Local Transactions

Last Modified on 28/11/2023 9:58 am AEST

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

Local Transactions can be used to find specific transactions and to extract data that can be used for analysis. There is the option to add in the Running Balance field to assist with reconciliation of accounts. A search can be completed for the Current, Old or Historic Year. It is also very useful to quickly export GLMax transactions to excel so they can be imported into 3rd party accounting software.

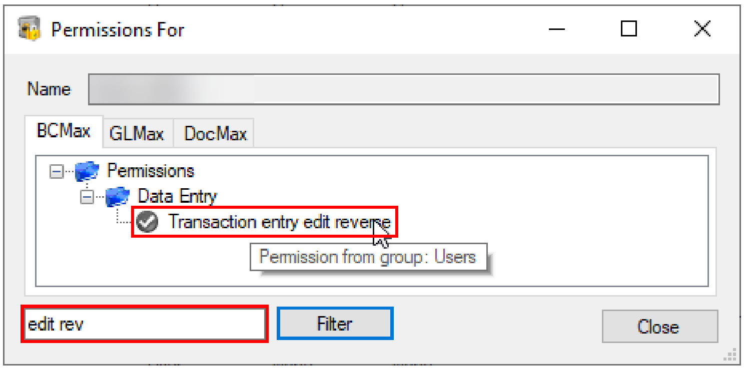
Local Transactions

Local Transactions has been designed for users to search transactions with the option of applying filters which can assist with reviewing account codes or financial queries. The transactions can also be searched across different financial years and searches can be saved to be produced quickly in the future, with an option to export to Excel. Each column can be clicked on to sort and descriptions can also be edited for Directs (reference starting with 'B'), receipts, debtor transactions (Reference starting with 'M0', but not those starting with 'MA'), and journals, except for when they have the descriptions listed below. To change a creditor invoice description, you must *follow these steps in* ***Payments Management***.

- Balancing Entry
- Brought Forward
- Trf Surplus/Deficit
- EFT Payment
- Cheque Payment
- Starts with GST
- Advance Discounts
- Last Year Entry
- Opening Balance

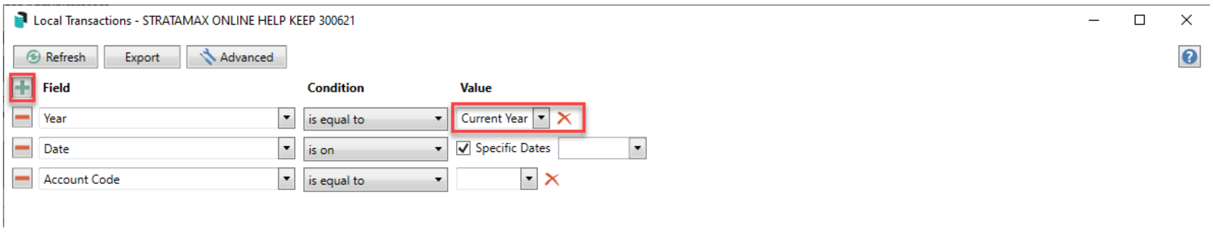
Local Transactions | Security

To edit the transaction description in ***Local Transactions***, the user must have the ‘Transaction Entry edit reverse’ permissions set to 'Allow'.

