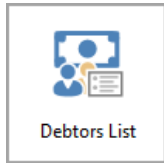
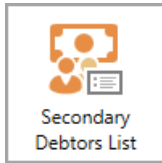


# Debtors List and Secondary Debtors List

Last Modified on 28/07/2025 9:09 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.

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## 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:

<i>dbtrlst</i>	Debtors List
<i>dbtrlst_summary</i>	Debtors List - Summary
<i>dbtrlst2</i>	Secondary Debtors List