

# Getting a building up and running

## Best practice:

1. enter the building - make sure both the financial year start date and levy year start dates are correct
2. enter the lots - make sure all the details are correct
3. enter the opening balances, then lock them
4. bank any funds - if applicable
5. send levy notices immediately - if applicable

## Don't forget:

- you can't save a building until you've entered:
  - bank account details
  - financial year start date
  - levy year start date
- to make sure the total UOE/UOL of all lots equals the UOE/UOL of the building
- don't lock the opening balances until you're sure they're correct
- don't process any TXN files or any supplier payments until the opening balances are locked