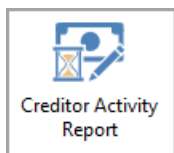


# Payment Reporting

Last Modified on 11/05/2026 10:46 am AEST

StrataMax has several reports available detailing payment information. These reports are useful to refer to prior to uploading payments to the bank or to assist with identifying paid invoices and processed payments.

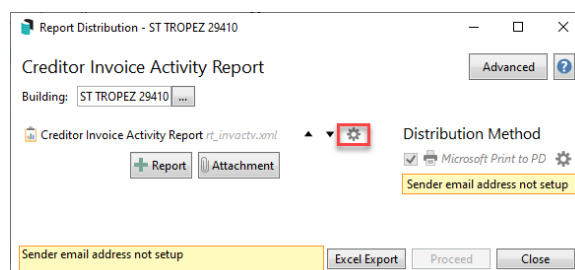
## Invoice/Creditor Activity Report

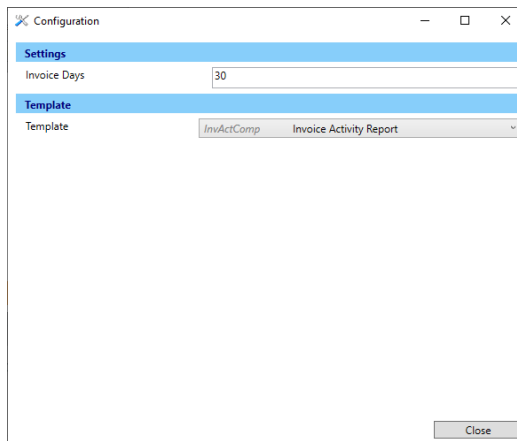


The *Invoice/Creditor Activity Report* will report all invoices, paid or unpaid, for a specific period (using the *creditor invoice* date), based on the number of days set and is not limited to current and old year - the date range can be entered for historical year invoices also. The ***Creditor Activity Report*** can be accessed via the icon.

To configure the number of days that the report will use for the report, you must change the 'Set Invoice Activity Days' setting, which is located under the configuration cog. Also the setting 'Set Invoice Activity Days for StrataMax Web Site', which affects the report displayed on the ***StrataMax Portal*** is located under ***Creditor Management***. The ***Creditor Activity Report*** can be produced on a *global basis* and is also *available for upload* to the StrataMax Portal.

1. Search or select ***Creditor Activity Report***.
2. Set printing preference using the radio button for *Screen*, *Printer*, or *Excel*.
  - Ensure you have the correct *Printer* and *Paper Source* if you intend to print the report.
3. Click *OK* to produce the report.
  - Configure the number of days for the report by clicking on the cog to produce the Configuration and reviewing *Invoice Days*.





## Example of Invoice Activity Report

The period date range is displayed in the top right hand corner and if the Creditor Invoice Date falls in this range the invoice will report.

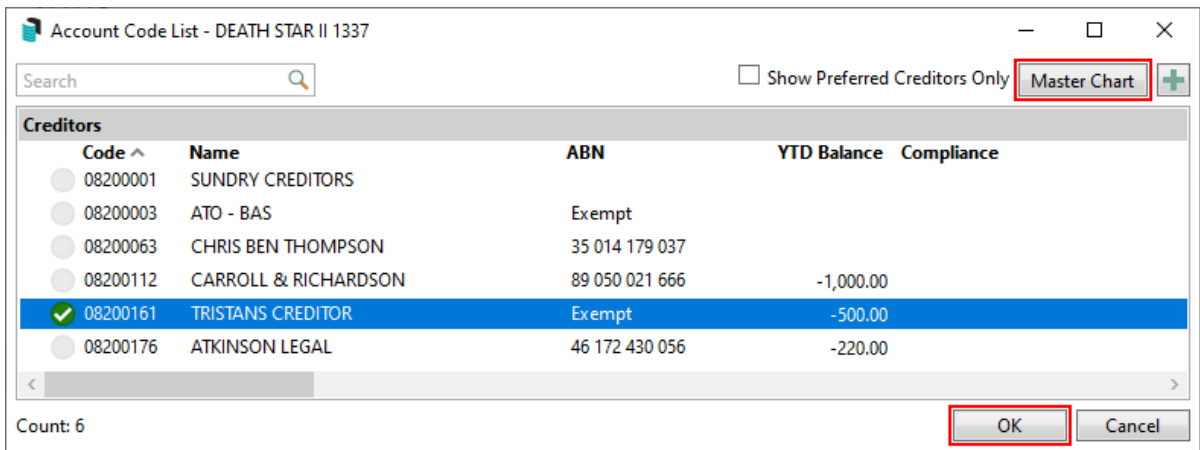
| Page 1                                |              | Invoice Activity Report |               |             |                  |                  |          | 09/09/2021 to 08/12/2021 |         |
|---------------------------------------|--------------|-------------------------|---------------|-------------|------------------|------------------|----------|--------------------------|---------|
| BUILDING FORMAT PLAN NO. 2021         |              |                         |               |             |                  |                  |          |                          |         |
| Date                                  | Creditor A/c | Creditor Name           | Amount        | Expense A/c | Expense Name     | Details          | Ref Num  | Invoice No               | Paid?   |
| <b>Invoices Processed and On Hold</b> |              |                         |               |             |                  |                  |          |                          |         |
| 15/10/2021                            | 08200358     | Lana Maintenance        | 350.00        | 13010       | Caretaker        | June 2021        | D0000006 | 454                      | On Hold |
| <b>Total Processed and On Hold</b>    |              |                         | <b>350.00</b> |             |                  |                  |          |                          |         |
| <b>Invoices Processed and Paid</b>    |              |                         |               |             |                  |                  |          |                          |         |
| 26/10/2021                            | 08202467     | Lana Gardening          | 110.00        | 13905       | Garden & Grounds | Garden & Grounds | D0000007 | 4578                     | Paid    |
| <b>Total Processed and Paid</b>       |              |                         | <b>110.00</b> |             |                  |                  |          |                          |         |

