

# PropertyIQ™

## Buildings – Financials tab

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### FINANCIALS TAB

The Financials tab allows you to view the financial position of the building.

1. It will always default to the current financial year positions but you can use the dropdown to select a previous financial year if you need to.

The screenshot shows the 'Building' window in PropertyIQ. The 'Financials' tab is selected and highlighted in blue. A red circle with the number '1' is placed over the 'Financial Year' dropdown menu, which is currently set to '01/07/2013 to 30/06/2014 (C) (Current)'. Below the dropdown, there are three expandable sections: 'Bank Balances', 'Trial Balance', and 'Owner Positions'. The 'Financials' tab is part of a navigation bar that includes other tabs like Settings, Dates, Charges, Info, Budget, Notes, Documents, Registers, Alerts, Work Orders, Insurance Claims, and Log of Changes. At the bottom right, there are 'Save' and 'Cancel' buttons.

## BANK ACCOUNTS

The bank accounts accordion shows the current financial position of all bank accounts attached to the building.

1. If you have more than one contribution schedule for the building you can click between the tabs to view the bank account balances for each contribution schedule
2. Each bank account attached to the building shows here
3. The totals show here

The screenshot displays the 'Building' management interface. The top section contains fields for building details: S/Plan\* (888777), Manager\* (Training Manager), Folio\* (Group Training), Building Type\* (Company), Building Sub Type\* (Residential), Building Class, Total UOE\* (220), and checkboxes for Active, Debt Collection, All Inclusive Fees, and Payment Plan. The address section includes Street No (15), Street Name (Florence), Address 2, Suburb (HORNSBY), State\* (NSW), Building Name (Hornsby Towers), and P/Code (2077).

The 'Financials' tab is selected, showing the 'Bank Balances' section for the financial year 01/07/2017 to 30/06/2018. The 'Bank Balances' section has three tabs: 'Totals', 'Main Contribution Schedule', and 'Lift Maintenance'. The 'Totals' tab is active, displaying a table of bank accounts and their balances. A circled '1' points to the 'Main Contribution Schedule' tab, a circled '2' points to the 'Hornsby Towers admin' row, and a circled '3' points to the 'Totals' row at the bottom of the table.

Account Name	BSB	Account No	Admin	Cap. Works	Total
Hornsby Towers admin	182-222	888888888	-\$5,835.00	\$18,570.00	\$12,735.00
Hornsby Towers Invest	182-222	6567888	\$0.00	\$0.00	\$0.00
Totals			-\$5,835.00	\$18,570.00	\$12,735.00

Below the table, there are sections for 'Trial Balance' and 'Owner Positions'. At the bottom of the interface, there are buttons for 'Opening Balances', 'Schedules', 'Financial Reports', 'Edit', and 'Done'.

## TRIAL BALANCE

You can view the trial balance for each contribution schedule here.

1. Click on trial balance
2. The trial balance show up to today's date
3. The view defaults to total, but if you have more than one contribution schedule for the building, you can click on the tabs to view each schedule's trial balance separately.
4. The details show here.

**Building**

**S/Plan\*** 888777  
**Manager\*** Training Manager  
**Folio\*** Group Training  
**Building Type\*** Company  
**Building Sub Type\*** Residential  
**Building Class**  
**Total UOE\*** 220  
**Active**  **All Inclusive Fees**   
**Debt Collection**  **Payment Plan**

**Address**  
**Street No** 15 **Street Name\*** Florence  
**Address 2**  
**Suburb** HORNSBY **State\*** NSW  
**Building Name** Hornsby Towers **P/Code** 2077

Settings | Dates | Charges | Info | **Financials** | Budget | Notes | Documents | Registers | Alerts | Work Orders | Insurance Claims | Log of Changes

Financial Year: 01/07/2017 to 30/06/2018 (Current)

Bank Balances

**1** Trial Balance

**2** Trial Balance running to 28/08/2017

Totals | Main Contribution Schedule | Lift Maintenance

**3** Account Name

Account Name	Fund	Type	Debit	Credit
Accounts Receivable	Cap. Works	Asset	\$200.00	
Accounts Receivable	Cap. Works	Asset	\$20.00	
Administration Cost	Admin	Expense	\$210.44	
Disbursements	Admin	Income		\$1,582.76
Electrical	Admin	Expense	-\$25.00	
GST Paid	Admin	Asset	\$50.00	
GST Uncollected	Admin	Liability		\$98.06
GST Unpaid	Admin	Asset	\$41.06	
Hornsby Towers admin	Admin	Asset	-\$5,835.00	
<b>Totals</b>			<b>\$48,528.31</b>	<b>\$48,528.31</b>

