

Non-Mutual Income

Last Modified on 13/01/2026 9:24 am AEST



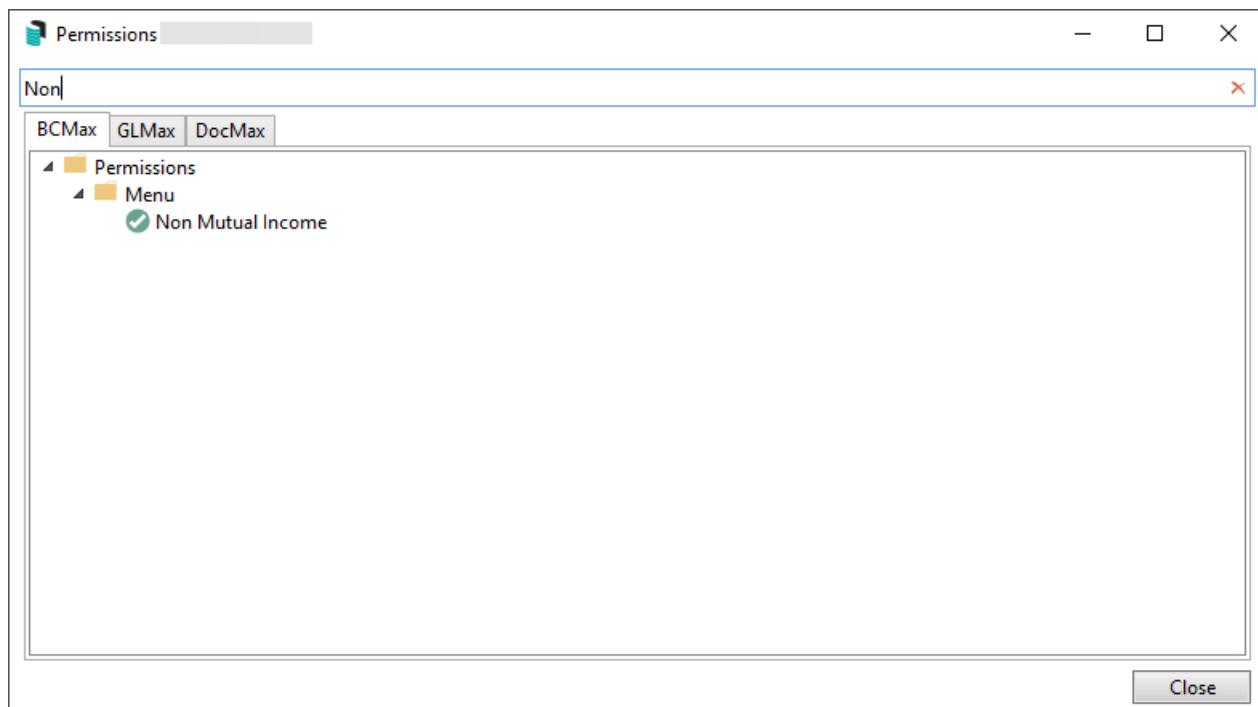
The instructions in this article relate to **Non-Mutual Income** search. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The *Non-Mutual Income* search reports transactions for a specific date range (usually the July-June tax year) where the account code is setup as Non-Mutual in **Account Maintenance**. Searches can be amended and saved for continuous use, plus the information can be exported to Excel. This search is for the selected Building / Plan only.

Non-mutual Income is any income that isn't received from Owners, (mutual income) such as interest on investment accounts / term deposits, lease of common property - i.e. telecommunications tower etc. This setup should be completed in conjunction with the advice of a registered tax agent / accountant. If a Building is registered for PAYG Instalment Tax in **Building Information**, but not GST, the report will be an Income Activity Statement (not a Business Activity Statement).

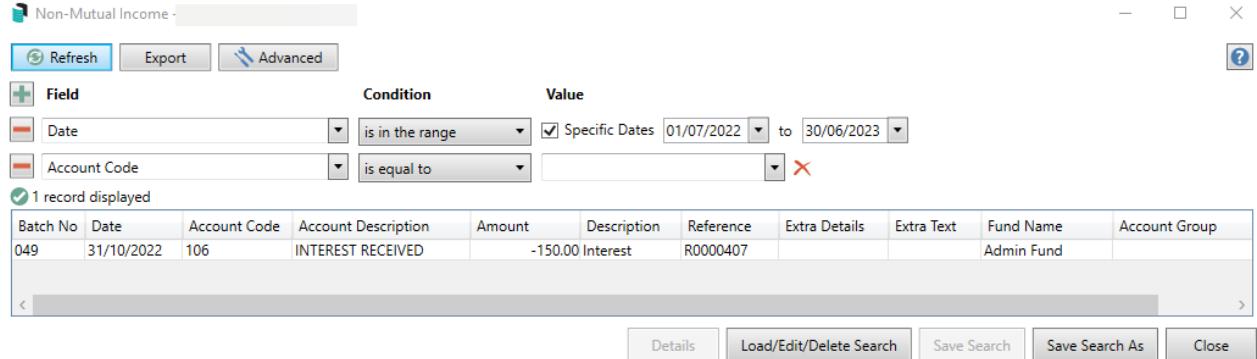
Non-Mutual Income Search | Security

To access **Non-Mutual Income** search the user must have permission set to 'Allow' for *Non Mutual Income* under the 'Menu' category in **Security Setup**.



