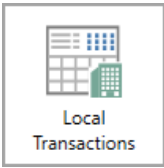


# Local Transactions

Last Modified on 03/06/2026 2:08 pm AEST



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

**Local Transactions** has been designed for users to search transactions with the option of applying filters, which can assist with reviewing account codes or financial queries. To quickly view more details relating to a transaction, either double-click on the transaction or click the *Details* button. It also replaced *Transaction Entry* and *Transaction History*, and can be used to find specific transactions and to extract data that can be used for analysis.

The user can also edit the description of a transaction, including sundry non-creditor EFT Payments (Reference starting with 'F'), adjust the GST Tax Code, edit the EFT Reference, and adjust the account code by using the *Change Transaction Code function*.

The transactions can also be searched across different financial years, and searches can be saved to be produced quickly in the future, with an option to export to Excel. Each column can be clicked on to sort, and descriptions can also be edited for Directs (reference starting with 'B'), receipts, debtor transactions (reference starting with 'M0', but not those starting with 'MA'), and journals. There is also a tool to assist with quickly finding fields of text information. Use the top right corner and enter text into this field to search. Click *Find First* or *Find Next* to locate results.

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

- Any transactions with X at the end of the reference are user-initiated 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).

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## Local Transactions | Security

To edit the transaction description in **Local Transactions**, the user must have the 'Transaction entry edit reverse' permissions set to 'Allow'.

## Local Transactions | Column Details

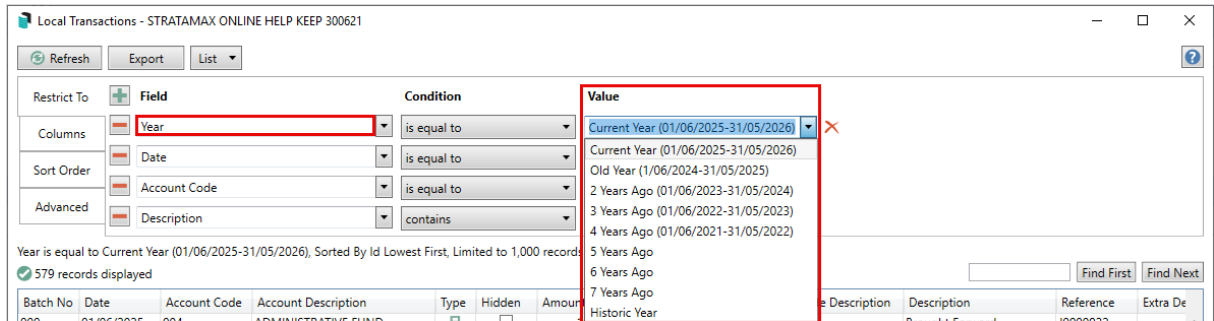
This section gives explanations as to what each of the *default* columns represents.

- **Batch No:** Each journal set / transaction batch is allocated a Batch number, meaning the transactions were created together.
- **Date:** The date the transaction was either entered or the date entered when creating the transaction.
- **Account Code:** The Account Code specifies the account to which a transaction is posted. Use *any of* to include one or more account codes, or *is not any of* to exclude one or more account codes. Both conditions are available within the same search.
- **Account Description:** The account code's description, which is managed in [Account Maintenance](#).
- **Type:** The type of transaction. Hover your mouse cursor over the icon to display a tooltip. Refer to the article on [Transactions in StrataMax](#).
- **Hidden:** Indicates whether the transaction has been hidden using the [Transaction Report Manager \(Hide Transaction\)](#).
- **Amount:** The amount of the transaction. A minus figure is a credit.
- **Running Balance:** Displays the running balance of the transactions.
- **Invoice Code Description:** Only displayed for lot/debtor account transactions. Admin Fund, Sinking Fund, Maintenance Fund, Overdue Interest, Other - all set up in [Levy Invoice Code Setup](#).
- **Description:** The description of the transaction. If this is "Balancing entry" this is the contra side of a batch.
- **Reference:** Each transaction has a unique reference number. Refer to the [Transactions in StrataMax](#) article for further details.
- **Extra Details:** Reports the corresponding transaction reference or invoice number.
- **Extra Text:** The text displayed here will depend on where the transaction was entered. For example, if it was entered via [Payment Entry](#) as an owner refund or reimbursement, it will display the owner's name.
- **Fund Name:** Admin Fund, Sinking Fund, Capital Works Fund, Maintenance Fund, etc.
- **Account Group:** Used in Multi-OC buildings in Victoria to display which OC the transaction is in.
- **Cheque Book Reference:** Only displayed when the transaction *Type* is 'Cheque' and/or the *Reference* starts with a 'C'.
- **Posting Period:** The [Posting Period](#) relates to the month the transaction relates to. July = 17, August = 18, Sept = 19 etc.