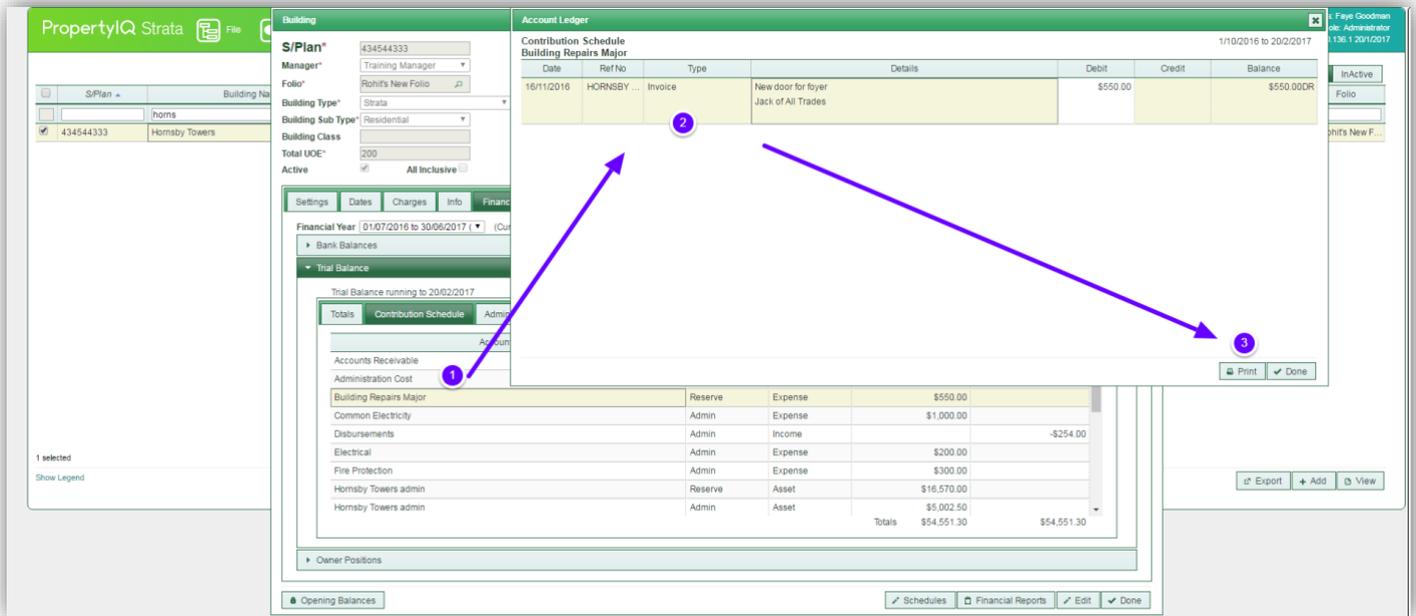
Owner Positions

Opening Balances

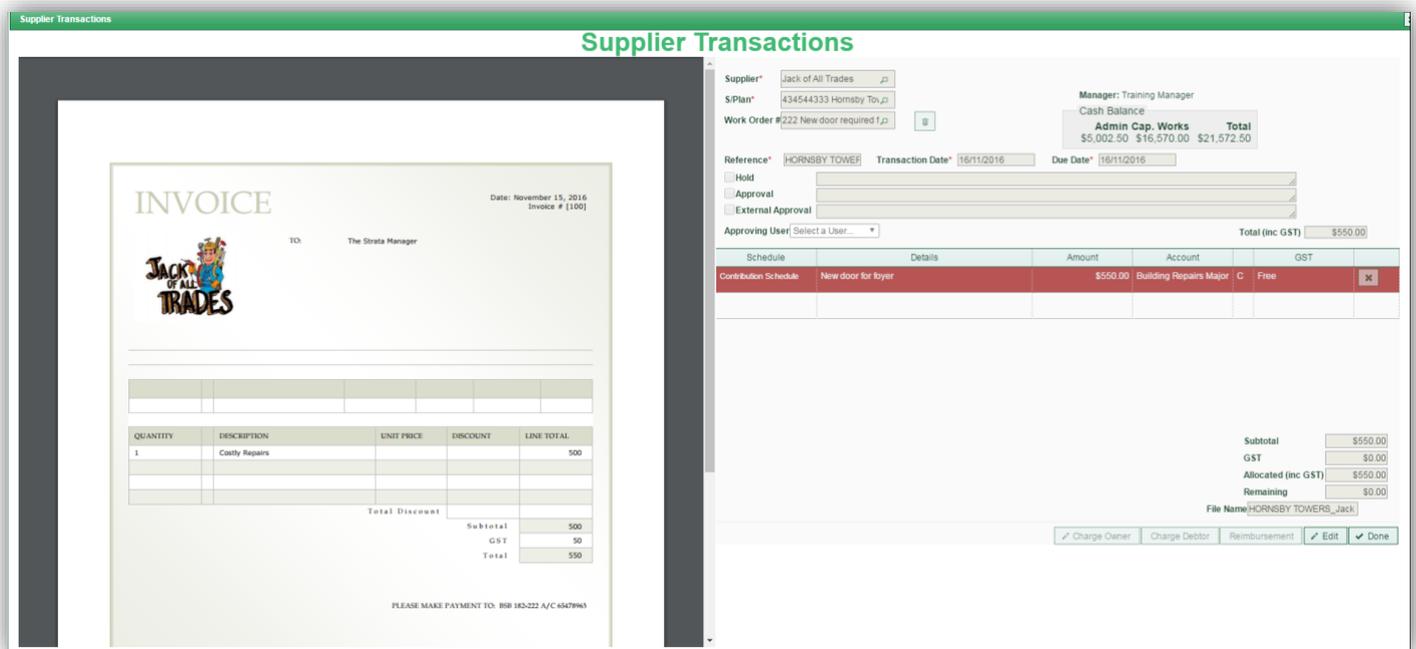
Schedules | Financial Reports | Edit | Done

You can view each line item in detail by clicking on the line item.

1. Click once to highlight the item, then double click.
2. The line item will be highlighted and show summary details
3. Click *Print* to view a copy of the invoice and full details



Click on the item again to view the original invoice entry page and made edits if necessary



Note: the ability to edit may be restricted if the invoice falls into a prior BAS period and you have ticked to restrict transactions from a prior BAS period in your settings.

## OWNER POSITIONS

This is a summary view of all lot owner's financial positions for the building.

1. Click on *Owner Positions*
2. If the building has more than one contribution schedule you can click on each tab to show the owner positions for each contribution schedule or view totals
3. *Up to Date* will default to today's date but you can click here to open the calendar and select a previous date if you want to
4. Click on the owner you want to view to highlight them on the screen
5. Click on *View Ledger* to view the owners ledger
6. Click on *View Lot* to open the lot owners card. For more details on the lot owners card, see the manual "Lot Owners Card"

The screenshot displays the 'Owner Positions' section of the O/Corp software. The interface includes a top navigation bar with tabs for Settings, Dates, Charges, Info, Financials, Budget, Notes, Documents, Registers, Alerts, Work Orders, Insurance Claims, and Log of Changes. Below this is a 'Financial Year' dropdown set to '09/05/2017 to 09/05/2018 (C) (Current)'. The 'Owner Positions' section is expanded, showing a table with columns for Lot, Unit, UOL, Owner, Opening, + Annual, + Special, - Paid, = Closing, and Interest Paid. The table contains five rows of data for different lots. At the bottom right of the table, there are two buttons: 'View Ledger' and 'View Lot'. The interface also includes a left sidebar with various fields like Manager, Folio, Building Type, and Address, and a bottom status bar with buttons for 'Opening Balances', 'Schedules', 'Financial Reports', 'Edit', and 'Done'.

