Master List A/c Group

Last Modified on 20/08/2025 3:54 pm AEST

The instructions in this article relate to ***Master List A/c Group.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

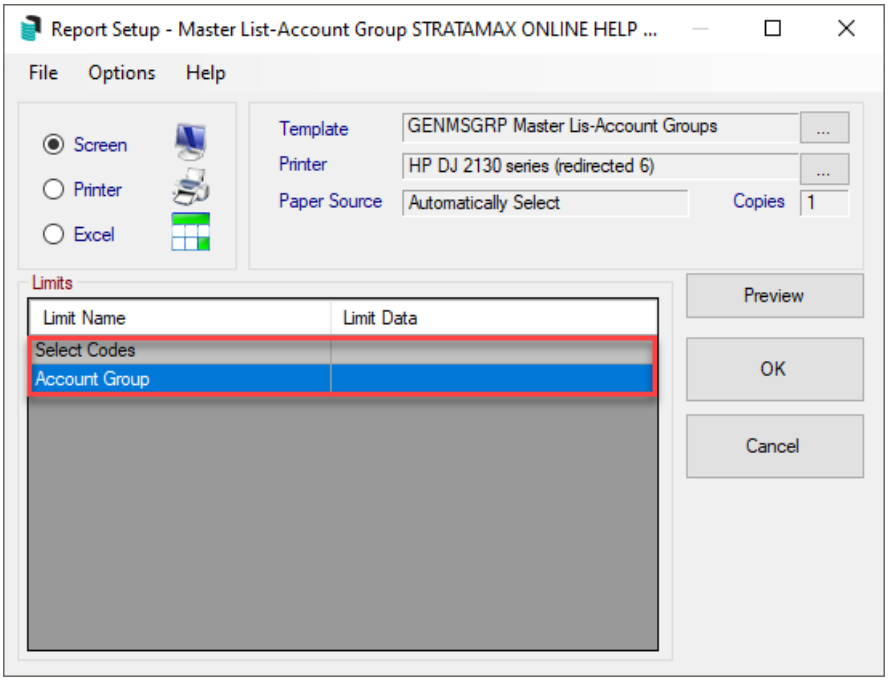
Please note that ***Master List A/c Group*** as been removed from StrataMax Version 5.6.132 with the same reporting fields available with ***Search Local Accounts***.

Within StrataMax, each building has a Master List A/c Group included. This report displays the code and description for each account together with its type, e.g. if it is a posting, heading or total account code. The account group column is to assist with a Multi OCs in Victoria. The account group setup defines how the system will treat the account code and what corporation it should be reporting within.

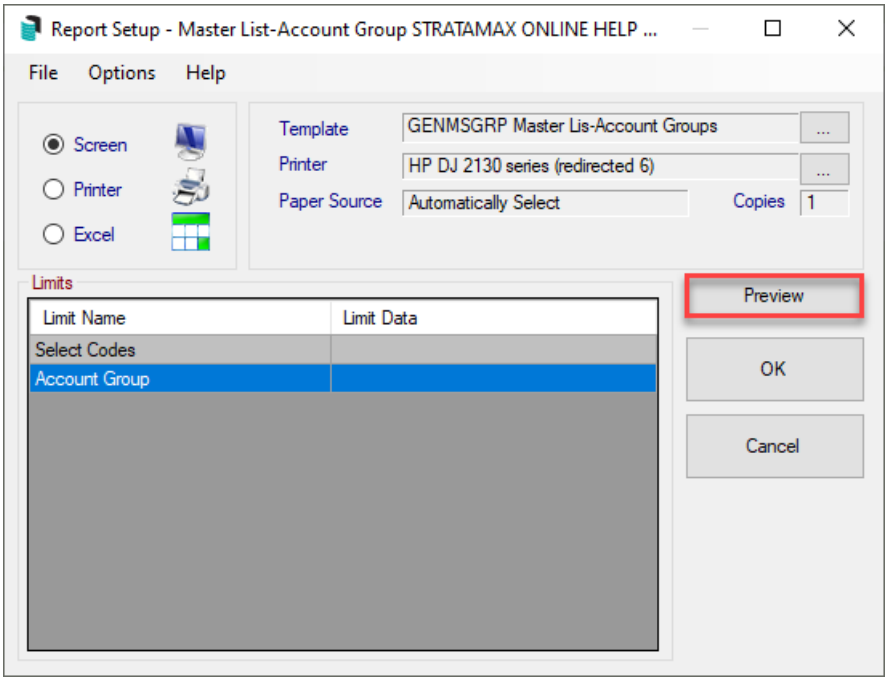
Produce Master List A/c Group Report

To produce a report of all account codes in the chart of accounts for the selected building following the below steps;

1. Search or select ***Master List A/c Group.***
2. Certain account codes or an account group can be selected to be reported on individually by limiting the data in the *Limits* area.



3. If *Preview* is selected, the Master List A/c Group Report will appear in a grid format.



4. Click *OK* to produce report.

Adjust Master List A/c Group Report Sort Order

The accounts codes to be listed in account code order, or name order for the account codes to be listed alphabetically using the description.

1. Search or select ***Master List A/c Group.***
2. Click *Options > Code Number Order.*

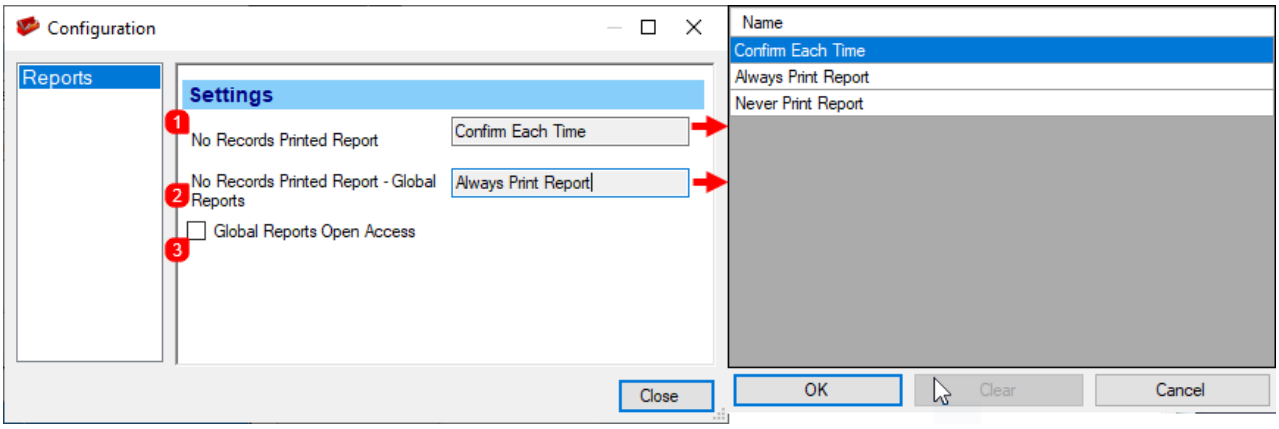
Type Key

H = Header Account Code.

P = Posting Account Code which can have journals created manually.

X = Totalling.

Master List A/c Group Configuration



1. No Records Printed Report
If a report produces no records, choose what happens:

- Confirm Each Time
- Always Print Report
- Never Print Report

2. No Records Printed Report - Global Report
If a report produces no records, choose what happens:

- Confirm Each Time
- Always Print Report
- Never Print Report

3. Global Reports Open Access
If ticked, the the global report process will not check locked buildings.