## Unpaid Creditor Invoices Report | Local

The *Unpaid Creditor Invoices Report* displays the details of all the invoices for all your buildings that have been saved in *Creditor Invoices*, but have yet to be paid. It has been designed to be produced so that you can check all the details are correct before processing the *Payments*.

In order to access the *Unpaid Creditors Invoice Report* screen, you will need appropriate permission in *Security Setup*, under the 'Menu' folder called 'Unpaid Creditor Invoices Report'.

1. Search or select *Unpaid Creditors Invoice Report*.
2. Click the ellipsis button next to the *Buildings* field to open the building selector screen, then tag the required buildings to be included in the report, and click the *Select* button.
  - o Multiple or all buildings can be selected (*CTRL + A* to tag all).
3. By default all creditors will be selected, but by clicking the magnifying glass button, you can select specific creditors - simply tag them and click the *OK* button.



- o Click the *Master Chart* button to reveal the global creditor list if necessary.
  - o Click the green 'plus' button to quickly add a new creditor if needed.
  - o Multiple or all creditors can be selected (*CTRL + A* to tag all).
4. A *Start Date* can also be selected as well if required.
  5. Click the *Proceed* button to display the *Report Setup* screen
    - o Select the required radio button to output the report on *Screen*, *Printer* or *Excel*. Excel will include more column information, including the 'Status' (Pay vs On Hold), Account Information, BPay Detail and the Cash at Bank as examples.
    - o Click the *Preview* button if you would like to simply preview the data.
  6. Click *OK* to produce the report or preview.

| Unpaid Creditors Invoices Report |               |             |                      |               |                |                 |        |
|----------------------------------|---------------|-------------|----------------------|---------------|----------------|-----------------|--------|
| Report Total: -1720.00           |               |             |                      |               |                |                 |        |
| Building No.                     | Building Name | Account No. | Account Name         | Reference No. | Invoice Number | Amount          | Pay By |
| 1337                             | DEATH STAR II | 08200112    | CARROLL & RICHARDSON | D0000001      | 0001           | -1000.00        | EFT    |
| 1337                             | DEATH STAR II | 08200161    | TRISTANS CREDITOR    | D0000003      | 00002          | -500.00         | EFT    |
| 1337                             | DEATH STAR II | 08200176    | ATKINSON LEGAL       | D0000002      | 000001         | -220.00         | EFT    |
| <b>Total</b>                     |               |             |                      |               |                | <b>-1720.00</b> |        |

Page 1

Example of Unpaid Creditor Invoices Report

### Example of Column headers for Excel Report

| A          | B             | C            | D            | E            | F             | G      | H                | I          | J          | K          | L      | M   | N            | O           | P        | Q            | R               | S          | T      |
|------------|---------------|--------------|--------------|--------------|---------------|--------|------------------|------------|------------|------------|--------|-----|--------------|-------------|----------|--------------|-----------------|------------|--------|
| Building # | Building Name | Invoice Date | Entered Date | Creditor A/c | Creditor Name | Amount | Creditor Balance | Ref Number | Invoice No | Pay Method | Status | BSB | Bank Acct No | BPAY Biller | BPAY CRN | Cash At Bank | Account Manager | Created By | Source |

