

Reports / Utilities (Global) | Custom Queries

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Instructions in this article relate to *Custom Queries*, which is an option in the *Group* menu **Reports/Utilities Global**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*. These reports are being phased out and replaced with search screens in recent versions.

Search screens are available in most areas and replace custom queries which both areas allow for an excel report. Examples include **Search Roll, Search Office Bearers, Search Bank Accounts, Search Creditors, Search Creditor Invoice Items**, and **Search BAS**. These searches allow custom fields to be applied to report specific information around these valuable areas. To see the possibilities of these searches, use the StrataMax teal icon in the top left and type the keyword *Search* to see what is available.

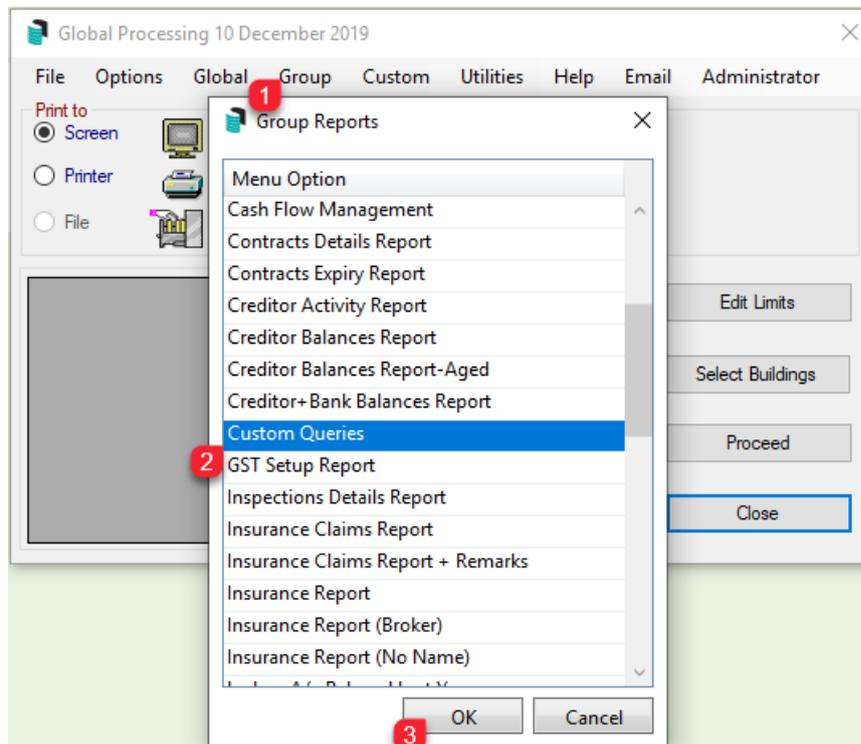
The screenshot displays the StrataMax search interface. On the left is a sidebar menu with a teal icon (marked with a red '1') and a search input field (marked with a red '2') containing the text "search". The sidebar categories include Accounting & Taxation, Banking, Creditors & Payments, Levies & Arrears, Owners & Debtors, Property Info, Administrator, Integrated Modules, and Communications. A "Help" button is at the bottom of the sidebar. The main area, titled "Search Results", shows a grid of 18 search options, each with an icon and a magnifying glass:

- Search Bank Accounts
- Search Bank Statement Hist...
- Search BAS
- Search Building Info History
- Search Buildings
- Search Contacts
- Search Creditor Invoice Items
- Search Creditors
- Search Global Accounts
- Search Income Tax
- Search Inspections
- Search Insurance
- Search Insurance Claims
- Search Levies
- Search Local Accounts
- Search Meetings
- Search Office Bearers
- Search Pay Employees
- Search Payments
- Search Quotes

Generating a Custom Query Report

The report will automatically open in Excel, so there is no requirement to set 'Print to' options.

1. Search or select **Reports / Utilities Global**.
2. Click *Group* to open the *Groups Reports* window.
3. Select *Custom Queries* (scroll down the list a little bit), then click *OK*.

