Local Transactions

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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 allows users to search and filter current and historical transactions across financial years. This can assist with reviewing account codes, investigating financial queries and accessing general ledger information.

Double-click a transaction or select ***Details*** to view further information. Depending on the transaction type, users can edit the description, ***More Information*** and ***Invoice Number*** fields. Descriptions can be edited for:

- directs with a reference beginning with 'B'
- receipts
- debtor transactions with a reference beginning with 'M0', excluding references beginning with 'MA'
- journals
- sundry, non-creditor EFT payments with a reference beginning with 'F'.

Users can also update the GST tax code and EFT reference. Where available, the account code can be adjusted using the ***Change Transaction Code*** function.

Additional actions are available for unpaid creditor invoices, including:

- reverse an invoice
- reverse and recreate an invoice to make corrections
- hold or unhold all invoices
- bill the invoice to a debtor
- apply a pro-rata allocation, where required
- view, add or remove document attachments.

Searches can be saved for future use or exported to Excel. Select a column heading to sort the displayed results. To locate specific text, enter the search text in the field at the top right, then select ***Find First*** or ***Find Next***.

Reversed transactions are identified by the following indicators at the end of the reference:

- **X** identifies the original user-initiated transaction that was reversed.
- **Y** identifies the system-generated transaction created to reverse the transaction marked with an**X**.

Local Transactions | Security

To access ***Local Transactions*** the user must have the permission set to Allow for Local Transactions under the Menu category.

To allow the edit of the transaction description in ***Local Transactions***, the user must also have the 'Transaction entry edit reverse' permission set to 'Allow'.

Local Transactions | Column Details

This section gives explanations as to what each of the *default* columns represents.

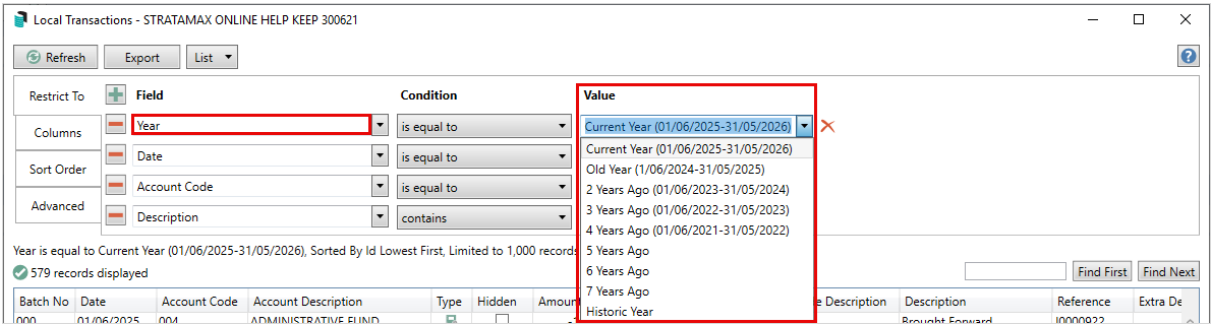
- **Batch No:** Each journal set / transaction batch is allocated a Batch number, meaning the transactions were created together.
- **Date:** The date the transaction was either entered or the date entered when creating the transaction.
- **Account Code:** The Account Code specifies the account to which a transaction is posted. Use *is any of* to include one or more account codes, or *is not any of* to exclude one or more account codes. Both conditions are available within the same search.
- **Account Description:** The account code's description, which is managed in ***Account Maintenance***.
- **Type**: The type of transaction. Hover your mouse cursor over the icon to display a tooltip. Refer to the article on *Transactions in StrataMax*.
- **Hidden:** Indicates whether the transaction has been hidden using the ***Transaction Report Manager (Hide Transaction).***
- **Amount:** The amount of the transaction. A minus figure is a credit.
- **Running Balance:** Displays the running balance of the transactions.
- **Invoice Code Description:** Only displayed for lot/debtor account transactions. Admin Fund, Sinking Fund, Maintenance Fund, Overdue Interest, Other - all set up in ***Levy Invoice Code Setup***.
- **Description:** The description of the transaction. If this is "Balancing entry" this is the contra side of a batch.
- **Reference:** Each transaction has a unique reference number. Refer to the *Transactions in StrataMax* article for further details.
- **Extra Details:** Reports the corresponding transaction reference or invoice number.
- **Extra Text:** The text displayed here will depend on where the transaction was entered. For example, if it was entered via ***Payment Entry*** as an owner refund or reimbursement, it will display the owner's name.
- **Fund Name:** Admin Fund, Sinking Fund, Capital Works Fund, Maintenance Fund, etc.

