Search Creditors

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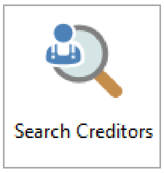


The instructions in this article relate to ***Search Creditors.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Creditors will assist with searching, viewing and reporting Creditor accounts for a single building or across your portfolio. There is the option to search and report on the Master Chart Status to assist with Creditor account cleanup. There are quick links to access *View Creditor Contact, Edit Creditor* and ***Search Creditor Invoice Items***. Searches can be saved for continuous use, which can then be optionally exported to Excel or produced into a PDF-style document.

Search Creditors| Security

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

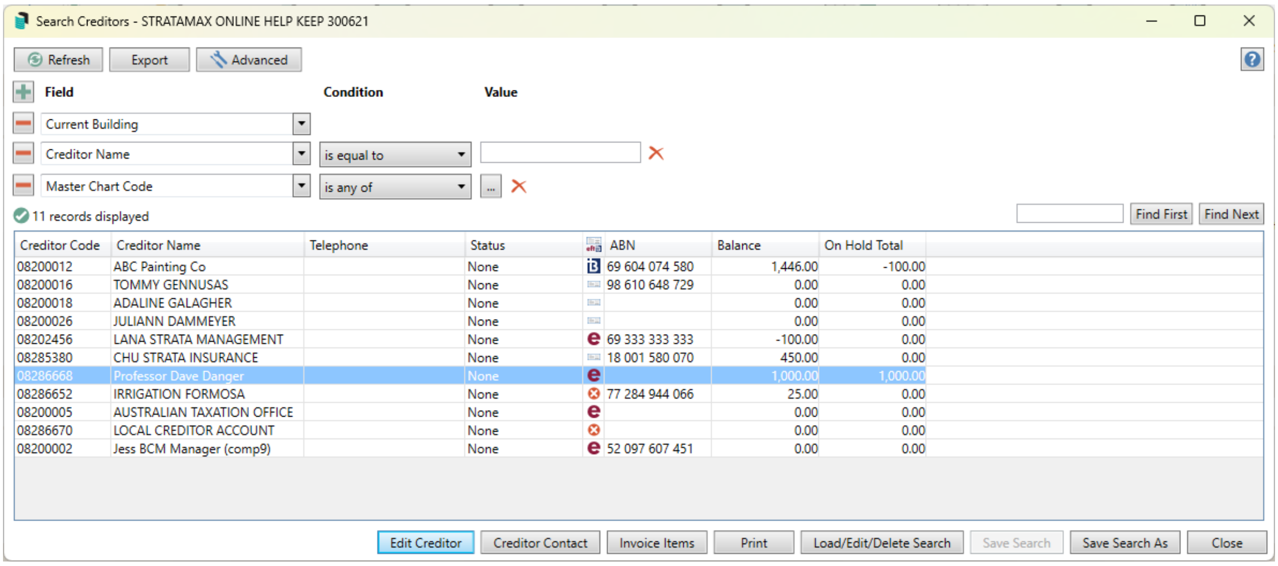
Search Creditors

Search Creditors will display Creditor accounts for a single building or across your portfolio. This information is useful to check over the Creditor details, in particular any Balance or On Hold balance, including Payment Method set, or the ABN. There is also the option to include Master Chart Status to assist with Creditor account cleanup and checking if the Creditor account is in the Master Chart or has a different account code to the Master Chart. This icon offers a quick link to *View Creditor Contact* and *Search Invoice Items*, there is the option to set values; each column can be clicked on to sort and results can be exported to Excel.

1. Search or select ***Search Creditors.***
2. By default, the fields 'Current Building', 'Creditor Code' and 'Creditor Name' will be applied.
    - By removing (click the red 'minus' button) or changing the 'Current Building' field to a different field, it will display Creditor accounts across your entire portfolio.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.

- The 'Master Chart 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.

