



## Receipting

### Table of Contents

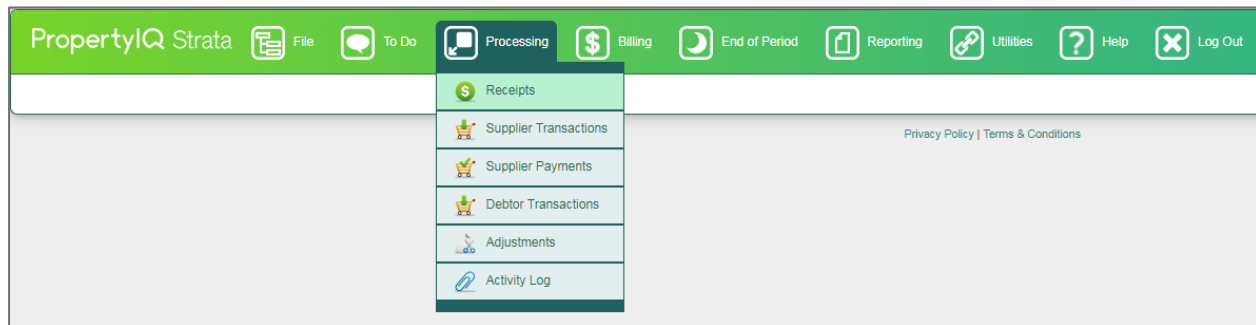
Introduction to Receipting.....	1
<b>Receipts screen .....</b>	<b>1</b>
Macquarie direct download .....	1
Manually uploading .TXN Files .....	1
<b>TXN processing screen.....</b>	<b>3</b>
Informational tab .....	3
Adjustments tab.....	4
Unallocated tab.....	7
Allocated tab .....	9
Processing .....	10
<b>How to print a Receipt .....</b>	<b>11</b>
<b>Manual Deposits .....</b>	<b>13</b>
Creating a manual 'Other' deposit.....	13
Creating a manual 'Owners' deposit.....	16
<b>Unallocated Deposits .....</b>	<b>21</b>
Allocate as an adjustment.....	21
Allocate to a lot .....	22
Allocate to a debtor .....	23
<b>Process a dishonoured payment.....</b>	<b>24</b>

## INTRODUCTION TO RECEIPTING

PropertyIQ makes receipting easy by processing your Macquarie .txn files that contain all the credit and debit entries in your bank account. Amounts that PropertyIQ is expecting to receive from lot owners and debtors are usually allocated automatically, however you may need to manually allocate items that are not expected in PropertyIQ.

You can also create manual deposit slips for any cheques and cash you receive so these items can be banked manually.

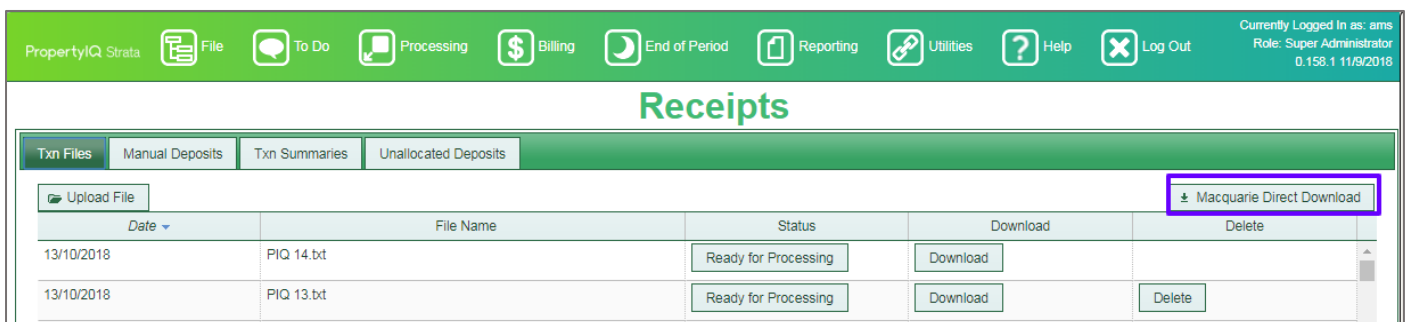
To start receipting go to  Processing and click *Receipts*.



## RECEIPTS SCREEN

### MACQUARIE DIRECT DOWNLOAD

If you are using the Macquarie Direct download function, click on the Macquarie Direct Download button on the right of your screen to prompt them.



### MANUALLY UPLOADING .TXN FILES



Make sure you upload your .txn files in date order. If you try to process a .txn File out of date order it will have the status *Pending* and you won't be able to process it - you must always process the oldest .txn file first. If you inadvertently miss a file and need to process out of order, contact [support@propertyiq.com.au](mailto:support@propertyiq.com.au) for assistance.

1. First go to Active Banking and download the .TXN file for the date you wish to receipt. Save it to a file location you can easily find, (it's good to create a folder specifically for your .TXN Files)
2. When you select the Receipts function PropertyIQ will automatically default to the .TXN files tab
3. Click on *Upload File*

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: ams  
Role: Super Administrator  
0.158.1 11/9/2018

## Receipts

**Txn Files** Manual Deposits Txn Summaries Unallocated Deposits

Upload File  Macquarie Direct Download

Date ▼	File Name	Status	Download	Delete
13/10/2018	PIQ 14.txt	Ready for Processing	Download	

4. Select the .txn file from the location you saved it to when you downloaded it.
5. Double click on the file to upload it to PropertyIQ.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: ams  
Role: Super Administrator  
0.158.1 11/9/2018

## Receipts

**Txn Files** Manual Deposits Txn Summaries Unallocated Deposits

Upload File  Macquarie Direct Download

Date ▼	File Name	Status	Download	Delete
24/9/2018	20180921.bsn			
21/9/2018	20180920.bsn			
20/9/2018	20180919.bsn			
19/9/2018	20180918.bsn			
18/9/2018	20180917.bsn			
17/9/2018	20180914.bsn			
14/9/2018	20180913.bsn			
13/9/2018	20180912.bsn			
12/9/2018	20180911.bsn			
11/9/2018	20180910.bsn			
10/9/2018	20180907.bsn			
30/08/2018	20180906.bsn			

Open

Documents > Strata training > TXN Files

Documents library

TXN Files

15 items

File name:  All Files

Open Cancel

6. Once your file is uploaded the status column will have a *Ready for Processing* button.
7. Select *Ready for Processing* button to commence the processing of your .txn file.

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged In as: ams  
Role: Super Administrator  
0.158.1 11/9/2018

## Receipts

**Txn Files** Manual Deposits Txn Summaries Unallocated Deposits

Upload File  Macquarie Direct Download

Date ▼	File Name	Status	Download	Delete
13/10/2018	PIQ 14.txt	Ready for Processing	Download	

## TXN PROCESSING SCREEN

Once you have selected *Ready for Processing* button on the Processing>Receipts screen, you will see the .TXN processing screen.

Receipts

Filename

20220413.TXN

Customer Name

AB V2 TEST CUSTOMER

Customer Number

52103260

Description

ACCOUNT TRANSACTIONS

Total Debits

7

Number of Transactions

7

Remitter

MACQUARIE BANK

Total Credits

0

Number of Accounts

1

Informational (0)

Adjustments (5)

Unallocated (1)

Allocated (1)

Tran#	Account	Tran Type	Details	Amnt
000003	239402035 182.222	Bank-adjustment SP 89756895	RECURRING PAYMENT 89756895 Pirandello Lodge 72 Aphias Street  S/Plan 89756895	
000004	239402035 182.222	Bank-adjustment SP 89756895	RECURRING PAYMENT 89756895 Pirandello Lodge 72 Aphias Street  S/Plan 89756895	
000005	239402035 182.222	Bank-adjustment SP 89756895	RECURRING PAYMENT 89756895 Pirandello Lodge 72 Aphias Street  S/Plan 89756895	
000006	239402035 182.222	Bank-adjustment SP 89756895	RECURRING PAYMENT 89756895 Pirandello Lodge 72 Aphias Street  S/Plan 89756895	
000007	239402035 182.222	Bank-adjustment SP 89756895	Beta PVT Modified 89756895 Pirandello Lodge 72 Aphias Street  S/Plan 89756895	

Process

Reload

Close

## INFORMATIONAL TAB

**! If you see anything in the Informational tab it is best not to continue processing and investigate why.**

For example, if you have just taken on a new building and funds have been deposited but you haven't yet entered the bank account on PropertyIQ, those funds would appear in informational. You should enter the bank account details and try to process again. If a cheque has been written manually without processing a supplier payment run in PropertyIQ or if someone has processed a payment in active banking without processing a supplier payment run in PropertyIQ, they could also appear here. You may have to process a bank adjustment to manually adjust the bank balance to account for the transaction.



You can still go ahead and process your .TXN file if there are items in Informational, as PropertyIQ ignores them for the purpose of the .TXN File processing *BUT* this will cause the balance in PropertyIQ (cash book) to be out of balance with the actual balance in your bank account.

## ADJUSTMENTS TAB

After you have clicked *Ready for Processing*, some items may appear in the Adjustments column. These are items that cannot be automatically matched by the PropertyIQ. For example:

- Bank charges and Interest received or paid
- Owner funds received without a DEFT reference.
- Insurance claim funds received

If you know what the item is for you can manually allocate the funds or if you don't know you can move them to Informational – remembering that placing items in Informational will cause a discrepancy in your bank reconciliation.

To manually allocate adjustments, click on the adjustments tab.

