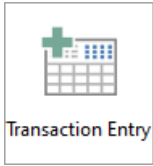


# Transaction Entry

Last Modified on 01/07/2024 10:02 am AEST



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

Transaction Entry has a couple of functions that are likely to be used, as there are newer features which should be used to complete some of the options that may have been available in this area:

Use these functions for adjustments, rather than Transaction Entry:

- [Transaction Code Change](#) (may assist to transfer an individual transaction from one account to another - limits apply).
- [Debtor Adjustments](#) (for all adjustments for Debtor / Second Debtors accounts).
- [Journal Preparation](#) (to move funds from one account to another where the above options are unable to be utilised).

## Configuration

Review the below settings for Transaction Entry prior to creating entries in this area to ensure that preferences are correct to achieve expected outcome.

### User Settings

#### **Auto Insert today's date**

Automatically inserts today's date when a new entry is created.

#### **Clear date for each entry**

After an entry has been saved, the date field will be cleared.

#### **Clear Details for each entry**

After an entry has been saved, the details field will be created.

#### **Account Name in Details**

When a new entry is created, the account code description will be used in the details field.

#### **Overwrite Always On**

If set, when typing in a field that already has data in it, it will overwrite the data in that field.

#### **Allow Change of Balance A/c**

If set, the Auto Balance Account for Payments can be changed to use a different account code. By default the account code used is Cash at Bank 012.

#### **Entry Mode at Start**

Choose the entry mode to be selected when Transaction Entry is opened.

## Global Settings

### Test Split Bank Balances for Payments

If set, when payments are being entered (Creditor Invoices) and created in **Payments** split balances will be tested (by fund) to alert if a fund has insufficient funds.

### Password for Entry After Audit

Once an audit has been completed, this can be ticked and the date entered in **Building Information**. This will prompt any transactions from being created within that financial year. If set, this setting will ask for a password to allow transactions to be created.

### Include UnPresented Credits in Overdraw Test

When creating payments, this setting will test the unrepresented credits in the calculation for the bank account balance and test this in the Overdraw Test.

### Allow Payments From Sub-Groups

If set, payments from Sub-Groups can be made from within the Sub-Group

## Entering a Journal

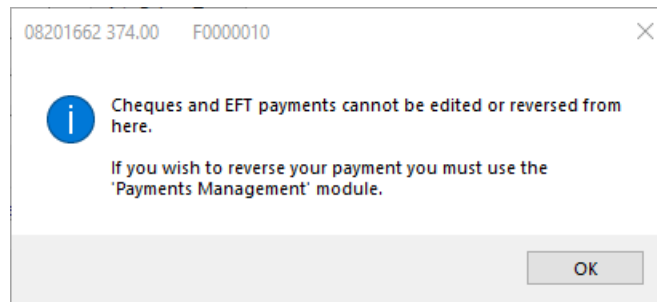
When using Transaction Entry to create a journal, you will need to create a minimum of two journals and the total of these two journals must equal to 0.00. If it doesn't, Transaction Entry will prompt you and will not allow you to save the journals.

1. Search or select **Transaction Entry**.
2. Change the entry mode to 'JOURNAL'.
3. Select the general ledger account code to record a journal entry for.
4. Type in the 'Date' for the journal entry or select it through the calendar.
5. Type in the 'Amount' for the journal as dollars and cents with a decimal place e.g. 250.00, with minus sign for a credit, no sign for a debit in front of the amount number.
6. Type in the 'Details' if it does not appear automatically (check configuration settings). Click *Previous* to use the details used for the most immediate previous journal for this selected account.
7. Type in any 'Comments' and or 'Extra Info' if you need to record any extra information about this journal or leave blank.
8. Click Save.

You will need to enter in additional journals to balance the batch of journals to 0.00. If you exit out of this screen without balancing the journals, StrataMax will provide a prompt and will not save the journals entered.

## Editing a Transaction

Editing a Transaction is available to adjust an incorrectly entered journal or to edit the details for a transaction/journal. To edit a payment, refer to the **Payments Management** article.



Editing a Journal can only be completed in the same month that the journal was created. If the original journal was entered in the previous month within the same financial year, the Reverse function will need to be used instead. If the Journal was entered in the Old Year, the Edit or Reverse function will not be available, and journals will need to be entered in the Old Year. The Details field on a journal can be edited from [Local Transactions](#).