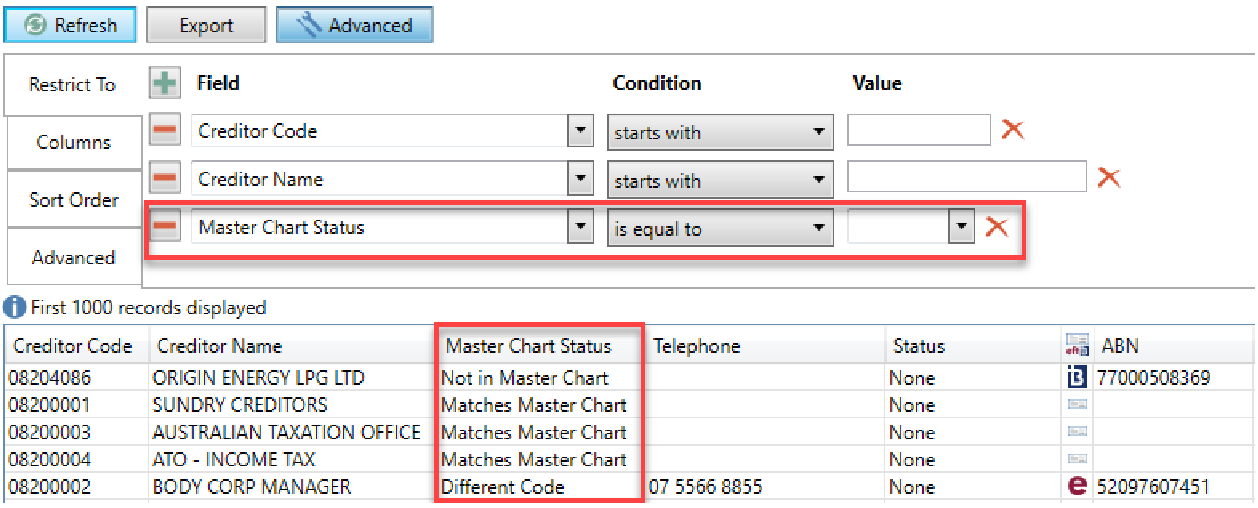


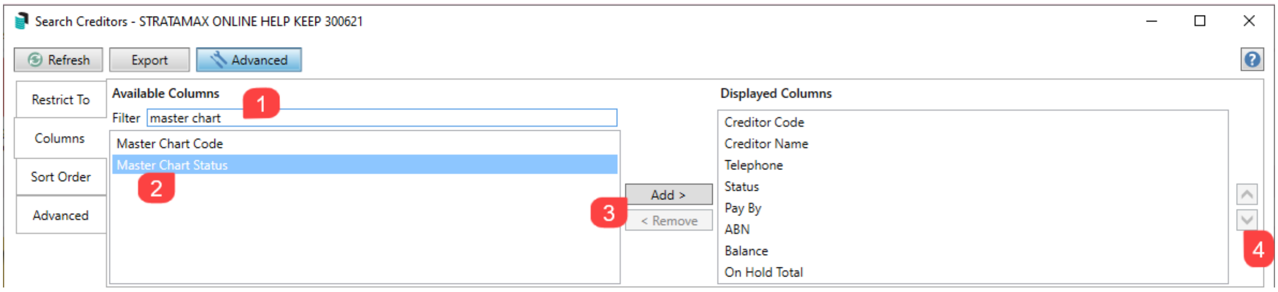
Master Chart Status

To assist with Creditor account cleanup, the Master Chart Status can be added as a 'Field' to report if the Creditor account is one of the following statuses. This option may be useful if a property has been transferred from another StrataMax manager, so that action can be taken to align with your master codes using ***Change Code Number*** or *Edit Creditor* to make edits to the Creditor Name or details if appropriate.

- Not in Master Chart.
- Matches Master Chart.
- Different Code.

1. Search or select ***Search Creditors***.
2. Adjust the 'Field' to include 'Master Chart Status'.
3. Click *Advanced* and review *Columns* to add in the 'Master Chart Status' in the available*Columns.*
4. Click *Refresh* to display the records.
5. Click *Export* to produce the results into an Excel report.





Search Creditor Invoice Items | Edit Creditor

The *Edit Creditor* button will become active once a transaction is selected in the list of results. Clicking the button will open the 'Creditor Details - Edit' screen where the creditor's details can be managed. See *Creditor Details - Edit* for more information.

Search Creditor Invoice Items | View Creditor Contact

The *View Creditor Contact* button will become active once a transaction is selected in the list of results. Clicking the button will open the 'Contact Details' screen where the creditor's contact details can be managed.

