



Cash Book and Bank Reconciliation

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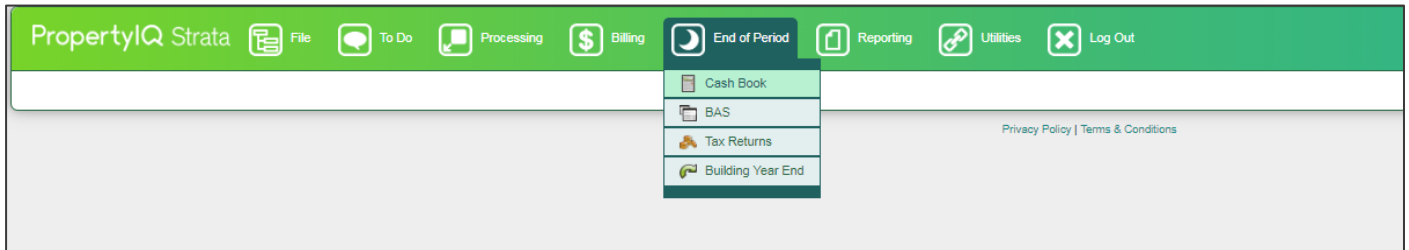
INTRODUCTION TO CASH BOOK

The Cash Book function allows you to monitor bank reconciliations, balance and print end of month bank reconciliation, generate cash book reports and manage unpresented cheques.

You should check that all bank accounts have no discrepancies each day and at each month end you should ensure that:

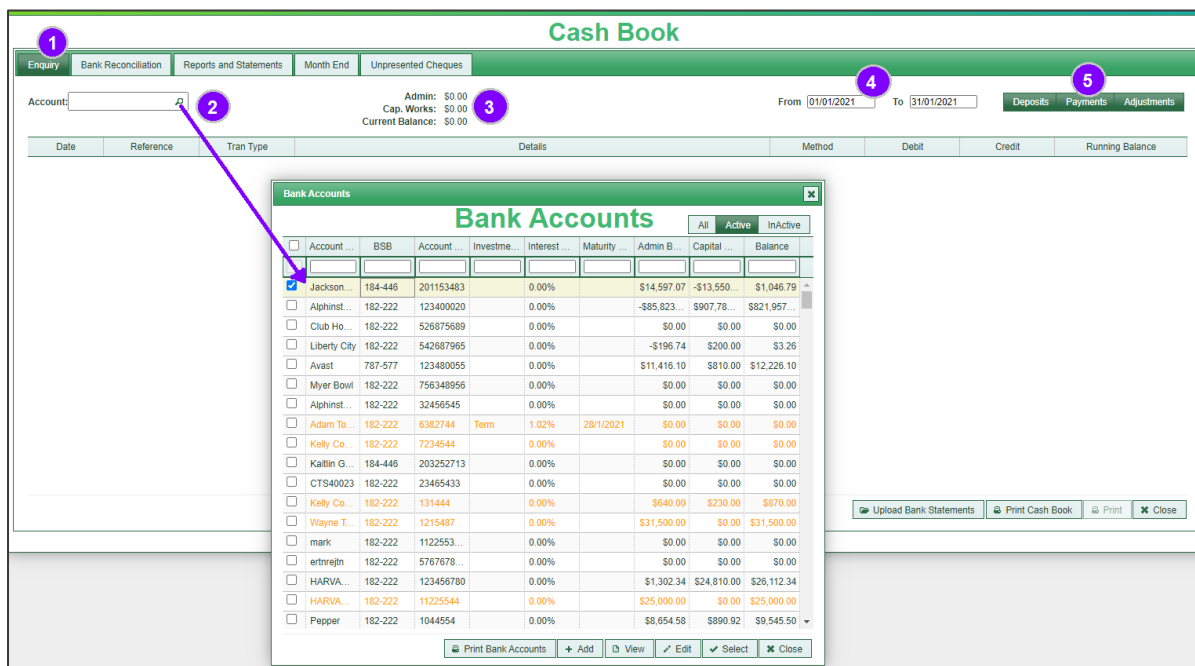
- All supplier payments have been processed
- All TXN files have been processed
- All bank accounts have been reconciled.

