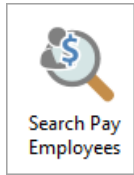


Search Pay Employees

Last Modified on 13/06/2025 10:36 am AEST



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

Search Pay Employees will assist with querying setup of Employee Payments for a single building or across your portfolio. Employees can be searched by Employee Name and Next Pay Date and reported on. Searches can be saved for continuous use, which can then be optionally exported to Excel or produced into a PDF-style document.

Search Pay Employees | Security

To access the **Search Pay Employees**, the user must have permission set to 'Allow' for **Search Pay Employees** under the 'Payments' category in [Security Setup](#).

Search Pay Employees

Search Pay Employees will display the Employee Name and the Next Pay date across your portfolio. Searches can be created based on set values; each column can be clicked on to sort, and results can be exported to Excel.

1. Search or select **Search Pay Employees**.
2. By default, the fields 'Current Building', 'Employee Name' and 'Next Pay Date' will be applied.
 - By removing (click the red 'minus' button) or changing the 'Current Building' field to a different field, it will display payments across your entire portfolio.
 - The 'End Date' field is used to select a specific date or date range, including an old or historic year. Or by removing (click the red 'minus' button) or changing the 'Date' field to a different field, it will display the full history of transactions.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
 - The 'Gross Pay Code', 'Overtime Pay Code', 'Super Expense Code', 'Employee Code' and 'Super Creditor Code' fields, 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.

Search Pay Employees - STRATAMAX ONLINE HELP KEEP 300621

Refresh Export Advanced

Field	Condition	Value
Employee Name	starts with	
Next Pay Date	is on or after	<input type="checkbox"/> Specific Dates
Gross Pay Code	is any of	
Overtime Pay Code	is any of	
Super Expense Code	is any of	
Employee Code	is any of	
Super Creditor Code	is any of	

1 record displayed

Building Number	Building Name	Employee Code	Employee Name	Next Pay Date	Frequency	Gross Pay	Overtime Pay	Tax	Net Pay	Super
852852	IMPORT SAMPLE KEEP	08200144	John Smith	22/01/2025	Weekly	1,750.00		384.00	1,366.00	

Edit Pay Employee Print Load/Edit/Delete Search Save Search Save Search As Close

NOTE: Access to 'Edit Pay Employee' is only accessible, in the Search, if 'Pay Employees' security permission is granted - see above.

Search Pay Employees | 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.

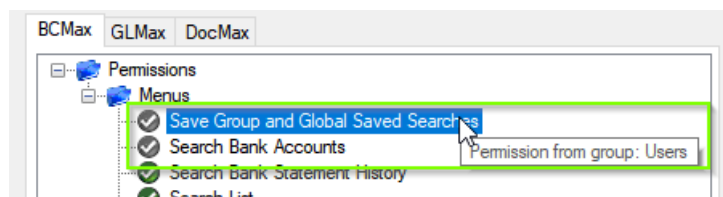
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

The screenshot shows the 'Work Orders' search interface. At the top, there are buttons for 'Refresh', 'Export', and 'Advanced'. A red box highlights the text 'Saved Search: Outstanding Work Orders' at the top right of the search area. Below this, there is a table with three columns: 'Field', 'Condition', and 'Value'. The 'Field' column has three rows: 'Current Building', 'Status', and 'Deleted'. The 'Condition' column has two rows: 'is not equal to' and 'is equal to'. The 'Value' column has two rows: 'E-Finalised' and 'Yes No'. A red 'X' icon is visible next to the 'E-Finalised' value.

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.

The screenshot shows the 'Save Search' dialog box. The 'Name' field contains 'Global'. There are three radio buttons: 'Available to current user only' (selected), 'Available to users in a security group', and 'Available to all users'. A green box highlights the 'Available to users in a security group' option and its dropdown menu. There is a 'Save as default' checkbox. At the bottom, there are 'Save' and 'Close' buttons.

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

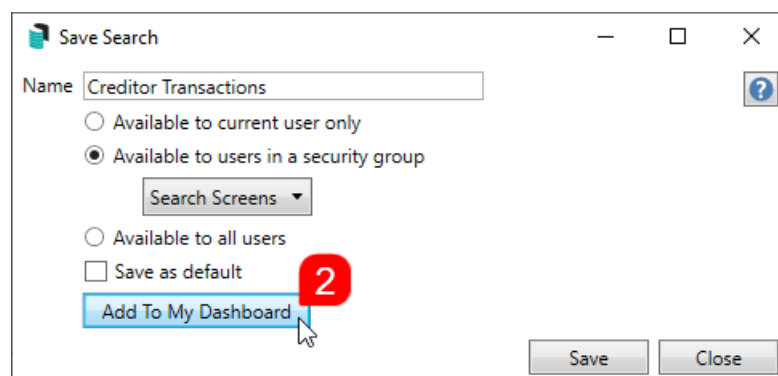
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required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

Contractor Industry

is equal to

is equal to

is equal to

Yes

No

218 records displayed

Find First

Find Next

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	IRRIGATI
		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 <input type="text" value="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 <input type="text" value="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