

PropertyIQ™

Buildings – Financials tab

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FINANCIALS TAB

The Financials tab allows you to view the financial position of the building.

1. It will always default to the current financial year positions but you can use the dropdown to select a previous financial year if you need to.

The screenshot shows the 'Building' window in PropertyIQ. The 'Financials' tab is selected in the top navigation bar. The 'Financial Year' dropdown is set to '01/07/2013 to 30/06/2014 (C)' and is marked with a red circle and the number '1'. Below the dropdown, there are three expandable sections: 'Bank Balances', 'Trial Balance', and 'Owner Positions'. The 'Save' and 'Cancel' buttons are at the bottom right.

Building

S/Corp* 75486
Manager* Anne Fluva
Folio* TAS
Building Type* Strata
Building Sub Type* Residential
Building Class High Rise
Total UOE* 200
Active ☒ **All Inclusive Fees** ☐
Debt Collection ☒ **Payment Plan** ☐

Address
Street No 8 **Street Name*** Westbourne Street
Address 2
Suburb HOBART **State*** TAS
Building Name Liberty Towers **P/Code** 3256

Financials Budget Notes Documents Registers Alerts Work Orders Insurance Claims Log of Changes

Financial Year 01/07/2013 to 30/06/2014 (C) (Current) 1

▶ Bank Balances
▶ Trial Balance
▶ Owner Positions

Save Cancel

BANK ACCOUNTS

The bank accounts accordion shows the current financial position of all bank accounts attached to the building.

1. If you have more than one contribution schedule for the building you can click between the tabs to view the bank account balances for each contribution schedule
2. Each bank account attached to the building shows here
3. The totals show here

The screenshot displays the 'Building' window in PropertyIQ, specifically the 'Financials' tab. The 'Bank Balances' section is expanded, showing a table of bank accounts and their balances. The table has columns for Account Name, BSB, Account No, Admin, Cap. Works, and Total. Two accounts are listed: 'Hornsby Towers admin' and 'Hornsby Towers Invest'. A 'Totals' row is at the bottom of the table. The 'Main Contribution Schedule' tab is selected. The 'Financial Year' is set to '01/07/2017 to 30/06/2018 (Current)'. The 'Opening Balances' section is visible at the bottom left, and the 'Schedules', 'Financial Reports', 'Edit', and 'Done' buttons are at the bottom right.

Building

S/Plan* 888777
Manager* Training Manager
Folio* Group Training
Building Type* Company
Building Sub Type* Residential
Building Class
Total UOE* 220
Active ☒ **All Inclusive Fees** ☐
Debt Collection ☒ **Payment Plan** ☐

Address
Street No 15 **Street Name*** Florence
Address 2
Suburb HORNSBY **State*** NSW
Building Name Hornsby Towers **P/Code** 2077

Financial Year 01/07/2017 to 30/06/2018 (Current)

Bank Balances

Totals **Main Contribution Schedule** **Lift Maintenance**

Account Name	BSB	Account No	Admin	Cap. Works	Total
Hornsby Towers admin	182-222	88888888	-\$5,835.00	\$18,570.00	\$12,735.00
Hornsby Towers Invest	182-222	6567888	\$0.00	\$0.00	\$0.00
Totals			-\$5,835.00	\$18,570.00	\$12,735.00

Opening Balances

Schedules **Financial Reports** **Edit** **Done**

TRIAL BALANCE

You can view the trial balance for each contribution schedule here.

1. Click on trial balance
2. The trial balance show up to today's date
3. The view defaults to total, but If you have more than one contribution schedule for the building, you can click on the tabs to view each schedule's trial balance separately.
4. The details show here.

Building

S/Plan* 888777
Manager* Training Manager
Folio* Group Training
Building Type* Company
Building Sub Type* Residential
Building Class
Total UOE* 220
Active ☒ **All Inclusive Fees** ☐
Debt Collection ☒ **Payment Plan** ☐

Address
Street No 15 **Street Name*** Florence
Address 2
Suburb HORNSBY **State*** NSW
Building Name Hornsby Towers **P/Code** 2077

Settings | Dates | Charges | Info | **Financials** | Budget | Notes | Documents | Registers | Alerts | Work Orders | Insurance Claims | Log of Changes

Financial Year 01/07/2017 to 30/06/2018 (Current)
▶ Bank Balances
▼ **Trial Balance**
Trial Balance running to 28/08/2017
Totals | Main Contribution Schedule | Lift Maintenance

Account Name	Fund	Type	Debit	Credit
Accounts Receivable	Cap. Works	Asset	\$200.00	
Accounts Receivable	Cap. Works	Asset	\$20.00	
Administration Cost	Admin	Expense	\$210.44	
Disbursements	Admin	Income		\$1,582.76
Electrical	Admin	Expense	-\$25.00	
GST Paid	Admin	Asset	\$50.00	
GST Uncollected	Admin	Liability		\$98.06
GST Unpaid	Admin	Asset	\$41.06	
Hornsby Towers admin	Admin	Asset	-\$5,835.00	
Totals			\$48,528.31	\$48,528.31

▶ Owner Positions

Opening Balances

Schedules | Financial Reports | Edit | Done

You can view each line item in detail by clicking on the line item.

1. Click once to highlight the item, then double click.
2. The line item will be highlighted and show summary details
3. Click *Print* to view a copy of the invoice and full details

The screenshot shows the PropertyIQ Strata software interface. The 'Account Ledger' window is open, displaying a 'Contribution Schedule' for 'Building Repairs Major'. A line item 'New door for foyer Jack of All Trades' is highlighted. Three numbered arrows indicate the steps: 1. Clicking the line item, 2. The item being highlighted, and 3. Clicking the 'Print' button.