Lot	Unit	UOL	Owner	Opening	+ Annual	+ Special	- Paid	= Closing	Interest Paid
1	1	20	Barb Gordon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	22	20	Con Spanos	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	3	40	Pirtell Pty Ltd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	4	40	Pirtell Pty Ltd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	34	20	Leanne Sorenson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## VIEWING AN OWNERS LEDGER

1. A summary of the lot owners current position shows here
2. The *As At* date defaults to today's date but you can click on the date to open the calendar and alter the date
3. Click on the tabs to switch your view between *All*, *Levies*, *Receipts* or *Opening Balances*
4. Click Print to open a PDF of the owners ledger in a new tab that you can print

**Owner Ledger** As At 27/03/2018 ?

Lot 1 Unit 1 Franca Swanden  
 Paid to 15/11/2018. Arrears: \$2,706.60 (Int. \$0.00) Total Arrears: \$2,706.60 Credit: \$1,086.65 **Balance: \$1,619.95**

**All** Levies Receipts Opening Balance

Date	Type	Ref #	Details	Account	Principle	Paid	Interest Due	Interest Paid	Discount/...	Total	Status	Balance
16/8/2018	Std Levy	352	Standard Levy Main Contribution ... From: 16/08/2018 To: 15/11/2018 Main Contribution Schedule	Levy Income Levy Income	<b>Total</b> Admin Cap. ...	<b>\$438.75</b> \$313.75 \$125.00	<b>\$438.75</b> \$313.75 \$125.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$43.90</b> \$31.40 \$12.50	<b>\$0.00</b> Paid in ad... \$0.00	<b>\$2,497.45</b> \$2,497.45 \$2,497.45
16/5/2018	Std Levy	351	Standard Levy Main Contribution ... From: 16/05/2018 To: 15/08/2018 Main Contribution Schedule	Levy Income Levy Income	<b>Total</b> Admin Cap. ...	<b>\$438.75</b> \$313.75 \$125.00	<b>\$438.75</b> \$313.75 \$125.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>Paid in ad...</b> \$0.00 \$0.00	<b>\$2,058.70</b> \$2,058.70 \$2,058.70
16/3/2018	Std Levy	350	Standard Levy Main Contribution ... From: 16/02/2018 To: 15/05/2018 Main Contribution Schedule	Levy Income Levy Income	<b>Total</b> Admin Cap. ...	<b>\$438.75</b> \$313.75 \$125.00	<b>\$438.75</b> \$313.75 \$125.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>Paid</b> \$0.00 \$0.00	<b>\$1,619.95</b> \$1,619.95 \$1,619.95
18/1/2018	Receipt	152	Transfer from credit	Levy Income	<b>Total</b> Admin Cap. ...	<b>-\$1,714.15</b> -\$1,714.15 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>\$0.00</b> \$0.00 \$0.00	<b>A \$0.00</b> \$0.00 \$0.00	<b>\$1,714.15</b> \$1,714.15 \$1,714.15	<b>Received</b> \$0.00 \$0.00	<b>\$1,181.20</b> \$1,181.20 \$1,181.20

**Print**

Lot	Unit	UOE	Owner	Opening	+ Annual	+ Special	- Paid	= Closing	Interest Paid
1	1	10	Franca Swanden	\$1,897.35	\$877.50	\$0.00	\$1,154.90	\$1,619.95	\$0.00
2	2	10	Maddison Furness	\$3,152.59	\$877.50	\$30.00	\$1,697.50	\$2,362.59	\$0.00
3	3	10	Ellery Borenson	\$2,071.54	\$877.50	\$50.00	\$4,400.90	-\$1,401.86	\$0.00
4	4	10	Sally Bennett	\$2,620.77	\$877.50	\$0.00	\$2,100.00	\$1,398.27	\$0.00
5	5	20	Caroline Liu	\$2,980.69	\$1,755.00	\$112.50	\$0.00	\$4,848.19	\$0.00
6	6	20	Ann-Maree Lawlor	-\$6,089.52	\$1,755.00	\$0.00	\$4,000.00	-\$8,334.52	\$0.00
7	7	20	Christy Lee	\$2,882.40	\$1,755.00	\$30.00	\$1,000.00	\$3,667.40	\$0.00
8	8	20	Bailey Brown	\$1,707.34	\$1,755.00	\$0.00	\$6,519.40	-\$3,057.06	\$0.00
9	9	5	Bailey Brown	\$2,867.69	\$438.80	\$0.00	\$4,400.90	-\$1,094.41	\$0.00

[View Ledger](#) [View Lot](#)

Opening Balances Info Certificates Schedules Financial Reports Edit Done