



Generating an Arrears Report in Strata Master

Summary

Learn to generate an arrears report. Generating an arrears report is part of the Debt Management process within the agency, and alerts to the need for -

- issuing statements,
- issuing a missed levy notice,
- making phone calls to Lot Owners or Property Managers, where email addresses may have changed, owners may be hospitalised or in other ways unable to make contact/payments,
- discussing the need for payment plans to be negotiated.

Overview

Covered in this article is -

- Generating the Report
- Alternatives to an Aged Arrears Report

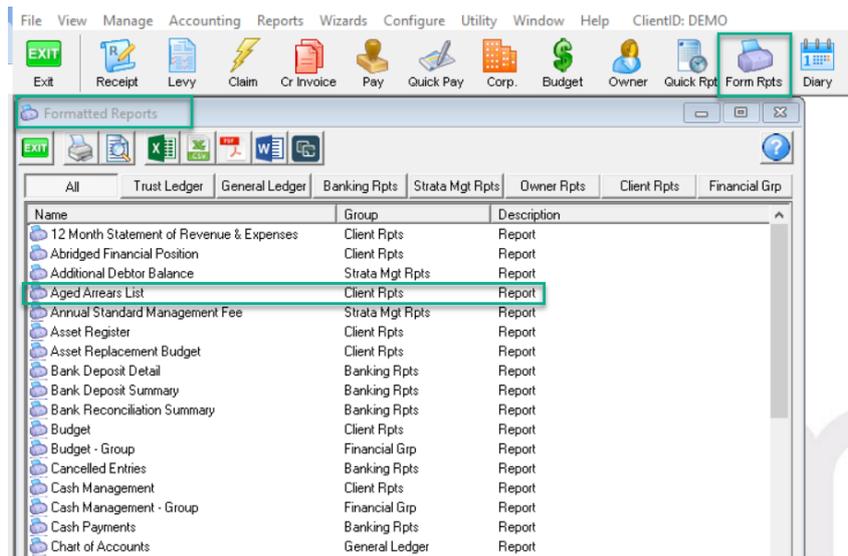
Timing of An Arrears Report

The arrears report will provide the status of each Lot as at the date and time the report is generated.

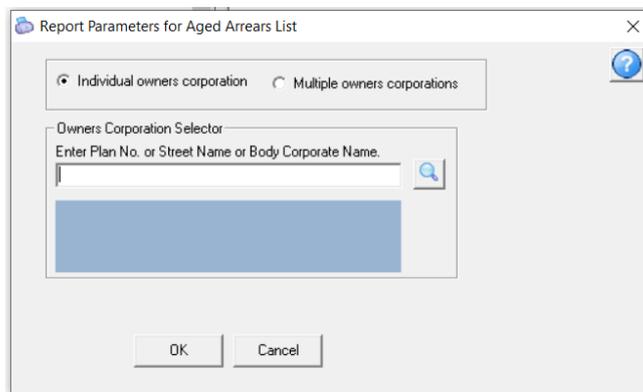
Aged arrears reports do not generate for a date in the past, however there are options which will be described in this article, and in the Overview as Alternatives.

Generating the Report

1. Click on the Formatted Reports icon and select the Aged Arrears List report.



2. You are able to select one Plan or Multiple Plans. This will always generate as at this time.



3. The Aged Arrears Report gives a snapshot of the status of the Lots levies.



Aged Arrears List The Owners Corporation of SP 2222

Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
1	1	Mr John Lennon & Ms Yoko Ono	1,507.41	0.00	57.41	0.00	0.00	0.00	225.00	1,225.00	18/10/2024
2	2	Mr Paul McCartney	2,370.97	0.00	19.05	0.00	0.00	0.00	225.00	2,126.92	
4	4	Mr Ringo Star	469.05	0.00	19.05	0.00	0.00	0.00	225.00	225.00	
			4,347.43	0.00	95.51	0.00	0.00	0.00	675.00	3,576.92	

Alternatives to An Aged Arrears Report

Should you require a report that will provide arrears information at a prior date, you can generate and refer to the Levy Positions Report. This is selected Plan by Plan.

1. Select Form Rpts (Formatted Reports) from your Icon Toolbar.
2. Select Levy Positions Reports from the drop down menu list.
3. Select
 - a Plan

- a month for end of the moth status of the Lot ledgers
- Select Complete until you are more familiar with the report. Complete provides arrears, advance and unallocated funds figures

4. Then click OK to generate the report which will preview on your screen.

5. The first page of the report will list the Admin Fund status. This may run into more pages if there are many Lots. The report provides for a perusal of the following figures for Standard and Special Levies -

- Due amount (gst incl and excl) which should match the Levies Due figure on the I&E Report for same date.
- The arrears which should match Receivables Levies figures on the Balance Sheet for the same date.
- Amounts paid which indicates a Lot Owner is making payments.



**Levy Positions - Complete
for the financial year to
30/09/2024**

The Owners Corporation of SP 2222			Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170											
Administrative Fund														
Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid		
1	1	31/05/2021	150.00	(750.00)	900.00	0.00	0.00	0.00	0.00	0.00	0.00	30.68	225.00	13.64
2	2	28/02/2021	150.00	(1,426.44)	1,576.44	0.00	0.00	0.00	0.00	0.00	0.00	(1.79)	526.44	13.64
3	3	30/09/2024	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.64
4	4	31/03/2024	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	5.61	0.00	13.64
			600.00	(2,176.44)	2,776.44	0.00	0.00	0.00	0.00	0.00	0.00	34.50	751.44	54.56
Due Excl. GST			545.44				0.00							

6. Followed by the Capital Works/Sinking Fund status.

Capital Works Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
1	1	31/05/2021	300.00	(250.00)	550.00	0.00	0.00	0.00	0.00	0.00	19.58	75.00	27.28
2	2	28/02/2021	300.00	(475.48)	775.48	0.00	0.00	0.00	0.00	0.00	8.76	175.48	27.28
3	3	30/09/2024	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.28
4	4	31/03/2024	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	11.22	0.00	27.28
			1,200.00	(725.48)	1,925.48	0.00	0.00	0.00	0.00	0.00	39.56	250.48	109.12
Due Excl. GST			1,090.88				0.00						

7. The back page will contain a list of lots with unallocated funds as these funds could be applied to any overdue levies.

Unallocated Money Fund

Lot	Unit	Overpayment	Lot	Unit	Overpayment	Lot	Unit	Overpayment
3	3	600.00						
Total unallocated money		600.00						

04/11/2024 7:55 pm AEDT