

# How to Change Owner Statement Style 13 to another Statement Style

## Overview

You may have an Owner that is on Statement Style 13 and this requires to be changed to another statement style.

You must be mindful that statement style 13 has the ability to withhold funds from the Owner (i.e. outgoings) and this sits and accumulates. These funds will journal across to the owner rental funds once the statements style is changed.

## Steps

NOTE: This process can only be completed immediately after the end of month/files update process or if there are no transactions against the owner for the month.

1. Do a backup of your current data. We recommend you rename the backup i.e. beforestatementchange.dat.zip
2. Go to Files > Owner and select the owner
3. Click on the Enquiry tab and ascertain if any outgoings monies are being withheld.

Make a note of the amount as you may need to journal these funds to a separate variable outgoings card if you decide to set up a separate Variable Outgoings Owners to run your outgoings funds.

Owner Details

Alpha index: GRIFFITHSR      Active

Name: Ms Rachel Griffiths

General | Payment | Notes | Enquiry | Properties | O/S Disbs | Budget | Tax & Charges

	Owner	Outgoings	MTD	YTD
Balance brought forward		6,998.00	6,998.00	
<b>Plus:-</b>				
Rent receipts	1,100.00	500.00	1,600.00	1,600.00
Sundry receipts	330.00	0.00	330.00	5,748.00
Journal credits	0.00	0.00	0.00	
<b>Less:-</b>				
Disbursements	27.27	0.00	27.27	80.00
Management fees	24.00	0.00	24.00	330.40
Taxation	0.00	0.00	0.00	0.00
Bank Charges	1.00	0.00	1.00	3.50
Postage and sundries	0.00	0.00	0.00	8.00
Journal debits	0.00	0.00	0.00	0.00
GST paid on fees	2.40	0.00	2.40	33.84
<b>Current balance</b>	1,375.33	<b>7,498.00</b>	8,873.33	

Show outstanding balances      Calculate rent payout

Cancel - ESC  
Action - F1  
Clear - F2  
Delete - F3  
Add Mode - F4  
Search - F7  
Last Edits - F9  
OK - F12

4. Click on the Payments tab in the same Owner Details screen
5. Choose the desired statement style that you wish to change to under Layout Style
6. Click OK-F12

Owner Details

Alpha index  Active

Name

General | Payment | Notes | Enquiry | Properties | O/S Disbs | Budget | Tax & Charges

Payment method

Deposit account name

Account number

BSB

Comment

EFT Reference

Flat payment amount

Withhold Funds

Permanent  (Tick to retain Amount and Comment at EOM) Amount

Comment

Statement control

Group  Layout style  No. of copies

Additional address details  Send statement by Email

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Search - F7

Last Edits - F9

OK - F12

7. Ensure that any brought forward balances are removed from the tenant Details. Go to Files > Tenant select the tenant and click on the Rental Tab
8. Remove the balance in B/F Balance field at the bottom of each column that is being utilised
9. Click OK-F12

Tenant Details

Alpha index:  Active

Lease name:  1 2 3

General | Rental | Bank | Reneg/Inspect | Notes/Mail/Reminder | Invoices | Commercial

Description	Rent	Outgoings	
Amount GST Excl	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$500.00"/>	<input type="text" value="\$0.00"/>
GST	<input type="text" value="\$100.00"/>		
Amount GST Incl	<input type="text" value="\$1,100.00"/>		
Use GST Incl Amt	<input type="checkbox"/>		
Period	<input type="text" value="M1"/>	<input type="text" value="M1"/>	<input type="text" value="M1"/>
Paid To last month	<input type="text" value="30/08/13"/>	<input type="text" value="30/09/13"/>	<input type="text" value="30/04/13"/>
Paid To date	<input type="text" value="31/10/13"/>	<input type="text" value="31/10/13"/>	<input type="text" value="30/04/13"/>
Rent received	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$500.00"/>	<input type="text" value="\$0.00"/>
Credit this month	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Credit last month	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Periods paid	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Commission %	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="100.00"/>
Account code	<input type="text" value="101"/>	<input type="text" value="161"/>	<input type="text" value="481"/>
<b>B/F Balance</b>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Direct debit	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable
Withhold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B/F Balance	\$1,000.00	\$0.00	\$0.00
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Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Status - F6

