Payment Reporting

Last Modified on 02/10/2026 12:56 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.

Search Creditor Invoice is used to review warnings or balance issues on Creditor Invoices, as well as to Reverse or Re-create invoices when edits or adjustments are required, and can provide a custom built Excel report which is an alternative to the below PDF reports.

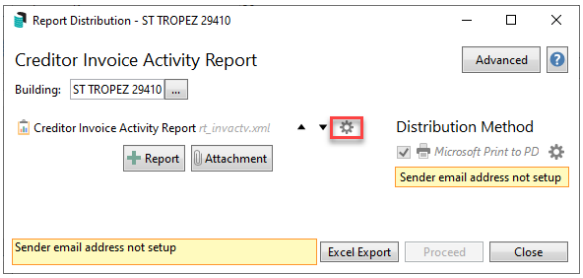
Invoice/Creditor Activity Report

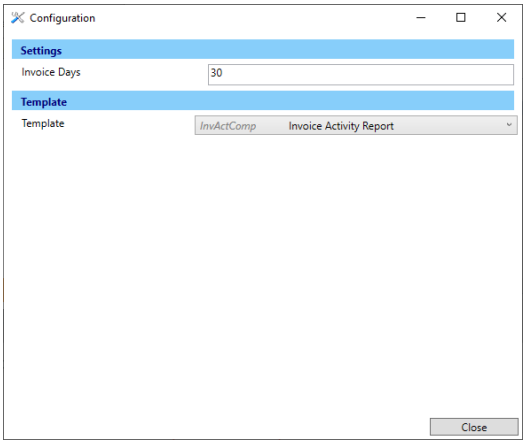


The *Invoice/Creditor Activity Report* will report all invoices, paid or unpaid, for a specific period (using the *creditor invoice* date), based on the number of days set and is not limited to current and old year - the date range can be entered for historical year invoices also. The ***Creditor Activity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

Page 1 — Invoice Activity Report — 09/09/2021 to 08/12/2021

BUILDING FORMAT PLAN NO. 2021

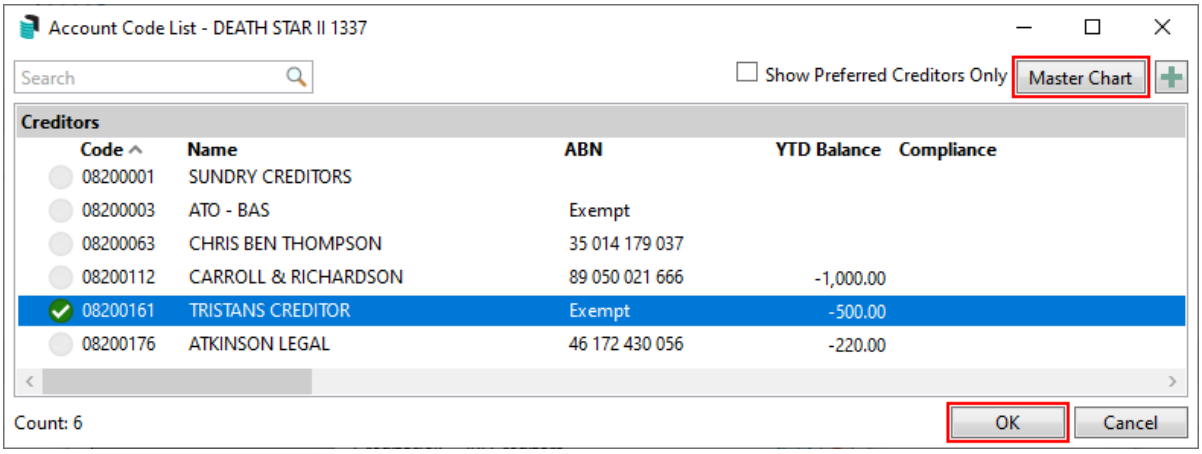
Date	Creditor A/c	Creditor Name	Amount	Expense A/c	Expense Name	Details	Ref Num	Invoice No	Paid?
		Invoices Processed and On Hold							
15/10/2021	08200358	Lana Maintenance	350.00	13010	Caretaker	June 2021	D0000006	454	On Hold
		Total Processed and On Hold	**350.00**						
		Invoices Processed and Paid							
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 | Local

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***.

