PropertyIQ™

Recommended end of month processes workflow

First - collect your management fees

Go to Billing>Fee Schedules and Process a Fee Schedules run
- **Fixed Charges**
- **Variable and Activity charges**

Go to Supplier Payments and conduct a Supplier Payment Run to pay your fees to your general/operating account

Go to Reporting>Management Reports
- **Generate Income/Payment Analysis Report**
- **Generate Activity Log Report**

Now process your End of Month

Login to Active Banking
- **Generate Statements for old month**
- **Upload them to Cash Book>Upload statements**

Go to Cash Book>Bank Reconciliation
- **Check for any discrepancies and fix them**
- ***Reconcile***

Go to Reports>Financial -
- **send any financial reports that are due**

After end of month, process BAS reports for any buildings due to lodge a BAS return

FIRST STEP - GENERATE YOUR FEES

1. First step is to generate your fees. Go to Billing – Fee Schedules and generate a fee schedule run. Fixed Fees – made up of Management Fees and sundry charges - are usually charged in advance for the next period and you may be generating them for the month, quarter or year ahead, depending on what is entered on the building card. Variable charges and activity log charges are always charged in arrears because an event has had to happen for them to become payable, e.g. you sent an arrears notice that generated a fee or you logged a phone call that generated a fee. For full details on how to set up charges and conduct a fee schedule run, see the manuals "Buildings – Charges Tab", "Activity Log" and "Fee Schedules".
2. Conduct a supplier payment run to pay your fees to your general account. For full details on how to conduct a Supplier Payment Run, see the manual "Supplier Payments"
3. Next, generate the Management Income/Payment Analysis Report. The Income analysis report shows all the fee items for which an invoice has been raised and the payment report shows the amount that has been deposited into your General Account. The Activity Log Report allows you to track charged and uncharged activities and provides insight into manager's activity. For full details on how to generate management reports, see the manual "End of Period Reporting"

NEXT - PROCESS YOUR END OF MONTH

1. Go to Cash Book – Bank Reconciliation. Carefully check for any accounts that might have discrepancies and fix them.
2. Click "Reconcile" to reconcile all bank accounts. The program will now create all the reports necessary for your end of month reporting. For full details on bank reconciliation, see the manual "Cash Book and Bank Reconciliation"
3. Log in to Active Banking and generate the bank statements for all accounts up to the last day of the old month. Save them on your computer.
4. Go to Cash Book – Reports and Statements, click on upload statements and upload the statements you just generated. PropertyIQ Strata will now attach all those statements to their correct account for you. For full details, see the manual "Cash Book and Bank Reconciliation"
5. Remember to generate financial reports for all the buildings that are due to receive them. Go to Reporting and select Building- Financial Reports. For full details, see the manual "Reporting".

REMEMBER TO CREATE BAS STATEMENTS FOR ANY BUILDINGS THAT ARE DUE

1. Go to End of Period – BAS Statements
2. Preview and generate BAS Statements
3. Reconcile BAS Statements. For full details, see the manual "Business Activity Statement (BAS) Reporting".