

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			A	ctive	
Name Ms Rachel Griffith	s				×
General Payment Notes	Enquiry F	Properties 0/S D	Disbs Budget	Tax & Charges	Cancel - ESC
	Owner	Outgoings	MTD	YTD	
Balance brought forward		6,998.00	6,998.00		Action - F1
Plus:-					
Rent receipts	1,100.00	500.00	1,600.00	1,600.00	Clear - F2
Sundry receipts	330.00	0.00	330.00	5,748.00	
Journal credits	0.00	0.00	0.00		×
Less:-					Delete - F3
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	Add Mode - F4
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	Search - F7
GST paid on fees	2.40	0.00	2.40	33.84	Ò
Current balance	1,375.33	7,498.00	8,873.33		Last Edits - F9
	Show out	standing	Calculate rent		\checkmark
	Dalar	ices	payout		0K · F12

Click on the Payments tab in the same Owner Details screen
 Choose the desired statement style that you wish to change to under Layout Style

6. Click OK-F12

👶 Owner Details	
Alpha index GRIFFITHSR Active	
Name Ms Rachel Griffiths	×
General Payment Notes Enquiry Properties 0/S Disbs Budget Tax & Charges	Cancel - ESC
Payment method Auto deposit (EFT)	Action - E1
Deposit account name Ms Rachel Griffiths Account number 987456321	
BSB 082-124	Clear - F2
Comment NAB Balmain	Delete - F3
EFT Reference Flat payment amount \$0.00	Add Mode - E4
Permanent (Tick to retain Amount and Comment at EOM) Amount (0.00	
Comment	Search · F7
Statement control Group A Layout style 13 No. of copies 2 Additional address details Modify Send statement by Email Image: Comparison of Copies Image: Copies Image: Copies Image: Copies	Last Edits - F9

- 7. Ensure that any brought forward balances are removed form 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 DOYT.	AO		Active	
Lease name Doyta	o Thai Restaurant		1 2 3 🚞	
General Rental B	ank Reneg/Inspect	Notes/Mail/Reminder	Invoices Commercial	
				×
Description	Rent	Outgiongs		Cancel - ESC
Amount GST Excl	\$1,000.00	\$500.00	\$0.00	
GST	\$100.00			Action - F1
Amount GST Incl	\$1,100.00			
Use GST Incl Amt				Clear - F2
Period	M1	M1	M1	
Paid To last month	30/08/13	30/09/13	30/04/13	Delete - F3
Paid To date	31/10/13	31/10/13	30/04/13	4
Rent received	\$1,000.00	\$500.00	\$0.00	Add Mode - F4
Credit this month	\$0.00	\$0.00	\$0.00	
Credit last month	\$0.00	\$0.00	\$0.00	Status - F6
Periods paid	1	1	0	
Commission %	0.00	0.00	100.00	Search - F7
Account code	101	161	481	
B/F Balance	\$1,000.00	\$0.00	\$0.00	Last Edite - E9
Direct debit	Disable	Disable	Disable	Last Euris - P3
Withhold				
		5	S	UK+FIZ

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 DOYT	AO		Active	
Lease name Doyta	o Thai Restaurant		1 2 3 🚞	
General Rental B	ank Reneg/Inspect	Notes/Mail/Reminder	Invoices Commercial	
		[×
Description	Rent	Outgiongs		Cancel - ESC
Amount GST Excl	\$1,000.00	\$500.00	\$0.00	
GST	\$100.00			Action - F1
Amount GST Incl	\$1,100.00			
Use GST Incl Amt				Clear - F2
Period	M1	M1	М1	
Paid To last month	30/08/13	30/09/13	30/04/13	Delete - F3
Paid To date	31/10/13	31/10/13	30/04/13	4
Rent received	\$1,000.00	\$500.00	\$0.00	Add Mode - F4
Credit this month	\$0.00	\$0.00	\$0.00	
Credit last month	\$0.00	\$0.00	\$0.00	Status - F6
Periods paid	1	1	0	
Commission %	0.00	0.00	100.00	Search - F7
Account code	101	161	481	
B/F Balance	\$1,000.00	\$0.00	\$0.00	Last Edits - F9
Direct debit	Disable	Disable	Disable	
Withhold				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

\rm Owner Detai	ls		👃 Owner Details	
Alpha index 🛛 🗸 🖓	DGRIFFITH Active		Alpha index VOGRIFFITH Active	
Name Va	riable Outgoings Held - R Griffiths 🗎	×	Name Variable Outgoings Held - R Griffiths	×
General Pay	ment Notes Enquiry Properties 0/SDisbs Budget Tax & Charges	Cancel · ESC	General Payment Notes Enquiry Properties 0/S Disbs Budget Tax & Charges	Cancel - ESC
Address	34 Louisa Road	Action - F1	Payment method Carried forward	Action - F1
	BIRCHGROVE NSW 2041	Clear · F2	Lomments Ms Rachel Griffiths 987456321	Clear - F2
Contact Salutation	Ms Griffiths	Delete - F3	082-124 NAB Balmain	Delete - F3
Home Work	(02) 9555 1975 (02) 9238 1345	Add Mode - F4	Flat payment amount \$0.00	Add Mode - F4
Fax Mobile	0407 912 741	Search - F7	Permanent [2] (Tick to retain Amount and Comment at EOM) Amount \$0.00 Comment	Q Search - F7
E-mail	rachel@brothersandsisters.com.au	Last Edits - F9	Statement control	Last Edits - E9
% amount re	tained 100. Balance to owner	0K · F12	Aroup A	0K - F12

