

Transaction Report Manager (Hide Transaction)

Last Modified on 24/05/2024 1:01 pm AEST

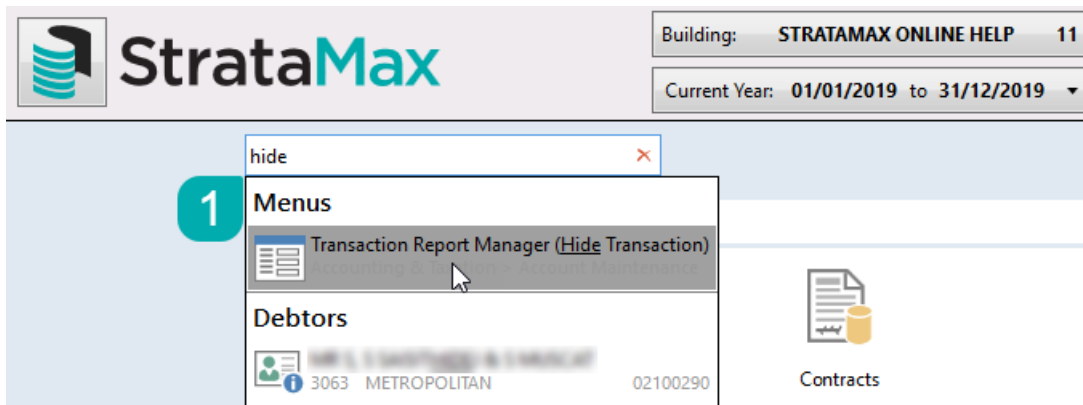
The **Transaction Report Manager** menu is designed to hide certain transactions on reports. These transactions are still in the system but will not display on debtor **Ledger Cards**, in the **Account Summary**, or the **Transaction List**. For example, journals processed to correct an owner's balance 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 in the **Transaction List**, the report can be run with the tick box *Ignore No Prints* ticked under the **Conditions** tab, which will then display all hidden transactions.

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.

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Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails
017	01/01/2020	004	5247.09	P		Trf Surplus/Deficit	J0001303	From PL A/c
018	15/02/2020	08201662	-374.00	P	18	Feb 2020 - Jan 2021	D0000021	INV-0765
018	15/02/2020	15860	374.00	P	18	08201662 - Committed	DA000021	INV-0765
018	15/02/2020	15860	-34.00	P		GST	J0001304	DA000021
018	15/02/2020	061000	34.00	P		GST 15860	J0001305	DA000021
018	15/02/2020	401	-340.00	P		Trf Surplus/Deficit	J0001306	To Cap. A/c
018	15/02/2020	004	340.00	P		Trf Surplus/Deficit	J0001307	From PL A/c
019	15/02/2020	02100001	-5947.10	P	01	Admin Fund	R0000011	Direct Dep.
019	15/02/2020	02100001	-250.00	P	07	Sinking Fund	RA000011	Direct Dep.
019	15/02/2020	02100001	-288.52	P	17	Overdue Interest	RB000011	Direct Dep.
019	15/02/2020	02100001	-115.00	P	18	Other	RC000011	Direct Dep.
019	15/02/2020	012	6600.62	P		Balancing entry	J0001308	R0000011
020	15/02/2020	02100005	-1000.00	P	01	Admin Fund	R0000012	Direct Dep.
020	15/02/2020	012	1000.00	P		Balancing entry	J0001309	R0000012
021	02/02/2020	1071	1709.83	P		Ins Claim 005	B0000003	
021	02/02/2020	012	-1709.83	P		Balancing Entry	J0001310	B0000003
021	02/02/2020	401	-1709.83	P		Trf Surplus/Deficit	J0001311	To Cap. A/c

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails
000	01/01/2020	02100001	4603.30	P	01	Brought Forward	J0001023	
000	01/01/2020	02100001	200.00	P	07	Brought Forward	J0001024	
000	01/01/2020	02100001	236.85	P	17	Brought Forward	J0001025	
000	01/01/2020	02100001	100.00	P	18	Brought Forward	J0001026	
000	01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	I0000313	L0000337
000	01/01/2020	02100001	1343.80	P	01	01/01/20 to 31/03/20	I0000337	L0000392
002	17/01/2020	02100001	15.00	P	18	Arrears Notice Fee	M0000008	-1
010	31/01/2020	02100001	51.67	P	17	Interest to 31/01/20	J0001140	
019	15/02/2020	02100001	-5947.10	P	01	Admin Fund	R0000011	Direct Dep.