Date	Ref No	Type	Details	Debit	Credit	Balance
16/11/2016	HORNSBY ...	Invoice	New door for foyer Jack of All Trades	\$550.00		\$550.00DR

Click on the item again to view the original invoice entry page and made edits if necessary

The screenshot shows the 'Supplier Transactions' window. On the left, an invoice is displayed for 'Jack of All Trades' dated November 15, 2016. On the right, a summary of the transaction is shown, including the supplier 'Jack of All Trades', the manager 'Training Manager', and the total amount of \$550.00.

Quantity	Description	Unit Price	Discount	Line Total
1	Costly Repairs			500

Note: the ability to edit may be restricted if the invoice falls into a prior BAS period and you have ticked to restrict transactions from a prior BAS period in your settings.

OWNER POSITIONS

PropertyIQ

Buildings – Financials Tab

17.02.2020

1. Click on *Owner Positions*
2. If the building has more than one contribution schedule you can click on each tab to show the owner positions for each contribution schedule or view totals
3. *Up to Date* will default to today's date but you can click here to open the calendar and select a previous date if you want to
4. Click on the owner you want to view to highlight them on the screen
5. Click on *View Ledger* to view the owners ledger
6. Click on *View Lot* to open the lot owners card. For more details on the lot owners card, see the manual "Lot Owners Card"

VIEWING AN OWNERS LEDGER

1. A summary of the lot owners current position shows here
2. The *As At* date defaults to today's date but you can click on the date to open the calendar and alter the date
3. Click on the tabs to switch your view between *All*, *Levies*, *Receipts* or *Opening Balances*
4. Click Print to open a PDF of the owners ledger in a new tab that you can print

Owner Ledger

Lot 1 Unit 1 Franca Swanden

Paid to 15/11/2018. Arrears: \$2,706.60 (Int. \$0.00) Total Arrears: \$2,706.60 Credit: \$1,086.65

Balance: \$1,619.95

As At 27/03/2018

All Levies Receipts Opening Balance

Date	Type	Ref #	Details	Account		Principle	Paid	Interest Due	Interest Paid	Discount/...	Total	Status	Balance
16/8/2018	Std Levy	352	Standard Levy Main Contribution ... From: 16/08/2018 To: 15/11/2018 Main Contribution Schedule	Levy Income	Total	\$438.75	\$438.75	\$0.00	\$0.00	\$43.90	\$0.00	Paid in ad...	\$2,497.45
				Admin		\$313.75	\$313.75	\$0.00	\$0.00	\$31.40	\$0.00		
				Cap. ...		\$125.00	\$125.00	\$0.00	\$0.00	\$12.50	\$0.00		
16/5/2018	Std Levy	351	Standard Levy Main Contribution ... From: 16/05/2018 To: 15/08/2018 Main Contribution Schedule	Levy Income	Total	\$438.75	\$438.75	\$0.00	\$0.00	\$0.00	\$0.00	Paid in ad...	\$2,058.70
				Admin		\$313.75	\$313.75	\$0.00	\$0.00	\$0.00	\$0.00		
				Cap. ...		\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00		
16/3/2018	Std Levy	350	Standard Levy Main Contribution ... From: 16/02/2018 To: 15/05/2018 Main Contribution Schedule	Levy Income	Total	\$438.75	\$438.75	\$0.00	\$0.00	\$0.00	\$0.00	Paid	\$1,619.95
				Admin		\$313.75	\$313.75	\$0.00	\$0.00	\$0.00	\$0.00		
				Cap. ...		\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00		
18/1/2018	Receipt	152	Transfer from credit	Levy Income	Total		-\$1,714.15	\$0.00	\$0.00	A \$0.00	\$1,714.15	Received	\$1,181.20
				Admin			-\$1,714.15	\$0.00	\$0.00	\$0.00	\$1,714.15		
				Cap. ...			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Print

Lot	Unit	UOE	Owner	Opening	+ Annual	+ Special	- Paid	= Closing	Interest Paid
1	1	10	Franca Swanden	\$1,897.35	\$877.50	\$0.00	\$1,154.90	\$1,619.95	\$0.00
2	2	10	Maddison Furness	\$3,152.59	\$877.50	\$30.00	\$1,697.50	\$2,362.59	\$0.00
3	3	10	Ellery Borenson	\$2,071.54	\$877.50	\$50.00	\$4,400.90	-\$1,401.86	\$0.00
4	4	10	Sally Bennett	\$2,620.77	\$877.50	\$0.00	\$2,100.00	\$1,398.27	\$0.00
5	5	20	Caroline Liu	\$2,980.69	\$1,755.00	\$112.50	\$0.00	\$4,848.19	\$0.00
6	6	20	Ann-Maree Lawlor	-\$6,089.52	\$1,755.00	\$0.00	\$4,000.00	-\$8,334.52	\$0.00
7	7	20	Christy Lee	\$2,882.40	\$1,755.00	\$30.00	\$1,000.00	\$3,667.40	\$0.00
8	8	20	Bailey Brown	\$1,707.34	\$1,755.00	\$0.00	\$6,519.40	-\$3,057.06	\$0.00
9	9	5	Bailey Brown	\$2,867.69	\$438.80	\$0.00	\$4,400.90	-\$1,094.41	\$0.00

View Ledger

View Lot

Opening Balances

Info Certificates

Schedules

Financial Reports

Edit

Done