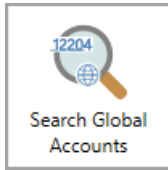
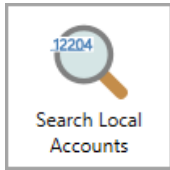


Search Local and Global Accounts

Last Modified on 12/05/2026 12:15 pm AEST



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 designed to report account codes that have either a different description or do not exist in the Master Chart. They will also include all account codes that match the Master Chart. These areas will assist in reporting these account codes, and assist with updating **Account Maintenance** and **Change Code Number**. This is the primary tool to use with the **Post Building Transfer** process. The difference between the two searches is that the building filter is immediately available in the **Search Local Accounts**. Searches can be saved for continuous use, and the information can then optionally be exported to Excel, or produced into a PDF-style document.

Security Setup

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

Search Local Accounts is best used for a single building, and **Search Global Accounts** does not include a building restriction and displays all account codes globally. Both are designed to assist with identifying account codes that contain a different description, or do not exist in the Master Chart. Editing the name of the account code can also be done on this screen.

1. Search or select **Search Local Accounts** or **Search Global Accounts**.
2. By default, the fields Account Code, Description and Master Chart Status will be applied. The Global Accounts Search will include the field Building Number.
3. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
4. Based on the selected **Field**, the **Condition** can be changed if required, and then you can change / choose the required **Value**.
5. Click the *Advanced* button to display additional tabs down the left side:

- *Columns* to add, remove, or change the order of the columns.
 - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.).
 - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
6. Click the *Refresh* button to display the records.
 7. If you would like to, you can export the data to an Excel sheet by clicking the *Export* button.
 8. If the search contains useful restriction and column sort order fields that are frequently reviewed, it can be saved as a saved search for regular use.

Refresh Export **5** Advanced Saved Search: Local Accounts for Review

6 Restrict To **3** **+** Field Condition Value

Columns Account Code is equal to

Sort Order Description starts with

Advanced **4** Master Chart Status is equal to

Account Code is in the range to

Last Activity is on 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

Master Chart Status

To assist with account code cleanup, the Master Chart Status can be added as a 'Field' to report if the account code is one of the following statuses. This option may be useful if a property has been transferred from another StrataMax manager, so that action can be taken to align with your master codes in [Account Maintenance](#) (available to be done in this search using the *Edit* button below) or [Change Code Number](#).

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

1. Search or select **Search Local Accounts** or **Search Global Accounts**.
2. Adjust the 'Field' to include 'Master Chart Status'.
3. Click *Advanced* and review *Columns* to add the 'Master Chart Status' in the available *Columns*.
4. Click *Refresh* to display the records.

5. Click *Export* to produce the results into an Excel report.

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	
	Last Activity	is on	

Not in Master Chart
Matches Master Chart
Different Description

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
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

1 2 3 4

Edit Account Codes

You can edit the account code from each of these search screens. This will provide a quick access area to [Account Maintenance](#), allowing you to edit the account code to align with your master account codes.

1. Follow the steps in [Search Local Accounts and Search Global Accounts](#) to locate the account to be edited.
2. Select the account code and click the *Edit* button.
3. Edit the *Description* field to match the Master Chart. Review any other fields in the account code setup, and adjust if needed.
4. Click *Save*.

Restrict To	Field	Condition	Value
Columns	Account Code	is equal to	<input type="text"/> X
Sort Order	Description	starts with	<input type="text"/> X
Advanced	Master Chart Status	is equal to	Different Description X
	Account Code	is in the range	<input type="text"/> to <input type="text"/> X
	Last Activity	is on	<input type="checkbox"/> Specific Dates <input type="text"/>

18 records displayed

Building Name	Building Number	Account Code	Description	Last Activity	Master Chart Status	Master Chart Descr
		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: Description:

Type: Account category: 3

Ledger Type: Trading Fund:

System Flag:

Tax Code: Default Tax Code: GST

Non Mutual Income

Comments:

Report Group:

Restrict Access

Category:

Apply Changes To Master Chart & Building 4

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