# Release Notes – Version 5.5.93

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimise efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the StrataMax Online Help



THE COMPLETE STRATA MANAGEMENT SOLUTION





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# 1. Transaction Report Manager – UI Changes

Transaction Report Manager allows you to select certain transactions that you do not wish to display on reports. These transactions are still in the system, but will not display on the debtor Ledger Card, in the Account Summary, or the Transaction List reports. Enhancements have been made to the UI along with toggling between X/P records that sum to zero for a single account.

#### 1.1 Changes to Transaction Report Manager screen

Enhancements have been made to the UI of the Transaction Report Manger screen. These changes <u>do not</u> affect the functionality of this module.

#### 1.1.1 Reporting Transaction types

Users can now select the type of transactions they wish to select from. There are 3 different options:

- Show All When 'Show All' is selected, all transactions for the building will be presented in the top grid for selection – *Please note: this is selected by default*
- 2. Show Presented When 'Show Presented' is selected, all transactions for the building flagged with 'P' will be presented in the top grid only.
- 3. Show No Print When 'Show No Print' is selected, all transactions for the building flagged with 'X' will be presented in the top grid only

🧧 Tran	saction Report	Manager - 🔳 🖿		i i						– 🗆 🗙
Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		🖌 Select
000	01/10/2019	004	-3306.78	Р		Brought Forward	J0004089		~	
000	01/10/2019	005	-35259.61	Ρ		Brought Forward	J0004090			Remove All Flags
000	01/10/2019	012	43806.39	Р		Brought Forward	J0004091			
000	01/10/2019	02100001	-110.00	Ρ	01	Brought Forward	J0004092			Help
000	01/10/2019	02100001	-250.00	Х	07	Brought Forward	J0004093			
000	01/10/2019	02100002	-355.00	Ρ	01	Brought Forward	J0004094			Show All
000	01/10/2019	02100002	-255.00	Ρ	07	Brought Forward	J0004095			O Show Presented
000	01/10/2019	02100003	-355.00	Ρ	01	Brought Forward	J0004096			O Show No Print
000	01/10/2019	02100003	-255.00	Ρ	07	Brought Forward	J0004097			
000	01/10/2019	02100005	-355.00	Ρ	01	Brought Forward	J0004098			436 items
000	01/10/2019	02100005	-255.00	Ρ	07	Brought Forward	J0004099			
000	01/10/2019	02100006	-355.00	Ρ	01	Brought Forward	J0004100			
000	01/10/2019	02100006	-255.00	Р	07	Brought Forward	J0004101			
000	01/10/2019	02100007	-355.00	Ρ	01	Brought Forward	J0004102			
000	01/10/2019	02100007	-255.00	Ρ	07	Brought Forward	J0004103			
000	01/10/2019	02100008	-355.00	Ρ	01	Brought Forward	J0004104			
000	01/10/2019	02100008	-255.00	Ρ	07	Brought Forward	J0004105			
000	01/10/2019	02100009	-355.00	Ρ	01	Brought Forward	J0004106			
000	01/10/2019	02100009	-255.00	Ρ	07	Brought Forward	J0004107			
000	01/10/2019	02100010	-355.00	Ρ	01	Brought Forward	J0004108		$\sim$	
B	atch Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		Save
										S Close

Select an account code, then tag records to set/unset the No Print flag for transaction reports

#### 1.1.2 Remove All Flags

If 'Remove All Flags' is selected this will make <u>all</u> transactions for the selected building as visible again. Users will be prompted before removing all 'No Print flags' in the current financial year.

000 01		Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	/ Select
000 01	1/10/2019	004	-3306.78	Р		Brought Forward	J0004089	~	
	1/10/2019	005	-35259.61	Ρ		Brought Forward	J0004090		Remove All Fla
000 01,	1/10/2019	012	43806.39	Ρ		Brought Forward	J0004091		
000 01,	1/10/2019	02100001	-110.00	Ρ	01	Brought Forward	J0004092		🕜 Help
000 01,	1/10/2019	02100001	-250.00	Х	07	Brought Forward	J0004093		
000 01	1/10/2019	02100002	-355.00	Ρ	01	Brought Forward	J0004094		Show All
000 01	1/10/2019	02100002	-255.00	Ρ	07	Brought Forward	J0004095		O Show Presented
000 01	1/10/2019	02100003	-355.00	Р	01	Brought Forward	J0004096		O Show No Print
000 01	1/10/2019	02100003	-255.00	Ρ	07	Brought Forward	J0004097		
000 01	1/10/2019	02100005	-355.00	Ρ	01	Brought Forward	J0004098		436 items
000 01	1/10/2019	02100005	-255.00	Ρ	07	Brought Forward	J0004099		
000 01	1/10/2019	02100006	-355.00	Ρ	01	Brought Forward	J0004100		
000 01,	1/10/2019	02100006	-255.00	D	07	Brought Forward	1000/1101		
000 01,	1/10/2019	02100007	-355.00	Tr	ransaction Re	eport Manager			
000 01	1/10/2019	02100007	-255.00						
000 01	1/10/2019	02100008	-355.00						
000 01,	1/10/2019	02100008	-255.00		Rem	ove all No Print flags in this	financial year?		
000 01	1/10/2019	02100009	-355.00						
000 01	1/10/2019	02100009	-255.00						
000 01	1/10/2019	02100010	-355.00			Yes	No	~	
Batch	n Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	- Save

#### 1.1.3 Select Option

'Select' option is used when selecting the account code that you wish to mark with P or X flags within Transaction Report Manager.