- **Account Group:** Used in Multi-OC buildings in Victoria to display which OC the transaction is in.
- **Cheque Book Reference:** Only displayed when the transaction *Type* is 'Cheque' and/or the *Reference* starts with a 'C'.
- **Posting Period:** The *Posting Period* relates to the month the transaction relates to. July = 17, August = 18, Sept = 19 etc.

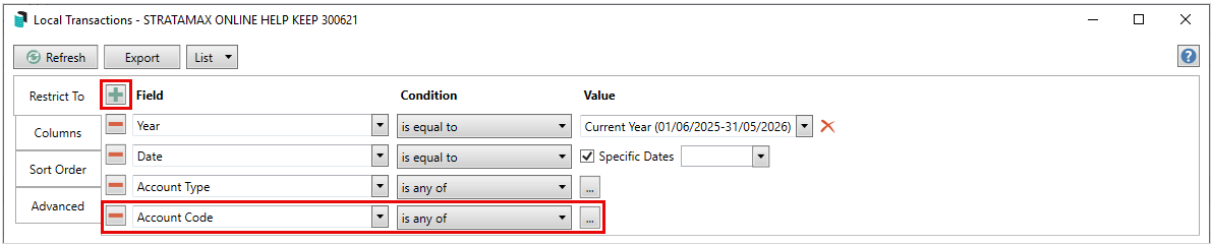
Local Transactions | Search Transactions

This section provides a quick reference guide for creating a search using restriction fields and column display fields.

1. Search or select ***Local Transactions.***
2. Use the 'Year' field to select a year value, including Current Year, Old Year, Year Selection or Historic Year. Or remove or change the 'Year' field to a different field to display the full transaction history.



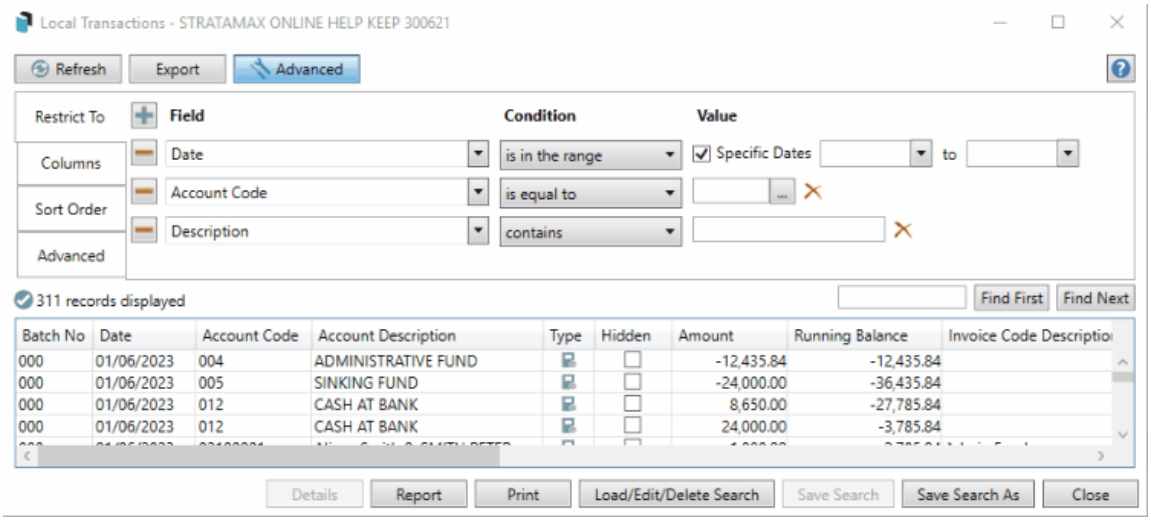
3. Use the 'Date' field to select a specific date, date range or time period.
4. To add another field, click the  button, then select the *Field* by clicking the drop-down menu. Based on the selected **Field,** the **Condition** can be changed if required, and then you can change/select the required **Value**.



