Transaction Report Manager (Hide Transaction)

The instructions in this article relate to **Transaction Report Manager.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.
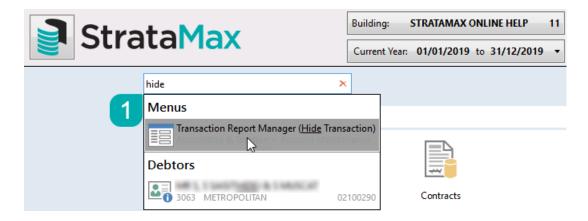
The **Transaction Report Manager** menu is designed to hide certain transactions on reports. These transactions are still in the system but will not display on debtor **Ledger Cards**, in the **Account Summary**, or the **Transaction List**. For example, journals processed to correct an owner's balance can be hidden to avoid cluttering the ledger card and causing confusion for the owner. Or another scenario may include hiding reversed transactions from reporting for creditor or the expense accounts if needed.

Be aware that in the **Transaction List**, the report can be run with the *Ignore No Prints* ticked under the *Conditions* tab, which will then display all hidden transactions. **Local Transactions** will also report any hidden transactions by default, and fields of restriction to either display or not can be applied.
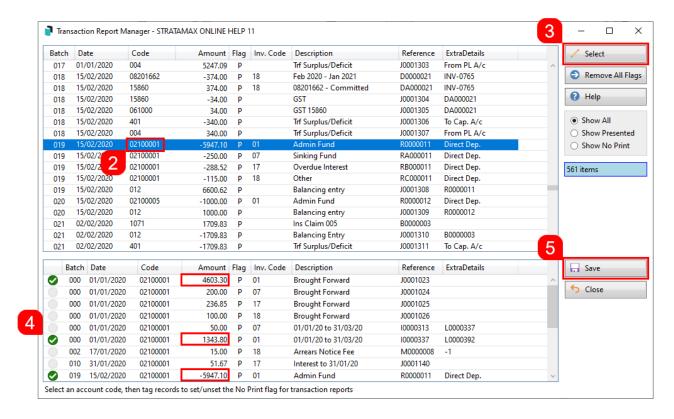
If both 'P' and 'X' flagged transactions are selected in the same batch to change flagged items from X to P and from P to X, both must net to zero before the change can be saved. If they do not balance, the system will return a message and will not allow the user to save.
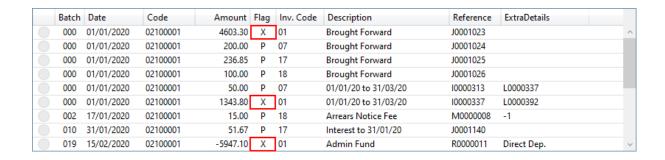
How to hide a transaction

1. Open the **Transaction Report Manager** menu.
   - By default the *Show All* radio button will be selected, which displays visible and hidden transactions.

     To display only transactions that are being presented (visible), click the *Show Presented* radio button.

2. The screen's top section is where the first transaction is selected by clicking the entry.

3. Click *Select,* and all the transactions for the selected code will appear in the bottom section.

4. In the bottom section, tag the entries that need to be hidden, noting that the sum of the transactions must equal nil.

   ○ To ensure these transactions equate to zero, first, locate and tag the transactions that need to be hidden, and then the opposite transactions must be located and tagged.

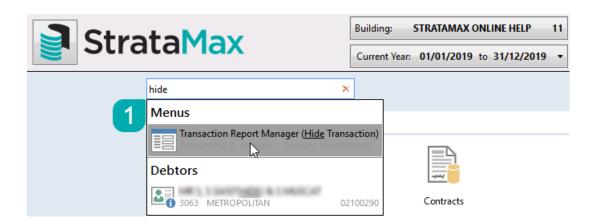5. Click the *Save* button to apply the change, and click *Close* to close the menu.

