



Search a Report of Transaction Changes Made in Strata Master

Summary

Learn how to locate a record of transaction changes in Strata Master. The record will show transactions edited after processing along with date and time of the change being made. Details of the user who made the changes may be found in the search/edit transaction screen.

Locate the Record of Changes

1. Navigate to Reports > Audit Trail reports.
2. Tick the box beside 'Transaction' and enter a date range to search for a an edit or change **Note:** This is not the date of the original transaction.

Audit Trail Reports

EXIT

Change period

Start date 04/06/2024

End date 04/07/2024

Individual owners corporation Multiple owners corporations

GST unregistered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Strata Plan 7777
Oscar Academy
1 Oscar Street
ST LEONARDS NSW 2065

Data item

Transaction

Bank Account

Creditor

Corp

Lots

Contacts

Meetings

Direct Debit

GST

Agency

3. Click the preview button.

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EXIT

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4. When the report opens, the transactions edited through that date range will be listed.

The original details of the transactions are given.



Audit Trail
Start Date: 04/06/2024
End Date: 04/07/2024

Action	User	Date changed	Data item	Field name	Old value	New value
Update	TEST	04/07/2024 3:39:25 PM	Transaction	Dr.Acct	164800, Maint Bldg--Electrical - General	165000, Maint Bldg--Electrical Lamps & Tubes - General
Further Info: Invoice: \$265 (GST \$0), 02/02/2022, Ref.99696, Plan 7777						
Update	TEST	04/07/2024 3:42:41 PM	Transaction	Dr.Acct	178400, Maint Grounds--Lawns & Gardening - General	179000, Maint Grounds--Plants & Trees - General
Further Info: Invoice: \$520 (GST \$0), 28/03/2022, Ref.665544, Plan 7777						

The new details are also given along with the date and time of the change.



Audit Trail
Start Date: 04/06/2024
End Date: 04/07/2024

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5. You have the option to save, email or print the report. You are able to save as an excel, csv, word or pdf file.



6. Navigate to Accounting > Adjustments > Search/edit Transactions.

7. Enter date range for the transactions and note the user who was logged in and made the change.

Search/Edit Transactions

Other Search Criteria

Manager: *Select All

Date: 02/02/2022 To: 04/04/2022

Amount: 265.00 GST: []

Type: *Select All Status: *Select All Group: *Select All

Reference: [] Item type: *Select All

Plan No.	Date	Group	DR account	CR account	Amount	GST	Type	Status	Reference	User
7777	02/02/2022	None	Maint Bldg-Ele...	Creditors-Other...	265.00	NIL	Invoice	Paid	99696	TEST
7777	02/02/2022	None	Maint Bldg-Fire...	Maint Bldg-Ele...	265.00	NIL	Journal	Normal	57	TEST

04/07/2024 6:16 pm AEST