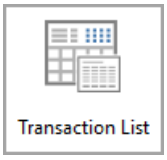
Transaction List

Last Modified on 16/05/2025 12:33 pm AEST



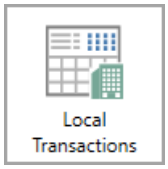
The instructions in this article relate to ***Transaction List.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Local Transactions replaces the legacy ***Transaction List***. This report can still be used and includes all transactions for a property and is available to be set for a current month, current financial year, or old financial year.

To export all or specific transactions to Excel, it is recommended to use ***Local Transactions*** or ***Global Transactions.*** This is especially useful for exporting GLMax (company) transactions, as it will produce the data faster than a Transaction List.

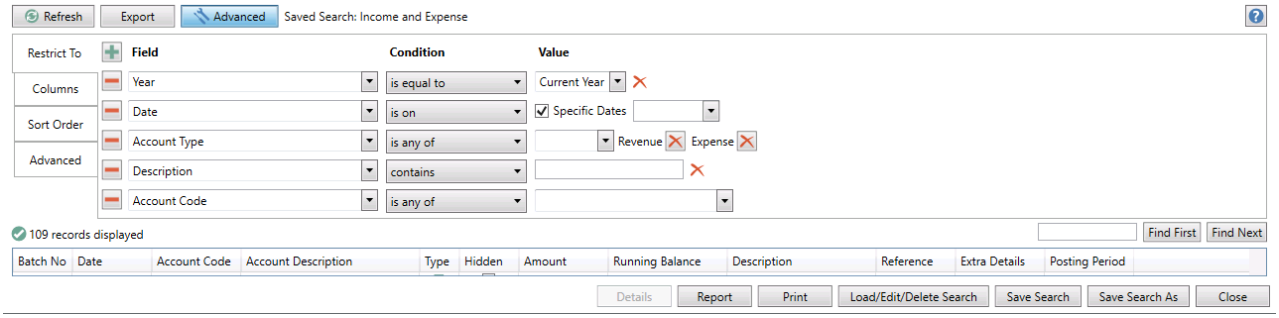
Please note that version 5.6.130 includes the latest changes to this report, which now uses Report Distribution. ***Local Transactions*** and ***Global Transactions*** will help you view and export specific accounts.

Local Transactions

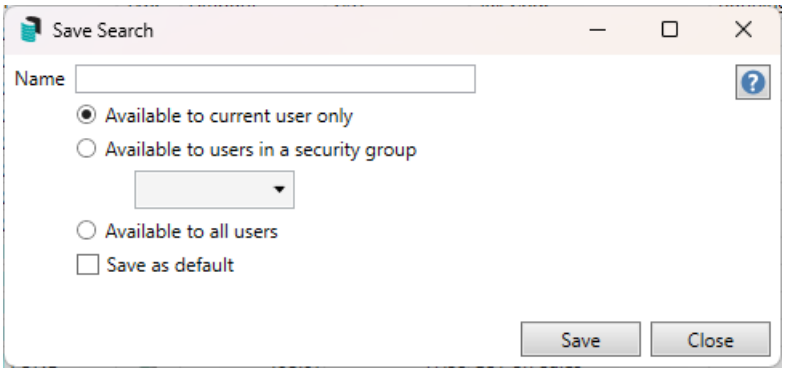


Using ***Local Transactions*** for a search similar to the one below will assist with reviewing transactions. It is recommended that this search be saved for regular use. To load this saved search, use the *Load/Edit Delete Search* button and pick from the list. This search can be saved for all users, groups, or a single user. When referring to the search, the fields of restriction can be adjusted at the time to include the relevant transactions.

This search captures the most common type of transactions and includes fields to allow dates, descriptions, and account codes to be selected where needed. The *Columns* display is achieved using the *Advanced* area, which provides for relevant fields. The *Sort Order* offers control of the results, with the *Advanced* (left) option allowing the number of results to be set.



