

Accounting Corporation Setup Checklist

You are now ready to start the process of setting up your Corporation. It is recommended that you follow this process every time you have a new Corporation or when onboarding to Shiftsuite Suite Accounting.

Once you have completed the Corporation Setup, you will be able to use key features such as Post Monthly Charges and Payments, create an EFT File and Verify Financial (Financial Statement).

Table of Contents

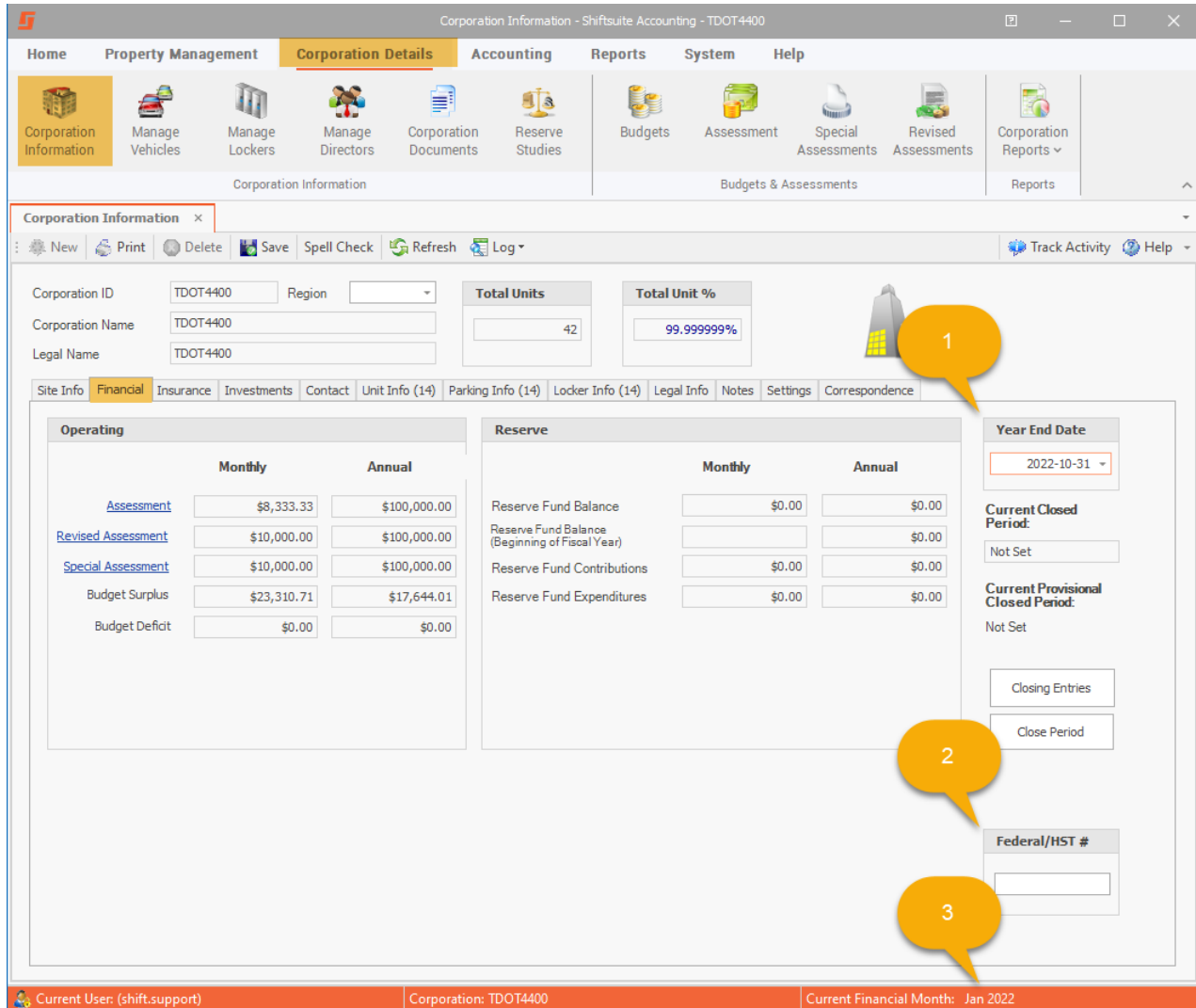
Accounting Corporation Setup Checklist.....	1
Configuring your Condominium financially.....	2
Configuring your Chart of Accounts	5
How to Create a New Account	7
Configuring your Chargeable Items list	8
Opening Balance Procedure – Beginning Trial Balance.....	11
Opening Balance Procedure – Accounts Payable.....	12
Opening Balance Procedure – Accounts Receivable	13
Adding Additional Fees – Misc. Fees	16
Setting up your PAP/EFT Files.....	17
Setting up Owner Pre-Authorized Payments	18
Setting up Post Dated Cheques	19
Important Reports to Verify	21
Monthly Charge Roll Report	21
Owners EFT Report.....	22
Owners with PAP Report	22
PAP Sync Report	22
Owners with Post Dated Cheques Report.....	23

Configuring your Condominium financially

Navigation: Corporation Detail tab>Corporation Information>Financial Tab

1. Enter Year End Date
2. Enter HST Number (if applicable)
3. Set the “current financial Month” Double Click to set.

The Current Financial Month should be the month that you are posting Monthly Charges and Payments to each Owner Ledger for the first time (Using the Post Monthly Charges and Payments Feature)



The screenshot shows the 'Corporation Information - Financial' tab in Shiftsuite Accounting. The interface includes a navigation menu at the top with tabs for Home, Property Management, Corporation Details (selected), Accounting, Reports, System, and Help. Below the menu are icons for various functions like Corporation Information, Manage Vehicles, Manage Lockers, Manage Directors, Corporation Documents, Reserve Studies, Budgets, Assessment, Special Assessments, Revised Assessments, and Corporation Reports.

The main content area is titled 'Corporation Information' and contains several input fields and tables. Callout 1 points to the 'Year End Date' dropdown menu, which is currently set to '2022-10-31'. Callout 2 points to the 'Closing Entries' and 'Close Period' buttons. Callout 3 points to the 'Federal/HST #' input field.

The 'Operating' table shows financial data for Monthly and Annual periods:

	Monthly	Annual
Assessment	\$8,333.33	\$100,000.00
Revised Assessment	\$10,000.00	\$100,000.00
Special Assessment	\$10,000.00	\$100,000.00
Budget Surplus	\$23,310.71	\$17,644.01
Budget Deficit	\$0.00	\$0.00

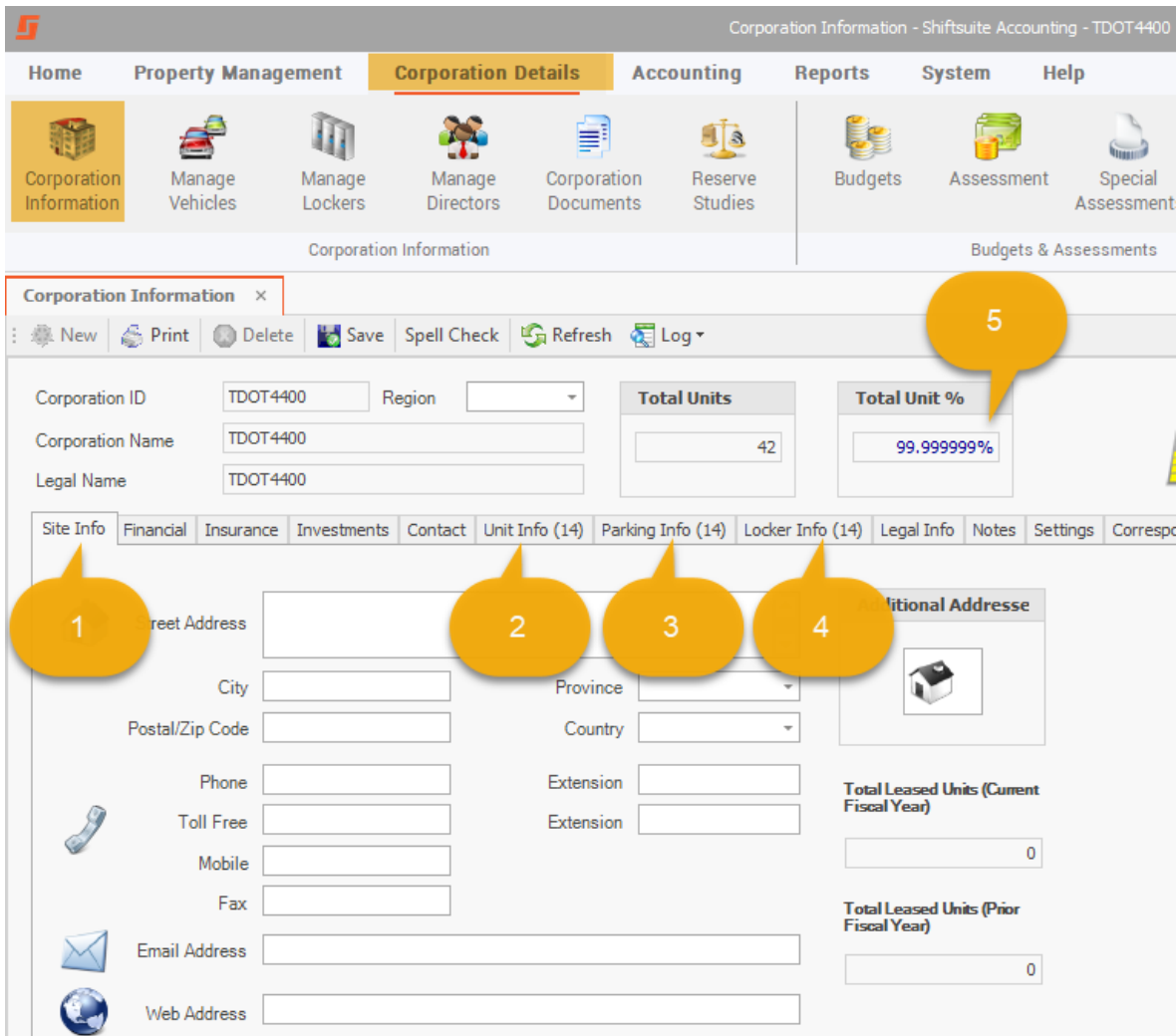
The 'Reserve' table shows financial data for Monthly and Annual periods:

	Monthly	Annual
Reserve Fund Balance	\$0.00	\$0.00
Reserve Fund Balance (Beginning of Fiscal Year)		\$0.00
Reserve Fund Contributions	\$0.00	\$0.00
Reserve Fund Expenditures	\$0.00	\$0.00

At the bottom of the screen, a status bar displays: Current User: (shift.support), Corporation: TDOT4400, and Current Financial Month: Jan 2022.

Verifying the following information is important in ensuring correct information was initially import and charges are calculated correctly.

