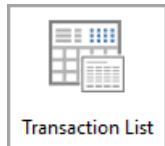


# Transaction List

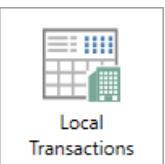
Last Modified on 13/01/2026 8:58 am AEST



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

**Local Transactions** replaces the legacy **Transaction List**. This report can still be used and includes all transactions for a property and is available to be set for a current month, current financial year, or old financial year.

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.

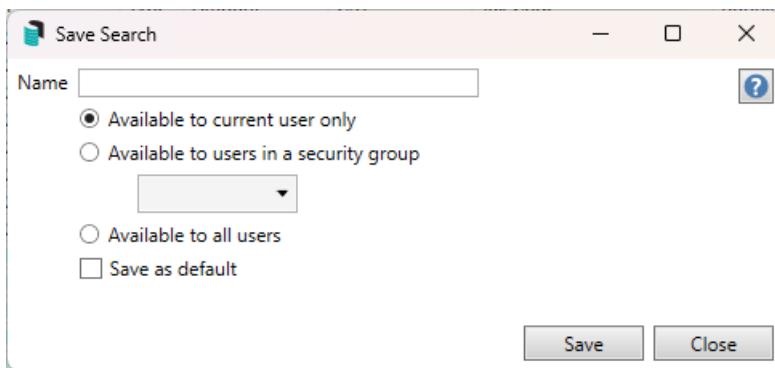


## Local Transactions

Using [Local Transactions](#) for a search similar to the one below will assist with reviewing transactions. It is recommended that this search be saved for regular use. To load this saved search, use the *Load/Edit Delete Search* button and pick from the list. This search can be saved for all users, groups, or a single user. When referring to the search, the fields of restriction can be adjusted at the time to include the relevant transactions.

This search captures the most common type of transactions and includes fields to allow dates, descriptions, and account codes to be selected where needed. The *Columns* display is achieved using the *Advanced* area, which provides for relevant fields. The *Sort Order* offers control of the results, with the *Advanced (left)* option allowing the number of results to be set.

To save this search, use the *Save Search As* button at the bottom of the window and include a *Name*. Select who the search should be available to, and if this should be the default view when the screen is open, tick *Save as Default*. If edits are made to the search, click *Save Search* to update the search.



The *Report* button opens the **Transaction List** screen where you can distribute or save these results as a PDF report. If Excel is preferred, click *Export* at the top of the window.

