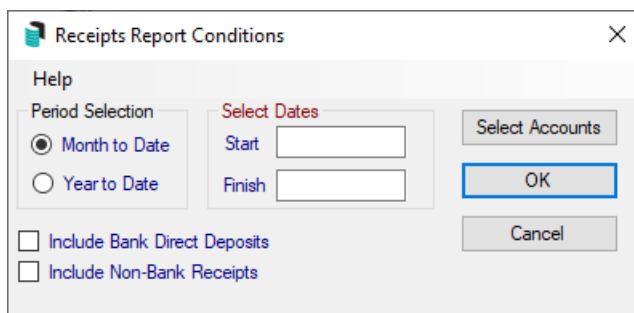# Receipts Report

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

The Receipt Reports will list all receipts by set period and has options to include selected account codes. This is completed on a per property basis.

Receipt Report

The Receipt Reports will list all receipts by set period and have options to include selected accounts. This is completed on a per property basis.

1. Search or select **Receipts Report**.
2. Enter in the specific dates if required.
3. Click on *Select Accounts* to tag specific accounts then click *OK*.
4. Set the Month to Date or Year to Date, Include Bank Direct Deposits and Non Bank Receipts or click *Select Accounts* and tag the accounts that you would like to report.

- Include Bank Direct Deposits – Income posted from the Bank Rec creating a Direct Entry record (D0000XX).

Receipt Report / Group Trust

Receipt Report/Group Trust is a group report which itemises each receipt completed, throughout the portfolio, with details referring to levy funds paid. This is setup in **Receipt Printing**.

1. Search or select **Receipts Report (Group/Trust)**.
2. Here you can change the starting or last receipt number (after each report the starting receipt number will change).
3. Click *Run Report*.
4. Select from Screen, Printer or Excel and then click *OK*.