1. Condominium Name and Address info
2. Residential/Commercial Units and Proportions
3. Parking Units and Proportions
4. Locker Units and Proportions
5. Total Unit Proportions (Unit, Parking and Locker)

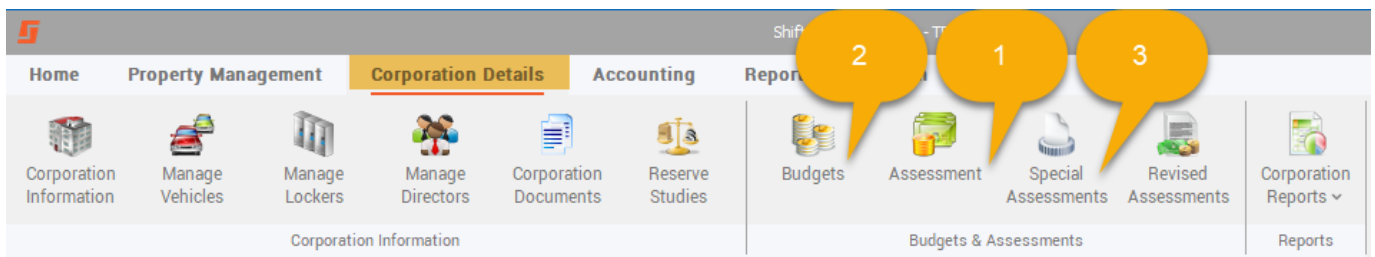


The screenshot shows the 'Corporation Information' page in Shiftsuite Accounting. The page title is 'Corporation Information - Shiftsuite Accounting - TDOT4400'. The navigation menu includes Home, Property Management, Corporation Details (active), Accounting, Reports, System, and Help. The main content area is divided into 'Corporation Information' and 'Budgets & Assessments'. The Corporation Information section includes fields for Corporation ID (TDOT4400), Region, Corporation Name (TDOT4400), and Legal Name (TDOT4400). Summary statistics show Total Units: 42 and Total Unit %: 99.99999%. Below these are tabs for Site Info, Financial, Insurance, Investments, Contact, Unit Info (14), Parking Info (14), Locker Info (14), Legal Info, Notes, Settings, and Correspondence. The Site Info tab is active, showing fields for Street Address, City, Postal/Zip Code, Province, Country, Phone, Toll Free, Mobile, Fax, Email Address, and Web Address. Callouts 1-5 highlight the following fields: 1. Street Address, 2. City, 3. Province, 4. Country, and 5. Total Unit %.

1. Enter in the Assessment
This is needed to calculate Charges based on the Proportion Percentages and allows you to sync Pre-Authorized Payments right away

Assessment					
#	Effective Date	Y/E Date	Amount	Notes	Update PAP
Click here to add a new Assessment					
1	2021-11-01	2022-10-31	\$100,000.00		Update PAP

2. Enter in the Operating Budget (this is used in the Variance Reporting)
3. Enter in Special Assessments (if applicable)



The screenshot shows the Shiftsuite navigation menu with the following items:

- Home
- Property Management
- Corporation Details (highlighted)
- Accounting
- Reports

Under the 'Corporation Details' menu, there are several sub-items:

- Corporation Information
- Manage Vehicles
- Manage Lockers
- Manage Directors
- Corporation Documents
- Reserve Studies

Under the 'Reports' menu, there are several sub-items:

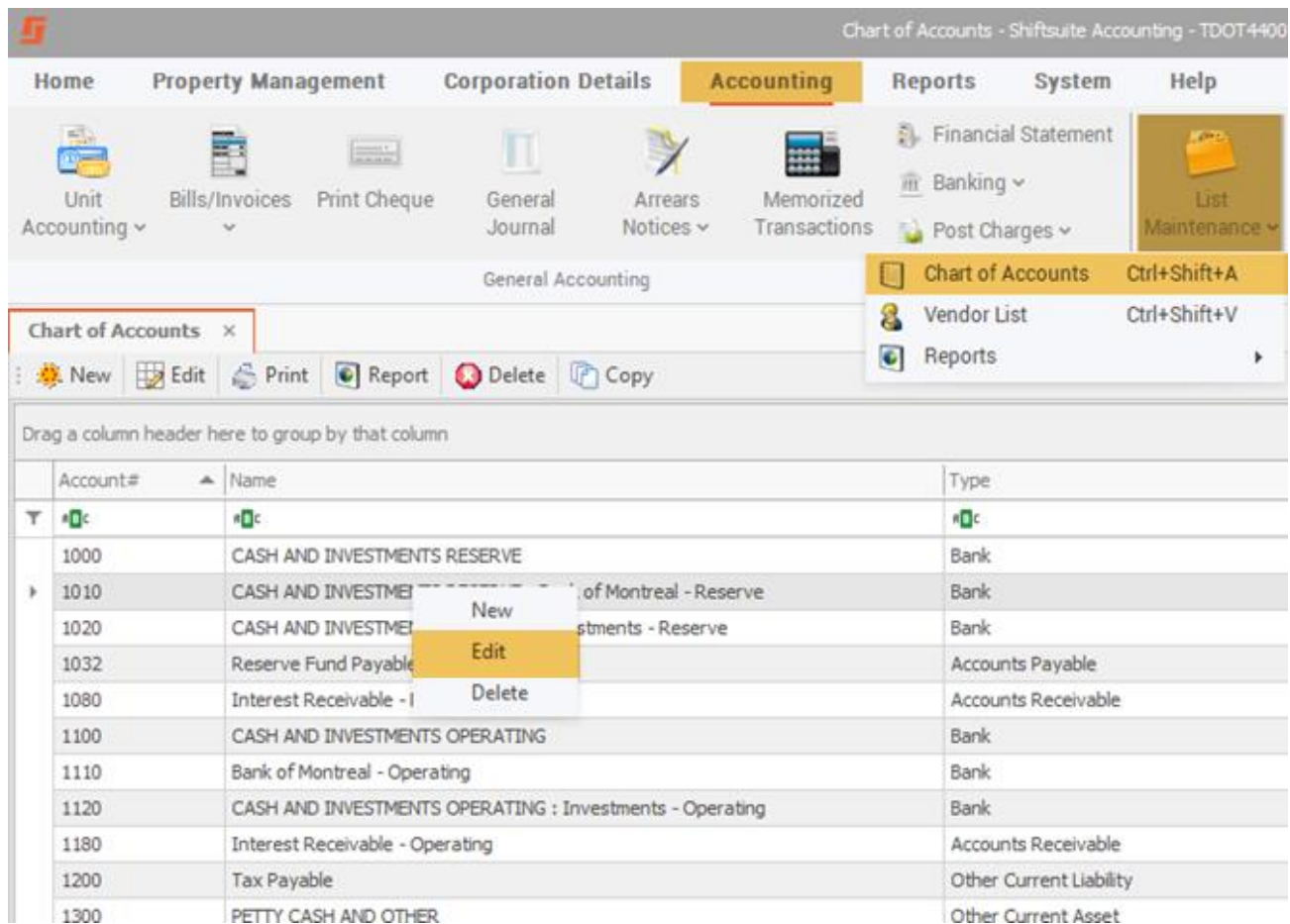
- Budgets
- Assessment
- Special Assessments
- Revised Assessments
- Corporation Reports

Three orange callout bubbles are overlaid on the image:

- Callout 2 points to the 'Budgets' icon.
- Callout 1 points to the 'Assessment' icon.
- Callout 3 points to the 'Special Assessments' icon.

Configuring your Chart of Accounts

Navigation: Accounting Tab>List Maintenance>Chart of Accounts



Account#	Name	Type
1000	CASH AND INVESTMENTS RESERVE	Bank
1010	CASH AND INVESTMENTS RESERVE of Montreal - Reserve	Bank
1020	CASH AND INVESTMENTS RESERVE - Reserve	Bank
1032	Reserve Fund Payable	Accounts Payable
1080	Interest Receivable - I	Accounts Receivable
1100	CASH AND INVESTMENTS OPERATING	Bank
1110	Bank of Montreal - Operating	Bank
1120	CASH AND INVESTMENTS OPERATING : Investments - Operating	Bank
1180	Interest Receivable - Operating	Accounts Receivable
1200	Tax Payable	Other Current Liability
1300	PETTY CASH AND OTHER	Other Current Asset

The Master Chart of Accounts is first imported with the first condominium added. It is important that each account is set to the correct account type for it to reflect properly within reporting.

For the most part this just needs to be verified. If there is something wrong on the reports, it can be fixed by correcting the account type.

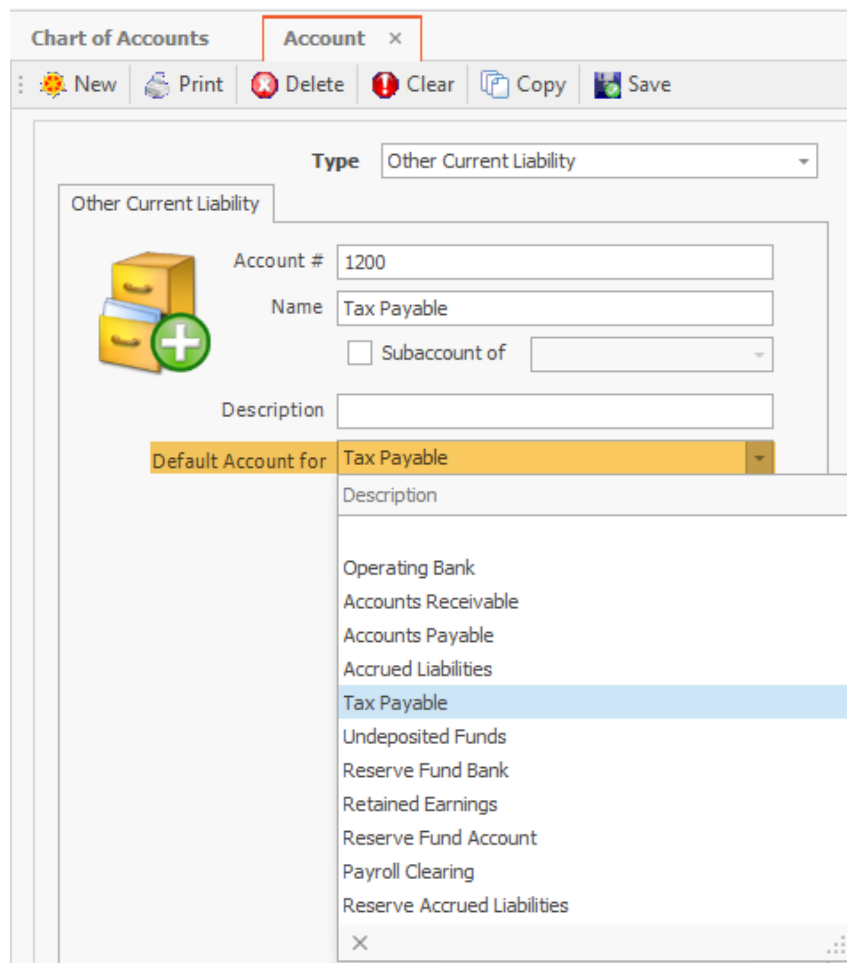
Valid Account Types in Shiftsuite Accounting

Bank	Reserve Fund Balance Forward
Accounts Receivable	Reserve Fund Contribution
Fixed Asset	Reserve Fund Interest
Other Current Asset	Reserve Fund Expense
Other Asset	Income
Accounts Payable	Other Income
Credit Card	Cost of Goods Sold
Long Term Liability	Expense
Other Current Liability	Other Expense
Equity	

Now it's time to set the Default Account Type which is used to identify the following accounts for the System to use when performing various actions in the system i.e., Posting Monthly Charges and Payments, Entering Bills, Etc. Be sure to identify your Reserve accounts (reserve expenses, reserve contributions, etc.) so you can produce reserve fund related reports.

Note: During the implementation, your Implementation Specialist will set most of these up for you.

