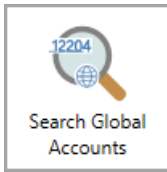
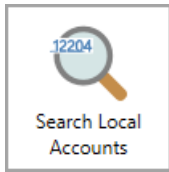


# Search Local and Global Accounts

Last Modified on 15/10/2024 3:43 pm AEST



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

**Search Local Accounts** and **Search Global Accounts** are designed to report account codes that have either a different description or do not exist in the Master Chart. They will also include all account codes that match the Master Chart. These areas will assist in reporting these account codes and assist with updating **Account Maintenance** and **Change Code Number**. This is the primary tool to use with the **Post Building Transfer** process. The difference between the two searches is that the building filter is immediately available in the **Search Local Accounts**. Searches can be saved for continuous use, and the information can then optionally be exported to Excel or produced into a PDF-style document.

## Security Setup

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

## Search Local Accounts and Search Global Accounts

**Search Local Accounts** is best used for a single building, and **Search Global Accounts** does not include a building restriction and displays all account codes globally. Both are designed to assist with identifying account codes that contain a different description or do not exist in the Master Chart. Editing the name of the account code can also be done on this screen.

1. Search or select **Search Local Accounts** or **Search Global Accounts**.
2. By default, the fields Account Code, Description and Master Chart Status will be applied. The Global Accounts Search will include the field Building Number.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
4. Based on the selected **Field**, the **Condition** can be changed if required, and then you can change/choose 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.).
- Click the *Refresh* button to display the records.
  - If you would like to, you can export the data to an Excel sheet by clicking the *Export* button.
  - If the search contains useful restriction and column sort order fields that are frequently reviewed, it can be saved as a saved search for regular use.

Refresh Export **Advanced** Saved Search: Local Accounts for Review

Restrict To **3** + Field Condition Value

Columns Account Code is equal to [ ] X

Sort Order Description starts with [ ] X

Advanced **4** Master Chart Status is equal to [ ] X

Account Code is in the range [ ] to [ ] X

Last Activity is on [ ]  Specific Dates [ ]

144 records displayed

Building Name	Building Number	Account Code	Description	Last Activity	Master Chart Status
		004	ADMINISTRATIVE FUND	21/05/2024	Matches Master Cha
		005	SINKING FUND	30/04/2024	Matches Master Cha
		006	TRANSFERS		Matches Master Cha
		011	CASH ON HAND	30/10/2023	Matches Master Cha
		012	CASH AT BANK	20/05/2024	Matches Master Cha
		01301	INVESTMENT ACCOUNT 1		Matches Master Cha
		01401	INVESTMENT A/C SINKING FUND	31/10/2023	Matches Master Cha
		01402	INVESTMENT A/C SINKING FUND 2	31/10/2023	Different Description
		01521	INVESTMENT A/C ADDITIONAL 2		Matches Master Cha
		01605	DEPOSITS	30/06/2023	Not in Master Chart

## Master Chart Status

To assist with account code cleanup, the Master Chart Status can be added as a 'Field' to report if the account code 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 in [Account Maintenance](#) (available to be done in this search using the *Edit* button below) or [Change Code Number](#).

- Not in the Master Chart.
- Matches Master Chart.
- Different Description.

- Search or select **Search Local Accounts** or **Search Global Accounts**.
- Adjust the 'Field' to include 'Master Chart Status'.
- Click *Advanced* and review *Columns* to add the 'Master Chart Status' in the available *Columns*.
- Click *Refresh* to display the records.
- Click *Export* to produce the results into an Excel report.

Refresh Export Advanced Saved Search: Local Accounts for Review

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	
Sort Order	Description	starts with	
Advanced	Master Chart Status	is equal to	
	Account Code	is in the range	
	Last Activity	is on	