1. Any adjustment items will appear here. Click on the item you want to allocate, and the row will turn brown
2. Choose the schedule you want to allocate the funds to from the dropdown list
3. The details will populate automatically
5. Enter the amount you want to allocate – if you are allocating to more than one account code, just type the amount you want to allocate to this account code.
6. Click in the account box to search for the Chart of accounts code and then select the code you want
7. The GST Inclusive status will default to *No*. If your building is not registered for GST you won't be able to alter. If it is GST registered you can alter to *Yes*
8. Click on the cross if you have made an error and you want to delete this line

Repeat the process if you want to allocate the total to more than one chart of accounts code

9. *Allocate* to allocate the funds
10. If the funds relate to a number of lots, for example if you receive a bulk amount from a property manager to pay levies for multiple lots, click on *Split Deposit* (see instructions below for how to allocate split deposits)
11. If you can't identify what the funds are for, click on *Informational* to move to the Informational tab.
12. Click *Move to Owner deposits* if you know it is an owner deposit and you can then allocate it from there.
13. Click *Move to Debtor deposits* if you know it is a debtor deposit and you can then allocate it from there.
14. The Process button is greyed out until there are no items left in the Adjustments or Unallocated columns
15. *Reload* to clear the screen and start again

The screenshot displays the 'Adjustments' tab in the PropertyIQ software. At the top, a summary bar shows 'Informational (9)', 'Adjustments (1)', and 'Allocated (4)'. Below this is a table of adjustments. The first adjustment is selected, showing details for '102UP Gold Coast R/E'. A 'Chart of Accounts' window is open, showing a list of accounts with 'INSCLAI' (Insurance Claims) selected. The 'Adjustment Details' form on the right shows the 'Adjustment Amount' as \$2,000.00, 'Allocated' as \$2,000.00, and 'Remaining' as \$0.00. The 'Account' field is set to '102UP Gold Coast R/E'. The 'GST Inclusive' checkbox is checked. The 'Allocate' button is visible. At the bottom, there are buttons for 'Split Deposit', 'Move to Informational', 'Move to Owner Deposits', 'Move to Debtor Deposits', 'Process', 'Reload', and 'Close'.

## SPLIT DEPOSIT

If you receive funds in bulk that relate to a number of different lots within a single building, you can split the deposits between any lots in the building.

1. Select *Split Deposits*
2. You will now be able to see all lots for the building associated with the bank account. Enter the amount you want to allocate to each lot.
3. The amount that has been allocated and the remaining amount shows here

Split Deposit

Lot	Unit	CRN	Owner	Amount
1	1	0000000025	Chris Burns	\$450.00
2	2	0000000064	Peter Clark	\$220.00
3	3	0000000689	Georgie Walkinshaw	\$970.00
4	4	0000000690	Thomastown Pty Ltd	\$0.00

Deposit Amount: \$2,000.00  
Allocated: \$1,640.00  
Remaining: \$360.00

1 Accept X Close

Split Deposit  
Move to Informational  
Move to Owner Deposits

1. Continue until all items have been allocated
2. *Accept*

Split Deposit

Lot	Unit	CRN	Owner	Amount
1	1	0000000025	Chris Burns	\$450.00
2	2	0000000064	Peter Clark	\$220.00
3	3	0000000689	Georgie Walkinshaw	\$970.00
4	4	0000000690	Thomastown Pty Ltd	\$360.00

Deposit Amount: \$2,000.00  
Allocated: \$2,000.00  
Remaining: \$0.00

1 Accept X Close

Split Deposit  
Move to Informational  
Move to Owner Deposits

## ALLOCATING TRANSFERS TO OR FROM INVESTMENT BANK ACCOUNTS

Transfers to/from and investment accounts (if both are Macquarie accounts and both are included in your .txn file processing) will appear in the adjustments column as a negative from one account and a positive to another. You can allocate these in one process.

1. Click on the first item, hold your Ctrl key down and click on the second item
2. Click on the search icon to find the chart of accounts code you want to allocate to
3. Choose the GST Status from the dropdown list.
4. *Allocate* when you are ready

The screenshot shows the 'Receipts' window in PropertyIQ. At the top, it displays 'Filename: PIQ (1).txn', 'Description: ACCOUNT TRANSACTIONS', 'Remitter: MACQUARIE BANK', 'Customer Name: PROPERTYIQ PTY LTD', 'Customer Number: 54278357', 'Total Debits: 8', 'Total Credits: 9', 'Number of Transactions: 17', and 'Number of Accounts: 3'. Below this is a table with columns: 'Trans#', 'Account', 'Tran Type', 'Details', and 'Amount'. The table is divided into sections: 'Informational (3)', 'Adjustments (7)', 'Unallocated (1)', and 'Allocated (6)'. The 'Adjustments' section contains several rows, including 'Bank-adjustment' and 'Bank-adjustment' with amounts of \$5,000.00 and -\$2.50. The right-hand panel shows a search for 'Account: A Transfer', 'GST: Free', and a 'Schedule' dropdown. There are four numbered callouts: 1 points to the 'Details' column, 2 points to the search icon, 3 points to the 'GST' dropdown, and 4 points to the 'Allocate' button. At the bottom right, there are buttons for 'Move to Informational', 'Move to Owner Deposits', 'Process', 'Reload', and 'Close'.

## AUTOMATIC ALLOCATION FOR RECURRING ADJUSTMENTS WITH THE SAME DESCRIPTION

PropertyIQ will remember the chart of accounts code you selected for a particular item name and automatically allocate this next time a line item with the same name appears on your .TXN File. For example, the first time you receive an item named *Interest Received*, you would allocate that manually to an account code called something like "Interest Received" so the next time something is received with the name *Interest Received* for that bank account, that item will allocate automatically with the chart of accounts code "Interest Received".

PropertyIQ has some rules about the automatic allocation of GST status for adjustments in these scenarios:

To determine the GST status of the adjustment as part of .txn processing, PropertyIQ looks at:

- The GST status of the schedule (or the building if it is a single schedule building).
- The GST status of the last transaction with that description.
- The GST status of the chart of accounts code allocated to the item.

If any of these three are not GST applicable, the GST status of the adjustment will be *Free*



If there are items in the Adjustments column that you can't identify, you can *Move to Owner Deposits*, and from there you will be able set them as Unidentified Deposits, which can later be allocated to either an owner or an adjustment once you know what the amount is for.

## UNALLOCATED TAB

When you click *Ready for Processing* some items may appear in the unallocated tab. These are items that have been identified as owner funds, but PropertyIQ has not found a levy or other item to allocate them against.



You should usually have *Auto allocate levy receipts* ticked on the Building Card Settings – Bank Account.

## ALLOCATE UNALLOCATED ITEMS

If PropertyIQ can't identify which lot the deposit is for you will need to select the lot first.

1. Highlight the item you want to allocate
2. Use the search icon to find the lot
3. Highlight the lot
4. *Select*

The screenshot displays the PropertyIQ software interface. On the left, the 'Receipts' window shows a list of transactions. The third transaction is highlighted with a red circle 1. This transaction is a deposit of \$559.25 to account 162-222. On the right, the 'Details' window for this transaction is open, showing the deposit amount and the 'Allocate' button. Below this, the 'Lots' window is open, showing a list of lots. Lot 2 is highlighted with a red circle 3. At the bottom right of the 'Lots' window, the 'Select' button is highlighted with a red circle 4.

1. Select the line item you wish to allocate – this will open the detail on the right side of the screen
2. The description from the deposit item shows here
3. The total deposited shows here
4. The amount that has been allocated shows here. This updates progressively as you update to each item
5. The remaining unallocated amount shows here. You need to continue allocating until this shows zero
6. Select the first item you want to allocate against. The allocate button can be used to allocate a credit balance that is not applied to particular levy by entering the sum here. If the Click on the levy you want to allocate funds to
7. Enter the amount you want to allocate to each fund here for each levy or
8. *Auto Fill* to allow PropertyIQ to allocate automatically. If you need to allocate to more than one line item you can continue to Auto Fill until all funds are allocated
9. The allocate button is greyed out until all the total amount has been allocated
10. *Clear* to clear all allocations on the screen



11. If the owner doesn't have any levies owing you can allocate to credit. This records the payment against the owner's ledger but doesn't allocate to a levy. You will be able to allocate it against a levy later.
12. If allocating an amount to credit and the building has more than one contribution schedule, choose the schedule from the dropdown list.
13. When the total deposited has been allocated either to levy(s) or as credit, you can *Allocate* to complete the process

**Receipts**

Filename: PIQ 18.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: PACQUARIE BANK Total Credits: 9 Number of Accounts: 3

Tran#	Account	Tran Type	Details	Amount
000001	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000294 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1 september 2017	\$250.00
000003	888888888 182-222	Debtor-deposit	BPAY Payment DEFT dshnmBpay 0000000041 0 888777 Hornsby Towers 15 Florence S/Plan 888777	-\$500.00
000005	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000250000 888777 Hornsby Towers 15 Florence Lot 7 Unit 7 Christy Lee S/Plan 888777	\$559.25

**S/Plan 888777 Building Name 888777 Hornsby Towers 15 Florence**  
 Description: DEFT Bpay 0000250000

Deposited: \$559.25 Allocated: \$559.25 Remaining: \$0.00

Lot: 7/7 Christy Lee

Date	Details	Schedule	Outstanding	Allocated
1/10/2016	Standard Levy Contribution S...	OC1	\$559.25	\$559.25
10/11/2016	Charge for final notice dated ...	OC1	\$17.50	\$0.00
10/11/2016	Charge for arrears notice dat...	OC1	\$16.50	\$0.00
30/11/2016	Balcony Repairs needed urge...	OC1	\$250.00	\$0.00
31/12/2016		OC1	\$33.35	\$0.00
1/1/2017	Standard Levy Contribution S...	OC1	\$559.25	\$0.00

**Standard Levy Contribution Schedule**

	Admin	Cap. Works	Total
	Due	Allocated	Due
Amount	\$559.25	\$559.25	\$559.25
Interest	\$0.00	\$0.00	\$0.00
Waived	\$0.00	\$0.00	\$0.00
Discount	\$0.00	\$0.00	\$0.00
Total	\$559.25	\$559.25	\$559.25

Buttons: Auto Fill, Clear, Apply, Allocate



If you do not allocate against any interest owing, PropertyIQ will waive any remaining interest on that levy.

