

STEPS TO CLOSE A BUILDING

1. Reconcile the bank account from the End of Period>Cash Book>Bank Reconciliation

PropertyIQ Strata File To Do Processing Billing End of Period Utilities Log Out Currently Logged In as: Faye Goodma Role: Administrator 01/13/2017 10:01

Cash Book

Enquiry Bank Reconciliation Reports and Statements Month End

Filter By Manager: All Managers Search By Buildings: Select Buildings View Selected Buildings Show Bank Accounts Clear Filters

Filter By Folio: All Folios

A/C No	Title	Last Rec Date	Statement Date	Balance	U/P Deposits	U/P Payments	Adj. Balance	Cash Book	Discrepancy
182-222 555888888	Hornby Towers admin	1/11/2016	1/11/2016	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00
182-222 6567988	Hornby Towers Invest			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2. Run the building's financial reports from the building card>financial reports button. Choose All reports

Building

O/Corp* 4343

Manager* Anne Fluva

Folio* VIC BRANCH

Building Type* Strata

Building Sub Type* Residential

Building Class Mixed

Total UOL* 620

Total UOE* 1500

Active ☒ All Inclusive Fees ☐

Debt Collection ☒ Payment Plan ☐

Settings Dates Charges Info Financials

- Bank Account
- Tax Settings
- Original Proprietor
- Auditor

Opening Balances

Building Financial Reports

Report Selection

☒ Balance Sheet ☐ Include Last Year Balances
☒ Income and Expenditure Statement ☒ Include Last Year Balances
☒ Include Current Budget 12 Months
☐ Group Accounts

☒ Lot Positions ☐ Group Accounts
☒ Fund Management ☐ Filter By Select Accounts
☒ Cash Management ☐ Summary
☒ Account Ledger
☒ Trust Trial Balance
☒ Owner Ledger
☒ Owner Transaction Summary
☒ Header Sheet
☒ Expenses & Other Income Basis: Accrual
☒ Key Financial Information
☒ All

Global Report Settings

☒ Consolidated Schedules ☐ Include Manager Name
☐ Split Schedules ☐ Publish to Portal
☐ Single Schedule

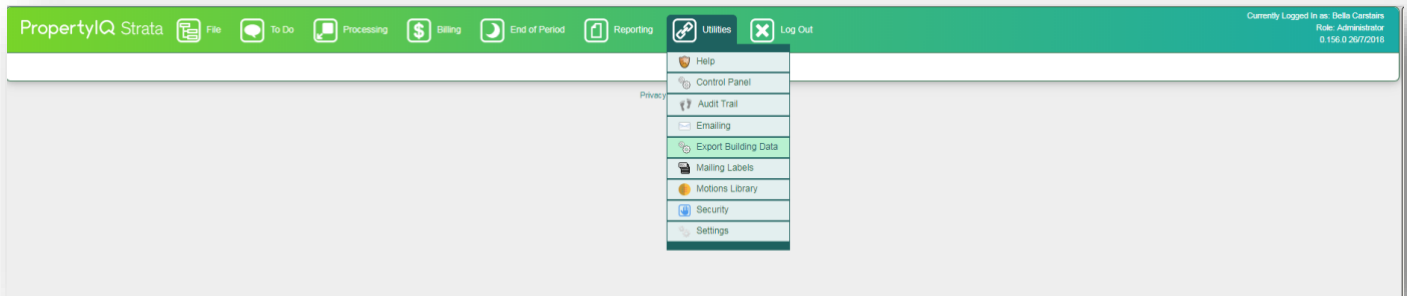
Date Range Selection

Select	Description	FROM	TO
<input type="radio"/>	Financial Year to Date	01/07/2018	17/08/2018
<input type="radio"/>	1st Quarter	01/07/2018	30/09/2018
<input type="radio"/>	2nd Quarter	01/10/2018	31/12/2018
<input type="radio"/>	3rd Quarter	01/01/2019	31/03/2019
<input type="radio"/>	4th Quarter	01/04/2019	30/06/2019
<input type="radio"/>	1st Half Year	01/07/2018	31/12/2018
<input type="radio"/>	2nd Half Year	01/01/2019	30/06/2019
<input type="radio"/>	Final	01/07/2018	30/06/2019
<input checked="" type="radio"/>	Date Range	01/07/2018	17/08/2018
<input type="radio"/>	Previous Financial Year	01/07/2015 to 30/06/2018 (O)	

☐ Simulate New Fin Year

Preview Generate Close

- Export the building data – go to the utilities menu and select *Export Building Data*. For full details, see the manual “Export Building Data”



- Find the amount of cash at bank and the split between the admin and sinking/reserve/maintenance/capital works funds from the balance sheet