To open the Cash Book, go to End of Period and select Cash Book



CASH BOOK ENQUIRY

The cash book enquiry tab allows you to search and view items in the cash book.



1. Go to the enquiry tab (this will be defaulted when you open the Cash Book)
2. Click on the search icon to filter by bank account. Type in some key letters to refine your search. Double click on the bank account you want to search
3. The current balances of the building's bank account are displayed here
4. Select a date range to search
5. Click on the deposits, payments or adjustments tab to refine the search if you want to

Once you have selected the bank account, you will be able to see all transactions that fit the filters and date range you applied.

1. Click on a line item to view its details.
2. *Print* to generate a PDF report of the item details. The PDF will open in a new tab.

Cash Book							
Enquiry	Bank Reconciliation	Reports and Statements	Month End	Unpresented Cheques			
Account: The Bachelor Pad CTS 01		The Bachelor Pad CTS 01 352352300 182-222 Macquarie Bank Account Type: Main		Balance as at 11/2/2021 Admin: \$7,188.83 Cap. Works: \$44,829.77 Current Balance: \$52,018.60		From 01/10/2019 To	Deposits Payments Adjustments
Date	Reference	Tran Type	Details	Method	Debit	Credit	Running Balance
11/8/2020	103	Deposit	From: Tax Creditor Received From: Tax Creditor. Details: Tax refund - test PF-1111	cheque	\$310.00		\$52,018.60
11/8/2020	87	Payment	To: Tax Creditor	Bpay		\$2,106.00	\$51,708.60
28/7/2020	100	Deposit	From: Big Billboards TRF to lot 1/1 Brena Mulligan: Debtor to Lot			\$45.00	\$53,814.60
28/7/2020	101	Deposit	From: Brena Mulligan TRF from debtor Big Billboards: Debtor to Lot		\$45.00		\$53,859.60
17/7/2020	5	Payment	To: My Strata Co	Cheque		\$5.00	\$53,814.60
16/7/2020	4	Payment	To: My Strata Co	Cheque		\$10.00	\$53,819.60
5/5/2020	41	Adjustment	adding money to pay invoices		\$50,000.00		\$53,829.60
5/5/2020	3	Payment	To: My Strata Co	Cheque		\$156.50	\$3,829.60
18/3/2020	1	Payment	To: Jack of All Trades	Cheque		\$100.00	\$3,986.10
18/3/2020	2	Payment	To: Jack of All Trades	Cheque		\$100.00	\$4,086.10

PropertyIQ Strata Testing
PO Box 330
CANNING VALE WA 4554

ABN: 123456789

Community Receipt No: 149
***** Tax Invoice ABN 11386254272 *****

Date: 01/01/17

Received From : J Carter
On Behalf Of : J Carter
: 21 Hesse Street
:
: QUEENSCLIFF VIC 3502

Direct : \$10.00
Cash : \$0.00
Cheque : \$0.00
TOTAL : \$10.00

Being : TRF from lot 1/1 Drake Lively: Came through on the same CRN

Lot 2

Allocated to - Admin \$10.00
- Sinking \$0.00

Per: _____

BANK RECONCILIATION TAB

The bank reconciliation tab is where you can monitor and reconcile bank accounts.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: Nicki Sorvener
Role: Administrator
0.209.0 15/10/2020

Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End Unpresented Cheques

1 Filter By Manager: All Managers 2 Filter By Folio: All Folios 3 Filter By Account Type: All 4 Filter By Account Status: Active

Search By Buildings: 5 Select Buildings 6 View Selected Buildings 7 Show Bank Accounts 8 Clear Filters

<input type="checkbox"/>	A/C No	Title	Last Rec Date	Statement Date	Balance	U/P Deposits	U/P Payments	Adj. Balance	Cash Book	Discrepancy
--------------------------	--------	-------	---------------	----------------	---------	--------------	--------------	--------------	-----------	-------------

