Off boarding guide

Table of contents

INTRODUCTION **1**

RECONCILE ALL BUILDING BANK ACCOUNTS 1

REPORTS 1

Business activity statement (BAS) reports *1*

Cash book reports *2*

Cash book – unpresented cheques report *3*

Income tax report *3*

Bank account reports *4*

Reports to run from the Reporting menu *5*

Diary reports *10*

Work order report *10*

Insurance claims report *11*

EXPORT DATA 11

Buildings export *11*

Lot export *12*

Property Manager export *13*

Suppliers Export *13*

Chart of Accounts export *14*

Download documents *14*

Export building data *16*

Exporting the Data *17*

Moving building bank balances (if applicable) *20*

If you are only removing some of your buildings from PropertyIQ *21*

INTRODUCTION

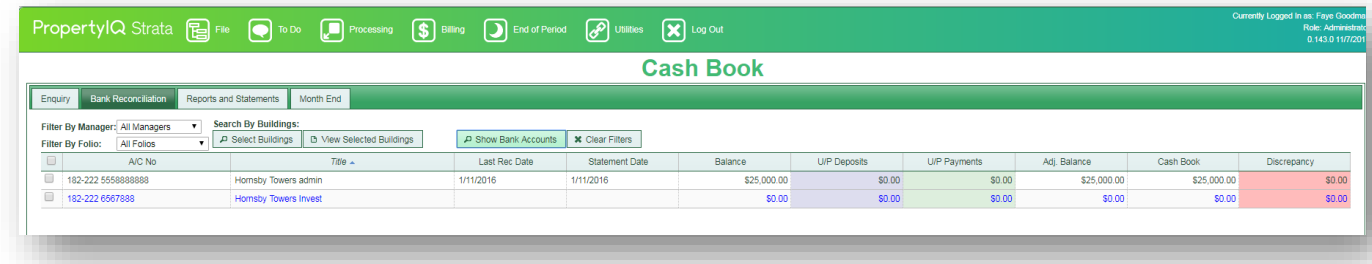
These are the recommended steps to follow when moving all or part of your buildings from PropertyIQ.

Note that:

- PropertyIQ allows you to export most of your data, as well as documents and emails
- Some information cannot be exported but the information can be retained for your records as PDF reports
- If you are moving to new software but retaining the same bank accounts, you can export the DEFT reference number (CRN in PropertyIQ) allocated to each lot and retain the same number in your new software
- If you are closing any bank accounts, you will need to pay out the balance in the bank account to the new bank account

RECONCILE ALL BUILDING BANK ACCOUNTS

Reconcile all building bank accounts from the End of Period>Cash Book>Bank Reconciliation



REPORTS

You'll need to generate reports from several areas in PIQ.

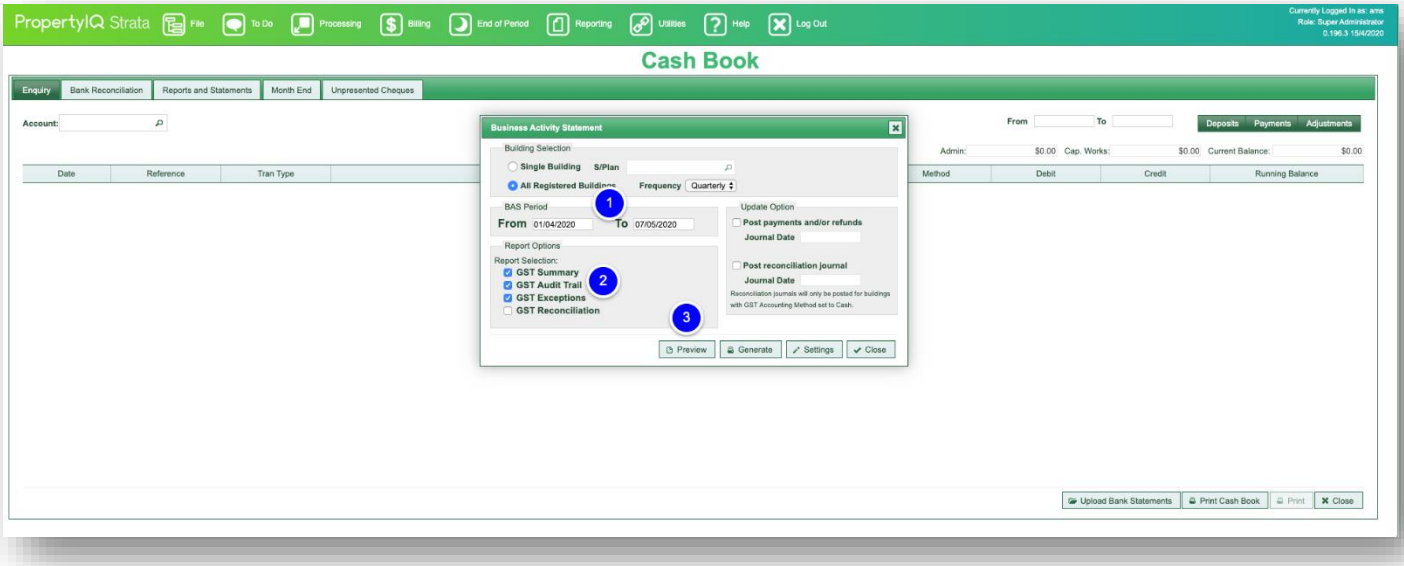
BUSINESS ACTIVITY STATEMENT (BAS) REPORTS

If you are off boarding part way through a BAS period, we recommend you generate BAS reports in preview mode.

1. From the End of Period menu, select BAS. Select the date range from the commencement of the current BAS period to today
2. Select summary, audit trail and GST exceptions reports
3. *Preview*

If you are off boarding at the end of a BAS period, we recommend you follow the standard BAS procedures to generate reports and create the journals to clear the balances in GST paid and GST collected accounts.

NOTE We recommend you generate BAS reports first – if you find any GST errors in the GST exceptions report, you'll then be able to fix them before printing other financial reports

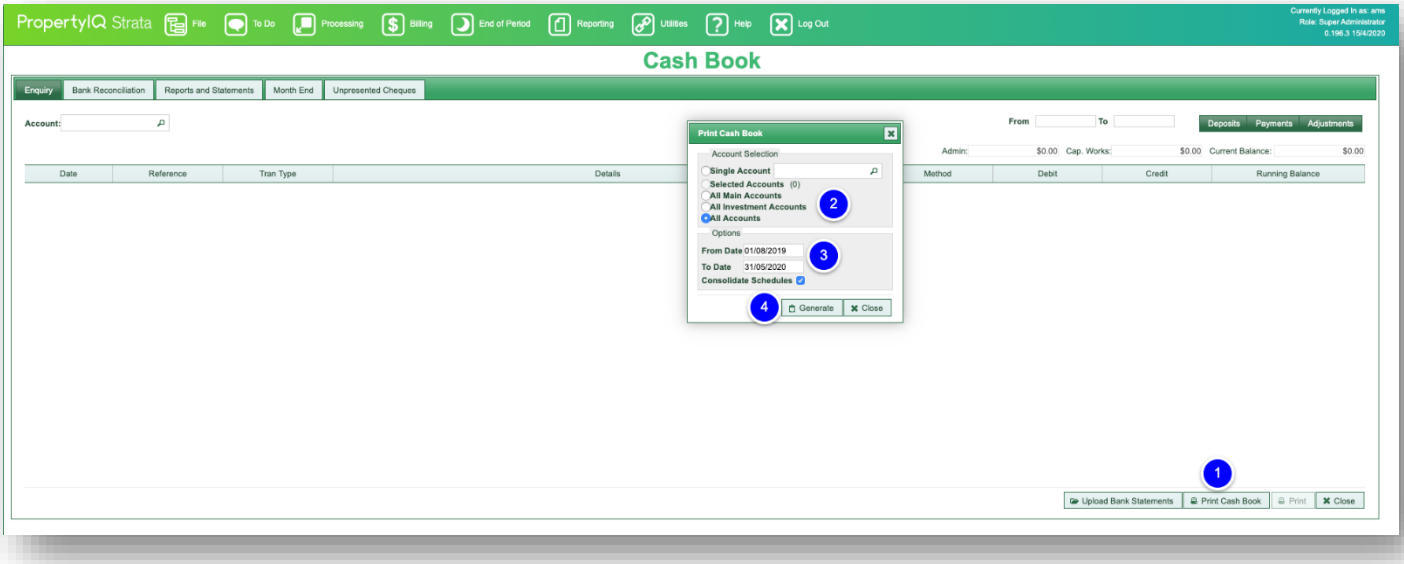


CASH BOOK REPORTS

Go to End of Period>Cash book

1. Select Print Cash book
2. Select All Accounts. If you have a large database this will be a very large report – we recommend selecting each single account or generating multiple reports by date range
3. Ensure your date range covers all periods in your database
4. Select generate

When you select generate, the cash book report will be saved into PIQ documents automatically and will be captured when later exporting documents from PIQ.



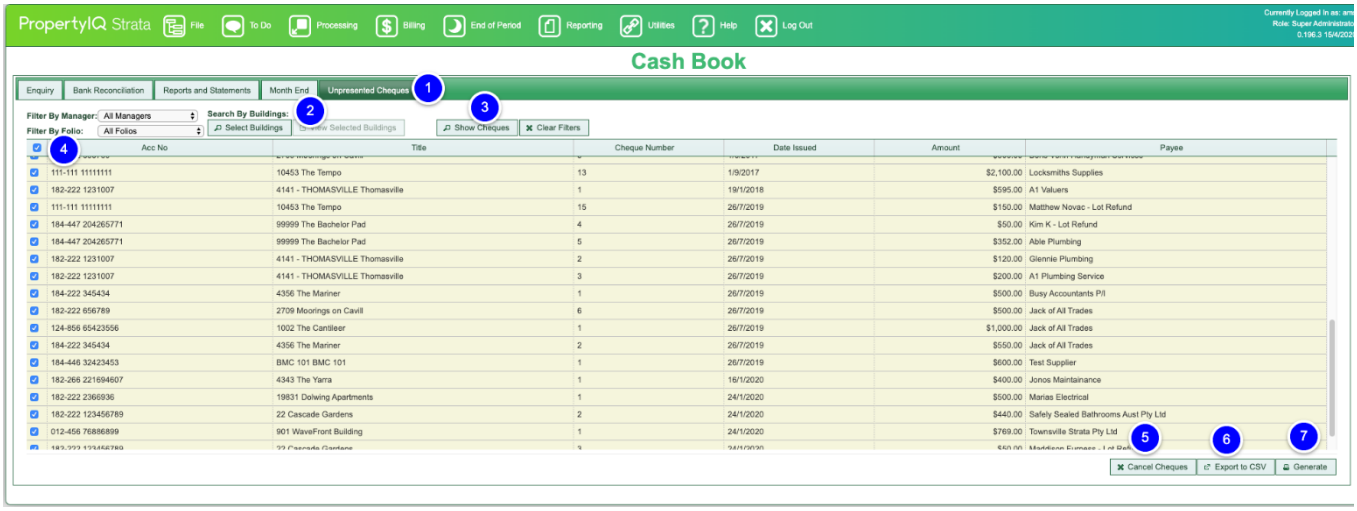
CASH BOOK – UNPRESENTED CHEQUES REPORT

1. Select the Unpresented cheques tab from the Cash Book
2. You can refine to a single building or make no selection here if you want to include all buildings
3. *Show cheques*
4. Select all
5. If the bank account(s) are being closed, you may want to cancel any unpresented cheques.

   This will make the associated invoices unpaid. You may want to delete them from the supplier payments screen and reprocess them using the new bank account.