Not in Master Chart  
Matches Master Chart  
Different Description

144 records displayed

Account Code	Description	Master Chart Status	Master Chart Description	Last Activity	Hide For Selection
004	ADMINISTRATIVE FUND	Matches Master Chart	ADMINISTRATIVE FUND	21/05/2024	<input type="checkbox"/>
005	SINKING FUND	Matches Master Chart	SINKING FUND	30/04/2024	<input type="checkbox"/>
006	TRANSFERS	Matches Master Chart	TRANSFERS		<input type="checkbox"/>
011	CASH ON HAND	Matches Master Chart	CASH ON HAND	30/10/2023	<input type="checkbox"/>
012	CASH AT BANK	Matches Master Chart	CASH AT BANK	20/05/2024	<input type="checkbox"/>
01301	INVESTMENT ACCOUNT 1	Matches Master Chart	INVESTMENT ACCOUNT 1		<input type="checkbox"/>
01401	INVESTMENT A/C SINKING FUND	Matches Master Chart	INVESTMENT A/C SINKING FUND	31/10/2023	<input type="checkbox"/>
01402	INVESTMENT A/C SINKING FUND 2	Different Description	INVESTMENT A/C SINK FUND 2	31/10/2023	<input type="checkbox"/>
01521	INVESTMENT A/C ADDITIONAL 2	Matches Master Chart	INVESTMENT A/C ADDITIONAL 2		<input type="checkbox"/>
01605	DEPOSITS	Not in Master Chart		30/06/2023	<input type="checkbox"/>

Refresh Export Advanced Saved Search: Local Accounts for Review

Restrict To	Available Columns	Displayed Columns
Filter	Filter master	Account Code
Columns	Master Chart Status	Description
Sort Order		Master Chart Description
Advanced		Last Activity
		Hide For Selection
		Default Tax Code
		System Flag
		Sub Group Update Code

## Edit Account Codes

You can edit the account code from each of these search screens. This will provide a quick access area to [Account Maintenance](#), allowing you to edit the account code to align with your master account codes.

1. Follow the steps in [Search Local Accounts and Search Global Accounts](#) to locate the account that needs editing.
2. Select the account code and click the *Edit* button.
3. Edit the *Description* field to match the Master Chart. Review any other fields in the account code setup and adjust if needed.
4. Click *Save*.

Refresh Export Advanced Saved Search: Local Accounts for Review

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	
Sort Order	Description	starts with	
Advanced	Master Chart Status	is equal to	Different Description
	Account Code	is in the range	to
	Last Activity	is on	Specific Dates

18 records displayed

Building Name	Building Number	Account Code	Description	Last Activity	Master Chart Status	Master Chart Descr
		01402	INVESTMENT A/C SINKING FUND 2	31/10/2023	Different Description	INVESTMENT A/C S
		061004	GST CONVERSION ACCOUNT	21/03/2024	Different Description	UTILITY ARREARS C
		061008	ARREARS UTILITY - HANDOVER	31/10/2023	Different Description	GST FOR RECONCIL
		101	LEVIES - ADMINISTRATIVE FUND	03/04/2024	Different Description	ADMINISTRATIVE F
		1011	DISCOUNT - ADMIN FUND	11/04/2024	Different Description	ADMINISTRATIVE FI
		102	SPECIAL ADMIN. FUND LEVY		Different Description	ADMIN FUND SPEC
		1083	WATER RECOVERY INCOME	14/02/2024	Different Description	STORAGE CAGE LEV
		11059	RECOVERIES - OTHER	31/10/2023	Different Description	SHARED FACILITIES
		12117	RECONCILIATION FEES	01/02/2024	Different Description	ADMIN FEES - RECC
		15020	MANAGEMENT FEES - SCHEDULE D	31/03/2024	Different Description	MANAGEMENT FEE

Account Maintenance

Code: 101 Description: LEVIES - ADMINISTRATIVE FUND

Type: Posting Account category used to post transactions

Ledger Type: Income (Revenue) Trading Fund: Admin Fund

System Flag: None

Tax Code: Default Default Tax Code: GST

Non Mutual Income

Comments:

Report Group:

Restrict Access

Category:

Apply Changes To Master Chart & Building

Save Cancel Edit

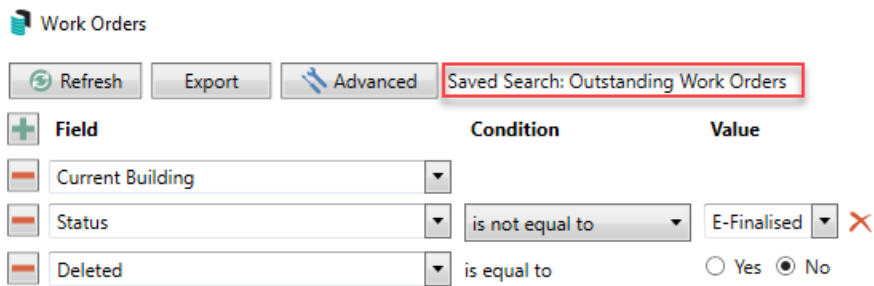
## Search Local Accounts or Search Global Accounts | Saved Searches

'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.