1. Choose the strata manager from the dropdown list if you want to filter by strata manager
2. Choose the folio from the dropdown list if you want to filter by folio
3. Select the type of account – the choices are *main*, *investment* or *all*
4. Select the bank account status – the choices are *active*, *inactive* or *all*
5. Select search by buildings if you want to refine your view. You can select multiple buildings' bank accounts
6. Select *View Selected Buildings* to view the building card for the selected building(s)
7. Select *Show Bank Accounts* to view the bank accounts that fit your search criteria
8. Select *Clear Filters* to clear the search criteria

When you click *Show Bank Accounts* you will be able to view a summary of each bank account on the screen. This screen is in bank account number order by default but you can click on any of the column headings to change the sort order.

Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End

Filter By Manager: All Managers Search By Buildings: 5 Select Buildings 6 View Selected Buildings 7 Show Bank Accounts 8 Clear Filters

Filter By Folio: All Folios

<input type="checkbox"/>	A/C No	Title	Last Rec Date	Statement Date	Balance	U/P Deposits	U/P Payments	Adj. Balance	Cash Book	Discrepancy
<input checked="" type="checkbox"/>	184-446 201153483	Jacksons Hill	16/2/2017	16/2/2017	\$115,677.33	\$0.00	\$103,243.09	\$12,434.24	\$12,434.24	\$0.00
<input type="checkbox"/>	182-222 2222222	Test Asset Account	16/2/2017	16/2/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 1215487	Wayne Tower Invest			\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	-\$700.00
<input type="checkbox"/>	182-222 201504594	Alphinstone Arena	1/3/2016	2/3/2016	\$30,892.72	\$0.00	\$27,242.68	\$3,650.04	\$4,737.36	-\$1,087.32
<input type="checkbox"/>	182-222 131444	Kelly Court Investment 1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 239402035	Pirandello Lodge	9/9/2014	16/2/2017	\$156,920.30	\$0.00	\$40,497.82	\$116,422.48	\$116,422.48	\$0.00
<input type="checkbox"/>	182-222 526875689	Club House	7/9/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 542687965	Liberty City	22/12/2014	22/12/2014	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	-\$5,300.00
<input type="checkbox"/>	182-222 6362744	Adm Wayne Tower	22/12/2014	22/12/2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 7234544	Kelly Court Admin	28/4/2016	28/4/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 653458968	Avatar	7/9/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$11,891.58	-\$11,891.58
<input type="checkbox"/>	182-222 653248956	Lifestyle Workings	7/9/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 756348956	Myer Bowl	7/9/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 32456545	Alphinstone Admin	30/6/2015	30/6/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	184-446 203252713	Katlin Grove admin		28/4/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 23485433	CTS40023			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	182-222 987456321	Carltons			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Upload Bank Statements Preview Bank Rec Reports Bank Rec Summary Print Cash Book Reconcile

1. The bank account number shows here
2. The bank account name shows here
3. The last date this bank account was reconciled
4. The latest statement date that has been reconciled to
5. The balance in the bank account - this is the closing balance of the last txn file processed for the account
6. Total of any unpresented deposits. This is the total of any manual receipts (manual deposits) you have processed that have not yet been banked.v
7. Total of any unpresented payments. These are cheques that have been processed on PropertyIQ and the payee has not yet presented to the bank or online payments that have been processed on PropertyIQ but not yet debited from the bank account.
8. The balance in the bank account after taking into account any unpresented deposits or payments. I.E. the amount in the balance column (from the .txn file) plus the amount in the unpresented deposits column less the amount in the unpresented payments column.

9. The cash book balance – this is the balance of the account according to PropertyIQ. This should match the amount in the Adj. balance column.
10. The total of any discrepancies



When .TXN Files are uploaded to PropertyIQ, the date and statement balance is updated automatically, so you should never need to alter these.

DISCREPENCIES

The aim of the reconciliation process is to ensure that the amount in the cash book column as recorded by PropertyIQ agrees with the actual amount in the bank (shown in the Adj. balance column.) You should check for discrepancies every day. If a bank account has a discrepancy, click on the bank account, to highlight it, and double click to open the details.