6. Select export as CSV to generate a .csv file; or
7. Select Generate to print a PDF report

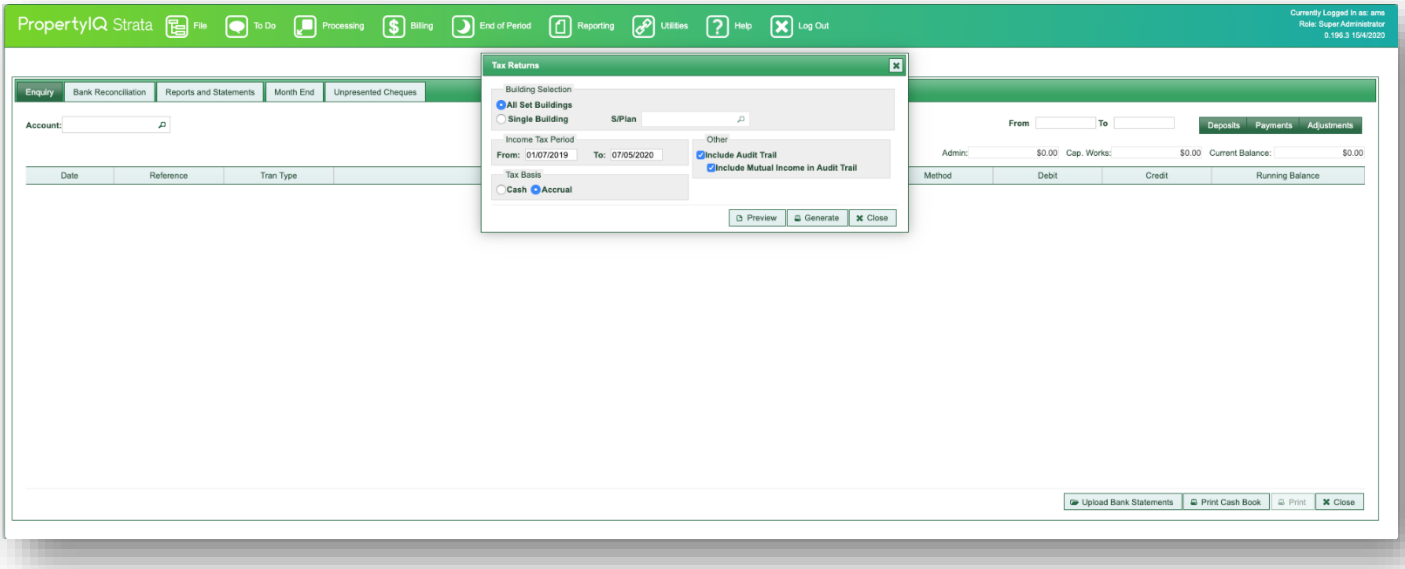
This report is **not** saved into PIQ documents automatically. Once generated, you will need to print a hard copy or save this locally to your computer for record keeping purposes.



INCOME TAX REPORT

1. Go to End of Period and Select Tax Returns
2. Select the date range to include the current tax year up to today's date
3. Select generate

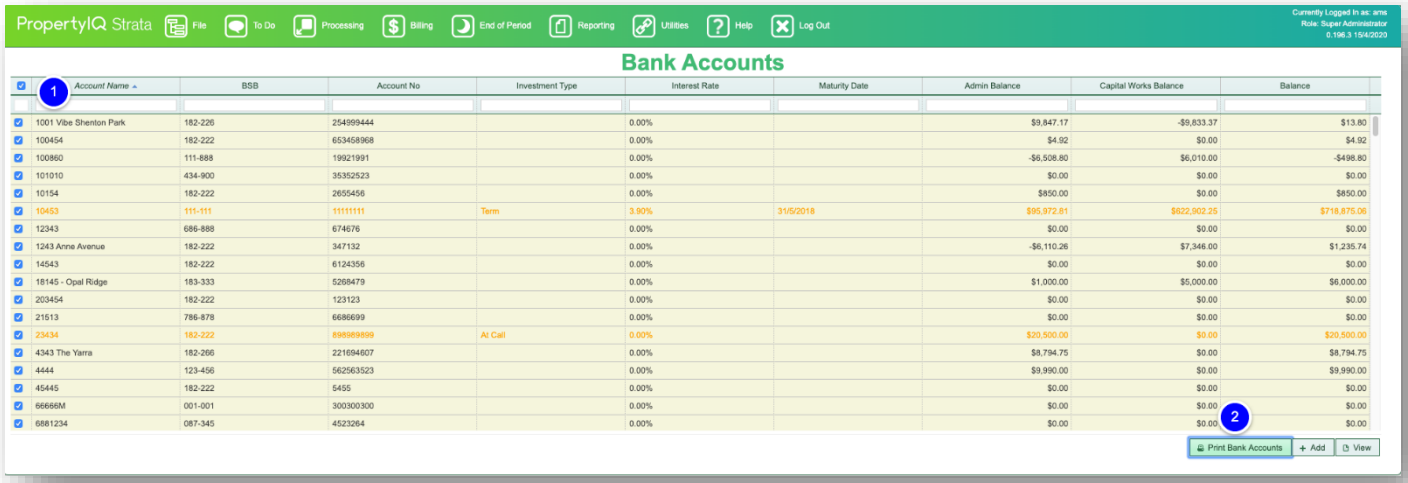
When you select generate, the income tax report will be saved into PIQ documents automatically and will be captured when later exporting documents from PIQ.



BANK ACCOUNT REPORTS

Go to File>Bank accounts

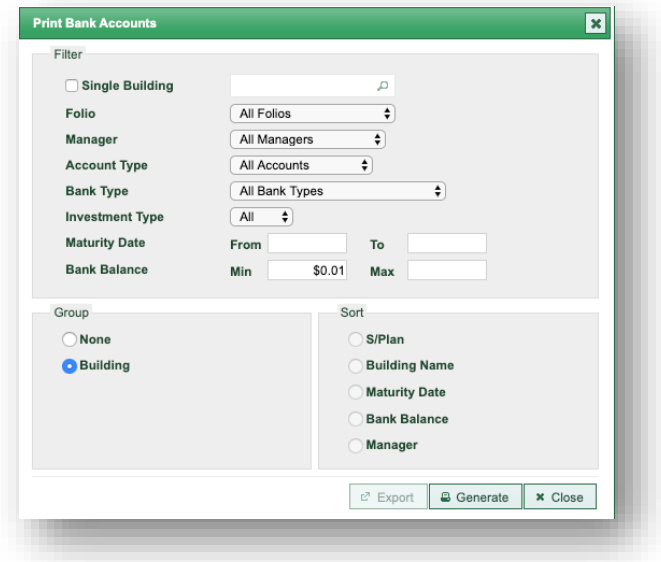
1. Select all bank accounts
2. *Print Bank Accounts*



Account Name	BSB	Account No	Investment Type	Interest Rate	Maturity Date	Admin Balance	Capital Works Balance	Balance
1001 Vibe Shenton Park	182-226	254999444		0.00%		$9,847.17	-$9,833.37	$13.80
100454	182-222	653458968		0.00%		$4.92	$0.00	$4.92
100860	111-888	19921991		0.00%		-$6,508.80	$6,010.00	-$498.80
101010	434-900	35352523		0.00%		$0.00	$0.00	$0.00
10154	182-222	2655456		0.00%		$850.00	$0.00	$850.00
10453	111-111	11111111	Term	3.90%	31/5/2018	$95,972.81	$622,902.25	$718,875.06
12343	686-888	674676		0.00%		$0.00	$0.00	$0.00
1243 Anne Avenue	182-222	347132		0.00%		-$6,110.26	$7,346.00	$1,235.74
14543	182-222	6124356		0.00%		$0.00	$0.00	$0.00
18145 - Opal Ridge	183-333	5268479		0.00%		$1,000.00	$5,000.00	$6,000.00
203454	182-222	123123		0.00%		$0.00	$0.00	$0.00
21513	786-878	6686699		0.00%		$0.00	$0.00	$0.00
23434	182-222	898989899	At Call	0.00%		$20,500.00	$0.00	$20,500.00
4343 The Yarra	182-266	221694607		0.00%		$8,794.75	$0.00	$8,794.75
4444	123-456	562563523		0.00%		$9,990.00	$0.00	$9,990.00
45445	182-222	5455		0.00%		$0.00	$0.00	$0.00
666666M	001-001	300300300		0.00%		$0.00	$0.00	$0.00
6881234	087-345	4523264		0.00%		$0.00	$0.00	$0.00

Ensure you include all bank accounts and all options. You can choose to print a PDF report or export into a spreadsheet.

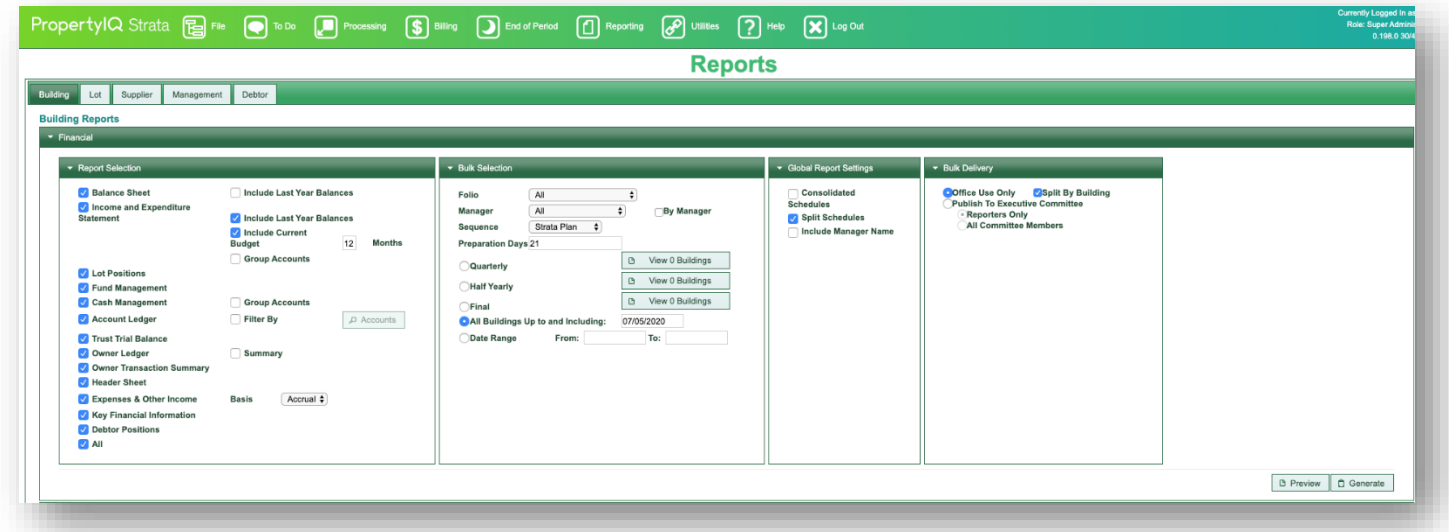
NOTE This report is **not** saved into PIQ documents automatically. Once generated, you will need to print a hard copy or save this locally to your computer for record keeping purposes.