   - The 'Account Code' field, when set with the**Condition** 'is any of', allows for multiple account codes to be selected. To remove the code selection, click the red cross on the set of codes.
5. The following tabs are available to refine the search:
   - Columns lets you add, remove, or move columns left or right in the table.
   - *Sort Order* lets you change how the table sorts the data (by column, A-Z, etc.).
   - *Advanced* to change the maximum number of records to display in the table (10000, 1000,

etc.).

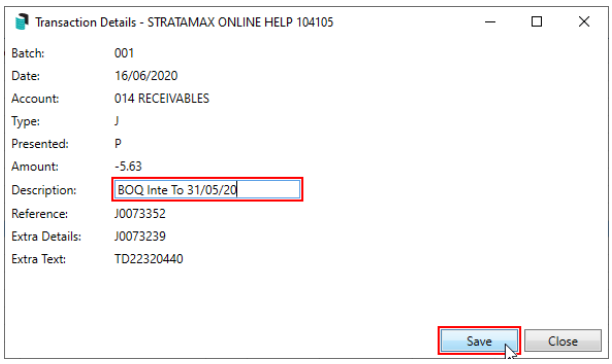
6. Click the *Refresh* button to search for the records.
    - Note that depending on how many columns have been included in the search, there may be a horizontal scroll bar at the bottom of the screen, so use that to scroll left and right to see the additional columns.



7. The user can save this search, including filters, columns, etc., as a 'Saved Search'.
8. In addition, if you would like to, you can export the data to an Excel sheet by clicking the *Export* button.

