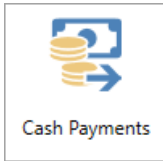


# Cash Payments Report

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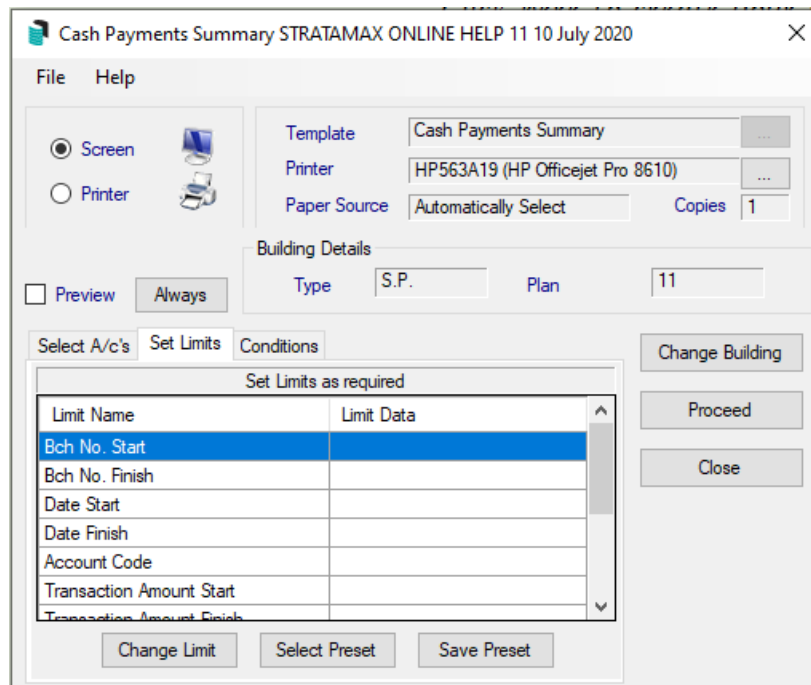


The instructions in this article relate to **Cash Payments**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

**Cash Payments** is a report that details payments and direct entry transaction types. The format for this report includes a transaction list style. Options exist to apply limits and conditions.

## Cash Payments Report

1. Search or select **Cash Payments**.
2. In the *Select A/c's* tab section, tag which general ledger account codes to report on.
  - Click *Set Limits* tab and set limits if required.
  - Click on one of the fields then click *Change Limit*, type in the limit then click on *OK* (see below).  
**To use a preset combination of limits: (after it is set, see below).**
  - Click on *Select Preset*.
3. Click on the limits preset to use, and click *OK*.



Limit Name	Limit Data
Bch No. Start	
Bch No. Finish	
Date Start	
Date Finish	
Account Code	
Transaction Amount Start	
Transaction Amount Finish	

When there is an option to set a start and finish criteria for any limit, the idea is to print a range of information from the start setting to the finish setting. You can set none, one or all of these options.

**Batch No Start:** Set a Batch No Start to report on all transactions entered after this batch number. Use with

*Batch No Finish* to report on a batch range.

**Batch No Finish:** Set a Batch No Finish to report on all transactions entered before this batch number. Use with *Batch No Start* to report on a batch range.

**Date Start:** Set a starting date to report on all transactions entered after this date. Use with *Date Finish* to report on a date range.

**Date Finish:** Set a finishing date to report on all transactions entered before this date. Use with *Date Start* to report on a date range.

**Account Code Start :** Set an Account Code to report on all transactions entered for this code. Use with *Account Code Finish* to report on a code range.

**Account Code Finish:** Set a finishing Account Code to report on all transactions entered before this date. Use with *Account Code Start* to report on a code range.

**Account Code:** Tag the account codes to report for (If none are tagged then the report will assume all are to be printed).

**Type:** Tag the transaction types to report for (If none are tagged then the report will assume all are to be printed).

**Presented:** Type in a *Y* for yes or an *N* for no for transactions that have been presented. (IE, cheques presented at the bank).

**Transaction Amount Start:** Type in the lowest amount to report on transactions for. Use with *Transaction Amount Finish* to report on an amount range.

**Transaction Amount Finish:** Type in the highest amount to report on transactions for. Use with Account Code Start to report on an amount range.

**Invoice Code:** Tag one or more invoice codes to report for. (If none are tagged then the report will assume all are to be printed).