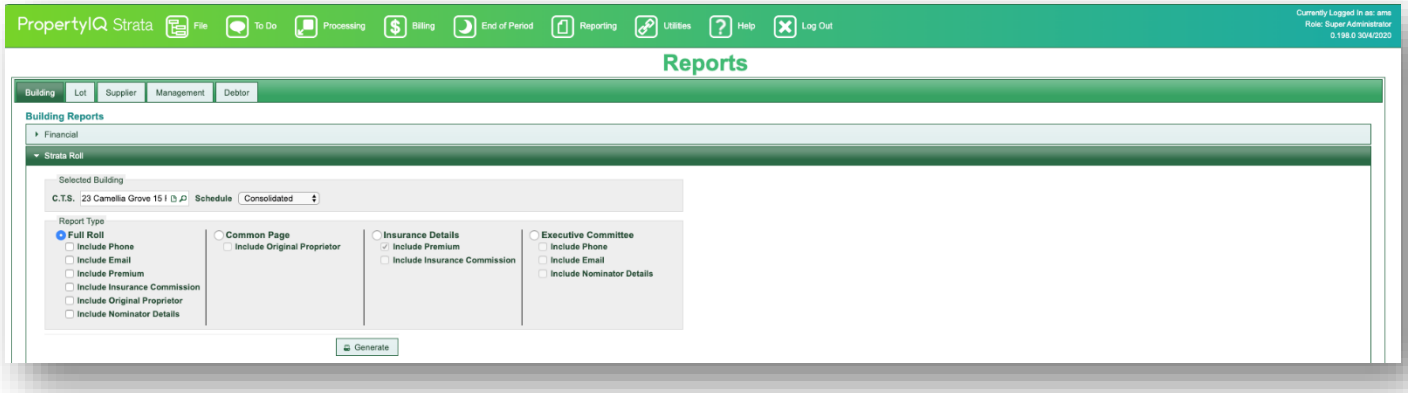
REPORTS TO RUN FROM THE REPORTING MENU

*The reports generated from the Reporting menu are **not** saved into PIQ documents automatically. Once generated, you will need to print a hard copy of each report or save locally to your computer for record keeping purposes.*

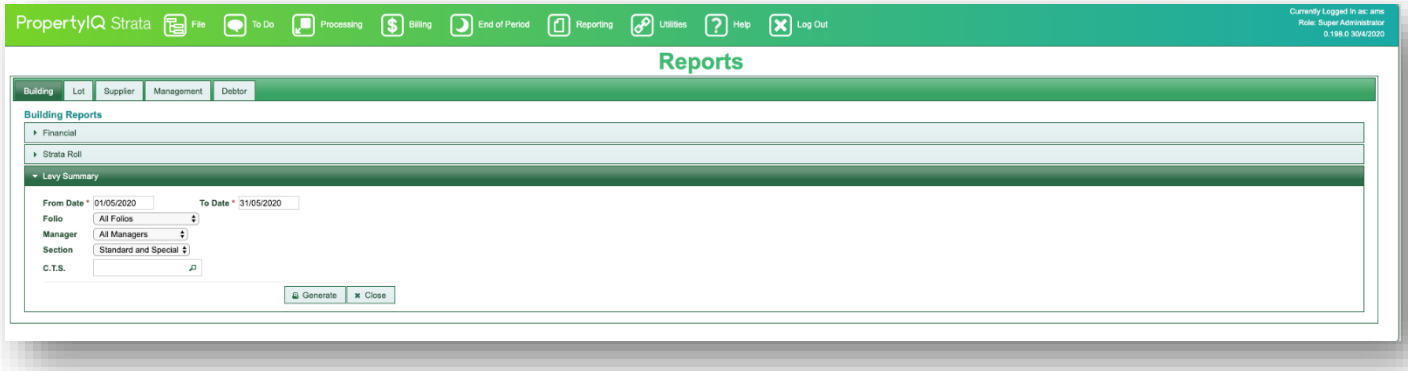
1. Generate building financial reports for all buildings from the Reporting menu>Building>Financial reports. The generated reports can be viewed in the side bar.



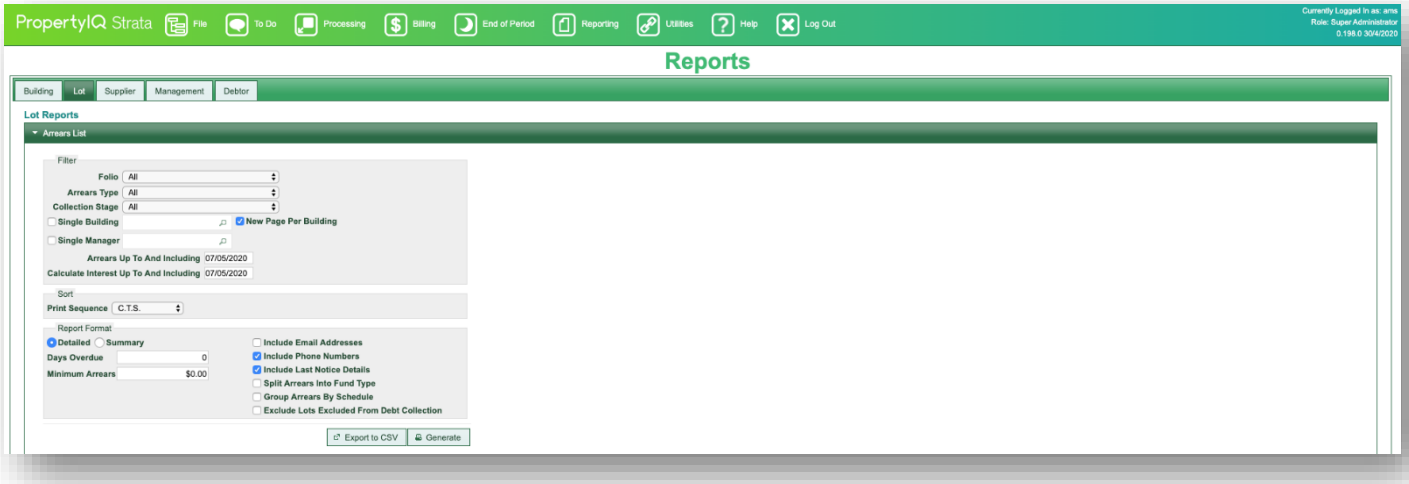
2. Run a Strata roll report for each building from Reports>Building>Strata roll



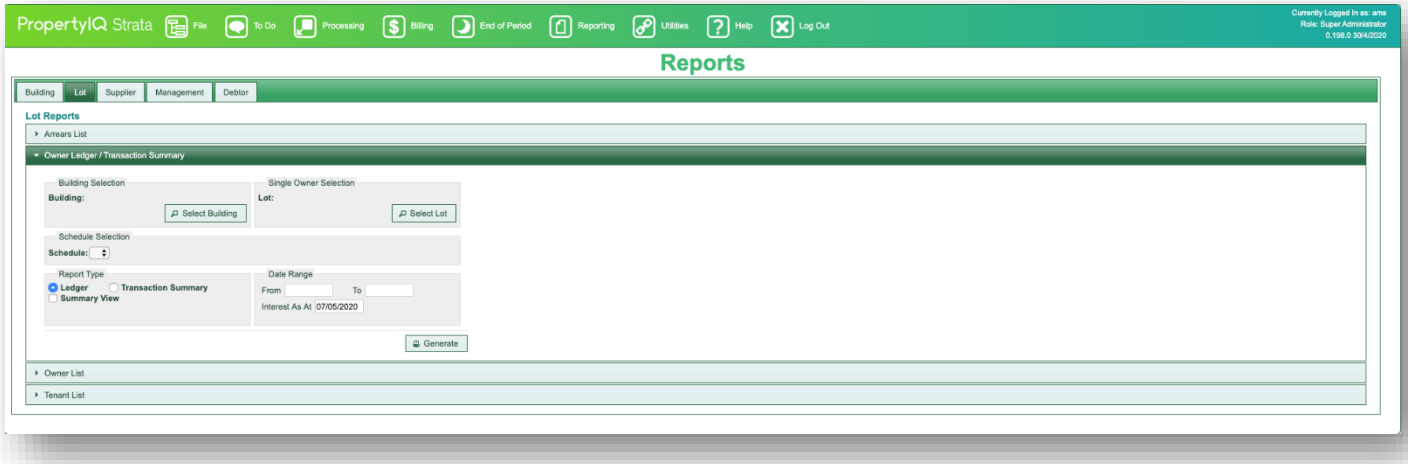
3. Run a levy summary report for each building from Reports>Building>Levy summary



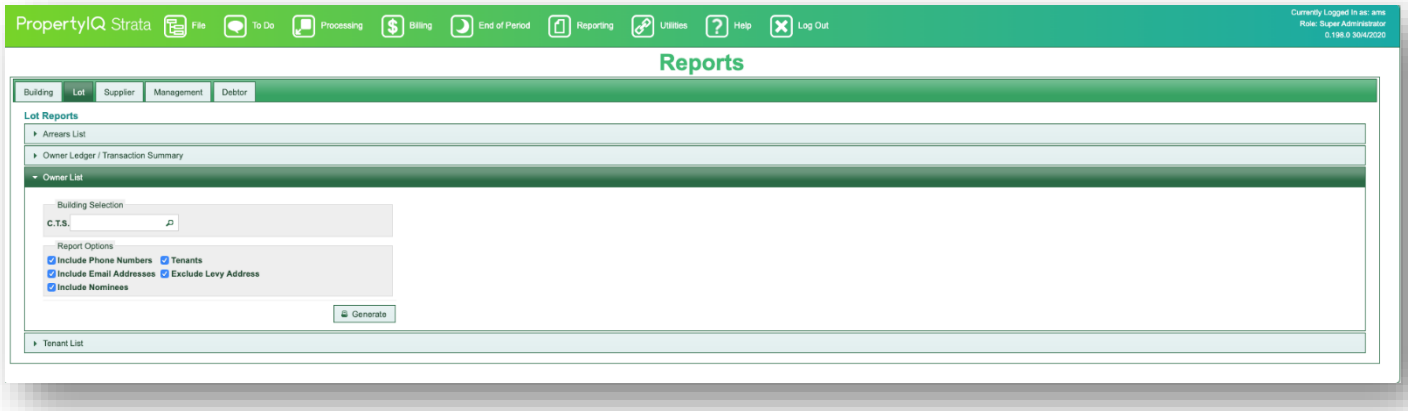
4. Run a Lot arrears report for all buildings from Reports>Lot Reports>Arrears



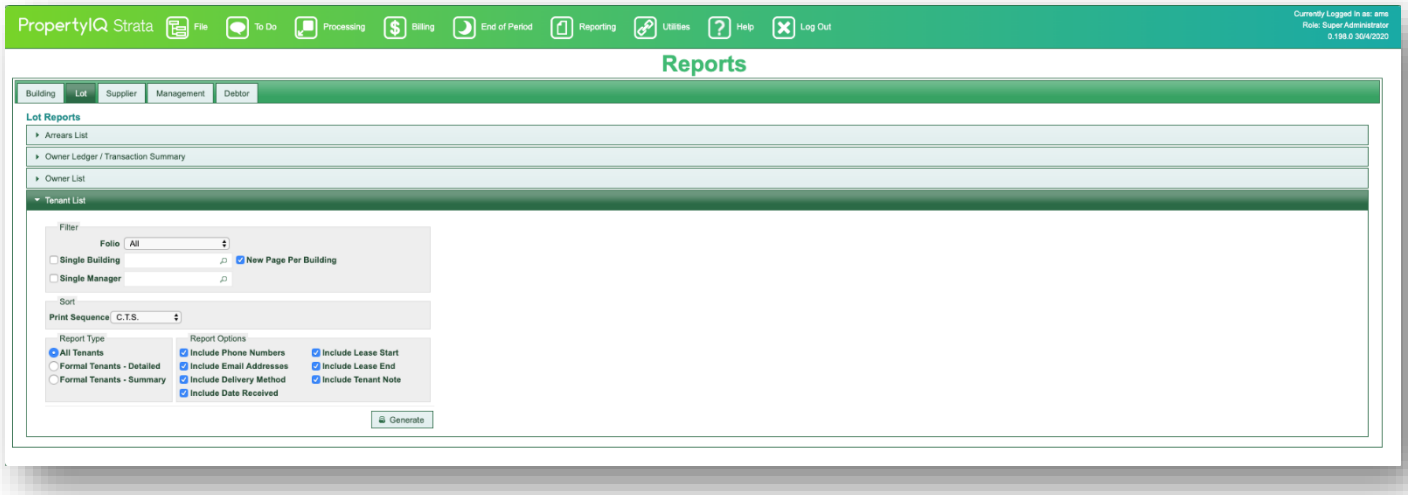
5. Run an owner ledger/transaction summary report for all buildings from Reports>Lot Reports>Owner Ledger/ transaction summary