1. Search or select **Transaction Entry**.
2. Change the entry mode to 'EDIT'.
3. Select the general ledger account code to edit a transaction for.
4. A list of transactions will be displayed for the selected account code. These transactions are user created transactions for the current year.
5. To show all user entered transactions, click *Show All*. You can then click *Show Contras* to display all of the automatic balancing entries added by StrataMax as well.
6. Click the transaction you wish to edit, and click *OK*.
7. Make changes as required then click *Save*.
8. Repeat the above steps to edit the opposite side of the Journal > *Save*.

Each Journal entry is a one-sided journal entry, so the entries must balance before you can exit Transaction Entry. The balance of all journal entries made will be displayed in the bottom left corner of the screen in 'Journal Total'.

**Important:** if you are editing the amount you will need to edit the other side of the journal. If you make a mistake close out of Transaction Entry before the journal total equals zero and the changes will not be posted.

## Reversing a Transaction

Reversing a transaction will cancel a transaction created in a previous month within the financial year. Because each Journal entry is a one-sided journal entry you will need to make balancing entries before you can exit Transaction Entry. The balance of all journal entries made will be displayed in the bottom left corner of the screen in 'Journal Total'.

1. Search or select **Transaction Entry**.
2. Change the entry mode to 'REVERSE'.
3. Select the general ledger account code where a transaction needs reversing.
4. A list of transactions will be displayed for the selected account code. These transactions are transactions for the current year.
5. Click the transaction you wish to reverse, and click *OK*.
6. Check the information on the selected transaction to make sure you clicked on the correct transaction to reverse, then click *Save*.
7. Repeat the above steps to reverse the opposite side of the Journal.

## Transaction History - Edit / Reverse

Editing or Reversing a Journal through Transaction History may be an easier way to identify the Journals to edit or reverse.

1. Search or select **Transaction Entry**.
2. Go to the *Options* menu > *Transaction History*.
3. Navigate and highlight the transaction to Edit or Reverse, then click the *Edit* or *Reverse* button following the same rules. Edit to edit a transaction that was created in the current month, Reverse to reverse transactions created in previous months within the financial year
4. If editing, enter the updated details or amount, then click *Save*. Or if Reversing, just click *Save*.
5. Repeat this process for the opposite side of the Journal.

## Direct Entry

Direct Entry option is no longer applicable. Transactions can be created directly from the Bank Reconciliation screen. Refer to [Process Bank Statements](#).

## Cheque

Cheque option is no longer applicable. Refer to our [Payment Entry](#) article to manage outgoing one-off payments, reimbursements and part payments.

## Transaction History

Transaction History produces a full ledger for the financial year including any transactions edited to zero. The Transaction History will assist with reconciliations, identifying account codes, reference numbers, batches of transactions and also any reversals are distinguished.

1. Search or select **Transaction Entry**.

2. Select *Options > Transaction History*.

- a. **Batch No:** Each journal set/transaction batch is allocated a Batch no essentially meaning the transactions were created together.
- b. **Date:** The date the transaction was either entered or the date entered when creating the transaction.
- c. **Account Code:** The account code the transaction is posted to.
- d. **Type:** The type of transaction. Refer to the article on [Transactions in StrataMax](#).
- e. **Presented:** If there is a 'P' in the *Presented* column this indicates the transaction has been marked as presented at the bank. If this field is blank, the transaction should be visible on the [Bank Reconciliation Report](#).
- f. **Amount:** The amount of the transaction. (Minus sign is a credit).
- g. **Invoice Code:** The Invoice Code related to the transaction, further details in Levy Invoice Code Setup.
- h. **Levy Number:** If the transaction is a Levy record this will have a levy number listed matching Levy Management.
- i. **Description:** The description of the transaction. If this is "Balancing entry" this is the contra side of a batch.
- j. **Reference:** Each transaction has a unique reference number. Refer to the [Transactions in StrataMax](#) article for further details.
- k. **Extra Details:** Reports the corresponding transaction Reference or Invoice Number.
- l. **Posting Period:** The [Posting Period](#) relates to the Month the transaction relates to. July = 17, August = 18, Sept = 19 etc.
- m. **OK:** Closes the Transaction History screen back to Transaction Entry.
- n. **Stop Payment:** If a cheque payment is highlighted and "Stop Cheque" is clicked this will send a request by email to the StrataCash Management Team to place a stop on the selected cheque.
- o. **Edit:** Opens 'Edit' mode and allow adjustments to be made to journals (record must be from the Current Month).
- p. **Reverse:** Opens "Reverse" mode and will create a reversal record of a journal if saved.
- q. **Close:** Closes the Transaction History screen back to Transaction Entry.

