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Rollover a Financial Year in Strata Master

Once a Financial Year End has passed and the AGM has been held, you may be ready to update the Financial Year End date on the Corp Screen.

🛅 Strata Plan 3333 - Read Only Mode					
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GST registered owners corporation selected — Active Groups					
Enter Plan No. or Street Name or Body Corporate Name.	Body corporate name The Owners Corporation of SP 3333	This plan is managed			
	Plan number 3333 Building Hordern Place	Manager Meg Manager 💌			
Strata Plan 3333	Street number 23 Street Victoria Street	Registered lots 4 Primary lots 4			
Hordern Place	Town/Suburb POTTS POINT	Total lots 4 Utility lots 0			
23 Victoria Street POTTS POINT NSW 2011		- Financial year end 31/03/2021			
POTTS POINT NSW 2011	State NSW Postcode 2011	In initial period			

This is called rolling the Year over, or processing a rollover.

Important Cautions

- <u>As the Financial Year End is not designed to be rolled back</u> ensure you have made any changes and adjustments to the financials up to the Financial Year End date before rolling over.
- Also ensure that through the process, you only select the Plan you wish to rollover, to ensure you do not accidentally rollover other Plans.

Process to Roll Over a Plan

1. Navigate to Accounting > End of Financial Year Rollover. The screen below opens.



- 2. Filter to Manager or month if you wish, using the drop down lists.
- 3. Click the binoculars / search. A list of Plans shows.

End of Year Rollover					x ()
Manager [All managers]	•	Month	(All)	•	
Owners Corporation	Financial Year End				Select All
2222	29/02/2020				
3333	31/03/2021				Select None
4444	31/12/2019				
5555	31/05/2021				
6666	30/06/2021				
6767	31/01/2021				
7777	31/07/2019				
8888	31/08/2019				
9999	31/12/2018				

4. Select the required Plan, being very careful to only select the required plan

6	🔁 End of Year Rollover					
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	Manager [All managers]	•	Month	(All)	•	
	Owners Corporation	Financial Year End				Select All
	2222	29/02/2020				
	3333	31/03/2021				Select None
	4444	31/12/2019				
	5555	31/05/2021				
	6666	30/06/2021				
	6767	31/01/2021				
	7777	31/07/2019				
	8888	31/08/2019				
	9999	31/12/2018				

5. Be aware you <u>cannot undo this step</u> so check again that the selection is correct. Click the button with the green arrow.



- 6. The screen will clear.
- 7. Check the Plan by clicking on the Corp screen icon.



8. The Corporation now shows the updated Financial Year End.

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23 Victoria Street POTTS POINT NSW 2011		Financial year end 31/03/2022		
1011310INT N3W 2011	State NSW Postcode 2011	In initial period		

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