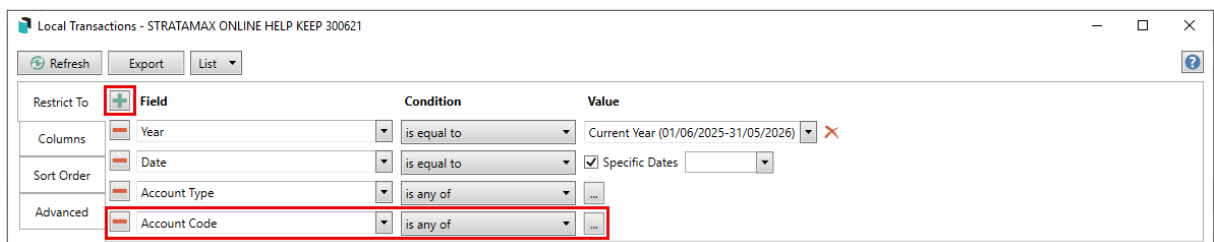
## Local Transactions | Search Transactions

This section provides a quick reference guide for creating a search using the fields of restriction and column display fields.

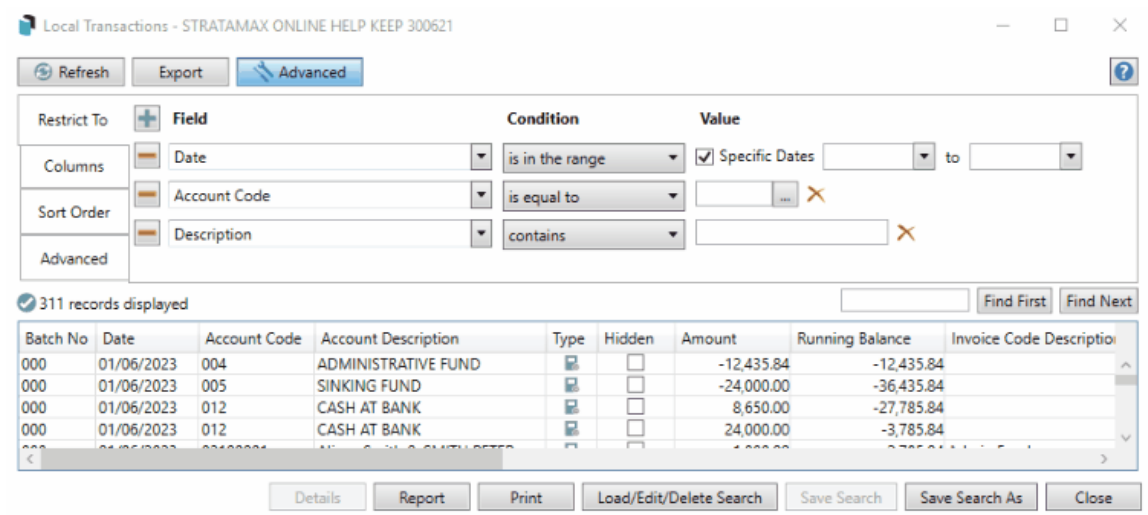
1. Search or select **Local Transactions**.
2. Use the 'Year' field to select a year value, including Current Year, Old Year, Year Selection or Historic Year. Or by removing or changing the 'Year' field to a different field, it will display the full history of transactions.



3. Use the 'Date' field to select a specific date or date range.
4. To add another field, click the green plus button, then select the **Field** by clicking the drop-down menu. Based on the selected **Field**, the **Condition** can be changed if required, and then you can change/select the required **Value**.



