

Budgets Troubleshooting Guide

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Problem:

Building is part way through the financial year and you want to create a proposed budget for next year but can't because the budget is locked.

Cause:

Accepting a budget during the current financial year. This might be necessary for a new building that you take on part way into the financial year.

Prevention:

Try to avoid this scenario whenever possible but if you take on a building part way through the financial year it may be unavoidable.

Fix:

Email support@propertyiq.com.au They will need to manually unlock the budget for you.

Problem

When printing a budget from the Set Instalments screen, you want to print for the proposed levy year but the budget prints the proposed financial year (or vice versa)

Cause:

Settings on the print budget box on the Set Instalments screen

Fix:

Change the print option before printing the budget.

The screenshot shows the 'Instalments' window with a table of budget data and a 'Report Options' section. The table is titled '250 Aggregate Units of Entitlement' and has columns for Admin, Reserve, Total, Due Date, and Levy Period. The 'Report Options' section includes 'Report Content', 'Report Options', and 'Report Headings'. A red box highlights the 'Date period' section where 'Levy Year' is selected.

	Admin	Reserve	Total	Due Date	Levy Period
Pre Issue 1	\$20.8133333300	\$14.6666666700	\$35.4800000000	01/02/2019	1/2/2019 - 30/4/2019
Instalment 2	\$36.8568888900	\$9.7777777767	\$46.6346666667	01/06/2019	1/5/2019 - 31/7/2019
Instalment 3	\$36.8568888900	\$9.7777777767	\$46.6346666667	01/08/2019	1/8/2019 - 31/10/2019
Instalment 4	\$36.8568888900	\$9.7777777767	\$46.6346666667	01/11/2019	1/11/2019 - 31/1/2020
Financial Year Total per UOE	\$131.3840000000	\$44.0000000000	\$175.3840000000		
Financial Year Aggregate	\$32,846.00	\$11,000.00	\$43,846.00		
Total Proposed Budget	\$32,846.00	\$11,000.00	\$43,846.00		
Next Pre Issue 1	\$36.8568888900	\$9.7777777767	\$46.6346666667	01/02/2020	1/2/2020 - 30/4/2020
Next Year Pre Issue Aggregate	\$9,214.22	\$2,444.44	\$11,658.67		

Report Options

Report Content: Detailed (selected), Summary

Budget Breakdown: Landscape, Portrait

Budget Summary:
 Owner Summary:
 Contribution:
 Summary:

Report Options: Group Accounts

Owner Summary: Split Schedules, Consolidated Schedules

Date period: Levy Year, Financial Year

Report Headings: Report Type: Proposed

Proposed Period: 01/02/2019 to 31/01/2020
Current Period: 01/02/2018 to 31/01/2019
Previous Period: 01/02/2017 to 31/01/2018

Buttons: Print, ! Accept Budget, Save & Exit, Exit