Auditors Report

Last Modified on 16/10/2025 4:40 pm AEST

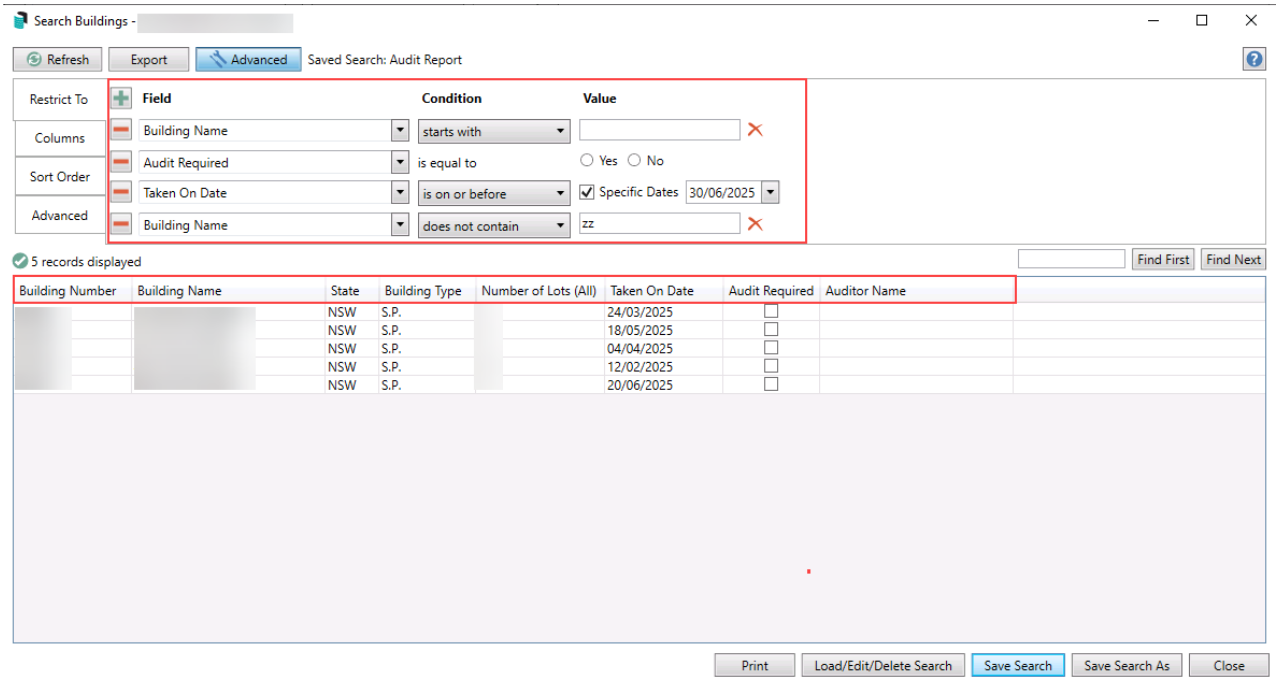
There are specific state requirements for auditing of trust or bank accounts, and below are steps to produce particular reports which may assist. Some states may require this report legislatively, whilst others may have the option to select whether to include or not. Please check with a registered accountant if unsure about state-specific requirements.

It is recommended that you review audit requirements before the start of the financial year to understand your requirements.