Local Transactions | Edit Transaction Details

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

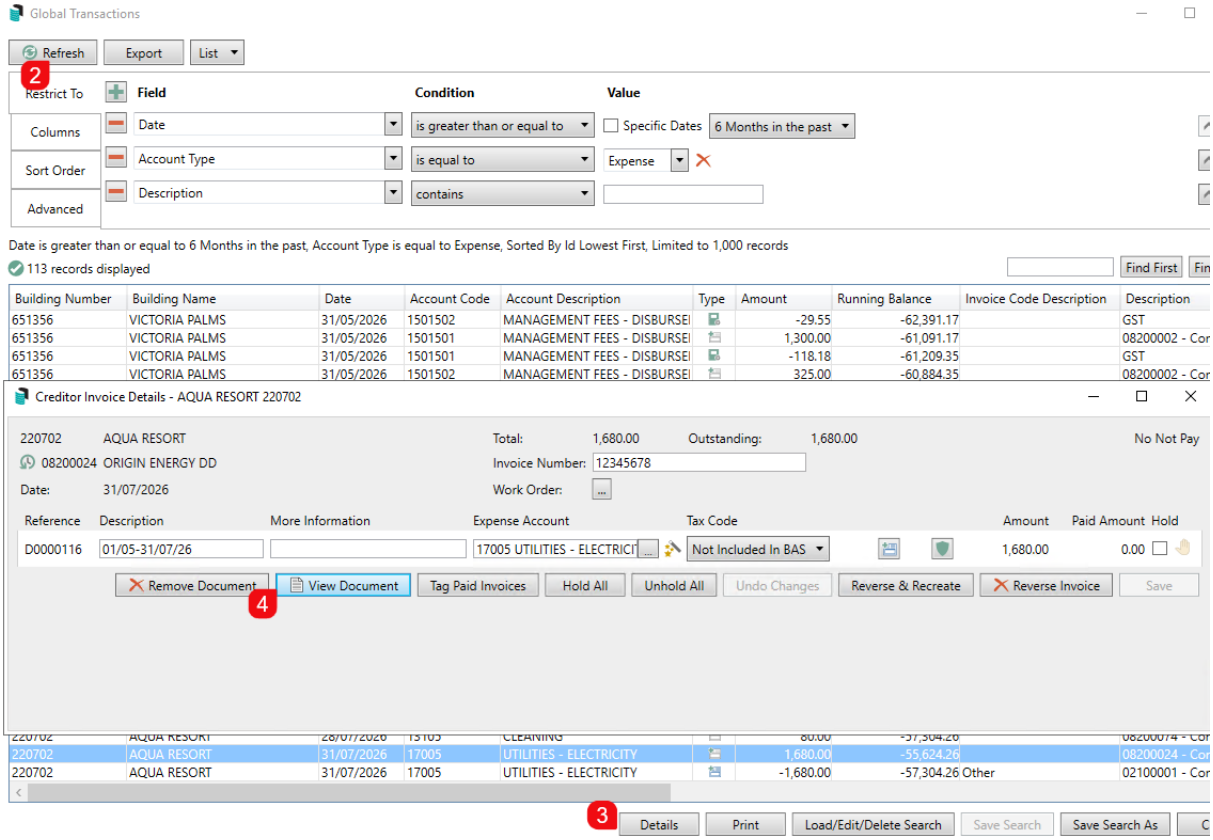


4. The description will not update automatically on the ***Local Transactions*** screen, so the *Refresh* button will need to be clicked again to see the updated*Description* text.

Local Transactions | View Document

Documents that are attached to the transaction can be located using the steps below. There is also functionality to remove or add documents.

1. Search or select ***Global Transactions*** or ***Local Transactions.***
2. Locate and select the transaction by adjusting the *Restrict To* tab as required, then clicking *Refresh.*
3. Click the *Details* button to display the 'Transaction Details' window.
4. In the 'Creditor Invoice Details' window where the details of the transaction are displayed, click *View Document.*



5. The ***DocMax****Document View* window will open with the document displayed. To remove the document, click *Remove Document.* If no document is attached*, Select Document* to add one.

Local Transactions | Change Transaction Code

If you have taken over a property from another manager and local account codes do not align with

your master chart of accounts, use ***Change Code Number*** to merge or move all local transactions from one expense code to another.

Change Transaction Code is used to move individual transactions from one income or expense account code to another. This is available when the transaction type and account codes support the change.

If the original and new account codes are in the same fund or account group, most transaction types can be changed using this process. If the account codes are in different funds or account groups, you can change only expense transactions created using a D reference from ***Creditor Invoices*** this way.

Change Transaction Code cannot be used for account codes set up as main or sub-accounts. Use ***Journal Preparation*** instead. Balance Sheet account code changes should also be completed using ***Journal Preparation***, with care, as these are often totalling accounts.

If the building uses ***Invoice Hub***, ***Change Transaction Code*** cannot be used while the creditor invoice is pending approval. If a creditor invoice has been partially paid, it must be paid in full before the transaction code can be changed.

After changing a transaction code, review the ***Tax Code*** because new transactions are created as part of the change. The tax code may need to be amended on the original or amended account code to ensure GST is applied correctly. Refer to Edit Tax Code for more information.

Code changes are logged in ***Log Viewer*** and can be searched using the *Transaction* category.