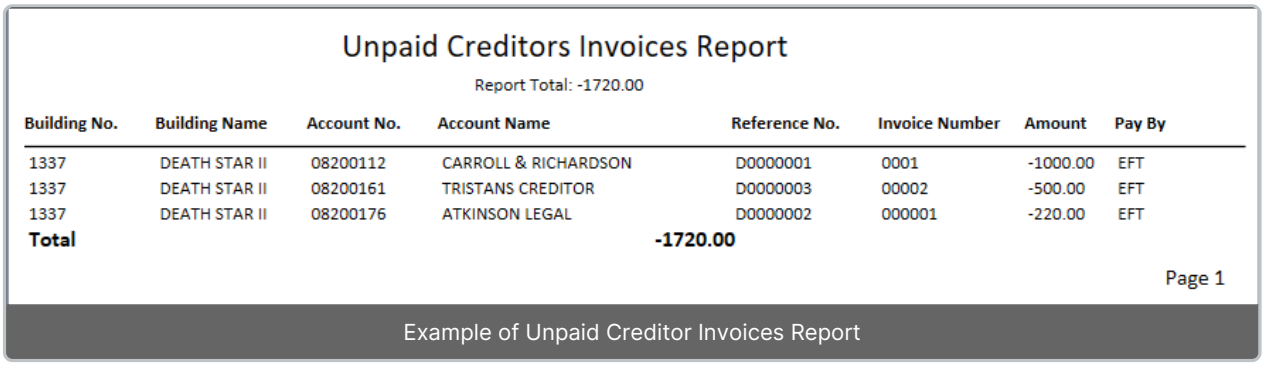
> In order to access the ***Unpaid Creditors Invoice Report*** screen, you will need appropriate permission in ***Security Setup***, under the 'Menu' folder called 'Unpaid Creditor Invoices Report'.

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.
    - 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

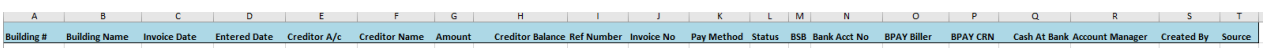
Report Total: -1720.00

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

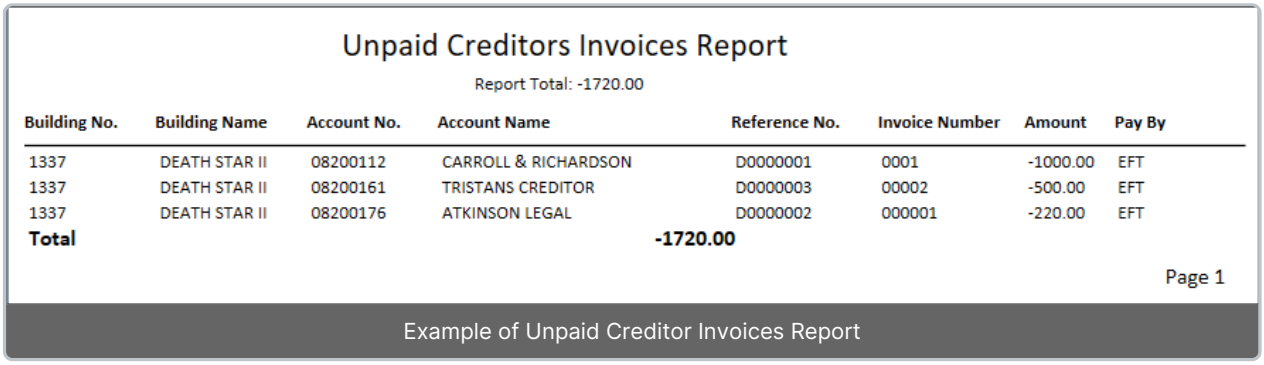


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Building #	Building Name	Invoice Date	Entered Date	Creditor A/c	Creditor Name	Amount	Creditor Balance	Ref Number	Invoice No	Pay Method	Status	BSB	Bank Acct No	BPAY Biller	BPAY CRN	Cash At Bank	Account Manager	Created By	Source

Unpaid Creditors Invoice Report | Global

The *Unpaid Creditors Invoices Report* provides a review of invoices entered for payment, but have yet to be paid. It's useful to produce before processing a global payment to ensure all details are correct and as

expected. There are two template styles to select from, with one offering all items that are outstanding, bank balance and the overdraft limit.