To save this search, use the *Save Search As* button at the bottom of the window and include a *Name*. Select who the search should be available to, and if this should be the default view when the screen is open, tick *Save as Default*. If edits are made to the search, click *Save Search* to update the search.



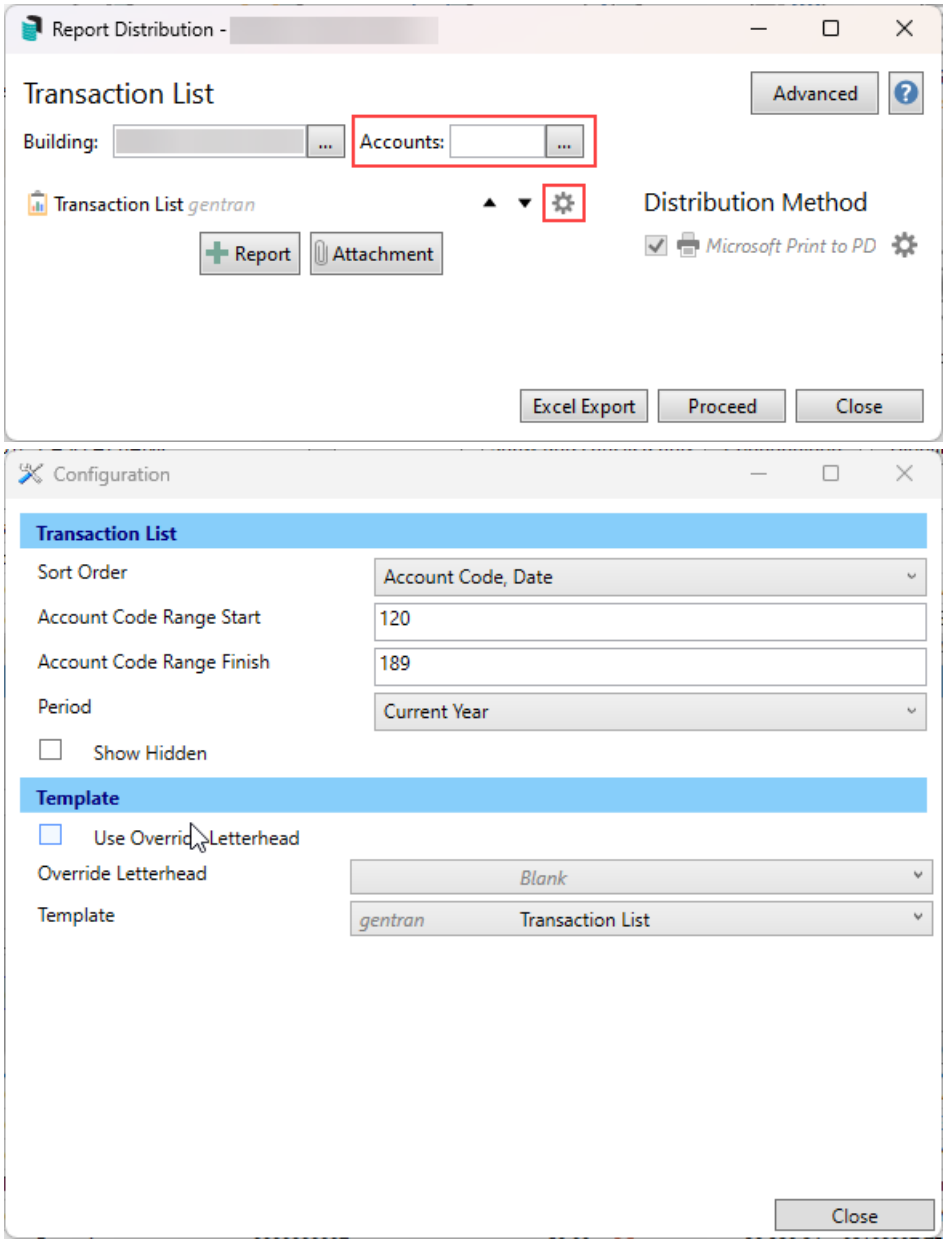
The *Report* button allows you to report these results using the PDF-style Transaction List, which will use the *Report Distribution* screen. If Excel is preferred, click *Export* at the top of the window.