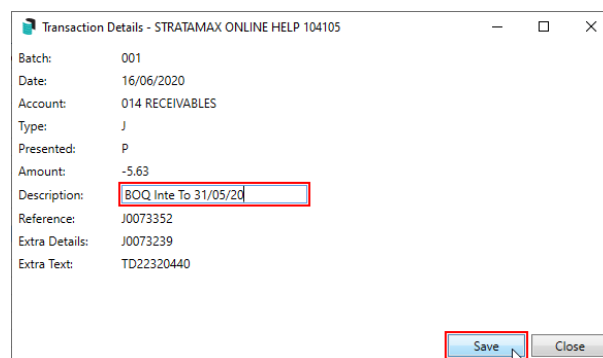
- The 'Account Code' field, when set with the **Condition** 'is any of', allows for multiple account codes to be selected. To remove the code selection, click the red cross on the set of codes.
5. The following tabs are available to refine the search:
    - The *Columns* is where columns can be added, removed, or moved left or right in the table.
    - *Sort Order* to change how the data in the table is sorted (by column, A-Z, etc.).
    - *Advanced* to change the maximum number of records to display in the table (10000, 1000, etc.).
  6. Click the *Refresh* button to search for the records.
    - Note that depending on how many columns have been included in the search, there may be a horizontal scroll bar at the bottom of the screen, so use that to scroll left and right to see the additional columns.



7. The user can save this search, including filters, columns, etc., as a 'Saved Search'. See the [Local Transactions / Saved Searches](#) section below.
8. In addition, if you would like to, you can export the data to an Excel sheet by clicking the *Export* button.

## Local Transactions | Edit Transaction Description

1. You can either double-click the record/transaction you would like to edit or select the transaction and click the *Details* button.
2. If the *Description* can be edited, there will be a grey line around the text.
3. Edit the text (limited to 20 characters) and click *Save*.

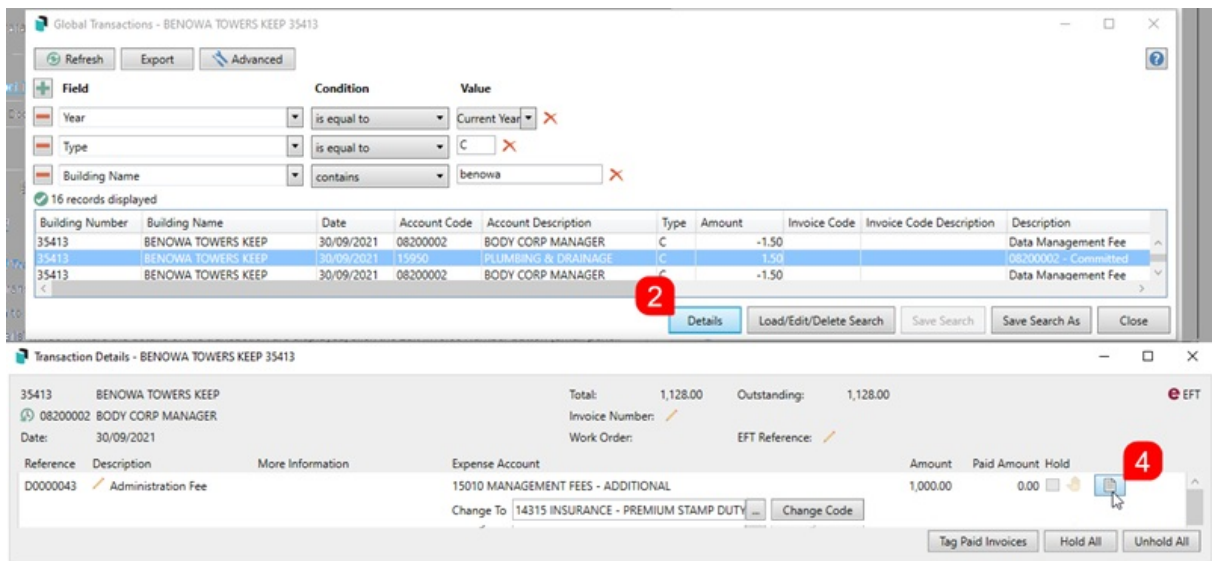


4. The description will not update automatically on the *Local Transactions* screen, so the *Refresh* button will need to be clicked again to see the updated *Description* text.

Each column can be clicked on to sort the order of transactions.

## Local Transactions | View Document/Invoice

1. Search or select *Global Transactions* or *Local Transactions*.
2. Locate and select the transaction by adjusting the **Fields** as required, then clicking *Refresh*.
3. Click the *Details* button to display the 'Transaction Details' window.
4. In the 'Transaction Details' window where the details of the transaction are displayed, click the *Document* icon on the far right.



