



Off boarding guide

Table of contents

INTRODUCTION	1
RECONCILE ALL BUILDING BANK ACCOUNTS.....	1
REPORTS.....	1
<i>Business activity statement (BAS) reports.....</i>	<i>1</i>
<i>Cash book reports</i>	<i>2</i>
<i>Cash book – unpresented cheques report.....</i>	<i>3</i>
<i>Income tax report.....</i>	<i>3</i>
<i>Bank account reports.....</i>	<i>4</i>
<i>Reports to run from the Reporting menu.....</i>	<i>5</i>
<i>Diary reports</i>	<i>10</i>
<i>Work order report</i>	<i>10</i>
<i>Insurance claims report.....</i>	<i>11</i>
EXPORT DATA.....	11
<i>Buildings export</i>	<i>11</i>
<i>Lot export.....</i>	<i>12</i>
<i>Property Manager export</i>	<i>13</i>
<i>Suppliers Export</i>	<i>13</i>
<i>Chart of Accounts export.....</i>	<i>14</i>
<i>Download documents</i>	<i>14</i>
<i>Export building data.....</i>	<i>16</i>
<i>Exporting the Data.....</i>	<i>17</i>
<i>Moving building bank balances (if applicable).....</i>	<i>20</i>
<i>If you are only removing some of your buildings from PropertyIQ</i>	<i>21</i>

INTRODUCTION

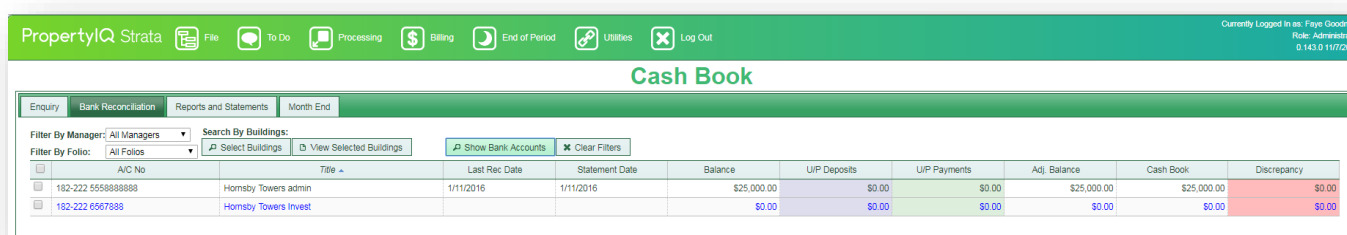
These are the recommended steps to follow when moving all or part of your buildings from PropertyIQ.

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



The screenshot shows the 'Cash Book' interface in PropertyIQ Strata. It includes a navigation bar with icons for File, To Do, Processing, Billing, End of Period, Utilities, and Log Out. The user is logged in as 'Faye Goodwin' with the role 'Administrator' on '01/07/2021'. The main area displays a table of building bank accounts with columns for A/C No, Title, Last Rec Date, Statement Date, Balance, U/P Deposits, U/P Payments, Adj. Balance, Cash Book, and Discrepancy. Two accounts are listed: 'Hornsby Towers admin' and 'Hornsby Towers Invest', both with a balance of \$25,000.00 and a discrepancy of \$0.00.

A/C No	Title	Last Rec Date	Statement Date	Balance	U/P Deposits	U/P Payments	Adj. Balance	Cash Book	Discrepancy
182-222 555888888	Hornsby Towers admin	1/11/2016	1/11/2016	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00
182-222 6567888	Hornsby Towers Invest			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

REPORTS

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

BUSINESS ACTIVITY STATEMENT (BAS) REPORTS

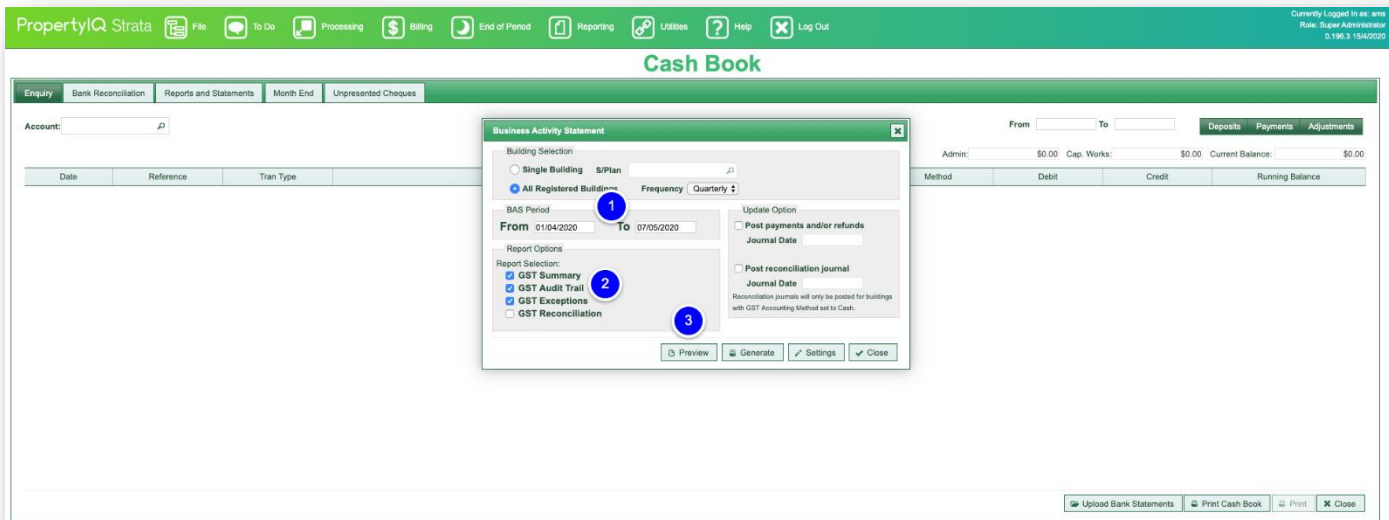
If you are off boarding part way through a BAS period, we recommend you generate BAS reports in preview mode.

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.