- Operating Bank – Which account the corporation mainly operates from
- Checkmark Corporation BANK for EFT File Submission to Bank PAP/EFT Default
- Accounts Payable – default A/P account (used when entering bills)
- Accrued Liabilities – default accounts Purchase Orders and other Accruals are posted to
- Undeposited Funds – which account hold funds that are to be deposited to the bank.
- Reserve Fund Bank – identify which bank account is used for reserve expenses/revenue
- Retained Earnings – to identify your surplus/deficit equity account
- Accounts Receivable – default A/R account for all Owner Receivables
- Tax Payable – if this is a Commercial Property, you must have a Tax Payable account and set the HST Code
- Accounts Payable Clearing – temporary expense account to use if you have outstanding invoices



The screenshot shows the 'Chart of Accounts' window with the 'Account' tab selected. The window title is 'Account x'. The toolbar includes icons for New, Print, Delete, Clear, Copy, and Save. The 'Type' dropdown is set to 'Other Current Liability'. The account details are as follows:

- Account #:** 1200
- Name:** Tax Payable
- Subaccount of
- Description:** (empty field)
- Default Account for:** Tax Payable

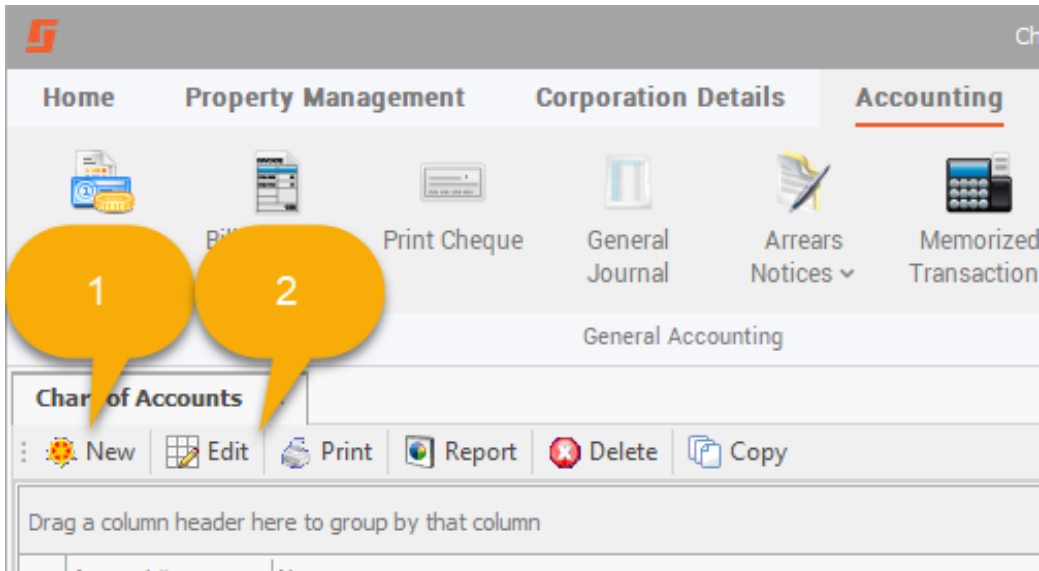
A dropdown menu is open under 'Default Account for', showing a list of account types with 'Tax Payable' selected and highlighted in blue. The list includes:

- Operating Bank
- Accounts Receivable
- Accounts Payable
- Accrued Liabilities
- Tax Payable**
- Undeposited Funds
- Reserve Fund Bank
- Retained Earnings
- Reserve Fund Account
- Payroll Clearing
- Reserve Accrued Liabilities

If you notice an Account missing, here's how to add a new account.

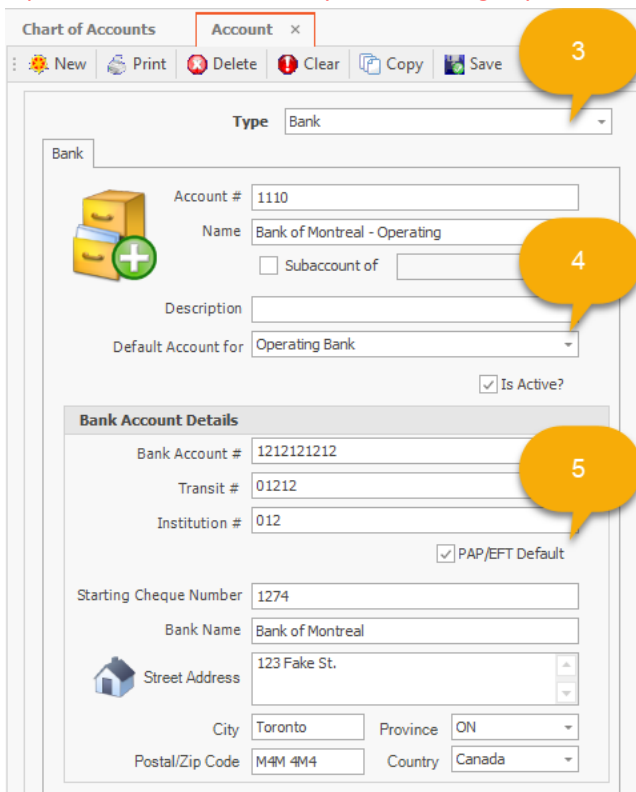
How to Create a New Account

1. Create new Account
2. Edit Account



3. Select your Type of account
4. Set your Default Account for
5. PAP/EFT Default **only for your Operating Account**

Tip: Create an Accounts Payable Clearing Expense Account with number 9999 for Opening Balance Procedure



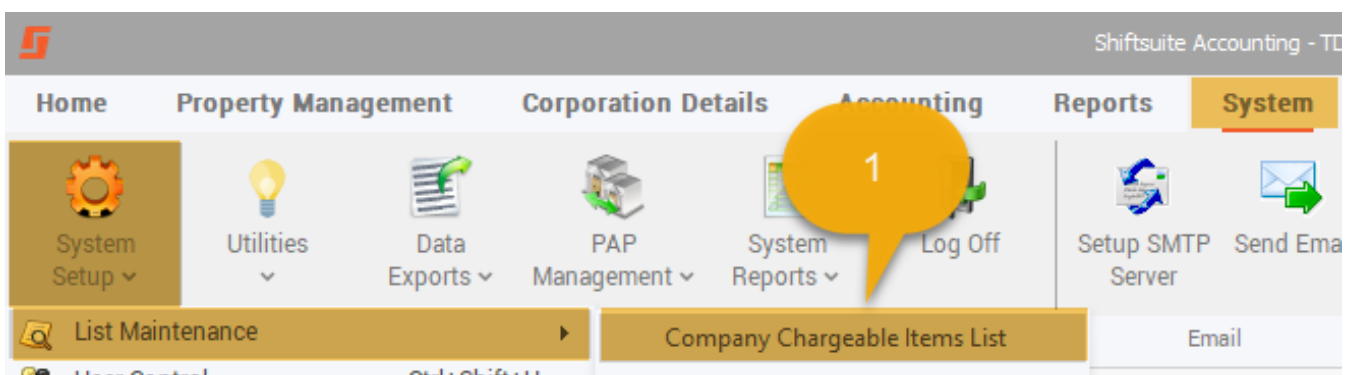
Configuring your Chargeable Items list

Navigation: System Tab>System Setup->List Maintenance>Company Chargeable Items List

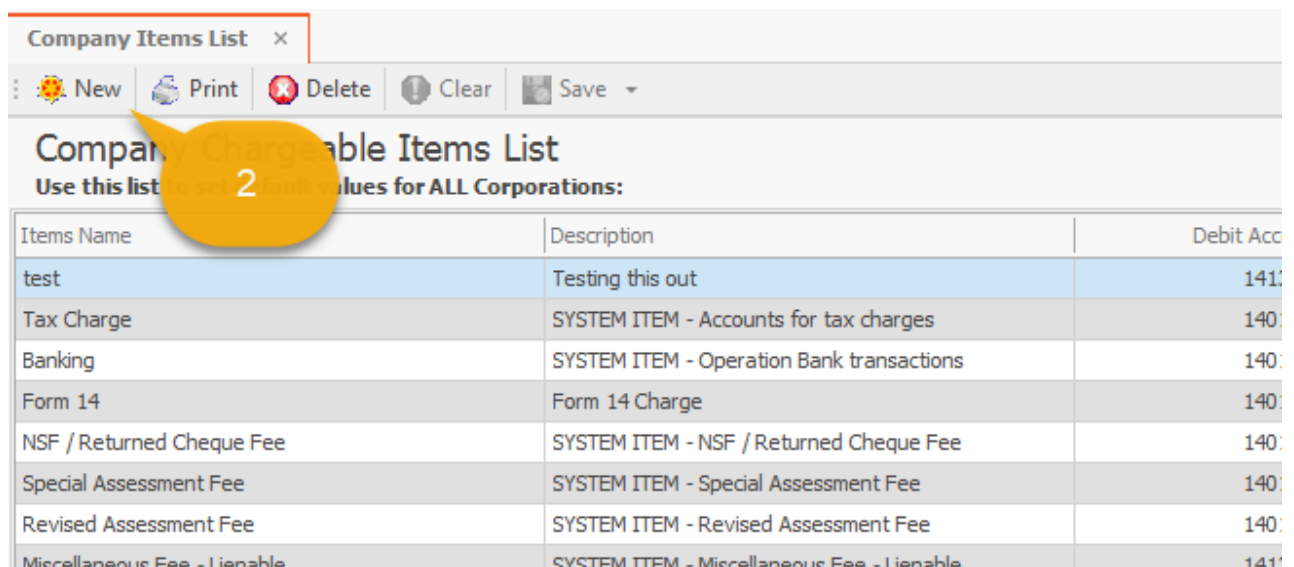
The Company Chargeable Item List is used to set up all charges that can be made to Owners and Vendors. This is why we typically ask for a global chart of accounts, and one that can be used for all Condominiums. Chargeable Items that show as SYSTEM ITEM are used when Posting Monthly Charges and Payment and should never be deleted.

