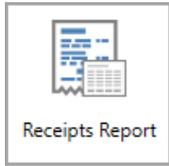


Receipts Report

Last Modified on 05/03/2026 12:22 pm AEST



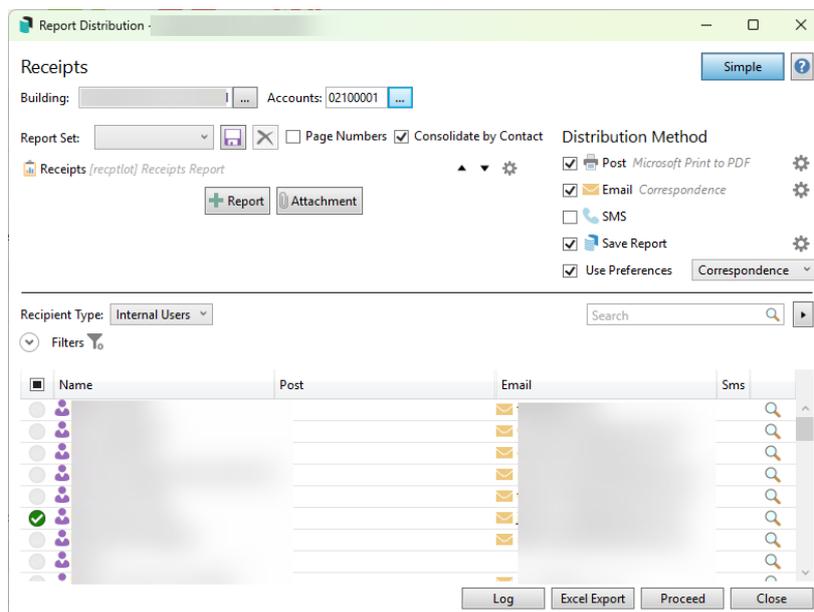
The instructions in this article relate to the **Receipts Report** located by searching or selecting from StrataMax.

The Receipts Report provides a list of all receipts recorded within a selected date range. Users can choose which accounts to include and whether to show bank direct deposits and non-bank receipts. The report can be viewed internally or generated for specific recipients by selecting the required contact type. This report is useful for reviewing incoming funds, checking transactions against selected accounts, and providing receipt details to internal users or other recipients.

Receipts Report

The Receipts Report will list all receipts for a specified period and include options to include selected accounts.

1. Search or select **Receipts Report**.
2. Click the cogwheel to set the Start and End dates. The two settings, *Include Bank Direct Deposits* and *Include Non-Bank Receipts*, will be ticked by default. Click *Close*.
3. In the *Accounts* area, tag the *Accounts* required.
4. Click *Proceed* to view the internal user's receipts report.
5. If this is to be sent to a different recipient type, adjust to the required type and tag the contact. Click *Proceed* to generate the receipts report for that contact.



Example Report

Date: 03 March 2026

RECEIPTS LOT REPORT

Page No 1

STRATAMAX ONLINE HELP KEEP CTS 1521

Date	A/c Code	Lot	Name	Receipt No	Amount
28/02/26	02100003	3	Bertie Bubbles	R0000007	500.00