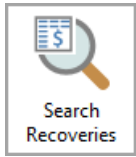


# Search Recoveries

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

**Search Recoveries** is used to find specific *TRMax* recovery records. It can report on recoveries that have already been processed, have not been processed, or have been configured to not be processed in GLMax, as well as records matched by Recovery Code, Recovery Name, or Expense Code.

This search assists with analysing recovery data and reviewing the records most relevant to the task at hand. Search filters and columns can be saved as a specific search, added to the *Dashboard* for quick access, and the results can also be exported to Excel or produced as a PDF-style document.

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## Searches

Many *search screens* use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

## Search Recoveries | Security

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

## Search Recoveries | What it can report on

**Search Recoveries** reports on *TRMax* recovery records using search values that match the recovery details you need to review. This includes processed and unprocessed recoveries, recoveries configured not to be processed in GLMax, and records returned by Recovery Code, Recovery Name, or Expense Code.

This is useful when you need to analyse recovery data, locate a specific group of recovery records, or save a filtered view for repeat use. The displayed columns and sort order can also be tailored to suit the search scenario.

## Search Recoveries | Recommended search examples

### Find recoveries that have already been processed

This search can be used to locate recovery records that have already been processed.

1. Search for or select **Search Recoveries**.

2. Add or select the field that identifies processed recoveries.
3. Set the required *Condition* and *Value* to return processed records.
4. Click *Refresh* to display the matching recoveries.
5. Review the results and adjust the displayed columns if required.

## Find recoveries that have not been processed in GLMax

This search can assist with identifying recoveries that have not been processed, or have been configured to not be processed in GLMax.

1. Search for or select ***Search Recoveries***.
2. Add or select the field that identifies the required recovery processing status.
3. Set the required *Condition* and *Value* for the relevant status.
4. Click *Refresh* to display the matching recovery records.
5. Review the results to analyse which recoveries meet the selected criteria.

## Analyse recoveries by code, name, or expense code

This search can be used to analyse recovery data by a specific Recovery Code, Recovery Name, or Expense Code.

1. Search for or select ***Search Recoveries***.
2. Add or select the required field, such as *Recovery Code*, *Recovery Name*, or *Expense Code*.
3. Enter or select the required *Value*.
4. Click *Refresh* to display the matching recovery records.
5. If required, save the search for ongoing use or export the results.