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

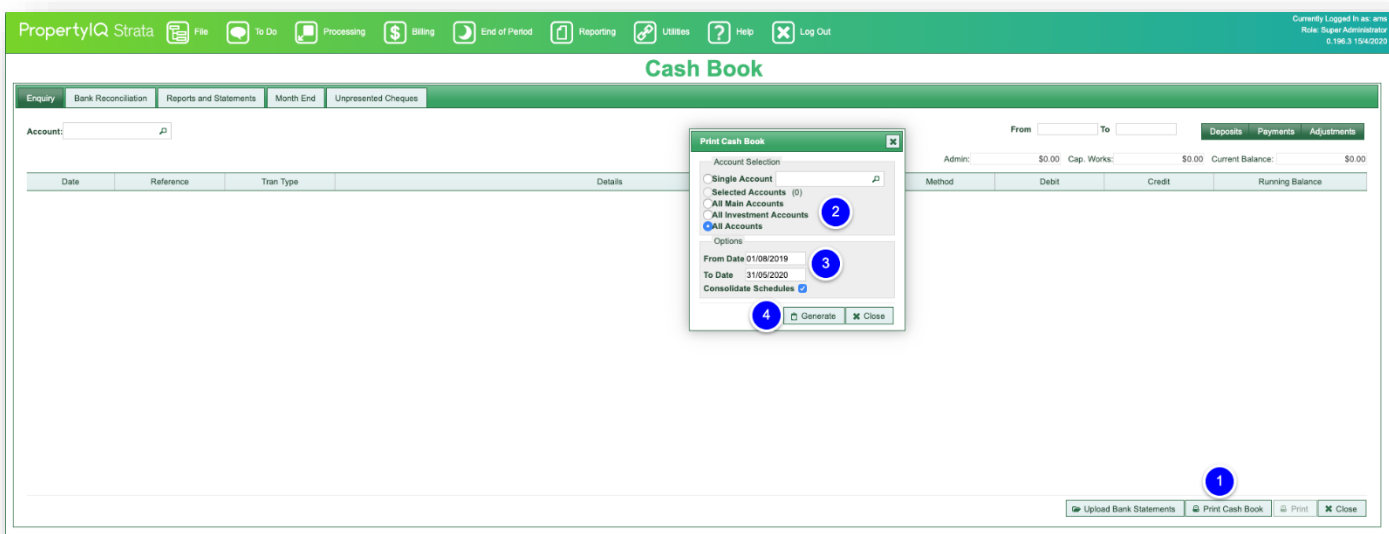


CASH BOOK REPORTS

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.

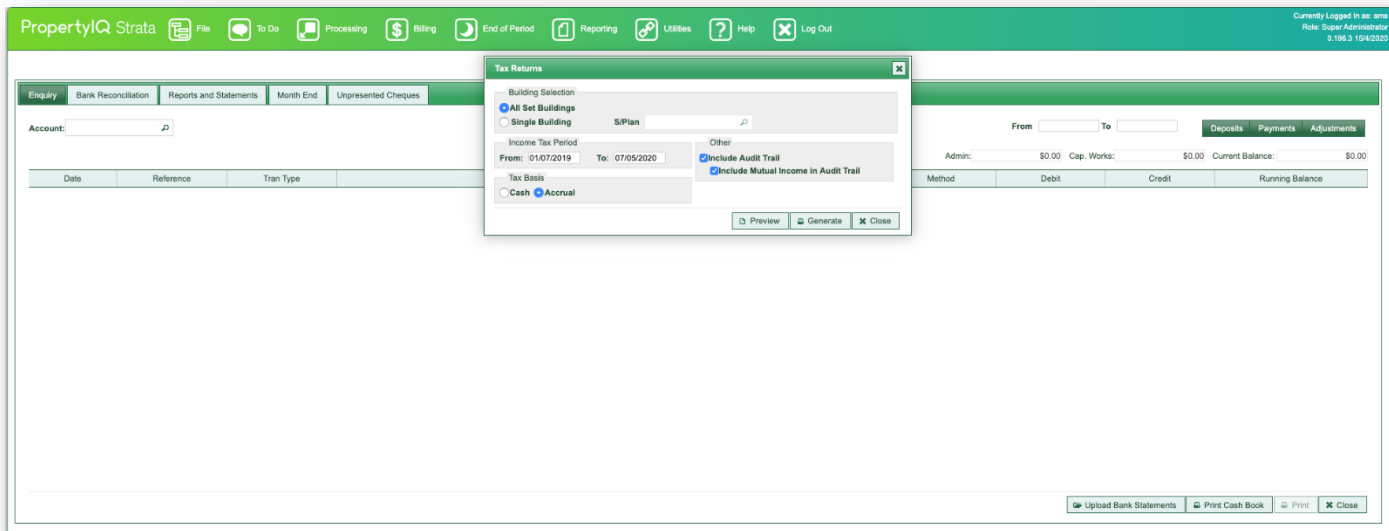
The screenshot displays the 'Cash Book' section of the PropertyIQ Strata software. The 'Unpresented Cheques' tab is selected. A table lists various cheques with their account numbers, titles, cheque numbers, issue dates, amounts, and payees. At the bottom of the table, there are buttons for 'Cancel Cheques', 'Export to CSV', and 'Generate'.

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

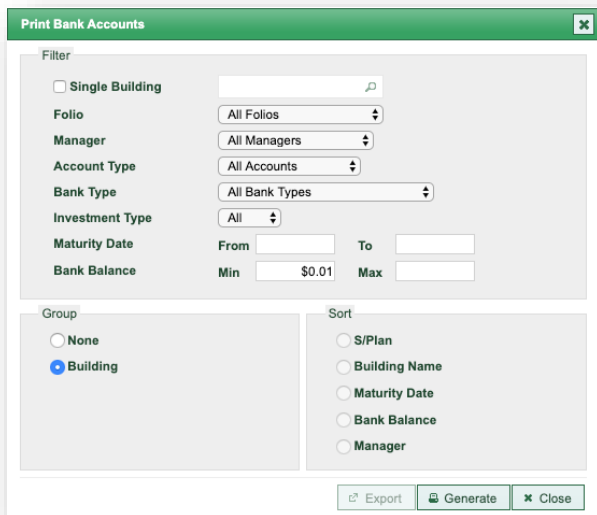
1. Select all bank accounts
2. *Print Bank Accounts*

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	38392523		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	3.50%	31/05/2018	\$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	
16145 - 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	898889899	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	
66666M	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.