Producing the Transaction List

This option is designed for PDF-style transaction reporting and can be used for account code ranges or an entire general ledger. Use ***Local Transactions*** *or* ***Global Transactions*** to view and report if specific accounts are required.

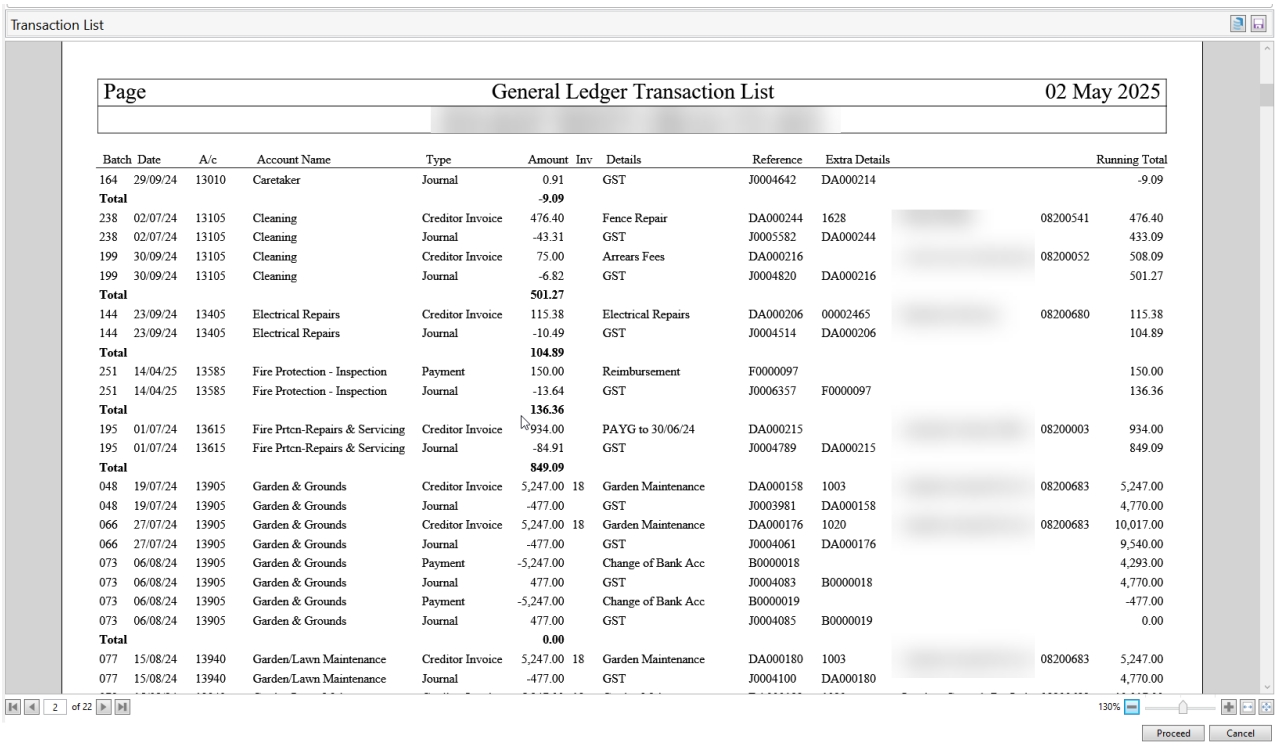
1. In the selected property, search or select ***Transaction List***.
2. Select the cogwheel to review the *Sort Order*, *Account Code Range Start* and *Finish* codes, what *Period* it includes, and to *Show Hidden* transactions which are created using ***Transaction Report Manager***. The template can also be adjusted if required. *Close* once set.
3. To select specific account codes, use the *Accounts* selector and tag the required account codes to be included.
4. Click *Proceed*. From the preview window, click *Proceed* to distribute the report to an internal user, or click *the Save* icon to save it to a network location, or the *DocMax* icon to save it to ***DocMax***.