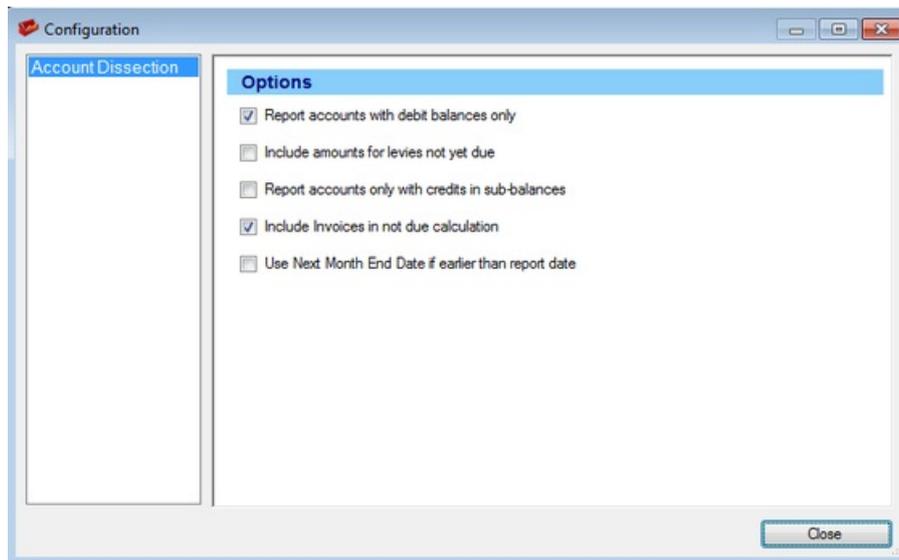


4. Click the *Select Buildings* button on the right, then in *Building List* tag the required building/s and click *OK*.
5. Click the *Proceed* button on the right, and the *Custom Queries* list will appear.
6. Select the Custom Query report required and click *OK*.
7. Please refer to the instructions below for specific details on each report available.

Arrears Worksheet / Arrears Worksheet Summarised Other

This query will provide a consolidated Account Dissection report based on the report settings selected in the *Options* screen. The 'Arrears Worksheet' will include the balances for each *Invoice Field* (additional funds) instead of consolidating to 'Other'.

The following configuration options will now display, tick the required options and click *Close*.



Example of Arrears Worksheet / Arrears Worksheet Summarised Other:

Body Corp No	Body Corporate Name	Account Manager	Code	Lot Number	Unit Number	Admin Fund Balance	Special Admin Fund	Sinking Fund	Special Sinking	Overdue Interest	Other Balance	Year to Date Bal.	Legal Action	Report Date
70161	TRAINING EXAMPLE 1	Training	02100001			302.41	0.00	625.00	0.00	0.00	0.00	927.41	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100002			7057.24	0.00	1875.00	0.00	0.00	0.00	8932.24	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100003			5504.83	0.00	1250.00	0.00	0.00	0.00	6754.83	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100004			3904.83	0.00	1250.00	0.00	0.00	0.00	5154.83	No	14/07/2011
70161	TRAINING EXAMPLE 1	Training	02100005			3704.83	0.00	1250.00	0.00	0.00	0.00	4954.83	No	14/07/2011
70162	TRAINING BUILDING	Training	02100001			1350.00	0.00	225.00	0.00	0.00	0.00	1590.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100002			3600.00	150.00	675.00	0.00	0.00	0.00	4425.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100003			2400.00	100.00	450.00	0.00	0.00	0.00	2950.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100004			2400.00	100.00	450.00	0.00	0.00	0.00	2950.00	No	14/07/2011
70162	TRAINING BUILDING	Training	02100005			1590.00	100.00	450.00	0.00	0.00	0.00	2140.00	No	14/07/2011
1234	TRAINING	Training	02100001			929.03	0.00	385.23	0.00	0.00	0.00	1314.26	Yes	14/07/2011
1234	TRAINING	Training	02100002			365.87	0.00	192.62	0.00	0.00	0.00	558.49	Yes	14/07/2011
1234	TRAINING	Training	02100003			931.75	0.00	385.23	0.00	0.00	15.00	1331.98	No	14/07/2011
1234	TRAINING	Training	02100004			817.29	0.00	385.23	0.00	0.00	0.00	1202.52	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100002			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100003			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100004			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011
40000	TRAINING DEMO	Veanne	02100005			40.00	0.00	0.00	0.00	0.00	0.00	40.00	No	14/07/2011

GLMax Debtor Compare

This report will compare the balance of the GLMax Body Corporate Management Debtors to the BCMax Creditor record balance. This report will only be 100% effective if the GLMax Company reconciles the Debtor receipts via the GLMax Bank Account; it will, however, provide a quick report to determine the amount unpaid to the GLMax Company from the BCMax Buildings.

This report does not require any specific settings.

1. Select GLMax Debtor Compare.
2. Select the appropriate company if there is more than one management company set in GLMax.

Legacy Reports replaced with Searches

- Bank Account Statistics - use [Search Bank Accounts](#).
- Bank Details for all selected banks - use [Search Bank Accounts](#).
- Committee Extract - use [Search Office Bearers](#).

- Creditor Maintenance - use [Search Creditors](#).
- Creditor Payments Volume - use [Search Creditor Invoice Items](#).
- General Ledger Transactions - use [Global Transactions](#) for all buildings or [Local Transactions](#) for one building.
- Insurance Claims Report - use [Search Insurance Claims](#).
- Insurance Extract - use [Search Insurance](#).
- Last BAS/ATO Report - use [Search BAS](#).
- Levy Records with Paid Dates - use [Search Levies](#).
- Month End Dates - use [Dashboard Buildings Not Rolled](#).
- New Development (NSW) Initial Period - use [Search Buildings](#).
- Overdraft Report - use Bank Balances report(from [Report Distribution](#))
- Owner Extract - use [Search Roll](#).
- Payment Statistics - use [Search Creditor Invoice Items](#).
- Unpresented Cheques (EFT) & Credits Report - use [Unpresented Payments and Receipts Report](#).