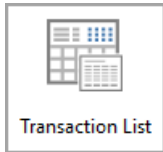


Transaction List

Last Modified on 02/05/2025 1:18 pm 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.

Please note that version 5.6.130 includes the latest changes to this report, which now uses Report Distribution. **Local Transactions** and **Global Transactions** will help you view and export specific accounts.

Producing the Transaction List

This option is designed for PDF-style reporting of transactions and can be used for account code ranges or a complete general ledger. If specific accounts are required, you can use the ranges as described below or [Local Transactions](#) or [Global Transactions](#) for specific account codes to review on-screen or export.

1. In the selected property and the relevant financial year, search or select **Transaction List**.
2. Select the cogwheel to review the *Sort Order*, *Account Code Range Start* and *Finish* codes, what *Period* it includes, and to *Show Hidden* transactions which are created using [Transaction Report Manager](#). The template can also be adjusted if required. *Close* once set.
3. If multiple buildings are required, use the *Building Selector Tool* and tag the necessary buildings.
- 4.

Configuration

Transaction List

Sort Order: Account Code, Date

Account Code Range Start: 120

Account Code Range Finish: 189

Period: Current Year

☐ Show Hidden

Template

☐ Use Override Letterhead

Override Letterhead: Blank

Template: gentran Transaction List

Close

Click *Proceed*. From the preview window, click *Proceed* to distribute the report to an internal user, or click the *Save* icon to save it to a network location, or the *DocMax* icon to save it to **DocMax**.

The Transaction List Report has a few columns, some of which are self-explanatory. These are others:

- **Type:** Defines the transaction type. For example, a Creditor Invoice includes the column *Reference* with DA. The payment type indicates a payment from that account and uses the column 'Reference' with either 'B' for a direct posting from the **Bank Reconciliation** or 'F' for EFT/BPay **Payments**.
- Transactions that include no GST will have no additional journal line for GST or refer to the GST style (depending on the template)

Transaction List										
Page										
General Ledger Transaction List										
02 May 2025										
Batch	Date	A/c	Account Name	Type	Amount	Inv	Details	Reference	Extra Details	Running Total
164	29/09/24	13010	Caretaker	Journal	0.91		GST	J0004642	DA000214	-9.09
Total					-9.09					
238	02/07/24	13105	Cleaning	Creditor Invoice	476.40		Fence Repair	DA000244	1628	08200541 476.40
238	02/07/24	13105	Cleaning	Journal	-43.31		GST	J0005582	DA000244	433.09
199	30/09/24	13105	Cleaning	Creditor Invoice	75.00		Arrears Fees	DA000216		08200052 508.09
199	30/09/24	13105	Cleaning	Journal	-6.82		GST	J0004820	DA000216	501.27
Total					501.27					
144	23/09/24	13405	Electrical Repairs	Creditor Invoice	115.38		Electrical Repairs	DA000206	00002465	08200680 115.38
144	23/09/24	13405	Electrical Repairs	Journal	-10.49		GST	J0004514	DA000206	104.89
Total					104.89					
251	14/04/25	13585	Fire Protection - Inspection	Payment	150.00		Reimbursement	F0000097		150.00
251	14/04/25	13585	Fire Protection - Inspection	Journal	-13.64		GST	J0006357	F0000097	136.36
Total					136.36					
195	01/07/24	13615	Fire Prcn-Repairs & Servicing	Creditor Invoice	934.00		PAYG to 30/06/24	DA000215		08200003 934.00
195	01/07/24	13615	Fire Prcn-Repairs & Servicing	Journal	-84.91		GST	J0004789	DA000215	849.09
Total					849.09					
048	19/07/24	13905	Garden & Grounds	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000158	1003	08200683 5,247.00
048	19/07/24	13905	Garden & Grounds	Journal	-477.00		GST	J0003981	DA000158	4,770.00
066	27/07/24	13905	Garden & Grounds	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000176	1020	08200683 10,017.00
066	27/07/24	13905	Garden & Grounds	Journal	-477.00		GST	J0004061	DA000176	9,540.00
073	06/08/24	13905	Garden & Grounds	Payment	-5,247.00		Change of Bank Acc	B0000018		4,293.00
073	06/08/24	13905	Garden & Grounds	Journal	477.00		GST	J0004083	B0000018	4,770.00
073	06/08/24	13905	Garden & Grounds	Payment	-5,247.00		Change of Bank Acc	B0000019		-477.00
073	06/08/24	13905	Garden & Grounds	Journal	477.00		GST	J0004085	B0000019	0.00
Total					0.00					
077	15/08/24	13940	Garden/Lawn Maintenance	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000180	1003	08200683 5,247.00
077	15/08/24	13940	Garden/Lawn Maintenance	Journal	-477.00		GST	J0004100	DA000180	4,770.00

Transaction List Template Options

There are two template options available to display the information available in the Transaction List. These templates can be set globally, which will affect all users. The letterhead cannot be applied to this report.

1. Search or select **Transaction List**.
2. Click the cogwheel.
3. Refer to the template area and select from either:

Transaction List (gentran)

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General Ledger Transaction List										
02 May 2025										
Batch	Date	A/c	Account Name	Type	Amount	Inv	Details	Reference	Extra Details	Running Total
013	02/07/24	12110	Accounting - Bas Preparation	Creditor Invoice	170.00		BAS Preparation	DA000150	M0010105	08200052 170.00
013	02/07/24	12110	Accounting - Bas Preparation	Journal	-15.45		GST	J0003831	DA000150	154.55
067	19/07/24	12110	Accounting - Bas Preparation	Creditor Invoice	110.00	18	BAS Prep June 24	DA000177	12160	08200202 264.55
067	19/07/24	12110	Accounting - Bas Preparation	Journal	-10.00		GST	J0004065	DA000177	254.55
Total					254.55					
063	02/08/24	12117	Reconciliation Fees	Creditor Invoice	16.50		Bank Reconciliation	DA000174	M0010528	08200052 16.50
063	02/08/24	12117	Reconciliation Fees	Journal	-1.50		GST	J0004054	DA000174	15.00
115	03/09/24	12117	Reconciliation Fees	Creditor Invoice	16.50		Bank Reconciliation	DA000203	M0011001	08200052 31.50
115	03/09/24	12117	Reconciliation Fees	Journal	-1.50		GST	J0004269	DA000203	30.00
Total					30.00					

Transaction List with GST (gentran1)

Page

General Ledger Transaction List

02 May 2025

Batch	Date	A/c	Account Name	Amount	Details	Reference	Extra Details	GST Style	GST Amount	Running Total	
013	02/07/24	12110	Accounting - Bas Preparation	154.55	BAS Preparation	DA000150	M0010105	Includes	-15.45	08200052	154.55
067	19/07/24	12110	Accounting - Bas Preparation	100.00	BAS Prep June 24	DA000177	12160	Includes	-10.00	08200202	254.55
Total				254.55					-25.45		
063	02/08/24	12117	Reconciliation Fees	15.00	Bank Reconciliation	DA000174	M0010528	Includes	-1.50	08200052	15.00
115	03/09/24	12117	Reconciliation Fees	15.00	Bank Reconciliation	DA000203	M0011001	Includes	-1.50	08200052	30.00
Total				30.00					-3.00		