AI Tips & Tricks | Set Up Expense Categories with AI

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The ***Financial Dashboard*** on the StrataMax Portal shows owners a donut chart of their building's expenses by category. The categories come from the *Expense Summary* ranges set up in StrataMax. If no categories are set up, the chart shows the 15 largest expense codes instead.

Setting up ranges by hand for a large portfolio takes time. Instead, you can export your expense codes, use your organisation's approved AI tool to suggest categories and build the ranges, then import them in one step.

Coming soon: An automated AI service to help perform this mapping. Watch the *StrataMax Release Notes* for further detail.

Before using any AI tool: check your organisation's internal AI policy and use only the AI tools it approves. Always check what the AI gives you before you rely on it. AI can be wrong, so review every category and range before you import them.

Before You Start

- You need StrataMax 5.6.165 or later.
- Use your organisation's approved AI tool. The export holds building numbers and names, account codes and descriptions. It holds no owner details.
- The import replaces existing ranges, and it can't be undone. Record your current setup first (section 1 below).
- *Global Ranges* apply to every building. If a building has *Building Override Ranges*, they replace the Global Ranges for that building completely, so a building's override ranges must cover all of its expense codes. The prompts in this article build a complete set of override ranges for each building.

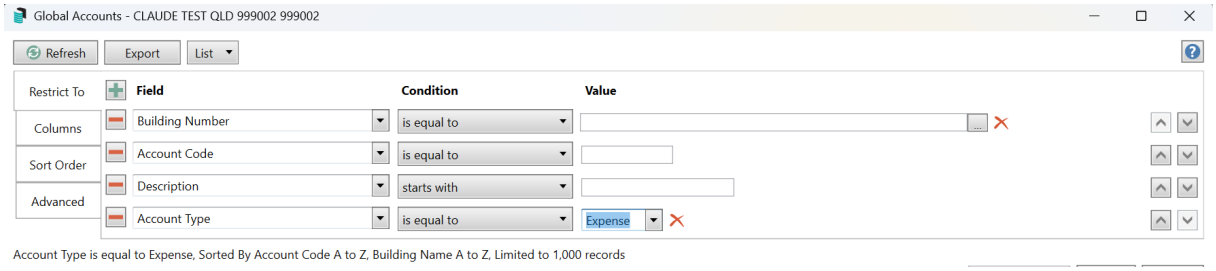
1. Record Your Current Setup

1. Search or select ***Financial Statements***.

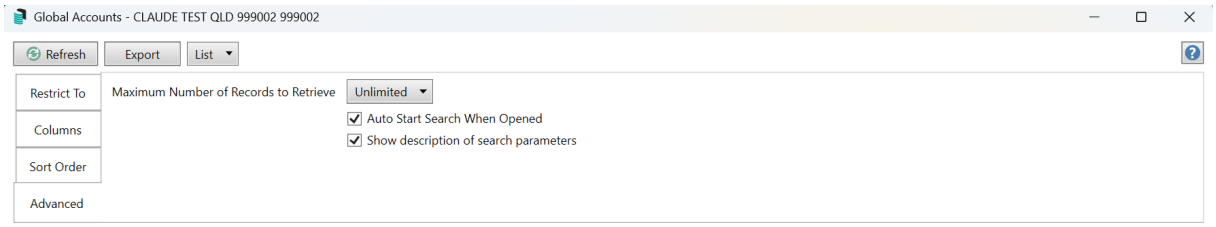
2. Go to *Options* > *Edit Account Summary List* and choose *Expense Summary* in the drop-down.
3. Take a screenshot of the *Global Ranges* and of any *Building Override Ranges* you have set up.