#### 1.1.4 Item Count

The item count will display the number of Transactions that are reporting in the top grid of Transaction Report Manager.

# 1.2 How to Hide a Transaction – Flag as 'X'

Flagging a Transaction with 'X' will hide the flagged transactions from displaying on debtor Ledger Cards, Account Summary or Transaction Lists. Follow the below steps to hide a transaction:

- 1. Navigate to 'Transaction Report Manager'
- 2. The top section of the screen reports all transactions for the selected Building 'Show All' will be defaulted on entering the module.
- 3. Highlight the account that you wish to hide transactions for

	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		/ Select
075	13/12/2019	02100001	-50.00	P	07	Sinking Fund	R0000633	Receipt	in.	
109	03/02/2020	02100001	-50.00	P	01	Administrative Fund	R0000648	Receipt		Remove All Flag
057	22/11/2019	02100001	255.00	P	07	01/01/20 to 31/03/20	10001188	L0001236		
111	10/02/2020	02100001	-50.00	P	01	Administrative Fund	R0000649	Receipt		Help
079	27/12/2019	02100001	-45.00	P	01	Administrative Fund	R0000635	Receipt		_
036	25/10/2019	02100001	-50.00	P	01	Administrative Fund	R0000623	Receipt		Show All
035	18/10/2019	02100001	-50.00	P	01	Administrative Fund	R0000622	Receipt		O Show Presented
019	11/10/2019	02100001	-50.00	P	01	Administrative Fund	R0000621	Receipt		O Show No Print
042	01/11/2019	02100001	-50.00	Ρ	01	Administrative Fund	R0000625	Direct Dep.		
013	04/10/2019	02100001	-5.00	P	07	Sinking Fund	RA000619	Receipt		436 items
013	04/10/2019	02100001	-45.00	P	01	Administrative Fund	R0000619	Receipt		
000	01/10/2019	02100001	255.00	P	07	01/10/19 to 31/12/19	10001164	L0001224		
000	01/10/2019	02100001	355.00	Ρ	01	01/10/19 to 31/12/19	10001152	L0001176	-	
000	01/10/2019	02100002	355.00	P	01	01/10/19 to 31/12/19	10001153	L0001177		
057	22/11/2019	02100002	255.00	P	07	01/01/20 to 31/03/20	10001189	L0001237		
057	22/11/2019	02100002	355.00	Ρ	01	01/01/20 to 31/03/20	10001177	L0001189		
118	27/02/2020	02100002	355.00	Ρ	01	01/04/20 to 30/06/20	10001201	L0001249		
091	07/01/2020	02100002	-355.00	P	01	Administrative Fund	R0000643	Direct Dep.		
000	01/10/2019	02100002	255.00	P	07	01/10/19 to 31/12/19	10001165	L0001225		
110	27/02/2020	02100002	255.00	p	07	01/04/20 to 30/06/20	10001213	1.0001297		
Bat	tch Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails	1	Save
										6 Ch.
										10 Close
										5 Close

