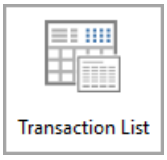
Transaction List

Last Modified on 23/09/2024 9:17 am AEST



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

A *Transaction List* can produce a report of all transactions for a property or transactions for selected account codes, for the financial year selected including all journals, receipts, invoices and payments. Transaction List is also available in the old or historical financial years.

To export all or specific transactions to excel; it is recommended to use ***Local Transactions*** or ***Global Transactions***. This is especially useful for exporting GLMax (company) transactions as it will produce the data faster than a Transaction List.

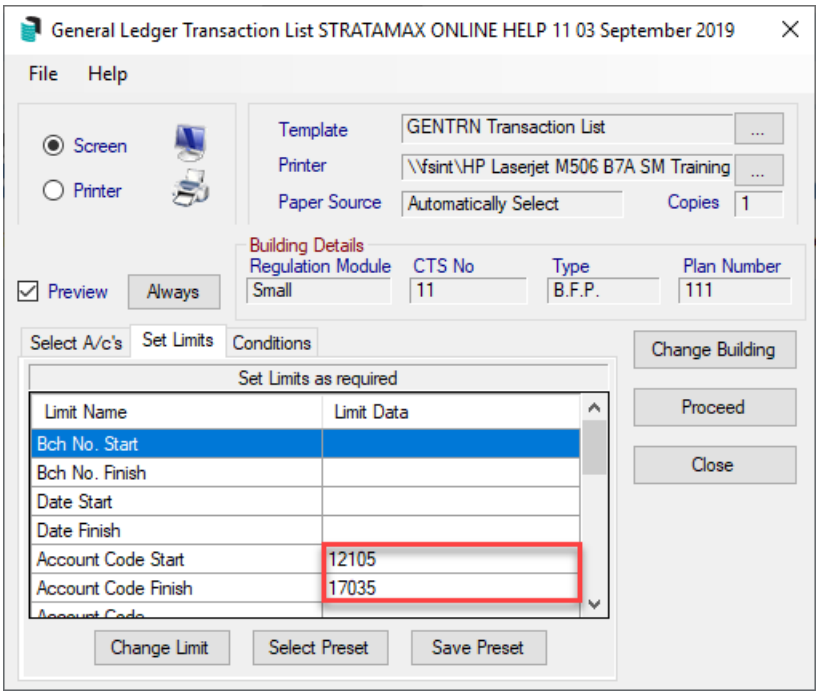
For audit purposes the report may be sorted into account code order and separated by the totals for each account.

Producing the Transaction List

1. In the selected property and in the relevant financial year, search or select ***Transaction List***.
2. Click the *Select A/cs* tab and tag the required accounts as needed - just one or multiple.
    - By not tagging any codes, the report will display transactions for every account.
3. Select the 'Screen' radio button to preview the report, or 'Printer' radio button to print directly to your printer.
4. If you would like to export the report to Excel, make sure the 'Preview' *box* is ticked, which will display the selected codes in a preview table before printing, and then click the the 'Export' button.
5. Click the *Set Limits* tab (see the next section below) and adjust the report limits.
6. Click the *Conditions* tab (see the section below) and adjust the reporting format.
7. When ready, click *Proceed*.
8. The Transaction List Report has a few columns, some of which are self-explanatory. These are others:
    - **Type:** This indicates the transaction type; 'C' = Creditor Invoice, 'J' = Journal, 'P' -
    - **P:** This indicates if the transaction has been presented or not.
    - Two asterisks '**' under the **Extra Details** column, means no GST.

Set Limits Tab

The 'Set Limits' Tab can be used to set parameters and limit the data displayed. In the example below the 'Account Code Start' and 'Account Code Finish' fields have been set to capture the account codes within this code range.