2. Export Your Expense Codes

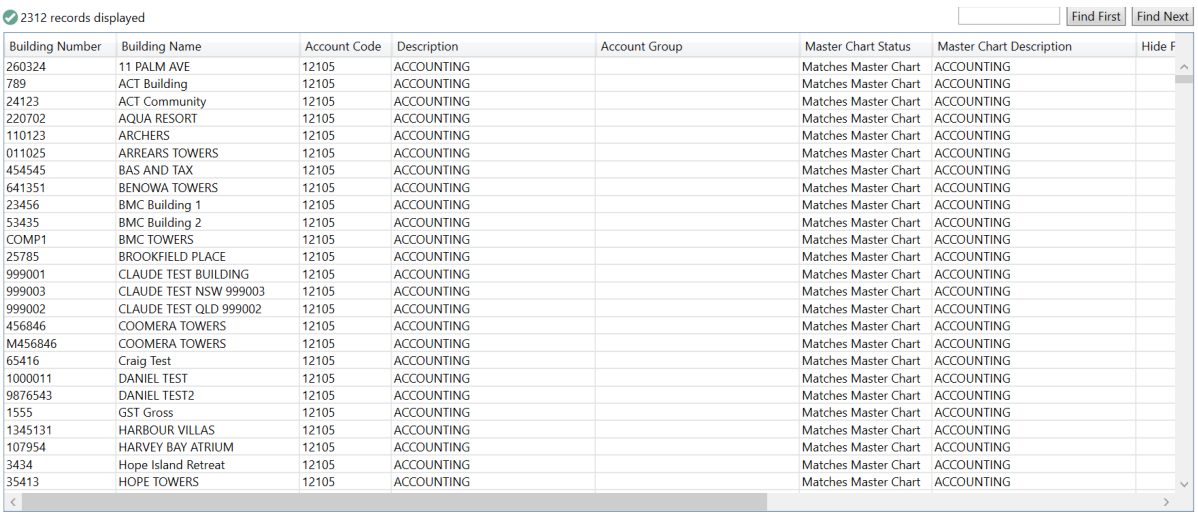
1. Search or select ***Search Global Accounts***.
2. On the *Restrict To* tab, change the last row to *Account Type*, *is equal to*, *Expense*.



3. On the *Advanced* tab, set *Maximum Number of Records to Retrieve* to *Unlimited*.



4. Click *Refresh*. Check the number of records displayed under the grid. If it reads exactly 1,000, the limit is still set.



Building Number	Building Name	Account Code	Description	Account Group	Master Chart Status	Master Chart Description	Hide F
260324	11 PALM AVE	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
789	ACT Building	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
24123	ACT Community	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
220702	AQUA RESORT	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
110123	ARCHERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
011025	ARREARS TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
454545	BAS AND TAX	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
641351	BENOWA TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
23456	BMC Building 1	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
53435	BMC Building 2	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
COMP1	BMC TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
25785	BROOKFIELD PLACE	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
999001	CLAUDE TEST BUILDING	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
999003	CLAUDE TEST NSW 999003	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
999002	CLAUDE TEST QLD 999002	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
456846	COOMERA TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
M456846	COOMERA TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
65416	Craig Test	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
1000011	DANIEL TEST	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
9876543	DANIEL TEST2	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
1555	GST Gross	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
1345131	HARBOUR VILLAS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
107954	HARVEY BAY ATRIUM	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
3434	Hope Island Retreat	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	
35413	HOPE TOWERS	12105	ACCOUNTING		Matches Master Chart	ACCOUNTING	

5. Click *Export* and save the workbook.

3. Ask the AI to Suggest Categories

1. Open your organisation's approved AI tool and attach the exported workbook.
2. Copy Prompt A (below), paste it in and send it.
3. Check that the number of rows it says it read matches your export.
4. Download the workbook it returns.

4. Review the Categories

Open the workbook and go to the *Category Map* sheet. It has one line for each account code and description, not one for each building. Review the below then save the workbook.

- Change any category you disagree with on this sheet.
- Leave a category blank if it doesn't fit anywhere. Blank codes show as*Other* on the dashboard.
- Keep category names to 30 characters or fewer.
- Look at the *Note* column. It explains where the AI was unsure.
- Check the codes in your capital works and sinking funds (codes starting with 2 or higher). Tax and GST codes there are often put in Capital Works by mistake.