Note: During the implementation, your Implementation Specialist will set most of them for you once the first Condominium is imported

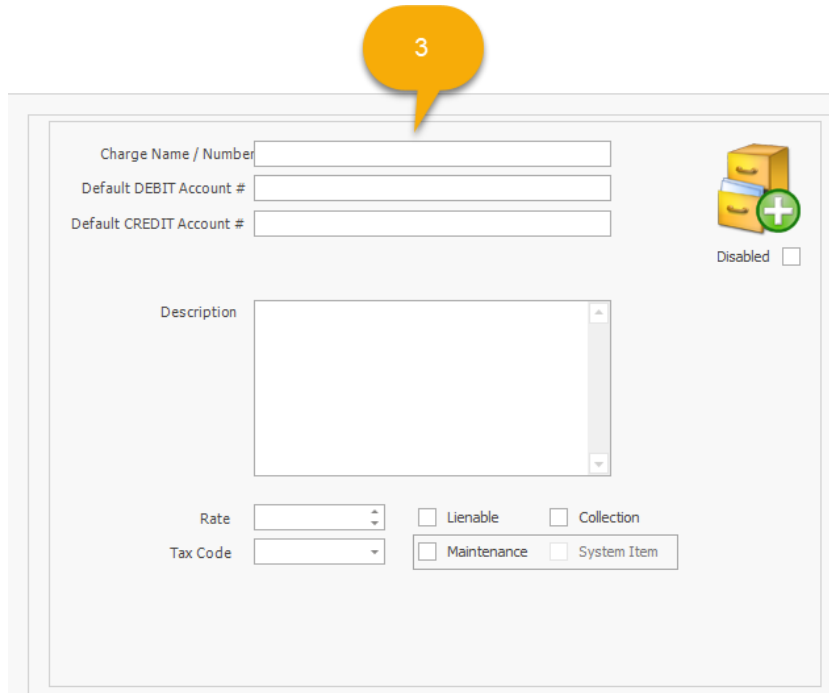
1. Click on the List Maintenance Drop Down, click Company Chargeable Item List and review the list



2. Click New (if a chargeback name is missing)



3. Enter in the details of the Chargeable Item



The screenshot shows a software interface for entering details of a chargeable item. At the top, there is a yellow callout bubble with the number '3'. The form contains the following fields and controls:

- Charge Name / Number:
- Default DEBIT Account #:
- Default CREDIT Account #:
- Description:
- Rate:
- Tax Code:
- Lienable:
- Collection:
- Maintenance:
- System Item:
- Disabled:

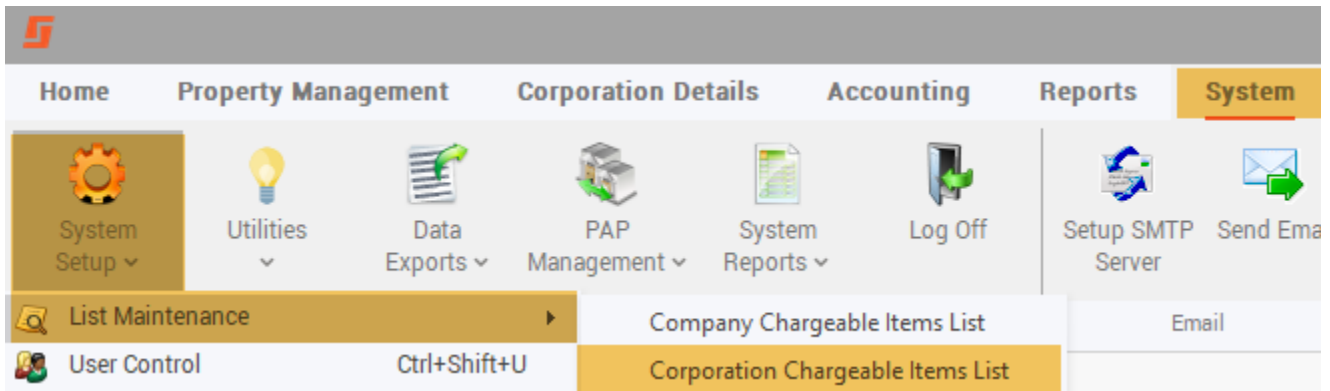
To edit an existing chargeback name, simply double click it to open it up, and proceed with #3 above.

Tip: Always apply a Tax Code, as the system won't apply tax unless an HST number is entered, and a Unit is flagged as "Charge Tax". It will help with any corps you add in the future that do have an HST number and Units flagged as Charge Tax.

Tip: We recommend adding an "Opening Balance Charges" item which debits and credits your main Accounts Receivable account. This will help with the AR Opening Balance procedure.

If you have a different Chart of Accounts that doesn't match your Company Chargeable item list, then you will need to set up the **Corporation** Chargeable Item list that supersedes the Company list.

Navigation: System Tab>System Setup->List Maintenance>Corporation Chargeable Items List



The screenshot shows the Shiftsuite navigation menu. The 'System' tab is selected. Under 'System Setup', 'List Maintenance' is highlighted, and 'Company Chargeable Items List' is selected. Below this, 'User Control' is visible with the keyboard shortcut 'Ctrl+Shift+U'. The 'Corporation Chargeable Items List' is also visible in the navigation pane.

Chargeable Items List for TDOT4400

Use this list to set values for this Corporation:

Item	Description	Corporation Item Name	DEBIT Account	CREDIT Account	Disabled
▶ Form 14	Form 14 Charge				<input type="checkbox"/>
NSF / Returned Cheque Fee	SYSTEM ITEM - NSF / Return...				<input type="checkbox"/>
Miscellaneous Fee - Not Lien...	SYSTEM ITEM - Miscellaneou...				<input type="checkbox"/>
Rental Locker	SYSTEM ITEM - Rental Locke...				<input type="checkbox"/>
Rental Parking Fee	SYSTEM ITEM - Rental Parkin...				<input type="checkbox"/>
Locker Maintenance Fee	SYSTEM ITEM - Monthly Lock...				<input type="checkbox"/>
Parking Maintenance Fee	SYSTEM ITEM - Parking Main...				<input type="checkbox"/>
Special Assessment Fee	SYSTEM ITEM - Special Asse...				<input type="checkbox"/>
Revised Assessment Fee	SYSTEM ITEM - Revised Ass...				<input type="checkbox"/>
Miscellaneous Fee - Lienable	SYSTEM ITEM - Miscellaneou...				<input type="checkbox"/>
Condo Fees	SYSTEM ITEM - Common Ele...			Interest Earned	<input type="checkbox"/>
Guest Suite Rental	Guest Suite Rental Fee				<input type="checkbox"/>
Party Room Rental	Party Room Rental Fee				<input type="checkbox"/>
Banking	SYSTEM ITEM - Operation Ba...		Undeposited Funds	Undeposited Funds	<input type="checkbox"/>
Tax Charge	SYSTEM ITEM - Accounts for...				<input type="checkbox"/>
Collection Charge					<input type="checkbox"/>
Water	Water Chargeback				<input type="checkbox"/>
test	Testing this out				<input type="checkbox"/>
Opening Balance	Opening Balance				<input type="checkbox"/>
Water Pump rental	Water Pump rental				<input type="checkbox"/>

Opening Balance Procedure – Beginning Trial Balance

Navigation: Accounting>General Journal

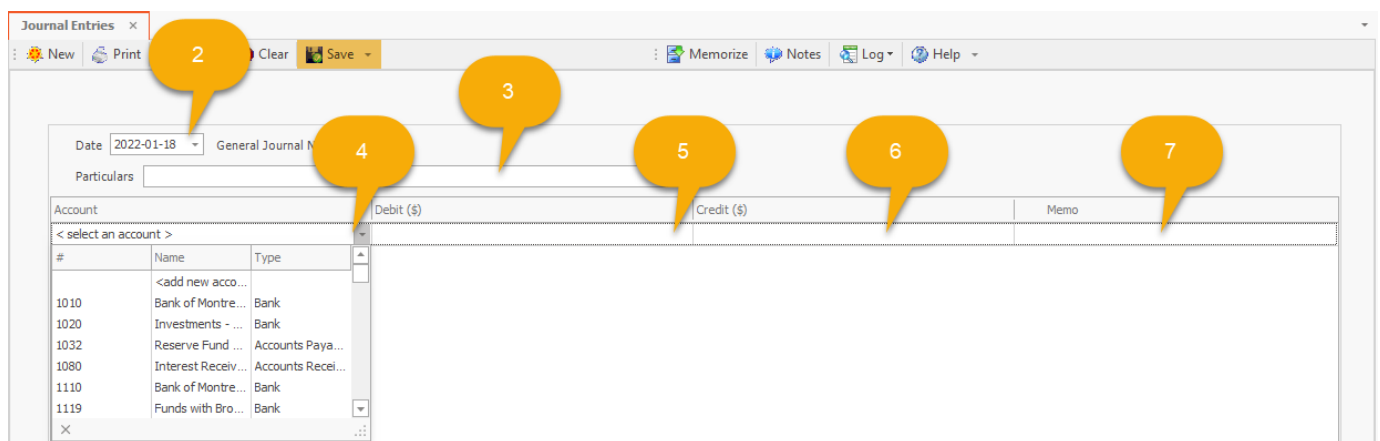
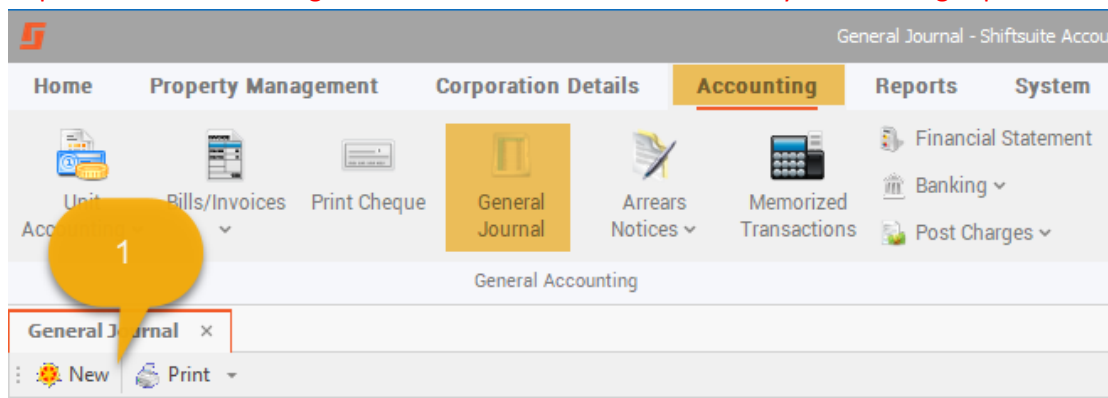
The Trial balance is entered by creating a journal entry.

1. Click on New
2. Set Date
3. Enter in a specific note in the Particulars field (i.e. Opening Balance as of Feb.1, 2022)
4. Select your Account
5. Enter in the Debit if applicable
6. Enter in the Credit if applicable
7. Enter a memo (optional)

Continue steps 4-7 for each Account in the Trial Balance

Pressing the TAB key on your keyboard will quickly jump you from cell to cell.

Important: When entering in the AP balance use the Accounts Payable Clearing Expense Account



Outstanding Cheque entries relating to Opening Balance(s)

The Outstanding cheques are entered by creating a journal entry (same as the trial balance).

When entering the cheques ensure that each cheque is a separate journal entry, enter the cheque number into the memo and debit and credit the Operating bank.

Note: Because you have already accounted for the Cheques in the opening balance, you will need to add them this way to be able to reconcile your bank as they clear.

Opening Balance Procedure – Accounts Payable

Navigation: Accounting>Bills/Invoices>Enter Bills

The following procedure is to enter the Accounts Payable entries relating to Opening Balance(s)

1. Enter the Vendor
2. Enter Invoice #
3. Enter Invoice Date
4. Payment Due Date
5. Enter Posting Date
6. Select the **Accounts Payable Clearing Expense Account number 9999**
7. Enter Dollar Amount
8. Enter a Memo

Note: Once the Bills/Invoices are entered, account 9999 should have a zero balance

The screenshot shows the 'Enter Bills' form in Shiftsuite Accounting. The form is titled 'Bills & Credits - Shiftsuite Accounting - TDOT4400'. The 'Accounting' tab is selected in the top navigation bar. The 'Enter Bills' button is highlighted in the sub-menu. The form contains the following fields and callouts:

- 1:** Bill number field (144)
- 2:** Vendor dropdown menu
- 3:** Date dropdown menu (2022-01-18)
- 4:** Bill Due dropdown menu (2022-01-28)
- 5:** Posting Date dropdown menu (2022-01-18)
- 6:** A/P Account dropdown menu (1610 - Accounts Payable - Acc)
- 7:** Amount Due field (\$0.00)
- 8:** Memo field

Below the form is a table with columns for #, Name, Type, and PO #. The table contains the following data:

#	Name	Type	PO #
1110	Bank of Montreal - Operating	Bank	
11001	Unit 2 Garbage Expense	Expense	
1080	Interest Receivable - Reserve	Accounts Receivable	
1020	Investments - Reserve	Bank	
1010	Bank of Montreal - Reserve	Bank	
10001	Garbage Expense	Expense	
	<add new account>...		

