Receipts Report

Last Modified on 17/02/2026 8:54 am AEST

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

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

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 receipts report for the internal user.
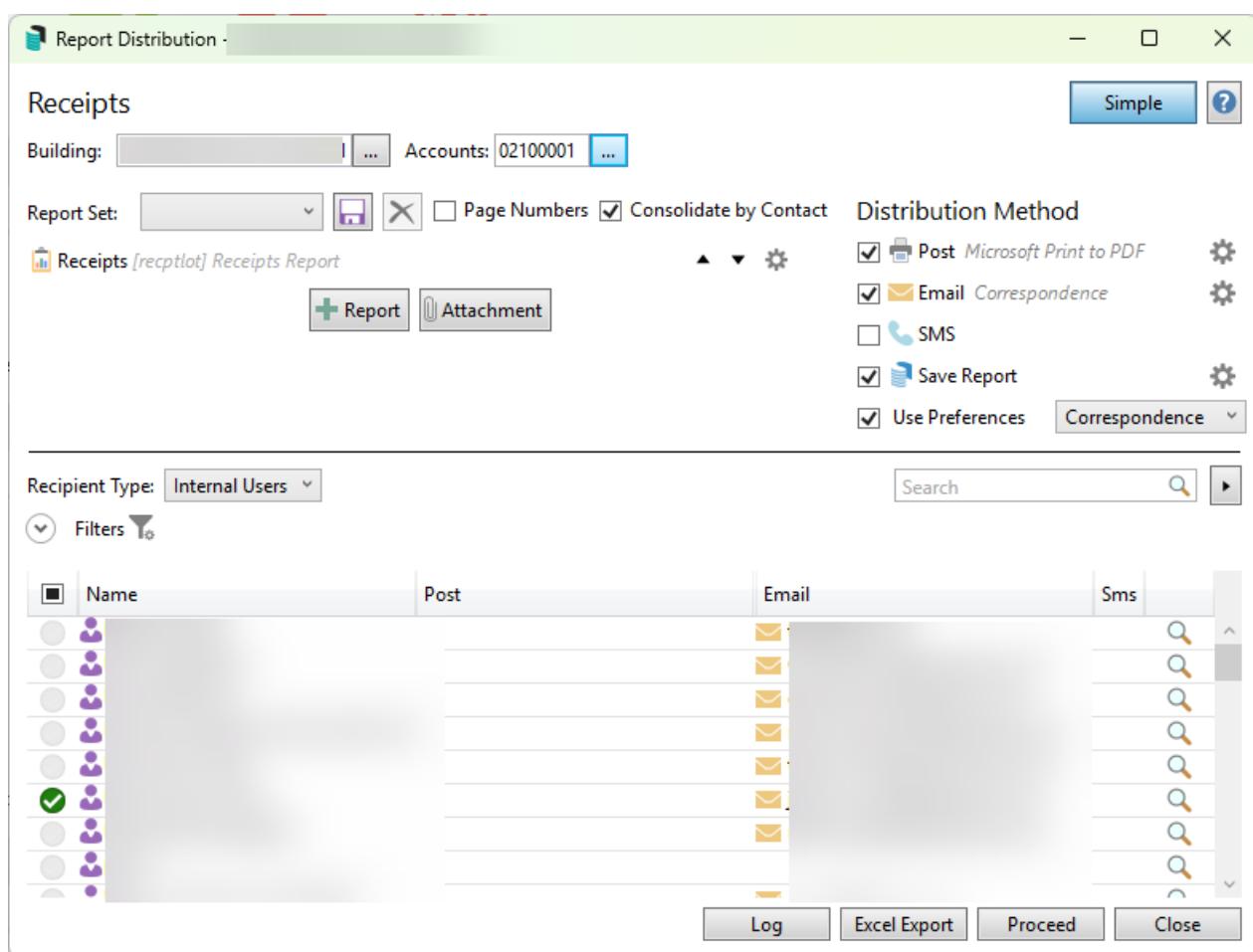
Receipts Report / Group Trust

Receipts 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*.