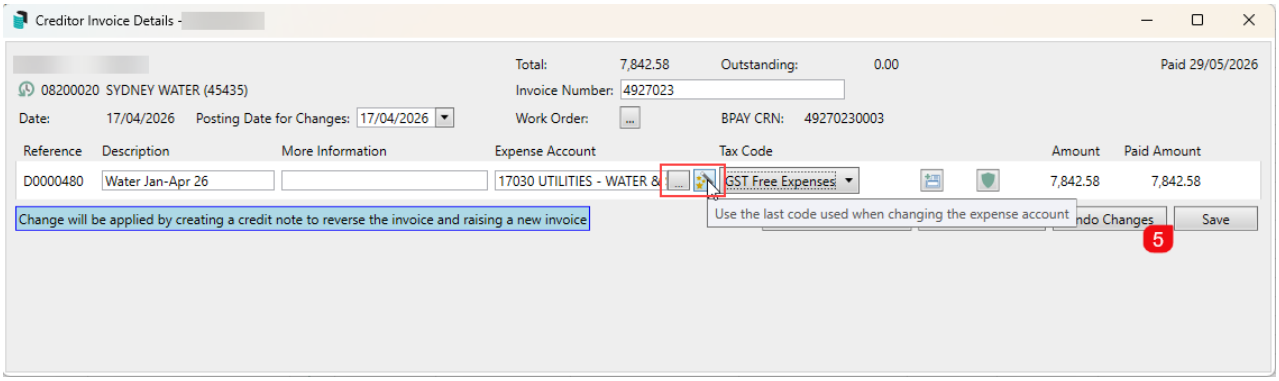
Change Transaction Code is not available for the following transaction types or scenarios:

- Balance Sheet codes.
- Non-posting accounts.
- Main or sub-accounts, including debtor and creditor accounts.
- Hidden transactions.
- GST transactions with the description *GST*.
- Buildings locked by another user.
- Users who do not have ***Change Transaction Code*** permission set to *Allow* in ***Security Setup***.
- Historical years.
- Old year transactions if the building is marked as *Audited* in ***Building Information***.
- Appropriation transactions with the description *Trf Surplus/Deficit*.

