Interactive Reports

Last Modified on 12/06/2025 2:39 pm AEST



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

Interactive Reports has been designed to review financial statements for the property's current and old year, and drill into any account code to view the transactions, payment details, as well as any attached documents, such as invoices.

Using Interactive Reports

Interactive Reports include a number of reporting tools that can be used to assist with account queries; each account code can be clicked to view transactions. Some include *Levies in Arrears* and *Levies in Advance* which enable the user to select between different reporting formats.

The *Security Setup* setting is titled 'Interactive reports' and access must be granted to use this menu. Please discuss access with your office Administrator responsible for StrataMax Security Setup.

- 1. Search or select *Interactive Reports*.
- Click on the Account Code line or the icon to the left of the account code number, and depending on what type of code you click on, either an additional tab will be opened to the left, or a new window will appear, resembling one of the StrataMax 'Search' screens.
- 3. Click the red 'X' button to close a tab, or the *Close* button to close the 'Search' window.

Transactions will be ordered by selected financial year based on the transaction date followed by previous financial year; column names can be clicked on to change the sort order.

Print Financial Statements

A copy of the *Presentation Financial Statement* can be printed by clicking on the *Printer* icon at the top right of the page, and a set of financials can also be exported by clicking on the *Excel* icon.

Interactive Reports				_	Х
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Financial Statements for STRATAMAX ONLINE HELP		BALANCE SHEET		8 🗉	^
KEEP			Actual	Actual	
	012	Cash At Bank	13.319.31	1.219.42	

Arrears & Advance Lot Account Codes

The Arrears & Advance account codes on the Balance Sheet are totalling accounts. Clicking on accounts codes that relate to lot balances will open a tab that provides a list of all lots with an account balance. The format displayed is based on whether the user selects the *Lot Balances* or the *Lot Account Dissection* icon; if the account code name is selected, the default format displayed will be*Lot Balances*.

Clicking on a the button for a lot will open the *Local Transactions* window for the lot's code with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, etc.

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Financial								8		
Statements for STRATAMAX ONLINE HELP				ΒΔΙΔ	NCE SHEE	г				
KEEP Lot account				DALA		A	ctual	Actual		
dissection report for			01111550			30/0	9/24	31/05/24		
ONLINE HELP		004	OWNERS Administra			-9,520	77	-9,594.69		
KEEP										
		005	Sinking Fu	nd		-52,930	0.00	-52,930.00		
			TOTAL THESE FUI	NDS ARE RE	PRESENTED BY	-62,450).77	-62,524.69		
			CURREN	T ASSETS						
		012	Cash At Ba			61,456	.00	61,356.00		
		0221	Levies In A	rrears		4,900	0.00	4,900.00		
	Lot Balances	0222	Other Arre	ars		900	0.00	900.00		
	Lot balances	0224	Interest Or	o Overdue L	evies	325	57	288.49	_	
Interactive Reports										;
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Financial										
Statements for				Number Ad	ministrative Fund	_				
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KEEP	02100002	22	22		1000.00	0	65.32	1065.32		
Lot account dissection	02100003	3	3		1000.00	0	65.32	1065.32		
	02100004	4	4		1000.00	0	65.32	1065.32		
ONLINE HELP KEEP	02100005	5	5		1000.00	0	65.32	1065.32		
Lot balance report for	Ly 02100006	6	6		900.00	0 9	964.29	1864,29		
	×									
KEEP	_									
Local Transactions for 021000	06 - STRATAMAX ONLINE F	HELP KEEP 300621						-		
Refresh Export	Advanced									
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otch No Date Type 0 01/06/2024	Amount Descrip 900.00 Brough		Reference J0000475	Related Description	Related Accou	int Description Re	elated A	count Code Extr	a Detail	15
0 01/06/2024	57.49 Brough		J0000475 J0000476							
0 01/06/2024	900.00 Brough		J0000477							
1 30/06/2024	2.22 Interest	to 30/06/24	J0000493							
4 31/07/2024 5 31/08/2024	2.29 Interest 2.29 Interest		J0000529 J0000541							

Creditor Balance Account Codes

Clicking the creditors balance sheet account code (082) under the *Current Liabilities* header will open a new window called 'Creditor Balances', which displays a list of any creditors with a current balance.

This screen has the same features and functions as the *Search Creditor Invoice Items* screen, with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, tag paid invoices, place invoices on hold, etc.

		082	Creditors			-1,586.00	-1,475.00		
Creditor Bala	nces - STRATAM Creditor Balance	5 EP 300621						- C	×
Refresh	Export Advanced								0
+ Field		Condition	Value						
Current Bu	ilding	·							
- Creditor Na	ame	starts with	•		×				
Has Balanc	e .	is equal to	• Yes	O No					
4 records disp									
	Creditor Name	Balance		Credit Note Total	On Hold Total				
08200012 08285380	ABC Painting Co CHU STRATA INSURANCE	111.00 450.00	111.00 450.00	0.00	Control of				
	-								
300621	STRATAMAX ONLINE HELP KEEP		Balance	111.00	Invoice total:	111.00		iB BP/	AY 55555
O8200012 O8200012 O	ABC Painting Co				Credit Note total:	0.00			None
	Yes - Approved								
Invoice Numb	ber Date W	ork Order Hub	BPAY CRN	Reference	Description	Expense Account	Amount	Paid Amount	Hold
	27/09/2024		88884444 /	D0000023	/ Painting - External	15805 PAINTING - EXTE	RI 111.00	0.00	
						Tag Pa	id Invoices Ho	Id All Unh	IIA blo
	View Creditor Cont	act Invoice Act	ivity Report Ag	ged Balances	Print Load/	/Edit/Delete Search Sav	ve Search Save	Search As	Close

Income and Expense Account Codes

Clicking on an expense account code will open the *Local Transactions* window for the code with the ability to add, remove and change filtering fields, columns, export the list to Excel, print the list as a report, etc.

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Financial Statements for STRATAMAX ONLINE HELP				12		EXPENDITURE - Accounting	ADMIN. FUND	0.00	5	00.00		ingine	
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- Year				is eq	ual to	•	Current Year 💌 🗙						
				is on	1	•	Specific Dates	•					
 Date 				IS OF									
Pore	ds displayed			IS OF									
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3 record Batch No 017 020	ds displayed Date		Amount Descrip	tion 12 - Con 12 - Con	mitted	DA000022 X DA000022 Y	Painting - External				Extra Text	Invoice Code	Invoice Cod