

FINANCIALS AND GENERAL LEDGER

The Financials page reports property income and expense activity. You can drill down to specific line items within the **General Ledger**.

To access this page:

1. Go to the **Financials menu**
2. Select Accounting basis: **Accrual**, choose desired **Date range**, and click **Search**

Search Criteria

Accounting basis
Accrual

Date range
Last Month

Sort by
Property

Ascending

Search

Financials

Property	Jun 2017	May 2017
100 Main Street	\$26.22	-\$1,416.30
Income		
Condo Fees Income	\$4,357.75	\$4,357.75
Late Fee Income	\$1.14	\$1.20
Laundry Income	\$118.97	\$126.97
Other Income	\$0.00	\$67.80
Total Income	\$4,477.86	\$4,553.72
Expenses		
Administration - Accounting & Audit	\$0.00	\$1,130.00
Bank Fees	\$60.50	\$15.50
Cleaning	\$349.62	\$349.62
Fire & Safety	\$621.59	\$349.90
Garbage Removal	\$22.06	\$0.00
Insurance	\$247.86	\$247.86

Search Criteria

Account type
Expense

Begin date
01/06/2017

End date
30/06/2017

Sort by
Date

Ascending

Search

Account

Date
Cleaning
01/06/2017
30/06/2017

To view the supporting invoice associated with an expense transaction, simply click on the attachment icon.

REPORTS

The Reports page allow you to run selected reports about your property on demand. Data is updated in real time. Other reports may be available by request.

Reports

Move your mouse over the name of each report to see a description. Click the report link to run the report or see a sample.

Income Statement
Summarized income and expenses for a period of time

Financial Reports
Balance Sheet
Budget Vs. Actuals
Income Statement

Transaction Reports
Unpaid Bills By Vendor

Task Reports
Completed Tasks
Open Tasks
Work Orders

Select your desired reporting options including **Accounting basis: Accrual**.

Summarized income and expenses for a period of time

Date range * Year to Date

From * 01/01/2017

To * 31/07/2017

Interval * Month
 Quarter
 Year

Accounting basis * Cash
 Accrual

Report format * Print format - Portrait (.pdf)

Download report **Cancel**