4. Click on 'Select' – all transactions for the selected code will appear in the bottom section of the screen

			1. S.		-					1
Batch	Dat	e	Code	Amount	Flag	Inv. Code	Description Re	eference	ExtraDetails	Select
075	13/1	2/2019	02100001	-50.00	P	07	Sinking Fund R0	0000633	Receipt	0.0
109	03/0	2/2020	02100001	-50.00	P	01	Administrative Fund R0	000648	Receipt	C Kemove All Flag
057	22/1	1/2019	02100001	255.00	P	07	01/01/20 to 31/03/20 100	001188	L0001236	0.046
111	10/0	2/2020	02100001	-50.00	P	01	Administrative Fund R0	0000649	Receipt	С нер
079	27/1	2/2019	02100001	-45.00	Ρ	01	Administrative Fund R0	0000635	Receipt	
036	25/1	0/2019	02100001	-50.00	р	01	Administrative Fund R0	0000623	Receipt	Show All
035	18/1	0/2019	02100001	-50.00	P	01	Administrative Fund R0	0000622	Receipt	O Show Presented
019	11/1	0/2019	02100001	-50.00	Ρ	01	Administrative Fund R0	0000621	Receipt	O Show No Print
042	01/1	1/2019	02100001	-50.00	P	01	Administrative Fund R0	0000625	Direct Dep.	1 Contraction of Contraction
013	04/1	0/2019	02100001	-5.00	P	07	Sinking Fund RA	4000619	Receipt	436 items
013	.04/1	0/2019	02100001	-45.00	P	01	Administrative Fund R0	0000619	Receipt	
									10001224	
000	01/1	0/2019	02100001	355.00	P	01	01/10/19 to 31/12/19 100	001152	L0001176	
000	.01/1	0/2019	02100002	355.00	P	01	01/10/19 to 31/12/19 100	001153	L0001177	
057	22/1	1/2019	02100002	255.00	Ρ	07	01/01/20 to 31/03/20 100	001189	L0001237	
057	22/1	1/2019	02100002	355.00	P	01	01/01/20 to 31/03/20 100	001177	L0001189	
118	27/0	2/2020	02100002	355.00	P	01	01/04/20 to 30/06/20 100	001201	L0001249	
091	07/0	1/2020	02100002	-355.00	P	01	Administrative Fund R0	0000643	Direct Dep.	
000	01/1	0/2019	02100002	255.00	P	07	01/10/19 to 31/12/19 100	001165	L0001225	
110	27/0	2/2020	02100002	255.00	D	07	01/04/20 to 30/06/20 10/	001213	10001297	1
Ba	stch	Date	Code	Amount	Flag	Inv. Code	Description Re	eference	ExtraDetails	- Save
	000	01/10/2019	02100001	-110.00	р	01	Brought Forward J0	004092		T
(	000	01/10/2019	02100001	-250.00	х	07	Brought Forward J00	004093		5 Close
	000	01/10/2019	02100001	355.00	P	01	01/10/19 to 31/12/19 100	001152	L0001176	
	000	01/10/2019	02100001	255.00	P	07	01/10/19 to 31/12/19 10	001164	L0001224	
	113	04/10/2019	02100001	-45.00	p	01	Administrative Fund 80	0000619	Receint	
	113	04/10/2019	02100001	-5.00	P	07	Sinking Fund R/	4000619	Receipt	
	110	11/10/2010	02100001	50.00	D	01	Administrative Fund 80	000621	Passint	
	125	19/10/2019	02100001	- 30.00	P	01	Administrative Fund DO	1000521	Passint	
	133	10/10/2019	02100001	+30,00	P	01	Administrative Fund R0	000022	Receipt	
-	011	25/10/2019	02100001	-50.00	4	01	Administrative Fund R0	1000623	Keceipt	
1	142	01/11/2019	02100001	-50.00	Ρ	01	Administrative Fund R0	0000625	Direct Dep.	-

5. Tag the entries you would like to hide by clicking the 'Tag' column. The sum of the transactions flagged as 'P' <u>must</u> equal zero.