Non-Mutual Income Search

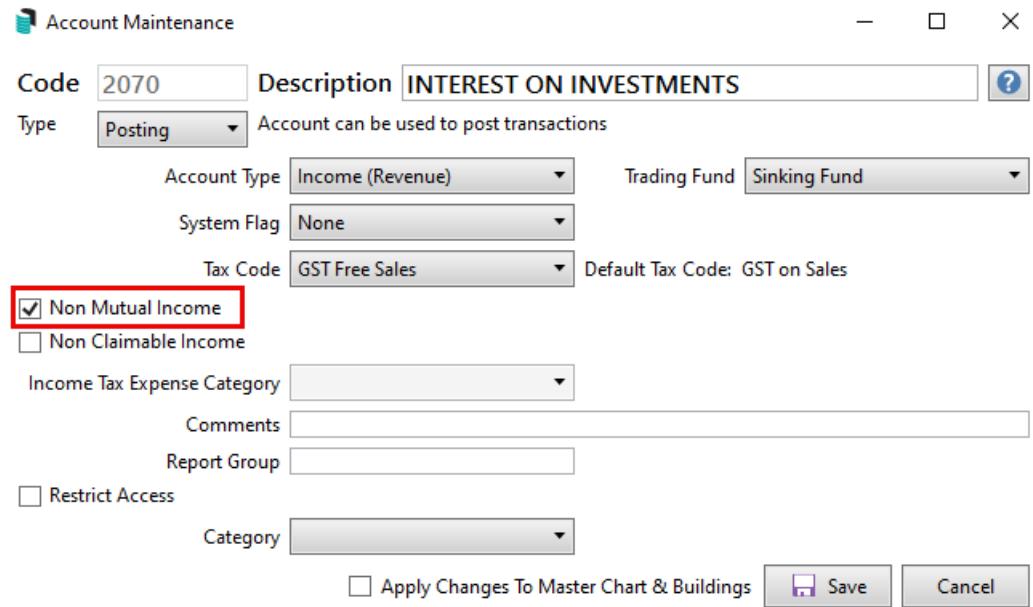
Non-Mutual Income search can be used to display transactions for a period that are posted to an account that is setup as non-mutual in Account Maintenance. This is for the selected (local) building only.



The screenshot shows the 'Non-Mutual Income' search interface. At the top, there are buttons for Refresh, Export, and Advanced. The search criteria are set with 'Date' in the range from 01/07/2022 to 30/06/2023, and 'Account Code' is set to 'is equal to'. The results table shows one record: Batch No 049, Date 31/10/2022, Account Code 106, Account Description INTEREST RECEIVED, Amount -150.00, Description Interest, Reference R0000407, Extra Details, Extra Text, Fund Name Admin Fund, and Account Group empty. At the bottom, there are buttons for Details, Load/Edit/Delete Search, Save Search, Save Search As, and Close.

Non-Mutual Income Account Setup

1. Search or select [Account Maintenance](#).
2. Locate the account code required to be set to Non-Mutual Income and click the *Edit* (pencil) button.
3. Tick the 'Non-Mutual Income' box.
4. Select 'Apply Changes to Master Chart & Buildings' if to be amended for the portfolio.
5. Click *Save*.
6. Repeat for any additional accounts that are required then close.



The screenshot shows the 'Account Maintenance' dialog box for account code 2070. The account description is 'INTEREST ON INVESTMENTS'. The 'Type' is set to 'Posting'. Under 'Account Type', 'Income (Revenue)' is selected. Under 'Trading Fund', 'Sinking Fund' is selected. Under 'System Flag', 'None' is selected. Under 'Tax Code', 'GST Free Sales' is selected, with a note 'Default Tax Code: GST on Sales'. The 'Non Mutual Income' checkbox is checked and highlighted with a red box. Other visible fields include 'Income Tax Expense Category', 'Comments', 'Report Group', 'Restrict Access', 'Category', and a checkbox 'Apply Changes To Master Chart & Buildings'. At the bottom are 'Save' and 'Cancel' buttons.

Non-Mutual Income Transactions - Global

To report all non-mutual transactions for the portfolio use [Global Transactions](#) with the criteria is Non-Mutual Income is equal to Yes.