Select an account code, then tag records to set/unset the No Print flag for transaction reports

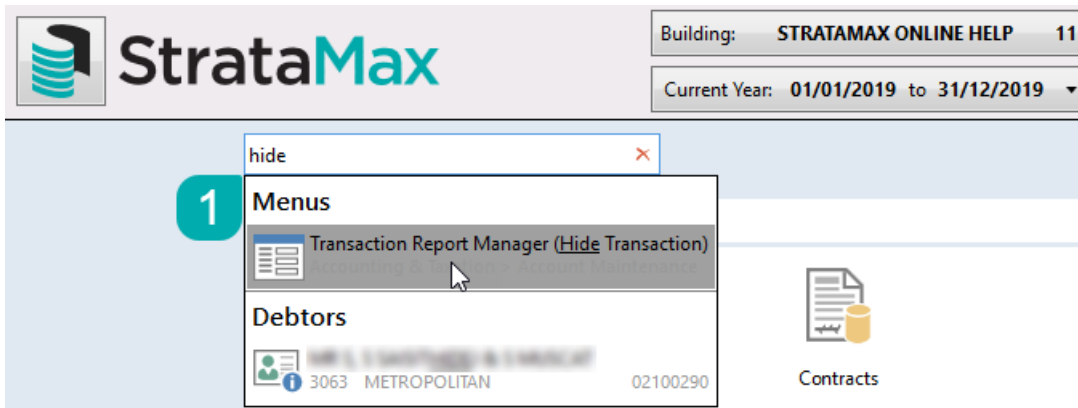
6. After saving, each tag will disappear and the 'P' in the 'Flag' column will change to an 'X'.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails
000	01/01/2020	02100001	4603.30	X	01	Brought Forward	J0001023	
000	01/01/2020	02100001	200.00	P	07	Brought Forward	J0001024	
000	01/01/2020	02100001	236.85	P	17	Brought Forward	J0001025	
000	01/01/2020	02100001	100.00	P	18	Brought Forward	J0001026	
000	01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	I0000313	L0000337
000	01/01/2020	02100001	1343.80	X	01	01/01/20 to 31/03/20	I0000337	L0000392
002	17/01/2020	02100001	15.00	P	18	Arrears Notice Fee	M0000008	-1
010	31/01/2020	02100001	51.67	P	17	Interest to 31/01/20	J0001140	
019	15/02/2020	02100001	-5947.10	X	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.



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
000	01/01/2020	02100001	4603.30	X	01	Brought Forward	J0001023	
000	01/01/2020	02100001	1343.80	X	01	01/01/20 to 31/03/20	I0000337	L0000392
019	15/02/2020	02100001	-5947.10	X	01	Admin Fund	R0000011	Direct Dep.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails
000	01/01/2020	02100001	4603.30	X	01	Brought Forward	J0001023	
000	01/01/2020	02100001	200.00	P	07	Brought Forward	J0001024	
000	01/01/2020	02100001	236.85	P	17	Brought Forward	J0001025	
000	01/01/2020	02100001	100.00	P	18	Brought Forward	J0001026	
000	01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	I0000313	L0000337
000	01/01/2020	02100001	1343.80	X	01	01/01/20 to 31/03/20	I0000337	L0000392
002	17/01/2020	02100001	15.00	P	18	Arrears Notice Fee	M0000008	-1
010	31/01/2020	02100001	51.67	P	17	Interest to 31/01/20	J0001140	
019	15/02/2020	02100001	-5947.10	X	01	Admin Fund	R0000011	Direct Dep.