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.



Print Bank Accounts

Filter

☐ Single Building

Folio: All Folios

Manager: All Managers

Account Type: All Accounts

Bank Type: All Bank Types

Investment Type: All

Maturity Date: From: To:

Bank Balance: Min: \$0.01 Max:

Group: ☐ None ☒ Building

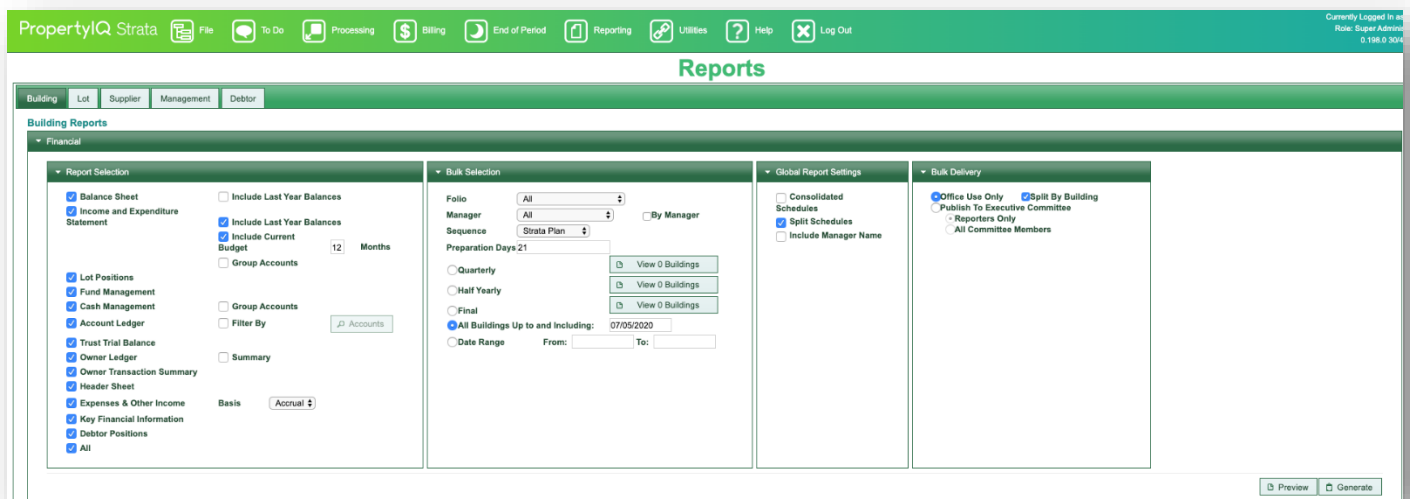
Sort: ☐ S/Plan ☐ Building Name ☐ Maturity Date ☐ Bank Balance ☐ Manager

Export Generate Close

REPORTS TO RUN FROM THE REPORTING MENU

NOTE 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.



PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Reports

Building Lot Supplier Management Debtor

Building Reports

Financial

Report Selection

☒ Balance Sheet ☐ Include Last Year Balances

☒ Income and Expenditure Statement ☒ Include Last Year Balances

☒ Budget 12 Months ☐ Group Accounts

☒ Lot Positions ☐ Group Accounts

☒ Fund Management ☐ Filter By: Accounts

☒ Cash Management ☐ Summary

☒ Account Ledger ☐ Basis: Accrual

☒ Trust Trial Balance

☒ Owner Ledger

☒ Owner Transaction Summary

☒ Header Sheet

☒ Expenses & Other Income

☒ Key Financial Information

☒ Debtor Positions

☒ All

Bulk Selection

Folio: All

Manager: All

Sequence: Strata Plan

Preparation Days 21

☐ Quarterly ☐ Half Yearly ☐ Final

☒ All Buildings Up to and Including: 07/05/2020

☐ Date Range From: To:

Global Report Settings

☐ Consolidated Schedules

☒ Split Schedules

☐ Include Manager Name

Bulk Delivery

☒ Office Use Only ☒ Split By Building

☐ Publish To Executive Committee

☐ Reporters Only

☐ All Committee Members

Preview Generate

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

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: smt
Role: Super Administrator
0.198.0.30/4/2020

Reports

Building Lot Supplier Management Debtor

Building Reports

Financial

Strata Roll

Selected Building
C.T.S. 22 Camellia Grove 151 Schedule Consolidated

Report Type

☒ Full Roll

☐ Include Phone

☐ Include Email

☐ Include Premium

☐ Include Insurance Commission

☐ Include Original Proprietor

☐ Include Nominator Details

☐ Common Page

☐ Include Original Proprietor

☐ Insurance Details

☒ Include Premium

☐ Include Insurance Commission

☐ Executive Committee

☐ Include Phone

☐ Include Email

☐ Include Nominator Details

Generate

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

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: smt
Role: Super Administrator
0.198.0.30/4/2020

Reports

Building Lot Supplier Management Debtor

Building Reports

Financial

Strata Roll

Levy Summary

From Date * 01/05/2020 To Date * 31/05/2020

Folio All Folios

Manager All Managers

Section Standard and Special

C.T.S. 22

Generate Close

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

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Lot' tab is selected under the 'Reports' menu. The 'Arrears List' report is chosen. The configuration panel on the left includes filters for Folio (All), Arrears Type (All), and Collection Stage (All). It also has checkboxes for 'Single Building' and 'Single Manager', and a 'New Page Per Building' checkbox. The 'Arrears Up To And Including' date is set to 07/05/2020, and the 'Calculate Interest Up To And Including' date is also 07/05/2020. The 'Sort' dropdown is set to 'C.T.S.'. The 'Report Format' is set to 'Detailed'. The 'Days Overdue' is 0, and the 'Minimum Arrears' is \$0.00. There are checkboxes for 'Include Email Addresses', 'Include Phone Numbers', 'Include Last Notice Details', 'Split Arrears Into Fund Type', 'Group Arrears By Schedule', and 'Exclude Lots Excluded From Debt Collection'. The 'Export to CSV' and 'Generate' buttons are at the bottom.

