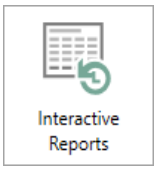
Interactive Reports

Last Modified on 05/10/2026 1:37 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.

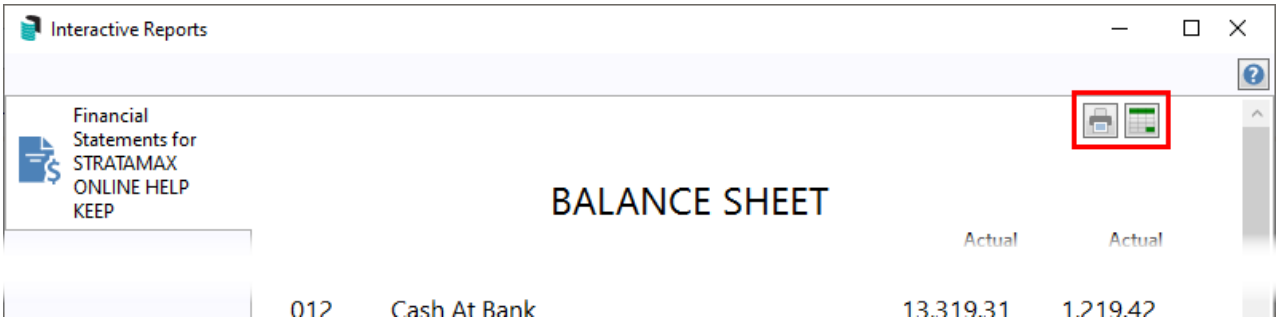
The ***Security Setup*** setting is titled 'Interactive reports' and access must be granted to use this menu. Please discuss access with your office Administrator responsible for StrataMax Security Setup.

1. Search or select ***Interactive Reports***.
2. 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 *Export* to export the results to Excel, or click *Report* to produce a Transaction Report PDF-style report using the Report Distribution window.
4. 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

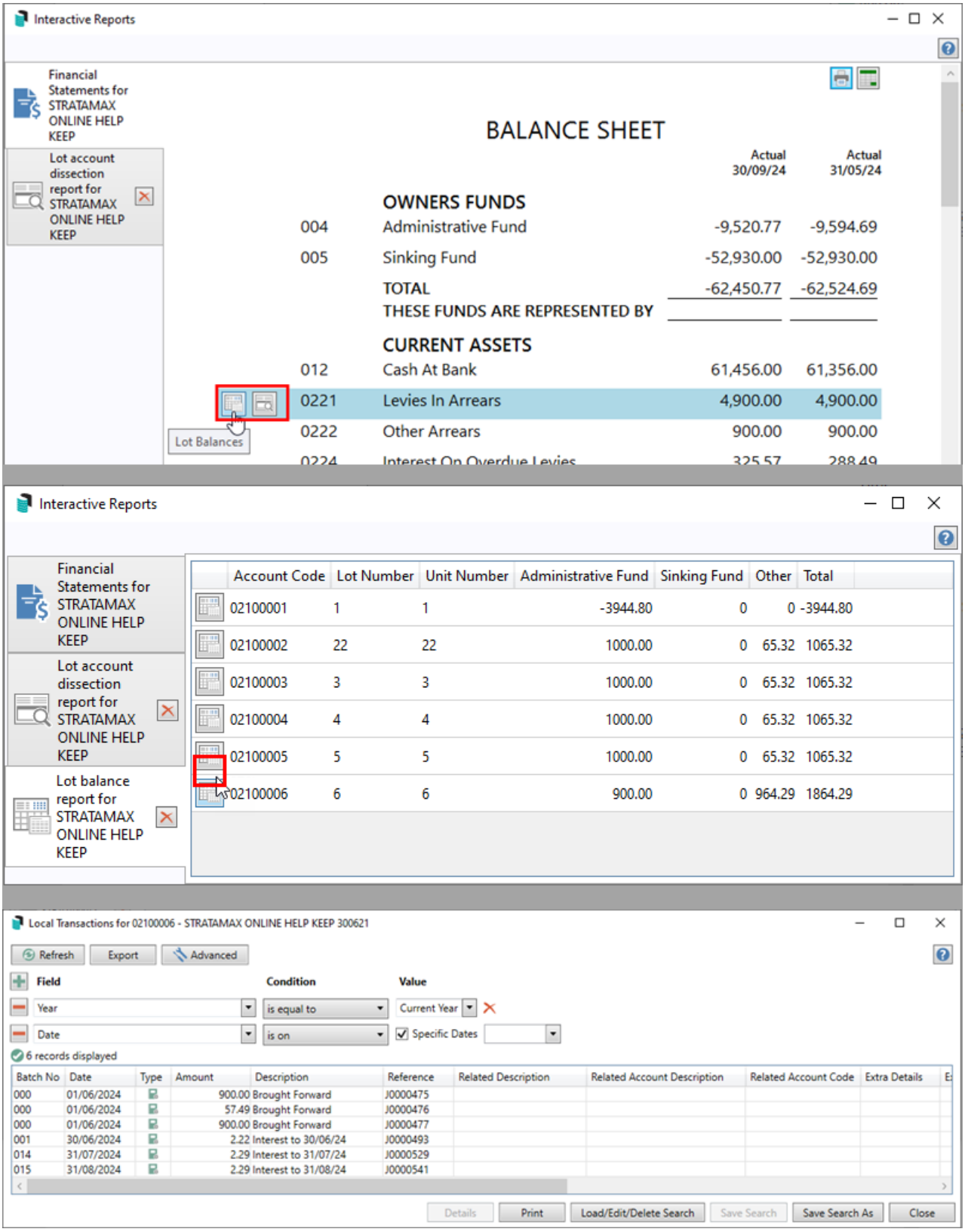
A copy of the *Presentation Financial Statement* can be printed by clicking on the *Printer* icon at the top right of the page, and a set of financials can also be exported by clicking on the *Excel* icon.