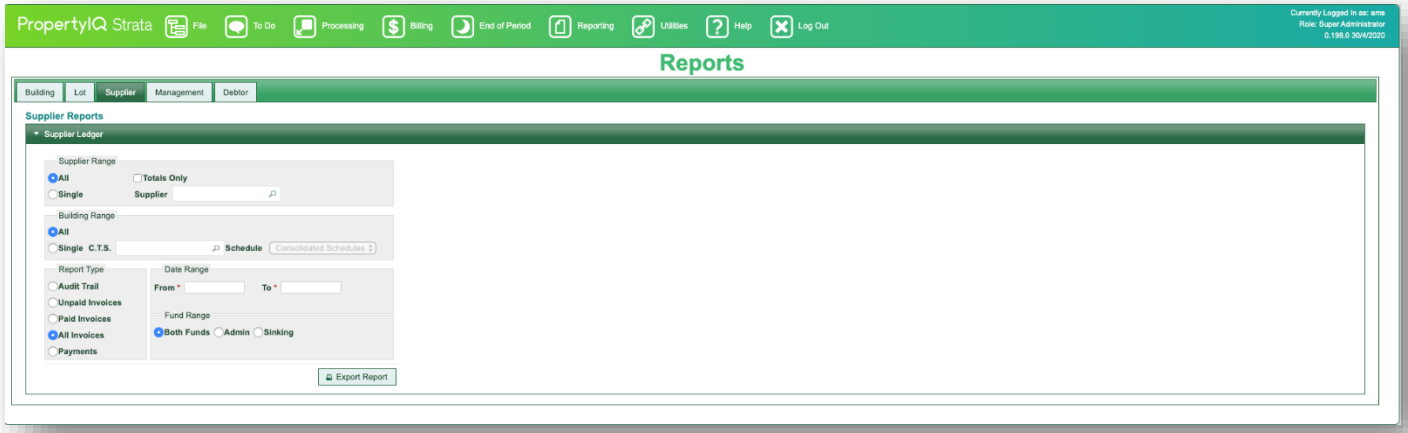
6. Run an owner list report for all buildings from Reports>Lot Reports>Owner list



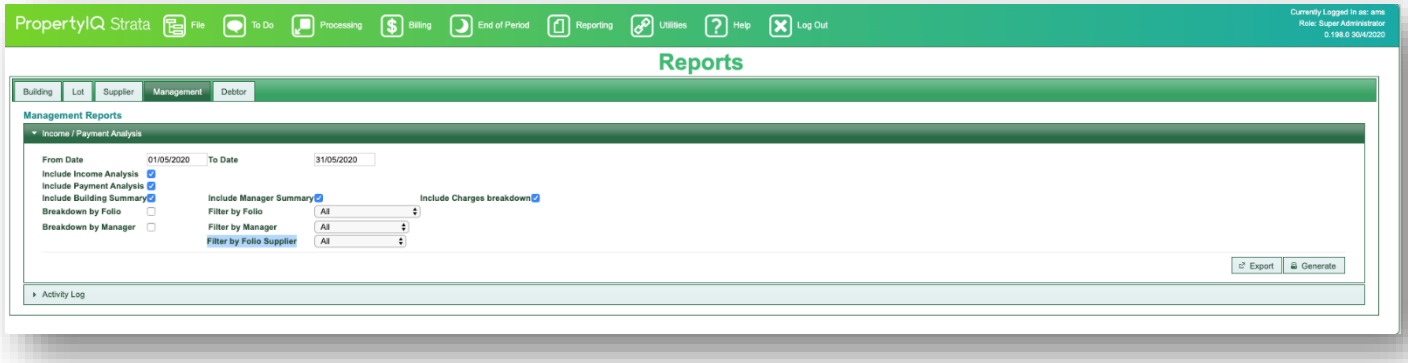
7. Run a tenant list report for all buildings from Reports>Lot>Tenant List



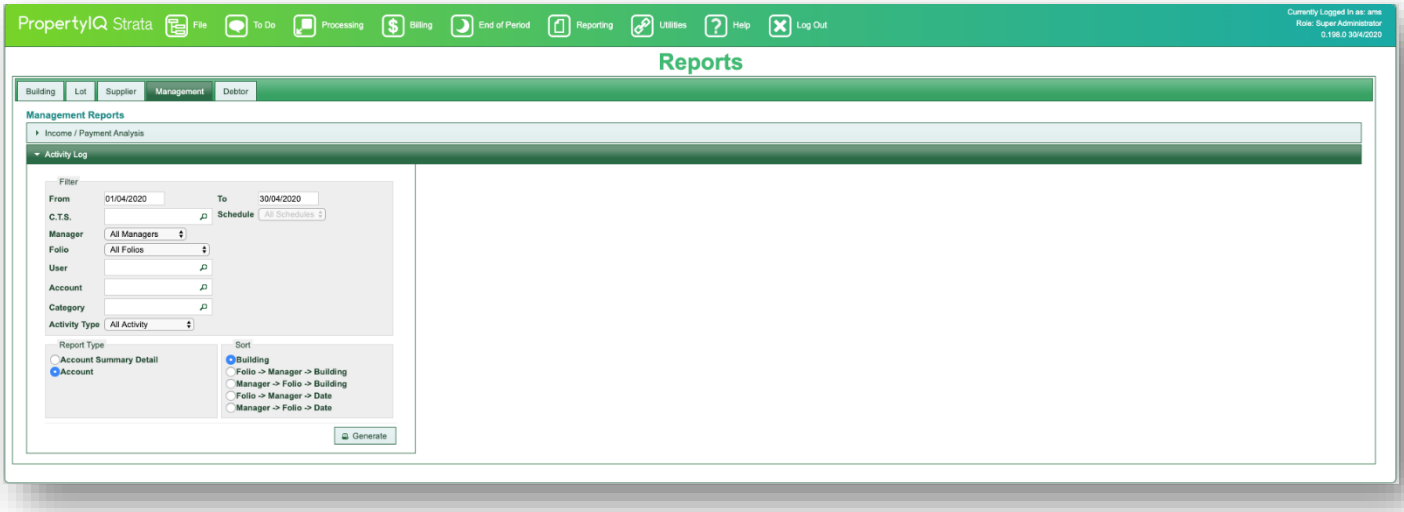
8. Run supplier ledger reports for all suppliers from Reports>Supplier. Ensure you generate *at least:*
   a. Audit trail report
   b. All invoices (this report is exported to an excel spreadsheet)



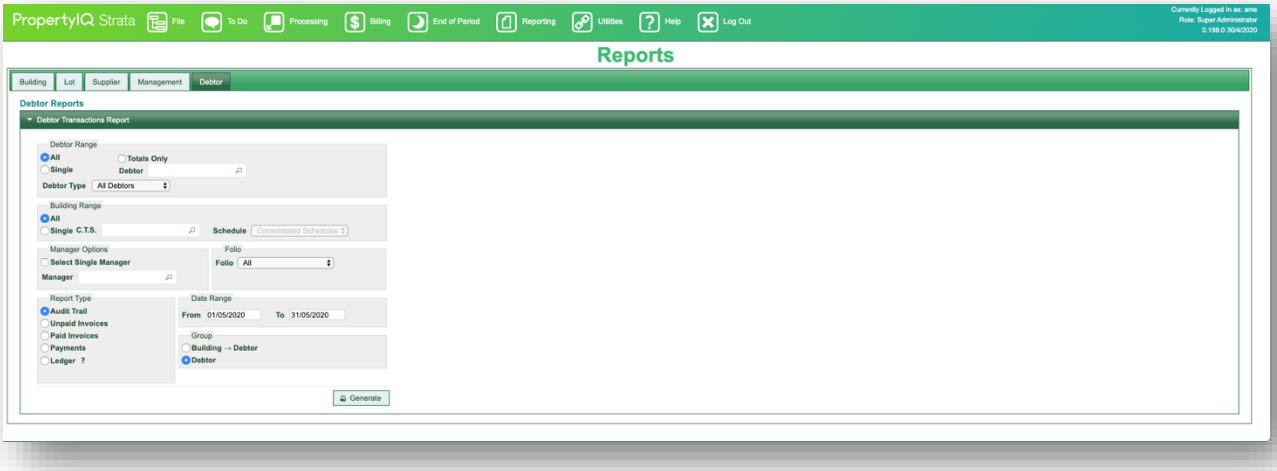
9. Run an income payment analysis report from Reports>Management>Income/Payment analysis. We recommend that you run these reports at the end of each month but ensure you run them for any period you don't already have them for.



10. Run an activity log report from Reports>Management>Activity log. We recommend that you run these reports at the end of each month but ensure you run them for any period you don't already have them for.



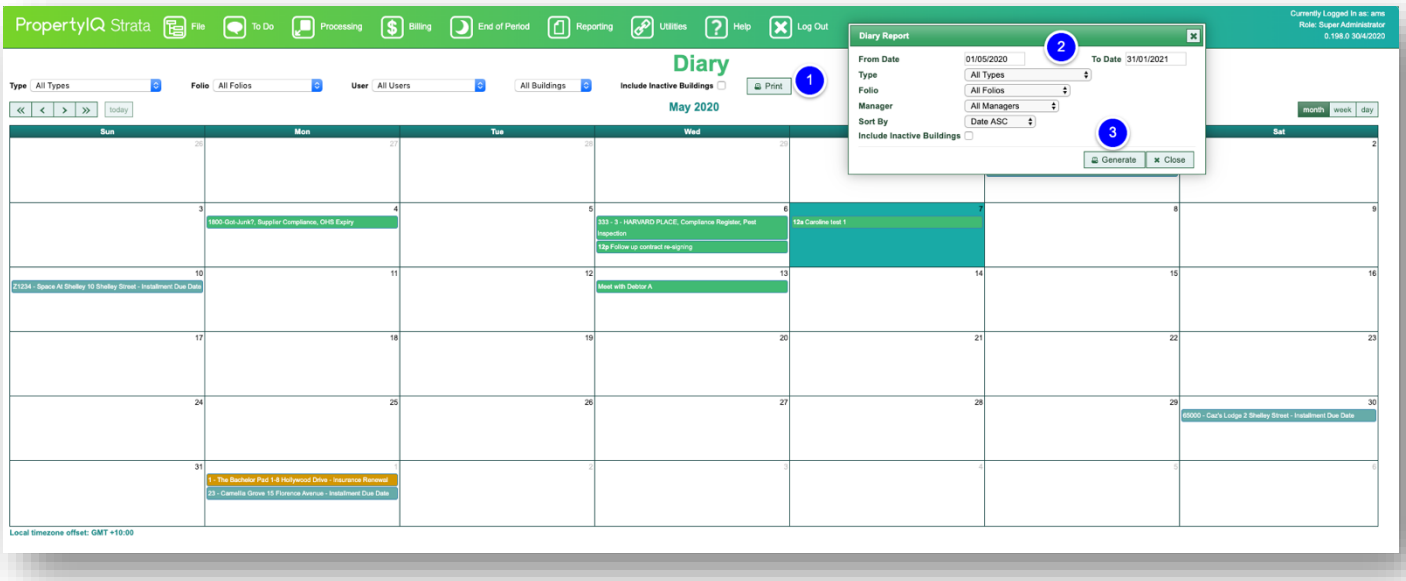
11. Run debtor reports from Reports>Debtor. Ensure you generate:
    a. Audit trail
    b. Paid invoices
    c. Unpaid invoices
    d. Ledgers