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

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Lot' tab is selected under the 'Reports' menu. The 'Owner Ledger / Transaction Summary' report is chosen. The configuration panel on the left includes 'Building Selection' and 'Single Owner Selection' sections. The 'Building' dropdown is set to 'Select Building', and the 'Lot' dropdown is set to 'Select Lot'. The 'Schedule Selection' section has a 'Schedule' dropdown set to 'All'. The 'Report Type' section has 'Ledger' selected, with 'Transaction Summary' and 'Summary View' as options. The 'Date Range' section has 'From' and 'To' date fields, and the 'Interest As At' date is set to 07/05/2020. The 'Generate' button is at the bottom.

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

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Lot' tab is selected under the 'Reports' menu. The 'Owner List' report is chosen. The configuration panel on the left includes 'Building Selection' and 'Report Options' sections. The 'Building' dropdown is set to 'Select Building'. The 'Report Options' section has checkboxes for 'Include Phone Numbers', 'Include Email Addresses', 'Include Nominees', 'Tenants', and 'Exclude Levy Address'. The 'Generate' button is at the bottom.

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

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Lot' tab is selected, and the 'Tenant List' report is chosen. The interface includes a top navigation bar with icons for File, To Do, Processing, Billing, End of Period, Reporting, Utilities, Help, and Log Out. The 'Tenant List' report configuration panel shows the following settings:

- Filter:** Folio: All, Single Building: ☐, Single Manager: ☐
- Sort:** Print Sequence: C.T.S.
- Report Type:** All Tenants (selected), Formal Tenants - Detailed, Formal Tenants - Summary
- Report Options:** Include Phone Numbers, Include Email Addresses, Include Delivery Method, Include Date Received, Include Lease Start, Include Lease End, Include Tenant Note

A 'Generate' button is located at the bottom right of the configuration panel.

8. Run supplier ledger reports for all suppliers from Reports>Supplier. Ensure you generate *at least*:

- Audit trail report
- All invoices (this report is exported to an excel spreadsheet)

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Supplier' tab is selected, and the 'Supplier Ledger' report is chosen. The interface includes a top navigation bar with icons for File, To Do, Processing, Billing, End of Period, Reporting, Utilities, Help, and Log Out. The 'Supplier Ledger' report configuration panel shows the following settings:

- Supplier Range:** All (selected), Totals Only: ☐
- Building Range:** All (selected), C.T.S.: ☐
- Report Type:** Audit Trail (selected), Unpaid Invoices, Paid Invoices, All Invoices, Payments
- Date Range:** From: , To:
- Fund Range:** Both Funds (selected), Admin, Sinking

An 'Export Report' button is located at the bottom right of the configuration panel.

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.

The screenshot shows the 'Reports' section of the PropertyIQ Strata software. The 'Management' tab is selected, and the 'Income / Payment Analysis' report is chosen. The interface includes a top navigation bar with icons for File, To Do, Processing, Billing, End of Period, Reporting, Utilities, Help, and Log Out. The 'Income / Payment Analysis' report configuration panel shows the following settings:

- From Date:** 01/05/2020, **To Date:** 31/05/2020
- Include Income Analysis:** ☒
- Include Payment Analysis:** ☒
- Include Building Summary:** ☒
- Breakdown by Folio:** ☐
- Breakdown by Manager:** ☐
- Filter by Folio:** All
- Filter by Manager:** All
- Filter by Folio Supplier:** All
- Include Charges breakdown:** ☒

'Export' and 'Generate' buttons are located at the bottom right of the configuration panel.

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.

The screenshot shows the 'PropertyIQ Strata' interface with the 'Reports' section selected. Under 'Management Reports', the 'Activity Log' report is chosen. The form includes filters for 'From' (01/04/2020) and 'To' (30/04/2020) dates, 'C.T.S.', 'Manager' (All Managers), 'Folio' (All Folios), 'User', 'Account', and 'Category'. The 'Report Type' is set to 'Account' (with 'Account Summary Detail' also available), and the 'Sort' options include 'Building', 'Folio -> Manager -> Building', 'Manager -> Folio -> Building', 'Folio -> Manager -> Date', and 'Manager -> Folio -> Date'. A 'Generate' button is at the bottom right.

11. Run debtor reports from Reports>Debtor. Ensure you generate:

- a. Audit trail
- b. Paid invoices
- c. Unpaid invoices
- d. Ledgers

The screenshot shows the 'PropertyIQ Strata' interface with the 'Reports' section selected. Under 'Debtor Reports', the 'Debtor Transactions Report' is chosen. The form includes filters for 'Debtor Range' (All, Single), 'Totals Only', 'Debtor Type' (All Debtors), 'Building Range' (All, Single), 'C.T.S.', 'Manager Options' (Select Single Manager, Manager), 'Folio' (All), 'Report Type' (Audit Trail, Unpaid Invoices, Paid Invoices, Payments, Ledger ?), 'Date Range' (From 01/05/2020 To 31/05/2020), and 'Group' (Building -> Debtor, Debtor). A 'Generate' button is at the bottom right.

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*

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Currently Logged In as: ame
Role: Super Administrator
0.196.0 03/04/2020

Insurance Claims

C.T.S.	Building Name	Street No	Street Name	Summary	Manager	Date	Completed Date	Date of Loss	Age				
10	Atrium	13	Mitre Drive	Hole in Roof	AMS Mick	10		22/3/2017	1142				
10	Atrium	13	Mitre Drive		AMS Mick	5345		21/3/2017	1142				
14	Smith Street Building	1	Smith Street	Storm damage to balcony	Ashley Jones	5456		1/3/2017	1142				
10	Atrium	13	Mitre Drive	Storm Water Claim	AMS Mick	3463		1/3/2017	1141				
14	Smith Street Building	1	Smith Street	Damaged Balcony	Ashley Jones	5456							
14	Smith Street Building	1	Smith Street	balcony broken	Ashley Jones	4345							
10	Atrium	13	Mitre Drive		AMS Mick	6457							
10	Atrium	13	Mitre Drive		AMS Mick	312							
1	The Bachelor Pad	1-8	Hollywood Drive	Tree fell on balcony rail	Bella Carstairs	543456	New	CGU Insurance	Kinnane Insurance Bro...	24/3/2017			
23	Camellia Grove	15	Florence Avenue	Foyer door damaged by vandals	Bella Carstairs	5634	New	CGU Insurance	Kinnane Insurance Bro...	28/3/2017			
10	Atrium	13	Mitre Drive	Test Summary	AMS Mick	11111111	New	CBE	CRM Brokers	28/3/2017			
945	BMC 345	235	St Georges Toe	Storm Damage to roof	Anna	452	New	CGU Insurance	Kinnane Insurance Bro...	28/3/2017			
945	BMC 345	235	St Georges Toe		Anna	46346	New	CGU Insurance	Kinnane Insurance Bro...	21/3/2017			
10	Atrium	13	Mitre Drive		AMS Mick	2222222	In Progress	Suncorp	Regina Holworthy	29/3/2017			
14	Smith Street Building	1	Smith Street	Worker injured whilst mowing	Ashley Jones		New	Suncorp	Regina Holworthy	29/3/2017			
1	The Bachelor Pad	1-8	Hollywood Drive	Water damage to Lot 1	Bella Carstairs		New	CGU Insurance	Kinnane Insurance Bro...				
1008		1	Jones St		Rebecca		New	CGU Insurance	Kinnane Insurance Bro...				
421234	The drop off	42	Wallaby Way	Broken Window	Glen Gillman		New	Suncorp	Regina Holworthy				

