Account Dissection

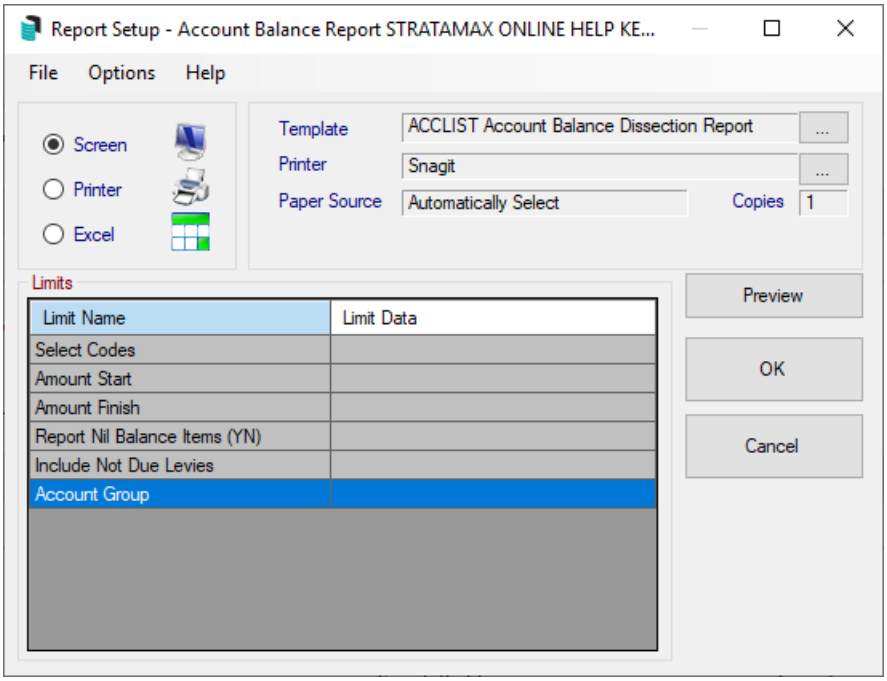
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The instructions in this section relate to ***Account Dissection.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Account Dissection produces a report that is a breakdown of a lot owner's account balance in each of the building's funds, such as Administrative Fund, Sinking Fund, interest and other levies. By default the report will not include any levies where the due date is after the report date, but this can be changed.

1. Search or select ***Account Dissection.***
2. In the top left of *Report Setup* screen, there are three radio buttons to chose from:
    - *Screen:* Produces an on-screen preview of the report with options to print, email or save the report as a PDF, or in DocMax.
    - *Printer:* Prints the report without any preview.
    - *Excel:* Exports the report to *Excel*.
3. In the top right, you can chose the template you want by clicking the top ellipsis button*[...]* next to *Template*.
4. Review Limit Data and double click to adjust.
5. Click *OK* to produce report.



Account Dissection (Second Debtors)

The 'Account Dissection Second Debtors' report shows the breakdown of the second debtors account balance in each of the account balance fields.

1. Search or select Account Dissection (Second Debtors).
2. Set the report limits as you prefer.
3. Double-click on the field limit to set.
4. Tag or enter the criteria for this limit: If the field contains Amount information, type in the Amount to start reporting from. If the name of the field contains 'YN' then you may enter either a 'Y' for Yes, or 'N' for No for this limit.
5. To print in code number order (in increasing order): Click '*Options*' then 'Code Number Order'.
6. To print in name order (alphabetically): Click '*Options*' then 'Name Order'.
7. The Account Dissection Report is one of the reports that will preview information in a searchable grid prior to printing to any output source. To display the preview grid before printing the report click *Preview*.
8. Click *OK*.
9. If 'Preview' was selected in the printing options: A grid will appear to allow for searching through the information.
10. Change the order of the information by clicking on a column heading - the list will be re-sorted depending on what column you clicked. Column headings are a toggle - if the column is in ascending order then it will change to descending and vice versa.
11. Click *Show in Excel*.

12. Click *Export* to save the information to a tab delimited text file.
13. Or *Print* to continue printing the report.
14. Or *Close* to close the preview grid and cancel printing the report.