Transaction List

refers to:
Accounts menu → transaction list

This details All Transactions, or a list of chosen Transaction Types within a specified date period. **Print will** generated a report that details the **Account, Name** of the Client, **Date of Transaction**, **Transaction Type** and **Amount**.

- **Double clicking** on a line from the transaction list gives more detailed breakdown of each transaction.
- Use the **Video** buttons to move through the Transaction list.
- **Print** opens a report and to print click the printer icon icon.

IFrom 2.23.1+ if users have the right they will also be able to see the Unathorise and Bulk Unauthorise buttons which will allow them to unauthorise individually or in bulk for one account code (you will be prompted to select the account code and date range). The Invoices will then be put back to the Accounts - Authorise Invoices view, once the invoices are re-authorised the original PDFs will be replaced with the new ones.

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