Search - F7

Last Edits - F9

OK - F12

## Setting up a Separate Variable Outgoings Cards

If you wish to continue to separate your Outgoings monies from your rental monies for your owner you will need to follow the steps below:-

- Remove VO's from existing tenant details
- Setup new master files for your VO's to be withheld separately
- Journal the existing Outgoings monies to the new VO's card

### Steps

1. Go to Files > Tenant, select the tenant and click on the Rental Tab
2. Remove the details in the 'Outgoings' column to match one of your blank columns and click OK-F12

Tenant Details

Alpha index: DOYTAO Active

Lease name: Doytao Thai Restaurant 1 2 3

General | Rental | Bank | Reneg/Inspect | Notes/Mail/Reminder | Invoices | Commercial

Description	Rent	Outgoings	
Amount GST Excl	\$1,000.00	\$500.00	\$0.00
GST	\$100.00		
Amount GST Incl	\$1,100.00		
Use GST Incl Amt	<input type="checkbox"/>		
Period	M1	M1	M1
Paid To last month	30/08/13	30/09/13	30/04/13
Paid To date	31/10/13	31/10/13	30/04/13
Rent received	\$1,000.00	\$500.00	\$0.00
Credit this month	\$0.00	\$0.00	\$0.00
Credit last month	\$0.00	\$0.00	\$0.00
Periods paid	1	1	0
Commission %	0.00	0.00	100.00
Account code	101	161	481
B/F Balance	\$1,000.00	\$0.00	\$0.00
Direct debit	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable
Withhold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Outgoings

\$500.00

M1

30/09/13

31/10/13

\$500.00

\$0.00

\$0.00

1

0.00

161

\$0.00

Disable

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

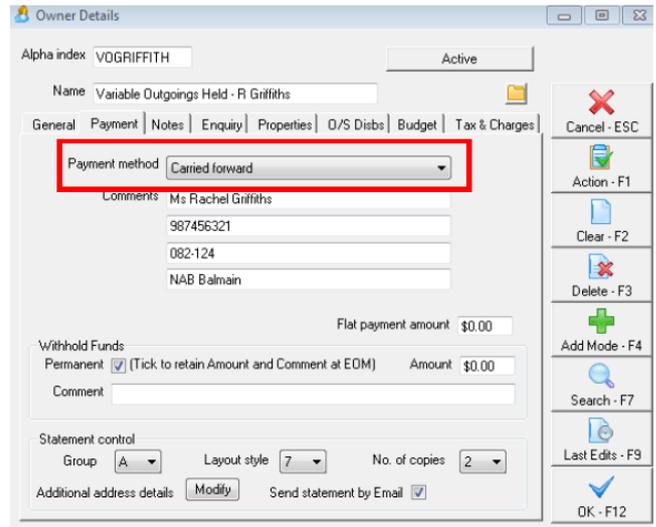
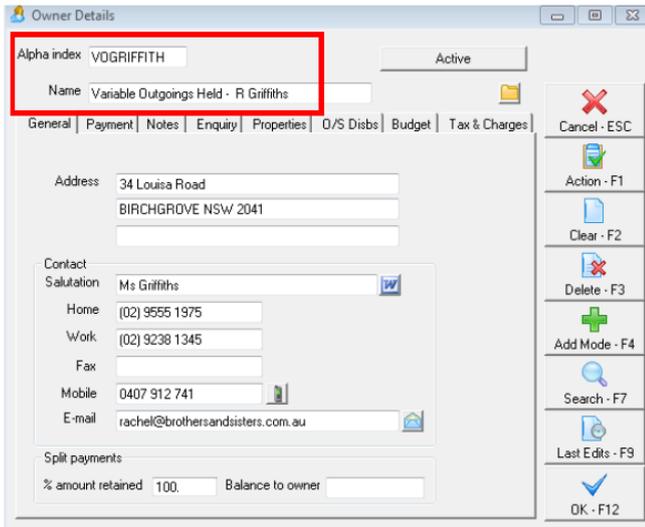
Status - F6