Search Invoice Items

For quick access from ***Search Creditors*** to view any Creditor Invoices for the selected Creditor account, highlight the creditor account and click *Search Invoice Items* to open the ***Search Creditor Invoice Items*** icon without the need to separately access this icon. This will assist with reviewing any Creditor Invoices and adjusting the On Hold flag.

1. Search or select ***Search Creditors.***
2. Locate Creditor account and click *Search Invoice Items* to open ***Search Creditor Invoice Items*** for the selected Creditor account.

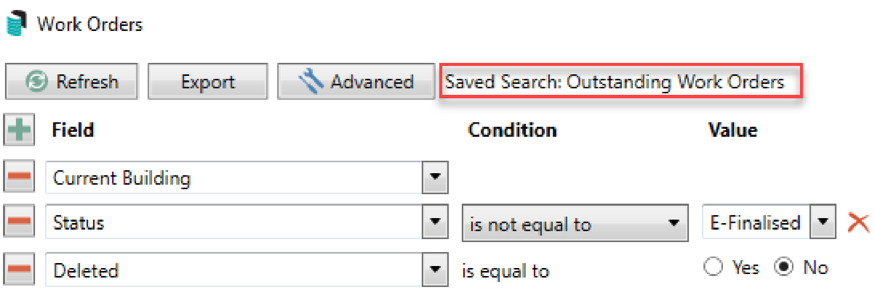
Search Creditors | Saved Searches

'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.

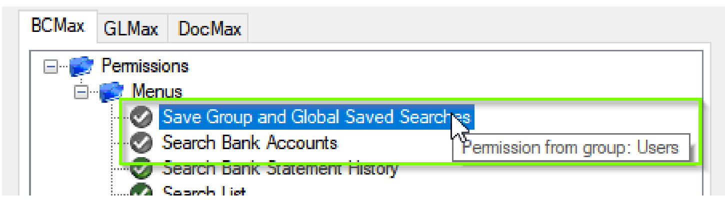
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

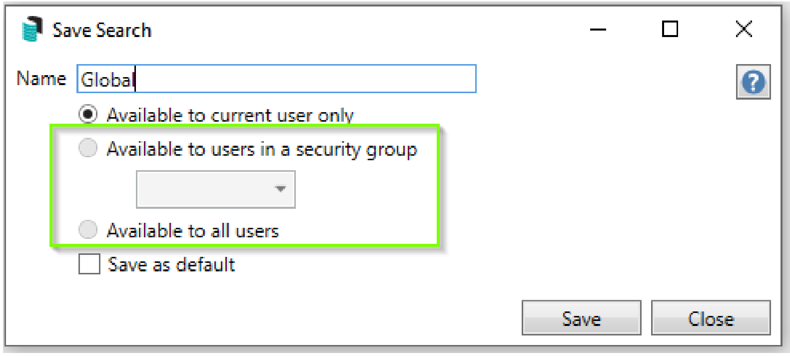


Saved Searches | Security Setup Permissions

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

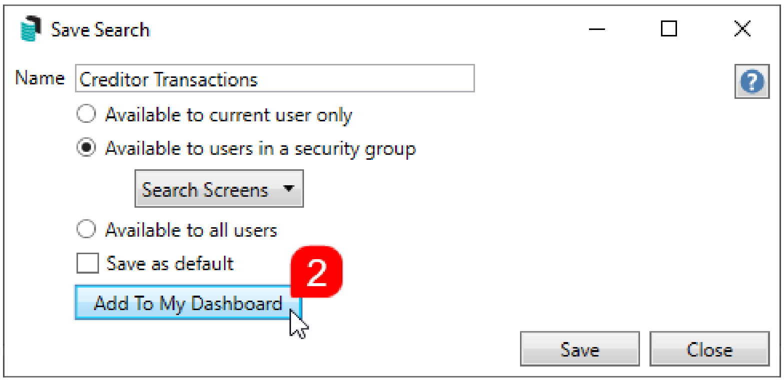
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required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

