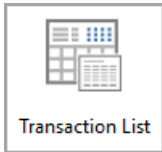


Transaction List

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



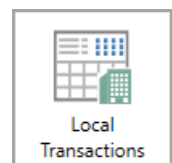
The instructions in this article relate to **Transaction List**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

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.

The screenshot shows the 'Advanced' search window for 'Income and Expense'. It features a table with columns: Restrict To, Field, Condition, and Value. The table contains the following rows:

Restrict To	Field	Condition	Value
Columns	Year	is equal to	Current Year
Sort Order	Date	is on	Specific Dates
Advanced	Account Type	is any of	Revenue, Expense
	Description	contains	
	Account Code	is any of	

Below the table, it indicates '109 records displayed'. At the bottom, there are buttons for 'Details', 'Report', 'Print', 'Load/Edit/Delete Search', 'Save Search', 'Save Search As', and 'Close'.

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 screenshot shows the 'Save Search' dialog box. It has a 'Name' field at the top. Below it are three radio buttons: 'Available to current user only' (selected), 'Available to users in a security group' (with a dropdown menu), and 'Available to all users'. There is also a checkbox for 'Save as default'. At the bottom right are 'Save' and 'Close' buttons.

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*.

Report Distribution -

Transaction List Advanced ?

Building: ... **Accounts:** ...

Transaction List *gentran* ▲ ▼ ⚙️ **Distribution Method**

+ Report Attachment ☒ Microsoft Print to PD ⚙️

Excel Export Proceed Close

Configuration

Transaction List

Sort Order

Account Code Range Start

Account Code Range Finish

Period

☐ Show Hidden

Template

☐ Use Override Letterhead

Override Letterhead

Template

Close

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.

Page										
General Ledger Transaction List										02 May 2025
Batch	Date	A/c	Account Name	Type	Amount	Inv	Details	Reference	Extra Details	Running Total
164	29/09/24	13010	Caretaker	Journal	0.91		GST	J0004642	DA000214	-9.09
Total					-9.09					
238	02/07/24	13105	Cleaning	Creditor Invoice	476.40		Fence Repair	DA000244	1628	08200541 476.40
238	02/07/24	13105	Cleaning	Journal	-43.31		GST	J0005582	DA000244	433.09
199	30/09/24	13105	Cleaning	Creditor Invoice	75.00		Arrears Fees	DA000216		08200052 508.09
199	30/09/24	13105	Cleaning	Journal	-6.82		GST	J0004820	DA000216	501.27
Total					501.27					
144	23/09/24	13405	Electrical Repairs	Creditor Invoice	115.38		Electrical Repairs	DA000206	00002465	08200680 115.38
144	23/09/24	13405	Electrical Repairs	Journal	-10.49		GST	J0004514	DA000206	104.89
Total					104.89					
251	14/04/25	13585	Fire Protection - Inspection	Payment	150.00		Reimbursement	F0000097		150.00
251	14/04/25	13585	Fire Protection - Inspection	Journal	-13.64		GST	J0006357	F0000097	136.36
Total					136.36					
195	01/07/24	13615	Fire Prcn-Repairs & Servicing	Creditor Invoice	934.00		PAYG to 30/06/24	DA000215		08200003 934.00
195	01/07/24	13615	Fire Prcn-Repairs & Servicing	Journal	-84.91		GST	J0004789	DA000215	849.09
Total					849.09					
048	19/07/24	13905	Garden & Grounds	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000158	1003	08200683 5,247.00
048	19/07/24	13905	Garden & Grounds	Journal	-477.00		GST	J0003981	DA000158	4,770.00
066	27/07/24	13905	Garden & Grounds	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000176	1020	08200683 10,017.00
066	27/07/24	13905	Garden & Grounds	Journal	-477.00		GST	J0004061	DA000176	9,540.00
073	06/08/24	13905	Garden & Grounds	Payment	-5,247.00		Change of Bank Acc	B0000018		4,293.00
073	06/08/24	13905	Garden & Grounds	Journal	477.00		GST	J0004083	B0000018	4,770.00
073	06/08/24	13905	Garden & Grounds	Payment	-5,247.00		Change of Bank Acc	B0000019		-477.00
073	06/08/24	13905	Garden & Grounds	Journal	477.00		GST	J0004085	B0000019	0.00
Total					0.00					
077	15/08/24	13940	Garden/Lawn Maintenance	Creditor Invoice	5,247.00	18	Garden Maintenance	DA000180	1003	08200683 5,247.00
077	15/08/24	13940	Garden/Lawn Maintenance	Journal	-477.00		GST	J0004100	DA000180	4,770.00

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)

Page										
General Ledger Transaction List										02 May 2025
Batch	Date	A/c	Account Name	Type	Amount	Inv	Details	Reference	Extra Details	Running Total
013	02/07/24	12110	Accounting - Bas Preparation	Creditor Invoice	170.00		BAS Preparation	DA000150	M0010105	08200052 170.00
013	02/07/24	12110	Accounting - Bas Preparation	Journal	-15.45		GST	J0003831	DA000150	154.55
067	19/07/24	12110	Accounting - Bas Preparation	Creditor Invoice	110.00	18	BAS Prep June 24	DA000177	12160	08200202 264.55
067	19/07/24	12110	Accounting - Bas Preparation	Journal	-10.00		GST	J0004065	DA000177	254.55
Total					254.55					
063	02/08/24	12117	Reconciliation Fees	Creditor Invoice	16.50		Bank Reconciliation	DA000174	M0010528	08200052 16.50
063	02/08/24	12117	Reconciliation Fees	Journal	-1.50		GST	J0004054	DA000174	15.00
115	03/09/24	12117	Reconciliation Fees	Creditor Invoice	16.50		Bank Reconciliation	DA000203	M0011001	08200052 31.50
115	03/09/24	12117	Reconciliation Fees	Journal	-1.50		GST	J0004269	DA000203	30.00
Total					30.00					

Transaction List with GST (gentran1)