The total amount due is \$0.00.

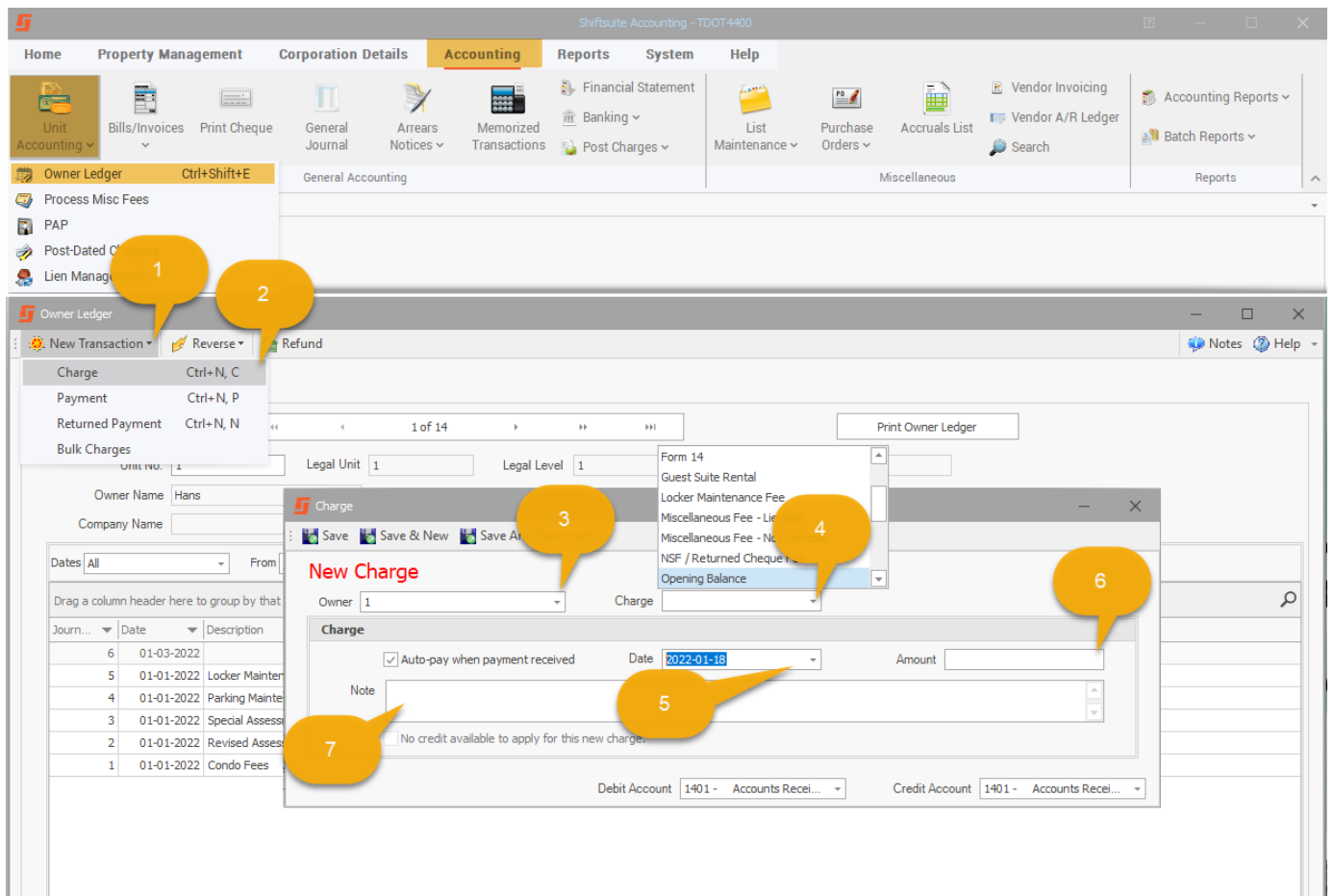
Opening Balance Procedure – Accounts Receivable

Navigation: Accounting>Unit Accounting>Owner Ledger

The following procedure is to tie in the Accounts Receivable Opening Debit Balance to a Unit so your AR Aging reports populate correctly.

New Charge

1. Click on New Transaction
2. Click on Charge
3. Select Owner
4. Select charge type **Opening Balance Charges**
5. Enter in the Date (if you want to track AR aging accurately you will need to set the date based on the AR aging report provided by the previous management company)
6. Enter in the amount
7. Enter in Notes if any



The screenshot displays the Shiftsuite Accounting interface. The 'Accounting' menu is active, and the 'Owner Ledger' window is open. A 'New Transaction' dropdown menu is visible, with 'Charge' selected. The 'Charge' dialog box is open, showing the 'New Charge' form. The form includes fields for 'Owner' (set to 1), 'Date' (set to 2022-01-18), and 'Amount'. A 'Note' field is also present, with the text 'No credit available to apply for this new charge.' The 'Debit Account' and 'Credit Account' are both set to '1401 - Accounts Receivable'. The background shows a table of transactions with columns for 'Journ...', 'Date', and 'Description'.

Accounts Receivable Opening Credit Balance procedure

Only use this option if the Owner is in a Credit position

1. Click on New Transaction
2. Click on Payment
3. Click on Credit
4. Enter Date
5. Enter Amount

Note: Enter in the amount as a positive number

6. Enter Notes if any
7. **Important** - Select Receivable Account

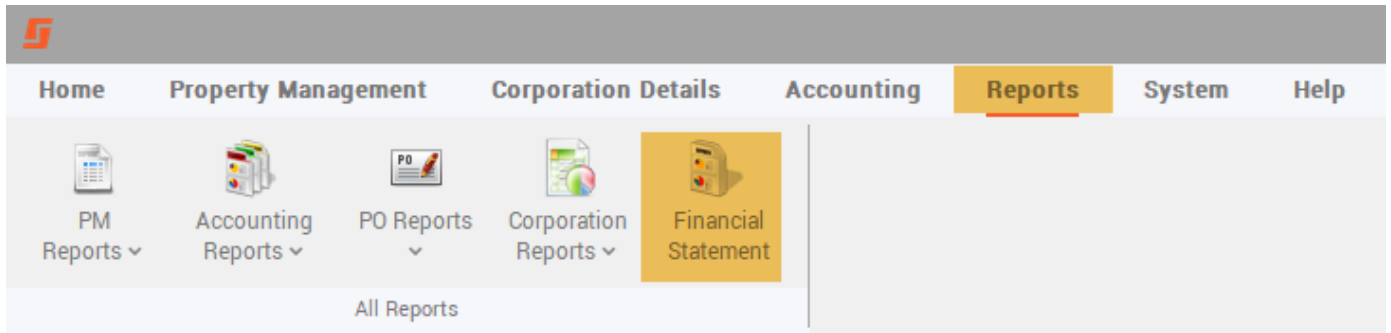
The screenshot shows a software interface with two windows. The 'Owner Ledger' window on the left has a 'New Transaction' menu open, with 'Payment' selected. The 'Payment' window on the right is titled 'New Payment' and contains the following fields and callouts:

- 1:** 'New Transaction' menu button.
- 2:** 'Payment' menu option.
- 3:** 'Credit' radio button.
- 4:** 'Date' field (2022-01-18).
- 5:** 'Amount' field (\$500.00).
- 6:** 'Note' text area.
- 7:** 'Debit Account' dropdown menu (1401 - Accounts Recei...).

The 'New Payment' window also includes a table with columns: Journal#, Charge Date, Total Charge, Charge, Description, Amount Due, and Amount Applied. The 'Total Amount Due' is currently \$0.00.

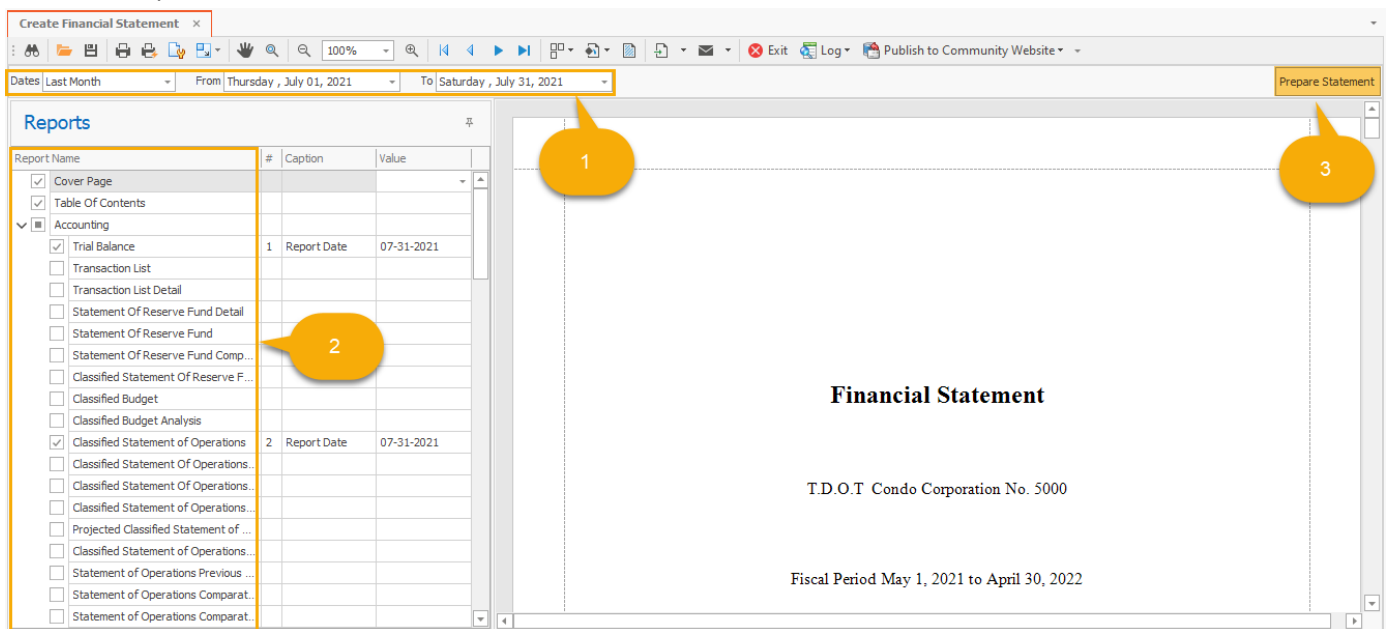
Important: Once the Corporation Financials are entered, you can run the Financial Statement, select the reports and verify your financial data.

