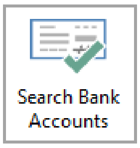
Search Bank Accounts

Last Modified on 28/03/2024 12:23 pm AEST



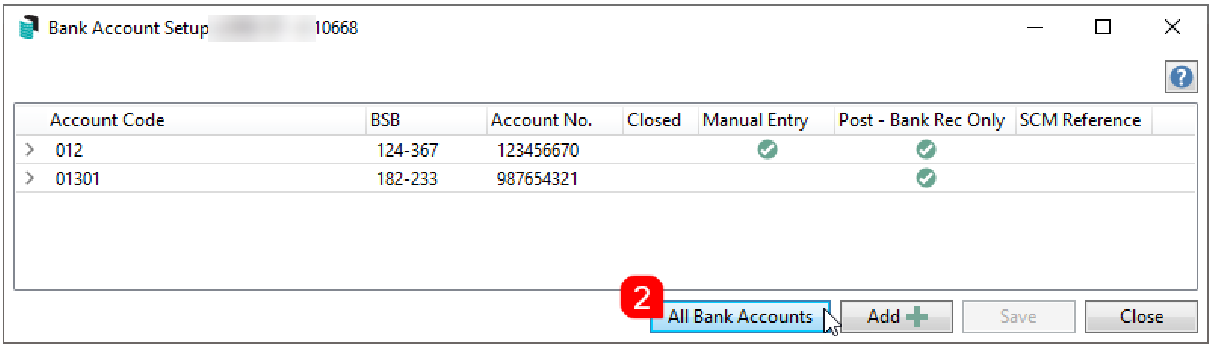
The instructions in this article relate to ***Search Bank Accounts***. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Click this icon to display a table with all of the bank accounts (operating and investment) in your StrataMax portfolio, including all information entered in ***Bank Account Setup***. This information can also be exported into an Excel sheet if required and filtered by account code. There is also the option to search and report on Term Deposit Maturity Dates.

This button/icon has a permission in ***Security Setup*** called 'Search Bank Accounts', the user must have the permission set to 'Allow' under the 'Menus' category in ***Security Setup***. See *Edit User / Group Permissions* for details on how to do this.

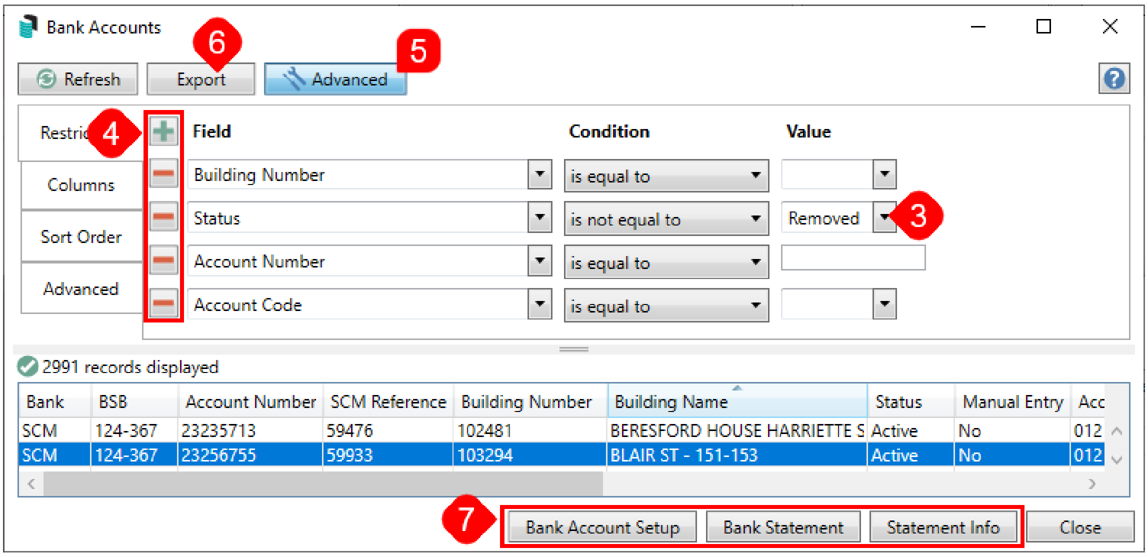
This screen uses the ***Log Viewer*** interface; review the ***Log Viewer*** *article* for a more detailed article on how this screen works.