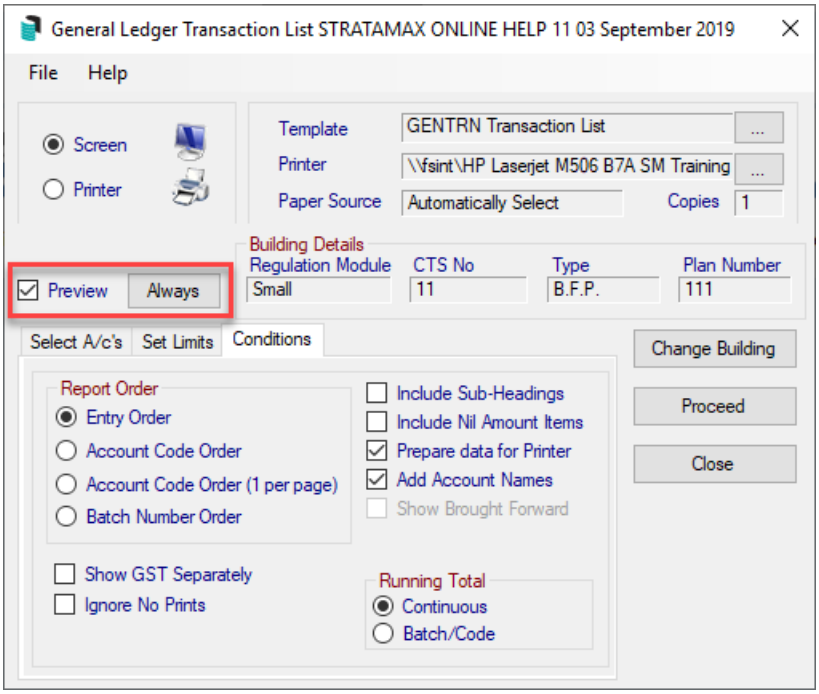
Presets of these limits can be saved if this report limits are frequently used. After entering the data, click on to *Save Presets*. To select a saved present, click on to *Select Presets*. Give the Report a description and OK.

Conditions Tab

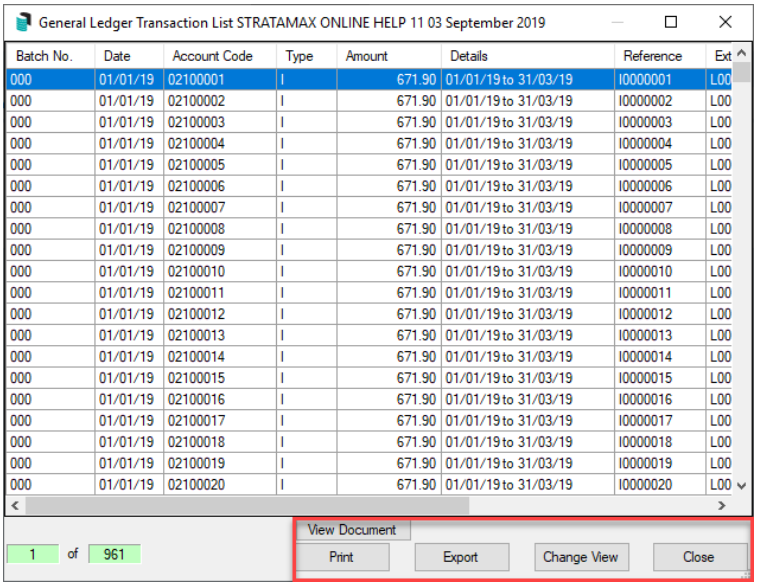
The 'Conditions' Tab can change the way the report is presented. The options under 'Report Order' change the way the report is displayed.

- Entry Order: The Transaction List will display the accounts codes in the order they were entered/created.
- *Account Coder Order:* The Transaction List will display the accounts codes in account code order with totals for each account code.
- *Account Code Order: (1 page per):* The Transaction List will display the accounts codes in account code order with totals for each account code and a separate page for each code.
- *Batch Number Order:* The Transaction List will display the accounts codes in Batch Number Order ignoring the date of the transaction. This is different to Entry Order as BCMax allows you to enter a date of the transaction.
- *Show GST separately:* Tick to show GST amounts separately.
- *Ignore No Prints:* Transactions that are hidden using *Transaction Report Manager* will show/ report if this setting is ticked.

