

# PropertyIQ™


## Building year end

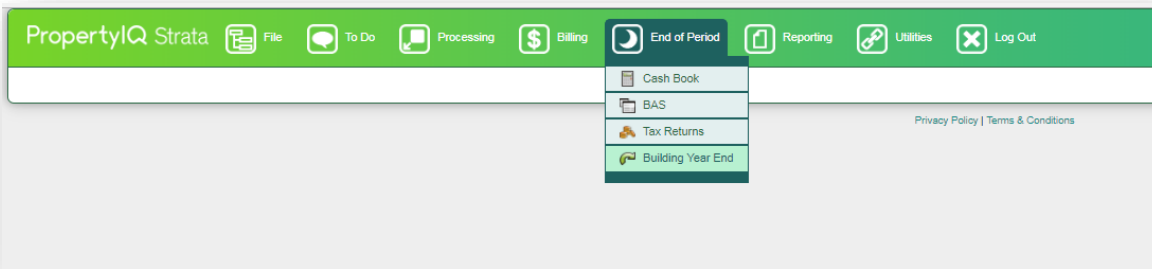
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### BUILDING YEAR END

The *Building Year End* function in PropertyIQ allows you to roll over a financial year. This process also creates and saves your end of year financial reports

To get started, go to  and select *Building Year End*.



Before you commence the end of year rollover you need to:

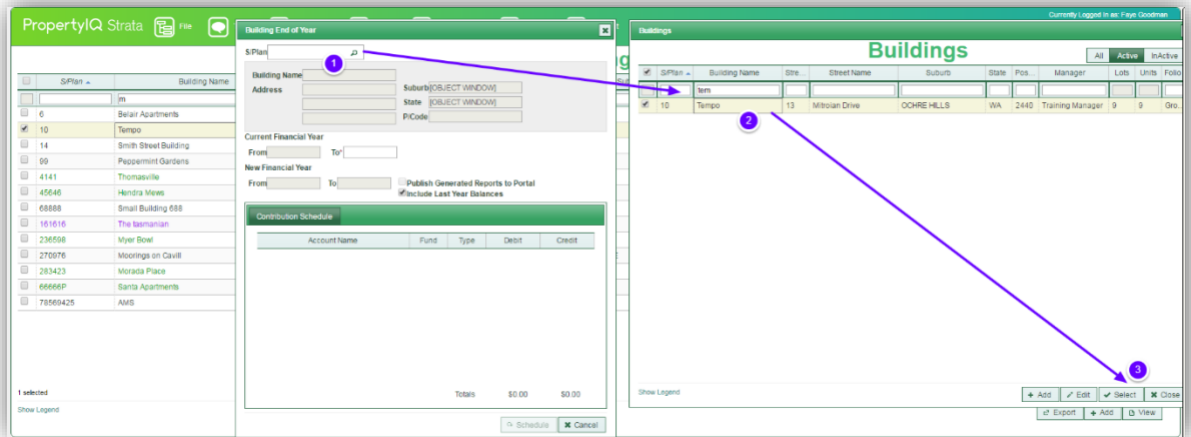
- Print final financial reports for the building
- Accept the budget for the new financial year.

Make sure you check everything carefully before you roll over a building, as you cannot unroll a building without assistance from the PropertyIQ support team. If you have inadvertently rolled over a building, contact [support@propertyiq.com.au](mailto:support@propertyiq.com.au) immediately for assistance.

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## STEP ONE – SELECT THE BUILDING YOU WANT TO ROLL OVER

1. Click on the search icon to search for the building you want to roll over
2. Type some key letters to refine your search.
3. Click on the building you want to roll and click *Select* on the bottom right of the screen (or double click on the building)



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## STEP 2 - SCHEDULE THE ROLL OVER

1. Check you have selected the correct building
2. Management fees - The fixed management fees for your building will show here. If you have more than one contribution schedule, this will show the management fees for each schedule. These are created via the charges tab on the building card. You can overtype here and make changes if you want to alter them. For detailed Information about charges, see the manual "Fixed and variable charges" If you have not entered your charges via the charges tab this box will be empty and you can enter a figure for your fixed charges here.
3. The beginning and end dates of the current financial year and the upcoming financial year show here. You can alter the end date of the current financial year if you need to extend the current financial year. This will automatically alter the commencement date of the new financial year. For example, if you entered the end date of the current financial year to be 30.6.2020, then the new financial year would start on 1.7.2020
4. If you are using owner's portal version 1, you can click here if you want the end of year financial reports to be pushed to the portal. There's no need to tick this if you are using portal V2 as users can request financial reports at any time.
5. Click to include last year's balances in your report
6. If you have more than one contribution schedule for the building, this will show the total debits and credits for all schedules combined. Click on the tabs to view each schedule individually.
7. Click on the *schedule* button to commence the end of year rollover

Building End of Year
✕

S/Plan  1

Building Name

Address

**Management Fees**

OC 1	\$112.46
lift maint	\$430.99
Building	\$366.04
OC2	\$375.91
oc3	\$0.00

**Current Financial Year**

From  To  3

**New Financial Year**

From  To   Publish Generated Reports to Portal 4  
 Include Last Year Balances 5

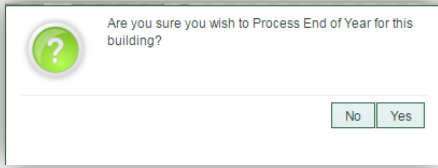
Totals
OC 1
lift maint
Building
OC2
oc3

Account Name	Fund	Type	Debit	Credit
Accounts Receivable	Admin	Asset	\$524.00	
Administration Cost	Admin	Expense	\$14,705.92	
Alphinstone Arena	Reserve	Asset	-\$278.75	
Alphinstone Arena	Admin	Asset	-\$9,459.47	
Bank Charges	Admin	Expense	\$1,495.75	
BAS Clearing	Admin	Equity		-\$3,887.58
Cost Account	Admin	Expense	\$31.82	
Discount	Admin	Income		\$606.00
Electricity	Admin	Expense	\$0.91	
Totals			\$614,556.86	\$614,556.86

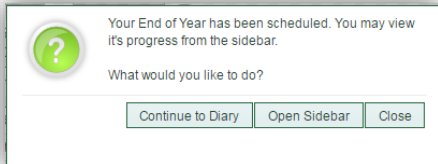
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Schedule
✕ Cancel

You will receive a prompt to confirm that you wish to proceed



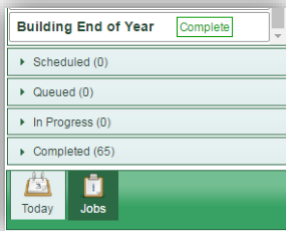
The end of year will now be scheduled, and you can view its progress from the job centre on the right side of your screen.



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### STEP 3 – VIEW THE COMPLETED END OF YEAR REPORTS

Once the rollover is complete it will show as completed in the job centre on the right of your screen.



You can click on the report to open a PDF copy of the reports. The end of year reports will also be stored in the documents tab of the building card.