Batch No	Date	Account Code	Type	Presented	Amount	Invoice Code	Reserved (Levy Number)	Description	Reference	Extra Details	Posting Period
048	02/09/19	02100009	R	P	-150.00	01		Trif Surplus/Deficit	J0000720	From PL A/c	19
048	02/09/19	012	J	P	150.00			Admin Fund	R0000005	Direct Dep.	19
048	02/09/19	012	J	P	500.00			Balancing entry	J0000722	R0000005	19
049	03/09/19	02100005	R	P	-300.00	01		Admin Fund	R0000006	Direct Dep.	19
049	03/09/19	012	J	P	300.00			Balancing entry	J0000723	R0000006	19
050	03/09/19	08201887	P		1400.00			EFT Payment	F0000001		19
050	03/09/19	012	J	P	-1400.00			Balancing Entry	J0000724	F0000001	19
051	06/09/19	02100020	D	P	250.00	18		Sundry	M0000001	Training	19
051	06/09/19	108	D	P	-250.00	18		02100020 - Committed	MA000001	Training	19
051	06/09/19	401	J	P	250.00			Trif Surplus/Deficit	J0000725	To Cap. A/c	19
051	06/09/19	004	J	P	-250.00			Trif Surplus/Deficit	J0000726	From PL A/c	19
052	11/09/19	08200011	C	P	-2000.00	18		Bldg-Garage Doors	D0000008	789456	19
052	11/09/19	13502	C	P	2000.00	18		08200011 - Committed	DA000008	789456	19
052	11/09/19	401	J	P	-2000.00			Trif Surplus/Deficit	J0000727	To Cap. A/c	19
052	11/09/19	004	J	P	2000.00			Trif Surplus/Deficit	J0000728	From PL A/c	19

A reversed transaction will be marked as a Y in the Reference column and the original transaction will be marked with an X.

- Any transactions with X at the end of the reference, are the user entered transactions that have been reversed.
- Any transaction with Y at the end of the reference, are system generated transactions to reverse a transaction (with the X reference).

Transaction History - [ALAMANDA ESTATE 604255V]

Transaction List

Batch No	Date	Account Code	Type	Presented	Amount	Invoice Code	Reserved (Levy Number)	Description	Reference	Extra Details	Posting Period
016	21/03/18	061000	J	P	-9.09			GST 1252	J0020564	DA001092	25
016	21/03/18	401	J	P	90.91			Trf Surplus/Deficit	J0020565	To Cap. A/c	25
016	21/03/18	004	J	P	-90.91			Trf Surplus/Deficit	J0020566	From PL A/c	25
017	21/03/18	08200018	C	P	-150.00	18	N	Superannuation	D0001093 X	123456	25
017	21/03/18	1253	C	P	150.00	18		08200018 - Committed	DA001093 X	123456	25
017	21/03/18	401	J	P	-150.00			Trf Surplus/Deficit	J0020567	To Cap. A/c	25
017	21/03/18	004	J	P	150.00			Trf Surplus/Deficit	J0020568	From PL A/c	25
018	21/03/18	08200019	C	P	-200.00	18	N	Uniforms	D0001094 X		25
018	21/03/18	1254	C	P	200.00	18		08200019 - Committed	DA001094 X		25

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OK Stop Payment Edit Reverse Close

Transaction History - ALAMANDA ESTATE 604255V

Transaction List

Batch No	Date	Account Code	Type	Presented	Amount	Invoice Code	Reserved (Levy Number)	Description	Reference	Extra Details	Posting Period
019	31/03/18	402	J	P	27.51			Trf Surplus/Deficit	J0021524	To Cap. A/c	25
019	31/03/18	005	J	P	-27.51			Trf Surplus/Deficit	J0021525	From PL A/c	25
	31/03/18							Month End	MAR-18	25	
020	01/04/18	08200018	J	P	150.00	18	N	Superannuation	D0001093 Y	REVERSAL	25
020	01/04/18	1253	J	P	-150.00	18		08200018 - Committed	DA001093 Y	REVERSAL	25
020	01/04/18	401	J	P	150.00			Trf Surplus/Deficit	J0021526	To Cap. A/c	25
020	01/04/18	004	J	P	-150.00			Trf Surplus/Deficit	J0021527	From PL A/c	25
021	01/04/18	08200019	J	P	200.00	18	N	Uniforms	D0001094 Y	REVERSAL	25
021	01/04/18	1254	J	P	-200.00	18		08200019 - Committed	DA001094 Y	REVERSAL	25

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OK Stop Payment Edit Reverse Close