## ALLOCATING FUNDS FOR BUILDINGS WITH MULTIPLE CONTRIBUTION SCHEDULES

If the building has multiple contribution schedules, you can select which schedule the credit amount should be allocated to. The default allocation will allocate any credit amounts to the first schedule that the lot contributes towards.

When all funds have been allocated, the *Allocate* button is no longer greyed out and you can click it to finalise the allocation.

**Receipts**

Filename: PIQ 5.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: PACQUARIE BANK Total Credits: 9 Number of Accounts: 3

Tran#	Account	Tran Type	Details	Amount
000001	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000294 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1 september 2017	\$250.00
000005	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000250000 888777 Hornsby Towers 15 Florence S/Plan 888777	\$559.25

**S/Plan 888777 Building Name 888777 Hornsby Towers 15 Florence**  
 Description: DEFT Bpay 0000000294

Deposited: \$250.00 Allocated: \$250.00 Remaining: \$0.00

Lot: 1/1 Franca Swanden

Date	Details	Outstanding	Allocated
30/11/2016	Lot 1 blocked drains	\$164.75	\$164.75
6/1/2017	Special levy for urgent balcony repairs	\$500.00	\$85.25
31/1/2017	Balcony Repairs needed urgently (instalment 2)	\$250.00	\$0.00
22/2/2017	Standard Levy	\$22.73	\$0.00
17/4/2017	Standard Levy	\$22.73	\$0.00
30/4/2017	Electricity for period 01/01/17 - 02/04/17	\$10.98	\$0.00

**Special levy for urgent balcony repairs**

	Admin	Cap. Works	Total
	Due	Allocated	Due
Amount	\$500.00	\$85.25	\$585.25
Interest	\$0.00	\$0.00	\$0.00
Waived	\$0.00	\$0.00	\$0.00
Discount	\$0.00	\$0.00	\$0.00
Total	\$500.00	\$85.25	\$585.25

Buttons: Auto Fill, Clear, Apply, Allocate

If you don't know which lot owner to allocate funds to, select *Move to Unidentified Deposits*. The amount will then show in the *Unidentified Deposits* tab of the Receipting menu, until you are able to identify them. These funds show as Income on the building's income and expenses statement.

**Receipts**

Filename: PIQ 8.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: MACQUARIE BANK Total Credits: 9 Number of Accounts: 3

Tran#	Account	Tran Type	Details	Amount
000001	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000294 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1.september 2017	\$250.00
000003	888888888 182-222	Debtor-deposit	BPAY Payment DEFT dishnr 0000000041 0 888777 Hornsby Towers 15 Florence S/Plan 888777	-\$400.00
000005	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000250000 888777 Hornsby Towers 15 Florence S/Plan 888777	\$559.25

Deposited: \$559.25 Allocated: \$0.00 Remaining: \$559.25

Lot: [Dropdown] Allocate: \$0.00 to Credit on: [Dropdown]

Date	Details	Schedule	Outstanding	Allocated																																										
<table border="1"> <thead> <tr> <th colspan="2">Admin</th> <th colspan="2">Cap. Works</th> <th colspan="2">Total</th> </tr> <tr> <th>Due</th> <th>Allocated</th> <th>Due</th> <th>Allocated</th> <th>Due</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Interest</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Waived</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Discount</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>					Admin		Cap. Works		Total		Due	Allocated	Due	Allocated	Due	Allocated	Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Waived	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin		Cap. Works		Total																																										
Due	Allocated	Due	Allocated	Due	Allocated																																									
Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																									
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																									
Waived	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																									
Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																									
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																									

Auto Fill Clear Apply

Move to Unidentified Deposits

Process Reload Close



The *Process* button is greyed out until all items appear in the *Allocated* tab and/or the *Informational* tab.

## ALLOCATED TAB

Allocated items are items PropertyIQ is expecting to receive. For example, the owner has paid via DEFT and there is a levy owing for the amount deposited, or if you have processed a supplier payment for the exact amount. If PropertyIQ is able to find a match for each amount received or disbursed, those items will be automatically allocated.

These items will appear under the *Allocated* tab.

If your lot owners are using DEFT, then the majority of your deposits will automatically show on the allocated tab.

If you want to override any of the allocations, you can click on the line item you want to unallocate and allocate manually.

**Receipts**

Filename: PIQ 5.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: MACQUARIE BANK Total Credits: 9 Number of Accounts: 3

Tran#	Account	Tran Type	Details	Amount
000002	888888888 182-222	Owner-deposit SP 888777	Mail Payment DEFT Chq 0000000297 888777 Hornsby Towers 15 Florence Lot 4 Unit 4 Sally Bennett S/Plan 888777	\$100.00
000003	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000299 888777 Hornsby Towers 15 Florence Lot 6 Unit 6 Ann-Marie Lawlor S/Plan 888777	\$4,000.00
000004	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000301 888777 Hornsby Towers 15 Florence Lot 8 Unit 8 Bailey Brown S/Plan 888777	\$559.25
000006	888888888 182-222	Bank-adjustment SP 888777	Deft Processing fee 888777 Hornsby Towers 15 Florence S/Plan 888777	-\$2.50
000007	888888888 182-222	Bank-adjustment SP 888777	Deft Processing fee 888777 Hornsby Towers 15 Florence S/Plan 888777	-\$2.50
000008	888888888 182-222	Bank-adjustment SP 888777	Deft Processing fee 888777 Hornsby Towers 15 Florence S/Plan 888777	-\$2.50

Deposited: \$559.25 Allocated: \$559.25 Remaining: \$0.00

Lot: [Dropdown] Credit: \$0.00

Date	Details	Outstanding	Allocated
1/1/2017	Standard Levy Contribution Schedule	\$353.20	\$353.20
6/1/2017	Special levy for urgent balcony repairs	\$500.00	\$206.05
31/1/2017	Balcony Repairs needed urgently (instalment 2)	\$250.00	\$0.00
22/2/2017	Standard Levy	\$22.73	\$0.00
31/3/2017		\$33.35	\$0.00
1/4/2017	Standard Levy Contribution Schedule	\$559.25	\$0.00

Standard Levy Contribution Schedule

Admin		Cap. Works		Total	
Due	Allocated	Due	Allocated	Due	Allocated
Amount	\$353.20	\$353.20	\$0.00	\$0.00	\$353.20
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waived	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$353.20	\$353.20	\$0.00	\$0.00	\$353.20

Unallocate

Process Reload Close

## PROCESSING

Once all items are appearing in either the *Allocated* or *Informational* tab, the *Process* button will no longer be greyed out and you can click *Process* to complete.

**Receipts**

Filename: PIQ 5.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54270357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: PACQUARIE BANK Total Credits: 9 Number of Accounts: 3

Informational (4) Adjustments (0) Unallocated (0) **Allocated (13)**

Trans#	Account	Tran Type	Details	Amount
000013	182-222	Bank-adjustment	Bank-processing fees 888777 Hornsby Towers 15 Florence SIPlan 888777	\$2.00
000014	6567888 182-222	Bank-adjustment SP 888777	Deposit Investment Trf 888777 Hornsby Towers 15 Florence SIPlan 888777	\$5,000.00
000015	6567888 182-222	Bank-adjustment SP 888777	Deposit Interest on investment 888777 Hornsby Towers 15 Florence SIPlan 888777	\$78.00
000001	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000000294 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1.september 2017	\$250.00
000005	888888888 182-222	Owner-deposit SP 888777	BPAY Payment DEFT Bpay 0000250000 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1.september 2017	\$559.25
000012	888888888 182-222	Owner-deposit SP 888777	F Swanden 5 888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swanden handed to solicitor on 1.september 2017	-\$500.00

1 Process Reload Close

Select Yes to proceed.

Are you sure you wish to Process this TXN?

☐ No ☒ Yes

PropertyIQ will automatically produce and open a .TXN summary Report

**TXN Summary Report**

**Overview**

Customer No: 54380907  
 Customer Name: OWNERSCORP (AUST) ASSET MANAGEMENT  
 Date Created: 01/12/2016  
 Date Processed: 02/12/2016

5 Total Transactions Debits = \$0.00  
 1 Total Accounts Credits = \$5,000.00  
 Net Movement = \$5,000.00

You can also access these reports at any time by going to



selecting *Receipts* and clicking on the .TXN Summaries tab.

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

Currently Logged in as: am  
 Role: Super Administrator  
 0.156.1 11/06/2016

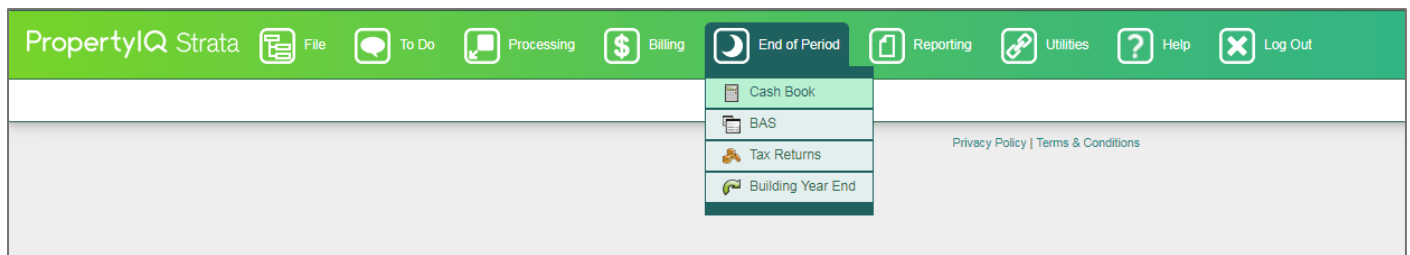
**Receipts**

Txn Files Manual Deposits **Txn Summaries** Unallocated Deposits

Date	File Name
23/7/2018	TXN Report - 2018-07-23.pdf
23/7/2018	TXN Report - 2018-07-23.pdf
23/9/2017	TXN Report - 2017-09-23.pdf
23/09/2017	TXN Report - 2017-09-23.pdf