5. The *DocMax* 'Document View' window will open with the document displayed.

## Local Transactions | Change Transaction Code

If you have taken over a property from another manager, local account codes may exist for the new building that do not align with your master chart of accounts. If you need to merge or move all of the local transactions from one expense code to another expense code, then you should use *Change Code Number*.

The *Change Code* function is used to move individual transactions from one income or expense account code to another. If the two account codes (transfer from and to) are within the same fund or account group, most transaction types may use this process. This function cannot be used on account codes

that are setup to report as either Main or Sub-Accounts, so **Journal Preparation** will need to be used.

If the building is configured for the **Invoice Hub** and the Creditor Invoice is pending approval, **Change Transaction Code** cannot be used until the Creditor Invoice has been Approved and is no longer on the **Invoice Hub**. If a Creditor Invoice has been part paid, the Creditor Invoice will need to be fully paid before the **Change Transaction Code** tool can be used.

If a Change Transaction Code is completed to a transaction, the **Tax Code** should be reviewed at the same time due to the creation of new transactions. The tax code may need to be amended on the original or amended account code to ensure the GST is applied correctly. Refer to the **Edit Tax Code** information for steps to complete this.

If the two account codes (transfer from and to) are for different funds or account groups within a property, only expense transactions that have been created via the **Creditor Invoices** menu will be able to use this process. Creditor invoice transactions are identifiable by a 'D' reference. This may exclude some transactions such as **TaskMax** services fees from using this **Change Code** to move transactions between funds.

If account codes within the Balance Sheet code ranges need to be changed or moved, this can be done using **Journal Preparation**. However take extreme care as Balance Sheet account codes are often totalling accounts and adjustments should be done within the income and expense code ranges instead.

Other types of transactions that may have previously been able to use the **Change Code** function and are required to be changed between funds or account groups should now be rectified using **Journal Preparation**.

Any code changes will also be logged in the **Log Viewer** and can be searched for with the **Category** called 'Transaction'. It's also important to remember that the **Change Code** function is not available for the following transaction types and scenarios:

- Balance Sheet codes.
- Non-posting accounts.
- Sub and main (including debtor and creditor).
- Hidden transactions.
- GST transactions (description 'GST').
- Building locked by another user.
- 'Change Transaction Code' permission is not set to 'Allow' in **Security Setup**.
- Historical Years
- Old Year if the building is marked as 'Audited'.
- Appropriation transactions (description 'Trf Surplus/Deficit')

1. Search or select **Local Transactions** or **Global Transactions**, depending on your requirements.
2. Once you have located the required transaction, select it, and click the **Details** button.
3. In the 'Transaction Details' window that appears, and if the transaction code can be changed, the 'Change To' field will be displayed.
  - Please be aware that the system automatically enters the last code that was used in the 'Change To' field for ease of use so that changing multiple codes can be done more

quickly. Simply remove the existing code if you need to select a different code.

4. Click the ellipsis button [...] and the 'Account Code List' window will appear where you can locate and select the required code.
5. Back in the 'Transaction Details' window, the selected code will be in the 'Change To' field, so click the *Change Code* button.

