## Transaction Report Manager (Hide Transaction)

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Transaction Report Manager

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

The *Transaction Report Manager* menu is designed to hide certain transactions on reports. These transactions are still in the system but will not display on debtor *Ledger Cards*, in the *Account Summary*, or the *Transaction List*. For example, journals processed to correct an owner's balance can be hidden to avoid cluttering the ledger card and causing confusion for the owner. Or another scenario may include hiding reversed transactions from reporting for creditor or the expense accounts if needed.

Be aware that in the *Transaction List*, the report can be run with the *Ignore No Prints* ticked under the *Conditions* tab, which will then display all hidden transactions. *Local Transactions* will also report any hidden transactions by default, and fields of restriction to either display or not can be applied.

If both 'P' and 'X' flagged transactions are selected in the same batch to change flagged items from X to P and from P to X, both must net to zero before the change can be saved. If they do not balance, the system will return a message and will not allow the user to save.

## How to hide a transaction

- 1. Open the *Transaction Report Manager* menu.
  - By default the *Show All* radio button will be selected, which displays visible and hidden transactions.
     To display only transactions that are being presented (visible), click the *Show Presented* radio button.



- 2. The screen's top section is where the first transaction is selected by clicking the entry.
- 3. Click Select, and all the transactions for the selected code will appear in the bottom section.
- 4. In the bottom section, tag the entries that need to be hidden, noting that the sum of the transactions must equal nil.
  - To ensure these transactions equate to zero, first, locate and tag the transactions that need to be hidden, and then the opposite transactions must be located and tagged.
- 5. Click the Save button to apply the change, and click Close to close the menu.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		/ Select	
017	01/01/2020	004	5247.09	P		Trf Surplus/Deficit	J0001303	From PL A/c			
018	15/02/2020	08201662	-374.00	Ρ	18	Feb 2020 - Jan 2021	D0000021	INV-0765		Remove A	II Fla
018	15/02/2020	15860	374.00	Ρ	18	08201662 - Committed	DA000021	INV-0765		-	
018	15/02/2020	15860	-34.00	Ρ		GST	J0001304	DA000021		🕜 Help	
018	15/02/2020	061000	34.00	Ρ		GST 15860	J0001305	DA000021			
018	15/02/2020	401	-340.00	Ρ		Trf Surplus/Deficit	J0001306	To Cap. A/c		Show All	
018	15/02/2020	004	340.00	Ρ		Trf Surplus/Deficit	J0001307	From PL A/c		O Show Prese	ente
019	15/02/2020	02100001	-5947.10	Р	01	Admin Fund	R0000011	Direct Dep.		O Show No P	rint
019	15/02/2	02100001	-250.00	Ρ	07	Sinking Fund	RA000011	Direct Dep.			
019	15/02/2	02100001	-288.52	Ρ	17	Overdue Interest	RB000011	Direct Dep.		561 items	
019	15/02/2020	02100001	-115.00	Ρ	18	Other	RC000011	Direct Dep.	<b>'</b>		
019	15/02/2020	012	6600.62	Ρ		Balancing entry	J0001308	R0000011			
020	15/02/2020	02100005	-1000.00	Ρ	01	Admin Fund	R0000012	Direct Dep.			
020	15/02/2020	012	1000.00	Ρ		Balancing entry	J0001309	R0000012			
021	02/02/2020	1071	1709.83	Ρ		Ins Claim 005	B000003				
021	02/02/2020	012	-1709.83	Ρ		Balancing Entry	J0001310	B0000003			
021	02/02/2020	401	-1709.83	Ρ		Trf Surplus/Deficit	J0001311	To Cap. A/c	5		
Ba	atch Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		Save	
	00 01/01/2020	02100001	4603.30	P	01	Brought Forward	10001023			the same	
	00 01/01/2020	02100001	200.00	P	07	Brought Forward	10001024			🕤 Close	
Ċ	00 01/01/2020	02100001	236.85	P	17	Brought Forward	10001025		L L		
0	00 01/01/2020	02100001	100.00	Р	18	Brought Forward	10001026				
Ċ	00 01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	10000313	10000337			
	00 01/01/2020	02100001	1343.90	Р	01	01/01/20 to 31/03/20	10000337	10000392			
	02 17/01/2020	02100001	15.00	D	18	Arrears Notice Fee	M000008	-1			
	10 21/01/2020	02100001	51.67	Г D	17	Interact to 21/01/20	10001140	-1			
	10 51/01/2020	02100001	1.07	۳	17	interest to 51/01/20	30001140				