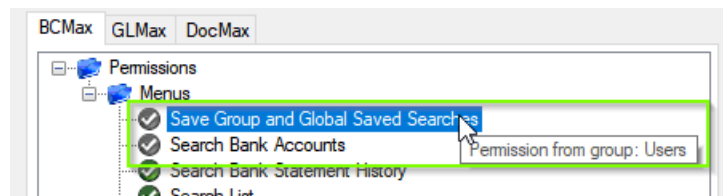
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

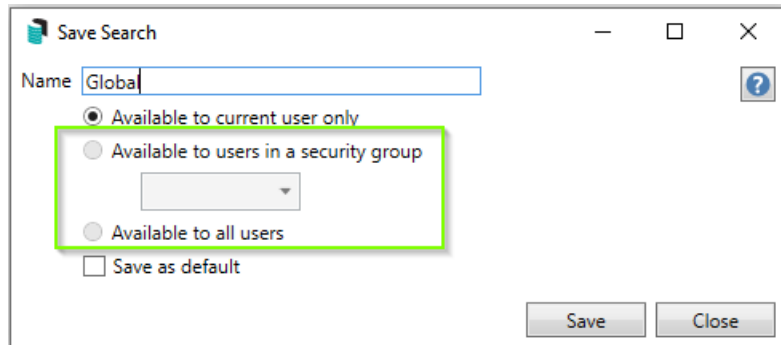


## Saved Searches | Security Setup Permissions

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.

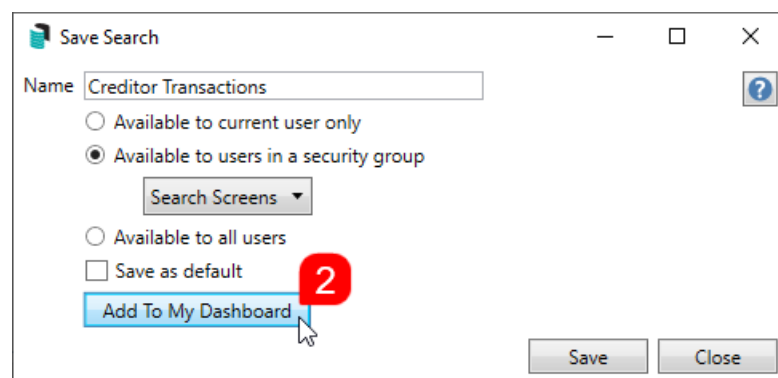
## Saved Searches | Add To My Dashboard

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.

Refresh Export Advanced Saved Search: Creditor Transactions

Field Condition Value

Current Building

On Hold is equal to  Yes  No

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 checked="" type="checkbox"/>	<input type="checkbox"/>	30/07/2024	39.86			08200002		15020	MANAGE
		D0000163	30/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30/07/2024	66.00			08200002		14605	LEGAL &
		D0000162	26/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18/07/2024	2,654.65	3877987		08200192		14315	INSURAN
		D0000161	26/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18/07/2024	32,548.66	3877987		08200192		14310	INSURAN
		D0000160	30/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/07/2024	176.00	12055	Accountant	08200202		12510	AUDITOR
		D0000159	30/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22/07/2024	957.00	148		08200663		24610	LEGAL SE
		D0000158	05/08/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19/07/2024	5,247.00	1003	Gardener	08200683		13905	GARDEN
		D0000157	05/08/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19/07/2024	1,606.00	1004	Gardener	08200683		14455	IRRIGATIO
		D0000156	24/07/2024	<input checked="" type="checkbox"/>	<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  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:

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 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
<input type="checkbox"/> Invoice Date	is on or after	<input type="checkbox"/> Specific Dates 1 Month in the past
<input type="checkbox"/> 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
<input type="checkbox"/> Category	is equal to	Sinking Fund Forecast <input type="checkbox"/>
<input type="checkbox"/> 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