Transaction Report	t Menaper - 22 FLE	ET DRIVE 37580			
	1		1		
Batch Date	Code	Amount Flag Inv. Code	Description	Reference	ExtraDetail
035 18/10/2019	02100001	-50.00 P 01	Administrative Fund	M0000622	Receipt
019 11/10/2019	02100001	-50.00 P 01	Administrative Fund	R0000621	Receipt
042 01/11/2019	02100001	-30.00 P 01	Fishing Fred	R0000625	Envirt Dep
013 04/10/2019	02100001	-3.00 P 07	Administration Found	80000619	Receipt
wis 04/18/2019	02100001		numeroused ve Fund	~1000619	necelpt
000 01/30/2019	02100001	255.00 B 01	01/20/29 to 21/22/29	10001152	10001175
000 01/10/2019	02100002	355.00 P 01	01/10/2856 31/12/28	10001153	10001177
057 22/11/2019	02100002	255.00 P 07	01/01/20 to 31/03/20	10001189	10001237
057 22/11/2019	02100002	355.00 P 01	01/01/20 to 31/03/20	10001177	10001189
118 27/02/2020	02100002	355.00 P 01	01/04/20 to 30/06/20	10001201	L0001249
091 07/01/2020	02100002	-355.00 P 01	Administrative Fund	80000643	Direct Dep.
000 01/10/2019	02100002	255.00 P 07	01/10/19 to 31/12/19	10001165	10001225
119 27/02/2020	02100002	255.00 P 07	01/04/20 to 30/06/20	10001213	L0001297
091 07/01/2020	02100002	-255.00 P 07	Sinking Fund	RA000643	Direct Dep.
000 01/10/2019	02100002	-255.00 P 07	Brought Forward	10004095	
000 01/10/2019	02100002	-355.00 P 01	Brought Forward	,0004094	
000 30/12/2019	02100003	-355.00 P 01	Administrative Fund	R0000636	Direct Dep.
057 22/11/2019	02100003	255.00 P 07	01/01/20 to 31/03/20	10001190	L0001238
119 27/02/2020	02100003	255.00 P 07	01/04/20 to 30/06/20	10001214	L0001298
000 01/10/2019	02100003	-355.00 P 01	Brought Forward	,0004096	
057 22/11/2019	02100003	355.00 P 01	01/01/20 to 31/03/20	10001178	L0001190
000 30/12/2019	02100003	-235.00 P 07	Sinking Fund	RA000636	Direct Dep.
000 01/10/2019	02100003	355.00 P 01	01/10/19 to 31/12/19	10001154	L0001178
000 01/10/2019	02100003	255.00 P 07	01/10/19 to 31/12/19	10001166	L0001226
118 27/02/2020	02100003	355.00 P 01	01/04/20 to 30/06/20	10001202	L0001250
000 01/10/2019	02100003	-255.00 P 07	Brought Forward	,0004097	
101 14/01/2020	02100054	-255.00 P 07	Sinking Fund	RA000645	Direct Dep.
119 27/02/2020	02100004	255.00 P 07	01/04/20 to 30/06/20	10001215	L0001299
057 22/11/2019	02100004	355.00 P 01	01/01/20 to 31/03/20	10001179	L0001191
000 01/10/2019	02100004	355.00 P 01	01/10/19 to 31/12/19	10001155	L0001179
000 01/10/2019	02100004	255.00 P 07	01/10/79 to 31/12/79	10001167	L0001227
04.4 10/30/30M	03100054	355.00 B 03	Administration Ecold	00000410	Disect Day
Batch Date	Code	Amount Day Inc Code	Description	Deference	ExtraDatalk
013 04/10/2	02100001	-100 P 07	Solios Evod	E4000519	Receipt
646 11/50/	0000001	50.00 B A1	Administration Frond	E0000631	Receipt
035 19/10/2	019 02100001	-50.00 P 01	Administrative Fund	R0000622	Receipt
035 16/10/2	02100001	-50.00 P 01	Administrative Fund	P0000622	Receipt
042 01/11/	02100001	-50.00 P 01	Administrative Fund	P0000623	Direct Dee
042 01/11/3	2019 02100001	-30.00 P 01	Administrative Fund	N0000523	Direct Dep.
049 06/10/	02100001	-50.00 P 01	Administrative Fund	R0000525	Receipt
055 15/11/2	2019 02100001	-30.00 P 01	Administrative Fund	P00000527	necept
167 22/11/	0008 0210001	erran P 01	11/11/2016 \$1/00/20	*1001178	tonu (SS
067 22/11/2	nmy u2100001	235.00 P 07	01/01/20 to 31/03/20	KJ001188	10001236
059 22/11/2	02100001	-30.00 P 07	Sinking Fund	10000629	Receipt
C60 29/11/2	mm9 02100001	-50.00 P 67	Sinking Pund	M0000630	Receipt
Ø 073 06/12/2	02100001	-50.00 P 07	Sinking Fund	R0000631	Receipt
Ø 075 13/12/3	02100001	-30.00 P 07	Sinking Fund	P30000633	Receipt
078 20/12/2	2019 02100001	-50.00 P 07	Sinking Fund	R0000634	Receipt
079 27/12/2	02100001	-45.00 P 01	Administrative Fund	R0000635	Receipt
079 27/12/2	02100001	-5.00 X 07	Sinking Fund	R4000635	Receipt
009 03/01/2	10000150 0515	-50.00 P 01	Administrative Fund	R0000641	Receipt
097 10/01/3	02100001	-50.00 P 01	Administrative Fund	R0000644	Receipt
Select an account or	de theo tao recorr	is to set/upset the No Print flag for	chaosactico records		

- 6. Click on the save button to apply the change
- 7. After a successful save, each tagged transaction showing a flag 'P' will change to 'X' these 'X' flagged transactions will now be hidden.