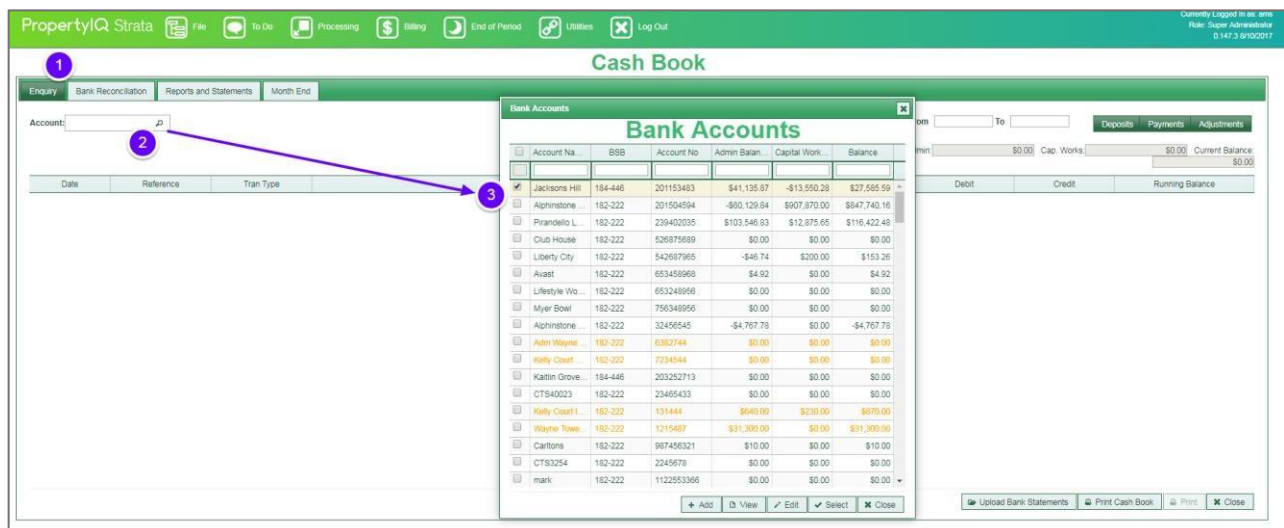
## HOW TO PRINT A RECEIPT

Once the .TXN File has been processed, a record is created in the cash book. To print a receipt, go to End of Period and select *Cash book*.



The *Enquiry Tab* is the default whenever you open the cash book

1. The enquiry tab allows you to view payments and deposits and print receipts
2. Click on the search icon to search for the bank account the receipt is for
3. You can type some key letters in any of the empty boxes on the top line to narrow your search and then click and double click on the bank account you want



1. You can click in the boxes to open the calendar and enter a date range to refine your search.
2. The default view is to view all types of transactions, but you can narrow your search to deposits only by clicking on the buttons.
3. Click on the deposit you want to print a receipt for.

PropertyIQ Strata File To Do Processing Billing End of Period Utilities Log Out Currently Logged In as: admin Role: Super Administrator @ 14/3/2020 17:17

### Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End

Account: Jacksons Hill 201153483 184-446 Macquarie Bank Account Type: Main

From 1 To 2 Deposits Payments Adjustments

Admin: \$41,135.87 Cap. Works: \$13,550.28 Current Balance: \$27,585.59

Date	Reference	Tran Type	Details	Method	Debit	Credit	Running Balance
3/2/2014	11	Deposit	DEFT Bpay 0000000003 From: Jermaine Carter DEFT Bpay 0000000002	bpay-payment		\$5,159.69	\$104653.27
3/2/2014	12	Deposit	From: Unknown DEFT Bpay 0000000003	bpay-payment		\$2,579.85	\$109812.96
3/2/2014	10	Deposit	From: Drake Lively DEFT Bpay 0000000001	bpay-payment		\$10,319.38	\$112392.81
2/2/2014	2	Deposit	From: Jermaine Carter DEFT Bpay 0000000002	bpay-payment		\$5,159.69	\$122712.19
2/2/2014	5	Deposit	From: Jermaine Carter DEFT Bpay 0000000002	bpay-payment		\$5,159.69	\$127965.03
2/2/2014	3	Deposit	From: Kelly Fell DEFT Bpay 0000000003	bpay-payment		\$2,579.85	\$133024.72
2/2/2014	4	Deposit	From: Drake Lively DEFT Bpay 0000000001	bpay-payment		\$10,319.38	\$135623.77
2/2/2014	1	Deposit	From: Drake Lively DEFT Bpay 0000000001	bpay-payment		\$10,319.38	\$145943.15
2/2/2014	6	Deposit	From: Kelly Fell DEFT Bpay 0000000003	bpay-payment		\$2,579.85	\$156344.18

Upload Bank Statements Print Cash Book Print Close

1. Click on the receipt you want to print
2. Select *Print*

PropertyIQ Strata File To Do Processing Billing End of Period Utilities Log Out Currently Logged In as: admin Role: Super Administrator @ 14/3/2020 17:17

### Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End

Account: Jacksons Hill 201153483 184-446 Macquarie Bank Account Type: Main

From 1 To 2 Deposits Payments Adjustments

Admin: \$41,135.87 Cap. Works: \$13,550.28 Current Balance: \$27,585.59

Date	Reference	Tran Type	Details	Method	Debit	Credit	Running Balance
30/10/2015	79	Deposit	From: Jermaine Carter DEFT Bpay 0000000002	bpay-payment		\$5,159.69	(\$31321.57)
30/10/2015	78	Deposit	From: Drake Lively DEFT Bpay 0000000001	bpay-payment		\$10,319.38	(\$26161.88)
9/9/2015	64	Deposit	From: Jermaine Carter TRF from lot 1/1 Drake Lively: correction			\$60.00	(\$30596.00)
9/9/2015	63	Deposit	From: Drake Lively TRF to lot 2/2 Jermaine Carter: correction		\$60.00		(\$30536.00)
18/4/2015	49	Deposit	From: Drake Lively TRF to lot 2/2 Sandra Darling: Reason		\$1,000.00		(\$35529.00)
18/4/2015	50	Deposit	From: Jermaine Carter TRF from lot 1/1 Drake Lively: Reason			\$1,000.00	(\$36029.00)
1/1/2015	65	Deposit	From: Drake Lively DEFT Process Fee	unknown	\$69.30		(\$36479.00)
1/1/2015	67	Deposit	From: Jermaine Carter DEFT Bpay 0000000002	bpay-payment		\$5,159.69	(\$36555.15)
1/1/2015	68	Deposit	From: Kelly Fell DEFT Bpay 0000000003	bpay-payment		\$2,579.85	(\$31395.46)
1/1/2015	41	Deposit	From: Jermaine Carter	bpay-payment		\$5,159.69	(\$27915.61)

Upload Bank Statements Print Cash Book Print Close

A PDF will open in a new tab for you to print.

**NEPEAN STRATA MANAGE**  
Level 15,  
BRISBANE NSW 4000

**ABN: 72 608 194 707**

**Trust Account Receipt No: 40**  
**\*\*\* Tax Invoice ABN \*\*\***

**Date: 14/06/17**

Received From : Ben Carpenter  
On Behalf Of : Ben Carpenter  
: 45 Brougham Avenue  
:  
:  
: NORTH BRISBANE

Direct : \$-1,065.00  
Cash : \$0.00  
Cheque : \$0.00  
TOTAL : \$-1,065.00

QLD 4001 Lot 2

Being : Credit Receipt


Allocated to - Admin \$-1,065.00  
- Sinking \$0.00 Per: \_\_\_\_\_

## MANUAL DEPOSITS










If you receive any cash or cheques, you need to create a manual deposit, so you can bank them manually.

There are two types of manual receipts:

- **Other** – used for miscellaneous items that are receipted against the building.
- **Owner** - for fund that are received from lot owners (usually levy/fee receipts)

To receipt cash or cheques manually, go to  Processing Click on *Receipts* tab.




1. Select the Manual Deposits tab
2. *+Add*

PropertyIQ Strata          Currently Logged In as: Bella Carstairs  
Role: Administrator  
0.171.3.21/02/2019

### Receipts

Txn Files Manual Deposits **1** Summaries Unidentified Deposits

Created	Created By	C.T.S.	Building Name	Allocation ID	Received From	Type	Payment Type	Cheque No	Particulars	Date Printed	Amount	TXN File
26/03/2019 - 1:25 pm	Bella Carstairs	888	Cascade Gardens	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$810.00	
19/03/2019 - 11:11 ...	Bella Carstairs	99	Peppermint Gardens	9000000002	Leslie Porter	Owner	Cash			19/3/2019	\$500.00	
19/03/2019 - 8:38 am	Bella Carstairs	888	Cascade Gardens	9000000003	Ann-Maree Lawlor	Owner	Cash			19/3/2019	\$500.00	
15/02/2019 - 9:35 am	Bella Carstairs	4346	The Chamwood	9000000001	xyz strata	Other	Cheque	444	cash opening	15/2/2019	\$9,990.00	
03/01/2019 - 3:55 pm	James Carl	010319	Pilot Estate	9000000002	Homeowners	Other	Cash		OBal	3/1/2019	\$20,000.00	
03/01/2019 - 3:36 pm	James Carl	010319	Pilot Estate	9000000001	Lot 1 Owner	Other	Cheque	010319	Misc Fees		\$500.00	
20/12/2018 - 11:40 ...	Bella Carstairs	99999	The Bachelor Pad	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)	5/2/2019	\$271.00	
20/12/2018 - 11:40 ...	Bella Carstairs	89756895	Pirandello Lodge	8000000002	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)	5/2/2019	\$238.00	
20/12/2018 - 11:40 ...	Bella Carstairs	888	Cascade Gardens	8000000003	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$810.00	
20/12/2018 - 11:39 ...	Bella Carstairs	7231	Marrickville Plaza	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$467.00	
20/12/2018 - 11:39 ...	Bella Carstairs	693	Infinity Tower	8000000002	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$360.00	
20/12/2018 - 11:39 ...	Bella Carstairs	6143	Yarra Gardens	8000000005	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$36.00	
20/12/2018 - 11:39 ...	Bella Carstairs	54356	Harbour Tower	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$158.00	
20/12/2018 - 11:39 ...	Bella Carstairs	5435	Hilton Terraces	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$198.00	
20/12/2018 - 11:39 ...	Bella Carstairs	54345	The Valdorf	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$469.00	
20/12/2018 - 11:39 ...	Bella Carstairs	12379	Precinct Centre	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$203.00	
20/12/2018 - 11:39 ...	Bella Carstairs	10453	The Tempo	8000000008	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$280.00	
20/12/2018 - 11:39 ...	Bella Carstairs	1008	Jordan Mews	8000000007	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$73.00	