Unpaid Creditors Invoices Report

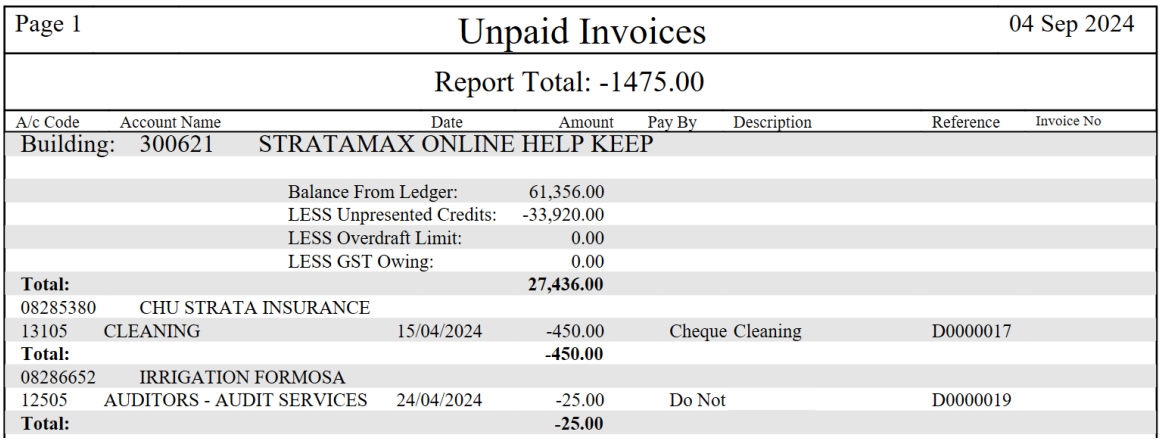
Report Total: -1720.00

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 Template titled ***Unpaid Creditor Invoices Report by Creditor***:

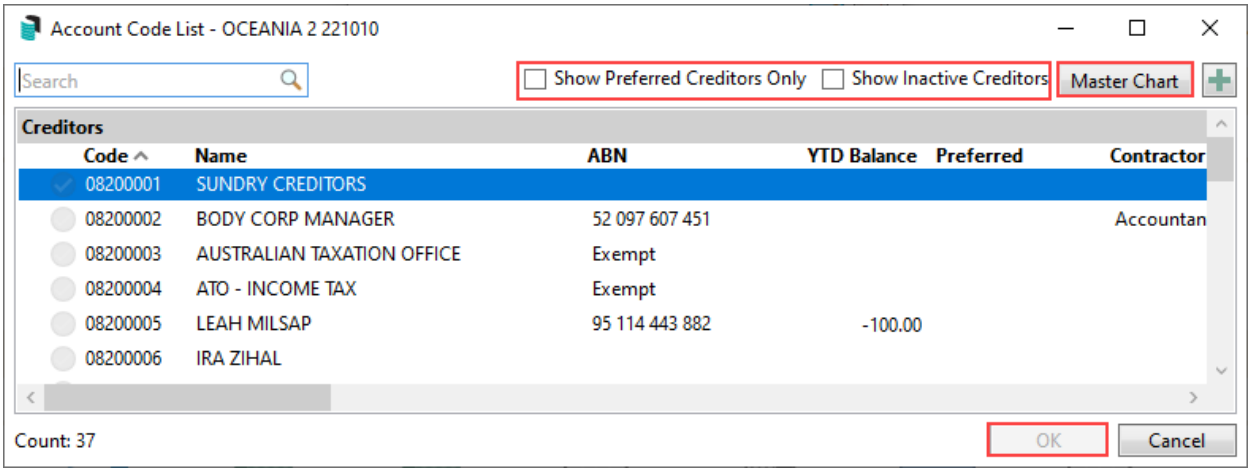


Page 1 — Unpaid Invoices — 04 Sep 2024

Report Total: -1475.00

A/c Code	Account Name	Date	Amount	Pay By	Description	Reference	Invoice No
Building: 300621	STRATAMAX ONLINE HELP KEEP						
		Balance From Ledger:	61,356.00				
		LESS Unpresented Credits:	-33,920.00				
		LESS Overdraft Limit:	0.00				
		LESS GST Owing:	0.00				
Total:			**27,436.00**				
08285380	CHU STRATA INSURANCE						
13105	CLEANING	15/04/2024	-450.00		Cheque Cleaning	D0000017	
Total:			**-450.00**				
08286652	IRRIGATION FORMOSA						
12505	AUDITORS - AUDIT SERVICES	24/04/2024	-25.00		Do Not	D0000019	
Total:			**-25.00**				