Building Information

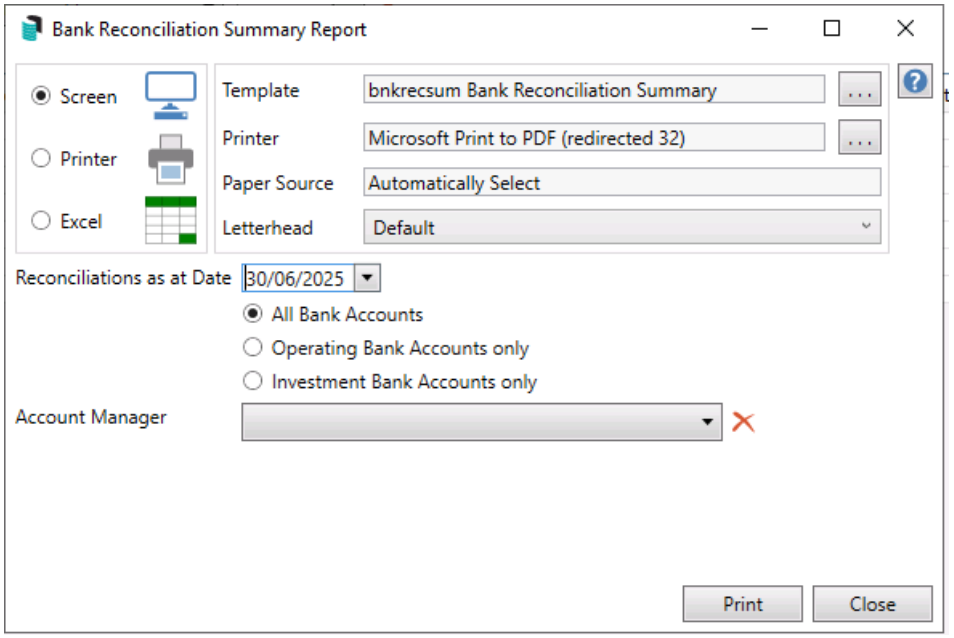
There may be a requirement to provide some basics around the number of buildings as of a specific date. Using something like ***Search Buildings*** will offer this information, and can be restricted with the taken on date to include buildings that can include the auditor's name and date last audited fields.

When creating a similar search, save it for future use. Saving and loading this search is done using the *Load/Edit/Delete Search* button.



Bank Rec Summary Report

Using the ***Bank Rec Summary Report*** will assist in reporting the bank balances, including investment accounts. The *Reconciliation as at date* can also be set to report for a specific period, with Excel or PDF options.

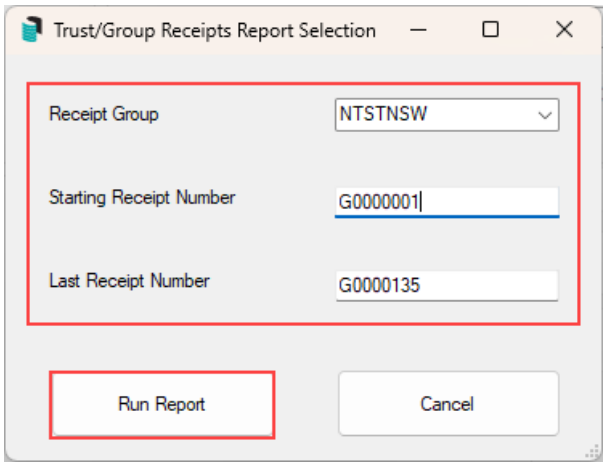


Trust Accounts Receipts (if Applicable)

Trust Account Receipts are required for receipted money in NSW trust accounts. The function for preparing these is set in the ***Receipt Entry*** / Options / Trust Group Receipt Menu. It will either be set to *Prepare,* which generates a receipt at the time of entry, or to *Prepare - No Print,* which allows them to store and print when needed.