+ Add View Insurance Register

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*

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Currently Logged In as: ame
Role: Super Administrator
0.196.3 15/02/2020

Buildings

Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Folio
103	Eastwood Apartments	805	East Street	NEWTOWN	NSW	2042	Adrianna Hall	4
137	Darley	79	O'Sullivan Road	ROSE BAY	NSW	2029	Ava J	6
156	Fairland Resort		Balti Dr	THE FIELDS	VIC		Jay-A M	4
292	Rogan Road gardens	1	Rogan Road	GREYSTANES	NSW	2156	Bella Carstairs	1
342	The Lakes	4	Atlantis Drive	BERRIMAH	NT	8020	Anne Flava	2
691	Aurora Tower	1-8	Pennington Road	BRIGHTON	VIC	3121	Anne Flava	2
692	Skyline	2-10	Pye St	WESTMEAD	NSW	2145	Anne Flava	3
693	Infinity Tower	11	James Street	PERTH	WA	8000	Anne Flava	2
742	Camdenwell Village	153	Camdenwell Drive	LAUNCESTON	TAS	7250	Adrianna Hall	3
777	Southern Cross	7	Livingstone Road	SPRING HILL	QLD	4000	Anne Flava	21
901	Wavefront Building	20	Henry Street	BURLINGHEADS	QLD	4232	Anne Flava	5
999	Viewpoint	4	Hay Street	SYDNEY	NSW	2000	Adrianna Hall	1
BMC	Building Management Committee	17a	Brookdale Terrace	GLENBROOK	NSW		Anne Flava	3
0009	Clifton Gardens	149	Ardenian Street	SINGLETON	NSW	2330	Bella Carstairs	1
0124	BMC 456	3	Beverly Street	RANDWICK	NSW		Anne Flava	10
0317	Brentwood	54	Mascot avenue	SYDNEY	NSW	2009	Anne Flava	1
0610	The Benjamin	1	Benjamin Drive	JOLIMONT	WA	6125	Adrian Bolton	1
1001	Vibe Shenton Park	259	Hammerley Road	SUBIACO	WA	6008	Anne Flava	10

167 selected

Show Legend

Export + Add View

Ensure you include all options

PropertyIQ

Off boarding guide

06.05.2020

Building Export

Building Data

Include Balance Limits

Include Insurance

Include Budget Items

Select Budget Accounts

Committee Member Data

Include Resigned Committee Members

Export

Close

LOT EXPORT

Go to File>Lots

1. Select all lots
2. Export

Lots												
	Lot #	Unit	CRN	Owner	Street No	Street Name	Building Name	Strata Manager Name	Con. Method	Delivery Method	Other ID	
22	1	201	0000000294	Sara Swanden	15	Florence Street	Cascade Gardens	Anne Fliva	Owner	Email		
22	2	2	0000000295	Maddison Furness	15	Florence	Cascade Gardens	Anne Fliva	Tenant	Post		
22	3	3	0000000296	Elery Bonenson	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	4	4	0000000297	Sally Bennett	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	5	5	0000000298	Caroline Liu	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	6	6	0000000299	Ann-Maree Lawlor	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	7	7	0000000300	Christy Lee	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	8	56	0000000301	Bailey Brown	15	Florence	Cascade Gardens	Anne Fliva	Owner	EmailPost		
22	9	9	0000000302	Bailey Brown	15	Florence	Cascade Gardens	Anne Fliva	Owner	EmailPost		
22	10	10	0000000303	Mary Bates	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	12	12	0000000325	Carolyn Samuels	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	13	13	0000000373	Sara Swanden	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
22	14	14	0000000693	Garth Sorenson	15	Florence Street	Cascade Gardens	Anne Fliva	Owner	Post		
22	15	15	0000000694	Caterina Bolgarde & Henry Du Toit	15	Florence Street	Cascade Gardens	Anne Fliva	Owner	Post		
22	16	16	0000000695	Cora Pendlebury	15	Florence Street	Cascade Gardens	Anne Fliva	Owner	Post		
22	21	21	0000000696	Grahamstown Pty Ltd	15	Florence Street	Cascade Gardens	Anne Fliva	Owner	Post		
22	30	11	0000000324	Nicole Bauer	15	Florence	Cascade Gardens	Anne Fliva	Owner	Post		
99	1	1	0000000047	Leslie and Dorinda Eckleston	12	Jones street	Peppermint Gardens	Willia Carstairs	Owner	Post		

Ensure you include all options

Lots Export

Include Annual/Meeting Notice Data

Include General Correspondence Data

Include Utility Notice Data

Include Lot Notes

Export

Close

NOTE 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.

S/Plan	Building Name	Street No	Street Name	Lot#	Unit#	Agent Id	Index	Name	Salutation	Contact	Phone 1	Phone 2	Fax	Mobile	Email	Mailing Addr	Mailing Addr	Mailing Subj	Mailing State	Mailing I
22	Cascade Gar	15	Florence Str	1	201	294		269 Sara Swanden						0423 324 34	faye@prope	43/438 Sun Jaya Road		SINGAPORE		
22	Cascade Gar	15	Florence	2	2	295		270 Maddison Furness						0415 233 23	faelynetteg	Unit 2/15 Florence Avenue		HORNSBY	NSW	2

PROPERTY MANAGER EXPORT

Go to File>Property Managers.

