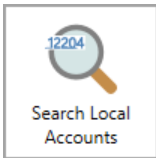
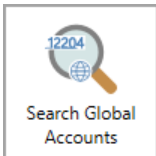


Search Local and Global Accounts

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



Search Local Accounts and **Search Global Accounts** are used to report account codes that either have a different description or do not exist in the Master Chart. They also include account codes that match the Master Chart and can be used when reviewing account codes in **Account Maintenance** and **Change Code Number**.

These searches assist with account code reporting, account code cleanup, and the **Post Building Transfer** process. **Search Local Accounts** is best suited to a single building because the building filter is immediately available, while **Search Global Accounts** reports across all buildings. Searches can be saved for continuous use, and the information can then optionally be exported to Excel or produced into a PDF-style document.

Searches

Many **search screens** use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search Local Accounts and Search Global Accounts | Security

To access **Search Local Accounts** and **Search Global Accounts**, the user must have permission set to *Allow* for *Search Local Accounts* and *Search Global Accounts* under the *Menu* category in **Security Setup**.

Search Local Accounts and Search Global Accounts | What it can report on

Search Local Accounts and **Search Global Accounts** report on account codes and how they compare to the Master Chart. This includes account codes that match the Master Chart, account codes with a different description, and account codes that do not exist in the Master Chart. By default, the searches

can include fields such as Account Code, Description, and Master Chart Status, and **Search Global Accounts** also includes Building Number.

This is useful when you need to review account code differences, clean up transferred data, or identify accounts that need to be updated in **Account Maintenance** or **Change Code Number**. These searches are also the primary tool to use with the **Post Building Transfer** process.

Search Local and Global Accounts | Recommended search examples

Review account codes for a single building or across all buildings

This search can be used to review account codes for one building or across all buildings, depending on which search is selected.

1. Search for or select **Search Local Accounts** or **Search Global Accounts**.
2. Review the default fields, which include *Account Code*, *Description*, and *Master Chart Status*.
Search Global Accounts will also include *Building Number* and *Building Name*.
3. Add any additional fields required for the review.
4. Click *Refresh* to display the records.
5. Review the results, or export them if required.

The screenshot shows a search interface with the following components:

- Buttons: Refresh, Export, Advanced. Saved Search: Local Accounts for Review.
- Filtering options: Restrict To, Columns, Sort Order, Advanced.
- Filter rules table:

Field	Condition	Value
Account Code	is equal to	
Description	starts with	
Master Chart Status	is equal to	
Account Code	is in the range	to
Last Activity	is on	<input type="checkbox"/> Specific Dates

144 records displayed

Building Name	Building Number	Account Code	Description	Last Activity	Master Chart Status
		004	ADMINISTRATIVE FUND	21/05/2024	Matches Master Cha
		005	SINKING FUND	30/04/2024	Matches Master Cha
		006	TRANSFERS		Matches Master Cha
		011	CASH ON HAND	30/10/2023	Matches Master Cha
		012	CASH AT BANK	20/05/2024	Matches Master Cha
		01301	INVESTMENT ACCOUNT 1		Matches Master Cha
		01401	INVESTMENT A/C SINKING FUND	31/10/2023	Matches Master Cha
		01402	INVESTMENT A/C SINKING FUND 2	31/10/2023	Different Description
		01521	INVESTMENT A/C ADDITIONAL 2		Matches Master Cha
		01605	DEPOSITS	30/06/2023	Not in Master Chart

Report on Master Chart Status for account code cleanup

This search can assist with account code cleanup by reporting which account codes are not in the Master Chart, match the Master Chart, or have a different description.

The available **Master Chart Status** values are:

- Not in the Master Chart.
- Matches Master Chart.
- Different Description.

1. Search for or select **Search Local Accounts** or **Search Global Accounts**.
2. Adjust the *Restrict To* tab to include *Master Chart Status*.
3. Click *Columns* to add *Master Chart Status* to the displayed columns.
4. Click *Refresh* to display the records.
5. Click *Export* to produce the results into an Excel report if required.

Refresh Export Advanced Saved Search: Local Accounts for Review

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	
Sort Order	Description	starts with	
Advanced	Master Chart Status	is equal to	
	Account Code	is in the range	Not in Master Chart Matches Master Chart Different Description
	Last Activity	is on	

144 records displayed

Account Code	Description	Master Chart Status	Master Chart Description	Last Activity	Hide For Selection
004	ADMINISTRATIVE FUND	Matches Master Chart	ADMINISTRATIVE FUND	21/05/2024	<input type="checkbox"/>
005	SINKING FUND	Matches Master Chart	SINKING FUND	30/04/2024	<input type="checkbox"/>
006	TRANSFERS	Matches Master Chart	TRANSFERS		<input type="checkbox"/>
011	CASH ON HAND	Matches Master Chart	CASH ON HAND	30/10/2023	<input type="checkbox"/>
012	CASH AT BANK	Matches Master Chart	CASH AT BANK	20/05/2024	<input type="checkbox"/>
01301	INVESTMENT ACCOUNT 1	Matches Master Chart	INVESTMENT ACCOUNT 1		<input type="checkbox"/>
01401	INVESTMENT A/C SINKING FUND	Matches Master Chart	INVESTMENT A/C SINKING FUND	31/10/2023	<input type="checkbox"/>
01402	INVESTMENT A/C SINKING FUND 2	Different Description	INVESTMENT A/C SINK FUND 2	31/10/2023	<input type="checkbox"/>
01521	INVESTMENT A/C ADDITIONAL 2	Matches Master Chart	INVESTMENT A/C ADDITIONAL 2		<input type="checkbox"/>
01605	DEPOSITS	Not in Master Chart		30/06/2023	<input type="checkbox"/>

