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# Adding a Payment Plan to a Lot in Strata Master

A Lot Owner may agree to a payment plan for an arrears balance. There are 2 options described below -

- The arrears balance may have placed the Lot Owner in Debt Recovery and a payment plan arranged. Recording this agreement in Strata Master will enable you to be aware if the Lot Owner is maintaining that agreement.
- The arrears balance may be the subject of a payment plan arrangement before the Lot Owner is placed in debt recovery. This record will show in the Lot record but not in Debt Recovery.

### Where Payment Plans Are Recorded

1. Click on the Corp icon.



- 2. Enter the relevant plan number.
- 3. Select the Financial tab on the left hand side.



4. On the Financial tab, there is a tick box for 'Payment Plan approved'. This needs to be ticked, and any conditions entered before a Payment Plan can be entered in a Lot Owner card.

5. Click on the Lots tab on the hand side.

General	
Financial	
Structure	
Insurance	
Bank Acct	
Tradesmen	
Lots	

6. Double click on the relevant Lot and click on the debt recovery Tab. This is where Payment Plans for Lots

are recorded.

👃 Lot Owner - Peter Rabbit / Lot 2, Unit 2, Strata Pla	an 3333 - Read Only Mode				
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General Agent/Tenant/Leases	Levies	Notices	Mortgages	Debt Recovery	Linked Lots

# Adding a Payment Plan to Lot Already in Debt Recovery

7. On the line beside the current debt recovery record (no entry in date cleared), briefly enter the details of the repayments. When entering the Notes as illustrated below, **ensure you 'TAB' after the note** rather than click enter. Once you have clicked the tab button on your keyboard, then click the save button.

8. Then in the debt recovery tab, click edit and then the 'exclude from debt recovery' button, as you may not want debt recovery notices going to the Lot Owner. However if you inform Lot Owner that the notices will go to ensure payment plan is upheld, then leave unticked.

7	Exclude from debt recovery	
▼	Exclude from debt recovery	

9. It is also a good idea to tick the "Notify' tick box as it will show in receipting that this is a debt recovery payment plan Lot, and can be unticked if you are producing a Status Certificate. Refer notes below at \*\*

### Adding a Payment Plan to Lot NOT in Debt Recovery

1. Click Edit and the screen shows as below with no current debt recovery and if any records shows, they are ALL cleared.

🐣 Lot Owner - Harry Ke	well / Lot 4, Unit 4, Owners	Corporation 6666 - Edit Mod	le			
General	Agent/Tenant/Leases	Levies	Notices	Mortgages	Debt Recovery	Linked Lots
Status: Currently not sub	bject to debt recovery.					
Payment Plan	Notes				□ E	Exclude from debt recovery
Action date Debt recov	very stage Debt collector	Posted cł Pending Waive	d c Date cleared Amount ow	ir Interest inclu Interest calc F	Payment plan Notify Notes	

2. Tick the Payment Plan tick box on the left and enter details. Exclude from debt recovery if you wish.

8	Lot Owner - Harry Kev	vell / Lot 4, Unit 4, Owners	Corporation 6666 - Edit Mod	de			
EXI							$\bigcirc$
	General	Agent/Tenant/Leases	Levies	Notices	Mortgages	Debt Recovery	Linked Lots
	Status: Currently not sub	ject to debt recovery.					
	Payment Plan	Notes Payment of \$50 or	n 1st working day of each mon	th in addition to new levies du	e,	🔽 Exclu	de from debt recovery
	Action date Debt recove	ery stage Debt collector	Posted cl Pending (Waive	d c Date cleared Amount ow	ir Interest inclu Interest calc F	ayment plan Notify Notes	

3. Note that these Payment Plan types are not readily searched on Quick Reports.

#### **Report For Lots in Debt Recovery on Payment Plans**

For a list of payment plans, go to Quick Reports > Lots tab > change radio button to 'show current debt recovery' > click binocular search -

## **Report For Lots NOT in Debt Recovery on Payment Plans**

For a list of Lots, go to Quick Reports > Lots tab > change radio button to 'show current owners' > click binocular search. You may need to remove some columns using the Configure Columns Icon as the Payment Plan tab is waaaay over to the right.

Quick Reports										
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Corporations	ots Reg	isters In	isurance R	&M Re	ceipts Paym	ents Conta	acts Cr.Invoices	Creditors	Meetings	
Managed?	Manager   'Sel Street	ect All Postcode		Output Options     Image: Show current owners     Show linked owner contacts     Show previous owners     Show residents     Show nortgages     Show current debt recovery     Show current debt recovery     Show water lots     Show submeter lots     Show status certificate history			Lot Search Criteria Registered lots  Additional debtors All Other Search Criteria Show position Levies in arrears Age All arrears Additional Contact Details Show invalid email addresses Show additional contact details			
Lot # Name on title	Current ow	Balance/(-)	Exclude debt re	Payment Plan	Payment Plan	Notes	DD Invite Reci	DD Invite Name	DD Invite Sent	
1 Cathy Freemar	Yes	n/a	No	No						
2 Leyton Hewitt	Yes	n/a	No	No						
3 Kimi Raikkone	n Yes	n/a	No	No						
4 Harry Kewell	Yes	n/a	Yes	Yes	Payment of \$50.					
5 Cathy Freeman	Yes	n/a	No	No						
6 Troy Bayliss	Yes	n/a	No	No						
7 Petria Thomas	Yes	n/a	No	No						
8 Valentino Ross	Yes	n/a	No	No						
9 Jana Pittman	Yes	n/a	No	No						

#### To View Payments on a Specific Lot

If you want to check payment from a particular Lot Owner, to check to see whether they have been paying the debt as arranged, you can search in Quick Reports > Receipts tab. You will need to type in the Owners Name to search.

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\*\* Information regarding payment plans here from the Help > Strata Master help > Managing debt recovery search, describes the records as kept on the debt recovery tab on the Lot Owners card -

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