1. Select all
2. *Export*

	Name	Address	Suburb	Company Email	Phone 1	Mobile
<input checked="" type="checkbox"/>	Kalen Real estate	PO Box 789	RICHMOND	rentals@kalenn.com.au	03 4545 3434	0489 882 453
<input checked="" type="checkbox"/>	My Property Network	12/56 Nelson Street	CARLTON	info@mypropnet.com.au	07 3454 3454	
<input checked="" type="checkbox"/>	RentalsRUs	PO Box 118	OCRE	info@rentals.com.au	03 9222 3333	0429 991 133
<input checked="" type="checkbox"/>	Gerry Green Real Estate	4 Palomar Parade	REGENCY PARK	admin@ggre.com.au	08 3434 2343	
<input checked="" type="checkbox"/>	Manage My Property	4 Proctor Street	DONCASTER	info@manage.com.au	03 4724 3452	
<input checked="" type="checkbox"/>	Best Practice Property Management	5 Collins Street	NORTH SYDNEY	mystrataclients@gmail.com	13 12 43	
<input checked="" type="checkbox"/>	Best Agents	15 Screen St	FITZROY	info@best.com.au	(03) 8649 1594	0422 042 042
<input checked="" type="checkbox"/>	Neds Real Estate	56 Springfield Crescent	SPRINGFIELD	ned@fanders.com	+61 2 9876 6789	0498 765 432
<input checked="" type="checkbox"/>	Rathburn Property	4 Belsham Road	LEANYER	info@rathburn.com.au	08 4543 3434	
<input checked="" type="checkbox"/>	Sunshine Realty	1 Sunshine Street	PENRITH	sunshinerealty@gmail.com	02 6544 4566	
<input checked="" type="checkbox"/>	Ralph Real Estate	32 Judith Avenue	MT RIVERVIEW	info@ralph.com.au	1300 434 545	0414 250 797
<input checked="" type="checkbox"/>	RentalsRUs	44 Elkin Drive	ADELAIDE	rentals@rentalrus.com.au	131214	
<input checked="" type="checkbox"/>	Divine Real Estate	4 Brent Park Drive	MT GAMBIER	rentals@divine.com.au	222 222	
<input checked="" type="checkbox"/>	Ian Property	123456	RICHMOND	james@mond.com	12345678912	
<input checked="" type="checkbox"/>	Cambrea Real Estate	15 Game Avenue	ROXBURGH PARK	admin@cambrea.com.au	03 8568 9565	0419 651 325
<input checked="" type="checkbox"/>	Tess and Co	67 Gerabin Road	ROCKHAMPTON	tess@tessco.com.au		
<input checked="" type="checkbox"/>	Sydney Estate Agents	4 Belsham Rd	SYDNEY	agent@example.com	02 9269 4999	
<input checked="" type="checkbox"/>	Richmond Group Agencies	PO Box 789	DARLINGHURST	agent@example.com	02 9268 4999	

SUPPLIERS EXPORT

Go to File>Suppliers

1. Select all suppliers
2. *Export*

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: ame Role: Super Administrator 0.196.3 15/4/2020

Suppliers

Supplier Name	Supplier Code	Balance	Type	Suburb	Phone	Mobile	ABN	Compliance
1800 Handy Help	1800 HANDYPEOPLE	\$384.00	Handyman	BALLARAT	03 9598 5657	0414 303 968	9856324	✓
A great job for less	ARCHI	\$0.00	Electricians	HURSTVILLE	9586 4401	0411 116 595 (Sam)		✓
A1 Plumbing Service	A1	\$0.00	Plumber		3215646544		865765765	✓
A1 Valuers	THOMAS	\$0.00	Valuer	PUTNEY	02 9817 8366			✓
Able Plumbing	ABLE	\$0.00	Plumber	PALM VALLEY		0424515115	9856324	✓
Amanda Brown Painting Services		\$0.00					71007983002	?
Belinda's handy jobs	BOB	-\$1,000.00	Owner, Handyman	SMILETOWN		0434 369 841	21434654656	✓
Best Insurance	BEST	\$16,700.00		MELBOURNE			23345453	?
Borg Valuations	BORG	\$0.00	Valuer	SYDNEY	02 76676777	042876543	57558688	?
Boris Venn Handyman Services	VENN	\$0.00	Handyman	EPPING		0413434 345	43254456543	?
Burton Elevators	BURTON	\$750.00	Lift Contractor	ALEXANDRIA			47000142423	✓
Busy Accountants Ptl	BUSY	\$0.00	Agent	CANBERRA			123456789	✓
Calms Strata Pty Ltd	CAIRNS	\$0.00	Agent	CAIRNS	07 454 5454		54545656	?
Commercial Cleaners of Sydney	CSA	\$0.00					7438597536	?
Deannas Electrical P/L	DEANNA	\$13,909.43	Electricians, Gardening, Plumber, Handyman, Removalist		03 9856 5264	+61414392000	85975685212	✓
Fire Experts	FIRE	\$26,484.81	Handyman				67888889	✓
Glenzie Plumbing	GLENNIE	\$824.50	Plumber	SYDNEY				✓
Glen's Doors	GLENS	\$0.00	Handyman	SMITHTOWN			4848792	?

70 selected

Compliance Email Export Add Mailing Labels Add View

CHART OF ACCOUNTS EXPORT

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

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

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: ame Role: Super Administrator 0.196.3 15/4/2020

Chart of Accounts

Account Name	Account Group	BMC Group	Code	Fund	Type	GST Applicable
Accountancy Fee - BAS	Lit	Strata Management & Administration	11011	Admin	Expense	✓
Accountancy Fee - Sundry 825	Administration		825	Admin	Expense	✓
Accountancy Fee - TAX	Consultancy		1102	Admin	Expense	✓
Accounting	Default			Admin	Income	✓
Accounts Paid in Advance	Utilities		AOCREDIT	Admin	Income	✓
Accounts Paid in Advance	Default		SOCREDIT	Admin	Expense	✓
Accounts Payable	Default		APAYABLE	Admin	Liability	✓
Accounts Receivable	Levy Income		SORECV	Cap. Works	Asset	✓
Additional Services	Administration			Admin	Expense	✓
Admin Fees	Administration		ADMIN	Admin	Income	✓
Admin Funds Received	Administration		ADFUNDREC	Admin	Income	✓
Admin Income	Default	Strata Management & Administration	ALEVY	Admin	Income	✓
Admin Income Test	Administration		AINCTEST	Admin	Income	✓
Administration Cost	Management Costs		ADMINCOST	Admin	Expense	✓
Agent Disbursement		Strata Management & Administration		Admin	Expense	✓
Air conditioning repairs	Maintenance	Shared Facilities	AIRCCON	Admin	Expense	✓
Arrears Notice Income	Administration		ARINC	Admin	Income	✓
AS1668 controls		Fire Services		Admin	Expense	✓