Refresh Export Advanced Saved Search: Local Accounts for Review

Restrict To	Available Columns	Displayed Columns
Filter: master	Master Chart Status	Account Code Description Master Chart Description Last Activity Hide For Selection Default Tax Code System Flag Sub Group Update Code

Use the search during a Post Building Transfer review

This search can be used during the **Post Building Transfer** process to identify account codes that need to be aligned with the Master Chart.

1. Search for or select **Search Local Accounts** for a single building, or **Search Global Accounts** if a broader review is required.
2. Add fields and columns that help identify the account codes to be reviewed.
3. Use *Master Chart Status* to locate account codes that do not match the Master Chart.
4. Click *Refresh* to display the records.

5. Review the results and use them to support account code updates.

Search Local Accounts and Search Global Accounts | Edit Account Codes

You can edit an account code for the local building directly from each of these search screens. This provides quick access to [Account Maintenance](#), allowing the account code description to be updated so it aligns with the Master Chart.

1. Follow the steps above to locate the account code to be edited.
2. Select the account code and click the *Edit* button.
3. Edit the *Description* field to match the Master Chart, and review any other account code setup fields if needed.
4. Click *Save*.

The screenshot shows the 'Local Accounts for Review' search interface. At the top, there are buttons for 'Refresh', 'Export', and 'Advanced', along with the text 'Saved Search: Local Accounts for Review'. Below this is a search criteria table with columns for 'Restrict To', 'Field', 'Condition', and 'Value'. The criteria include: Account Code is equal to (with a red X), Description starts with (with a red X), Master Chart Status is equal to Different Description (with a red X), Account Code is in the range (with a red X), and Last Activity is on (with a dropdown for 'Specific Dates').

Below the search criteria, it indicates '18 records displayed'. A table lists account codes with columns for Building Name, Building Number, Account Code, Description, Last Activity, Master Chart Status, and Master Chart Description. The row for Account Code 101 is highlighted in blue.

An 'Account Maintenance' dialog box is open over the table. It shows the selected account code '101' and its description 'LEVIES - ADMINISTRATIVE FUND'. The dialog includes fields for Type (Posting), Ledger Type (Income (Revenue)), Trading Fund (Admin Fund), System Flag (None), Tax Code (Default), and a checkbox for 'Non Mutual Income'. There are also fields for Comments, Report Group, and Restrict Access. At the bottom, there is a checkbox for 'Apply Changes To Master Chart & Building' and buttons for 'Save', 'Cancel', and 'Edit'. Red circles with numbers 2, 3, and 4 highlight the 'Edit' button, the 'Description' field, and the 'Apply Changes To Master Chart & Building' checkbox, respectively.

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	
Sort Order	Description	starts with	
Advanced	Master Chart Status	is equal to	Different Description
	Account Code	is in the range	to
	Last Activity	is on	Specific Dates

Building Name	Building Number	Account Code	Description	Last Activity	Master Chart Status	Master Chart Description
		01402	INVESTMENT A/C SINKING FUND 2	31/10/2023	Different Description	INVESTMENT A/C S
		061004	GST CONVERSION ACCOUNT	21/03/2024	Different Description	UTILITY ARREARS C
		061008	ARREARS UTILITY - HANDOVER	31/10/2023	Different Description	GST FOR RECONCIL
		101	LEVIES - ADMINISTRATIVE FUND	03/04/2024	Different Description	ADMINISTRATIVE F
		1011	DISCOUNT - ADMIN FUND	11/04/2024	Different Description	ADMINISTRATIVE FI
		102	SPECIAL ADMIN. FUND LEVY		Different Description	ADMIN FUND SPEC
		1083	WATER RECOVERY INCOME	14/02/2024	Different Description	STORAGE CAGE LEV
		11059	RECOVERIES - OTHER	31/10/2023	Different Description	SHARED FACILITIES
		12117	RECONCILIATION FEES	01/02/2024	Different Description	ADMIN FEES - RECC
		15020	MANAGEMENT FEES - SCHEDULE D	31/03/2024	Different Description	MANAGEMENT FEE

Account Maintenance

Code: 101 Description: LEVIES - ADMINISTRATIVE FUND

Type: Posting Account code used to post transactions

Ledger Type: Income (Revenue) Trading Fund: Admin Fund

System Flag: None

Tax Code: Default Default Tax Code: GST

Non Mutual Income

Comments:

Report Group:

Restrict Access

Category:

Apply Changes To Master Chart & Building

Save Cancel Edit

Identify expense account codes with a category

Some states are required to use additional reporting for financial data which is categorised in [Account Maintenance](#). Using a search similar to this will identify any account codes that have not been categorised.

1. Search or select ***Global Accounts***.