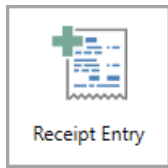


# Receipt Printing

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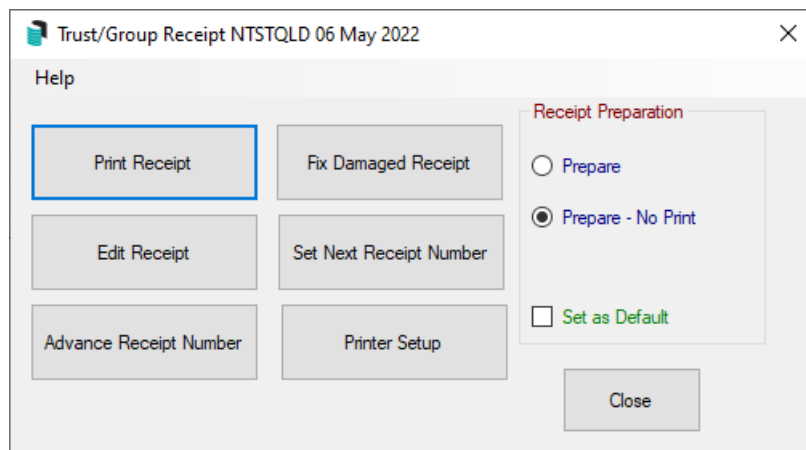


The instructions in this article relate to *Receipt Printing* available in the **Receipt Entry** screen. This icon may be located on the [StrataMax Desktop](#) or found using the [StrataMax Search](#).

This article outlines the instructions for printing and editing Trust Receipts. Receipts have two identification numbers. One is its *Group Number*, and the other is its *Local Number* - the number of the receipt inside the building it was prepared for. Both of these numbers are used in selecting the receipt for any of the functions outlined in this article.

To search for a particular receipt, at least one of these numbers needs to be known. Either the *Group Number* or the *Local Number* will suffice, or both if known. If using both numbers and there has been an error typed in the incorrect *Local Number* for the receipt, then the program will find the receipt that goes with the *Group Number* specified. If these details are unknown, you can produce a **Transaction List** for the debtor, and check the reference number column, which will display the receipt number associated to the account.

Receipts can only be printed for transactions that are entered as a Receipt. Direct transactions will not produce a receipt.



## Receipt Printing Setup

The information listed below will allow the setup of printing and preparation of these receipts.

1. Search or select **Receipt Entry**.
2. Select *Options > Trust Group Receipt Menu*.

3. Click the *Printer Setup* button and assign the designated printer and paper source. This will be done by clicking *Printer/Paper*.
4. Click *Close*.

## Receipt Preparation

The way in which receipts are prepared can be configured following these steps, and can be set to be the *default* preparation method.

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*
3. In the *Receipt Preparation* screen, select one of the following options:
  1. *Prepare*: Will prepare and prompt the user to print a new receipt each time it is saved.
  2. *Prepare - No Print*: Will prepare the receipt for printing at a later date, but will not prompt the user to print a new receipt immediately when it is saved.
  3. *Off*: Will not prepare any saved receipts for immediate or future printing.
4. Tick the *Set as Default* box then click *Close*.

## Receipt Form

The Receipt Form offers template selection which can be set. To review and set this complete the following:

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*
3. Select *Printer Setup* then select *Receipt Form*.
4. From the *Pick List* select the appropriate template then click *Select*.
5. When prompted '*Do you want to save this setting for a specific state?*' - Select *Yes* or *No*.
6. If *Yes* was selected, from the pick list; set the required state by clicking *Select* from the states.
7. Click *Close* once set.

## How to Print an Existing/Old Receipt

When *Receipt Preparation* has been configured to ***Prepare - No Print*** (on-screen confirmation can be reviewed from the bottom left of the ***Receipt Entry*** screen). When a receipt has been created, StrataMax will prepare the receipt data but will not prompt to print a receipt. The normal process for creating a receipt will apply, and the below detail is the additional steps to include to print a receipt :

1. Search or select ***Receipt Entry***.

2. Click *Options > Trust/Group Receipt Menu*.
3. Select *Print Receipt*.
4. In the 'Group Receipt Selection' window, select the receipt and click *OK*, which will print the receipt.
5. Click *Close* to exit.

## Edit Receipt Wording

These steps cover how edit the fields of information contained within a receipt.

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*
3. Select *Edit Receipt*.
4. In the 'Group Receipt Selection' window, select the receipt and click *OK*.
5. Amend the details as required and click *Print* to print the receipt.

## Advance Receipt Number

These steps explain how to reset the receipt numbers. This process will display the next current group receipt number and automatically places the next highest number within the setup screen, and allows for the next receipt number to be typed in.

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*
3. Select *Advance Receipt Number* then key in the new 'G' number (changing the last digits) then click *OK*.
4. Click *Close*.

## Fix Damaged Receipt

If a receipt has been damaged in anyway, the below process can be applied to assist in reprinting with a local receipt number.

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*
3. Select *Fix Damaged Receipt* and then select the receipt that requires correcting, then click *OK*.
4. When prompted to move to the next local receipt number, select *Yes*.
5. Select *Yes* to *Print Receipt Now* prompt.
6. Click *Close*.

## Set Advertisement

There is a function available to insert a custom made advertisement on the bottom of the receipt template. To obtain a created advertisement form, please contact Support. Please note that the file name and path cannot contain any more than 30 characters.

1. Search or select ***Receipt Entry***.
2. Select *Options > Trust Group Receipt Menu*.
3. Select *Printer Setup* then select *Advertisement*.
4. Type in the path and file name, click *OK*.
5. Click *Close*.