6. After saving, each tag will disappear and the 'P' in the *'Flag'* column will change to an 'X'.

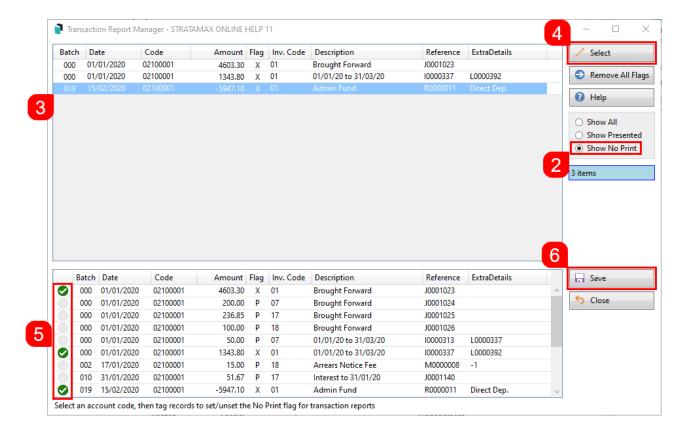|	Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	
○	000	01/01/2020	02100001	4603.30	X	01	Brought Forward	J0001023		
○	000	01/01/2020	02100001	200.00	P	07	Brought Forward	J0001024		
○	000	01/01/2020	02100001	236.85	P	17	Brought Forward	J0001025		
○	000	01/01/2020	02100001	100.00	P	18	Brought Forward	J0001026		
○	000	01/01/2020	02100001	50.00	P	07	01/01/20 to 31/03/20	I0000313	L0000337	
○	000	01/01/2020	02100001	1343.80	X	01	01/01/20 to 31/03/20	I0000337	L0000392	
○	002	17/01/2020	02100001	15.00	P	18	Arrears Notice Fee	M0000008	-1	
○	010	31/01/2020	02100001	51.67	P	17	Interest to 31/01/20	J0001140		
○	019	15/02/2020	02100001	-5947.10	X	01	Admin Fund	R0000011	Direct Dep.	

Make a transaction visible again

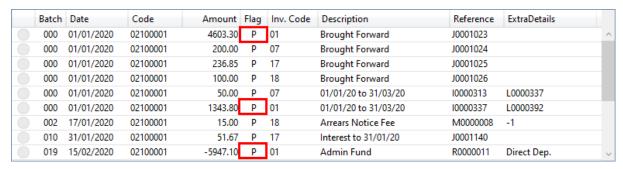In order to make individual transactions visible again, simply follow these steps.

1. Open the **Transaction Report Manager** menu.

2. In the top section of the screen locate the entries that are already hidden, by clicking the *Show No Print* radio button.
3. Select the account code by clicking the entry.
4. Click *Select* and all the transactions for the selected code will appear in the bottom section.
5. In the bottom section, tag the entries that no longer need to be hidden, noting that the sum of the transactions must equal nil.
6. Click the *Save* button to apply the change, and click *Close* to close the menu.
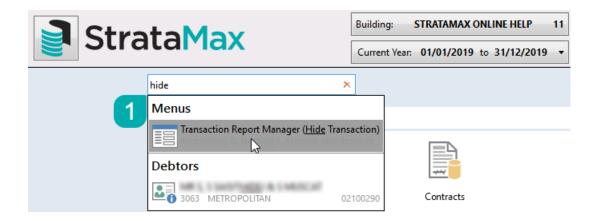
6. After saving, each tag will disappear and the 'X' in the *'Flag'* column will change to a 'P'.
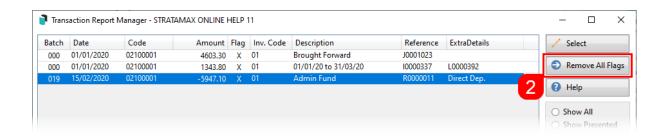

Make all transactions visible again

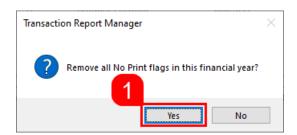These steps explain how to make all transactions in a building visible again.

1. Open the **Transaction Report Manager** menu.

2. Click the *Remove All Flags* button.

3. When the confirmation appears, click *Yes*.

4. Close the **Transaction Report Manager** menu.