1. This lists all deposits that have been processed on PropertyIQ. Cross check this with your actual bank statement to make sure you don't have any funds in the bank that have not been receipted on PropertyIQ.
2. This lists all payments that have been processed on PropertyIQ. Cross check this with your actual bank statement to make sure there are no funds paid out that have not been processed on PropertyIQ. If there are, you may have to process an adjustment on PropertyIQ.
3. Check all adjustments to ensure that they cross match with your bank statement.

Bank Account Reconciliation

Acct184 35653/ floorings on Cavill

Deposits Payments Adjustments

Date	Type	Amount	Presented
6/3/2017		\$500.00	<input type="checkbox"/>
6/3/2017		\$500.00	<input checked="" type="checkbox"/>
6/3/2017		\$250.00	<input checked="" type="checkbox"/>
6/3/2017		\$750.00	<input type="checkbox"/>
24/5/2017		-\$500.00	<input checked="" type="checkbox"/>
23/5/2017		-\$250.00	<input checked="" type="checkbox"/>
1/6/2017		\$500.00	<input type="checkbox"/>

Statement Date
1/6/2017
Edit

Statement Balance
\$30,000.00
Edit

Add Unpresented Deposits
\$0.00

Less Unpresented Payments
\$1,800.00

Adjusted Balance
\$28,200.00

Cash Book
\$28,200.00

Discrepancy
\$0.00

Save & Back Back

MANUALLY EDITING A STATEMENT DATE AND BALANCE

You may need to manually edit the statement data and balance of a bank account. This is usually required when you have an investment account that is not with Macquarie Bank, so you will require to manually reconcile it in PropertyIQ.

First, double click on the highlighted bank account on the bank reconciliation summary screen.

1. To alter the statement date click on edit to open the calendar, then click on the new date and click save
2. To alter the statement balance, type in the balance and click save (ensuring that this is the correct balance showing on your actual bank statement)
3. Click save & back to save your changes and go back to the bank reconciliation summary screen
4. Click back to go back to the bank reconciliation screen without saving your changes

Bank Account Reconciliation

Account: 184-446201153483 Jacksons Hill

Statement Date: 16/02/2017

Statement Balance: \$115,677.33

Add Unpresented Deposits: \$0.00

Less Unpresented Payments: \$103,243.09

Adjusted Balance: \$12,434.24

Cash Book: \$12,434.24

Discrepancy: -\$0.00

Buttons: Save & Back, Back

RECONCILIATION AND REPORT PRINTING

1. To select all bank accounts, tick the box on the top left
2. Click here to upload bank statements that you have previously downloaded from Macquarie Active Banking and saved on your computer. See instructions below - To upload bank statements
3. Click here to preview bank reconciliation reports. See instructions below – Preview bank reconciliation reports
4. Click here to print a bank rec summary for all selected bank accounts. See instructions below – Print a bank rec summary
5. Click here to print a cash book report for all selected bank accounts. See instructions below – Print cash book
6. Click here to reconcile all selected bank accounts. See instructions below - Reconcile

PropertyIQ Strata

Cash Book

Buttons: Upload Bank Statements, Preview Bank Rec Reports, Bank Rec Summary, Print Cash Book, Reconcile

UPLOADING BANK STATEMENTS

First, login to Active Banking and save your statements in a place you will remember. It's a good idea to have a separate folder for your bank statements.

