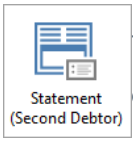
Statement (Second Debtor)

Last Modified on 11/11/2026 9:46 am AEST



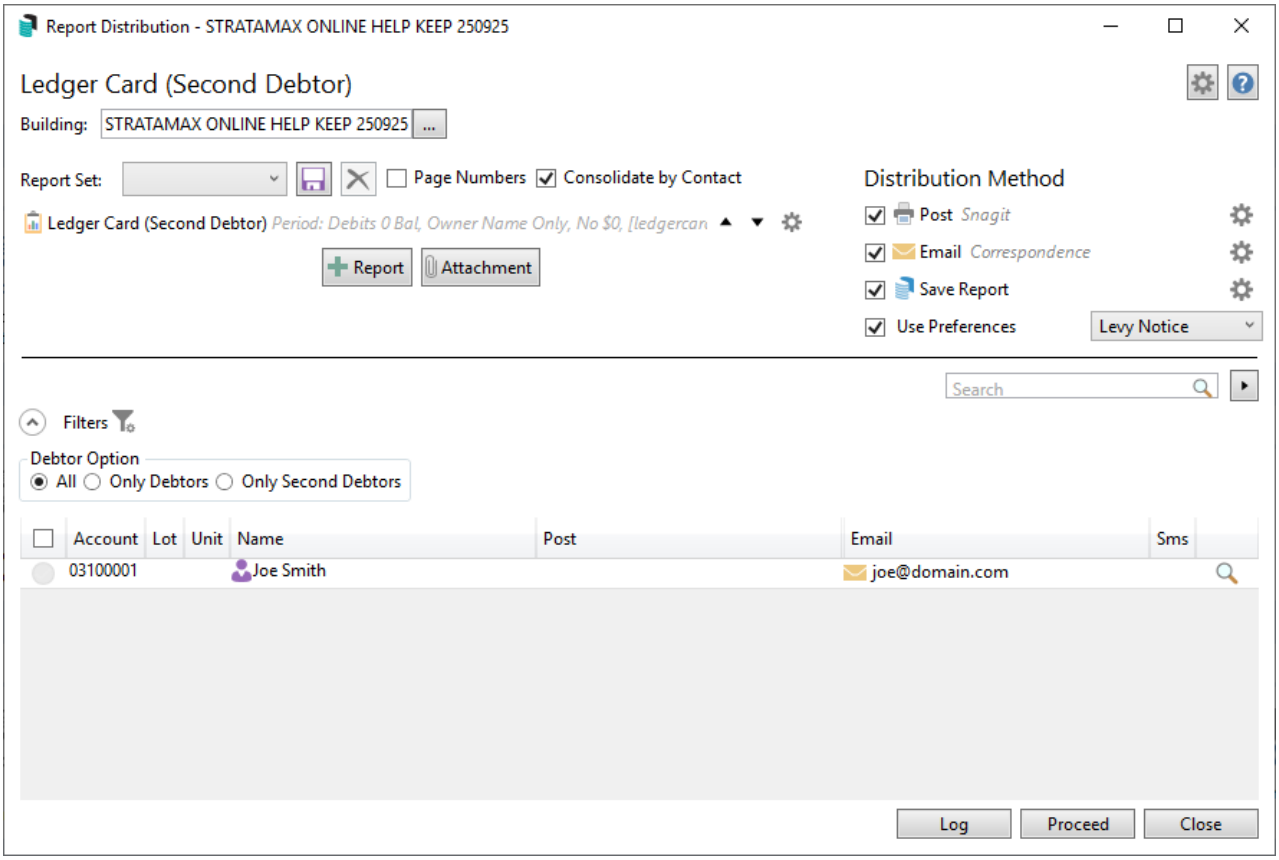
The instructions in this article relate to ***Statement (Second Debtor).*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Statement (Second Debtor) produces transaction information for the secondary debtor account selected. The information is similar to the ***Ledger Card*** produced for lot owner accounts. The difference between the two is the list of accounts provided to select. In ***Statement (Second Debtor)***, only Secondary Debtor accounts can be selected (031XXXX accounts).

Producing a Statement (Second Debtor)

Invoices can be raised against Second Debtor accounts from ***Debtor Invoices***. The below instructions can be followed to produce a Statement for the Second Debtor.

1. Search or select ***Statement Ledger Card (Second Debtor)***.
2. Tag the Debtor Account and review Filter Options and Distribution Method, include any additional attachments clicking the +Report or Attachment button.
3. Click the cogwheel to view Configuration window.
4. Show Brought Forward (Global Setting): Include the Brought Forward balance on the invoice.
5. The Report Period (User Setting) drop-down contains.
    - Year to date: Produce all invoices for the Current Year to today's date.
    - Year to date - include old year: Produce all invoices for the Current Year to today's date including the Old Year.
    - Month to Date: Produce all invoices created for the Current Month to today's date.
    - All history: all invoices.
    - Date range: Enter in a *Start date for date range* report and *End Date for date range report* for invoices required.
6. Message Maker (Global Setting): Opens *Message Maker*.
7. Print Message (Temporary): Tick to include the message from Message Maker.
8. Update Due Date (Temporary): Update the Due Date of the original Invoice.
9. Click *Close* to close the Configuration window.
10. Click *Proceed.*


Report Distribution - STRATAMAX ONLINE HELP KEEP 250925
Ledger Card (Second Debtor)
Building: STRATAMAX ONLINE HELP KEEP 250925 ...
Report Set:
Page Numbers
Consolidate by Contact
Ledger Card (Second Debtor) Period: Debits 0 Bal, Owner Name Only, No $0, [ledgercan
Report
Attachment
Distribution Method
Post Snagit
Email Correspondence
Save Report
Use Preferences
Levy Notice
Search
Filters
Debtor Option
All
Only Debtors
Only Second Debtors
Account
Lot
Unit
Name
Post
Email
Sms
03100001
Joe Smith
joe@domain.com
Log
Proceed
Close