- *Include Sub-Headings:* Account code that have been set up as a Sub-Headings account code will display if this setting is ticked.
- *Include Nil Amount Items:* Account codes that are Nil amounts will display if this setting is ticked.
- *Prepare Data for Printer:* This setting will prepare the data to print. If this setting is not set, this will display the account codes in a preview table before being able to Print.
- *Add Account Names:* If this setting is set, Account Names will be included on the report.
- *Show Brought Forward:* Tick to include Brought Forward Balances to be displayed
- *Running Total:*
    - Continuous, the report will be a continuous running total or Batch/Code, the report will total each batch/code.
    - Once your selections have been made, click *Proceed*.



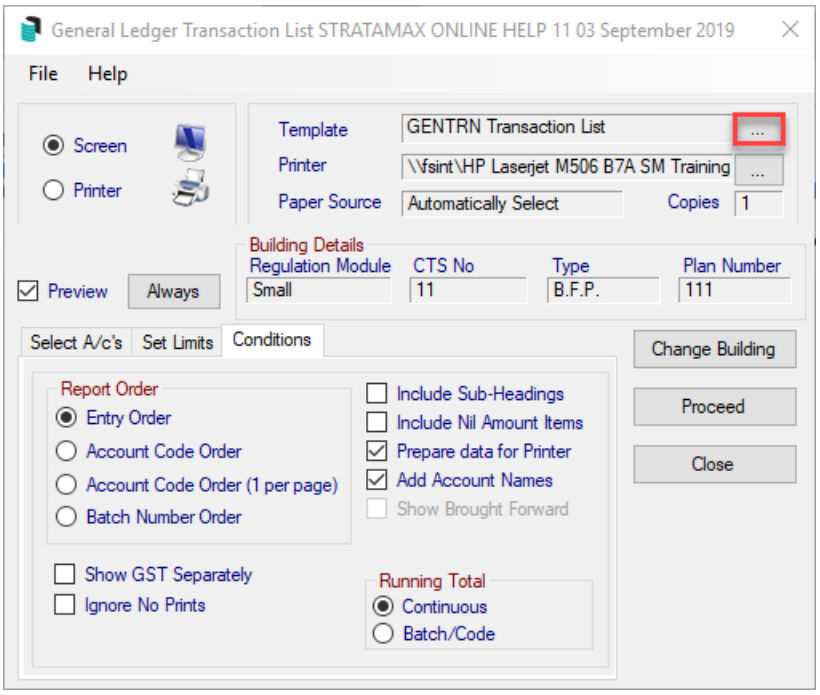
From this screen you can print the report by clicking the *Print* button, or export the data to Excel through the *Export* option, *Change View* to view different columns of information or *Close* the window. A # in the Contra Name column is used to identify Creditor Invoices that are on hold.



Transaction List Template Options

There are a number of different template options available to capture various fields of each transaction. These templates can be set globally or locally (per property) if required.

1. Search or select ***Transaction List***.
2. From the 'Template' selection field, click the 'more' button.



View Attached document/invoice

When you attach an invoice to a creditor it is saved into the buildings directory in DocMax. There are two areas in

StrataMax where you can view a soft copy.

1. Search or select *Transaction List*.
2. Select the creditor account code and tag if you only require to see the invoice for this one creditor and click *Proceed*.
3. Highlight the 'D0' reference and then click *View Document*. The invoice will open open in a DocMax document view window.

Viewing a document/invoice from within Creditor Invoices

1. Search or select ***Creditor Invoices***.
2. Select the *Options* > *Transaction History*.
3. Highlight the 'D0' reference and then click *View Document*. The document will now open in DocMax.