## Unpaid Creditors Invoice Report | Global

The *Unpaid Creditors Invoices Report* provides a review of invoices entered for payment, but have yet to be paid. It's useful to produce before processing a global payment to ensure all details are correct and as

expected. There are two template styles to select from, with one offering all items that are outstanding, bank balance and the overdraft limit.

| Unpaid Creditors Invoices Report |               |             |                      |               |                 |          |        |
|----------------------------------|---------------|-------------|----------------------|---------------|-----------------|----------|--------|
| Report Total: -1720.00           |               |             |                      |               |                 |          |        |
| Building No.                     | Building Name | Account No. | Account Name         | Reference No. | Invoice Number  | Amount   | Pay By |
| 1337                             | DEATH STAR II | 08200112    | CARROLL & RICHARDSON | D0000001      | 0001            | -1000.00 | EFT    |
| 1337                             | DEATH STAR II | 08200161    | TRISTANS CREDITOR    | D0000003      | 00002           | -500.00  | EFT    |
| 1337                             | DEATH STAR II | 08200176    | ATKINSON LEGAL       | D0000002      | 000001          | -220.00  | EFT    |
| <b>Total</b>                     |               |             |                      |               | <b>-1720.00</b> |          |        |

Page 1

Example of Unpaid Creditor Invoices Report

Example of Template titled *Unpaid Creditor Invoices Report by Creditor:*

| Page 1   |                           | Unpaid Invoices |                  |        |                 | 04 Sep 2024 |            |
|--|---------------------------|-----------------|------------------|--------|-----------------|-------------|------------|
| Report Total: -1475.00                             |                           |                 |                  |        |                 |             |            |
| A/c Code   | Account Name              | Date            | Amount           | Pay By | Description     | Reference   | Invoice No |
| <b>Building: 300621 STRATAMAX ONLINE HELP KEEP</b> |                           |                 |                  |        |                 |             |            |
| Balance From Ledger:                               |                           |                 | 61,356.00        |        |                 |             |            |
| LESS Unpresented Credits:                          |                           |                 | -33,920.00       |        |                 |             |            |
| LESS Overdraft Limit:                              |                           |                 | 0.00             |        |                 |             |            |
| LESS GST Owing:                                    |                           |                 | 0.00             |        |                 |             |            |
| <b>Total:</b>                                      |                           |                 | <b>27,436.00</b> |        |                 |             |            |
| 08285380   | CHU STRATA INSURANCE      |                 |                  |        |                 |             |            |
| 13105  | CLEANING                  | 15/04/2024      | -450.00          |        | Cheque Cleaning | D0000017    |            |
| <b>Total:</b>                                      |                           |                 | <b>-450.00</b>   |        |                 |             |            |
| 08286652   | IRRIGATION FORMOSA        |                 |                  |        |                 |             |            |
| 12505  | AUDITORS - AUDIT SERVICES | 24/04/2024      | -25.00           |        | Do Not          | D0000019    |            |
| <b>Total:</b>                                      |                           |                 | <b>-25.00</b>    |        |                 |             |            |

1. Search or select *Unpaid Creditor Report (Global)*.
2. Click the ellipsis button next to the *Buildings* field to open the building selector menu, tag the required buildings to be included in the report, and click the *Select* button.
  - o The single building option is available to run this report from when opening this area.
  - o Multiple or all buildings can be selected (*CTRL + A* to tag all).
3. By default, all creditors will be selected, but by clicking the magnifying glass button, you can tag specific creditors and click the *OK* button.
  - o Multiple or all creditors can be selected (*CTRL + A* to tag all).
  - o Click the *Master Chart* button to reveal the global creditor list if necessary.
  - o Click *Show Preferred Creditors Only* to show the preferred creditors list.
  - o Click *Show Inactive Creditors* to display the creditors marked as I (*Inactive*) in field *Prompt, Preferred, Banned*.