1. Click here to upload bank statements
2. Click Find File then search for the statements on your computer, then click enter to save them. When they have been uploaded they will have the Status *Complete*
3. Click *clear* to clear the completed uploads from the screen
4. Click *done* when you have finished uploading statements. You will now be able to view them from the Reports and Statements area in the cash book screen

Cash Book

Filter By Manager: All Managers | Search By Buildings: | Filter By Folio: All Folios | View Selected Buildings | Show Bank Accounts | Clear Filters

A/C No	Title	Last Rec Date	Statement Date	Balance	UP Deposits	UP Payments	Adj. Balance	Cash Book	Discrepancy
184-446 201153453	Jacksons Hill	16/02/2017	16/02/2017	\$115,677.33	\$0.00	\$103,243.09	\$12,434.24	\$12,434.24	\$0.00
182-222 2222222	Test Asset Account	16/02/2017	16/02/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 1215487	Wayne Tower Invest			\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	-\$700.00
182-222 201504594	Alphastone Arena	1/3/2016		\$0.00	\$0.00	\$27,242.68	\$3,655.04	\$4,737.36	-\$1,087.32
182-222 131444	Kelly Court Investment 1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 238402035	Prandello Lodge	9/9/2014		\$0.00	\$0.00	\$40,497.62	\$116,422.48	\$116,422.48	\$0.00
182-222 526875689	Club House	7/6/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 542687965	Liberty City	22/12/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	-\$5,300.00
182-222 63607144	Adam Wayne Tower	22/12/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 72345444	Kelly Court Admin	20/4/2016		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 633458956	Asset	7/6/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$11,891.58	-\$11,891.58
182-222 633458956	Liberty Workings	7/6/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 796348956	Meyer Boat	7/6/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 32495545	Alphastone Admin	30/6/2015		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
184-446 20252713	Kuller Grove admin			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 23485433	CT540023			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182-222 987456321	Carltons			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Upload Bank Statements | Preview Bank Rec Reports | Bank Rec Summary | Print Cash Book | Reconcile

PREVIEWING BANK RECONCILIATION REPORTS

Select *Preview Bank Reconciliation Reports*

This will create a job in your job centre on the right of your screen. Open the job centre in the sidebar to view a PDF copy of the preview.

Your Preview Bank Rec Reports has been scheduled. You may view it's progress from the sidebar.

What would you like to do?

Open Sidebar | Close

Upload Bank Statements | Preview Bank Rec Reports

Preview Bank Rec Reports

Completed Time: February 17th 2017, 8:44 am

Results:

- [Preview Bank Rec Reports - 17-02-2017.pdf](#)

Today | Jobs

Click to open the PDF

PropertyIQ Strata Testing

PO Box 330 CANNING VALE WA 4554 ABN: 123456789

Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au

Printed: 17/02/2017 08:44 am User: Training Manager

Page 1

Bank Reconciliation from 23/12/2014 to 22/12/2014

Account Name: Liberty City BSB: 182-222 Bank: Macquarie Bank Branch: Hobart

Account No: 542687965

Cash Book Summary for the Period (Consolidated)-

	Amount	Admin	Sinking
Opening Balance as at 23/12/2014	\$5,300.00	\$5,100.00	\$200.00
ADD: Receipts for the Period	\$0.00	\$0.00	\$0.00
LESS: Payments for the Period	\$0.00	\$0.00	\$0.00
+/- Adjustments for the Period	\$0.00	\$0.00	\$0.00
Cash Book Balance as at 22/12/2014	\$5,300.00	\$5,100.00	\$200.00

PRINTING A BANK RECONCILIATION SUMMARY

Select Bank Rec Summary

\$0.00	\$0.00	\$0.00	\$5,300.00	-\$5,300.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$11,891.58	-\$11,891.58
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Upload Bank Statements

Preview Bank Rec Reports

Bank Rec Summary

Print Cash Book

Reconcile

This will create a PDF summary report in a new tab. This will include all the bank accounts you selected.

PropertyIQ Strata Testing

PO Box 330 CANNING VALE WA 4554 ABN: 123456789

Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au

Printed: 17/02/2017 08:58 am User: Training Manager

Page 1

Batch Bank Reconciliation Summary

Reconciled Accounts-

Account Name	Last Rec Date	Statement Date	Statement Balance	Unpresented Payments	Adj. Balance	Cash Book Balance	Discrepancy
Jacksons Hill	16/02/2017	16/02/2017	\$115,677.33	\$103,243.09	\$12,434.24	\$12,434.24	\$0.00
Test Asset Account	16/02/2017	16/02/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wayne Tower Invest			\$0.00	\$0.00	\$0.00	\$700.00	-\$700.00
Alphinstone Arena	01/03/2016	02/03/2016	\$30,892.72	\$27,242.68	\$3,650.04	\$4,737.36	-\$1,087.32
Kelly Court Investment 1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pirandello Lodge	09/09/2014	16/02/2017	\$156,920.30	\$40,497.82	\$116,422.48	\$116,422.48	-\$0.00
Club House	07/09/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PRINTING THE CASH BOOK

