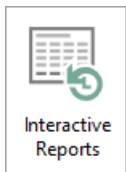


Interactive Reports

Last Modified on 16/08/2023 12:10 pm AEST



The instructions in this article relate to the **Interactive Reports**. 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 you 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**.
2. Click on the *Account Code* line or the icon to the left of the account code number.
 - An additional tab will be opened to the left; further tabs can be opened depending on the account code selected.
3. Click the red 'X' button to close a tab.

Interactive Reports

Financial Statements for STRATAMAX ONLINE HELP KEEP

BALANCE SHEET

		Actual 31/07/20	Actual 31/12/19
OWNERS FUNDS			
004	Administrative Fund	-118,484.92	-106,187.68
005	Sinking Fund	-7,524.35	-5,212.88
	TOTAL	<u>-126,009.27</u>	<u>-111,400.56</u>
THESE FUNDS ARE REPRESENTED BY			
CURRENT ASSETS			
012	Cash At Bank	13,319.31	1,219.42
	0221 Levies In Arrears	131,990.73	109,228.27
	0222 Other Arrears	630.00	385.00
	0224 Interest On Overdue Levies	5,754.15	5,256.81
	TOTAL ASSETS	<u>151,694.19</u>	<u>116,089.50</u>
LIABILITIES			
061000	Gst Clearing Account	-1,217.15	0.00
061002	Payg Clearing Account	-10.00	0.00
061003	Arrears Clearing Account	-30.00	0.00
082	Creditors	-21,443.73	492.57
083	Accruals	10.00	10.00
0960	Next Year Discounts	0.00	139.38
0961	Levies In Advance	-2,994.04	-5,330.89
	TOTAL LIABILITIES	<u>-25,684.92</u>	<u>-4,688.94</u>
	NET ASSETS	<u>126,009.27</u>	<u>111,400.56</u>

Lot Account Dissection

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

Financial Statements for STRATAMAX ONLINE HELP KEEP

BALANCE SHEET

		Actual	Actual
012	Cash At Bank	13,319.31	1,219.42
	0221 Levies In Arrears	131,990.73	109,228.27
	0222 Other Arrears	630.00	385.00

Lot Account Dissection

Arrears & Advance Lot Account Codes

Clicking on accounts codes that relate to lot balances will provide 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 format displayed will be *Lot Balances*.

Clicking on a lot will display transactions for the lot account; then from within the list of transactions, clicking a transaction type will display further information to the right, including levy details, overdue interest calculations, and receipt allocations.

The screenshot shows the 'Interactive Reports' window. On the left is a navigation menu with options: 'Financial Statements for STRATAMAX ONLINE HELP KEEP', 'Lot balance report for STRATAMAX ONLINE HELP KEEP', and 'Transaction list of 02100001 for STRATAMAX ONLINE HELP KEEP'. The main area displays a table of transactions:

	Date	Amount	Description	Invoice Code
Journal	01 Jan 2020	4603.30	Brought Forward	Admin Fund
Journal	01 Jan 2020	200.00	Brought Forward	Sinking Fund
Journal	01 Jan 2020	236.85	Brought Forward	Overdue Interest
Journal	01 Jan 2020	100.00	Brought Forward	Other
Levy	01 Jan 2020	50.00	01/01/20 to 31/03/20	Sinking Fund
Levy	01 Jan 2020	1343.80	01/01/20 to 31/03/20	Admin Fund
Invoice	17 Jan 2020	15.00	Arrears Notice Fee	Other
Journal	31 Jan 2020	51.67	Interest to 31/01/20	Overdue Interest
Receipt	15 Feb 2020	-5947.10	Admin Fund	Admin Fund

The right-hand pane shows details for the selected 'Receipt' transaction:

Receipt
 Description: Admin Fund
 Allocation: -5947.10 ADMINISTRATIVE FUND

Receipt Allocation

Receipt Amount	Discount Amount	Outstanding Amount	Levy Number	Notice Date	Discount Date	Account Group
571.90	0.00	571.90	00007	30 Nov 2018		
1343.80	134.38	1343.80	00010	29 Jul 2019	01 Jul 2019	
1343.80	134.38	1343.80	00009	29 Jul 2019	29 Jul 2019	
1343.80	134.38	1343.80	00011	31 Jul 2019	01 Oct 2019	
1343.80	134.38	1343.80	00012	11 Dec 2019	01 Jan 2020	

Creditor Balance Account Codes

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

Click on a creditor to display the transactions for the creditor, and then click a transaction to display further details in the right pane, including invoice details, payment details & the attached invoice. The invoice can be clicked to open the document in **DocMax**.

Interactive Reports

Financial Statements for STRATAMAX ONLINE HELP KEEP

Creditor balance report for STRATAMAX ONLINE HELP KEEP

Transaction list of 08200011 for STRATAMAX ONLINE HELP KEEP

Transaction list of 08200546 for STRATAMAX ONLINE HELP KEEP

	Date	Amount	Description
Invoice	15 Feb 2020	-100.00	February Maintenance
Invoice	02 Feb 2020	-100.00	Maintenance
Payment	24 Feb 2020	200.00	EFT Payment
Payment	26 Feb 2020	-200.00	Returned Payment
Invoice	16 Feb 2020	-473.00	Trim Lemon Tree
Payment	19 Mar 2020	673.00	EFT Payment
Payment	19 Mar 2020	-673.00	EFT Payment

Invoice

Description: February Maintenance
Allocation: -100.00 ADMINISTRATIVE FUND


Invoice Details

Creditor: 08200546 ETERNITY LANDSCAI
Invoice Date: 15/02/2020
Invoice Number: 000112
Invoice Items: 100.00 08200546 - Committed
Paid Date:

Payments

Payment No.	Date	Amount
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Document



Expense Account Codes

Clicking on an expense account code will provide the *Transaction List* for the code. Click a transaction to open another pane on the right, containing further information including invoice details, payment details, GST amounts, as well as the attached invoice. The invoice can be clicked to open the document in **DocMax**.

Financial Statements for STRATAMAX ONLINE HELP KEEP

Transaction list of 13314 for STRATAMAX ONLINE HELP KEEP

	Date	Amount	Description
Invoice	01 Feb 2020	13500.00	08200008 - Committed
Journal	01 Feb 2020	-1227.27	GST
Invoice	28 Feb 2020	200.00	08200008 - Committed
Journal	28 Feb 2020	-18.18	GST

Invoice

Description: 08200008 - Committed
 Allocation: 13500.00 ADMINISTRATIVE FUND

GST

Date	Amount
01 Feb 2020	1227.27

Invoice Details

Creditor: 08200008 24 SEVEN DOOR SER
 Invoice Date: 01/02/2020
 Invoice Number: 34654
 Invoice Items: 13500.00 08200008 - Committed
 Paid Date: 17/03/2020

Payments

Payment No.	Date	Amount
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