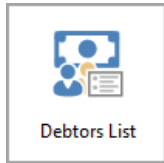
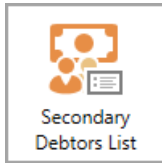


Debtors List and Secondary Debtors List

Last Modified on 22/08/2024 11:48 am AEST



Debtors List



Secondary Debtors List

The instructions in this article relate to **Debtors List** and **Secondary Debtors List**. These icons may be located on your **StrataMax Desktop** or found using the **StrataMax Search**.

The **Debtors List** and **Secondary Debtors List** are internal reports that will output account information such as address and contact details, entitlements, and the last activity. These are non-owner-related records created by **Debtor (Second Debtor)** and are generally used to invoice this contact for items outside the standard levies or utility billing process.

Debtors List and Secondary Debtors List Configuration and Templates

This internal report can be applied using the **Report Distribution** method and includes the templates and configuration below. Both the Main and Sub-Group buildings will allow this report to be produced where records exist.

1. Search or select **Debtors List** or **Secondary Debtors List**.
2. The Debtors List templates will be available from the Report Distribution window, and the internal user will be pre-tagged.
3. Select the cogwheel to set the template and debtor list settings.
 - Set the **Report Order** - Account Code, Unit Number, Lot Number or Name.
 - **Address Priority** - Levy Address, Notice Address or Residential Address.
 - **Suppress Contacts** - if selected, will suppress the phone and mobile contacts.
4. Template:
 - Debtors List - dbtrlist (A/C Number, Lot No, Unit No, Name and Address, Telephone, Email, Fax, Entitlement and Last Activity)
 - Debtors List - Summary (A/C Number, Lot No, Unit No, Name, Address 3, Contrib and Interest Entitlement columns)
 - Secondary Debtor List - dbtrlist2 (A/C Number, Lot No, Unit No, Name and Address, Telephone, Email, Fax, Entitlement and Last Activity)
5. Click **Close**.

Report Distribution

Debtor List

Building:

Report Set: Page Numbers Consolidate by Contact

Debtor List *dbtrlst_summary*

Post *Microsoft Print to PDF*

Configuration

Roll List

Report Order:

Address Priority:

Suppress Contacts

Template

Template:

- dbtrlst* Debtors List
- dbtrlst_summary* Debtors List - Summary
- dbtrlst2* Secondary Debtors List