DIARY REPORTS

Open the Diary screen and ensure the default view (all types, all folios, all users and all buildings is showing)

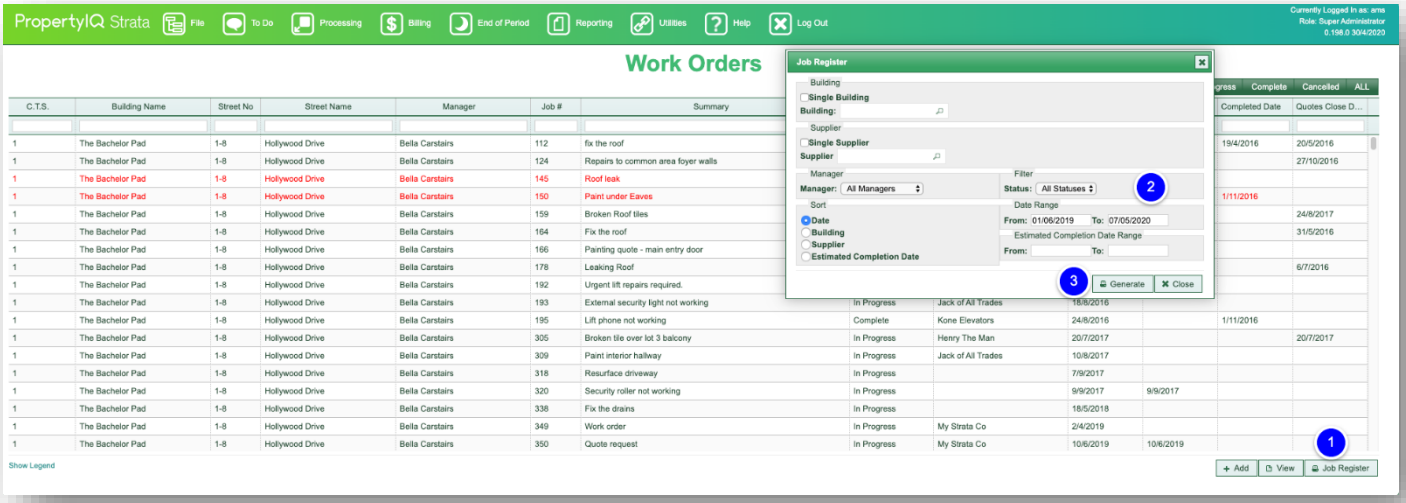
1. *Print*
2. Select a date range – remember the diary contains upcoming events so ensure the range is well into the future
3. *Generate*



WORK ORDER REPORT

Go to To Do>Work Orders

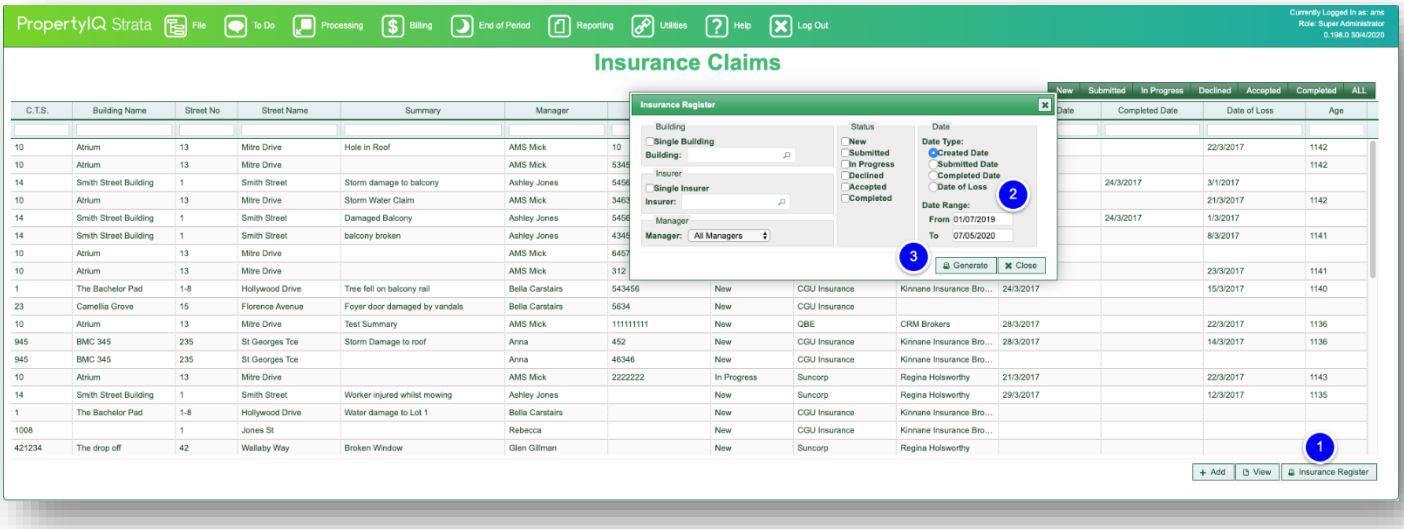
1. Select Job register
2. Select a date range that will include all past work orders
3. Generate



INSURANCE CLAIMS REPORT

Go to To Do>Insurance claims

1. Select *Insurance Register*
2. Select a date range that includes all your insurance claims
3. *Generate*



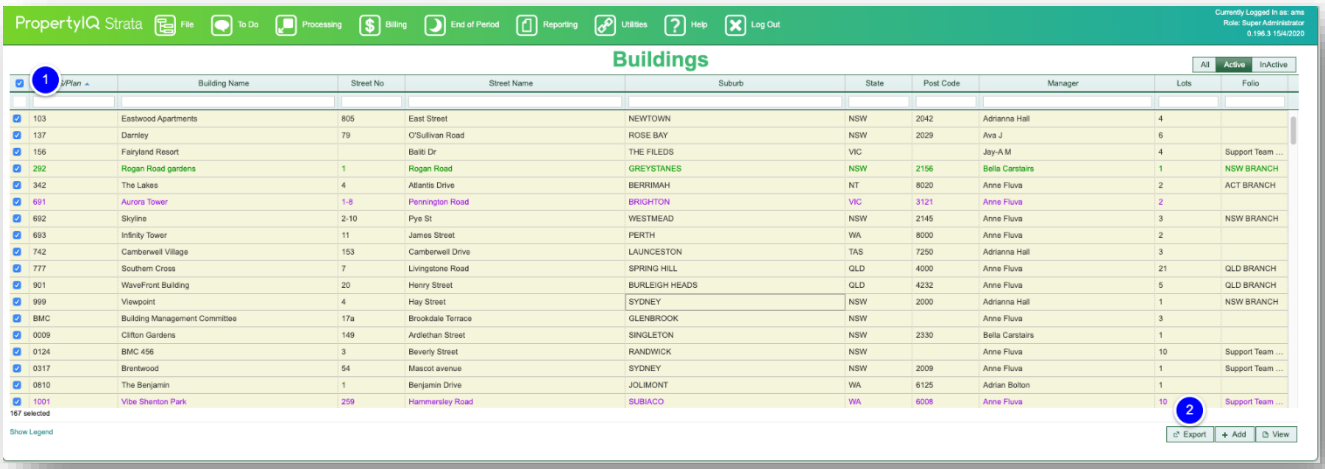
EXPORT DATA

A lot of the data stored in PropertyIQ can be exported as an excel spreadsheet. We recommend you export as much data as possible, and also perform an export of building documents (See instructions below).

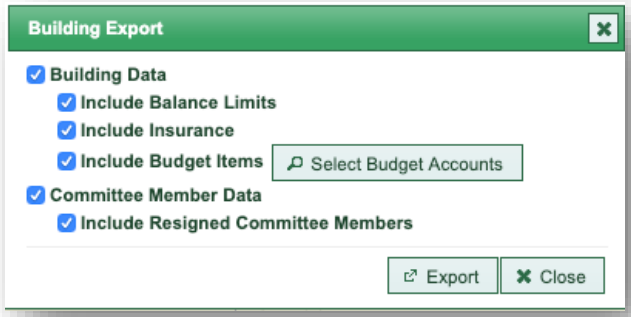
BUILDINGS EXPORT

To export all building information from the Buildings screen:

1. Select all buildings
2. *Export*



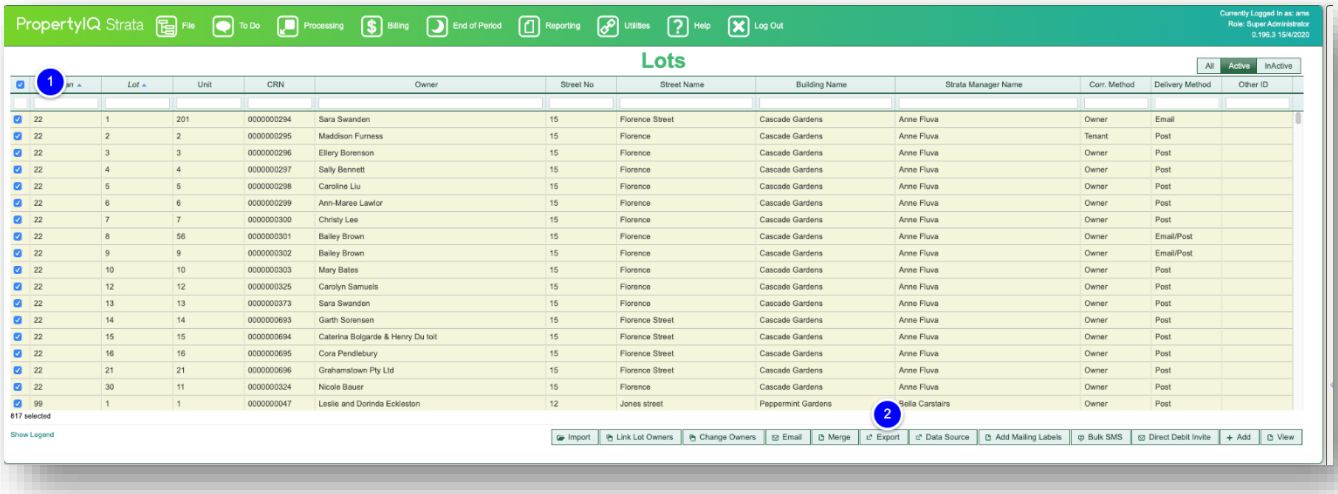
Ensure you include all options



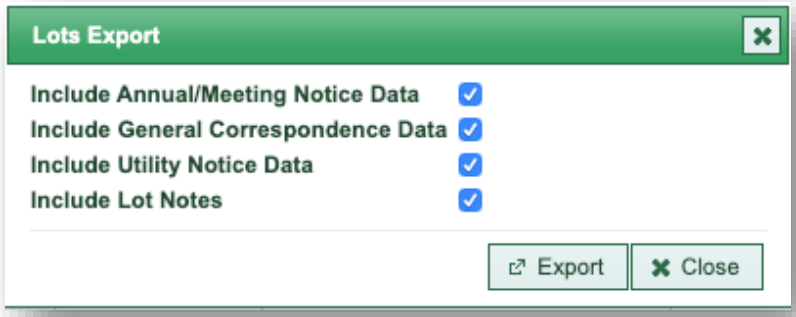
LOT EXPORT

Go to File>Lots

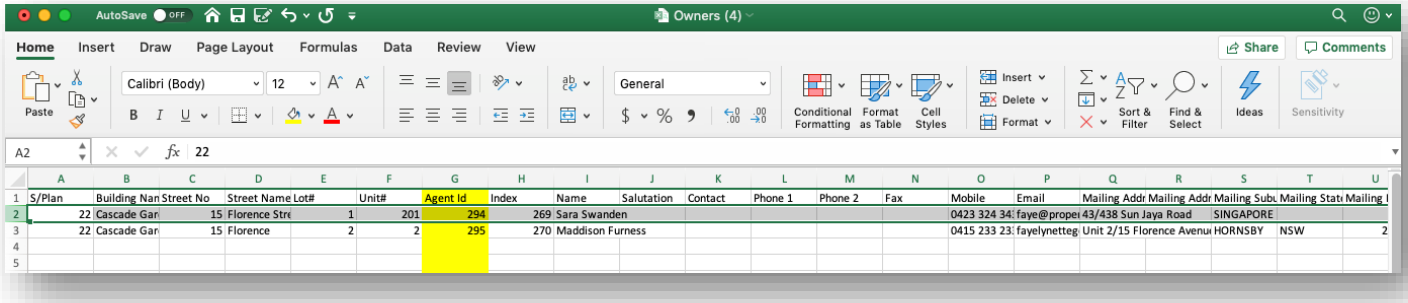
1. Select all lots
2. *Export*



Ensure you include all options



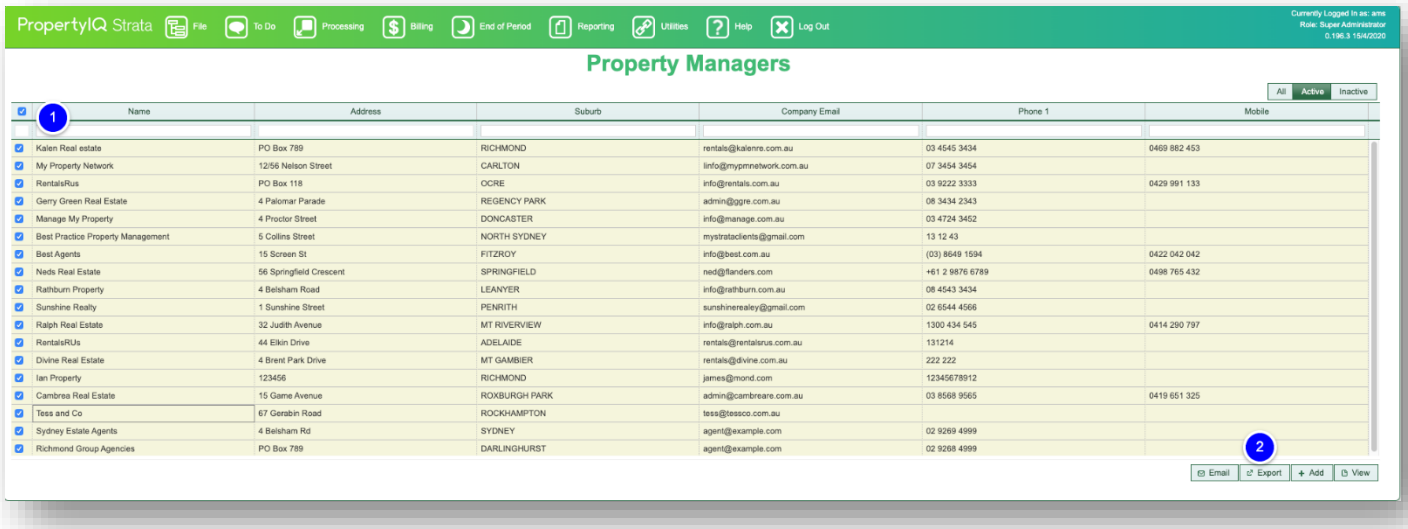
The CRN (DEFT reference number) for each lot shows on your export as “Agent ID” and is minus any zeros at the beginning of the reference number. If you want to keep the same CRN for each lot in your new software, you can import this data.



PROPERTY MANAGER EXPORT

Go to File>Property Managers.

1. Select all
2. *Export*



SUPPLIERS EXPORT

Go to File>Suppliers

1. Select all suppliers
2. *Export*

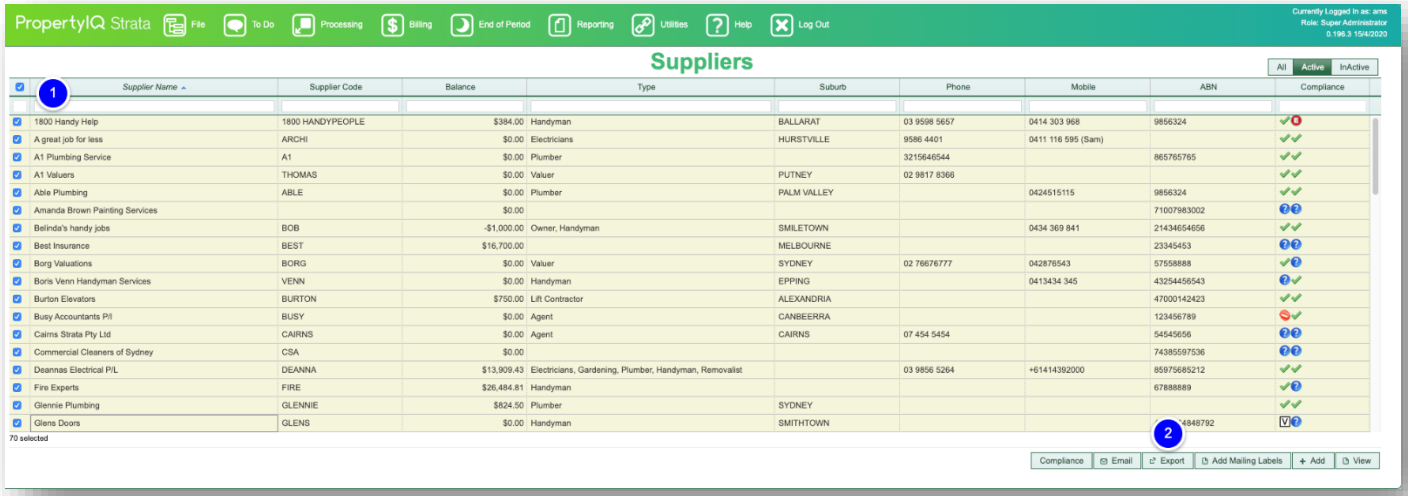
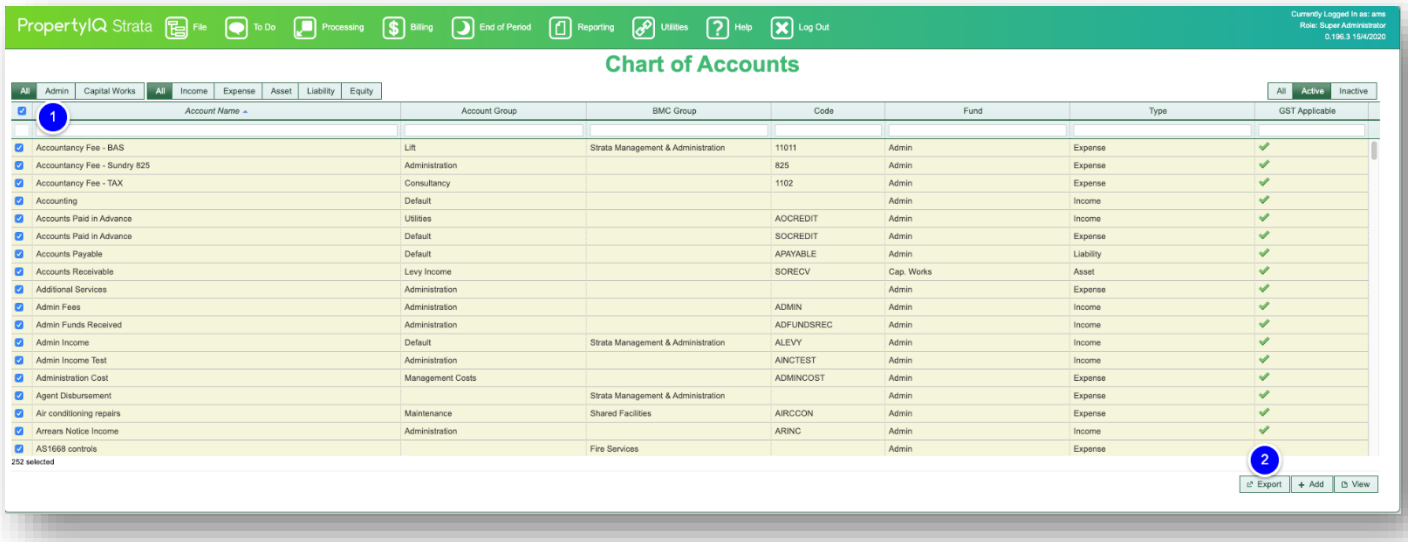


CHART OF ACCOUNTS EXPORT

Go to File>Chart of accounts and select *Export*

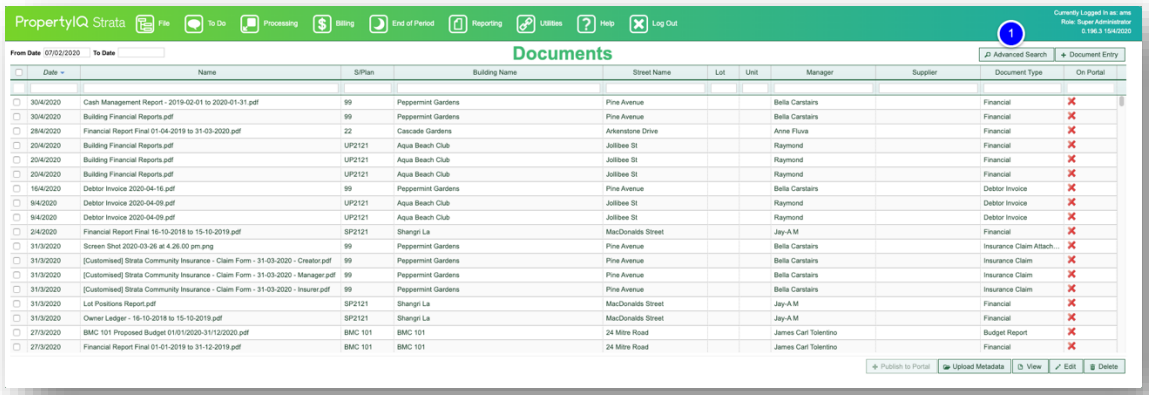
1. Select all chart of account items
2. *Export*