Print all receipts

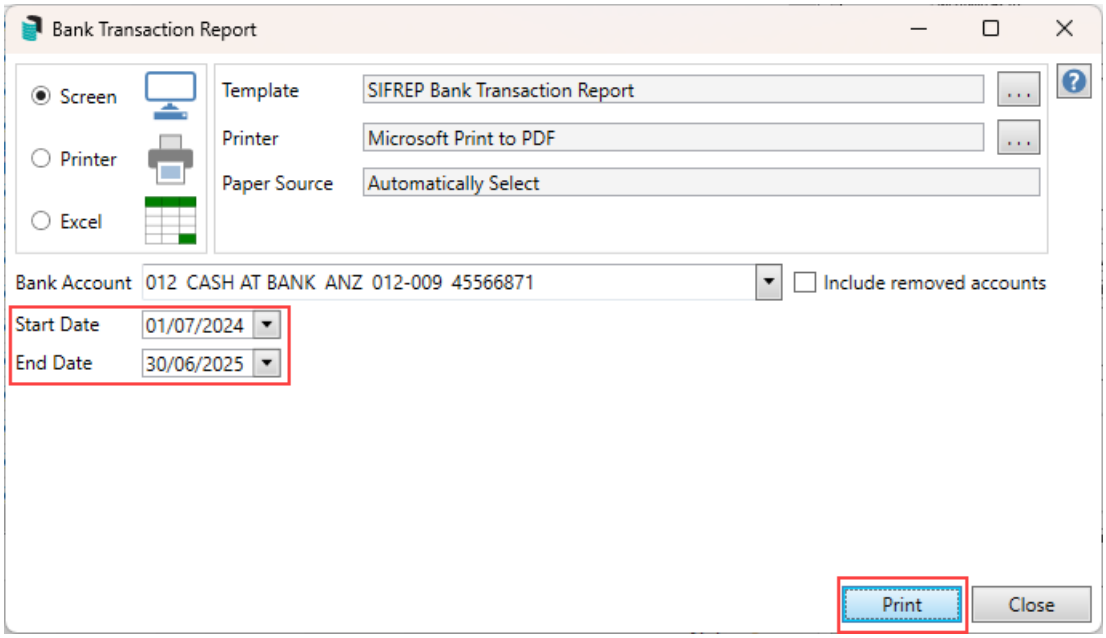
1. Search or select ***Receipts Report (Group/Trust)***.
2. Enter the receipt range required and click *Run Report*.



3. From the Report Setup window, select *Excel* if a worksheet is required, or *Screen* for a PDF report. Click *OK*.
4. Save as required.

Bank Transaction Report

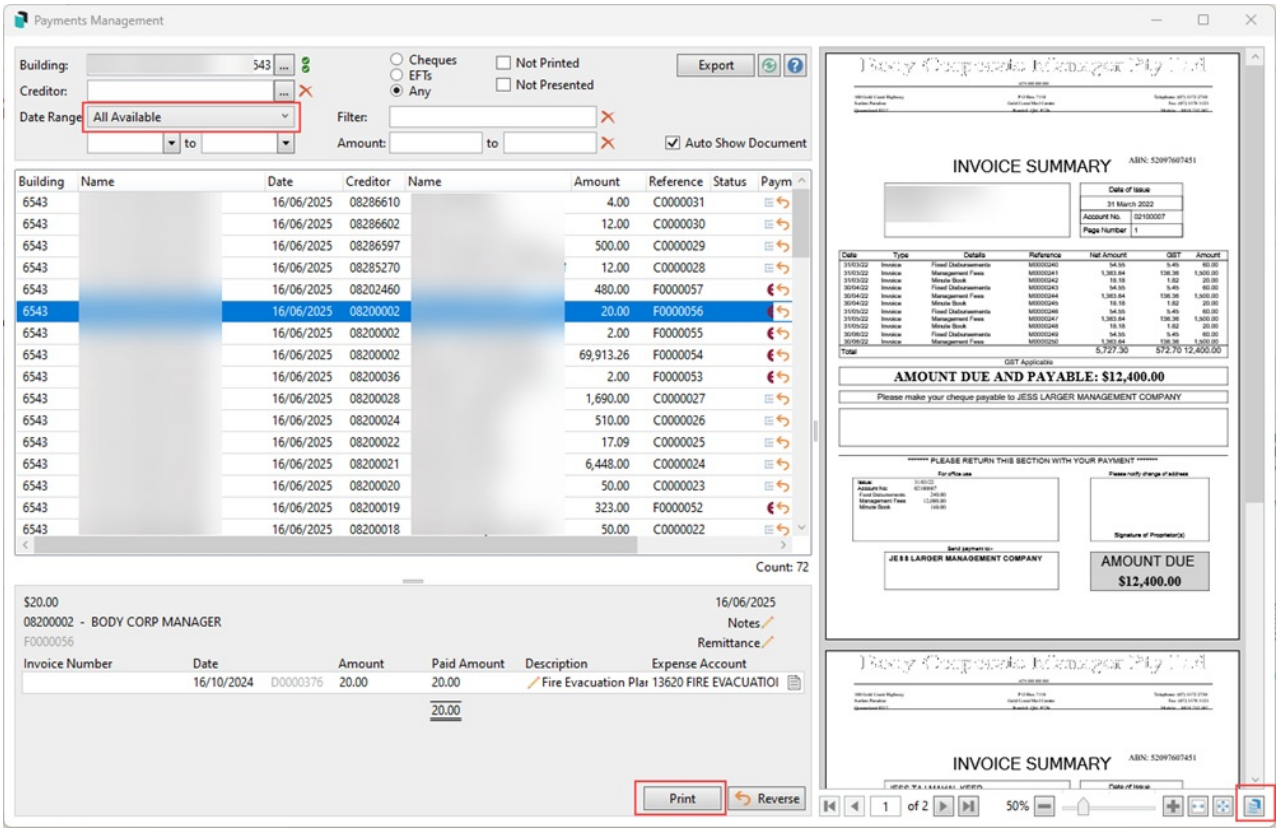
Using the ***Bank Transaction Report*** will allow statement data to be produced for a specific date range.



