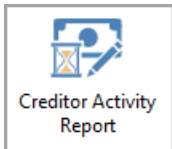


Payment Reporting

Last Modified on 27/06/2024 3:57 pm AEST

StrataMax has several reports available detailing payment information. These reports are useful to refer to prior to uploading payments to the bank or to assist with identifying paid invoices and processed payments.

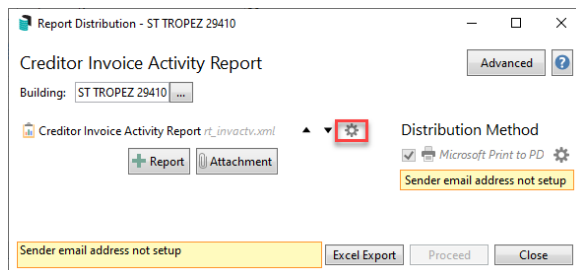
Invoice/Creditor Activity Report

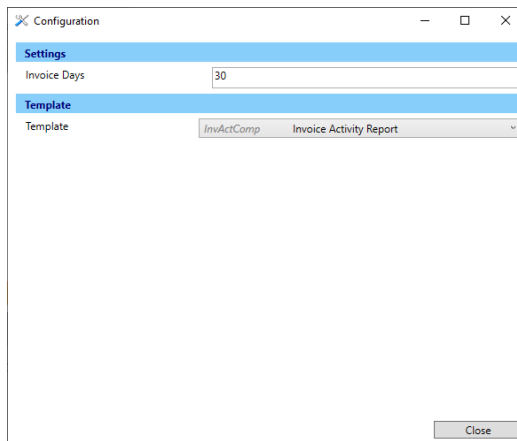


The *Invoice/Creditor Activity Report* will report all invoices, paid or unpaid, for a specific period (using the *creditor invoice* date), based on the number of days set and is not limited to current and old year - the date range can be entered for historical year invoices also. The **Creditor Activity Report** can be accessed via the icon.

To configure the number of days that the report will use for the report, you must change the 'Set Invoice Activity Days' setting, which is located under the configuration cog. Also the setting 'Set Invoice Activity Days for StrataMax Web Site', which affects the report displayed on the *StrataMax Portal* is located under **Creditor Management**. The **Creditor Activity Report** can be produced on a *global basis* and is also *available for upload* to the StrataMax Portal.

1. Search or select **Creditor Activity Report**.
2. Set printing preference using the radio button for *Screen, Printer, or Excel*.
 - Ensure you have the correct *Printer* and *Paper Source* if you intend to print the report.
3. Click *OK* to produce the report.
 - Configure the number of days for the report by clicking on the cog to produce the Configuration and reviewing *Invoice Days*.





Example of Invoice Activity Report

The period date range is displayed in the top right hand corner and if the Creditor Invoice Date falls in this range the invoice will report.

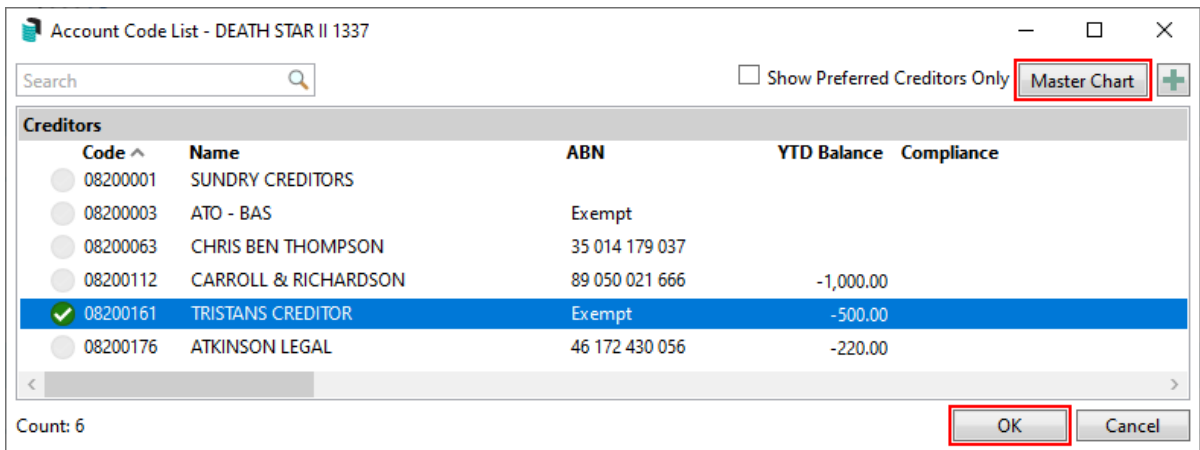
Date	Creditor A/c	Creditor Name	Amount	Expense A/c	Expense Name	Details	Ref Num	Invoice No	Paid?
Invoice Activity Report									
09/09/2021 to 08/12/2021									
BUILDING FORMAT PLAN NO. 2021									
Invoices Processed and On Hold									
15/10/2021	08200358	Lana Maintenance	350.00	13010	Caretaker	June 2021	D0000006	454	On Hold
Total Processed and On Hold			350.00						
Invoices Processed and Paid									
26/10/2021	08202467	Lana Gardening	110.00	13905	Garden & Grounds	Garden & Grounds	D0000007	4578	Paid
Total Processed and Paid			110.00						

Unpaid Creditor Invoices Report

The *Unpaid Creditor Invoices Report* displays the details of all the invoices for all your buildings that have been saved in **Creditor Invoices**, but have yet to be paid. It has been designed to be produced so that you can check all the details are correct before processing the **Payments**.