DOWNLOAD DOCUMENTS

Go to File>Documents

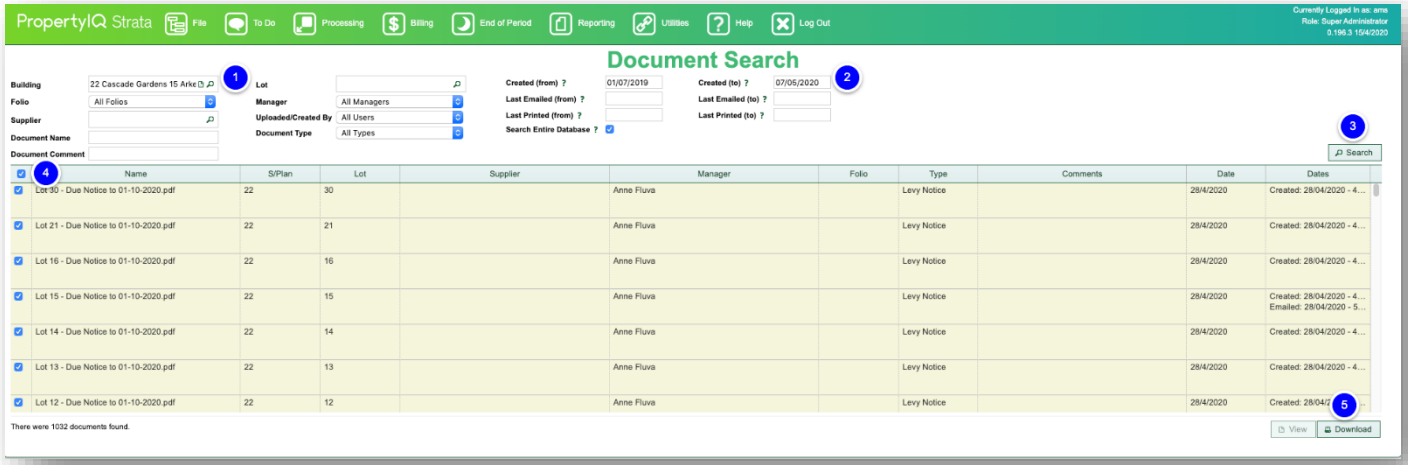
1. Select *Advanced search*



If you have a large database you may have a lot of documents in your database, so we recommend you download documents in batches.

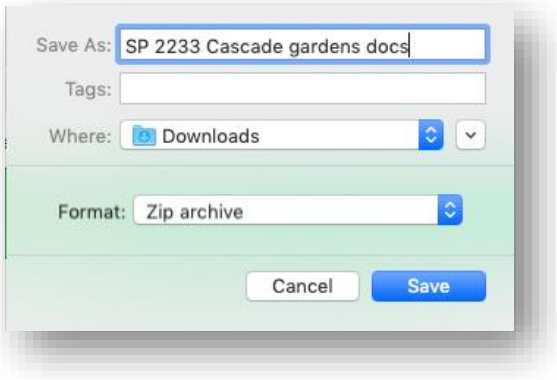
1. To download for a single building, use the search icon to select the building
2. Enter a date range
3. Search to find documents that fit your criteria
4. Select all
5. *Download*

It's important you tick 'search entire database' so that all documents in all areas of PIQ are captured in the search.

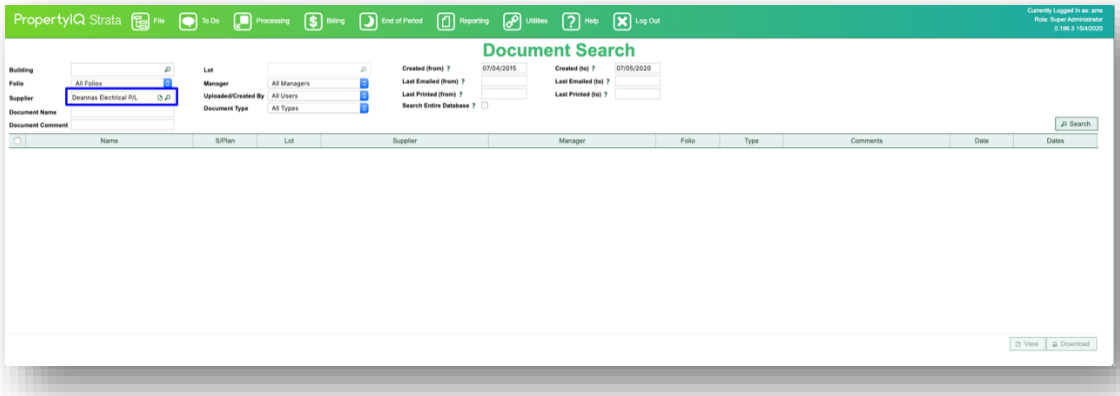


The documents will download as a zip folder

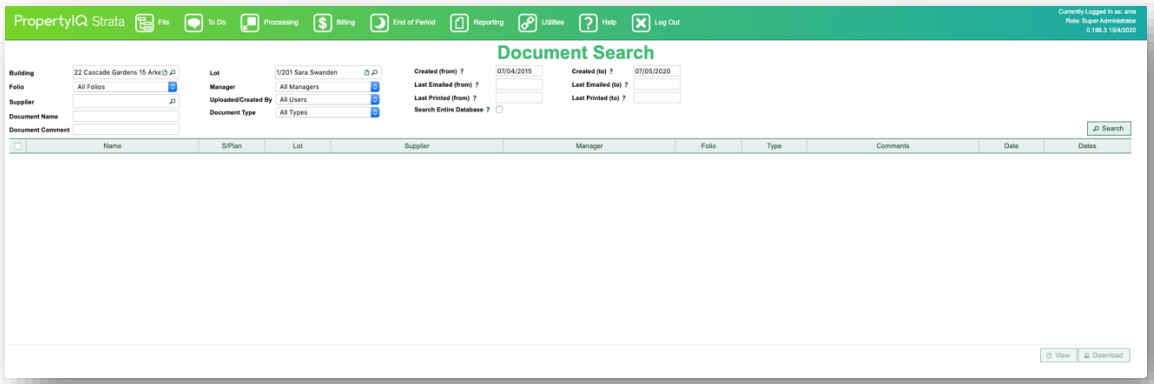
Ensure you give the folder a name to identify it and then *Save*



Repeat to download docs for each supplier and each lot

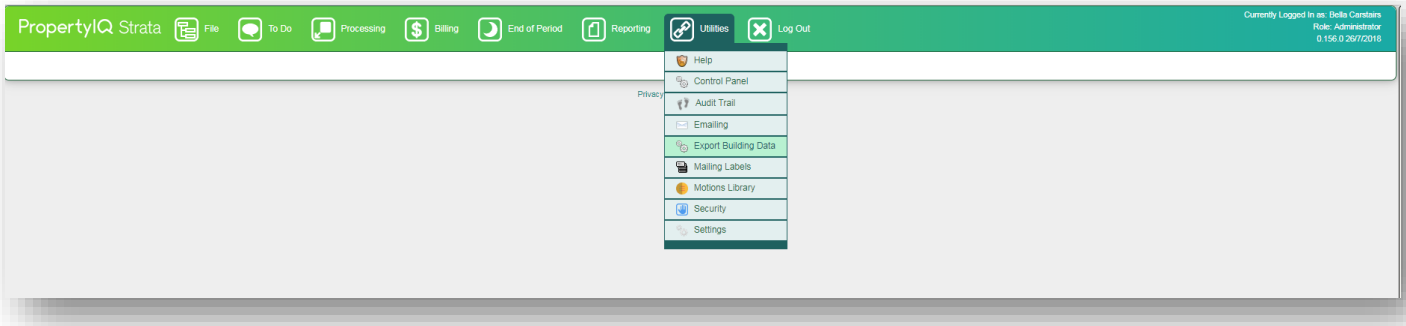


To download all documents for a lot, choose the building first



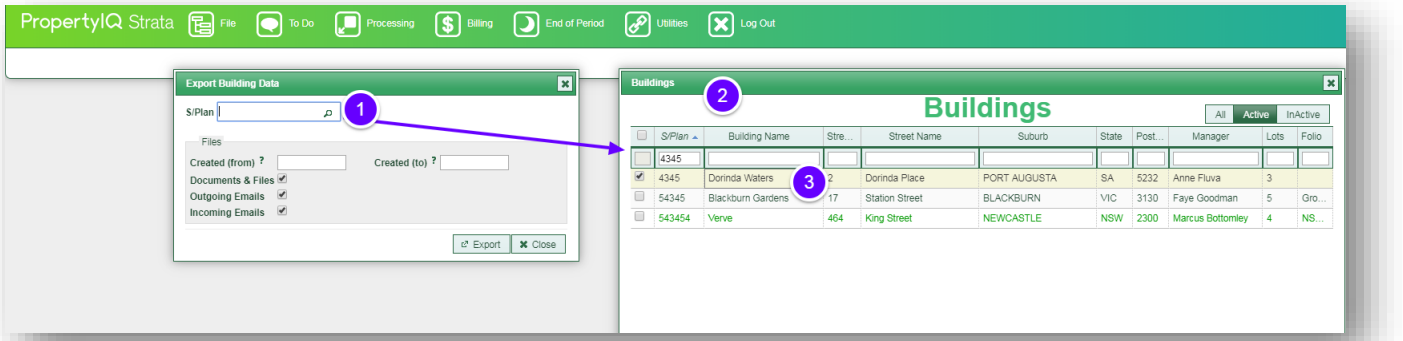
EXPORT BUILDING DATA

Export all building data – go to the utilities menu and select *Export Building Data* for each building. For full details, see the manual "Export Building Data"

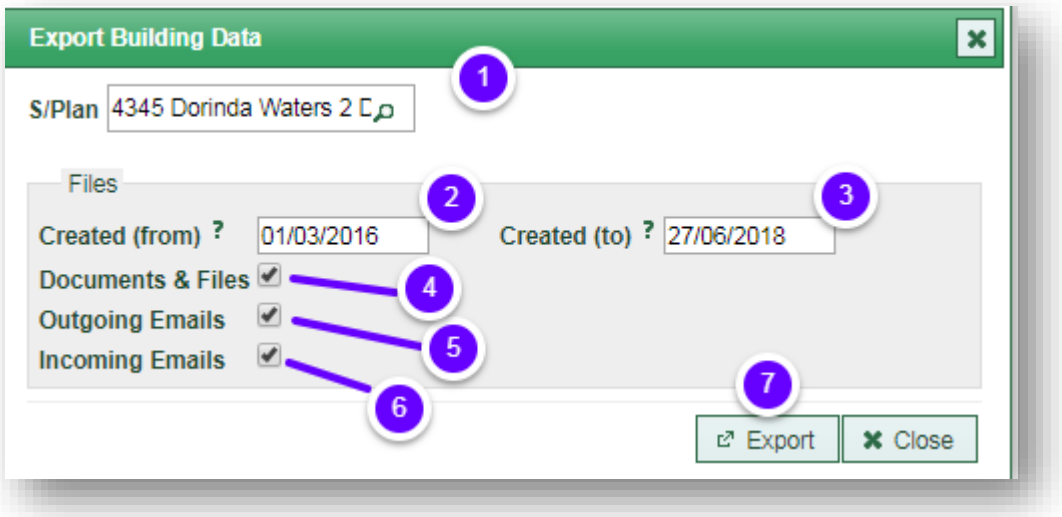


EXPORTING THE DATA

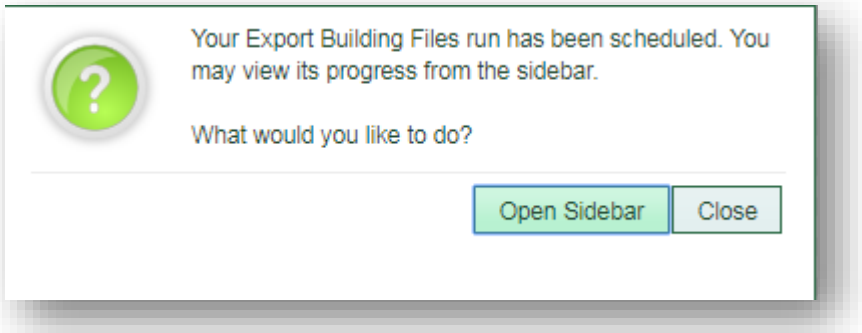
1. Click on the search icon to find the building you want to export
2. Type some key letters in any of the empty boxes on the top line to refine your search
3. Click and then double click to select the building you want to export details for