Navigation: Reports>Financial Statement



Verify Financial Statements

1. Select Date
2. Select Reports
3. Click Prepare Statement

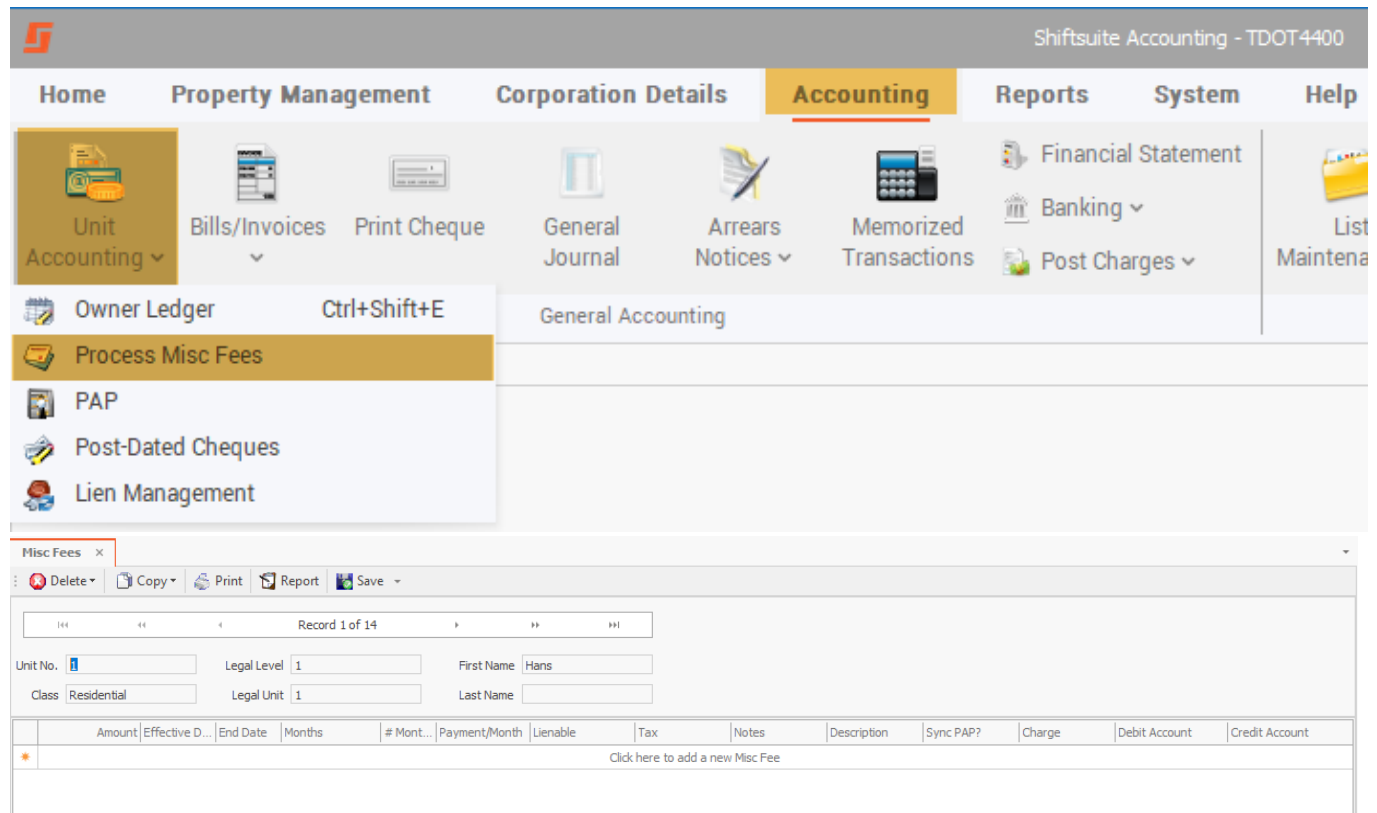


Adding Additional Fees – Misc. Fees

Misc. Fees are usually for re-occurring monthly charges above the Common Fees, such as Air Conditioning or Cable charges.

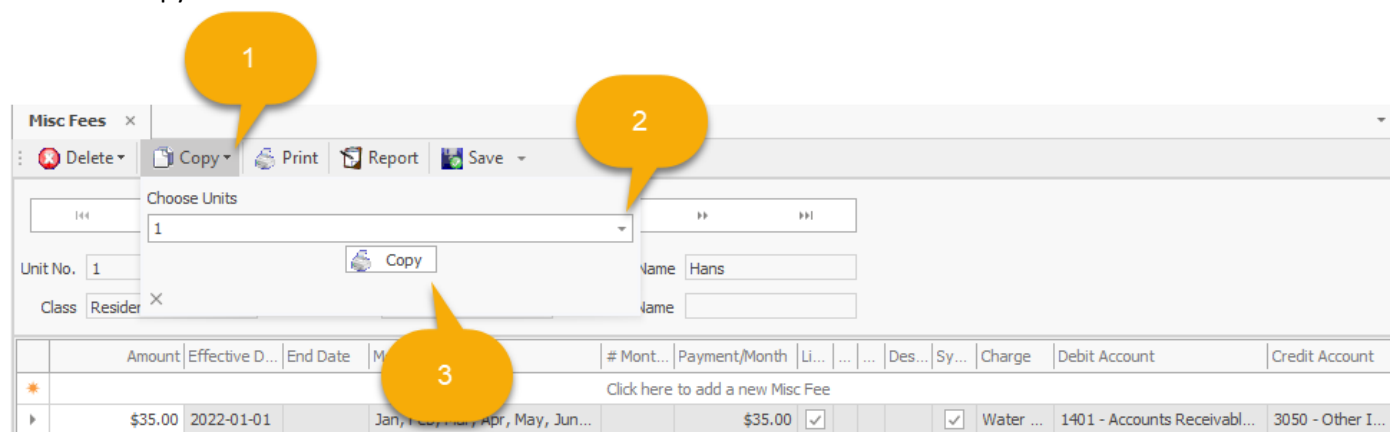
Navigation: *Property Management*>*Process Misc. Fees*

Add Misc. Fee for an owner



If the Misc. Fee is for applies to multiple units, you can use the copy feature.

4. Click Copy
5. Choose Units
6. Click Copy

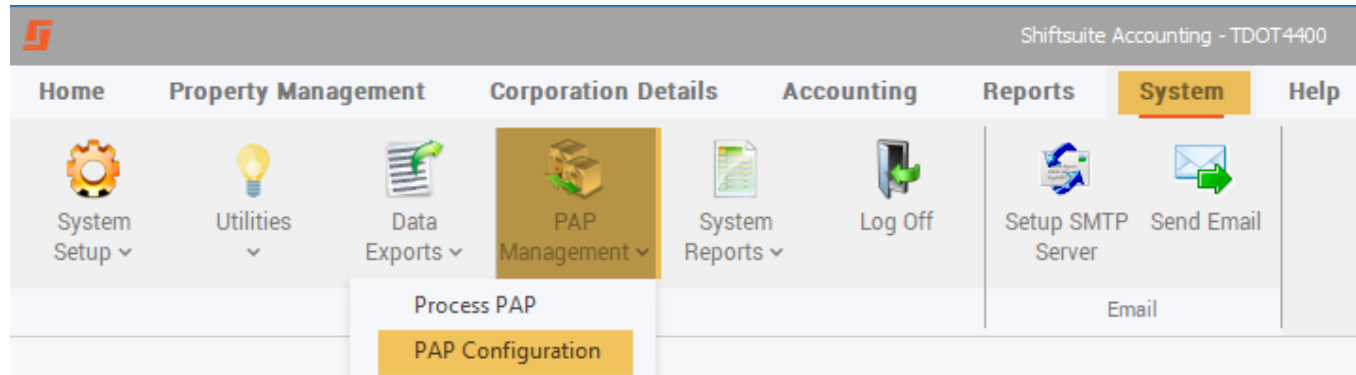


Setting up your PAP/EFT Files

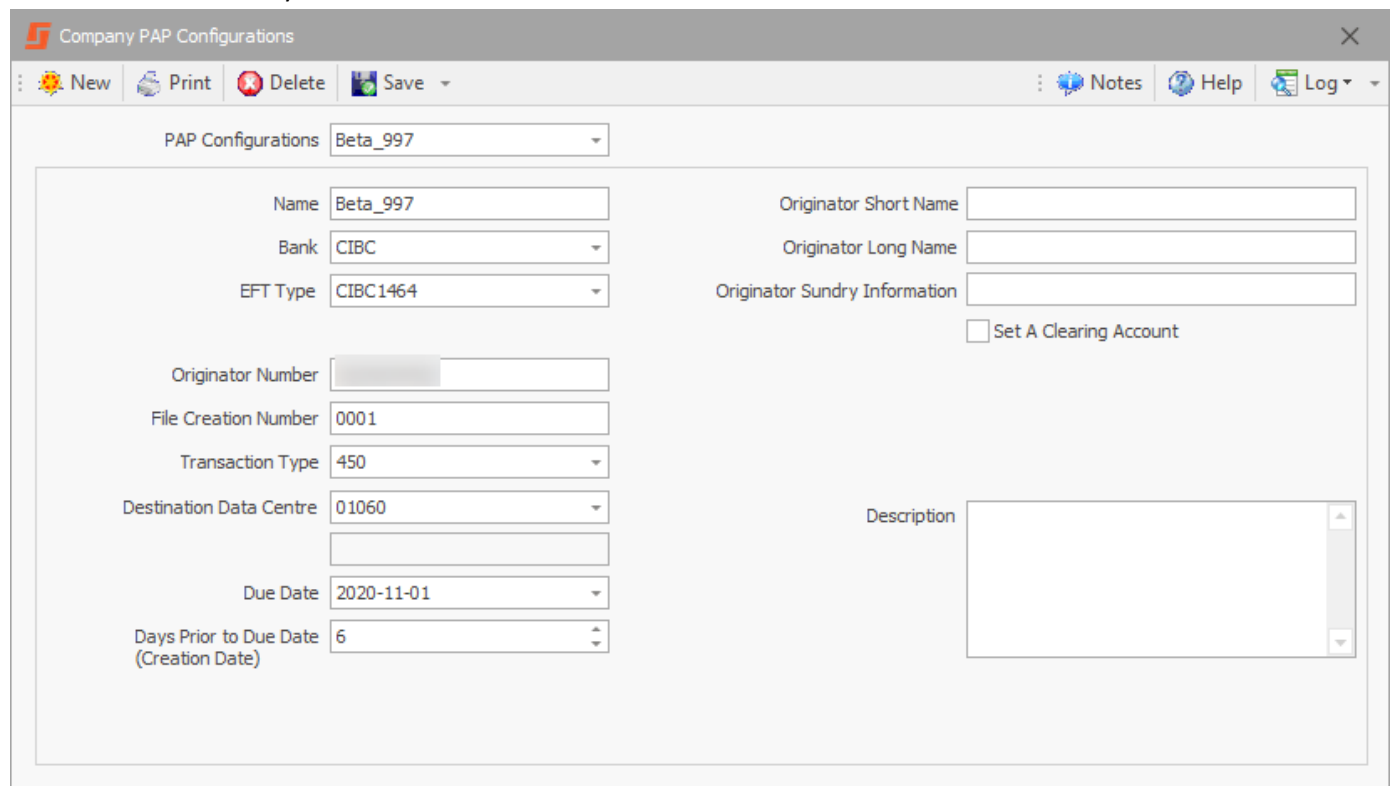
The PAP/EFT Configuration is used to enter the information needed for the system to create the EFT file that is submitted to the Bank.

Navigation: System tab>PAP Management>PAP Configuration

Set Condominium PAP/EFT settings



It is best to set the name of the configuration as the Condominium number so that you can set the configuration to the condominium easily.