	Account Code	Description	Category	Number Of Buildings	Note
120	17005	UTILITIES - ELECTRICITY	Utilities	53	
121	1700501	UTILITIES - ELECTRICITY 1	Utilities	1	
122	1700502	UTILITIES - ELECTRICITY 2	Utilities	1	
123	17010	UTILITIES - GAS	Utilities	50	
124	17025	UTILITIES - WASTE MANAGEMENT	Utilities	50	
125	17030	UTILITIES - WATER	Utilities	2	
126	17030	UTILITIES - WATER & SEWERAGE	Utilities	49	
127	17500	WAGES - EMPLOYEE	Staff & Communications	1	
128	17550	WAGES - SUPERANNUATION	Staff & Communications	1	
129	17860	LOCAL CODE - TAX CODE		1	Generic or system/control account; the description does not identify an owner-recognisable expense category.
130	18899901	GST ON EXPENSES 1		2	Generic or system/control account; the description does not identify an owner-recognisable expense category.
131	18899902	GST ON EXPENSES 2		2	Generic or system/control account; the description does not identify an owner-recognisable expense category.
132	18899999	GST ON EXPENSES		1	Generic or system/control account; the description does not identify an owner-recognisable expense category.
133	23005	BUILDING IMPROVEMENTS	Capital Works	53	
134	2300501	BUILDING IMPROVEMENTS 1	Capital Works	1	
135	23010	BUILDING REPAIRS	Capital Works	53	
136	24005	GENERAL REPLACEMENTS	Capital Works	53	

5. Ask the AI to Build the Import File

1. Start a new chat, attach the reviewed workbook, pastePrompt B and send it.
2. Download both files it returns: *Expense Summary Import.xlsx* and *Range Check.xlsx*.
3. Read *Range Check* and deal with anything it lists for review.

6. Check the Import File in Excel

Open *Expense Summary Import.xlsx*. If Excel asks, click *Enable Editing*. Check that:

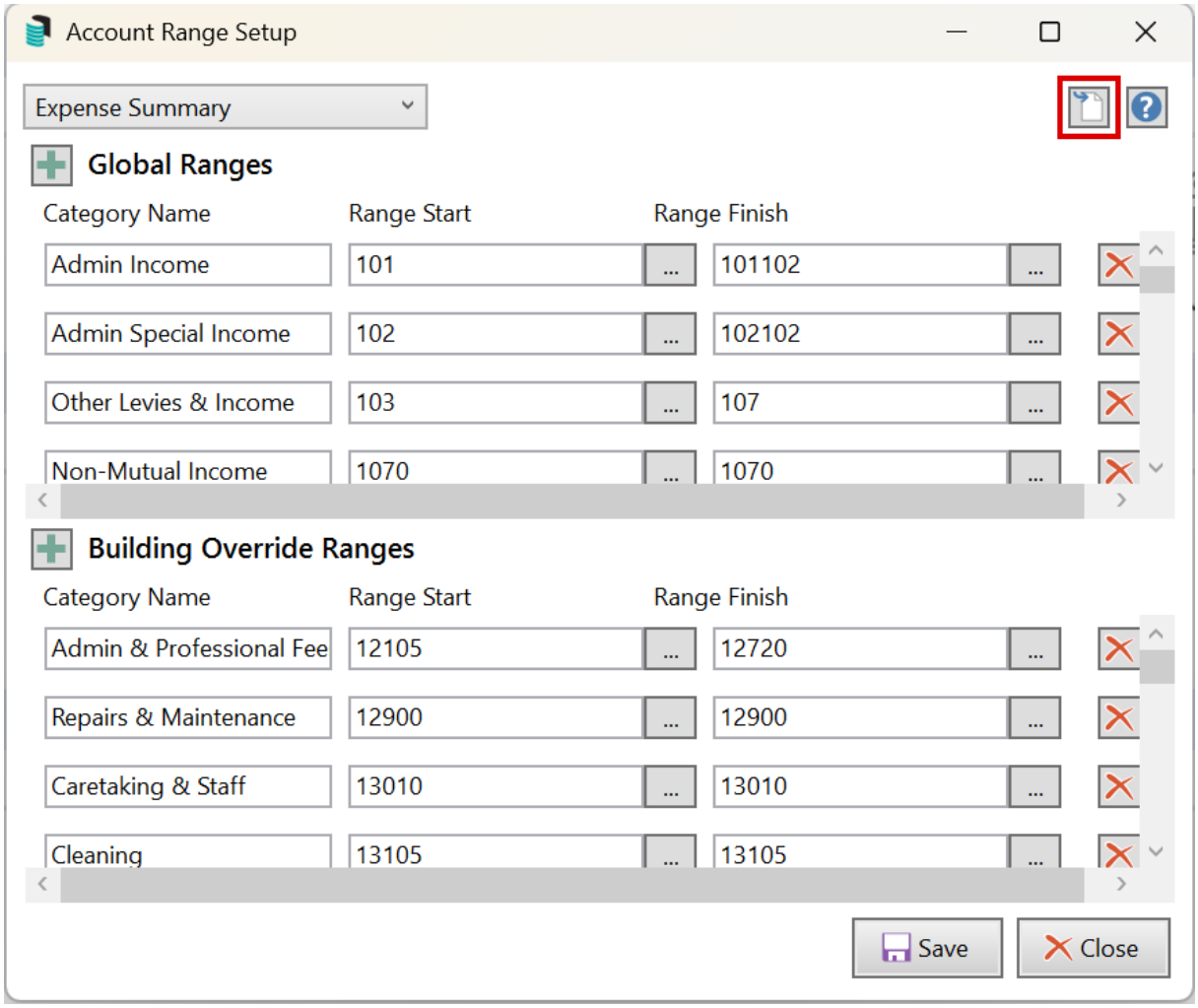
- there is only one sheet;