252 selected

Export Add View

DOWNLOAD DOCUMENTS

Go to File>Documents

1. Select *Advanced search*

PropertyIQ Strata											Currently Logged In as: ams Role: Super Administrator 0.196.3.154/2020
Documents											
From Date	To Date	Name	S/Plan	Building Name	Street Name	Lot	Unit	Manager	Supplier	Document Type	On Portal
30/4/2020		Cash Management Report - 2019-02-01 to 2020-01-31.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Financial	✗
30/4/2020		Building Financial Reports.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Financial	✗
28/4/2020		Financial Report Final 01-04-2019 to 31-03-2020.pdf	22	Cascade Gardens	Akanstone Drive			Anne Flava		Financial	✗
20/4/2020		Building Financial Reports.pdf	UP2121	Aqua Beach Club	Jillbee St			Raymond		Financial	✗
20/4/2020		Building Financial Reports.pdf	UP2121	Aqua Beach Club	Jillbee St			Raymond		Financial	✗
20/4/2020		Building Financial Reports.pdf	UP2121	Aqua Beach Club	Jillbee St			Raymond		Financial	✗
16/4/2020		Debtor Invoice 2020-04-16.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Debtor Invoice	✗
14/2/2020		Debtor Invoice 2020-04-09.pdf	UP2121	Aqua Beach Club	Jillbee St			Raymond		Debtor Invoice	✗
24/2/2020		Financial Report Final 16-10-2018 to 15-10-2019.pdf	SP2121	Shangri La	MacDonalds Street			Jay-A-M		Financial	✗
31/3/2020		Screen Shot 2020-03-26 at 4:26:00 pm.png	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Insurance Claim Attach...	✗
31/3/2020		[Customised] Strata Community Insurance - Claim Form - 31-03-2020 - Creator.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Insurance Claim	✗
31/3/2020		[Customised] Strata Community Insurance - Claim Form - 31-03-2020 - Manager.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Insurance Claim	✗
31/3/2020		[Customised] Strata Community Insurance - Claim Form - 31-03-2020 - Insurer.pdf	99	Peppermint Gardens	Pine Avenue			Bella Cantars		Insurance Claim	✗
31/3/2020		Lot Positions Report.pdf	SP2121	Shangri La	MacDonalds Street			Jay-A-M		Financial	✗
31/3/2020		Owner Ledger - 16-10-2018 to 15-10-2019.pdf	SP2121	Shangri La	MacDonalds Street			Jay-A-M		Financial	✗
27/3/2020		BMC 101 Proposed Budget 01/01/2020-31/12/2020.pdf	BMC 101	BMC 101	24 Miles Road			James Carl Tolentino		Budget Report	✗
27/3/2020		Financial Report Final 01-01-2019 to 31-12-2019.pdf	BMC 101	BMC 101	24 Miles Road			James Carl Tolentino		Financial	✗

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.

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Currently Logged In as: ams

Role: Super Administrator

0.196.3.154/2020

Document Search

Building

22 Cascade Gardens 15 Arka

Lot

Created (from) ?

01/07/2019

Created (to) ?

07/05/2020

Folio

All Folios

Manager

All Managers

Last Emailed (from) ?

Last Emailed (to) ?

Supplier

Uploaded/Created By

All Users

Last Printed (from) ?

Last Printed (to) ?

Document Name

Document Type

All Types

Search Entire Database ?

☒

Document Comment

Search

<input checked="" type="checkbox"/>	Name	S/Plan	Lot	Supplier	Manager	Folio	Type	Comments	Date	Dates
<input checked="" type="checkbox"/>	Lot 30 - Due Notice to 01-10-2020.pdf	22	30		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...
<input checked="" type="checkbox"/>	Lot 21 - Due Notice to 01-10-2020.pdf	22	21		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...
<input checked="" type="checkbox"/>	Lot 16 - Due Notice to 01-10-2020.pdf	22	16		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...
<input checked="" type="checkbox"/>	Lot 15 - Due Notice to 01-10-2020.pdf	22	15		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4... Emailed: 28/04/2020 - 5...
<input checked="" type="checkbox"/>	Lot 14 - Due Notice to 01-10-2020.pdf	22	14		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...
<input checked="" type="checkbox"/>	Lot 13 - Due Notice to 01-10-2020.pdf	22	13		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...
<input checked="" type="checkbox"/>	Lot 12 - Due Notice to 01-10-2020.pdf	22	12		Anne Flava		Levy Notice		28/4/2020	Created: 28/04/2020 - 4...

There were 1032 documents found.

View



Download


The documents will download as a zip folder

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

Save As:

Tags:

Where:  

Format: 

Repeat to download docs for each supplier and each lot

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Building

All Folios

Folio

Deceased Electrical P/L

Supplier

Document Name

Document Comment

Let

Manager

Updated/Created By

Document Type

Created (from) ?

07/04/2015

Last Emailed (from) ?

Last Printed (from) ?

Search Entire Database ?

☐

Created (to) ?

07/06/2020

Last Emailed (to) ?

Last Printed (to) ?

Search

	Name	S/Plan	Lot	Supplier	Manager	Folio	Type	Comments	Date	Dates
<input type="checkbox"/>										

View

Download

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

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Currently Logged In as: **Admin**
Role: Super Administrator
IP: 194.3.144.202

Building

22 Cascade Gardens 15 Apts

Folio

All Folios

Supplier

All

Document Name

Document Comment

Lot

1/201 Sara Swanden

Manager

All Managers

Updated/Created By

All Users

Document Type

All Types

Created (From) ?

07/04/2015

Last Enabled (From) ?