Company PAP Configurations

PAP Configurations: Beta_997

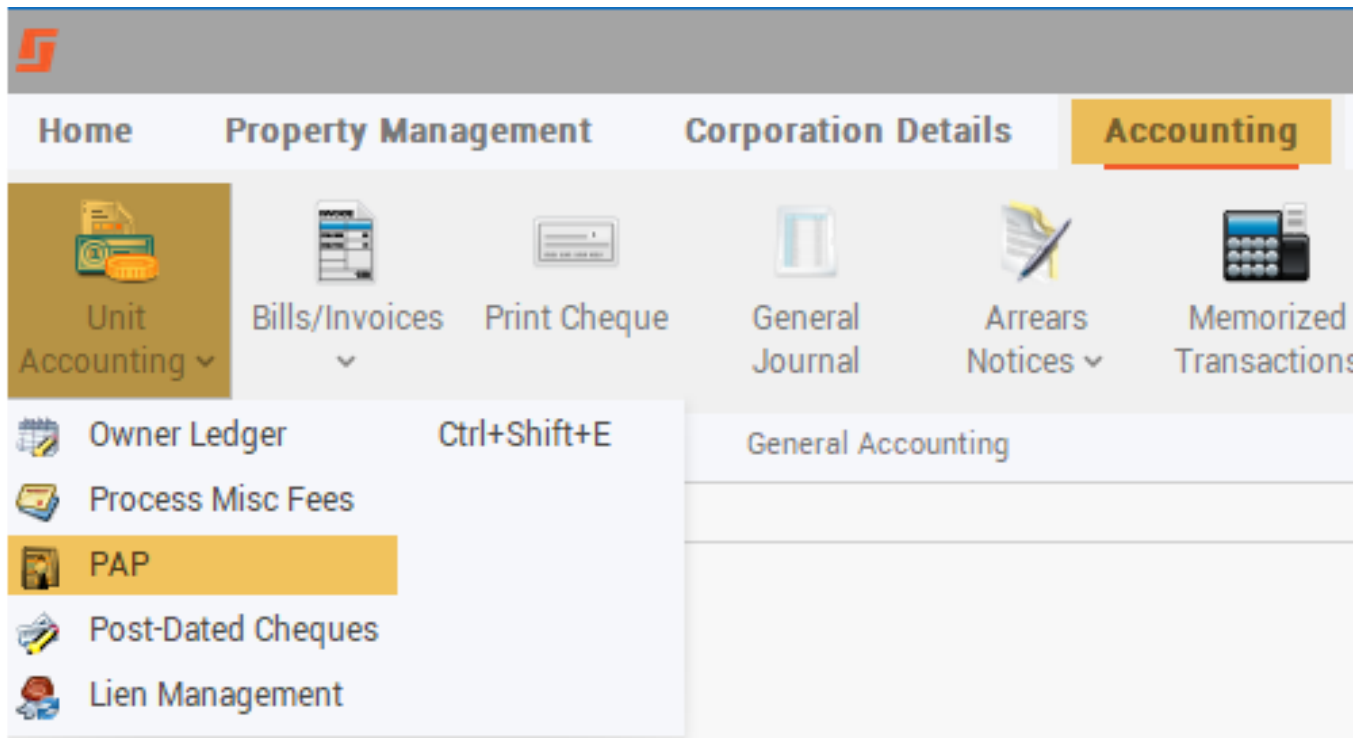
Name	Beta_997	Originator Short Name	
Bank	CIBC	Originator Long Name	
EFT Type	CIBC1464	Originator Sundry Information	
Originator Number		<input type="checkbox"/> Set A Clearing Account	
File Creation Number	0001	Description	
Transaction Type	450		
Destination Data Centre	01060		
Due Date	2020-11-01		
Days Prior to Due Date (Creation Date)	6		

Setting up Owner Pre-Authorized Payments

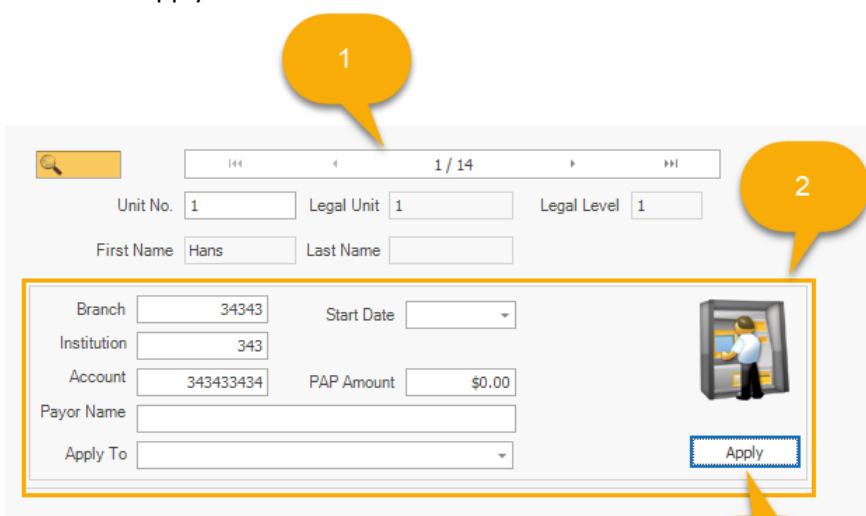
If there were any charges to Owners PAP from the time the Corporation was imported to the time you are setting it up, you will need to add or update the Pre-Authorized Payments.

Adding/Updating Postdated Cheques

Navigation: Accounting>Unit Accounting>PAP



1. Scroll or search for the unit to enter PAP details
2. Enter Bank Account, start dates, Amount and Payor Name
3. Click Apply



The screenshot shows the PAP form in the software. Callout 1 points to the search bar at the top. Callout 2 points to the 'Apply' button. Callout 3 points to the 'Apply' button. The form contains the following fields:

- Unit No. 1, Legal Unit 1, Legal Level 1
- First Name Hans, Last Name
- Branch 34343, Start Date
- Institution 343
- Account 343433434, PAP Amount \$0.00
- Payor Name
- Apply To
- Apply button

Once the form below populates each cell can be edited. You can scroll to the next unit and do the same process if you have more than one to edit. Once they are all entered press Save.

Branch	Institution	Account	PAP Start	Amount(\$)	Payor	PAP End	Closed	Sync PAP?	Apply To
34343	343	343433434	01-01-2022	2,023.81	Hans		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

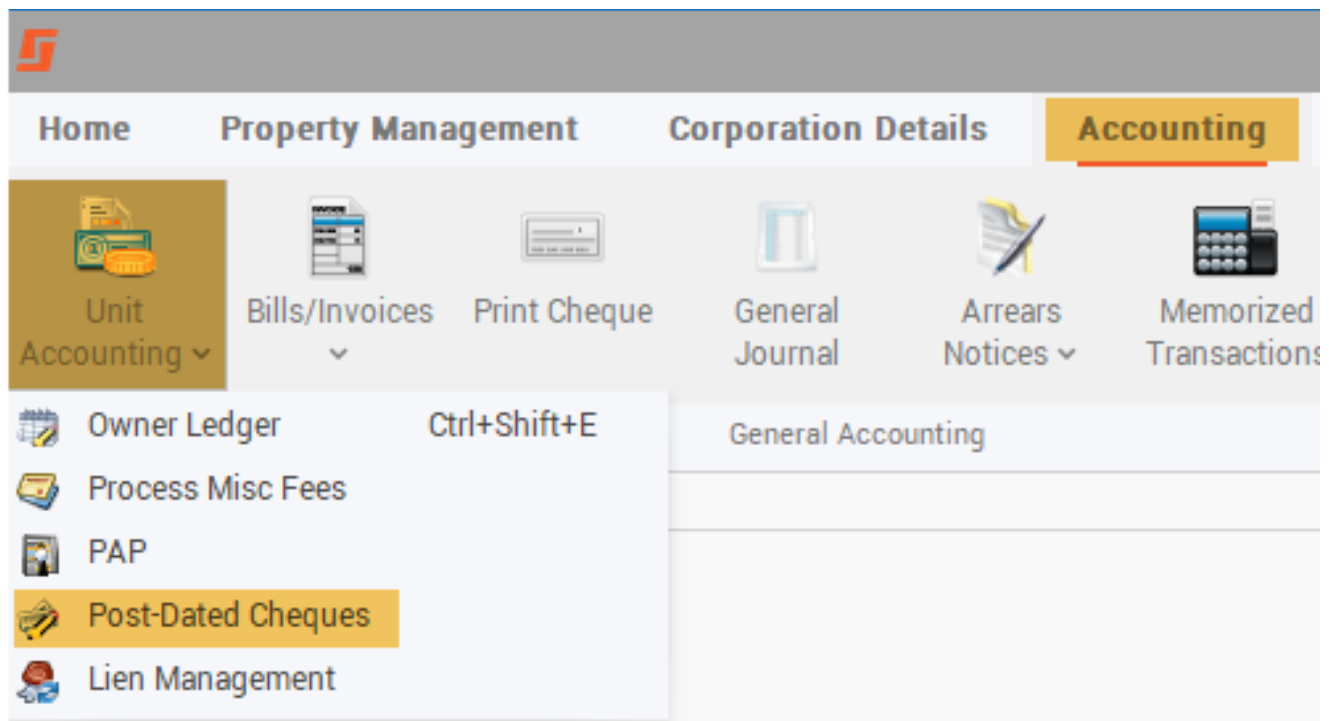
P.A.P

Setting up Post Dated Cheques

If Posted cheques were not included in the import, they will need to be added prior to posting monthly charges and payments.

If you need to add Post Dated Cheque information, this is how it is completed.

Navigation: Accounting>Unit Accounting>Post Dated Cheques



The screenshot shows the Shiftsuite software interface. At the top, there is a navigation bar with tabs for Home, Property Management, Corporation Details, and Accounting (which is highlighted). Below the navigation bar is a main menu area with several icons and labels: Unit Accounting (with a dropdown arrow), Bills/Invoices (with a dropdown arrow), Print Cheque, General Journal, Arrears Notices (with a dropdown arrow), and Memorized Transactions. A dropdown menu is open under Unit Accounting, listing several options: Owner Ledger (with keyboard shortcut Ctrl+Shift+E), Process Misc Fees, PAP, Post-Dated Cheques (which is highlighted in orange), and Lien Management. Below the main menu, there is a section for General Accounting.

1. Scroll or search for the unit to enter PDC
2. Enter Bank Account, start and end dates, starting cheque number, Amount and Payor Name
3. Click Apply

The screenshot shows a form for entering a Post Dated Cheque (PDC). Callout 1 points to a search bar at the top. Callout 2 points to the input fields for Unit No. (1), Legal Unit (1), Legal Level (1), First Name (Hans), and Last Name. Callout 3 points to the 'Apply' button. The form includes fields for Branch (345345), Post Start (2021-01-01), 1st Cheque No. (1), Institution (34535), Post End (2021-12-31), Cheque Amount (\$500.00), Account (34543535), Payor Name, and an 'Apply' button. An illustration of a cheque and a pencil is also present.

Once the form below populates you can edit each cell as needed. You can also scroll to the next unit and do the same process if you have more than one to add. Once they are all entered press save.