- row 1 holds exactly these headers: Building Number, RangeCategory, CategoryName, RangeStart, RangeFinish;
- every row says Expense Summary in RangeCategory;
- building numbers keep any leading zeros, for example 011025.

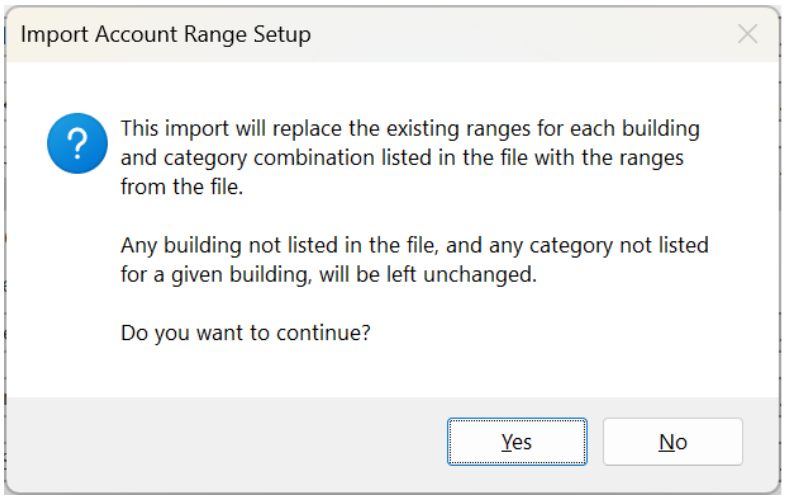
If the import closes ***Financial Statements***, open the file in Excel, save it and import again.

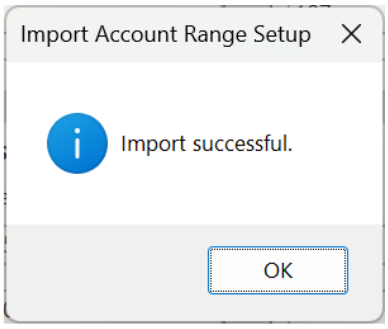
7. Import the Ranges

1. In ***Financial Statements***, go to *Options* > *Edit Account Summary List* and choose *Expense Summary*.
2. Click the import icon at the top right.



3. Select the file and click *Open*.
4. A warning explains that the import replaces the existing ranges for each building in the file. Click *Yes*.
5. Wait for *Import successful* and click *OK*. Large portfolios can take a minute or more. The ranges are saved straight away.





8. Check the Result

Choose two or three buildings. Open the *Edit Account Summary List* for each and compare the ranges with the file. Once the Financial Dashboard is live for a building, check its expense chart.

Keeping Categories Up to Date

Once the ranges are right, new expense codes that fall inside them take the right category automatically, so the categories don't need regular review.