Select *Print Cash Book*

1. Click on the Search Icon to search for a single account
 - a. The accounts you had selected on the main bank reconciliation screen will be defaulted
 - b. Or you can choose all main accounts, all investment accounts or all accounts
2. Enter a date range you want the cash book to cover
3. Tick here if you want to consolidate schedules. i.e. if you have more than one contribution schedule for a building, the cash book will consolidate them
4. Click *Generate* when you are ready

When you *Generate*, PropertyIQ will create a PDF cash book report in a new tab.



This is a large report so if you have selected a lot of bank accounts, it can take a few minutes to generate.

PropertyIQ Strata Testing
 PO Box 330 CANNING VALE WA 4554 ABN: 123456789
 Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au
 Printed: 17/02/2017 09:16 am User: Training Manager

Page 1

Cash Book Transaction Report from 01/02/2017 to 28/02/2017

Account Name: Jacksons Hill
 Account No: 201153483 BSB: 184-446 Bank: Macquarie Bank Branch: Brisbane

Receipts for the period

Date	Receipt#	S/Plan	Lot#	Particulars	Type	Admin	Reserve	Total	BALANCE
07/02/2017	225	18421	1	From Drake Lively		\$8,684.00	\$0.00	\$8,684.00	\$8,684.00
Faye Goodman									
OC1 - Standard Levy from 01/11/2014 to 31/01/2015									
Admin: Levy Income									
Sinking: Levy Income									

RECONCILING

Click on the *Reconcile* Button. This will reconcile all the accounts you have selected on the main bank reconciliation screen and produce a reconciliation document for each bank account that will be available in the end of month tab.

\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

Upload Bank Statements

Preview Bank Rec Reports

Bank Rec Summary

Print Cash Book

Reconcile

You will receive a prompt to confirm that you wish to proceed

?

Are you sure you wish to Reconcile the selected Bank Accounts?

No

Yes

Click Yes to continue

You will receive a confirmation that the job is completed in your job centre on the right of your screen.

REPORTS AND STATEMENTS TAB

The reports and statements tab allows you to view and download all the bank statements and reports that relate to each bank account.

Cash Book

Enquiry Bank Reconciliation **Reports and Statements** Month End Unpresented Cheques

Bank Accounts

S/Plan	BSB	Account No	Account Name
18421	184-446	201153483	Jacksons Hill
10	182-222	123400020	Alphinstone Arena
89756895	182-222	239402035	Pirandello Lodge
5264895	182-222	526875689	Club House
75486	182-222	542687965	Liberty City
65236	787-577	123480055	Avast
856795	182-222	653248956	Lifestyle Workings
236598	182-222	756348956	Myer Bowl
123456	182-222	32456545	Alphinstone Admin
	182-222	6382744	Adam Tower 453454
	182-222	7234544	Kelly Court Admin
45646	184-446	203252713	Kaitlin Grove admin
40023	182-222	23465433	CTS40023
	182-222	131444	Kelly Court Investment 1
	182-222	1215487	Wayne Tower Invest
12458	182-222	987456321	Carltons

Reports and Statements

Date	Name	
10/7/2022	Cash Book Report - 10/07/2022.pdf	<input type="checkbox"/>
13/3/2019	Bank Reconciliation Report - 02/08/2015 to 12/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input checked="" type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input checked="" type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>
12/3/2019	Cash Book Report - 01/03/2019 to 10/03/2019.pdf	<input type="checkbox"/>