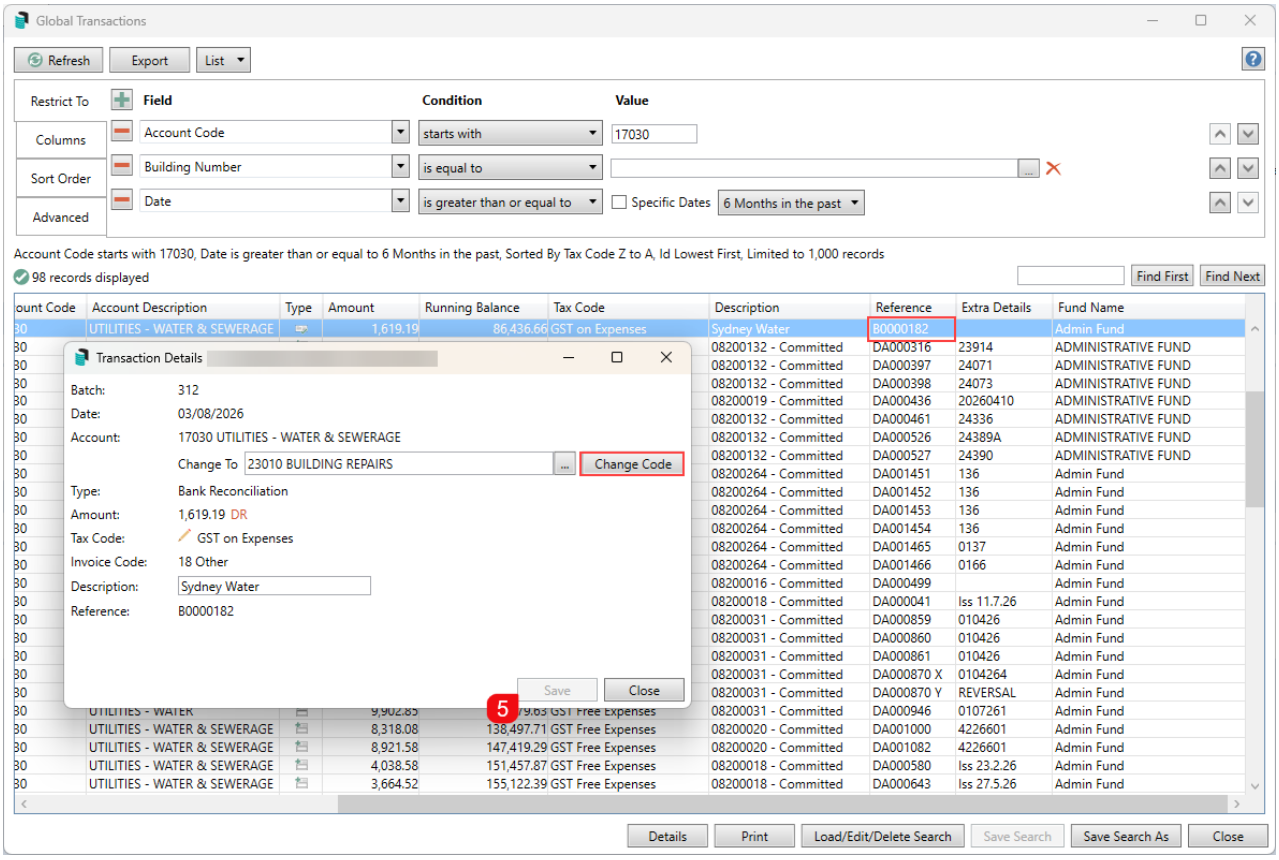
1. Search for or select ***Local Transactions*** or ***Global Transactions***, depending on where the transaction needs to be reviewed.
2. Locate and select the required transaction, then select *Details*.
3. If you can change the transaction code, the *Change To* field will be available in the *Transaction Details* window.
4. Select the ellipsis button *[...]*, then select the required account code from the *Account Code List*.
5. Select *Save*.
6. If you're applying this change from a previous transaction change, click the wand to use the last

code when changing the expense account.

The blue information box explains how the change will be applied for an invoice using a DA reference number.



This example is a direct entry and uses a B reference number, with a slightly different screen view.



6. Select ***Refresh*** to update the transaction list and view the changed account code.

Local Transactions | Edit Invoice Number

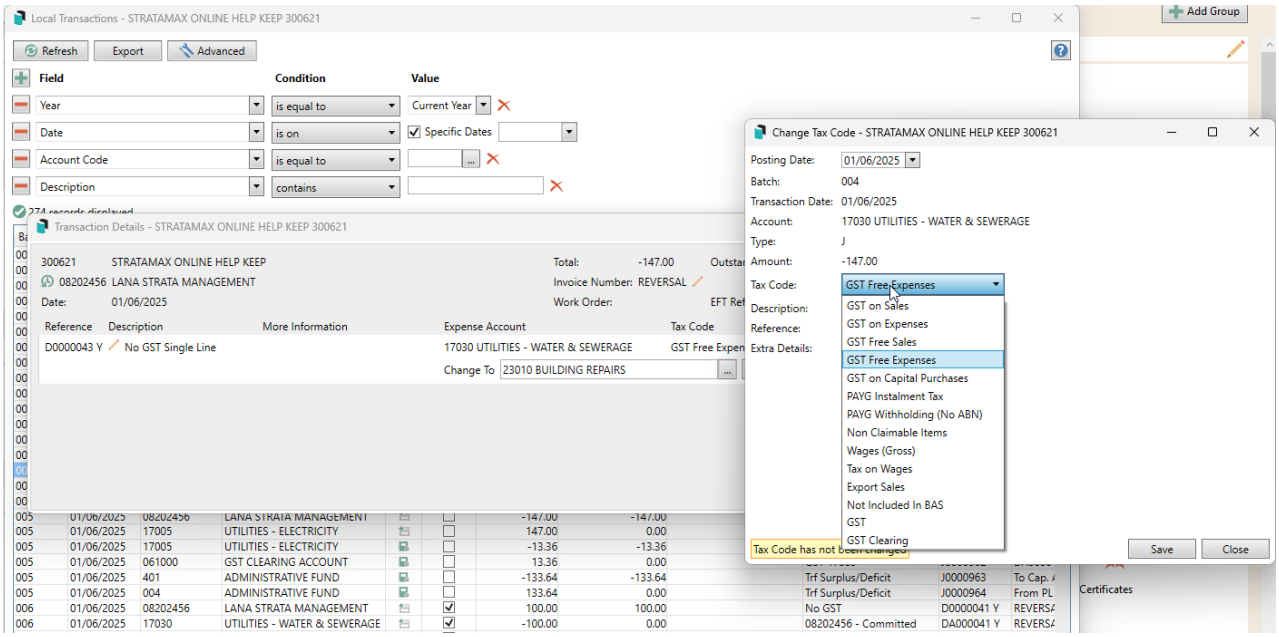
This section covers how to edit the invoice number of Creditor Invoices. This can also be done in the ***Search Creditor Invoice Items*** and ***Local Transactions*** screens.