Select an account code, then tag records to set/unset the No Print flag for transaction reports

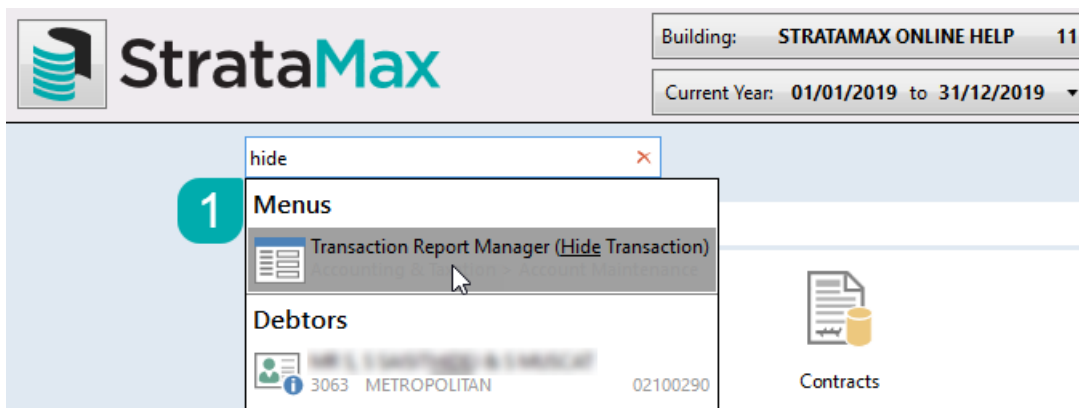
6. After saving, each tag will disappear and the 'X' in the 'Flag' column will change to a 'P'.

Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails
000	01/01/2020	02100001	4603.30	P	01	Brought Forward	J0001023	
000	01/01/2020	02100001	200.00	P	07	Brought Forward	J0001024	
000	01/01/2020	02100001	236.85	P	17	Brought Forward	J0001025	
000	01/01/2020	02100001	100.00	P	18	Brought Forward	J0001026	
000	01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	I0000313	L0000337
000	01/01/2020	02100001	1343.80	P	01	01/01/20 to 31/03/20	I0000337	L0000392
002	17/01/2020	02100001	15.00	P	18	Arrears Notice Fee	M0000008	-1
010	31/01/2020	02100001	51.67	P	17	Interest to 31/01/20	J0001140	
019	15/02/2020	02100001	-5947.10	P	01	Admin Fund	R0000011	Direct Dep.

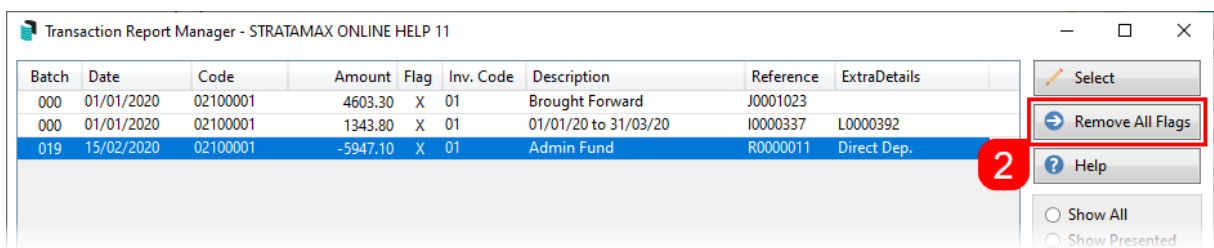
Make all transactions visible again

These steps explain how to make all transactions in a building visible again.

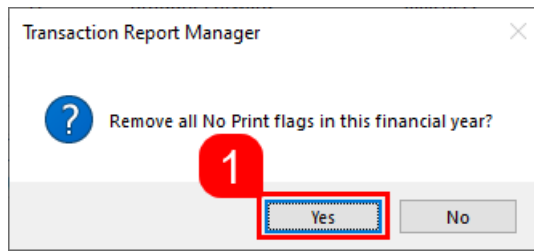
1. Open the **Transaction Report Manager** menu.



2. Click the **Remove All Flags** button.



3. When the confirmation appears, click Yes.



4. Close the *Transaction Report Manager* menu.