Upload Bank Statements

Print Cash Book

Print

Download

Close

1. You can use the various search filters to find the bank account
2. Click to highlight the bank account that you want to view reports for. The reports will appear in the list on the right.
3. Tick the report(s) you want to print or download
4. Click to Print the report(s). This will create a PDF in a new tab

Printed: 18/10/2016 02:40 pm User: Nadia Tannous Page 1

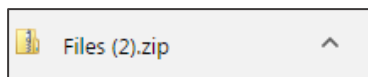
Cash Book Transaction Report from 09/10/2016 to 28/10/2016

Account Name: Jacksons Hill
Account No: 201153483 BSB: 184-446 Bank: Macquarie Bank Branch: Brisbane

Receipts for the period

Date	Receipt#	S/Plan	Lot#	Particulars	Type	Admin	Sinking	Total	BALANCE
Total Receipts for the Period									
						\$0.00	\$0.00	\$0.00	

5. Click to download the report(s). This will create a zip file



6. You can upload bank statements from this screen – See section on [upload bank statements](#).
7. You can print cash books from this screen – See section on [print cash book](#)

MONTH END TAB

The month end tab stores all the reports you created from your bank reconciliation and all bank statements you have uploaded. PropertyIQ attaches them to their appropriate bank account automatically for you.

1. Click to highlight the report(s) you want
2. Click to Print a PDF report(s) This will create a PDF in a new tab

PropertyIQ Strata Testing
PO Box 330 CANNING VALE WA 4554 ABN: 123456789
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au
Printed: 17/02/2017 09:28 am User: Training Manager

Page 1

Bank Reconciliation from 10/09/2014 to 16/02/2017

Account Name: Pirandello Lodge
Account No: 239402035 BSB: 182-222 Bank: Macquarie Bank Branch: Adelaide

Cash Book Summary for the Period-

	Amount	Admin	Sinking
Opening Balance as at 10/09/2014	\$-51,246.86	\$-61,240.37	\$9,993.51
ADD: Receipts for the Period	\$214,119.57	\$208,805.88	\$5,313.69
LESS: Payments for the Period	\$46,862.32	\$44,360.32	\$2,502.00
+/- Adjustments for the Period	\$143.60	\$143.60	\$0.00
Cash Book Balance as at 16/02/2017	\$116,422.48	\$103,546.83	\$12,875.65

3. Click to download the report(s) This will download a PDF report



4. You can also upload bank statements from this screen – see section above [uploading bank statements](#)

PropertyIQ Strata

FileTo DoProcessingBillingEnd of PeriodUtilitiesLog Out

Currently Logged in as: Training Manager
Role: Administrator
0.136.1.201/2017

Cash Book

EnquiryBank ReconciliationReports and StatementsMonth End

Statements and Reconciliation Reports

Date	Name	
17/2/2017	Combined Bank Reconciliation Report - 17-02-2017.pdf	<input checked="" type="checkbox"/>
17/2/2017	Batch Bank Reconciliation Summary - 17-02-2017.pdf	<input checked="" type="checkbox"/>
17/2/2017	Bank Statement Jan 2017.pdf	<input checked="" type="checkbox"/>
17/2/2017	Bank Statement Feb 2017.pdf	<input checked="" type="checkbox"/>
16/2/2017	Bank Statement Jan 2017.pdf	<input type="checkbox"/>
16/2/2017	Bank Statement Mar 2017.pdf	<input type="checkbox"/>
16/2/2017	Bank Statement Feb 2017.pdf	<input type="checkbox"/>
16/2/2017	Combined Bank Reconciliation Report - 16-02-2017.pdf	<input type="checkbox"/>
16/2/2017	Batch Bank Reconciliation Summary - 16-02-2017.pdf	<input type="checkbox"/>
16/2/2017	Combined Bank Reconciliation Report - 16-02-2017.pdf	<input type="checkbox"/>
16/2/2017	Batch Bank Reconciliation Summary - 16-02-2017.pdf	<input type="checkbox"/>
16/2/2017	Combined Bank Reconciliation Report - 16-02-2017.pdf	<input type="checkbox"/>
16/2/2017	Batch Bank Reconciliation Summary - 16-02-2017.pdf	<input type="checkbox"/>
6/12/2016	Combined Bank Reconciliation Report - 06-12-2016.pdf	<input type="checkbox"/>
6/12/2016	Batch Bank Reconciliation Summary - 06-12-2016.pdf	<input type="checkbox"/>

1234

Upload Bank StatementsPrintDownloadClose

UNPRESENTED CHEQUES TAB

The Unpresented Cheques tab allows you to print unpresented cheques reports in PDF or .csv format. You can also cancel single or multiple unpresented cheques here.