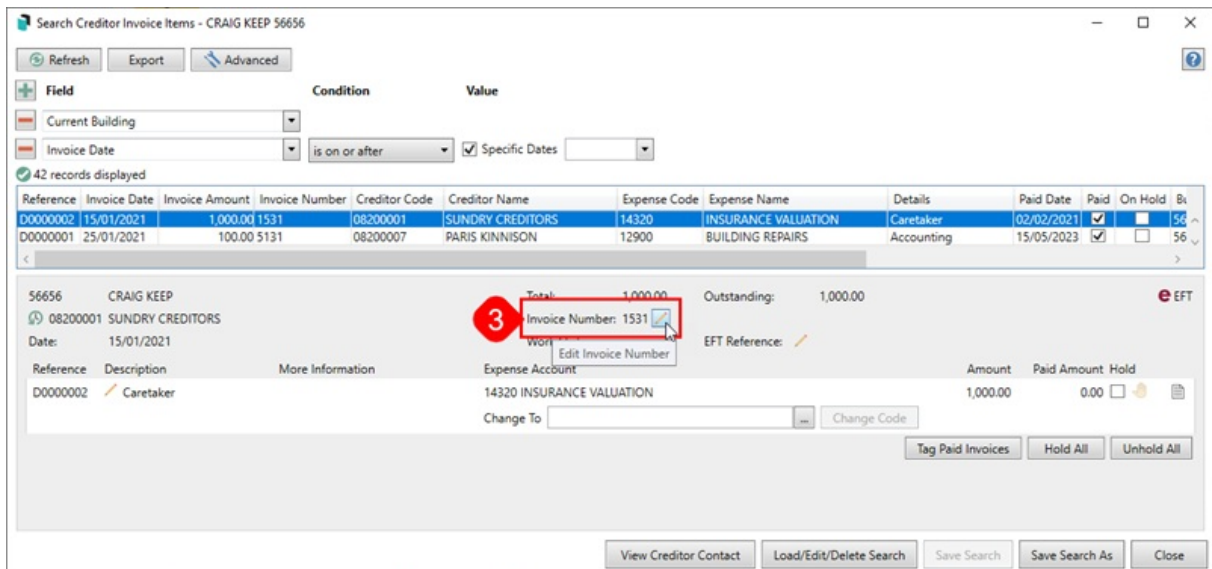
The screenshot displays two windows from a software application. The top window, titled 'Local Transactions - CRAIG KEEP 56656', features a search filter section with the following criteria: 'Year' is 'Current Year', 'Date' is 'is on' with 'Specific Dates' checked, and 'Type' is 'is equal to' with the value 'C'. Below the filter is a table with 84 records displayed. The bottom window, titled 'Transaction Details - CRAIG KEEP 56656', shows details for a transaction with reference 'D0000002' and description 'Caretaker'. The 'Expense Account' is '14310 INSURANCE - PREMIUM' with an amount of 1,000.00. A red circle '3' highlights the 'Change To' field, which contains '14315 INSURANCE - PREMIUM STAMP DUTY'. A red circle '5' highlights the 'Change Code' button next to this field.

6. Click *Yes* when the confirmation appears.
7. You will need to click the *Refresh* button in order to see the code change appear in the table of records displayed.

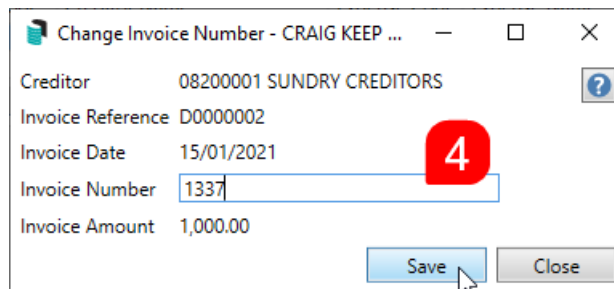
## Local Transactions | Edit Invoice Number

This section covers how to edit the invoice number of Creditor Invoices. This can also be done in the *Search Creditor Invoice Items* and *Local Transactions* screens.

1. Search or select *Search Creditor Invoice Items*, *Global Transactions*, or *Local Transactions*.
2. Locate and select the creditor invoice by adjusting the fields as required, then clicking *Refresh*.
  - If you are using the *Global Transactions* or *Local Transactions* screens, you will need to click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details of the transaction are displayed, click the *Edit Invoice Number* button (small pencil button next to the 'Invoice Number').



4. The 'Change Invoice Number' window will appear, and the *Invoice Number* field can be edited. Click *Save* when done.
  - The 'Change Invoice Number' window will close, and the change can be observed immediately.



## Local Transactions | Edit Tax Code

This section covers how to edit the tax code on individual transactions that may be in the current or prior period, or the Old Year. This can also be done in the [Search Creditor Invoice Items](#) or [Local Transactions](#) screen.

The GST and GST Clearing Tax Codes are system-only and used for GST transactions created by StrataMax on the Income/Expenses and the GST Clearing Account. These options will be selectable in areas such as [Local Transactions](#) and are designed to facilitate reporting. When adjusting a tax code, use only the standard tax codes.

Tax code changes, for the current period, can also be edited in the [Business Activity Statement](#).

1. Search or select **Local Transactions** or **Search Creditor Invoice Items**.
2. Locate and select the Income / Expense code for the tax code adjustment by adjusting the fields as required, then clicking *Refresh*.
  - If you are using the **Local Transactions** screen, click the *Details* button to display the 'Transaction Details' window.
3. When the transaction details are displayed, click the *Edit Tax Code* button (the small pencil icon next to the 'Invoice Number').