- **Adding an expense code to a building:** choose a code number that falls inside the range for the category you want. If the code has to sit outside the existing ranges, edit that building's setup in *Edit Account Summary List* to extend a range or add one. A code outside every range shows as *Other* on the dashboard.
- **Adding a new building:** a new building has no override ranges, so it uses the *Global Ranges*. This usually suits, because new buildings are set up from your master chart (base building). Make sure your Global Ranges match your master chart so new buildings are covered.

Prompts

Select all the text in a box and copy it (Ctrl+C), then paste it into your AI tool. Paste the whole prompt rather than retyping it.

Prompt A: Categories

I've attached an export of expense account codes from StrataMax (Search Global Accounts). It lists Building Number, Account Code and Description for every expense account in every building we manage. I want to group these codes in to categories for the expense donut chart on our owners' Financial Dashboard.

Please:
1. Read the whole file with code, treating every column as text. Keep leading zeros and don't change any existing val ues. Tell me how many rows you read and how many unique Account Code and Description pairs there are.
2. Work from the unique Account Code and Description pairs, not row by row, so the same code and description gets t he same category in every building.
3. Give each pair one category that an owner would recognise from strata or body corporate financial statements. Use no more than 12 categories, and keep each category name to 30 characters or fewer.
4. Don't create an "Other" category. If a code doesn't clearly belong anywhere, leave its category blank. The dashboar d shows anything without a category as Other.
5. Codes starting with 2 or higher belong to capital works, sinking and other funds. Give them their own categories, su ch as Capital Works, rather than mixing them into admin fund categories.
6. Return an .xlsx workbook with two sheets:
   - "Category Map": one row per unique Account Code and Description, with the columns Account Code, Description, Category, Number Of Buildings and Note (say why for anything you were unsure about).
   - "Accounts": the original rows with a Category column added, filled from the Category Map.

Prompt B: Import File

The attached workbook has two sheets. "Category Map" has the reviewed category for each Account Code and Descri ption. "Accounts" lists every Building Number and Account Code. Please use it to build a StrataMax import file of Expe nse Summary account code ranges, one set per building.

Read the whole workbook with code, treating every column as text.

Rules:
1. Account codes are text. Sort them as text, character by character, so a shorter code comes straight before longer c odes that start with it: 143, 1435, 14350, 1436. Never compare them as numbers.
2. Take each account's category from "Category Map", matching on Account Code and Description. Accounts with a bl ank category get no range.
3. Work one building at a time and, within a building, one fund at a time. The fund is the first digit of the account code . A range never contains codes with different first digits.
4. Walk the building's sorted codes in order. Start a range at the first code of a category and keep extending it while t he next code has the same category. Close it at the last code before a code with a different or blank category. The ran ge runs from that first code to that last code. The same category can have several ranges.
5. Check every range: no two ranges in a building overlap, and every code in the building that sorts between a range' s start and finish has that range's category.
6. If the same building and account code appears with two different categories, leave that code out and tell me which ones.

Give me back two files:
- "Expense Summary Import.xlsx" with ONE sheet and exactly these five column headers in row 1, in this order: Buildi ng Number, RangeCategory, CategoryName, RangeStart, RangeFinish. RangeCategory is the text Expense Summary o n every row. CategoryName is the category. Store Building Number, RangeStart and RangeFinish as text so leading z eros stay. No title rows, totals, notes, formulas or other sheets. Write it with the xlsxwriter library if you have it.
- "Range Check.xlsx" listing each range with the number of account codes it covers, and anything I need to review.

Notes

- **Importing again replaces everything** for each building in the file. Always import a complete set for a building, not just the categories you changed.
- **More than 15 categories:** the dashboard shows the 15 largest and groups the rest as *Other*.
- **CSV files** can be imported too, but without a header row.

Troubleshooting

What you see	What to do
Financial Statements closes when you import	Open the file in Excel, select *File* > *Save As* > *Excel Workbook*, then import again.
"CategoryName ... exceeds the maximum length of 30 characters"	Shorten that category name and import again. Nothing was imported.
"Invalid Building Number 'Building Number'"	You imported a CSV with a header row. Use the .xlsx file, or remove the header row.
The export shows exactly 1,000 records	Set *Maximum Number of Records to Retrieve* to *Unlimited* on the *Advanced* tab and refresh.
A code shows as Other on the dashboard	It has no category, or it falls between ranges. Give it a category and import the building's full set again.