Local Transactions | Edit Tax Code

This section covers how to edit the tax code on individual transactions in the current period, prior period or Old Year. Tax codes can also be edited from Search Creditor Invoice Items or Local Transactions.

The ***GST*** and ***GST Clearing*** tax codes are system-only tax codes used for GST transactions created by StrataMax on income, expense and GST clearing accounts. These tax codes may appear in areas such as ***Local Transactions*** for reporting purposes only. When changing a tax code, use only the standard tax codes. You can also complete tax code changes for the current period in the Business Activity Statement.

1. Search for or select ***Local Transactions*** or ***Search Creditor Invoice Items***.
2. Locate the income or expense transaction that requires the tax code adjustment, then select *Refresh*.
3. If using ***Local Transactions***, select the transaction, then select *Details* to open the ***Transaction Details*** window.
4. Update the *Tax Code* field.
5. Select *Save* to process the adjustment transactions.
6. Close the *Transaction Details* window, then select *Refresh* to display the adjusted transactions.



The adjusting GST transactions will use the original posting date. You can amend this date before saving, if required.

The tax code can be changed for the following transaction types or scenarios:

- Receipts not posted to a debtor.
- Journals with the tax code *Not Included on BAS* (excludes GST), Brought Forward and Opening Balance transactions, Levies Billed Not Yet, Generated Levies Paid in Advance, Account Type is not an Equity, Other or Surplus/ Deficit.
- Buildings registered for GST.
- Transaction references starting with *D*, *MA*, *F*, *C*, *B*, *R* or *J*.
- BAS, PAYG Withholding (Wages), PAYG Instalment or PAYG Withholding (No ABN) transactions.

This can assist when GST is activated after transactions have already been recorded. For example, the tax code for receipts posted to non-debtor accounts can be changed.