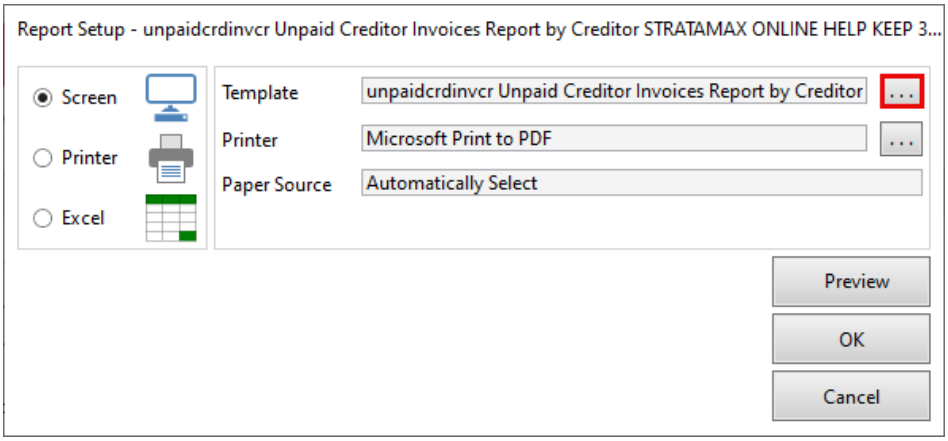
1. Search or select ***Unpaid Creditor Report (Global)***.
2. Click the ellipsis button next to the *Buildings* field to open the building selector menu, tag the required buildings to be included in the report, and click the *Select* button.
    - The single building option is available to run this report from when opening this area.
    - 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 tag specific creditors and click the *OK* button.
    - Multiple or all creditors can be selected (*CTRL + A* to tag all).
    - Click the *Master Chart* button to reveal the global creditor list if necessary.
    - Click *Show Preferred Creditors Only* to show the preferred creditors list.
    - Click *Show Inactive Creditors* to display the creditors marked as I (*Inactive*) in field *Prompt, Preferred, Banned*.



1. A *Start Date* can also be selected as well if required.
2. Click the *Proceed* button to display the *Report Setup* screen
    - Select the required radio button to output the report on*Screen*, *Printer* or *Excel*.

      Note: Excel will include additional information: Status (Pay/Hold), BSB/Bank Account Number, BPAY CRN, available cash balance.
    - Click the *Preview* button if you would like to simply preview the data.
    - Click the ellipse *[...]* to change the Template style, select the Template and click*Select as Global* or *Select as Local* as required.

      Note: Unpaid Creditor Invoices Report by Creditor will offer the following:
        - A sub-Total for each Creditor.
        - Bank Balance total.
        - Bank Balance by fund.
        - Overdraft Amount.



3. Click *OK* to produce the report or preview.

Payments Management - Searching & Filtering

Refer to our article on ***Payments Management*** for further details.

EFT Authority Report

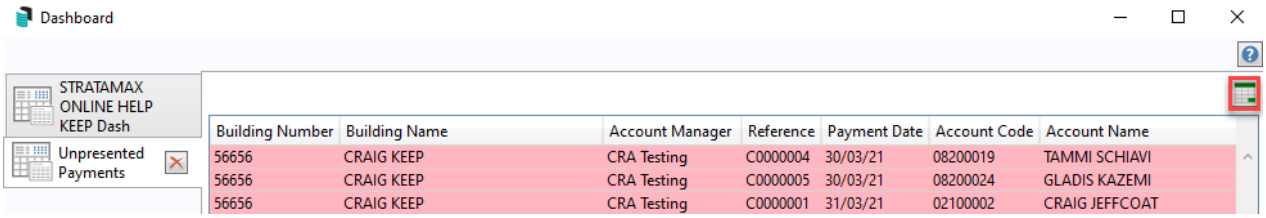
See the ***EFT Manager*** article for more info.

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 instructionshere.



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.