inans	actio	in Report Na	anager -		-						
Batch	Dat	e	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		/ Select
057	22/	11/2019	02100002	355.00	P	01	01/01/20 to 31/03/20 II	0001177	L0001189	-	
118	27/	02/2020	02100002	355.00	р	01	01/04/20 to 30/06/20 II	0001201	L0001249		Remove All Fla
091	07/0	01/2020	02100002	-355.00	р	01	Administrative Fund F	0000643	Direct Dep.		
000	01/	10/2019	02100002	255.00	P	07	01/10/19 to 31/12/19	0001165	L0001225		1 Help
119	27/	02/2020	02100002	255.00	P	07	01/04/20 to 30/06/20	0001213	L0001297		
091	07/	01/2020	02100002	-255.00	р	07	Sinking Fund F	RA000643	Direct Dep.		Show All
000	01/	10/2019	02100002	-255.00	p	07	Brought Forward J	0004095		1.1	O Show Presented
000	01/	10/2019	02100002	-355.00	P	01	Brought Forward )	0004094		110	O Show No Print
080	30/	2/2019	02100003	-355.00	p	01	Administrative Fund F	00000636	Direct Dep.		
057	22/	11/2019	02100003	255.00	p	07	01/01/20 to 31/03/20 H	0001190	L0001238		436 items
119	27/	02/2020	02100003	255.00	P	07	01/04/20 to 30/06/20 II	0001214	L0001298		E STATE AND
000	01/	10/2019	02100003	-355.00	P	01	Brought Forward J	0004096			
057	22/	11/2019	02100003	355.00	P	01	01/01/20 to 31/03/20 N	0001178	L0001190		
080	30/	12/2019	02100003	-255.00	P	07	Sinking Fund R	RA000636	Direct Dep.		
000	01/	10/2019	02100003	355.00	р	01	01/10/19 to 31/12/19 II	0001154	L0001178		
000	01/	10/2019	02100003	255.00	P	07	01/10/19 to 31/12/19 II	0001166	L0001226		
118	27/	02/2020	02100003	355.00	Р	01	01/04/20 to 30/06/20 II	0001202	L0001250		
000	01/	10/2019	02100003	-255.00	Ρ	07	Brought Forward J	0004097			
101	14/1	01/2020	02100004	-255.00	P	07	Sinking Fund F	RA000645	Direct Dep.		
110	27/	12/2020	02100004	255.00	D	67	.01/04/20 to 30/06/20 II	0001215	10001299	4	
8	tch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		E Save
0	057	22/11/2019	02100001	355.00	P	01	01/01/20 to 31/03/20	0001176	L0001188	~	a la constance de la constance
0	157	22/11/2019	02100001	255.00	Х	07	01/01/20 to 31/03/20	0001188	L0001236		Slose
	059	22/11/2019	02100001	-50.00	х	07	Sinking Fund	R0000629	Receipt		
6	060	29/11/2019	02100001	-50.00	X	07	Sinking Fund F	R0000630	Receipt		
	073	06/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000631	Receipt	100	
	075	13/12/2019	02100001	-50.00	x	07	Sinking Fund	R0000633	Receipt		
	178	20/12/2019	02100001	-50.00	x	07	Sinking Fund	R0000634	Receipt	- 1	
1	179	27/12/2019	02100001	-45.00	P	01	Administrative Fund	80000635	Receipt		
	170	27/12/2019	02100001	-5.00	x	07	Sinking Fund	24000635	Receipt	_	
	100	02/01/2020	02100001	-50.00	0	01	Administrative Fund	00000641	Receipt		
- 1	103	10/01/20/20	02100001	+30.00		01	Administrative Fund	0000041	Necepe	4	

8. Click on setting 'Show No Print' to review the transactions that have just been selected to hide. They will then show in the top grid – See below example:

atch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		/ Select
000	01/10/2019	02100001	-250.00	Х	07	Brought Forward	J0004093			
013	04/10/2019	02100001	-5.00	х	07	Sinking Fund	RA000619	Receipt		Remove All Fl.
057	22/11/2019	02100001	255.00	х	07	01/01/20 to 31/03/20	10001188	L0001236		-
059	22/11/2019	02100001	-50.00	х	07	Sinking Fund	R0000629	Receipt		Help
060	29/11/2019	02100001	-50.00	х	07	Sinking Fund	R0000630	Receipt		
071	01/11/2019	012	0.00	х		System Transfer	J0004194			Show All
072	01/12/2019	012	0.00	х		System Transfer	J0004195			O Show Presente
073	06/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000631	Receipt		Show No Print
075	13/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000633	Receipt		-
078	20/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000634	Receipt		15 items
079	27/12/2019	02100001	-5.00	X	07	Sinking Fund	RA000635	Receipt		
115	13/02/2020	012	0.00	х		Balancing Entry	J0004260			
119	27/02/2020	02100001	255.00	X	07	01/04/20 to 30/06/20	10001212	L0001296		
130	06/02/2020	02100012	50.00	×.	18	Arrear Notice Fee	M0000190 X	-3		
129	00/03/2020	02100012	50.00	A	19	Arrears Nouce Fee	1110000130 A			
132	20/03/2020	02100012	-50.00	x	18	Arrears Notice Fee	M0000190 Y			
132	20/03/2020	02100012	-50.00	x	18	Arrears Notice Fee	M0000190 Y			
129 132 Ba	20/03/2020	02100012	-50.00	X	18	Arrears Notice Fee	Reference	ExtraDetails		🕞 Save
Ba	tch Date 57 22/11/2019	Code 02100012	-50.00 -50.00 Amount 355.00	X Flag	18 Inv. Code 01	Description 01/01/20 to 31/03/20	Reference 10001176	ExtraDetails L0001188	^	Save
Ba	tch Date 57 22/11/2019	Code 02100012	-50.00 -50.00 Amount 355.00 255.00	Flag P X	18 Inv. Code 01 07	Arrears Notice Fee           Description           01/01/20 to 31/03/20           01/01/20 to 31/03/20	Reference 10001188	ExtraDetails L0001188 L0001236	^	Save
Ba	tch Date 57 22/11/2019 59 22/11/2019	Code 02100012 Code 0210001 02100001 02100001 02100001	-50.00 -50.00 Amount 355.00 255.00 -50.00	Flag P X X	Inv. Code 01 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund	Reference 10001176 10001188 R0000629	ExtraDetails L0001188 L0001236 Receipt	^	Save
Ba 0 0 0	tch Date 57 22/11/2019 59 22/11/2019 59 22/11/2019 60 29/11/2019	Code 02100012 Code 0210001 02100001 02100001 02100001 02100001	-50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X	Inv. Code 01 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund	Reference 10001176 10001188 R0000629 R0000630	ExtraDetails L0001188 L0001286 Receipt Receipt	^	Save
Ba 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 59 22/11/2019 50 29/11/2019 73 06/12/2019	Code 02100012 Code 02100001 02100001 02100001 02100001 02100001	-50.00 -50.00 Amount 355.00 -50.00 -50.00 -50.00	Flag P X X X X X	Inv. Code 01 07 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund	Reference 10001176 10001176 10001178 R0000629 R0000630	ExtraDetails L0001188 L0001236 Receipt Receipt Receipt	^	Save
Ba 0 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 60 29/11/2019 73 06/12/2019 73 13/12/2019	Code 02100012 Code 02100001 02100001 02100001 02100001 02100001 02100001	-50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X X X X X	Inv. Code 01 07 07 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund Sinking Fund	Reference 10001176 10001176 10001188 R0000639 R0000630 R0000631 R0000633	ExtraDetails L0001188 L0001236 Receipt Receipt Receipt Receipt	^	Save
Ba 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 50 29/11/2019 73 06/12/2019 75 13/12/2019 78 20/12/2019	Code 02100012 Code 02100001 02100001 02100001 02100001 02100001 02100001 02100001	Amount 355.00 255.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X X X X X X X	Inv. Code 01 07 07 07 07 07 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund	Reference 10001176 10001176 10001188 R0000639 R0000631 R0000631 R0000633	ExtraDetails L0001188 L0001236 Receipt Receipt Receipt Receipt Receipt	^	Save
Ba 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 50/12/2019 75 13/12/2019 75 13/12/2019 75 22/12/2019 75 22/12/2019	Code 02100012 Code 0210001 02100001 02100001 02100001 02100001 02100001 02100001 02100001	-50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X X X X X X X X P	18 18 18 18 18 01 07 07 07 07 07 07 07 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Administrative Fund	Reference 10001176 10001176 10001188 R0000629 R0000630 R0000631 R0000634 R0000635	ExtraDetails L0001188 L0001236 Receipt Receipt Receipt Receipt Receipt Receipt	^	Save
Ba 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 50 29/11/2019 73 06/12/2019 75 13/12/2019 78 20/12/2019 79 27/12/2019 79 27/12/2019	Code 02100012 Code 02100001 02100001 02100001 02100001 02100001 02100001 02100001 02100001 02100001	Amount 355.00 255.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X X X X X X X X X X X X X X X X	18 18 18 18 18 01 07 07 07 07 07 07 07 07 07 07	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund	Reference 10001176 10001176 10001188 R0000639 R0000631 R0000631 R0000631 R0000635 R0000635	ExtraDetails L0001188 L0001236 Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt		Save
Ba 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	tch Date 57 22/11/2019 57 22/11/2019 59 22/11/2019 50 29/11/2019 73 06/12/2019 75 13/12/2019 79 27/12/2019 79 27/12/2019 99 03/01/2020	Code 02100012 Code 02100001 02100001 02100001 02100001 02100001 02100001 02100001 02100001 02100001 02100001	Amount 355.00 255.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00 -50.00	Flag P X X X X X X X X X X X X X X X X X X	18 Inv. Code 01 07 07 07 07 07 07 07 07 01 01	Description 01/01/20 to 31/03/20 01/01/20 to 31/03/20 01/01/20 to 31/03/20 Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Sinking Fund Administrative Fund Sinking Fund Administrative Fund	Reference 10001130 X 10001176 10001176 10001178 R0000639 R0000630 R0000631 R0000631 R0000633 R0000634 R0000635 R0000641	ExtraDetails L0001236 Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt Receipt	^	Save

**Important Note:** If the 'P' Transactions tagged do not equal zero the system will return a message and the save button will be greyed out. See example below where two 'P' flagged Transactions are tagged but <u>do not</u> balance to zero.