The screenshot shows the 'Transaction Details' window for a transaction with reference D0008859 and description 'June Mgt Fee'. The total amount is 1,681.17. A 'Change Tax Code' dialog box is open, showing the current tax code as 'Not Included in BAS' and allowing the user to select a new tax code, with 'GST on Expenses' highlighted. The dialog box also shows the posting date as 30/05/2024, batch 555, and amount 1,681.17 DR.

4. The 'Change Tax Code' window will appear, and the Tax Code field can be edited. Click *Save* when done to process the adjustment transactions..
  - The 'Change Tax Code' window will close, and the updated tax code can be observed immediately.
5. Close the Transaction Details window and select *Refresh* to show the adjusted transactions.

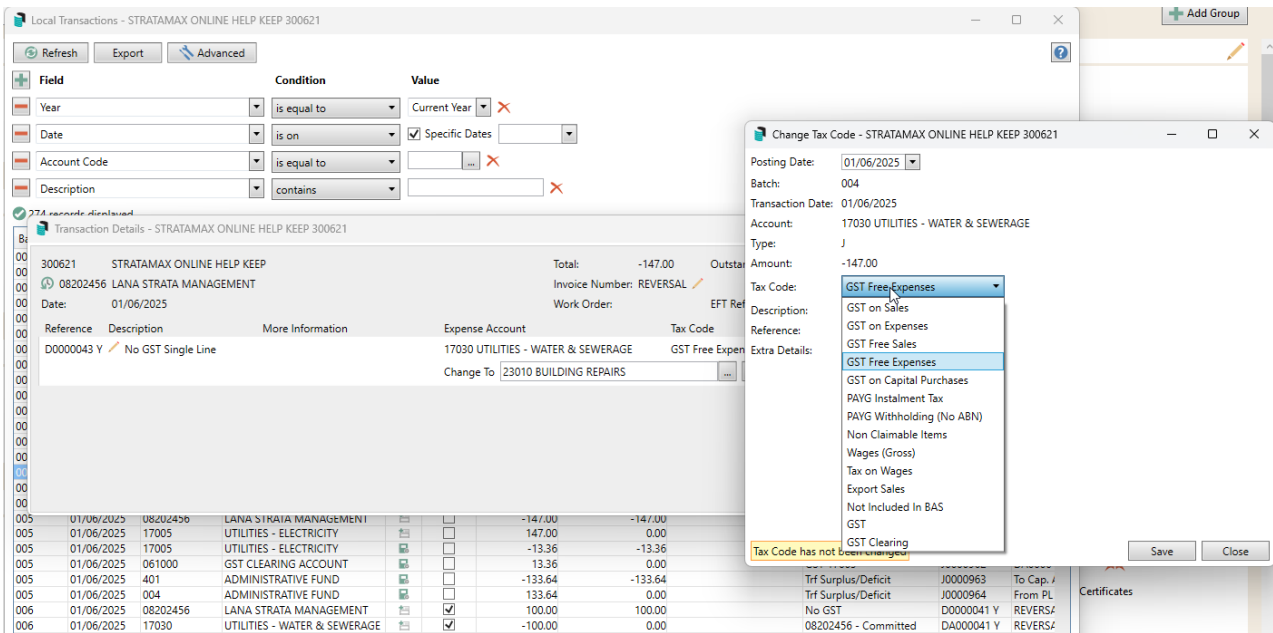
The adjusting GST transactions will be dated the original Posting Date; this can be amended if required before saving.

The Change Tax Code process can be changed on the following:

- Receipts not posted to a debtor.
- Journals with tax code *Not Included on BAS* (excludes GST, Brought Forward, Opening Balance and where the chart of accounts tax code is not 'Not Included on BAS', including Generated Levies Billed Not Due, Generated Levies Paid In Advance, Account Type is not Equity, Other or Surplus/Deficit or Account Default Tax Code is not any of Not Included on BAS).
- The building is registered for GST.
- Transaction reference starts with MA, F, C, B, R or J.
- BAS, PAYG Withholding (Wages), PAYG Instalment or PAYG Withholding (No ABN).

This is to assist where GST is activated after transactions have been recorded.

For example, the tax code for receipts posted to non-debtor accounts can now be changed.



## Local Transactions | Transaction List Report

A General Ledger Transaction List can be produced for the selected transaction. The Report Distribution screen allows for additional reports to be configured as well as additional documents from DocMax added. The option to Post, Email and save in DocMax is also available along with selecting the Account Code Range, Sort Order and Template selection for Transaction List with GST from the Configuration Cog Wheel.

