

# Edit Log Report

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This report will display the details of any transactions that have been edited manually.

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## Edit Log Report

1. Open the *Edit Log Report* menu.
2. In the *Select A/c's* tab, you can either tag specific codes or leave them all bank, which will display all codes.
3. In the *Set Limits* tab, you can enter multiple filters to limit transactions are displayed in the report.
4. Under the *Conditions* tab, the following can be adjusted:
  - Report Order: Select the appropriate sort order.
  - Ticking the *Ignore No Prints* tick box will display transactions that have been hidden in the [Transaction Report Manager](#).
  - *Include Sub-Headings* will display any Header account codes applicable to the transactions.
  - *Include Nil Amount Items*
  - *Prepare data for Printer*
  - *Add Account Names* displays the account names when the *Change View* button is clicked in the report window (see step 7.)
5. If you want to search multiple buildings, click the *Change Building* button and tag multiple or all buildings.
6. *Proceed* to show all codes.
7. In the new window you can click...
  - *Change View*, which will reveal more columns with further information
  - *Export*, which will open the report in Excel.
  - *Print*, which will print the report to the configured printer.

Example: Edit Log Transaction List report