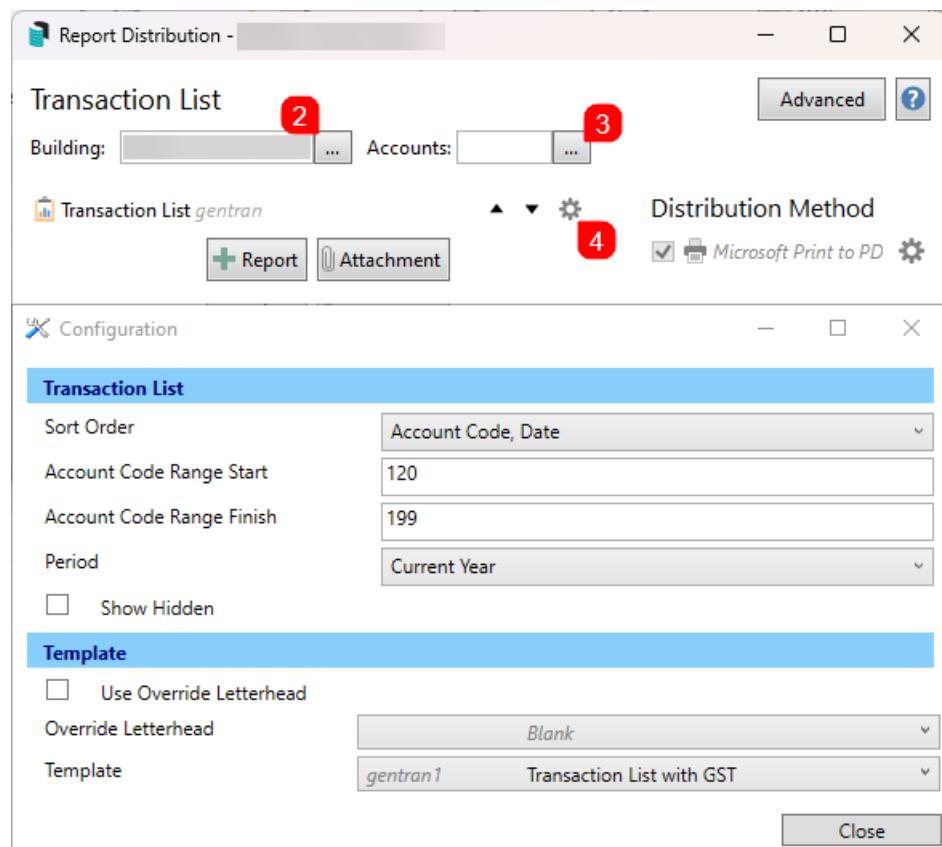
## Producing the Transaction List

This screen is designed to produce a PDF transaction report (Excel is an option) and can be used for a single account, multiple accounts, or account code ranges, or the entire general ledger. We also highly recommend using **Local Transactions** or **Global Transactions** for a more powerful, flexible method of producing a table of transactions that can also be saved as a PDF report, and exported to Excel.

1. Search or select **Transaction List**.
2. By default the current building will be selected, but users can click the ellipsis button next to the *Building* field to select multiple, or all buildings if required.
  - o Individual separate account codes cannot be selected for multiple or all buildings - only the entire account code general ledger, or an account code range, which must be set up in the 'Configuration' window (see step 4. below). For individual account codes across multiple or all buildings, please use **Global Transactions**.
3. To select specific account codes, click the ellipsis button next to the *Accounts* field, and then tag the required account codes to be included.
  - o This field is not available when multiple or all buildings have been selected. Please bear in mind that this field and the *Account Code Range Start* and *Finish* fields in the 'Configuration'

window observe each other. So, if these account codes aren't aligned with the range, the report will be blank.

- Click the cogwheel to open the 'Configuration' window to make amendments if required, and close once done:
  - The *Sort Order* will determine how the data on the report is sorted.
  - The *Account Code Range Start* and *Finish* fields can have account codes numbers typed into them to specify the range of account codes that need to be displayed on the report. To include the entire general ledger of accounts, simply leave these two fields blank. Please be aware, if the numbers in these fields and the account codes selected in the *Accounts* field in the main screen aren't aligned, the report will be blank. Please refer to [Account Code Explanation](#) for more details on account codes and ranges.
  - Select a *Period* if anything other than 'Current Year' is required.
  - Show Hidden* displays transactions that have been hidden using [Transaction Report Manager](#).
  - Use *Override Letterhead* can be overridden here.
  - The *Template* can also be selected if required - one with and one without GST.



- Back in the Transaction List screen, click the *Proceed* button and the 'Report Publish' window will appear. Review the report and click the *Proceed* button in the bottom right to distribute the report to the selected recipient, or click using the various buttons in the top right:

1. The *Save* button will save the report to a Windows folder
2. The *email* button will open the 'Compose Email' window with the report already attached. This is useful if it needs to be emailed to a recipient who isn't saved as a contact in StrataMax.
3. The *DocMax* button will save the report in **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.

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	
					<b>-9.09</b>							
<b>Total</b>												
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	J000582	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	
<b>Total</b>					<b>501.27</b>							
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	
<b>Total</b>					<b>104.89</b>							
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	
<b>Total</b>					<b>136.36</b>							
195	01/07/24	13615	Fire Ptn-Repairs & Servicing	Creditor Invoice	1934.00		PAYG to 30/06/24	DA000215		08200003	934.00	
195	01/07/24	13615	Fire Ptn-Repairs & Servicing	Journal	-84.91		GST	J0004789	DA000215		849.09	
<b>Total</b>					<b>849.09</b>							
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	
<b>Total</b>					<b>0.00</b>							
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

Two template options display the information in the Transaction List. These templates can be set globally, affecting 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)

## Transaction List

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
<b>Total</b>					<b>254.55</b>					
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
<b>Total</b>					<b>30.00</b>					

## Transaction List with GST(gentrans1)

## Transaction List

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
<b>Total</b>				<b>254.55</b>					<b>-25.45</b>	
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
<b>Total</b>				<b>30.00</b>					<b>-3.00</b>	