1. Search or select **Local Transactions** or **Global Transactions** depending on your requirements.
2. Once you have located the required transaction, select it, and click the **Report** button. This will open the Report Distribution screen where you can adjust the Configuration of the General Ledger Transaction List if required. Additional Reports can be included by clicking the **Report** button.
3. Select the Cog Wheel to open the **Configuration** and edit the Sort Order, Template or Account Code Range. To produce the "Transaction List with GST" select the gentran1 template.
4. Review the Distribution Method and Recipient Type and click **Proceed** to produce the Transaction List Report.

Local Transactions - STRATAMAX ONLINE HELP KEEP 300621

Refresh Export Advanced

Field Condition Value

Year is equal to Current Year

Date is on Specific Dates

Account Code is equal to

Description contains

238 records displayed

Batch No	Date	Account Code	Account Description	Type	Hidden	Amount	Running Balance	Invoice Code Description	Description	Reference	Extra De
032	30/05/2024	061000	GST CLEARING ACCOUNT			-9.09	90.91		GST 131125	J0000593	
032	30/05/2024	195	OPENING ADMIN. BALANCE			-90.91	0.00		Last Year Entry	J0000594	Approp.
032	30/05/2024	409	TOTAL FUNDS BROUGHT FORWA			90.91	90.91		Last Year Entry	J0000595	Approp.
032	30/05/2024	004	ADMINISTRATIVE FUND			-90.91	0.00		Last Year Entry	J0000596	Approp.
033	27/09/2024	08200012	ABC Painting Co		<input checked="" type="checkbox"/>	111.00	111.00		Painting - External	D0000027 Y	REVERSA
033	27/09/2024	16805	TELEPHONE CHARGES		<input checked="" type="checkbox"/>	-111.00	0.00		08200012 - Committed	DA000027 Y	REVERSA
033	27/09/2024	16805	TELEPHONE CHARGES		<input checked="" type="checkbox"/>	10.09	10.09		GST	J0000597	DA0000:
033	27/09/2024	061000	GST CLEARING ACCOUNT		<input checked="" type="checkbox"/>	-10.09	0.00		GST 16805	J0000598	DA0000:
033	27/09/2024	401	ADMINISTRATIVE FUND		<input type="checkbox"/>	100.91	100.91		Trf Surplus/Deficit	J0000599	To Cap. /

Details Report Print Load/Edit/Delete Search Save Search Save Search As Close

Report Distribution - STRATAMAX ONLINE HELP KEEP 300621

Transaction List

Page Numbers Consolidate by Contact

Transaction List *gentran*

Report Attachment

Distribution Method

- Post *Microsoft Print to PDF*
- Email *Correspondence*
- SMS
- Save Report
- Use Preferences

Correspondence

Recipient Type: Internal Users

Filters

Name	Post	Email	Sms
Mr Gareth Goslett	Swift Street Office Address 99 Office Adre	gareth.goslett@gmail.com	
sharon.swift sharon.swift	Swift Street Office Address 99 Office Adre		
Mr Steve Rogers	Swift Street Office Address 99 Office Adre	admin3@bcm.com.au	
<input checked="" type="checkbox"/> Ms Lana Clarke	Swift Street Office Address 99 Office Adre	lana.clarke@stratamax.com.au	
Mrs Laulene Keet	Swift Street Office Address 99 Office Adre	laulene.keet@maxsoft.com.au	
Ms Denise Williamson	Swift Street Office Address 99 Office Adre	denise.williamson@stratamax.com	
lauren.newshaw lauren.newshaw	Swift Street Office Address 99 Office Adre		
ph ph	Swift Street Office Address 99 Office Adre		
Miss Keri Shaw	Swift Street Office Address 99 Office Adre	keri.shaw@stratamax.com	
Mrs Cheryl Kelly	Swift Street Office Address 99 Office Adre	cheryl@stratamax.com	

Log Excel Export Proceed Close

Configuration

**Transaction List**

Sort Order: Account Code, Date

Account Code Range Start: [ ]

Account Code Range Finish: [ ]

Period: Current Year

Show Hidden

**Template**

Use Override Letterhead

Override Letterhead: Blank

Template:

gentran	Transaction List
gentran	Transaction List
gentran1	Transaction List with GST

Close