Show Legend  Add  View  Print Deposit Slips

## CREATING A MANUAL 'OTHER' DEPOSIT

1. Enter the total amount received
2. The type defaults to cheque. If you select cash, the fields bank, branch, cheque no, and drawer will be greyed out
3. Enter the short name of the drawer's bank, branch location, the name of the cheque drawer and the number of the cheque
4. Use the search icon to open the building screen and find the building this receipt is for.
5. Check that the receipt type is set to *Other*. (this is the default)
6. Enter the name of the person/company the receipt is from
7. Enter the particulars of the receipt

**Manual Deposit**

Amount Received: \$5,000.00    Payment type: ☐ Cash ☒ Cheque

Bank: MBL    Branch: Melbourne    Drawer: Best Insurance    Cheque No: 232

Building: [Dropdown]    Receipt Type: ☐ Other ☐ Owner

Received From: Best Insurance    Details: Insurance claim

Allocation: [Add Allocation]    Total Allocation: \$0.00

**Buildings**

S/Plan	Building Name	Street Name	Suburb	State	Postcode	Manager	Lots	Folio
22	Cascade Gardens	Arkenstone Drive	BLACKTOWN	NSW	2147	Anne Fluva	17	
99	Peppermint Gardens	Pine Avenue	BURWOOD	NSW	2007	Bella Carstairs	5	
102	Cosmo Garden 2	Cosmo Road	SYDNEY	WA	2077	James Carl Tolen	4	
103	Eastwood Apartments	East Street	NEWTOWN	NSW	2042	Adrianna Hall	4	
137	Darnley	O'Sullivan Road	ROSE BAY	NSW	2029	Ava J	6	
156	Fairlyland Resort	Ballit Dr	THE FILEDS	VIC		Jay-A M	4	Sup...
292	Rogan Road gardens	Rogan Road	GREYSTANES	NSW	2156	Bella Carstairs	1	NS...
342	The Lakes	Atlantis Drive	BERRIMAH	NT	8020	Anne Fluva	2	AC...
691	Aurora Tower	Pennington Road	BRIGHTON	VIC	3121	Anne Fluva	2	
692	Skyline	Pye St	WESTMEAD	NSW	2145	Anne Fluva	3	NS...
693	Infinity Tower	James Street	PERTH	WA	8000	Anne Fluva	2	
742	Camberwell Village	Camberwell Drive	LAUNCESTON	TAS	7250	Adrianna Hall	3	
777	Southern Cross	Livingstone Road	SPRING HILL	QLD	4000	Anne Fluva	21	QL...
901	WaveFront Building	Henry Street	BURLEIGH HEADS	QLD	4232	Anne Fluva	5	QL...
999	Viewpoint	Hay Street	SYDNEY	NSW	2000	Rohit Sachdeva	1	NS...
BMC	Building Management ...	Brookdale Terrace	GLENBROOK	NSW		Anne Fluva	3	
0009	Clifton Gardens	Ardlethan Street	SINGLETON	NSW	2330	Bella Carstairs	1	
0124	BMC 456	Beverly Street	RANDWICK	NSW		Anne Fluva	10	Sup...

Next you need to allocate the received funds. Once the building is selected, the *Add Allocation* button will no longer be greyed out.

**Manual Deposit**

Amount Received: \$5,000.00    Payment type: ☐ Cash ☒ Cheque

Bank: MBL    Branch: Melbourne    Drawer: Best Insurance    Cheque No: 232

Building: 99 Peppermint Garden

Receipt Type: ☐ Other ☐ Owner

Received From: Best Insurance    Details: Insurance claim

Allocation: [Add Allocation]    Total Allocation: \$0.00

[Print Deposit Slip] [Save Without Printing] [Cancel]

1. Enter the total amount you're receiving
2. Your cash or cheque choice shows here
3. The cheque drawer's details show here
4. The selected building shows here
5. The receipt type – *Other* shows here
6. The individual or company the receipt is from is entered here
7. The description is entered here
8. If there are multiple allocations, enter the amount for each allocation here
9. If there are multiple allocations, you can enter a description for allocation here each
10. Use the search icon to find the chart of accounts code you want to allocate against
11. If the building has more than one contribution schedule, choose the schedule this receipt is for
12. If your building is GST Free, then *Free* will be the default and you can't alter this. If your building is GST registered, you can choose between *Inclusive* or *Free*
13. Use the *Remove* button if you need to remove the allocation
14. *Add Allocation* to add more allocations
15. The total amount allocated shows here. This must equal the amount received
16. *Print Deposit Slip* to print a deposit slip to take to the bank. The manual deposit is automatically saved
17. *Save Without Printing* if you don't want to print a deposit slip to take to the bank



**Manual Deposit**

Amount Received: \$5,000.00 1 Payment type: ☐ Cash ☒ Cheque 2

Bank: MBL Branch: Melb Drawer: Best Insurance Cheque No: 345 3

Building: 22 Cascade Gardens 1 4

Receipt Type:  Other  Owner 5

Received From: Best Insurance 6

Details: Insurance claim 7

Allocation	Amount	Details	Account	Schedule	GST	
<span>8</span>	\$3,000.00	Insurance claim 12345 <span>9</span>	A Insurance Claims <span>10</span>	Main contribution schedule <span>11</span>	Inclusive <span>12</span>	<input checked="" type="button"/> Remove <span>13</span>
	\$2,000.00	Insurance claim 5432	A Insurance Claims	Main contribution schedule	Inclusive	<input checked="" type="button"/> Remove
+ Add Allocation <span>14</span>						
	\$5,000.00	Total Allocation <span>15</span>				

16 17

Print Deposit Slip  Save Without Printing  Cancel

PropertyIQ Strata Testing  
 ABN: 123456789  
 PO Box 500  
 CANNING VALE WA 61554  
 Ph: 1300 724 256 Fax: 02 1234 5647  
 support@propertyiq.com.au

**Deposit slip for Moorings on Cavill**  
**Account No 65653454 BSB 184-446**  
 Macquarie Bank Brisbane

Cash	\$0.00
Cheque	\$500.00
Bank:	MBL
Branch:	Brisbane
Drawer:	Jack Johnson
Cheque No:	121
Details:	return funds - invoice paid twice
Received from:	Jack of All Trades
Allocation ID	9000000001

65653454 90000000017

Once a manual deposit is created, it will show in orange on the manual deposits screen until the funds are banked (presented) via a .txn file and will show as an unrepresented deposit on your bank reconciliation screen until the funds are banked (presented) via a .txn file.

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Lumensity Logged in as: Bella Cantains  
Role: Administrator  
01/11/2019 09:19

Receipts

Txn Files

Manual Deposits

Txn Summaries

Unidentified Deposits

	Created	Created By	C.T.S.	Building Name	Allocation ID	Received From	Type	Payment Type	Cheque No	Particulars	Date Printed	Amount	TXN File
	10/04/2019 - 9:04 pm	Bella Cantains	270576	Moorings on Cavill	9000000002	CHU Insurance	Other	Cheque	5465	Claim 456556		\$5,000.00	



## CREATING A MANUAL 'OWNERS' DEPOSIT

Select **+Add** on the manual deposit screen

PropertyIQ Strata

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

Currently Logged In as: Bella Carstairs Role: Administrator 01/11/2019

### Receipts

Txn Files Manual Deposits Txn Summaries Unidentified Deposits

Created	Created By	C.T.S.	Building Name	Allocation ID	Received From	Type	Payment Type	Cheque No	Particulars	Date Printed	Amount	TXN File
26/03/2019 - 1:25 pm	Bella Carstairs	888	Cascade Gardens	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$810.00	
19/03/2019 - 11:11	Bella Carstairs	99	Peppermint Gardens	9000000002	Lestie Porter	Owner	Cash			19/3/2019	\$500.00	
19/03/2019 - 8:38 am	Bella Carstairs	688	Cascade Gardens	9000000003	Ann-Marise Lawlor	Owner	Cash			19/3/2019	\$500.00	
15/02/2019 - 9:35 am	Bella Carstairs	4348	The Charmwood	9000000001	xyz strata	Other	Cheque	444	cash opening	15/2/2019	\$9,990.00	
03/01/2019 - 3:55 pm	James Carl	010319	Pilot Estate	9000000002	Homeowners	Other	Cash		OBal	3/1/2019	\$20,000.00	
03/01/2019 - 3:36 pm	James Carl	010319	Pilot Estate	9000000001	Lot 1 Owner	Other	Cheque	010319	Misc Fees		\$500.00	
20/12/2018 - 11:40 ...	Bella Carstairs	99999	The Bachelor Pad	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)	5/2/2019	\$271.00	
20/12/2018 - 11:40 ...	Bella Carstairs	89756895	Pirandello Lodge	8000000002	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)	5/2/2019	\$238.00	
20/12/2018 - 11:40 ...	Bella Carstairs	888	Cascade Gardens	8000000003	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$810.00	
20/12/2018 - 11:39 ...	Bella Carstairs	7231	Marrickville Plaza	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$467.00	
20/12/2018 - 11:39 ...	Bella Carstairs	693	Infinity Tower	8000000002	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$360.00	
20/12/2018 - 11:39 ...	Bella Carstairs	6143	Yarra Gardens	8000000005	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$36.00	
20/12/2018 - 11:39 ...	Bella Carstairs	54356	Harbour Tower	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$158.00	
20/12/2018 - 11:39 ...	Bella Carstairs	5435	Hilton Terraces	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$198.00	
20/12/2018 - 11:39 ...	Bella Carstairs	54345	The Waldorf	8000000001	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$469.00	
20/12/2018 - 11:39 ...	Bella Carstairs	12379	Precinct Centre	8000000004	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$203.00	
20/12/2018 - 11:39 ...	Bella Carstairs	10453	The Tempo	8000000008	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$260.00	
20/12/2018 - 11:39 ...	Bella Carstairs	1008	Jordan Mews	8000000007	Tax Supplier	Other	Direct		BAS Refund (2018-10-01 - 2018-12-31)		\$73.00	