6. After saving, each tag will disappear and the 'P' in the 'Flag' column will change to an 'X'.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	
000	01/01/2020	02100001	4603.30	Х	01	Brought Forward	J0001023		^
000	01/01/2020	02100001	200.00	Ρ	07	Brought Forward	J0001024		
000	01/01/2020	02100001	236.85	Ρ	17	Brought Forward	J0001025		
000	01/01/2020	02100001	100.00	Ρ	18	Brought Forward	J0001026		
000	01/01/2020	02100001	50.00	Ρ	07	01/01/20 to 31/03/20	10000313	L0000337	
000	01/01/2020	02100001	1343.80	Х	01	01/01/20 to 31/03/20	10000337	L0000392	
002	17/01/2020	02100001	15.00	Ρ	18	Arrears Notice Fee	M000008	-1	
010	31/01/2020	02100001	51.67	Ρ	17	Interest to 31/01/20	J0001140		
019	15/02/2020	02100001	-5947.10	Х	01	Admin Fund	R0000011	Direct Dep.	~

## Make a transaction visible again

In order to make individual transactions visible again, simply follow these steps.

1. Open the *Transaction Report Manager* menu.

Stra	toMov	Building:	STRATAMAX O	NLINE HELP	11
		Current Year	: <b>01/01/2019</b> t	o 31/12/2019	•
	hide	×			
1	Menus				
	Transaction Report Manager ( <u>Hide</u> Tran	nsaction)			
	Debtors				
	3063 METROPOLITAN	02100290	Contracts		

- 2. In the top section of the screen locate the entries that are already hidden, by clicking the *Show No Print* radio button.
- 3. Select the account code by clicking the entry.
- 4. Click Select and all the transactions for the selected code will appear in the bottom section.
- 5. In the bottom section, tag the entries that no longer need to be hidden, noting that the sum of the transactions must equal nil.
- 6. Click the Save button to apply the change, and click Close to close the menu.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		Select
000	01/01/2020	02100001	4603.30	Х	01	Brought Forward	J0001023			
000	01/01/2020	02100001	1343.80	Х	01	01/01/20 to 31/03/20	10000337	L0000392		👂 Remove A
019	15/02/2020	02100001	-5947.10	Х	01	Admin Fund	R0000011	Direct Dep.		
									2 3i	) Show All ) Show Prese ) Show No Pr tems
									6	
В	atch Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	6	Save
B	atch Date 000 01/01/2020	Code 0 02100001	Amount 4603.30	Flag X	Inv. Code 01	Description Brought Forward	Reference J0001023	ExtraDetails	6	Save
B	atch Date 000 01/01/2020 000 01/01/2020	Code 0 02100001 0 02100001	Amount 4603.30 200.00	Flag X P	Inv. Code 01 07	Description Brought Forward Brought Forward	Reference J0001023 J0001024	ExtraDetails	6	Save
B () ()	atch Date 000 01/01/2021 000 01/01/2021 000 01/01/2021	Code 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85	Flag X P P	Inv. Code 01 07 17	Description Brought Forward Brought Forward Brought Forward	Reference J0001023 J0001024 J0001025	ExtraDetails	 	Save
B () ()	atch Date 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021	Code 0 02100001 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85 100.00	Flag X P P P	Inv. Code 01 07 17 18	Description Brought Forward Brought Forward Brought Forward Brought Forward	Reference J0001023 J0001024 J0001025 J0001026	ExtraDetails	6	Save
B () () () ()	atch Date 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021	Code 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85 100.00 50.00	Flag X P P P	Inv. Code 01 07 17 18 07	Description Brought Forward Brought Forward Brought Forward 01/01/20 to 31/03/20	Reference J0001023 J0001024 J0001025 J0001026 I0000313	ExtraDetails	6	Save
B () () () () () () () () () () () () ()	atch Date 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021	Code 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85 100.00 50.00 1343.80	Flag X P P P P X	Inv. Code 01 07 17 18 07 01	Description Brought Forward Brought Forward Brought Forward Brought Forward 01/01/20 to 31/03/20 01/01/20 to 31/03/20	Reference J0001023 J0001024 J0001025 J0001026 I0000313 I0000337	ExtraDetails	6	Save Close
B () () () () () () () () () () () () ()	atch Date 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 01/01/2021 000 11/01/2021 000 11/01/2021	Code 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85 100.00 50.00 1343.80 15.00	Flag X P P P X X	Inv. Code 01 07 17 18 07 01 18	Description Brought Forward Brought Forward Brought Forward 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Arrears Notice Fee	Reference J0001023 J0001024 J0001025 J0001026 I0000313 I0000337 M0000008	ExtraDetails L0000337 L0000392 -1	6	Save
B 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	atch Date 1000 01/01/2021 1000 01/01/2021 1000 01/01/2021 1000 01/01/2021 1000 01/01/2021 1000 01/01/2021 1000 11/01/2021 1000 11/01/2	Code 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001 0 02100001	Amount 4603.30 200.00 236.85 100.00 50.00 1343.80 15.00 51.67	Flag X P P P X X P	Inv. Code 01 07 17 18 07 01 18 18	Description Brought Forward Brought Forward Brought Forward Brought Forward 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Arrears Notice Fee Interest to 31/01/20	Reference J0001023 J0001024 J0001025 J0001026 I0000313 I0000337 M0000008	ExtraDetails L0000337 L0000392 -1	6	Save Close

