

End of Financial Year Procedures – 2018 / 2019

RP Office / Macpro Office Manager

There is **NO End of Financial Year Rollover** in RP Office / Macpro Office Manager
The only extra task to perform is the printing/Emailing of Financial Statements for your Property Owners.

Hint: The Financial Information displayed on the Financial Statement comes from each individual monthly statement that is processed for your Owners, if a month appears blank; no statement was run for that month.

If you are processing statements in the month of July 2019, please note these statements will not appear in the current financial year, if you want them in this financial year, run the statement dated to 30/06/2019.

Notes on FAQ's can be found on Page 4 of this document, these include: If your EOFY Statement will not print, where the property reference is located, If there are multiple businesses on one account and How to charge a Financial Fee.

To Print / Email an EOFY Statement:

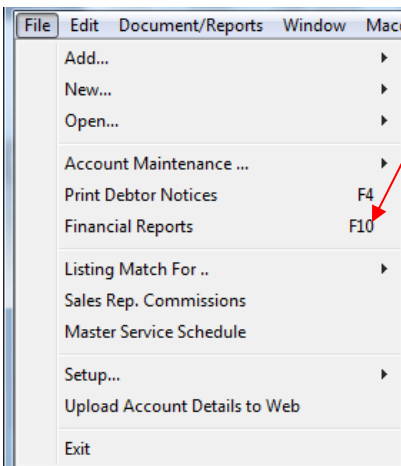
1. Click on the **File** Menu and select the **Financial Reports** option (or press **F10**)
2. Select the relevant **Account Type** tab, i.e. Residential, Commercial etc.
3. Click on the Report Type dropdown list and select '**Receipts and Expenditure Statement**'.
4. Click on the Order dropdown list and select 'Account Code, Manager or Branch'.
5. A) To run Financial Statements for all Accounts, for the Account Type that you selected; click on the 'All' button.
B) To run Financial Statements for selected Accounts, for the Account Type that you selected; click on the 'Single' button and find the Account you would like to print one for.
6. Make sure that the From Date is 01/07/2018 and the Months box is 12 and click on the 'Run' button. The system will display a print screen.
7. Highlight the 'Receipts and Expenditure Statement (Landscape)' report, select To Printer or To Email option and click on the 'Print' button.

Hint: if an account is marked as inactive during this financial year, the system will produce a Financial Statement.

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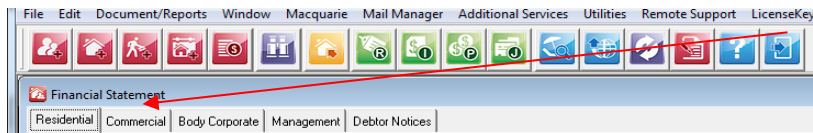
To Print /Email an EOFY Statement with Screen Images:

1. Click on the File Menu and select the Financial Reports option (or press F10)



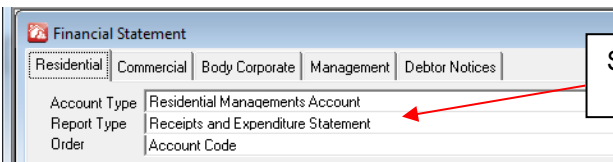
Select Financial Reports (F10)

2. Select the relevant Account Type tab, i.e. Residential or Commercial etc.



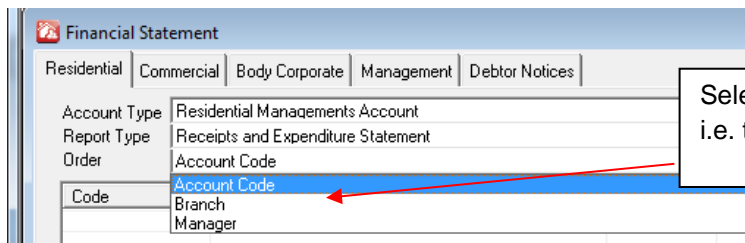
Select Relevant Tab
i.e.: Residential or Commercial

3. Click on the Report Type dropdown list and select 'Receipts and Expenditure Statement'.



Select Receipts and Expenditure Statement

4. Click on the Order dropdown list and select 'Account Code, Manager or Branch'.



Select Account, Manager or Branch Order
i.e. the order you want the Statements to run

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5. A) To run Financial Statements for all Accounts, for the Account Type that you selected; click on the 'All' button.
- B) To Run Statement by Run number, first, enter the Run Number then select All.
- C) To run Financial Statements for selected Accounts, click on the 'Single' button and find the Account you would like to run.

Select Single or All Accounts

Change the From Date **01/07/2018** and select 12 Months

Click on Print

Tick Send to Web and web Accounts to send to Landlord Portal

6. Make sure that the From Date is 01/07/2018 and the Months box is 12 and click on the 'Print' button. This will display a print screen.

7. Highlight the 'Receipts and Expenditure Statement (Landscape)' report, select To Email or To Printer option and click on the 'Print' button.

Select Receipts & Expenditure (Landscape)

Select To Email then Click on Print. If there is no email address then report will print.

End of Financial Year Procedures – 2018 / 2019 Frequently Asked Questions (FAQ)

Receipts & Expenditure will not print

If you find a receipts and Expenditure Statement has not printed for an owner, please check the following:

- (i) Has a Statement been printed for the Owner within this Financial Year?
This can be done by going to their Account and selecting the 'Statements' button.
- (ii) Is there a Payee attached to the Account?
This should be done by searching via the 'Find Accounts' icon, selecting the Owners Account, and looking on the left hand side of the screen to see Owner and Payee.
- (iii) Do they have a Mailing Address? And is it ticked?
Once you have checked that the Payee is there, ensure that they have a Mailing Address and a tick in Mail.

What is the Address on the Receipts & Expenditure Statement?

The Address that appears on the Receipts & Expenditure Statement as the reference address comes from the Property Reference on the Owners Account.

I have an Owner with Multiple Businesses/Properties Linked to One Account?

When selecting the report type, choose '**Receipts and Expenditure Statement by Property**', this will print one page per property. Please note that this statement will not include statement fees charged over the Financial Year.

How do I charge All Owners a Fee for the End Of Financial Year Statement?

To charge All Owners a Fee for providing them an End of Financial Year Receipts & Expenditure Statement, complete the following steps:

1. Click on the File Menu and select the Financial Reports/Statements option (or press F10).
2. Select the relevant Account Type tab, i.e. Residential, Commercial etc.
3. Click on the Report Type dropdown list and select Receipts and Expenditure Statement.
4. Click on the Order dropdown list and select Account Code.
5. Click on the All button to run Financial Statements for all Accounts for the Account Type you selected.
6. Click on the Invoice button on the right hand side of the Financial Statements screen.
This will display the Invoice Landlord for EOY screen.
7. Ensure the correct Chart of Account Codes is entered in the Expense and Revenue options, i.e. Financial Statement Fee.
8. Make sure the relevant Management Account is displayed in the Select Account To option, i.e. RENTAL.
9. Enter the Amount excluding GST you wish to charge for a Financial Statement in the Amount field and click on the Save button.

Note: If you do not have a Financial Statement Fee chart code, you can copy your Statement Fee Chart Code from the Chart of Account screen.