PropertyIQ™

Buildings – Financial Reports

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FINANCIAL REPORTS

Here you can print all financial reports for a building.

From the Building card, click *Financial Reports* to get started

PRINTING FINANCIAL REPORTS

1. Select the reports you want to generate
2. The balance sheet and the income and expenditure statement reports have the option of including last year's balances
3. You can include the current budgeted amount for each item on the income and expenditure report
4. You can group the chart of account codes for the income and expenditure report
5. You can group the chart of account codes for the cash management report
6. The account ledger report can be filtered by chart of accounts code. You can choose which chart of accounts codes you want to include in the account ledger report
7. You can generate the owner ledger report in summary mode
8. All reports are generated on an accrual basis, by default but you can select cash basis
9. Consolidated schedules is the default. If you have more than one contribution schedule for the building, this will

consolidate them. Select split schedules if you want to create separate reports for each schedule. Select single if you only want to create reports for one schedule.

10. You can include the building manager's name on the reports
11. If you are using owner's portal V1 you can select to publish the reports to the owner's portal.
12. Choose the date range/report type. Final reports must be run for all buildings before you can accept a budget.

13. Export creates an excel spreadsheet. If you select to export *All,* the header sheet is ignored.
14. *Preview* to generate preview reports. This will generate a job in the job centre on the right of your screen.
15. *Generate* when you are happy with the reports. If you are using the original owner's portal, and you selected *send to portal*, the reports will be published to the portal immediately.
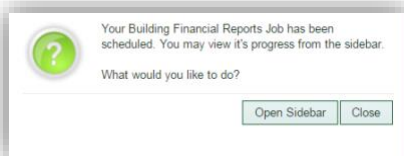

When you select *Preview* you will see this popup – this allows you to keep working while the job generates.

You can track the progress of the job in the job centre on the right side of your screen.

When you click *Generate*, another job will commence in the background

When the job is complete it shows in the job centre on the right side of your screen