Arrears & Advance Lot Account Codes

The Levies in Arrears & Levies in Advance account codes on the Balance Sheet are totalling accounts. These amounts are the total of the individual Lot balances, either in arrears when amounts are owing or in advance if paid in advance of a levy or invoice being issued. Selecting either the total arrears or advance line item will open the Account Dissection to show the balances for each lot. 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.



Levies billed not yet due A/c 0220

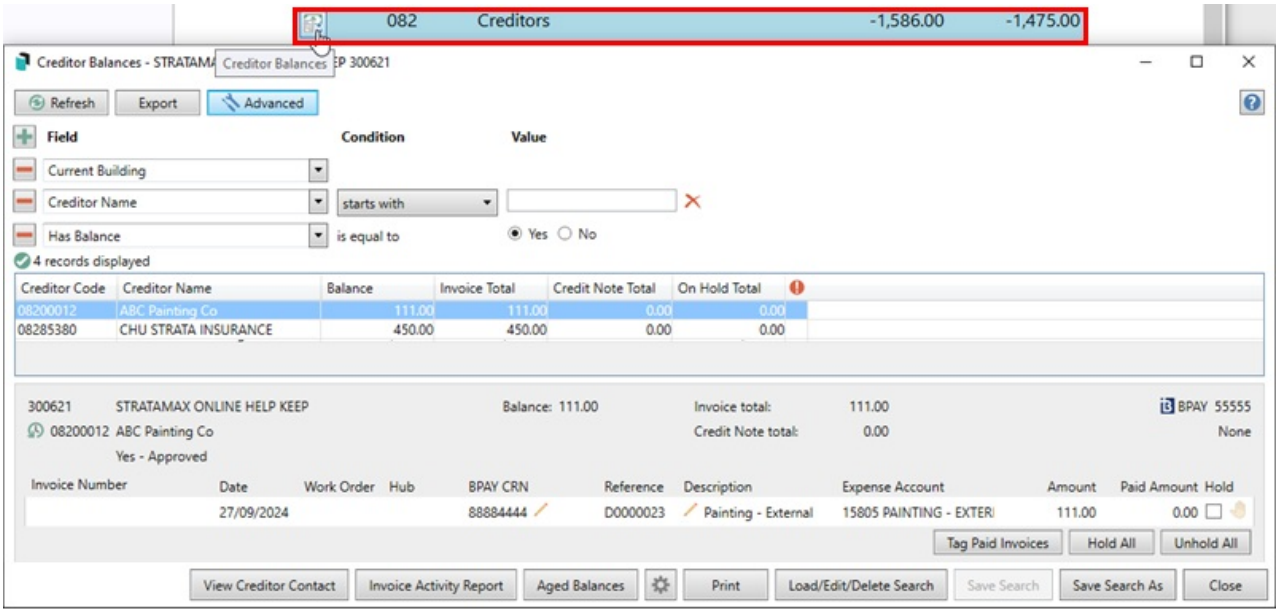
When levies are generated with a future due date, they are considered billed but not yet due. It is important to understand that levy income is not recognised in the Profit and Loss Statement until the levy reaches its due date. Until then, the amount may be reported on the Balance Sheet.