Please note: Use ***Global Transactions*** to view specific account codes across multiple buildings. To view an entire general ledger across buildings use the *Building Selector Tool,* and tag the required buildings, clicking *Proceed.*



The Transaction List Report has a few columns, some of which are self-explanatory. These are others:

- **Type:** Defines the transaction type. For example, a Creditor Invoice includes the column *Reference* with 'DA'. The payment type indicates a payment from that account and uses the column *'Reference'* with either 'B' for a direct posting from the ***Bank Reconciliation*** or 'F' for EFT/BPay ***Payments***.
- Transactions that include no GST will have no additional journal line for GST.

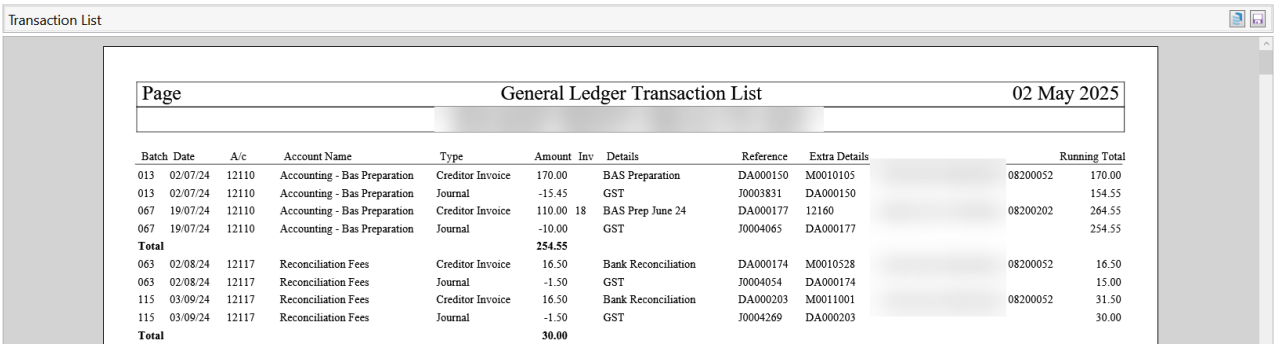


Transaction List Template Options

Two template options display the information in the Transaction List. These templates can be set globally, affecting all users. The letterhead cannot be applied to this report.

1. Search or select ***Transaction List***.
2. Click the cogwheel.
3. Refer to the template area and select from either:

Transaction List (gentran)



Transaction List with GST (gentran1)

Transaction List

Page | General Ledger Transaction List | 02 May 2025

Batch	Date	A/c	Account Name	Amount	Details	Reference	Extra Details	GST Style	GST Amount			Running Total
013	02/07/24	12110	Accounting - Bas Preparation	154.55	BAS Preparation	DA000150	M0010105	Includes	-15.45	[redacted]	08200052	154.55
067	19/07/24	12110	Accounting - Bas Preparation	100.00	BAS Prep June 24	DA000177	12160	Includes	-10.00	[redacted]	08200202	254.55
Total				**254.55**					**-25.45**			
063	02/08/24	12117	Reconciliation Fees	15.00	Bank Reconciliation	DA000174	M0010528	Includes	-1.50	[redacted]	08200052	15.00
115	03/09/24	12117	Reconciliation Fees	15.00	Bank Reconciliation	DA000203	M0011001	Includes	-1.50	[redacted]	08200052	30.00
Total				**30.00**					**-3.00**			