6. After saving, each tag will disappear and the 'X' in the 'Flag' column will change to a 'P'.

Bate	ch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	
00	0 (	01/01/2020	02100001	4603.30	Р	01	Brought Forward	J0001023		~
00	0 (	01/01/2020	02100001	200.00	Ρ	07	Brought Forward	J0001024		
00	0 (	01/01/2020	02100001	236.85	Ρ	17	Brought Forward	J0001025		
00	0 (	01/01/2020	02100001	100.00	Ρ	18	Brought Forward	J0001026		
00	0 (	01/01/2020	02100001	50.00	Ρ	07	01/01/20 to 31/03/20	10000313	L0000337	
00	0 (	01/01/2020	02100001	1343.80	Р	01	01/01/20 to 31/03/20	10000337	L0000392	
00	2	17/01/2020	02100001	15.00	Ρ	18	Arrears Notice Fee	M000008	-1	
01	0 3	31/01/2020	02100001	51.67	Ρ	17	Interest to 31/01/20	J0001140		
019	9	15/02/2020	02100001	-5947.10	Ρ	01	Admin Fund	R0000011	Direct Dep.	~

## Make all transactions visible again

These steps explain how to make <u>all</u> transactions in a building visible again.

1. Open the *Transaction Report Manager* menu.

Stra	toMov	Building:	STRATAMAX ONLINE HELP	11
Stra		Current Ye	ear: 01/01/2019 to 31/12/2019	•
	hide	×		
1	Menus			
	Transaction Report Manager ( <u>Hide</u> Tran	isaction)		
	Debtors			
	3063 METROPOLITAN	2100290	Contracts	

2. Click the Remove All Flags button.

📄 Trans	action Report I	Manager - STRAT	AMAX ONLINE	HELP	11					-		×
Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		1	Select	
000	01/01/2020	02100001	4603.30	Х	01	Brought Forward	J0001023					
000	01/01/2020	02100001	1343.80	Х	01	01/01/20 to 31/03/20	10000337	L0000392		Ð	Remove Al	l Flags
019	15/02/2020	02100001	-5947.10	Х	01	Admin Fund	R0000011	Direct Dep.				
									2	0	Help	
										0 5	Show All	
										0 9	Show Preser	nted

3. When the confirmation appears, click Yes.



4. Close the *Transaction Report Manager* menu.