Show Legend

**+ Add** View Print Deposit Slips

Use the search icon to find and select the building the deposit is for

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities

### Manual Deposit

Amount Received: \$0.00 Payment type: ☐ Cash ☒ Cheque

Bank: Branch: Drawer: Cheque No:

Building: **1**

Receipt Type: ☐ Other ☒ Owner

Received From: Particulars:

Allocation

+ Add Allocation \$0.00 Total Allocation

Print Deposit Slip Save With

Buildings

All Active InActive

C.T.S.	Building Name	Stre...	Street Name	Suburb	State	Pos...	Manager	Lots	Folio
99	Peppermint Gardens	12	Pine Avenue	RINGWOOD	NSW	3101	Nicki Schriener	4	
137	Darriey	79	O'Sullivan Road	ROSE BAY	NSW	2029	Anne Flava	2	
156	Fairlyland Resort		Balti Dr	THE FILEDS	VIC		Jay-Anne Mantulac	4	Sup...
342	The Lakes	4	Atlantis Drive	LYNEHAM	NSW		Anne Flava	2	AC...
691	Aurora Tower	1-8	Pennington Road	BRIGHTON	VIC	3121	Anne Flava	2	Fre...
692	Skyline	2-10	Pye St	WESTMEAD	NSW	2145	Anne Flava	3	Ro...
693	Infinity Tower	11	James Street	PERTH	WA	8000	Anne Flava	2	
694	Skytower	12	Long Street	DEE WHY	NSW	2010	Jeremiah Fulstone	1	NS...
777	Southern Cross	7	Livingstone Road	SPRING HILL	QLD	4000	Anne Flava	5	QL...
888	Cascade Gardens	15	Arklstone Drive	WERRIBEE	VIC	3123	Anne Flava	17	Sup...
901	WaveFront Building	20	Henry Street	BURLEIGH HEADS	QLD	4232	Anne Flava	5	QL...
999	Viewpoint	4	Hay Street	SYDNEY	NSW	2000	Rohit Sachdeva	1	NS...
BMC	Building Management ...	17a	Brookdale Terrace	GLENBROOK	NSW		Anne Flava	3	
0009	Clifton Gardens	149	John Street	SINGLETON	NSW	2330	Profeto Ladrillo	1	Sup...
0124	A4 Tech	3	Beverly Hills Street	MELBOURNE	VIC		Anne Flava	10	Sup...
0317	Brentwood	54	Mascot avenue	SYDNEY	NSW	2009	Anne Flava	1	Sup...
0810	The Benjamin	1	Benjamin Drive	JOLIMONT	WA	6125	Adrian Bolton	1	
1001	Vibe Shanton Park	259	Hammersley Road	SUBIACO	WA	6008	Anne Flava	10	Sup...

Show Legend

+ Add Edit Select Close

BAS Refund (2018-10-01 - 2018-12-31) \$73.00

+ Add View Print Deposit Slips

1. Select **Owner** so that the funds will be allocated as owner funds
2. Use the search icon to find the owner



1. The selected lot owner shows here
2. If you want to receipt all or part of these funds as an unallocated credit for the lot (not against a levy/fee) enter the amount here
3. If you are receipting all or part of these funds as an unallocated credit, and the building has multiple contribution schedules, select the schedule here
4. Select Auto Fill to allocated the funds against the oldest owing levy first and then to any newer levies in order
5. You can select to allocate manually here. If the levy has interest owing, you can enter a zero in the interest box to waive any interest. If you choose to auto allocate, the allocation of the funds shows here automatically
6. Clear if you need to clear any allocations you have already made
7. Apply to apply the allocations you have entered to the manual receipt
8. Process when you are ready to save and complete the manual receipt

Manual Deposit

Amount Received:\*

\$500.00

Payment type:

☐ Cash
 ☒ Cheque

Bank:\*

MBL

Branch:\*

Melbourne

Drawer:\*

Costa Gianopoulos

Cheque No:

4444

Building\*

270976 Moorings on Cav

Receipt Type:

Owner: \*

4/4 Celia Chan

Received From:\*

Celia Chan

Receipt Date:

10/4/2019

Allocated

\$500.00

Remaining

\$0.00

Allocate

\$0.00

to Credit on

Moorings Standard Contribution Schedule

Ref #	Date	Schedule	Details	Outstanding	Allocated
5	1/12/2016	Moorings Standard Contribut...	Upcoming Levy	\$824.00	\$500.00
18	1/1/2017	Moorings Standard Contribut...	Standard Levy Moorings Standard Contribution Schedule	\$1,055.90	\$0.00
25	5/1/2017	Moorings Standard Contribut...	special levy for urgent roof repairs (Instalment 1)	\$166.70	\$0.00
49	28/2/2017	Moorings Standard Contribut...	Special Levy for urgent roof repairs (Instalment 1)	\$3,333.33	\$0.00
41	28/2/2017	Moorings Standard Contribut...	Special Levy for urgent roof repairs (Instalment 1)	\$3,333.33	\$0.00
29	30/3/2017	Moorings Standard Contribut...	special levy for urgent roof repairs (Instalment 2)	\$166.70	\$0.00

Upcoming Levy

	Admin		Sinking		Total	
	Due	Allocate	Due	Allocate	Due	Allocate
Amount	\$624.00	\$500.00	\$200.00	\$0.00	\$824.00	\$500.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waived	\$0.00	\$0.00				\$0.00
Discount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$624.00	\$500.00	\$200.00	\$0.00	\$824.00	\$500.00

Auto Fill

Clear

Apply

Process

Cancel

The final warning asks you to confirm that you are happy to proceed to create an unrepresented deposit and post it to the owner ledger as per the allocations you entered above. *Proceed* to confirm

FINAL WARNING - This will create an unrepresented deposit and post it to the owner ledger as per the allocations. Do you wish to proceed?

Cancel to make amendments.

Proceed to process the manual deposit.

Cancel

Proceed

The completed deposit slip looks something like this.

My Strata Company  
ABN: 72 608 194 707  
Level 15,  
111 Eagle Street  
Brisbane QLD 4000  
Ph: 07 3737 3102 Fax: 07 3910 1190  
info@mystrata.com.au

**Deposit slip for Moorings on Cavill**  
**RECEIPT**  
**Account No 656789 BSB 182-222**  
Macquarie Bank Brisbane

<b>Cash</b>	<b>\$0.00</b>
<b>Cheque</b>	<b>\$500.00</b>
Bank: MBL	Branch: Melbourne
Drawer: Costa Gianopoulos	Cheque No: 4444
Details	4/4 Celia Chan
Received from	Celia Chan
Allocation ID	9000000003

656789 90000000033

**DEFT**  
PAYMENT SYSTEMS

<b>Account: Moorings on Cavill</b>	
<input type="checkbox"/> Pay by making this payment slip with your Cheque to: DEFT Payment Systems SPO Box 141, Brisbane QLD 4001	<input type="checkbox"/> <b>U POST</b> billpay Pay in person at any Australia Post Office, using Cash, Cheque or EFTPOS Payments made at Australia Post will incur a \$3.75 DEFT processing fee
<input type="checkbox"/> All Cheques must be made payable to: Moorings on Cavill Celia Chan	
	
<b>DEFT Reference Number: 656789 90000000033</b>	

Total Deposit \$500.00

Once a manual deposit is created, it will show in orange on the manual deposits screen until the funds are banked (presented) via .txn processing and will show as an unpresented deposit on your bank reconciliation screen until the funds are banked (presented) via .txn file processing

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Currently Logged In as: Bella Carr  
Role: Administ  
0.171.3.2192

Receipts

Txn Files

Manual Deposits

Txn Summaries

Unidentified Deposits

<input type="checkbox"/>	Created	Created By	C.T.S.	Building Name	Allocation ID	Received From	Type	Payment Type	Cheque No	Particulars	Date Printed	Amount	TXN File
<input type="checkbox"/>													
<input checked="" type="checkbox"/>	10/04/2019 - 9:39 pm	Bella Carr	270976	Moorings on Cavill	9000000003	Celia Chan	Owner	Cheque	4444			\$500.00	

You can perform other actions by clicking on an owner deposit from the manual deposits screen

1. Double click on the owner manual deposit
2. You can cancel the deposit until it has been banked (received via a .txn file)
3. Reprint the deposit slip
4. Print a trust account receipt if the owner requires one
5. Done to exit

PropertyIQ Strata

File To Do Processing Billing

Manual Deposits

Created By: Bella Carstairs 270976 Moorings on Cavill 9000000003

Amount Received: \$500.00 Payment type: Cash Cheque

Bank: MBL Branch: Melbourne Drawer: Costa Gianopoulos Cheque No: 4444

Building: 270976 Moorings on Cavill

Receipt Type: Other Owner

Owner: 4/4 Celia Chan

Received From: Celia Chan

Receipt Date: 10/4/2019

Allocated: \$500.00 Remaining: \$0.00 Allocate: \$0.00 to Credit on Moorings Standard Contribution Schedule

Ref #	Date	Schedule	Details	Outstanding	Allocated
5	1/12/2016	Moorings Standard Contributi...	Upcoming Levy	\$824.00	\$500.00

Upcoming Levy

	Admin	Due	Allocate	Sinking	Due	Allocate	Total	Due	Allocate
Amount	\$624.00	\$500.00		\$200.00	\$0.00		\$824.00	\$500.00	
Interest	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
Waived	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
Discount	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
Total	\$624.00	\$500.00		\$200.00	\$0.00		\$824.00	\$500.00	

Created By: Bella Carstairs on 10/04/2019 - 9:39 pm

Last Edited By: Bella Carstairs on 10/04/2019 - 9:39 pm

Cancel Deposit Print Deposit Slip Print Receipt Done

The owner receipt looks something like this. This is a building located in Queensland. The exact wording may be different, depending on the state the building is located in.