Invoices and Remittance Advice

Providing copies of invoices and remittance advice can be retrieved from***Payments Management***.

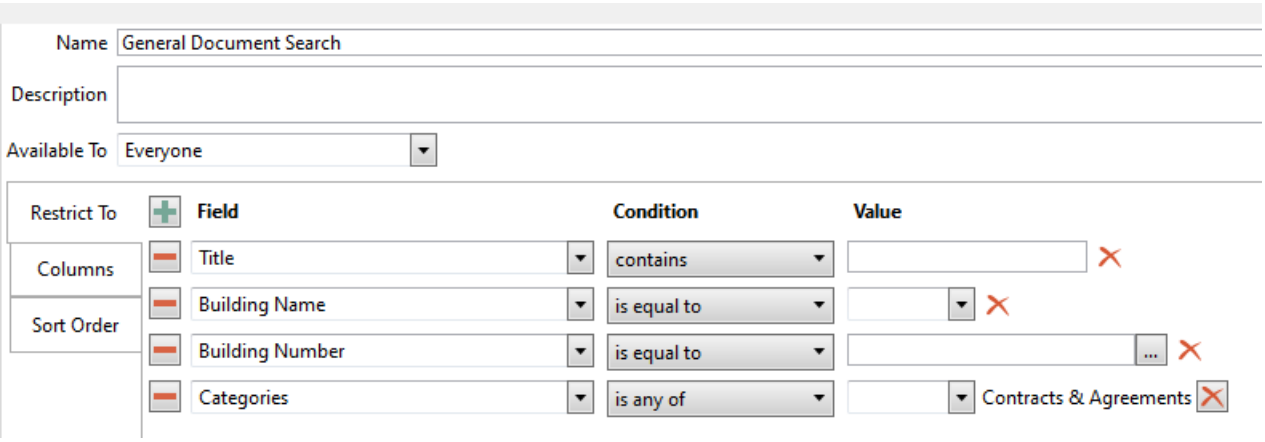
- Use the *Date Range* filter to report specific dates.
- Use the *DocMax* icon to open the invoice.
- Use the *Print* button to retrieve a copy of the remittance advice.