Search - F7

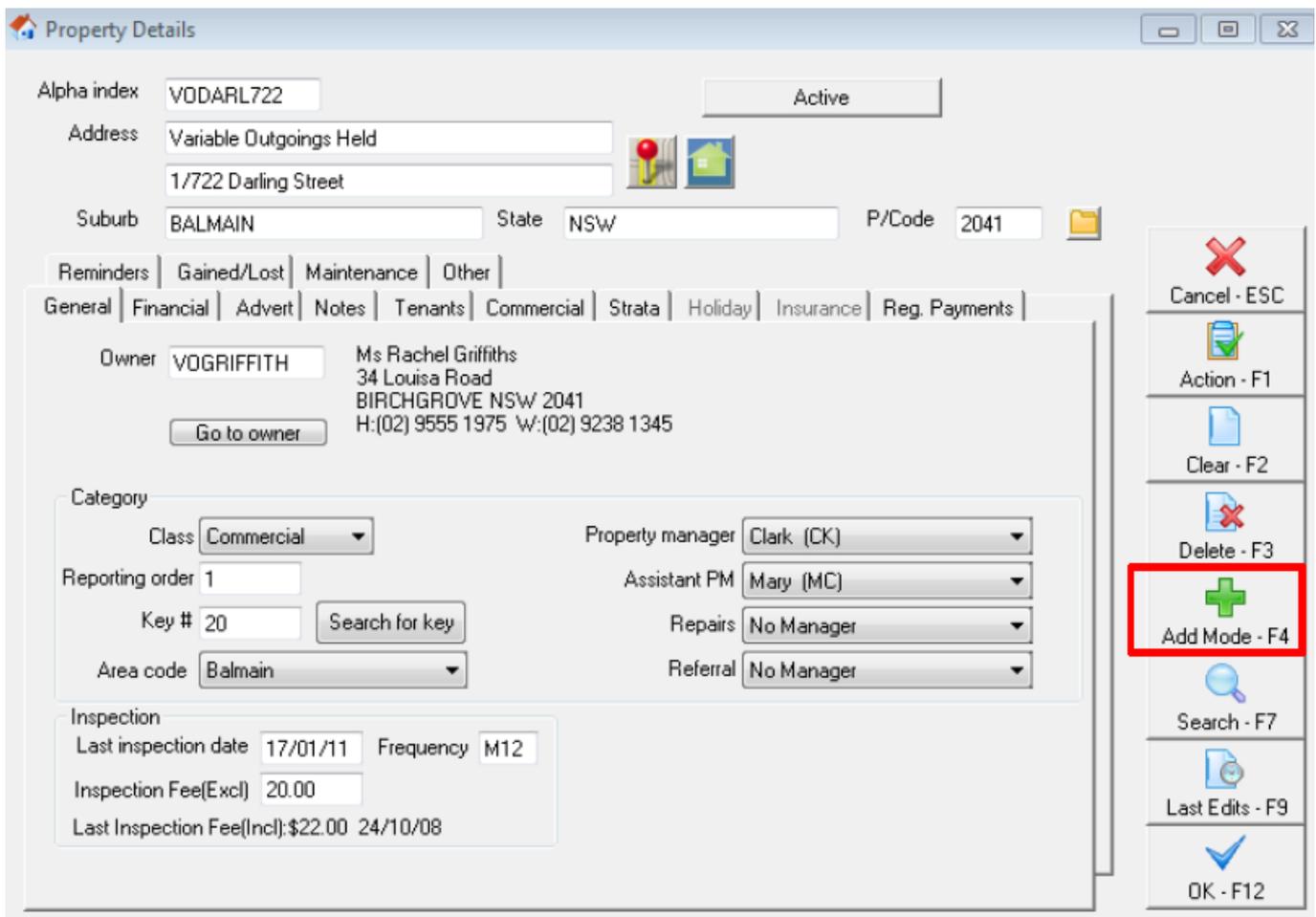
Last Edits - F9

OK - F12

3. Setup a new owner card. Go to Files > Owner and click on Add Mode-F4
4. Start the alpha index with VO followed by the original owner alpha i.e. the owner alpha index is GRIFFITHSR, the alpha index would be VOGRIFFITH
5. Ensure that you set the payment method on the Payment tab to Carried Forward



6. Setup a new property card. Go to Files > Property and click on Add Mode-F4
7. Start the alpha index with VO followed by the properties alpha index i.e. the property alpha index is DARL722, the alpha index would be VODARL722



8. Setup a new tenant card. Go to Files > Tenant and click on Add Mode-F4
9. Start the alpha index with VO followed by the tenant alpha index i.e. the tenant alpha index is DOYTAO, the alpha index would be VODOYTAO.
10. Setup the outgoings amount on the 1st column of the rental tab.

Tenant Details

Alpha index: VDDOYTAO Active

Lease name: Variable Outgoings - Doytao Thai Restaurant

General Rental Bank Reneg/Inspect Notes/Mail/Reminder Invoices Commercial

Property: VDDARL722 Shop 1/722 Darling Street BALMAIN NSW 2041

Ms Rachel Griffiths  
Home: (02) 9555 1975 Work: (02) 9238 1345

Contact: Doytao Thai Restaurant

Ms Adissa Wang

Lease: Doytao Thai Restaurant Bond required: \$0.00

Tenant Details

Alpha index: VDDOYTAO Active

Lease name: Variable Outgoings - Doytao Thai Restaurant

General Rental Bank Reneg/Inspect Notes/Mail/Reminder Invoices Commercial

Description	Amount GST Excl	Period	Paid To date
Outgoings	\$500.00	M1	31/08/13
Amount GST Excl	\$0.00	M1	31/10/13
Period	\$0.00	M1	31/10/13
Paid To last month	\$0.00	\$0.00	\$0.00
Paid To date	\$0.00	\$0.00	\$0.00
Rent received	0	0	0