1. Search or select ***Bank Account Setup***, and click the *All Bank Accounts* button, or search or select ***Search Bank Accounts***.



2. The 'Bank Accounts' screen will open with a table of all bank accounts in your StrataMax portfolio, with the only filter being the *Status is not equal to Removed.*
3. Add fields/filters by clicking the green *plus* or remove them with the red *minus* button (you have to click the *Refresh* button changing filters). You can search on the TD Maturity Date also.
4. Click the *Advanced* button to display additional tabs on the left; *Columns*, *Sort Order*, and *Advanced*.
5. Click the *Export* button to export the current table to an Excel sheet.

6. Select any line item in the table and then click:
    - *Bank Account Setup* to return to the ***Bank Account Setup*** screen.
    - *Bank Statement* to show the full bank statement history.
    - *Statement Info* to show all statement information.



7. Click *Close* to close the window.

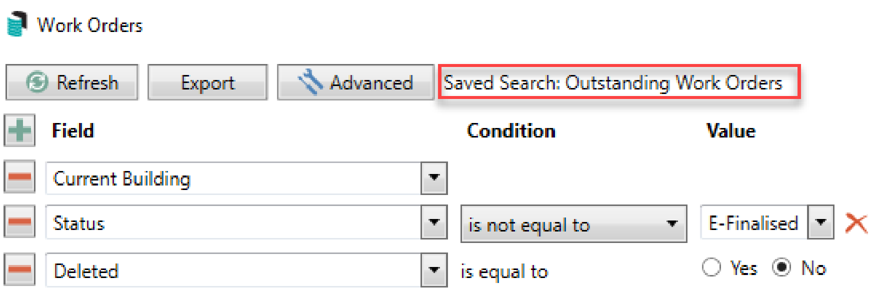
Search Bank Accounts | Saved Searches

'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

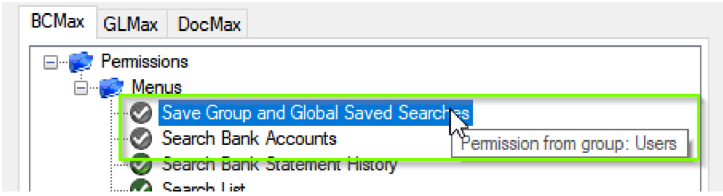
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

> If a Saved Search is loaded/opened this will be noted at the top of the search screen.

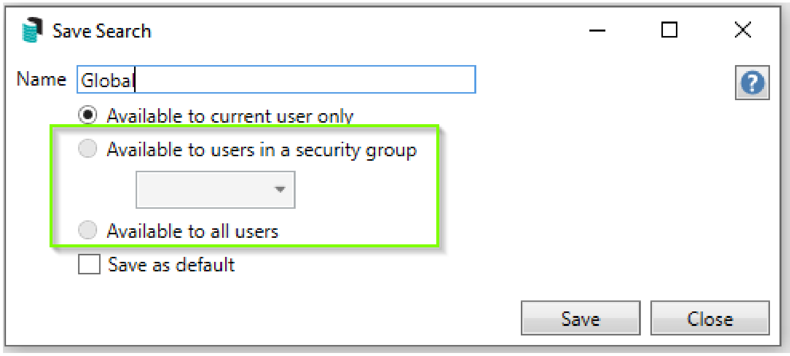


Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called 'Save Group and Saved Searches' under the 'Menus' category in ***Security Setup***. You can also type the word 'Search' into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow' then the ability to save a search for all users or a user group will be inactive.



Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
   - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.
5. Select one of the three radio buttons, depending on your requirement:
   - *Available to current user only* will save the search for the current user only.
   - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
   - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen/icon is opened.

Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

When a Saved Search is loaded/opened, the Saved Search name will be noted at the top of the search screen.

Saved Searches | Edit a Saved Search

1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.