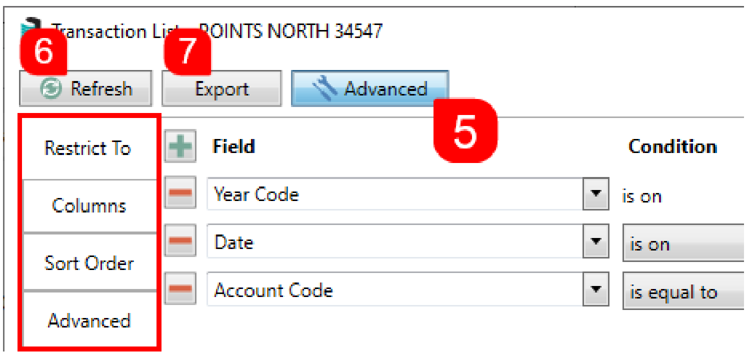


Local Transactions | Search or Edit Transaction Details/Description

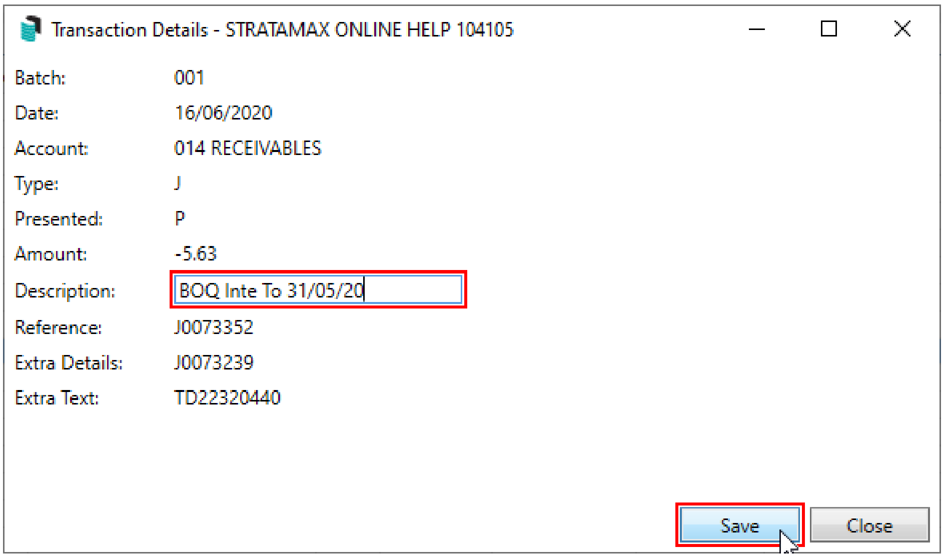
1. Search or select ***Local Transactions.***
2. Use the 'Year' field to select a year value, including Current Year, Old Year or Historic Year. Or by removing or changing the 'Year' field to a different field, it will display the full history of transactions.
3. Use the 'Date' field to select a specific date or date range.



4. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu.
5. Based on the selected **Field,** the **Condition** can be changed if required, and then you can change/select the required **Value**.
6. Click the *Advanced* button to display additional tabs down the left side:
   - *Columns* to add, remove, or change the order of the columns.
   - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.)
   - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
7. Click the *Refresh* button to search for the records.
8. If you would like to, you can export the data to an Excel sheet, by clicking the *Export* button.



9. You can either double-click the record/transaction you would like to edit or select the transaction and click the *Details* button.
10. If the *Description* can be edited, there will be a grey line round the text.
11. Edit the text (limited to 20 characters) and click *Save.*



12. The description will not update automatically on the ***Local Transactions*** screen, so the *Refresh* button will need to be clicked again to see the updated *Description* text.

Each column can be clicked on to sort the order of transactions.

Local Transactions | Saved Searches

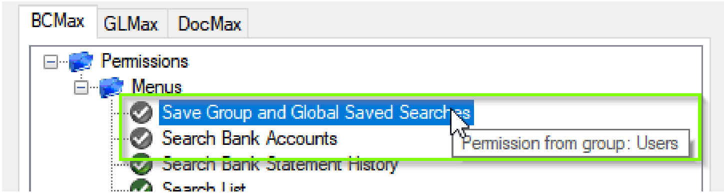
'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

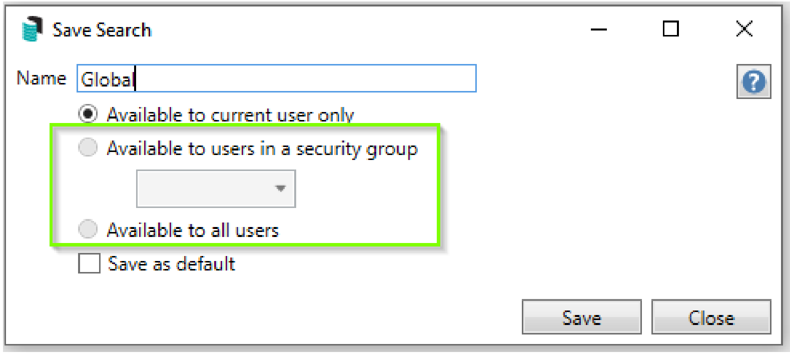
'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called ‘Save Group and Saved Searches’ under the 'Menus' category in ***Security Setup***. You can also type the word ‘Search’ into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow' then the ability to save a search for all users or a user group will be inactive.



Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
    - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.
5. Select one of the three radio buttons, depending on your requirement:
    - *Available to current user only* will save the search for the current user only.
    - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
    - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen/icon is opened.

Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.

2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

Saved Searches | Edit a Saved Search

1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.