- 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

ổ Property Det	ails						
Alpha index	VODARL722			Activ	/e		
Address	Variable Outgoings Held						
	1/722 Darling Str	reet					
Suburb	BALMAIN	S	tate NSW		P/Code 2041		
Reminders General Fina Owner	Gained/Lost M ancial Advert I VOGRIFFITH Go to owner	Maintenance Other Notes Tenants Co Ms Rachel Griffith 34 Louisa Road BIRCHGROVE NS H:(02) 9555 1975	mmercial Strata + s SW 2041 W:(02) 9238 1345	Holiday Insurar	nce Reg. Payments		Cancel - ESC
Category	lass Commercial	•	Property mar	ager Clark (CK	.) –		Delete - E3
Reporting o Ke	rder 1 20	Search for key	Assistan Re	t PM Mary (MC pairs No Manag	i) – ger –		Add Mode - F4
Area co	de Balmain	-	Re	ferral No Manag	ger 🔹		
Inspection			_				Search - F7
Last inspe Inspection Last Inspe	ction date 17/01 Fee(Excl) 20.00 ction Fee(Incl):\$22	2.00 24/10/08	2				Last Edits - F9
							OK - F12

- 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.

S Tenant Details		🄏 Tenant Details				
Alpha index VODOYTAD Active		Alpha index VODO	YTAO		Active	
Lease name 🛛 Variable Outgoings - Doytao Thai Restaurant 1 2 3	1	Lease name Variabl	e Outgoings - Doyt	ao Thai Restaurant	1 2 3	
General Rental Bank Reneg/Inspect Notes/Mail/Reminder Invoices Commercial	-	General Rental B.	ank Reneg/Inspe	ect Notes/Mail/Remind	er Invoices Commercial	
Property VDDARL722 Shop 1/722 Darling Street	Cancel - ESC	Description	Outgoings			Cancel - ESC
So to property		Amount GST Excl	\$500.00	\$0.00	\$0.00	
Ms Rachel Griffiths Ms Griffiths	Action - F1	Period	M1	M1	M1	Action - F1
Go to owner Home:(02) 9555 1975 Work:(02) 9238 1345		Paid To last month	31/08/13	31/08/13	31/08/13	
Contact	Elear - F2	Paid To date	31/10/13	31/10/13	31/10/13	Clear - F2
Name Doytao Thai Restaurant Add contact Bernove contact		Rent received	\$0.00	\$0.00	\$0.00	
Salutation Ms Adissa Wang 101 Total contacts: 1	Delete : 52	Credit this month	\$0.00	\$0.00	\$0.00	Delete · F3
Date of Bith _/_/_		Credit last month	\$0.00	\$0.00	\$0.00	
Home (02) 9588 4747 Work (02) 9555 1589	Add Made E4	Periods paid	0	0	0	Add Mode - F4
Fax (02) 9555 1555 Mobile 0419 987 654	Add Mode - F4	Commission %	0.00	0.00	100.00	
Email jenny, skerman@rockend.coma.u		Account code	101	161	481	Status - F6
Primary Contact 🛛 Lease Contact 📝 Accounts Contact 📝 Repairs Contact	Status - F6	B/F Balance	\$0.00	\$0.00	\$0.00	
Lease		Direct debit	🔲 Disable	Disable	Disable	Search · F7
Short name Doytao Thai Restaurant Bond required \$0.00	Search - F7					
Original lease date _/_/ Vacating _/_/_ Bond no	L©					Last Edits - F9
Lease start date _/_/ Termination _/_/ Bond collected \$12,252.60	Last Edits - F9					
Lease end date _/_/ Lease break _/_/ Bond held \$0.00	✓					04.512
	0K - F12					01.112

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 Owner Select Journal Type	
DEBIT	
Owner GRIFFITHSR Balance 7498.00 Ms Rachel Griffiths 34 Louisa Road BIRCHGROVE NSW 2041	
Description Transfer withheld Variable Outgoings	
Account code 161 Uutgoings - General	
CREDIT	
Owner VOGRIFFITH Variable Outgoings Held - R Griffith	
Balance 0.00	Details - E6
Description Transfer withheld Variable Outgoings	
Account code 161 Outgoings - General	Clear • F2
Amount \$7,498.00 GST \$0.00 Excl GST \$7,498.00	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