A Global Unpaid Creditors Invoices Report is able to be reported to Excel prior to the global payment process for a quick review to check amounts, payment methods, Biller Codes, and if an invoice is on hold or if there are sufficient funds to pay.

1. Search or select **Unpaid Creditors Invoice Report**
2. Click the ellipsis button next to the *Buildings* field to open the building selector screen, then tag the required buildings to be included in the report, and click the *Select* button.
 - o Multiple or all buildings can be selected (**CTRL + A** to tag all).
3. By default all creditors will be selected, but by clicking the magnifying glass button, you can select specific creditors - simply tag them and click the *OK* button.



- Click the *Master Chart* button to reveal the global creditor list if necessary.
 - Click the green 'plus' button to quickly add a new creditor if needed.
 - Multiple or all creditors can be selected (*CTRL + A* to tag all).
4. A *Start Date* can also be selected as well if required.
 5. Click the *Proceed* button to display the *Report Setup* screen
 - Select the required radio button to output the report on *Screen, Printer* or *Excel*. Excel will include more column information, including the 'Status' (Pay vs On Hold), Account Information, BPay Detail and the Cash at Bank as examples.
 - Click the *Preview* button if you would like to simply preview the data.
 6. Click *OK* to produce the report or preview.

Unpaid Creditors Invoices Report							
Report Total: -1720.00							
Building No.	Building Name	Account No.	Account Name	Reference No.	Invoice Number	Amount	Pay By
1337	DEATH STAR II	08200112	CARROLL & RICHARDSON	D0000001	0001	-1000.00	EFT
1337	DEATH STAR II	08200161	TRISTANS CREDITOR	D0000003	00002	-500.00	EFT
1337	DEATH STAR II	08200176	ATKINSON LEGAL	D0000002	000001	-220.00	EFT
Total						-1720.00	

Page 1

Example of Unpaid Creditor Invoices Report

Example of Column headers for Excel Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Building #	Building Name	Invoice Date	Entered Date	Creditor A/c	Creditor Name	Amount	Creditor Balance	Ref Number	Invoice No	Pay Method	Status	BSB	Bank Acct No	BPAY Biller	BPAY CRN	Cash At Bank	Account Manager	Created By	Source

Payments Management - Searching & Filtering

Refer to our article on [Payments Management](#) for further details.

EFT Authority Report

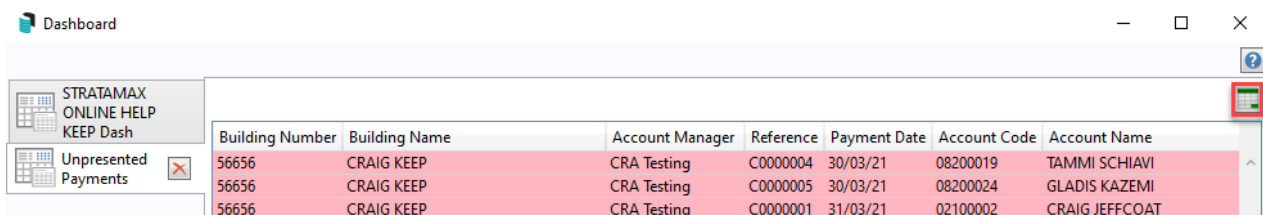
See the [EFT Manager](#) article for more info.

Unpresented Payments and Receipts Report (global)

This report will detail all [Unpresented Payments and Receipts](#). This is ideal for identifying any stale cheques, receipts that have been presented at the Bank, or EFT payments that may not have processed correctly. A global report can be produced to Excel on the Unpresented Payments and Receipts using the [Dashboard](#) option for 'No. Days Oldest Receipt Remains Unpresented' and 'No. Days Oldest Payment Remains Unpresented'.

1. Click on the Dashboard item for either 'No. Days Oldest Receipt Remains Unpresented' and 'No. Days Oldest Payment Remains Unpresented'.
2. Results can be exported to *Excel* by clicking on the Excel icon in the top right.

To create the Dashboard items review our instructions [here](#).



Building Number	Building Name	Account Manager	Reference	Payment Date	Account Code	Account Name
56656	CRAIG KEEP	CRA Testing	C0000004	30/03/21	08200019	TAMMI SCHIAVI
56656	CRAIG KEEP	CRA Testing	C0000005	30/03/21	08200024	GLADIS KAZEMI
56656	CRAIG KEEP	CRA Testing	C0000001	31/03/21	02100002	CRAIG JEFFCOAT

Search Payments

The **Search Payments** icon offers customisable fields so that you can create a report to meet your requirements. View our article on [Search Payments](#) for further details.

1. Search or select **Search Payments**.
2. Adjust Fields as required.
3. Click *Advance* and review *Columns*.
4. Click *Export* to create report into Excel.