Drag a column header here to group by that column

Branch	Institution	Account	Payor	Cheque #	Post Date	Amount(\$)	Apply To
345345	34535	34543535	Hans	1	01-01-2021	500.00	
345345	34535	34543535	Hans	2	02-01-2021	500.00	
345345	34535	34543535	Hans	3	03-01-2021	500.00	
345345	34535	34543535	Hans	4	04-01-2021	500.00	
345345	34535	34543535	Hans	5	05-01-2021	500.00	
345345	34535	34543535	Hans	6	06-01-2021	500.00	
345345	34535	34543535	Hans	7	07-01-2021	500.00	
345345	34535	34543535	Hans	8	08-01-2021	500.00	
345345	34535	34543535	Hans	9	09-01-2021	500.00	
345345	34535	34543535	Hans	10	10-01-2021	500.00	
345345	34535	34543535	Hans	11	11-01-2021	500.00	

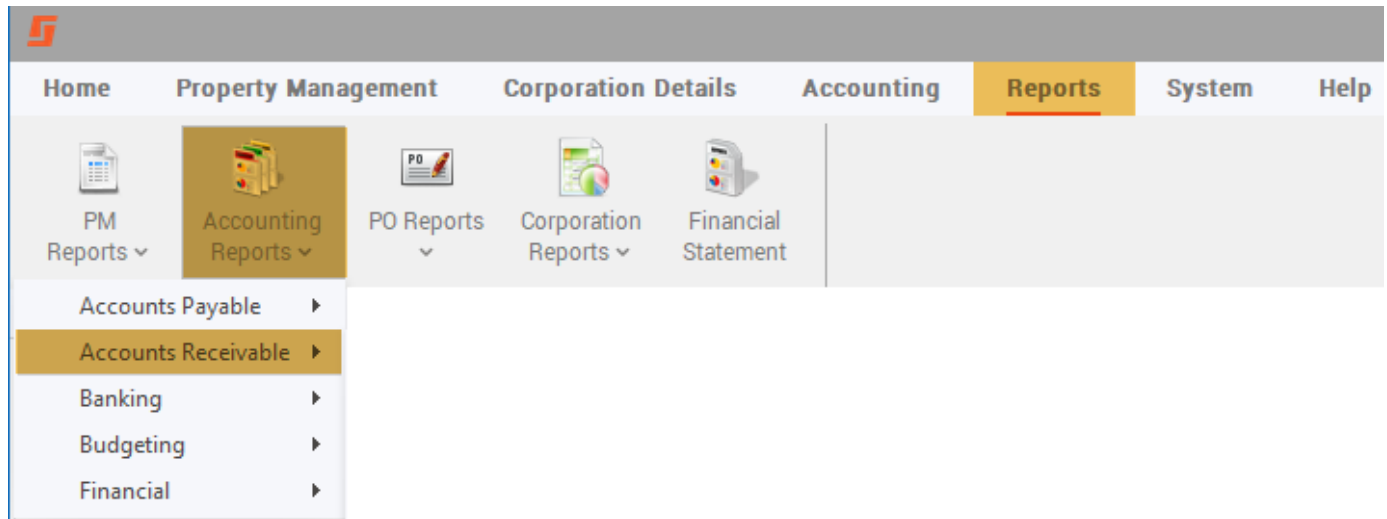
Save Delete

Post Dated Cheques

Important Reports to Verify

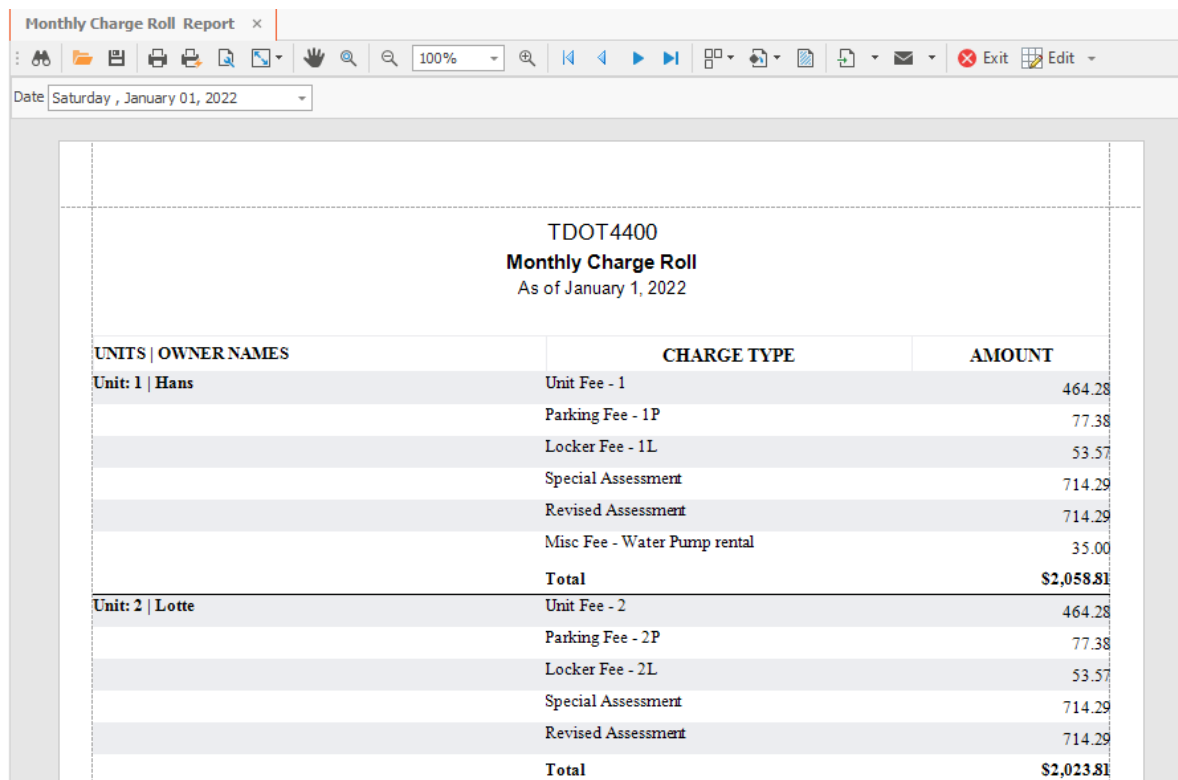
To verify that Shiftsuite Accounting is calculating your Owner Charges and Payments correctly, the following reports can be used to verify. It is important that this is done during the implementation process and when bringing on a new client.

Navigation: Reports>Accounting Reports>Accounts Receivable



The screenshot shows the Shiftsuite software interface. The top navigation bar includes 'Home', 'Property Management', 'Corporation Details', 'Accounting', 'Reports', 'System', and 'Help'. The 'Reports' tab is selected. Below the navigation bar, there are several report categories: 'PM Reports', 'Accounting Reports', 'PO Reports', 'Corporation Reports', and 'Financial Statement'. The 'Accounting Reports' category is expanded, showing a list of reports: 'Accounts Payable', 'Accounts Receivable', 'Banking', 'Budgeting', and 'Financial'. The 'Accounts Receivable' report is highlighted.

Monthly Charge Roll Report



The screenshot shows a 'Monthly Charge Roll Report' for 'TDOT4400' as of 'January 1, 2022'. The report is displayed in a window with a standard toolbar and a date selector. The report content is as follows:

TDOT4400 Monthly Charge Roll As of January 1, 2022		
UNITS OWNER NAMES	CHARGE TYPE	AMOUNT
Unit: 1 Hans	Unit Fee - 1	464.28
	Parking Fee - 1P	77.38
	Locker Fee - 1L	53.57
	Special Assessment	714.29
	Revised Assessment	714.29
	Misc Fee - Water Pump rental	35.00
	Total	\$2,058.81
Unit: 2 Lotte	Unit Fee - 2	464.28
	Parking Fee - 2P	77.38
	Locker Fee - 2L	53.57
	Special Assessment	714.29
	Revised Assessment	714.29
	Total	\$2,023.81

Owners EFT Report

Owners EFT Report

Customize
 Hide Legal Level/Unit? No
 Round To Cents
 Reset Submit

TDOT4400
OWNERS EFT
 As of January 1, 2022

UNIT	LEGAL UNIT	LEGAL LEVEL	BRANCH	INSTITUTION	ACCOUNT	PAYOR	AMOUNT
2	2	1	34534	345	34345435		2,023.81
3	3	1	34535	345	345345345		2,023.81
4	4	1	34534	345	345345345		2,023.81
5	5	1	34534	345	345345435		2,023.81
6	6	1	34534	345	345345435		2,023.81
7	7	1	34543	345	345435345		2,023.81
8	8	1	34545	345	345345		2,023.81
9	9	1	34534	345	345345345		2,205.96
10	10	1	34534	345	345345345		1,841.66
11	11	1	34534	345	345345345		2,023.81
TOTAL							\$20,238.10

Navigation: Property Management > Property Management Reports

Shiftsuite Accounting - TDOT4400

Home **Property Management** Corporation Details Accounting Reports System Help

Owner Information Community Calendar Administration Calendar Correspondence Tracking Purchase Orders Vendors List Information Certificates Status Certificates Write Letters Labels PM Reports Batch Reports

Property Management Letters Reports

PAP Sync Report

PAP Sync Report Report

Date: Saturday, January 01, 2022

TDOT4400
PAP SYNC REPORT
 As of January 1, 2022

UNIT	FIRSTNAME	LASTNAME	CURRENT PAP AMOUNT	PAP SYNC AMOUNT	DIFF	TOTAL MAINTENANCE FEE (TAX INCLUDED)	SPECIAL ASSESSMENT	REVISED ASSESSMENT	MISC FEES	RENTAL FEES	TOTAL FEES
1	Hans				-2,058.81	595.23	714.29	714.29	35.00	0.00	2,058.81
2	Lotte		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
3	Jane		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
4	Will		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
5	Suki		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
6	Leo		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
7	Sacha		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
8	Britt		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
9	Adof		2,205.96	2,205.96	0.00	648.80	778.58	778.58	0.00	0.00	2,205.96
10	Enico		1,841.66	1,841.66	0.00	541.66	650.00	650.00	0.00	0.00	1,841.66
11	Peter		2,023.81	2,023.81	0.00	595.23	714.29	714.29	0.00	0.00	2,023.81
12	Andre				-2,023.81	595.23	714.29	714.29	0.00	0.00	2,023.81
14	Chiang Ching				-2,023.81	595.23	714.29	714.29	0.00	0.00	2,023.81
15	Yin Tai Yu				-1,578.56	464.28	557.14	557.14	0.00	0.00	1,578.56
			\$20,238.10	\$20,238.10	-\$7,684.99	\$8,202.27	\$9,842.91	\$9,842.91	\$35.00	\$0.00	\$27,923.09

Owners with PAP Report

Owners With PAP Report x

Date: Saturday, January 01, 2022

TDOT4400
OWNERS WITH PAP
As of January 1, 2022

UNIT	LEGAL UNIT	LEGAL LEVEL	PAYOR NAME	PAP AMOUNT	FIRST DATED PAP
2	2	1		2,023.81	11-01-2021
3	3	1		2,023.81	11-01-2021
4	4	1		2,023.81	11-01-2021
5	5	1		2,023.81	11-01-2021
6	6	1		2,023.81	11-01-2021
7	7	1		2,023.81	11-01-2021
8	8	1		2,023.81	11-01-2021
9	9	1		2,205.96	11-01-2021
10	10	1		1,841.66	11-01-2021
11	11	1		2,023.81	11-01-2021
Total				\$20,238.10	Count 10

Owners with Post Dated Cheques Report

Owners With Post Dated Cheques Report x

Date: Saturday, January 01, 2022

TDOT4400
OWNERS WITH POST DATED CHEQUES
January 01 - 31, 2022

UNIT	FIRST NAME	LAST NAME	POST DATE	TOTAL CHEQUE AMOUNT	CHEQUE NUMBER
Total					