

- **This is the Ledger Link**
The Ledger displays all transactions (income and expenses) for whichever Property is selected in the Property Selector. If “All” is selected than all transactions appear for all properties and a column (after Transaction ID) to indicate what property it belongs to is also included. They can also add transactions from this link (income or expenses) for things that wouldn’t be tracked elsewhere in the system. I would like them to have the ability to Show/Hide Columns from the Ledger Settings (system wheel) and have the “System ID” hidden on default.. The attachments column would show a paperclip if there are attachments to the transaction (that would open if the paperclip is clicked).
- Transactions would come from: Invoices, Maintenance Expenses, Capital Improvement Expenses, Vendor Expenses, Funds, Salary Expenses, etc. These would also be hyperlinked to the Invoice/etc.
- They should be able to select how many entries to show before pagination, and filter by Income, Expense, or Both with the default set to “Both”. Advanced Filters should also be included to filter by Type and/or category.
- Options would include: View (to see the transaction in a pop-up), Edit—to Edit the Transaction, Go-To (takes them to the transaction in the system), Download (downloads a PDF of the Transaction and its attachments), Print (prints the transaction), Delete (deletes the transaction—a warning should appear that this will delete it from its original place in the system).
- The “Budget Column” would show the Budgeted Account on the Top Line with the Parent/Child Line Item Names on the Second Line. Each would be in a different color to signify what they are.

\$

Ledger

NOT SHOWN: Columns for “Purchase Order” (after Attachments Column) and “Work Order” (after Description Column)

+

\$

Add Transaction

BALANCE: \$649.98

TOTAL INCOME: \$2,850.00

TOTAL EXPENSES: \$2,200.02

CSV

PDF

SHOW

TYPE

<div><div></div><div>System ID:</div></div>	<div><div></div><div>Date:</div></div>	<div><div></div><div>Transaction ID:</div></div>	<div><div></div><div>Transaction:</div></div>	<div><div></div><div>Description:</div></div>	<div><div></div><div></div></div>	<div><div></div><div>Amount:</div></div>	<div><div></div><div>Budget:</div></div>	<div><div></div><div>Account:</div></div>	<div><div></div><div>Category:</div></div>	<div>Type:</div>	<div>Options:</div>
<div><div></div><div>T-541253652145874</div></div>	<div><div></div><div>5/28/2022</div></div>	<div><div></div><div>INV45124</div></div>	<div><div></div><div>Edwards, James—Rent (Unit B)</div></div>	<div><div></div><div>2023 June</div></div>	<div><div></div></div>	<div><div></div><div>\$1,000.00</div></div>	<div><div></div><div>Rent Rent</div></div>	<div><div></div><div>US BANK</div></div>	<div><div></div><div>Unit B</div></div>	<div>Rent</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div>T-485129653875412</div></div>	<div><div></div><div>5/24/2022</div></div>	<div><div></div><div>INV25413</div></div>	<div><div></div><div>McLean, Mateo—Rent (Unit A)</div></div>	<div><div></div><div>2023 June</div></div>	<div><div></div></div>	<div><div></div><div>\$1,250.00</div></div>	<div><div></div><div>Rent Rent</div></div>	<div><div></div><div>US BANK</div></div>	<div><div></div><div>Unit A</div></div>	<div>Rent</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div>T-986535214582145</div></div>	<div><div></div><div>3/16/2022</div></div>	<div><div></div><div>VND854120</div></div>	<div><div></div><div>Turf Bros.</div></div>	<div><div></div><div>Turf for the Side</div></div>	<div><div></div><div></div></div>	<div><div></div><div>-\$2,152.50</div></div>	<div><div></div><div>Maintenance Exterior: Enhancements</div></div>	<div><div></div><div>BANK OF AMERICA</div></div>	<div><div></div><div>Landscaping</div></div>	<div>Capital Improvement</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div>T-585652154785431</div></div>	<div><div></div><div>2/15/2022</div></div>	<div><div></div><div>TRNS444</div></div>	<div><div></div><div>Petty Cash</div></div>	<div><div></div><div>For Supplies</div></div>	<div><div></div><div></div></div>	<div><div></div><div>-\$47.52</div></div>	<div><div></div><div>Maintenance Supplies</div></div>	<div><div></div><div>US BANK</div></div>	<div><div></div><div>Supplies</div></div>	<div>Expense</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div>T-546853215487539</div></div>	<div><div></div><div>1/12/2022</div></div>	<div><div></div><div>INV120855</div></div>	<div><div></div><div>Edwards, Sean—Other (Unit C)</div></div>	<div><div></div><div>Security Deposit</div></div>	<div><div></div></div>	<div><div></div><div>\$600.00</div></div>	<div><div></div><div>Rent Deposits</div></div>	<div><div></div><div>CHASE</div></div>	<div><div></div><div>Unit C</div></div>	<div>Deposits</div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