1. You can filter by manager
2. You can filter by folio
3. You can select a single building
4. Click show cheques to show the unpresented cheques that match the criteria you have entered
5. Click Clear Filters to clear the filters you have entered

1. You can select individual cheques by clicking on the boxes on the left of the screen or select all by clicking on the box at the top left
2. The cancellation date defaults to today's date but you can change if you want to
3. Click to cancel the cheque(s) you have highlighted on screen
4. Click to export cheque details in .csv format
5. Click *Generate* to a generate cheque details report in PDF format

CANCEL UNPRESENTED CHEQUES

PropertyIQ Strata Currently Logged In as: ame
Role: Super Administrator
0.155.0 25/02/2018

Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End **Unpresented Cheques**

Filter By Manager: All Managers Search By Buildings:

Filter By Folio: All Folios

<input type="checkbox"/>	Acc No	Title	Cheque Number	Date Issued	Amount	Payee
<input checked="" type="checkbox"/>	182-222 239402035	89756895 Pirandello Lodge		2/12/2014	\$385.50	Managing Agent
<input checked="" type="checkbox"/>	182-222 239402035	89756895 Pirandello Lodge		8/12/2014	\$606.00	Managing Agent
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	2	3/7/2015	\$500.00	Ron
<input type="checkbox"/>	182-222 123456780	3 HARVARD PLACE	1340	14/7/2015	\$5.00	Managing Agent
<input type="checkbox"/>	182-222 123456780	3 HARVARD PLACE	1341	20/7/2015	\$15.40	Managing Agent
<input checked="" type="checkbox"/>	182-222 123456780	3 HARVARD PLACE	1342	22/7/2015	\$11.00	Managing Agent
<input type="checkbox"/>	182-222 123456780	3 HARVARD PLACE	1343	28/7/2015	\$5.00	Managing Agent
<input type="checkbox"/>	182-222 239402035	89756895 Pirandello Lodge	1	2/9/2015	\$14,237.00	Tax Creditor
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	8	2/9/2015	\$3,934.00	Tax Creditor
<input type="checkbox"/>	182-222 32456545	123456 Lowanna Muse	1	2/9/2015	\$528.00	Locksmiths Supplies
<input type="checkbox"/>	182-222 32456545	123456 Lowanna Muse	2	4/9/2015	\$10.00	Dean Scarce Electrical P/L
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	9	29/9/2015	\$15,607.00	Tax Creditor
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	10	8/10/2015	\$100.00	Dean Scarce Electrical P/L
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	11	8/10/2015	\$110.00	Dean Scarce Electrical P/L
<input type="checkbox"/>	182-222 123400020	10 'Tempo'	4	10/11/2015	\$600.00	Dean Scarce Electrical P/L
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	12	16/11/2015	\$780.00	Dean Scarce Electrical P/L
<input type="checkbox"/>	184-446 201153483	18421 Jacksons Hill	13	16/11/2015	\$1,000.00	Dean Scarce Electrical P/L

Cancellation Date: 27/06/2018

1. Click on the cheque(s) you want to cancel, to highlight them
2. The cancellation date defaults to today's date but you can alter if you want to
3. Click *Cancel Cheques*

You will see a popup message asking you whether you want to proceed. Click Yes to proceed with cancelling the selected cheques.

Are you sure you wish to Cancel the seleted Cheques?



When a cheque is cancelled, the associated invoice becomes unpaid. If you want to issue a new cheque you need to process a supplier payment run. For full details, see the manual "Supplier Payments".