Account Code List - OCEANIA 2 221010

Search   Show Preferred Creditors Only  Show Inactive Creditors **Master Chart**

| Code ^                                       | Name                       | ABN            | YTD Balance | Preferred | Contractor |
|--|----------------------------|----------------|-------------|-----------|------------|
| <input checked="" type="checkbox"/> 08200001 | SUNDRY CREDITORS           |                |             |           |            |
| <input type="checkbox"/> 08200002            | BODY CORP MANAGER          | 52 097 607 451 |             |           | Accountan  |
| <input type="checkbox"/> 08200003            | AUSTRALIAN TAXATION OFFICE | Exempt         |             |           |            |
| <input type="checkbox"/> 08200004            | ATO - INCOME TAX           | Exempt         |             |           |            |
| <input type="checkbox"/> 08200005            | LEAH MILSAP                | 95 114 443 882 | -100.00     |           |            |
| <input type="checkbox"/> 08200006            | IRA ZIHAL                  |                |             |           |            |

Count: 37

1. A *Start Date* can also be selected as well if required.
2. Click the *Proceed* button to display the *Report Setup* screen
  - o Select the required radio button to output the report on *Screen*, *Printer* or *Excel*.  
*Note: Excel will include additional information: Status (Pay/Hold), BSB/Bank Account Number, BPAY CRN, available cash balance.*
  - o Click the *Preview* button if you would like to simply preview the data.
  - o Click the ellipse [...] to change the Template style, select the Template and click *Select as Global* or *Select as Local* as required.

**Note:** Unpaid Creditor Invoices Report by Creditor will offer the following:

- A sub-Total for each Creditor.
- Bank Balance total.
- Bank Balance by fund.
- Overdraft Amount.

Report Setup - unpaidcrdinvcr Unpaid Creditor Invoices Report by Creditor STRATAMAX ONLINE HELP KEEP 3...

Screen  Printer  Excel

Template: unpaidcrdinvcr Unpaid Creditor Invoices Report by Creditor [...]

Printer: Microsoft Print to PDF [...]

Paper Source: Automatically Select

3. Click *OK* to produce the report or preview.

## Payments Management - Searching & Filtering

Refer to our article on [Payments Management](#) for further details.

# EFT Authority Report

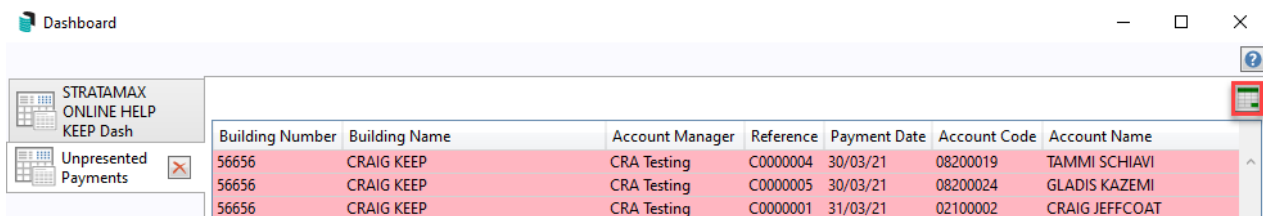
See the [EFT Manager](#) article for more info.

## Unpresented Payments and Receipts Report (global)

This report will detail all [Unpresented Payments and Receipts](#). This is ideal for identifying any stale cheques, receipts that have been presented at the Bank, or EFT payments that may not have processed correctly. A global report can be produced to Excel on the Unpresented Payments and Receipts using the [Dashboard](#) option for '*No. Days Oldest Receipt Remains Unpresented*' and '*No. Days Oldest Payment Remains Unpresented*'.

1. Click on the Dashboard item for either '*No. Days Oldest Receipt Remains Unpresented*' and '*No. Days Oldest Payment Remains Unpresented*'.
2. Results can be exported to *Excel* by clicking on the Excel icon in the top right.

To create the Dashboard items review our [instructions here](#).



| Building Number | Building Name | Account Manager | Reference | Payment Date | Account Code | Account Name   |
|-----------------|---------------|-----------------|-----------|--------------|--------------|----------------|
| 56656           | CRAIG KEEP    | CRA Testing     | C000004   | 30/03/21     | 08200019     | TAMMI SCHIAVI  |
| 56656           | CRAIG KEEP    | CRA Testing     | C000005   | 30/03/21     | 08200024     | GLADIS KAZEMI  |
| 56656           | CRAIG KEEP    | CRA Testing     | C000001   | 31/03/21     | 02100002     | CRAIG JEFFCOAT |

## Search Payments

The **Search Payments** icon offers customisable fields so that you can create a report to meet your requirements. View our article on [Search Payments](#) for further details.

1. Search or select **Search Payments**.
2. Adjust Fields as required.
3. Click *Advance* and review *Columns*.
4. Click *Export* to create report into Excel.