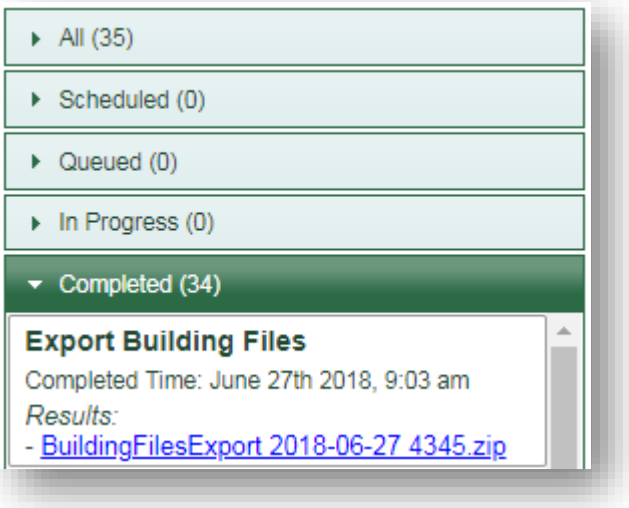
1. The building you are exporting details for shows here
2. Enter the *Created from* date you want to include in your export. This will filter for documents that were created or uploaded after this date. You can hover your mouse over the question mark to see this explanation
3. Enter the *Created to* date you want to include in your export. This will filter for documents that were created or uploaded before this date. You can hover your mouse over the question mark to see this explanation
4. Click here to include all documents and files that fit the date range criteria you entered above
5. Click here to include outgoing emails that fit the date range criteria you entered above
6. Click here to include incoming emails that fit the date range criteria you entered above
7. *Export* when you are ready to export the data



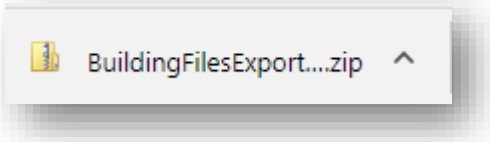
You will receive a confirmation that the export has been scheduled



The completed will appear in your job centre on the right side of your screen. You can click on the job to download the zip file



The zip file will show in your downloads



A folder is created for each category

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Documents	File folder					27/06/18 9:07 AM
Incoming Emails	File folder					27/06/18 9:07 AM
Outgoing Emails	File folder					27/06/18 9:07 AM

You can view each individual item by opening the folder and then clicking on the item

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
C.T.S. 888777 Financial Reports 8	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
C.T.S. 888777 Financial Reports 9	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
C.T.S. 888777 Financial Reports 10	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
C.T.S. 888777 Financial Reports 11	E-mail Message	34 KB	No	49 KB	32%	27/06/18 3:01 PM
Debtor Invoice 25	E-mail Message	46 KB	No	68 KB	33%	27/06/18 3:01 PM
FWD Follow up on maintenance to...	E-mail Message	2 KB	No	4 KB	63%	27/06/18 3:01 PM
Heres a letter 1	E-mail Message	109 KB	No	169 KB	36%	27/06/18 3:01 PM
Heres a letter 2	E-mail Message	109 KB	No	170 KB	36%	27/06/18 3:01 PM
Heres a letter 3	E-mail Message	109 KB	No	169 KB	36%	27/06/18 3:01 PM
Heres a letter 4	E-mail Message	108 KB	No	169 KB	36%	27/06/18 3:01 PM
Invoice for your Approval SPlan 88...	E-mail Message	70 KB	No	99 KB	30%	27/06/18 3:01 PM
Lot 1 FWD Pest Inspection 31	E-mail Message	67 KB	No	92 KB	27%	27/06/18 3:01 PM

MOVING BUILDING BANK BALANCES (IF APPLICABLE)

If new bank accounts are being opened for any buildings you will need to pay out the balance of each bank account to the new bank account(s)

For each building you need to:

1. Find the amount of cash at bank and the split between the admin and sinking/reserve/maintenance/capital works funds from the balance bheet

Group Training Company
ABN:
Ph: Email:
Printed: 18/07/2017 12:37 pm User: Faye Goodman Page 1

Balance Sheet - S/Plan 1288
"BANKSIA GARDENS"
59 ALBERT CRESCENT, BURWOOD, NSW 2014
For the Financial Period 01/01/2017 to 18/07/2017
(Opening Balances as at 01/01/2017)

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank			
SP 128864 Main	$5,525.00	$65.00	$5,590.00
SP 128864 Investment 1	$0.00	$0.00	$0.00
Receivable	$1,570.00	$0.00	$1,570.00
Total Assets	**$7,095.00**	**$65.00**	**$7,160.00**
Liabilities			
Paid In Advance	$1,735.00	$0.00	$1,735.00
Refunds Payable	$300.00	$0.00	$300.00
Total Liabilities	**$2,035.00**	**$0.00**	**$2,035.00**
Net Assets	**$5,060.00**	**$65.00**	**$5,125.00**
Owners Funds			
Net Income For The Period	$5,060.00	$65.00	$5,125.00
Total Owners Funds	**$5,060.00**	**$65.00**	**$5,125.00**

2. Create the strata plan as a supplier on PropertyIQ and set payment method to cheque or direct. NOTE you can only use direct if you know the *new* bank account details for the building
3. Go to *Supplier Transactions* and use the balance sheet as the invoice image. We recommend you check with your accountant to determine which chart of accounts code to allocate the invoice to. Ensure you split the invoice between admin and sinking/maintenance/reserve/capital works funds as per the balance sheet. If you are using a bank cheque, make sure the amount of the invoice is the balance less any bank charge for the bank cheque
4. If the admin or the sinking fund has a negative balance, you will need to create a credit note for the amount of the negative balance for that fund
5. Process the supplier payment

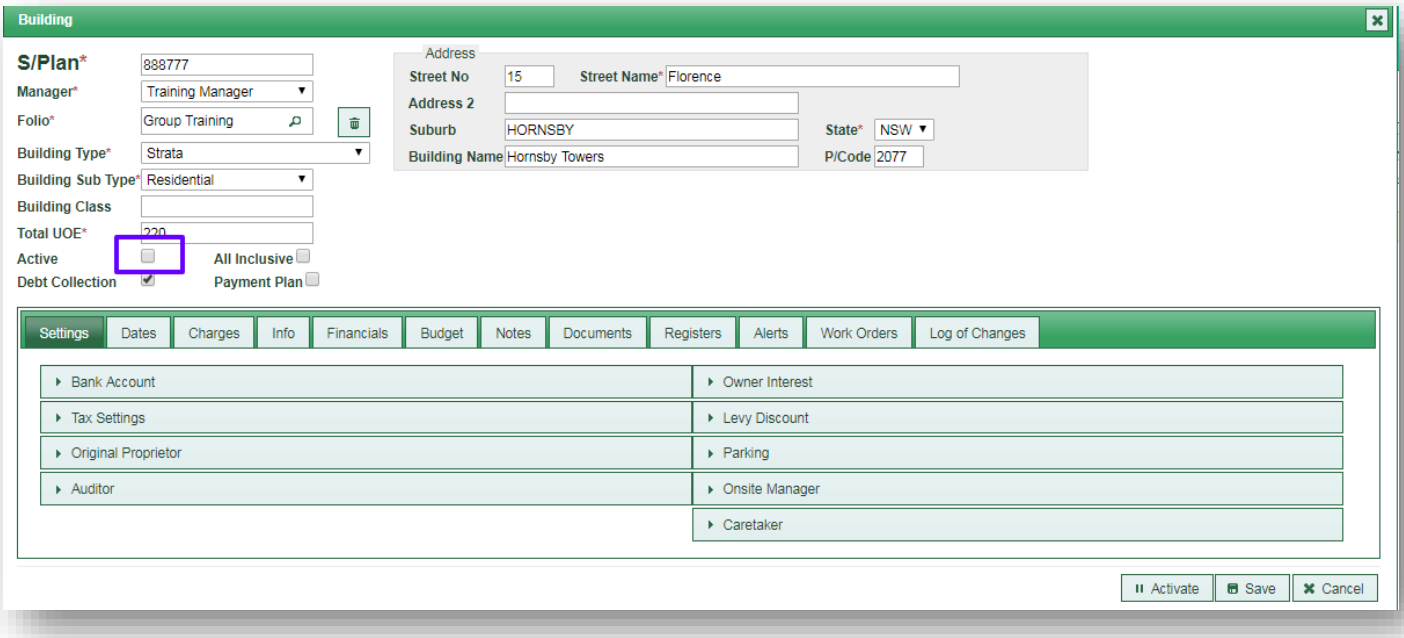
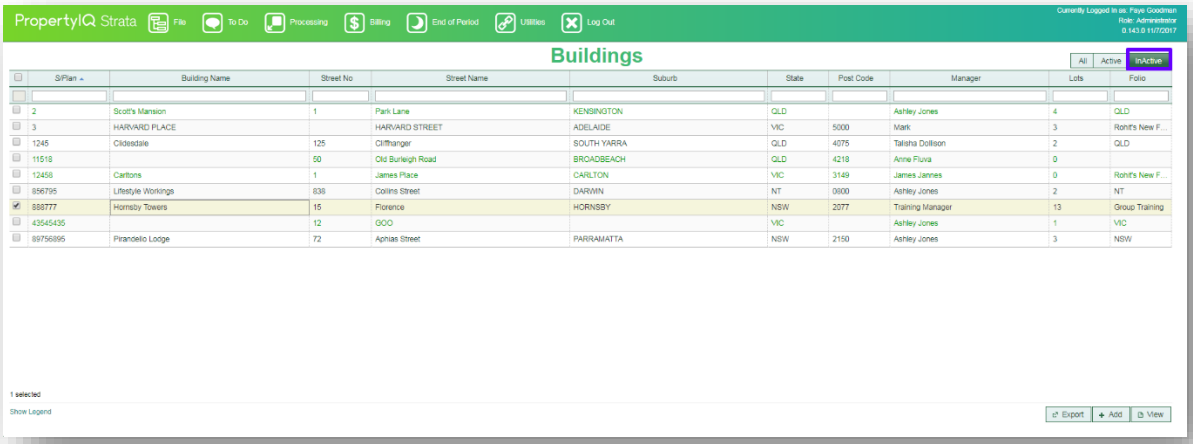
If you had to create a credit note, make sure you tick it first on the supplier payment screen so that the balance in the funds updates and allows you to make the payment of the balance in the bank account

6. Upload the ABA file or write the cheque if paying by cheque
7. When the transaction shows on your .txn file it will allocate automatically
8. Any bank charges for the bank cheque will show as an adjustment when you process the txn file. We recommend you check with your accountant for advice on which chart of accounts code to allocate these to
9. You may like to produce another set of financial reports that show the cash at bank as zero and the income/expense statement will now show the bank charge

IF YOU ARE ONLY REMOVING SOME OF YOUR BUILDINGS FROM PROPERTYIQ

If you are retaining your PIQ database and only removing some buildings, the last step is to make the building(s) inactive

Record the date resigned on the dates tab of the building card
Untick "Active" on building cards



You will be able to view inactive buildings from the buildings screen by clicking on the *Inactive* tab