

# Unpresented Payments and Receipts Report

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The instructions in this article relate to **Unpres. Payment and Receipt (Unpresented Payments and Receipts Report)**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

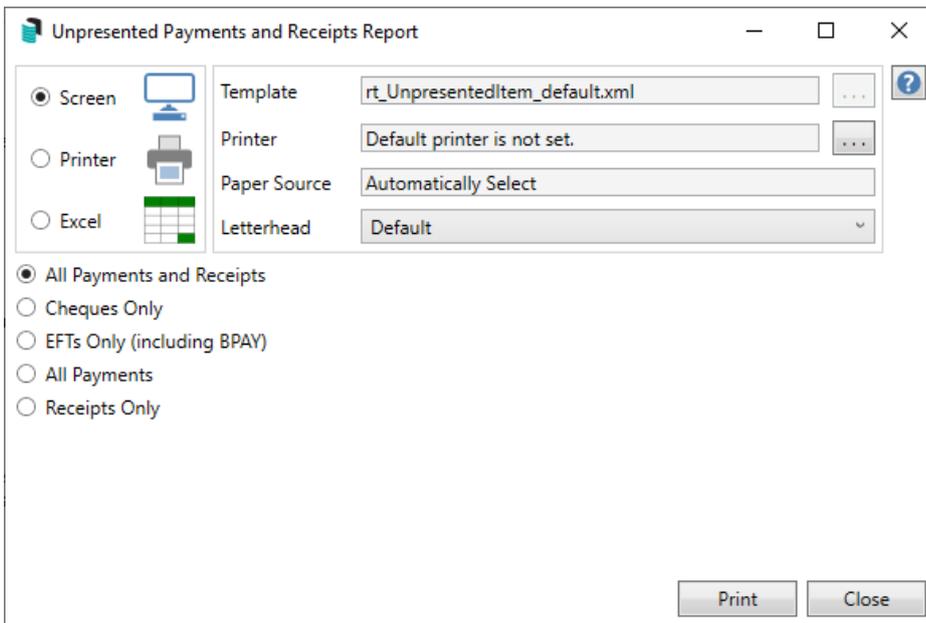
The **Unpresented Payments and Receipts Report** details all unpresented Payments and Credits/Receipts. This report is ideal for identifying any stale cheques, receipts that have not been presented at the Bank, or payments that may not have processed correctly. Action can then be taken to either process or cancel the payment or reverse any Receipts. There is also an option of producing this information from the **Dashboard** on a global basis into Excel for your portfolio.

To access the Unpresented Payments and Receipts Report, you will need the 'Unpresented Payments and Receipts Report' permission in **Security Setup**.

## Produce Unpresented Payments and Receipts Report

This report is ideal for identifying any stale cheques, receipts that have not been presented at the Bank, or payments that may not have processed correctly. Action can then be taken to either process or [cancel the payment](#) or reverse any [Receipts](#).

1. Search or select **Unpres. Payment and Receipt**.
2. Review the report options available and select the required style:
  - All Payments and Receipts – will report all unpresented EFT's, Cheques and Receipts.
  - Cheques only – will report all unpresented cheques.
  - EFT's only (including BPAY) – will report all unpresented EFT's and BPAY.
  - All Payments – will report all Cheques, EFTs that have been entered but not drawn • Receipts Only – will report all unpresented Receipts.
3. Click *Print*.



## Global Unpresented Payments and Receipts Reporting

A global report can be produced to Excel on each of 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.



Unpresented Receipts



Unpresented Cheques



Unpresented EFT's

Building Number	Building Name	Account Manager	Reference	Payment Date	Account Code	Account Name
56656	CRAIG KEEP	CRA Testing	C0000004	30/03/21	08200019	TAMMI SCHIAVI
56656	CRAIG KEEP	CRA Testing	C0000005	30/03/21	08200024	GLADIS KAZEMI
56656	CRAIG KEEP	CRA Testing	C0000001	31/03/21	02100002	CRAIG JEFFCOAT

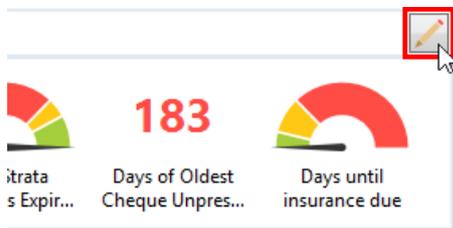
## Configure Dashboard for Unpresented Payments and Receipts

## Reporting

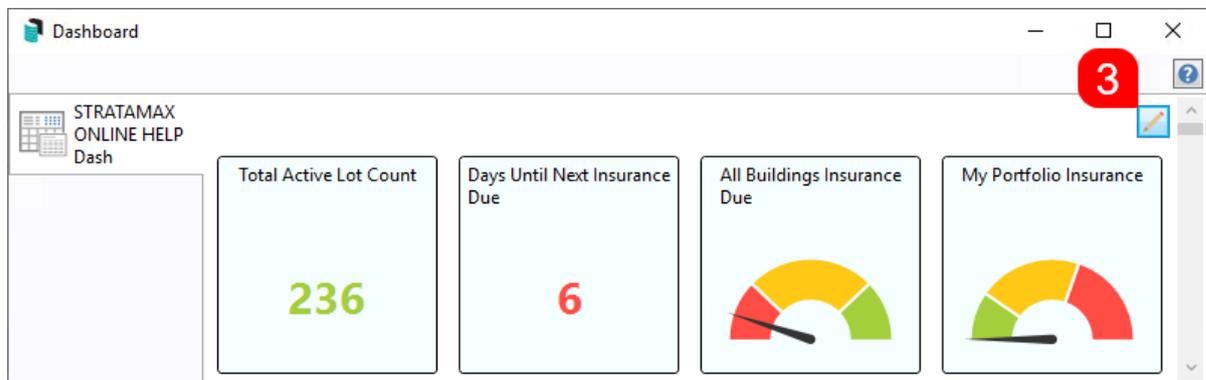
This section provides all the required steps to set up a *Dashboard Item*. A separate item will be required for both Cheques and EFTs as well as the Receipts.



1. When adding *Dashboard Items* to an existing *Desktop Group*, click the Desktop Group's *Pencil* button in the top right instead and go to [step 4](#) below. If you are setting up a new Dashboard group, you must open the **Dashboard** menu by clicking its icon on the StrataMax or GLMax desktop, or using the *Search* field in the top left of the BCMax or GLMax desktop.



2. When opened, any existing *Dashboard Items* will be displayed.
3. Click the *Pencil* icon to open the setup.



4. Click the *User / Groups* drop-down to select which user or user group the *Dashboard Item* will be available for.
  - Depending on which user or group is selected, the list of existing *Dashboard Items* will change.
5. Click the *Add Dashboard Item* button
6. Select Report style as '*No. Days Oldest Payment Remains Unpresented*'.
7. Adjust Display Title if preferred.
8. Tick '*For Cheques*' to only report on Cheque Payments.
9. Review '*Filter Buildings*' and select '*Display Type*'.
10. Click *Save*.
11. Repeat for '*No. Days Oldest Receipt Remains Unpresented*' and *Save*.



### Report

No. Days Oldest Payment Remains Unpresented

### Display Title

Unpresented EFTs

### Number of days the oldest payment has been unpresented

For Cheques

Filter Buildings All Active Buildings

Management Office Filter Buildings Value

### Display Type

Single Number

Show On Desktop

Lower Limit Value Upper Limit Value

30 45

*(where limit is the number of days the oldest payment has been unpresented)*

### Preview



Save