Group Training Company
 ABN:
 Ptn: Email:
 Printed: 18/07/2017 12:37 pm User: Faye Goodman Page 1

Balance Sheet - S/Plan 1288
"BANKSIA GARDENS"
59 ALBERT CRESCENT, BURWOOD, NSW 2014
 For the Financial Period 01/01/2017 to 18/07/2017
 (Opening Balances as at 01/01/2017)

	Administrative	Capital Works	TOTAL THIS YEAR
Assets			
Cash At Bank	\$5,525.00	\$65.00	\$5,590.00
SP 128864 Main	\$0.00	\$0.00	\$0.00
SP 128864 Investment 1	\$1,570.00	\$0.00	\$1,570.00
Receivable			
Total Assets	\$7,095.00	\$65.00	\$7,160.00
Liabilities			
Paid In Advance	\$1,735.00	\$0.00	\$1,735.00
Refunds Payable	\$300.00	\$0.00	\$300.00
Total Liabilities	\$2,035.00	\$0.00	\$2,035.00
Net Assets	\$5,060.00	\$65.00	\$5,125.00
Owners Funds			
Net Income For The Period	\$5,060.00	\$65.00	\$5,125.00
Total Owners Funds	\$5,060.00	\$65.00	\$5,125.00

5. Create the strata plan as a supplier on the program and set payment method to cheque or direct. Note: you can only use direct if you know the *new* bank account details for the building.
6. Go to *Supplier Transactions* and use the balance sheet as the invoice image. We recommend you check with your accountant to determine which chart of accounts code to allocate the invoice to. Ensure you split the invoice between admin and sinking/maintenance/reserve/capital works funds as per the balance sheet. If you are using a bank cheque, make sure the amount of the invoice is the balance less any bank charge for the bank cheque.
7. If the admin or the sinking fund has a negative balance, you will need to create a credit note for the amount of the negative balance for that fund.
8. Process the supplier payment



If you had to create a credit note, make sure you tick it first on the supplier payment screen so that the balance in the funds updates and allows you to make the payment of the balance in the bank account.

9. Upload the ABA file or write the cheque if paying by cheque
10. When the transaction shows on your .txn file it will allocate automatically
11. Any bank charges for the bank cheque will show as an adjustment when you process the txn file. We recommend you check with your accountant for advice on which chart of accounts code to allocate these to.
12. You may like to produce another set of financial reports that show the cash at bank as zero and the income/expense statement will now show the bank charge.
13. Record the date resigned on the dates tab of the building card
14. Untick "Active" on the building card

Building

S/Plan* 888777

Manager* Training Manager

Folio* Group Training

Building Type* Strata

Building Sub Type* Residential

Building Class

Total UOE* 220

Active ☒ **All Inclusive** ☐

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 Log of Changes

▶ Bank Account ▶ Owner Interest

▶ Tax Settings ▶ Levy Discount

▶ Original Proprietor ▶ Parking

▶ Auditor ▶ Onsite Manager

▶ Caretaker

Activate Save Cancel

You will be able to view the building from the buildings screen by clicking on the *Inactive* tab

PropertyIQ Strata
File
To Do
Processing
Billing
End of Period
Utilities
Log Out
Currently Logged in as: Finn Goodman
Role: Administrator
9.143.0.11/7/2017

Buildings

All
Active
Inactive

	SPlan	Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Folio
<input type="checkbox"/>										
<input type="checkbox"/>	2	Scott's Mansion	1	Park Lane	KENSINGTON	QLD		Ashley Jones	4	QLD
<input type="checkbox"/>	3	HARVARD PLACE		HARVARD STREET	ADELAIDE	VIC	5000	Mark	3	Ronit's New F...
<input type="checkbox"/>	1245	Oldesdale	125	Cliffhanger	SOUTH YARRA	QLD	4075	Tatiana Dokson	2	QLD
<input type="checkbox"/>	11518		50	Old Bunkleigh Road	BROADBEACH	QLD	4218	Anne Flava	0	
<input type="checkbox"/>	12458	Carltons	1	James Place	CARLTON	VIC	3149	James James	0	Ronit's New F...
<input type="checkbox"/>	856795	Lifestyle Workings	838	Collins Street	DARWIN	NT	9800	Ashley Jones	2	NT
<input checked="" type="checkbox"/>	888777	Hornsey Towers	15	Florence	HORNSEY	NSW	2077	Training Manager	13	Group Training
<input type="checkbox"/>	43545435		12	GOO		VIC		Ashley Jones	1	VIC
<input type="checkbox"/>	89756895	Pirandello Lodge	72	Aphian Street	PARRAMATTA	NSW	2150	Ashley Jones	3	NSW

1 selected
Show Legend

Export
Add
View