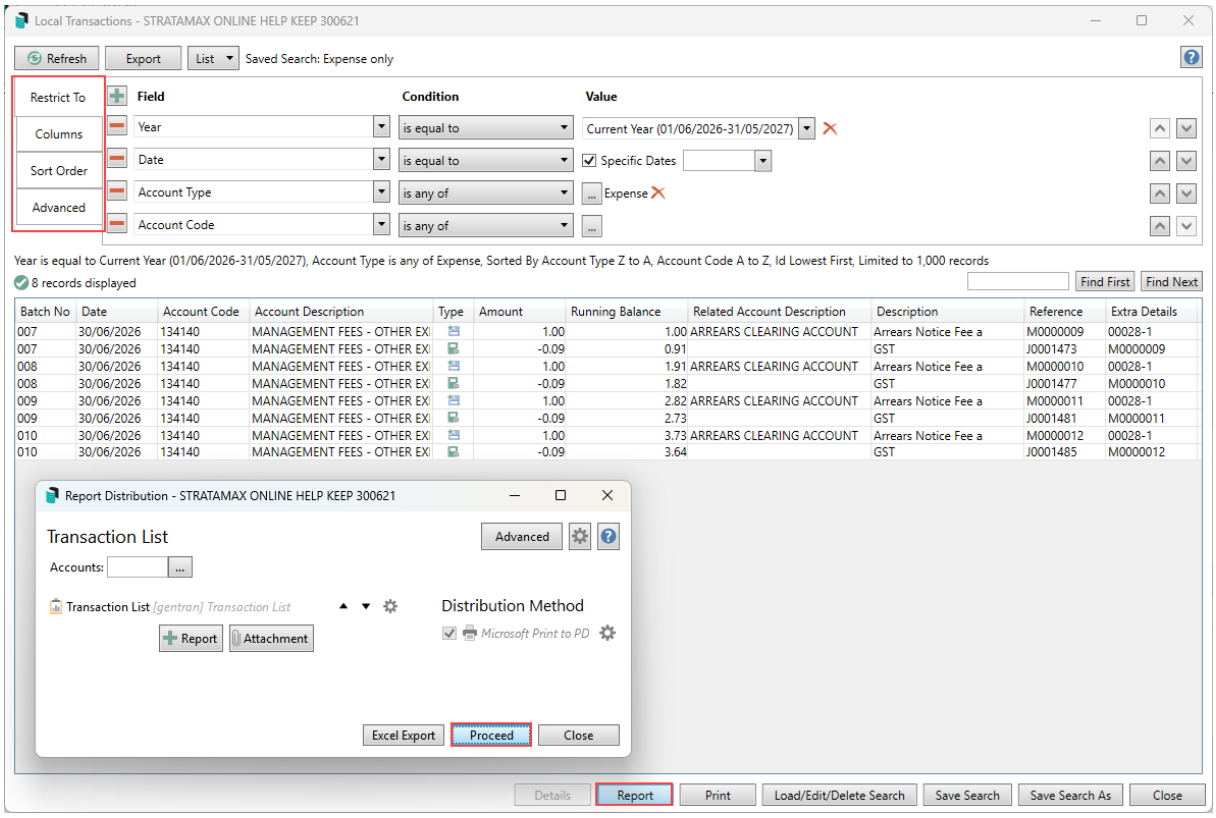
Local Transactions | Transaction List Report

A General Ledger Transaction List can be produced for selected transactions in***Local Transactions***. The *Report Distribution* screen can also be used to include additional reports and supporting documents from ***DocMax***. This general ledger report can span over any year including the historical years for reporting.

The information included in the Transaction List Report is based on the search criteria applied in*Restrict To* and the fields included in ***Columns***. Two report templates are available, and the report can be posted, emailed or saved in ***DocMax***. If required, use *Sort Order* to arrange the transactions in a particular sequence or *Advanced* to increase the number of results returned.

1. Search for or select ***Local Transactions.***
2. Load a saved search, if available, or use*Restrict To* to define the transactions to include.

   Use *Columns* to select the fields to display in the report.
3. If required, use *Sort Order* to arrange the transactions in a particular sequence or*Advanced* to increase the number of results returned.
4. Select *Refresh* to display the transactions.
5. Then select *Report* to open the *Report Distribution* screen.



6. The General Ledger Transaction List will be included in the*Report Distribution* screen. If required, select *Report* to include additional reports or add supporting documents from***DocMax***.

7. Select the configuration cogwheel, where the sort order and report template can be changed. To produce the Transaction List with GST, select the *gentran1* template.
8. Review the *Distribution Method* and *Recipient Type*.
9. Select *Proceed* to produce and distribute the Transaction List Report using the displayed transaction information.