

If an account is in arrears and the balance cannot be cleared in full an agreement to pay needs to be set towards the arrears. The minimum we can accept to an ATP is £5 per week.

Once an amount has been agreed you need to input this on Yoda. Go to the tenancy screen for the account you are using.

Click the + sign next to active payment details

Active Payment Details

| Payment Type | Frequency | Start Date | End Date | Due Date | Ref No. |
|--------------|-------------|------------|----------|------------|--------------|
| Rent Paid | Fortnightly | | | 26/07/2019 | PD-86269-... |
| HB | | | | 11/08/2019 | PD-28318-... |

Sub Account ... | Current Balan... | No Sub Account (Tenancy) records found.

Commencement date: 12/09/1994
Date Moved In: 12/09/1994
Provisional Void Date: --
Notice to Quit Review: --
Date Moved Out: --
Actual key return: --
Date set to AS: --

Total Weekly Charge: £87.48
Water Rates Direct: £0.00
Housing Benefit: £83.52
DHP Income: £0.00
UC Direct: £0.00
Shortfall: £3.96
Expected Payment: £3.96
Arrears Re-payment: £0.00

Choose the payment type as agreement and select the frequency that wish to

Select calculation type as fixed amount

Start date is the day the agreement is made

Payment Detail

New Payment Detail

Ref No. | Payment Type: Agreement

Payment Type: Agreement
Frequency: Weekly
Payment Method: --

Agreement Details

Calculation Type: --
Start Date: --
Number of Payment Periods: --
Due to court order: No
Weekly Repayment Amount: --
Letter Required?: --

End Date: --
Repayment Amount: --
Requested Amount: --
Authorisation Granted: --
Total Repayment Amount: --
Debt: £156.29
Difference: --

Status Reason: Year End Issue | Status: Active

Insert the repayment amount based on the frequency. E.g weekly £5 Fortnightly £10

The due date is the will be the date of the first payment.

Once these amounts have been inserted press save and close at the top of the page.