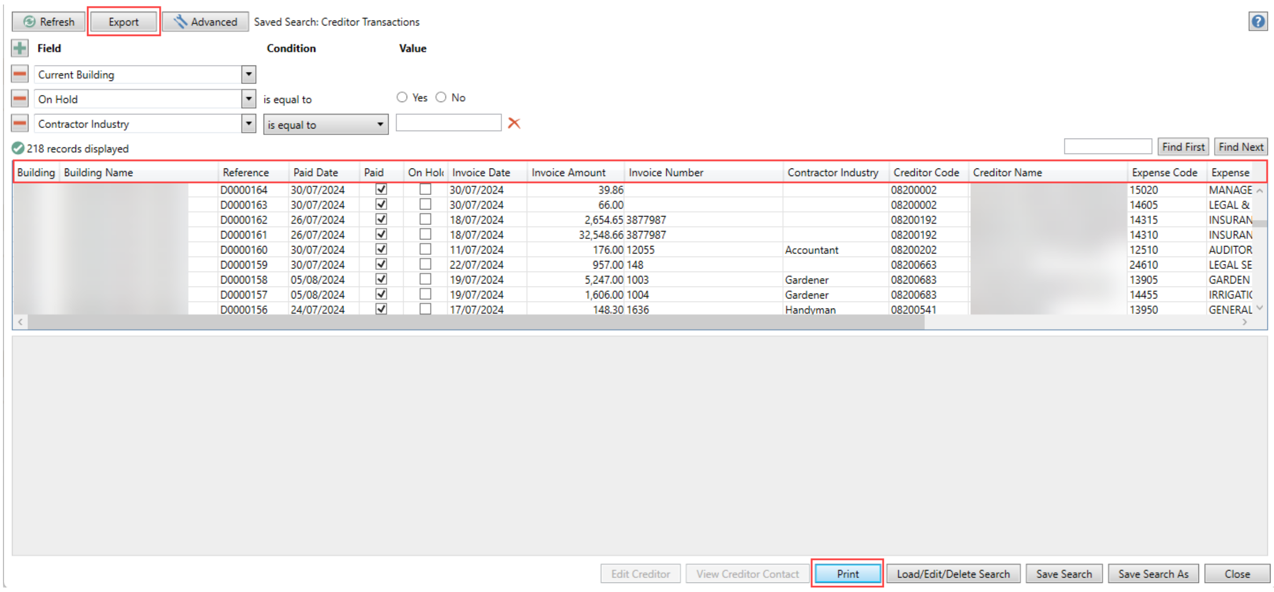


3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See *Display Types* for more information.
7. Tick *Show On Desktop*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

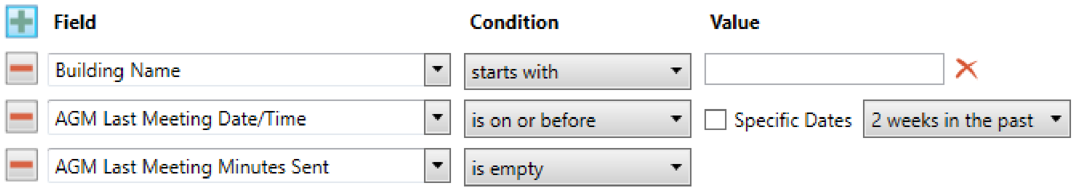


Examples of Searches for Dashboard

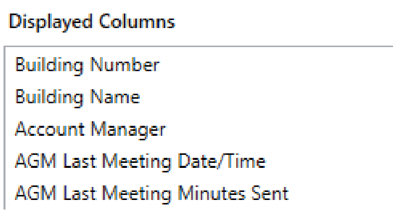
The below are some examples of saved searches that can be used as a dashboard to either prompt based on particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes and your particular setup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

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

Restrict To:



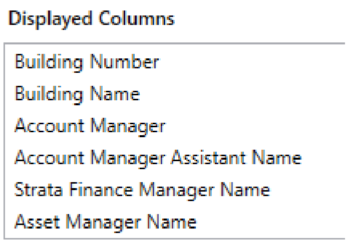
Displayed Columns:



Assigned Team Members (Search Buildings)

