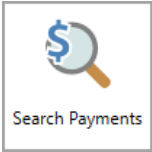


Search Payments

Last Modified on 09/06/2026 4:44 pm AEST



The instructions in this article relate to **Search Payments**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Payments is used to query payment records for a single building or across your portfolio. It reports on payments for a particular Creditor account and can also be used to search internal and external Remittance Advice Notes and EFT Batch Status details.

This search assists with reviewing payment activity, locating payment-related notes, and checking the status of submitted, reversed, or unauthorised EFT batches. Searches can be saved for continuous use, and the information can then optionally be exported to Excel or produced into a PDF-style document.

Searches

Many [search screens](#) use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search Payments | Security

To access **Search Payments**, the user must have permission set to *Allow* for *Search Payments* under the *Payments* category in **Security Setup**.

Search Payments | What it can report on

Search Payments reports on payment records for a Creditor account for the current building or across your portfolio. Depending on the search values selected, the results can be used to review payment details for a selected date or date range, including older or historic years.


This is useful when you need to check payment activity for a creditor, view internal and external Remittance Advice Notes, or search EFT Batch Status information for payments that have been submitted, reversed, or included in batches that have been created but not authorised.

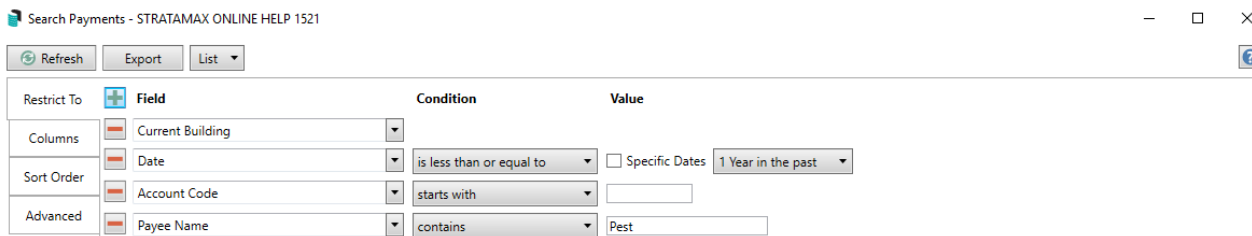
Search Payments | Recommended search examples

Review payments for a creditor account

This search can be used to review payments for a particular Creditor account for the current building.

1. Search for or select **Search Payments**.

2. Leave the default search values in place, including *Current Building*, *Date*, *Account Code*. Click the  to add further fields of restriction. For example, Payee Name will be the creditor's name.
3. Enter the data into the required fields and click *Refresh* to display the payment records.
4. Review the results, or export them to Excel if required.



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Refresh Export List

Restrict To	Field	Condition	Value
Columns	Current Building		
Sort Order	Date	is less than or equal to	<input type="checkbox"/> Specific Dates 1 Year in the past
Advanced	Account Code	starts with	
	Payee Name	contains	Pest

Current Building, Date is less than or equal to 1 Year in the past, Payee Name contains Pest, Sorted By Date Newest First, Amount Highest First, Limited to 1,000 records

Search payments across your portfolio or for a historic period

This search can assist with finding payment records across multiple buildings or across a wider date range.

1. Search for or select **Search Payments**.
2. Remove *Current Building* using the red minus button, or change it to another field as required.
3. Use the *Date* field to select the required date or date range, including an old or historic year.
4. Click *Refresh* to display the payment records.
5. Review the results for the required buildings or period.

View internal and external Remittance Advice Notes

This search can be used to view internal and external Remittance Advice Notes from **Search Payments**.

1. Search for or select **Search Payments**.
2. Add the fields **Note** and **Remittance Note** to the search.
3. From *Columns*, add **Note** and **Remittance Note** to the displayed columns.
4. Click *Refresh* to display the payment records with the note details.
5. If required, use *Save Search As* to save the search for repeat use.

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Refresh Export Advanced Saved Search: Remittance Notes

Restrict To: **Field** **Condition** **Value**

Columns: Current Building, Date, Account Code, Note, Remittance Note

Sort Order: Date (is on or after) 1 Year in the past

Advanced: Note (contains), Remittance Note (contains)

7 records displayed

Date	Account Code	Payee Name	Amount	Reference	Building Number	Building Name	Note	Remittance Note
20/05/2024	08286652	Formosa Irrigation	150.00	F0000007	300621	STRATAMAX ONLINE HELP		
24/04/2024	08202456	The	500.00	F0000004	300621	STRATAMAX ONLINE HELP		
24/04/2024	08202456	The	350.00	F0000005	300621	STRATAMAX ONLINE HELP		
15/04/2024	08200012	ABC Painting Co	444.00	F0000006	300621	STRATAMAX ONLINE HELP		
11/04/2024	08202456	The	1,380.00	F0000003	300621	STRATAMAX ONLINE HELP	Part Payment as per Chair recommen	
11/04/2024	08285380	CHU STRATA INSURANCE	1,000.00	C0000001	300621	STRATAMAX ONLINE HELP		
11/04/2024	08200012	ABC Painting Co	500.00	F0000002	300621	STRATAMAX ONLINE HELP	Example of Internal Note	Remittance Note

Load/Edit/Delete Search Save Search Save Search As Close

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Refresh Export Advanced Saved Search: Remittance Notes

Restrict To: Filter

Available Columns: Account Description, Account Manager, Cheque Book Reference, Credit Reference, Credit Remitter Name, EFT Batch Status, Email To, Id, Management Office, Paid To Account

Displayed Columns: Date, Account Code, Payee Name, Amount, Reference, Paid By, Is Printed/Emailed, Presented, Building Number, Building Name, Note, Remittance Note

7 records displayed

Date	Account Code	Payee Name	Amount	Reference	Building Number	Building Name	Note	Remittance Note
20/05/2024	08286652	Formosa Irrigation	150.00	F0000007	300621	STRATAMAX ONLINE HELP		
24/04/2024	08202456	The	500.00	F0000004	300621	STRATAMAX ONLINE HELP		
24/04/2024	08202456	The	350.00	F0000005	300621	STRATAMAX ONLINE HELP		
15/04/2024	08200012	ABC Painting Co	444.00	F0000006	300621	STRATAMAX ONLINE HELP		
11/04/2024	08202456	The	1,380.00	F0000003	300621	STRATAMAX ONLINE HELP	Part Payment as per Chair recommen	
11/04/2024	08285380	CHU STRATA INSURANCE	1,000.00	C0000001	300621	STRATAMAX ONLINE HELP		
11/04/2024	08200012	ABC Painting Co	500.00	F0000002	300621	STRATAMAX ONLINE HELP	Example of Internal Note	Remittance Note