**My Strata Company**  
Level 15,  
BRISBANE QLD 4000

ABN: 72 608 194 707

Community Receipt No: 27 Date: 10/04/19

Received From : Celia Chan  
On Behalf Of : Celia Chan  
: Unit 4, 63 Cavill Avenue  
:  
:  
: SURFERS PARADISE QLD 4217  
The Owners of CTS 270976 Lot 4  
Being : MD: Upcoming Levy

Direct : \$500.00  
Cash : \$0.00  
Cheque : \$0.00  
TOTAL : \$500.00

Allocated to

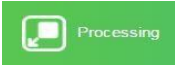
- Admin	\$500.00
- Admin interest	\$0.00
- Sinking	\$0.00
- Sinking Interest	\$0.00

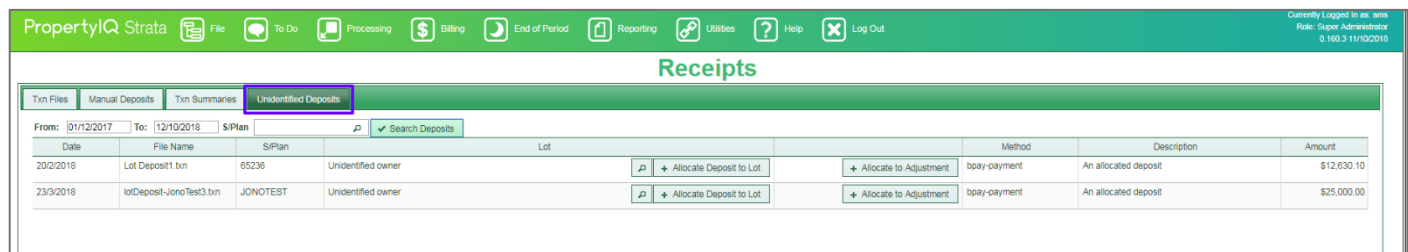
Paid To:

Per: \_\_\_\_\_

## UNALLOCATED DEPOSITS

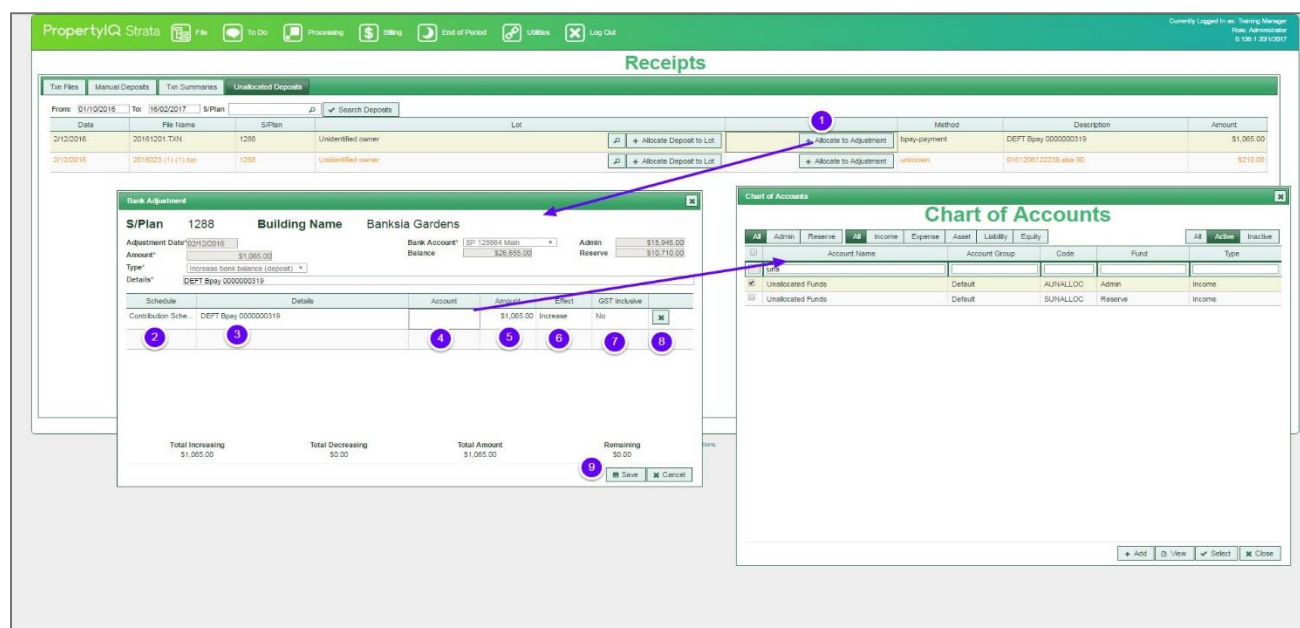
Items in the *Unallocated Deposits* tab need to be identified and allocated.

- To view the Unallocated Deposits tab, go to  **Select Receipts**
- Select the *Unallocated* tab



## ALLOCATE AS AN ADJUSTMENT

- Select *Allocate to Adjustment*
- If the building has multiple contribution schedules, choose the schedule these funds are for
- The details will be automatically populated
- Click in the *Account* box to search for the chart of accounts code you want to allocate the item to
  - Type some key letters in the search field to refine your search
  - Double click on the chart of accounts code you want
- The full amount received will populate here, if that is correct, leave as is. If you need to allocate the funds to more than one chart of accounts code, type just the amount you want to allocate to this chart of accounts code in this box.
- The effect will be automatically calculated. If the item is funds coming into the account it will show *Increase*, if the item is funds leaving the account it will show *Decrease*
- GST Status will default to No your building is not registered for GST
- X to delete the line item if you make an error
- Save** when you are ready to save the allocation



You will receive a prompt to confirm that you wish to process the adjustment.

?

Are you sure you wish to Process this Bank Adjustment?

No
Yes

If the transaction is made up of multiple items that need to have a different chart of account codes allocated or a different GST status, enter the amounts for each item in the Amounts column then go to the next row to allocate each item separately.

Bank Adjustment
✕

**S/Plan** 1288  
**Adjustment Date** 02/12/2016  
**Amount\*** \$1,065.00  
**Type\*** Increase bank balance (deposit)  
**Details\*** DEFT Bpay 0000000319

**Building Name** Banksia Gardens  
**Bank Account\*** SP 128864 Main  
**Balance** \$26,655.00

**Admin** \$15,945.00  
**Reserve** \$10,710.00

Schedule	Details	Account	Amount	Effect	GST Inclusive	
Contribution Sche...	DEFT Bpay 0000000319	Unallocated Funds	\$400.00	Increase	No	✕
Contribution Sche...	DEFT Bpay 0000000319	AINTEREST	\$665.00	Increase	No	✕

**Total Increasing**  
\$1,065.00

**Total Decreasing**  
\$0.00

**Total Amount**  
\$1,065.00

**Remaining**  
\$0.00

Save
✕ Cancel

If the item needs to be allocated to more than one chart of account, enter the total for each item in the amount column and then click in the row below to allocate each separate item

## ALLOCATE TO A LOT

1. Search to search for the lot to allocate to
2. PropertyIQ has already identified the bank account and building the deposit is for so you will see the lot owners for that building. Double click on the lot to select them.

PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Reporting
Utilities
Help
Log Out
Currently Logged in as: Strata User  
Role: Administrator  
0 158 1 11/5/2015

**Receivables**

**Lots**

**Unallocated Deposits**

Date	File Name	C.T.S.	Lot
26/10/2017	PIQ2018 (3).bin	888777	Unidentified owner

C.T.S.	Lot	Unit	CRN	Owner	Str.	Street Name	Building Na...	Strata Manager N...	Comm.	Dele...
888...	1	201	000	Franca Swanden	15	Florence Str...	Hornsby To...	Anne Flava	Ow...	Email
888...	2	2	000	Maddison Furness	15	Florence	Hornsby To...	Anne Flava	Ten...	Post
888...	3	3	000	Elery Borenson	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	4	4	000	Sally Bennett	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	5	5	000	Caroline Liu	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	6	6	000	Ann-Marie Lawlor	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	7	7	000	Chrissy Lee	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	8	8	000	Bailey Brown	15	Florence	Hornsby To...	Anne Flava	Ow...	Em...
888...	9	9	000	Bailey Brown	15	Florence	Hornsby To...	Anne Flava	Ow...	Em...
888...	10	10	000	Bailey Brown	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	12	12	000	Carolyn Samuels	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	13	13	000	Franca Swanden	15	Florence	Hornsby To...	Anne Flava	Ow...	Post
888...	14	14	000	Garth Sorensen	15	Florence Str...	Hornsby To...	Anne Flava	Ow...	Post
888...	15	15	000	Caterina Bolgarde	15	Florence Str...	Hornsby To...	Anne Flava	Ow...	Post
888...	16	16	000	Cora Pendlebury	15	Florence Str...	Hornsby To...	Anne Flava	Ow...	Post
888...	21	21	000	Grahamstown Pty Ltd	15	Florence Str...	Hornsby To...	Anne Flava	Ow...	Post
888...	30	11	000	Nicole Bauer	15	Florence	Hornsby To...	Anne Flava	Ow...	Post

PropertyIQ

Receipting

01.06.2022

22

Once you have selected a lot, click **+Allocate Deposit to Lot**. The unidentified deposit will disappear from this screen and you will find the deposit receipted against the lot owner's ledger.