000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/           000         01/	/10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019	004 005 012 02100001 02100002 02100002	-3306.78 -35259.61 43806.39 -250.00	P P P		Brought Forward Brought Forward	10004089		~	
000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/	/10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019	005 012 02100001 02100002 02100002	-35259.61 43806.39 -250.00	P P		Brought Forward	10004000		1000	
000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/	/10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019	012 02100001 02100002 02100002	43806.39	P			20004030			Remove All Flags
COD         O11           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/           000         011/	/10/2019 /10/2019 /10/2019 /10/2019 /10/2019 /10/2019	02100001 02100002 02100002	-250.00	p		Brought Forward	,0004091			
000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/	/10/2019 /10/2019 /10/2019 /10/2019 /10/2019	02100001 02100002 02100002	-250.00			Strught Forward	100543992			Help
000 01/ 000 01/ 000 01/ 000 01/ 000 01/ 000 01/	/10/2019 /10/2019 /10/2019 /10/2019	02100002	200 00	х	07	Brought Forward	30004093			
000 01/ 000 01/ 000 01/ 000 01/ 000 01/	/10/2019 /10/2019 /10/2019	02100002	-333.00	р	01	Brought Forward	30004094			Show All
000 01/ 000 01/ 000 01/	/10/2019		-255.00	р	07	Brought Forward	30004095			O Show Presented
000 01/	/10/2019	02100003	-355.00	P	01	Brought Forward	30004096			O Show No Print
000 01/		02100003	-255.00	p	07	Brought Forward	30004097			
000 01/	/10/2019	02100005	-355.00	P	01	Brought Forward	10004098			436 items
000 911	/10/2019	02100005	-255.00	Ρ	07	Brought Forward	30004099			Praticipal de la company
000 01/	/10/2019	02100006	-355.00	P	01	Brought Forward	,0004100			
000 01/	/10/2019	02100006	-255.00	р	07	Brought Forward	30004101			
000 01/	/10/2019	02100007	-355.00	P	01	Brought Forward	30004102			
000 01/	/10/2019	02100007	-255.00	p	07	Brought Forward	30004103			
000 01/	/10/2019	02100008	-355.00	p	01	Brought Forward	30004104			
000 01/	/10/2019	02100008	-255.00	P	07	Brought Forward	30004105			
000 01/	/10/2019	02100009	-355.00	p.	01	Brought Forward	30004106			
000 01/	/10/2019	02100009	-255.00	P	07	Brought Forward	30004107			
000 01	/10/2019	02100010	.255.00	D	01	Repurcht Ennward	10004108		100	
Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		Save.
097	10/01/2020	02100001	-50.00	р	01	Administrative Fund	R0000644	Receipt	14	
102	20/01/2020	02100001	-50.00	P	01	Administrative Fund	R0000646	Receipt		Close
104	28/01/2020	02100001	-50.00	p	01	Administrative Fund	R0000647	Receipt		
109	03/02/2020	02100001	-50.00	p	01	Administrative Fund	R0000648	Receipt		
111	10/02/2020	02100001	-50.00	p	01	Administrative Fund	R0000649	Receipt		
113	17/02/2020	02100001	-50.00	p	01	Administrative Fund	R0000650	Receipt		
117	25/02/2020	02100001	-50.00	P	01	Administrative Fund	R0000651	Receipt		
118	27/02/2020	02100001	355.00	P	01	01/04/20 to 30/06/20	10001200	L0001248	100	
119	27/02/2020	02100001	255.00	X	07	01/04/20 to 30/06/20	10001212	1.0001296	- 1	
127	02/03/2020	02100001	-50.00	p	07	Sinking Fund	R0000652	Receipt		

### 1.3 Making a Transaction visible again – Set flag back to 'P'

In order to make individual transactions visible again, follow the below steps:

1. Select 'Show No Print setting

latch	Date	Code	Amount	Fieg	Inc. Code	Description	Reference	ExtraDetails	/ Select
000	01/10/2019	02100001	-250.00	Ж.	07	Brought Forward	30004093		
013	04/10/2019	02100001	-5.00	×	97	Sinking Fund	RA000575	Receipt	C Remove All Flag
057	22/11/2019	02100001	255,00	×.	07	01/01/20 to 31/03/20	X0001388	L0001236	0.00
019	22/11/2019	02100001	-56,00	ж	07	Sinking Fund	R0000629	Receipt	O Hop
060	29/11/2019	02100001	-50,00	К	07	Sinking Fund	R0000630	Receipt	
071	01/11/2019	012	0.00	ж		System Transfer	10004154		Show All
072	01/12/2019	012	0,00	ж		System Transfer	30004195		Show Presented
073	06/12/2019	02100001	-50,00	ж	07	Sinking Fund	R0000631	Receipt	· Show No Print
075	13/12/2019	02100001	-50,00	x	07	Sinking Fund	R0000633	Receipt	
078	20/12/2019	02100001	-50.00	x	07	Sinking Fund	R0000634	Receipt	15 items
079	27/12/2019	02100001	-5,00	х	07	Sinking Fund	RA000635	Receipt	in the second se
115	13/02/2020	012	D/00	x		Balancing Entry	/0004260		
119	27/02/2020	02100001	255.00	ж	-07	01/04/20 to 30/06/20	80001212	L0001296	
129	06/08/2020	02100012	50,00	ж.	18	Arrears Notice Fee	\$40000190 X	-1	
132	20/08/2020	02100012	-50.00	×	18	Arrears Notice Fee	8.40000190 V		