**Description:** It is possible to select transactions by matching comments made in the *Description* field. Only exact matches will be selected.

**Reference Start:** Set a *Reference Start* to report on all transactions entered after (and including) this reference number. Use with Reference Finish to report on a reference range.

**Reference Finish:** Set a *Reference Finish* to report on all transactions entered before (and including) this reference number. Use with Reference Start to report on a reference range.

**Extra Details:** It is possible to select transactions by matching comments made in the *Extra Details* field. Only exact matches will be selected.

**Posting Month:** Tag one or more posting months to print all or limited transactions for (If none are tagged then the report will assume all are to be printed).

2. Click *Proceed*

If you print the report to screen by ticking *Preview*, you will be shown a brief listing of the information in this report. These information fields will be displayed: Batch Number, Date, Account Code, Type, Amount, Details, Reference, Extra Details, and a Running Total. Any of the column headers can be clicked on to sort by and clicking into the appropriate column and keying reference information will filter the search to the entered text.

3. If you chose to print to the screen, click on the print button to send this report to the printer.
4. Click on the close (X) button in the top right corner of the report to close.

You may select a different building by clicking on *Change Building*. Click on the building or control A to select all then click on *OK* and then *Proceed*.

## Example Report

Page 1		Cash Payments Summary							06 May 2022		
Batch No	Date	Account Code	Account Name	Type	P	Amount	Inv Code	Details	Reference	Extra details	Running Total
008	04/06/21	08285268		P	P	1237.89		Eft Payment	F0000033		1237.89
009	04/06/21	08200082		P	P	425.48		Bpay Payment	F0000034		1663.37
009	04/06/21	08200082		P	P	900.04		Bpay Payment	F0000035		2563.41
010	04/06/21	08200097		P	P	152.00		Eft Payment	F0000036		2715.41
011	04/06/21	08200121		P	P	128.00		Eft Payment	F0000037		2843.41
014	05/06/21	08200117		P	P	436.52		Eft Payment	F0000038		3279.93
023	08/06/21	08200241		P	P	3817.98		Eft Payment	F0000039		7097.91
024	08/06/21	08200269		P	P	125.00		Eft Payment	F0000040		7222.91
026	16/06/21	08200241		P	P	381.80		Eft Payment	F0000041		7604.71
043	29/06/21	08200117		P	P	3637.78		Eft Payment	F0000042		11242.49
044	29/06/21	08200241		P	P	308.00		Eft Payment	F0000043		11550.49
045	29/06/21	08200275		P	P	185.00		Eft Payment	F0000044		11735.49
051	05/07/21	08285268		P	P	676.33		Eft Payment	F0000045		12411.82
054	09/07/21	08200021		P	P	195.00		Eft Payment	F0000046		12606.82
055	09/07/21	08200097		P	P	38.00		Eft Payment	F0000047		12644.82
056	09/07/21	08200121		P	P	97.00		Eft Payment	F0000048		12741.82
057	09/07/21	08200187		P	P	413.70		Eft Payment	F0000049		13155.52
058	14/07/21	08200257		P	P	102.30		Eft Payment	F0000050		13257.82
060	23/07/21	08200117		P	P	3637.78		Eft Payment	F0000051		16895.60
067	30/07/21	08285268		P	P	86.91		Eft Payment	F0000052		16982.51

## Saving Presets

After setting the limits of the reports, those limits can be saved as a preset.

1. In the **Set Limits** tab, once the required limits have been set, click on to *Save Preset*.
2. Type in a Report Description to identify this limit.
3. Click on *OK*.
4. To delete a set of limits, click on it and then click *Delete*.

## Conditions Tab

**Entry Order:** Report will list Account Codes in the order of which they were entered

**Account Coder Order:** Report will list in Account code Order

**Account Code Order: (1 page per)** Report will list each Account Code - 1 item per page

**Batch Number Order:** Report will list each Batch Number Order

**Show GST separately:** Tick to show GST amounts separately

**Ignore No Prints:** Tick to ignore no print items

**Include Sub-Headings:** Tick to include Account Code Sub-Headings

**Include Nil Amount Items:** Tick to include Account Codes even though Nil Amount

**Prepare Data for Printer:** Tick to print the report

**Add Account Names:** Tick to include Account Names on the report

**Show Brought Forward:** Tick to include Brought Forward Balances to be displayed

**Running Total:** Continuous, the report will be a continuous running total or Batch/Code, the report will total each batch/code

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