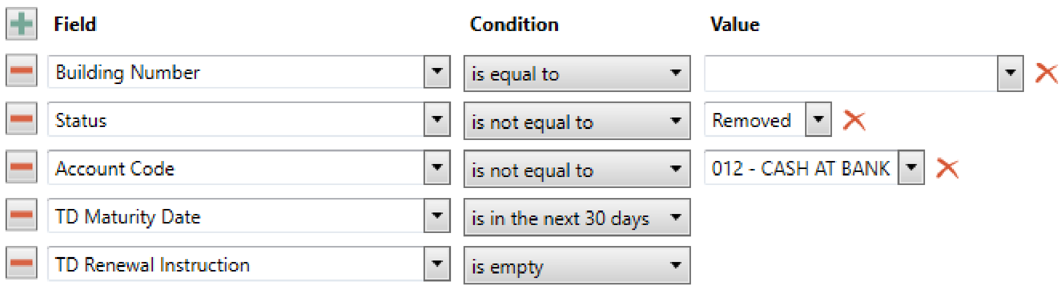
Restrict To: No requirements however you may filter by Account Manager for example

Displayed Columns:

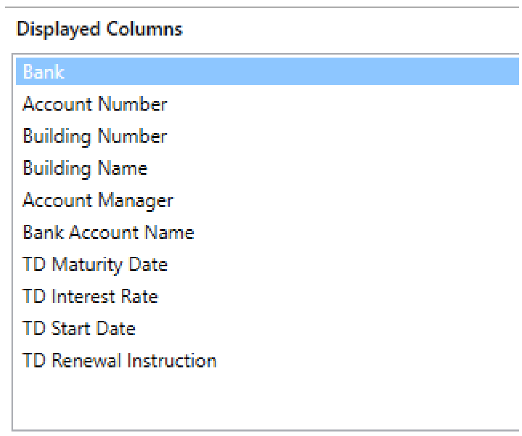


Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

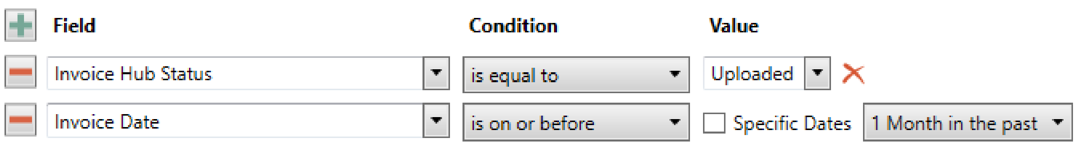


Displayed Columns:

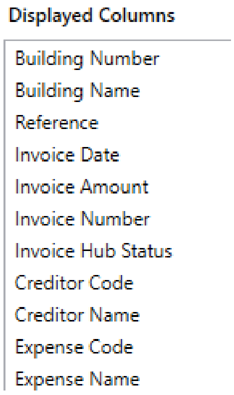


Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

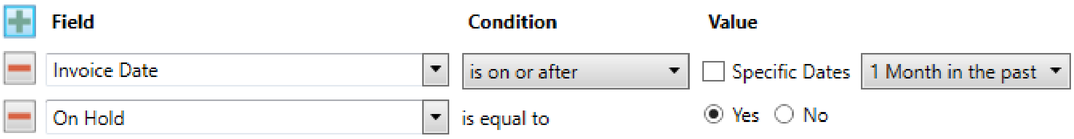


Displayed Columns:

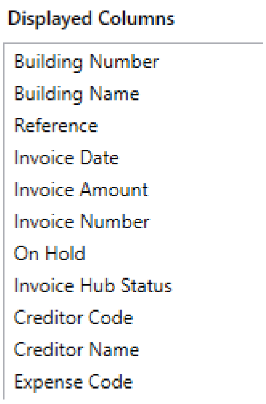


Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

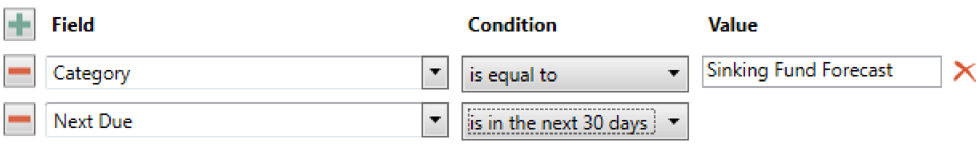


Displayed Columns:



Inspections due in next 30 days (Search Inspections)

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



Displayed Columns:

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