

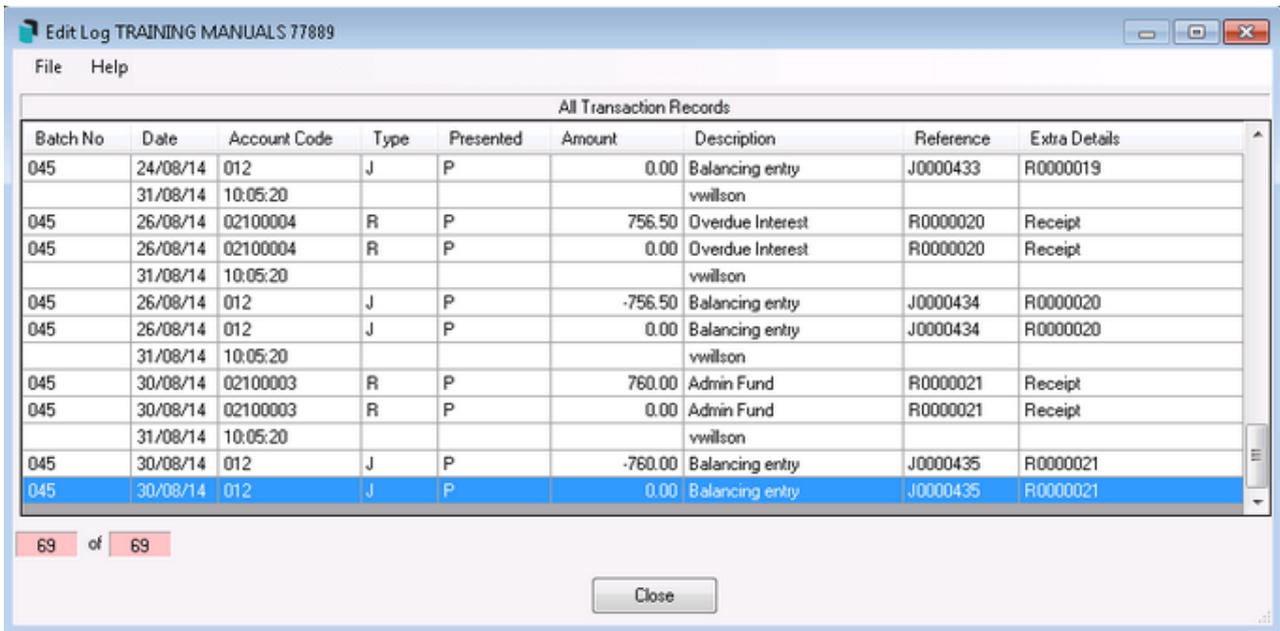
Edit Log Inspection

Last Modified on 26/06/2019 11:17 am AEST

The instructions in this article relate to *Edit Log Inspection* which can be found by searching or selecting it from the StrataMax or GLMax desktop.

This option provides the information pertaining to any edits or adjustments to transaction records for a Building. This is useful for an Administrator to review and contains details including which User created the adjusting records; including the Batch Number, Date, Account Code, Type, Presented, Amount, Description, Reference Number and Extra Details column.

1. Search or select *Edit Log Inspection*.



The screenshot shows a software window titled "Edit Log TRAINING MANUALS 77889". The window contains a table with the following columns: Batch No, Date, Account Code, Type, Presented, Amount, Description, Reference, and Extra Details. The table lists several transaction records, with the last two rows highlighted in blue. Below the table, there is a status bar showing "69 of 69" and a "Close" button.

Batch No	Date	Account Code	Type	Presented	Amount	Description	Reference	Extra Details
045	24/08/14	012	J	P	0.00	Balancing entry	J0000433	R0000019
	31/08/14	10:05:20				vwillson		
045	26/08/14	02100004	R	P	756.50	Overdue Interest	R0000020	Receipt
045	26/08/14	02100004	R	P	0.00	Overdue Interest	R0000020	Receipt
	31/08/14	10:05:20				vwillson		
045	26/08/14	012	J	P	-756.50	Balancing entry	J0000434	R0000020
045	26/08/14	012	J	P	0.00	Balancing entry	J0000434	R0000020
	31/08/14	10:05:20				vwillson		
045	30/08/14	02100003	R	P	760.00	Admin Fund	R0000021	Receipt
045	30/08/14	02100003	R	P	0.00	Admin Fund	R0000021	Receipt
	31/08/14	10:05:20				vwillson		
045	30/08/14	012	J	P	-760.00	Balancing entry	J0000435	R0000021
045	30/08/14	012	J	P	0.00	Balancing entry	J0000435	R0000021

2. To search for a particular entry:
 - Click on a column heading to select it for searching.
 - Start typing the information for this column, such as the first digits of an account code.
3. Click *Close* to exit.