PropertyIQ Strata									
Receipts									
Txn Files Manual Deposits Txn Summaries Unallocated Deposits									
From:	01/10/2017	To:	17/10/2018	C.T.S.		Search Deposits			
Date	File Name	S/Plan	Lot	Debtor	Method	Description	Amount		
29/10/2017	PIQ2018 (3).bn	880777	Unidentified owner	+ Allocate Deposit to Lot	+ Allocate to Adjustment	unknown	Tr 5	-	\$5,000.00
23/9/2018	PIQ 14.bt	54345	Unidentified owner	+ Allocate Deposit to Lot	+ Allocate to Adjustment	bpay-payment	DEFT		\$250.00
23/9/2018	PIQ 14.bt	54345	1/1 Barb Gordon	+ Allocate Deposit to Lot	+ Allocate to Adjustment	bpay-payment	DEFT Bpay 0000250000		\$559.25

## ALLOCATE TO A DEBTOR

1. Go to *Unidentified Deposits* tab.
2. Enter your search parameters e.g From date or a building, then click *Search Deposits* button. Any unidentified deposits will appear in the grid.
3. You'll see a *Debtor* column that will allow you to allocate a deposit to a debtor.
4. In the *Debtor* column, click the search icon to open the global list of debtors.
5. Search and find your debtor. Click on the debtor to highlight the row.
6. Once a debtor is selected, click *Select* button.

Receipts									
Txn Files Manual Deposits Txn Summaries Unidentified Deposits									
From:		To:	04/02/2022	S/Plan	7086 City Townhouses	Search Deposits			
Date	File Name	S/Plan	Lot	Debtor	Method	Description	Amount		
2/2/2022	Levy Payment.bn	7086	Unidentified Owner	+ Allocate Deposit to Lot	+ Allocate to Adjustment	bpay-payment	MANUAL OWNER PAYMENT		\$394.80

### Debtors

Name	Debtor C...	Balance	Phone	Mobile	Email	S/Plan	Lot	Owner Na...
Action Ex...	333_12	\$0.00				333	12	Jaz
Active Bill...	ACTIVE	\$251.80			nicks@p...			
Actual Pe...	3_12	\$33,323.80				333	12	Jaz
Aha	694_1	\$0.00				694	1	Ahanie G...
Ahanie G...	694_1	\$0.00				694	1	Ahanie G...
Alanna G...	2709_5	\$244.79			alanag@...	2709	5	Alanna G...
Andersons	AND	\$2,111.66						
Angela PIQ	STRATA...	\$15.00				STRATA...	1	Angela PIQ
Anna Chen	54356_3	\$383.33				54356	3	Anna Chen
Anna Liu	2709_1	\$606.32			294_ema...	2709	1	Anna Liu
Anna Liu	2709_2	\$533.20			294_ema...	2709	2	Anna Liu
Annie	1313_2	\$7,760.40			rohit.sach...	1313	2	Jordan
Annies FL...	ANN	\$130.00						
Bailey Br...	BROWNIB	\$50.00			baileybro...			
Barbara ...	2709_6	\$493.78	07 5765 ...	0423 857...	347_tena...	2709	6	Costa Gia...
Big Bilbo...	BIG	\$10,199.68	1300 545...	0413 434...	accounts...			
Boltech P...	2709_3	\$520.46		0411 232...	boltech@...	2709	3	Boltech P...
Borensons	BORE	\$250.00			19_email...			

7. The selected debtor will now appear in the column.
8. Click *Allocate Deposit to Debtor* button to allocate the deposit to the selected debtor.  
Once this is done, the unidentified deposit will disappear from this screen and you will find the deposit receipted against the debtor's ledger.

Receipts									
Txn Files Manual Deposits Txn Summaries Unidentified Deposits									
From:		To:	04/02/2022	S/Plan	7086 City Townhouses	Search Deposits			
Date	File Name	S/Plan	Lot	Debtor	Method	Description	Amount		
2/2/2022	Levy Payment.bn	7086	Unidentified Owner	+ Allocate Deposit to Lot	+ Allocate to Adjustment	bpay-payment	M...		



## PROCESS A DISHONOURD PAYMENT

If a receipt is paid but later dishonours the amount will show on your .TXN file as a minus amount on the unallocated tab.

1. Go to on the .TXN processing screen and select the *Unallocated* tab
2. The amount of the dishonour shows here.
3. Click on the search icon to search for the lot the dishonoured payment is for.

The screenshot shows the 'Receipts' screen with the 'Unallocated (1)' tab selected. The transaction details are as follows:

Trans#	Account	Tran Type	Details	Amount
000012	888888888	Owner-deposit	F Swandon 5	-500.00
	182-222	SP 888777	888777 Hornsby Towers 15 Florence	
			S/Plan 888777	

Summary information:

- Customer Name: PROPERTYIQ PTY LTD
- Customer Number: 54278357
- Description: ACCOUNT TRANSACTIONS
- Remitter: MACQUARIE BANK
- Total Debits: 8
- Total Credits: 9
- Number of Transactions: 17
- Number of Accounts: 3

Right-hand side summary:

S/Plan 888777 Building Name 888777 Hornsby Towers 15 Florence  
 Description: F Swandon 5  
 Deposited: -\$500.00 Allocated: \$0.00 Remaining: -\$500.00

Below the summary, there are sections for 'Admin', 'Cap. Works', and 'Total' with sub-sections for 'Due' and 'Allocated' amounts, all showing \$0.00.

PropertyIQ has already identified the bank account and the building this is for, so you will now see all the lot owners for that building.

Select the lot owner the dishonour is for from the list.

The screenshot shows the 'Receipts' screen with the 'Unallocated (1)' tab selected. The transaction details are the same as in the previous screenshot. The 'Lots' window is open, displaying a list of lot owners for the building 888777 Hornsby Towers 15 Florence.

Lot	Unit	CRN	Owner	Str.	Street Name	Building Na.	Strata Manager N.	Com.	Del.
888... 1	1	000...	Franca Swanden	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 2	2	000...	Maddison Furness	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 3	3	000...	Ellery Borenson	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 4	4	000...	Sally Bennett	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 5	5	000...	Caroline Liu	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 6	6	000...	Ann-Maree Lawlor	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 7	7	000...	Christy Lee	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 8	8	000...	Bailey Brown	15	Florence	Hornsby To...	Training Manager	Ow...	Em.
888... 9	9	000...	Bailey Brown	15	Florence	Hornsby To...	Training Manager	Ow...	Em.
888... 10	10	000...	Bailey Brown	15	Florence	Hornsby To...	Training Manager	Ow...	Em.
888... 11	11	000...	Nicole Bauer	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 12	12	000...	Carolyn Samuels	15	Florence	Hornsby To...	Training Manager	Ow...	Post
888... 13	13	000...	Franca Swanden	15	Florence	Hornsby To...	Training Manager	Ow...	Post

1. Click on the levy you want to allocate the negative amount against
2. Type the amount you want to allocate against the admin fund (based on whatever was allocated to the admin fund in the original levy)
3. Type the amount you want to allocate against the sinking/capital works/reserve/maintenance fund. Continue until all the funds have been allocated. You can allocate against more than one levy if you need to.
4. The remaining unallocated amounts show here and will be zero once all funds have been allocated.
5. Click apply
6. Click *Allocate* when you are ready

**Receipts**

Filename: PIQ 5.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: HICQUARIE BANK Total Credits: 9 Number of Accounts: 3

Informational (4) Adjustments (0) Unallocated (1) Allocated (12)

Tran#	Account	Tran Type	Details	Amount
000012	88888888	Owner-deposit	F Swandon 5	
	182-222	SP 888777	888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swandon handed to solicitor on 1 september 2017	-\$500.00

S/Plan 888777 Building Name 888777 Hornsby Towers 15 Florence  
 Description: F Swandon 5

Deposited: -\$500.00 Allocated: -\$500.00 Remaining: \$0.00

Lot: 1/1 Franca Swandon

Date	Details	Outstanding	Allocated
30/11/2016	Lot 1 blocked drains	\$0.00	\$0.00
30/11/2016	Standard Levy Installment 1	\$0.00	-\$500.00
10/11/2016	Charge for arrears notice dated 10/11/2016	\$0.00	\$0.00
10/11/2016	Charge for final notice dated 10/11/2016	\$0.00	\$0.00
30/9/2016	Standard levies carried forward - Cont...	\$0.00	\$0.00
30/9/2016	Special levies carried forward - Contib...	\$0.00	\$0.00

Standard Levy Installment 1

	Admin	Cap. Works	Total
	Due	Allocated	Due
Amount	\$0.00	-\$300.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00
Waived	\$0.00	\$0.00	\$0.00
Discount	\$0.00	\$0.00	\$0.00
Total	\$0.00	-\$300.00	\$0.00

Auto Fill Clear Apply

Process Reload Close

The amount will now appear on the allocated tab.

**Receipts**

Filename: PIQ 5.txt Customer Name: PROPERTYIQ PTY LTD Customer Number: 54278357  
 Description: ACCOUNT TRANSACTIONS Total Debits: 8 Number of Transactions: 17  
 Remitter: HICQUARIE BANK Total Credits: 9 Number of Accounts: 3

Informational (4) Adjustments (0) Unallocated (0) Allocated (13)

Tran#	Account	Tran Type	Details	Amount
000012	88888888	Owner-deposit	F Swandon 5	
	182-222	SP 888777	888777 Hornsby Towers 15 Florence Lot 1 Unit 1 Franca Swandon handed to solicitor on 1 september 2017	-\$500.00

Process Reload Close