Last Printed (From) ?

Search Entire Database ?

☐

Created (to) ?

07/05/2020

Last Enabled (to) ?

Last Printed (to) ?

Name

S/Plan

Lot

Supplier

Manager

Folio

Type

Comments

Date

Dates

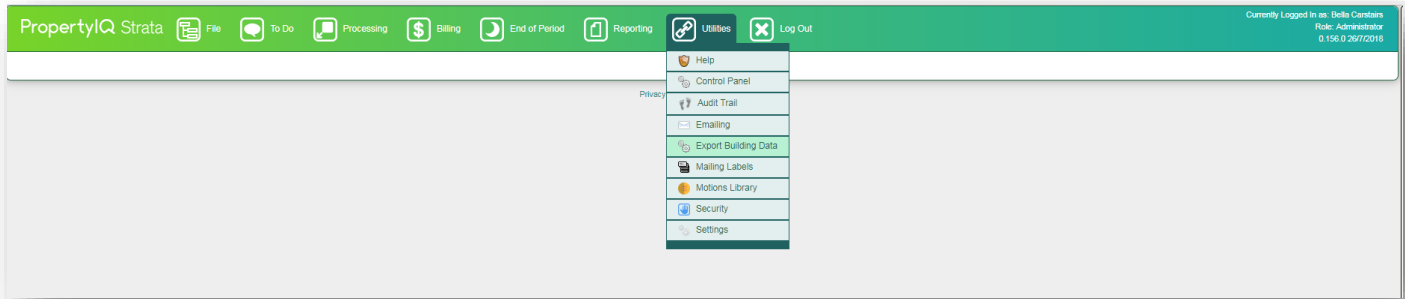
Search

View

Download

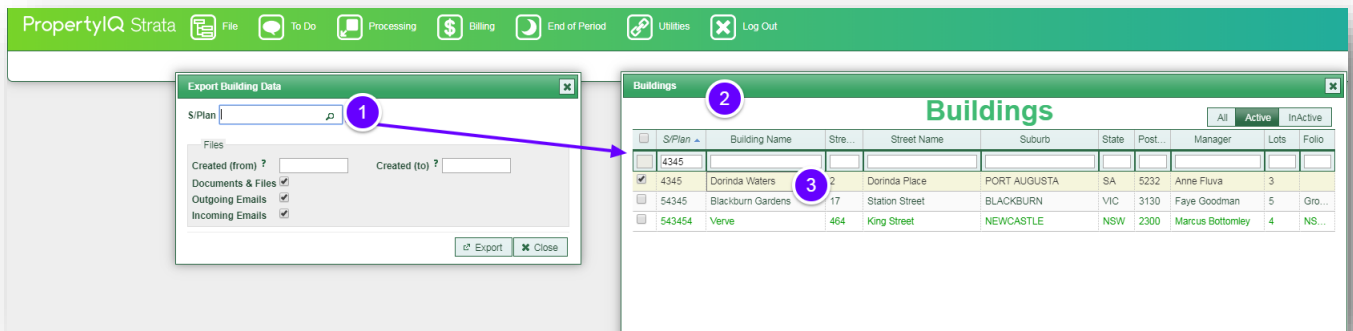
EXPORT BUILDING DATA

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

Export Building Data [X]

S/Plan 1

Files

Created (from) ? 2 Created (to) ? 3


Documents & Files ☒ 4

Outgoing Emails ☒ 5

Incoming Emails ☒ 6

7

You will receive a confirmation that the export has been scheduled

 Your Export Building Files run has been scheduled. You may view its progress from the sidebar.

What would you like to do?

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

- ▶ All (35)
- ▶ Scheduled (0)
- ▶ Queued (0)
- ▶ In Progress (0)
- ▼ Completed (34)

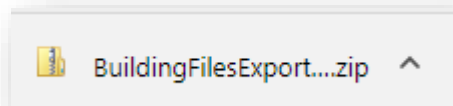
Export Building Files

Completed Time: June 27th 2018, 9:03 am

Results:

- [BuildingFilesExport 2018-06-27 4345.zip](#)

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 sheet

Group Training Company ABN: Ptn: 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	\$5,525.00	\$65.00	\$5,590.00
SP 128864 Main	\$0.00	\$0.00	\$0.00
SP 128864 Investment 1	\$1,570.00	\$0.00	\$1,570.00
Receivable			
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.  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

Building

S/Plan* 888777

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Total UOE* 220

Active ☒ **All Inclusive** ☐

Debt Collection ☒ **Payment Plan** ☐

Address

Street No 15 **Street Name*** Florence

Address 2

Suburb HORNSBY **State*** NSW

Building Name Hornsby Towers **P/Code** 2077

Tabs: Settings | Dates | Charges | Info | Financials | Budget | Notes | Documents | Registers | Alerts | Work Orders | Log of Changes

Settings:

- Bank Account
- Tax Settings
- Original Proprietor
- Auditor
- Owner Interest
- Levy Discount
- Parking
- Onsite Manager
- Caretaker

Buttons: Activate | Save | Cancel

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

PropertyIQ Strata | File | To Do | Processing | Billing | End of Period | Utilities | Log Out

Buildings | All | Active | **Inactive**

S/Plan	Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Folio
2	Scott's Mansion	1	Park Lane	KENSINGTON	QLD		Ashley Jones	4	QLD
3	HARVARD PLACE		HARVARD STREET	ADELAIDE	VIC	5000	Mark	3	Ronit's New F...
1245	Cloestdale	125	Cliffanger	SOUTH YARRA	QLD	4075	Tatiana Doleson	2	QLD
11518		50	Old Burleigh Road	BROCKBEACH	QLD	4218	Anne Flavia	0	
12458	Carltons	1	James Place	CARLTON	VIC	3149	James James	0	Ronit's New F...
158795	Lifestyle Workings	838	Colina Street	DARWIN	NT	0800	Ashley Jones	2	NT
888777	Hornsby Towers	15	Florence	HORNSBY	NSW	2077	Training Manager	13	Group Training
4354535		12	GOO		VIC		Ashley Jones	1	VIC
8975895	Pirandello Lodge	72	Aphias Street	PARRAMATTA	NSW	2150	Ashley Jones	3	NSW

1 selected
Show Legend

Buttons: Export | Add | View