Documents and Reports

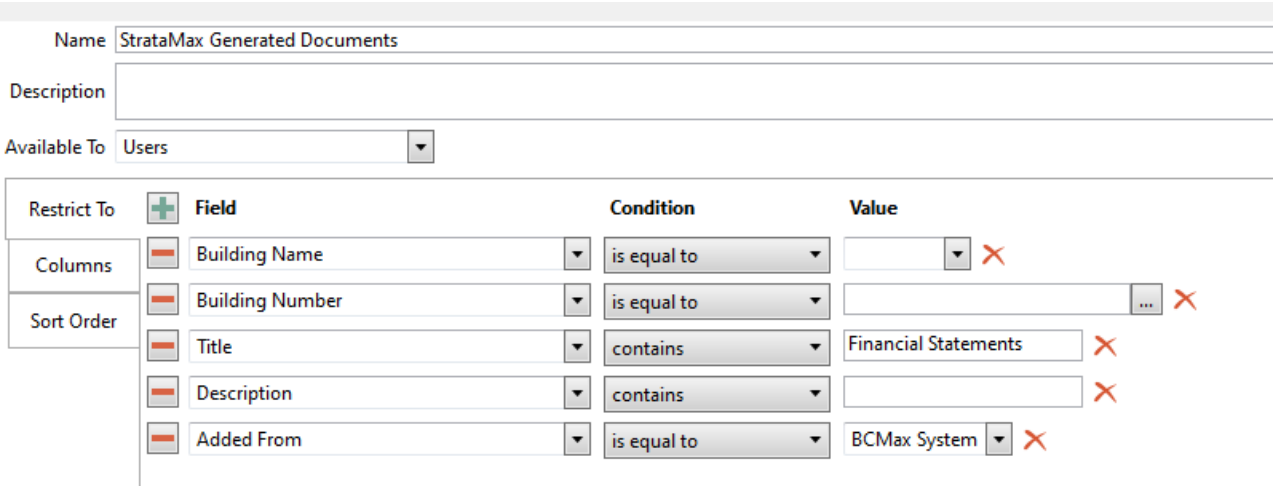
If there are requests for specific documents and reports, these should be available in***DocMax*** or in a folder location, which may assist with contract and agreement validation. When these documents are added, ensure that the category assigned is specific to allow for results to be retrieved.

Example:



Financial Statements that are saved at the end of the month process can also be retrieved from DocMax if required.

Example:



StrataMax Reports

The following reports from within Report Distribution are available for a financial style report. The cogwheel in each report is available for setting subsequent reporting dates and options.

Banking

- Bank Balances
  - Current Date.
- Bank Reconciliation
  - Default (Current Year), Current Year, Old Year, Current and Old Year.
- Bank Reconiliation Summary
  - Current Date.
- Bank Transaction
  - Default (Current Year), Current Year, Old Year, Current and Old Year.
- Unpresented Payments and Receipts Report
  - Current Date.

Creditors

- Creditors Aged Balances
  - Default (Current Year), Current Year, Old Year, Current and Old Year.
- Creditor Balance
  - Default (Current Year), Current Year, Old Year, Current and Old Year.

Debtors

- Aged Balance
  - Current Date.
- Ledger Card
  - Year to date, Year to date - include old year, Month to Date, Selected Month, From Last Zero

Balance.

- Lot Account Dissection
  - Current Date.

Financials

- Account Summary
  - Default (Current Year), Current Year, Old Year, Current and Old Year.
- BAS
  - Ending Last Quarter, Ending Last Month.
- Cash Flow Management Report
  - Current Date.
- Financial Statements
  - Current Year, Last Month, Old Year, Current and Old Year.
- Income Tax Report
  - Current Date.
- Key Financial Information (Statement of Key Financials - NSW)
  - Current Date.
- Lot Balance
  - Default (Current Year), Current Year, Old Year, Current and Old Year.
- Receipt Summary
  - Current Date.
- Status Report
  - Override period end date for status report.
- Transaction List
  - Current Year, Current Month, Old Year, Current and Old Year.