BULK ACTIONS:

EXPORT to CSV

GO

Total Transactions: 5

Total Expense Transactions: 2

Total Income Transactions: 3

-Transaction ID (would be either the INV_PREFIX INVOICE_NUMBER or VND_PREFIX VND_TRANSACTION_NUMBER or TRANS_PREFIX TRANSACTION_NUMBER

-Transaction will often be generated by the system using several fields from the invoice it comes from. Depending on the Transaction this would either list : VENDOR_BUSINESS_NAME "TENANT_LAST_NAME, TENANT_FIRST_NAME - RENT (UNIT)", "TENANT_LAST_NAME, TENANT_FIRST_NAME - OTHER (UNIT)", or TRANSACTION_TITLE.

-DESCRIPTION - Depending on the Transaction, this would either be: VNDTRANSACTION DESCRIPTION, "RENT_YEAR RENT_MONTH", TRANSACTION_DESCRIPTION

CATEGORY - this would either be the TRANSACTION_CATEGORY_INC or TRANSACTION_CATEGORY_EXP depending if it is an income or expense transaction.



Add a Transaction

Type*:

INCOME

ID:

AUTOGENERATED

Vendor*:

+

-OR-

Transaction Name*:

Description:

They either have to list a Vendor OR type in a transaction name. The Vendor would be a drop down of the Vendors in the System. They would also have the ability to add a Vendor from here.

Amount*:

Account*:

US BANK

Budget:

Category*:

Supplies

Purchase Order:

Work Order:

For EXPENSES they will be able to select a Purchase Order Number and/or a Work Order Number. The Drop downs would be active #'s in the System with their titles. Purchase Orders can only be associated with a single expense, but Work Orders can be associated with multiple.

Transaction Files:

Upload Files



Flooring Care



Transaction Notes:

FULL HTML EDITOR

SAVE

BULK ACTIONS (these are bulk actions that can be done when more than one Transaction is checked)

- ***EXPORT to CSV:*** This would just export the overview of the selected to a CSV file
- ***EXPORT to PDF:*** This would just export the overview of the selected to a PDF file
- ***DOWNLOAD:*** would download all the selected as PDFS with their attachments in a zip folder
- ***PRINT:*** prints selected transactions and their attachments
- ***DELETE:*** this would delete them from the owners system—if they have active leases then they cannot be deleted. A confirmation warning should come up to show that this cannot be undone.

ICON MAP:

Ledger: [*finance-ledger*](#)

Edit: [*system-edit*](#)

View: [*system-view*](#)

Go-to: [*system-go-to*](#)

Download: [*system-download*](#)

Print: [*system-print*](#)

Delete: [*system-trashcan*](#)

Download CSV: [*system-download-csv*](#)

Download PDF: [*system-download-pdf*](#)

Paperclip: [*system-paperclip*](#)

Settings: [*system-settings-wheel*](#)

Transaction: [*finance-transaction*](#) **Add Transaction:** [*finance-transaction-add*](#)