2. Highlight the account you wish to change hidden transactions 'X' back to 'P'

🧧 Trans	action Report M	lanager -								- 🗆 ×
Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		/ Select
000	01/10/2019	02100001	-250.00	Х	07	Brought Forward	J0004093			
013	04/10/2019	02100001	-5.00	Х	07	Sinking Fund	RA000619	Receipt		Remove All Flags
057	22/11/2019	02100001	255.00	Х	07	01/01/20 to 31/03/20	10001188	L0001236		<u> </u>
059	22/11/2019	02100001	-50.00	Х	07	Sinking Fund	R0000629	Receipt		Help
060	29/11/2019	02100001	-50.00	Х	07	Sinking Fund	R0000630	Receipt		
071	01/11/2019	012	0.00	х		System Transfer	J0004194			Show All
072	01/12/2019	012	0.00	Х		System Transfer	J0004195			O Show Presented
073	06/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000631	Receipt		Show No Print
075	13/12/2019	02100001	-50.00	Х	07	Sinking Fund	R0000633	Receipt		
078	20/12/2019	02100001	-50.00	х	07	Sinking Fund	R0000634	Receipt		15 items
079	27/12/2019	02100001	-5.00	Х	07	Sinking Fund	RA000635	Receipt		
115	13/02/2020	012	0.00	х		Balancing Entry	J0004260			
119	27/02/2020	02100001	255.00	Х	07	01/04/20 to 30/06/20	10001212	L0001296		
129	06/03/2020	02100012	50.00	х	18	Arrears Notice Fee	M0000190 X	-3		
132	20/03/2020	02100012	-50.00	х	18	Arrears Notice Fee	M0000190 Y			
Ba	tch Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		- Save
0	57 22/11/2019	02100001	355.00	P	01	01/01/20 to 31/03/20	10001176	L0001188	~	
0	57 22/11/2019	02100001	255.00	Х	07	01/01/20 to 31/03/20	10001188	L0001236		5 Close
0	59 22/11/2019	02100001	-50.00	Х	07	Sinking Fund	R0000629	Receipt		
0	60 29/11/2019	02100001	-50.00	Х	07	Sinking Fund	R0000630	Receipt		
0	73 06/12/2019	02100001	-50.00	Х	07	Sinking Fund	R0000631	Receipt		
0	75 13/12/2019	02100001	-50.00	Х	07	Sinking Fund	R0000633	Receipt		
0	78 20/12/2019	02100001	-50.00	Х	07	Sinking Fund	R0000634	Receipt		
0	79 27/12/2019	02100001	-45.00	P	01	Administrative Fund	R0000635	Receipt		
	79 27/12/2019	02100001	-5.00	x	07	Sinking Fund	RA000635	Receipt		
	89 03/01/2020	02100001	-50.00	P	01	Administrative Fund	R0000641	Receipt	_	
	07 10/01/2020	02100001	- 50.00	6	01	Administrative Fund	P0000644	Perceipt	~	
Select an	account code,	then tag records	to set/unset th	e No l	Print flag for	transaction reports				

- 3. Click on 'Select'
- 4. This will show all transactions that have been set to 'X' for the selected account
- 5. 'Tag' the transactions you would like to un-hide by clicking the 'Tag' column. The sum of the transactions <u>must</u> equal zero

- 6. Click on 'Save' to apply the change
- 7. After saving, each tagged transaction will now have the flag set to 'P' and will appear on Transaction Lists, Ledger cards etc.

**Important Note** – 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, <u>both</u> 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.

	Batch	Date	Code	Amount	Flag	Inv. Code	Description	Reference	ExtraDetails		- Save
C	000	01/10/2019	02100001	255.00	Р	07	01/10/19 to 31/12/19	10001164	L0001224	^	
$\sim$	000	01/10/2019	02100001	-250.00	Ρ	07	Brought Forward	J0004093			S Close
	059	22/11/2019	02100001	-50.00	Ρ	07	Sinking Fund	R0000629	Receipt		
	127	02/03/2020	02100001	-50.00	Ρ	07	Sinking Fund	R0000653	Receipt		
	055	15/11/2019	02100001	-50.00	Х	01	Administrative Fund	R0000627	Receipt		
	049	08/11/2019	02100001	-50.00	Х	01	Administrative Fund	R0000626	Receipt		
	042	01/11/2019	02100001	-50.00	Х	01	Administrative Fund	R0000625	Direct Dep.		
	036	25/10/2019	02100001	-50.00	Х	01	Administrative Fund	R0000623	Receipt		
	035	18/10/2019	02100001	-50.00	Х	01	Administrative Fund	R0000622	Receipt		
	019	11/10/2019	02100001	-50.00	Х	01	Administrative Fund	R0000621	Receipt		
Ø	013	04/10/2019	02100001	-5.00	Х	07	Sinking Fund	RA000619	Receipt		
10	111	10/02/2020	02100001	-50.00	Х	01	Administrative Fund	R0000649	Receint	$\sim$	
Tag	ged item	s with presente	d and/or no pri	nt status mus	t sum	to zero					