This account code is not typically displayed on Financial Statements unless specifically configured. If required, the account balance can be reviewed using Interactive Reports.

Creditor Balance Account Codes

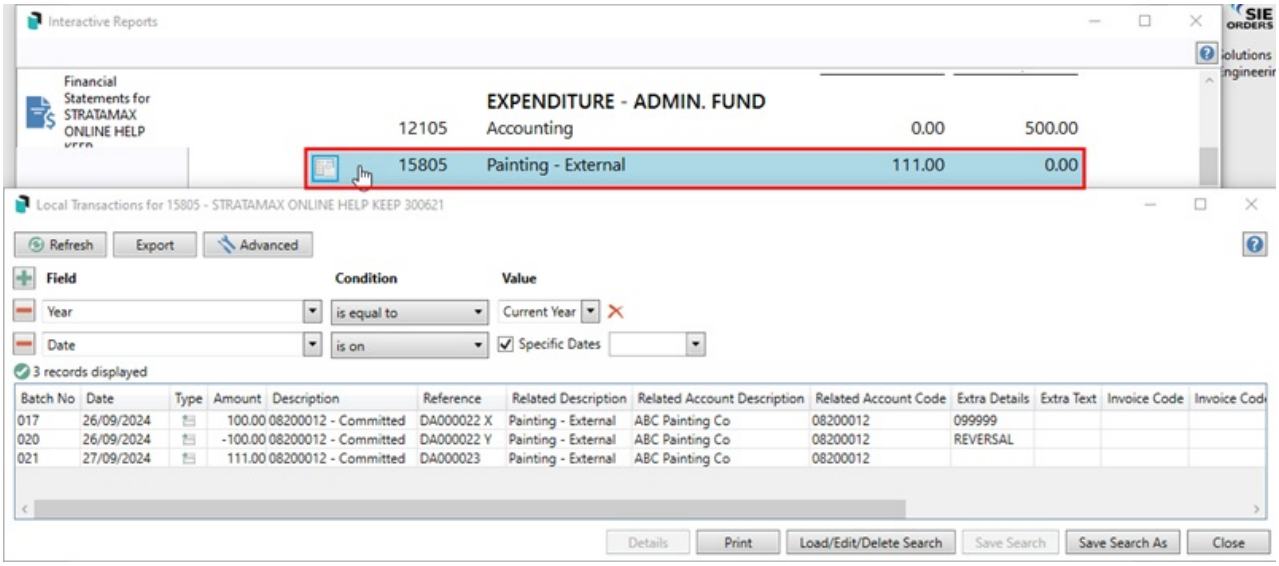
Clicking the creditors balance sheet account code (082) under the *Current Liabilities* header will open a new window called 'Creditor Balances', which displays a list of any creditors with a current balance.

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.



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.


Interactive Reports
Financial Statements for STRATAMAX ONLINE HELP
EXPENDITURE - ADMIN. FUND
12105 Accounting 0.00 500.00
15805 Painting - External 111.00 0.00
Local Transactions for 15805 - STRATAMAX ONLINE HELP KEEP 300621
Refresh
Export
Advanced
Field
Condition
Value
Year
is equal to
Current Year
Date
is on
Specific Dates
3 records displayed
Batch No | Date | Type | Amount | Description | Reference | Related Description | Related Account Description | Related Account Code | Extra Details | Extra Text | Invoice Code
017 | 26/09/2024 | 100.00 | 08200012 - Committed | DA000022 X | Painting - External | ABC Painting Co | 08200012 | 099999
020 | 26/09/2024 | -100.00 | 08200012 - Committed | DA000022 Y | Painting - External | ABC Painting Co | 08200012 | REVERSAL
021 | 27/09/2024 | 111.00 | 08200012 - Committed | DA000023 | Painting - External | ABC Painting Co | 08200012
Details
Print
Load/Edit/Delete Search
Save Search
Save Search As
Close