Credit this month	0.00	0.00	100.00
Credit last month	101	161	481
Periods paid	\$0.00	\$0.00	\$0.00
Commission %	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable
Account code			
B/F Balance			
Direct debit			

The Outgoings previously withheld under statement style 13 (which you noted down at the beginning of this document) can now be journalled from the existing/original owner to the newly created variable outgoings held owner.

1. Go to Transactions > Journals and select the type as 'Owner'
2. Transfer from the existing/original owner to the new variable outgoings owner card you have created.

- Use the account code that is used when receipting funds i.e. 161
- Transfer the amount of the withheld outgoings

Journal Entries

Type  Select Journal Type

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**D E B I T**

Owner  Ms Rachel Griffiths  
34 Louisa Road  
BIRCHGROVE NSW 2041

Balance

Description

Account code  Outgoings - General

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**C R E D I T**

Owner  Variable Outgoings Held - R Griffith

Balance

Description

Account code  Outgoings - General

Amount  GST  Excl GST

Cancel - ESC  
Details - F6  
Clear - F2  
OK - F12

3. Check if there is any outstanding disbursements or recurring transactions that would normally be taken from the withheld funds and ensure these are cancelled. You can then recreate the outstanding disbursement and recurring transactions against the newly created VO property



Important: When receipting the tenants rent and outgoings, this will need to be done in 2 separate receipt transactions. One receipt to rent against the tenant rent card and then another receipt to the tenant outgoings card (VO's card).

02/02/2016 10:52 am AEDT