3. In Excel select the *Insert* tab and select *Pivot Chart* / Pivot Chart; all data should automatically be selected and click *OK*.



4. From the PivotChart Fields section on the right drag the relevant fields to the required area.
   1. Invoice Code Description to the Legend (Series) area.
   2. Amount to the Values area.
   3. Due Date to the Axis (Categories) area.

Once the above steps are completed the chart will look similar to below. Pivot Charts can be customised in many ways; some handy tips include:

- To change the chart type to line graph or another type of chart for instance; right click on the chart and select Change Chart Type.

- To display the amounts as $; right click on 'Sum of Amount' at top left of chart and select Value Field Settings and click on Number Format and then select Currency and *OK.*
- To customise the chart colouring etc, right click on the chart and select Format Plot Area and make changes as required.
- To remove particular Levy Codes, click on the Invoice Code Description legend on the chart and edit the filter as required.