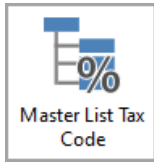


Master List Tax Report

Last Modified on 19/06/2024 4:40 pm AEST



Instructions in this article relates to the **Master List Tax Code Report**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

Each building has its own master list. This report lists the following information about each general ledger account code (Excluding creditors [082...] and lot owners accounts [021..]): Code Number, Description, Master List Type, Tax Code, and Non-Mutual Income.

Master List Tax Code in Master Chart / Base Building

1. From the [Building Selector](#), select
 - A building to run the list just for that building.
 - Select *Base Building*' to run the report in the Base Building.
 - Select *Master Chart Building* to run the report in the Master Chart.
2. Search or select **Master List Tax Code**.
3. The below information will apply to all areas of output for the report.
 1. Click *Options* > *Code Number Order* to print in number order.
 2. Click *Options* > *Name Order*, to print in alphabetical order.
 3. Choose the required output: Screen, Print, or Excel.
 4. Select Codes - tag to set any limits
 5. Tax Code - tag to set any limits
 6. Non Mutual - tag to set any limits
 7. Click the *Preview* button to display the contents in an on-screen table, similar to Excel.
4. Click OK.