

## Year End Summary

From 1/04/2014 to 31/03/2015



Joe Bloggs  
29 Harvey Street  
Invercargill 1234

### Property

7 Bottom Street, Invercargill, Web ID 12345

Year / Month	Rent	Intro. Funds	Fees	GST	Invoices	Payments	Net
2014 April	500.00	340.00	40.00	6.00	450.00	494.00	-150.00
2014 August	4,200.00	0.00	0.00	0.00	0.00	4,050.00	150.00
2014 September	8,400.00	0.00	40.00	6.00	0.00	0.00	8,354.00
2014 October	1,400.00	0.00	0.00	0.00	0.00	9,754.00	-8,354.00
2014 November	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
2014 December	2,100.00	0.00	0.00	0.00	0.00	2,100.00	0.00
2015 January	6,300.00	0.00	40.00	6.00	56.00	6,198.00	0.00

The YTD statement shows you the income and expenditure for a property (or properties) over the financial year.

If the owner has more than one property, you have the choice of running one page for each property or a Summary, which collects the data from all the owners properties and puts into one statement.

Each column is explained below:

**Year/Month:** Each month by year in the date range you have selected

**Rent:** The amount of money received in through receipting as Rent

**Intro.Funds:** This is any money that was receipted in that was not rent, i.e Water rates, tenant invoices and money paid to you by the Owner. None of the money in this area has been subjected to management fees (Unless you do charge a fee on a tenant receipt invoice)

**Fees:** This covers the management, maintenance, inspections and admin fees

**GST:** The GST component of the Fees

**Invoices:** This is any Creditor Invoice or Payment Expense that has come from the property

**Payments:** Any Owner Payments made. This does not necessarily mean the owner got the money, it just means that a Transaction was done using Payment Owner

**Net:** This column is the total of the whole line. For instance line 1 says that it was overpaid for the month of April. This usually means that there was an opening balance in the month before. You take the rent amount and add any intro funds, then you minus the fees, GST, Invoices and Payments, the total is the Net amount.

**Invoice Analysis (incl.GST) – Expenses:** Every invoice that went against this property during the selected date range will be broken down into an expense type. This is the expense type that was selected against the Creditor

*Note: If an expense type looks incorrect, or you wish to show a more specific expense type, you can retrospectively alter the expense type on any individual transaction by locating it in the History area of Transactions, and editing the transaction. The YTD Summary will then show the expense under the new expense type.*

**Missing Months:** If a month is missing, this usually means that that month was closed using a close-off date in the subsequent month. (The subsequent month might then show figures for both months).