Non-Mutual Income Totals - Global

To report the total non-mutual income for the portfolio use [Search Income Tax](#) and review using the Non-Mutual Income column.

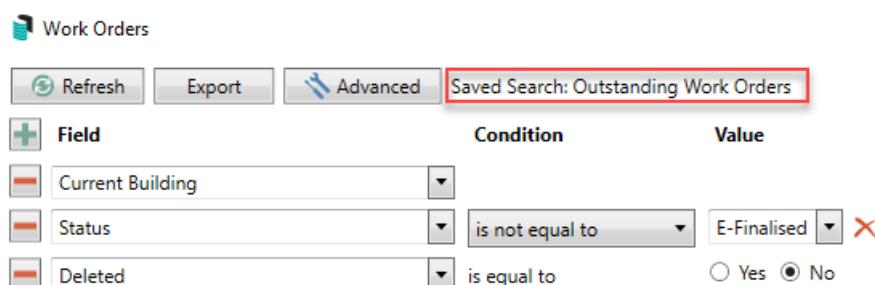
Non-Mutual Income | Saved Searches

'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.

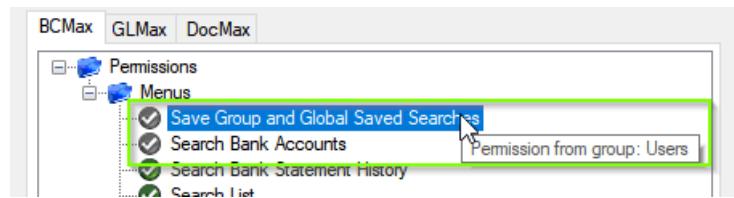
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

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

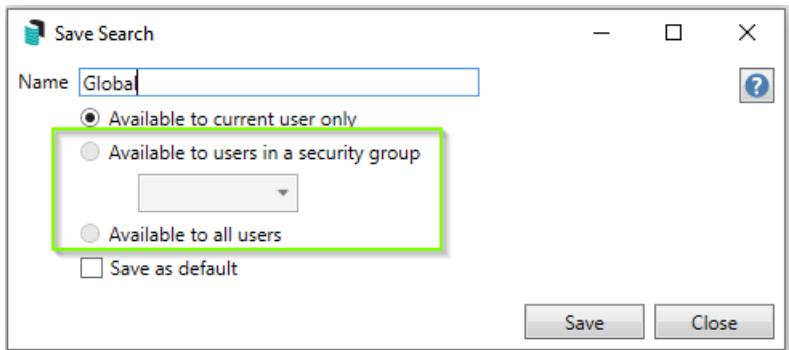


Saved Searches | Security Setup Permissions

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

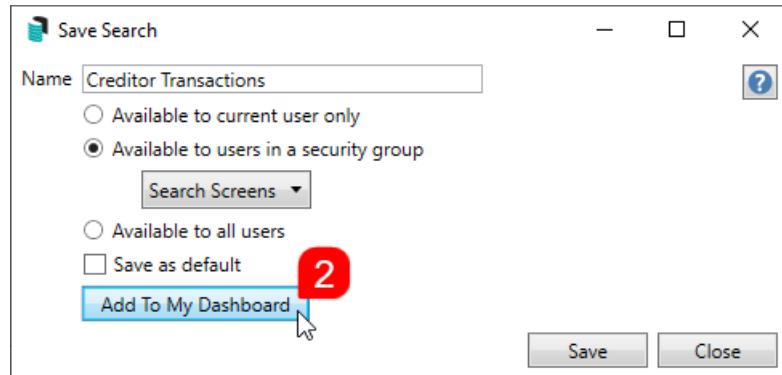
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required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

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	IRRIGATK
D0000156		24/07/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17/07/2024		148.30	1636	Handyman	08200541		13950	GENERAL

Print

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:

Field	Condition	Value
Due	is on or before	<input checked="" type="checkbox"/> Specific Dates <input type="text"/>
Task State	is any of	<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> In Progress <input checked="" type="checkbox"/>

Displayed Columns:

Displayed Columns

Building Number
Building Name
Title
Assigned To
Due
Created
Priority
Task State
Category

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

Restrict To:

Field	Condition	Value
Building Name	starts with	<input type="text"/> X
AGM Last Meeting Date/Time	is on or before	<input type="checkbox"/> 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	<input type="text"/> X
Status	is not equal to	Removed X
Account Code	is not equal to	012 - CASH AT BANK X
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 <input type="button" value="X"/>
Invoice Date	is on or before	<input type="checkbox"/> Specific Dates <input type="button" 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="button" 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 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:

Field	Condition	Value
Account Type	is equal to	Expense 
Financial Reporting Category	is empty	
Actual YTD	is not equal to	0 
Actual YTD	is not empty	

Displayed Columns:

Displayed Columns

Building Number
Building Name
Account Code
Description
Financial Reporting Category